SB_DEPT_BDG_ACT_DTL_BY_COA

Step by Step Guide

This Query: Provides detail for all budget and actual expenditures. When subtotaled this query should agree to the 020 report ITD ACTUALS column. When combined with the AP query and PO Report (or KK PO Query) and Requisition KK Query you should be able to reconcile your accounts.

Navigation:

Step 1. From the Main Menu REPORTING TOOLS > QUERY > QUERY VIEWER.

Step 2. Enter SB_DEPT in the search window

Step 3. Search SB_DEPT list section for query name. SB_DEPT_BDG_ACT DTL_BY_COA. Click on name. You can also choose the Run or Schedule Options.

Step 4. Business Unit – SBCMP
Fund – type in Fund (example AD204)
Fiscal Year – Year of activity you wish to view
From Department – use your Dept ID
To Department – enter same Dept ID (if you want more than one department, i.e. all of College of Natural Science you would enter From C0900 To C0970 (refer to Tip below*))
Account – enter account # (if you want all expense accounts enter 6%*)
Tip---Be specific, use a single Account number.
Accounting period (From) – enter period
Accounting period (To) – enter same period (or ending period if you are looking at multiple periods*)
Class – enter Class, or use %. Do not leave blank
Program – enter program or use %. Do not leave blank.
Project/Grant - enter project or %. Do not leave blank.
Click OK

Tip*: If you don’t have a Class or Project field, enter %. The query process does not recognize a blank chartfield box and will get confused and “hang” in processing or not return correct data.
Excel Spreadsheet Manipulation

Results appear in a grid-type format. Click on ‘Download to Excel’ link. This downloads to a Web-based Excel. Highlight sheet (refer to step 1 below), right click and Copy. Open Excel on your PC. On a blank spreadsheet, paste the file.

You must highlight and delete or cut the first row of the sheet with the title and parameter info before continuing. Cut and paste into the second tab of the spreadsheet in case you need it later.

Step 1. Highlight entire spreadsheet by clicking on gray box in upper left corner of the spreadsheet grid (it is the box to the left of the column A and above row 1).

Step 2. On the Excel Menu bar go to>Data>Sort
The Sort dialog box will appear.

Step 3. Sort by: Ledger
Then by: Source
Then by: Journal

At the Sort dialog box find My list has Select the Header Row option

Click OK Repeat Step 1 to highlight the spreadsheet prior to going to Step 4.

Step 4. At the Menu bar go to >Data>Subtotals
Click Ok on the dialog box that appears on the screen

Step 5. At each change in: Select Source
Use function: Sum
Add Subtotal to: the only box that should have a check mark in this area will be Budget and Actuals Amount everything else should be clear.
Replace Current Subtotals: check for your first subtotal
Summary below data: defaults to have a check in the box
Click OK

Step 6. Now format for printing (delete/hide blank columns, squeeze column widths, adjust to fit page, etc)

Step 7. Compare the totals to the 020 report. The total in the Actuals column on the query should agree to the ITD Actuals column on the 020 report.

If not, follow up and if you have any questions call the appropriate department.
- Source equal to BDJ or DPT call Budget Office
- Source equal to GA, INT or CSH or SP call General Accounting