# Budget Queries in Self Service Banner

The Budget Queries functionality can provide detailed information on departmental budgets. A report can be created to show a department's budget, year-to-date expenditures, encumbrances, as well as balance available. From this query, the user may "drill down" and review the specific information which makes up the totals in each column.

On the "For Finance" tab in MyCCRI, choose "Budget Query" from the listing. Four options are available, all with varying levels of functionality and detail. Each option is discussed below.
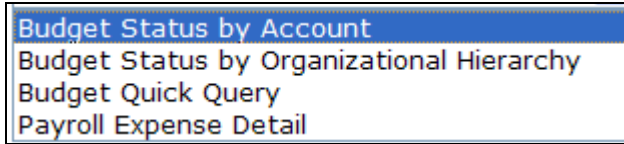
The first option, **Budget Status by Account** query, allows a user to review detailed budget information by account code for a specified period of time. Choose "Budget Status by Account" from the dropdown menu, and click the "Create Query" button. The data retrieved by this query is the same as would result in the FGIBDST (Organization Budget Status) screen in Banner INB.
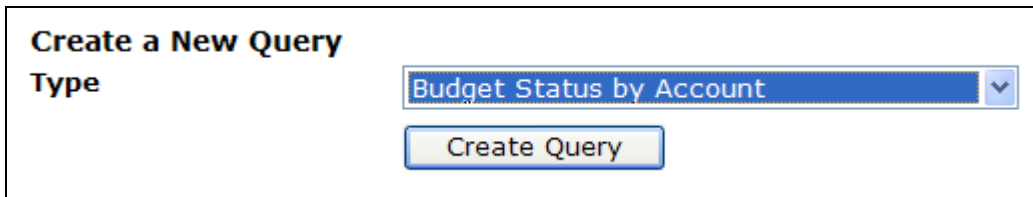
The next screen details columns for display on the Query report. Select the data columns to be displayed. In order to have the most drill down functionality available in the query results, choose "Encumbrances" and "Reservations" for purchase orders and requisitions. If you choose "Commitments", no drill down is available.
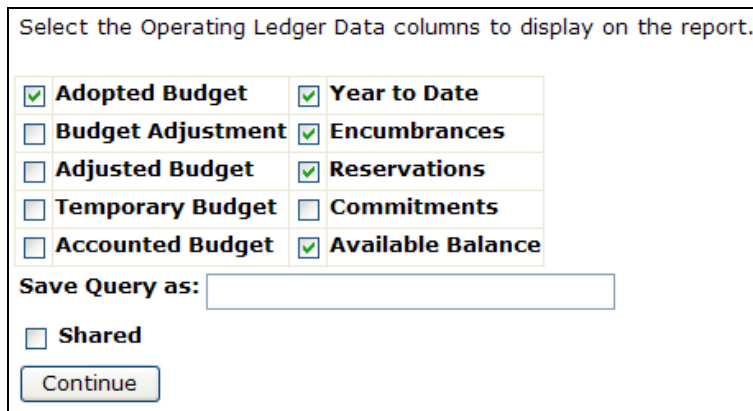
A user may also save a query for future use by giving it a name in the blank field. If you click the "Shared" check box, the saved query to be viewed by other Banner Finance users with security access to the department's organization codes. Any saved queries can be retrieved from

the main "For Finance" tab by selecting the appropriate query from the "Retrieve Existing Query – Saved Query" option.

When done selecting the columns to be displayed, click the "Continue" button. The next screen allows the user to make identify specific FOAP to be reported in the query as well as the desired fiscal period/year.

Note the following:
- Fiscal Year, Fiscal Period, and Chart of Accounts must be entered. Use fiscal period 12 to retrieve all year to date activity.
- A value must be entered for Organization or Grant in order to proceed with the query.
- Grants Only: If the Grant field is populated, the retrieved data will be from grant inception to date. If the Grant field is not populated, all information retrieved is for the specified fiscal year and period only.
- To display all accounts displayed, leave the "Account" field blank. To display information for one account only, enter the appropriate account number.

