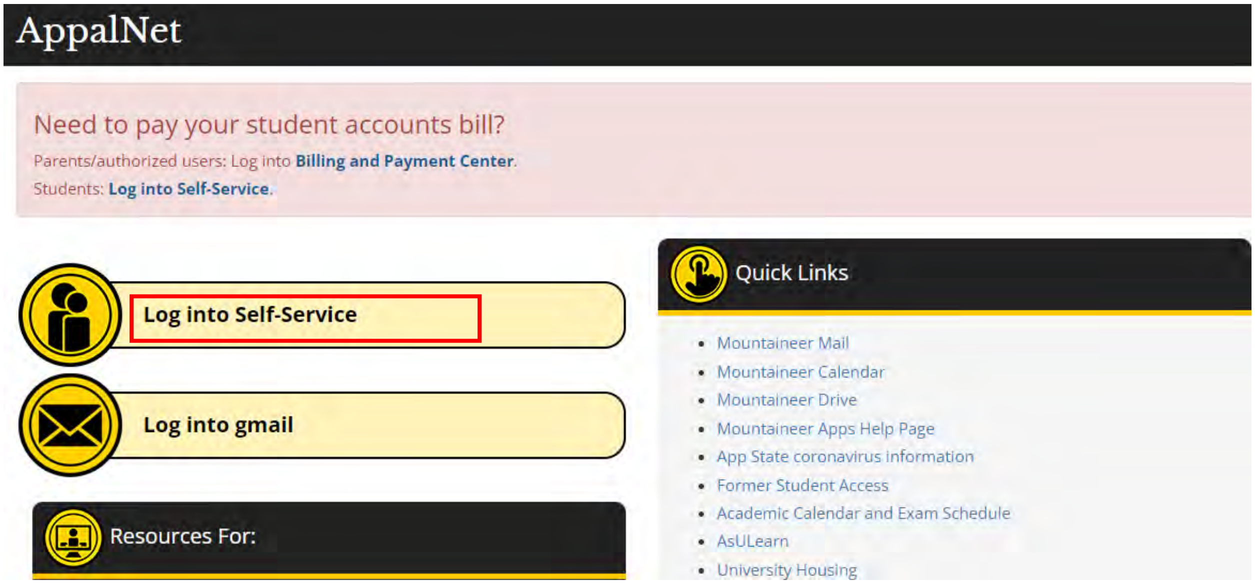
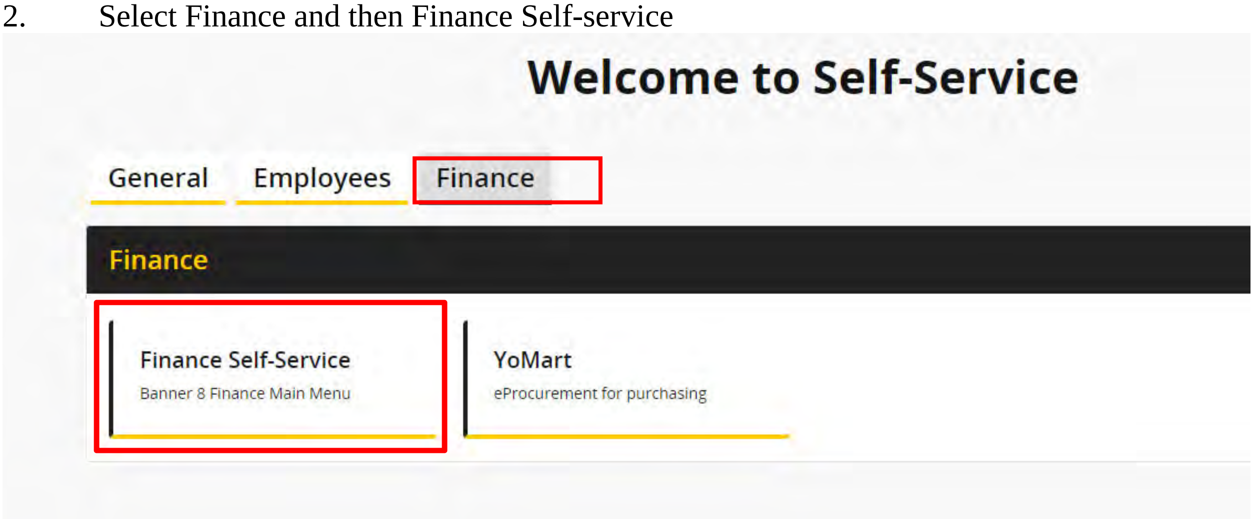
Budget Queries

