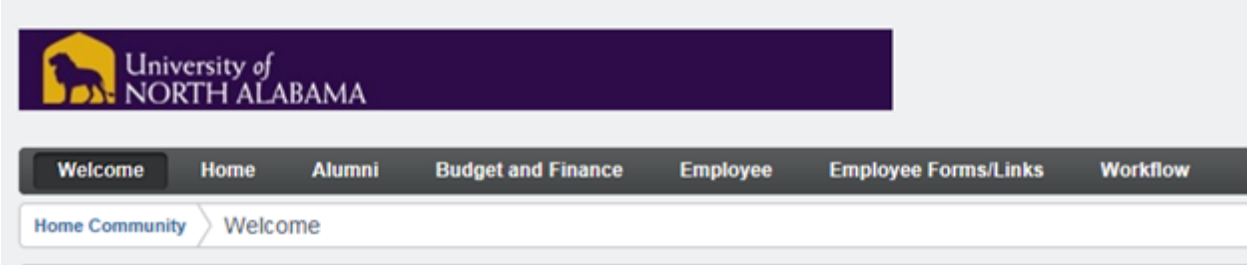
Navigating Banner 9 Self-Service 9—General Fund Budgets

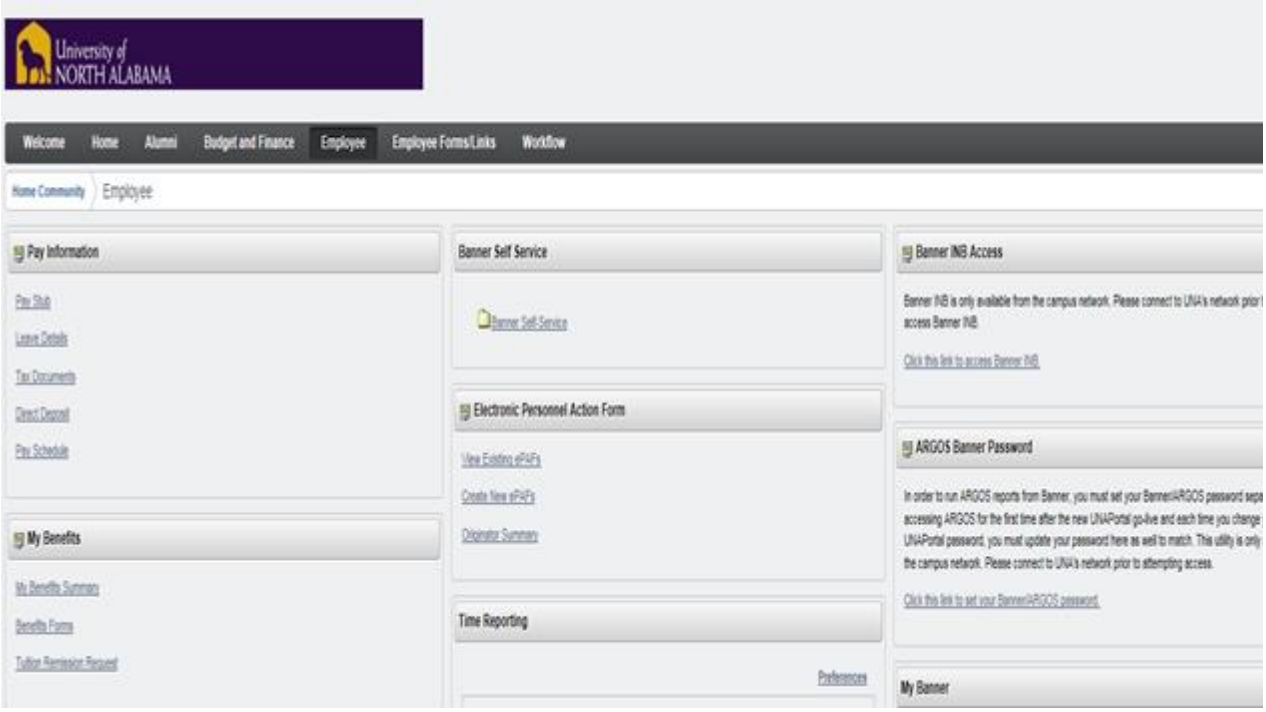
University of North Alabama

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:**

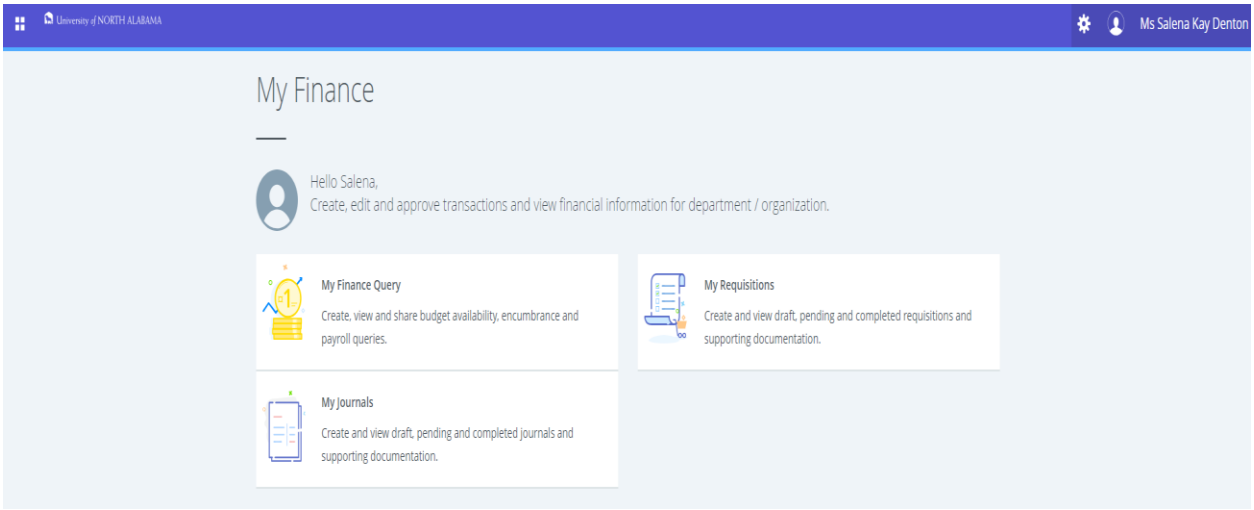


4. **Click the "Employee" tab.**
5. **You should now see the following options:**



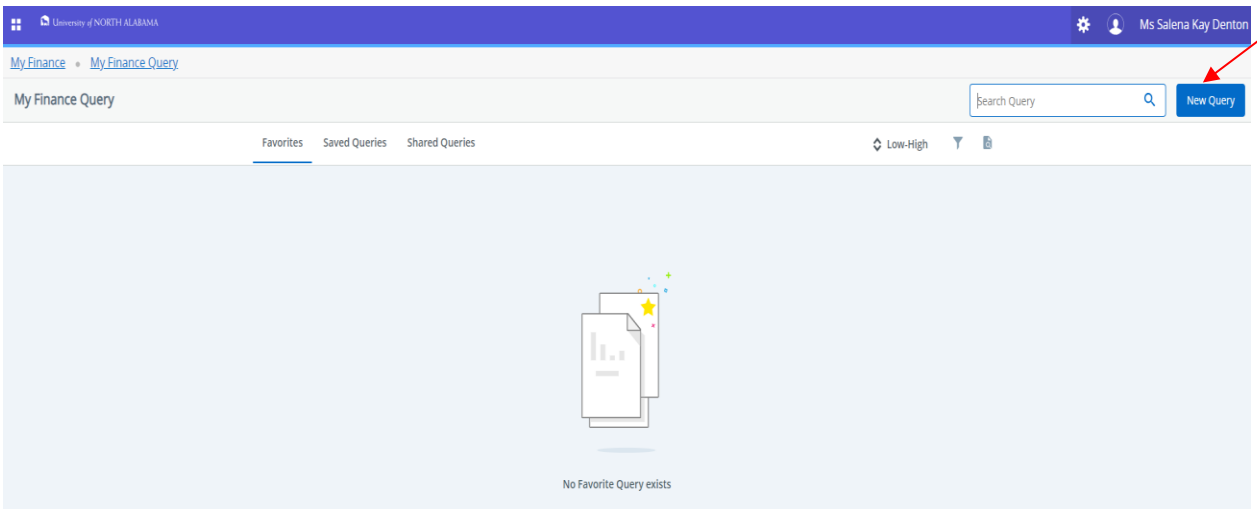
6. Select the “Banner Self-Service” option.

