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Purpose

This document is intended to provide an introduction to Finance in My.Fordham. Finance in My.Fordham allows users to query budget information and export to Excel. Users may only view those accounts for which they have obtained secured access.

The Budget Query link allows a user to review operating ledger information for transactions entered through Banner My.Fordham Finance and Banner INB Finance. It also allows the user to download the data to a Comma Separated Value file (.csv) for use with Microsoft Excel. A user may build and/or retrieve three different types of queries:

- Budget Query by Account (FOAPAL)
- Budget Query by Organizational Hierarchy
- Budget Quick Query

What is Banner and My.Fordham?

Banner is a suite of integrated software systems designed for managing colleges and other institutions. Banner is an Enterprise Resource Planning (ERP) system, which is a formal way of saying that it is a single solution to Fordham’s finance, enrollment, human resources, and advancement systems. Think of Banner as Microsoft Office Suite for administration – it is several programs and solutions in one big, fully-connected package.

Banner itself is divided into two parts: Internet-Native Banner (INB), which includes administrative and other functions used to change or maintain Banner, and Self-Service Banner (SSB), which is the version that is accessible through My.Fordham.

My.Fordham is the gateway to Fordham's online services for students, faculty, staff and alumni. Bookmarks, calendar, an online directory, campus announcements, an email interface, academic course and enrollment tools for faculty, discussion groups, and registration, financial aid, bill payment, and academic course information are all located inside My.Fordham.

Logging into My.Fordham

In order to log into My.Fordham, follow these steps:

1. Go to my.fordham.edu
2. In the Secure Access Login area, type in your AccessIT ID and password.
3. Click Login.
Note: If you do not know what your user account and password, please call x3999 (Helpdesk) for assistance.

Once you have logged into My.Fordham, click on the Employee tab and you should see a screen similar to the one below:

Banner Help Guides and Aides

The Banner Help Guides and Aides channel links directly to the Banner Quick Reference site. This site contains helpful information on the Banner Information system, including Fordham-specific documentation.

Financial Advisor

The Financial Advisor channel allows a quick “snapshot” of up to five (5) budgets within My.Fordham. Financial Advisor is pulling directly from live information within Banner and is linked to allow the user to perform budget queries against the information. This information will be covered in depth beginning on page 9.
Account Code Structure

Chart of Accounts

The Chart of Accounts (COA) is the key to Banner Finance. It defines the accounting distribution used on all transactions processed in Banner Finance.

The Chart code is a one character, alphabetic code that uniquely identifies a particular chart. Fordham University is defined by the letter “F”. In establishing the COA, a crosswalk table has been developed as a “translation” tool.

FOAPAL

The Chart of Accounts consists of six elements, called a FOAPAL, and a seventh element called an account index. The main six elements in the Chart of Accounts organization structure are:

- **Fund**
- **Organization**
- **Account**
- **Program**
- **Activity**—not used
- **Location**—not used

**Fund**

The Fund Code identifies a self-balancing set of accounts and identifies ownership; it is the highest level of accounting information set up in the accounting distribution. It is normally used to define “Where” the money is coming from. In the FRS system, this was designated as an “account number”.

Examples of Fordham Fund codes include:

- Current Unrestricted Funds
- Temporarily Restricted Funds
- Permanent Donor Restricted Spending

Balance sheets and revenue/expense reports can be produced for any fund, which can be restricted (permanently or temporarily) or unrestricted. Fund codes may be established in a hierarchy for roll-up and reporting purposes.

**Organization**

The Organization Code identifies a unit of budgetary responsibility and/or departments within Fordham. It is normally used to define “Who” spends the money. Organization codes may be established in a hierarchy for roll-up and reporting purposes.
Examples of Fordham Organization Codes include:
- President’s Office
- Physics Department
- Controller’s Office

**Account**

The **Account Code** identifies objects, such as the general ledger accounts and the operating ledger accounts (revenues, expenditures, transfers). The account is a line item within the college’s financial structure. Account codes may be established in a hierarchy for roll-up and reporting purposes.

The Account Code usually identifies “What” the money is being spent on.

Examples of Fordham Account Codes include:
- Tuition Income
- Salaries-Full Time Faculty
- Travel-Local
- Equipment-Laboratory

**Program**

The **Program Code** identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. The Program code identifies ‘Why’ the money is being spent.

Examples of Fordham Program Codes include:
- Instruction
- Student Services
- Institutional Support

Program codes follow the programs defined by the National Association of College and University Business Officers (NACUBO). Program codes may be established in a hierarchy for roll-up and reporting purposes.

