

Budget Queries Banner 9

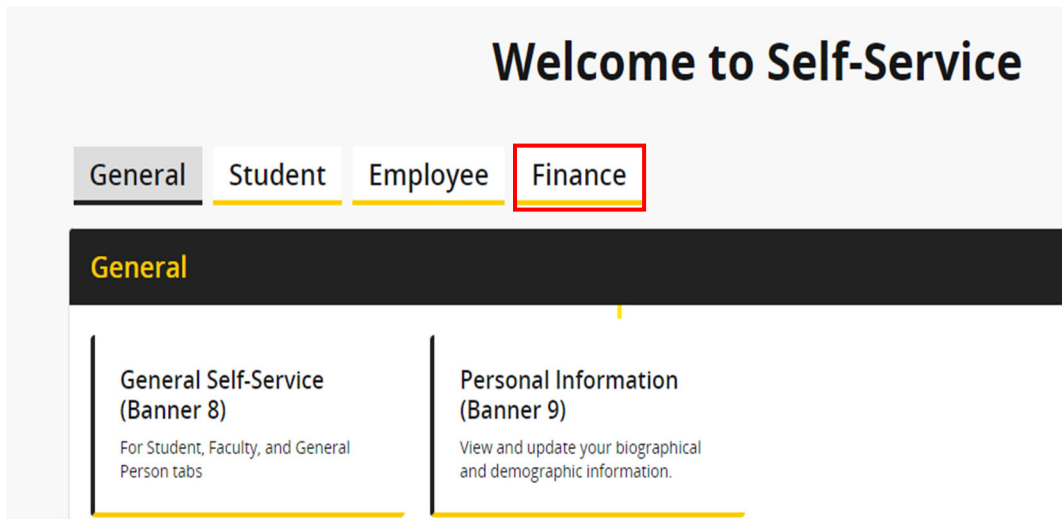
1. Connect to <https://appleap.appstate.edu/> and select the **System Access** tab.
2. Select **Banner Self-Service**.

The screenshot shows the AppLEAP interface. At the top, the 'System Access' tab is selected in the navigation bar. Below this, the 'System Access' header is visible. On the left, there is a sidebar with 'Resources' and 'Test Systems and Auxiliary Production Systems'. The 'Resources' list includes: Human Resources, Login to Yo-Mart, Login to Chrome River, Purchasing Department (for more information on Yo-Mart), Controller's Office, and Budget Office. The main content area is titled 'Gateways' and contains a list of links. The 'Self-Service' link is highlighted with a red box, and it has a sub-link: 'Help doc for new version of Employee Self Service.' Other gateway links include: Self-Service for Advancement, Banner Admin (Advancement, Finance, Financial Aid, Human Resources, and Student), Banner 9 Orientation Management, Finance Home Page, Yo-Mart Shopping, Chrome River Travel Expense Management, and Access to Test Systems and Auxiliary Production Systems.

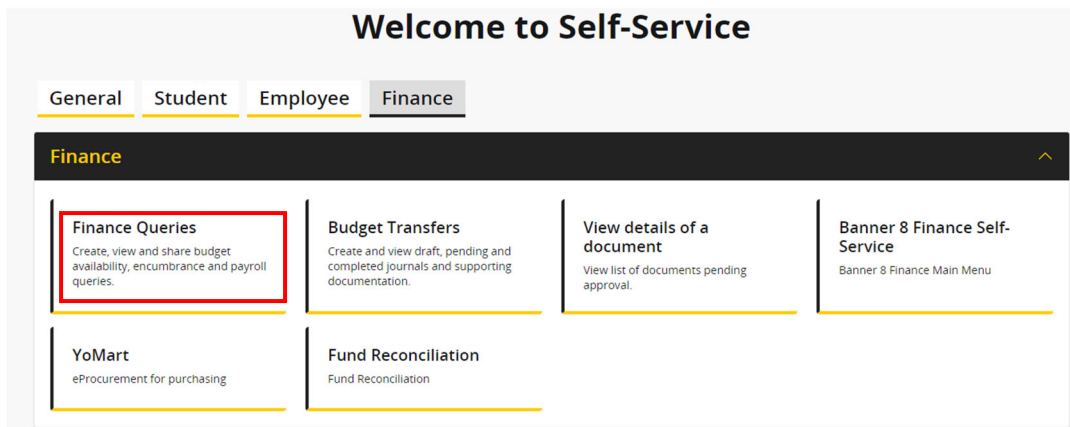
3. Log in using your **Username and Password**.

The screenshot shows the login page for Appalachian State University. At the top, the university's logo is displayed. Below the logo, there is a message: 'Do not bookmark this page.' The login form consists of two input fields: 'login or email' and 'password'. Below these fields is a dark blue button labeled 'Sign in'.

4. Select **Finance**.



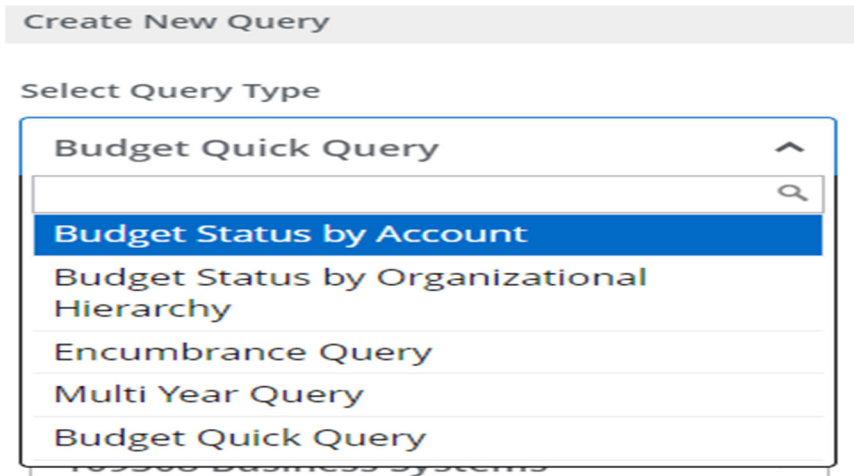
5. Select **Finance Queries**.



