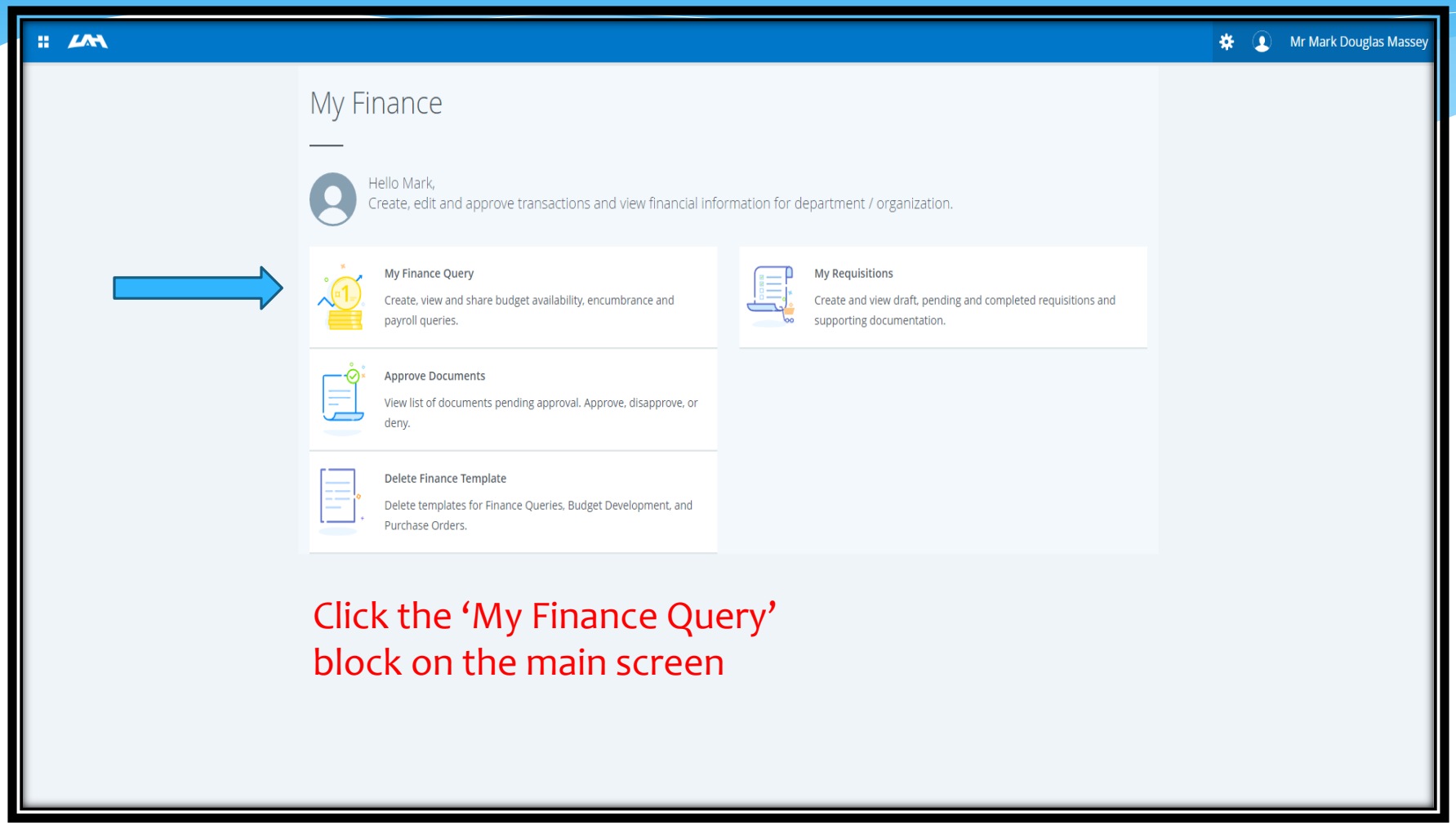
Budget Office Training

My Finance Self-Service

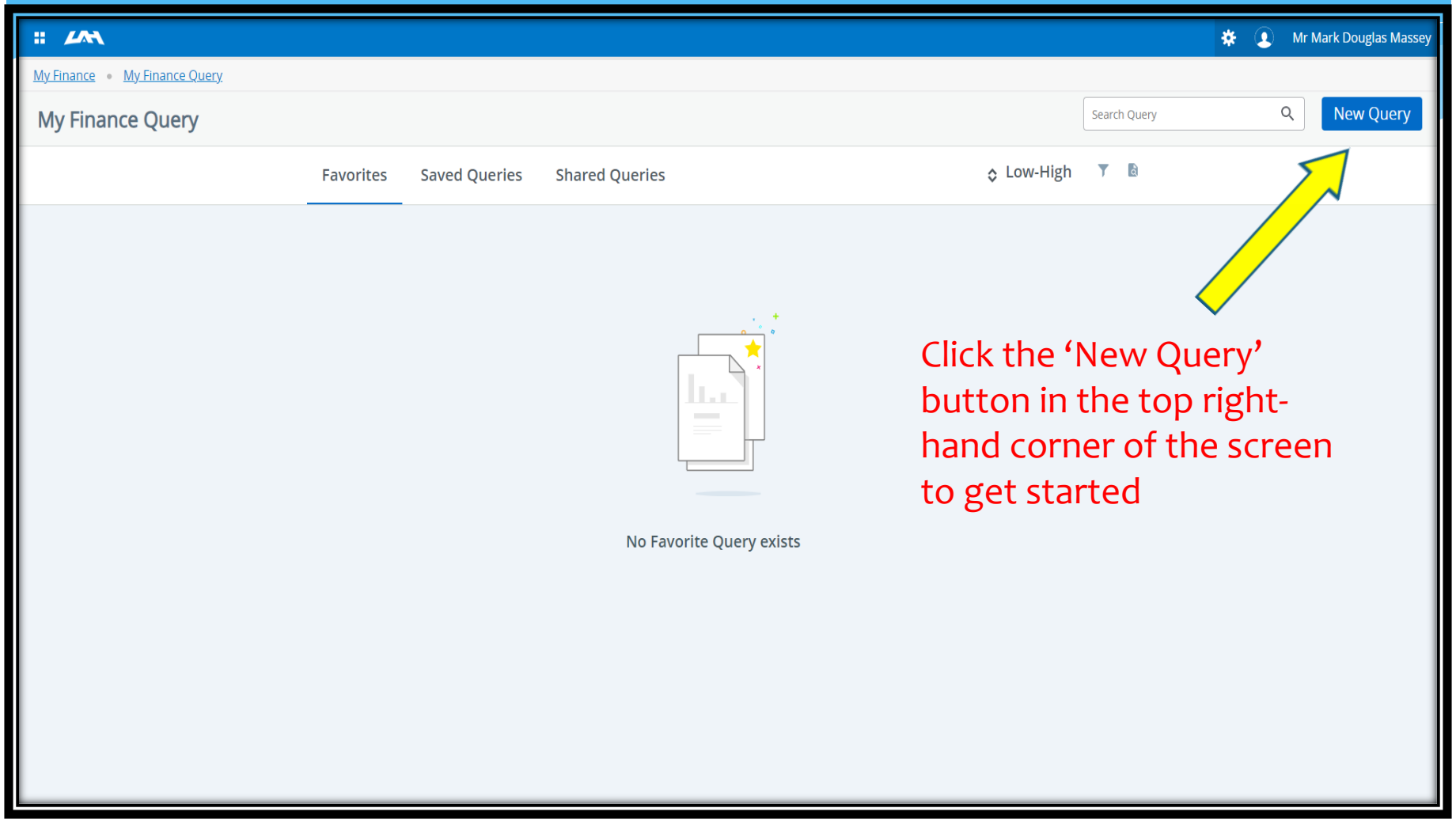
Budget Status by Account Query

My Finance
Budget Status by Account

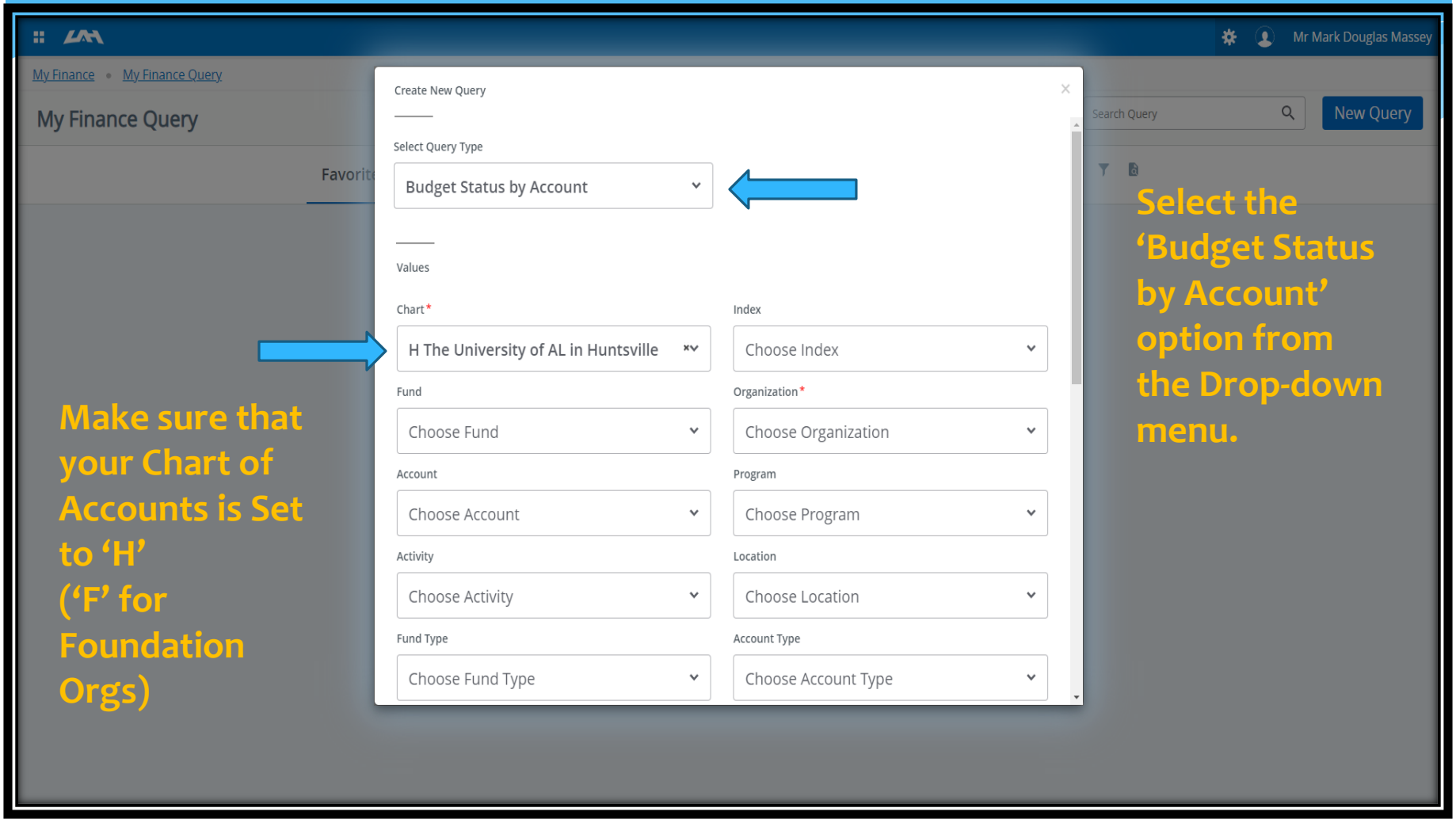


