

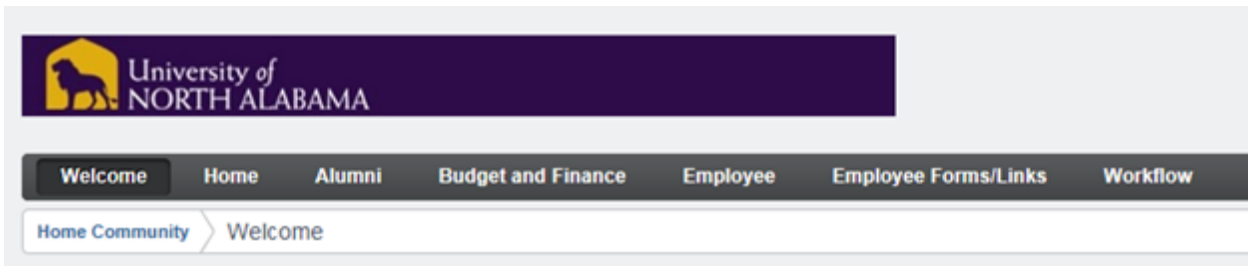


Navigating Banner 9 INB E&G BUDGETS

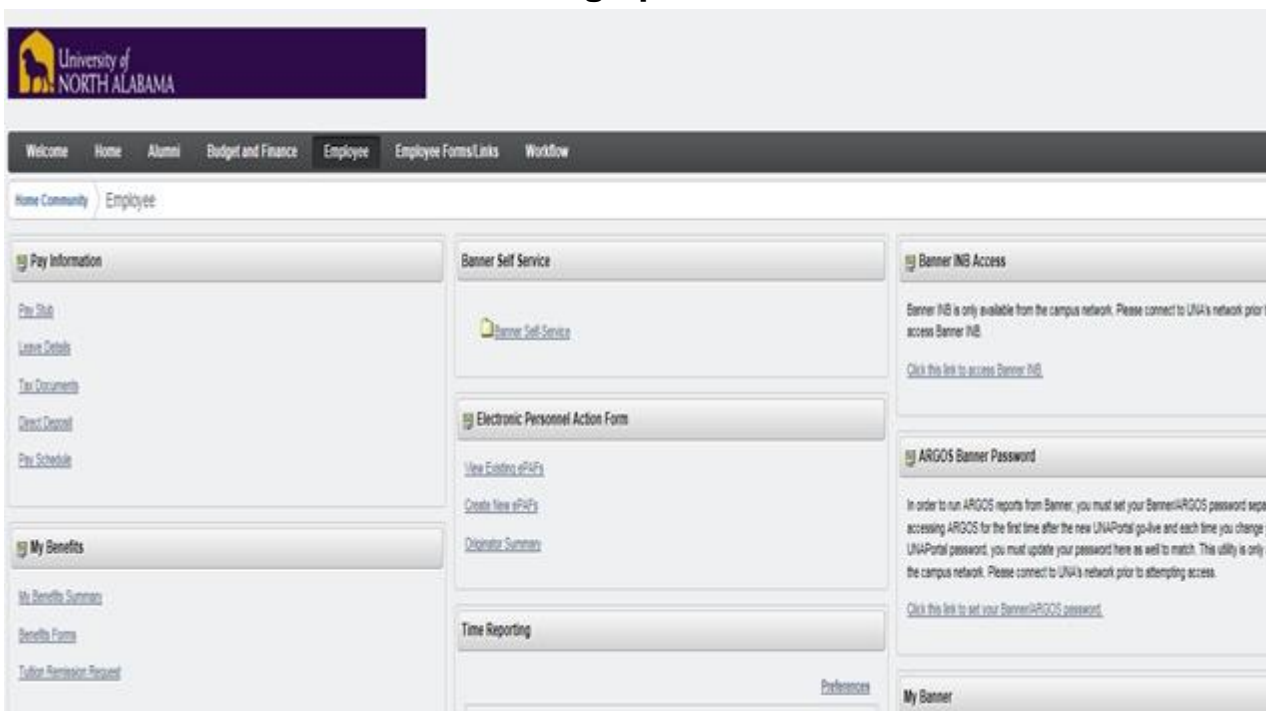
University of North Alabama

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:

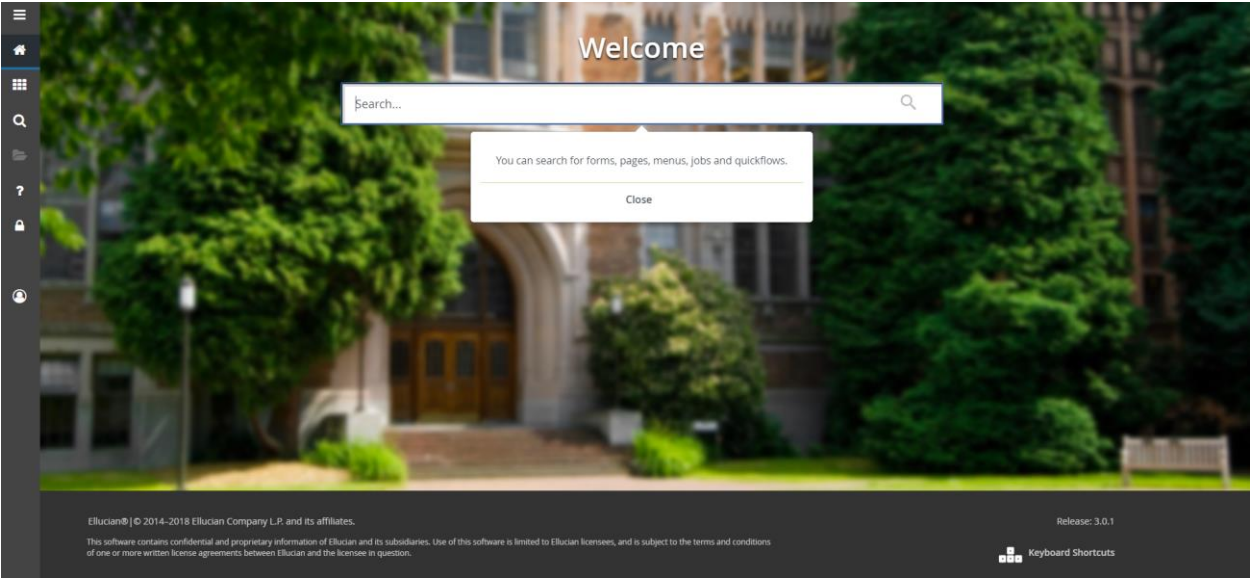


4. Click the “Employee” tab.
5. You should now see the following options:



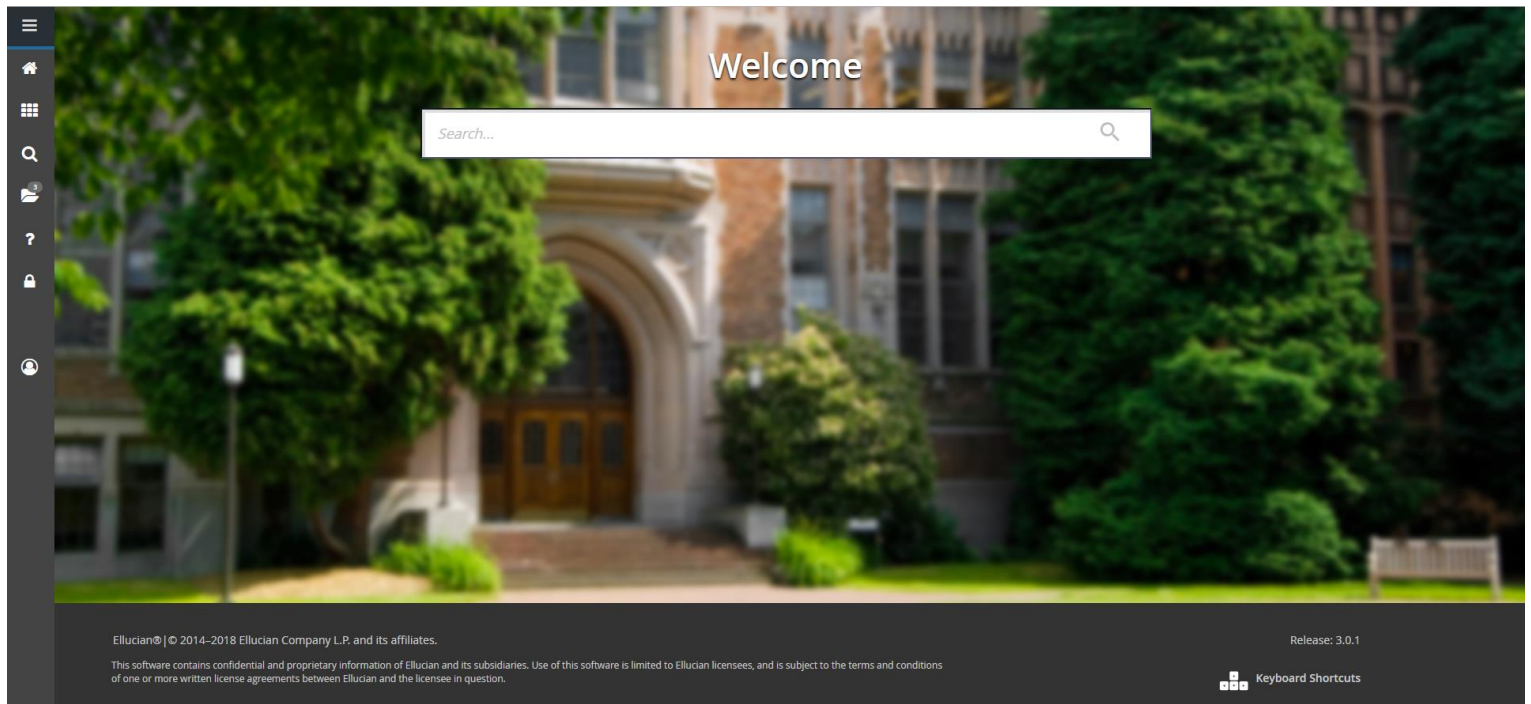
6. Select the “Click this link to access Banner INB”.

