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.
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
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
Budget Status by Organizational Hierarchy Query Setup

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
Organizational Hierarchy Query is useful for calculating totals for different Account Types:

- 5xxx - Revenues
- 6xxx - Salary/Fringe
- 7xxx - Expenditures
- 8xxx - Capital Outlay (Equipment/Construction)
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

Click on the ‘Account Type’ to drill down even further. You will eventually come to individual account codes.
Banner Self-Service Example Using the Budget Status by Organizational Hierarchy Query

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Title</th>
<th>FY22/PD14 Adopted Budget</th>
<th>FY22/PD14 Accounted Budget</th>
<th>FY22/PD14 Year to Date</th>
<th>FY22/PD14 Encumbrances</th>
<th>FY22/PD14 Reservation</th>
<th>FY22/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT</td>
<td></td>
<td>$5,460,688.00</td>
<td>$5,350,639.07</td>
<td>$4,901,807.31</td>
<td>$173,335.21</td>
<td>$0.00</td>
<td>$275,496.55</td>
</tr>
</tbody>
</table>

**Report Total (of all records)**

<table>
<thead>
<tr>
<th>FY22/PD14 Adopted Budget</th>
<th>FY22/PD14 Accounted Budget</th>
<th>FY22/PD14 Year to Date</th>
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</tbody>
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**Org #**

For account type 60, Salaries and Wages:

- FY22/PD14 Adopted Budget: $3,358,924.00
- FY22/PD14 Accounted Budget: $3,441,937.62
- FY22/PD14 Year to Date: $3,139,599.28
- FY22/PD14 Encumbrances: $0.00
- FY22/PD14 Reservation: $0.00
- FY22/PD14 Available Balance: $302,338.34

For account type 70, Expenditures:

- FY22/PD14 Adopted Budget: $2,101,764.00
- FY22/PD14 Accounted Budget: $1,619,722.19
- FY22/PD14 Year to Date: $1,568,208.03
- FY22/PD14 Encumbrances: $78,355.95
- FY22/PD14 Reservation: $0.00
- FY22/PD14 Available Balance: $(264,814.79)

For account type 80, Capital Outlay:

- FY22/PD14 Adopted Budget: $0.00
- FY22/PD14 Accounted Budget: $398,979.26
- FY22/PD14 Year to Date: $194,000.00
- FY22/PD14 Encumbrances: $94,979.26
- FY22/PD14 Reservation: $0.00
- FY22/PD14 Available Balance: $0.00

**Report Total (of all records)**

<table>
<thead>
<tr>
<th>FY22/PD14 Adopted Budget</th>
<th>FY22/PD14 Accounted Budget</th>
<th>FY22/PD14 Year to Date</th>
<th>FY22/PD14 Encumbrances</th>
<th>FY22/PD14 Reservation</th>
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</tbody>
</table>
Banner Self-Service Example of Budgeted Account Types

### Budget Status by Organizational Hierarchy

#### Org # and Title

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>FY23/PD05 Adopted Budget</th>
<th>FY23/PD05 Accounted Budget</th>
<th>FY23/PD05 Year to Date</th>
<th>FY23/PD05 Encumbrances</th>
<th>FY23/PD05 Reservation</th>
<th>FY23/PD05 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Salaries and Wages</td>
<td>$0.00</td>
<td>$26,002.80</td>
<td>$21,362.05</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,640.71</td>
</tr>
<tr>
<td>70</td>
<td>Expenditures</td>
<td>$0.00</td>
<td>$72,629.46</td>
<td>$28,699.59</td>
<td>$771.07</td>
<td>$0.00</td>
<td>$43,158.52</td>
</tr>
<tr>
<td>80</td>
<td>Capital Outlay</td>
<td>$0.00</td>
<td>$6,943.49</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6,943.49</td>
</tr>
</tbody>
</table>

**Report Total (of all records)**

- **Account Type**: Salaries and Wages
  - **Account Type Title**: Salaries and Wages
  - **FY23/PD05 Adopted Budget**: $0.00
  - **FY23/PD05 Accounted Budget**: $26,002.80
  - **FY23/PD05 Year to Date**: $21,362.05
  - **FY23/PD05 Encumbrances**: $0.00
  - **FY23/PD05 Reservation**: $0.00
  - **FY23/PD05 Available Balance**: $4,640.71

- **Account Type**: Expenditures
  - **Account Type Title**: Expenditures
  - **FY23/PD05 Adopted Budget**: $0.00
  - **FY23/PD05 Accounted Budget**: $72,629.46
  - **FY23/PD05 Year to Date**: $28,699.59
  - **FY23/PD05 Encumbrances**: $771.07
  - **FY23/PD05 Reservation**: $0.00
  - **FY23/PD05 Available Balance**: $43,158.52

- **Account Type**: Capital Outlay
  - **Account Type Title**: Capital Outlay
  - **FY23/PD05 Adopted Budget**: $0.00
  - **FY23/PD05 Accounted Budget**: $6,943.49
  - **FY23/PD05 Year to Date**: $0.00
  - **FY23/PD05 Encumbrances**: $0.00
  - **FY23/PD05 Reservation**: $0.00
  - **FY23/PD05 Available Balance**: $6,943.49

**Report Total (of all records)**

- **Account Type**: Various
  - **Account Type Title**: Operating Expenses, Scholarships, Non Mandatory Transfers
  - **FY23/PD05 Adopted Budget**: $0.00
  - **FY23/PD05 Accounted Budget**: $72,941.48, $(7,960.00), $50,947.00
  - **FY23/PD05 Year to Date**: $31,434.64, $0.00, $0.00
  - **FY23/PD05 Encumbrances**: $32.97, $0.00, $0.00
  - **FY23/PD05 Reservation**: $0.00, $0.00, $51,947.00
  - **FY23/PD05 Available Balance**: $41,473.87

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Questions?

Contact us!
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