

1600grand for Approvers



NAVIGATION FOR APPROVERS

From Macalester Homepage in Internet Explorer click on 1600grand



Macalester College: Private Liberal Arts College - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Address <http://www.mcalester.edu/> Go Links


MACALESTER COLLEGE

ABOUT ACADEMICS ADMISSIONS ALUMNI ATHLETICS ADMINISTRATIVE INFO. SERVICES STUDENT SERVICES

search go | [site index](#) | [directory](#) | [apply for admission](#) | [make a gift](#) | [arts & events calendar](#) **1600grand**

my story


 "Two professors set me up with internships in Boston and in Buenos Aires, Argentina, where I did my study abroad to learn Spanish."
-Andrew Mykletun
[read his story»](#)



JUST FOR...
PROSPECTIVE STUDENTS
ALUMNI
PARENTS
DONORS


STEP FORWARD
THE CAMPAIGN FOR MACALESTER


In the Spotlight
Commencement 2009: May 16
Construction of Institute for Global Citizenship
Reunion 2009: June 5-7
Special Stories
Visual Tour
What the Guides Say About Macalester

Congratulations Rhodes Scholar
 Senior Michael Waul received a Rhodes Scholarship. He will pursue a two- year master's degree in medicinal chemistry at the prestigious Oxford University in England beginning September 2009. [Listen to him talk about the experience»](#)

Macalester on the Move

A year ago, writer **Ken LaZebnik '76** was one of hundreds of striking members of the Writers Guild of America. It was then he co-founded Strike.TV, an online "network" now home to several original Web series. The folks behind Strike.TV say it will eventually host nearly 50 Web series. [view full story in the Pioneer Press»](#)

LISTEN HERE
 Professor Jane Rhodes talks about what the November election of Barack Obama means in the United States and around the world. [Listen»](#) | [subscribe in iTunes](#)

 **Michael Johnston '71** was chosen from among 50 nominations.

Done Internet

Enter your usual Macalester User Name and Password and click on Login



Macalester College Login - powered by SunGard Higher Education - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Downloads Favorites

Address <https://lumprod.macalester.edu/cp/home/displaylogin> Go Links

1600grand

Secure Access Login

User Name:

Password:

[Change Password](#)

[Having problems logging in? Click here.](#)

Welcome to 1600grand, Macalester's web portal

1600grand connects its users to the online resources they use most from one convenient location. All of the main online services rely on one "under one roof."

In Web-speak, it's called a "Portal." You log in, and based on your role at Macalester, you see relevant information and have access to useful tools. Because it's user-driven, each individual in the community is able to customize what is displayed and where it's located. It's a whole new way to get things done and stay in touch.

Confidentiality and privacy notice: 1600grand provides access to information that is of a confidential nature, including FERPA-protected student information and personal biographical and employment information. Please remember to log out of your session when you are done, especially if you are using a computer in a lab or classroom.

Questions about FERPA? Check with the Registrar's Office!

What's Inside?

News and events: Today's happenings; announcements; campus and area news.

Registration and grading: Course registration, grading, academic history.

Employment information: Pay stubs, directory information, benefits, leave balances.

Student life: Financial aid, organizations, groups, athletics, civic engagement.

and much more...

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Top **SUNGARD**
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Done Internet

Click on the Business Services Tab



Macalester College - 1600grand - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://lumprod.macalester.edu/cp/render.userLayoutRootNode.UP> Go Links

1600grand

Content/Layout Welcome Ms. Nancy L. Eastham
You are currently logged in.

e-mail calendar groups logout help

Home Library **Business Services** Employment/My Job Mac and Beyond My Tab

December 10, 2008

My Announcements
You currently have no personal announcements

My Banner
My Banner

Today's Events
from the Arts and Events Calendar »

Wednesday Dec 10, 2008

Final Examinations


Library open 8 a.m. - midnight; extended hours to 3 a.m., Mac students only

Meditation Space - 9:30 AM - 11:30 AM
Weyerhaeuser Memorial Chapel
The Chapel will be available during this time for individual quiet reflection.

Highlander Store - Red Ribbon Sale - 10:00 AM - 6:00 PM
20% off selected items displayed with a Red Ribbon.

