CHECKING BUDGET STATUS USING SELF SERVICE BANNER
GENERAL FUNDS (110000)
Including Salaries & Wages, Student Wages, CSSM, Equipment & Transfers

Check ADJUSTED BUDGET, YEAR TO DATE, ENCUMBRANCES, RESERVATIONS AND AVAILABLE BALANCE.
CHECKING BUDGET STATUS USING SELF SERVICE BANNER
GENERAL FUNDS (110000)
Including Salaries & Wages, Student Wages, CSSM, Equipment & Transfers

Enter the FISCAL YEAR and FISCAL PERIOD “12” for year-to-date information.

Enter CHART OF ACCOUNTS “G”.

Enter the FUND and ORGANIZATION.

Do not check INCLUDE REVENUE ACCOUNTS.
The available balance is the REPORT TOTAL (OF ALL RECORDS) of the FY**/PD12 YEAR TO DATE column, less any ENCUMBRANCES and RESERVATIONS.
CHECKING BUDGET STATUS USING SELF SERVICE BANNER
DESIGNATED (12xxxx), AGENCY (8xxxxx) & RESTRICTED (2xxxxx) FUNDS
(PROCEDURES DO NOT APPLY TO GRANTS)

Check YEAR TO DATE, ENCUMBRANCES and RESERVATIONS.
DO NOT select AVAILABLE BALANCE for these funds.
CHECKING BUDGET STATUS USING SELF SERVICE BANNER
DESIGNATED (12xxxx), AGENCY (8xxxxx) & RESTRICTED (2xxxxx) FUNDS
(PROCEDURES DO NOT APPLY TO GRANTS)

Enter the FISCAL YEAR and FISCAL PERIOD “12” for year-to-date information.

Enter CHART OF ACCOUNTS “G”.

Enter the FUND and ORGANIZATION.

Check INCLUDE REVENUE ACCOUNTS.
The available balance is the REPORT TOTAL (OF ALL RECORDS) of the FY**/PD12 YEAR TO DATE column, less any ENCUMBRANCES and RESERVATIONS.
Selecting BUDGET STATUS BY ORGANIZATIONAL HIERARCHY provides a query that starts with summary information but still makes it possible to drill down to the level of detail which results from the BUDGET STATUS BY ACCOUNT queries.
Check ADJUSTED BUDGET, YEAR TO DATE, ENCUMBRANCES, RESERVATIONS and AVAILABLE BALANCE. Click on CONTINUE.

Select FISCAL YEAR “2009”, FISCAL PERIOD “12” AND CHART OF ACCOUNTS “G.” Enter the appropriate FUND and ORGANIZATION. Be sure INCLUDE REVENUE ACCOUNTS is not checked. Click on SUBMIT QUERY.
This screen gives totals for the ORGANIZATION. Click on the ORGANIZATION CODE for more detail. The AVAILABLE BALANCE is the total for this FOAP.

<table>
<thead>
<tr>
<th>Organization Code</th>
<th>Title</th>
<th>FY09/PD12 Adjusted Budget</th>
<th>FY09/PD12 to Date</th>
<th>FY09/PD12 Year Encumbrances</th>
<th>FY09/PD12 Reservations</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>57105</td>
<td>Accounting Admin</td>
<td>1,714,768.00</td>
<td>1,574,717.79</td>
<td>1,762.27</td>
<td>0.00</td>
<td>138,287.94</td>
</tr>
</tbody>
</table>

57105 Rollup
Using ACCOUNT TYPE makes it possible to check the Budget, Year to Date, Encumbrances, Reservations and Available Balance for a category of transactions without having to manually add account codes together, while still retaining the option to drill down for more detail.

ACCOUNT TYPE 50  
REVENUE should be zero because the “INCLUDE REVENUE ACCOUNTS” box was not checked.

ACCOUNT TYPE 60  
SALARIES, WAGES & BENEFITS includes all payroll expenses, including Student Wages. It is possible to click on the ACCOUNT TYPE and get more detail (see below).

ACCOUNT TYPE 70  
EXPENDITURES includes CSSM, Equipment, Capital Expenditures, Depreciation and Loan Administration Fees.

ACCOUNT TYPE 80  
TRANSFERS includes transfers of funds into or out of the FOAP.
This screen shows that the AVAILABLE BALANCE in STUDENT WAGES is a deficit of $4,798.51.

To obtain more detail for an ACCOUNT TYPE, click on the ACCOUNT TYPE code. For example, clicking on TYPE “60” shows these results.
To look at ACCOUNT TYPE individually, enter an ACCOUNT TYPE before selecting SUBMIT QUERY.