Managing Department Budgets with EASI

Contents

Definitions

JCCC/EASI → Your checking account	Year-to-date → Checks cleared
Adopted budget → Beginning balance	Encumbrances & Reservations → Outstanding checks
Budget adjustments → Deposits & bank fees	Available balance → What I can spend

Columns of values available to display in the budget queries

Adopted Budget............................... Original budget allocation

Budget adjustment .... Funds added or removed since the original budget allocation

Adjusted Budget .... Original allocation +/- budget adjustments

Temporary Budget .... Current FY changes only

Accounted Budget .... Current budget +/- budget adjustments

Adjusted Budget .... Accounted budget (for the purposes of managing your budget)

Commitments .... Encumbrances*

*Encumbrances include items like salaries, purchase orders not yet fulfilled, and travel funds.

Commitments = Reservations (this is only used by an internal Banner process when an online P.O. is created. When an online requisition is created and a purchase order is generated, the funds are moved from reservations to Encumbrances. Reservations can be ignored when examining budget values in EASI.

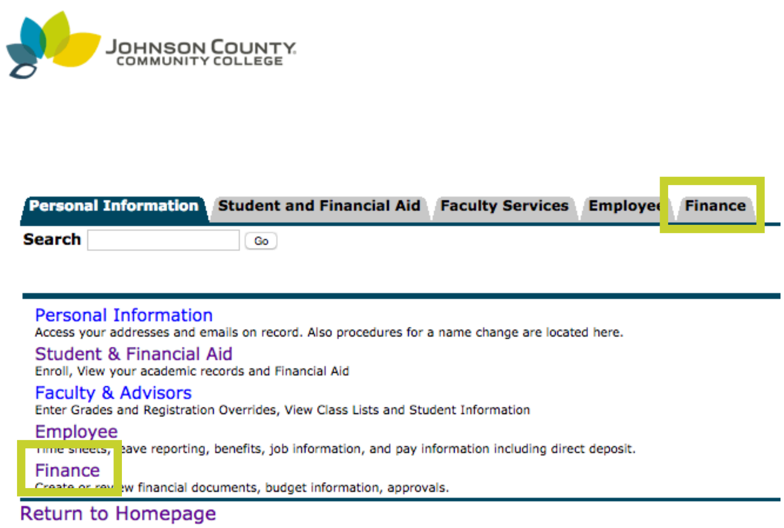
Uncommitted = Available balance = What I can spend

% = wildcard to stand for any and all values

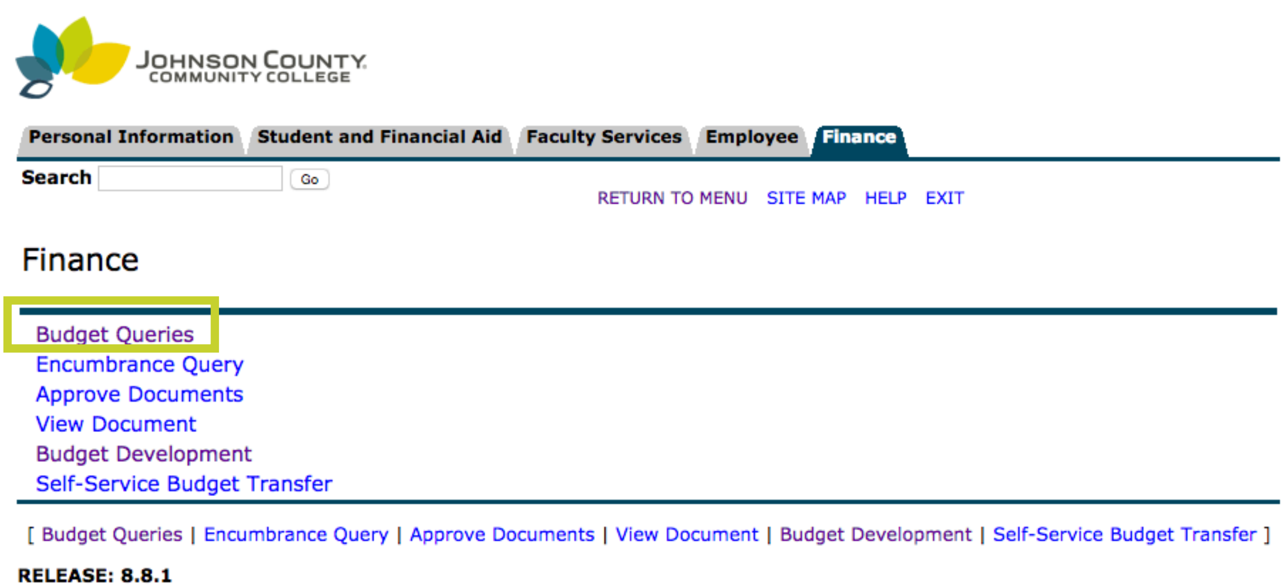
Viewing Budget Values

Log into MyJCCC, and click the **EASI** link in the right-hand link list.

