Budget Queries

1. Connect to https://appleap.appstate.edu/ and select the System Access tab.

2. Select Banner Self-Service.

3. Log in using your User Name and Password.
4. Select **Finance**.

5. Select **Budget Queries** from either the side or bottom menu.

6. Select **Budget Status by Account** from the dropdown menu and press the **Create Query** button.

7. Select the columns you wish to see on the query (user’s choice—multiple options) by clicking in boxes (a check mark appears) then select **Continue**. (NOTE: Selecting **Accounted Budget** in the first column will allow you to drill down for more information in the query.)
8. Complete the following:

**Fiscal Year** (Example: Fiscal Year 2021-2022 = 2022)

**Fiscal Period** (Example: April = Fiscal Period 10 since it is the 10th month of the fiscal year. To get ALL data, use Fiscal Period 14)

**Comparison Fiscal Year** and **Comparison Fiscal Period** can be used to compare data between fiscal years/periods. To look at this year’s data only, select None.

**Chart of Accounts** (A=ASU Funds beginning with 1-8, F=Foundation Funds beginning with 9)

**Index** (Enter your Fund Number here)

**Do not use the Fund, Organization and Program fields.**

Press the **Submit Query** button when complete.

9. The Fund, Organization and Program information automatically defaults into the correct fields, thereby eliminating any chance for error.

If you have Revenue Accounts that you want to view, click the check-box beside **Include Revenue Accounts**.

Press the **Submit Query** button again.
10. Example of report. To view detailed information for any budget or expenditure account, click on any of the **blue numbers**. Information can be exported to Excel by selecting one of the Download buttons at the bottom of the screen.

11. To determine available balance for your operating accounts, go back to step #9, enter **7%** in the **Account** field, then press the Submit Query button.

12. The bottom line (**Report Total of all records**) will show the remaining available balance in the operating budget. If the total is blank, go back to the previous screen and un-check the Include Revenue Accounts box.
13. It is also possible to view a specific budget pool, any related expenditures and get a balance available (Example: by entering 731% into the Account field in step #11, you can view only 731XXX data). The % sign is a wildcard.

14. There are several other options available at the bottom of the screen.

15. When all budget queries or transfers have been completed, press Exit in the upper right corner of the screen to logout of the AppLEAP system.
Departmental Budget Transfers
(One transfer between two budget pools - current year only)

1-4. Complete steps #1-4 from the Budget Queries section (to get into Self-Service).

5. Select Budget Transfer from either the side or bottom menu.

6. **Transaction Date** will default to the current date.
   **Journal Type** (XB4 should be used for all State Funds - those funds that begin with 1; XT4 should be used for all Trust Funds – those funds that begin with 2 thru 5).
   **Transfer Amount** = the amount of the transfer. **Use whole dollars only (no cents).** Decimals may be used but are not required.

7. **Chart** = A (App)
   **Index** = Fund number (Enter this into both Index fields).
   **Do not use the Fund, Organization and Program fields.**
   Press the Complete button.
8. Once the Complete button is pressed, the Fund, Organization and Program fields will be populated automatically.

9. Enter the **Account** pools to be adjusted on the “From” and “To” lines.

   Available Account pools (for XB4 Transactions**):
   - 719000 **Contracted Services** (Includes all 719XXX accounts except 719700)
   - 720000 **Supplies and Materials** (Includes all 72XXXX accounts)
   - 731000 **Travel** (Includes all 731XXX accounts)
   - 732000 **Communications** (Includes all 732XXX accounts)
   - 734000 **Current Services** (Includes 734XXX – 739XXX accounts)
   - 740000 **Fixed Charges** (Includes all 74XXXX accounts except 748XXX)
   - 750000 **Capital Outlay** (Includes all 75XXXX accounts except 756XXX)
   - 785000 **Other Expenses** (Includes all 785XXX through 789XXX accounts)

   **Note:** Trust (XT4 Transactions) can use all of the account codes listed above, plus any account codes related to salaries and benefits (61XXXX).

   Enter a brief **Description** (ex: Transfer Funds, Budget Transfer, etc.)

   **Budget Period** should always be “01”.

   Once finished, press the **Complete** button.
10. Once the transfer is complete, the following screen will appear. A message will be displayed showing that the document has been completed and is being forwarded to the posting process. A document number will be provided to track the entry. Please make note of this number. There is an option to complete **Another Transfer** if necessary.

   ![Budget Transfer](image)

11. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the AppLEAP system.

   ![Budget Transfer](image)
Multiple Line Budget Transfers
(Current year only)

1-4. Complete steps #1-4 from the Budget Queries section (to get into Self-Service).

5. To process a budget transfer between multiple pools within the same fund, select the Multiple Line Budget Transfer option from either the side or bottom menu. Note: There only 5 lines available so larger transfers may require more than one batch of entries.

6. **Transaction Date** will default to the current date. **Journal Type** (XB4 should be used for all State Funds - those funds that begin with 1; XT4 should be used for all Trust Funds – those funds that begin with 2 thru 5.)
7. **Chart** = A (App)
**Index** = Fund number (Enter this into all needed Index fields).
**Do not use the Fund, Organization and Program fields.**
Press the **Complete** button.

8. Once the Complete button is pressed, the Fund, Organization and Programs fields are populated automatically. “Errors” will appear at the top of the screen stating that Amounts must be entered.
9. Enter the **Account** pools to be adjusted on each line, as well as the **Amount**. Using the dropdown menu, select either + or – to indicate whether you want to increase or decrease each line. (Account pool listing available below.)

**Document Amount** (This is the hash total of all transactions; example: +50 + 10 +10 +20 +10 = 100). **Use whole dollars only** (no cents). Decimals may be used but are not required.

Enter a brief **Description** (ex: Budget Transfer, Transfer Funds, etc.).

**Budget Period** should always be “01.”

Press the **Complete** button.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 OCT 2019</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Available Account pools (for XB4 Transactions**):**

- **719000 Contracted Services** (Includes all 719XXX accounts except 719700)
- **720000 Supplies and Materials** (Includes all 72XXXX accounts)
- **731000 Travel** (Includes all 731XXX accounts)
- **732000 Communications** (Includes all 732XXX accounts)
- **734000 Current Services** (Includes 734XXX – 739XXX accounts)
- **740000 Fixed Charges** (Includes all 74XXXX accounts except 748XXX)
- **750000 Capital Outlay** (Includes all 75XXXX accounts except 756XXX)
- **785000 Other Expenses** (Includes all 785XXX through 789XXX accounts)

**Note: Trust (XT4 Transactions) can use all of the account codes listed above, plus any account codes related to salaries and benefits (61XXXX).**
10. When the transfer has been processed, the following screen will appear, stating that the document has been completed and is being forwarded to the posting process. A document number will be provided. Make a note of this for future reference.

The option to process another transfer is displayed (scroll down the screen to see this option). If other transfers are required press **Another Transfer** and repeat the same process (beginning at step #7).

11. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the AppLEAP system.