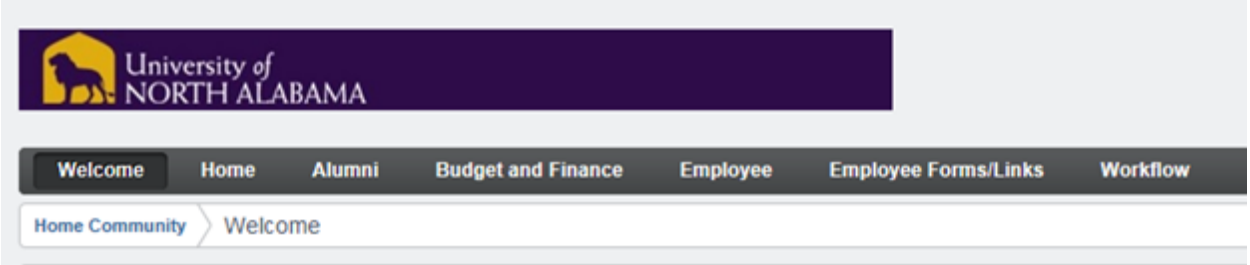
Navigating Banner 9 INB AUXILIARY BUDGETS

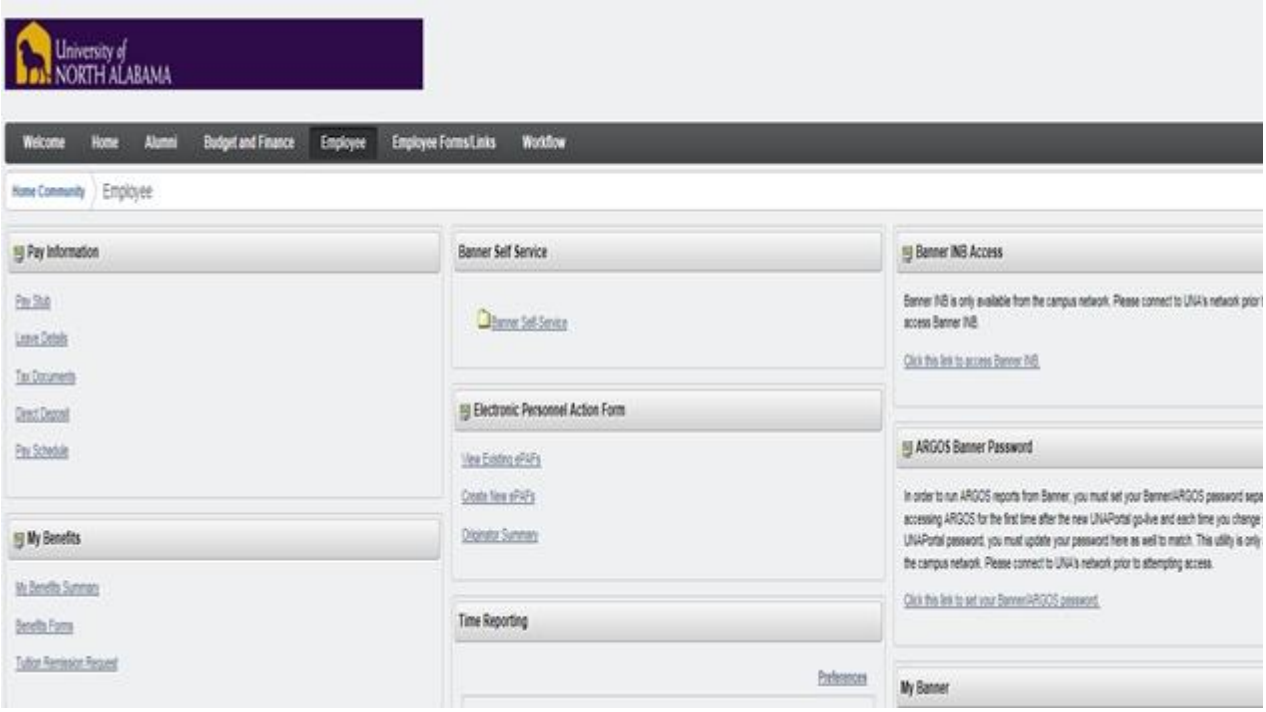
University of North Alabama

Login:

1. **Go to the UNA Website (www.una.edu)**
2. **Log into Portal**
3. **The following tabs should appear across the top of your screen:**

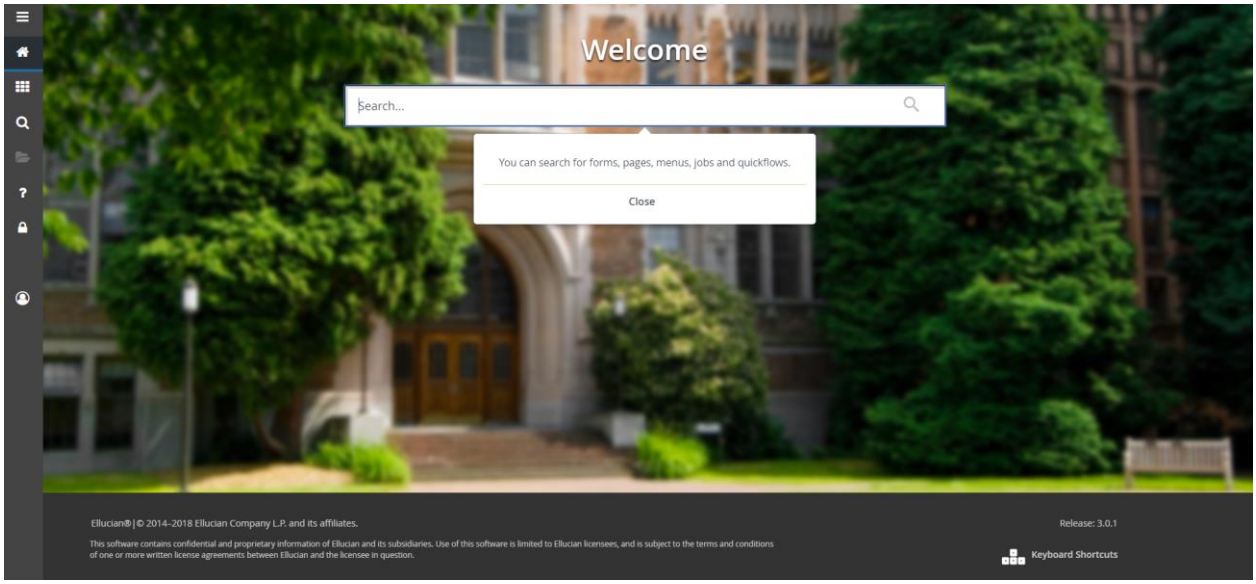


4. **Click the "Employee" tab.**
5. **You should now see the following options:**



