

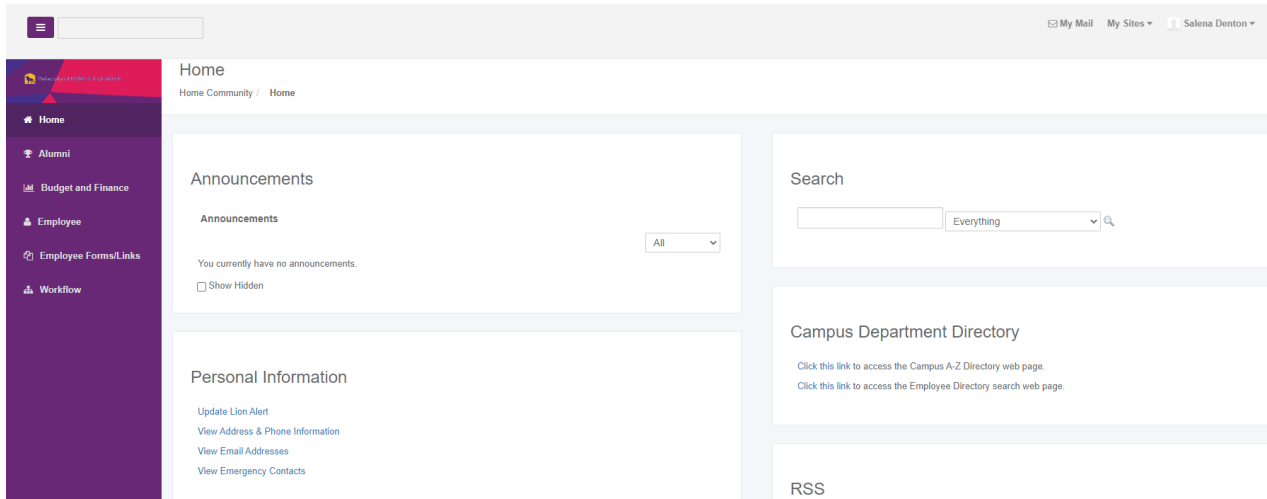


Navigating Banner 9 Self-Service 9— General Fund Budgets

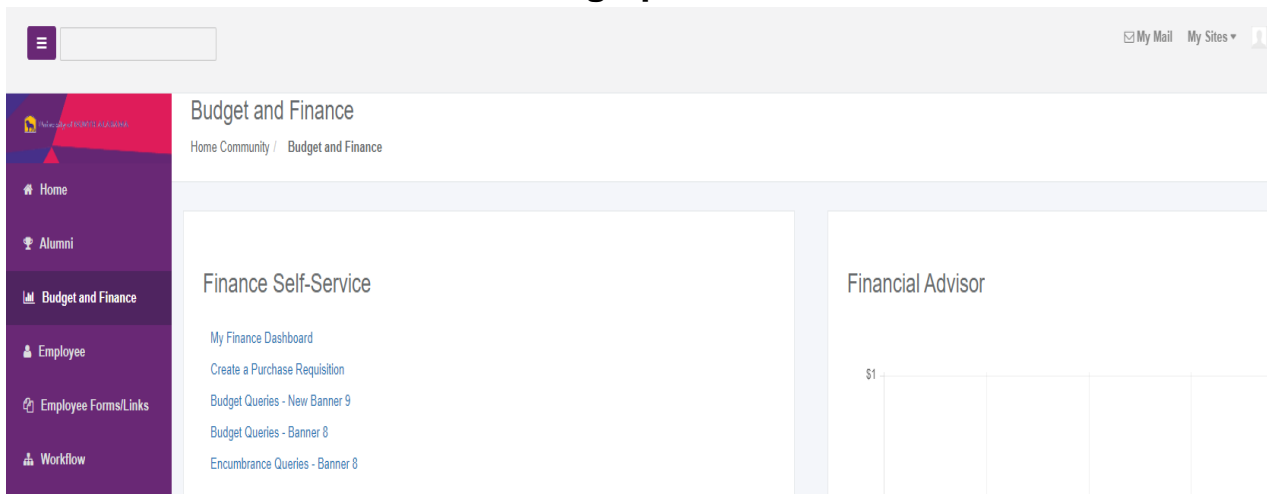
University of North Alabama

Login:

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

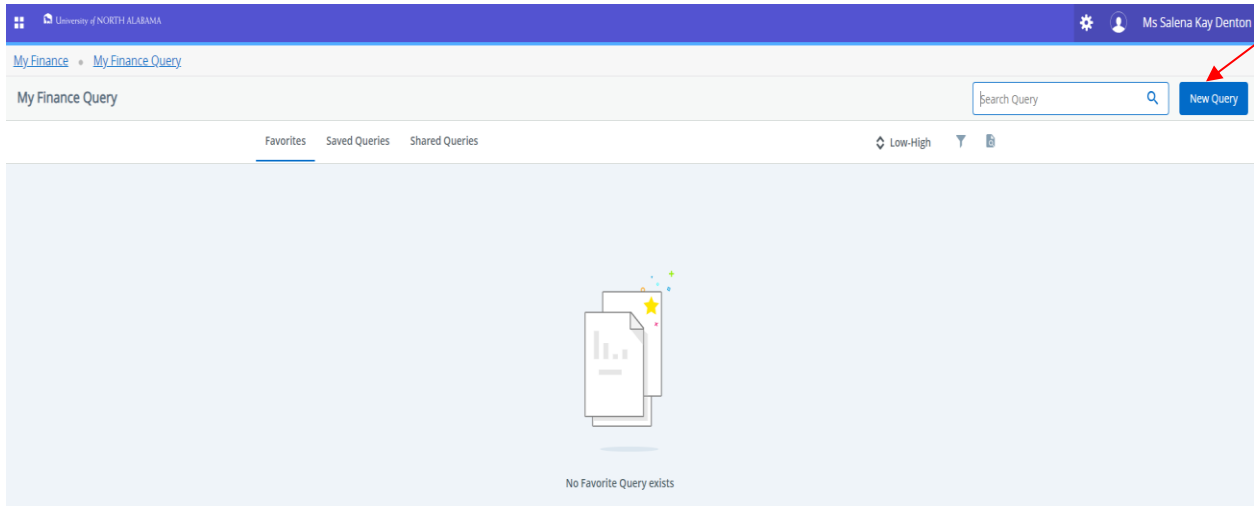


4. Click the “Budget and Finance” tab.
5. You should now see the following options:



6. Select the “Budget Queries – New Banner 9” option.

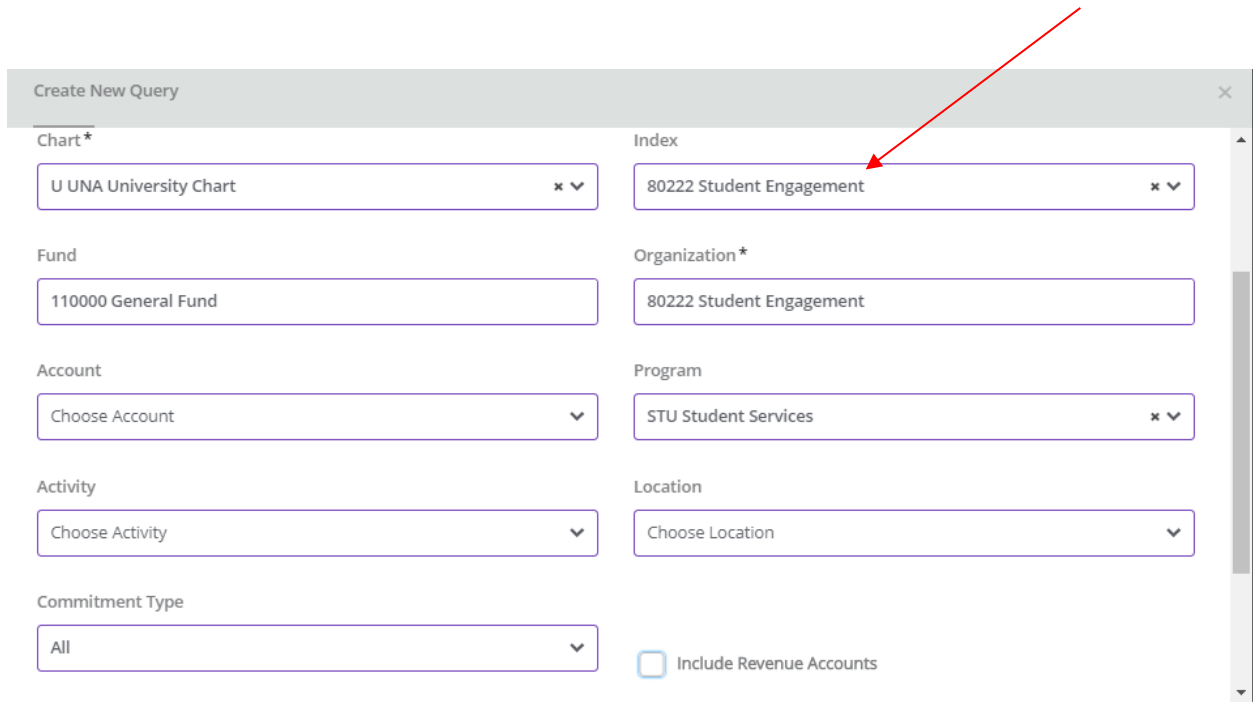
7. You should now see the following screen. Select “New Query” to proceed:



8. The following pop up box should appear:

A screenshot of a 'Create New Query' pop-up window. The window has a title bar with 'Create New Query' and a close button. The form contains several dropdown menus and a checkbox. The fields are: 'Chart*' with 'U UNA University Chart' selected; 'Fund' with 'Choose Fund' selected; 'Account' with 'Choose Account' selected; 'Activity' with 'Choose Activity' selected; 'Commitment Type' with 'All' selected; 'Index' with 'Choose Index' selected; 'Organization*' with 'Choose Organization' selected; 'Program' with 'Choose Program' selected; and 'Location' with 'Choose Location' selected. There is also a checkbox labeled 'Include Revenue Accounts' which is currently unchecked.

