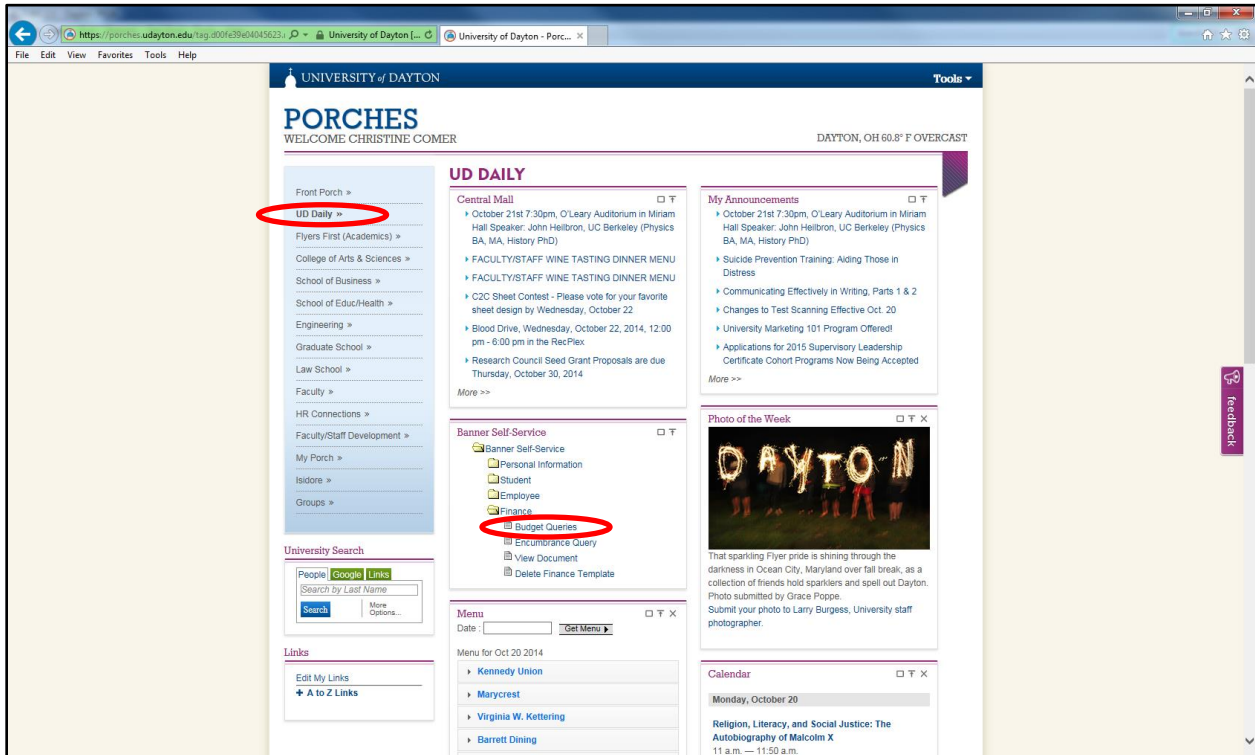
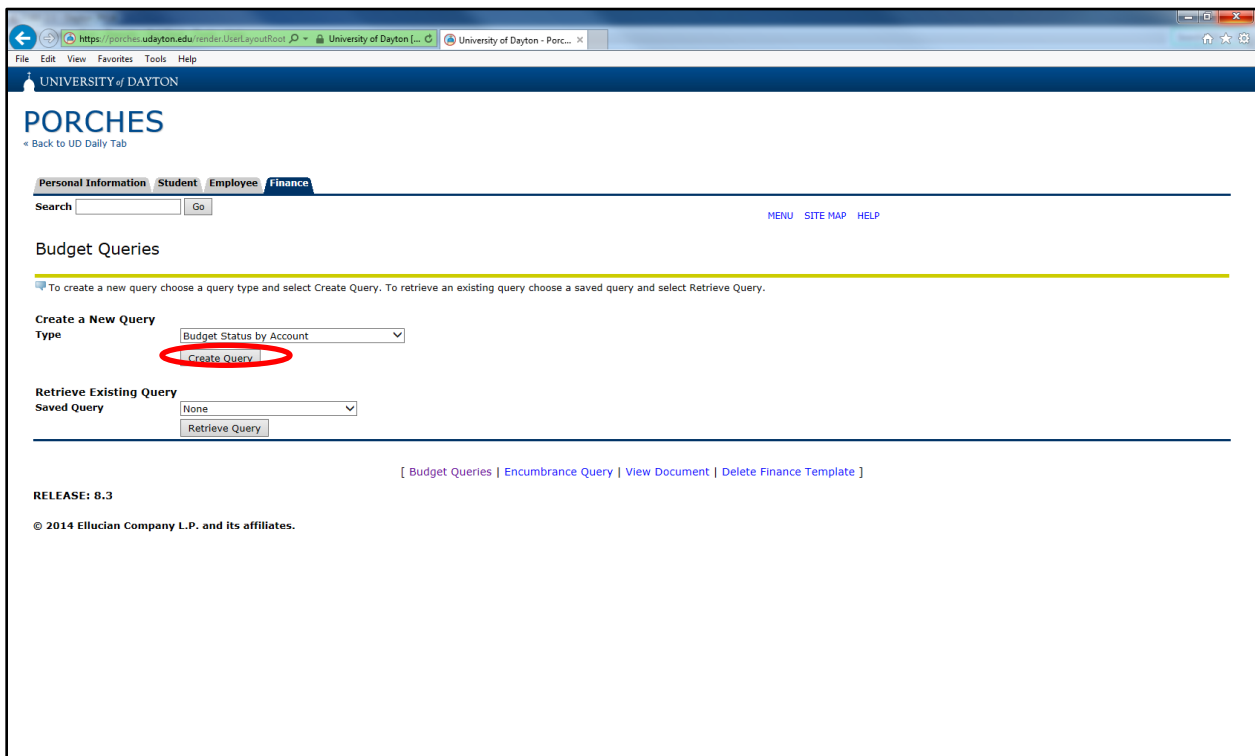


