To start your Internet browser (Netscape Navigator, version 4.78 or greater) and enter the following URL: qmenu.alaska.edu

**Userid** field: Mouse click and enter your user ID.

**Webcode** field: Mouse click and enter your QMENU webcode. [Initial QMENU webcodes are the letter “s” followed by 9 digits of your SSN (e.g. s123456789).]

**Login button**: Mouse click “Login” or press ‘enter’ to initiate login.
Categories: Click the down arrow and select “Reports…Finance.”

Queries: Click the down arrow and select “Subledger Balance.”

This QMenu session will time out: Tells you when your session will end. Sessions are only one hour long and will disconnect at the conclusion of the hour, regardless of whether you are still querying.

Reconnect button: Always use the RECONNECT button to log off, or to start a new session in DSD QMENU if you think your current session is about to end.

Data Sources: Remember this date as it is the date showing when your account balances and transactions were last updated.

Get Query Form button: Click on this to go to the next screen to start your query.

Webcode Reset: Access this to change your webcode from your SSN to another passcode. This is a must (per Statewide) for security.
Fiscal Year: Defaults to current fiscal year. **Uncommitted** button = current fiscal year activity. **Committed** button = prior fiscal year activity.

Organization Code: Click and highlight “%” and type 5-digit number for org code.

Fund Number: Click and highlight “%.” and type 6-digit number for fund code.

Program Code: Leave as is.

Activity Code: Leave as is

Account Type: Mouse click and remove Salary and Revenue check marks so you will be looking at operating cost expenditures and balances. Access Revenue by itself to avoid confusing balances.

Submit Request: Click to get your query results.

Reset: Click to clear your query form and enter a different account number.
This screen displays the account by general account codes (2000’s = Travel, 3000’s = Services, 4000’s = Supplies, 5000’s = Equipment, 6000’s = Student Aid, 7000’s = Indirect Costs, and 8000’s = Entertainment/Rep Allowances or account balance transfers, 9000’s = Revenue).

Each account code line displays the Budget, Reservations, Encumbrances, YTD (Expenditures) and Balance for each line.

**TOTAL:** At the far right is the balance of the account (The amount available, based on budget, to spend). Bear in mind that overspending in one account class (2000, 3000, etc) directly affects the amount available to spend in another class. For example, the above illustration shows that the travel (2000) accounts have been over-committed and display an available balance of -1,186.82. This means that the total available to spend between the remaining accounts (3000s, 4000s) is this amount less than the listed amounts, though it is flexible as to where the deduction is applied.

To see more detail for any of the account codes, drill down on the corresponding drill button at the left of each account code.
This screen shows balances by individual 2000 account codes.

For individual transactions, click the drill button to go down one more level.

<table>
<thead>
<tr>
<th>DRILL ORG</th>
<th>FUND</th>
<th>PROG</th>
<th>ACCT</th>
<th>ACTV</th>
<th>DESC</th>
<th>ADJ_BUD</th>
<th>RSRV</th>
<th>ENC</th>
<th>YTD_BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>2001</td>
<td></td>
<td></td>
<td></td>
<td>Travel Budget</td>
<td>2,000.00</td>
<td>.00</td>
<td>.00</td>
<td>2,000.00</td>
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<tr>
<td>C</td>
<td>2010</td>
<td></td>
<td></td>
<td></td>
<td>AK General &amp; Admin</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>-824.00</td>
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<tr>
<td>C</td>
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<td></td>
<td></td>
<td></td>
<td>Alaska Research Admin</td>
<td>.00</td>
<td>.00</td>
<td>.271.00</td>
<td>-271.00</td>
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<tr>
<td>C</td>
<td>2022</td>
<td></td>
<td></td>
<td></td>
<td>Ask Research Workshop</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
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<tr>
<td>C</td>
<td>2050</td>
<td></td>
<td></td>
<td></td>
<td>Visiting Professional</td>
<td>.00</td>
<td>.00</td>
<td>.170.00</td>
<td>-170.00</td>
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<tr>
<td>C</td>
<td>2110</td>
<td></td>
<td></td>
<td></td>
<td>US General &amp; Admin</td>
<td>.00</td>
<td>1,020.00</td>
<td>.00</td>
<td>-1,020.00</td>
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<tr>
<td>C</td>
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<td></td>
<td></td>
<td></td>
<td>US Research Administration</td>
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<td>160.00</td>
<td>741.82</td>
<td>901.82</td>
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<tr>
<td>C</td>
<td>2321</td>
<td></td>
<td></td>
<td></td>
<td>Foreign Research Admin</td>
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<td>.00</td>
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<td>.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2000</td>
<td></td>
<td>SUBTOTAL</td>
<td>2,000.00</td>
<td>2,174.00</td>
<td>1,012.82</td>
<td>-1,186.82</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td>2,000.00</td>
<td>2,174.00</td>
<td>1,012.82</td>
<td>-1,186.82</td>
</tr>
</tbody>
</table>
This screen shows the drill down of one more level, and you can see more detail on the individual transactions on the account code. If so desired, you can drill down another level for more detail.

After checking transaction detail, click on “Close Window” button to go back a screen until you get to the screen you want to use. You can continue checking all of your account codes by drilling down on each one for more detail.

When you have finished checking balances and detail on this account, click on the “Close Window” button repetitively to go all the way back to the “Subledger Balance Parameter Form” to enter a new account number (org & fund) or mouse click the “Reconnect” button to log off DSD QMEN.

Other Queries to use would be: Subledger Detail (shows balances and detail of individual account codes), and Encumbrance Balance & Encumbrance Detail (shows open encumbrances on accounts that may need to be released before the end of the fiscal year). These are accessed in a similar fashion to the Subledger Balance just discussed.
Please note that the Subledger Balance and Subledger Detail queries should *only* be used with state (fund 1) funding! These queries only pull up information on a fiscal year basis and grant (fund 3) begin and end dates may differ significantly from the current state fiscal year. For information on how to access and track your grant accounts, please see the “Advanced Training” document.