



**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.



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

Under This Year's Active Budget, select either [Search by Worksheet](#) or [View All Available Worksheets](#).

[Search by Worksheet](#) limits the options by Department Code

Budget Inquiry

[GL Account Lookup](#)

[Lookup GL Account Information](#)

[Budget Note](#)

The budget module has been updated through June 30th. The additional budget interim, if you require a report please c

[Budget](#)

Budget to Prepare for Next Year

[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](#)

Budget Inquiry

Budget

This Year's Active Budget

You may search using single or multiple criteria. The more search criteria you choose, the more specific the returned results will be.

Budget Worksheet name includes

Monitor activity by Range \$ To \$

Budget Inquiry

Budget

This Year's Active Budget

You may search using single or multiple criteria. The more search criteria you choose, the more specific the returned results will be.

Budget Worksheet name includes

Monitor activity by Range \$ To \$

Worksheet	[Display hierarchy]	Status	Available Now
FY17-18	63610 VP Finance & Planning		\$19,943

To view detail, click on Department worksheet link

[View All Available Worksheets](#) lists all worksheets that you have available. (Useful for those with limited number of accounts)

Budget Inquiry

Budget

Budget to Prepare for Next Year

[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

Students, [view your current holds](#).

You are here: [Budget Inquiry](#) > [Budget Home](#)

- Budget Inquiry
- Budget Home
- Additional Budget Reports
- VFPF Reports

Budget Inquiry

GL Account Lookup

Budget Links

[Lookup GL Account Information](#)

Budget Inquiry

GL Account Lookup - Account Selection

Select the way you want budget information returned.

Full Annual

Include inactive accounts

Include activity for fund accounts

Account Number Selection

Use one of the tabs below to select the account(s) you want to view.

Account Number Range Account Component

FUND:	DEPARTMENT:	IDENTIFIER:	ACTIVITY:	SUB-ACTIVITY:	OBJECT
01	64645				7

Enter one or more account components above.

Date Range for Transactions

2019

Begin Period:

July - Period 01

End Period:

June - Period 12

Results Per Page: All Results

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

Students, view your current holds.

You are here: [Budget Inquiry](#) > [Budget Home](#)

Budget Inquiry
Budget Home
Additional Budget Reports
VPFP Reports

Budget Inquiry

GL Account Lookup [Budget Links](#)

[Lookup GL Account Information](#)

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

Budget Inquiry

GL Account Lookup - Account Selection

Full Annual Select the way you want budget information returned.

Include inactive accounts

Include activity for fund accounts

Account Number Selection

Use one of the tabs below to select the account(s) you want to view.

[Account Number Range](#) [Account Component](#)

FUND:	DEPARTMENT:	IDENTIFIER:	ACTIVITY:	SUB-ACTIVITY:	OBJECT:
04	63620	41071			

Enter one or more account components above.

Date Range for Transactions

2017 Begin Period: July - Period 01 End Period: June - Period 12

Results Per Page: All Results

[Go](#)

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

Budget Inquiry

GL Account Lookup - Account Summary

7/1/2017 Thru 6/30/2018

Account Number	Description	Beginning Balance	Unposted Balance	Posted Balance	Encumbrance	Ending Balance
04 636204107100 000 31010	Unrestricted Net Assets	(\$22,399.76)	\$0.00	\$0.00	\$0.00	(\$22,399.76)
04 636204107100 000 34010	Designated Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04 636204107100 000 39999	Anticipated Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04 636204107100 000 71000	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04 636204107100 000 71107	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Appendix – Additional Budget Reports

Other types of special reports are found under the [Additional Budget Reports](#) link. These reports are printable in a PDF format.



Home Announcements New Students Academics Advising Course Search

Students, view your current holds.

You are here: [Budget Inquiry](#) > [Additional Budget Reports](#)

Budget Inquiry

Budget Home

Additional Budget Reports ▼

VFPF Reports

Quick Links

My Pages ▼

[Beloit Home Page](#)

[Campus Events Calendar](#)

[Moodle](#)

[Moodle Groups](#)

[the Terrarium](#)

[Turtle Creek Bookstore](#)

Additional Budget Reports

Manage Restricted Accounts - 04

[Budget Detail by Department and Identifier](#)

[04 Fund Restrictions with Current Balance byDept](#)

[04 Fund Restrictions with Current Balance byDept byIdent](#)

[25 26 Fund Restrictions with Current Balance byDept](#)

[25 26 Fund Restrictions with Current Balance byDept byIdent](#)

Manage Operating Budgets - 01

[Budget Detail by Department](#)

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.