

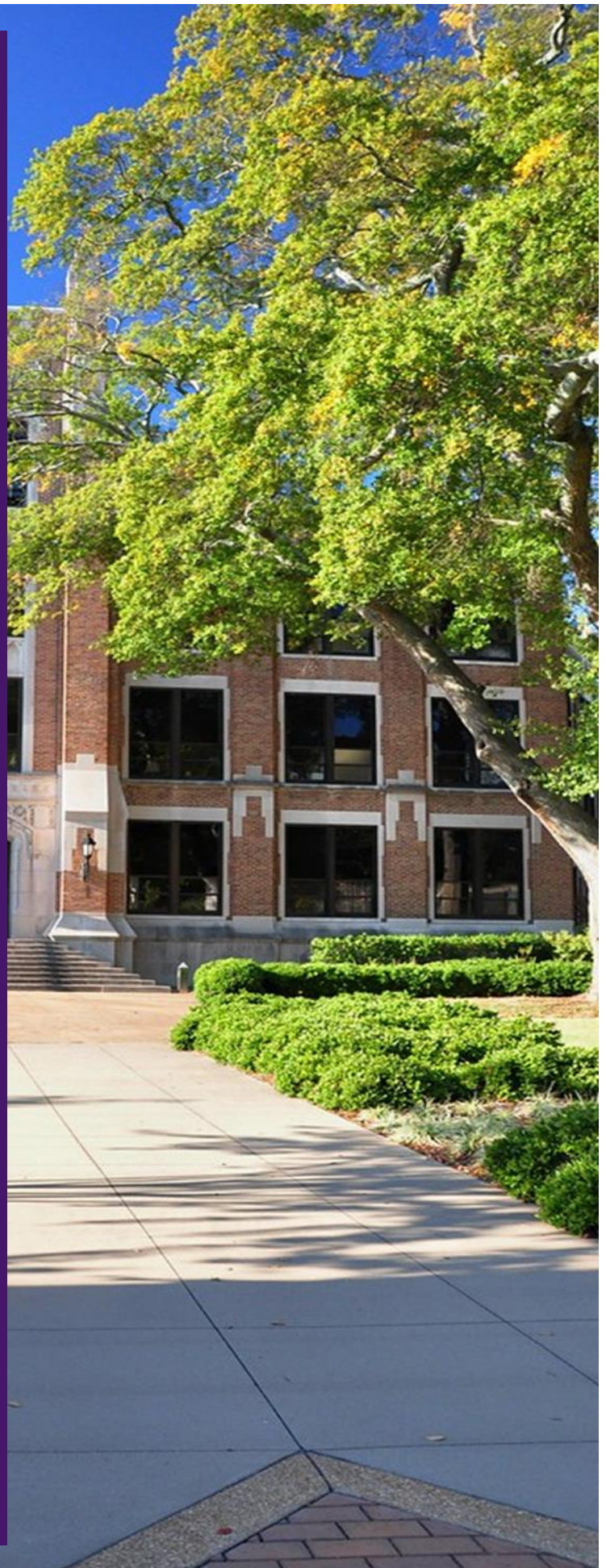
# BUDGET QUERIES USING INTERNET NATIVE BANNER

(Auxiliary Fund Budgets)

