THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

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

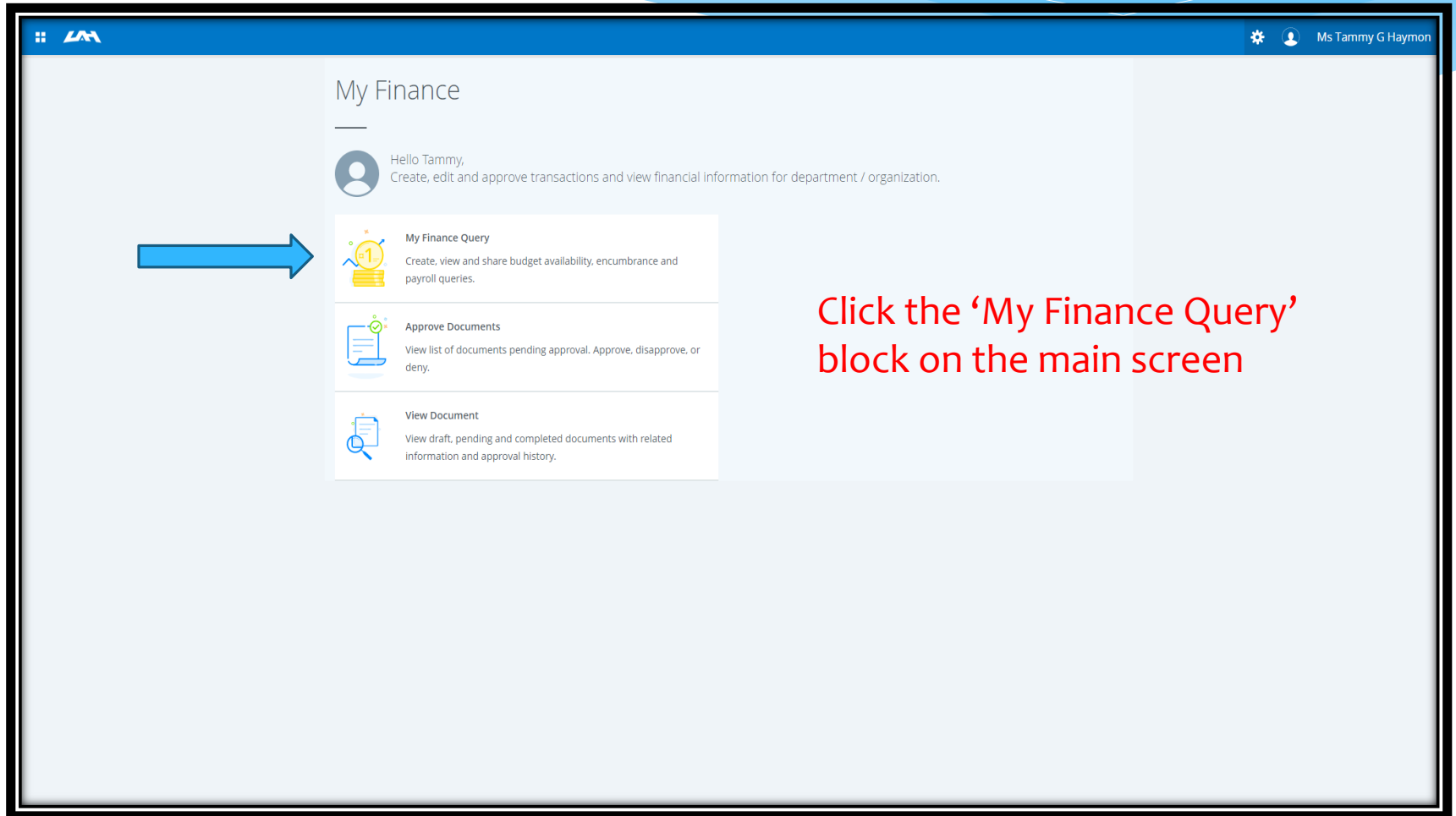**Budget Status by Organizational Hierarchy**

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

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

Budget Status by Organizational Hierarchy Setup

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 Hiera... ⌄

New Query

Values

Chart *

H The University of AL in Huntsville ✕⌄

Index

Choose Index ⌄

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 Hiera... ⌄

Values

Chart *

H The University of AL in Huntsville ✕⌄

Index

Enter Org Here!