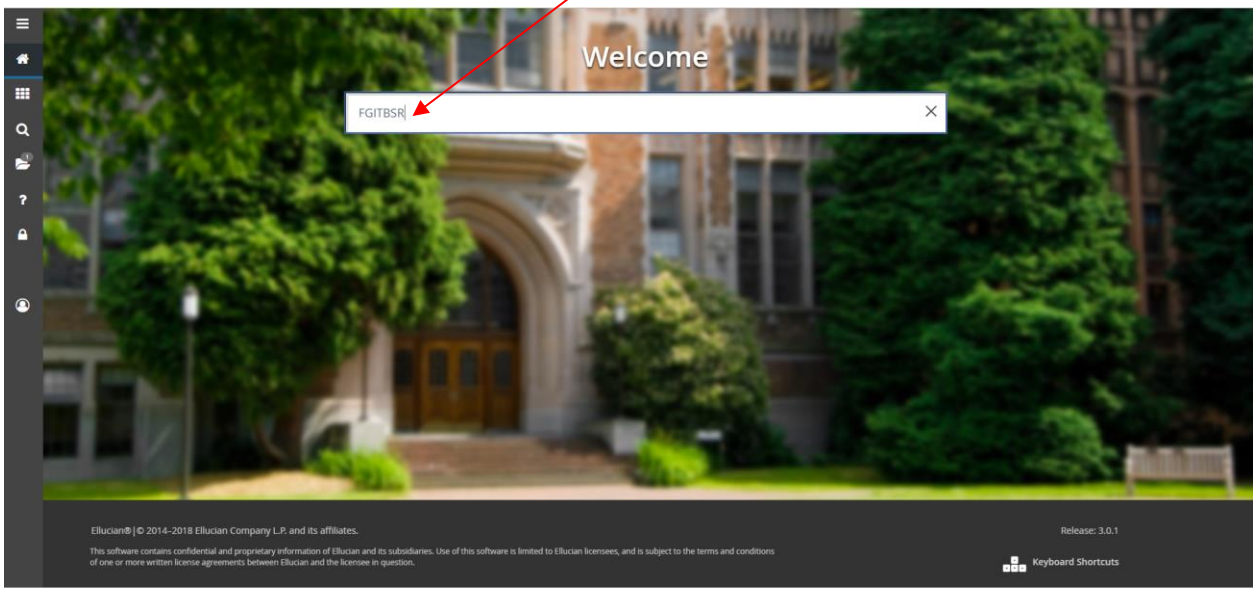
6. **Select the “Click this link to access Banner INB”.**

7. **You should now see the following screen:**



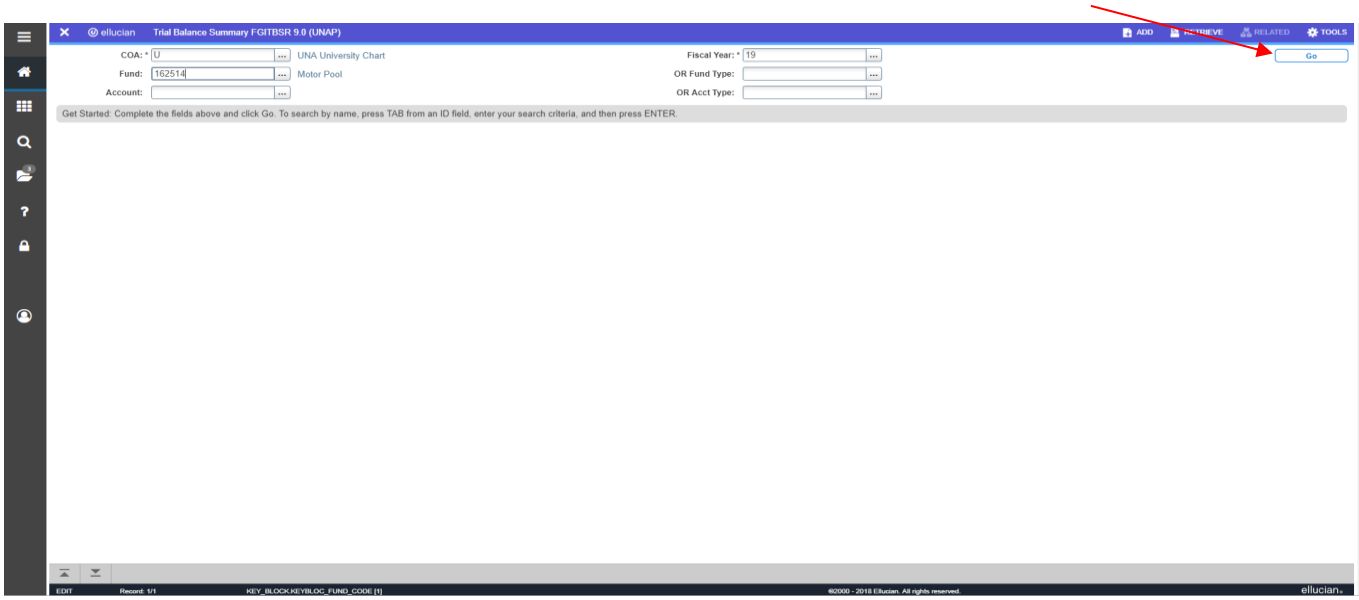
VIEWING YOUR AUXILIARY FUND BALANCE

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:

ellucian Trial Balance Summary FGITBSR 9.0 (UNAP) ADD RETRIEVE RELATED TOOLS

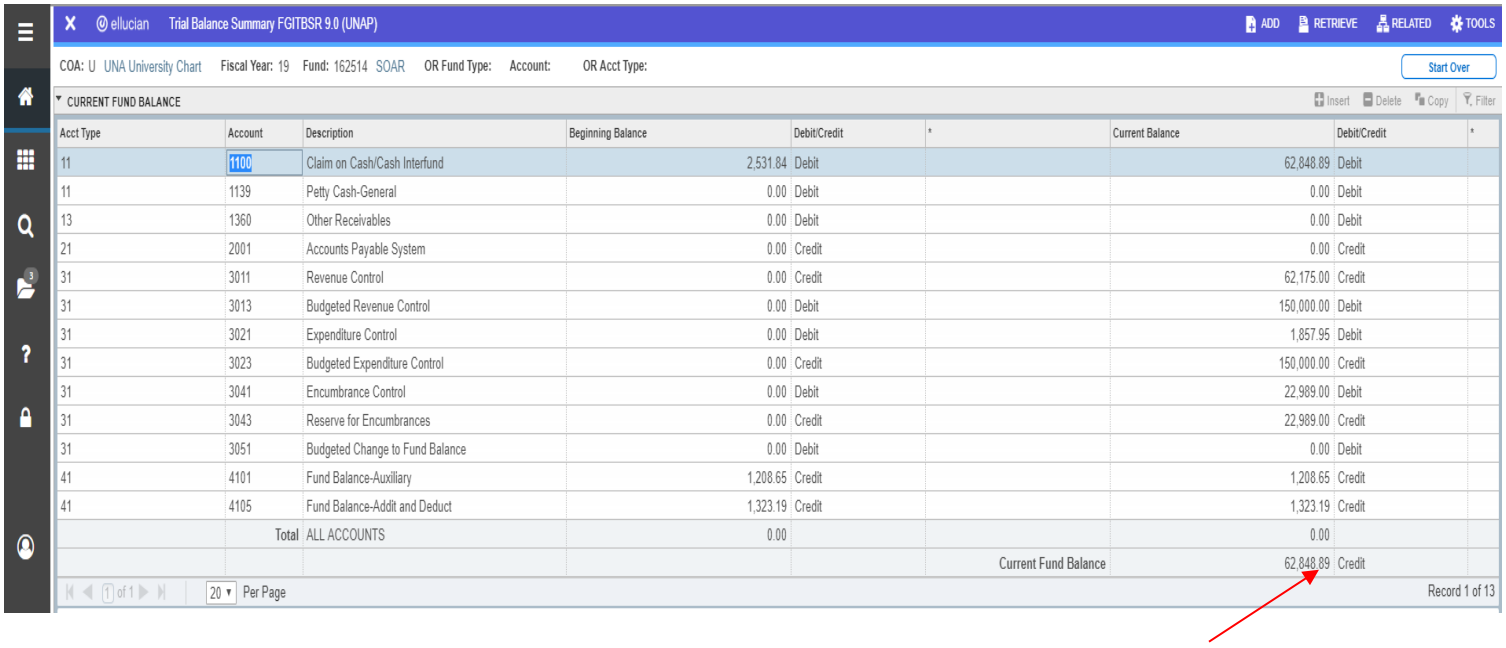
COA: U UNA University Chart Fiscal Year: 19 Fund: 162514 SOAR OR Fund Type: Account: OR Acct Type: Start Over

