

Navigating Banner 9 Self-Service 9- Grant Budgets

University of North Alabama

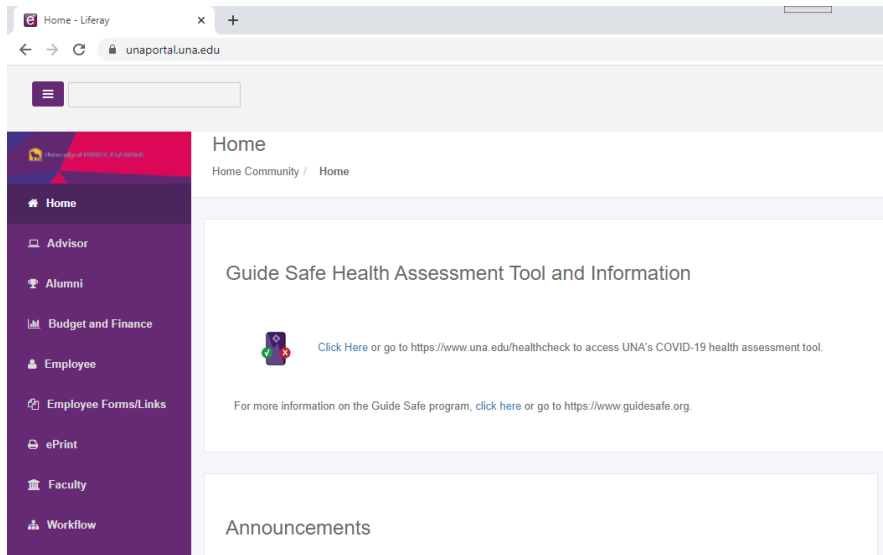


Login:

1. Go to the UNA Website (www.una.edu)

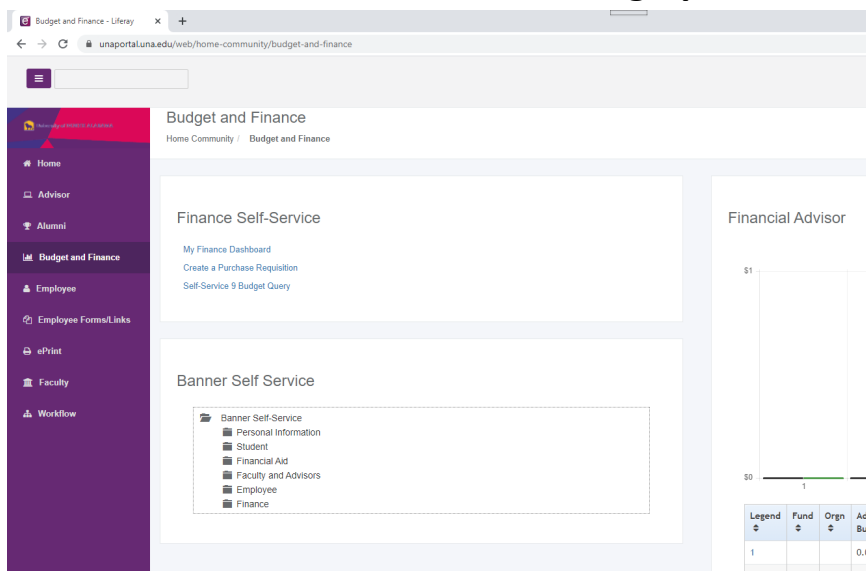
2. Log into Portal

3. You should see the following screen:



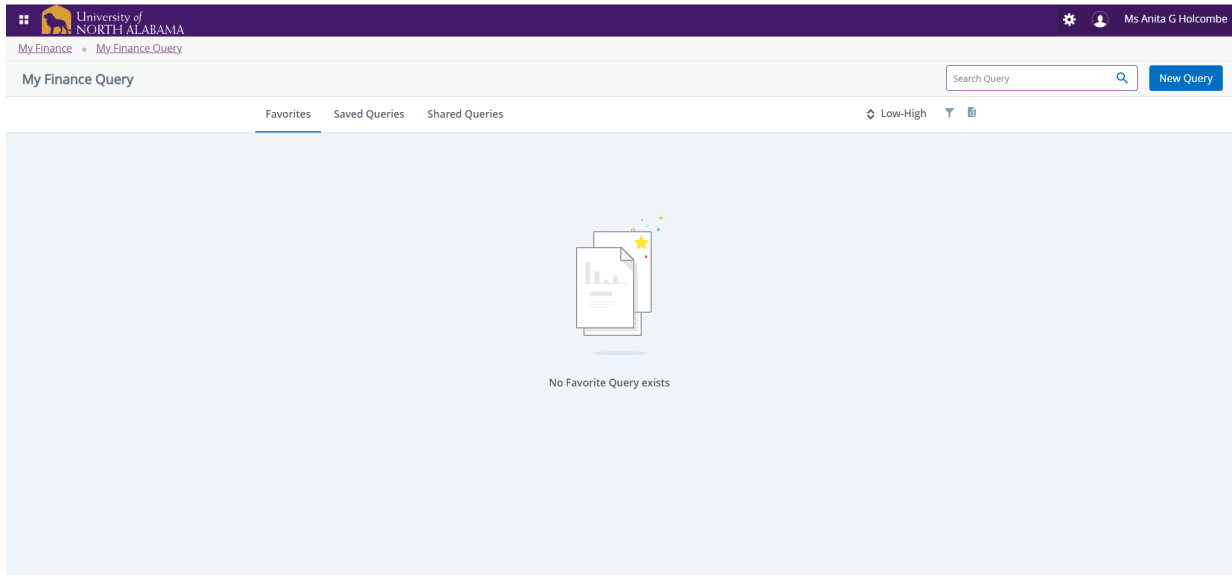
4. Click the “Budget and Finance” tab.

5. You should now see the following options:



6. Select the “Budget Queries – New Banner 9” option.

7. You should now see the following screen. Select “New Query” to proceed:



8. The following pop up box should appear:

A screenshot of the 'Create New Query' pop-up box. The form contains several dropdown menus for selecting query parameters: Chart (U UNA University Chart), Fund (Choose Fund), Organization (Choose Organization), Program (Choose Program), Location (Choose Location), Account Type (Choose Account Type), Index (Choose Index), Grant (Choose Grant), Account (Choose Account), Activity (Choose Activity), and Fund Type (Choose Fund Type). There is also a checked checkbox for 'Include Revenue Accounts'.

9. This should now give the option for a Multi Year Query. Under the “index” drop down option, either input your index code or search for it in the drop down menu. Once this has been completed, the system will default to the correct fund, Organizaton, and Program information. You will also need to input your grant number (GXXXXXX).

orites

Create New Query

Select Query Type

Multi Year Query

Values

Chart*

U UNA University Chart

Index

Choose Index

Fund

Choose Fund

Grant*

Choose Grant

Organization

Choose Organization

Account

Choose Account

Program

Choose Program

Activity

Choose Activity

10. Next, scroll down and enter the date sequence. The Date From should default to your project start date.

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

- Account type:** A dropdown menu with the text 'Choose Account Type' and a downward arrow.
- Include Revenue Accounts:** A checked checkbox.
- Date From:** Two dropdown menus showing '08' and '2019'.
- Date To:** Two dropdown menus showing '03' and '2021'.
- Grant Ledger:** A section with five checkboxes:
 - Adopted Budget ⓘ
 - Budget Adjustment ⓘ
 - Adjusted Budget ⓘ
 - Year to Date ⓘ
 - Encumbrance ⓘ
 - Reservation ⓘ

11. Next, scroll down and select “Submit”:

The image shows a 'Create New Query' dialog box with a close button (X) in the top right corner. Below the title bar, there are two date selection fields: 'Date To' with a dropdown menu showing '03' and another dropdown menu showing '2021'. Below these fields is a section titled 'Grant Ledger' containing several checkboxes. The 'Adjusted Budget' and 'Available Balance' checkboxes are checked, while the others are not. At the bottom of the dialog box, there is a 'SUBMIT' button, which is pointed to by a blue arrow.

