

# BUDGET QUERIES USING INTERNET NATIVE BANNER

(Agency Fund Budgets)

University of North Alabama

Auditing and Finance

(256)765-4699



# Login:

Go to the UNA Website ([www.una.edu](http://www.una.edu))

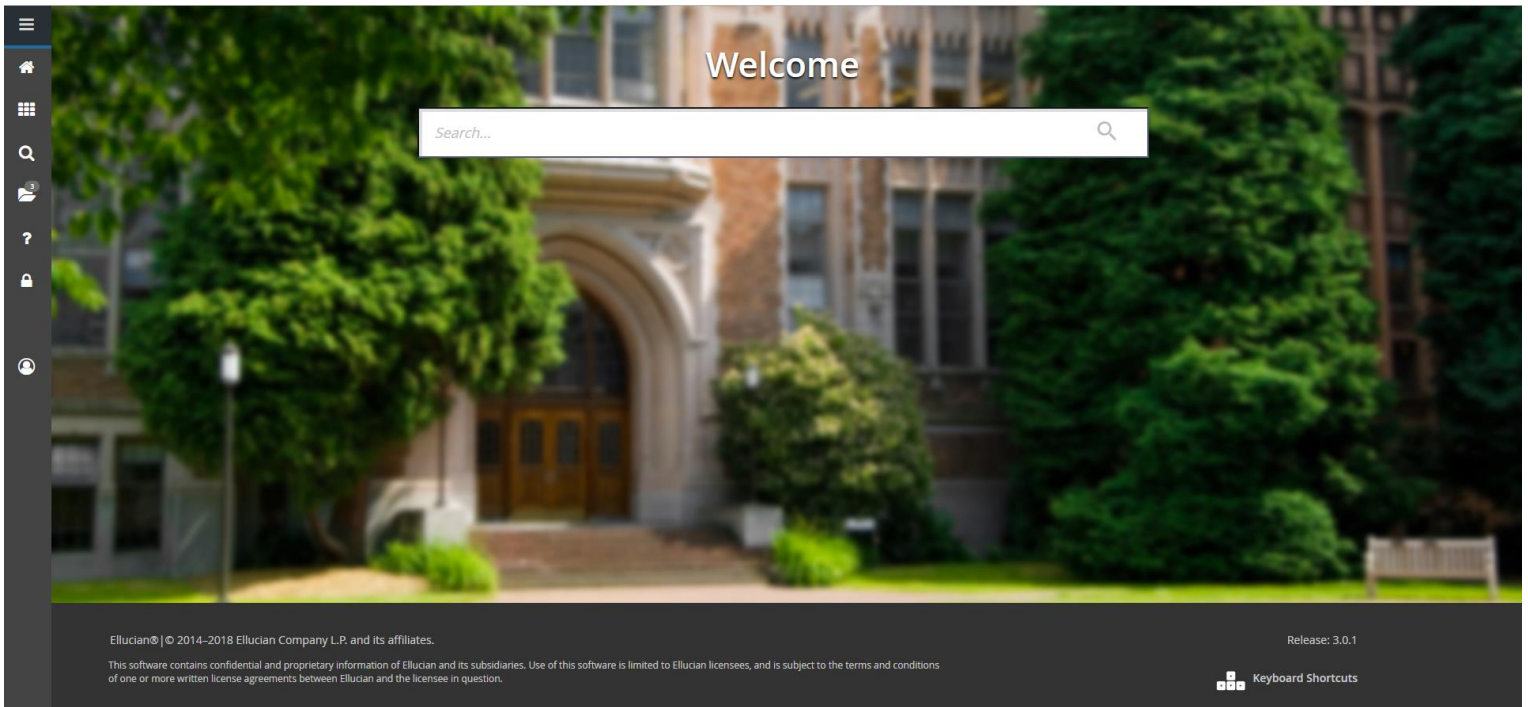
Log into Portal and select “Banner Admin Pages”

The screenshot shows the Banner Admin Portal dashboard for the University of North Alabama. At the top, there is a navigation menu with the UNA logo and a hamburger menu icon. Below the header, there are two notification boxes: one about the summer graduation deadline (June 1st) and another about the withdrawal deadline (May 31st). The main content area is divided into several sections, each with a title and a list of buttons:

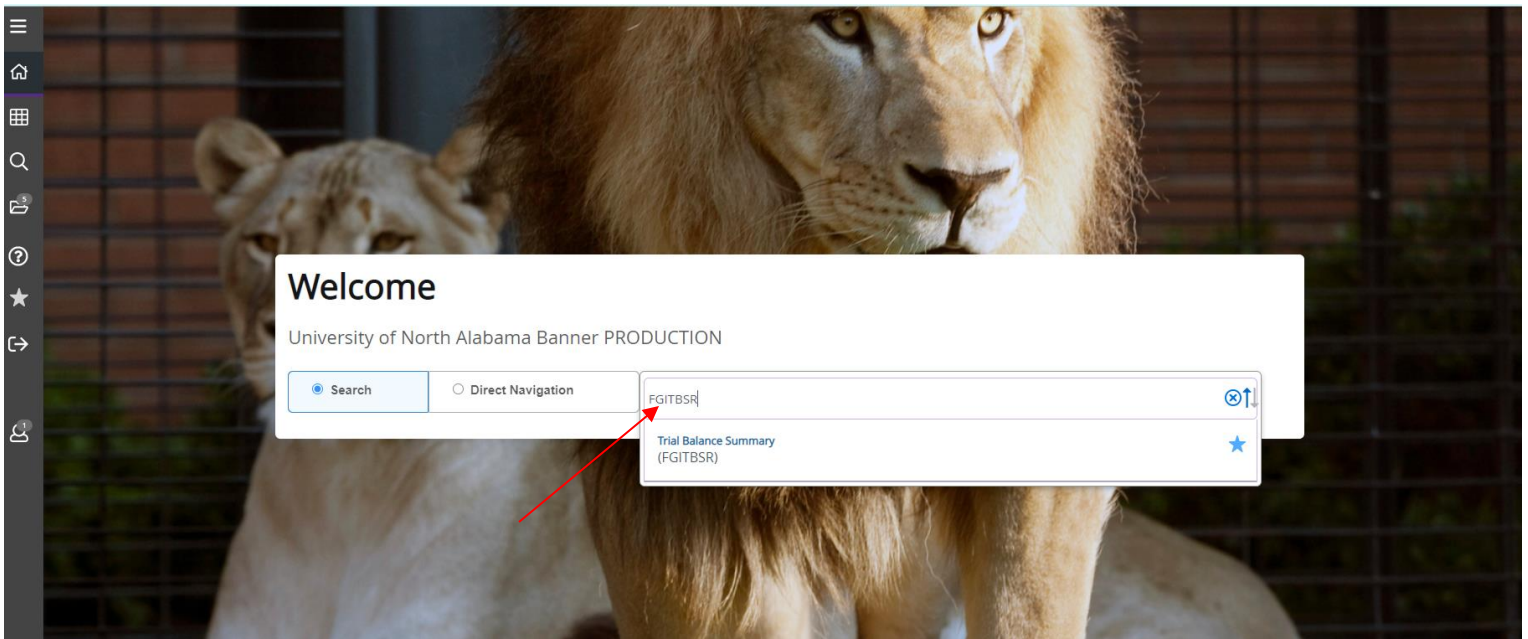
- Employee Resources:** Employee Dashboard, Tuition Remission Request, VPN Request Form, Employee Forms and Links, Edit/View Direct Deposit Information.
- Time Approval and Submission:** Timesheet Approval, Leave Approval, Enter/Submit Timesheet, Enter/Submit Leave.
- Finance Self-Service:** My Finance Dashboard, Create A Purchase Requisition, Self-Service Budget Query, Prior Purchase Pre-Approval Request.
- Electronic Personnel Action Form:** Approver Summary, Create New ePAFs, Originator Summary, View ePAF Menu.
- Banner Admin Pages:** Banner Admin Pages (highlighted with a red arrow). Below the button, there is a note: "Banner Admin Pages is only available from a University-owned and managed device that is connected to the campus network. Please connect to UNA's network prior to attempting to access Banner Admin Pages. Please click the button below to access your Banner Admin Pages account:"
- ARGOS Banner Password:** ARGOS Banner Password. Below the button, there is a note: "In order to run ARGOS reports from Banner, you must set your Banner/ARGOS password separately. Prior to accessing ARGOS for the first time and each time you change your computer UNA Portal password, you must update your password here as well to match. This utility is only available from the campus network. Please connect to UNA's network prior to attempting access. Click the button below to set your Banner/Argos password:"
- Workflow:** Workflow. Below the button, there is a note: "Your Worklist is **ONLY VIEWABLE** inside Workflow. Check often to ensure your tasks have been completed. Click the button below to access your Worklist."
- Personal Information:** Update List Alert, My UNA Parking Portal, Personal Information Profile.

# VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

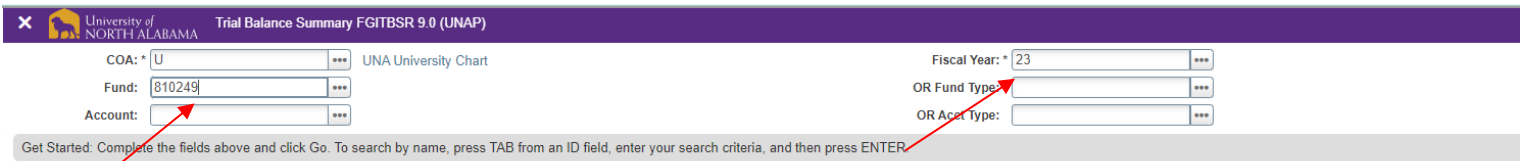
Next, to view the current balance in an Agency Fund, start at this screen:



Once, here you will enter “FGITBSR” and press “Enter”:



You should now be at this screen. Enter the fund number for the designated Agency Fund Account and the appropriate fiscal year “U” for CHART, Enter the appropriate fiscal year and press GO:



University of NORTH ALABAMA Trial Balance Summary FGITBSR 9.0 (UNAP)

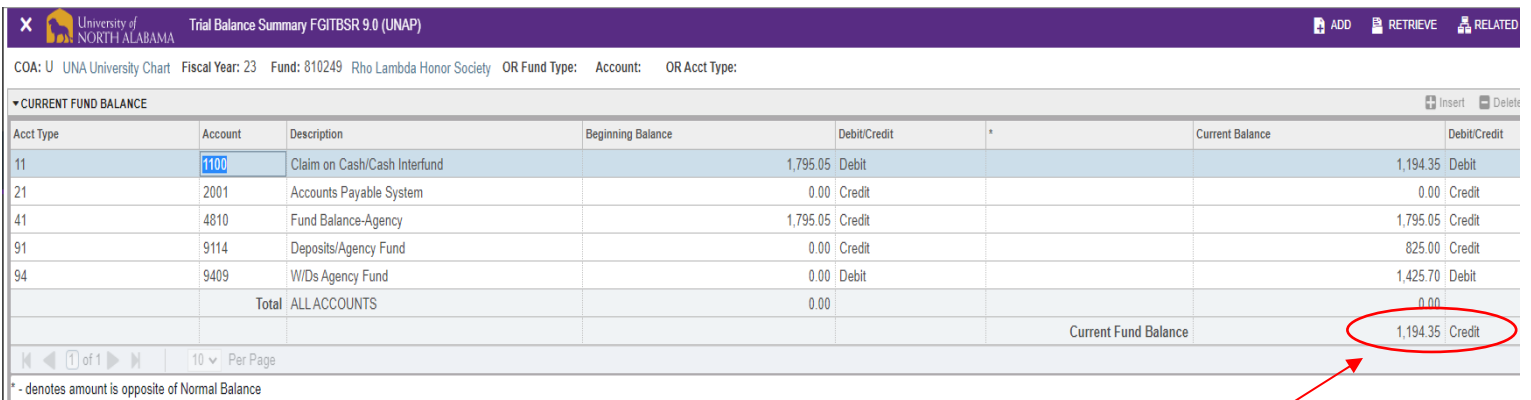
COA: \* U UNA University Chart Fiscal Year: \* 23

Fund: 810249 OR Fund Type: \*

Account: \* OR Acct Type: \*

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER

You should now see the following information:



University of NORTH ALABAMA Trial Balance Summary FGITBSR 9.0 (UNAP)

COA: U UNA University Chart Fiscal Year: 23 Fund: 810249 Rho Lambda Honor Society OR Fund Type: Account: OR Acct Type:

▼ CURRENT FUND BALANCE

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit
11	1100	Claim on Cash/Cash Interfund		1,795.05	Debit		1,194.35 Debit
21	2001	Accounts Payable System		0.00	Credit		0.00 Credit
41	4810	Fund Balance-Agency		1,795.05	Credit		1,795.05 Credit
91	9114	Deposits/Agency Fund		0.00	Credit		825.00 Credit
94	9409	W/Ds Agency Fund		0.00	Debit		1,425.70 Debit
	Total	ALL ACCOUNTS		0.00			0.00
						Current Fund Balance	1,194.35 Credit

\* - denotes amount is opposite of Normal Balance

The bottom of the screen contains a field labeled “Current Fund Balance”. The number listed here is the amount in the fund. If this number is a **CREDIT**, there is money available. If the number is a **DEBIT**, the account is overspent.

