

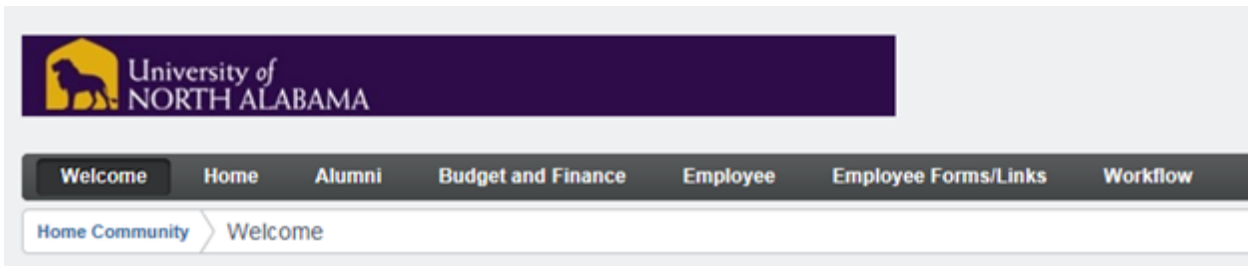


Navigating Banner 9 Self-Service 9— Auxiliary Budgets

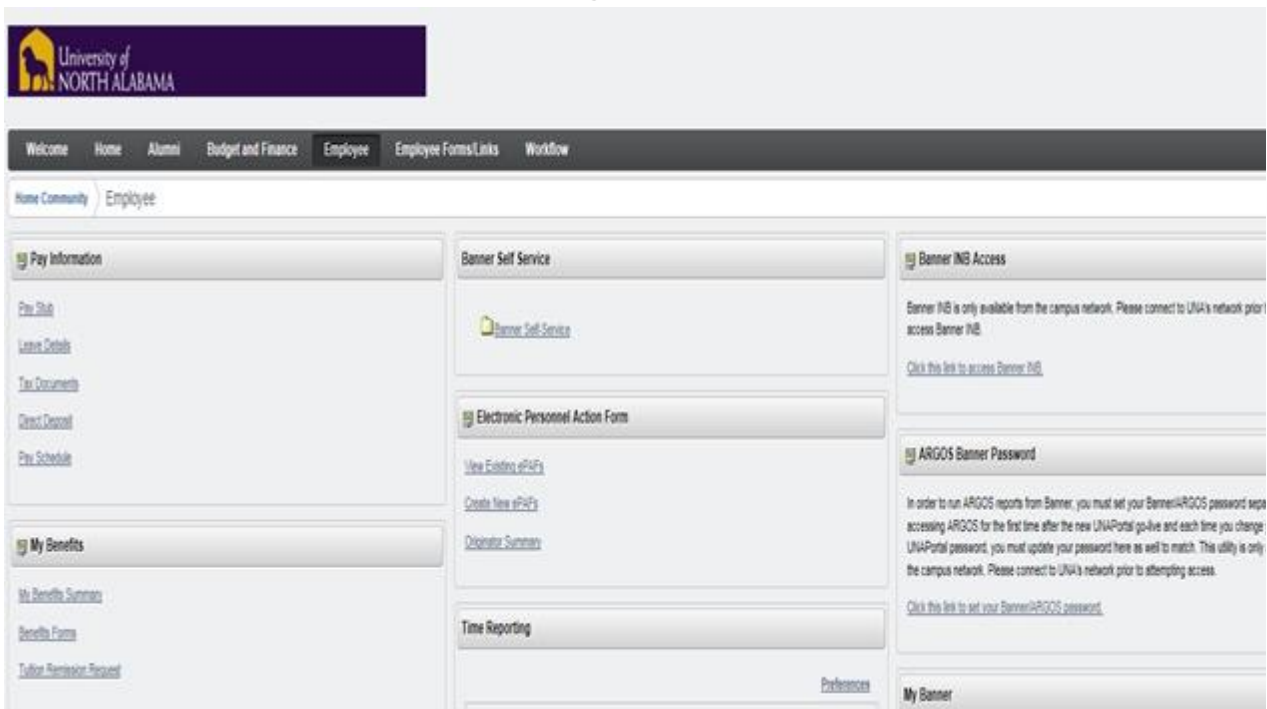
University of North Alabama

Login:

1. Go to the UNA Website (www.una.edu)
2. Log into Portal
3. The following tabs should appear across the top of your screen:

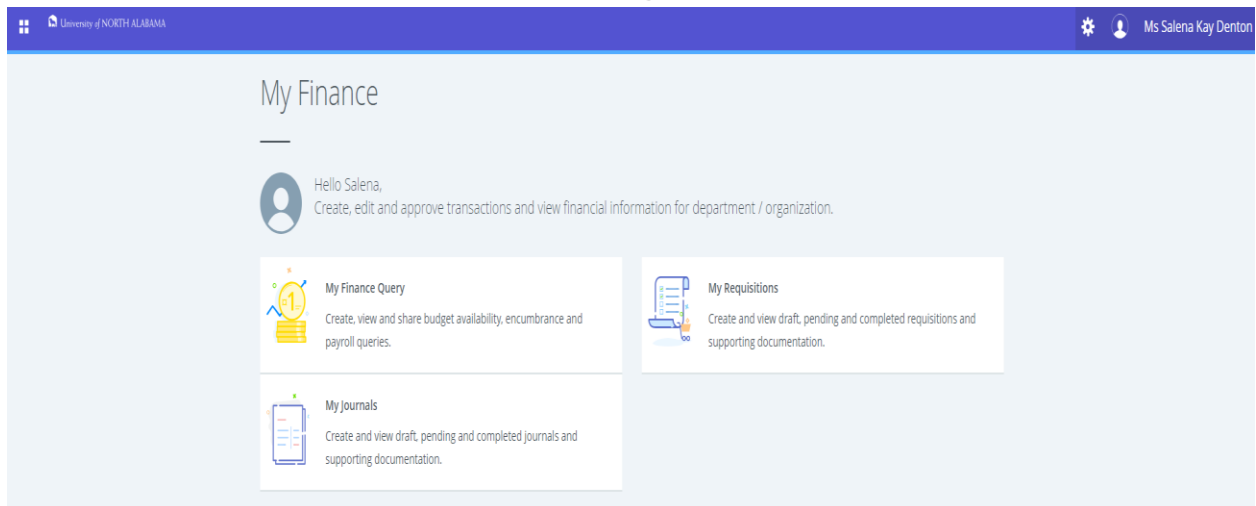


4. Click the “Employee” tab.
5. You should now see the following options:



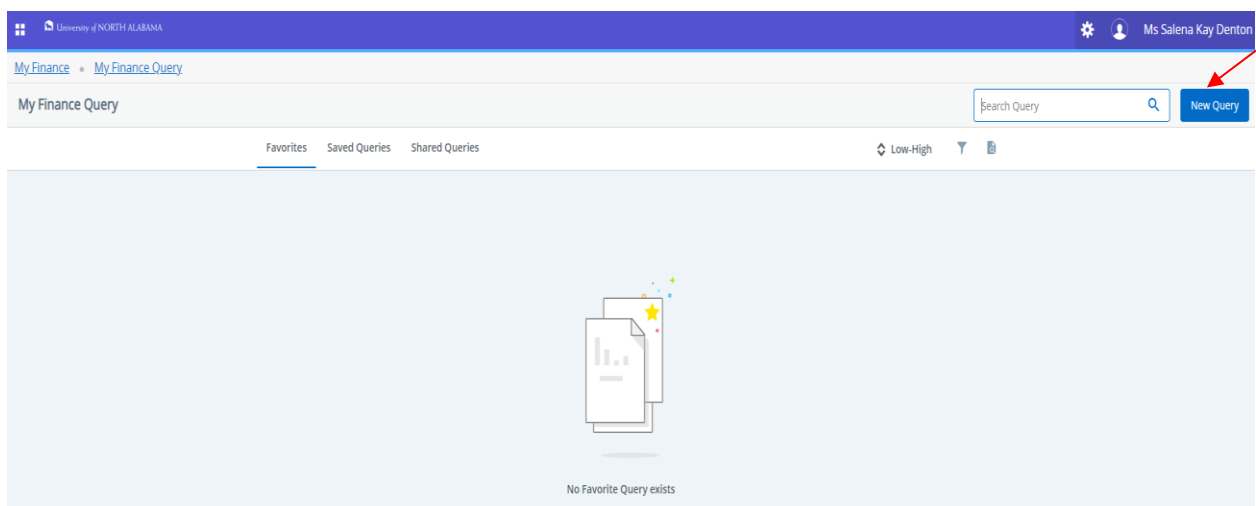
6. Select the “Banner Self-Service” option.

