

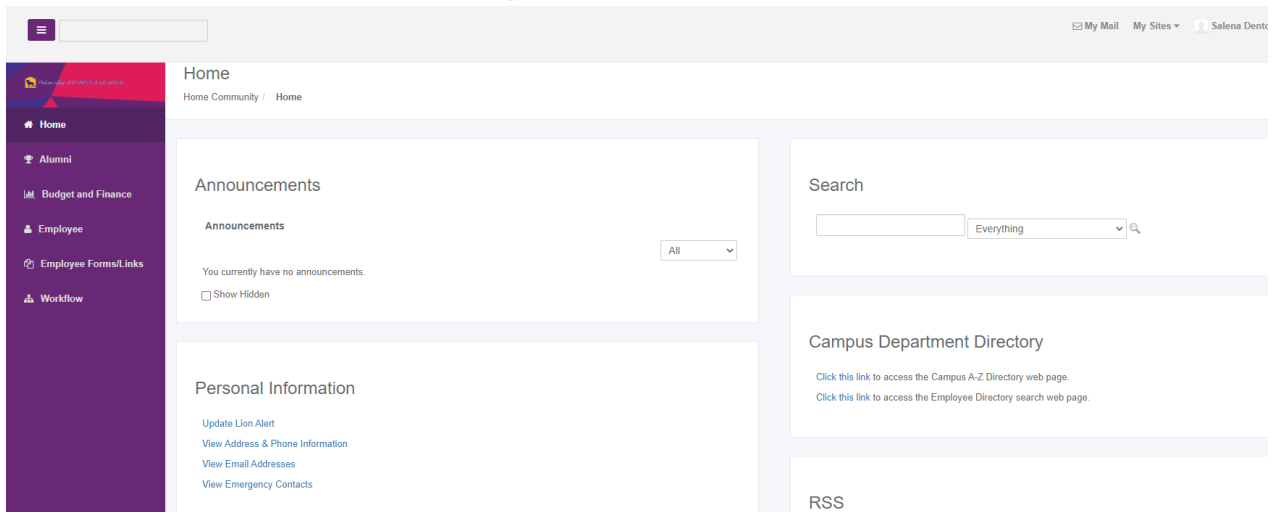


Navigating Banner 9 Self-Service 9— Auxiliary Budgets

University of North Alabama

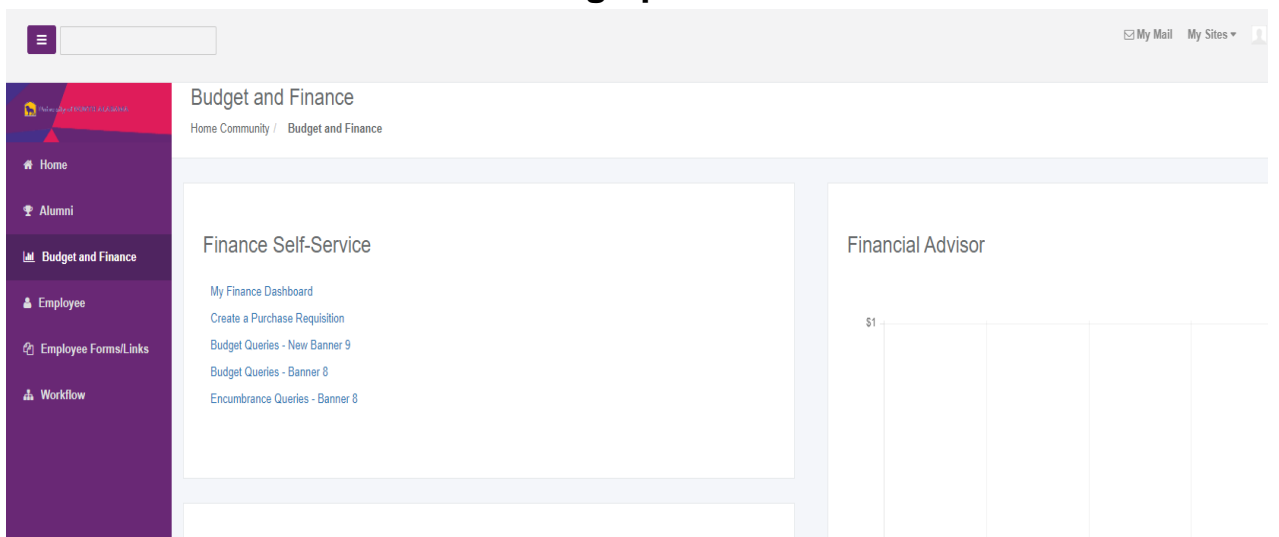
Login:

1. Go to the UNA Website (www.una.edu)
2. Log into Portal
3. You should see the following screen:



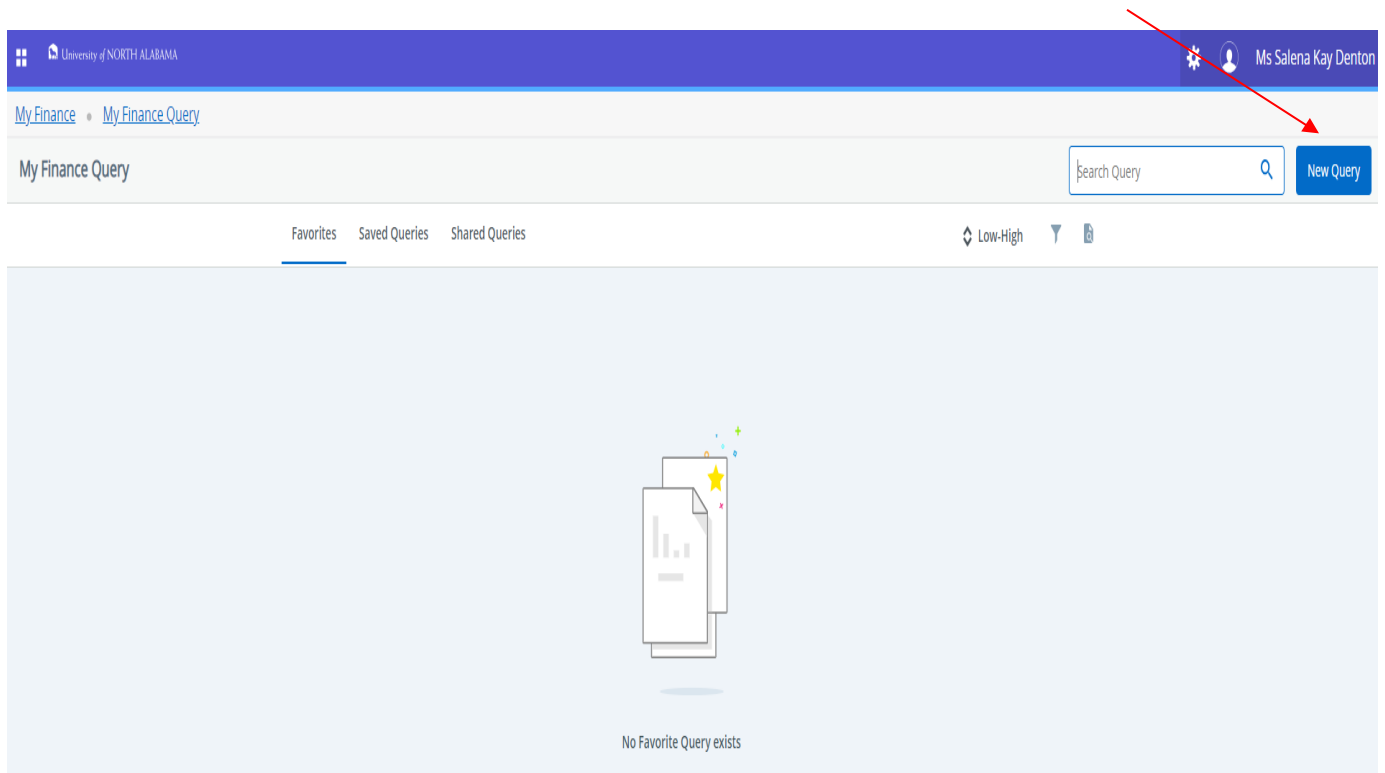
4. Click the “Budget and Finance” tab.

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:

Create New Query ×

<p>Chart*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> U UNA University Chart ✕ ▼ </div>	<p>Index</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Index ▼ </div>
<p>Fund</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Fund ▼ </div>	<p>Organization*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Organization ▼ </div>
<p>Account</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Account ▼ </div>	<p>Program</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Program ▼ </div>
<p>Activity</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Activity ▼ </div>	<p>Location</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Location ▼ </div>
<p>Commitment Type</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All ▼ </div>	<p><input checked="" type="checkbox"/> Include Revenue Accounts</p>

9. This should now give the option for a “Quick 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, Organization, and Program information. Now select “Include Revenue Accounts”

Create New Query ×

<p>Chart*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> U UNA University Chart ✕ ▼ </div>	<p>Index</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> 162514 SOAR ✕ ▼ </div>
<p>Fund</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> 162514 SOAR </div>	<p>Organization*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> 80222 Student Engagement </div>
<p>Account</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Account ▼ </div>	<p>Program</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> AUX Auxiliary Services ✕ ▼ </div>
<p>Activity</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Activity ▼ </div>	<p>Location</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Choose Location ▼ </div>
<p>Commitment Type</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All ▼ </div>	<p><input checked="" type="checkbox"/> Include Revenue Accounts</p>

