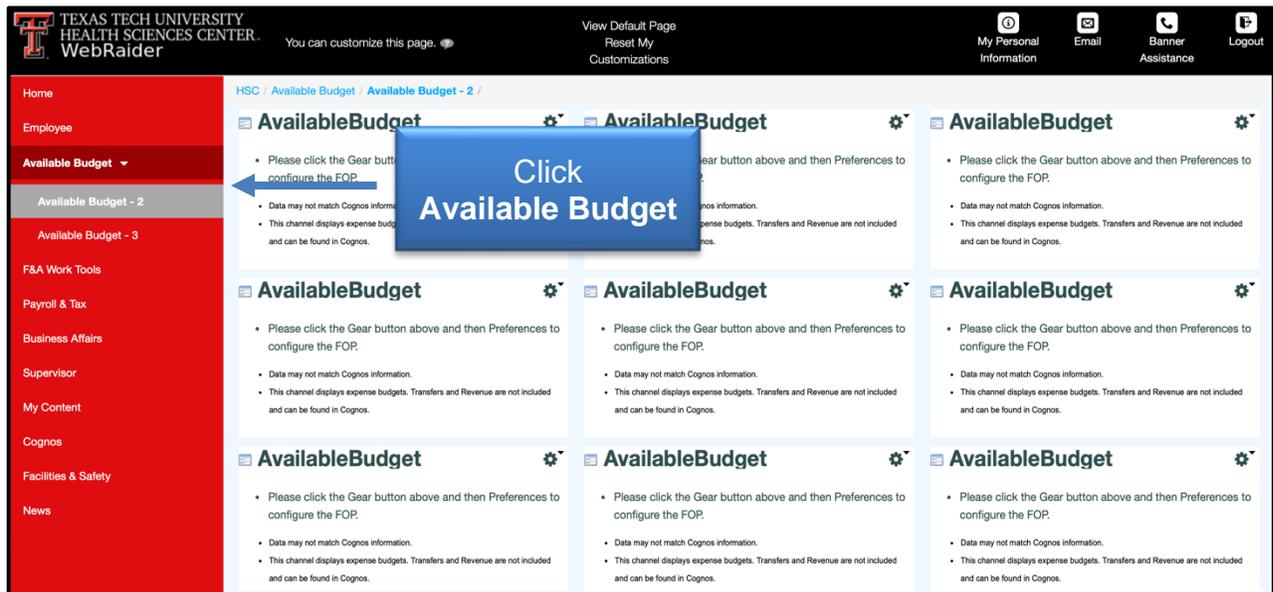




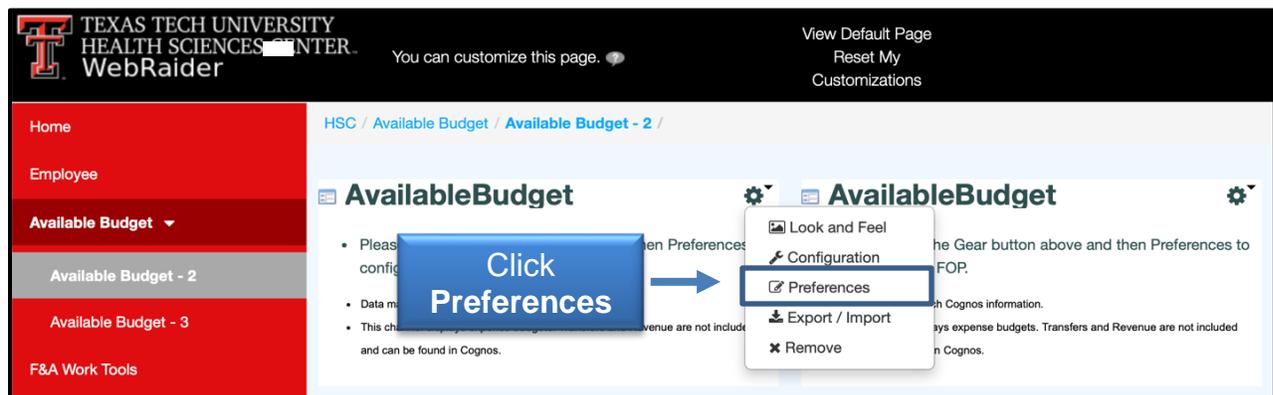
The information in the Available Budget tab comes directly from the BAVL table in Banner Finance and is updated in summary during the day as transactions affect your Budgets. BAVL is a reflection of your Expense Budget so only expense and encumbrance transactions affect the balances. **Keep in mind the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

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



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**.



WebRaider – Available Budget Tab

The **Fiscal Year** will automatically default to the current year, but you can manually change the year. Enter **H** into the Chart field 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 in a web browser. The left sidebar contains a navigation menu with 'Available Budget' selected. The main form area has the following fields and annotations:

- Fiscal Year:** 25
- Chart:** H (Annotated with a blue box 'Enter H' and an arrow pointing to the field)
- Fund:** 181388 (Annotated with a blue box 'Add Fund' and an arrow pointing to the field)
- Orgn:** (Empty field)
- Program:** (Empty field)
- Buttons:** 'Click Get Defaults' (Annotated with a blue box and arrow pointing to the 'Get defaults' button), 'Apply and View Data', and 'Clear'.

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 all fields populated and the 'Apply and View Data' button highlighted:

- Fiscal Year:** 25
- Chart:** H
- Fund:** 181388
- Orgn:** 201193
- Program:** 60
- Buttons:** 'Click Apply and View Data' (Annotated with a blue box and arrow pointing to the 'Apply and View Data' button), 'Apply and View Data', and 'Clear'.

