

Common SSB Query Mistakes

Using a Fiscal Period other than 12

- ❖ The query often defaults to 6
 - This shouldn't cause you a problem until after December (period 6)
 - Recall that the period means all data **through** that period (vs. for just that period)

Fiscal year: Fiscal period:

Comparison Fiscal year: Comparison Fiscal period:

Leaving the Chart of Accounts blank

- ❖ This field is required and must be N
 - Leaving it blank will give you a confusing error such as Invalid Index

Index not valid.

Fiscal year: Fiscal period:

Comparison Fiscal year: Comparison Fiscal period:

Commitment Type:

Chart of Accounts: Index:

Forgetting to blank out data from a prior query

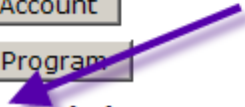
- ❖ The queries often remember data from a prior query (such as Account)
 - Unless you are truly searching for just one account you must blank that field out prior to running your next query
 - If your query brings back data for just one account and you expect more, check the report parameter data at the top of the query results screen
 - If you ran your query against a single account code it will appear on there
 - If you ran your query for all accounts against that Index, the word All will appear next to account

AS OF JUL 20, 2008

Chart of Accounts	N Northeastern University	Commitment Type	All
Fund	350000 Requisition Reserve	Program	All
Organization	141200 School of Law-Career Services	Activity	All
Account	73460 Photocopying Charges	Location	All

Using the Include Revenue Accounts checkbox incorrectly

Fiscal year: 2008 **Fiscal period:** 06
Comparison Fiscal year: None **Comparison Fiscal period:** None
Commitment Type: All
 Chart of Accounts: [] Index: 222224
 Fund: [] Activity: []
 Organization: [] Location: []
 Grant: [] Fund Type: []
 Account: [] Account Type: []
 Program: []
 Include Revenue Accounts



- ❖ Most operating FOAPs do not contain revenue (which is good – the box defaults to unchecked)
 - If the FOAP does not contain revenue accounts, do not check this box or the results will be misleading
 - If the FOAP you are running a query against contains revenue account, check the box prior to submitting the query

Example of query against a FOAP without revenue accounts

Query run correctly (with box unchecked)

Chart of Accounts	N Northeastern University	Commitment Type	All
Fund	222224 Training Fund - Basic queries	Program	5080 Information Services
Organization	111114 Training Organization 2	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
73003	Capital Equipment-Laboratory	0.00	0.00	0.00	0.00
73005	Capital Equipment-Computers	1,000.00	0.00	0.00	1,000.00
73021	Travel-Airfare	1,000.00	0.00	2.00	998.00
73303	Computer Supplies	1,000.00	0.00	3.00	997.00
73420	Printing	1,000.00	0.00	4.00	996.00
74800	Consultants	1,000.00	5.00	0.00	995.00
78001	Special Services 1	1,000.00	6.00	0.00	994.00
Report Total (of all records)		6,000.00	11.00	9.00	5,980.00

Query run with revenue box checked

The report subtracts revenue (of which there is none) from expenses & determines that there is a negative budget balance

Chart of Accounts	N Northeastern University	Commitment Type	All
Fund	222224 Training Fund - Basic queries	Program	5080 Information Services
Organization	111114 Training Organization 2	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
73003	Capital Equipment-Laboratory	0.00	0.00	0.00	0.00
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73303	Computer Supplies	1,000.00	0.00	3.00	997.00
73420	Printing	1,000.00	0.00	4.00	996.00
74800	Consultants	1,000.00	5.00	0.00	995.00
78001	Special Services 1	1,000.00	6.00	0.00	994.00
Report Total (of all records)		(6,000.00)	(11.00)	(9.00)	

