



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

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

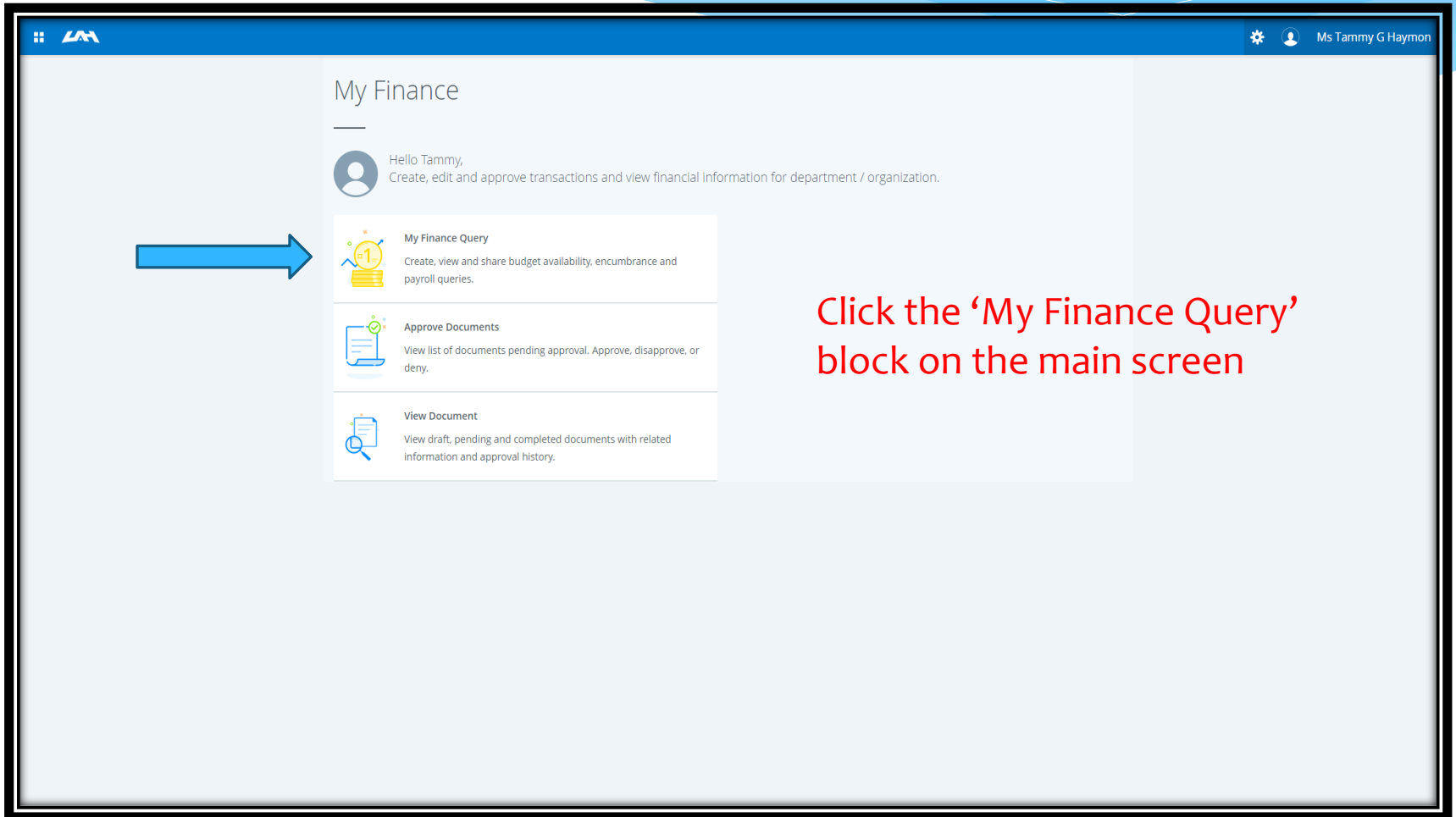
Payroll Expense Detail Query

Last Updated
4/11/2024

Lesson Objectives

- * Correctly set up Payroll Expense Detail Query by using the Index field.
- * Interpret a Payroll Expense Detail query accurately.
- * Review some ways you can use the Payroll Expense Detail Query.

My Finance Payroll Expense Detail Query



The screenshot shows the 'My Finance' dashboard interface. At the top, there is a blue header bar with the 'AM' logo on the left and a settings icon, a user profile icon, and the name 'Ms Tammy G Haymon' on the right. Below the header, the main content area is titled 'My Finance' and includes a greeting: 'Hello Tammy, Create, edit and approve transactions and view financial information for department / organization.' Below this, there are three main blocks: 'My Finance Query', 'Approve Documents', and 'View Document'. A large blue arrow points from the left towards the 'My Finance Query' block. To the right of the dashboard, there is red text that reads: 'Click the 'My Finance Query' block on the main screen'.

My Finance

Hello Tammy,
Create, edit and approve transactions and view financial information for department / organization.

