BANNER FINANCE BUDGET QUERIES ON SELF SERVICE

To access the Self Service Web Site go to your UNA portal.

Click the "Self-Service Banner" tab.

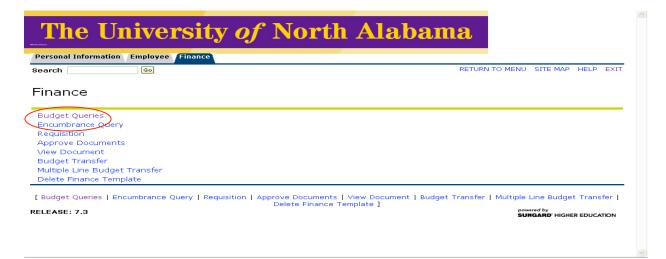
Click the "Finance" tab.

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Welcome, Salena K. Denton, to Se	er-Service Banner! Last web acce	ss on Nov 30, 2007 at 09:49 am	1		
Personal Information View addresses, phone pumbers, and conta	act information; review parce or social ser	with number change information:			
Employee					
Time and leave reporting, benefits, leave of Finance	rrjob data, paystubs, W2 froms, A4 form	s,W4 data.			
Create or review financial documents, budg	et information, approvals.			red by	
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After entering the Finance screen, you will see several options. These options may vary according to the user's assigned level of security and system access. Some available options are:

Budget Queries, Encumbrance Query, Requisition, Approve Documents, View Document, Budget Transfer, Multiple Line Budget Transfer

This manual covers Budget Queries only. Additional manuals will be distributed at a future date to cover other options.



There are three types of Budget Queries.

Budget Quick Query
 Budget Status by Account
 Budget Status by Organizational Hierarchy

1) Budget Quick Query

The Quick Query allows the user to view simplified budget information for one organization or fund as of the date the query is run. When selecting a Budget Quick Query, the process and results are simplified. The feature of drilling down to detail transactions is NOT available.

To create the Quick Budget Query, click on "Budget Queries".

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Make sure that Budget Quick Query is selected and appears in the box to the right of "type".

Next, click "Create Query".

Note: Once you have your parameters set up, you may save your query and click *"Retrieve Query"*

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To create a new query choose a query type and select Create Query. To retrieve an existing query choose Retrieve Query.	a saved	query and	select	
Create a New Query				
Type Budget Quick Query Create Query				
Retrieve Existing Query				
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[Budget Queries Encumbrance Query Requisition Approve Documents View Document Budget T Transfer Delete Finance Template] RELEASE: 7.2		Multiple L	ine Buc	iget

The screen to select the parameters for the query will appear next. The columns are pre-selected, and are Adjusted Budget, Year to Date/Inception Date, Commitments, and Available Balance.

- 1. Enter "U" in CHART OF ACCOUNTS
- 2. Enter your index in INDEX
- 3. Click on "Submit Query"
- 4. The Fund, Org, and Program will automatically fill in.
- 5. Click "Submit Query" a second time.

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Go Go	MENU SITE MAP HELP EXI
Budget Queries	
Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart resulting information is inception through the end of the fiscal year, from Grant Ledger. Oth fiscal year to date.	of Accounts fields. If Grant is populated then nerwise, all information retrieved is through the
Fiscal year: 2008	
Chart of Accounts U Index 30404	
Fund 110000 Grant	
Organization Account	
Program Activity	
Location Commitment Type: All ✓ Include Revenue Accounts	
ave Query as:	
Shared	

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template] RELEASE: 7.2

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6132		empt Full Time Staff	28,871.00	3,442.24	0.00	25,428.76				
6300	Benefit	is Pool	9,983.00	0.00	0.00	9,983.00				
6302	Hospita	al Insurance	0.00	500.91	0.00	(500.91)				
6303	Cancer	Insurance	0.00	9.00	0.00	(9.00)				
6313	Social s	Security	0.00	263.86	0.00	(263.86)				
6314		r Retirement	0.00	404.46	0.00	(404.46)				
700	Expens		8,148.00	0.00	0.00	8,148.00				
7005	Supplie		0.00	1,273.29	0.00	(1,273.29)				
7015		es-Stores Inventory	0.00	(2,593.08)	11,612.50	(9,019.42)				
7067	Teleph		138.00	11.50	0.00	126.50				
7098		g-Backcharge	(14,000.00)	(3,233.38)	0.00	(10,766.62)				
Report '	Total (of	all records)	(33,140.00)	(78.80)	(11,612.50)					

Another Query

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template] RELEASE: 7.2 powered by SUNGARD' HIGHER EDUCATION

2) Budget Status by Account

Budget Status by Account allows for the look up of budget information for one organization or grant. It does not allow for hierarchy roll up, but is the quickest way to get details on transactions.

