

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.

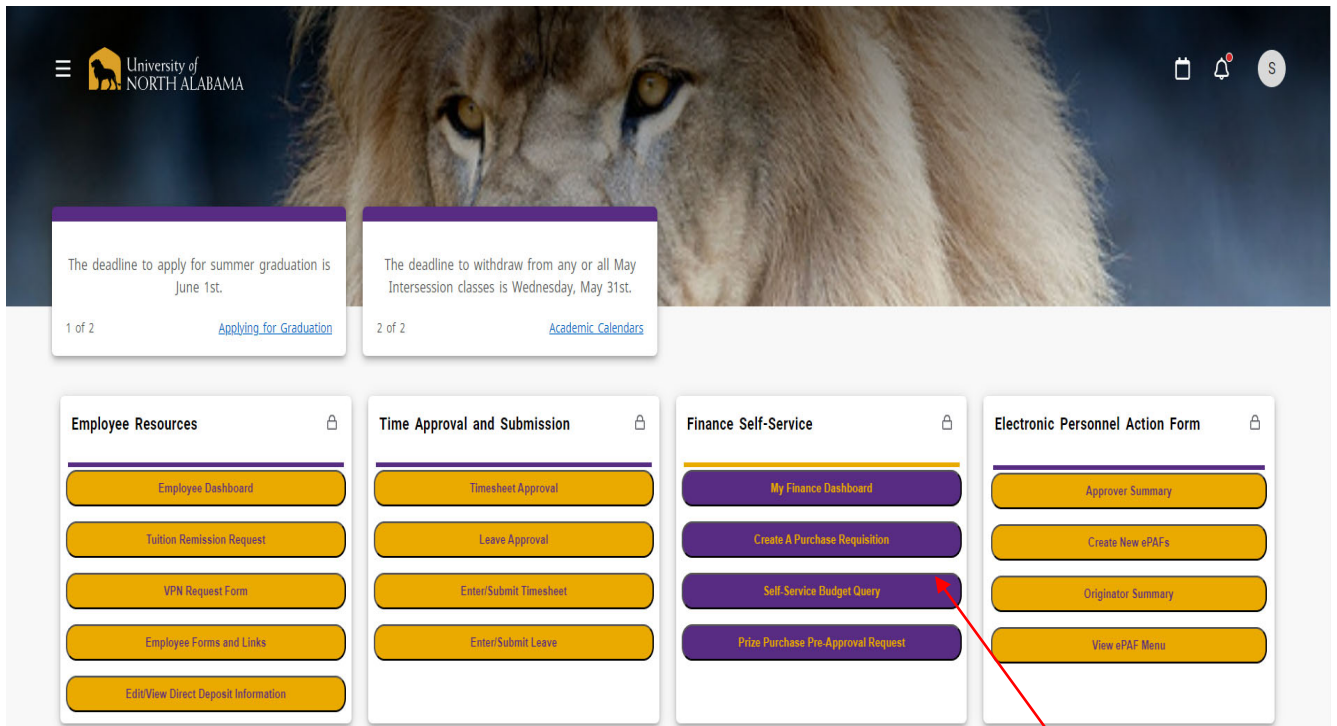
# **BUDGET QUERIES USING SELF-SERVICE BANNER (General Fund Budgets)**

## **Budget Status by Account**

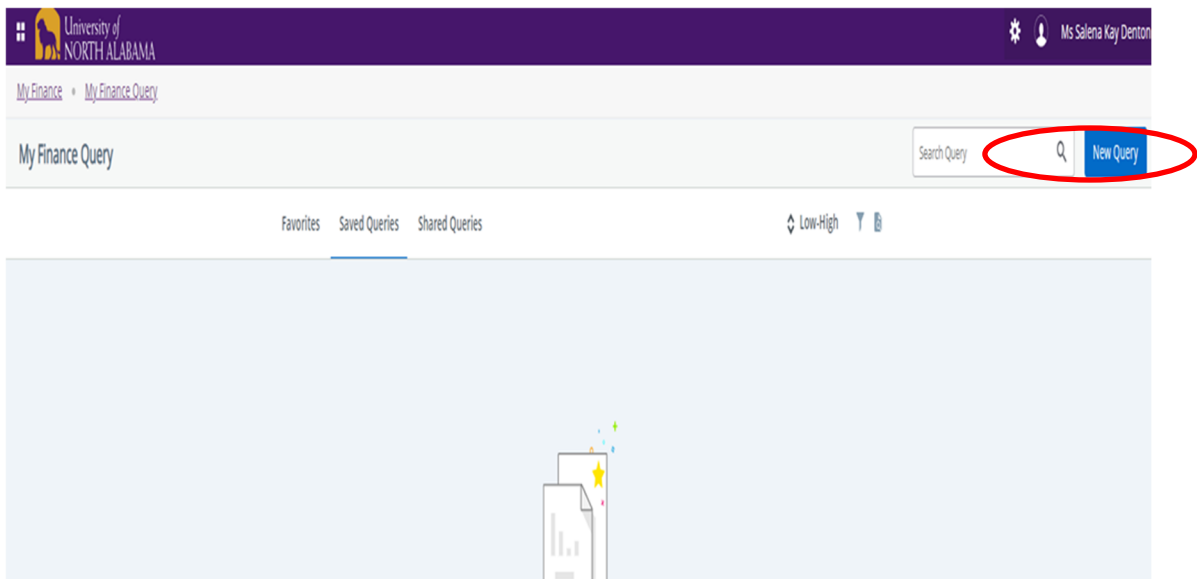
**University of North Alabama  
Auditing and Finance  
(256)765-4699**

