Viewing Budgets via JSU PAWS

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1877

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Click JSU P.A.W.S. (Personal Access to Web Services)
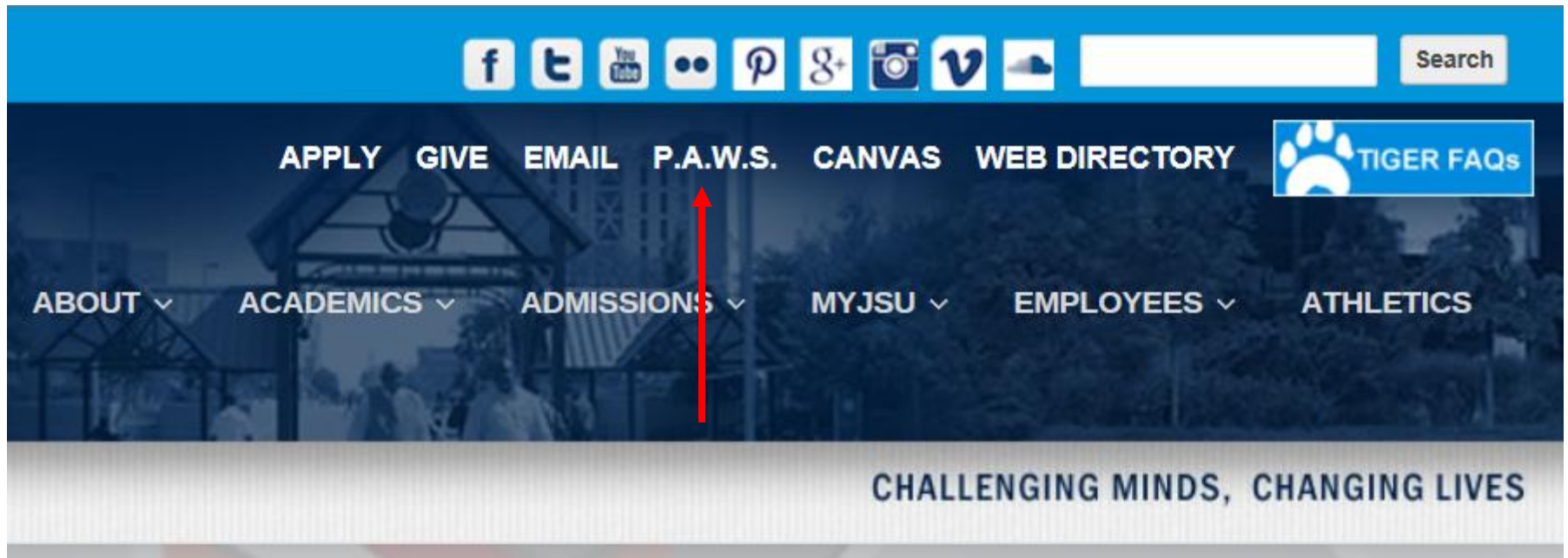
![JSU P.A.W.S - Personal Access to Web Services]

Click "Enter Secure Area (JSU PAWS)

Jackson State University's Homepage
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RELEASE: 8.8.3

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

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

www

UNIFIEDDIGITALCAMPUS

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:

Login

*** If you do not have your pin number, enter your user id then click: Do not know my PIN?

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

JSU | P.A.W.S
Personal Access to Web Services

| Personal Information | Student | Financial Aid | Faculty Services | Employee | Finance |

Search [_____] [Go]

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

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Select "Budget Queries" to navigate to the Query Page

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

OPTION I: CREATE A NEW QUERY

• Select <u>Budget Status by Account</u> to view budget information for organizations detailed by account.

• Select <u>Budget Status by Organizational Hierarchy</u> 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"

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	

[Download All Ledger Columns] [Download Selected Ledger Columns]

[Save Query as] [_____]

☐ **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
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[Download All Ledger Columns] [Download Selected Ledger Columns] ← **Click to download into excel**

[Save Query as] [_____]

☐ **Shared**

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

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

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