University of North Alabama

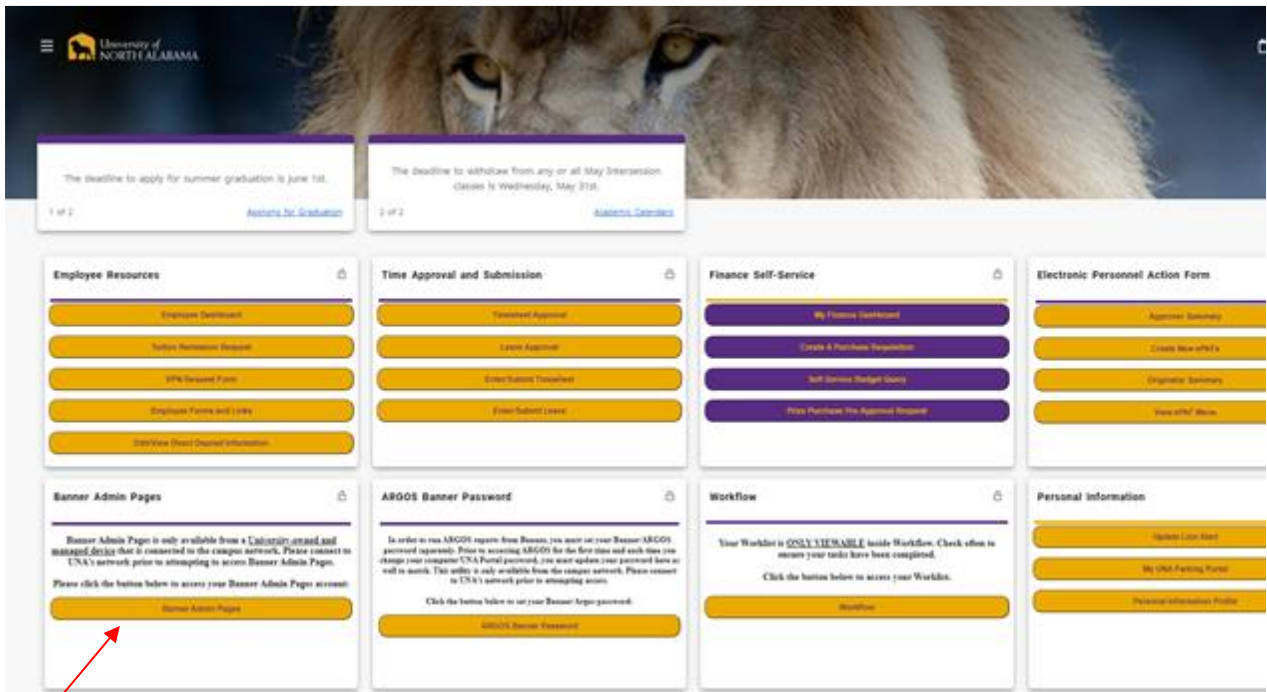
Auditing and Finance

(256)765-4699



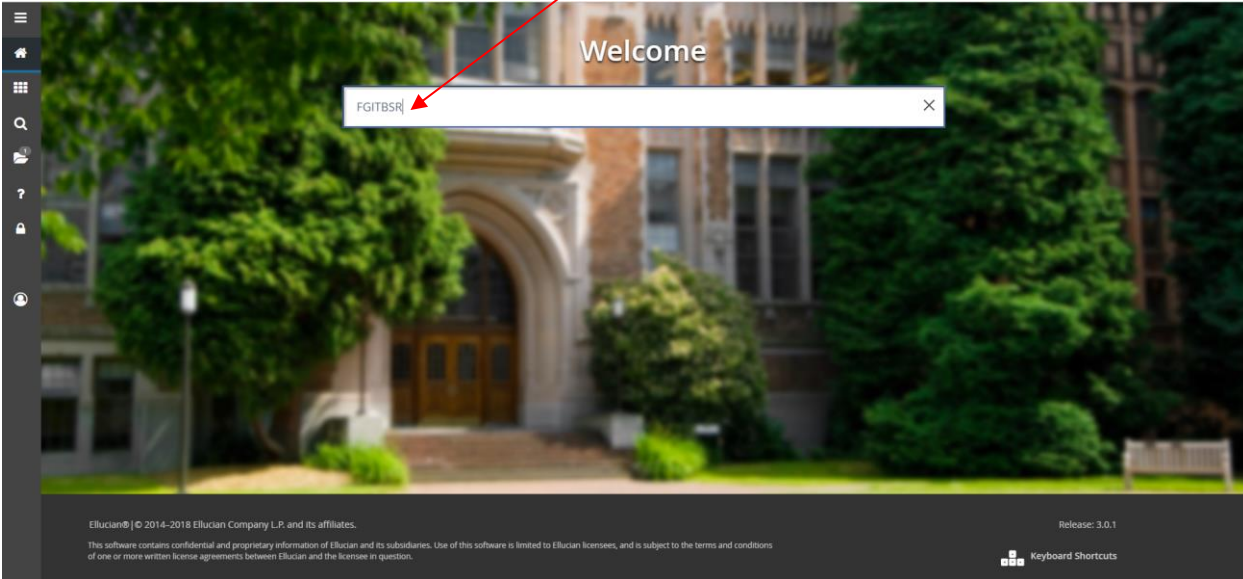
# Login:

1. Go to the UNA Website ([www.una.edu](http://www.una.edu))
2. Log into Portal and select “Banner Admin Pages”



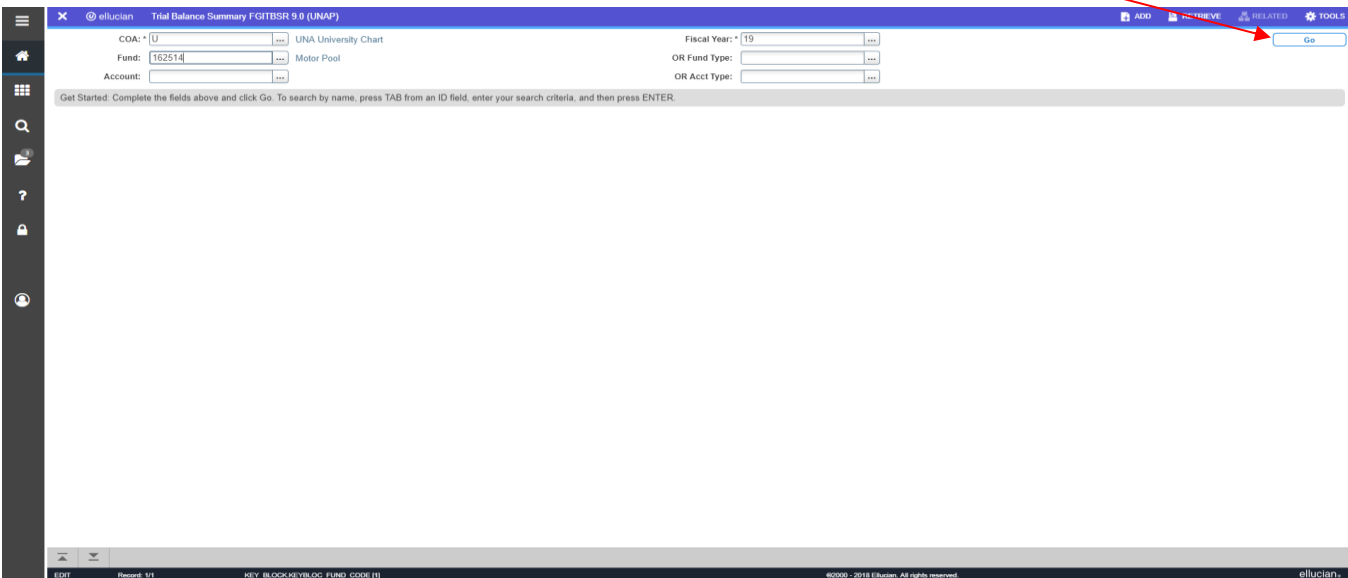
# VIEWING YOUR AUXILIARY FUND BALANCE

To check your Auxiliary Fund Balance, type “FGITBSR” in the search box:



Press “Enter”.

