End User Training Documents

for

Finance

Purchasing

Finance: Self-Service

Table of Contents

I. Banner 7.x General

Finance/Finance Self-Service/Purchasing Troubleshooting

Following is a list of persons to contact in the event that you need assistance with Banner access or Banner functionality:

Access via Portal Not Functioning:	Helpdesk	helpdesk@victoriacollege.edu	361-582-2509
Banner Program Not Functioning:	First Contact (for Finance/HR):		
	Amanda "AJ" Ryan	amanda.ryan@victoriacollege.edu	361-582-2538
	Alternate Contacts:		
	Anna Striedel	anna.boone@vcitoriacollege.edu	361-582-2456
	Angela Weaver	angela.weaver@victoriacollege.edu	361-582-2507
Approval Queues, Chart of Accounts, Finance Self-Service Document Queries, Security Access:	Tracey Bergstrom	361-582-2565	tracey.bergstrom@victoriacollege.edu
Requisitions:	Lydia Huber	361-572-6461	lydia.huber@victoriacollege.edu
Personal Menu Maintenance	Helen Dvorak	361-572-6481	helen.dvorak@victoriacollege.edu

PLEASE NOTE: These contact numbers are applicable for Finance, Finance Self-Service, and Purchasing.

Location of Data Entry Standards Documentation/Disclaimer of Use of This Document as Substitute Representation of Entire Document

The Victoria College Date Entry Standards document can be found in its entirety at http://www.victoriacollege.edu/images/files/pearl/vc_data_standards.pdf. **Please review this information prior to initial use of the Banner Unified Digital Campus**. Included in this document are the reasons for Data Entry Standards and the General Guidelines.

This document is NOT a complete representation of the Data Entry Standards document located on the website NOR SHOULD IT BE USED AS THE SOLE BASIS FOR DATA ENTRY INTO BANNER.

Reasons for Data Entry Standards – Excerpted from Data Entry Standards Document

- Reduce duplicate personal identification record through reliable search for existing records
- Promote search capability through uniform data entry
- Promote reporting efforts based on presentation, retrieval and join of the data
- Provide consistent "look" to data in reports and communications
- Support maintenance of data integrity and operational efficiency through clearly defined data management rules

General Guidelines – Excerpted from Data Entry Standards Document

Names and addresses Banner should have a customer-friendly appearance. The objective is to enter names and addresses with mixed case (both upper and lowercase letters) so that when a name or address is printed on correspondence, it looks contemporary and professional.

- Enter all data using mixed case and standard capitalization rules.
- Never store the ampersand symbol (&) except in an address or business name.
- Never store the percent symbol (%) in a data field.
- Spell out all data unless it is necessary to abbreviate words to fit lines into the appropriate fields. Exceptions are made for items in addresses, such as directionals.
- Enter punctuation in a name only when it is part of the official name, or for a single character first name, or for an empty fist name (the period is used as a placeholder in a blank required field).
- All operational areas will train staff in correct data entry.
- Individuals with appropriate edit authority will correct entry errors whenever noticed.

Common Commands & Functions

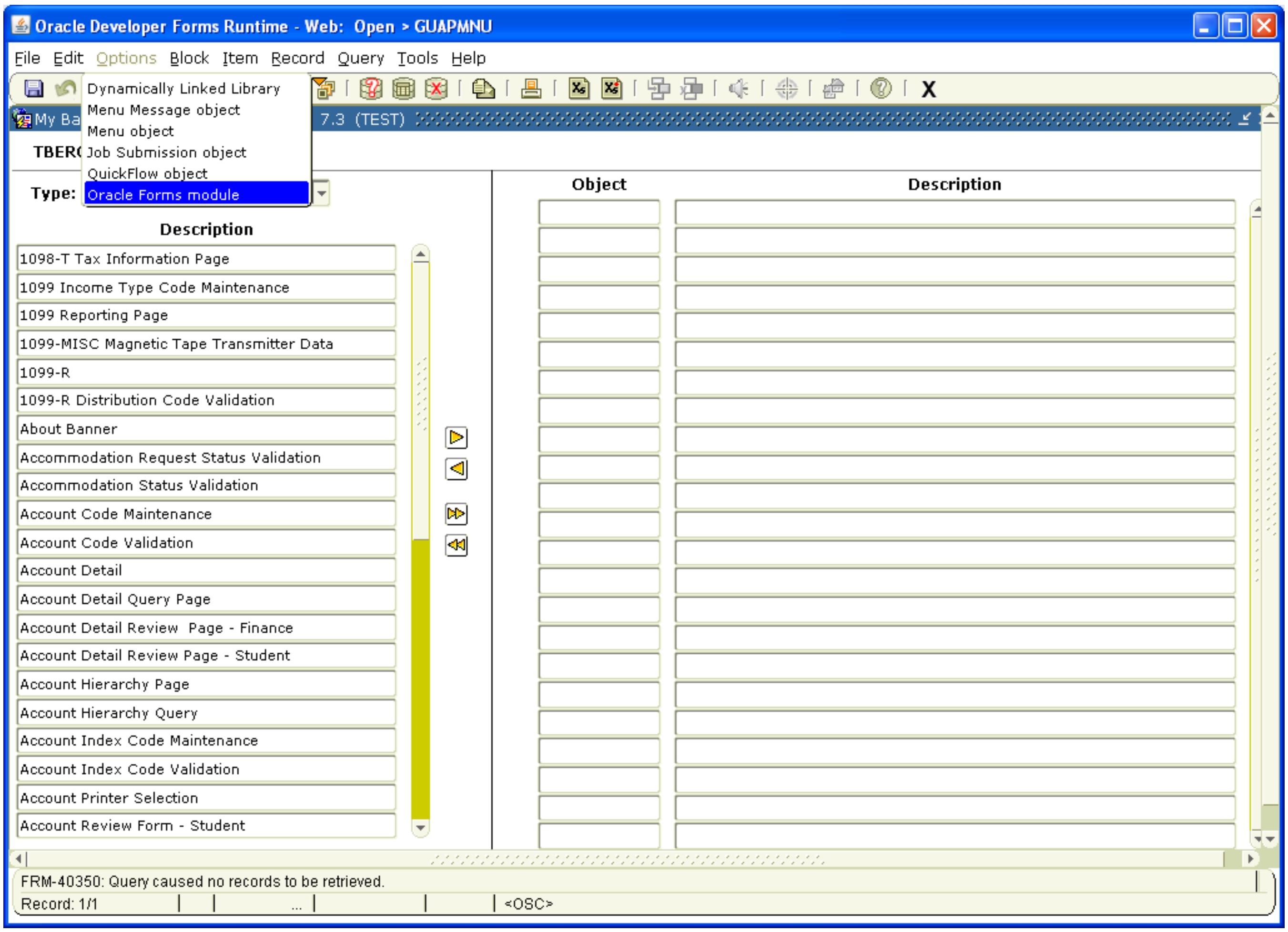
Command/Function	Keyboard Shortcut	Icon	Description
Save	F10		Saves changes to the data on a form.
Rollback	Shift+F7		Navigates back to the top, key block of the form.
Select	Shift+F3		Selects the value and returns to the calling form.
Insert Record	F6		Inserts a new, blank record.
Remove Record	Shift+F6		Deletes the selected record.
Record Previous	Up Arrow		Navigates to the previous record.
Record Next	Down Arrow		Navigates to the next record.
Record Duplicate	F4		Duplicates the previous record. Used after inserting a blank record.
Record Clear	Shift+F4		Clears the contents of the current record.
Previous Block	Ctrl+PgUp		Navigates to the previous block on the form.
Next Block	Ctrl+PgDown		Navigates to the next block on the form.
Enter Query	F7		Puts the form in query mode so that you can enter search criteria.
Execute Query	F8		executes the query and return any records matching your search criteria.
Cancel Query	Ctrl+Q		Cancels the query.
Clear Block	Shift+F5		Clears the data in the active block on the form.
View/Send Message			Send or receive messages in Banner.
Print	Shift+F8		Prints image of the current form as it appears on your screen.
Extender Solutions			SCT Extender Solutions (document management).
Workflow			Workflow. Not yet in use.
Broadcast Message			Used by Database Administrators only.
Fine Grained Access Control Security			Not in use at this time.
On-line Help			Displays Online help (may need to hold down Ctrl key when selecting).
Exit	Ctrl+Q		Exits Banner or the current form.
List/Search	F9		Displays a list of values (LOV) or an Option List allowing you to choose a search form.
Show Keys	Ctrl+F1		Displays keyboard shortcuts available on form.
Display Navigation Window	F5		Displays "Go To…" Navigation window.
List Tab Pages	F2		Displays shortcut menu to tabs on a tabbed form.

Menu Maintenance Form

This procedure outlines the steps necessary to customize your Personal Menu in Banner using the **Menu Maintenance Form (GUAPMNU)**. Your Personal Menu will hold up to 20 menu items.

- Open the **Menu Maintenance Form – GUAPMNU** using Direct Access or by double clicking **My Banner** on the Banner main menu and then double clicking **Empty**; **Select to build. [GUAPMNU]** (appears when there are not items on your personal menu) or **Organize My Banner [GUAPMNU]** (appears when you already have items on your personal menu).
- Choose from the options in the drop down menu according to what you want to add to your Personal Menu: Form, Job, Menu, QuickFlow, etc.

Note drop down for Options: Forms, Jobs, Menu, etc. Each option has a unique list of choices for selected Type option.



- Scroll down the list to find the form you would like to add – or – Click in the left pane and perform a query using the standard query function. **Enter Query (F7)** will clear out the list and the search criteria can be entered in the left pane. Use wildcards (5) as necessary. **Execute Query (F8)** when you've entered in all your search criteria.

- When you find something you want to add to your Personal Menu, double click on the name and the text will change from black to blue. Once the text has changed to blue, it has been selected and you can continue selecting others in the same manner.
- When you are finished making selections (or during the selection process), you can click on the arrows between the panes to create your Personal Menu. The > arrow will move only the selected items to your Personal Menu. The >> arrows will move the entire list (up to 20). The < arrow will move selected items off the Personal Menu. The << arrow will remove all items from the Personal Menu.
- **Save (F10)** your changes.
- When finished customizing your Personal Menu, **Exit (CTRL+Q) GUAPMNU**.
- **Exit (CTRL+Q) Banner** and then log in again to see the changes to your Personal Menu.

II. Finance

Chart of Accounts (COA) Coding Structure

The FOAP
F = Fund
O = Organization
A = Account
P = Program

Fund: Accounting Entity - **WHERE**

Organization: Budget Units/Departments - **WHO**

Accounts: Assets, Liabilities, Fund Balance, Revenue, Expenditures, Transfers - **WHAT**

Program: Functional Classification Structure - **WHY**

COA Documentation

The Chart of Accounts is split into four documents – Banner Fund Code Listing, Banner Organization Code Listing, Banner Account Code Listing, and Banner Program Code Listing.

An Organizational Crosswalk – Fundware to Banner document has also been posted to our web page. This document will assist you in equating existing department codes to Banner organization codes.

All documentation relating to the most current Chart of Accounts can be accessed on The Victoria College website via the following instructions:

- From the VC Home Page, go to "Faculty/Staff" link at the top of the page.
- On the left side of the page click on "Administrative Services" then "Business Office" then the "Accounting Codes" link.
- Use this link to directly access the accounting code page - http://web.victoriacollege.edu/accountingcodes

COA – Important Element(s) in Determining Account Coding

- All account coding is 16 digits.
- The account coding must follow a strict order:
    1. Fund
    2. Organization
    3. Account
    4. Program
- Each individual element is 4 digits.
- Appropriate program codes are required for accurate reporting.
    1. Program codes are specific to each organization/department.
    2. Program codes have been defaulted based upon the organization codes.
    3. Do NOT deviate from or overwrite the program code assigned to an organization.

COA – Account Coding Examples

The biology department (Victoria location) wishes to purchase a piece of equipment. The account coding would be established as follows:

Fund: Review the Banner Fund Code Listing document on the website. Determine that the appropriate fund is Victoria Unrestricted - 1101

Organization: Existing department code is 04-35. Review the Organizational Crosswalk on the website to determine the new organization code – 6207.

Account: Review the Banner Account Code Listing document on the website. Locate the line item for Equipment – 8024.

Program: Obtain the program code from the Organizational Crosswalk when determining appropriate organization code - 1104.

The appropriate account coding for the requisition is 1101-6207-8024-1104.

COA – Requesting NEW Fund

New funds will need to be established when grants are awarded to the college or when other operating sites are established. Complete a Fund Request Form and submit to the Director of Finance when this is necessary. The form will be available on The Victoria College website.

COA – Requesting NEW Organization

New organizations will need to be established when additional departments are added to college operations. Complete an Organization Request Form and submit to the Director of Finance when this is necessary. The form will be available on The Victoria College website.

COA – Relationship to Finance Security

The Chart of Accounts forms the foundation upon which Finance Security is established.

