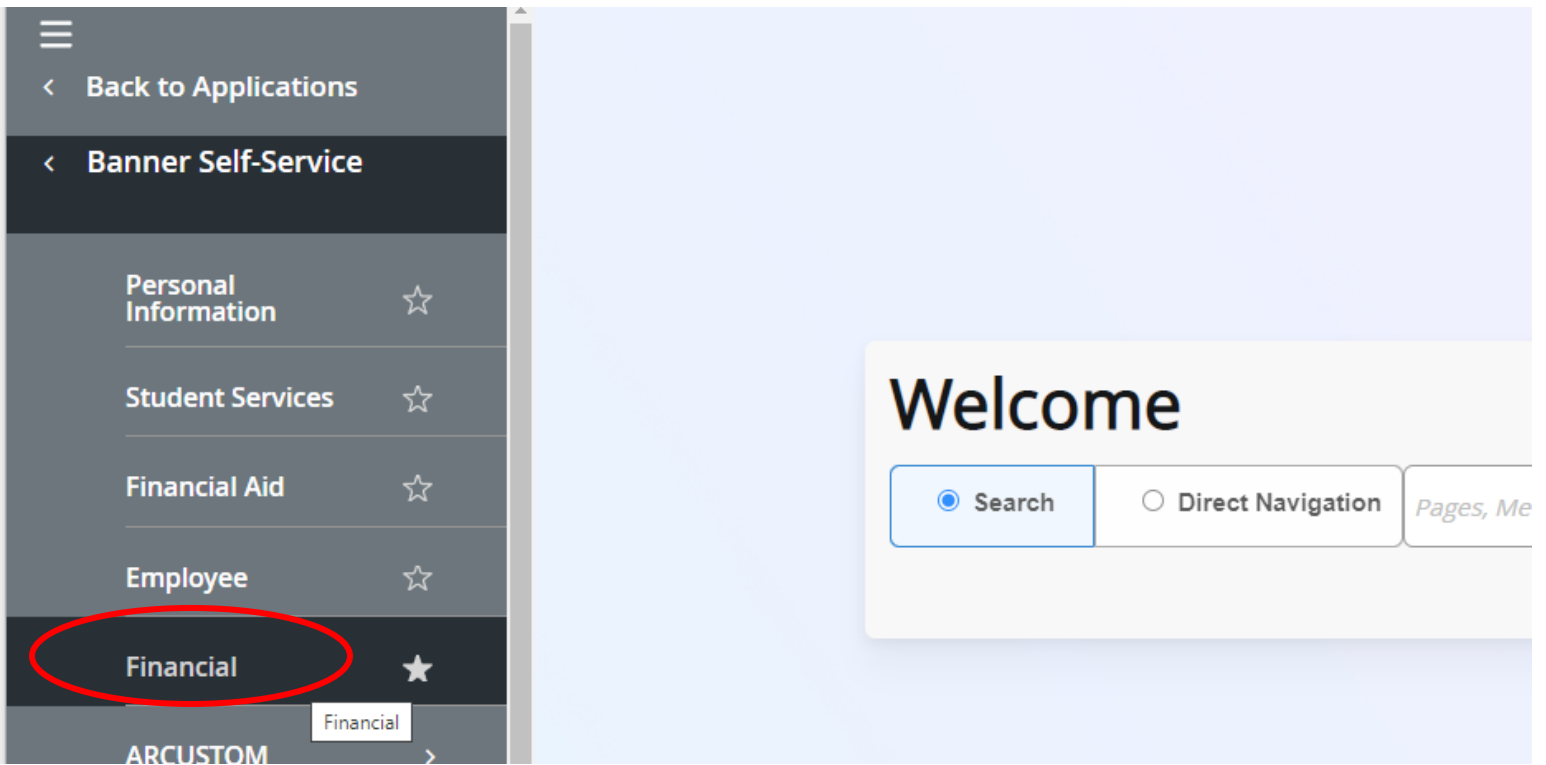
