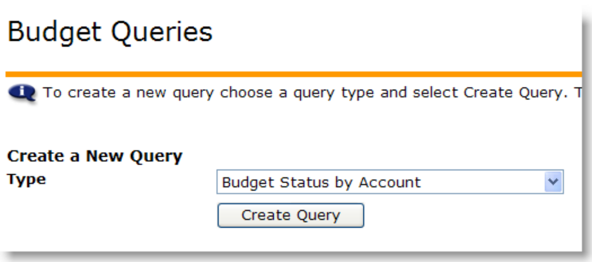
Table of Contents

Budget Queries

Budget queries are used to view detailed information concerning year-to-date spending. They also allow comparison of spending between years.

1. Log in to BengalWeb. Go to the **Finance Information** channel found on the **Finance** tab, and click the "**Check Budget & Expenditure Information**" link. The **Budget Queries** page appears:



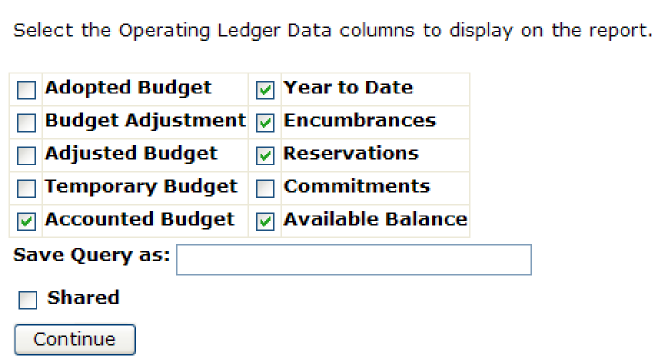
2. Click the down arrow next to the query **Type** field, and select the type of query to perform:

Budget Status by Account. *Most used.* Allows lookup of budget information for an organization or grant with detail at the Account Code (old Object Code) level. Quickest way to get details on transactions.

Budget Status by Organizational Hierarchy. Overview of total budget for the entire Organization. Can still drill down to get additional details, but have to go down several levels to get the amount of detail shown when querying by Account.

Budget Quick Query. For a very fast query. Columns are predefined (displays only Adjusted Budget, Year to Date activity, Commitments, and Available Balance). Can't "drill down," i.e., the figures displayed are not linked to any additional information.

3. Click the **Create Query** button, and select the columns that will appear in your query (not available for Quick Queries, in which the columns are predefined):



Columns Available for Selection:

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

Budget Adjustment
An increase or decrease to the budget. This shows the actual adjustments.

Adjusted Budget
Adopted Budget plus or minus any Budget Adjustments.

Temporary Budget
Adjustments done in the current year that are temporary in nature (Budget Adjustments that will not roll over to the next fiscal year).

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

Year to Date
Year-to-date activity for current fiscal year (begins July 1).

Encumbrances
Shows outstanding purchase orders; funds committed for future payments.

Reservations
Shows requisitions completed but not yet turned into purchase orders. A Reservation is relieved and turns to an encumbrance when a purchase order is created.

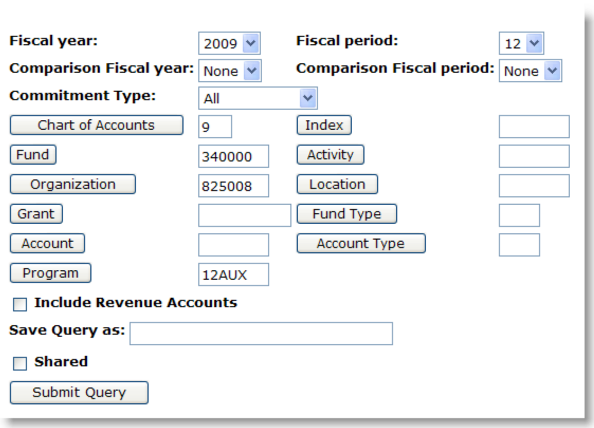
Commitments
Outstanding purchase orders and requisitions. Combines both Encumbrances and Reservations.

Available Balance
Remaining Budget left to spend; Adjusted Budget less Year to Date less outstanding commitments.

4. Select columns to display.

   Recommended Selection:
   - Accounted Budget (Revised Budget)
   - Year to Date
   - Encumbrances
   - Reservations
   - Available Balance

5. After selecting desired columns, click the **Continue** button. The following screen appears, and you can enter parameters for your query:


Fiscal year: 2009 Fiscal period: 12
Comparison Fiscal year: None Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts 9 Index
Fund 340000 Activity
Organization 825008 Location
Grant Fund Type
Account Account Type
Program 12AUX
Include Revenue Accounts
Save Query as:
Shared
Submit Query

6. **Fiscal year** defaults to current fiscal year. Change if reporting for a different fiscal year is desired.

