



# ANTELOPE VALLEY COLLEGE

**BANNER TRAINING  
SELF SERVICE  
BUDGET QUERIES**

*Last updated 07.25.2015*

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# Budget Queries Training

Access thru Bannerweb.

Used for training purposes only

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## Production: SSB Self Service Banner

1. Sign in via your myAVC Login

The screenshot shows the Antelope Valley College website. At the top, there is a navigation bar with links for 'about AVC', 'academics', 'administration', 'admissions', 'athletics', 'community', 'foundation', 'hr & employment', and 'student services'. Below this is the college logo and name 'ANTELOPE VALLEY COLLEGE'. A secondary navigation bar includes 'prospective students', 'current students', 'faculty & staff', and 'alumni & friends'. The main content area features a large image of Victoria Jenne, an AVC graduate with NASA plans, with the text 'AVC PROFILE: VICTORIA JENNE' and 'AVC graduate with NASA plans'. To the right is a 'CAMPUS NEWS' section with several news items. At the bottom, there are three main sections: 'myAVC LOGIN' with input fields for 'User Name' and 'Password' and a 'login' button; 'CLASSES & ENROLLMENT' with links for 'Apply online', 'Look up Classes/Schedule of Classes', 'College Catalog', 'Online Orientation (En Español)', and 'Get Ready to Register'; and 'UPCOMING EVENTS' with the text 'No upcoming events scheduled' and a 'more events' link. A blue oval highlights the 'myAVC LOGIN' section.

## 2. Select FINANCE

The screenshot shows the eAVC Online Services website. The top navigation bar includes links for Home, Campus Life, My Stuff, Student Success, Employee Services, Forms & Docs, Timesheet, and Tutorial. The main content area is divided into two columns. The left column contains sections for Personal Announcements, Campus Announcements, Bookmarks, and Time & Temperature. The right column is titled 'Registration & Student Records' and contains two main announcements: 'Student Success and Support Program (3SP)' and 'Summer/Fall 2015 Drop for Non-payment Dates'. Below these announcements is a navigation menu with the following links: Finance, Degree Works, Verify/Update Mailing Address, Registration Dates, Look up Classes/Schedule of Classes, and College Catalog. The 'Finance' link is circled in blue.

## 3. Select Finance tab

The screenshot shows the eAVC Online Services website with the 'Finance' tab selected in the navigation menu. The 'Finance' tab is circled in blue. Below the navigation bar is a search box with a 'Go' button. The main content area is titled 'Main Menu' and contains the following information: 'Welcome, Debby A. Clark-Hackenberg, to eAVC Online Services! Last web access on May 06, 2015'. Below this are two links: 'Personal Information' and 'Online Voting & Surveys'. The 'Personal Information' link is highlighted in blue. Below the links is a section titled 'RELEASE: 8.5.2' and a copyright notice: '© 2015 Ellucian Company L.P. and its affiliates.'

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## Descriptions and Definitions of Budget Query Views

**Adopted Budget:** Original Board approved budget

**Budget Adjustments:** Sum of all budget adjustments made for that account string

**Adjusted budget:** Adopted budget +/- all budget adjustments made YTD

**Temporary Budget:** One time budget received for current year only

**Accounted Budget:** Adopted budget +/- budget adjustments

**Year to date:** Expenses YTD

**Encumbrances:** Encumbered items not yet expensed

**Reservations:** Pre encumbrances

**Commitments:** Pre encumbrances + encumbrances

**Available Balance:** Budget – expenses

**Pending Documents:** List of all requisitions that are in process, not yet completed approval process

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### Exception to Available Balance Budget

View of **Pending documents** required to obtain complete available balance

Further detail with budget query detail

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### Crosswalk: Peoplesoft Account String to Banner FOAP

Please use the Crosswalks to assist with conversion of Peoplesoft Account strings to Banner FOAP

*All Crosswalks are available on the Business Services website:*

**Website:** <http://www.avc.edu/administration/busserv/accountingq.html>

*Administrative Services → Business Services → Accounting*

*Or*

*Administrative Services → Business Services → Training → Accounting*

\*\*\*\*\*

## FOAP: What is it?

In Banner, this is your account string

Always enter the fields of the FOAP unless entering a wild card %

F = FUND

O = ORGANIZATION

A = ACCOUNT

P = PROGRAM

*Please see Banner Finance Training course for further explanation on Banner's accounting structure. Available on the Accounting website with COA*

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## Pooled Budgeting

Banner allows for and is set up to allow for "pooled" budget checks.