7. You should now see the following screen:



8. Select “My Finance Query”

9. You should now see the following screen. Select “New Query” to proceed:



10. The following pop up box should appear:

Create New Query ×

Chart* U UNA University Chart x v	Index Choose Index v
Fund Choose Fund v	Organization* Choose Organization v
Account Choose Account v	Program Choose Program v
Activity Choose Activity v	Location Choose Location v
Commitment Type All v	<input checked="" type="checkbox"/> Include Revenue Accounts

12. This should now give the option for a “Quick Query”. Under the “Index” drop down option, either input your Index code or search for it in the drop down menu. Once this has been completed, the system will default to the correct Fund, Organization, and Program information. Now select “Include Revenue Accounts”

Create New Query ×

Chart* U UNA University Chart x v	Index 162514 SOAR x v
Fund 162514 SOAR	Organization* 80222 Student Engagement
Account Choose Account v	Program AUX Auxiliary Services x v
Activity Choose Activity v	Location Choose Location v
Commitment Type All v	<input checked="" type="checkbox"/> Include Revenue Accounts

13. Next, scroll down and select the appropriate Fiscal Year. Finally, select “Submit”:

Create New Query ✕

Account Program

Choose Account AUX Auxiliary Services

Activity Location

Choose Activity Choose Location

Commitment Type Include Revenue Accounts

All

Fiscal Year* SUBMIT

2018

14. The next screen should be a listing of any revenue and expenditures that have occurred for the selected index and fiscal year:

University of NORTH ALABAMA Ms Salena Kay Denton

My Finance • My Finance Query • Budget Quick Query

Budget Quick Query New Query

Student Engagement - 80222

Query Results

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
5699	Misc Aux Income	▲	\$150,000.00	\$148,860.00	\$0.00	\$1,140.00
6139	University Workstudy	▲	\$28,836.00	\$28,835.84	\$0.00	\$0.16
700	Expense Pool	●	\$121,164.00	\$0.00	\$0.00	\$121,164.00
7005	Supplies	▲	\$0.00	\$28,481.17	\$0.00	(\$28,481.17)
7018	Room Charges	▲	\$0.00	\$16,785.00	\$0.00	(\$16,785.00)
7020	Meals	▲	\$0.00	\$595.07	\$0.00	(\$595.07)
7057	Food Purchases	▲	\$0.00	\$63,182.30	\$0.00	(\$63,182.30)
7063	Publications	▲	\$0.00	(\$4,200.00)	\$0.00	\$4,200.00
7073	Credit Card Proc Fee	▲	\$0.00	\$2,520.13	\$0.00	(\$2,520.13)
7080	Contracted Services	▲	\$0.00	\$5,045.00	\$0.00	(\$5,045.00)
7097	Printing-Copying	▲	\$0.00	\$3,885.81	\$0.00	(\$3,885.81)
7108	Uniforms	▲	\$0.00	\$684.00	\$0.00	(\$684.00)
7410	In State Travel	▲	\$0.00	\$2,600.09	\$0.00	(\$2,600.09)
Report Total (of all records)			\$0.00	\$273.78	\$0.00	(\$273.78)

15. In order to determine your current available balance to spend, start with your Expense Pool Amount in the “Available Balance” column (Account 700) and subtract any expenditures below from that total.

