Instructions for Finance Query in My College Account

This should only be used to view Operating Budgets and Grant funds. If you are trying to view a special restricted fund, please switch to Argos. There are instructions for running Argos reports within the Multi-fund Selection Report within Argos. Contact information for questions can be found on the last page.

Operating Budgets:

1. Log in to My College Account - Finance
2. Click My Finance Query
3. Click New Query (blue button on the top right)
4. Select Query Type = Budget Status by Account
5. Chart = 1
6. Index = leave blank
7. Fund = select the operating fund you want to view
8. Organization = select the organization code you want to view
9. Account = leave blank, unless you only want to view a specific account
10. Program = this should auto populate based on the organization code you selected
11. Activity = only use if you are searching for an activity code as well (sometimes referred to as a Capital Project Code)
12. Location = leave blank
13. Fund Type = leave blank
14. Account Type = leave blank
15. Commitment Type = All
16. Include Revenue Accounts = should not be checked for operating budgets unless you know your operating budget collects revenue
17. Fiscal Year = select the fiscal year you would like to view. The college operates on July 1 – June 30 fiscal year. Fiscal year 2026 would be for the year July 1, 2025 to June 30, 2026
18. Fiscal Period = select the period (the month) that you want to see. This will display all activity from the beginning of the fiscal year through the period you select. Period 01 corresponds to the month July, period 02 is August, etc. You can select period 12 to view all transactions.
19. Comparison Fiscal Year = only enter a comparison fiscal year if you would like to compare data to a previous fiscal year. You can only compare data within the same chart of accounts. If you want to view data from a different chart of accounts (such as Chart H which was the chart of accounts from June 30, 2024 and prior) you will need to run a finance query using chart H (see instructions for running a finance query for chart H).
20. Comparison Fiscal Period = similar to the comparison fiscal year. Only enter a comparison fiscal period if you would like to compare data to a previous fiscal period. You can only compare data within the same chart of accounts. If you want to view data from a different chart of accounts (such as Chart H which was the chart of accounts from June 30, 2024 and prior) you will need to run a finance query using chart H (see instructions for running a finance query for chart H).
21. Operating Ledger check boxes = select Year to Date, Adjusted Budget, and Available Balance

22. Click Submit
23. To view the individual charges that make up the amount noted in the Year to Date column, simply click on the dollar amount in that account
24. You can save the query by selecting the save button in the top right, below the new query button. You can also set this query as a Favorite, so that it is shown on “My Finance Query” page (to rerun the query, you would just have to click on the box noting the query)

Grant Funds:

1. Log in to [My College Account - Finance]()
2. Click My Finance Query
3. Click New Query (blue button on the right)
4. Select Query Type = Multi Year Query
5. Chart = 1
6. Index = leave blank
7. Fund = select the grant fund number you want to view
8. Grant = this should auto populate based on the fund you selected
9. Organization = this should auto populate based on the fund you selected
10. Account = leave blank, unless you only want to view a specific account
11. Program = this should auto populate based on the organization code you selected
12. Activity = leave blank
13. Location = leave blank
14. Fund Type = leave blank
15. Account Type = leave blank
16. Commitment Type = All
17. Include Revenue Accounts = check this box to view the revenue in your grant as well as the expenses
18. Date From = this should auto populate to the first month and year when your grant fund was active
19. Date To = if you want to select an end date for the report, enter it here. Otherwise leave it blank
20. Compare Date From = if you want to compare to a previous month and year you can enter that here. You can only compare data within the same chart of accounts. If you want to view data from a different chart of accounts (such as Chart H which was the chart of accounts from June 30, 2024 and prior) you will need to run a finance query using chart H (see instructions for running a finance query for chart H).
21. Compare Date To = if you want to select an end date for the comparison, you can enter that here. You can only compare data within the same chart of accounts. If you want to view data from a different chart of accounts (such as Chart H which was the chart of accounts from June 30, 2024 and prior) you will need to run a finance query using chart H (see instructions for running a finance query for chart H).
22. Grant Ledger check boxes = select Year to Date, Adjusted Budget, and Available Balance
23. Click Submit
24. To view the individual charges that make up the amount noted in the Year to Date column, simply click on the dollar amount in that account

25. You can save the query by selecting the save button in the top right, below the new query button. You can also set this query as a Favorite, so that it is shown on “My Finance Query” page (to rerun the query, you would just have to click on the box noting the query)

Chart H Operating Funds

Note: this should only be used to view transactions in funds that existed in Chart H which was from the time period prior to July 1, 2024.

1. Log in to [My College Account - Finance]
2. Click My Finance Query
3. Click New Query (blue button on the right)
4. Select Query Type = Budget Status by Account
5. Chart = H
6. Index = leave blank
7. Fund = select the operating fund you want to view
8. Organization = this should auto populate based on the fund you selected
9. Account = leave blank, unless you only want to view a specific account
10. Program = this should auto populate based on the organization code you selected
11. Activity = only use if you are searching for an activity code as well (sometimes referred to as a Capital Project Code)
12. Location = leave blank
13. Fund Type = leave blank
14. Account Type = leave blank
15. Commitment Type = All
16. Include Revenue Accounts = should not be checked for operating funds and orgs unless you know your operating fund and org collects revenue
17. Fiscal Year = select the fiscal year you would like to view. The college operates on July 1 – June 30 fiscal year. Fiscal year 2026 would be for the year July 1, 2025 to June 30, 2026
18. Fiscal Period = select the period (the month) that you want to see. This will display all activity from the beginning of the fiscal year through the period you select. Period 01 corresponds to the month July, period 02 is August, etc. Most of the time, you can select period 12 to view all transactions.
19. Comparison Fiscal Year = only enter a comparison fiscal year if you would like to compare data to a previous fiscal year. You can only compare data within the same chart of accounts. If you want to view data from a different chart of accounts (such as Chart 1 which is the chart of accounts from July 1, 2024 and on) you will need to run a finance query using chart 1 (see instructions for running a finance query for chart 1).
20. Comparison Fiscal Period = similar to the comparison fiscal year. Only enter a comparison fiscal period if you would like to compare data to a previous fiscal period. You can only compare data within the same chart of accounts. If you want to view data from a different chart of accounts (such as Chart 1 which is the chart of accounts from July 1, 2024 and on) you will need to run a finance query using chart 1 (see instructions for running a finance query for chart 1).

