

VandalWeb Financial Reports (Instructions specific to Grants)

[Go to Page 11 for instructions for all funds – not specific to grants](#)

VandalWeb has a number of report options to view your financial balances as they are posted to the Banner financial system. Note that the information included is for receipts and payroll that have been fully processed and posted.

- Log into the VandalWeb portal and select the “Employees” tab and the menu item “Finance Query for Non-Banner Users.” If you do not see this menu item or get an “access denied” when you run reports please request access to the reports tool from finaccess@uidaho.edu.

University of Idaho VandalWeb



Employee Main Menu

- Benefits
- Payroll
- Electronic Personnel Action Form (EPAF)
- Employee Information
- Financial Tasks
- UI Administrative Tasks
- Finance Query for Non-Banner Users**

- There are three options available for viewing your financial information.

Budget Availability: This is the most basic report, which gives you the available funds as of today in budget-pooled categories. This query works best for grants and contracts that have not split the funds into more than one index/fund and you will need to know your fund code to access the information. Note that in almost all cases where there is only one index/fund that you can translate your grant code to a fund code easily by taking off the two letters at the beginning of the grant code and substituting “22” in their place. For example grant code CB1014 would have a fund code of 221014.

University of Idaho VandalWeb



Financial Information

Finance Self Service for Non-Banner Users

- Budget Queries
- Encumbrance Query
- View Document
- Budget Availability**
- Dept/Midlevel Roll Down
List Orgn codes that roll up to the entered Department or MidLevel
- General Ledger/Fund Balance

Once you have clicked on “Budget Availability” the following screen will display. You will need to enter the “Chart” of “V”, the fiscal year that you are interested in viewing, your “Orgn,” which is your department code (the first three digits of your index), and the “Fund” and click “Submit Query.”

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To do a Budget Availability Query Enter the Fiscal Year, Chart and Organization Code. Fund Code and Account are optional

Chart: Orgn:
 Fiscal Year: Fund:
 Account:

Submit Query

The report produced gives you the total budget at the start of the fiscal year, the year-to-date activity, any encumbrances such as purchase orders, and the available balance. Note that the University has moved to a budget-pool system that ‘rolls up’ all personnel costs (salaries, wages, fringe benefits) to a single category of “PERS.” The other categories are “NONPER” (all other direct categories except subcontracts and overhead), “SUBCTR” (sub-awards) and “OVERHD” (F&A).

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Organization: 870 Plant Science
 Fund: 221014 IBC Sustainable Dry Bean

Account	Title	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
NONPER		1,544.49	1,544.30	0.00	0.19
PERS		5,035.06	5,032.38	0.00	2.68
TOTALS:		6,579.55	6,576.68	0.00	2.87

- The other reporting tools are under the “Budget Queries” menu item.

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Financial Information

Finance Self Service for Non-Banner Users

Budget Queries

- Encumbrance Query
- View Document
- Budget Availability
- Dept/Midlevel Roll Down
List Orgn codes that roll up to the entered Department or MidLevel
- General Ledger/Fund Balance

Budget Quick Query – This report gives you more detailed financial information on items posted to Banner, and also includes information on “Pending Documents” which are documents in the system but that have not yet been processed all the way through approvals.

- 1) Select “Budget Quick Query” from the dropdown menu and then “Create Query” to start the process.

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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 Budget Quick Query ▼

- 2) Select the fiscal year and chart of accounts (V) and enter your index code or your grant code in the appropriate fields and click “Submit Query.”

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Search

Enter a value Organization, Fiscal Year and Chart of Accounts fields.

Fiscal year:	2019 ▼		
<input type="button" value="Chart of Accounts"/>	V	<input type="button" value="Organization"/>	<input type="text"/>
<input type="button" value="Index"/>	870844	<input type="button" value="Fund"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Program"/>	<input type="text"/>
		<input type="button" value="Account"/>	<input type="text"/>
		<input type="button" value="Activity"/>	<input type="text"/>
		<input type="button" value="Location"/>	<input type="text"/>
		Commitment Type:	All ▼

Save Query as:

Shared

- 3) If you used an index then the “Submit Query” button will first bring up all of the FOAPAL details of that index (fund, program code, etc) and you will need to click it again to get the actual report. Below is the result of clicking the Submit Query button after entering an index. The report will be filtering your data based on the information in the right hand column. If you find that you are not getting the expected data we suggest that you remove all of the filters except the Fund.

