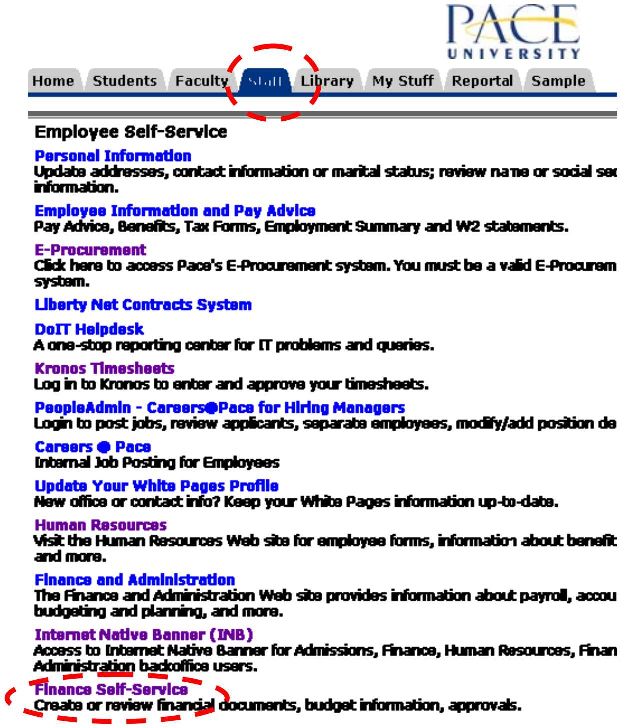
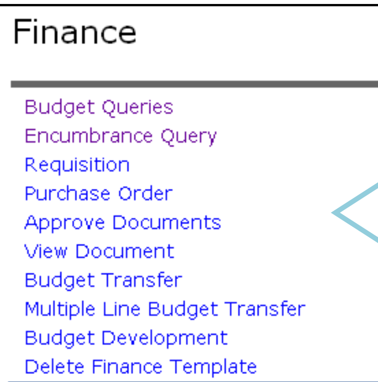
Finance Self Service – Budget Queries

To access Financial Self-Service:

- Log on to your Pace Portal, click on your “**Staff**” tab
- Select “**Finance Self-Service**” from your list of applications/services.





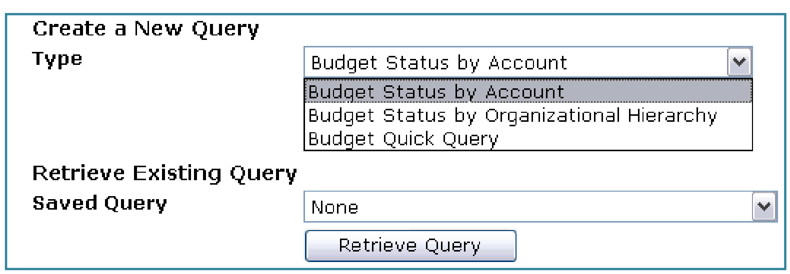
The Finance Menu contains the following options

Performing a Budget Query

The Budget Query option permits the Finance Self-Service user access to budget status information.

A user may build or retrieve two types of queries:

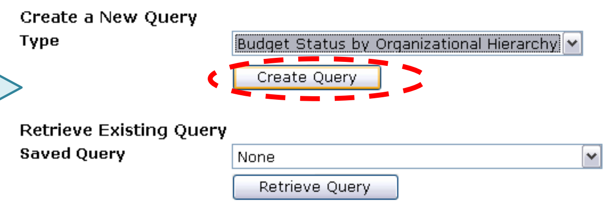
- Budget Status by Account
- Budget Status by Organizational Hierarchy



Select <u>Budget Status by Account</u> to view budget information for organizations detailed by account.

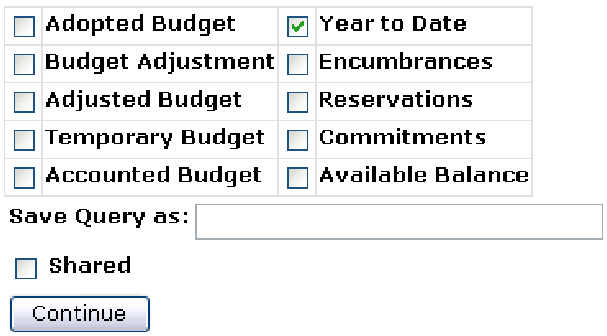
Select <u>Budget Status by Organizational Hierarchy</u> to view summarized budget information using actual or hierarchical Organization or Account codes.

