

# Self-Service Finance Query

# Finance Query

1. View detailed budget vs actuals data for all GL account numbers from summary through source documents
2. Filter, sort and subtotal financial data using GL account components
3. Filter actuals transaction data by a specific date range
4. Export Finance Query data to a .csv format

# Using Self-Service Finance Query

## Select Financial Management



### Financial Management

Here you can view the financial health of your cost centers and your projects.

## Select Finance Query

### Financial Management Overview

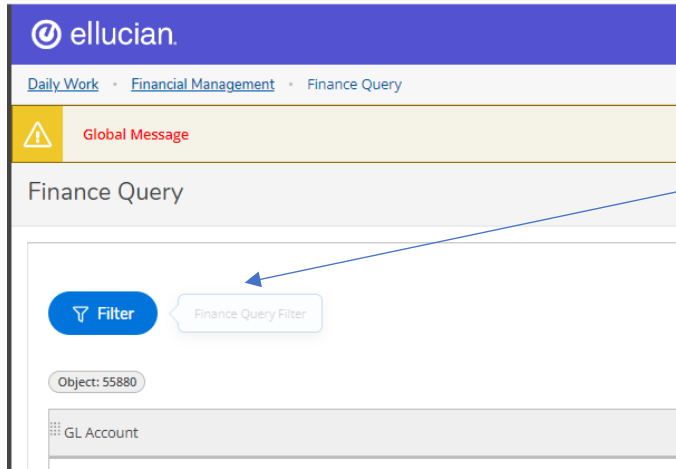


### Finance Query

Here you can query your financial data.

# Using Self-Service Finance Query

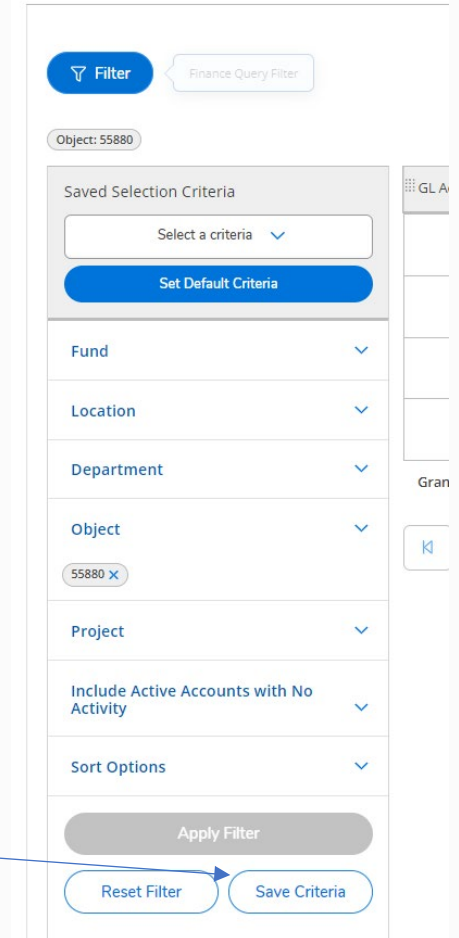
Displays only the GL numbers specific to the user's assigned GL role (GLRD/GLUD)



Choose "Filter" to display categories.  
Filter by Fund, Location, Department, Object,  
and Project.

Choose one or more "category" and  
type value(s) and then click "apply  
filter"

There is an option to: "Set Default  
Criteria", "Save Criteria"  
or  
"Reset Filter"



# Using Self-Service Finance Query

Displays only the GL numbers specific to the user's assigned GL role (GLRD/GLUD)

Filter to display specific components.  
Example:  
Department 55880

Save filter for future use.

The screenshot shows the 'Finance Query Filter' interface. At the top, there is a 'Filter' button and a 'Finance Query Filter' label. Below this, the 'Object' is set to '55880'. A 'Saved Selection Criteria' section contains a dropdown menu labeled 'Select a criteria' and a 'Set Default Criteria' button. The main filter area includes dropdowns for 'Fund', 'Location', 'Department', 'Object', 'Project', 'Include Active Accounts with No Activity', and 'Sort Options'. The 'Object' dropdown is currently selected and shows '55880'. At the bottom, there are 'Apply Filter', 'Reset Filter', and 'Save Criteria' buttons. To the right, a 'GL Account' table lists several accounts, and a 'Grand Total' section shows 'Page 1 of 1'.

