## Budget Query Tool—Quick Reference Guide

### Creating a Budget Quick Query

*(Quick access to budget balances; no drill-down)*

1. Click on **Budget Queries**.
2. From Create a New Query drop down menu, choose **Budget Quick Query**.
3. Click **Create Query**.
4. Enter Chart of Accounts: **1**
5. Enter appropriate Fiscal year (see Fiscal Year conversion chart on reverse side).
6. Enter your FOAPAL elements (use Fund and Organization to review specific account).
7. Click **Submit Query.**
8. Query with all year to date spending and encumbrances shown.

### Creating a Budget Status by Organizational Hierarchy Query

*(Use hierarchical structure of the system to drill into account types for detailed transaction information)*

1. Click on **Budget Queries**.
2. Choose **Budget Status by Organizational Heirarchy** from Create a New Query drop down menu.
3. Click **Create Query**.
4. Choose columns you wish to appear in query – recommended are Adjusted Budget, Year to Date, Encumbrances, and Available Balance.
5. Click **Continue**.
6. Choose appropriate Fiscal Year and Fiscal Period. (See Fiscal Year and Fiscal Period Conversion Chart)
7. Enter Chart of Accounts: **1**
8. Enter FOAPAL elements (use Fund and Organization to review specific account)
9. Click **Submit Query**.
10. Click on the hyperlink under Organization.
11. Click on the hyperlink for the appropriate account type you are looking for. (e.g. non-labor for supplies and expense information or travel information)
12. Click on the hyperlink for the appropriate account type you're looking for. (e.g. supplies and expense for printing, postage, supplies, etc.)
13. Accounts now listed with drill-in capability to transaction details to see Purchase Orders, Invoices, Journal Vouchers, and other details.

### Creating a Budget Status by Account

*(View detailed transaction information at the account level)*

1. Click on **Budget Queries**.
2. Choose **Budget Status by Account** from Create a New Query drop down menu.
3. Click **Create Query**.
4. Choose columns you wish to appear in query – recommended are Adjusted Budget, Year to Date, Encumbrances, and Available Balance.
5. Click **Continue**.
6. Choose appropriate Fiscal Year and Fiscal Period. (See Fiscal Year and Fiscal Period Conversion Chart)
7. Enter Chart of Accounts: **1**
8. Enter FOAPAL elements (use Fund and Organization to review specific account)
9. Enter the Account Type and/or Account Number you wish to query (see Account Codes reference chart)
10. Click **Submit Query**.
11. Accounts and/or account types listed with drill-in capability to transaction details to see Purchase Orders, Invoices, Journal Vouchers, and other details.


## Budget Query Tool—Quick Reference Guide

### Creating a Budget Quick Query

*(Quick access to budget balances; no drill-down)*

1. Click on **Budget Queries**.
2. From Create a New Query drop down menu, choose **Budget Quick Query**.
3. Click **Create Query**.
4. Enter Chart of Accounts: **1**
5. Enter appropriate Fiscal year (see Fiscal Year conversion chart on reverse side).
6. Enter your FOAPAL elements (use Fund and Organization to review specific account).
7. Click **Submit Query.**
8. Query with all year to date spending and encumbrances shown.

### Creating a Budget Status by Organizational Hierarchy Query

*(Use hierarchical structure of the system to drill into account types for detailed transaction information)*

1. Click on **Budget Queries**.
2. Choose **Budget Status by Organizational Heirarchy** from Create a New Query drop down menu.
3. Click **Create Query**.
4. Choose columns you wish to appear in query – recommended are Adjusted Budget, Year to Date, Encumbrances, and Available Balance.
5. Click **Continue**.
6. Choose appropriate Fiscal Year and Fiscal Period. (See Fiscal Year and Fiscal Period Conversion Chart)
7. Enter Chart of Accounts: **1**
8. Enter FOAPAL elements (use Fund and Organization to review specific account)
9. Click **Submit Query**.
10. Click on the hyperlink under Organization.
11. Click on the hyperlink for the appropriate account type you are looking for. (e.g. non-labor for supplies and expense information or travel information)
12. Click on the hyperlink for the appropriate account type you're looking for. (e.g. supplies and expense for printing, postage, supplies, etc.)
13. Accounts now listed with drill-in capability to transaction details to see Purchase Orders, Invoices, Journal Vouchers, and other details.

### Creating a Budget Status by Account

*(View detailed transaction information at the account level)*

1. Click on **Budget Queries**.
2. Choose **Budget Status by Account** from Create a New Query drop down menu.
3. Click **Create Query**.
4. Choose columns you wish to appear in query – recommended are Adjusted Budget, Year to Date, Encumbrances, and Available Balance.
5. Click **Continue**.
6. Choose appropriate Fiscal Year and Fiscal Period. (See Fiscal Year and Fiscal Period Conversion Chart)
7. Enter Chart of Accounts: **1**
8. Enter FOAPAL elements (use Fund and Organization to review specific account)
9. Enter the Account Type and/or Account Number you wish to query (see Account Codes reference chart)
10. Click **Submit Query**.
11. Accounts and/or account types listed with drill-in capability to transaction details to see Purchase Orders, Invoices, Journal Vouchers, and other details.

## Fiscal Year Conversion Chart

| 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 Period Conversion Chart

| Month | Fiscal Period | Month | Fiscal Period |
|---|---|---|---|
| January | 07 | July | 01 |
| February | 08 | August | 02 |
| March | 09 | September | 03 |
| April | 10 | October | 04 |
| May | 11 | November | 05 |
| June | 12 | December | 06 |

## Account 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 |

## Posting 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.

## Document Codes

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


## Fiscal Year Conversion Chart

| 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 Period Conversion Chart

| Month | Fiscal Period | Month | Fiscal Period |
|---|---|---|---|
| January | 07 | July | 01 |
| February | 08 | August | 02 |
| March | 09 | September | 03 |
| April | 10 | October | 04 |
| May | 11 | November | 05 |
| June | 12 | December | 06 |

## Account 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 |

## Posting 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.

## Document Codes

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