THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

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

How to Query Revenues: Budget Status by Account Budget Status by Org Hierarchy

Lesson Objectives

- * Define revenues and review some examples.
- * Interpret a Revenue query.
- * Know when to use the revenue query.

What are Revenues?

- * Revenues are types of income that are posted to an org code.
- They are identified by Account Codes in the "5xxx" series.
 There are several types of revenue.
 - * 51-Tuition and Fees
 - * 52-State Appropriations
 - * 53-Grants & Contracts
 - * 54-Gifts
 - * 55-Investment Income

56-Endowment Income

57-Sales and Services

58-Other Sources

59-Auxiliary Income

Banner Finance Revenue Query

:: <i>L</i> A		*	1	Mr Mark Douglas Massey
	My Finance Image: State of the	*		Mr Mark Douglas Massey
	Delete Finance Template Delete templates for Finance Queries, Budget Development, and Purchase Orders. Click the 'My Finance Query' block on the main screen			

My Finance Revenue Query

:: / A					*	Mr Mark Douglas Massey
My Finance • My Finance Query						
My Finance Query					Search Query	۹ New Query
	Favorites	Saved Queries	Shared Queries		≎ Low-High 🔻 🖪	$\overline{\lambda}$
			No Favorite Que	ery exists	Click the 'New Query button in the top rig hand corner of the s to get started.	, ht- creen

My Finance Revenue Query

:: / AA			🗱 👔 Mr Mark Douglas Massey			
My Finance • My Finance Query My Finance Query Favorite	Create New Query Select Query Type	K Search Query Q New Query				
	Values	Index	Select the 'Budget Status by Account'			
	H The University of AL in Huntsville **	Choose Index	option from the Drop-down			
Make sure that your Chart of	Choose Fund 🗸	Choose Organization •	menu.			
Accounts is Set to 'H'	Choose Account ~	Choose Program				
('F' for Foundation	Choose Activity	Choose Location Account Type				
Orgs)	Choose Fund Type 🗸	Choose Account Type 🗸				

My Finance Budget Status by Account Query-Revenues

Activity			Location			
Choose Activity		~	Choose Location		~	
Fund Type			Account Type			Click the "Include Revenue" her
Choose Fund Type		~	Choose Account Type		~	Click the include Revenue Dox.
Commitment Type				4		
All		~	Include Revenue Account			
				N		Scroll down within the selection block.
						For the most current information
						Tor the most current mormation,
Create New Query					×	select
					-	Fiscal Year- 2023
Fiscal Year *	2023	×v	Fiscal Period *	14	×v	Fiscal Period-14
Comparison Fiscal			Comparison			Recommended Operating Ledger Columns
Year	None	*	Fiscal Period	None	~	Adopted Budget, Budget at the beginning of
					_	Adopted Budget Budget at the beginning of
					_	the Fiscal Year (October 1)
				_	 Accounted Budget- Budget as of 'today' 	
Operating Ledger					_	Year-to-Date- Transactions that have hit the
Adopted Budget 🕕			Year to Date 🛈		_	Organization Code as of today
			_			• Encumbrances- Purchase Orders (PO's-Type
Budget Adjustment ①			Encumbrance ①			of Commitment)
Adjusted Budget ①			Reservation ①			 Beservations, Bequisitions (Type of
			_			Commitment)
Temporary Budget ①			Commitments ()			
						Available Balance which is =
Accounted Budget ①			🗹 Available Balance 🛈			Accounted Budget minus Year-to-Date,
		CL	DMIT			Encumbrances, and Reservations
		50			*	

My Finance Budget Status by Account Query-Revenues

# <i>L</i> AN					*	😫 🚺 🛛 Ms Tammy G Haymo	
My Finance • My Finance Query • Budget Status by Account							
Budget Status by Account		CHECK YOUR TITLE,			New Query		
Org Title and #		FUND), ORG AND E	DATES!!		/ > 0 :	
Query Results						+ ±	
Account 🗘 Account Title 🗘	FY23/PD14 Adopted Budget FY2	3/PD14 Accounted Budget	FY23/PD14 Year to Date 🗘	FY23/PD14 Encumbrances	FY23/PD14 Reservation 🗘	FY23/PD14 Available Balance	
5899 Miscellaneous Income	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	(\$10.00)	
5912 Housing Rent-Semester	\$77,000.00	\$77,000.00	\$20,758.00	\$0.00	\$0.00	\$56,242.00	
7000 Expenditures	\$77,000.00	\$77,000.00	\$0.00	\$0.00	\$0.00	\$77,000.00	
7304 Maint and Repair Equip	\$0.00	\$0.00	\$0.00	\$8.50	Devenue Codes		
7353 5000-Revenues 7357 Revenue Codes Account codes with '5xxx' are Revenue. This line will only appear if 'Include Revenue Accounts' box is checked in the setup.	 The Accounted Budget is already available to be spent. The Year-to-Date has accrued within the Fiscal Year. The negative Available Balance amount is the result of the Accounted Budget minus theYTD revenue line in 5899/5912. In this example, there is \$10.00 available to increase the revenue and expenditure budgets. 			If the 'Include Revenue Accounts' box is checked, you will notice the available balance is reversed . Revenue amounts are not available for use until they are added to the Expenditures budget.			
Report Total (of all records)	\$0.00	\$0.00	\$19,650.84	(\$1,008.50)	\$0.00	(\$18,642.34)	

Revenue Budget Change Requests

- Requests to increase revenue budgets should be emailed to the Budget Office to the contact for your department.
- Please note that the Budget Office automatically performs budget changes each month to increase the budgets for Fund Type 31 orgs. (e.g. 400301 or 844003)
- * The email request should include the following:
 - * Organization Code (6-digit code)
 - * Fund Code (5-digit code)
 - * Estimated amount (typically the entire negative revenue balance) Please note that the Budget Office may request additional information from you related to the revenue source before processing your request.

Questions?



Contact us!

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

Melissa Brown if you are in Research or the Colleges: <u>maboo63@uah.edu</u>; Ext 5217 Tammy Haymon if you are in any other Area: <u>tghooo8@uah.edu</u>; Ext 2242