Financial Management

Budget Administration

June 15, 2004

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Introduction

The new financial management system provides end users access to budget balance and transaction information about their University accounts. A suite of electronic data access tools is available for users to access a variety of financial information.

- **FOAPAL Lookup**: The Account Lookup feature is a web-based tool that allows users to enter their current Budget Unit and/or Object Code account numbers and receive their FOAPAL account numbers. Additionally, you can look up old account numbers by entering FOAPAL account numbers.

- **Account Access**: The Account Access Inquiry tool provides users a list of accounts against which they can query budget information. This list will include both unrestricted and restricted account numbers.

- **Budget Queries**: The Budget Query tool is a web-based tool that allows users to query budget information. Users can perform queries that provide varying levels of detail, ranging from a snapshot of budget balances to drilling into transaction details.

The purpose of this training is to introduce you to these new financial management tools. While we will not be able to show you everything the system can do, we will show you everything you need to know to start using these tools.

Objectives

Upon completion of this training, you will be able to:

- Use the FOAPAL Account Lookup to obtain a FOAPAL using a current Budget Unit and see which accounts you can access
- Perform a Budget Quick Query
- View a Budget Status by Organizational Hierarchy
- View a Budget Status by Account
- Perform an Encumbrance Query
- Perform computations
- Save and retrieve queries
- Download budget information into Excel
- View documents such as purchase orders, journal vouchers, encumbrances, invoices, and cash receipts

Gaining Access to Electronic Data Tools

Financial management electronic data tools are available via myND (http://my.nd.edu). Additionally, the training site at myND is available at http://hornby.cc.nd.edu until July 1, 2004. Once you have logged into myND using your Net ID and password, you will be able to use these tools to access budget information, GLIQ historical data, account lookup, vender lookup, and account ownership just by clicking on the appropriate link from the myND Staff page.

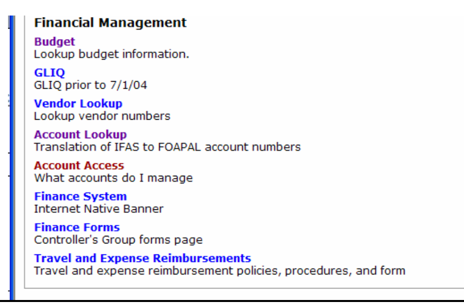
Account Lookup

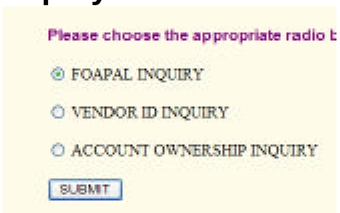
The FOAPAL/Account Lookup tool allows you to access an online database. Using this tool, you can make the following FOAPAL inquiries:

- Look up a FOAPAL using your Budget Unit and Object Code
- Look up an IFAS Budget Unit using a fund, organization, program and activity
- Look up an IFAS Object Code using an account
- Look up an IFAS Budget Unit and Object Code using the fund, organization, account, program, and activity
- Look up an IFAS/FOAPAL number using a description

Exercise 1

In this exercise, you will look up one of your own Budget Units to learn the FOAPAL.

<table>
<tr><th>ACTION (YOU DO)</th><th>SYSTEM RESPONSE (Comments)</th></tr>
<tr><td>1. From the Financial Management section of myND, click on **Account Lookup**.

</td><td></td></tr>
</table>

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
2. Click the radio button in front of **FOAPAL Inquiry** and click **Submit**. 	
3. Click on the radio button in front of **Look up FOAPAL**.  In the Budget Unit field type your **Budget Unit** and in the Object Code field type any **Object Code**.	Select a code that begins with the number 1 or 2 (these are unrestricted accounts).
4. Click **Go**.	Your FOAPAL will appear at the bottom of the page.
5. Write down the FOAPAL that appears at the bottom of your screen: ________________________________	You'll be using this number in another exercise later in class.
6. Minimize this window.	

Account Access

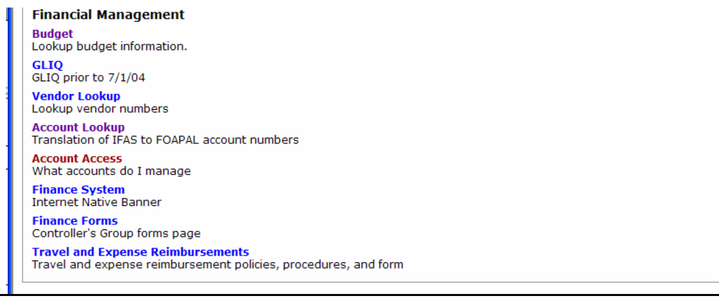
The Account Access tool will allow you to log in using your NetID in order to look up the accounts to which you have access.

Exercise 2

In this exercise, you will look up which accounts you can access.

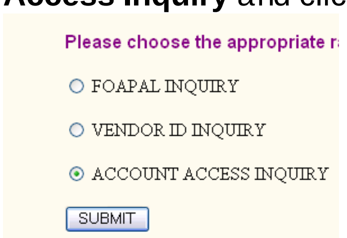
<table>
<tr><th>ACTION (YOU DO)</th><th>SYSTEM RESPONSE (Comments)</th></tr>
<tr><td>

1. In the Financial Management section of myND, click on **Account Access**.



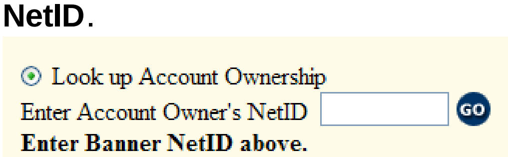
</td><td></td></tr>
<tr><td>

2. Click the radio button in front of **Account Access Inquiry** and click **Submit**.



</td><td></td></tr>
<tr><td>

3. Click on the radio button in front of **Look up Account Ownership** and then type in your **NetID**.



</td><td></td></tr>
<tr><td>4. Click Go.</td><td>You will see a list of all accounts to which you have access, including a description of the fund, organization, and program numbers and the resulting FOP.</td></tr>
<tr><td>5. Close this window.</td><td>Click the “X” in the upper right corner to close the window.</td></tr>
</table>

Navigation

Navigation tools are available at the top of each page of the Budget Query tool.

- If you click **Menu**, you will go to the Financial Information page.

- Clicking **Site Map** will allow you to see a list of all of the main sections of the site.

- Clicking **Help** will open a separate Help window.

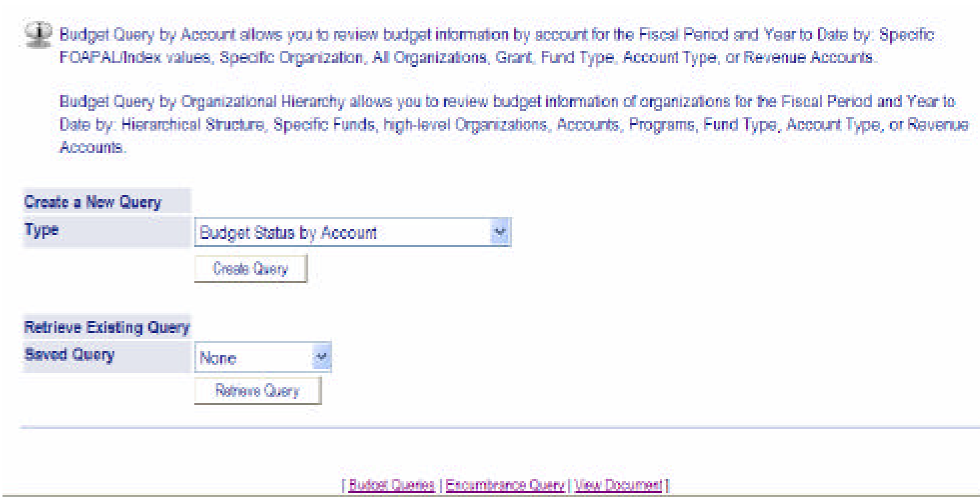
- Clicking **Exit** will exit the program and you will have to log back in to continue working with the Budget tool.

You can access the navigation links directly by pressing a combination of keys and then pressing **Enter** to activate the link. These keystroke shortcuts include:

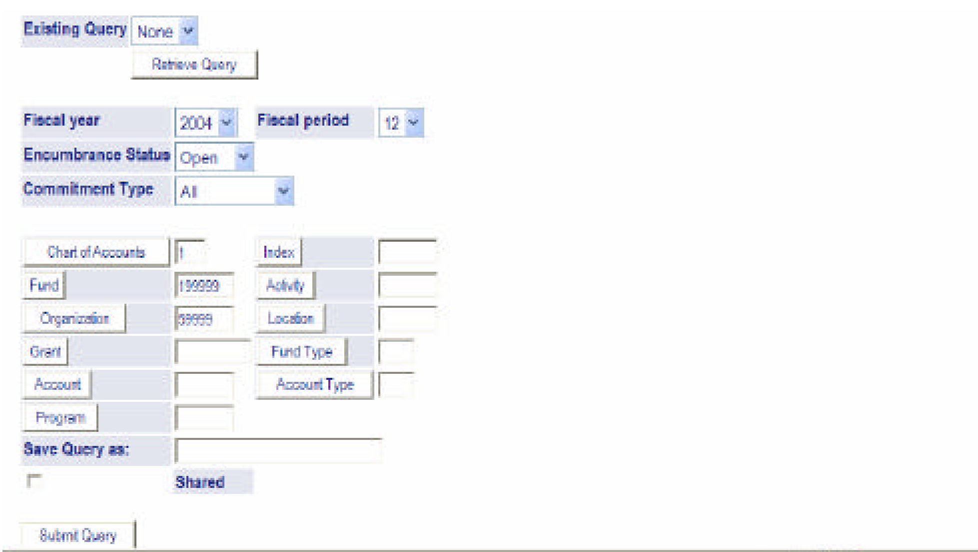
- ALT+2 = Site Map
- ALT+3 = Exit
- ALT+H = Help

At the bottom of each Budget Query page, you can access three additional navigation links.

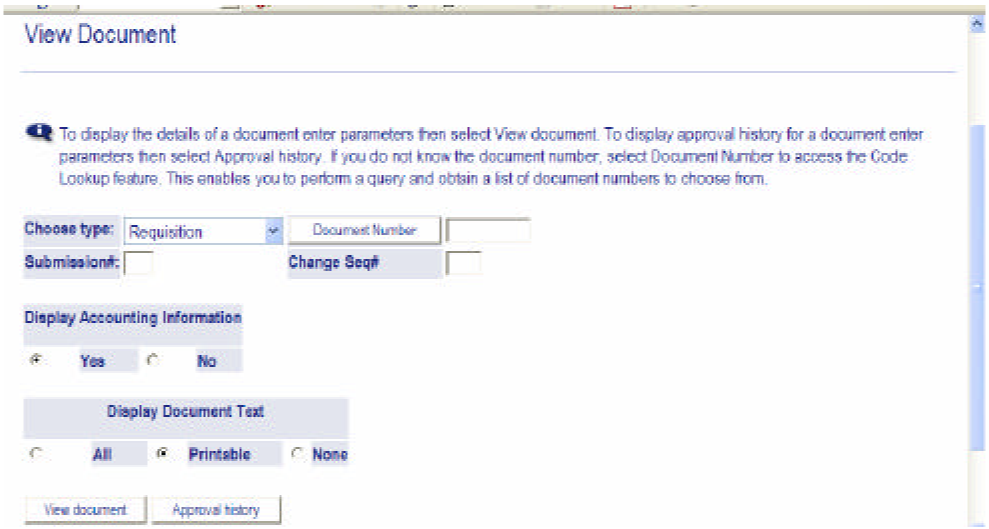
- Clicking the **Budget Queries** link at the bottom of the page will take you to the Budget Query page.



- Clicking **Encumbrance Query** at the bottom of the page will link to the Encumbrance Parameters page.



- Clicking **View Document** will access the View Document Parameters page.



At the bottom of the query results page, you will also have the option of clicking the **Another Query** button to return to the Budget Query page.

Budget Queries

Using the Budget tool in the Financial Management section of the Staff page at myND, you can access the new budget query system to view your accounts four different ways:

- **Budget Quick Query**: Allows access to the status of the budget as of the current day. This feature does not allow for drilling down or downloading query as a spreadsheet.

- **Budget Status by Organizational Hierarchy**: Allows access to organization-level information and the ability to drill down through account types to account and transaction details and related documentation.

  Using the Budget Status by Organizational Hierarchy, you can access the following queries:
  - Transaction details
  - Account Balances
  - Year-to-date Spending
  - Fund balances

- **Budget Status by Account**: Allows access to information at the account level and the ability to drill down through transaction details to specific documents.

  Using the Budget Status by Account, you can access the following documents:

  - Purchase orders
  - Invoices
  - Journal vouchers
  - Maintenance orders (appears as invoice)
  - Work orders (appears as journal voucher)
  - Individual payment for service (appears as invoice)
  - Payment to other campus units
  - Encumbrances

- **Encumbrance Query**: Provides a view of encumbrance information by account for specified FOAPAL parameters.

Budget Quick Query

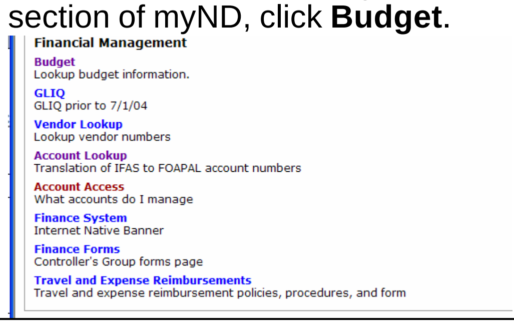
Performing a Budget Quick Query allows you to see your budget balances at a glance. It provides a year-to-date look at all spending and encumbrances on your account. This function does not allow you the option of drilling down into the specific details of the budget.

Exercise 3

In this exercise you will look at fiscal year 2004 (including both committed and uncommitted accounts) to see if you have enough money left in your budget to purchase some new equipment.

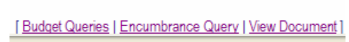
<table>
<tr><th>ACTION (YOU DO)</th><th>SYSTEM RESPONSE (Comments)</th></tr>
<tr><td>

1. From the Financial Management section of myND, click **Budget**.

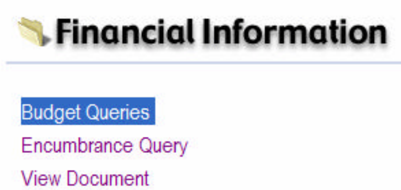
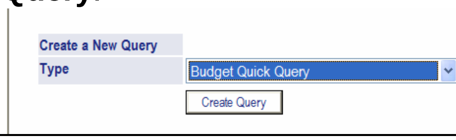


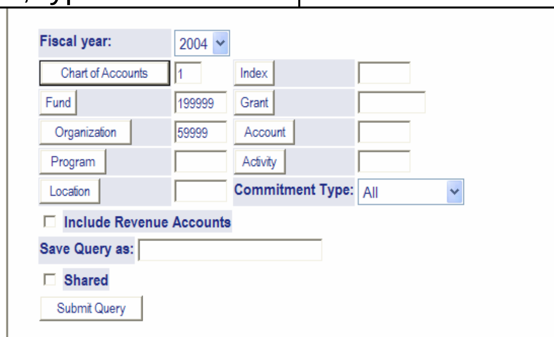
</td><td>

If you are already in the budget tool, simply click on the **Budget Queries** link at the bottom of the page to advance to this page.



</td></tr>
</table>

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
2. From the Financial Information page, select **Budget Queries**. 	
3. From the Create a New Query drop down menu, select **Budget Quick Query**. 	
4. Click **Create Query**.	
5. Set the following parameters: Fiscal year: **2004** Commitment Type: **All** Chart of Accounts, type: **1** Fund number, type: **199999** Organization number, type: **59999**	See the following illustration.



ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
6. Click **Submit Query**.	You will see a report of all year-to-date spending and encumbrances for this fund and organization (see the following illustration).

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
0061	Salaries and Wages	40,000.00	0.00	0.00	40,000.00
0065	Benefits	10,000.00	0.00	0.00	10,000.00
0077	Travel	5,000.00	0.00	0.00	5,000.00
0078	Repair and Maintenance	2,000.00	0.00	0.00	2,000.00
0079	Capital	4,000.00	0.00	0.00	4,000.00
64010	Staff-Administrative	0.00	20,340.64	0.00	(20,340.64)
65100	Social Security	0.00	1,342.77	0.00	(1,342.77)
71171	Advertising	1,400.00	122.43	0.00	1,277.57
71176	Printing	2,700.00	227.23	0.00	2,472.77
71179	Duplicating/Copying	0.00	2,322.97	0.00	(2,322.97)
71212	Postage	100.00	364.58	0.00	(264.58)
71257	Professional-Computing	0.00	850.50	0.00	(850.50)
71295	Telecommunications-Line	800.00	519.20	0.00	280.80
71297	Telecommunications-Toll	1,000.00	321.88	0.00	678.12
72001	Supplies	30,000.00	188.12	1,874.39	27,937.49

If you look in the row for account 72001 (Supplies) under the Available Balance column, you will see that in the final fiscal period of the year you have $27,937.49 left to spend. Yes, you clearly have enough money left to purchase new equipment!

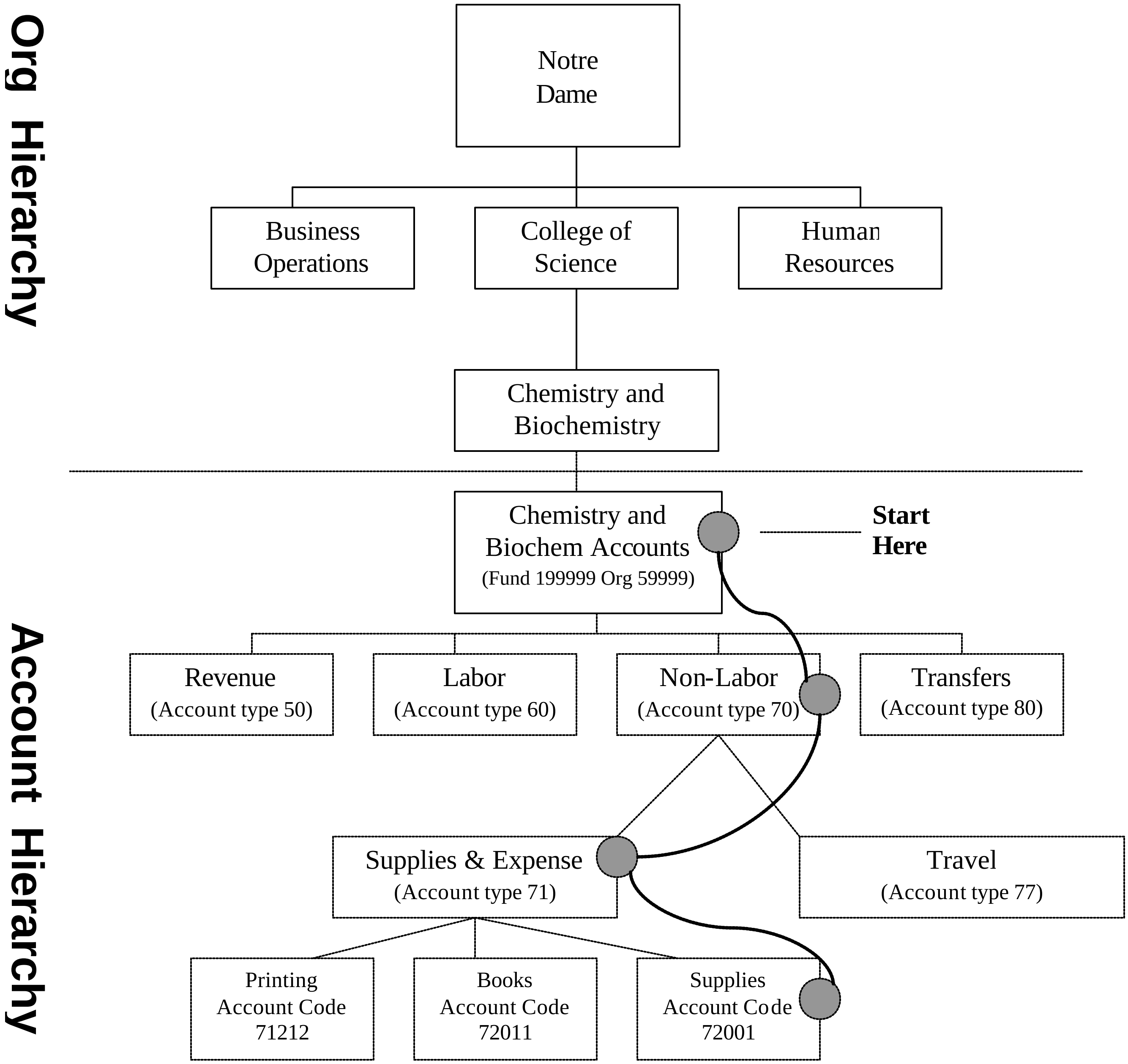
ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
7. Click on the **Budget Queries** link at the bottom of the page you were just viewing.	This will take you straight to the Create a New Query page.

Budget Query by Organizational Hierarchy

By conducting a Budget Status by Organizational Hierarchy query you are able to access information at the organization level and drill down through account types to see account and transaction details and related documentation.

When performing a Budget Status by Organizational Hierarchy query, you are navigating through the hierarchy of the financial system, including the Organization Hierarchy and the Account Code Hierarchy.

The picture that follows outlines the “path” you take through the hierarchy in the following exercise.


Org Hierarchy
Notre Dame
Business Operations
College of Science
Human Resources
Chemistry and Biochemistry
Account Hierarchy
Chemistry and Biochem Accounts
(Fund 199999 Org 59999)
Start Here
Revenue
(Account type 50)
Labor
(Account type 60)
Non-Labor
(Account type 70)
Transfers
(Account type 80)
Supplies & Expense
(Account type 71)
Travel
(Account type 77)
Printing
Account Code
71212
Books
Account Code
72011
Supplies
Account Code
72001

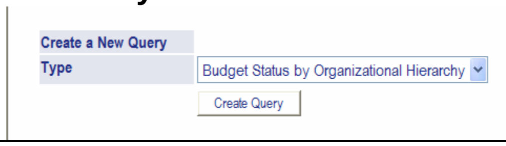
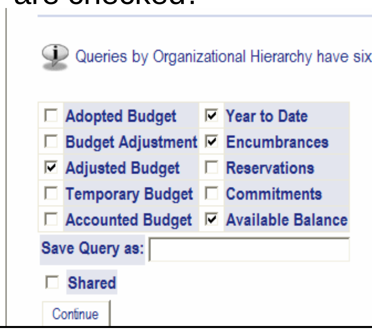
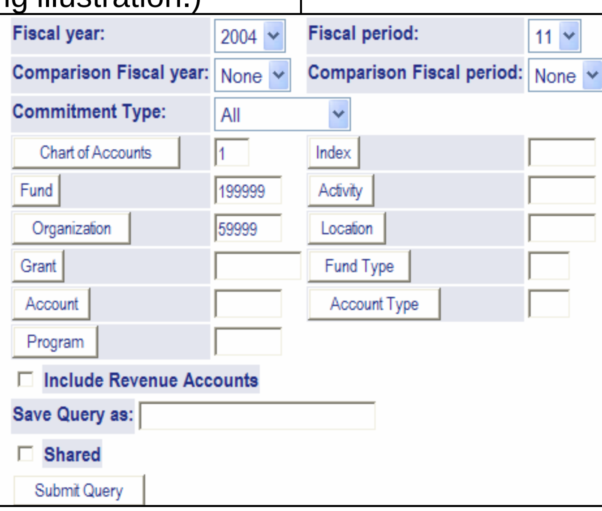
When you are creating a query, you have the option to look at several elements of your budget:

- **Adopted Budget**: Original budget allocation from the start of the fiscal year.
- **Budget Adjustment**: Any additions or subtractions made to the adopted budget.
- **Adjusted Budget**: Original budget plus any budget adjustments (budget adjustments can be additions or subtractions to the original budget).
- **Temporary Budget**: Adjustments to the current budget that will not carry over to the following year.
- **Accounted Balance**: This feature is not currently in use by the University of Notre Dame. If it is used in the future, all system users will be notified.
- **Year to Date**: Actual expenses and revenue from the start of the fiscal year through the current date.
- **Encumbrances**: Funds already committed to future payments (i.e., purchase orders).
- **Available Balance**: Remainder of budget still available to spend (includes all encumbrances)
- **Reservations**: This feature is not currently in use by the University of Notre Dame. If it is used in the future, all system users will be notified.
- **Commitments**: This feature is not currently in use by the University of Notre Dame. If it is used in the future, all system users will be notified.

