Lynx Self Service: Budget Queries

Located in the Finance folder of the LYNX Self-Service Channel in the eWeber portal
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**Definition of Terms**

Below is a list of terms or fields you may encounter when using LYNX finance.

<table>
<thead>
<tr>
<th>Term/Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOAP</td>
<td>A multi-segment number/identifier (sections defined below)</td>
</tr>
<tr>
<td><em>(F)</em> Fund</td>
<td>A fiscal/accounting entity with a self-balancing set of accounts.</td>
</tr>
<tr>
<td><em>(O)</em> Organization</td>
<td>A department or budgetary subdivision</td>
</tr>
<tr>
<td><em>(A)</em> Account</td>
<td>A number indicating the type of item purchased</td>
</tr>
<tr>
<td><em>(P)</em> Program</td>
<td>Indicates department</td>
</tr>
<tr>
<td>Index</td>
<td>Cost Code. User can use this 6 digit number to access the FOAP.</td>
</tr>
<tr>
<td>Validate</td>
<td>Allows user to verify fields are correct</td>
</tr>
<tr>
<td>Code Look-up</td>
<td>Search function used to find codes needed for certain fields. Example: Vendor ID</td>
</tr>
<tr>
<td>% (Wildcard)</td>
<td>This symbol is used to search for everything before and/or after the data you place in a code look-up field. For example, inputting the following will search for every entry that starts with the word Office: Office%. In Lynx, all searches are case-sensitive, so if you aren’t sure if the word starts with a capital “O”, then you can type in Office% to pull up every entry that contains those letters.</td>
</tr>
</tbody>
</table>

**NOTE:** The following are fields in the system that are not in use and should be left blank:

- Location
- Activity
- Commodity Code
Logging into Lynx Finance Self Service, Budget Queries

To log into the Lynx Finance Self Service, Budget Queries area:

1. Log in to the E-Weber Portal, select the Staff or Faculty tab, find the LYNX Self-Service channel (if this channel is missing, you may need to manually add it). Contact x7777 for assistance.
2. Click on the LYNX Self-Service Main Menu link.

![Lynx Self Service](image)

Figure 1

1. Click on the Finance tab and select Budget Queries.

*Note: If the Finance tab is missing from the list, contact your supervisor to request access.*
3 Types of Budget Queries

There are 3 types of budget queries. Each one is useful for pulling different types of information on your FOAP.

Budget Quick Query: gives the overall budget status (total expenditures and balance). "Quick Query" does not give a net balance for any particular budget category (e.g., current expense, travel, etc.) or detail any particular entry.

Budget Status by Account: gives the overall budget status (total expenditures and balance) and allows users to check the details for all expenditures. Users follow document links to pinpoint where money is spent.

Budget Query by Organizational Hierarchy: offers a broad overview of high-level information about all the accounts in an organization. This query also allows you to follow document links to pinpoint where money has been spent.

Figure 2
Budget Quick Query

Create a New Query Type: select "Budget Quick Query" from the drop down menu.
Create Query: click once.
Fiscal year: choose the correct year from the drop down box.
Chart of Accounts: enter a capital “W”.
Index: enter your 6 digit cost code.
Include Revenue Account: check if you are viewing an account where there is actual revenue (such as a shop, auxiliary, or course fee account).
Save Query as: enter a name to save the query (DO NOT CHECK SHARED). Note: You can use this name to repeat this query in the future.
Submit Query: click once. “Index” code will be cleared and the “Fund,” “Organization,” and “Program” fields will fill in, as shown in Figure 5.
Figure 5

Click on the “Submit Query” button again and you should see your report, as shown in Figure 6.

- **Adjusted Budget**: the original budget plus/minus any budget adjustment(s) (i.e., carry forward and budget transfers).
- **Year to Date**: the expenditures since the beginning of the fiscal year.
- **Commitments**: the total of all funds set aside for requisitions and purchase orders.
- **Available Balance**: the remaining budget available.
Budget Status by Account

Budget Status by Account will give you the overall budget status (total expenditures and balance) and allow you to check the detail for all expenditures. This is the best option to use to check your expenditures.

