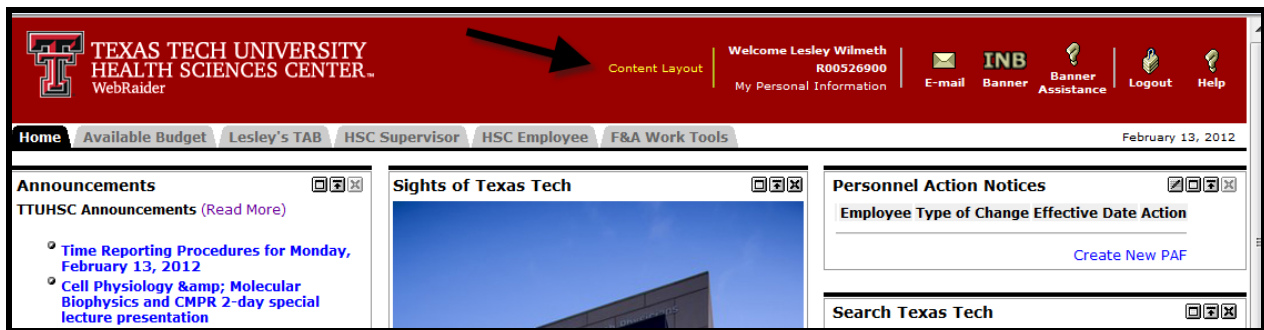


AVAILABLE BUDGET TAB

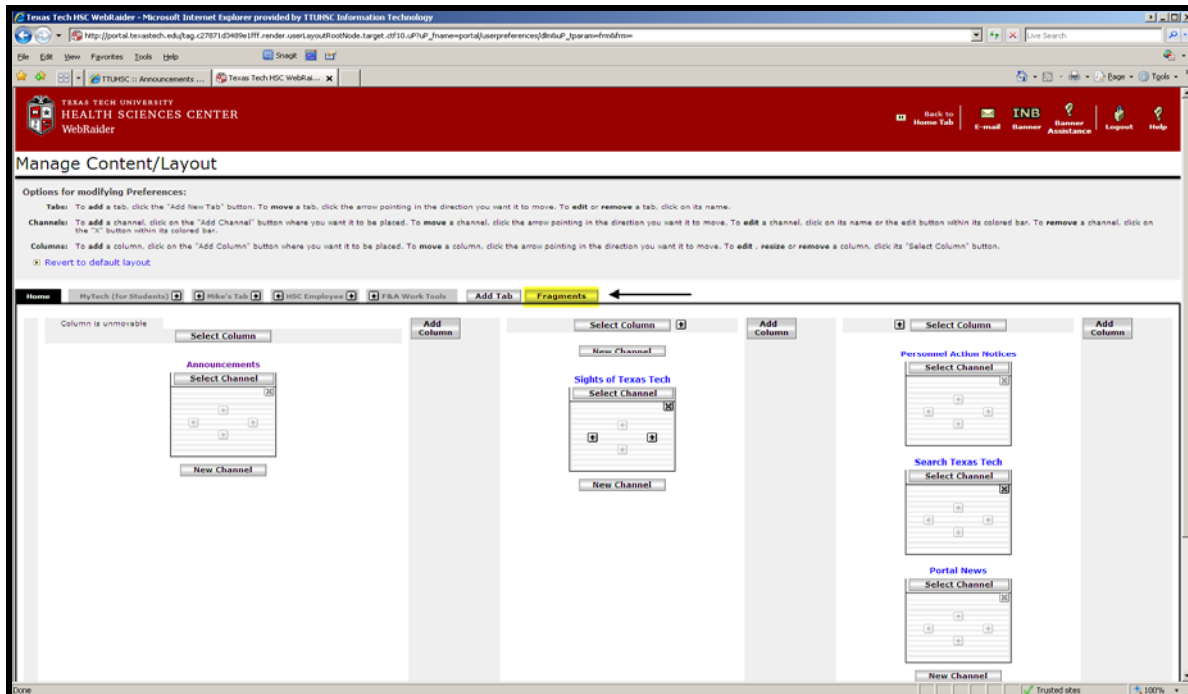
The Available Budget Tab can be used to set up Available Budget Channels. These channels display the BAVL or Available Budget for the FOP entered on the channel.

