

# **BANNER ADVANCED**

## **ADVANCED BUDGET QUERIES AND ACCOUNT ANALYSIS**

Revised: 27 May 2009

# Budget Status by Account

Create a New Query

Type Budget Status by Account

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

The **Budget Status by Account** report displays a list of all budget line items, organized by *Expenditure Account Code*. The first step in creating a budget query is to specify the ledger columns you wish to display on the report. The following options are provided:

- Adopted Budget:** Your original budget, as determined at beginning of fiscal year.
- Budget Adjustment:** Any transfers to or from your budget line items.
- Adjusted Budget:** Adopted budget plus transfer details.
- Temporary Budget:** (Not in use)
- Accounted Budget:** (Not in use)
- Year to Date:** Amounts to date for current fiscal year.
- Encumbrances:** Purchase Orders cut against your budget.
- Reservations:** Requisitions submitted against your budget.
- Commitments:** Sum of Encumbrances and Reservations.
- Available Balance:** Adopted budget less commitments; provides information on funds available.

 Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/>	Adopted Budget	<input checked="" type="checkbox"/>	Year to Date
<input 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

Save Query as:

Shared

# Ledger Columns

At this point, you can choose to save your query in order to retrieve the selected ledger columns for future use. To save a query, type a name into the "Save Query As" input box.

**Note:** Do **not** click the *Shared* checkbox; if you do, your query will be visible to everyone on campus.

Click "Continue" to move to the next screen.

**Budget Queries**

1 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.

2 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: 2008 Fiscal period: 10  
Comparison Fiscal year: None Comparison Fiscal period: None  
Commitment Type: All  
Chart of Accounts: U Index  
Fund: Activity  
Organization: 059901 Location  
Grant: Fund Type  
Account: 730% Account Type  
Program:  
 Include Revenue Accounts  
Save Query as:   
 Shared

## Budget Query Criteria

To choose the budget information you wish to view, select or enter criteria as follows:

**Fiscal Year:** Choose the fiscal year for the time period you wish to view. This defaults to the calendar year, so it may be necessary to change this value.

**Fiscal Period:** Choose the month you wish view. Note that 01 corresponds to July, 02 to August, and so on. The fiscal periods 13 and 14 are used to do end-of-fiscal-year processing. If you want to be sure you are viewing year-to-date information, you can select month 14. The default is the calendar year, so it may be necessary to change this value.

**Comparison Fiscal Year:** You can select a fiscal year with which to compare the previously selected *Fiscal Year*. This will not be usable until FY11, since we will only have FY10 data for the first year the system is in use.

**Comparison Fiscal Period:** You can select a fiscal period with which to compare the previously selected *Fiscal Period*. This will not be usable until FY11, since we will only have FY10 data for the first year the system is in use.

**Commitment Type:** This dropdown has three values:

**All:** Includes all commitments (Requisitions and Purchase Orders) charged to the accounts to be viewed.

**Committed:** Includes only the Purchase Orders cut against the accounts to be viewed.

**Uncommitted:** Includes only the Requisitions submitted against the accounts to be viewed.

**Chart of Accounts:** Enter a capital W.

**Index:** Enter the Fund or Organization code for the budget number you wish to query. If you need to locate this information, you can click the "Index" button to access a Code Lookup screen to retrieve a list of available Codes. If you use Index field, you do not need to enter information into the Fund, Org or Program fields

**Fund:** Enter the *Fund* code for the budget number you wish to query. If you need to locate this information, you can click the "Fund" button to access a Code Lookup screen. Note that if the budget number references a grant account, you will need to enter a value in the Grant field as well.

**Organization:** Enter the *Organization* code for the budget number you wish to query. If you need to locate this information, you can click the "Organization" button to access a Code Lookup screen.

**Grant:** If the budget number you wish to query references a grant account, enter the Grant code for this account in the *Grant* field. If you need to locate this information, you can click the "Grant" button to access a Code Lookup screen.

**Account:** If you wish to view information for a specific expense account, or a series of accounts using a wildcard (the "%" character), enter the account code in the *Account* input. If you leave the Account field blank, you will retrieve information on all Account codes.

**Program:** Enter the *Program* code for the budget number you wish to query. (Note: Most users won't need to use or change the program code that defaults with the Fund and Org codes.

**Activity, Location, Fund Type, Account Type:** It is not necessary to enter data in these fields.

**Include Revenue Accounts:** To include budget numbers that reference revenue accounts in the reports totals, check this checkbox.

**Note:** It is only necessary to enter the Chart of Accounts and Organization in the Index field. The broader your criteria, the more information you will see on the report. The more inputs you provide, the narrower the scope of the report will be.

You can choose to save your query in order to retrieve the report for future use. To save a query, type a name into the "Save Query As" input box. Note that each time you run the saved query, you will see "real-time" data. A retrieved query will not provide the same results when run at different times.