Click the ‘My Finance Query’ block on the main screen

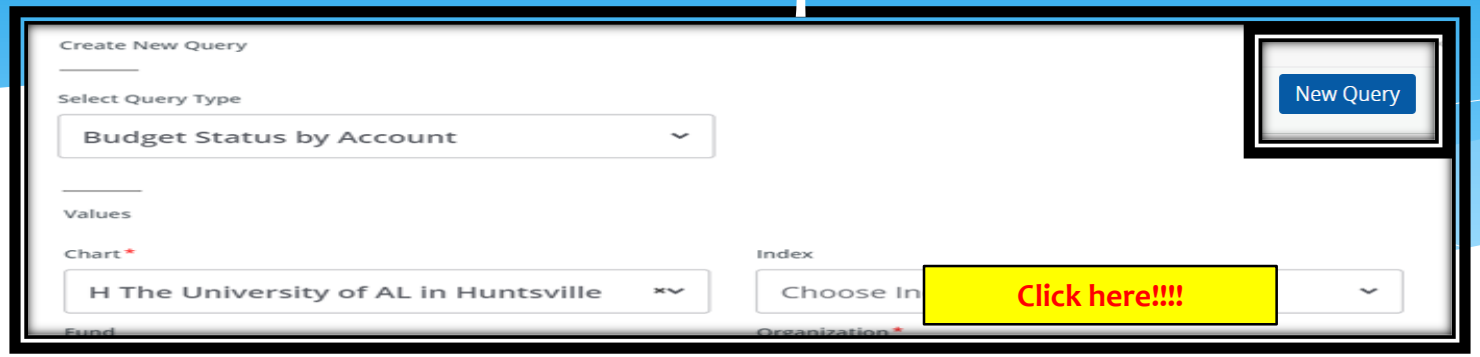
Budget Status by Account Query Setup



Budget Status by Account Query Setup



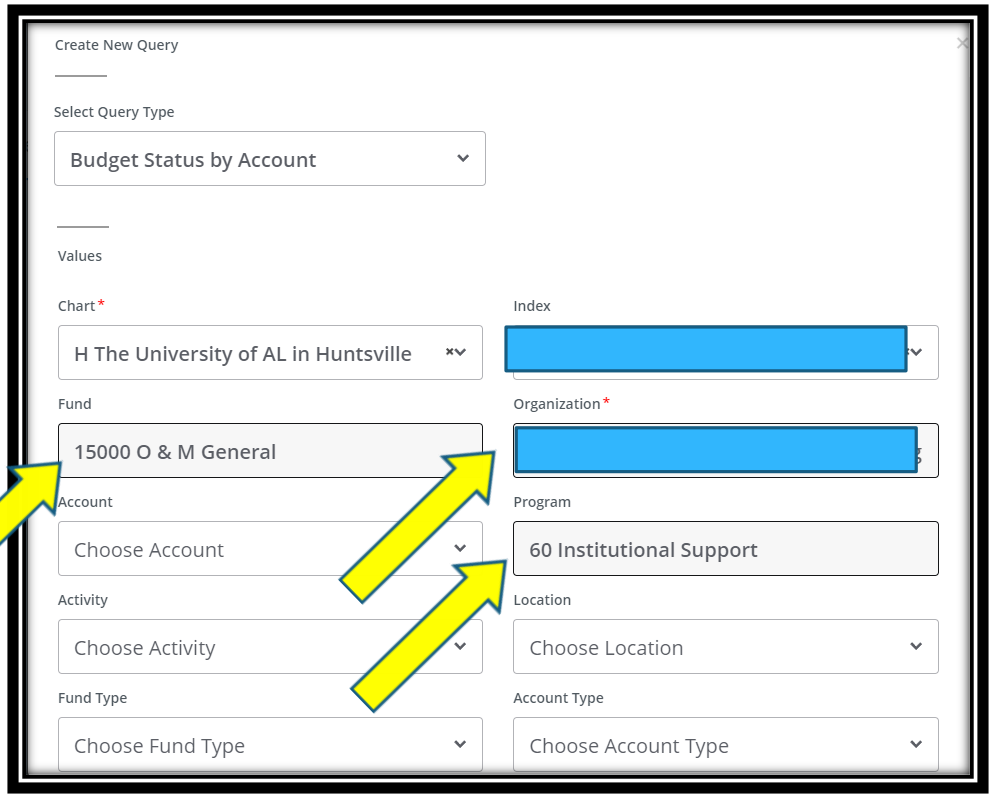
