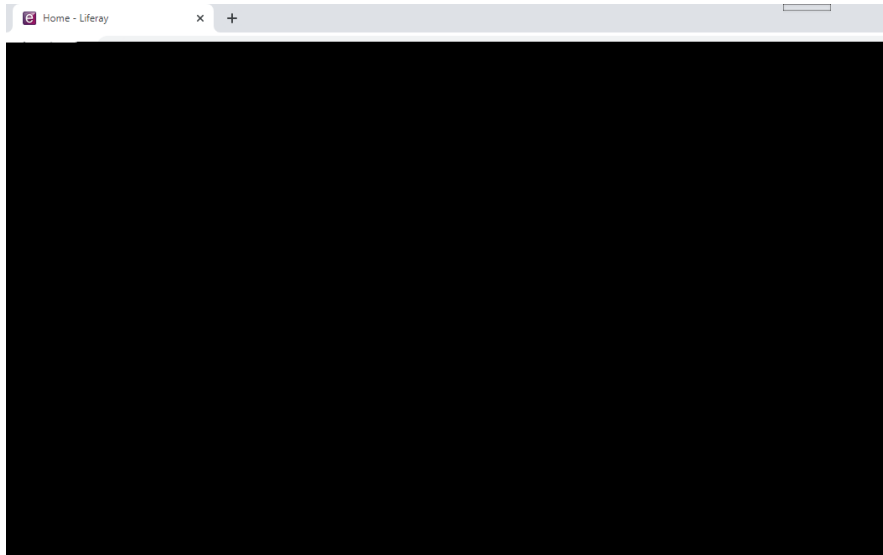


Navigating Banner 9 Self-Service 9- Grant Budgets

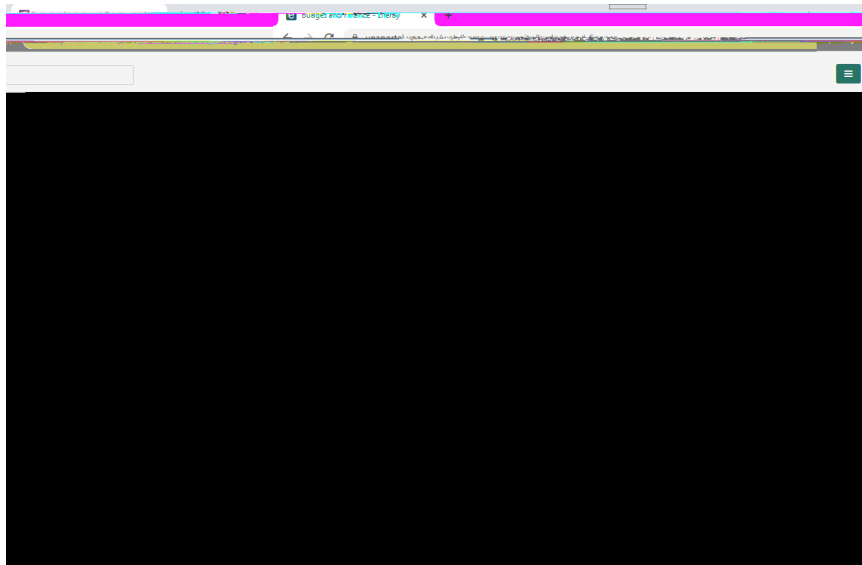
University of North Alabama

Login:

1. Go to the UNA Website (www.una.edu)
2. Log into Portal
3. You should see the following screen:

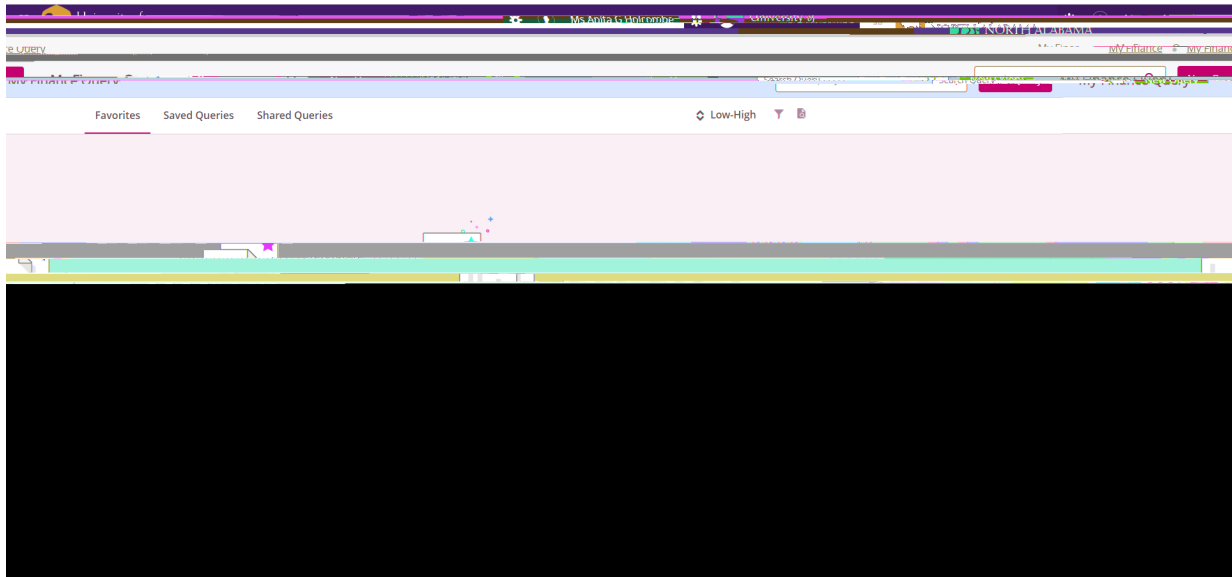


4. Click the “Budget and Finance” tab.
5. You should now see the following options:



6. Select the “Budget QueriesNew Banner 9” option.

