Self-Service Banner:
Budget Management
Topics Covered

- Budget Queries
- Encumbrance Queries
- View Documents
Budget Queries
Budget Queries

• To access financial information for your specific area you will use the budget query menu selection in Self Service Banner.

• There are 3 types of budget queries that you can use in Banner:
  • Budget Status by Account
  • Budget Status by Organizational Hierarchy
  • Budget Quick Query

• Today we will review the Budget Status by Account
Budget Queries – Objectives

• We will access account information using budget queries in Self Service Banner. We will do three types of queries using this feature:

  • Access Fiscal YTD information for both operating accounts and project accounts using Budget Status By Account
  • Determine Budget Availability for Specific Pooling Accounts using Budget Status By Account
  • Access Inception to Date or Project to Date information by using the grant code
Step 1:

**Budget Status By Account**

Budget Queries

To create a new query choose a query type and select Create Query.

Create a New Query
Type: **Budget Status by Account**

Retrieve Existing Query
Saved Query: None

* You can also retrieve existing budget queries on this page. Once you build your query save it so you can access it later.

**Budget Status By Account**

This report displays a list of all budget line items for a specific index (Fund, Org, Program), organized by account.
Select Operating Ledgers

Select the Operating Ledger Data columns to display on the report.

- **Adopted Budget** - Permanent Adopted Budget (Original Budget)
- **Budget Adjustments** - Permanent recurring budget entry for rollover
- **Adjusted Budget** - Revised Budget
- **Temporary Budget** - Temporary Non Recurring Adopted Budget or Temporary Budget adjustment
- **Accounted Budget** - Year to Date accounted budget (Current Budget with Drill Down Capability)
- **Year to Date** - expenditures/balances.
- **Encumbrances** - budget set aside to cover purchase orders.
- **Commitments** - total encumbrances and reservations.
- **Available Balance** – Adjusted Budget minus Year to Date minus Commitments.
Step 3: Budget Query - Entering Criteria

Budget Query Criteria:

Selecting Your Data for Query

**Fiscal Year**: Choose the fiscal year for the time period you wish to view. This defaults to the calendar year.

**Fiscal Period**: Choose the month you wish to view. Note that 01 corresponds to July, 02 to August, and **14 for YTD information**. **ALWAYS USE FISCAL PERIOD 14 WHEN CHECKING BUDGET AVAILABILITY**.

**Comparison Fiscal Year**: You can select a fiscal year with which to compare the previously selected Fiscal Year. Earliest historical year is 2019.

**Comparison Fiscal Period**: You can select a fiscal period with which to compare to the same fiscal period of another fiscal year.
Step 4: Budget Query - Entering Criteria

Budget Query Criteria:

Selecting Your Data for Query

- **Commitment Type**: Make sure this is set to **All**. Committed budgets are for prior year purchase orders for unrestricted university funds only.

- **Chart of Accounts**: Enter – 1- NJIT or 2 – Foundation or 3 - NJII

- **Index**: Defaults Fund, Org, and Program for you.
Index Query View

Index Query if you don’t know index number:

• After you click on index you will be taken to a query page.
• You may enter your index value in index criteria or query your index in title criteria with the use of wildcards (%).
• Once you are done click execute query.
Budget Query Criteria for Viewing budget by Index:

- The Fund, Organization, and Program is populated but the Index gets blanked out.
- Then click submit query to view the results of the query
Budget Queries - Exporting

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>788005</td>
<td>Undergraduate</td>
<td>260,625.00</td>
<td>265,269.13</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>799099</td>
<td>Budget Reserve</td>
<td>8,653.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>817001</td>
<td>Funding Transfers</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td></td>
<td>1,148,662.33</td>
<td>919,987.68</td>
<td>40,829.77</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- You can export query results to Microsoft Excel by selecting “Download Selected Ledger Columns” on the bottom of the query results page.
Budget Queries – Budget Availability

Budget Queries

Create a New Query

Type

Budget Status by Account

Create Query

Retrieve Existing Query

Saved Query

None

Retrieve Query

Budget Status By Account

• Choose Budget Status by Account.

• Follow Steps 1 – 6 as defined in the previous budget query
Budget Queries – Budget Availability

- To display all accounts for a specific budget pool enter the following into the account field in the budget query page:

<table>
<thead>
<tr>
<th>Banner Budget Pool</th>
<th>Enter Into Account Field</th>
<th>Banner Account Ranges Returned in Budget Query View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment =&gt; $5,000</td>
<td>710%</td>
<td>710000-710034</td>
</tr>
<tr>
<td>Equipment &lt; $5,000</td>
<td>711%</td>
<td>711000A-711034</td>
</tr>
<tr>
<td>Supplies</td>
<td>73%</td>
<td>734000-734099</td>
</tr>
<tr>
<td>Travel</td>
<td>74%</td>
<td>740002-742011</td>
</tr>
<tr>
<td>Major Operating Expenses</td>
<td>756%</td>
<td>756000-756999 (Excludes separately budgeted accounts 759xxx)</td>
</tr>
<tr>
<td>Library Collections</td>
<td>76%</td>
<td>767000-767136</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>77%</td>
<td>777300-777366</td>
</tr>
</tbody>
</table>
Budget Queries – Budget Availability

- Step 1 – Choose Budget Status By Account
- Step 2 - Select Chart and Enter Index
- Step 3 – See Budget Query populated with Fund, Org, and Program
- Enter budget account pool you need to query
- See next slide for entering data within the account code box
Budget Queries – Budget Availability

