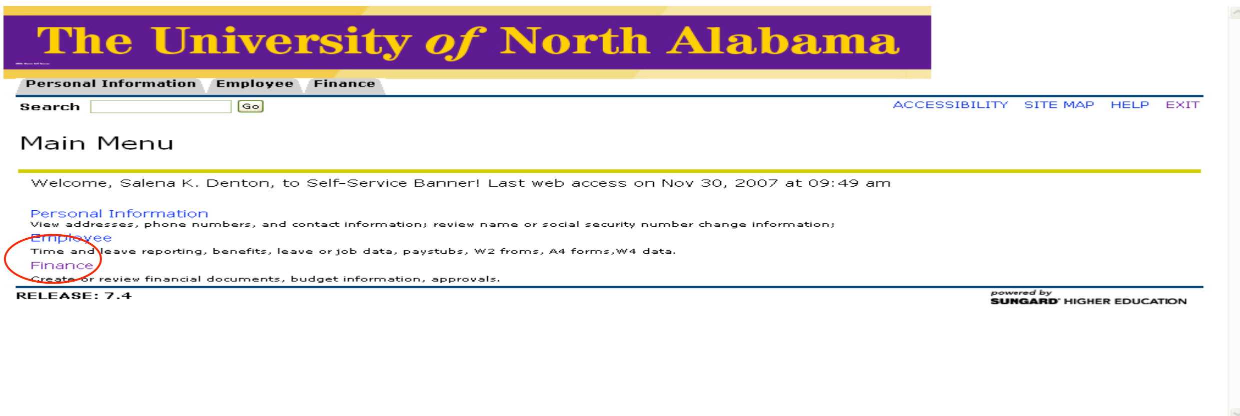
BANNER FINANCE BUDGET QUERIES ON SELF SERVICE

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

Click the “Self-Service Banner” tab.

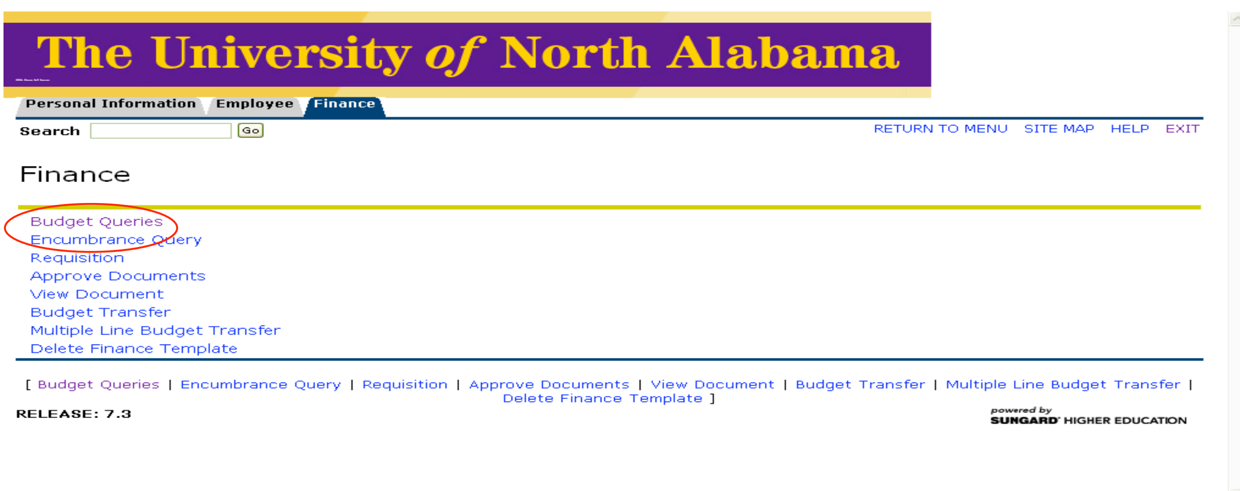
Click the “Finance” tab.



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.



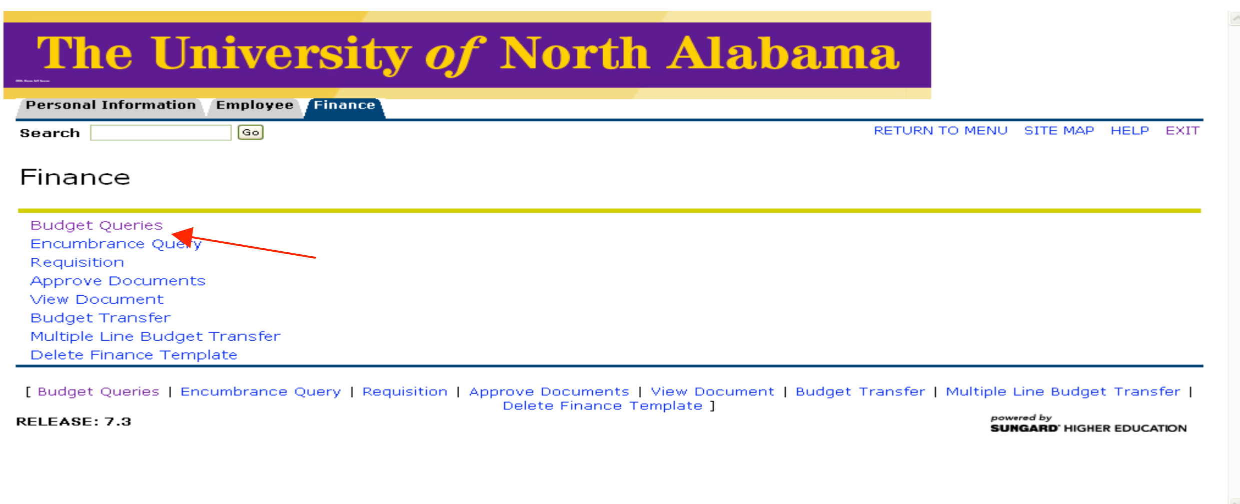
There are three types of Budget Queries.

1) Budget Quick Query
2) Budget Status by Account
3) 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.