CURRENT FUND BALANCE Insert Delete Copy Filter

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	

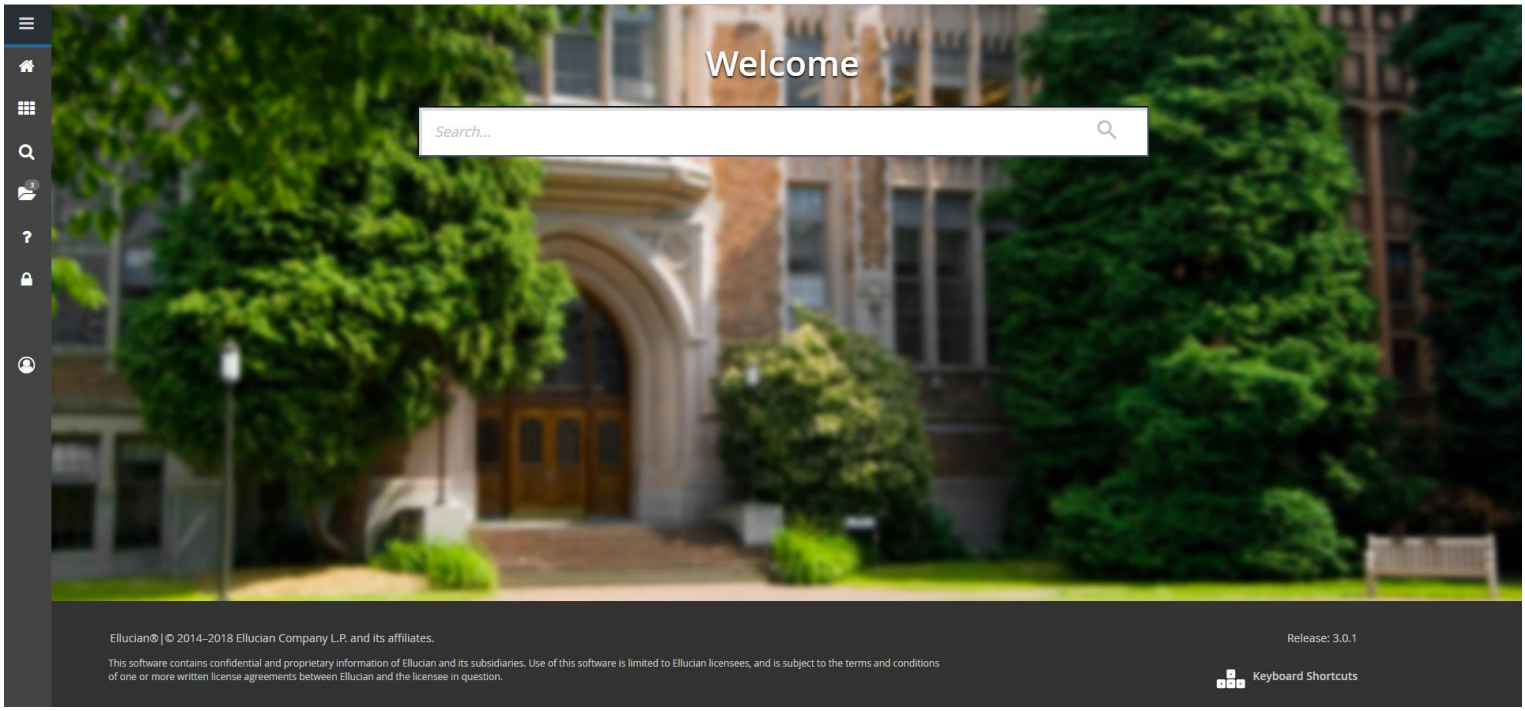
1 of 1 20 Per Page Record 1 of 13

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.

