



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**

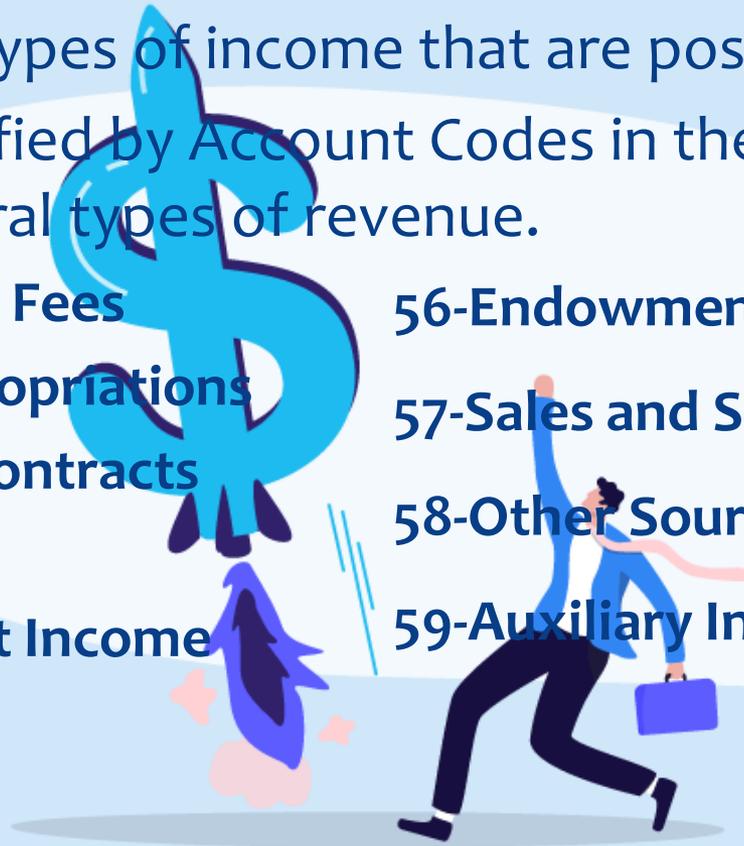
Lesson Objectives

- * Define revenues and review some examples.
- * Interpret a Revenue query.
- * Know when to use the revenue query.

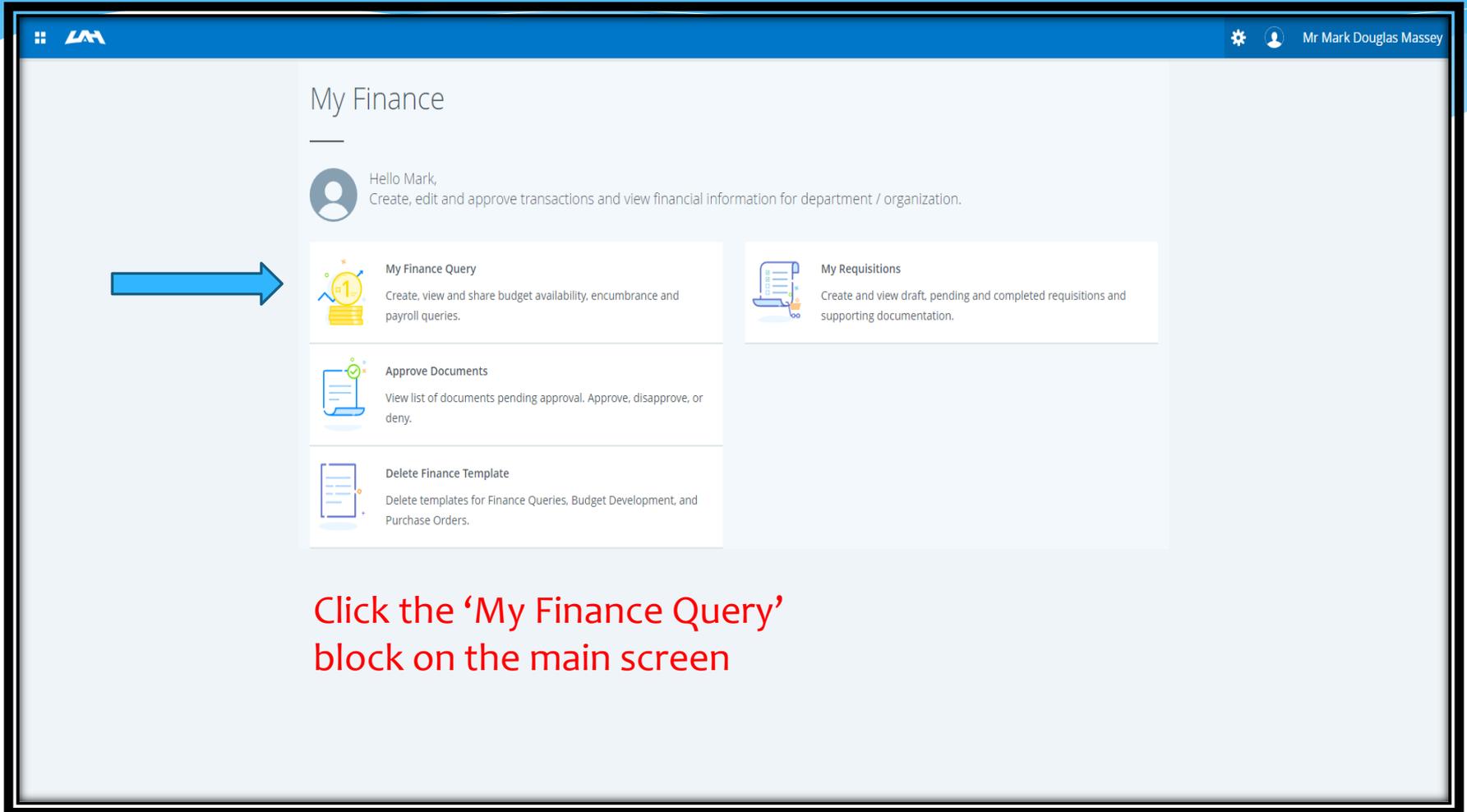
What are Revenues?

