



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

Budget Query Summary							
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Years FY26	Budget Line Budget Lines	Program All Programs	Fund A110001	Organization O301001			
	Budget	Budget	Budget	Budget	Actuals	Encumbrance	Available Balance
	Amended	Amended	Amended	Amended	Final	Final	
	Base	Permanent Adjustments	Temporary Adjustments	Total	Total Request	Total Request	
60-Expense Salaries	132,472	2,519		134,991	31,160.32		103,830.68
730A-All Travel	1,000			1,000			1,000
74-All Operating Expenses	2,000			2,000			2,000

Budget Query Summary

Budget Query - Detail

Detail Version

Budget Query Summary - Detail

Years	Budget Line	Fund	Organization		Budget	Budget	Budget	Budget	Actuals	Encumbrance	Available Balance
FY26	Budget Lines	A110001	O301001		Amended	Amended	Amended	Amended	Final	Final	
					Base	Permanent Adjustments	Temporary Adjustments	Total	Total Request	Total Request	
	62545-Employer LTD		450-Institutional Support						67.32		(67.32)
	62900-Other Employee Benefits		450-Institutional Support						30.48		(30.48)
	73000-Travel Budget Pool		450-Institutional Support		1,000			1,000			1,000
	74000-Operating Expense Budget Pool		450-Institutional Support		2,000			2,000			2,000

Budget Query Summary

Budget Query - Detail

Detail by Org Version

Budget Query Summary - Detail by Org

Years	Budget Line	Var_Organization	Fund		Budget
FY26	Budget Lines	ALLORG-All Organizations	A124010-Reserve for Technology Access Fee		Amended
					Base
	100000-University Wide		51200-Technology Access Fees	100-Revenue Transactions	1,732,400
			51201-Technology Access Fees FCC	100-Revenue Transactions	215,400
			51203-Technology Access Fee CMCSS Teacher	100-Revenue Transactions	8,900
	303006-Technology Access Fee Lab Maintenance		61316-Straight Time OT	200-Instruction	

Fund and Org Selection

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

Budget Query Summary - Detail

Years: FY26 Budget Line: Budget Lines Fund: A110001 Organization: O301001

Fund: A110001 Organization: O301001

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

Select Members

Fund: A126020 X

Result

☒ A126020-Reserve for Nursing Clinical ... Fund > All Funds > Total Fund > A10...

Info

Selections

Fund

A126020-R...

Search by Description

Select Members

Fund: Nursing X

Result

☒ A126020-Reserve for Nursing Clinical... Fund > All Funds > Total Fund > A1...

☐ A200240-E W Jones Nursing End Sch Fund > All Funds > Total Fund > A2...

☐ A200685-Reuther Chair in Nursing Fund > All Funds > Total Fund > A2...

☐ A221462-HRSA Nursing Traineeship ... Fund > All Funds > Total Fund > A2...

☐ A221464-Advanced Ed Nursing Train... Fund > All Funds > Total Fund > A2...

Info

Selections

Fund

A126020-R...

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.

Select Members

Organization ▼

Finance X |

Result	Info
<input checked="" type="checkbox"/> 300-Finance and Administration	Organization > All Organizations > AL...
<input type="checkbox"/> 3000-Finance and Administration Divis...	Organization > All Organizations > AL...
<input type="checkbox"/> 30000-Finance and Administration Offi...	Organization > All Organizations > AL...
<input type="checkbox"/> 300000-VP Finance and Administration	Organization > All Organizations > AL...
<input type="checkbox"/> 30100-Associate VP Budget and Finan...	Organization > All Organizations > AL...
<input type="checkbox"/> 301000-Associate VP Budget and Fina...	Organization > All Organizations > AL...
<input type="checkbox"/> 43020-Accounting, Finance, and Econo...	Organization > All Organizations > AL...
<input type="checkbox"/> 430200-Accounting, Finance, and Econ...	Organization > All Organizations > AL...
<input type="checkbox"/> 80100-Student Affairs Administration ...	Organization > All Organizations > AL...

Selections

Organization

300-Financ...