Highlander Store - 10:00 AM - 6:00 PM

Around Macalester



Some of Professor Mark Davis's Field Botany students enjoying Tobie's famous caramel rolls at a pit stop in Hinckley, MN on their way to Jay Cooke State Park in late November to study coniferous forest vegetation.

[Submit a picture»](#)

Not every pictured submitted will be posted.

Directory Search

go

Enter all or part of a first name, last name, e-mail username, department/office name, or organization name to search the directory.

[About the Directory/FAQ](#)

The Today
Today - from the Dean of Students Office

[Announcements/Meetings](#) | [CDC/Jobs](#) | [Classifieds](#) | [Speakers/Events](#) | [Volunteer Opportunities](#) | [Workshops/Seminars](#) | [Submit Announcement - Today web site](#)

Done Internet

Select Approve Documents and continue with directions in Approve Requisition Packet



Macalester College - 1600grand - Microsoft Internet Explorer

Address: http://lumprod.macalester.edu/cp/tag.103934c20a271d15.render.userLayoutRootNode.up?uP_root=root&uP_sparam=activeTab&activeTab=u29051s13&uP_tparam=frm&frm=

1600grand

Welcome Ms. Nancy L. Eastham
You are currently logged in.

e-mail calendar groups logout help

December 10, 2008

Home Library Business Services Employment/My Job Mac and Beyond My Tab

Finance Self Service

- Budget Queries
- Encumbrance Query
- View Document
- Approve Documents** ←
- Budget Transfer
- Multiple Line Budget Transfer Form

Business Services Links

- Accounting
- Budget
- Payables
- PCard
- Procurement
- Student Accounts

Financial Advisor

| Legend | Fund | Orgn | Adjusted Budget | YTD Activity / Commitments | Available Balance | Percent Spent | Percent Available |
|--------|--------|------|-----------------|----------------------------|-------------------|---------------|-------------------|
| 1 | 100000 | | 106,246,271 | 71,539,267 | 34,707,004 | 67.33 | 32.67 |
| 2 | | | 0 | 0 | 0 | | |
| 3 | | | 0 | 0 | 0 | | |
| 4 | | | 0 | 0 | 0 | | |
| 5 | | | 0 | 0 | 0 | | |

Financial Advisor

| Legend | Fund | Orgn | Adjusted Budget | YTD Activity / Commitments | Available Balance | Percent Spent | Percent Available |
|--------|------|------|-----------------|----------------------------|-------------------|---------------|-------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

