



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

**Budget Status by Organizational Hierarchy**

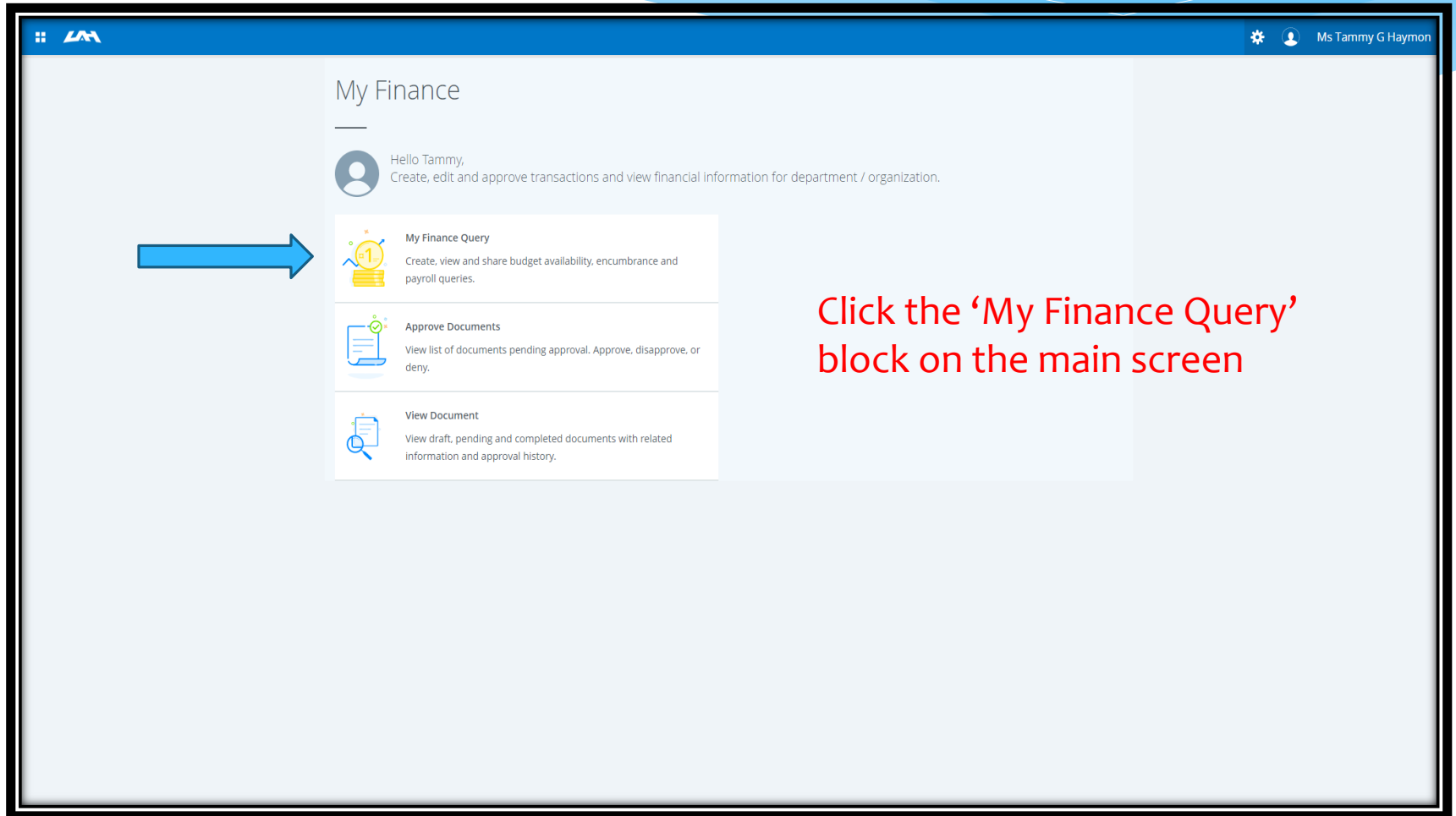


# Lesson Objectives

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

# My Finance

## Budget Status by Organizational Hierarchy



The screenshot shows the 'My Finance' application interface. At the top, there is a blue header bar with a logo on the left and a user profile icon and name 'Ms Tammy G Haymon' on the right. Below the header, the main content area is light blue. On the left side of this area, there is a vertical sidebar with the title 'My Finance' and a user profile icon. To the right of the sidebar, there are three main blocks: 'My Finance Query', 'Approve Documents', and 'View Document'. A large blue arrow points from the left towards the 'My Finance Query' block. To the right of the 'My Finance Query' block, there is red text that reads 'Click the 'My Finance Query' block on the main screen'.