Budget Query Summary Result

Budget Query Summary								
Years	Budget Line	Program	Fund	Organization				
FY26	Budget Lines	All Programs	A110001-Undesignated E and G	300-Finance and Administration				
				Budget	Actuals	Encumbrance	Available Balance	
				Amended	Final	Final		
				Base	Total Request	Total Request		
				Permanent Adjustments				
				Temporary Adjustments				
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 Summary - Detail									
Years	Budget Line	Fund	Style	Organization	Department and Administration				
FY26	Budget Lines	A110001-Undesignated	Apply selected style for data grid.	300-Finance					
			Budget	Budget	Budget	Budget	Actuals	Encumbrance	Available Balance
			Amended	Amended	Amended	Amended	Final	Final	
			Base	Permanent Adjustments	Temporary Adjustments	Total	Total Request	Total Request	
51664-Dual Enrollment Access Fee	100-Revenue Transactions		40,000			40,000	28,736.99		11,263.01
58795-Other Taxable Income	100-Revenue Transactions						29.5		(29.5)
61100-Administrative Salaries	350-Academic Support		180,250	4,686		184,936	49,674.99		135,261.01
	450-Institutional Support		717,518	18,655		736,173	191,043.25		545,129.75
	500-Physical Plant		337,555	7,039		344,594	69,448.26		275,145.74
61118-Extra Comp APSU Emplo	500-Physical Plant						210		(210)
61128-Longevity Admin	350-Academic Support		300			300			300
	450-Institutional Support		6,400			6,400	1,400		5,000
	500-Physical Plant		2,700			2,700			2,700

Budget Query Summary - Detail by Org			
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Years	Budget Line	Var_Organization	Fund
FY26	Budget Lines	300-Finance and Administration	A110001-Undesignated E and G ▼
		72400-Repairs by Nonadministrational Agency	350-Academic Support
		75330-Renewal and Replacement Charges	350-Academic Support
303001-Enterprise Applications-Solutions		73000-Travel Budget Pool	350-Academic Support
		74000-Operating Expense Budget Pool	350-Academic Support
		74510-Office Supplies	350-Academic Support
303002-Technical Services		61400-Student Wages General	350-Academic Support
		62000-Employee Benefits Budget Pool	350-Academic Support
		62300-FICA	350-Academic Support
		62400-Medicare FICA	350-Academic Support
		73000-Travel Budget Pool	350-Academic Support
		74000-Operating Expense Budget Pool	350-Academic Support
		74510-Office Supplies	350-Academic Support
303003-Maintenance Hardware and Software		74000-Operating Expense Budget Pool	250-Research
			350-Academic Support

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.

The screenshot displays the 'Budget Query Summary - Detail by Org' interface. At the top, a navigation bar includes links for 'Enter Budget Requests', 'Manage Budget Requests', 'Operating Budget', 'Budget Revisions', 'Budget Query' (active), 'Tasks', and 'Reports'. Below the navigation bar, the title 'Budget Query Summary - Detail by Org' is shown. The main content area features a table with columns for 'Years', 'Budget Line', 'Var.Organization', and 'Fund'. The 'Var.Organization' column is set to '300-Finance and Administration' and the 'Fund' column is set to 'A110001-Undesignated E and G'. The table has several rows, including 'Budget', 'Amended', 'Base', 'Permanent Adjustments', 'Temporary Adjustments', 'Total', 'Actuals', and 'Encumbrance'. On the right side of the table, there is an 'Actions' dropdown menu. The menu options are: 'Edit', 'Rules & Smart Push', 'Predictive Planning', 'Analyze', 'Show Reasons for Read Only Cells', 'Open in Smart View', and 'Spreadsheet Export'. The 'Spreadsheet Export' option is highlighted with a red box.

Years	Budget Line	Var.Organization	Fund
FY26	Budget Lines	300-Finance and Administration	A110001-Undesignated E and G

Budget	Budget	Budget	Budget	Actuals	Encumbrance
Amended	Amended	Amended	Amended	Final	Final
Base	Permanent Adjustments	Temporary Adjustments	Total	Total Request	Total Request

- Edit
- Rules & Smart Push
- Predictive Planning
- Analyze
- Show Reasons for Read Only Cells
- Open in Smart View
- Spreadsheet Export