Budget Office Training

Banner Finance Self-Service Help Budget Status by Organizational Hierarchy

Presented by: Mark Massey

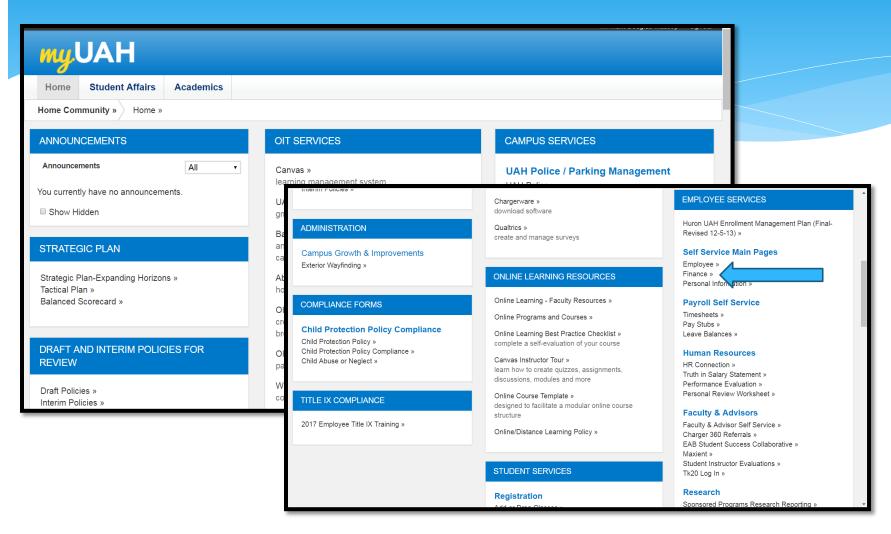
Budget Officer

Budgets and Management Information

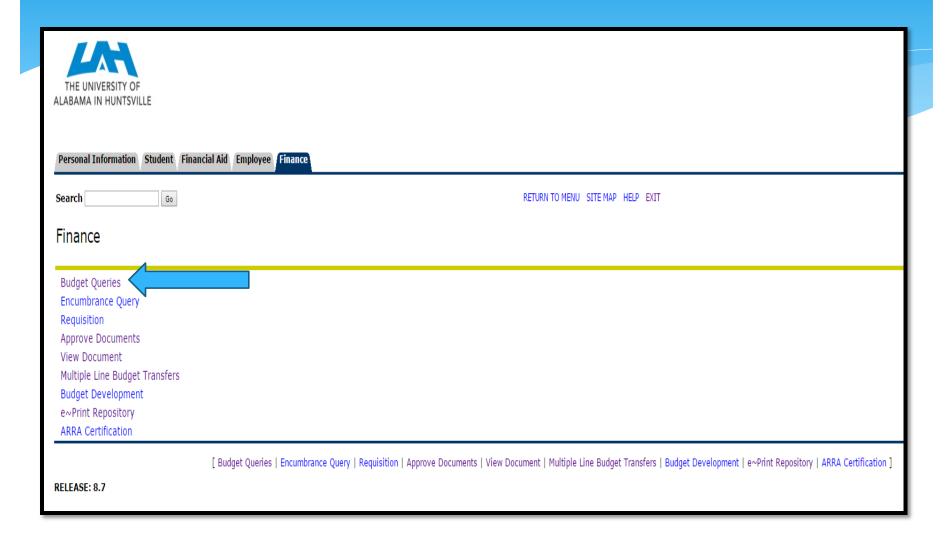
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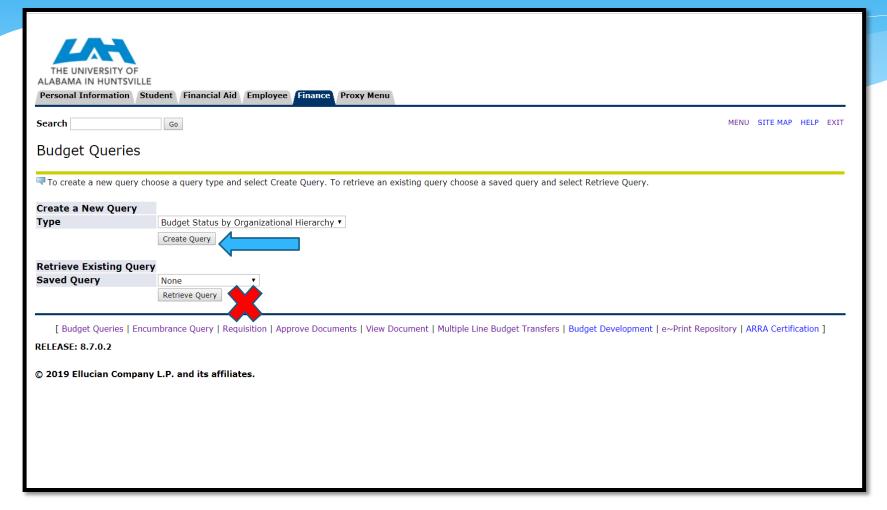
Banner Finance Self-Service