Click the **Finance** link or the **Finance** tab. (Finance link not visible? Submit a help desk ticket to have the Finance link enabled.

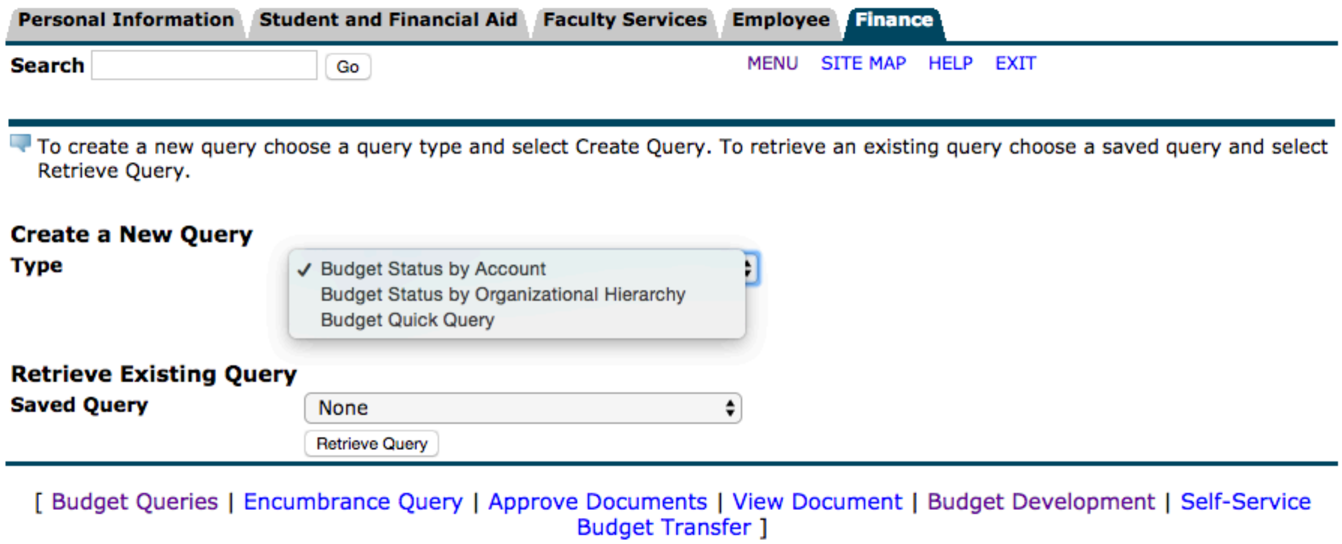


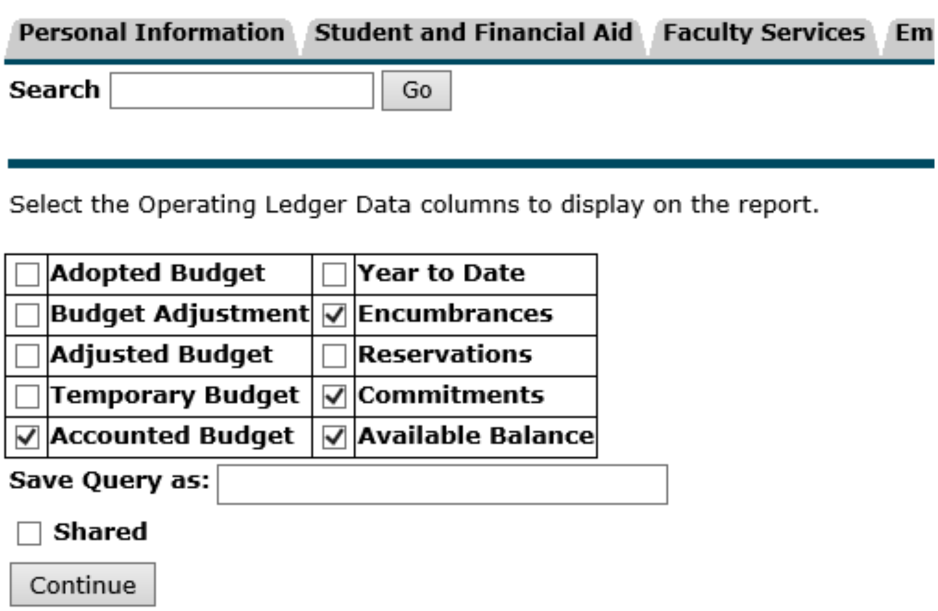
To view budget values, click the **Budget Queries** link



Create a New Query

The **Create a New Query** drop-down allows viewing budget information for a specific account, or for a specific cost center, or organizational hierarchy.





