



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

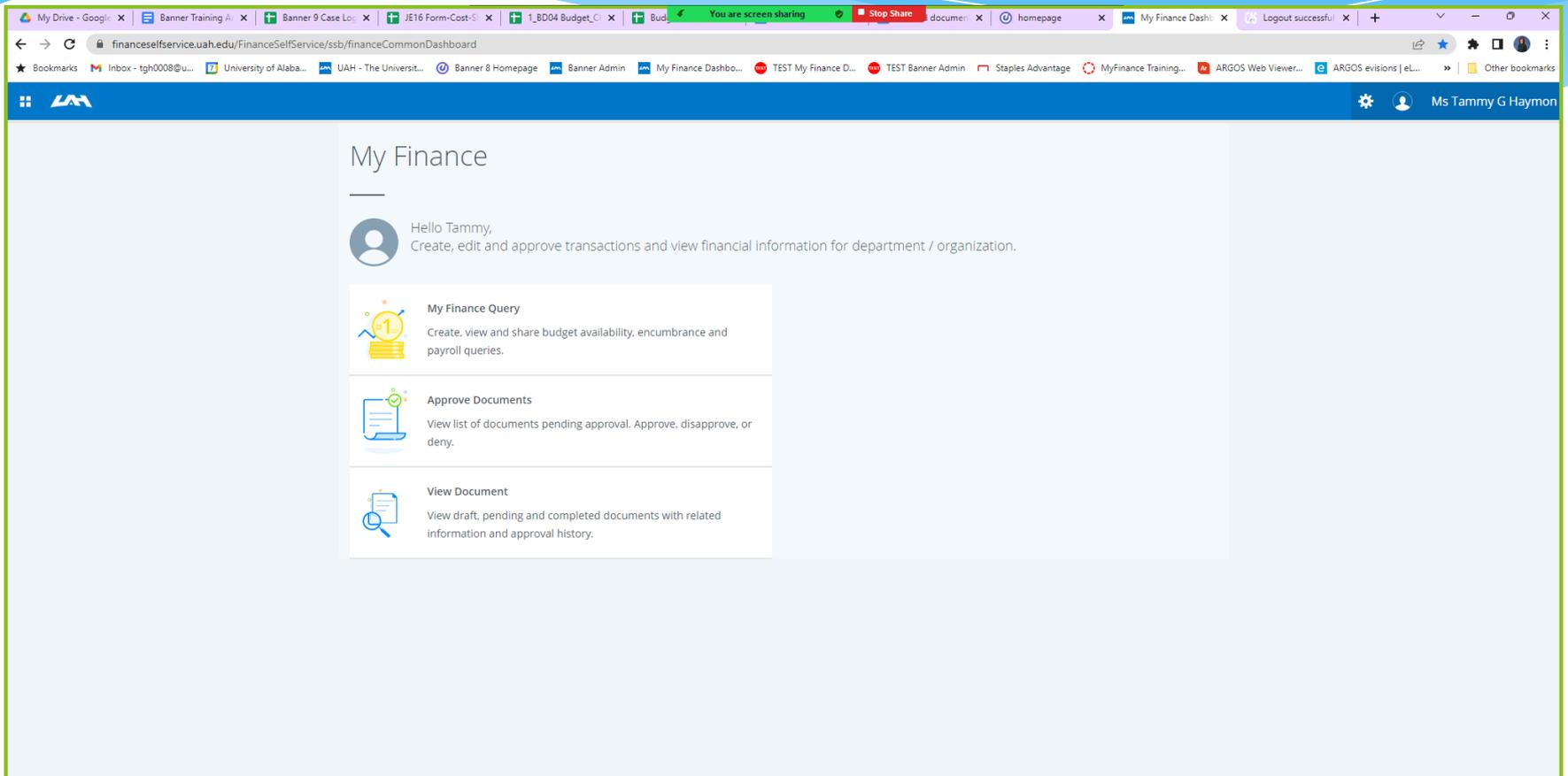
The University of Alabama in Huntsville
Office of Budgets and Management Information
Banner Finance Self-Service Training

Budget Status by Account Query

Lesson Objectives

- * Correctly set up the Budget Status by Account Query.
- * Interpret a Budget Status by Account query accurately.
- * Determine when to use the Budget Status by Account query by reviewing examples.