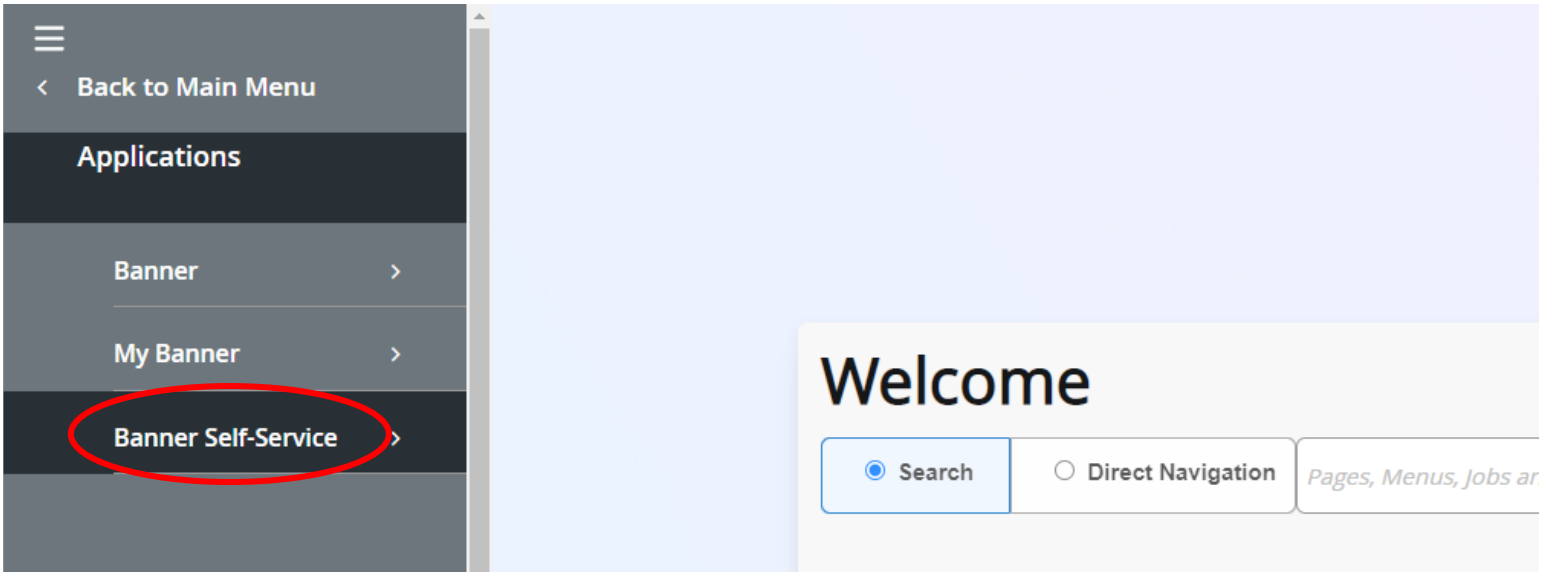


