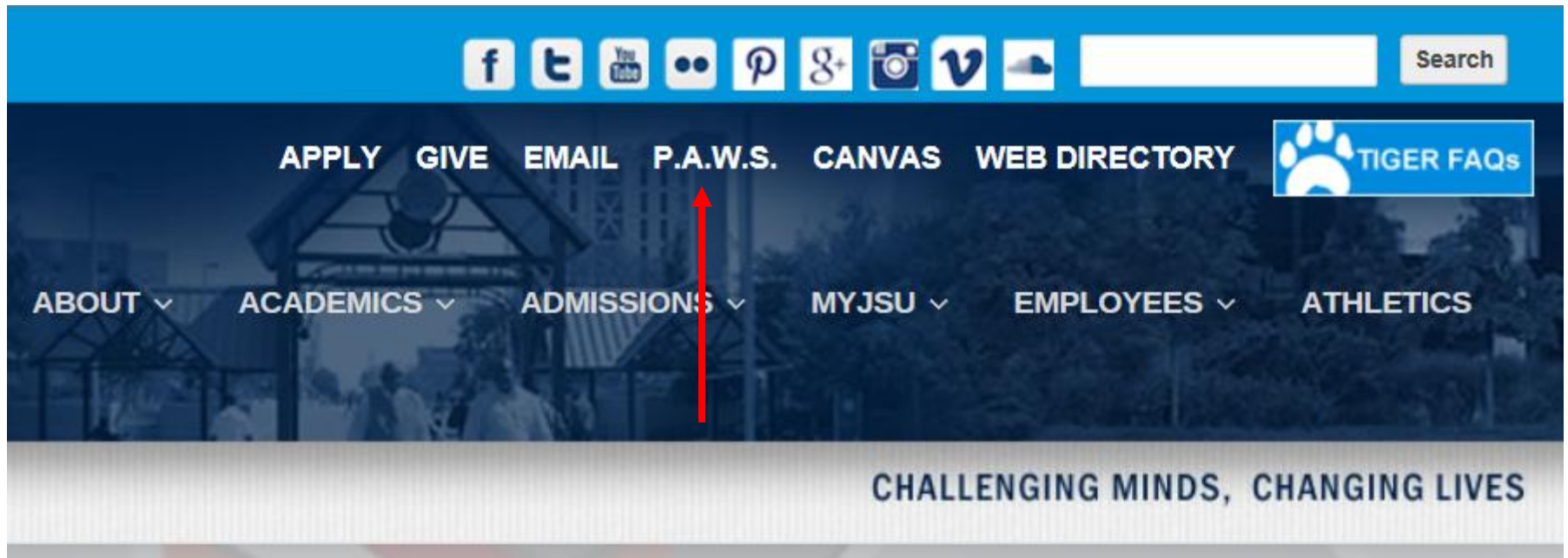


Viewing Budgets via JSU PAWS



Go to www.jsums.edu



Click JSU P.A.W.S. (Personal Access to Web Services)



Click “Enter Secure Area (JSU PAWS)”

Jackson State University's Homepage

Enter Secure Area (JSU PAWS)

Prospective Students

Apply for Admission

General Financial Aid

Campus Directory

Class Schedule

Course Catalog

Alumni and Friends

Cayuse 424

Canvas

RELEASE: 8.8.3

Enter Your User ID (J#)
Enter your PIN Number
Click "Login"

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

UNIFIED DIGITAL CAMPUS

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

*** If you do not have your pin number, enter your user id then click:

If you do not know your pin, click on the "Do not know my PIN? Icon"
Answer a series of question and assign yourself a PIN.

Select the "Finance" Option



[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#) [Finance](#)

Search

Main Menu

[Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information; change your P.A.W.S. PIN; customize your directory profile.

[Student & Financial Aid](#)

Apply for Admission, Register, View your academic records and Financial Aid

[Faculty & Advisors](#)

Enter grades and registration overrides, view class lists and student information, access Degree Works.

[Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[Canvas](#)

[Finance](#)

Create or review financial documents, budget information, enter requisitions, check on approvals.

[Graduation Clearance Approval Process](#)

[Activate NetID, Change NetID Password](#)

[Reset Your Email Password](#)

RELEASE: 8.8.3

© 2018 Ellucian Company L.P. and its affiliates.