Finance Alerts Grants

No Grants are scheduled to end in selected time period

My Banner

My Banner

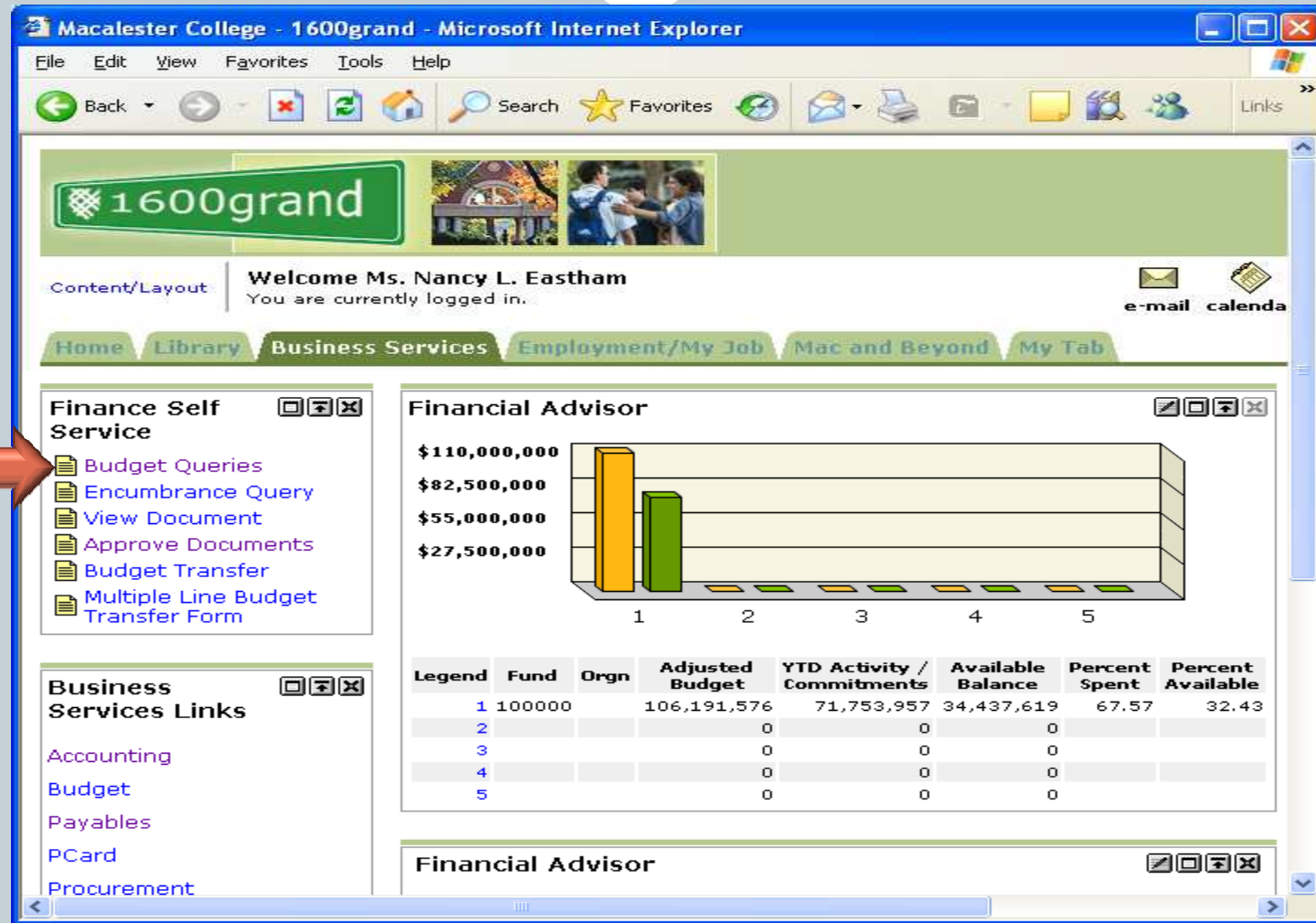
Argos Reports

Launch Argos

Training Documentation

Band Editor User Guide (PDF)

Need to check budget status?



Macalester College - 1600grand - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Links

1600grand

Welcome Ms. Nancy L. Eastham
You are currently logged in.

e-mail calenda

Home Library Business Services Employment/My Job Mac and Beyond My Tab


Finance Self Service

- Budget Queries
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Business Services Links

- Accounting
- Budget
- Payables
- PCard
- Procurement

Financial Advisor



\$110,000,000
\$82,500,000
\$55,000,000
\$27,500,000

| Legend | Fund | Orgn | Adjusted Budget | YTD Activity / Commitments | Available Balance | Percent Spent | Percent Available |
|--------|--------|------|-----------------|----------------------------|-------------------|---------------|-------------------|
| 1 | 100000 | | 106,191,576 | 71,753,957 | 34,437,619 | 67.57 | 32.43 |
| 2 | | | 0 | 0 | 0 | | |
| 3 | | | 0 | 0 | 0 | | |
| 4 | | | 0 | 0 | 0 | | |
| 5 | | | 0 | 0 | 0 | | |

Financial Advisor

Use Finance Self Service Budget Queries



- Budget Queries can be accessed in several ways:
- From the Business Services Tab (previous screen)
- From the Financial Advisor Graph
- From within Approvals from the menu at the bottom of the screen

You can select Budget Queries from the Business Services Tab

The screenshot shows a web browser window with the URL <http://lumprod.maclester.edu>. The page features a navigation bar with tabs: Home, Library, **Business Services**, Employment/My Job, Mac and Beyond, and My Tab. The Business Services tab is active, displaying a sidebar with a "Finance Self Service" menu. An orange arrow points to the "Budget Queries" link in this menu. The main content area includes a "Financial Advisor" section with a 3D bar chart and a data table.

