BANNER FINANCE SELF-SERVICE

BUDGET QUERIES PROCEDURES DOCUMENTATION

MISSOURI STATE UNIVERSITY

U-Link

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Budget Querie	s	
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Create a New Query Type	Budget Status by Account Budget Status by Account Budget Status by Organizational Hierarchy Budget Query]
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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

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Budget Queries Select the Operating Ledger Data columns to display on the report. Adopted Budget Year to Date Budget Adjustment Encumbrances Select columns to display]					
Temporary Budget Commitments						
Accounted Budget Available Balance						
Save Query as:						
Shared Continue Budget Queries Encumbrance Query Requisition Purchase Order Approve Documents View Document Budget Tran Budget Development] RELEASE: 7.2	sfer Mult	iple I	Line Bud	get Trar GHER EDUC	ISFET ATION	

- 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 Acce	ounts		
Save Query as:			
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Submit Query		Click Sub	mit Query to view results

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		By Acco Period Ending J	unt un 30, 2006		Viev	w query Results]
		As of May 2	8, 2008		/		
Chart of	Accounts	S 4 MISSOURI STATE UNI	/ERSITY Commitment	t Type All	/		
Fund		All	Program	All	/		
Organiza	tion	052000 CHIEF FIN OFFIC	CER ADMIN-OPER Activity	All	/		
Account		All	Location	All	,		
Juory D	oculte						
Account	Accoun	t Title	FY06/PD14 Adjusted Budget	FY06, Date	PD14 Year to	FY06/PD14 Commitments	FY06/PD14 Available Balance
61900	FACULT	Y & STAFF SALARIES	1,406,003	.00	899,676.71	1 0	.00 506,326.29
61999	SALARY	SAVINGS-ONGOING	7,024	.00	0.00	0 0	.00 7,024.00
63000	NON-ST WAGES	UDENT PART-TIME	26,400	.00	4,160.00	0 0	.00 22,240.00
63100	STUDEN	IT WAGES	9,852	.00	4,477.47	7 0	.00 5,374.53
63200	GRADUA	ATE ASSISTANT WAGES	39,354	.00	21,342.42	2 0	.00 18,011.58
63300	OVERTI	ME WAGES	0.	.00	519.59	9 0.	.00 (519.59)
69000	SOCIAL	SECURITY & MEDICARE	109,213	.37	63,848.50	0 0	.00 45,364.87
69001	MOSERS	5	181,432	.54	115,585.27	7 0	.00 65,847.27
69003	MEDICA	L PREMIUM	163,741	.20	92,836.90	0 0	.00 70,904.30
730	TRAVEL		15,702	.00	0.00	0 0	.00 15,702.00
73002	TVL-MIL	EAGE REIMBURSEMENT	0	.00	1,429.79	9 0	.00 (1,429.79)
73004	TVL-TR/	ANSPORTATION	0	.00	15,205.43	3 0	.00 (15,205.43)
73006	TVL-FOP	REIGN	0	.00	653.64	4 0	.00 (653.64)
732	SUPPLIE	S	55,550	.00	0.00	0 0	.00 55,550.00
73204	SUP-CO	MPUTER	0	.00	8,512.77	7 0	.00 (8,512.77)
creen to	otal		2,014,272	.11	1,228,248.49	9 0	.00 786,023.62
lunning	total		2,014,272	.11	1,228,248.49	9 0	.00 786,023.62
Report T	otal (of a	all records)	2,198,815	.11	1,368,773.45	5 0	.00 830,041.66

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

- I. 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.

🧯 Encumbrance Query - Windo	ws Internet Explorer					X
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Encambrance	Query					
👥 Choose an existing	query and select Retrieve Qu	ery or create a new query. Sele	ct Submit Query to displa	y the query results. For an Encumb	prance Query to be successful	l, you
must enter a value	in the Organization Field or t	ne Grant Field.				
Existing Query None	•					
Ret	ieve Query					
						I
Fiscal year	2008 - Fiscal perio	d 03 🔻		-		ĺ
Encumbrance Status	Closed -			Search within inc	dividual fields	ĺ
Commitment Type	All 🗸					Í
Chart of Accounts						1
Fund						
Organization	A90401 Acavity					
Grant	Eurod Type					
Assount	Assount To					
Account	Account Ty	pe				
Save Query as:			Save a	query		
Save Query us.	Sharod		Savea	query		
	Sharea					
Submit Query						

4. ENCUMBRANCE QUERY :

- a. Is used to view any outstanding Encumbrance information.
- b. 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.
- c. A query can be saved for future reference.
- d. 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.
- e. Organization or Grant fields are required to view encumbrance information.
 Wildcards are permitted in these fields, although access is controlled by Fun/Organization security.