

Navigating to Finance Budget Queries – Banner Self-Service

Purpose: Query budget and expenditure information in Banner by FOAPAL element

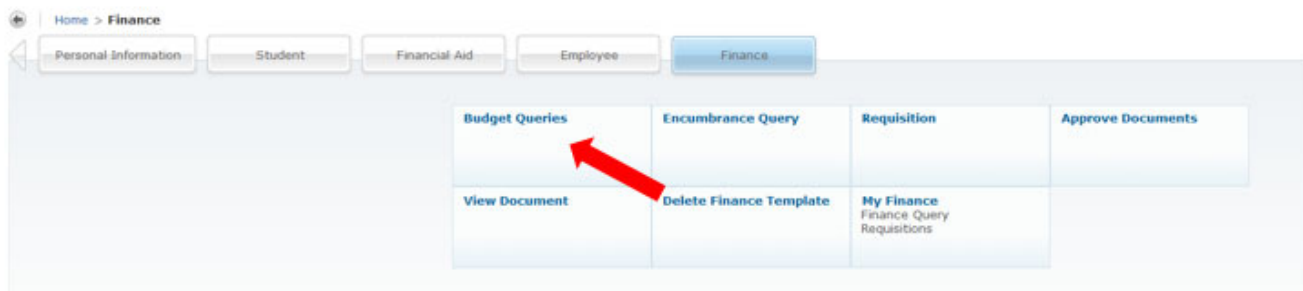
1. Log into MyLCC and click on the Banner link in the upper right-hand menu



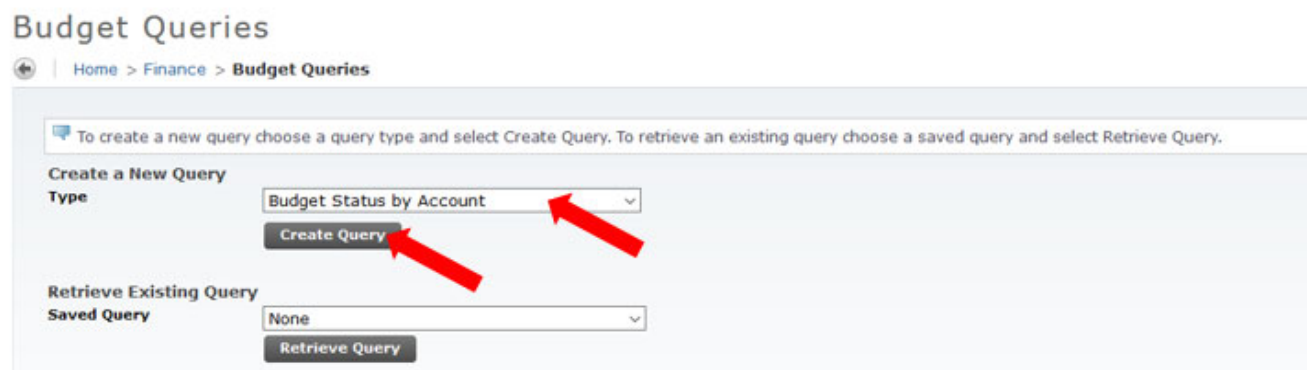
2. Click on the Finance Tab in the Banner Self-Service



3. Click on Budget Queries



4. In drop-down list, choose “Budget Status by Account”, click on Create Query



5. Select the data columns to display on the report; click on Continue

Budget Queries

[Home](#) > [Finance](#) > [Budget Queries](#)

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Continue

- Fill in the Fiscal Year and Fiscal Period (use 14 to include all periods). Fill in the Fund, Organization at a minimum. The wildcard symbol, %, can be used to pull up multiple organizations, accounts, etc.