Make sure that Budget Status by Account is selected in the box to the right of "Type".

Next	click	"Create	Ouerv'	,
της Λί,	UIIUN	Cical	Query	

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Type Budget Status by Account				
Retrieve Existing Query Saved Query Retrieve Ouery Retrieve Ouery				
[Budget Queries Encumbrance Query Requisition Approve Documents View Document Budge Transfer Delete Finance Template] RELEASE: 7.2	power			•
The following screen should appear:	_			
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Select the Operating Ledger Data columns to display on the report.

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Adopted Budget	nbrances vations hitments	
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Temporary Budget 🔽 Comm	nitments	
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Save Query as:		
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Click on the column headings to appear in the query based upon the definitions contained on the next page.

Click "Continue" to see definitions of each query.

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(Note: The sample shown reflects appropriate selections for most departments).

- Adopted Budget: Original budget allocation provided at the beginning of the fiscal year.
- **Budget Adjustment**: Any additions or reductions made to the budget since the original allocation. This includes both permanent and temporary adjustments.
- <u>Adjusted Budget</u>: Current Budget. This is the *Adopted Budget* plus or minus any *Budget Adjustments* and is a total of all budget transactions. Details on actual transactions can be obtained by "drilling" down on this field.
- <u>**Temporary Budget**</u>: Adjustments done in the current year that are temporary in nature. These will not roll over into a new year.
- <u>Accounted Budget</u>: Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. This is a system-generated column, which **does not** allow for "drilling down" to details.
- <u>Year to Date</u>: Year-to-date budget activity. Represents actual expenditures posted. (For a Grant Inception Date Query, this column will be titled Grant Inception to Date).
- **Encumbrances**: Generated by purchase orders, and salary encumbrances. This represents funds committed for future payments.
- **<u>Reservation</u>**: Setting aside of budget. Generated by purchase requisitions. Requisitions remain a *Reservation* until converted to a purchase order.
- **<u>Commitments</u>**: Equal to the total budget set aside for future obligations. *Commitments* are made up of *Reservations* and *Encumbrances*.
- Available Balance: Remaining Budget left to spend: =Total Budget +/- Commitments +/- Year to Date.

At the top of the screen (surrounded by red oval), enter the query parameters based upon the descriptions provided for each field:

The Uni	vers	sity <i>of</i> No	orth A	labama				
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Budget Queries	5							
fields as well as the Fi	iscal Year, Pe		ts fields. If Grant	ess must enter a value in ei information is queried, all re ar to Date.				t
		ect a Comparison Fiscal Ye pe placed next to the corre		addition to the required Fisc son fiscal period.	al Year an	d Period. Wi	th this	
Fiscal year:	2008 🔽	Fiscal period:	01 💟					
Comparison Fiscal year:	None 🔛	Comparison Fiscal peri	od: None 🔄 🌙					
Commitment Type:	All							
Chart of Accounts	U	Index						
Fund		Activity						
Organization		Location						
Grant		Fund Type						
Account		Account Type						
Program	ISU							
Include Revenue Acco	ounts							
Save Query as:								
Submit Query								
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Fiscal Year: Represents the University's fiscal year from October 1 to September 30. For Example "2008" relates to the year starting October 1, 2007 and ending September 30, 2008. Note: The Banner system begins with fiscal year 2008. Therefore, no information for fiscal years prior to 2008 will be available on the system. **Fiscal Period**: Represents the number of the fiscal month to query. YOU MUST SELECT PERIOD 14 IN ORDER TO VIEW YEAR TO DATE ACTIVITY. Note: The University fiscal year starts in October (not January). To query the month of November enter "2" in this field. The Banner Finance Self Service module queries on all transactions prior to and including the period indicated. It is not possible to capture a single month in the Self Service module. **Comparison Fiscal Year:** Banner enables the comparison of budget activity between two fiscal years. Note: Information in the Banner system begins with fiscal year 2008. Comparisons to other years will not be available until fiscal year 2009. **Comparison Fiscal Period:** Banner enables the comparison of budget activity between two fiscal periods. Enter the fiscal months to compare. Comparisons can be made between fiscal years and fiscal periods, or between different fiscal periods in one year. **Commitment Type:** Should always be "ALL"

