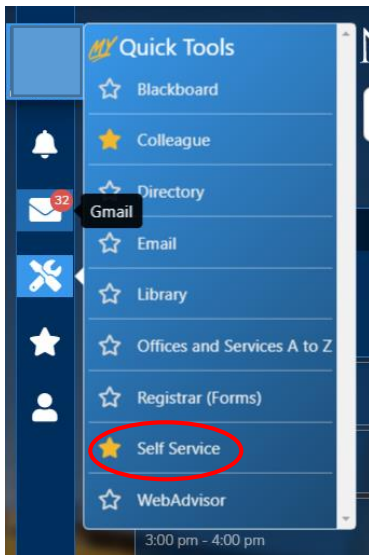


## How to Access/View Budget Information in Self-Service

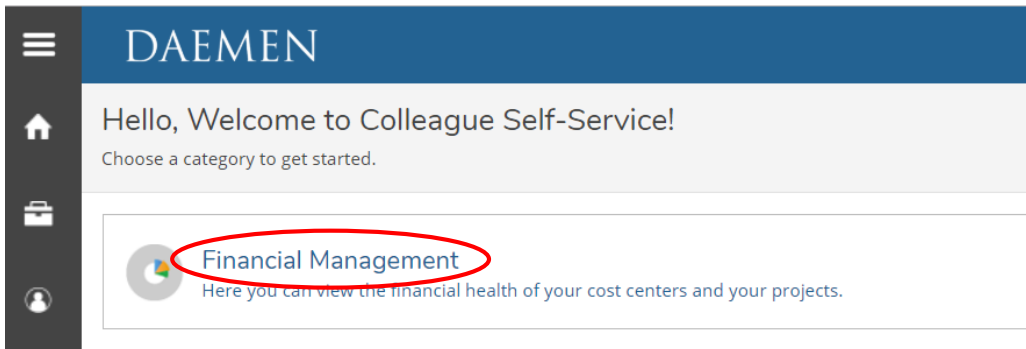
Self Service Budget enables users to see information about the cost centers for which they have access. The cost center information that is displayed includes budget, actual, and encumbrance amounts for expense and revenue GL accounts. Access to Self Service Budget is appropriate for anyone whose duties require access to the general ledger.

You can access your Budget on Self-Service by following the instructions below:

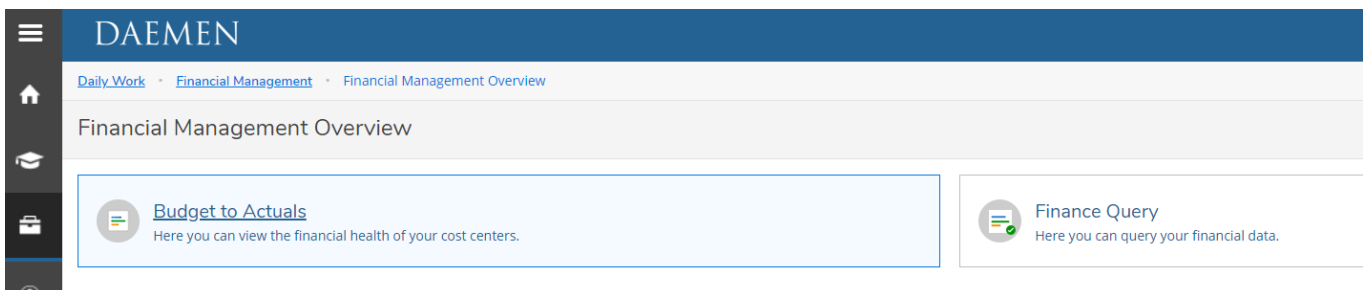
On myDaemen, select Self Service in the Quick Tools on the left menu