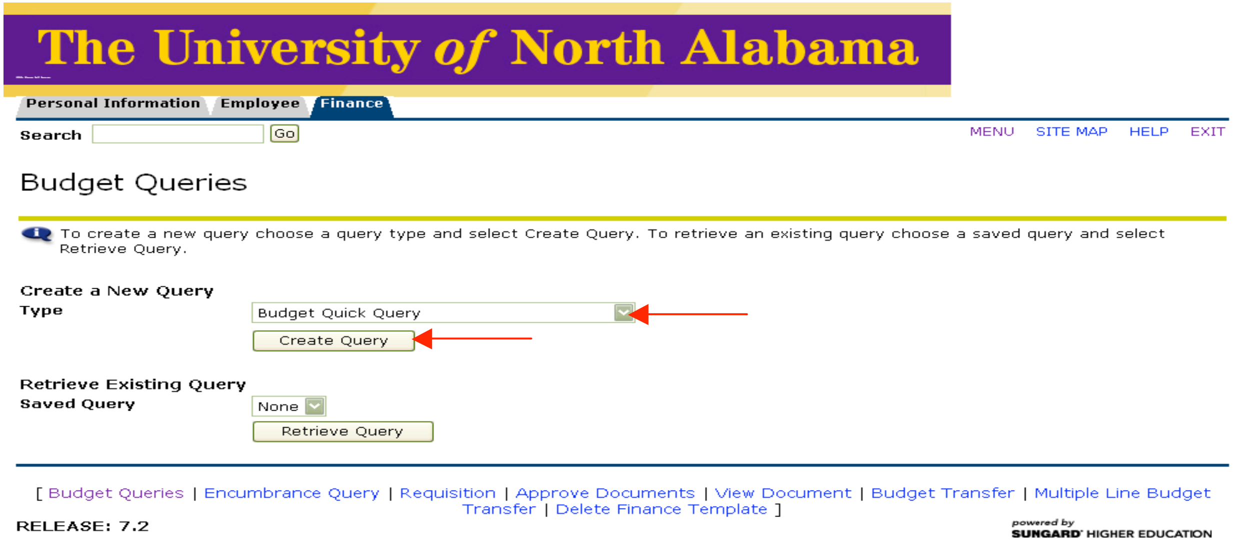
To create the Quick Budget Query, click on "*Budget Queries"*.



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

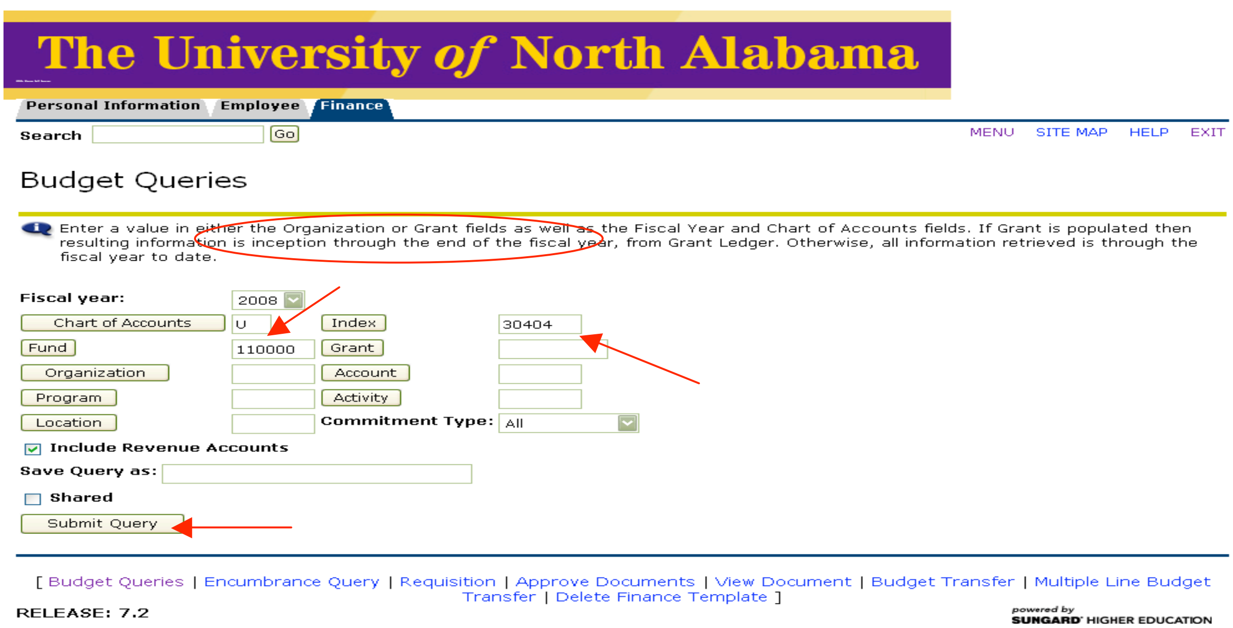
Next, click "*Create Query*".

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



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.



This screen should appear with your query results.

The University of North Alabama

Personal Information | Employee | Finance

Search [ ] Go

MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Report

By Account

Period Ending Sep 30, 2008

As of Nov 30, 2007

Chart of Accounts	U UNA University Chart	Commitment Type	All
Fund	110000 General Fund	Program	ISU Institutional Support
Organization	30404 Central Duplicating	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
6132	Non-exempt Full Time Staff	28,871.00	3,442.24	0.00	25,428.76
6300	Benefits Pool	9,983.00	0.00	0.00	9,983.00
6302	Hospital Insurance	0.00	500.91	0.00	(500.91)
6303	Cancer Insurance	0.00	9.00	0.00	(9.00)
6313	Social Security	0.00	263.86	0.00	(263.86)
6314	Teacher Retirement	0.00	404.46	0.00	(404.46)
700	Expense Pool	8,148.00	0.00	0.00	8,148.00
7005	Supplies	0.00	1,273.29	0.00	(1,273.29)
7015	Supplies-Stores Inventory	0.00	(2,593.08)	11,612.50	(9,019.42)
7067	Telephone	138.00	11.50	0.00	126.50
7098	Copying-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

