



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

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

Budget Status by Organizational Hierarchy

Lesson Objectives

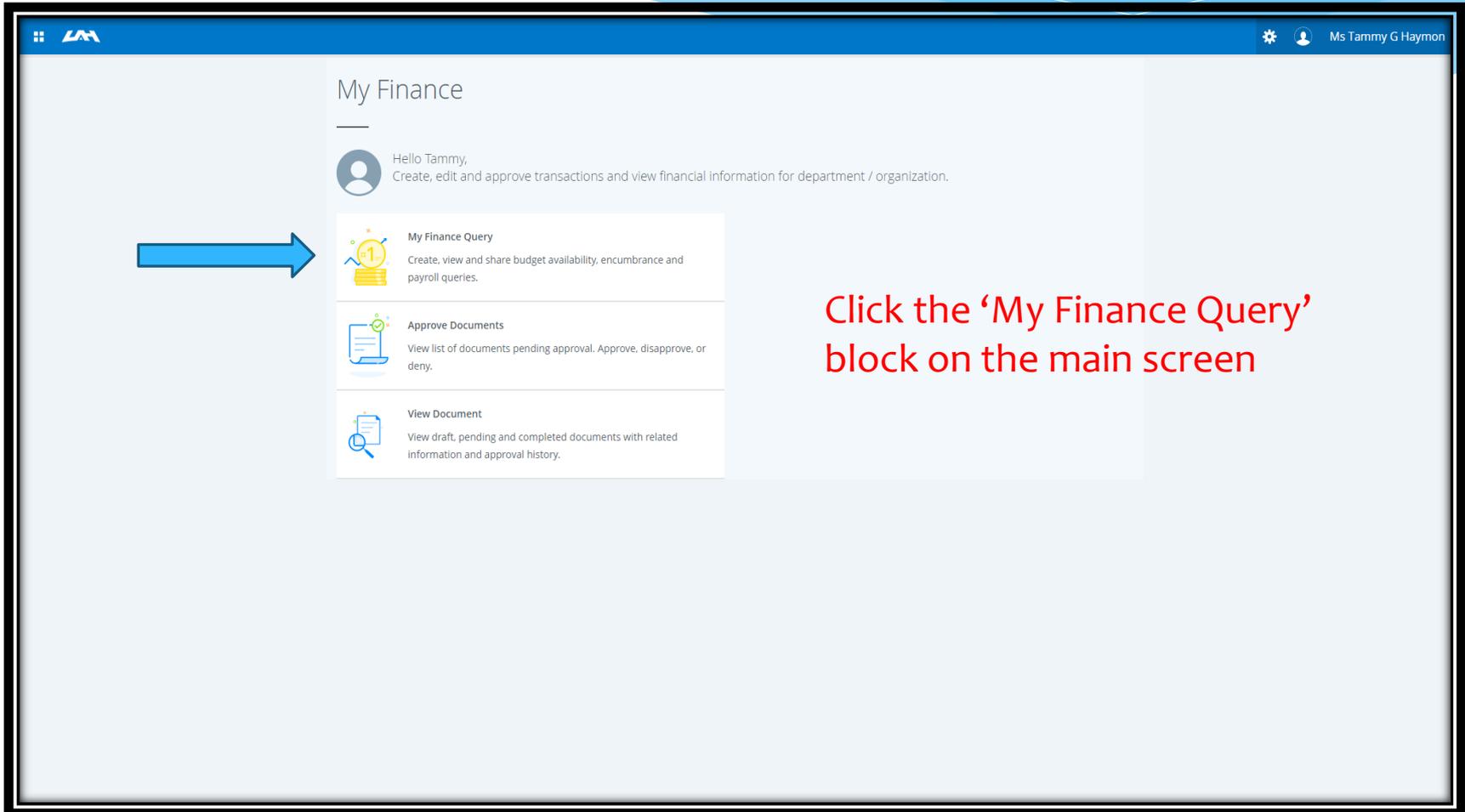
- * Correctly set up the Budget Status by Organizational Hierarchy Query.
- * Interpret a Budget Status by Organizational Hierarchy query accurately.
- * Determine when to use the Budget Status by Organizational Hierarchy query by reviewing examples.