Below are instructions for setting up the Available Budget tab and the Available Budget Channels in the Webraider portal.

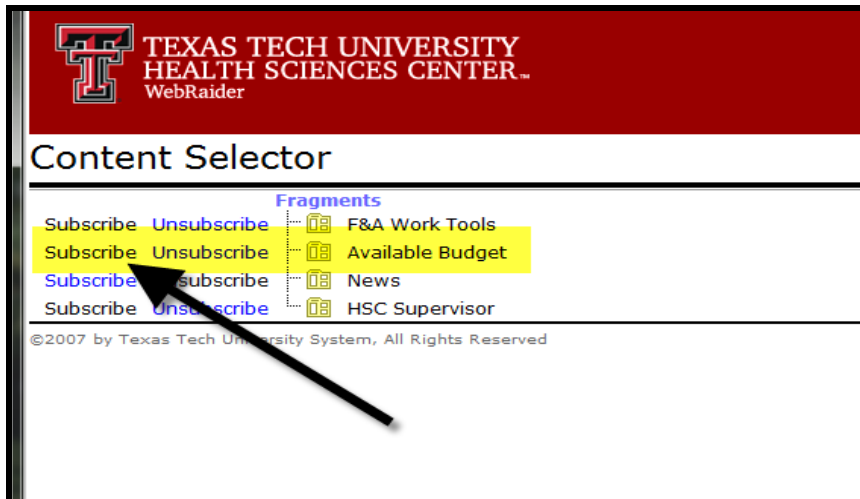
Go to the Webraider portal at <https://webraider.ttuhscc.edu>. Click on **Content Layout**.



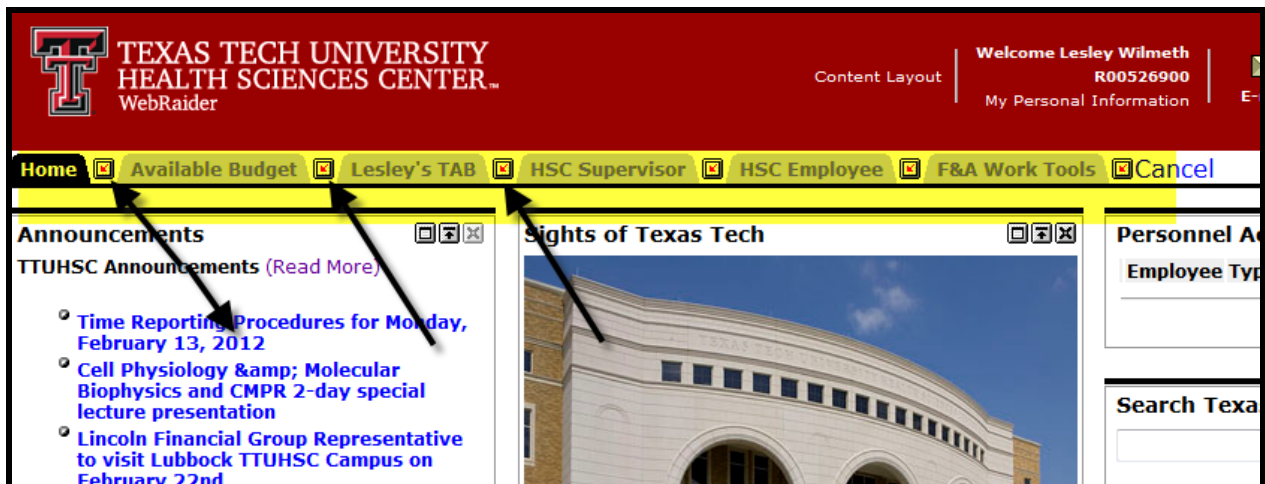
Then click on **Fragments**.