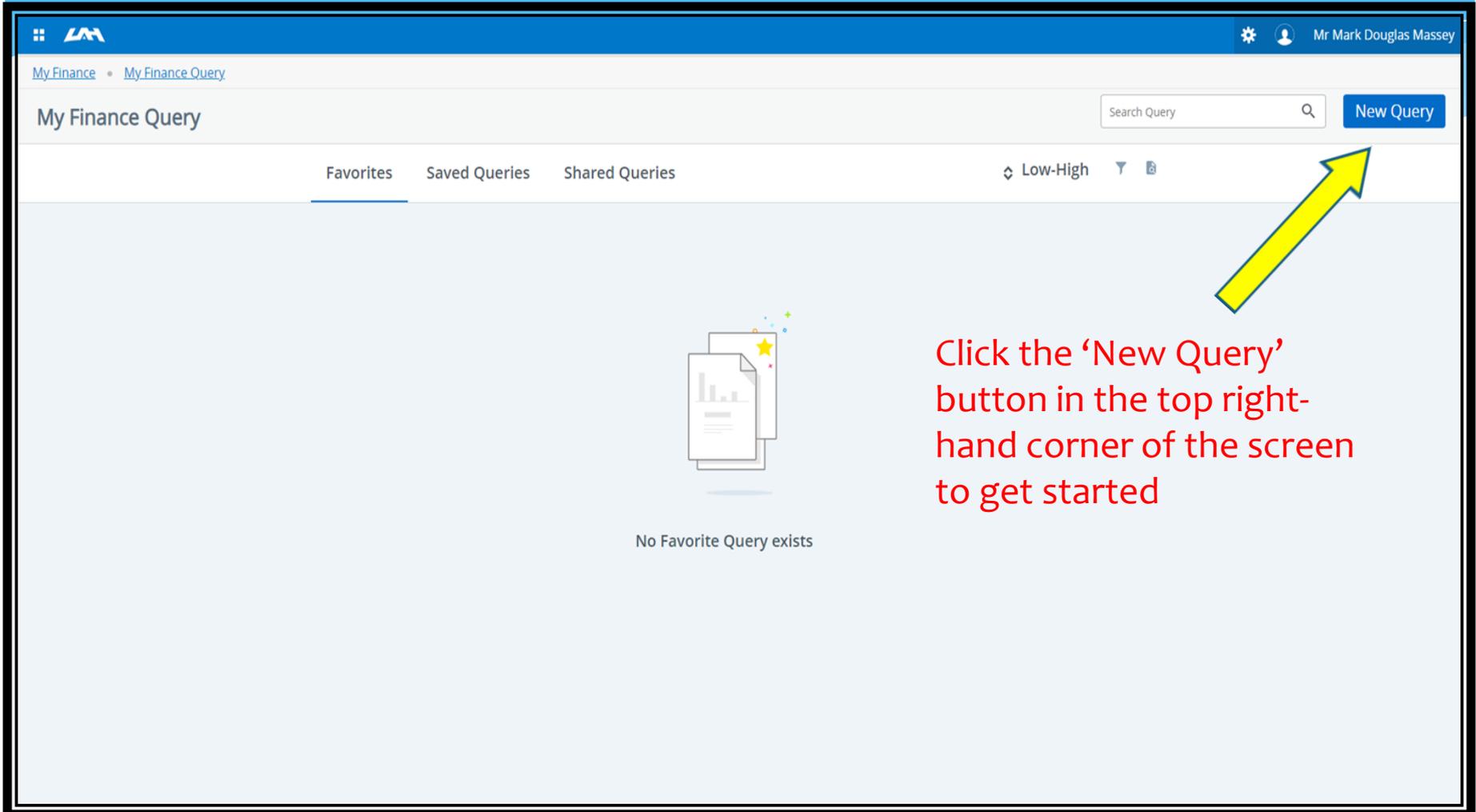
Budget Status by Account Query Setup



The screenshot shows a web browser window displaying the 'My Finance' dashboard. The browser's address bar shows the URL `financeselfservice.uah.edu/FinanceSelfService/ssb/financeCommonDashboard`. The dashboard header includes the University of Alabama logo and the user's name, 'Ms Tammy G Haymon'. The main content area is titled 'My Finance' and includes a greeting: 'Hello Tammy, Create, edit and approve transactions and view financial information for department / organization.' Below the greeting are three main sections:

- My Finance Query**: Create, view and share budget availability, encumbrance and payroll queries.
- Approve Documents**: View list of documents pending approval. Approve, disapprove, or deny.
- View Document**: View draft, pending and completed documents with related information and approval history.

Budget Status by Account Query Setup



The screenshot displays the 'My Finance Query' interface. At the top, there is a blue header with the 'LA' logo on the left and a user profile 'Mr Mark Douglas Massey' on the right. Below the header, the breadcrumb 'My Finance > My Finance Query' is visible. The main content area has a title 'My Finance Query' on the left and a search bar 'Search Query' with a magnifying glass icon on the right. A blue 'New Query' button is positioned to the right of the search bar. Below the search bar, there are tabs for 'Favorites', 'Saved Queries', and 'Shared Queries'. To the right of these tabs, there is a 'Low-High' sorting option and a lock icon. The main content area is currently empty, showing a placeholder icon of a document with a star and the text 'No Favorite Query exists'. A large yellow arrow points from the bottom right towards the 'New Query' button.

Click the 'New Query' button in the top right-hand corner of the screen to get started

Budget Status by Account Query Setup

Make sure that your Chart of Accounts is Set to 'H' ('F' for Foundation Orgs)

Select the 'Budget Status by Account' option from the Drop-down menu.

