Accessing Self-Service Banner (PAWS)
http://www.eiu.edu/pawslogin/

Login to PAWS:
1. Enter your EIU Net ID
2. Enter your Password
3. Select Login
4. Select Finance at the Main Menu

Budget Queries Overview
The Budget Query link allows you to review budget information. You may build or retrieve three different types of budget queries.

- Budget Quick Query
- Budget Query by Account (FOAPAL)
- Budget Query by Organizational Hierarchy

The following data options are available for selection in each query except Quick Query:

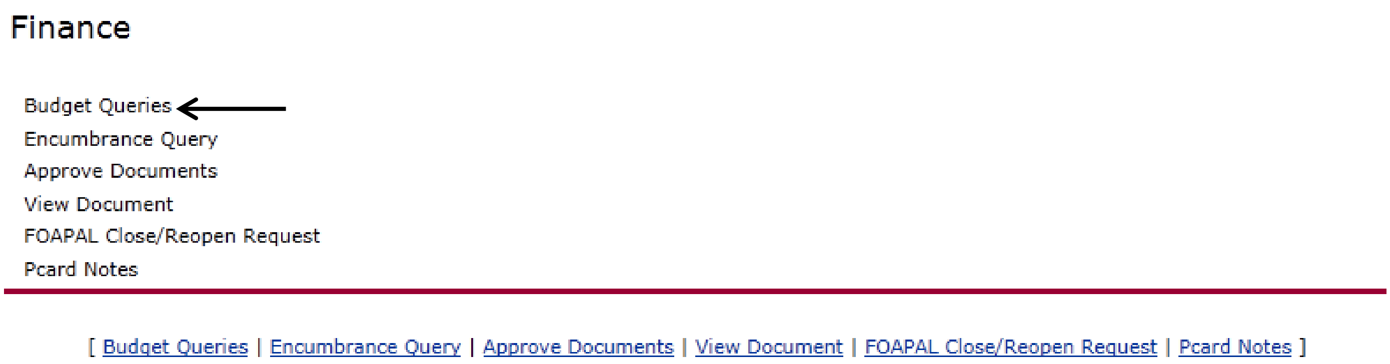
- Adopted Budget
- Budget Adjustments
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- Commitments
- Available Balance

The Budget Query has a drill down feature that allows you to retrieve further details on transactions. Data may also be downloaded to a Microsoft Excel spreadsheet. These features are available in each of the query options except budget quick query.

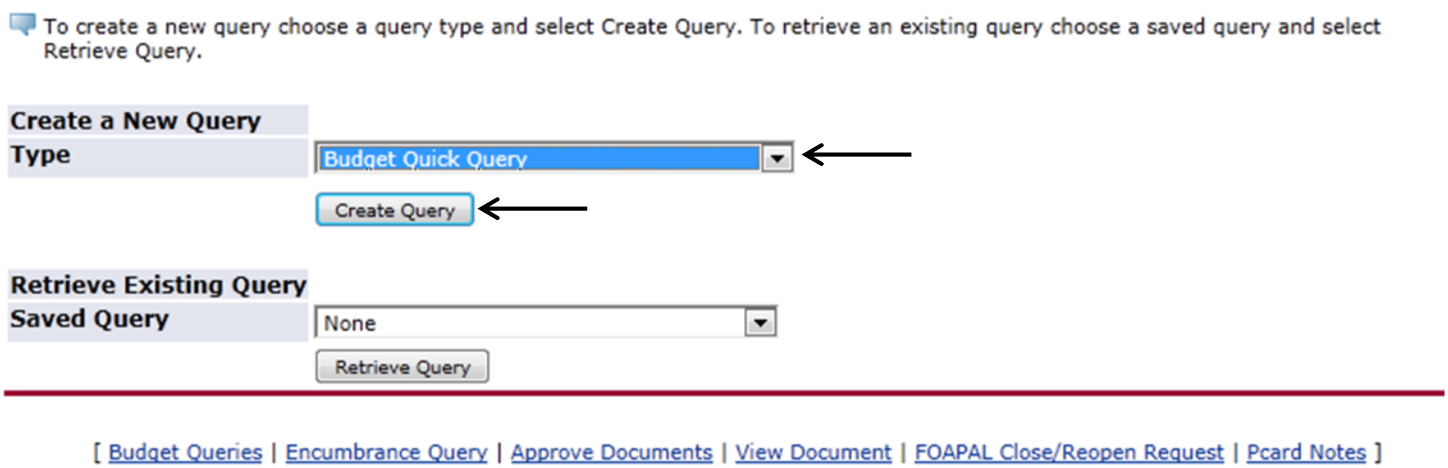
Budget Quick Query

The Budget Quick Query is the easiest option to view the current status of your budget. However, it has more limitations than the other budget inquiry options. It provides current yearly balances at the time you access the report. There is no option to select specific time periods or a date range, therefore you may not compare fiscal period. The only data parameters displayed on this type of query are Adjusted Budget, Year-to-date, Commitments and Available Balance.

