BUDGET QUERIES USING SELF-SERVICE BANNER (Auxiliary Fund Budgets)
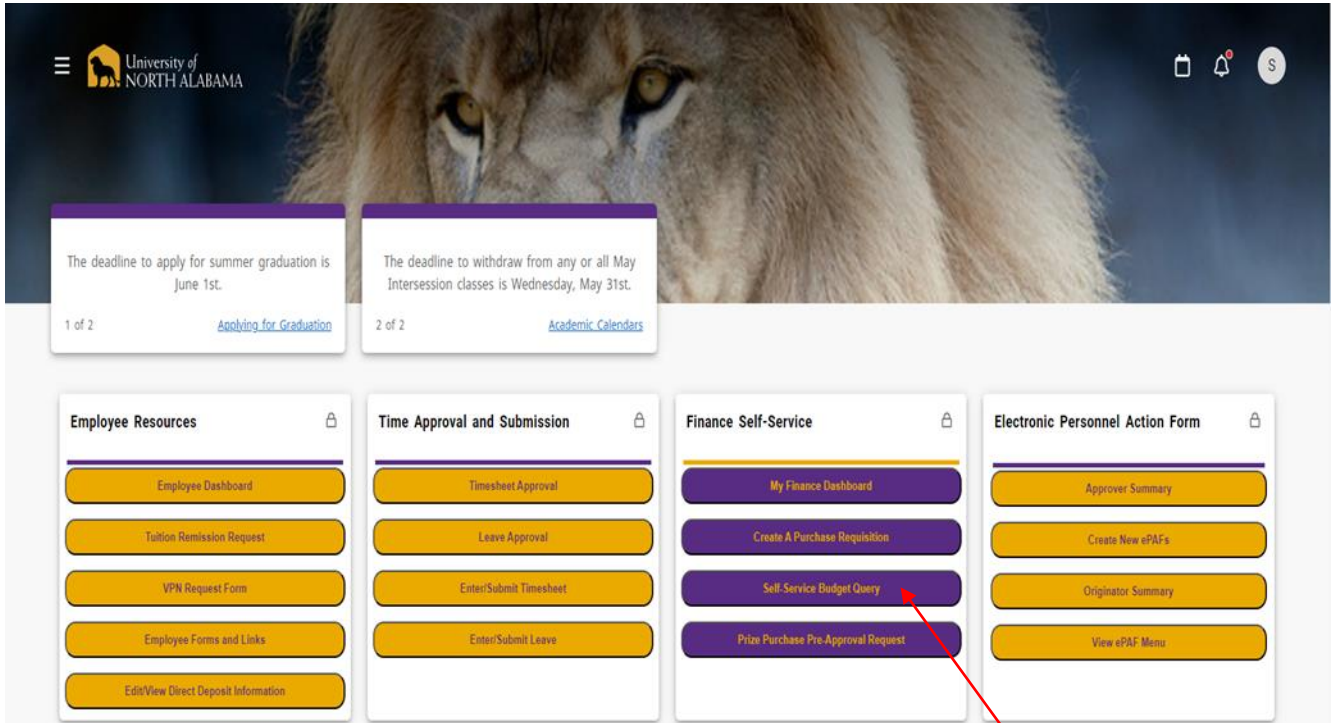
Budget Status by Account
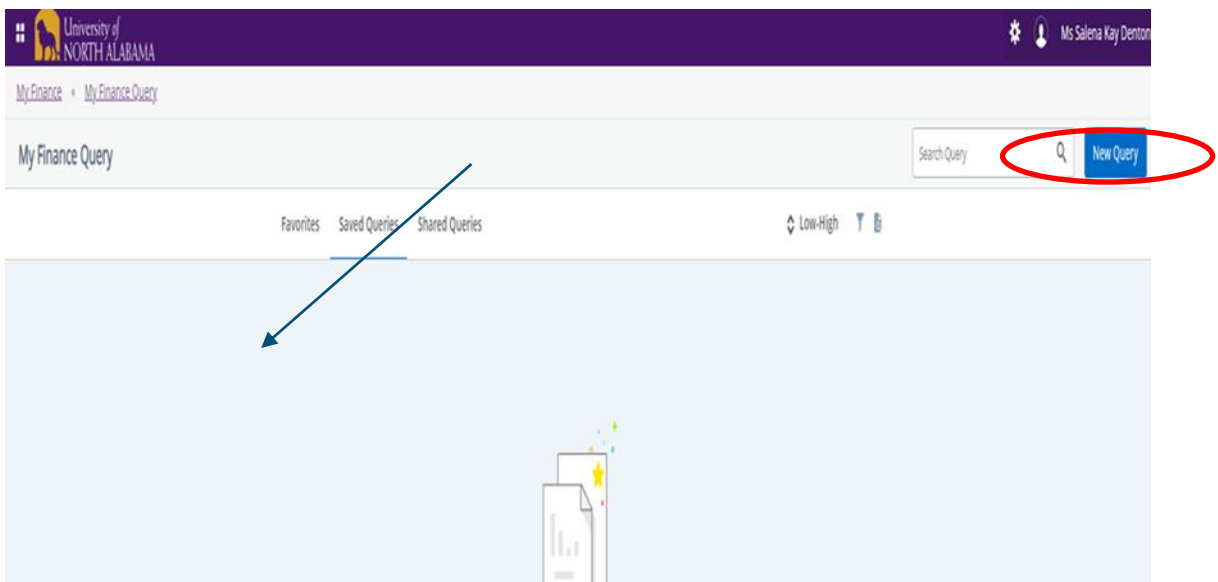
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Auditing and Finance
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This guide will assist Banner Finance Self-Service end users with querying auxiliary fund budgets to determine current budget status.

