

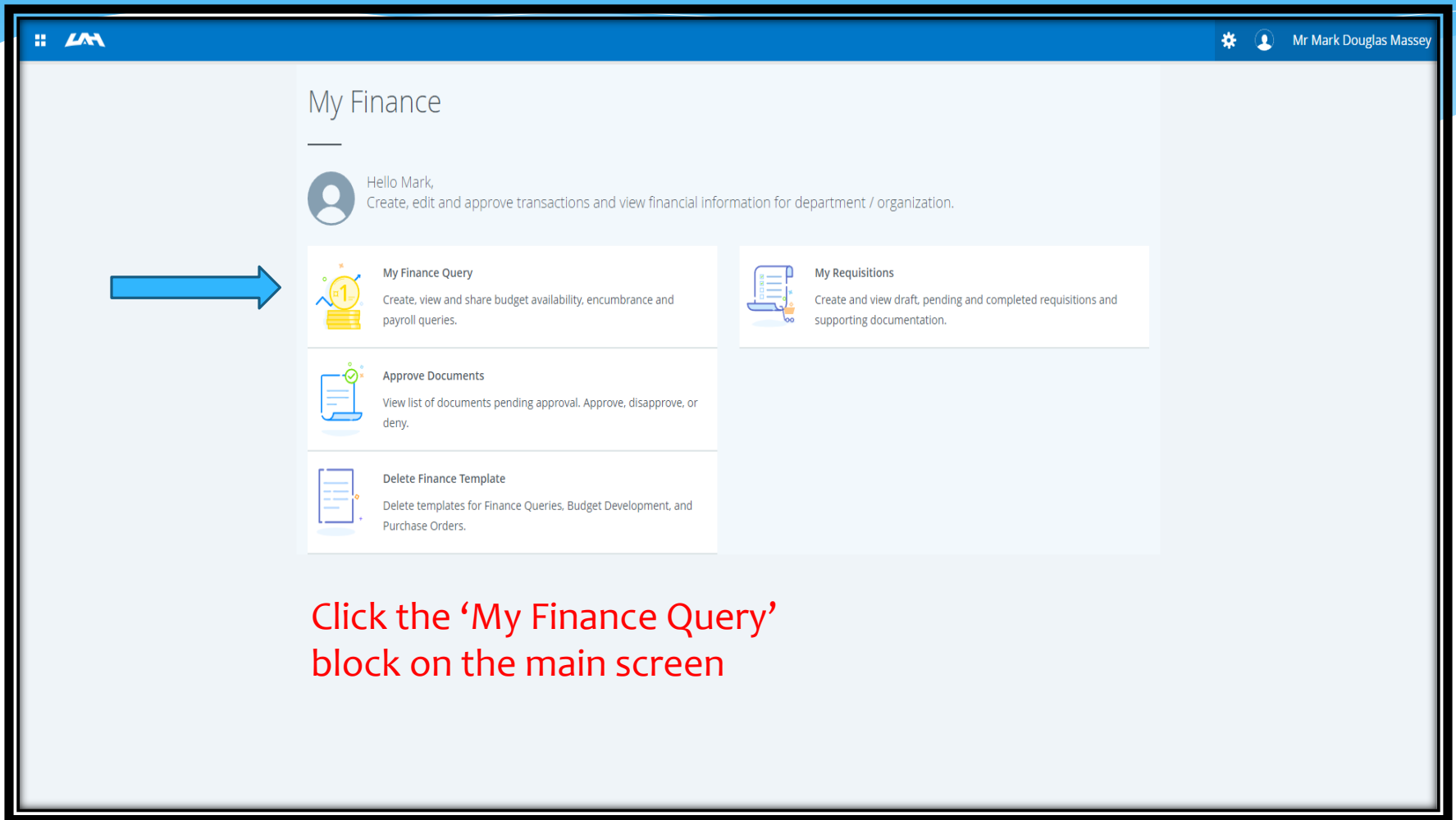
Budget Office Training

My Finance Self-Service

Budget Status by Account Query

My Finance

Budget Status by Account



The screenshot shows a web application interface for 'My Finance'. At the top, there is a blue header bar with a logo on the left and a user profile 'Mr Mark Douglas Massey' on the right. Below the header, the main content area is titled 'My Finance'. A greeting 'Hello Mark,' is followed by a description: 'Create, edit and approve transactions and view financial information for department / organization.' Below this, there are four main action blocks arranged in a grid. A large blue arrow points to the first block, 'My Finance Query'. The other blocks are 'My Requisitions', 'Approve Documents', and 'Delete Finance Template'. Each block contains an icon and a brief description of its function.

