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

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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":



3. This pop-up box should appear:

 You will then proceed to populate the available fields as follows: <u>Select Query Type:</u> "Budget Status by Account" Chart:

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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:

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