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.

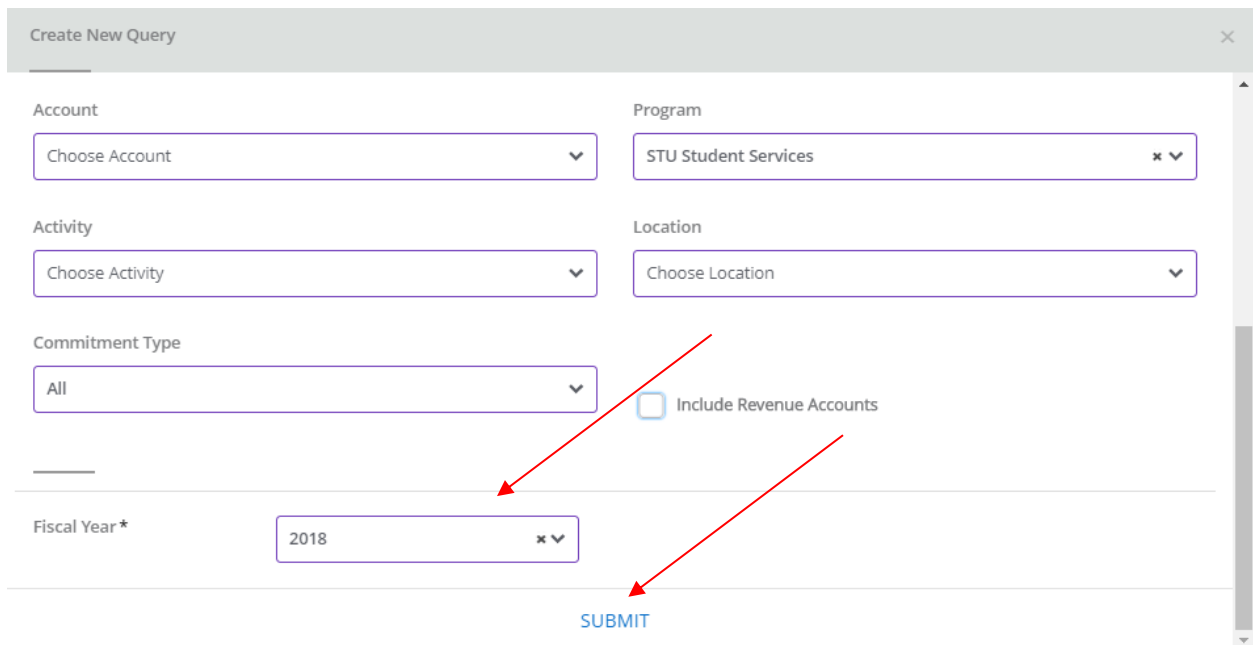


The screenshot shows a 'Create New Query' form with the following fields and values:

- Chart*: U UNA University Chart
- Index: 80222 Student Engagement
- Fund: 110000 General Fund
- Organization*: 80222 Student Engagement
- Account: Choose Account
- Program: STU Student Services
- Activity: Choose Activity
- Location: Choose Location
- Commitment Type: All
- Include Revenue Accounts

A red arrow points to the Index dropdown menu.

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



The screenshot shows the 'Create New Query' form with the following fields and values:

- Account: Choose Account
- Program: STU Student Services
- Activity: Choose Activity
- Location: Choose Location
- Commitment Type: All
- Include Revenue Accounts
- Fiscal Year*: 2018
- SUBMIT

Two red arrows point to the Fiscal Year dropdown menu and the SUBMIT button.

11. The next screen should be a listing of expenditure activity that has occurred for the selected index and fiscal year:

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
6131	Exempt Full Time Staff	▲	\$92,146.42	\$96,037.92	\$0.00	(\$3,891.50)
6132	Non-exempt Full Time Staff	▲	\$33,067.33	\$33,067.32	\$0.00	\$0.01
6139	University Workstudy	▲	\$17,500.00	\$16,343.07	\$0.00	\$1,156.93
6140	Graduate Assistants	●	\$18,300.00	\$14,050.00	\$0.00	\$4,250.00
6300	Benefits Pool	●	\$43,623.70	\$0.00	\$0.00	\$43,623.70
6302	Hospital Insurance	▲	\$0.00	\$18,038.22	\$0.00	(\$18,038.22)
6303	Cancer Insurance	▲	\$0.00	\$72.00	\$0.00	(\$72.00)
6304	Disability Insurance	▲	\$0.00	\$410.36	\$0.00	(\$410.36)
6306	Life Insurance	▲	\$0.00	\$428.52	\$0.00	(\$428.52)
6309	Supplemental Insurance	▲	\$0.00	\$144.00	\$0.00	(\$144.00)
6310	Expense Allowance	▲	\$0.00	\$2,400.00	\$0.00	(\$2,400.00)
6313	Social Security	▲	\$0.00	\$10,079.31	\$0.00	(\$10,079.31)
6314	Teacher Retirement	▲	\$0.00	\$15,316.86	\$0.00	(\$15,316.86)
Report Total (of all records)			\$202,202.45	\$206,306.41	\$0.00	(\$3,102.96)

