Finance SelService Budget Queries

- 1. Log on to Pace Portaldick on the 'Staff_ š
- 2. ^ o Fšina/nce SelfService_under the Staff Resources & Technology section.

3. To run a query, dick on the My Finance Querbutton.

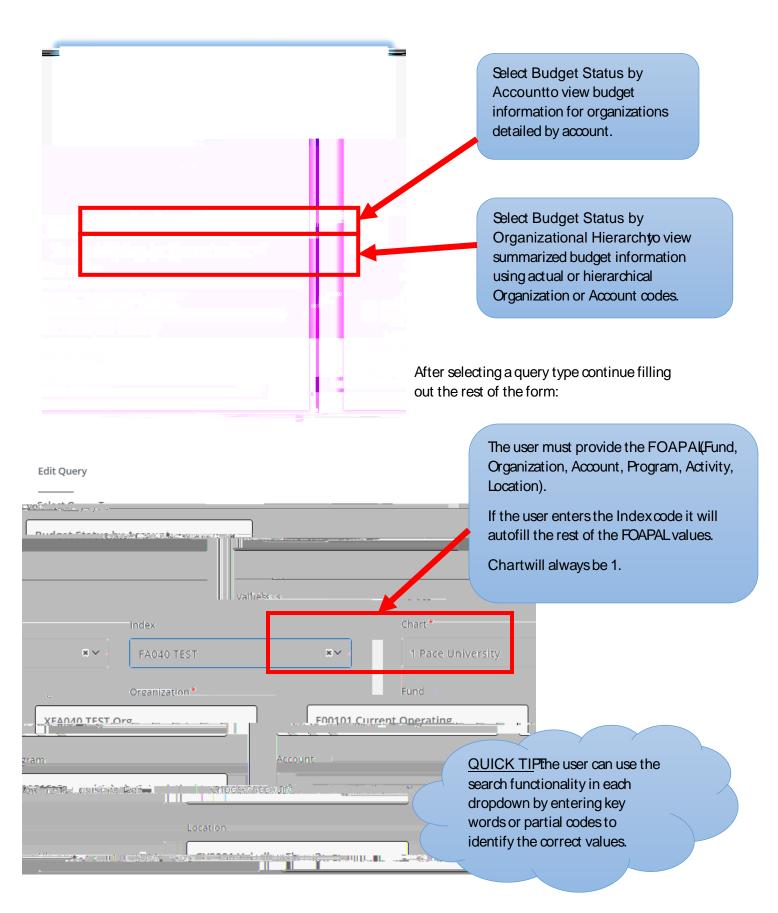
Performing a Budget Query

The Budget Queries allow the user access to budget status information. To begin, dick on the New Query button towards the upper right of the screen.

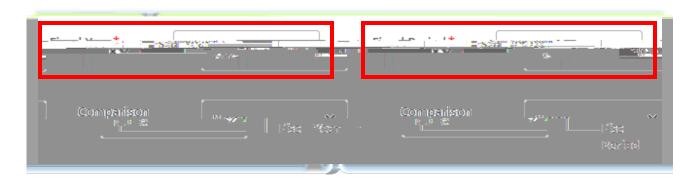
A box will pop up where you will begin building your query.

Below are the two common types of queries that are retrieved:

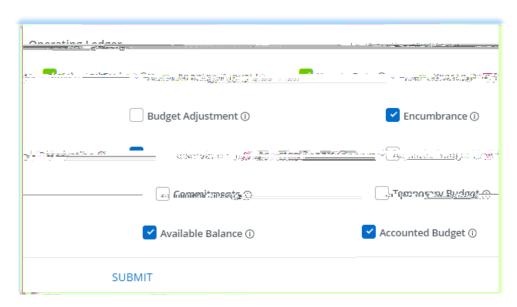
1. Budget Status by Account



The Fiscal Yearand Fiscal Periodere required, but the user also has the option to select a Comparison Fiscal Yearand Comparison Fiscal Period



The user may choose from the following Operating Ledger Data for each type of query. Please see below table for definitions:



Field	Description			
Adopted Budget	Budget at beginning of Fiscal Year. (Approved Budget)			
Budget Adjustment	An increase/ decrease to budget. Permanent budget adjustments.			
Adjusted Budget	The Adopted Budget plus the Budget Adjustment.			
Temporary Budget	Temporary Adjustments twill not roll to the next fiscal year.			
Accounted Budget	Approved Budget plus or minus any Budget Adjustments. Total of all budget transactions.			
Year to Date	Actual revenue and expenditures to date			
Encumbrances	Funds committed for future payments (Purchase Orders/ Salary Expenses)			
Reservation	NOT USED AT PACE			
Commitments	Encumbrances			
Available Balance	The difference between the Accounted Budget and the Year to Date and Encumbrances. This indicates the budget balance available			

Once the user is ready to create the query, dick on the Submitbutton.

Financial SelService terms:

Accounted BudgetApproved Budget plus or minus any Budget Adjustments. Total of all budget transactions.

Adopted Budget Budget at beginning of Fiscal Year. (Approved Budget).

Adjusted Budget The Adopted Budget plus the Budget Adjustment.

Available BalanceThe difference between the Accounted Budget and the Year to Date and Encumbrances. This indicates the budget balance available.

Budget Adjustment An increase/decrease to budget. Permanent budget adjustments.

Budget Status by Account Query he Budget Query by Account option allows a user to review budget information by account for the Fiscal Period, Year to Date, and Commitment Type by:

Specific FOAPAL/ Shortcut Key values A Specific Organization All Organizations Fund Type Account Type Revenue Accounts

There are four levels to a Budget Query by Account: Account Detail, Transactions Detail, Document Detail, and View the Document.

Budget Status by Organization Hierarchy Query The Budget Query by Organization Hierarchy option allows users to review budget information for Organizations:

Hierarchical Structure

Fund Type
Account Type
Revenue Accounts

The levels of this type of query include: Organizational Hierarchy, External Account Type (Levels 1 and 2), Account Detail, Transaction Detail, Document Detail, and View the Document.

Commitments Encumbrances

Comparison queriesWhen end users choose their desired parameters, they may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison Fiscal Period.

Temporary BudgetTemporary Adjustments twill not roll to next fiscal year.

Year to Date ActualRevenue and expenditures to date.

User-calculated columns The user may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

Glossary of Terms

Account The account code is a six digit number which classifies how the money is spent. This is the third set of numbers in a FOAP.

Accounts that begin with a R = Revenue

Accounts that begin with a E = Expenses

Adopted Budget Original Budget allocation given at the beginning of the Fiscal Year.

AccountedBudgetThis is the current budget for a unit.

Available Balance Remaining balance available to spend. Original Budget less expenditures less commitments.

Chart of Accounts (COAS) his field is required on any forms where it is present. The Chart of Accounts is always 1.

Commitments Synonym for encumbrances. This amount is equal to all open encumbrances and reservations.

Encumbrances The budget set aside to cover purchase orders.

Fiscal Period-A number designating the month in the Fiscal Year. 01 = July, 02 = August, etc.. To view fiscal year to date enter 14.

Fiscal YearThe fiscal year runs from July 1st t June 30th. i.e. Fiscal Year 2008 begins July 1, 2007 and ends June 30, 2008.

FOAPAL Fund, Organization, Account, Program, Activity, Location)

This is the acronym used by Banner to capture financial transactions and facilitate retrieval of information. The budget number consists of four components, Fund, Organization, Account, and Program. Combined they provide a very powerful reporting tool.

Index- A fund code is a five digit number that identifies the funding source. The fund code is the first set of numbers in a FOAP.

Organization (Org.) The org code, short for Organization Code, is a five digit number that identifies the budgetary unit (department) responsible for managing the funds. The organization code is the second set of number in a FOAP

NSF Checking Non-Sufficient funds checking. This feature checks to determine if there is an available budget.

Program The program code is a two digit number that defines the program category under which a par3e70 g57Taer which a