THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

**The University of Alabama in Huntsville
Office of Budgets 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.

What are Revenues?

* 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**
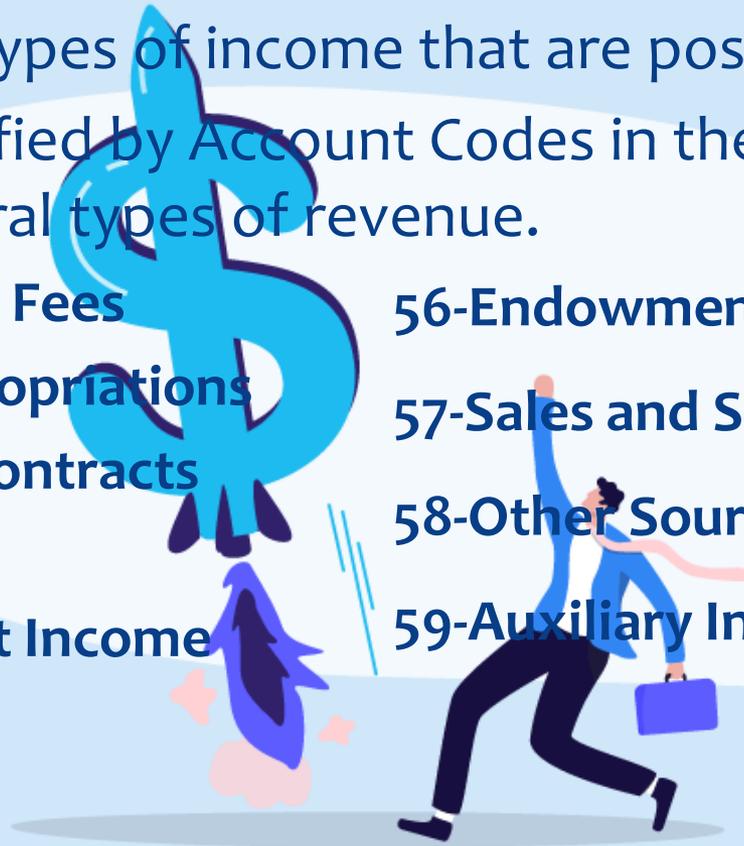
Banner Finance Revenue Query

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.

My Finance
Revenue Query

Create New Query

Select Query Type

Budget Status by Account

1. Select the 'Budget Status by Account' option from the Drop-down menu.

Values

Chart *

H The University of AL in Huntsville

Index

Enter Org # here

2. Make sure that your Chart of Accounts is Set to 'H' ('F' for Foundation Orgs)

Fund

Choose Fund

Organization *

Choose Organization

3. Enter the org # in the Index field. FOP should auto-populate.

Account

Choose Account

Program

Choose Program

Activity

Choose Activity

Location

Choose Location

Fund Type

Choose Fund Type

Account Type

Choose Account Type

My Finance • My Finance Query

My Finance Query

Search Query

New Query

Favorite

Mr Mark Douglas Massey

My Finance
Budget Status by Account Query-Revenues

Activity

Choose Activity ▾

Location

Choose Location ▾

Fund Type

Choose Fund Type ▾

Account Type

Choose Account Type ▾

Commitment Type

All ▾

☑ Include Revenue Accounts

Click the "Include Revenue" box.

Scroll down within the selection block. For the most current information, select…
Fiscal Year- 2023
Fiscal Period- 14

Create New Query ✕

Fiscal Year *

2023 ✕▾

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

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

My Finance
Budget Status by Account Query-Revenues

Revenue Budget Change Requests

* Requests to increase revenue budgets with available revenue should be emailed to budgettransfers@uah.edu.
* Please note that the Budget Office automatically performs budget changes each month to increase the budgets for Fund Type 31 departmental 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.

Revenue Budget Change Requests

An example of an Email Request to Increase the Revenue Budget in a select Org Code is below.

Please increase the revenue and expense budgets by the available revenue in Org #346XXX. Thank you.

Questions?

Contact us!
Website: uah.edu/budget/self-service-help
Ext 5217 or Ext 2242