BUDGET QUERIES USING SELF-SERVICE BANNER (Auxiliary Fund Budgets)
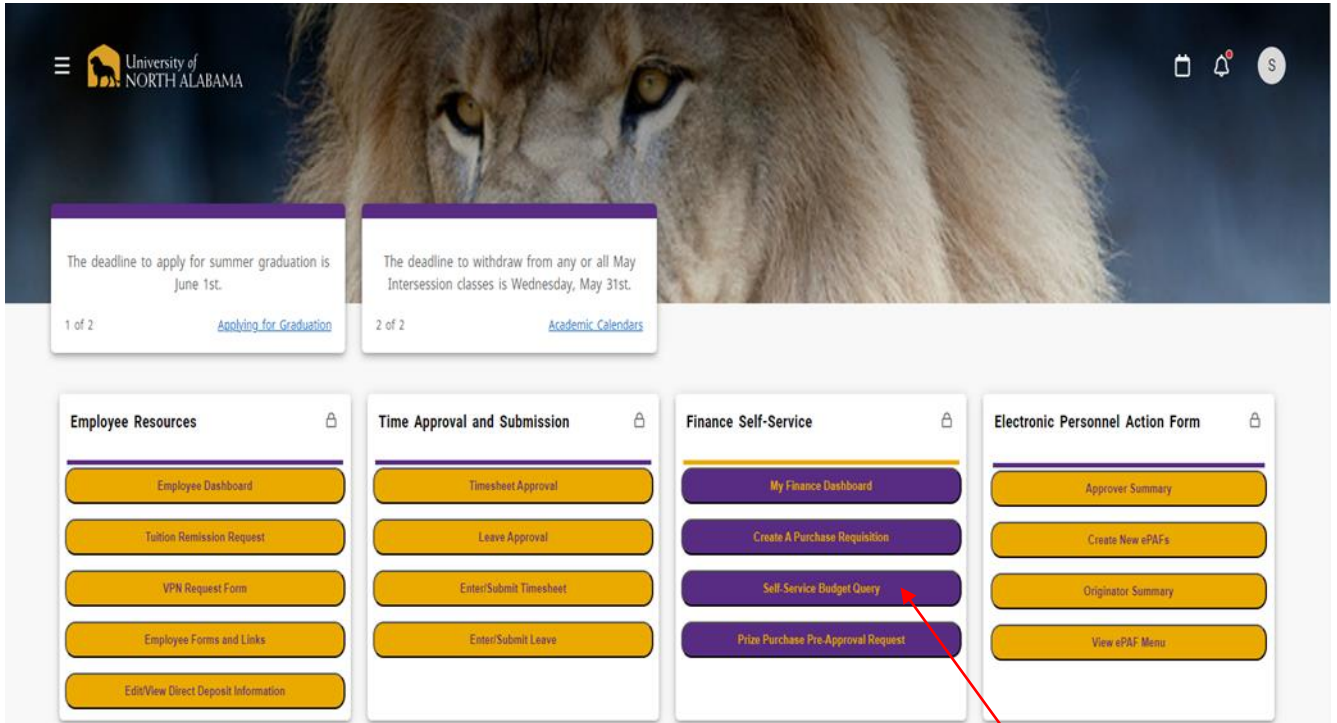
Budget Status by Account

