

Minerva Budget Queries

In the Minerva Finance (Fund) Administration Menu, two options allow authorized users* to perform online queries for up-to-the-minute information on fund or grant balances and transactions.

- **Budget Query for Fund Holders**
 - By entering only the fund code, view the balance and drill down to see posted transactions for the entered fund or grant (excluding transactions posted to revenue account codes starting with "5").
 - If you are authorized to view salary details, drill down to see detailed salary/benefit information, right down to an individual's name.
- **Budget Query**
 - Create customized searches (including searching by activity and location codes) and drill down to see posted transactions for the entered fund or grant or Org (Organizational) code.
 - View transactions posted to revenue account codes starting with "5".

*Authorized User = Fund Financial Managers or Principal Investigators, those who are directly responsible for administering funds, have automatic access to query fund balances and transactions posted to their funds and grants in Minerva. Administrative staff and others who need access to query this information must attend training and submit the [FIS Authorization form](#).

Note: Fund or grant balances and transactions may also be viewed in Banner.

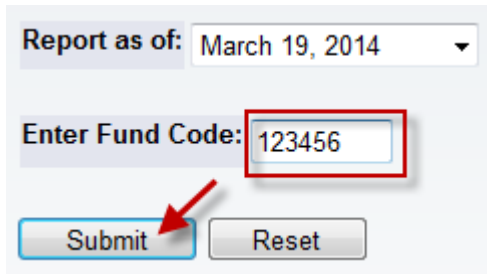
How to query a fund or grant using Budget Query for Fund Holders

1. Log in to [Minerva](#)
2. Go to the **Finance (Fund) Administration Menu**
3. Select the **Budget Query for Fund Holders** menu option
4. By default, today's date is displayed in the **Report as of** field. Leave as is or select a date from the drop-down list.

Note:

- For funds - You will see all transactions from the beginning of the current fiscal year (May 1st) up to/and including the date you selected.
 - For grants - You will see all transactions from the grant inception date up to/and including the date you selected.
5. Enter a **Fund Code**
Note: Fund Financial Managers (FFM)/ Principal Investigators (PI) have the option to select a fund or grant code from a drop-down list.
 6. Click on the **Submit** button
Note: Clicking the Reset button will clear the Fund code

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Report as of: March 19, 2014

Enter Fund Code: 123456

Submit Reset

Quick Steps - How to use Budget Query

1. Log in to [Minerva](#)
2. Go to the **Finance (Fund) Administration Menu**
3. Select the **Budget Query** menu option
4. Select a query type from the drop-down list:
 - o **Budget Status by Account** (the default selection) - this option mimics Budget Query for Fund Holders in that the query results screen groups transactions by account code with drill-down capabilities for viewing document details.
 - o **Budget Quick Query** - this option skips the next step of selecting columns to display. However, there are no drill down capabilities once the query results are displayed.
 - o **Budget Status by Organizational Hierarchy** - this option groups transactions by Org (Organizational) code and then by account type with drill-down capabilities for viewing document details.
 - o NOTE - All three options allow you to query by fund/grant code OR by Org code.
5. Click on the **Create Query** button.
6. For Budget Status by Account/Organizational Hierarchy ONLY:
 - o By default, **Total Bud/Actual/Commitments/Available Balance** are selected. Leave as is or select the columns to display.
Note: You have the option to name and save this query. If you select the check box next to the word "**Shared**", it will become available to anyone who has access to this menu option.
 - o Click on the **Create Query** button
7. Enter the search parameters:
 - o If querying a **Fund or Grant** code, be sure to enter the associated Organization code - this will be a required field.
 - o If querying an **Organization** code, be sure to leave the Fund and Grant code fields blank.
 - o By default, **Fiscal year** and **Fiscal period** fields populates with the current fiscal year and fiscal period. Leave as is or make your selection from the corresponding drop-down list.
 - o You have the option to specify additional FOAPAL elements to further refine your results - i.e. Account, Activity, Location codes.

