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

How to Query Revenues:
Budget Status by Account
Budget Status by Org Hierarchy
Lesson Objectives

- Define revenues and review some examples.
- Interpret a Revenue query.
- Know when to use the revenue query.
Revenues are types of income that are posted to an org code. They are identified by Account Codes in the “5xxx” series. There are several types of revenue.

- 51-Tuition and Fees
- 52-State Appropriations
- 53-Grants & Contracts
- 54-Gifts
- 55-Investment Income
- 56-Endowment Income
- 57-Sales and Services
- 58-Other Sources
- 59-Auxiliary Income
Banner Finance Revenue Query

Click the ‘My Finance Query’ block on the main screen
My Finance
Revenue Query

Click the ‘New Query’ button in the top right-hand corner of the screen to get started.
Make sure that your Chart of Accounts is Set to ‘H’ (‘F’ for Foundation Orgs)

Select the ‘Budget Status by Account’ option from the Drop-down menu.
My Finance
Budget Status by Account Query-Revenues

Click the “Include Revenue” box.

Scroll down within the selection block. For the most current information, select...
Fiscal Year- 2023
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 Account Query - Revenues

**Org Title and #**

- **CHECK YOUR TITLE, FUND, ORG AND DATES!!**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY23/PD14 Adopted Budget</th>
<th>FY23/PD14 Accounted Budget</th>
<th>FY23/PD14 Year to Date</th>
<th>FY23/PD14 Encumbrances</th>
<th>FY23/PD14 Reservation</th>
<th>FY23/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5899</td>
<td>Miscellaneous Income</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$(10.00)</td>
</tr>
<tr>
<td>5912</td>
<td>Housing Reme-Semester</td>
<td>$77,000.00</td>
<td>$77,000.00</td>
<td>$20,758.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$56,242.00</td>
</tr>
<tr>
<td>7000</td>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7304</td>
<td>Maintain and Repair Eq</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7353</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Revenue Codes**

Account codes with ‘5xxx’ are Revenue. This line will only appear if ‘Include Revenue Accounts’ box is checked in the setup.

- The Accounted Budget is already available to be spent.
- The Year-to-Date has accrued within the Fiscal Year.
- The negative Available Balance amount is the result of the Accounted Budget minus the YTD revenue line in 5899/5912. In this example, there is $10.00 available to increase the revenue and expenditure budgets.

**Revenue Codes**

If the ‘Include Revenue Accounts’ box is checked, you will notice the available balance is reversed. Revenue amounts are not available for use until they are added to the Expenditures budget.
Requests to increase revenue budgets should be emailed to the Budget Office to the contact for your department.

Please note that the Budget Office automatically performs budget changes each month to increase the budgets for Fund Type 31 orgs. (e.g. 400301 or 844003)

The email request should include the following:

- Organization Code (6-digit code)
- Fund Code (5-digit code)
- Estimated amount (typically the entire negative revenue balance)

Please note that the Budget Office may request additional information from you related to the revenue source before processing your request.
Questions?

Contact us!
Website: uah.edu/budget/self-service-help
Melissa Brown if you are in Research or the Colleges: mab0063@uah.edu; Ext 5217
Tammy Haymon if you are in any other Area: tgh0008@uah.edu; Ext 2242