To Create a New Quick Query:
1. From the Finance menu, use your mouse to click on **Budget Queries.**



2. Under **Create a New Query**, from the **Type** drop-down menu, select **Budget Quick Query** then click **Create Query.**



3. Enter the desired parameters and **Submit Query**.

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart of Accounts fields. If Grant is populated then resulting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year:	2014		
Chart of Accounts	E	Index	
Fund		Grant	
→ Organization	110000	Account	
Program		Activity	
Location		**Commitment Type:**	All

☑ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

*There is a **Code Lookup** feature that allows you to search for parameters, simply select the button of the unknown parameter.*

*Another feature that can be used is a **"wildcard"** which is a* percent sign (%) used for any number of unknown Characters.

[Budget Queries | Encumbrance Query | Approve Documents | View Document | FOAPAL Close/Reopen Request | Pcard Notes]

Budget Quick Query Results

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2014			
As of May 05, 2014			
Chart of Accounts	E Eastern Illinois University	Commitment Type	All
Fund	All	Program	All
Organization	110000 President Operations	Activity	All
Account	All	Location	All

View Pending Documents

✔ No pending documents exist

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
61110	Administration Professional Salary				
61152	Faculty Temporary Extra Help				
61210	C.S. Regular Salary				
61310	Student Regular Salary				
71000	Direct Expenditure Pool				
71261	Postage UPS Freight				
71274	Registration Fees paid to Vendors				

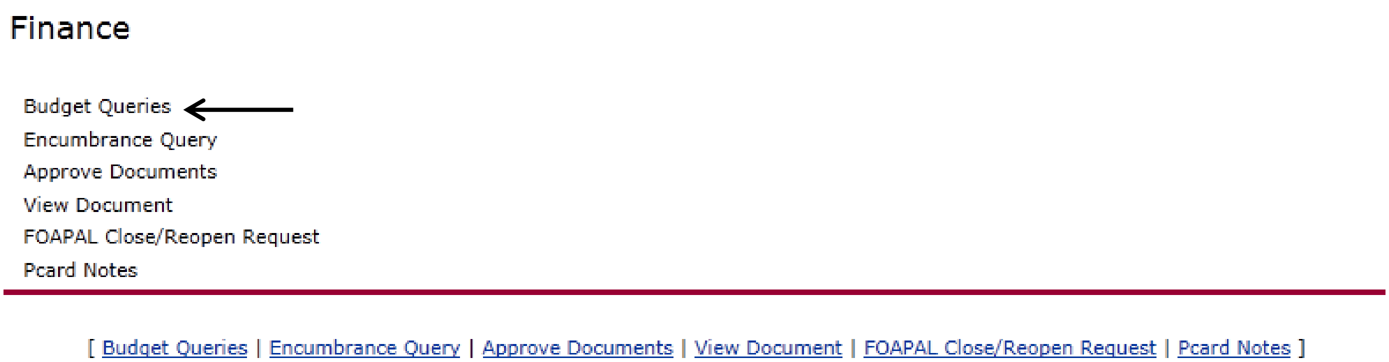
Budget Query by Account

The Budget Status by Account Option provides:

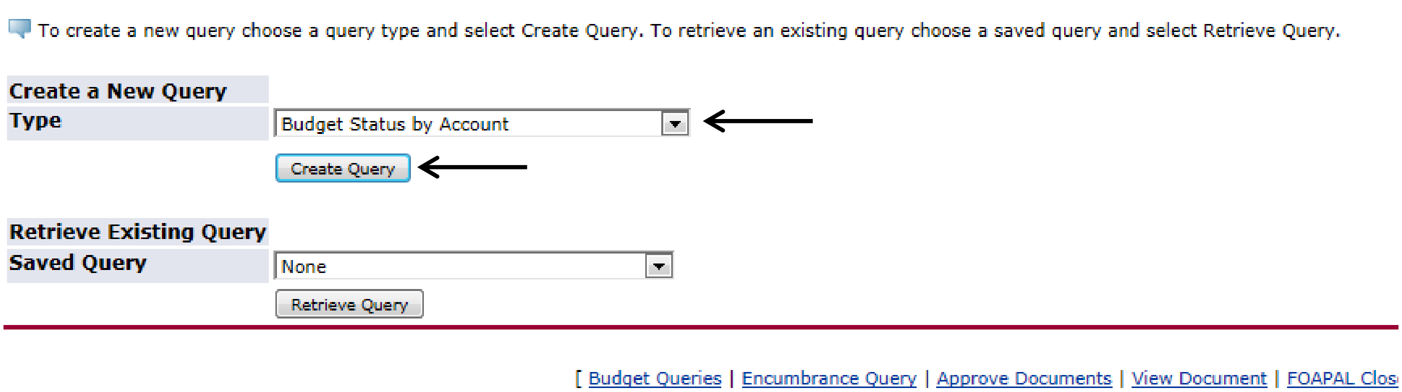
- Retrieval of up to 10 data elements;
- Ability to extract and manipulate data by a downloading feature;
- Data comparison of different fiscal years at various points in time (monthly, quarterly, annually);
- Four levels to access details of transactions and documents through a drill down feature:
    - Account Detail;
    - Transaction Detail;
    - Document Detail;
    - View the Document

To create a New Query

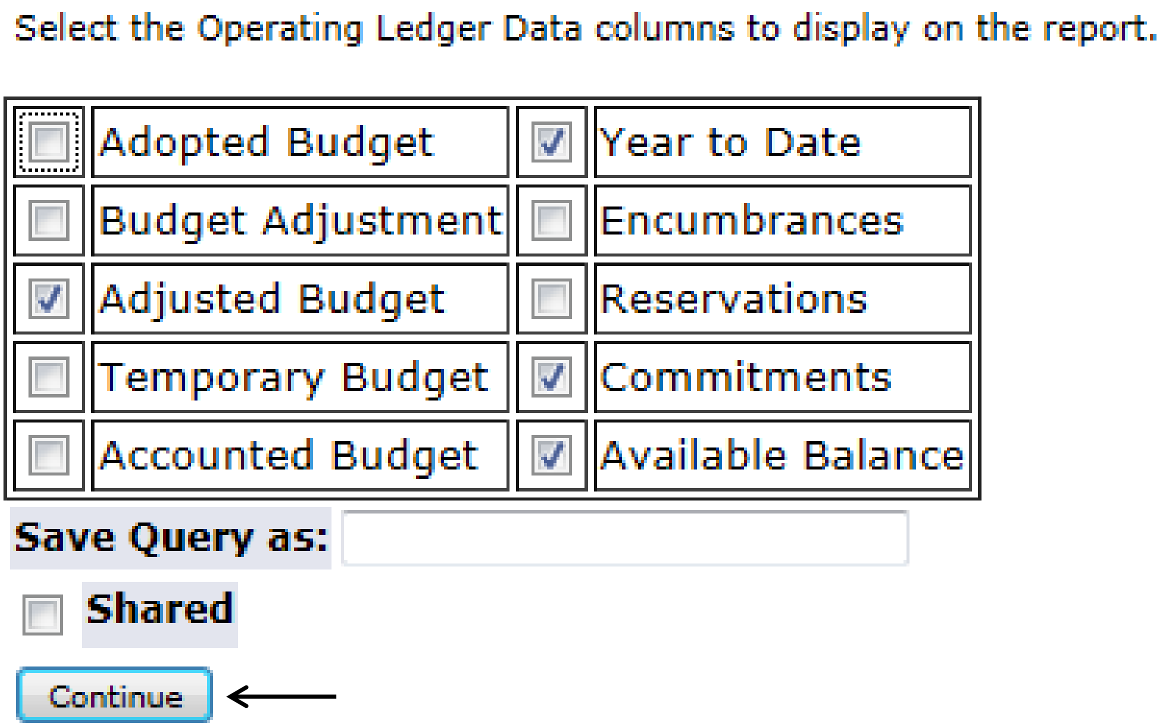
1. From the Finance menu, click **Budget Queries.**