Create New Query

Date To 03 x v 2021 x v

Grant Ledger

Adopted Budget ⓘ Year to Date ⓘ

Budget Adjustment ⓘ Encumbrance ⓘ

Adjusted Budget ⓘ Reservation ⓘ

Temporary Budget ⓘ Commitments ⓘ

Accounted Budget ⓘ Available Balance ⓘ

SUBMIT

12. The next screen should be a listing of expenditure activity that has occurred for the selected date sequence.

Query Results

Account	Account Title	Health	Adjusted Budget	Year to Date	Encumbrances	Reservation	Available Balance
5310	Federal Grants/Contracts Rev	✔	\$332,097.00	\$34,396.48	\$0.00	\$0.00	\$297,700.52
6131	Exempt Full Time Staff	✔	\$56,250.00	\$14,062.50	\$0.00	\$0.00	\$42,187.50
6138	Non-exempt P/T Admin Staff	✔	\$47,250.00	\$0.00	\$0.00	\$0.00	\$47,250.00
6139	University Workstudy	✔	\$5,000.00	\$1,000.00	\$0.00	\$0.00	\$4,000.00
6300	Benefits Pool	✔	\$24,064.78	\$0.00	\$0.00	\$0.00	\$24,064.78
6302	Hospital Insurance	✔	\$1,166.73	\$1,166.73	\$0.00	\$0.00	\$0.00
6304	Disability Insurance	✔	\$45.00	\$45.00	\$0.00	\$0.00	\$0.00
6306	Life Insurance	✔	\$46.83	\$46.83	\$0.00	\$0.00	\$0.00
6309	Supplemental Insurance	✔	\$13.50	\$13.50	\$0.00	\$0.00	\$0.00
6313	Social Security	✔	\$975.33	\$975.33	\$0.00	\$0.00	\$0.00
6314	Teacher Retirement	✔	\$1,738.13	\$1,738.13	\$0.00	\$0.00	\$0.00
70611	Grants - Advertising	✔	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Report Total (of all records)			\$0.00	(\$28,258.28)	(\$59,883.02)	(\$6,550.00)	\$94,691.30

13. In order to determine amount available to spend, you should take the amount at the top of the right column (available balance) and deduct any expenditures obligated this period (the last number in the year to date column. For example 297,700.52 minus 28,258.28 = 269,442.24

Query Results

Account	Account Title	Health	Adjusted Budget	Year to Date	Encumbrances	Reservation	Available Balance
5310	Federal Grants/Contracts Rev	✔	\$332,097.00	\$34,396.48	\$0.00	\$0.00	\$297,700.52
6131	Exempt Full Time Staff	✔	\$56,250.00	\$14,062.50	\$0.00	\$0.00	\$42,187.50
6138	Non-exempt P/T Admin Staff	✔	\$47,250.00	\$0.00	\$0.00	\$0.00	\$47,250.00
6139	University Workstudy	✔	\$5,000.00	\$1,000.00	\$0.00	\$0.00	\$4,000.00
6300	Benefits Pool	✔	\$24,064.78	\$0.00	\$0.00	\$0.00	\$24,064.78
6302	Hospital Insurance	✔	\$1,166.73	\$1,166.73	\$0.00	\$0.00	\$0.00
6304	Disability Insurance	✔	\$45.00	\$45.00	\$0.00	\$0.00	\$0.00
6306	Life Insurance	✔	\$46.83	\$46.83	\$0.00	\$0.00	\$0.00
6309	Supplemental Insurance	✔	\$13.50	\$13.50	\$0.00	\$0.00	\$0.00
6313	Social Security	✔	\$975.33	\$975.33	\$0.00	\$0.00	\$0.00
6314	Teacher Retirement	✔	\$1,738.13	\$1,738.13	\$0.00	\$0.00	\$0.00
70611	Grants - Advertising	✔	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Report Total (of all records)			\$0.00	(\$28,258.28)	(\$59,883.02)	(\$6,550.00)	\$94,691.30

