Introduction to Budget Queries
Instructions on:

- Login to Self-Service
- Navigation Tips
- Budget Queries
- Budget Quick Query
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Encumbrance Query
- Notes
Dixie State University Homepage

Select myDixie or Faculty & Staff then Banner Links
Click on “Self-Service (PROD)”
Type in your User ID (Employee ID#), and your PIN.

(Business Services will notify you regarding your PIN for production use after you have completed and turned in a “Banner Finance Access Request” form.)
Navigation/Tips for Getting Around

- Tab or use the mouse to click between fields (do not use the enter key).

- Do not use the browser “back” button.

- Be aware that whenever you click on a button to perform an operation (i.e., submit, validate, etc.) you will be taken to the top of the screen. You may have to scroll down to see the information.
Additional Tips

Wild card (%) proves to be very useful when you are looking for account codes that all start with the same number. Example –

Clicking on the Index Code button will bring up a menu allowing you to use the wild card to search for Index Codes (for example BUS% will show all Index Codes beginning with BUS). Change the maximum rows to return more than you expect to be retrieved. Then “Execute Query” (This can also be used with Account & Organization Codes)
Main Menu

Click on Finance (either option)

If you ever need to change your PIN or your security question, you can change them through the “Personal Information” menu.
Finance Main Menu

- Check balances & other information regarding your financial accounts
- View current encumbrances to your accounts (i.e. Purchase Orders)
- View completed and approved documents
Select Query Type

Allows you to review budget information by account code for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Account Codes.

Allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, High-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

Gives you the overall budget status (total expenditures and balance). It will not give you a net balance for any particular budget category (e.g., current expense, travel, etc.). It will not allow you to get detail on any particular entry.
Enter Fiscal Year, D (In Chart of Accounts), & Index Code

Only check “Include Revenue Accounts” if there is actual revenue (auxiliary, course fee, etc.).

Enter a name to save the query (do not check “Shared”). You can repeat query using this name in the future.

Click “Submit Query”, the “Index” code will be cleared and the “Fund,” “Organization,” and “Program” fields will fill in.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart of Accounts (Use D)</th>
<th>Index Code (i.e., ABC100)</th>
<th>Fiscal Year</th>
<th>Index Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>D</td>
<td>222100</td>
<td>2013</td>
<td>222100</td>
</tr>
</tbody>
</table>

Save Query as: Finance Users Quick Query

Shared

Submit Query
Budget Quick Query - Submit

Click “Submit Query” again and your report should be ready.
Budget Quick Query Report

- **Adjusted Budget** is your original budget plus/minus any budget adjustment(s) (i.e., carry forward and budget transfers).
- **Year to Date** shows the expenditures since the beginning of the fiscal year.
- **Commitments** show the total of all funds set aside for requisitions and purchase orders.
- **Available Balance** shows remaining budget available.
Budget Quick Query Balance

If you are not paying for salaries (account codes between 610000 – 650000) with this budget, this is your current budget balance. If you are paying for wages you will need to calculate your current budget balance by adding together all available balances or by following the instructions on performing a “Budget Status by Account” query.
Budget Status by Account will give you the overall budget status (total expenditures and balance) and allow you to check the detail for all expenditures. This is the best option to use to check your expenditures.
Select the columns you want to show on your query then click continue:

“Adopted Budget” is your original budget (the budget you started with at the beginning of the year).

“Budget Adjustment” show carry forward and budget transfers.

“Adjusted Budget” is your original budget plus/minus carry forward and budget transfers.

Do not select “Temporary Budget” or “Accounted Budget” (These are not used).

“Year to Date” shows the expenditures since the beginning of the year.

“Encumbrances” shows the funds set aside for Purchase Orders (items ordered but not yet invoiced).

“Reservations” shows the funds set aside for Requisitions that do not yet have a Purchase Order.

“Commitments” shows the total of encumbrances and reservations.

“Available Balances” shows remaining budget available.
Budget Status by Account Code Fill in Required Fields

myDIXIE

If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. For a Budget Query to be successful, a user with Fund/Organization Query access must enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year and Chart of Accounts fields.

You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2013, Fiscal period: 12, Commitment Type: All, Comparison Fiscal Year: None, Comparison Fiscal Period: None.
Enter Fiscal Year, D (In Chart of Accounts), & Index Code

Enter 14 in “Fiscal Period” to select the beginning of the fiscal year to the current date. To select the beginning of the fiscal year to a specific month, enter 1 = July, 2 = August, 3 = September, etc.

Only check “Include Revenue Accounts” if there is actual revenue (auxiliary, course fee, etc.).

Enter a name to save the query (do not check “Shared”). You can repeat query using this name in the future.

Click “Submit Query”, the “Index” code will be cleared and the “Fund,” “Organization,” and “Program” fields will fill in.
Budget Status by Account Code Report

If a value is underlined, you may click on it to see more detail.
Use “Download” to export the data to a file that can be brought into a spreadsheet.
Open the File

Note: “All Ledger Columns” include all of these items: Adopted Budget; Budget Adjustment; Adjusted Budget; Temporary Budget; Accounted Budget; Year to Date; Encumbrances; Reservations; Commitments; and Available Balance.
Budget Status by Organizational Hierarchy

Choose Query type then click on “Create Query”.