Click on **Subscribe** to subscribe to Available Budget Fragment.



Click on red arrow to locate spot where you want the Available Budget Tab to be located.



Note: It is usually necessary to go through the above steps two (2) times before the Available Budget Tab appears.

Click on **Available Budget Tab** after it appears. Follow the instructions below to set up the Available Budget Channel within the tab.

Available Budget Channel

You can now view live Budget status for your Banner Funds through the **Available Budget** Channel.

The information in this channel comes directly from the BAVL table in Banner Finance INB and is updated in summary during the day as transactions affect your Budgets. BAVL is only a reflection of your Expense Budget and 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.**


Add Banner Funds to Channels:

To add Banner Funds and their related available budget information to a channel, click on the **Edit** button in the top right corner of the channel.



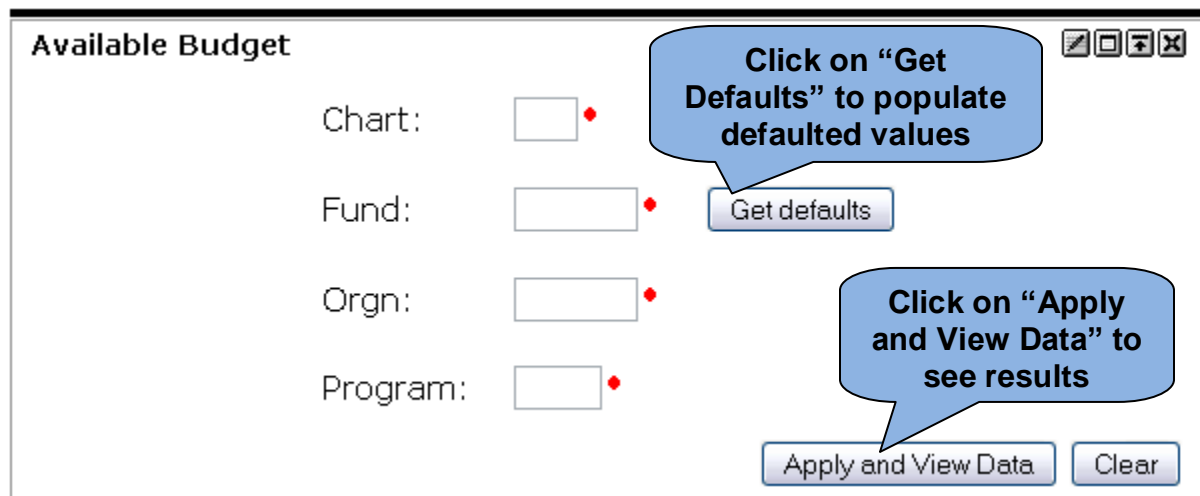
Available Budget ✎ □ ↕ ✕

Chart:
Fund:
Orgn:
Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Please click the Edit button  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. [Help](#)

Add the Banner **Chart** (T, H, or S) and then add the Banner **Fund** that you wish to view and click **Get Defaults**. If your Fund has the Banner Orgn and Program Codes defaulted, the Banner Orgn and Program Codes will appear. If the Banner Orgn and Program Codes are not defaulted, you will need to add them.



Available Budget ✎ □ ↕ ✕

Chart: *

Fund: * Get defaults

Orgn: *

Program: *

Apply and View Data Clear

After you add your Banner Chart, Fund, Orgn and Program codes, click on **Apply and View Data**. If you entered information in error, click on **Clear** to clear the values from the fields.