Financial Advisor

| Legend | Fund | Orgn | Adjusted Budget | YTD Activity / Commitments | Available Balance | Percent Spent | Percent Available |
|--------|--------|------|-----------------|----------------------------|-------------------|---------------|-------------------|
| 1 | 100000 | | 106,191,576 | 71,753,957 | 34,437,619 | 67.57 | 32.43 |
| 2 | | | 0 | 0 | 0 | | |
| 3 | | | 0 | 0 | 0 | | |
| 4 | | | 0 | 0 | 0 | | |
| 5 | | | 0 | 0 | 0 | | |

Financial Advisor

In Financial Advisor click on the Legend number for the Budget you want to query on.



Finance Self Service

- Budget Queries
- Encumbrance Query
- View Document
- Approve Documents
- Budget Transfer
- Multiple Line Budget Transfer Form

Business Services Links

- Accounting
- Budget
- Payables
- PCard
- Procurement

Financial Advisor

| Legend | Fund | Orgn | Adjusted Budget | YTD Activity / Commitments | Available Balance | Percent Spent | Percent Available |
|--------|--------|------|-----------------|----------------------------|-------------------|---------------|-------------------|
| 1 | 100000 | | 106,191,576 | 71,753,957 | 34,437,619 | 67.57 | 32.43 |
| 2 | | | 0 | 0 | 0 | 0 | |
| 3 | | | 0 | 0 | 0 | 0 | |
| 4 | | | 0 | 0 | 0 | 0 | |
| 5 | | | 0 | 0 | 0 | 0 | |

Financial Advisor

Budget Queries also appears in the menu at the bottom of the screen for Approving documents



http://lumprod.mcalester.edu - Macalester College - 1600grand - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Links

1600grand

back to Business Services Tab

e-mail calendar groups logout help

Personal Information Employee WebTailor Administration Finance

Search Go MENU SITE MAP HELP

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID EASTHAM Nancy Eastham

Document Number:

Documents Shown: Next Approver

Query returned no records

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 0.1

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Clicking on the Budget Queries menu brings up this screen. You can now Create a Query or Retrieve an Existing Query.

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File Edit View Favorites Tools Help

Back Search Favorites Links

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back to Business Services Tab e-mail calendar groups logout help

Personal Information Employee WebTailor Administration Finance

Search Go MENU SITE MAP HELP

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type Budget Status by Account

Create Query

Retrieve Existing Query

Saved Query None

Retrieve Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

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Whether Creating or Retrieving the next screen looks like this. Click on the boxes to select report columns as shown below.



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File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Links

1600grand

back to Business Services Tab e-mail calendar groups logout help

Personal Information Employee WebTailor Administration Finance

Search [] Go MENU SITE MAP HELP

Budget Queries

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 type="checkbox"/> Adjusted Budget | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Temporary Budget | <input checked="" type="checkbox"/> Commitments |
| <input checked="" type="checkbox"/> Final Budget | <input checked="" type="checkbox"/> Available Balance |

Save Query as: []

Shared

Continue

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

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Then click continue.



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File Edit View Favorites Tools Help

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back to Business Services Tab

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Search [] Go MENU SITE MAP HELP

Budget Queries

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 type="checkbox"/> Adjusted Budget | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Temporary Budget | <input checked="" type="checkbox"/> Commitments |
| <input checked="" type="checkbox"/> Final Budget | <input checked="" type="checkbox"/> Available Balance |

Save Query as: []

Shared

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 7.2

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When creating a query the following fields need to be filled in.
When you retrieve a query these will already be filled in.



The screenshot shows a web browser window with the URL <http://lumprod.macalester.edu> and the page title "Macalester College - 1600grand". The browser's address bar and menu bar are visible. The page header includes the "1600grand" logo and navigation links for "e-mail", "calendar", "groups", "logout", and "help". Below the header, there are tabs for "Personal Information", "Employee", "WebTailor Administration", and "Finance". A search bar is present with a "Go" button. The main content area is titled "Budget Queries" and contains two informational messages. The form below includes fields for "Fiscal year" (set to 2009), "Fiscal period" (set to 12), "Comparison Fiscal year" (set to None), and "Comparison Fiscal period" (set to None). There is also a "Commitment Type" dropdown set to "All". A grid of input fields for "Chart of Accounts" includes "Fund" (100000), "Organization" (720010), "Grant", "Account" (7%), and "Program". Another grid includes "Index", "Activity", "Location", "Fund Type", and "Account Type". A checkbox for "Include Revenue Accounts" is checked. At the bottom, there is a "Save Query as:" field, a "Shared" checkbox, and a "Submit Query" button. Red arrows point to the "Fiscal year" and "Fiscal period" dropdowns, and other arrows point to the "Fund", "Organization", and "Include Revenue Accounts" fields.

http://lumprod.macalester.edu - Macalester College - 1600grand - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

1600grand

back to Business Services Tab

e-mail calendar groups logout help

Personal Information Employee WebTailor Administration Finance

Search Go MENU SITE MAP HELP

Budget Queries

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.

