

How to export a budget status report from Banner Self Service into Excel:

Exporting a budget status report from Banner Self Service into Excel:

1. Login to Banner Self Service
2. Click on the Finance tab in Self Service
3. Click on My Finance Query
4. Click on New Query in top right corner
5. Leave the drop down to "Budget Status by Account"
6. Enter the Chart of Accounts as "J" for Jonesboro
7. Leave Index blank
8. Enter the Fund. Tip: Putting a 1% will catch all fund types. Putting 11% will catch all E&G operating accounts and 13% all carry forward and 14% will catch all restricted fee accounts.
9. Enter the Organization. Tip: putting the first three numbers of your account with a wild card % sign will catch all your orgs. Example: 251% will catch all Agriculture and Technology accounts. Enter more digits the further you want to go into the org hierarchy. Example 2512%.
10. Leave the Account blank unless you want to see just revenue (enter 55% in account), salaries (enter 61% in account), fringes (enter 62%), supplies (enter 71%), travel (enter 72%), capital (enter 73%), and transfers (81%).
11. Enter the program of 1% if you want to see everything. Note: If you put a program in for your FOAP as 1% as above, it will not show revenue because the program for all revenue is 0000.
12. Leave the Activity, Location, Fund Type, and Account Type blank and Commitment Type to All unless you want to report specifically for those. Tip: New reporting for research initiatives can be pulled using Activity of RES.

13. If you want to see revenue put a checkmark in the "Include Revenue Accounts" box. If not, leave it blank.
14. Enter the FY you want to see
15. Enter the Fiscal period you want to see (period 14 will catch all expenses for the year even for the FY close)
16. Check all of the boxes for the information you want to see. Tip: "Encumbrances" are usually POs, travel on a TA, etc., "Reservations" are usually requisitions, and "Commitments" are both "Encumbrances" and "Reservations" together.
17. Click on "Submit" at the bottom
18. You will see a list of your account criteria and information and totals at the bottom.
19. On the right side of the screen below New Query, you can click the button with a down arrow and line under it to the right of the + button to export it to Excel.
20. A download screen will pop up for you.
21. Click on the "Open file" button that appears in the top right-hand corner of your computer.
22. Once Excel opens, click on the Enable Editing button at the top. You will need to delete any rows or columns you do not want from your report. Then click Ok.
23. Tip for the columns that have \$ amounts, highlight the columns and click on Home tab in the Number format select in the drop down menu "Currency" then click on the down arrow beside the Number and select under negative numbers the last option. This will highlight anything in a deficit or being deducted from the pool balance in red.
24. You will need to save your file from a csv file to an xls file by click on the save button, renaming the "File Name" and changing the save as file to "Excel Workbook (*.xlsx)".
25. You can use Excel to create Subtotals under the Data tab. Tip: create the first subtotal by fund (or fund title) leaving the replace current subtotals checked and create the second subtotal by organization (or organization title) leaving the replace current subtotals **un**checked and create the third subtotal by account type 2 (or account type 2 title) leaving the replace current subtotals **un**checked. You can collapse the subtotals to make summary sheets by clicking on the numbers (1234567) under the row cell identifier on the left side beside the column letters.
26. If you mess up the subtotals, just go to the Data Subtotal drop down and click remove all to start again.

27. If you want to add color on the subtotals, highlight the account level (61, 62, 71, etc.) and amount columns, go to the Home tab and click on “Find and Select” and then click on “Go to Special” and check “Visible cells only” then click Ok and then select a yellow color using the paint bucket.
 28. Now collapse two levels to department level and do the same process in step 26 using the color green.
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