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

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
6325	Affordable Care Act Tax/Fees	▲	\$0.00	\$164.11	\$0.00	(\$164.11)
700	Expense Pool	●	\$12,446.00	\$0.00	\$0.00	\$12,446.00
7005	Supplies	▲	\$0.00	\$3,379.02	\$0.00	(\$3,379.02)
7016	Postage	▲	\$0.00	\$556.39	\$0.00	(\$556.39)
7020	Meals	▲	\$0.00	\$35.28	\$0.00	(\$35.28)
7031	Plays and Performances	●	\$7,295.00	\$1,249.75	\$0.00	\$6,045.25
7058	Food Purch Conf and Evnt	▲	\$0.00	\$988.94	\$0.00	(\$988.94)
7059	Entertainment	▲	\$0.00	(\$250.00)	\$0.00	\$250.00
7062	Brochures and Advertising	▲	\$0.00	\$150.00	\$0.00	(\$150.00)
7097	Printing/Copying	▲	\$0.00	\$691.28	\$0.00	(\$691.28)
7435	Interviews and Recruiting	▲	\$0.00	\$150.00	\$0.00	(\$150.00)
7501	Non Capitalized Equipment	▲	\$0.00	\$7,792.26	\$0.00	(\$7,792.26)
7626	Schol-Student Assistant	▲	\$7,824.00	\$7,824.00	\$0.00	\$0.00
Report Total (of all records)			\$202,202.45	\$206,306.41	\$0.00	(\$3,102.96)

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

The screenshot shows a web application interface for a budget query. At the top, there is a navigation bar with the text "My Finance", "My Finance Query", and "Budget Quick Query". Below this, the page title is "Budget Quick Query". On the right side, there is a user profile for "Ms Salena Kay Denton" and a "New Query" button. The main content area displays a table titled "Query Results" for "Student Engagement - 80222". The table has columns for Account, Account Title, Health, Adjusted Budget, Year to Date, Commitments, and Available Balance. A red arrow points to an export icon (a downward arrow) in the top right corner of the table area.

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
6325	Affordable Care Act Tax/Fees	▲	\$0.00	\$164.11	\$0.00	(\$164.11)
700	Expense Pool	●	\$12,446.00	\$0.00	\$0.00	\$12,446.00
7005	Supplies	▲	\$0.00	\$3,379.02	\$0.00	(\$3,379.02)
7016	Postage	▲	\$0.00	\$556.39	\$0.00	(\$556.39)
7020	Meals	▲	\$0.00	\$35.28	\$0.00	(\$35.28)
7031	Plays and Performances	●	\$7,295.00	\$1,249.75	\$0.00	\$6,045.25
7058	Food Purch Conf and Evnt	▲	\$0.00	\$988.94	\$0.00	(\$988.94)
7059	Entertainment	▲	\$0.00	(\$250.00)	\$0.00	\$250.00
7062	Brochures and Advertising	▲	\$0.00	\$150.00	\$0.00	(\$150.00)
7097	Printing/Copying	▲	\$0.00	\$691.28	\$0.00	(\$691.28)
7435	Interviews and Recruiting	▲	\$0.00	\$150.00	\$0.00	(\$150.00)
7501	Non Capitalized Equipment	▲	\$0.00	\$7,792.26	\$0.00	(\$7,792.26)
7626	Schol-Student Assistant	▲	\$7,824.00	\$7,824.00	\$0.00	\$0.00
Report Total (of all records)			\$232,202.45	\$235,305.41	\$0.00	(\$3,102.96)

