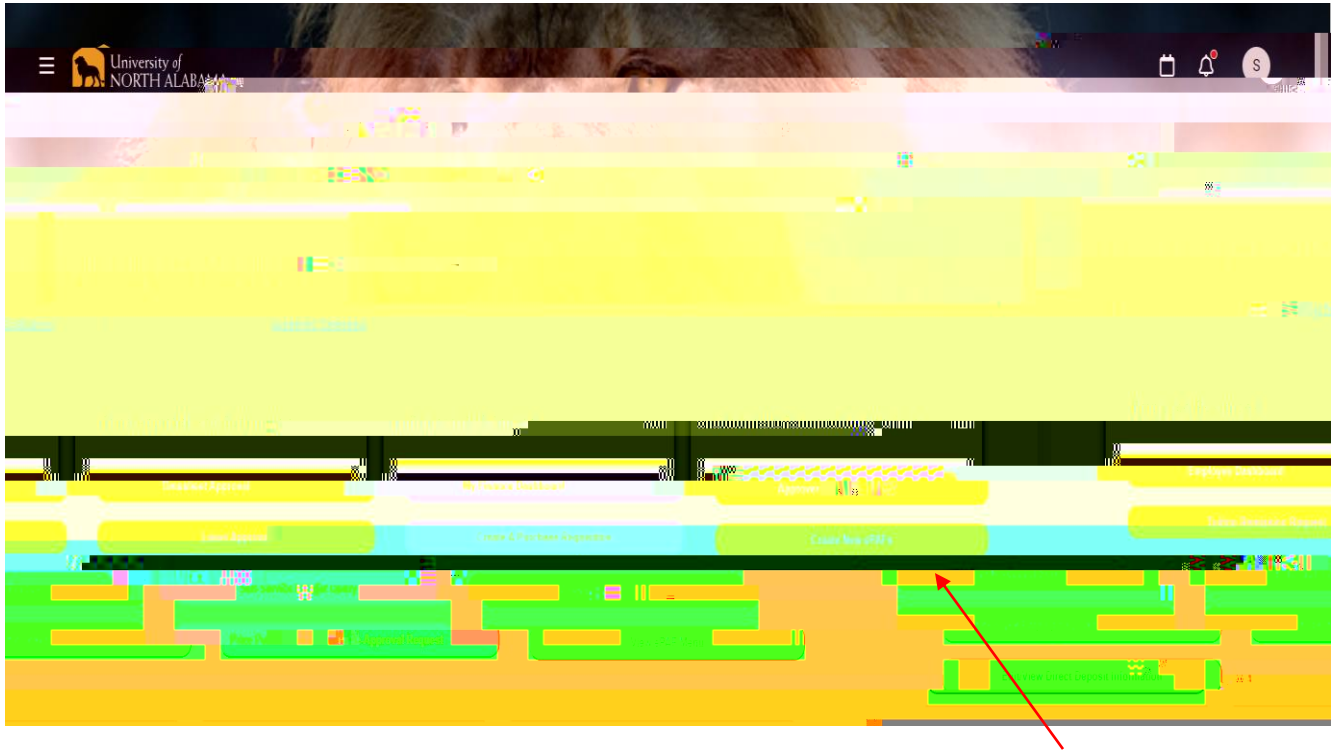
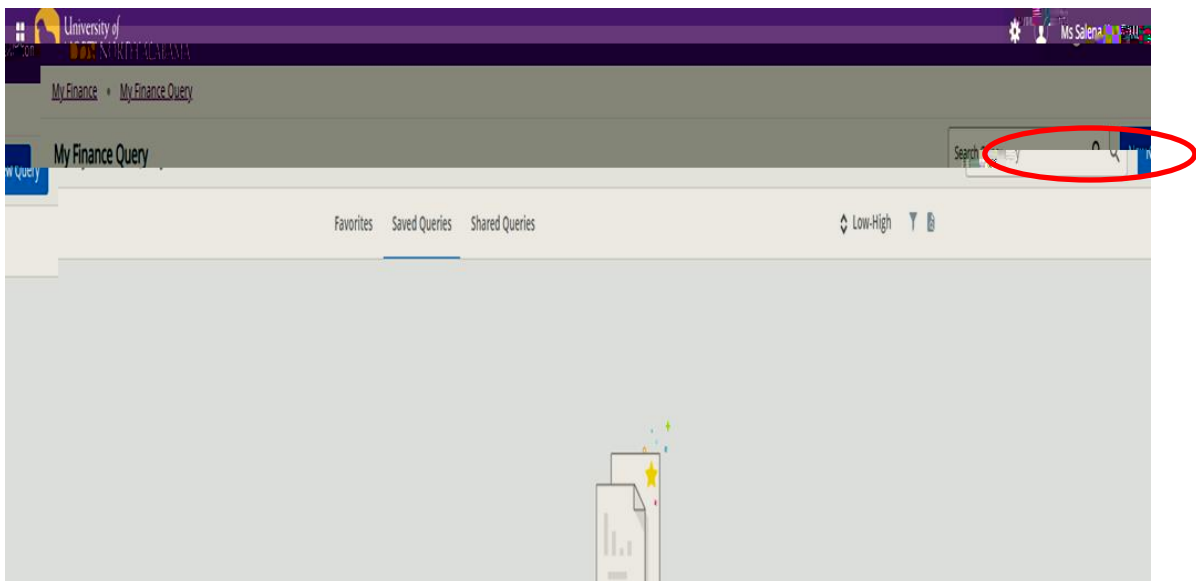


