

The seal of William Paterson University of New Jersey is a large, faint watermark in the background. It is circular and contains the text "THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY" around the perimeter. Inside the circle, there is a central emblem featuring a classical column with a pediment. Above the column, the year "1855" is visible, and the phrase "COMMITMENT TO EXCELLENCE" is written in a smaller font. The word "WAYNE" is at the bottom of the inner circle.

WILLIAM PATERSON UNIVERSITY

Banner Finance: Self-Service, 6.1

Instructions for Budget Queries

January 2005

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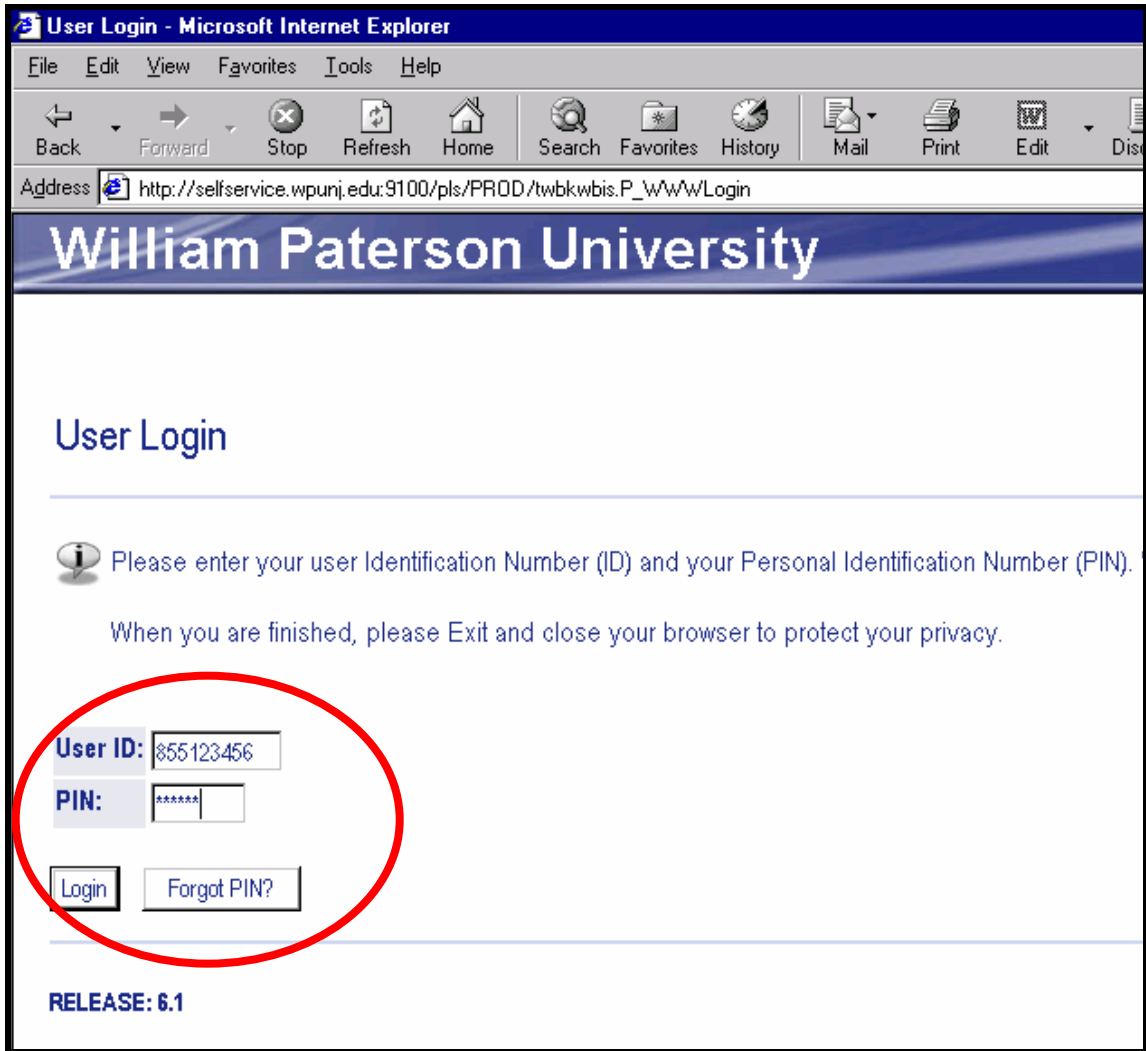
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1) Login into Banner Self-Service

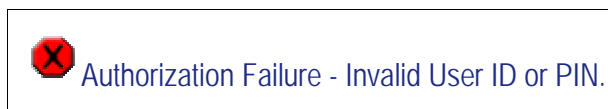
From Internet Explorer	
Access: WPUNJ Home Page	http://www.wpunj.edu
Select: Faculty and Staff	
Select: Banner Self-Service	



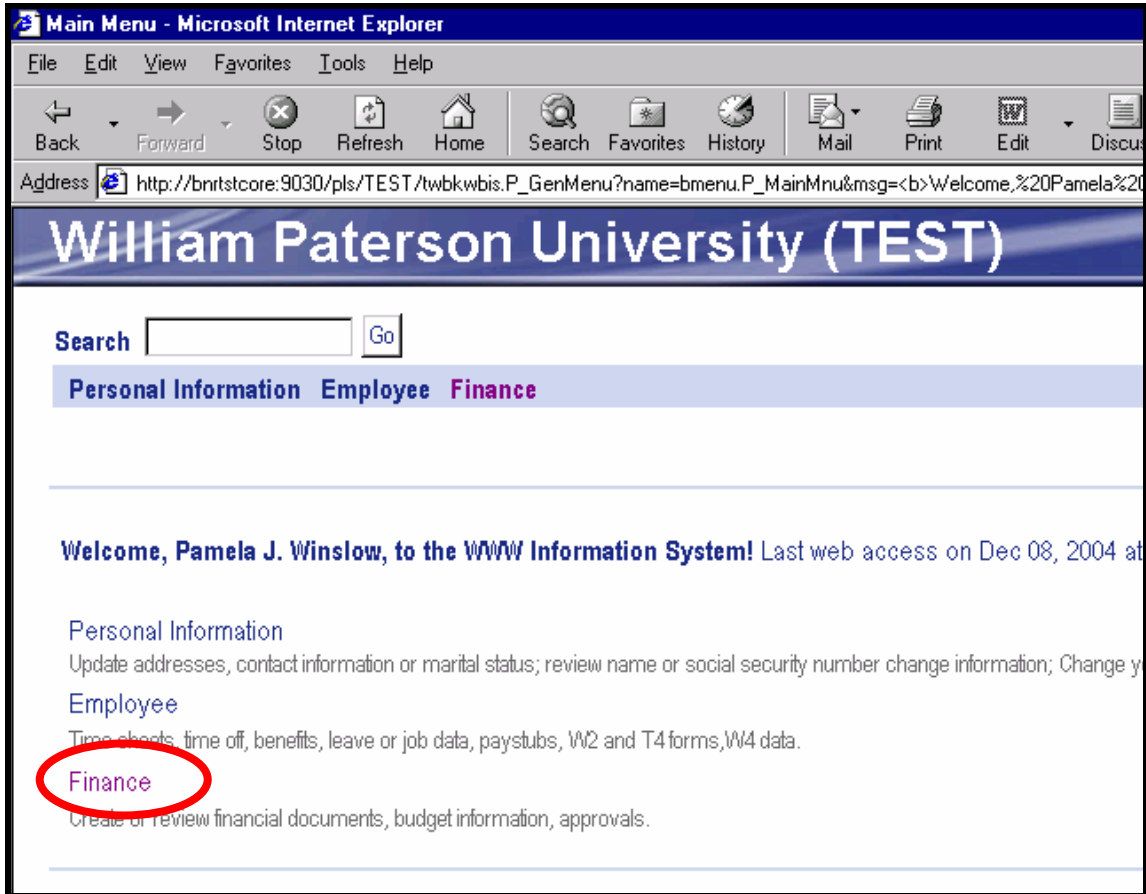
User Login	
Enter: William Paterson University ID	9 digit number starting with 855
Enter: PIN	6 digit number (default = date of birth)
Click: Login	



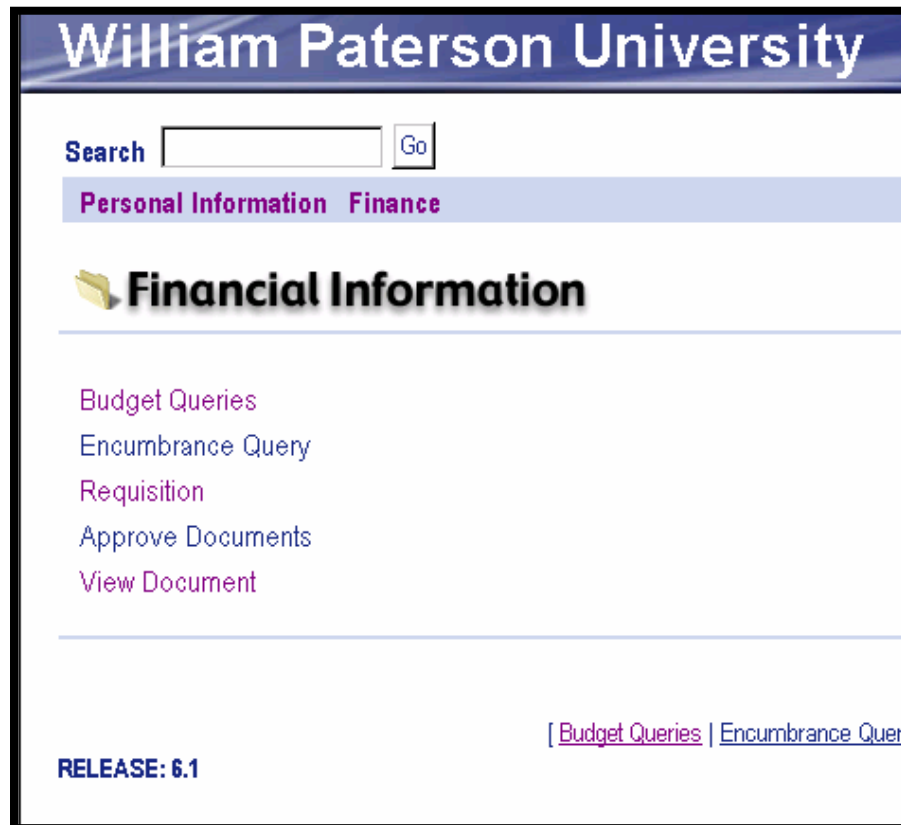
Note: if you get the error message below, please call the HELP desk at ext. 4357 for assistance.