My Finance

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

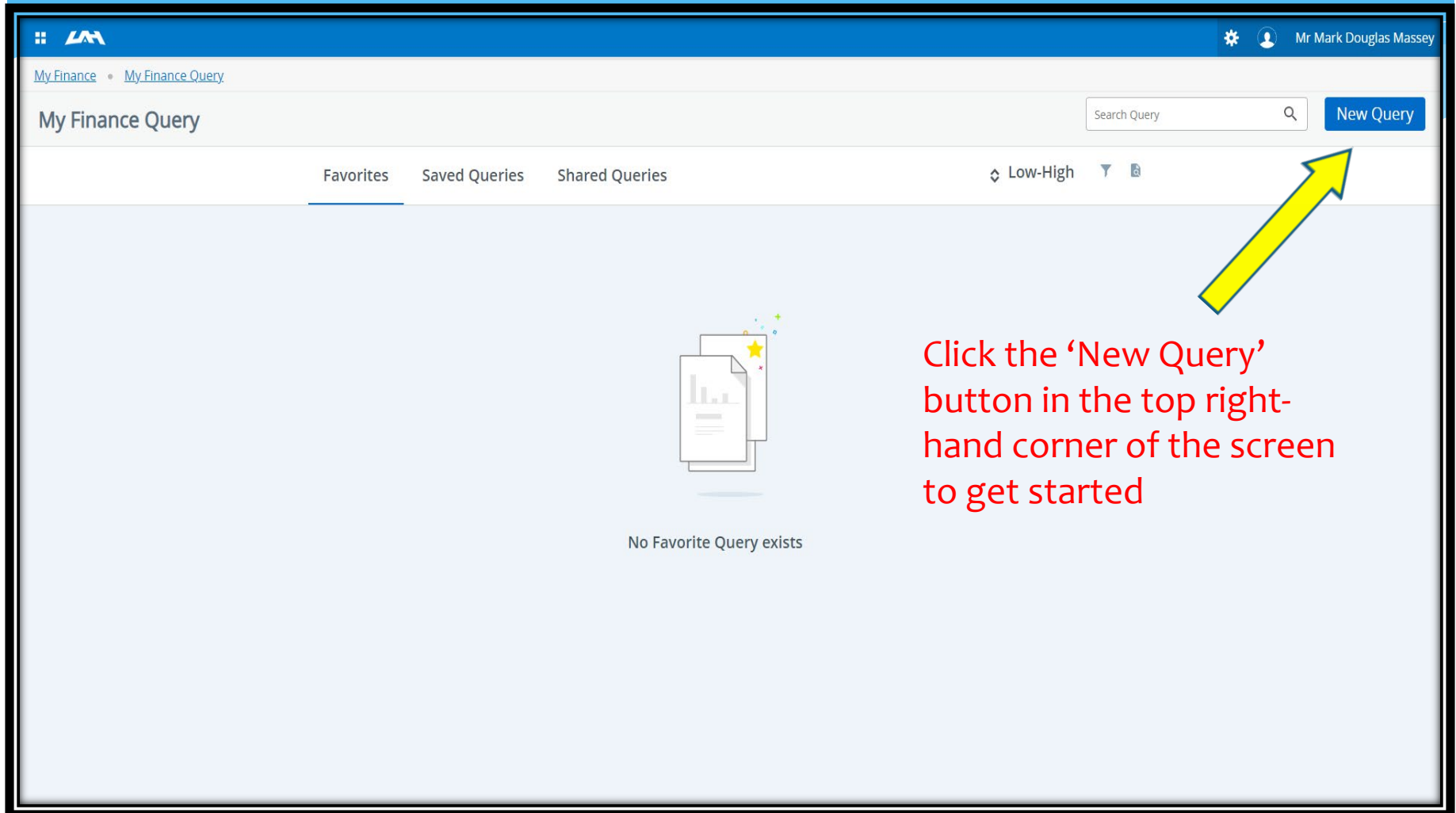
**My Finance Query**  
Create, view and share budget availability, encumbrance and payroll queries.

