

Grant Budget Queries

Used to view a budget for a specific grant.

On the **Finance Self-Service** card, **Open Finance Dashboard** and select **Budget Queries**, or click on the **Budget Queries** link on the Finance Dashboard card.

My Finance



Hello Christy,

Create, edit and approve transactions and view financial information for department / organization.



Budget Queries

Create, view and share budget availability and encumbrance.



Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.



View Document

View draft, pending and completed documents with related information and approval history.



Budget Transfers

Create and view draft, pending and completed journals and supporting documentation.



Delete Finance Template

Delete templates for Finance Queries, Budget Development, and Purchase Orders.

Budget Queries

[New Query](#)[Favorites](#)[Saved Queries](#)[Shared Queries](#)

Low-High



No Favorite Query exists

Click on
New Query

Choose Grant Query as the Query Type

Create New Query

Select Query Type

Grant Query

Budget Status by Account

Budget Status by Organizational Hierarchy

Budget Quick Query

Grant Query

Encumbrance Query

- When entering your Values, your last selections will default. Click the “X” to clear and enter new value.
- Key in Chart of Accounts. Chart 1 = University
- Key in Grant (6-digit ORG). The Date From will automatically fill with grant inception date by calendar year. Leave the Date To field blank and it will pull all transactions to current date. Click SUBMIT.

Values

Chart *

1 Murray State University

x v

Grant *

F01250 Student Support Services 24-25

x v

Organization

Choose Organization

v

Account

Choose Account

Program

Choose Program

v

Enter Chart and Grant

If the Grant does not include Tuition/Scholarships, leave unchecked

Create New Query

☒ Include Revenue Account

Date From *

09

x v

2024

x v

Date To

None

v

None

v

☐ Compare

Date From *

Choose Month

Choose Year

Date To

None

None

Date From defaults

Choose Grant Ledger Options

Create New Query

Date To None None

Grant Ledger


☒ Original Budget ⓘ ☒ Year to Date ⓘ


☐ Budget Adjustment ⓘ ☒ Encumbrance ⓘ






☐ Adjusted Budget ⓘ ☐ Reservation ⓘ

☒ Temporary Budget ⓘ ☒ Commitments ⓘ

☒ Accounted Budget ⓘ ☒ Available Balance ⓘ

 SUBMIT

- Dollar amounts in resulting query can be clicked on to show all transactions and reference documents that make up that total.
- Use tools in the upper corner to edit, share, save query and to download to Excel .
- Resulting report will show the grant inception month as **PD01**. GY = Grant Year and/or Calendar Year.

Grant Query									New Query
< Student Support Services 24-25 - F01250									    
Query Results									
Account	Account Title	Original Budget	From GY24/PD01 To GY25/PD03 Temporary Budget	From GY24/PD01 To GY25/PD03 Accounted Budget	From GY24/PD01 To GY25/PD03 Year to Date	From GY24/PD01 To GY25/PD03 Encumbrances	From GY24/PD01 To GY25/PD03 Commitments	From GY24/PD01 To GY25/PD03 Available Balance	
520001	Fed grants and contracts-operating	\$315,336.00	\$0.00	\$315,336.00	\$311,095.16	\$0.00	\$0.00	\$4,240.84	
602	Benefits Pool	\$85,379.00	\$0.00	\$85,379.00	\$0.00	\$0.00	\$0.00	\$85,379.00	
605	Grant Salaries and Wages Pool	\$187,037.00	\$0.00	\$187,037.00	\$0.00	\$0.00	\$0.00	\$187,037.00	