Access the Financial Information	
Select: Finance	



Financial Information Menu	
Budget Queries	To create a budget query
Encumbrance Query	To create an encumbrance query
Requisition	To create a requisition
Approve Documents	To approve a completed requisition
View Documents	To view a requisition, purchase order, invoices, encumbrance, journal voucher or direct cash receipt.
Exit	To logout



For instructions on navigating the Requisition, Approve Documents and View Documents sections, see training manuals:

- WPU Banner Finance-Instructions for Creating Requisitions
- WPU Banner Finance-Instructions for Approving Requisitions

2) Create Budget Queries

From the Financial Information Menu	
Select: Budget Queries	

William Paterson University

Search

Personal Information Finance

Financial Information

- Budget Queries**
- Encumbrance Query
- Requisition
- Approve Documents
- View Document

[[Budget Queries](#) | [Encumbrance Query](#) | [R](#)]

RELEASE: 6.1

To create the Budget Query	
Select: Budget Query By Account	Use this to view a single fund/org/program
	Here you can retrieve an existing query (i.e. one you have previously saved). Saving and retrieving queries are covered on pages 22 and 24, respectively.
Click: Create Query	

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Personal Information Finance

Budget Query by Account allows you to review budget information by account for the Fiscal Year, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Account.

Budget Query by Organizational Hierarchy allows you to review budget information of organizational Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Account.

Create a New Query

Type

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

Retrieve Existing Query

Saved Query

Select columns to display	
<input checked="" type="checkbox"/> Adopted Budget	Original Budget
<input checked="" type="checkbox"/> Budget Adjustment	Budget transfer/revision
<input checked="" type="checkbox"/> Adjusted Budget	Adopted Budget plus/minus Budget Adj.
Temporary Budget	Not used
Accounted Budget	Not used
<input checked="" type="checkbox"/> Year to Date	Year to date <u>paid</u> expenses
<input checked="" type="checkbox"/> Encumbrances	Purchase orders, food service and travel encumbrances
<input checked="" type="checkbox"/> Reservations	<u>Approved</u> (by the department and Purchasing) purchase requisitions. In-process (unapproved requisitions) are not included-see page 37 to see how to look-up).
Commitments	Encumbrances plus Reservations
<input checked="" type="checkbox"/> Available Balance	Adjusted Budget minus Year to date minus Encumbrances and Reservations.
Click: Continue	

William Paterson University

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Personal Information
Employee
Finance

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

Save Query as:

Shared

Enter the Required Fields	
Fiscal year 2005	Fiscal period 14 (this means year to date)
Commitment: All	Relates to year-end closing process.
Chart of Accounts U	U stands for University
Fund	6 digit number (e.g. 100000)
Organization	6 digit number (e.g. 590100)
Grant	Use Grant number or FOP but not both
Account	Leave this blank if you want all accounts
Program	2 digit number (e.g. 10)
Index	Not a valid field: ALWAYS leave this blank
Activity	Not a valid field: ALWAYS leave this blank
Location	Not a valid field: ALWAYS leave this blank
Fund Type and Account Type	Leave these blank if you want all accounts
Click: Submit Query	This will bring back all the activity with grand totals for each column (no sub-totals)

Personal Information Employee Finance

Fiscal year: 2005 **Fiscal period:** 14

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

Commitment Type: All

Chart of Accounts: U Index:

Fund: Activity:

Organization: Location:

Grant: Fund Type:

Account: Account Type:

Program:

Include Revenue Accounts

Save Query as:

Shared

If only partial FOAP information is known	(e.g. numeric)
Click on Organization	
Enter information and use % for unknowns	Using only % will return <u>all</u> org numbers
Change maximum rows to return	1000 (default is 10)
Click: Execute Query	

William Paterson University (T

Search

Personal Information Employee Finance

Enter criteria then select Execute Query to obtain a Code Lookup result

Chart of Accounts

Organization Criteria


Title Criteria

Maximum rows to return

Results Returned	Shows all organizations that meet the criteria. Org numbers < 6 digits must be viewed using the Organizational Hierarchy Query-page 47.
Click on the organization you want and it will populate the missing field on page 8.	

Search

Personal Information Employee Finance

 Select a code to return the value to the parameter page page.

Code lookup results

Title	Organization
Study Abroad	259000
University Performing Arts	359
University Performing Arts	359100
Theatre Production	359200
Symphony	359300
Arts Council	359400
Cultural Series	359500
Shea	359600
College of User Training	59
Dept of Purchasing User Training	590100
Dept of Computer User Training	590200
A & M Speert Schol	950590

If only partial FOAP information is known	(e.g. alpha)
Click on Organization	
Enter information and use % for unknowns	Using only % will return <u>all</u> org titles
Change maximum rows to return	1000 (default is 10)
Click: Execute Query	

William Paterson University (TE)

Search

Personal Information Employee Finance

Enter criteria then select Execute Query to obtain a Code Lookup results list

Chart of Accounts U

Organization Criteria

Title Criteria %Purchasing%


Maximum rows to return 10000

Results returned	Shows all organizations that meet the criteria
Click on the organization you want and it will populate the missing field on page 8.	

William Paterson University

Search


Personal Information Employee Finance

 Select a code to return the value to the parameter page or Exit w page.

Code lookup results

Title	Organization
Dept of Purchasing User Training	590100
Purchasing	640100

Once the required fields are populated	
Click: Submit Query	

 You may select a Fiscal Period and Year to compare to the required Fiscal Period placed next to the corresponding comparison fiscal period.

Fiscal year:	<input type="text" value="2005"/>	Fiscal period:	<input type="text" value="14"/>
Comparison Fiscal year:	<input type="text" value="None"/>	Comparison Fiscal period:	<input type="text" value="None"/>
Commitment Type:	<input type="text" value="All"/>		
Chart of Accounts	<input type="text" value="U"/>	Index	<input type="text"/>
Fund	<input type="text" value="100000"/>	Activity	<input type="text"/>
Organization	<input type="text" value="590100"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text" value="10"/>		

Include Revenue Accounts

Save Query as:

Shared

Note: if this is a revenue FOP, you must check the box for Include Revenue Accounts to see them, otherwise you will see expenses only.

If the FOP does not have revenue accounts (the case for all departmental budgets) and you check the box, your results will be the same either way.

View Results	Only 15 accounts (lines) show at a time
	<p>If you get an error message “query retrieved no records” this means either:</p> <ol style="list-style-type: none"> 1. the FOP (fund/org/program) is not a valid combination (re-check the numbers you entered). 2. your security does not allow access to this FOP. Your supervisor must request access for you by emailing Joanne Griffin in Business Services.
Keep scrolling down with the scroll bar on the right until you see Next 15→	

Report Parameters								
Organization Budget Status Report								
By Account								
Period Ending Jun 30, 2005								
As of Dec 07, 2004								
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All					
Fund	100000 State Approp Nonfringe	Program	10 Instruction					
Organization	590100 Dept of Purchasing User Training	Activity	All					
Account	All	Location	All					
Query Results								
Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
61010	Faculty, Full-time	75,000.00	0.00	75,000.00	0.00	0.00	0.00	75,000.00
61110	Unclassified, 12M 35 Hr	50,000.00	0.00	50,000.00	0.00	0.00	0.00	50,000.00
61210	Classified, 12M 35 Hr	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
61310	Maintenance	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
62120	Part-time, Hourly	2,000.00	(1,000.00)	1,000.00	0.00	0.00	0.00	1,000.00
62350	Student Assistants- Other	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
70000	Non-salary Pool	500,000.00	(25,000.00)	475,000.00	0.00	0.00	0.00	475,000.00
72110	Printing & Copying - external	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3 totals are displayed on each page:	
Screen total	Sub-total for the page
Running total	Cumulative from previous pages
Report Total (of all Records)	All pages (entire budget)
Click: Next 15→ to see additional accounts	

61010	Faculty, Full-time	<u>75,000.00</u>	<u>0.00</u>	75,000.00	0.00	0.00	0.00	75,000.00
61110	Unclassified, 12M 35 Hr	<u>50,000.00</u>	<u>0.00</u>	50,000.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	50,000.00
61210	Classified, 12M 35 Hr	<u>30,000.00</u>	<u>0.00</u>	30,000.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	30,000.00
61310	Maintenance	<u>30,000.00</u>	<u>0.00</u>	30,000.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	30,000.00
62120	Part-time, Hourly	<u>2,000.00</u>	<u>(1,000.00)</u>	1,000.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	1,000.00
62350	Student Assistants- Other	<u>0.00</u>	<u>1,000.00</u>	1,000.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	1,000.00
70000	Non-salary Pool	<u>500,000.00</u>	<u>(25,000.00)</u>	475,000.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	475,000.00
72110	Printing & Copying - external	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
72120	Office Supplies	<u>0.00</u>	<u>0.00</u>	0.00	<u>136.60</u>	<u>5,970.71</u>	<u>33.50</u>	(6,140.81)
72130	Xerox & Print Shop	<u>0.00</u>	<u>7,500.00</u>	7,500.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	7,500.00
73000	Travel	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	<u>4,000.00</u>	<u>0.00</u>	(4,000.00)
73100	Telephone	<u>0.00</u>	<u>2,500.00</u>	2,500.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	2,500.00
73200	Postage & Delivery Expenses	<u>0.00</u>	<u>10,000.00</u>	10,000.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	10,000.00
73400	Official Reception	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	<u>250.00</u>	<u>0.00</u>	(250.00)
73830	Professional Development	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>	(1,000.00)
Screen total		687,000.00	(5,000.00)	682,000.00	136.60	11,220.71	33.50	670,609.19
Running total		687,000.00	(5,000.00)	682,000.00	136.60	11,220.71	33.50	670,609.19
Report Total (of all records)		687,000.00	0.00	687,000.00	136.60	11,230.71	33.50	675,599.19

Next 15>

Note: you can drill down to see detail (related documents) on underlined numbers.