Types of Security Utilized at The Victoria College:

- General Security:
    1. Oracle Access
    2. Forms/Process Access
- Banner Finance Module Security:
    1. Data Level Security
    2. Electronic Transaction Approvals
    3. Budgetary Controls

Banner Finance security is established as follows:

- Oracle access is granted to appropriate personnel.
- Organization restrictions are imposed to allow access only to those organizations for which an individual has oversight/data entry responsibility.
- Forms/process access is granted based upon an individual's organizational role.
- Electronic transaction approvals (AKA routing queues) are utilized for requisitions.
- Budgetary controls include a "soft" warning when a requisition exceeds budget.

COA – New User/Change to Current Banner User Access

Utilize the Banner User Access Request Form to inform System Security Access Mangers of the need to add Banner user access or to change existing Banner user access. The form will be available on The Victoria College website.

III. Purchasing

Banner Requisitions

The **Requisition** link will be located as follows:

- Pirate Portal
- Employee Tools Tab
- Purchasing Information (right side of screen, third section from the top)
- Purchase Requisition Form

Once the requisition is created, the procurement process continues in Banner. You may make adjustments to a requisition until you have marked the form as "complete." After creation and posting in Banner, the requisition may be viewed using the View Document link in Finance Self-Service or in Banner using form FPIREQN.

Bear in Mind

- Fund/Organization security applies.
- Knowing the Fund, Organization, Account, and Program codes (FOAP) prior to initiating a requisition or becoming familiar with Banner query functions will help you through the requisition process.
- Entering a requisition with a single FOAP is much simpler than multiple account coding lines.

Creating a Requisition

To create a requisition:

1. Select the **Purchase Requisition Form** link as described above.
2. When the form appears, hit **TAB** (this will one-up the requisition number).
3. Hit **NEXT BLOCK**.
4. **Top block will require you enter a delivery date**. All other required information will auto populate.
    a. Four tabs will appear which must be completed in order: Requestor/Delivery Information, Vendor Information, Commodity/Accounting, Balancing/Completion
    b. Move through the form (each tab) using NEXT BLOCK or click on the tab.
5. All highlighted boxes on each tab must be completed as follows:
    a. **Requestor/Delivery Information**:
        i. **Requestor**: Auto Populate
        ii. **COA**: Auto Populate
        iii. **Organization**: Auto populate with default as set by security. **<u>VERIFY</u>** this is the correct organization. If not, over-write existing information. If you change the organization code, **<u>VERIFY the PROGRAM CODE</u>** is appropriate.
        iv. **Ship To**: Auto Populate
        v. **Attention To**: Enter your name and telephone extension.
        vi. **NEXT BLOCK** or select **next tab**.
    b. **Vendor Information**:
        i. **Vendor**: If you know the Vendor ID, you may enter it in the field and Tab. Otherwise, click the down arrow to begin a search.
        ii. **Option List**: Choose **Entity Name/ID Search (FTIIDEN)**. Form will appear with Vendor box checked. Hit **NEXT BLOCK**. When in next block, search for the appropriate vendor by either clicking the **EXECUTE QUERY** icon on the tool bar (will bring up a list of ALL vendors) or by entering any portion of a known value in the appropriate field either preceded by or followed by % sign and clicking the **EXECUTE QUERY** icon on the tool bar. **NOTE: Queries are case-sensitive. You must use UPPERCASE in queries.**
        iii. **Scroll** through the query data to find a vendor. **Select** vendor by double-clicking on the ID Number.

    iv. **Select** appropriate address. Note drop down arrow beside Address Type field.
    v. Hit **TAB** to populate vendor information on form. **NOTE: You must delete the information contained in the currency field and hit Tab to proceed. There is a defect in the Banner program that makes this a necessary step.**
    vi. **NEXT BLOCK** or select **next tab**.

c. **Commodity/Accounting**:
    i. Enter item **Description** of item(s) being purchased.
    ii. Enter **Unit of Measure (U/M)** (each, box, carton, etc…).
    iii. Enter **Quantity**.
    iv. Enter **Unit Price**.
    v. **TAB** through Commodity field – we are not currently using this field.
    vi. **Repeat** process until all items are described and have Unit of Measure, Quantity, and Unit Price attached.
    vii. **NEXT BLOCK.**
    viii. **TAB** at COA field (auto populated with 1 for VC COA). The Year, Organization, and Program fields will auto populate. We may have the Fund auto populate in the future. Banner personnel are testing this feature.
    ix. **Populate Fund** and **Acct** fields. Click down arrow to see list of values at top of either field. If account number is unknown, **query** on Acct field by entering a number value followed by a % sign (e.g. 7% would be the beginning of non-payroll accounts). **EXECUTE QUERY**. **Select** account to populate FOAP on requisition form by double-clicking on COA code. NOTE: **DO NOT NEXT BLOCK** until all account coding is complete.
    x. **TAB** through form to enter extended amount for EACH line item cost. When tabbing through form, hit the DOWN ARROW on keyboard when on the account coding line to go to next line of account coding.
    xi. **NEXT BLOCK** or select **next tab**. **IMPORTANT: ONLY NEXT BLOCK OR SELECT NEXT TAB AFTER ALL ACCOUNT CODING IS IN PLACE**.

d. Balancing/Completion
    i. Banner will determine if requisition is in balance.
    ii. Check "Complete" box if requisition is satisfactory. **IMPORTANT: ONCE A REQUISITION IS COMPLETE, NO CHANGES ARE ALLOWED UNTIL IT HAS BEEN PROCESSED THROUGH THE APPROVAL QUEUE AND EITHER APPROVED OR DISAPPROVED.**

Cancelling a Requisition

Requisitions can only be cancelled after having been completed, approved, and posted. Cancellation must occur prior to creation of a Purchase Order.

Procedure:

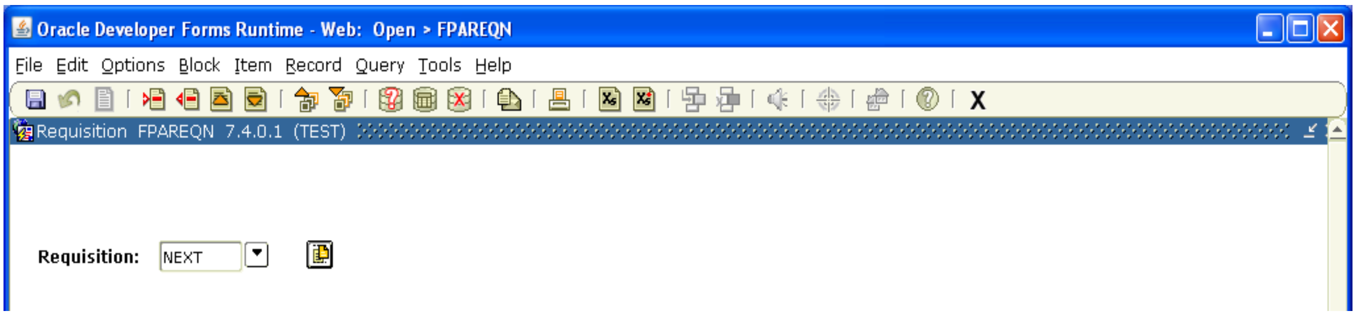
- Access form **FPARDEL**.
- Select requisition for cancellation by clicking down arrow by **Request Code**.
- **NEXT BLOCK.**
- Click on **Cancel Date** tab.
- Cancel Date: Auto populate with current date.
- **Reason Code**: Click drop down arrow to select appropriate code.
    - DISA Disapproved
    - DUPL Duplicate Order
    - MIST Mistake
    - NO No Longer Required
    - VEND Vendor Cannot Provide
    - WR Wrong Vendor

- Make Cancellation Permanent: **Click for YES.**

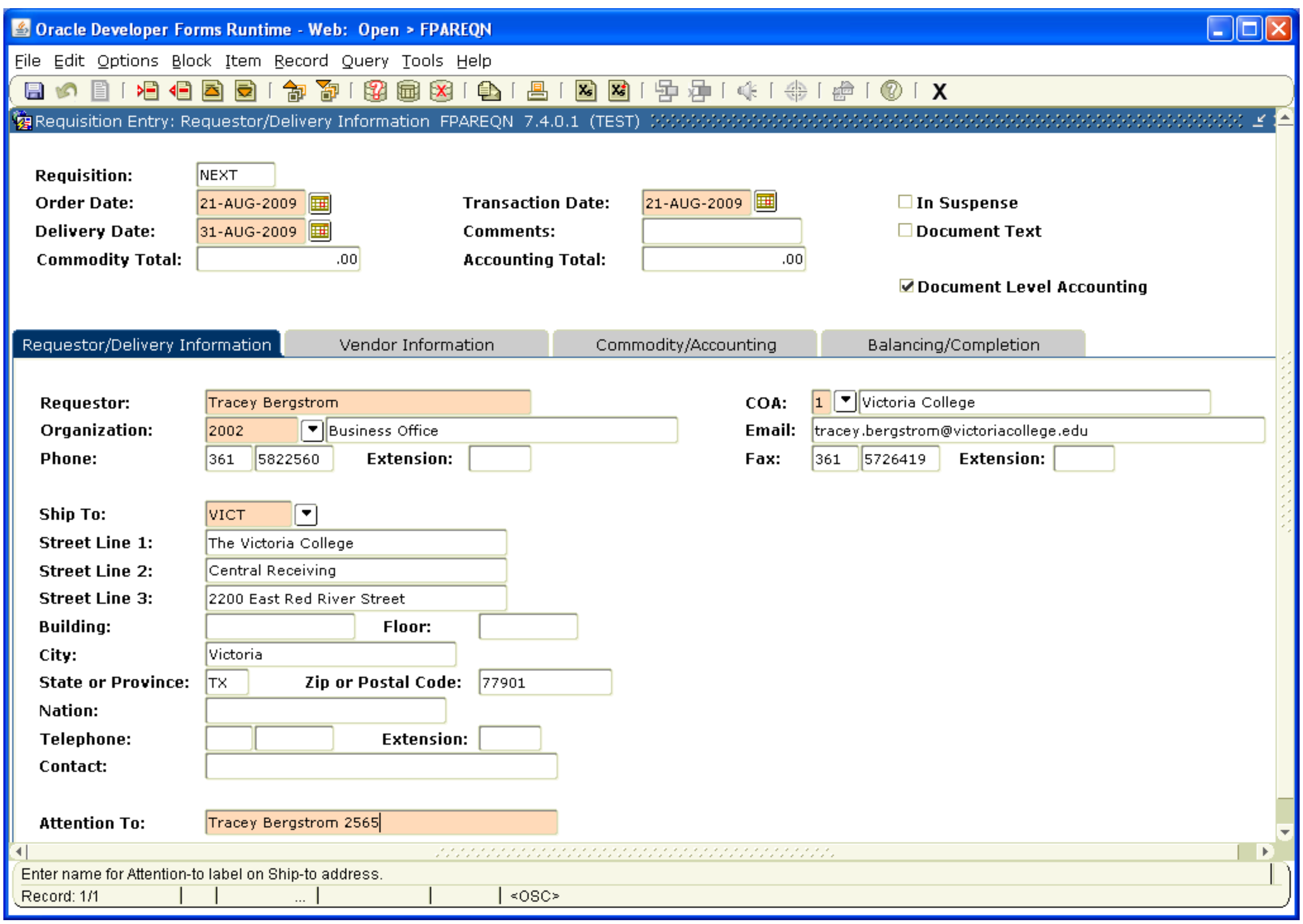
Example – Creating a Requisition

The following example will show screen shots of the process described above.

