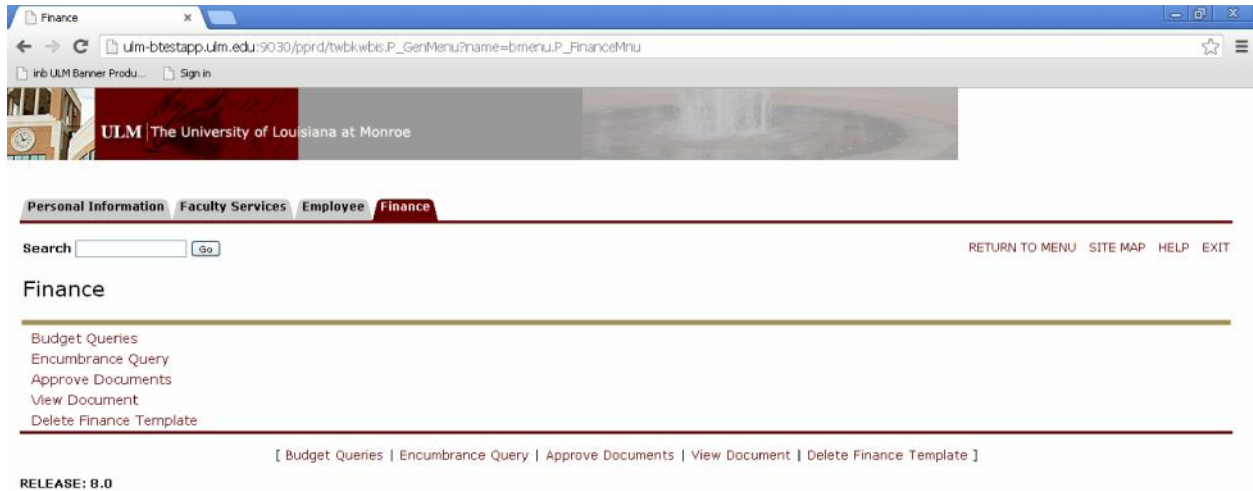


Budget Queries

You may view your up-to-date Organization Status Report by using Budget Queries on SSB.



1. Click on **Budget Queries** on the SSB Finance menu

The screenshot shows a web browser window with the URL `ulm-btestapp.ulm.edu:9030/pprd/bwikipvu.P_Budget_Start`. The page header includes the ULM logo and navigation tabs for **Personal Information**, **Faculty Services**, **Employee**, and **Finance**. A search bar is located below the navigation. The main content area is titled "Budget Queries" and contains instructions: "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." There are two sections: "Create a New Query" with a dropdown menu set to "Budget Quick Query" and a "Create Query" button; and "Retrieve Existing Query" with a dropdown menu set to "None" and a "Retrieve Query" button. A breadcrumb trail at the bottom reads: "[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]". The version number "RELEASE: 7.2" is displayed in the bottom left corner.

2. Select Budget Quick Query to easily view your status report and click on Create Query.

The screenshot shows a web browser window with the URL `ulm-btestapp.ulm.edu:9030/pprd/bwfk/rpvu.P_Budget_Start`. The page header includes the ULM logo and navigation tabs for Personal Information, Faculty Services, Employee, and Finance. A search bar is present with a 'Go' button. The main heading is 'Budget Queries'. Below it, a note states: '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.'

The form fields are as follows:

- Fiscal year: 2013 (dropdown)
- Chart of Accounts: M (text input), Index (text input)
- Fund: 11000 (text input), Grant (text input)
- Organization: 300105 (text input), Account (text input)
- Program: (text input), Activity (text input)
- Location: (text input), Commitment Type: All (dropdown)
- Include Revenue Accounts
- Save Query as: (text input)
- Shared
- Submit Query (button)

At the bottom of the page, there is a navigation menu: [Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template].

RELEASE: 7.2

The taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the time 8:14 AM.

3. Enter the M for Chart of Accounts then Fund, Organization and Grant (if applicable) for the status report you want to view and click on **Submit Query**.

