Basic Budget Queries
Banner Finance Self-Service

Finance

- 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 Account-Revenues
Budget Query Setup - Revenues

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

Available Balance = Accounted Budget - Year to Date - Encumbrances - Reservations
Budget Query Setup - Revenues

For the most current information
- Fiscal Year: 2021
- Fiscal Period: 14
- Chart of Accounts: H

Step 1: Enter 6-digit Org/Index into ‘Index’ box
Step 2: Click ‘Submit Query’
Budget Query Setup - Revenues

Fund and Org Sections will auto-populate as will Program code

**Make sure that ‘Include Revenue Accounts’ box is checked

**Click ‘Submit Query’ again to view the Query
Reading the Budget Query by Account with Revenues

Note 1: Revenue codes
Account codes with ‘5xxx’ are Revenue account codes. This line will appear only if Include Revenue Accounts Box is checked on the previous screen.

Note 2: Accounted Budget, Year-to-Date, Available Balance
- 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 in revenue line 5811.

In this example, there is $60.37 available that can be moved to the expenditure line.

Note 3:
If the Include Revenue Accounts box is checked, you will not see an amount in Available Balance for the Report Total. The Revenue amounts are not ‘Available’ for use until they are added to the Expenditures budget. Therefore, no total can be calculated.

CHECK YOUR TITLE, FUND, ORG AND DATES!!
Requests to move revenue should be emailed to:

Tammy Haymon at tgh0008@uah.edu

The email request should include the following:

- Organization Code
- Fund Code
- Estimated amount

Please note, the Budget Office may request additional information from you related to the revenue source before processing your request.
Questions?

Contact us!
Tammy Haymon: tgh0008@uah.edu; Ext 2242
Mark Massey: mdm0023@uah.edu ; Ext 5217
Alicia Callis: hoscha@uah.edu ; Ext 5604
Chih Loo: looc@uah.edu ; Ext 2243