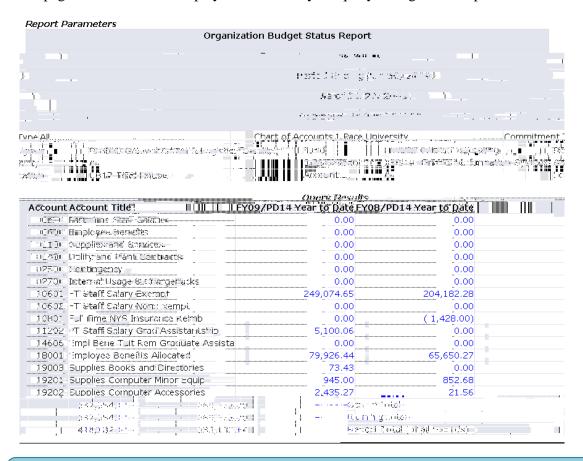


The page will refresh and display the results of your query, along with the parameters that were selected.



Note: You can obtain and view additional information by clicking any highlighted/underline field within the Query Results

Financial Self-Service terms:

Approved Budget plus or minus any Budget Adjustments. Total of all budget transactions. Accounted Budget

Budget at beginning of Fiscal Year. (Approved Budget) Adopted Budget

Adjusted Budget The Adopted Budget plus the Budget Adjustment.

Available Balance The difference between the Accounted Budget and the Year to Date and Encumbrances. This

indicates the budget balance available

An increase/decrease to budget. Permanent budget adjustments. Budget Adjustment

Budget Status by Account Query

The Budget Query by Account option allows a user to review budget information by account for the Fiscal Period, Year to Date, and Commitment Type by:

• Specific FOAPAL/Shortcut Key values

- A Specific Organization
- All Organizations
- Fund Type
- Account Type
- Revenue Accounts

There are four levels to a Budget Query by Account: Account Detail, Transactions Detail, Document Detail, and View the Document.

Budget Status by Organization Hierarchy Query

The Budget Query by Organization Hierarchy option allows users to review budget information for Organizations:

• Hierarchical Structure

• Fund Type

• Account Type

• Revenue Accounts

The levels of this type of query include: Organizational Hierarchy, External Account Type (Levels 1 and 2), Account Detail, Transaction Detail, Document Detail, and View the Document

Commitments Encumbrances

Comparison queries When end users choose their desired parameters, they may select a Fiscal Period and Year to

compare to the required Fiscal Period and Year. With this selection, all the details that are

retrieved will be placed next to the corresponding comparison Fiscal Period.

Downloading query data to a spread sheet End users can download budget query data to a Microsoft Excel spread sheet and then edit it,

according to their reporting needs.

Encumbrances Funds committed for future payments (Purchase Orders/Salary Expenses)

Reservation Not used at Pace

Temporary Budget Temporary Adjustments – will not roll to next fiscal year.

Year to Date Actual revenue and expenditures to date

User-calculated

The user may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be columns

removed, saved, or added from a query or template at any time.