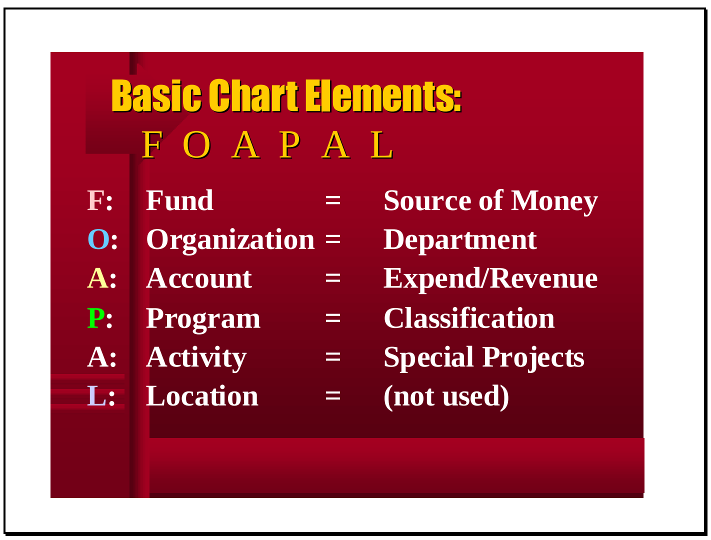
Self-Service Budget Queries Tool

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

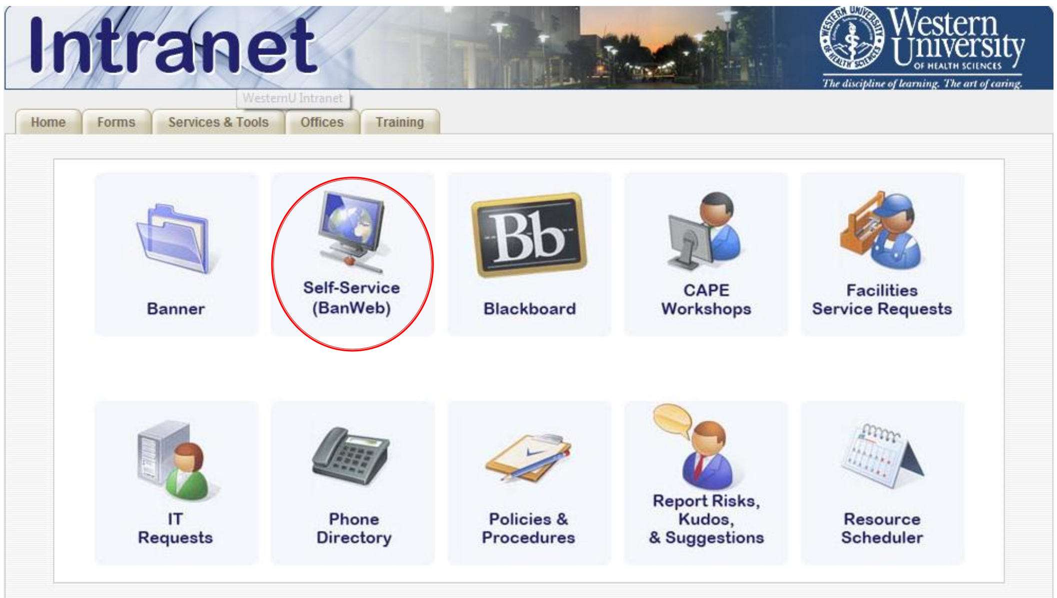
- When running a query for balances please make sure to select period 14 under the parameter window to include transaction history for all periods.
- When running a query make sure to exclude the program under the parameter window to include all transactions for all programs.



