BUDGET QUERIES USING INTERNET NATIVE BANNER

(General Fund Budgets)
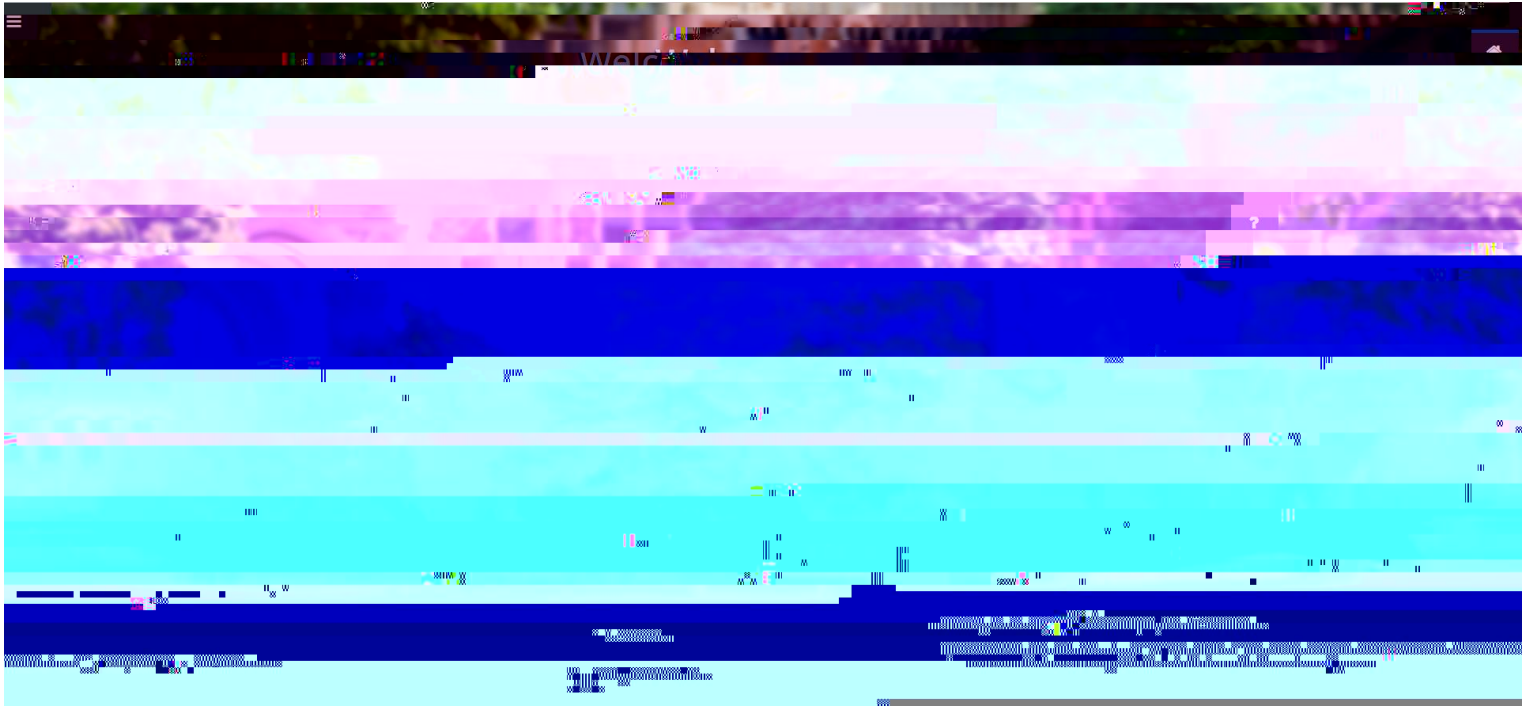
University of North Alabama

Auditing and Finance

(256)765-4699

VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

Next, to view the current Budget Status for the Fund, start at this screen:

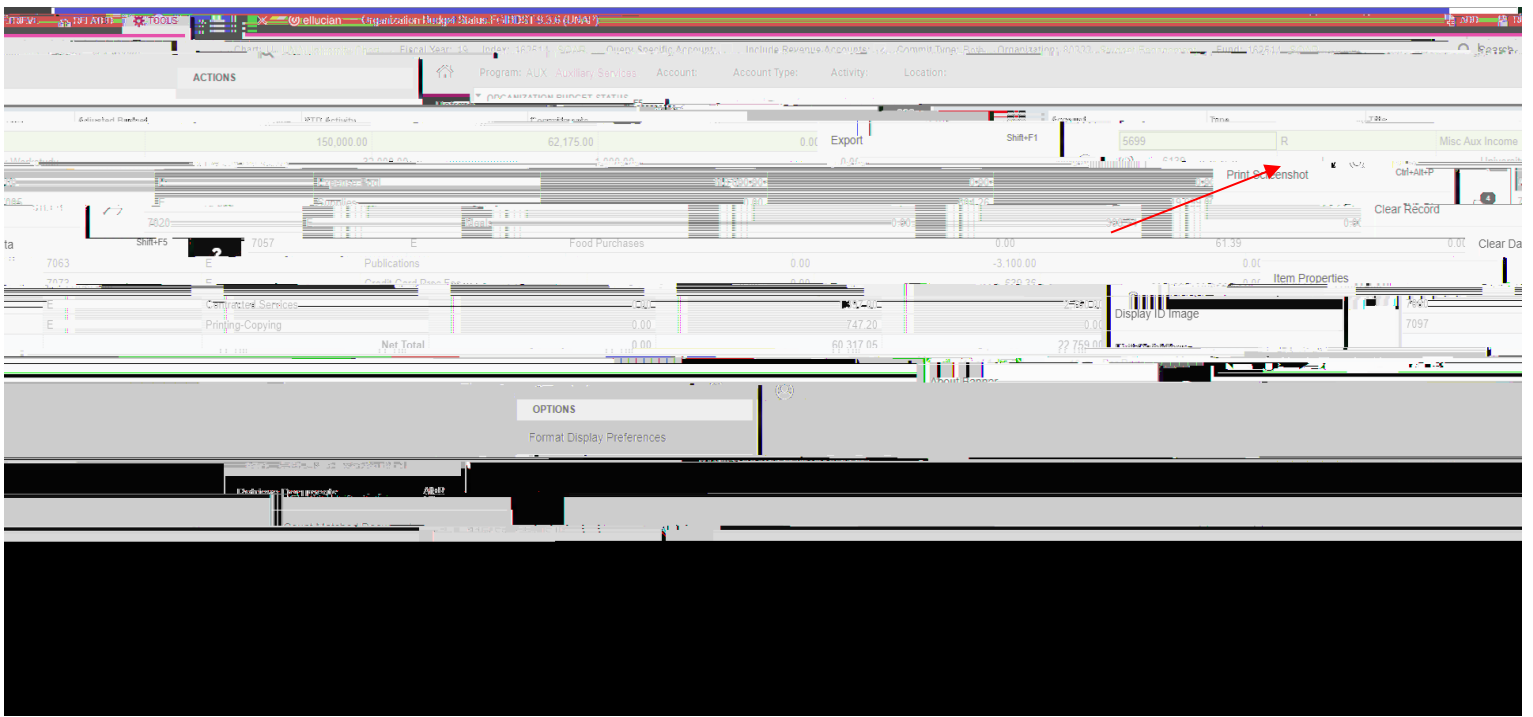**Once, here you will enter "FGIBDST" and press "Enter":**

You should now be at this screen. Enter "U" for CHART, Enter the appropriate FISCAL YEAR, and finally enter your INDEX number in the INDEX field. Next, press GO:

You should now see the following information:

This is the information that you would normally view if you were to run this query in Self-Service Banner. Line "700" is the expense pool fç

Excel should now provide a spreadsheet with the information as follows:

In order to view this more easily, delete any unnecessary columns per your preference and expand column widths where needed:

You are now able to calculate funds available for expenditures in two ways. The first way is to simply select the Available Balance for "Expense Pool" and "drag" your mouse down to the last expenditure account so that they're all highlighted at once:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	'Chart'	'Fiscal Year'	'Index'		'Query Specific Account'	'Include Revenue Accounts'	'Commit Type'	'Organization'											
2	U	19	162514	R		Y		80,222.00											
	0,000.00		62,175.00	-	87,825.00								4	5699 R		Misc Aux Income			15
	2,000.00		1,000.00	-	31,000.00								5	6139 L		University Workstudy			3
	8,000.00		-	-	118,000.00								6	700 E		Expense Pool			11
	-		804.26	19,999.00	(20,803.26)								7	7005 E		Supplies			
	-		308.74	-	(308.74)								8	7020 E		Meals			
9	7057 E		Food Purchases		-	61.39	-	(61.39)											
10	7063 E		Publications		-	(3,100.00)	-	3,100.00											
11	7073 E		Credit Card Proc Fee		-	639.36	-	(639.36)											
12	7080 E		Contracted Services		-	1,397.00	2,760.00	(4,157.00)											
13	7097 E		Printing-Copying		-	747.20	-	(747.20)											

Average: 11,797.88   Count: 8   Sum: 94,383.05   Ready

Once this is done, Excel provides a "sum" at the bottom of the screen for the numbers you selected:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	'Chart'	'Fiscal Year'	'Index'		'Query Specific Account'	'Include Revenue Accounts'	'Commit Type'	'Organization'											
2	U	19	162514	R		Y		80,222.00											
	0,000.00		62,175.00	-	87,825.00								4	5699 R		Misc Aux Income			15
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	-		804.26	19,999.00	(20,803.26)								7	7005 E		Supplies			
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11	7073 E		Credit Card Proc Fee		-	639.36	-	(639.36)											
12	7080 E		Contracted Services		-	1,397.00	2,760.00	(4,157.00)											
13	7097 E		Printing-Copying		-	747.20	-	(747.20)											

Average: 11,797.88   Count: 8   Sum: 94,383.05   Ready

If you prefer to add the sum to your spreadsheet, highlight these same values and press the "AUTO SUM" button at the top of the spreadsheet:
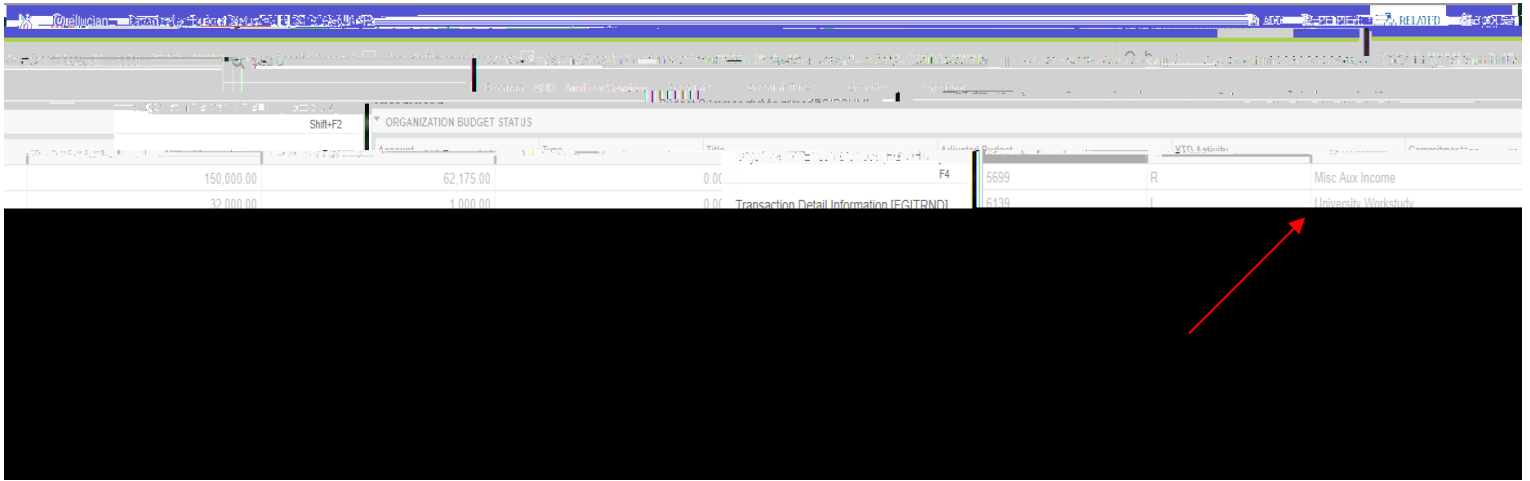