Select the columns to display in the report. Budget values can be downloaded to Excel. The choices made here will determine the values that will be downloaded to Excel.

The selections will be carried over to the next query and the next session in EASI.

Selecting **Year to Date** will allow drilling down to transaction documents. These include invoices and purchase orders.

View All Budget Lines

To view all budget lines, leave the **Account** field blank.

Personal Information | Student and Financial Aid | Faculty Services | Employee | **Finance**

Search [ ] Go   MENU SITE MAP HELP EXIT

✔ Template Training (Personal) saved.

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2017   **Fiscal period:** 07
Comparison Fiscal year: None   **Comparison Fiscal period:** None
Commitment Type: All

Chart of Accounts   Index
Fund   Activity
Organization   Location
Grant   Fund Type
Account   Account Type
Program

☐ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Development | Self-Service Budget Transfer]

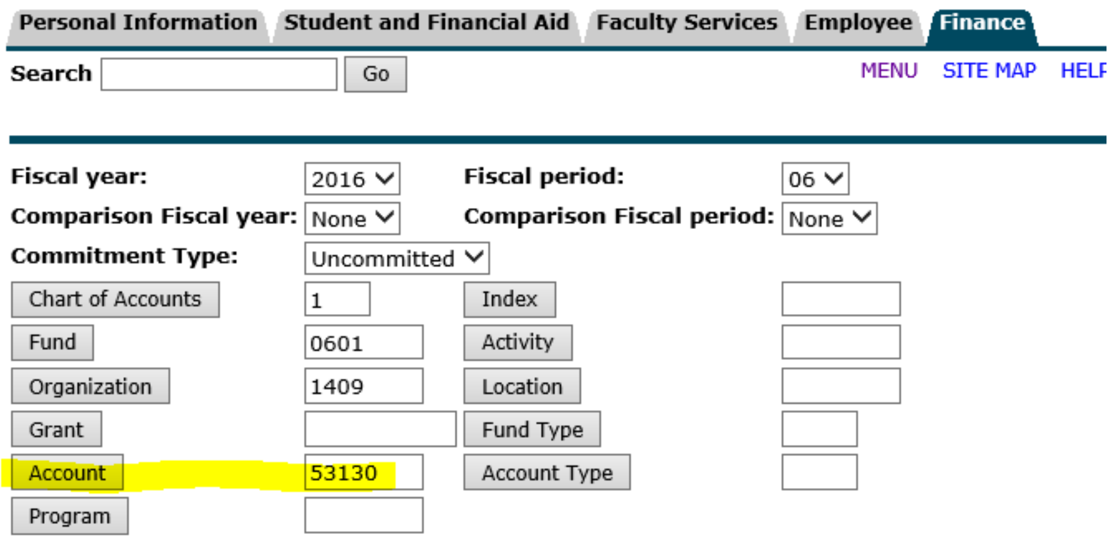
Results from the query settings above. The blue values are links to details for each budget line and period.

Query Results

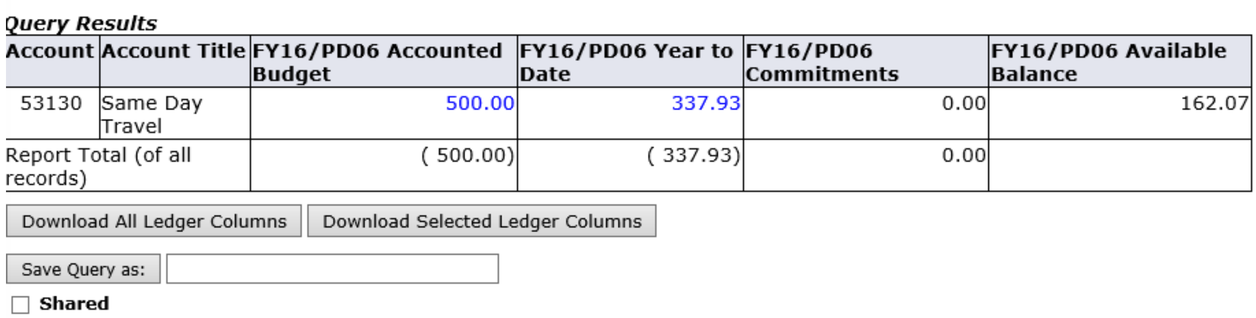
Account	Account Title	Program	FY16/PD06 Accounted Budget	FY16/PD06 Year to Date	FY16/PD06 Commitments	FY16/PD06 Available Balance
41204	Non-Credit Course Fee Revenue	14	1,361,788.00	564,958.08	0.00	796,829.92
41205	Discount on Non-Credit Fee	14	0.00	(9,384.75)	0.00	9,384.75
41206	Contract Training	14	0.00	40,869.04	0.00	(40,869.04)
41855	Payment Plan Fees	14	0.00	270.00	0.00	(270.00)
49998	Taxable Miscellaneous Revenue	14	0.00	5,567.27	0.00	(5,567.27)
49999	Miscellaneous Income	14	0.00	49,801.34	0.00	(49,801.34)
52010	FT Reg. Salaried	14	59,441.90	29,721.00	29,721.00	(0.10)
52030	FT Reg. Hourly	14	103,241.55	51,622.44	51,619.11	0.00
52130	PT Noncredit Instruction Sup Cont	14	268,419.99	103,241.25	840.00	164,338.74
52150	PT Reg. Hourly	14	40,743.25	16,287.67	0.00	24,455.58
52160	PT Temp. Hourly	14	12,330.00	5,130.08	0.00	7,199.92
52410	Communication Stipend	14	1,440.00	540.00	540.00	360.00
53060	Other Contracted Services	14	290,000.00	95,869.75	148,031.50	46,098.75
53110	Overnight Travel	14	4,000.00	2,259.03	0.00	1,740.97

