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# **University North Carolina-Asheville Self-Service Banner Finance Inquiry Guide**

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## Definitions:

### Fund

- Identifies the source of the money (the “Where?”)
- Balance sheet and revenue/expense reports can be produced on a Fund
- Funds can be restricted (such as grants and endowments) or unrestricted (general)

### Organization

- Identifies the unit responsible for managing the money (the “Who?”)
- May be associated or used with several funds
- Follows a structure very similar to our organization chart Account
- Describes the “What?” of a financial transaction
- Identifies the kind of transaction taking place
- Examples: 479100 Sales Revenue 536140 Office Supplies

### Program -

- Describes the function being supported by a transaction (the “Why?”) Program codes provide a way of classifying transactions across organizations and accounts
- Programs include: - Instruction - Research - Public Services - Academic Support - Student Services - Institutional Support - Operation and Maintenance of Plant - Auxiliaries

### Activity - Account

- Optional component of the FOAP(AL)
- Used to track revenue and expenditure activities within a project or program

### Location

- Optional component of the FOAP(AL)
- Normally used to represent a physical location, such as a building or room – currently used by Athletics only

- The percent sign (%) is the wildcard for Self Service Banner queries and is a very powerful tool when used in various combinations for fund, organization, account and program. For example you can query 2% in the Fund field to return all 2XXXXX series funds you have access to view.
- We recommend that you look at revenues and expenses using two separate queries. When looking at revenues use 4% in the Account field and ensure there is a check mark in the “Include Revenue Accounts” box. The 4 is the first digit of the revenue account series. Then click on “Submit Query” and view results. It is also recommended to wildcard (%) the Program field, as occasionally items are posted to the wrong program. The query will not retrieve it if a specific program is entered.
- Operating expenses are made up of three types of accounts, salary and benefit related (accounts begin with a 6), non-salary expenses (accounts begin with a 7) and transfers (accounts that begin with an 8). Be sure to uncheck the check mark in the “Include Revenue Accounts” box when running this type of query.
- Once the data is retrieved you have the option to download it to EXCEL, save the query for future use or drilldown on the data by double clicking on an amount to return more detailed information. To go back simply click on the back arrow on your browser. The information you drilldown will identify the documents that posted for that specific FOAP. To end the query simply click “Another Query”.

- The Budget Status by Organizational Hierarchy is better suited for those high level queries that provide a quick look at your organization overall, by college, or by department. The organization (org) cannot be a wildcard when using this query. You must know your org or your hierarchy org to use this query. You can query for the organizations you have access to by clicking on the “Organization” box in the query screen. Click on the “Execute Query” box to retrieve the organizations then click on the org you would like to query. REMEMBER you can use all levels of the org hierarchy that you have available. Refer to the section above to further query using the wildcard on revenues, expenses, specific funds or accounts.

**Adopted Budget:** Original budget allocation provided at the beginning of the fiscal year.

**Budget Adjust:** Any additions or reductions made to the budget since the original allocation. This includes both permanent and temporary adjustments.

**Adjusted Budget:** Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. Details on actual transactions can be obtained by “drilling” down on this field.

**Temporary Budget:** Adjustments done in the current year that are temporary in nature. These will not roll over into a new year.

**Accounted Budget:** Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. This is a system-generated column, which does not allow for “drilling down” to details.

**Year to Date:** Year-to-date budget activity. Represents actual expenditures posted. (For a Grant Inception Date Query, this column will be titled Grant Inception to Date).

**Encumbrances:** Generated by purchase orders, and salary encumbrances. This represents funds committed for future payments.

**Reservation:** Setting aside of budget. Generated by purchase requisitions. Requisitions remain a Reservation until converted to a purchase order.

**Commitments:** Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances.

**Available Balance:** Remaining Budget left to spend: =Total Budget +/- Commitments +/- Year to Date.

### **How to get access to Banner Finance:**

To obtain access to the Banner Finance module at the University of North Carolina at Asheville (UNCA), you must 1) be a current employee of UNCA as verified by Human Resources and 2) have attended Banner Navigation Training.

If you are a current employee and have attended Banner Navigation Training, please use the link below and print this form and fill it out completely. Obtain the necessary signatures and send it to: Lydia Gossett Date Banner Navigation Training Finance Office 211 Phillips Hall, CPO # 1422.

[https://its.unca.edu/sites/default/files/ITS\\_Forms/BannerFinanceAccountRequestFormRev082015.pdf](https://its.unca.edu/sites/default/files/ITS_Forms/BannerFinanceAccountRequestFormRev082015.pdf)

### **Logging into Self-Service Banner (SSB) or Internet Native Banner (INB)**

- Open Internet Explore
- Enter <https://oneport.unca.edu/> in the address bar
- Enter your username and password
- Click on Log In
- Click on the Self Service Banner icon

### **Banner Self-Service Main Menu**

- Click on the Finance tab or link to access the Finance menu

### **Budget Queries**

The Budget Quick Query is the easiest option to view the current status of your budget. However, it has more limitations than the other budget inquiry options. It provides current yearly balances at the time you access the report. There is no option to select specific time periods or a date range, therefore you may not compare fiscal period. The only data parameters displayed on this type of query are Adjusted Budget, Year-to-date, Commitments and Available Balance.