This means that budget will be checked at the Subaccount level.

Subaccount examples: 43xx 52xx 45xx 51xx

Budget transfers will not be required if the organization has enough budget to cover an expense at the subaccount level.

*For example:*

You have an expense of \$1000 to be booked to supplies 4500.

This account only has \$750 available.

However, warehouse supplies (4530) has \$250 in budget available.

Your expense is covered, you have enough budget at the subaccount level and no budget transfer is required.

Banner will see this expense as meeting budget check.

Note:

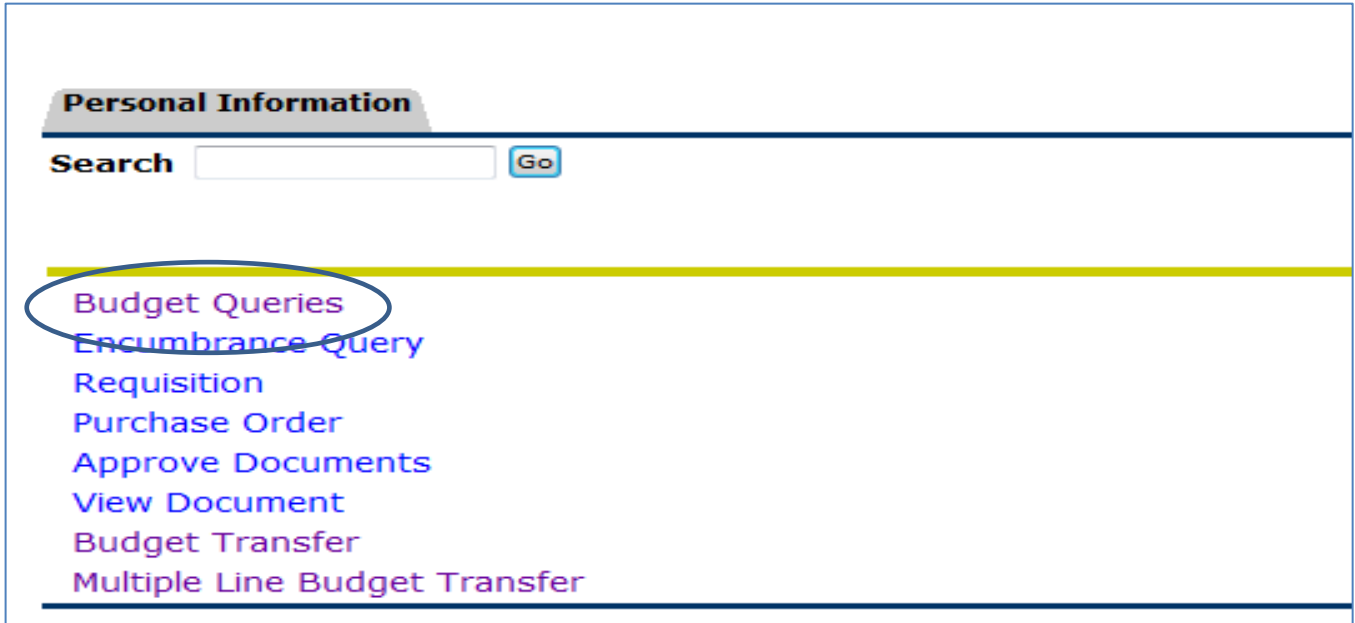
If a FOAP has budget to cover an expense BUT the Pooled budget does not, then the requisition will not meet budget. It is recommended to budget query at the pooled budget level (ex. 45%) to review the budgets. Examples provided under Budget Queries documentation.

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# Budget Queries

## 1. Select Budget Queries

Budget Queries screen view



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## Review of 3 Budget Query options

- #1. Budget Quick Query  
This is the easiest budget query method. Quick and easy to determine available budget
  
- #2. Budget Status by Account  
This provides more options for view and you are able to “drill down” to view detail behind the transactions
  
- #3. Budget Status by Organizational Hierarchy  
This option allows you to view your budget specifically by ORGANIZATION. You are able to see your organization’s summary or detail budget and/or expense at the ACCOUNT TYPE level (Salary & Benefits or Operational Expenses) in summary form or you can “drill down” for more detail.

