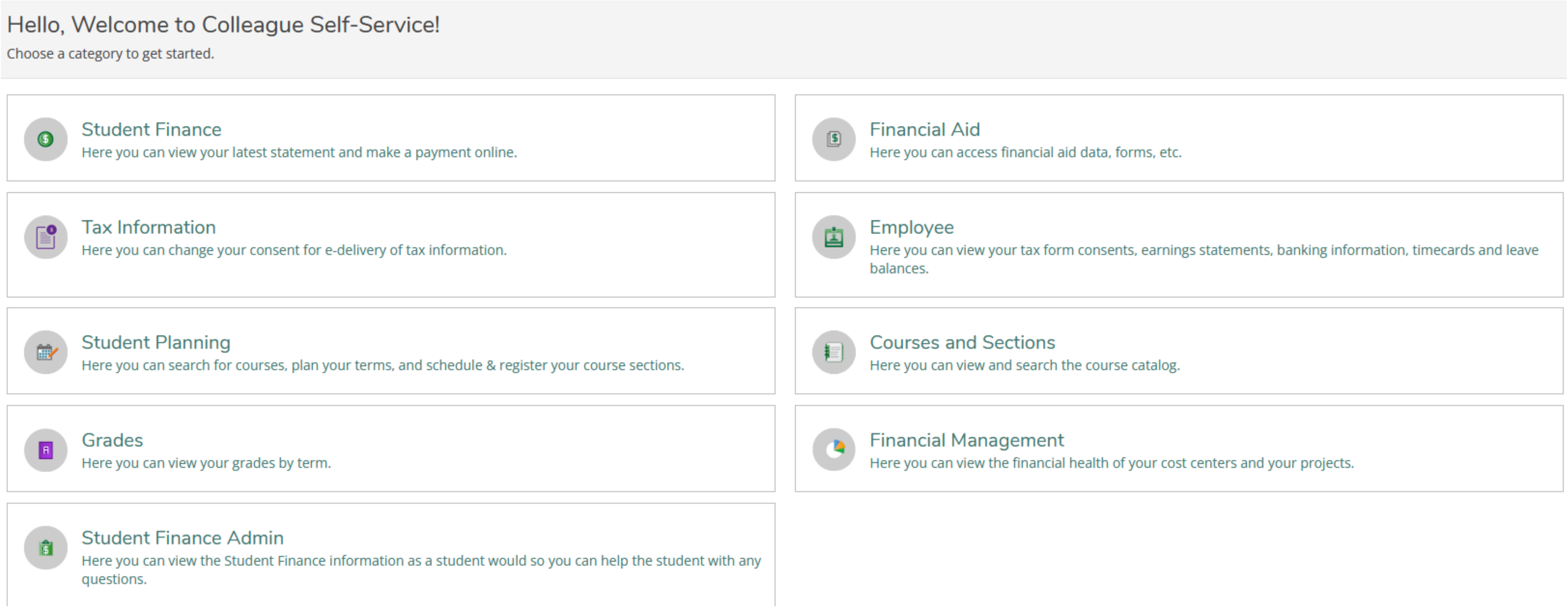
Overview of Finance Query

March 14, 2025

Finance Query

Colleague Self-Service



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