7. You should now see the following screen:

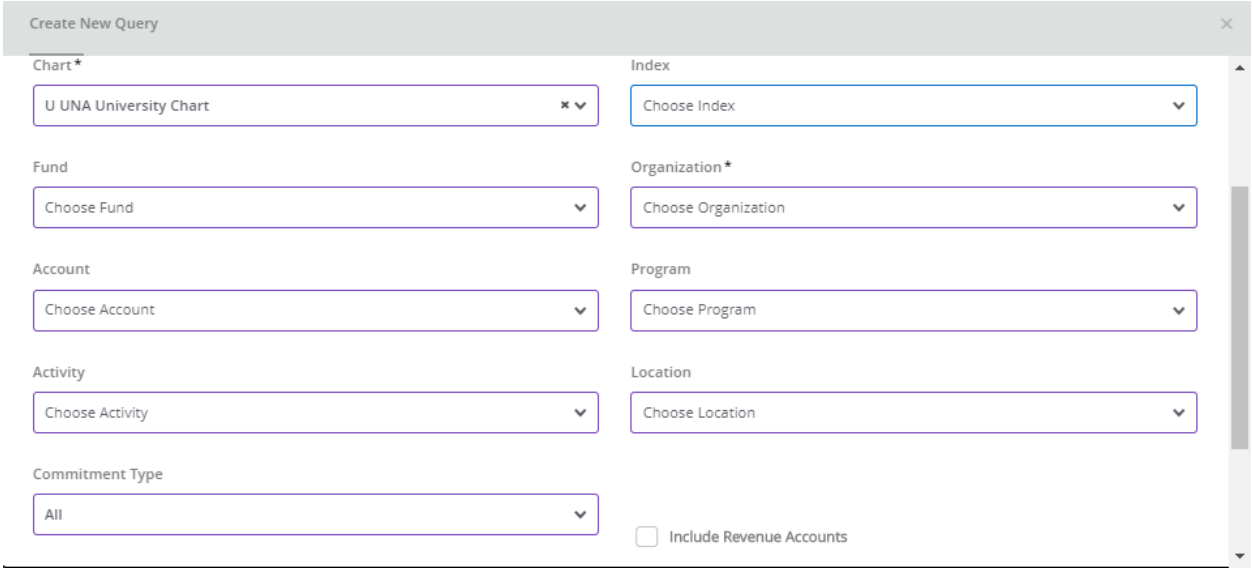


8. Select “My Finance Query”

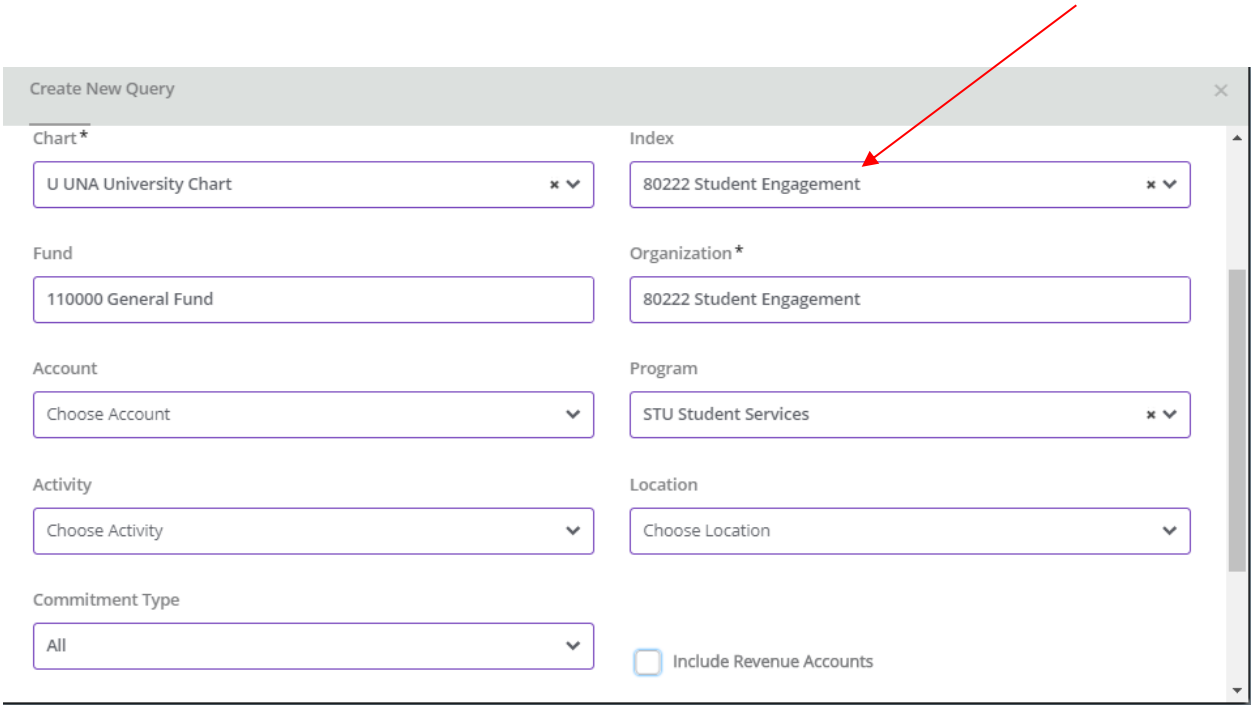
9. You should now see the following screen. Select “New Query” to proceed:



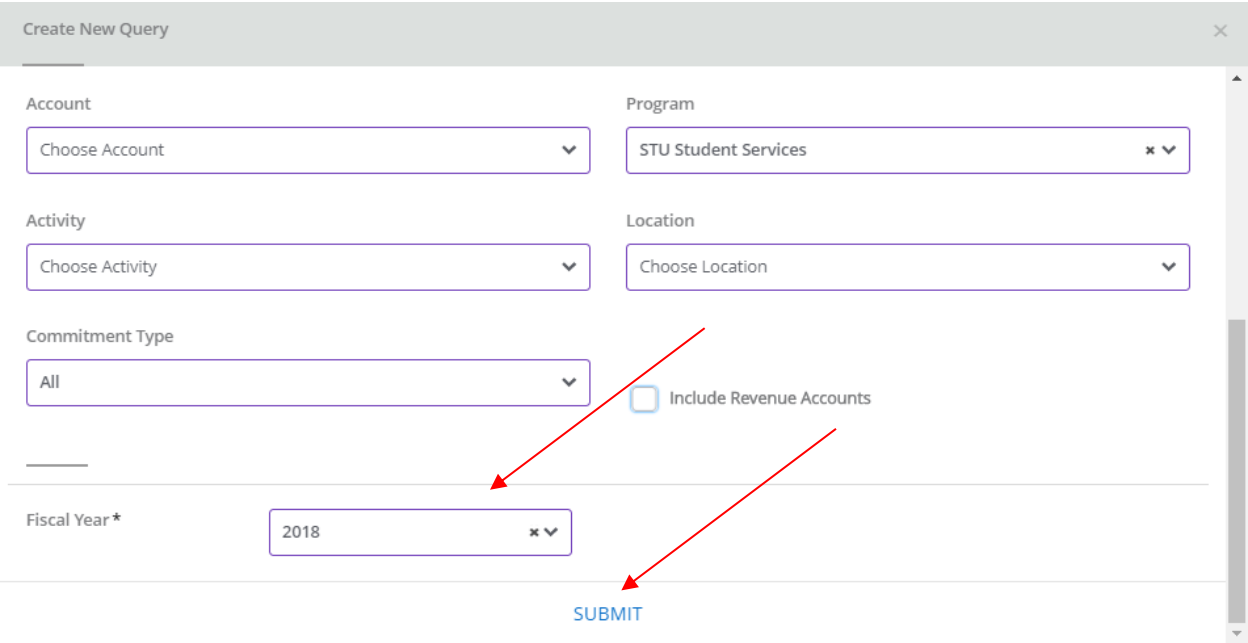
10. The following pop up box should appear:



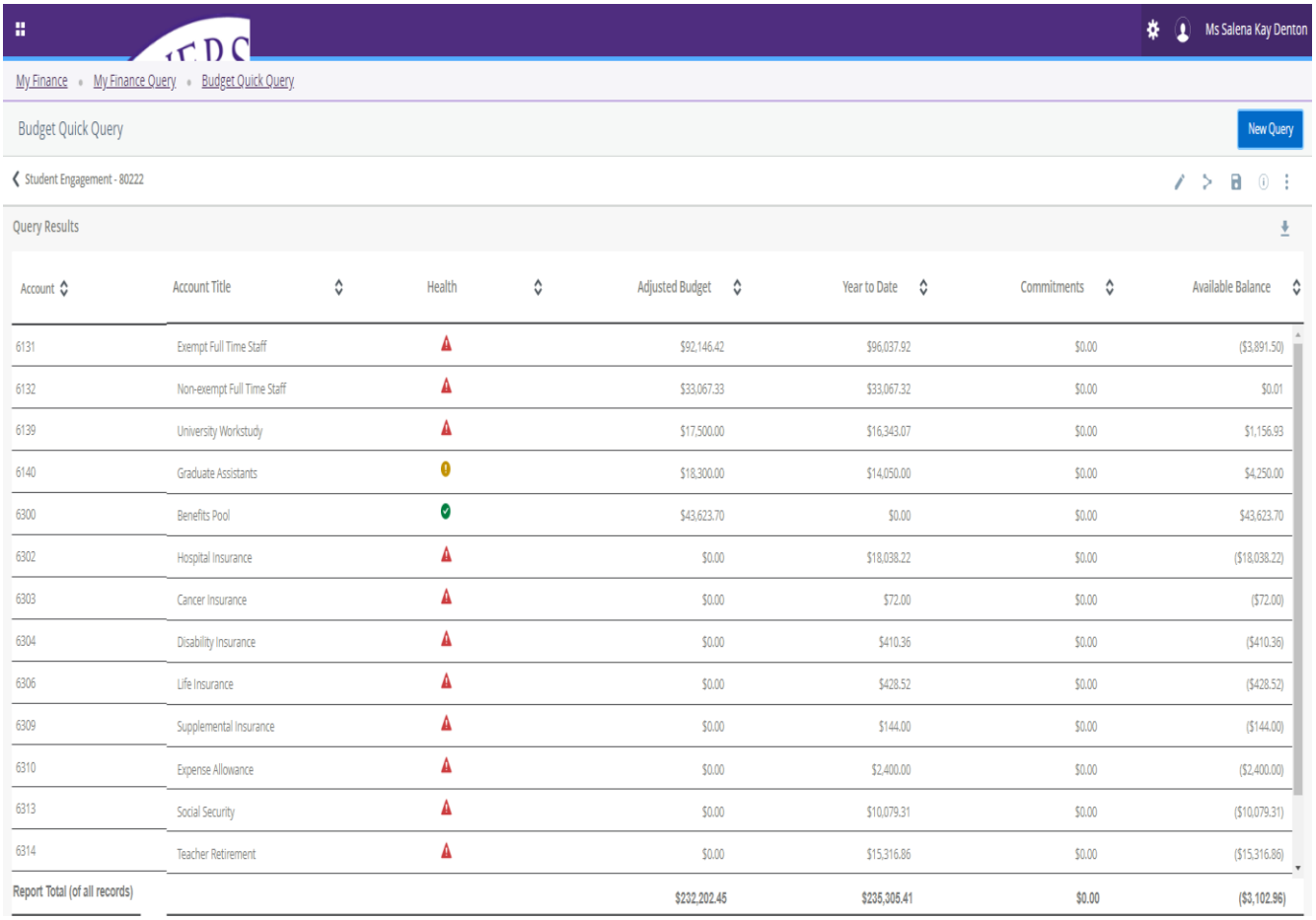
12. This should now give the option for a "Quick Query". Under the "Index" drop down option, either input your Index code or search for it in the drop down menu. Once this has been completed, the system will default to the correct Fund, Organization, and Program information.



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

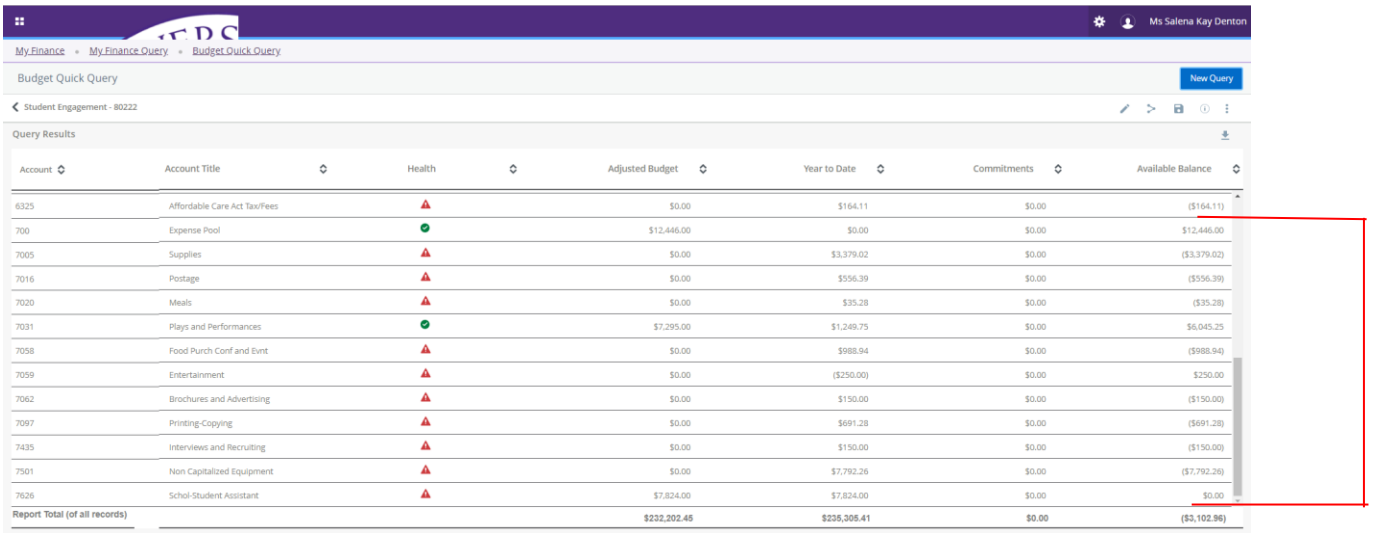


14. The next screen should be a listing of expenditure activity that has occurred for the selected index and fiscal year:



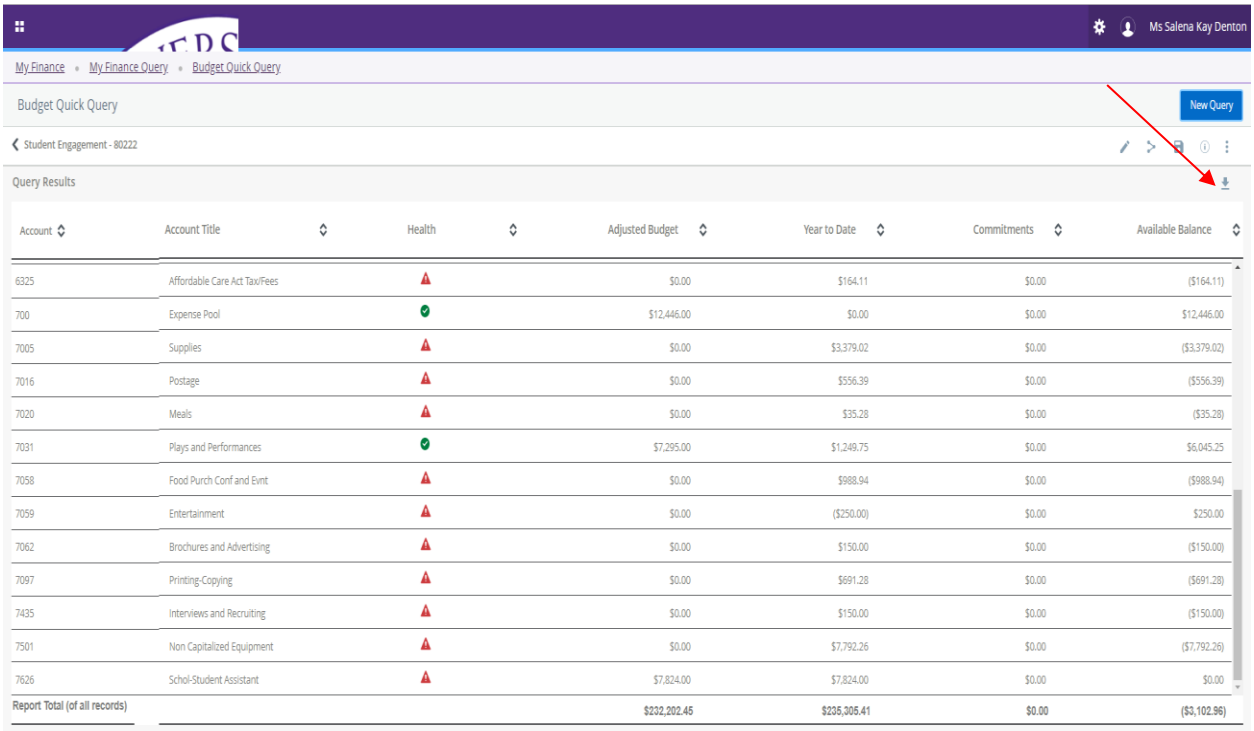
Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
6131	Exempt Full Time Staff		$92,146.42	$96,037.92	$0.00	($3,891.50)
6132	Non-exempt Full Time Staff		$33,067.33	$33,067.32	$0.00	$0.01
6139	University Workstudy		$17,500.00	$16,343.07	$0.00	$1,156.93
6140	Graduate Assistants		$18,300.00	$14,050.00	$0.00	$4,250.00
6300	Benefits Pool		$43,623.70	$0.00	$0.00	$43,623.70
6302	Hospital Insurance		$0.00	$18,038.22	$0.00	($18,038.22)
6303	Cancer Insurance		$0.00	$72.00	$0.00	($72.00)
6304	Disability Insurance		$0.00	$410.36	$0.00	($410.36)
6306	Life Insurance		$0.00	$428.52	$0.00	($428.52)
6309	Supplemental Insurance		$0.00	$144.00	$0.00	($144.00)
6310	Expense Allowance		$0.00	$2,400.00	$0.00	($2,400.00)
6313	Social Security		$0.00	$10,079.31	$0.00	($10,079.31)
6314	Teacher Retirement		$0.00	$15,316.86	$0.00	($15,316.86)
Report Total (of all records)			$232,202.45	$235,305.41	$0.00	($3,102.96)

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
6325	Affordable Care Act Tax/Fees	▲	$0.00	$164.11	$0.00	($164.11)
700	Expense Pool	●	$12,446.00	$0.00	$0.00	$12,446.00
7005	Supplies	▲	$0.00	$3,379.02	$0.00	($3,379.02)
7016	Postage	▲	$0.00	$556.39	$0.00	($556.39)
7020	Meals	▲	$0.00	$35.28	$0.00	($35.28)
7031	Plays and Performances	●	$7,295.00	$1,249.75	$0.00	$6,045.25
7058	Food Purch Conf and Evnt	▲	$0.00	$988.94	$0.00	($988.94)
7059	Entertainment	▲	$0.00	($250.00)	$0.00	$250.00
7062	Brochures and Advertising	▲	$0.00	$150.00	$0.00	($150.00)
7097	Printing-Copying	▲	$0.00	$691.28	$0.00	($691.28)
7435	Interviews and Recruiting	▲	$0.00	$150.00	$0.00	($150.00)
7501	Non Capitalized Equipment	▲	$0.00	$7,792.26	$0.00	($7,792.26)
7626	Schol-Student Assistant	▲	$7,824.00	$7,824.00	$0.00	$0.00
Report Total (of all records)			$232,202.45	$235,305.41	$0.00	($3,102.96)

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
6325	Affordable Care Act Tax/Fees	▲	$0.00	$164.11	$0.00	($164.11)
700	Expense Pool	●	$12,446.00	$0.00	$0.00	$12,446.00
7005	Supplies	▲	$0.00	$3,379.02	$0.00	($3,379.02)
7016	Postage	▲	$0.00	$556.39	$0.00	($556.39)
7020	Meals	▲	$0.00	$35.28	$0.00	($35.28)
7031	Plays and Performances	●	$7,295.00	$1,249.75	$0.00	$6,045.25
7058	Food Purch Conf and Evnt	▲	$0.00	$988.94	$0.00	($988.94)
7059	Entertainment	▲	$0.00	($250.00)	$0.00	$250.00
7062	Brochures and Advertising	▲	$0.00	$150.00	$0.00	($150.00)
7097	Printing-Copying	▲	$0.00	$691.28	$0.00	($691.28)
7435	Interviews and Recruiting	▲	$0.00	$150.00	$0.00	($150.00)
7501	Non Capitalized Equipment	▲	$0.00	$7,792.26	$0.00	($7,792.26)
7626	Schol-Student Assistant	▲	$7,824.00	$7,824.00	$0.00	$0.00
Report Total (of all records)			$232,202.45	$235,305.41	$0.00	($3,102.96)

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

Query View	Budget Quick Query						
Fiscal period start date	10/01/2017						
Fiscal period end date	09/30/2018						
As of Date	02/26/2019						
Currency	USD						
Query Parameters							
Chart of Accounts	U	UNA University Chart					
Fund	110000	General Fund					
Organization	80222	Student Engagement					
Account	All						
Program	STU	Student Services					
Activity	All						
Location	All						
Include Revenue	No						
Commitment Type	All						
Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
6131	Exempt Full Time Staff	60	Labor	92,146.42	96,037.92	0.00	-3,891.50
6132	Non-exempt Full Time Staff	60	Labor	33,067.33	33,067.32	0.00	0.01
6139	University Workstudy	60	Labor	17,500.00	16,343.07	0.00	1,156.93
6140	Graduate Assistants	60	Labor	18,300.00	14,050.00	0.00	4,250.00
6300	Benefits Pool	60	Labor	43,623.70	0.00	0.00	43,623.70
6302	Hospital Insurance	60	Labor	0.00	18,038.22	0.00	-18,038.22
6303	Cancer Insurance	60	Labor	0.00	72.00	0.00	-72.00
6304	Disability Insurance	60	Labor	0.00	410.36	0.00	-410.36
6306	Life Insurance	60	Labor	0.00	428.52	0.00	-428.52
6309	Supplemental Insurance	60	Labor	0.00	144.00	0.00	-144.00
6310	Expense Allowance	60	Labor	0.00	2,400.00	0.00	-2,400.00
6313	Social Security	60	Labor	0.00	10,079.31	0.00	-10,079.31
6314	Teacher Retirement	60	Labor	0.00	15,316.86	0.00	-15,316.86
6316	Compensated Absences	60	Labor	0.00	3,485.80	0.00	-3,485.80
6318	Remission of Fees	60	Labor	0.00	2,701.00	0.00	-2,701.00
6325	Affordable Care Act Tax/Fees	60	Labor	0.00	164.11	0.00	-164.11
700	Expense Pool	70	Expenses	12,446.00	0.00	0.00	12,446.00
7005	Supplies	70	Expenses	0.00	3,379.02	0.00	-3,379.02
7016	Postage	70	Expenses	0.00	556.39	0.00	-556.39
7020	Meals	70	Expenses	0.00	35.28	0.00	-35.28
7031	Plays and Performances	70	Expenses	7,295.00	1,249.75	0.00	6,045.25
7058	Food Purch Conf and Evnt	70	Expenses	0.00	988.94	0.00	-988.94
7059	Entertainment	70	Expenses	0.00	-250.00	0.00	250.00
7062	Brochures and Advertising	70	Expenses	0.00	150.00	0.00	-150.00
7097	Printing-Copying	70	Expenses	0.00	691.28	0.00	-691.28
7435	Interviews and Recruiting	70	Expenses	0.00	150.00	0.00	-150.00
7501	Non Capitalized Equipment	70	Expenses	0.00	7,792.26	0.00	-7,792.26
7626	Schol-Student Assistant	70	Expenses	7,824.00	7,824.00	0.00	0.00
Report Total (of all records)				232,202.45	235,305.41	0.00	-3,102.96