21. Operating Ledger check boxes = select Year to Date, Adjusted Budget, and Available Balance
22. Click Submit
23. To view the individual charges that make up the amount noted in the Year to Date column, simply click on the dollar amount in that account
24. You can save the query by selecting the save button in the top right, below the new query button. You can also set this query as a Favorite, so that it is shown on "My Finance Query" page (to rerun the query, you would just have to click on the box noting the query)

Chart H Grant Funds

1. Log in to [My College Account - Finance]
2. Click My Finance Query
3. Click New Query (blue button on the right)
4. Select Query Type = Multi Year Query
5. Chart = H
6. Index = leave blank
7. Fund = select the grant fund number you want to view
8. Grant = this should auto populate based on the fund you selected
9. Organization = this should auto populate based on the fund you selected
10. Account = leave blank, unless you only want to view a specific account
11. Program = this should auto populate based on the organization code you selected
12. Activity = leave blank
13. Location = leave blank
14. Fund Type = leave blank
15. Account Type = leave blank
16. Commitment Type = All
17. Include Revenue Accounts = check this box to view the revenue in your grant as well as the expenses
18. Date From = this should auto populate to the first month and year when your grant fund was active
19. Date To = if you want to select an end date for the report, enter it here. Otherwise leave it blank
20. Compare Date From = if you want to compare to a previous month and year you can enter that here. You can only compare data within the same chart of accounts. If you want to view data from a different chart of accounts (such as Chart 1 which is the chart of accounts from July 1, 2024 and on) you will need to run a finance query using chart 1 (see instructions for running a finance query for chart 1).
21. Compare Date To = if you want to select an end date for the comparison, you can enter that here. You can only compare data within the same chart of accounts. If you want to view data from a different chart of accounts (such as Chart 1 which is the chart of accounts from July 1, 2024 and on) you will need to run a finance query using chart 1 (see instructions for running a finance query for chart 1).
22. Grant Ledger check boxes = select Year to Date, Adjusted Budget, and Available Balance

23. Click Submit
24. To view the individual charges that make up the amount noted in the Year to Date column, simply click on the dollar amount in that account
25. You can save the query by selecting the save button in the top right, below the new query button. You can also set this query as a Favorite, so that it is shown on “My Finance Query” page (to rerun the query, you would just have to click on the box noting the query)

How to Read the Finance Query for Operating Budgets

1. The first column is the Account Number
2. The second column is the Account Title
3. The third column is the Fiscal Year and Period Budget
4. The fourth column is the Fiscal Year and Period Transactions Year to Date (year to date is based on the parameters you used when creating the query)
5. The fifth and final column is Fiscal Year and Period Available Balance. This is taking the budget less expenses.
6. The bottom of the results displays totals. Negative numbers indicate the expense is greater than the revenue

You can download the query into excel by clicking the download icon in the top right. It is a thick arrow pointing down.

You can save the query by clicking the save icon in the top right. This will allow you to search for the saved query in the future.

How to Read the Finance Query for Grants

**assumes you selected checkboxes for Year to Date, Adjusted Budget, and Available Balance*

1. The first column is the Account Number
2. The second column is the Account Title
3. The third column is the Adjusted Budget. This is the overall budget (initial budget plus adjustments, if any)
4. The fourth column is the Transactions Year to Date (year to date is based on the parameters you used when creating the query)
5. The fifth column is the Available Balance. This is taking the budget less expenses
6. The bottom of the results displays totals. You may need to click a small gray arrow at the bottom of the accounts in the middle of the screen to expand the rows for the totals. Negative numbers indicate the expense is greater than the revenue.

You can reduce the number of columns by limiting the check boxes in the last step of creating a multi-year query.

You can download the query into excel by clicking the download icon in the top right. It is a thick arrow pointing down.

You can save the query by clicking the save icon in the top right. This will allow you to search for the saved query in the future.

Need Help?

If you are unable to view any transactions at all, contact Business Services at businessservices@hope.edu

For questions about:

Payroll accounts (6###) – payroll@hope.edu

Document codes that start with the capital letter "I" for "Invoice" – accountspayable@hope.edu

Document codes that start with capital letter "J" for "Journal Entry" - businessservices@hope.edu

Document codes that start with capital letters "VS" for "Visa" charged through Emburse – accountspayable@hope.edu

Document codes that start with capital letter "B" for "Bookstore" – bookstore@hope.edu

Document codes that start with "M" for "Mailroom" – printmail@hope.edu

Document codes that start with "F" not through payroll are from Transact (CahsNet) – busienssservices@hope.edu

Specific Questions about Grant Transactions – contact Jianna DeVette

None of the above apply! – contact Josie Pedraza

If you are having connectivity issues, contact CIT