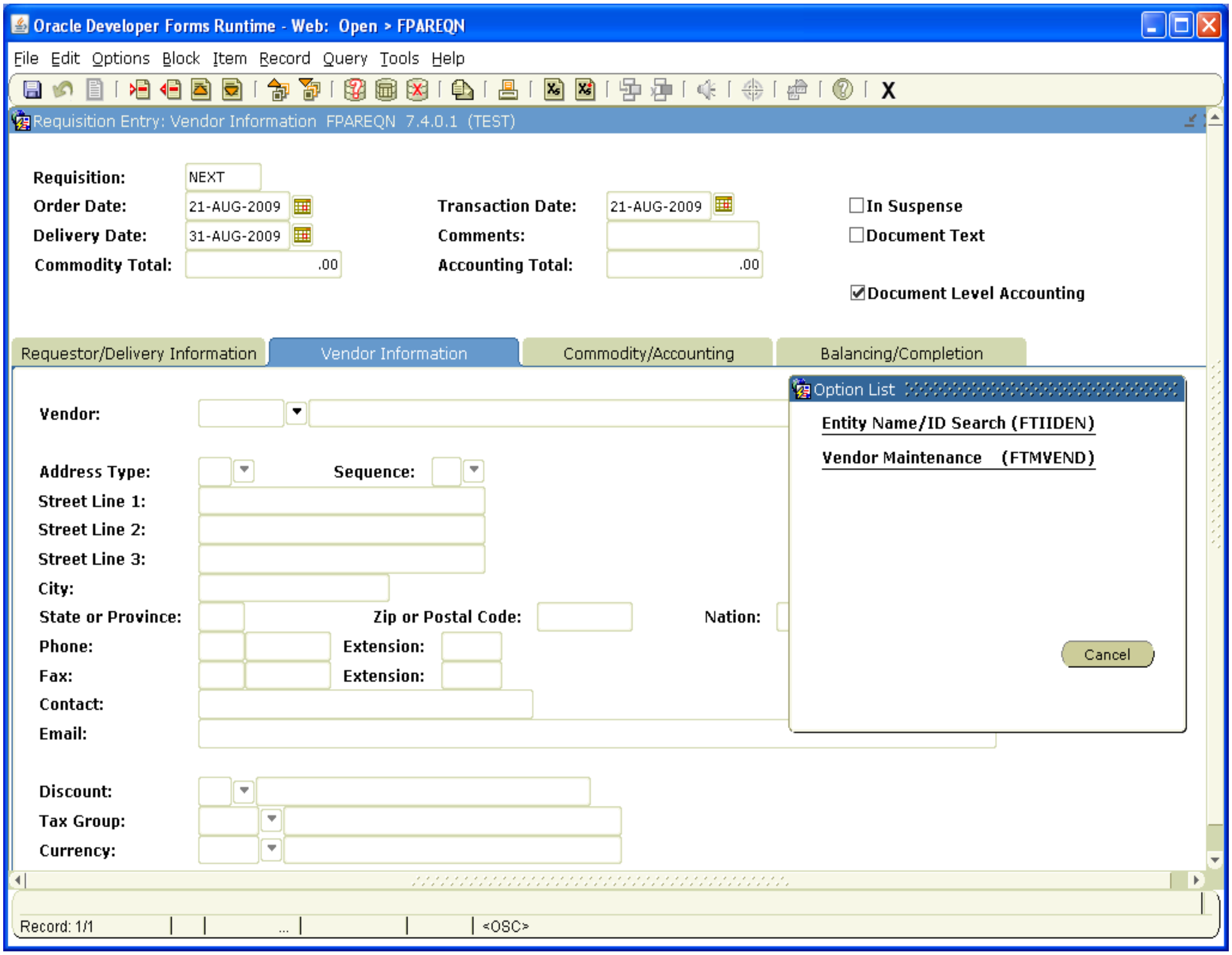
Select the **Purchase Requisition Form link** or go directly to form **FPAREQN**. **Tab** to populate the requisition as **NEXT**. Hit **Next Block.**



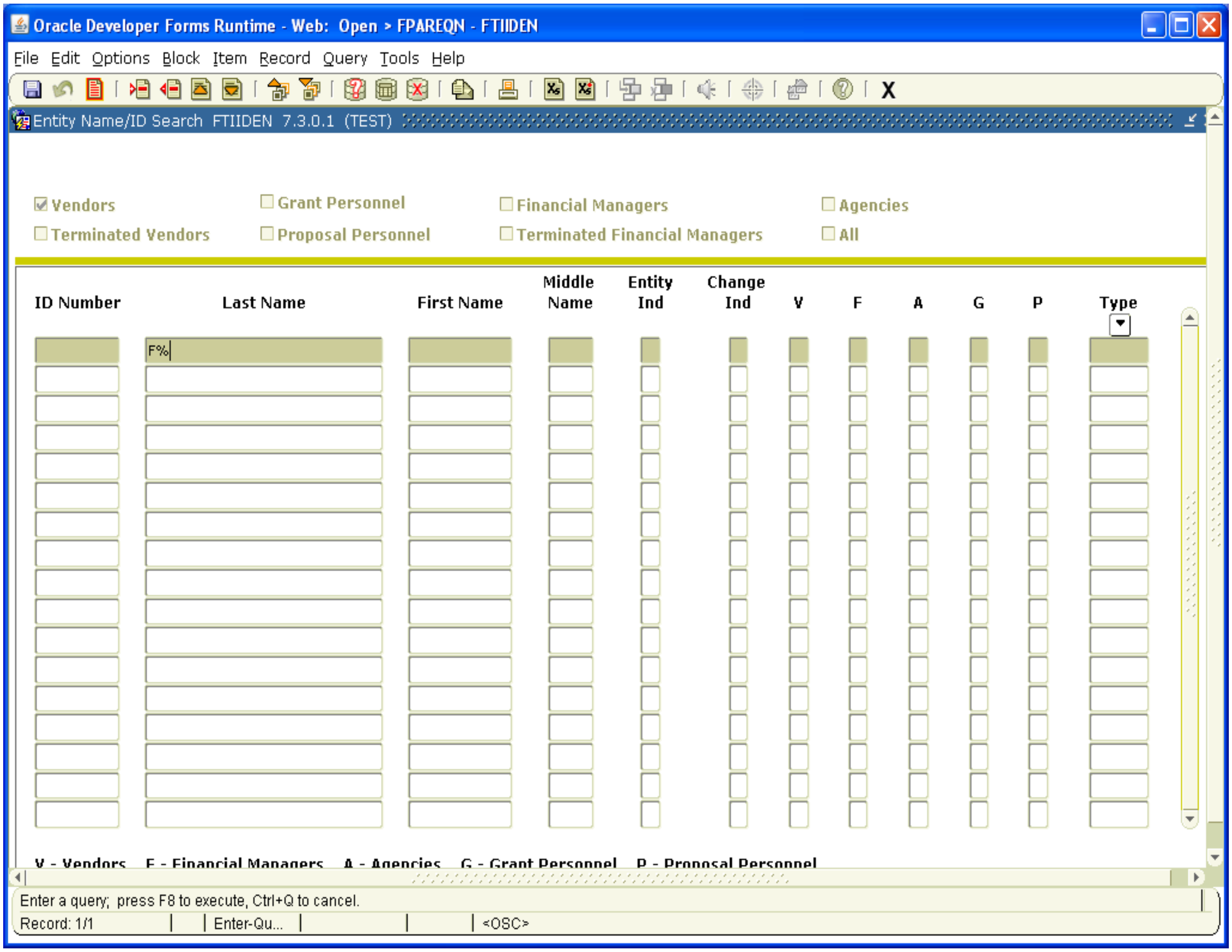
Fill in all highlighted fields that do not auto populate. Hit **Next Block** or click on **Vendor** Information tab.



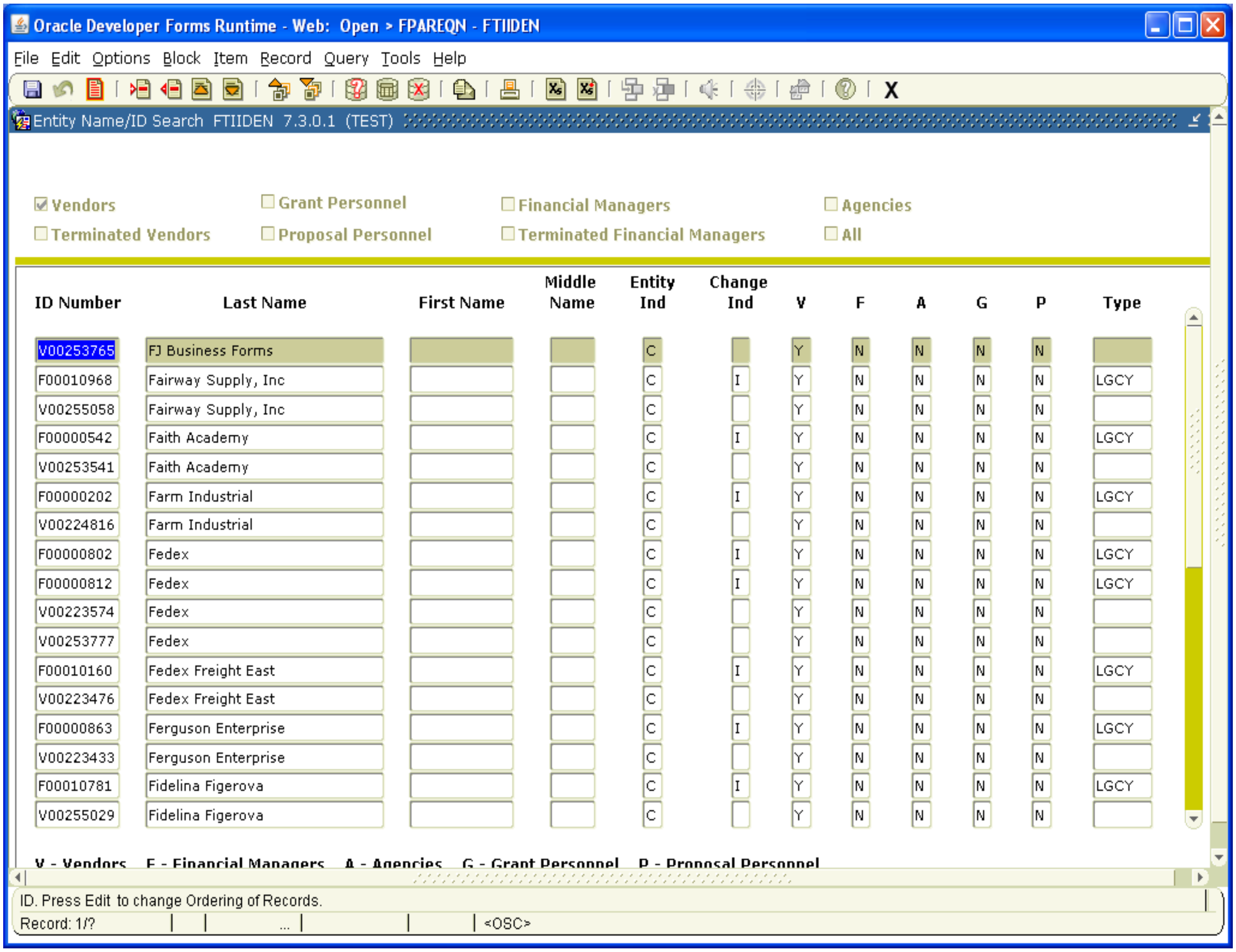
The Option List will appear when you click the drop down arrow beside the Vendor field. Selected **Entity Name/ID Search (FTIIDEN)**. NOTE: If you know the Vendor ID, you may enter it in the field and hit Tab.



If you did not know the Vendor ID and chose **Entity Name/ID Search (FTIIDEN)** from the Options List, this screen will appear. You may perform a search based upon any know criteria. In this example, the vendor is FJ Business Forms. To perform a search, enter **F%** in the **Last Name** field and **Execute Query** icon or **F8** to perform search.



Screen shot of query results. Scroll through the list to find the appropriate vendor. To select the vendor, double-click on the **ID Number**.


Oracle Developer Forms Runtime - Web: Open > FPAREQN - FTIIDEN

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 7.3.0.1 (TEST)

