



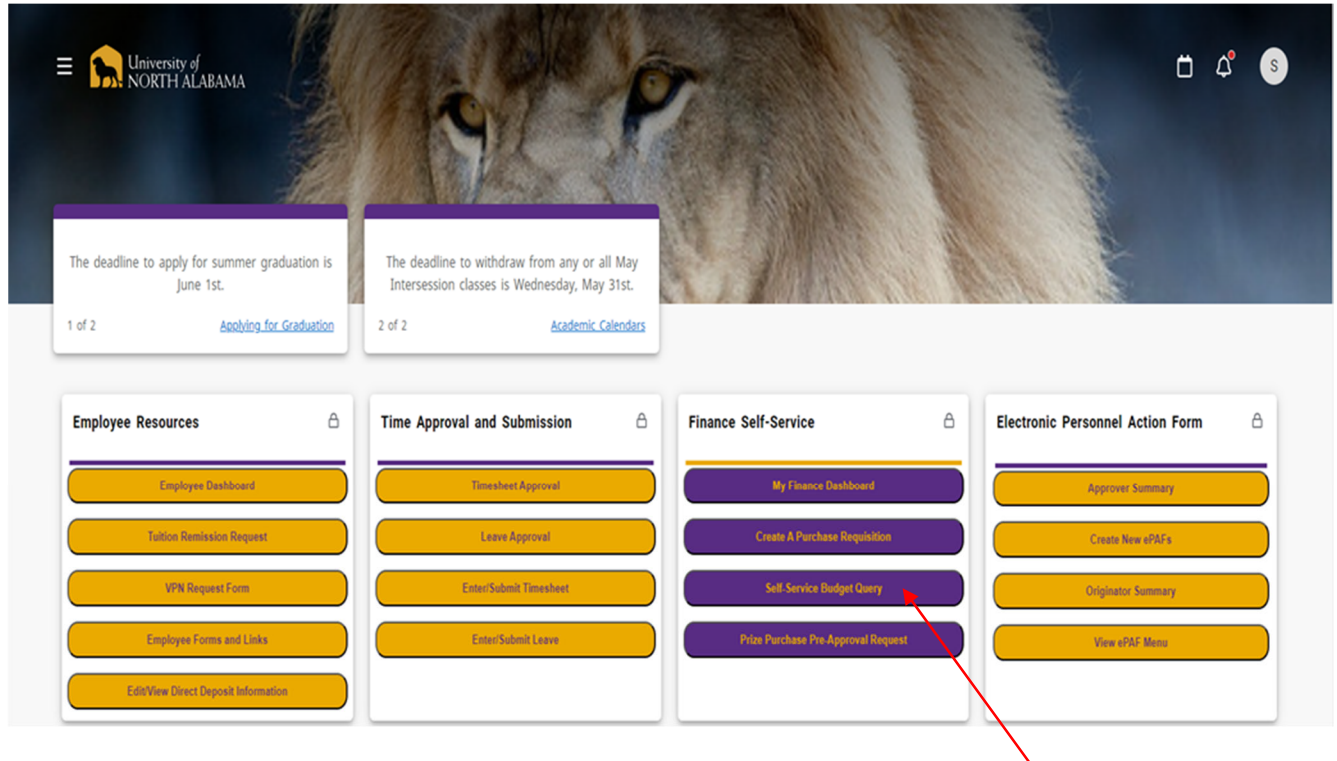
BUDGET QUERIES USING SELF-SERVICE BANNER (Auxiliary Fund Budgets)

Organizational Hierarchy

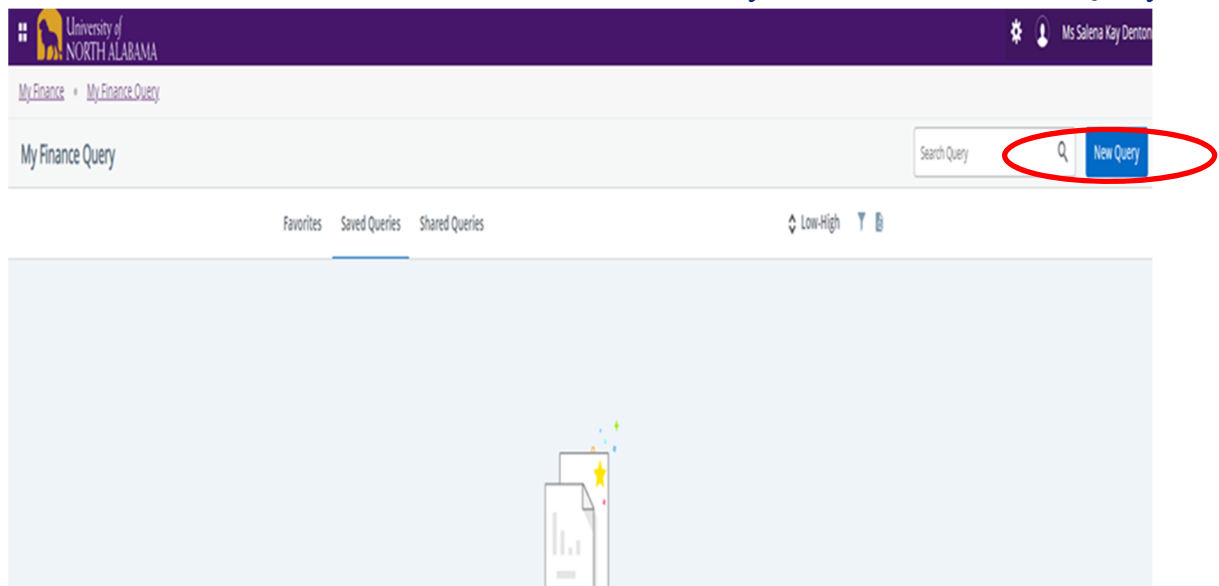
**University of North Alabama
Auditing and Finance
(256)765-4699**