On the last page of the query you can go back to previous pages	
Click: < Previous 15	

Organization Budget Status Report

By Account

Period Ending Jun 30, 2005

As of Dec 28, 2004

Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	590100 Dept of Purchasing User Training Activity		All
Account	All	Location	All

Query Results

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
76020	Equipment Less Than \$1000	0.00	0.00	0.00	0.00	10.00	0.00	(10.00)
92200	Transfers Out Capital Projects	0.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
Screen total		0.00	5,000.00	5,000.00	0.00	10.00	0.00	4,990.00
Running total		687,000.00	0.00	687,000.00	136.60	11,230.71	33.50	675,599.19
Report Total (of all records)		687,000.00	0.00	687,000.00	136.60	11,230.71	33.50	675,599.19

< Previous 15

Download All Ledger Columns Download Selected Ledger Columns

Compute additional columns for the query	
Select the columns for the computation using the drop down menus for columns 1, the operator, 2, and after which column you want it displayed.	
Type in the description you want displayed for the new column	
Click: Perform Computation	

Address http://bnrtscore:9030/pls/1151/bwlrpou.P_ReportA?viewby=detail&adoptedbudget=on&ytd=on&budgetadjt=on&encumb=on&adjustedbudget=on&reserve=on&tempbudget=on

		Adopted Budget	Adjustment	Adjusted Budget to Date	Encumbrances	Reservations	Av
76020	Equipment Less Than \$1000	0.00	0.00	0.00	0.00	10.00	0.00
92200	Transfers Out Capital Projects	0.00	5,000.00	5,000.00	0.00	0.00	0.00
Screen total		0.00	5,000.00	5,000.00	0.00	10.00	0.00
Running total		687,000.00	0.00	687,000.00	136.60	11,230.71	33.50
Report Total (of all records)		687,000.00	0.00	687,000.00	136.60	11,230.71	33.50

<Previous 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
FY14/05 Budget Adjustment	divided by	FY14/05 Adopted Budget	FY14/05 Adjusted Budget	% Change in Budget

Perform Computation

Another Query

View Results	See column added ‘% Change in Budget’
Click: Another Query	You can click on Another Query at the bottom of the screen or MENU at the top, then Budget Queries

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2005

As of Dec 07, 2004

Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All


Query Results

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	% Change in Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
61010	Faculty, Full-time	75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	75,000.00
61110	Unclassified, 12M 35 Hr	50,000.00	0.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00
61210	Classified, 12M 35 Hr	30,000.00	0.00	30,000.00	0.00	0.00	0.00	0.00	30,000.00
61310	Maintenance	30,000.00	0.00	30,000.00	0.00	0.00	0.00	0.00	30,000.00
62120	Part-time, Hourly	2,000.00	(1,000.00)	1,000.00	(0.50)	0.00	0.00	0.00	1,000.00
62350	Student Assistants-Other	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
70000	Non-salary Pool	500,000.00	(25,000.00)	475,000.00	(0.05)	0.00	0.00	0.00	475,000.00
72110	Printing & Copying	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Determine Available Balances for Salaries	
Select: Budget Status by Account	
Click: Submit Query	

Search

Personal Information Employee Finance

 Budget Query by Account allows you to review budget information by account for the Fiscal Year, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Account.

Budget Query by Organizational Hierarchy allows you to review budget information of organizational Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Account.

Create a New Query

Type

Retrieve Existing Query

Saved Query

Select columns to display	
<input checked="" type="checkbox"/> Adopted Budget	Original Budget
<input checked="" type="checkbox"/> Budget Adjustment	Budget transfer/revision
<input checked="" type="checkbox"/> Adjusted Budget	Adopted Budget plus/minus Budget Adjustments
<input type="checkbox"/> Temporary Budget	Not used
<input type="checkbox"/> Accounted Budget	Not used
<input checked="" type="checkbox"/> Year to Date	Year to date <u>paid</u> expenses
<input checked="" type="checkbox"/> Encumbrances	Purchase orders, food service and travel encumbrances
<input checked="" type="checkbox"/> Reservations	<u>Approved</u> (by the department and Purchasing) purchase requisitions. In-process (unapproved requisitions) are not included-see page 37 to see how to look-up.
<input type="checkbox"/> Commitments	Encumbrances plus Reservations
<input checked="" type="checkbox"/> Available Balance	Adjusted Budget minus Year to date minus Encumbrances and Reservations.
Click: Continue	

William Paterson University

Search

Personal Information Employee **Finance**

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


Save Query as:

Shared

Enter the Required Fields	
Fiscal year 2005	Fiscal period 14 (this means year to date)
Commitment: All	Relates to year-end closing process.
Chart of Accounts U	U stands for University
Fund	6 digit number (e.g. 100000)
Organization	6 digit number (e.g. 590100)
Grant	Use Grant number or FOP but not both
Account	Leave this blank if you want all accounts
Program	2 digit number (e.g. 10)
Index	Not a valid field: ALWAYS leave this blank
Activity	Not a valid field: ALWAYS leave this blank
Location	Not a valid field: ALWAYS leave this blank
Fund Type	Leave this blank (used by accountants only)
Enter additional field for Account Type	<u>Revenue</u> Student Tuition & Fees 51 Residence Life 52 Federal Grants & Contracts 53 State Grants & Contracts 54 Local Grants & Contracts 55 Private Grants & Contracts 56 Auxiliary Enterprises 57 State Appropriation 58 State Approp Fringe Benefits 59 Private Gifts 5A Investment Income 5B Other Non Operating Revenue 5C Capital Grants & Gifts 5D <u>Expenses</u> Salaries only 61 Employee Benefits 65 Non Salary 71 Fixed costs 72 Transfers in from other Funds 91 Transfers out from other Funds 92

Type name of query to be saved	Save Query as: Salaries only (Training)
Click: Submit Query	The results will provide sub-totals and available balances for the selected expense category.


 If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise Query to be successful, a user with Fund/Organization Query access must enter a Year and Chart of Accounts fields.

 You may select a Fiscal Period and Year to compare to the required Fiscal Period placed next to the corresponding comparison fiscal period.

Fiscal year: 2005 **Fiscal period:** 14
Comparison Fiscal year: None **Comparison Fiscal period:** None
Commitment Type: All

Chart of Accounts: U Index:
 Fund: 100000 Activity:
 Organization: 590100 Location:
 Grant: Fund Type:
 Account: Account Type: 61
 Program: 10

Include Revenue Accounts

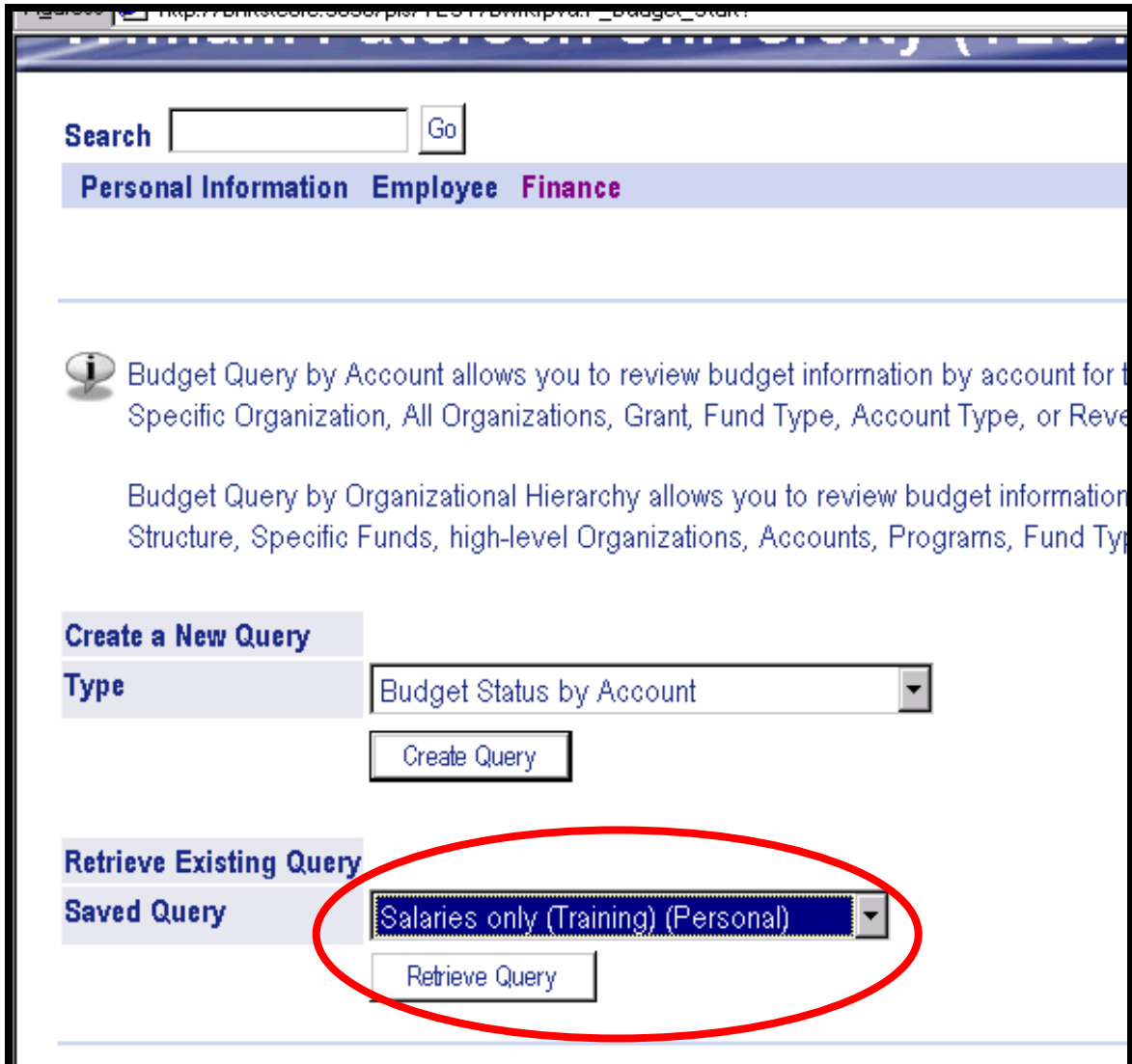
Save Query as: Salaries only (Training) 

Shared

View Results	Salaries are budgeted by position and by account (no pooling). The available budget balance for each category is the number in the far right column
Click: Another Query	You can click on Another Query at the bottom of the screen or MENU at the top, then Budget Queries

Organization Budget Status Report								
By Account								
Period Ending Jun 30, 2005								
As of Dec 16, 2004								
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All					
Fund	100000 State Approp Nonfringe	Program	10 Instruction					
Organization	590100 Dept of Purchasing User Training	Activity	All					
Account	All	Location	All					
Account Type	61 Salaries							
Query Results								
Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
61010	Faculty, Full-time	75,000.00	0.00	75,000.00	0.00	0.00	0.00	75,000.00
61110	Unclassified, 12M 35 Hr	50,000.00	0.00	50,000.00	0.00	0.00	0.00	50,000.00
61210	Classified, 12M 35 Hr	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
61310	Maintenance	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
62120	Part-time, Hourly	2,000.00	(1,000.00)	1,000.00	0.00	0.00	0.00	1,000.00
62350	Student Assistants-Other	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
Report Total (of all records)		187,000.00	0.00	187,000.00	0.00	0.00	0.00	187,000.00

Retrieve your saved query	
Select from Saved queries	
Click: Retrieve Query	



Saved Query is Retrieved	
Click: Continue	

William Paterson University (TE

Search

Personal Information Employee Finance

Query Salaries only (Training) (Personal) retrieved.