14. Details per budget line can be retrieved by clicking on the amount.

Query Results + ↓

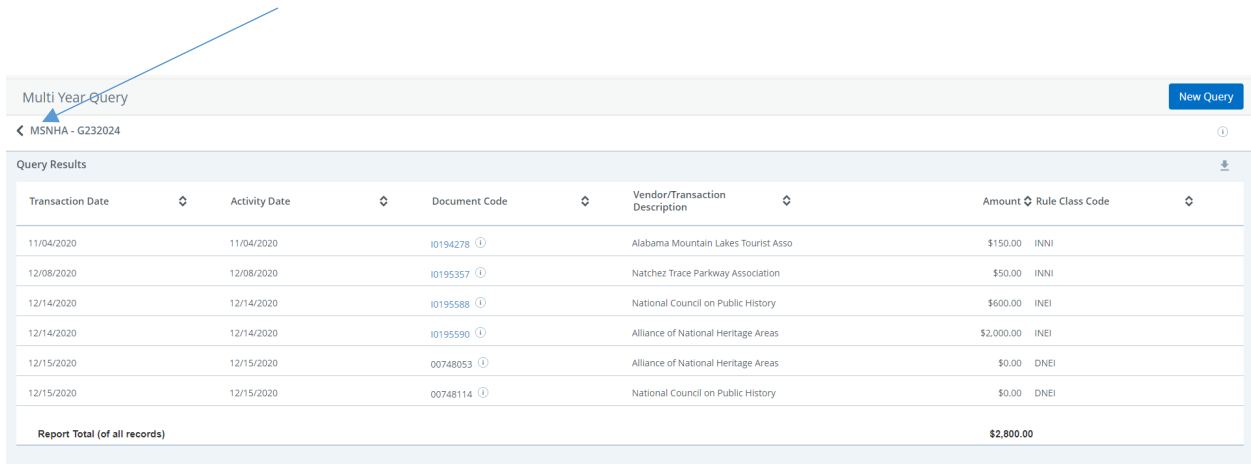
Account ↕	Account Title ↕	Health ↕	Adjusted Budget ↕	Year to Date ↕	Encumbrances ↕	Reservation ↕	Available Balance ↕
6309	Supplemental Insurance	✔	\$13.50	\$13.50	\$0.00	\$0.00	\$0.00
6313	Social Security	✔	\$975.33	\$975.33	\$0.00	\$0.00	\$0.00
6314	Teacher Retirement	✔	\$1,738.13	\$1,738.13	\$0.00	\$0.00	\$0.00
70611	Grants - Advertising	✔	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
70801	Grants - Contracted Services	⚠	\$88,591.00	\$33,878.09	\$31,883.42	\$6,550.00	\$16,279.49
70971	Grants - Printing-Copying	✔	\$2,077.08	\$0.00	\$0.00	\$0.00	\$2,077.08
71091	Grants - Dues	⚠	\$2,850.00	\$2,800.00	\$0.00	\$0.00	\$50.00
71101	Grants-Conferences	✔	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00
71121	Grants-Program Grants	⚠	\$41,000.00	\$1,995.50	\$27,999.60	\$0.00	\$11,004.90
7299	Indirect Cost	✔	\$53,935.62	\$4,933.15	\$0.00	\$0.00	\$49,002.47
74101	Grants - In State Travel	✔	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
74151	Grants - Out of State Travel	⚠	\$2,643.00	\$0.00	\$0.00	\$0.00	\$2,643.00
Report Total (of all records)			\$0.00	(\$28,288.28)	(\$59,883.02)	(\$6,550.00)	\$94,691.30