7. Enter **Fiscal period** (cumulative). The University fiscal year starts July 1 (*not in January*). Select period to display, e.g., 01=July, 02=July-Aug., etc. **Enter 12 to see the entire fiscal year regardless of the current month.**

8. Select **Comparison Fiscal year** and **Comparison Fiscal period** if desired. **Note:** No data is available for years before 2010.

9. **Commitment Type** defaults to "All." *Don't change.*

10. **Chart of Accounts** defaults to "9," the ISU Chart of Accounts. *Do not change.*

11. Enter **Index** code (to search, see section on **Code Lookup** on the following page). **Note:** A Budget Status by Account query will not show subtotals by 3-digit budget pool. To display details for a particular pool, including subtotal, after entering Index, in the **Account** field enter first two digits of the pool number followed by the % sign, i.e., 63% to show all detail for category 630 Fringe Benefits.

12. Select the **Submit Query** button. Banner translates the Index Code into the corresponding Fund/Organization/Program Codes and redisplays the page with the fields populated. Review the displayed screen for Fund, Organization, and Program accuracy. **Note:** An Organization may or may not populate based on Fund Type you are using. *An Organization or Grant has to be filled in to perform a query.*

13. Click **Submit Query AGAIN**.

14. The query results screen displays desired budget information. Clicking on any of the blue links allows you to "drill down" for more information (Note: This feature is not available for Budget Quick Queries). If a **Next 15>** button appears at the bottom of the list, clicking it will display the next set of lines.

Definition of Terms:

Fiscal Year
Fiscal Year represents the University's fiscal year from July 1 - June 30. For example, "2010" designates the year starting July 1, 2009, and ending June 30, 2010. This field will default to the current year but can be overridden.

Fiscal Period
The number of fiscal months to query (cumulative). **Note:** The University fiscal year starts July 1 (*not in January*). Select period to display, e.g., 01=July, 02=July-Aug., etc. **Enter 12 to see the entire fiscal year regardless of the current month.**

Comparison Fiscal Year
The fiscal year to compare to the first one.

Comparison Fiscal Period
The fiscal month to compare to the first one.

Commitment Type

- **Committed.** When budget for an outstanding P.O. is carried forward at year end, if payment made is less than the amount carried forward, the difference is lost.
- **Uncommitted.** When budget for an outstanding P.O. is carried forward at year end, if payment made is less than the amount carried forward, the difference is retained in the department's budget.

Chart of Accounts
The ISU Chart of Accounts is designated "9."

Index Code
Shortcut number representing a particular Fund, Organization, and Program combination.

Fund
Represents the source of funds. The Fund Code will default when the Index Code is used.

Activity
Can be used to track expenses related to a specific event or function.

Organization
Departmental entity or budgetary unit responsible and accountable for transactions. Generally defaults when the Index Code is used.

Location
Identifies the physical whereabouts of property. Optional element.

Grant
Grant identification number. Only required when viewing grant inception-to-date information. All other FOAPAL code numbers must be removed prior to submitting a query on a grant inception-to-date.

Account
Identifies objects such as general ledger accounts (assets, liabilities, and fund balances) and operating ledger accounts (income, labor, expenditures, and transfers). ***The Account Code in Banner is equivalent to the legacy Object Code.***

Fund Type
The type of fund allowing high-level rollup (consolidation). This may be used to query budget information for a specific organization using only one hierarchy source of funds.

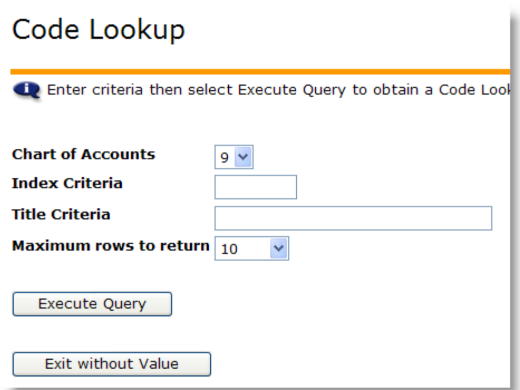
Account Type
Higher-level category of account if rollup or consolidation is desired.

Program
Function reporting classification for tracking the use of funds. The Program Code will default when using the Index Code.

