

Austin Peay State University EPM Budget Query Guide

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Introduction

The Budget Query in EPM will replace the Budgetary Control Dashboard in Govs Suite. There is no need to build a dashboard in EPM. All you will need to do is enter the fund and org number and the data will populate automatically. You will have a summary version and detailed version. EPM does not provide transaction details. Users will still need to use Govs Suite to locate this information.

Budgets are placed on chart, fund, org, account and program. If you use any activity or other codes, you will have to use the Govs Suite General Accounting Dashboard to locate this information.

Budget Query Form

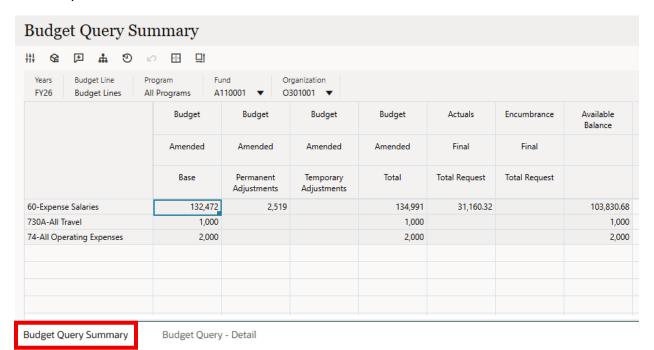
Login to EPM

Click the Budget Query icon.

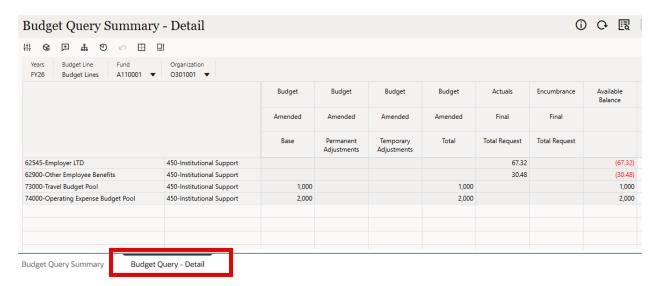


Budget Query will open. At the bottom, you can navigate to either the Summary or Detail versions.

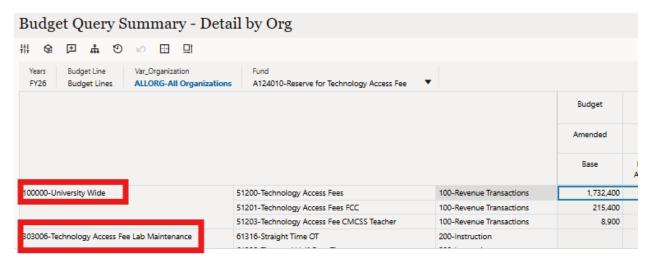
Summary Version



Detail Version

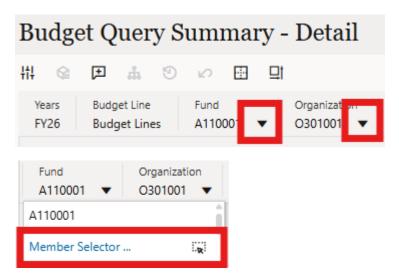


Detail by Org Version



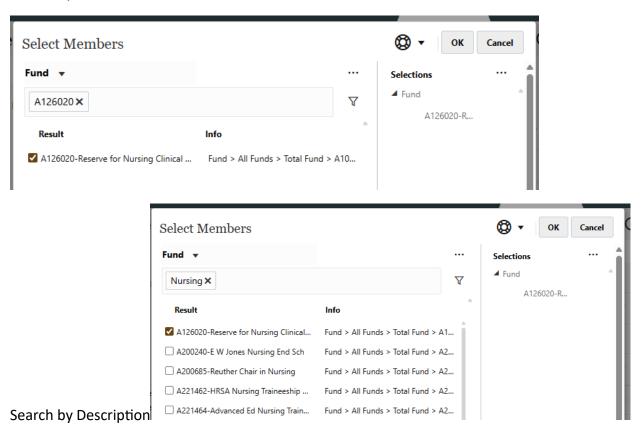
Fund and Org Selection

To change the fund and org, click the drop-down arrow. Then click Member Selector.