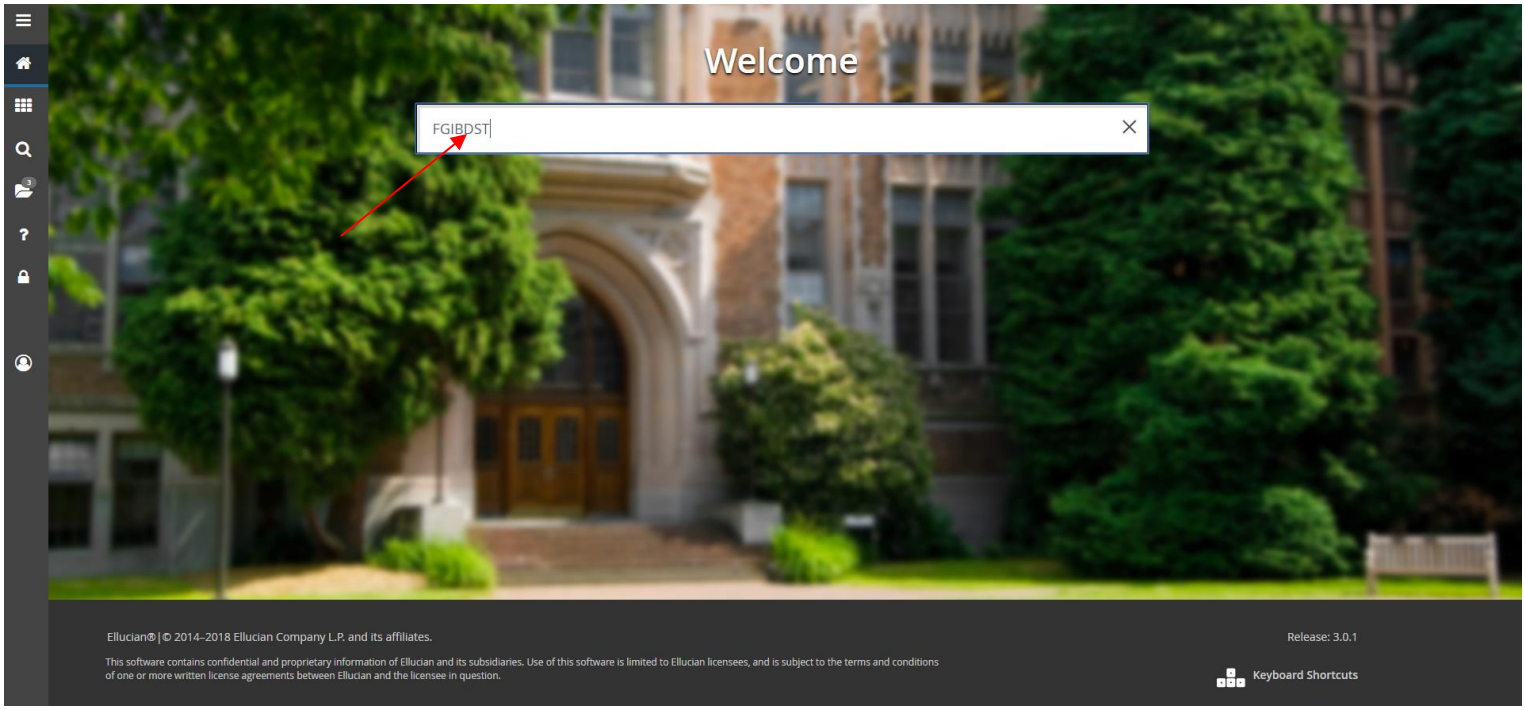


VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

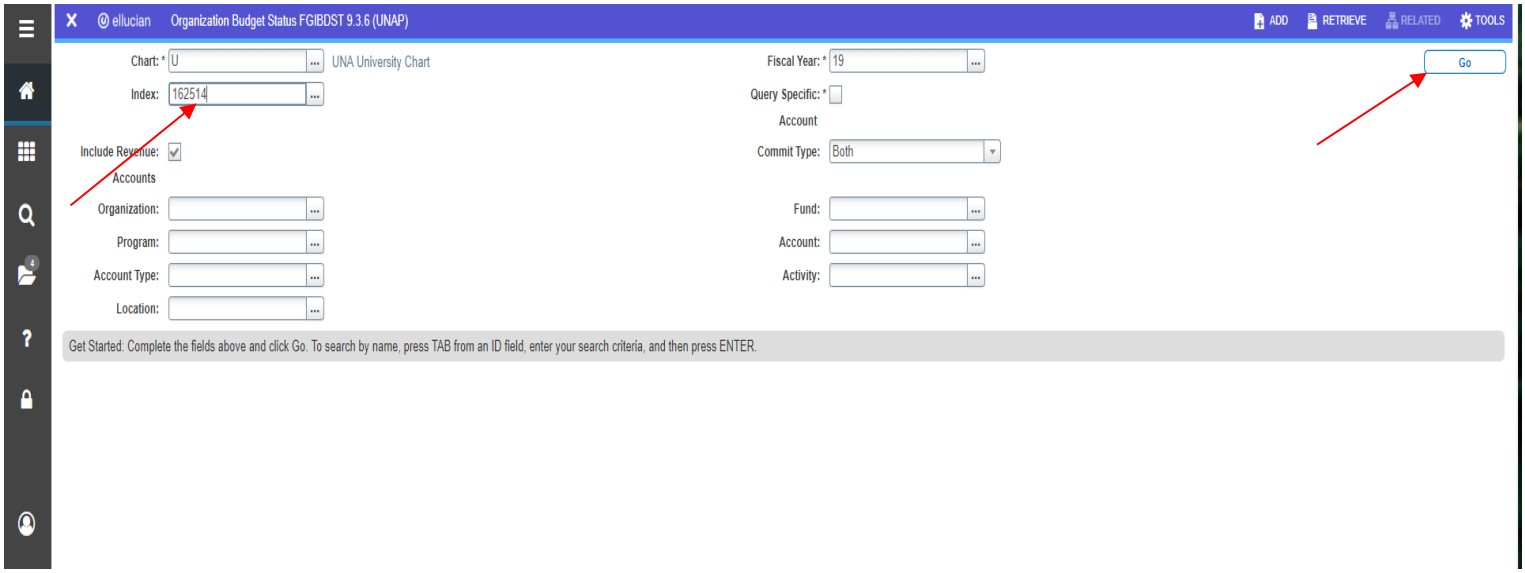
Next we will view the current Budget Status for the Fund. You will return to the following screen:



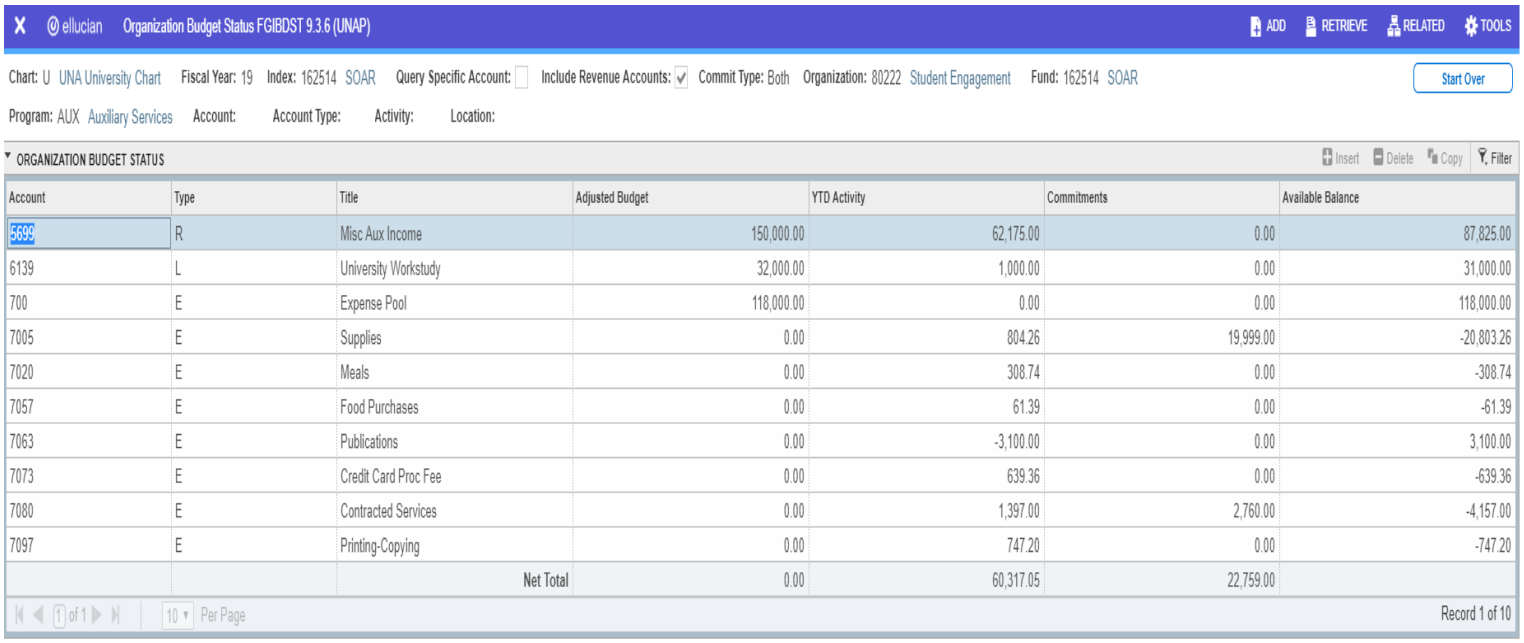
Once, here you will enter "FGIBDST" and press "Enter":



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:



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	

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,

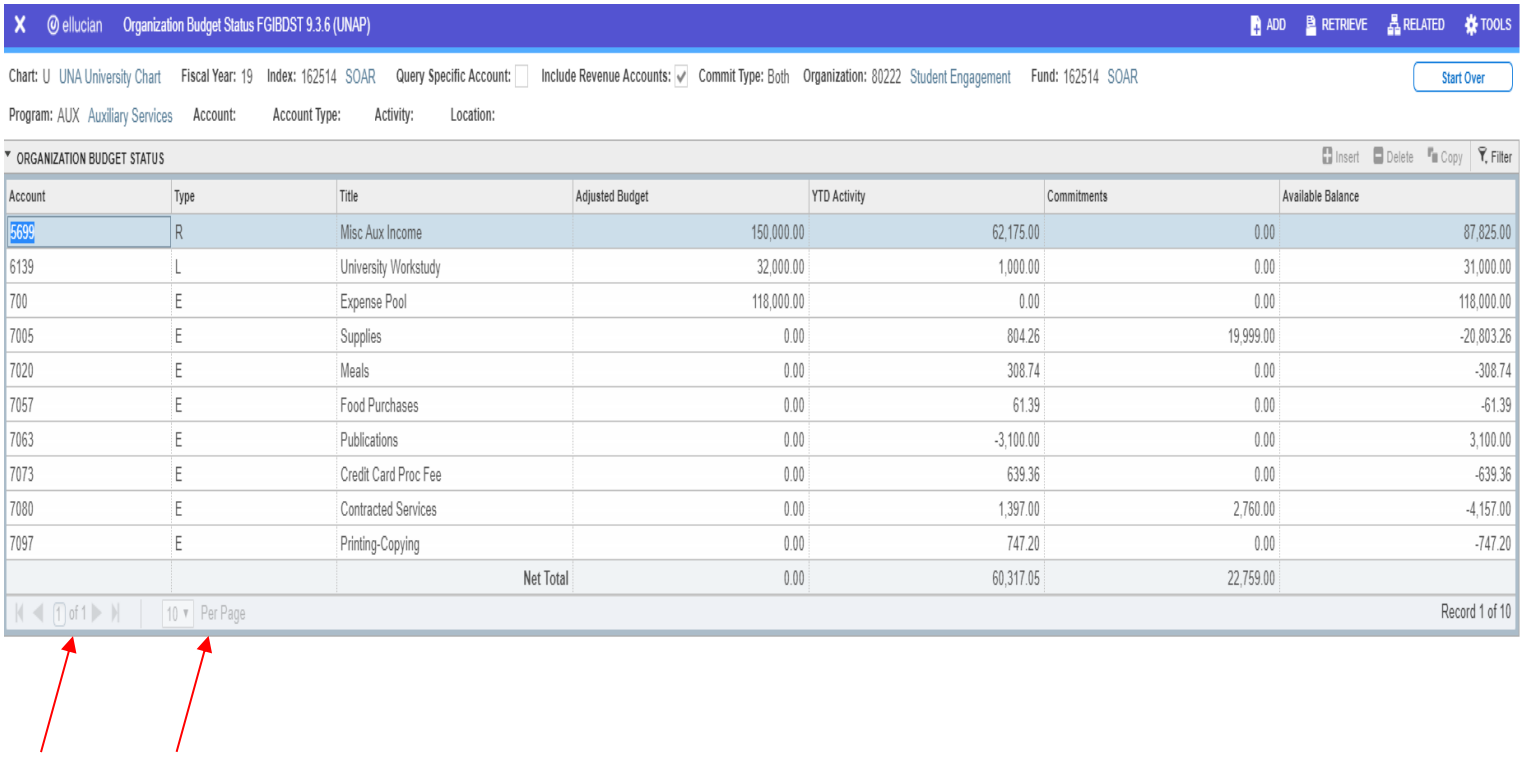
Expense Pool: $118,000.00

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

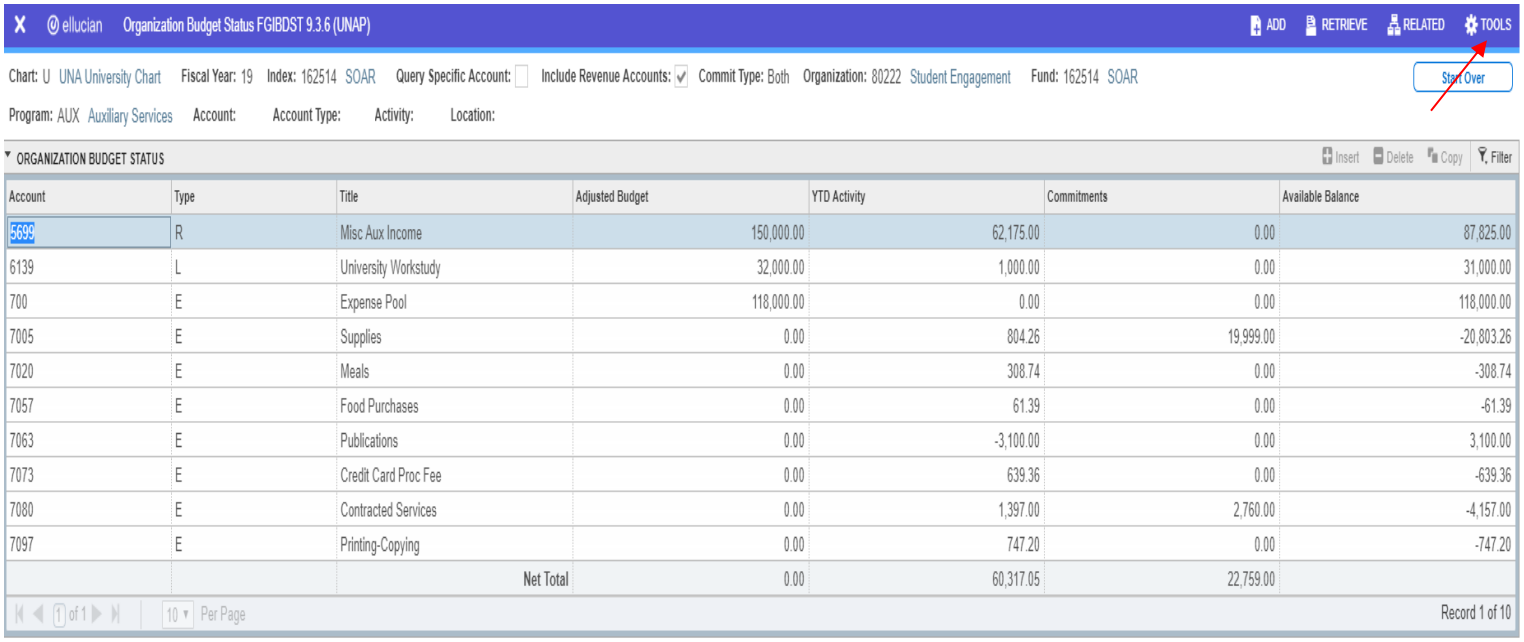
One IMPORTANT thing to note on this screen is the number of pages available as well as the "Per Page" option:



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	

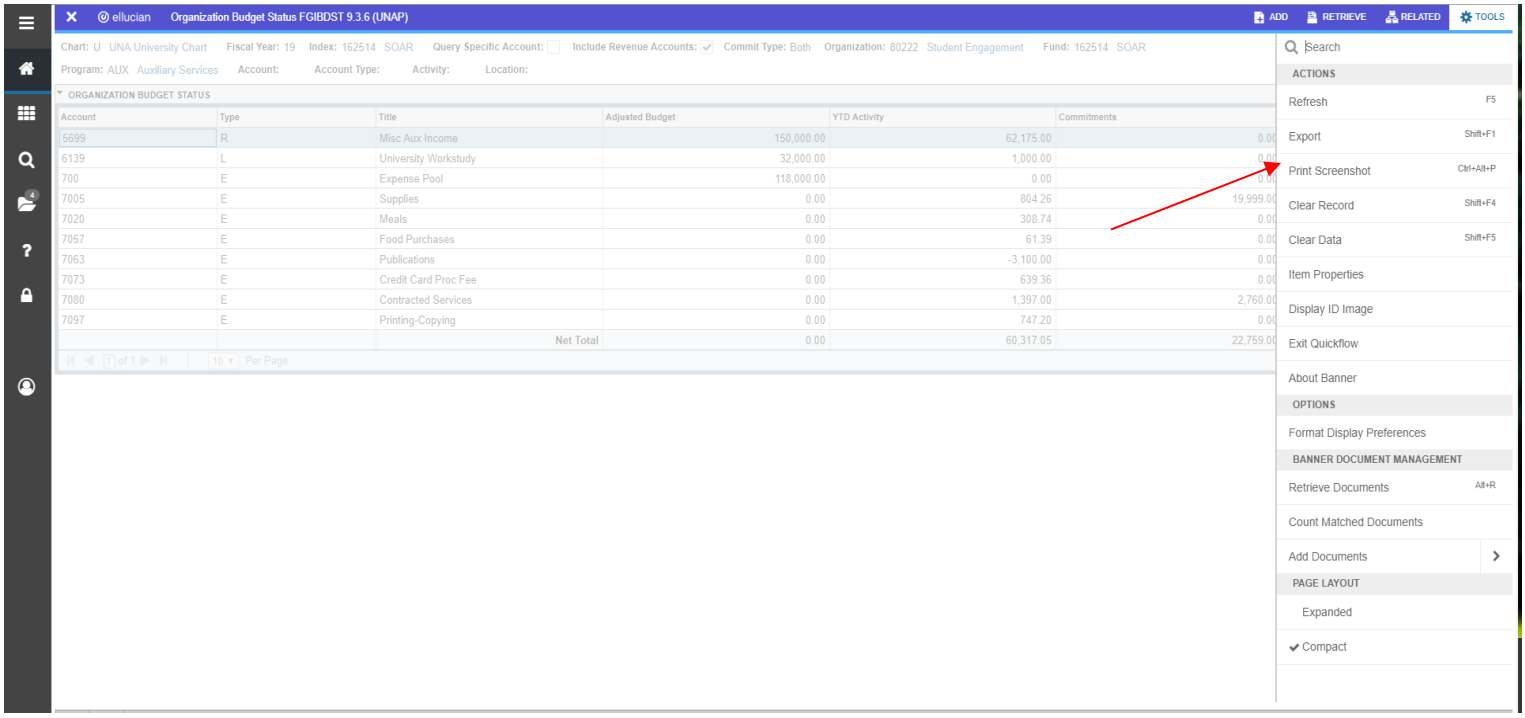
For this particular fund, the options are “greyed out” because this user is currently viewing all fund activity, however, if you are viewing your fund and see that this field were to say “1 of 2”, this is an indication that there are additional expenditures that are not showing on the screen. This would 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:



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	

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 Yea	'Index'	'Query Spi	'Include R	'Commit T	'Organizat	'Key Orgn	'Fund'	'Key Fund	'Program'	'Key Prog	'Account'	'Key Acct I	'Account T	'Key Atyp	'Activity'	'Key Actv I	'Location'	'Key Locn	'Key Coas	'Key Acci Desc'	
2	U	19	162514	R	Y		80222	Student Ei	162514	SOAR	AUX	Auxiliary Services									UNA Univ	SOAR	
3	'Account'	'Type'	'Title'	'Adjusted	'YTD Activ	'Commitm	'Available Balance'																
4	5699	R	Misc Aux I	150000	62175	0	87825																
5	6139	L	University	32000	1000	0	31000																
6	700	E	Expense P	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 Purc	0	61.39	0	-61.39																
10	7063	E	Publicatio	0	-3100	0	3100																
11	7073	E	Credit Car	0	639.36	0	-639.36																
12	7080	E	Contracte	0	1397	2760	-4157																
13	7097	E	Printing-C	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:

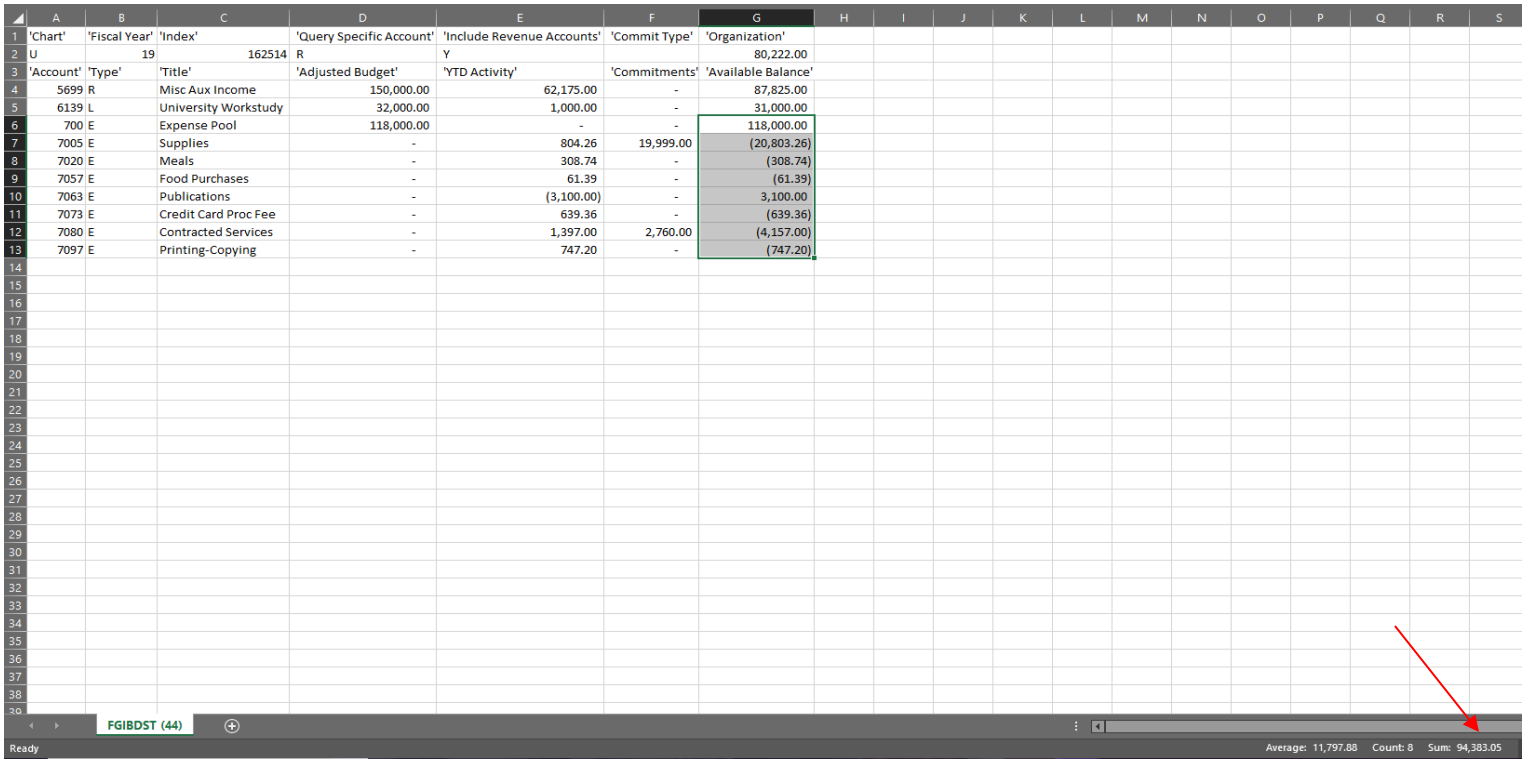
	A	B	C	D	E	F	G
1	'Chart'	'Fiscal Year'	'Index'	'Query Specific Account'	'Include Revenue Accounts'	'Commit Type'	'Organization'
2	U	19	162514	R	Y		80,222.00
3	'Account'	'Type'	'Title'	'Adjusted Budget'	'YTD Activity'	'Commitments'	'Available Balance'
4	5699	R	Misc Aux Income	150,000.00	62,175.00	-	87,825.00
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)