1. Log into your UNA Portal. Once here, select the "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:

4. 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:

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

U UNA University Chart

Index

162514 SOAR

Fund (will auto populate based on index chosen above)

162514 SOAR

Organization (will auto populate based on index chosen above) *

49712 Student Recruiting and Services

Account

Choose Account

Program

AUX Auxiliary Services

Activity

Do Not Use

Location

Do Not Use

5. 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:

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:

7. Click "Submit".

8. You should now see a line item view of your budget details:

Account	Account Title	Health	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Reservation	FY22/PD14 Commitments	FY22/PD14 Available Balance
6131	Exempt Full Time Staff	✓	$127,054.87	$27,358.21	$0.00	$0.00	$0.00	$99,696.66
6132	Non-exempt Full Time Staff	⚠	$37,354.59	$31,033.07	$0.00	$0.00	$0.00	$6,321.52
6138	Non-exempt P/T Admin Staff	⚠	$0.00	$5,986.25	$0.00	$0.00	$0.00	($5,986.25)
6139	University Workstudy	✓	$17,500.00	$6,353.59	$0.00	$0.00	$0.00	$11,146.41
6140	Graduate Assistants	⚠	$9,000.00	$10,000.00	$0.00	$0.00	$0.00	($1,000.00)
6300	Benefits Pool	✓	$53,605.36	$0.00	$0.00	$0.00	$0.00	$53,605.36
6302	Hospital Insurance	⚠	$0.00	$5,786.77	$0.00	$0.00	$0.00	($5,786.77)
6303	Cancer Insurance	⚠	$0.00	$58.82	$0.00	$0.00	$0.00	($58.82)
6304	Disability Insurance	⚠	$0.00	$117.77	$0.00	$0.00	$0.00	($117.77)
6306	Life Insurance	⚠	$0.00	$123.28	$0.00	$0.00	$0.00	($123.28)
6309	Supplemental Insurance	⚠	$0.00	$6.00	$0.00	$0.00	$0.00	($6.00)
6310	Expense Allowance	⚠	$0.00	$100.00	$0.00	$0.00	$0.00	($100.00)
Report Total (of all records)			**$264,059.82**	**$112,317.72**	**$1,217.70**	**$0.00**	**$1,217.70**	**$150,524.40**

Budget Status by Account — New Query

‹ Student Engagement - 80222

Query Results

9.   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.