Report A x
 ulm-btestapp.ulm.edu:9030/pprd/bwfrpxvu.P_Budget_Start
 inb ULM Banner Produ... Sign in
 ULM The University of Louisiana at Monroe

Personal Information Faculty Services Employee **Finance**

Search MENU SITE MAP HELP EXIT

Report Parameters

| | | | |
|-----------------------------------|----------------------------|-----------------|-----|
| Organization Budget Status Report | | | |
| By Account | | | |
| Period Ending Jun 30, 2013 | | | |
| As of Nov 21, 2012 | | | |
| Chart of Accounts | M ULM Chart of Accounts | Commitment Type | All |
| Fund | 11000 General Unrestricted | Program | All |
| Organization | 300105 Budget Officer | Activity | All |
| Account | All | Location | All |

Query Results

| Account | Account Title | Adjusted Budget | Year to Date | Commitments | Available Balance |
|-------------------------------|--------------------|-----------------|--------------|-------------|-------------------|
| 601110 | Unclassified Admin | 182,923.00 | 0.00 | 0.00 | 182,923.00 |
| 601230 | Student Labor 03 | 2,500.00 | 0.00 | 0.00 | 2,500.00 |
| 602300 | Benefits | 67,686.00 | 0.00 | 0.00 | 67,686.00 |
| 702000 | Travel | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| 703000 | Operating Services | 2,500.00 | 0.00 | 0.00 | 2,500.00 |
| 704000 | Supplies | 760.00 | 0.00 | 0.00 | 760.00 |
| Report Total (of all records) | | 257,369.00 | 0.00 | 0.00 | 257,369.00 |

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]

RELEASE: 8.0

start Report A - Google Ch... Document1 - Microsof... 8:14 AM

- This option will provide a quick and easy status report. Scroll down and select Next 15 to page through the query. You may choose to create another query by clicking on “Another Query” in the lower left side of the screen.

The screenshot shows a web browser window with the URL `ulm-btestapp.ulm.edu:9030/pprd/bwifkrpvu.P_Budget_Start`. The page header includes the ULM logo and navigation tabs for **Personal Information**, **Faculty Services**, **Employee**, and **Finance**. A search bar is located below the navigation. The main heading is **Budget Queries**. Below this, there is a brief instruction: "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." The interface is divided into two sections: "Create a New Query" and "Retrieve Existing Query". In the "Create a New Query" section, the "Type" dropdown menu is set to "Budget Status by Account", and a "Create Query" button is visible. In the "Retrieve Existing Query" section, the "Saved Query" dropdown menu is set to "None", and a "Retrieve Query" button is visible. At the bottom of the page, there is a breadcrumb trail: "[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]" and the text "RELEASE: 7.2".

5. To view more detailed information, select **Budget Status by Account** or **Budget Status by Organizational Hierarchy** and click **Create Query**.

The screenshot shows a web browser window with the URL `ulm-btestapp.ulm.edu:9030/pprd/bwfkpvu.P_Budget_Start`. The page header includes the ULM logo and navigation tabs for Personal Information, Faculty Services, Employee, and Finance. A search bar and utility links (MENU, SITE MAP, HELP, EXIT) are present. The main content area is titled "Budget Queries" and contains a selection table for Operating Ledger Data columns. The table has two columns: the first column lists budget types, and the second column lists data fields. Checkmarks are visible in the second column for "Year to Date", "Adjusted Budget", "Commitments", and "Available Balance". Below the table is a "Save Query as:" field, a "Shared" checkbox, and a "Continue" button. A footer contains a breadcrumb trail and the text "RELEASE: 7.2".

Personal Information Faculty Services Employee Finance

Search MENU SITE MAP HELP EXIT

Budget Queries

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 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

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]

RELEASE: 7.2

6. Select all fields you want to view and click **Continue**.

Budget Queries

um-btestapp.um.edu:9030/pprd/bwifkpvu.P_Budget_Start

inb ULM Banner Produ... Sign in

ULM The University of Louisiana at Monroe

Personal Information Faculty Services Employee **Finance**

Search

MENU SITE MAP HELP EXIT

Budget Queries

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.

Fiscal year: Fiscal period:

Comparison Fiscal year: Comparison Fiscal period:

Commitment Type:

| | |
|-------------------------------------|----------------------|
| <input type="text" value="M"/> | <input type="text"/> |
| <input type="text" value="11000"/> | <input type="text"/> |
| <input type="text" value="300105"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Include Revenue Accounts

Save Query as:

Shared

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]

RELEASE: 7.2

- Always select Fiscal Period 14 to get up-to-date information, then enter the Fund, Organization and Grant number. Click on **Submit Query** to view the information.

