**Web Product**

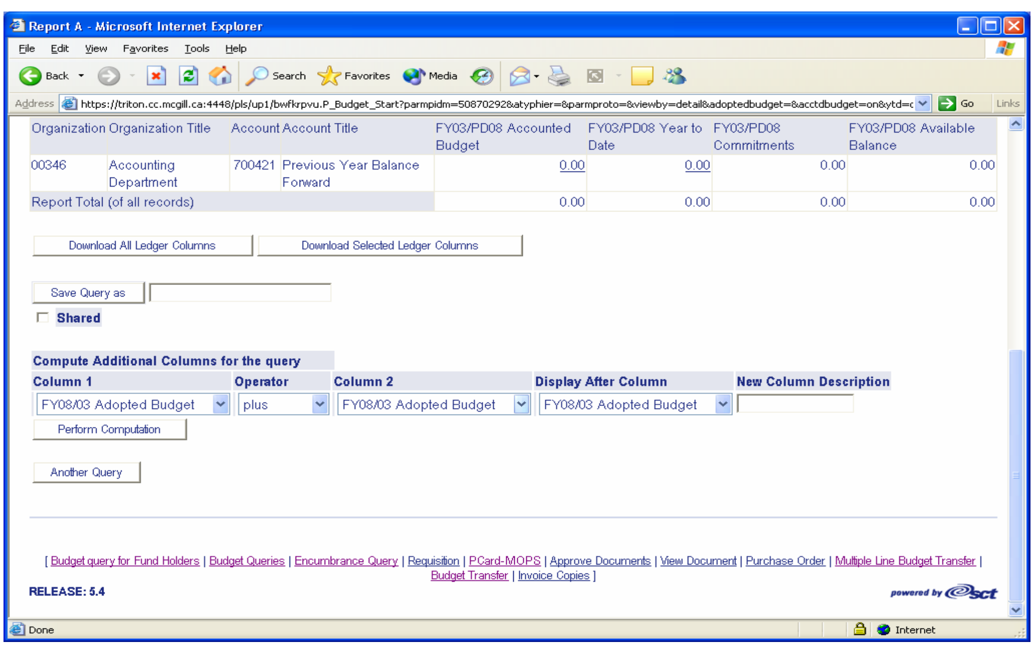
# Web for Finance – Budget Queries
# Budget Status by Account

**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**.




Created by: Karen Kirouac, Training and Communications Officer, Accounting department

What do the dollar columns mean?

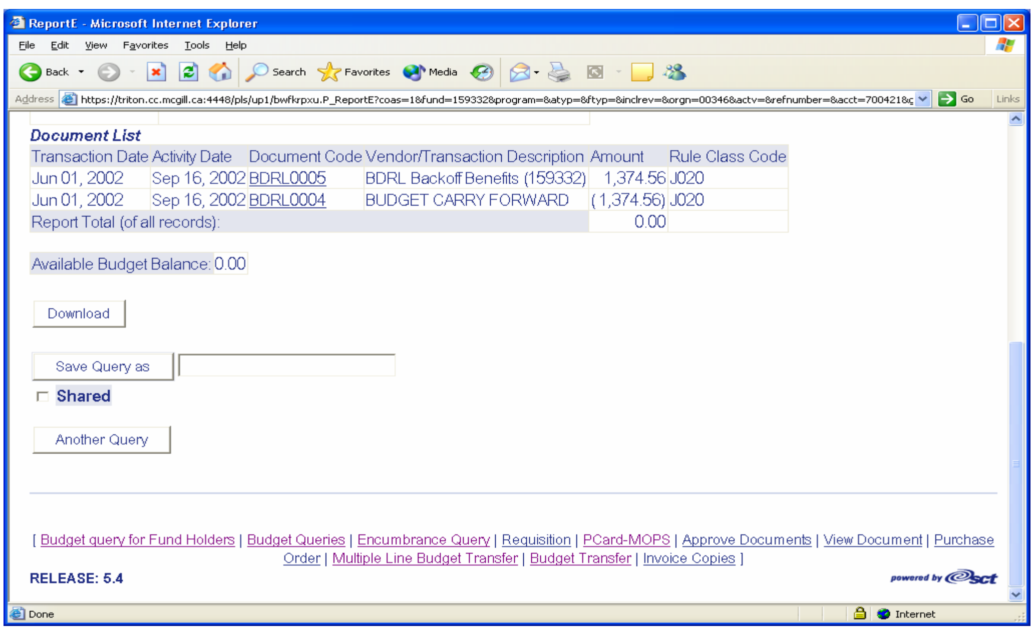
12. The **Accounted Budget** column represents your **Total Budget** for the year.
13. The **Year to Date** column represents the **Actual** revenue and expenditures posted to your fund.
14. The **Commitments** column represents money set aside for **Salaries** and **Purchase Orders and Purchase Requisitions.**
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)***



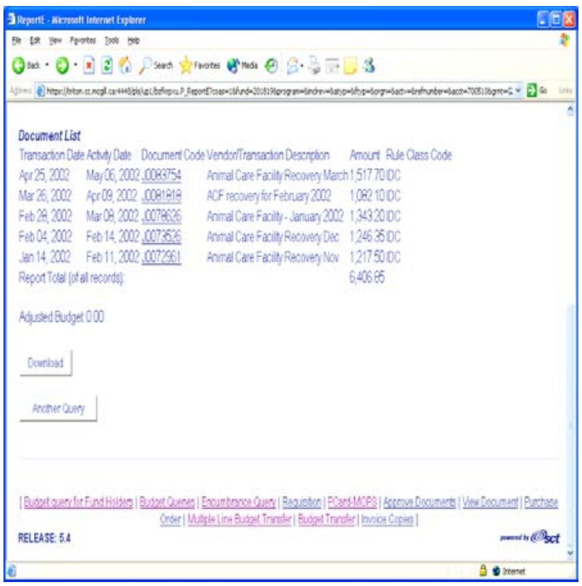

21. The **Transaction Date** represents the date the document was posted.
22. The **Activity Date** represents the date the information was entered or last updated.
23. The **Document Code** is the unique identifier where the 1$^{st}$ letter indicates the type of document (ex; R0000001 = Purchase Requisition)
24. The **Vendor/Transaction Description** is description of the transaction
25. The **Amount** is the transaction amount.

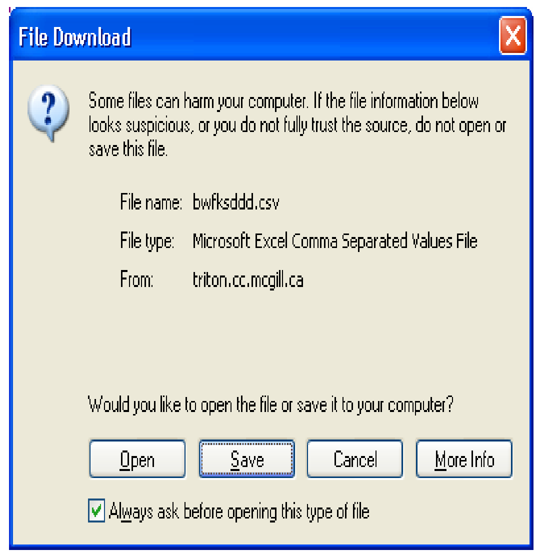
Created by: Karen Kirouac, Training and Communications Officer, Accounting department

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




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

Created by: Karen Kirouac, Training and Communications Officer, Accounting department