---

**Budget Queries in My.Fordham**

The Budget Queries link enables you to review operating ledger information for transactions entered through Banner Finance Self-Service and Banner Finance, and download the data to a Comma Separated Value file (.csv) for use with a third-party tool such as Microsoft Excel. You may build or retrieve three different types of queries: Budget Status by Account,
Financial Advisor

This is the start page for budget information within My.Fordham. This informational channel uses a bar graph to show budget versus committed and actual expenses for up to five preferred fund/organization combinations or organization codes. An associated table shows details as well as the available balance, Year to Date (YTD) activity and commitments, percentage spent, and percent budget remaining.

The bar graph allows the user to track budgetary allocations versus expenditures charged against that budget. This information is pulled “live” from the Banner database. The budget manager can define which organization or combination of funds and organizations to track. These can be changed to other codes as needed.

Note: If you want to monitor more than five fund/organization combinations or organization codes, you will need to subscribe to the channel multiple times and set up different accounts in each instance.

The channel includes the one navigational link, which is the hyperlinked number in the Legend column. This links directly to the Budget Query parameter page in Finance Self-Service and defaults the values for Fiscal Year, Chart of Accounts, Fund and Organization.

Parameters for Budget Queries

You may choose from the following Operating Ledger Data. For Budget Quick Queries, only one parameter page is displayed. The ledger fields in the following list that are marked with an asterisk (*) are displayed in the Query Results section of your query.
Budget Status by Account Query

The Budget Status by Account Query allows the budget manager to review budget information by account(s) for the Fiscal Period, Year, and Commitment Type (all, committed or uncommitted) by the following:

- Specific FOAPAL
- Specific Organization
- All Organizations
- Fund Type
- Account Type
- Revenue Accounts

Creating a Budget Status by Account Query

1. Click on the hyperlinked account in Financial Advisor, which will take you to the page below

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

<table>
<thead>
<tr>
<th>Fiscal year:</th>
<th>2010</th>
<th>Fiscal period:</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison Fiscal year:</td>
<td>None</td>
<td>Comparison Fiscal period:</td>
<td>None</td>
</tr>
<tr>
<td>Commitment Type:</td>
<td>All</td>
<td>Index</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>11001</td>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>12014</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td></td>
<td>Fund Type</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td>Account Type</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Include Revenue Accounts

Save Query as:

Shared

Submit Query
2. Choose the parameters you want to search against.

In the example above, we are searching against the following parameters:

- Fiscal Year – 2010
- Fiscal Period – 14
- Commitment Type – All

3. Click **Submit Query**, which will return the following report:

**Report Parameters**

**Organization Budget Status Report**

By Account

Period Ending Jun 30, 2010

As of May 26, 2010

<table>
<thead>
<tr>
<th>Account Title</th>
<th>FY10/PD14 Adjusted Budget</th>
<th>FY10/PD14 Year to Date</th>
<th>FY10/PD14 Commitments</th>
<th>FY10/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6110 Sales-IT Admin</td>
<td>517,796.00</td>
<td>0.00</td>
<td>0.00</td>
<td>517,796.00</td>
</tr>
<tr>
<td>6114 Sales-IT Admin</td>
<td>96,864.00</td>
<td>0.00</td>
<td>0.00</td>
<td>96,864.00</td>
</tr>
<tr>
<td>6543 Fringe Benefit Alloc</td>
<td>210,110.00</td>
<td>0.00</td>
<td>0.00</td>
<td>210,110.00</td>
</tr>
<tr>
<td>7100 Travel-Academic</td>
<td>0.00</td>
<td>1,161,224.43</td>
<td>0.00</td>
<td>(1,161,224.43)</td>
</tr>
<tr>
<td>7108 Travel-Other</td>
<td>365.00</td>
<td>475.00</td>
<td>0.00</td>
<td>(110.00)</td>
</tr>
<tr>
<td>7109 Travel-Local</td>
<td>338.00</td>
<td>0.00</td>
<td>0.00</td>
<td>338.00</td>
</tr>
<tr>
<td>7119 Food/Beverages</td>
<td>4,440.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,440.00</td>
</tr>
<tr>
<td>7114 Meal Plan Cst</td>
<td>0.00</td>
<td>175.00</td>
<td>0.00</td>
<td>(175.00)</td>
</tr>
<tr>
<td>7120 Lab-Direct/Officer</td>
<td>0.00</td>
<td>18,927.00</td>
<td>0.00</td>
<td>(18,927.00)</td>
</tr>
<tr>
<td>7122 Self Insur-Propy</td>
<td>0.00</td>
<td>19.00</td>
<td>0.00</td>
<td>(19.00)</td>
</tr>
<tr>
<td>7123 Gen L Lib</td>
<td>0.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>7144 Misc-Dupli Egnt</td>
<td>0.00</td>
<td>16,750.00</td>
<td>0.00</td>
<td>(16,750.00)</td>
</tr>
<tr>
<td>7147 Contract Other Svcs</td>
<td>3,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,500.00</td>
</tr>
<tr>
<td>7154 Fees-Consultants</td>
<td>110,200.00</td>
<td>0.00</td>
<td>0.00</td>
<td>110,200.00</td>
</tr>
<tr>
<td>7159 Personal Svcs</td>
<td>0.00</td>
<td>1,600.00</td>
<td>15,000.00</td>
<td>(16,600.00)</td>
</tr>
<tr>
<td>Screen total</td>
<td>943,613.00</td>
<td>1,200,170.43</td>
<td>15,000.00</td>
<td>(271,557.43)</td>
</tr>
<tr>
<td>Running total</td>
<td>943,613.00</td>
<td>1,200,170.43</td>
<td>15,000.00</td>
<td>(271,557.43)</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>983,436.00</td>
<td>1,218,499.75</td>
<td>45,893.48</td>
<td>(278,517.23)</td>
</tr>
</tbody>
</table>