Search Go

Fiscal year: 2019

Chart of Accounts: V

Index:

Grant:

Organization: 870

Fund: 221014

Program: 02ESO

Account:

Activity: AGWALO

Location: AGPARM

Commitment Type: All

Save Query as:

Shared

Submit Query

- 4) Note the “View Pending Documents” button. The budget data displayed when you use an **index** is the balance at the beginning of the fiscal year. If you are using this report for grants then please note that the Revenue code (last item on the report and starts with “R”) is irrelevant. Also, the “Report Total” displays in the opposite direction. In the example below the available funds at the beginning of the fiscal year were a positive \$6,579.55 and the expenditures (those account codes starting with “E”) total \$6,576.68, leaving a balance of the \$2.87 shown in the Budget Availability Report above.

Search Go

MENU SITE MAP

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2019			
As of Sep 12, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma

View Pending Documents
 No pending documents exist

Query Results

Account	Account Title	Adjusted Budget	YTD Activity	Total Encumbrances	Available Balance
10	Salaries	3,570.39	0.00	0.00	3,570.39
11	Fringe Benefits	(55.20)	0.00	0.00	(55.20)
12	Temporary Help	1,519.87	0.00	0.00	1,519.87
20	Travel	0.00	0.00	0.00	0.00
30	Other Expense	1,544.49	0.00	0.00	1,544.49
E4106	Staff	0.00	3,780.91	0.00	(3,780.91)
E4281	Staff CFR Benefit Expense	0.00	1,251.47	0.00	(1,251.47)
E5025	Printing & Binding	0.00	115.00	0.00	(115.00)
E5724	Research Supplies	0.00	(576.70)	0.00	576.70
E5940	Other Rentals and Leases	0.00	2,006.00	0.00	(2,006.00)
R3711	Grants & Contracts - Federal	0.00	6,576.68	0.00	(6,576.68)
Report Total (of all records)		(6,579.55)	0.00	0.00	

Another Query

The other way to use this report for grants is to enter your grant code rather than the index. Using the grant code allows you to see "Grant Inception to Date" which is all transactions since the start of the award period. This report does not show Pending Documents.

- 1) Enter your grant code in the appropriate field and click "Submit Query."

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Search

Enter a value Organization, Fiscal Year and Chart of Accounts fields.

Fiscal year: 2019
Chart of Accounts: V **Organization:**
Index: **Fund:**
Grant: AP1014 **Program:**
Account:
Activity:
Location:
Commitment Type: All

Save Query as:

Shared

- 2) The report will be in the same format as before, but include all data since the beginning of the award. A partial view of the report is below.

Report Parameters

Grant Inception to Date Report			
By Account			
Period Ending Jun 30, 2019			
As of Sep 12, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	AP1014 IBC Sustainable Dry Bean		

Query Results

Account	Account Title	Adjusted Budget	YTD Activity	Total Encumbrances	Available Balance
10	Salaries	58,731.28	0.00	0.00	58,731.28
11	Fringe Benefits	22,440.36	0.00	0.00	22,440.36
12	Temporary Help	26,173.76	0.00	0.00	26,173.76
20	Travel	11,094.52	0.00	0.00	11,094.52
30	Other Expense	44,011.82	0.00	0.00	44,011.82
E4105	Faculty	0.00	52,359.85	0.00	(52,359.85)
E4106	Staff	0.00	3,983.45	0.00	(3,983.45)
E4110	Temporary Employee	0.00	17,427.50	0.00	(17,427.50)
E4135	Temporary Student	0.00	9,166.91	0.00	(9,166.91)
E4175	Overtime - Covered by FLSA	0.00	128.51	0.00	(128.51)
E4281	Staff CFR Benefit Expense	0.00	21,450.33	0.00	(21,450.33)

Budget Status by Account – This report allows you to ‘drill-down’ to see details.

- 1) Select “Budget Status by Account” from the dropdown and then click “Create Query.”

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Search

To create a new query choose a query type and select Create Query. To retrieve an existing query click on the query name.