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:

Query View	Budget Quick Query						
Fiscal period start date	10/01/2017						
Fiscal period end date	09/30/2018						
As of Date	02/26/2019						
Currency	USD						
Query Parameters							
Chart of Accounts	U	UNA University Chart					
Fund	110000	General Fund					
Organization	80222	Student Engagement					
Account	All						
Program	STU	Student Services					
Activity	All						
Location	All						
Include Revenue	No						
Commitment Type	All						
Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
6131	Exempt Full Time Staff	60	Labor	92,146.42	96,037.92	0.00	-3,891.50
6132	Non-exempt Full Time Staff	60	Labor	33,067.33	33,067.32	0.00	0.01
6139	University Workstudy	60	Labor	17,500.00	16,343.07	0.00	1,156.93
6140	Graduate Assistants	60	Labor	18,300.00	14,050.00	0.00	4,250.00
6300	Benefits Pool	60	Labor	43,623.70	0.00	0.00	43,623.70
6302	Hospital Insurance	60	Labor	0.00	18,038.22	0.00	-18,038.22
6303	Cancer Insurance	60	Labor	0.00	72.00	0.00	-72.00
6304	Disability Insurance	60	Labor	0.00	410.36	0.00	-410.36
6306	Life Insurance	60	Labor	0.00	428.52	0.00	-428.52
6309	Supplemental Insurance	60	Labor	0.00	144.00	0.00	-144.00
6310	Expense Allowance	60	Labor	0.00	2,400.00	0.00	-2,400.00
6313	Social Security	60	Labor	0.00	10,079.31	0.00	-10,079.31
6314	Teacher Retirement	60	Labor	0.00	15,316.86	0.00	-15,316.86
6316	Compensated Absences	60	Labor	0.00	3,485.80	0.00	-3,485.80
6318	Remission of Fees	60	Labor	0.00	2,701.00	0.00	-2,701.00
6325	Affordable Care Act Tax/Fees	60	Labor	0.00	164.11	0.00	-164.11
700	Expense Pool	70	Expenses	12,446.00	0.00	0.00	12,446.00
7005	Supplies	70	Expenses	0.00	3,379.02	0.00	-3,379.02
7016	Postage	70	Expenses	0.00	556.39	0.00	-556.39
7020	Meals	70	Expenses	0.00	35.28	0.00	-35.28
7031	Plays and Performances	70	Expenses	7,295.00	1,249.75	0.00	6,045.25
7058	Food Purch Conf and Evnt	70	Expenses	0.00	988.94	0.00	-988.94
7059	Entertainment	70	Expenses	0.00	-250.00	0.00	250.00
7062	Brochures and Advertising	70	Expenses	0.00	150.00	0.00	-150.00
7097	Printing-Copying	70	Expenses	0.00	691.28	0.00	-691.28
7435	Interviews and Recruiting	70	Expenses	0.00	150.00	0.00	-150.00
7501	Non Capitalized Equipment	70	Expenses	0.00	7,792.26	0.00	-7,792.26
7626	Schol-Student Assistant	70	Expenses	7,824.00	7,824.00	0.00	0.00
Report Total (of all records)				232,202.45	235,305.41	0.00	-3,102.96

Budget Quick Query1551211973484

Average: 416.51 Count: 12 Sum: 4,998.08

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

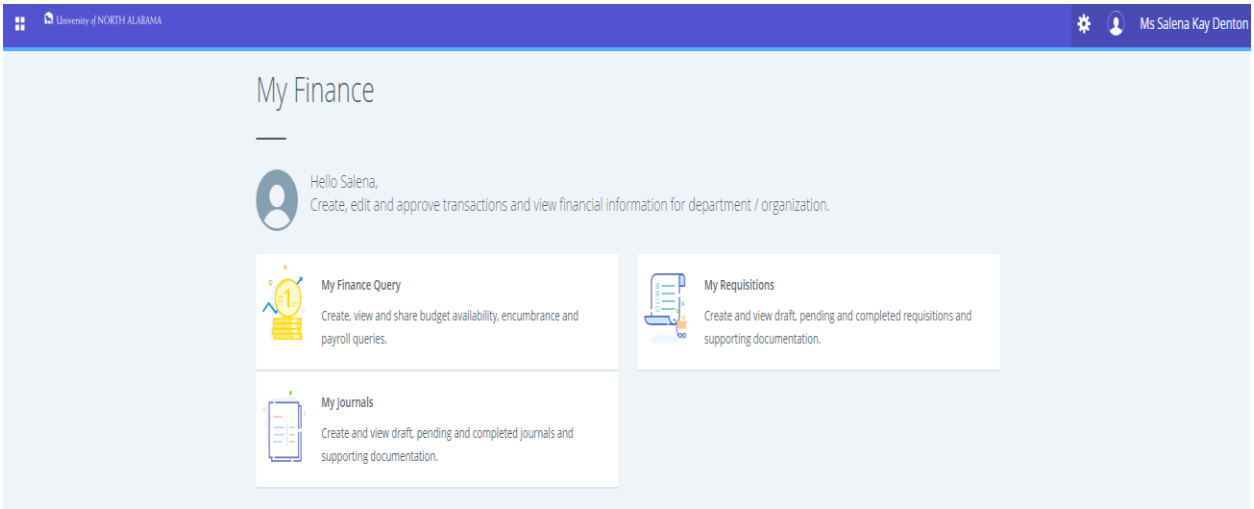
Query View	Budget Quick Query						
Fiscal period start date	10/01/2017						
Fiscal period end date	09/30/2018						
As of Date	02/26/2019						
Currency	USD						
Query Parameters							
Chart of Accounts	U	UNA University Chart					
Fund	110000	General Fund					
Organization	80222	Student Engagement					
Account	All						
Program	STU	Student Services					
Activity	All						
Location	All						
Include Revenue	No						
Commitment Type	All						
Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
6131	Exempt Full Time Staff	60	Labor	92,146.42	96,037.92	0.00	-3,891.50
6132	Non-exempt Full Time Staff	60	Labor	33,067.33	33,067.32	0.00	0.01
6139	University Workstudy	60	Labor	17,500.00	16,343.07	0.00	1,156.93
6140	Graduate Assistants	60	Labor	18,300.00	14,050.00	0.00	4,250.00
6300	Benefits Pool	60	Labor	43,623.70	0.00	0.00	43,623.70
6302	Hospital Insurance	60	Labor	0.00	18,038.22	0.00	-18,038.22
6303	Cancer Insurance	60	Labor	0.00	72.00	0.00	-72.00
6304	Disability Insurance	60	Labor	0.00	410.36	0.00	-410.36
6306	Life Insurance	60	Labor	0.00	428.52	0.00	-428.52
6309	Supplemental Insurance	60	Labor	0.00	144.00	0.00	-144.00
6310	Expense Allowance	60	Labor	0.00	2,400.00	0.00	-2,400.00
6313	Social Security	60	Labor	0.00	10,079.31	0.00	-10,079.31
6314	Teacher Retirement	60	Labor	0.00	15,316.86	0.00	-15,316.86
6316	Compensated Absences	60	Labor	0.00	3,485.80	0.00	-3,485.80
6318	Remission of Fees	60	Labor	0.00	2,701.00	0.00	-2,701.00
6325	Affordable Care Act Tax/Fees	60	Labor	0.00	164.11	0.00	-164.11
700	Expense Pool	70	Expenses	12,446.00	0.00	0.00	12,446.00
7005	Supplies	70	Expenses	0.00	3,379.02	0.00	-3,379.02
7016	Postage	70	Expenses	0.00	556.39	0.00	-556.39
7020	Meals	70	Expenses	0.00	35.28	0.00	-35.28
7031	Plays and Performances	70	Expenses	7,295.00	1,249.75	0.00	6,045.25
7058	Food Purch Conf and Evnt	70	Expenses	0.00	988.94	0.00	-988.94
7059	Entertainment	70	Expenses	0.00	-250.00	0.00	250.00
7062	Brochures and Advertising	70	Expenses	0.00	150.00	0.00	-150.00
7097	Printing-Copying	70	Expenses	0.00	691.28	0.00	-691.28
7435	Interviews and Recruiting	70	Expenses	0.00	150.00	0.00	-150.00
7501	Non Capitalized Equipment	70	Expenses	0.00	7,792.26	0.00	-7,792.26
7626	Schol-Student Assistant	70	Expenses	7,824.00	7,824.00	0.00	0.00
Report Total (of all records)				232,202.45	235,305.41	0.00	-3,102.96