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
5699	Misc Aux Income	▲	\$150,000.00	\$148,860.00	\$0.00	\$1,140.00
6139	University Workstudy	▲	\$28,836.00	\$28,835.84	\$0.00	\$0.16
700	Expense Pool	●	\$121,164.00	\$0.00	\$0.00	\$121,164.00
7005	Supplies	▲	\$0.00	\$28,481.17	\$0.00	(\$28,481.17)
7018	Room Charges	▲	\$0.00	\$16,785.00	\$0.00	(\$16,785.00)
7020	Meals	▲	\$0.00	\$595.07	\$0.00	(\$595.07)
7057	Food Purchases	▲	\$0.00	\$63,182.30	\$0.00	(\$63,182.30)
7063	Publications	▲	\$0.00	(\$4,200.00)	\$0.00	\$4,200.00
7073	Credit Card Proc Fee	▲	\$0.00	\$2,520.13	\$0.00	(\$2,520.13)
7080	Contracted Services	▲	\$0.00	\$5,045.00	\$0.00	(\$5,045.00)
7097	Printing-Copying	▲	\$0.00	\$3,885.81	\$0.00	(\$3,885.81)
7108	Uniforms	▲	\$0.00	\$684.00	\$0.00	(\$684.00)
7410	In State Travel	▲	\$0.00	\$2,600.09	\$0.00	(\$2,600.09)
Report Total (of all records)			\$0.00	\$273.78	\$0.00	(\$273.78)

13. You may also export this information to an Excel spreadsheet by clicking this button:

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
6139	University Workstudy	▲	\$28,836.00	\$28,835.84	\$0.00	\$0.16
700	Expense Pool	●	\$121,164.00	\$0.00	\$0.00	\$121,164.00

14. This will then create a spreadsheet of the information as follows:

	A	B	C	D	E	F	G	H
1	Query View	Budget Quick Query						
2	Fiscal period start date	10/01/2017						
3	Fiscal period end date	09/30/2018						
4	As of Date	02/11/2019						
5	Currency	USD						
6								
7	Query Parameters							
8	Chart of Accounts	U	UNA University Chart					
9	Fund	162514	SOAR					
10	Organization	80222	Student Engagement					
11	Account	All						
12	Program	AUX	Auxiliary Services					
13	Activity	All						
14	Location	All						
15	Include Revenue	Yes						
16	Commitment Type	All						
17								
18	Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
19	5699	Misc Aux Income	50	Revenues	150,000.00	148,860.00	0.00	1,140.00
20	6139	University Workstudy	60	Labor	28,836.00	28,835.84	0.00	0.16
21	700	Expense Pool	70	Expenses	121,164.00	0.00	0.00	121,164.00
22	7005	Supplies	70	Expenses	0.00	28,481.17	0.00	-28,481.17
23	7018	Room Charges	70	Expenses	0.00	16,785.00	0.00	-16,785.00
24	7020	Meals	70	Expenses	0.00	595.07	0.00	-595.07
25	7057	Food Purchases	70	Expenses	0.00	63,182.30	0.00	-63,182.30
26	7063	Publications	70	Expenses	0.00	-4,200.00	0.00	4,200.00
27	7073	Credit Card Proc Fee	70	Expenses	0.00	2,520.13	0.00	-2,520.13
28	7080	Contracted Services	70	Expenses	0.00	5,045.00	0.00	-5,045.00
29	7097	Printing-Copying	70	Expenses	0.00	3,885.81	0.00	-3,885.81
30	7108	Uniforms	70	Expenses	0.00	684.00	0.00	-684.00
31	7410	In State Travel	70	Expenses	0.00	2,600.09	0.00	-2,600.09
32	7450	Auto Repairs and Maint	70	Expenses	0.00	171.81	0.00	-171.81
33								
34	Revenue Total				150,000.00	148,860.00	0.00	1,140.00
35								
36	Expenditure Total				150,000.00	148,586.22	0.00	1,413.78
37								
38	Report Total (of all records)				0.00	273.78	0.00	-273.78
39								
40								
41								
42								

