



VIEWING AVAILABLE BUDGET

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Controller's Office

Viewing Available Budget

- Available Budget can be reviewed by performing a Budget Query in Self-Service Banner.
- mySFA > My Services Tab
- Self-Service Banner > Finance
- Budget Queries > Query Status by Account
- How to determine the actual amount available depends on the type of account.

Using Indexes to View Accounts

Budget Queries

- i** 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.
- i** 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:	2010 ▾	Fiscal period:	09 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	S	Index	201400
Fund		Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:	<input type="text"/>		
<input type="checkbox"/> Shared			
Submit Query			

Budget Queries

Fiscal year: 2010 Fiscal period: 09
Comparison Fiscal year: None Comparison Fiscal period: None
Commitment Type: All

<input type="button" value="Chart of Accounts"/>	S	<input type="button" value="Index"/>	<input type="text"/>
<input type="button" value="Fund"/>	150002	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Organization"/>	21200	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	100		

Take out the Program Code

Include Revenue Accounts

Save Query as:

Shared

Viewing accounts that do not receive any revenue is the simplest.

Budget Queries

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

Include Revenue Accounts

Save Query as:

Shared

Take out
Program Code

Do NOT check
"Include Revenue
Accounts"

By Account

Period Ending May 31, 2010

As of May 02, 2010

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	150002 Designated Tuition	Program	All
Organization	21200	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY10/PD09 Accounted Budget	FY10/PD09 Year to Date	FY10/PD09 Encumbrances	FY10/PD09 Reservations	FY10/PD09 Commitments	FY10/PD09 Available Balance
670140	Student Employees	5,667.78	127.60	0.00	0.00	0.00	5,540.18
72B0	Operations & Maint Budget Pool	29,312.15	0.00	0.00	0.00	0.00	29,312.15
771020	In State Mileage	0.00	427.00	0.00	192.00	192.00	(619.00)
771050	In State Incidental Expenses	0.00	124.65	0.00	140.85	140.85	(265.50)
771060	In State Per Diem Meals Lodging	0.00	1,300.00	0.00	426.64	426.64	(1,726.64)
771070	In State Partial Per Diem	0.00	0.00	0.00	108.00	108.00	(108.00)
771110	Out of State Public Trans	0.00	1,129.95	0.00	0.00	0.00	(1,129.95)
771120	Out of State Mileage	0.00	0.00	0.00	0.00	0.00	0.00
771150	Out of State Incidental Exp	0.00	16.21	0.00	2.00	2.00	(18.21)
771160	Out of State Meals Lodging	0.00	2,103.10	0.00	0.00	0.00	(2,103.10)
771210	Travel to Foreign Country	0.00	0.00	0.00	1.00	1.00	(1.00)
772010	Membership Dues	0.00	200.00	0.00	0.00	0.00	(200.00)
772030	Registration Fees for Training	0.00	2,226.00	0.00	2,213.85	2,213.85	(4,439.85)
772660	Buildings M and R	0.00	72.52	0.00	0.00	0.00	(72.52)
772730	Printing and Reproduction Services	0.00	933.02	0.00	0.00	0.00	(933.02)
Screen total		34,979.93	8,660.05	0.00	3,084.34	3,084.34	23,235.54
Running total		34,979.93	8,660.05	0.00	3,084.34	3,084.34	23,235.54
Report Total (of all records)		34,979.93	16,372.06	4,552.99	3,084.34	7,637.33	10,970.54