View a Specific Budget Line

For a specific budget account, enter the account code in the account field.



Results of the above query. Clicking the blue values will drill down to transactions.



Query Results

Account	Account Title	FY16/PD06 Accounted Budget	FY16/PD06 Year to Date	FY16/PD06 Commitments	FY16/PD06 Available Balance
53130	Same Day Travel	500.00	337.93	0.00	162.07
Report Total (of all records)		(500.00)	(337.93)	0.00	

How to Find the Account Code

Can't recall the account code? Click the button labeled **Account**.

Use the **%** wildcard to represent any and all characters.

Set a high maximum rows to see all values.

This query generates a lengthy list of account numbers. You may want to restrict the search to only the 53x expense account budget codes, as seen in this query.

Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results li

Chart of Accounts 1
Account Criteria %
Title Criteria
Maximum rows to return 1000

Execute Query

Exit Without Value

Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup re

Chart of Accounts 1
Account Criteria 53%
Title Criteria
Maximum rows to return 100

Execute Query

Exit Without Value

The query returns a list of all 53x expense account codes. Clicking any account number will automatically fill that account in the account field in the budget query.

Code Lookup

Select a code to return the value to the parameter page or E
to the Code Lookup page.

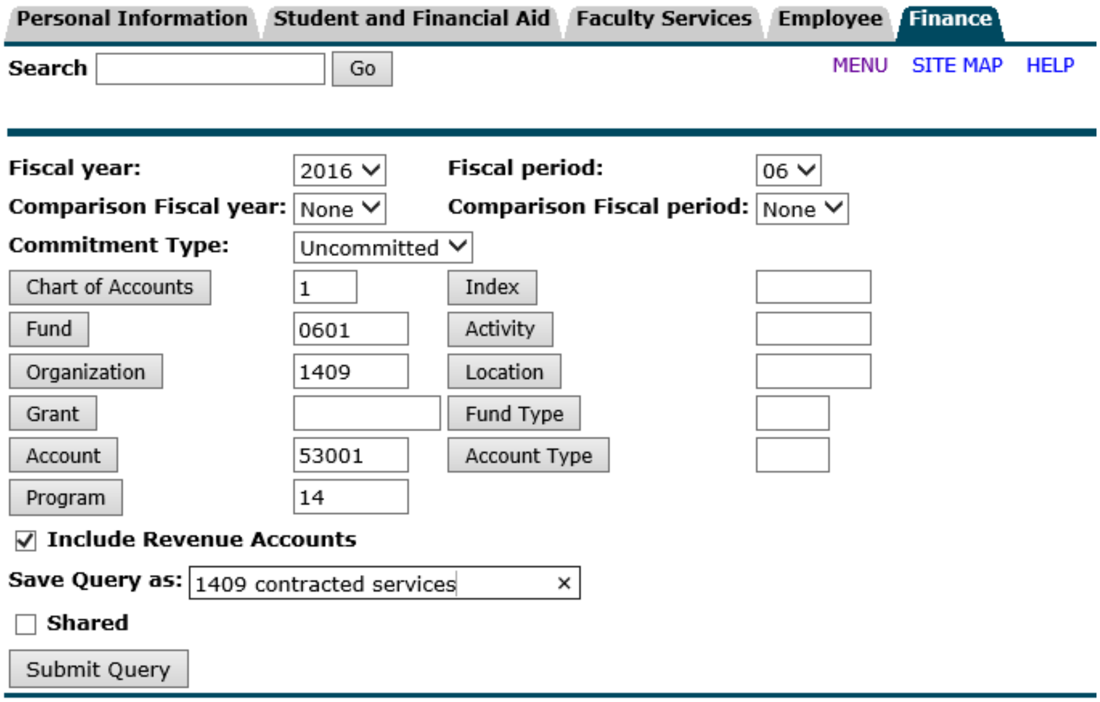
Code lookup results

Title	Account