7. You should now see the following screen. Select “New Query” to proceed:

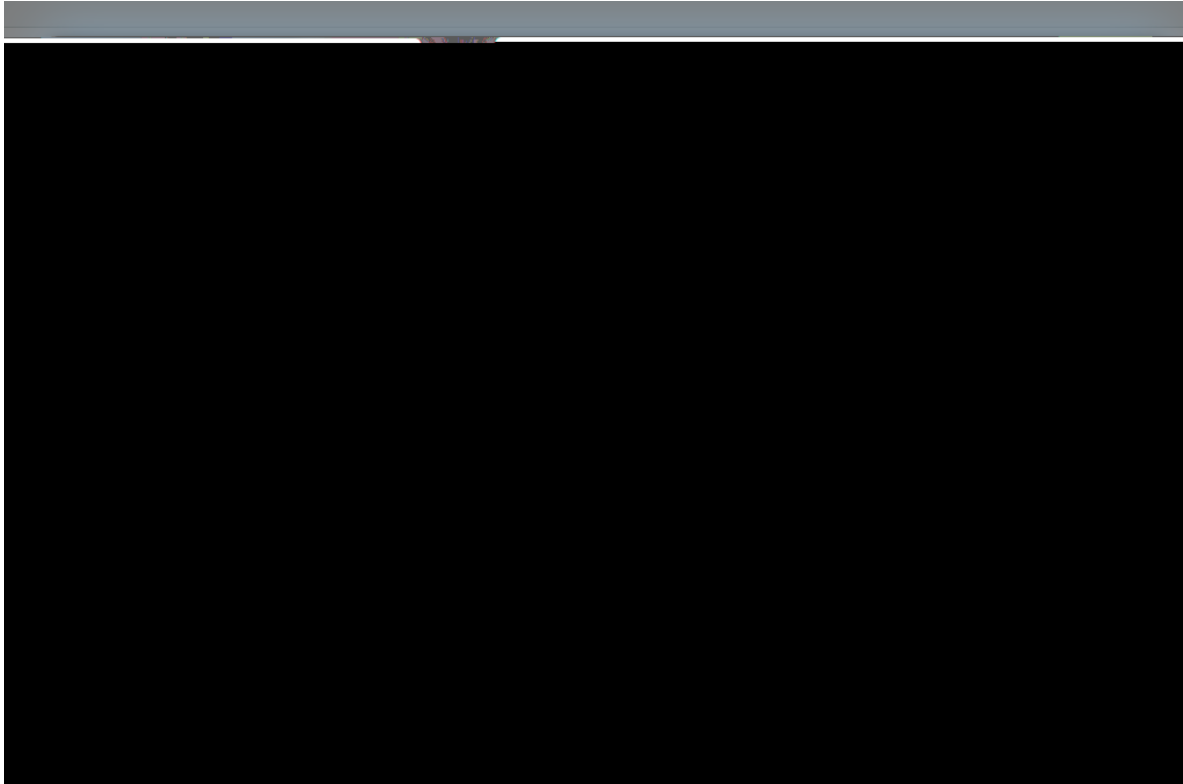


8. The following pop up box should appear:

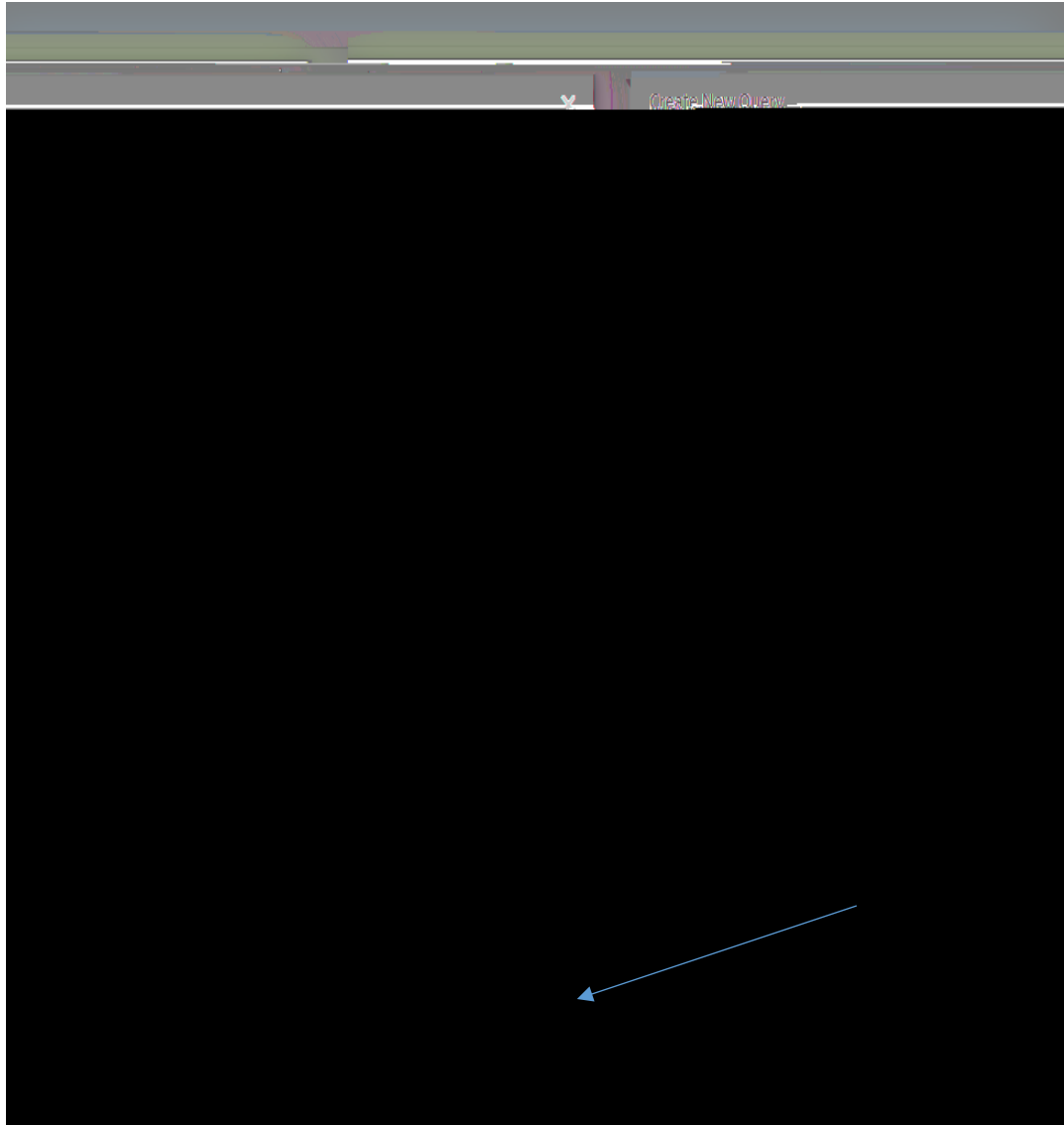