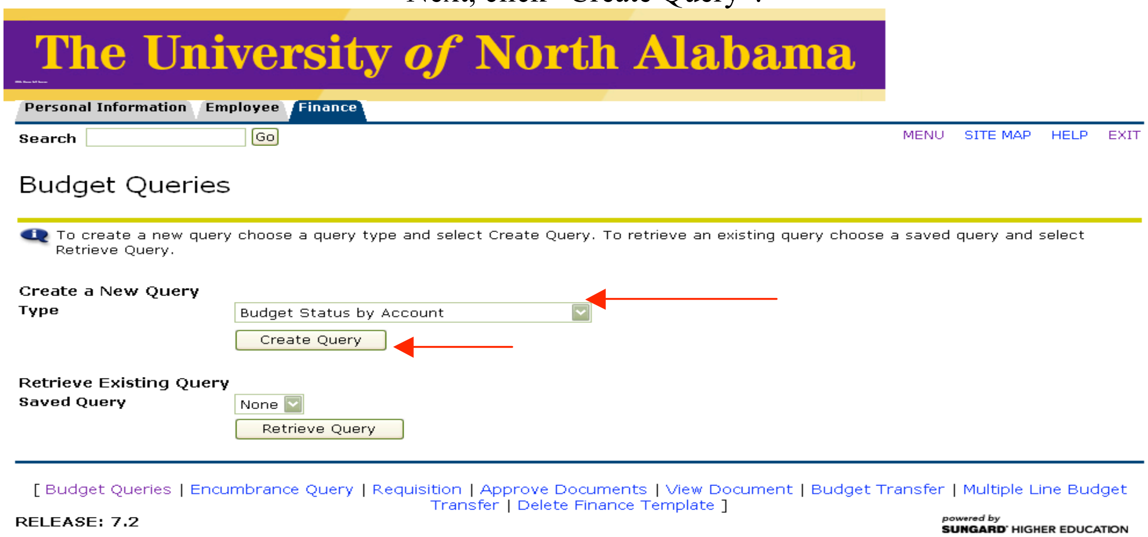
powered by SUNGARD HIGHER EDUCATION

2) Budget Status by Account

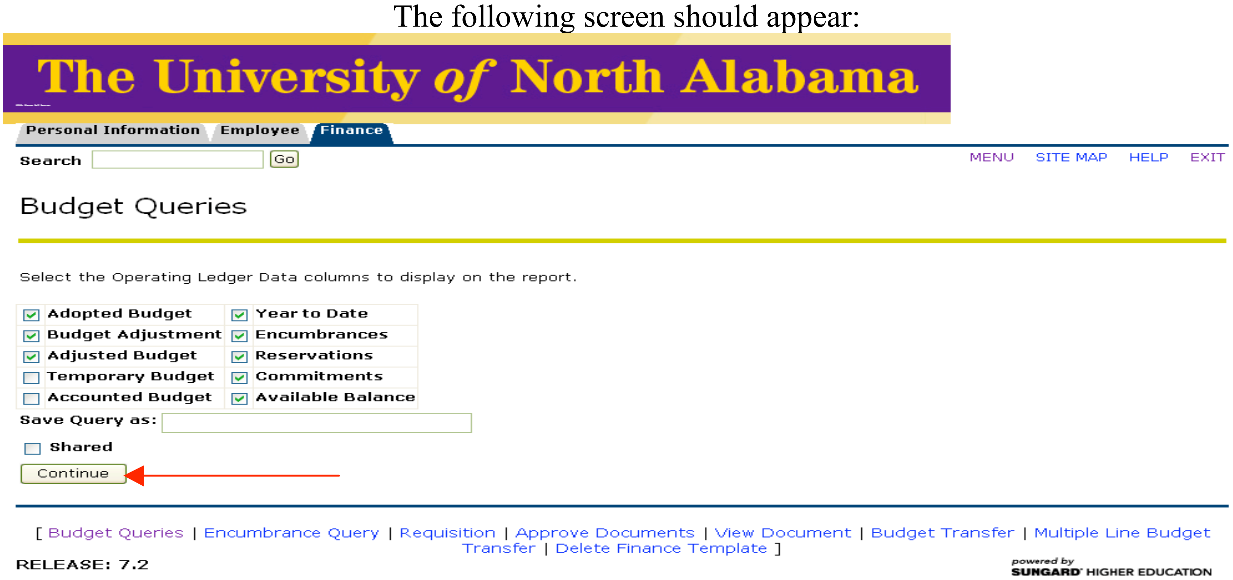
Budget Status by Account allows for the look up of budget information for one organization or grant. It does not allow for hierarchy roll up, but is the quickest way to get details on transactions.

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

Next, click “Create Query”.



The following screen should appear:



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.

(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.

Adjusted Budget: 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.

Temporary Budget: Adjustments done in the current year that are temporary in nature. These will not roll over into a new year.

Accounted Budget: 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.

Year to Date: Year-to-date budget activity. Represents actual expenditures posted. (For a Grant Inception Date Query, this column will be titled Grant Inception to Date).

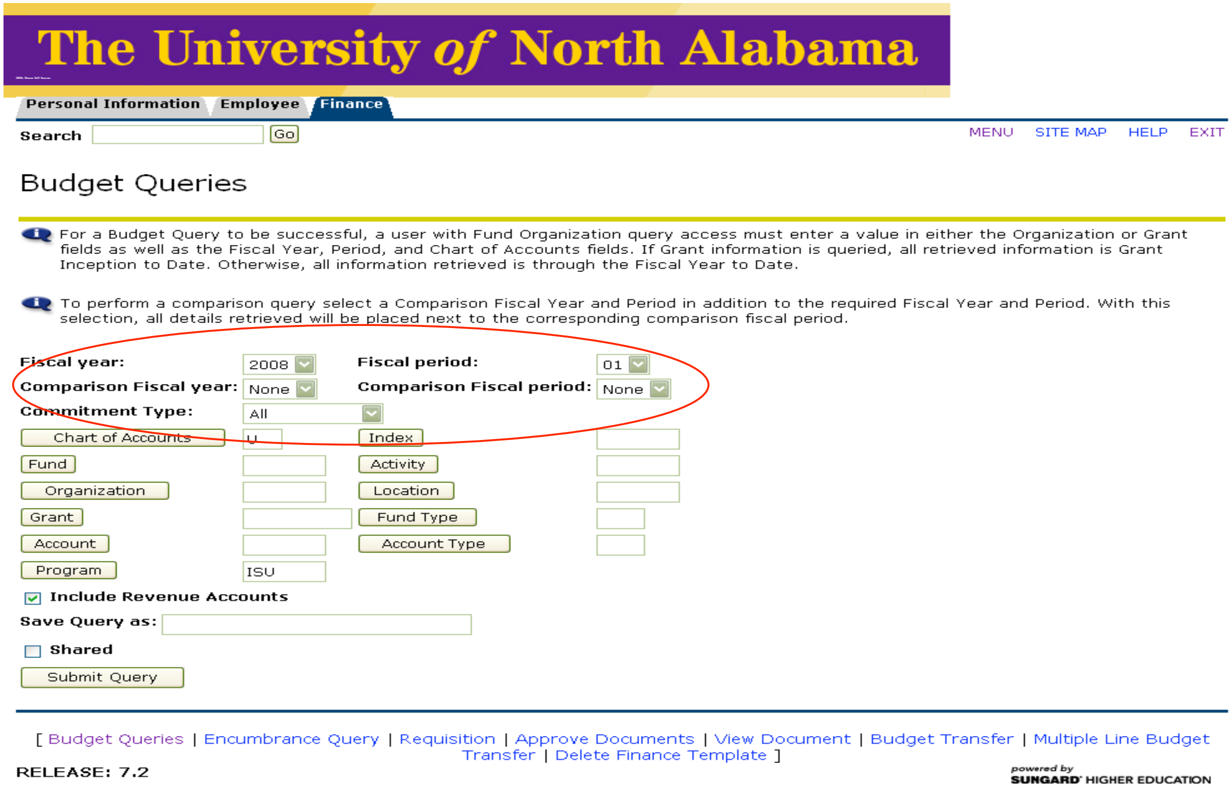
Encumbrances: Generated by purchase orders, and salary encumbrances. This represents funds committed for future payments.