Although it is possible to look at all of these various elements of your budget, the combination of **adjusted budget**, **year to date**, **encumbrances** and **available balance** will give you a complete picture for most of the queries you will run. By limiting your query to these four elements, you eliminate a lot of “clutter” from your query results.

Exercise 4

In this exercise you are looking for a purchase order for items ordered from Office Depot on May 16, 2004. You don’t know which account the items were charged against. However, you do know that an open Purchase Order will show on the budget as an encumbrance.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
1. From the Create a New Query Type drop down menu, select **Budget Status by Organizational Hierarchy**.  	
2. Click **Create Query**.	
3. Make sure that the following options are checked:  	
4. Click **Continue**.	
5. Set the following parameters: Fiscal year: **2004** Fiscal period: **11** Commitment Type: **All** Comparison Fiscal year: **None** Comparison Fiscal period: **None** Chart of Accounts, type: **1** Fund number, type: **199999** Organization number, type: **59999** (See the following illustration.)	You have to set the fiscal year to 2004 because you are searching in the 2003-04 budget. (See Appendix A for a list of fiscal year conversions.) You have set the fiscal period to 11 because you are searching for a PO from May. (See Appendix A for a complete list of numbers representing the fiscal periods.)
 	

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
6. Click **Submit Query**.	You will see the results of the budget query for fund 199999, organization 59999.

Report Parameters

Organization Budget Status Report By Organization Period Ending May 31, 2004 As of May 21, 2004			
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund	199999 University Administration	Program	All
Organization	59999 Notre Dame	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY04/PD11 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD11 Encumbrances	FY04/PD11 Available Balance
59999	Notre Dame	100,000.00	34,108.41	1,874.39	64,017.20
59999 Rollup		100,000.00	34,108.41	1,874.39	64,017.20

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Shared

7. Drill down to the account level by clicking the **59999** under Organization in the Query Results section.	See the resulting detail in the following illustration.

Report Parameters

Organization Budget Status Report By Account Type Period Ending May 31, 2004 As of May 21, 2004			
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund	199999 University Administration	Program	All
Organization	59999 Notre Dame	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY04/PD11 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD11 Encumbrances	FY04/PD11 Available Balance
50	Revenue				
60	Labor	50,000.00	21,683.41	0.00	28,316.59
70	Non-Labor	50,000.00	12,425.00	1,874.39	35,700.61
80	Transfers				
59999 Rollup		100,000.00	34,108.41	1,874.39	64,017.20

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Shared

8. Drill down to the account type by clicking on **70** (Non-Labor) under Account Type.	Note that only one account is showing an encumbrance, so you know the open PO must be in that account type.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)

Report Parameters

Organization Budget Status Report By Account Type Period Ending May 31, 2004 As of May 21, 2004			
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund	199999 University Administration	Program	All
Organization	59999 Notre Dame	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY04/PD11 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD11 Encumbrances	FY04/PD11 Available Balance
71	Supplies and Expense	39,000.00	8,658.35	1,874.39	28,467.26
77	Travel	5,000.00	3,766.65	0.00	1,233.35
78	Repair and Maintenance	2,000.00	0.00	0.00	2,000.00
79	Capital	4,000.00	0.00	0.00	4,000.00
70 Rollup		50,000.00	12,425.00	1,874.39	35,700.61

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
9. Click on **71** under Account Type to drill down further.	The detail you access is shown in the illustration below.

Account Type	71 Supplies and Expense

Query Results

Account	Account Title	FY04/PD11 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD11 Encumbrances	FY04/PD11 Available Balance
71171	Advertising	1,400.00	122.43	0.00	1,277.57
71176	Printing	2,700.00	227.23	0.00	2,472.77
71179	Duplicating/Copying	0.00	2,322.97	0.00	(2,322.97)
71212	Postage	100.00	364.58	0.00	(264.58)
71257	Professional-Computing	0.00	850.50	0.00	(850.50)
71295	Telecommunications-Line	800.00	519.20	0.00	280.80
71297	Telecommunications-Toll	1,000.00	321.88	0.00	678.12
72001	Supplies	30,000.00	188.12	1,874.39	27,937.49
72011	Books	0.00	200.54	0.00	(200.54)
72191	Food-Office/Dept	3,000.00	37.33	0.00	2,962.67
72192	Employee Meals	0.00	42.00	0.00	(42.00)
72251	Office Supplies	0.00	332.50	0.00	(332.50)
72305	Nc Furniture	0.00	1,422.90	0.00	(1,422.90)
72450	Entertainment-General	0.00	491.93	0.00	(491.93)
72454	Entertainment-Food	0.00	353.74	0.00	(353.74)
Screen total		39,000.00	7,797.85	1,874.39	29,327.76
Running total		39,000.00	7,797.85	1,874.39	29,327.76
Report Total (of all records)		39,000.00	8,658.35	1,874.39	28,467.26

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
10. Now you will drill down to see the purchase order. Find Account **72001**, and in the FY04/PD11 Encumbrance column click on **$1874.39**	You are presented with a list of transactions (see the following illustration).

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)

Report Parameters

Organization Budget Status Detail Report Summary Encumbrance Transaction Report Period Ending May 31, 2004 As of May 21, 2004			
Chart of Accounts:	1 Notre Dame	Commitment Type:	All
Fund:	199999 University Administration	Program:	All
Organization:	59999 Notre Dame	Activity:	All
Account:	72001 Supplies	Location:	All
Fund Type:	All	Account Type:	71 Supplies and Expense

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 16, 2004	May 16, 2004	P0000091	Office Depot	21.46	PORD
Mar 30, 2004	May 05, 2004	P0000017	GovConnection	555.90	PORD
Mar 30, 2004	May 05, 2004	P0000017	GovConnection	67.56	PORD
Mar 30, 2004	May 05, 2004	P0000017	GovConnection	81.38	PORD
Mar 30, 2004	May 05, 2004	P0000017	GovConnection	81.38	PORD
Mar 30, 2004	May 05, 2004	P0000017	GovConnection	81.38	PORD
Mar 30, 2004	May 05, 2004	P0000017	GovConnection	3.80	PORD
May 05, 2004	May 05, 2004	P0000016	Affymetrix, Inc.	193.25	PORD
May 05, 2004	May 05, 2004	P0000016	Affymetrix, Inc.	139.08	PORD
May 05, 2004	May 05, 2004	P0000013	RHK Technology, Inc.	594.40	PORD
May 05, 2004	May 05, 2004	P0000013	RHK Technology, Inc.	54.80	PORD
May 05, 2004	May 05, 2004	P0000012	Office Depot	42.92	PORD
May 05, 2004	May 05, 2004	P0000012	Office Depot	15.27	PORD
May 05, 2004	May 05, 2004	P0000012	Office Depot	13.20	PORD
May 07, 2004	May 07, 2004	I0000140	Office Depot	(42.92)	INEI
Screen Total:				1,902.86	
Running Total:				1,902.86	
Report Total (of all records):				1,874.39	

Available Budget Balance: 27,937.49

11. Click on **P0000091** in the Document column to see the summary transaction report.	Remember, you are looking for a purchase from Office Depot on May 16, 2004. The “P” in the document number indicates that this is a purchase order (see Appendix C for a complete list of document codes).

Select Document

Detail Transaction Report			
Document Type:	Purchase Order	Commitment Type:	All
Document Code:	P0000091	Description:	Office Depot
Transaction Date:	16-May-2004		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
1	199999	59999	72001	10			21.46	PORD

Save Query as

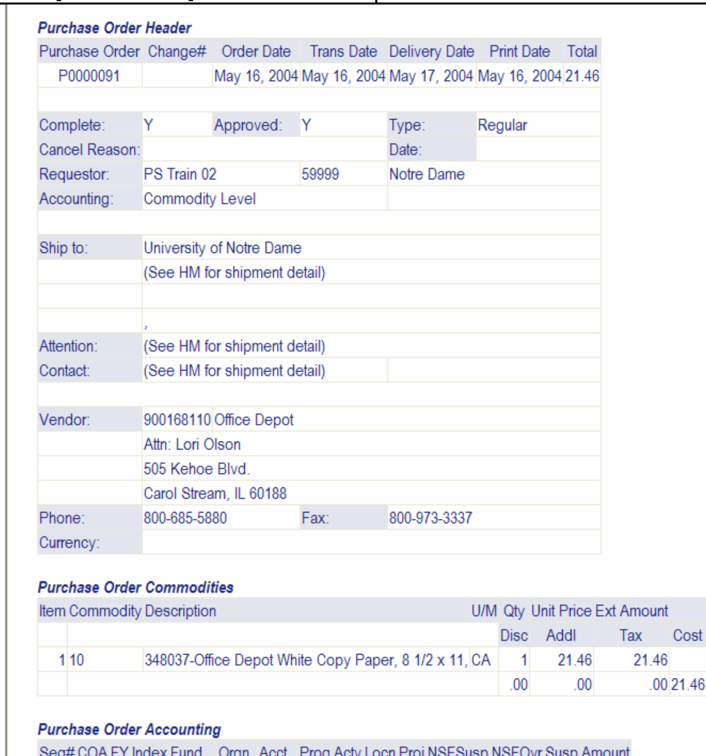
Shared

Another Query

No Related Documents Available

12. To see the actual purchase order, click on Document Code **P0000091**.	A copy of the actual purchase order will appear (see the following illustration).

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)



Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0000091		May 16, 2004	May 16, 2004	May 17, 2004	May 16, 2004	21.46

Complete:	Y	Approved:	Y	Type:	Regular
Cancel Reason:				Date:	
Requestor:	PS Train 02		59999	Notre Dame	
Accounting:	Commodity Level				
Ship to:	University of Notre Dame				
	(See HM for shipment detail)				
	,				
Attention:	(See HM for shipment detail)				
Contact:	(See HM for shipment detail)				
Vendor:	900168110 Office Depot				
	Attn: Lori Olson				
	505 Kehoe Blvd.				
	Carol Stream, IL 60188				
Phone:	800-685-5880		Fax:	800-973-3337	
Currency:					

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount
				Disc	Addl	Tax	Cost
1	10	348037-Office Depot White Copy Paper, 8 1/2 x 11, CA		1	21.46	21.46
				.00	.00	.00	21.46

Purchase Order Accounting

Seq# COA FY Index Fund Orgn Acct Prog Actv Locn Proj NSFSusp NSFOvr Susp Amount

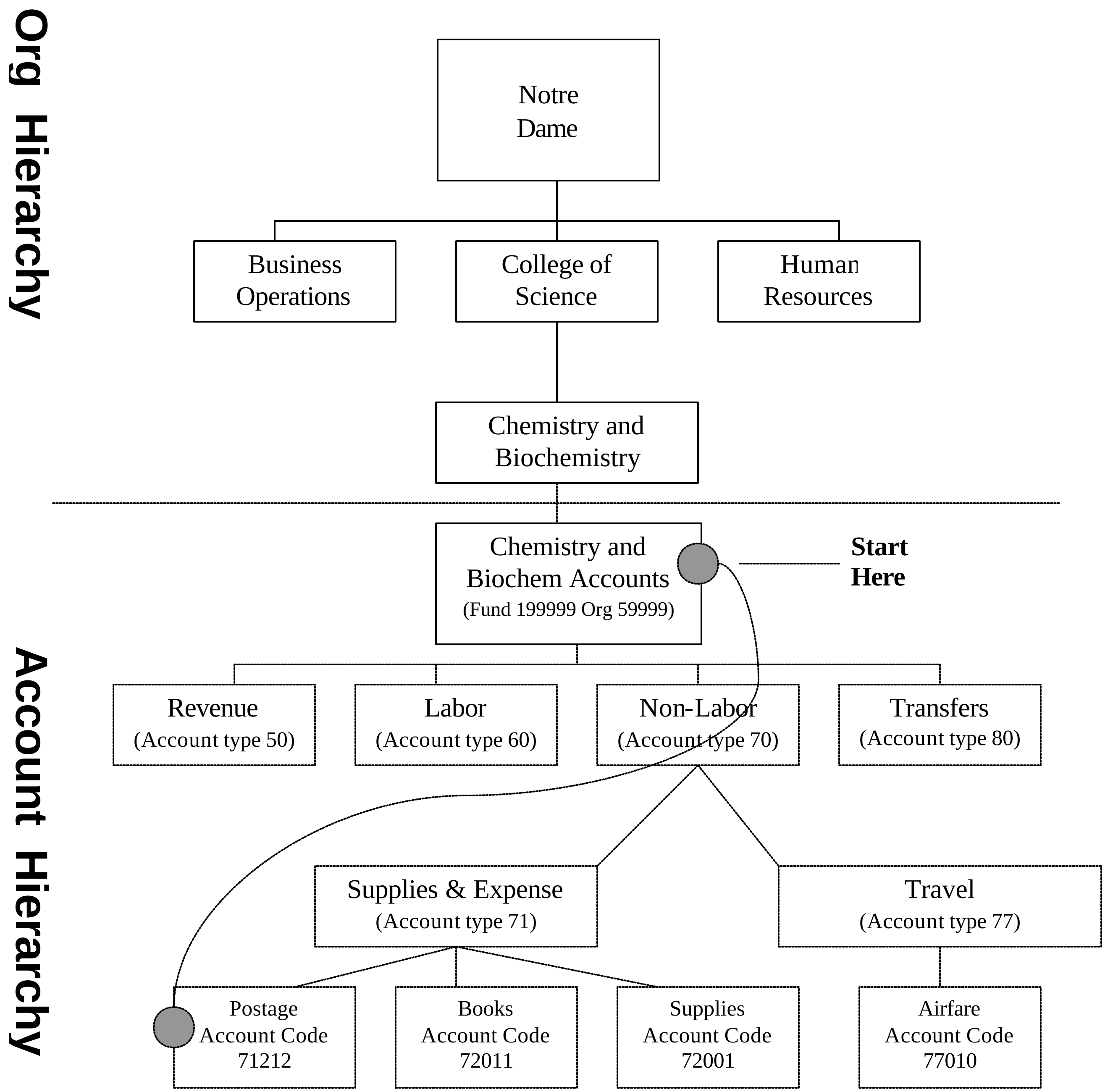
13. Click on the **Budget Queries** link at the bottom of the page you were just viewing. [Budget Queries | Encumbrance Query | View Document]	This will take you straight to the Create a New Query page.

