



The University of Alabama in Huntsville
Office of Budget and Management Information
Banner Finance Self-Service Training

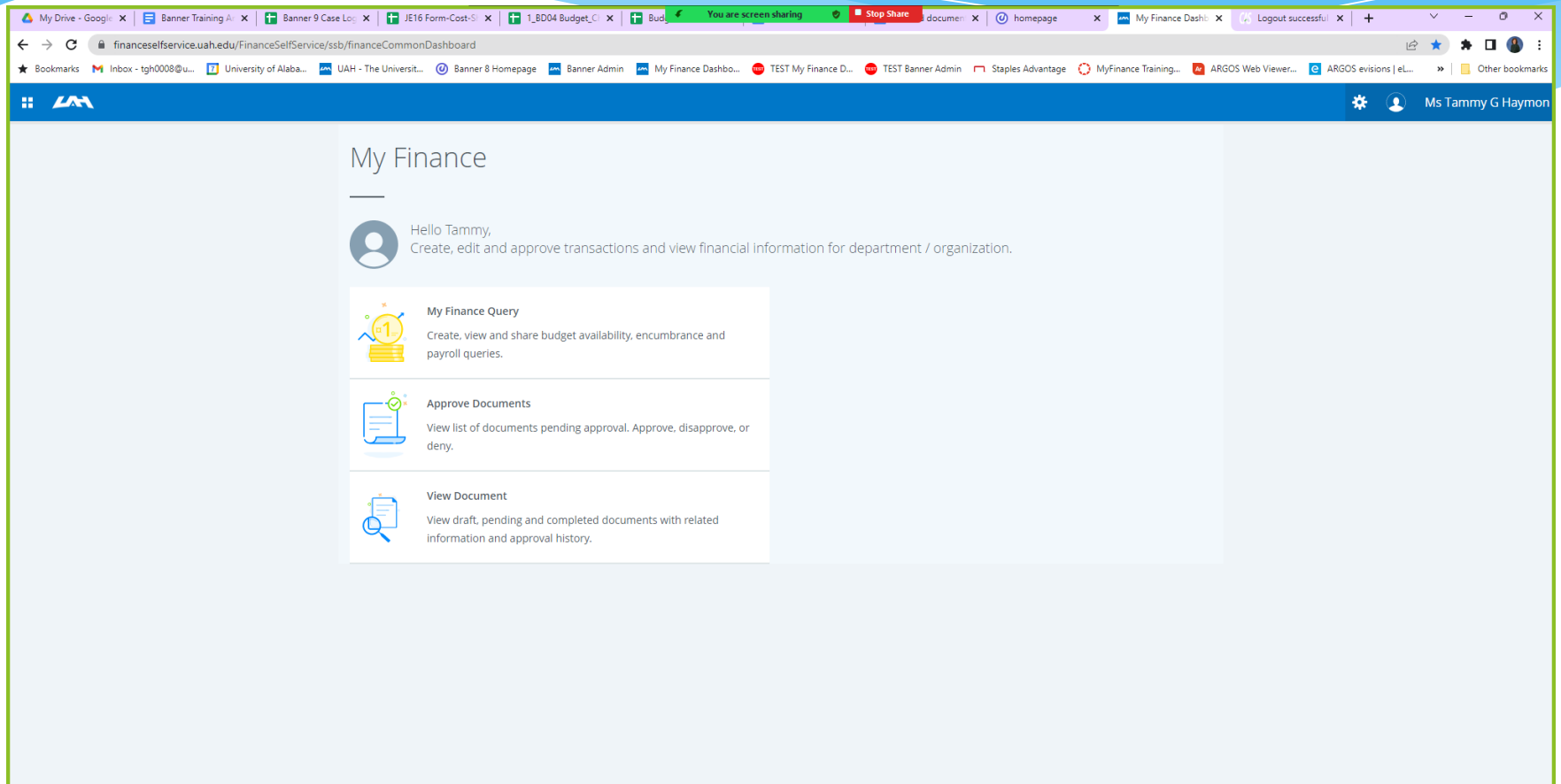
Budget Status by Account Query



Lesson Objectives

- * Correctly set up the Budget Status by Account Query by using the Index field.
- * Interpret a Budget Status by Account query accurately.
- * Determine when to use the Budget Status by Account query by researching electronic purchase examples.