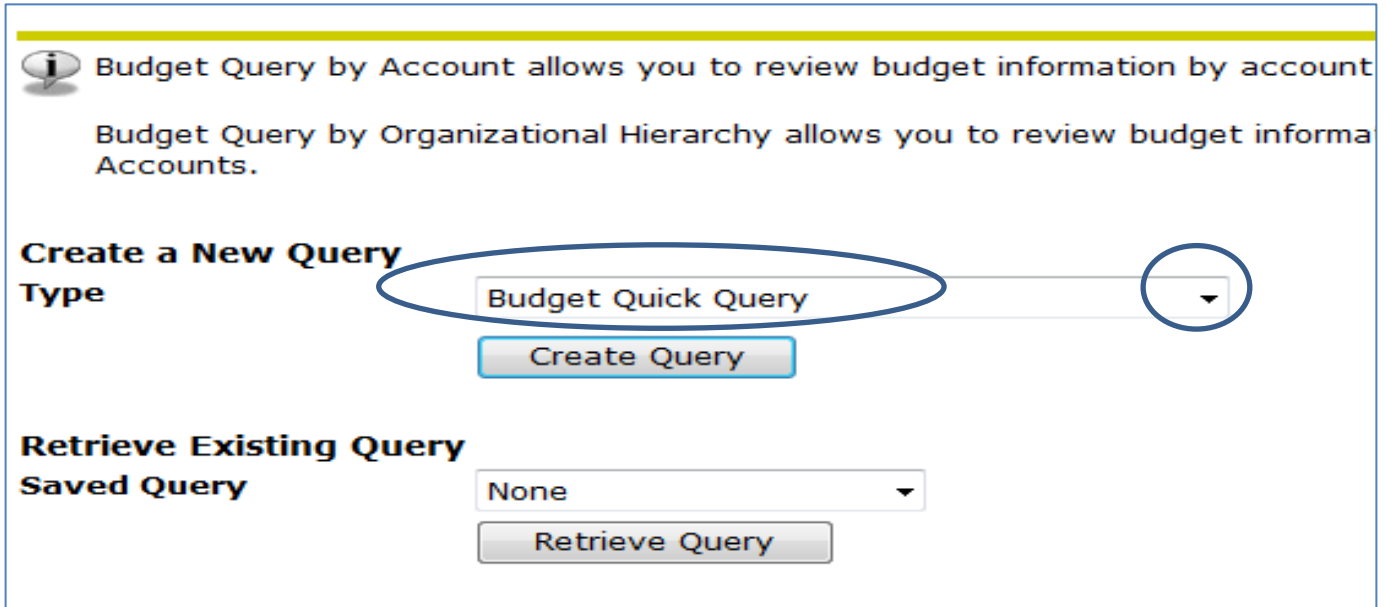
\*\*\*\*\*

## Option #1: Budget Quick Query

This is the easiest budget query method. Quick and easy to determine available budget

1. Select Budget Quick Query from the drop down menu
2. Select CREATE QUERY

Screen View



The screenshot shows a web interface for creating budget queries. At the top, there is an information icon and text: "Budget Query by Account allows you to review budget information by account" and "Budget Query by Organizational Hierarchy allows you to review budget information by Accounts." Below this, there are two main sections. The first section is titled "Create a New Query" and contains a dropdown menu labeled "Type" with "Budget Quick Query" selected. A blue oval highlights the dropdown menu, and a red circle highlights the dropdown arrow. Below the dropdown is a blue "Create Query" button. The second section is titled "Retrieve Existing Query" and contains a dropdown menu labeled "Saved Query" with "None" selected. Below this dropdown is a grey "Retrieve Query" button.

Options:

Create New Query: Use if have not created and saved a previous query

Retrieve Existing Query: Can select from *previously* created and saved queries



3. Enter data into this selection screen

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Ch inception through the end of the fiscal year, from Grant Ledger. Otherwise, all informati

**Fiscal year:** 2016 ▼

Chart of Accounts: A Index: [ ]

Fund: 00000 Grant: [ ]

Organization: 14020 Account: 45%

Program: 672000 Activity: [ ]

Location: [ ] Commitment Type: All ✓

Include Revenue Accounts

Save Query as: [ ]

Shared

Submit Query

**Recommended:**  
Enter at the Sub Account level to view available budget

4. Enter Fiscal Year: Current year or year to review
5. Enter Chart of Accounts: A
6. Enter the FOAP: Fund, Organization, Account, Program  
*Note: do not leave any part of FOAP blank  
Otherwise, budget #s will not be retrieved*
7. May use the *wild card* (%) to retrieve groups of data

Example of FOAP entered: 00000 14020 45% 672000

This will give all account strings in organization 14020 with all 45xx accounts

8. Location: Leave blank
9. Include Revenue Accounts: Leave blank. Revenue is not at the Organization level
10. Index: Leave blank
11. Grant: Leave blank unless this is a grant
12. Commitment Type: ALL
13. Check Shared: Optional: If you want the report to be viewed by others
14. Select SUBMIT QUERY

## Query Screen View

WVC point. click. connect.

