

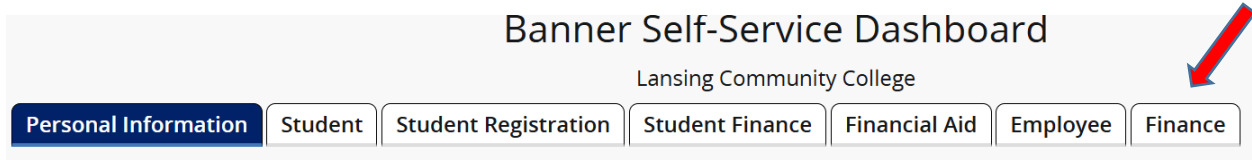
# Navigating to Finance Budget Queries – Banner Self-Service

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

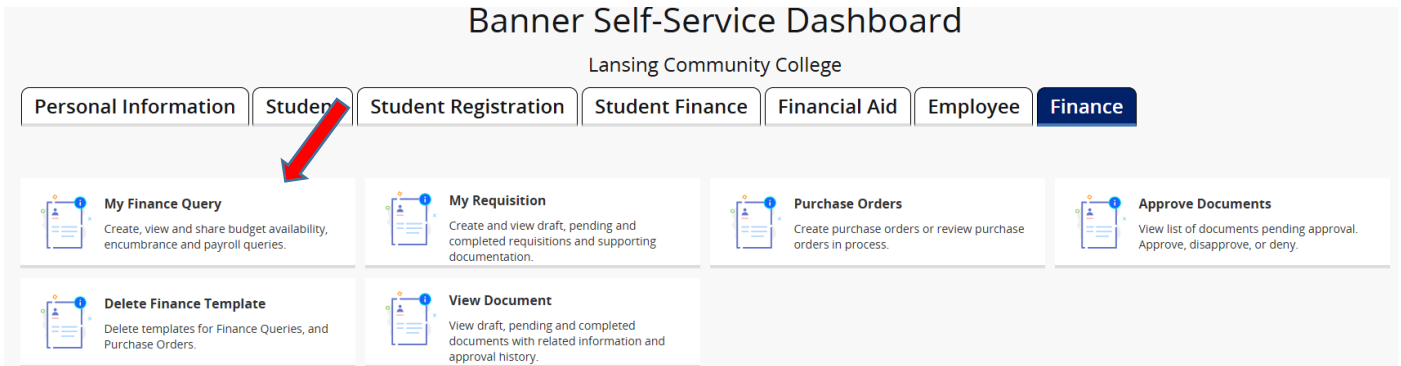
1. Log into MyLCC and click on the Banner link in the upper right-hand menu



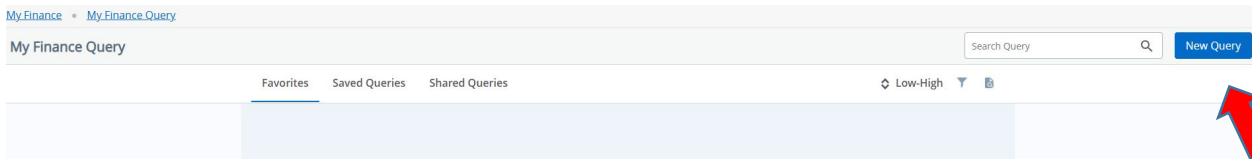
2. Click on the Finance Tab in the Banner Self-Service



3. Click on My Finance Query



4. Click on New Query Button



5. A pop-up box will appear. Navigate to each section by using the Tab button on the keyboard or scroll with a mouse.

- **Select Query Type:** In drop-down list, choose “Budget Status by Account”
- **Values:** In drop-down Lists, fill in the Chart, Fund and Organization at a minimum. The wildcard symbol, %, can be used to pull up multiple organizations, accounts, etc.

Create New Query

Select Query Type

Budget Status by Account

Create New Query

Values

Chart\*

L Lansing Community College

Index

Choose Index

Fund

11 General Fund

Organization\*

202%

Account

717%

Program

Choose Program

Activity

Choose Activity

Location

Choose Location

Fund Type

Choose Fund Type

Account Type

Choose Account Type

- **Commitment Type:** Select All from drop down.

Create New Query

Commitment Type

All

Include Revenue Accounts

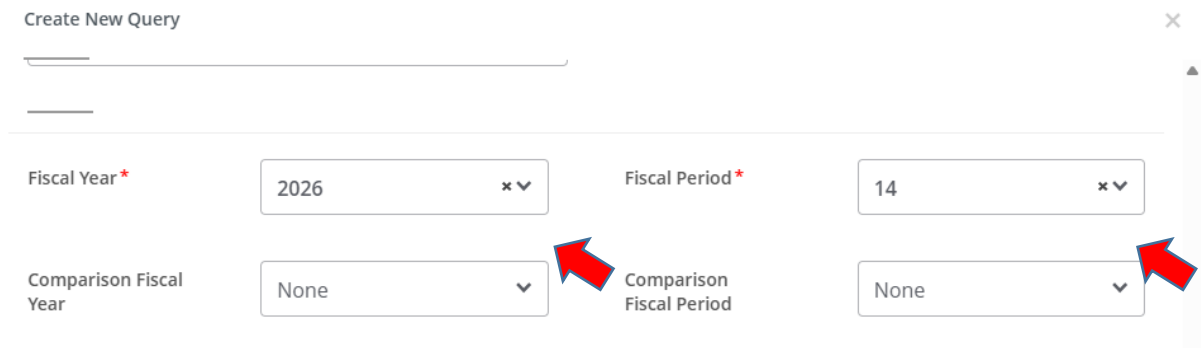
- **Fiscal Year and Fiscal Period:** Select Fiscal Year and Fiscal Period 14 from drop down lists.

