

## Self-Service Budget Queries Tool

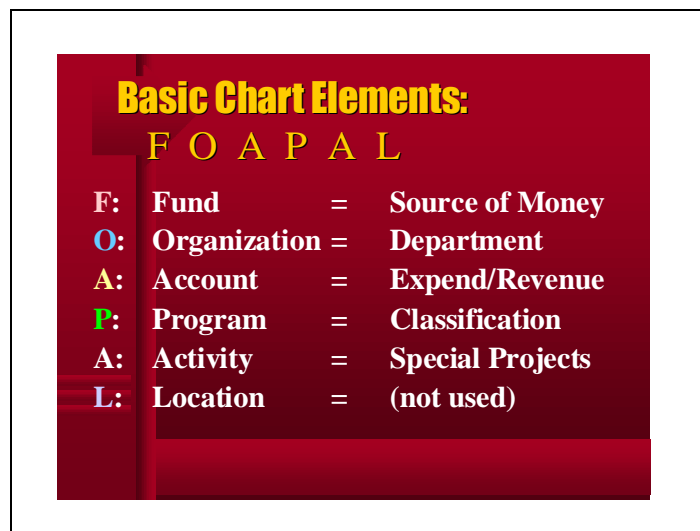
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The Budget Query tool in the Self- Service (BanWeb) allows an approved user to query financial information for a specified period. Users may also drill down on accounts to view budget and actual transaction history.

## Budget Query Reminders

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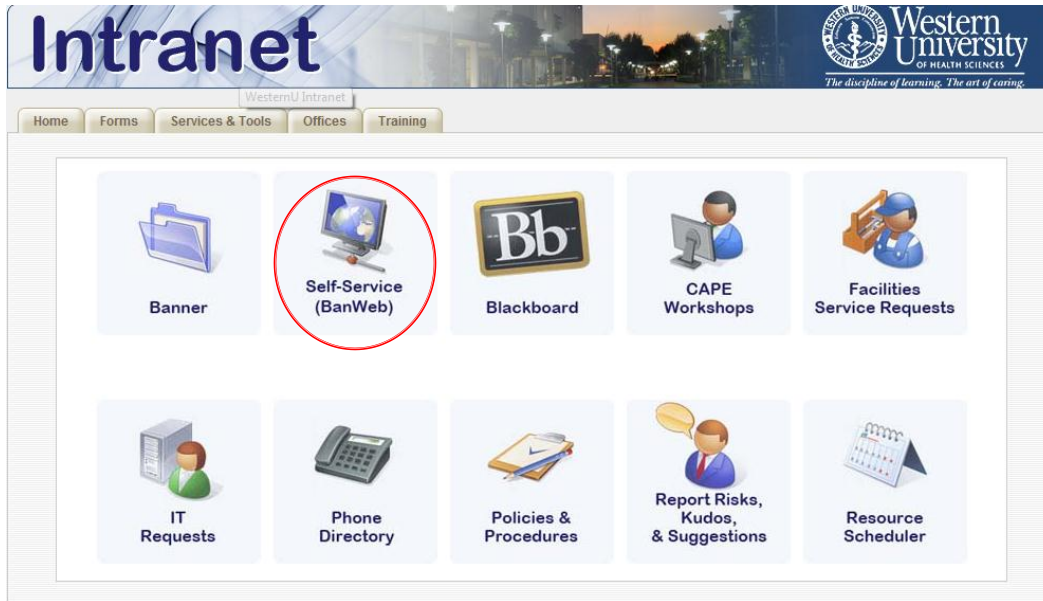
- When running a query for balances please make sure to select period 14 under the parameter window to include transaction history for all periods.
- When running a query make sure to exclude the program under the parameter window to include all transactions for all programs.



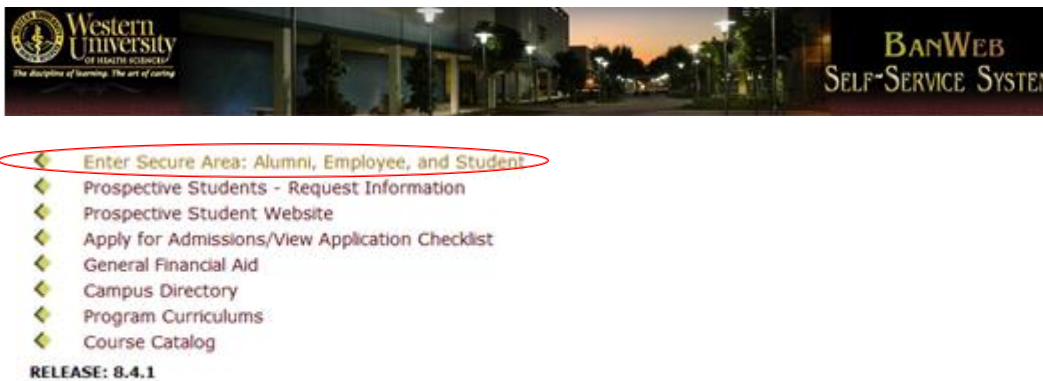
# Accessing Budget Queries Tool

**Step 1:** Go to the Intranet: <http://intranet/>

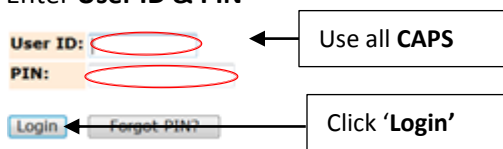
**Step 2:** Click on the 'Self-Service' Icon