Reservation: Setting aside of budget. Generated by purchase requisitions. Requisitions remain a *Reservation* until converted to a purchase order.

Commitments: 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:



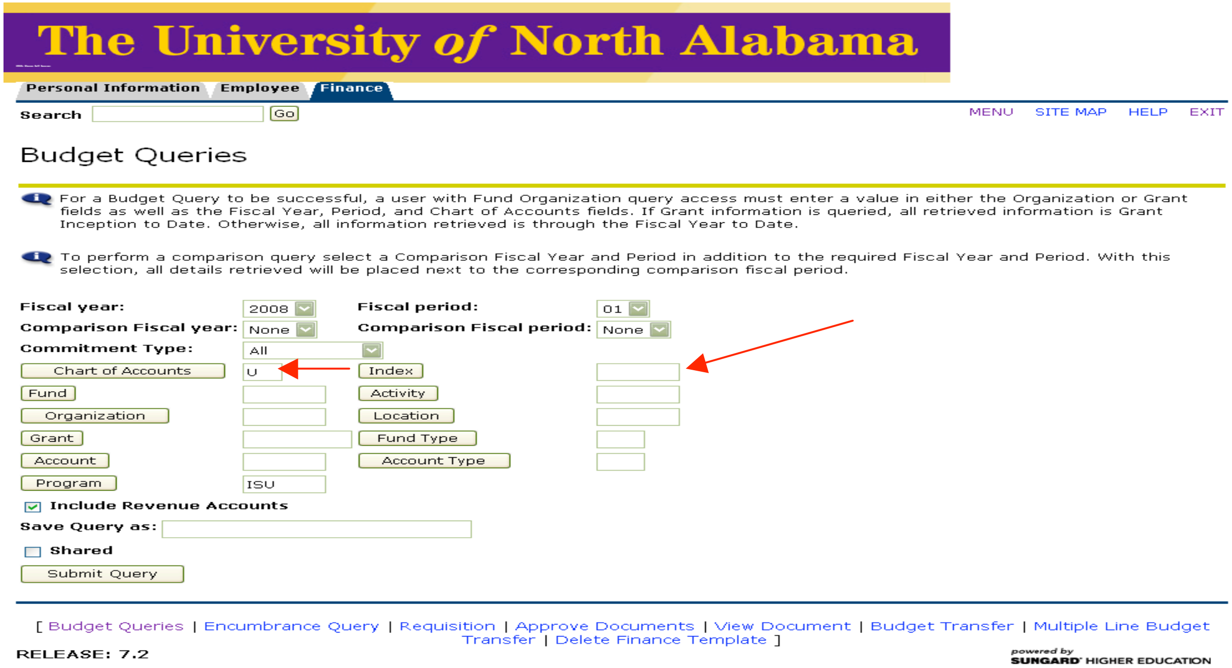
Fiscal Year: Represents the University's fiscal year from October 1 to September 30. For Example "2008" relates to the year starting October 1, 2007 and ending September 30, 2008. **Note: The Banner system begins with fiscal year 2008. Therefore, no information for fiscal years prior to 2008 will be 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*"



- 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 *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.

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.

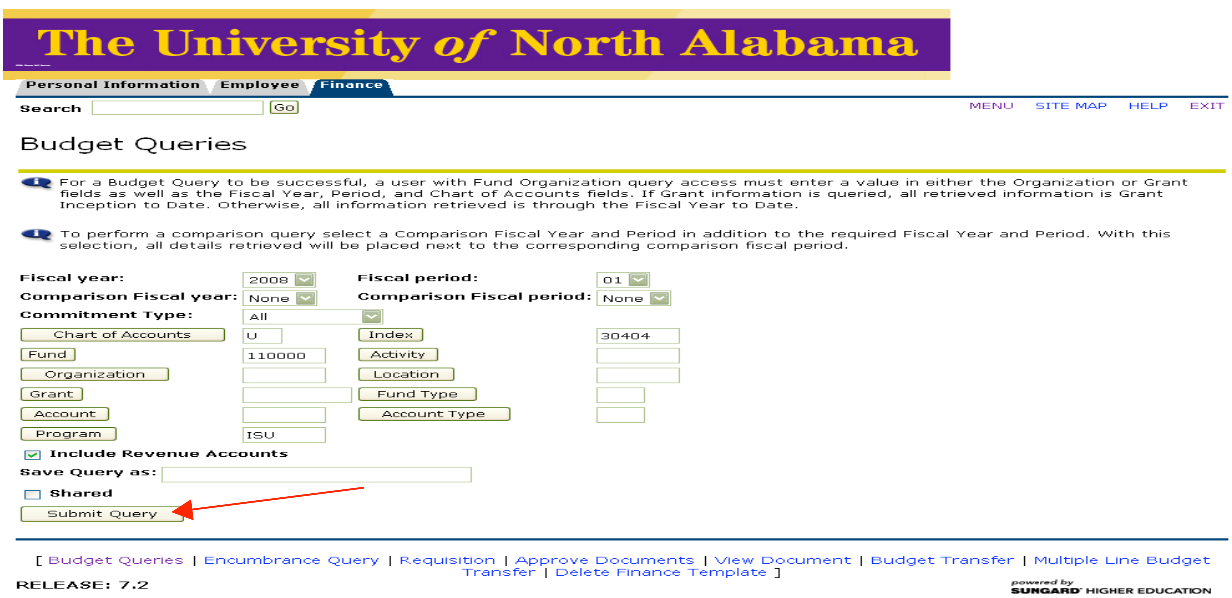
Account: Describes the nature of expenditures, Labor, Revenues, and Direct Expenditures. This code can be used to query on transactions occurring in specific account codes. To view activity in a specific account code, type the account code in this field.

