To access the Self Service Web Site go to your UNA portal.

Click the “Self-Service Banner” tab.

Click the “Finance” tab.

After entering the Finance screen, you will see several options. These options may vary according to the user’s assigned level of security and system access. Some available options are:

- **Budget Queries**, Encumbrance Query, Requisition, Approve Documents, View Document, Budget Transfer, Multiple Line Budget Transfer

This manual covers Budget Queries only. Additional manuals will be distributed at a future date to cover other options.
There are three types of Budget Queries.

1) Budget Quick Query
2) Budget Status by Account
3) Budget Status by Organizational Hierarchy

1) Budget Quick Query

The Quick Query allows the user to view simplified budget information for one organization or fund as of the date the query is run. When selecting a Budget Quick Query, the process and results are simplified. The feature of drilling down to detail transactions is NOT available.

To create the Quick Budget Query, click on “Budget Queries”.

Make sure that Budget Quick Query is selected and appears in the box to the right of “type”.

Next, click “Create Query”.

Note: Once you have your parameters set up, you may save your query and click “Retrieve Query”
The screen to select the parameters for the query will appear next. The columns are pre-selected, and are Adjusted Budget, Year to Date/Inception Date, Commitments, and Available Balance.

1. Enter “U” in CHART OF ACCOUNTS
2. Enter your index in INDEX
3. Click on “Submit Query”
4. The Fund, Org, and Program will automatically fill in.
5. Click “Submit Query” a second time.
This screen should appear with your query results.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Adjusted Budget Year to Date Commitments Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6832</td>
<td>Non-Exempt Full Time Staff</td>
<td>2,871.46 3,442.24 6.89 25,428.76</td>
</tr>
<tr>
<td>6300</td>
<td>Benefits Pool</td>
<td>9,983.00 0.00 0.00 9,983.00</td>
</tr>
<tr>
<td>6302</td>
<td>Hospital Insurance</td>
<td>0.00 500.91 0.00 (500.91)</td>
</tr>
<tr>
<td>6303</td>
<td>Cancer Insurance</td>
<td>0.00 0.00 0.00 (9.00)</td>
</tr>
<tr>
<td>6313</td>
<td>Social Security</td>
<td>0.00 263.86 0.00 (263.86)</td>
</tr>
<tr>
<td>6314</td>
<td>Teacher Retirement</td>
<td>0.00 404.48 0.00 (404.48)</td>
</tr>
<tr>
<td>700</td>
<td>Expense Pool</td>
<td>8,145.80 0.00 0.00 8,145.80</td>
</tr>
<tr>
<td>7015</td>
<td>Supplies-Stores Inventory</td>
<td>0.00 (2,893.06) 11,612.50 (9,019.42)</td>
</tr>
<tr>
<td>7067</td>
<td>Telephone</td>
<td>138.00 11.50 0.00 126.50</td>
</tr>
<tr>
<td>7068</td>
<td>Coping-Backcharge</td>
<td>(14,006.00) (3,213.00) 0.00 (16,219.00)</td>
</tr>
</tbody>
</table>

Report Total (of all records): (33,146.99) (78.80) (11,612.50)
2) Budget Status by Account

Budget Status by Account allows for the look up of budget information for one organization or grant. It does not allow for hierarchy roll up, but is the quickest way to get details on transactions.

Make sure that Budget Status by Account is selected in the box to the right of “Type”.

Next, click “Create Query”.

Click on the column headings to appear in the query based upon the definitions contained on the next page.

Click “Continue” to see definitions of each query.
Adopted Budget: Original budget allocation provided at the beginning of the fiscal year.

Budget Adjustment: Any additions or reductions made to the budget since the original allocation. This includes both permanent and temporary adjustments.

Adjusted Budget: Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. Details on actual transactions can be obtained by “drilling” down on this field.

Temporary Budget: Adjustments done in the current year that are temporary in nature. These will not roll over into a new year.

Accounted Budget: Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. This is a system-generated column, which does not allow for “drilling down” to details.