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The University of North Alabama

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Budget Queries

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Q	fields as well as the Fi	scal Year, Pe	riod, and Chart of Acco		st enter a value in either the Organization or Gra tion is queried, all retrieved information is Grant ate.	nt
æ				Year and Period in addition rresponding comparison fisc	to the required Fiscal Year and Period. With this al period.	
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Fiscal year:	2008 🔛	Fiscal period:	01				
Comparison Fiscal year:	None 🔽	Comparison Fiscal period:	None 🔽				
Commitment Type:	All						
Chart of Accounts	U 🔶 —	Index					
Fund		Activity					
Organization		Location					
Grant		Fund Type					
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- Enter 'U' in the '*chart of accounts field*' Enter the '*index*' number to query
- Click '*Submit Query*'. This will default the *Fund, Org, and Program* fields in the FOAP. The Banner **FOAP** can also be entered in the appropriate fields. To retrieve grant inception to date information, enter the grant code (fund code with a G in front) in the grant field.

Further Explanation of the fields in the query form follows...

Chart of Accounts:	'U' represents the University.
Index:	Tied to a specific department. This is a 'shortcut' to the basic FOAP for a budget. Enter the index number then click <i>Submit Query</i> to default the Fund, Organization, and Program Field.
Fund:	Represents the source of the Funds. The Fund code will default when the Index is used.
Activity:	Not used by UNA
Organization:	Departmental entity or budgetary unit responsible and accountable for the transactions. The Organization Code will default when the Index is used.
Location:	Not used by UNA
Grant:	Grant identification number. Only required when viewing Grant Inception to Date Information. The Grant Code (Fund code with a G in front) must be entered to view inception to date information.

Fund Type:	Fund Type can be used to query budget information for a specific organization using only one hierarchy source of funds.					
Account:	Describes the nature of expenditures, Labor, Revenues, and Direct Expenditures. This code can be used to query on transactions occurring in specific account codes. To view activity in a specific account code, type the account code in this field.					
Account Type:	Higher-level category of account if rollup or consolidation is desired. This gives summary information that can be "drilled down" to view greater detail of a transaction.					
Program:	Program Code describes the function reporting classification for tracking the use of funds. The Program code will default when the Index is used.					
Include Revenue Ad	ccounts: Leave this field <i>unchecked</i> if you are viewing a 5 character index. The available balances are calculated using budgets, not revenue. <i>Check</i> this field if you are querying a 6 character index, which includes revenue accounts.					

Once all the parameters are populated, click 'submit query'.

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Fiscal year:	2008 🔽	Fiscal period:	01 🔽					
Comparison Fiscal year: Commitment Type:		Comparison Fiscal per	iod: None 🔤					
Chart of Accounts	All		30404					
Fund	110000	Activity	30404					
Organization		Location						
Grant		Fund Type						
Account		Account Type						
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Once you've submitted the query, a new screen will appear with a report of the individual query results:

The University of North Alabama

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Go

Search

MENU SITE MAP HELP EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters Organization Budget Status Report								Header Information			
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			As of Nov 30,	2007							
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Account	. 4	ai	LUC	auun	All		finar	ncial data			
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Accoun	t Account Title	Adopted Budget	FY08/PD01 Budget Adjustment	Adjusted	Year to Date	Encumbrances F	Reservations C		Available Balance		
6132	Non- exempt Fu Time Staff		0.00	28,871.00	2,331.84	0.00	0.00	0.00	26,539.16		
6300	Benefits Pool	9,983.00	0.00	9,983.00	0.00	0.00	0.00	0.00	9,983.00		
6302	Hospital Insurance	0.00	0.00	0.00	333.94	0.00	0.00	0.00	(333.94)		
6303	Cancer Insurance	0.00	0.00	0.00	6.00	0.00	0.00	0.00	(6.00)		
6313	Social Security	0.00	0.00	0.00	178.92	0.00	0.00	0.00	(178.92)		
6314	Teacher Retirement	0.00	0.00	0.00	273.99	0.00	0.00	0.00	(273.99)		
700	Expense Pool	8,148.00	0.00	8,148.00	0.00	0.00	0.00	0.00	8,148.00		
7005	Supplies	0.00					0.00	0.00	(1,256.84)		
7015	Supplies- Stores Inventory	0.00	0.00	0.00	(6,833.00)	885.62	0.00	885.62	5,947.38		
7067	Telephone	138.00	0.00	138.00	11.50	0.00	0.00	0.00	126.50		
7098	Copying- Backcharg	(14,000.00) e) 0.00	(14,000.00)	(3,233.38)	0.00	0.00	0.00	(10,766.62)		
Report ⁻ records)	Total (of all)	(33,140.00)) 0.00	(33,140.00)	5,673.35	(885.62)	0.00	(885.62)			
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The report includes all the account codes that have had any activity as of the budget period and fiscal year requested, along with their descriptions. The columns displayed reflect the information selected to view on the previous screen (s).

All financial information is grouped in summary format by account code. Users may obtain increasing levels of detail by double clicking on an item that is **blue**.

In the example, the **blue** amount in the telephone row is clicked. This will list all the transactions and documents that have occurred in this account code during the time period designated for the query.

When double clicked, the telephone item appears as follows:

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	As of Nov	30, 2007							
Fund: Organization: Account: Document List Transaction Da Oct 31, 2007 Report Total (of	Nov 14, 2007 JV000039	Locatión:	ISU Insti All All Transaction	tutional Suppor		Class Code			
Save Query a:			rove Docume Delete Financ		ument Budg		Multiple L	ine Buc	lget

Double clicking on the 'Document Code' provides more supporting detail as noted on the next screen:

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ransaction Dat	e: 31-Oct-2007								
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	110000 40008	7067	INS		46.00 JE16				
j	110000 44110	7067	INS		161.00 JE16				
1	110000 44410	7067	INS		69.00 JE16				
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- J	110000 41210	7067	INS		126.50 JE16				
j.	110000 90000	7067	ATH		80.50 JE16				
J	110000 41314	7067	STU		23.00 JE16				
J	110000 90210	7067	ATH		46.00 JE16				
J	110000 90210	7067	ATH		34.50 JE16				
J	110000 90220	7067	ATH		23.00 JE16				
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J	165000 30000	7067	AUX		23.00 JE16				
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[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template] By continuing to click on the blue items in "Document Code', you ultimately reach the lowest level of detail:

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Note: The first characters of a document code identify the type of document:

RRequisitionPPurchase OrderEEncumbranceIInvoiceJJournal VoucherFFeed

3) Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy is the <u>best option</u> to see details and full roll up by expense category.

Personal Information Em	ployee Finance			
Search	Go	MENU	SITE MAP	HELP
Budget Queries	5			
To create a new quer Retrieve Query.	y choose a query type and select Create Query. To retrieve an existing query choose	e a save	ed query and	d select
Create a New Query				
Туре	Budget Status by Organizational Hierarchy 💙			
	Create Query			
Retrieve Existing Query	/			
Saved Query	None 👻			
	Retrieve Query			

Make sure that Budget Status by Organizational Hierarchy is selected in the box to the right of "Type".

Next, click "Create Query".

The following screen should appear:

Personal Information E	Employee Finance							
Search	Go					MENU	SITE MAP	HELP
Budget Querie	es							
🗨 Select the Operating	g Ledger Data columns t	to display o	on the repo	ort.				
Adopted Budget	Vear to Date							
🔲 Budget Adjustment	Encumbrances							
Adjusted Budget	Reservations							
Temporary Budget	Commitments							
Accounted Budget	🖌 Available Balance							
Save Query as:	· · · ·							
Shared								
Continue								

Click on the column headings you want to see in the query. See the column definitions on the next page.

