Self Service Finance

Self Service Finance

Budget Queries

Last revised: December 7, 2009

Confidential Business Information

This learning guide is based upon Sungard HE Banner documentation. This document is for use at Wichita State University for the purpose of training; the information contained is considered confidential.

Prepared By: UCATS Banner User Services
# Self Service Finance Budget Queries

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**Self Service Finance Budget Queries** is an introduction to using finance queries and Reporting Services. The session is attended by Wichita State University personnel responsible for budgets and related support functions.

## Contact Information

<table>
<thead>
<tr>
<th>Help Desk</th>
<th>Passwords, hardware and software support for students, faculty and staff</th>
<th>HELP (437) <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Help Desk</td>
<td>Training and Support Assists faculty and staff with myWSU, Banner, Self Service and Reporting Services</td>
<td>Becky North Jennifer Snyder 5800 <a href="mailto:bannerhelp@wichita.edu">bannerhelp@wichita.edu</a></td>
</tr>
<tr>
<td>Budget Office</td>
<td>Paul Werner 3030 <a href="mailto:Paul.Werner@wichita.edu">Paul.Werner@wichita.edu</a> Michel Winters 5819 <a href="mailto:Michel.Winters@wichita.edu">Michel.Winters@wichita.edu</a></td>
<td></td>
</tr>
<tr>
<td>Financial Operations</td>
<td>Edna Bates-Tosses 5988 <a href="mailto:Edna.Bates@wichita.edu">Edna.Bates@wichita.edu</a></td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td>Steve White 3782 <a href="mailto:Steven.White@wichita.edu">Steven.White@wichita.edu</a> Lisa Nettleton 3783 <a href="mailto:Lisa.Nettleton@wichita.edu">Lisa.Nettleton@wichita.edu</a></td>
<td></td>
</tr>
<tr>
<td>Office of Research and Accounting (ORA)</td>
<td>Budget and Receivables Linda Tedder 6802 <a href="mailto:Linda.Tedder@wichita.edu">Linda.Tedder@wichita.edu</a> Budget and Payables Sarah Hunt 6804 <a href="mailto:Sarah.Hunt@wichita.edu">Sarah.Hunt@wichita.edu</a> Payroll Linda Hagar 5818 <a href="mailto:Linda.Hagar@wichita.edu">Linda.Hagar@wichita.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Accessing Self Service Finance

Request Access to Finance Organization Codes

Access to financial information is restricted to authorized budget review officers, budget officers and support personnel.

If an individual requires access to specific financial organizations, the budget officer is asked to send the following information to Teresa.Moore@wichita.edu:

- Individual’s name and myWSU ID
- Organization codes(s) they need access to or be removed from.

Where to access Self Service Finance Budget Queries

Self Service and the Finance Budget Queries can be accessed from http://myWSU.wichita.edu or http://win.wichita.edu.

**myWSU.wichita.edu**

- Logon to http://myWSU.wichita.edu using your myWSU ID and password.
- From the Faculty/Staff Resources tab, click Banner Self-Service to expand the folder.
- Select Finance > Budget Queries.

**win.wichita.edu**

http://win.wichita.edu is a Web page designed for WSU faculty and staff to easily access Banner, Self Service, Reporting Services and myWSU.

http://win.wichita.edu can be saved as a desktop shortcut, added to Favorites or as your Internet home page.

Select Self Service (PROD) and “Enter Secure Area”.
- Logon using your myWSU ID and password.
- Select Finance, Budget Queries.
Transactions must be in Banner to be included in Self Service and Reporting Services. If the paperwork is sitting on someone’s desk waiting to be processed, it’s not in Banner!