Budget Status by Account Query Setup



The screenshot shows a web browser window with multiple tabs. The active tab is 'financeselfservice.uah.edu/FinanceSelfService/ssb/financeCommonDashboard'. The browser's address bar shows the URL. The page has a blue header with the UAH logo and a user profile for 'Ms Tammy G Haymon'. The main content area is titled 'My Finance' and includes a greeting 'Hello Tammy, Create, edit and approve transactions and view financial information for department / organization.' Below this, there are three main sections: 'My Finance Query' (Create, view and share budget availability, encumbrance and payroll queries), 'Approve Documents' (View list of documents pending approval. Approve, disapprove, or deny), and 'View Document' (View draft, pending and completed documents with related information and approval history).

My Finance

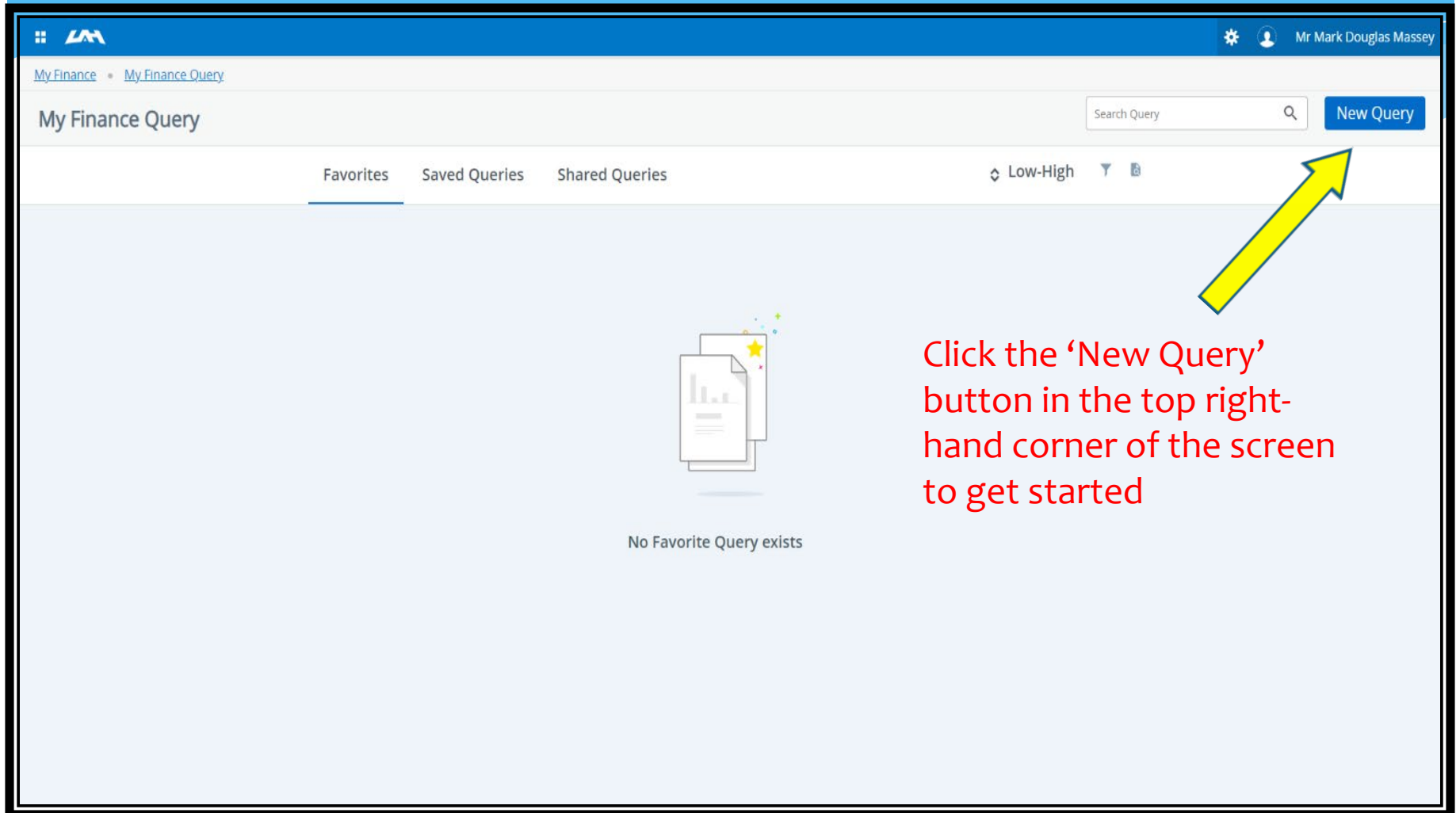
Hello Tammy,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