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 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, which includes revenue accounts.**

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



Once you've submitted the query, a new screen will appear with a report of the individual query results:

The University *of* North Alabama

Personal Information | Employee | **Finance**

Search [Go] 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

By Account

Period Ending Oct 31, 2007

As of Nov 30, 2007

Header Information

Chart of Accounts	U UNA University Chart	Commitment Type	All
Fund	110000 General Fund	Program	ISU Institutional Support
Organization	30404 Central Duplicating	Activity	All
Account	All	Location	All

Columns with specific financial data

Query Results

Account	Account Title	FY08/PD01 Adopted Budget	FY08/PD01 Budget Adjustment	FY08/PD01 Adjusted Budget	FY08/PD01 Year to Date	FY08/PD01 Encumbrances	FY08/ Reservations	Commitments	/PD01 Available Balance
6132	Non-exempt Full Time Staff	28,871.00	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	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-Backcharge	(14,000.00)	0.00	(14,000.00)	(3,233.38)	0.00	0.00	0.00	(10,766.62)
Report Total (of all records)		(33,140.00)	0.00	(33,140.00)	5,673.35	(885.62)	0.00	(885.62)	

[Download All Ledger Columns] [Download Selected Ledger Columns]

[Save Query as]

☐ **Shared**

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Colu
FY08/PD01 Adopted Budget	percent of	FY08/PD01 Adopted Budget	FY08/PD01 Adopted

[Perform Computation]

[Another Query]

Items in **blue** allow for "drill down: for more detail.

[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

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:

The University of North Alabama

Personal Information | Employee | Finance

Search [Go] MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending Oct 31, 2007

As of Nov 30, 2007

Chart of Accounts:	U UNA University Chart	Commitment Type:	All
Fund:	110000 General Fund	Program:	ISU Institutional Support
Organization:	30404 Central Duplicating	Activity:	All
Account:	7067 Telephone	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Oct 31, 2007	Nov 14, 2007	JV000039	Central Duplication	11.50	JE16
Report Total (of all records):				11.50	

Available Budget Balance: 126.50

[Download]

[Save Query as]

Shared

[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

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

The University of North Alabama

Personal Information | Employee | Finance

Search [Go] MENU SITE MAP HELP EXIT

Select Document

Detail Transaction Report			
Document Type:	Journal Document	Commitment Type:	All
Document Code:	JV00003	Description:	Central Duplication
Transaction Date:	31-Oct-2007		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
U	110000	40008	7067	INS			46.00	JE16
U	110000	44110	7067	INS			161.00	JE16
U	110000	44410	7067	INS			69.00	JE16
U	110000	60214	7067	ISU			23.00	JE16
U	110000	41210	7067	INS			126.50	JE16
U	110000	90000	7067	ATH			80.50	JE16
U	110000	41314	7067	STU			23.00	JE16
U	110000	90210	7067	ATH			46.00	JE16
U	110000	90210	7067	ATH			34.50	JE16
U	110000	90220	7067	ATH			23.00	JE16
U	110000	90800	7067	ATH			11.50	JE16
U	110000	42010	7067	INS			184.00	JE16
U	165000	30000	7067	AUX			23.00	JE16
U	110000	70412	7067	ISU			69.00	JE16
U	110000	30200	7067	ISU			207.00	JE16

[Save Query as]

Shared

[Next 15]

[Another Query]

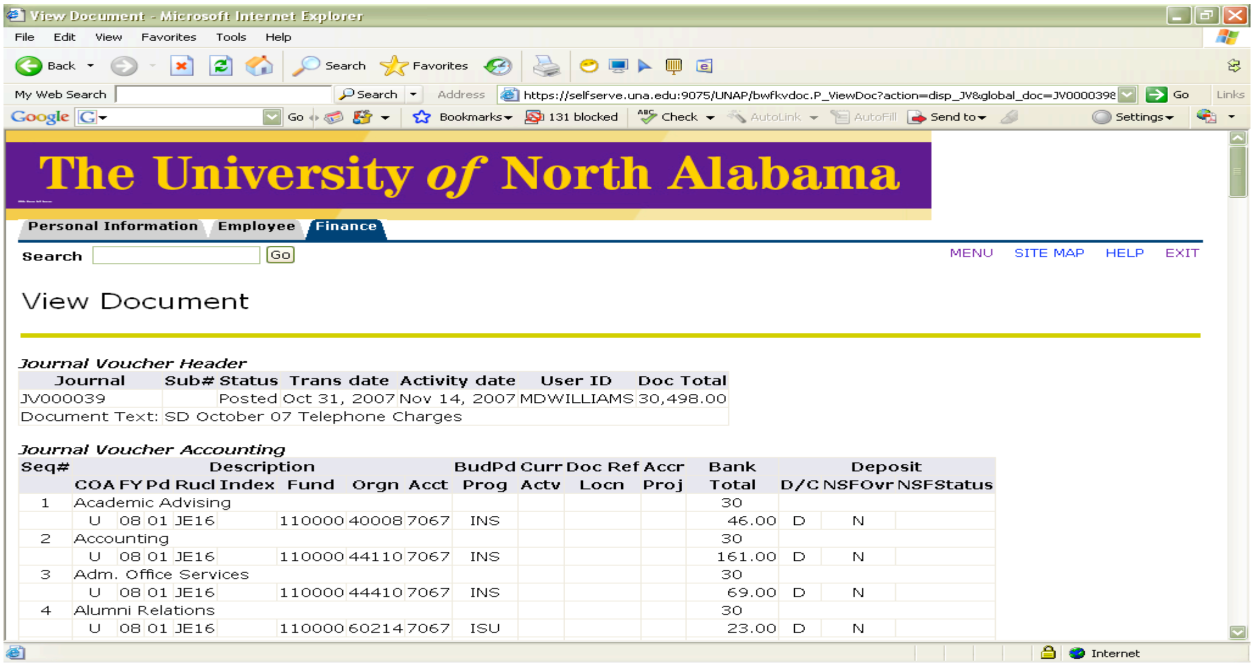
No Related Documents Available

[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

By continuing to click on the blue items in “*Document Code*’, you ultimately reach the lowest level of detail:



View Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
JV000039		Posted	Oct 31, 2007	Nov 14, 2007	MDWILLIAMS	30,498.00
Document Text:	SD October 07 Telephone Charges					