Current Operating	53000
Contractual Services	53001
Consultants	53010
Event Officials	53020
Legal Services	53030
Lobbyist Services	53035
Audit Services	53040
Collection Costs	53045
Insurance, Property/Casualty/Other	53050
Other Contracted Services	53060
Bowling Lane Charges	53061
Current Operating-Indirect Costs	53062
Return of Unexpended Grant Monies	53063
SB 155 Shared Funding Payments	53065
Travel	53100
Overnight Travel	53110
Lobbyist Travel & Other	53115
Travel - AQIP	53116
Staff Development Training & Travel	53120
Faculty Continuing Ed Grants	53121
Tuition Reimbursement	53122
Same Day Travel	53130
Team Travel	53140
Post Season Team Travel	53145
Supplies and Materials	53150
Supplies and Materials	5315X

Saving A Query

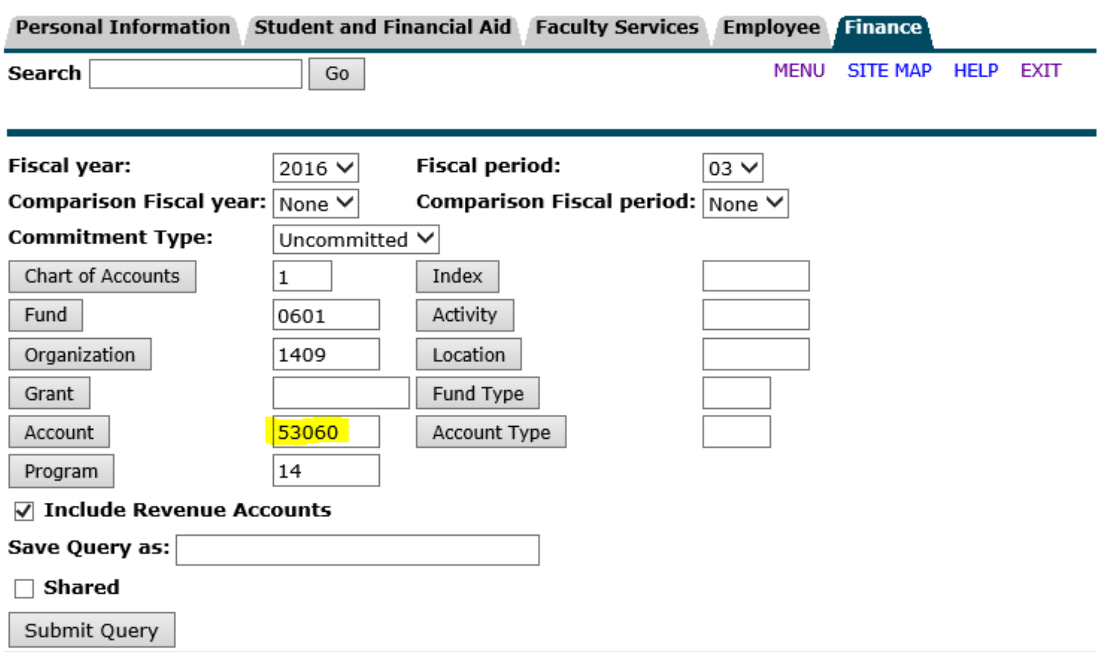
To save a query to use again, enter a name for the query in the **Save Query As***:* field.

Selecting the **Shared** checkbox will make the query available to any EASI user with Finance access.



Querying a Specific Account When the Account Number is Known

Add the account number to the account field in the query when you know the account number.



Comparing Budget Values Across Periods

To compare budget values across fiscal periods, use the **Comparison Fiscal Year** and **Comparison Fiscal Period** drop-down menus. Using the same period for both fiscal years will yield the best results.

Note that these settings are retained from session to session in EASI. You may need to reset these if comparisons are not needed for other queries.