1. Connect to **https://appalnet.appstate.edu** and select Log into Self Service.

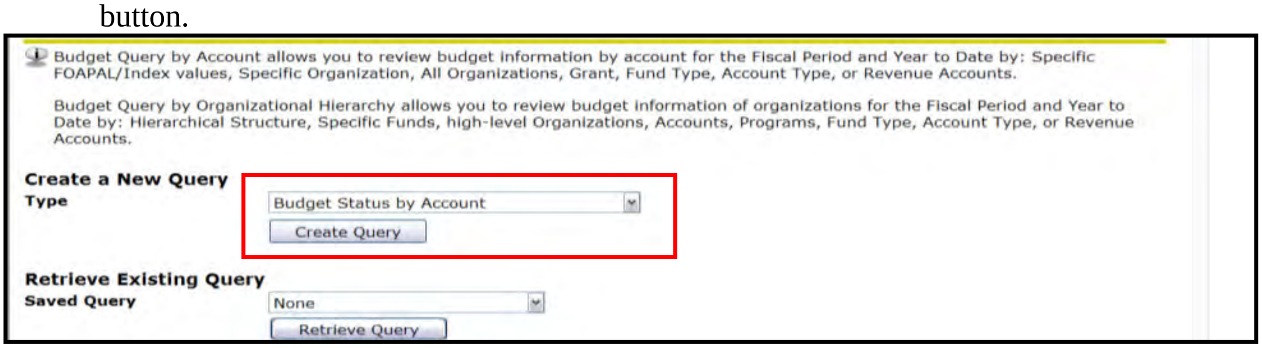


2. Select Finance and then Finance Self-service



3. Select **Finance** and then **Budget Queries** from either the side or bottom menu.

4. Select **Budget Status by Account** from the dropdown menu and press the **Create Query** button.



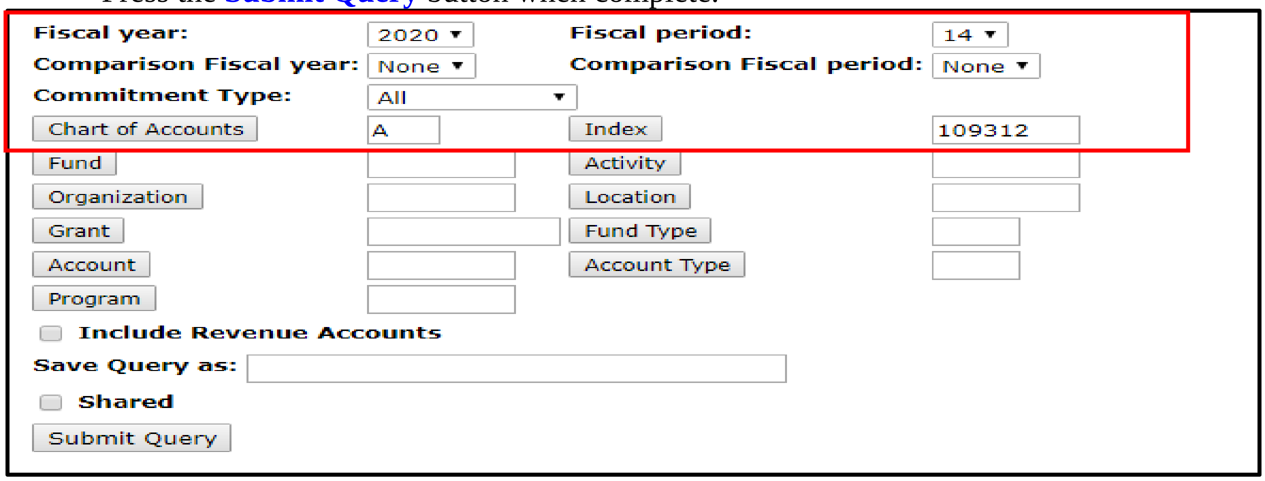
5. Select the columns you wish to see on the query (user's choice-multiple options) by clicking in boxes (a check mark appears) then select **Continue**. **(NOTE: Selecting Accounted Budget in the first column will allow you to drill down for more information in the query.)**

6. Complete the following:

Fiscal Year (Example: Fiscal Year 2021-2022 = 2022)
Fiscal Period (Example: April = Fiscal Period 10 since it is the 10th 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.
Chart of Accounts (A=ASU Funds beginning with 1-8, F=Foundation Funds beginning with 9)
Index (Enter your **Fund Number** here)

****Do not use the Fund, Organization and Program fields**.

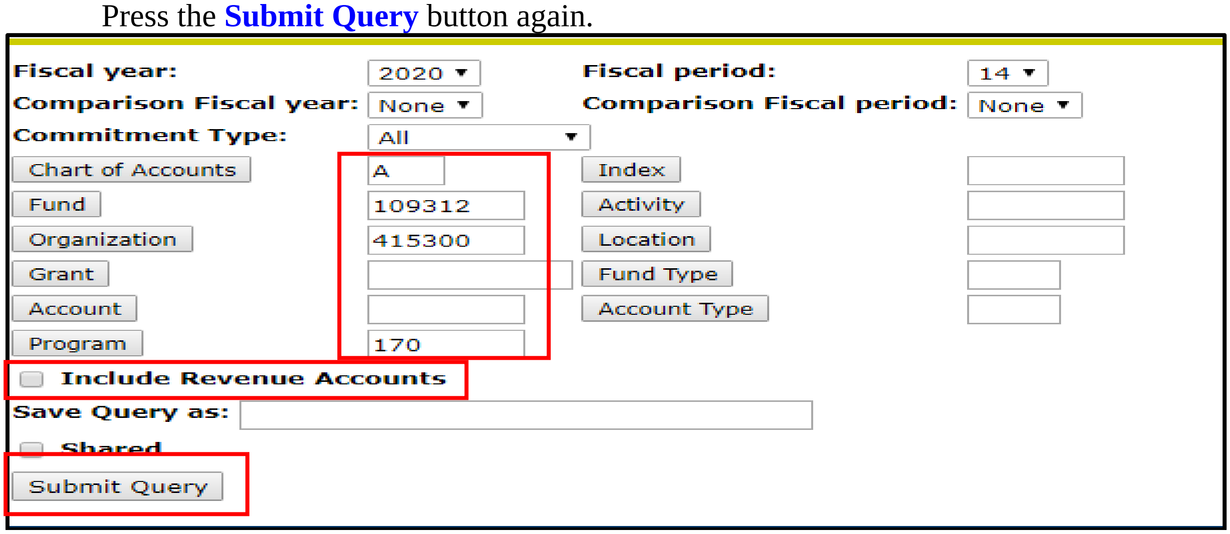
Press the **Submit Query** button when complete.