Budget Query by Account

By viewing your budget status by account, you are able to access information at the account level and drill down through transaction details to specific documents without having to drill down through the entire budget hierarchy.

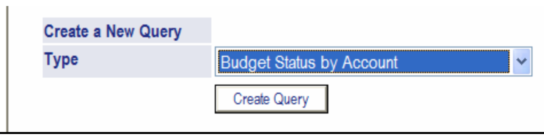
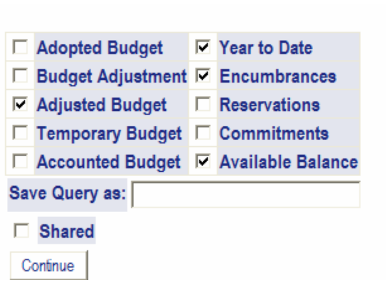
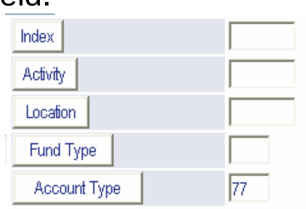
When performing a Budget Status by Account, instead of navigating through the hierarchy of the financial system, we go directly to the account we want information about.

The picture that follows outlines the "path" you will take when you go directly to the account level to begin a query. You will take a similar path in Exercise 6.



Exercise 5

In this exercise, you are looking for travel and expense reimbursements for an employee. Specifically, you are looking for airfare expenses for Mark Zeese. This will appear as an invoice.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
1. From the drop down menu select **Budget Status by Account**.  	
2. Click **Create Query**.	
3. Make sure that the following options are marked:  	
4. Click **Continue**.	
5. Set the following parameters: Fiscal year: **2004** Fiscal period: **12** Commitment Type: **All** Comparison Fiscal year: **None** Comparison Fiscal period: **None** Chart of Accounts, type: **1** Fund number, type: **199999** Organization number, type: **59999**	You are looking at fiscal period 12 because it is the current fiscal period.
6. This time, we will include the account type "travel". Type **77** in the account type field.  	The account type for travel is 77, which can be found in Appendix B, Account Codes.
7. Click **Submit Query**.	
8. In the FY04/PD 12 Year to Date Column, for the airfare account, click **482.40**.	See the following illustration

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)

Query Results

Account	Account Title	FY04/PD12 Adjusted Budget	FY04/PD12 Year to Date	FY04/PD12 Commitments	FY04/PD12 Available Balance
0077	Travel	5,000.00	0.00	0.00	5,000.00
77010	Airfare	0.00	482.40	0.00	(482.40)
77020	Conference Fees	0.00	675.00	0.00	(675.00)
77030	Ground Transportation	0.00	72.00	0.00	(72.00)
77040	Incidentals	0.00	467.76	0.00	(467.76)
77050	Lodging	0.00	1,592.64	0.00	(1,592.64)
77060	Meals	0.00	349.52	0.00	(349.52)
77080	Travel Package	0.00	127.33	0.00	(127.33)
Report Total (of all records)		5,000.00	3,766.65	0.00	1,233.35

9. In the resulting Document List, click on **I0000243** to see the Travel and Expense Invoice details for Mark Zeese.

The "I" in this document code indicates that this is an invoice. See Appendix C for a list of codes.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 15, 2004	May 16, 2004	I0000248	Workman, Teresa R.	262.50	INNI
May 15, 2004	May 16, 2004	I0000243	Zeese, Mark Alan.	219.90	INNI
Report Total (of all records):				482.40	

10. Click on the Document Code **I0000243** .

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0000243	Description:	Zeese, Mark Alan.
Transaction Date:	15-May-2004		

A screen showing the invoice containing the airfare charges appears. The illustration below shows an example of the travel and expense report, including airfare.

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0000243	1		May 15, 2004	May 15, 2004	May 15, 2004	1,186.81

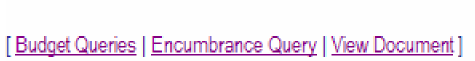
Complete:	Y	Approved:	Y	Vendor Inv	T&E 03/31-04/04
Open Paid:	O	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Commodity Level				
Vendor:	360477 Mark Zeese				
	52409 Bamford Drive				
	South Bend, IN 46637-4410				
Collects Tax:	Collects No Taxes				
Discount Code:					
Currency:					

Invoice Commodities

Item	Commodity	Description						
1		Wash DC JEHT Found; ATCA case & ASIL Annl Mtg						
	P O Item	U/M	Tax Group	TolOverride	Final Pmt	Last Rcv	Suspense	
							N	
				Approved	Disc	Addl	Tax	Net
	Amount			1186.81	.00	.00	.00	1,186.81

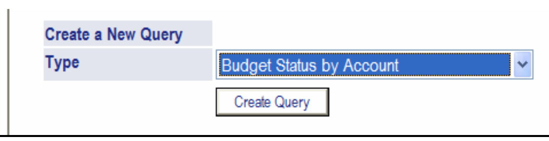
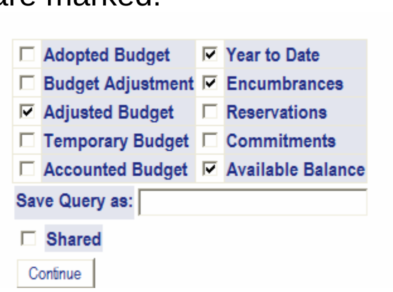
Invoice Accounting

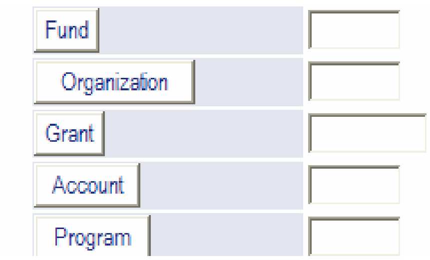
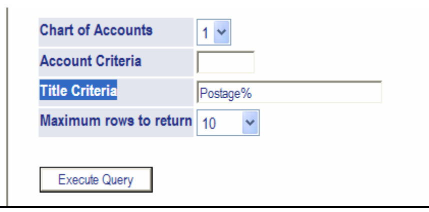
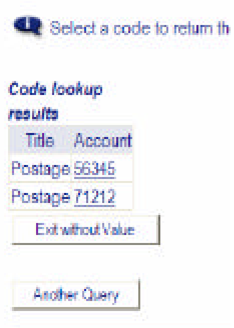
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	1	04		199999	59999	77010	99			
		XV	N	N		219.90	.00	.00	.00	219.90
2	1	04		199999	59999	77050	99			
		XV	N	N		281.61	.00	.00	.00	281.61
3	1	04		199999	59999	77020	99			
		XV	N	N		360.00	.00	.00	.00	360.00
4	1	04		199999	59999	77040	99			
		XV	N	N		106.10	.00	.00	.00	106.10
5	1	04		199999	59999	77060	99			
		XV	N	N		8.20	.00	.00	.00	8.20
6	1	04		199999	59999	77040	99			

<table>
<tr><th>ACTION (YOU DO)</th><th>SYSTEM RESPONSE (Comments)</th></tr>
<tr><td>11. Click on the Budget Queries link at the bottom of the page you were just viewing.
</td><td>This will take you straight to the Create a New Query page.</td></tr>
</table>

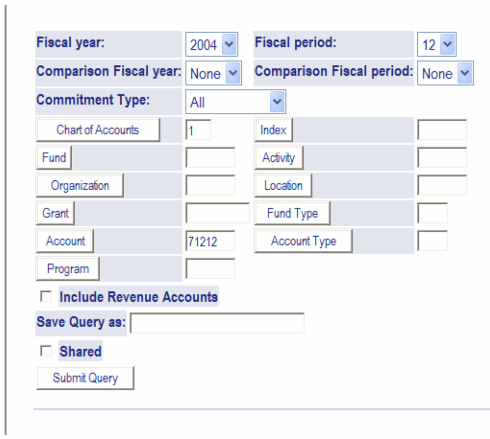
Exercise 6

In this exercise, you are looking for the journal voucher associated with the postage account expense for postage charges for a mass mailing done for you by the Mail Distribution center.

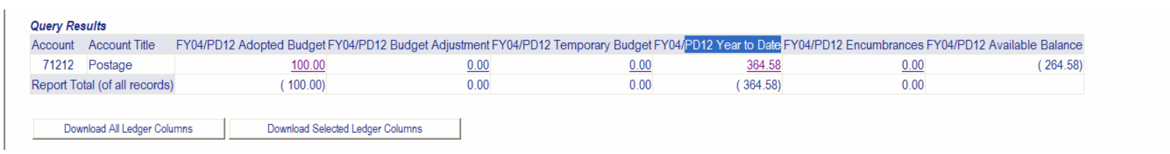
<table>
<tr><th>ACTION (YOU DO)</th><th>SYSTEM RESPONSE (Comments)</th></tr>
<tr><td>1. From the drop down menu select Budget Status by Account.
</td><td></td></tr>
<tr><td>2. Click Create Query.</td><td></td></tr>
<tr><td>3. Make sure that the following options are marked:
</td><td></td></tr>
<tr><td>4. Click Continue.</td><td></td></tr>
<tr><td>5. Set the following parameters:
Fiscal year: 2004
Fiscal period: 12
Commitment type: All
Comparison Fiscal year: None
Comparison Fiscal period: None
Chart of Accounts, type: 1
Fund number, type: 199999
Organization number, type: 59999</td><td>You are looking at fiscal period 12 because it is the current fiscal period.</td></tr>
</table>

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
6. This time, we will include the account number. Click on the **Account** button to search for the postage account code.  	This function allows you to look up your account information from the parameter page of the Budget Query tool by clicking on the appropriate white button.
7. In the Title Criteria box, type: **Postage%**  	"%" is the wildcard character that replaces any unknown. This function is case sensitive, and all search terms should begin with a capital letter.
8. Click **Execute Query**.	The Code Lookup results appear. Note that although there are two codes listed in the results, only one is an expense code – 71212. The other, 56345, is a revenue account, according to the defined account codes (see Appendix B). All codes beginning with a "5" are revenue accounts.
	
9. Click on the expense code for postage **71212**.	This will take you back to the Parameters page where the account code will be automatically added to the account box.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)



ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
10. Click **Submit Query**.	
11. In the FY04/PD12 Year to Date column, click **364.58**.	See the following illustration.