Budget Status by Account Query Setup

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

H The University of AL in Huntsville

Index

Choose Index

Fund

Organization *

New Query

- ❖ This is important. If there is anything populated in the FOAP fields, clear it out by clicking the X in the Index box.
- ❖ Enter the 6-digit 'Index Number' ('Organization Number', 'Org Code', or just 'Org'). A dropdown list will appear where you will select the org number. You can also use a wildcard % to look up the org # (e.g. 57%xxx).

- ❖ Once you enter and select the org, these fields will auto-populate as seen on the right:
 - Fund Number
 - Organization (Index moves here)
 - Program Code

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

H The University of AL in Huntsville

Index

Enter Org # here

Fund

15000 O & M General

Organization *

Program

60 Institutional Support

Account

Choose Account

Activity

Choose Activity

Location

Choose Location

Fund Type

Choose Fund Type

Account Type

Choose Account Type

Budget Status by Account Query Setup

Create New Query

Fiscal Year* Fiscal Period*

Comparison Fiscal Year Comparison Fiscal Period

Operating Ledger

Adopted Budget ⓘ Year to Date ⓘ

Budget Adjustment ⓘ Encumbrance ⓘ

Adjusted Budget ⓘ Reservation ⓘ

Temporary Budget ⓘ Commitments ⓘ

Accounted Budget ⓘ Available Balance ⓘ

SUBMIT

**Scroll down within the selection block.
For the most current information,
select...**

**Fiscal Year- 2023
Fiscal Period- 14**

Recommended Operating Ledger Columns

- **Adopted Budget-** Budget at the beginning of the Fiscal Year (October 1)
- **Accounted Budget-** Budget as of 'today'
- **Year-to-Date-** Transactions that have hit the Organization Code as of today
- **Encumbrances-** Purchase Orders (PO's-Type of Commitment)
- **Reservations-** Requisitions (Type of Commitment)
- **Available Balance which is =**
Accounted Budget **minus** Year-to-Date, Encumbrances, and Reservations

Reading the Budget Status by Account Query

CHECK YOUR ORG TITLE AND DATES!!