You can search by fund/org code or by description. Type in search box and hit Enter. Check the result that you want. Then, click OK.

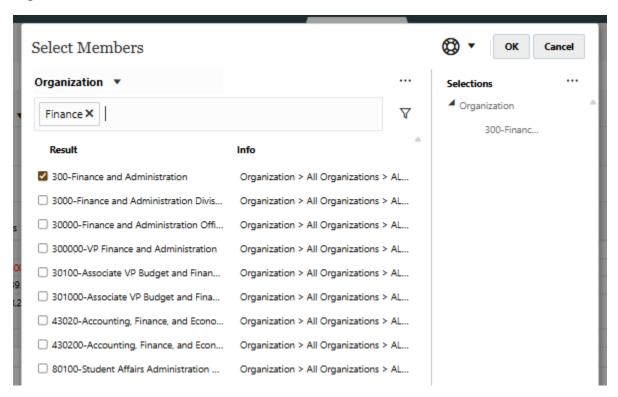
Search by Fund Code



Querying at the Department or Division Level

Department and division leaders can query at a higher level that will display data for multiple orgs. The Finance and Administration division is used for this example.

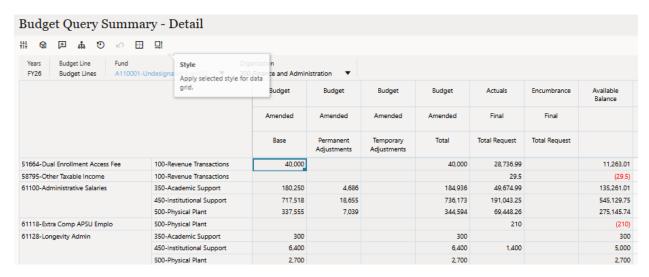
The higher levels have less characters that range from 3 to 5 characters. 300 will include all F&A orgs.



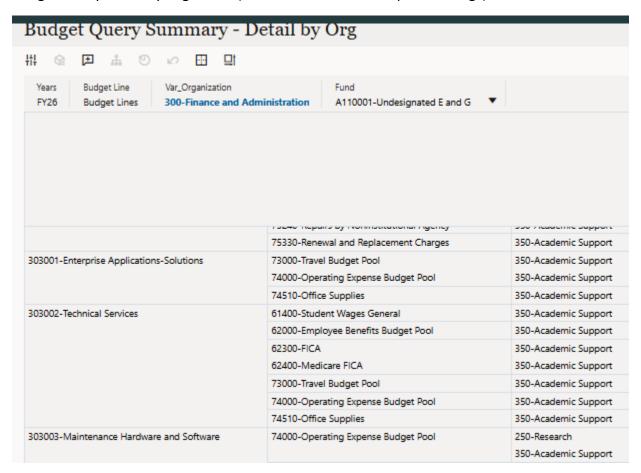
Budget Query Summary Result

Budget Query Sun	nmary						
# 6 平 # 5 人	□ □						
Years Budget Line Program FY26 Budget Lines All Programs		Fund A110001-Undesignated E and G ▼		Organization 300-Finance and Administration		•	
	Budget	Budget	Budget	Budget	Actuals	Encumbrance	Available Balance
	Amended	Amended	Amended	Amended	Final	Final	
	Base	Permanent Adjustments	Temporary Adjustments	Total	Total Request	Total Request	
Total Revenues	40,000			40,000	28,766.49		11,233.51
60-Expense Salaries	15,829,116	411,926	(9,800)	16,231,242	3,621,515.28	2,613	12,607,113.72
730A-All Travel	82,700		13,039.9	95,739.9	18,063.14	0	77,676.76
74-All Operating Expenses	12,019,172	125,550	2,048,938.21	14,193,660.21	2,384,762.19	3,901,449.1	7,907,448.92
80-All Transfers From	(16,900)			(16,900)			(16,900)
81-Transfers To	350,000			350,000			350,000

Budget Query Detail Result



Budget Query Detail by Org Result (Screenshot could not capture all orgs)



Export to Excel

Budget Query forms can be exported to Excel for easier viewing and analysis. This is recommended for large queries. Click Actions, then Spreadsheet Export.

