

This is a guide to using Banner 9 Self-Service/My Finance to view budgets

Written instructions are provided below each image.

Selection items are boxed in red and some include red notes in the screen images with detail.




Select "My Finance" from the Banner 9 Links on your homepage

UCC PROD

Sign In

 Username

 Password

Enter your network credentials to login

My Finance



Hello Katie,

Create, edit and approve transactions and view financial information for department / organization.



My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



Purchase Orders

Create purchase orders or purchase orders in process.



Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.

Select "My Finance Query"

Click on "New Query"

Select Query Type: Budget Status by Account
Values:
Chart*: U Umpqua Community College
Index: BK Bookstore
Fund: 500100 Bookstore
Organization*: 5410 Auxiliary Services
Account: Choose Account
Program: 335 Other Student Services
Activity: Choose Activity
Location: Choose Location

Select Query Type: "Budget Status by Account"

Chart: "U Umpqua Community College"

Index (Budget Code): Enter the code for the budget you wish to review (BK will NOT be your code, unless you work in the campus store). When selected, Fund, Organization and Program will automatically populate.

Account: If you want to see all expenditures, leave blank. If you wish to see only labor expenditures, enter 6%. If you wish to see only materials & services and capital expenditures, enter 7%.

Activity & Location: Leave blank (unless you have worked with the Finance office for the creation of an activity code for specific expenditure tracking and you wish to review those transactions)

Fund Type

Choose Fund Type ▼

Account Type

Choose Account Type ▼

Commitment Type

All ▼

Include Revenue Accounts

Fiscal Year *

2022 x ▼

Fiscal Period *

14 x ▼

Comparison Fiscal Year

None ▼

Comparison Fiscal Period

None ▼

Commitment Type: "All"

Include Revenue Accounts: Check the box if you are reviewing a budget that has its own source of revenue (Self-Sustaining, Grant, Enterprise) AND you wish to see the revenue

Fiscal Year: Always the year in which the fiscal/academic year ends. Example: Fiscal year 2021-2022 – select 2022. You can also review prior years – Fiscal year 2017-2018 – select 2018.

Fiscal Period: "14" to see full year budget & actuals

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 checked="" type="checkbox"/> Adjusted Budget ⓘ | <input type="checkbox"/> Reservation ⓘ |
| <input type="checkbox"/> Temporary Budget ⓘ | <input type="checkbox"/> Commitments ⓘ |
| <input type="checkbox"/> Accounted Budget ⓘ | <input checked="" type="checkbox"/> Available Balance ⓘ |

SUBMIT

Select: "Adjusted Budget, Year to Date, Encumbrance & Available Balance"

Click: "Submit"

Descriptions:

- Adopted Budget – Original fiscal year budget as it was adopted
- Budget Adjustment – Adjustments made to the budget
- Adjusted Budget – Current budget as it is available in the system
- Temporary Budget – UCC does not use temporary budget function
- Accounted Budget – UCC does not use accounted budget function
- Year to Date – Expenditures from July 1 – current day that have been posted in the system
- Encumbrance – Purchase orders that have been generated and approved, but not yet expensed
- Reservation – UCC does not use reservation function
- Commitments – Purchase orders that have been generated and approved, but not yet expensed – does not allow for detailed review
- Available Balance – Remaining balance in line items and budget overall

Query Results								Account column titles	
Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Available Balance			
61010	Administrators-F/T	!	\$74,019.00	\$65,662.79	\$0.00	\$8,356.21			
62010	Classified-F/T	!	\$38,956.00	\$26,104.63	\$0.00	\$12,851.37			
62040	Classified Overtime	!	\$0.00	\$83.01	\$0.00	(\$83.01)			
63710	Student Employees	!	\$10,000.00	\$8,163.00	\$0.00	\$1,837.00			
66015	FICA-Social Security	!	\$7,668.00	\$5,637.35	\$0.00	\$2,030.65			
66016	FICA-Medicare	!	\$1,357.00	\$1,318.41	\$0.00	\$38.59			
66017	Staff Health Insurance	!	\$33,120.00	\$19,406.16	\$0.00	\$13,713.84			
66020	PERS	!	\$14,529.00	\$10,431.25	\$0.00	\$4,097.75			
66030	Workers Compensation	✓	\$1,180.00	\$292.14	\$0.00	\$887.86			
66050	Staff Life & Disability Insurance	!	\$255.00	\$188.34	\$0.00	\$66.66	Available Balance: Currently showing incorrect in system.		
71001	Miscellaneous Supplies	!	\$1,000.00	\$2,659.56	\$0.00	(\$1,659.56)	Calculate by taking a positive adjusted balance and subtract year to date and encumbrances.		
71111	Photocopies	!	\$1,200.00	\$758.45	\$0.00	\$441.55			
Report Total (of all records)			Total appropriated budget for the fiscal	Total actual expenditures for the fiscal year	Total encumbered budget: outstanding purchase orders				
			(\$895,784.00)	(\$711,131.37)	(\$125,204.25)	\$895,784 - 711,131.37 - 125,204.25 = \$59,448.38	(\$59,448.38)		