(Note:	The sample shown reflects appropriate selections for most departments).
Adopted Budget:	Original budget allocation provided at the beginning of the fiscal year.
<u>Budget Adjustment</u> :	Any additions or reductions made to the budget since the original allocation. This includes both permanent and temporary adjustments.
<u>Adjusted Budget</u> :	Current Budget. This is the <i>Adopted Budget</i> plus or minus any <i>Budget Adjustments</i> and is a total of all budget transactions. Details on actual transactions can be obtained by "drilling" down on this field.
<u>Temporary Budget</u> :	Adjustments done in the current year that are temporary in nature. These will not roll over into a new year.
<u>Accounted Budget</u> :	Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. This is a system-generated column, which does not allow for "drilling down" to details.
<u>Year to Date</u> :	Year-to-date budget activity. Represents actual expenditures posted. (For a Grant Inception Date Query, this column will be titled Grant Inception to Date).
Encumbrances:	Generated by purchase orders, and salary encumbrances. This represents funds committed for future payments.
Reservation:	Setting aside of budget. Generated by purchase requisitions. Requisitions remain a <i>Reservation</i> until converted to a purchase order.
<u>Commitments</u> :	Equal to the total budget set aside for future obligations. <i>Commitments</i> are made up of <i>Reservations</i> and <i>Encumbrances</i> .
Available Balance:	Remaining Budget left to spend: =Total Budget +/- Commitments +/- Year to Date.

Enter the query parameters based upon the descriptions provided for each field:

The Univer	sity of North Alabama				
Personal Information Comployee	hance				
Search Go		MENU	SITE MAP	HELP	EXIT
Budget Queries					
fields as well as the Fiscal Year, Inception to Date. Otherwise, all	ful, a user with Fund Organization query access must enter a value in e eriod, and Chart of Accounts fields. If Grant information is queried, all re nformation retrieved is through the Fiscal Year to Date. lect a Comparison Fiscal Year and Period in addition to the required Fisc <u>be placed next</u> to the corresponding comparison fiscal period.	etrieved in	formation is	Grant	t
Fiscal year: 2008 🔽	Fiscal period:				
Comparison Fiscal year: None	Comparison Fiscal period: None				
Commitment Type:					
Chart of Accounts	Index				
Fund	Activity				
Organization	Location				
Grant	Fund Type				
Account	Account Type				
Program ISU					
✓ Include Revenue Accounts					
Save Query as:					
Submit Query					
[Budget Queries Encumbrance	uery Requisition Approve Documents View Document Budget Transfer Delete Finance Template]	Transfer	Multiple L	ine Bud	lget

RELEASE: 7.2

Fiscal Year: Represents the University's fiscal year from October 1 to September 30. For Example "2008" relates to the year starting October 1, 2007 and ending September 30, 2008. Note: The Banner system begins with fiscal year 2008. Therefore, no information for fiscal years prior to 2008 will be available on the system. Fiscal Period: Represents the number of the fiscal month to query. You must select period 14 to view all transactions for the current fiscal year. Note: The University fiscal year starts in October (not January). To query the month of November enter "2" in this field. The Banner Finance Self Service module queries on all transactions prior to and including the period indicated. It is not possible to capture a single month in the Self Service module. Banner enables the comparison of budget activity between two fiscal years. **Comparison Fiscal Year:** Note: Information in the Banner system begins with fiscal year 2008. Comparisons to other years will not be available until fiscal year 2009. **Comparison Fiscal Period:** Banner enables the comparison of budget activity between two fiscal periods. Enter the fiscal months to compare. Comparisons can be made between fiscal years and fiscal periods, or between different fiscal periods in one year. Should always be "ALL" **Commitment Type:**

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Budget Queries

- For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grar fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.
- To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2008 🔽	Fiscal period:	01 🔽
Comparison Fiscal year:	None 🔽	Comparison Fiscal period:	None 🔽
Commitment Type:	All	\checkmark	
Chart of Accounts	U 🔶	Index	162516
Fund		Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program	ISU		
🔽 Include Revenue Acc	ounts		
Save Query as:			
Shared			
Submit Query	-		

- Enter 'U' in the '*chart of accounts field*' Enter the 'I*ndex*' number to query
- Click '*Submit Query*'. <u>This will default the *Fund*, *Org*, *and Program* fields in the FOAP. The Banner **FOAP** can also be entered in the appropriate fields.</u>

Once all the parameters are populated, click 'submit query'.