**Step 3:** Click on 'Enter Secure Area: Alumni, Employee, and Student'



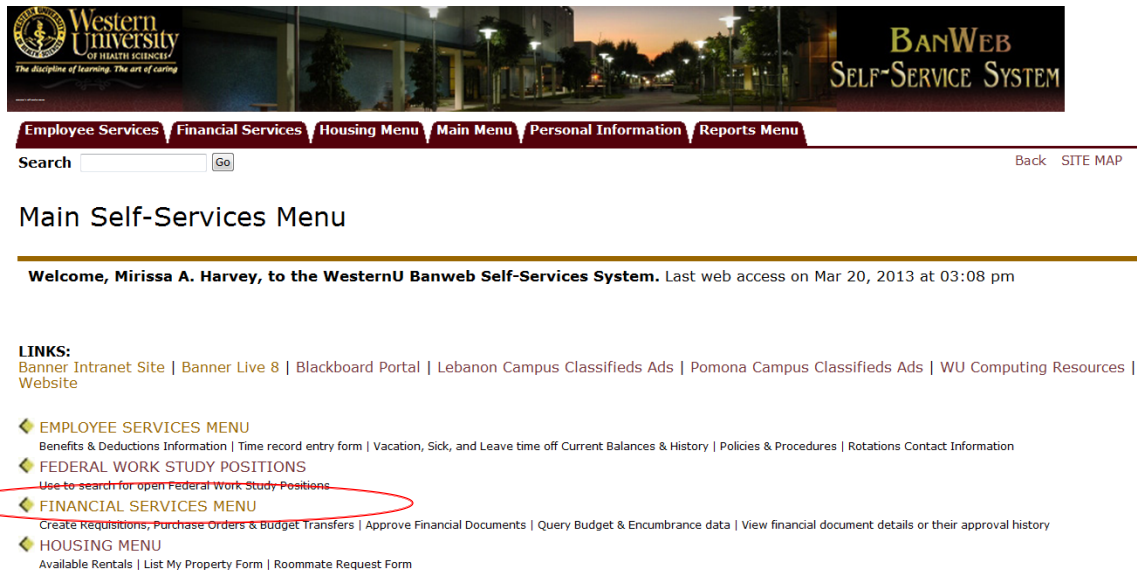
**Step 4:** Enter User ID & PIN



(For Login problems please call Tech Support x 5432)

# Accessing Budget Queries Tool Continued

**Step 5:** Click on 'Financial Services Menu'



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BANWEB  
SELF-SERVICE SYSTEM

Employee Services | **Financial Services** | Housing Menu | Main Menu | Personal Information | Reports Menu