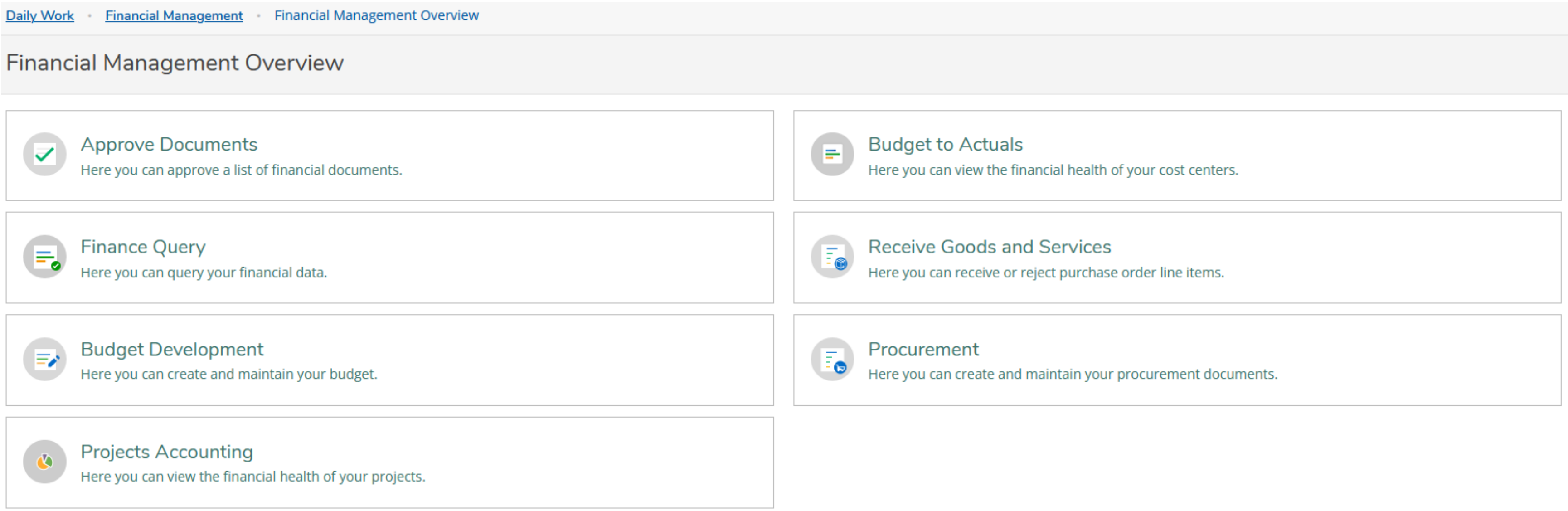

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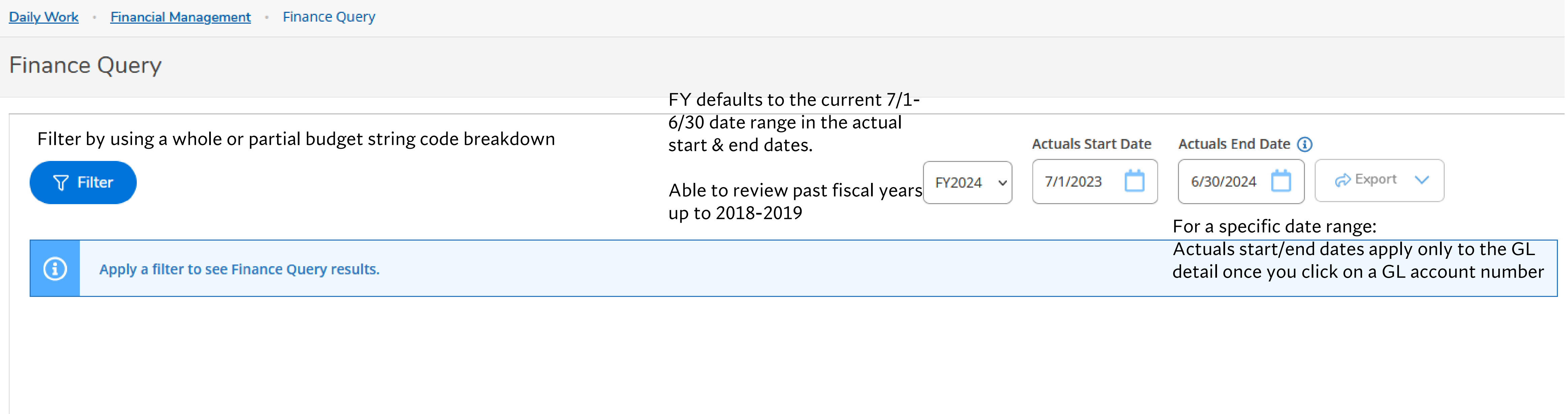