For a Budget Query to be successful, a user with Fund Organization query access must
fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant informat
Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Da

To perform a comparison query select a Comparison Fiscal Year and Period in addition
selection, all details retrieved will be placed next to the corresponding comparison fisc

Fiscal year:	2016	**Fiscal period:**	03
Comparison Fiscal year:	2015	**Comparison Fiscal period:**	03
Commitment Type:	Uncommitted		
Chart of Accounts	1	Index	
Fund	0601	Activity	
Organization	1409	Location	

The results of the comparison query:

Query Results

Account	Account Title	FY16/PD03 Accounted Budget	FY15/PD03 Accounted Budget	FY16/PD03 Year to Date	FY15/PD03 Year to Date	FY16/PD03 Commitments	FY15/PD03 Commitments
53060	Other Contracted Services	290,000.00	214,613.00	2,951.50	55,137.00	240,000.00	159,476.00
Report Total (of all records)		(290,000.00)	(214,613.00)	(2,951.50)	(55,137.00)	(240,000.00)	(159,476.00)

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

☐ **Shared**

Downloading Budget Values to Excel

The budget query results can be downloaded as an Excel file.

Click the button labeled **Download Selected Ledger Columns**. The Excel file will be downloaded. You'll be prompted to open or save the temporary Excel file.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Sep 30, 2015			
As of Jan 08, 2016			
Chart of Accounts	1 Johnson County Community College	Commitment Type	Uncommitted
Fund	0601 Adult Supplemental Education Fund	Program	14 General Studies (Nondegree)
Organization	1409 Microcomputer Training	Activity	All
Account	53060 Other Contracted Services	Location	All

View Pen

No p

Query Results

Account	Account Title	FY16/PD03 Accounted Budget	FY16/PD03 Year to Date	FY16/PD03 Commitments	FY Ba
53060	Other Contracted Services	290,000.00	2,951.50	240,000.00	
Report Total (of all records)		(290,000.00)	(2,951.50)	(240,000.00)	

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Shared

Computing Other Values

The Finance module also allows computation of other values, as seen below. Note that the **Display After Column** value must show a column in the view in order to appear in the query. In this example, **Accounted Budget** is not in the view, and setting **Display After Column** to Accounted Budget will not show the computed value.

Query Results

Account	Account Title	Program	FY16/PD03 Accounted Budget	FY15/PD03 Accounted Budget	FY16/PD03 Year to Date	FY15/PD03 Year to Date	FY16/PD03 Commitments	FY15/PD03 Commitments	FY16/P Availabl Balance
53060	Other Contracted Services	14	290,000.00	214,613.00	2,951.50	55,137.00	240,000.00	159,476.00	47,04
Report Total (of all records)			(290,000.00)	(214,613.00)	(2,951.50)	(55,137.00)	(240,000.00)	(159,476.00)	

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY16/PD03 Adopted Budget	percent of	FY15/PD03 Adopted Budget	FY16/PD03 Accounted Budget	%

Perform Computation

Another Query

Clicking the **Perform Computation** button will add the computed value to the view, as seen below.

Query Results

Account	Account Title	Program	FY16/PD03 Accounted Budget	%	FY15/PD03 Accounted Budget	FY16/PD03 Year to Date	FY15/PD03 Year to Date	FY16/PD03 Commitments	FY15/PD03 Commitments
53060	Other Contracted Services	14	290,000.00	74.00	214,613.00	2,951.50	55,137.00	240,000.00	159,476.0
Report Total (of all records)			(290,000.00)	74.00	(214,613.00)	(2,951.50)	(55,137.00)	(240,000.00)	(159,476.00

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Colum Descriptio
FY15/PD03 Accounted Budget	percent of	FY16/PD03 Accounted Budget	FY16/PD03 Accounted Budget	%

