

*Banner Finance  
Budget Queries Workshop*



***OCTOBER 2012  
UNIVERSITY OF CENTRAL ARKANSAS***

## INTRODUCTION

The main function of the Budget Office at the University of Central Arkansas is to give assistance to Vice Presidents, Deans and Department Managers to understand and stay within their allocated budget for the fiscal year. The Budget Office also is responsible for preparing, maintaining, and monitoring the university's budgets in accordance with the President, Board of Trustees, and the State of Arkansas.

Should you have a budget question, please feel free to contact us at any time. The following is our contact information:

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# **Finance Self Service Banner Budget Queries**

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## Main Menu

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Welcome, Miguel A. Schmidt, to the WWW Information System! Last web access on Mar 10, 2006 at 03:20 pm

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[Finance](#)  
Create or review financial documents, budget information, approvals.

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Click on  
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the Self-Service  
Module

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## Finance

**Budget Queries**

- Encumbrance Query
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query  
Type

Retrieve Existing Query  
Saved Query

Click the Pull-Down Icon to access the list of Budget Query Types

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type 

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

Retrieve Existing Query

Saved Query

**Three Budget Queries are Available**

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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## *Budget Status by Account*

Allows for review of budget information by Account (Expenditure Code) by Account Index or Organization.

There are four levels of information available in this query:

1. Account Detail
2. Transaction Detail
3. Document Detail
4. Document View

## ***Budget Status by Organizational Hierarchy***

Allows for review of budget information by specifying an exact Organization or summarized by a high level Organizational Grouping.

There are five levels of information available in this query:

1. Organizational Hierarchy
2. Account Type
3. Account and Transaction Detail
4. Document Detail
5. Document View

## *Budget Quick Query*

Allows a static review of budget information by specifying an Organization.

This query does not provide any detail information other than:

1. Adjusted Budget
2. Year-to-Date Activity
3. Commitments
4. Available Balance

## *Budget Status by Account*

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 To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

**Create a New Query**

Type 

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

**Retrieve Existing Query**

Saved Query

(1) Select Budget Status by Account by highlighting in blue and left-clicking once.

(2) Click the "Create Query" button.

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Select the Operating Ledger Data columns to display on the report.

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

Save Query as:

Shared

List of Columns Available to be shown by the Query.  
Left-click once on an empty box to add to the query  
or Left-click once on a checked box to remove from  
the Query.

---

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## *Query Columns*

Adopted Budget – the original budget, on July 1, of the account.

Budget Adjustment – the amount of any changes, increase or decrease, that have been made to the original budget.

Adjusted Budget – the current budgeted amount, after any adjustments have been applied to the adopted budget.

Temporary Budget – currently unused by CCC.

Accounted Budget – currently unused by CCC.

## *Query Columns*

Year to Date – The total of all financial transactions that have used this account so far this year.

Encumbrances – The total of all requisitions that have been approved and turned into purchase orders.

Reservations – The total of all requests for financial commitments that have been made against this amount, but not yet approved. Requisition amounts appear here.

Commitments - The total of all financial commitments that have been made against this account, but not yet been finalized. Purchase Order amounts appear here.

Available Balance – The amount left in the account after Year to Date transactions, Encumbrances, Reservations, and Commitments have been subtracted from the Adjusted Budget.

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Select the Operating Ledger Data columns to display on the report.

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

Save Query as:

Shared

The Columns selected on this Query will answer a vast majority of questions that you may have about your Budget.

Proceed to the Query Definition Form by Clicking Continue

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[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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Native BANNER Start Page

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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

**Fiscal year:** 2006 **Fiscal period:** 01

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

**Commitment Type:** All

Chart of Accounts: U Index: [ ]

Fund: 11000 Activity: [ ]

Organization: 21121 Location: [ ]

Grant: [ ] Fund Type: [ ]

Account: 71100 Account Type: 71

Program: 1001

Include Revenue Accounts

Save Query as: [ ]

Shared

Submit Query

**Fiscal Year and Fiscal Period**

**Fiscal Year 2007 - July 1, 2006 thru June 30, 2007**

**Fiscal Periods:**

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

Specifying period 12 will give you all activity from July 1 through the end of June.

Done Internet

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**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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.**

**To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.**

**Fiscal year:** 2006 **Fiscal period:** 12  
**Comparison Fiscal year:** None **Comparison Fiscal period:** None  
**Commitment Type:** All

Chart of Accounts	U	Index	
Fund	11000	Activity	
Organization	21121	Location	
Grant		Fund Type	
Account	71100	Account Type	71
Program	1001		

Include Revenue Accounts

Save Query as: \_\_\_\_\_

Shared

Submit Query

**FOAPAL information will be displayed from the last Query that you ran in Finance Self-Service.**

**If this is your first Query, this information will be blank.**

**Always specify Chart of Accounts "C" - It is the chart of accounts code for CCC.**

**You can specify an Account Index (shortcut) or as much Fund/Organization/Account information as you'd like.**

**To search and look-up any of these values, see the "Code Lookup" section.**

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**Budget Queries - Microsoft Internet Explorer**

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**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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.**

**To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.**

**Fiscal year:** 2006 **Fiscal period:** 12

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

**Commitment Type:** All

**Chart of Accounts:** U **Index:** [ ]

**Fund:** 11000 **Activity:** [ ]

**Organization:** 21121 **Location:** [ ]

**Grant:** [ ] **Fund Type:** [ ]

**Account:** 71100 **Account Type:** 71

**Program:** 1001

**Include Revenue Accounts**

**Save Query as:** [ ]

**Shared**

**Submit Query**

**Click "Submit Query" to see Results**

Done Internet

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Report A - Microsoft Internet Explorer

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Address http://irby.clovis.edu:9020/pls/TRNG/bwfrpvu.P\_Budget\_Start?parmipdm=30044&atypier=0&parmproto=&viewby=detail&adoptionbudget=&acctdbudget=&ytd=on&budgetadjt=-

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**Report Parameters**

**Organization Budget Status Report**

**By Account**

**Period Ending Jun 30, 2006**

**As of Apr 14, 2006**

Chart of Accounts U Clovis Community College Commitment Type All

Fund 11000 Instruction and General Program 1001 Full Time Academic Programs

Organization 21121\_english I Activity All

Account 71100 General Expendables Location All

Account Type 71 Supplies and Expenses

**Heading Information**

The FOAPAL information that you specified on the Query Definition Form is shown here.

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance
71100	General Expendables	916.66	0.00	0.00	0.00	916.66
Report Total (of all records)		916.66	0.00	0.00	0.00	916.66

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as

Shared

Done    Internet    19

Report A - Microsoft Internet Explorer

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### Organization Budget Status Report

By Account

Period Ending Jun 30, 2006

As of Apr 14, 2006

Chart of Accounts U Clovis Community College Commitment Type All

Fund 11000 Instruction and General Program 1001 Full Time Academic Pr

Organization 21121 English I Activity All

Account 71100 General Expendables Location All

Account Type 71 Supplies and Expenses

**Query Results**

The Account Information for the Fund/Organization/Account that was specified in the Query.

Query Results		FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance
71100	General Expendables	916.66	0.00	0.00	0.00	916.66
Report Total (of all records)		916.66	0.00	0.00	0.00	916.66

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as

Shared

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## *Query Example with Code Lookup*

If you can't remember any of the FOAP (Fund/Organization/Account/Program) information, you can perform a code lookup.

Account Indexes have also been supplied that provide shortcuts to Fund/Org/Program information.

Account Indexes can also be looked up.

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**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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.**

**To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.**

Fiscal year: 2006 Fiscal period: 12  
 Comparison Fiscal year: None Comparison Fiscal period: None  
 Commitment Type: All

Chart of Accounts	U	Index	
Fund	11000	Activity	
Organization	21121	Location	
Grant		Fund Type	
Account	71100	Account Type	71
Program	1001		

Include Revenue Accounts

Save Query as: \_\_\_\_\_

Shared

Submit Query

Clicking any of the titled buttons here will allow us to do a Code Lookup for valid values.

Account Indexes will be the quickest path to the right choice.

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**!** 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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

**!** To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

**Fiscal year:** 2006 **Fiscal period:** 12

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

**Commitment Type:** All

Chart of Accounts	U	<b>Index</b>	
Fund	11000	Activity	
Organization	21121	Location	
Grant		Fund Type	
Account	71100	Account Type	71
Program	1001		

Include Revenue Accounts

Save Query as: \_\_\_\_\_

Shared

Submit Query

Click the "Index" button to search for an Account Index

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Code Lookup - Microsoft Internet Explorer

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### Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts U

Index Criteria

Title Criteria B%

Maximum rows to return 10

10  
25  
50  
75  
100  
1000  
10000

We can search by either the Account Index or the Title associated with the Account Index. A % is a wildcard.

This Pull-Down Menu specifies the number of matching results to display.

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## Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts

Index Criteria

Title Criteria  **Search for all Account Index Titles that begin with the letter "B"**

Maximum rows to return  **This Pull-Down Menu specifies the number of matching results to display.**

**After specifying search criteria, click "Execute Query"**

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Code Lookup - Microsoft Internet Explorer

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Address http://larby.clovis.edu:9020/pls/TRNG/bwfkproc.P\_Code\_Lookup?return\_url=bwfkpvu.P\_Budget\_Start&lookup\_code=Index&coas=C&pattern=&pattern2=B%26&maxrows=25&do Go

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## Code Lookup

Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.

Title	Index	Fund	Organization	Account	Program	Activity	Location
Building Construction	BC	11000	21711				1011
Building Renewal & Replacement	BRR	92600	41951				7201
Bookstore	BKST	11610	41351				2001
Building Repairs	BLDG	11000	41302				1405
Business and Office Technology	BOFT	11000	21221				1001
Board of Trustees	BOARD	11000	10002				1304
Black Student Union	CLBSU	81030	81030				9999
Banner Implementation	BANNER	92001	51020				7102
Business Administration I	BUSAD1	11000	21211				1001
Business Administration II	BUSAD2	11000	21212				1001
Business Office	BUSOFF	11000	41102				1311
Business Scholarships	BUSSCH	25030	31553				6933

Exit without Value

Another Query

**Results of Query - all Account Indexes that begin with the Letter "B"**

Notice that these indexes represent a shortcut to Funds/ Organizations/ Programs

To select the Account Index, Click on the Account Index (in Blue)

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## Code Lookup

Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.

