



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

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

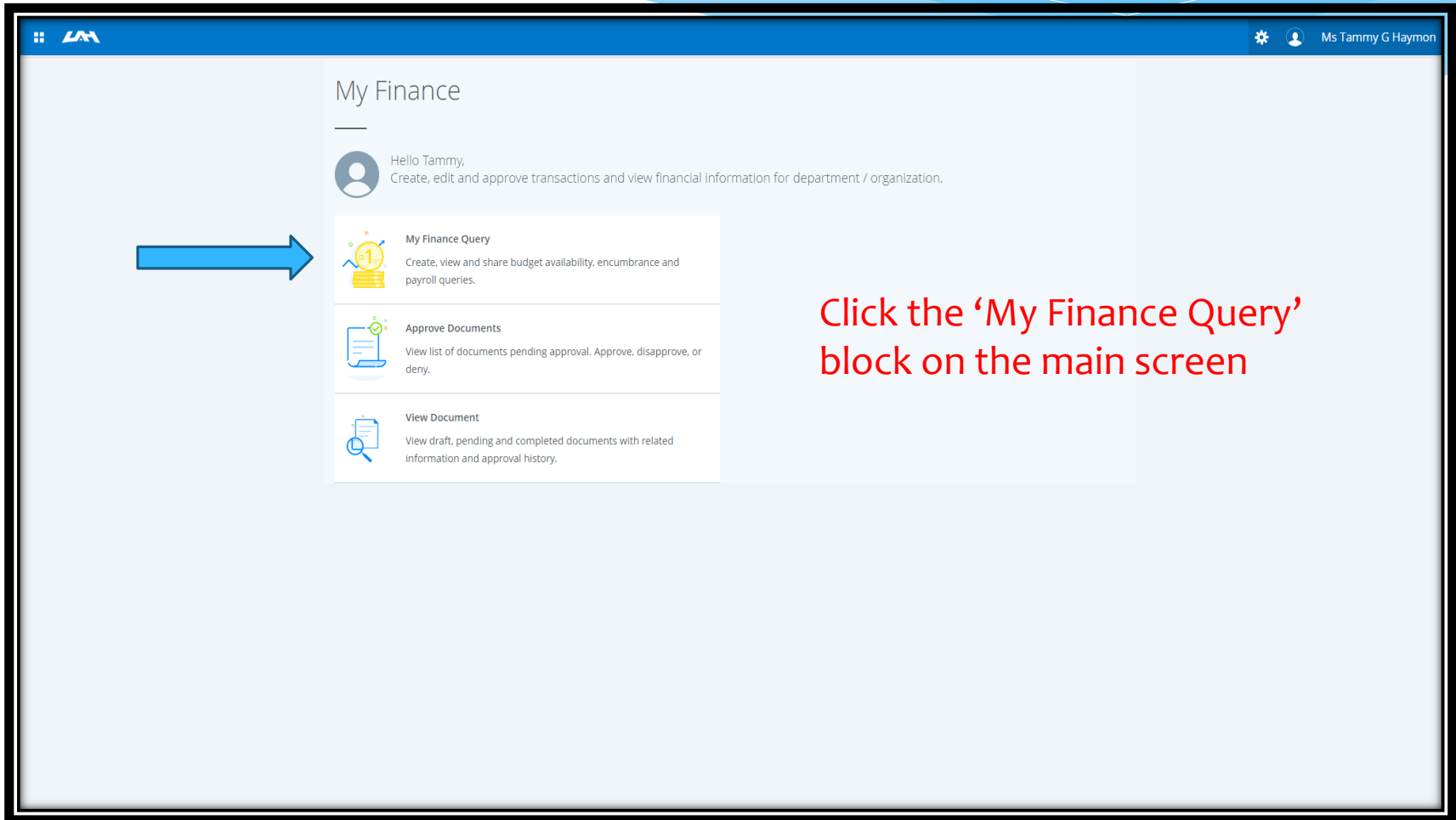
Payroll Expense Detail Query

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

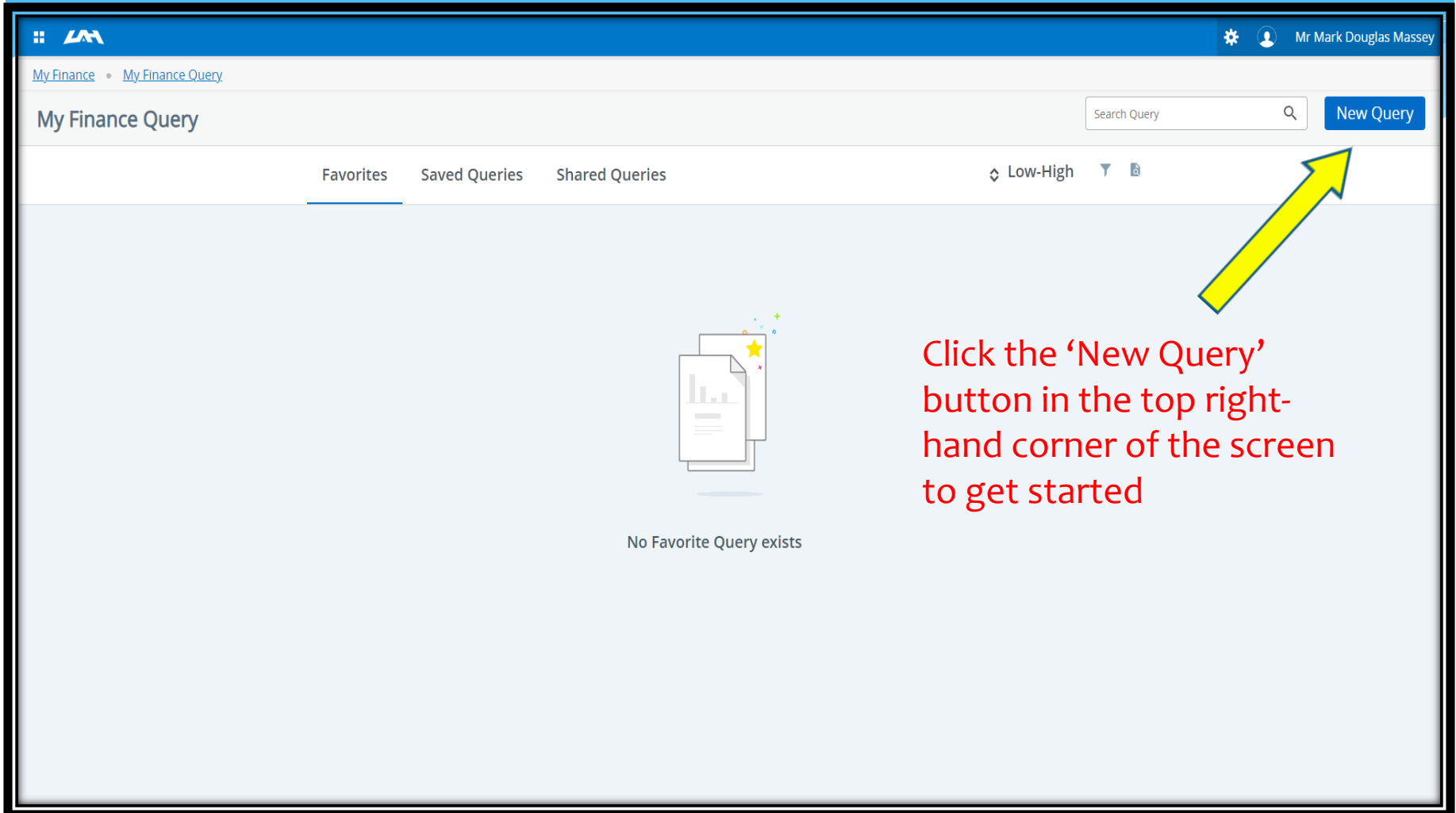


The screenshot shows a user interface for 'My Finance'. At the top, there is a blue header bar with a logo on the left and a settings icon, a user profile icon, and the name 'Ms Tammy G Haymon' on the right. Below the header, the main content area is titled 'My Finance'. Underneath the title, there is 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. This block is highlighted with a blue arrow pointing to it from the left.
- 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.

On the right side of the dashboard, there is a red text instruction: **Click the 'My Finance Query' block on the main screen**.

Payroll Expense Detail Query Setup

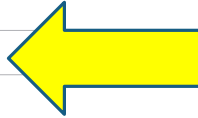


The screenshot displays the 'My Finance Query' interface. At the top, there is a blue header with the 'AM' logo on the left and a user profile 'Mr Mark Douglas Massey' on the right. Below the header, the breadcrumb 'My_Finance > My_Finance_Query' is visible. The main title 'My Finance Query' is on the left, and a search bar labeled 'Search Query' with a magnifying glass icon is on the right. A blue 'New Query' button is positioned to the right of the search bar. Below the search bar, there are tabs for 'Favorites', 'Saved Queries', and 'Shared Queries'. To the right of these tabs, there is a 'Low-High' dropdown menu and a lock icon. The main content area is currently empty, showing 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

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

The screenshot shows the 'Create New Query' form with the following fields and values:

- Select Query Type:** Payroll Expense Detail
- Chart*:** H The University of AL in Huntsville
- Fund:** 15000 O & M General
- Grant*:** Choose Grant
- Program:** 60 Institutional Support
- Index:** (Empty field with a red box and the text 'Enter Org Here!')
- Organization*:** (Empty field with a red box and the text 'Index moves here')
- Account:** Choose Account
- Activity:** Choose Activity

Yellow arrows point to the 'Chart*' and 'Grant*' fields.

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
		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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