Year to Date: Year-to-date budget activity. Represents actual expenditures posted. (For a Grant Inception Date Query, this column will be titled Grant Inception to Date).

Encumbrances: Generated by purchase orders, and salary encumbrances. This represents funds committed for future payments.

Reservation: Setting aside of budget. Generated by purchase requisitions. Requisitions remain a Reservation until converted to a purchase order.

Commitments: Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances.

Available Balance: Remaining Budget left to spend: =Total Budget +/- Commitments +/- Year to Date.

(Note: The sample shown reflects appropriate selections for most departments).
At the top of the screen (surrounded by red oval), enter the query parameters based upon the descriptions provided for each field:

**Fiscal Year:** Represents the University’s fiscal year from October 1 to September 30. For Example “2008” relates to the year starting October 1, 2007 and ending September 30, 2008. **Note:** The Banner system begins with fiscal year 2008. Therefore, no information for fiscal years prior to 2008 will be available on the system.

**Fiscal Period:** Represents the number of the fiscal month to query. **YOU MUST SELECT PERIOD 14 IN ORDER TO VIEW YEAR TO DATE ACTIVITY.** **Note:** The University fiscal year starts in October (not January). To query the month of November enter “2” in this field. The Banner Finance Self Service module queries on all transactions prior to and including the period indicated. It is not possible to capture a single month in the Self Service module.

**Comparison Fiscal Year:** Banner enables the comparison of budget activity between two fiscal years. **Note:** Information in the Banner system begins with fiscal year 2008. Comparisons to other years will not be available until fiscal year 2009.

**Comparison Fiscal Period:** Banner enables the comparison of budget activity between two fiscal periods. Enter the fiscal months to compare. Comparisons can be made between fiscal years and fiscal periods, or between different fiscal periods in one year.

**Commitment Type:** Should always be “ALL”
• Enter ‘U’ in the ‘chart of accounts field’
  Enter the ‘index’ number to query

• Click ‘Submit Query’. This will default the Fund, Org, and Program fields in the FOAP.
  The Banner FOAP can also be entered in the appropriate fields.
  To retrieve grant inception to date information, enter the grant code (fund code with a G in front) in the grant field.

  Further Explanation of the fields in the query form follows...

Chart of Accounts: ‘U’ represents the University.

Index: Tied to a specific department. This is a ‘shortcut’ to the basic FOAP for a budget. Enter the index number then click Submit Query to default the Fund, Organization, and Program Field.

Fund: Represents the source of the Funds. The Fund code will default when the Index is used.

Activity: Not used by UNA

Organization: Departmental entity or budgetary unit responsible and accountable for the transactions. The Organization Code will default when the Index is used.

Location: Not used by UNA

Grant: Grant identification number. Only required when viewing Grant Inception to Date Information. The Grant Code (Fund code with a G in front) must be entered to view inception to date information.
Fund Type: Fund Type can be used to query budget information for a specific organization using only one hierarchy source of funds.

Account: Describes the nature of expenditures, Labor, Revenues, and Direct Expenditures. This code can be used to query on transactions occurring in specific account codes. To view activity in a specific account code, type the account code in this field.

Account Type: Higher-level category of account if rollup or consolidation is desired. This gives summary information that can be “drilled down” to view greater detail of a transaction.

Program: Program Code describes the function reporting classification for tracking the use of funds. The Program code will default when the Index is used.

Include Revenue Accounts: Leave this field unchecked if you are viewing a 5 character index. The available balances are calculated using budgets, not revenue. Check this field if you are querying a 6 character index, which includes revenue accounts.

Once all the parameters are populated, click ‘submit query’.

Once you’ve submitted the query, a new screen will appear with a report of the individual query results:
The report includes all the account codes that have had any activity as of the budget period and fiscal year requested, along with their descriptions. The columns displayed reflect the information selected to view on the previous screen(s).

All financial information is grouped in summary format by account code. Users may obtain increasing levels of detail by double clicking on an item that is blue.
In the example, the blue amount in the telephone row is clicked. This will list all the transactions and documents that have occurred in this account code during the time period designated for the query.