This guide will assist Banner Finance Self-Service end users with querying general 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:** “Budget Status by Account”

**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 Account

Values

Chart\*

U UNA University Chart

Index

80222 Student Engagement

Fund (will auto populate based on index chosen above)

110000 General Fund

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

80222 Student Engagement

Account

Choose Account

Program

STU Student Services

Activity

Do Not Use

Location

Do Not Use

5. NOTE: Please REMOVE the “Program” (listed above for this budget as “STU”) 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.

6. 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 a general fund budget, Do **NOT** 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:

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

Operating Ledger

Adopted Budget ⓘ

Budget Adjustment ⓘ

Adjusted Budget ⓘ

Temporary Budget ⓘ

Accounted Budget ⓘ

Year to Date ⓘ

Encumbrance ⓘ

Reservation ⓘ

Commitments ⓘ

Available Balance ⓘ

SUBMIT

8. Click "Submit".

9. You should now see a line item view of your budget details:

| Budget Status by Account             |                            |        |                            |                        |                        |                       |                       |                             |  |
|--------------------------------------|----------------------------|--------|----------------------------|------------------------|------------------------|-----------------------|-----------------------|-----------------------------|--|
| Student Engagement - 80222           |                            |        |                            |                        |                        |                       |                       |                             |  |
| Query Results                        |                            |        |                            |                        |                        |                       |                       |                             |  |
| Account                              | Account Title              | Health | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Reservation | FY22/PD14 Commitments | FY22/PD14 Available Balance |  |
| 6131                                 | Exempt Full Time Staff     | ✔      | \$127,054.87               | \$27,358.21            | \$0.00                 | \$0.00                | \$0.00                | \$99,696.66                 |  |
| 6132                                 | Non-exempt Full Time Staff | ⚠      | \$37,354.59                | \$31,033.07            | \$0.00                 | \$0.00                | \$0.00                | \$6,321.52                  |  |
| 6138                                 | Non-exempt P/T Admin Staff | ⚠      | \$0.00                     | \$5,986.25             | \$0.00                 | \$0.00                | \$0.00                | (\$5,986.25)                |  |
| 6139                                 | University Workstudy       | ✔      | \$17,500.00                | \$6,353.59             | \$0.00                 | \$0.00                | \$0.00                | \$11,146.41                 |  |
| 6140                                 | Graduate Assistants        | ⚠      | \$9,000.00                 | \$10,000.00            | \$0.00                 | \$0.00                | \$0.00                | (\$1,000.00)                |  |
| 6300                                 | Benefits Pool              | ✔      | \$53,605.36                | \$0.00                 | \$0.00                 | \$0.00                | \$0.00                | \$53,605.36                 |  |
| 6302                                 | Hospital Insurance         | ⚠      | \$0.00                     | \$5,786.77             | \$0.00                 | \$0.00                | \$0.00                | (\$5,786.77)                |  |
| 6303                                 | Cancer Insurance           | ⚠      | \$0.00                     | \$58.82                | \$0.00                 | \$0.00                | \$0.00                | (\$58.82)                   |  |
| 6304                                 | Disability Insurance       | ⚠      | \$0.00                     | \$117.77               | \$0.00                 | \$0.00                | \$0.00                | (\$117.77)                  |  |
| 6306                                 | Life Insurance             | ⚠      | \$0.00                     | \$123.28               | \$0.00                 | \$0.00                | \$0.00                | (\$123.28)                  |  |
| 6309                                 | Supplemental Insurance     | ⚠      | \$0.00                     | \$6.00                 | \$0.00                 | \$0.00                | \$0.00                | (\$6.00)                    |  |
| 6310                                 | Expense Allowance          | ⚠      | \$0.00                     | \$100.00               | \$0.00                 | \$0.00                | \$0.00                | (\$100.00)                  |  |
| <b>Report Total (of all records)</b> |                            |        | <b>\$264,059.82</b>        | <b>\$112,317.72</b>    | <b>\$1,217.70</b>      | <b>\$0.00</b>         | <b>\$1,217.70</b>     | <b>\$160,524.40</b>         |  |