After selecting a query type, click **CREATE QUERY.**



Users may choose from the following Operating Ledger Data for each type of query:

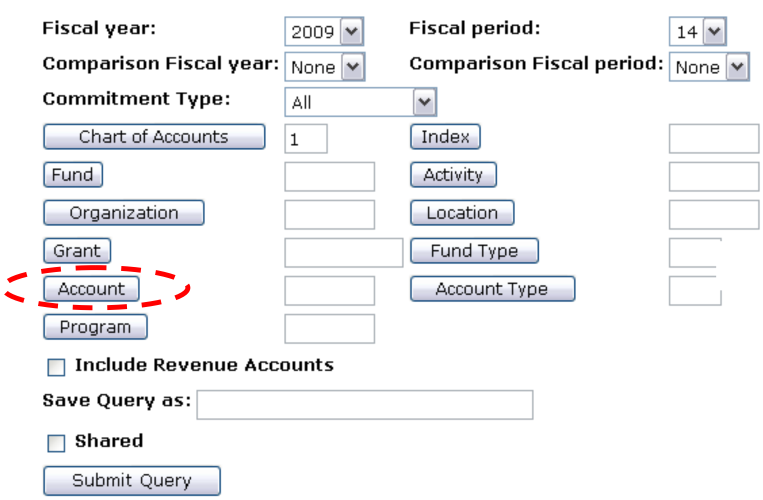
➢ Check the appropriate check boxes for your query.



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 – will not roll to 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

If you enter a name for your query in the **Save Query As** field, this will save only the selected items, not the report results. If you check the **Shared** check box, you will allow other end users to access your selected items.
Note: This is not required to run budget queries.

➢ Click **Continue.**



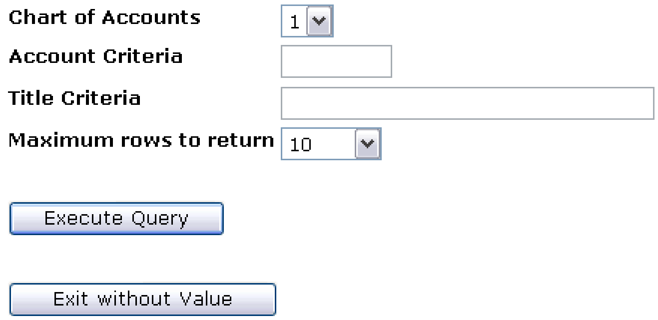
Enter the appropriate parameters for your query.

Within Self service you have the ability to perform a Code Lookup for specific:

- Fund
- Organization
- Grant
- Account
- Program
- Shortcut Key
- Activity
- Location
- Fund Type
- Account Type

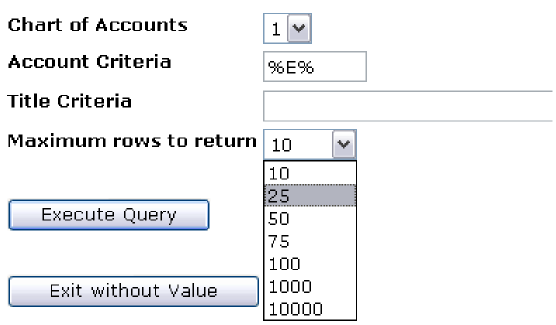
Example: To search for an Account, click **Account** to open the Code Lookup page

Code Lookup:

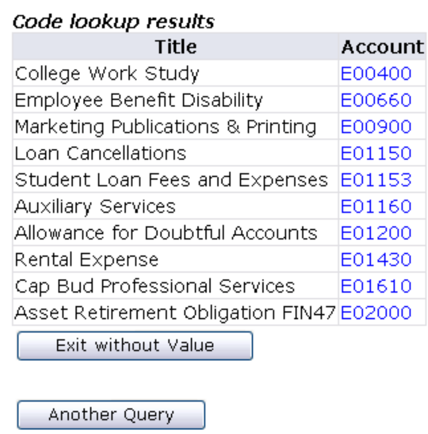


The Chart of Accounts field is always 1.

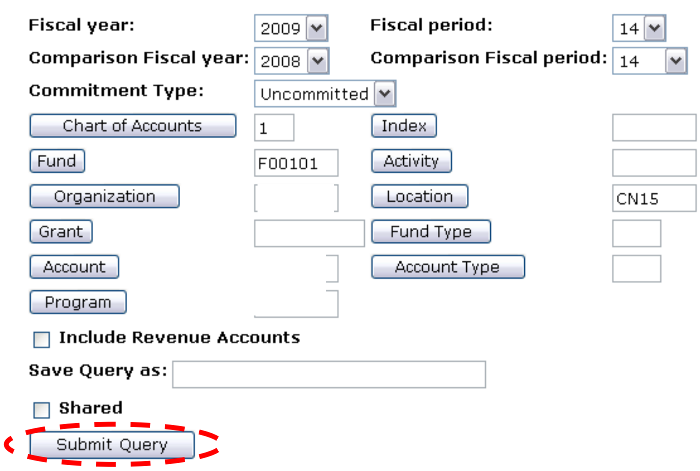
Note: Within the **Code Lookup** the end user has the ability to perform a wild card (%) search in the criteria field.