### Column Headings

<table>
<thead>
<tr>
<th>Self Service Finance</th>
<th>Reporting Services</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>Original Budget</td>
<td>Original budget allocation given at the beginning of the fiscal year.</td>
</tr>
<tr>
<td>Budget Adjustment</td>
<td>Budget Adjustments</td>
<td>Any additions or reductions made to the budget since the original allocation.</td>
</tr>
<tr>
<td>Adjusted Budget</td>
<td>Current Budget</td>
<td>Adopted/Original Budget plus or minus any Budget Adjustments.</td>
</tr>
<tr>
<td>Year to Date</td>
<td>Actual Revenue / Expenditures</td>
<td>Year-to-date activity is represented by actual posted revenue and expenditures.</td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
<td>Encumbrances are comprised of funds set aside for purchase orders.</td>
</tr>
<tr>
<td>Reservations</td>
<td></td>
<td>Reservations are comprised of funds set aside for requisitions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commits</th>
<th>Committed Funds</th>
<th>Commitments are the totals set aside for future obligations and are comprised of Reservations (requisitions) and Encumbrances (purchase orders).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>Total of Committed Funds and Actual Revenue / Expenditures.</td>
<td></td>
</tr>
<tr>
<td>% of Current Budget Committed</td>
<td>Percent of funds committed from the Current Budget.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Available Balance</th>
<th>Accounted Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>+/- Commitments</td>
<td>+/- Year to Date</td>
</tr>
<tr>
<td></td>
<td>= Available Budget</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Available Budget</th>
<th>Current Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>+/- Committed Funds</td>
<td>+/- Actual Revenue / Expenditures</td>
</tr>
<tr>
<td>= Net Available Budget</td>
<td></td>
</tr>
</tbody>
</table>

*Detail transactions can be viewed by “drilling” down*

### Document Codes and Prefixes

<table>
<thead>
<tr>
<th>Document Codes</th>
<th>Document Code Prefix and Description</th>
<th>View Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Requisition</td>
<td>Requisition</td>
</tr>
<tr>
<td>P</td>
<td>Purchase Order</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>I</td>
<td>Invoice</td>
<td>Invoice</td>
</tr>
<tr>
<td>F</td>
<td>Payroll</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>V</td>
<td>Voucher (check)</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>S</td>
<td>Business Procurement Card</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>B</td>
<td>Bid</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>M</td>
<td>Fixed asset journal entry</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>F</td>
<td>Payroll journal entry, departmental deposits</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>G</td>
<td>Research journal entry; includes indirect cost calculation entries</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>J</td>
<td>Journal Entry</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>JC</td>
<td>Journal Entry – University Computing and Telecommunications</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>JP</td>
<td>Journal Entry – Post Office</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>JM</td>
<td>Journal Entry – Media Resources Center</td>
<td>Journal Voucher</td>
</tr>
</tbody>
</table>
Self Service uses the percent sign (%) as a wildcard to refine a search. Most search forms are case sensitive. The examples below illustrate how to use the wildcard (%).

<table>
<thead>
<tr>
<th>Wildcard (%)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>102%</td>
<td>starting with 102</td>
</tr>
<tr>
<td>%102</td>
<td>ending with 102</td>
</tr>
<tr>
<td>10%2</td>
<td>starting with 10, ending in 2</td>
</tr>
<tr>
<td>Bio%</td>
<td>starting with Bio</td>
</tr>
<tr>
<td>%b%</td>
<td>containing a lower case “b”</td>
</tr>
<tr>
<td>%b</td>
<td>ending with a lower case “b”</td>
</tr>
</tbody>
</table>

How to activate a Search

Click on any of the label buttons to activate a search for the specific code.

Fund, Organization and Grant codes are most often searched.

Organization and Title Search

Examples

The search techniques used in the following Organization and Title Search examples can be used on the various search forms.

Organization button

Click on the Organization button to access its search form.

Organization and Title criteria

In the Organization Criteria box, enter the first three digits of an organization code followed by a wildcard.

Title Criteria can also be used to refine the search. The Title Criteria search box is case sensitive!

102% and %computing% are used in this example. Because it is not known if “Computing” is capitalized, the first letter is omitted from the search.

In the following examples, Organization Criteria and Title Criteria are used together to refine the search.

Continued on next page
Organization and Title Search, Continued

**Maximum rows to return**
To change the number of rows to return, click on the *Maximum rows to return* drop down arrow and select from the list.