Budget Quick Query1551211973484

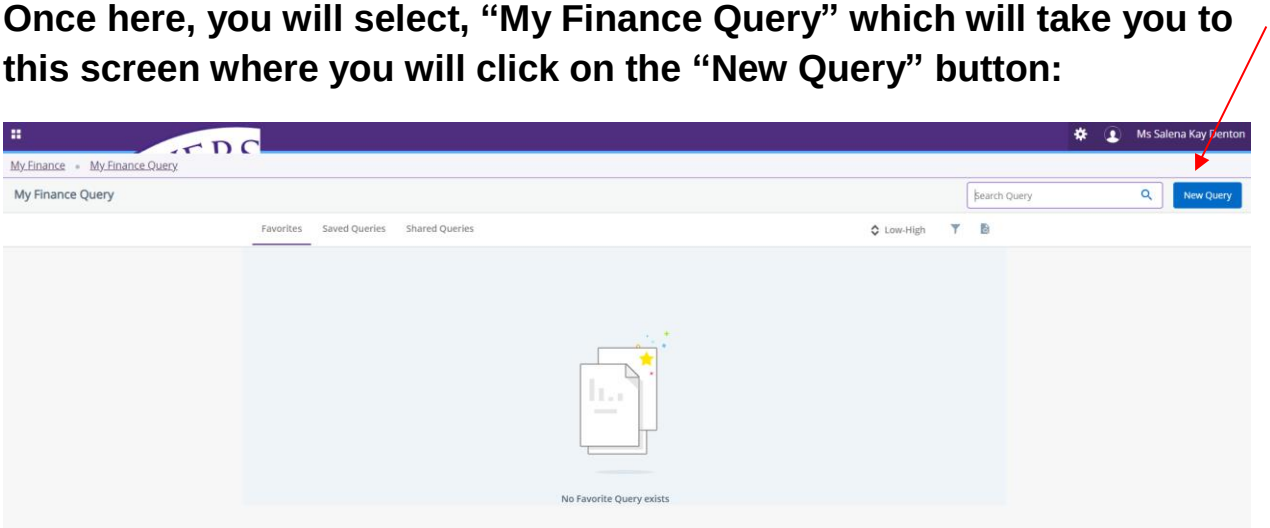
Average: 416.51 Count: 12 Sum: 4,998.08

ORGANIZATIONAL HIERARCHY QUERY

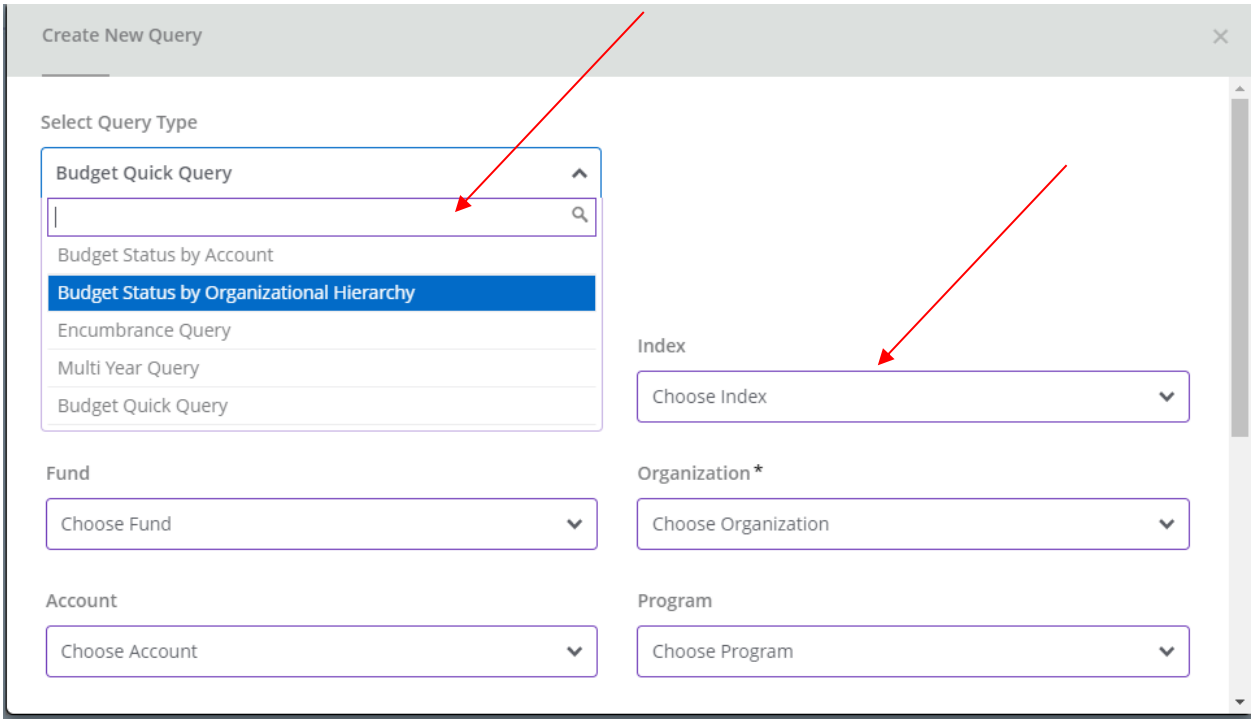
****Another type of Budget Query is an Organizational Hierarchy Query. This type of query is the easiest and quickest means of answering the "how much is available to spend" question. You would begin by first logging into portal as you normally would and selecting the Banner Self-Service Option for Finance. You should get the following screen:**