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Query Results

Account	Account Title	FY10/PD09 Accounted Budget	FY10/PD09 Year to Date	FY10/PD09 Encumbrances	FY10/PD09 Reservations	FY10/PD09 Commitments	FY10/PD09 Available Balance
772760	Communication Services	0.00	42.92	47.48	0.00	47.48	(90.40)
772910	Postal Services	0.00	198.04	0.00	0.00	0.00	(198.04)
773000	Consumables	0.00	2,839.41	2,980.34	0.00	2,980.34	(5,819.75)
773350	Computer Parts less than 5K	0.00	30.64	0.00	0.00	0.00	(30.64)
773400	Building and Improvements Expensed	0.00	76.25	0.00	0.00	0.00	(76.25)
773770	Computer Equipment expensed	0.00	24.00	0.00	0.00	0.00	(24.00)
773820	Books & Ref Matls expensed	0.00	405.00	0.00	0.00	0.00	(405.00)
774060	Rental of Furniture and Equipment	0.00	2,730.75	1,525.17	0.00	1,525.17	(4,255.92)
775030	Telecom Long Distance	0.00	21.00	0.00	0.00	0.00	(21.00)
775040	Telecom Monthly Charge	0.00	1,344.00	0.00	0.00	0.00	(1,344.00)
Screen total		0.00	7,712.01	4,552.99	0.00	4,552.99	(12,265.00)
Running total		34,979.93	16,372.06	4,552.99	3,084.34	7,637.33	10,970.54
Report Total (of all records)		34,979.93	16,372.06	4,552.99	3,084.34	7,637.33	10,970.54

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In the example above:

Accounted Budget	\$34,979.93
less Year to Date	- 16,372.06
less Commitments	- 7,637.33
equals Available Balance.	\$10,970.54 is still available

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending May 31, 2010			
As of May 02, 2010			
Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	130471 HEF General Allocations	Program	All
Organization	52301	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY10/PD09 Accounted Budget	FY10/PD09 Year to Date	FY10/PD09 Encumbrances	FY10/PD09 Reservations	FY10/PD09 Commitments	FY10/PD09 Available Balance
73B0	Capital Outlay Budget Pool	6,105.00	0.00	0.00	0.00	0.00	6,105.00
773670	Mach or Equip M and R	0.00	2,097.90	5,694.30	0.00	5,694.30	(7,792.20)
Report Total (of all records)		6,105.00	2,097.90	5,694.30	0.00	5,694.30	(1,687.20)

Shared

In the example above: Accounted Budget \$ 6,105.00
less Year to Date - 2,097.90
less Commitments - 5,694.30
equals Available Balance. (\$1,687.20) deficit in this account

Viewing accounts with revenue –

Budget Queries

i 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.

i 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:	<input type="text" value="2010"/>	Fiscal period:	<input type="text" value="09"/>
Comparison Fiscal year:	<input type="text" value="None"/>	Comparison Fiscal period:	<input type="text" value="None"/>
Commitment Type:	<input type="text" value="All"/>		
<input type="button" value="Chart of Accounts"/>	<input type="text" value="S"/>	<input type="button" value="Index"/>	<input type="text"/>
<input type="button" value="Fund"/>	<input type="text" value="150010"/>	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Organization"/>	<input type="text" value="52301"/>	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	<input type="text"/>		

Take out Program Code

Check the "Include Revenue Accounts" Box

Include Revenue Accounts

Save Query as:

Shared

Report Parameters

Organization Budget Status Report

By Account

Period Ending May 31, 2010

As of May 02, 2010

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	150010 Designated Other Fees	Program	All
Organization	52301	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY10/PD09 Accounted Budget	FY10/PD09 Year to Date	FY10/PD09 Encumbrances	FY10/PD09 Reservations	FY10/PD09 Commitments	FY10/PD09 Available Balance
50A01	Beginning Balance Forward	18,495.38	18,495.38	0.00	0.00	0.00	0.00
51808	Testing Fees	0.00	0.00	0.00	0.00	0.00	0.00
55371	Special Events	60,000.00	38,395.00	0.00	0.00	0.00	21,605.00
55400	Internal Sales and Services	0.00	5,670.00	0.00	0.00	0.00	(5,670.00)
55800	Facilities Rental	0.00	0.00	0.00	0.00	0.00	0.00
670140	Student Employees	6,000.00	7,811.92	0.00	0.00	0.00	(1,811.92)
670310	Cell Phone Allowances	0.00	1,240.00	0.00	0.00	0.00	(1,240.00)
670430	FICA and Medicare	0.00	88.31	0.00	0.00	0.00	(88.31)
72B0	Operations & Maint Budget Pool	72,495.38	0.00	0.00	0.00	0.00	72,495.38
771000	Travel Advance	0.00	325.50	0.00	0.00	0.00	(325.50)
771020	In State Mileage	0.00	596.50	0.00	229.00	229.00	(825.50)
771050	In State Incidental Expenses	0.00	9.35	0.00	0.00	0.00	(9.35)
771060	In State Per Diem Meals Lodging	0.00	120.97	0.00	0.00	0.00	(120.97)
771110	Out of State Public Trans	0.00	583.10	651.00	600.00	1,251.00	(1,834.10)
771150	Out of State Incidental Exp	0.00	160.92	0.00	0.00	0.00	(160.92)
Screen total		0.00	51,623.81	(651.00)	(829.00)	(1,480.00)	
Running total		0.00	51,623.81	(651.00)	(829.00)	(1,480.00)	
Report Total (of all records)		0.00	25,372.85	(19,499.97)	(1,717.00)	(21,216.97)	