*100* is selected in this example.

**Execute Query**
Click on the *Execute Query* button to activate the search.

**Select from the results list**
- Click on an underlined *Organization Code* to return it to the query form or
- Click *Exit without Value* or
- Click *Another Query*.

**Wildcard placement**
Placement of the wildcard and using capital letters can change the results as shown in the following examples.

**Results for School%**
- Organization Criteria: *1020%*
- Title Criteria: *School%*
- Execute the query.

**Results for %school%**
- Organization Criteria: *1020%*
- Title Criteria: *%school%*
- Execute the query.

**Results for %school%**
- Organization Criteria: *1020%*
- Title Criteria: *%school%*
- Execute the query.
Drill Down to View Details

Underlined items indicate additional information can be viewed by “drilling” down in any Self Service report.

Next and Previous 15

Click on the Next 15> or <Previous 15 buttons to navigate the pages.

Download to Excel

Click on the download buttons shown below to export the queried data into Excel.

All columns

Download All Ledger Columns will download all ledger columns.

Selected columns

Download Selected Ledger Columns will download only the previously check marked operating ledger data columns.

Footer Menu

The footer menu is located at the bottom of each Self Service Finance page.

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

Three queries

There are three budget queries in Self Service Finance.

Which query do I use?

<table>
<thead>
<tr>
<th>Budget Query</th>
<th>Organization Code (10xxxx)</th>
<th>Organization Code (70xxxx)</th>
<th>Organization Code: (70xxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fund Codes: GU and RU</td>
<td>Fund codes: D,N,S,U,V</td>
<td>Grant Code: (R) Fund Codes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R,G,F,M,C</td>
</tr>
<tr>
<td>Budget Status by Account</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Budget Status by</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Hierarchy</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Budget Quick Query</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget Status by Account

Displays the budget information by account level. Allows the user to drill to view a specific document including a list of related documents.

Budget Status by Organizational Hierarchy

Use this query to view budget information at the organization and account type level. It allows the user to drill through account types to view a specific document including a list of related documents.

This query cannot be used for Organization codes starting with 70 (grants).

Budget Quick Query

As the name implies, this is a summary view of the budget. The non-drillable columns retrieved are Adjusted Budget, Year To Date, Net Commitments, and Available Budget.

Columns to Display

Columns to display

Select the data columns to display on the budget query.

Click Continue.

Note: this page is not available on the Budget Quick Query.

Continued on next page
Columns to Display, Continued

### Fiscal Year and Period

**WSU Operating Ledger**

The *Fiscal year* (FY) starts July 1 and ends June 30. Information in Banner begins in FY06. Prior information is not available on *Self Service Finance* or *Reporting Services*.

The *Fiscal period* starts July 1 and displays information though the selected period. For example:

<table>
<thead>
<tr>
<th>Fiscal period</th>
<th>Accumulated revenue and expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Starting</td>
</tr>
<tr>
<td>1</td>
<td>July 1</td>
</tr>
<tr>
<td>6</td>
<td>July 1</td>
</tr>
<tr>
<td>10</td>
<td>July 1</td>
</tr>
<tr>
<td>or period 14</td>
<td>July 1</td>
</tr>
</tbody>
</table>

**Operating Ledger report heading**

Budget query report headings start with *GY (Grant Year)* indicating the data is pulled from the grant ledger.

When using the grant ledger, the budget query will include financial transactions *starting with the inception date of the grant*.

**Grant Ledger**

**Grant Ledger report heading**

**Comparison Options and Commitment Type**

**Comparison fiscal year and period**

The year and period selected can be compared with other year’s data by selecting a specific *Comparison Fiscal year* and *period*.

*FY06* is the first year information is available in *Self Service Finance* and *Reporting Services*.

**Commitment type**

Select *All*. 
Chart of Accounts (COA)

Enter Chart of Accounts code “1” for Wichita State University.

If the Chart of Accounts box is left blank, an error message will display.