**Code lookup results**

Title	Index	Fund	Organization	Account	Program	Activity	Location
Building Construction	BC	11000	21711				1011
Building Renewal & Replacement	BRR	92600	41951				7201
Bookstore	BKST	11610	41351				2001
Building Repairs	BLDG	11000	41302				1405
Business and Office Technology	BOFT	11000	21221				1001
Board of Trustees	BOARD	11000	10002				1304
Black Student Union	CLBSU	81030	81030				9999
Banner Implementation	BANNER	92001	51020				7102
Business Administration I	BUSAD1	11000	21211				7001
Business Administration II	BUSAD2	11000	21212				1001
Business Office	BUSOFF	11000	41102				1311
Business Scholarships	BUSSCH	25030	31553				6933

Exit without Value

Another Query

For this example, we will select "BUSOFF" by clicking here.

start 5 Internet Explorer Document1 - Microsof... Internet 27

Budget Queries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print W

Address http://kirby.clovis.edu:9020/pls/TRNG/bwfkrpvu.P\_Budget\_Start?complete=LOOKUP&viewby=&quickview=&adoptedbudget=&ytd=&budgetedjt=&encumb=&adjustedbudget=&res Go

Links Native BANNER Start Page

---

**Personal Information** Finance

Search  Go MENU SITE MAP HELP EXIT

---

Fiscal year: 2006 Fiscal period: 12  
 Comparison Fiscal year: None Comparison Fiscal period: None  
 Commitment Type: All

Chart of Accounts U Index

Fund 11000 Activity  
 Organization 41102 Location  
 Grant: Fund type  
 Account Account Type  
 Program 1311

Include Revenue Accounts

Save Query as:

Shared

Submit Query

---

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer |

Done Internet

start 5 Internet Explorer Document1 - Microsof... 28

Clicking the Account Index actually returns the Fund/Organization/Program that it points to ...

Click "Submit Query" to run the query

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print W

Address: http://kirby.clovis.edu:9020/pls/TRNG/bwfrpou.P\_ReportA?viewby=detail&adoptedbudget=&ytd=&targetedjt=&encumb=&adjustedbudget=on&reserve=on&acctdbudget=&cr

Native BANNER Start Page

**Results of Query**

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance
71100	General Expendables	( 12,100.00)	106,609.94	606,020.35		
71210	Electricity	2,500.00	0.00	0.00	0.00	2,500.00
71220	Heating Fuels	100.00	0.00	0.00	0.00	100.00
71240	Sewer and Garbage	1,000.00	0.00	0.00	0.00	1,000.00
71250	Gasoline-Diesel Fuel	1,000.00	0.00	0.00	0.00	1,000.00
71410	Book Purchases	5,000.00	0.00	0.00	0.00	5,000.00
71440	Audio Visual Aid Purchases	2,500.00	0.00	0.00	0.00	2,500.00
71940	Rent	0.00	0.00	0.00	0.00	0.00
72100	General Professional Services	0.00	10,500.00	0.00	89,500.00	( 100,000.00)
72230	Advertising - Magazine	0.00	0.00	0.00	0.00	0.00
72410	General Printing	0.00	289.84	0.00	521.51	( 811.35)
73110	Conference Fees	0.00	4,500.00	0.00	0.00	( 4,500.00)
73220	In-State Mileage	0.00	( 5,000.00)	0.00	0.00	5,000.00
73310	Out-of-State Lodging and Meals	0.00	0.00	0.00	20,000.00	( 20,000.00)
74120	Telecommunications Expense	10,000.00	8,020.00	55.00	55.00	1,925.00
Screen total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Running total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Report Total (of all records)		10,000.00	256,114.13	684,515.35	794,536.86	( 1,040,650.99)

Next 15>

Shows 15 lines at a time, click here for the next 15

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Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://kirby.clovis.edu:9020/pls/TRNG/bwfkpou.P\_ReportA?viewby=detail&adoptedbudget=&ytd=on&budgetadj=&encumb=&adjustedbudget=on&reserve=on&acctdbudget=&cr

Native BANNER Start Page

Organization 41102 Business Office Activity All  
Account All Location All

**Remaining Lines of Results**

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance
74130	Copier-Printing Expense	0.00	94.35	0.00	0.00	( 94.35)
75110	Institutional Equipment	0.00	58,100.00	0.00	0.00	( 58,100.00)
75210	Institutional Less Than 1000	0.00	73,000.00	940.00	940.00	( 73,940.00)
76510	Equipment	0.00	0.00	27,500.00	27,500.00	( 27,500.00)
76530	Consulting Services	0.00	0.00	50,000.00	50,000.00	( 50,000.00)
Screen total		0.00	131,194.35	78,440.00	78,440.00	( 209,634.35)
Running total		10,000.00	256,114.13	684,515.35		
Report Total (of all records)		10,000.00	256,114.13	684,515.35	794,536.86	( 1,040,650.99)

<Previous 15

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as

Shared

Done    Internet    30

## *What to do with Query Results*

We have four options for what to do next:

1. Download the results to an Excel Spreadsheet.
2. Save the Query for Future Use.
3. Add Columns to our Query.
4. Drilldown for More Information.

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print W - [Icons]

Address http://kirby.clavis.edu:9020/pls/TRNG/bwfrkou.P\_ReportA?viewby=detail&adoptedbudget=&ytd=on&budgetadj=&encumb=&adjustedbudget=on&reserve=on&acctdbudget=&cr

Native BANNER Start Page

Fund 1100 Instruction and General Program 1511 Business Office

Organization 41102 Business Office Activity All

Account All Location All

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance
74130	Copier-Printing Expense	0.00	94.35	0.00	0.00	( 94.35)
75110	Institutional Equipment	0.00	58,100.00	0.00	0.00	( 58,100.00)
75210	Institutional Less Than 1000	0.00	73,000.00	940.00	940.00	( 73,940.00)
76510	Equipment	0.00	0.00	27,500.00	27,500.00	( 27,500.00)
76530	Consulting Services	0.00	0.00	50,000.00	50,000.00	( 50,000.00)
Screen total		0.00	131,194.35	78,440.00	78,440.00	( 209,634.35)
Running total		10,000.00	256,114.13	684,515.35		
Report Total (of all records)		10,000.00	256,114.13	684,515.35	794,536.86	( 1,040,650.99)

<Previous 15

Click either of these to download the Query Results to an Excel Spreadsheet

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as [ ]

Shared

Done    Internet    32

Report A - Microsoft Internet Explorer

Address: http://kirby.clovis.edu:9020/pls/TRNG/bwfrpou.P\_ReportA?viewby=detail&adoptedbudget=&ytd=on&budgetadjt=&encumb=&adjustedbudget=on&reserve=on&acctdbudget=8cr

Organization: 41102 Business Office, Activity: All, Location: All

**Query Results**

Account	Account Title	FY06/PD12 Adjusted B	PD12 tments	FY06/PD12 Available Balance
74130	Copier-Printing Expense		0.00	( 94.35)
75110	Institutional Equipment		0.00	( 58,100.00)
75210	Institutional Less Than 1000		940.00	( 73,940.00)
76510	Equipment		27,500.00	( 27,500.00)
76530	Consulting Services		50,000.00	( 50,000.00)
Screen total			78,440.00	( 209,634.35)
Running total		1		
Report Total (of all records)		1	794,536.86	( 1,040,650.99)

<Previous 15

Download All Ledger Columns    Download

Save Query as: \_\_\_\_\_

Shared

Start downloading from site: http://kirby.clovis.edu:9020/pls/TRNG/bwfrsdd.csv?coas=C&fund=11000&fyp=&program=1311&grnt=Borg=

Internet    33

**File Download**

Do you want to open or save this file?

Name: CA90QXSN.csv  
 Type: Microsoft Excel Worksheet, 5.70 KB  
 From: kirby.clovis.edu

Open    Save    Cancel

Always ask before opening this type of file

While files from the Internet are helpful, some files can potentially harm your computer. If you are unsure of the source, do not open or save this file. [What's this?](#)

Click here to download the results to Excel - an Excel Spreadsheet will open inside of Internet Explorer

Click File, then Save As, to save the Excel Spreadsheet

Click Back to return to Finance Self-Service  
*Note: If you close this spreadsheet - the Finance Self-Service Session will also be closed.*

Excel Spreadsheet within Internet Explorer

1	Organization Budget Status Report							
2	By Account							
3	Period Ending Jun 30, 2006							
4	As of Apr 14, 2006							
5								
6	Chart of Accounts	U	Clovis Community College					
7	Fund		11000 Instruction and General					
8	Organization		41102 Business Office					
9	Account	All						
10	Program		1311 Business Office					
11	Activity	All						
12	Location	All						
13	Commitment Type	All						
14								
15								
16	chart	Fund Type2	Fund Type2 Title	Fund Type	Fund Type Title	Fund	Fund Title	Organization Org
17	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
18	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
19	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
20	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
21	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
22	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
23	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
24	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
25	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
26	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
27	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
28	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
29	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
30	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus
31	U	11	Current Unrestricted Funds	10	Current Unrestricted Funds	11000	Instruction and General	41102 Bus

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://larby.davis.edu:9020/pls/TRNG/bwfrpvu.P\_Budget\_Start?pampidm=30044&atyphier=&parmproto=&viewby=detail&adoptedbudget=&acctdbudget=&ytd=or

Native BANNER Start Page

71440	Audio Visual Aid Purchases	2,500.00	0.00	0.00	0.00	2,500.00
71940	Rent	0.00	0.00	0.00	0.00	0.00
72100	General Professional Services	0.00	10,500.00	0.00	89,500.00	( 100,000.00)
72230	Advertising - Magazine	0.00	0.00	0.00	0.00	0.00
72410	General Printing	0.00	289.84	0.00	521.51	( 811.35)
73110	Conference Fees	0.00	4,500.00	0.00	0.00	( 4,500.00)
73220	In-State Mileage	0.00	( 5,000.00)	0.00	0.00	5,000.00
73310	Out-of-State Lodging and Meals	0.00	0.00	0.00	20,000.00	( 20,000.00)
74120	Telecommunications Expense	10,000.00	8,020.00	55.00	55.00	1,925.00
Screen total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Running total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Report Total (of all records)		10,000.00	256,114.13	684,515.35	794,536.86	( 1,040,650.99)

Next 15>

Download All Ledger Columns    Download Select

Save Query as

Shared

Record: 1/1    <OSC>

start    5 Internet Explorer    Document1 - Microsof...    35

To save the Query for future use, supply a Query name and click the "Save Query as" button. If you select "Shared" the Query will be made available to all Finance Self-Service Users (not recommended).

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://krby.clovis.edu:9020/pls/TRNG/bwfkzpou.P\_ReportA?viewby=detail&adoptedbudget=&ytd=on&budgetedjt=0&encumb=8&adjustedbudget=on&reserve=on&tempbudget=8&ac

Links Native BANNER Start Page

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Compute Additional Columns pull down lists.

Query Business Office Expendables (Personal) saved.

