

BUDGET QUERIES

In Banner Finance Self Service





What Budget Queries will do for you...

- ▶ Quickly generate real-time **budget vs. actual reports** for your organization
- ▶ Design and **save queries** that meet your specific needs
- ▶ Easily **drill down** to see the detail behind summary figures
- ▶ Produce **inception to date grant** expenditure status
- ▶ Produce **activity code** expenditure **reports**
- ▶ **Download** all or selected columns to Excel for further analysis





Getting there

- ▶ Log into **1600grand** (see **1600grand handout**)
- ▶ Click on the **Business Services tab**

The screenshot shows the 1600grand website interface. At the top left is the '1600grand' logo. Below it, a navigation bar contains tabs for 'Home', 'Library', 'Business Services', 'Employment/My Job', 'Mac and Beyond', and 'My Tab'. A red arrow points to the 'Business Services' tab. To the right of the navigation bar, there are icons for 'e-mail', 'calendar', 'groups', 'logout', and 'help'. The date 'January 14, 2008' is displayed in the top right corner. The main content area is divided into several sections: 'My Announcements' (with the message 'You currently have no personal announcements'), 'My Banner' (with a folder icon and the text 'My Banner'), 'Around Macalester' (with a 'Bulletin' section titled 'BULLETIN: Friday January 11, 2008' and a link 'View complete issue >'), and 'Directory Search' (with a search input field, a 'go' button, and the text 'Enter all or part of a first name, last name, e-mail username, department/office name, or organization name to search the directory.').



In the Business Services tab click on Budget Queries.

1600grand

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

January 7, 2009

Finance Self Service

- [Budget Queries](#)
- [Encumbrance Query](#)
- [View Document](#)
- [Approve Documents](#)
- [Budget Transfer](#)
- [Multiple Line Budget Transfer Form](#)

Financial Advisor

Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	100000		107,233,284	75,548,709	31,684,575	70.45	29.55
2			0	0	0		
3			0	0	0		
4			0	0	0		
5			0	0	0		

Financial Alerts Grants

No Grants are scheduled to end in selected time period

My Banner

- My Banner

Business Services Links

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

Argos Reports

- Launch Argos

Training Documentation

- Band Editor User Guide (PDF)

Financial Advisor

\$1.00

Internet



For a basic budget query select Budget Status by Account from the drop down box.

The screenshot shows the Banner Finance Self Service interface. At the top, there is a green header with the text '1600grand'. Below this, there are navigation links: 'back to Business Services Tab' and icons for 'e-mail', 'calendar', 'groups', 'logout', and 'help'. A secondary navigation bar contains 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. A search bar is present with a 'Go' button and links for 'MENU', 'SITE MAP', and 'HELP'. The main content area is titled 'Budget Queries' and includes an information icon and text: '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.' Under 'Create a New Query', the 'Type' dropdown menu is open, showing options: 'Budget Status by Account', 'Budget Status by Account', 'Budget Status by Organizational Hierarchy', and 'Budget Quick Query'. A large orange arrow points to the first 'Budget Status by Account' option. Below this, the 'Retrieve Existing Query' section has a 'Saved Query' dropdown set to 'None' and a 'Retrieve Query' button. At the bottom, there is a navigation menu with links: '[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]', the text 'RELEASE: 7.2', and the logo 'powered by SUNGARD HIGHER EDUCATION'. The browser status bar at the very bottom shows 'Done' and 'Internet'.



Click on Create Query.

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

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

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Be sure these boxes are checked for a standard query, once checked they will default next time.

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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Internet



Then click on Continue.

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

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

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Internet



Fill in the following fields

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
Comparison Fiscal year: None
Commitment Type: All
Chart of Accounts: M
Fund: 100000
Organization: 720010
Grant:
Account: 7%
Program:
 Include Revenue Accounts

Fiscal period: 12
Comparison Fiscal period: None
Index:
Account:
Location:
Fund:
Account Type:

Enter your fund code here

Enter your org code here

Save Query as:

Shared

Submit 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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Click on Submit Query.