15. In order to determine amount available to spend, you would select the amount listed for Expense pool and then drag down to highlight the cells below that contain the expenditure information:

	A	B	C	D	E	F	G	H
1	Query View	Budget Quick Query						
2	Fiscal period start date	10/01/2017						
3	Fiscal period end date	09/30/2018						
4	As of Date	02/11/2019						
5	Currency	USD						
6								
7	Query Parameters							
8	Chart of Accounts	U	UNA University Chart					
9	Fund	162514	SOAR					
10	Organization	80222	Student Engagement					
11	Account	All						
12	Program	AUX	Auxiliary Services					
13	Activity	All						
14	Location	All						
15	Include Revenue	Yes						
16	Commitment Type	All						
17								
18	Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
19	5699	Misc Aux Income	50	Revenues	150,000.00	148,860.00	0.00	1,140.00
20	6139	University Workstudy	60	Labor	28,836.00	28,835.84	0.00	0.16
21	700	Expense Pool	70	Expenses	121,164.00	0.00	0.00	121,164.00
22	7005	Supplies	70	Expenses	0.00	28,481.17	0.00	-28,481.17
23	7018	Room Charges	70	Expenses	0.00	16,785.00	0.00	-16,785.00
24	7020	Meals	70	Expenses	0.00	595.07	0.00	-595.07
25	7057	Food Purchases	70	Expenses	0.00	63,182.30	0.00	-63,182.30
26	7063	Publications	70	Expenses	0.00	-4,200.00	0.00	4,200.00
27	7073	Credit Card Proc Fee	70	Expenses	0.00	2,520.13	0.00	-2,520.13
28	7080	Contracted Services	70	Expenses	0.00	5,045.00	0.00	-5,045.00
29	7097	Printing-Copying	70	Expenses	0.00	3,885.81	0.00	-3,885.81
30	7108	Uniforms	70	Expenses	0.00	684.00	0.00	-684.00
31	7410	In State Travel	70	Expenses	0.00	2,600.09	0.00	-2,600.09
32	7450	Auto Repairs and Maint	70	Expenses	0.00	171.81	0.00	-171.81
33								
34	Revenue Total				150,000.00	148,860.00	0.00	1,140.00
35								
36	Expenditure Total				150,000.00	148,586.22	0.00	1,413.78
37								
38	Report Total (of all records)				0.00	273.78	0.00	-273.78
39								
40								
41								
42								

16. The total amount available for expenditures will then appear on the bottom right corner of the excel spreadsheet and will read as “SUM”

Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
5699	Misc Aux Income	50	Revenues	150,000.00	148,860.00	0.00	1,140.00
6139	University Workstudy	60	Labor	28,836.00	28,835.84	0.00	0.16
700	Expense Pool	70	Expenses	121,164.00	0.00	0.00	121,164.00
7005	Supplies	70	Expenses	0.00	28,481.17	0.00	-28,481.17
7018	Room Charges	70	Expenses	0.00	16,785.00	0.00	-16,785.00
7020	Meals	70	Expenses	0.00	595.07	0.00	-595.07
7057	Food Purchases	70	Expenses	0.00	63,182.30	0.00	-63,182.30
7063	Publications	70	Expenses	0.00	-4,200.00	0.00	4,200.00
7073	Credit Card Proc Fee	70	Expenses	0.00	2,520.13	0.00	-2,520.13
7080	Contracted Services	70	Expenses	0.00	5,045.00	0.00	-5,045.00
7097	Printing-Copying	70	Expenses	0.00	3,885.81	0.00	-3,885.81
7108	Uniforms	70	Expenses	0.00	684.00	0.00	-684.00
7410	In State Travel	70	Expenses	0.00	2,600.09	0.00	-2,600.09
7450	Auto Repairs and Maint	70	Expenses	0.00	171.81	0.00	-171.81
Revenue Total				150,000.00	148,860.00	0.00	1,140.00
Expenditure Total				150,000.00	148,586.22	0.00	1,413.78
Report Total (of all records)				0.00	273.78	0.00	-273.78