7. You should now see the following screen:

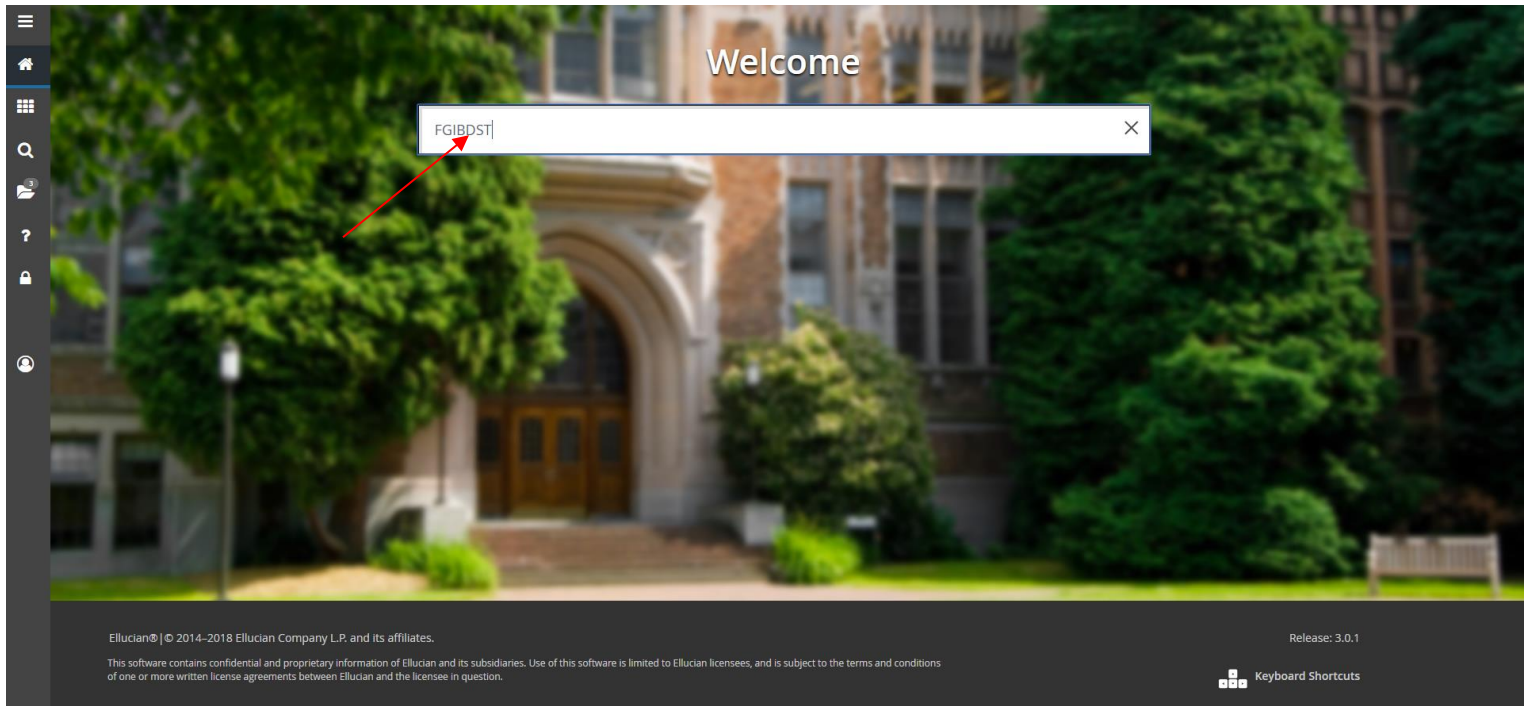


VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

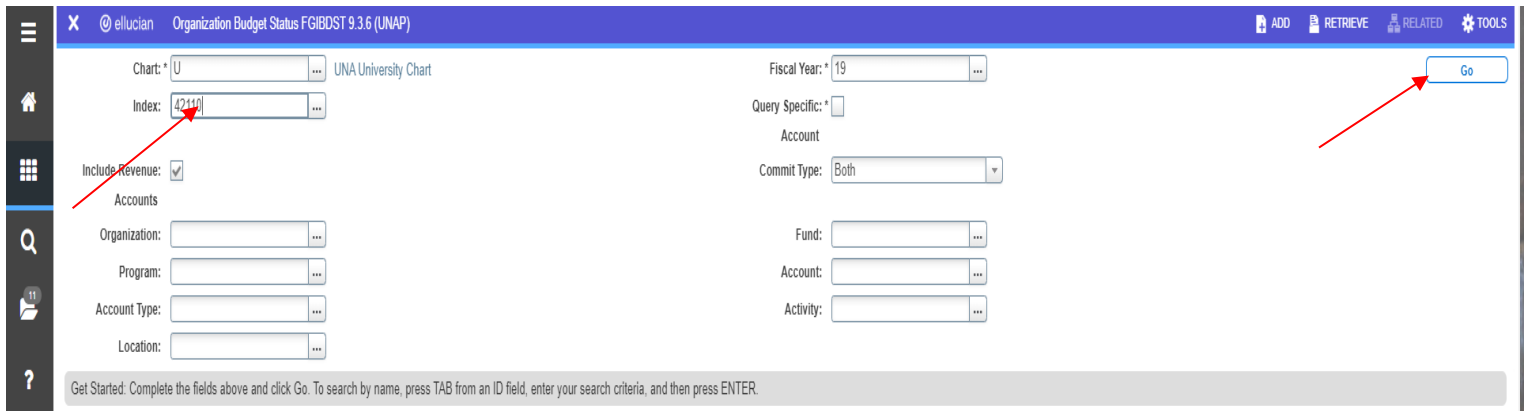
Next we will view the current Budget Status for the Fund. You will return to the following screen:



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



You should now be at this screen. Enter “U” for CHART, Enter the appropriate FISCAL YEAR, and finally enter your INDEX number in the INDEX field. Next, press GO:



You should now see the following information:

Organization Budget Status FGIBOST 9.3.6 (UNAP)									
Chart: U UNA University Chart Fiscal Year: 19 Index: 42110 Chemistry & Industrial Hygiene Query Specific Account: <input type="checkbox"/> Include Revenue Accounts: <input checked="" type="checkbox"/> Commit Type: Both Organization: 42110 Chemistry & Industrial Hygiene Fund: 110000 General Fund									
Start Over									
Program:	INS	Instruction	Account:	Account Type:	Activity:	Location:			
6115			L		Part Time Faculty		0.00	30,233.32	0.00
6127			L		Overload-Faculty		0.00	4,516.67	0.00
6129			L		Independent Study		0.00	399.97	0.00
6132			L		Non-exempt Full Time Staff		29,141.79	28,483.35	0.00
6134			L		Overtime		0.00	42.03	0.00
6139			L		University Workstudy		4,500.00	2,607.92	0.00
6300			L		Benefits Pool		171,357.97	0.00	0.00
6302			L		Hospital Insurance		0.00	53,222.53	0.00
6303			L		Cancer Insurance		0.00	154.50	0.00
6304			L		Disability Insurance		0.00	1,826.54	0.00
6306			L		Life Insurance		0.00	1,905.22	0.00
6309			L		Supplemental Insurance		0.00	270.00	0.00
6313			L		Social Security		0.00	45,866.49	0.00
6314			L		Teacher Retirement		0.00	70,749.99	0.00
6316			L		Compensated Absences		0.00	743.92	0.00
6318			L		Remission of Fees		0.00	11,365.50	0.00
700			E		Expense Pool		35,113.16	0.00	0.00
7005			E		Supplies		0.00	5,515.34	3,397.02
7016			E		Postage		0.00	503.53	0.00
7020			E		Meals		0.00	91.08	0.00
7030			E		Testing		0.00	784.37	0.00
7045			E		Awards		0.00	285.93	0.00
7057			E		Food Purchases		0.00	49.94	0.00
7097			E		Printing-Copying		0.00	3,943.93	0.00
7100			E		Faculty Development		0.00	-1,221.12	0.00
7410			E		In State Travel		0.00	1,205.24	0.00
7415			E		Out of State Travel		0.00	1,819.96	0.00
7432			E		Scouting-Recruiting		0.00	699.56	0.00
7501			E		Non Capitalized Equipment		0.00	305.00	0.00
Net Total							-780,912.92	-819,854.13	3,397.02
Record 1 of 30									

