

BUDGET QUERIES USING INTERNET NATIVE BANNER

(General Fund Budgets)

University of North Alabama

Auditing and Finance

(256)765-4699



Login:

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

Log into Portal and select “Banner Admin Pages”

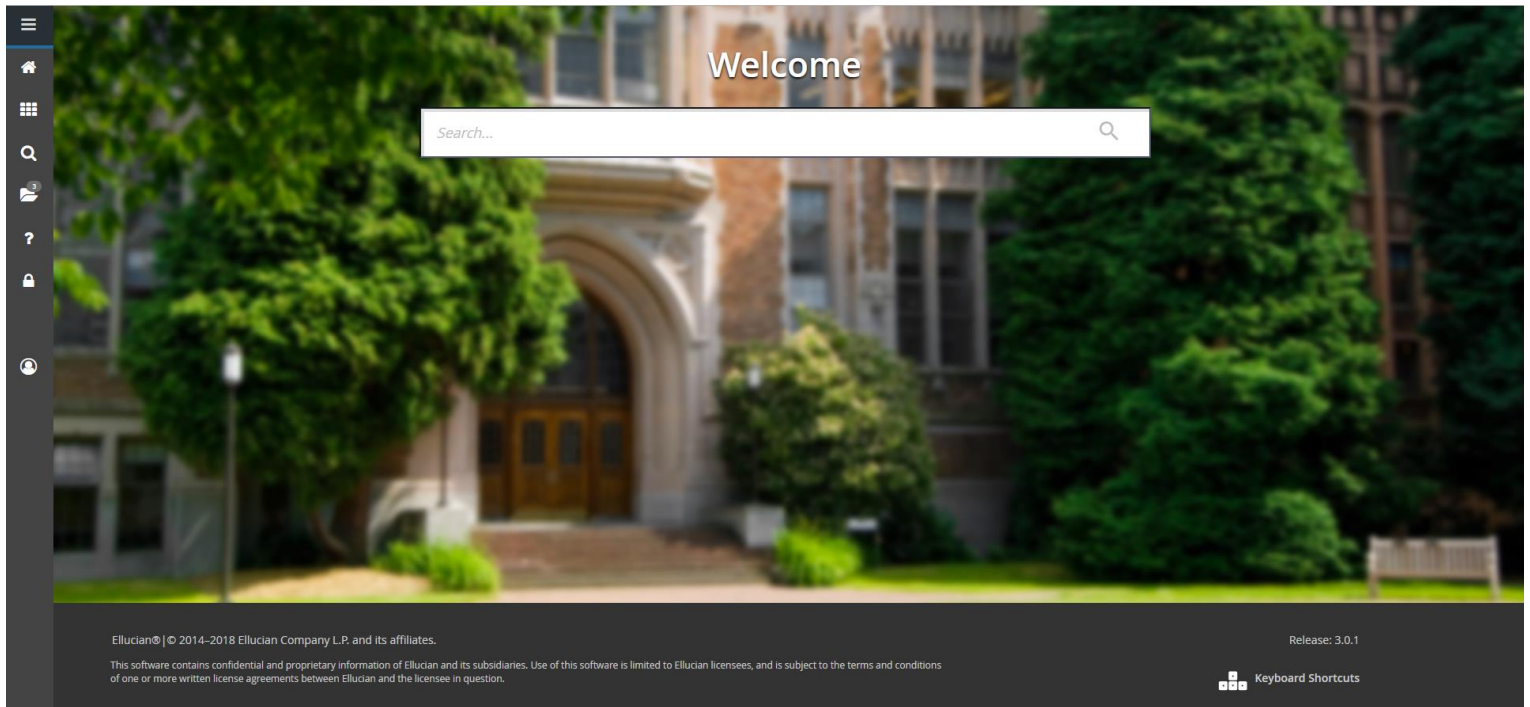
The screenshot shows the UNA website portal dashboard. At the top left is the University of North Alabama logo. Below the logo are two notification boxes: "The deadline to apply for summer graduation is June 1st." with a link to "Applying for Graduation" and "The deadline to withdraw from any or all May Intercession classes is Wednesday, May 31st." with a link to "Academic Calendars".