Search  Go Back SITE MAP

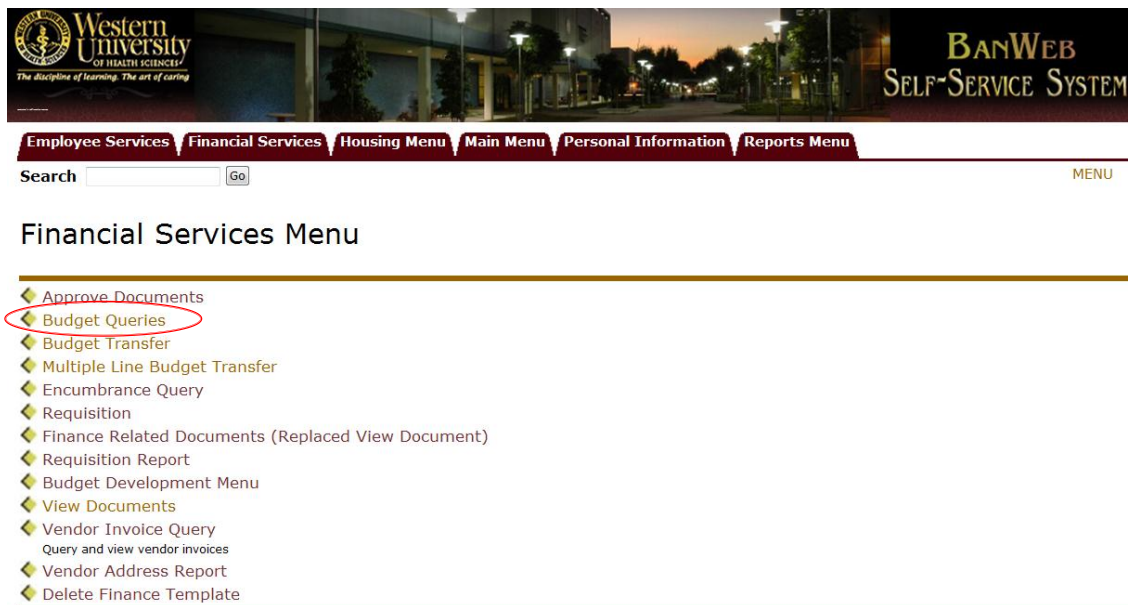
## Main Self-Services Menu

Welcome, Mirissa A. Harvey, to the WesternU Banweb Self-Services System. Last web access on Mar 20, 2013 at 03:08 pm

**LINKS:**  
Banner Intranet Site | Banner Live 8 | Blackboard Portal | Lebanon Campus Classifieds Ads | Pomona Campus Classifieds Ads | WU Computing Resources | Website

- ◆ EMPLOYEE SERVICES MENU  
Benefits & Deductions Information | Time record entry form | Vacation, Sick, and Leave time off Current Balances & History | Policies & Procedures | Rotations Contact Information
- ◆ FEDERAL WORK STUDY POSITIONS  
Use to search for open Federal Work Study Positions
- ◆ **FINANCIAL SERVICES MENU**  
Create Requisitions, Purchase Orders & Budget Transfers | Approve Financial Documents | Query Budget & Encumbrance data | View financial document details or their approval history
- ◆ HOUSING MENU  
Available Rentals | List My Property Form | Roommate Request Form

**Step 6:** Click on 'Budget Queries'



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SELF-SERVICE SYSTEM

Employee Services | **Financial Services** | Housing Menu | Main Menu | Personal Information | Reports Menu

Search  Go MENU

## Financial Services Menu

- ◆ Approve Documents
- ◆ **Budget Queries**
- ◆ Budget Transfer
- ◆ Multiple Line Budget Transfer
- ◆ Encumbrance Query
- ◆ Requisition
- ◆ Finance Related Documents (Replaced View Document)
- ◆ Requisition Report
- ◆ Budget Development Menu
- ◆ View Documents
- ◆ Vendor Invoice Query  
Query and view vendor invoices
- ◆ Vendor Address Report
- ◆ Delete Finance Template

# Creating a Budget Query

## Step 1: Select 'Budget Status by Account'

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Employee Services Financial Services Housing Menu Main Menu Personal Information Reports Menu

Search  Go MENU

### 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   Click 'Create Query'

**Retrieve Existing Query**  
Saved Query

## Step 2: Select Columns to Display on Report

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BANWEB SELF-SERVICE SYSTEM

Employee Services Financial Services Housing Menu Main Menu Personal Information Reports Menu

Search  Go

### Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances (PO)
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations (Req)
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments (Both)
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared  Click 'Continue'

# Creating a Budget Query Continued

**Step 3:** Enter parameters. The following are basic (not all) parameters:

- Fiscal Year
- Fiscal Period
- Fund
- Organization

## Budget Queries

For a Budget Query 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 required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Wild cards (%) may be used to filter data. For example, if 79% is entered under the account parameter only accounts starting with 79 (Capital Accounts) will be retrieved.

Click 'Submit Query'

## Budget Query Results

Once the query is retrieved, the user may view the adopted budget, budget adjustment(s), adjusted budget, year to date activity, commitments, and balances for an authorized org.

### Report Parameters

**Organization Budget Status Report**  
**By Account**  
**Period Ending Jun 30, 2014**  
**As of Sep 06, 2013**

Any number in red may be clicked (drilled down) to view transaction history.

Chart of Accounts W Western University of Health Scienc Commitment Type All  
 Fund 1100 Current Unrestricted Program All  
 Organization Activity All  
 Account All Location All

### Query Results

Account	Account Title	FY14/PD14 Adopted Budget	FY14/PD14 Budget Adjustment	FY14/PD14 Adjusted Budget	FY14/PD14 Year to Date	FY14/PD14 Encumbrances (PO)	FY14/PD14 Reservations (Req)	FY14/PD14 Commitments (Both)	FY14/PD14 Available Balance
6200	Salaries - Administration Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6850	Allocated Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70280	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70845	Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71560	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71575	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71580	Reprographics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8501	Indirect Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total (of all records)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

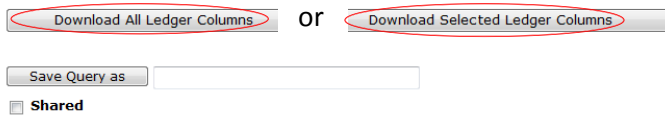
Download All Ledger Columns    Download Selected Ledger Columns

Save Query as: \_\_\_\_\_

## Downloading Query Results to an Excel Spreadsheet

After the user retrieves a query, the information may be downloaded to an excel spreadsheet.

