

SUMMARY BUDGET QUERIES BY ORGANIZATION CODE

In Banner Finance Self-Service





Getting there

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

Content/Layout | Welcome Ms. Kate Walker | You are currently logged in

e-mail calendar groups | logout help

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

January 14, 2008

My Announcements You currently have no personal announcements

My Banner My Banner

Around Macalester

Bulletin

BULLETIN: Friday January 11, 2008

[View complete issue >](#)

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](#)





Click on Budget Queries under Finance Self Service.

The screenshot shows the 1600grand website interface. At the top, there is a navigation bar with links: Home, Library, Business Services, Employment/My Job, Mac and Beyond, and My Tab. The date is February 21, 2009. The user is logged in as Ms. Nancy L. Eastham.

The main content area is divided into several sections:

- Finance Self Service:** Contains links for Budget Queries, Encumbrance Query, View Document, Approve Documents, Budget Transfer, and Multiple Line Budget Transfer Form. An orange arrow points to the 'Budget Queries' link.
- Financial Advisor:** Displays a bar chart and a table. The bar chart shows values for five categories (1-5). The table below provides detailed data for each category.
- Finance Alerts Grants:** States 'No Grants are scheduled to end in selected time period'.
- My Banner:** Shows a 'My Banner' folder icon.
- Argos Reports:** Includes a 'Launch Argos' link.
- Training Documentation:** Includes a 'Band Editor User Guide (PDF)' link.
- Business Services Links:** Lists various services like Accounting, Budget, Payables, PCard, Procurement, Student Accounts, Business Services Forms, and Training Materials and Schedule.

The bottom of the page shows a Windows taskbar with the Internet Explorer icon and the text 'Internet'.

Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	100000		107,239,284	80,864,730	26,374,554	75.41	24.59
2			0	0	0		
3			0	0	0		
4			0	0	0		
5			0	0	0		



Click on the drop down menu to select a query type.

The screenshot shows the '1600grand' web application interface. At the top left, there is a 'back to Business Services Tab' link. On the top right, there are icons for 'e-mail', 'calendar', 'groups', 'logout', and 'help'. Below these are navigation 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 heading is 'Budget Queries'. An information icon and text state: '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 set to 'Budget Status by Account' and is circled in red with an orange arrow pointing to it. Below it is a 'Create Query' button. Under 'Retrieve Existing Query', the 'Saved Query' dropdown menu is set to 'None' and has a 'Retrieve Query' button below it. 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 footer includes 'RELEASE: 7.2' on the left, 'powered by SUNGARD HIGHER EDUCATION' on the right, and 'Feb 2009' at the bottom right.






Click on Budget Status by Organizational Hierarchy.

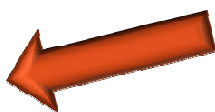
Personal Information Employee WebTailor Administration Finance

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

Retrieve Existing Query

Saved Query

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



Click on Create Query.

The screenshot shows the '1600grand' web application interface. At the top, there is a green header with the text '1600grand'. Below this, there is a navigation bar with tabs for 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. A search bar is located below the tabs, with a 'Go' button. To the right of the search bar are links for 'MENU', 'SITE MAP', and 'HELP'. Below the navigation bar, there is a section titled 'Budget Queries'. A blue information icon 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, there is a dropdown menu for 'Type' with the selected option 'Budget Status by Organizational Hierarchy' and a 'Create Query' button. A large red arrow points to the 'Create Query' button. In the 'Retrieve Existing Query' section, there is a dropdown menu for 'Saved Query' with the selected option 'None' and a 'Retrieve Query' button. At the bottom of the page, there is a footer with the text 'RELEASE: 7.2' on the left and 'powered by SUNGARD HIGHER EDUCATION' on the right. A dashed red line is at the bottom of the page.





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]

RELEASE: 7.2

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Internet





Then click on Continue.

The screenshot shows the '1600grand' web application 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 tabs for 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. The main content area is titled 'Budget Queries' and includes a search box with a 'Go' button and links for 'MENU', 'SITE MAP', and 'HELP'. Below the title, there is a section for selecting columns to display on the report, with a list of checkboxes: 'Adopted Budget', 'Budget Adjustment', 'Adjusted Budget', 'Temporary Budget', 'Final Budget', 'Year to Date', 'Encumbrances', 'Reservations', 'Commitments', and 'Available Balance'. The 'Final Budget' and 'Available Balance' options are checked. Below the list, there is a 'Save Query as:' text box, a 'Shared' checkbox, and a 'Continue' button. A large orange arrow points to the 'Continue' button. At the bottom of the page, there is a footer with navigation links: '[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]', the version number 'RELEASE: 7.2', and the text 'powered by SUNGARD HIGHER EDUCATION'. The browser's address bar shows 'Internet'.





Be sure the following fields are entered.

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	72000	Location	
Grant		Fund Type	
Account	7%	Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query

To view expense without salaries enter 7%



For a Budget Hierarchy query, the Org code will be 5 digits or less, depending on where in the hierarchy you query from.

1600grand

back to Business Services Tab

Personal Information Employee WebTailor Administration Finance

Search [] Go MENU SITE

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	100000	Activity	
Organization	72000	Location	
Grant		Fund Type	
Account	7%	Account Type	
Program			

Include Revenue Accounts

Save Query as: []

Shared

Submit Query

A 5 digit Org code will bring up all 6 digit org codes that report to that Org.





Click on Submit Query to retrieve your data.

1600grand

back to Business Services Tab

e-mail calendar groups

Personal Information Employee WebTailor Administration Finance

Search Go MENU SITE

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: 100000 Activity

Organization: 72000 Location

Grant: Fund Type

Account: 7% Account Type

Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query





Summary information by org code is displayed.

