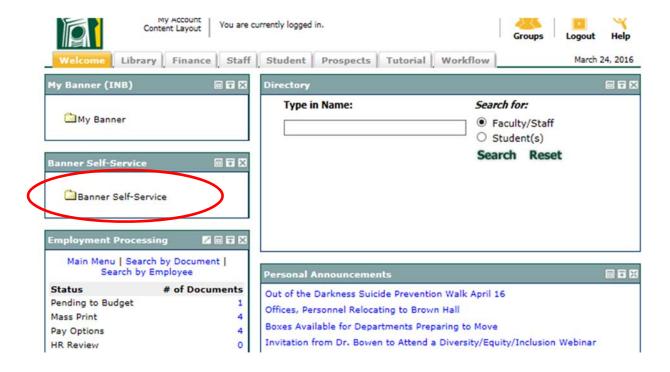
Budget Training

Self-Service Banner



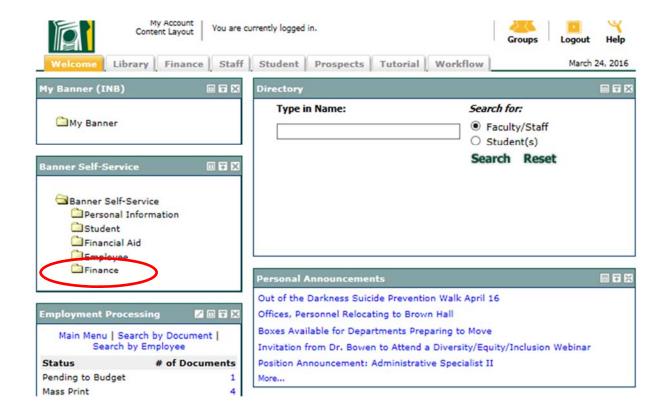
Budget Reports

One Tech Home



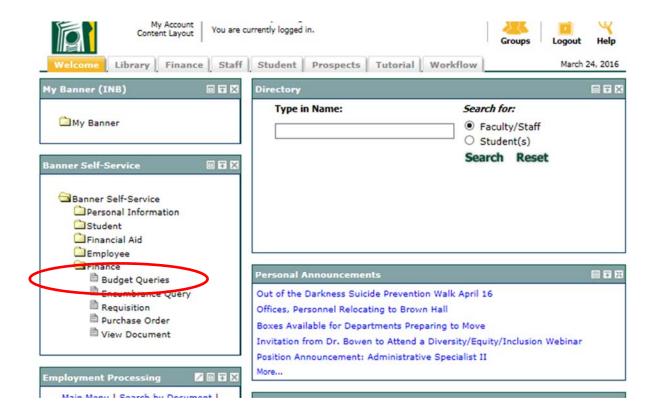
1. Log on to onetech.atu.edu and select Banner Self-Service.