**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.

Click the 'My Finance Query' block on the main screen

# Budget Status by Organizational Hierarchy Setup



The screenshot shows a web application interface for 'My Finance Query'. The top navigation bar is blue and contains a logo, a settings gear icon, a user profile icon, and the name 'Mr Mark Douglas Massey'. Below the navigation bar, the breadcrumb trail shows 'My Finance' and 'My Finance Query'. The main header area includes the title 'My Finance Query', a search bar labeled 'Search Query', and a blue 'New Query' button. Below the header, there are tabs for 'Favorites', 'Saved Queries', and 'Shared Queries'. The 'Favorites' tab is currently selected. In the center of the main content area, there is an icon representing a document with a star and the text 'No Favorite Query exists'. A large 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 Organizational Hierarchy

Create New Query

Select Query Type

Budget Status by Organizational Hierarchy...

Values

Chart\*

H The University of AL in Huntsville

Index

Choose Index

New Query

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

Create New Query

Select Query Type

Budget Status by Organizational Hierarchy...

Values

Chart\*

H The University of AL in Huntsville

Index

Enter Org Here!

Fund

15000 O & M General

Organization\*

Program

60 Institutional Support

Account

Choose Account

Activity

Choose Activity

Location

Choose Location

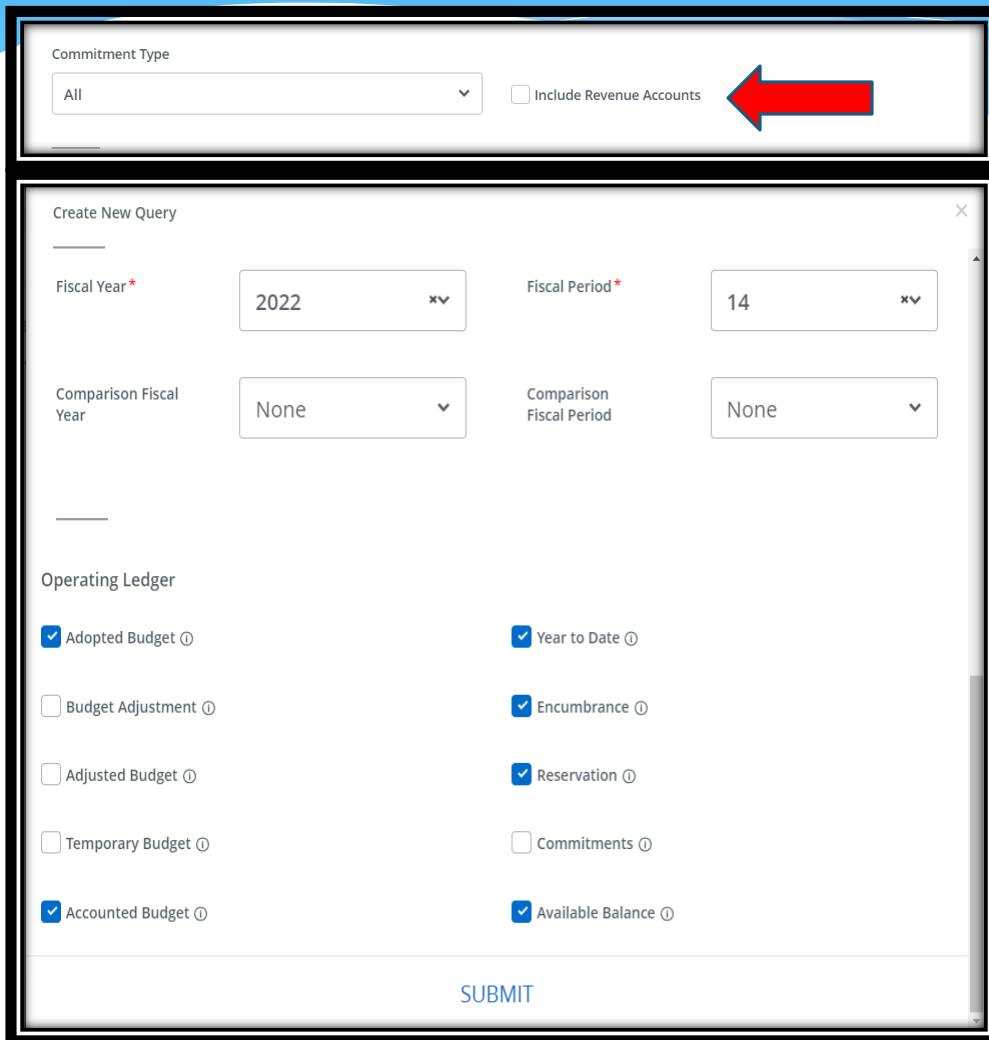
Fund Type

Choose Fund Type

Account Type

Choose Account Type

# Budget Status by Organizational Hierarchy Query Setup



Commitment Type  
All ☐ Include Revenue Accounts

Create New Query

Fiscal Year\* 2022 x v Fiscal Period\* 14 x v

Comparison Fiscal Year None v Comparison Fiscal Period None v

Operating Ledger

☒ Adopted Budget ⓘ ☒ Year to Date ⓘ

☐ Budget Adjustment ⓘ ☒ Encumbrance ⓘ

☐ Adjusted Budget ⓘ ☒ Reservation ⓘ

☐ Temporary Budget ⓘ ☐ Commitments ⓘ

☒ Accounted Budget ⓘ ☒ Available Balance ⓘ

SUBMIT

**Scroll down within the selection block.  
You can choose to include revenue or not.  
For the most current information,  
select...**

**Fiscal Year- 2022  
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



# Budget Status by Organizational Hierarchy Setup

- \* **Organizational Hierarchy Query** is useful for calculating totals for different Account Types:
  - \* **5xxx-** Revenues
  - \* **6xxx-** Salary/Fringe
  - \* **7xxx-** Expenditures
  - \* **8xxx-** Capital Outlay (Equipment/Construction)

# Reading the Budget Status by Organizational Hierarchy

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

< Org title and # ✎ > 📄 ⓘ ⋮

Query Results + ⬇

| Organization                  | Organization Title | FY22/PD14 Adopted Budget | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Reservation | FY22/PD14 Available Balance |
|-------------------------------|--------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| Org # and title               |                    | \$1,282,638.00           | \$1,289,189.50             | \$737,882.78           | \$773.00               | \$0.00                | \$550,533.72                |
| Report Total (of all records) |                    | \$1,282,638.00           | \$1,289,189.50             | \$737,882.78           | \$773.00               | \$0.00                | \$550,533.72                |

The Budget Query will display on one line and show the total amounts.  
To drill down into the query, click on the Organization Number  
(\*directly above the 'Report Total')



# Reading the Budget Status by Organizational Hierarchy

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

## Budget Status by Organizational Hierarchy

New Query

< Org # and Title

Query Results

| Account Type                  | Account Type Title | FY22/PD14 Adopted Budget | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Reservation | FY22/PD14 Available Balance |
|-------------------------------|--------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| 60                            | Salaries and Wages | \$1,272,438.00           | \$1,272,438.00             | \$737,676.59           | \$0.00                 | \$0.00                | \$534,761.41                |
| 70                            | Expenditures       | \$10,200.00              | \$16,751.50                | \$206.19               | \$773.00               | \$0.00                | \$15,772.31                 |
| Report Total (of all records) |                    | \$1,282,638.00           | \$1,289,189.50             | \$737,882.78           | \$773.00               | \$0.00                | \$550,533.72                |

Click on the 'Account Type' to drill down even further. You will eventually come to individual account codes.

