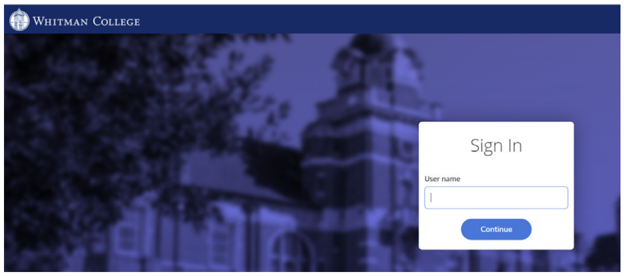
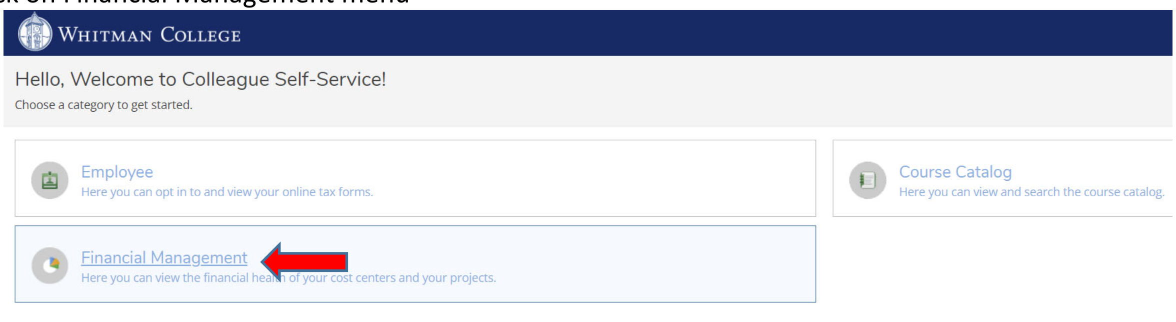
Finance Query and Budget to Actuals "How To" Guide

You are encouraged to explore beyond these basic use instructions as it is a read only program.

Go to: https://my-new.whitman.edu/
Log-in to myWhitman using your Whitman username and password. Click on "Link Index" to the left and click on "Budgets". Sign-in to Financial Management self-service using the same log-in information that you used for myWhitman.



Click on Financial Management menu



Navigation: Click on the menu icon  in the upper left corner to expand and collapse the navigation menu.

Getting Help: Click on the 

button in the upper right corner of the screen. For more information, you can contact Whitman Enterprise Technology at et@whitman.edu.

GL Access: The GL Accounts listed on your screen are your Colleague assigned accounts. The accounts are assigned through GL security and are sorted in alpha-numeric order. You cannot view any GL accounts that are outside the scope of your GL account access security setup in Colleague. If you don't see an account that you believe you should be seeing and need to request access, please contact glaccess@whitman.edu. It may take up to 30 minutes to see a GL access change.

Which one should I use?

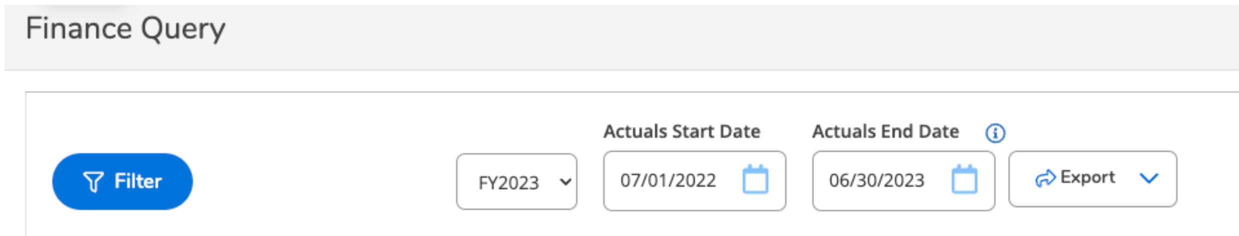
Finance Query - Use this one to dig into the details of your financial data and drill down into transactions. You can also narrow your search by using date ranges.