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
6131	Exempt Full Time Staff	60	Labor	92,146.42	96,037.92	0.00	-3,891.50
6132	Non-exempt Full Time Staff	60	Labor	33,067.33	33,067.32	0.00	0.01
6139	University Workstudy	60	Labor	17,500.00	16,343.07	0.00	1,156.93
6140	Graduate Assistants	60	Labor	18,300.00	14,050.00	0.00	4,250.00
6300	Benefits Pool	60	Labor	43,623.70	0.00	0.00	43,623.70
6302	Hospital Insurance	60	Labor	0.00	18,038.22	0.00	-18,038.22
6303	Cancer Insurance	60	Labor	0.00	72.00	0.00	-72.00
6304	Disability Insurance	60	Labor	0.00	410.36	0.00	-410.36
6306	Life Insurance	60	Labor	0.00	428.52	0.00	-428.52
6309	Supplemental Insurance	60	Labor	0.00	144.00	0.00	-144.00
6310	Expense Allowance	60	Labor	0.00	2,400.00	0.00	-2,400.00
6313	Social Security	60	Labor	0.00	10,079.31	0.00	-10,079.31
6314	Teacher Retirement	60	Labor	0.00	15,316.86	0.00	-15,316.86
6316	Compensated Absences	60	Labor	0.00	3,485.80	0.00	-3,485.80
6318	Remission of Fees	60	Labor	0.00	2,701.00	0.00	-2,701.00
6325	Affordable Care Act Tax/Fees	60	Labor	0.00	164.11	0.00	-164.11
700	Expense Pool	70	Expenses	12,446.00	0.00	0.00	12,446.00
7005	Supplies	70	Expenses	0.00	3,379.02	0.00	-3,379.02
7016	Postage	70	Expenses	0.00	556.39	0.00	-556.39
7020	Meals	70	Expenses	0.00	35.28	0.00	-35.28
7031	Plays and Performances	70	Expenses	7,295.00	1,249.75	0.00	6,045.25
7058	Food Purch Conf and Evnt	70	Expenses	0.00	988.94	0.00	-988.94
7059	Entertainment	70	Expenses	0.00	-250.00	0.00	250.00
7062	Brochures and Advertising	70	Expenses	0.00	150.00	0.00	-150.00
7097	Printing/Copying	70	Expenses	0.00	691.28	0.00	-691.28
7435	Interviews and Recruiting	70	Expenses	0.00	150.00	0.00	-150.00
7501	Non Capitalized Equipment	70	Expenses	0.00	7,792.26	0.00	-7,792.26
7626	Schol-Student Assistant	70	Expenses	7,824.00	7,824.00	0.00	0.00
Report Total (of all records)				232,202.45	235,305.41	0.00	-3,102.96

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:

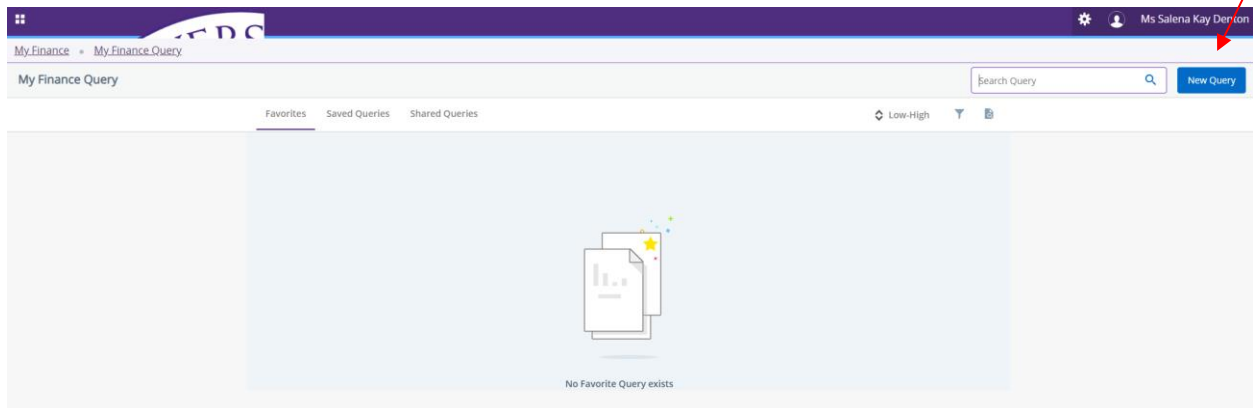
Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
6131	Exempt Full Time Staff	60	Labor	92,146.42	96,037.92	0.00	-3,891.50
6132	Non-exempt Full Time Staff	60	Labor	33,067.33	33,067.32	0.00	0.01
6139	University Workstudy	60	Labor	17,500.00	16,343.07	0.00	1,156.93
6140	Graduate Assistants	60	Labor	18,300.00	14,050.00	0.00	4,250.00
6300	Benefits Pool	60	Labor	43,623.70	0.00	0.00	43,623.70
6302	Hospital Insurance	60	Labor	0.00	18,038.22	0.00	-18,038.22
6303	Cancer Insurance	60	Labor	0.00	72.00	0.00	-72.00
6304	Disability Insurance	60	Labor	0.00	410.36	0.00	-410.36
6306	Life Insurance	60	Labor	0.00	428.52	0.00	-428.52
6309	Supplemental Insurance	60	Labor	0.00	144.00	0.00	-144.00
6310	Expense Allowance	60	Labor	0.00	2,400.00	0.00	-2,400.00
6313	Social Security	60	Labor	0.00	10,079.31	0.00	-10,079.31
6314	Teacher Retirement	60	Labor	0.00	15,316.86	0.00	-15,316.86
6316	Compensated Absences	60	Labor	0.00	3,485.80	0.00	-3,485.80
6318	Remission of Fees	60	Labor	0.00	2,701.00	0.00	-2,701.00
6325	Affordable Care Act Tax/Fees	60	Labor	0.00	164.11	0.00	-164.11
700	Expense Pool	70	Expenses	12,446.00	0.00	0.00	12,446.00
7005	Supplies	70	Expenses	0.00	3,379.02	0.00	-3,379.02
7016	Postage	70	Expenses	0.00	556.39	0.00	-556.39
7020	Meals	70	Expenses	0.00	35.28	0.00	-35.28
7031	Plays and Performances	70	Expenses	7,295.00	1,249.75	0.00	6,045.25
7058	Food Purch Conf and Evt	70	Expenses	0.00	988.94	0.00	-988.94
7059	Entertainment	70	Expenses	0.00	-250.00	0.00	250.00
7062	Brochures and Advertising	70	Expenses	0.00	150.00	0.00	-150.00
7097	Printing-Copying	70	Expenses	0.00	691.28	0.00	-691.28
7435	Interviews and Recruiting	70	Expenses	0.00	150.00	0.00	-150.00
7501	Non Capitalized Equipment	70	Expenses	0.00	7,792.26	0.00	-7,792.26
7626	Schol-Student Assistant	70	Expenses	7,824.00	7,824.00	0.00	0.00
Report Total (of all records)				232,202.45	235,305.41	0.00	-3,102.96