View Document
View draft, pending and completed documents with related information and approval history.

Budget Status by Account Query Setup



The screenshot shows a web application interface for 'My Finance Query'. The top navigation bar is blue and contains a logo, a settings icon, a user profile icon, and the name 'Mr Mark Douglas Massey'. Below the navigation bar, the page title 'My Finance Query' is displayed. To the right of the title is a search bar labeled 'Search Query' and a blue button labeled 'New Query'. Below the title bar, there are three tabs: 'Favorites', 'Saved Queries', and 'Shared Queries'. The 'Favorites' tab is currently selected. In the center of the page, there is an icon of a document with a star and the text 'No Favorite Query exists'. A yellow arrow points from the bottom right towards the 'New Query' button.

Click the 'New Query' button in the top right-hand corner of the screen to get started

Budget Status by Account Query Setup

Make sure that your Chart of Accounts is Set to 'H' ('F' for Foundation Orgs)

Select the 'Budget Status by Account' option from the Drop-down menu.

Budget Status by Account Query Setup

The screenshot shows the 'Create New Query' form. The 'Select Query Type' dropdown is set to 'Budget Status by Account'. The 'Chart' dropdown is set to 'H The University of AL in Huntsville'. The 'Index' dropdown is currently empty, with a yellow box and the text 'Click here!!!!' pointing to it. A 'New Query' button is visible in the top right corner.

First, enter the 6-digit 'Index Number' ('Organization Number', 'Org Code', or just 'Org'). A dropdown list will appear where you will select the org number. You can also use a wildcard % to look up the org # (e.g. 57%xxx).

Once you enter and select the org, these fields will auto-populate as seen on the right:

- Fund Number
- Organization (Index moves here)
- Program Code

The screenshot shows the 'Create New Query' form after selecting an organization. The 'Index' field is now populated with a blue box. The 'Fund' field is populated with '15000 O & M General'. The 'Organization' field is populated with a blue box. The 'Account' field is populated with 'Choose Account'. The 'Program' field is populated with '60 Institutional Support'. The 'Activity' field is populated with 'Choose Activity'. The 'Location' field is populated with 'Choose Location'. The 'Fund Type' field is populated with 'Choose Fund Type'. The 'Account Type' field is populated with 'Choose Account Type'. Yellow arrows point from the text in the left box to the 'Fund', 'Organization', and 'Program' fields.

Budget Status by Account Query Setup

Create New Query

Fiscal Year* 2023 x v

Fiscal Period* 14 x v

Comparison Fiscal Year None v

Comparison Fiscal Period None v

Operating Ledger

☒ Adopted Budget ⓘ

☐ Budget Adjustment ⓘ

☐ Adjusted Budget ⓘ

☐ Temporary Budget ⓘ

☒ Accounted Budget ⓘ

☒ Year to Date ⓘ

☒ Encumbrance ⓘ

☒ Reservation ⓘ

☐ Commitments ⓘ

☒ Available Balance ⓘ

SUBMIT

**Scroll down within the selection block.
For the most current information,
select...**

**Fiscal Year- 2023
Fiscal Period- 14**

Recommended Operating Ledger Columns

- **Adopted Budget-** Budget at the beginning of the Fiscal Year (October 1)
- **Accounted Budget-** Budget as of 'today'
- **Year-to-Date-** Transactions that have hit the Organization Code as of today
- **Encumbrances-** Purchase Orders (PO's-Type of Commitment)
- **Reservations-** Requisitions (Type of Commitment)
- **Available Balance which is =**
Accounted Budget **minus** Year-to-Date, Encumbrances, and Reservations

Reading the Budget Status by Account Query

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

Budget Status by Account

Org Title and #

CHECK YOUR TITLE, FUND, ORG AND DATES!!