My_Finance • My_Finance_Query • Budget_Status_by_Account

Budget Status by Account

Org Title and #

Edit, Share, Save, Info

New Query

Query Results

Download Button

Account	Account Title	FY22/PD08 Adopted Budget	FY22/PD08 Accounted Budget	FY22/PD08 Year to Date	FY22/PD08 Encumbrances	FY22/PD08 Reservation	FY22/PD08 Available Balance
6110	Executive / Administrator	\$196,174.00	\$196,174.00	\$56,211.43	\$0.00	\$0.00	\$139,962.57
6120	Faculty-Chair	\$0.00	\$0.00	\$7,922.42	\$0.00	\$0.00	(\$7,922.42)
6121	Faculty-Full-Time	\$254,253.00	\$321,808.56	\$271,132.40	\$0.00	\$0.00	\$50,676.16
6122	Faculty-Internal Research	\$112,705.00	\$112,705.00	\$65,069.18	\$0.00	\$0.00	\$47,635.82
6123	Faculty-Part-Time	\$23,000.00	\$23,000.00	\$10,032.23	\$0.00	\$0.00	\$12,967.77
6124	Faculty-Summer	\$0.00	\$0.00	\$2,037.19	\$0.00	\$0.00	(\$2,037.19)
6130	Faculty-Research Incentive	\$0.00	\$0.00	\$12,774.10	\$0.00	\$0.00	(\$12,774.10)
6154	Technical / Para-Professional	\$17,625.00	\$17,625.00	\$12,201.98	\$0.00	\$0.00	\$5,423.02
6190	Student	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6191	GTA	\$55,000.00	\$55,000.00	\$50,248.60	\$0.00	\$0.00	\$4,751.40
6199	Non-Recurring Salary	\$0.00	\$49,738.00	\$49,738.00	\$0.00	\$0.00	\$0.00
6500	Employee Benefits	\$217,390.00	\$256,097.33	\$0.00	\$0.00	\$0.00	\$256,097.33
Report Total (of all records)		\$901,147.00	\$1,060,722.88	\$688,846.42	\$27.00	\$0.00	\$371,849.46

Reading the Budget Status by Account Query

The query is arranged in ascending order by Account Code. The codes fall into these categories or 'Hierarchies'.

Org Hierarchies

5000-Revenues

6000-Salary/Fringe

7000-Operating

8000-Capital Outlay

The Report total for all areas is at the bottom of the query.

Account	Account Title
6110	Executive / Administrator
6150	Professional / Non-Faculty
6152	Secretarial / Clerical
6154	Technical / Para-Professional
6190	Student
6500	Employee Benefits
6510	FICA
6520	TRS
6530	SRA Matching (TIAA-CREF)
6540	Health Insurance
Report Total (of all records)	

Account	Account Title
7000	Expenditures
7151	Advertising
7156	Postage and Freight
7173	Software Rent/Lease
7174	Software Purchase
7401	Xerox & Duplicating
7404	Office Supplies
7428	Other Supplies and Materials
7433	Computer & Peripheral Supplies
7450	Computer & Periph Equip 2,000-4999
Report Total (of all records)	

