FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

**USE**

For by-account budget queries or deeper looks into budgets based on Organization hierarchy.

**BUDGET STATUS BY ACCOUNT QUERY**

**Accessing Budget Queries**

The Budget Status by Account Query allows users to access the Banner database to view budget information via partial-FOAPAL string input. Users can run Budget Queries through the Banner Self-Service tool on the UD Daily page on Porches.

**Initiating Budget Status by Account Queries**

Users will then use the dropdown menu under “Create a New Query” to select “Budget Status by Account” as the “Type” of query.

**FOAPAL RELATED CHANGES**

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<th>Self-service Banner (SSB) Functions</th>
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<td>1. Budget Status by Account Query</td>
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<td>2. Budget Status by Organizational Hierarchy Query</td>
<td>FOAPAL string input; multiple level drill down</td>
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For questions please contact Budgeting & Planning at 937-229-4355.
Once a “Type” has been selected, users will activate the “Create Query” button and select the appropriate checkboxes on the following Budget Queries screen (right).

Old Budget Status by Account Queries

Old (Chart D) by-account queries used an auto-fill feature linked to the “Index” field to populate the Fund, Organization and Program fields. Chart F queries will no longer use this function; all fields must be manually entered for an accurate Budget Status by Account query. Figure 4 (below) shows the old auto-fill feature.
Users will note that the resulting “Report Parameters” table for Chart D queries in Figure 5 (below) shows “All” for Account, Activity, and Location in addition to the auto-filled Fund, Organization and Program fields.

Accessing Budget Queries

For Chart F, initiating a Budget Status by Account query requires users to denote “F” in the Chart of Accounts field. In addition, users will manually enter Fund, Organization, Activity, Program and Location numbers. Again, there is no longer an auto-fill feature associated with the “Index” field.
Users will note changes in the Report Parameters table for Chart F queries in Figure 7 (below).

![Figure 7: Self-Service Banner (new), Report Parameters table for Budget Status by Account query](image)

**Budget Status by Organizational Hierachy Query**

The Budget Status by Organizational Hierachy Query can be used to see roll-up summary financial data at all organizational levels. Access, initiation, and parameter input are all similar to the Budget Status by Account query process. Figure 8 (below) shows how to initiate the query itself. Users will enter “F” in the Chart of Accounts field and an Organization number. Using a higher-level organization code will pull data from other organizations under its umbrella.

![Figure 8: Self-Service Banner (new), Organization-based query with high-level Org. code](image)

For questions please contact Budgeting & Planning at 937-229-4355.
Drilling Down Through Multiple Levels

When the query is run, users will see the Report Parameters table, along with the parent Organization (in the case of the example “E70020” along with those Organizations under its umbrella. See Figure 9.

Each umbrella Organization can be selected (via hyperlink) to further drill down into its Account Types. Selecting (hyperlinked) Account Types will allow users an even more detailed view of financial transactions.

Figure 9: Self-Service Banner (new), Query Results table with umbrella Orgs

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