9. This should now give the option for a Multi Year Query. Under the “index” drop down option, either input your index code or search for it in t

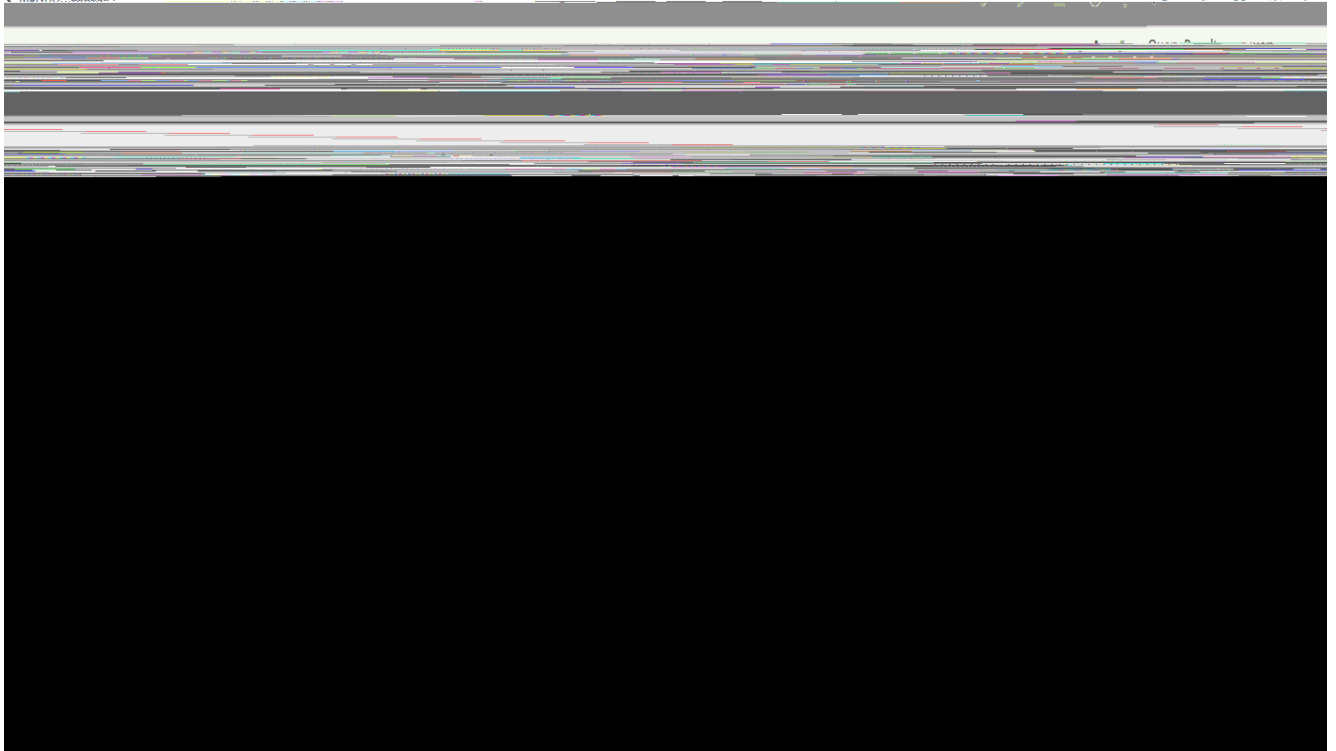
10. Next, scroll down and enter the date sequence. The Date From should default to your project start date.