Budget Queries

Fiscal year:	2008 🛩	Fiscal period:	14 🛰
Comparison Fiscal year:	None 🛩	Comparison Fiscal period:	None 🐱
Commitment Type:	All	~	
Chart of Accounts	U	Index	
Fund	162516	Activity	
Organization	80222	Location	
Grant		Fund Type	
Account		Account Type	
Program	AUX		
Include Revenue Acce	ounts		
Save Query as:			
Shared			
Submit Query	-		

Further Explanation of the fields in the query form follows...

Chart of Accounts: 'U' represents the University.

Index: Tied to a specific department. This is a 'shortcut' to the basic FOAP for a budget. Enter the index number then click Submit Query to default the Fund, Organization, and Program Field. Fund: Represents the source of the Funds. The Fund code will default when the Index is used. Not used by UNA Activity: **Organization:** Departmental entity or budgetary unit responsible and accountable for the transactions. The Organization Code will default when the Index is used. Location: Not used by UNA Grant: Grant identification number. Only required when viewing Grant Inception to Date Information. The Grant Code (Fund code with a G in front) must be entered to view inception to date information. **Fund Type:** Fund Type can be used to query budget information for a specific organization using only one hierarchy source of funds. Account: Describes the nature of expenditures, Labor, Revenues, and Direct Expenditures. This code can be used to query on transactions occurring in specific account codes. To view activity in a specific account code, type the account code in this field. Higher-level category of account if rollup or consolidation is desired. This gives Account Type: summary information that can be "drilled down" to view greater detail of a transaction. Program Code describes the function reporting classification for tracking the use of **Program:** funds. The Program code will default when the Index is used. **Include Revenue Accounts:** Leave this field *unchecked* if you are viewing a 5 character index. The available balances are calculated using budgets, not revenue. Check this field if you are querying a 6 character index, and want to see your revenue, however, the expense roll up figures are clearer if you leave this unchecked and look at your revenue separately.

Below is an example of INDEX 162516. Notice the highlighted 80222. Click it to see more detail.

	Organi	zation Budge	t Statu	s Report							
		By Organiz	zation								
	Per	iod Ending S	ep 30, 2	2008							
		As of Mar 0	3, 2008								
Chart of Accou	nts U UNA Univers	ity Chart	Commit	tment Type	All						
Fund	162516 Miss U	NA Pageant	Program	n	AUX Auxi	liary Service	s				
Organization	80222 Student	-			All						
Account	All		Location	۱	All						
Query Results											
Organization		FY08/PD14 Adjusted Bu	dget	FY08/PD to Date	14 Year	FY08/PD14 Encumbra		FY08/PD14 Reservations		FY08/PD14 Commitments	FY08/PD14 Available Balance
	Student Organizations		6,800.00)	3,240.84		323.00		0.00	323.00	3,236.
80222 Rollup		6	6,800.00)	3,240.84	•	323.00		0.00	323.00	3,236.
Save Query a	ad All Ledger Colur			wnload Sele	ected Ledg	er Columns					
Column 1		Operator	Co	lumn 2			Display A	fter Column		New Column Desc	ription
FY08/PD14 Ad	dopted Budget	 percent of 	f 💙 F	Y08/PD14 A	Adopted Bu	udget 💌	FY08/PD1	4 Adopted Budge	t v]
Perform C	Computation								_		-

You will now see major account types, 60-Labor, 70-Expenses, 80-Transfers. <u>Note Available Balance</u> Report Parameters

	organization budget status keport								
By Account Type									
Period Ending Sep 30, 2008									
	As of Mar 0	3, 2008							
Chart of Accounts	U UNA University Chart	Commitment Type	All						
Fund	162516 Miss UNA Pageant	Program	AUX Auxiliary Services						
Organization	80222 Student Organizations	Activity	All						
Account	All	Location	All						