**Note:** Do not click the *Shared* checkbox; if you do, your query will be visible to everyone on campus.

Click "Submit Query" to view your budget report.

Report A - Windows Internet Explorer

http://tyler.winthrop.edu:9090/stage/bwfrpvu.P\_Budget\_Start

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Report A

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

**Report Parameters**

**Organization Budget Status Report**  
**By Account**  
**Period Ending Jun 30, 2009**  
**As of May 18, 2009**

Chart of Accounts W Winthrop University	Commitment Type All
Fund 12X030 Current Unrest Student Activity Fds Program	500 Student Services
Organization 1515	Activity All
Account All	Location All

**Query Results**

Account	Account Title	FY09/PD14 Adjusted Budget	FY09/PD14 Year to Date	FY09/PD14 Commitments	FY09/PD14 Available Balance
71015	OTHER DIRECT OPERATING BUDGET ACCT	66,000.00	0.00	0.00	66,000.00
71021	Telephone Toll Charges	0.00	0.00	375.00	( 375.00)
71026	Repairs Motor Pool	0.00	11,316.66	0.00	( 11,316.66)
71075	Contract Serv Other	0.00	0.00	3,000.00	( 3,000.00)
71098	Number 2 Fuel Oil	0.00	7,600.00	0.00	( 7,600.00)
71111	Office Supplies	0.00	717.00	18,301.34	( 19,018.34)
71112	Follett Supplies	0.00	0.00	6,468.00	( 6,468.00)
71116	Food Supplies	0.00	0.00	500.00	( 500.00)
71351	Minor Equipment Less Than \$5000	0.00	0.00	5,350.00	( 5,350.00)
72215	Employee Foreign Travel	0.00	1,320.00	0.00	( 1,320.00)
77020	Utilities Power	0.00	12,000.00	0.00	( 12,000.00)
Report Total (of all records)		66,000.00	32,953.66	33,994.34	( 948.00)

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as

Shared

Done

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Note: you can click on any value printed in blue to view information regarding a specific transaction. For instance, if you wanted to get more detail on the Office Supplies amount of \$717, just click on 717.00

**ReportE - Windows Internet Explorer**

http://tyler.winthrop.edu:9090/stage/bwfrpxu.P\_ReportE?coas=W&fund=12X030&program=500&incrv=8&atyp=8&ftyp=8&orgn=1515&actv=8&refnum

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ReportE

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**Report Parameters**

**Organization Budget Status Detail Report**  
**Summary Year to Date Transaction Report**  
**Period Ending Jun 30, 2009**  
**As of May 18, 2009**

Chart of Accounts: W Winthrop University      Commitment Type: All  
Fund: 12X030 Current Unrest Student Activity Fds Program: 500 Student Services  
Organization: 1515      Activity: All  
Account: 71111 Office Supplies      Location: All

**Document List**

Transaction	Date	Activity	Date	Document	Code	Vendor/Transaction	Description	Amount	Rule	Class	Code
May 14, 2009	May 14, 2009	I0000083				White Office Furniture		160.50	INEI		
May 14, 2009	May 14, 2009	I0000082				White Office Furniture		214.00	INEI		
May 14, 2009	May 14, 2009	I0000081				Aramark		75.00	INEI		
May 14, 2009	May 14, 2009	I0000080				White Office Furniture		107.00	INEI		
May 12, 2009	May 12, 2009	I0000061				Aramark		53.50	INEI		
May 12, 2009	May 12, 2009	I0000059				Aramark		107.00	INEI		
Report Total (of all records):								717.00			

Available Budget Balance: ( 19,018.34)

Download

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If you would like information on what constituted the \$160.50 transaction, you can click on the document I0000083.

**Report X - Windows Internet Explorer**

http://tyler.winthrop.edu:9090/stage/bwfrpxu\_P\_ReportX?refnumber=I0000083&skiprows=0&tdate=14-May-2009&fcode=038&type=38&subno=0&trc

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Report X

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**Select Document**

**Detail Transaction Report**

Document Type: Invoice Commitment Type: All  
 Document Code: I0000083 Description: White Office Furniture  
 Transaction Date: 14-May-2009

**Accounting Information**

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule	Class	Code
W	12X030	1515	71111	500			160.50	INEI		
W	111020	3210	71075	500			25.00	INEI		

Shared

**Related Documents**

Transaction Date	Document Type	Document Code	Status	Indicator
May 14, 2009	Purchase Order	P0000071	Approved	

RELEASE: 8.1 [ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document ]

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You can continue to retrieve additional information as needed.

