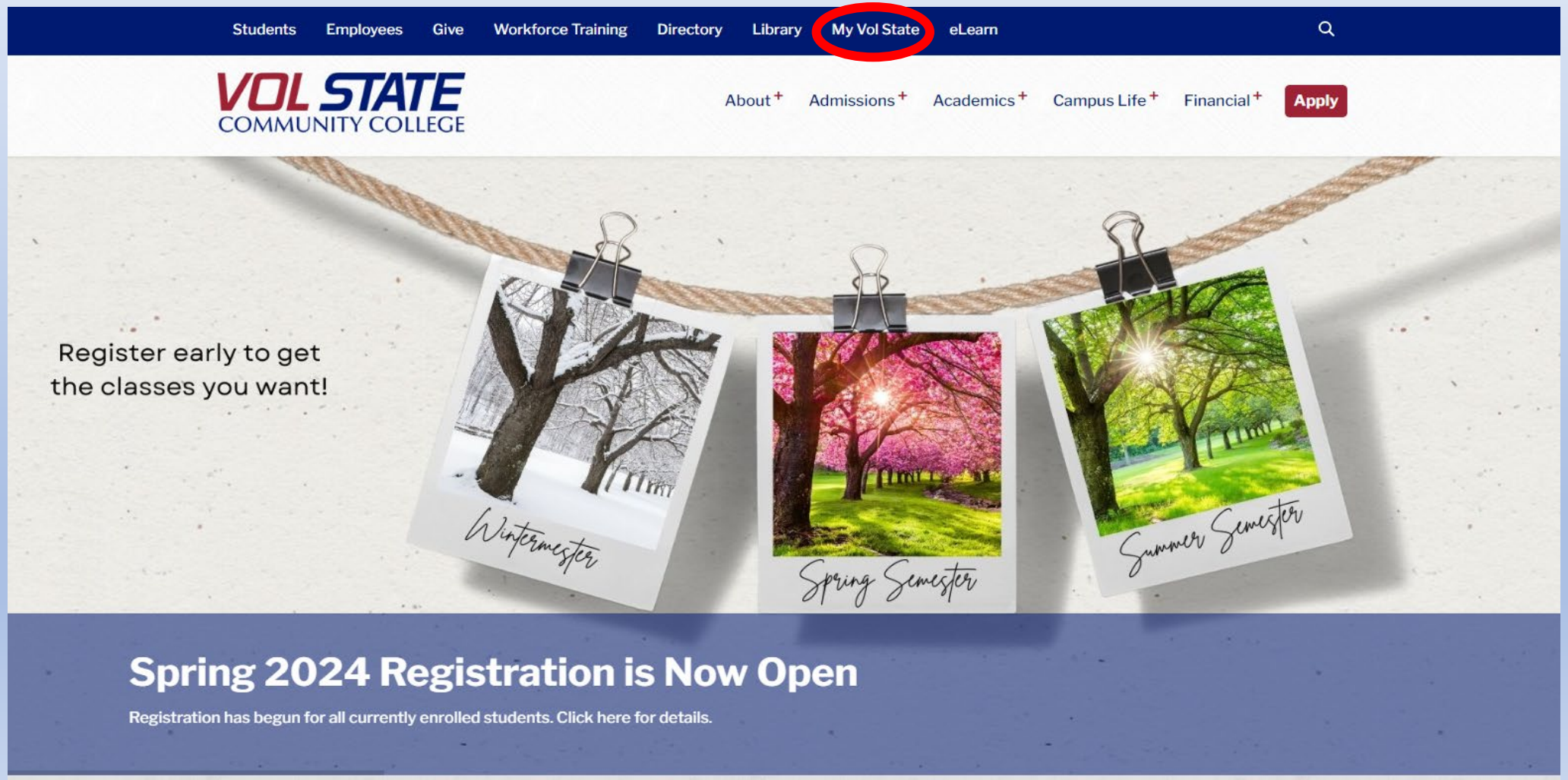
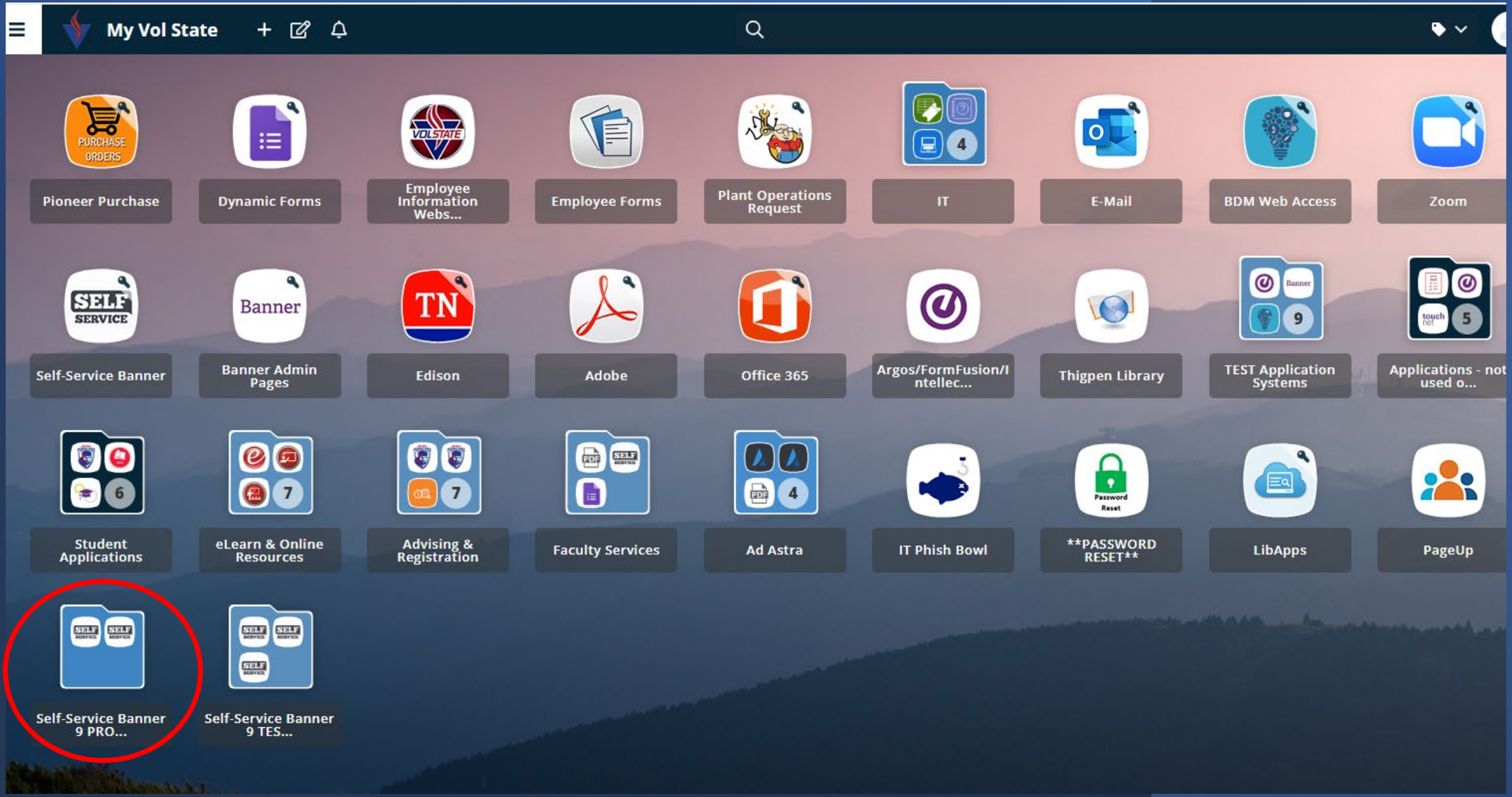
BANNER SELF-SERVICE FINANCE
HOW TO CHECK BUDGET