Searching

You can perform a search to find any of the codes displayed on the Budget Query page (Chart of Accounts, Fund, Organization, Grant, Account, Program, Index, Activity, Location, Fund Type, or Account Type):

To perform a search, click on the button for which a value is desired. In this example, "Index" is selected. The Code Lookup page appears:



1. **Chart of Accounts.** Default is "9," the ISU Chart of Accounts. *Do not change.*
2. **Index (or other code type) Criteria.** If part of the code is known, enter values here followed and/or preceded by the percent sign (%), which is used as a Wild Card. Enter *just* the percent sign (%) to see a list of all codes.

   Example: %ITS% returns a list of all codes of the designated type containing the letters "ITS."
3. **Title Criteria.** If at least part of the title corresponding to the code is known, you may enter the letter(s) followed and/or preceded by the percent sign (%), which is used as a Wild Card.

   Example: %Finance% would result in showing all the organizations that have the word "Finance" in them. All title searches in Banner are case-sensitive. All names and organizations begin with a capital letter, followed by lower case letters.
4. **Max rows to return.** Enter the number of results to be reviewed at a time. Default is "10."
5. Click the **Execute Query** button to see results, or click **Exit without Value** to cancel search and return to the preceding screen.

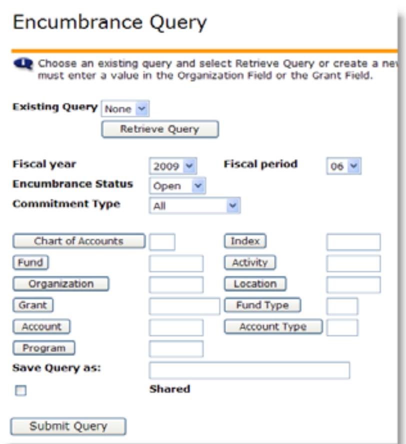
Note: You can also search a number of other fields in Banner Finance. Whenever a button appears next to a blank field, clicking on the button will activate a lookup form.

Encumbrance Queries

An encumbrance query allows review of just the encumbrance information for a specific FOAP (Fund, Organization, Account, and Program).

Select "**Encumbrance Query**" from the links found at the bottom of any Banner Finance screen.

The following screen appears:



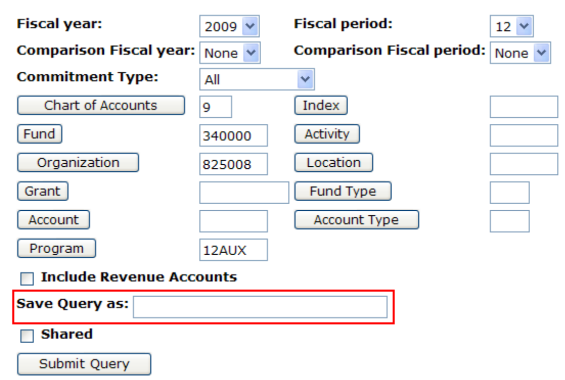
Select **Encumbrance Status** (Open, Closed, or All), and proceed as for a **Budget Query** (see above).

Saving & Retrieving a Query

Some queries may be valuable enough to save to run again at a later date. Banner allows you to create your own personal queries and also "shared" queries that may be viewed by all system users. However, shared queries cannot be deleted by the creator and will be removed from the system in a periodic system sweep. **Finance requests that you DO NOT create any shared queries.**

To Save a Query:

1. Configure a query as desired following the preceding instructions.
2. Click in the **Save Query as** textbox. Type in a name for your query.

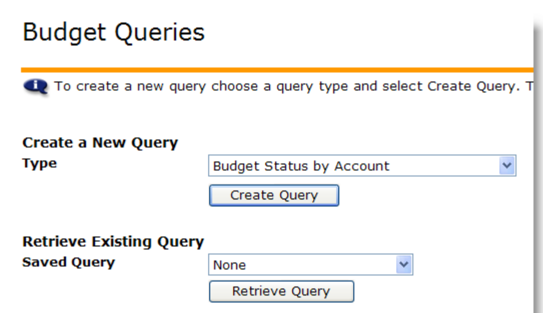


3. Click the **Submit Query** button.
4. A message that the query has been saved will be displayed at the top of the screen.

Note: The **Save Query as** textbox also appears at the bottom of the screen displaying your query results. You can save your query at that point as well.