Create a New Query

Type

- 2) The fields listed below are your options for report columns. We are selecting only a few of the columns for demonstration purposes. Choose your selected report columns and click “Continue.”

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Search

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

<input type="checkbox"/> Original Budget	<input checked="" type="checkbox"/> YTD Activity
<input type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Purchase Orders
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Requisitions
<input checked="" type="checkbox"/> Available Balance	<input checked="" type="checkbox"/> Total Encumbrances

Save Query as:

Shared

- 3) Again, you will have the option to use index or grant code to pull the data and the same basic pattern as the “Budget Quick Query” will be in effect. In the case of this report you are allowed to include or not include Revenue accounts. For grant purposes you should uncheck the box below. Note also that you will need to select the “Fiscal Period” that you are looking for. The University’s fiscal year starts in July, so July would be period 01. Grant codes will again bring information that is inception to date. Index will only show you the current fiscal year.

Search Go

For a Budget Query to be successful, enter a value in the Organization, Fiscal Year, Period, and Chart of Accounts fields.
 To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Peri

Fiscal year: 2019 Fiscal period: 01
 Comparison Fiscal year: None Comparison Fiscal period: None
 Commitment Type: All
 Chart of Accounts: V Organization:
 Index: 870844 Fund:
 Grant: Program:
 Account:
 Activity:
 Location:
 Fund Type:
 Account Type:

Include Revenue Accounts
 Save Query as:
 Shared
 Submit Query

- 4) You will notice that in this report the YTD Activity is highlighted. Clicking on any of these lines will allow you to see the transactional detail behind them. Note that if you click on the dollar amount for a payroll category the information is not very informative, but if you instead click on the expense code (e.g. E4105) you will see the detail of who was paid and for how many hours.

Report Parameters

Grant Inception to Date Report			
By Account			
Period Ending Jul 31, 2018			
As of Sep 12, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	AP1014 IBC Sustainable Dry Bean		

Query Results

Account	Account Title	GY17/PD10 Adjusted Budget	GY17/PD10 YTD Activity	GY17/PD10 Total Encumbrances	GY17/PD10 Available Balance
10	Salaries	58,731.28	0.00	0.00	58,731.28
11	Fringe Benefits	22,440.36	0.00	0.00	22,440.36
12	Temporary Help	26,173.76	0.00	0.00	26,173.76
20	Travel	11,094.52	0.00	0.00	11,094.52
30	Other Expense	44,011.82	0.00	0.00	44,011.82
E4105	Faculty	0.00	52,359.85	0.00	(52,359.85)
E4106	Staff	0.00	2,570.44	0.00	(2,570.44)
E4110	Temporary Employee	0.00	15,899.15	0.00	(15,899.15)
E4135	Temporary Student	0.00	9,166.91	0.00	(9,166.91)
E4175	Overtime - Covered by FLSA	0.00	128.51	0.00	(128.51)
E4281	Staff CFR Benefit Expense	0.00	20,982.63	0.00	(20,982.63)
E4282	Student CFR Fringe Expense	0.00	198.03	0.00	(198.03)
E4283	Temporary CFR Benefit Expense	0.00	1,006.79	0.00	(1,006.79)
EE002	Express Mail	0.00	645.10	0.00	(645.10)

Search Go

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jul 31, 2018			
As of Sep 12, 2018			
Chart of Accounts:	V University of Idaho	Commitment Type:	All
Fund:	221014 IBC Sustainable Dry Bean	Program:	02ESO Experiment Station On Campus
Organization:	870 Plant Science	Activity:	AGWALO AG Walsh, Olga
Account:	E5025 Printing & Binding	Location:	AGPARM AG Parma

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 17, 2018	Jul 17, 2018	Z0837481	0616 POSTERPRESENTATIONS 866-649-30	115.00	CCAR
Report Total (of all records):				115.00	

Available Budget Balance: (115.00)

Download

Save Query as:

Shared

Another Query

One caveat on this detail is that all expenses that posted prior to 7/1/18 is in the prior chart of accounts (chart 9) and under your old index. Any pre-7/1/18 data will simply show as “cumulative monthly transaction.”