Self-Service Banner

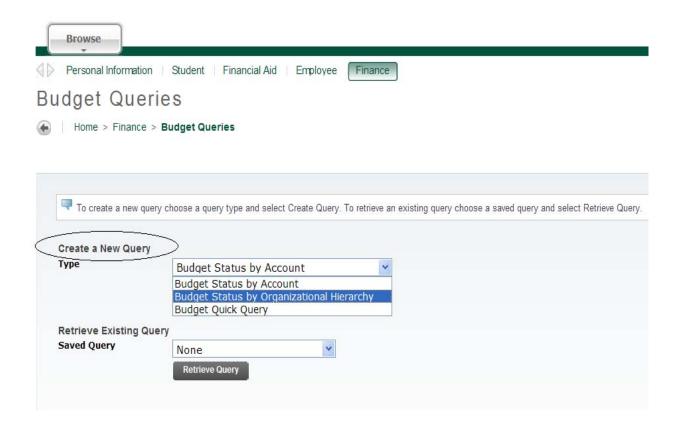


2. Select Finance.

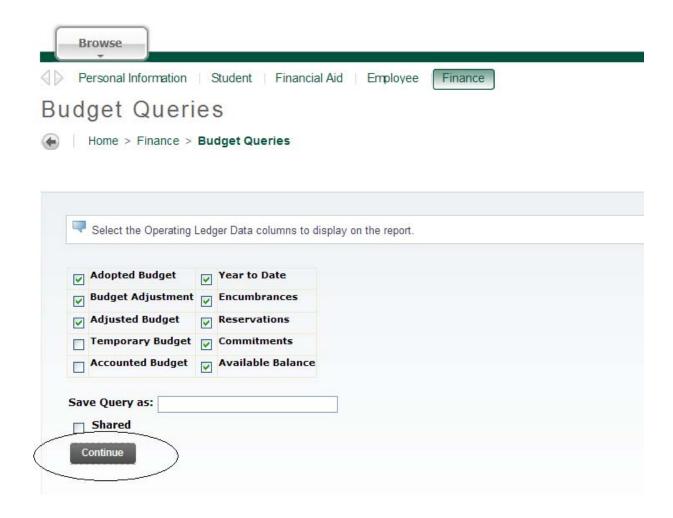
Finance Folder



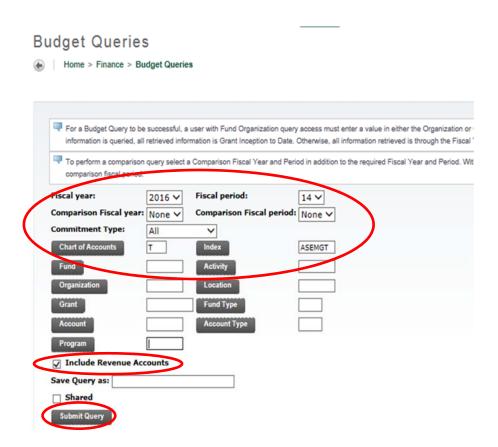
3. Select Budget Queries



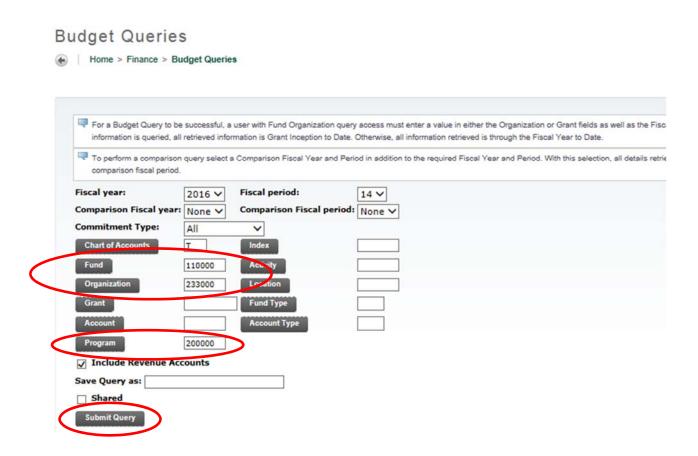
- 4. Under Create a New Query, select Budget Status by Organizational Hierarchy.
- 5. Click Create Query. (You must click on the box. Using the enter key will not execute the query.)



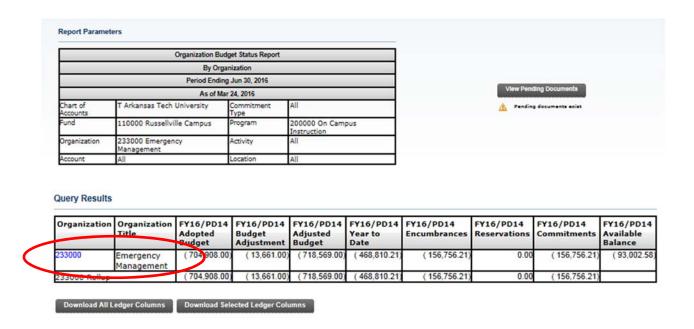
- 6. Make sure every checkbox beside the Operating Ledger Data columns is selected except for Temporary Budget and Accounted Budget.
- 7. If you wish to save this selection, enter a Query name in the Save Query field.
- 8. Click Continue.



- 9. Select the Fiscal Year drop-down arrow to choose the current fiscal year.
- 10. Set the Fiscal Period to 14. It will always stay at 14.
- 11. The Comparison Fiscal Year and Comparison Fiscal Period drop-down boxes should both be set at None.
- 12. The Commitment Type should be set at All.
- 13. Enter "T" in the Chart of Accounts field.
- 14. Enter your Index Code.
- 15. Select "Include Revenue Accounts" if your department generates revenue. Click Submit Query.



