



How to Guide: Accessing Budget Accounts and Restricted Accounts On the Portal

(updated 7/30/2020)

#### Procedures for Accessing Current Year Operating Budget Accounts

Open the Portal and select the Budget Inquiry tab.

## Beloit The Portal

Home Announcements New Students Academics Advising Course Search Financial Services Student Life Portal Forms Budget Inquiry

Under This Year's Active Budget, select either <u>Search by Worksheet</u> or <u>View All Available Worksheets</u>.

#### Search by Worksheet limits the options by Department Code

Budget Inquiry	
GL Account Lookup Lookup GL Account Information	Budget Inquiry
The budget module has been updated to	Budget
through June 30 <sup>th</sup> . The additional budge interim, if you require a report please o	This Year's Active Budget
Budget	You may search using single or multiple criteria. The more search criteria you choose, the more specific the returned results will be.
Budget to Prepare for Next Year	Budget Worksheet name includes           FY2017-18_Budget Wksht          63610
Search by Line Item	Monitor activity by
Search by Worksheet	Available Now V Range \$ To \$
View All Available Worksheets	Search Clear search
This Year's Active Budget	
Search by Line Item	
Search by Worksheet	
View All Available Worksheets	

# **Budget Inquiry**

<u>Budget</u>			
This Year's Active Budget			
You may search using single or multiple criteria. The more search criteria you choose	, the more specific th	e returned results will be.	
Budget Worksheet name includes			
FY2017-18_Budget Wksht ~ 63610			
Monitor activity by       Available Now ~     Range \$			
Search Clear search			
Worksheet [Display hierarchy]	Status	Available Now	
FY17-18 63610 VP Finance & Planning		\$1	9,943

To view detail, click on Department worksheet link

<u>View All Available Worksheets</u> lists all worksheets that you have available. (Useful for those with limited number of accounts

### **Budget Inquiry**

<u>Budget</u>
Pudget to Dropping for Next Ve
Budget to Prepare for Next re
Search by Line Item
Search by Worksheet
View All Available Worksheets
This Year's Active Budget
Search by Line Item
Search by Worksheet
View All Available Worksheets

You can also view budget and actual activity under GL Account Look-up Screen



## **Budget Inquiry**

<u>GL Account Lookup</u> - Account Sel	ection				
Select the way you want budg Full Annual Include inactive accounts Include activity for fund acco Account Number Selection Use one of the tabs below to se	et information returned.	o view.			
Account Number Range Accou	nt Component				
FUND: 01 Enter one or more account co	DEPARTMENT: 64645 omponents above.	IDENTIFIER:	ACTIVITY:	SUB-ACTIVITY:	OBJEC1
Date Range for Transactions       2019     V     Beginstructure       Descripte Par Parae     All Descripte	n Period: July - Period 01	∽ End Period: J	une - Period 12 v		

# <u>Budget Inquiry</u>

#### <u>GL Account Lookup</u> - Account Summary

#### 7/1/2019 Thru 6/30/2020

Account Number	Description	<u>Beginning</u> Balance	<u>Unposted</u> Balance	Posted Balance	Encumbrance	Ending Balance	Other Accounts Against Budget	Total Annual Budget
01 64645000000 000 70100	Credit Card Expense Holding Acct	\$0.00	\$0.00	<u>\$3,142.06</u>	<u>\$0.00</u>	<u>\$3,142.06</u>	\$0.00	\$0.00
01 64645000000 000 71000	Supplies	\$0.00	\$0.00	<u>\$15.00</u>	\$0.00	\$15.00	\$0.00	\$1,000.00
01 646450000000 000 71001	Equipment Under \$10,000	\$0.00	<u>\$0.00</u>	\$316.59	<u>\$0.00</u>	<u>\$316.59</u>	\$0.00	\$2,000.00
01 64645000000 000 71002	Furn. & Fixtures Under \$10,000	\$0.00	<u>\$0.00</u>	<u>\$183.61</u>	<u>\$0.00</u>	<u>\$183.61</u>	\$0.00	\$1,200.00
01 646450000000 000 71003	Computer Equip. Under \$10,000	\$0.00	<u>\$0.00</u>	<u>\$799.99</u>	<u>\$0.00</u>	<u>\$799.99</u>	\$0.00	\$7,000.00
01 64645000000 000 71004	A/V Equip. Under \$10,000	\$0.00	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00

#### Procedures for Accessing Restricted Account Activity (Fund 04)

For users with restricted gifts, grants, or other non-operating accounts.