Reading the Budget Query by Account Query

Amounts can be calculated both across rows and down columns

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Org # and Title

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

Query Results

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
6110	Executive / Administrator	\$341,249.00	\$341,249.00	\$12,677.94	\$0.00	\$0.00	\$328,571.06
6150	Professional / Non-Faculty	\$568,739.00	\$568,739.00	\$20,906.63	\$0.00	\$0.00	\$547,832.37
6152	Secretarial / Clerical	\$36,200.00	\$36,200.00	\$1,324.61	\$0.00	\$0.00	\$34,875.39
6154	Technical / Para-Professional	\$0.00	\$0.00	\$778.01	\$0.00	\$0.00	(\$778.01)
6498	Wireless Device Supplement	\$0.00	\$0.00	\$219.25	\$0.00	\$0.00	(\$219.25)
6500	Employee Benefits	\$312,244.00	\$312,244.00	\$0.00	\$0.00	\$0.00	\$312,244.00
6510	FICA	\$0.00	\$0.00	\$2,087.04	\$0.00	\$0.00	(\$2,087.04)
6520	TRS	\$0.00	\$0.00	\$4,358.69	\$0.00	\$0.00	(\$4,358.69)
6530	SRA Matching (TIAA-CREF)	\$0.00	\$0.00	\$1,329.88	\$0.00	\$0.00	(\$1,329.88)
6540	Health Insurance	\$0.00	\$0.00	\$4,293.20	\$0.00	\$0.00	(\$4,293.20)
6541	Group Life	\$0.00	\$0.00	\$70.91	\$0.00	\$0.00	(\$70.91)
6560	LTD-Salary Continuation	\$0.00	\$0.00	\$80.99	\$0.00	\$0.00	(\$80.99)
6561	Report Total (of all records)	\$1,359,174.00	\$1,359,174.00	\$48,137.86	\$4,984.32	\$0.00	\$1,306,051.82

Columns- Sum of all amounts

Reading the Budget Status by Account Query

Clicking on the Ellipsis Button gives you 3 options. Check Pending Documents for transactions that affect Available Balance.

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Budgets & Management Info - 302001

Ms Tammy G Haymon

New Query

Org Title and #

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservations	Available Balance
6110	Executive / Administrator	\$341,249.00	\$341,249.00	\$12,677.94	\$0.00	\$0.00	\$328,571.06
6150	Professional / Non-Faculty	\$568,739.00	\$568,739.00	\$20,906.63	\$0.00	\$0.00	\$547,832.37
6152	Secretarial / Clerical	\$36,200.00	\$36,200.00	\$1,324.61	\$0.00	\$0.00	\$34,875.39
6154	Technical / Para-Professional	\$0.00	\$0.00	\$778.01	\$0.00	\$0.00	(\$778.01)
6498	Wireless Device Supplement	\$0.00	\$0.00	\$219.25	\$0.00	\$0.00	(\$219.25)
6500	Employee Benefits	\$312,244.00	\$312,244.00	\$0.00	\$0.00	\$0.00	\$312,244.00
6510	FICA	\$0.00	\$0.00	\$2,087.04	\$0.00	\$0.00	(\$2,087.04)
6520	TRS	\$0.00	\$0.00	\$4,358.69	\$0.00	\$0.00	(\$4,358.69)
6530	SRA Matching (TIAA-CREF)	\$0.00	\$0.00	\$1,329.88	\$0.00	\$0.00	(\$1,329.88)
6540	Health Insurance	\$0.00	\$0.00	\$4,293.20	\$0.00	\$0.00	(\$4,293.20)
6541	Group Life	\$0.00	\$0.00	\$70.91	\$0.00	\$0.00	(\$70.91)
6560	LTD-Salary Continuation	\$0.00	\$0.00	\$80.99	\$0.00	\$0.00	(\$80.99)
6561	Report Total (of all records)	\$1,359,174.00	\$1,359,174.00	\$48,137.86	\$4,984.32	\$0.00	\$1,306,051.82

View Available Balance
View pending documents
View payroll

Reading the Budget Status by Account Query

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Accounted Budget
6110	Executive / Administrator	\$341,249.00	\$341,249.00
6150	Professional / Non-Faculty	\$568,739.00	\$568,739.00
6152	Secretarial / Clerical	\$36,200.00	\$36,200.00
6154	Technical / Para-Professional	\$0.00	\$0.00
6498	Wireless Device Supplement	\$0.00	\$0.00
6500	Employee Benefits	\$312,244.00	\$312,244.00

Salary Account codes (61xx) Often budgeted at the beginning of the Fiscal Year based on the positions that are being paid from the Org Code.

Employee Benefits are typically budgeted in **Account code 6500**.

Reading the Budget Status by Account Query

The **Expenditures/Operating Budget** is also *usually* budgeted in the **7000 code**. **Year-to-date charges, Encumbrances, and Reservations** in the 7000 series then draw off of this total amount.