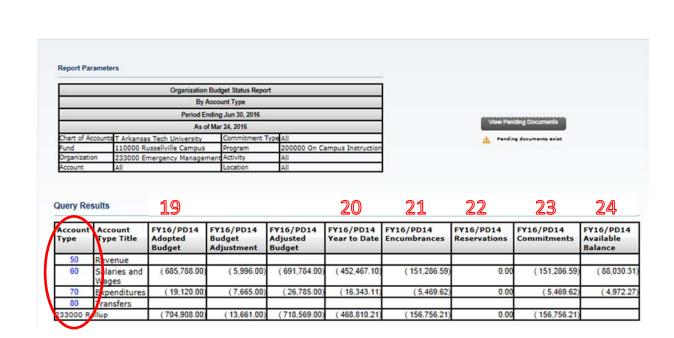
16. A new Budget Queries screen will appear, automatically entering the Fund, Organization, and Program fields. Verify the fields are correct and delete the program code to view any revenue your department generates. Click Submit Query.



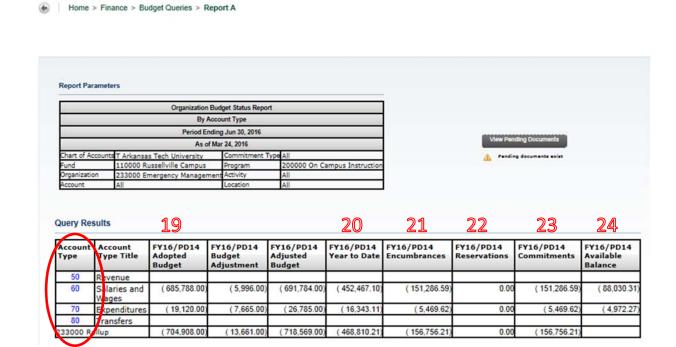
17. A breakdown of the entire budget will now appear. Make sure the department is correct and click on the blue Organization Code to view the different accounts within the budget.

Any items that appear in blue (like the organization code above) can be clicked to obtain more detailed information.

Home > Finance > Budget Queries > Report A

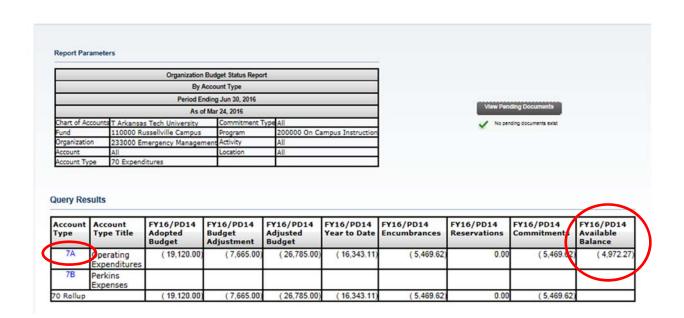


- 18. All the different Account Types will now appear. 50=Revenue, if any. 60=Salaries and Wages. 70=Expenditures.
- 19. This page shows the Adopted Budget (Beginning Budget), the Budget Adjustment (any transfers made in or out of the budget), and the Adjusted Budget (Current Budget).
- 20. The Year to Date contains all the expenses that have occurred for the current fiscal year.
- 21. Encumbrances are purchase orders completed and approved as well as direct general encumbrance items such as phone charges, copies, etc.
- 22. Reservations are completed requisitions that have not yet been turned into purchase orders.



- 23. Commitments are the sum of encumbrances and reservations.
- 24. The last column shows the total balance available in each account type.
- 25. Click on the Account Type you wish to view for more details.





- 26. For this example, we are viewing the expenditures category (7000).
- 27. This is the screen to use for checking available funds before doing requisitions.
- 28. When figuring your balance, remember that P-Card charges and Bookstore charges that have not yet been expended, will not appear on the report as encumbered or reserved. Any charges made for these items will need to be subtracted from the available balance if they have not yet been charged to project a more accurate available balance.
- 29. Select 7A Operating Expenditures to reveal the account codes that make up this account type.