From the Finance tab select "Budget Queries."

Under "Create a New Query Type" select "Budget Status by Account" (see Figure 7).

Create a New Query
Type

Budget Status by Account

Retrieve Existing Query
Saved Query

Create Query: click once and the screen as shown in Figure 8 will appear.
Select the Operating Ledger Data columns to display on the report.

- **Adopted Budget**: the original budget (the budget at the beginning of the year).
- **Budget Adjustment**: shows carry forward and budget transfers.
- **Adjusted Budget**: the original budget plus/minus carry forward and budget transfers.
- **Temporary Budget**: Do not select.
- **Accounted Budget**: Do not select.
- **Year to Date**: the expenditures since the beginning of the year.
- **Encumbrances**: the funds set aside for Purchase Orders (items ordered but not yet invoiced).
- **Reservations**: the funds set aside for Requisitions that do not yet have a Purchase Order.
- **Commitments**: the total of encumbrances and reservations.
- **Available Balances**: shows remaining budget available.

Click on the "Continue" button after you have selected the desired fields and something similar to Figure 9 should be displayed.
Fiscal Year: select from the drop down menu.

Fiscal period: to select the beginning of the fiscal year to a specific month, enter 1 = July, 2 = August, 3 = September, etc.

Enter 14 to see the beginning of the fiscal year to the current date.

Comparison Fiscal year: chosen if user needs a comparison to a previous year (optional).

Comparison Fiscal period: select the fiscal period for the comparison year (optional).

Commitment Type: select “All”.

Chart of Accounts: enter a capital “W”.

Index: enter 6 digit cost code.

Include Revenue Account: only select if you are viewing an account where there is actual revenue (such as a shop, auxiliary, or course fee account).

Save Query as: enter a name to repeat this query in the future (do not select Shared).

Submit Query: click once. The “Index” code will be cleared and the “Fund,” “Organization” and “Program” will fill in.
Click the Submit Query button again and you should see your report (similar to Figures 10 and 11).

**Report Parameters**

**Organization Budget Status Report**

By Account

Period Ending Jun 30, 2012

As of Nov 21, 2012

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>W Weber State University</th>
<th>Commitment Type</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>188660 Staff Development</td>
<td>Program</td>
<td>610 Institutional Support</td>
</tr>
<tr>
<td>Organization</td>
<td>35001 Quality Support Training</td>
<td>Activity</td>
<td>All</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
<td>Location</td>
<td>All</td>
</tr>
</tbody>
</table>

Figure 10 (top part of screen)

- If a value is blue (hyper-linked), you may click on it to see more detail.
- To download your data onto a spreadsheet, follow the steps on the next page.

**Query Results**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY12/PD14 Adopted Budget</th>
<th>FY12/PD14 Budget Adjustment</th>
<th>FY12/PD14 Budget</th>
<th>FY12/PD14 Year to Date</th>
<th>FY12/PD14 Encumbrances</th>
<th>FY12/PD14 Reservations</th>
<th>FY12/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>71000</td>
<td>Current Expenses</td>
<td>0.00</td>
<td>7,313.51</td>
<td>7,313.51</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,313.51</td>
</tr>
<tr>
<td>71270</td>
<td>Festa</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,250.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,250.00)</td>
</tr>
<tr>
<td>71285</td>
<td>Luncheons/Receptions</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(100.00)</td>
</tr>
<tr>
<td>71290</td>
<td>Conferences</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,605.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,605.00)</td>
</tr>
<tr>
<td>72150</td>
<td>Kopying Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>17.60</td>
<td>0.00</td>
<td>0.00</td>
<td>(17.60)</td>
</tr>
<tr>
<td>72610</td>
<td>Purchasing Card Exp</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,155.75</td>
<td>0.00</td>
<td>0.00</td>
<td>(3,155.75)</td>
</tr>
<tr>
<td>75000</td>
<td>Travel</td>
<td>0.00</td>
<td>12,581.30</td>
<td>12,581.30</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12,581.30</td>
</tr>
<tr>
<td>75300</td>
<td>Board Hotel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,204.20</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,204.20)</td>
</tr>
<tr>
<td>75320</td>
<td>P-Card Airfare</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,129.10</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,129.10)</td>
</tr>
<tr>
<td>75330</td>
<td>P-Card Travel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12,113.56</td>
<td>0.00</td>
<td>0.00</td>
<td>(12,113.56)</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>0.00</td>
<td>19,894.81</td>
<td>19,894.81</td>
<td>20,575.21</td>
<td>0.00</td>
<td>0.00</td>
<td>(680.40)</td>
<td></td>
</tr>
</tbody>
</table>