Edit, Share, Save

Download Button

Query Results

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
6110	Executive / Administrator	\$341,249.00	\$341,249.00	\$12,677.94	\$0.00	\$0.00	\$328,571.06
6150	Professional / Non-Faculty	\$568,739.00	\$568,739.00	\$20,906.63	\$0.00	\$0.00	\$547,832.37
6152	Secretarial / Clerical	\$36,200.00	\$36,200.00	\$1,324.61	\$0.00	\$0.00	\$34,875.39
6154	Technical / Para-Professional	\$0.00	\$0.00	\$778.01	\$0.00	\$0.00	(\$778.01)
6498	Wireless Device Supplement	\$0.00	\$0.00	\$219.25	\$0.00	\$0.00	(\$219.25)
6500	Employee Benefits	\$312,244.00	\$312,244.00	\$0.00	\$0.00	\$0.00	\$312,244.00
6510	FICA	\$0.00	\$0.00	\$2,087.04	\$0.00	\$0.00	(\$2,087.04)
6520	TRS	\$0.00	\$0.00	\$4,358.69	\$0.00	\$0.00	(\$4,358.69)
6530	SRA Matching (TIAA-CREF)	\$0.00	\$0.00	\$1,329.88	\$0.00	\$0.00	(\$1,329.88)
6540	Health Insurance	\$0.00	\$0.00	\$4,293.20	\$0.00	\$0.00	(\$4,293.20)
6541	Group Life	\$0.00	\$0.00	\$70.91	\$0.00	\$0.00	(\$70.91)
6560	LTD-Salary Continuation	\$0.00	\$0.00	\$80.99	\$0.00	\$0.00	(\$80.99)
Report Total (of all records)		\$1,359,174.00	\$1,359,174.00	\$48,137.86	\$4,984.32	\$0.00	\$1,306,051.82

Reading the Budget Status by Account Query

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

< Org Title and #

Query Results

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	
6110	Executive / Administrator	\$341,249.00	\$341,249.00	\$12,677.94	\$0.00	\$0.00	\$328,571.06
6150	Professional / Non-Faculty	\$568,739.00	\$568,739.00	\$20,906.63	\$0.00	\$0.00	\$547,832.37
6152	Secretarial / Clerical	\$36,200.00	\$36,200.00	\$1,324.61	\$0.00	\$0.00	\$34,875.39
6154	Technical / Para-Professional	\$0.00	\$0.00	\$778.01	\$0.00	\$0.00	(\$778.01)
6498	Wireless Device Supplement	\$0.00	\$0.00	\$219.25	\$0.00	\$0.00	(\$219.25)
6500	Employee Benefits	\$312,244.00	\$312,244.00	\$0.00	\$0.00	\$0.00	\$312,244.00
6510	FICA	\$0.00	\$0.00	\$2,087.04	\$0.00	\$0.00	(\$2,087.04)
6520	TRS	\$0.00	\$0.00	\$4,358.69	\$0.00	\$0.00	(\$4,358.69)
6530	SRA Matching (TIAA-CREF)	\$0.00	\$0.00	\$1,329.88	\$0.00	\$0.00	(\$1,329.88)
6540	Health Insurance	\$0.00	\$0.00	\$4,293.20	\$0.00	\$0.00	(\$4,293.20)
6541	Group Life	\$0.00	\$0.00	\$70.91	\$0.00	\$0.00	(\$70.91)
6560	LTD-Salary Continuation	\$0.00	\$0.00	\$80.99	\$0.00	\$0.00	(\$80.99)
6561	Report Total (of all records)	\$1,359,174.00	\$1,359,174.00	\$48,137.86	\$4,984.32	\$0.00	\$1,306,051.82

Ms Tammy G Haymon

New Query

Ellipsis

View Available Balance

View pending documents

View payroll

Check your Pending Documents for transactions that have not posted, but DO affect your available balance.