Budget Query by Account allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.
Budget Status by Organizational Hierarchy

Select the columns you want to show on your query then click continue:

“Adopted Budget” is your original budget (the budget you started with at the beginning of the year).

“Budget Adjustment” show carry forward and budget transfers.

“Adjusted Budget” is your original budget plus/minus carry forward and budget transfers.

Do not select “Temporary Budget” or “Accounted Budget” (These are not used).

“Year to Date” shows the expenditures since the beginning of the year.

“Encumbrances” shows the funds set aside for Purchase Orders (items ordered but not yet invoiced).

“Reservations” shows the funds set aside for Requisitions that do not yet have a Purchase Order.

“Commitments” shows the total of encumbrances and reservations.

“Available Balances” shows remaining budget available.
Budget Query by Organizational Hierarchy

Enter Fiscal Year, D (In Chart of Accounts), & Index Code

Enter 14 in “Fiscal Period” to select the beginning of the fiscal year to the current date. To select the beginning of the fiscal year to a specific month, enter 1 = July, 2 = August, 3 = September, etc.

Leave “Commitment Type” set at “ALL”

Enter your Index Code in the “Index Code” Field

Select “Include Revenue Account” only if your account has actual revenue (auxiliary, or course fee account).

Click “Submit Query”, the “Index” code will be cleared and the “Fund,” “Organization,” and “Program” fields will fill in.

Enter a name to save the query (do not check “Shared”). You can repeat query using this name in the future.
Budget Report by Organizational Hierarchy

Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

**Report Parameters**

**Organization Budget Status Report**

**By Organization**

**Period Ending Jun 30, 2013**

**As of Dec 10, 2013**

<table>
<thead>
<tr>
<th>Chart of Accounts (Use)</th>
<th>Organization</th>
<th>Commitment Type</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>D Dixie State College of Utah</td>
<td>ZZZZ1 Payroll Default Fund Code</td>
<td>Program (Defaults from Index)</td>
<td>ZZZZ Payroll Default Program Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund (Defaults from Index)</th>
<th>Organization</th>
<th>Activity (N/A)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZZZ2 ZZZZ-Payroll Default Org Code</td>
<td>ZZZZ Rollup</td>
<td>Location (N/A)</td>
<td>All</td>
</tr>
</tbody>
</table>

**Query Results**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Title</th>
<th>FY13/PD12 Adopted Budget</th>
<th>FY13/PD12 Budget Adjustments</th>
<th>FY13/PD12 Adjusted Budget</th>
<th>FY13/PD12 Revenue &amp; Expense Actuals</th>
<th>FY13/PD12 Encumbrances</th>
<th>FY13/PD12 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZZZ2</td>
<td>ZZZZ-Payroll Default Org Code</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Click on Organization to get to the next level of detail
Budget Report by Organizational Hierarchy

Click on 70 “Expense”

Account Type:
- 50 Revenue – shows status of funds deposited into the account as revenue.
- 60 Labor – shows status of funds budgeted/spent on wages and salaries
- 70 Expense – shows status of funds budgeted/spent on operational costs (current expense and travel).
- 80 Transfers – NOT APPLICABLE (used only by Accounting Services); does not show budget transfers.
Operational Budget by Organizational Hierarchy

This view shows the balance in each operational budget category. Click on any of the “Account Type” links to obtain more detail. For example, clicking on 71 will provide detail about your current expense budget and expenditures.
Encumbrance Query

Allows a user to view encumbrances that currently exist for specific index code.

Click on Encumbrance Query
Encumbrance Query

Enter Fiscal Year, D (In Chart of Accounts), & Index Code

Enter 14 in “Fiscal Period” to select the beginning of the fiscal year to the current date. To select the beginning of the fiscal year to a specific month, enter 1 = July, 2 = August, 3 = September, etc.

Leave “Commitment Type” set at “ALL”

Enter your Index Code in the “Index Code” Field

Enter a name to save the query (do not check “Shared”). You can repeat query using this name in the future.

Click “Submit Query”, the “Index” code will be cleared and the “Fund,” “Organization,” and “Program” fields will fill in.

Select “Include Revenue Account” only if your account has actual revenue (auxiliary, or course fee account).
Encumbrance Report

Reports will show a list of all the documents creating an encumbrance against the specific index code. To view one of the documents, click on the document code.
Encumbrance Documents

Clicking on the “Document Code” will bring you to the following report. Click on “Document Code” again.
You can see the information detail on the Document Code.
Business Services will notify you regarding your PIN for production use after you have completed and turned in a “Banner Finance Access Request” form.

Two types of templates may be saved. A “Personal” template is retrievable only by the user who created it. A “Shared” template is retrievable by any user. Use Save Template As to avoid overwriting an existing template.

Help with Finance Self-Service can be obtained by:

- Cheri Capps 435-652-7609
The End