

Budget Queries

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

AppalNet

Need to pay your student accounts bill?
Parents/authorized users: Log into **Billing and Payment Center**.
Students: **Log into Self-Service**.

Log into Self-Service

Log into gmail

Resources For:

Quick Links

- Mountaineer Mail
- Mountaineer Calendar
- Mountaineer Drive
- Mountaineer Apps Help Page
- App State coronavirus Information
- Former Student Access
- Academic Calendar and Exam Schedule
- AsULearn
- University Housing

2. Select Finance and then Finance Self-service

Welcome to Self-Service

General **Employees** **Finance**

Finance

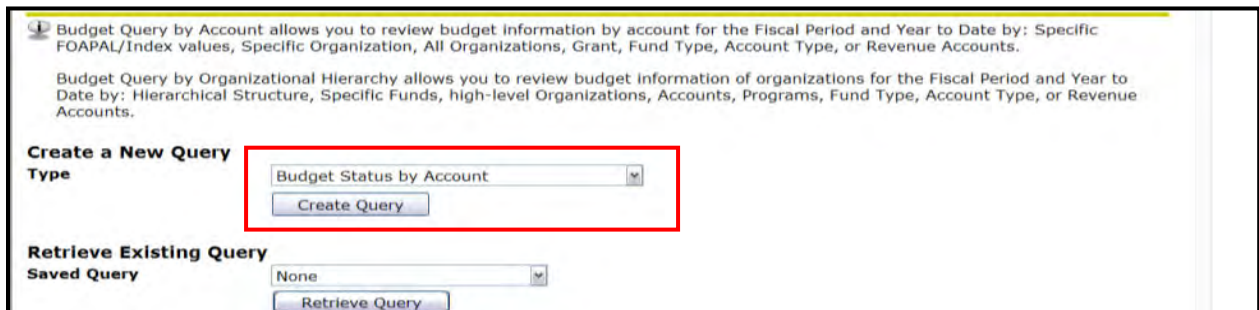
Finance Self-Service
Banner 8 Finance Main Menu

YoMart
eProcurement for purchasing

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.

Fiscal year:	2020 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	A	Index	109312
Fund		Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:			
<input type="checkbox"/> Shared			
Submit Query			

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.

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		Account Type	
Program	170		
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:			
<input type="checkbox"/> Shared			
Submit Query			

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

View Pending Documents
 ✓ No pending documents exist

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

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.

User Logout

[SITE MAP](#) [EXIT](#)

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.

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 | Delet

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).
Transfer Amount = the amount of the transfer. **Use whole dollars only (no cents).** Decimals may be used but are not required.

Transaction Date: 17 OCT 2019
 Journal Type: XB4 (State Funds-Temp Trans)
 Transfer Amount:
 Document Amount: 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

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

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.

Transaction Date: 17 OCT 2019
 Journal Type: XB4 (State Funds-Temp Trans)
 Transfer Amount:
 Document Amount: 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

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

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

Transaction Date: 17 OCT 2019
 Journal Type: XB4 (State Funds-Temp Trans)
 Transfer Amount:
 Document Amount: 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	A		109312	415300		170			-
To			109312	415300		170			+

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

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.

Transaction Date: 17 OCT 2019
 Journal Type: XB4 (State Funds-Temp Trans)
 Transfer Amount: 25.00
 Document Amount: 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	A		109312	415300	720000	170			-
To			109312	415300	740000	170			+

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

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.

Budget Transfer

This form does not allow the completion of documents using rule classes that are not self-balancing.

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.

Document J0000072 completed and forwarded to the Posting process

[Another Transfer](#)

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.

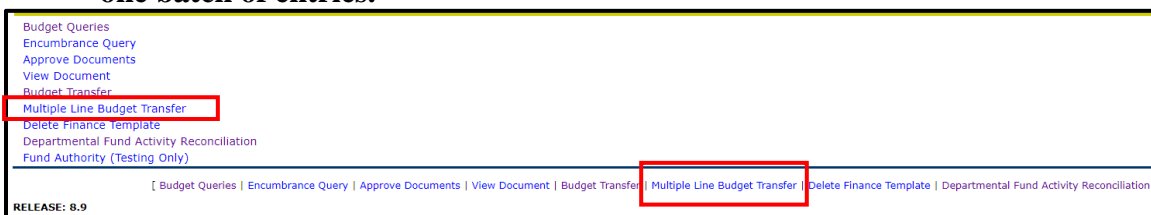
Personal Information Employee **Finance**

MENU SITE MAP HELP **EXIT**

Budget Transfer

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.



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.)

A screenshot of the 'Multiple Line Budget Transfer Form'. The form title is 'Multiple Line Budget Transfer Form'. Below the title is a help icon and text: '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.'

Form fields include: 'Use template' (dropdown menu set to 'None'), 'Retrieve' button, 'Transaction Date' (dropdowns for '17', 'OCT', '2019'), 'Journal Type' (dropdown menu set to 'XB4 (State Funds-Temp Trans)'), and 'Document Amount' (text input field).

A table with 5 rows and 9 columns: #, Chart Index, Fund, Organization Account, Program, Activity, Location, Amount, and D/C. Each row has input fields for the first eight columns and a dropdown for the last column. The D/C dropdowns are currently set to '+'. Below the table is a 'Description' field and a 'Budget Period' dropdown set to '01'.

Additional instructions: 'Enter your fund information only in the box labeled "Index."' and 'Please do NOT change the Org Code that appears after you enter the index.' There is a 'Save as Template' field, a 'Shared' checkbox, and a 'Complete' button.

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.

#	Chart Index	Fund	Organization Account	Program	Activity	Location	Amount	D/C
1	A 109312							- ▼
2	A 109312							+ ▼
3	A 109312							+ ▼
4	A 109312							+ ▼
5	A 109312							+ ▼

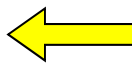
Description: _____ Budget Period: 01 ▼ (Always post to Budget Period 01.)

- 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



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.

❗ Document amount must be entered.
 ❗ Amount 1 must be entered.
 ❗ Amount 2 must be entered.
 ❗ Amount 3 must be entered.
 ❗ Amount 4 must be entered.
 ❗ Amount 5 must be entered.

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	A	109312	415300	170				- ▼
2	A	109312	415300	170				+ ▼
3	A	109312	415300	170				+ ▼
4	A	109312	415300	170				+ ▼
5	A	109312	415300	170				+ ▼

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

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

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).

The screenshot shows the 'Multiple Line Budget Transfer Form' interface. It contains several informational paragraphs: '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.', and '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.' Below these paragraphs, a message is displayed: 'Document J0000074 completed and forwarded to the Posting process.' This message is enclosed in a red rectangular box. At the bottom of the form, there is a button labeled 'Another Transfer'.

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.

The screenshot shows the bottom portion of the 'Multiple Line Budget Transfer Form' interface. The text 'Multiple Line Budget Transfer Form' is visible in the top left corner. In the top right corner, there is a navigation menu with the following items: 'MENU', 'SITE MAP', 'HELP', and 'EXIT'. The 'EXIT' button is highlighted with a red rectangular box.