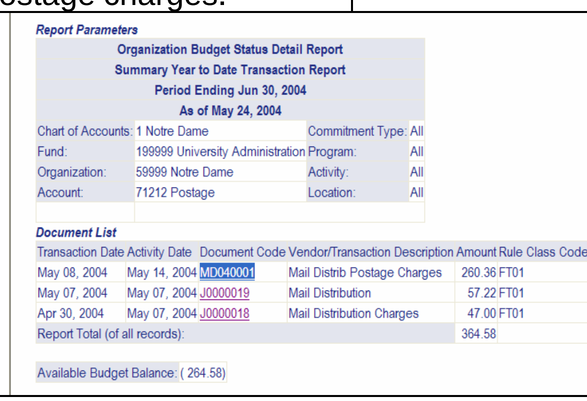


Query Results

Account	Account Title	FY04/PD12 Adopted Budget	FY04/PD12 Budget Adjustment	FY04/PD12 Temporary Budget	FY04/PD12 Year to Date	FY04/PD12 Encumbrances	FY04/PD12 Available Balance
71212	Postage	100.00	0.00	0.00	364.58	0.00	(264.58)
Report Total (of all records)		(100.00)	0.00	0.00	(364.58)	0.00	

Download All Ledger Columns Download Selected Ledger Columns

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
12. In the resulting Document List (see the following illustration), click on **MD040001** to see the Journal Voucher summary for mail distribution postage charges.	A two-letter code describes where each charge to the account originates. In this case, "MD" stands for Mail Distribution. See Appendix C for a list of codes.



Report Parameters

Organization Budget Status Detail Report
Summary Year to Date Transaction Report
Period Ending Jun 30, 2004
As of May 24, 2004

Chart of Accounts:	1 Notre Dame	Commitment Type:	All
Fund:	199999 University Administration	Program:	All
Organization:	59999 Notre Dame	Activity:	All
Account:	71212 Postage	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 08, 2004	May 14, 2004	MD040001	Mail Distrib Postage Charges	260.36	FT01
May 07, 2004	May 07, 2004	J0000019	Mail Distribution	57.22	FT01
Apr 30, 2004	May 07, 2004	J0000018	Mail Distribution Charges	47.00	FT01
Report Total (of all records):				364.58	

Available Budget Balance: (264.58)

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
13. Click on the Document Code **MD040001**.	A screen showing the actual Journal Voucher entries appears. The illustration below shows an example of a Journal Voucher for Mail Distribution postage charges.

Select Document

Detail Transaction Report			
Document Type:	Journal Document	Commitment Type:	All
Document Code:	MD040001	Description:	Mail Distrib Postage Charges
Transaction Date:	08-May-2004		

View Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
MD040001		Posted	May 08, 2004	May 14, 2004	MGEGLIO	520.72
Document Text:						

Journal Voucher Accounting

Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	NSFStatus
1	Mail Distrib Postage Charges															
	1	04	11	FT01		199999	59999	71212	99				260.36	D	N	
2	Mail Distrib Postage Charges															
	1	04	11	FT01		175000	58999	54032	91				260.36	C	N	
Total of displayed sequences:													520.72			

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
14. Click on the **Encumbrance Query** link at the bottom of the page you were just viewing. [Budget Queries | Encumbrance Query | View Document]	This will take you straight to the Encumbrance Query Parameters page.

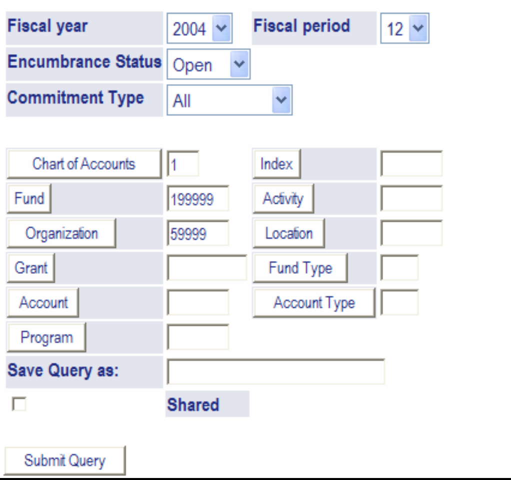
Encumbrance Query

By performing an Encumbrance Query, you can view all of the encumbrances (open or closed and committed or uncommitted) associated with your budget.

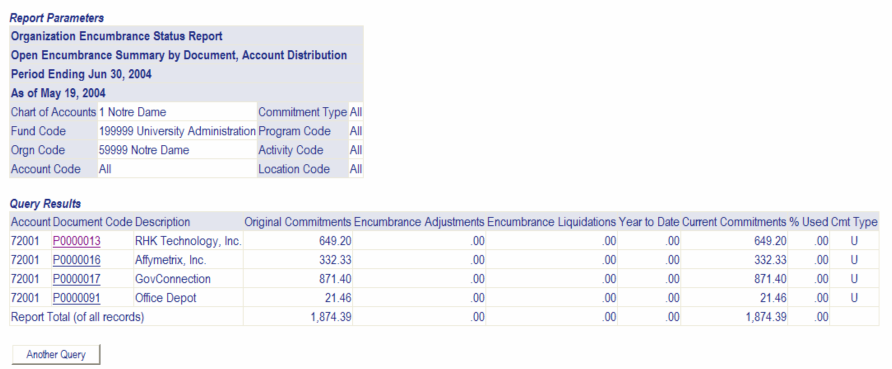
Exercise 7

In this exercise, you will look for all of the open encumbrances for fiscal period 12 of 2004.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
1. Set the following parameters: Fiscal year: **2004** Fiscal period: **12** Encumbrance status: **Open** Commitment Type: **All** Chart of Accounts, type: **1** Fund number, type: **199999** Organization number, type: **59999**	See the following illustration to check your parameters.



ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
2. Click **Submit Query**.	You will see a report of all open encumbrances for this fund and organization for the 12th fiscal period. You can look at the Purchase Orders by clicking on the hyperlinked PO numbers.



Report Parameters

Organization Encumbrance Status Report			
Open Encumbrance Summary by Document, Account Distribution			
Period Ending Jun 30, 2004			
As of May 19, 2004			
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund Code	199999 University Administration	Program Code	All
Orgn Code	59999 Notre Dame	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
72001	P0000013	RHK Technology, Inc.	649.20	.00	.00	.00	649.20	.00	U
72001	P0000016	Affymetrix, Inc.	332.33	.00	.00	.00	332.33	.00	U
72001	P0000017	GovConnection	871.40	.00	.00	.00	871.40	.00	U
72001	P0000091	Office Depot	21.46	.00	.00	.00	21.46	.00	U
Report Total (of all records)			1,874.39	.00	.00	.00	1,874.39	.00	

Another Query

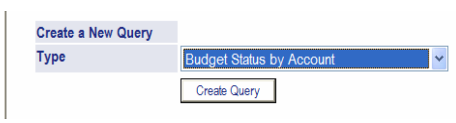
ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
3. Click on the **Budget Queries** link at the bottom of the page you were just viewing. [Budget Queries | Encumbrance Query | View Document]	This will take you straight to the Create a New Query page.

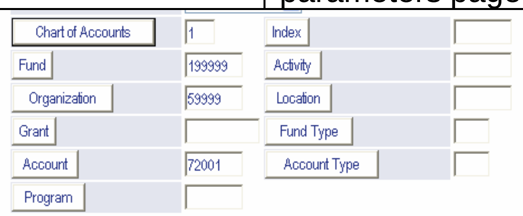
Computations

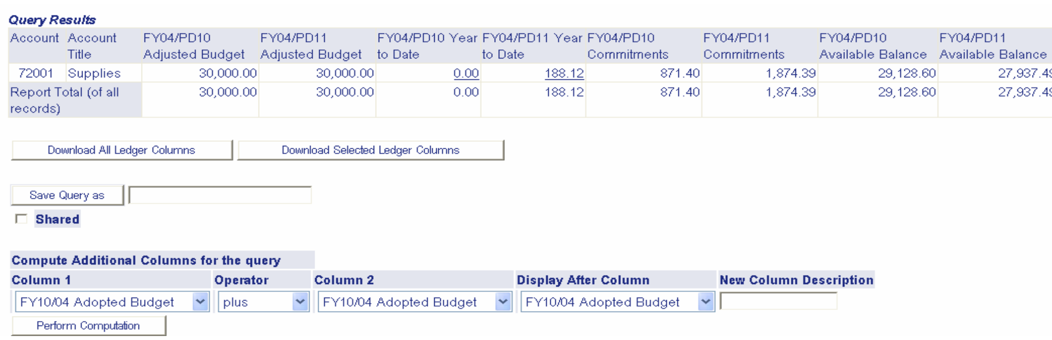
The Budget Query tool allows users to add calculated columns to a query. You may add, subtract, multiply, divide, or calculate a percent of any two ledger columns. You can name the calculated columns and choose where they should be displayed. These columns may be removed or saved with the query.

Exercise 8

In this exercise you will compare two fiscal periods, fiscal periods 10 and 11, and perform a computation that will allow you to see how much money you spent on supplies during the month of May (fiscal period 11).

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
1. From the Create a New Query drop down menu, select **Budget Status by Account**. 	
2. Click **Create Query**.	
3. Make sure that the following options are marked: 	
4. Click **Continue**.	
5. Set the following parameters: Fiscal year: **2004** Fiscal period: **10** Commitment Type: **All**	
6. This time, you want to compare two fiscal periods, so set the following additional parameters: Comparison Fiscal year: **2004** Comparison Fiscal period: **11**	This function will allow you to see two fiscal periods side-by-side to compare the two months.

<table>
<tr><th>ACTION (YOU DO)</th><th>SYSTEM RESPONSE (Comments)</th></tr>
<tr><td>7. For Chart of Accounts, type: 1
Fund number, type: 199999
Organization number, type: 59999</td><td></td></tr>
<tr><td>8. In the Account box, type: 72001</td><td>This is the Supplies account code. Since you know you want to look at Supplies expenses, you can go directly to the Supplies account by typing in that account number. You can search for account numbers by using the Account Lookup tool or by clicking on the Account button on the parameters page of the budget query tool.</td></tr>
<tr><td colspan="2">


</td></tr>
<tr><td>9. Click Submit Query.</td><td>You will see eight columns this time instead of four: the Adjusted Budget, Year to Date, Encumbrances, and Available Balance columns for both period 10 and period 11.</td></tr>
<tr><td colspan="2">


Query Results

Account	Account Title	FY04/PD10 Adjusted Budget	FY04/PD11 Adjusted Budget	FY04/PD10 Year to Date	FY04/PD11 Year to Date	FY04/PD10 Commitments	FY04/PD11 Commitments	FY04/PD10 Available Balance	FY04/PD11 Available Balance
72001	Supplies	30,000.00	30,000.00	0.00	188.12	871.40	1,874.39	29,128.60	27,937.4
Report Total (of all records)		30,000.00	30,000.00	0.00	188.12	871.40	1,874.39	29,128.60	27,937.4

</td></tr>
<tr><td>10. In the Compute Additional Columns for the Query section, from the drop down menu in Column 1 select FY 11/04 Available Balance.</td><td>Since you are determining the monthly spending for May (period 11), you start with period 11.</td></tr>
<tr><td>11. From the Operator drop down menu, select minus.</td><td></td></tr>
<tr><td>12. In Column 2, select FY 10/04 Available Balance.</td><td></td></tr>
<tr><td>13. From the Display After Column drop down menu select FY 11/04 Available Balance.</td><td>This will place the new column as the last column on the right.</td></tr>
</table>

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
14. To name the new column you are creating, in the **New Column Description** field type: **Monthly Spending**.	See the following illustration to check your entries.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
15. Click **Perform Computation**.	The query results are returned with the new column and computed information (see the following illustration).

Query Results

Account	Account Title	FY04/PD11 Adjusted Budget	FY04/PD10 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD10 Year to Date	FY04/PD11 Encumbrances	FY04/PD10 Encumbrances	FY04/PD11 Available Balance	FY04/PD10 Available Balance	Monthly Spending
72001	Supplies	30,000.00	30,000.00	188.12	0.00	1,874.39	871.40	27,937.49	29,128.60	(1,191.11)
Report Total (of all records)		30,000.00	30,000.00	188.12	0.00	1,874.39	871.40	27,937.49	29,128.60	(1,191.11)

Saved Queries

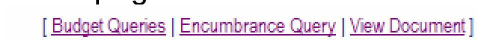
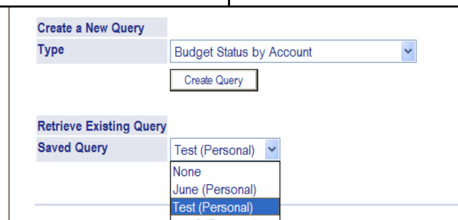
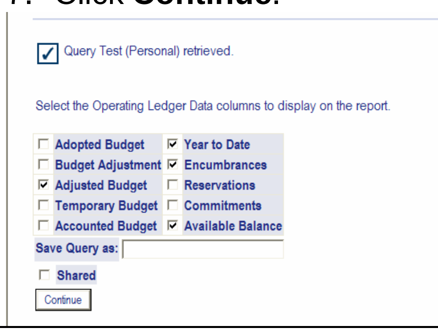
The Saved Query function allows you to save the parameters of queries that you do on a regular basis. Then you can just choose the query from the Saved Query list to see the results without having to reenter all the information.