☑ Vendors ☐ Grant Personnel ☐ Financial Managers ☐ Agencies

☐ Terminated Vendors ☐ Proposal Personnel ☐ Terminated Financial Managers ☐ All

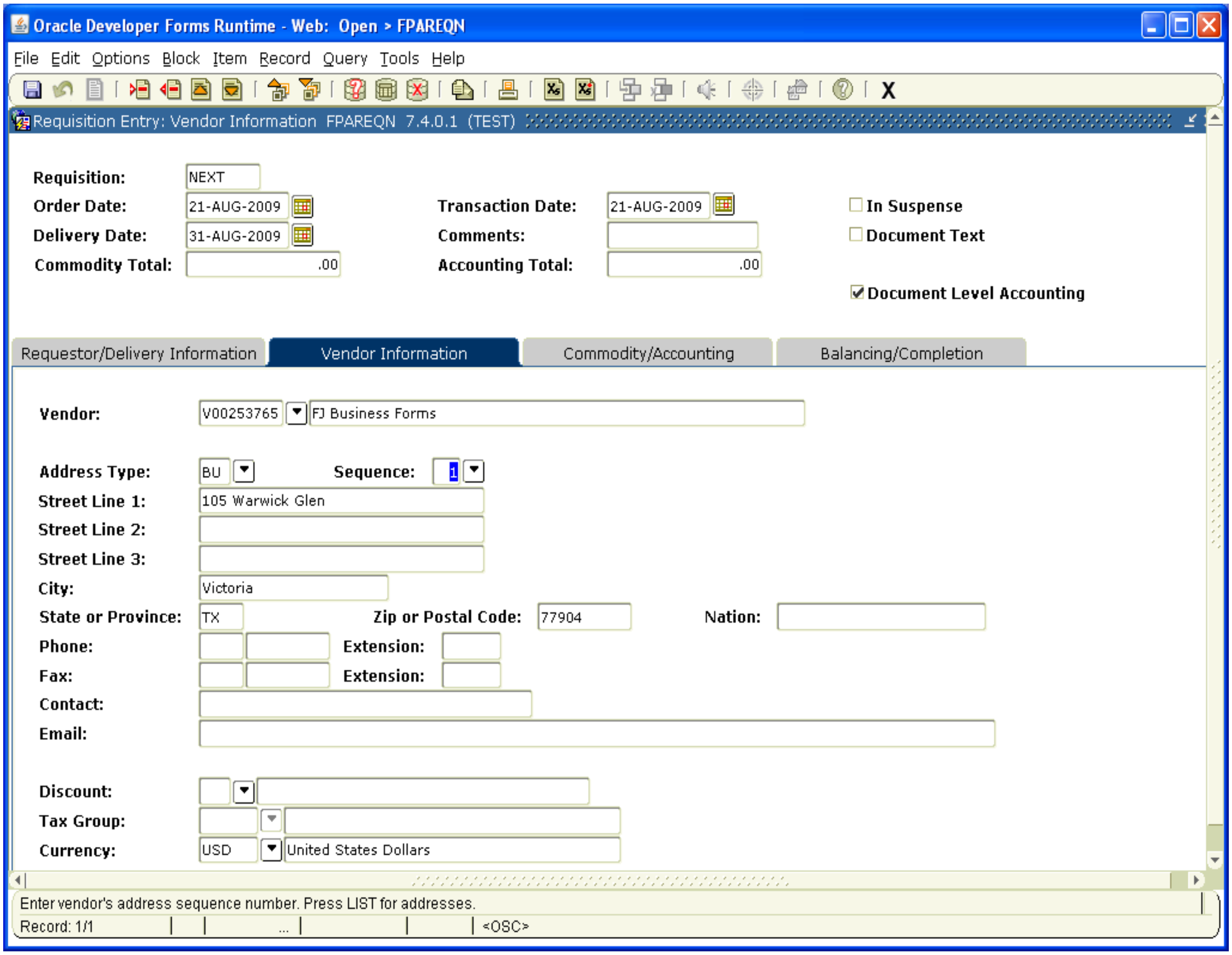
ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
V00253765	FJ Business Forms			C		Y	N	N	N	N	
F00010968	Fairway Supply, Inc			C	I	Y	N	N	N	N	LGCY
V00255058	Fairway Supply, Inc			C		Y	N	N	N	N	
F00000542	Faith Academy			C	I	Y	N	N	N	N	LGCY
V00253541	Faith Academy			C		Y	N	N	N	N	
F00000202	Farm Industrial			C	I	Y	N	N	N	N	LGCY
V00224816	Farm Industrial			C		Y	N	N	N	N	
F00000802	Fedex			C	I	Y	N	N	N	N	LGCY
F00000812	Fedex			C	I	Y	N	N	N	N	LGCY
V00223574	Fedex			C		Y	N	N	N	N	
V00253777	Fedex			C		Y	N	N	N	N	
F00010160	Fedex Freight East			C	I	Y	N	N	N	N	LGCY
V00223476	Fedex Freight East			C		Y	N	N	N	N	
F00000863	Ferguson Enterprise			C	I	Y	N	N	N	N	LGCY
V00223433	Ferguson Enterprise			C		Y	N	N	N	N	
F00010781	Fidelina Figerova			C	I	Y	N	N	N	N	LGCY
V00255029	Fidelina Figerova			C		Y	N	N	N	N	

V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel

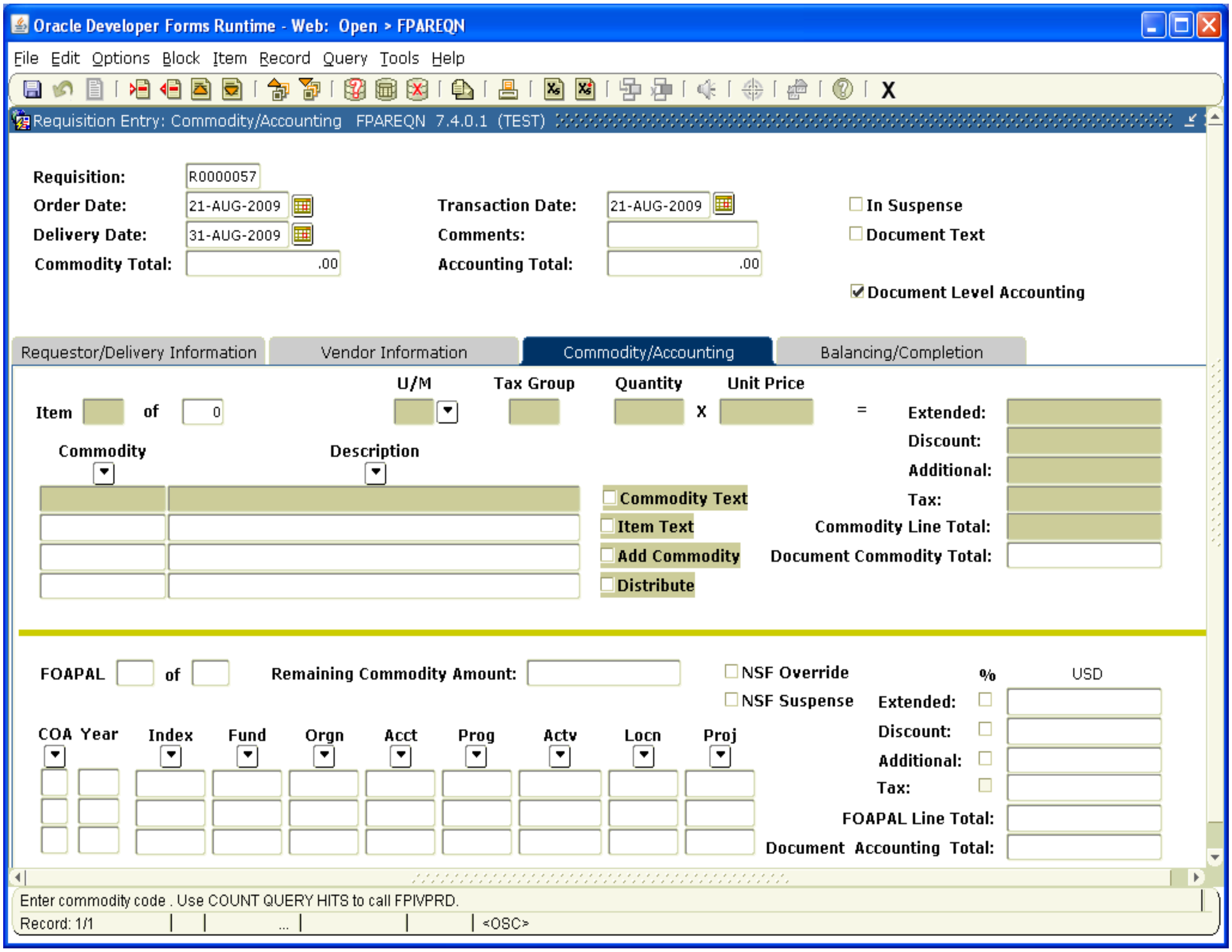
ID. Press Edit to change Ordering of Records.

Record: 1/? ... <OSC>

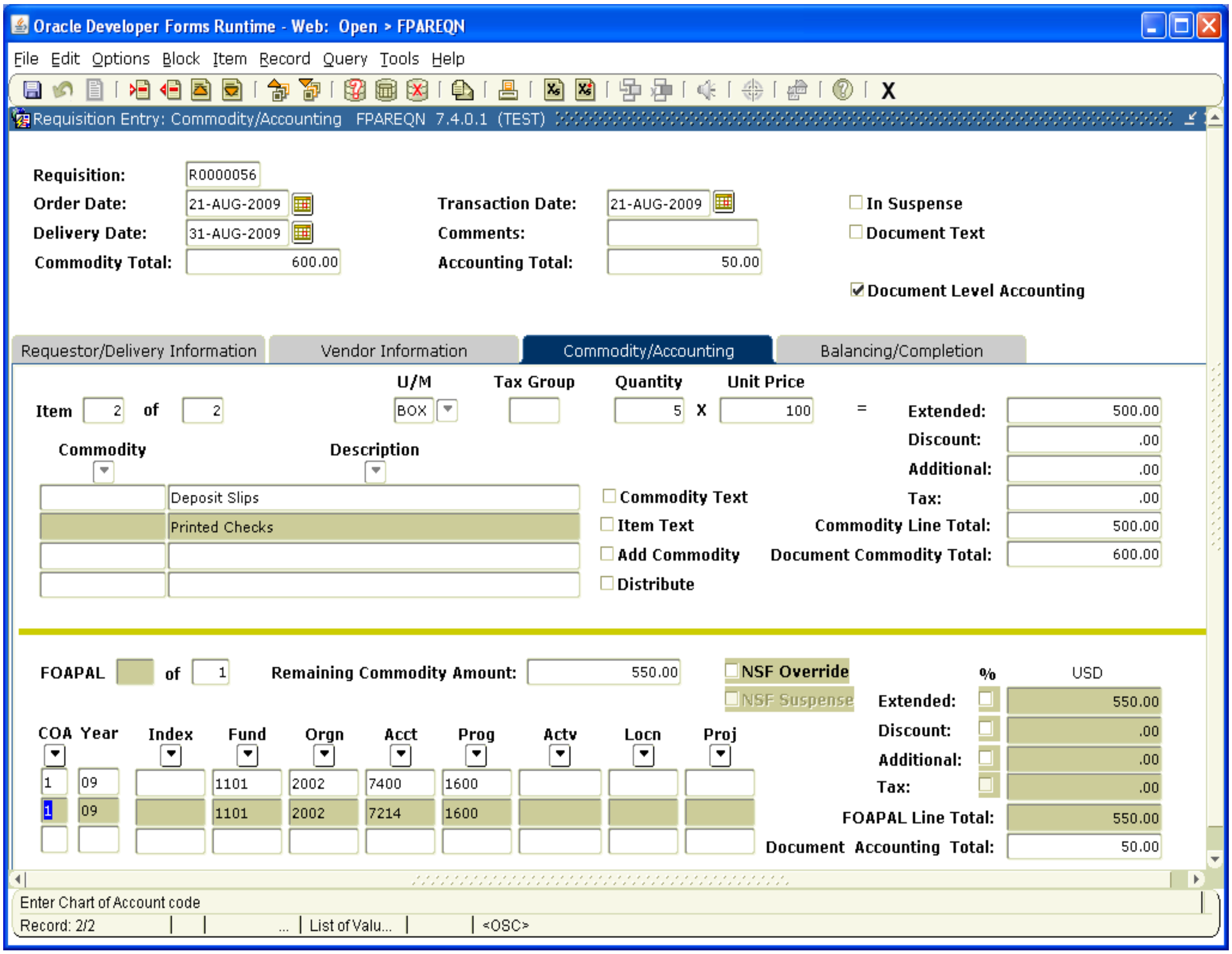
Screen shot after vendor was selected from query results. You must select an **Address Type** from the drop down menu. **NOTE: You must use the drop down to choose the Address Type and then Tab or the form will not populate with the address information. You must also delete the information in the Currency field and hit tab before proceeding.**