Report A

https://banner.ulm.edu/prod/bwiprvuip_Budget_Start

inb ULM Banner Produ... Sign in

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. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

| | | | |
|--|----------------------------|-----------------|-----|
| Organization Budget Status Report | | | |
| By Account | | | |
| Period Ending Jun 30, 2013 | | | |
| As of Nov 21, 2012 | | | |
| Chart of Accounts | M ULM Chart of Accounts | Commitment Type | All |
| Fund | 11000 General Unrestricted | Program | All |
| Organization | 300105 Budget Officer | Activity | All |
| Account | All | Location | All |

Query Results

| Account | Account Title | FY13/PD14 Adopted Budget | FY13/PD14 Adjusted Budget | FY13/PD14 Year to Date | FY13/PD14 Commitments | FY13/PD14 Available Balance |
|-------------------------------|------------------------|--------------------------|---------------------------|------------------------|-----------------------|-----------------------------|
| 601110 | Unclassified Admin | 182,923.00 | 168,748.00 | 60,974.36 | 0.00 | 107,773.64 |
| 601160 | Undass - Termination | 0.00 | 14,175.00 | 14,175.00 | 0.00 | 0.00 |
| 601230 | Student Labor 03 | 2,500.00 | 2,500.00 | 946.14 | 0.00 | 1,553.86 |
| 602300 | Benefits | 67,686.00 | 67,686.00 | 0.00 | 0.00 | 67,686.00 |
| 602360 | Retirement - Teach/ORP | 0.00 | 0.00 | 14,877.76 | 0.00 | (14,877.76) |
| 602420 | FICA | 0.00 | 0.00 | 20.23 | 0.00 | (20.23) |
| 602430 | Medicare | 0.00 | 0.00 | 1,054.47 | 0.00 | (1,054.47) |
| 602460 | Group Health Ins | 0.00 | 0.00 | 4,893.76 | 0.00 | (4,893.76) |
| 602465 | Group Life Ins | 0.00 | 0.00 | 100.00 | 0.00 | (100.00) |
| 702000 | Travel | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| 703000 | Operating Services | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 |
| 703153 | Quick Print Center | 0.00 | 0.00 | 824.00 | 0.00 | (824.00) |
| 703341 | On Campus Repair | 0.00 | 0.00 | 50.00 | 0.00 | (50.00) |
| 703700 | Telephone & Telegraph | 0.00 | 0.00 | 83.93 | 0.00 | (83.93) |
| 703960 | Freight | 0.00 | 0.00 | 80.31 | 0.00 | (80.31) |
| Screen total | | (256,609.00) | (256,609.00) | (98,079.96) | 0.00 | |
| Running total | | (256,609.00) | (256,609.00) | (98,079.96) | 0.00 | |
| Report Total (of all records) | | (257,369.00) | (257,369.00) | (98,149.56) | 0.00 | |

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

8. You may drill down to specific information by clicking on any fields in maroon.

ReportE

https://banner.ulm.edu/prod/bwiprpxuP_ReportE?ccas=M&fund=11000&program=8&ndrev=on&atyp=8&fyp=8&orgn=3001058&actv=8&refnumber=8&acct=7031538&gmt=8&skprovi

inb ULM Banner Produ... Sign in

ULM The University of Louisiana at Monroe

Personal Information Faculty Services Employee **Finance**

Search MENU SITE MAP HELP EXIT

Report Parameters

| | | | |
|--|----------------------------|------------------|-----|
| Organization Budget Status Detail Report | | | |
| Summary Year to Date Transaction Report | | | |
| Period Ending Jun 30, 2013 | | | |
| As of Nov 21, 2012 | | | |
| Chart of Accounts: | M ULM Chart of Accounts | Commitment Type: | All |
| Fund: | 11000 General Unrestricted | Program: | All |
| Organization: | 300105 Budget Officer | Activity: | All |
| Account: | 703153 Quick Print Center | Location: | All |

Document List

| Transaction Date | Activity Date | Document Code | Vendor/Transaction Description | Amount | Rule Class Code |
|--------------------------------|---------------|---------------|--------------------------------|--------|-----------------|
| Sep 30, 2012 | Oct 11, 2012 | F0004753 | COPY CHARGES FOR SEPT | 824.00 | JE16 |
| Report Total (of all records): | | | | 824.00 | |

Available Budget Balance: (824.00)

Shared

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]

RELEASE: 8.0

9. Continue to drill down to individual document information, if desired.

Report X

https://banner.ulm.edu/prod/bwiprpxulP_ReportX?refnumber=F0004753&skiprows=0&tdate=30-Sep-2012&fcode=03&ttype=20&subno=0&trowid=AAAId0AANAAFFCCAAK&cmty

inb ULM Banner Produ... Sign in

ULM The University of Louisiana at Monroe

Personal Information Faculty Services Employee **Finance**

Search MENU SITE MAP HELP EXIT

Select Document

| Detail Transaction Report | | | |
|---------------------------|------------------|------------------|-----------------------|
| Document Type: | Journal Document | Commitment Type: | All |
| Document Code: | F0004753 | Description: | COPY CHARGES FOR SEPT |
| Transaction Date: | 30-Sep-2012 | | |

Accounting Information

| Chart of Accounts | Fund | Organization | Account | Program | Activity | Location | Amount | Rule Class Code |
|-------------------|-------|--------------|---------|---------|----------|----------|--------|-----------------|
| M | 11000 | 210105 | 703154 | 11 | | | 287.34 | JE16 |
| M | 11000 | 210105 | 703154 | 11 | | | 32.70 | JE16 |
| M | 11000 | 220060 | 703154 | 11 | | | 82.65 | JE16 |
| M | 11000 | 220060 | 703154 | 11 | | | 230.82 | JE16 |
| M | 11000 | 230036 | 703154 | 11 | | | 364.08 | JE16 |
| M | 11000 | 230020 | 703154 | 11 | | | 138.36 | JE16 |
| M | 11000 | 240025 | 703154 | 11 | | | 24.00 | JE16 |
| M | 11000 | 230010 | 703154 | 41 | | | 114.30 | JE16 |
| M | 11000 | 220035 | 703154 | 11 | | | 45.63 | JE16 |
| M | 11000 | 300130 | 703154 | 61 | | | 32.19 | JE16 |
| M | 11000 | 240010 | 703154 | 41 | | | 159.27 | JE16 |
| M | 11000 | 210021 | 703154 | 11 | | | 319.71 | JE16 |
| M | 11000 | 240015 | 703154 | 11 | | | 8.10 | JE16 |
| M | 11000 | 240045 | 703154 | 11 | | | 121.80 | JE16 |
| M | 11000 | 240035 | 703154 | 11 | | | 6.48 | JE16 |

Save Query as

Shared

Next 15

Another Query

10. When you have drilled down as far as possible there will be no maroon fields on the screen. Also in the lower left side will be a notation that there are no related documents available.

Encumbrance Query x

https://banner.ulm.edu/prod/bwlrpqulP_Encumb_Start

inb ULM Banner Produ... Sign in

ULM The University of Louisiana at Monroe

Personal Information Faculty Services Employee **Finance**

Search MENU SITE MAP HELP EXIT

Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query to be successful, you must enter a value in the Organization Field or the Grant Field.

Existing Query

Fiscal year Fiscal period

Encumbrance Status

Commitment Type

Chart of Accounts Index

Fund Activity

Organization Location

Grant Fund Type

Account Account Type

Program

Save Query as:

Shared

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]

RELEASE: 7.2

11. Click on Encumbrance Query to look up Encumbrances for individual accounts.

Report D

https://banner.ulm.edu/prod/bwlrpeu.P_ReportID

Select a Document Code link to display accounting distributions for a specific document.

Report Parameters

Organization Encumbrance Status Report

All Encumbrance Summary by Document, Account Distribution

Period Ending Jun 30, 2013

As of Nov 21, 2012

| | | | |
|-------------------|----------------------------|-----------------|--------------------------|
| Chart of Accounts | M ULM Chart of Accounts | Commitment Type | All |
| Fund Code | 11000 General Unrestricted | Program Code | 61 Institutional Support |
| Orgn Code | 300110 Computing Center | Activity Code | All |
| Account Code | All | Location Code | All |