Two types of queries may be saved. A "Personal" query is retrievable only by the user who created it. A "Shared" query is retrievable by any user. Although the Budget Query tool does allow users to share queries, it is suggested that you *do not* use this feature because you cannot chose with whom you want to share the query. By default, you are sharing with all users of the system.

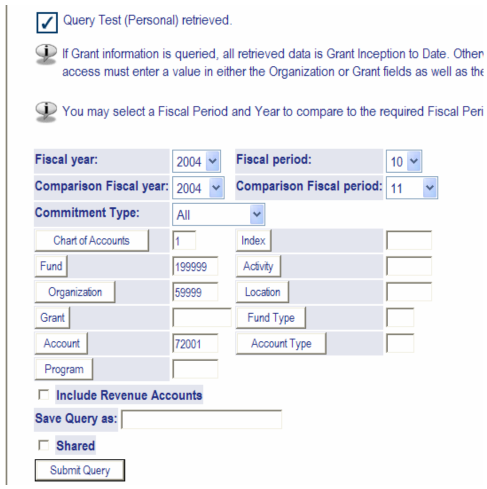
Exercise 9

In this exercise, you will save the query (with computation) that you just created and then retrieve it.

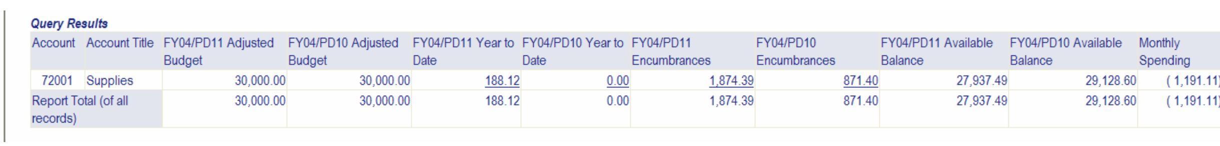
ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
1. In the **Save Query As** field, type **Test**	**Test** will be the name of this saved query.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
2. DO NOT check the Shared box to share the query.  	In this case, if several people tried to save the query as a shared query with the name Test, you would be overwriting each other.
3. Click on **Save Query**.	Your query, with the computation, is now saved.
4. To retrieve your query, click on the **Budget Queries** link at the bottom of the page.  	This will take you straight to the Create a New Query page.
5. From the **Retrieve Existing Query Saved Query** drop down menu, select the query called **Test**.	
 	
6. Click **Retrieve Query**.	
7. Click **Continue**.  	You will just click to advance through the next two screens, since all of the required information will be automatically populated by the saved query.
8. Click **Submit Query**.	This will pull up the saved query you were working with earlier, complete with the new computed column (see the following illustration).

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)



ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
	The resulting query should be exactly the same as it was when you originally saved it (see the illustration below). It is possible to change the parameters of a saved query to get different results. For example, you could change the Fiscal period to 11 and the Comparison Fiscal Period to 12 to find the monthly spending for the month of June.

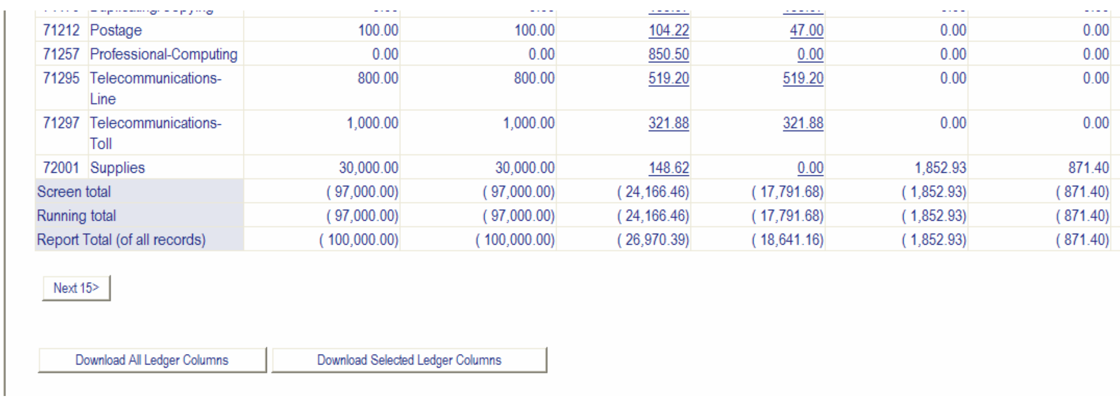


Query Results

Account	Account Title	FY04/PD11 Adjusted Budget	FY04/PD10 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD10 Year to Date	FY04/PD11 Encumbrances	FY04/PD10 Encumbrances	FY04/PD11 Available Balance	FY04/PD10 Available Balance	Monthly Spending
72001	Supplies	30,000.00	30,000.00	188.12	0.00	1,874.39	871.40	27,937.49	29,128.60	(1,191.11)
Report Total (of all records)		30,000.00	30,000.00	188.12	0.00	1,874.39	871.40	27,937.49	29,128.60	(1,191.11)

Downloading Budget Information

It is possible to download the information from a query to Excel. You can download either all the ledger columns or selected columns by simply clicking on the **Download All Ledger Columns** or **Download Selected Ledger Columns** buttons.



71212	Postage	100.00	100.00	104.22	47.00	0.00	0.00
71257	Professional-Computing	0.00	0.00	850.50	0.00	0.00	0.00
71295	Telecommunications-Line	800.00	800.00	519.20	519.20	0.00	0.00
71297	Telecommunications-Toll	1,000.00	1,000.00	321.88	321.88	0.00	0.00
72001	Supplies	30,000.00	30,000.00	148.62	0.00	1,852.93	871.40
Screen total		(97,000.00)	(97,000.00)	(24,166.46)	(17,791.68)	(1,852.93)	(871.40)
Running total		(97,000.00)	(97,000.00)	(24,166.46)	(17,791.68)	(1,852.93)	(871.40)
Report Total (of all records)		(100,000.00)	(100,000.00)	(26,970.39)	(18,641.16)	(1,852.93)	(871.40)

Next 15>

Download All Ledger Columns | Download Selected Ledger Columns

View Document

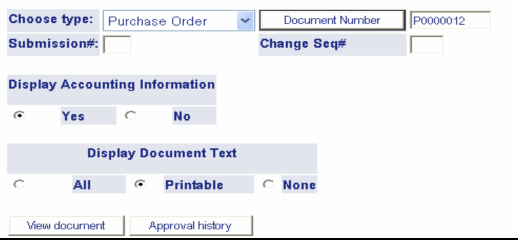
The Budget Query tool also provides you with the option of just viewing a document. In order to use this feature, you must have a document number, since there is no search function. The types of documents you can view include purchase orders, journal vouchers, encumbrances, invoices, and cash receipts.

Exercise 10

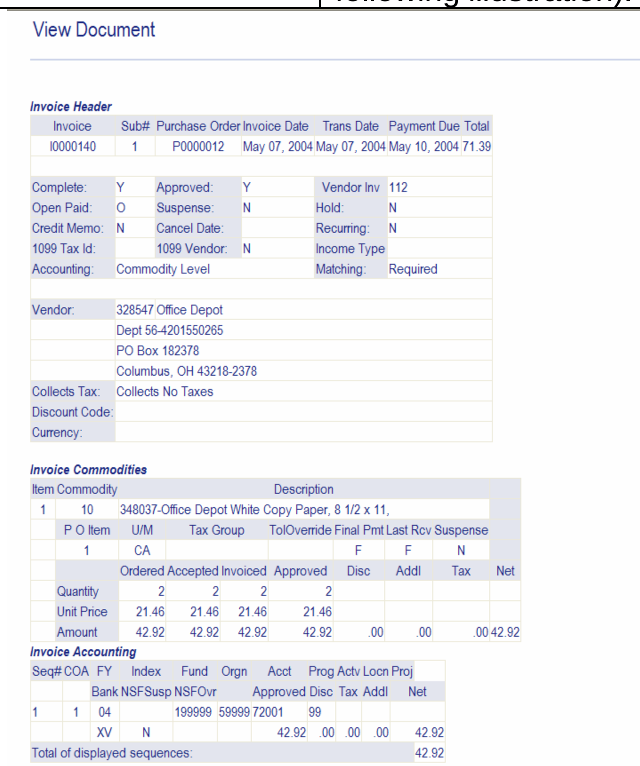
In this exercise you will view a specific purchase order, P0000012. You are able to use this feature because you know the actual number of the purchase order you want to view.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
1. Click on the **View Document** link at the bottom of the page you were just viewing. [Budget Queries | Encumbrance Query | View Document]	This will take you straight to the View Document page.
2. From the Choose Type drop-down menu, choose **Purchase Order**.	

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
3. In the Document Number field, type **P0000012**.	



ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
4. Click **View document**.	You will be able to see the complete purchase order P0000012 (see the following illustration).



View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0000140	1	P0000012	May 07, 2004	May 07, 2004	May 10, 2004	71.39

Complete:	Y	Approved:	Y	Vendor Inv	112
Open Paid:	O	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Commodity Level			Matching:	Required
Vendor:	328547 Office Depot				
	Dept 56-4201550265				
	PO Box 182378				
	Columbus, OH 43218-2378				
Collects Tax:	Collects No Taxes				
Discount Code:					
Currency:					

Invoice Commodities

Item	Commodity	Description							
1	10	348037-Office Depot White Copy Paper, 8 1/2 x 11,							
	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
	1	CA				F	F	N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	2	2	2	2				
	Unit Price	21.46	21.46	21.46	21.46				
	Amount	42.92	42.92	42.92	42.92	.00	.00	.00	42.92

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	1	04		199999	59999	72001	99			
		XV	N			42.92	.00	.00	.00	42.92
Total of displayed sequences:										42.92

Summary

The new financial management system provides you with access to a variety of financial information. You can:

- use the account translator to find your FOAPAL using your current budget unit information or use the account access feature to find the accounts to which you have access
- view your budget accounts by Budget Status by Organizational Hierarchy or Budget Status by Account
- perform a Budget Quick Query or an Encumbrance Query
- do calculations between any two ledger columns
- name the calculated columns and choose where they should be displayed
- save queries so that you don't have to fill in the parameters each time you want to perform the saved query
- download your budget information to Excel
- if you know your document number, you can view the document without having to drill down through the transaction details.

Further Practice

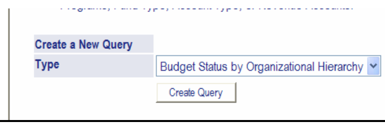
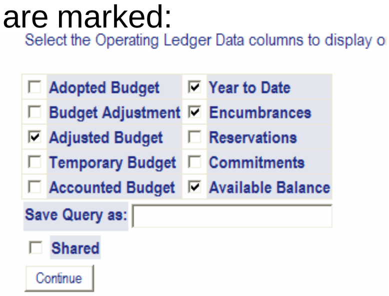
If you would like to continue practicing with the budget tools, the training site at myND is available at http://hornby.cc.nd.edu until July 1, 2004. You can also access the actual production database at http://my.nd.edu.

Final Exercise

In this exercise, you will use the FOAPAL for your Budget Unit that you looked up in Exercise 1. You will look at a comparison of the 10^{th} and 11^{th} fiscal periods of 2004. If you normally work with unrestricted accounts, please use Exercise 11a. If you normally work with restricted accounts, use Exercise 11b.

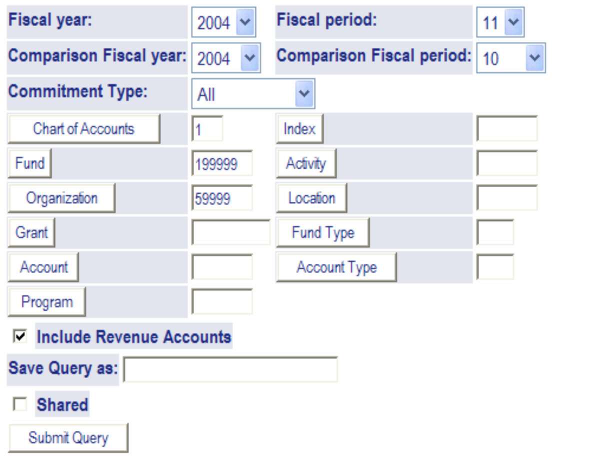
Exercise 11a

<table>
<tr><th>ACTION (YOU DO)</th><th>SYSTEM RESPONSE (Comments)</th></tr>
<tr><td>1. Click on the Budget Queries link at the bottom of the page you were just viewing.