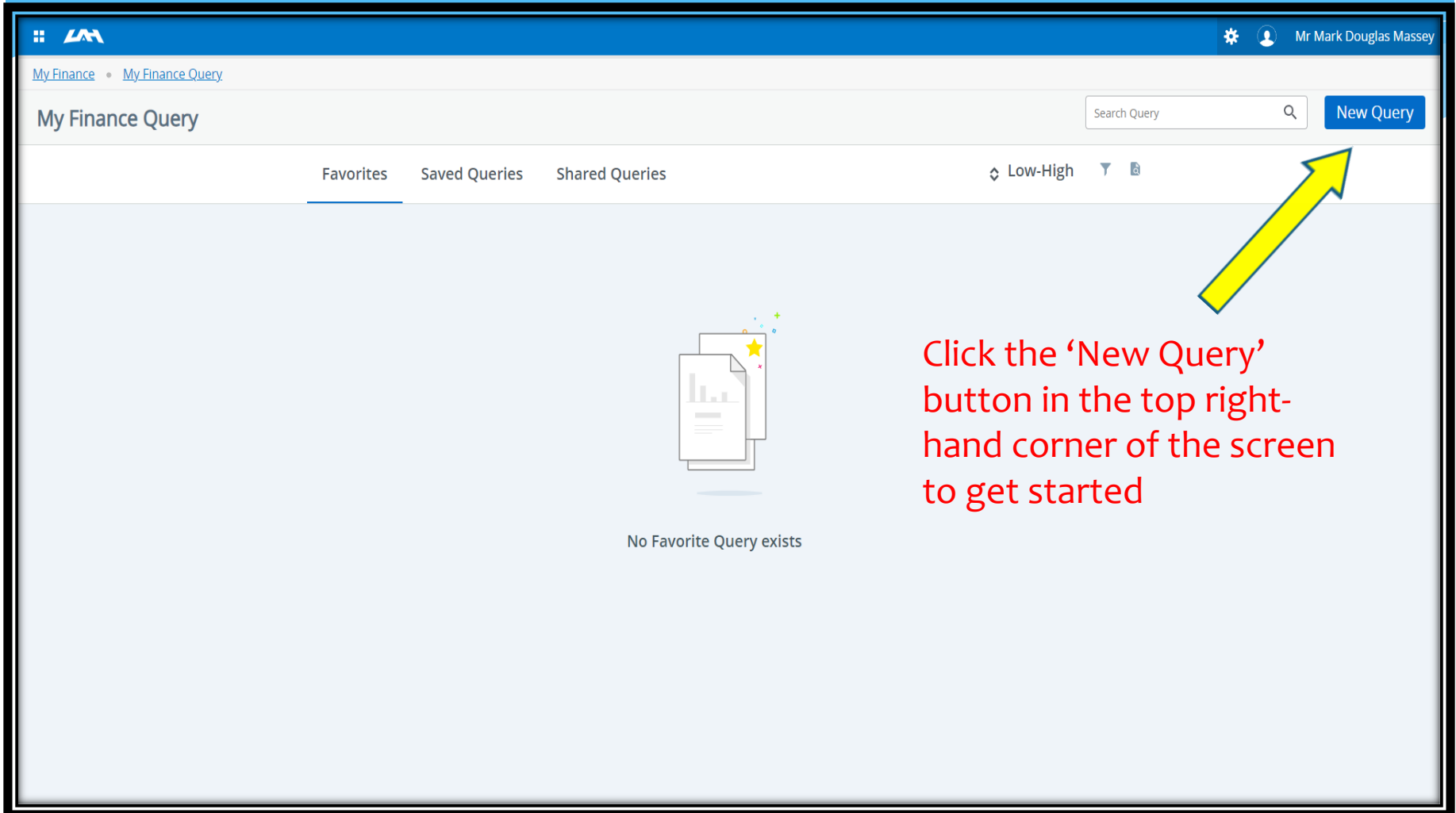
My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

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

Payroll Expense Detail Query Setup



The screenshot displays the 'My Finance Query' interface. At the top, there is a blue header with the 'AM' logo on the left and a user profile 'Mr Mark Douglas Massey' on the right. Below the header, the breadcrumb 'My Finance > My Finance Query' is visible. The main content area has a search bar labeled 'Search Query' and a blue 'New Query' button. Below the search bar, there are tabs for 'Favorites', 'Saved Queries', and 'Shared Queries'. The 'Favorites' tab is currently selected. In the center of the page, there is an icon of a document with a star and the text 'No Favorite Query exists'. A yellow arrow points from the bottom right towards the 'New Query' button.

Click the 'New Query' button in the top right-hand corner of the screen to get started

Payroll Expense Detail Query

Create New Query

Select Query Type

Payroll Expense Detail

Values

Chart*

H The University of AL in Huntsville

Index

New Query

First, select the Payroll Expense Detail from the dropdown menu for Query Type.

❖ 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 can 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

Payroll Expense Detail

Values

Chart*

H The University of AL in Huntsville

Fund

15000 O & M General

Grant*

Choose Grant

Program

60 Institutional Support

Index

Enter Org Here!

Organization*

Index moves here

Account

Choose Account

Activity

Choose Activity

Enter Org Here!