7. The Fund, Organization and Program information automatically defaults into the correct fields, thereby eliminating any chance for error.

If you have Revenue Accounts that you want to view, click the check-box beside **Include Revenue Accounts.**

Press the **Submit Query** button again.



8. Example of report. To view detailed information for any budget or expenditure account, click on any of the **blue numbers.** Information can be exported to Excel by selecting one of the Download buttons at the bottom of the screen.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Oct 17, 2019			
Chart of Accounts	A Appalachian State University	Commitment Type	All
Fund	109312 Budget Office	Program	170 Institutional Support
Organization	415300 University Budget	Activity	All
Account	All	Location	All

View Pending Documents

No pending documents exist

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
611110	EPA Adm Reg Sal- Ap	195,000.00	48,750.00	0.00	146,250.00
612110	SPAreg Salary- Ap	209,000.00	52,250.01	0.00	156,749.99
612700	SPAlongevity Pay	4,403.00	3,308.00	0.00	1,095.00
618100	Social Security	7,697.00	7,696.19	0.00	0.81
618200	State Retirement	19,984.00	19,983.09	0.00	0.91
618300	Medical Insurance	7,780.00	7,779.60	0.00	0.40
618700	TIAA Opt Retirement	0.00	0.00	0.00	0.00
720000	Supplies and Materials Budget Pool	1,341.00	0.00	0.00	1,341.00
726000	Office Supplies	0.00	1,289.47	128.99	(1,418.46)
731000	Travel Budget Pool	500.00	0.00	0.00	500.00
734000	Other Current Services Budget Pool	1.00	0.00	0.00	1.00
735100	Building Repairs	0.00	0.00	0.00	0.00
740000	Fixed Charges Budget Pool	777.00	0.00	0.00	777.00
743100	Rental-Reprod Equip	0.00	776.38	0.00	(776.38)
751030	Office Equipment <5k	0.00	(30.92)	30.92	0.00
754534	Personal Computers and Printers <5k	0.00	0.00	0.00	0.00
758310	Bldg-Gnrl Contracts	0.00	0.00	0.00	0.00
882970	Tfrto OSC-DCAP	0.00	74.77	0.00	(74.77)
Report Total (of all records)		446,483.00	141,876.59	159.91	304,446.50

Download All Ledger Columns | Download Selected Ledger Columns

9. To determine available balance for your operating accounts, go back to step #9, enter **7%** in the **Account** field, then press the Submit Query button.

Fiscal year:	2020	**Fiscal period:**	14
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	A	Index	
Fund	109312	Activity	
Organization	415300	Location	
Grant		Fund Type	
Account	7%	Account Type	
Program	170		

Include Revenue Accounts

Save Query as:

Shared

Submit Query

10. The bottom line (Report Total of all records) will show the remaining available balance in the operating budget. If the total is blank, go back to the previous screen and un-check the Include Revenue Accounts box.

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
720000	Supplies and Materials Budget Pool	1,341.00	0.00	0.00	1,341.00
726000	Office Supplies	0.00	1,289.47	128.99	(1,418.46)
731000	Travel Budget Pool	500.00	0.00	0.00	500.00
734000	Other Current Services Budget Pool	1.00	0.00	0.00	1.00
735100	Building Repairs	0.00	0.00	0.00	0.00
740000	Fixed Charges Budget Pool	777.00	0.00	0.00	777.00
743100	Rental-Reprod Equip	0.00	776.38	0.00	(776.38)
751030	Office Equipment <5k	0.00	(30.92)	30.92	0.00
754534	Personal Computers and Printers <5k	0.00	0.00	0.00	0.00
758310	Bldg-Gnrl Contracts	0.00	0.00	0.00	0.00
Report Total (of all records)		2,619.00	2,034.93	159.91	424.16

11. 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.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Oct 17, 2019			
Chart of Accounts	A Appalachian State University	Commitment Type	All
Fund	109312 Budget Office	Program	170 Institutional Support
Organization	415300 University Budget	Activity	All
Account	731%	Location	All

View Pending Documents

✔ No pending documents exist

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
731000	Travel Budget Pool	500.00	0.00	0.00	500.00
Report Total (of all records)		500.00	0.00	0.00	500.00

Download All Ledger Columns | Download Selected Ledger Columns

12. There are several other options available at the bottom of the screen.

Another Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation

13. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the AppLEAP system.

SITE MAP EXIT

User Logout

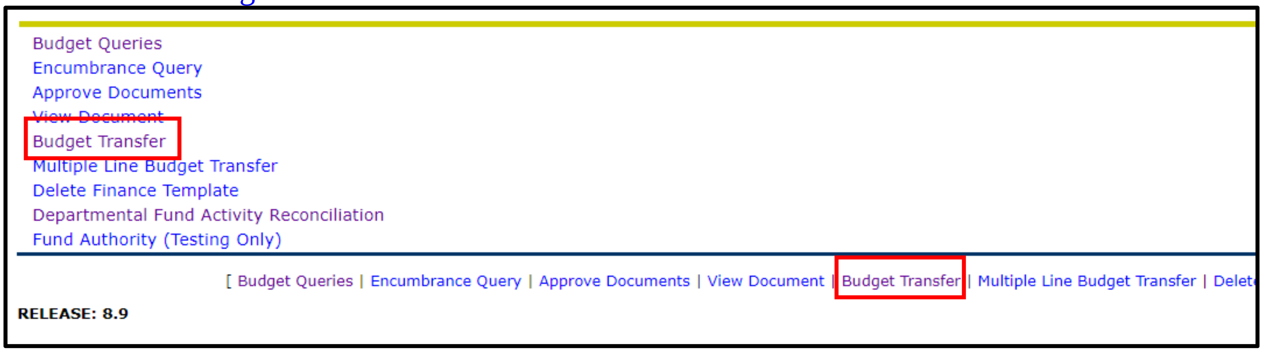
Thank you for using the Banner Self Service Information System.