Once the Query is entered click **Execute Query** for results.



If you have found the appropriate Account, click the Account number to insert in the Budget Query form field.



Note: If you perform a Budget Query using the index (shortcut key) it will populate your **Fund**, **Organization**, **Program** and **Location** fields.

If you enter a name for your query in the **Save Query As** field, this will save only the selected items, not the report results. If you check the **Shared** check box, you will allow other end users to access your selected items.
Note: This is not required to run budget queries.

- Click **Submit Query**.

The page will refresh and display the results of your query, along with the parameters that were selected.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2009

As of Jul 27, 2009

Compared to Jun 30, 2008

Chart of Accounts	1 Pace University	Commitment Type	All
Fund	F00101 Current Operating	Program	P00503 General Admin & Logistical Services
Organization	XFA040 Financial Information Systems	Activity	All
Account	All	Location	CB17 Tead House

Query Results

Account	Account Title	FY09/PD14 Year to Date	FY08/PD14 Year to Date
E00220	Part Time Staff Salaries	0.00	0.00
E00600	Employee Benefits	0.00	0.00
E01100	Supplies and Services	0.00	0.00
E01400	Utility and Plant Contracts	0.00	0.00
E02500	Contingency	0.00	0.00
E02700	Internal Usage & Chargebacks	0.00	0.00
E10601	FT Staff Salary Exempt	249,074.65	204,182.28
E10602	FT Staff Salary Non Exempt	0.00	0.00
E10801	Full Time NYS Insurance Reimb	0.00	(1,428.00)
E11202	PT Staff Salary Grad Assistantship	5,100.06	0.00
E14606	Empl Bene Tuit Rem Graduate Assista	0.00	0.00
E18001	Employee Benefits Allocated	79,926.44	65,650.27
E19003	Supplies Books and Directories	73.43	0.00
E19201	Supplies Computer Minor Equip	945.00	852.68
E19202	Supplies Computer Accessories	2,435.27	21.56
Screen total		337,554.85	269,278.79
Running total		337,554.85	269,278.79
Report Total (of all records)		414,082.85	333,130.84

Note: You can obtain and view additional information by clicking any highlighted/underline field within the Query Results section (Drill down method). Example:

Query Results

Account	Account Title	FY09/PD14 Year to Date	FY08/PD14 Year to Date
E00220	Part Time Staff Salaries	0.00	0.00
E00600	Employee Benefits	0.00	0.00
E01100	Supplies and Services	0.00	0.00
E01400	Utility and Plant Contracts	0.00	0.00
E02500	Contingency	0.00	0.00
E02700	Internal Usage & Chargebacks	0.00	0.00
E10601	FT Staff Salary Exempt	249,074.65	204,182.28

Click on the underlined field to view additional information Note: Within any query result the end user has the ability to drill down and access additional information on fields that are highlighted/underlined.

Compute Additional Columns for the query screen provides the capability to add "user calculated columns" to a query. The end user may add, subtract, multiply, divide, or get a percentage (located in the Operator column) of any two Operating Ledger Columns (Column 1 and Column 2 have drop down menus which are identical), 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.

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY09/PD14 Adopted Budget	percent of	FY09/PD14 Adopted Budget	FY09/PD14 Adopted Budget	

Perform Computation

Once the appropriate Columns have been selected, click **Perform Computation** and see the results.

Financial Self-Service terms:

Accounted Budget	Approved 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 Balance	The 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	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/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 queries	When 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.
Downloading query data to a spread sheet	End users can download budget query data to a Microsoft Excel spread sheet and then edit it, according to their reporting needs.
Encumbrances	Funds committed for future payments (Purchase Orders/Salary Expenses)
Reservation	Not used at Pace
Temporary Budget	Temporary Adjustments – will not roll to next fiscal year.
Year to Date	Actual revenue 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 FO**A**P.

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.

Accounted Budget
This is the current budget for a unit.

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

Chart of Accounts (COAS)
This 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 Year
The fiscal year runs from July 1st – June 30th. i.e. Fiscal Year 2008 begins July 1, 2007 and ends June 30, 2008.

FOAPAL (Fund**, O**rganization**, A**ccount**, P**rogram**, A**ctivity**, L**ocation**)**
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 **F**OAP.

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 F**O**AP

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 particular unit budget falls. (e.g. instruction, academic support, student services, institutional support, physical plant, auxiliary, etc…) This is the last set of numbers in a FOA**P**.

Year to Date
Actual Revenue and/or Expenses accumulated for the fiscal year.