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By Account

Period Ending May 31, 2010

As of May 02, 2010

Chart of Accounts S Stephen F. Austin State University Commitment Type All
 Fund 150010 Designated Other Fees Program All
 Organization 52301 () s Activity All
 Account All Location All

Query Results

Account	Account Title	FY10/PD09 Accounted Budget	FY10/PD09 Year to Date	FY10/PD09 Encumbrances	FY10/PD09 Reservations	FY10/PD09 Commitments	FY10/PD09 Available Balance
771160	Out of State Meals Lodging	0.00	694.03	0.00	0.00	0.00	(694.03)
772010	Membership Dues	0.00	765.00	0.00	0.00	0.00	(765.00)
772030	Registration Fees for Training	0.00	1,894.95	1.00	888.00	889.00	(2,783.95)
772100	Fees and Other Charges	0.00	2,538.89	0.00	0.00	0.00	(2,538.89)
772430	Educational Training Svcs	0.00	239.00	0.00	0.00	0.00	(239.00)
772730	Printing and Reproduction Services	0.00	1,724.81	0.00	0.00	0.00	(1,724.81)
772760	Communication Services	0.00	6,685.61	0.00	0.00	0.00	(6,685.61)
772810	Advertising Services	0.00	1,235.00	0.00	0.00	0.00	(1,235.00)
772910	Postal Services	0.00	457.77	0.00	0.00	0.00	(457.77)
773000	Consumables	0.00	2,398.91	18,847.97	0.00	18,847.97	(21,246.88)
773030	Subs or Periodicals nonpermanent	0.00	64.54	0.00	0.00	0.00	(64.54)
773090	Promotional Items	0.00	40.00	0.00	0.00	0.00	(40.00)
773150	Food for Teaching and Research	0.00	4,063.84	0.00	0.00	0.00	(4,063.84)
773340	Furn or Equip less than 5K	0.00	131.12	0.00	0.00	0.00	(131.12)
773800	Computer Software expensed	0.00	466.45	0.00	0.00	0.00	(466.45)
Screen total		0.00	(23,399.92)	(18,848.97)	(888.00)	(19,736.97)	
Running total		0.00	28,223.89	(19,499.97)	(1,717.00)	(21,216.97)	
Report Total (of all records)		0.00	25,372.85	(19,499.97)	(1,717.00)	(21,216.97)	

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When viewing accounts with revenue, the available balance does not show up in the available balance column. It has to be computed in the following way:

$$\begin{aligned}
 &\text{Year to date column} = \$ 25,372.85 \\
 &\text{Less Commitments} \quad - 21,216.97 \\
 &\text{Available Balance} \quad = \$ 4,155.88
 \end{aligned}$$

If you would like to view your O&M Balance only perform the following query –

Budget Queries

Fiscal year:	2010	Fiscal period:	09
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	S	Index	
Fund	150010	Activity	
Organization	52301	Location	
Grant		Fund Type	
Account	7%	Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

All O&M accounts begin with 7.
The % sign is used for a wildcard

By Account

Period Ending May 31, 2010

As of May 02, 2010

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	150010 Designated Other Fees	Program	All
Organization	52301	Activity	All
Account	7%	Location	All