Journal Voucher Accounting

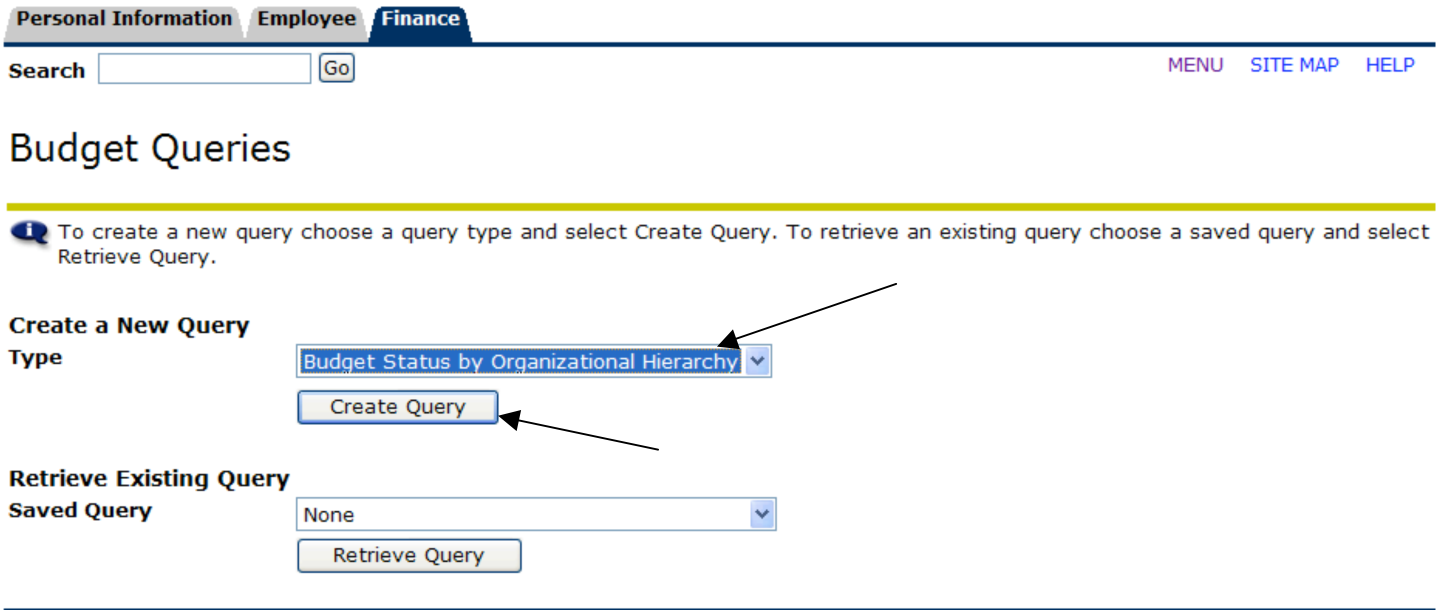
Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	NSFStatus
1	Academic Advising												30			
	U	08	01	JE16		110000	40008	7067	INS				46.00	D	N	
2	Accounting												30			
	U	08	01	JE16		110000	44110	7067	INS				161.00	D	N	
3	Adm. Office Services												30			
	U	08	01	JE16		110000	44410	7067	INS				69.00	D	N	
4	Alumni Relations												30			
	U	08	01	JE16		110000	60214	7067	ISU				23.00	D	N	

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

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

3) Budget Status by Organizational Hierarchy

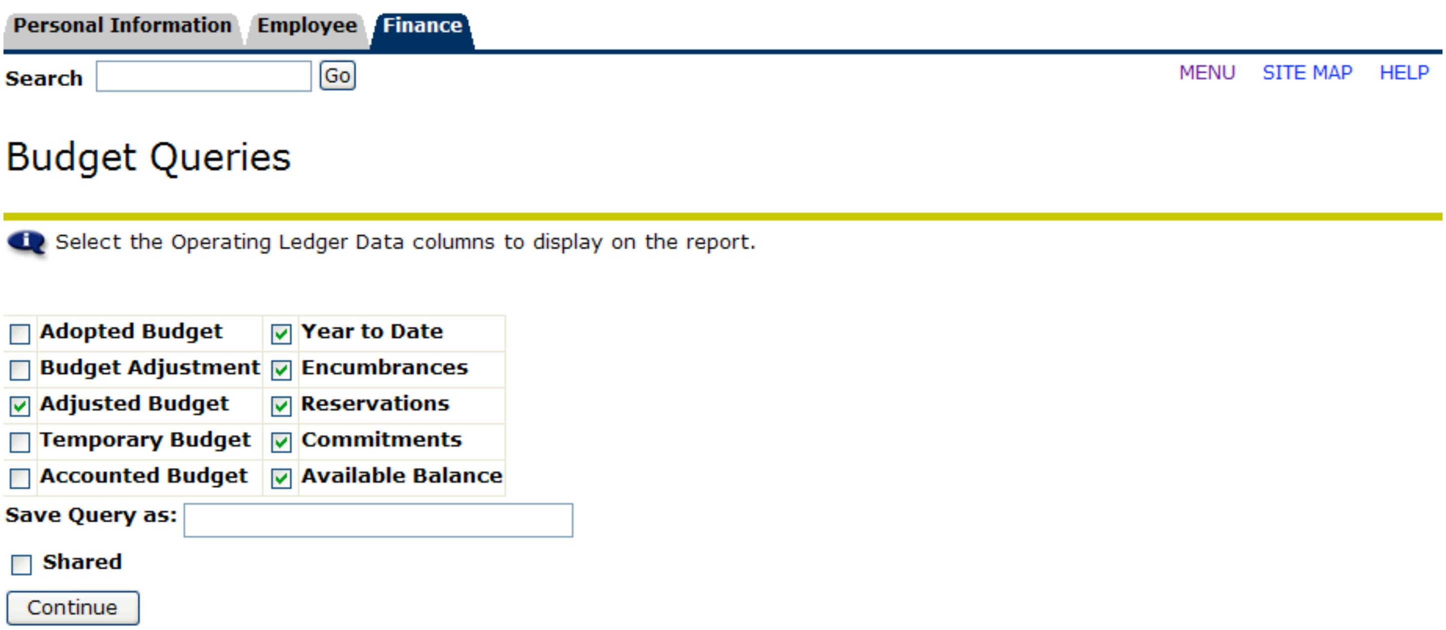
Budget Status by Organizational Hierarchy is the <u>best option</u> to see details and full roll up by expense category.



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:



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.

Budget Adjustment: Any additions or reductions made to the budget since the original allocation. This includes both permanent and temporary adjustments.

Adjusted Budget: 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.

Temporary Budget: Adjustments done in the current year that are temporary in nature. These will not roll over into a new year.

Accounted Budget: 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.

Year to Date: Year-to-date budget activity. Represents actual expenditures posted. (For a Grant Inception Date Query, this column will be titled Grant Inception to Date).