Banner Finance Self Service



My Finance



Hello Cindy,

Create, edit and approve transactions and view financial information.



My Finance Query

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



My Journals

Create and view draft, pending and completed journals and supporting documentation.



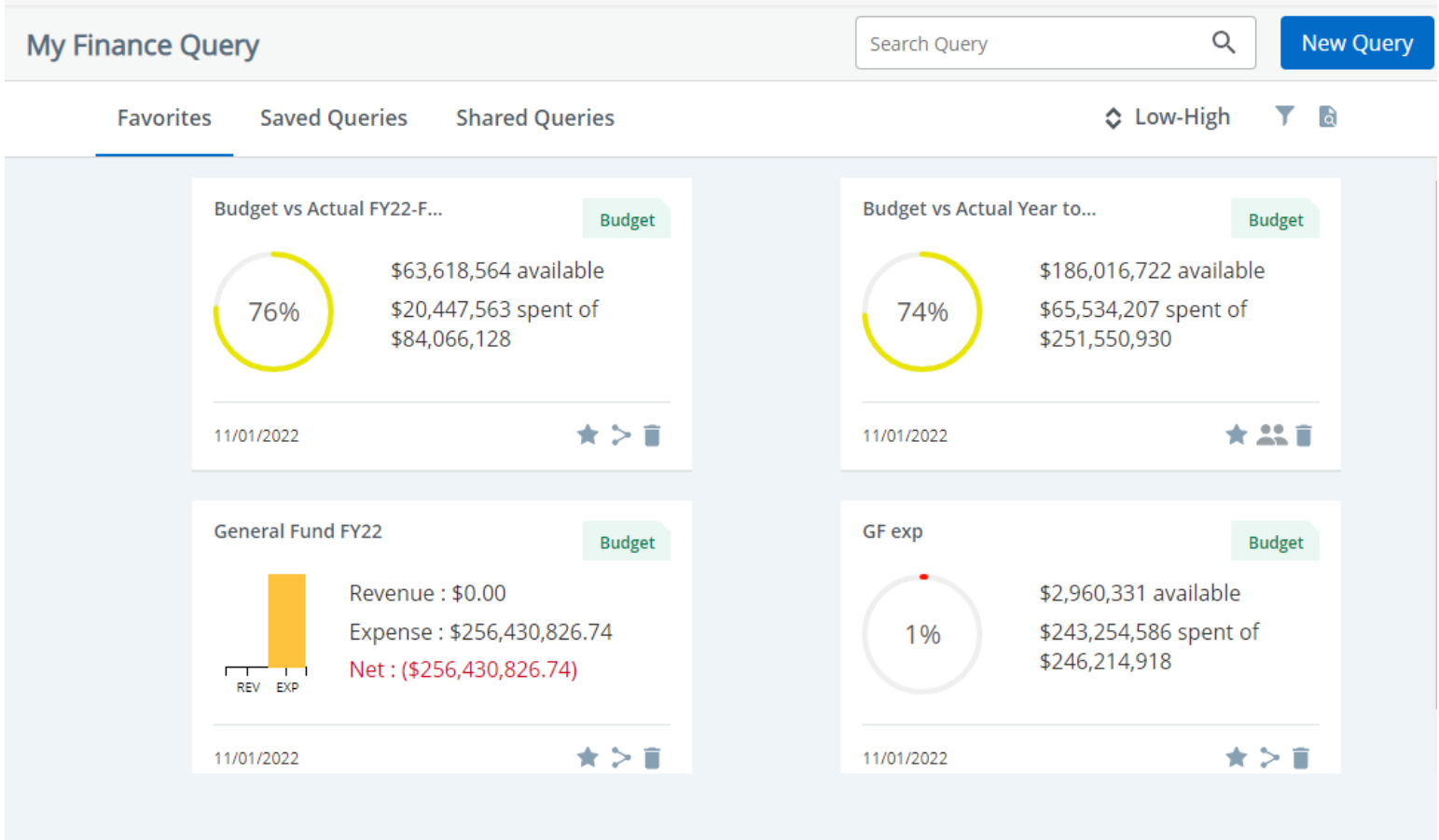
Approve Documents

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



Delete Finance Template

Delete templates for Finance Queries, Budget Development, and Purchase Orders.