**Notification that Query has been saved.**

**Report Parameters**

**Organization Budget Status Report**

**By Account**

**Period Ending Jun 30, 2006**

**As of Apr 14, 2006**

Chart of Accounts U Clovis Community College Commitment Type All

Fund 11000 Instruction and General Program 1311 Business Office

Organization 41102 Business Office Activity All

Account All Location All

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance
71100	General Expendables	( 12,100.00)	106,609.94	606,020.35		
71210	Electricity	2,500.00	0.00	0.00	0.00	2,500.00
71220	Heating Fuels	100.00	0.00	0.00	0.00	100.00
71240	Sewer and Garbage	1,000.00	0.00	0.00	0.00	1,000.00
71250	Gasoline-Diesel Fuel	1,000.00	0.00	0.00	0.00	1,000.00

Done Internet 36

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://karby.clovis.edu:9020/pls/TRNG/bwfkpvu.P\_Budget\_Start?parmpldm=30044&atyphier=8&parmproto=8&viewby=detail&adoptedbudget=&acctdbudget=&ytd=on&budgetadj=-

Native BANNER Start Page

73310	Out-of-State Lodging and Meals	0.00	0.00	0.00	20,000.00	( 20,000.00)
74120	Telecommunications Expense	10,000.00	8,020.00	55.00	55.00	1,925.00
Screen total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Running total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Report Total (of all records)		10,000.00	256,114.13	684,515.35	794,536.86	( 1,040,650.99)

Next 15>

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as: Business Office Expendables

Shared

**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
FY06/PD12 Year to Date	percent of	FY06/PD12 Adjusted Budget	FY06/PD12 Available Balance	Percent Expended

Perform Computation

Another Query

Click here to add the calculated column to the Query.

start    5 Internet Explorer    Document1 - Microsof...    Internet    37

Columns to be added are defined here. Use the Pull-Downs to select the fields for the calculation. The calculation shown here is the most likely column that would be added. It computes the Year-to-Date expenses as a percent of the Adjusted Budget.

Click here to add the calculated column to the Query.

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: [http://kby.clovis.edu:9020/pls/TRNG/bwfrpou.P\\_ReportA?viewby=detail&adoptedbudget=&fytd=on&budgetadjt=&encumb=&adjustedbudget=on&reserve=on&tempbudget=&ac](http://kby.clovis.edu:9020/pls/TRNG/bwfrpou.P_ReportA?viewby=detail&adoptedbudget=&fytd=on&budgetadjt=&encumb=&adjustedbudget=on&reserve=on&tempbudget=&ac)

Links: Native BANNER Start Page

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance	Percent Expended
71100	General Expendables	( 12,100.00)	106,609.94	606,020.35			( 861.07)
71210	Electricity	2,500.00	0.00	0.00	0.00	2,500.00	0.00
71220	Heating Fuels	100.00	0.00	0.00	0.00	100.00	0.00
71240	Sewer and Garbage	1,000.00	0.00	0.00	0.00	1,000.00	0.00
71250	Gasoline-Diesel Fuel	1,000.00	0.00	0.00	0.00	1,000.00	0.00
71410	Book Purchases	5,000.00	0.00	0.00	0.00	5,000.00	0.00
71440	Audio Visual Aid Purchases	2,500.00	0.00	0.00	0.00	2,500.00	0.00
71940	Rent	0.00	0.00	0.00	0.00	0.00	0.00
72100	General Professional Services	0.00	10,500.00	0.00	69,500.00	( 100,000.00)	0.00
72230	Advertising - Magazine	0.00	0.00	0.00	0.00	0.00	0.00
72410	General Printing	0.00	289.84	0.00	521.51	( 811.35)	0.00
73110	Conference Fees	0.00	4,500.00	0.00	0.00	( 4,500.00)	0.00
73220	In-State Mileage	0.00	( 5,000.00)	0.00	0.00	5,000.00	0.00
73310	Out-of-State Lodging and Meals	0.00	0.00	0.00	20,000.00	( 20,000.00)	0.00
74120	Telecommunications Expense	10,000.00	8,020.00	55.00	55.00	1,925.00	80.20
	Screen total	10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)	1,249.20
	Running total	10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)	1,249.20
	Report Total (of all records)	10,000.00	256,114.13	684,515.35	794,536.86	( 1,040,650.99)	2,561.14

Next 15>

Query Results with new column added.

start 5 Internet Explorer Document11 - Microsof... Internet 38

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://kirby.davis.edu:9020/pls/TRNG/bwfrpxu.P\_ReportA?viewby=detail&adoptedbudget=&ytd=on&budgetadj=&encumb=&adjustedbudget=on&reserve=on&tempbudget=&ac

Native BANNER Start Page

Organization 41102 Business Office Activity All  
 Account All Location All

**There is more information available behind these items.**

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance
71100	General Expendables	( 12,100.00)	106,609.94	606,020.35		
71210	Electricity	2,500.00	0.00	0.00	0.00	2,500.00
71220	Heating Fuels	100.00	0.00	0.00	0.00	100.00
71240	Sewer and Garbage	1,000.00	0.00	0.00	0.00	1,000.00
71250	Gasoline-Diesel Fuel	1,000.00	0.00	0.00	0.00	1,000.00
71410	Book Purchases	5,000.00	0.00	0.00	0.00	5,000.00
71440	Audio Visual Aid Purchases	2,500.00	0.00	0.00	0.00	2,500.00
71940	Rent	0.00	0.00	0.00	0.00	0.00
72100	General Professional Services	0.00	10,500.00	0.00	89,500.00	( 100,000.00)
72230	Advertising - Magazine	0.00	0.00	0.00	0.00	0.00
72410	General Printing	0.00	289.84	0.00	521.51	( 811.35)
73110	Conference Fees	0.00	4,500.00	0.00	0.00	( 4,500.00)
73220	In-State Mllege	0.00	( 5,000.00)	0.00	0.00	5,000.00
73310	Out-of-State Lodging and Meals	0.00	0.00	0.00	20,000.00	( 20,000.00)
74120	Telecommunications Expense	10,000.00	8,020.00	55.00	55.00	1,925.00
Screen total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Running total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Report Total (of all records)		10,000.00	256,114.13	684,515.35	794,536.86	( 1,040,650.99)

http://kirby.davis.edu:9020/pls/TRNG/bwfrpxu.P\_ReportE?coas=C&fund=11000&program=1311&ndrev=&atyp=&fyp=&orgn=41102&actv=6r

start 5 Internet Explorer Document1 - Microsof... 39

Report A Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://kirby.clovis.edu:9020/pls/TRNG/bwfrpxou.P\_ReportA?viewby=detail&adoptedbudget=&ytd=on&budgetadj=&encumb=&adjustedbudget=on&reserve=on&tempbudget=&ac

Links Native BANNER Start Page

Organization 41102 Business Office Activity All  
Account All Location All

**Click here to see the detail for Year-to-Date Expenses in the General Expendables Account**

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Reservations	FY06/PD12 Commitments	FY06/PD12 Available Balance
71100	General Expendables	( 12,100.00)	<u>106,609.94</u>	606,020.35		
71210	Electricity	2,500.00	0.00	0.00	0.00	2,500.00
71220	Heating Fuels	100.00	0.00	0.00	0.00	100.00
71240	Sewer and Garbage	1,000.00	0.00	0.00	0.00	1,000.00
71250	Gasoline-Diesel Fuel	1,000.00	0.00	0.00	0.00	1,000.00
71410	Book Purchases	5,000.00	0.00	0.00	0.00	5,000.00
71440	Audio Visual Aid Purchases	2,500.00	0.00	0.00	0.00	2,500.00
71940	Rent	0.00	0.00	0.00	0.00	0.00
72100	General Professional Services	0.00	10,500.00	0.00	89,500.00	( 100,000.00)
72230	Advertising - Magazine	0.00	0.00	0.00	0.00	0.00
72410	General Printing	0.00	289.84	0.00	521.51	( 811.35)
73110	Conference Fees	0.00	4,500.00	0.00	0.00	( 4,500.00)
73220	In-State Mileage	0.00	( 5,000.00)	0.00	0.00	5,000.00
73310	Out-of-State Lodging and Meals	0.00	0.00	0.00	20,000.00	( 20,000.00)
74120	Telecommunications Expense	10,000.00	8,020.00	55.00	55.00	1,925.00
Screen total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Running total		10,000.00	124,919.78	606,075.35	716,096.86	( 831,016.64)
Report Total (of all records)		10,000.00	256,114.13	684,515.35	794,536.86	( 1,040,650.99)

http://kirby.clovis.edu:9020/pls/TRNG/bwfrpxu.P\_ReportE?coas=C&fund=11000&program=1311&ndrev=&atyp=&fyp=&orgn=41102&actv=6r

Internet 40

ReportE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://karby.clovis.edu:9020/pls/TRNG/bwfkpxu.P\_ReportE?coas=C&fund=11000&program=1311&ncrrev=&atyp=&ftyp=&orgn=41102&actv=&refnumber=&acct=71100&grnt=&...

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**Report Parameters**

**Organization Budget Status Detail Report  
Summary Year to Date Transaction Report  
Period Ending Jun 30, 2006  
As of Apr 14, 2006**

Chart of Accounts: U Clovis Community College    Commitment Type: All  
Fund: 11000 Instruction and General Program;    1311 Business Office  
Organization: 41102 Business Office    Activity: All  
Account: 71100 General Expendables    Location: All

These are the Documents that comprise the total Year-to-Date activity for the Account.

Click the Document Code to see the transaction detail.

**Document List**

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 27, 2005	Sep 27, 2005	10000077	correct bookstore charge	( 18.00)	JE16
Sep 15, 2005	Sep 15, 2005	10000066	pencils	500.00	JE15
Nov 10, 2005	Nov 10, 2005	10000161	Office Center	50.00	INEI
Nov 10, 2005	Nov 10, 2005	10000158	The Print Shop	200.00	INEI
Nov 10, 2005	Nov 10, 2005	10000158	The Print Shop	( 200.00)	ICEI
Nov 10, 2005	Nov 10, 2005	10000158	The Print Shop	300.00	INEI
Nov 10, 2005	Nov 10, 2005	10000152	Lason Information Management	2,000.00	INEI
Nov 10, 2005	Nov 10, 2005	10000131	The Print Shop	100.00	INEI
Nov 10, 2005	Nov 10, 2005	10000131	The Print Shop	( 100.00)	ICEI
Nov 09, 2005	Nov 09, 2005	10000122	Thompson Learning	2,173.50	INEI
Nov 09, 2005	Nov 09, 2005	10000122	Thompson Learning	10.00	INEI
Nov 09, 2005	Nov 09, 2005	10000121	Lason Information Management	100,000.00	INEI
Nov 09, 2005	Nov 09, 2005	10000118	Thompson Learning	1,094.44	INEI
Oct 13, 2005	Oct 13, 2005	10000081	Norm's Own World	500.00	INN
Report Total (of all records):				106,609.94	

Total of all Year-to-Date Expenses

Done

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Address: http://karby.clovis.edu:9020/pls/TRNG/bwfkpxu.P\_ReportE?coas=C&fund=11000&program=1311&ndcrev=6&atyp=6&ftyp=6&orgn=41102&acty=8&refnumber=8&acct=71100&grnt=6&c

Links: Native BANNER Start Page

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**Report Parameters**

**Organization Budget Status Detail Report  
Summary Year to Date Transaction Report  
Period Ending Jun 30, 2006  
As of Apr 14, 2006**

