# Budget Office Training

## Banner Finance Self-Service Help
### Budget Status by Organizational Hierarchy

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Budgets and Management Information

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# Banner Finance Self-Service

# Banner Finance Self-Service

THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

| Personal Information | Student | Financial Aid | Employee | Finance |

Search [_____] Go

## Finance

Budget Queries

Encumbrance Query

Requisition

Approve Documents

View Document

Multiple Line Budget Transfers

Budget Development

e~Print Repository

ARRA Certification

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Multiple Line Budget Transfers | Budget Development | e~Print Repository | ARRA Certification ]

**RELEASE: 8.7**

# Budget Status by Organizational Hierarchy

# Budget Query Setup



Budget Queries

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

- ☑ Adopted Budget
- ☐ Budget Adjustment
- ☐ Adjusted Budget
- ☐ Temporary Budget
- ☑ Accounted Budget
- ☑ Year to Date
- ☑ Encumbrances
- ☑ Reservations
- ☐ Commitments
- ☑ Available Balance

Save Query as: _____

☐ Shared

Continue

**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

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Multiple Line Budget Transfers | Budget Development | e~Print Repository | ARRA Certification ]

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

# Budget Query Setup



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Personal Information | Student | Financial Aid | Employee | **Finance** | Proxy Menu

Search [        ] Go                                    MENU  SITE MAP  HELP  EXIT

## 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 | [     ] |
| Fund | [     ] | Activity | [     ] |
| Organization | [     ] | Location | [     ] |
| Grant | [     ] | Fund Type | [  ] |
| Account | [     ] | Account Type | [  ] |
| Program | [     ] | | |

☐ **Include Revenue Accounts**
**Save Query as:** [                    ]
☐ **Shared**
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'

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Multiple Line Budget Transfers | Budget Development | e~Print Repository | ARRA Certification ]

**RELEASE: 8.7.0.2**

# Budget Query Setup

# Reading the Budget Query by Organizational Hierarchy

*Report Parameters*

| Organization Budget Status Report |
|---|
| By Organization |
| 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 |

CHECK YOUR TITLE, FUND, ORG AND DATES!!

View Pending Documents

✔ No pending documents exist

*Query Results*

| Organization | Organization Title | FY20/PD14 Adopted Budget | FY20/PD14 Accounted Budget | FY20/PD14 Year to Date | FY20/PD14 Encumbrances | FY20/PD14 Reservations | FY20/PD14 Available Balance |
|---|---|---|---|---|---|---|---|
| 7 | | 0.00 | 28,699.66 | 6,773.56 | 0.00 | 0.00 | 21,926.10 |
| 7 | | 0.00 | 28,699.66 | 6,773.56 | 0.00 | 0.00 | 21,926.10 |

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as: [        ]

Accounted Budget    -YTD    -Encumbrances    -Reservations =  Available Balance

# Reading the Budget Query by Organizational Hierarchy

## Report Parameters

| Organization Budget Status Report |
|---|
| **By Account Type** |
| **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

**\*\*Note-Include Revenue box is NOT checked**

## Query Results

| Account Type | Account Type Title | FY20/PD14 Adopted Budget | FY20/PD14 Accounted Budget | FY20/PD14 Year to Date | FY20/PD14 Encumbrances | FY20/PD14 Reservations | FY20/PD14 Available Balance |
|---|---|---|---|---|---|---|---|
| 50 | Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 60 | Salaries and Wages | 0.00 | 19,483.85 | 4,598.49 | 0.00 | 0.00 | 14,885.36 |
| 70 | Expenditures | 0.00 | 9,215.81 | 2,175.07 | 0.00 | 0.00 | 7,040.74 |
| 80 | Capital Outlay | | | | | | |
| | | 0.00 | 28,699.66 | 6,773.56 | 0.00 | 0.00 | 21,926.10 |

Download All Ledger Columns    Download Selected Ledger Columns

**Accounted Budget        -YTD        -Encumbrances        -Reservations  =  Available Balance**

# Reading the Budget Query by Organizational Hierarchy

**Report Parameters**

| Organization Budget Status Report | | |
|---|---|---|
| **By Account Type** | | |
| **Period Ending Sep 30, 2019** | | |
| **As of Aug 20, 2019** | | |
| Chart of Accounts | H The University of AL in Huntsville | Commitment Type All |
| Fund | | Program | 42 Academic Support |
| Organization | | Activity | All |
| Account | | Location | All |
| Account Type | 70 Expenditures | | |

