

BANNER TRANSACTIONS

BANNER TERMINOLOGY & EDGAR WEB APPLICATIONS

Checking your A1 Balance

How to check the available balance of your A1 fund.

Edgar WebApps (edgar.rice.edu) | Finance | Financial Queries | Budget Status

The screenshot shows the EDGAR WebApps 2.1 interface. The top navigation bar includes 'Home', 'Workflow', 'Finance', 'Hr/Payroll', 'Student', 'Financial Aid', 'Visitors', 'Oracle Reports', 'Procurement', and 'Site Map'. A search menu is visible. The 'Finance' menu is expanded, showing options like 'Budget Status (For WebApps2 Only)*', 'Budget Status*', 'Budget Summary*', 'Project Summary*', 'Summary by PI - Research Funds*', 'PI Research Proj Mgmt Query w/Charts', 'Summary by Financial Mgr - D/G/H/U Funds*', 'Budget Status-Alternate Account Type', 'Project Summary-Alternate Account Type*', 'Transaction Document Detail', 'Journal Voucher Document Detail', and 'Finance Accts Receivable Detail*'. The main content area displays 'Rice Web Applications' with a 'News & Announcements' section and a 'Recommended Browser: Firefox3+' notice.

- Enter your YEAR + PERIOD + FUND + ORGN, hit SUBMIT
- Expand the ACCOUNT SUMMARY section. This is what you have available to spend:
 - **Revenue** | You can spend the available balance in total revenues. If this amount is negative it will be deducted from the total.
 - **Labor + Fringe Benefits** | You can spend the available balance in labor expenditures. If this amount is negative it will be deducted from the total.
 - NOTE | Encumbrance Balance within Labor Expenditures is only a display. This balance is calculated based on active PAFs for regular employees. It does not include undergraduate student workers.
 - ALSO NOTE | You cannot spend any available balance in fringe benefits. If this amount is negative it will be deducted from the total.
 - **Supplies & Expenses + Travel + Capital + F&A + COGS** | You can spend the available balance in total Supplies & Expenses. If this amount is negative it will be deducted from the total.
 - NOTE | The encumbrance in within these categories are true encumbrances and will carry forward into the next fiscal year.
 - ALSO NOTE | If there is un-reallocated travel in account 72355 **and the travel will not be completed in the current fiscal year** the expense will be credited in the current fiscal year. Add this amount back to the total.
 - **Chair Support** | Ignore the amount for chair support