Chart of Accounts: U Clovis Community College    Commitment Type: All  
Fund: 11000 Instruction and General Program: 1311 Business Office  
Organization: 41102 Business Office    Activity: All  
Account: 71100 General Expendables    Location: All

**Click here to see the transaction details of Document J0000077**

**Document List**

Transaction Date	Activity Date	Document Code	Vendor / Transaction Description	Amount	Rule Class Code
Sep 27, 2005	Sep 27, 2005	J0000077	correct bookstore charge	( 18.00)	JE16
Sep 15, 2005	Sep 15, 2005	J0000066	pencils	500.00	JE15
Nov 10, 2005	Nov 10, 2005	I0000161	Office Center	50.00	INEI
Nov 10, 2005	Nov 10, 2005	I0000158	The Print Shop	200.00	INEI
Nov 10, 2005	Nov 10, 2005	I0000158	The Print Shop	( 200.00)	ICEI
Nov 10, 2005	Nov 10, 2005	I0000158	The Print Shop	300.00	INEI
Nov 10, 2005	Nov 10, 2005	I0000152	Lason Information Management	2,000.00	INEI
Nov 10, 2005	Nov 10, 2005	I0000131	The Print Shop	100.00	INEI
Nov 10, 2005	Nov 10, 2005	I0000131	The Print Shop	( 100.00)	ICEI
Nov 09, 2005	Nov 09, 2005	I0000122	Thompson Learning	2,173.50	INEI
Nov 09, 2005	Nov 09, 2005	I0000122	Thompson Learning	10.00	INEI
Nov 09, 2005	Nov 09, 2005	I0000121	Lason Information Management	100,000.00	INEI
Nov 09, 2005	Nov 09, 2005	I0000118	Thompson Learning	1,094.44	INEI
Oct 13, 2005	Oct 13, 2005	I0000081	Norm's Own World	500.00	INNI
Report Total (of all records):				106,609.94	

Done

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Report X - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://krby.clovis.edu:9020/pls/TRNG/bwfkpxu.P\_ReportX?refnumber=30000077&skiprows=0&tdate=27-Sep-2005&fcode=03&type=20&subno=0&trowid=AAAHMhAAEAAKYU# Go

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Select Document

**Detail Transaction Report**

Document Type: Journal Document Commitment Type: All  
 Document Code: J0000077 Description: correct bookstore charge  
 Transaction Date: 27-Sep-2005

---

**Accounting Information**

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule	Class	Code
U	81510	81510	71100	9999			18.00		JE16	
U	11000	41102	71100	1311			( 18.00)		JE16	

Save Query as

Shared

Another Query

---

Done Internet

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Click here to see the Document Detail.

The accounting detail is shown here. The \$18.00 expense is being moved to 81510 from 41102

View Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://karby.clovis.edu:9020/pls/TRNG/bwfkvdoc.P\\_ViewDoc?action=Display+JV&global\\_doc=J0000077&subnum=&chnum=&bdsp\\_actg=yes&disp\\_text=printable&view\\_doc=View](http://karby.clovis.edu:9020/pls/TRNG/bwfkvdoc.P_ViewDoc?action=Display+JV&global_doc=J0000077&subnum=&chnum=&bdsp_actg=yes&disp_text=printable&view_doc=View) Go

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View Document

Header information showing date, time, and User ID of person posting transaction.

---

**Journal Voucher Header**

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0000077		Posted	Sep 27, 2005	Sep 27, 2005	TRAIN07	36.00

Document Text:

---

**Journal Voucher Accounting**

Seq#	Description	BudPd	Curr	Doc	Ref	Accr	Bank	Deposit
	COA FYPd Rucl Index Fund Orgn Acct Prog Actv Locn Proj Total D/C NSFOvr NSFStatus							
1	correct bookstore charge						ZZ	
	U 06 03 JE16 AGCCBO 81510 81510 71100 9999						18.00 D N	
2	correct bookstore charge						ZZ	
	U 06 03 JE16 BUSOFF 11000 41102 71100 1311						18.00 C N	
Total of displayed sequences:							36.00	

---

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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Address: http://fdrby.davis.edu:9020/pls/TRNG/bwfkvdoc.P\_ViewDoc?action=Display+JV&global\_doc=J0000077&subnum=&chingnum=&disp\_actg=yes&disp\_text=printable&view\_doc=View

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## View Document

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**Journal Voucher Header**

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc	Total
J0000077		Posted	Sep 27, 2005	Sep 27, 2005	TRAIN07		36.00

Document Text:

The complete accounting information for the transaction

**Journal Voucher Accounting**

Seq#	Description	BudPd	Curr	Doc	Ref	Accr	Bank	Deposit
	COA FYPd Rucl Index Fund Orgn Acct Prog Actv Locn Proj Total D/C NSF Ovr NSFStatus							
1	correct bookstore charge						ZZ	
	U 06 03 JE16 AGCCBO 81510 81510 71100 9999						18.00 D N	
2	correct bookstore charge						ZZ	
	U 06 03 JE16 BUSOFF 11000 41102 71100 1311						18.00 C N	
Total of displayed sequences:							36.00	

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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*Budget Status by  
Organizational  
Hierarchy*

Budget Queries - Microsoft Internet Explorer

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Address http://krby.clovis.edu:9020/pls/TRNG/bwfrpvu.P\_Budget\_Start? Go

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**!** To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

**Create a New Query**

Type 

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

Retrieve Existing Query

Saved Query

(1) Select Budget Status by Organizational Hierarchy by highlighting in blue and left-clicking once.  
 (2) Click the "Create Query" button.

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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Budget Queries - Microsoft Internet Explorer

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Address: [http://kby.clovis.edu:9020/pls/TRNG/bwfkpvu.P\\_Budget\\_Start?parmldm=30044&atyphier=8&viewby=detail&quickview=FALSE&complete=Create+Query&parmproto=](http://kby.clovis.edu:9020/pls/TRNG/bwfkpvu.P_Budget_Start?parmldm=30044&atyphier=8&viewby=detail&quickview=FALSE&complete=Create+Query&parmproto=) Go

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Select the Operating Ledger Data columns to display on the report.

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

**List of Columns Available to be shown by the Query.**  
 Left-click once on an empty box to add to the query  
 or Left-click once on a checked box to remove from the Query.

Save Query as:

Shared

---

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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## *Query Columns*

Adopted Budget – the original budget, on July 1, of the account.

Budget Adjustment – the amount of any changes, increase or decrease, that have been made to the original budget.

Adjusted Budget – the current budgeted amount, after any adjustments have been applied to the adopted budget.

Temporary Budget – currently unused by CCC.

Accounted Budget – currently unused by CCC.

## *Query Columns*

Year to Date – The total of all financial transactions that have used this account so far this year.

Encumbrances – The total of all requisitions that have been approved and turned into purchase orders.

Reservations – The total of all requests for financial commitments that have been made against this amount, but not yet approved. Requisition amounts appear here.

Commitments - The total of all financial commitments that have been made against this account, but not yet been finalized. Purchase Order amounts appear here.

Available Balance – The amount left in the account after Year to Date transactions, Encumbrances, Reservations, and Commitments have been subtracted from the Adjusted Budget.

Budget Queries - Microsoft Internet Explorer

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Address: [http://kirby.clovis.edu:9020/pls/TRNG/bwfpvu.P\\_Budget\\_Start?parmipdn=30044&atyphier=&viewby=detail&quickview=FALSE&complete=Create+Query&parmproto=](http://kirby.clovis.edu:9020/pls/TRNG/bwfpvu.P_Budget_Start?parmipdn=30044&atyphier=&viewby=detail&quickview=FALSE&complete=Create+Query&parmproto=) Go

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Select the Operating Ledger Data columns to display on the report.

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

Save Query as:

Shared

The Columns selected on this Query will answer a vast majority of questions that you may have about your Budget.

Proceed to the Query Definition Form by Clicking Continue

---

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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Done Internet

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**Budget Queries - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address: [http://rby.clovis.edu:9020/pls/TRNG/bwfrpvu.P\\_Budget\\_Start?pampidm=30044&atyphier=&viewby=detail&pampproto=&YTD=on&AdjustedBudget=on&Reserve=on&Commitmei](http://rby.clovis.edu:9020/pls/TRNG/bwfrpvu.P_Budget_Start?pampidm=30044&atyphier=&viewby=detail&pampproto=&YTD=on&AdjustedBudget=on&Reserve=on&Commitmei) Go

Links: Native BANNER Start Page

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**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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.**

**To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.**

**Fiscal year:** 2006 **Fiscal period:** 01

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

**Commitment Type:** All

Chart of Accounts: U Index

Fund: 11000 Activity

Organization: 21121 Location

Grant: Fund Type

Account: 71100 Account Type: 71

Program: 1001

Include Revenue Accounts

Save Query as: \_\_\_\_\_

Shared

Submit Query

**Fiscal Year and Fiscal Period**

**Fiscal Year 2007 – July 1, 2006 thru June 30, 2007**

**Fiscal Periods:**

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

**Specifying period 12 will give you all activity from July 1 through the end of June.**

Done Internet

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**Budget Queries - Microsoft Internet Explorer**

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Address: [http://kirby.clovis.edu:9020/pls/TRNG/bwfrpvu.P\\_Budget\\_Start?parmpldm=30044&atyphier=6&viewby=detail&parmpromo=&YTD=on&AdjustedBudget=on&Reserve=on&Commitmei](http://kirby.clovis.edu:9020/pls/TRNG/bwfrpvu.P_Budget_Start?parmpldm=30044&atyphier=6&viewby=detail&parmpromo=&YTD=on&AdjustedBudget=on&Reserve=on&Commitmei) Go

Links Native BANNER Start Page

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**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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.**

**To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.**

**Fiscal year:** 2006 **Fiscal period:** 12

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

**Commitment Type:** All

Chart of Accounts: U Index

Fund: 11000 Activity

Organization: 21121 Location

Grant: Fund Type

Account: 71100 Account Type: 71

Program: 1001

Include Revenue Accounts

Save Query as: \_\_\_\_\_

Shared

Submit Query

**Comparison Fiscal Year and Comparison Fiscal Period**

The same type of values are allowed here as with Fiscal Year and Fiscal Period on the line above.

In future years, this line will allow you to compare between Fiscal Years.

You can also compare between Fiscal Periods within the same Fiscal Year.