Reading the Budget Status by Account Query

The query is arranged in ascending order by Account Code. The codes fall into these categories or 'Hierarchies'.

Org Hierarchies

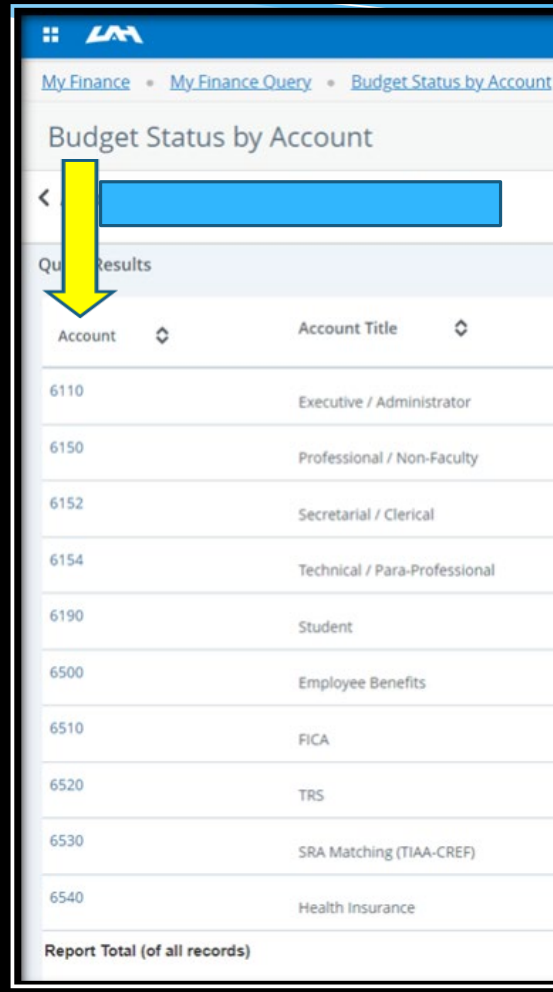
5000-Revenues

6000-Salary/Fringe

7000-Operating

8000-Capital Outlay

The Report total for all areas is at the bottom of the query.

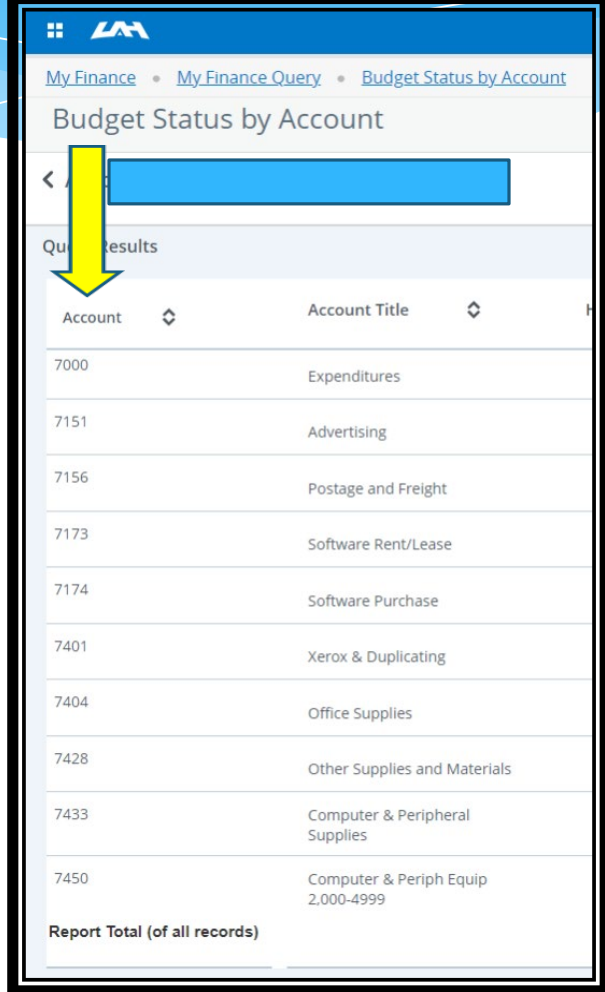


My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Query Results

Account	Account Title
6110	Executive / Administrator
6150	Professional / Non-Faculty
6152	Secretarial / Clerical
6154	Technical / Para-Professional
6190	Student
6500	Employee Benefits
6510	FICA
6520	TRS
6530	SRA Matching (TIAA-CREF)
6540	Health Insurance
Report Total (of all records)	



