

BANNER FINANCE SELF-SERVICE

BUDGET QUERIES PROCEDURES DOCUMENTATION

MISSOURI STATE UNIVERSITY

U-Link

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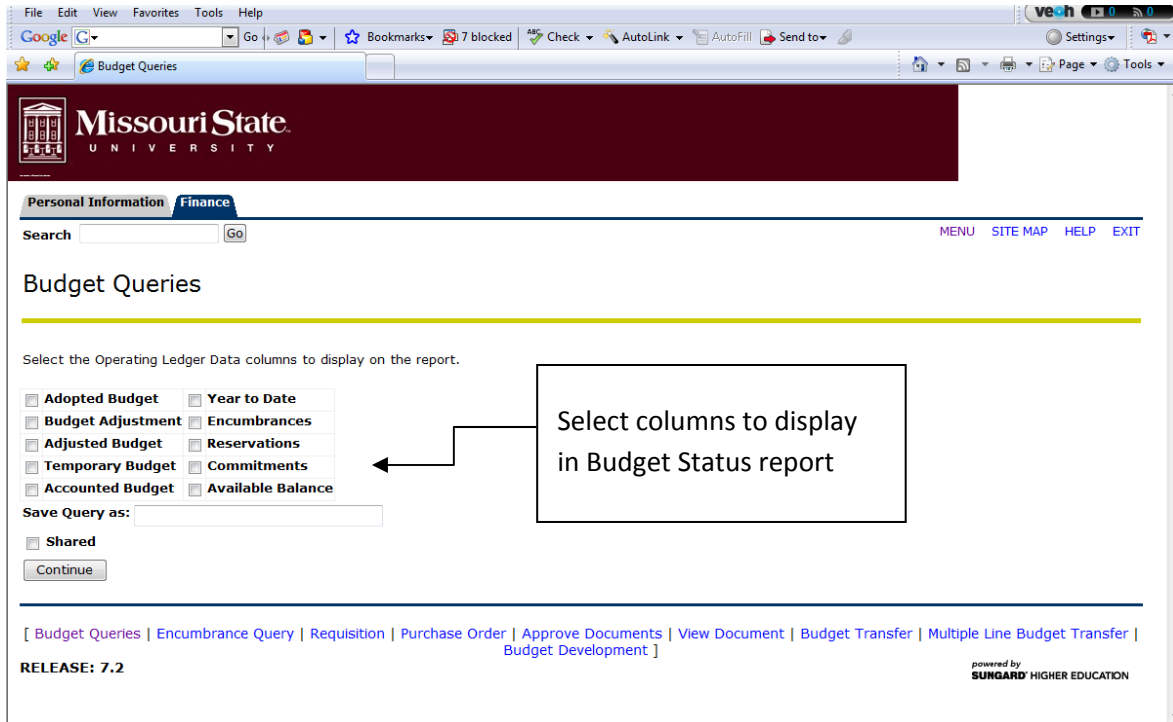
www.MissouriState.edu/FinancialServices/bannerfinance

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1. BUDGET QUERIES:

- a. Under the Budget Queries link there are three methods of querying Budget information. They are listed below in detail.

1. **Budget status by account:** is used to view budget information for organizations detailed by account. You may wildcard either or both the Organization and Account
 - b. Select Budget Status by Account
 - c. Select ledger columns to view on the report.
 - d. Encumbrances – by selecting the Encumbrances check box, the report will show all those Purchase Orders that have been created against a specific Fund/org
 - e. Reservations – by selecting the Reservations check box, the report will show those Requisitions that have been created against a specific Fund/Org.
 - f. Commitments – by selecting the Commitments check box, the report will show a combination of Requisitions and Purchase Orders.
 - g. Year to date- shows year to date expenditures



- h. Select Fiscal Year , 2007
- i. Chart of Account will remain as Chart U.
- j. Enter information to retrieve query.
- k. Click on any one of the buttons, **Chart of Accounts** , **Organization** , etc to search against that particular field, select correct funding and Submit Query

Fiscal year: 2006 **Fiscal period:** 14

Comparison Fiscal year: None **Comparison Fiscal period:** None

Commitment Type: All

Chart of Accounts: U **Index:**

Fund: **Activity:**

Organization: 052000 **Location:**

Grant: **Fund Type:**

Account: **Account Type:**

Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query → **Click Submit Query to view results**