10. You should now see the following screen. For COA, please be sure to enter “U”. Next, enter your Auxiliary Fund Number in the “FUND” field. Finally, enter the applicable “FISCAL YEAR” and press “GO”:





# The result should be a screen that looks like this:

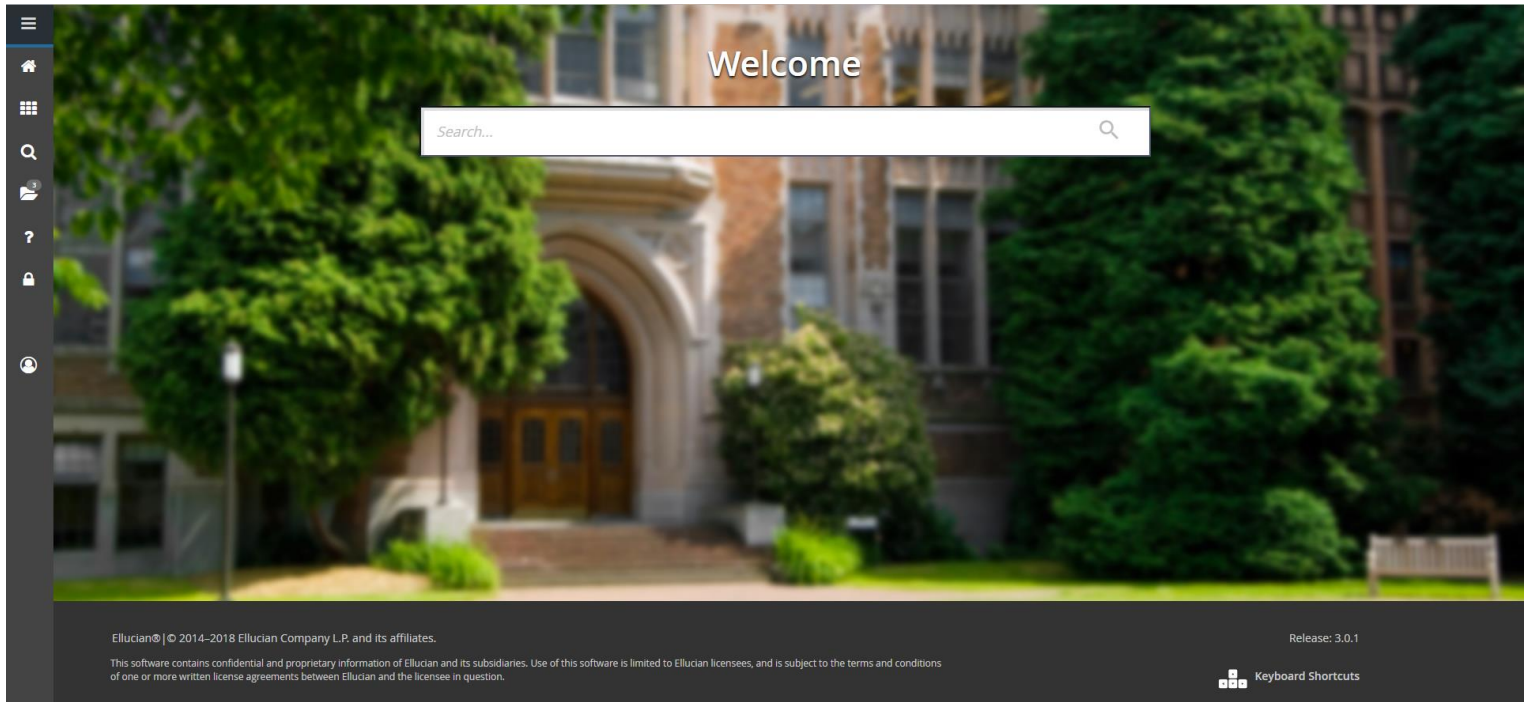
| Acct Type | Account | Description                     | Beginning Balance | Debit/Credit | *      | Current Balance      | Debit/Credit | *      |
|-----------|---------|---------------------------------|-------------------|--------------|--------|----------------------|--------------|--------|
| 11        | 1100    | Claim on Cash/Cash Interfund    |                   | 2,531.84     | Debit  |                      | 62,848.89    | Debit  |
| 11        | 1139    | Petty Cash-General              |                   | 0.00         | Debit  |                      | 0.00         | Debit  |
| 13        | 1360    | Other Receivables               |                   | 0.00         | Debit  |                      | 0.00         | Debit  |
| 21        | 2001    | Accounts Payable System         |                   | 0.00         | Credit |                      | 0.00         | Credit |
| 31        | 3011    | Revenue Control                 |                   | 0.00         | Credit |                      | 62,175.00    | Credit |
| 31        | 3013    | Budgeted Revenue Control        |                   | 0.00         | Debit  |                      | 150,000.00   | Debit  |
| 31        | 3021    | Expenditure Control             |                   | 0.00         | Debit  |                      | 1,857.95     | Debit  |
| 31        | 3023    | Budgeted Expenditure Control    |                   | 0.00         | Credit |                      | 150,000.00   | Credit |
| 31        | 3041    | Encumbrance Control             |                   | 0.00         | Debit  |                      | 22,989.00    | Debit  |
| 31        | 3043    | Reserve for Encumbrances        |                   | 0.00         | Credit |                      | 22,989.00    | Credit |
| 31        | 3051    | Budgeted Change to Fund Balance |                   | 0.00         | Debit  |                      | 0.00         | Debit  |
| 41        | 4101    | Fund Balance-Auxiliary          |                   | 1,208.65     | Credit |                      | 1,208.65     | Credit |
| 41        | 4105    | Fund Balance-Addit and Deduct   |                   | 1,323.19     | Credit |                      | 1,323.19     | Credit |
|           | Total   | ALL ACCOUNTS                    |                   | 0.00         |        |                      | 0.00         |        |
|           |         |                                 |                   |              |        | Current Fund Balance | 62,848.89    | Credit |