To Access Saved Queries:

1. Go to the initial Budget Queries screen:



2. Select the desired query from the **Saved Query** drop-down box.
3. Click the **Retrieve Query** button.

To Delete a Saved Query:

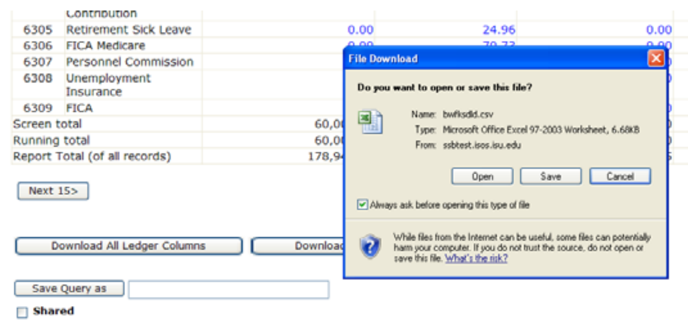
From anywhere in Banner Finance, click the "**Delete Finance Template**" link at the bottom of the screen. Enter the name of your saved query, and then click **Submit Query**. Your query is deleted.

Downloading Queries to a Spreadsheet

To allow review of budget information, all queries may be downloaded to Microsoft Excel. The resulting spreadsheet can then be printed and/or edited for further analysis, calculation, etc. All available query headers can be downloaded, or only selected ones. **Note: This feature is not available in Quick Query.**

To Download All Available Query Column Titles (Headers) to a Spreadsheet:

1. After completing a query, click the **Download All Ledger Columns** button near the bottom of the page (you may have to scroll down) to download all available columns to a spreadsheet. Includes all columns, even those not selected.



2. When the File Download dialog box appears, click **Open**.
3. Excel will open up and display your data in a new workbook.
4. Format and calculate the data in Excel as desired.

To Download Selected Query Column Titles (Headers) to a Spreadsheet:

1. After completing a query, click the **Download Selected Ledger Columns** button. Only the columns selected at the beginning of the query will be downloaded.
2. When the File Download dialog box appears, click **Open**.
3. Excel will open up and display your data in a new workbook.

Document Queries (View Document)

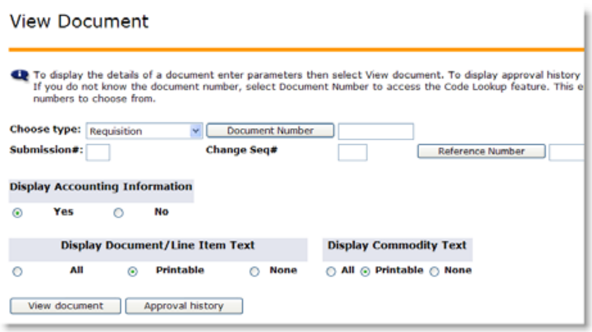
Document Queries are used to view details of financial documents such as Requisitions, Purchase Orders, and Journal Vouchers.

To View a Document:

Log in to BengalWeb. Go to the **Finance Information** channel found on the **Finance** tab, and click the "**Document Query**" link. Document Query is also available from the **Requisitions** channel on the **Purchasing** tab.

Or, while performing a **Budget Query**, click the "View Document" link at the bottom of the screen.

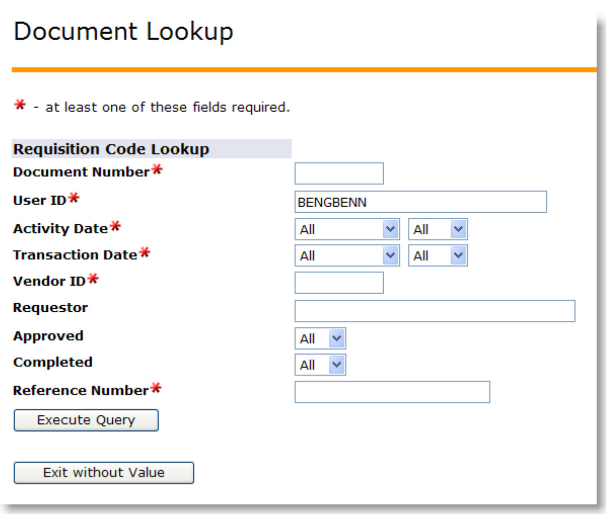
The **View Document** page appears:



1. Click the down arrow next to the **Choose type** field to select the type of document to view (Requisition, Purchase Order, Invoice, Journal Voucher, Encumbrance, or Direct Cash Receipt).

2. **If document number is known:** Enter the document number in the **Document Number** field.

   If document number is NOT known: Click the **Document Number** button. The **Document Lookup** page appears:



   Enter known information into the fields provided (one or more asterisked fields must be filled in).

   Your User ID appears by default. Change User ID or leave blank if another user created the document you are searching for.

   Click the **Execute Query** button to see a list of documents, and then select the desired document number.

3. Click the **View Document** button.

4. The selected document will appear.