Fund

15000 O & M General ✕⌄

Organization *

Account

Choose Account ⌄

Program

60 Institutional Support ✕⌄

Activity

Choose Activity ⌄
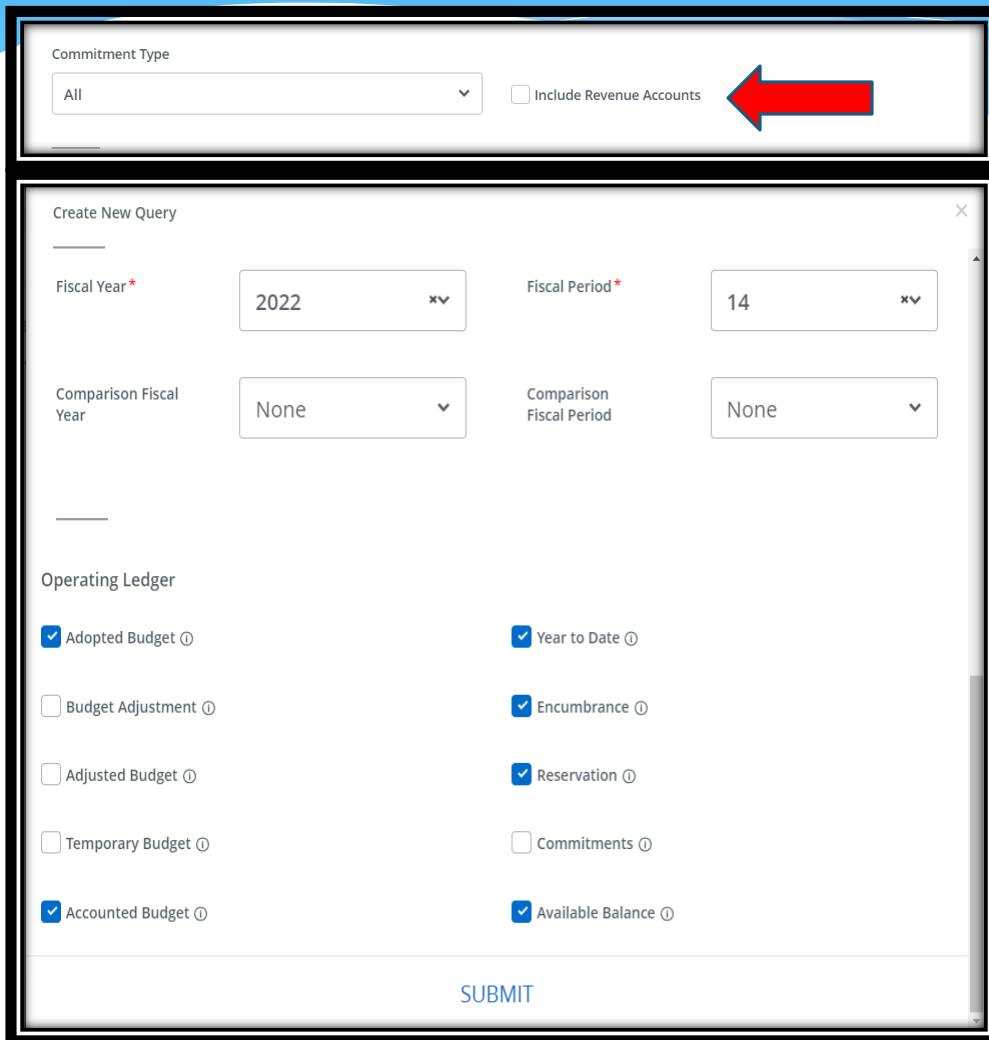
Location

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 ✕∨   Fiscal Period *   14 ✕∨