Click "Submit Query" when completed. Sample results are shown below. As shown below, the report will show the Adopted Budget, Year to Date Expenditures, Encumbrances, Reservations, Commitments and Available Balance.

Report Parameters

Organization Budget Status Report
By Account
Period Ending Jun 30, 2012
As of Feb 07, 2012

Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	WA6044 Electronics	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY12/PD12 Adopted Budget	FY12/PD12 Year to Date	FY12/PD12 Encumbrances	FY12/PD12 Reservations	FY12/PD12 Commitments	FY12/PD12 Available Balance
611020	Classified Permanent	34,591.00	18,947.95	0.00	0.00	0.00	15,643.05
612011	Faculty	138,994.00	75,377.47	0.00	0.00	0.00	63,616.53
612042	PT Support Staff	2,000.00	1,000.00	0.00	0.00	0.00	1,000.00
612043	Day Overload Lecturers	5,850.00	4,680.00	0.00	0.00	0.00	1,170.00
612045	Extended Day Lecturers	28,070.00	27,890.40	0.00	0.00	0.00	179.60
612046	Honorariums	0.00	1,500.00	0.00	0.00	0.00	(1,500.00)
641010	ERS Retirement	7,949.00	4,351.27	0.00	0.00	0.00	3,597.73
641020	ERS RetirementHealth	2,331.00	1,299.64	0.00	0.00	0.00	1,031.36
642010	TIAA/CREF	12,509.00	6,783.93	0.00	0.00	0.00	5,725.07
643020	BOG Retirement Health	3,739.00	1,969.35	0.00	0.00	0.00	1,769.65
644010	FICA Biweekly	13,279.00	7,070.29	0.00	0.00	0.00	6,208.71
644020	FICA Lecturers	750.00	612.03	0.00	0.00	0.00	137.97
645000	Assessed Fringe Benefit	6,234.00	3,199.25	0.00	0.00	0.00	3,034.75
647010	Medical Insurance	18,765.00	9,455.32	0.00	0.00	0.00	9,309.68
647030	Dental Insurance	999.00	546.08	0.00	0.00	0.00	452.92
647040	Vision Insurance	211.00	117.03	0.00	0.00	0.00	93.97
714030	Office Expense	716.00	0.00	0.00	0.00	0.00	716.00
714181	Computer Software	14,880.00	0.00	2,558.80	0.00	2,558.80	12,321.20
714221	Educ and Rec Supplies	4,000.00	0.00	359.97	1,539.94	1,899.91	2,100.09
714231	Computer Supplies	1,600.00	0.00	0.00	0.00	0.00	1,600.00
Report Total (of all records)		297,467.00	164,800.01	2,918.77	1,539.94	4,458.71	128,208.28

Download All Ledger Columns   Download Selected Ledger Columns   View Payroll Expense Detail

Save Query as: _____

☐ Shared

Notice the "View Pending Documents" button at the top right section of the report on the previous page. This is used to show items that have not yet been fully approved and are not yet posted to the department organization budget. When clicking the "View Pending Documents" button, you will see a "Status of Transactions in Process" report:

Report Parameters

	Status of Transactions In Process		
	Period Ending Jun 30, 2012		
	As of Feb 07, 2012		
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	WA6044 Electronics	Activity	All
Account	All	Location	All

Pending Document List

Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item	Seq#	Field Code	Amount	Rule Class Code
Jan 30, 2012	Feb 03, 2012	R0031958	Disapproved	111000	WA6044	714030	10	W.B. Mason Company, Inc.	0	1	RSV	(182.38)	REQP
Report Total (of all records)												(182.38)	

Budget Control Keys for Non-sufficient Funds (NSF) Checking

Used in Available Budget Checking	Fund	Organization	Account	Program

⚠ Program cannot be NULL.

Available Balance Summary

⚠ Query retrieved no records

[Download All Columns]
[Another Query]

Clicking on the green links will yield more information related to the document you are reviewing. For example, clicking on the link in the status column will show the approval history:

Document Identification

Document Number	R0031958	Type		Requisition
Originator:				

✔ There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User	
Q264	1	Jan 30, 2012		
Q264	1	Jan 31, 2012	.	
DENY	0	Jan 31, 2012	.	, . .
DENY	0	Feb 03, 2012		. .