Banner Finance Self-Service



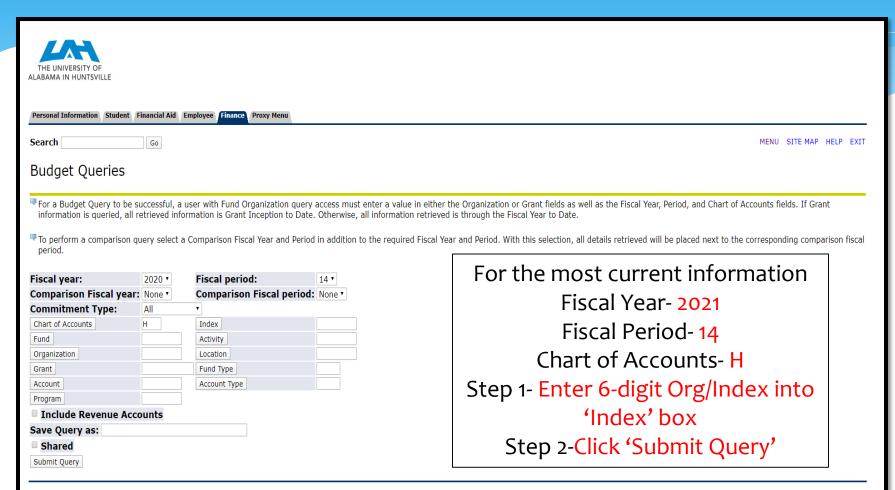
Budget Status by Organizational Hierarchy



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						
Select the Operating Ledger Data columns to display on the report. Adopted Budget Budget Adjustment Encumbrances Adjusted Budget Reservations Temporary Budget Commitments Accounted Budget 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					
	cument Multiple Line Budget Transfers Budget Development e~Print Repository ARRA Certification]					
RELEASE: 8.7.0.2						
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Accounted Budget - Year to Date - Encumbrances - Reservations =Available Balance						

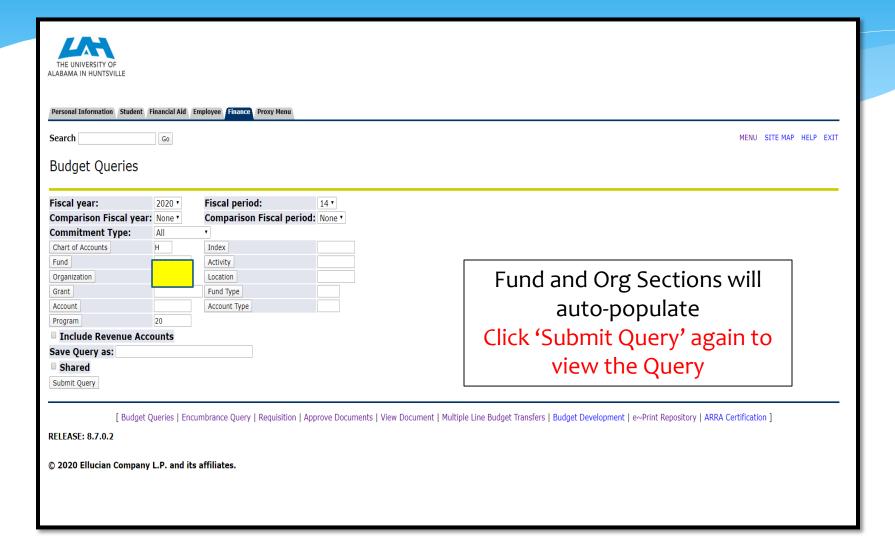
Budget Query Setup

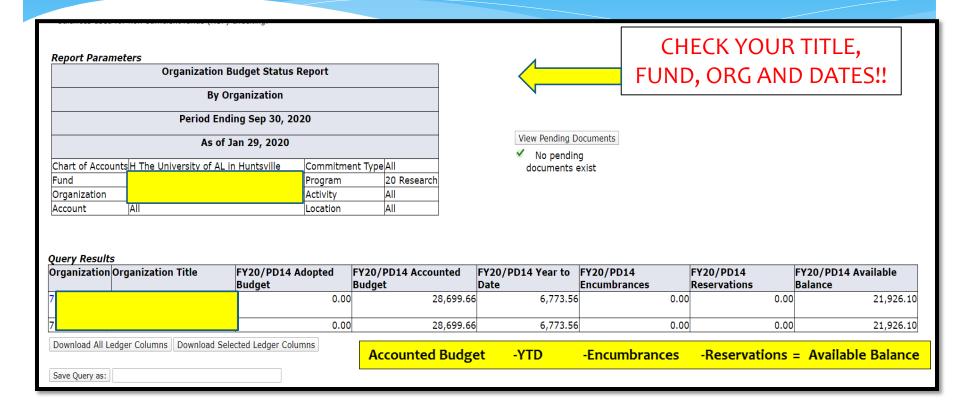


[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Multiple Line Budget Transfers | Budget Development | e∼Print Repository | ARRA Certification]