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

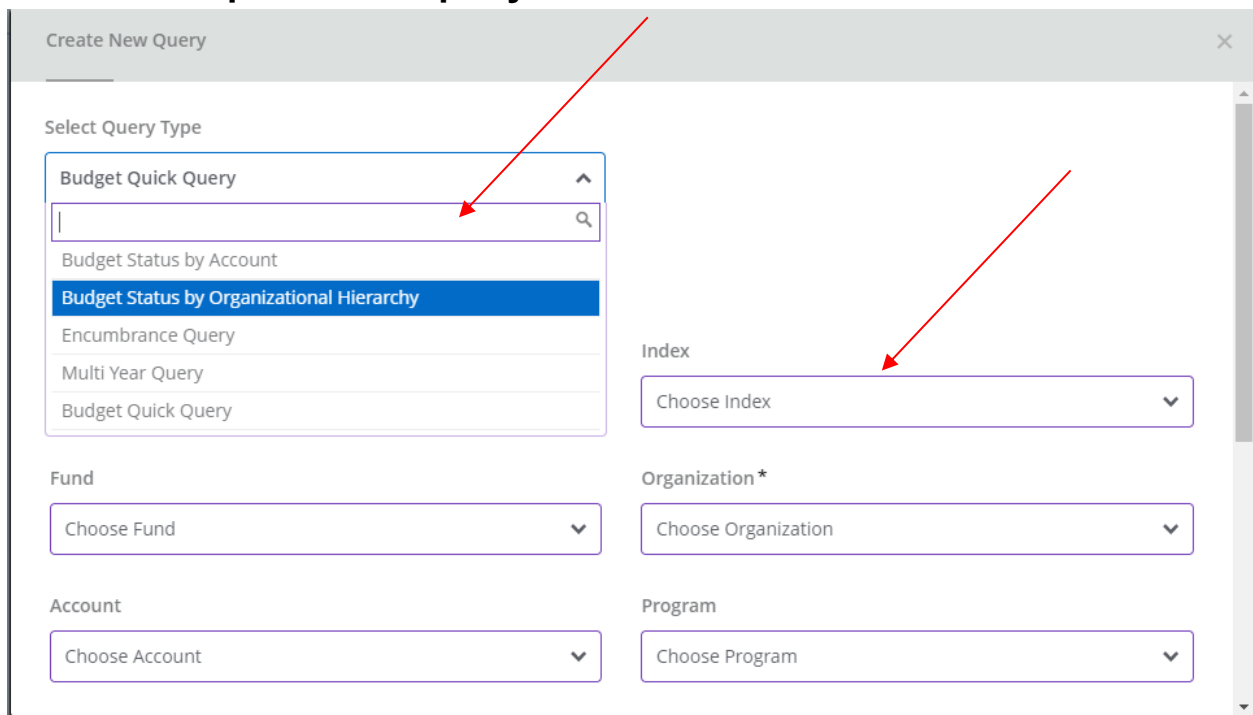
Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
6131	Exempt Full Time Staff	60	Labor	92,146.42	96,037.92	0.00	-3,891.50
6132	Non-exempt Full Time Staff	60	Labor	33,067.33	33,067.32	0.00	0.01
6139	University Workstudy	60	Labor	17,500.00	16,343.07	0.00	1,156.93
6140	Graduate Assistants	60	Labor	18,300.00	14,050.00	0.00	4,250.00
6300	Benefits Pool	60	Labor	43,623.70	0.00	0.00	43,623.70
6302	Hospital Insurance	60	Labor	0.00	18,038.22	0.00	-18,038.22
6303	Cancer Insurance	60	Labor	0.00	72.00	0.00	-72.00
6304	Disability Insurance	60	Labor	0.00	410.36	0.00	-410.36
6306	Life Insurance	60	Labor	0.00	428.52	0.00	-428.52
6309	Supplemental Insurance	60	Labor	0.00	144.00	0.00	-144.00
6310	Expense Allowance	60	Labor	0.00	2,400.00	0.00	-2,400.00
6313	Social Security	60	Labor	0.00	10,079.31	0.00	-10,079.31
6314	Teacher Retirement	60	Labor	0.00	15,316.86	0.00	-15,316.86
6316	Compensated Absences	60	Labor	0.00	3,485.80	0.00	-3,485.80
6318	Remission of Fees	60	Labor	0.00	2,701.00	0.00	-2,701.00
6325	Affordable Care Act Tax/Fees	60	Labor	0.00	164.11	0.00	-164.11
700	Expense Pool	70	Expenses	12,446.00	0.00	0.00	12,446.00
7005	Supplies	70	Expenses	0.00	3,379.02	0.00	-3,379.02
7016	Postage	70	Expenses	0.00	556.39	0.00	-556.39
7020	Meals	70	Expenses	0.00	35.28	0.00	-35.28
7031	Plays and Performances	70	Expenses	7,295.00	1,249.75	0.00	6,045.25
7058	Food Purch Conf and Evt	70	Expenses	0.00	988.94	0.00	-988.94
7059	Entertainment	70	Expenses	0.00	-250.00	0.00	250.00
7062	Brochures and Advertising	70	Expenses	0.00	150.00	0.00	-150.00
7097	Printing-Copying	70	Expenses	0.00	691.28	0.00	-691.28
7435	Interviews and Recruiting	70	Expenses	0.00	150.00	0.00	-150.00
7501	Non Capitalized Equipment	70	Expenses	0.00	7,792.26	0.00	-7,792.26
7626	Schol-Student Assistant	70	Expenses	7,824.00	7,824.00	0.00	0.00
Report Total (of all records)				232,202.45	235,305.41	0.00	-3,102.96