Budget Status by Organizational Heirarchy Report

- 1) Select the above from the dropdown list and click Create Query:

Search Go

To create a new query choose a query type and select Create Query. To retrieve an existing

Create a New Query

Type

Budget Status by Orqanizational Hierarchy ▾

Create Query

- 2) Select the columns for the report similarly to the other reports and click Continue.
- 3) Select the Fiscal Year, Fiscal Period, Chart of Accounts and enter your index and click twice just like the other reports.
- 4) First level:

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Organization	Organization Title	FY19/PD03 Adjusted Budget	FY19/PD03 YTD Activity	FY19/PD03 Total Encumbrances	FY19/PD03 Available Balance
870	Plant Science	6,579.55	6,576.68	0.00	2.87
870 Rollup		6,579.55	6,576.68	0.00	2.87

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

- 5) Second level (clicked on highlighted Organization field):

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account Type	Account Type Title	FY19/PD03 Adjusted Budget	FY19/PD03 YTD Activity	FY19/PD03 Total Encumbrances	FY19/PD03 Available Balance
50	Revenue	0.00	0.00	0.00	0.00
60	Labor	5,035.06	5,032.38	0.00	2.68
70	Expense	1,544.49	1,544.30	0.00	0.19
80	Transfer				
870 Rollup		6,579.55	6,576.68	0.00	2.87

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

- 6) Third level (clicked on Account Type 70 to see expense detail)

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma
Account Type	70 Expense		

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account Type	Account Type Title	FY19/PD03 Adjusted Budget	FY19/PD03 YTD Activity	FY19/PD03 Total Encumbrances	FY19/PD03 Available Balance
CO	Capital Outlay				
OE	Operating Expenses	1,544.49	1,544.30	0.00	0.19
OH	Overhead				
TB	Trustee/Benefit				
70 Rollup		1,544.49	1,544.30	0.00	0.19

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

7) Fourth level (clicked on Account Type OE)

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma
Account Type	OE Operating Expenses		

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account	Account Title	FY19/PD03 Adjusted Budget	FY19/PD03 YTD Activity	FY19/PD03 Total Encumbrances	FY19/PD03 Available Balance
20	Travel	0.00	0.00	0.00	0.00
30	Other Expense	1,544.49	0.00	0.00	1,544.49
E5025	Printing & Binding	0.00	115.00	0.00	(115.00)
E5724	Research Supplies	0.00	(576.70)	0.00	576.70
E5940	Other Rentals and Leases	0.00	2,006.00	0.00	(2,006.00)
Report Total (of all records)		1,544.49	1,544.30	0.00	0.19

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

[View Payroll Expense Detail](#)

8) Fifth level (clicked on \$115.00 highlighted under E5025)

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts:	V University of Idaho	Commitment Type:	All
Fund:	221014 IBC Sustainable Dry Bean	Program:	02ESO Experiment Station On Campus
Organization:	870 Plant Science	Activity:	AGWALO AG Walsh, Olga
Account:	E5025 Printing & Binding	Location:	AGPARM AG Parma
Fund Type:	All	Account Type:	OE Operating Expenses

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 17, 2018	Jul 17, 2018	Z0837481	0616 POSTERPRESENTATIONS 866-649-30	115.00	CCAR
Report Total (of all records):				115.00	

Available Budget Balance: (115.00)

9) You can continue clicking on highlighted items to get all the way down to the document itself and the descriptive text (if any) associated with the specific document.

VandalWeb Financial Reports (Instructions for all funds)

VandalWeb has a number of report options to view your financial balances as they are posted to the Banner financial system. Note that the information included is for receipts and payroll that have been fully processed and posted.

- Log into the VandalWeb portal and select the “Employees” tab and the menu item “Finance Query for Non-Banner Users.” If you do not see this menu item or get an “access denied” when you run reports please request access to the reports tool from finaccess@uidaho.edu.

University of Idaho VandalWeb



Employee Main Menu

- Benefits
- Payroll
- Electronic Personnel Action Form (EPAF)
- Employee Information
- Financial Tasks
- UI Administrative Tasks
- Finance Query for Non-Banner Users**

- There are three options available for viewing your financial information.

Budget Availability: This is the most basic report, which gives you the available funds as of today in budget-pooled categories (PER, NON-PER, etc.).