Budget Status by Account Query Setup



First, enter the 6-digit 'Index Number'
('Organization Number', 'Org Code', or just 'Org')

When you do, these fields will auto-populate as seen on the right:

- **Fund Number**
- **Organization**
- **Program Code**



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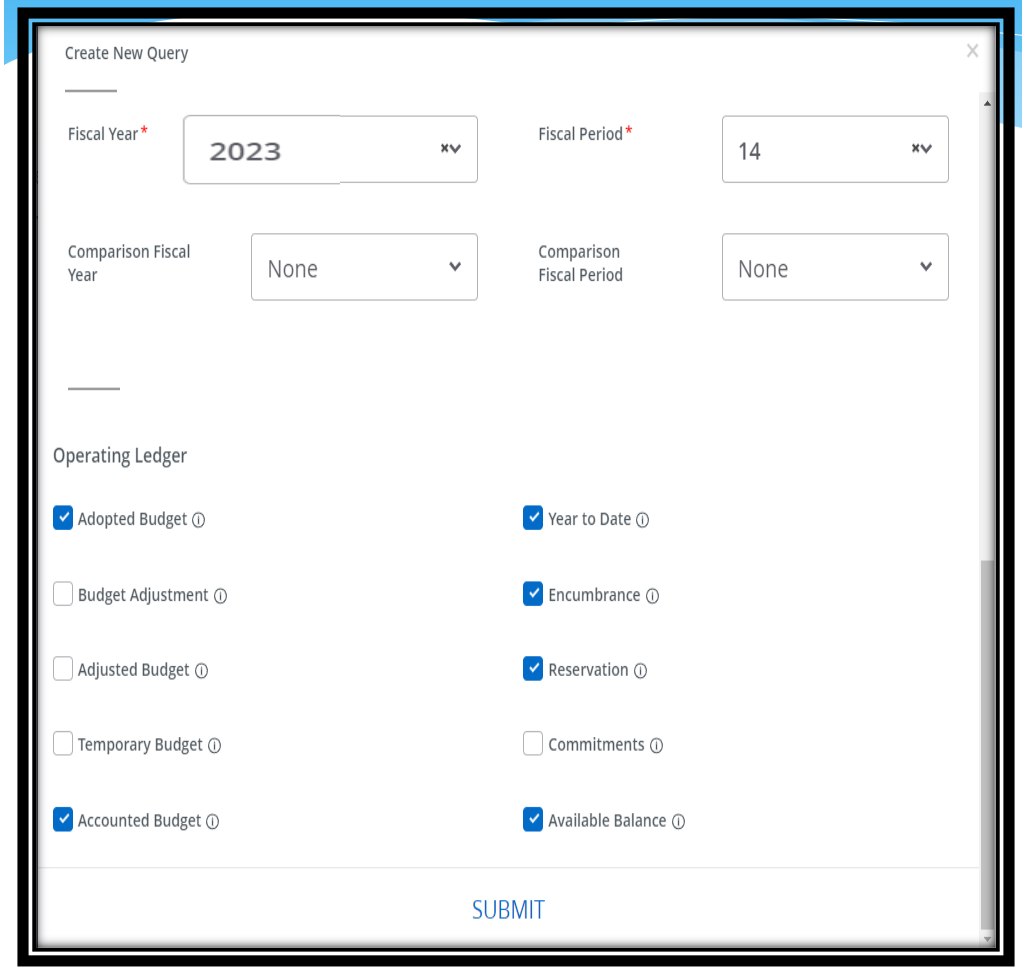


Scroll down within the selection block. For the most current information, select…

