The background of the slide is a photograph of a brick building with several windows, partially obscured by a large, leafy tree. A paved walkway leads towards the building, and there are some bushes in the foreground. The sky is clear and blue.

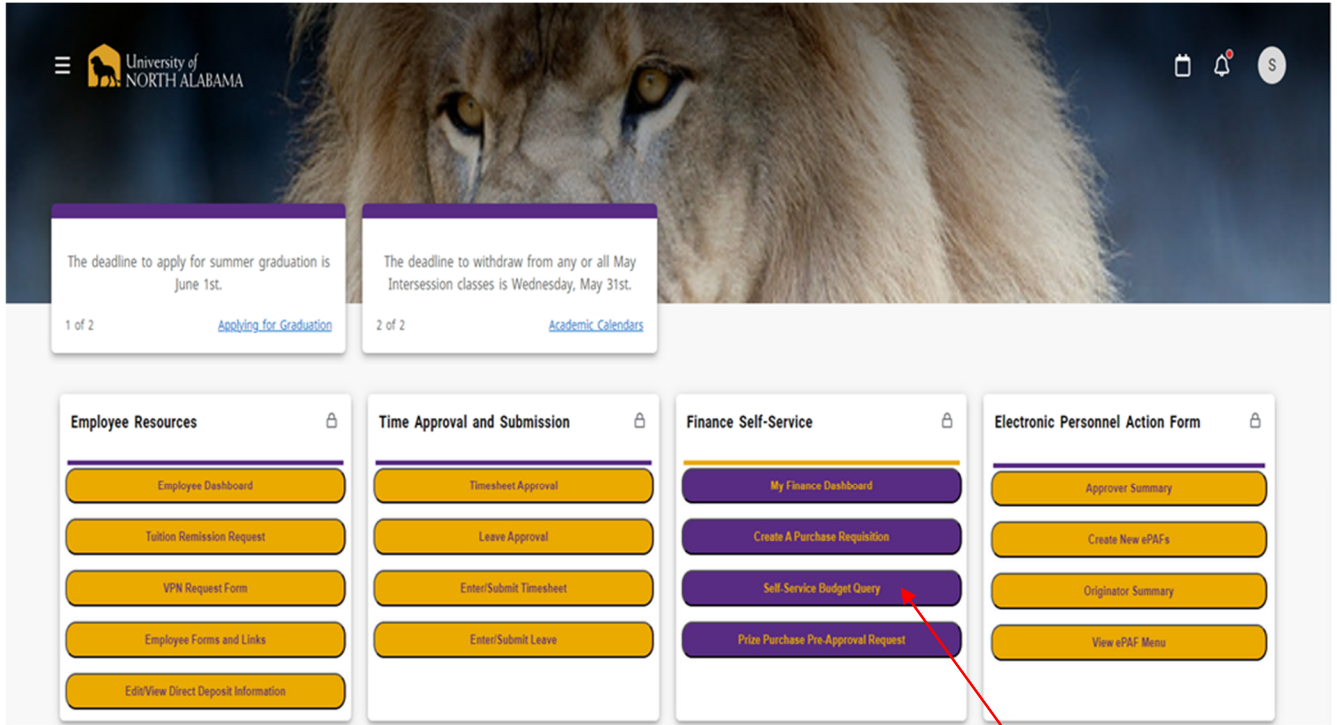
BUDGET QUERIES USING SELF-SERVICE BANNER (Auxiliary Fund Budgets)

Organizational Hierarchy

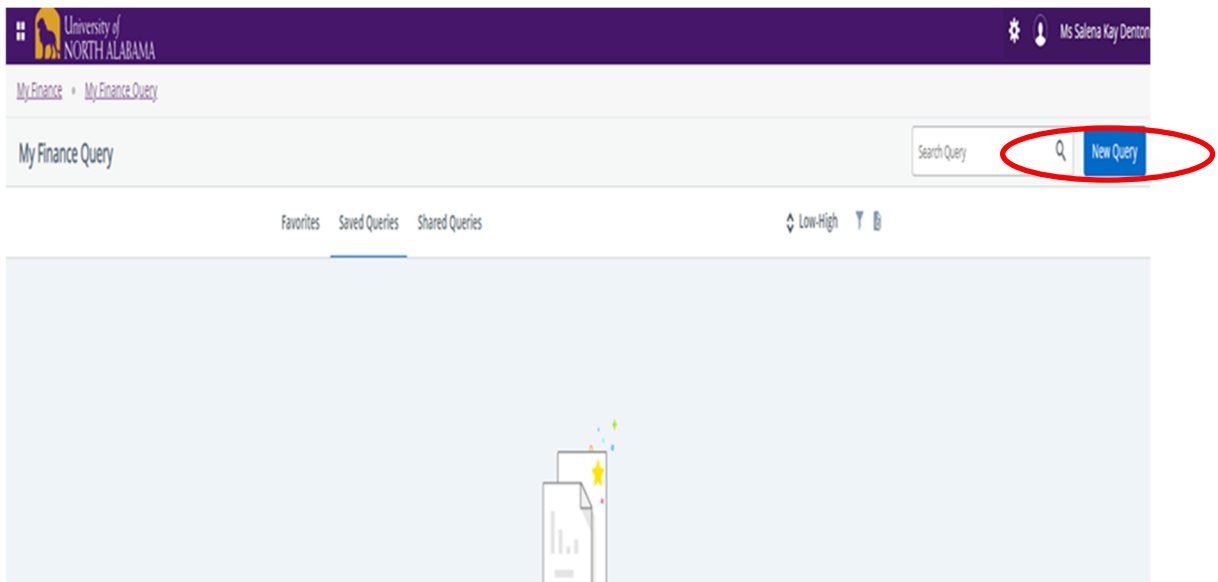
**University of North Alabama
Auditing and Finance
(256)765-4699**