Budget Status by Organizational Hierarchy Query

- * The Budget Status by Organizational Hierarchy Query is useful for monitoring different Account Types known as hierarchies. These are also called budget categories. It is the best query to use when querying for available balances or for an overall review of your orgs.
 - * **5xxx-** Revenues
 - * **6xxx-** Salary/Fringe
 - * **7xxx-** Expenditures
 - * **8xxx-** Capital Outlay (Equipment/Construction)

My Finance

Budget Status by Organizational Hierarchy

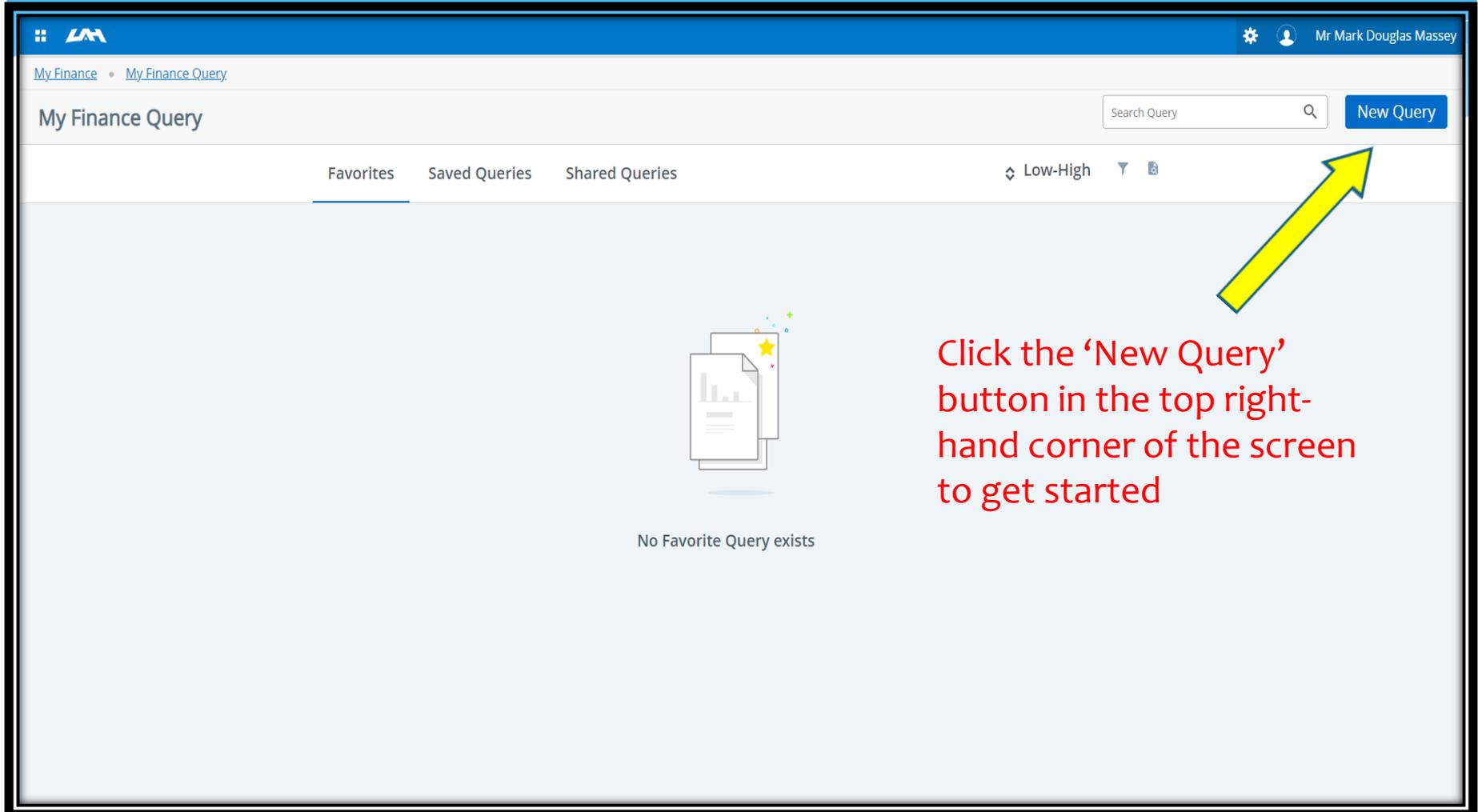


The screenshot shows a user interface for 'My Finance'. At the top, there is a blue header bar with a logo on the left and a user profile icon and name 'Ms Tammy G Haymon' on the right. Below the header, the main content area is titled 'My Finance'. Underneath the title, there is a greeting: 'Hello Tammy, Create, edit and approve transactions and view financial information for department / organization.' Below the greeting, there are three main blocks:

- My Finance Query**: Create, view and share budget availability, encumbrance and payroll queries. A blue arrow points to this block.
- 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



My Finance Query

Search Query

Favorites Saved Queries Shared Queries

Low-High

No Favorite Query exists

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... ▼

Values

Chart *

H The University of AL in Huntsville x▼

Index

Choose Index ▼

New Query

❖ This is important. If there is anything populated in the FOAP fields, clear it out by clicking the X in the Index box.

❖ 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 x▼

Index

Enter Org Here! ▼

Fund

15000 O & M General

Organization *

Account

Choose Account

Program

60 Institutional Support x▼

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.
- Do **NOT** select 'Include Revenue Accounts' unless you are doing a Revenue Query.
- 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

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

Ext. 2242 or 5217