This is the information that you would normally view if you were to run this query in Self-Service Banner. Line “700” is the expense pool for your organization and the accounts below line “700” are pulling from this balance. As with a Self-Service BUDGET QUERY, in order to determine the current amount of funds left to spend, you would simply calculate the net of your Expense pool and any expenditures made to date.

One **IMPORTANT** thing to note on this screen is the number of pages available as well as the “Per Page” option:

700	E	Expense Pool	35,113.16	0.00	0.00	35,113.16
7005	E	Supplies	0.00	5,515.34	3,397.02	-8,912.36
7016	E	Postage	0.00	503.53	0.00	-503.53
7020	E	Meals	0.00	91.08	0.00	-91.08
7030	E	Testing	0.00	784.37	0.00	-784.37
7045	E	Awards	0.00	285.93	0.00	-285.93
7057	E	Food Purchases	0.00	49.94	0.00	-49.94
7097	E	Printing-Copying	0.00	3,943.93	0.00	-3,943.93
7100	E	Faculty Development	0.00	-1,221.12	0.00	1,221.12
7410	E	In State Travel	0.00	1,205.24	0.00	-1,205.24
7415	E	Out of State Travel	0.00	1,819.96	0.00	-1,819.96
7432	E	Scouting-Recruiting	0.00	699.56	0.00	-699.56
7501	E	Non Capitalized Equipment	0.00	305.00	0.00	-305.00
Net Total			-780,912.92	-819,854.13	3,397.02	

1 of 1

50 Per Page

Record 1 of 30

For this particular fund, the options are “greyed out” because this user is currently viewing all fund activity, however, if you are viewing your fund and see that this field were to say “1 of 2”, this is an indication that there are additional expenditures that are not showing on the screen. This would affect any calculations you may be doing to determine available funds for expenditures. In order to view the remaining expenditures that aren’t shown, please click on the “10 Per Page” drop down box and change it to “50 Per Page” so that remaining items may be viewed and included in your calculation.

This information can also be exported to Excel. The top right corner of the screen has a “Tools” option. Click here:

ellucian Organization Budget Status FGBDST 9.3.6 (UNAP)

ADD RETRIEVE RELATED TOOLS

Chart: U UNA University Chart Fiscal Year: 19 Index: 162514 SOAR Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 80222 Student Engagement Fund: 162514 SOAR

Start Over

Program: AUX Auxiliary Services Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5699	R	Misc Aux Income	150,000.00	62,175.00	0.00	87,825.00
6139	L	University Workstudy	32,000.00	1,000.00	0.00	31,000.00
700	E	Expense Pool	118,000.00	0.00	0.00	118,000.00
7005	E	Supplies	0.00	804.26	19,999.00	-20,803.26
7020	E	Meals	0.00	308.74	0.00	-308.74
7057	E	Food Purchases	0.00	61.39	0.00	-61.39
7063	E	Publications	0.00	-3,100.00	0.00	3,100.00
7073	E	Credit Card Proc Fee	0.00	639.36	0.00	-639.36
7080	E	Contracted Services	0.00	1,397.00	2,760.00	-4,157.00
7097	E	Printing-Copying	0.00	747.20	0.00	-747.20
Net Total			0.00	60,317.05	22,759.00	

1 of 1

10 Per Page

Record 1 of 10

Once clicked a drop down menu should appear as follows. Select “export”.

