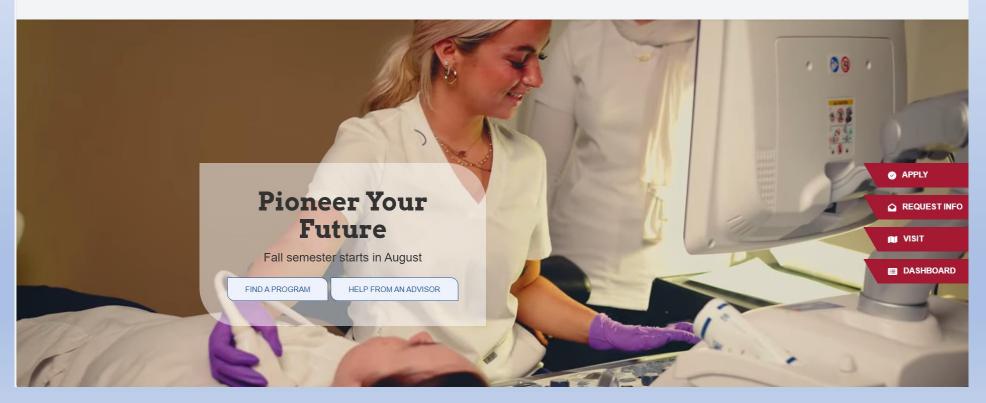
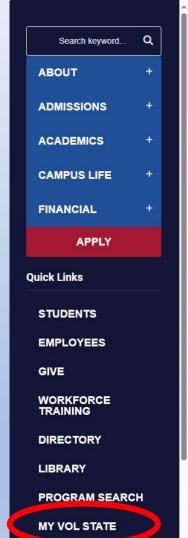
# BANNER SELF-SERVICE FINANCE HOW TO CHECK BUDGET

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



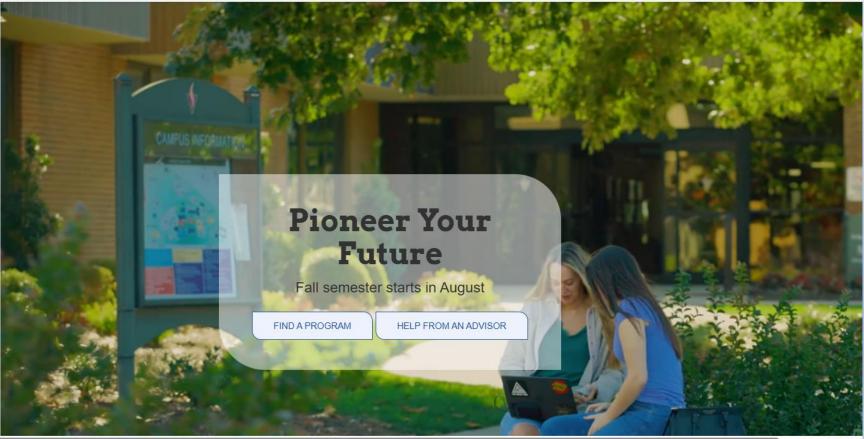






■





### **Select Finance Self-Service Banner 9**



# Select My Finance Query







April Lyn Corkir

# My Finance



Hello April,

Create, edit and approve transactions and view financial information for department / organization.



#### My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



#### Delete Finance Template

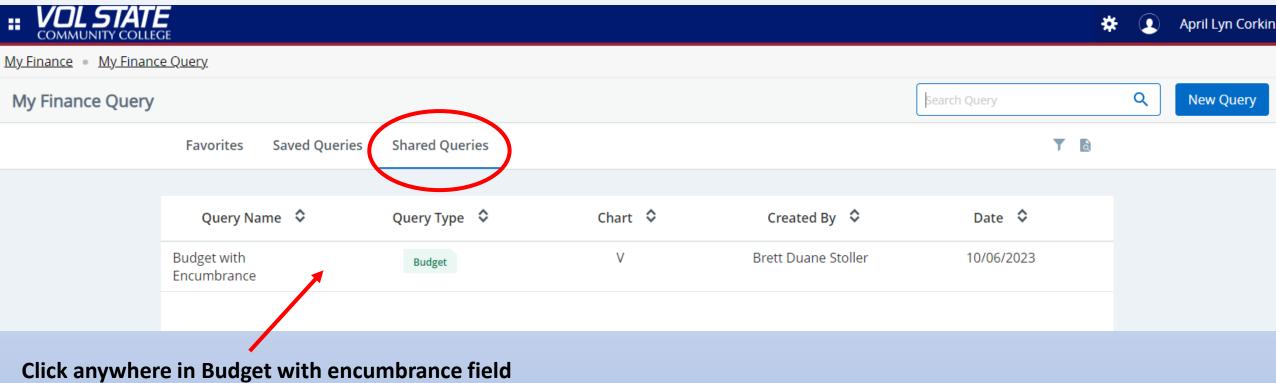
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

