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How to Access a Grant Expenditure Report (Budget Query)

Budget Query is the tool accessed via WP Connect that is used to view budget vs actual financial status for any University Fund-Org combination. It is available to all Banner users for the fund-org combination(s) to which a user has been granted Banner access.

Using this tool, PIs and other grant administrators can view the budget vs. actual status of their grants. Actual expenditures and commitments will be reflected for fiscal year periods only. This tool will not display inception-to-date expenditures.

To view grant expenditures via the Budget Query tool, follow these instructions:

1. Log on to WPCONNECT
2. Click on Employee (Located top left of the screen)
3. Click on Finance (Located far left of the screen)
4. Click on Budget Query (under the "Budget" Category)
5. Under Create a New Query Type: choose "Budget status by Account"
6. Click on "Create Query"

7. Choose the following :
 - a. Accounted Budget
 - b. Year to Date
 - c. Encumbrances
 - d. Reservations
 - e. Commitments
 - f. Available Balance
8. Click on "Continue"

The screenshot shows the WPCONNECT interface. At the top, there is a navigation bar with the William Paterson University logo, the WPCONNECT logo, and links for Home, Student, and Employee. Below this is a secondary navigation bar with tabs for Personal Information, Employee, and Finance. The Finance tab is selected. A search bar with a 'Go' button is present. Below the search bar, there is a section titled 'Select the Operating Ledger Data columns to display on the report.' This section contains a table with two columns of checkboxes and labels. The 'Accounted Budget' and 'Available Balance' checkboxes are checked. Below the table, there is a 'Save Query as:' field, a 'Shared' checkbox, and a 'Continue' button.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

9. At the next screen, choose the following:

- a. "Fiscal Year"
- b. Comparison Fiscal Year: "None"
- c. Commitment Type: "All"
- d. Chart of Accounts: "U"
- e. Fund
- f. Organization
- g. Fiscal Period: 14 (this is to see all period as of current date, you can choose different periods to view month to date information e.g. period 1= July, Period 6 = July through December).
- h. Comparison Fiscal Period : "None"
- i. All other options can be left blank
- j. Click on "Submit Query"

The screenshot shows the WPO-CONNECT interface with the following elements:

- Header:** William Paterson University logo, WPO-CONNECT, Home, Student, Employee, and a Search box.
- Navigation:** Personal Information, Employee, and Finance tabs.
- Search:** A search input field and a Go button.
- Information:** Two informational icons: one stating that grant data is inception to date, and another about selecting fiscal periods for comparison.
- Filters:**
 - Fiscal year: 2020
 - Comparison Fiscal year: None
 - Fiscal period: 14
 - Comparison Fiscal period: None
 - Commitment Type: All
 - Chart of Accounts: U
 - Fund: 395
 - Organization: 573
 - Grant, Account, Program: blank
 - Index, Activity, Location, Fund Type, Account Type: blank
- Options:** Include Revenue Accounts
- Save Query as:** [input field]
- Shared:** Shared
- Submit Query:** [button]

Sample Budget Query Report:

WE CONNECT

[Home](#) [Student](#) [Employee](#)

Personal Information
Employee
Finance

Search
PRINT MENU SITE MAP HELP

You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from the query.

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.

Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the View Payroll Expense Detail button to retrieve information for all accounts in the query.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Jan 24, 2020			
Chart of Accounts	U William Paterson University of NJ	Commitment Type	All
Fund	395	Program	All
Organization	573	Activity	All
Account	All	Location	All

✓ No pending documents exist

You can drill down into detail for any item highlighted in blue

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Reservations	FY20/PD14 Commitments	FY20/PD14 Available Balance
60000	Salary Pool	11,179.52	0.00	0.00	0.00	0.00	11,179.52
62030	Part-time, Spec Purp Faculty	(7,500.00)	0.00	0.00	0.00	0.00	(7,500.00)
62350	Student Assistants-Other	(2,880.00)	0.00	0.00	0.00	0.00	(2,880.00)
65010	Social Security	(643.55)	0.00	0.00	0.00	0.00	(643.55)
65015	Medicare Benefit	(150.51)	0.00	0.00	0.00	0.00	(150.51)
65020	NJ UT/DI/WFD/HC Tax Benefit	(5.46)	0.00	0.00	0.00	0.00	(5.46)
G2200	Grant Other Supplies	0.00	0.00	0.00	0.00	0.00	0.00
G3000	Grant Travel	0.00	0.00	0.00	0.00	0.00	0.00
G6030	Grant Equipment Greater Than \$1000	6,586.84	0.00	6,586.84	0.00	6,586.84	0.00
G6040	Grant Comp Equip Greater Than \$1000	0.00	0.00	0.00	0.00	0.00	0.00
Report Total (of all records)		6,586.84	0.00	6,586.84	0.00	6,586.84	0.00

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY20/PD14 Adopted Budget	percent of	FY20/PD14 Adopted Budget	FY20/PD14 Adopted Budget	

Click one of the "download" buttons to get data in Excel