Account	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
7000	Maint & Operations/Capital Outlay	19,120.00	7,665.0	26,785.00	0.00	0.00	0.00	0.0	26,785.0
703106	GJ - Interdepartmental Postage	0.00	0.00	0.00	87.99	55.01	0.00	55.01	(-143.0
703120	Phone DIS Contract	0.00	0.00	0.00	2,177.22	1,422.78	0.00	1,422.78	(3,600.0
703205	Printing	0.00	0.00	0.00	272.50	59.96	0.00	59.96	(332.4
703210	Bind/Copy/Collate	0.00	0.00	0.00	46.02	0.00	0.00	0.00	(46.0
703306	Bldg Maint-GJ Interdepartmental	0.00	0.00	0.00	145.85	0.00	0.00	0.00	(145.8
703395	Data Processing Equip. Maintenance	0.00	0.00	0.00	550.45	0.00	0.00	0.00	(550.4
703430	Rent Office Equipment	0.00	0.00	0.00	567.18	803.01	0.00	803.01	(1,370.1
703505	Professional & Administrative Fees	0.00	0.00		2,085.00	0.00	0.00	0.00	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
703851	Individual Assoc/Membership Dues	0.00	0.00	0.00	215.00	0.00	0.00	0.00	(215.0
703915	Bookstore GJ-Interdepartmental	0.00	0.00	0.00	413.27	0.00	0.00	0.00	(413.2
703916	Office Supplies	0.00	0.00	0.00	2,348.45	1,693.86	0.00	1,693.86	(4,042.3
703950	Subscript/Periodicals/Publication	0.00	0.00	0.00	364.66	0.00	0.00	0.00	(364.
703985	Data Processing Supplies	0.00	0.00	0.00	1,521.67	0.00	0.00	0.00	(1,521.
704100	University Travel Encumbrance	0.00	0.00	0.00	0.00	1,435.00	0.00	1,435.00	(1,435.0
704120	Meals In State	0.00	0.00	0.00	144.88	0.00	0.00	0.00	(144.8
704125	Lodging In State	0.00	0.00	0.00	188.82	0.00	0.00	0.00	(188.
704130	Meals Out of State	0.00	0.00	0.00	219.60	0.00	0.00	0.00	(219.
704135	Lodging Out of State	0.00	0.00	0.00	1,383.08	0.00	0.00	0.00	(1,383.0
704205	Mileage In State	0.00	0.00	0.00	1,295.28	0.00	0.00	0.00	(1,295.2
704310	Common Carrier Out of State	0.00	0.00	0.00	1,129.60	0.00	0.00	0.00	(1,129.6
	Ground Transportation Out of Sate	0.00	0.00	0.00	318.87	0.00	0.00	0.00	(318.8
704600	Motor Pool-GJ- Interdepartmental	0.00	0.00	0.00	174.34	0.00	0.00	0.00	(174.:
704605	Parking Fees In State	0.00	0.00	0.00	198.38	0.00	0.00	0.00	(198.3
704620	Other Travel Expenses Out of State	0.00	0.00	0.00	50.00	0.00	0.00	0.00	(50.0
704805	Conf/Seminar Fees In State	0.00	0.00	0.00	75.00	0.00	0.00	0.00	(75.0
704810	Conf/Seminar Fees Out of State	0.00	0.00	0.00	370.00	0.00	0.00	0.00	(370.0
eport Tot	tal (of all records)	(19,120,00)	(7,665.00)	(26,785,00)	(16,343,11)	(5,469,62)	0.00	(5.469.62)	

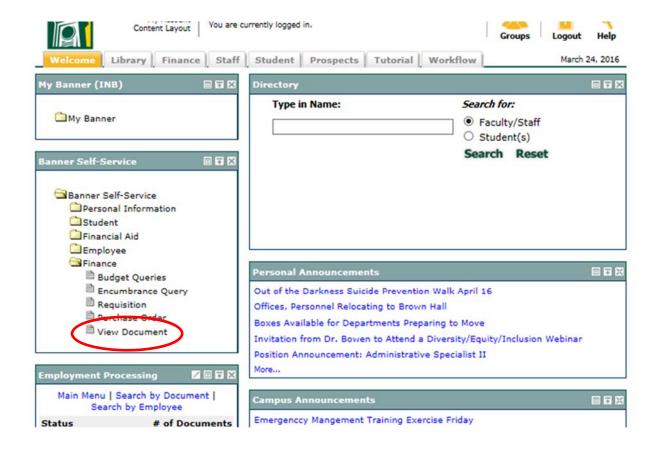
30. This screen will show the General Maintenance and Operations/Capital Outlay account (7000) at the top of the screen with the adjusted budget. Notice that the Available Balance changes back to the Adjusted Budget only, with no expenditures, encumbrances, or reservations subtracted out.