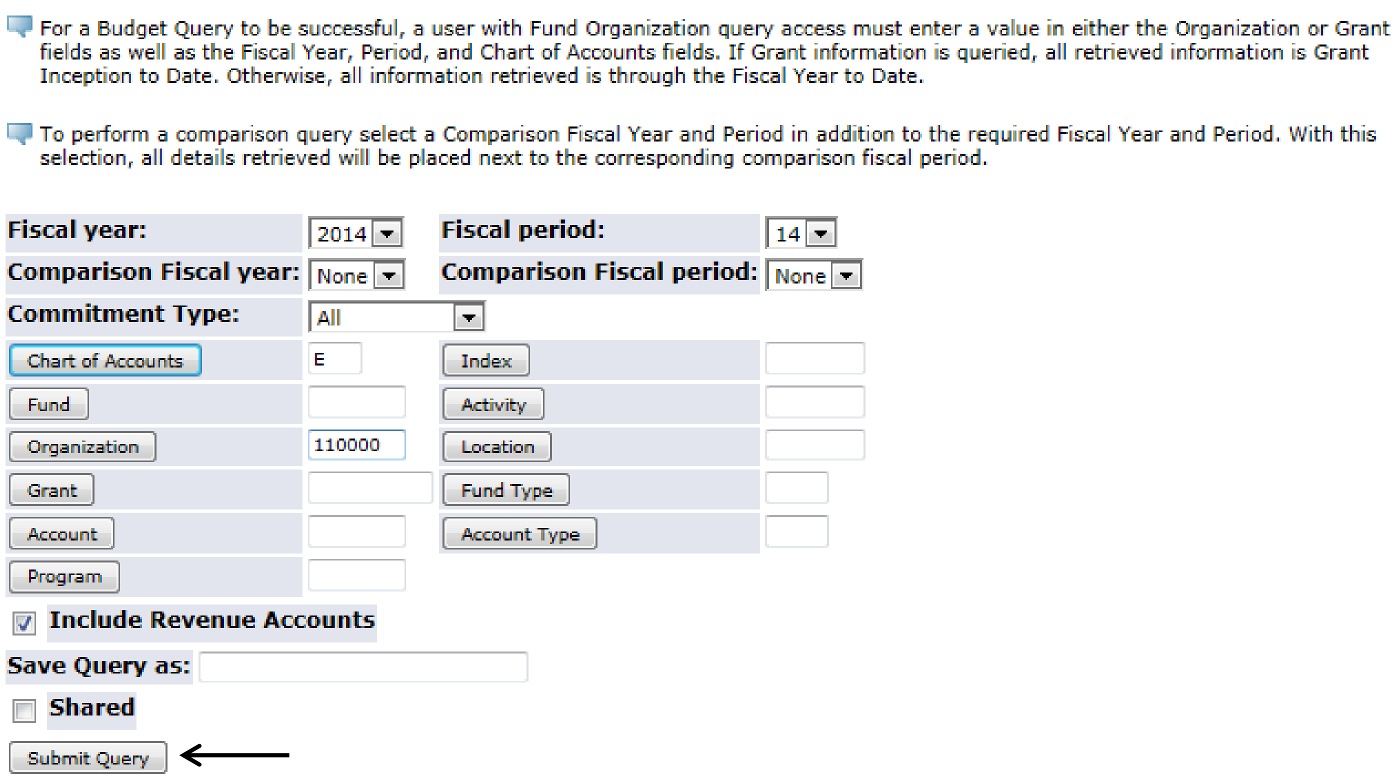
2. Under **Create a New Query**, from the **Type** drop-down menu, select **Budget Status by Account** then click **Create Query.**



3. Select the type of operating ledger data that you want to display on the report by clicking in the box to the left of the data options. A check mark will appear in the box after selection. These are the column headings that will display on the report. Click **Continue**



4. Enter the appropriate parameters and **Submit Query**.



Budget Query by Account Results

Select a link from an amount column 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.

Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2014			
As of May 05, 2014			
Chart of Accounts	E Eastern Illinois University	Commitment Type	All
Fund	All	Program	All
Organization	110000 President Operations	Activity	All
Account	All	Location	All

View Pending Documents

No pending documents exist

To access transaction detail by the drill down feature, click on highlighted number.