Fiscal Year- 2022

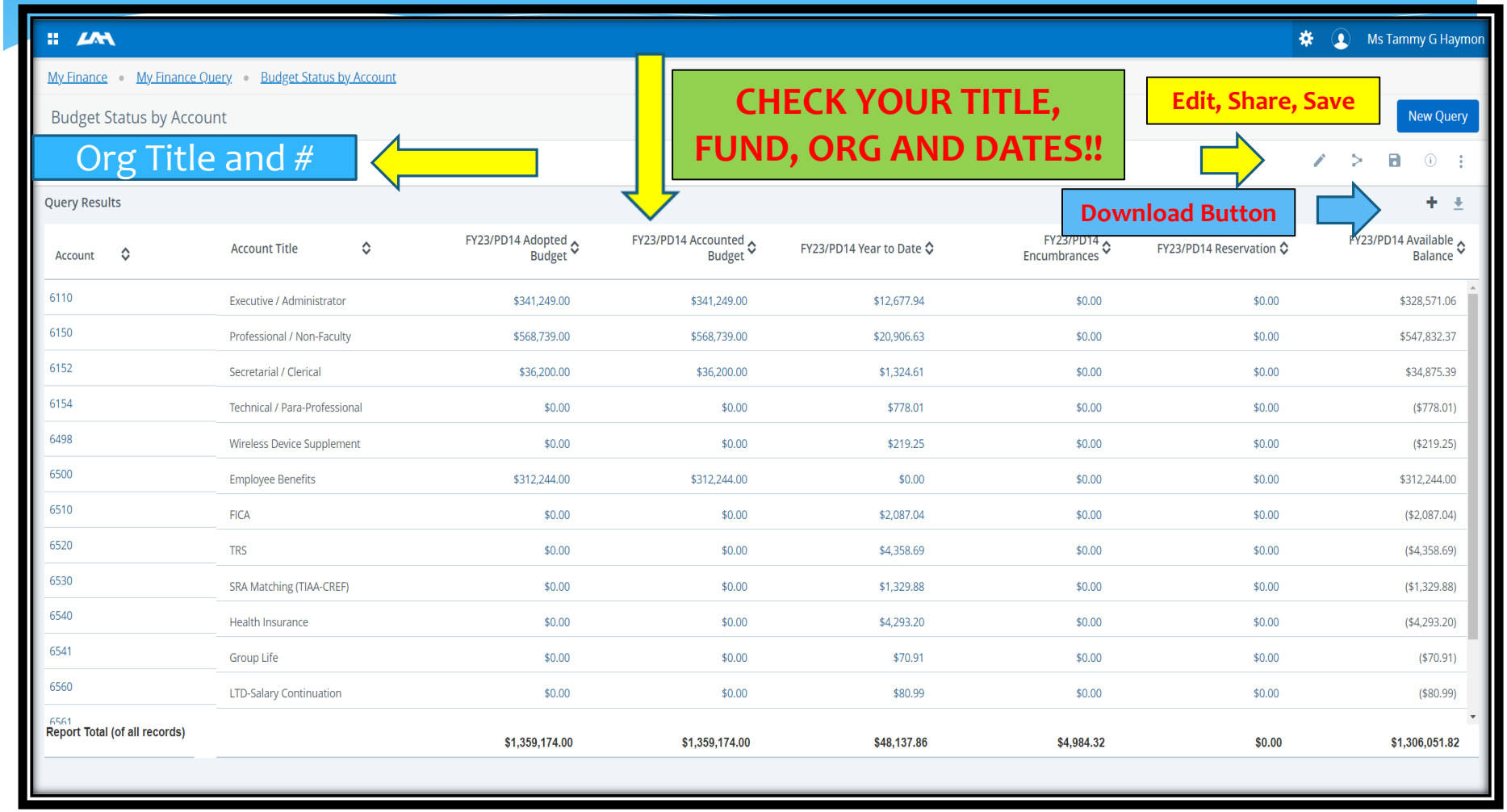
Fiscal Period- 14

Recommended Operating Ledger Columns

- **Adopted Budget- Budget at the beginning of the Fiscal Year (October 1)**
- **Accounted Budget- Budget as of 'today'**
- **Year-to-Date- Transactions that have hit the Organization Code as of today**
- **Encumbrances- Purchase Orders (PO's-Type of Commitment)**
- **Reservations- Requisitions (Type of Commitment)**
- **Available Balance which is =**