FOAPAL Selection

Fund Code (GU, RU) Organization Code (10xxxx)

OR

Fund Code: Starting with letter D, N, S, U, V
Inception-To-Date Organization Code (70xxxx)

Fund Code: Starting with letter R, G, F, M, C
Grant Code (Rxxxxx)
Organization Code (70xxxx)

(Pulls from the Grant Ledger and shows inception to date transactions)

Funds and Organizations

Security
Predefined security is required to access financial organization codes. See Request Access for Finance Organization Codes in Section C for additional information.

GU funds
General Use (GU) funds are combined revenues from state tax dollars (State General Fund, A0003) and tuition revenues (General Fees, A2000). The amounts do not carry forward to the next fiscal year.

RU funds
Restricted Use (RU) funds are self-generated income. The amounts carry forward to the next fiscal year.

Continued on next page
Funds and Organizations, Continued

Where to look up codes

There are different ways to look up fund codes.

1. In Self Service Finance Budget Queries, click on the Fund button and use the search techniques described in Section E.
3. Organizational Budget/Review Officer (FWABROF) in Banner.

Grants and Inception to Date

Organization codes (70xxxx)

Grant and Inception-To-Date organization codes start with 70 and contain the name of the Principal Investigator (PI).

The PI is responsible for the grant!

Grant codes (Rxxxxx)

When a grant code is entered on a budget query, transactions are pulled from the Grant Ledger and are “Inception to Date”.

Fund codes

Each funding source is associated with a grant and is assigned a fund code. All grants must be assigned at least one fund. Multiple funds can be assigned to a single grant.

Fund codes

Inception-To-Date grants are associated cost sharing funds and start with the letters D, N, S, U and V.

Grant fund codes start with the letters R, G, F, M and C.

Fund code definitions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Grant fund</td>
<td>D</td>
<td>NIS project. The grant code for these projects start with LTD. (SEDIF, Aviation Research, etc.)</td>
</tr>
<tr>
<td>G</td>
<td>State central fund; cost matching</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>State fees fund; cost matching</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Matching funds</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>V</td>
<td></td>
</tr>
</tbody>
</table>

Grant revenue

In Banner, grant revenue always equals grant expenditures. Each agency has an accounts receivable (AR) balance that reflects which agency has been billed, less any payments received to date.
Budget Status by Account

Query selection

After accessing Self Service Finance, select Budget Queries.

In the drop down box, verify/select Budget Status by Account.

Click the Create Query button.

Columns to display

Select the data columns to display on the budget query.

Click Continue.

FOAPAL Selection

Fund Code (GU, RU)  
Organization Code (10xxxx)

OR

Fund Code: Starting with letter D, N, S, U, V  
Inception-To-Date Organization Code (70xxxx)

Fund Code: Starting with letter R, G, F, M, C  
Grant Code (Rxxxxx)  
Organization Code (70xxxx)

(Pulls from the Grant Ledger and shows inception to date transactions)

If the fund code is left blank, all funds associated with the organization code will be combined on the report.

Enter a wildcard (%) in the Fund box and all funds within the organization will display, sorted by the Fund code.
FOAPAL Selection, Continued

Include Revenue Accounts

When the Include Revenue Accounts box is checked, it adds the budget, revenue and expense amounts and subtracts the actuals. If the organization collected more revenue than was expected, it shows a negative available balance.

In order to view the true available balance for expenses, uncheck the box.

Submit query

Click the Submit Query button to execute the report.

Reading the Report

The first 15 lines of the report are displayed. Navigate the report using the Next 15 and Previous 15 buttons at the bottom of the page.