Budget to Actuals - Use this one as a high-level overview of the financial health of your budget. This features bar graphs and financial health indicators to easily see areas where you might be over-budget.

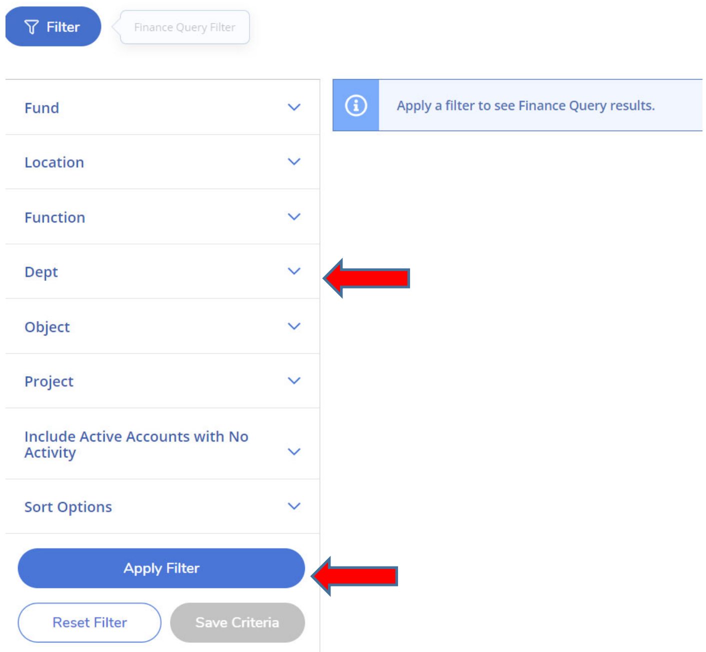
WARNING: Budget to Actual "My Cost Centers" does not include fund balances 3XXX object code accounts if you are looking at budgets that include funds that roll-over from year-to-year. If you have budgets that have these accounts, we suggest using Budget to Actual "Object View" and/or Finance Query to make sure you are seeing the whole picture of funds available in your budget.

Finance Query

Displays GL Account activity based on financial year, date range, and a variety of filters.

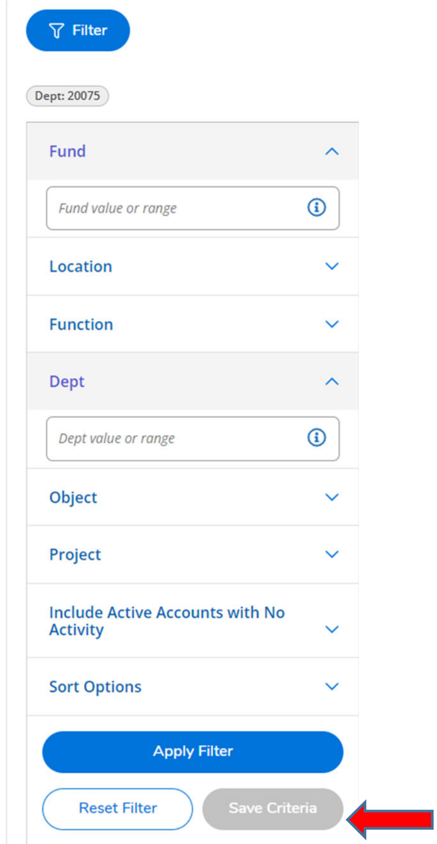


Enter selection criteria in drop down categories – click Apply Filter

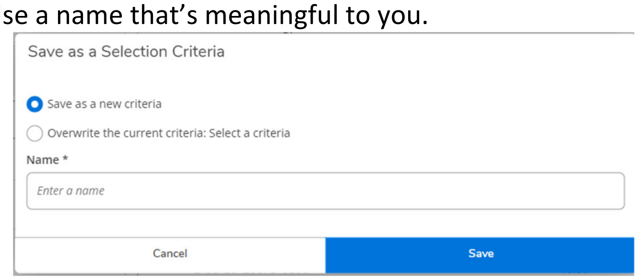


Use the '*tab*' key or mouse to move between fields. Add filters to narrow your selection and choose 'apply filter' to display your selection.