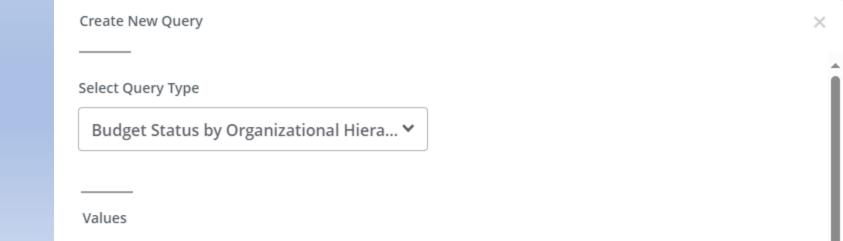


#### View Document

View draft, pending and completed documents with related information and approval history.

### **Select Shared Queries**

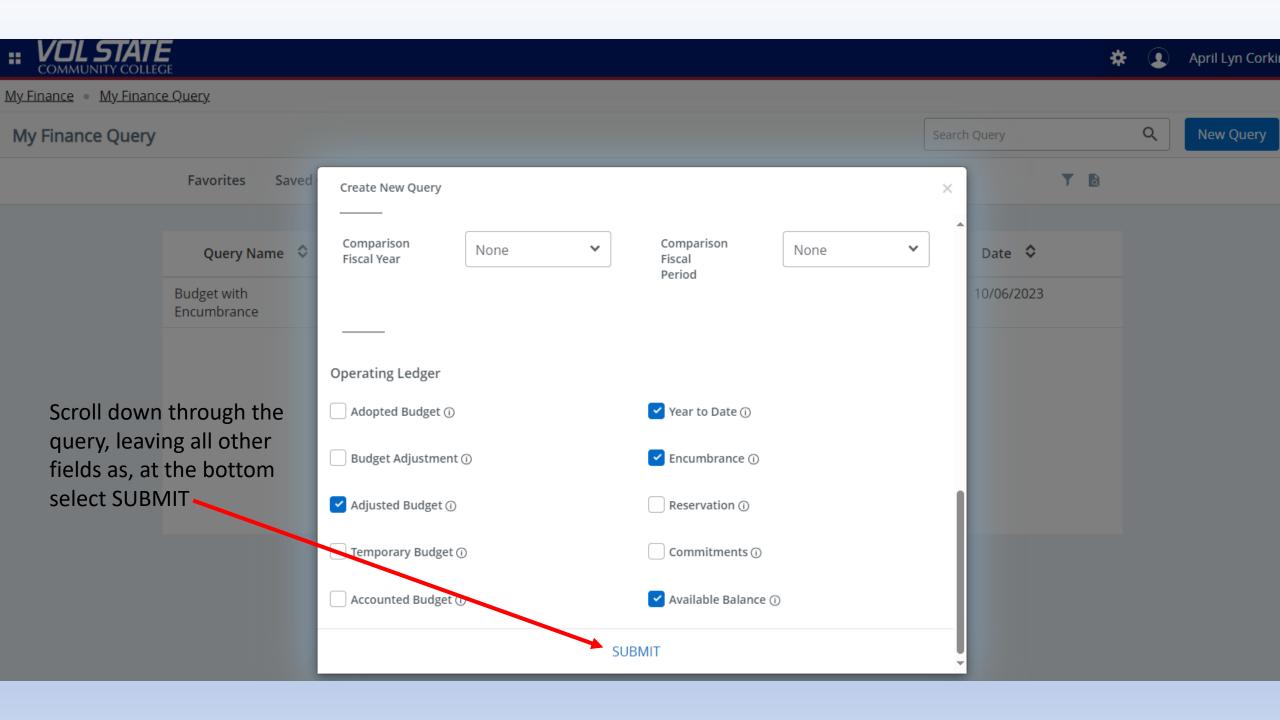




# Create New Query Select Query Type Budget Status by Organizational Hiera... ▼ Values Chart\* Index V Volunteer State Community Colle... ×∨ Choose Index Organization\* Fund Choose Fund 999999 $\times \vee$ Account Program Choose Program Choose Account Activity Location Choose Location Choose Activity