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

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:

Create New Query

Select Query Type

Budget Quick Query

Values

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

- 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:

favorites 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

6. 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

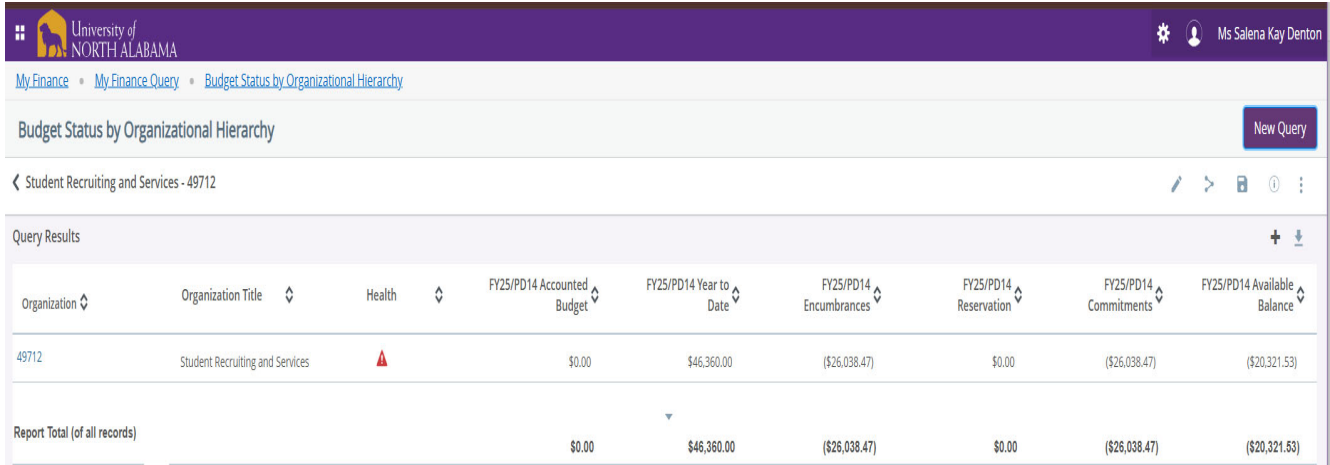
☐ Temporary Budget ☒ Commitments

☒ Accounted Budget ☒ Available Balance

SUBMIT

7. Click “Submit”.

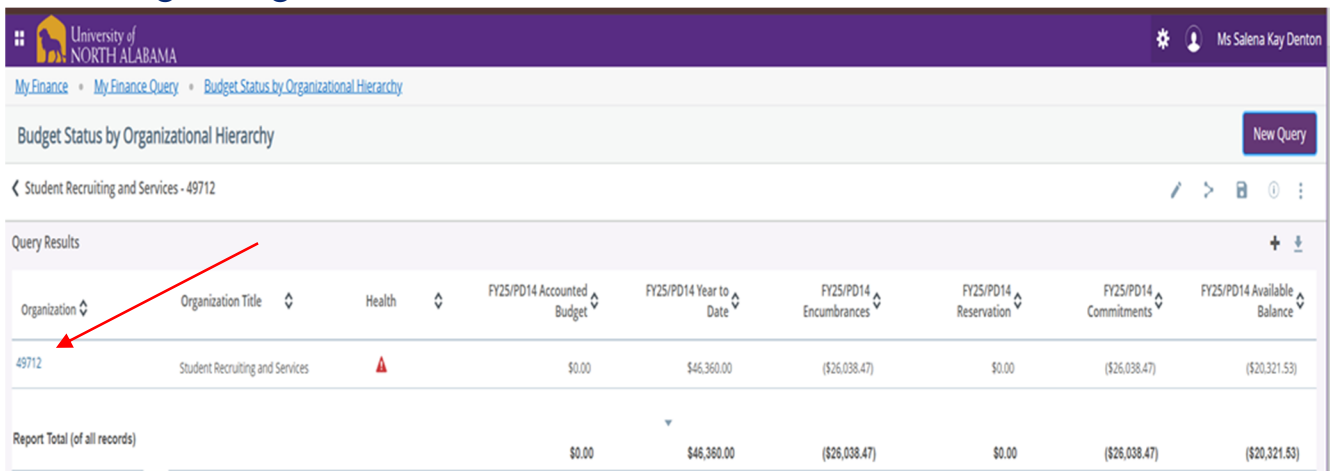
8. You should now see a “roll up” view of your budget:



The screenshot shows the 'Budget Status by Organizational Hierarchy' page for the University of North Alabama. The user is Ms Salena Kay Denton. The page displays a table of budget data for organization 49712, 'Student Recruiting and Services'. The table includes columns for 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. A red triangle icon is visible in the Health column for organization 49712. A 'Report Total (of all records)' row is shown at the bottom of the table data.

| 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) |


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



This screenshot is identical to the one above, but with a red arrow pointing to the 'Organization' column header in the table. The arrow originates from the left and points to the 'Organization' header cell.

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

|  University of NORTH ALABAMA | | | | | |
|---|--------------------|--------|----------------------------|------------------------|--|
| My.Finance • My.Finance.Query • Budget Status by Organizational Hierarchy | | | | | |
| Budget Status by Organizational Hierarchy | | | | | |
| ← Student Recruiting and Services - 49712 | | | | | |
| Query Results | | | | | |
| 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 | |

11. 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 | | **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 | \$ - | Prior Year Fund Balance + Revenue-Labor-Expenses+Transfers In-Transfers Out | | |

12. 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). 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 | | |

13. 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 | | |

14. 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.