Back to Home Tab

Organization Budget Status Report

By Account

Period Ending Jun 30, 2016

As of Jul 25, 2015

Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	672000 Fiscal Operations
Organization	14020 Business Services	Activity	All
Account	45%	Location	All

View Pending Documents

⚠ Pending documents exist

**Query Results**

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
4500	Non-Instructional Supplies	9,999.76	0.00	1,300.00	8,699.76
4530	Warehouse Supplies	2,406.64	0.00	0.00	2,406.64
4561	Non Cap Equip <\$5000, General	1,605.63	0.00	0.00	1,605.63
4562	Non Cap Equip<\$5000, Computer	750.00	0.00	0.00	750.00
Report Total (of all records)		14,762.03	0.00	1,300.00	13,462.03

Another Query

This query will provide you with a quick view of Year to Date expenses, Commitments, and Available Balance at the *Pooled* level

### IMPORTANT:

For complete view of available Balance please see **VIEW PENDING DOUCMENTS**. *If* there are any, these are **NOT** accounted for in this view's Available Budget. View of the Pending Documents form will provide the true budget balance.

WVC point. click. connect.

Back to Home Tab

Jul 13, 2015	Jul 21, 2015	R1600400	Disapproved	00000	14020	4562	672000	Black Box Network Services	0	1	RSV	( 1,460.00)	REQP
Jul 23, 2015	Jul 23, 2015	R1600531	In Approvals	00000	14020	4500	672000	American Express	0	1	RSV	( 41.10)	REQP
Report Total (of all records)												( 1,501.10)	

**Budget Control Keys for Non-sufficient Funds (NSF) Checking**

Used in Available Budget Checking  00000 Fund  14020 Organization  450 Account  672000 Program

**Available Balance Summary**

Account	Account Title	Posted Amount	Pending Amount	Available Balance
450	Non-Instructional Supplies	13,462.03	( 1,501.10)	11,960.93
Totals		13,462.03	( 1,501.10)	11,960.93

Download All Columns

Another Query

This shows your *true available budget* when there are pending documents that have not yet completed the approval process and posted.

15. Select Another Query to return for another selection

\*\*\*\*\*

## Option #2: Budget Status by Account

This provides more options for view and you are able to “drill down” to view detail behind the transactions.

### Screen View

The screenshot shows a web interface for creating a budget query. At the top, there is a yellow header bar. Below it, an information icon (i) is followed by the text: "Budget Query by Account allows you to review budget information by account for the" and "Budget Query by Organizational Hierarchy allows you to review budget information on Accounts." Below this, there are two sections. The first section is titled "Create a New Query" and has a sub-label "Type". A dropdown menu is open, showing "Budget Status by Account" as the selected option. Below the dropdown is a "Create Query" button. The second section is titled "Retrieve Existing Query" and has a sub-label "Saved Query". A dropdown menu is open, showing "None" as the selected option. Below the dropdown is a "Retrieve Query" button.

1. Select Budget Status by Account from the drop down menu
2. Select CREATE QUERY

3. Select Operational Ledger Data columns to view

WVC point. click. connect.

Back to Home Tab

Personal Information **Finance**

Search  Go

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

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

Save Query as:

Shared

Continue

4. Select from list of items to query  
Select all or some of options

*Recommended to select all ledger data columns*

This will provide for further data to be viewed

5. Shared: select if others will be able to view your query  
6. Select CONTINUE

7. Enter data into this selection screen

WVC point. click. connect.

Back to Home Tab

Year and Chart of Accounts fields.

You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With next to the corresponding comparison fiscal period.