The dashboard is organized into several columns of service tiles:

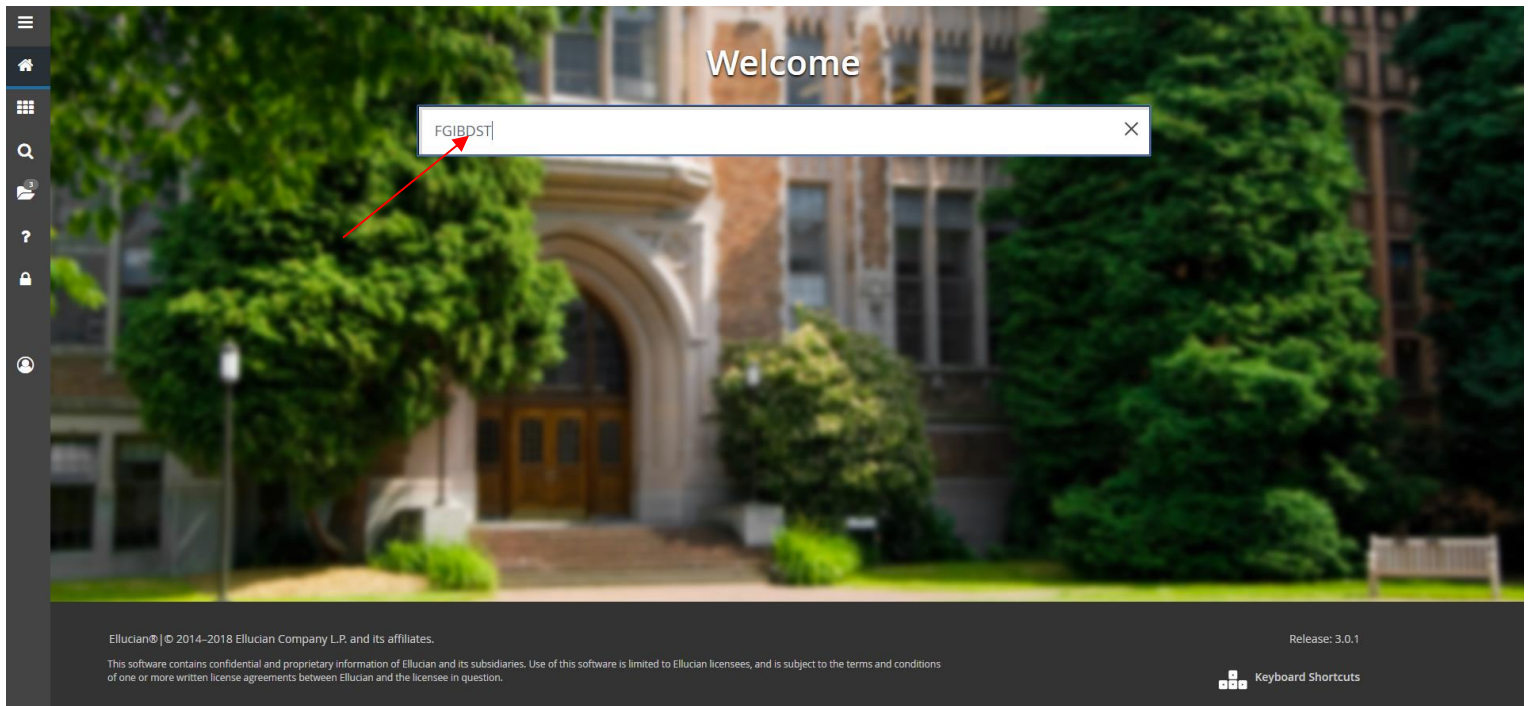
- Employee Resources:** Includes buttons for "Employee Dashboard", "Tuition Remission Request", "VPN Request Form", "Employee Forms and Links", and "Edit/View Direct Deposit Information".
- Time Approval and Submission:** Includes buttons for "Timesheet Approval", "Leave Approval", "Enter/Submit Timesheet", and "Enter/Submit Leave".
- Finance Self-Service:** Includes buttons for "My Finance Dashboard", "Create A Purchase Requisition", "Self-Service Budget Query", and "Prior Purchase Pre-Approval Request".
- Electronic Personnel Action Form:** Includes buttons for "Approval Summary", "Create New ePAFs", "Originator Summary", and "View ePAF Menu".
- Banner Admin Pages:** Contains a warning message: "Banner Admin Pages is only available from a University-owned and managed device that is connected to the campus network. Please connect to UNA's network prior to attempting to access Banner Admin Pages." Below the message is a button labeled "Banner Admin Pages", which is highlighted with a red arrow.
- ARGOS Banner Password:** Contains a warning message: "In order to run ARGOS reports from Banner, you must set your Banner/ARGOS password separately. Prior to accessing ARGOS for the first time and each time you change your computer UNA Portal password, you must update your password here as well to match. This utility is only available from the campus network. Please connect to UNA's network prior to attempting access." Below the message is a button labeled "ARGOS Banner Password".
- Workflow:** Contains a message: "Your Worklist is **ONLY VIEWABLE** inside Workflow. Check often to ensure your tasks have been completed." Below the message is a button labeled "Workflow".
- Personal Information:** Includes buttons for "Update Lion Alert", "My UNA Parking Portal", and "Personal Information Profile".

VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

Next, to view the current Budget Status for the Fund, start at this 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:

Organization Budget Status FGIBDST 9.3.6 (UNAP)

Chart: U ... UNA University Chart Fiscal Year: * 19 ...

Index: 42110 ... Query Specific:

Include Revenue: Account

Commit Type: Both

Organization: Fund: Account: Activity: Account Type: Location:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

You should now see the following information:

Program:	INS	Instruction	Account:	Account Type:	Activity:	Location:						
6115			L		Part Time Faculty		0.00	30,233.32	0.00		-30,233.32	
6127			L		Overload-Faculty		0.00	4,516.67	0.00		-4,516.67	
6129			L		Independent Study		0.00	399.97	0.00		-399.97	
6132			L		Non-exempt Full Time Staff		29,141.79	28,483.35	0.00		658.44	
6134			L		Overtime		0.00	42.03	0.00		-42.03	
6139			L		University Workstudy		4,500.00	2,607.92	0.00		1,892.08	
6300			L		Benefits Pool		171,357.97	0.00	0.00		171,357.97	
6302			L		Hospital Insurance		0.00	53,222.53	0.00		-53,222.53	
6303			L		Cancer Insurance		0.00	154.50	0.00		-154.50	
6304			L		Disability Insurance		0.00	1,826.54	0.00		-1,826.54	
6306			L		Life Insurance		0.00	1,905.22	0.00		-1,905.22	
6309			L		Supplemental Insurance		0.00	270.00	0.00		-270.00	
6313			L		Social Security		0.00	45,866.49	0.00		-45,866.49	
6314			L		Teacher Retirement		0.00	70,749.99	0.00		-70,749.99	
6316			L		Compensated Absences		0.00	743.92	0.00		-743.92	
6318			L		Remission of Fees		0.00	11,365.50	0.00		-11,365.50	
700			E		Expense Pool		35,113.16	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		

50 Per Page 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	

Navigation: 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:

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:

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	

Navigation: 1 of 1 | 10 Per Page | Record 1 of 10

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

Organization Budget Status FGBDST 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	-20,803.30
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	-415.00
7097	E	Printing-Copying	0.00	747.20	0.00	-747.20
Net Total			0.00	60,317.05	22,759.00	