Select "Budget Queries" to navigate to the Query Page

The screenshot displays the JSU PAWS website interface. At the top left, the logo reads "JSU PAWS" with the tagline "PERSONAL ACCESS TO WEB SERVICES" below it. To the right of the logo is a small image of a globe with "WWW" written on it. Further right, the text "UNIFIED DIGITAL CAMPUS" is displayed. Below the header is a navigation bar with tabs for "Personal Information", "Student and Financial Aid", "Employee", and "Finance". The "Finance" tab is currently selected. Underneath the navigation bar is a search field with a "Go" button and a list of links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Finance" and contains a list of menu items: "Budget Queries", "Encumbrance Query", "Requisition", "Purchase Order", "Approve Documents", "View Document", "Budget Transfer", and "Multiple Line Budget Transfer". A red arrow points to the "Budget Queries" link. At the bottom of the page, there is a breadcrumb trail: "[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]".

- OPTION I: CREATE A NEW QUERY (See slides 6 – 11)
OPTION II: RETRIEVE EXISTING QUERY (See slides 12)

The screenshot displays the JSU PAWS (Personal Access to Web Services) interface. At the top, there is a dark green header with the text "JSU PAWS" and "PERSONAL ACCESS TO WEB SERVICES" on the left, a globe icon with "WWW" in the center, and "UNIFIEDDIGITALCAMPUS" on the right. Below the header is a navigation bar with tabs for "Personal Information", "Student and Financial Aid", "Employee", and "Finance". The "Finance" tab is currently selected. A search bar with a "Go" button is located on the left, and links for "MENU", "SITE MAP", "HELP", and "EXIT" are on the right. A yellow horizontal line separates the navigation from the main content area. An information icon (i) is followed by the text: "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." Below this, there are two sections: "Create a New Query" and "Retrieve Existing Query". In the "Create a New Query" section, the "Type" dropdown menu is set to "Budget Status by Account", and a red arrow points to this dropdown. Below it is a "Create Query" button. In the "Retrieve Existing Query" section, the "Saved Query" dropdown menu is set to "None", and below it is a "Retrieve Query" button.

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

UNIFIEDDIGITALCAMPUS

Personal Information Student and Financial Aid Employee **Finance**

Search MENU SITE MAP HELP EXIT

i 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

Retrieve Existing Query

Saved Query

OPTION I: CREATE A NEW QUERY

i 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
- Budget Status by Organizational Hierarchy
- Budget Quick Query

Retrieve Existing Query

Saved Query

- Select Budget Status by Account to view budget information for organizations detailed by account.
- Select Budget Status by Organizational Hierarchy to view summarized budget information using Organization codes.
- For this tutorial, select Budget Status By Account. Then select, “Create Query”

Select the appropriate check boxes for your query.
(This will select the ledger data columns to display on the report)
Then select "Continue"

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

www UN

Personal Information Financial Aid Employee **Finance**

Search

Budget Queries

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

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

1. Fiscal year: 2008 Fiscal period: 04 2.

Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

3. Chart of Accounts: J Index 4.

Fund: Activity

5. Organization: Location

Grant: Fund Type

6. Account: Account Type

Program:

Include Revenue Accounts

Save Query as: _____

Shared

Submit Query

- Fiscal periods**
- 01 – July
 - 02 – August
 - 03 – September
 - 04 – October
 - 05 – November
 - 06 – December
 - 07 – January
 - 08 – February
 - 09 – March
 - 10 – April
 - 11 – May
 - 12 – June
 - 13 – Year to date
 - 14 – Year to date

Enter the required parameters for your query:

- 1. Fiscal Year: 2008/2009
- 2. Fiscal Period: See Fiscal Periods above
- 3. Chart of Accounts: J – Jackson State University

Enter the correct code to view your budget:

- 4. Index # (old FRS account number); or Enter Fund Code **(If you use the index# the next screen will automatically populate the fund and organization)**
- 5. Enter organization or grant code;
- 6. Account code is optional. If you leave the account code field blank, the query will retrieve all applicable account codes.