10. Next, scroll down and select the appropriate Fiscal Year. Finally, select “Submit”:

Create New Query ✕

Account Program

Choose Account AUX Auxiliary Services ✕

Activity Location

Choose Activity Choose Location

Commitment Type

All Include Revenue Accounts

Fiscal Year* 2018 ✕

SUBMIT

11. The next screen should be a listing of any revenue and expenditures that have occurred for the selected index and fiscal year:

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My Finance • My Finance Query • Budget Quick Query

Budget Quick Query New Query

Student Engagement - 80222

Query Results

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
5699	Misc Aux Income	▲	\$150,000.00	\$148,860.00	\$0.00	\$1,140.00
6139	University Workstudy	▲	\$28,836.00	\$28,835.84	\$0.00	\$0.16
700	Expense Pool	●	\$121,164.00	\$0.00	\$0.00	\$121,164.00
7005	Supplies	▲	\$0.00	\$28,481.17	\$0.00	(\$28,481.17)
7018	Room Charges	▲	\$0.00	\$16,785.00	\$0.00	(\$16,785.00)
7020	Meals	▲	\$0.00	\$595.07	\$0.00	(\$595.07)
7057	Food Purchases	▲	\$0.00	\$63,182.30	\$0.00	(\$63,182.30)
7063	Publications	▲	\$0.00	(\$4,200.00)	\$0.00	\$4,200.00
7073	Credit Card Proc Fee	▲	\$0.00	\$2,520.13	\$0.00	(\$2,520.13)
7080	Contracted Services	▲	\$0.00	\$5,045.00	\$0.00	(\$5,045.00)
7097	Printing-Copying	▲	\$0.00	\$3,885.81	\$0.00	(\$3,885.81)
7108	Uniforms	▲	\$0.00	\$684.00	\$0.00	(\$684.00)
7410	In State Travel	▲	\$0.00	\$2,600.09	\$0.00	(\$2,600.09)
Report Total (of all records)			\$0.00	\$273.78	\$0.00	(\$273.78)

12. In order to determine your current available balance to spend, start with your Expense Pool Amount in the “Available Balance” column (Account 700) and subtract any expenditures below from that total.

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My Finance > My Finance Query > Budget Quick Query

Budget Quick Query New Query

< Student Engagement - 80222 [Icons]

Query Results [Download Icon]

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
5699	Misc Aux Income	⚠	\$150,000.00	\$148,860.00	\$0.00	\$1,140.00
6139	University Workstudy	⚠	\$28,836.00	\$28,835.84	\$0.00	\$0.16
700	Expense Pool	✅	\$121,164.00	\$0.00	\$0.00	\$121,164.00
7005	Supplies	⚠	\$0.00	\$28,481.17	\$0.00	(\$28,481.17)
7018	Room Charges	⚠	\$0.00	\$16,785.00	\$0.00	(\$16,785.00)
7020	Meals	⚠	\$0.00	\$595.07	\$0.00	(\$595.07)
7057	Food Purchases	⚠	\$0.00	\$63,182.30	\$0.00	(\$63,182.30)
7063	Publications	⚠	\$0.00	(\$4,200.00)	\$0.00	\$4,200.00
7073	Credit Card Proc Fee	⚠	\$0.00	\$2,520.13	\$0.00	(\$2,520.13)
7080	Contracted Services	⚠	\$0.00	\$5,045.00	\$0.00	(\$5,045.00)
7097	Printing-Copying	⚠	\$0.00	\$3,885.81	\$0.00	(\$3,885.81)
7108	Uniforms	⚠	\$0.00	\$684.00	\$0.00	(\$684.00)
7410	In State Travel	⚠	\$0.00	\$2,600.09	\$0.00	(\$2,600.09)
Report Total (of all records)			\$0.00	\$273.78	\$0.00	(\$273.78)

13. You may also export this information to an Excel spreadsheet by clicking this button:

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My Finance > My Finance Query > Budget Quick Query

Budget Quick Query New Query

< Student Engagement - 80222 [Icons]

Query Results [Download Icon]

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
6139	University Workstudy	⚠	\$28,836.00	\$28,835.84	\$0.00	\$0.16
700	Expense Pool	✅	\$121,164.00	\$0.00	\$0.00	\$121,164.00