Done Internet

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**Budget Queries - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address: [http://kerby.clovis.edu:9020/pls/TRNG/bwfrpvu.P\\_Budget\\_Start?parmipdm=30044&atyphier=&viewby=detail&parmproto=&YTD=on&AdjustedBudget=on&Reserve=on&Commitmei](http://kerby.clovis.edu:9020/pls/TRNG/bwfrpvu.P_Budget_Start?parmipdm=30044&atyphier=&viewby=detail&parmproto=&YTD=on&AdjustedBudget=on&Reserve=on&Commitmei) Go

Native BANNER Start Page

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**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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.**

**To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.**

**Fiscal year:** 2006 **Fiscal period:** 12

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

**Commitment Type:** All

Chart of Accounts	U	Index	
Fund	11000	Activity	
Organization	21121	Location	
Grant		Fund Type	
Account	71100	Account Type	71
Program	1001		

Include Revenue Accounts

Save Query as: \_\_\_\_\_

Shared

Submit Query

**FOAPAL information will be displayed from the last Query that you ran in Finance Self-Service.**

**If this is your first Query, this information will be blank.**

**Always specify Chart of Accounts "C" - it is the chart of accounts code for CCC.**

**You can specify an Account Index (shortcut) or as much Fund/Organization/Account information as you'd like.**

**To search and look-up any of these values, see the "Code Lookup" section.**

Done Internet

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**Budget Queries - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address: [http://krby.clavis.edu:9020/pls/TRNG/bwfrpvu.P\\_Budget\\_Start?parmpldm=30044&atyphier=&viewby=detail&parmproto=&YTD=on&AdjustedBudget=on&Reserve=on&Commitme](http://krby.clavis.edu:9020/pls/TRNG/bwfrpvu.P_Budget_Start?parmpldm=30044&atyphier=&viewby=detail&parmproto=&YTD=on&AdjustedBudget=on&Reserve=on&Commitme) Go

Native BANNER Start Page

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**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 Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.**

**To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.**

**Click here to do a code lookup for Organization Codes.**

**Fiscal year:** 2006 **Fiscal period:** 12

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

**Commitment Type:** All

Chart of Accounts: U Index

Fund: 11000 Activity

Organization: 21121 Location

Grant: Fund Type

Account: 71100 Account Type: 71

Program: 1001

Include Revenue Accounts

Save Query as: \_\_\_\_\_

Shared

Submit Query

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Code Lookup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address: http://kirby.clovis.edu:9020/pls/TRNG/bwfrpvu.P\_Budget\_Start?parmipdm=300448&typhier=8&parmproto=8&viewby=break&adoptedbudget=8&acctdbudget=8&ytd=on&budgetadjt=

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## Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts

Organization Criteria  **Search for all Organizations starting with a "4"**

Title Criteria

Maximum rows to return  **Just show us the first 10 matches.**

**Click here to perform the Code Lookup.**

---

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

Done Internet

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Code Lookup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address: http://kirby.clovis.edu:9020/pls/TRNG/bwfkproc.P\_Code\_Lookup?return\_url=bwfkpvu.P\_Budget\_Start&lookup\_code=Organization&coas=C6&pattern=1%25&pattern2=&maxrows=

Links: Native BANNER Start Page

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## Code Lookup

Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.

**Code lookup results**

Title	Organization
Vice President for Administration	<u>40</u>
Administrative Services	410
Fiscal Services	4110
VP for Administration	41101
Business Office	41102
Purchasing	41103
External Audit	41104
Allowance for Doubtful Accounts	41105
Operations	4120
Administrative Publications	41201

Exit without Value

Another Query

Select 40 to run the query for all Organizations under the Vice President for Administration.

http://kirby.clovis.edu:9020/pls/TRNG/bwfkpvu.P\_Budget\_Start?complete=LOOKUP&viewby=6&quickview=6&adoptedbudget=&ytd=&budgetadjt;

Internet

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**Budget Queries - Microsoft Internet Explorer**

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Address: [http://kirby.clovis.edu:9020/pls/TRNG/bwfrpvu.P\\_Budget\\_Start?complete=LOOKUP&viewby=&quickview=&adoptedbudget=&yt=&budgetadj=&encumb=&adjustedbudget=&res](http://kirby.clovis.edu:9020/pls/TRNG/bwfrpvu.P_Budget_Start?complete=LOOKUP&viewby=&quickview=&adoptedbudget=&yt=&budgetadj=&encumb=&adjustedbudget=&res) Go

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---

Fiscal year:  Fiscal period:   
 Comparison Fiscal year:  Comparison Fiscal period:   
 Commitment Type:

<input type="text" value="U"/> Chart of Accounts	<input type="text" value="1311"/> Program	<input type="text" value=""/> Index	<b>Selected Code Lookup value is returned.</b>
<input type="text" value="11000"/> Fund	<input type="text" value=""/> Activity	<input type="text" value=""/>	
<input type="text" value="40"/> Organization	<input type="text" value=""/> Location	<input type="text" value=""/>	
<input type="text" value=""/> Grant	<input type="text" value=""/> Fund Type	<input type="text" value=""/>	
<input type="text" value=""/> Account	<input type="text" value=""/> Account Type	<input type="text" value=""/>	
<input type="text" value=""/> Program			

Include Revenue Accounts

Save Query as:

Shared

**Click here to submit query.**

---

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://krby.clovis.edu:9020/pls/TRNG/bwfkpvu.P\_Budget\_Start?parmipm=30044&atyphier=8&parmproto=8&viewby=break&adoptedbudget=8&acctdbudget=8&ytd=on&budgetadjt=

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### By Organization

Period Ending Jun 30, 2006

As of Apr 14, 2006

Chart of Accounts U Clovis Community College      Commitment Type All  
 Fund 11000 Instruction and General      Program 1311 Business Office  
 Organization 40 Vice President for Administration      Activity All  
 Account All      Location All

**Query Results**

Organization	Organization Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
40	Vice President for Administration			
410	Administrative Services	10,000.00	256,114.13	( 1,040,650.99)
40 Rollup		10,000.00	256,114.13	( 1,040,650.99)

Download All Ledger Columns      Download Selected Ledger Columns

Save Query as

Shared

**Click here to see all organizations under 410 - Administrative Services.**

*Compute Additional Columns for the query*

Column 1	Operator	Column 2	Display After Column	New Column Description
fy06 (pd12) Adjusted Budget	+	fy06 (pd12) Adjusted Budget		

Done      Internet      60

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://kirby.clovis.edu:9020/pls/TRNG/bwfrpou.P\_ReportA?ccas=C&fund=11000&program=1311&ndrev=&adoptedbudget=&ytd=on&budgetadjt=&encumb=&adjustedbudget=0

Native BANNER Start Page

**Query Results**

Organization	Organization Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
410	Administrative Services			
4110	Fiscal Services	10,000.00	256,114.13	( 1,040,650.99)
4120	Operations			
4130	Plant Maintenance			
4135	Auxiliary Services			
4140	Internal Services			
4145	Public Service			
4150	Instruction and General Benefits			
4155	Internal Service Charges			
4160	Unrestricted I&G Revenues			
4170	Plant - Unallocated			
4180	Minor Projects			
4190	Major Projects			
4195	Renewals and Replacements			
4197	System Revenue Bonds			
410 Rollup		10,000.00	256,114.13	( 1,040,650.99)

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as: \_\_\_\_\_

Shared

Done    Internet    61

These Organizations roll up into 410 - Administrative Services. They also contain more detailed information under them.

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address http://karby.clovis.edu:9020/pls/TRNG/bwfkpou.P\_ReportA?coas=C&fund=11000&program=1311&indev=8&adoptedbudget=8&td=on&budgetadjt=&encumb=8&adjustedbudget=0 Go

Native BANNER Start Page

**Query Results**

Organization	Organization Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
410	Administrative Services			
4110	Fiscal Services	10,000.00	256,114.13	( 1,040,650.99)
4120	Operations			
4130	Plant Maintenance			
4135	Auxiliary Services			
4140	Internal Services			
4145	Public Service			
4150	Instruction and General Benefits			
4155	Internal Service Charges			
4160	Unrestricted I&G Revenues			
4170	Plant - Unallocated			
4180	Minor Projects			
4190	Major Projects			
4195	Renewals and Replacements			
4197	System Revenue Bonds			
410	Rollup	10,000.00	256,114.13	( 1,040,650.99)

Click here to see more detail for 4110 - Fiscal Services.

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Done Internet 62

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://kirby.clovis.edu:9020/pls/TRNG/bwfkpou.P\_ReportA?coas=C&fund=11000&program=1311&ndrev=&adoptedbudget=&yt=on&budgetadj=&encumb=&adjustedbudget=0

Native BANNER Start Page

**Report Parameters**

**Organization Budget Status Report**

By Organization

Period Ending Jun 30, 2006

As of Apr 14, 2006

Chart of Accounts U Clovis Community College Commitment Type All  
 Fund 11000 Instruction and General Program 1311 Business  
 Organization 4110 Fiscal Services Activity All  
 Account All Location All

**Query Results**

Organization	Organization Title	FY06/PD12 Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
4110	Fiscal Services			
41101	VP for Administration			
41102	Business Office	10,000.00	256,114.13	( 1,040,650.99)
41103	Purchasing			
41104	External Audit			
41105	Allowance for Doubtful Accounts			
4110	Rollup	10,000.00	256,114.13	( 1,040,650.99)

Download All Ledger Columns    Download Selected Ledger Columns

These Organizations roll up into 4110 - Fiscal Services. They also contain more detailed information under them.

start    5 Internet Explorer    Document1 - Microsof...    Internet    63

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://kirby.clovis.edu:9020/pls/TRNG/bwfrpou.P\_ReportA?coas=C&fund=11000&program=1311&indrev=0&adoptedbudget=0&tyd=un&budgetadj=0&encumb=0&adjustedbudget=0

Native BANNER Start Page

**Report Parameters**

**Organization Budget Status Report**  
**By Organization**  
**Period Ending Jun 30, 2006**  
**As of Apr 14, 2006**

Chart of Accounts U Clovis Community College Commitment Type All  
Fund 11000 Instruction and General Program 1311 Business Office  
Organization 4110 Fiscal Services Activity All  
Account All Location All

**Query Results**

Organization	Organization Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
4110	Fiscal Services			
41101	VP for Administration			
41102	Business Office	10,000.00	256,114.13	( 1,040,650.99)
41103	Purchasing			
41104	External Audit			
41105	Allowance for Doubtful Accounts			
4110	Rollup	10,000.00	256,114.13	( 1,040,650.99)

Download All Ledger Columns    Download Selected Ledger Columns

Click here to limit our results to 41102 - Business Office.

start    5 Internet Explorer    Document1 - Microsof...    Internet    64

**Report A - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address: [http://farby.clovis.edu:9020/pls/TRNG/bwfrpou.P\\_ReportA?coas=C&fund=11000&program=1311&incrv=&adptedbudget=&ytd=on&budgetadjt=&encumb=&adustedbudget=0](http://farby.clovis.edu:9020/pls/TRNG/bwfrpou.P_ReportA?coas=C&fund=11000&program=1311&incrv=&adptedbudget=&ytd=on&budgetadjt=&encumb=&adustedbudget=0) Go

Native BANNER Start Page

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**Report Parameters**

**Organization Budget Status Report**  
**By Organization**  
**Period Ending Jun 30, 2006**  
**As of Apr 14, 2006**

**Results now limited to the unique Organization 41102 - Business Office**

Chart of Accounts U Clovis Community College Commitment Type All  
Fund 11000 Instruction and General Program 1311 Business Office  
Organization 41102 Business Office Activity All  
Account All Location All

