

STUDENT ORG MY.EMICH BANNER SELF-SERVE PROCEDURES

Fiscal year periods run from 7/1/18 to 6/30/19

Fiscal year: 2019

Fiscal Period: 14

Log into netid (my.emich)

Click on Finance

Under Finance Quick Links – Click on Budget Query

Under Create a New Query Type-click on drop down arrow to Budget Status by Organizational Hierarchy

Under Retrieve Existing Query-Click on drop down arrow to WMB-Other Fund Types (Shared)

Create a New Query

Type

Budget Status by Organizational Hierarchy ▾

Create Query

Retrieve Existing Query

Saved Query

WMB - Other Fund Types (Shared) ▾

Retrieve Query

Click on Create Query under Create a New Query Type

<input type="checkbox"/>	Adopted Budget	<input checked="" type="checkbox"/>	Year to Date
<input type="checkbox"/>	Budget Adjustment	<input checked="" type="checkbox"/>	Encumbrances
<input type="checkbox"/>	Adjusted Budget	<input type="checkbox"/>	Reservations
<input type="checkbox"/>	Temporary Budget	<input type="checkbox"/>	Commitments
<input checked="" type="checkbox"/>	Accounted Budget	<input checked="" type="checkbox"/>	Available Balance

Save Query as:

Shared

Continue

Click on Continue

Fiscal year: 2019 ▾ **Fiscal period:** 14 ▾
Comparison Fiscal year: None ▾ **Comparison Fiscal period:** None ▾
Commitment Type: All ▾
 Chart of Accounts: E Index:
 Fund: X03650 Activity:
 Organization: 200001 Location:
 Grant: Fund Type:
 Account: Account Type:
 Program:
 Include Revenue Accounts
Save Query as:
 Shared

Insert the above information & add your Xfund # and Organization 200001'
 Click on Submit Query – then Scroll Down – under query Results Last Column = Available Balance
 Click on the highlighted (colored) Organization number for more detail. Click on any subsequent
 Highlighted (colored) numbers for more detail.

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2019			
As of Dec 07, 2018			
Chart of Accounts	E Eastern Michigan University	Commitment Type	All
Fund	X03650 Finance Club	Program	All
Organization	200001 Student Organizations	Activity	All
Account	All	Location	All

✓ No pending documents exist

Balance that is available to spend unless there are expenses not yet processed through the system.

Query Results

Organization	Organization Title	FY19/PD14 Accounted Budget	FY19/PD14 Year to Date	FY19/PD14 Encumbrances	FY19/PD14 Available Balance
200001	Student Organizations	1,419.16	315.00	0.00	1,104.16
200001	Rollup	1,419.16	315.00	0.00	1,104.16

Shared