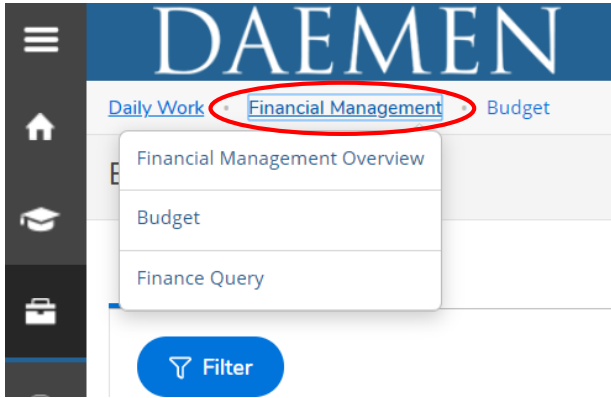
Once in Self Service, select Financial Management



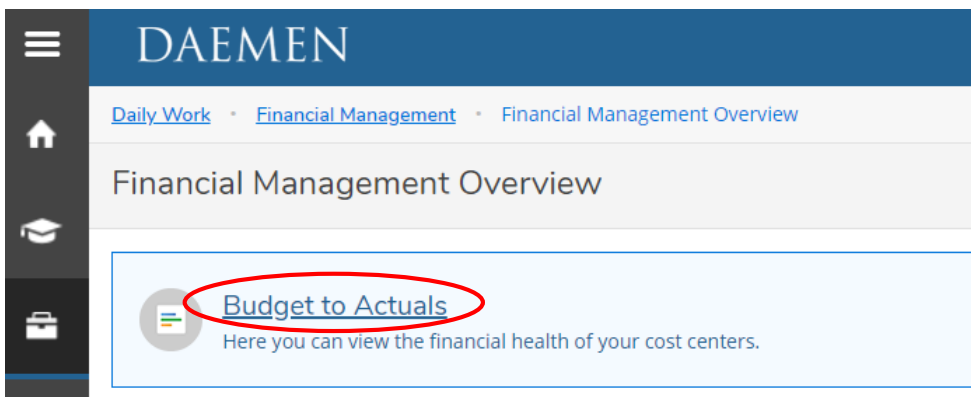
Choose either Budget to Actuals or Finance Query. The information in each is the same, but presented in a different format. Some may find one more helpful or user-friendly than the other (Finance Query should be used if you are viewing Fund 2 or 3 accounts)



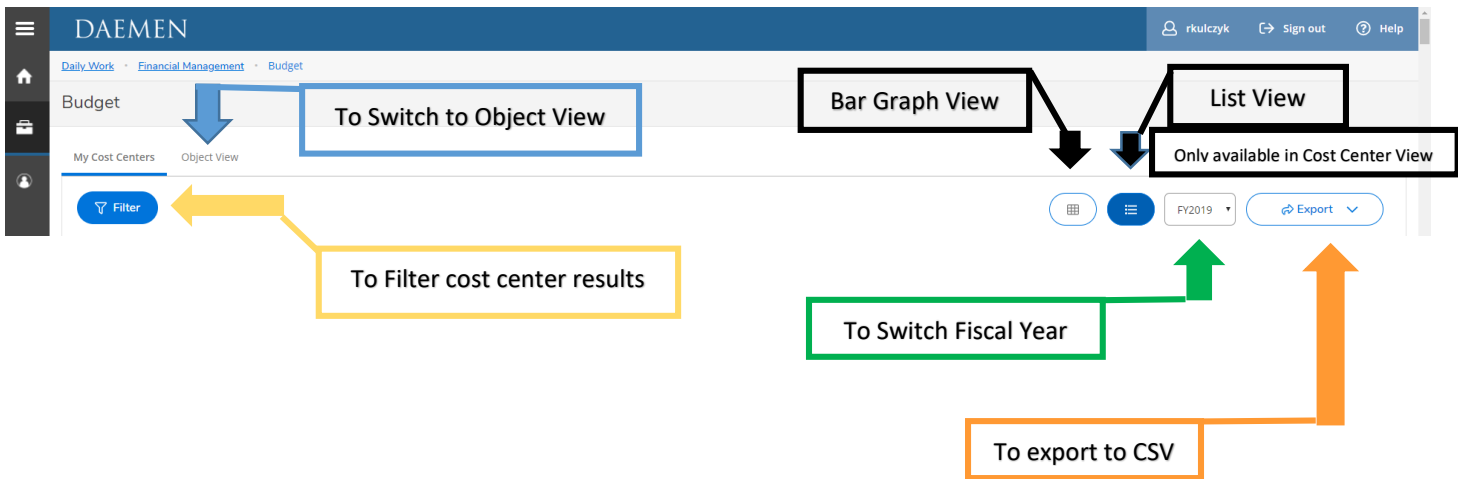
To switch between Budget to Actual and Finance Query options, select Financial Management at the top menu:



Budget to Actuals:



Basic components:



**Summary of Options:** You can export budget information as a CSV file by clicking **Export** in the upper right-hand corner. Simply save the file and manipulate it in Excel. You can switch the **Fiscal Year** by selecting the preferred year in the drop-down menu in the upper-right. At least 4 prior fiscal years are available for review. You can also switch views by clicking the **Bar Graph View** or the **List View** option in the upper right. In order to specify what you want to view in your cost centers, select the **Filter** button in the upper-left. Finally, you can switch to object view by clicking **Object View** in the upper-left.

**Bar Graph View:** In the bar graph view, there is a bar graph for any *revenue* as well as any *expense* GL accounts included in the cost center. If there is only revenue or only expense GL accounts, only the corresponding bar graph is displayed. In the Bar Graph View, if the *revenue* part of a cost center has a budget and there are no revenue transactions, the bar graph appears empty. As revenue transactions are processed, the bar graph will fill up with a blue color. If the *expense* part of a cost center has a budget and there are no expense transactions, the bar graph appears empty. As expense transactions are processed, the bar graph will fill up with a green color. After the expenses are over 85% of the budget, the bar graph will turn yellow. When the budget is overspent, the bar graph will turn red.

**List View:** In the list view, *revenue* cost centers do not have a financial health indicator, but *expense* cost centers do.

You can "Save Criteria" for frequently used filters, giving it any name you'd like, and allowing you to quickly return to that filter set. You can find these at the top of the left hand side under "Select A Criteria"