15. Details will provide the activity date, vendor description, and each individual amount.

query results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
11/04/2020	11/04/2020	10194278	Alabama Mountain Lakes Tourist Asso	\$150.00	INNI
12/08/2020	12/08/2020	10195357	Natchez Trace Parkway Association	\$50.00	INNI
12/14/2020	12/14/2020	10195588	National Council on Public History	\$600.00	INEI
12/14/2020	12/14/2020	10195590	Alliance of National Heritage Areas	\$2,000.00	INEI
12/15/2020	12/15/2020	00748053	Alliance of National Heritage Areas	\$0.00	DNEI
12/15/2020	12/15/2020	00748114	National Council on Public History	\$0.00	DNEI
Report Total (of all records)				\$2,800.00	

16. You can also export information to an Excel spreadsheet. Click the back arrow at the top left of your screen.



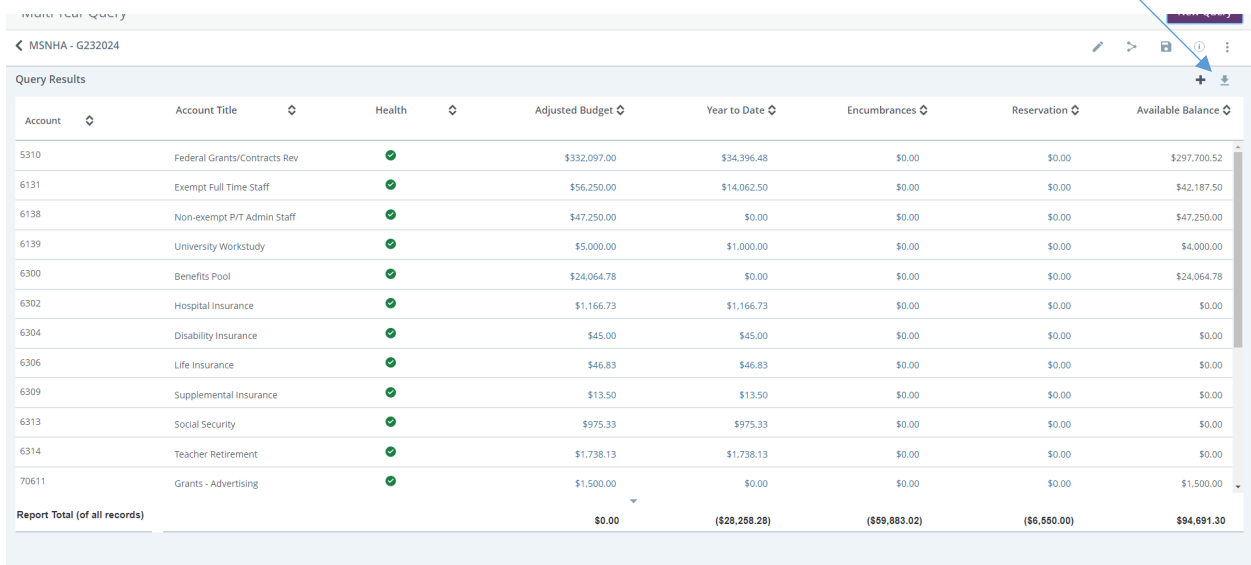
Multi Year Query New Query

< MSNHA - G232024 ⓘ

Query Results ⬇

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
11/04/2020	11/04/2020	I0194278 ⓘ	Alabama Mountain Lakes Tourist Asso	\$150.00	INNI
12/08/2020	12/08/2020	I0195357 ⓘ	Natchez Trace Parkway Association	\$50.00	INNI
12/14/2020	12/14/2020	I0195588 ⓘ	National Council on Public History	\$600.00	INEI
12/14/2020	12/14/2020	I0195590 ⓘ	Alliance of National Heritage Areas	\$2,000.00	INEI
12/15/2020	12/15/2020	00748053 ⓘ	Alliance of National Heritage Areas	\$0.00	DNEI
12/15/2020	12/15/2020	00748114 ⓘ	National Council on Public History	\$0.00	DNEI
Report Total (of all records)				\$2,800.00	

17. Click on the download arrow to export to spreadsheet.



Multi Year Query New Query

< MSNHA - G232024 ⓘ

Query Results ⬇

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