10. To determine how much is available to currently spend in your budget there are several options. The first one is to scroll down to account number “700” which is the expense pool. These are the funds that your budget received at the onset of the fiscal year. All account numbers below “700” are items that will need to be deducted from this amount. You will need begin with the Expense Pool amount (700) on the far right in the “Available Balance” column and subtract all amounts listed below.

Budget Status by Account New Query

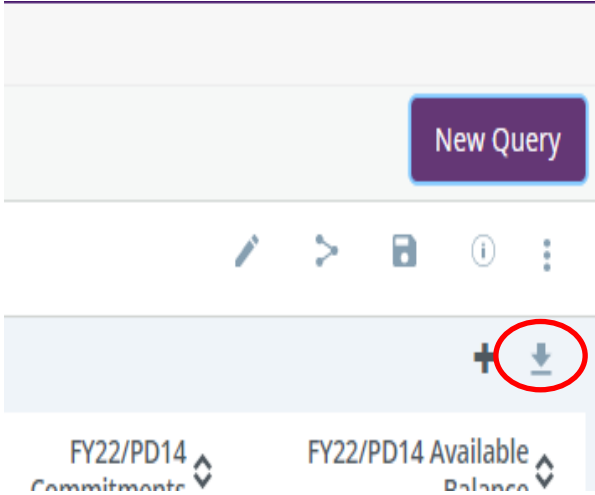
< Student Engagement - 80222 ✎ ↩ 🗑️ ⓘ ⋮

Query Results + ↓

| Account | Account Title          | Health | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Reservation | FY22/PD14 Commitments | FY22/PD14 Available Balance |
|---------|------------------------|--------|----------------------------|------------------------|------------------------|-----------------------|-----------------------|-----------------------------|
| 700     | Expense Pool           | ✔️     | \$12,250.00                | \$0.00                 | \$0.00                 | \$0.00                | \$0.00                | \$12,250.00                 |
| 7005    | Supplies               | ⚠️     | \$0.00                     | \$3,369.82             | \$1,217.70             | \$0.00                | \$1,217.70            | (\$4,587.52)                |
| 7016    | Postage                | ⚠️     | \$0.00                     | \$5.80                 | \$0.00                 | \$0.00                | \$0.00                | (\$5.80)                    |
| 7031    | Plays and Performances | ✔️     | \$7,295.00                 | \$250.00               | \$0.00                 | \$0.00                | \$0.00                | \$7,045.00                  |
| 7045    | Awards                 | ⚠️     | \$0.00                     | \$1,733.50             | \$0.00                 | \$0.00                | \$0.00                | (\$1,733.50)                |
| 7057    | Food Purchases         | ⚠️     | \$0.00                     | \$497.79               | \$0.00                 | \$0.00                | \$0.00                | (\$497.79)                  |
| 7060    | Institu Memberships    | ⚠️     | \$0.00                     | \$150.00               | \$0.00                 | \$0.00                | \$0.00                | (\$150.00)                  |
| 7063    | Publications           | ⚠️     | \$0.00                     | \$200.00               | \$0.00                 | \$0.00                | \$0.00                | (\$200.00)                  |
| 7080    | Contracted Services    | ⚠️     | \$0.00                     | \$0.00                 | \$950.00               | \$0.00                | \$950.00              | (\$950.00)                  |
| 7085    | Program Support        | ⚠️     | \$0.00                     | \$359.15               | \$0.00                 | \$0.00                | \$0.00                | (\$359.15)                  |
| 7087    | Computer Software      | ⚠️     | \$0.00                     | \$278.00               | \$0.00                 | \$0.00                | \$0.00                | (\$278.00)                  |
| 7097    | ...                    | ⚠️     | ...                        | ...                    | ...                    | ...                   | ...                   | ...                         |

The amount left after all expenses have been deducted from the expense pool is the current amount available to spend through the close of the fiscal year.