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


Save Query as:

Shared

Saved Query is Retrieved	
Click: Submit Query	

Query Salaries only (Training) (Personal) retrieved.

 If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, Query to be successful, a user with Fund/Organization Query access must enter a valid Year and Chart of Accounts fields.

 You may select a Fiscal Period and Year to compare to the required Fiscal Period and placed next to the corresponding comparison fiscal period.

Fiscal year: 2005 **Fiscal period:** 14

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


Commitment Type: All

Chart of Accounts	U	Index	
Fund	100000	Activity	
Organization	590100	Location	
Grant		Fund Type	
Account		Account Type	61
Program	10		

Include Revenue Accounts

Save Query as:


Shared




View Results	
Click: Another Query	You can click on Another Query at the bottom of the screen or MENU at the top, then Budget Queries

Organization Budget Status Report									
By Account									
Period Ending Jun 30, 2005									
As of Dec 17, 2004									
Chart of Accounts	U William Paterson University of NJ			Commitment Type	All				
Fund	100000 State Approp Nonfringe			Program	10 Instruction				
Organization	590100 Dept of Purchasing User Training Activity			Location	All				
Account	All			Location	All				
Account Type	61 Salaries								
Query Results									
Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance	
61010	Faculty, Full-time	75,000.00	0.00	75,000.00	0.00	0.00	0.00	75,000.00	
61110	Unclassified, 12M 35 Hr	50,000.00	0.00	50,000.00	0.00	0.00	0.00	50,000.00	
61210	Classified, 12M 35 Hr	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	
61310	Maintenance	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	
62120	Part-time, Hourly	2,000.00	(1,000.00)	1,000.00	0.00	0.00	0.00	1,000.00	
62350	Student Assistants-Other	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	
Report Total (of all records)		187,000.00	0.00	187,000.00	0.00	0.00	0.00	187,000.00	

Create query to view sub-total for Fixed Costs (copier, telephone, and postage)	Enter account type (see page 21 for complete list of account types)
Click: Submit Query	

Address  http://bnrtscore:9030/pls/TEST/bwfkpvu.P_Budget_Start?pampidm=100380&atyphier=&view

Year and Chart of Accounts fields.

 You may select a Fiscal Period and Year to compare to the required Fiscal Period placed next to the corresponding comparison fiscal period.

Fiscal year: 2005 **Fiscal period:** 14

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


Commitment Type: All

Chart of Accounts: U Index:

Fund: 100000 Activity:

Organization: 590100 Location:

Grant: Fund Type:

Account: Account Type: 72 

Program: 10

Include Revenue Accounts

Save Query as:

Shared

View Results	Fixed costs are transferred from non salary and are budgeted by account (no pooling). The available budget balance for each category is the number in the far right column.
Click on <u>underlined</u> number in the adjustment column for additional information about the budget entry.	

Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2005			
As of Dec 16, 2004			
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All
Account Type	72 Fixed Costs		

Query Results

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
72130	Xerox & Print Shop	0.00	<u>7,500.00</u>	7,500.00	0.00	0.00	0.00	7,500.00
73100	Telephone	0.00	<u>2,500.00</u>	2,500.00	0.00	0.00	0.00	2,500.00
73200	Postage & Delivery Expenses	0.00	<u>10,000.00</u>	10,000.00	0.00	0.00	0.00	10,000.00
Report Total (of all records)		0.00	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00

Download All Ledger Columns Download Selected Ledger Columns

View Results	
Click on <u>underlined</u> description for additional information about the budget entry	

Report Parameters

Organization Budget Status Detail Report			
Summary Budget Adjustments Transaction Report			
Period Ending Jun 30, 2005			
As of Dec 17, 2004			
Chart of Accounts:	U William Paterson University of NJ	Commitment Type:	All
Fund:	100000 State Approp Nonfringe	Program:	10 Instruction
Organization:	590100 Dept of Purchasing User Training	Activity:	All
Account:	72130 Xerox & Print Shop	Location:	All
Fund Type:	All	Account Type:	72 Fixed Costs

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 01, 2004	Nov 10, 2004	<u>BUDGET3</u>	Copy	7,500.00	BT02
Report Total (of all records):				7,500.00	

Available Budget Balance: 7,500.00

Shared

View Results	This shows the amount transferred from non salary to set up the budget for fixed costs (in prior years this was done through an encumbrance).
Click: Another Query	You can click on Budget Queries at the bottom of the screen or MENU at the top, then Budget Queries

Select Document

Detail Transaction Report			
Document Type:	Journal Document	Commitment Type:	All
Document Code:	BUDGET3	Description:	Copy
Transaction Date:	01-Jul-2004		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
U	100000	590100	70000	10			(20,000.00)	BT02
U	100000	590100	72130	10			7,500.00	BT02
U	100000	590100	73100	10			2,500.00	BT02
U	100000	590100	73200	10			10,000.00	BT02

Save Query as


Shared

Another Query

No Related Documents Available

Create query to view sub-total for Transfers between funds (e.g. from department to capital project)	Enter account type (see page 21 for list of account types).
Click: Submit Query	

Year and Chart of Accounts fields.


 You may select a Fiscal Period and Year to compare to the required Fiscal Period placed next to the corresponding comparison fiscal period.

Fiscal year:	2005	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	U	Index	
Fund	100000	Activity	
Organization	590100	Location	
Grant		Fund Type	
Account		Account Type	92
Program	10		

Include Revenue Accounts

Save Query as:

Shared



Note: transfers between funds were not visible to the department in FRS. When a transfer was requested, a budget transfer was done to increase or decrease the non salary pool but the other side of the transaction (movement of the cash) could not be viewed by the department. In Banner viewing the complete transaction is possible-see page 33.

View Results	
Click on underlined transfer to see detail	

You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2005

As of Dec 16, 2004

Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All
Account Type	92 Transfers Out Deductions		

Query Results

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
92200	Transfers Out Capital Projects	0.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
Report Total (of all records)		0.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00

Note: the number in the Available Balance column for Transfer accounts does not represent a true balance available (as in the other account types). Transfers between funds require both budget and accounting transfers; one through a budget revision, the other through a journal entry. If there is a number in the Available Balance column, it means only one of the two transactions have been completed. In this case, the requested transfer has been budgeted, with a corresponding decrease in the non salary pool; however, the journal entry that moves the cash between funds has not been completed.

View Results	Shows detail on budget transfers (questions about budget transfers should be directed to the Budget Office ext. 2843).
Click: Another Query	You can click on Another Query at the bottom of the screen or MENU at the top, then Budget Queries

Search

Personal Information Employee Finance

Select Document Code link to display transaction detail for all accounting sequences for a specific document

Report Parameters

Organization Budget Status Detail Report			
Summary Budget Adjustments Transaction Report			
Period Ending Jun 30, 2005			
As of Dec 16, 2004			
Chart of Accounts:	U William Paterson University of NJ	Commitment Type:	All
Fund:	100000 State Approp Nonfringe	Program:	10 Instruction
Organization:	590100 Dept of Purchasing User Training	Activity:	All
Account:	92200 Transfers Out Capital Projects	Location:	All
Fund Type:	All	Account Type:	92 Transfers Out Deductions

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 20, 2004	Nov 11, 2004	BUDGET4	Tmsfr to capital project/rduc n/s	5,000.00	BT02
Report Total (of all records):				5,000.00	

Available Budget Balance: 5,000.00

View Results	This shows the amount transferred out to another fund (a capital project).
Click: Another Query	You can click on Another Query at the bottom of the screen or MENU at the top, then Budget Queries

http://bkrstecr01.3030.pis1.rdg.edu/~bkrstecr01/.../report.html?member=BBB&...&date=20040720&doc...

William Paterson University (TEST)

Search

Personal Information **Finance**

Select Document


Detail Transaction Report			
Document Type:	Journal Document	Commitment Type:	All
Document Code:	BUDGET4	Description:	Tnsfr to capital project/rduc n/s
Transaction Date:	20-Jul-2004		


Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
U	100000	590100	92200	10			5,000.00	BT02
U	100000	590100	70000	10			(5,000.00)	BT02

Shared

Create query to view sub-total for non salary (excluding fixed costs)	Enter account type (see page 21 for list of account types).
Click: Submit Query	

 If Grant information is queried, all retrieved data is Grant Inception to Date. Other Query to be successful, a user with Fund/Organization Query access must enter Year and Chart of Accounts fields.


 You may select a Fiscal Period and Year to compare to the required Fiscal Period placed next to the corresponding comparison fiscal period.

Fiscal year:	2005	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	U	Index	
Fund	100000	Activity	
Organization	590100	Location	
Grant		Fund Type	
Account		Account Type	71
Program	10		

Include Revenue Accounts

Save Query as:

Shared



View Results	Note: Available budget balance in the non salary pool is the number in the bottom right corner. (This amount does not include any requisitions that are in the approval cycle. The value of these in-process requisitions must be subtracted for an accurate balance. To search for in-process requisitions, Click on the Document Number button. Enter the name of the requisitioner (last name, first initial) in the User field. In the Approved field, select No. Click Execute Query. You will receive a list of the requisitions created by the requisitioner that have not yet been approved).
Drill down on account to see detail by clicking on selected account. You can drill down on any <u>underlined</u> number.	This drill down process will lead you to where you can see invoice payments and related documents.