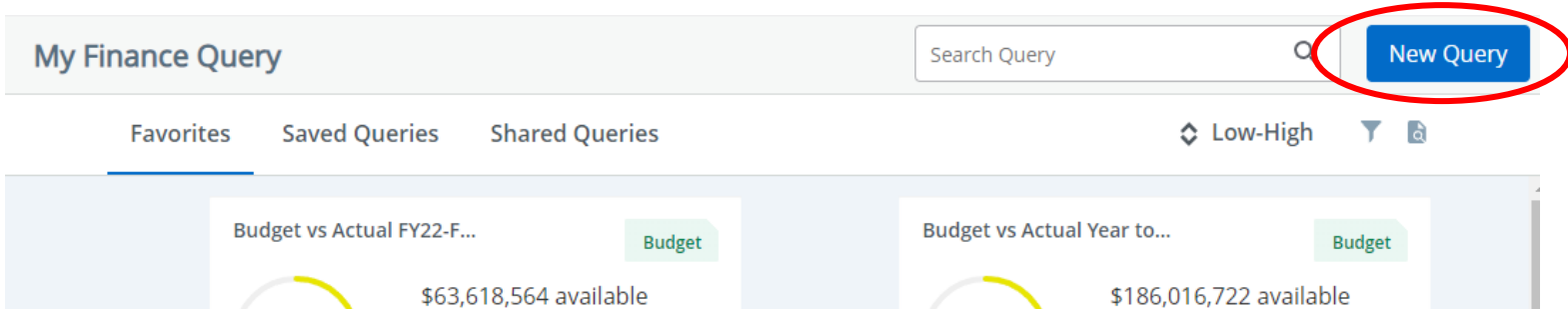


Favorites = ★

Saved Queries = Queries a user has saved.

Shared Queries = 👥 Share a Query by selecting ➔

Create New Query



Create New Query

Select Query Type

Budget Quick Query ^

Q

- Budget Status by Account
- Budget Status by Organizational Hierarchy**
- Payroll Expense Detail
- Encumbrance Query
- Multi Year Query
- Budget Quick Query

Budget Status by Account – query results are by accounts for a specific fund, org or index. You can drill down directly to account activity.

Budget Status by Organizational Hierarchy – captures all orgs under a high-level org. This is useful for looking at an entire location, sector, or department, but can also be used for an index. Because you drill down by org it takes longer to get to transaction detail.

Payroll Expense Detail – queries actual payroll results by transaction.

Encumbrance Query – queries encumbrance activities and shows status (original commitments, encumbrance adjustments, encumbrance liquidations).

Multi Year Query – Works only for grants. Queries from a specific month/year to a specific month/year.

Budget Quick Query – queries current information, no drill down capability.

In this example, select Budget Status By Organizational Hierarchy:

Create New Query ×

Select Query Type

Budget Status by Organizational Hierarchy ✓

Values

Chart * C The University of Montana x v

Index Choose Index v

Fund Choose Fund v **Organization *** 300000 University of Montana-Missoula x v

Account Choose Account v Program Choose Program v

Activity Choose Activity v Location Choose Location v

Fund Type Choose Fund Type v Account Type Choose Account Type v

Commitment Type All v Include Revenue Accounts

Fiscal Year * 2022 x v **Fiscal Period *** 05 x v

Comparison Fiscal Year 2021 x v Comparison Fiscal Period None v

Required items are marked *. If you do not want a comparison, just click on the x in the comparison fiscal year and fiscal period and the value will change to None.

NOTE: BOTH THE COMPARISON FISCAL YEAR AND COMPARISON FISCAL PERIOD HAVE TO BE NONE OR YOU WILL GET AN ERROR.

Operating Ledger

Actual revenue or expenditure activity for the year to date

Adopted Budget ⓘ

Year to Date ⓘ

Budget Adjustment ⓘ

Encumbrance ⓘ

Adjusted Budget ⓘ

Reservation ⓘ

Temporary Budget ⓘ

Commitments ⓘ

Accounted Budget ⓘ

Available Balance ⓘ

SUBMIT

Hover your mouse on the ⓘ to see the description for each option.

Click on Submit. Drill Down on blue characters. See [icon function](#) on page 8.