Fiscal year: 2016 Fiscal period: 14  
 Comparison Fiscal year: None Comparison Fiscal period: None  
 Commitment Type: All

Chart of Accounts: A Index:   
 Fund: 00000 Activity:   
 Organization: 14020 Location:   
 Grant: Fund Type:   
 Account: 45% Account Type:   
 Program: 672000

Include Revenue Accounts

Save Query as:   
 Shared

Submit Query

**Recommended:**  
 Enter at the Sub Account level to view available budget

8. Fiscal Year: Current year or year to review

9. Fiscal Period: Month 1 thru year end 14: recommended 14 for full year data  
 Note: If do not select 14 then will only see the months that are selected  
 Example "1" to view July – "2" to view August data

10. Commitment type: enter All

11. Chart of Accounts: enter A

12. Enter the FOAP: Fund, Organization, Account, Program

*Note: do not leave any part of FOAP blank  
 Otherwise, budget #s will not be retrieved*

13. May use the wild card (%) to retrieve groups of data

Example of FOAP entered: 00000 14020 45% 672000

This will give all account strings in organization 14020 with all 45xx accounts

14. Location: Leave blank

15. Include Revenue Accounts: Leave blank. Revenue is not at the Organization level

- 16.Index: Leave blank
- 17.Grant: Leave blank unless this is a grant
- 18.Commitment Type: ALL
- 19.Check Shared: Optional: If you want the report to be viewed by others
- 20.SAVE QUERY AS: Optional: Save query (template): Enter in a "name" of the query
- 21.Select SUBMIT QUERY

### Screen View Budget Status by Account

**By Account**

Period Ending Jun 30, 2016  
As of Jul 25, 2015

Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	672000 Fiscal Operations
Organization	14020 Business Services	Activity	All
Account	45%	Location	All

**Query Results**

Account	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Temporary Budget	FY16/PD14 Accounted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
4500	Non-Instructional Supplies	9,999.76	0.00	9,999.76	0.00	9,999.76	0.00	1,300.00	0.00	1,300.00	8,699.76
4530	Warehouse Supplies	2,406.64	0.00	2,406.64	0.00	2,406.64	0.00	0.00	0.00	0.00	2,406.64
4561	Non Cap Equip <\$5000, General	1,605.63	0.00	1,605.63	0.00	1,605.63	0.00	0.00	0.00	0.00	1,605.63
4562	Non Cap Equip <\$5000 Computer	750.00	0.00	750.00	0.00	750.00	0.00	0.00	0.00	0.00	750.00
Report Total (of all records)		14,762.03	0.00	14,762.03	0.00	14,762.03	0.00	1,300.00	0.00	1,300.00	13,462.03

View Pending Documents  
Pending documents exist

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

### IMPORTANT:

For complete view of available Balance please see **VIEW PENDING DOUCMENTS**. If there are any, these are NOT accounted for in this view's Available Budget. View the amounts and subtract from the available balance to see true Budget availability.

## Pending Documents View sample

**Report Parameters**

Status of Transactions In Process			
Period Ending Jun 30, 2016			
As of Jul 25, 2015			
Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	672000 Fiscal Operations
Organization	14020 Business Services	Activity	All
Account	45%	Location	All

**Pending Document List**

Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item	Seq#	Field Code	Amount	Rule Class Code
Jul 13, 2015	Jul 21, 2015	R1600400	Disapproved	00000	14020	4562	672000	Black Box Network Services	0	1	RSV	( 1,460.00)	REQP
Jul 23, 2015	Jul 23, 2015	R1600531	In Approvals	00000	14020	4500	672000	American Express	0	1	RSV	( 41.10)	REQP
Report Total (of all records)												( 1,501.10)	

**Budget Control Keys for Non-sufficient Funds (NSF) Checking**

Used in Available Budget Checking  00000 Fund  14020 Organization  450 Account  672000 Program

**Available Balance Summary**

Account	Account Title	Posted Amount	Pending Amount	Available Balance
450	Non-Instructional Supplies	13,462.03	( 1,501.10)	11,960.93
Totals		13,462.03	( 1,501.10)	11,960.93

Download All Columns  
Another Query

This shows your **true available budget** when there are pending documents that have not yet completed the approval process and posted.