**** Tip: To query by account, you may enter any account code or any part of the account code followed by the % sign, i.e. enter 6% or 610% for all accounts beginning with 6... or 610...****
 Click "Submit Query"

The available balance is \$201,363.37. (Year to date)-
 (Encumbrances)-(Reservations)=Available Balance

Query Results

Account	Account Title	FY09/PD14 Accounted Budget	FY09/PD14 Year to Date	FY09/PD14 Encumbrances	FY09/PD14 Reservations	FY09/PD14 Available Balance
590025	Miscellaneous Income	0.00	216,037.58	0.00	0.00	(216,037.58)
650045	College Work Study	2,000.00	752.38	0.00	0.00	1,247.62
710015	Travel in Private Vehicle ISO	17.88	0.00	17.88	0.00	0.00
710035	Out State Meals and Lodging	1,260.19	0.00	1,260.19	0.00	0.00
710050	Travel in Public Vehicle OSO	410.71	(200.00)	410.71	0.00	200.00
710065	Other Travel Cost	132.69	0.00	132.69	0.00	0.00
710070	Conference Registration Fee	991.90	0.00	991.90	0.00	0.00
725015	Other Prof Fees Serv	0.00	167.20	0.00	0.00	(167.20)
731050	Postage	0.00	1,523.99	0.00	0.00	(1,523.99)
752005	Printing/Binding - External	3,503.02	0.00	1,011.27	0.00	2,491.75
752030	Office Supplies/Materials	5,644.70	541.00	565.00	0.00	4,538.70
770080	Fee Waivers - ROTC	7,500.00	7,500.00	0.00	0.00	0.00
782005	OF Mach, FRN, Fix, E	5.05	0.00	0.00	0.00	5.05
784015	Data Processing Equip	47.00	0.00	0.00	0.00	47.00
Report Total (of all records)		(21,513.14)	205,753.01	(4,389.64)	0.00	

Shared

You may download budget query data to a Microsoft Excel spreadsheet by clicking "Download all or selected ledger columns".

725015	Other Prof Fees Serv	0.00	167.20	0.00
731050	Postage	0.00	1,523.99	0.00
752005	Printing/Binding - External	3,503.02	0.00	1,011.27
752030	Office Supplies/Materials	5,644.70	541.00	565.00
770080	Fee Waivers - ROTC	7,500.00	7,500.00	0.00
782005	OF Mach, FRN, Fix, E	5.05	0.00	0.00
784015	Data Processing Equip	47.00	0.00	0.00
Report Total (of all records)		(21,513.14)	205,753.01	(4,389.64)

Shared

**Click to
download
into excel**

To save this query, enter the selected name for the query and click "save query as" button. **This query will be named finance101**

OPTION II: RETRIEVE EXISTING QUERY

The screenshot shows the JSU PAWS interface. At the top, there is a header with 'JSU PAWS PERSONAL ACCESS TO WEB SERVICES' on the left, a globe icon with 'WWW' in the center, and 'UNIFIEDDIGITALC' on the right. Below the header, there are tabs for 'Personal Information' and 'Finance'. A search box is visible. The 'Budget Queries' section is highlighted with a yellow bar. Below it, there is an information icon and text: 'To create a new query Retrieve Query.' and 'Create a New Query Type'. The 'Retrieve Existing Query' section is also highlighted with a yellow bar. A dropdown menu is open, showing a list of queries. A red arrow points to the 'finance101 (Personal)' query. Below the dropdown, there is a 'Retrieve Query' button.

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

UNIFIEDDIGITALC

Personal Information Finance

Search

Budget Queries

To create a new query
Retrieve Query.

Create a New Query
Type

Retrieve Existing Query
Saved Query

None
finance101 (Personal)
635321 State Vet (Shared)
635321 State Vet. (Shared)
100000 (Shared)
114100 FOOTBALL (Shared)
114380 (Shared)
114400 (Shared)
114400 Perkins (Shared)
115020 (Shared)
115020 Nielsen (Shared)
12/08/04 (Shared)
2004-05 School Year (Shared)
2005 Budget Status (Shared)
2006 Budget Status (Shared)
2006 QUERY (Shared)
2007 Query (Shared)
217110 (Shared)
217185 (Shared)
250000 (Shared)

Retrieve Query

Query that was
previously saved

To Retrieve an Existing Query

In the "Retrieve Existing Query" Drop-down box,
Scroll to select the query you would like to retrieve
Then select "Retrieve Query"

FOR QUESTIONS AND CONCERNS

- CONTACT:
 - Keilani Vanish
 - 601-979-0330
 - Keilani.r.vanish@jsums.edu