GL Account
10-0-00000-55880 GENERAL : SALES TAX
10-0-62000-55880 FISCAL MANAGEMENT : SALES TAX
10-0-78999-55880 Test Grant : SALES TAX
FD-0-00000-55880 GENERAL : SALES TAX

Can select a criteria previously saved on other Self-Service reports

# Using Self-Service Finance Query

## Selecting a Fiscal Year and Exporting to Excel

Choose Year to Display and Dates to display

Actuals Start Date: 6/1/2022 | Actuals End Date: 6/30/2023 | Export

Actuals	Requisitions	Budget	Encumb
\$0.00	\$48.75	\$50,000.00	
\$0.00	\$0.00	\$40,100.00	

Export to Excel

2 Options: Download CSV and Detail CSV

Option 1: "Download CSV"

Actuals Start Date: 6/1/2022 | Actuals End Date: 6/30/2023 | Export

- Download CSV
- Detail CSV

Actuals	Requisitions	Budget	Encumbra

Download CSV

A	B	C	D	E	F	G	H	I
Umbrella/Poolee (U/P)	GL Account Number	GL Account Description	Budget	Actuals	Requisitions	Encumbrances	Remaining	
	10-0-00000-55880	GENERAL : SALES TAX	\$50,000.00	\$0.00	\$48.75	\$36.61	\$49,914.64	
	10-0-62000-55880	FISCAL MANAGEMENT : SALES TAX	\$40,100.00	\$0.00	\$0.00	\$0.00	\$40,100.00	
	10-0-78999-55880	Test Grant : SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	FD-0-00000-55880	GENERAL : SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



# Using Self-Service Finance Query

## Selecting a Fiscal Year and Exporting to Excel

Option 2:  
"Detail CSV"

Exported details shows all dates.

The screenshot shows a query interface with the following elements:

- Fiscal Year:** A dropdown menu set to "FY2023".
- Actuals Start Date:** A date picker set to "6/1/2022".
- Actuals End Date:** A date picker set to "6/30/2023".
- Export Menu:** A dropdown menu with options: "Export", "Download CSV", and "Detail CSV".
- Query Tabs:** "Actuals", "Requisitions", "Budget", and "Encumbra".

Detail CSV

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
irella/Poolee (U/P)	GL Account Number	GL Account Description	Transaction Type	Document	Date	Description	Budget	Actuals	Requisitions	Encumbrances	Fund	Location	Department	Object	Applied Filter: Object: 55880
	10-0-00000-55880	GENERAL : SALES TAX	Budget	'B000173	7/1/2022	2023 Original Budget	\$50,000.00				'10	'0	'00000	'55880	
	10-0-00000-55880	GENERAL : SALES TAX	Encumbrances	'P0000043	7/1/2022	EOB - Home Depot, Inc.				\$36.61	'10	'0	'00000	'55880	
	10-0-00000-55880	GENERAL : SALES TAX	Requisitions	'0000104	7/1/2022	RCF - Home Depot, Inc.			\$48.75		'10	'0	'00000	'55880	
	10-0-62000-55880	FISCAL MANAGEMENT : SALES TAX	Budget	'B000214	7/1/2022	2023 Original Budget	\$50,000.00				'10	'0	'62000	'55880	
	10-0-62000-55880	FISCAL MANAGEMENT : SALES TAX	Budget	'B000227	11/3/2022	Testing	(\$10,000.00)				'10	'0	'62000	'55880	
	10-0-62000-55880	FISCAL MANAGEMENT : SALES TAX	Budget	'B000228	11/3/2022	test2	\$100.00				'10	'0	'62000	'55880	

# Using Self-Service Finance Query

1. Select GL number to detail to view encumbrances, actuals, and budget.

The screenshot shows the ellucian Finance Query interface. At the top, there is a blue header with the ellucian logo, user name 'rdillon', and links for 'Sign out' and 'Help'. Below the header, there is a breadcrumb trail: 'Daily Work > Financial Management > Finance Query'. A yellow banner with a warning icon and the text 'Global Message' is visible. The main content area is titled 'Finance Query' and contains a table of financial data. The table has columns for 'GL Account', 'Actuals', 'Requisitions', 'Budget', 'Encumbrances', and 'Remaining'. The data is filtered for 'Object: 55880' and 'FY2022'. The 'Actuals Start Date' is '6/1/2021' and the 'Actuals End Date' is '6/30/2022'. There is an 'Export' button. A blue arrow points to the first row of the table, which is '10-0-00000-55880 GENERAL : SALES TAX'. The 'Grand Total' row shows a total of \$45,731.16 remaining.