Account	Account Title	FY22/PD14 Adopted Budget	FY22/PD14 Accounted Budget	FY22/PD14 Year-to-Date	FY22/PD14 Encumbrance	FY22/PD14 Reservation	FY22/PD14 Available Balance
7000	Expenditures	\$10,200.00	\$5,000.50				\$31,751.50
7152	Institutional Dues & Membership	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	(\$100.00)
7156	Postage and Freight	\$0.00	\$0.00	\$1,040.35	\$0.00	\$0.00	(\$1,040.35)
7174	Software Purchase	\$0.00	\$0.00	\$8,032.50	\$0.00	\$0.00	(\$8,032.50)
7401	Xerox & Duplicating	\$0.00	\$0.00	\$1,745.98	\$0.00	\$0.00	(\$1,745.98)

Amounts in the **Non-mandatory Transfer line (7801)** also affect the operating balance. These are amounts that have been moved in/out of the Org **from/to different Fund numbers**.

7801	Non-Mandatory Transfers In/Out	\$0.00	(\$15,000.00)	(\$15,000.00)	\$0.00	\$0.00	\$0.00
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Negative in Accounted Budget= Realigned within Budget

Negative in YTD= Transferred in

Types of Transfers

JE16- Journal Entry

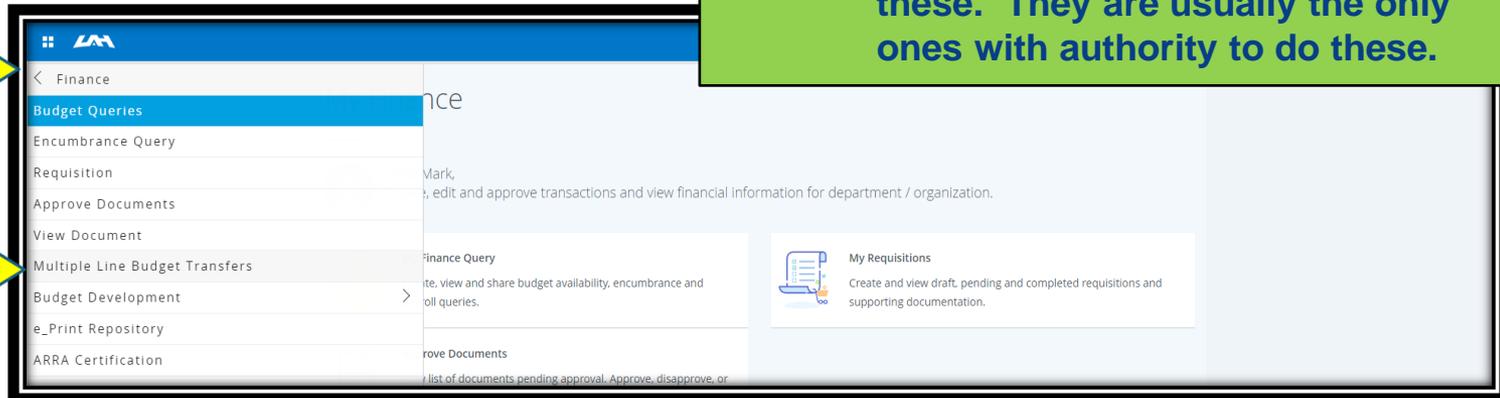
- Moves **funds** between **Org Codes** with **different Fund Numbers**
- Appears in the **Year-to-Date column**
- Uses the **Non-Mandatory Transfer line (7801/7802)**
- Typically done by **Budget Office or Accounting (General or C&G)**

BD04- Budget Change

- Also known as a **Temporary Budget Adjustment**
- **Re-aligns budget within the same Fund Number**
- Appears in the **Accounted Budget column**
- Can be **between two Orgs or within the same Org** as long as **Fund number is the same**
- Can be done via **Multiple Line Budget Transfer*** (links back to **Banner 8**)
- For **Contracts/Grants**, check with **C&G Accounting** before entering these. They are usually the only ones with authority to do these.

*MLBT...
Click
here!

Then
here!



