Bakersfield College
Budget Orientation
September 27, 2017

Presented by
Zach Quiroz, Budget Analyst
Somaly Boles, Administrative Assistant, FAS
What is a FOAPAL?

• Fund
• Organization
• Account
• Program
• Activity
• Location

Ex: GU001-23DMR1-4313-677040
Fund-Org-Account-Program
FUNDS

• GU-General Unrestricted (ex: GU001)

• RP-Restricted Programs (ex: RP382)

• CE-Contract/Community Education (ex: CE089)
ORG STRUCTURE

6-digit alpha numeric code

2 6 S E Q 1

2  BC/President
6  VP
S  Budget Manager
EQ1  Student Equity
Approval Queue Structure

- Level 2 Compliance: $0
- Level 3 Manager: $250
- Level 4 Dean/Director: $5,000
- Level 5 VP/President: $9,999,999
Budget Review
**SYSTEM ACCESS**

- **How do I log in?**

  1. **InsideBC**
  2. **User ID: Employee ID**
  3. **Password: Same as Outlook**
  4. **Click MyBanWeb (upper left corner)**
  5. **Click MyBanWeb Main Menu**
  6. **Click the Finance Folder**
  7. **Select Budget Queries**
ENTERING A QUERY

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query
Type
Budget Status by Account
Create Query

Retrieve Existing Query
Saved Query
None
Retrieve Query
ENTERING A QUERY

Budget Queries

Select the Operating Ledger Data columns to display on the report.

- [ ] Adopted Budget
- [ ] Budget Adjustment
- [✓] Adjusted Budget
- [ ] Temporary Budget
- [ ] Accounted Budget
- [✓] Year to Date
- [ ] Encumbrances
- [ ] Reservations
- [✓] Commitments
- [✓] Available Balance

Save Query as: [ ]

- [ ] Shared

Continue

[ Budget Queries | Encumbrance Query | Approve Documents | View Document ]

RELEASE: 8.3
REPORT PARAMETERS

• What do I select?

1. Fiscal Year: 20xx

2. Fiscal Period: 14

3. Select FOAPAL
   • Fund
   • Org
   • Account (optional)
   • Program (optional)
REPORT ANALYSIS

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

### Report Parameters

**Organization Budget Status Report**

**By Account**

**Period Ending Jun 30, 2012**

**As of Sep 10, 2012**

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Fund</th>
<th>GU001 Unrestricted</th>
<th>Commitment Type</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>530BS1 Administrative Services Office</td>
<td>Activity</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>4313 Non-Inst Supplies &amp; Materials</td>
<td>Location</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

### Query Results

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY12/PD14 Adjusted Budget</th>
<th>FY12/PD14 Year to Date</th>
<th>FY12/PD14 Commitments</th>
<th>FY12/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4313</td>
<td>Non-Inst Supplies &amp; Materials</td>
<td>250.00</td>
<td>37.82</td>
<td>0.00</td>
<td>212.18</td>
</tr>
</tbody>
</table>

Report Total (of all records): 250.00 37.82 0.00 212.18
RESOURCES

➢ Budget Contacts
  • Zach Quiroz x4057
  • Somaly Boles x4203
Questions
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