The background of the slide is a photograph of a university campus. On the right side, there is a large, multi-story brick building with many windows. A large, leafy green tree stands in front of the building, partially obscuring it. A wide, paved walkway leads from the foreground towards the building's entrance. The sky is clear and blue.

# **HOW TO VIEW YOUR FEDERAL WORK STUDY BUDGET**

**University of North Alabama**

**Auditing and Finance**

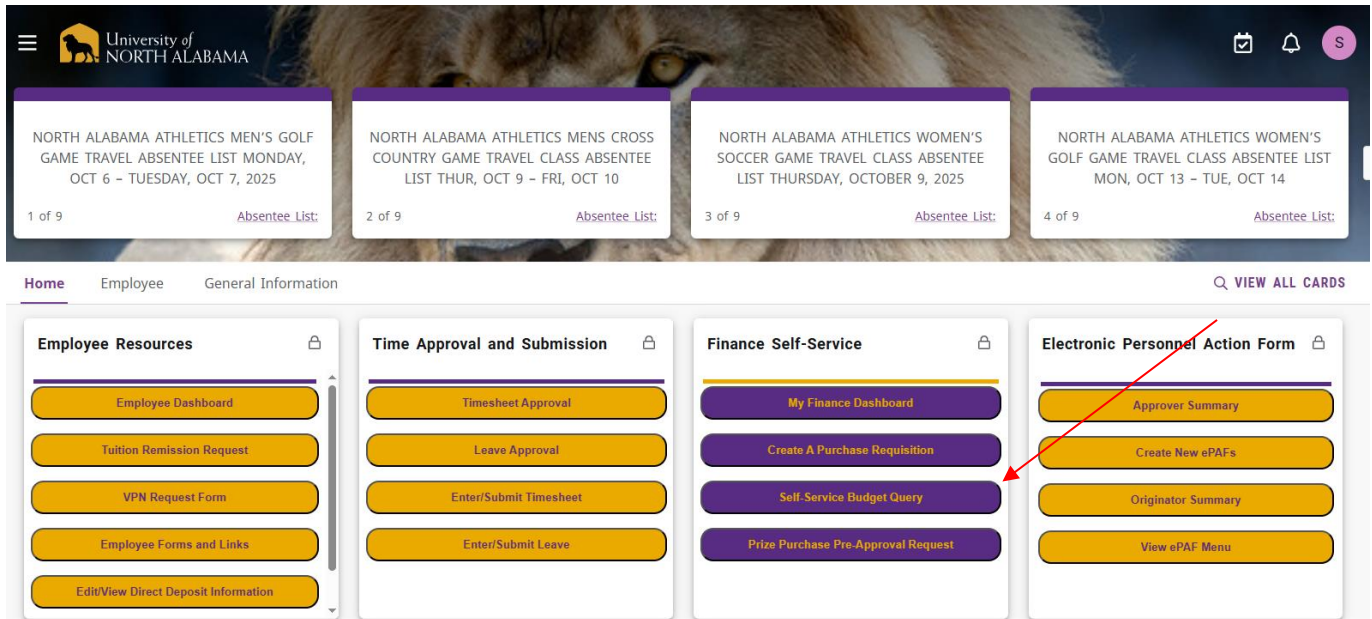
**Salena Denton-Jarmon**

**(256)765-4699**

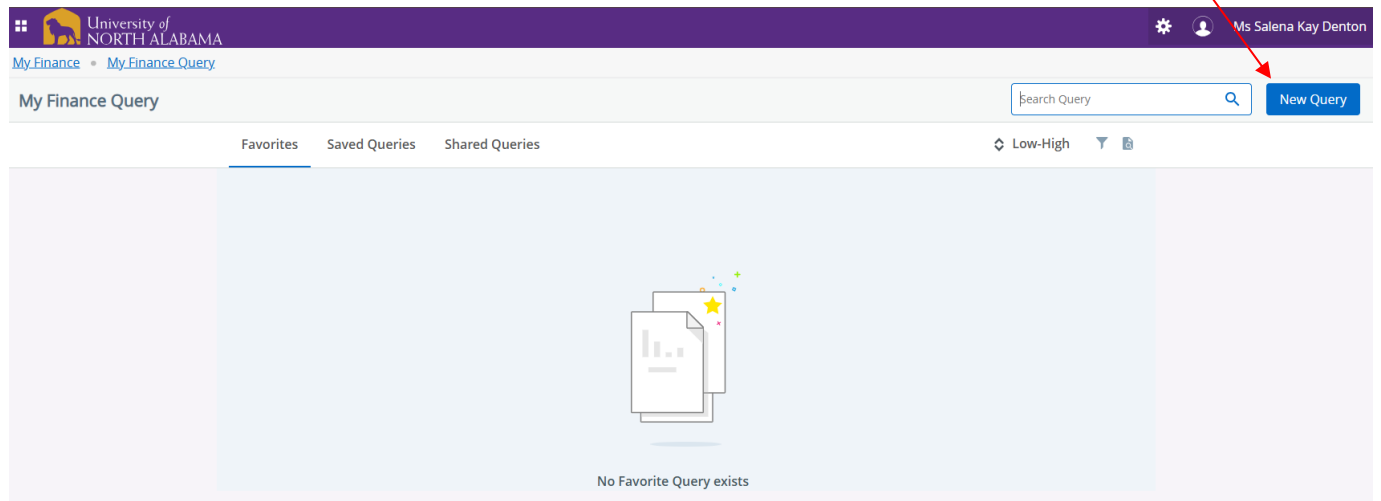
**[skdenton@una.edu](mailto:skdenton@una.edu)**

The process of viewing your Federal Work Study Budget is a bit different than that of viewing your Auxiliary or General Fund Budget. Typical budget queries are driven by a numeric “index”; however, Federal Work Study Budgets are driven by an acronym unique to your specific area/department. Below are the steps to querying this type of budget.

1. Log in to your UNA Portal.
2. Select “Self Service Budget Query”



3. Select “New Query”



4. A pop-up screen will appear that will allow you to enter **your** unique Federal Work Study Budget Acronym. For demonstration purposes only, this tutorial will utilize the acronym for the University Success Center. You will need to select “Budget Status by Account” as your Query Type, and enter the acronym in the “Index” field of the query:

Create New Query

Select Query Type

Budget Status by Account

Values

Chart\*

U UNA University Chart

Fund (will auto populate based on index chosen above)

210916 Fed Wksty 25-26

Account

6141 Federal Workstudy

Activity

Do Not Use

Index

UASFWS Fed W/S University Success Ce...