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 May 31, 2009

As of Feb 21, 2009

Chart of Accounts	M Macalester College	Commitment %	
Fund	100000 Operating Budget - Unrestricted Prog		All
Organization	72000 Business Services		All
Account	7%	Location	All

Query Results

Organization	Organization Title	FY09/PD12 Final Budget	FY09/PD12 Year to Date	FY09/PD12 Commitments	FY09/PD12 Available Balance
72000	Business Services				
720010	Business Services	74,600.00	44,673.68	129.10	29,797.22
720015	Accounting - Bus Serv	7,900.00	6,872.68	0.00	1,027.32
720020	Purchasing & AP - Bus Serv	13,700.00	3,748.31	0.00	9,951.69
720025	Student Accounts - Bus Serv	25,800.00	21,594.00	0.00	4,206.00
720035	Risk Management - Bus Serv	550,000.00	551,037.07	0.00	(1,037.07)
72000 Rollup		672,000.00	627,925.74	129.10	43,945.16

Download All Ledger Columns Download

Save Query as

Shared

Done Internet

For more detail click on items in blue.

The Rollup line totals all Org codes





To save your query for future use, fill in a name and click on Save Query As

Report Parameters

Organization Budget Status Report

By Organization

Period Ending May 31, 2009

As of Feb 21, 2009

Chart of Accounts	M Macalester College	Commitment Type	All
Fund	100000 Operating Budget - Unrestricted Program	Activity	All
Organization	72000 Business Services	Location	All
Account	7%		

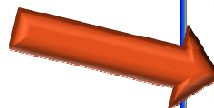
Query Results

Organization	Organization Title	FY09/PD12 Final Budget	FY09/PD12 Year to Date	FY09/PD12 Commitments	FY09/PD12 Available Balance
72000	Business Services				
720010	Business Services	74,600.00	44,673.68	129.10	29,797.22
720015	Accounting - Bus Serv	7,900.00	6,872.68	0.00	1,027.32
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720025	Student Accounts - Bus Serv	25,800.00	21,594.00	0.00	4,206.00
720035	Risk Management - Bus Serv	550,000.00	551,037.07	0.00	(1,037.07)
72000	Rollup	672,000.00	627,925.74	129.10	43,945.16

Download All Ledger Columns Download Selected Ledger Columns

Save Query as Business Services Summary

Shared



Business Services Summary



To start over or run another query, scroll down and click Another Query.

/20025 Student Accounts - Bus Serv	25,800.00	21,594.00	0.00	4,206.00
720035 Risk Management - Bus Serv	550,000.00	551,037.07	0.00	(1,037.07)
72000 Rollup	672,000.00	627,925.74	129.10	43,945.16

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"/>

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

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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 

Retrieve Existing Query
Saved Query  

 Click here to look up a saved query

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

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From the drop down box, click on the query you want to retrieve.

The screenshot shows the '1600grand' web application interface. At the top, there is a navigation bar with 'back to Business Services Tab' and utility icons for 'e-mail', 'calendar', 'groups', 'logout', and 'help'. Below this is a menu with '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 a note: '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 is set to 'Budget Status by Organizational Hierarchy' with a 'Create Query' button. Under 'Retrieve Existing Query', the 'Saved Query' dropdown is open, showing options: 'None', 'Business Services 0809 (Personal)', 'Business Services Summary (Personal)', 'Compare Year Computation (Personal)', and 'Computation example (Personal)'. A red arrow points to 'Business Services Summary (Personal)'. At the bottom, there is a footer with 'RELEASE: 7.2' and 'powered by SUNGARD HIGHER EDUCATION'. A navigation bar at the very bottom contains links: '[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]'.





Then click on Retrieve Query.

A screenshot of a web application interface for budget queries. At the top, there are navigation tabs: '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'. An information icon and text state: '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 sections: 'Create a New Query' with a dropdown menu set to 'Budget Status by Organizational Hierarchy' and a 'Create Query' button; and 'Retrieve Existing Query' with a dropdown menu set to 'Business Services Summary (Personal)' and a 'Retrieve Query' button. A large orange arrow points to the 'Retrieve Query' button. At the bottom, there is a breadcrumb trail: '[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]'. The footer includes 'RELEASE: 7.2', 'powered by SUNGARD HIGHER EDUCATION', and an 'Internet' icon.



Continue...

Personal Information Employee WebTailor Administration Finance

Search MENU SITE MAP HELP

Budget Queries

Template Business Services Summary (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

Internet





Your settings are saved, so just click Submit Query.

Budget Queries

Template Business Services Summary (Personal) retrieved.

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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	72000	Location	
Grant		Fund Type	
Account	7%	Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared





You are back to your budget data. To return to 1600grand, click on back to Business Services Tab.

1600grand

back to Business Services Tab

Personal Information WebTailor Administration Finance

Search Go

MENU SITE MAP HELP

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 May 31, 2009

As of Feb 21, 2009

Chart of Accounts	M Macalester College	Commitment Type	All
Fund	100000 Operating Budget - Unrestricted Program		All
Organization	72000 Business Services	Activity	All
Account	7%	Location	All

Query Results

Organization	Organization Title	FY09/PD12 Final Budget	FY09/PD12 Year to Date	FY09/PD12 Commitments	FY09/PD12 Available Balance
72000	Business Services				
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72000	Rollup	672,000.00	627,925.74	129.10	43,945.16

Download All Ledger Columns Download Selected Ledger Columns

Internet



Please call if you have any questions!

- ▶ Tracy Arndt x6567
- ▶ Nancy Eastham x6577