If you are finished, please close your browser to protect your privacy.

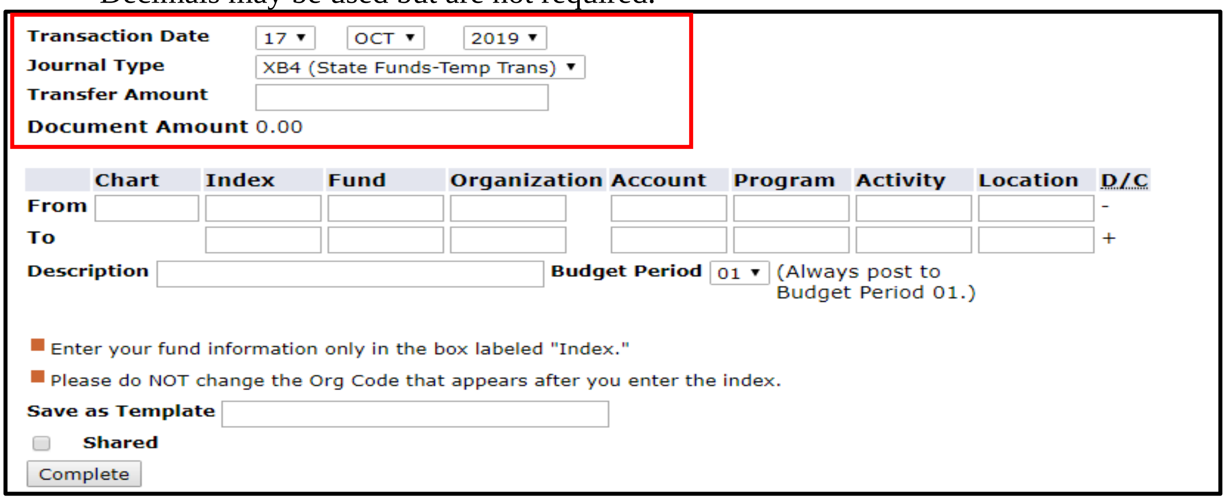
Departmental Budget Transfers
(One transfer between two budget pools-current year only)

1-3. Complete steps #1-3 from the Budget Queries section (to get into Self-Service).

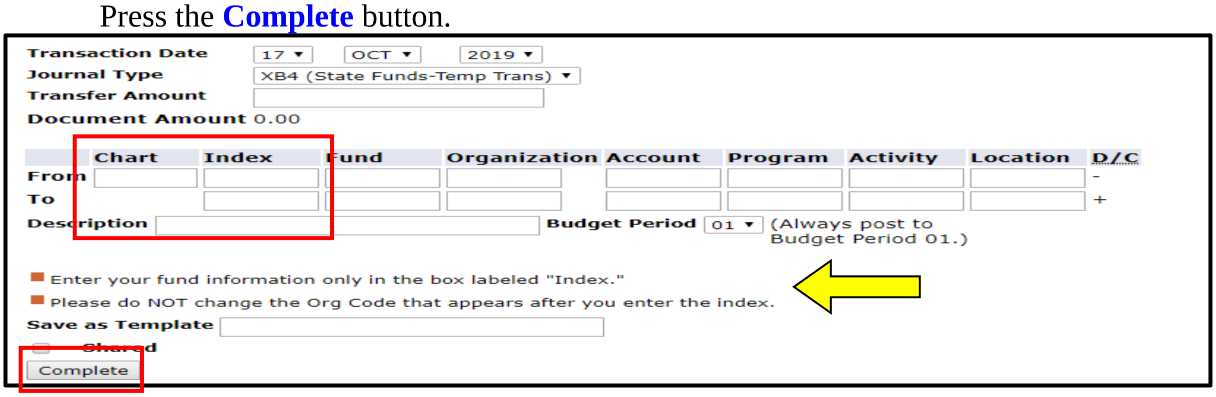
4. Select Budget Transfer from either the side or bottom menu.



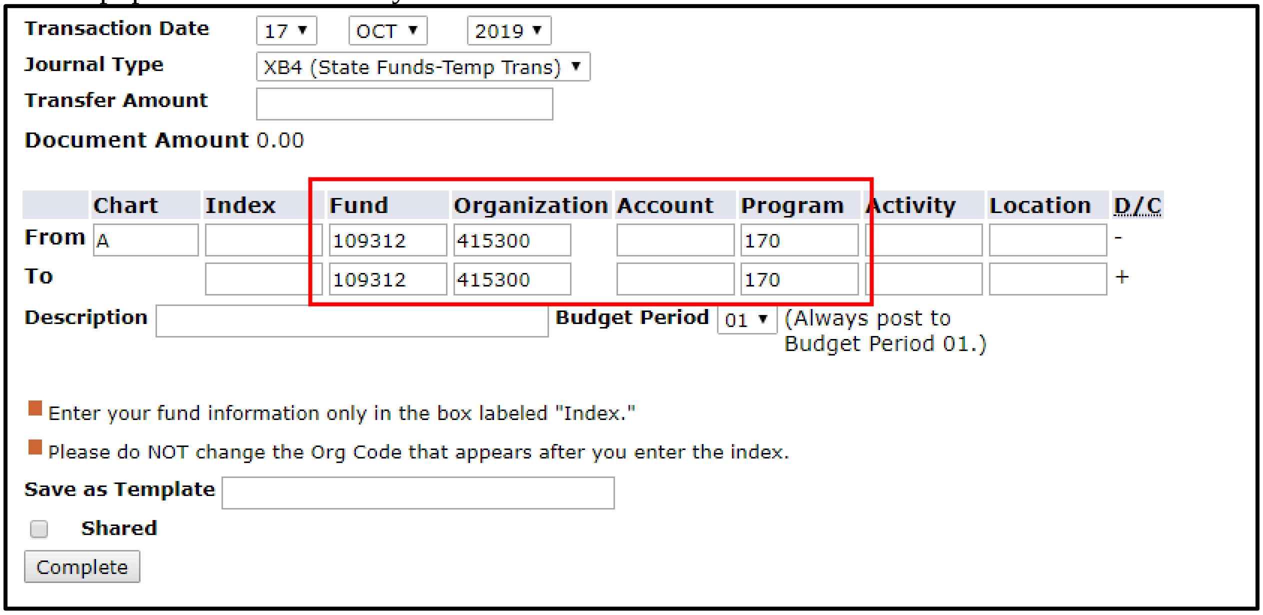
5. **Transaction Date** will default to the current date.
Journal Type (**XB4** should be used for all **State Funds** - those funds that begin with 1; **XT4** should be used for all **Trust Funds –** those funds that begin with 2 thru 5).
Transfer Amount = the amount of the transfer. **Use whole dollars only (no cents)**. Decimals may be used but are not required.