- * 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



The screenshot displays the Banner Finance Revenue Query interface. At the top, there is a blue header with the Banner logo on the left and a settings gear, user profile icon, and the name 'Mr Mark Douglas Massey' on the right. Below the header, the main content area is titled 'My Finance'. Under this title, there is a user profile card for 'Hello Mark,' with the description 'Create, edit and approve transactions and view financial information for department / organization.' Below the profile card, there are four main blocks: 'My Finance Query' (with a blue arrow pointing to it), 'My Requisitions', 'Approve Documents', and 'Delete Finance Template'. Each block includes an icon and a brief description of its function.

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

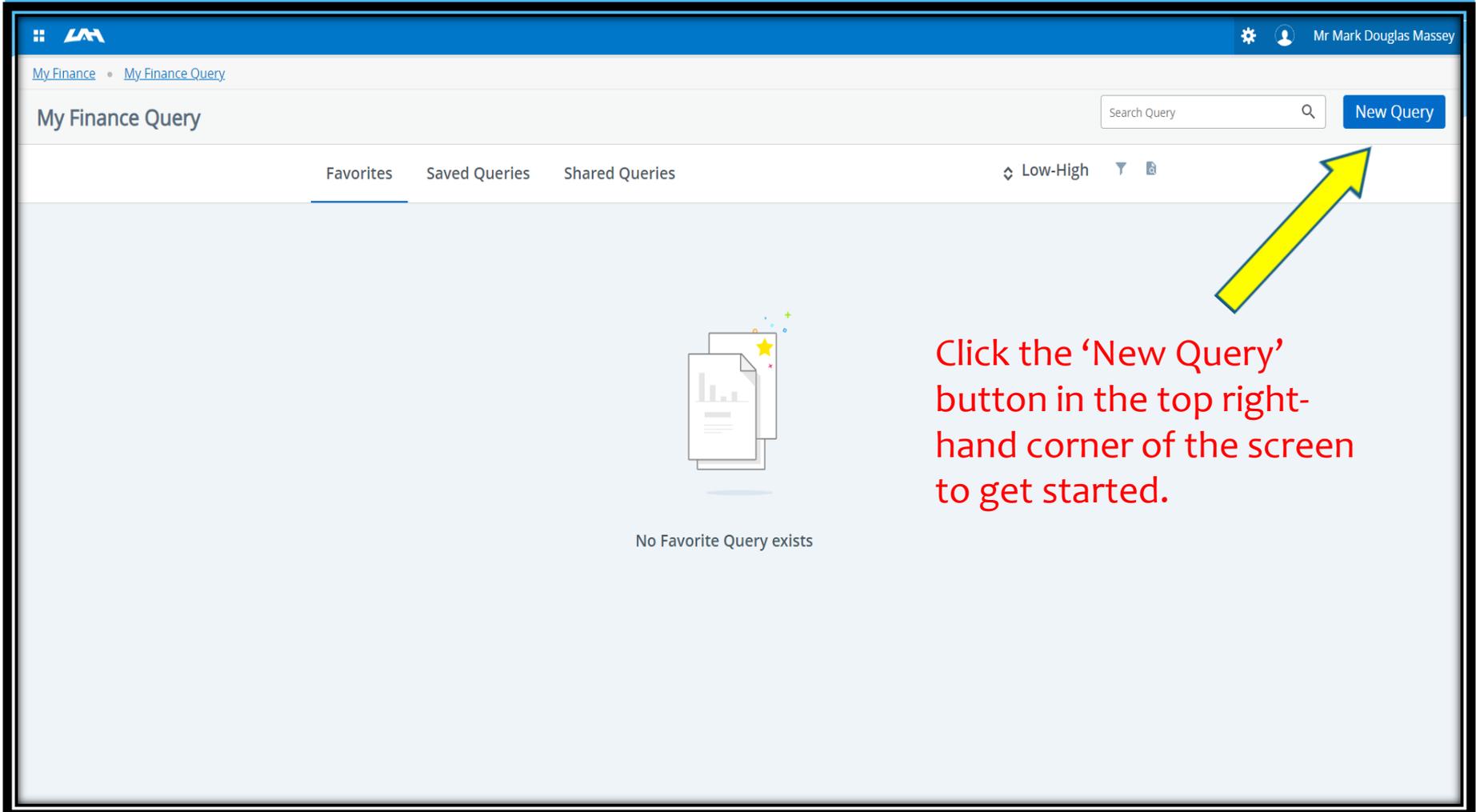
My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