Note: If a document is in or will be in <u>NSF (Non Sufficient Funds)</u> status, where there is not enough budgeted dollars to cover the purchase requisition, it will <u>not</u> be included in the pending documents listing. Only documents for which there are sufficient budgeted funds available will be included in "View Pending Documents".

<u>Downloading Query Results:</u>

At the bottom of the <u>Organization Budget Status Report</u>, the user may download the query results into Excel.
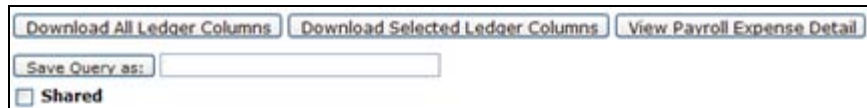
Query results can be downloaded by choosing one of the three options available below the output on the screen.
- <u>Download All Ledger Columns</u> will show all columns available in the query parameters even if not chosen to display.
- <u>Download Selected Ledger Columns</u> will show only the columns seen in the Query results.
- <u>Payroll Expense Detail</u> will show payroll detail by person by account. (This is similar to the NHIDIST screen in Banner INB and is available only to authorized personnel.)

After selecting one the appropriate option, click "Open" in the dialog box. The result will be a Comma Separated Value (.csv) file showing in an Excel spreadsheet. Save as an Excel file so that adjustments can be made.

Example of file when using "Download Selected Ledger Columns" option:

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
15																	
16	Account	Account T	Account T	Account T	Account T	Account T	Program	Program T	Fiscal Yea	Fiscal Peri	Adopted E	Budget Ac	Adjusted I	Temporar	Accounte	Year to Da	Encumbra
17	611020	Classified	61	Payroll	60	Personnel	Services		2012	12	34591	0	34591	0	34591	18947.95	0
18	612011	Faculty	61	Payroll	60	Personnel	Services		2012	12	138994	0	138994	0	138994	75377.47	0
19	612042	PT Suppor	61	Payroll	60	Personnel	Services		2012	12	2000	0	2000	0	2000	1000	0
20	612043	Day Overl	61	Payroll	60	Personnel	Services		2012	12	5850	0	5850	0	5850	4680	0
21	612045	Extended	61	Payroll	60	Personnel	Services		2012	12	28070	0	28070	0	28070	27890.4	0
22	612046	Honorariu	61	Payroll	60	Personnel	Services		2012	12	0	0	0	0	0	1500	0
23	641010	ERS Retire	64	Fringe Ber	60	Personnel	Services		2012	12	7949	0	7949	0	7949	4351.27	0
24	641020	ERS Retire	64	Fringe Ber	60	Personnel	Services		2012	12	2331	0	2331	0	2331	1299.64	0
25	642010	TIAA/CREI	64	Fringe Ber	60	Personnel	Services		2012	12	12509	0	12509	0	12509	6783.93	0
26	643020	BOG Retir	64	Fringe Ber	60	Personnel	Services		2012	12	3739	0	3739	0	3739	1969.35	0
27	644010	FICA Biwe	64	Fringe Ber	60	Personnel	Services		2012	12	13279	0	13279	0	13279	7070.29	0
28	644020	FICA Lectu	64	Fringe Ber	60	Personnel	Services		2012	12	750	0	750	0	750	612.03	0
29	645000	Assessed	64	Fringe Ber	60	Personnel	Services		2012	12	6234	0	6234	0	6234	3199.25	0
30	647010	Medical Ir	64	Fringe Ber	60	Personnel	Services		2012	12	18765	0	18765	0	18765	9455.32	0
31	647030	Dental Ins	64	Fringe Ber	60	Personnel	Services		2012	12	999	0	999	0	999	546.08	0
32	647040	Vision Ins	64	Fringe Ber	60	Personnel	Services		2012	12	211	0	211	0	211	117.03	0
33	714030	Office Exp	71	Operating	70	Operating			2012	12	716	0	716	0	716	0	0
34	714181	Computer	71	Operating	70	Operating			2012	12	14880	0	14880	0	14880	0	2558.8
35	714221	Educ and I	71	Operating	70	Operating			2012	12	4000	0	4000	0	4000	0	359.97
36	714231	Computer	71	Operating	70	Operating			2012	12	1600	0	1600	0	1600	0	0
37																	
38																	
39											297467	0	297467	0	297467	164800	2918.77
40																	
41																	
42																	
43																	
44																	