# Enter your Index Code-

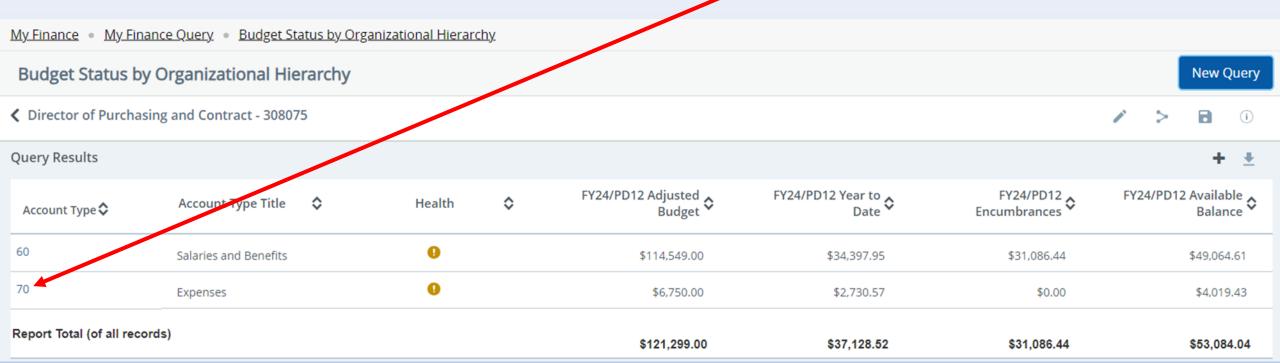
Once you enter your Index the Fund, Organization, & Program will auto fill. You can enter an account number or leave blank.



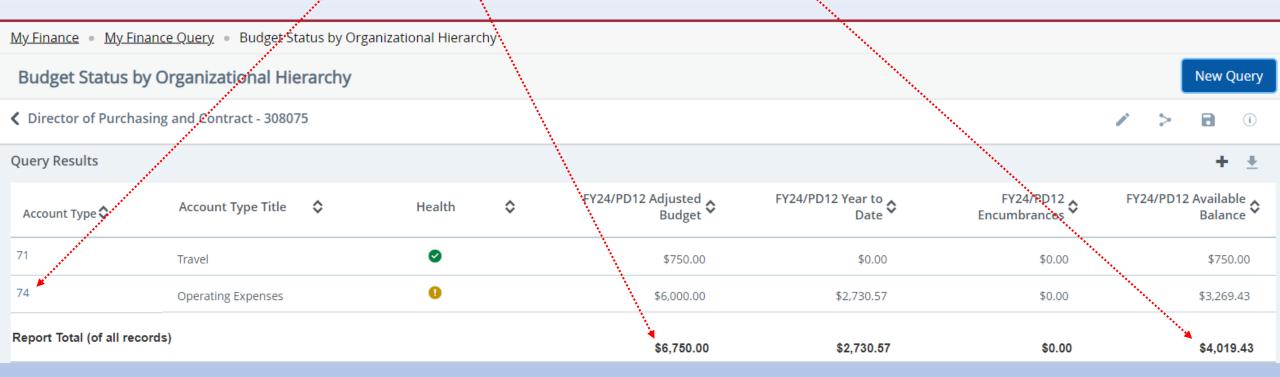
## **Select your Organization Number**



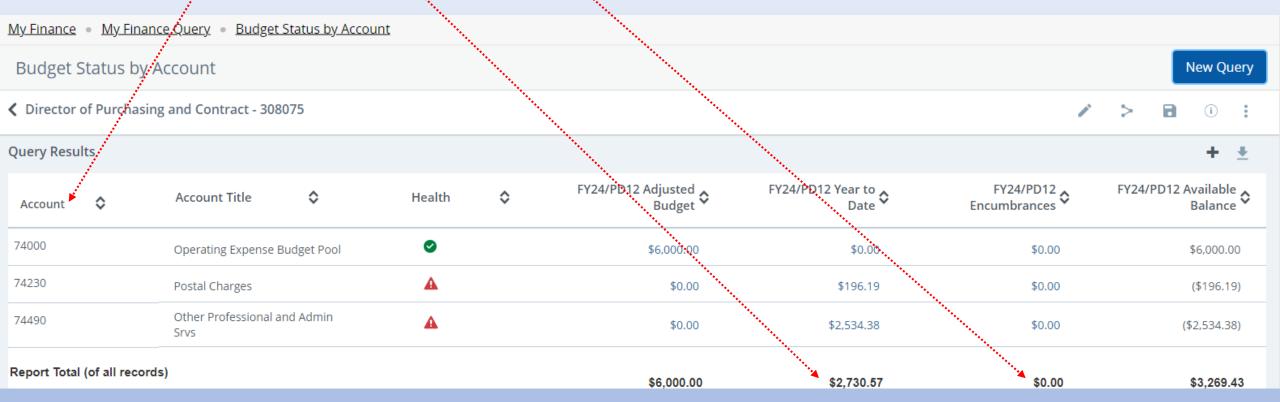
### To see your operating expense balance you can drill down by clicking on 70

