



Banner Self-Service for Cabrini University

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Finance

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RELEASE: 8.9.1.3

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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

[Create Query](#)

Retrieve Existing Query

Saved Query

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Budget Queries

Select the Operating Ledger Data columns to display on the report.

| | |
|---|---|
| <input checked="" type="checkbox"/> Original Budget | <input checked="" type="checkbox"/> Year to Date |
| <input checked="" type="checkbox"/> Budget Adjustment | <input checked="" type="checkbox"/> Encumbrances |
| <input checked="" type="checkbox"/> Adjusted Budget | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Commitments |
| <input checked="" type="checkbox"/> Revised Budget | <input checked="" type="checkbox"/> Remaining Balance |

Save Query as:

Shared

[\[Budget Queries | Encumbrance Query | View D](#)

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Budget Queries *Enter valid values and "Submit Query"*

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the O 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


| | | | |
|--------------------------------|--------|----------------------------------|--------|
| Fiscal year: | 2021 ▾ | Fiscal period: | 14 ▾ |
| Comparison Fiscal year: | None ▾ | Comparison Fiscal period: | None ▾ |
| Commitment Type: | All ▾ | | |
| Chart of Accounts | C | Index | |
| Fund | 1101 | Activity | |
| Org | 6121 | Location | |
| Grant | | Fund Type | |
| Account | 3416 | Account Type | |
| Program | | | |

Include Revenue Accounts

Save Query as:

Shared

Submit Query



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Select a link from an amount column in the Query Results list to retrieve detail information for the specific record. Select the amount you wish to download Budget Query data to a Microsoft Excel spreadsheet by making selections from the Compute Additional Columns pull down lists.

On this page, select the record to review your transaction detail by clicking the amount in the year to date column for the account number in question.

For example, below click "338.01"

Report Parameters

| | | | |
|-----------------------------------|----------------------------|-----------------|-----|
| Organization Budget Status Report | | | |
| By Account | | | |
| Period Ending Jun 30, 2021 | | | |
| As of May 04, 2021 | | | |
| Chart of Accounts | C Cabrini University | Commitment Type | All |
| Fund | 1101 Education and General | Program | All |
| Org | 6121 Business Office | Activity | All |
| Account | All | Location | All |

[View Pending Documents](#)

✓ No pending documents exist

Query Results

| Account | Account Title | FY21/PD14 Original Budget | FY21/PD14 Budget Adjustment | FY21/PD14 Adjusted Budget | FY21/PD14 Revised Budget | FY21/PD14 Year to Date | FY21/PD14 Encumbrances |
|---------|----------------------------------|---------------------------|-----------------------------|---------------------------|--------------------------|------------------------|------------------------|
| 3416 | Trash/Rubbish/Waste Removal Svcs | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 | 338.01 | 0.00 |

Report Parameters

| | | | |
|---|---------------------------------------|------------------|-----|
| Organization Budget Status Detail Report | | | |
| Summary Year to Date Transaction Report | | | |
| Period Ending Jun 30, 2021 | | | |
| As of May 04, 2021 | | | |
| Chart of Accounts: | C Cabrini University | Commitment Type: | All |
| Fund: | 1101 Education and General | Program: | All |
| Org: | 6121 Business Office | Activity: | All |
| Account: | 3416 Trash/Rubbish/Waste Removal Svcs | Location: | All |

Select document number - will start with the letter "I"

Document List

| Transaction Date | Activity Date | Document # | Vendor/Transaction Description | Amount | Rule Class Code |
|--------------------------------|---------------|------------|--------------------------------|--------|-----------------|
| Feb 16, 2021 | Feb 16, 2021 | I0127903 | Iron Mountain | 121.00 | INNI |
| Nov 19, 2020 | Nov 19, 2020 | I0127230 | Iron Mountain | 105.12 | INNI |
| Oct 14, 2020 | Oct 14, 2020 | I0126799 | Iron Mountain | 111.89 | INNI |
| Report Total (of all records): | | | | 338.01 | |

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Select Document

| Detail Transaction Report | | | |
|---------------------------|-------------|------------------|---------------|
| Document Type: | Invoice | Commitment Type: | All |
| Document Code: | I0127903 | Description: | Iron Mountain |
| Transaction Date: | 16-Feb-2021 | | |

Date Invoice was processed.

Accounting Information

| Chart of Accounts | Fund | Org | Account | Program | Activity | Location | Amount | Rule Class Code |
|-------------------|------|------|---------|---------|----------|----------|--------|-----------------|
| C | 1101 | 6121 | 3416 | 60 | | | 121.00 | INNI |

Save Query as:

Shared

Another Query

Status of "Final Reconciliation" indicates check has been PAID. If this is blank, check is Outstanding

Related Documents

| Transaction Date | Document Type | Document Code | Status Indicator |
|------------------|--------------------|---------------|----------------------|
| Feb 17, 2021 | Check Disbursement | 00123094 | Final Reconciliation |

Check Date check was disbursed.