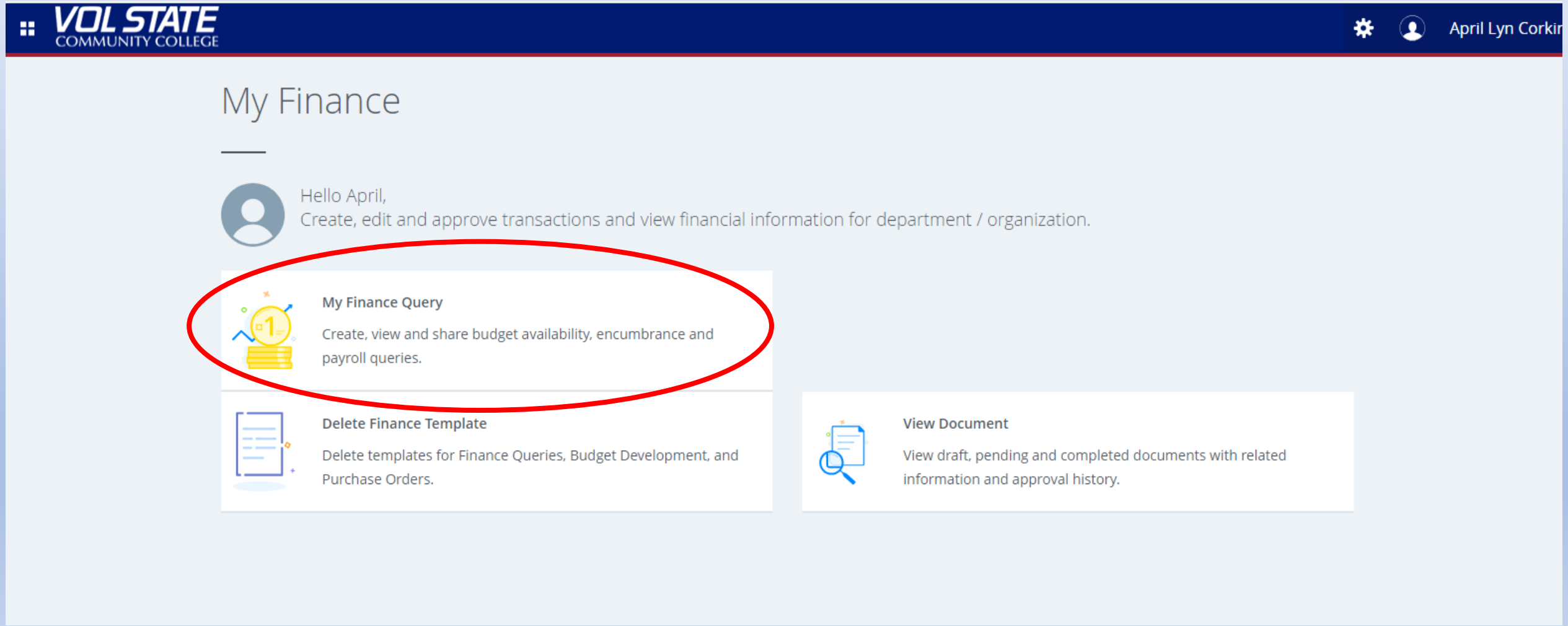
Prior to Completing Check Requests, Travel Authorizations, Travel Expense Claims, Contracts, or Entering Requisitions into Pioneer Purchase.