Query Results

Account	Account Title	FY14/PD14 Adjusted Budget	FY14/PD14 Year to Date	FY14/PD14 Commitments	FY14/PD14 Available Balance
61110	Administration Professional Salary		999,999.99		
61152	Faculty Temporary Extra Help				

Report Parameters

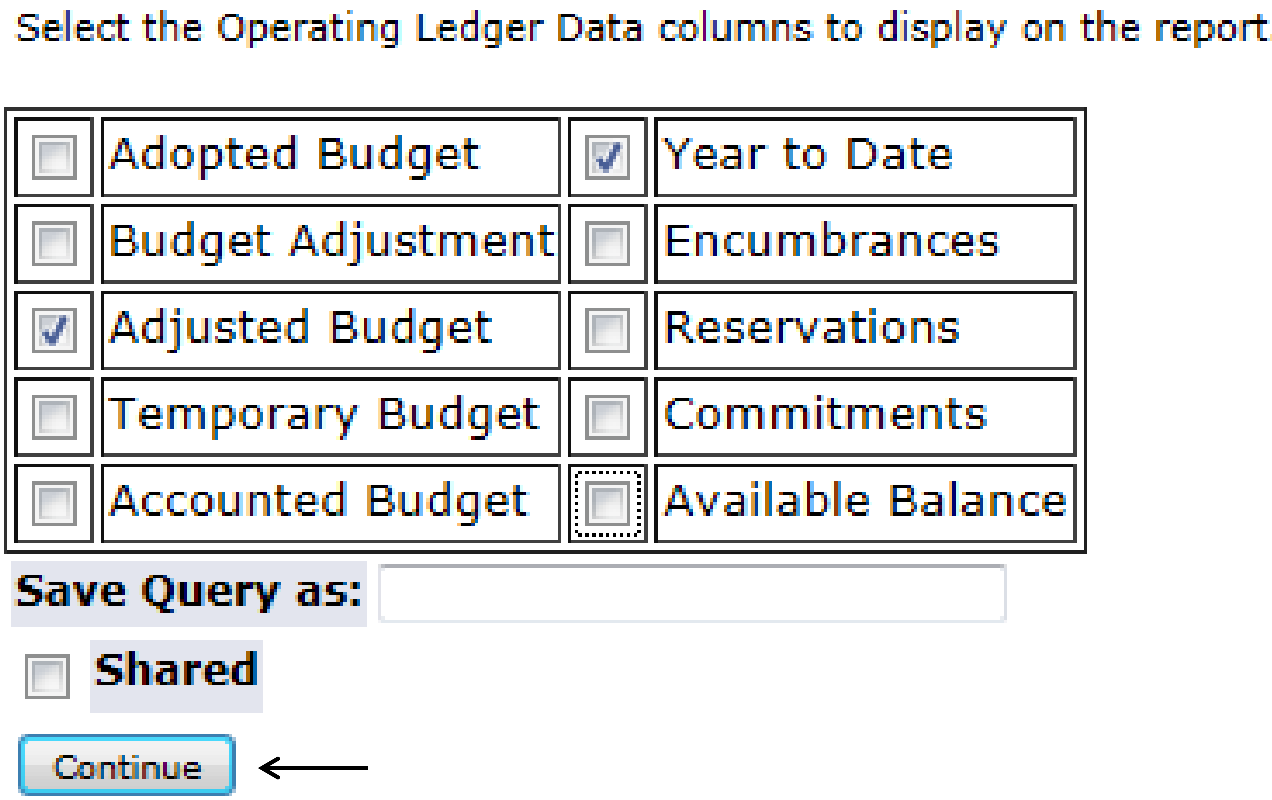
Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jun 30, 2014			
As of May 05, 2014			
Chart of Accounts:	E Eastern Illinois University	Commitment Type:	All
Fund:	All	Program:	All
Organization:	110000 President Operations	Activity:	All
Account:	61110 Administration Professional Salary	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Apr 30, 2014	Apr 24, 2014	F0079563	HR Payroll 2014 MN 5 0		HGNL
Mar 31, 2014	Mar 24, 2014	F0079323	HR Payroll 2014 MN 4 0		HGNL
Feb 28, 2014	Feb 24, 2014	F0079129	HR Payroll 2014 MN 3 0		HGNL
Jan 31, 2014	Jan 27, 2014	F0078936	HR Payroll 2014 MN 2 0		HGNL
Jan 02, 2014	Dec 19, 2013	F0078655	HR Payroll 2014 MN 1 0		HGNL

Comparison Queries

1. Select the type of operating ledger data that you want to display on the report by clicking in the box to the left of the data options. A check mark will appear in the box after selection. These are the column headings that will display on the report. Click **Continue**