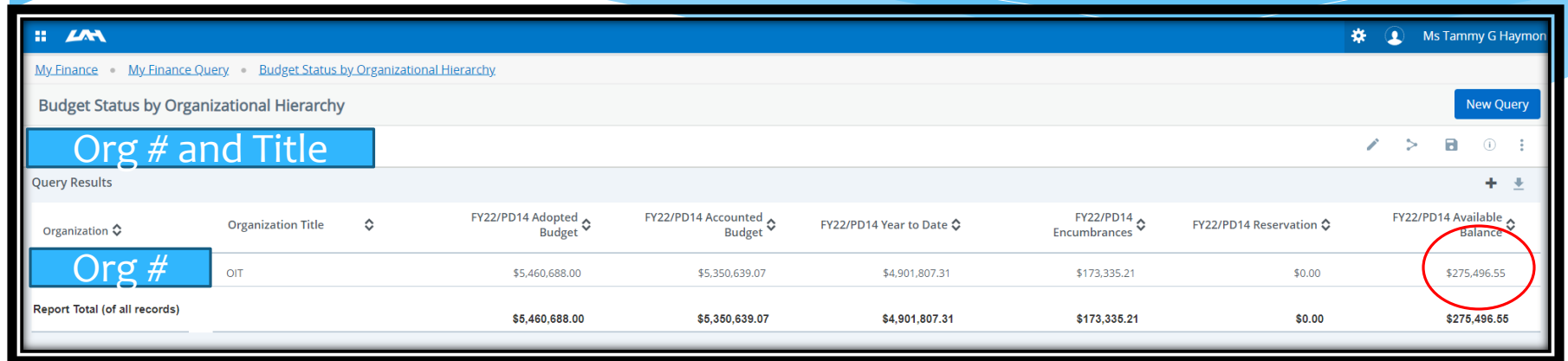
Query Results

| Account Type                  | Account Type Title      |
|-------------------------------|-------------------------|
| 71                            | Operating Expenses      |
| 78                            | Non Mandatory Transfers |
| Report Total (of all records) |                         |

Query Results

| Account | Account Title                   | FY22/PD14 Adopted Budget | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date |
|---------|---------------------------------|--------------------------|----------------------------|------------------------|
| 7000    | Expenditures                    | \$10,200.00              | \$31,751.50                | \$0.00                 |
| 7152    | Institutional Dues & Membership | \$0.00                   | \$0.00                     | \$100.00               |
| 7156    | Postage and Freight             | \$0.00                   | \$0.00                     | \$1,040.35             |
| 7174    | Software Purchase               | \$0.00                   | \$0.00                     | \$8,032.50             |
| 7401    | Xerox & Duplicating             | \$0.00                   | \$0.00                     | \$1,745.98             |
| 7404    | Office Supplies                 | \$0.00                   | \$0.00                     | \$1,511.92             |

# Banner Self-Service Example Using the Budget Status by Organizational Hierarchy Query



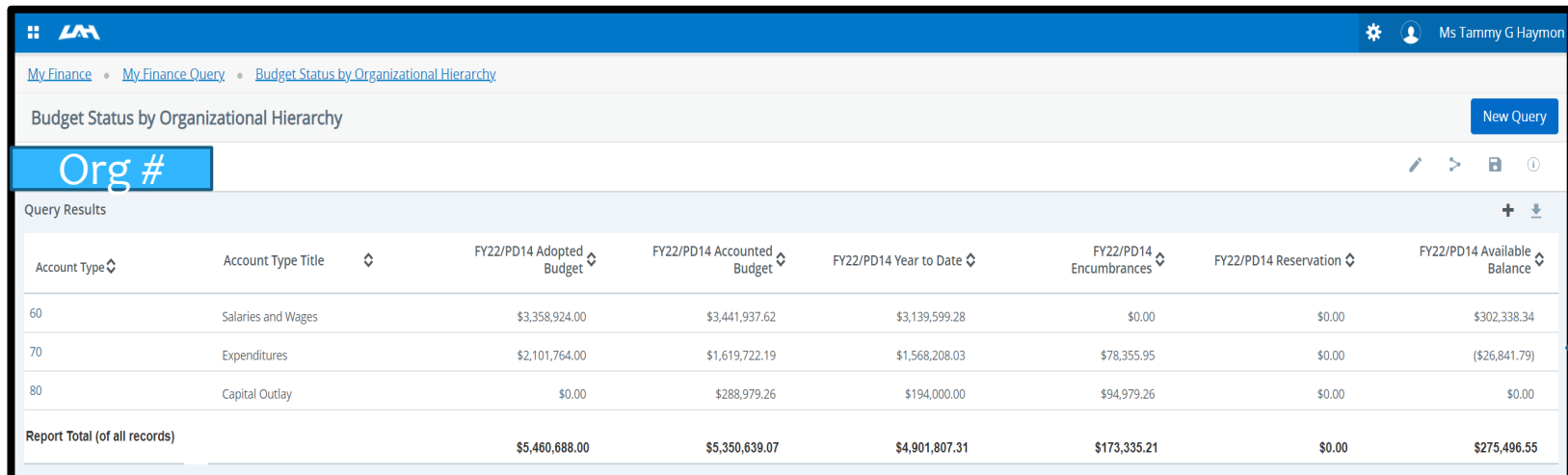
My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