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.

Fiscal year: 2009 **Fiscal period:** 12

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

Commitment Type: All

Chart of Accounts

| | | |
|----------------------|--------------|----------------------|
| M | Index | <input type="text"/> |
| 100000 | Activity | <input type="text"/> |
| 720010 | Location | <input type="text"/> |
| <input type="text"/> | Fund Type | <input type="text"/> |
| 7% | Account Type | <input type="text"/> |
| <input type="text"/> | | |

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Click on Submit Query to view your budget!



http://lumprod.macalester.edu - Macalester College - 1600grand - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

1600grand

back to Business Services Tab

e-mail calendar groups logout help

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Search Go MENU SITE MAP HELP

Budget Queries

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.


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.

| | | | |
|--------------------------------|--------|----------------------------------|------|
| Fiscal year: | 2009 | Fiscal period: | 12 |
| Comparison Fiscal year: | None | Comparison Fiscal period: | None |
| Commitment Type: | All | | |
| Chart of Accounts | M | Index | |
| Fund | 100000 | Activity | |
| Organization | 720010 | Location | |
| Grant | | Fund Type | |
| Account | 7% | Account Type | |
| Program | | | |

Include Revenue Accounts

Save Query as:

Shared



Click on any number in blue to see more detail. Select Next 15 to view more accounts. Report Total summarizes all accounts.

http://lumprod.macalester.edu - Macalester College - 1600grand - Microsoft Internet Explorer

1600grand

back to Business Services Tab

e-mail calendar groups logout help

Report Parameters

Organization Budget Status Report
By Account
Period Ending May 31, 2009
As of Dec 15, 2008

Chart of Accounts M Macalester College Commitment Type All
Fund 100000 Operating Budget - Unrestricted Program All
Organization 720010 Business Services Activity All
Account 7% Location All

Query Results

| Account | Account Title | FY09/PD12 Final Budget | FY09/PD12 Year to Date | FY09/PD12 Commitments | FY09/PD12 Available Balance |
|---------|----------------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| 700000 | Office Supplies | 2,100.00 | 1,952.77 | 0.00 | 147.23 |
| 700004 | Hospitality Supplies | 350.00 | 65.88 | 0.00 | 284.12 |
| 700005 | Food | 2,100.00 | 407.95 | 0.00 | 1,692.05 |
| 700501 | Books | 100.00 | 0.00 | 0.00 | 100.00 |
| 700600 | Equipment < \$10,000 | 2,500.00 | 0.00 | 0.00 | 2,500.00 |
| 700601 | Equipment Rental | 4,500.00 | 0.00 | 0.00 | 4,500.00 |
| 700602 | Equipment Maintenance & Repair | 500.00 | 156.00 | 0.00 | 344.00 |
| 700603 | Furniture | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| 700606 | Computer Hardware < \$10,000 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| 701000 | Postage | 6,050.00 | 1,269.98 | 0.00 | 4,780.02 |
| 701500 | Telephone | 500.00 | 594.52 | 0.00 | (94.52) |
| 702000 | Dues Memberships & Subscriptions | 500.00 | 428.00 | 0.00 | 72.00 |
| 703002 | Professional Services | 0.00 | 6,825.52 | 0.00 | (6,825.52) |
| 703003 | Printing Services | 2,550.00 | 70.00 | 0.00 | 2,480.00 |
| 704000 | Airfare - Travel | 1,650.00 | 601.00 | 0.00 | 1,049.00 |
| | Screen total | (25,900.00) | (12,371.62) | 0.00 | |
| | Running total | (25,900.00) | (12,371.62) | 0.00 | |
| | Report Total (of all records) | (74,600.00) | (41,000.85) | 0.00 | |

Next 15>

Download All Ledger Columns

Save Query as

Shared

Columns

Click on any number in blue to see more detail

Click on Next 15 to see more accounts

To save your query for future queries enter a name and click on Save Query As



The screenshot shows a Microsoft Internet Explorer browser window displaying a web application interface. The address bar shows the URL: <http://lumprod.macalester.edu> - Macalester College - 1600grand - Microsoft Internet Explorer. The page title is "1600grand". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content includes a "Business Services Tab" and a table of query results. A red arrow points to the "Save Query as" button, which is next to a text input field containing "Name of Query". A yellow callout box with a dashed border contains the text: "Enter name of query and click on Save Query As to save query to retrieve next time".