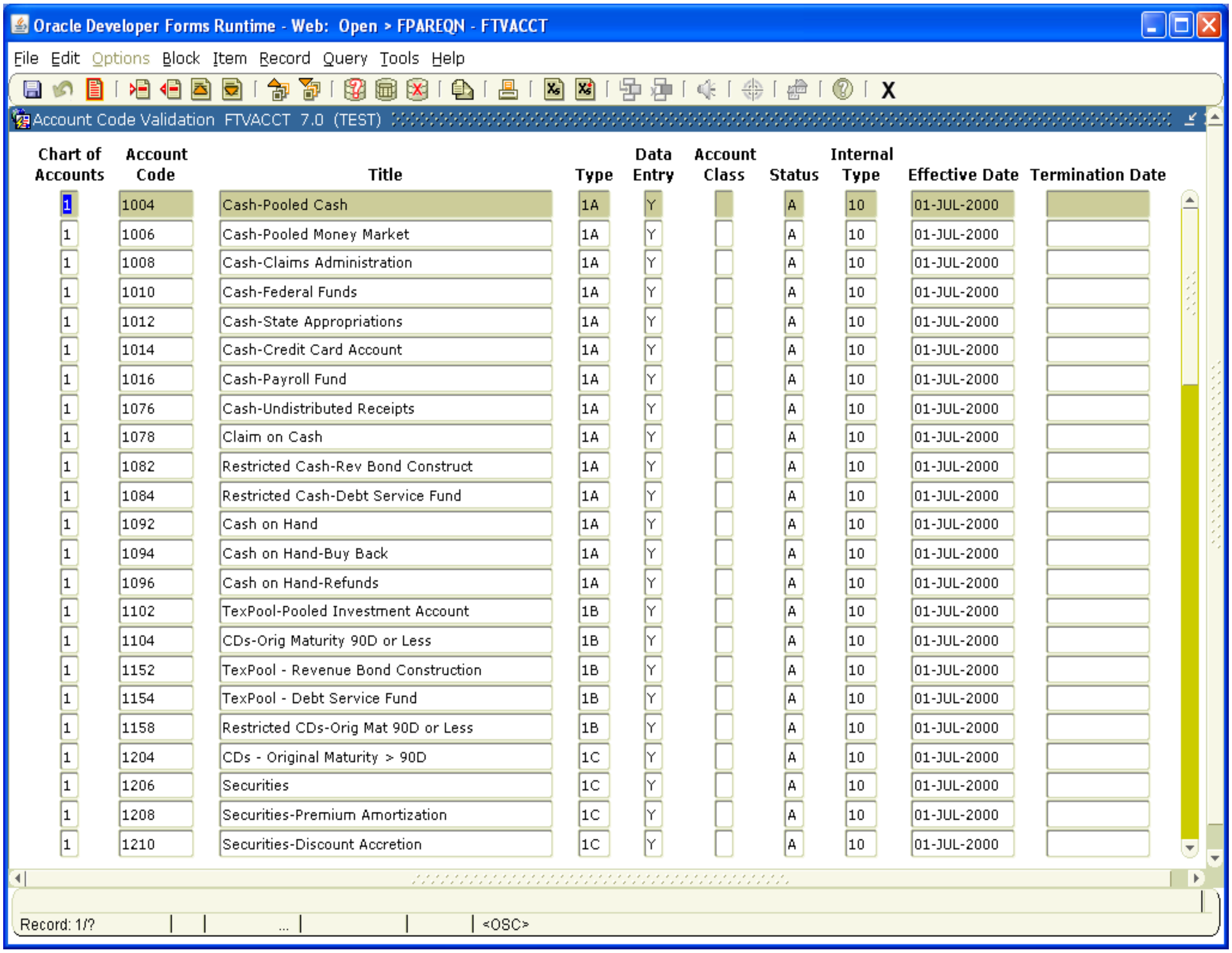
Screen shot of the Commodity/Accounting tab prior to any data entry. Required entries: **U/M**, **Quantity**, **Unit Price**, **Description**. Use the tab key to move through the form or place your cursor on a field and click. Add each line in turn. To move from one commodity description to another, use the down arrow key.



Screen shot of Commodity/Accounting tab with data entered. Currently, the **Organization** and **Program** code will default for each individual user as established through Finance security. If you now the other elements – the **Fund** code and the **Account** code, you may enter them directly. Otherwise, you will need to perform a search (see pages 10 – 12 for an example of performing a search). When all data is entered, **NEXT BLOCK** or click the **Balancing/Completion tab.**



Screen shot of a query using the drop down arrow beside the Account code. The query will return all accounts in the chart of accounts selected (typically Chart 1, except for Foundation staff).



Oracle Developer Forms Runtime - Web: Open > FPAREQN - FTVACCT

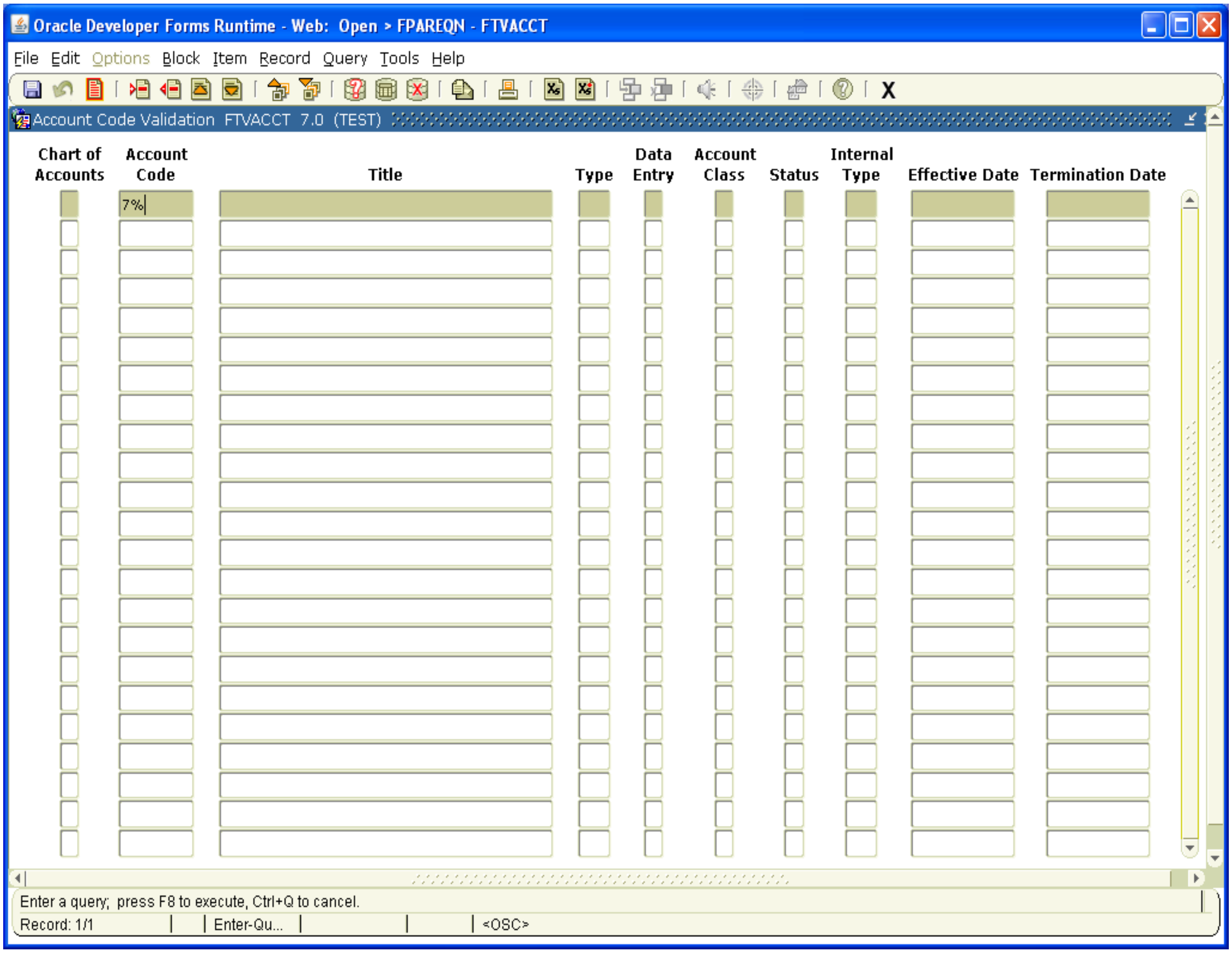
File Edit Options Block Item Record Query Tools Help

Account Code Validation FTVACCT 7.0 (TEST)

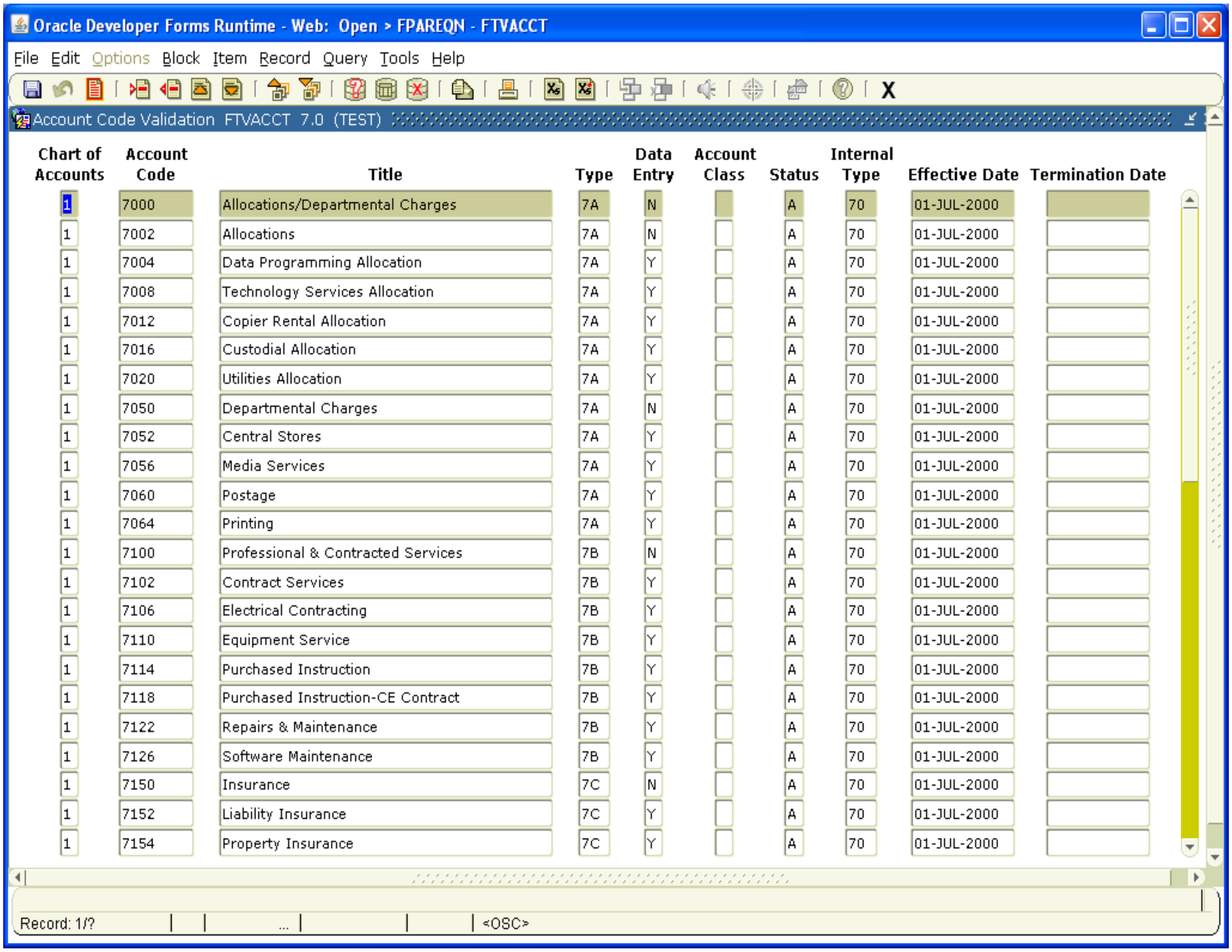
Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
1	1004	Cash-Pooled Cash	1A	Y		A	10	01-JUL-2000	
1	1006	Cash-Pooled Money Market	1A	Y		A	10	01-JUL-2000	
1	1008	Cash-Claims Administration	1A	Y		A	10	01-JUL-2000	
1	1010	Cash-Federal Funds	1A	Y		A	10	01-JUL-2000	
1	1012	Cash-State Appropriations	1A	Y		A	10	01-JUL-2000	
1	1014	Cash-Credit Card Account	1A	Y		A	10	01-JUL-2000	
1	1016	Cash-Payroll Fund	1A	Y		A	10	01-JUL-2000	
1	1076	Cash-Undistributed Receipts	1A	Y		A	10	01-JUL-2000	
1	1078	Claim on Cash	1A	Y		A	10	01-JUL-2000	
1	1082	Restricted Cash-Rev Bond Construct	1A	Y		A	10	01-JUL-2000	
1	1084	Restricted Cash-Debt Service Fund	1A	Y		A	10	01-JUL-2000	
1	1092	Cash on Hand	1A	Y		A	10	01-JUL-2000	
1	1094	Cash on Hand-Buy Back	1A	Y		A	10	01-JUL-2000	
1	1096	Cash on Hand-Refunds	1A	Y		A	10	01-JUL-2000	
1	1102	TexPool-Pooled Investment Account	1B	Y		A	10	01-JUL-2000	
1	1104	CDs-Orig Maturity 90D or Less	1B	Y		A	10	01-JUL-2000	
1	1152	TexPool - Revenue Bond Construction	1B	Y		A	10	01-JUL-2000	
1	1154	TexPool - Debt Service Fund	1B	Y		A	10	01-JUL-2000	
1	1158	Restricted CDs-Orig Mat 90D or Less	1B	Y		A	10	01-JUL-2000	
1	1204	CDs - Original Maturity > 90D	1C	Y		A	10	01-JUL-2000	
1	1206	Securities	1C	Y		A	10	01-JUL-2000	
1	1208	Securities-Premium Amortization	1C	Y		A	10	01-JUL-2000	
1	1210	Securities-Discount Accretion	1C	Y		A	10	01-JUL-2000	

Record: 1/? ... <OSC>

Screen shot of refining the search criteria. For **Account** codes, this is the suggested search method. Non-payroll expenditure accounts begin at 7000 in the Chart of Accounts. To get to this screen click the **Enter Query** icon on the menu or **F7**. To perform query, click on the **Execute Query** icon on the menu or **F8**.