Perform Computation

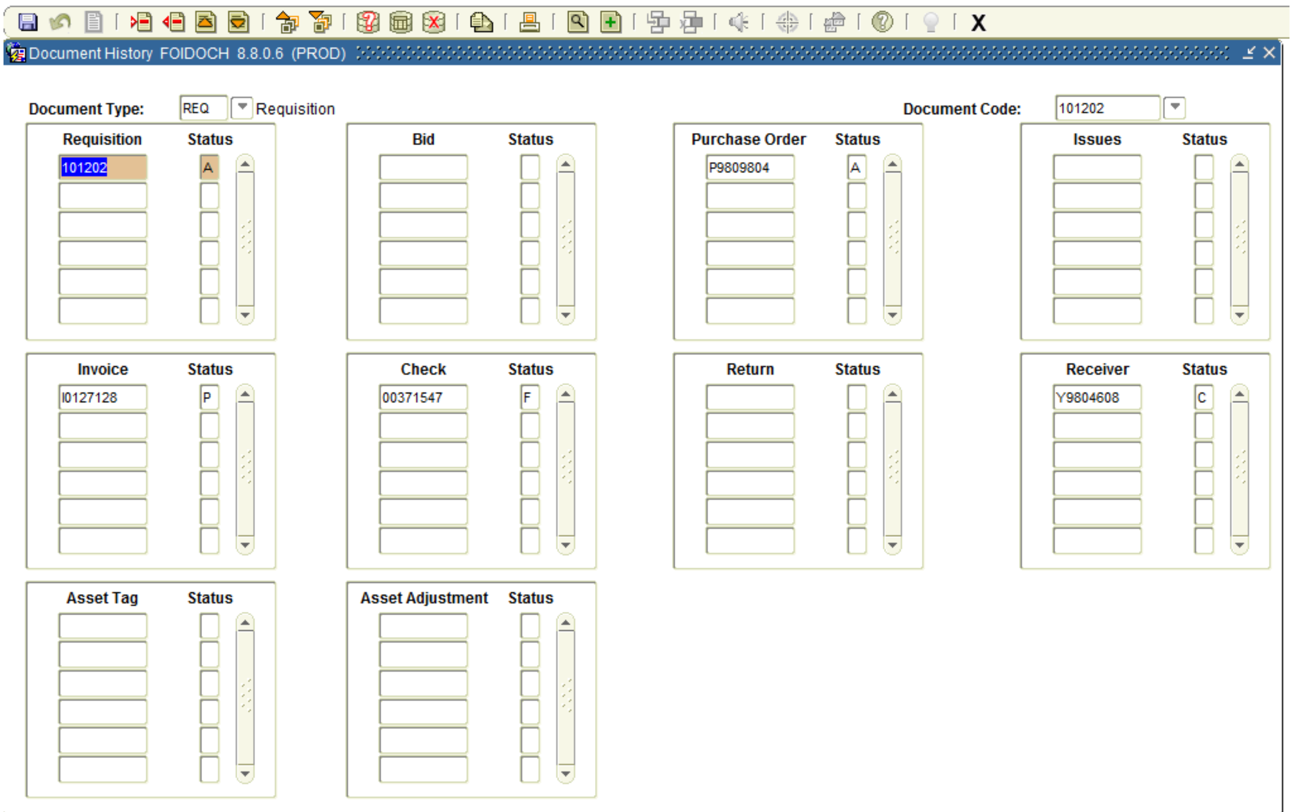
% Remove Computation

Another Query

FOIDOCH

For tracking a requisition through the purchasing process.

1. Enter the type of document (usually REQ or PO)
2. Enter document code
3. Block Next
4. It will show if PO & check have been done.



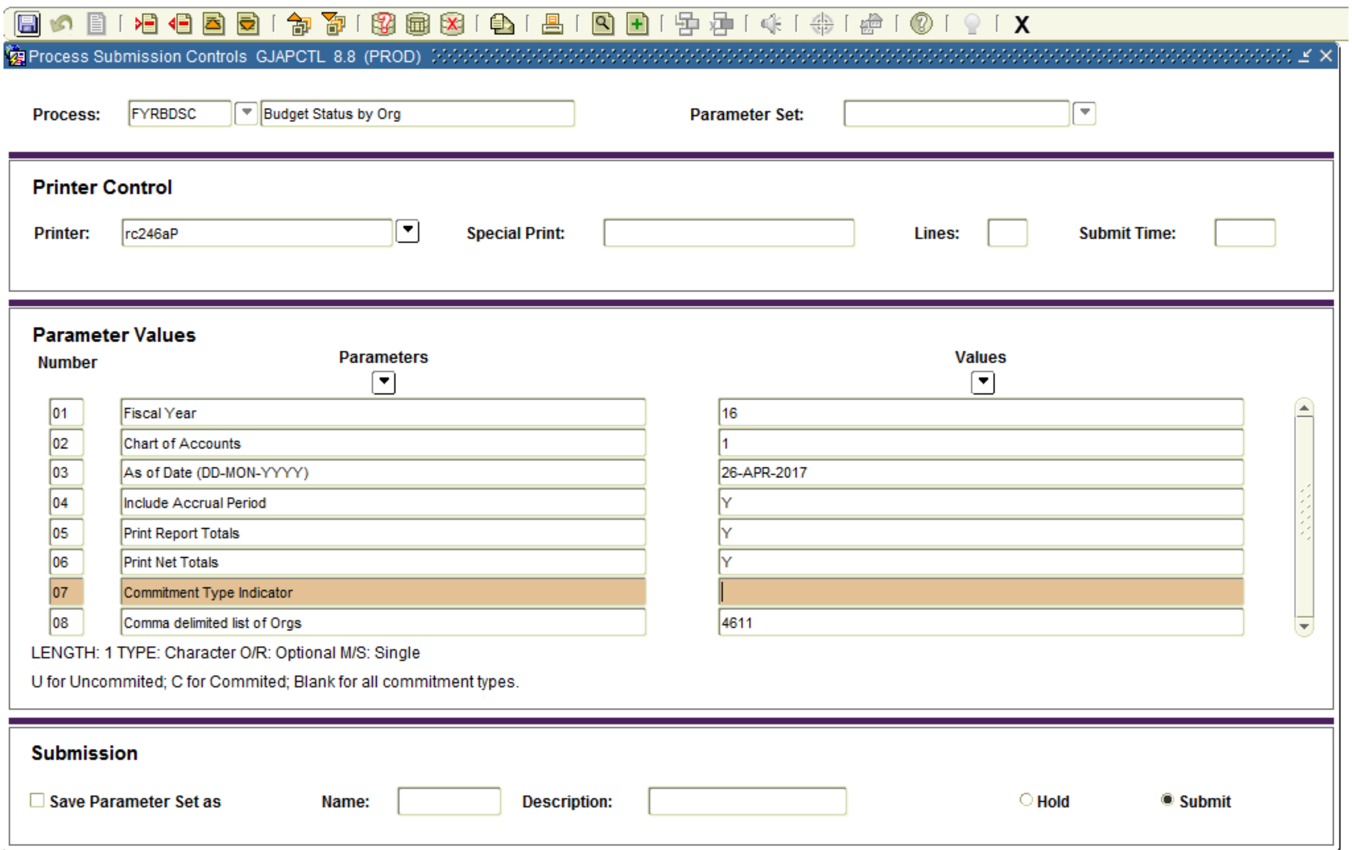
Use the Options menu in each block to pull information from specific forms. For example, to see date of payment, follow these steps:

1. Block next and highlight invoice number
2. Click on Options in menu bar
3. Click on Invoice Information
4. Block next
5. Make note of bank number
6. Click the X to go back to previous screen
7. Block next to check number box
8. With check number highlighted, click Options in menu bar
9. Select Check Information
10. Enter bank number in box on right
11. Block next and you will see check number and date.

FYRBDSC

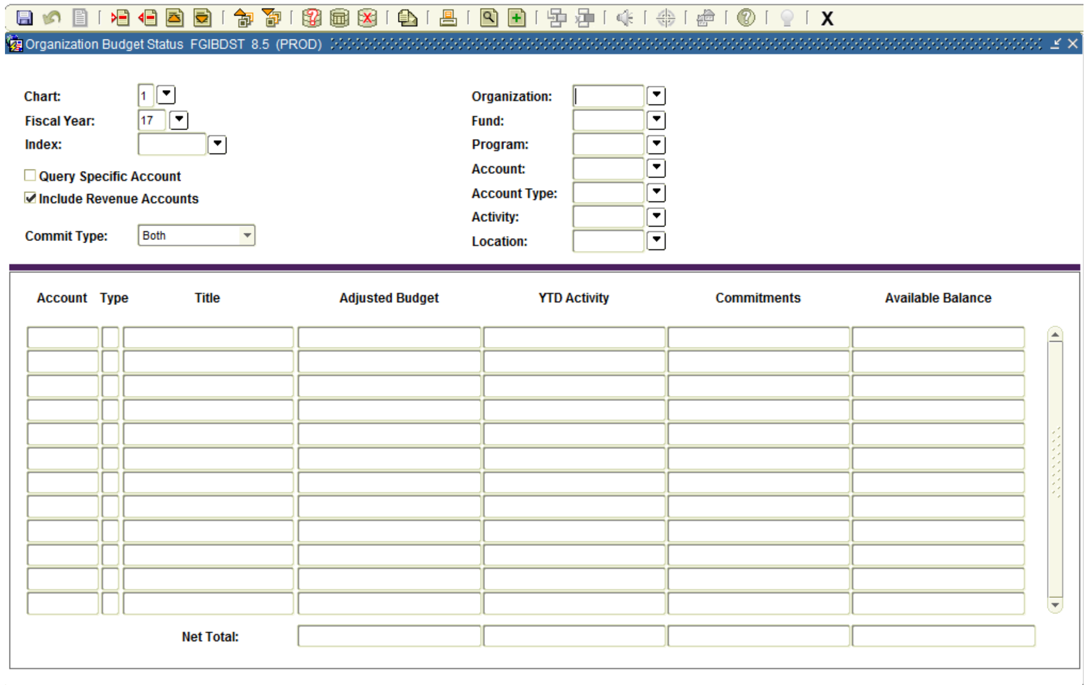
For printing budget information

1. Next Block down
2. Select the printer
3. Next Block down
4. Enter Fiscal Year
5. Enter Commitment Type Indicator
6. Enter list of orgs separate by comma if you have more than one
7. Click Save



FGIBDST

To check available budget, enter Organization, Fund, Program, and Account. Click Next Block to see available balance.



FGIBAVL

To check budget spent