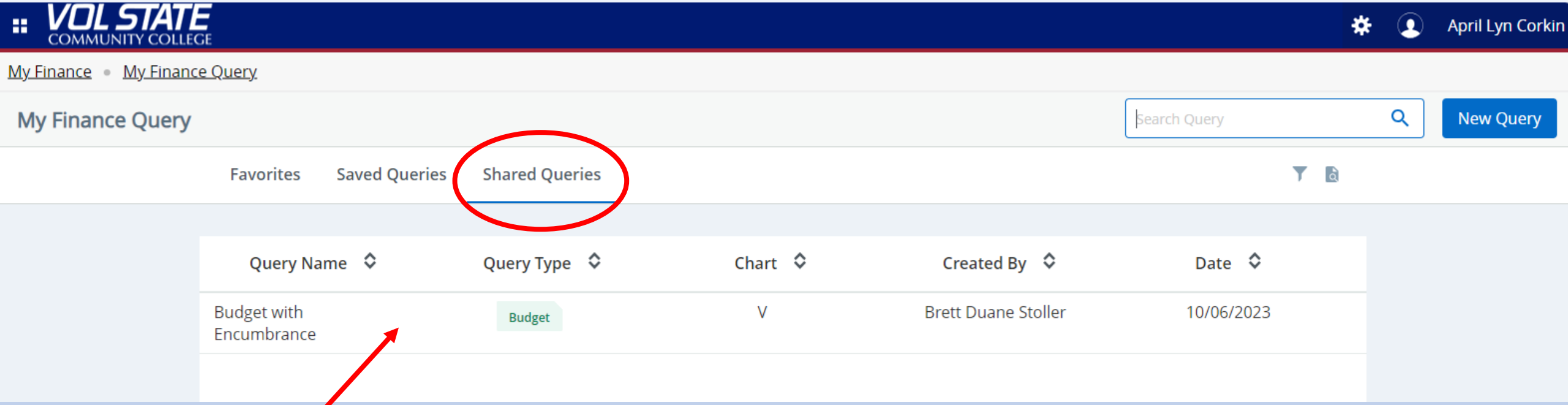
Select Finance Self-Service Banner 9



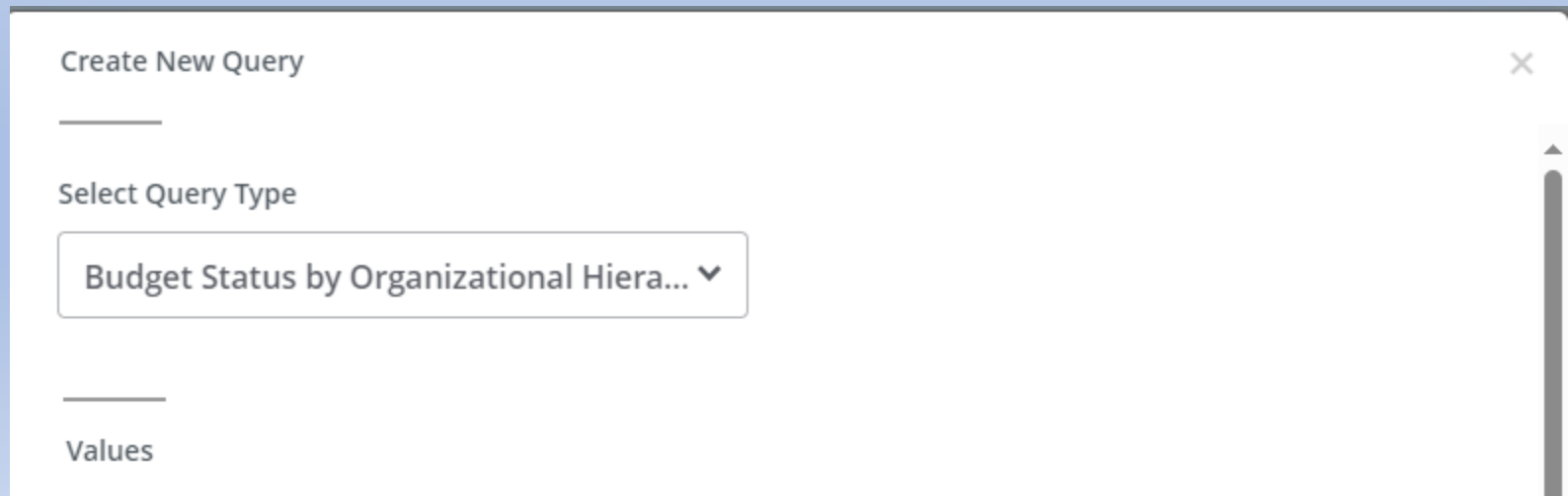
Select My Finance Query