**Levels to a Budget Status by Account Query**

There are four levels to a Budget Status by Account.

- Account Detail – Totals by account for all columns selected
- Transaction Detail – Transaction Date, Activity Date, Document Code, Description,
- Document Detail with Related Documents view – Chart of Accounts, Fund, Organization, Account, Program, and Amount.
- View the document

You can view budget information from the account level, drilling down through the transaction detail to all of the accounting sequences for a specific document, while viewing any related documents that exist.
### Report Parameters

**Organization Budget Status Detail Report**

**Summary Year to Date Transaction Report**

**Period Ending Jun 30, 2010**

As of May 27, 2010

- **Chart of Accounts:** Fordham University
- **Commitment Type:** All
- **Fund:** 11001 Current Operating E & G
- **Program:** All
- **Organization:** 1501 Finance ERP Training Budget
- **Activity:** All
- **Account:** 7120 Lab-Direct/Officer
- **Location:** All

### Document List

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000260</td>
<td>3n Global, Inc</td>
<td>123.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000252</td>
<td>Lightning Graphics</td>
<td>456.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000256</td>
<td>Lightning Graphics</td>
<td>123.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000249</td>
<td>Lightning Graphics</td>
<td>56.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000248</td>
<td>Barnes &amp; Nobles - Lincoln Center</td>
<td>78.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000247</td>
<td>Lightning Graphics</td>
<td>450.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000243</td>
<td>Lightning Graphics</td>
<td>466.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000242</td>
<td>American University In Cairo</td>
<td>12,500.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>11000240</td>
<td>Lightning Graphics</td>
<td>450.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 24, 2010</td>
<td>May 24, 2010</td>
<td>11000224</td>
<td>Lightning Graphics</td>
<td>340.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 24, 2010</td>
<td>May 24, 2010</td>
<td>11000223</td>
<td>American Hotel Register Company</td>
<td>1,200.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 24, 2010</td>
<td>May 24, 2010</td>
<td>11000222</td>
<td>Lightning Graphics</td>
<td>46.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 24, 2010</td>
<td>May 24, 2010</td>
<td>11000221</td>
<td>American Express Company</td>
<td>2,300.00</td>
<td>INNI</td>
</tr>
<tr>
<td>May 24, 2010</td>
<td>May 24, 2010</td>
<td>11000219</td>
<td>Lightning Graphics</td>
<td>340.00</td>
<td>INNI</td>
</tr>
</tbody>
</table>

Report Total (of all records): 18,927.00

Available Budget Balance: 18,927.00

Download

### Select Document

**Detail Transaction Report**

<table>
<thead>
<tr>
<th>Document Type: Invoice</th>
<th>Commitment Type: All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Code: 11000248</td>
<td>Description: Barnes &amp; Nobles - Lincoln Center</td>
</tr>
<tr>
<td>Transaction Date: 25-May-2010</td>
<td></td>
</tr>
</tbody>
</table>

