

# BUDGET QUERIES USING SELF-SERVICE BANNER (Auxiliary Fund Budgets)

## Budget Status by Account

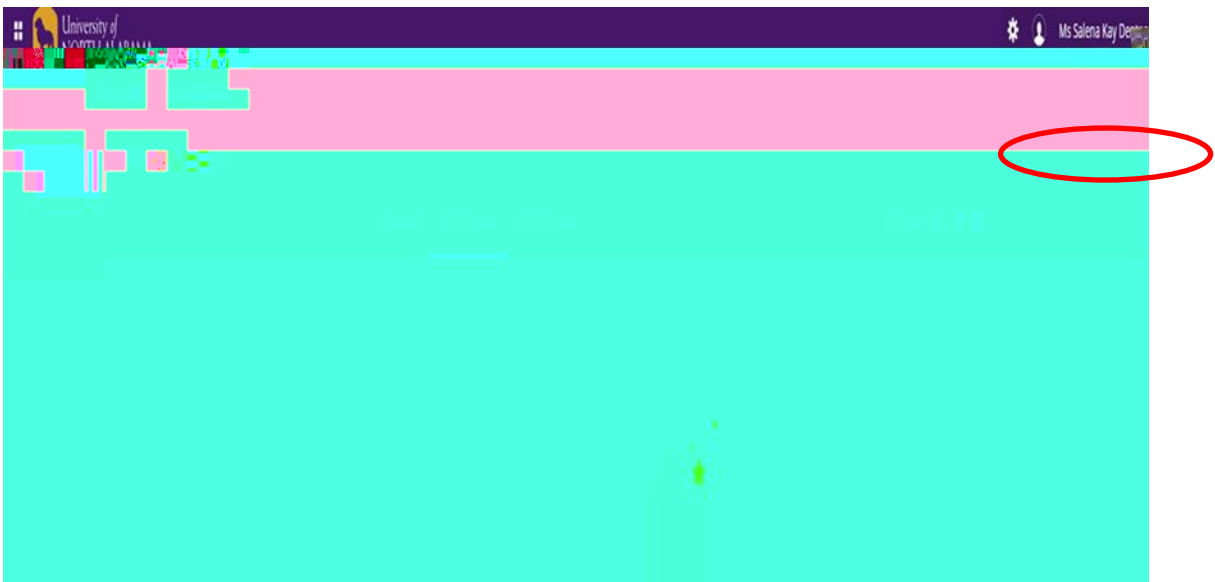
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This guide will assist Banner Finance Self-Service end users with querying auxiliary fund budgets to determine current budget status.

1. Log into your UNA Portal. Once here, select the "Self Service Budget Query" option:



2. You will now be taken to the next screen where you will select "New Query" :



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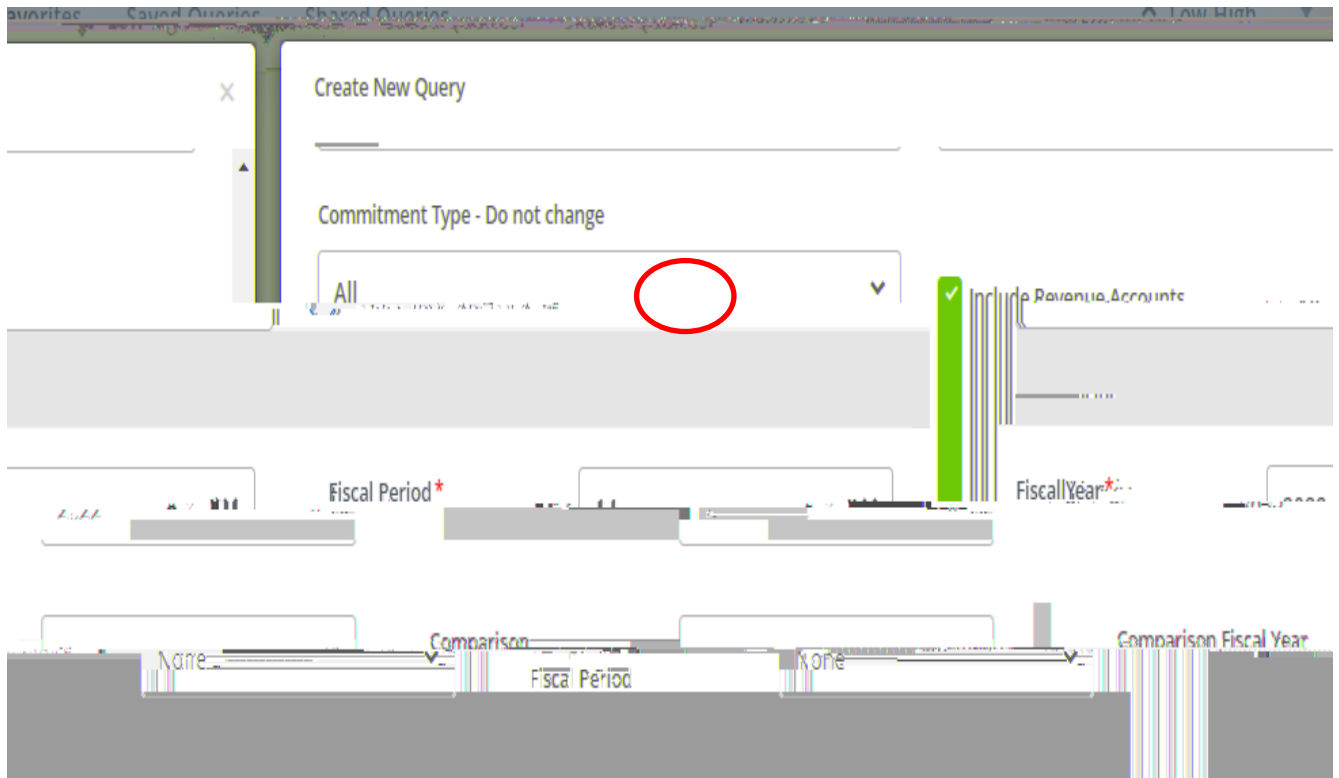
3. This pop-up box should appear:

4. You will then proceed to populate the available fields as follows:

Select Query Type: "Budget Status by Account"

Chart:





6. Once complete, continue to scroll down to set the final parameters of your dashboard within the Operating Ledger. Your selected fields should be as follows:

