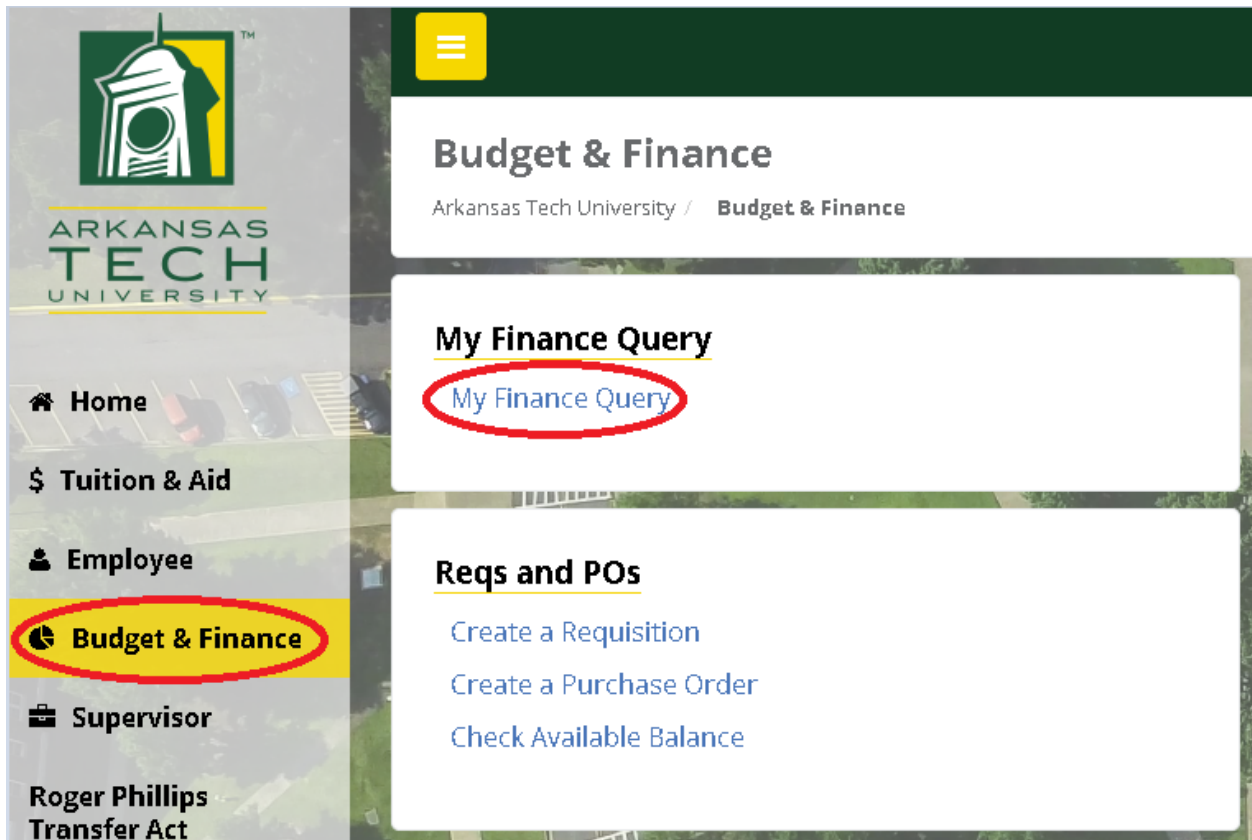


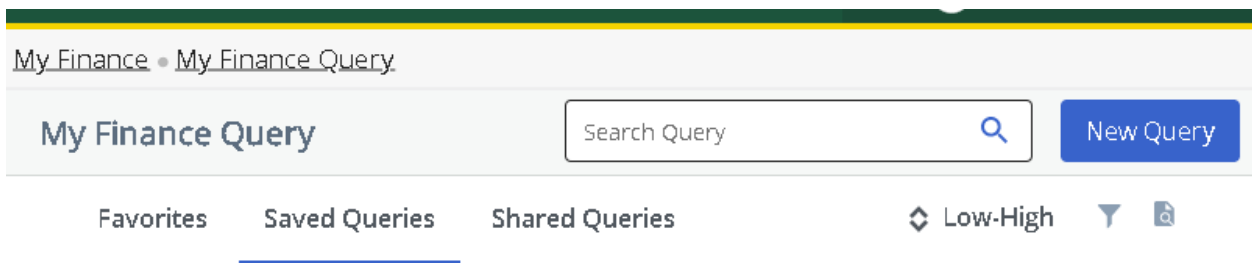
My Finance Query

Banner 9 Self-Service

One Tech Home



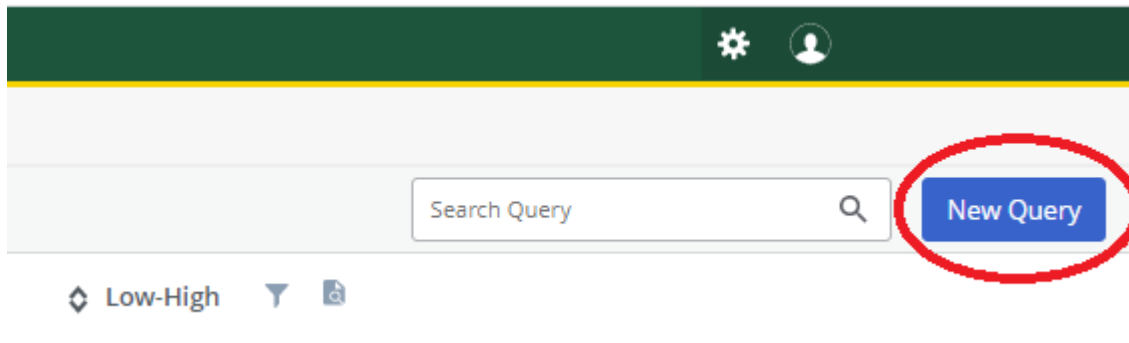
1. Log on to onetech.atu.edu and under the Budget & Finance tab select My Finance Query.



2. Select Favorites or Saved Queries to view previously created queries.

3. Use the Search Query box to retrieve a query by name or description.

Budget Queries



4. Click New Query and click the Select Query Type drop-down list and select Budget Status by Organizational Hierarchy.

A screenshot of a "Create New Query" dialog box. The dialog has a title bar with "Create New Query" and a close button. Below the title bar, there is a section labeled "Select Query Type" with a search bar and a list of options. The option "Budget Status by Organizational Hierarchy" is highlighted in blue. Below this section, there are several fields for selecting query parameters: "Fund" (152000 Food Service), "Organization" (325000 Food Service), "Account" (Choose Account), "Program" (350000 Auxiliary Enterprises), "Activity" (Choose Activity), and "Location" (Choose Location). Each field has a search icon or a dropdown arrow.

Budget Queries

The screenshot shows a 'Create New Query' form with the following fields and values:

Field	Value
Chart *	T Arkansas Tech University
Index	ASEMGT Emergency Adm & Management
