

A photograph of a university campus. In the foreground, a wide, light-colored paved walkway leads towards a large, multi-story brick building. The building has several windows and a set of stairs leading to an entrance. To the right of the walkway, there are well-maintained green bushes. A large, leafy tree with green and yellowing leaves stands to the right of the building, casting shadows on the walkway. The sky is clear and blue.

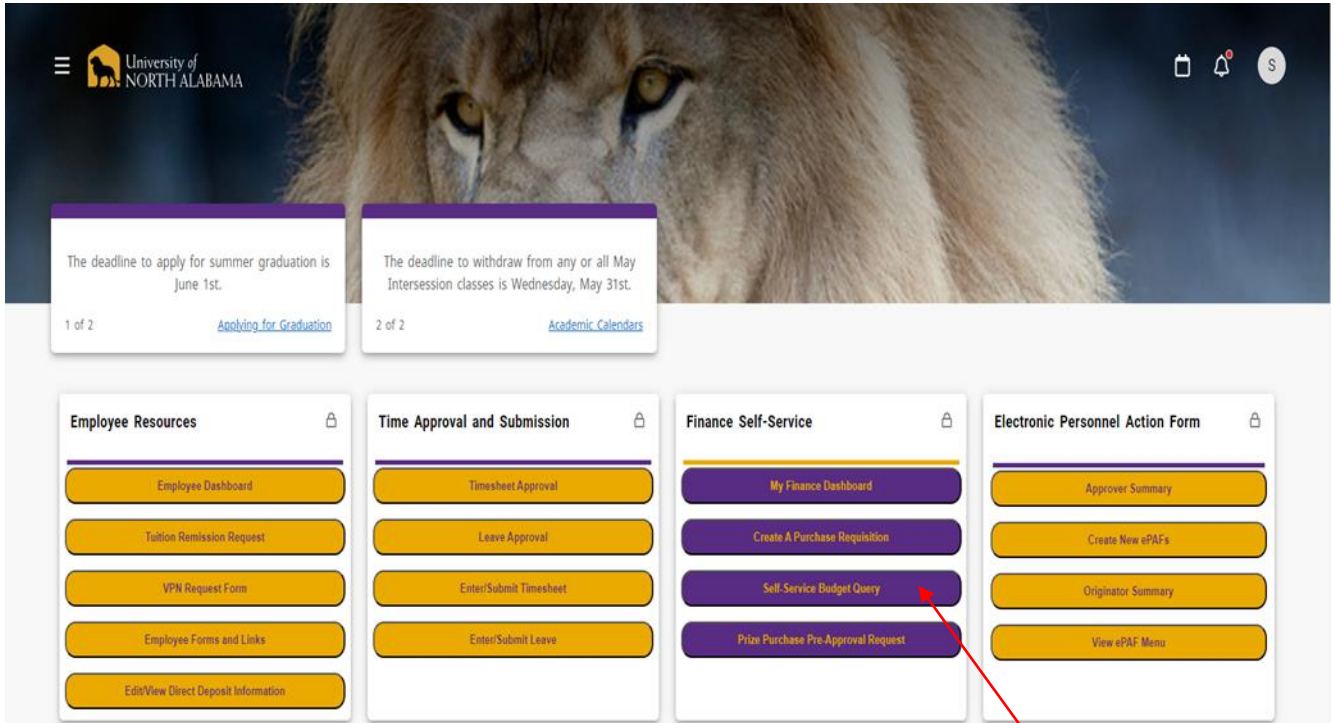
**BUDGET QUERIES USING
SELF-SERVICE BANNER
(General Fund Budgets)**

Organizational Hierarchy

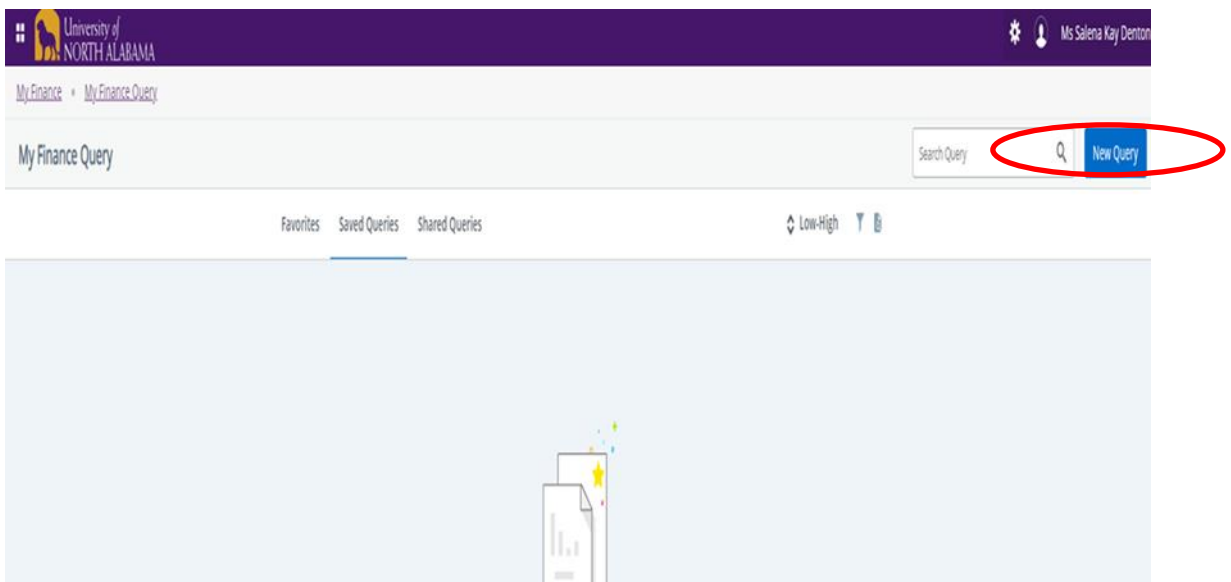
**University of North Alabama
Auditing and Finance
(256)765-4699**