Available Budget ☒ ☐ ⬆ ⬇ ✕

Chart: H
Fund: 101010 Accounting Svcs
Orgn: 201111 Accounting Services Lbk
Program: 60 Institutional Support

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	Staff Salaries	\$336,825.40	\$279,826.26	\$51,636.09	\$5,363.05
6003	Student Salaries	\$0.00	\$0.00	\$0.00	\$0.00
6005	Longevity	\$3,292.00	\$1,767.05	\$0.00	\$1,524.95
6007	Payroll Related Costs	\$0.00	\$56,326.23	\$0.00	\$-56,326.23
7010	Maintenance and Operations	\$23,914.25	\$19,400.46	\$0.00	\$4,513.79
7015	Professional Services	\$300.00	\$115.00	\$0.00	\$185.00
7017	Communications	\$812.00	\$284.28	\$0.00	\$527.72
7018	Utilities	\$1,000.00	\$814.70	\$185.30	\$0.00
7019	Subscriptions	\$1,051.00	\$993.00	\$0.00	\$58.00
7020	In State Travel	\$3,500.00	\$1,919.35	\$0.00	\$1,580.65
7021	Out of State Travel	\$2,000.00	\$1,754.76	\$0.00	\$245.24
Total:		\$372,694.65	\$363,201.09	\$51,821.39	\$-42,327.83

- Data may not match Cognos information.
- This channel displays expense budgets. Transfers and Revenue are not included and can be found [Help](#) in Cognos.

After clicking on **Apply and View Data**, you will see a current live view of your available budget for the Banner Fund, Orgn and Program code combination you entered. The example budget shown above is for a Fund budgeted at the Fund / Orgn / Budget Account Pool level and contains the following information:

- **Account** – Banner Budget Account Pools (for HSC - where codes in the 6000 range are Salary expenses and codes in the 7000 range are Non-Salary related expenses)
- **Title** – Title of the Banner 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.

If your Fund is budgeted at the Fund/Orgn level (HSC) or the FOP level (TTU & TTUSA), you will see the following format:

Available Budget ☐☐☐☐

Chart: H
 Fund: 181030 Business Affairs
 Orgn: 201101 Business Affairs Lbk
 Program: 60 Institutional Support

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
		\$21,500.00	\$7,060.02	\$1,050.57	\$13,389.41
Total:		\$21,500.00	\$7,060.02	\$1,050.57	\$13,389.41

- Data may not match Cognos information.
- This channel displays expense budgets. Transfers and Revenue are not included and can be found [Help](#) in Cognos.

Funds budgeted at the Fund/Orgn level (HSC) or the FOP levels (TTU & TTUSA) have one lump sum budget pool for all expenses.

The fields displayed are the summary level of **all transactions** that affect Expense Budgets, Expenses and Commitments (PO's, General Encumbrances and Salary Encumbrances).

Grant Funds:

If the Fund is tied to a Grant, you will see an additional field called **Grant end date**. This field contains the grant end date in the Banner Grant configuration table (FRAGRNT), and designates the date the grant will end.

Available Budget ☐☐☐☐

Chart: H
 Fund: 211102 Baboon Rsrch Resour
 Orgn: 511621 Microbiology Research
 Program: 20 Research

Grant end date field

Grant end date: 31-MAY-10

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6001	Faculty Salaries	\$4,663.50	\$1,554.50	\$3,109.00	\$0.00
6002	Staff Salaries	\$4,797.50	\$1,529.82	\$3,059.64	\$208.04
6005	Longevity	\$0.00	\$25.36	\$0.00	\$-25.36
6007	Payroll Related Costs	\$1,983.00	\$672.63	\$0.00	\$1,310.37
7010	Maintenance and Operations	\$3,073.00	\$3,081.57	\$0.00	\$-8.57
7021	Out of State Travel	\$300.00	\$0.00	\$0.00	\$300.00
7055	Facilities and Admin	\$7,186.00	\$0.00	\$0.00	\$7,186.00
Total:		\$22,003.00	\$6,863.88	\$6,168.64	\$8,970.48

- Data may not match Cognos information.
- This channel displays expense budgets. Transfers and Revenue are not included and can be found [Help](#) in Cognos.