31. Do not use this screen to determine budget availability before doing requisitions. (See step 27 for the correct screen to use)

- 31. Below will be all the subcategories that include the expenses, encumbrances, and reservations.
- 32. You may click on any number in blue to find out more detailed information. You can also right click to open the detail screens in a new tab or window if you prefer.

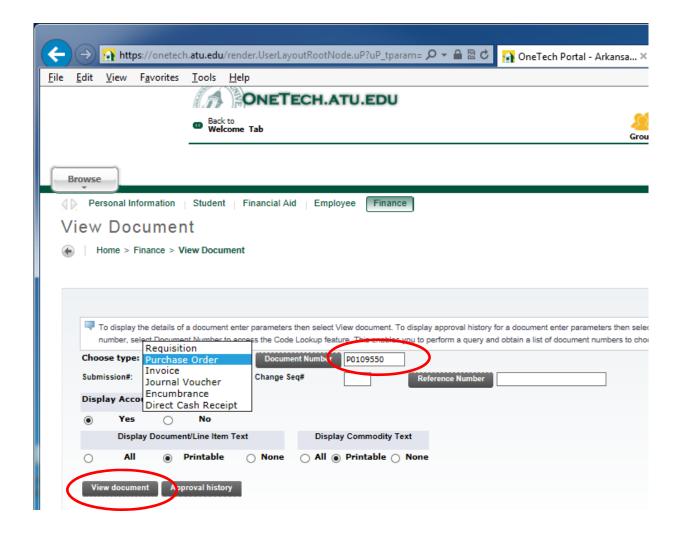
Viewing Documents

Finance Folder



1. To view a specific document, select View Document from within the Finance Folder.

View Document



- 2. From the Choose Type drop down list, you may choose to look up the following: a requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt.
- 3. Type the document number for the type of document you are looking to find.
- 4. Select View Document.

View Document

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total				
P0109550		Feb 12, 2016	Feb 12, 2016	Feb 18, 2016	Feb 12, 2016	119.90				
Origin:	BANNER									
Complete:	Υ	Approved:	Υ	Type:	Regular					
Cancel Reason:		2		Date:						
Requestor:	Emily Billin	gs-Bull	330000	Budget Office	e					
Phone Number:	479-964-0	821								
E-mail:	ebillingsbul	l@atu.edu								
Accounting:	Document	Level								
Ship to:	Budget and Special Programs Office									
	1509 North Boulder Avenue									
	Administration Room 206									
	Russellville, AR 72801									
Attention:	Emily Billings-Bull									
Contact:	Jessica Smith									
Phone Number:	479-968-0	821								
Vendor:	T01000248 The Water Store									
	324 S Arkansas Ave									
	Russellville	, AR 72801-5	5055 United	States of Am	erica					
Phone Number:	479-968-7264									
Fax Number:	479-890-5	280								
Currency:										

5. The document will then appear on a new page. The top half contains general information, such as: the order date, whether or not the document has been canceled, the requestor, department, and vendor information.

View Document

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		Water as needed for FY15-16 for budget office.	LOT	1	110	110.00	
				0.00	0.00	9.90	119.90
Total:							119.90

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	Т	16		110000	330000	703410	250000				N		N	119.90
Total of displayed sequences:								119.90						

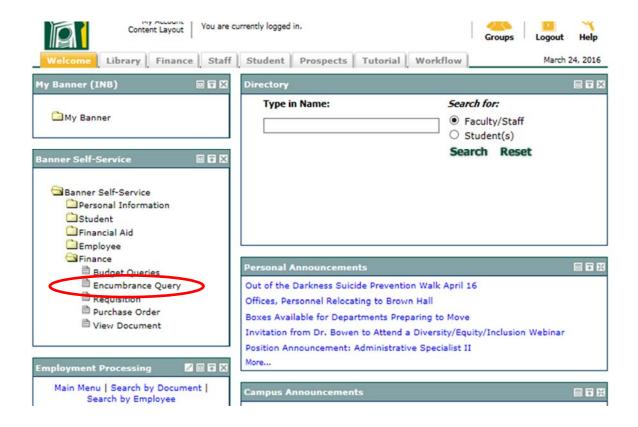
Related Documents

Transaction Date	Document Type	Document Code	Status Indicator		
Feb 11, 2016	Requisition	R0102870	Approved		

- 6. Near the bottom of the page, more information is given such as the Commodity Description, the amount, and the FOAPAL.
- 7. Any other documents relating to the current document being viewed will be shown under Related Documents. In this case, the requisition is shown. If any of the related document numbers are in blue, you may click on that number to view that document as well.