Query Results

Account	Account Title	FY10/PD09 Accounted Budget	FY10/PD09 Year to Date	FY10/PD09 Encumbrances	FY10/PD09 Reservations	FY10/PD09 Commitments	FY10/PD09 Available Balance
72B0	Operations & Maint Budget Pool	72,495.38	0.00	0.00	0.00	0.00	72,495.38
771000	Travel Advance	0.00	325.50	0.00	0.00	0.00	(325.50)
771020	In State Mileage	0.00	596.50	0.00	229.00	229.00	(825.50)
771050	In State Incidental Expenses	0.00	9.35	0.00	0.00	0.00	(9.35)
771060	In State Per Diem Meals Lodging	0.00	120.97	0.00	0.00	0.00	(120.97)
771110	Out of State Public Trans	0.00	583.10	651.00	600.00	1,251.00	(1,834.10)
771150	Out of State Incidental Exp	0.00	160.92	0.00	0.00	0.00	(160.92)
771160	Out of State Meals Lodging	0.00	694.03	0.00	0.00	0.00	(694.03)
772010	Membership Dues	0.00	765.00	0.00	0.00	0.00	(765.00)
772030	Registration Fees for Training	0.00	1,894.95	1.00	888.00	889.00	(2,783.95)
772100	Fees and Other Charges	0.00	2,538.89	0.00	0.00	0.00	(2,538.89)
772430	Educational Training Svcs	0.00	239.00	0.00	0.00	0.00	(239.00)
772730	Printing and Reproduction Services	0.00	1,724.81	0.00	0.00	0.00	(1,724.81)
772760	Communication Services	0.00	6,685.61	0.00	0.00	0.00	(6,685.61)
772810	Advertising Services	0.00	1,235.00	0.00	0.00	0.00	(1,235.00)
Screen total		72,495.38	17,573.63	652.00	1,717.00	2,369.00	52,552.75
Running total		72,495.38	17,573.63	652.00	1,717.00	2,369.00	52,552.75
Report Total (of all records)		72,495.38	28,047.30	19,499.97	1,717.00	21,216.97	23,231.11

Organization Budget Status Report

By Account

Period Ending May 31, 2010

As of May 02, 2010

Chart of Accounts	S	Stephen F. Austin State University	Commitment Type	All
Fund	150010	Designated Other Fees	Program	All
Organization	52301		Activity	All
Account	7%		Location	All

Query Results

Account	Account Title	FY10/PD09 Accounted Budget	FY10/PD09 Year to Date	FY10/PD09 Encumbrances	FY10/PD09 Reservations	FY10/PD09 Commitments	FY10/PD09 Available Balance
772910	Postal Services	0.00	457.77	0.00	0.00	0.00	(457.77)
773000	Consumables	0.00	2,398.91	18,847.97	0.00	18,847.97	(21,246.88)
773030	Subs or Periodicals nonpermanent	0.00	64.54	0.00	0.00	0.00	(64.54)
773090	Promotional Items	0.00	40.00	0.00	0.00	0.00	(40.00)
773150	Food for Teaching and Research	0.00	4,063.84	0.00	0.00	0.00	(4,063.84)
773340	Furn or Equip less than 5K	0.00	131.12	0.00	0.00	0.00	(131.12)
773800	Computer Software expensed	0.00	466.45	0.00	0.00	0.00	(466.45)
773820	Books & Ref Matls expensed	0.00	150.39	0.00	0.00	0.00	(150.39)
774420	Rental of Motor Vehicles	0.00	162.75	0.00	0.00	0.00	(162.75)
774700	Rental of Space	0.00	2,118.00	0.00	0.00	0.00	(2,118.00)
775030	Telecom Long Distance	0.00	15.90	0.00	0.00	0.00	(15.90)
775040	Telecom Monthly Charge	0.00	64.00	0.00	0.00	0.00	(64.00)
775170	Telecom Equip expensed	0.00	340.00	0.00	0.00	0.00	(340.00)
Screen total		0.00	10,473.67	18,847.97	0.00	18,847.97	(29,321.64)
Running total		72,495.38	28,047.30	19,499.97	1,717.00	21,216.97	23,231.11
Report Total (of all records)		72,495.38	28,047.30	19,499.97	1,717.00	21,216.97	23,231.11

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O & M Budgeted = \$ 72,495.38
Less Year to Date - 28,047.30
Less Commitments - 21,216.97
Equal Available Balance = \$ 23,231.11 (remains available in the O&M Pool)

Contact Information

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