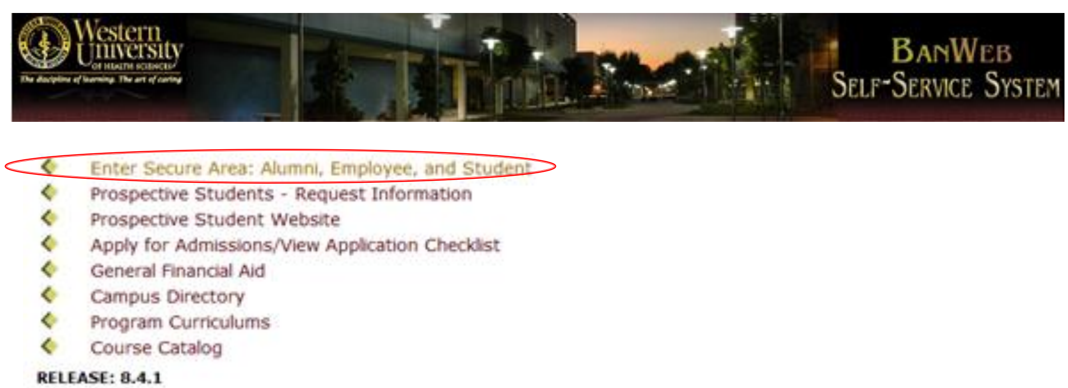
Accessing Budget Queries Tool

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**

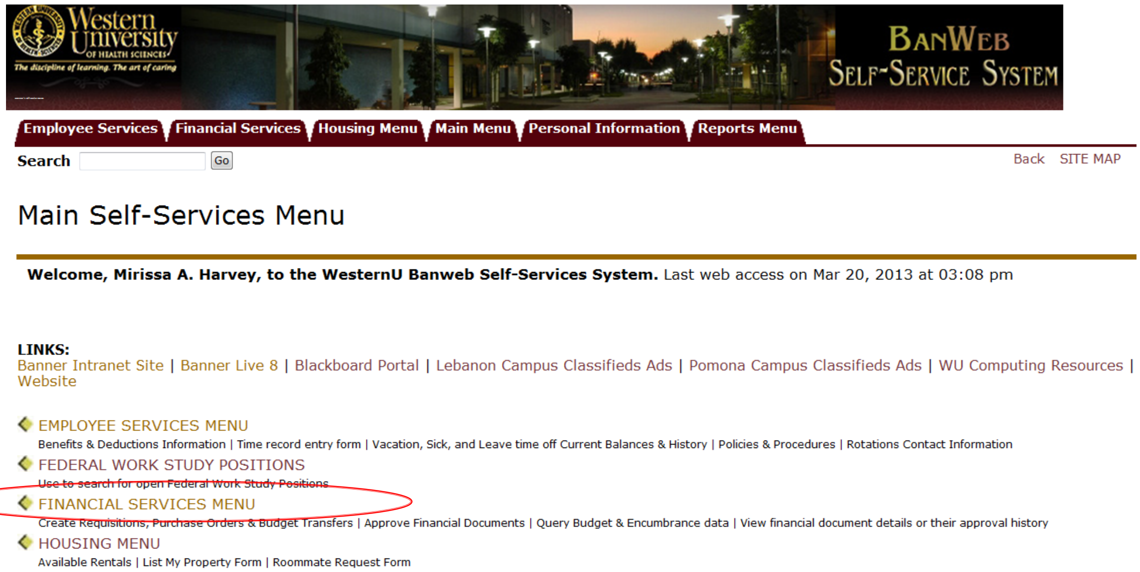
Use all **CAPS**

Click **'Login'**

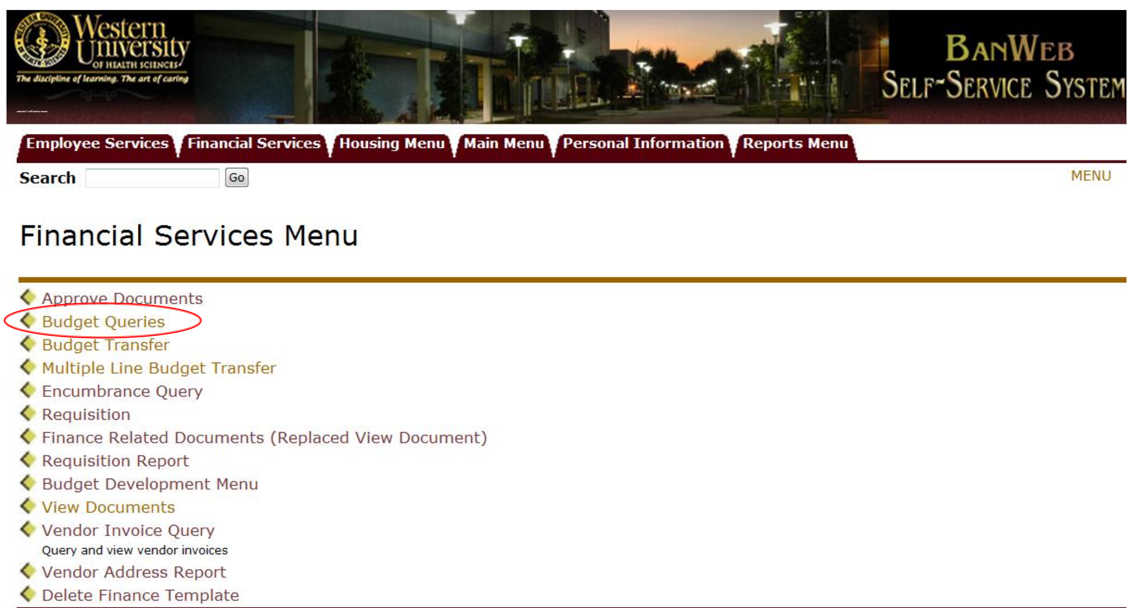
(For Login problems please call Tech Support x 5432)