</td><td>This will take you straight to the Create a New Query page.</td></tr>
<tr><td>2. From the Create a New Query drop down menu, select Budget Status by Organizational Hierarchy.

</td><td>(See the following illustration.)</td></tr>
<tr><td>3. Click Create Query.</td><td></td></tr>
<tr><td>4. Make sure that the following options are marked:

</td><td></td></tr>
<tr><td>5. Click Continue.</td><td></td></tr>
<tr><td>6. Set the following
Fiscal year: 2004
Fiscal period: 11
Commitment Type: All
Chart of Accounts, type: 1
Comparison year: 2004
Comparison period: 10
Fund number, type: the Fund number for your account
Organization number, type: the Organization number for your account
Check the box for Include Revenue Accounts (if applicable).</td><td>From this point on, the graphics you see on your screen will not match the graphics in this document. They should be similar, but they will be unique to each person's account information.

The following illustration shows an example of a completed query.</td></tr>
</table>

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
7. Click **Submit Query**.	Your query results are returned (see the following illustration).



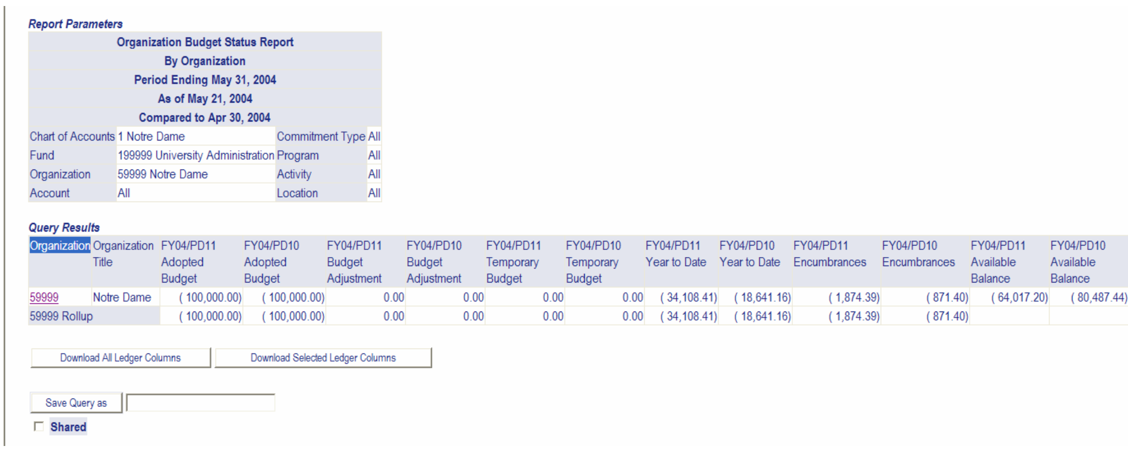
Fiscal year:	2004	Fiscal period:	11
Comparison Fiscal year:	2004	Comparison Fiscal period:	10
Commitment Type:	All		
Chart of Accounts	1	Index	
Fund	199999	Activity	
Organization	59999	Location	
Grant		Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query



Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending May 31, 2004			
As of May 21, 2004			
Compared to Apr 30, 2004			
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund	199999 University Administration	Program	All
Organization	59999 Notre Dame	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY04/PD11 Adopted Budget	FY04/PD10 Adopted Budget	FY04/PD11 Budget Adjustment	FY04/PD10 Budget Adjustment	FY04/PD11 Temporary Budget	FY04/PD10 Temporary Budget	FY04/PD11 Year to Date	FY04/PD10 Year to Date	FY04/PD11 Encumbrances	FY04/PD10 Encumbrances	FY04/PD11 Available Balance	FY04/PD10 Available Balance
59999	Notre Dame	(100,000.00)	(100,000.00)	0.00	0.00	0.00	0.00	(34,108.41)	(18,641.16)	(1,874.39)	(871.40)	(64,017.20)	(80,487.44)
59999 Rollup		(100,000.00)	(100,000.00)	0.00	0.00	0.00	0.00	(34,108.41)	(18,641.16)	(1,874.39)	(871.40)		

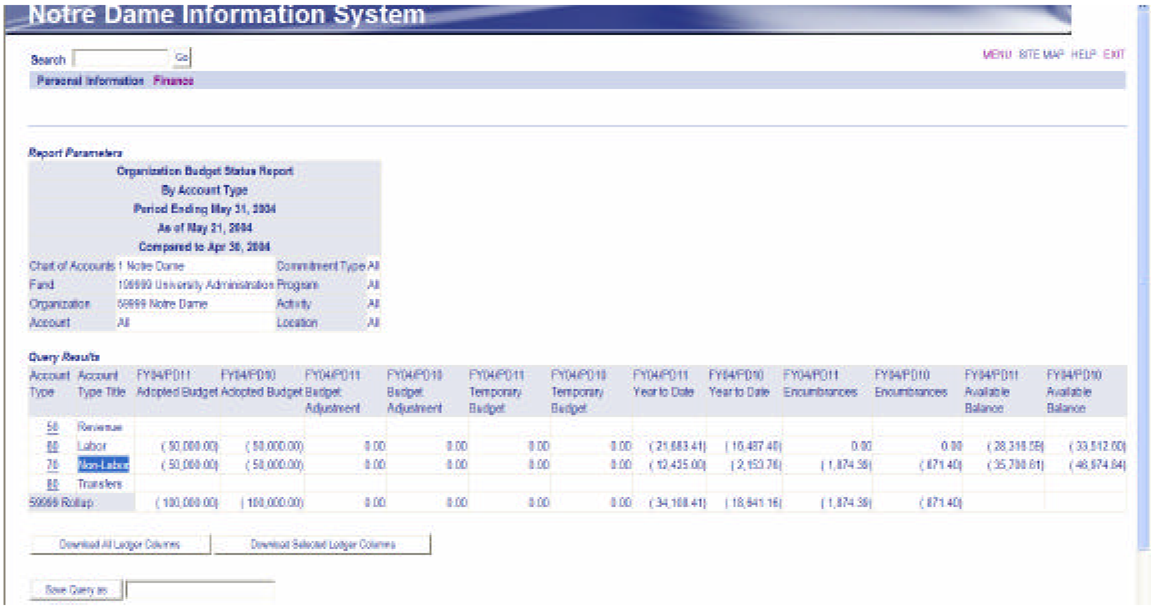
Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Shared

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
8. Drill down to the account level by clicking the number under **Organization** in the Query Results section.	The Account Level query results appear (see the following illustration).

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
9. Drill down to the account type by clicking on **70** (Non-Labor) under Account Type.	The following illustration shows an example of a comparison of two fiscal periods. You can see the differences in the encumbrances from Period 10 to 11 and the difference in the available budget.



Notre Dame Information System

Search Go MENU SITE MAP HELP EXIT

Personal Information Finance

Report Parameters

Organization Budget Status Report
By Account Type
Period Ending May 31, 2004
As of May 21, 2004
Compared to Apr 30, 2004

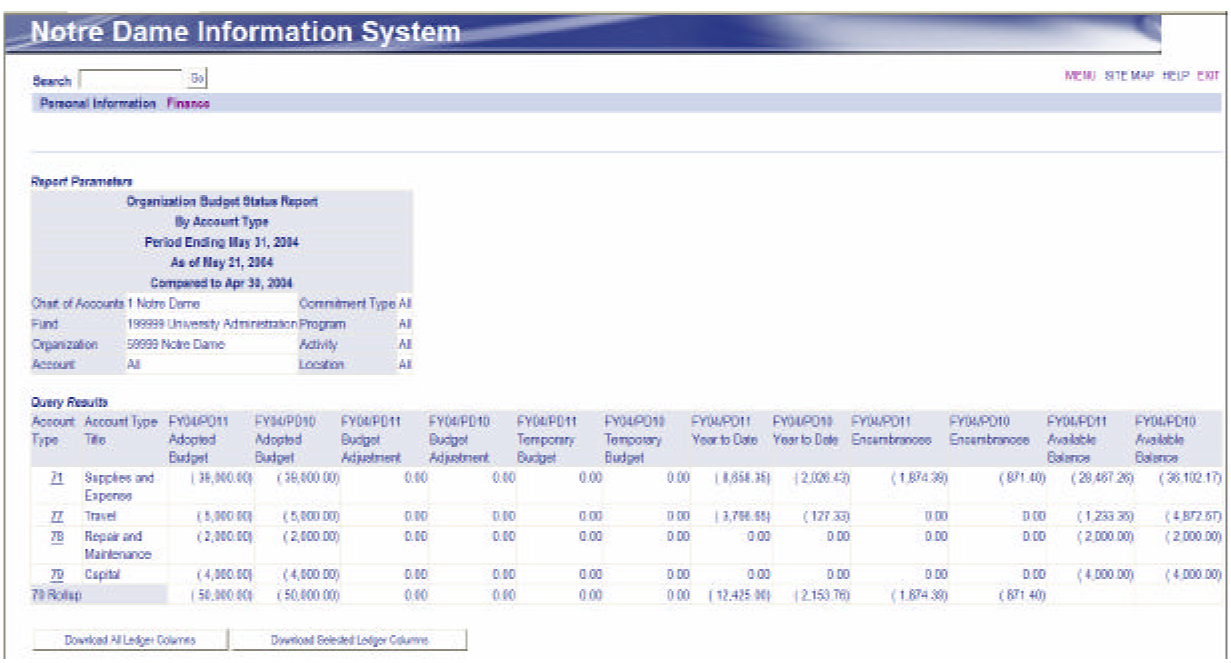
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund	199999 University Administration	Program	All
Organization	59999 Notre Dame	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY04/PD11 Adopted Budget	FY04/PD10 Adopted Budget	FY04/PD11 Budget Adjustment	FY04/PD10 Budget Adjustment	FY04/PD11 Temporary Budget	FY04/PD10 Temporary Budget	FY04/PD11 Year to Date	FY04/PD10 Year to Date	FY04/PD11 Encumbrances	FY04/PD10 Encumbrances	FY04/PD11 Available Balance	FY04/PD10 Available Balance
50	Revenue												
60	Labor	(50,000.00)	(50,000.00)	0.00	0.00	0.00	0.00	(21,683.41)	(16,487.40)	0.00	0.00	(28,316.59)	(33,512.60)
70	Non-Labor	(50,000.00)	(50,000.00)	0.00	0.00	0.00	0.00	(12,425.00)	(2,153.76)	(1,874.38)	(871.40)	(35,700.61)	(46,974.84)
80	Transfers												
59999 Rollup		(100,000.00)	(100,000.00)	0.00	0.00	0.00	0.00	(34,108.41)	(18,641.16)	(1,874.38)	(871.40)		

Download All Ledger Columns Download Selected Ledger Columns

Save Query as



Notre Dame Information System

Search Go MENU SITE MAP HELP EXIT

Personal Information Finance

Report Parameters

Organization Budget Status Report
By Account Type
Period Ending May 31, 2004
As of May 21, 2004
Compared to Apr 30, 2004

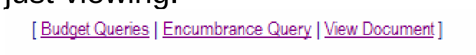
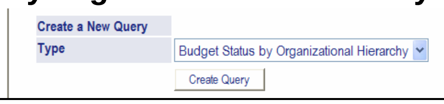
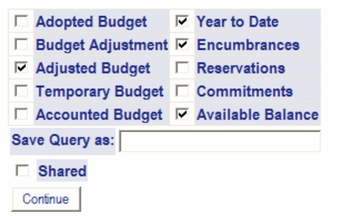
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund	199999 University Administration	Program	All
Organization	59999 Notre Dame	Activity	All
Account	All	Location	All