Budget Status by Account   New Query

‹ Student Engagement - 80222

Query Results

Account	Account Title	Health	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Reservation	FY22/PD14 Commitments	FY22/PD14 Available Balance
700	Expense Pool	✅	$12,250.00	$0.00	$0.00	$0.00	$0.00	$12,250.00
7005	Supplies	⚠️	$0.00	$3,369.82	$1,217.70	$0.00	$1,217.70	($4,587.52)
7016	Postage	⚠️	$0.00	$5.80	$0.00	$0.00	$0.00	($5.80)
7031	Plays and Performances	✅	$7,295.00	$250.00	$0.00	$0.00	$0.00	$7,045.00
7045	Awards	⚠️	$0.00	$1,733.50	$0.00	$0.00	$0.00	($1,733.50)
7057	Food Purchases	⚠️	$0.00	$497.79	$0.00	$0.00	$0.00	($497.79)
7060	Institu Memberships	⚠️	$0.00	$150.00	$0.00	$0.00	$0.00	($150.00)
7063	Publications	⚠️	$0.00	$200.00	$0.00	$0.00	$0.00	($200.00)
7080	Contracted Services	⚠️	$0.00	$0.00	$950.00	$0.00	$950.00	($950.00)
7085	Program Support	⚠️	$0.00	$359.15	$0.00	$0.00	$0.00	($359.15)
7087	Computer Software	⚠️	$0.00	$278.00	$0.00	$0.00	$0.00	($278.00)
7097	Printing Services	⚠️	$0.00	$1,442.42	$0.00	$0.00	$0.00	($1,442.42)

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.

10. 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.
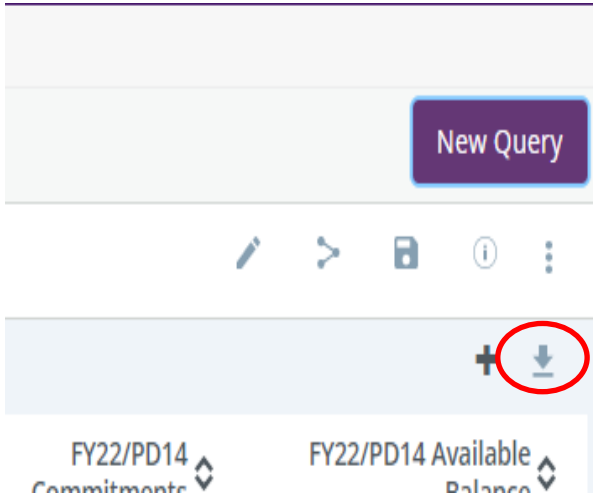
After selecting this option, you should now see all activity in an Excel Spreadsheet.

11. 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:

0.00	0.00	-1,207.58
0.00	0.00	-1,200.00
0.00	0.00	12,250.00
0.00	1,217.70	-4,587.52
0.00	0.00	-5.80
0.00	0.00	7,045.00
0.00	0.00	-1,733.50
0.00	0.00	-497.79
0.00	0.00	-150.00
0.00	0.00	-200.00
0.00	950.00	-950.00
0.00	0.00	-359.15
0.00	0.00	-278.00
0.00	0.00	-1,143.13
0.00	0.00	0.00
0.00	0.00	-81.90
0.00	0.00	0.00
0.00	0.00	-3,900.00
0.00	0.00	0.00

When you look at the bottom right hand corner of your Excel spreadsheet, you should see the total amount left available:

0.00	0.00	-1,207.50
0.00	0.00	-1,200.00
0.00	0.00	12,250.00
0.00	1,217.70	-4,587.52
0.00	0.00	-5.80
0.00	0.00	7,045.00
0.00	0.00	-1,733.50
0.00	0.00	-497.79
0.00	0.00	-150.00
0.00	0.00	-200.00
0.00	950.00	-950.00
0.00	0.00	-359.15
0.00	0.00	-278.00
0.00	0.00	-1,143.13
0.00	0.00	0.00
0.00	0.00	-81.90
0.00	0.00	0.00
0.00	0.00	-3,900.00
0.00	0.00	0.00
0.00	2,167.70	145,220.92

age: 318.13   Count: 17   Sum: 5,408.21

12. 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)