Accessing Budget Queries Tool Continued

Step 5: Click on **‘Financial Services Menu’**

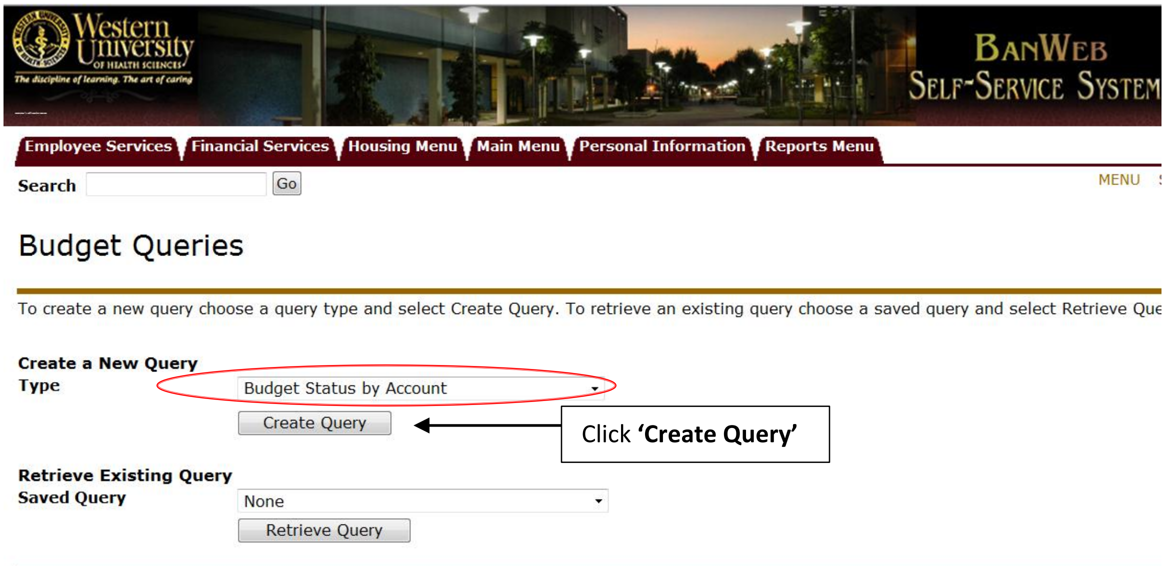


Step 6: Click on **‘Budget Queries’**

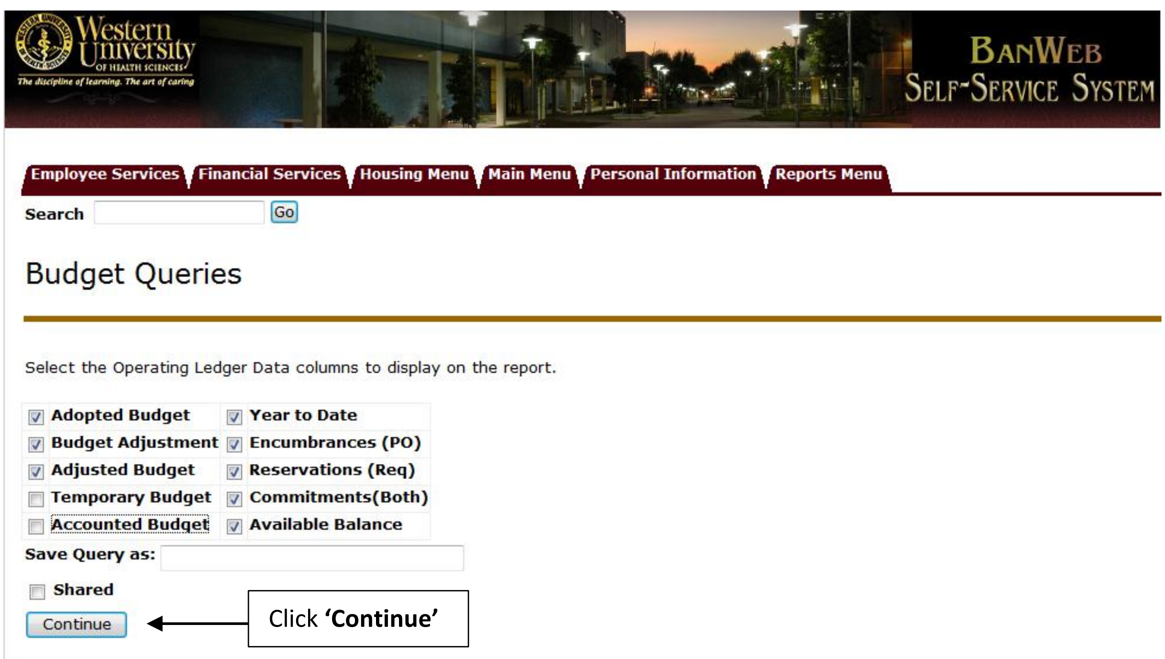


Creating a Budget Query

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



Step 2: Select Columns to Display on Report



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.

Fiscal year:	2014	**Fiscal period:**	14
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	W	Index	
Fund		Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query

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.