% of Budget Spent and Financial Health

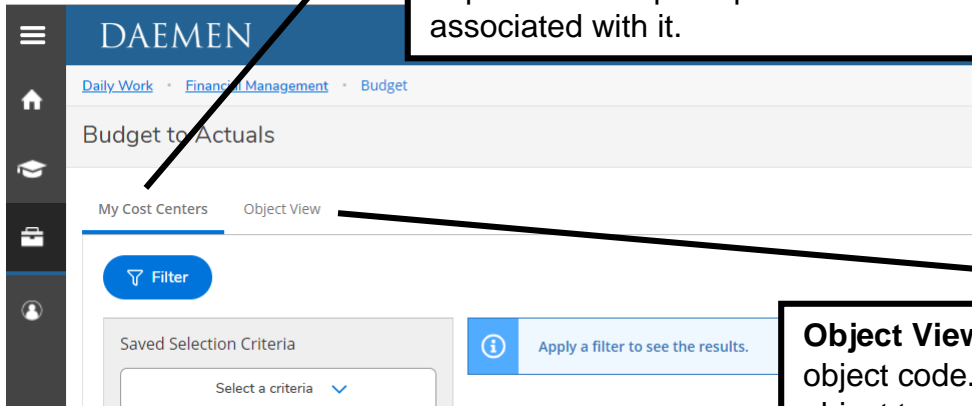
Cost Center	Budgeted Revenue	Actual Revenue	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses	% Spent	Financial Health
000000 Unrestricted Operating : General	\$61,411,672.72	\$60,608,469.12	\$812,624.00	\$5,412,294.04	-\$4,599,670.04	666 %	⊘
000000 Temporarily Restricted : General	\$0.00	\$44,952.66	\$0.00	\$17,117.36	-\$17,117.36	101 %	⊘
000000 Permanently Restricted : General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
000000 Unrestricted Designated : General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
000000 Temporarily (Time) Restricted : General	\$0.00	-\$2,249.96					
051000 Unrestricted Operating : Dean - Arts & Sciences			\$28,360.00	\$26,017.68	\$2,342.32	92 %	⚠
051005 Unrestricted Operating : Art			\$445,697.00	\$231,982.76	\$213,714.24	52 %	✓
051010 Unrestricted Operating : Graphic Design			\$164,646.00	\$71,971.13	\$92,674.87	44 %	✓
051011 Unrestricted Operating : Animation			\$273,094.00	\$180,344.60	\$92,749.40	66 %	✓
051015 Unrestricted Operating : Music			\$1,961.00	\$1,566.45	\$394.55	80 %	✓
051020 Unrestricted Operating : Theater Arts			\$157,069.00	\$97,908.60	\$59,160.40	62 %	✓
051025 Unrestricted Operating : English			\$587,526.00	\$308,583.36	\$278,942.64	53 %	✓
051030 Unrestricted Operating : Modern Languages			\$283,524.00	\$148,676.81	\$134,847.19	52 %	✓
051035 Unrestricted Operating : Philos & Relig			\$217,249.00	\$125,480.09	\$91,768.91	58 %	✓
051040 Unrestricted Operating : Hist & Pol Sci			\$496,103.00	\$244,527.69	\$251,575.31	49 %	✓

Filters can be set by Fund, Department, and/or Object in any combination. Groups of numbers can all be added to the filter at once separated by a comma, or as a range of numbers separated by "-".

There are no wildcard searches.

You must "Apply Filter"

**My Cost Centers** will show items sorted by department (unit) number. You can click on any department to open up the individual object codes associated with it.



**Object View** will show items sorted by object code. You can click on any object to see the individual departments associated with it.

From My Cost Center view, click on any account row to see additional information  
 These should be reviewed regularly by Department Heads, Chairs, and Deans

	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
256055 Unrestricted Operating : Alumni						
1-256055-50121 Alumni : Stipends-Students	\$100.00	\$100.00	\$0.00	\$0.00	100 %	⚠️
1-256055-50150 Alumni : Daemen Work Plan	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✅
1-256055-50160 Alumni : Student Assistants	\$0.00	\$133.20	\$0.00	-\$133.20	101 %	⚠️
1-256055-51501 Alumni : Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✅
1-256055-51502 Alumni : Supplies & Other	\$5,500.00	\$3,210.34	\$201.96	\$2,087.70	62 %	✅
1-256055-51503 Alumni : Equipment > \$5,000	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✅
1-256055-51504 Alumni : Professional Svcs	\$500.00	\$0.00	\$0.00	\$500.00	0 %	✅
1-256055-51505 Alumni : Travel & Ent	\$10,700.00	\$3,915.69	\$0.00	\$6,784.31	37 %	✅
1-256055-51506 Alumni : Postage	\$3,650.00	\$2,303.89	\$0.00	\$1,346.11	63 %	✅
1-256055-51507 Alumni : Printing	\$7,100.00	\$3,685.74	\$0.00	\$3,414.26	52 %	✅

**Encumbrances** are the Purchase Orders (POs) not yet completed/paid: begin with PO

**Actuals** is actual activity: V=vouchers (Purchase Requisitions); J=journal entries; C=cash receipt; PR=payroll entry (there will be no additional information on payroll entries)

**Budget** shows beginning entries and adjustments to account budget

Encumbrances				\$201.96
Document	Date	Description	Amount	
P0022733	3/8/2019	Amazon.Com C.C.	\$89.97	
P0022713	3/5/2019	Amazon.Com C.C.	\$99.99	
P0021892	10/12/2018	Tony Martin Awards	\$12.00	