6. Select **New Query**.



7. Select **Budget Status by Account** from the dropdown menu.



8. Enter the following.

Chart of Accounts – A

Fund - enter in the Index field. This will ensure that the default org and program autofill.

Note: Chart of Accounts (A=ASU Funds beginning with 1-5, F=Foundation Funds beginning with 9)

The screenshot shows the "Create New Query" interface. The "Select Query Type" dropdown is set to "Budget Status by Account". Under the "Values" section, there are six fields:

- Chart ***: A dropdown menu with "A Appalachian State University" selected.
- Index**: A dropdown menu with "109308 Business Systems" selected.
- Fund**: A text input field containing "109308 Business Systems".
- Organization ***: A text input field containing "415400 Business Systems".
- Account**: A dropdown menu with "Choose Account" selected.
- Program**: A text input field containing "170 Institutional Support".

9. Select the following.

Fiscal Year (Example: Fiscal Year 2023-2024 = 2024)

Fiscal Period (Example: October = Fiscal Period 04 since it is the 4th month of the fiscal year. To get ALL data, use Fiscal Period 14)

Comparison Fiscal Year and **Comparison Fiscal Period** can be used to compare data between fiscal years/periods. To look at this year's data only, select None.

Fiscal Year*	<input type="text" value="2024"/>	Fiscal Period*	<input type="text" value="14"/>
Comparison Fiscal Year	<input type="text" value="None"/>	Comparison Fiscal Period	<input type="text" value="None"/>

10. Select the columns you wish to see on the query (user's choice-multiple options) by clicking in boxes (a check mark appears) then select **Submit**. (NOTE: **Selecting Accounted Budget in the first column will allow you to drill down for more information in the query.**)

Operating Ledger

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

SUBMIT

11. Example of report. To view detailed information for any budget or expenditure account, click on any of the **blue numbers**. The icons in the upper right corner allow you to edit, share, save and download the query to Excel. You can also view parameters and add computed columns.

Budget Status by Account New Query

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Query Results

Account	Account Title	Health	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
611140	EPA Adm Reg Sal-Nfte	✔	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
611400	EHRA Dual Employment	✔	\$14,050.00	\$14,050.00	\$0.00	\$0.00	\$0.00
613400	EHRA Teaching Dual Employment	⚠	\$72,282.00	\$72,281.53	\$0.00	\$0.00	\$0.47
618100	Social Security	⚠	\$6,543.00	\$6,542.43	\$0.00	\$0.00	\$0.57
882970	Tirto OSC-DCAP	✔	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total (of all records)			\$92,875.00	\$92,873.96	\$0.00	\$0.00	\$1.04

12. To determine available balance for your operating accounts, select the pencil to edit and enter **7%** in the **Account** field, then select Submit.

Edit Query

Select Query Type
Budget Status by Account

Values

Chart *
A Appalachian State University

Fund
109308 Business Systems

Account
7%

Index
Choose Index

Organization *
415400 Business Systems

Program
170 Institutional Support

FY24/PD14 Reservation
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

13. The bottom line (**Report Total of all records**) will show the remaining available balance in the operating budget. If the total is blank or the Accounted Budget/Year to Date totals are negative, select the pencil to edit the query and un-check the Include Revenue Accounts box.

Budget Status by Account New Query

< Business Systems - 415400 ✎ > 📄 ⓘ ⋮

Query Results + ↓

Account	Account Title	Health	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
719000	Contracted Services Budget Pool	⚠	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
720000	Supplies and Materials Budget Pool	⚠	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
729900	Other Material & Sup	⚠	\$0.00	\$49.99	\$0.00	\$0.00	(\$49.99)
731000	Travel Budget Pool	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
732000	Communications Budget Pool	✅	\$1,137.00	\$0.00	\$0.00	\$0.00	\$1,137.00
732100	Telephone	⚠	\$0.00	\$1,296.00	\$0.00	\$0.00	(\$1,296.00)
734000	Other Current Services Budget Pool	✅	\$274.00	\$0.00	\$0.00	\$0.00	\$274.00
Report Total (of all records)			\$5,000.00	\$5,158.46	\$0.00	\$0.00	(\$158.46)

Commitment Type

All ▼

Include Revenue Accounts

Fiscal Year*

2024 x ▼

Fiscal Period*

14 x ▼

14. It is also possible to view a specific budget pool, any related expenditures and get a balance available (Example: by entering **731%** into the **Account** field in step #11, you can view only 731XXX data). The % sign is a wildcard. This will not work with the 734000-budget pool.

Budget Status by Account New Query

< Business Systems - 415400 ✎ > 📄 ⓘ ⋮

Query Results + ↓

Account	Account Title	Health	FY24/PD14 Accounted Budget	FY24/PD14 Year to Date	FY24/PD14 Encumbrances	FY24/PD14 Reservation	FY24/PD14 Available Balance
731000	Travel Budget Pool	✅	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00
731120	In State Trans-Ground	⚠	\$0.00	\$123.20	\$0.00	\$0.00	(\$123.20)
Report Total (of all records)			\$900.00	\$123.20	\$0.00	\$0.00	\$776.80

15. When all budget queries have been completed, click on the profile icon in the upper right corner of the screen to logout of the Banner Self-Service.