My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Query Results

Account	Account Title
7000	Expenditures
7151	Advertising
7156	Postage and Freight
7173	Software Rent/Lease
7174	Software Purchase
7401	Xerox & Duplicating
7404	Office Supplies
7428	Other Supplies and Materials
7433	Computer & Peripheral Supplies
7450	Computer & Periph Equip 2,000-4999
Report Total (of all records)	

Reading the Budget Query by Account Query

Amounts can be calculated both across rows and down columns

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Org # and Title

Rows-
Accounted Budget-YTD-Encumbrances-Reservations=
Available Balance

Query Results

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
6110	Executive / Administrator	\$341,249.00	\$341,249.00	\$12,677.94	\$0.00	\$0.00	\$328,571.06
6150	Professional / Non-Faculty	\$568,739.00	\$568,739.00	\$20,906.63	\$0.00	\$0.00	\$547,832.37
6152	Secretarial / Clerical	\$36,200.00	\$36,200.00	\$1,324.61	\$0.00	\$0.00	\$34,875.39
6154	Technical / Para-Professional	\$0.00	\$0.00	\$778.01	\$0.00	\$0.00	(\$778.01)
6498	Wireless Device Supplement	\$0.00	\$0.00	\$219.25	\$0.00	\$0.00	(\$219.25)
6500	Employee Benefits	\$312,244.00	\$312,244.00	\$0.00	\$0.00	\$0.00	\$312,244.00
6510	FICA	\$0.00	\$0.00	\$2,087.04	\$0.00	\$0.00	(\$2,087.04)
6520	TRS	\$0.00	\$0.00	\$4,358.69	\$0.00	\$0.00	(\$4,358.69)
6530	SRA Matching (TIAA-CREF)	\$0.00	\$0.00	\$1,329.88	\$0.00	\$0.00	(\$1,329.88)
6540	Health Insurance	\$0.00	\$0.00	\$4,293.20	\$0.00	\$0.00	(\$4,293.20)
6541	Group Life	\$0.00	\$0.00	\$70.91	\$0.00	\$0.00	(\$70.91)
6560	LTD-Salary Continuation	\$0.00	\$0.00	\$80.99	\$0.00	\$0.00	(\$80.99)
6561	Report Total (of all records)	\$1,359,174.00	\$1,359,174.00	\$48,137.86	\$4,984.32	\$0.00	\$1,306,051.82

Columns-
Sum of all
amounts

Reading the Budget Status by Account Query


Salary Account codes (61xx)
Often budgeted at the beginning of the Fiscal Year based on the positions that are being paid from the Org Code.

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget
6110	Executive / Administrator	\$341,249.00	\$341,249.00
6150	Professional / Non-Faculty	\$568,739.00	\$568,739.00
6152	Secretarial / Clerical	\$36,200.00	\$36,200.00
6154	Technical / Para-Professional	\$0.00	\$0.00
6498	Wireless Device Supplement	\$0.00	\$0.00
6500	Employee Benefits	\$312,244.00	\$312,244.00

Employee Benefits are typically budgeted in **Account code 6500**.

Reading the Budget Status by Account Query

The **Expenditures/Operating Budget** is also *usually* budgeted in the **7000 code**. **Year-to-date charges, Encumbrances, and Reservations** in the 7000 series then draw off of this total amount.



Account	Account Title	FY22/PD14 Adopted Budget	FY22/PD14 Accounted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Reservation	FY22/PD14 Available Balance
7000	Expenditures	\$10,200.00	\$31,751.50	\$0.00	\$0.00	\$0.00	\$31,751.50
7152	Institutional Dues & Membership	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	(\$100.00)
7156	Postage and Freight	\$0.00	\$0.00	\$1,040.35	\$0.00	\$0.00	(\$1,040.35)
7174	Software Purchase	\$0.00	\$0.00	\$8,032.50	\$0.00	\$0.00	(\$8,032.50)
7401	Xerox & Duplicating	\$0.00	\$0.00	\$1,745.98	\$0.00	\$0.00	(\$1,745.98)

Amounts in the **Non-mandatory Transfer line (7801)** also affect the operating balance. These are amounts that have been moved in/out of the Org **from/to different Fund numbers**.