Search results after query execution. Scroll through the accounts to select appropriate account number. Select the account by double-clicking on the **Chart of Accounts** field next to the selected account code value. You will return to the Commodity/Accounting tab. When all data is entered, **NEXT BLOCK** or click the **Balancing/Completion tab**.



Oracle Developer Forms Runtime - Web: Open > FPAREQN - FTVACCT

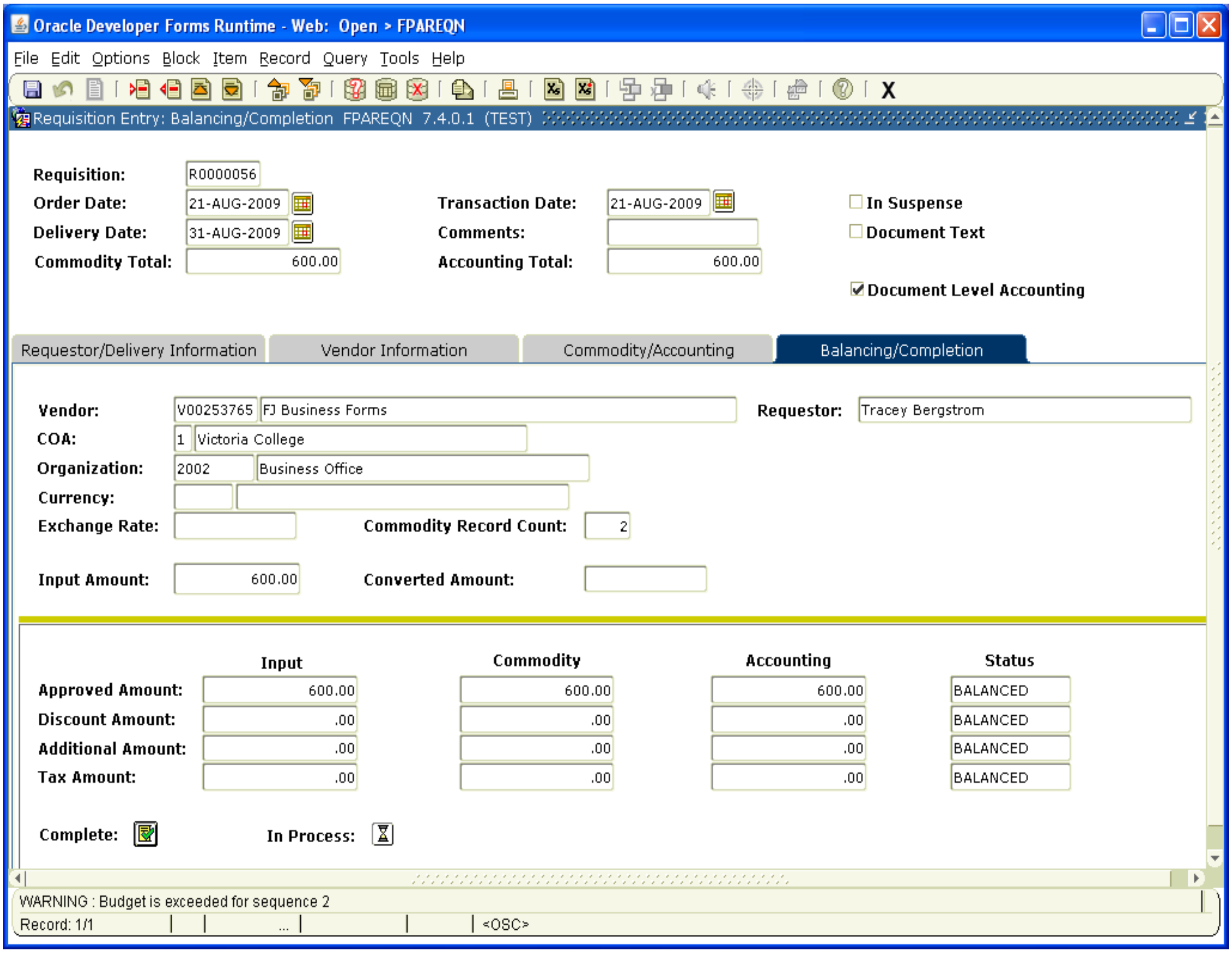
File Edit Options Block Item Record Query Tools Help

Account Code Validation FTVACCT 7.0 (TEST)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
1	7000	Allocations/Departmental Charges	7A	N		A	70	01-JUL-2000	
1	7002	Allocations	7A	N		A	70	01-JUL-2000	
1	7004	Data Programming Allocation	7A	Y		A	70	01-JUL-2000	
1	7008	Technology Services Allocation	7A	Y		A	70	01-JUL-2000	
1	7012	Copier Rental Allocation	7A	Y		A	70	01-JUL-2000	
1	7016	Custodial Allocation	7A	Y		A	70	01-JUL-2000	
1	7020	Utilities Allocation	7A	Y		A	70	01-JUL-2000	
1	7050	Departmental Charges	7A	N		A	70	01-JUL-2000	
1	7052	Central Stores	7A	Y		A	70	01-JUL-2000	
1	7056	Media Services	7A	Y		A	70	01-JUL-2000	
1	7060	Postage	7A	Y		A	70	01-JUL-2000	
1	7064	Printing	7A	Y		A	70	01-JUL-2000	
1	7100	Professional & Contracted Services	7B	N		A	70	01-JUL-2000	
1	7102	Contract Services	7B	Y		A	70	01-JUL-2000	
1	7106	Electrical Contracting	7B	Y		A	70	01-JUL-2000	
1	7110	Equipment Service	7B	Y		A	70	01-JUL-2000	
1	7114	Purchased Instruction	7B	Y		A	70	01-JUL-2000	
1	7118	Purchased Instruction-CE Contract	7B	Y		A	70	01-JUL-2000	
1	7122	Repairs & Maintenance	7B	Y		A	70	01-JUL-2000	
1	7126	Software Maintenance	7B	Y		A	70	01-JUL-2000	
1	7150	Insurance	7C	N		A	70	01-JUL-2000	
1	7152	Liability Insurance	7C	Y		A	70	01-JUL-2000	
1	7154	Property Insurance	7C	Y		A	70	01-JUL-2000	

Record: 1/? ... <OSC>

This is the final screen before completing the requisition. Make sure the transaction is in balance. If not in balance, return to the **Commodity/Accounting tab** to resolve the issue. If all is complete, click the **Complete** icon at the bottom of the page. The requisition will now be routed through the **Document Approval** process.



IV.   Finance: Self-Service

Banner Finance Self-Service Access

The **Finance Self-Service** link will be located as follows:

- Pirate Portal
- Budget/Supervisors Tools Tab
- Banner Self-Service (right side of screen, third section from the top)
- Finance

Finance Self Service Approvals

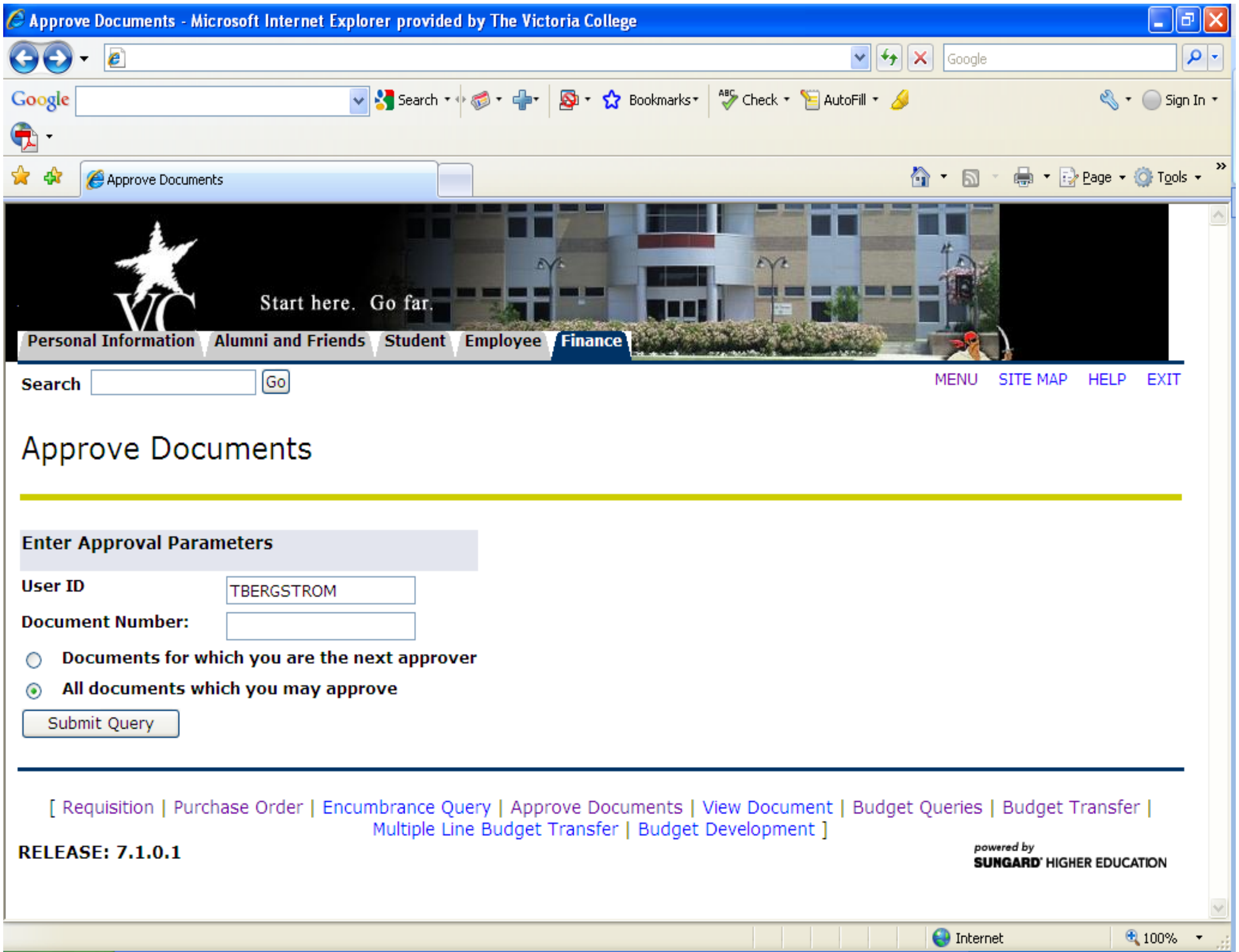
The **Approve Documents** link in finance Self-Service provides access on the web to approve or disapprove requisitions.

One can query by the following approval parameters:

- **User ID** – Your unique ID will default into the field. To view all documents awaiting approval, remove the User ID from this field.
- **Document Number** – You can enter in a specific document number that is awaiting one or more approvals to view just that document. You can also use % as a wildcard in this field.
- **Documents for which you are the next approver** – To view all documents awaiting your approval (or someone else in your approval queue) before they can proceed to the next approval queue.
- **All documents you may approve** – to view all documents that will ultimately require your approval (or someone else in your approval queue).

Once you have entered in all of your approval parameters, click Submit Query to view the documents that meet your criteria. Fully approved documents will not appear within your query results.