Org # and Title

Query Results

| Organization                  | Organization Title | FY22/PD14 Adopted Budget | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Reservation | FY22/PD14 Available Balance |
|-------------------------------|--------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| Org #                         | OIT                | \$5,460,688.00           | \$5,350,639.07             | \$4,901,807.31         | \$173,335.21           | \$0.00                | \$275,496.55                |
| Report Total (of all records) |                    | \$5,460,688.00           | \$5,350,639.07             | \$4,901,807.31         | \$173,335.21           | \$0.00                | \$275,496.55                |



My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

Org #

Query Results

| Account Type                  | Account Type Title | FY22/PD14 Adopted Budget | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Reservation | FY22/PD14 Available Balance |
|-------------------------------|--------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| 60                            | Salaries and Wages | \$3,358,924.00           | \$3,441,937.62             | \$3,139,599.28         | \$0.00                 | \$0.00                | \$302,338.34                |
| 70                            | Expenditures       | \$2,101,764.00           | \$1,619,722.19             | \$1,568,208.03         | \$78,355.95            | \$0.00                | (\$26,841.79)               |
| 80                            | Capital Outlay     | \$0.00                   | \$288,979.26               | \$194,000.00           | \$94,979.26            | \$0.00                | \$0.00                      |
| Report Total (of all records) |                    | \$5,460,688.00           | \$5,350,639.07             | \$4,901,807.31         | \$173,335.21           | \$0.00                | \$275,496.55                |

# Banner Self-Service Example of Budgeted Account Types

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

Org # and Title

Query Results

| Account Type                  | Account Type Title | FY23/PD05 Adopted Budget | FY23/PD05 Accounted Budget | FY23/PD05 Year to Date | FY23/PD05 Encumbrances | FY23/PD05 Reservation | FY23/PD05 Available Balance |
|-------------------------------|--------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| 60                            | Salaries and Wages | \$0.00                   | \$26,002.80                | \$21,362.09            | \$0.00                 | \$0.00                | \$4,640.71                  |
| 70                            | Expenditures       | \$0.00                   | \$72,629.48                | \$28,699.59            | \$771.07               | \$0.00                | \$43,158.82                 |
| 80                            | Capital Outlay     | \$0.00                   | \$6,943.49                 | \$0.00                 | \$0.00                 | \$0.00                | \$6,943.49                  |
| Report Total (of all records) |                    | \$0.00                   | \$105,575.77               | \$50,061.68            | \$771.07               | \$0.00                | \$54,743.02                 |

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

Org # and Title

Query Results

| Account Type                  | Account Type Title      | FY23/PD06 Adopted Budget | FY23/PD06 Accounted Budget | FY23/PD06 Year to Date | FY23/PD06 Encumbrances | FY23/PD06 Reservation | FY23/PD06 Available Balance |
|-------------------------------|-------------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| 71                            | Operating Expenses      | \$0.00                   | \$29,954.48                | \$31,434.64            | \$32.97                | \$0.00                | (\$1,513.13)                |
| 77                            | Scholarships            | \$0.00                   | (\$7,960.00)               | \$0.00                 | \$0.00                 | \$0.00                | (\$7,960.00)                |
| 78                            | Non Mandatory Transfers | \$0.00                   | \$50,947.00                | \$0.00                 | \$0.00                 | \$0.00                | \$50,947.00                 |
| Report Total (of all records) |                         | \$0.00                   | \$72,941.48                | \$31,434.64            | \$32.97                | \$0.00                | \$41,473.87                 |

# Questions?



Contact us!

Website: [uah.edu/budget/self-service-help](http://uah.edu/budget/self-service-help)

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