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:	<input type="text" value="2009"/>	Fiscal period:	<input type="text" value="12"/>
Comparison Fiscal year:	<input type="text" value="None"/>	Comparison Fiscal period:	<input type="text" value="None"/>
Commitment Type:	<input type="text" value="All"/>		
<input type="text" value="M"/> Chart of Accounts	<input type="text" value="720010"/> Organization	<input type="text" value="7%"/> Account	<input type="text" value="7%"/> Account
<input type="text" value="100000"/> Fund	<input type="text" value="720010"/> Organization	<input type="text" value="7%"/> Account	<input type="text" value="7%"/> Account
<input type="text" value="100000"/> Fund	<input type="text" value="720010"/> Organization	<input type="text" value="7%"/> Account	<input type="text" value="7%"/> Account
<input type="text" value="100000"/> Fund	<input type="text" value="720010"/> Organization	<input type="text" value="7%"/> Account	<input type="text" value="7%"/> Account
<input type="text" value="100000"/> Fund	<input type="text" value="720010"/> Organization	<input type="text" value="7%"/> Account	<input type="text" value="7%"/> Account
<input type="text" value="100000"/> Fund	<input type="text" value="720010"/> Organization	<input type="text" value="7%"/> Account	<input type="text" value="7%"/> Account
<input type="text" value="100000"/> Fund	<input type="text" value="720010"/> Organization	<input type="text" value="7%"/> Account	<input type="text" value="7%"/> Account

Include Revenue Accounts

Save Query as:

Shared



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

RELEASE: 7.2

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Done

Internet



Your Budget Status report will appear!

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	1,453.93	0.00	4,596.07
701500	Telephone	500.00	601.93	0.00	(101.93)
702000	Dues Memberships & Subscriptions	500.00	428.00	0.00	72.00
703002	Professional Services	0.00	0.00	0.00	0.00
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	5,817.46	0.00	20,082.54
Running total		25,900.00	5,817.46	0.00	20,082.54
Report Total (of all records)		74,600.00	38,008.09	0.00	36,591.91

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	<input type="text"/>

Perform Computation

Internet



Notice there are three total lines, one for the screen you are viewing, a running total and total for the whole budget.

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	1,453.93	0.00	4,596.07
701500	Telephone	500.00	681.93	0.00	(181.93)
702000	Dues Memberships & Subscriptions	500.00	428.00	0.00	72.00
703002	Professional Services	0.00	0.00	0.00	0.00
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	5,817.46	0.00	20,082.54
	Running total	25,900.00	5,817.46	0.00	20,082.54
	Report Total (of all records)	74,600.00	38,008.09	0.00	36,591.91

Next 15>

Download All Ledger Columns Download All Ledger Columns

Save Query as

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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

Internet

Budget

YTD Actuals

Any open PO's, Requisitions or other encumbrances

Budget left to spend



To view more accounts click on Next 15

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	1,453.93	0.00	4,596.07
701500 Telephone	500.00	681.93	0.00	(181.93)
702000 Dues Memberships & Subscriptions	500.00	428.00	0.00	72.00
703002 Professional Services	0.00	0.00	0.00	0.00
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	5,817.46	0.00	20,082.54
Running total	25,900.00	5,817.46	0.00	20,082.54
Report Total (of all records)	74,600.00	38,008.09	0.00	36,591.91

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



The query can now be saved.

Query Results

Account	Account Title	FY09/PD12 Final Budget	FY09/PD12 Year to Date	FY09/PD12 Commitments	FY09/PD12 Available Balance
704001	Hotel - Travel	3,700.00	551.40	0.00	3,148.60
704002	Meals - Travel	500.00	203.32	0.00	296.68
704003	Ground Transportation - Travel	150.00	118.60	0.00	31.40
704004	Mileage Parking & Tolls	200.00	170.37	0.00	29.63
704500	Conference/ Event Fees	4,150.00	3,779.09	0.00	370.91
704501	Room Rental	0.00	60.00	0.00	(60.00)
710002	Taxes & Assessments	0.00	7.00	0.00	(7.00)
717015	Over/ Short	0.00	0.00	0.00	0.00
717100	Document Services Allocation	0.00	6,589.54	0.00	(6,589.54)
720002	Prizes & Awards - Other	0.00	0.00	0.00	0.00
730000	Bank Fees	40,000.00	20,711.31	0.00	19,288.69
Screen total		48,700.00	32,190.63	0.00	16,509.37
Running total		74,600.00	38,008.09	0.00	36,591.91
Report Total (of all records)		74,600.00	38,008.09	0.00	36,591.91

<Previous 15

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as

Shared



Fill in a description next to Save Query As (do not click on the Shared box) Click on ‘Save Query As’.