6. **Chart** = A (App)
Index = Fund number (Enter this into both Index fields).
****Do not use the Fund, Organization and Program fields**.
Press the **Complete** button.



7. Once the Complete button is pressed, the Fund, Organization and Program fields will be populated automatically.



8. Enter the **Account** pools to be adjusted on the "From" and "To" lines.

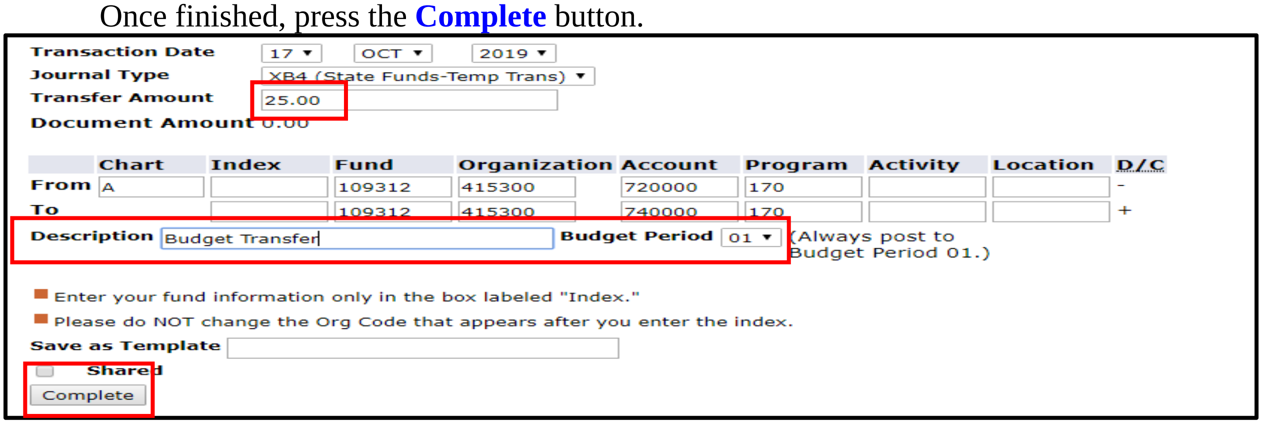
Available Account pools (for XB4 Transactions**):
719000 **Contracted Services** (Includes all 719XXX accounts except 719700)
720000 **Supplies and Materials** (Includes all 72XXXX accounts)
731000 **Travel** (Includes all 731XXX accounts)
732000 **Communications** (Includes all 732XXX accounts)
734000 **Current Services** (Includes 734XXX – 739XXX accounts)
740000 **Fixed Charges** (Includes all 74XXXX accounts except 748XXX)
750000 **Capital Outlay** (Includes all 75XXXX accounts except 756XXX)
785000 **Other Expenses** (Includes all 785XXX through 789XXX accounts)

****Note: Trust (XT4 Transactions) can use all of the account codes listed above, plus any account codes related to salaries and benefits (61XXXX).**

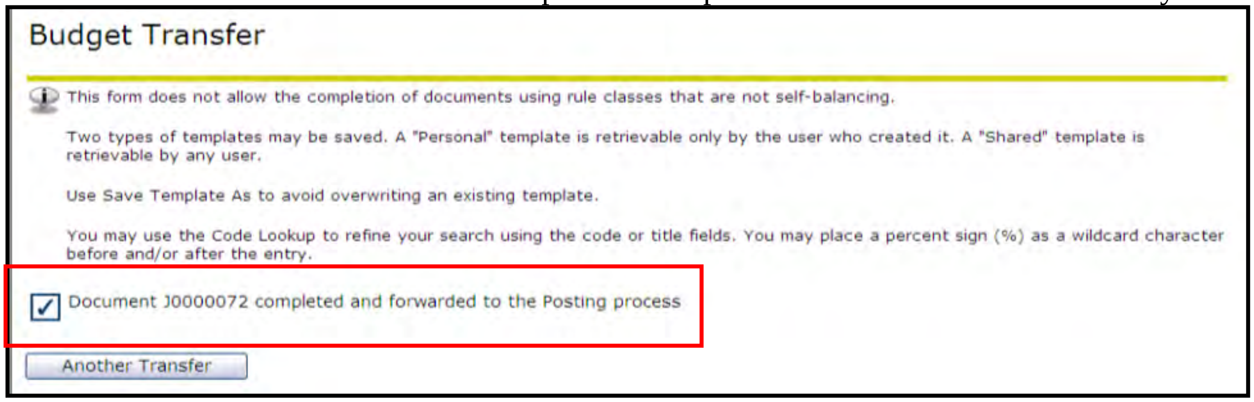
Enter a brief **Description** (ex: Transfer Funds, Budget Transfer, etc.)