Address http://bnr1score:9030/pls/TEST/bwfkprvu.P_Budget_Start?pampidm=100390&atypier=&pamproto=&viewby=detail&adoptedbudget=on&acctdbudget=&ytd=on&budgetadj=on&encumb=

Organization Budget Status Report

By Account

Period Ending Jun 30, 2005

As of Dec 07, 2004

Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All
Account Type	71 Non Salary Expenses		

Query Results

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
70000	Non-salary Pool	500,000.00	(25,000.00)	475,000.00	0.00	0.00	0.00	475,000.00
72110	Printing & Copying - external	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72120	Office Supplies	0.00	0.00	0.00	136.60	5,970.71	33.50	(6,140.81)
73000	Travel	0.00	0.00	0.00	0.00	4,000.00	0.00	(4,000.00)
73400	Official Reception	0.00	0.00	0.00	0.00	250.00	0.00	(250.00)
73830	Professional Development	0.00	0.00	0.00	0.00	1,000.00	0.00	(1,000.00)
76020	Equipment Less Than \$1000	0.00	0.00	0.00	0.00	10.00	0.00	(10.00)
Report Total (of all records)		500,000.00	(25,000.00)	475,000.00	136.60	11,230.71	33.50	463,599.19

Note: because non salary funds are pooled at account 70000, the negative available balance indicator for the other account codes is not relevant.

View Results	Shows payments charged to office supplies
Drill down on any document to see more detail (e.g. related PO) by clicking on selected document.	

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jun 30, 2005			
As of Dec 07, 2004			
Chart of Accounts:	U William Paterson University of NJ	Commitment Type:	All
Fund:	100000 State Approp Nonfringe	Program:	10 Instruction
Organization:	590100 Dept of Purchasing User Training	Activity:	All
Account:	72120 Office Supplies	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 01, 2004	Jun 24, 2004	10500053	Caddo Training	15.00	INEI
Jul 01, 2004	Jun 23, 2004	10500050	Caddo Training	50.00	INEI
Jul 01, 2004	Jun 23, 2004	10500049	Caddo Training	21.60	INEI
Jul 01, 2004	Jun 23, 2004	10500044	Caddo Training	50.00	INEI
Report Total (of all records):				136.60	

Available Budget Balance: (6,140.81)

Shared

View Results	This is where you see all related documents (see note below). See page 42 for how to look up related documents from View Document.
Drill down to see either invoice or PO detail by clicking on document.	

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	10500053	Description:	Caddo Training
Transaction Date:	01-Jul-2004		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
U	100000	590100	72120	10			15.00	INEI

Save Query as

Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 01, 2004	Purchase Order	P0500007	Approved

Note: this example below is from production where you will see all related documents and their status (we weren't able to simulate this in the TEST environment).

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 01, 2004	Requisition	R0500001	Approved
Sep 17, 2004	Check Disbursement	40002289	
Jul 01, 2004	Purchase Order	P0500001	Approved

[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#)

RELEASE: 6.0

View Results	This is the same as "View Document" from the menu.
--------------	--

View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0500053	1	P0500007	Jun 24, 2004	Jul 01, 2004	Jul 24, 2004	15.00
Complete:	Y	Approved:	Y	Vendor Inv	2020	
Open Paid:	O	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:	N	Income Type		
Accounting:	Document Level					
Vendor:	4038	Caddo Training				
		PO Box ABC1234				
		Wayne, NJ 07470				
Collects Tax:	Collects No Taxes					
Discount Code:	02 Net 30 Days					
Currency:						

Invoice Commodities

Item	Commodity	Description					
1		Binders					
	P O Item	U/M	Tax Group	ToOverride	Final Prnt	Last Rcv	Suspense
	1	EA					N

From the Financial Information Menu Click: View Document	You can click on View Documents at the bottom of the screen or MENU at the top, then View Document.
Select document type and number	
Requisition	8 digit number beginning with R05
Purchase Order	8 digit number beginning with P05
Invoice	8 digit number beginning with I05
Journal Voucher: Journal Entry	8 digit number beginning with J05
Journal Voucher: Budget Entry	8 digit number beginning with BU05
Encumbrance: Food Service	8 digit number beginning with FS05
Encumbrance: Travel	8 digit number beginning with TR05
Direct Cash Receipt	8 digit number beginning with CR05
Click: View Document	

View Document

i To display the details of a document enter parameters then select View document. Approval history. If you do not know the document number, select Document query and obtain a list of document numbers to choose from.

Choose type: Invoice

Submission#: Requisition
Purchase Order
Invoice
Journal Voucher
Encumbrance
Direct Cash Receipt

Display Account: Yes

Document Number: 10500053

Change Seq#:

Display Document Text: All Printable None

View document **Approval history**

View Results	This gives the same results as the drill down method from the budget query. If you know the requisition # you can go to View Documents to see related PO # and invoice, but you will not be able to see the invoice amount (you have to copy the invoice # and go into View Documents again). Then you will see the amount paid. To see the check number you must use the drill down method from the budget query (page 39).
--------------	--

View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
10500053	1	P0500007	Jun 24, 2004	Jul 01, 2004	Jul 24, 2004	15.00
Complete:	Y	Approved:	Y	Vendor Inv	2020	
Open Paid:	O	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:	N	Income Type		
Accounting:	Document Level					
Vendor:	4038 Caddo Training					
	PO Box ABC1234					
	Wayne, NJ 07470					
Collects Tax:	Collects No Taxes					
Discount Code:	02 Net 30 Days					
Currency:						

Invoice Commodities

Item	Commodity	Description						
1		Binders						
	P O Item	U/M	Tax Group	TolOverride	Final Prnt	Last Rcv	Suspense	
	1	EA					N	
		Ordered	Accepted	Invoiced	Approved	Disc	Add	Tax
								Met

To create the Budget Query	
Select: Budget Quick Query	Use this to view a single fund/org/program. It is similar to the Budget Status by Account. The main differences are: <ol style="list-style-type: none">1. data columns are pre-selected2. cannot query by account or fund type (no sub-totals).3. you cannot drill down on accounts.4. you cannot compare prior years.5. you cannot export data to excel. This is not a recommended query because of the above limitations.
Click: Create Query	

William Paterson University (TES)

Search

Personal Information Employee Finance

Budget Query by Account allows you to review budget information by account. Specific Organization, All Organizations, Grant, Fund Type, Account Type, or F

Budget Query by Organizational Hierarchy allows you to review budget informa. Structure, Specific Funds, high-level Organizations, Accounts, Programs, Func

Create a New Query

Type

Retrieve Existing Query

Saved Query

Enter Required Fields	
Fiscal year 2005	Fiscal period 14 (this means year to date)
Chart of Accounts U	U stands for University
Fund	6 digit number (e.g. 100000)
Organization	6 digit number (e.g. 590100)
Program	2 digit number (e.g. 10)
Location	Not a valid field: ALWAYS leave this blank
Index	Not a valid field: ALWAYS leave this blank
Grant	Use Grant number or FOP but not both
Account	Leave this blank if you want all accounts
Activity	Not a valid field: ALWAYS leave this blank
Click: Submit Query	

William Paterson University

Search

Personal Information Employee Finance

i Enter a value in either the Organization or Grant fields as well as the Fiscal year from the beginning through the end of the fiscal year, from Grant Ledger. Otherwise

Fiscal year: 2005

Chart of Accounts: U Index:

Fund: 100000 Grant:

Organization: 590100 Account:

Program: 10 Activity:

Location: **Commitment Type:** All

Include Revenue Accounts

Save Query as:

Shared

View Results	Only 15 accounts (lines) show at a time
Keep scrolling down with the scroll bar on the right until you see Next 15→	

Report Parameters					
Organization Budget Status Report					
By Account					
Period Ending Jun 30, 2005					
As of Dec 07, 2004					
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All		
Fund	100000 State Approp Nonfringe	Program	10 Instruction		
Organization	590100 Dept of Purchasing User Training	Activity	All		
Account	All	Location	All		
Query Results					
Account	Account Title	Adjusted Budget Year to Date	Commitments	Available Balance	
61010	Faculty, Full-time	75,000.00	0.00	0.00	75,000.00
61110	Unclassified, 12M 35 Hr	50,000.00	0.00	0.00	50,000.00
61210	Classified, 12M 35 Hr	30,000.00	0.00	0.00	30,000.00
61310	Maintenance	30,000.00	0.00	0.00	30,000.00
62120	Part-time, Hourly	1,000.00	0.00	0.00	1,000.00
62350	Student Assistants-Other	1,000.00	0.00	0.00	1,000.00
70000	Non-salary Pool	475,000.00	0.00	0.00	475,000.00
72110	Printing & Copying - external	0.00	0.00	0.00	0.00
72120	Office Supplies	0.00	136.60	6,004.21	(6,140.81)
72130	Xerox & Print Shop	7,500.00	0.00	0.00	7,500.00
73000	Travel	0.00	0.00	4,000.00	(4,000.00)
73100	Telephone	2,500.00	0.00	0.00	2,500.00

3 totals are displayed on each page:	
Screen total	Sub-total for the page
Running total	Cumulative from previous pages
Report total (of all Records)	All pages (entire budget)
On the last page of a query you can go back to previous pages by clicking on ←Previous 15	
Click: Another Query	You can click on Another Query at the bottom of the screen or MENU at the top, then Budget Queries

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2005			
As of Dec 07, 2004			
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
76020	Equipment Less Than \$1000	0.00	0.00	10.00	(10.00)
92200	Transfers Out Capital Projects	5,000.00	0.00	0.00	5,000.00
Screen total		5,000.00	0.00	10.00	4,990.00
Running total		687,000.00	136.60	11,264.21	675,599.19
Report Total (of all records)		687,000.00	136.60	11,264.21	675,599.19

To Create the Budget Query	
Select: Budget Status by Organizational Hierarchy	Use this to view information for higher level organizations (e.g. college)
Click: Create Query	

William Paterson University (TEST)

Search

Personal Information Employee Finance

i Budget Query by Account allows you to review budget information by account for the Financial Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Account.

Budget Query by Organizational Hierarchy allows you to review budget information of organizational Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account.