14. This will then create a spreadsheet of the information as follows:

Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance	
18	Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
19	5699	Misc Aux Income	50	Revenues	150,000.00	148,860.00	0.00	1,140.00
20	6139	University Workstudy	60	Labor	28,836.00	28,835.84	0.00	0.16
21	700	Expense Pool	70	Expenses	121,164.00	0.00	0.00	121,164.00
22	7005	Supplies	70	Expenses	0.00	28,481.17	0.00	-28,481.17
23	7018	Room Charges	70	Expenses	0.00	16,785.00	0.00	-16,785.00
24	7020	Meals	70	Expenses	0.00	595.07	0.00	-595.07
25	7057	Food Purchases	70	Expenses	0.00	63,182.30	0.00	-63,182.30
26	7063	Publications	70	Expenses	0.00	-4,200.00	0.00	4,200.00
27	7073	Credit Card Proc Fee	70	Expenses	0.00	2,520.13	0.00	-2,520.13
28	7080	Contracted Services	70	Expenses	0.00	5,045.00	0.00	-5,045.00
29	7097	Printing-Copying	70	Expenses	0.00	3,885.81	0.00	-3,885.81
30	7108	Uniforms	70	Expenses	0.00	684.00	0.00	-684.00
31	7410	In State Travel	70	Expenses	0.00	2,600.09	0.00	-2,600.09
32	7450	Auto Repairs and Maint	70	Expenses	0.00	171.81	0.00	-171.81
34	Revenue Total				150,000.00	148,860.00	0.00	1,140.00
36	Expenditure Total				150,000.00	148,586.22	0.00	1,413.78
38	Report Total (of all records)				0.00	273.78	0.00	-273.78

15. In order to determine amount available to spend, you would select the amount listed for Expense pool and then drag down to highlight the cells below that contain the expenditure information:

Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance	
19	5699	Misc Aux Income	50	Revenues	150,000.00	148,860.00	0.00	1,140.00
20	6139	University Workstudy	60	Labor	28,836.00	28,835.84	0.00	0.16
21	700	Expense Pool	70	Expenses	121,164.00	0.00	0.00	121,164.00
22	7005	Supplies	70	Expenses	0.00	28,481.17	0.00	-28,481.17
23	7018	Room Charges	70	Expenses	0.00	16,785.00	0.00	-16,785.00
24	7020	Meals	70	Expenses	0.00	595.07	0.00	-595.07
25	7057	Food Purchases	70	Expenses	0.00	63,182.30	0.00	-63,182.30
26	7063	Publications	70	Expenses	0.00	-4,200.00	0.00	4,200.00
27	7073	Credit Card Proc Fee	70	Expenses	0.00	2,520.13	0.00	-2,520.13
28	7080	Contracted Services	70	Expenses	0.00	5,045.00	0.00	-5,045.00
29	7097	Printing-Copying	70	Expenses	0.00	3,885.81	0.00	-3,885.81
30	7108	Uniforms	70	Expenses	0.00	684.00	0.00	-684.00
31	7410	In State Travel	70	Expenses	0.00	2,600.09	0.00	-2,600.09
32	7450	Auto Repairs and Maint	70	Expenses	0.00	171.81	0.00	-171.81
34	Revenue Total				150,000.00	148,860.00	0.00	1,140.00
36	Expenditure Total				150,000.00	148,586.22	0.00	1,413.78
38	Report Total (of all records)				0.00	273.78	0.00	-273.78

16. The total amount available for expenditures will then appear on the bottom right corner of the excel spreadsheet and will read as “SUM”

Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
5699	Misc Aux Income	50	Revenues	150,000.00	148,860.00	0.00	1,140.00
6139	University Workstudy	60	Labor	28,836.00	28,835.84	0.00	0.16
700	Expense Pool	70	Expenses	121,164.00	0.00	0.00	121,164.00
7005	Supplies	70	Expenses	0.00	28,481.17	0.00	-28,481.17
7018	Room Charges	70	Expenses	0.00	16,785.00	0.00	-16,785.00
7020	Meals	70	Expenses	0.00	595.07	0.00	-595.07
7057	Food Purchases	70	Expenses	0.00	63,182.30	0.00	-63,182.30
7063	Publications	70	Expenses	0.00	-4,200.00	0.00	4,200.00
7073	Credit Card Proc Fee	70	Expenses	0.00	2,520.13	0.00	-2,520.13
7080	Contracted Services	70	Expenses	0.00	5,045.00	0.00	-5,045.00
7097	Printing-Copying	70	Expenses	0.00	3,885.81	0.00	-3,885.81
7108	Uniforms	70	Expenses	0.00	684.00	0.00	-684.00
7410	In State Travel	70	Expenses	0.00	2,600.09	0.00	-2,600.09
7450	Auto Repairs and Maint	70	Expenses	0.00	171.81	0.00	-171.81
Revenue Total				150,000.00	148,860.00	0.00	1,140.00
Expenditure Total				150,000.00	148,586.22	0.00	1,413.78
Report Total (of all records)				0.00	273.78	0.00	-273.78