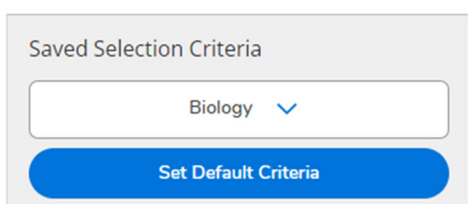
Save Your Filter (Query Selection)



To save a filter for quick access in the future, simply click on 'save criteria' and a dialog box will prompt you for the filter name. Use a name that's meaningful to you.



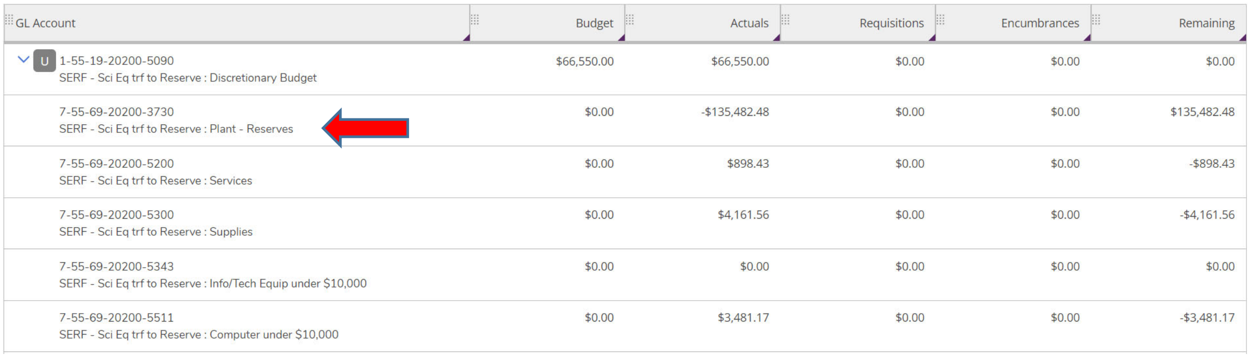
Your saved filter will appear in the drop-down options.



You can add and save any number of filters as well as set your default filter. The default filter is applied automatically the next time you log-in to use Finance Query.

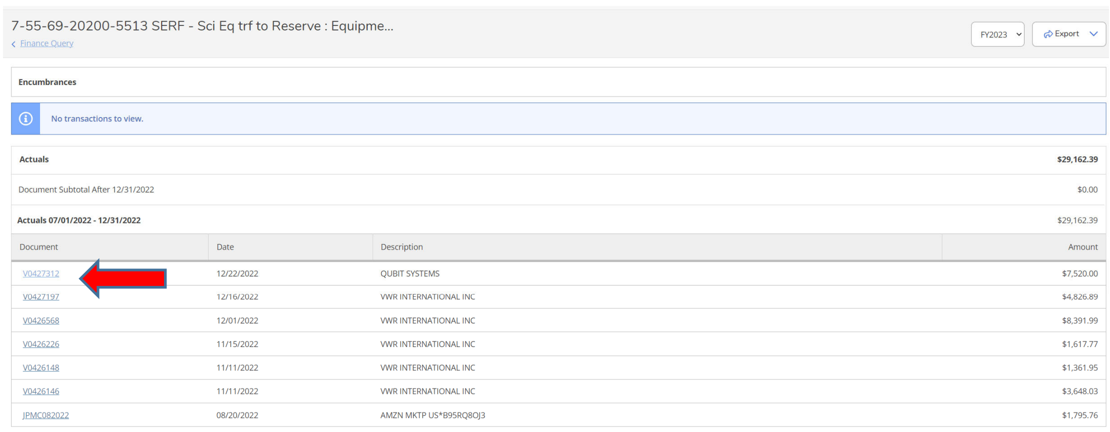
Note: Debits show as positive numbers and credits show as negative numbers.