Query Results

Account	Account Title	FY09/PD12 Final Budget	FY09/PD12 Year to Date	FY09/PD12 Commitments	FY09/PD12 Available Balance
704001	Hotel - Travel	3,700.00	551.40	0.00	3,148.60
704002	Meals - Travel	500.00	207.17	0.00	292.83
704003	Ground Transportation - Travel	150.00	124.60	0.00	25.40
704004	Mileage Parking & Tolls	200.00	170.37	0.00	29.63
704500	Conference/ Event Fees	4,150.00	3,779.09	0.00	370.91
704501	Room Rental	0.00	60.00	0.00	(60.00)
710002	Taxes & Assessments	0.00	7.00	0.00	(7.00)
717015	Over/ Short	0.00	0.00	0.00	0.00
717100	Document Services Allocation	0.00	6,589.54	0.00	(6,589.54)
720002	Prizes & Awards - Other	0.00	0.00	0.00	0.00
730000	Bank Fees	40,000.00	20,651.31	0.00	19,348.69
Screen total		48,700.00	32,140.48	0.00	16,559.52
Running total		74,600.00	38,039.22	0.00	36,560.78
Report Total (of all records)		74,600.00	38,039.22	0.00	36,560.78

Business Services 0809

Shared

Done Internet



To run another query click on Another Query.

720002 Prizes & Awards - Other	0.00	0.00	0.00	0.00
730000 Bank Fees	40,000.00	20,651.31	0.00	19,348.69
Screen total	48,700.00	32,140.48	0.00	16,559.52
Running total	74,600.00	38,039.22	0.00	36,560.78
Report Total (of all records)	74,600.00	38,039.22	0.00	36,560.78

<Previous 15

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

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

Per Computation

Another Query




Once you have saved a query, you can run your query using Retrieve Existing Query

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

Retrieve Existing Query
Saved Query None 

Click here to look up saved query

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

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Click on the saved query you want to run.

The screenshot shows a web interface titled "Budget Queries". At the top, there is a green horizontal bar. Below it, an information icon (i) is followed by the text: "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." Below this, there are two sections: "Create a New Query" and "Retrieve Existing Query". In the "Create a New Query" section, the "Type" dropdown menu is set to "Budget Status by Account" and a "Create Query" button is visible. In the "Retrieve Existing Query" section, the "Saved Query" dropdown menu is open, showing a list of options: "None", "Business Services 0809 (Personal)", "Name of Query (Personal)", and "Greg's 2009 Budget (Shared)". An orange arrow points to the "Business Services 0809 (Personal)" option. At the bottom of the interface, there is a navigation menu with links: "[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]". The footer includes "RELEASE: 7.2" on the left, "powered by SUNGARD HIGHER EDUCATION" in the center, and "Internet" on the right. The browser's taskbar is visible at the very bottom.



Then click on Retrieve Query.

The screenshot shows a web interface titled "Budget Queries". At the top, there is a green horizontal line. Below it, an information icon (i) is followed by the text: "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." There are two main sections: "Create a New Query" and "Retrieve Existing Query". In the "Create a New Query" section, the "Type" dropdown menu is set to "Budget Status by Account", and a "Create Query" button is visible. In the "Retrieve Existing Query" section, the "Saved Query" dropdown menu is set to "Business Services 0809 (Personal)", and a "Retrieve Query" button is visible. A red arrow points to the "Retrieve Query" button. At the bottom of the interface, there is a navigation menu with links: "[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]". Below the navigation menu, it says "RELEASE: 7.2" on the left and "powered by SUNGARD HIGHER EDUCATION" on the right. The bottom of the browser window shows a taskbar with an "Internet" icon.



Click on Continue.

The screenshot shows a web browser window displaying the 'Budget Queries' page in Banner Finance Self Service. At the top, there are navigation tabs for 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. Below the tabs is a search bar with a 'Go' button and links for 'MENU', 'SITE MAP', and 'HELP'. The main heading is 'Budget Queries'. A message indicates that the 'Template Business Services 0809 (Personal)' was retrieved. Below this, a section titled 'Select the Operating Ledger Data columns to display on the report.' contains a table of checkboxes. The 'Continue' button at the bottom left is highlighted with a red arrow.

<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



All your settings have been saved, just click on Submit Query.

Budget Queries

Template Business Services 0809 (Personal) retrieved.

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



Your data is retrieved, click on any item in blue to see more detail.

Organization	70010 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	1,994.05	0.00	105.95
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	1,453.93	0.00	4,596.07
701500	Telephone	500.00	721.93	0.00	(221.93)
702000	Dues Memberships & Subscriptions	500.00	428.00	0.00	72.00



After clicking on a blue expense number, you are taken to a detail screen.