GL Account	Actuals	Requisitions	Budget	Encumbrances	Remaining
10-0-00000-55880 GENERAL : SALES TAX	\$4,183.48	\$48.75	\$25,000.00	\$36.61	\$20,731.16
10-0-62000-55880 FISCAL MANAGEMENT : SALES TAX	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
<b>Grand Total</b>	<b>\$4,183.48</b>	<b>\$48.75</b>	<b>\$50,000.00</b>	<b>\$36.61</b>	<b>\$45,731.16</b>

Page 1 of 1  
Per Page: 25  
Total: 2

## 2. Select item to view details

ellucian rdillon Sign out Help

Daily Work · Financial Management · Finance Query

**Global Message**

10-0-00000-55880 GENERAL : SALES TAX FY2022 Export

[Finance Query](#)

Encumbrances			\$85.36
Document	Date	Description	Amount
<a href="#">0000104</a>	8/9/2021	Home Depot, Inc.	\$48.75
<a href="#">P0000043</a>	7/1/2021	EOB - Home Depot, Inc.	\$36.61

Actuals			\$4,183.48
Actuals 6/1/2021 - 6/30/2022			\$4,183.48
Document	Date	Description	Amount
0000000354	6/14/2022	Sales Tax	-\$7.00
<a href="#">V0000402</a>	9/30/2021	Home Depot, Inc.	\$4,190.48

Page 1 of 1 Per Page: 25 Total: 2

Budget			\$25,000.00
Document	Date	Description	Amount
B000095	7/1/2021	2022OPER Original Budget	\$25,000.00

### 3. Click on blue arrow to see more details

Purchase Order P0000043

[Back to 10-0-00000-55880 GENERAL : SALES TAX](#)


<b>Status</b>	Accepted	<b>Date</b>	3/9/2021
<b>Vendor</b>	1000106 Home Depot Inc., Dba Home Depot	<b>Status Date</b>	4/29/2021
<b>Amount</b>	\$559.61	<b>Expected Date</b>	
<b>Maintenance Date</b>	3/9/2021	<b>AP Type</b>	AP Regular Vendor Payments
<b>Initiator</b>			
<b>Requestor</b>			
<b>Associated Documents</b>			
<b>Attachments</b>	No Attachments		

Printed Comments

Approvers	Approval Date
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 Jodi Millin	4/16/2021
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Internal Comments

Line Items	Description	Quantity	Unit	Price	Extended Price
 1	<b>lumber</b>	5	EA	\$100.0000	\$500.00
	<ul style="list-style-type: none"> <li>10-3-62000-62003</li> <li>Project</li> <li>Item Code</li> <li>Quantity 5</li> <li>Amount \$500.00</li> <li>Vendor Part</li> <li>Tax Codes ST Sales Tax</li> <li>Expected Date</li> <li>Tax Form/Box No/State 1099NE NE1 VA</li> <li>Line Item Comments</li> </ul>				\$35.00
 2	<b>Nails</b>	1	BX	\$25.0000	\$23.00



# Using Self-Service Finance Query

Option to Include Active Accounts with No Activity

GL Account	Actuals	Requisitions	Budget	Encumbrances	Remaining
FACULTY SALARIES					
21-0-15200-51000 WELDING : ADMIN SALARIES & WAGES F/T	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
<b>Gl.Subclass Total - 51 EXEMPT SALARIES &amp; WAGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
21-0-15200-53000 WELDING : STUDENT SALARIES & WAGES	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
<b>Gl.Subclass Total - 53 STUDENT SALARIES &amp; WAGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
21-0-15200-60000 WELDING : OFFICE SUPPLIES	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
21-0-15200-60002 WELDING : LABORATORY SUPPLIES	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
21-0-15200-60006 WELDING : POSTAGE & SHIPPING	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
<b>Gl.Subclass Total - 60 SUPPLIES &amp; MATERIALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>

Option to add sort(s) and subtotals.

Set Default Criteria

Fund

Location

Department

15200 x

Object

Project

Include Active Accounts with No Activity

Yes

Sort Options

Sort By

Subtotal

Gl.subclass

None

Fund.group

Fund

Location

Apply Filter

Reset Filter Save Criteria