Drill down

If an item is underlined in Self Service, additional information can be viewed by clicking on it.
Document List

In the following example, an underlined item in the Year to Date column was clicked. A Document List is displayed.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 04, 2007</td>
<td>Oct 04, 2007</td>
<td>V0813786</td>
<td>Xerox Corporation</td>
<td></td>
<td></td>
<td>DNNI</td>
</tr>
<tr>
<td>Sep 14, 2007</td>
<td>Sep 14, 2007</td>
<td>V0812836</td>
<td>Xerox Corporation</td>
<td></td>
<td></td>
<td>DNNI</td>
</tr>
<tr>
<td>Aug 20, 2007</td>
<td>Aug 20, 2007</td>
<td>V0811667</td>
<td>Xerox Corporation</td>
<td></td>
<td></td>
<td>DNNI</td>
</tr>
<tr>
<td>Jul 20, 2007</td>
<td>Jul 20, 2007</td>
<td>V0810482</td>
<td>Xerox Corporation</td>
<td></td>
<td></td>
<td>DNNI</td>
</tr>
<tr>
<td>Sep 04, 2007</td>
<td>Sep 13, 2007</td>
<td>J0000033</td>
<td>IFV # 000002 REF # 080339</td>
<td></td>
<td></td>
<td>IF2</td>
</tr>
<tr>
<td>Sep 13, 2007</td>
<td>Sep 13, 2007</td>
<td>J00050574</td>
<td>Xerox Corporation</td>
<td></td>
<td></td>
<td>INNI</td>
</tr>
<tr>
<td>Aug 20, 2007</td>
<td>Aug 20, 2007</td>
<td>J0026534</td>
<td>Xerox Corporation</td>
<td></td>
<td></td>
<td>INNI</td>
</tr>
</tbody>
</table>

Related Documents

See Section J, Requisition Example and Related Documents, for additional information.
# Budget Status by Organizational Hierarchy

**Grants**

*This report is not available for Grants as they pull from the Grant Ledger.*

**Query selection**

After accessing Self Service Finance, select Budget Queries.

In the drop down box, select **Budget Status by Organizational Hierarchy**.

Click the Create Query button.

---

**Columns to display**

Select the data columns shown on this example to display on the budget query report.

Click **Continue**.

---

## Select All Account Types

<table>
<thead>
<tr>
<th>Account Type left blank</th>
</tr>
</thead>
</table>

- **Verify/select the organization and fund codes.**
- **If Fund** is left blank, all funds associated with the organization code will be combined on the report.
- When the **Account Type** box is left blank, the resulting report is “rolled up” or summarized by **Account Type**.

- **If the fund code is left blank, all funds associated with the organization code will be combined on the report.**

- **Enter a wildcard (%) in the Fund box and all funds within the organization will display, sorted by the Fund code.**

(continued on next page)
Select All Account Types, Continued

Include Revenue Accounts

When the Include Revenue Accounts box is checked, it adds the budget, revenue and expense amounts and subtracts the actuals. If the organization collected more revenue than was expected, it shows a negative available balance.

*In order to view the true available balance for expenses, uncheck the box.*

Submit Query

Click the Submit Query button to execute the report.

Reading the Report

The Organization code is underlined, click on it to drill into the report.

<table>
<thead>
<tr>
<th>Organization Title</th>
<th>FY08/P014 Budget</th>
<th>FY08/P014 Adjusted Budget</th>
<th>FY08/P014 Year to Date</th>
<th>FY08/P014 Encumbrances</th>
<th>FY08/P014 Reservations</th>
<th>FY08/P014 Commitments</th>
<th>FY08/P014 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>102144 University Computing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>102144 Rollup</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary amounts by Account Types

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Summary Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Revenues</td>
<td>60 Salaries &amp; Wages</td>
</tr>
<tr>
<td>70 Expenditures</td>
<td>80 Transfers</td>
</tr>
</tbody>
</table>

Summary amounts for 70 (Expenditures)

In this example, 70 was drilled into in order to view the next “roll up” level.

To view the details, click on an underlined Account Type.

Continued on next page
Reading the Report, Continued

Detail account information for 7H (Commodities)  

7H was drilled into in order to view the amounts by account code. To view the Document List, click on an underlined amount.

Document List

In the following example, an underlined item in the Year to Date column was clicked. A Document List is displayed. Drill into the document by clicking on the Document Code.