Budget Status by Organizational Hierarchy							New Query
University of Montana-Missoula - 300000							
Organization	Organization Title	Health	FY23/PD05 Adopted Budget	FY22/PD05 Adopted Budget	FY23/PD05 Year to Date		
300000	University of Montana-Missoula	✔	\$0.00	\$0.00	\$0.00		
310000	President	⚠	\$24,247,253.47	\$25,087,643.70	\$9,340,436.15		
320000	VP Administration & Finance	✔	\$149,247,031.77	\$122,413,602.68	\$22,424,899.82		
330000	Provost	⚠	\$292,693,723.32	\$267,945,512.78	\$73,947,739.70		
340000	VP Student Affairs	✔	\$0.00	\$0.00	\$0.00		
350000	VP Marketing & Brand Management	✔	\$0.00	\$0.00	\$0.00		
360000	VP Research & Creative	✔	\$103,207,364.96	\$102,324,561.37	\$22,812,683.26		
Report Total (of all records)			\$597,758,197.50	\$541,268,086.31	\$260,775,967.90		

Query Results

Organization	Organization Title	Health	FY23/PD05 Adopted Budget	FY22/PD05 Adopted Budget
310000	President	✔	\$0.00	\$0.00
311000	President	⚠	\$2,527,495.47	\$2,438,210.70

Query Results

Organization	Organization Title	Health	FY23/PD05 Adopted Budget	FY22/PD05 Adopted Budget
311000	President	✔	\$0.00	\$0.00
31100B	President's Operating Unit	⚠	\$1,419,937.00	\$1,396,435.00

Query Results

Organization	Organization Title	Health	FY23/PD05 Adopted Budget	FY22/PD05 Adopted Budget
31100B	President's Operating Unit	✔	\$0.00	\$0.00
311100	President's Office	⚠	\$884,641.00	\$929,630.00

Query Results

Account Type	Account Type Title	Health	FY23/PD05 Adopted Budget	FY22/PD05 Adopted Budget
60	Compensation & Benefits	⚠	\$773,623.00	\$834,342.00
70	Operating and Capital	⚠	\$91,548.00	\$95,288.00

Query Results

Account Type	Account Type Title	Health	FY23/PD05 Adopted Budget	FY22/PD05 Adopted Budget
71	Other Services	⚠	\$4,900.00	\$2,900.00

Query Results

Account	Account Title	Health	FY23/PD05 Adopted Budget	FY22/PD05 Adopted Budget	FY23/PD05 Year to Date
62102	Consultant & Professional Services	✓	\$1,300.00	\$0.00	\$400.00
62104	Insurance & Bonds	⚠	\$0.00	\$0.00	\$223.40

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
08/18/2022	08/18/2022	JU037095	Alliant Inv #2003213 Summr Camp Ins	\$223.40	JE2

Clicking on a Document Code Link will download a document with the detail for each document.

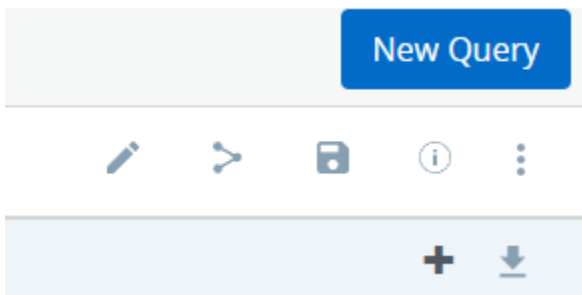
JOURNAL VOUCHER

Journal Voucher Number	JU037095	Document Total	446.80	Status
Submission	0	User ID	UMJV	
Transaction Date	08/18/2022	Activity Date	08/18/2022	
Public Comments				

Accounting Distributions

SEQ	Description	FY-Period	Budget Period	Rule Class	Chart-Index-Fund- Orgn- Acct- Prog- Actv- Locn-	Amount	Debit/Credit	Currency	Bank Code	NSF Override
1	Alliant Inv #2003213 Summr C amp Ins	23-02		JE2	C - MORT03 - 311001 - 328008 - 62104 - GA06 - - -	223.40	C	USD	99	No
2	Alliant Inv #2003213 Summr C amp Ins	23-02		JE2	C - MPR015 - 338192 - 311100 - 62104 - GA06 - - -	223.40	D	USD	99	No
Total Accounting Distributions						446.80				

Icon Menu



- View Available Balance
- View pending documents
- View payroll

- Edit Query
- Share Query
- Save Query
- View Query Parameters
- Drop Down Menu
- Add or remove Computed Columns
- Download to Excel