- This is the results for the budget query for checking your other major operating expenses budget pool availability.
- Enter 756 and “%” that is a wildcard in Banner which will return all accounts beginning with 756.
- The chart on the previous slide will show you the correct entry in the account code field when doing this type of query.
Budget Availability By Organizational Hierarchy – Using Index Number

Budget Status By Organizational Hierarchy

Select Budget Status by Organizational Hierarchy and click Create Query

* You can also retrieve existing budget queries on this page. Once you build your query save it so you can access it later by choosing Retrieve Existing Query.
Budget Status by Organizational Hierarchy – Using Index Number

- Criteria on Top is the same as the Budget Status By Account
- Enter Chart of Accounts
- Enter Index Number
- Submit Query (Select Twice)
Results of your Budget Status by Organizational Hierarchy Query

- First Click on the Organization
- Next you will see a high level account roll up
- You can drill down to the next level of detail by clicking on the hyperlinks.
## Results of your Budget Status by Organizational Hierarchy Query

- These are the account types.
- You can drill down to the next level of detail by clicking on the hyperlinks.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>FY20/PD14 Accounted Budget</th>
<th>FY20/PD14 Year to Date</th>
<th>FY20/PD14 Encumbrances</th>
<th>FY20/PD14 Commitments</th>
<th>FY20/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td>Equipment</td>
<td>44,363.00</td>
<td>44,361.20</td>
<td>0.00</td>
<td>0.00</td>
<td>1.80</td>
</tr>
<tr>
<td>72</td>
<td>Utilities</td>
<td>2,063.44</td>
<td>2,063.40</td>
<td>0.00</td>
<td>0.00</td>
<td>0.04</td>
</tr>
<tr>
<td>73</td>
<td>Supplies</td>
<td>1,127.00</td>
<td>1,127.35</td>
<td>0.00</td>
<td>0.00</td>
<td>(0.35)</td>
</tr>
<tr>
<td>74</td>
<td>Travel, Meals, Meetings, Registrar</td>
<td>129.00</td>
<td>129.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>75</td>
<td>Other Major Operating Expenses</td>
<td>3,133.00</td>
<td>3,177.75</td>
<td>0.00</td>
<td>0.00</td>
<td>(44.75)</td>
</tr>
</tbody>
</table>
Budget Queries – Project to Date Balances

Budget Queries

To create a new query choose a query type and select Create Query.

Create a New Query
Type

Retrieve Existing Query
Saved Query

Budget Status By Account

• Choose Budget Status by Account.

• Follow Steps 1 – 6 as defined on the next page.
Budget Queries – Project to Date Balances

- Step 1 – Fiscal Year 2020 and Fiscal Period 14
- Step 2 – Enter Chart 1 and Index 999800
- Step 3 – Click Submit Query, See Fund, Org, Program get populated
- Step 4 – Enter Grant Code, HINT: If research grant usually it’s the letter “G” and the Fund.

*HINT* – You can also refer to the “Grant Detail with Index” document located on the Banner Documentation Site to obtain additional grant information
Budget Queries – Project to Date Balances

**Grant Codes**

- The grant code is the fund code with the corresponding letters in front as shown below. The only situations where this may not be the case is if there are many projects under one grant.

<table>
<thead>
<tr>
<th>First Letter of Grant Code</th>
<th>Type of Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Grant</td>
</tr>
<tr>
<td>R</td>
<td>Restricted</td>
</tr>
<tr>
<td>P</td>
<td>Plant Fund</td>
</tr>
<tr>
<td>A</td>
<td>Agency</td>
</tr>
<tr>
<td>D</td>
<td>Designated</td>
</tr>
</tbody>
</table>
You must enter the grant code to access project to date information. Once entered select Submit Query.
Budget Queries – Project to Date Balances

- This is the results of your query. All information is tracked on an inception to date basis.
- **REMEMBER** – The Grant Code is what allows finance to track projects inception to date. If not included in query you will only view fiscal year to date.
Encumbrance Query

Finance

Budget Queries
- Encumbrance Query
- Requisition
- Approve Documents
- View Document
- Delete Finance Template

Click on Encumbrance Query
The Encumbrance Query allows you to view encumbrance information (purchase orders) for a specific index (fund, org, program) by account for the fiscal period and YTD.

You can view Original Commitments, Encumbrance Adjustments, Encumbrance Liquidations, YTD, and Current Commitments.

You also have the ability to drill down to obtain purchase order information by clicking on the red hyperlinks.
1. From the Finance menu, click Encumbrance Query.
2. Enter the appropriate parameters for the query, same as budget query
3. Click **Submit Query**
Commitment Type – Only applicable to Unrestricted Operating Indexes

Committed – Prior Year Banner Purchase Orders that were open at the end of previous fiscal year – must be spent by September 30th 2019

Uncommitted – POs entered this fiscal year from current year budget
1. From the above report you can drill-down to pull more details regarding each encumbrance by clicking on the document codes in red.
Summary – Building Queries

- To view specific index information in Self Service Banner you will use budget queries.
- There are 3 types of budget queries in Self Service Banner. We have reviewed the Budget Status by Account query and Budget Status by Organizational Hierarchy.
- In Banner, encumbrances are purchase orders and reservations are fully approved purchase requisitions.
- Choose Fiscal Period 14 to access YTD information.
- To access Project to Date information a grant code must be indicated in the query.
- To view all balances left on purchase orders for a specific index use the encumbrance query.
To view a document, select the *View Document* option within the Finance Menu.
Select the drop down menu next to *Choose type* to select the type of document being viewed.
Once the document type is selected, populate the document number within the designated field.

Once complete, select *View Document* at the bottom of the screen.
The document information will populate for your review