Create a New Query

Type

Retrieve Existing Query

Saved Query

Select columns to display	
<input checked="" type="checkbox"/> Adopted Budget	Original Budget
<input checked="" type="checkbox"/> Budget Adjustment	Budget transfer/revision
<input checked="" type="checkbox"/> Adjusted Budget	Adopted Budget plus/minus Budget Adj.
<input type="checkbox"/> Temporary Budget	Not used
<input type="checkbox"/> Accounted Budget	Not used
<input checked="" type="checkbox"/> Year to Date	Year to date <u>paid</u> expenses
<input checked="" type="checkbox"/> Encumbrances	Purchase orders, food service and travel encumbrances
<input checked="" type="checkbox"/> Reservations	<u>Approved</u> (by the department and Purchasing) purchase requisitions. In-process (unapproved requisitions) are not included-see page 37 to see how to look-up.
<input type="checkbox"/> Commitments	Encumbrances plus Reservations
<input checked="" type="checkbox"/> Available Balance	Adjusted Budget minus Year to date minus Encumbrances and Reservations.
Click: Continue	

William Paterson Univ

Search

Personal Information Employee Finance


Queries by Organizational Hierarchy have six levels Related Document view.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

Enter the Required Fields	
Fiscal year 2005	Fiscal period 14 (this means year to date)
Commitment: All	Relates to year end closing process.
Chart of Accounts U	U stands for University
Fund	6 digit number (e.g. 100000)
Organization	< 6 digit number (e.g. 59)
Grant	Leave this blank
Account	Leave this blank if you want all accounts
Program	Leave this blank if you want all programs
Index	Not a valid field: ALWAYS leave this blank
Activity	Not a valid field: ALWAYS leave this blank
Location	Not a valid field: ALWAYS leave this blank
Click: Submit Query	This will bring back all the activity with grand totals for each column (no sub-totals)

 You may select a Fiscal Period and Year to compare to the required Fiscal placed next to the corresponding comparison fiscal period.

Fiscal year: 2005 **Fiscal period:** 14

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

Commitment Type: All

Chart of Accounts: U Index:

Fund: 100000 Activity:

Organization: 59 Location:

Grant: Fund Type:

Account: Account Type:

Program:

Include Revenue Accounts

Save Query as:

Shared

View Results	All organizations that report up to the selected higher level organization will be shown. However, if they are associated with a fund other than the one specified in the parameter of the query, activity for them will be blank (e.g. Athletics has department budget funded by the State Appropriation and also the Athletic Fee. All orgs would show up in this hierarchy query but if parameters were for fund 100000, the org associated with the State Appropriation would have activity and the org associated with the Fee would not). To see all funds, leave this field blank.
Drill down to see detail by clicking on <u>underlined</u> organization	

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2005			
As of Dec 08, 2004			
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	All
Organization	59 College of User Training	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
<u>59</u>	College of User Training							
590100	Dept of Purchasing User Training	687,000.00	0.00	687,000.00	136.60	11,230.71	33.50	675,599.19
590200	Dept of Computer User Training	130,500.00	0.00	130,500.00	0.00	0.00	0.00	130,500.00
59 Rollup		817,500.00	0.00	817,500.00	136.60	11,230.71	33.50	806,099.19

Download All Ledger Columns Download Selected Ledger Columns

View Results	
Continue to drill down by clicking on <u>underlined</u> organization	

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2005			
As of Dec 08, 2004			
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	All
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
<u>590100</u>	Dept of Purchasing User Training	687,000.00	0.00	687,000.00	136.60	11,230.71	33.50	675,599.19
590100 Rollup		687,000.00	0.00	687,000.00	136.60	11,230.71	33.50	675,599.19

Shared

View Results	Brings back summary information (account type level one), available only in the query Budget Status by Organizational Hierarchy.
Continue to drill down by clicking on <u>underlined</u> level one account types (Non Salary)	

Report Parameters

Organization Budget Status Report

By Account Type

Period Ending Jun 30, 2005

As of Dec 08, 2004

Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	All
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
<u>50</u>	Revenues							
<u>60</u>	Salaries & Benefits	187,000.00	0.00	187,000.00	0.00	0.00	0.00	187,000.00
<u>70</u>	Non Salary Expenses	500,000.00	(5,000.00)	495,000.00	136.60	11,230.71	33.50	483,599.19
<u>80</u>	Transfers	0.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
590100	Rollup	687,000.00	0.00	687,000.00	136.60	11,230.71	33.50	675,599.19

Download All Ledger Columns Download Selected Ledger Columns

Save Query as: _____

Done Local intranet

View Results	
Click on <u>underlined</u> level two account types (Non Salary expenses)	

Report Parameters

Organization Budget Status Report

By Account Type

Period Ending Jun 30, 2005

As of Dec 08, 2004

Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	All
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
<u>71</u>	Non Salary Expenses	500,000.00	(25,000.00)	475,000.00	136.60	11,230.71	33.50	463,599.19
<u>72</u>	Fixed Costs	0.00	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00
<u>79</u>	Depreciation							
70 Rollup		500,000.00	(5,000.00)	495,000.00	136.60	11,230.71	33.50	483,599.19

Shared

View Results	Note that this provides the same results as the query Budget Status by Account, with the selected parameter for Account type 71 (non salary expenses).
Scroll to either the top or bottom of the screen to go back to the main Financial Information Menu	

Report Parameters									
Organization Budget Status Report									
By Account									
Period Ending Jun 30, 2005									
As of Dec 08, 2004									
Chart of Accounts	U William Paterson University of NJ			Commitment Type	All				
Fund	100000 State Approp Nonfringe			Program	All				
Organization	590100 Dept of Purchasing User Training Activity			Activity	All				
Account	All			Location	All				
Account Type	71 Non Salary Expenses								
Query Results									
Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance	
70000	Non-salary Pool	500,000.00	(25,000.00)	475,000.00	0.00	0.00	0.00	0.00	475,000.00
72110	Printing & Copying - external	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72120	Office Supplies	0.00	0.00	0.00	136.60	5,970.71	33.50	(6,140.81)	
73000	Travel	0.00	0.00	0.00	0.00	4,000.00	0.00	(4,000.00)	
73400	Official Reception	0.00	0.00	0.00	0.00	250.00	0.00	(250.00)	
73830	Professional Development	0.00	0.00	0.00	0.00	1,000.00	0.00	(1,000.00)	
76020	Equipment Less Than \$1000	0.00	0.00	0.00	0.00	10.00	0.00	(10.00)	
Report Total (of all records)		500,000.00	(25,000.00)	475,000.00	136.60	11,230.71	33.50	463,599.19	

3) Create Encumbrance Query

From the Financial Information Menu	You can click on Encumbrance Query at the bottom of the screen or MENU at the top, then Encumbrance Query.
Select: Encumbrance Query	This query provides the activity detail of the encumbrances. It includes purchase orders, travel and food service encumbrances.

William Paterson University

Search

Personal Information Finance

Financial Information

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Requisition](#)
- [Approve Documents](#)
- [View Document](#)

[[Budget Queries](#) | [Encumbrance Query](#)]

RELEASE: 6.1

Enter the Required Fields	You can retrieve a saved query here
Fiscal year 2005	Fiscal period 14 (this means year to date)
Encumbrance Status: All	Choose Open, closed or All
Commitment: All	Relates to year-end closing process.
Chart of Accounts U	U stands for University
Fund	6 digit number (e.g. 100000)
Organization	6 digit number (e.g. 590100)
Grant	Use Grant number or FOP but not both
Account	Leave this blank if you want all accounts
Program	2 digit number (e.g.10)
Index	Not a valid field: ALWAYS leave this blank
Activity	Not a valid field: ALWAYS leave this blank
Location	Not a valid field: ALWAYS leave this blank
Fund Type	Leave this blank (used by accountants only)
Account Type	Use 71 if you want to view non salary only
Click: Submit Query	

The screenshot shows a web browser window with the URL http://bnrtstcore:3030/pls/TEST/bwkrpqqu.P_Encumb_Start. The page contains a form for configuring a query. At the top, there is a section for "Existing Query" with a dropdown menu set to "None" and a "Retrieve Query" button. Below this, the form is organized into two columns of fields:

- Left Column:**
 - Fiscal year:** 2005
 - Encumbrance Status:** All
 - Commitment Type:** Open, Closed, All (All is selected)
 - Chart of Accounts:** U
 - Fund:** 100000
 - Organization:** 590100
 - Grant:** (empty)
 - Account:** (empty)
 - Program:** 10
- Right Column:**
 - Fiscal period:** 14
 - Index:** (empty)
 - Activity:** (empty)
 - Location:** (empty)
 - Fund Type:** (empty)
 - Account Type:** 71

At the bottom of the form, there is a "Save Query as:" text box, a checkbox for "Shared" (which is unchecked), and a "Submit Query" button.

View Results	This query details all the activity of the encumbrance as opposed to the budget query, which provides the current commitment (net) only.
Use scroll bar on right to scroll down	

Report Parameters										
Organization Encumbrance Status Report										
All Encumbrance Summary by Document, Account Distribution										
Period Ending Jun 30, 2005										
As of Dec 07, 2004										
Chart of Accounts	U William Paterson University of NJ				Commitment Type	All				
Fund Code	100000 State Approp Nonfringe				Program Code	10 Instruction				
Orgn Code	590100 Dept of Purchasing User Training				Activity Code	All				
Account Code	All				Location Code	All				
Fund Type	All				Account Type	71 Non Salary Expenses				
Query Results										
Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type	
72110	P0500045	Caddo Training	10.00	(10.00)	.00	.00	.00	.00	U	
72120	P0500003	Caddo Training	24.00	.00	(21.60)	21.60	2.40	90.00	U	
72120	P0500004	Caddo Training	50.00	.00	(50.00)	50.00	.00	100.00	U	
72120	P0500006	Caddo Training	50.00	.00	(50.00)	50.00	.00	100.00	U	
72120	P0500007	Caddo Training	15.00	.00	(15.00)	15.00	.00	100.00	U	
72120	P0500008	Caddo Training	110.00	(110.00)	.00	.00	.00	.00	U	
72120	P0500009	Caddo	20.00	(20.00)	.00	.00	.00	.00	U	

3 totals are displayed on each page:	
Screen total	Sub-total for the page
Running total	Cumulative from previous pages
Report Total (of all Records)	All pages (entire budget)
Click: Next 15→ to see additional accounts	

72120	P0500010	Caddo Training	60.00	.00	.00	.00	60.00	.00	U
72120	P0500011	Caddo Training	100.00	.00	.00	.00	100.00	.00	U
72120	P0500012	Caddo Training	62.50	.00	.00	.00	62.50	.00	U
72120	P0500013	Caddo Training	50.00	.00	.00	.00	50.00	.00	U
72120	P0500014	Caddo Training	30.00	.00	.00	.00	30.00	.00	U
72120	P0500015	Caddo Training	21.00	.00	.00	.00	21.00	.00	U
72120	P0500016	Caddo Training	6.00	.00	.00	.00	6.00	.00	U
72120	P0500017	Caddo Training	30.00	.00	.00	.00	30.00	.00	U
Screen Total			638.50	(140.00)	(136.60)	136.60	361.90	27.40	
Running Total			638.50	(140.00)	(136.60)	136.60	361.90	27.40	
Report Total (of all records)			10,318.31	1,049.00	(136.60)	136.60	11,230.71	1.20	

Next 15 >

Another Query

[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Finance Requisition/Purchase Order](#)

On the last page of the query you can go back to previous pages	
Click: ←Previous 15 to go back	
Click on <u>underlined</u> document code see encumbrance detail	Note that you can only drill down on the document code in this query (note they are <u>underlined</u>), where you will see related documents, except the check number for paid invoices which are only available from budget query drill down.