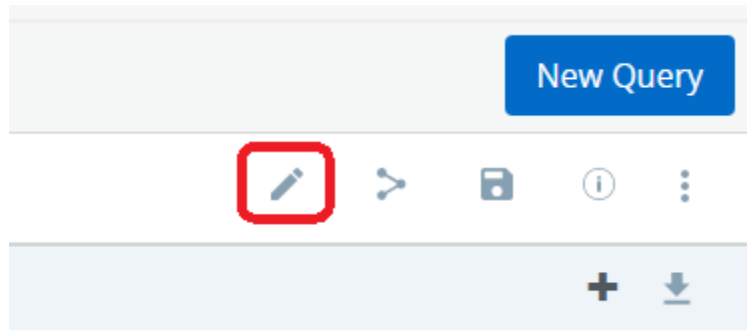
Accounts beginning with:

- “6” are wage accounts
- “66” are fringe and benefit accounts
- “71-74” are materials and service accounts
- “76” are capital expense accounts (items \$5,000 or greater in value)
- “8” are contingency, reserve and transfer accounts – used only by the Budget and Accounting & Finance offices

Other Notes:

- A negative available balance in a single account line means that the sum of year to date and encumbrances is more than the available budget in that specific line – this is probably ok
- Accounts 6-66 role up to the same “pool” and will balance each other out if the total is not overspent
- Accounts 71-74 role up to the same “pool” and will balance each other out if the total is not overspent
- Health icons show the standing of individual account lines

To view revenue:



Click on the edit tool

Edit Query

Chart

U Umpqua Community College x v

Fund

500100 Bookstore x v

Account

Choose Account v

Index

BK Bookstore x v

Organization *

5410 Auxiliary Services x v

Program

335 Other Student Services x v

Click the X on Program, scroll to the bottom of the window and click "submit"

Query Results

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY22/PD14 Encumbrances	FY22/PD14 Available Balance
57101	Miscellaneous Revenue	⚠	\$0.00	\$425.57	\$0.00	(\$425.57)
57170	Cash Over/ (Short)	⚠	\$0.00	(\$1.21)	\$0.00	\$1.21
57327	Process Fee(Emerg Loan & Admin)	⚠	\$0.00	\$120.00	\$0.00	(\$120.00)
57410	Aux Sales- New Books	⚠	\$345,500.00	\$469,213.21	\$0.00	(\$123,713.21)
57415	Aux Sales- Used Books	⚠	\$82,284.00	\$51,823.36	\$0.00	\$30,460.64
57420	Aux Sales- General Books	⚠	\$0.00	\$2,358.84	\$0.00	(\$2,358.84)
57425	Aux Sales- Food	✅	\$119,000.00	\$61,245.11	\$0.00	\$57,754.89
57430	Aux Sales- Supplies	✅	\$131,000.00	\$35,406.20	\$0.00	\$95,593.80
57435	Aux Sales- Calculators	✅	\$8,000.00	\$1,762.59	\$0.00	\$6,237.41
57440	Aux Sales- Clothing/Backpacks	⚠	\$25,000.00	\$16,403.95	\$0.00	\$8,596.05
57445	Aux Sales- Computers	⚠	\$12,000.00	\$7,970.00	\$0.00	\$4,030.00
57450	Aux Sales- Software	✅	\$9,000.00	\$533.47	\$0.00	\$8,466.53
Report Total (of all records)			\$0.00	Current actual money balance \$524,171.46	(\$125,204.25)	(\$398,967.21)

Accounts beginning with “5” are revenue accounts.

A negative available balance in a single revenue account line means that more revenue has been received than budgeted. That is a GOOD thing.