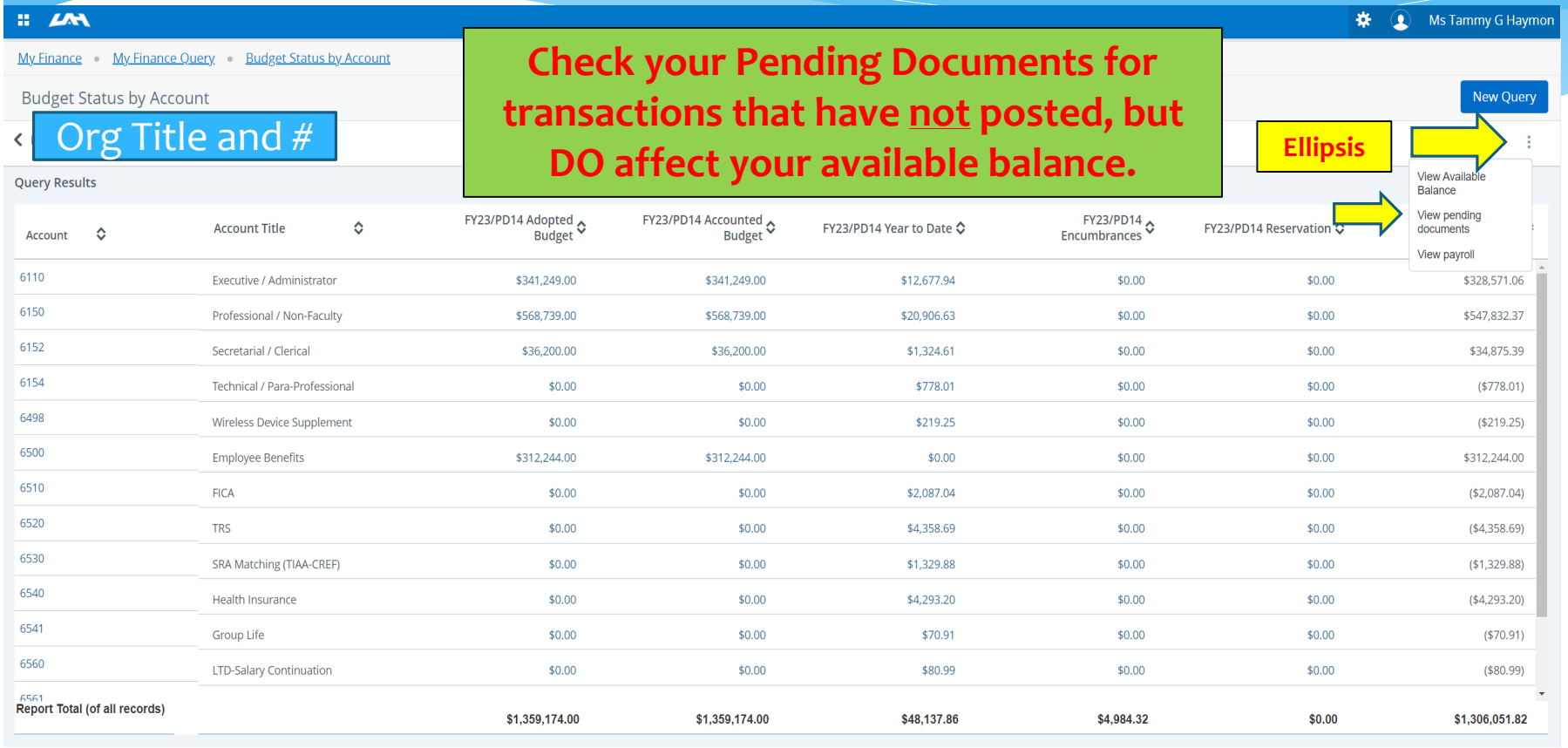
  Accounted Budget minus Year-to-Date, Encumbrances, and Reservations

Reading the Budget Status by Account



Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
6110	Executive / Administrator	$341,249.00	$341,249.00	$12,677.94	$0.00	$0.00	$328,571.06
6150	Professional / Non-Faculty	$568,739.00	$568,739.00	$20,906.63	$0.00	$0.00	$547,832.37
6152	Secretarial / Clerical	$36,200.00	$36,200.00	$1,324.61	$0.00	$0.00	$34,875.39
6154	Technical / Para-Professional	$0.00	$0.00	$778.01	$0.00	$0.00	($778.01)
6498	Wireless Device Supplement	$0.00	$0.00	$219.25	$0.00	$0.00	($219.25)
6500	Employee Benefits	$312,244.00	$312,244.00	$0.00	$0.00	$0.00	$312,244.00
6510	FICA	$0.00	$0.00	$2,087.04	$0.00	$0.00	($2,087.04)
6520	TRS	$0.00	$0.00	$4,358.69	$0.00	$0.00	($4,358.69)
6530	SRA Matching (TIAA-CREF)	$0.00	$0.00	$1,329.88	$0.00	$0.00	($1,329.88)
6540	Health Insurance	$0.00	$0.00	$4,293.20	$0.00	$0.00	($4,293.20)
6541	Group Life	$0.00	$0.00	$70.91	$0.00	$0.00	($70.91)
6560	LTD-Salary Continuation	$0.00	$0.00	$80.99	$0.00	$0.00	($80.99)
6561							
Report Total (of all records)		**$1,359,174.00**	**$1,359,174.00**	**$48,137.86**	**$4,984.32**	**$0.00**	**$1,306,051.82**