Select Shared Queries

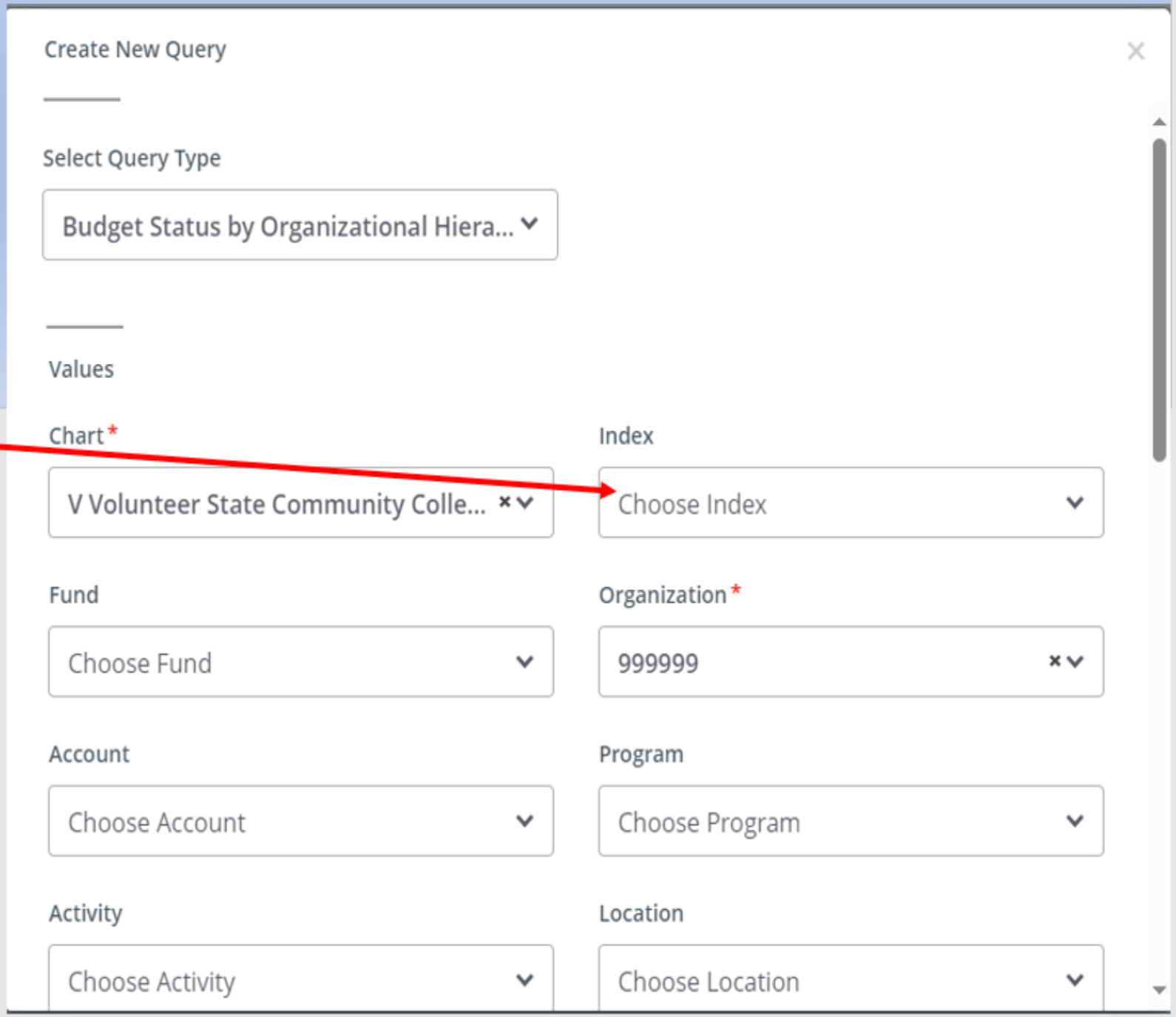


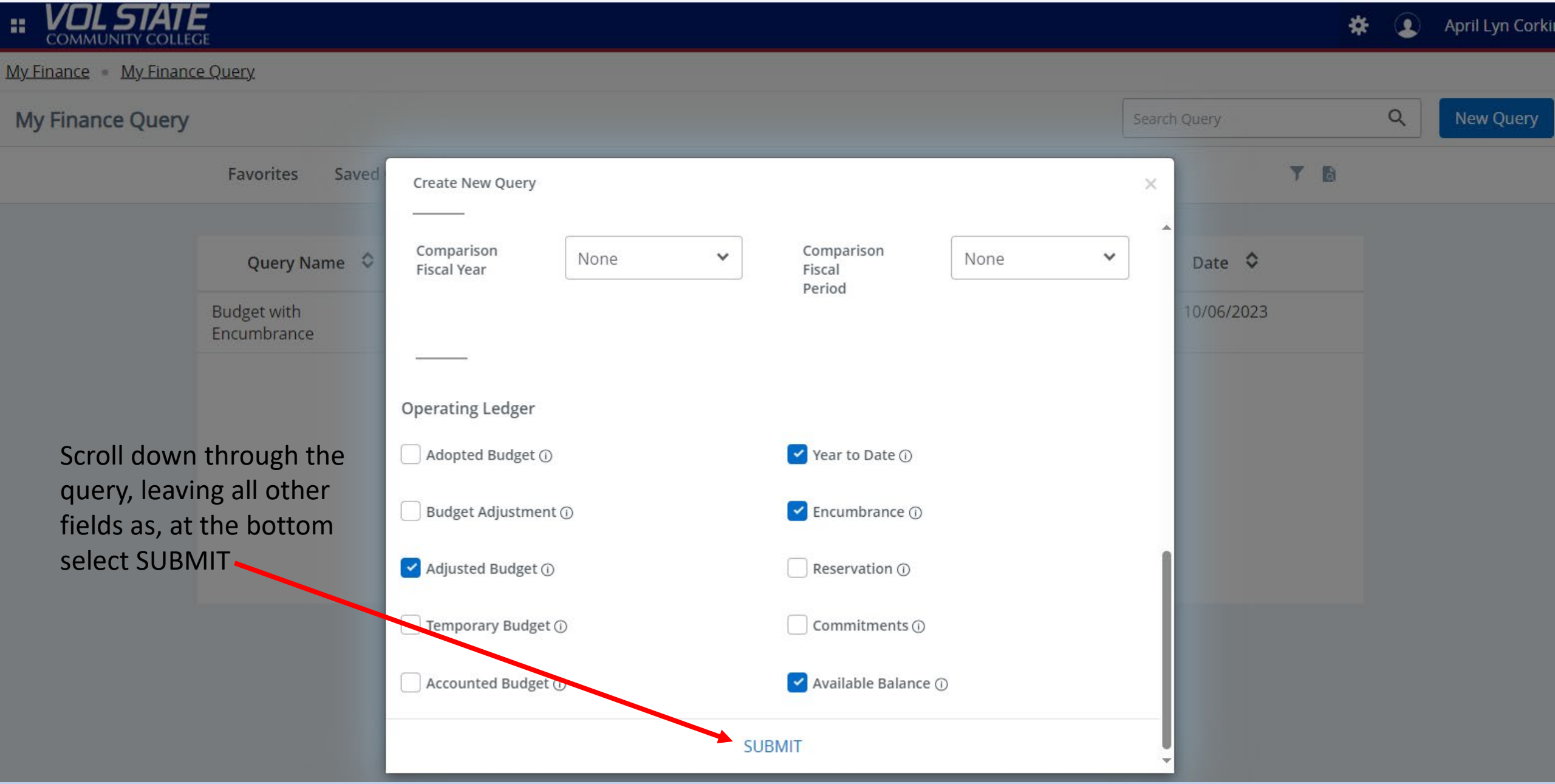
Click anywhere in Budget with encumbrance field