Delete Finance Template
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

Click the 'My Finance Query' block on the main screen

My Finance Revenue Query



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.

My Finance Revenue Query

The screenshot shows the 'Create New Query' dialog box in the My Finance application. The dialog is titled 'Create New Query' and has a close button (X) in the top right corner. It contains several sections for configuring a query:

- Select Query Type:** A dropdown menu with 'Budget Status by Account' selected. A blue arrow points to this dropdown from a callout box.
- Values:** A section for defining the data source.
- Chart*:** A dropdown menu with 'H The University of AL in Huntsville' selected. A blue arrow points to this dropdown from a callout box.
- Index:** A text input field with the placeholder text 'Enter Org # here'. A blue box highlights this field.
- Fund:** A dropdown menu with 'Choose Fund' selected.
- Organization*:** A dropdown menu with 'Choose Organization' selected.
- Account:** A dropdown menu with 'Choose Account' selected.
- Program:** A dropdown menu with 'Choose Program' selected.
- Activity:** A dropdown menu with 'Choose Activity' selected.
- Location:** A dropdown menu with 'Choose Location' selected.
- Fund Type:** A dropdown menu with 'Choose Fund Type' selected.
- Account Type:** A dropdown menu with 'Choose Account Type' selected.

Three callout boxes provide instructions:

- 1. Select the 'Budget Status by Account' option from the Drop-down menu.** (A blue arrow points to the 'Budget Status by Account' dropdown.)
- 2. Make sure that your Chart of Accounts is Set to 'H' ('F' for Foundation Orgs)** (A blue arrow points to the 'H The University of AL in Huntsville' dropdown.)
- 3. Enter the org # in the Index field. FOP should auto-populate.** (A blue box highlights the 'Index' field.)

The background interface shows the 'My Finance Query' page with a search bar and a 'New Query' button. The user's name 'Mr Mark Douglas Massey' is visible in the top right corner.

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

Budget Adjustment

Adjusted Budget

Temporary Budget

Accounted Budget

Year to Date

Encumbrance

Reservation

Commitments

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

Ms Tammy G Haymon

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

Org Title and #

CHECK YOUR TITLE, FUND, ORG AND DATES!!

Query Results

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
5899	Miscellaneous Income	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	(\$10.00)
5912	Housing Rent-Semester	\$77,000.00	\$77,000.00	\$20,758.00	\$0.00	\$0.00	\$56,242.00
7000	Expenditures	\$77,000.00	\$77,000.00	\$0.00	\$0.00	\$0.00	\$77,000.00
7304	Maint and Repair Equip	\$0.00	\$0.00	\$0.00	\$8.50	\$0.00	(\$8.50)
7353					\$0.00		\$0.00
7357					\$0.00		\$0.00
Report total (or all records)		\$0.00	\$0.00	\$19,650.84	(\$1,008.50)	\$0.00	(\$18,642.34)

5000-Revenues

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.

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