---

**Query Results**

Organization	Organization Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
41102	Business Office	10,000.00	256,114.13	( 1,040,650.99)
41102	Rollup	10,000.00	256,114.13	( 1,040,650.99)

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
<				

Done    Internet    65

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address: http://kirby.clovis.edu:9020/pls/TRNG/bwfrpou.P\_ReportA?coas=C&fund=11000&program=1311&indev=8&adoptedbudget=&ytd=on&budgetadjt=&encumb=6&adjustedbudget=0

Native BANNER Start Page

**Report Parameters**

**Organization Budget Status Report**  
**By Organization**  
**Period Ending Jun 30, 2006**  
**As of Apr 14, 2006**

Click here to display Account Information for 41102 - Business Office

Chart of Accounts U Clovis Community College Commitment Type All  
Fund 11000 Instruction and General Program 1311 Business Office  
Organization 41102 Business Office Activity  
Account All

**Query Results**

Organization	Organization Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
41102	Business Office	10,000.00	256,114.13	( 1,040,650.99)
41102	Rollup	10,000.00	256,114.13	( 1,040,650.99)

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
<				

Done    5 Internet Explorer    Document 1 - Microsof...    Internet    66

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://kirby.clovis.edu:9020/pls/TRNG/lwfkzpou.P\_ReportA?coas=C&fund=11000&program=1311&indev=&adoptedbudget=Bytd=on&budgetadjt=&encumb=&adjustedbudget=0

Native BANNER Start Page

**By Account Type**  
**Period Ending Jun 30, 2006**  
**As of Apr 14, 2006**

Chart of Accounts U Clovis Community College Commitment Type All  
Fund 11000 Instruction and General Program 1311 Business Office  
Organization 41102 Business Office Activity All  
Account All Location All

**Results now summarized by Account (Revenue/Expenditure) Types.**

Account Type	Account Type Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
50	Revenue	0.00	0.00	0.00
60	Compensation Expenses			
70	Non-Compensation Expenses	10,000.00	256,114.13	( 1,040,650.99)
80	Transfers			
41102	Rollup	10,000.00	256,114.13	( 1,040,650.99)

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Done    Internet    67

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://kirby.clovis.edu:9020/pls/TRNG/bwfrpou.P\_ReportA?coas=C&fund=11000&program=1311&incrv=&adoptedbudget=&tyd=on&budgetadjt=&encumb=&adjustedbudget=0

Native BANNER Start Page

### By Account Type

Period Ending Jun 30, 2006

As of Apr 14, 2006

Chart of Accounts U Clovis Community College Commitment Type All  
 Fund 11000 Instruction and General Program 1311 Business Office  
 Organization 41102 Business Office Activity All  
 Account All Location All

Click here to see more detail pertaining to the expense type 70 - Non-Compensation Expenses.

**Query Results**

Account Type	Account Type Title	FY06/PD12 Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
50	Revenue		0.00	0.00
60	Compensation Expenses			0.00
70	Non-Compensation Expenses	10,000.00	256,114.13	( 1,040,650.99)
80	Transfers			
41102	Rollup	10,000.00	256,114.13	( 1,040,650.99)

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

Done

start 5 Internet Explorer - Document1 - Microsof... Internet 68

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address http://karby.clovis.edu:9020/pls/TRNG/bwfkpou.P\_ReportA?coas=C&fund=11000&program=1311&indrev=0&adoptedbudget=8&td=un&budgetadjt=6&encumb=8&adjustedbudget=0

Native BANNER Start Page

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**Report Parameters**

**Organization Budget Status Report**  
**By Account**  
**Period Ending Jun 30, 2006**  
**As of Apr 14, 2006**

Chart of Accounts U Clovis Community College Commitment Type All  
Fund 11000 Instruction and General Program 1311 Business Office  
Organization 41102 Business Office Activity All  
Account All Location All  
Account Type 74 Internal Charges

Results now show all expense accounts that are of type  
**70 - Non-Compensation Expenses**

---

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
74120	Telecommunications Expense	10,000.00	8,020.00	1,925.00
74130	Copier-Printing Expense	0.00	94.35	( 94.35)
Report Total (of all records)		10,000.00	8,114.35	1,830.65

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

---

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Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address: http://kerby.clovis.edu:9020/pls/TRNG/bwfrpou.P\_ReportA?coas=C&fund=11000&program=1311&ndrev=3&adoptedbudget=&ytd=un&budgetadjt=&encumb=&adjustedbudget=0

Native BANNER Start Page

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**Report Parameters**

**Organization Budget Status Report**

**By Account**

**Period Ending Jun 30, 2006**

**As of Apr 14, 2006**

Chart of Accounts: U Clovis Community College    Commitment Type: All

Fund: 11000 Instruction and General Program    1311 Business Office

Organization: 41102 Business Office    Activity: All

Account: All    Location: All

Account Type: 74 Internal Charges

---

**Query Results**

Account	Account Title	FY06/PD12 Adjusted Budget	FY06/PD12 Year to Date	FY06/PD12 Available Balance
74120	Telecommunications Expense	10,000.00	8,020.00	1,925.00
74130	Copier-Printing Expense	0.00	94.35	( 94.35)
Report Total (of all records)		10,000.00	8,114.35	1,830.65

Shared

*Compute Additional Columns for the query*

**Click here to see the transactions that comprise the expenses recorded for 74130 - Copier-Printing Expenses**

start    5 Internet Explorer    Document1 - Microsof...    Internet    70

ReportE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://larby.clovis.edu:9020/pls/TRNG/bwfkpxu.P\_ReportE?coas=C&fund=11000&program=13118&ndrev=8&atyp=74&fty=8&orgn=41102&actv=&refnumber=&acct=74130&grnt=

Links: Native BANNER Start Page

Personal Information **Finance**

Search  Go MENU SITE MAP HELP EXIT

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**Report Parameters**

**Organization Budget Status Detail Report  
Summary Year to Date Transaction Report  
Period Ending Jun 30, 2006  
As of Apr 14, 2006**

Chart of Accounts: U Clovis Community College Commitment Type: All  
Fund: 11000 Instruction and General Program: 1311 Business Office  
Organization: 41102 Business Office Activity: All  
Account: 74130 Copier-Printing Expense Location: All  
Fund Type: All Account Type: 74 Interpr. Charges

**Query Results will now show all documents that comprise the expenses recorded to 74130 - Copier-Printing Expense**

---

**Document List**

Transaction	Date	Activity	Date	Document Code	Vendor/Transaction	Description	Amount	Rule	Class Code
Sep 28, 2005	Sep 28, 2005	J0000083			Copies for July		94.35	JE16	
Report Total (of all records):							94.35		

Available Budget Balance: ( 94.35)

Download

Done Internet 71

ReportE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: [http://karby.clovis.edu:9020/pls/TRNG/bwfkpxu.P\\_ReportE?coas=C&fund=11000&program=1311&ndrev=&atyp=74&ftyp=6&orgn=41102&actv=&refnumber=&acct=74130&grnt=](http://karby.clovis.edu:9020/pls/TRNG/bwfkpxu.P_ReportE?coas=C&fund=11000&program=1311&ndrev=&atyp=74&ftyp=6&orgn=41102&actv=&refnumber=&acct=74130&grnt=) Go

Links: Native BANNER Start Page

**Personal Information** **Finance**

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**Report Parameters**

**Organization Budget Status Detail Report**  
**Summary Year to Date Transaction Report**  
**Period Ending Jun 30, 2006**  
**As of Apr 14, 2006**

Chart of Accounts: U Clovis Community College    Commitment Type: All  
 Fund: 11000 Instruction and General Program: 1311 Business Office  
 Organization: 41102 Business Office    Activity: All  
 Account: 74130 Copier-Printing Expense    Location:  
 Fund Type: All    Account Type: 74 Internal Charges

**Document List**

Transaction	Date	Activity	Date	Document Code	Vendor/Transaction Description	Amount	Rule	Class	Code
Sep 28, 2005	Sep 28, 2005	J0000083			Copies for July	94.35	JE16		
Report Total (of all records):						94.35			

Available Budget Balance: ( 94.35)

Click here to see the detail of the transactions posted under J0000083.

Done    Internet    72

Report X - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address: [http://kirby.clovis.edu:9020/pls/TRNG/bwfrpxu.P\\_ReportX?refnumber=J0000083&skiprows=0&date=28-Sep-2005&code=03&type=20&subno=0&trwid=AAAHMhAAEAAAKYVA](http://kirby.clovis.edu:9020/pls/TRNG/bwfrpxu.P_ReportX?refnumber=J0000083&skiprows=0&date=28-Sep-2005&code=03&type=20&subno=0&trwid=AAAHMhAAEAAAKYVA) Go

Native BANNER Start Page

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**Select Document**

**Detail Transaction Report**

Document Type: Journal Document Commitment Type: All  
 Document Code: J0000083 Description: Copies for July  
 Transaction Date: 28-Sep-2005

All transactions posted for the document - this document recorded copier charges for the month of July.

**Accounting Information**

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class	Code
U	11000	31501	74130	1206			157.35	JE16	
U	11000	31101	74130	1205			59.45	JE16	
U	11000	31202	74130	1213			3.45	JE16	
U	11000	31601	74130	1202			25.10	JE16	
U	11000	31711	74130	1223			17.70	JE16	
U	11000	31203	74130	1212			21.10	JE16	
U	11000	31104	74130	1203			11.05	JE16	
U	11830	41402	74220	1804			( 295.20)	JE16	
U	11000	10001	74130	1301			14.35	JE16	
U	11000	41101	74130	1302			5.90	JE16	
U	11000	10002	74130	1304			36.05	JE16	
U	11000	41102	74130	1311			94.35	JE16	
U	11000	41103	74130	1312			35.40	JE16	
U	11000	11001	74130	1321			133.55	JE16	
U	11000	51010	74130	1303			14.70	JE16	

Save Query as:

Shared

Done Internet

start 5 Internet Explorer Document1 - Microsof... 73

## *Budget Quick Query*

Budget Queries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://lrby.clovis.edu:9020/pls/TRNG/bwfrpvu.P\_Budget\_Start? Go

Links Native BANNER Start Page

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To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

**Create a New Query**

Type

**Retrieve Existing Query**

Saved Query

Select "Budget Quick Query" from the Pull-Down Menu then Click "Create Query"

---

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

RELEASE: 7.0.0.1 Powered by SunGard SCT

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start 5 Internet Explorer Budget Query Screen... Microsoft Excel - Book1 Internet 75

**Budget Queries - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: [http://kirby.clovis.edu:9020/pls/TRNG/bwfkxpvu.P\\_Budget\\_Start?parmipdm=30044&atyphier=6&viewby=quick&quickview=FALSE&complete=Create+Query&parmiproto=](http://kirby.clovis.edu:9020/pls/TRNG/bwfkxpvu.P_Budget_Start?parmipdm=30044&atyphier=6&viewby=quick&quickview=FALSE&complete=Create+Query&parmiproto=) Go

Native BANNER Start Page

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---

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and C resulting information is inception through the end of the fiscal year, from Grant Ledger fiscal year to date.