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

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2014

As of Sep 06, 2013

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

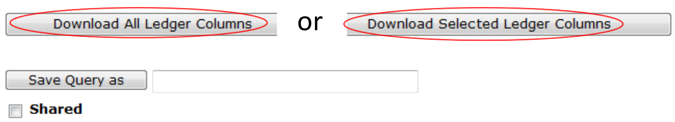
Download Selected Ledger Columns

Save Query as

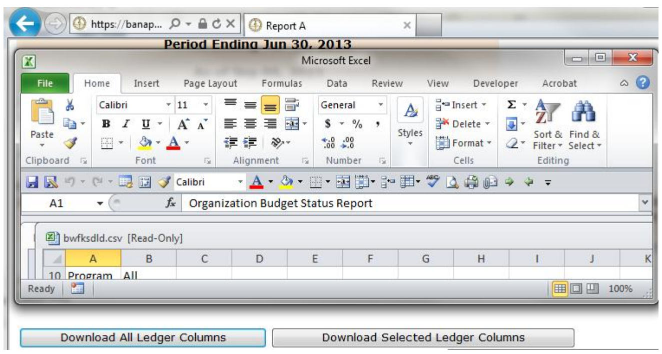
Downloading Query Results to an Excel Spreadsheet

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.

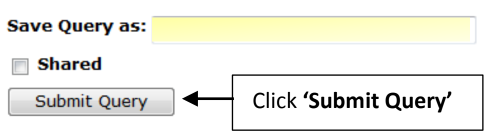


Step 2: After the selection has been clicked, an excel spreadsheet will open for the user to save and use.