My Finance

Hello Mark,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

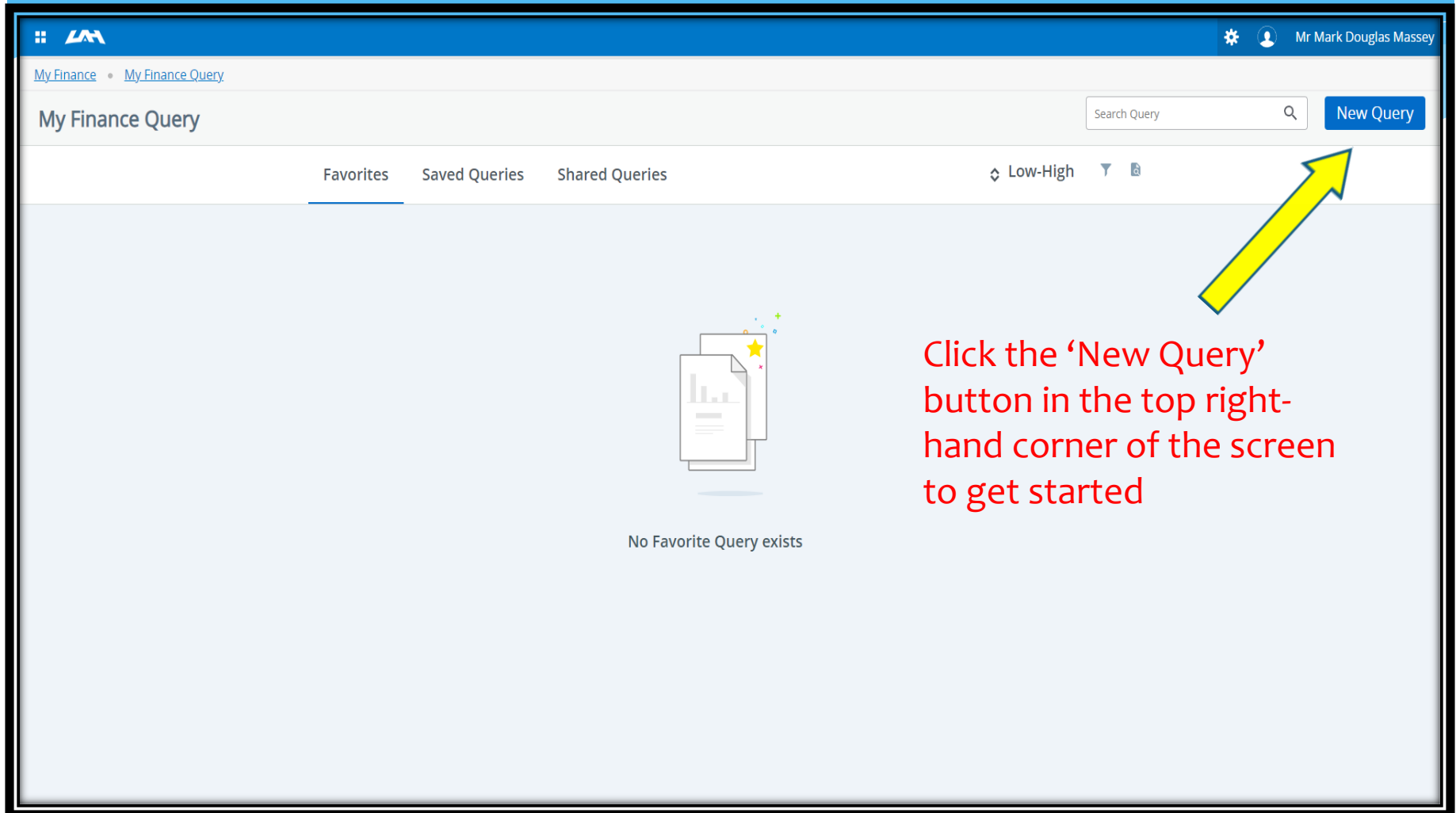
My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