**Fiscal year:** 2006

Chart of Accounts: U Index:

Fund: 11000 Grant:

Organization: 41102 Account: 74130

Program: 1311 Activity:

Location:  Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

**FOAPAL information will be displayed from the last Query that you ran in Finance Self-Service.**

**If this is your first Query, this information will be blank.**

**Always specify Chart of Accounts "C" - it is the chart of accounts code for CCC.**

**You can specify an Account Index (shortcut) or as much Fund/O rganization/Account information as you'd like.**

**To search and look-up any of these values, see the "Code Lookup" section.**

Done Internet

start 5 Internet Explorer Budget Query Screen... Microsoft Excel - Book1 76

Budget Queries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: [http://kirby.clavis.edu:9020/pls/TRNG/bwfrpvu.P\\_Budget\\_Start?parmipid=30044&etypier=8&viewby=quick&quickview=FALSE&complete=Create+Query&parmproto=](http://kirby.clavis.edu:9020/pls/TRNG/bwfrpvu.P_Budget_Start?parmipid=30044&etypier=8&viewby=quick&quickview=FALSE&complete=Create+Query&parmproto=) Go

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---

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart of Accounts fields. If Grant is populated then resulting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year: 2006

Chart of Accounts: U Index:

Fund: 11000 Grant:

Organization: 41102 Account: 74130

Program: 1311 Activity:

Location:  Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

After specifying the FOAP information, click here to submit query.

---

Done Internet

start 5 Internet Explorer Budget Query Screen... Microsoft Excel - Book1 77

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Stop

Address http://kirby.clovis.edu:9020/pls/TRNG/bwfkpvu.P\_Budget\_Start?parmipid=30044&atyphier=8&parmpkto=8&viewby=quicl&adoptedbudget=8&acctdbudget=8&ytd=on&budgetadjt=i Go

Native BANNER Start Page

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**Report Parameters**

**Organization Budget Status Report**

**By Account**

**Period Ending Jun 30, 2006**

**As of Apr 14, 2006**

Chart of Accounts U Clovis Community College Commitment Type All

Fund	11000 Instruction and General Program	1311 Business Office
Organization	41102 Business Office Activity	All
Account	74130 Copier-Printing Expense Location	All

**Query Results**

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available	Balance
74130	Copier-Printing Expense	0.00	94.35	0.00		( 94.35)
Report Total (of all records)		0.00	94.35	0.00		( 94.35)

Another Query

**Query Results - no other options are available.**

---

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

RELEASE: 7.0.0.1 Powered by SunGard SCT

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start 5 Internet Explorer Budget Query Screen... Microsoft Excel - Book1 Internet 78

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the Payroll Expense Detail button to retrieve information for all accounts in the query.

**Report Parameters**

<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2013</b>			
<b>As of Sep 21, 2012</b>			
Chart of Accounts	U University of Central Arkansas	Commitment Type	All
Fund	110001 Unrestricted Edu and General	Program	2160 Physical Plant
Organization	550000 Office-Physical Plant	Activity	All
Account	71%	Location	All

[View Pending Documents](#)

Pending documents exist

**Query Results**

Account	Account Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Year to Date	FY13/PD14 Encumbrances	FY13/PD14 Reservations	FY13/PD14 Commitments	FY13/PD14 Available Balance
710100	Maintenance and Operational Pool	28,397.00	0.00	28,397.00	0.00	0.00	0.00	0.00	28,397.00
710101	Supplies and Services	0.00	2,000.00	2,000.00	1,605.95	4,390.27	0.00	4,390.27	( 3,996.22)
710105	Maintenance and Repair	0.00	0.00	0.00	5,670.00	0.00	0.00	0.00	( 5,670.00)
710107	Fuel	0.00	0.00	0.00	30.74	0.00	0.00	0.00	( 30.74)
710112	Job Advertisement	0.00	0.00	0.00	1,622.54	4,564.96	0.00	4,564.96	( 6,187.50)
710115	Advertising	0.00	0.00	0.00	1,057.38	0.00	0.00	0.00	( 1,057.38)
710118	Software and Licenses	0.00	0.00	0.00	119.40	0.00	0.00	0.00	( 119.40)
710145	Equipment Rental	0.00	0.00	0.00	136.78	1,408.97	0.00	1,408.97	( 1,545.75)
710195	Expense Transfer	0.00	0.00	0.00	( 613.00)	0.00	0.00	0.00	613.00
715100	Postage	0.00	0.00	0.00	15.21	0.00	0.00	0.00	( 15.21)
716110	Telephone Base Charge	9,056.00	0.00	9,056.00	874.50	0.00	0.00	0.00	8,181.50
717000	Travel Pool	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00

**Report Parameters**

<b>Status of Transactions In Process</b>			
<b>Period Ending Jun 30, 2013</b>			
<b>As of Sep 21, 2012</b>			
Chart of Accounts	U University of Central Arkansas	Commitment Type	All
Fund	110001 Unrestricted Edu and General	Program	2160 Physical Plant
Organization	550000 Office-Physical Plant	Activity	All
Account	71%	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
Sep 19, 2012	Sep 20, 2012	00023784	Incomplete	110001	550000	710101	2160	Sept. 2012 PPlant Charges	0	8	YTD	( 2,256.98)	RGJV
Report Total (of all records)												( 2,256.98)	

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

Used In Available Budget Checking	<input checked="" type="checkbox"/> 110001 Fund	<input checked="" type="checkbox"/> 550000 Organization	<input checked="" type="checkbox"/> 710 Account	<input checked="" type="checkbox"/> 2160 Program
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**Available Balance Summary**

Account	Account Title	Posted Amount	Pending Amount	Available Balance
710100	Maintenance and Operational Pool	9,774.80	( 2,256.98)	7,517.82
710195	Expense Transfer	613.00	0.00	613.00
716000	Telephone Pool	8,181.50	0.00	8,181.50
717000	Travel Pool	2,000.00	0.00	2,000.00
Totals		20,569.30	( 2,256.98)	18,312.32

[Download All Columns](#)

[Another Query](#)

# **Finance Internet Native Banner (INB)**

### **Budget Screens in Internet Native Banner (INB)**

#### **1. FGIBAVL is Budget Availability Status**

- Enter your Index.
- If you want to see your entire budget, enter Account Code 610200.
- If you want to see only your M&O portion enter Account Code 710100.
- Click on Next Block by using the Menu or the Icon.
- This screen will allow you to see the total pool amounts; it will not break it down with all of the account codes.
- You can not drill down on this screen; you must use Self-Service to query documents.

#### **2. FGIBDST is Organization Budget Status**

- Enter your Index.
- If you want to see your entire budget, enter Account Code 610200.
- If you want to see only your M&O portion enter Account Code 710100.
- Click on Next Block by using the Menu or the Icon.
- This screen will allow you to see all the account codes that have been used in your Index.
- This screen is similar to Self-Service, but to drill down you need to click on the desired account code, options, transaction detail to view the history. The center section has a scroll bar at the bottom to see all detail.

### **Pool Accounts for 2012-2013**

**710100 M&O Pool** are all 71XXXX accounts, which includes all supplies and services, food, professional services **and All Non-Capitalized accounts (Less than \$5,000 per item).**

**710150 Game Guarantees** do not pool with other accounts.

**710155 Injury Claims** do not pool with other accounts.

**710161 Vehicle Insurance** and other types insurance beginning with 71016X do not pool with other accounts.

**710195 Expense Transfer** do not pool with other accounts.

**716100 Telecommunication and Networking** accounts all 716XXX accounts including telephone installation, base charge, long distance charge, cell phones, and other phone charges.

**717000 Travel Pool** all 717XXX accounts which include official business, group travel, conferences, recruitment travel, charter services, and rental cars do not pool with other accounts.

**721100 Library Holdings** are all 721XXX accounts do not pool with other accounts.

**730100 Capital Pool (\$5,000 or more per item)** are all 730XXX accounts that are **NOT** Non-Capitalized accounts.

**740100 Utilities Pool** are all 740XXX accounts do not pool with other accounts.

**798100 Contingency Reserve** does not pool with any other accounts.

**720XXX Fee Waivers** do not pool with any other accounts.

**75XXXX Scholarships** do not pool with any other accounts.





COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
U	13	701000	110001	701000	710101	2150				

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
710101	701000	2150	18-SEP-2012	DNEI	10075682	Cintas Corporation YTD	0.00	-	
710101	701000	2150	14-SEP-2012	INEI	10196097	Cintas Corporation ENC	-1.75	-	
710101	701000	2150	14-SEP-2012	INEI	10196097	Cintas Corporation YTD	1.75	+	
710101	701000	2150	21-AUG-2012	DNEI	10074795	Cintas Corporation YTD	0.00	-	
710101	701000	2150	14-AUG-2012	INEI	10193282	Cintas Corporation YTD	1.75	+	
710101	701000	2150	14-AUG-2012	INEI	10193282	Cintas Corporation ENC	-1.75	-	
710101	701000	2150	20-JUL-2012	POLQ	P0064044	Office Depot RSV	-1,299.00	-	
710101	701000	2150	20-JUL-2012	PORD	P0064044	Office Depot ENC	1,200.00	+	
710101	701000	2150	20-JUL-2012	REQP	R0071297	Linda Lentz RSV	1,299.00	+	
710101	701000	2150	02-JUL-2012	POLQ	P0062915	Cintas Corporation RSV	-21.00	-	
710101	701000	2150	02-JUL-2012	PORD	P0062915	Cintas Corporation ENC	21.00	+	
710101	701000	2150	02-JUL-2012	REQP	R0070256	Leslie Chronister RSV	21.00	+	
<b>Total:</b>								1,221.00	





**To Retrieve Banner Finance Access and Removal Forms follow these steps:**

1. Go to UCA Homepage at <http://www.uca.edu>
2. Log onto My UCA
3. UCA, A to Z (bottom right corner)
4. Click the letter "B"
5. Click Budget Office
6. Click Budget Forms & Information
7. The three forms available: Banner Access Form  
Remove Banner Access Form  
Example- Banner Access Form

## Banner Access Form

To sign up for Banner Finance access, please complete the access sign-up form and return by fax to Leslie Chronister at 450-5168.

\*\*If a person moves to another department, the remove banner access form (for the old department) MUST be attached to the banner access form submitted for the new department. Both forms must be received BEFORE access can be given to the new department.

Please select the type of Access requested for each employee. See below descriptions:

1. **Inquiry (Query Only)** - You will have the ability to query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.
2. **Initiator** – You will have the ability to enter, copy, remove, and track requisitions. You will have the ability to view approval history and view vendor history.
3. **Approver** - You will have the ability to view requisitions, purchase orders, invoices, journal vouchers, encumbrances and cash receipts. You will also have the ability to approve or disapprove requisitions. You can query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.