University of Idaho VandalWeb



Financial Information

Finance Self Service for Non-Banner Users

- Budget Queries
- Encumbrance Query
- View Document
- Budget Availability**
- Dept/Midlevel Roll Down
List Orgn codes that roll up to the entered Department or MidLevel
- General Ledger/Fund Balance

Once you have clicked on “Budget Availability” the following screen will display. You will need to enter the “Chart” of “V”, the fiscal year that you are interested in viewing, your “Orgn,” which is your department code, and the “Fund” and click “Submit Query.”

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Search Go

SITE MAP HE

To do a Budget Availability Query Enter the Fiscal Year, Chart and Organization Code. Fund Code and Account are optional

Chart: Orgn:
 Fiscal Year: Fund:
 Account:

Submit Query

The report produced gives you the total budget at the start of the fiscal year, the year-to-date activity, any encumbrances such as purchase orders, and the available balance. Note that the University has moved to a budget-pool system that ‘rolls up’ all personnel costs (salaries, wages, fringe benefits) to a single category of “PERS.” The other categories are “NONPER” (all other direct categories except subcontracts and overhead), “SUBCTR” (sub-awards) and “OVERHD” (F&A).

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SITE MAP HELP EXIT

Organization: 870 Plant Science
 Fund: 221014 IBC Sustainable Dry Bean

Account	Title	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
NONPER		1,544.49	1,544.30	0.00	0.19
PERS		5,035.06	5,032.38	0.00	2.68
TOTALS:		6,579.55	6,576.68	0.00	2.87

- The other reporting tools are under the “Budget Queries” menu item.

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Financial Information

Finance Self Service for Non-Banner Users

- Budget Queries**
- Encumbrance Query
- View Document
- Budget Availability
- Dept/Midlevel Roll Down
List Orgn codes that roll up to the entered Department or MidLevel
- General Ledger/Fund Balance

Budget Quick Query – This report gives you more detailed financial information on items posted to Banner, and also includes information on “Pending Documents” which are documents in the system but that have not yet been processed all the way through approvals.

- 5) Select “Budget Quick Query” from the dropdown menu and then “Create Query” to start the process.

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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

- 6) Select the fiscal year and chart of accounts (V) and enter your index code in the appropriate fields and click “Submit Query.”

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Search

Enter a value Organization, Fiscal Year and Chart of Accounts fields.

Fiscal year:

Chart of Accounts

Index

Grant

Organization	<input type="text"/>
Fund	<input type="text"/>
Program	<input type="text"/>
Account	<input type="text"/>
Activity	<input type="text"/>
Location	<input type="text"/>

Commitment Type:

Save Query as:

Shared

- 7) If you used an index then the “Submit Query” button will first fill in the FOAPAL details of that index (fund, program code, etc) and you will need to click it again to get the actual report. Below is the result of clicking the Submit Query button after entering an index. The report will be filtering your data based on the information in the right hand column. If you find that you are not getting the expected data we suggest that you remove filters as appropriate (all but Org and/or Fund).

Search Go

Fiscal year: 2019

Chart of Accounts: V

Index:

Grant:

Organization: 870

Fund: 221014

Program: 02ESO

Account:

Activity: AGWALO

Location: AGPARM

Commitment Type: All

Save Query as:

Shared

- 8) Note the “View Pending Documents” button. The budget data displayed when you use an **index** is the balance at the beginning of the fiscal year. The “Report Total” displays in the opposite direction. In the example below the available funds at the beginning of the fiscal year were a positive \$6,579.55 and the expenditures (those account codes starting with “E”) total \$6,576.68, leaving a balance of the \$2.87 shown in the Budget Availability Report above.

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Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2019			
As of Sep 12, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma

No pending documents exist

Query Results

Account	Account Title	Adjusted Budget	YTD Activity	Total Encumbrances	Available Balance
10	Salaries	3,570.39	0.00	0.00	3,570.39
11	Fringe Benefits	(55.20)	0.00	0.00	(55.20)
12	Temporary Help	1,519.87	0.00	0.00	1,519.87
20	Travel	0.00	0.00	0.00	0.00
30	Other Expense	1,544.49	0.00	0.00	1,544.49
E4106	Staff	0.00	3,780.91	0.00	(3,780.91)
E4281	Staff CFR Benefit Expense	0.00	1,251.47	0.00	(1,251.47)
E5025	Printing & Binding	0.00	115.00	0.00	(115.00)
E5724	Research Supplies	0.00	(576.70)	0.00	576.70
E5940	Other Rentals and Leases	0.00	2,006.00	0.00	(2,006.00)
R3711	Grants & Contracts - Federal	0.00	6,576.68	0.00	(6,576.68)
Report Total (of all records)		(6,579.55)	0.00	0.00	

Budget Status by Account – This report allows you to ‘drill-down’ to see details.

