



The information in the Available Budget tab comes directly from the BAVL table in Banner Finance and is updated in summary during the day as transactions affect your Budgets. BAVL is a reflection of your Expense Budget so only expense and encumbrance transactions affect the balances. **Keep in mind the information you see here could differ from the information in Cognos reports as Cognos only updates nightly.**

To view live Budget status of your Banner Funds, click the **Available Budget** tab on the WebRaider Portal.

Available Budget

HSC / Available Budget

AvailableBudget

Refresh Data

Account Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7010 Maintenance and Operations	\$7,262.93	\$6,177.80	\$0.00	\$1,085.13
7017 Communications	\$1,743.00	\$1,740.00	\$0.00	\$3.00
Conferences / Seminars / Workshops / Travel	\$593.85	\$506.85	\$0.00	\$87.00
Travel	\$3,500.00	\$0.00	\$0.00	\$3,500.00
State	\$7,000.00	\$2,567.52	\$0.00	\$4,432.48
Printing	\$100.00	\$39.25	\$0.00	\$60.75
Memberships	\$230.00	\$230.00	\$0.00	\$0.00
Total:	\$20,429.78	\$11,261.42	\$0.00	\$9,168.36

Click Available Budget

Add Available Budget Information

To add Banner Funds and their related available budget information, click the **gear button** in the right-hand corner of the first Available Budget portlet. In the drop down menu, click **Preferences**.

AvailableBudget

- Please click the gear button above and then Preferences to configure the FOP.
- Data may not match Cognos information.
- This channel displays expense budgets. Transfers and Revenue are not included and can be found in Cognos.

Click Preferences

- Configuration
- Preferences
- Export / Import
- Remove

WebRaider – Available Budget Tab

Add the current **Fiscal Year**, Chart of **H** for HSC and then add the **Fund** that you wish to view and click **Get Defaults**. If your Fund has the Orgn and Program Codes defaulted, the Orgn and Program Codes will appear.

The screenshot shows the 'AvailableBudget' form with the following fields: Fiscal Year (20), Chart (H), Fund (181388), Orgn (empty), and Program (empty). A blue button labeled 'Click Get Defaults' is positioned over the Fund field, with a blue arrow pointing down to a 'Get defaults' button. At the bottom of the form are 'Apply and View Data' and 'Clear' buttons. A 'Return to Full Page' link is in the top right corner.

If they are not defaulted, you must manually add them. After you add the Current Fiscal Year, Chart, Fund, Orgn and Program codes, click **Apply and View Data**. If you have entered information in error, click **Clear** to remove the values from the fields.

The screenshot shows the 'AvailableBudget' form with the following fields: Fiscal Year (20), Chart (H), Fund (181388), Orgn (201193), and Program (60). A blue button labeled 'Click Apply and View Data' is positioned over the Orgn and Program fields, with a blue arrow pointing down to an 'Apply and View Data' button. At the bottom of the form are 'Apply and View Data' and 'Clear' buttons. A 'Return to Full Page' link is in the top right corner.

WebRaider – Available Budget Tab

You will see displayed a current live view of your available budget for the Fiscal Year, Fund, Orgn and Program code combination that you entered.

AvailableBudget ⚙️

Fiscal Year: 20
 Chart: H
 Fund: 181388 Finance Systems Management
 Orgn: 201193 Finance Systems Mgmt Lbk
 Program: 60 Institutional Support

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7010	Maintenance and Operations	\$7,262.93	\$6,177.80	\$0.00	\$1,085.13
7017	Communications	\$1,743.00	\$1,740.00	\$0.00	\$3.00
7019	Subscriptions / Books / Videos	\$593.85	\$506.85	\$0.00	\$87.00
7020	In State Travel	\$3,500.00	\$0.00	\$0.00	\$3,500.00
7021	Out of State Travel	\$7,000.00	\$2,567.52	\$0.00	\$4,432.48
7035	Food and Entertainment	\$100.00	\$39.25	\$0.00	\$60.75
7040	Memberships	\$230.00	\$230.00	\$0.00	\$0.00
Total:		\$20,429.78	\$11,261.42	\$0.00	\$9,168.36

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This budget is for a Fund that is budgeted at the Fund / Orgn / Budget Account Pool level and contains the following information:

- Account – Budget account pools where codes in the 6000 range are salary expenses and codes in the 7000 range are non-salary related expenses
- Title – Title of the budget account pools
- Adjusted Budget – Summary amount of beginning budget for the year, plus or minus any budget adjustments
- YTD Activity – Summary amount of all year-to-date expenses
- Commitments – Summary amount of all open encumbrances (PO's, general encumbrances or salary encumbrances)
- Available Balance – Summary amount of current adjusted budget, minus YTD activity, minus commitments

Note: BAVL includes transactions that are in suspense and have not posted to the ledgers.

Grant Funds

If the fund is tied to a grant, you will see an additional field called Grant end date. This field designates the date the grant will end. Keep in mind that grants can spread across multiple years and to get an accurate picture of total expenditures for the grant, you will need to look at all the fiscal years that the grant has been in existence and add them together. If you want to only look at this year’s activity, this is accurate.