You can drill into transaction details by clicking on the poolee account number



GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
U 1-55-19-20200-5090 SERF - Sci Eq trf to Reserve : Discretionary Budget	$66,550.00	$66,550.00	$0.00	$0.00	$0.00
7-55-69-20200-3730 SERF - Sci Eq trf to Reserve : Plant - Reserves	$0.00	-$135,482.48	$0.00	$0.00	$135,482.48
7-55-69-20200-5200 SERF - Sci Eq trf to Reserve : Services	$0.00	$898.43	$0.00	$0.00	-$898.43
7-55-69-20200-5300 SERF - Sci Eq trf to Reserve : Supplies	$0.00	$4,161.56	$0.00	$0.00	-$4,161.56
7-55-69-20200-5343 SERF - Sci Eq trf to Reserve : Info/Tech Equip under $10,000	$0.00	$0.00	$0.00	$0.00	$0.00
7-55-69-20200-5511 SERF - Sci Eq trf to Reserve : Computer under $10,000	$0.00	$3,481.17	$0.00	$0.00	-$3,481.17

You can also drill down into details by clicking on the voucher or journal entry number.



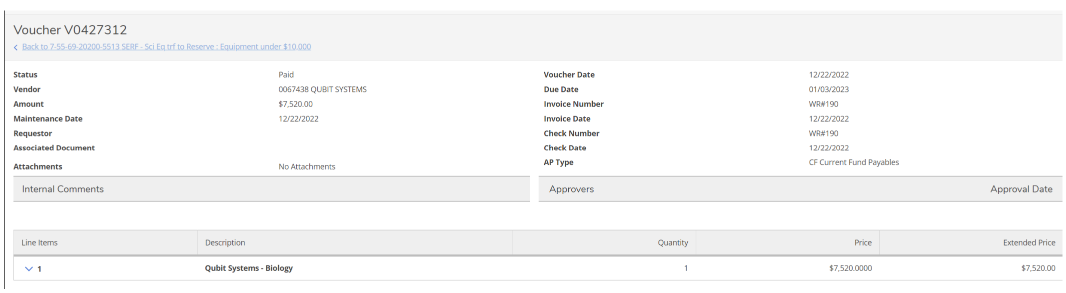
7-55-69-20200-5513 SERF - Sci Eq trf to Reserve : Equipme...
Finance Query
FY2023
Export

Encumbrances

No transactions to view.

Actuals	**$29,162.39**
Document Subtotal After 12/31/2022	$0.00
Actuals 07/01/2022 - 12/31/2022	$29,162.39

Document	Date	Description	Amount
V0427312	12/22/2022	QUBIT SYSTEMS	$7,520.00
V0427197	12/16/2022	VWR INTERNATIONAL INC	$4,826.89
V0426568	12/01/2022	VWR INTERNATIONAL INC	$8,391.99
V0426226	11/15/2022	VWR INTERNATIONAL INC	$1,617.77
V0426148	11/11/2022	VWR INTERNATIONAL INC	$1,361.95
V0426146	11/11/2022	VWR INTERNATIONAL INC	$3,648.03
JPMC082022	08/20/2022	AMZN MKTP US*B95RQ8OJ3	$1,795.76



Voucher V0427312
Back to 7-55-69-20200-5513 SERF - Sci Eq trf to Reserve : Equipment under $10,000

Status	Paid	**Voucher Date**	12/22/2022
Vendor	0067438 QUBIT SYSTEMS	**Due Date**	01/03/2023
Amount	$7,520.00	**Invoice Number**	WR#190
Maintenance Date	12/22/2022	**Invoice Date**	12/22/2022
Requestor		**Check Number**	WR#190
Associated Document		**Check Date**	12/22/2022
Attachments	No Attachments	**AP Type**	CF Current Fund Payables

Internal Comments

Approvers	Approval Date

Line Items	Description	Quantity	Price	Extended Price
1	**Qubit Systems - Biology**	1	$7,520.0000	$7,520.00

