

# Budget Office Training

## Banner Finance Self-Service Help

### How to check your Budget Status by Account

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Budget Officer

Budgets and Management Information

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# Basic Budget Queries

The screenshot displays the myUAH website interface with the following sections and content:

- myUAH** logo and navigation tabs: Home, Student Affairs, Academics.
- Home Community » Home »
- ANNOUNCEMENTS**
  - Announcements: All (dropdown)
  - You currently have no announcements.
  - Show Hidden
- STRATEGIC PLAN**
  - Strategic Plan-Expanding Horizons »
  - Tactical Plan »
  - Balanced Scorecard »
- DRAFT AND INTERIM POLICIES FOR REVIEW**
  - Draft Policies »
  - Interim Policies »
- OIT SERVICES**
  - Canvas »
  - learning management system
  - Interim Policies »
- ADMINISTRATION**
  - Campus Growth & Improvements
  - Exterior Wayfinding »
- COMPLIANCE FORMS**
  - Child Protection Policy Compliance**
    - Child Protection Policy »
    - Child Protection Policy Compliance »
    - Child Abuse or Neglect »
- TITLE IX COMPLIANCE**
  - 2017 Employee Title IX Training »
- CAMPUS SERVICES**
  - UAH Police / Parking Management**
  - UAA Police »
- EMPLOYEE SERVICES**
  - Huron UAH Enrollment Management Plan (Final-Revised 12-5-13) »
  - Self Service Main Pages**
    - Employee » ← (highlighted with a blue arrow)
    - Finance »
    - Personal Information »
  - Payroll Self Service**
    - Timesheets »
    - Pay Stubs »
    - Leave Balances »
  - Human Resources**
    - HR Connection »
    - Truth in Salary Statement »
    - Performance Evaluation »
    - Personal Review Worksheet »
  - Faculty & Advisors**
    - Faculty & Advisor Self Service »
    - Charger 360 Referrals »
    - EAB Student Success Collaborative »
    - Maxient »
    - Student Instructor Evaluations »
    - Tk20 Log In »
  - Research**
    - Sponsored Programs Research Reporting »
- ONLINE LEARNING RESOURCES**
  - Online Learning - Faculty Resources »
  - Online Programs and Courses »
  - Online Learning Best Practice Checklist »  
complete a self-evaluation of your course
  - Canvas Instructor Tour »  
learn how to create quizzes, assignments, discussions, modules and more
  - Online Course Template »  
designed to facilitate a modular online course structure
  - Online/Distance Learning Policy »
- STUDENT SERVICES**
  - Registration**
    - Add or Drop Classes »

# Banner Finance Self-Service



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## Finance

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# Budget Status by Account



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## Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

### Create a New Query

Type



### Retrieve Existing Query

Saved Query



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# Budget Query Setup



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## Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/>	Adopted Budget	<input checked="" type="checkbox"/>	Year to Date
<input type="checkbox"/>	Budget Adjustment	<input checked="" type="checkbox"/>	Encumbrances
<input type="checkbox"/>	Adjusted Budget	<input checked="" type="checkbox"/>	Reservations
<input type="checkbox"/>	Temporary Budget	<input type="checkbox"/>	Commitments
<input checked="" type="checkbox"/>	Accounted Budget	<input checked="" type="checkbox"/>	Available Balance

Save Query as:

Shared

**Adopted Budget**- Budget at the beginning of the Fiscal Year (October 1)

**Accounted Budget**- Budget as of 'today'

**Year to Date**- Actual Charges that have hit the account as of 'today'

**Encumbrances**- Purchase Orders (PO's)-Type of commitment

**Reservations**- Requisitions - Type of commitment

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**Accounted Budget - Year to Date - Encumbrances - Reservations  
=Available Balance**

# Budget Query Setup



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## Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2020 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	H	Index	<input type="text"/>
Fund	<input type="text"/>	Activity	<input type="text"/>
Organization	<input type="text"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		
<input type="checkbox"/> <b>Include Revenue Accounts</b>			
Save Query as:	<input type="text"/>		
<input type="checkbox"/> <b>Shared</b>			
<input type="button" value="Submit Query"/>			

For the most current information  
Fiscal Year- **2020**  
Fiscal Period- **14**  
Chart of Accounts- **H**  
Step 1- **Enter 6-digit Org/Index into**  
**'Index' box**  
Step 2- **Click 'Submit Query'**

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# Budget Query Setup



Personal Information Student Financial Aid Employee Finance Proxy Menu

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## Budget Queries

Fiscal year:	2020 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	H	Index	<input type="text"/>
Fund	<input type="text"/>	Activity	<input type="text"/>
Organization	<input type="text"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	20		
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:	<input type="text"/>		
<input type="checkbox"/> Shared			
<input type="button" value="Submit Query"/>			

Fund and Org Sections will auto-populate  
Click 'Submit Query' again to view the Query

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# Reading the Budget Query by Account

## Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Sep 30, 2020			
As of Jan 29, 2020			
Chart of Accounts	H The University of AL in Huntsville	Commitment Type	All
Fund		Program	20 Research
Organization		Activity	All
Account	All	Location	All