## VIEWING SPECIFIC EXPENDITURES AND/OR ACTIVITY WITHIN YOUR BUDGET

Agency funds are different from Auxiliary and/or General funds because there are only two account numbers within the fund that have activity:

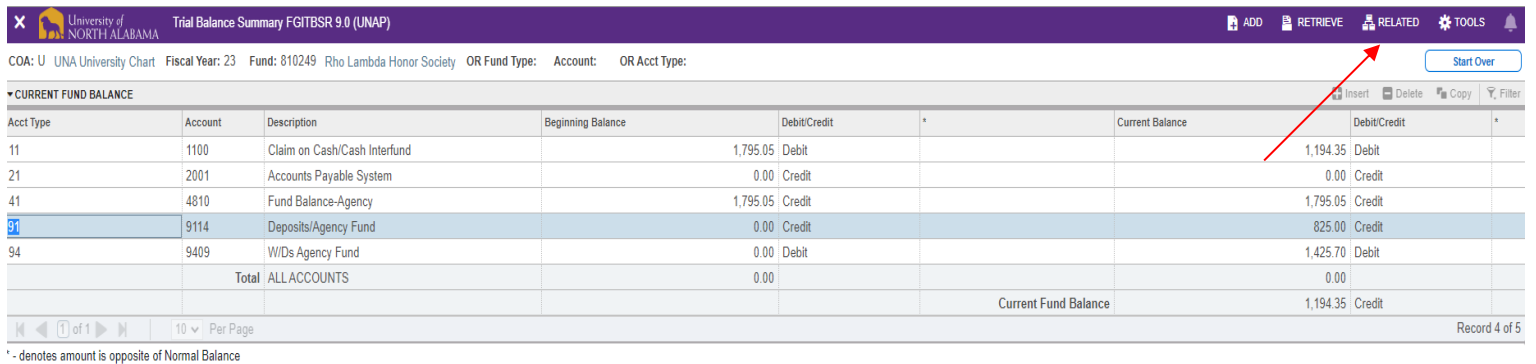
**9114: Deposits**

**9409: Withdrawals**

There is the capability to view specific information about withdrawals within your budget while in FGITBSR. Click on the “9409” line item (if one exists- there may be no expenditures for the fiscal year that you have queried). At the top right of the screen, click “Related”.

A drop down box will appear at the right of the screen where you will then select “Transaction Detail Information”. This will provide a listing of payments that have been made out of the fund during the fiscal year you selected.

The same capability exists to view specific information concerning deposits into the fund. While in FGITBSR, click on the “9114” line item (if one exists- there may be no deposits for the fiscal year that you have queried). At the top right of the screen, click “Related”.



University of NORTH ALABAMA Trial Balance Summary FGITBSR 9.0 (UNAP)

COA: U UNA University Chart Fiscal Year: 23 Fund: 810249 Rho Lambda Honor Society OR Fund Type: Account: OR Acct Type:

▼ CURRENT FUND BALANCE

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
11	1100	Claim on Cash/Cash Interfund		1,795.05	Debit		1,194.35	Debit
21	2001	Accounts Payable System		0.00	Credit		0.00	Credit
41	4810	Fund Balance-Agency		1,795.05	Credit		1,795.05	Credit
91	9114	Deposits/Agency Fund		0.00	Credit		825.00	Credit
94	9409	W/Ds Agency Fund		0.00	Debit		1,425.70	Debit
		Total ALL ACCOUNTS		0.00			0.00	
						Current Fund Balance	1,194.35	Credit

10 Per Page Record 4 of 5

\* - denotes amount is opposite of Normal Balance

**A drop down box will appear on the right of the screen where you will then select “Query General Ledger Activity”:**

COA: U UNA University Chart Fiscal Year: 23 Fund: 810249 Rho Lambda Honor Society OR Fund Type: Account: OR Acct Type:

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance
11	1100	Claim on Cash/Cash Interfund		1,795.05 Debit		
21	2001	Accounts Payable System		0.00 Credit		
41	4810	Fund Balance-Agency		1,795.05 Credit		
91	9114	Deposits/Agency Fund		0.00 Credit		
94	9409	W/Ds Agency Fund		0.00 Debit		
		<b>Total ALL ACCOUNTS</b>		0.00		
						Current Fund Balance

Query General Ledger Activity Info [FGIGLAC]

**A list will then populate with a list of deposits that have been made to the fund during the fiscal year you selected:**

Chart: U Period: Fiscal Year: 23 Index: Fund: 810249 Account: 9114

Account	Transaction Date	Type	Document	Description	Amount	Debit/Credit	
9114	04/30/2023	JE16	J0046157	SKD Apr 23 CC Revenue	75.00	Credit	
9114	02/28/2023	JE16	J0045720	SKD Feb 23 CC Revenue	75.00	Credit	
9114	11/30/2022	JE16	J0045110	SKD Nov22 Credit Card Revenue	375.00	Credit	
9114	10/31/2022	JE16	J0044898	SKD Oct 2022 CC Revenue	300.00	Credit	
					<b>Total</b>	<b>825.00</b>	<b>Credit</b>

**Please contact Salena Denton-Jarmon at extension 4699 or [skdenton@una.edu](mailto:skdenton@una.edu) for any questions or help with navigating when needed.**