\*\*\*\*\*

## Drill Down for further review of detail

Any field in **blue** allows for more detailed review of transactions “drilling down”

### Screen View of Drill Down

Back to Home Tab

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R1600531	Jul 23, 2015	Jul 23, 2015	Aug 07, 2015		41.10

Origin: BANNER  
 Complete: Y Approved: N Type: Procurement  
 Cancel Reason: Date:  
 Requestor: Denise Anderson 14020 Business Services  
 Accounting: Document Level

Ship to: Antelope Valley College  
 3041 West Avenue K  
 Warehouse  
 Lancaster, CA 93536  
 Attention: D. Anderson, BSA-A154  
 Contact:  
 Phone Number:

Vendor: 000003904 American Express  
 Box 0001  
 Los Angeles, CA 90096  
 Phone Number: 800-528-2122  
 Fax Number:

Drill down allows further view of the requisition #, description of order including the amount and FOAP

**Requisition Commodities**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Add	Tax	Cost
1		Walmart on line order- Deflect-o wall pockets	EA	3	12.57	37.71	
		Wall pockets for Debby, Deborah and Kim		0.00	0.00	3.39	41.10
		On-Line order. Free shipping					
Total:						41.10	

**Requisition Accounting**

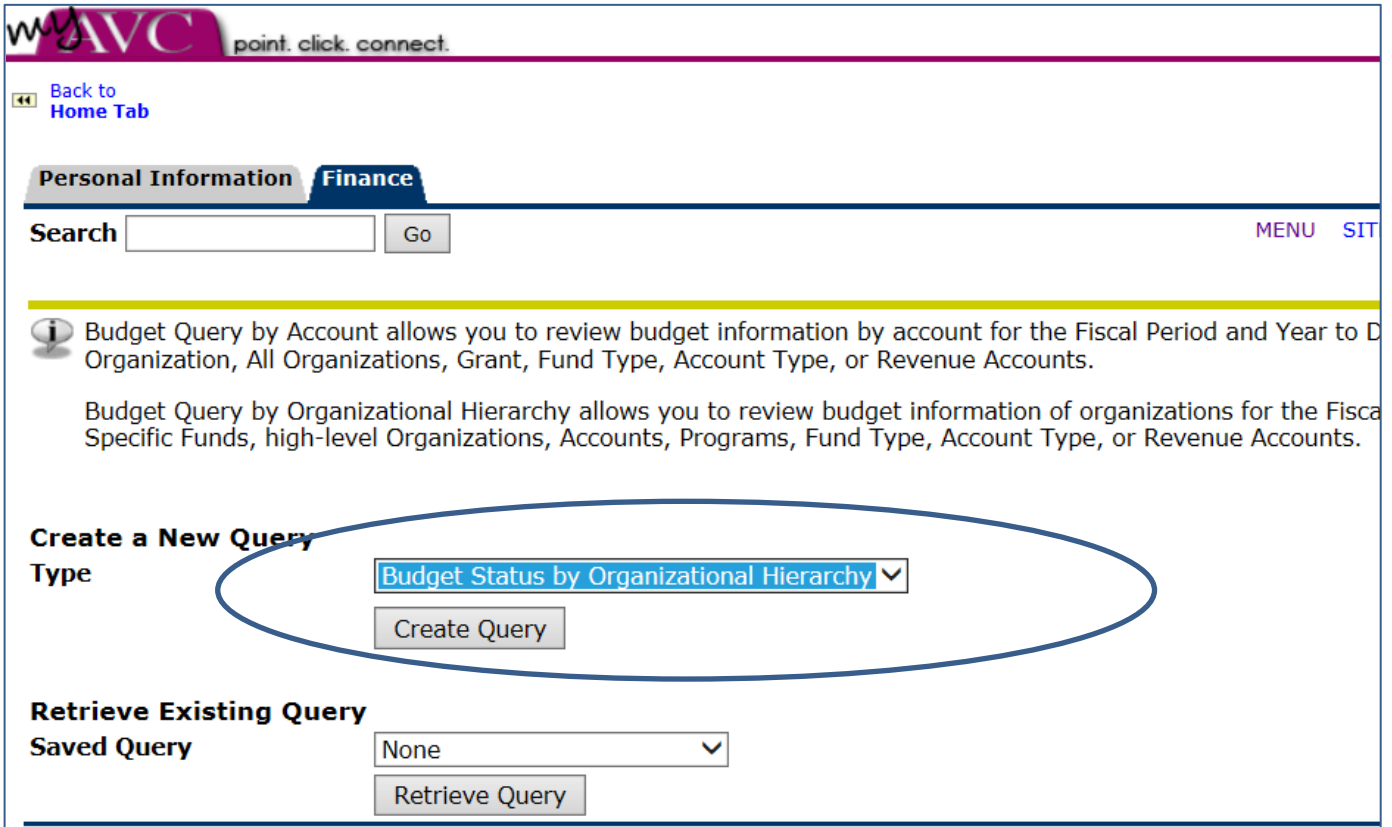
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF	Susp	NSFOvr	Susp	Amount
1	A	16		00000	14020	4500	672000				N	N	N		41.10
Total of displayed sequences:															41.10

