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

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	Delete templates for Finance Queries, Budget Development, and			

My Finance Revenue Query

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My Finance • My Finance Query						
My Finance Query					Search Query	۹ New Query
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My Finance Revenue Query

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My Finance • My Finance Query My Finance Query	Create New Query Select Query Type	×	Search Query Q New Query
Favorit:	Budget Status by Account		Select the 'Budget Status
	Values Chart* H The University of AL in Huntsville	Index Choose Index	by Account' option from
Make sure that	Fund Choose Fund	Organization*	the Drop-down menu.
your Chart of Accounts is Set	Account	Program Choose Program	
to 'H'	Activity	Location V	
('F' for Foundation	Fund Type	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" box.
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,
Create New Query					×	select
					-	Fiscal Year- 2023
Fiscal Year *	2023	×v	Fiscal Period *	14	×v	Fiscal Period- 14
Comparison Fiscal	None	~	Comparison	None	~	Recommended Operating Ledger Columns
Year	NUTE	•	Fiscal Period	None	·	 Adopted Budget- Budget at the beginning of
						the Fiscal Year (October 1)
Operating Ledger					_	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
Budget Adjustment ①			Encumbrance (i)			Encumbrances- Purchase Orders (PO's-Type
			Encumbrance			of Commitment)
Adjusted Budget 🛈			Reservation 🛈			Reservations- Requisitions (Type of
						Commitment)
Temporary Budget ()			Commitments ①			 Available Balance which is =
Accounted Budget ①			🖌 Available Balance 🛈			
			_			Accounted Budget minus Year-to-Date,
		SU	BMIT			Encumbrances, and Reservations
					-	

My Finance Budget Status by Account Query-Revenues

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1	<u>My Finance</u>	• My Finance Qu	iery • <u>Budget Status b</u>	<u>y Account</u>							
I	Budget S	Status by Accou	nt			CHECK YOUR TITLE,			New Query		
	0	org Title	e and #			FUND, ORG AND DATES!!				/ > 🖬 🕕 :	
I	Query Resul	lts				\checkmark				+ ±	
I	Account	٥	Account Title	٥	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date 🗘	FY23/PD14 Encumbrances	FY23/PD14 Reservation 🗘	FY23/PD14 Available Balance	
╏	5899	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	
I	7000		Expenditures		\$77,000.00	\$77,000.00	\$0.00	\$0.00	\$0.00	\$77,000.00	
I	7304		Maint and Repair Equip		\$0.00	\$0.00	\$0.00	\$8.50	Revenue Codes		
	7353 5000-Revenues 7357 Revenue Codes Account codes with '5xxx' are Revenue. This line will only appear if 'Include Revenue			The Year The nega Accounte In this exam	 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			
	Accounts' box is checked in the setup.								et.		
	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