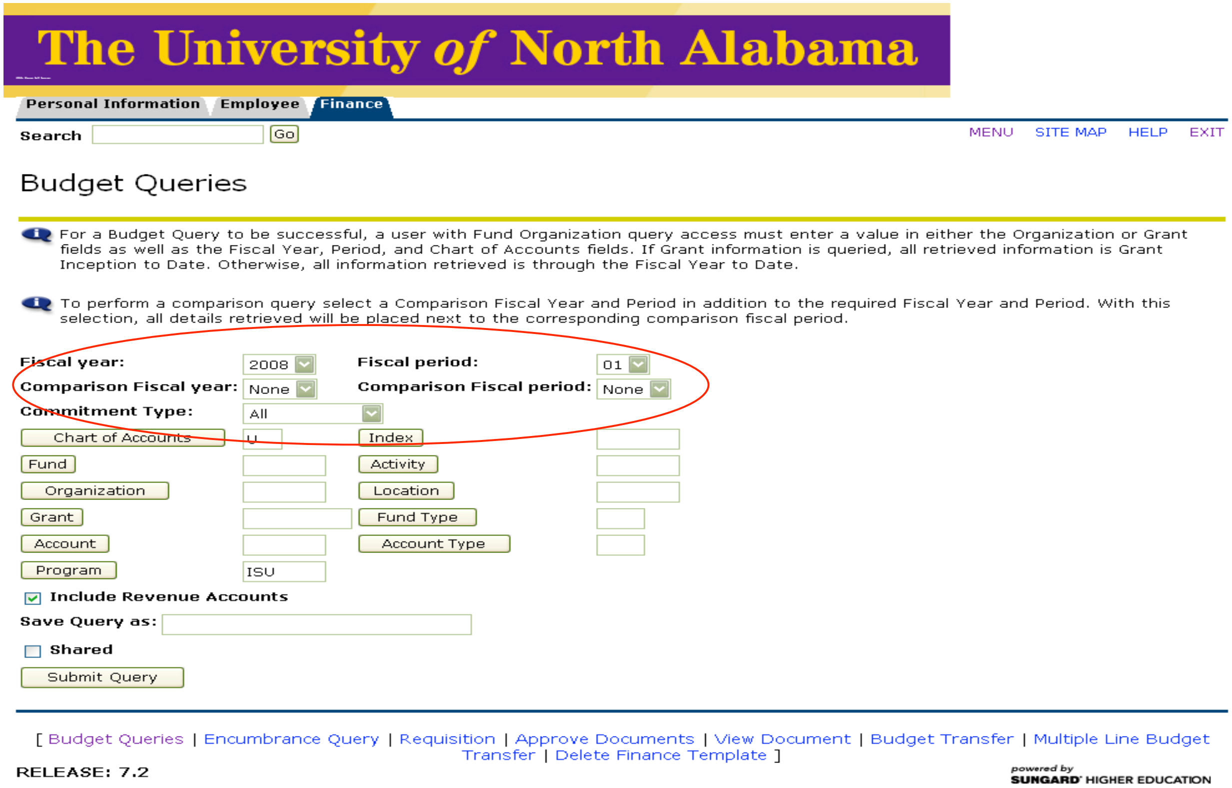
Encumbrances: Generated by purchase orders, and salary encumbrances. This represents funds committed for future payments.

Reservation: Setting aside of budget. Generated by purchase requisitions. Requisitions remain a *Reservation* until converted to a purchase order.

Commitments: 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.

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



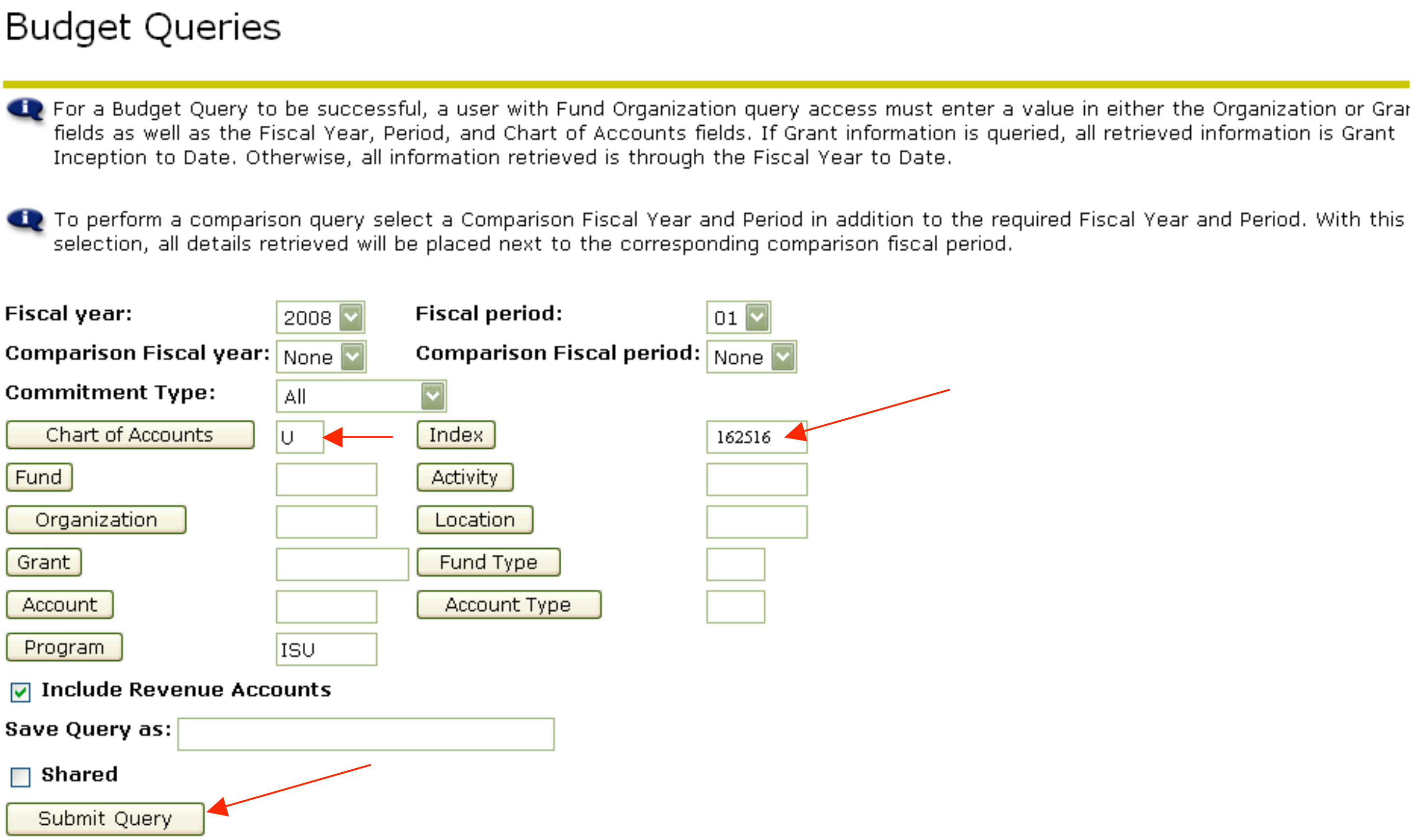
Fiscal Year: Represents the University's fiscal year from October 1 to September 30. For Example "2008" relates to the year starting October 1, 2007 and ending September 30, 2008. **Note: The Banner system begins with fiscal year 2008. Therefore, no information for fiscal years prior to 2008 will be 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.**