7801	Non-Mandatory Transfers In/Out	\$0.00	(\$15,000.00)	(\$15,000.00)	\$0.00	\$0.00	\$0.00
Grand Total (if all included)							

Negative in Accounted Budget=
Realigned within Budget

Negative in YTD= Transferred in



When to Use the Budget Status by Account Query

- * When you need to look at the detailed account codes for information on a transaction.
- * When you need to research a requisition, purchase order, transfer or other entry.

Electronic Purchase Example

Account	Account Title	FY23/PD01 Adopted Budget	FY23/PD01 Accounted Budget	FY23/PD01 Year to Date	FY23/PD01 Encumbrances	FY23/PD01 Reservation	FY23/PD01 Available Balance
7621	Other Misc Oper Exp	\$0.00	\$0.00	\$28.50	\$773.00	\$0.00	(\$801.50)

Reservations Column

Step 1- Requisition entered and approved within Department (**R010xxxx**)
Reservations column/account code detail below

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
10/26/2021	10/26/2021	R0123292 ⓘ	Dixie Pulp & Paper Recycling, LLC	\$500.00	REQP
10/27/2021	10/27/2021	P0103915 ⓘ		(\$500.00)	POLQ
Report Total (of all records)				\$0.00	

Step 2- Requisition converted to **Purchase Order** (**P010xxxx**)
(moves amount to Encumbrances Column- **next slide**)

Electronic Purchase Example

Account	Account Title	FY23/PD01 Adopted Budget	FY23/PD01 Accounted Budget	FY23/PD01 Year to Date	FY23/PD01 Encumbrances	FY23/PD01 Reservation	FY23/PD01 Available Balance
7621	Other Misc Oper Exp		\$0.00	\$0.00	\$28.50	\$773.00	\$0.00 (\$801.50)

Encumbrance Column

Step 2 (cont.)- Requisition converted to Purchase Order (P010xxxx)
Encumbrance column/account code detail below

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
10/01/2021	10/07/2021	REH21001 ⓘ	ENCUMBRANCE ROLL	\$300.50	E090
10/01/2021	10/07/2021	REH21001 ⓘ	ENCUMBRANCE ROLL	\$1.00	E090
10/27/2021	10/27/2021	P0103915 ⓘ	Dixie Pulp & Paper Recycling, LLC	\$500.00	PORD
12/02/2021	12/02/2021	41412021 ⓘ	Dixie Pulp & Paper Recycling, LLC	(\$28.50)	INEI
Report Total (of all records)				\$773.00	

Step 3- Item(s) invoiced and paid- (41412xxx)
(moves amount to Year-to-Date Column- next slide)

Electronic Purchase Example

Account	Account Title	FY23/PD01 Adopted Budget	FY23/PD01 Accounted Budget	FY23/PD01 Year to Date	FY23/PD01 Encumbrances	FY23/PD01 Reservation	FY23/PD01 Available Balance
7621	Other Misc Oper Exp		\$0.00	\$0.00	\$28.50	\$773.00	\$0.00 (\$801.50)

Year-to-Date Column

Step 3- Item(s) invoiced and paid-
***Invoice #41412xxx**
***Check Disbursement #!0092xxx (\$0-no document)**
Year-to-Date column/account code detail below

Query Results							
Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code		
12/02/2021	12/02/2021	41412021	Dixie Pulp & Paper Recycling, LLC	\$28.50	INEI		
12/02/2021	12/02/2021	!0092551	Dixie Pulp & Paper Recycling, LLC	\$0.00	DNEI		
Report Total (of all records)				\$28.50			

Questions?



Contact us!

Website: uah.edu/budget/self-service-help

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Tammy Haymon if you are in any other Area: tgh0008@uah.edu; Ext 2242