

## Budget Queries

Personal Information Student Financial Aid Employee Finance Gateway to Grades

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### Budget Queries

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

#### 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

Self Service Banner - Finance - Budget Queries - select one:

Budget Status By Organizational Hierarchy: Good for looking at balance information and "drilling down" to specifics

Budget Status By Account: Good for looking at specific spending and/or transactions

### Budget Queries

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

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

We recommend selecting the six items (indicated in bold) for most queries. Here are the definitions:

|                           |   |
|---------------------------|---|
| <b>Adopted Budget:</b>    | <b>Original Budget Load</b>                 |
| <b>Budget Adjustment:</b> | <b>Budget Transfers in/out</b>              |
| <b>Adjusted Budget:</b>   | <b>Adopted +/- Adjustments</b>              |
| <b>Year to Date:</b>      | <b>Year to Date Expenditures</b>            |
| Encumbrances:             | Open Purchase Orders (approved requests)    |
| Reservations:             | Open Purchase Requisitions (requests)       |
| <b>Commitments:</b>       | <b>Sum of Encumbrances and Reservations</b> |

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### Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a 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

Fiscal year:  Fiscal period:   
 Comparison Fiscal year:  Comparison Fiscal period:   
 Commitment Type:   
 Chart of Accounts:  Index:   
 Fund:  Activity:   
 Organization:  Location:   
 Grant:  Fund Type:   
 Account:  Account Type:   
 Program:

Include Revenue Accounts

Save Query as:

Shared

For most queries, make sure the fiscal year is current and the fiscal period is set to 14. If you want to look at a point in time, change the year and fiscal period to match what you are looking for. October is the first month of the fiscal year and is designated as fiscal period 1 with September being fiscal period 12. If querying a previous fiscal year, use period 14, which captures all year-end entries.

Chart of Accounts should be "A"

Enter both the Fund and Organization that you wish to review. Leave other fields blank.

For Fund-Orgs with associated revenues (sales, fees and/or gifts), select "include revenue accounts." Please note that this will flip the signs on the balance information you see (a fund with a balance remaining will be displayed with a negative sign).

Standard reports for Banner Finance can be found in E-print. Two of the most helpful reports are:



FGRBDSC - Shows monthly balances by FOP

FGRODTA - Shows monthly transactions by FOP