Fund	110000 Russellville Campus
Organization *	233000 Emergency Management
Account	Choose Account
Program	Choose Program
Activity	Choose Activity
Location	Choose Location
Fund Type	Choose Fund Type
Account Type	7A Operating Expenditures
Commitment Type	All

There is also an unchecked checkbox labeled 'Include Revenue Accounts' at the bottom right of the form.

5. Select “T Arkansas Tech University” from the Chart dropdown menu.
6. Enter your Index Code. The Fund, Organization, and Program fields will fill automatically. Verify the fields are correct and delete the program code to ensure everything for the department can be viewed. You may enter an Account Type if desired. Select 7A for Operating Expenditures.

Budget Queries

Create New Query

Commitment Type

All

Include Revenue Accounts

Fiscal Year * 2020

Fiscal Period * 14

Comparison Fiscal Year None

Comparison Fiscal Period None

Operating Ledger

Adopted Budget ⓘ

Year to Date ⓘ

Budget Adjustment ⓘ

Encumbrance ⓘ

7. The Commitment Type should be set at All.
8. Select “Include Revenue Accounts” if your department generates revenue.
9. Select the Fiscal Year drop-down arrow to choose the current fiscal year.
10. Set the Fiscal Period to 14. It will always stay at 14.
11. The Comparison Fiscal Year and Comparison Fiscal Period drop-down boxes should both be set to None.