\*\*\*\*\*

### Option #3: Budget Status by Organizational Hierarchy

This option allows you to view your budget specifically by ORGANIZATION. You are able to see your organization’s summary or detail budget and/or expense at the ACCOUNT TYPE level (Salary & Benefits or Operational Expenses) in summary form or you can “drill down” for more detail.

1. Select this option from the main menu






- 2. Select from list of items to query  
Select all or some of options  
*Recommended to select all ledger data columns*

**Personal Information** **Finance**

Search

---

 Queries by Organizational Hierarchy have six levels: External Account Type (L Document view.

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

Save Query as:

**Shared**

- 3. Enter Query

## View of Selection screen

WVC point. click. connect.

Back to Home Tab

Personal Information Finance

Search  Go

MENU SITE MAP H

**Information:** If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. Fund/Organization Query access must enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year and Chart of Accounts.

**Information:** You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved are for the selected period.

Fiscal year: 2016  Fiscal period: 14

Comparison Fiscal year: None  Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: A  Index:

Fund: 00000  Activity:

Organization: 14020  Location:

Grant:  Fund Type:

Account: %  Account Type:

Program: %

Include Revenue Accounts

Save Query as:

Shared

Submit Query

**Recommended:**

To view at the Organization level enter wild card (%) in Account and Program

4. Fiscal Year: Current year or year to review
5. Fiscal Period: Month 1 thru year end 14: recommended 14 for full year data  
Note: If do not select 14 then will only see the months that are selected  
Example "1" to view July – "2" to view August data
6. Commitment type: enter All
7. Chart of Accounts: enter A
8. Enter FOAP: Enter Fund and Organization  
Recommended use % in the account code  
Enter Program if a view by a specific program is desired or enter %  
*Note: do not leave any part of FOAP blank  
Otherwise, budget #s will not be retrieved*
9. Location: Leave blank
10. Include Revenue Accounts: Leave blank. Revenue is not at the Organization level
11. Index: Leave blank
12. Grant: Leave blank unless this is a grant
13. Commitment Type: ALL

- 14. Check Shared: Optional: If you want the report to be viewed by others
- 15. SAVE QUERY AS: Optional: Save query (template): Enter in a "name" of the query
- 16. SUBMIT QUERY

View sample of selection

As of Jul 25, 2015

Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	%
Organization	14020 Business Services	Activity	All
Account	%	Location	All

**Query Results**

Organization	Organization Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Temporary Budget	FY16/PD14 Accounted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
14020	Business Services	3,596,028.71	0.00	3,596,028.71	0.00	3,596,028.71	19,393.81	138,935.42	1,050,377.13	1,189,312.55	2,387,322.35
14020	Rollup	3,596,028.71	0.00	3,596,028.71	0.00	3,596,028.71	19,393.81	138,935.42	1,050,377.13	1,189,312.55	2,387,322.35

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY16/PD14 Adopted Budget	percent of	FY16/PD14 Adopted Budget	FY16/PD14 Adopted Budget	

Perform Computation

Another Query

Your data will be viewed at a summary ORGANIZATION level  
 “Drill Down” for further review of detail

View Organization data by Salaries/Benefits and Expenses as a summary level

Period Ending Jun 30, 2016

As of Jul 25, 2015

Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	%
Organization	14020 Business Services	Activity	All
Account	%	Location	All

**Query Results**

Account Type	Account Type Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Temporary Budget	FY16/PD14 Accounted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
05	Revenue										
06	Salaries and Benefits	1,688,60.10	( 150,842.78)	1,537,817.32	0.00	1,537,817.32	0.00	0.00	0.00	0.00	1,537,817.32
07	Operational Expenses	1,907,68.61	150,842.78	2,058,211.39	0.00	2,058,211.39	19,393.81	138,935.42	1,050,377.13	1,189,312.55	849,505.03
14020	Rollup	3,596,028.71	0.00	3,596,028.71	0.00	3,596,028.71	19,393.81	138,935.42	1,050,377.13	1,189,312.55	2,387,322.35

