

STEP BY STEP: SELF SERVICE MODULE BUDGET QUERIES

General Description

The purpose of this is to provide users with the procedures necessary to obtain financial information regarding their department FOAPAL. Users may only view those accounts for which they have obtained secured access.

The Budget Query link allows a user to review budget information for transactions entered through Web for Finance and Banner Finance, and download the data to a Comma Separated Value file (.csv) for use with Microsoft Excel. A user may build or retrieve three different types of queries:

1. Budget Query by Account (FOAPAL)
2. Budget Query by Organizational Hierarchy
3. Budget Quick Query

Policy Notes: Not Applicable

Forms: Not Applicable

Processing Steps:

Running a Budget Query to access departmental FOAPAL information:

1. Select the "Budget Queries" from the Financial Information menu.
2. You may choose to "Retrieve Existing Query" (Pull-down list of available templates) or You may choose to "Create a New Query". The following are the queries that are available:
 - a. **Budget Query by Account (FOAPAL)**- allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type or Revenue Accounts. User may choose the parameters for the budget query. (Adopted Budget, Budget Adjustments, Adjusted Budget, Temporary Budget, Accounted Budget, Year to date, Encumbrances, Commitments, Available Balance)
 - b. **Budget Query by Organizational Hierarchy**- allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts. User may choose the parameters for the budget query. (Adopted Budget, Budget Adjustments, Adjusted Budget, Temporary Budget, Accounted Budget, Year to date, Encumbrances, Commitments, Available Balance)
 - c. **Budget Quick Query**- allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/index values, Specific Organization, Fund Type, Account Type or Revenue Accounts. The only parameters that are displayed for this query are as follows: Adjusted Budget, Year to date, Commitments, and Available Balance.

3. After you have selected the parameters for the query select the "Continue" button.
4. Next you will choose the "Fiscal Year".
5. Then you will choose the "Fiscal Period". Keep in mind that the Fiscal year begins in July which is fiscal period 1 and ends in June which is fiscal period 12. It is recommended to choose fiscal period 12 so that when you query your organization you will receive all of the transactions for the fiscal year.
6. Enter the "Chart". This is the Chart of accounts to which the FOAPAL values belong. This is a required field. **The University of St. Thomas's Chart of accounts is "T".**
7. Then Type in the "Index"
8. If applicable, Enter the "Activity". The code associated with the Activity.
9. If applicable, Enter the "Location". The code associated with the Location.
10. To limit the query you may choose a specific "Account" code.
11. If you want to include the "Revenue Accounts" in your query make sure the box is checked.
12. Then choose the "Submit Query" button (you may need to select the button twice)
13. Then you should see the query report.
14. When the amounts are underlined on the report you are able to drill down on the amount to find out the transaction detail.
15. Then you see a list of the transactions for that amount. If you click on the document #, it will give you the details for that document.

Successful Budget Queries

A Budget Query is successful under the following conditions:

- A Fiscal period and year must be entered; Comparison Fiscal year and period are optional
- Chart of Accounts is a required field
- A value must be entered in either the Organization field for a query to be submitted.
- A user must have Fund/Organization Query access. If the user enters a wildcard, then the system will retrieve data for Funds and Organizations for which privileges are given.

Downloading Query Data to a Spreadsheet

This is only available for the Budget Query by Account and the Budget Query by Organizational Hierarchy.

Users can download budget query data to a Comma Separated Value file (.csv) and then edit or analyze it according to their reporting needs. The downloaded information consists of the header data followed by the query details. For comparison queries, amounts are grouped by Fiscal Period and Year.

- When the user selects the Download Selected Ledger Columns button, the system downloads only those amounts (*Adjusted Budget, Year to Date, etc.*) that were selected on the prior page. (*Select the Operating Ledger Data columns to Display on the report*).
- When the user selects the Download All Ledger Columns button, the system downloads all available operating ledger amounts for the criteria entered.

After selecting the download button, a window will popup with the option of opening the file or saving the file to disk. Typically you will want to open the file from its current location. The Excel program is launched and the file is opened. You will then be able to format the report as you need and then you can save the file for your own reference.