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

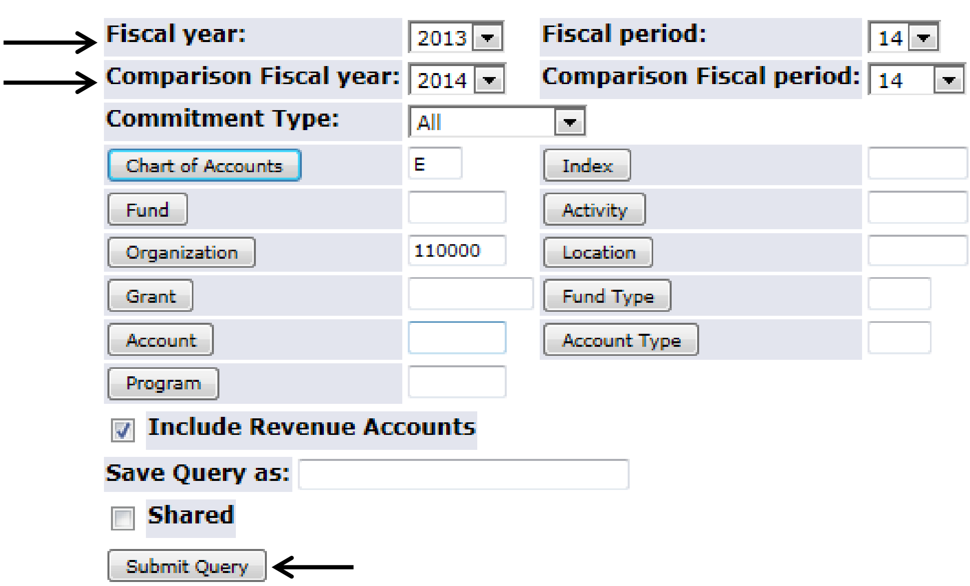
☐	Adopted Budget	☑	Year to Date
☐	Budget Adjustment	☐	Encumbrances
☑	Adjusted Budget	☐	Reservations
☐	Temporary Budget	☐	Commitments
☐	Accounted Budget	☐	Available Balance

Save Query as:

☐ Shared

Continue

2. Enter the appropriate parameters and **Submit Query**.



Fiscal year:	2013	Fiscal period:	14
Comparison Fiscal year:	2014	Comparison Fiscal period:	14
Commitment Type:	All		
Chart of Accounts	E	Index	
Fund		Activity	
Organization	110000	Location	
Grant		Fund Type	
Account		Account Type	
Program			

☑ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

Comparison Query Results

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2013			
As of May 05, 2014			
Compared to Jun 30, 2014			
Chart of Accounts	E Eastern Illinois University	Commitment Type	All
Fund	All	Program	All
Organization	110000 President Operations	Activity	All
Account	All	Location	All

View Pending Documents

No pending documents exist

Query Results

Account	Account Title	FY13/PD14 Adjusted Budget	FY14/PD14 Adjusted Budget	FY13/PD14 Year to Date	FY14/PD14 Year to Date
61110	Administration Professional Salary				
61152	Faculty Temporary Extra Help				
61210	C.S. Regular Salary				
61310	Student Regular Salary				

When running fiscal year over fiscal year comparisons:

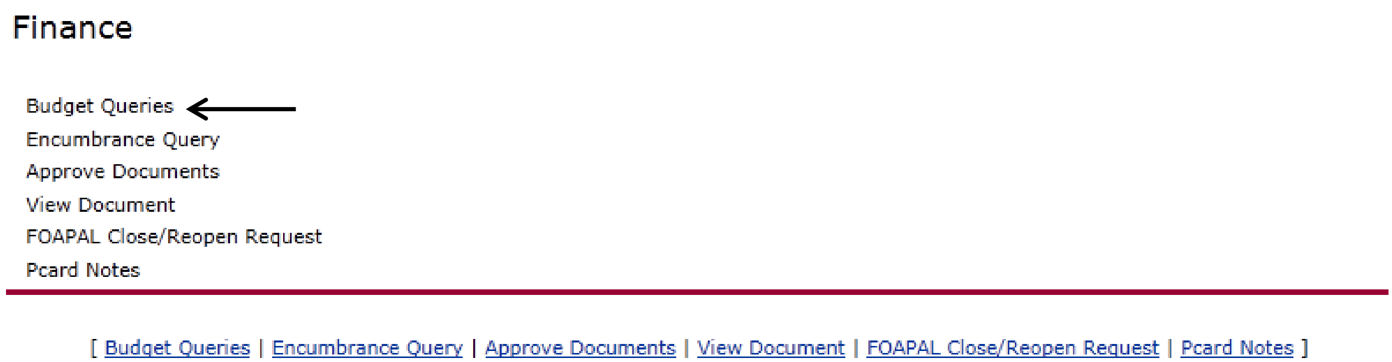
1. The "comparison year" will not include expenses or revenues for account codes that didn't have activity in the "fiscal year", but which did have activity in the comparison year. Therefore those account lines and amounts will be missing and the totals misstated for the comparison year.
2. As a precaution, it's good practice to run separate report totals in SSB for each fiscal year, without comparisons, to determine that all revenues and expenses are captured.