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 “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:

Create New Query

Select Query Type

Budget Quick Query

Values

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 Organizational Hierarchy”

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 Organizational Hierarchy

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

- 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: 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:

The screenshot shows a 'Create New Query' dialog box with the following settings:

- Commitment Type - Do not change:** A dropdown menu is set to 'All'.
- Include Revenue Accounts:** An unchecked checkbox.
- Fiscal Year*:** A dropdown menu is set to '2022'.
- Fiscal Period*:** A dropdown menu is set to '14'.
- Comparison Fiscal Year:** A dropdown menu is set to 'None'.
- Comparison Fiscal Period:** A dropdown menu is set to 'None'.

6. 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:

The screenshot shows the 'Create New Query' dialog box with the 'Operating Ledger' section expanded. The settings are as follows:

- Operating Ledger:**
 - Adopted Budget ⓘ
 - Budget Adjustment ⓘ
 - Adjusted Budget ⓘ
 - Temporary Budget ⓘ
 - Accounted Budget ⓘ
 - Year to Date ⓘ
 - Encumbrance ⓘ
 - Reservation ⓘ
 - Commitments ⓘ
 - Available Balance ⓘ
- Buttons:** A 'SUBMIT' button is located at the bottom of the dialog.

7. Click "Submit".

8. Once submitted, there will be a roll-up/condensed version of your budget. Click on the "Organization Code" to expand in order to see details:

The screenshot shows the University of North Alabama's budget status page. The breadcrumb trail is: My Finance > My Finance Query > Budget Status by Organizational Hierarchy. The page title is "Budget Status by Organizational Hierarchy". Below the title, there is a breadcrumb for "Student Engagement - 80222". The "Query Results" table has the following columns: Organization, Organization Title, Health, FY22/PD14 Accounted Budget, and FY22/PD14 Year to Date. The first row shows Organization: 80222 (circled in red), Organization Title: Student Engagement, Health: 1, FY22/PD14 Accounted Budget: \$264,059.82, and FY22/PD14 Year to Date: \$112,317.72. A "Report Total (of all records)" row shows a total budget of \$264,059.82 and a total year-to-date of \$112,317.72.

Organization	Organization Title	Health	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date
80222	Student Engagement	1	\$264,059.82	\$112,317.72
Report Total (of all records)			\$264,059.82	\$112,317.72

9. You should now see two rows, Labor and Expenses:

The screenshot shows the University of North Alabama's budget status page, expanded to show account types. The breadcrumb trail is: My Finance > My Finance Query > Budget Status by Organizational Hierarchy. The page title is "Budget Status by Organizational Hierarchy". Below the title, there is a breadcrumb for "Student Engagement - 80222". The "Query Results" table has the following columns: Account Type, Account Type Title, Health, FY22/PD14 Accounted Budget, and FY22/PD14 Year to Date. The first row shows Account Type: 60, Account Type Title: Labor, Health: 1, FY22/PD14 Accounted Budget: \$244,514.82, and FY22/PD14 Year to Date: \$100,35. The second row shows Account Type: 70, Account Type Title: Expenses, Health: 1, FY22/PD14 Accounted Budget: \$19,545.00, and FY22/PD14 Year to Date: \$11,95. A "Report Total (of all records)" row shows a total budget of \$264,059.82 and a total year-to-date of \$112,31.

Account Type	Account Type Title	Health	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date
60	Labor	1	\$244,514.82	\$100,35
70	Expenses	1	\$19,545.00	\$11,95
Report Total (of all records)			\$264,059.82	\$112,31

10. The amount that is located on the far right in the “Available Balance” column on the “Expenses” row is the current amount remaining in the budget for expense purposes.