- 1) From the same main menu item of “Budget Queries”, select “Budget Status by Account” from the dropdown and then click “Create Query.”

University of Idaho VandalWeb

Search

To create a new query choose a query type and select Create Query. To retrieve an existing query...

Create a New Query

Type

- 2) The fields listed below are your options for report columns. We are selecting only a few of the columns for demonstration purposes. Choose your selected report columns and click “Continue.”

University of Idaho VandalWeb

Search

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

<input type="checkbox"/> Original Budget	<input checked="" type="checkbox"/> YTD Activity
<input type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Purchase Orders
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Requisitions
<input checked="" type="checkbox"/> Available Balance	<input checked="" type="checkbox"/> Total Encumbrances

Save Query as:

Shared

- 3) Again, you will have the option to use index or grant code to pull the data and the same basic pattern as the “Budget Quick Query” will be in effect. In the case of this report you are allowed to include or not include Revenue accounts. For grant purposes you should uncheck the box below. Note also that you will need to select the “Fiscal Period” that you are looking for. The University’s fiscal year starts in July, so July would be period 01.

Search Go

For a Budget Query to be successful, enter a value in the Organization, Fiscal Year, Period, and Chart of Accounts fields.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period.

Fiscal year: 2019 Fiscal period: 01
 Comparison Fiscal year: None Comparison Fiscal period: None
 Commitment Type: All
 Chart of Accounts: V Organization:
 Index: 870844 Fund:
 Grant: Program:
 Account:
 Activity:
 Location:
 Fund Type:
 Account Type:

Include Revenue Accounts

Save Query as:

Shared
 Submit Query

- 4) You will notice that in this report the YTD Activity is highlighted (in gold). Clicking on any of these lines will allow you to see the transactional detail behind them. Note that if you click on the dollar amount for a payroll category the information is not very informative, but if you instead click on the expense code (e.g. E4105) you will see the detail of who was paid and for how many hours.

Report Parameters

Grant Inception to Date Report			
By Account			
Period Ending Jul 31, 2018			
As of Sep 12, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	AP1014 IBC Sustainable Dry Bean		

Query Results

Account	Account Title	GY17/PD10 Adjusted Budget	GY17/PD10 YTD Activity	GY17/PD10 Total Encumbrances	GY17/PD10 Available Balance
10	Salaries	58,731.28	0.00	0.00	58,731.28
11	Fringe Benefits	22,440.36	0.00	0.00	22,440.36
12	Temporary Help	26,173.76	0.00	0.00	26,173.76
20	Travel	11,094.52	0.00	0.00	11,094.52
30	Other Expense	44,011.82	0.00	0.00	44,011.82
E4105	Faculty	0.00	52,359.85	0.00	(52,359.85)
E4106	Staff	0.00	2,570.44	0.00	(2,570.44)
E4110	Temporary Employee	0.00	15,899.15	0.00	(15,899.15)
E4135	Temporary Student	0.00	9,166.91	0.00	(9,166.91)
E4175	Overtime - Covered by FLSA	0.00	128.51	0.00	(128.51)
E4281	Staff CFR Benefit Expense	0.00	20,982.63	0.00	(20,982.63)
E4282	Student CFR Fringe Expense	0.00	198.03	0.00	(198.03)
E4283	Temporary CFR Benefit Expense	0.00	1,006.79	0.00	(1,006.79)
FF002	Express Mail	0.00	645.10	0.00	(645.10)

Search Go

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jul 31, 2018			
As of Sep 12, 2018			
Chart of Accounts:	V University of Idaho	Commitment Type:	All
Fund:	221014 IBC Sustainable Dry Bean	Program:	02ESO Experiment Station On Campus
Organization:	870 Plant Science	Activity:	AGWALO AG Walsh, Olga
Account:	E5025 Printing & Binding	Location:	AGPARM AG Parma