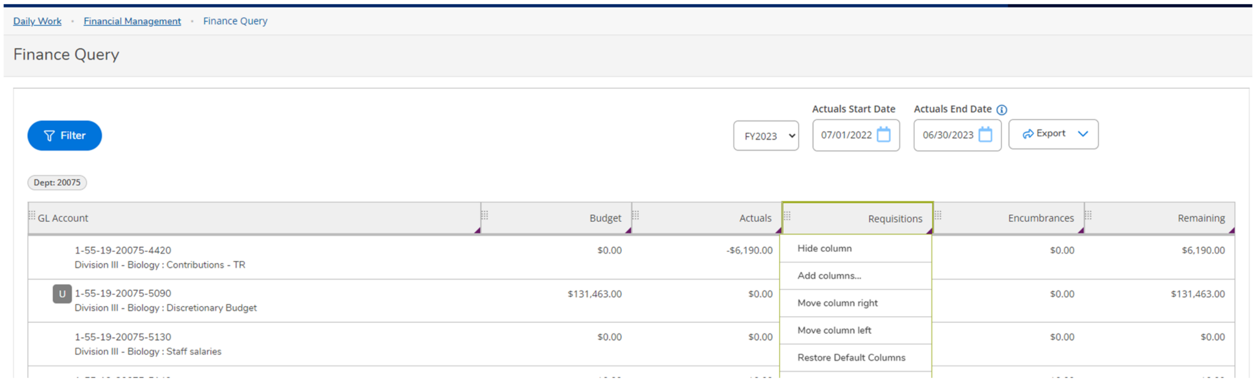
To go back to the main Finance Query screen, click on “Finance Query” in blue at the top of the page.

You won’t be able to drill into JPMC transactions for more details since these are mass imports into Colleague. However, JPMC transactions now include the cardholder last name at the beginning of the vendor name to make it easier to find transaction details in JPMC packets. When you see the error message, make sure to use the back arrow at the top to return to the previous Finance Query screen. If you click on “Finance Query” in blue at the top, you will have to start your query from the beginning.

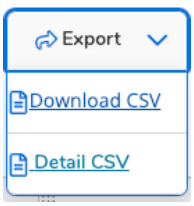
Rearrange or Hide Columns - Recommended Preference Settings

- Columns can be rearranged or hidden, if needed.
- Click on the column heading and select Hide column, Move column right, or Move column left to hide or rearrange columns. (Changes will be saved in future sessions)
- Click on any column heading to add back columns that have been hidden
- Once you establish your columns, your preferences will stay the same every time you log-in until you change it.

Whitman College does not use requisitions or encumbrances, so we recommend hiding these columns.



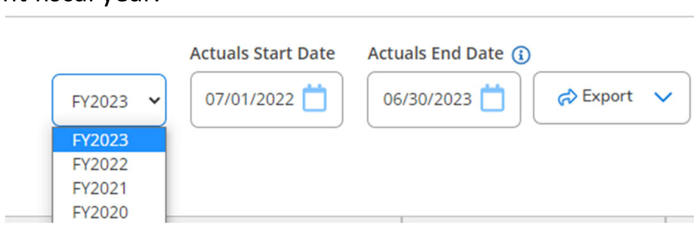
Export Information to Excel



You have the ability to export any selection of transactions to a spreadsheet, by choosing the button in the top right corner. You can open the .CSV file with MS Excel. “Download CSV” will show you what you see on the current page, while “Detail CSV” will export all of the individual transactions in all of the visible accounts as well.

View Previous Budget Years

You can only view one fiscal year at a time; you can’t view multiple years simultaneously. However, you now have the ability to view the current fiscal year, the future fiscal year (when the Business Office opens it in Colleague to load the upcoming adopted budget), and up to five previous fiscal years. The selections are in the Fiscal Year dropdown menu. Select the fiscal year for the GL accounts that you want to view. The default is the current fiscal year.