Adding additional Available Budget Channels

To add additional Available Budget Channels to your Available Budget Tab, click on **Content Layout** in the middle of the top menu bar. When the Content Management page opens click on the **Available Budget Tab**.

Manage Content/Layout

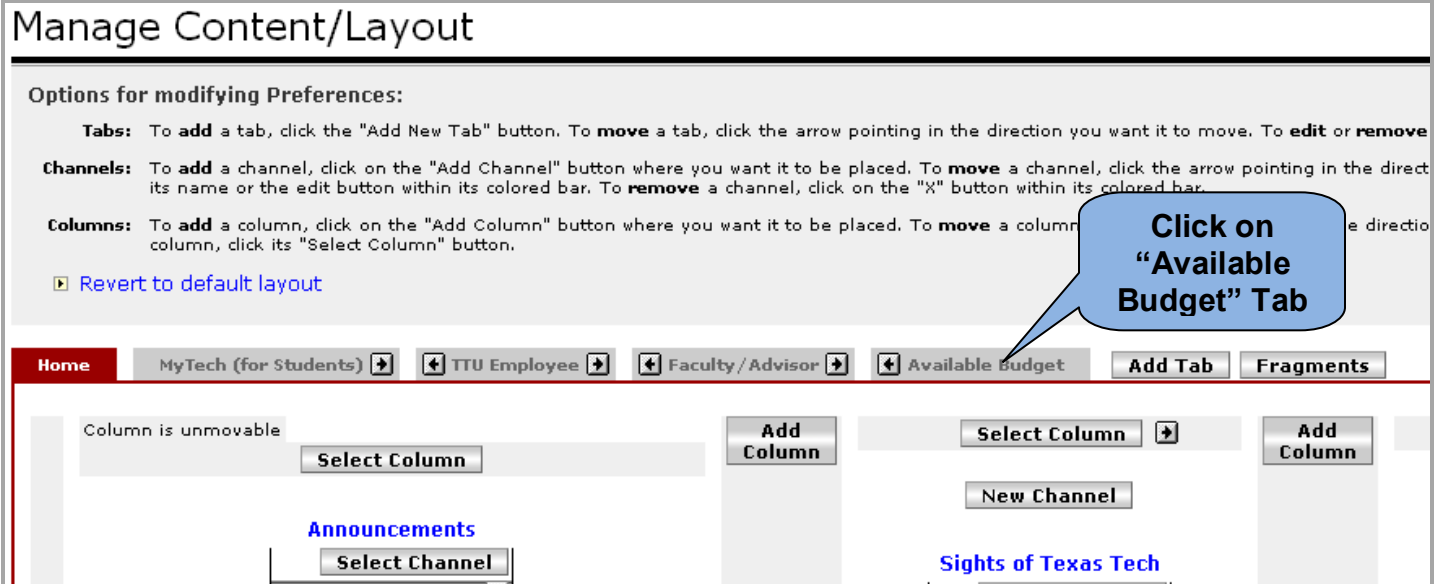
Options for modifying Preferences:

Tabs: To **add** a tab, click the "Add New Tab" button. To **move** a tab, click the arrow pointing in the direction you want it to move. To **edit** or **remove**