Organization: 720010 Business Services, Activity: All
Account: 7%, Location: All

| Account | Account Title | FY09/PD12 Final Budget | FY09/PD12 Year to Date | FY09/PD12 Commitments | FY09/PD12 Available Balance |
|-------------------------------|----------------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| 700000 | Office Supplies | 2,100.00 | 1,952.77 | 0.00 | 147.23 |
| 700004 | Hospitality Supplies | 350.00 | 65.88 | 0.00 | 284.12 |
| 700005 | Food | 2,100.00 | 407.95 | 0.00 | 1,692.05 |
| 700501 | Books | 100.00 | 0.00 | 0.00 | 100.00 |
| 700600 | Equipment < \$10,000 | 2,500.00 | 0.00 | 0.00 | 2,500.00 |
| 700601 | Equipment Rental | 4,500.00 | 0.00 | 0.00 | 4,500.00 |
| 700602 | Equipment Maintenance & Repair | 500.00 | 156.00 | 0.00 | 344.00 |
| 700603 | Furniture | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| 700606 | Computer Hardware < \$10,000 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| 701000 | Postage | 6,050.00 | 1,269.98 | 0.00 | 4,780.02 |
| 701500 | Telephone | 500.00 | 594.52 | 0.00 | (94.52) |
| 702000 | Dues Memberships & Subscriptions | 500.00 | 428.00 | 0.00 | 72.00 |
| 703002 | Professional Services | 0.00 | 6,825.52 | 0.00 | (6,825.52) |
| 703003 | Printing Services | 2,550.00 | 70.00 | 0.00 | 2,480.00 |
| 704000 | Airfare - Travel | 1,650.00 | 601.00 | 0.00 | 1,049.00 |
| Screen total | | 25,900.00 | 12,371.62 | 0.00 | 13,528.38 |
| Running total | | 25,900.00 | 12,371.62 | 0.00 | 13,528.38 |
| Report Total (of all records) | | 74,600.00 | 41,000.85 | 0.00 | 33,599.15 |

Next 15 >

Download All Ledger Columns Download Selected

Save Query as Name of Query

Shared

Enter name of query and click on Save Query As to save query to retrieve next time

To perform a query on a different FOAPAL click on Another Query



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back to Business Services Tab

e-mail calendar groups logout help

| | | | | | |
|-------------------------------|----------------------------------|-----------|-----------|------|-------------|
| 700601 | Equipment Rental | 4,500.00 | 0.00 | 0.00 | 4,500.00 |
| 700602 | Equipment Maintenance & Repair | 500.00 | 156.00 | 0.00 | 344.00 |
| 700603 | Furniture | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| 700606 | Computer Hardware < \$10,000 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| 701000 | Postage | 6,050.00 | 1,269.98 | 0.00 | 4,780.02 |
| 701500 | Telephone | 500.00 | 594.52 | 0.00 | (94.52) |
| 702000 | Dues Memberships & Subscriptions | 500.00 | 428.00 | 0.00 | 72.00 |
| 703002 | Professional Services | 0.00 | 6,825.52 | 0.00 | (6,825.52) |
| 703003 | Printing Services | 2,550.00 | 70.00 | 0.00 | 2,480.00 |
| 704000 | Airfare - Travel | 1,650.00 | 601.00 | 0.00 | 1,049.00 |
| Screen total | | 25,900.00 | 12,371.62 | 0.00 | 13,528.38 |
| Running total | | 25,900.00 | 12,371.62 | 0.00 | 13,528.38 |
| Report Total (of all records) | | 74,600.00 | 41,000.85 | 0.00 | 33,599.15 |

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

| Column 1 | Operator | Column 2 | Display After Column | New Column Description |
|--------------------------|------------|--------------------------|--------------------------|------------------------|
| FY09/PD12 Adopted Budget | percent of | FY09/PD12 Adopted Budget | FY09/PD12 Adopted Budget | |

Perform Computation

Another Query



Once you have saved a Query you can use that query again by clicking the down arrow next to the saved query box. Click on the name of the query.