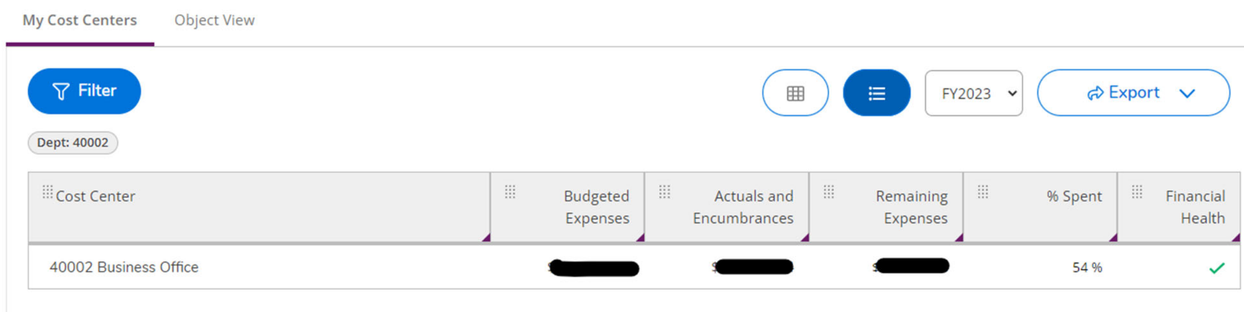
Budget to Actuals

My Cost Centers

Click on the “My Cost Centers” view to display your revenue and expenses. Whitman’s “cost centers” are the 5-digit department code.

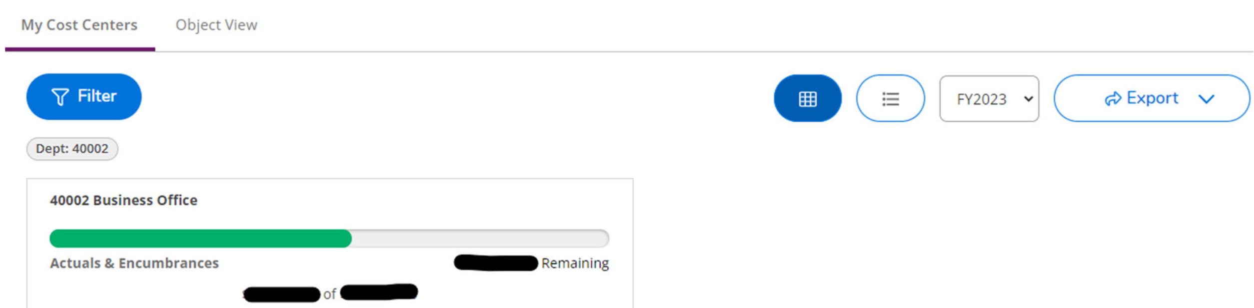
In the “My Cost Centers” view, you can view your data using the Bar Graph view or List view.

For expenses, a bar graph is displayed on the Bar Graph view page and a Financial Health indicator on the List view page. The bar graph and indicators appear in different colors and represent how much of a cost center budget has been expensed. If there are no expense transactions, the bar graph will show no progress and the Financial Health indicator will be green. If the cost center has no expense accounts in it, the expense bar graph will not display and the expense column will not display on the list view.



For revenue, the bar graphs and indicators appear in different colors and represent how much of the cost center revenue has been received. If there are no revenue transactions, no progress is shown.

If the cost center does not have any revenue GL accounts, the revenue bar graph will not display. On the List page, cost centers with only revenue accounts do not have a Financial Health indicator.



The colors for the Bar Graph view are as follows:

- Green - There is more than 15% of the budget remaining for expenses
- Yellow - There is less than 15% of the budget remaining for expenses, but there is more than 0.5% of the budget remaining
- Red - There is less than 0.5% of the budget remaining for expenses
- Dark Red - If the cost center expenses are over 100%
- Teal - Progress for revenue
- Dark Teal - The revenue budget is over 100%

Note that the budget and actuals for revenue GL accounts have the sign reversed and credits show as positive numbers. This happens only on the “My Cost Centers” and “Cost Center Detail” pages.

You can click on the Cost Center poolee accounts to drill down into more detail.

Object View

Click on the "Object View" to display your assets, liabilities, fund balances, revenue, and expenses. **We recommend using this view to see the whole picture including fund balance 3XXX object code accounts**.

For the Object view, the Financial Health indicator is in the list format only.

Other Budget Management and Filtering Tips

Filters are based on Whitman College's 14 digit account number structure.