Budget Period should always be "01".

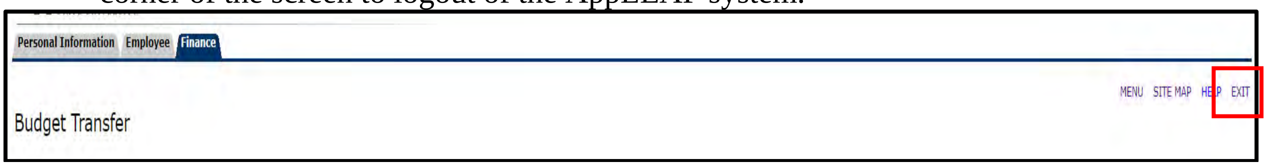
Once finished, press the **Complete** button.



9. Once the transfer is complete, the following screen will appear. A message will be displayed showing that the document has been completed and is being forwarded to the posting process. A document number will be provided to track the entry. Please make note of this number. There is an option to complete **Another Transfer** if necessary.



10. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the AppLEAP system.



Multiple Line Budget Transfers
(Current year only)

1-3. Complete steps #1-3 from the Budget Queries section (to get into Self-Service).

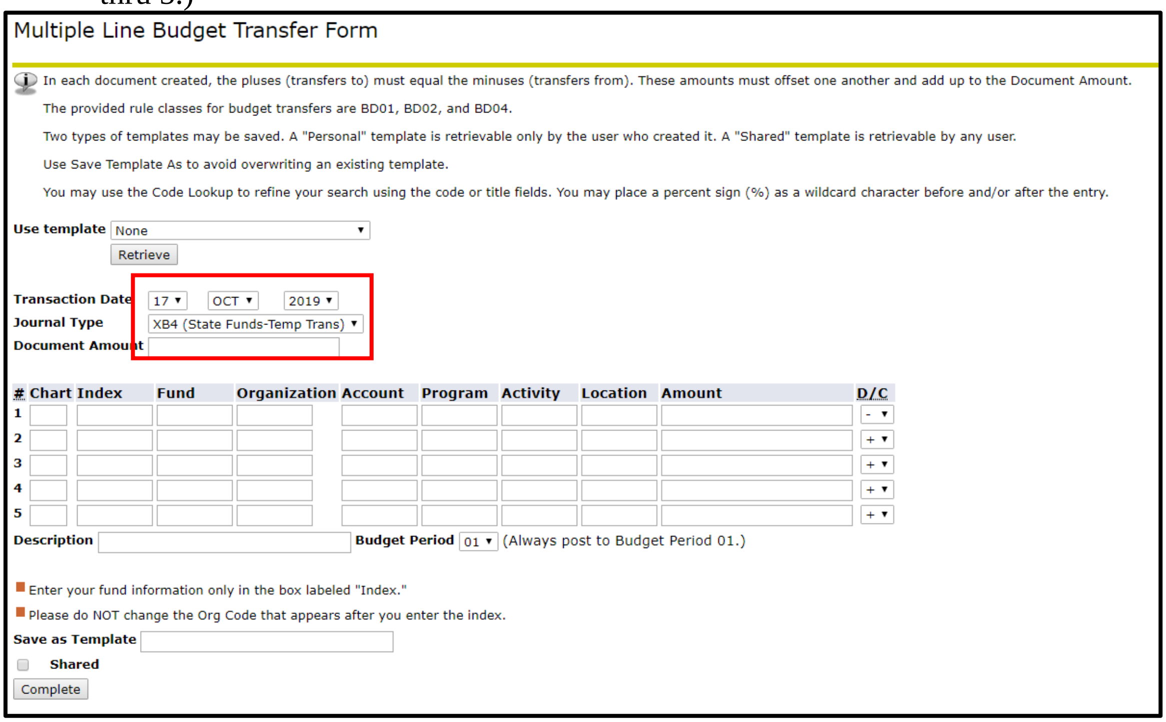
4. To process a budget transfer between multiple pools within the same fund, select the **Multiple Line Budget Transfer** option from either the side or bottom menu. **Note: There only 5 lines available so larger transfers may require more than one batch of entries.**


Budget Queries
Encumbrance Query
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer
Delete Finance Template
Departmental Fund Activity Reconciliation
Fund Authority (Testing Only)

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation]

RELEASE: 8.9

5. **Transaction Date** will default to the current date
Journal Type (**XB4** should be used for all **State Funds** - those funds that begin with 1; **XT4** should be used for all **Trust Funds –** those funds that begin with 2 thru 5.)


Multiple Line Budget Transfer Form

In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

The provided rule classes for budget transfers are BD01, BD02, and BD04.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template None

Retrieve

Transaction Date 17 OCT 2019

Journal Type XB4 (State Funds-Temp Trans)

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1										-
2										+
3										+
4										+
5										+

Description **Budget Period** 01 (Always post to Budget Period 01.)

Enter your fund information only in the box labeled "Index."