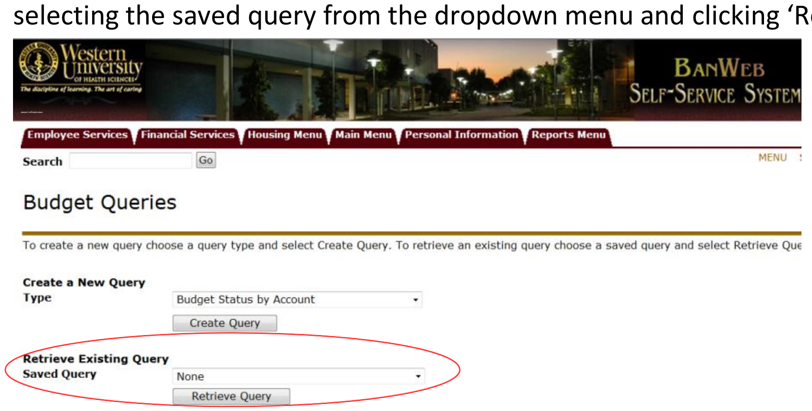


Saving Queries and Retrieving Saved Queries

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



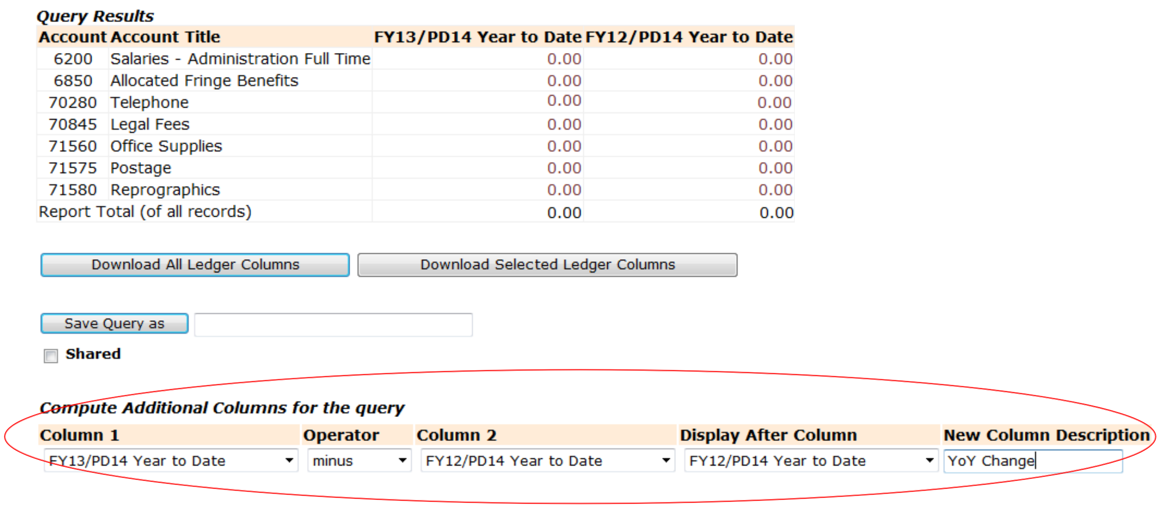
Step 2: User(s) may later retrieve the query by going back to the following budget queries window and selecting the saved query from the dropdown menu and clicking 'Retrieve Query'.



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.

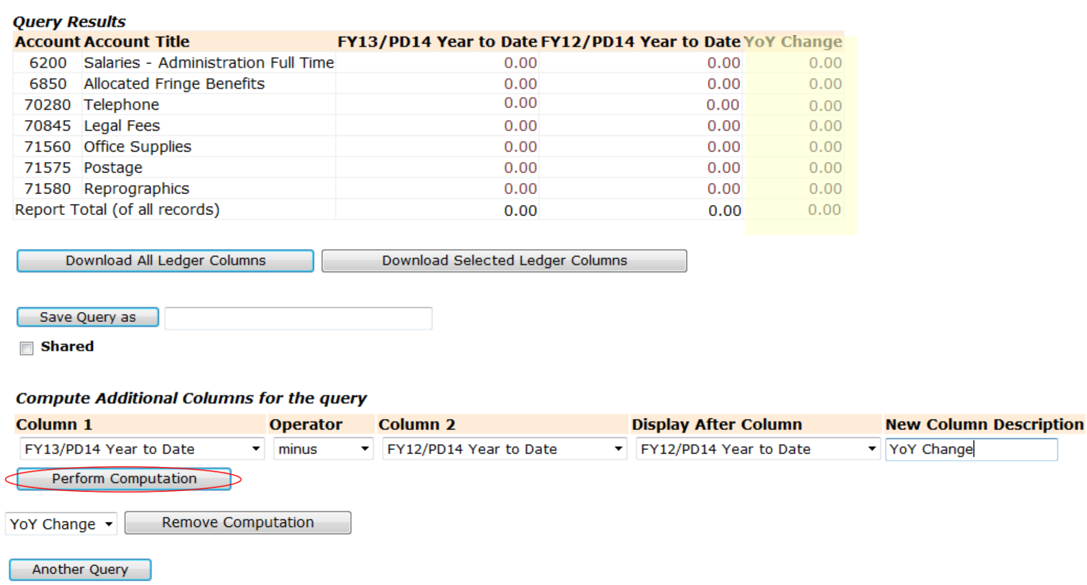
Step 1: Select criteria's from drop-down lists and name new column. In this example, a year over year change column is added.



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

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

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