Query Results

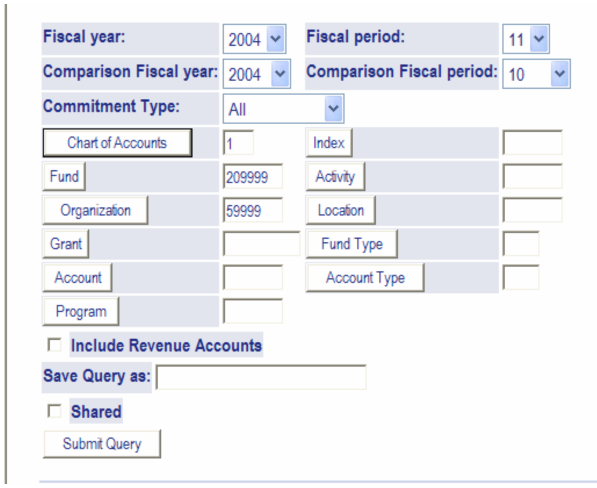
Account Type	Account Type Title	FY04/PD11 Adopted Budget	FY04/PD10 Adopted Budget	FY04/PD11 Budget Adjustment	FY04/PD10 Budget Adjustment	FY04/PD11 Temporary Budget	FY04/PD10 Temporary Budget	FY04/PD11 Year to Date	FY04/PD10 Year to Date	FY04/PD11 Encumbrances	FY04/PD10 Encumbrances	FY04/PD11 Available Balance	FY04/PD10 Available Balance
71	Supplies and Expense	(39,000.00)	(39,000.00)	0.00	0.00	0.00	0.00	(8,658.35)	(2,026.43)	(1,874.38)	(871.40)	(28,467.26)	(36,102.17)
77	Travel	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(3,766.65)	(127.33)	0.00	0.00	(1,233.35)	(4,872.67)
78	Repair and Maintenance	(2,000.00)	(2,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,000.00)	(2,000.00)
79	Capital	(4,000.00)	(4,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,000.00)	(4,000.00)
70 Rollup		(50,000.00)	(50,000.00)	0.00	0.00	0.00	0.00	(12,425.00)	(2,153.76)	(1,874.38)	(871.40)		

Download All Ledger Columns Download Selected Ledger Columns

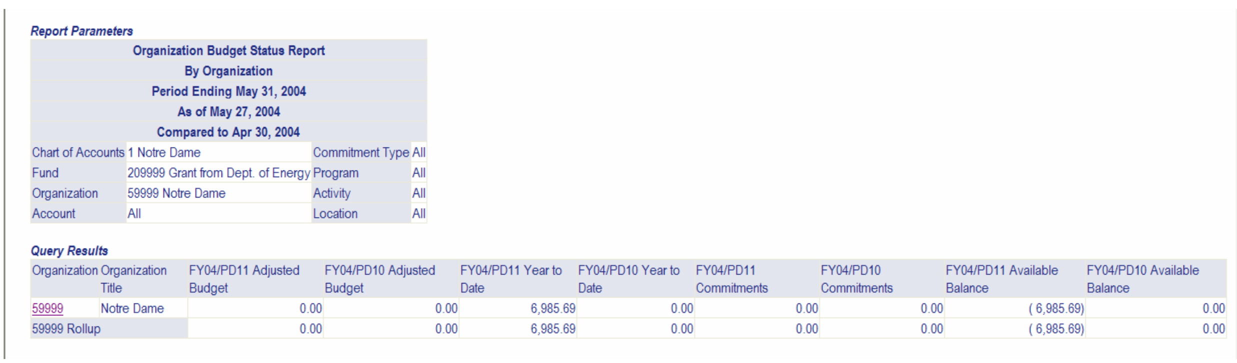
Exercise 11b

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
1. Click on the Budget Queries link at the bottom of the page you were just viewing. 	This will take you straight to the Create a New Query page.
2. From the Create a New Query drop down menu, select **Budget Status by Organizational Hierarchy**. 	
3. Click **Create Query**.	
4. Make sure that the following options are marked: 	
5. Click **Continue**.	
6. Set the following parameters: Fiscal year: **2004** Fiscal period: **11** Commitment Type: **All** Comparison Fiscal year: **2004** Comparison Fiscal period: **10** Chart of Accounts, type: **1** Fund number, type: **209999** Organization number: **59999**	This is the training sample grant fund. See the illustration below to check your settings.

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)



7. Click **Submit Query**.	The query results screen appears (see the following illustration).



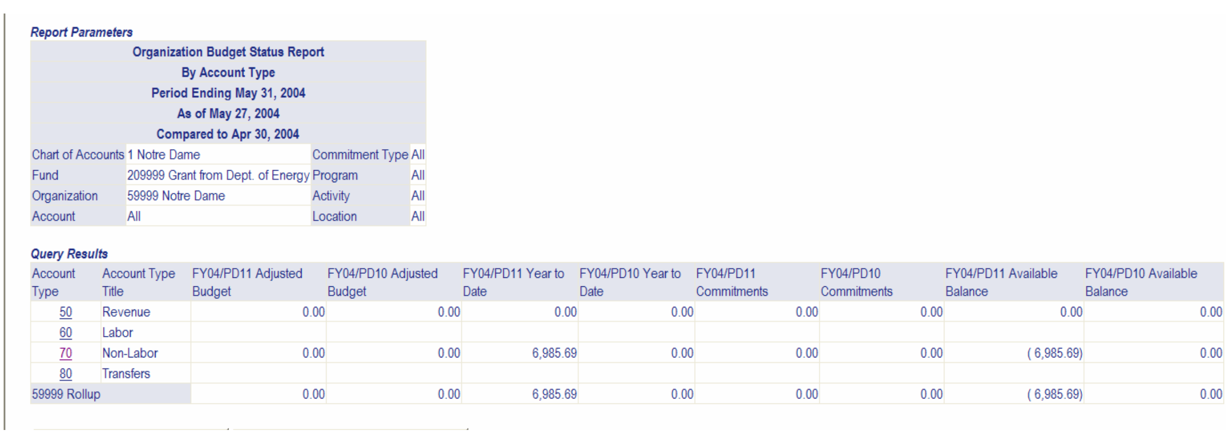
Report Parameters

Organization Budget Status Report By Organization Period Ending May 31, 2004 As of May 27, 2004 Compared to Apr 30, 2004			
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund	209999 Grant from Dept. of Energy	Program	All
Organization	59999 Notre Dame	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY04/PD11 Adjusted Budget	FY04/PD10 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD10 Year to Date	FY04/PD11 Commitments	FY04/PD10 Commitments	FY04/PD11 Available Balance	FY04/PD10 Available Balance
59999	Notre Dame	0.00	0.00	6,985.69	0.00	0.00	0.00	(6,985.69)	0.00
59999 Rollup		0.00	0.00	6,985.69	0.00	0.00	0.00	(6,985.69)	0.00

8. Under Organization in the Query Results section, click **59999**.	This will drill down to the account level.



Report Parameters

Organization Budget Status Report By Account Type Period Ending May 31, 2004 As of May 27, 2004 Compared to Apr 30, 2004			
Chart of Accounts	1 Notre Dame	Commitment Type	All
Fund	209999 Grant from Dept. of Energy	Program	All
Organization	59999 Notre Dame	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY04/PD11 Adjusted Budget	FY04/PD10 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD10 Year to Date	FY04/PD11 Commitments	FY04/PD10 Commitments	FY04/PD11 Available Balance	FY04/PD10 Available Balance
50	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	Labor								
70	Non-Labor	0.00	0.00	6,985.69	0.00	0.00	0.00	(6,985.69)	0.00
80	Transfers								
59999 Rollup		0.00	0.00	6,985.69	0.00	0.00	0.00	(6,985.69)	0.00

ACTION (YOU DO)	SYSTEM RESPONSE (Comments)
9. Under Account Type, click on **70** (Non-Labor).	This will drill down to the account type. This following illustration shows an example of a comparison of two fiscal periods. You can see the differences in the encumbrances from Period 10 to 11 and the difference in the available budget.

Query Results

Account Type	Account Type Title	FY04/PD11 Adjusted Budget	FY04/PD10 Adjusted Budget	FY04/PD11 Year to Date	FY04/PD10 Year to Date	FY04/PD11 Commitments	FY04/PD10 Commitments	FY04/PD11 Available Balance	FY04/PD10 Available Balance
71	Supplies and Expense	0.00	0.00	3,346.37	0.00	0.00	0.00	(3,346.37)	0.00
77	Travel	0.00	0.00	3,639.32	0.00	0.00	0.00	(3,639.32)	0.00
78	Repair and Maintenance								
79	Capital								
70 Rollup		0.00	0.00	6,985.69	0.00	0.00	0.00	(6,985.69)	0.00

Appendix A: Fiscal Years and Fiscal Periods

Fiscal Years

In the Budget Query system, each fiscal year is represented by a single year (such as 2004) versus two years like you are accustomed to in the budgeting process (e.g., fiscal year 2003-04). When choosing the fiscal year for a query, use the conversion chart below to determine the fiscal year that corresponds with the fiscal year you wish to view.

Fiscal Year (per ND budget process)	Fiscal Year (in Budget Query tool)
2003-04 (July 2003-June 2004)	2004
2004-05 (July 2004-June 2005)	2005
2005-06 (July 2005-June 2006)	2006
2006-07 (July 2006-June 2007)	2007
2007-08 (July 2007-June 2008)	2008

Fiscal Periods

In the Budget Query system, each fiscal period is represented by a number. The start of the fiscal year, July, is fiscal period 1. When entering the report parameters for a query, use the conversion chart below to determine the fiscal period that corresponds to the month you wish to view.

Month	Fiscal Period
January	07
February	08
March	09
April	10
May	11
June	12

Month	Fiscal Period
July	01
August	02
September	03
October	04
November	05
December	06

Appendix B: Account Codes

In this system, each type of account is represented by a specific code. The following table provides a partial list of these codes.

Account	Sub-Account
50 – Revenue	51 – Tuition and Fees
	52 – Endowment Income
	54 – Other Revenue Sources
	55 – Investment Income
	56 – Sales and Services of Auxiliary Rent
	58 – Other Sources
	59 – Contributions
	5A – Grants and Contracts
60 – Labor	61 – Salaries and Wages
	65 – Benefits
70 – Non Labor	71 – Supplies and Expense
	77 – Travel
	78 – Repairs and Maintenance
	79 – Capital
80 – Transfers	83 – Transfers

Appendix C: Document Codes and Posting Codes from Campus Unit or External Charges

Document Codes

When viewing documents within your budget, each document that is not a posting from a specific campus unit begins with a single letter code describing what the document is. The following table provides the three major document codes.

Document Code	Document Type
I	Invoice
J	Journal Voucher (general)
P	Purchase Order

Posting Codes

When viewing charges from campus units in budgets, each posting begins with a two-letter code that describes where the charge originates. The following table provides some of these codes.

Posting Code	Campus Unit from which charge originates
AB	Airborne Express
BK	Bookstore
FC	Facilities
FS	Food Services
HS	Health Services
IM	Impressions
MD	Mail Distribution
PC	Pro-Card
PY	Payroll
SA	Student Accounts
TC	Telecommunications
NOTE: An updated list of posting codes will be available on the Controller's Office web site.	

Appendix D: Troubleshooting

Symptom	Possible Causes/Solutions
No data retrieved • No data at all in columns Or • Zeros appear in columns	• Fund number incorrect • Organization number incorrect • Account number/account type incorrect • Fiscal year incorrect • Fiscal period incorrect • You do not have access to the account
Response from system – “Query retrieved no records”	• Fund number incorrect • Organization number incorrect • Account number/account type incorrect • Fiscal year incorrect • Fiscal period incorrect
Data that appears is not the data you expected to see	• Fund number incorrect • Organization number incorrect • Account number/account type incorrect • Fiscal year incorrect • Fiscal period incorrect
No hyperlinks in the columns	• Using the budget Quick Query, which does not have drill down capability • Selected incorrect report elements (e.g., chose commitments instead of encumbrance)
Search for accounts using the search button yields no results	• Account types and account codes are case sensitive (must start with a capital letter) • The % sign is used as a wild card, which can be placed in front of, in back of, or both in front and back of a word to search for account (for example, %Supplies% searches for any account containing the word “Supplies”).
Search for accounts shows numbers with 4 digits and 5 digits	• The account number structure is hierarchical, with the five-digit numbers being the data entry level. Other numbers (such as those with fewer digits) are intended for roll-up reporting.

Symptom	Possible Causes/Solutions
Document total for a journal voucher or an invoice is different than what you paid/received	• Due to fund/org security in the financial system, you may see only one side of the general ledger entry, but the document total reflects the entire entry. For example, if you pay for mail distribution charges, you will probably only see the debit to your account, but the document total shows twice the amount. The document total is showing the debit plus the credit for that transaction.