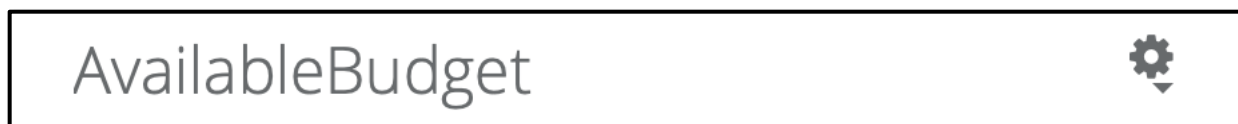
Account Title		Adjusted Budget	Original Budget	Actual	Available
6001 Faculty Salaries		\$58,464.41	\$24,360.17	\$34,104.24	\$0.00
6002 Staff Salaries		\$55,082.04	\$22,950.85	\$32,131.19	\$0.00
6003 Student Salaries		\$0.00	\$0.00	\$0.00	\$0.00
6005 Longevity		\$900.00	\$300.00	\$0.00	\$600.00
6006 Unallocated Salaries		\$37,996.77	\$0.00	\$0.00	\$37,996.77
6007 Payroll Related Costs		\$41,188.00	\$12,764.87	\$0.00	\$28,423.13
6008 Other Employee Payments		\$0.00	\$0.00	\$0.00	\$0.00
7010 Maintenance and Operations		\$89,465.14	\$38,298.15	\$4,328.28	\$46,838.71
7015 Professional Services		\$0.00	\$0.00	\$0.00	\$0.00
7021 Out of State Travel		\$7,886.20	\$2,862.88	\$0.00	\$5,023.32
7022 Foreign Travel		\$2,719.40	\$0.00	\$0.00	\$2,719.40
7045 Scholarshps and Fellowships		\$0.00	\$0.00	\$0.00	\$0.00
7055 Facilities and Admin		\$165,255.81	\$45,626.39	\$0.00	\$119,629.42
Total:		\$458,957.77	\$147,163.31	\$70,563.71	\$241,230.75

Grant end date: 30-NOV- ←

Funds tied to a grant will have a Grant end date.

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Manage Available Budget Portlets



Four options are available on each Available Budget from the gear button.



Configuration: Minimizes or Maximize the Available Budget portlet to allow the change the appearance for each portlet.

 Preferences

Preferences: Add or change Fund, Orgn, Account or Program Codes.

 Export / Import

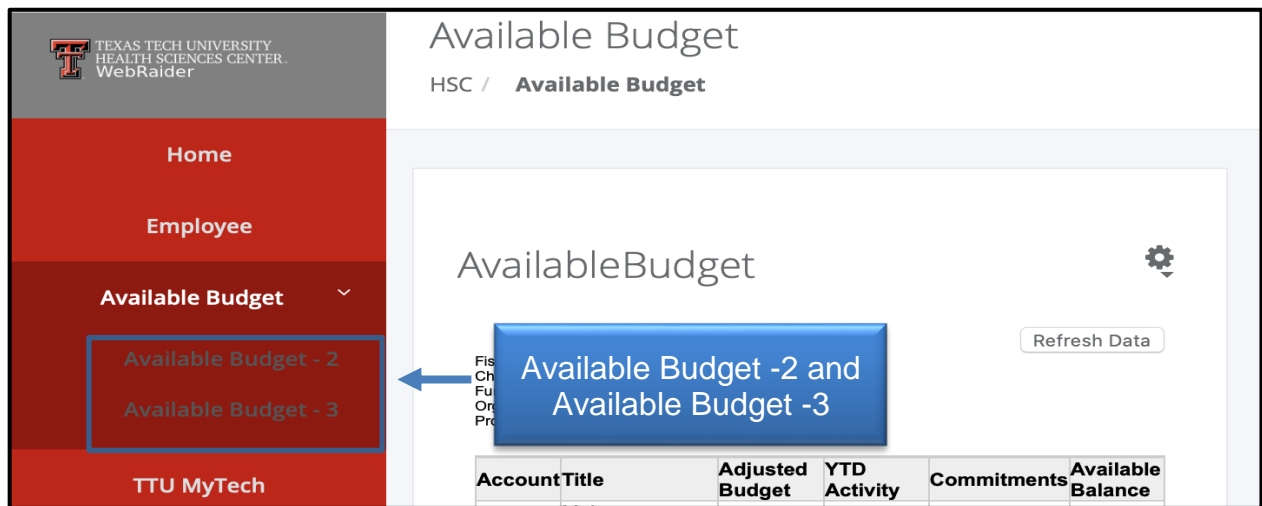
Export/Import: Export or import data to an Available Budget portlet.

 Remove

Remove: Removes the Available Budget portlet from your layout.

Access Additional Available Budget Portlets

To access additional Available Budget portlets, go to the Available Budget tab. Click **Available Budget - 2** or **Available Budget - 3**. These tabs provide extra portlets to display expense budgets.



The screenshot displays the 'Available Budget' interface. On the left, a navigation menu includes 'Home', 'Employee', 'Available Budget' (with a dropdown arrow), and 'TTU MyTech'. Under 'Available Budget', two sub-options are visible: 'Available Budget - 2' and 'Available Budget - 3'. A blue callout box with an arrow points to these sub-options, containing the text 'Available Budget - 2 and Available Budget - 3'. The main content area shows the 'Available Budget' portlet with a 'Refresh Data' button and a table header with columns: Account Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance.

Please remember that on September 1 of every year we start a new fiscal year, so you must edit each portlet to update the fiscal year to keep it current.

AvailableBudget

[Return to Full Page](#)

Fiscal Year:

Chart:

Fund: [Get defaults](#)

Orgn:

Program:

[Apply and View Data](#) [Clear](#)

[Update Fiscal Year](#)

If you have additional questions, please contact Finance Systems Management at fsm@ttuhsc.edu.