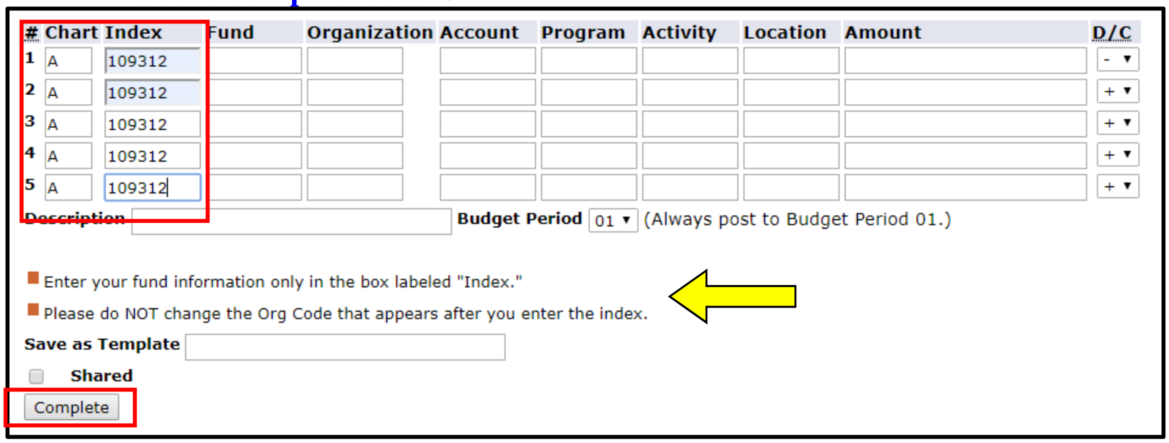
Please do NOT change the Org Code that appears after you enter the index.

Save as Template

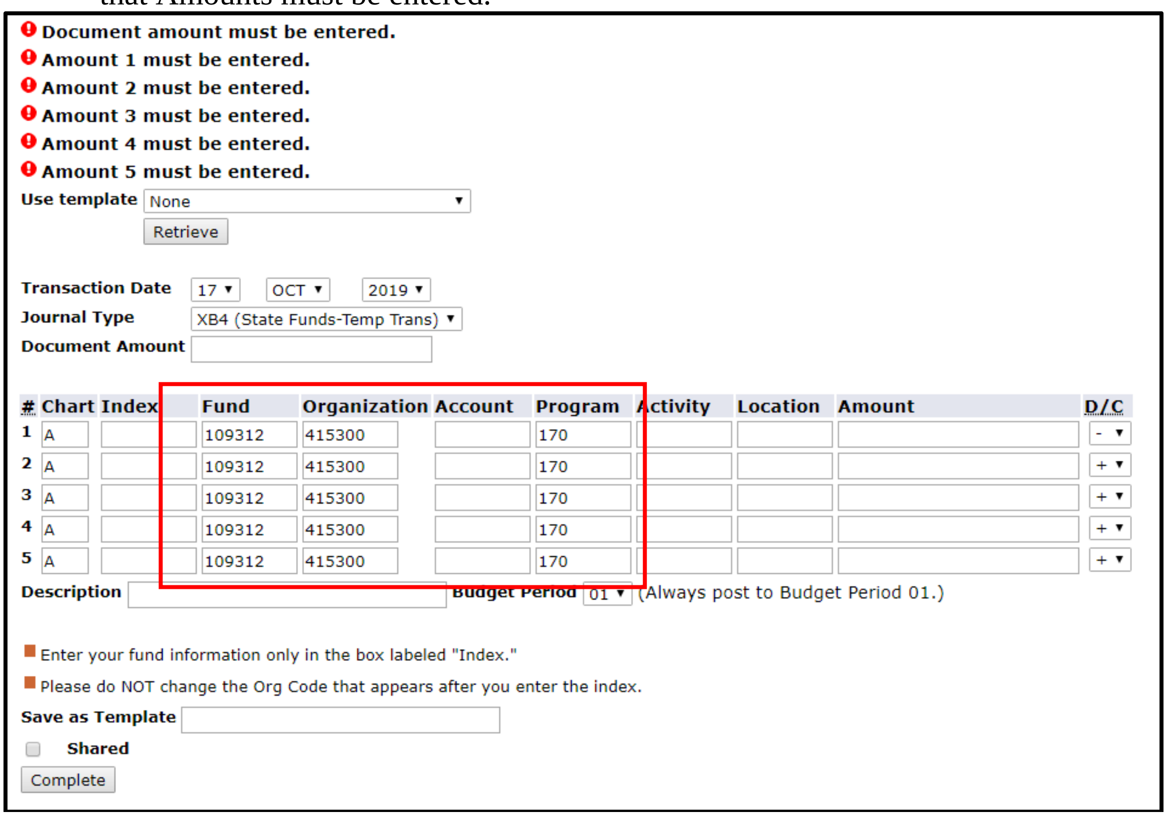
Shared

Complete

6. **Chart** = A (App)
Index = Fund number (Enter this into all needed Index fields).
****Do not use the Fund, Organization and Program fields.**
Press the **Complete** button.



7. Once the Complete button is pressed, the Fund, Organization and Programs fields are populated automatically. "Errors" will appear at the top of the screen stating that Amounts must be entered.



