



# FINQ Department Access

	Current year	Prior years	Combined
Original budget	2,000.00	0.00	2,000.00
Adjustment	0.00	0.00	0.00
Revised budget	2,000.00	0.00	2,000.00
M-T-D expended	0.00	0.00	0.00
Y-T-D expended	532.40	0.00	532.40
Unexpended balance	1,467.60	0.00	1,467.60
Outstanding encumbrance	5,451.00	0.00	5,451.00
Excess prior encumbrance		0.00	0.00
Unencumbered Balance	-3,983.40	0.00	-3,983.40
Remaining percent	-199.17 %		-199.17 %
Last year M-T-D expense	0.00	0.00	0.00
Last year Y-T-D Expense	2,155.20	0.00	2,155.20

This module allows for decentralization of requisition processing, budget preparation and general inquiry of financial information. The module provides security and access restrictions. The financial custodian of the records is able to define the limits of access based upon user ids and the accounts that users may inquire and process. This departmental desktop module allows requisitions to flow electronically through the approval phases. Multiple routing

paths for individual users may be established based upon predefined dollar amounts and purchasing policies. The system also tracks and provides additional budgetary control by providing the users with a pre-encumbered balance that allows them to see the balance of an account should all their open requisitions be approved as purchase orders. Departmental budget requests may be entered and are restricted by account/department tables. Users may be restricted to inquire and process reports for only those accounts that are in their area of responsibility. Users may inquire accounts to see balances, encumbrances and payments/transactions. Vendor files and purchase orders may be restricted as to which fields of information will be displayed.