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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":
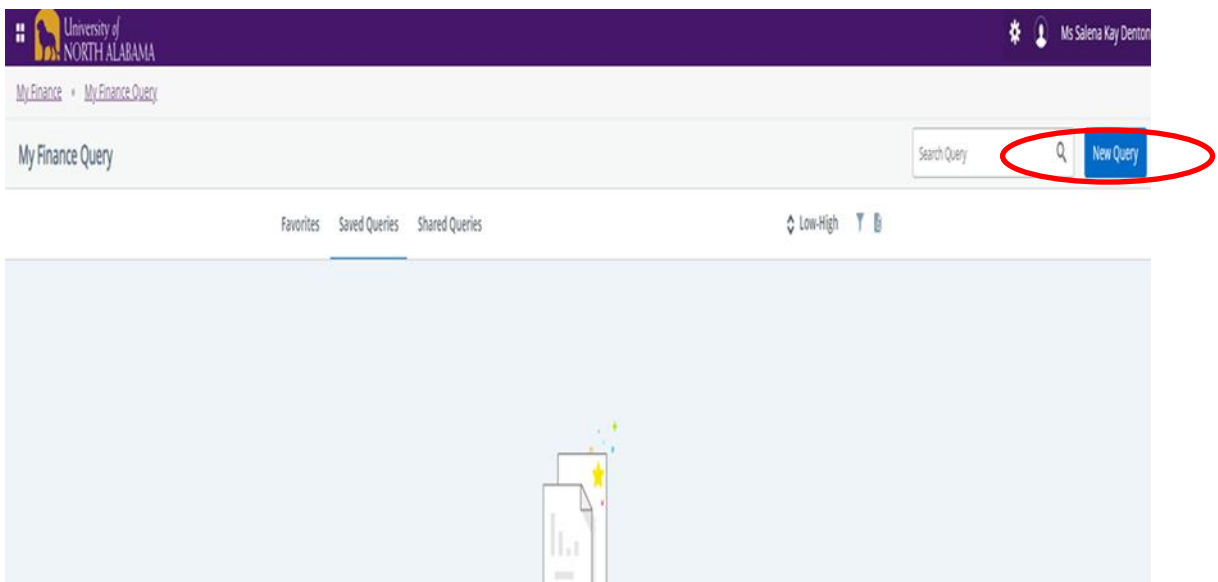
3. This pop-up box should appear:

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:

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:

Create New Query   ✕

Commitment Type - Do not change

| All | ⌄ | ☑ Include Revenue Accounts |

Fiscal Year*   2022   ✕ ⌄   Fiscal Period*   14   ✕ ⌄

Comparison Fiscal Year   None   ⌄   Comparison
                                                   Fiscal Period   None   ⌄

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:

Create New Query   ✕

None   ▾   Fiscal Period   None   ▾

Operating Ledger

☐ Adopted Budget ⓘ   ☑ Year to Date ⓘ

☐ Budget Adjustment ⓘ   ☑ Encumbrance ⓘ

☐ Adjusted Budget ⓘ   ☑ Reservation ⓘ

☐ Temporary Budget ⓘ   ☑ Commitments ⓘ
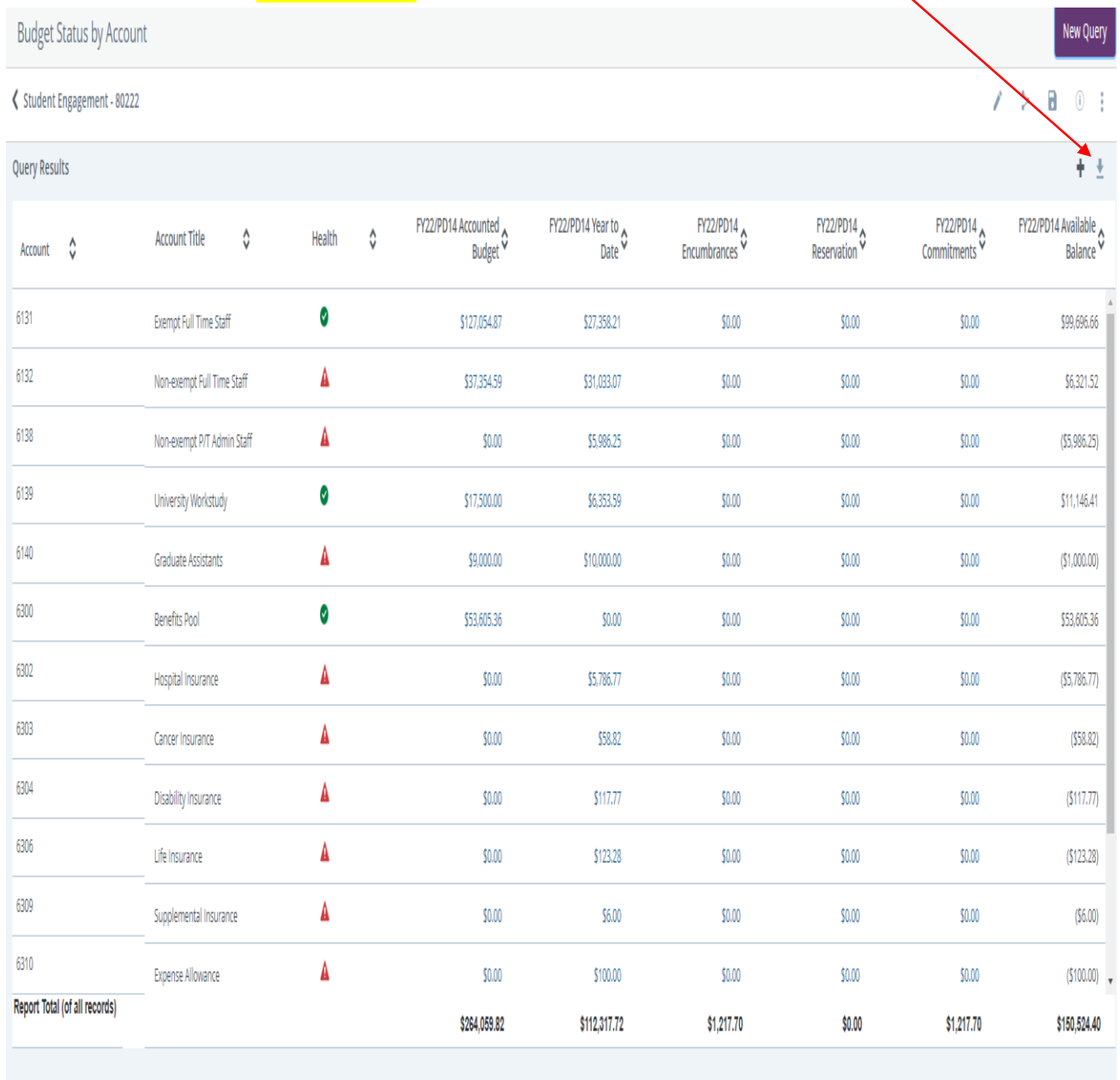
☑ Accounted Budget ⓘ   ☑ Available Balance ⓘ