Related Documents

See Section J, Requisition Example and Related Documents, for additional information.
Select a Specific Account Type

Verify/select the organization and fund codes.

If **Fund** is left blank, all funds associated with the organization code will be combined on the report.

**Account Types:**
- 50 Revenues
- 60 Salaries & Wages
- 70 Expenditures
- 80 Transfers

**OOE summary amounts**

To view summary amounts for pooled other operating expenditures:

Enter **70** in the **Account Type** box and submit the query.

Reading the Report

**OOE amounts**

Summary amounts of the selected **Columns to Display** are returned.

The amounts **do not include** transactions displayed on the report **Outstanding Documents by Organization** in the **Financial Reports—Organization** folder of **Reporting Services**.

*Continued on next page*
Reading the Report, Continued

Summary information for 70 (Expenditures)

In this example, 70 was drilled into in order to view the next “rolled up” level. To view the details, click on an underlined Account Type.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Title</th>
<th>FY18/PD14 Adopted Budget</th>
<th>FY18/PD14 Budget Adjustment</th>
<th>FY18/PD14 Adjusted Budget</th>
<th>FY18/PD14 Year to Date</th>
<th>FY18/PD14 Encumbrances</th>
<th>FY18/PD14 Reservations</th>
<th>FY18/PD14 Commitments</th>
<th>FY18/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Procurement Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>Contractual Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Commodities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>Storm Claims and Shared Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>Adjustments of Expense - Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>Other Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>Fixed Asset - Class and Losses Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Debt Service Fund and Transfer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Miscellaneous Non - Exempt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>Cost Match</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>83</td>
<td>Indirect Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>Agency Fund Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screen title</td>
<td>Running total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70 Rollup</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Detail account information for 7H (Commodities)

If an amount is underlined, additional detail can be viewed by drilling into it. The Document List will be displayed, as previously shown.

<table>
<thead>
<tr>
<th>Account Title</th>
<th>FY18/PD14 Adopted Budget</th>
<th>FY18/PD14 Budget Adjustment</th>
<th>FY18/PD14 Adjusted Budget</th>
<th>FY18/PD14 Year to Date</th>
<th>FY18/PD14 Encumbrances</th>
<th>FY18/PD14 Reservations</th>
<th>FY18/PD14 Commitments</th>
<th>FY18/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000</td>
<td>Clothing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3410</td>
<td>Building Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3420</td>
<td>Computer Sys &amp; Maint Parts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3450</td>
<td>Other Maintenance Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3510</td>
<td>Consumables</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3560</td>
<td>Motor Oil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3600</td>
<td>Prof &amp; Scient Supplies &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3650</td>
<td>Other Prof Scientific &amp; Supp &amp; Mat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3700</td>
<td>Stationery, Office &amp; D'Supply</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3710</td>
<td>Stationery &amp; Office Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3720</td>
<td>Data Processing Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3999</td>
<td>Pending Credit - BPC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Related Documents

See Section J, Requisition Example and Related Documents, for additional information.
After accessing Self Service Finance, select Budget Queries.
In the drop down box, verify/select Budget Quick Query.
Click the Create Query button.

Self Service Finance determines which columns will display and skips the selection box.

**FOAPAL Selection**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Code (10xxxx)</td>
<td>Grant Code (Rxxxxx)</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Organization Code (70xxxx)</td>
</tr>
<tr>
<td>Fund Code: Starting with letter D, N, S, U, V</td>
<td>(Pulls from the Grant Ledger and shows inception to date transactions)</td>
</tr>
<tr>
<td>Inception-To-Date Organization Code (70xxxx)</td>
<td></td>
</tr>
</tbody>
</table>

If the fund code is left blank, all funds associated with the organization code will be combined on the report.
Enter a wildcard (%) in the Fund box and all funds within the organization will display, sorted by the Fund code.

Continued on next page
FOAPAL Selection, Continued

Include Revenue Accounts

When the *Include Revenue Accounts* box is checked, it adds the budget, revenue and expense amounts and subtracts the actuals. If the organization collected more revenue than was expected, it shows a negative available balance.