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- NOTE - Clicking on a field name button will bring you to a code lookup screen.
 - You have the option to name and save this query. If you select the check box next to the word "Shared", it will become available to anyone who has access to this menu option.
 - **To view transactions/amounts posted to revenue account codes starting with "5"**, be sure to select the check box next to Include Revenue Accounts.
8. Click on the **Submit Query** button.

Query Results

Transactions posted to the selected fund or grant are grouped by account code/type.

Click on any hyperlinked amount to view more information about transactions posted to the account code.

Note:

- Transactions in **other currencies** will be posted to the appropriate FOAPAL(s) in the Canadian dollar equivalent.
- Tax rebates are posted to funds **nightly** - any invoice processed for payment during the day, which is eligible for tax rebates, will show the tax rebates credited back to the fund the next day.

Only account codes which have recorded activity appear in the table - i.e. a transaction was posted using that specific account code. Account codes starting with the following numbers are common to see:

- Salary expenditures (6xxxxx) - includes salaries and benefits, BSA (Banner Student Aid) payments, POPS payments
- Non-salary expenditures (7xxxx) - includes transactions related to McGill MarketPlace (MMP) orders, advances and expense reports, reconciled PCard charges, inter-departmental charges (IDC), payment requests
- Transfers between units/departments (8xxxxx)

TIP: Drilling Down

Click on any hyperlinked amount to view more information about transactions posted to the account code. This is known as drilling down.

- **Scanned images of paid invoices** may be viewed by drilling-down on the "Actual" amount of the account code charged. (Invoice documents starting with "IV" are invoices which the supplier submitted electronically - this means that there is no paper/hard copy invoice to scan into the system.)

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- View a **printable version of submitted advances and expense reports** by drilling-down on the Actual amount of the appropriate account code – expense reports 700512 | advances 700405.
- Drill-down on a **salary expense line** (6-account code) to view salary details including names and McGill IDs (*with the appropriate access*).

Available Balance

While available balances are calculated for each account code, it is the overall balance of a fund or grant which is important. The available balance (posted balance) of a fund or grant is displayed at the bottom right-hand side of the table - **Available Balance/Report Total (of all records) cell**.

The posted balance of a fund or grant is equal to **Accounted Budget - (Actual + Encumbrances + Reservations)** for account codes starting with 6 (salaries), 7 (non-salary expenditures), and 8 (inter-fund transfers).

- A displayed amount in brackets means over expenditure of that account, but, as long as the Available Balance/Report Total (of all records) is a positive balance, there is money available.
- An Available Balance/Report Total (of all records) amount appearing in brackets indicates that the fund or grant is overspent.

<i>Term</i>	<i>Explanation</i>
Accounted Budget	Total budget set up for that fund or grant, including original and budget adjustments. Sometimes referred to as "Adjusted Budget". Budget may be set-up at the account code level with a budget attributed to specific account codes OR the budget may be set-up in one expenditure account code starting with "7".
Actual	Expenses which have been charged (money spent) or revenues which have been received (deposited) to the fund/account code (FOAPAL).
Encumbrance	Money set aside for future financial obligations - typically generated by purchase orders and appointment forms (not including casual pay). Commits unspent balances due to a firm obligation for future payment.
Reservation	Money set aside for submitted purchase requisitions while they are pending approval (before a purchase order is created).

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Pending Documents and the Available Balance

The Pending Documents button appears only if there are documents in the pipeline which are subject to budget availability checking - documents further drawing down your budget availability. These documents are normally journals (JE15/JE16, manual encumbrances, interdepartmental charges (IDC)) either in process OR which are completed, but, not yet approved or those disapproved pending action.

Clicking on the **Pending Documents button** brings you to a subsequent screen. This screen lists these intended documents and their status and **displays a balance used for 'budget availability checking'**.

Budget availability checking (BAVL) is a feature in Banner which systematically ensures that an adequate balance exists on a fund charged at the time a transaction is originated online. An online purchase requisition, inter-departmental charge, journal and manual encumbrance will be rejected by the system if it will create or contribute to an overspent fund.

This balance used for *'budget availability checking'* takes into account every posted and *intended* transaction.