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The page will refresh and display the results of your query, along with the parameters that were selected.

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Note: You can obtain and view additional information by clicking any highlighted/underline field within the Query Results

## **Financial Self-Service terms:**

Accounted Budget	Approved Budget plus or minus any Budget Adjustments. Total of all budget transactions.				
Adopted Budget	Budget at beginning of Fiscal Year. (Approved Budget)				
Adjusted Budget	The Adopted Budget plus the Budget Adjustment.				
Available Balance	The difference between the Accounted Budget and the Year to Date and Encumbrances. This indicates the budget balance available				
Budget Adjustment	An increase/decrease to budget. Permanent budget adjustments.				
Budget Status by Account Query	The Budget Query by Account option allows a user to review budget information by account for the Fiscal Period, Year to Date, and Commitment Type by:				
	<ul> <li>Specific FOAPAL/Shortcut Key values</li> <li>A Specific Organization</li> <li>All Organizations</li> <li>Fund Type</li> <li>Account Type</li> <li>Revenue Accounts</li> </ul>				
	There are four levels to a Budget Query by Account: Account Detail, Transactions Detail, Document Detail, and View the Document.				
Budget Status by Organization Hierarchy Query	The Budget Query by Organization Hierarchy option allows users to review budget information for Organizations:				
	<ul> <li>Hierarchical Structure</li> <li>Fund Type</li> <li>Account Type</li> <li>Revenue Accounts</li> </ul>				
	The levels of this type of query include: Organizational Hierarchy, External Account Type (Levels 1 and 2), Account Detail, Transaction Detail, Document Detail, and View the Document				
Commitments	Encumbrances				
Comparison queries	When end users choose their desired parameters, they may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison Fiscal Period.				
Downloading query data to a spread sheet	End users can download budget query data to a Microsoft Excel spread sheet and then edit it, according to their reporting needs.				
Encumbrances	Funds committed for future payments (Purchase Orders/Salary Expenses)				
Reservation	Not used at Pace				
Temporary Budget	Temporary Adjustments – will not roll to next fiscal year.				
Year to Date	Actual revenue and expenditures to date				
User-calculated columns	The user may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.				