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Duerv Results

Account Type	Account Type Title	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Reservations		FY08/PD14 Available Balance
50	Revenues	0.00	0.00	0.00	0.00	0.00	0.0
60	Labor	300.00	0.00	0.00	0.00	0.00	300.0
70	Expenses	6,500.00	3,240.84	323.00	0.00	323.00	2,936.1
80	Transfers						
80222 Rollu	IP	6,800.00	3,240.84	323.00	0.00	323.00	3,236.1

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as	
Shared	

C	Comput	e	Addi	itional	Со	lumns	for	the	query	/

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD14 Adopted Budget	percent of ⊻	FY08/PD14 Adopted Budget 🛛 👻	FY08/PD14 Adopted Budget	¥

Click on 70, and you will now see the next level of account types. The Available Balance for Each Account type is located to the far Right.

Click on 71 to see more detail for account type 71 (Supplies & Maintenance)

	Organization Budget Status Report								
By Account Type									
Period Ending Sep 30, 2008									
As of Mar 03, 2008									
hart of Accounts	U UNA University Chart	Commitment Type	All						
und	162516 Miss UNA Pageant	Program	AUX Auxiliary Services						
)rganization	80222 Student Organizations	Activity	All						
ccount	All	Location	All						

ccount ype	Account Type Title		FY08/PD14 Year to Date		FY08/PD14 Reservations	FY08/PD14 Commitments	FY08/PD14 Available Balance
71	Supplies and Maintenance	6,500.00	3,240.84	323.00	0.00	323.00	2,936.16
73	Utilities						
74	Travel						
75	Capital Assets						
76	Scholarships						
79	Retirement of Indebtedness						
0 Rollup		6,500.00	3,240.84	323.00	0.00	323.00	2,936.16

Download All Ledger Columns Download Selected Ledger Columns



Now all the accounts with activity will be listed.

port rarameters								
Organization Budget Status Report								
By Account								
Period Ending Sep 30, 2008								
As of Mar 03, 2008								
hart of Accounts	U UNA University Chart	Commitment Type	All					
Ind	162516 Miss UNA Pageant	Program	AUX Auxiliary Services					
rganization	80222 Student Organizations	Activity	All					
count	All	Location	All					
count Type	71 Supplies and Maintenance							

Jery Results

ccoun	t Account Title	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Reservations	FY08/PD14 Commitments	FY08/PD14 Available Balance
700	Expense Pool	5,500.00	0.00	0.00	0.00	0.00	5,500.00
7005	Supplies	0.00	2,126.82	323.00	0.00	323.00	(2,449.82)
7016	Postage	0.00	64.02	0.00	0.00	0.00	(64.02)
7031	Plays and Performances	0.00	800.00	0.00	0.00	0.00	(800.00)
7062	Brochures and Advertising	1,000.00	50.00	0.00	0.00	0.00	950.00
7080	Contracted Services	0.00	200.00	0.00	0.00	0.00	(200.00)
eport T	otal (of all records)	6,500.00	3,240.84	323.00	0.00	323.00	2,936.16

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as
Shared

Click on the Year to Date figure of \$2126.82 for Supplies.

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Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending Sep 30, 2008

As of Mar 03, 2008

Chart of Accounts:	U UNA University Chart	Commitment Type:	All
Fund:	162516 Miss UNA Pageant	Program:	AUX Auxiliary Services
Organization:	80222 Student Organizations	Activity:	All
Account:	7005 Supplies	Location:	All
Fund Type:	All	Account Type:	71 Supplies and Maintenance