Open the Portal and select the Budget Inquiry tab, and click on Look-up GL Account Information.

Beloit College The Portal									
Home	Announcements	New Students	Academics	Advising	Course Search	Financial Services	Student	Life Portal Forms	Budget Inquiry
Studer	nts, <u>view your current</u>	holds.							
You are here	: Budget Inquiry > Budget Ho	me							
Budget In	Budget Inquiry Budget Inquiry								
Budget Ho	me	*	. ,						
Additional	Budget Reports	GL Account L	pokup				3 <u>B</u>	udget Links	
VPFP Repo	rts	Lookup GL A	count Information	1					

Select Account Component, and enter <u>Fund</u> and <u>Department</u> information. Enter the starting year of Academic Year you wish to see (ex. 2017 = 2017-18 fiscal/academic year). Click on <u>Go</u>.

### **Budget Inquiry**

<u>GL Account Lookup</u> - Account Selection								
Full Annual	Full Annual   Select the way you want budget information returned.							
Include inactive accou	unts							
□Include activity for fur	nd accounts							
Account Number Selection								
Use one of the tabs below Account Number Range	ow to select the account(s) you Account Component	ı want to view.						
FUND:	DEPARTMENT:	IDENTIFIER:	ACTIVITY:	SUB-ACTIVITY:	OBJECT:			
04	<mark>63620</mark>	<mark>41071</mark>						
Enter one or more acc	count components above.							
Date Range for Transaction	IS							
2017 Begin Period: July - Period 01 V End Period: June - Period 12 V								
Results Per Page: All R	Results Per Page: All Results v							
	Go							

A screen appears with current unposted and posted activity for the requested account information.

## **Budget Inquiry**

<u>c</u>	<u>GL Account Lookup</u> - Account Summary										
7/1/2017 Thru 6/30/2018											
	Account Number	Description	<u>Beginning</u> <u>Balance</u>	<u>Unposted</u> Balance	Posted Balance	Encumbrance	Ending Balance				
	04 636204107100 000 31010	Unrestricted Net Assets	(\$22,399.76)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	(\$22,399.76)				
	04 636204107100 000 34010	Designated Fund Balance	\$0.00	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>				
	04 636204107100 000 39999	Anticipated Beginning Balance	\$0.00	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>				
	04 636204107100 000 71000	Supplies	\$0.00	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>				
	04 636204107100 000 71107	Office Supplies	\$0.00	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>				

#### **Appendix – Additional Budget Reports**

Other types of special reports are found under the <u>Additional Budget Reports</u> link. These reports are printable in a PDF format.

#### **Beloit** The Portal College New Students Academics Advising Course Search Home Announcements Students, view your current holds. You are here: Budget Inquiry > Additional Budget Reports Additional Budget Reports Budget Inquiry **Budget Home** Additional Budget Reports Manage Restricted Accounts - 04 VPFP Reports Budget Detail by Department and Identifier 04 Fund Restrictions with Current Balance byDept Quick Links 04 Fund Restrictions with Current Balance byDept byIdent My Pages 25 26 Fund Restrictions with Current Balance byDept Seloit Home Page 25 26 Fund Restrictions with Current Balance byDept byIdent & Moodle Manage Operating Budgets - 01 Moodle Groups Budget Detail by Department Turtle Creek Bookstore

Manage Restricted Accounts – 04: These reports show current posted balances for Restricted Accounts (Fund 04)

Manage Operating Budgets – 01: This report shows current operating activity by department.