Finance Self Service-Chart of Accounts

1. Go to: Porches>UD Daily> Banner Self-Service>Finance>Budget Queries



2. Create a New Query Type>Create Query



Finance Self Service-Chart of Accounts

3. Continue

The screenshot shows the PORCHES web application interface. At the top, there is a navigation bar with the University of Dayton logo and the text 'UNIVERSITY of DAYTON'. Below this is the 'PORCHES' header with a link to 'Back to UD Daily Tab'. The main navigation tabs are 'Personal Information', 'Student', 'Employee', and 'Finance', with 'Finance' being the active tab. A search bar is located below the tabs. The 'Budget Queries' section is highlighted with a yellow bar. Below this, there is a section for selecting Operating Ledger Data columns to display on the report. A table of checkboxes is shown with the following items: 'Adopted Budget' (unchecked), 'Budget Adjustment' (unchecked), 'Adjusted Budget' (unchecked), 'Temporary Budget' (unchecked), 'Accounted Budget' (checked), 'Year to Date' (checked), 'Encumbrances' (unchecked), 'Reservations' (unchecked), 'Commitments' (unchecked), and 'Available Balance' (checked). Below the table is a 'Save Query as:' field and a 'Shared' checkbox. The 'Continue' button is highlighted with a red circle. At the bottom, there are links for '[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]', the text 'RELEASE: 8.3', and the copyright notice '© 2014 Ellucian Company L.P. and its affiliates.'