11. The other ways of determining current balance involve downloading your budget activity to Excel. In order to do this, look in the top right corner of the screen for the “download” button (located under the blue “New Query” button) and select this option.



After selecting this option, you should now see all activity in an Excel Spreadsheet.

12. From here there are two methods to calculate the available balance. The first one is to simply select the expense pool amount in the “Available Balance” column, left-click with your mouse, then hold down and drag until you have selected the final expense account:

|      |          |           |
|------|----------|-----------|
| 0.00 | 0.00     | -1,207.58 |
| 0.00 | 0.00     | -1,200.00 |
| 0.00 | 0.00     | 12,250.00 |
| 0.00 | 1,217.70 | -4,587.52 |
| 0.00 | 0.00     | -5.80     |
| 0.00 | 0.00     | 7,045.00  |
| 0.00 | 0.00     | -1,733.50 |
| 0.00 | 0.00     | -497.79   |
| 0.00 | 0.00     | -150.00   |
| 0.00 | 0.00     | -200.00   |
| 0.00 | 950.00   | -950.00   |
| 0.00 | 0.00     | -359.15   |
| 0.00 | 0.00     | -278.00   |
| 0.00 | 0.00     | -1,143.13 |
| 0.00 | 0.00     | 0.00      |
| 0.00 | 0.00     | -81.90    |
| 0.00 | 0.00     | 0.00      |
| 0.00 | 0.00     | -3,900.00 |
| 0.00 | 0.00     | 0.00      |

When you look at the bottom right hand corner of your Excel spreadsheet, you should see the total amount left available:

|      |          |            |
|------|----------|------------|
| 0.00 | 0.00     | -1,207.50  |
| 0.00 | 0.00     | -1,200.00  |
| 0.00 | 0.00     | 12,250.00  |
| 0.00 | 1,217.70 | -4,587.52  |
| 0.00 | 0.00     | -5.80      |
| 0.00 | 0.00     | 7,045.00   |
| 0.00 | 0.00     | -1,733.50  |
| 0.00 | 0.00     | -497.79    |
| 0.00 | 0.00     | -150.00    |
| 0.00 | 0.00     | -200.00    |
| 0.00 | 950.00   | -950.00    |
| 0.00 | 0.00     | -359.15    |
| 0.00 | 0.00     | -278.00    |
| 0.00 | 0.00     | -1,143.13  |
| 0.00 | 0.00     | 0.00       |
| 0.00 | 0.00     | -81.90     |
| 0.00 | 0.00     | 0.00       |
| 0.00 | 0.00     | -3,900.00  |
| 0.00 | 0.00     | 0.00       |
| 0.00 | 2,167.70 | 145,220.92 |

Age: 318.13    Count: 17    **Sum: 5,408.21**

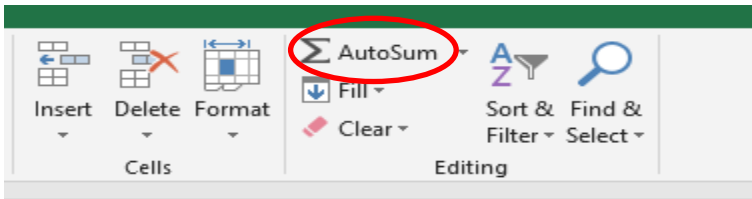
13. The next method using Excel is to select the “Auto Sum” option that will quickly provide a total once your spreadsheet has undergone some minor formatting. After downloading your data into Excel (see step 12) and retrieving all activity into the spreadsheet, insert a row that separates the labor accounts (those account numbers that start with a 6) from the expense accounts (those accounts that begin with a 7)

|    |      |                        |           |
|----|------|------------------------|-----------|
| 16 | 6310 | Expense Allowance      | -100.00   |
| 17 | 6313 | Social Security        | -5,130.09 |
| 18 | 6314 | Teacher Retirement     | -6,386.84 |
| 19 | 6316 | Compensated Absences   | -1,207.58 |
| 20 | 6318 | Remission of Fees      | -1,200.00 |
| 21 |      |                        |           |
| 22 | 7000 | Expense Pool           | 12,250.00 |
| 23 | 7005 | Supplies               | -4,587.52 |
| 24 | 7016 | Postage                | -5.80     |
| 25 | 7031 | Plays and Performances | 7,045.00  |
| 26 | 7045 | Awards                 | -1,733.50 |
| 27 | 7057 | Food Purchases         | -497.79   |
| 28 | 7060 | Institu Memberships    | -150.00   |
| 29 | 7063 | Publications           | -200.00   |
| 30 | 7080 | Contracted Services    | -950.00   |
| 31 | 7085 | Program Support        | -359.15   |
| 32 | 7087 | Computer Software      | -278.00   |
| 33 | 7097 | Printing-Copying       | -1,143.13 |
| 34 | 7110 | Conferences & Webinars | 0.00      |
| 35 | 7410 | In State Travel        | -81.90    |
| 36 | 7445 | Gas and Oil            | 0.00      |
| 37 | 7502 | Equip 2,000-4,999      | -3,900.00 |
| 38 | 7700 | Scholarships-General   | 0.00      |
| 39 |      |                        |           |