Examples of When to Use the Budget Status by Account Query

- * When you need to look at the detailed account codes for information on a transaction.
- * When you need to research a requisition, purchase order, transfer or other entry.

Electronic Purchase Example

Account	Account Title	FY23/PD01 Adopted Budget	FY23/PD01 Accounted Budget	FY23/PD01 Year to Date	FY23/PD01 Encumbrances	FY23/PD01 Reservation	FY23/PD01 Available Balance
7621	Other Misc Oper Exp	\$0.00	\$0.00	\$28.50	\$773.00	\$0.00	(\$801.50)



Reservations Column

Step 1- Requisition entered and approved within Department (R010xxxx)
Reservations column/account code detail below

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
10/26/2021	10/26/2021	R0123292	Name of submitter	\$500.00	REQP
10/27/2021	10/27/2021	P0103915	Dixie Pulp & Paper Recycling, LLC	(\$500.00)	POLQ
Report Total (of all records)				\$0.00	



Step 2- Requisition converted to **Purchase Order** (P010xxxx)
(moves amount to Encumbrances Column- next slide)

Electronic Purchase Example

Account	Account Title	FY23/PD01 Adopted Budget	FY23/PD01 Accounted Budget	FY23/PD01 Year to Date	FY23/PD01 Encumbrances	FY23/PD01 Reservation	FY23/PD01 Available Balance
7621	Other Misc Oper Exp	\$0.00	\$0.00	\$28.50	\$773.00	\$0.00	(\$801.50)

Encumbrance Column

Step 2 (cont.)- Requisition converted to Purchase Order (P010xxxx)
Encumbrance column/account code detail below

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
10/01/2021	10/07/2021	REH21001	ENCUMBRANCE ROLL	\$300.50	E090
10/01/2021	10/07/2021	REH21001	ENCUMBRANCE ROLL	\$1.00	E090
10/27/2021	10/27/2021	P0103915	Dixie Pulp & Paper Recycling, LLC	\$500.00	PORD
12/02/2021	12/02/2021	41412021	Dixie Pulp & Paper Recycling, LLC	(\$28.50)	INEI
Report Total (of all records)				\$773.00	

Step 3- Item(s) invoiced and paid- (41412xxx)
(moves amount to Year-to-Date Column- next slide)

Electronic Purchase Example

Account	Account Title	FY23/PD01 Adopted Budget	FY23/PD01 Accounted Budget	FY23/PD01 Year to Date	FY23/PD01 Encumbrances	FY23/PD01 Reservation	FY23/PD01 Available Balance
7621	Other Misc Oper Exp	\$0.00	\$0.00	\$28.50	\$773.00	\$0.00	(\$801.50)



Year-to-Date Column

Step 3- Item(s) invoiced and paid-
***Invoice #41412xxx**
***Check Disbursement #!0092xxx (\$0-no document)**
Year-to-Date column/account code detail below

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
12/02/2021	12/02/2021	41412021 ⓘ	Dixie Pulp & Paper Recycling, LLC	\$28.50	INEI
12/02/2021	12/02/2021	!0092551 ⓘ	Dixie Pulp & Paper Recycling, LLC	\$0.00	DNEI
Report Total (of all records)				\$28.50	



Other Banner Entries

Document Text- Description

- * **L0000xx-** Original Budget (BD01) in Adopted Budget Column
- * **J010xxxx-** Journal Entry (JE16) or Budget Change (BD02 or BD04)
 - * JE16 transfers funds in/out in the Year-to-Date Column
 - * BD02 or BD04 moves Budget in the Accounted Budget Column
- * **Fxxxxxxx-** Feed document (ex. Payroll, Accounting, Bursar)
- * **PCxxxxxxx-** P-Card Feed document
- * **FCxxxxxxx-** Facilities Charges
- * **MLxxxxxxx-** Postage Feed
- * **XExxxxxxx-** Xerox Charges
- * **PRxxxxxxx-** Printing Charges

Questions?



Contact us!

Website: uah.edu/budget/self-service-help

Ext. 2242 or 5217