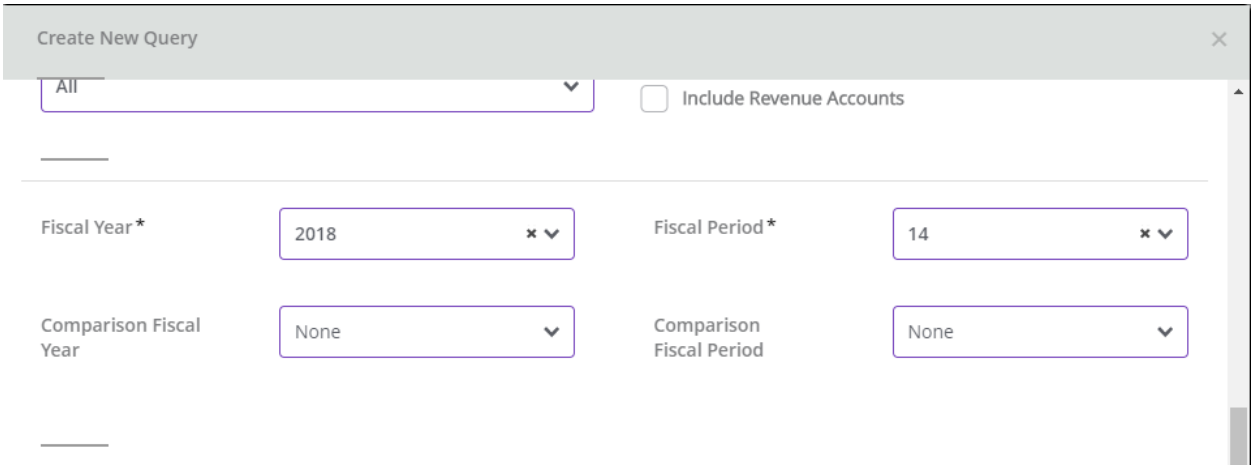
Once here, you will select, "My Finance Query" which will take you to this screen where you will click on the "New Query" button:



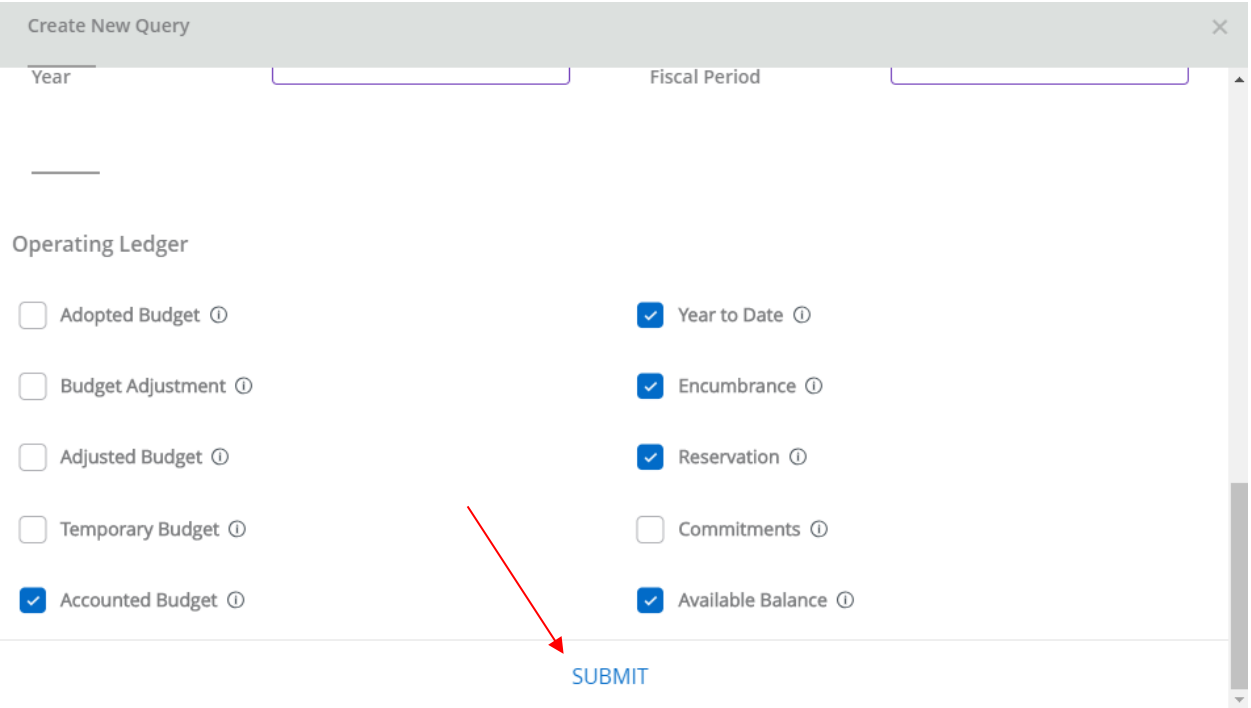
You should now be able to see the "Organizational Hierarchy" option. Select this option and input your "Index"



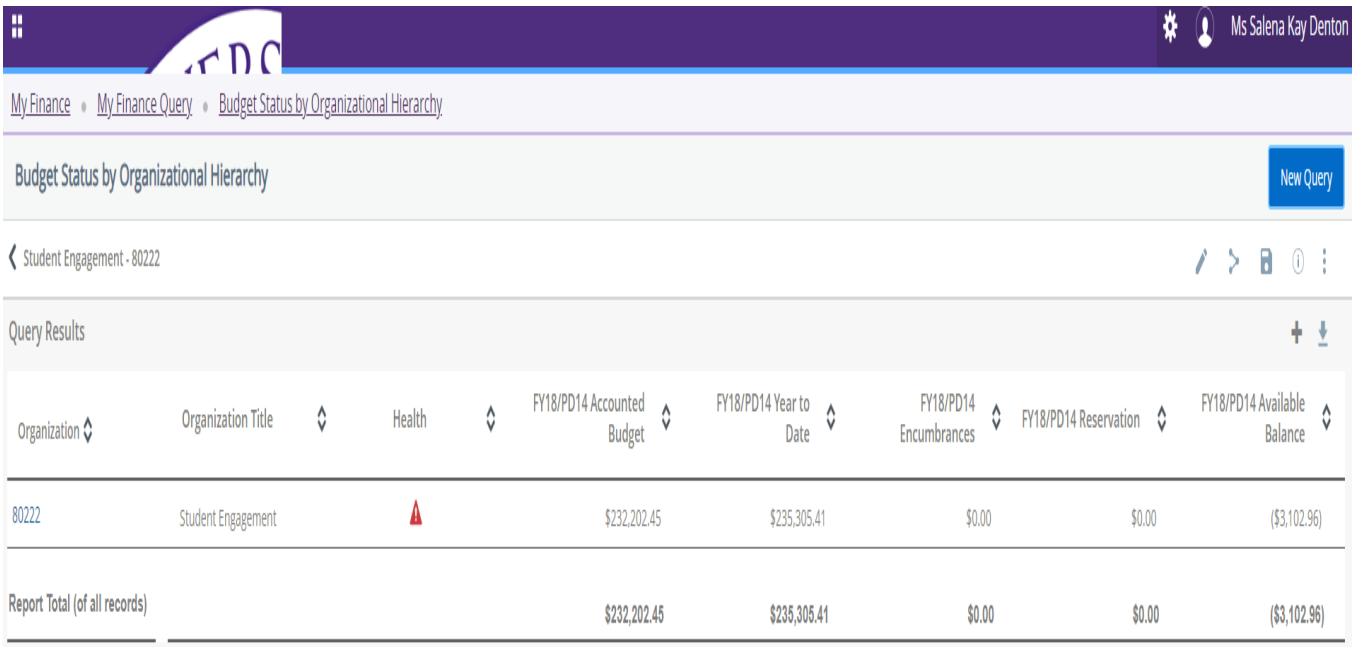
Now, scroll to the bottom and be certain that the "Include Revenue Accounts" field is <u>NOT</u> selected. Input the Fiscal Year and either input or select Fiscal Period "14". <u>THE FISCAL PERIOD should always be 14 in order to view all activity for the current fiscal year.</u>



Scroll further and select the following Operating Ledger fields and select "Submit":