### Accounting Information

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>11001</td>
<td>15014</td>
<td>7120</td>
<td>60</td>
<td></td>
<td></td>
<td>76.00</td>
<td>INNI</td>
</tr>
</tbody>
</table>

Save Query as

- [ ] Shared

Another Query

- [x] No Related Documents Available
## Invoice Header

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Sub#</th>
<th>Purchase Order</th>
<th>Invoice Date</th>
<th>Trans Date</th>
<th>Payment Due</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11000248</td>
<td>1</td>
<td></td>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>May 25, 2010</td>
<td>78.00</td>
</tr>
</tbody>
</table>

- Complete: Y
- Open Paid: 0
- Approved: Y
- Credit Memo: N
- 1099 Tax Id: 1099 Vendor: N

### Accounting
- Vendor: A09350836 Barnes & Noble - Lincoln Center
- Address: Lincoln Center Campus, West 60th St and Columbus Ave, New York, NY 10023
- Collects Tax: Collects No Taxes

### Invoice Commodity

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Amount</th>
<th>Approved</th>
<th>Disc</th>
<th>Addl</th>
<th>Tax</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>history books</td>
<td></td>
<td>78</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>78.00</td>
</tr>
</tbody>
</table>

Total of all Commodities 78.00

## Invoice Accounting

<table>
<thead>
<tr>
<th>Seq#</th>
<th>COA</th>
<th>FY</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Proj</th>
<th>Bank</th>
<th>NSF</th>
<th>Susp</th>
<th>NSFOvr</th>
<th>Approved</th>
<th>Disc</th>
<th>Addl</th>
<th>Tax</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F</td>
<td>10</td>
<td>11001</td>
<td>150147120</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total of displayed sequences: 78.00

☑️ No Related Documents Available
Budget Status by Organizational Hierarchy

The Budget Status by Organizational Hierarchy option enables you to review budget information for organizations.

Creating a Budget Status by Organizational Hierarchy Query

1. Click on the hyperlinked account in Financial Advisor.
2. Scroll down to the bottom of the page and click on Budget Queries, which will take you to the page below:

3. Click on the drop down box and select Budget Status by Organizational Hierarchy.
4. Click Create Query.

Budget Queries

Select the Operating Ledger Data columns to display on the report.
5. Choose the parameters you want to display on the report.
6. Click **Continue**, which will take you to the page below.

**Budget Queries**

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Choose the parameters you want to display on the report.

Click Continue, which will take you to the page below.

Choose your budget parameters and click **Submit Query**.
As you can see, this report shows the budget information for rollup Organization 1500, the Controller’s Office. Select the underlined link to retrieve budget detail for that organization. Blank spaces in a column indicate that data cannot be retrieved.

**Levels to a Budget Status by Organizational Hierarchy Query**

There are seven levels for this type of query.

- **Organizational Hierarchy** – Totals for selected columns by reporting organizations.
- **External Account Type (Level 1)** – Totals for all level 1 account types by selected columns.
- **External Account Type (Level 2)** – Totals for all level 2 account types by selected columns.
- **Account Detail** – Totals by account for all selected columns.
- **Transaction Detail** – Transaction Date, Activity Date, Document Code, Description, Amount, and Rule Class.
- **Document Detail with Related Documents view** – Chart of Accounts, Fund, Organization, Account, Program, Activity, Location, Amount, and Rule Class.
- **View the document.**
**Budget Quick Query**

This query provides you with simplified access to the current status of a budget and displays information similar to that available on the Organization Budget Status Form (FGIBDST). When you choose this option, be aware of the following:

- Only one parameter page displays for this query. Ledger fields displayed include the following: Adjusted Balance, Year to Date, Net Commitments, and Available Balance.
- You can enter the fiscal year. Data displayed will be through period 14.
- You can specify Chart and FOAPAL information and use the percent sign (%) as a wildcard.
- You may use the **Save Query As** field to save this query under a name of your choice.

*Note: This query does not allow you to download to Excel.*

**Creating a Budget Quick Query**

1. Click on the hyperlinked account in Financial Advisor.
2. Scroll down to the bottom of the page and click on **Budget Queries**, which will take you to the page below:

**Budget Queries**

- To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

**Create a New Query**

**Type**

- Budget Quick Query

**Retrieve Existing Query**

**Saved Query**

- None

3. Click on the drop down box and select **Budget Quick Query**.
4. Click **Create Query**.
Budget Queries

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart of Accounts fields. If Grant is populated then resulting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year: 2010

Chart of Accounts: F

Index

Grant

Organization: 11001

Account

Program: 15014

Activity

Location

Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

Submit Query

1. Choose the parameters you want to display on the report.
2. Click **Submit Query**, which will take you to the page below.
Saving Queries as Templates

A query can be saved as a template on each page. This functionality enables you to save the query and retrieve it at a later time for quick reference or customizing. Be aware that each time a query is saved, only the information entered up to that point is saved. You can actually save a query at each level under a different name, creating several templates, each with its own detail or path.
Creating a Query Template

1. Enter the name for the query to be saved in the **Save Query As** field.
2. Do not click the **Shared** box. Clicking the **Shared** box allows any Fordham user to access this query.
3. Click **Submit Query**.

