



Section C: Day-to-Day Operations

Lesson: Performing a Budget Query

◀ [Jump to TOC](#)

Introduction

The Budget Query option permits the Finance Self-Service user to access the same information they would review online using the FGIBDSR or FGIBDST forms, for Budget Status. As is also true for those online forms, the data selected through a Finance Self-Service query can be downloaded to a Microsoft Excel spreadsheet.

A user may build or retrieve three types of queries:

- Budget Query by Account
- Budget Query by Organizational Hierarchy
- Budget Quick Query.

Users may choose from the following Operating Ledger Data for Budget Query by Account and Budget Query by Organizational Hierarchy:

- Adopted Budget
- Budget Adjustments
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- Commitments
- Available Balance.

Comparison queries

When users choose their desired parameters, they may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. (Budget Quick Query only shows one fiscal year). With this selection, all the details that are retrieved will be placed next to the corresponding comparison Fiscal Period.

Downloading query data to a spreadsheet

Users can download budget query data to a Microsoft Excel spreadsheet and then edit it, according to their reporting needs.



Section C: Day-to-Day Operations

Lesson: Performing a Budget Query (Continued)

◀ [Jump to TOC](#)

Saving queries as templates

A query can be saved as a template on each screen. However, each time a query is saved, only the information entered and queried up until that point is saved. A user can enter a query and save it on each screen under a different name, creating several templates, each with its own detail or path.

This functionality enables the user to save the query and retrieve it later for quick reference or customizing. Queries may be saved as ‘Shared’ or ‘Personal.’ Other users may access ‘Shared’ queries; ‘Personal’ queries may be accessed only by the User who created them.

Note: You can use the Delete Finance Template link to delete your personal templates.

User-calculated columns

The detail screen provides the capability to add “user calculated columns” to a query. 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.

Note: The User Calculated columns cannot be downloaded into Excel because they are just calculations.

Budget query by account

The 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/Index values
- A Specific Organization
- All Organizations
- Grant
- 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.



Section C: Day-to-Day Operations

Lesson: Performing a Budget Query (Continued)

◀ [Jump to TOC](#)

Budget query by organization hierarchy

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

- Hierarchical Structure
- Specific Funds, high-level Organizations, Accounts, and Programs
- Fund Type
- Account Type
- Revenue Accounts.

The levels of this type of query include

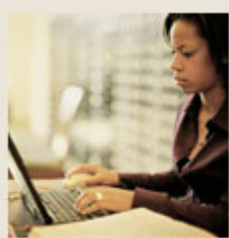
- Organizational Hierarchy
- External Account Type (Levels 1 and 2)
- Account Detail, Transaction Detail
- Document Detail
- View the Document.

Budget quick query

The Budget Quick Query mimics the output one sees from Banner Baseline form (FGIBDST). Used to review budget information by Adjusted Budget, Year to Date, Commitments, and Available Balance by

- specific FOAPAL/Index values
- a specific organization
- all organizations
- grant
- revenue accounts.

The levels of this type of query do not allow any type of query for: Account Detail, Transaction Detail, Document Detail, or View the Document.



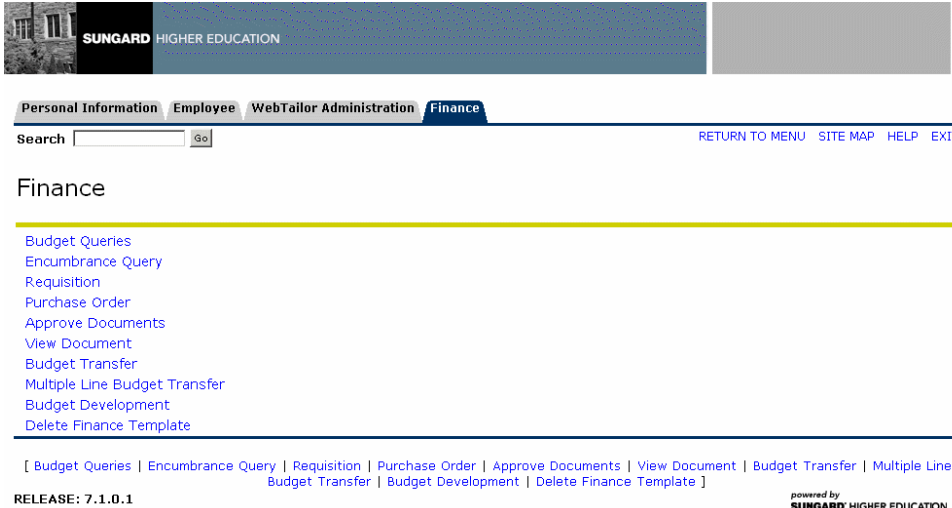
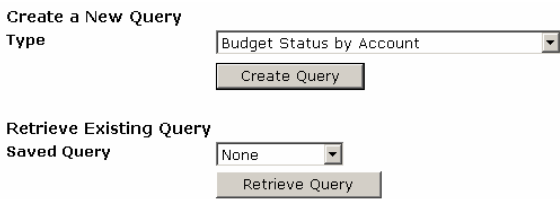
Section C: Day-to-Day Operations