4. Select Account

The screenshot shows the same PORCHES web application interface as the previous screenshot, but with more form fields visible. The 'Budget Queries' section is highlighted with a yellow bar. Below this, there are several dropdown menus and input fields. The 'Fiscal year' is set to '2015' and the 'Fiscal period' is set to '14'. The 'Comparison Fiscal year' is set to 'None' and the 'Comparison Fiscal period' is set to 'None'. The 'Commitment Type' is set to 'All'. Below these are several input fields for 'Chart of Accounts', 'Fund', 'Organization', 'Grant', 'Account', and 'Program'. The 'Account' field is highlighted with a red circle. There are also input fields for 'Index', 'Activity', 'Location', 'Fund Type', and 'Account Type'. Below the input fields is an 'Include Revenue Accounts' checkbox and a 'Save Query as:' field. A 'Submit Query' button is located at the bottom of the form. At the bottom of the page, there are links for '[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]', the text 'RELEASE: 8.3', and the copyright notice '© 2014 Ellucian Company L.P. and its affiliates.'

Finance Self Service-Chart of Accounts

- Type 6% (labor and benefits) or 7% (supplies and expenses) in the “Account Criteria” field and change the “Maximum rows to return” field to 10000. Execute Query.

UNIVERSITY of DAYTON
PORCHES
 < Back to UD Daily Tab

Personal Information Student Employee **Finance**

Search Go MENU SITE MAP HELP

Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts
 Account Criteria
 Title Criteria
 Maximum rows to return

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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UNIVERSITY of DAYTON
PORCHES
 < Back to UD Daily Tab

Personal Information Student Employee **Finance**

Search Go MENU SITE MAP HELP

Code Lookup

Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.

Code lookup results

Title	Account
Faculty/Prof Research - Ft	6010
Faculty/Prof Research - Pt	6011
3rd Term Faculty Appt-Ft & Pt	6012
Administrative-Full-Time	6013
Administrative-Part-Time	6014
Instructional Support - FT	6015
Instructional Support - PT	6016
IT Professional - Full Time	6017
IT Professional - Part Time	6018
Clerical-Technical	6030
Registered Nurses-Full-Time	6031
Registered Nurses-Part-Time	6032
Health Center-Technicians	6033
Grad Assistants	6050
Grad Assistants-Summer Appoint	6051
Graduate Students	6052
Undergraduate Students	6053
Students-Work Study	6054
Lab Instructors - Full Time	6060
Lab Instructors - Part Time	6061
Laboratory/Research Technician	6070
Policemen and Watchmen	6071
Grounds	6072
Custodians	6073
Maintenance	6074

Finance Self Service-Chart of Accounts

- You can also search by inputting a title into the "Title Criteria" field using % as the wild card. Execute Query.

The screenshot shows the PORCHES Code Lookup page. The "Title Criteria" field is highlighted with a red circle and contains the text "%Supplies%". The "Execute Query" button is also highlighted with a red circle. The page includes navigation tabs for Personal Information, Student, Employee, and Finance. A search bar is located at the top left, and a "Go" button is next to it. The "Chart of Accounts" dropdown is set to "D", "Account Criteria" is "78%", and "Maximum rows to return" is "10000".

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Personal Information Student Employee Finance

Search Go MENU SITE MAP HELP

Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts
Account Criteria
Title Criteria
Maximum rows to return

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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The screenshot shows the PORCHES Code Lookup page with the results table displayed. The table has two columns: "Title" and "Account". The results include various supply categories and their corresponding account numbers. The "Exit Without Value" button is visible below the table.

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PORCHES
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Personal Information Student Employee Finance

Search Go MENU SITE MAP HELP

Code Lookup

Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.

Code lookup results

Title	Account
Supplies	71220
General Supplies	71221
IT Supplies	71223
Contract Serv-Janitor Supplies	7216
Cost of Sales - Supplies	7250
Cost of Sale-Pizzeria Supplies	7297
Office Supplies	7800
Athletic Supplies	7802
Medical Supplies	7803
Janitorial Supplies-Mops Broom	7805
Maint Supplies-Hammers Etc	7806
Auto Supplies/Service-No Gas	7807
General Supplies	7809
General IT Supplies	7819

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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