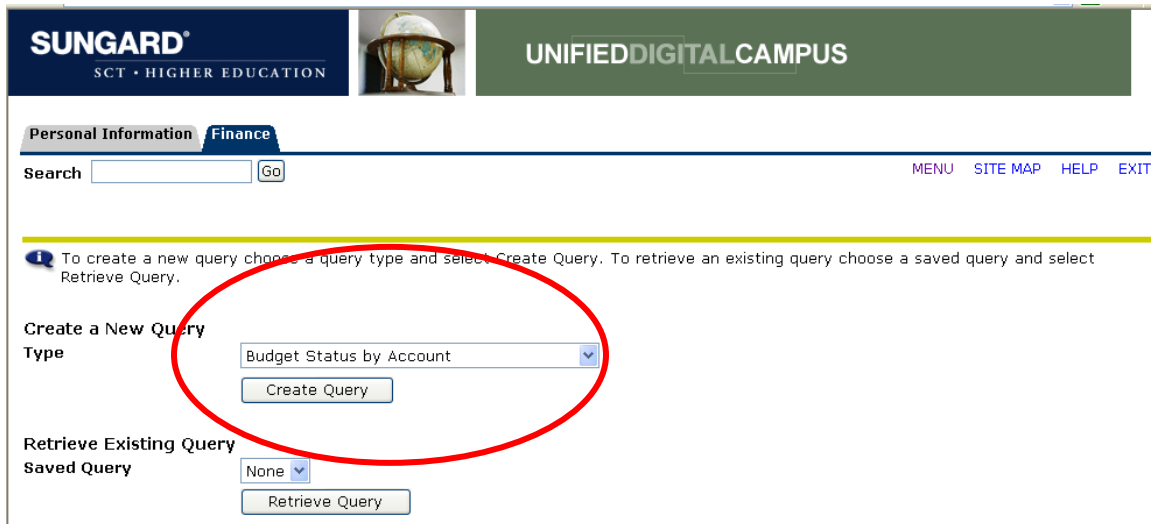


Step-by-Step Guide to Budget Status by Account Query

This query will give you the accounting information for a specific organization or account listed in account number order.

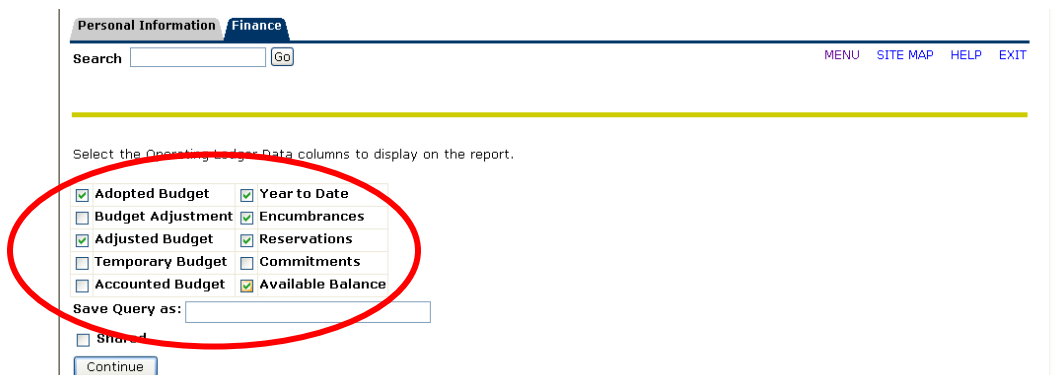
1. In the Create a New Query field, select **Budget Status by Account** from the drop-down list. Click the **Create Query** button. (Figure 1)



The screenshot shows the SUNGARD UNIFIED DIGITAL CAMPUS interface. At the top, there is a navigation bar with 'SUNGARD' and 'UNIFIED DIGITAL CAMPUS' logos. Below this, there are tabs for 'Personal Information' and 'Finance'. A search bar is present with a 'Go' button. A message box provides instructions on how to create or retrieve a query. The 'Create a New Query' section has a dropdown menu set to 'Budget Status by Account' and a 'Create Query' button. The 'Retrieve Existing Query' section has a dropdown menu set to 'None' and a 'Retrieve Query' button. A red circle highlights the 'Create a New Query' section.