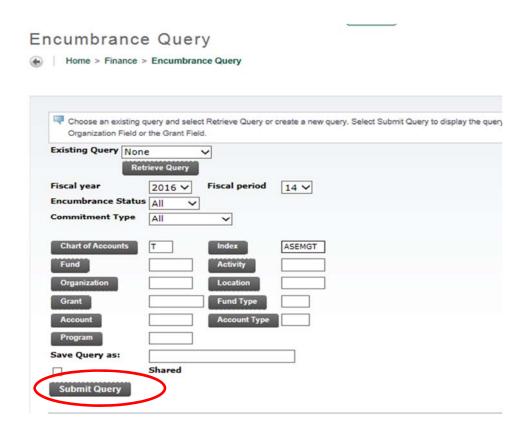
Encumbrances

Finance Folder



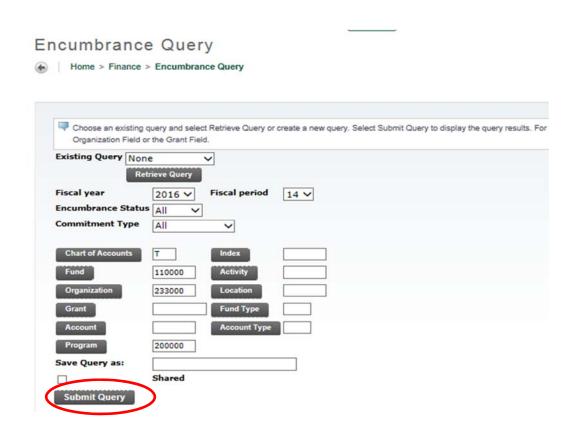
1. Select Encumbrance Query from within the Finance Folder.

Encumbrance Query



- 2. To enter a new encumbrance query, click on the Fiscal Year drop-down arrow to select the current fiscal year.
- 3. Select Fiscal Period 14.
- 4. Click on the Encumbrance Status drop-down arrow to choose Open, Closed, or All.
- 5. Click on the Commitment drop-down arrow to choose Committed, Uncommitted, or All.
- 6. Enter "T" in the Chart of Accounts field.
- 7. Enter the Index Code. Click Submit Query.

Encumbrance Query



- 8. A new Encumbrance Query screen will appear automatically, entering the Fund, Organization, and Program fields.
- 9. To query by account code for supplies, travel, and capital outlay items, enter 70% in the Account Field.

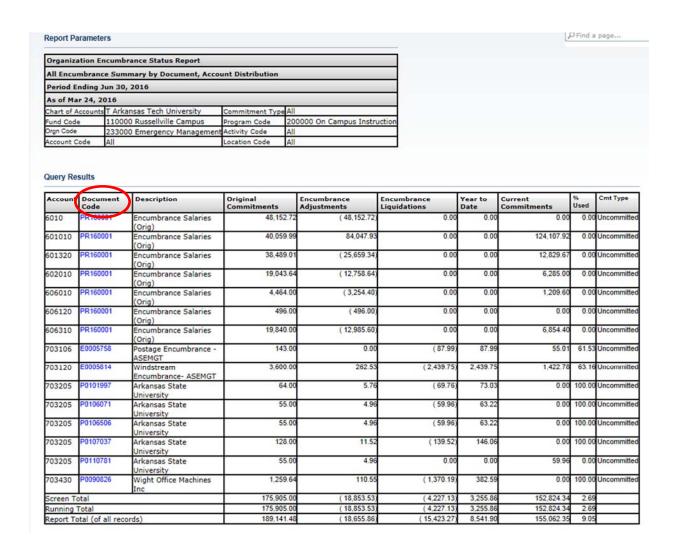
To query for supplies only, enter 703%

To query for travel only, enter 704%

To query for capital outlay only, enter 705%

10. Submit Query.

Encumbrance Report



- 11. An Encumbrance Report will appear with document codes in blue that you may view for further detail. (This report may take a minute or two to generate depending upon the number of open encumbrances be patient.)
- 12. Remember, this report will show only encumbrances, not reservations (requisitions).