BUDGET QUERIES USING SELF-SERVICE BANNER
(Auxiliary Fund Budgets)

Budget Status by Account

University of North Alabama
Auditing and Finance
(256)765-4699
This guide will assist Banner Finance Self-Service end users with querying auxiliary fund budgets to determine current budget status.

1. Log into your UNA Portal. You should see the following screen:

   ![Screen shot of UNA Portal login](image1)

   Once here, select the “Budget and Finance” option:

   ![Screen shot of UNA Portal budget and finance](image2)
3. You will now be taken to the next screen where you will select “Self-Service 9 Budget Query”:

4. On the next screen, select “New Query”: 
5. This pop-up box should appear:

![Create New Query](image)

6. You will then proceed to populate the available fields as follows:

**Select Query Type:** “Budget Status by Account”

**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:
7. 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:** If querying an auxiliary budget, 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:
8. 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:
9. Click “Submit”.

10. You should now see a line item view of your budget details:
11. To determine how much is available to currently spend in your budget there are several options. The first one is to scroll down to account number “700” which is the expense pool. These are the funds that your budget received at the onset of the fiscal year. All account numbers below “700” are items that will need to be deducted from this amount. You will need begin with the Expense Pool amount (700) on the far right in the “Available Balance” column and subtract all amounts listed below.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
<td>Expense Pool</td>
<td>$12,250.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>7000</td>
<td>Supplies</td>
<td>$0.00</td>
<td>$3,860.25</td>
<td>$1,217.70</td>
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<td>Postage</td>
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<td>$0.00</td>
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<tr>
<td>7017</td>
<td>Pay for Performance</td>
<td>$7,295.00</td>
<td>$260.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,035.00</td>
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<tr>
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<td>Food Purchases</td>
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<tr>
<td>7066</td>
<td>Staff Members</td>
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<td>$0.00</td>
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<tr>
<td>7069</td>
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<tr>
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<tr>
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<tr>
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<td>Computer Software</td>
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<td>$0.00</td>
</tr>
</tbody>
</table>

The amount left after all expenses have been deducted from the expense pool is the current amount available to spend through the close of the fiscal year.
12. The other ways of determining current balance involve downloading your budget activity to Excel. In order to do this, look in the top right corner of the screen for the “download” button (located under the blue “New Query” button) and select this option.

After selecting this option, you should now see all activity in an Excel Spreadsheet.

13. From here there are two methods to calculate the available balance. The first one is to simply select the expense pool amount in the “Available Balance” column, left-click with your mouse, then hold down and drag until you have selected the final expense account:
When you look at the bottom right hand corner of your Excel spreadsheet, you should see the total amount left available:

14. The next method using Excel is to select the “Auto Sum” option that will quickly provide a total once your spreadsheet has undergone some minor formatting. After downloading your data into Excel (see step 12) and retrieving all activity into the spreadsheet, insert a row that separates the labor accounts (those account numbers that start with a 6) from the expense accounts (those accounts that begin with a 7).
Now, select the first blank cell below the last expense line
Now go up to the top of your Excel Toolbar and select “Auto Sum”

You should then notice that Excel highlights all of the expense items

You will now select “Enter”. The total available to spend should then appear.

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