Banner Self Service Reading Budgets

Budget Query By Account

When your organization does not have revenue:

• Do **NOT** check the revenue box. On the screen, you will see your true balance in the bottom right hand corner of the table.

If the organization does have revenue:

- Check the include revenue box. A balance will not appear in the bottom right hand corner of the table. If you wanted to manually calculate your balance:
 - 1. Take the opposite sign of the adjusted budget (report total at the bottom of the adjusted budget column).
 - 2. Add (or subtract if the amount is negative) the year-to-date amount (report total at the bottom of the year-to-date column).
 - 3. Add (or subtract if the amount is negative) the commitments amount (report total at the bottom of the commitments column).
 - 4. Your calculation should be your true balance.

Budget Query by Organizational Hierarchy

When your organization does not have revenue:

• Do NOT check the revenue box. On the screen, your true organizational balance will be in the available balance column.

If the organization does have revenue:

• Check the include revenue box. Your balance will show up in the available balance column, however, your balance will be the opposite sign of the balance you are seeing. (Example – If I get to this screen and I see my available balance is (100,000.00), I actually have 100,000.00 left to spend. On the contrary, if I get to this screen, and my available balance says 100,000.00, I am actually in the hole by that much.)

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