Drill-Down Functionality

When using the Drill Down feature on the Budget Status by Account, results will show the transactions which make up that total. As an example, if you click on the "Encumbrances" amount for account number 714181, the results in the listing of transactions:

Report Parameters

Organization Budget Status Detail Report			
Summary Encumbrance Transaction Report			
Period Ending Jun 30, 2012			
As of Feb 07, 2012			
Chart of Accounts:	C Community College of Rhode Island	Commitment Type:	All
Fund:	111000 General Funds Regular	Program:	All
Organization:	WA6044 Electronics	Activity:	All
Account:	714181 Computer Software	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jan 26, 2012	Jan 26, 2012	P0019597	National Instruments Corporation	1,009.80	PORD
Jan 26, 2012	Jan 26, 2012	P0019596	National Instruments Corporation	1,549.00	PORD
Report Total (of all records):				2,558.80	

Available Budget Balance:	12,321.20

[Download]

[Save Query as:] [_____]

☐ **Shared**

[Another Query]

Further drilldown on one of the Purchase Order document codes in green above will show you more detail:

Select Document

Detail Transaction Report			
Document Type:	Purchase Order	Commitment Type:	All
Document Code:	P0019597	Description:	National Instruments Corporation
Transaction Date:	26-Jan-2012		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
C	111000	WA6044	714181	10			1,009.80	PORD

[Save Query as:] [_____]

☐ Shared

[Another Query]

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 18, 2012	Requisition	R0031826	Approved

Clicking on the green requisition link under Document Code will reveal:

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0031826	Jan 18, 2012	Jan 18, 2012	Jan 18, 2012		1,009.80

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:				Date:	
Requestor:			WA6044	Electronics	
Phone Number:	401-825--2156				
E-mail:					
Accounting:	Document Level				

Ship to:	Community College of RI	
	400 East Ave	
	Warwick, RI 02886	
Attention:		
Contact:		
Phone Number:		

Vendor:	94167617	National Instruments Corporation
Phone Number:		
Fax Number:		

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
					Disc	Addl	Tax	Cost
1		940016-01, MULTISIM SOFTWARE RENEW 2/1/12 - 2/1/13	EA	1	1009.8	1,009.80	
					0.00	0.00	0.00	1,009.80
						Total:	1,009.80	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	12		111000	WA6044	714181	10				N	N	N	1,009.80
Total of displayed sequences:														1,009.80

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 26, 2012	Purchase Order	P0019597	Approved

Adding Calculated Columns to the Report

In addition to being able to download query results, it is possible to create additional columns on the query report which will show the calculation of one column vs. another. Choose needed elements by using the dropdown arrows in each field. A user may add, subtract, multiply, divide or get a percentage of any two columns, choose where to display them, as well as name the results column. After choosing elements from the drop down lists as shown below, click "Perform Computation" to view query report results.

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY12/PD12 Year to Date	percent of	FY12/PD12 Adopted Budget	FY12/PD12 Year to Date	

Perform Computation

Another Query

Query Results								
Account	Account Title	FY12/PD12 Adopted Budget	FY12/PD12 Year to Date		FY12/PD12 Encumbrances	FY12/PD12 Reservations	FY12/PD12 Commitments	FY12/PD12 Available Balance
611020	Classified Permanent	161,285.00	64,696.68	40.11	0.00	0.00	0.00	96,588.32
611030	Classified Permanent OT	2,457.00	14.25	0.58	0.00	0.00	0.00	2,442.75
612012	Staff	212,804.00	81,825.35	38.45	0.00	0.00	0.00	130,978.65
612014	Administration	282,147.00	142,158.84	50.38	0.00	0.00	0.00	139,988.16
613040	Medical Bonus	0.00	770.00	0.00	0.00	0.00	0.00	(770.00)
614010	Student Help	0.00	3,302.00	0.00	0.00	0.00	0.00	(3,302.00)
641010	ERS Retirement	61,956.00	27,389.41	44.21	0.00	0.00	0.00	34,566.59

Note the percent amounts after the Year to Date column above. You can remove the computation without re-running the entire report by clicking the "Remove Computation" button.