#### **3 Query Types:**

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query

Click on the Budget Queries link from the Finance Main Menu

To create a new query:

1. Select the drop-down arrow to choose the query type
2. Click on the Create Query button

To retrieve an existing query:

- Select the drop-down arrow to choose the existing query
- Click on the Retrieve Query button
- Select the checkbox beside the Operating Ledger Data columns you wish to display on the report
- To save this selection, enter a Query name in the Save Query as textbox
- To share the query, select the Shared checkbox
- Click on the Continue button

**There is a Code Lookup feature that allows you to search for parameters, simply select the button of the unknown parameter. Another feature that can be used is a “wildcard” which is a percent sign (%) used for any number of unknown Characters.**

Additional Information:

- Adopted Budget is equivalent to Original Budget
- Reservations are requisitions completed and approved
- Encumbrances are purchase orders or travel authorizations completed and approved
- Commitments are the sum of reservations and encumbrances

### **Budget Status by Account**

The Budget Status by Account Query allows the budget manager to review budget information by account(s) for the Fiscal Period, Year, and Commitment Type (all, committed or uncommitted). There are four drill-down levels to a Budget Status by Account for columns that are hyperlinked. 1. Account Detail – Totals by account for all columns selected 2. Transaction Detail – Transaction Date, Activity Date, Document Code, Description, 3. Document Detail with Related Documents view – Chart of Accounts, Fund, Organization, Account, Program, and Amount. 4. View a specific document (purchase order, requisition, invoice, etc.) Budget information can be viewed from the account level, drilling down through the transaction detail to all of the accounting sequences for a specific document, while viewing any related documents that exist

- The Budget Status by Account query is the default query
- Click on the Create Query button
- Click on the Continue button if the Operating Ledger Data columns have already been selected
- Select the Fiscal Year drop-down arrow to choose the current fiscal year - 2016
- Select the Fiscal Period drop-down arrow to choose the current fiscal month (01=July) – select 12 to view all data
- To enter a comparison query, select the appropriate comparison fiscal year and comparison fiscal period
- Enter 'A' in the Chart of Accounts field
- Enter the fund. For a grant leave the Fund field blank and enter the number in the Grant field

- Enter the organization or for a specific fund or enter %
- To view all account activity, leave the Account and Account type fields blank
  - To view specific accounts, enter an Account code query in the Account field (ie '7%' for all expenses)
- The program field can be left blank. However, if the search is for revenue make sure to check the Include Revenue Account box.
- To save the query, enter a query name in the Save Query As field
- To submit the query, click on the Submit Query button

### **Budget Status by Organizational Hierarchy**

The Budget Status by Organizational Hierarchy option allows you to roll up several organizations (departments) into a single report.

- Select Budget Status by Organizational Hierarchy from the Query Type drop-down menu
- Click on the Create Query button
- Click on the Continue button if the Operating Ledger Data columns have already been selected
- Select the Fiscal Year drop-down arrow to choose the current fiscal year
- Select the Fiscal Period drop-down arrow to choose the current fiscal month (01=July)
- To enter a comparison query, select the appropriate comparison fiscal year and comparison fiscal period
- Enter 'A' in the Chart of Accounts field
- Enter the Fund, optional
- **Enter the Organization code (depends on which organizational hierarchy you wish to query on) REQUIRED**
- To view all account activity, leave the Account and Account type fields blank
  - To view specific accounts, enter an Account code query in the Account field, such as '7%' for all expenses (Supplies, Travel, Capital, etc)
- Enter the Program code, optional
- To save the query, enter a query name in the Save Query As field
- To share the query, select the Shared checkbox
- To submit the query, click on the Submit Query button

### **Budget Quick Query**

- Select Budget Quick Query from the Query Type drop-down menu
- Click on the Create Query button
- Select the Fiscal Year drop-down arrow to choose the current fiscal year
- Enter 'A' in the Chart of Accounts field
- Enter the fund. For a grant leave the Fund field blank and enter the number in the Grant field

- Enter the organization or put % to capture all
- To view all account activity, leave the Account and Account type fields blank
  - To view specific accounts, enter an Account code query in the Account field, (ie '7%' for all expenses)
- The program field can be left blank. However, if the search is for revenue make sure to check the Include Revenue Account box
- To save the query, enter a query name in the Save Query As field
- To submit the query, click on the Submit Query button

### **Encumbrance Queries**

Verify the appropriate Fiscal Year field and Fiscal Period (fiscal period 14 should be used, as it will provide the most up-to-date information). The Encumbrance status field is set to "Open" and the Commitment Type field is "All." Fill in your Fund field, Org field, Account field and wildcard (%) the Program field. If you prefer, you may also use 7% in the Account field (using 7 with the percentage sign "%" wildcard will pull all 7XXX series encumbrances for the fund in question) to pull all open purchase orders for that fund and org combination. Then click on "Submit Query" to view results. You can further drilldown on the purchase order to show invoices paid against it, as well as to view related invoices.

Click on the Encumbrance Queries link from the Finance Main Menu

#### To select an existing encumbrance query:

1. Click on the Existing Query drop-down arrow
2. Click on the desired query
3. Click on the Retrieve Query button

#### To enter a new encumbrance query:

1. Click on the Fiscal Year drop-down arrow to select the current fiscal year
2. Click on the Fiscal Period drop-down arrow to select the current fiscal month
3. Click on the Encumbrance Status drop-down arrow to choose from the following:
  - a. Open
  - b. Closed
  - c. All
4. Click on the Commitment Type drop-down arrow to choose from the following:
  - a. Committed (encumbered funds which can only be used to pay encumbrances)
  - b. Uncommitted (funds which can be spent on other)
  - c. All
5. Enter 'A' in the Chart of Accounts field
6. Enter the fund, organization and program codes
  - a. Enter the **fund code** in the Grant Code field (for grants)
7. To view all account activity, leave the account and account type fields blank
  - a. To view specify accounts, enter an Account code query in the Account field, such as '7%' for all expenses (Supplies, Travel, Capital, etc)
8. To save the query, enter a description in the Save Query as field
9. Click on the Submit Query button
10. Click on the document number link to display the detailed information
11. Continue clicking on the data links to display more information
12. Click on the Another Query button to view a different query