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

40008 UNA Career Center

Program

SCH Scholarships

Location

Do Not Use

5. Scroll down to the bottom of the query and enter the Fiscal Year of your choosing and enter “14” for the Fiscal Period. In the “Operating Ledger” choices, you will need to select “Accounted Budget” and then select each of the options on the right side.

Create New Query

Fiscal Year \*

2025

x v

Fiscal Period \*

14

x v

Comparison Fiscal Year

None

v

Comparison Fiscal Period

None

v

Operating Ledger

☐ Adopted Budget ⓘ

☐ Budget Adjustment ⓘ

☐ Adjusted Budget ⓘ

☐ Temporary Budget ⓘ

☒ Accounted Budget ⓘ

☒ Year to Date ⓘ


☒ Encumbrance ⓘ

☒ Reservation ⓘ

☒ Commitments ⓘ



☒ Available Balance ⓘ

6. Click “Submit”
7. The following screen should appear. It will outline the Federal Work Study budget (“Accounted Budget”) that you have been allotted for the time period that you selected within your query, as well as the amount that has already been spent from this budget (“Year to Date”). The “Available Balance” is the amount that remains to spend through the end of the period that you selected.



University of

NORTH ALABAMA








Ms Salena Kay Denton

[My Finance](#)
[My Finance Query](#)
[Budget Status by Account](#)

Budget Status by Account

New Query


[UNA Career Center - 40008](#)

Query Results

+

Download

Account	Account Title	Health	FY25/PD14 Accounted Budget	FY25/PD14 Year to Date	FY25/PD14 Encumbrances	FY25/PD14 Reservation	FY25/PD14 Commitments	FY25/PD14 Available Balance
6141	Federal Workstudy		\$8,000.00	\$1,882.75	\$0.00	\$0.00	\$0.00	\$6,117.25

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