*In order to view the true available balance for expenses, uncheck the box.*

Submit Query

Click the *Submit Query* button to execute the report.

Reading the Report

On the resulting report, only four amount columns are displayed and are not drillable. The report is, as its name implies, a quick look at the budget.

![Report columns](image)

*Self Service Finance* will automatically check/uncheck the columns to display when running the *Budget Quick Query* report.

To view additional columns when running a different query, recheck the appropriate boxes.
Select View Document from Self Service Finance.

**Document Selection**

**Choose Type and Document Number**

The first letter of the *Document Number* indicates the type of document.

Select the appropriate type of document from the **Choose type** drop down list and enter the **Document Number**.

At this time, we are not using the *Direct Cash Receipt* option.

**View Document**

Click the **View document** button.
# Requisition Example

The information displayed will vary by type of document. In this example, requisition R0000046 was selected.

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0000046</td>
<td>Sep 13, 2005</td>
<td>Sep 13, 2005</td>
<td>Sep 30, 2005</td>
<td>Sep 13, 2005</td>
<td></td>
</tr>
</tbody>
</table>

**Origin:** BANNER  
**Complete:** Y  
**Approved:** Y  
**Type:** Procurement

**Requestor:** John Duvall  
**Office Of Research Administration:** 316978-8169  
**John.Duvall@wichita.edu**

**Accounting:** Commodity Level

**Ship to:** Research Administration  
**1845 Fairmount, Campus Box 7  
**Room 319  
**NIAR 3rd  
**Wichita, KS 67260-0007**

**Attention:** John Duvall  
**Contact:** Gerald Loper  
**316-978-3285 X 3285**

**Vendor:** X10002362  
**Dell Marketing Lp  
**1 Dell Way  
**Round Rock, TX 78682-7000**

**Phone:** 800-274-7799  
**Fax:** 800-365-5329

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14139</td>
<td>Dell Dimension Computer Quote #243364299 EA</td>
<td>1</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Requisition Accounting**

<table>
<thead>
<tr>
<th>Seq</th>
<th>COAFY Index Fund</th>
<th>Orgn</th>
<th>Acct Prog</th>
<th>Actv Lcn</th>
<th>Proj NSF</th>
<th>Susp NSF</th>
<th>Over Susp</th>
<th>Susp Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>06</td>
<td>10574</td>
<td>103001</td>
<td>4139</td>
<td>20460</td>
<td>Z0797</td>
<td>N</td>
</tr>
</tbody>
</table>

**Total of displayed sequences:**

**Related Documents**

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 13, 2005</td>
<td>Purchase Order</td>
<td>P0000034</td>
<td>Approved</td>
</tr>
<tr>
<td>Sep 27, 2005</td>
<td>Invoice</td>
<td>10001424</td>
<td>Paid</td>
</tr>
<tr>
<td>Sep 27, 2005</td>
<td>Check Disbursement</td>
<td>V0662950</td>
<td></td>
</tr>
</tbody>
</table>
**Related Documents**

*Related Documents* are located toward the bottom of the screen and shows a timeline of the purchasing cycle. Documents can be drilled into by clicking on the underlined *Document Code*.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 13, 2005</td>
<td>Purchase Order</td>
<td>P0000034</td>
<td>Approved</td>
</tr>
<tr>
<td>Sep 27, 2005</td>
<td>Invoice</td>
<td>10001424</td>
<td>Paid</td>
</tr>
<tr>
<td>Sep 27, 2005</td>
<td>Check Disbursement</td>
<td>V0662950</td>
<td></td>
</tr>
</tbody>
</table>

**September 13th**  
Requisition R0000046 was generated, shown in the example above under *Requisition Example*.

**September 13th**  
The approved requisition was turned into a purchase order by the Purchasing Office.

**September 27th**  
The approved purchase order was turned into an invoice and paid by check.

**September 27th**  
A check, also referred to as a voucher or warrant, was issued.