

Banner Finance Budget Query Change

Migration to Banner Finance has provided the opportunity to make improvements in some of our business processes. One specific change relates to approved FY05 purchase orders, travel and food service encumbrances not completed and paid until FY06:

Budget Query Training sessions included instructions on how to complete the required parameters to submit a budget query (refer to page 8 in *Banner Finance: Self-Service, 6.1 Instructions for Budget Queries*). The drop down box entitled Commitment Type defaults to "All" and these parameters will remain the same for all funds except Fund 100000.

Beginning July 18, 2005 for Fund 100000 only, a change in commitment type is required to submit FY06 budget queries. Please print this document and keep it as a reference with your instruction manual (email Alene Ortiz ortiza@wpunj.edu to request a copy).

Commitment Type: Committed identifies FY05 (prior year) purchase orders, travel and food service encumbrances carried forward to FY06 with respective FY05 budget dollars. Committed budget dollars from FY05 may not be used for new purchases in FY06.

Fiscal year:	2005	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	Committed		
Chart of Accounts	U	Index	
Fund	100000	Activity	
Organization	870100	Location	
Grant		Fund Type	
Account		Account Type	71
Program	35		

Commitment Type: Uncommitted identifies (current year) FY06 budget dollars.

Fiscal year:	2005	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	Uncommitted		
Chart of Accounts	U	Index	
Fund	100000	Activity	
Organization	870100	Location	
Grant		Fund Type	
Account		Account Type	71
Program	35		