Retrieving a Query Template

1. Click on the hyperlinked account in Financial Advisor.
2. Scroll down to the bottom of the page and click on **Budget Queries**, which will take you to the page below:
3. Click the drop down box next to **Retrieve Existing Query**.
4. Choose the query you would like to retrieve.
Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query
Type
Budget Status by Account
Create Query

Retrieve Existing Query
Saved Query
None
Basic Operation Accounts (Personal)
Controller's Office (Personal)
Downloading Queries to Excel

You can download budget query data to a Comma Separated Value file (.csv) and then edit or analyze it according to your reporting needs. The downloaded information consists of the header data followed by the query details. For comparison queries, amounts are grouped by Fiscal Period and Year.

- When you select the **Download Selected Ledger Columns** button, the system downloads only those amounts (Adjusted Budget, Year to Date, etc.) that you selected previously.
- When you select the **Download All Ledger Columns** button, the system downloads all available operating ledger amounts for the criteria entered.

Additional FOAPAL information, including two levels of account type and fund type detail, are downloaded whenever possible. All the FOAPAL codes and titles are displayed in the same column for both types of downloads to facilitate downloading and combining of multiple queries. Once the user selects either of the download buttons, a File Download popup window appears. After selecting the **Download** button from the File Download popup window, you may perform one of the following actions.

- Open the file from its current location. After you associate the .csv (comma separated value) file type with a PC application, the open file option will automatically open the application and read in the data. Note that spreadsheets may treat any field with a leading zero as a number and drop the leading zero. This affects the display of the Fiscal Period, and may have more significant impact if any FOAPAL codes begin with a leading zero.
- Save the file to your computer or disk. Provide the path and file name in which to store the data on your computer. The save option is particularly useful in controlling the importing of data to Excel and maintaining the leading zero, if necessary.
Tips for Successful Budget Queries

- Fiscal period and Fiscal year must be entered. Comparison Fiscal year and Comparison Fiscal period are optional.
- Chart of Accounts is a required field.
- A value must be entered in either the Organization or Grant field for a query to be submitted.

**Note:** Budget Query by Organization Hierarchy may not be used with Grants.

- A wildcard ( %) is an acceptable value for Fund, Organization, Account, or Program. When a wildcard is used, an additional column on the results page displays the values for that FOAP element.
- You must have Fund/Organization Query access. If you enter a wildcard, then the system will retrieve data for the Funds and Organizations for which privileges are given.
Common List of Banner Terms

- **Fiscal Year** – defined 12 month period used for financial reporting and activity. Fordham’s fiscal year is July 1 – June 30. The Fiscal Year field in SSB is the YYYY for a fiscal year end (June 30).
  - Example: July 1, 2010 – June 30, 2011 = Fiscal Year 2011
- **Fiscal Period** – identifies the months of the fiscal year, beginning with 01 - 12.
  - Example: July = fiscal period 01; August = fiscal period 02; September = fiscal period 03, etc...
  - Fiscal Period 14 is the entire year, from July 1 – June 30.
- **Document Code** – a reference number assigned for each transaction. The numbers start with various letters depending on the source.
  - Examples: Purchase Orders begin with P; Requisitions begin with R; Invoices begin with I; Checks begin with 1.
- **Requisition** – an on-line document created by user department to request goods/services
- **Reservations** – funds reserved by the creation of the requisition
- **Purchase Order** – the Requisition is converted to a Purchase Order by Purchasing once the vendor is identified and the order is placed. When this occurs, the reservation of the funds for the Requisition is released.
- **Encumbrances** – funds set aside to cover a purchase order
- **Invoice** – an on-line document created by Accounts Payable to initiate payment to a vendor
- **Commitments** – the total of both reservations and encumbrances
- **Year to Date** – actual receipts deposited and expenses incurred
- **Available Balance** – budget minus year-to-date expenses incurred minus commitments