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 17, 2018	Jul 17, 2018	Z0837481	0616 POSTERPRESENTATIONS 866-649-30	115.00	CCAR
Report Total (of all records):				115.00	

Available Budget Balance: (115.00)

Download

Save Query as:

Shared

Another Query

Budget Status by Organizational Hierarchy Report

- 1) Select the above from the dropdown list and click Create Query:

Search Go

To create a new query choose a query type and select Create Query. To retrieve an existing

Create a New Query

Type

Budget Status by Organizational Hierarchy ▾

Create Query

- 2) Select the columns for the report similarly to the other reports and click Continue.
- 3) Select the Fiscal Year, Fiscal Period, Chart of Accounts and enter your index and click twice just like the other reports.
- 4) First level:

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Organization	Organization Title	FY19/PD03 Adjusted Budget	FY19/PD03 YTD Activity	FY19/PD03 Total Encumbrances	FY19/PD03 Available Balance
870	Plant Science	6,579.55	6,576.68	0.00	2.87
870 Rollup		6,579.55	6,576.68	0.00	2.87

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

- 5) Second level (clicked on highlighted Organization field):

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account Type	Account Type Title	FY19/PD03 Adjusted Budget	FY19/PD03 YTD Activity	FY19/PD03 Total Encumbrances	FY19/PD03 Available Balance
50	Revenue	0.00	0.00	0.00	0.00
60	Labor	5,035.06	5,032.38	0.00	2.68
70	Expense	1,544.49	1,544.30	0.00	0.19
80	Transfer				
870 Rollup		6,579.55	6,576.68	0.00	2.87

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

- 6) Third level (clicked on Account Type 70 to see expense detail)

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma
Account Type	70 Expense		

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account Type	Account Type Title	FY19/PD03 Adjusted Budget	FY19/PD03 YTD Activity	FY19/PD03 Total Encumbrances	FY19/PD03 Available Balance
CO	Capital Outlay				
OE	Operating Expenses	1,544.49	1,544.30	0.00	0.19
OH	Overhead				
TB	Trustee/Benefit				
70 Rollup		1,544.49	1,544.30	0.00	0.19

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

7) Fourth level (clicked on Account Type OE)

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts	V University of Idaho	Commitment Type	All
Fund	221014 IBC Sustainable Dry Bean	Program	02ESO Experiment Station On Campus
Organization	870 Plant Science	Activity	AGWALO AG Walsh, Olga
Account	All	Location	AGPARM AG Parma
Account Type	OE Operating Expenses		

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account	Account Title	FY19/PD03 Adjusted Budget	FY19/PD03 YTD Activity	FY19/PD03 Total Encumbrances	FY19/PD03 Available Balance
20	Travel	0.00	0.00	0.00	0.00
30	Other Expense	1,544.49	0.00	0.00	1,544.49
E5025	Printing & Binding	0.00	115.00	0.00	(115.00)
E5724	Research Supplies	0.00	(576.70)	0.00	576.70
E5940	Other Rentals and Leases	0.00	2,006.00	0.00	(2,006.00)
Report Total (of all records)		1,544.49	1,544.30	0.00	0.19

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

[View Payroll Expense Detail](#)

8) Fifth level (clicked on \$115.00 highlighted under E5025)

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Sep 30, 2018			
As of Sep 14, 2018			
Chart of Accounts:	V University of Idaho	Commitment Type:	All
Fund:	221014 IBC Sustainable Dry Bean	Program:	02ESO Experiment Station On Campus
Organization:	870 Plant Science	Activity:	AGWALO AG Walsh, Olga
Account:	E5025 Printing & Binding	Location:	AGPARM AG Parma
Fund Type:	All	Account Type:	OE Operating Expenses

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 17, 2018	Jul 17, 2018	Z0837481	0616 POSTERPRESENTATIONS 866-649-30	115.00	CCAR
Report Total (of all records):				115.00	

Available Budget Balance: (115.00)

9) You can continue clicking on highlighted items to get all the way down to the document itself and the descriptive text (if any) associated with the specific document.