You should now see the net of the Expense Pool and any related expenditures below your selection:
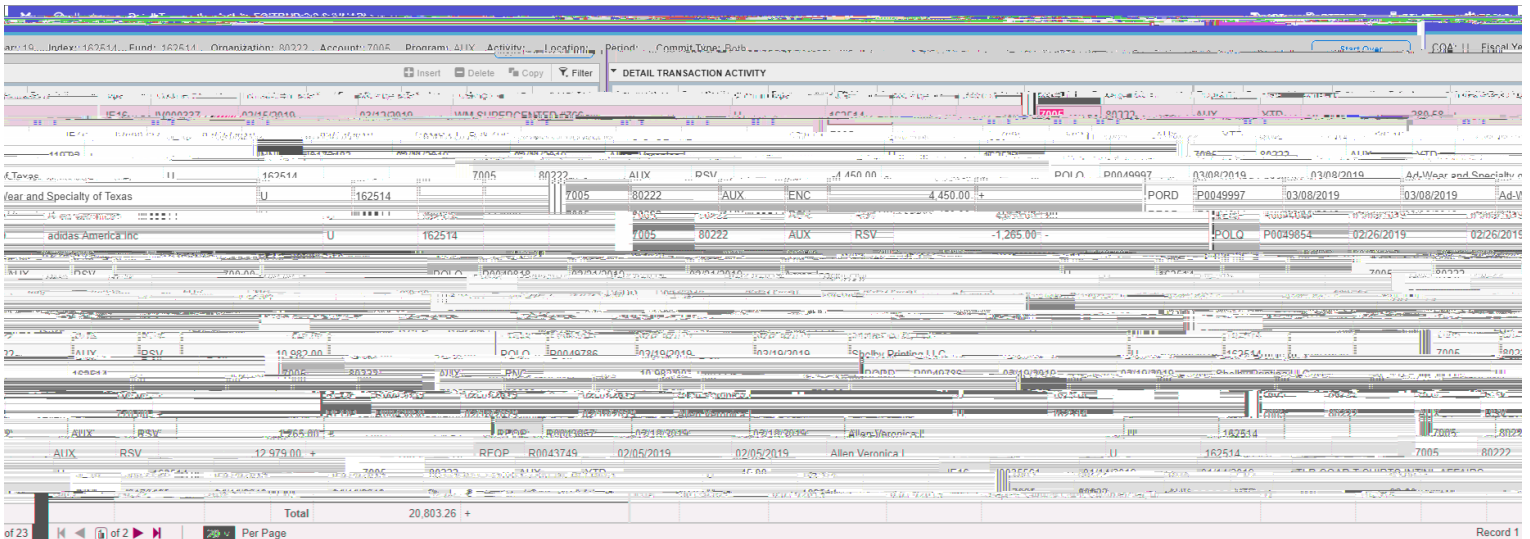
A drop down box will appear at the right of the screen with several options. You will need to select "Transaction Detail Information"

You should now see this screen:

As mentioned before, this can be exported to Excel as well if required.

Please contact Salena Denton-Jarmon at extension 4699 or skdenton@una.edu for any questions or help with navigating when needed.