ORGANIZATIONAL HIERARCHY QUERY

****Another type of Budget Query is an Organizational Hierarchy Query. This type of query is the easiest and quickest means of answering the “how much is available to spend” question. You would begin by first logging into portal as you normally would and selecting the Banner Self-Service Option for Finance. On this screen, click on the “New Query” button:**



You should now be able to see the “Organizational Hierarchy” option. Select this option and input your “Index”

A screenshot of the 'Create New Query' form. The form is titled 'Create New Query' and has a close button in the top right corner. The 'Select Query Type' section is expanded, showing a list of query types. The 'Budget Status by Organizational Hierarchy' option is selected and highlighted in blue. Below this section, there are several dropdown menus for 'Fund', 'Account', 'Index', 'Organization *', and 'Program'. The 'Index' dropdown menu is currently set to 'Choose Index'. Red arrows point to the 'Budget Status by Organizational Hierarchy' option and the 'Index' dropdown menu.

Now, scroll to the bottom and be certain that the “Include Revenue Accounts” field is **NOT** selected. Input the Fiscal Year and either input or select Fiscal Period “14”. **THE FISCAL PERIOD should always be 14 in order to view all activity for the current fiscal year.**

The screenshot shows the 'Create New Query' form with the following fields and values:

- Dropdown menu: All
- Checkbox: Include Revenue Accounts
- Fiscal Year*: 2018
- Fiscal Period*: 14
- Comparison Fiscal Year: None
- Comparison Fiscal Period: None

Scroll further and select the following Operating Ledger fields and select “Submit”:

The screenshot shows the 'Create New Query' form with the following fields and values:

- Year: [Empty]
- Fiscal Period: [Empty]
- Operating Ledger fields:
 - Adopted Budget ⓘ
 - Budget Adjustment ⓘ
 - Adjusted Budget ⓘ
 - Temporary Budget ⓘ
 - Accounted Budget ⓘ
 - Year to Date ⓘ
 - Encumbrance ⓘ
 - Reservation ⓘ
 - Commitments ⓘ
 - Available Balance ⓘ
- Submit button: SUBMIT (indicated by a red arrow)

You will now see a “roll up” view of your budget:

The screenshot shows a web interface for budget management. At the top, there is a navigation bar with the user's name 'Ms Salena Kay Denton' and a settings icon. Below the navigation bar, the breadcrumb trail reads 'My Finance > My Finance Query > Budget Status by Organizational Hierarchy'. The main heading is 'Budget Status by Organizational Hierarchy' with a 'New Query' button. The current view is for 'Student Engagement - 80222'. The 'Query Results' section contains a table with the following data:

Organization	Organization Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
80222	Student Engagement		\$232,202.45	\$235,305.41	\$0.00	\$0.00	(\$3,102.96)
Report Total (of all records)			\$232,202.45	\$235,305.41	\$0.00	\$0.00	(\$3,102.96)

Click on the “Organization Code” to expand the budget activity as needed:

This screenshot is identical to the one above, but with a red arrow pointing to the 'Organization Code' '80222' in the first row of the table, indicating that clicking on it will expand the budget activity.