The second option in Budget Query is **Budget Status by Organizational Hierarchy.** This query allows the user to review summary budget information for a specified Organization Code, for example. The results will show in an abbreviated form as compared to the "Budget Status by Account" query report.

Choose the query parameters and click "Continue".

☑ **Adopted Budget**	☑ **Year to Date**	
☐ **Budget Adjustment**	☑ **Encumbrances**	
☐ **Adjusted Budget**	☐ **Reservations**	
☐ **Temporary Budget**	☐ **Commitments**	
☐ **Accounted Budget**	☑ **Available Balance**	

Save Query as: _____

☐ **Shared**

[Continue]

Choose the appropriate fiscal year/period and enter the fund and organization codes. Then click "Submit Query".

Fiscal year:	2011 ▼	Fiscal period:	14 ▼
Comparison Fiscal year:	None ▼	Comparison Fiscal period:	None ▼
Commitment Type:	All ▼		

Chart of Accounts	C	Index	
Fund	111000	Activity	
Organization	WB2020	Location	
Grant		Fund Type	
Account		Account Type	
Program			

☐ **Include Revenue Accounts**

Save Query as: [   ]

☐ **Shared**

[Submit Query]

Click "Submit Query" and results will show:

Report Parameters

Organization Budget Status Report
By Organization
Period Ending Jun 30, 2012
As of Jan 31, 2012

[View Pending Documents]

✔ No pending documents exist

Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	WB2020 Business Manager's Office	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY12/PD12 Adopted Budget	FY12/PD12 Year to Date	FY12/PD12 Encumbrances	FY12/PD12 Reservations	FY12/PD12 Commitments	FY12/PD12 Available Balance
WB2020	Business Manager's Office	1,003,366.00	432,725.26	983.46	0.00	983.46	569,657.28
WB2020 Rollup		1,003,366.00	432,725.26	983.46	0.00	983.46	569,657.28

[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
FY12/PD12 Adopted Budget ▼	percent of ▼	FY12/PD12 Adopted Budget ▼	FY12/PD12 Adopted Budget ▼	

[Perform Computation]
[Another Query]

11

Query results will only show summary information; no account level details are displayed. In this example, the user can further drill down on the Organization code on the report. The account detail will be summarized at the account type (i.e. revenues, personnel, operating etc.).

The third option is the **Budget Quick Query**, which provides budget information by account and is very similar to the display on FGIBDST in Banner INB. Data is summarized at the account level, but no drill down functionality is available with this query.

The only parameters that need to be identified are fiscal year and fund/organization codes. Columns are pre-set on this report. Enter the appropriate parameters and click "Submit Query".

Fiscal year: 2012

Chart of Accounts	C	Index	
Fund	111000	Grant	
Organization	WB2020	Account	
Program		Activity	
Location		Commitment Type:	All

☐ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

Results for the Budget Quick Query are displayed below:

Report Parameters

Organization Budget Status Report	
By Account	View Pending Documents ✔ No pending documents exist
Period Ending Jun 30, 2012	
As of Jan 31, 2012	

Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	WB2020 Business Manager's Office	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
611020	Classified Permanent	161,285.00	64,696.68	0.00	96,588.32
611030	Classified Permanent OT	2,457.00	14.25	0.00	2,442.75
612012	Staff	212,804.00	81,825.35	0.00	130,978.65
612014	Administration	282,147.00	142,158.84	0.00	139,988.16
613040	Medical Bonus	0.00	770.00	0.00	(770.00)