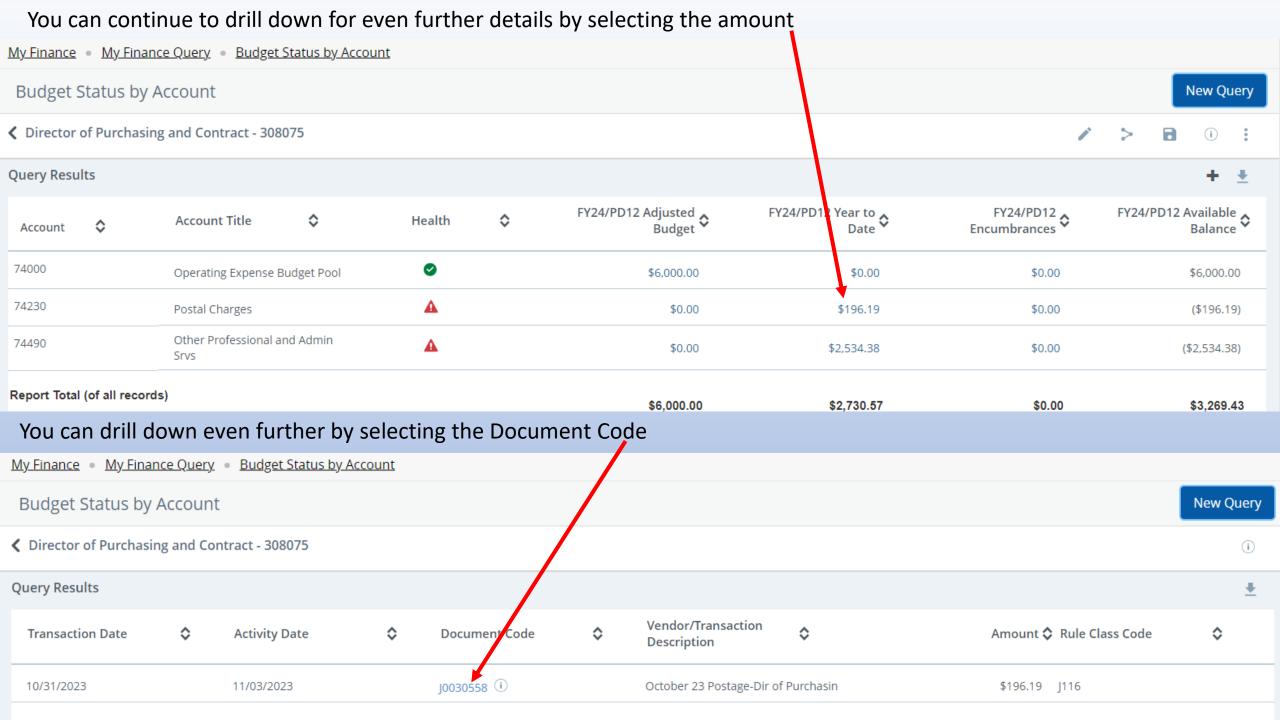


This will show you your total operating expenses and the available balance.
You can continue to drill down for more information by selecting the account type you want to view.
For example: Operating Expenses



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





### 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	<b>\$</b>	FY24/PD12 Adjusted Sudget	FY24/PD12 Year to Date	FY24/PD12 Concumbrances	FY24/PD12 Available Salance
74000	Operating Expense Budget Pool	•		\$6,000.00	\$0.00	\$0.00	\$6,000.00
74230	Postal Charges	A		\$0.00	\$196.19	\$0.00	(\$196.19)
74490	Other Professional and Admin Srvs	<b>A</b>		\$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

\$0.00

\$313,707.00

\$7,640.46

\$129,330.32

\$0.00

\$78,559.41

\$105,817.27

ORP Defined Contribution

Report Total (of all records)

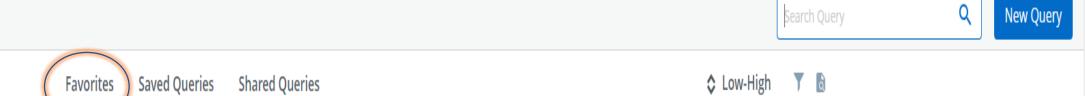


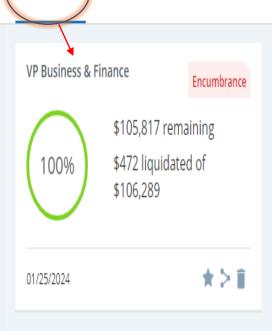


Ernest Beasley Jr

My Finance • My Finance Query

# My Finance Query





If you need assistance please contact:

Charlotte Soporowski 3587

charlotte.soporowski@volstate.edu

or

Ernest Beasley 3561

ernest.beasley@volstate.edu