Reading the Budget Status by Account



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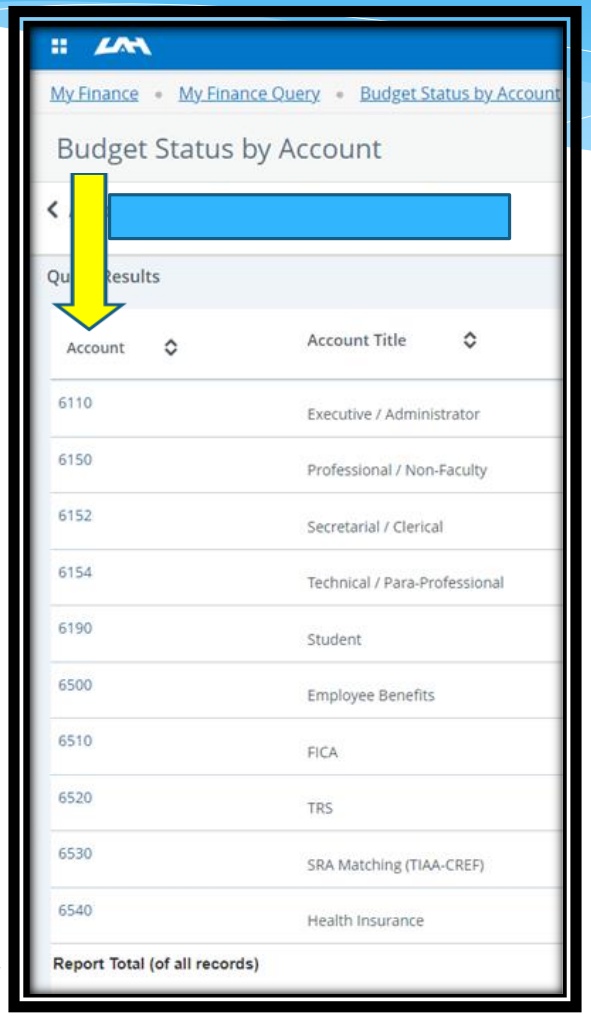
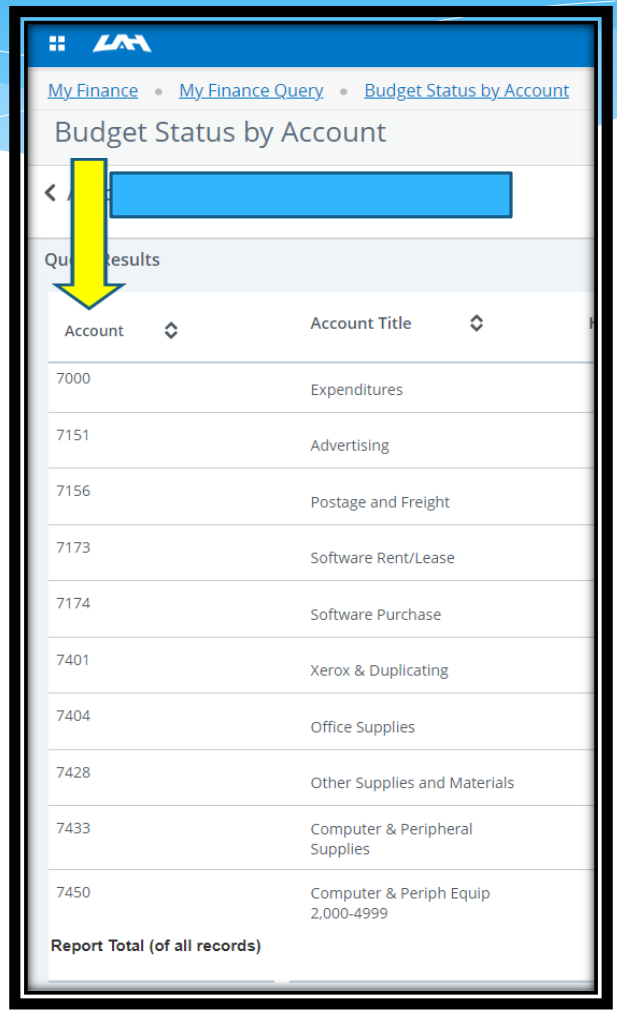
Reading the Budget Status by Account

The query is arranged in ascending order by Account Code. The codes fall into these categories or 'Hierarchies'.

- Org Hierarchies
- 5000-Revenues
- 6000-Salary/Fringe
- 7000-Operating
- 8000-Capital Outlay