Budget Query by Organizational Hierarchy

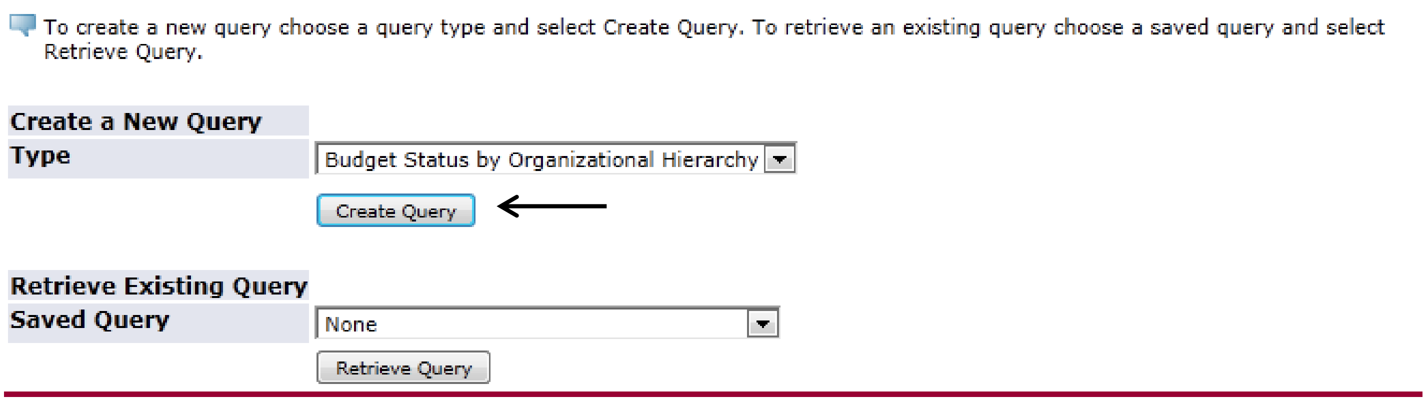
The Budget Status by Organizational Hierarchy option allows you to roll up several organizations (departments) into a single report.

To retrieve a Budget Status by Organizational Hierarchy Query:

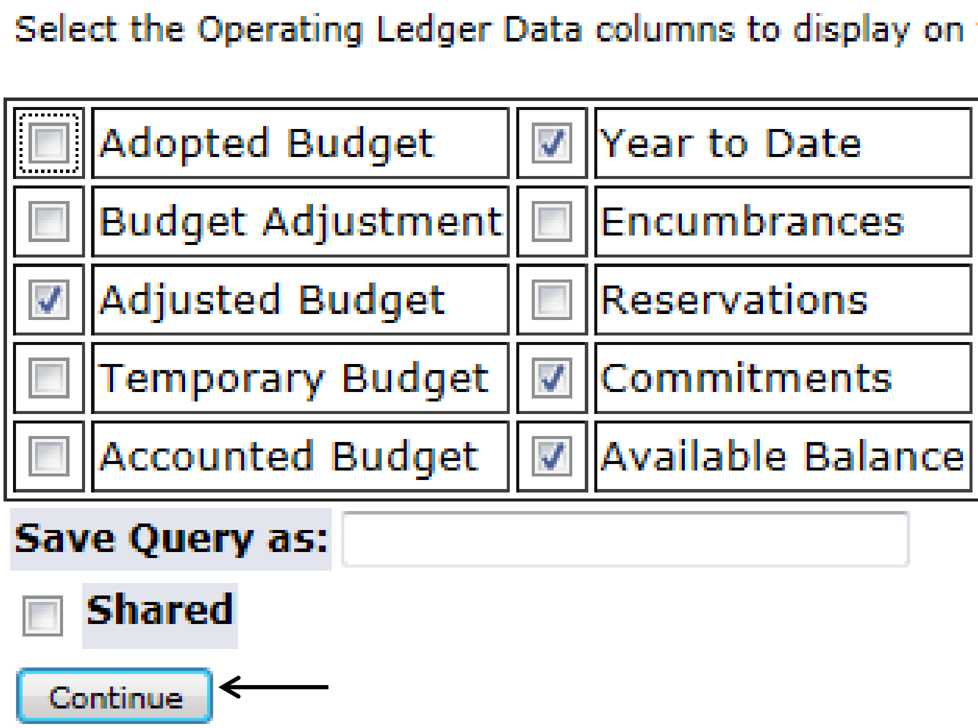
1. From the Finance Menu, click **Budget Queries.**