Comparison Fiscal Year   None ∨   Comparison Fiscal Period   None ∨

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

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

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.
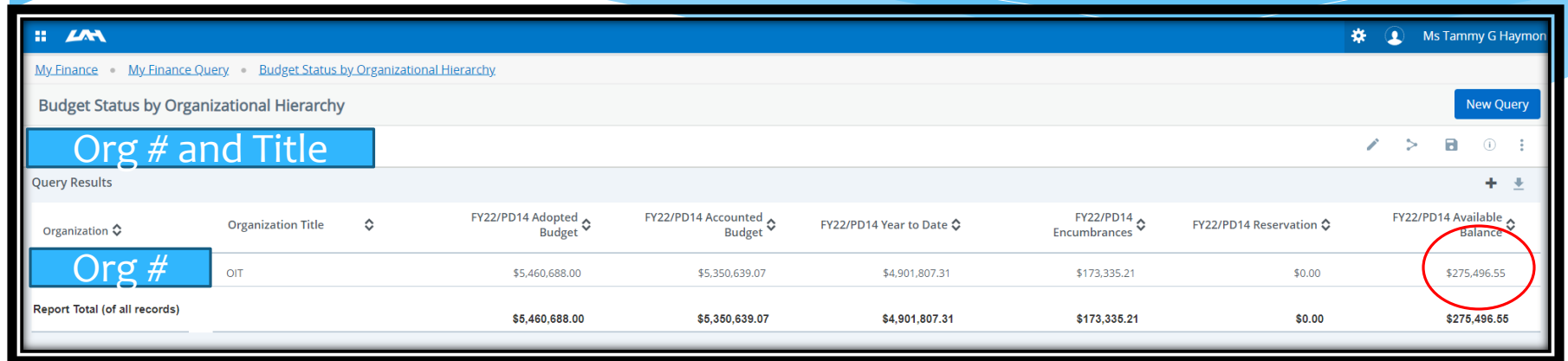
Query Results

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

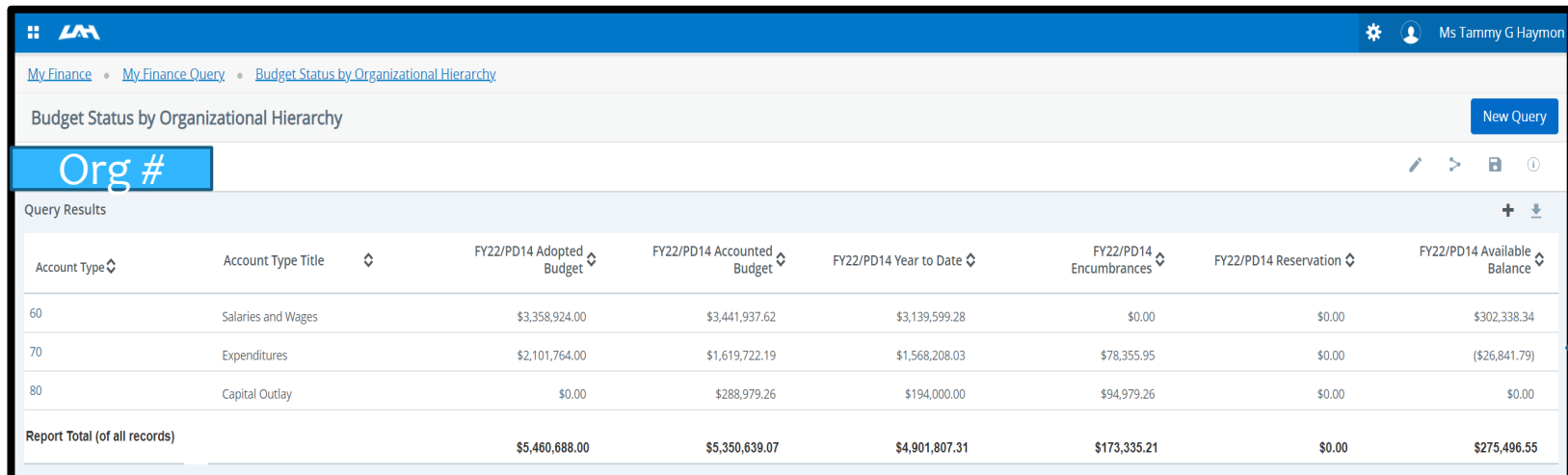# Banner Self-Service Example Using the Budget Status by Organizational Hierarchy Query

Budget Status by Organizational Hierarchy

Org # and Title

Org #

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
	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

Budget Status by Organizational Hierarchy

Org #

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

Ms Tammy G Haymon

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

Ms Tammy G Haymon

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!
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