This guide will assist Banner Finance Self-Service end users with querying general fund budgets to determine current budget status.

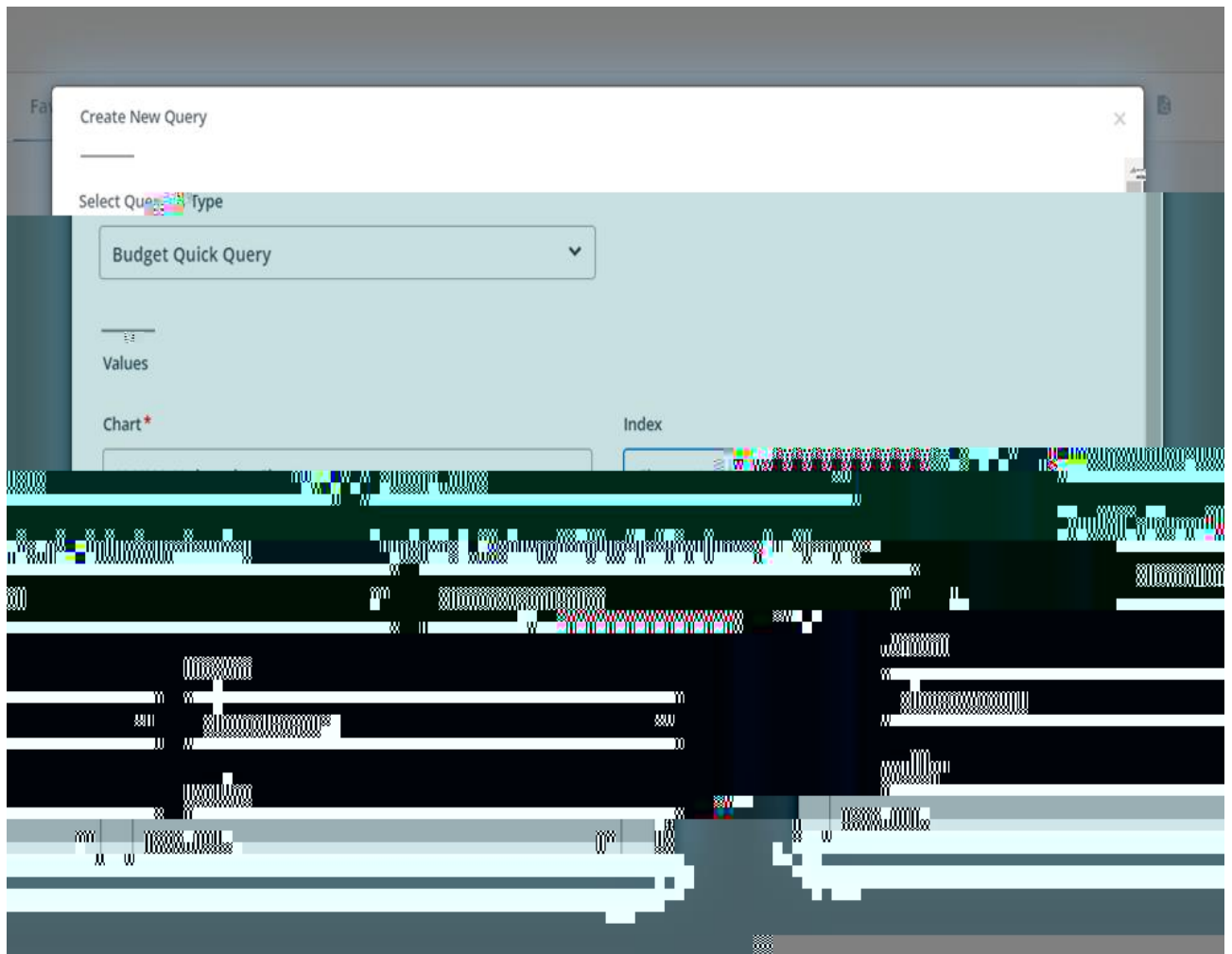
1. Log into your UNA Portal. Once here, select the "Self Service Budget Query" option:



2. You will now be taken to the next screen where you will select "New Query":



3. This pop-up box should appear:



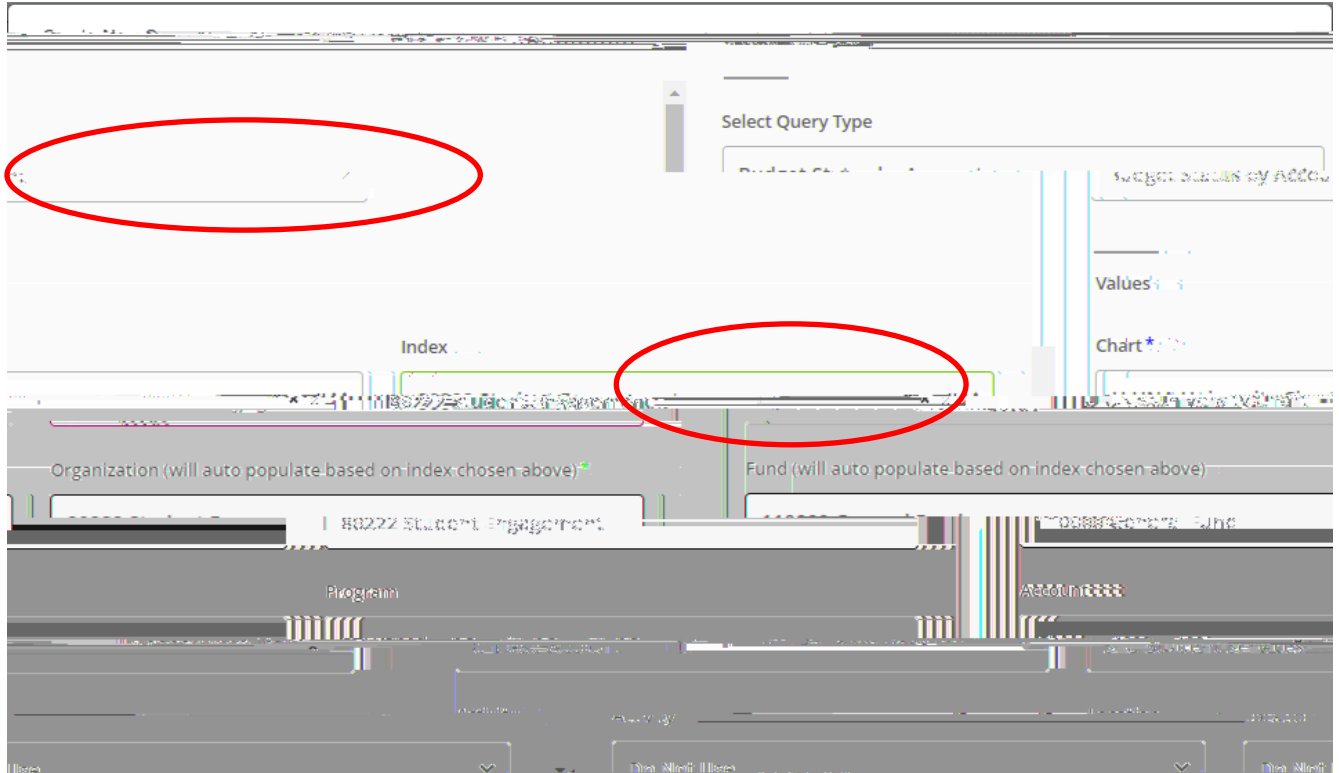
4. You will then proceed to populate the available fields as follows:

Select Query Type: "Budget Status by Account"

Chart: This will always be "U" for University Chart and should default as such.

Index: Either input your index code or search for it in the drop-down menu. Once your index has been entered and selected, all other items (Fund, Organization, Program) will default to the correct values - no need to adjust anything once they have defaulted.