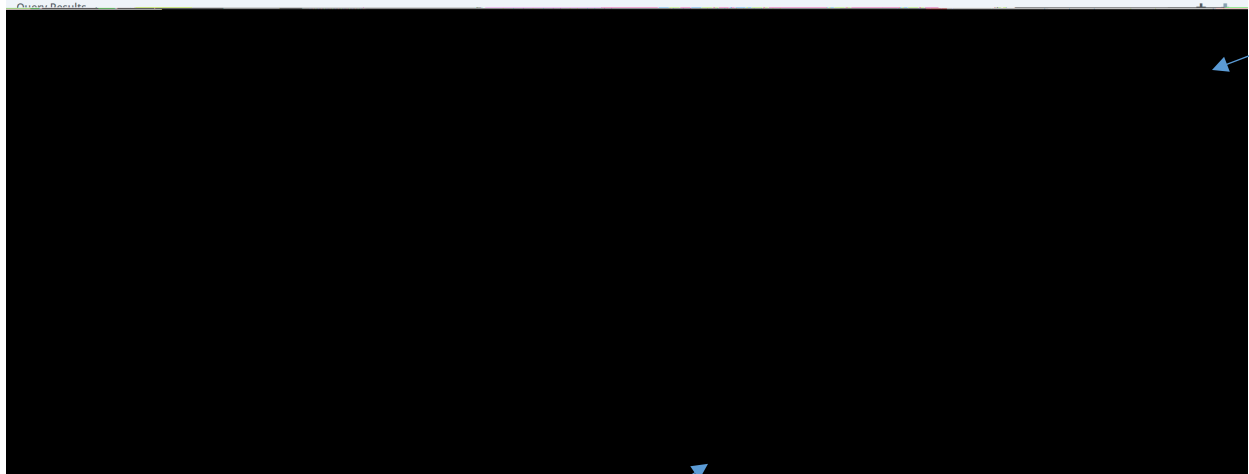
11. Next, scroll down and select “Submit”:



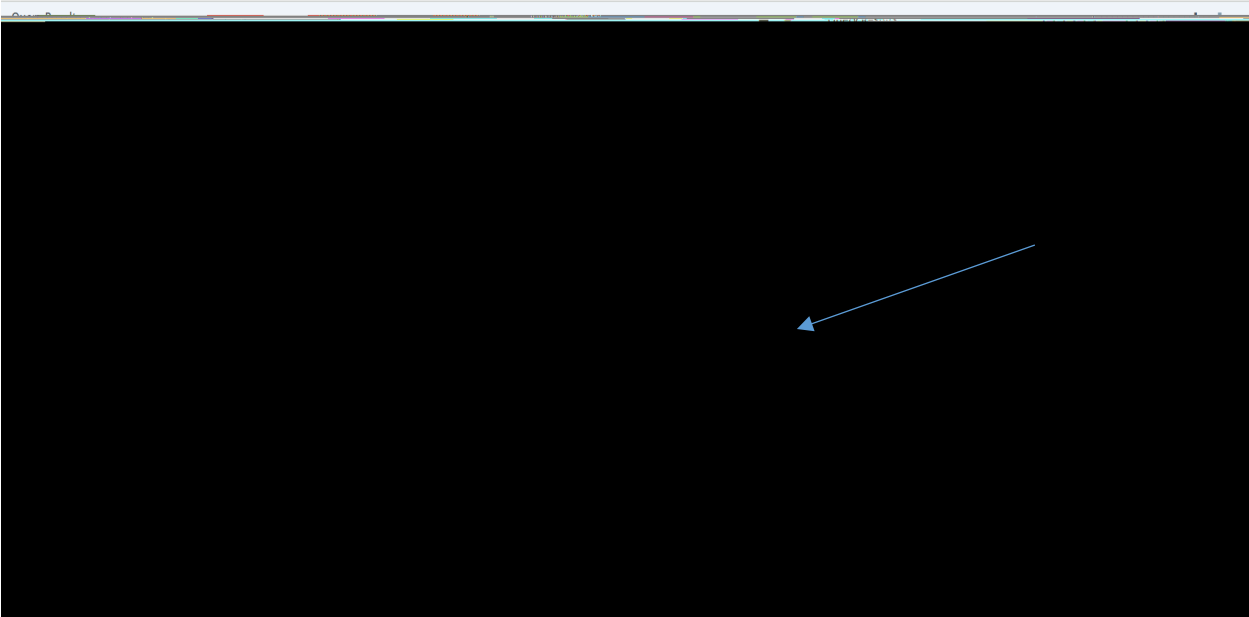
12. The next screen should be a listing of expenditure activity that has occurred for the selected date sequence.