# Budget Status by Organizational Hierarchy

Create a New Query

Type

The **Budget Status by Organizational Hierarchy** report displays a drill-down report that allows you to narrow down your results by *Expenditure Account* type. By proper selection of the hierarchical org code, you can display all accounts for which an individual is responsible. For instance, if the Dean of a College is responsible for multiple accounts, you can view all accounts at one time. The first step in creating a budget query is to specify the ledger columns you wish to display on the report. The following options are provided:

- Adopted Budget:** Your original budget, as determined at beginning of fiscal year.
- Budget Adjustment:** Any transfers to or from your budget line items.
- Adjusted Budget:** Adopted budget plus transfer details.
- Temporary Budget:** (Not in use)
- Accounted Budget:** (Not in use)
- Year to Date:** Amounts to date for current fiscal year.
- Encumbrances:** Purchase Orders cut against your budget.
- Reservations:** Requisitions submitted against your budget.
- Commitments:** Sum of Encumbrances and Reservations.
- Available Balance:** Adopted budget less commitments; provides information on funds available.

 Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input 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

Save Query as:

Shared

## Ledger Columns

At this point, you can choose to save your query in order to retrieve the selected ledger columns for future use. To save a query, type a name into the "Save Query As" input box.

**Note:** Do **not** click the *Shared* checkbox; if you do, your query will be visible to everyone on campus.

Click "Continue" to move to the next screen.

**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: 2008 Fiscal period: 10  
Comparison Fiscal year: None Comparison Fiscal period: None  
Commitment Type: All  
Chart of Accounts: U Index:   
Fund:  Activity:   
Organization: 059901 Location:   
Grant:  Fund Type:   
Account: 730% Account Type:   
Program:   
 Include Revenue Accounts  
Save Query as:   
 Shared  
Submit Query

## Budget Query Criteria

To choose the budget information you wish to view, select or enter criteria as follows:

**Fiscal Year:** Choose the fiscal year for the time period you wish to view. This defaults to the calendar year, so it may be necessary to change this value.

**\*Fiscal Period:** Choose the month you wish view. Note that 01 corresponds to July, 02 to August, and so on. The fiscal periods 13 and 14 are used by accounting to do end-of-fiscal-year processing. If you want to be sure to capture all YTD data, use period 14.

**Comparison Fiscal Year:** You can select a fiscal year with which to compare the previously selected *Fiscal Year*. This will not be usable until FY10, since we will only have FY09 data for the first year the system is in use.

**Comparison Fiscal Period:** You can select a fiscal period with which to compare the previously selected *Fiscal Period*. This will not be usable until FY10, since we will only have FY09 data for the first year the system is in use.

**Commitment Type:** This dropdown has three values:

**All:** Includes all commitments (Requisitions and Purchase Orders) charged to the accounts to be viewed.

**Committed:** Includes only the Purchase Orders cut against the accounts to be viewed.

**Uncommitted:** Includes only the Requisitions submitted against the accounts to be viewed.

**Chart of Accounts:** Enter a capital W

**Index:** Enter the Fund or Org code in the Index field for the budget number you wish to query. If you need to locate this information, you can click the "Index" button to access a Code Lookup screen to retrieve a list of available Fund and Org Codes. If you use the Index field, you do not need to enter information into the Fund, Org or Program fields.

**Fund:** Enter the *Fund* code for the budget number you wish to query. If you need to locate this information, you can click the "Fund" button to access a Code Lookup screen. Note that if the budget number references a grant account, you will need to enter a value in the *Grant* field as well.

**Organization:** Enter the *Organization* code for the budget number you wish to query. If you need to locate this information, you can click the "Organization" button to access a Code Lookup screen.

**Grant:** If the budget number you wish to query references a grant account, enter the value for this account in the *Grant* field. If you need to locate this information, you can click the "Grant" button to access a Code Lookup screen.

**Account:** Not required for a Budget Status by Organizational Hierarchy report.

**Program:** Not required for a Budget Status by Organizational Hierarchy report.

**Activity, Location, Fund Type, Account Type:** It is not necessary to enter data in these fields.

**Include Revenue Accounts:** To include budget numbers that reference revenue accounts in the reports totals, check this checkbox.

**Note:** It is only necessary to enter the *Chart of Accounts* and *Organization*. In a **Budget Status by Organizational Hierarchy** report, the *Query Results* will display the same drill-down hierarchy regardless of whether or not additional criteria are specified.

You can choose to save your query in order to retrieve the report for future use. To save a query, type a name into the "Save Query As" input box. Note that each time you run the saved query, you will see "real-time" data. A retrieved query will not provide the same results when run at different times.

**Note:** Do **not** click the *Shared* checkbox; if you do, your query will be visible to everyone on campus.

Click "Submit Query" to view your budget report.