View Pending Documents

✓ No pending documents exist

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

## Query Results

Account	Account Title	FY19/PD14 Adopted Budget	FY19/PD14 Accounted Budget	FY19/PD14 Year to Date	FY19/PD14 Encumbrances	FY19/PD14 Reservations	FY19/PD14 Available Balance
6150	Professional / Non-Faculty	0.00	20,543.08	8,684.70	0.00	0.00	11,858.38
6200	Leave Loaded System	0.00	4,108.80	1,586.41	0.00	0.00	2,522.39
6300	Leave Loaded System Fringes	0.00	1,432.03	586.98	0.00	0.00	845.05
6500	Employee Benefits	0.00	16,684.47	0.00	0.00	0.00	16,684.47
6510	FICA	0.00	( 1,823.86)	655.49	0.00	0.00	( 2,479.35)
6520	TRS	0.00	( 2,764.81)	973.29	0.00	0.00	( 3,738.10)
6540	Health Insurance	0.00	( 4,441.33)	1,527.62	0.00	0.00	( 5,968.95)
6541	Group Life	0.00	( 62.14)	21.01	0.00	0.00	( 83.15)
6560	LTD-Salary Continuation	0.00	( 76.91)	26.51	0.00	0.00	( 103.42)
6561	State Unemployment Insurance-SU	0.00	( 9.96)	3.48	0.00	0.00	( 13.44)
6593	Business Interruption Insurance Fee	0.00	( 627.78)	198.31	0.00	0.00	( 826.09)
7000	Expenditures	0.00	807,096.60	0.00	0.00	0.00	807,096.60
7103	Honorarium and Consultant	0.00	( 7,946.85)	0.00	0.00	0.00	( 7,946.85)
7114	Contract Service Not Indiv to 25k	0.00	0.00	25,000.00	0.00	0.00	( 25,000.00)
7116	C/S Individual to 25m	0.00	198,076.36	25,000.00	0.00	0.00	173,076.36
7205	Travel Air	0.00	( 593.60)	26.00	0.00	0.00	( 619.60)
7220	Travel Expense	0.00	( 4,582.09)	2,629.51	0.00	0.00	( 7,211.60)
7225	Private Car Mileage	0.00	( 1,083.18)	669.27	0.00	0.00	( 1,752.45)
7228	Travel UAH Vehicle	0.00	0.00	197.34	0.00	0.00	( 197.34)
7231	Personnel Recruitment Advertise	0.00	0.00	450.00	0.00	0.00	( 450.00)
7245	Reimb Travel Nonemployee	0.00	( 2,793.39)	117.72	0.00	0.00	( 2,911.11)
7313	Rental of Premises	0.00	( 625.97)	0.00	0.00	0.00	( 625.97)
7401	Xerox & Duplicating	0.00	( 527.60)	340.30	0.00	0.00	( 867.90)
7428	Other Supplies and Materials	0.00	( 725.16)	0.00	0.00	0.00	( 725.16)
7430	Chemical Supplies	0.00	( 439.76)	0.00	0.00	0.00	( 439.76)
7438	Conference Expenses	0.00	( 876.37)	0.00	0.00	0.00	( 876.37)

Org Hierarchies

6000-Salary/Fringe

7000-Operating

8000-Equipment

# Reading the Budget Query by Account

7245	Advertise Reimb Travel Nonemployee	0.00	( 2,793.39)	117.72	0.00	0.00	( 2,911.11)
7313	Rental of Premises	0.00	( 625.97)	0.00	0.00	0.00	( 625.97)
7401	Xerox & Duplicating	0.00	( 527.60)	340.30	0.00	0.00	( 867.90)
7428	Other Supplies and Materials	0.00	( 725.16)	0.00	0.00	0.00	( 725.16)
7430	Chemical Supplies	0.00	( 439.76)	0.00	0.00	0.00	( 439.76)
7439	Conference Expense	0.00	( 870.27)	0.00	0.00	0.00	( 870.27)
7602	Conference & Luncheon CE	0.00	0.00	0.00	2,000.00	0.00	( 2,000.00)
7603	Business Conf & Luncheons	0.00	( 33,813.29)	200.00	0.00	0.00	( 34,013.29)
7612	Registration Fees - Conf	0.00	( 3,135.00)	0.00	0.00	0.00	( 3,135.00)
7910	Indirect Cost Recovery	0.00	470,879.07	32,077.62	0.00	0.00	438,801.45
Report Total (of all records)		0.00	1,451,877.46	100,971.56	2,000.00	0.00	1,348,905.90

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Accounted Budget -YTD -Encumbrances -Reservations = Available Balance

ICR only on Research Org's

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY19/PD14 Adopted Budget	percent of	FY19/PD14 Adopted Budget	FY19/PD14 Adopted Budget	<input type="text"/>

Perform Computation

Another Query

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# Common Budget Query Errors

- \* Insufficient Funds message when doing Requisition
  - \* Reason- Funds not in Operating (7000) or Equipment (8100)
- \* Can't see my available balance
  - \* Reason- 'Include Revenue' box accidentally checked
- \* Query pulls nothing or 'Index not valid'
  - \* Reason 1- Org/Fund is not yet active
  - \* Reason 2- User does not have access
  - \* Reason 3- Missing/Wrong Chart of Accounts

**Send a screenshot the error message!**

# Questions?



Contact us!

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