Account:	700005 Food	Location:	All
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Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Nov 30, 2008	Dec 09, 2008	PC000032	EASTHAM 18-NOV LUNDS #7	16.37	JE16
Sep 30, 2008	Oct 13, 2008	PC000030	JOHNSON 18-SEP CARIBOU COFFEE CO	12.87	JE16
Sep 30, 2008	Oct 13, 2008	PC000030	JOHNSON 17-SEP RAINBOW FOODS 000	20.75	JE16
Jul 31, 2008	Aug 11, 2008	PC000028	WALKER 21-JUL KOWALSKI'S MARKET	42.80	JE16
Jun 26, 2008	Jul 16, 2008	J0006728	Error corr Beverage servc 6/17-18	(62.33)	JE16
Jun 26, 2008	Jul 16, 2008	J0006728	Error corr Beverage servc 6/17-18	(27.02)	JE16
Oct 13, 2008	Oct 13, 2008	I0038759	Bon Appetit Management Company	70.78	INNI
Oct 06, 2008	Oct 06, 2008	I0038287	Bon Appetit Management Company	125.50	INNI
Jun 30, 2008	Jun 30, 2008	I0034496	Bon Appetit Management Company	62.31	INNI
Jun 30, 2008	Jun 30, 2008	I0034496	Bon Appetit Management Company	27.02	INNI
Jun 16, 2008	Jun 16, 2008	I0034066	Bon Appetit Management Company	42.91	INNI
Aug 28, 2008	Aug 29, 2008	F0001883	lunch	32.00	CSS1
Aug 27, 2008	Aug 28, 2008	F0001877	lunch	33.00	CSS1
Jun 12, 2008	Jun 13, 2008	F0001494	office supplies	10.99	CSS1
Report Total (of all records):				407.95	

Available Budget Balance: 1,692.05

Budget remaining for expense code selected

Detail

Total



To return to the previous screen click on the Back arrow at top of screen.

Summary Year to Date Transaction Report
 Period Ending May 31, 2009
 As of Jan 15, 2009

Chart of Accounts:	M Macalester College	Commitment Type:	All
Fund:	100000 Operating Budget - Unrestricted	Program:	All
Organization:	720010 Business Services	Activity:	All
Account:	700005 Food	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule	Class Code
Nov 30, 2008	Dec 09, 2008	PC000032	EASTHAM			
Sep 30, 2008	Oct 13, 2008	PC000030	JOHNSON			
Sep 30, 2008	Oct 13, 2008	PC000030	101			
Jul 31, 2008	Aug 11, 2008	PC000028	WALKER 2150E ROYAL OAK ST PARKET			
Jun 26, 2008	Jul 16, 2008	J0006728	Error corr Beverage servc 6/17-18	(62.33)		JE16
Jun 26, 2008	Jul 16, 2008	J0006728	Error corr Beverage servc 6/17-18	(27.02)		JE16
Oct 13, 2008	Oct 13, 2008	I0038759	Bon Appetit Management Company	70.78		INNI
Oct 06, 2008	Oct 06, 2008	I0038287	Bon Appetit Management Company	125.50		INNI



To query a grant, fill in the Grant box with the grant fund code and be sure Include Revenue Account is checked. Click on Submit Query.

Personal Information Employee WebTailor Administration Finance

Search Go MENU SITE MAP HELP

Budget Queries

Fiscal year: 2009 Fiscal period: 12
Comparison Fiscal year: None Comparison Fiscal period: None
Commitment Type: All

Chart of Accounts: M Index:
Fund: Activity:
Organization: Location:
Grant: 210051 Fund Type:
Account: Account Type:
Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Internet



The Report Total is your Grant balance. A Grant query shows all activity from the beginning of the grant.

Query Results

Account	Account Title	GY08/PD09 Final Budget	GY08/PD09 Year to Date	GY08/PD09 Commitments	GY08/PD09 Available Balance
520000	Gifts General	0.00	50,000.00	0.00	(50,000.00)
700000	Office Supplies	0.00	37.84	0.00	(37.84)
700001	Instruction/Lab Supplies	0.00	1,100.00	0.00	(1,100.00)
700005	Food	0.00	1,406.64	0.00	(1,406.64)
700501	Books	0.00	74.98	0.00	(74.98)
703200	Honoraria	0.00	23,968.00	0.00	(23,968.00)
703314	Transportation Services	0.00	125.25	0.00	(125.25)
704002	Meals - Travel	0.00	166.65	0.00	(166.65)
704004	Mileage Parking & Tolls	0.00	3.00	0.00	(3.00)
Report Total (of all records)		0.00	23,117.64	0.00	

Shared



To query by Activity Code, add an activity code in the Activity box and click Submit Query.

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	2901
Organization	214010	Location	
Grant		Fund Type	
Account	7%	Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query



Expense for just the activity code will appear.

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
700005	Food	0.00	249.32	0.00	(249.32)
701000	Postage	0.00	48.60	0.00	(48.60)
703005	Advertising Services	0.00	1,450.00	0.00	(1,450.00)
717100	Document Services Allocation	0.00	10.63	0.00	(10.63)
Report Total (of all records)		0.00	1,758.55	0.00	(1,758.55)

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared



Please call if you have any questions!

- ▶ Tracy Arndt x6567
- ▶ Nancy Eastham x6577