SUBMIT

7. Click "Submit".

8. You should now see a line item view of your budget details. Any "blue" item can be selected for further research/drill-down in order to determine what entries/invoices make up the amount:

If you would like to DOWNLOAD your information into EXCEL, click here

Budget Status by Account   New Query

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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

9.   Auxiliary Budgets are unique in that these budgets generate revenue. Auxiliary budgets also have a FUND BALANCE that rolls forward yearly. Unfortunately, at this time, Self-Service Banner Finance does NOT allow for end users to view their fund balance via query. To determine the current fund balance for your auxiliary account, you will need to contact our office (either skdenton@una.edu or extension 4699) to inquire what your fund balance is. Once you obtain the fund balance that your auxiliary fund ended the prior fiscal year with, you are then able to calculate your current fund balance.   An example follows on how to calculate fund balance (once given the prior year fund balance).

EXAMPLE AUXILIARY FUND BALANCE CALCUATION

FY23 Year End Fund Balance	68,458.15	**THIS NUMBER PROVIDED BY THE BUSINESS OFFICE
FY24 Revenues	145,282.00	This number obtained by Self-Service Query Below
FY24 Expenditures	(134,594.75)	This number obtained by Self-Service Query Below
FY24 Transfers IN/OUT (Net)	(20,324.08)	This number obtained by Self-Service Query Below
CURRENT FY24 FUND BALANCE	$ 58,821.32	*This number obtained by FY23 Year End Fund Balance PLUS current revenues MINUS current expenditures PLUS transfers in MINUS Transfers out.

**REVENUE LINES BEGIN WITH "5", EXPENSE LINES BEGIN WITH "7" and TRANSFER LINES BEGIN WITH "8"

SELF-SERVICE BUDGET STATUS BY ACCOUNT QUERY (DOWNLOADED) FOR AUXILIARY

Account	Account Title	FY24/PD14 Accounted Budget	FY24/PD14 Year to Date		
5699	Misc Aux Income	25,000.00	145,282.00	$ 145,282.00	TOTAL REVENUE
700	Expense Pool	25,000.00	0.00		
7005	Supplies	0.00	7,437.48		
7011	Supplies-Concession	0.00	2,392.94		
7020	Meals	0.00	107.40		
7031	Other Expenditure	0.00	107,017.01		
7057	Food Purchases	0.00	342.67		
7073	Credit Card Proc Fee	0.00	7,624.65		
7087	Computer Software	0.00	312.00		
7501	Non Capitalized Equipment	0.00	3,171.80		
7502	Equip 2,000-4,999	0.00	4,048.80		
7519	Equipment Rental	0.00	2,140.00	$ 134,594.75	TOTAL EXPENDITURES
8301	NM Transf-Out - GENERAL	0.00	20,324.08	$ 20,324.08	TRANSFER OUT

Current Fund Balance as Shown in Banner Below (Matches Calculation Above)

Current Fund Balance	58,821.32	Credit

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