This guide will assist Banner Finance Self-Service end users with querying auxiliary fund budgets to determine current budget status.

1. Log into your UNA Portal. Once here, select the “Self Service Budget Query” option:



2. You will now be taken to the next screen where you will select “New Query”:



3. This pop-up box should appear:

The screenshot shows a 'Create New Query' dialog box with the following fields and values:

- Select Query Type:** Budget Quick Query
- Chart:** U UNA University Chart
- Index:** Choose Index
- Fund (will auto populate based on index chosen above):** Choose Fund
- Organization (will auto populate based on index chosen above)*:** Choose Organization
- Account:** Choose Account
- Program:** Choose Program
- Activity:** Do Not Use
- Location:** Do Not Use

4. You will then proceed to populate the available fields as follows:

Select Query Type: “Organizational Hierarchy”

Chart: This will always be “U” for University Chart and should default as such.

Index: Either input your index code or search for it in the drop-down menu. Once your index has been entered and selected, all other items (Fund, Organization, Program) will default to the correct values - no need to adjust anything once they have defaulted.

Your pop-up box should appear this way at this point:

Create New Query

Select Query Type

Budget Status by Organizational Hierarchy

Values

Chart*

U UNA University Chart

Index

162514 SOAR

Fund (will auto populate based on index chosen above)

162514 SOAR

Organization (will auto populate based on index chosen above)*

49712 Student Recruiting and Services

Account

Choose Account

Program

AUX Auxiliary Services

Activity

Do Not Use

Location

Do Not Use

- NOTE: Please REMOVE the “Program” (listed above for this budget as “AUX”) from your query by clicking the “x” as there may be line items on your budget such as scholarships, etc. that will not fall under your departmental program. Removing this will insure that all line items applicable to your budget appear on your query.
- Once these steps are complete, scroll to the next portion of the drop-down box and verify the following:
 - Commitment Type:** “All”
 - Include Revenue Accounts:** If querying an auxiliary budget, **CHECK THIS BOX.**
 - Fiscal Year:** Enter whatever the current fiscal year may be
 - Fiscal Period:** “14”—NOTE: The fiscal period should **always** be 14 in order to view all activity.

This section of the pop-up box should appear this way:

avorites Saved Queries Shared Queries Low-High

Create New Query

Commitment Type - Do not change

All Include Revenue Accounts

Fiscal Year* 2022 Fiscal Period* 14

Comparison Fiscal Year None Comparison Fiscal Period None

7. Once complete, continue to scroll down to set the final parameters of your dashboard within the Operating Ledger. Your selected fields should be as follows:

Create New Query

None Fiscal Period None

Operating Ledger

Adopted Budget Year to Date

Budget Adjustment Encumbrance

Adjusted Budget Reservation

Temporary Budget Commitments

Accounted Budget Available Balance

SUBMIT

8. Click “Submit”.

9. You should now see a “roll up” view of your budget:

The screenshot shows the 'Budget Status by Organizational Hierarchy' report for organization 49712. The report is titled 'Student Recruiting and Services - 49712'. The data is presented in a table with the following columns: Organization, Organization Title, Health, FY25/PD14 Accounted Budget, FY25/PD14 Year to Date, FY25/PD14 Encumbrances, FY25/PD14 Reservation, FY25/PD14 Commitments, and FY25/PD14 Available Balance. The data shows a roll-up view for organization 49712, with a total of \$0.00 for the Accounted Budget, \$46,360.00 for the Year to Date, and (\$26,038.47) for Encumbrances. The Available Balance is (\$20,321.53).