13. In order to determine amount available to spend, you should take the amount at the top of the right column (available balance) and deduct any expenditures obligated this period (the last number in the year to date column. For example $297,700.52$ minus $28,258.28 = 269,442.24$



14. Details per budget line can be retrieved by clicking on the amount.

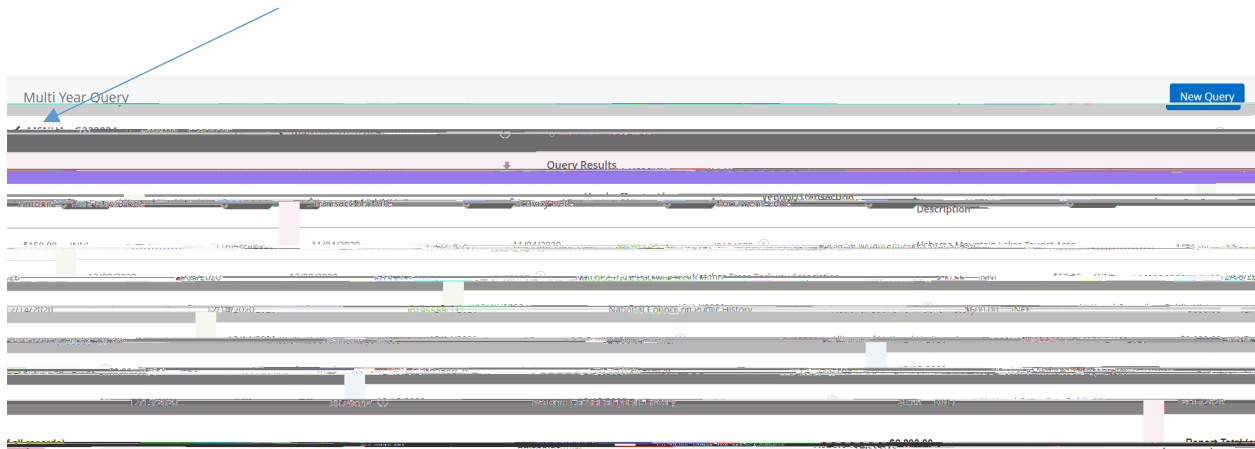


15. Details will provide the activity date, vendor description, and each individual amount.

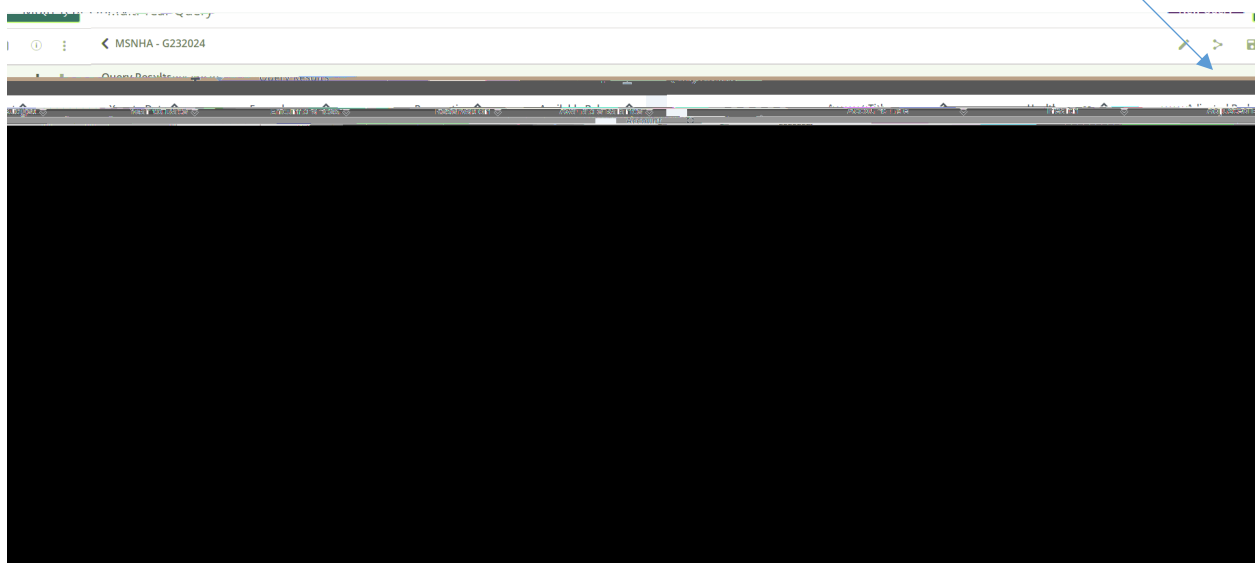
The screenshot shows a financial report interface with a table of transactions. The table has the following columns: Vendor/Transaction Description, Activity Date, and Amount. The data is as follows:

Vendor/Transaction Description	Activity Date	Amount
Northern Trips Barloway Association	12/08/2020	1711.4920
Garage Credit for Barloway	12/08/2020	1088.5080
		\$2,800.00
		Report Total (of all records)

16. You can also export information to an Excel spreadsheet. Click the back arrow at the top left of your screen.



17. Click on the download arrow to export to spreadsheet.



18. This will then create a spreadsheet of the information as follows:

A	B	C	D	E	F	G	H	I	J
25	Runnet Adjustment	No							
26	Adjusted Budget	Yes							
29	Temporary Budget	No							
30	Commitments	No							
31	Accounted Budget	No							
32	Available Balance	Yes							
33									
34	Account	Account Title							
35	531	Federal Grants/C							
Adjusted Budget	Year to Date	Encumbrances	Reservation	Available Balance					
contracts Rev	332,047.00	34,396.48	0.00	297,710.52					
187.50	0.00	47,250.00	36,613.1	Exempt Full Time Staff	56,250.00	14,062.50	0.00	0.00	42,187.50
				37,613.8	Non-exempt P/T Admin Staff		47,250.00		0.00
				38,613.9	University Workstudy		5,000.00	1,000.00	0.00
32	40,230.0	4,466.73	4,466.73						
41	6304	Disability Insurance		45.00	45.00	0.00	0.00	0.00	0.00
42	6306	Life Insurance		46.83	46.83	0.00	0.00	0.00	0.00
43	6309	Supplemental Insurance		13.50	13.50	0.00	0.00	0.00	0.00
44	6314	Teacher Retirement				1,738.13		1,738.13	
46	70611	Grants - Advertising				1,500.00		1,500.00	
47	70801	Grants - Contracte							
48	70971	Grants - Printing-C							
49	71004	Grants - Thase							
50	71101	Grants-Conferences		950.00	0.00	0.00	0.00	950.00	
51	71121	Grants-Program Grants		41,000.00	1,996.50	27,499.50	0.00	11,004.00	