Delete Finance Template
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

Click the 'My Finance Query' block on the main screen

Budget Status by Account Query Setup



The screenshot displays the 'My Finance Query' interface. At the top, there is a blue header bar with the 'AM' logo on the left and a user profile section on the right labeled 'Mr Mark Douglas Massey'. Below the header, the breadcrumb 'My Finance > My Finance Query' is visible. The main content area has a title 'My Finance Query' on the left and a search bar labeled 'Search Query' on the right. A blue button labeled 'New Query' is positioned to the right of the search bar. Below the search bar, there are three tabs: 'Favorites', 'Saved Queries', and 'Shared Queries'. To the right of these tabs, there is a 'Low-High' toggle and a filter icon. A large yellow arrow points from the bottom right towards the 'New Query' button. In the center of the main area, there is an icon of a document with a star and the text 'No Favorite Query exists'.

Click the 'New Query' button in the top right-hand corner of the screen to get started

Budget Status by Account Query Setup

Create New Query

Select Query Type

Budget Status by Account

Values

Chart*

H The University of AL in Huntsville

Fund

Choose Fund

Account

Choose Account

Activity

Choose Activity

Fund Type

Choose Fund Type

Index

Choose Index

Organization*

Choose Organization

Program

Choose Program

Location

Choose Location

Account Type

Choose Account Type

Search Query

New Query

Mr Mark Douglas Massey

Make sure that your Chart of Accounts is Set to 'H' ('F' for Foundation Orgs)

Select the 'Budget Status by Account' option from the Drop-down menu.

Budget Status by Account Query Setup

This screenshot shows the initial setup for a query. The 'Select Query Type' dropdown is set to 'Budget Status by Account'. The 'Chart' dropdown is set to 'H The University of AL in Huntsville'. The 'Index' dropdown is currently empty, and a yellow callout box with the text 'Click here!!!!' points to it. A 'New Query' button is located in the top right corner.

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

H The University of AL in Huntsville

Index

Choose Index

Click here!!!!

New Query

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

This screenshot shows the same form after the 'Index' field has been populated with a 6-digit number. This action has triggered an auto-population of several other fields: 'Fund' is now '15000 O & M General', 'Organization' is populated with a 6-digit number, and 'Program' is '60 Institutional Support'. Yellow arrows point from the text in the left box to these three fields. Other fields like 'Account', 'Activity', 'Location', 'Fund Type', and 'Account Type' remain empty.

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

H The University of AL in Huntsville

Fund

15000 O & M General

Account

Choose Account

Activity

Choose Activity

Fund Type

Choose Fund Type

Index

Organization *

Program

60 Institutional Support

Location

Choose Location

Account Type

Choose Account Type

Budget Status by Account Query Setup

Create New Query

Fiscal Year* 2023 Fiscal Period* 14

Comparison Fiscal Year None Comparison Fiscal Period None

Operating Ledger

☒ Adopted Budget ⓘ ☒ Year to Date ⓘ

☐ Budget Adjustment ⓘ ☒ Encumbrance ⓘ

☐ Adjusted Budget ⓘ ☒ Reservation ⓘ

☐ Temporary Budget ⓘ ☐ Commitments ⓘ

☒ Accounted Budget ⓘ ☒ Available Balance ⓘ

SUBMIT

**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

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Org Title and #

CHECK YOUR TITLE, FUND, ORG AND DATES!!

Edit, Share, Save




New Query

Download Button

Query Results

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

   Ms Tammy G Haymon

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

< Org Title and #

Query Results

Check your Pending Documents for transactions that have not posted, but DO affect your available balance.

Ellipsis

New Query

View Available Balance

View pending documents

View payroll

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	
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

