## <u>Web for Finance – Budget Queries</u> <u>Budget Status by Account</u>

This form allows you to create your own query format. It includes budgets, actual activity, reservations, encumbrances, and available balance amounts. *NOTE: It has been designed to work best for Funds NOT associated to a Grant.* 

- 1. Access the Minerva web site at http://www.is.mcgill.ca/minerva
- 2. Click on Minerva Login
- 3. Enter your McGill ID (*Example: 150999999*)
- 4. Enter your **Pin** (if you do not know your Pin, click on the **Forgot Pin**? button, answer the **Authentication Question**, and enter in a new **Pin** number).
- 5. Click on McGill Fund Administration Menu.

How to use Budget Queries - Budget Status by Account

- 6. Click on **Budget Queries**
- 7. In the section "Create a New Query", Select **Budget Status by Account** from the drop down list
- 8. Click on Create Queries.
- 9. Select the **Data** to display as a **Column** on your query. We recommend **Accounted Budget**, **Year to Date**, **Commitments**, and **Available Balance**).
- 10. Click on Continue.
- 11. Select the Parameters values (Fund, Org, etc...). TIP: To ensure you have all transactions, use % in the Org field. NOTE: If your Fund is associated to a Grant, you must specify both the Fund and Grant codes for grant inception-to-date reporting. If your Fund is not associated to a Grant, you must specify both your Fund and Org codes.
- 12. Click on Submit Query.

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12. The Accounted Budget column represents your Total Budget for the year.

13. The **Year to Date** column represents the **Actual** revenue and expenditures posted to your fund.

14. The **Commitments** column represents money set aside for **Salaries** and **Purchase Orders and Purchase Requisitions.** 

15. The Available Balance column represents what you have Left to spend.

What do the total fields mean?

- 16. The **Screen Total** represents the **Total** of the records on the screen you are viewing.
- 17. The **Running Total** represents the cumulative **Total** of records up to and including the current screen.
- 18. The **Report Total** represents the **Bottom-Line Total** of all records for your fund.
- 19. Click on the Next 15 button to scroll through the next 15 records.
- 20. Click on the blue hyperlink to drill down and get more information.
   (Example: Click on a link in the Year to Date column. A list of all transaction details will be displayed by document number)

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Document List				
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Jun 01, 2002	Sep 16, 2002 BDRL0005	BDRL Backoff Benefits (1593	32) 1,374.56 J020	
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- 21. The Transaction Date represents the date the document was posted.
- 22. The Activity Date represents the date the information was entered or last updated.
- 23. The **Document Code** is the unique identifier where the  $1^{st}$  letter indicates the type of document (ex; R0000001 = Purchase Requisition)
- 24. The Vendor/Transaction Description is description of the transaction
- 25. The Amount is the transaction amount.

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- 26. The Rule Class Code identifies the type of transaction that was processed
- 27. Drill down to see what **FOAPALS** were charged by clicking on individual **Document** codes hyperlink.

## How to export to Excel

- 1. Download your results to a Microsoft Excel spreadsheet (\*.csv)
- 2. Click on one of the **Download** button which appears below the Report totals.
- 3. Select **Open**, to open the file in Excel **OR** Select **Save**, to save the file to your disk

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## For **MORE INFORMATION** on this form see the Finance "How –To" at http://www.is.mcgill.ca/minerva