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Feb 13, 2008	Feb 13, 2008	30000465	TM/Feb PCard/KA Concepts/Best Crown	140.01	CR05
Feb 07, 2008	Feb 07, 2008	30000439	TO CORRECT GARRISON	35.97	JE16
Feb 06, 2008	Feb 06, 2008	J0000436	TM/Tsf Exp-United Hardwre I0004349	299.83	JE16
Feb 06, 2008	Feb 06, 2008	J0000436	TM/Tsf Exp-Sherwin William I0004355	201.85	JE16
Feb 21, 2008	Feb 22, 2008	10006318	Sodexho Inc and Affiliates	496.57	INEI
Feb 18, 2008	Feb 19, 2008	10006016	Garrison, Amy Elizabeth.	111.40	INNI
Feb 11, 2008	Feb 12, 2008	10005702	Dominos Pizza	180.00	INEI
Feb 04, 2008	Feb 04, 2008	10005409	Southern Family Market	96.61	INEI
Feb 04, 2008	Feb 04, 2008	10005282	Target	147.17	INEI
Jan 28, 2008	Jan 29, 2008	10005049	Meffords	79.00	INEI
Jan 28, 2008	Jan 28, 2008	10004939	William Schoppy Inc	230.20	INEI
Jan 24, 2008	Jan 25, 2008	10004889	Hancock Fabric	48.21	INEI
Jan 23, 2008	Jan 24, 2008	10004820	Quickprint	60.00	INEI
Feb 11, 2008	Feb 12, 2008	00509035	Dominos Pizza	0.00	DNEI
Feb 04, 2008	Feb 05, 2008	00508807	Target	0.00	DNEI
Screen Total:					
Running Total:	2,126.82				
Report Total (of all	2,126.82				

Available Budget Balance: (2,449.82)

All the Documents shown in the detail behind the budgets can be identified by the first letter:

- R Requisition
- P Purchase Order
- E Encumbrance
- I Invoice
- J Journal Voucher
- F Feed

The list you see is all documents that make up the total PAID year to date.

Click on Document Code I0006318 to Sodexho for \$496.57

Select Documen	+							
Select Document		l Transacti	on Deno	ut.				
Document Type:	Invoice	Commitme	nt Type:	All				
Document Code:	I0006318	Description	Description:		Sodexho Inc and Affiliates			
Transaction Date:	21-Feb-2008	3						
Accounting Info	mation							
Chart of Account	ts Fund O	rganization	Accoun	t Program	Activity	Locatio	n Amount Ri	le Class Code
U	162516 80	0222	7005	AUX			496.57 IN	EI
Shared								
Another Query								
Related Docume	ents							
Transaction Dat	e Documen	t Type Doc	ument C	ode Statu	s Indicat	or		
Jan 29, 2008	Purchase (Order P000	02071	Approv	ved			

Note the Purchase order Number, referenced at the bottom of the screen, used to pay the invoice.

You can click on either highlighted document to get additional details if desired.

Invoice Header									
Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total			
10006318	1	P0002071	Feb 08, 2008	Feb 21, 2008	Feb 21, 2008	496.57			
Complete:	Y	Approved:	Y	Vendor Inv	MULTIPLE				
Open Paid:	0	Suspense:	N	Hold:	N				
Credit Memo:	N	Cancel Date:		Recurring:	N				
1099 Tax Id:		1099 Vendor:	N	Income Type					
Accounting:	Document Level								
Vendor:	L00000182Sodexho Inc and Affiliates								
	UNA Box 5069								
	One Harrison Plaza-Guillot Ctr								
	Florence, AL 356320001								
Collects Tax:	Collects No	Taxes							
Discount Code:									
Currency:									

Invoice Commodities

Vendor Invoice:	094353	Vendor Inv Item	11								
Item	Commodity		Description								
4		Rising Star & Contestant dinner with chicken									
	P O Item	U/M Tax Group			TolOverride Final Pmt Last Rcv Suspense						
	4	EA						N			
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net		
	Quantity	33	34	34	34						
	Unit Price	9.5	9.5	9.5	9.5						
	Amount	313.50	323.00	323.00	323.00	.00	32.00	.00	355.0		
Vendor Invoice:	094354	Vendor Inv Item	12								
Item	Commodity		Description								
2		Miss UNA lunch i	n the Loft								
	P O Item	U/M	Tax G	roup	TolOverride Final Pmt Last Rcv Suspense						
		EA				F		N			
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net		
	Quantity	33	13	13	13						
	Unit Price	9.5	8.39	8.39	8.39						
	Amount	313.50	109.07	109.07	109.07	.00	.00	.00	109.0		
V t t	004050	Manufactory Theory									

Vender Invoice/09/259 Vender Inv Item 1

Just use your Back arrow to view other account types of this query or to begin another query.