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

Org Hierarchies

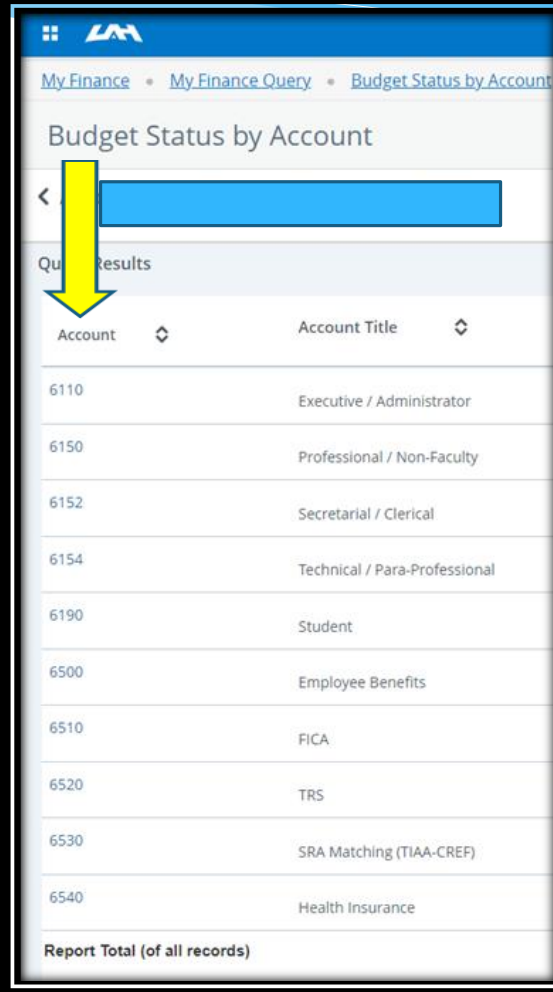
5000-Revenues

6000-Salary/Fringe

7000-Operating

8000-Capital Outlay

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

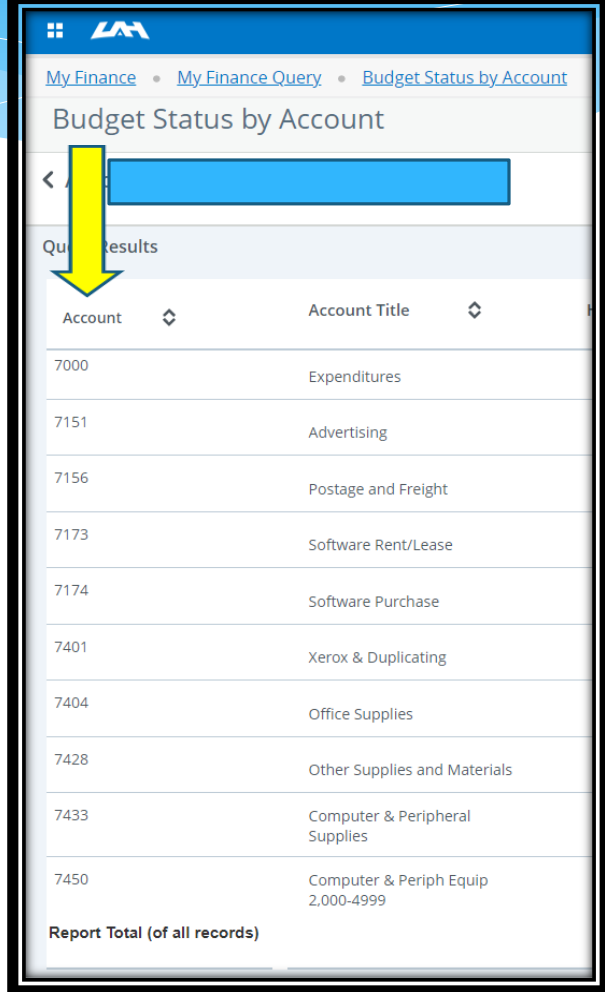


My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Query Results

Account	Account Title
6110	Executive / Administrator
6150	Professional / Non-Faculty
6152	Secretarial / Clerical
6154	Technical / Para-Professional
6190	Student
6500	Employee Benefits
6510	FICA
6520	TRS
6530	SRA Matching (TIAA-CREF)
6540	Health Insurance
Report Total (of all records)	



My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Query Results

Account	Account Title
7000	Expenditures
7151	Advertising
7156	Postage and Freight
7173	Software Rent/Lease
7174	Software Purchase
7401	Xerox & Duplicating
7404	Office Supplies
7428	Other Supplies and Materials
7433	Computer & Peripheral Supplies
7450	Computer & Periph Equip 2,000-4999
Report Total (of all records)	

Reading the Budget Query by Account

Amounts can be calculated both across rows and down columns

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Org # and Title

Rows-
Accounted Budget-YTD-Encumbrances-Reservations=
Available Balance

Query Results


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

Columns-
Sum of all
amounts

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
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Negative in Accounted Budget=
Realigned within Budget

Negative in YTD= Transferred in

Questions?



Contact us!

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