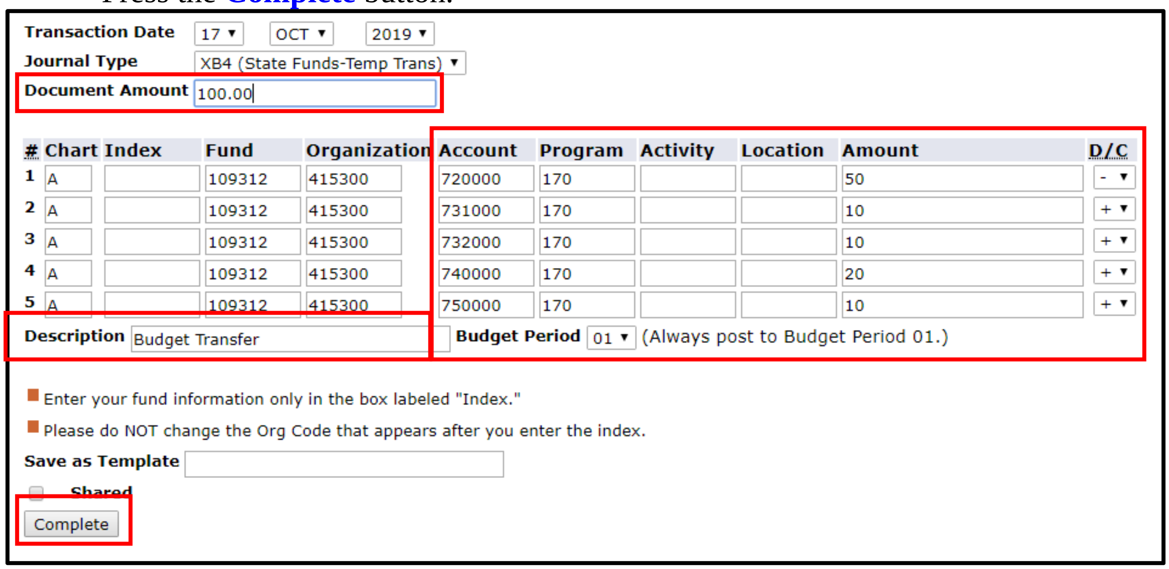
8. Enter the **Account** pools to be adjusted on each line, as well as the **Amount.** Using the dropdown menu, select either **+** or **–** to indicate whether you want to increase or decrease each line. (Account pool listing available below.)

Document Amount (This is the hash total of all transactions; example: +50 + 10 +10 +20 +10 = 100). **Use whole dollars only** (no cents). Decimals may be used but are not required.

Enter a brief **Description** (ex: Budget Transfer, Transfer Funds, etc.).

Budget Period should always be "01."

Press the **Complete** button.



Transaction Date 17 OCT 2019

Journal Type XB4 (State Funds-Temp Trans)

Document Amount 100.00

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	A		109312	415300	720000	170			50	-
2	A		109312	415300	731000	170			10	+
3	A		109312	415300	732000	170			10	+
4	A		109312	415300	740000	170			20	+
5	A		109312	415300	750000	170			10	+

Description Budget Transfer

Budget Period 01 (Always post to Budget Period 01.)

Enter your fund information only in the box labeled "Index."

Please do NOT change the Org Code that appears after you enter the index.

Save as Template

Shared

Complete

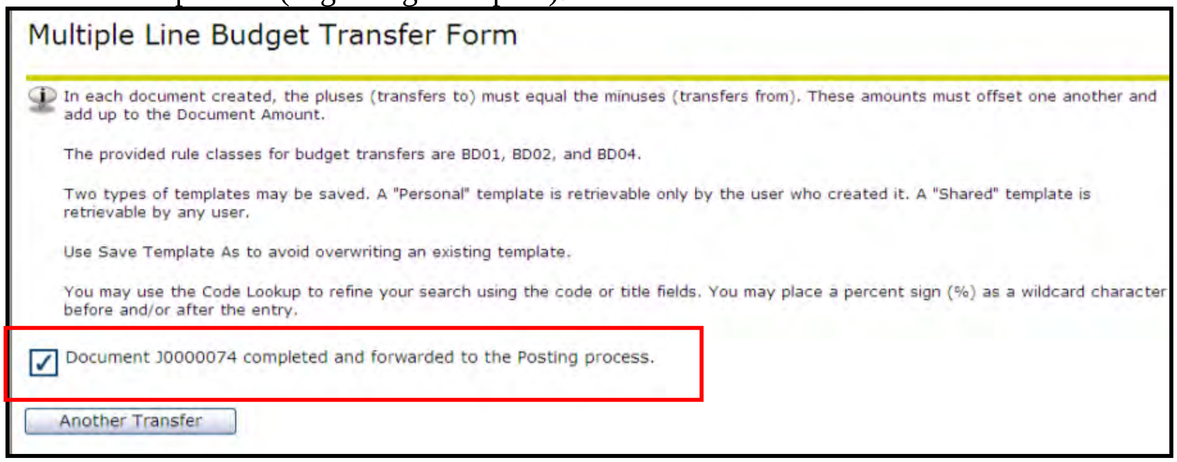
Available Account pools (for XB4 Transactions**):

719000 **Contracted Services** (Includes all 719XXX accounts except 719700)
720000 **Supplies and Materials** (Includes all 72XXXX accounts)
731000 **Travel** (Includes all 731XXX accounts)
732000 **Communications** (Includes all 732XXX accounts)
734000 **Current Services** (Includes 734XXX – 739XXX accounts)
740000 **Fixed Charges** (Includes all 74XXXX accounts except 748XXX)
750000 **Capital Outlay** (Includes all 75XXXX accounts except 756XXX)
785000 **Other Expenses** (Includes all 785XXX through 789XXX accounts)

****Note: Trust (XT4 Transactions) can use all of the account codes listed above, plus any account codes related to salaries and benefits (61XXXX).**

9. When the transfer has been processed, the following screen will appear, stating that the document has been completed and is being forwarded to the posting process. A document number will be provided. Make a note of this for future reference.

The option to process another transfer is displayed (scroll down the screen to see this option). If other transfers are required press **Another Transfer** and repeat the same process (beginning at step #7).



10. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the AppLEAP system.