University of NORTH ALABAMA

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

Student Engagement - 80222

Query Results

Account Type	Account Type Title	Health	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Reservations	FY22/PD14 Commitments	FY22/PD14 Available Balance
60	Labor	0	\$244,514.82	\$104,702.11	\$0.00	\$0.00	\$0.00	\$139,812.71
70	Expenses	0	\$19,545.00	\$11,969.09	\$2,167.70	\$0.00	\$2,167.70	\$5,408.21
Report Total (of all records)			\$264,059.82	\$116,671.20	\$2,167.70	\$0.00	\$2,167.70	\$145,220.92

11. If you would like to see a breakdown of how this number is calculated, you can select Account Type “70” which will then allow a view of the accounts with expenditures that have been deducted from your expense pool:

University of NORTH ALABAMA

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy

Student Engagement - 80222

Query Results

Account Type	Account Type Title	Health	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date
60	Labor	0	\$244,514.82	\$104,702.11
70	Expenses	0	\$19,545.00	\$11,969.09
Report Total (of all records)			\$264,059.82	\$116,671.20

You should now only see those items that make up the expense pool:

University of NORTH ALABAMA

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy

← Student Engagement - 80222

Query Results

Account Type	Account Type Title	Health	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date
71	Supplies and Other	!	\$19,545.00	\$7,977.00
74	Travel	▲	\$0.00	\$81.00
75	Capital Assets	▲	\$0.00	\$3,900.00
76	Scholarships	✓	\$0.00	\$0.00
Report Total (of all records)			\$19,545.00	\$11,959.00

If you wish to see the Account Types broken down into further detail, select Account Type “71” and all accounts will be visible.

University of NORTH ALABAMA

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

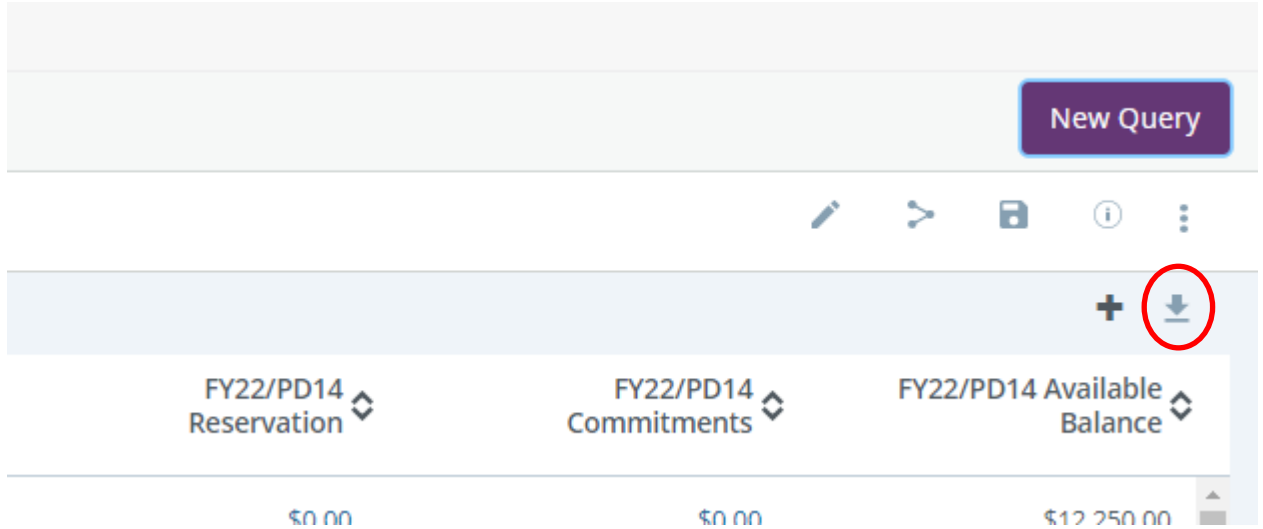
← Student Engagement - 80222

Query Results

Account	Account Title	Health	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances
700	Expense Pool	✓	\$12,250.00	\$0.00	\$0.00
7005	Supplies	▲	\$0.00	\$3,369.82	\$1,217.70
7016	Postage	▲	\$0.00	\$5.80	\$0.00
7031	Plays and Performances	✓	\$7,295.00	\$250.00	\$0.00
7045	Awards	▲	\$0.00	\$1,733.50	\$0.00
7057	Food Purchases	▲	\$0.00	\$497.79	\$0.00
7060	Institu Memberships	▲	\$0.00	\$150.00	\$0.00
7063	Publications	▲	\$0.00	\$200.00	\$0.00
7080	Contracted Services	▲	\$0.00	\$0.00	\$950.00
7085	Program Support	▲	\$0.00	\$359.15	\$0.00
7087	Computer Software	▲	\$0.00	\$278.00	\$0.00
7097	Printing-Copying	▲	\$0.00	\$1,143.13	\$0.00
Report Total (of all records)			\$19,545.00	\$7,987.19	\$2,167.70

From this point, any of the accounts can be selected to utilize “drill down” capabilities where detailed expenditures can be viewed if required.

12. If you wish to export the information to an Excel spreadsheet, select the “download” option located under the “New Query” button at the top right of your screen:



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