**Step 1:** Select one of the download options shown below.

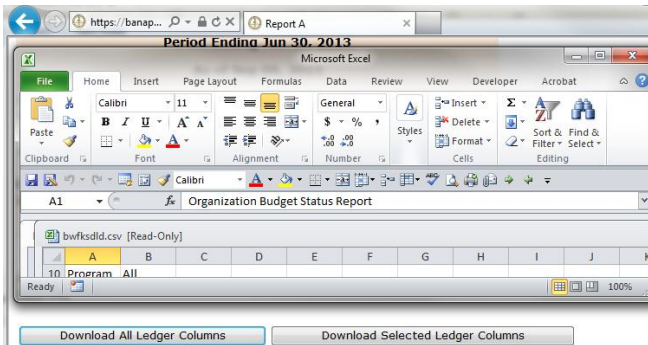


Download All Ledger Columns OR Download Selected Ledger Columns

Save Query as

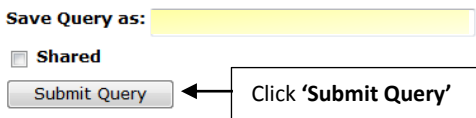
Shared

**Step 2:** After the selection has been clicked, an excel spreadsheet will open for the user to save and use.



## Saving Queries and Retrieving Saved Queries

**Step 1:** To save a query enter a name under 'Save Query as'. If the query will be shared among other users select 'Shared'.

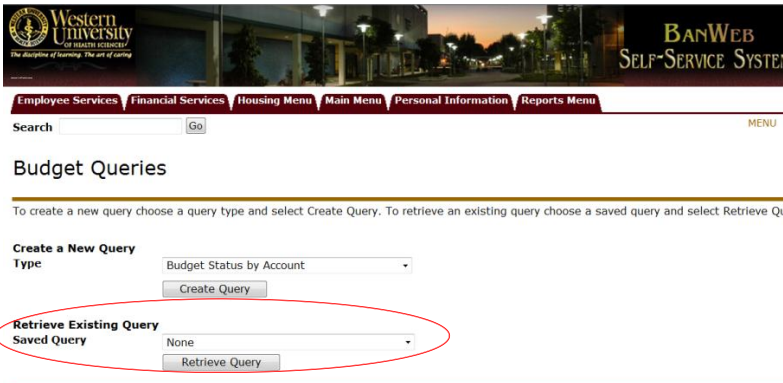


Save Query as:

Shared

Submit Query ← Click 'Submit Query'

**Step 2:** User(s) may later retrieve the query by going back to the following budget queries window and selecting the saved query from the dropdown menu and clicking 'Retrieve Query'.



## How to Compute Additional Columns

With this option, an additional column may be added to perform various calculations between two columns. The user may subtract, multiply, divide or get a percentage of any two columns.

**Step 1:** Select criteria's from drop-down lists and name new column. In this example, a year over year change column is added.

**Query Results**

Account	Account Title	FY13/PD14 Year to Date	FY12/PD14 Year to Date
6200	Salaries - Administration Full Time	0.00	0.00
6850	Allocated Fringe Benefits	0.00	0.00
70280	Telephone	0.00	0.00
70845	Legal Fees	0.00	0.00
71560	Office Supplies	0.00	0.00
71575	Postage	0.00	0.00
71580	Reprographics	0.00	0.00
Report Total (of all records)		0.00	0.00

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
FY13/PD14 Year to Date	minus	FY12/PD14 Year to Date	FY12/PD14 Year to Date	YoY Change

**Step 2:** Click 'Perform Computation'

**Query Results**

Account	Account Title	FY13/PD14 Year to Date	FY12/PD14 Year to Date	YoY Change
6200	Salaries - Administration Full Time	0.00	0.00	0.00
6850	Allocated Fringe Benefits	0.00	0.00	0.00
70280	Telephone	0.00	0.00	0.00
70845	Legal Fees	0.00	0.00	0.00
71560	Office Supplies	0.00	0.00	0.00
71575	Postage	0.00	0.00	0.00
71580	Reprographics	0.00	0.00	0.00
Report Total (of all records)		0.00	0.00	0.00

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
FY13/PD14 Year to Date	minus	FY12/PD14 Year to Date	FY12/PD14 Year to Date	YoY Change

Perform Computation

YoY Change    Remove Computation

Another Query

**Note:** To remove added columns select column from drop-down and click 'Remove Computation' button.