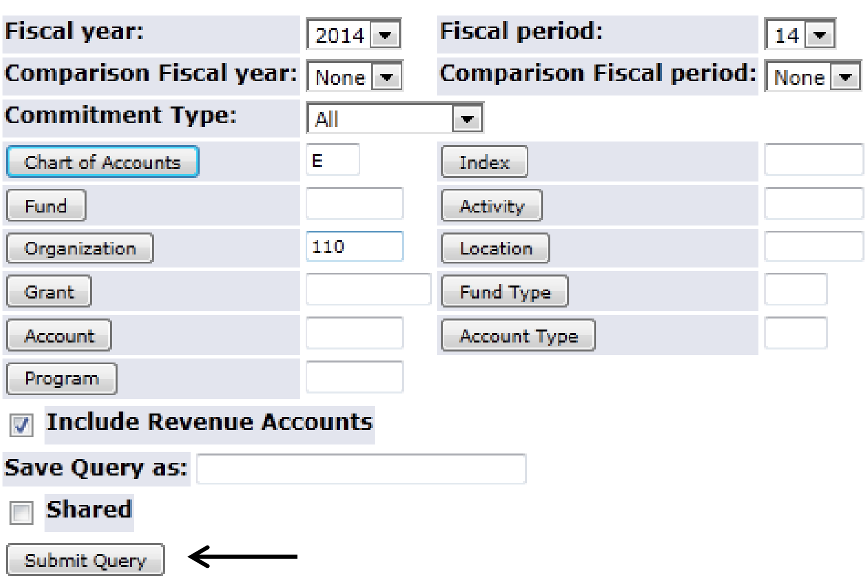
2. Under **Create a New Query**, from the **Type** drop-down menu, select **Budget Status by Organizational Hierarchy** then click **Create Query**.



3. Select the type of operating ledger data that you want to display on the report by clicking in the box to the left of the data options. A check mark will appear in the box after selection. These are the column headings that will display on the report. Click **Continue**



4. Enter the appropriate parameters and **Submit Query.**



Hierarchy Query Results

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2014			
As of May 05, 2014			
Chart of Accounts	E Eastern Illinois University	Commitment Type	All
Fund	All	Program	All
Organization	110 President	Activity	All
Account	All	Location	All

View Pending Documents

No pending documents exist

Query Results

Organization	Organization Title	FY14/PD14 Adjusted Budget	FY14/PD14 Year to Date	FY14/PD14 Commitments	FY14/PD14 Available Balance
110	President				
1100	President's Office				
1101	Other President Reports				

Downloading Query Data to a Spreadsheet

You can download data to a Comma Separated Value File (.csv) for use with Microsoft Excel. This option is only available for the **Budget Query by Account** and the **Budget Query by Organizational Hierarchy.**

This feature allows data to be edited or manipulated into a format that better meets your reporting needs. Downloaded information consists of the headers followed by the query details. The **Download All Ledger Columns** downloads all parameters whether they are selected in the parameter selection or not. The **Download Selected Ledger Columns** downloads only those parameters selected in the parameters menu.

Query Results

Organization	Organization Title	FY14/PD14 Adjusted Budget	FY14/PD14 Year to Date	FY14/PD14 Commitments	FY14/PD14 Available Balance
110	President				
1100	President's Office				
1101	Other President Reports				
1110	Civil Rights				
1120	General Counsel				
1130	Internal Audit				
1140	Intercollegiate Athletics				
110 Rollup					

Download All Ledger Columns | Download Selected Ledger Columns ←

Save Query as:

Shared

After clicking the **Download** button, a window will pop up giving you the option to open the file or save to disk. If you choose open, the spreadsheet will open in Excel for immediate formatting. If you select save, the file will save as a .csv (Microsoft Excel Comma Separated Value) file.