GL # structure X-XX-XX-XXXXX-XXXX

FUND - 1st digit (1, 2, 3 Budgeted Accounts; 7 Physical Plant, Capital Projects; 8 Unbudgeted Accounts; 9 Tangential Activities)

LOCATION - 2nd & 3rd digits (Physical Location or office on campus such as Division I - Maxey, Human Resources, Reid Campus Center, etc)

FUNCTION - 4th & 5th digits (General use of funds such as instruction, academic support, sponsored programs, student services, institutional support, etc)

DEPARTMENT - Digits 6, 7, 8, 9, 10

1XXXX President
2XXXX Provost & Dean of the Faculty
3XXXX Dean of Students
4XXXX CFO
5XXXX Financial Aid & Admissions
6XXXX WCTS
7XXXX Development
8XXXX Communications
9XXXX Diversity and Inclusion

OBJECT CODE - Digits 11, 12, 13, 14 (What the transaction is and where it will be classified on Whitman's Statement of Financial Position & Statement Activities.)

1XXX Assets
2XXX Liabilities
3XXX Fund Balances
4XXX Revenue
5XXX Expenses
6XXX Transfers

Frequently used expense accounts:
5200 Services
5300 Supplies
5600 Communications
5700 Travel
5702 Vehicle Fuel
5703 Local Meals
5705 Domestic Airfare

When filtering, be sure to include all relevant accounts in order to see an accurate funds available total. Include object code values beginning with 4 to see revenue activity, object code values beginning with 5 to see expense activity, and object code values beginning with 3 to see carry forward fund balances. You can filter on just typing in the first digit to pull all the accounts that meet that criteria. For example, you can type in "4" in the Dept filter, and it will pull all account numbers that you have access to that have a department code starting with a 4:

Umbrella pooled budget accounts are indicated with a U next to them and are reported in total. The umbrella accounts are the adopted budget level accounts. For example, budgeted umbrella accounts include 5010 for Salaries & Wages, 5030 for OPE, and 5090 for Discretionary. The Umbrella GL account number displays all the activity for the members of its GL budget pool.

Poolee accounts have the symbol P next to them. The poolee accounts are the detailed accounts that roll up to a budgeted umbrella account, and they should be included in a GL budget pool under an umbrella account. If you click on the carrot symbol that is pointing up next to an umbrella account, it should flip to pointing down and display the detail of the poolee accounts assigned to that GL budget pool. You should see only an amount in the "Budget" column on the line for an umbrella account. Poolee accounts should show zero in the "Budget" column. The amount in the "Actuals" column on the line for an umbrella account should be the total of all the detailed poolee accounts below that roll-up into the umbrella account, with the detailed amounts showing for each poolee account below.

If you see any poolee accounts that are out on their own and not properly included in a GL budget pool, please contact glaccess@whitman.edu so the Business Office can fix them.

Comments and tips from our beta testers:

- You can also select the GL components and subcomponents that you want Finance Query to use to sort and subtotal the selected account data. You can add up to 3 sort and subtotal criteria. For example, you can sort data to see the GL account totals, sub-totals, and grand totals for more than one department.
- Work study reimbursements ("WSJAN23" for example) also produced an error message when clicked on in an attempt to drill into more details. This will be the case for any mass imports into Colleague. Similar to the JPMC transactions, you will need to use the back arrow button at the very top to return to the main Finance Query screen, or else you will have to start your query from the beginning.
- Warning that remaining balances in the Finance Query are current balances, not as of the date the information was pulled, even when using the date range filters.
- Currently there is no search feature to type in vendor name or amount.
- Amount pending posting? Sometimes there is a slight delay in pending vouchers moving to posted vouchers.
- When drilling into a voucher that is split between departments, all rows will display, but ones you do not have access to will be grayed out.
- In Finance Query, be sure to use the Fund filter to eliminate other budgets with the same department number.
- When using the sort feature at the bottom of the filter, you can sort by vendor or amount, but only by the same options as you can filter on.
- In Finance Query, you can apply filters to see only active accounts.