Budget Queries

[Home](#) > [Finance](#) > [Budget Queries](#)

Fiscal year:	<input type="text" value="2023"/>	Fiscal period:	<input type="text" value="14"/>
Comparison Fiscal year:	<input type="text" value="None"/>	Comparison Fiscal period:	<input type="text" value="None"/>
Commitment Type:	<input type="text" value="All"/>		
Chart of Accounts	<input type="text" value="L"/>	Index	<input type="text"/>
Fund	<input type="text" value="11"/>	Activity	<input type="text"/>
Organization	<input type="text" value="202%"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		
<input type="checkbox"/> Include Revenue Accounts			
Save Query as: <input type="text"/>			
<input type="checkbox"/> Shared			
Submit Query			

- **Query for Grants:** The example shown below, the wildcard is used for Fund and Org and the Grant number is populated. This will return all expenses for this grant.
 - Perkins Note: Fill in the Activity code provided for the project to narrow the data returned to the specific project

Budget Queries

Home > Finance > Budget Queries

Fiscal year:	2023 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	L	Index	
Fund	%	Activity	PK0001
Organization	%	Location	
Grant	G00000262	Fund Type	
Account	%	Account Type	
Program			

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

- To look up the grant number:
 - a) Click on the Grant button

Budget Queries

Home > Finance > Budget Queries

Fiscal year:	2023 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	L	Index	
Fund	%	Activity	
Organization	%	Location	
Grant	G00000262	Fund Type	
Account	%	Account Type	
Program			

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

- b) In Title Criteria fill in search parameters using the wildcard. Click on Execute Query

Code Lookup

Home > Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts

L

Grant Criteria

Title Criteria

%23%Perk%

Maximum rows to return

10

Execute Query

Exit Without Value

- c) The Grant Code matching the criteria will be returned. Click on the Grant number (highlighted in blue) for the desired grant.

Code lookup results

Title	Grant
FY23 Perkins Regional Allocation	G00000262

Exit Without Value

Another Query

NOTE: Code lookup can be done on any FOAPAL element shown on the Budget Query form.

7. The query results show expenditure summary by account.

Form Fields	Description
Organization	Organization code
Organization Title	Organization code title
Account	Account code
Account Title	Account code title
FYxx/PDxx Adjusted Budget	Budget loaded for the fiscal year queried. This includes the adopted budgeted and any adjustments made to the budget to date.
FYxx/PDxx Year to Date	Sum of expenses posted to date in the specific account
FYxx/PDxx Encumbrances	This shows all purchase orders that have been issued for a particular account code. When a purchase order is completed and approved in Banner, an encumbrance is automatically created. As payments are made relating to a purchase order, encumbrances are liquidated. Payment amounts are added to the YTD Activity column and liquidated amounts are subtracted from the Encumbrances column.
FYxx/PDxx Reservations	This shows all requisitions that have been approved but processed into purchase orders. When a purchase order is completed and approved in Banner, the reservation is

	liquidated and the funds are encumbered. The amounts are added to the Encumbrances column and liquidated amounts are subtracted from the Reservations column.
FYxx/PDxx Commitments	Sum of Encumbrances and Requisitions
FYxx/PDxx Available Balance	Adjusted Budget minus YTD Activity minus Commitments (Encumbrances + Reservations) for the account. Note: This only sums across the line item and does not sum for Hi-Account minus Natural Account. Line items with zero budget will display a negative value.

Query Results

Organization	Organization Title	Account	Account Title	FY20/PD14 Adjusted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Reservations	FY20/PD14 Commitments	FY20/PD14 Available Balance
20501	Learning Assistance Admin	710	Institutional Expenses	9,000.00	0.00	0.00	0.00	0.00	
20501	Learning Assistance Admin	71010	Chargeback Telephone Phone	0.00	1,473.35	0.00	0.00	0.00	(1
20501	Learning Assistance Admin	71012	Chargeback Print and Copy	0.00	509.29	0.00	0.00	0.00	(
20501	Learning Assistance Admin	71041	Special Mailing Services	0.00	36.64	0.00	0.00	0.00	
20501	Learning Assistance Admin	717	Supplies and Materials	13,500.00	0.00	0.00	0.00	0.00	1
20501	Learning Assistance Admin	71711	Memberships - Institutional	0.00	175.00	0.00	0.00	0.00	(
20501	Learning Assistance Admin	7172	Reference Books	0.00	213.72	0.00	0.00	0.00	(

8. Click on any number displayed in “blue” font to drill-down to see expenditure details.

Form Fields	Description
Account Codes	Begins with: 61 = Salary/Wages 62 = Benefits 7 = Services and Supplies