Enter your Index Code

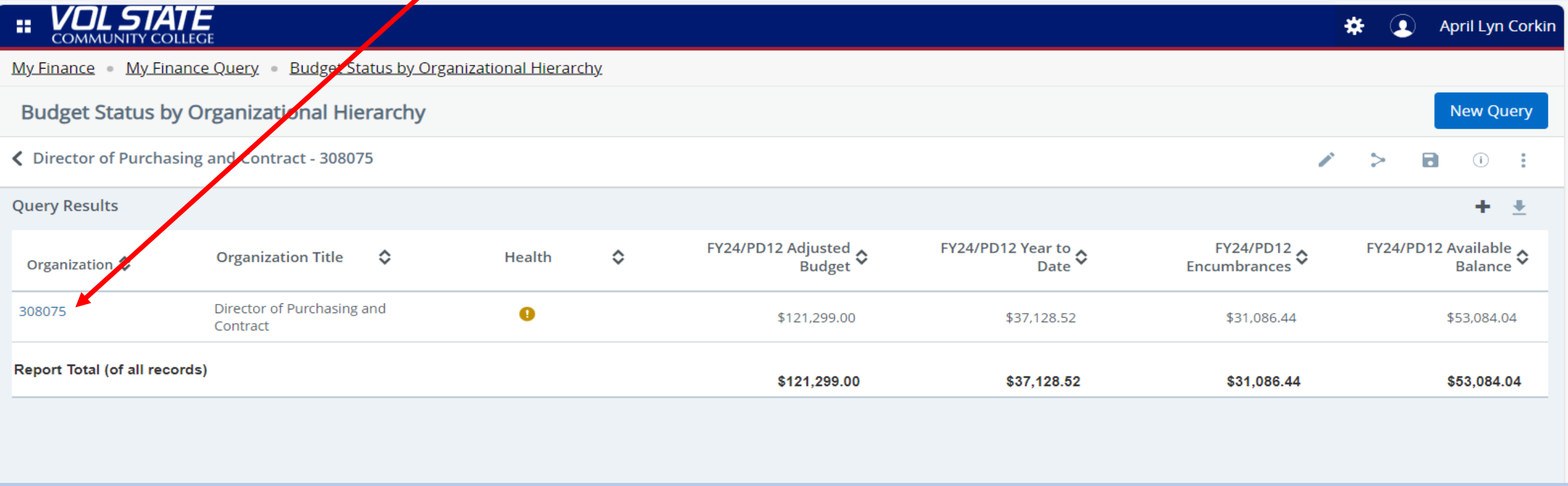
Once you enter your Index the Fund, Organization, & Program will auto fill. You can enter an account number or leave blank.



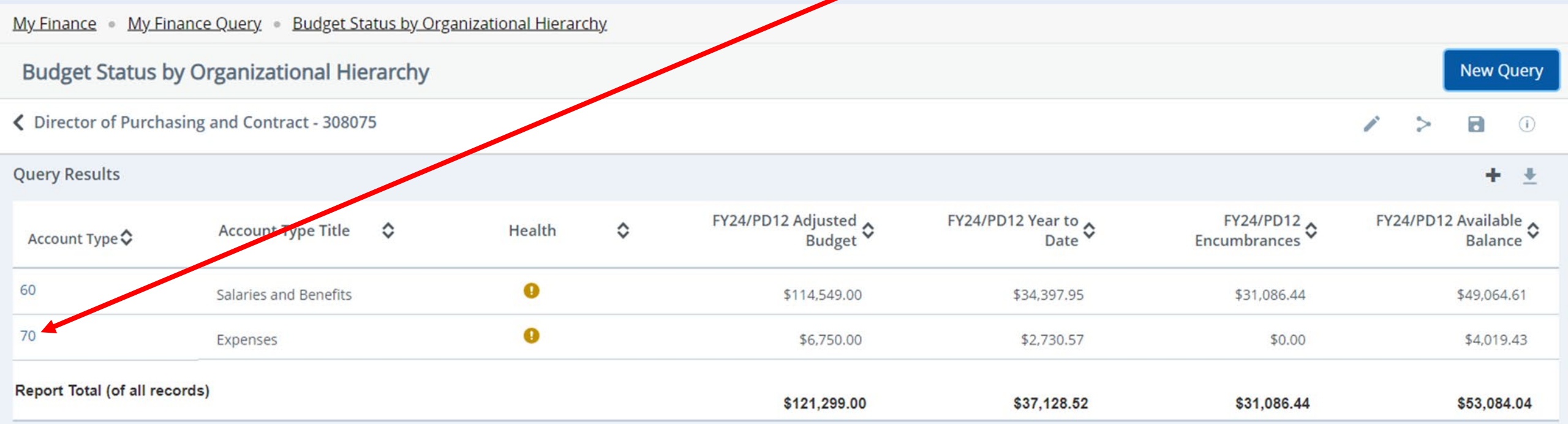


Scroll down through the query, leaving all other fields as, at the bottom select SUBMIT