Index moves here

Payroll Expense Detail Query Setup

Create New Query ✕

Grant*
Choose Grant ▼

Account
Choose Account ▼

Program
60 Institutional Support

Activity
Choose Activity ▼




Location
Choose Location ▼

Fund Type
Choose Fund Type ▼

Account Type
Choose Account Type ▼

Fiscal Year* 2024 x ▼

Fiscal Period* 14 x ▼

SUBMIT

**Scroll down within the selection block.
For the most current information,
select...**

Fiscal Year- 2024
Fiscal Period- 14

Payroll Expense Detail Query

Fiscal Year and Fiscal Period

Bi-Weekly Payroll

Pay Dates & Pay Periods

	WTE	Pay Period		Check Date
	<u>Due by 12:01 P.M on:</u>	From	To	
1	12/21/23	12/13/23	12/26/23	1/05/24
2	1/11/24	12/27/23	1/09/24	1/19/24
3	1/25/24	1/10/24	1/23/24	2/2/24
4	2/8/24	1/24/24	2/6/24	2/16/24
5	2/22/24	2/7/24	2/20/24	3/1/24
6	3/6/24	2/21/24	3/5/24	3/15/24
7	3/21/24	3/6/24	3/19/24	3/29/24

ePAF LABOR REPORTS

All employees charging to a Contract, Grant or Cost Share org code, and/or have a change to their labor distribution are required to turn in an ePAF Labor Report biweekly to the Payroll Office. ePAF Labor Reports are due at the same time as web time entry on Thursday at 12:01 P.M.

Fiscal Period	Month	Fiscal Period	Month
01	Oct	07	Apr
02	Nov	08	May
03	Dec	09	June
04	Jan	10	July
05	Feb	11	Aug
06	Mar	12	Sept

Reading the Payroll Expense Detail Query

My Finance • My Finance Query • Payroll Expense Detail

Payroll Expense Detail New Query

Org Title and # Select down arrow to download to Excel.

Query Results

Account	Account Title	Employee	Last Name	Position	Suffix	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit
6541	Group Life	A#	Last Name	6 digit position number	00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$43.85	Debit
6541	Group Life				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$107.35	Debit
6541	Group Life				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$3,327.92	Debit
6560	LTD-Salary Continuation				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$187.11	Debit
6560	LTD-Salary Continuation				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$6.04	Debit
6540	Health Insurance				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$2.46	Debit
6540	Health Insurance				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$418.98	Debit
6520	TRS				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$13.52	Debit
6520	TRS				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$499.63	Debit
6510	FICA				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$16.12	Debit
6510	FICA				00	10/13/2023	F0059247	HGRB	Benefit	0.00	\$7.62	Debit
6510	FICA				00	10/13/2023	F0059247	HGRB	Benefit	0.00		

Report Total (of all records) 9,725.00 \$534,997.19

Slider Bar

Amount Debit/Credit

\$534,997.19

The Query will display. You cannot see the entire query on the screen, so there is a slider bar at the bottom so you can see the remaining columns. If you slide over, you will the Amount and Debit/Credit column.

Reading the Payroll Expense Detail Query

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

Org Title and #

Select down arrow to download to Excel.

Account	Account Title	FY24/PD14 Adopted Budget	FY24/PD14 Accounted Budget	FY24/PD14 Year to Date	FY24/PD14 Encumbrances	FY24/PD14 Reservation	FY24/PD14 Available Balance
6110	Executive / Administrator	\$341,249.00	\$341,249.00	\$170,624.48	\$0.00	\$0.00	\$170,624.52
6150	Professional / Non-Faculty	\$568,739.00	\$568,739.00	\$277,566.94	\$0.00	\$0.00	\$291,172.06
6152	Secretarial / Clerical	\$36,200.00	\$36,200.00	\$20,023.10	\$0.00	\$0.00	\$16,176.90
6498	Wireless Device Supplement	\$0.00	\$0.00	\$2,280.20	\$0.00	\$0.00	(\$2,280.20)
6500	Employee Benefits	\$312,242.00	\$312,242.00	\$0.00	\$0.00	\$0.00	\$312,242.00
6510	FICA	\$0.00	\$0.00	\$31,701.07	\$0.00	\$0.00	(\$31,701.07)
6520	TRS	\$0.00	\$0.00	\$57,408.36	\$0.00	\$0.00	(\$57,408.36)
6530	SRA Matching (TIAA-	\$0.00	\$0.00	\$17,500.00	\$0.00	\$0.00	(\$17,500.00)
Report Total (of all records)		\$1,359,172.00	\$1,359,172.00	\$656,262.18	\$2,866.50	\$0.00	\$700,043.32

You can also access the Payroll Expense Detail query when you are in another query type just by selecting a salary account code.

Payroll Expense Detail Query Uses

- * Download expenditure information by employee name and account code into Excel to calculate accurate fringe benefit rates used to predict expenditures on a contract or grant.
- * Use salary/fringe benefit information for each org and person supported on that org to project ICR earnings and determine levels of contributions from researchers along with those from other departments. (Ex. Fiscally Responsible 8%-How much is coming from outside departments?)
- * Others?

Questions?



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