View Pending Documents

✔ No pending documents exist

**Accounted Budget     -YTD     -Encumbrances     -Reservations =  Available Balance**

**Query Results**

| Account Type | Account Type Title | FY19/PD14 Adopted Budget | FY19/PD14 Accounted Budget | FY19/PD14 Year to Date | FY19/PD14 Encumbrances | FY19/PD14 Reservations | FY19/PD14 Available Balance |
|---|---|---|---|---|---|---|---|
| 71 | Operating Expenses | 28,500.00 | 63,475.00 | 58,599.81 | 171.00 | 0.00 | 4,704.19 |
| 77 | Scholarships | | | | | | |
| 78 | Non Mandatory Transfers | 0.00 | ( 3,000.00) | ( 4,623.50) | 0.00 | 0.00 | 1,623.50 |
| 79 | Indirect Cost & Cost Sharing | | | | | | |
| 7D | Depreciation Expense | | | | | | |
| 7L | Loss on Disposal of Capital Assets | | | | | | |
| 7M | Mandatory Transfers | | | | | | |
| 70 Rollup | | 28,500.00 | 60,475.00 | 53,976.31 | 171.00 | 0.00 | 6,327.69 |

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as: [                    ]

☐ **Shared**

Net Amount transferred in

Expenditure Amount available

# Reading the Budget Query by Organizational Hierarchy

**Query Results**

| Account Type | Account Type Title | FY19/PD14 Adopted Budget | FY19/PD14 Accounted Budget | FY19/PD14 Year to Date | FY19/PD14 Encumbrances | FY19/PD14 Reservations | FY19/PD14 Available Balance |
|---|---|---|---|---|---|---|---|
| 71 | Operating Expenses | 28,500.00 | 63,475.00 | 58,599.81 | 171.00 | 0.00 | 4,704.19 |
| 77 | Scholarships | | | | | | |

| 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 |
|---|---|---|---|---|---|---|---|
| 7000 | Expenditures | 28,500.00 | 63,475.00 | 0.00 | 0.00 | 0.00 | 63,475.00 |
| 7117 | C/S Individual over 25m | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7151 | Advertising | 0.00 | 0.00 | 2,072.99 | 0.00 | 0.00 | ( 2,072.99) |
| 7152 | Institutional Dues & Membership | 0.00 | 0.00 | 360.00 | 0.00 | 0.00 | ( 360.00) |
| 7156 | Postage and Freight | 0.00 | 0.00 | 304.13 | 0.00 | 0.00 | ( 304.13) |
| 7158 | Federal Express | 0.00 | 0.00 | 1,203.53 | 0.00 | 0.00 | ( 1,203.53) |
| 7172 | Internet/Web Services | 0.00 | 0.00 | 2,138.12 | 0.00 | 0.00 | ( 2,138.12) |
| 7205 | Travel Air | 0.00 | 0.00 | 4,087.79 | 0.00 | 0.00 | ( 4,087.79) |
| 7215 | Travel Non-Overnight In-State | 0.00 | 0.00 | 38.25 | 0.00 | 0.00 | ( 38.25) |
| 7220 | Travel Expense | 0.00 | 0.00 | 14,170.28 | 0.00 | 0.00 | ( 14,170.28) |
| 7225 | Private Car Mileage | 0.00 | 0.00 | 2,484.74 | 0.00 | 0.00 | ( 2,484.74) |
| 7228 | Travel UAH Vehicle | 0.00 | 0.00 | 2,078.00 | 0.00 | 0.00 | ( 2,078.00) |
| 7229 | Vehicle Rental | 0.00 | 0.00 | 663.40 | 0.00 | 0.00 | ( 663.40) |
| 7251 | International Travel Expense | 0.00 | 0.00 | 2,995.50 | 0.00 | 0.00 | ( 2,995.50) |
| 7252 | International Travel Air | 0.00 | 0.00 | 4,182.82 | 0.00 | 0.00 | ( 4,182.82) |
| 7401 | Xerox & Duplicating | 0.00 | 0.00 | 2,221.76 | 0.00 | 0.00 | ( 2,221.76) |
| 7404 | Office Supplies | 0.00 | 0.00 | 2,143.89 | 0.00 | 0.00 | ( 2,143.89) |
| 7421 | Athletic Event/Special Event | 0.00 | 0.00 | 1,556.26 | 0.00 | 0.00 | ( 1,556.26) |
| 7428 | Other Supplies and Materials | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7437 | Supplies UAH Bookstore | 0.00 | 0.00 | 48.30 | 0.00 | 0.00 | ( 48.30) |
| 7460 | Computers & Peripherals $500-$1999 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7464 | Computers & Periph $500.01-$999.99 | 0.00 | 0.00 | 952.03 | 0.00 | 0.00 | ( 952.03) |
| 7603 | Business Conf & Luncheons | 0.00 | 0.00 | 2,061.02 | 0.00 | 0.00 | ( 2,061.02) |
| 7605 | Cash Awards | 0.00 | 0.00 | 400.00 | 0.00 | 0.00 | ( 400.00) |
| 7612 | Registration Fees - Conf | 0.00 | 0.00 | 11,280.00 | 0.00 | 0.00 | ( 11,280.00) |
| 7621 | Other Misc Oper Exp | 0.00 | 0.00 | 1,157.00 | 171.00 | 0.00 | ( 1,328.00) |
| Report Total (of all records) | | 28,500.00 | 63,475.00 | 58,599.81 | 171.00 | 0.00 | 4,704.19 |

Download All Ledger Columns    Download Selected Ledger Columns

# 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 of the error message!**

# Questions?



Contact us!
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