Figure 1

2. When selecting Budget Status by Account, the screen shown in Figure 2 will appear. Select the **Operating Ledger Data** you wish to display as columns on your query. After you have marked your selections with a check mark, click **Continue**. (Figure 2)



The screenshot shows the SUNGARD UNIFIED DIGITAL CAMPUS interface. At the top, there is a navigation bar with 'SUNGARD' and 'UNIFIED DIGITAL CAMPUS' logos. Below this, there are tabs for 'Personal Information' and 'Finance'. A search bar is present with a 'Go' button. A message box provides instructions on how to create or retrieve a query. The 'Select the Operating Ledger Data columns to display on the report' section has a list of checkboxes: 'Adopted Budget', 'Budget Adjustment', 'Adjusted Budget', 'Temporary Budget', 'Accounted Budget', 'Year to Date', 'Encumbrances', 'Reservations', 'Commitments', and 'Available Balance'. The 'Continue' button is highlighted with a red circle.

Figure 2

A selection screen will appear to enter your accounting information to query. You can search for the value if you do not know your FOAPAL or Index by referring to the Step-By-Step Guide to Budget Query Code Lookup. Click the **Submit Query** button. For more information, see the Code Lookup section at the end of this guide. (Figure 3)

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.

Fiscal year: Fiscal period:
 Comparison Fiscal year: Comparison Fiscal period:
 Commitment Type:

 Include Revenue Accounts
 Save Query as:
 Shared

Figure 3

3. Submit a query with your accounting information and parameters.
4. Figure 4a & 4b show the results of the query. Notice that you get a screen total, running total, and report total. This is handy since each screen only shows 15 accounts.

Report Parameters

Organization Budget Status Report									
By Account									
Period Ending Mar 31, 2005									
As of Mar 31, 2005									
Chart of Accounts	W	Wright State University		Commitment Type	All				
Fund	%			Program	All				
Organization	290050	Special Collections/Archives-Dunbar		Activity	All				
Account	All			Location	All				

Query Results

Fund	Account	Account Title	FY05/PD09 Adopted Budget	FY05/PD09 Adjusted Budget	FY05/PD09 Year to Date	FY05/PD09 Encumbrances	FY05/PD09 Reservations	FY05/PD09 Available Balance
190000	610000	Unclassified-Estimated Budget Pool	0.00	186,649.26	0.00	0.00	0.00	186,649.26
190000	611109	Unclassified-Vacancy Credit BgtPool	0.00	5,335.65	0.00	0.00	0.00	5,335.65
190000	611500	Graduate Assistants	0.00	10,549.00	6,411.12	0.00	0.00	4,137.88
190000	612000	Classified-Budget Pool	0.00	53,722.09	0.00	0.00	0.00	53,722.09
190000	616000	Student Wages-	0.00	5,000.00	0.00	0.00	0.00	5,000.00

Figure 4a

- Continue to click on the **Next 15** button at the bottom of the page to see a complete list of accounts. (Figure 4b)

		Budget Pool							
190000	620000	Staff Benefits- Budget Pool	0.00	33,960.75	0.00	0.00	0.00	0.00	33,960.75
190000	624200	Staff Benefits- Regular Student PERS	0.00	200.00	0.00	0.00	0.00	0.00	200.00
190000	730000	Budget Pool- Supplies	0.00	13,655.00	0.00	0.00	0.00	0.00	13,655.00
190000	730100	Office Supplies	0.00	0.00	46.31	0.00	0.00	0.00	(46.31)
190000	730200	Software	0.00	0.00	85.00	2,021.53	0.00	0.00	(2,106.53)
190000	735100	Paper Stock	0.00	0.00	233.90	0.00	0.00	0.00	(233.90)
190000	739800	Miscellaneous Supplies	0.00	0.00	48.00	0.00	0.00	0.00	(48.00)
190000	739820	Furniture Supplies	0.00	0.00	0.00	14,006.67	0.00	0.00	(14,006.67)
190000	739850	Procurement Card Supplies	0.00	0.00	4,039.80	2,021.53	0.00	0.00	(6,061.33)
190000	740000	Budget Pool- Travel	0.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Screen total			0.00	310,571.75	10,864.13	18,049.73	0.00	0.00	281,657.89
Running total			0.00	310,571.75	10,864.13	18,049.73	0.00	0.00	281,657.89
Report Total (of all records)			0.00	330,816.98	10,864.13	18,049.73	0.00	0.00	301,903.12

Next 15>

Figure 4b

- You may click on any of the numbers in color to drill down to the list of documents that make up this total.