Lesson: Performing a Budget Query (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	<p>Click Budget Queries from the Finance Menu to navigate to the Budget Query Page.</p>  <p>The screenshot shows the SUNGARD HIGHER EDUCATION website. The top navigation bar includes 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. The 'Finance' menu is expanded, showing 'Budget Queries' as the selected option. Other menu items include 'Encumbrance Query', 'Requisition', 'Purchase Order', 'Approve Documents', 'View Document', 'Budget Transfer', 'Multiple Line Budget Transfer', 'Budget Development', and 'Delete Finance Template'. The page footer includes 'RELEASE: 7.1.0.1' and 'powered by SUNGARD HIGHER EDUCATION'.</p>
2	<p>Under "Create a New Query," click the drop-down Type menu to view values.</p>  <p>The screenshot shows the 'Create a New Query' form. The 'Type' dropdown menu is set to 'Budget Status by Account'. Below it is a 'Create Query' button. The 'Retrieve Existing Query' section has a 'Saved Query' dropdown menu set to 'None' and a 'Retrieve Query' button.</p> <p>Select <u>Budget Status by Account</u> to view budget information for organizations detailed by account. You may wildcard either or both the organization or account (as well as other values, exc. Chart). This does not work with hierarchical organization or account codes.</p> <p>Select <u>Budget Status by Organizational Hierarchy</u> to view summarized budget information using actual or hierarchical organization or account codes.</p> <p>Select <u>Budget Quick Query</u> to view summarized budget information for organizations. This does not work with hierarchical organization or account codes.</p>



Section C: Day-to-Day Operations

Lesson: Performing a Budget Query (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action										
3	After selecting a query type, click the Create Query icon.										
4	<p>Check the appropriate checkboxes for your query.</p> <p>Select the Operating Ledger Data columns to display on the report.</p> <table border="1" data-bbox="412 726 883 894"> <tbody> <tr> <td><input checked="" type="checkbox"/> Adopted Budget</td> <td><input checked="" type="checkbox"/> Year to Date</td> </tr> <tr> <td><input checked="" type="checkbox"/> Budget Adjustment</td> <td><input type="checkbox"/> Encumbrances</td> </tr> <tr> <td><input checked="" type="checkbox"/> Adjusted Budget</td> <td><input type="checkbox"/> Reservations</td> </tr> <tr> <td><input type="checkbox"/> Temporary Budget</td> <td><input checked="" type="checkbox"/> Commitments</td> </tr> <tr> <td><input type="checkbox"/> Accounted Budget</td> <td><input checked="" type="checkbox"/> Available Balance</td> </tr> </tbody> </table> <p>Save Query as: <input type="text"/></p> <p><input type="checkbox"/> Shared</p> <p><input type="button" value="Continue"/></p>	<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date	<input checked="" type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances	<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations	<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments	<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance
<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date										
<input checked="" type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances										
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations										
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments										
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance										
5	<p>Enter a name for your query in the Save Query As field.</p> <p>Note: Do not use the following non-standard characters in your query name. They are the semicolon (;), slash (/), ampersand (&), at sign (@), and question mark (?).</p>										
6	Check the Shared checkbox.										
7	Click the Continue button.										