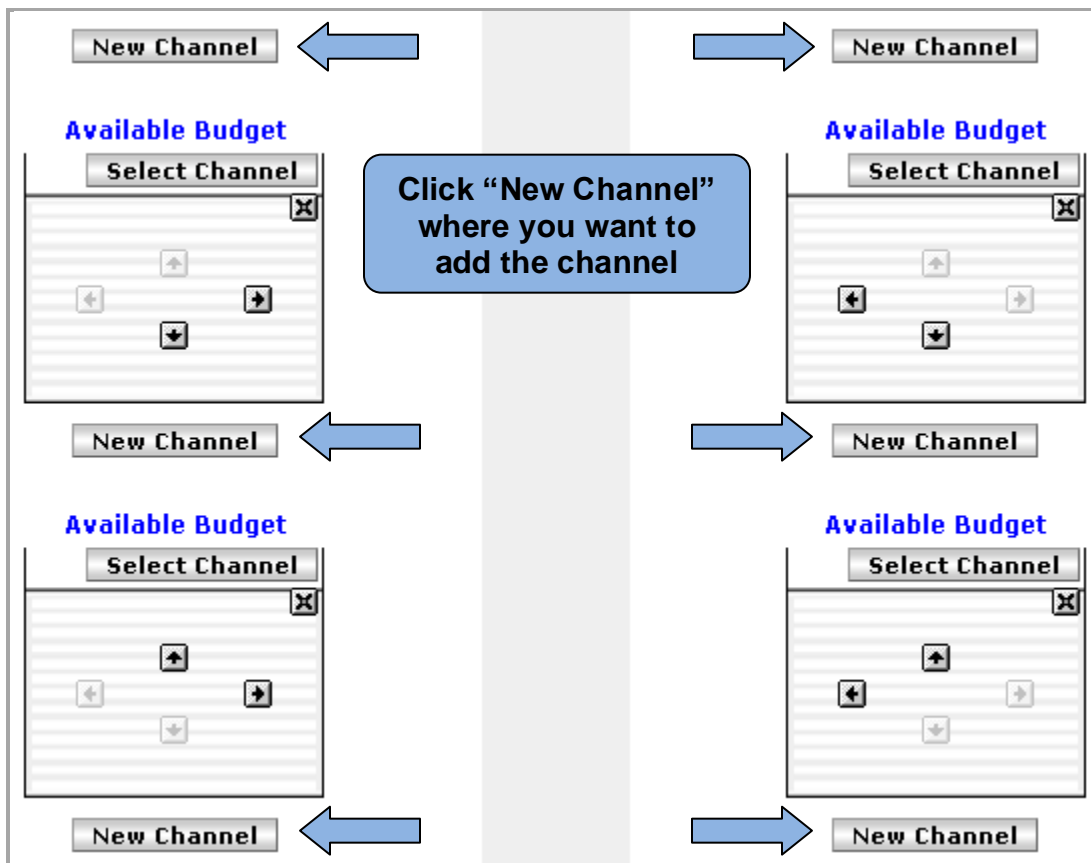
Channels: To **add** a channel, click on the "Add Channel" button where you want it to be placed. To **move** a channel, click the arrow pointing in the direction of its name or the edit button within its colored bar. To **remove** a channel, click on the "X" button within its colored bar.

Columns: To **add** a column, click on the "Add Column" button where you want it to be placed. To **move** a column, click its "Select Column" button.

▸ [Revert to default layout](#)



To add a new Channel in either of the pre-set columns click **New Channel** in the column and location that you wish to add the new channel.



Click "New Channel" where you want to add the channel

After you select a New Channel location a new screen appears where you will select the category for the new channel. From the drop down menu select **Faculty / Staff – TTU** or **Faculty / Staff – HSC** then select **Available Budget** from the **Select a channel** drop down menu. After you have selected the category and channel, click on the **Add Channel** button on the right.

Manage Content/Layout

Warning:

Steps for adding a new channel:

1. Select a category:

▶ Faculty / Staff - TTU ▼ go

2. Select a channel:

Category:

Announcements
Available Budget
BannerDevelopment
Campus Events
Campus Links

3. Add the selected channel:

Add Channel

▶ [Cancel and return](#)

You will see the new channel in the new location on the next screen.

Click the “Back to Available Budget Tab” in the middle of the top menu bar to return to the regular channel view. The new Available Budget channel can now be configured using the instructions [at the top](#) of this document.