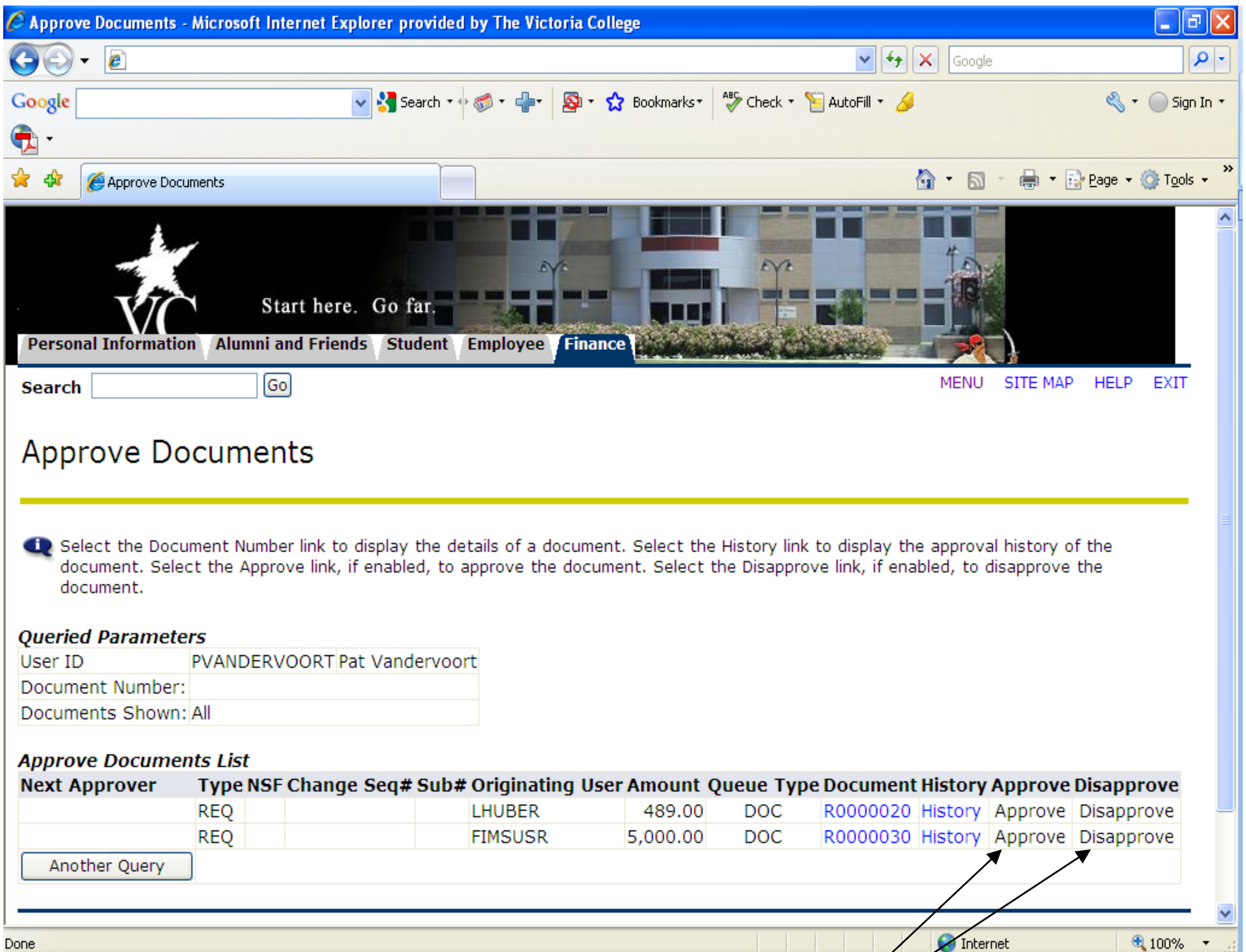
Screen to which **Approve Documents** link takes you:



Approve Document Page (After Submission of Query Parameters)

The **Approve Documents Page** displays the following information:

- **Next Approver** – This field displays only if a User ID was entered on the query parameter page. Displays a Y if you are the next approval queue for approving the document.
- **Type** – REQ for requisition.
- **NSF** – Displays a Y if there is not enough money in the associated budget account for this document. **NOTE:** VC does not utilize hard stops on non-sufficient budget availability. The document will flow through the system whether sufficient budget is available. A soft warning will appear to notify you that the requisition is in excess of available funds.
- **Originating User** – Displays the User ID of the person who created the document.
- **Amount** – The dollar amount specified on the document.
- **Queue Type** – Displays DOC if the document is in the document queue.



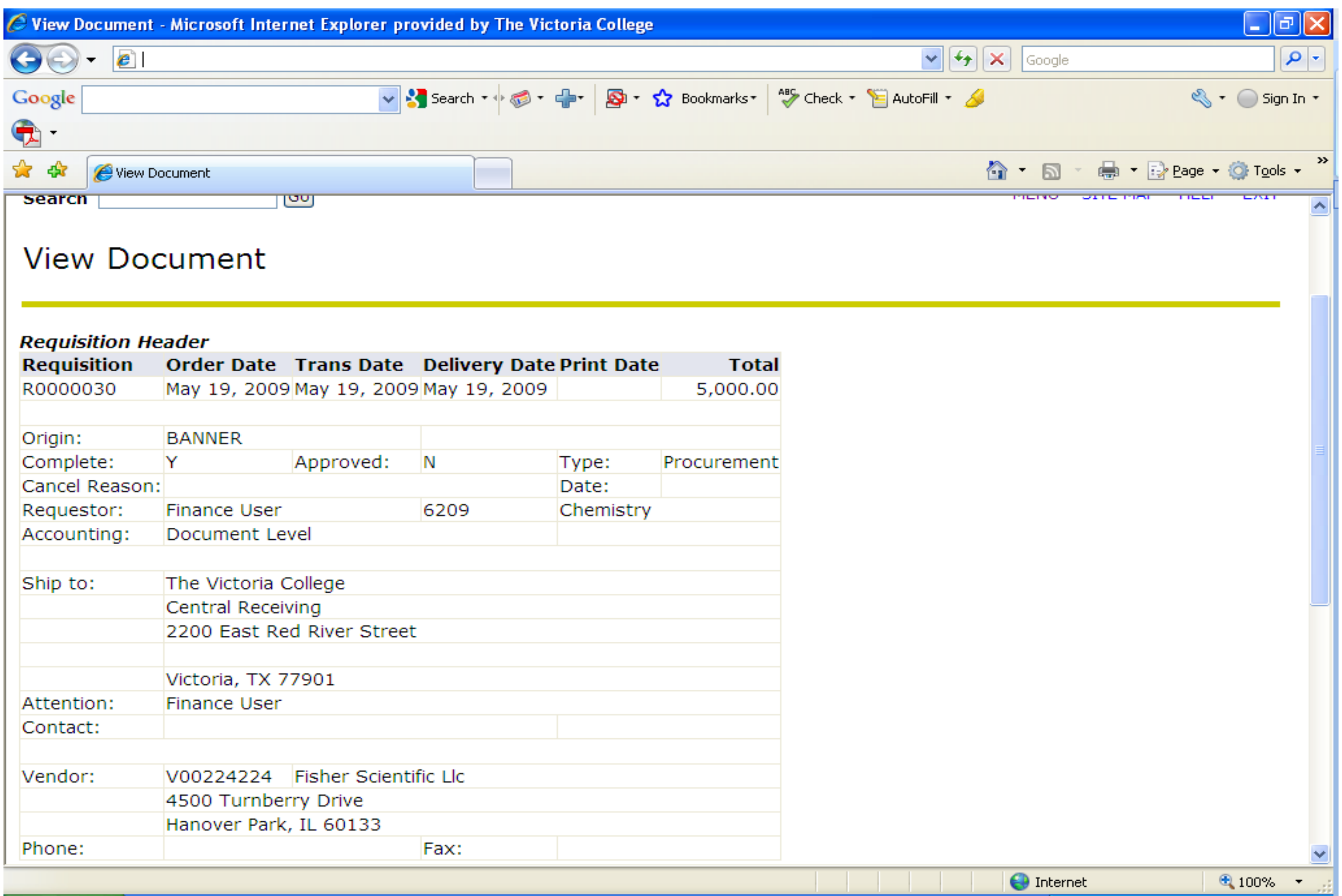
These links would be active if the person logged in is authorized to approve or disapprove the document(s).

The **Another Query** button at the bottom left side of the page allows you to return to the **Approve Documents** page and query again.

The following links are available for a document:

- **Document** – The document's number. Click this link to view detailed information about the document.
- **History** – Allows you to view information regarding the approval history for the document including any approvals that are still required as well as any approvals (or disapprovals) previously recorded, along with the associated dates.
- **Approve** – Use this link if you have viewed the document information and are ready to approve the document. **The Approve link is only active if the person who is logged into the system is authorized to approve the document**. Once you click **Approve**, the Approve Document page displays. A **Comment** field is available for entering any comments addressed to the person who created the document, along with buttons to **Approve Document** (to confirm the approval) or **Cancel** (to cancel approving the document and return to the previous page).
- **Disapprove** – Use this link if you do not want to approve the document and/or if you want to change the status of the document to "disapproved" so that you can rework the document and make changes. The **Disapprove** link is only active if the person who is logged into the system is authorized to disapprove the document or is the person who created the document (Originating User). Once you click **Disapprove**, the Disapprove Document page appears. The **Comment** field is used to enter comments addressed to the originating user. After the standard disapproval message, you will enter why the document was disapproved, your name, and phone number. Use one of the appropriate buttons to **Disapprove Document** (to confirm the disapproval) or **Cancel** (to cancel disapproval of the document and return to the previous page).

Screen shot of drill-down to a requisition (top portion of screen):

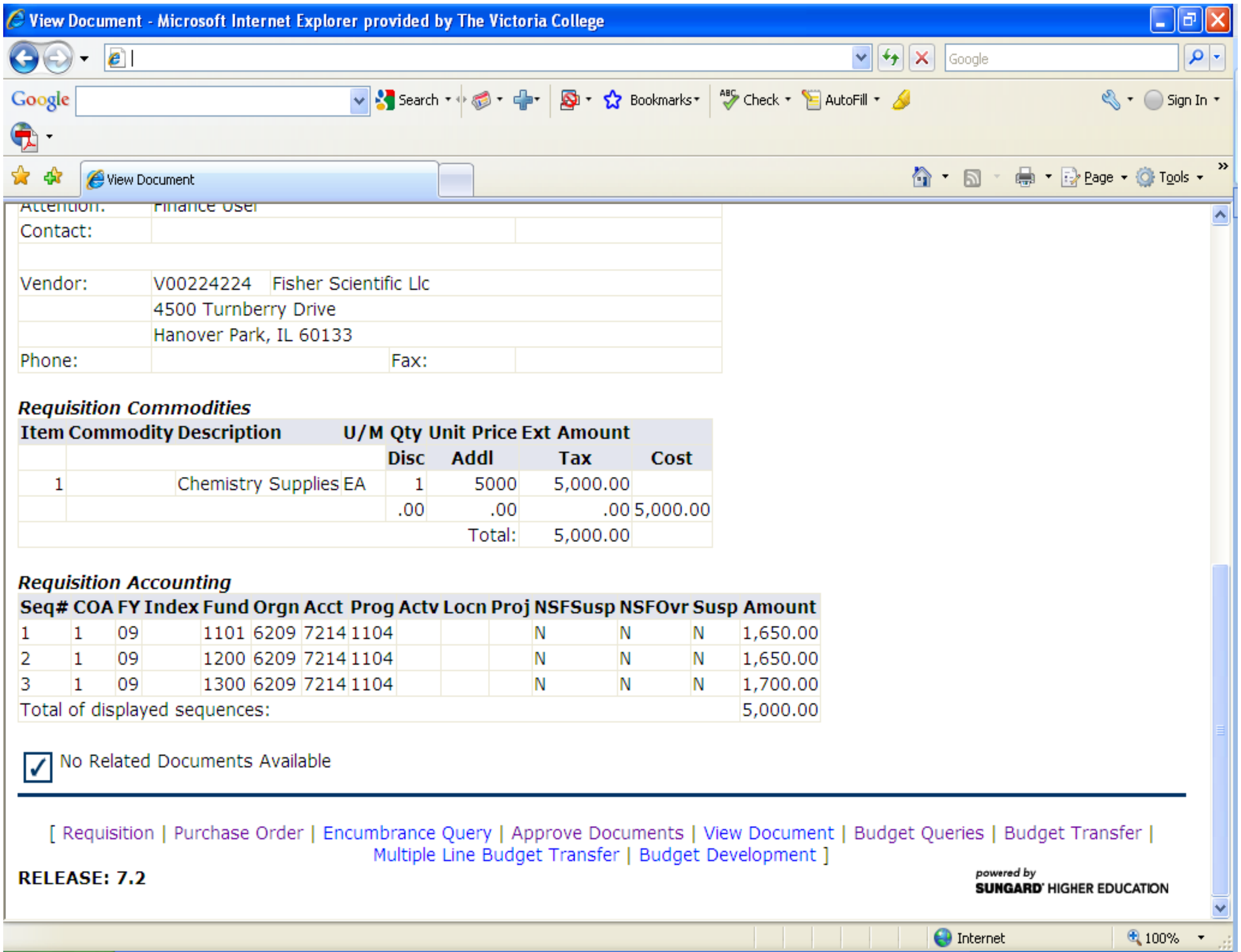


View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000030	May 19, 2009	May 19, 2009	May 19, 2009		5,000.00
Origin:	BANNER				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Finance User		6209	Chemistry	
Accounting:	Document Level				
Ship to:	The Victoria College				
	Central Receiving				
	2200 East Red River Street				
	Victoria, TX 77901				
Attention:	Finance User				
Contact:					
Vendor:	V00224224	Fisher Scientific Llc			
	4500 Turnberry Drive				
	Hanover Park, IL 60133				
Phone:			Fax:		

Continuation of screen shot of drill-down to a requisition (bottom portion of screen):



Attention:	Finance User	
Contact:		
Vendor:	V00224224 Fisher Scientific Llc	
	4500 Turnberry Drive	
	Hanover Park, IL 60133	
Phone:		Fax:

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		Chemistry Supplies	EA	1	5000	5,000.00	
				.00	.00	.00	5,000.00
					Total:	5,000.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	1	09		1101	6209	7214	1104				N	N	N	1,650.00
2	1	09		1200	6209	7214	1104				N	N	N	1,650.00
3	1	09		1300	6209	7214	1104				N	N	N	1,700.00
Total of displayed sequences:														5,000.00