Budget Queries

Create New Query ✕

Comparison Fiscal Year ▼ Comparison Fiscal Period ▼

Operating Ledger

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

[SUBMIT](#)

12. Make sure every checkbox beside the Operating Ledger Data columns is selected except for Temporary Budget and Accounted Budget.

13. Click Submit.

Budget Status by Organizational Hierarchy

My.Finance • My.Finance.Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy

Emergency Management - 233000

Query Results

Organization	Organization Title	Health	FY20/PD14 Adopted Budget	FY20/PD14 Budget Adjustment	F
233000	Emergency Management	✓	\$15,702.00	\$1,200.00	
Report Total (of all records)			\$15,702.00	\$1,200.00	

14. A breakdown of the entire budget will now appear. Make sure the department is correct and click on the blue Organization Code to view the different accounts within the budget.

Any items that appear in blue (like the organization code above) can be clicked to obtain more detailed information.

Budget Status by Organizational Hierarchy

Account Type	Account Type Title	Health	FY20/PD14 Adopted Budget	FY20/PD14 Budget Adjustment	FY20/PD14 Adjusted Budget
50	Revenue	⚠	\$0.00	\$0.00	\$0.00
60	Salaries and Wages	⚠	\$662,361.00	(\$14,191.00)	\$648,170.00
70	Expenditures	✅	\$15,702.00	\$1,200.00	\$16,902.00
Report Total (of all records)			(\$678,063.00)	\$12,991.00	(\$665,072.00)

15. The selected Account Types will now appear. 50=Revenue, if any.
60=Salaries and Wages. 70=Expenditures.

16. This page shows the Adopted Budget (Beginning Budget), the Budget Adjustment (any transfers made in or out of the budget), and the Adjusted Budget (Current Budget).

Budget Status by Organizational Hierarchy

Account Type	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Reservation	FY20/PD14 Commitments	FY20/PD14 Available Balance
50	\$2,922.00	\$0.00	\$0.00	\$0.00	(\$2,922.00)
60	\$355,517.41	\$211,103.02	\$0.00	\$211,103.02	\$81,549.57
70	\$3,820.11	\$3,514.28	\$0.00	\$3,514.28	\$9,567.61
Report Total (of all records)	\$356,415.52	(\$214,617.30)	\$0.00	(\$214,617.30)	(\$94,039.18)

17. Scroll over, if needed, to see the remaining columns.

18. The Year to Date contains all the expenses that have occurred for the current fiscal year.

19. Encumbrances are purchase orders completed and approved as well as direct general encumbrance items such as phone charges, copies, etc.

20. Reservations are completed requisitions that have not yet been turned into purchase orders.

21. Commitments are the sum of encumbrances and reservations.

22. The last column shows the total balance available in each account type.

23. Click on the Account Type you wish to view for more details.

Budget Status by Organizational Hierarchy

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

Emergency Management - 233000

Query Results

Account Type	Account Type Title	Health	FY20/PD14 Adopted Budget	FY20/PD14 Budget Adjustment	FY20/PD14 Adjusted Budget
7A	Operating Expenditures	✓	\$15,702.00	\$1,200.00	\$16,902.00
Report Total (of all records)			\$15,702.00	\$1,200.00	\$16,902.00

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

Emergency Management - 233000

Query Results

Account Type	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Reservation	FY20/PD14 Commitments	FY20/PD14 Available Balance
7A	\$3,820.11	\$3,514.28	\$0.00	\$3,514.28	\$9,567.61
Report Total (of all records)		\$3,820.11	\$3,514.28	\$0.00	\$9,567.61

24. For this example, we are viewing the expenditures category (7000).

25. This is the screen to use for checking available funds before doing requisitions.

26. When figuring your balance, remember that P-Card charges and Bookstore charges that have not yet been expended will not appear on the report as encumbered or reserved. Any charges made for these items will need to be subtracted from the available balance if they have not yet been charged to project a more accurate available balance.