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.

HSC / Available Budget / Available Budget - 2 /

Available Budget Available Budget Displayed Refresh Data

Fiscal Year: 25
 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
6002	Staff Salaries	\$110,025.00	\$36,675.00	\$73,350.00	\$0.00
6005	Longevity	\$3,521.00	\$1,173.60	\$0.00	\$2,347.40
6007	Payroll Related Costs	\$29,807.00	\$9,942.44	\$0.00	\$19,864.56
7010	Maintenance and Operations	\$11,040.00	\$166.85	\$0.00	\$10,873.15
7017	Communications	\$1,860.00	\$0.00	\$0.00	\$1,860.00
7019	Subscriptions / Books / Videos	\$900.00	\$0.00	\$0.00	\$900.00
7020	In State Travel	\$3,700.00	\$1,503.82	\$0.00	\$2,196.18
7021	Out of State Travel	\$3,900.00	\$0.00	\$0.00	\$3,900.00
7035	Food and Entertainment	\$150.00	\$0.00	\$0.00	\$150.00
7040	Memberships	\$450.00	\$0.00	\$0.00	\$450.00
Total:		\$165,353.00	\$49,461.71	\$73,350.00	\$42,541.29

- Data may not match Cognos information.
- This channel displays expense budgets. Transfers and Revenue are not included and can be found in Cognos.

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.

Orgn. Program:					
Grant end date: 30-NOV ←		Funds tied to a grant will have a Grant end date.			
Account Title				Available Balance	
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

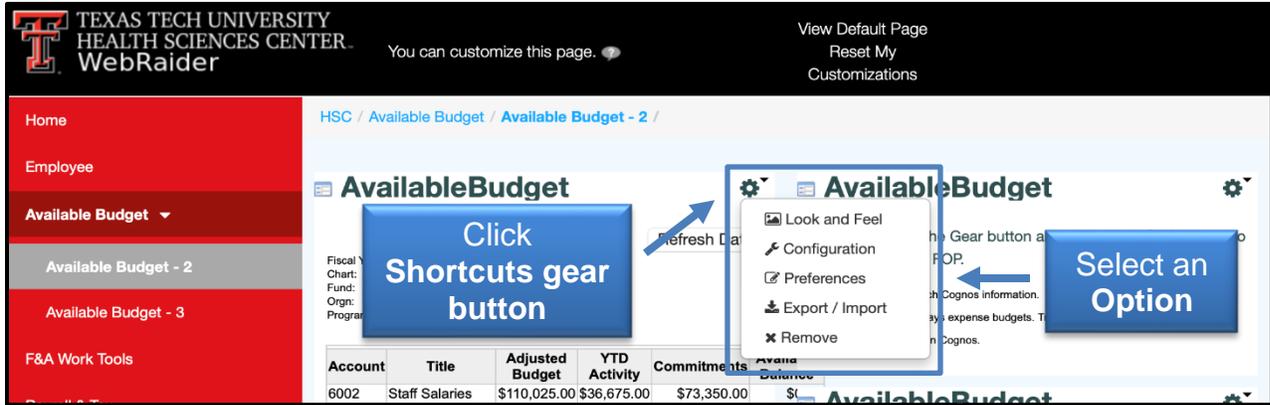
• Data may not match Cognos information.
 • This channel displays expense budgets. Transfers and Revenue are not included and can be found in Cognos.

Manage Available Budget Portlets

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

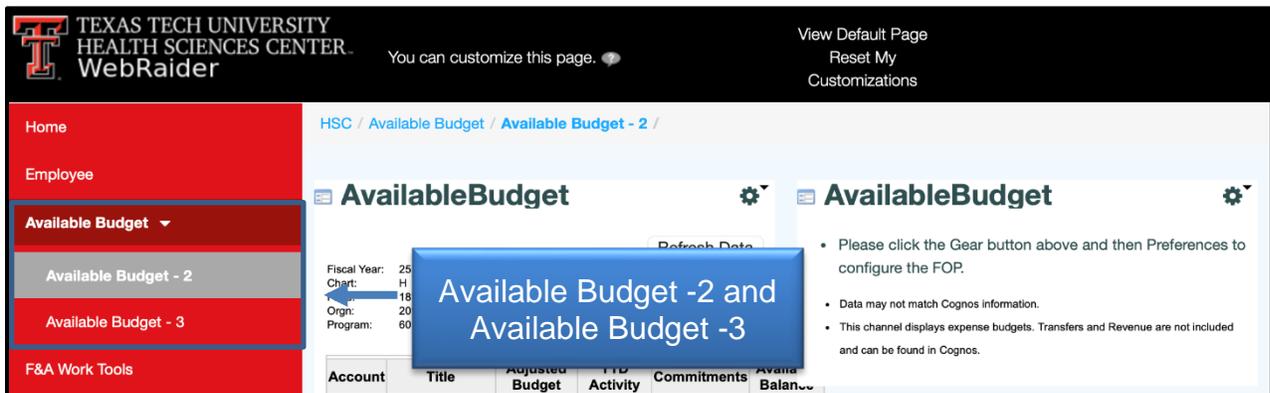
- **Look and Feel:** Adjust text, background, and border style customization, along with other advanced styling and configuration for the each portlet.
- **Configuration:** Share and save My Shortcuts with other platforms and people.
- **Preferences:** Add or change Fund, Orgn, Account or Program Codes.
- **Export/Import:** Export or import data to an Available Budget portlet.
- **Remove:** Permanently removes the Available Budget portlet from your layout.

WebRaider – Available Budget Tab



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.



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.



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