RELEASE: 8.7.0.2

Budget Query Setup





Organization Budget Status Report						
By Account Type						
Period Ending Sep 30, 2020						
	As of Jan 29, 2020					
Chart of Accoun	ts 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 Result	S
Account	A

Account Type	/ / /	' ' '		'	' .	•	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

-Encumbrance

-Reservations = Available Balance

	Report Parameters Organization Budget Status Report							
		By Account Type						
	Peri	iod Ending Sep 30, 20)19					
		As of Aug 20, 2019			View Pending Documents ✓ No pending documents exist			
Chart of A	ccounts H The University	of AL in Huntsville Comr			• No pen	amy documents exist		
Fund		Progr	am 42 Academi	c Support				
Organizat	ion	Activ	1					
Account		Locat	ion All					
Account T	ype 70 Expenditures							
Query Res	-ulte		Accounted Budge	et -YTD	-Encumbrances	-Reservations =	Available Balance	
Account		EV10/DD14 Adopted	FY19/PD14 Accounte	d EV10 / DD1/I Voor	FY19/PD14	FY19/PD14	FY19/PD14 Available	
Туре	Account Type Title	Budget	Budget	to Date	Encumbrances		Balance	
71	Operating Expenses	28,500.0		0 58,599.8	1 171.00	0.00	4,704.19	
77	Scholarships	,	,	· ·			,	
78	Non Mandatory Transfers	0.0	(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	60,475.0	0 53,976.3	1 171.00	0.00	_6,327.69	
	All Ledger Columns Downlo	oad Selected Ledger Colur			t Expe	enditure		

1	Query Results Account Type FY19/PD14 Adopted Budget FY19/PD14 Accounted FY19/PD14 Year Encumbrances FY19/PD14 FY19/PD14 FY19/PD14 Reservations FY19/PD14 Available Encumbrances 71 Operating Expenses 28 500 00 63 475 00 58 599 81 171 00 0 00 4 704								
	Acc	ount	Account Type Title	FY19/PD14 Adopted	FY19/PD14 Accounted	FY19/PD14 Year	FY19/PD14	FY19/PD14	FY19/PD14 Available
и.	Ty	e		Budget	Budget	to Date	Encumbrances	Reservations	Balance
k		71	Operating Expenses	28,500.00	63,475.00	58,599.81	171.00	0.00	4,704.19
$\boldsymbol{\nu}$		77	Scholarships						

Account	Account Title	FY19/PD14 Adopted					FY19/PD14 Available
			_				Balance
	Expenditures	28,500.00			0.00	0.00	63,475.00
	C/S Individual over 25m	0.00			0.00	0.00	0.00
	Advertising	0.00		,		0.00	(2,072.99)
	Institutional Dues & Membership	0.00	0.00	360.00	0.00	0.00	(360.00)
	Postage and Freight	0.00				0.00	(304.13)
7158	Federal Express	0.00	0.00	1,203.53	0.00	0.00	(1,203.53)
	Internet/Web Services	0.00			0.00	0.00	(2,138.12)
7205	Travel Air	0.00	0.00	4,087.79	0.00	0.00	(4,087.79)
	Travel Non-Overnight In- State	0.00			0.00	0.00	(38.25)
	Travel Expense	0.00				0.00	(14,170.28)
	Private Car Mileage	0.00				0.00	(2,484.74)
7228	Travel UAH Vehicle	0.00			0.00	0.00	(2,078.00)
7229	Vehicle Rental	0.00	0.00	663.40	0.00	0.00	(663.40)
	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)
	Office Supplies	0.00	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)
	Other Supplies and Materials	0.00			0.00	0.00	0.00
	Supplies UAH Bookstore	0.00			0.00	0.00	(48.30)
	Computers & Peripherals \$500-\$1999	0.00			0.00	0.00	0.00
	Computers & Periph \$500.01-\$999.99	0.00			0.00	0.00	(952.03)
	Business Conf & Luncheons	0.00			0.00	0.00	(2,061.02)
	Cash Awards	0.00			0.00	0.00	(400.00)
	Registration Fees - Conf	0.00			0.00	0.00	(11,280.00)
	Other Misc Oper Exp	0.00				0.00	(1,328.00)
Report T	otal (of all records)	28,500.00	63,475.00	58,599.81	171.00	0.00	4,704.19
	14114 1 01						

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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