72120	<u>P0500037</u>	Caddo Training	1,100.00	.00	.00	.00	1,100.00	.00	U
72120	<u>P0500038</u>	Caddo Training	10.00	.00	.00	.00	10.00	.00	U
72120	<u>P0500039</u>	Caddo Training	110.00	.00	.00	.00	110.00	.00	U
72120	<u>P0500040</u>	Caddo Training	250.00	.00	.00	.00	250.00	.00	U
72120	<u>P0500041</u>	Caddo Training	50.00	.00	.00	.00	50.00	.00	U
72120	<u>P0500042</u>	DellTraining	24.75	.00	.00	.00	24.75	.00	U
72120	<u>P0500043</u>	Caddo Training	100.00	.00	.00	.00	100.00	.00	U
72120	<u>P0500044</u>	Caddo Training	100.00	1,199.00	.00	.00	1,299.00	.00	U
72120	<u>P0500045</u>	Caddo Training	10.00	.00	.00	.00	10.00	.00	U
72120	<u>P0500049</u>	Caddo Training	2.00	.00	.00	.00	2.00	.00	U
72120	<u>S050001</u>	Caddo Training	2,154.00	.00	.00	.00	2,154.00	.00	U
Screen Total			3,946.25	1,199.00	.00	.00	5,145.25	.00	
Running Total			4,848.71	1,049.00	(136.60)	136.60	5,761.11	2.32	
Report Total (of all records)			10,318.31	1,049.00	(136.60)	136.60	11,230.71	1.20	

< Previous 15

View Results	
Continue to drill down by clicking on the <u>underlined</u> document code.	

William Paterson University (TEST)

Search MENU SITE MAP HELP EXIT

Personal Information Employee Finance

Select the Document Number link or the Document Code link to display the entire document.

Selected Document
Encumbrance Detail Status Report
 By Document, Account Distribution
 Period Ending Jun 30, 2005
 As of Dec 07, 2004

Chart of Accounts	U William Paterson University of NJ	Commitment Type	Uncommitted
Document Number	P0500037	Document Date	Jul 01, 2004
Transaction Description	Caddo Training		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
P0500037	PORD	1,100.00	.00	.00	.00	0		1100000	590100	72120	10		

Done Local intranet

View Results	This is the same as View Document from the menu
--------------	---

Address: http://bmrstcore.30307pis71E317bwrkvdcc.F_viewDoc?action=Display+FD&global_doc=P0500037&subm

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0500037		Jun 23, 2004	Jul 01, 2004	Jul 01, 2004		1,100.00

Requisition No.:	R0500038	Requisition Date	06/01/2004
------------------	----------	------------------	------------

Complete:	Y	Approved:	Y	Type:	Regular
Cancel Reason:		Date:			
Requestor:	Train Requisitioner 6	590100	Dept of Purchasing User Training		
	973-720-2000	requisitioner6@wpunj.edu			
Accounting:	Document Level				
Ship to:	William Paterson University				
	300 Pompton Road				
	College Hall				
	Wayne, NJ 07470				
Attention:	chris in rec center office # 4				
Contact:					
Vendor:	855005000	Caddo Training			
	1234 Main Street				
	Wayne, NJ 07470				

From the Financial Information Menu Click: View Document	You can click on View Documents at the bottom of the screen or MENU at the top, then View Document.
Select document type and number	
Requisition	8 digit number beginning with R05
Purchase Order	8 digit number beginning with P05
Invoice	8 digit number beginning with I05
Journal Voucher: Journal Entry	8 digit number beginning with J05
Journal Voucher: Budget Entry	8 digit number beginning with BU05
Encumbrance: Food Service	8 digit number beginning with FS05
Encumbrance: Travel	8 digit number beginning with TR05
Direct Cash Receipt	8 digit number beginning with CR05
Click: View Document	

View Document

i To display the details of a document enter parameters then select View document or Approval history. If you do not know the document number, select Document query and obtain a list of document numbers to choose from.

Choose type:

Submission#: **Change Seq#**

Display Accounting Information

Yes **No**

Display Document Text

All **Printable** **None**

4) Export Query Data to Excel

From the Financial Information Menu, create a query to export to excel.	See page 6 for instructions on creating queries for all accounts and page 36 for non salary only, as shown below.
Click: Download Selected Ledger Columns	This feature is available on the Encumbrance and all Budget Queries except the Budget Quick Query.

Period Ending Jun 30, 2005			
As of Dec 21, 2004			
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	590100 Dept of Purchasing User Training	Activity	All
Account	All	Location	All
Account Type	71 Non Salary Expenses		

Query Results

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Budget Adjustment	FY05/PD14 Adjusted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
70000	Non-salary Pool	500,000.00	(25,000.00)	475,000.00	0.00	0.00	0.00	475,000.00
72110	Printing & Copying - external	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72120	Office Supplies	0.00	0.00	0.00	136.60	5,970.71	33.50	(6,140.81)
73000	Travel	0.00	0.00	0.00	0.00	4,000.00	0.00	(4,000.00)
73400	Official Reception	0.00	0.00	0.00	0.00	250.00	0.00	(250.00)
73830	Professional Development	0.00	0.00	0.00	0.00	1,000.00	0.00	(1,000.00)
76020	Equipment Less Than \$1000	0.00	0.00	0.00	0.00	10.00	0.00	(10.00)
Report Total (of all records)		500,000.00	(25,000.00)	475,000.00	136.60	11,230.71	33.50	463,599.19

After you click Download Selected Ledger Columns, this box will appear	
Click: Save	

Period Ending Jun 30, 2005
As of Dec 21, 2004

Chart of Accounts U William Paterson University of NJ Commitment Type All

Fund 100000 State Approp Nonfringe
Organization 590100 Dept of Purchasing Use
Account All
Account Type 71 Non Salary Expenses

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: CAKP2R8H.csv
File type: Microsoft Excel Comma Separated Values File
From: bnrtscore

Would you like to open this file?

Always ask before opening this type of file

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Reservations	FY05/PD14 Available Balance
70000	Non-salary Pool	500,000.00	0.00	475,000.00
72110	Printing & Copying - external	0.00	0.00	0.00
72120	Office Supplies	0.00	33.50	(6,140.81)
73000	Travel	0.00	0.00	(4,000.00)
73400	Official Reception	0.00	0.00	(250.00)
73830	Professional Development	0.00	0.00	(1,000.00)
76020	Equipment Less Than \$1000	0.00	0.00	(10.00)
Report Total (of all records)		500,000.00	33.50	463,599.19

Download All Ledger Columns | Download Selected Ledger Columns

http://bnrtscore:9030/pls/TEST/bwfkpxu_P_ReportE?coas=U&fund=100000&program=10&inclrev=&atyp=71&fyp=&orgn=590100&actv=&refnu Local intranet

Go to the drive and directory where you want to save the file and change the default file name to something more descriptive.	Saved as TEST QUERY here.
Click: Save	Note it will be saved as csv file

The screenshot shows a Microsoft Internet Explorer window displaying a budget query report. The report title is "Report A - Microsoft Internet Explorer" and the address bar shows a URL from bntstcore. The report content includes:

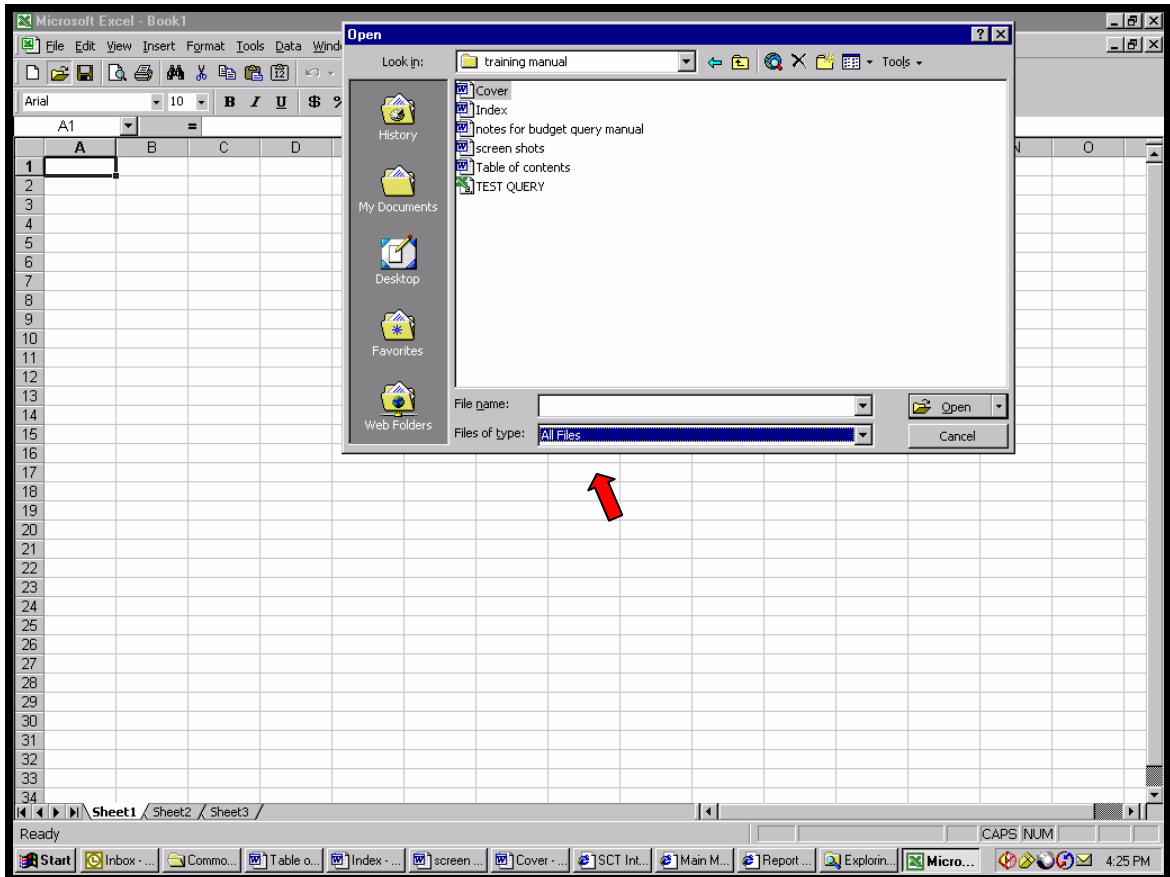
- Period Ending Jun 30, 2005
- As of Dec 21, 2004
- Chart of Accounts: U William Paterson University of NJ, Commitment Type: All
- Fund: 100000 State Approp Nonfringe
- Organization: 590100 Dept of Purchasing Use
- Account: All
- Account Type: 71 Non Salary Expenses

A "Save As" dialog box is open over the report, showing the file name "TEST QUERY" circled in red. The dialog box also shows the save location as Desktop and the save type as "Microsoft Excel Comma Separated Values File".

Account	Account Title	FY05/PD14 Adopted Budget	FY05/PD14 Reservations	FY05/PD14 Available Balance
70000	Non-salary Pool	500,000.00	0.00	475,000.00
72110	Printing & Copying - external	0.00	0.00	0.00
72120	Office Supplies	0.00	33.50	(6,140.81)
73000	Travel	0.00	4,000.00	(4,000.00)
73400	Official Reception	0.00	250.00	(250.00)
73830	Professional Development	0.00	1,000.00	(1,000.00)
76020	Equipment Less Than \$1000	0.00	10.00	(10.00)
Report Total (of all records)		500,000.00	11,230.71	463,599.19

Convert csv file to excel file	
Open excel	
Change files of type to: All files	

Click on saved csv file	TEST QUERY here
-------------------------	-----------------



Results look like an excel file (but are not).	
--	--

The top screenshot displays the following data:

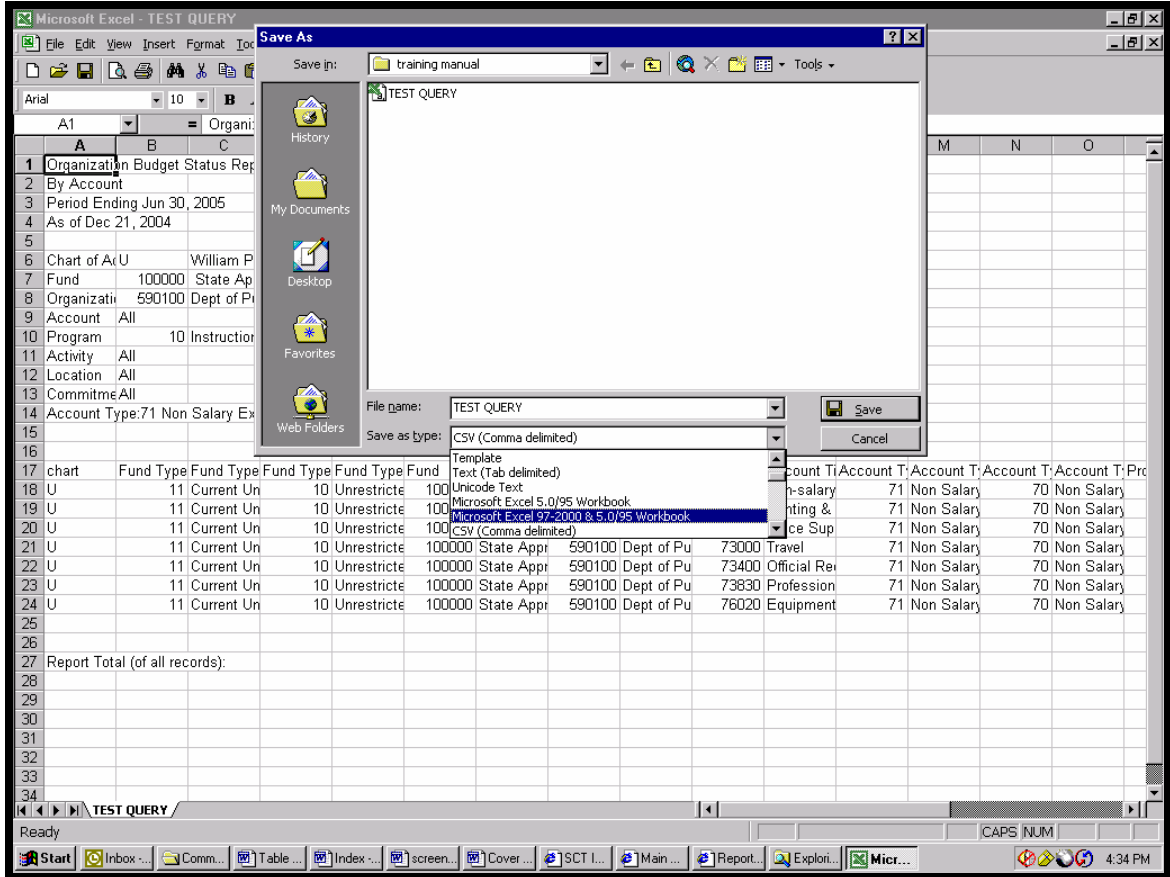
chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organizati	Organizati	Account	Account Ti	Account T:	Account T:	Account T:	Account T:	Pr
U	11	Current Un	10	Unrestrict	100000	State Appr	590100	Dept of Pu	70000	Non-salary	71	Non Salary	70	Non Salary	
U	11	Current Un	10	Unrestrict	100000	State Appr	590100	Dept of Pu	72110	Printing &	71	Non Salary	70	Non Salary	
U	11	Current Un	10	Unrestrict	100000	State Appr	590100	Dept of Pu	72120	Office Sup	71	Non Salary	70	Non Salary	
U	11	Current Un	10	Unrestrict	100000	State Appr	590100	Dept of Pu	73000	Travel	71	Non Salary	70	Non Salary	
U	11	Current Un	10	Unrestrict	100000	State Appr	590100	Dept of Pu	73400	Official Rev	71	Non Salary	70	Non Salary	
U	11	Current Un	10	Unrestrict	100000	State Appr	590100	Dept of Pu	73830	Profession	71	Non Salary	70	Non Salary	
U	11	Current Un	10	Unrestrict	100000	State Appr	590100	Dept of Pu	76020	Equipment	71	Non Salary	70	Non Salary	

The bottom screenshot displays the following summary data:

Account T:	Account T:	Program	Program T	Fiscal Yea	Fiscal peri	Adopted B	Budget Ad	Adjusted E	Year to Da	Encumbrat	Reservatio	Available	Balance
70	Non Salary	10	Instruction	2005	14	500000	-25000	475000	0	0	0	475000	
70	Non Salary	10	Instruction	2005	14	0	0	0	0	0	0	0	
70	Non Salary	10	Instruction	2005	14	0	0	0	136.6	5970.71	33.5	-6140.81	
70	Non Salary	10	Instruction	2005	14	0	0	0	0	4000	0	-4000	
70	Non Salary	10	Instruction	2005	14	0	0	0	0	250	0	-250	
70	Non Salary	10	Instruction	2005	14	0	0	0	0	1000	0	-1000	
70	Non Salary	10	Instruction	2005	14	0	0	0	0	10	0	-10	
						500000	-25000	475000	136.6	11230.71	33.5	463599.2	

To save as an excel file	
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From the tool bar above, select File\Save As	
Change file type from csv to excel	
Click: Save	File is now ready to work with in excel (i.e. format columns and rows, insert formulas, etc.) You can go into windows explorer and delete the csv file.



Appendix

Compare FRS Account to Banner FOAP

FRS	Banner
Ledger	Fund Code
Department	Organization Code (a.k.a. org)
Object Code	Account Code
Purpose Code (not visible in FRS)	Program Code

Example: Budget Office supplies expense

FRS	Banner
1 75600 2120	100000 870100 72120 35

Compare FRS Screens to Banner Queries

FRS	Banner
Screen 19 (year to date)	Budget Query by Account Status (FOP only)
Salary available balance	Budget Query by Account Status (FOP + acct type 61)
Non salary available balance	Budget Query by Account Status (FOP + acct type 71)
Fixed Costs available balance	Budget Query by Account Status (FOP + acct type 72)
Screen 29 (project to date)	Budget Query by Account Status (Grant # only)
Screens 20 & 21	Encumbrance Query
Screen 23	Budget Status by Account: click underlined account
Screen 28	Budget Status by Account: query criteria
none	Budget Status by Organizational Hierarchy

References (click on Windows Explorer icon and scroll to K drive)

FRS to Banner Crosswalks (these are excel files)

FRS account to Banner FOP

K:\Campus Shared Folders\Banner Finance Reference\FRS account to Banner FOP.xls

FRS object code to Banner Account

K:\Campus Shared Folders\Banner Finance Reference\FRS object code to Banner Account.xls

Banner FOAP Hierarchies (these are web files)

Fund K:\Campus Shared Folders\Banner Finance Reference\fund hierarchy report.htm

Organization K:\Campus Shared Folders\Banner Finance Reference\organization hierarchy report.htm

Account K:\Campus Shared Folders\Banner Finance Reference\account hierarchy report.htm

Program K:\Campus Shared Folders\Banner Finance Reference\program hierarchy report.htm

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