Organization	Organization Title	Health	FY25/PD14 Accounted Budget	FY25/PD14 Year to Date	FY25/PD14 Encumbrances	FY25/PD14 Reservation	FY25/PD14 Commitments	FY25/PD14 Available Balance
49712	Student Recruiting and Services	⚠	\$0.00	\$46,360.00	(\$26,038.47)	\$0.00	(\$26,038.47)	(\$20,321.53)
Report Total (of all records)			\$0.00	\$46,360.00	(\$26,038.47)	\$0.00	(\$26,038.47)	(\$20,321.53)

10. You will need to click on the “Organization” in order to expand the roll up view to the budget categories:

The screenshot shows the same 'Budget Status by Organizational Hierarchy' report for organization 49712. A red arrow points to the 'Organization' column header, indicating that clicking on it will expand the roll-up view to show budget categories.

Organization	Organization Title	Health	FY25/PD14 Accounted Budget	FY25/PD14 Year to Date	FY25/PD14 Encumbrances	FY25/PD14 Reservation	FY25/PD14 Commitments	FY25/PD14 Available Balance
49712	Student Recruiting and Services	⚠	\$0.00	\$46,360.00	(\$26,038.47)	\$0.00	(\$26,038.47)	(\$20,321.53)
Report Total (of all records)			\$0.00	\$46,360.00	(\$26,038.47)	\$0.00	(\$26,038.47)	(\$20,321.53)

11. Once you have clicked on the “Organization”, your query should expand to include Revenues, Labor, Expenses & Transfers:

Account Type	Account Type Title	Health	FY25/PD14 Accounted Budget	FY25/PD14 Year to Date
50	Revenues	⚠	\$100,000.00	\$101,075.00
60	Labor	⚠	\$35,000.00	\$19,000.00
70	Expenses	⚠	\$65,000.00	\$35,715.00
Report Total (of all records)			\$0.00	\$46,360.00

12. In order to determine your current FUND BALANCE (Amount Available to Spend) you will need to open an Excel Spreadsheet and format it in this way:

Fund Balance FYE 24 162514	
Revenues	
Labor	
Expenses	
Transfers In	
Transfers Out	
Fund Balance FY25	
(As of 6-24-2025)	

13. Auxiliary Budgets are unique in that these budgets generate revenue. Auxiliary budgets also have a FUND BALANCE that rolls forward yearly. Unfortunately, at this time, Self-Service Banner Finance does NOT allow for end users to view their fund balance via query. To determine the current fund balance for your auxiliary account, you will need to contact our office (either skdenton@una.edu or extension 4699) to inquire what your fund balance is. Once you obtain the fund balance that your auxiliary fund ended the prior fiscal year with, you are then able to calculate your current fund balance. An example follows on how to calculate fund balance (once given the prior year fund balance). The Fund Balance for the prior fiscal year (In this Once you are able to obtain that number, you will insert it into the spreadsheet:

Fund Balance FYE 24 162514	\$(17,744.25)	**This Number Provided by the Business Office		
FY25 Revenues		This number obtained through Self-Service Budget Query		
FY25 Labor		This number obtained through Self-Service Budget Query		
FY25 Expenses		This number obtained through Self-Service Budget Query		
FY25 Transfers In		This number obtained through Self-Service Budget Query		
FY25 Transfers Out		This number obtained through Self-Service Budget Query		
CURRENT FY25 Fund Balance	\$(17,744.25)	Prior Year Fund Balance + Revenue-Labor-Expenses+Transfers In-Transfers Out		

14. Next, you will fill in the Revenues, Labor, Expenses, Transfers in and Transfers Out (If applicable):

Fund Balance FYE 24 162514	\$(17,744.25)	**This Number Provided by the Business Office		
FY25 Revenues	101,075.00	This number obtained through Self-Service Budget Query		
FY25 Labor	(19,000.00)	This number obtained through Self-Service Budget Query		
FY25 Expenses	(35,715.00)	This number obtained through Self-Service Budget Query		
FY25 Transfers In	-	This number obtained through Self-Service Budget Query		
FY25 Transfers Out	-	This number obtained through Self-Service Budget Query		
CURRENT FY25 Fund Balance	\$ 28,615.75	Prior Year Fund Balance + Revenue-Labor-Expenses+Transfers In-Transfers Out		

15. The Net of the Ending Fund Balance from the prior fiscal year, plus Revenues, minus Labor, minus Expenses, plus Transfers In, minus Transfers Out will be your current fund balance (amount available to spend).

If you have any questions or need assistance, please email Salena Denton-Jarmon at skdenton@una.edu or call extension 4699.