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY16/PD14 Adopted Budget	percent of	FY16/PD14 Adopted Budget	FY16/PD14 Adopted Budget	

Perform Computation

17. Select the organization and further drill down to view detail by Account Type  
 Example: Salary & Benefits, or Operational Expenses

## View of further drill down of Salaries and Benefits selection

Fund	00000 Unrestricted General Fund	Program	%
Organization	14020 Business Services	Activity	All
Account	%	Location	All
Account Type	06 Salaries and Benefits		

Gmail Calendar Groups Logout

**Query Results**

Account Type	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Temporary Budget	FY16/PD14 Accounted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
60	Salaries	1,138,881.13	( 150,842.78)	1,038,038.35	0.00	1,038,038.35	0.00	0.00	0.00	0.00	1,038,038.3
61	Benefits	499,778.97	0.00	499,778.97	0.00	499,778.97	0.00	0.00	0.00	0.00	499,778.9
06 Rollup		1,688,660.10	( 150,842.78)	1,537,817.32	0.00	1,537,817.32	0.00	0.00	0.00	0.00	1,537,817.3

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as:

Shared

**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
FY16/PD14 Adopted Budget	percent of	FY16/PD14 Adopted Budget	FY16/PD14 Adopted Budget	<input type="text"/>

Perform Computation

Another Query

## View of further drill down of Salaries selection

Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	%
Organization	14020 Business Services	Activity	All
Account	%	Location	All
Account Type	60 Salaries		

✔ No pending documents exist

**Query Results**

Account	Account Title	Program	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Temporary Budget	FY16/PD14 Accounted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
1220	Vice Presidents	000000	150,842.78	( 150,842.78)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2150	CMS	000000	67,968.80	0.00	67,968.80	0.00	67,968.80	0.00	0.00	0.00	0.00	67,968.80
2320	Hourly Clerical	660000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2100	Classified Clerical Salaries	672000	517,767.86	0.00	517,767.86	0.00	517,767.86	0.00	0.00	0.00	0.00	517,767.86
2150	CMS	672000	74,032.76	0.00	74,032.76	0.00	74,032.76	0.00	0.00	0.00	0.00	74,032.76
2180	Non-Academic Administrators	672000	127,215.18	0.00	127,215.18	0.00	127,215.18	0.00	0.00	0.00	0.00	127,215.18
2302	Student Workers	672000	5,313.91	0.00	5,313.91	0.00	5,313.91	0.00	0.00	0.00	0.00	5,313.91
2320	Hourly Clerical	672000	19,410.93	0.00	19,410.93	0.00	19,410.93	0.00	0.00	0.00	0.00	19,410.93
2100	Classified Clerical Salaries	677000	94,679.84	0.00	94,679.84	0.00	94,679.84	0.00	0.00	0.00	0.00	94,679.84
2130	Classified Salaries non-clerical	677000	117,421.69	0.00	117,421.69	0.00	117,421.69	0.00	0.00	0.00	0.00	117,421.69
2320	Hourly Clerical	677000	14,227.38	0.00	14,227.38	0.00	14,227.38	0.00	0.00	0.00	0.00	14,227.38

Continue to **“Drill Down”** for further detail as long as field is in **blue**.

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## Option: Download To Excel

Available for Budget Status by Account & Budget Status by Organizational Hierarchy

Screens allow the option of downloading what is viewed to an excel spreadsheet

Home Tab

As of Jul 04, 2015			
Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	672000 Fiscal Operations
Organization	14020 Business Services	Activity	All
Account	4562 Non Cap Equip<\$5000 Computer	Location	All

**Query Results**

Account	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Accounted Budget	FY16/PD14 Year to Date
4562	Non Cap Equip<\$5000 Computer	750.00	750.00	
Report Total (of all records)		750.00	750.00	

Download All Ledger Columns    Download Selected Ledger Columns

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## Rule Class Code Descriptions

Banner uses Rule class codes to identify types of transactions. Some of the most common that you will see in the detail when reviewing Budget Query screens are listed below. This is for informational purposes to assist you with your reviews

BD01: Permanent Adopted Budget

BD02: Permanent Budget Adjustments

BD04: Temporary Budget

BDR: User Budget Adjustments (later)

JE15: Accounting use: Intrafund Transfers

JE16: Accounting Use: Interfund Transfers