On this screen, there are several things to take note of. On the very bottom of the page, you will see “CURRENT FUND BALANCE”. This amount should be a CREDIT balance. If the amount shown is a DEBIT balance, your fund is overdrawn. Also, the line item “4101” or “Fund Balance-Auxiliary” is the amount that your Auxiliary Fund “rolled over” from the prior fiscal year. So for this example, the Auxiliary Fund “brought forward” \$1,208.65 from the prior year.

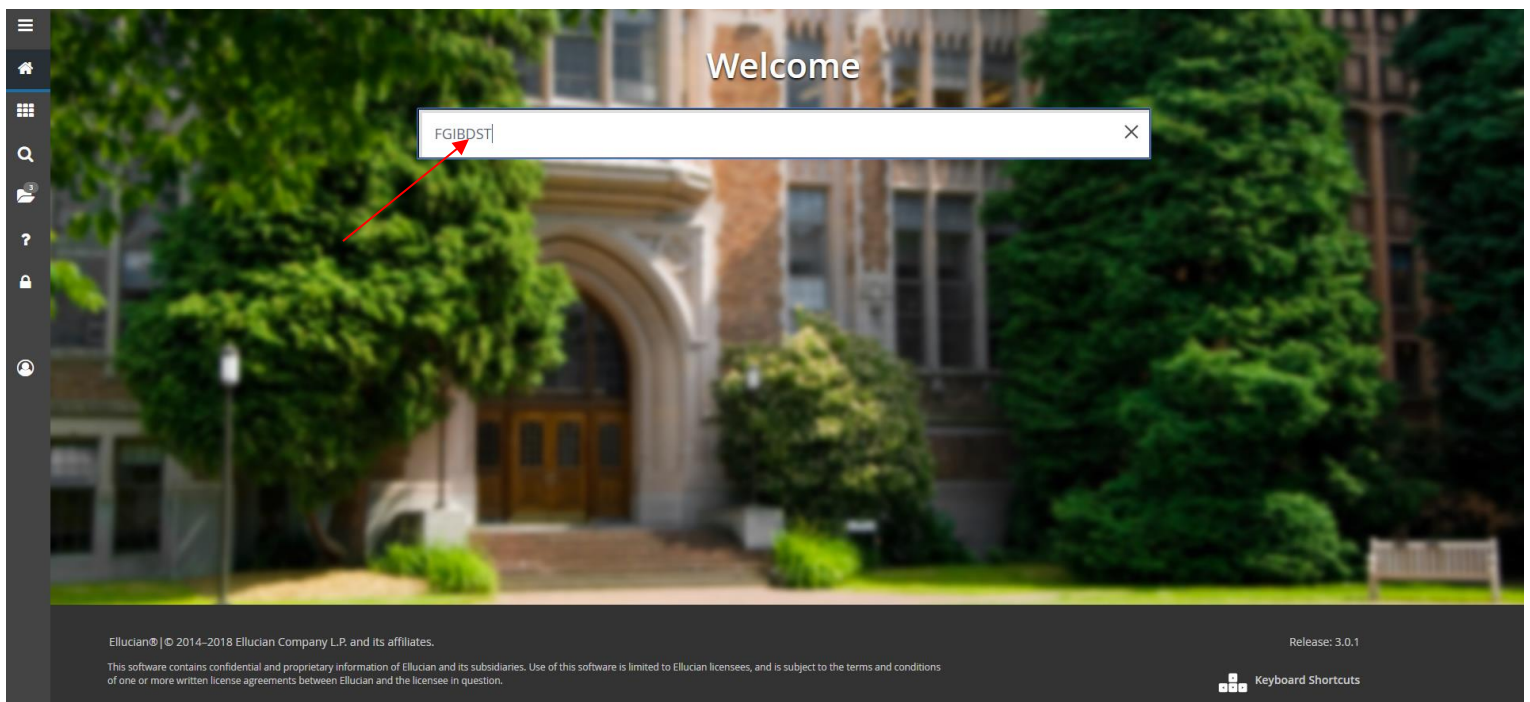
| Acct Type | Account | Description                     | Beginning Balance | Debit/Credit | *      | Current Balance      | Debit/Credit | *      |
|-----------|---------|---------------------------------|-------------------|--------------|--------|----------------------|--------------|--------|
| 11        | 1100    | Claim on Cash/Cash Interfund    |                   | 2,531.84     | Debit  |                      | 62,848.89    | Debit  |
| 11        | 1139    | Petty Cash-General              |                   | 0.00         | Debit  |                      | 0.00         | Debit  |
| 13        | 1360    | Other Receivables               |                   | 0.00         | Debit  |                      | 0.00         | Debit  |
| 21        | 2001    | Accounts Payable System         |                   | 0.00         | Credit |                      | 0.00         | Credit |
| 31        | 3011    | Revenue Control                 |                   | 0.00         | Credit |                      | 62,175.00    | Credit |
| 31        | 3013    | Budgeted Revenue Control        |                   | 0.00         | Debit  |                      | 150,000.00   | Debit  |
| 31        | 3021    | Expenditure Control             |                   | 0.00         | Debit  |                      | 1,857.95     | Debit  |
| 31        | 3023    | Budgeted Expenditure Control    |                   | 0.00         | Credit |                      | 150,000.00   | Credit |
| 31        | 3041    | Encumbrance Control             |                   | 0.00         | Debit  |                      | 22,989.00    | Debit  |
| 31        | 3043    | Reserve for Encumbrances        |                   | 0.00         | Credit |                      | 22,989.00    | Credit |
| 31        | 3051    | Budgeted Change to Fund Balance |                   | 0.00         | Debit  |                      | 0.00         | Debit  |
| 41        | 4101    | Fund Balance-Auxiliary          |                   | 1,208.65     | Credit |                      | 1,208.65     | Credit |
| 41        | 4105    | Fund Balance-Addit and Deduct   |                   | 1,323.19     | Credit |                      | 1,323.19     | Credit |
|           | Total   | ALL ACCOUNTS                    |                   | 0.00         |        |                      | 0.00         |        |
|           |         |                                 |                   |              |        | Current Fund Balance | 62,848.89    | Credit |

# VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

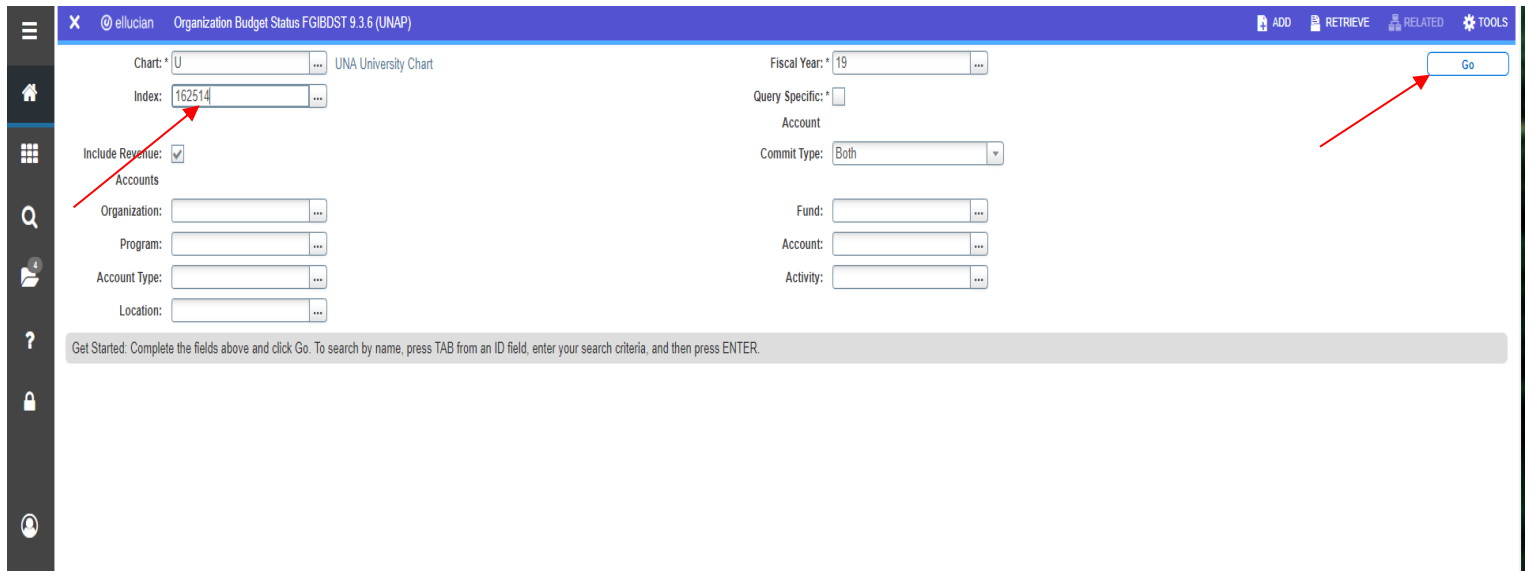
Next we will view the current Budget Status for the Fund. You will return to the following screen:



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 Auxiliary Fund Number in the INDEX field. Next, press GO:



You should now see the following information:

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:

| 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   |                   |

Record 1 of 10

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.

For this example,

**Expense Pool: \$118,000.00**

**Less:**

**Supplies (\$20,803.26)**

**Meals (\$308.74)**

**Food (\$61.39)**

**Publications \$3,100.00 (you would add this amount because it is available to spend)**

**CC Proc Fee (\$639.36)**

**Cont. Srvs (\$4,157.00)**

**Prtg-Copying (\$747.20)**

**Total Available for Expenditures: \$94,383.05**

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

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:

| 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   |                   |

10 Per Page Record 1 of 10



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:

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



**Excel should now provide a spreadsheet with the information as follows:**

|    | A         | B             | C                    | D                        | E                          | F             | G                   | H         | I      | J    | K   | L                  | M | N | O | P | Q | R | S | T | U        | V    | W |
|----|-----------|---------------|----------------------|--------------------------|----------------------------|---------------|---------------------|-----------|--------|------|-----|--------------------|---|---|---|---|---|---|---|---|----------|------|---|
| 1  | 'Chart'   | 'Fiscal Year' | 'Index'              | 'Query Specific Account' | 'Include Revenue Accounts' | 'Commit Type' | 'Organization'      |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 2  | U         | 19            | 162514               | R                        | Y                          |               | 80222               | Student E | 162514 | SOAR | AUX | Auxiliary Services |   |   |   |   |   |   |   |   | UNA Univ | SOAR |   |
| 3  | 'Account' | 'Type'        | 'Title'              | 'Adjusted Budget'        | 'YTD Activity'             | 'Commitments' | 'Available Balance' |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 4  | 5699      | R             | Misc Aux Income      | 150000                   | 62175                      | 0             | 87825               |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 5  | 6139      | L             | University Workstudy | 32000                    | 1000                       | 0             | 31000               |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 6  | 700       | E             | Expense Pool         | 118000                   | 0                          | 0             | 118000              |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 7  | 7005      | E             | Supplies             | 0                        | 804.26                     | 19999         | -20803.3            |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 8  | 7020      | E             | Meals                | 0                        | 308.74                     | 0             | -308.74             |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 9  | 7057      | E             | Food Purchases       | 0                        | 61.39                      | 0             | -61.39              |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 10 | 7063      | E             | Publications         | 0                        | -3100                      | 0             | 3100                |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 11 | 7073      | E             | Credit Card Proc Fee | 0                        | 639.36                     | 0             | -639.36             |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 12 | 7080      | E             | Contracted Services  | 0                        | 1397                       | 2760          | -4157               |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 13 | 7097      | E             | Printing-Copying     | 0                        | 747.2                      | 0             | -747.2              |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |
| 14 |           |               |                      |                          |                            |               |                     |           |        |      |     |                    |   |   |   |   |   |   |   |   |          |      |   |

**In order to view this more easily, delete any unnecessary columns per your preference and expand column widths where needed:**

|    | A         | B             | C                    | D                        | E                          | F             | G                   |
|----|-----------|---------------|----------------------|--------------------------|----------------------------|---------------|---------------------|
| 1  | 'Chart'   | 'Fiscal Year' | 'Index'              | 'Query Specific Account' | 'Include Revenue Accounts' | 'Commit Type' | 'Organization'      |
| 2  | U         | 19            | 162514               | R                        | Y                          |               | 80222               |
| 3  | 'Account' | 'Type'        | 'Title'              | 'Adjusted Budget'        | 'YTD Activity'             | 'Commitments' | 'Available Balance' |
| 4  | 5699      | R             | Misc Aux Income      | 150000                   | 62175                      | 0             | 87825               |
| 5  | 6139      | L             | University Workstudy | 32000                    | 1000                       | 0             | 31000               |
| 6  | 700       | E             | Expense Pool         | 118000                   | 0                          | 0             | 118000              |
| 7  | 7005      | E             | Supplies             | 0                        | 804.26                     | 19999         | -20803.26           |
| 8  | 7020      | E             | Meals                | 0                        | 308.74                     | 0             | -308.74             |
| 9  | 7057      | E             | Food Purchases       | 0                        | 61.39                      | 0             | -61.39              |
| 10 | 7063      | E             | Publications         | 0                        | -3100                      | 0             | 3100                |
| 11 | 7073      | E             | Credit Card Proc Fee | 0                        | 639.36                     | 0             | -639.36             |
| 12 | 7080      | E             | Contracted Services  | 0                        | 1397                       | 2760          | -4157               |
| 13 | 7097      | E             | Printing-Copying     | 0                        | 747.2                      | 0             | -747.2              |

**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  | 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 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 15 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 16 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 17 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 18 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 19 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 20 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 21 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 22 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 23 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 24 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 25 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 26 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 27 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 28 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 29 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 30 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 31 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 32 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 33 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 34 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 35 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 36 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 37 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 38 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 39 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 40 |           |               |                      |                          |                            |               |                     |   |   |   |   |   |   |   |   |   |   |   |   |



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:

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:

ORGANIZATION BUDGET STATUS

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

Record 4 of 10

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

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:

ORGANIZATION BUDGET STATUS

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

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:

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   |

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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

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  | +                            |      |            |                    |                 |                                     |             |        |          |          |

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

Please contact Salena Denton-Jarmon at extension 4699 or [skdenton@una.edu](mailto:skdenton@una.edu) for any questions or help with navigating when needed.