Your pop-up box should appear this way at this point:



- Once these steps are complete, scroll to the next portion of the drop-down box and verify the following:
 - Commitment Type: "All"
 - Include Revenue Accounts: If querying a general fund budget, Do **NOT** check this box.
 - Fiscal Year: Enter whatever the current fiscal year may be
 - Fiscal Period: "14" —NOTE: The fiscal period should **always** be 14 in order to view all activity.

This section of the pop-up box should appear this way:

- You should now see a line item view of your budget details:

Budget Status by Account New Query

← Student Engagement - 80222

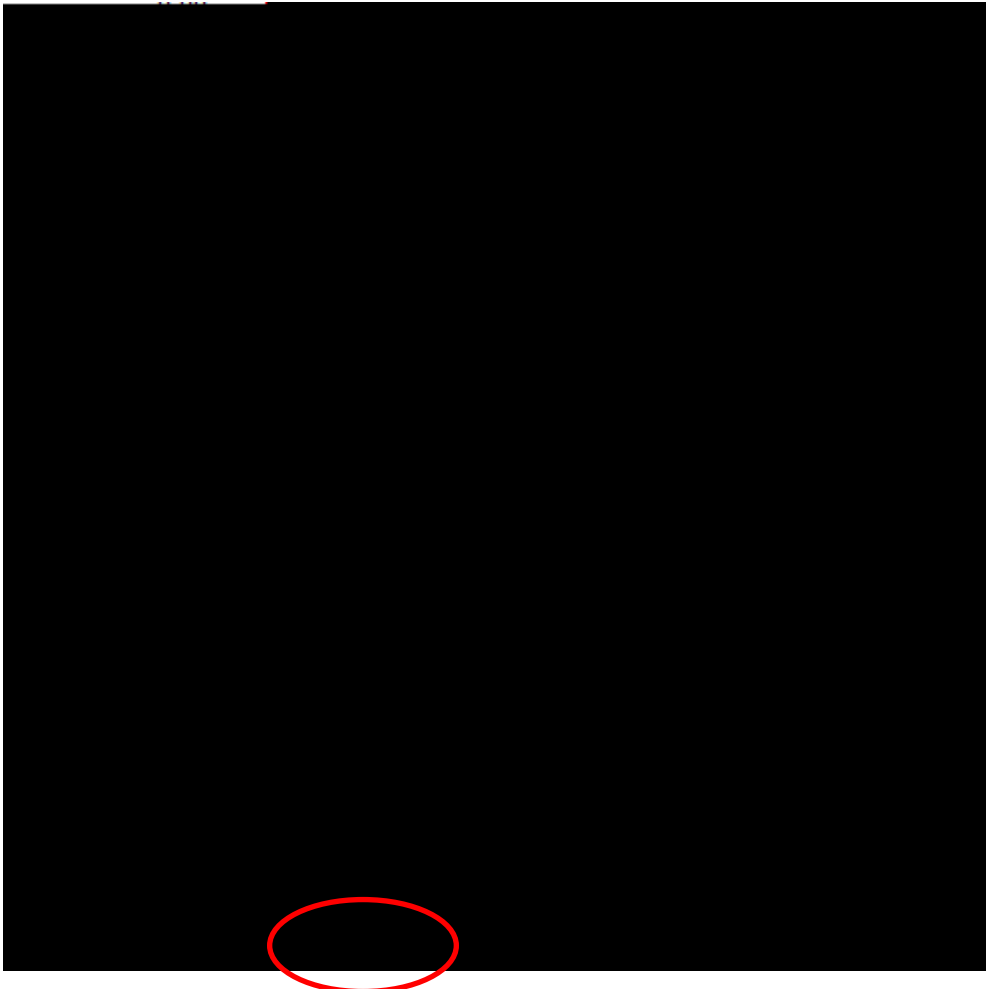
Query Results

Budget	Date	Incum	Academics	APPROPRIATION	COMMITMENTS	EXPENDITURE	ACCOUNT	ACCOUNT	ACCOUNT
6131									
6132									
6133									
6134									
6135									
6136									
6137									
6138									
6139									
6140									
6141									
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6200									

-
9. To determine how much is available to currently spend in your budget there are several options. The first one is to scroll down to account number " 700" which is the expense pool. These are the funds that your budget received at the onset of the fiscal year. All account numbers below " 700" are items that will need to be deducted from this amount. You will need begin with the Expense Pool amount (700) on the far right in the " Available Balance" column and subtract all amounts listed below.