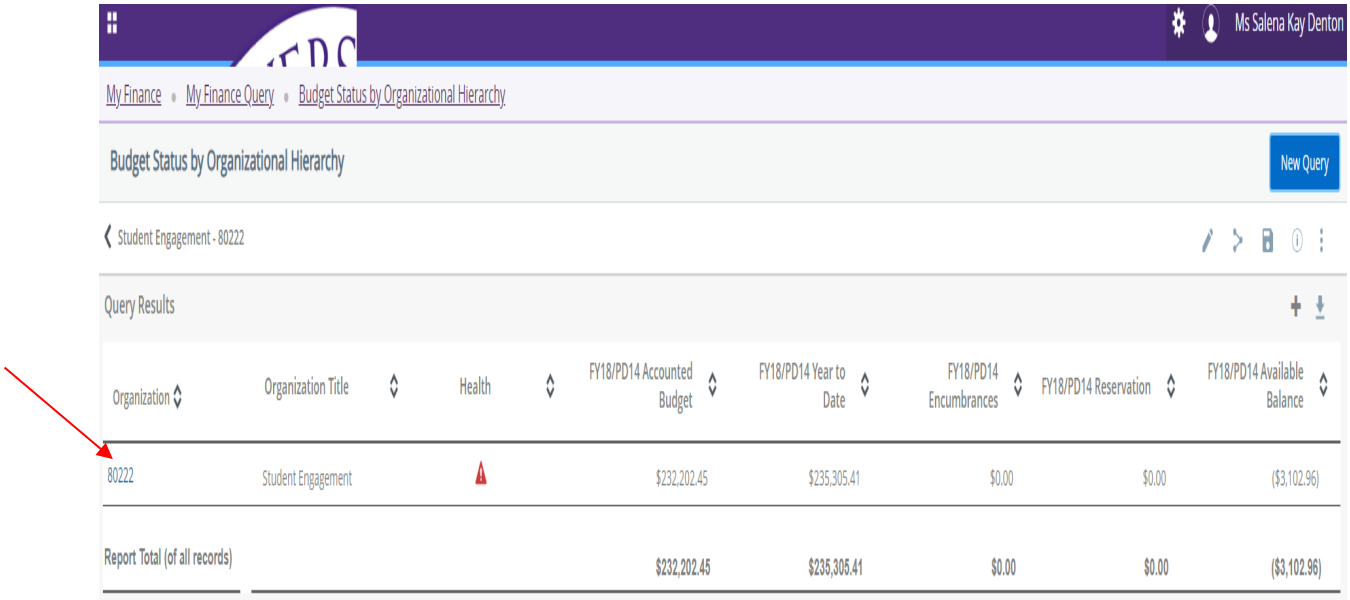


You will now see a "roll up" view of your budget:

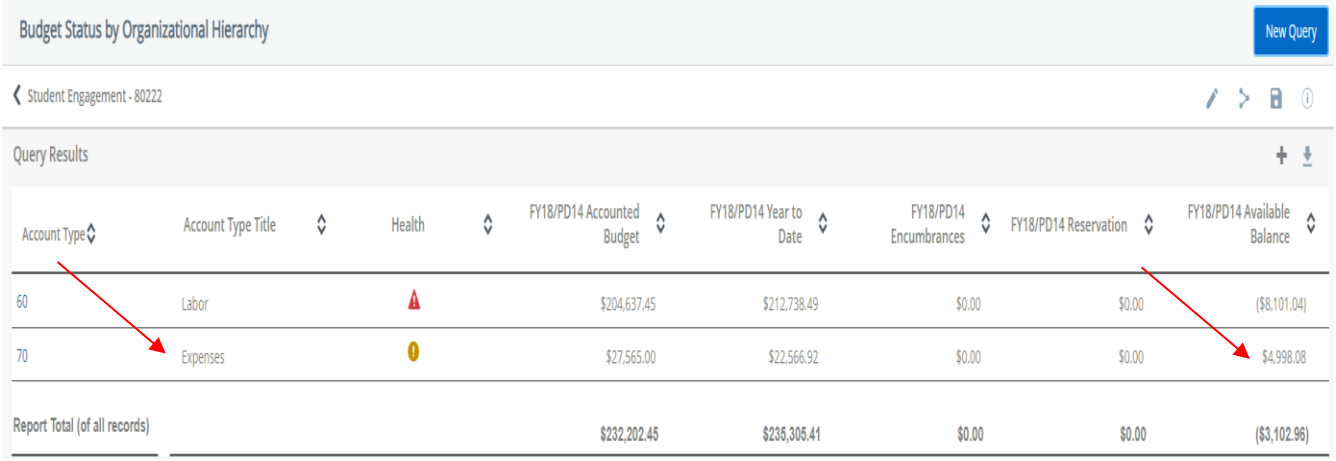


Organization	Organization Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
80222	Student Engagement		$232,202.45	$235,305.41	$0.00	$0.00	($3,102.96)
Report Total (of all records)			$232,202.45	$235,305.41	$0.00	$0.00	($3,102.96)

Click on the "Organization Code" to expand the budget activity as needed:



You can now view the budget by account type categories such as Labor and Expense. <u>The amount in the "Available Balance" column is the current amount that can be spent per Account Type.</u> For instance, in this example, the amount available for expenses is $4,998.08.



If you have further questions as to how this total was derived, you can drill down further by clicking on the Account Type of your choosing:

Budget Status by Organizational Hierarchy

New Query

Student Engagement - 80222

Query Results

Account Type	Account Type Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
60	Labor		$204,637.45	$212,738.49	$0.00	$0.00	($8,101.04)
70	Expenses		$27,565.00	$22,566.92	$0.00	$0.00	$4,998.08
Report Total (of all records)			$232,202.45	$235,305.41	$0.00	$0.00	($3,102.96)

You would then see the following. If you still require additional information, you would select Account Type again to see further detail:

Budget Status by Organizational Hierarchy

New Query

Student Engagement - 80222

Query Results

Account Type	Account Type Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
71	Supplies and Other		$19,741.00	$6,800.66	$0.00	$0.00	$12,940.34
74	Travel		$0.00	$150.00	$0.00	$0.00	($150.00)
75	Capital Assets		$0.00	$7,792.26	$0.00	$0.00	($7,792.26)
76	Scholarships		$7,824.00	$7,824.00	$0.00	$0.00	$0.00
Report Total (of all records)			$27,565.00	$22,566.92	$0.00	$0.00	$4,998.08

Selecting Account Type 71, “Supplies and Other” would provide the following:

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

New Query

Student Engagement - 80222

Query Results

Account	Account Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
700	Expense Pool		$12,446.00	$0.00	$0.00	$0.00	$12,446.00
7005	Supplies		$0.00	$3,379.02	$0.00	$0.00	($3,379.02)
7016	Postage		$0.00	$556.39	$0.00	$0.00	($556.39)
7020	Meals		$0.00	$35.28	$0.00	$0.00	($35.28)
7031	Plays and Performances		$7,295.00	$1,249.75	$0.00	$0.00	$6,045.25
7058	Food Purch Conf and Evnt		$0.00	$988.94	$0.00	$0.00	($988.94)
7059	Entertainment		$0.00	($250.00)	$0.00	$0.00	$250.00
7062	Brochures and Advertising		$0.00	$150.00	$0.00	$0.00	($150.00)
7097	Printing-Copying		$0.00	$691.28	$0.00	$0.00	($691.28)

Each Account Type can now be selected, if required.

Budget Status by Account

Student Engagement - 80222

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
11/30/2017	11/29/2017	J0032986	SKD Nov 2017 Postage Charges	$0.46	JE16
06/19/2018	06/19/2018	I0161993	US Postal Service	$300.00	INEI
06/20/2018	06/20/2018	00719987	US Postal Service	$0.00	DNEI
06/30/2018	06/25/2018	J0034083	SKD JUN 18 Postage Charges	$2.97	JE16
08/31/2018	09/13/2018	J0034598	SKD AUG 18 POSTAGE CHARGES	$252.96	JE16
Report Total (of all records)				$556.39	