Budget Queries - Windows Internet Explorer

http://tyler.winthrop.edu:9090/stage/bwkrpvu.P\_Budget\_Start

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## Budget Queries

**1** 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.

**1** 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:** 2009 **Fiscal period:** 14

**Comparison Fiscal year:** None **Comparison Fiscal period:** None

**Commitment Type:** All

Chart of Accounts	W	Index	
Fund		Activity	
Organization	1510	Location	
Grant		Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

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Done

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Report A

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

**Report Parameters**

**Organization Budget Status Report**

**By Organization**

**Period Ending Jun 30, 2009**

**As of May 19, 2009**

Chart of Accounts W Winthrop University      Commitment Type All  
Fund All      Program All  
Organization 1510 NONSPORTS SPECIFIC ATHELTICS Activity All  
Account All      Location All

**Query Results**

Organization	Organization Title	FY09/PD14 Adjusted Budget	FY09/PD14 Year to Date	FY09/PD14 Commitments	FY09/PD14 Available Balance
1510	NONSPORTS SPECIFIC ATHELTICS				
	1515 Athletics Administration	66,000.00	40,627.66	37,192.29	( 11,819.95)
	1520 Athletics Training Room	0.00	8,460.00	640.01	( 9,100.01)
	1525 Athletics Promotions and Marketing	0.00	4,967.46	13,276.62	( 18,244.08)
	1530 Athletics Facilities Administration	0.00	305.31	0.00	( 305.31)
	1535 Athletics Sports Information	0.00	735.50	0.00	( 735.50)
	1540 Athletics Academic Advising	0.00	352.50	0.00	( 352.50)
	1545 Athletics Champs Life Skill Program				
	1550 Athletics Hall Of Fame				
	1555 Athletics Strength Conditioning				
	1560 Athletics Spirit Groups				
	1565 Athletics Grounds Maintenance				
1510	Rollup	66,000.00	55,448.43	51,108.92	( 40,557.35)

Download All Ledger Columns      Download Selected Ledger Columns

Save Query as

Shared

Done

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# Budget Report

The *Report Parameters* displays information about the FOAPAL displayed in the report.

The *Query Results* display of the report shows up to 15 rows of data at a time. If the report contains more than 15 rows, a "Next 15 >" button will display; clicking this button will change the display to show up to the next 15 rows. The "< Previous 15" and "Next 15 >" buttons allow you to navigate through the pages of the report.

Any amount that displays in blue is a clickable link to more details about that specific amount, formatted as a list of the documents (requisitions, purchase orders, invoices, and journal entries) that combine to make up that amount; each document in the list is in turn is linked to a page that summarizes the document. Clicking the document number again takes you to a display of that document itself.

In a Budget Status by Account report, the *Query Results* will display results divided into budget line items, based up your search criteria. In a **Budget Status by Organizational Hierarchy** report, the *Query Results* will display a drill-down format beginning with the *Organization Code* roll-up. This provides an opportunity to narrow the results down by *Expenditure Account* type.

The "Download All Ledger Columns" and "Download Selected Ledger Columns" buttons provide a comma-separated file containing the budget query results that can be opened in Excel or other spreadsheet software, allowing you to perform additional calculations as needed.

You can choose to save your query in order to retrieve the report for future use. To save a query, type a name into the "Save Query As" input box. Note that each time you run the saved query, you will see "real-time" data. A retrieved query will not provide the same results when run at different times.

**Note:** Do **not** click the *Shared* checkbox; if you do, your query will be visible to everyone on campus

## Compute Additional Columns for the query

The Budget Report can be enhanced by adding additional columns based on the available ledger columns. To add a column based on an existing ledger column:

1. **Column 1:** Select the ledger column on which the new calculated column will be based. For example, to calculate the percentage of the adopted budget used based on the *Year to Date* column, select "Year to Date" from the *Column 1* dropdown.
2. **Operator:** Select the calculation you wish to perform on the column selected in *Column 1*; the options are "plus", "minus", "times", "divided by", and "percent of". Following our example, to calculate the percentage of the adopted budget used based on the *Year to Date* column, select "percent of" from the *Operator* dropdown.
3. **Column 2:** Select the ledger column that acts on *Column 1*. Following our example, to calculate the percentage of the adopted budget used based on the *Year to Date* column, select "Adopted Budget" from the *Column 2* dropdown.
4. **Display After Column:** Select the location in the Budget Report in which the new calculated column will display. For our example, select "Adjusted Budget" from the *Display After Column*.

5. **New Column Description:** Type a title for the new calculated column; this will display in the Budget Report header row. For our example, enter "YTD % of Adopted" in the *New Column Description* field.
6. **Perform Computation:** Click the "Perform Computation" button to add the new calculated column to the Budget Report.

**Note:** The calculated column is not a permanent addition to the Budget Report. If you navigate away from the Budget Report, your calculated column will be removed.

To remove a calculated column:

1. Select the *Description* of the calculated column you wish to remove from the Budget Report from the dropdown.
2. Click "Remove Computation"; this will delete the calculated column from the Budget Report.