Actuals				\$3,210.34
Document	Date	Description	Amount	
V0155609	12/14/2018	J&R Specialties Inc.	\$372.50	
J007867	11/30/2018	Move v154207 Adpro to 552016	-\$835.25	
V0154207	11/15/2018	ADPRO Sports Inc.	\$835.25	
V0153622	10/31/2018	Tony Martin Awards	\$12.00	
V0151401	8/31/2018	Bruceell Advertising Co. Inc.	\$2,688.37	
V0151369	8/31/2018	Amazon.Com C.C.	\$22.99	
J007741	8/31/2018	Stock Cupboard Aug-18	\$4.48	
V0149991	7/31/2018	Eaton Office Supply Co., Inc.	\$110.00	

Budget				\$5,500.00
Document	Date	Description	Amount	
BU2019	6/1/2018	18-19 OPENING BUDGET	\$2,000.00	

You can drill down on anything in **BLUE** for more information.

Voucher V0155609  
Back to 1-256055-51502 Alumni : Supplies & Other

Status	Recorded	Date	12/14/2018
Vendor	0029606 J&R Specialties Inc.	Due Date	12/20/2018
Amount	\$372.50	Invoice Number	00011944
Maintenance Date	12/14/2018	Invoice Date	11/30/2018
Associated Document		Check Number	0089699
		Check Date	12/20/2018
		AP Type	AP Regular Accounts Payable

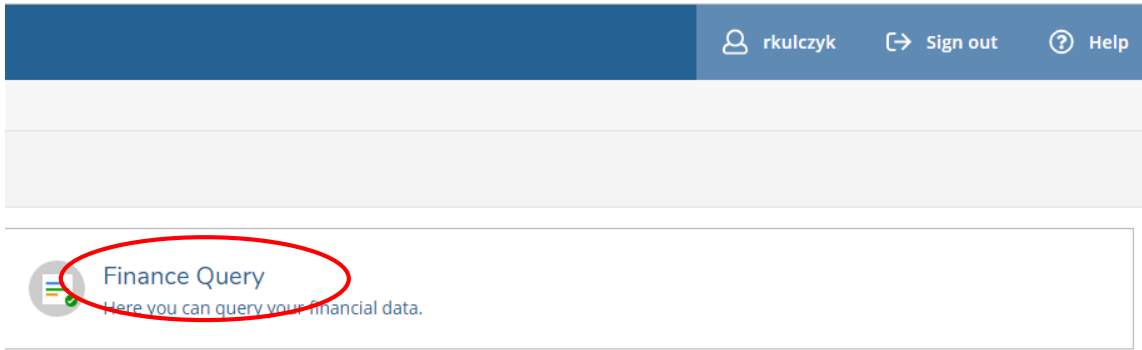
  

Line Items	Description	Quantity	Price	Extended Price
1	Alumni House signage	1	\$372.50	\$372.50

1-256055-51502  
Tax Codes  
Invoice Number 00011944  
Tax Form Info  
Comments

Finance Query:



Works the same way as Budget to Actuals, with some additional features

Specific date range may be chosen for actual expenses

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
1-256055-50101 Alumni : Salaries					
1-256055-50120 Alumni : Stipends-Employees	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
1-256055-50121 Alumni : Stipends-Students	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-256055-50150 Alumni : Daemen Work Plan	\$0.00	\$1,529.05	\$0.00	\$0.00	-\$1,529.05
1-256055-50160 Alumni : Student Assistants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-256055-51501 Alumni : Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-256055-51502 Alumni : Supplies & Other	\$5,200.00	\$3.30	\$0.00	\$24.00	\$5,172.70
1-256055-51503 Alumni : Equipment > \$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-256055-51504	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00

Finance Query is most helpful to Departments working with multiple Funds and should be utilized to get the appropriate amount of the funds available.

Filters and saved criteria work the same in either Budget to Actual or Finance Query