You are now able to calculate funds available for expenditures in two ways. The first way is to simply select the Available Balance for “Expense Pool” and “drag” your mouse down to the last expenditure account so that they’re all highlighted at once:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	'Chart'	'Fiscal Year'	'Index'	'Query Specific Account'	'Include Revenue Accounts'	'Commit Type'	'Organization'												
2	U	19	162514	R	Y	-	80,222.00												
3	'Account'	'Type'	'Title'	'Adjusted Budget'	'YTD Activity'	'Commitments'	'Available Balance'												
4	5699	R	Misc Aux Income	150,000.00	62,175.00	-	87,825.00												
5	6139	L	University Workstudy	32,000.00	1,000.00	-	31,000.00												
6	700	E	Expense Pool	118,000.00	-	-	118,000.00												
7	7003	E	Supplies	-	804.26	19,999.00	(20,803.26)												
8	7020	E	Meals	-	308.74	-	(308.74)												
9	7057	E	Food Purchases	-	61.39	-	(61.39)												
10	7063	E	Publications	-	(3,100.00)	-	3,100.00												
11	7073	E	Credit Card Proc Fee	-	639.36	-	(639.36)												
12	7080	E	Contracted Services	-	1,397.00	2,760.00	(4,157.00)												
13	7097	E	Printing-Copying	-	747.20	-	(747.20)												
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Ready FGIBDST (44) Average: 11,797.88 Count: 8 Sum: 94,383.05</

Once this is done, Excel provides a “sum” at the bottom of the screen for the numbers you selected:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	'Chart'	'Fiscal Year'	'Index'	'Query Specific Account'	'Include Revenue Accounts'	'Commit Type'	'Organization'												
2	U	19	162514	R	Y		80,222.00												
3	'Account'	'Type'	'Title'	'Adjusted Budget'	'YTD Activity'	'Commitments'	'Available Balance'												
4	5699	R	Misc Aux Income	150,000.00	62,175.00	-	87,825.00												
5	6139	L	University Workstudy	32,000.00	1,000.00	-	31,000.00												
6	700	E	Expense Pool	118,000.00	-	-	118,000.00												
7	7005	E	Supplies	-	804.26	19,999.00	(20,803.26)												
8	7020	E	Meals	-	308.74	-	(308.74)												
9	7057	E	Food Purchases	-	61.39	-	(61.39)												
10	7063	E	Publications	-	(3,100.00)	-	3,100.00												
11	7073	E	Credit Card Proc Fee	-	639.36	-	(639.36)												
12	7080	E	Contracted Services	-	1,397.00	2,760.00	(4,157.00)												
13	7097	E	Printing-Copying	-	747.20	-	(747.20)												
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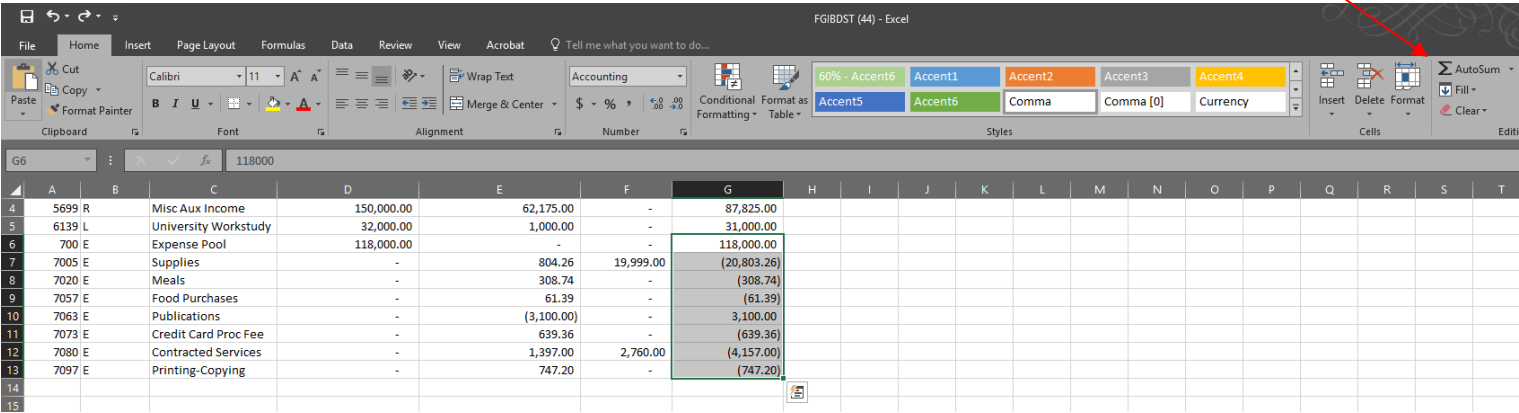
FGIBDST (44)

Ready

Average: 11,797.88

Count: 8

If you prefer to add the sum to your spreadsheet, highlight these same values and press the “AUTO SUM” button at the top of the spreadsheet:



You should now see the net of the Expense Pool and any related expenditures below your selection:

	A	B	C	D	E	F	G	H
4	5699	R	Misc Aux Income	150,000.00	62,175.00	-	87,825.00	
5	6139	L	University Workstudy	32,000.00	1,000.00	-	31,000.00	
6	700	E	Expense Pool	118,000.00	-	-	118,000.00	
7	7005	E	Supplies	-	804.26	19,999.00	(20,803.26)	
8	7020	E	Meals	-	308.74	-	(308.74)	
9	7057	E	Food Purchases	-	61.39	-	(61.39)	
10	7063	E	Publications	-	(3,100.00)	-	3,100.00	
11	7073	E	Credit Card Proc Fee	-	639.36	-	(639.36)	
12	7080	E	Contracted Services	-	1,397.00	2,760.00	(4,157.00)	
13	7097	E	Printing-Copying	-	747.20	-	(747.20)	
14							94,383.05	
15								

VIEWING SPECIFIC EXPENDITURES AND/OR ACTIVITY WITHIN YOUR BUDGET

There is the capability to view specific information about expense line items within your budget while in FGIBDST. Click on the expenditure category that you would like to query:

X

@ellucian

Organization Budget Status FGIBDST 9.3.6 (UNAP)

ADD

RETRIEVE

RELATED

TOOLS

Chart: U UNA University Chart

Fiscal Year: 19

Index: 162514 SOAR

Query Specific Account: ☐

Include Revenue Accounts: ☒

Commit Type: Both

Organization: 80222 Student Engagement

Fund: 162514 SOAR

Start Over

Program: AUX Auxiliary Services

Account:

Account Type:

Activity:

Location:

ORGANIZATION BUDGET STATUS							Insert	Delete	Copy	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance				
5699	R	Misc Aux Income	150,000.00	62,175.00	0.00	87,825.00				
6139	L	University Workstudy	32,000.00	1,000.00	0.00	31,000.00				
700	E	Expense Pool	118,000.00	0.00	0.00	118,000.00				
7005	E	Supplies	0.00	804.26	19,999.00	-20,803.26				
7020	E	Meals	0.00	308.74	0.00	-308.74				
7057	E	Food Purchases	0.00	61.39	0.00	-61.39				
7063	E	Publications	0.00	-3,100.00	0.00	3,100.00				
7073	E	Credit Card Proc Fee	0.00	639.36	0.00	-639.36				
7080	E	Contracted Services	0.00	1,397.00	2,760.00	-4,157.00				
7097	E	Printing-Copying	0.00	747.20	0.00	-747.20				
Net Total			0.00	60,317.05	22,759.00					

1 of 1

10 Per Page

Record 4 of 10

Next, at the top of the screen, select “Related”

X

@ellucian

Organization Budget Status FGIBDST 9.3.6 (UNAP)

ADD

RETRIEVE

RELATED

TOOLS

Chart: U UNA University Chart

Fiscal Year: 19

Index: 162514 SOAR

Query Specific Account: ☐

Include Revenue Accounts: ☒

Commit Type: Both

Organization: 80222 Student Engagement

Fund: 162514 SOAR

Start Over

Program: AUX Auxiliary Services

Account:

Account Type:

Activity:

Location:

ORGANIZATION BUDGET STATUS							Insert	Delete	Copy	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance				
5699	R	Misc Aux Income	150,000.00	62,175.00	0.00	87,825.00				
6139	L	University Workstudy	32,000.00	1,000.00	0.00	31,000.00				
700	E	Expense Pool	118,000.00	0.00	0.00	118,000.00				
7005	E	Supplies	0.00	804.26	19,999.00	-20,803.26				
7020	E	Meals	0.00	308.74	0.00	-308.74				
7057	E	Food Purchases	0.00	61.39	0.00	-61.39				
7063	E	Publications	0.00	-3,100.00	0.00	3,100.00				
7073	E	Credit Card Proc Fee	0.00	639.36	0.00	-639.36				
7080	E	Contracted Services	0.00	1,397.00	2,760.00	-4,157.00				
7097	E	Printing-Copying	0.00	747.20	0.00	-747.20				
Net Total			0.00	60,317.05	22,759.00					

1 of 1

10 Per Page

Record 4 of 10

A drop down box will appear at the right of the screen with several options. You will need to select “Transaction Detail Information”

Organization Budget Status FGIBDST 9.3.6 (UNAP)

Chart: U UNA University Chart Fiscal Year: 19 Index: 162514 SOAR Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 80222 Student Engagement Fund: 162514 SOAR

Program: AUX Auxiliary Services Account: Account Type: Activity: Location:

ADD RETRIEVE RELATED TOOLS

Q Search

Budget Summary Information [FGIBSUM]
Shift+F2

Organization Encumbrances [FGIOENC]
F4

Transaction Detail Information [FGITRND]
F3

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
5699	R	Misc Aux Income		150,000.00	62,175.00
6139	L	University Workstudy		32,000.00	1,000.00
700	E	Expense Pool		118,000.00	0.00
7005	E	Supplies		0.00	804.26
7020	E	Meals		0.00	308.74
7057	E	Food Purchases		0.00	61.39
7063	E	Publications		0.00	-3,100.00
7073	E	Credit Card Proc Fee		0.00	639.36
7080	E	Contracted Services		0.00	1,397.00
7097	E	Printing-Copying		0.00	747.20
Net Total				0.00	60,317.05

10

Per Page

You should now see this screen:

Detail Transaction Activity FGITRND 9.3.6 (UNAP)

COA: U Fiscal Year: 19 Index: 162514 Fund: 162514 Organization: 80222 Account: 7005 Program: AUX Activity: Location: Period: Commit Type: Both

ADD RETRIEVE RELATED TOOLS

Start Over

Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
7005	80222	AUX	YTD	280.58	+	JE16	JV000337	02/15/2019	03/12/2019	WM SUPERCENTER #766	U	162514		
7005	80222	AUX	YTD	236.16	+	JE16	JV000337	02/15/2019	03/12/2019	SAMS CLUB #8196	U	162514		
7005	80222	AUX	YTD	119.92	+	INNI	I0172483	03/11/2019	03/11/2019	Allen, Veronica I.	U	162514		
7005	80222	AUX	RSV	-4,450.00	-	POLQ	P0049997	03/08/2019	03/08/2019	Ad-Wear and Specialty of Texas	U	162514		
7005	80222	AUX	ENC	4,450.00	+	PORD	P0049997	03/08/2019	03/08/2019	Ad-Wear and Specialty of Texas	U	162514		
7005	80222	AUX	RSV	4,450.00	+	REQP	R0044044	03/06/2019	03/06/2019	Allen Veronica I	U	162514		
7005	80222	AUX	RSV	-1,265.00	-	POLQ	P0049854	02/26/2019	02/26/2019	adidas America Inc	U	162514		
7005	80222	AUX	ENC	1,100.00	+	PORD	P0049854	02/26/2019	02/26/2019	adidas America Inc	U	162514		
7005	80222	AUX	RSV	-700.00	-	POLQ	P0049818	02/21/2019	02/21/2019	Agron Inc	U	162514		
7005	80222	AUX	ENC	700.00	+	PORD	P0049818	02/21/2019	02/21/2019	Agron Inc	U	162514		
7005	80222	AUX	ENC	770.00	+	PORD	P0049817	02/21/2019	02/21/2019	adidas INDY, LLC	U	162514		
7005	80222	AUX	RSV	-770.00	-	POLQ	P0049817	02/21/2019	02/21/2019	adidas INDY, LLC	U	162514		
7005	80222	AUX	RSV	-10,982.00	-	POLQ	P0049786	02/19/2019	02/19/2019	Shelby Printing LLC	U	162514		
7005	80222	AUX	ENC	10,982.00	+	PORD	P0049786	02/19/2019	02/19/2019	Shelby Printing LLC	U	162514		
7005	80222	AUX	RSV	700.00	+	REQP	R0043859	02/18/2019	02/18/2019	Allen Veronica I	U	162514		
7005	80222	AUX	RSV	770.00	+	REQP	R0043858	02/18/2019	02/18/2019	Allen Veronica I	U	162514		
7005	80222	AUX	RSV	1,265.00	+	REQP	R0043857	02/18/2019	02/18/2019	Allen Veronica I	U	162514		
7005	80222	AUX	RSV	12,979.00	+	REQP	R0043749	02/05/2019	02/05/2019	Allen Veronica I	U	162514		
7005	80222	AUX	YTD	-45.00	-	JE16	J0035561	01/14/2019	01/14/2019	TLR-SOAR T-SHIRTS INTNL AFFAIRS	U	162514		
7005	80222	AUX	YTD	92.60	+	INNI	I0170165	01/11/2019	01/11/2019	Staples Contract and Commercial, In	U	162514		
Total				20,803.26	+									

20

Per Page

Record 1 of 23

As mentioned before, this can be exported to Excel as well if required.

Please contact Salena Denton at extension 4699 or skdenton@una.edu for any questions or help with navigating when needed.