Query Results

| Account | Document Code | Description | Original Commitments | Encumbrance Adjustments | Encumbrance Liquidations | Year to Date | Current Commitments | % Used | Cmt Type |
|-------------------------------|---------------|-------------------------------|----------------------|-------------------------|--------------------------|--------------|---------------------|--------|-------------|
| 703342 | P0005997 | Dean Evans and Associates Inc | 10,935.00 | 0.00 | (10,935.00) | 10,935.00 | 0.00 | 100.00 | Uncommitted |
| 703342 | P0006048 | AVAYA | 23,302.00 | 0.00 | (23,302.00) | 23,302.00 | 0.00 | 100.00 | Uncommitted |
| 703342 | P0006092 | SOS Security | 16,142.48 | 0.00 | (16,142.48) | 16,142.48 | 0.00 | 100.00 | Uncommitted |
| 703342 | P0006254 | IBM Corporation | 8,270.00 | 0.00 | (8,270.00) | 8,270.00 | 0.00 | 100.00 | Uncommitted |
| 703342 | P0006270 | CDW Government LLC | 41,040.00 | 0.00 | (41,040.00) | 41,040.00 | 0.00 | 100.00 | Uncommitted |
| 703342 | P0006365 | SAS Institute Inc | 696.60 | 378.00 | (696.60) | 696.60 | 378.00 | 64.82 | Uncommitted |
| 703343 | P0005951 | Oracle America, Inc. | 2,564.40 | 0.00 | (2,564.40) | 2,564.40 | 0.00 | 100.00 | Uncommitted |
| 703343 | P0005953 | AT&T | 2,315.60 | 0.00 | 0.00 | 0.00 | 2,315.60 | 0.00 | Uncommitted |
| 703505 | P0006346 | Unicon Inc | 13,799.19 | 0.00 | (13,799.19) | 13,799.19 | 0.00 | 100.00 | Uncommitted |
| 704100 | P0006621 | Office Depot INC | 168.16 | 0.00 | (168.16) | 152.83 | 0.00 | 100.00 | Uncommitted |
| 704103 | P0006158 | CXTEC | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | Uncommitted |
| 704103 | P0006696 | Integrated AV Systems LLC | 880.00 | (880.00) | 0.00 | 0.00 | 0.00 | 0.00 | Uncommitted |
| 704110 | P0006495 | Unisource Worldwide INC | 104.85 | (104.85) | 0.00 | 0.00 | 0.00 | 0.00 | Uncommitted |
| 704110 | P0006595 | Unisource Worldwide INC | 96.70 | 0.00 | (96.70) | 96.70 | 0.00 | 100.00 | Uncommitted |
| 705300 | P0006319 | John J Guth Associates Inc | 2,500.00 | 0.00 | (2,500.00) | 2,500.00 | 0.00 | 100.00 | Uncommitted |
| 707340 | P0006695 | Integrated AV Systems LLC | 8,908.70 | (8,908.70) | 0.00 | 0.00 | 0.00 | 0.00 | Uncommitted |
| Screen Total | | | 136,723.68 | (9,515.55) | (119,514.53) | 119,499.20 | 7,693.60 | 93.95 | |
| Running Total | | | 731,910.13 | (9,816.75) | (714,399.78) | 714,384.45 | 7,693.60 | 98.93 | |
| Report Total (of all records) | | | 731,910.13 | (9,816.75) | (714,399.78) | 714,384.45 | 7,693.60 | 98.93 | |

< Previous 15

12. You can also drill down for individual encumbrances.

Report X2

https://banner.ulm.edu/prod/bwlrpeu_P_ReportX2?coas=M&fund=11000&program=61&orgn=300110&actv=3&refnumber=P0006365&acct=8&atyp=8&fyp=8&gmt=8&asof=30062

inb ULM Banner Produ... Sign in

U.L.M. The University of Louisiana at Monroe

Personal Information Faculty Services Employee **Finance**

Search MENU SITE MAP HELP EXIT

Select the Document Number link or the Document Code link to display the entire document.

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending Jun 30, 2013

As of Nov 21, 2012

| | | | |
|-------------------------|-------------------------|-----------------|--------------|
| Chart of Accounts | M ULM Chart of Accounts | Commitment Type | Uncommitted |
| Document Number | P0006365 | Document Date | Aug 07, 2012 |
| Transaction Description | SAS Institute Inc | | |

Document Detail

| Document Code | Rule Class Code | Original Encumbrance | Encumbrance Adjustments | Encumbrance Liquidations | Year to Date | Item Number | Sequence Number | Fund | Organization | Account | Program | Activity | Location |
|---------------|-----------------|----------------------|-------------------------|--------------------------|--------------|-------------|-----------------|--------|--------------|---------|---------|----------|----------|
| 10047037 | INEI | 0.00 | 0.00 | 0.00 | 696.60 | 0 | | 211000 | 300110 | 703342 | 61 | | |
| 10047037 | INEI | 0.00 | 0.00 | (696.60) | 0.00 | 0 | | 211000 | 300110 | 703342 | 61 | | |
| P0006365 | CORD | 0.00 | 378.00 | 0.00 | 0.00 | 0 | | 211000 | 300110 | 703342 | 61 | | |
| P0006365 | PORD | 696.60 | 0.00 | 0.00 | 0.00 | 0 | | 211000 | 300110 | 703342 | 61 | | |

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]

RELEASE: 8.0

14. Once you are finished with your budget inquiries on Self-Service Banner, please click the EXIT link at the upper right portion of the page.