46	6310	Expense Allowance	-100.00
47	6313	Social Security	-5,130.09
48	6314	Teacher Retirement	-6,386.84
49	6316	Compensated Absences	-1,207.58
50	6318	Remission of Fees	-1,200.00
51			
52		Expense Pool	12,250.00
53	7005	Supplies	-4,587.52
54	7016	Postage	-5.80
55	7031	Plays and Performances	7,045.00
56	7045	Awards	-1,733.50
57	7057	Food Purchases	-497.79
58	7060	Institu Memberships	-150.00
59	7063	Publications	-200.00
60	7080	Contracted Services	-950.00
61	7085	Program Support	-359.15
62	7087	Computer Software	-278.00
63	7097	Printing-Copying	-1,143.13
64	7110	Conferences & Webinars	0.00
65	7410	In State Travel	-81.90
66	7445	Gas and Oil	0.00
67	7502	Equip 2,000-4,999	-3,900.00
68	7700	Scholarships-General	0.00
69			

Now, select the first blank cell below the last expense line

1			
2	700	Expense Pool	12,250.00
3	7005	Supplies	-4,587.52
4	7016	Postage	-5.80
5	7031	Plays and Performances	7,045.00
6	7045	Awards	-1,733.50
7	7057	Food Purchases	-497.79
8	7060	Institu Memberships	-150.00
9	7063	Publications	-200.00
0	7080	Contracted Services	-950.00
1	7085	Program Support	-359.15
2	7087	Computer Software	-278.00
3	7097	Printing-Copying	-1,143.13
4	7110	Conferences & Webinars	0.00
5	7410	In State Travel	-81.90
6	7445	Gas and Oil	0.00
7	7502	Equip 2,000-4,999	-3,900.00
8	7700	Scholarships-General	0.00
9			
0			
1			

Now go up to the top of your Excel Toolbar and select "Auto Sum"
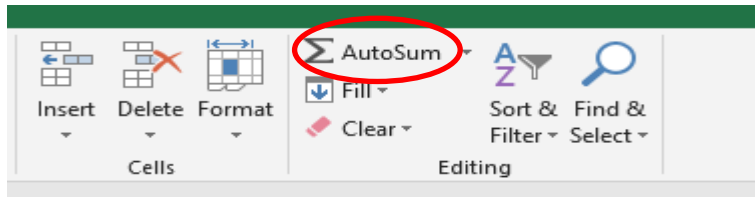
You should then notice that Excel highlights all of the expense items

6314	Teacher Retirement	-6,386.84
6316	Compensated Absences	-1,207.58
6318	Remission of Fees	-1,200.00
700	Expense Pool	12,250.00
7005	Supplies	-4,587.52
7016	Postage	-5.80
7031	Plays and Performances	7,045.00
7045	Awards	-1,733.50
7057	Food Purchases	-497.79
7060	Institu Memberships	-150.00
7063	Publications	-200.00
7080	Contracted Services	-950.00
7085	Program Support	-359.15
7087	Computer Software	-278.00
7097	Printing-Copying	-1,143.13
7110	Conferences & Webinars	0.00
7410	In State Travel	-81.90
7445	Gas and Oil	0.00
7502	Equip 2,000-4,999	-3,900.00
7700	Scholarships-General	0.00
		=SUM(C52:C68)
		SUM(**number1**, [number2], ...)

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

700	Expense Pool	12,250.00
7005	Supplies	-4,587.52
7016	Postage	-5.80
7031	Plays and Performances	7,045.00
7045	Awards	-1,733.50
7057	Food Purchases	-497.79
7060	Institu Memberships	-150.00
7063	Publications	-200.00
7080	Contracted Services	-950.00
7085	Program Support	-359.15
7087	Computer Software	-278.00
7097	Printing-Copying	-1,143.13
7110	Conferences & Webinars	0.00
7410	In State Travel	-81.90
7445	Gas and Oil	0.00
7502	Equip 2,000-4,999	-3,900.00
7700	Scholarships-General	0.00
		5,408.21

******NOTE: Auxiliary Fund Budgets have revenue lines (these account numbers will begin with the number "5". If you would like to be able to utilize revenue that has been collected, you will need to have that revenue transferred to your expense pool.**

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