Section C: Day-to-Day Operations

Lesson: Performing a Budget Query (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																																																							
8	<p>Enter the appropriate parameters for your query.</p> <p>Note: You must choose either a valid organization or a valid grant and chart of accounts to retrieve any data.</p> <p>Query Budget Query 2005a (S) saved.</p> <p>i 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.</p> <p>i 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.</p> <p>Fiscal year: <input type="text" value="2004"/> Fiscal period: <input type="text" value="14"/> Comparison Fiscal year: <input type="text" value="None"/> Comparison Fiscal period: <input type="text" value="None"/> Commitment Type: <input type="text" value="All"/> Chart of Accounts: <input type="text" value="B"/> Index: <input type="text"/> Fund: <input type="text" value="2110"/> Activity: <input type="text"/> Organization: <input type="text" value="11004"/> Location: <input type="text"/> Grant: <input type="text"/> Fund Type: <input type="text"/> Account: <input type="text" value="7210"/> Account Type: <input type="text"/> Program: <input type="text" value="10"/> <input type="checkbox"/> Include Revenue Accounts Save Query as: <input type="text"/> <input type="checkbox"/> Shared <input type="button" value="Submit Query"/></p>																																																							
9	Save Query as _____ to save the entire query for reuse.																																																							
10	Check the Shared checkbox.																																																							
11	Click the Submit Query button.																																																							
12	<p>The page will refresh and display the results of your query, along with the parameters that were selected.</p> <p><i>Report Parameters</i></p> <table border="1"> <thead> <tr> <th colspan="2">Organization Budget Status Report</th> </tr> <tr> <th colspan="2">By Account</th> </tr> <tr> <th colspan="2">Period Ending Jul 31, 2003</th> </tr> <tr> <th colspan="2">As of Jan 04, 2005</th> </tr> <tr> <th colspan="2">Compared to Jun 30, 2003</th> </tr> </thead> <tbody> <tr> <td>Chart of Accounts</td> <td>B SCT University</td> </tr> <tr> <td>Fund</td> <td>1110 Current Education and General Program</td> </tr> <tr> <td>Organization</td> <td>11004 Dept of Biological Sciences</td> </tr> <tr> <td>Account</td> <td>All</td> </tr> <tr> <td>Commitment Type</td> <td>All</td> </tr> <tr> <td>Location</td> <td>All</td> </tr> </tbody> </table> <p><i>Query Results</i></p> <table border="1"> <thead> <tr> <th>Account</th> <th>Account Title</th> <th>FY04/PD01 Adopted Budget</th> <th>FY03/PD14 Adopted Budget</th> <th>FY04/PD01 Budget Adjustment</th> <th>FY03/PD14 Budget Adjustment</th> <th>FY04/PD01 Adjusted Budget</th> <th>FY03/PD14 Adjusted Budget</th> <th>FY04/PD01 Year to Date</th> <th>FY03/PD14 Year to Date</th> <th>FY04/PD01 Commitments</th> </tr> </thead> <tbody> <tr> <td>7210</td> <td>Office Supplies</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>7220</td> <td>Office Equipment</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Organization Budget Status Report		By Account		Period Ending Jul 31, 2003		As of Jan 04, 2005		Compared to Jun 30, 2003		Chart of Accounts	B SCT University	Fund	1110 Current Education and General Program	Organization	11004 Dept of Biological Sciences	Account	All	Commitment Type	All	Location	All	Account	Account Title	FY04/PD01 Adopted Budget	FY03/PD14 Adopted Budget	FY04/PD01 Budget Adjustment	FY03/PD14 Budget Adjustment	FY04/PD01 Adjusted Budget	FY03/PD14 Adjusted Budget	FY04/PD01 Year to Date	FY03/PD14 Year to Date	FY04/PD01 Commitments	7210	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7220	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Organization Budget Status Report																																																								
By Account																																																								
Period Ending Jul 31, 2003																																																								
As of Jan 04, 2005																																																								
Compared to Jun 30, 2003																																																								
Chart of Accounts	B SCT University																																																							
Fund	1110 Current Education and General Program																																																							
Organization	11004 Dept of Biological Sciences																																																							
Account	All																																																							
Commitment Type	All																																																							
Location	All																																																							
Account	Account Title	FY04/PD01 Adopted Budget	FY03/PD14 Adopted Budget	FY04/PD01 Budget Adjustment	FY03/PD14 Budget Adjustment	FY04/PD01 Adjusted Budget	FY03/PD14 Adjusted Budget	FY04/PD01 Year to Date	FY03/PD14 Year to Date	FY04/PD01 Commitments																																														
7210	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																														
7220	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																																														