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File Edit View Favorites Tools Help Links »

1600grand

back to Business Services Tab

e-mail calendar groups logout help

Personal Information Employee WebTailor Administration Finance

Search Go MENU SITE MAP HELP

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

Retrieve Existing Query

Saved Query

- None
- Name of Query (Personal)**
- Greg's 2009 Budget (Shared)

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

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Then click on Retrieve Query



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1600grand

back to Business Services Tab

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Search Go MENU SITE MAP HELP

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

Retrieve Existing Query

Saved Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

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Click on continue



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Budget Queries


Template Name of Query (Personal) retrieved.

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 type="checkbox"/> Adjusted Budget | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Temporary Budget | <input checked="" type="checkbox"/> Commitments |
| <input checked="" type="checkbox"/> Final Budget | <input checked="" type="checkbox"/> Available Balance |

Save Query as:

Shared



Click on Submit Query



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Budget Queries

Template Name of Query (Personal) retrieved.

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: | 2009 | Fiscal period: | 12 |
| Comparison Fiscal year: | None | Comparison Fiscal period: | None |
| Commitment Type: | All | | |
| Chart of Accounts | M | Index | |
| Fund | 100000 | Activity | |
| Organization | 720010 | Location | |
| Grant | | Fund Type | |
| Account | 7% | Account Type | |
| Program | | | |

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Once you are done checking your budget to actual information you can return to Approvals any time by clicking Approve Documents at the bottom of the screen.



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| Repair | | | | | |
|--|-----------|-----------|------|-------------|--|
| 700603 Furniture | 1,500.00 | 0.00 | 0.00 | 1,500.00 | |
| 700606 Computer Hardware < \$10,000 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | |
| 701000 Postage | 6,050.00 | 1,269.98 | 0.00 | 4,780.02 | |
| 701500 Telephone | 500.00 | 594.52 | 0.00 | (94.52) | |
| 702000 Dues Memberships & Subscriptions | 500.00 | 428.00 | 0.00 | 72.00 | |
| 703002 Professional Services | 0.00 | 6,825.52 | 0.00 | (6,825.52) | |
| 703003 Printing Services | 2,550.00 | 70.00 | 0.00 | 2,480.00 | |
| 704000 Airfare - Travel | 1,650.00 | 601.00 | 0.00 | 1,049.00 | |
| Screen total | 25,900.00 | 12,371.62 | 0.00 | 13,528.38 | |
| Running total | 25,900.00 | 12,371.62 | 0.00 | 13,528.38 | |
| Report Total (of all records) | 74,600.00 | 41,000.85 | 0.00 | 33,599.15 | |

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

| Column 1 | Operator | Column 2 | Display After Column | New Column Description |
|--------------------------|------------|--------------------------|--------------------------|------------------------|
| FY09/PD12 Adopted Budget | percent of | FY09/PD12 Adopted Budget | FY09/PD12 Adopted Budget | |

Perform Computation

Another Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 7.2

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To exit Self Service at any time, click on the
back to Business Services Tab



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `http://lumprod.macalester.edu - Macalester College - 1600grand - Microsoft Internet Explorer`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the '1600grand' logo and a navigation bar with the following links: 'back to Business Services Tab' (highlighted with a red arrow), 'e-mail', 'calendar', 'groups', 'logout', and 'help'. Below the navigation bar are tabs for 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. A search bar with a 'Go' button and links for 'MENU', 'SITE MAP', and 'HELP' are also present. The main content area is titled 'Approve Documents' and contains a section for 'Enter Approval Parameters' with input fields for 'User ID' (containing 'EASTHAM') and 'Document Number'. Two radio button options are provided: 'Documents for which you are the next approver' (selected) and 'All documents which you may approve'. A 'Submit Query' button is located below these options. At the bottom of the page, there is a footer with a navigation menu: '[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]', the text 'RELEASE: 7.1.0.1', and the logo 'powered by SUNGARD HIGHER EDUCATION'.