Figure 11 (bottom part of screen)
Use “Download” to export the data to a file that can be brought into a spreadsheet.

- **Download All Ledger Columns**: download will include everything the system can find on your account. See Figure 8 for all available data for this search.

- **Download Selected Ledger Columns**: download will include all columns you selected on Figure 8.

You will be able to open the file through your spreadsheet software or save the file as show in figure 12 below.

![Opening bwfksdld.csv](image)

Figure 12
Budget Status by Organizational Hierarchy

“Budget Status by Organizational Hierarchy” can be used by budget managers to see balances for their organization (division or department). This query will also provide net balances for each budget category.

1. Select “Budget Queries.”
2. Under "Create a New Query Type" select “Budget Status by Organizational Hierarchy” as shown in Figure 13.

Click on the "Create Query" button.
Select the columns you want to show on your query (Figure 14).
Refer to page 9 (Figure 8) of this manual for instructions on what to choose.
Click on the “Continue” button and something similar to Figure 15 will appear.

<table>
<thead>
<tr>
<th>Fiscal year:</th>
<th>2012</th>
<th>Fiscal period:</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison Fiscal year:</td>
<td>None</td>
<td>Comparison Fiscal period:</td>
<td>None</td>
</tr>
</tbody>
</table>

Commitment Type:
- Chart of Accounts
- Fund
- Organization
- Grant
- Account
- Program

Include Revenue Accounts

Save Query as:
- Shared

Submit Query

Figure 15
Refer to Page 10 (Figure 9) in this manual for instructions regarding Figure 15.
Click Submit Query twice.
Figure 16

The first screen displayed shows all data grouped together by organization.

Click on the organization to get to the next level of detail until you see:

Account Type

50  Revenue -- shows status of funds deposited into the account as revenue.

60  Labor -- shows status of funds budgeted/spent on wages and Salaries.

70  Expense -- shows status of funds budgeted/spent on operational costs (current expense and travel).

80  Transfers -- NOT APPLICABLE (used only by Accounting Services); does not show budget transfers.

Figure 17 shows this level of detail.
Figure 17

- Click on 70 ("Expense") to view status of funds in Expense account. You can click on any of these hyperlinked account types to view more detail.
Figure 18

This view (Figure 18) shows the balance in each operational budget category.

Click on any of the “Account Type” links to obtain more detail. For example, clicking on 71 will provide detail about your current expense budget and expenditures.
Things to Remember

- Index = FRS Cost code

- Fiscal periods are identified by number (1=July, 2=August, 3=September). To see everything for the entire year, select 14. It is important to know that you cannot look at your records month by month in this system. If you put in the number 3 in fiscal period, you will retrieve everything from September back to the beginning of the fiscal year (July). All searches are cumulative.

- You can drill down to see the details of any item that is underlined (hyperlinked).

- Use a capital “W” in the “Chart of Accounts” field.

- Two types of templates may be saved. A “Personal” template is retrievable only by the user who created it. A “Shared” template is retrievable by any user. Never click “Shared”!

Getting Help

- Check to see if your question can be answered by this manual.
- Click on the Help button (top right hand corner of LYNX SELF SERVICE screens).
- Call Computing Support Help Desk - ext. 7777
- Contact Accounting Services for help - ext. 6606
- Contact your instructor (Vince Crane) - ext. 7710