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

Chart	Fiscal Year	Index	Query Sp	Include R	Commit T	Organizat	Key Orgn	Fund	Key Fund	Program	Key Prog	Account	Key Acct I	Account T	Key Atyp	Activity	Key Actv	Location	Key Locn	Key Coas	Key Acci Desc
U	19	162514	R	Y		80222	Student En	162514	SOAR	AUX	Auxiliary Services										UNA Univ SOAR
Account	Type	Title	Adjusted	YTD Activ	Commitr	Available Balance															
5699	R	Misc Aux I	150000	62175	0	87825															
6139	L	University	32000	1000	0	31000															
700	E	Expense F	118000	0	0	118000															
7005	E	Supplies	0	804.26	19999	-20803.3															
7020	E	Meals	0	308.74	0	-308.74															
7057	E	Food Purc	0	61.39	0	-61.39															
7063	E	Publicatio	0	-3100	0	3100															
7073	E	Credit Car	0	639.36	0	-639.36															
7080	E	Contracte	0	1397	2760	-4157															
7097	E	Printing-C	0	747.2	0	-747.2															

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

Chart	Fiscal Year	Index	Query Specific Account	Include Revenue Accounts	Commit Type	Organization
U	19	162514	R	Y		80222
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5699	R	Misc Aux Income	150000	62175	0	87825
6139	L	University Workstudy	32000	1000	0	31000
700	E	Expense Pool	118000	0	0	118000
7005	E	Supplies	0	804.26	19999	-20803.26
7020	E	Meals	0	308.74	0	-308.74
7057	E	Food Purchases	0	61.39	0	-61.39
7063	E	Publications	0	-3100	0	3100
7073	E	Credit Card Proc Fee	0	639.36	0	-639.36
7080	E	Contracted Services	0	1397	2760	-4157
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:

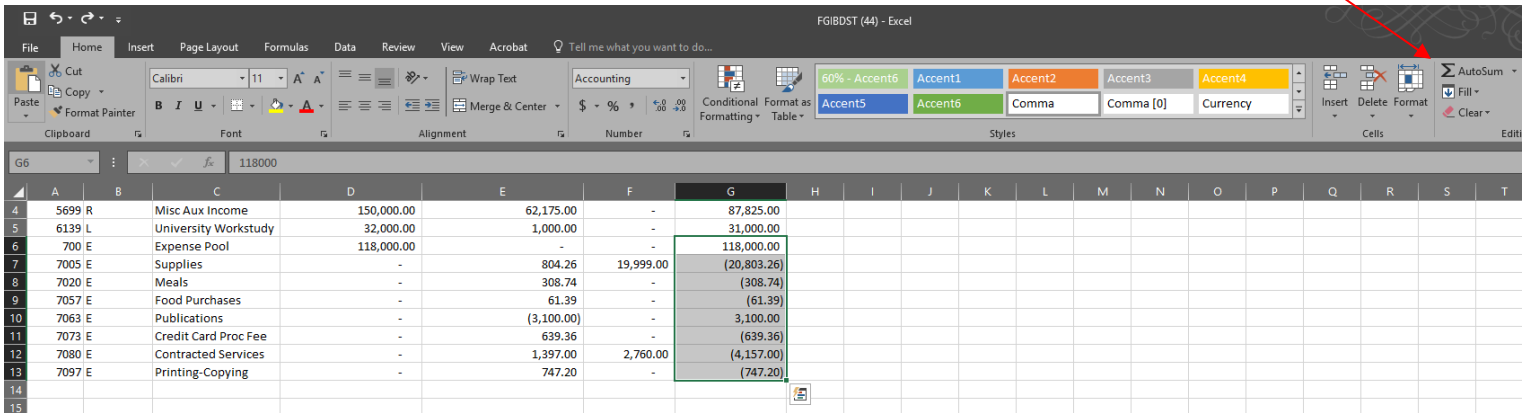
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	'Chart'	'Fiscal Year'	'Index'	'Query Specific Account'	'Include Revenue Accounts'	'Commit Type'	'Organization'												
2	U	19	162514	R	Y		80,222.00												
3	'Account'	'Type'	'Title'	'Adjusted Budget'	'YTD Activity'	'Commitments'	'Available Balance'												
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)												

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)												



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	

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 [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 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 [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 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 FGIRDST 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
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

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

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	+									

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 for any questions or help with navigating when needed.