Select your Organization Number

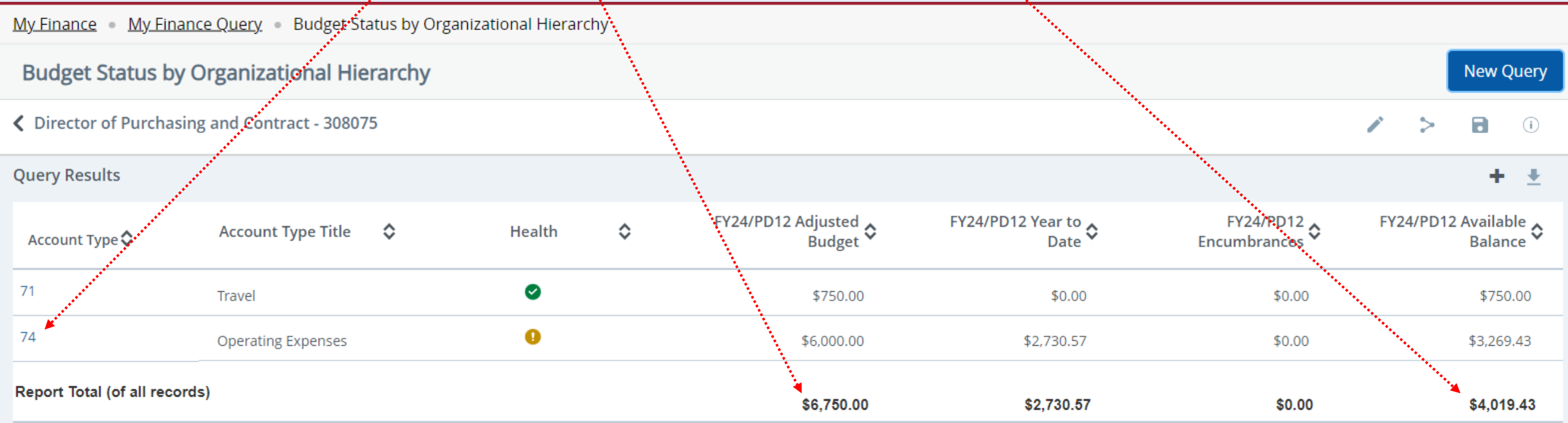


To see your operating expense balance you can drill down by clicking on 70



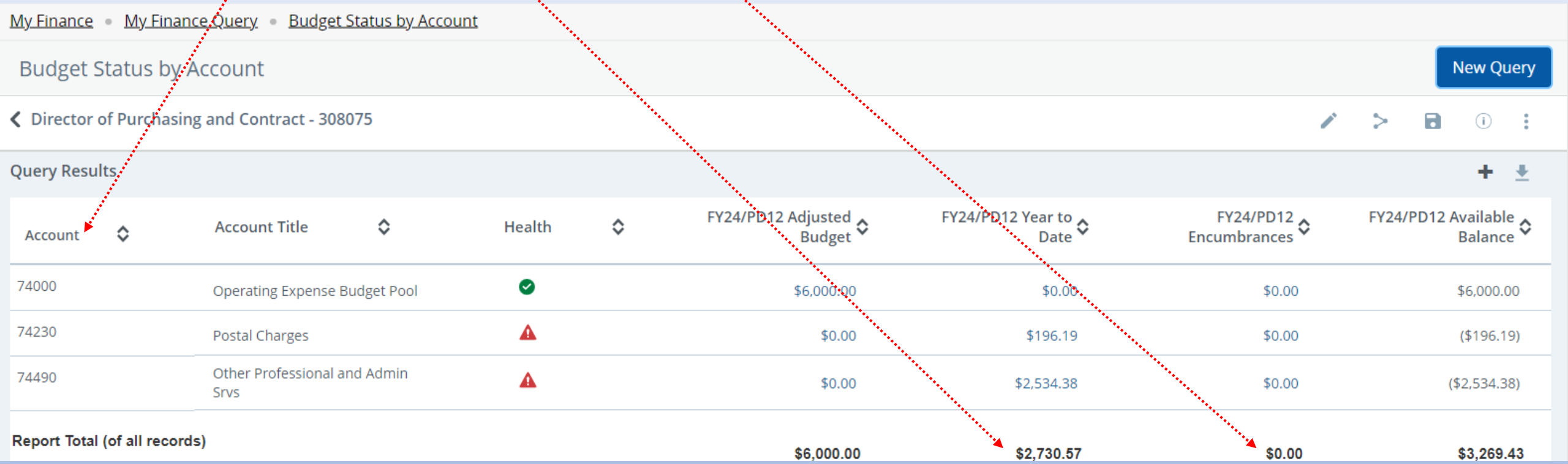
Account Type	Account Type Title	Health	FY24/PD12 Adjusted Budget	FY24/PD12 Year to Date	FY24/PD12 Encumbrances	FY24/PD12 Available Balance
60	Salaries and Benefits		$114,549.00	$34,397.95	$31,086.44	$49,064.61
70	Expenses		$6,750.00	$2,730.57	$0.00	$4,019.43
Report Total (of all records)			**$121,299.00**	**$37,128.52**	**$31,086.44**	**$53,084.04**