Create New Query ×

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Fiscal Year\*  x v      Fiscal Period\*  x v

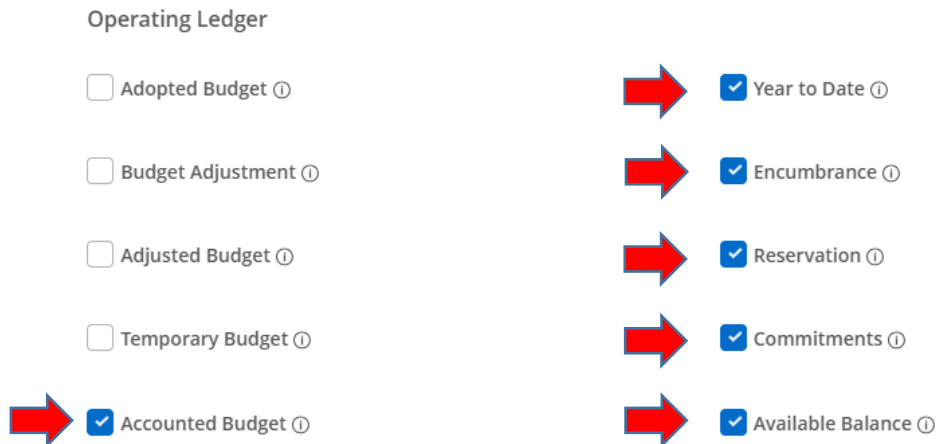
Comparison Fiscal Year  v      Comparison Fiscal Period  v



- **Operating Ledger:** Click on the boxes: Accounted Budget, Year to Date, Encumbrance, Reservation, Commitments and Available Balance

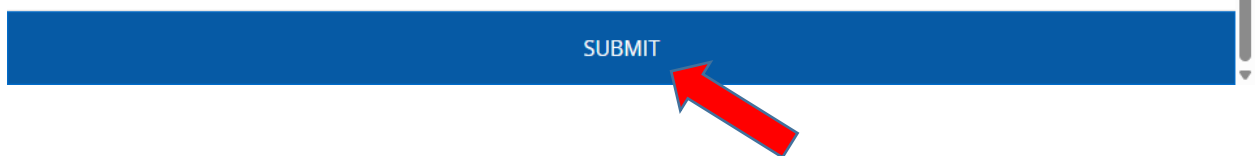
Operating Ledger

<input type="checkbox"/> Adopted Budget ⓘ	→	<input checked="" type="checkbox"/> Year to Date ⓘ
<input type="checkbox"/> Budget Adjustment ⓘ	→	<input checked="" type="checkbox"/> Encumbrance ⓘ
<input type="checkbox"/> Adjusted Budget ⓘ	→	<input checked="" type="checkbox"/> Reservation ⓘ
<input type="checkbox"/> Temporary Budget ⓘ	→	<input checked="" type="checkbox"/> Commitments ⓘ
<input checked="" type="checkbox"/> Accounted Budget ⓘ	→	<input checked="" type="checkbox"/> Available Balance ⓘ



- Move mouse over the word submit and right click once the bar turns blue.

SUBMIT



6. The query results show expenditure summary by account.

Description	
<b>Account</b>	Account code
<b>Account Title</b>	Account code title
<b>Organization</b>	Organization code
<b>Organization Title</b>	Organization code title
<b>FYxx/PDxx Accounted Budget</b>	Budget loaded for the fiscal year queried. This includes the adopted budgeted and any adjustments made to the budget to date.
<b>FYxx/PDxx Year to Date</b>	Sum of expenses posted to date in the specific account
<b>FYxx/PDxx Encumbrances</b>	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.
<b>FYxx/PDxx Reservations</b>	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.
<b>FYxx/PDxx Commitments</b>	Sum of Encumbrances and Reservations.
<b>FYxx/PDxx Available Balance</b>	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

Account	Account Title	Organization	Organization Title	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date	FY26/PD14 Encumbrances	FY26/PD14 Reservation	Col
717	Supplies & Non-Capital Equipment	20230	Advising	\$13,500.00	\$0.00	\$0.00	\$0.00	
717	Supplies & Non-Capital Equipment	20210	Center for Employment Services	\$2,300.00	\$0.00	\$0.00	\$0.00	
717	Supplies & Non-Capital Equipment	20220	Counseling	\$400.00	\$0.00	\$0.00	\$0.00	
717	Supplies & Non-Capital Equipment	20250	Non Traditional / Spec Pops	\$54,000.00	\$0.00	\$0.00	\$0.00	
717	Supplies & Non-Capital Equipment	20201	Student Support Admin	\$7,000.00	\$0.00	\$0.00	\$0.00	
717	Supplies & Non-Capital Equipment	20240	Testing Services	\$33,000.00	\$0.00	\$0.00	\$0.00	
<b>Report Total (of all records)</b>				<b>\$110,200.00</b>	<b>\$96,877.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

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