FGIBDST (44)

Ready

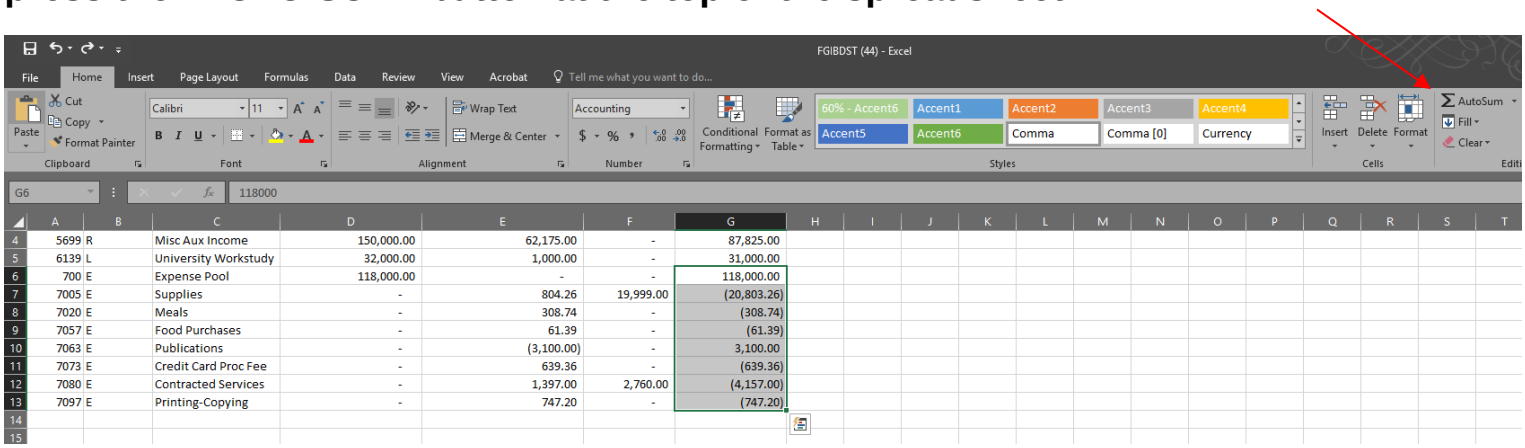
Average: 11,797.88 Count: 8 Sum: 94,383.05

Once this is done, Excel provides a “sum” at the bottom of the screen for the numbers you selected:



'Chart'	'Fiscal Year'	'Index'	'Query Specific Account'	'Include Revenue Accounts'	'Commit Type'	'Organization'
U	19	162514	R	Y		80,222.00
'Account'	'Type'	'Title'	'Adjusted Budget'	'YTD Activity'	'Commitments'	'Available Balance'
5699	R	Misc Aux Income	150,000.00	62,175.00	-	87,825.00
6139	L	University Workstudy	32,000.00	1,000.00	-	31,000.00
700	E	Expense Pool	118,000.00	-	-	118,000.00
7005	E	Supplies	-	804.26	19,999.00	(20,803.26)
7020	E	Meals	-	308.74	-	(308.74)
7057	E	Food Purchases	-	61.39	-	(61.39)
7063	E	Publications	-	(3,100.00)	-	3,100.00
7073	E	Credit Card Proc Fee	-	639.36	-	(639.36)
7080	E	Contracted Services	-	1,397.00	2,760.00	(4,157.00)
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:

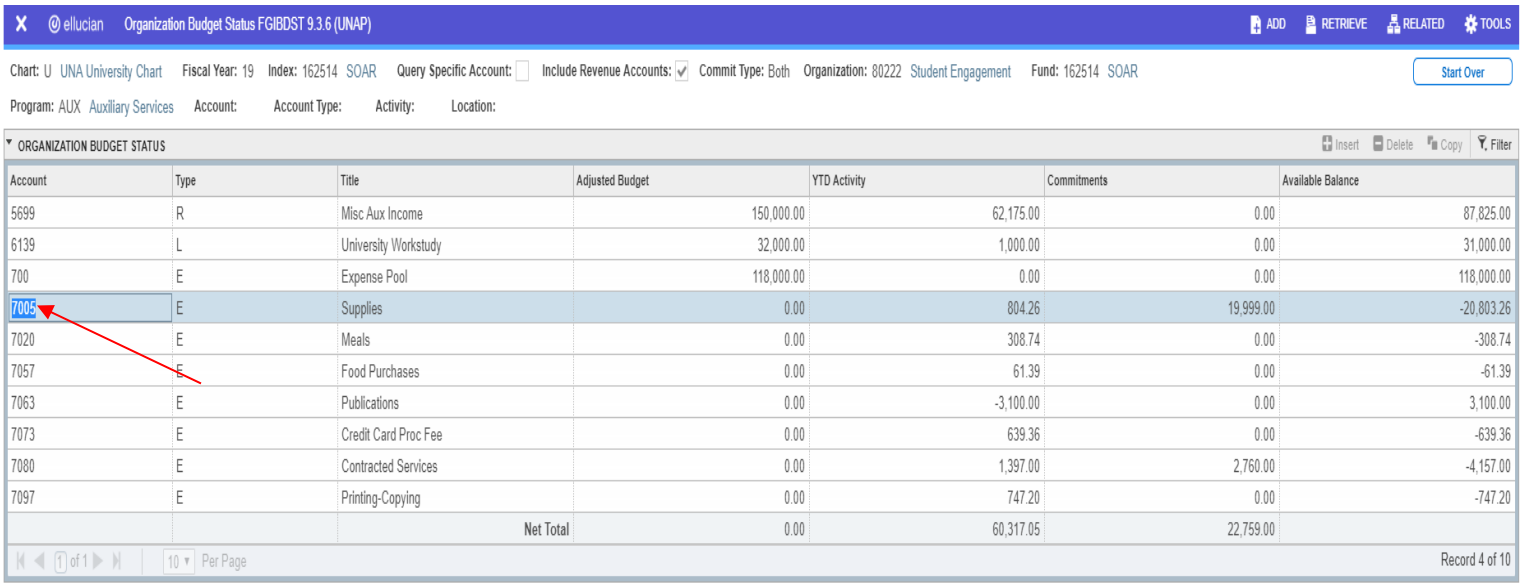


You should now see the net of the Expense Pool and any related expenditures below your selection:

	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	
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:

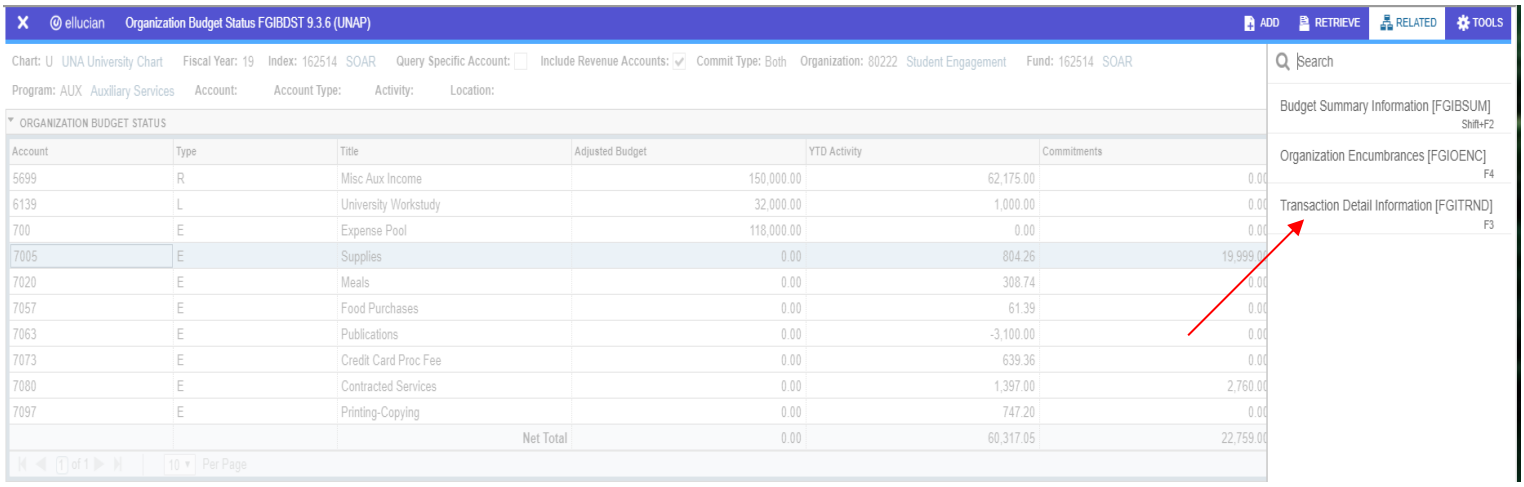


Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5699	R	Misc Aux Income	150,000.00	62,175.00	0.00	87,825.00
6139	L	University Workstudy	32,000.00	1,000.00	0.00	31,000.00
700	E	Expense Pool	118,000.00	0.00	0.00	118,000.00
7005	E	Supplies	0.00	804.26	19,999.00	-20,803.26
7020	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	

Next, at the top of the screen, select "Related"

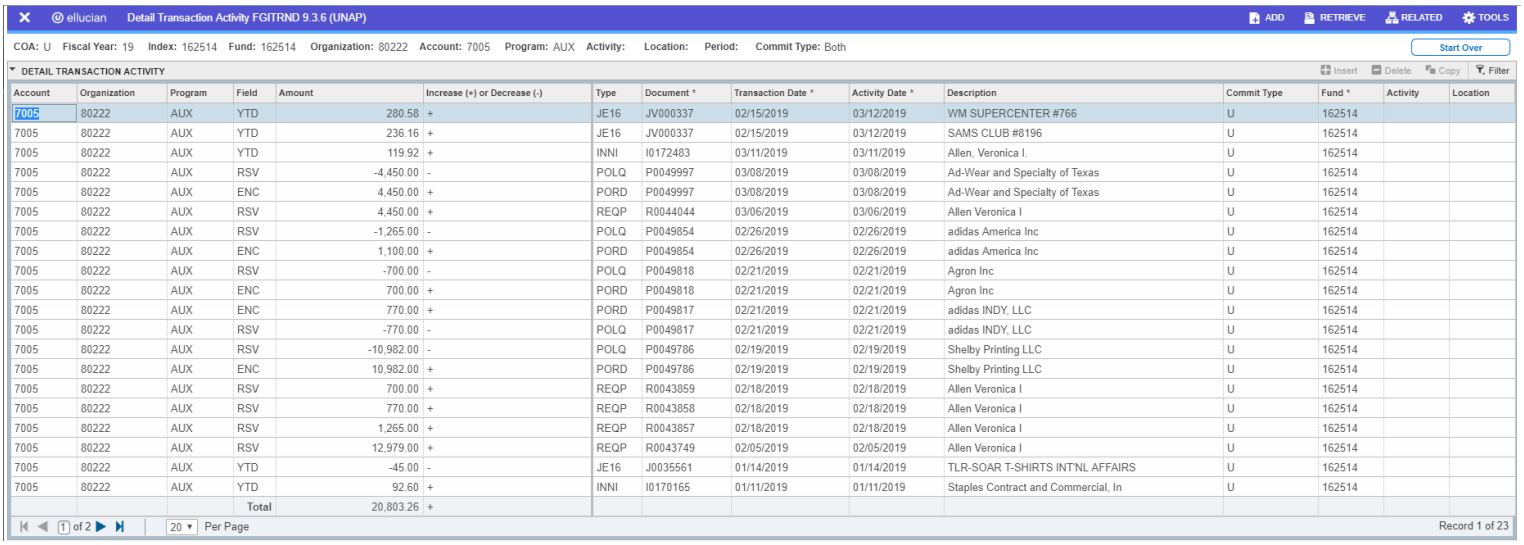
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5699	R	Misc Aux Income	150,000.00	62,175.00	0.00	87,825.00
6139	L	University Workstudy	32,000.00	1,000.00	0.00	31,000.00
700	E	Expense Pool	118,000.00	0.00	0.00	118,000.00
7005	E	Supplies	0.00	804.26	19,999.00	-20,803.26
7020	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	

A drop down box will appear at the right of the screen with several options. You will need to select "Transaction Detail Information"



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
5699	R	Misc Aux Income	150,000.00	62,175.00	0.00
6139	L	University Workstudy	32,000.00	1,000.00	0.00
700	E	Expense Pool	118,000.00	0.00	0.00
7005	E	Supplies	0.00	804.26	19,999.00
7020	E	Meals	0.00	308.74	0.00
7057	E	Food Purchases	0.00	61.39	0.00
7063	E	Publications	0.00	-3,100.00	0.00
7073	E	Credit Card Proc Fee	0.00	639.36	0.00
7080	E	Contracted Services	0.00	1,397.00	2,760.00
7097	E	Printing-Copying	0.00	747.20	0.00
		Net Total	0.00	60,317.05	22,759.00

You should now see this screen:



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 INT'NL 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 at extension 4699 or skdenton@una.edu for any questions or help with navigating when needed.