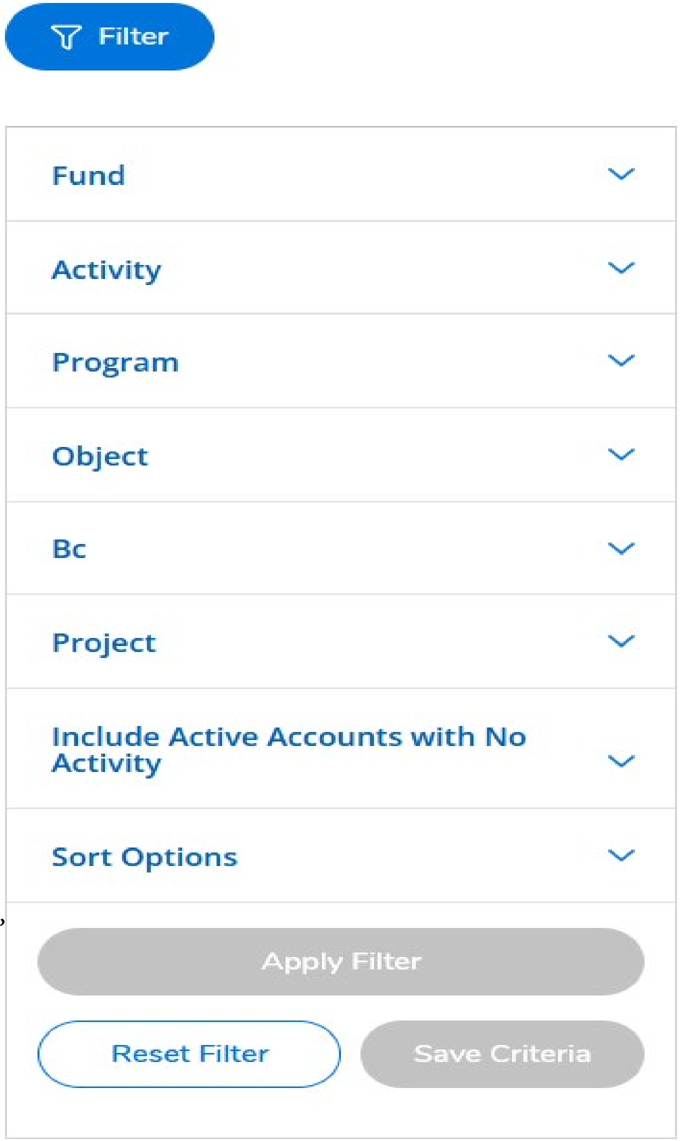
RESOURCES:
Document: **"Presentation-GL Strings SSFM Finance Query 50% Law"** (Microsoft Teams: NVC Budget Center Managers & Admins – General – Administrative Assistant Training-Resources Docs – NVC Business Office Training-GL Strings SSFM Finance Query 50% Law v03-28-23.pdf)

Finance Query

"The most powerful tool is financial knowledge"

FUND*	ACTIVITY	PROGRAM	OBJECT NO.	BUDGET CENTER/LOCATION
XX	XXXXXX	XXXX	XXXXX	XXXX
(2-digit)	(6-digit)	(4-digit)	(5-digit)	(4-digit)
(A)	(B)	(C)	(D)	(E)

To view results:
DON'T FORGET to "Apply Filter" when entering filter(s)
To clear filters – "Reset Filter" + "Apply Filter"



Finance Query

Colleague Self-Service

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining

- GL Account – the budget string code with description
- Budget – amount approved in the Final Budget (available some time after September BOT meeting)
- Actuals – amount spent
- Requisitions – amount requested to become a BPO/PO
- Encumbrances – open BPO/PO with balances
- Remaining – the current balance

Finance Query – Reminders . . .

Finance Queries can answer the following inquiries:

- The budget center's budget for the current and past fiscal years of what has been budgeted, spent, and remaining balance.
- Able to drill down on each line item to view purchase orders, vouchering activity, and vendors related to that budget code string.
- Drill down on each purchase order and see all documents related to the purchase order.
- Drill down on voucher and payment history with details i.e. check # and date.
- Review past spending to determine the appropriate estimated amounts for next fiscal year's BPOs.
- Export budget report into spreadsheet.

If you need to increase your existing blanket purchase order (BPO) – Budget Center Manager will need to do the following:
Email: John Martinez john.martinez@napavalley.edu with BPO # and the amount of how much to increase BPO. Larger dollar amounts may need additional approval.