

# Budget Office Training

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

Presented by: Mark Massey

Budget Officer

Budgets and Management Information

[mdm0023@uah.edu](mailto:mdm0023@uah.edu)

(256) 824-5217

# Banner Finance Self-Service

**myUAH**

Home Student Affairs Academics

Home Community » Home »

**ANNOUNCEMENTS**

Announcements

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

**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**

**EMPLOYEE SERVICES**

Huron UAH Enrollment Management Plan (Final-Revised 12-5-13) »

**Self Service Main Pages**

Employee »  
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 »

**STUDENT SERVICES**

**Registration**

Add or Drop Classes

# Banner Finance Self-Service



[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) **[Finance](#)**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## 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



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) **[Finance](#)** [Proxy Menu](#)

Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## 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



[ [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

© 2019 Ellucian Company L.P. and its affiliates.

# Budget Query Setup



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) **[Finance](#)** [Proxy Menu](#)

Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## 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

[ [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

© 2018 Ellucian Company L.P. and its affiliates.

**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

[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.

<b>Fiscal year:</b>	2020 ▾	<b>Fiscal period:</b>	14 ▾
<b>Comparison Fiscal year:</b>	None ▾	<b>Comparison Fiscal period:</b>	None ▾
<b>Commitment Type:</b>	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>			
<b>Save Query as:</b> <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'**

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

# Budget Query Setup



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

Search  Go

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## 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

[ [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

© 2020 Ellucian Company L.P. and its affiliates.

# 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

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

Save Query as:



# 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

<b>Organization Budget Status Report</b>			
<b>By Account Type</b>			
<b>Period Ending Sep 30, 2019</b>			
<b>As of Aug 20, 2019</b>			
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!

Mark Massey: [mdm0023@uah.edu](mailto:mdm0023@uah.edu) ; Ext 5217

Alicia Callis: [hoscha@uah.edu](mailto:hoscha@uah.edu) ; Ext 5604

Chih Loo: [looc@uah.edu](mailto:looc@uah.edu) ; Ext 2243