The amount left after all expenses have been deducted from the expense pool is the current amount available to spend through the close of the fiscal year.

When you look at the bottom right hand corner of your Excel spreadsheet, you should see the total amount left available:



12. The next method using Excel is to select the "Auto Sum" option that will quickly provide a total once your spreadsheet has undergone some minor formatting. After downloading your data into Excel (see step 12) and retrieving all activity into the spreadsheet, insert a row that separates the labor accounts (those account numbers that start with a 6) from the expense accounts (those accounts that begin with a 7)

16	6310	Expense Allowance	-100.00
17	6310	Expense Allowance	-100.00
18	6310	Expense Allowance	-100.00
19	6310	Expense Allowance	-100.00
20	6310	Expense Allowance	-100.00
21	6310	Expense Allowance	-100.00
22	6310	Expense Allowance	-100.00
23	6310	Expense Allowance	-100.00
24	6310	Expense Allowance	-100.00
25	6310	Expense Allowance	-100.00
26	6310	Expense Allowance	-100.00
27	6310	Expense Allowance	-100.00
28	6310	Expense Allowance	-100.00
29	6310	Expense Allowance	-100.00
30	6310	Expense Allowance	-100.00
31	6310	Expense Allowance	-100.00
32	6310	Expense Allowance	-100.00
33	6310	Expense Allowance	-100.00
34	6310	Expense Allowance	-100.00
35	6310	Expense Allowance	-100.00
36	6310	Expense Allowance	-100.00
37	6310	Expense Allowance	-100.00
38	6310	Expense Allowance	-100.00
39	6310	Expense Allowance	-100.00
40	6310	Expense Allowance	-100.00
41	6310	Expense Allowance	-100.00
42	6310	Expense Allowance	-100.00
43	6310	Expense Allowance	-100.00
44	6310	Expense Allowance	-100.00
45	6310	Expense Allowance	-100.00
46	6310	Expense Allowance	-100.00
47	6310	Expense Allowance	-100.00
48	6310	Expense Allowance	-100.00
49	6310	Expense Allowance	-100.00
50	6310	Expense Allowance	-100.00
51	6310	Expense Allowance	-100.00
52	6310	Expense Allowance	-100.00
53	6310	Expense Allowance	-100.00
54	6310	Expense Allowance	-100.00
55	6310	Expense Allowance	-100.00
56	6310	Expense Allowance	-100.00
57	6310	Expense Allowance	-100.00
58	6310	Expense Allowance	-100.00
59	6310	Expense Allowance	-100.00
60	6310	Expense Allowance	-100.00
61	6310	Expense Allowance	-100.00
62	6310	Expense Allowance	-100.00
63	6310	Expense Allowance	-100.00
64	6310	Expense Allowance	-100.00
65	6310	Expense Allowance	-100.00
66	6310	Expense Allowance	-100.00
67	6310	Expense Allowance	-100.00
68	6310	Expense Allowance	-100.00
69	6310	Expense Allowance	-100.00
70	6310	Expense Allowance	-100.00
71	6310	Expense Allowance	-100.00
72	6310	Expense Allowance	-100.00
73	6310	Expense Allowance	-100.00
74	6310	Expense Allowance	-100.00
75	6310	Expense Allowance	-100.00
76	6310	Expense Allowance	-100.00
77	6310	Expense Allowance	-100.00
78	6310	Expense Allowance	-100.00
79	6310	Expense Allowance	-100.00
80	6310	Expense Allowance	-100.00
81	6310	Expense Allowance	-100.00
82	6310	Expense Allowance	-100.00
83	6310	Expense Allowance	-100.00
84	6310	Expense Allowance	-100.00
85	6310	Expense Allowance	-100.00
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89	6310	Expense Allowance	-100.00
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91	6310	Expense Allowance	-100.00
92	6310	Expense Allowance	-100.00
93	6310	Expense Allowance	-100.00
94	6310	Expense Allowance	-100.00
95	6310	Expense Allowance	-100.00
96	6310	Expense Allowance	-100.00
97	6310	Expense Allowance	-100.00
98	6310	Expense Allowance	-100.00
99	6310	Expense Allowance	-100.00
100	6310	Expense Allowance	-100.00

Now, select the first blank cell below the last expense line

1			
2	700	Expense Pool	12,250.00
3	7005	Supplies	-4,587.52
4	7016	Postage	-5.80
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