File Edit View Favorites Tools Help

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Report A

By Account
Period Ending Jun 30, 2006
As of May 28, 2008

Chart of Accounts 4 MISSOURI STATE UNIVERSITY Commitment Type All
Fund All Program All
Organization 052000 CHIEF FIN OFFICER ADMIN-OPER Activity All
Account All Location All

Query Results

Account	Account Title	FY06/PD14 Adjusted Budget	FY06/PD14 Year to Date	FY06/PD14 Commitments	FY06/PD14 Available Balance
61900	FACULTY & STAFF SALARIES	1,406,003.00	899,676.71	0.00	506,326.29
61999	SALARY SAVINGS-ONGOING	7,024.00	0.00	0.00	7,024.00
63000	NON-STUDENT PART-TIME WAGES	26,400.00	4,160.00	0.00	22,240.00
63100	STUDENT WAGES	9,852.00	4,477.47	0.00	5,374.53
63200	GRADUATE ASSISTANT WAGES	39,354.00	21,342.42	0.00	18,011.58
63300	OVERTIME WAGES	0.00	519.59	0.00	(519.59)
69000	SOCIAL SECURITY & MEDICARE	109,213.37	63,848.50	0.00	45,364.87
69001	MOSERS	181,432.54	115,585.27	0.00	65,847.27
69003	MEDICAL PREMIUM	163,741.20	92,836.90	0.00	70,904.30
730	TRAVEL	15,702.00	0.00	0.00	15,702.00
73002	TVL-MILEAGE REIMBURSEMENT	0.00	1,429.79	0.00	(1,429.79)
73004	TVL-TRANSPORTATION	0.00	15,205.43	0.00	(15,205.43)
73006	TVL-FOREIGN	0.00	653.64	0.00	(653.64)
732	SUPPLIES	55,550.00	0.00	0.00	55,550.00
73204	SUP-COMPUTER	0.00	8,512.77	0.00	(8,512.77)
Screen total		2,014,272.11	1,228,248.49	0.00	786,023.62
Running total		2,014,272.11	1,228,248.49	0.00	786,023.62
Report Total (of all records)		2,198,815.11	1,368,773.45	0.00	830,041.66

View query Results

Note: The above figures are test data only and does not reflect any actual budget information.

- l. To drill down further to look at transaction details, click on any of the numbers that are links
 - m. This will allow you to view further documentation and reports on a specific transaction.
 - n.
 - o. To view supporting and additional documents, click on the view documents link once inside a document and that will pull up Xtender with the associated Image.
2. **Budget Status by Organizational Hierarchy:** is used to view summarized budget information using actual or hierarchical organization or account codes.
 - a. This report is used to break down the Status by Account report into segments.

Query Results

Account Type	Account Type Title
50	REVENUE
60	LABOR
70	EXPENDITURES
80	TRANSFERS
059901 Rollup	

- b. Organizational hierarchy, External Account type (levels 1&2) , Account detail, Document detail and View the document are levels for this type of query.

3. **Budget Quick Query:** is used to view summarized budget information for organizations. This does not work with hierarchical organizations or account codes.

4. **ENCUMBRANCE QUERY :**

Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query to be successful, you must enter a value in the Organization Field or the Grant Field.

Existing Query: None

Retrieve Query

Fiscal year: 2008 Fiscal period: 03

Encumbrance Status: Closed

Commitment Type: All

Chart of Accounts: U Index: []

Fund: A90401 Activity: []

Organization: 052004 Location: []

Grant: [] Fund Type: []

Account: [] Account Type: []

Program: []

Save Query as: []

Shared

Submit Query

[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Budget](#)

- Is used to view any outstanding Encumbrance information.
- Any of the links can be used to query for that particular field. For example, by clicking on FUND, a search can be performed to view all available Funds. This access is restricted by Fund/Org Security and one can view only those FOAPAL's that they have access to.
- A query can be saved for future reference.
- If a query is SHARED, everyone can view the query but cannot view the details of the query, as Fund/Org security will lock unauthorized persons to view Account details. Please do not share queries as that clutter up the queries that are saved on individual accounts, even though they may not use the shared templates.
- Organization or Grant fields are required to view encumbrance information. Wildcards are permitted in these fields, although access is controlled by Fun/Organization security.