Now, select the first blank cell below the last expense line

|   |      |                        |           |
|---|------|------------------------|-----------|
| 1 |      |                        |           |
| 2 | 700  | Expense Pool           | 12,250.00 |
| 3 | 7005 | Supplies               | -4,587.52 |
| 4 | 7016 | Postage                | -5.80     |
| 5 | 7031 | Plays and Performances | 7,045.00  |
| 6 | 7045 | Awards                 | -1,733.50 |
| 7 | 7057 | Food Purchases         | -497.79   |
| 8 | 7060 | Institu Memberships    | -150.00   |
| 9 | 7063 | Publications           | -200.00   |
| 0 | 7080 | Contracted Services    | -950.00   |
| 1 | 7085 | Program Support        | -359.15   |
| 2 | 7087 | Computer Software      | -278.00   |
| 3 | 7097 | Printing-Copying       | -1,143.13 |
| 4 | 7110 | Conferences & Webinars | 0.00      |
| 5 | 7410 | In State Travel        | -81.90    |
| 6 | 7445 | Gas and Oil            | 0.00      |
| 7 | 7502 | Equip 2,000-4,999      | -3,900.00 |
| 8 | 7700 | Scholarships-General   | 0.00      |
| 9 |      |                        |           |
| 0 |      |                        |           |
| 1 |      |                        |           |

Now go up to the top of your Excel Toolbar and select “Auto Sum”



You should then notice that Excel highlights all of the expense items

|      |                        |               |
|------|------------------------|---------------|
| 6314 | Teacher Retirement     | -6,386.84     |
| 6316 | Compensated Absences   | -1,207.58     |
| 6318 | Remission of Fees      | -1,200.00     |
| 700  | Expense Pool           | 12,250.00     |
| 7005 | Supplies               | -4,587.52     |
| 7016 | Postage                | -5.80         |
| 7031 | Plays and Performances | 7,045.00      |
| 7045 | Awards                 | -1,733.50     |
| 7057 | Food Purchases         | -497.79       |
| 7060 | Institu Memberships    | -150.00       |
| 7063 | Publications           | -200.00       |
| 7080 | Contracted Services    | -950.00       |
| 7085 | Program Support        | -359.15       |
| 7087 | Computer Software      | -278.00       |
| 7097 | Printing-Copying       | -1,143.13     |
| 7110 | Conferences & Webinars | 0.00          |
| 7410 | In State Travel        | -81.90        |
| 7445 | Gas and Oil            | 0.00          |
| 7502 | Equip 2,000-4,999      | -3,900.00     |
| 7700 | Scholarships-General   | 0.00          |
|      |                        | =SUM(C52:C68) |

You will now select “Enter”. The total available to spend should then appear.

|      |                        |           |
|------|------------------------|-----------|
| 700  | Expense Pool           | 12,250.00 |
| 7005 | Supplies               | -4,587.52 |
| 7016 | Postage                | -5.80     |
| 7031 | Plays and Performances | 7,045.00  |
| 7045 | Awards                 | -1,733.50 |
| 7057 | Food Purchases         | -497.79   |
| 7060 | Institu Memberships    | -150.00   |
| 7063 | Publications           | -200.00   |
| 7080 | Contracted Services    | -950.00   |
| 7085 | Program Support        | -359.15   |
| 7087 | Computer Software      | -278.00   |
| 7097 | Printing-Copying       | -1,143.13 |
| 7110 | Conferences & Webinars | 0.00      |
| 7410 | In State Travel        | -81.90    |
| 7445 | Gas and Oil            | 0.00      |
| 7502 | Equip 2,000-4,999      | -3,900.00 |
| 7700 | Scholarships-General   | 0.00      |
|      |                        | 5,408.21  |

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