When double clicked, the telephone item appears as follows:

Double clicking on the ‘Document Code’ provides more supporting detail as noted on the next screen:
By continuing to click on the blue items in “Document Code”, you ultimately reach the lowest level of detail:

Note: The first characters of a document code identify the type of document:

- **R**: Requisition
- **P**: Purchase Order
- **E**: Encumbrance
- **I**: Invoice
- **J**: Journal Voucher
- **F**: Feed
3) Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy is the best option to see details and full roll up by expense category.

Make sure that Budget Status by Organizational Hierarchy is selected in the box to the right of “Type”.

Next, click “Create Query”.

The following screen should appear:

Click on the column headings you want to see in the query.

See the column definitions on the next page.
(Note: The sample shown reflects appropriate selections for most departments).

**Adopted Budget:** Original budget allocation provided at the beginning of the fiscal year.

**Budget Adjustment:** Any additions or reductions made to the budget since the original allocation. This includes both permanent and temporary adjustments.

**Adjusted Budget:** Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. Details on actual transactions can be obtained by “drilling” down on this field.

**Temporary Budget:** Adjustments done in the current year that are temporary in nature. These will not roll over into a new year.

**Accounted Budget:** Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. This is a system-generated column, which does not allow for “drilling down” to details.

**Year to Date:** Year-to-date budget activity. Represents actual expenditures posted. (For a Grant Inception Date Query, this column will be titled Grant Inception to Date).

**Encumbrances:** Generated by purchase orders, and salary encumbrances. This represents funds committed for future payments.

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**Commitments:** Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances.

**Available Balance:** Remaining Budget left to spend: =Total Budget +/- Commitments +/- Year to Date.
Enter the query parameters based upon the descriptions provided for each field:

**Fiscal Year:** Represents the University’s fiscal year from October 1 to September 30. For Example “2008” relates to the year starting October 1, 2007 and ending September 30, 2008. **Note:** The Banner system begins with fiscal year 2008. Therefore, no information for fiscal years prior to 2008 will be available on the system.

**Fiscal Period:** Represents the number of the fiscal month to query. **You must select period 14 to view all transactions for the current fiscal year.** **Note:** The University fiscal year starts in October (not January). To query the month of November enter “2” in this field. The Banner Finance Self Service module queries on all transactions prior to and including the period indicated. It is not possible to capture a single month in the Self Service module.

**Comparison Fiscal Year:** Banner enables the comparison of budget activity between two fiscal years. **Note:** Information in the Banner system begins with fiscal year 2008. Comparisons to other years will not be available until fiscal year 2009.

**Comparison Fiscal Period:** Banner enables the comparison of budget activity between two fiscal periods. Enter the fiscal months to compare. Comparisons can be made between fiscal years and fiscal periods, or between different fiscal periods in one year.

**Commitment Type:** Should always be “ALL”
For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

- Enter ‘U’ in the ‘chart of accounts field’
  - Enter the ‘Index’ number to query
- Click ‘Submit Query’. This will default the Fund, Org, and Program fields in the FOAP. The Banner FOAP can also be entered in the appropriate fields.

Once all the parameters are populated, click ‘submit query’.

Budget Queries
Further Explanation of the fields in the query form follows...

Chart of Accounts: ‘U’ represents the University.

Index: Tied to a specific department. This is a ‘shortcut’ to the basic FOAP for a budget. Enter the index number then click Submit Query to default the Fund, Organization, and Program Field.

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Activity: Not used by UNA

Organization: Departmental entity or budgetary unit responsible and accountable for the transactions. The Organization Code will default when the Index is used.

Location: Not used by UNA

Grant: Grant identification number. Only required when viewing Grant Inception to Date Information. The Grant Code (Fund code with a G in front) must be entered to view inception to date information.

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Account: Describes the nature of expenditures, Labor, Revenues, and Direct Expenditures. This code can be used to query on transactions occurring in specific account codes. To view activity in a specific account code, type the account code in this field.

Account Type: Higher-level category of account if rollup or consolidation is desired. This gives summary information that can be “drilled down” to view greater detail of a transaction.