**Please provide the following contact information:**

Full Name	
UCA ID	
Department/Organization	
Phone Number	
E-mail Address	

**Please provide your Index Numbers:**


**What type of access are you requesting for this employee?**

Inquiry       Initiator       Approver

**Department Head (Name printed):** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_

## Remove Banner Access Form

This form removes Banner access for an employee who has terminated, retired, or moved to another department. Please complete the following form and return by fax to Leslie Chronister at 450-5168.

\*\*If a person moves to another department, the remove banner access form (for the old department) MUST be attached to the banner access form submitted for the new department. Both forms must be received BEFORE access can be given to the new department.

Please select the type of Access requested for each employee. See below descriptions:

1. **Inquiry (Query Only)** - You will have the ability to query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.
2. **Initiator** – You will have the ability to enter, copy, remove, and track requisitions. You will have the ability to view approval history and view vendor history.
3. **Approver** - You will have the ability to view requisitions, purchase orders, invoices, journal vouchers, encumbrances and cash receipts. You will also have the ability to approve or disapprove requisitions. You can query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.

Please provide the following contact information:

Full Name	
UCA ID	
Department/Organization	
Phone Number	
E-mail Address	

Please provide your Index Numbers:


What type of access are you removing for this employee?

Inquiry       Initiator       Approver

Effective Date to Remove Banner Access: \_\_\_\_\_

Department Head (Name printed): \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

**EXAMPLE**  
**Banner Access Form**

To sign up for Banner Finance Access, please complete the access sign-up form and return by fax to Leslie Chronister 450-5168.

Please select the type of Access requested for each employee. See below descriptions:

1. **Inquiry (Query Only)** – You will have the ability to query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.
2. **Initiator** – You will have the ability to enter, copy, remove and track requisitions. You will also have the ability to view approval history and view vendor history.
3. **Approver** – You will have the ability to view requisitions, purchase orders, invoices, journal vouchers, encumbrances and cash receipts. You will also have the ability to approve or disapprove requisitions. You can query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.

**Please provide the following contact information:**

Full Name	John Doe
UCA ID	000123456
Department/Organization	Budget
Phone Number	450-9999
E-mail Address	<u>doe@uca.edu</u>

**Please provide your Index Numbers:**

311999	315999	220999
313999	230999	150999
314999	225999	880999

**What type of access are you requesting for this employee?**

Inquiry       Initiator       Approver

**Department Head:** Terri Canino

**Department Head Signature:** *Terri Canino*

**To Retrieve a Budget Transfer Form follow these steps:**

1. Go to UCA Homepage at <http://www.uca.edu>
2. Log onto My UCA
3. UCA, A to Z (bottom right corner)
4. Click the letter "B"
5. Click Budget Office
6. Click Budget Forms & Information
7. Click Budget Transfer Form



## ACCOUNT CODES QUICK LIST

<u>Account Codes</u>	<u>Description</u>
	<b><u>Salaries and Benefits</u></b>
610200	12 Month Teaching Salaries
610205	Vacation 12 Month Teaching Salaries
610300	9 Month Teaching Salaries
610305	Vacation 9 Month Teaching Salaries
610340	Emergency Hire Teaching
610402	Summer I Teaching Salary
610502	Summer II Teaching Salary
610600	Part-Time Teaching Salaries
610700	Teaching Overload
610800	Sabbatical
610960	Teaching on grant/contract
620100	Non-Classified Salaries
620105	Vacation Non-Classified
620110	Emergency Hire Non-Classified
620115	Non-Classified Part time
620120	Career Service Award
620125	Salary Reassignment
620130	Exceptional Merit
620135	Publishing Bonus
620140	Incentive Pay
620900	Replacement Salary from grant/cont
620910	Reassigned-time from grant/contract
620920	Summer salary from grant/contract
620930	Agency approved Incidental Pay
620940	FT employment on grant/contract
620950	Summer Salary from match
620990	Summer Expense Transfer
630100	Classified Salaries
630105	Vacation Classified Salaries
630107	Emergency Hire Classified
630110	Sick Pay Classified Salaries
630120	Career Service Award
630125	Shift Differential
630127	Overtime
630128	Classified Special Project
630130	CLIP Bonus
630140	Part-Time Classified
630900	Classified on grant/contract
630990	Classified Salary Expense Transfer
640100	Graduate Assistant
640110	Teaching Graduate Assistant
640115	Summer Teaching Graduate Assistant
640120	Research Graduate Assistant
640900	Graduate Assistant on grant/contract
650100	UCA Student Help
650200	Work Study Student Help
650205	Work Study-Community Service
650900	Student Help on grant/contract
650990	Student Help Salary Expense Transfer
660100	Extra Help Salaries

**Account Codes****Description****Salaries and Benefits**

680310 80 Fee Waiver Undergraduate  
680320 50 Fee Waiver Graduate  
680330 Other Tuition Reimbursement

680410 Retiree Benefits  
680415 Car Allowance  
680417 Moving Allowance  
680420 Cobra Admin/Consultant  
680425 Compensated Absences  
680430 Section 125 Admin  
680440 Wellness Supplies  
680445 Wellness Incentive  
680450 Fringe Benefits

**Supplies Services and Other Expenses**

710100 Maintenance and Operational Pool  
710101 Supplies and Services  
710102 Uniforms  
710105 Maintenance and Repair  
710107 Fuel  
710108 Data communication  
710110 Printing & Stationery  
710111 Officials  
710112 Job Advertisement  
710115 Advertising  
710117 Promotional Materials  
710118 Software and Licenses  
710119 Technology Purchases Under \$500  
710120 Arbitrage  
710125 Annuity Adjustment  
710128 FMV Adjustment  
710130 Building Rental  
710135 Cleaning Expenses  
710140 Drug Testing  
710142 Drugs and Medicine  
710145 Equipment Rental  
710148 Fitness Center  
710150 Game Guarantees  
710155 Injury Claims  
710157 Injury Claims Reimbursement  
710160 Surety Insurance Bonds  
710161 Vehicle Insurance  
710162 Building-Content Insurance  
710163 Student Accident Insurance  
710164 General Liability Insurance  
710165 Other Insurance  
710170 Tuition Expense  
710175 Disposal of Net Value  
710180 Loan Matching  
710195 Expense Transfer  
710199 Bad Debt Expense

<u>Account Codes</u>	<u>Description</u>
<b><u>Charges and Fees</u></b>	
712100	Administrative Charge
712200	Credit Card Service Charge
712250	Student Accounts ACH Charge
712300	Facilities & Administrative Charge
712400	Brokerage Fee
712450	M and R Service Fees
712460	Vehicle License and Title Fees
712463	Legal Fees
712464	Collection Costs
712465	Penalties
<b><u>Instructional Supplies</u></b>	
713100	Instructional Supplies
713200	Health and Behav Sci Lab Supply
713300	Sci and Math Lab Supplies
713350	Honors College Participation
713400	KPED-Trainee Program
713500	Testing Packages
713600	TOEFL Tests
<b><u>Fine Arts Supplies and Services</u></b>	
714100	Transfer-Performance Art Fees
714105	Activity Program
714110	Art Education
714115	Art History
714120	Ceramics
714125	Graphic Design
714130	Illustration-Prints
714135	Painting 2-D
714140	Photography
714145	School Arts
714150	Sculpture 3-D
714155	Watercolor 2-D
<b><u>Postage and Parcel Service</u></b>	
715100	Postage
715105	Postage Meter Sales
715200	Freight
715210	Courier Services
<b><u>Telecommunication and Networking</u></b>	
716000	Telephone Pool
716100	Telephone Installation Charge
716110	Telephone Base Charge
716120	Telephone Long Distance Charge
716125	Cell Phones
716130	Other Phone Charges
<b><u>Travel</u></b>	
717000	Travel Pool
717100	Individual Travel-Official Business
717110	Group Travel
717115	Individual Travel-Conferences
717120	Recruitment Travel
717200	Charter Services
717201	Rental Cars
717202	Moving Expenses

<u>Account Codes</u>	<u>Description</u>
<b><u>Consultants</u></b>	
718100	Professional Services > or = \$5,000
718125	Professional Services < \$5,000
718135	Legal Services
718200	Stipends
<b><u>Food Services-Special Events</u></b>	
719100	Contract Food Services
719200	Food Purchases
719300	Decorations
719400	Special Events
<b><u>Fee Waivers</u></b>	
720100	Fee Waivers
720110	Perquisites
720120	Teacher Ed Mentors
720125	Concurrent Instructors Fee Waiver
720130	GA Fee Waiver
720140	Out of State Fee Waiver
720150	Intl Exchange Student Waiver
<b><u>Library Holdings</u></b>	
72110	Library Holdings
721110	L.H. Books-Job Orders
721120	L.H. Binding
721130	L.H. Period-Renewals
721140	L.H. Microforms
721150	L.H. Preserve Bindry
721160	Library Book Payments
<b><u>Capital Outlay</u></b>	
730100	Capital Pool
730110	Building Improvements
730115	Other Improvements
730120	Construction in Progress
730125	Architect's Fee
730130	Advertising & Survey
730135	Other Construction Costs
730140	Capital Repairs & Maint
730145	Land Purchases
730150	Structures
730160	Construction Reserve
730200	Equipment-Furniture
730202	Purchase of Vehicle
730203	Computers-Capitalized
730204	Printers and Projectors-Capitalized
730205	Non-Capitalized Equip-Furniture
730206	Capitalized Software
730207	Non-Capitalized Computers
730208	Non-Capitalized Printers & Projectors
730300	Depreciation Expense-Current Year
730310	Depreciation Expense-Prior Year
<b><u>Utilities</u></b>	
740100	Utilities Pool
740200	Electricity
740300	Gas
740400	Water and Sewer
740500	Cable T.V.

<u>Account Codes</u>	<u>Description</u>
740550	Trash Pickup
740600	Utility System Repair
740700	District Heating
740750	District Cooling
740900	Utilities Reserve

Scholarships

750100	Scholarships Pool
750101	Scholarships
750102	Book Buy Back
750110	Spring Scholarships
750120	Scholarships Recovery
750300	Stipends-Other
750310	Stipend on Campus
750320	Stipend Off Campus
750500	Scholarships Reserve

**To Access ARGOS follow these steps:**

1. Go to UCA Homepage at <http://www.uca.edu>
2. Log onto My UCA
3. Enter user name and password
4. Click on My Work Tab
5. Employee Quick Links, Jump to, then Argos\*
6. It will ask "Do you want to install this software?"
7. Click Install
8. Enter user name and password
9. +UCA Folder, +Finance, +Campus, +Revised Base, Revised Base Report
10. Execute
11. FY 2013, Choose org code, then "next" at bottom right corner
12. Click one of the options to preview, save to file, email, or print
13. Report is Generated

**Approving Requisitions follow these steps:**

1. Go to UCA Homepage at <http://www.uca.edu>
2. Log onto My UCA
3. Click on the self service tab
4. Click Finance
5. Click Approve Documents
6. Choose to view, approve, or disapprove requisition



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*[www.uca.edu](http://www.uca.edu)*