27. Select 7A Operating Expenditures to reveal the account codes that make up this account type.

Budget Status by Organizational Hierarchy

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

Emergency Management - 233000 ✎ ➤ 📄 ⓘ ⋮

Query Results + ↓

Account	Account Title	Health	FY20/PD14 Adopted Budget	FY20/PD14 Budget Adjustment	FY20/PD14 Adjusted Budget
7000	Maint & Operations/Capital Outlay	✔	\$15,702.00	\$1,200.00	\$16,902.00
703106	GJ - Interdepartmental Postage	⚠	\$0.00	\$0.00	\$0.00
703120	Phone DIS Contract	⚠	\$0.00	\$0.00	\$0.00
703205	Printing	⚠	\$0.00	\$0.00	\$0.00
703430	Rent Office Equipment	⚠	\$0.00	\$0.00	\$0.00
703505	Professional & Administrative Fees	⚠	\$0.00	\$0.00	\$0.00
Report Total (of all records)			(\$15,702.00)	(\$1,200.00)	(\$16,902.00)

28. This screen will show the General Maintenance and Operations/Capital Outlay account (7000) at the top of the screen with the adjusted budget. Notice that the Available Balance changes back to the Adjusted Budget only, with no expenditures, encumbrances, or reservations subtracted out.

29. Do not use this screen to determine budget availability before doing requisitions. (See step 25 for the correct screen to use)

30. Below will be all the subcategories that include the expenses, encumbrances, and reservations.

31. You may click on any number in blue to find out more detailed information. You can also right click to open the detail screens in a new tab or window if you prefer.

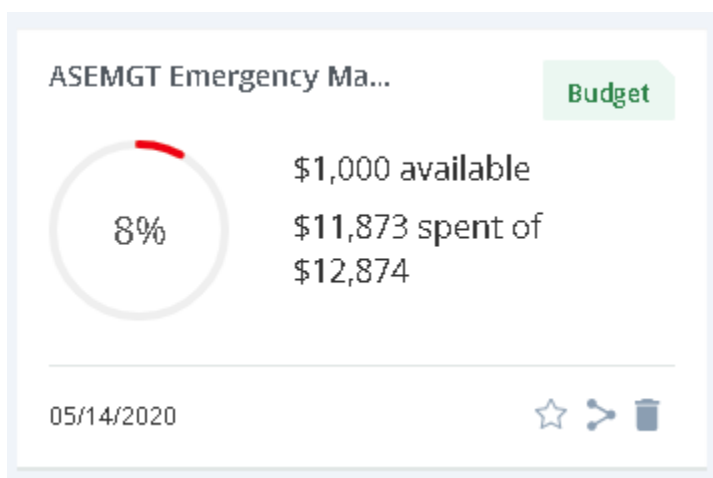
Budget Status by Organizational Hierarchy

The screenshot shows the 'Budget Status by Account' interface. At the top, there is a breadcrumb trail: 'My Finance • My Finance Query • Budget Status by Account'. Below this, the title 'Budget Status by Account' is displayed, along with a 'New Query' button. The main content area shows a table with columns for 'Account', 'Account Title', and budget values. A 'Save as' dialog box is open in the foreground, with the text 'ASEMGT Emergency Manageme' entered in the input field. The dialog also includes a 'Set as favorite' checkbox and 'CANCEL' and 'SAVE' buttons. The background table shows the following data:

Account	Account Title	FY20/PD14 Budget	FY20/PI Bud Adjustm
7000	Maint & Operations/Capital Outlay	\$15,702.00	(\$
703106	GJ - Interdepartmental Postage	\$0.00	

31. To save a query for future use, click the Save As icon. Query names must be unique and cannot be longer than 30 characters. The suggested naming convention is *INDEX Budget Name user initials*.

32. A query can be added to the Favorites tab by checking Set as favorite.



33. A tile for your saved query will now be added to Saved Queries (and Favorites if desired).