Program: Program Code describes the function reporting classification for tracking the use of funds. The Program code will default when the Index is used.

Include Revenue Accounts: Leave this field unchecked if you are viewing a 5 character index. The available balances are calculated using budgets, not revenue. Check this field if you are querying a 6 character index, and want to see your revenue, however, the expense roll up figures are clearer if you leave this unchecked and look at your revenue separately.
Below is an example of INDEX 162516. Notice the highlighted 80222. Click it to see more detail.

You will now see major account types, 60-Labor, 70-Expenses, 80-Transfers. Note Available Balance

Click on 70, and you will now see the next level of account types.
The Available Balance for Each Account type is located to the far Right.
Click on 71 to see more detail for account type 71 (Supplies & Maintenance)

### Organization Budget Status Report
#### By Account Type
**Period Ending Sep 30, 2008**
**As of Mar 03, 2008**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>FY08/PD14 Adjusted Budget</th>
<th>FY08/PD14 Year to Date</th>
<th>FY08/PD14 Encumbrances</th>
<th>FY08/PD14 Reservations</th>
<th>FY08/PD14 Commitments</th>
<th>FY08/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>71 Supplies and Maintenance</td>
<td>6,500.00</td>
<td>3,240.84</td>
<td>323.00</td>
<td>0.00</td>
<td>323.00</td>
<td>2,936.1t</td>
</tr>
<tr>
<td>73 Utilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>74 Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75 Capital Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>76 Scholarships</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79 Retirement of Indebtedness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the Year to Date figure of $2126.82 for Supplies.

Now all the accounts with activity will be listed.
All the Documents shown in the detail behind the budgets can be identified by the first letter:
R – Requisition
P - Purchase Order
E – Encumbrance
I – Invoice
J – Journal Voucher
F – Feed

The list you see is all documents that make up the total PAID year to date.
Click on Document Code I0006318 to Sodexho for $496.57

Note the Purchase order Number, referenced at the bottom of the screen, used to pay the invoice.

You can click on either highlighted document to get additional details if desired.
### Invoice Header

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Sub#</th>
<th>Purchase Order</th>
<th>Invoice Data</th>
<th>Trans Date</th>
<th>Payment Due</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10006318</td>
<td>1</td>
<td>P0002071</td>
<td>Feb 08, 2008</td>
<td>Feb 21, 2008</td>
<td>Feb 21, 2008</td>
<td>496.57</td>
</tr>
</tbody>
</table>

- Complete: Y
- Approved: Y
- Vendor Inv: MULTIPLE
- Open Paid: N
- Hold: N
- Suspending: N
- Recurring: Yes
- Tax Id: 1099 Vendor: N
- Income Type: Document Level

**Vendor Information:**
- L00000182 Sodexo Inc and Affiliates
- UNA Box 5069
- One Harrison Plaza Guilford Ctr
- Florence, AL 356320001
- Collects Tax: Collects No Taxes
- Discount Code: 
- Currency: 

### Invoice Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>Rising Star &amp; Contestant dinner with chicken</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Miss UNA lunch in the Loft</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P O Item</th>
<th>U/M</th>
<th>Tax Group</th>
<th>Tol Override</th>
<th>Final Pmt</th>
<th>Last Rcv</th>
<th>Sus pense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered</td>
<td>Accepted Invoiced</td>
<td>Approved</td>
<td>Disc</td>
<td>Addl</td>
<td>Tax</td>
<td>Net</td>
</tr>
<tr>
<td>33</td>
<td>322.00</td>
<td>223.00</td>
<td>323.00</td>
<td>.00</td>
<td>32.00</td>
<td>.00 355.00</td>
</tr>
<tr>
<td>Quantity</td>
<td>Unit Price</td>
<td>Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.5</td>
<td>9.5</td>
<td>313.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Invoice: 094354</th>
<th>Item 2</th>
<th>Vendor Inv Item 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Invoice: 094353</td>
<td>Item 4</td>
<td>Vendor Inv Item 1</td>
</tr>
</tbody>
</table>

Just use your Back arrow to view other account types of this query or to begin another query.