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.**

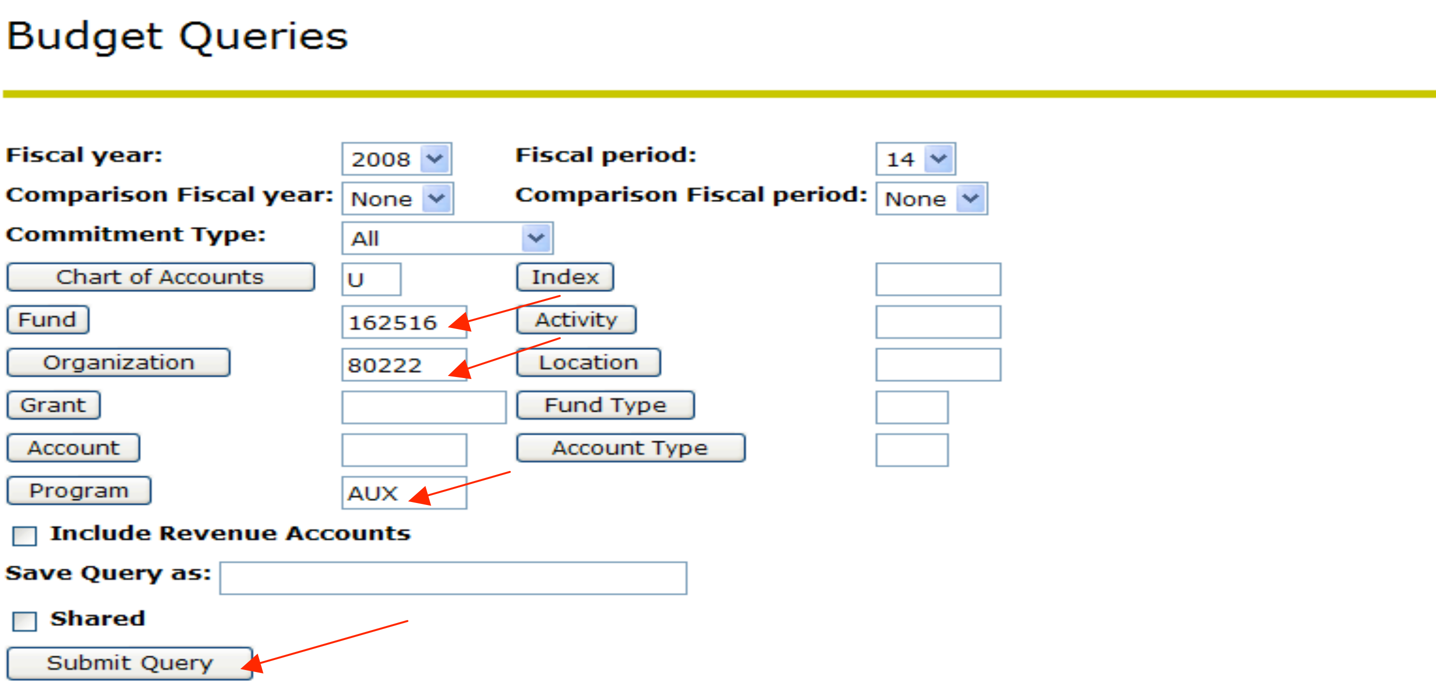
Comparison Fiscal Period: Banner enables the comparison of budget activity between two fiscal periods. Enter the fiscal months to compare. Comparisons can be made between fiscal years and fiscal periods, or between different fiscal periods in one year.

Commitment Type: Should always be "*ALL*"



- 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</u>. The Banner **FOAP** can also be entered in the appropriate fields.

Once all the parameters are populated, click '*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.

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 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.

Report Parameters

Organization Budget Status Report			
By Organization			
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	All	Location	All

Query Results

Organization	Organization Title	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Reservations	FY08/PD14 Commitments	FY08/PD14 Available Balance
80222	Student Organizations	6,800.00	3,240.84	323.00	0.00	323.00	3,236.
80222 Rollup		6,800.00	3,240.84	323.00	0.00	323.00	3,236.

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns 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	

Perform Computation

You will now see major account types, 60-Labor, 70-Expenses, 80-Transfers. Note Available Balance

Report Parameters

Organization Budget Status Report			
By Account Type			
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	All	Location	All

Query Results

Account Type	Account Type Title	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Reservations	FY08/PD14 Commitments	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 Rollup		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

Compute Additional Columns 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)

'eport Parameters

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

uery Results

ccount ype	Account Type Title	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	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

Save Query as

Shared

Now all the accounts with activity will be listed.

eport Parameters

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
ınd	162516 Miss UNA Pageant	Program	AUX Auxiliary Services
rganization	80222 Student Organizations	Activity	All
ccount	All	Location	All
ccount Type	71 Supplies and Maintenance		

uery Results

ccount	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 Total (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.

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	J0000465	TM/Feb PCard/KA Concepts/Best Crown	140.01	CR05
Feb 07, 2008	Feb 07, 2008	J0000439	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	I0006318	Sodexho Inc and Affiliates	496.57	INEI
Feb 18, 2008	Feb 19, 2008	I0006016	Garrison, Amy Elizabeth.	111.40	INNI
Feb 11, 2008	Feb 12, 2008	I0005702	Dominos Pizza	180.00	INEI
Feb 04, 2008	Feb 04, 2008	I0005409	Southern Family Market	96.61	INEI
Feb 04, 2008	Feb 04, 2008	I0005282	Target	147.17	INEI
Jan 28, 2008	Jan 29, 2008	I0005049	Meffords	79.00	INEI
Jan 28, 2008	Jan 28, 2008	I0004939	William Schoppy Inc	230.20	INEI
Jan 24, 2008	Jan 25, 2008	I0004889	Hancock Fabric	48.21	INEI
Jan 23, 2008	Jan 24, 2008	I0004820	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:				2,126.82	
Running Total:				2,126.82	
Report Total (of all records):				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 Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0006318	Description:	Sodexho Inc and Affiliates
Transaction Date:	21-Feb-2008		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
U	162516	80222	7005	AUX			496.57	INEI

Save Query as

Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 29, 2008	Purchase Order	P0002071	Approved

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
I0006318	1	P0002071	Feb 08, 2008	Feb 21, 2008	Feb 21, 2008	496.57

Complete:	Y	Approved:	Y	Vendor Inv	MULTIPLE
Open Paid:	O	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 Item1							
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	355.00
Vendor Invoice:	094354	Vendor Inv Item2							
Item	**Commodity**	**Description**							
2		Miss UNA lunch in the Loft							
	P O Item	**U/M**	**Tax Group**		**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	109.07
Vendor Invoice:	094358	Vendor Inv Item1							

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