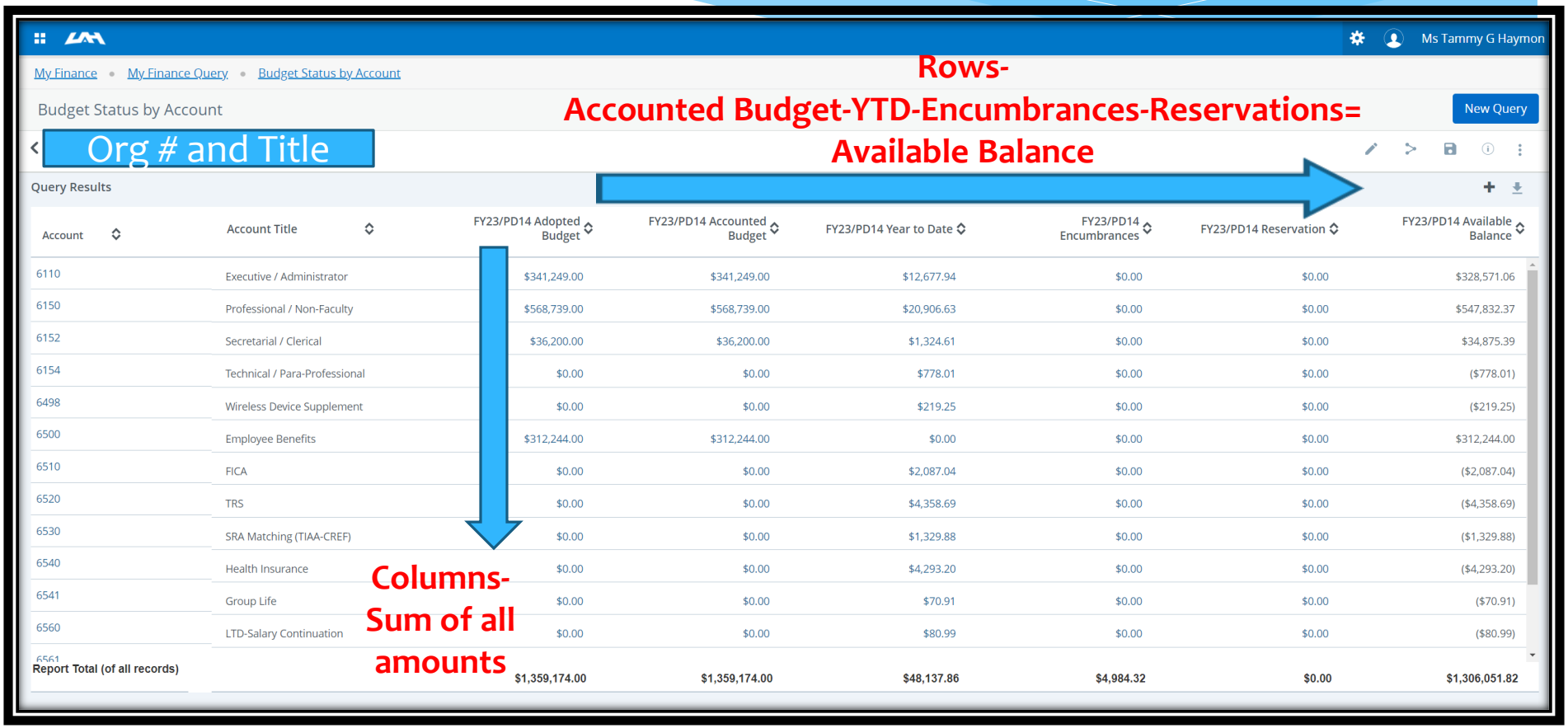
The Report total for all areas is at the bottom of the query.





Reading the Budget Query by Account

Amounts can be calculated both across rows and down columns



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6500	Employee Benefits	$312,244.00	$312,244.00	$0.00	$0.00	$0.00	$312,244.00
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6561							
Report Total (of all records)		**$1,359,174.00**	**$1,359,174.00**	**$48,137.86**	**$4,984.32**	**$0.00**	**$1,306,051.82**

Reading the Budget Status by Account

Salary Account codes (61xx) Often budgeted at the beginning of the Fiscal Year based on the positions that are being paid from the Org Code.

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget
6110	Executive / Administrator	$341,249.00	$341,249.00
6150	Professional / Non-Faculty	$568,739.00	$568,739.00
6152	Secretarial / Clerical	$36,200.00	$36,200.00
6154	Technical / Para-Professional	$0.00	$0.00
6498	Wireless Device Supplement	$0.00	$0.00
6500	Employee Benefits	$312,244.00	$312,244.00

Employee Benefits are typically budgeted in **Account code 6500.**

Reading the Budget Status by Account

The Expenditures/Operating Budget is also *usually* budgeted in the 7000 code. Year-to-date charges, Encumbrances, and Reservations in the 7000 series then draw off of this total amount.

Account	Account Title	FY22/PD14 Adopted Budget	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Reservation	FY22/PD14 Available Balance
7000	Expenditures	$10,200.00	$31,751.50	$0.00	$0.00	$0.00	$31,751.50
7152	Institutional Dues & Membership	$0.00	$0.00	$100.00	$0.00	$0.00	($100.00)
7156	Postage and Freight	$0.00	$0.00	$1,040.35	$0.00	$0.00	($1,040.35)
7174	Software Purchase	$0.00	$0.00	$8,032.50	$0.00	$0.00	($8,032.50)
7401	Xerox & Duplicating	$0.00	$0.00	$1,745.98	$0.00	$0.00	($1,745.98)

Amounts in the Non-mandatory Transfer line (7801) also affect the operating balance. These are amounts that have been moved in/out of the Org from/to different Fund numbers.

7801	Non-Mandatory Transfers In/Out	$0.00	($15,000.00)	($15,000.00)	$0.00	$0.00	$0.00

Negative in Accounted Budget= Realigned within Budget

Negative in YTD= Transferred in

Questions?

Contact us!
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Tammy Haymon: tgh0008@uah.edu; Ext 2242