This will show you your total operating expenses and the available balance.
You can continue to drill down for more information by selecting the account type you want to view.
For example: Operating Expenses



Account Type	Account Type Title	Health	FY24/PD12 Adjusted Budget	FY24/PD12 Year to Date	FY24/PD12 Encumbrances	FY24/PD12 Available Balance
71	Travel		$750.00	$0.00	$0.00	$750.00
74	Operating Expenses		$6,000.00	$2,730.57	$0.00	$3,269.43
Report Total (of all records)			**$6,750.00**	**$2,730.57**	**$0.00**	**$4,019.43**

You can see what has been spent, encumbrances, and which account numbers have been charged against your budget.



Account	Account Title	Health	FY24/PD12 Adjusted Budget	FY24/PD12 Year to Date	FY24/PD12 Encumbrances	FY24/PD12 Available Balance
74000	Operating Expense Budget Pool		$6,000.00	$0.00	$0.00	$6,000.00
74230	Postal Charges		$0.00	$196.19	$0.00	($196.19)
74490	Other Professional and Admin Srvs		$0.00	$2,534.38	$0.00	($2,534.38)
Report Total (of all records)			**$6,000.00**	**$2,730.57**	**$0.00**	**$3,269.43**

You can continue to drill down for even further details by selecting the amount

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

New Query

Director of Purchasing and Contract - 308075

Query Results

Account	Account Title	Health	FY24/PD12 Adjusted Budget	FY24/PD12 Year to Date	FY24/PD12 Encumbrances	FY24/PD12 Available Balance
74000	Operating Expense Budget Pool		$6,000.00	$0.00	$0.00	$6,000.00
74230	Postal Charges		$0.00	$196.19	$0.00	($196.19)
74490	Other Professional and Admin Srvs		$0.00	$2,534.38	$0.00	($2,534.38)
Report Total (of all records)			**$6,000.00**	**$2,730.57**	**$0.00**	**$3,269.43**

You can drill down even further by selecting the Document Code

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

New Query

Director of Purchasing and Contract - 308075

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
10/31/2023	11/03/2023	J0030558	October 23 Postage-Dir of Purchasin	$196.19	J116

Budget Status by Account

You can also save your search to your favorites

New Query

Director of Purchasing and Contract - 308075

Query Results

Account	Account Title	Health	FY24/PD12 Adjusted Budget	FY24/PD12 Year to Date	FY24/PD12 Encumbrances	FY24/PD12 Available Balance
74000	Operating Expense Budget Pool		$6,000.00	$0.00	$0.00	$6,000.00
74230	Postal Charges		$0.00	$196.19	$0.00	($196.19)
74490	Other Professional and Admin Srvs		$0.00	$2,534.38	$0.00	($2,534.38)
Report Total (of all records)			**$6,000.00**	**$2,730.57**	**$0.00**	**$3,269.43**

Budget Quick Query

New Query

Office VP for Business and Finance - 302075

Query Results

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
61101	Administrative Full Time	⚠	$170,688.00	$83,844.00	$83,844.00	$3,000.00
61106	Administrative Bonus	⚠		$1,000.00	$0.00	($1,000.00)
61301	Clerical and Support Full time	⚠		$20,538.00	$20,538.00	$3,000.00
61306	Clerical and Support Bonus	⚠		$1,000.00	$0.00	($1,000.00)
62000	Employee Benefits Budget Pool	✓		$0.00	$0.00	$93,943.00
62001	Hybrid TCRS Defined Benefit	⚠		$848.62	$0.00	($848.62)
62005	Hybrid TCRS Defined Contrib	⚠	$0.00	$1,076.90	$0.00	($1,076.90)
62205	ORP Defined Contribution	⚠	$0.00	$7,640.46	$0.00	($7,640.46)
Report Total (of all records)			**$313,707.00**	**$129,330.32**	**$105,817.27**	**$78,559.41**

Save as

Query Name

Set as favorite

CANCEL SAVE

My Finance Query

Search Query

New Query

Favorites | Saved Queries | Shared Queries

Low-High

VP Business & Finance

Encumbrance

100%

$105,817 remaining

$472 liquidated of $106,289

01/25/2024

If you need assistance please contact:

Charlotte Soporowski 3587
charlotte.soporowski@volstate.edu
or
Ernest Beasley 3561
ernest.beasley@volstate.edu