# Banner Department Instructions

## BUDGET MANAGER

### Task ID

<table>
<thead>
<tr>
<th>Task ID</th>
<th>BUDGET QUERY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Self Service</strong></td>
</tr>
<tr>
<td>A.</td>
<td>Log into Self Service (click on ‘Self Service’ from GSCC homepage).</td>
</tr>
<tr>
<td>B.</td>
<td>Select ‘Finance’ and then ‘Budget Queries’.</td>
</tr>
<tr>
<td>C.</td>
<td>Select what type of query you want:</td>
</tr>
<tr>
<td></td>
<td>(1) <strong>Budget Quick Query</strong> -</td>
</tr>
<tr>
<td></td>
<td>• Summary information only. You cannot drill down to more detail on this one.</td>
</tr>
<tr>
<td></td>
<td>(2) <strong>Budget Status by Organizational Hierarchy</strong> -</td>
</tr>
<tr>
<td></td>
<td>• Gives summary information with the organizations hierarchy.</td>
</tr>
<tr>
<td></td>
<td>(3) <strong>Budget Status by Account</strong> -</td>
</tr>
<tr>
<td></td>
<td>• Gives summary information - can use account number and/or program in addition to fund and org to narrow down the level of information</td>
</tr>
<tr>
<td>D.</td>
<td>Click on ‘Create Query’:</td>
</tr>
<tr>
<td></td>
<td>• Select columns to be displayed. These parameters will give you information similar to PU01. Click on Continue.</td>
</tr>
<tr>
<td>E.</td>
<td>Enter Chart ‘G’, Fund, Org/Dept. (and Account and/or Program if needed) and Fiscal Period</td>
</tr>
<tr>
<td></td>
<td>• Fiscal periods are Oct = 01, Nov = 02, Dec = 03, etc.</td>
</tr>
<tr>
<td></td>
<td>• Use period 14 to get all activity YTD</td>
</tr>
<tr>
<td></td>
<td>• Click on ‘Submit Query’.</td>
</tr>
</tbody>
</table>

**NOTE** - any areas in blue can be clicked on for more information - invoice, check number, requisition, etc. or transaction detail.
Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query
Type
- Budget Quick Query
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Payroll Expense Detail

Retrieve Existing Query
Saved Query
None

Release: 0.3

Budget Queries • Encumbrance Query • Requisition • Purchase Order • Approve Document • View Document • Budget Transfer • Multiple Line Budget Transfer • Budget Development • Delete Finance Template

Fiscal Year:
- 2013
- 2012

Chart of Accounts
- Index

Fiscal Year
- 2013
- 2012

Include Revenue Accounts

Save Query as:
- Shared

Submit Query

Budget Queries • Encumbrance Query • Requisition • Purchase Order • Approve Document • View Document • Budget Transfer • Multiple Line Budget Transfer • Budget Development • Delete Finance Template
# Budget Status Report

**Organization Budget Status Report**

By: Account

**Period Ending:** Jul 31, 2012

**As of:** Jul 2012

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Total Budget</th>
<th>YTD Actual Rev/Exp</th>
<th>Total Encumbrances</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>7500</td>
<td>In-State-Milesage</td>
<td>4,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4000.00</td>
</tr>
<tr>
<td>7525</td>
<td>Legal Expenses</td>
<td>99.00</td>
<td>0.00</td>
<td>0.00</td>
<td>99.00</td>
</tr>
<tr>
<td>7538</td>
<td>Other Contractual Services</td>
<td>22,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>22000.00</td>
</tr>
<tr>
<td>7541</td>
<td>Materials and Supplies</td>
<td>12,555.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12555.00</td>
</tr>
<tr>
<td>7599</td>
<td>Other Non-capital Costs</td>
<td>38,900.00</td>
<td>0.00</td>
<td>0.00</td>
<td>38900.00</td>
</tr>
<tr>
<td></td>
<td><strong>Report Total (all records)</strong></td>
<td>155,145.00</td>
<td>0.00</td>
<td>0.00</td>
<td>155145.00</td>
</tr>
</tbody>
</table>

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## Budget Queries

**To create a new query** choose a query type and select **Create Query**. To retrieve an existing query choose a saved query and select **Retrieval Query**.

**Create a New Query**

- **Type**: Budget Status by Organizational Hierarchy

**Retrieve Existing Query**

- **Saved Query**: None

**Budget Queries**
- Encumbrance Query
- Requisition
- Purchase Order
- Approve Document
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Budget Development
- Delete Finance Template
For a BudgetQuery to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant 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 revised Fiscal Year and Period. With this selection, all data retrieved will be placed next to the corresponding comparison fiscal period.

**Fiscal year:** 2013  
**Fiscal period:** Q1  
**Comparison Fiscal year:** 2012  
**Comparison Fiscal period:** Q1

**Commitment Types:**  
- Chief of Account  
- Fund  
- Org Account  
- Grant  
- Account  
- Program

**Include Revenue Accounts:**

**Save Query as:**
- Shared

**Submit Query**

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**Organization Budget Data Report**

- By Account  
- Period Ending: 01/31/2012  
- As of Date: 01/31/2012

**Charts of Accounts:**  
- Academic Community College Commitment
- All
- 100 General Operating Fund
- Program
- 60 Institutional Support
- Department
- 6922 Financial Services
- Activity
- All

**Query Results**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY13/P01 Original Budget</th>
<th>FY13/P010 Adjustment</th>
<th>FY13/P010 Total Budget</th>
<th>FY13/P010 Y'D Actual Rev/Exp</th>
<th>FY13/P010 Inc/Inc &amp; PO's</th>
<th>FY13/P010 Requisitions</th>
<th>FY13/P010 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>7041</td>
<td>Materials and Supplies</td>
<td>32,555.00</td>
<td>0.00</td>
<td>32,555.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Report Total (all records)</td>
<td>32,555.00</td>
<td>0.00</td>
<td>32,555.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Download All Columns**  
**Download Selected LedgerColumns**  
**View Payroll Expense Detail**

**Save Query as:**
- Shared

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Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view available balances used for non-cash funds (NSF) checking.

Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the View Payroll Expense Detail button to retrieve information for all accounts in a query.