Organization	Organization Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
80222	Student Engagement		\$232,202.45	\$235,305.41	\$0.00	\$0.00	(\$3,102.96)
Report Total (of all records)			\$232,202.45	\$235,305.41	\$0.00	\$0.00	(\$3,102.96)

You can now view the budget by account type categories such as Labor and Expense. The amount in the “Available Balance” column is the current amount that can be spent per Account Type. For instance, in this example, the amount available for expenses is \$4,998.08.

Budget Status by Organizational Hierarchy New Query

Student Engagement - 80222 [Icons]

Query Results [Icons]

Account Type	Account Type Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
60	Labor	▲	\$204,637.45	\$212,738.49	\$0.00	\$0.00	(\$8,101.04)
70	Expenses	0	\$27,565.00	\$22,566.92	\$0.00	\$0.00	\$4,998.08
Report Total (of all records)			\$232,202.45	\$235,305.41	\$0.00	\$0.00	(\$3,102.96)

If you have further questions as to how this total was derived, you can drill down further by clicking on the Account Type of your choosing:

Budget Status by Organizational Hierarchy New Query

Student Engagement - 80222 [Icons]

Query Results [Icons]

Account Type	Account Type Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
60	Labor	▲	\$204,637.45	\$212,738.49	\$0.00	\$0.00	(\$8,101.04)
70	Expenses	0	\$27,565.00	\$22,566.92	\$0.00	\$0.00	\$4,998.08
Report Total (of all records)			\$232,202.45	\$235,305.41	\$0.00	\$0.00	(\$3,102.96)

You would then see the following. If you still require additional information, you would select Account Type again to see further detail:

Budget Status by Organizational Hierarchy New Query

Student Engagement - 80222

Query Results

Account Type	Account Type Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
71	Supplies and Other	✔	\$19,741.00	\$6,800.66	\$0.00	\$0.00	\$12,940.34
74	Travel	⚠	\$0.00	\$150.00	\$0.00	\$0.00	(\$150.00)
75	Capital Assets	⚠	\$0.00	\$7,792.26	\$0.00	\$0.00	(\$7,792.26)
76	Scholarships	✔	\$7,824.00	\$7,824.00	\$0.00	\$0.00	\$0.00
Report Total (of all records)			\$27,565.00	\$22,566.92	\$0.00	\$0.00	\$4,998.08

Selecting Account Type 71, “Supplies and Other” would provide the following:

My Finance • My Finance Query • Budget Status by Account New Query

Student Engagement - 80222

Query Results

Account	Account Title	Health	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservation	FY18/PD14 Available Balance
700	Expense Pool	✔	\$12,446.00	\$0.00	\$0.00	\$0.00	\$12,446.00
7005	Supplies	⚠	\$0.00	\$3,379.02	\$0.00	\$0.00	(\$3,379.02)
7016	Postage	⚠	\$0.00	\$556.39	\$0.00	\$0.00	(\$556.39)
7020	Meals	⚠	\$0.00	\$35.28	\$0.00	\$0.00	(\$35.28)
7031	Plays and Performances	✔	\$7,295.00	\$1,249.75	\$0.00	\$0.00	\$6,045.25
7058	Food Purch Conf and Evt	⚠	\$0.00	\$988.94	\$0.00	\$0.00	(\$988.94)
7059	Entertainment	⚠	\$0.00	(\$250.00)	\$0.00	\$0.00	\$250.00
7062	Brochures and Advertising	⚠	\$0.00	\$150.00	\$0.00	\$0.00	(\$150.00)
7097	Printing-Copying	⚠	\$0.00	\$691.28	\$0.00	\$0.00	(\$691.28)

Each Account Type can now be selected, if required.

Budget Status by Account

← Student Engagement - 80222

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
11/30/2017	11/29/2017	J0032986 ⓘ	SKD Nov 2017 Postage Charges	\$0.46	JE16
06/19/2018	06/19/2018	I0161993 ⓘ	US Postal Service	\$300.00	INEI
06/20/2018	06/20/2018	00719987 ⓘ	US Postal Service	\$0.00	DNEI
06/30/2018	06/25/2018	J0034083 ⓘ	SKD JUN 18 Postage Charges	\$2.97	JE16
08/31/2018	09/13/2018	J0034598 ⓘ	SKD AUG 18 POSTAGE CHARGES	\$252.96	JE16
Report Total (of all records)				\$556.39	