BUDGET QUERIES
OPERATING BUDGETS

Query Name: BC_GL_ACR_STDNT_SLRY

Overview:
- Budget and Accounted Data with only Student Salaries
- Old ACO1
- Shows parent/child relationship
- No totals
- Data is updated every 2 hours

Navigation: Reporting Tools>Query>Query Viewer>Narrow search to BC_GL_ACR

How to use:
After entering a specific Chartstring and Budget Period, this Query will show the Original Budget, Budget Transfers/Adjustments, Revised Budget, Actual Expenses, Encumbrances and the corresponding Budget Balance Available.

Enter the Chartfield combination of the budget you are inquiring about. Function and Account are two fields that you can use just the % sign.

<table>
<thead>
<tr>
<th>In This Field</th>
<th>Enter</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>6 digit value</td>
<td>022001</td>
</tr>
<tr>
<td>FUND CODE</td>
<td>3 digit value</td>
<td>100</td>
</tr>
<tr>
<td>FUND SOURCE</td>
<td>5 digit value</td>
<td>10000</td>
</tr>
<tr>
<td>PROGRAM CODE</td>
<td>5 digits (0’s or actual Program value)</td>
<td>00000</td>
</tr>
<tr>
<td>FUNCTION</td>
<td>% for ALL Functions or 3 digit value</td>
<td>601</td>
</tr>
<tr>
<td>PROPERTY</td>
<td>5 digits (0’s or 5 digit Property value)</td>
<td>00000</td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>% for ALL Accounts or 5 digit value</td>
<td>%</td>
</tr>
<tr>
<td>BUDGET PERIOD</td>
<td>Fiscal Year</td>
<td>2004</td>
</tr>
</tbody>
</table>

Additional Budget Query

BC_GL_ACR_ALL_SLRY
- Budget and Accounted Data with ALL Salaries
- Accessible only by the BC DeptSalary Admin. role
BUDGET INQUIRY
BUDGET DETAILS AND TRANSACTION DETAIL

Inquiry Name: Budget Details

Navigation:
Commitment Control>Review Budget Activities>Budget Inquiry>Budget Details>Narrow your search

Overview:
- Data is displayed in real-time.
- Account access limited by role (i.e. Salary Manager role can see salary accounts).
- Shows the drill-down transaction activity supporting the ACR queries.
- Use to ensure that there is sufficient funding in the correct account.

Inquiry Name: Transaction Detail Inquiry:

Navigation:
BC Reports>Commitment Control>Transaction Detail Inquiry

Overview:
- Similar to AC06 in FAS.
- Provides detail information about each transaction, including what makes up the total amount budgeted, pre-encumbered, encumbered and expensed by an account within a fiscal year.
- The data displayed by this inquiry is as of the previous business day.
- If a parent/child relationship exists for an account, this inquiry only displays budget data with the parent account and actual data with the child account.

Shortcut Helpful Hints

Saving Criteria
1. On the criteria page, enter the chartfield information you will frequently use.
2. Click on Save Search Criteria
3. Create a name for the saved search.
   a. Example: Name of Search: AdHoc

Creating Favorites
1. Navigate to a PeopleSoft page where you begin to enter information.
2. Click Add to Favorites (on the page, not the menu)
3. Create a meaningful name (example: Run Query, Create Req, Create Voucher)
# CHART OF ACCOUNT QUERIES

**Navigation:** Reporting Tools>Query>Query Viewer> *Narrow search to BC_GL*

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC_GL_ACCOUNT_LISTING</td>
<td>Listing of all Accounts</td>
</tr>
<tr>
<td>BC_GL_DEPTID_LISTING</td>
<td>Listing of all Dept Ids</td>
</tr>
<tr>
<td>BC_GL_FUNCTION_LISTING</td>
<td>Listing of all Functions</td>
</tr>
<tr>
<td>BC_GL_FUNDCODE_LISTING</td>
<td>Listing of all Fund Codes</td>
</tr>
<tr>
<td>BC_GL_FUND_SOURCE_LIST</td>
<td>Listing of all Fund Sources</td>
</tr>
<tr>
<td>BC_GL_PROGRAM_LISTING</td>
<td>Listing of all Programs</td>
</tr>
<tr>
<td>BC_GLPROPERTY_LISTING</td>
<td>List of all Properties</td>
</tr>
</tbody>
</table>