No Related Documents Available

[Requisition | Purchase Order | Encumbrance Query | Approve Documents | View Document | Budget Queries | Budget Transfer | Multiple Line Budget Transfer | Budget Development]

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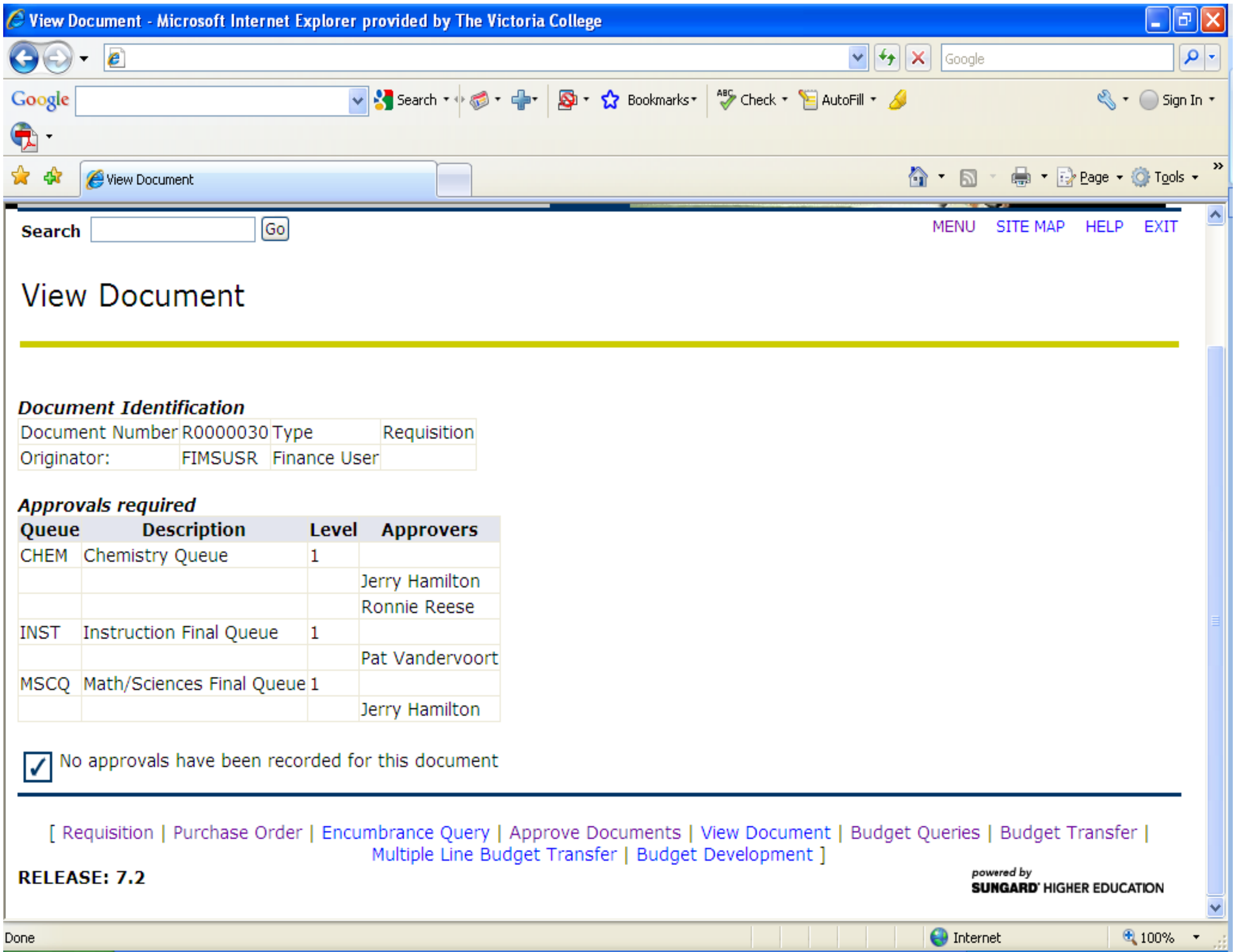
Screen shot of drill-down to document history:



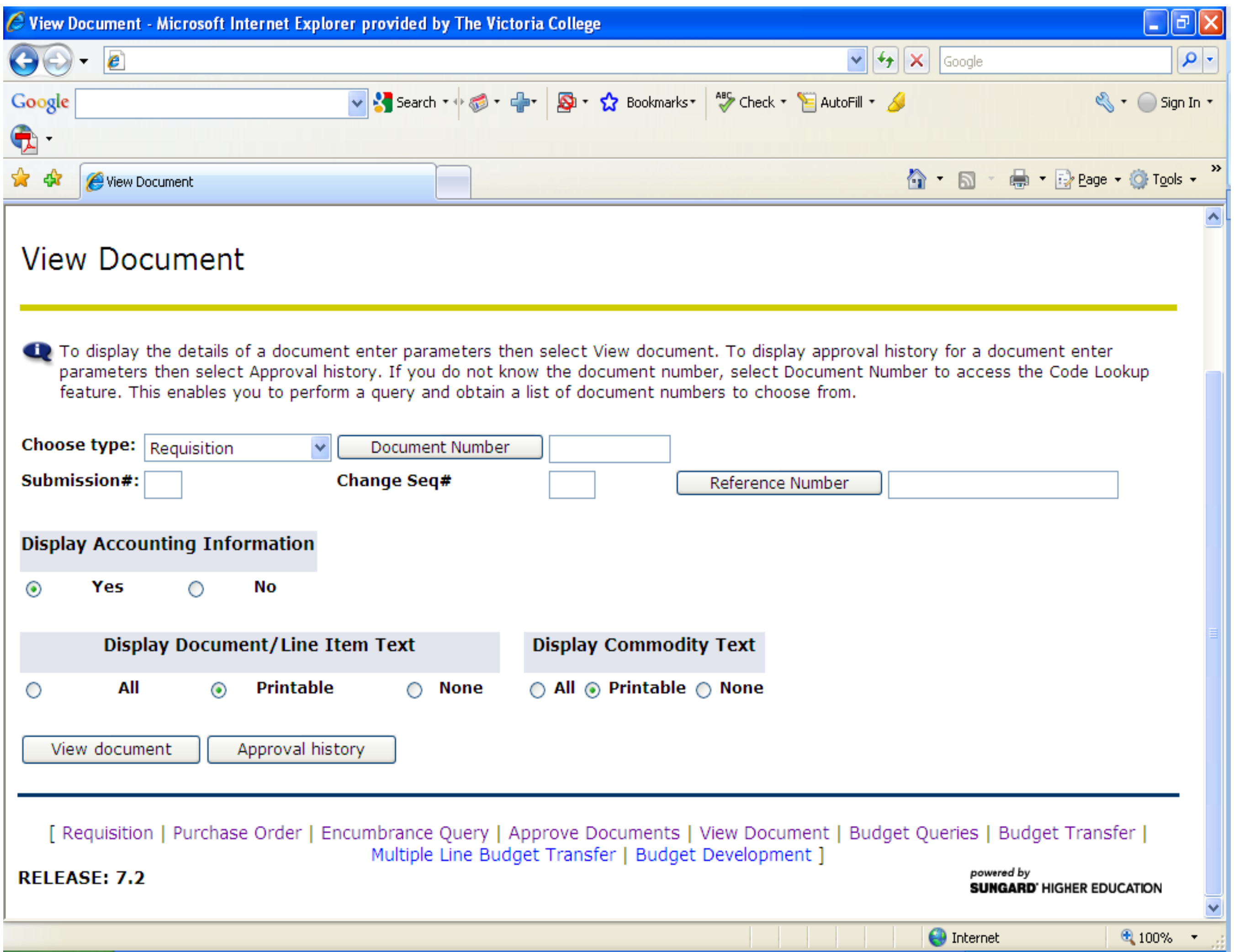
Banner Finance Self-Service Access

The **Finance Self-Service** link will be located as follows:

- Pirate Portal
- Budget/Supervisors Tools Tab
- Banner Self-Service (right side of screen, third section from the top)
- Finance

Finance Self-Service View Document

The **View Document** link in Finance Self-Service allows you to view information related to a specific Banner document such as a requisition, purchase order, journal voucher, or invoice on the web. When this link is selected from the Finance Self-Service menu, the **View Document** parameter page appears. The **View Document** parameter page allows you to specify which document you want to review.



To view information related to a specific document:

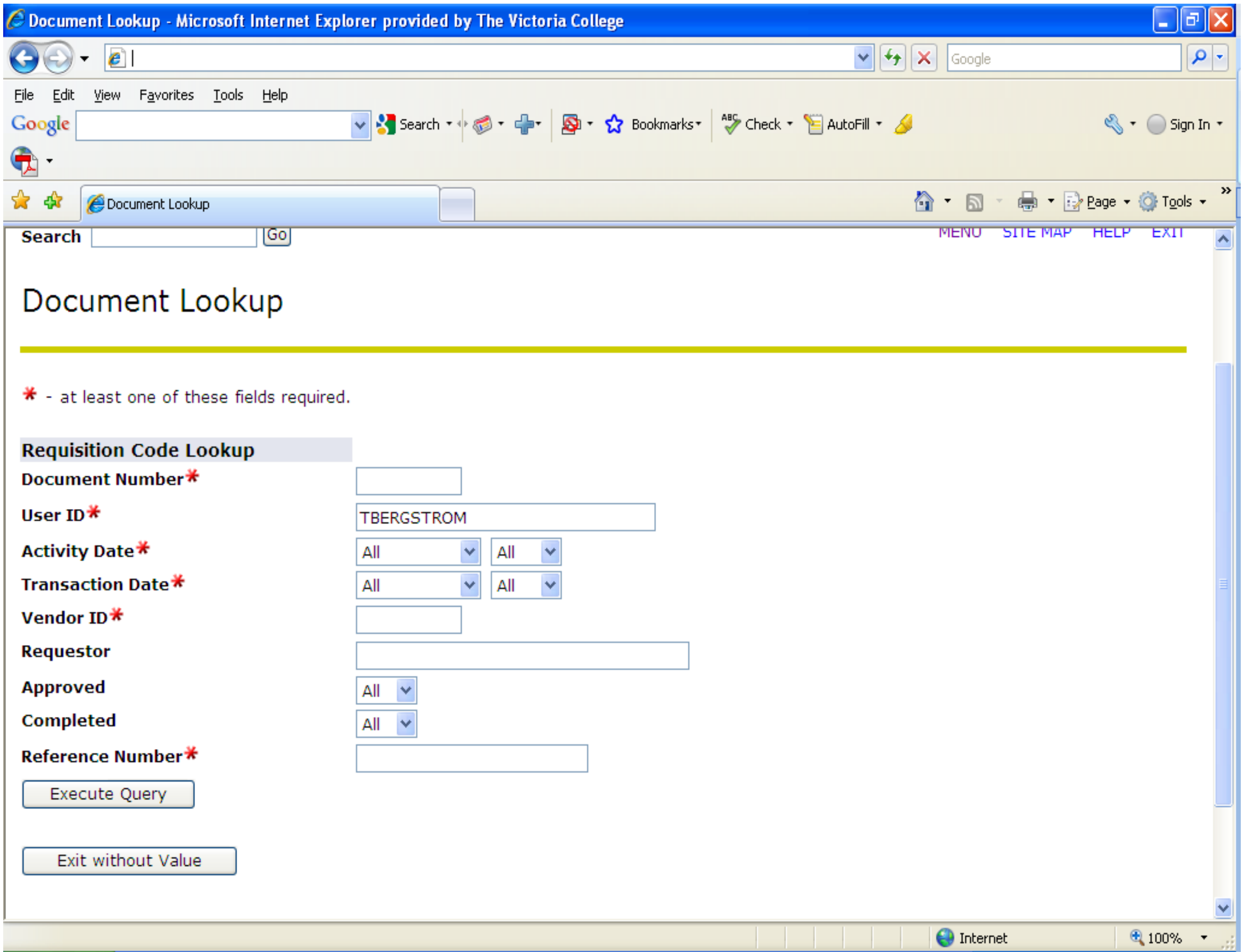
- Choose the type of document you want to view using the **Choose Type** pull down list. Valid choices include Requisition, Purchase Order, Invoice, Journal Voucher, and Encumbrance (NOTE: Although the document type of Direct Cash Receipt is listed, we do NOT use this).
- Enter the document code in the **Document Number** field. To look up the document code, click the button labeled **Document Number** and perform a **Code Lookup** (see **Code Lookup** on pages 2 and 3) to obtain a list of document to choose from.
- The **Submission#** (related to Journal Vouchers), **Change Seq#** (used for purchase orders), and **Reference Number** (external reference number – not in use at VC) are **NOT recommended for use as search criteria**.
- Select the **Yes** radio button to **Display Accounting Information** related to the document and the **No** radio button to hide the accounting information.
- Select the appropriate radio button related to **Display Document Text**:
    - **All** – Display ALL Document Text for the document, regardless if the related Print checkbox is checked or unchecked.
    - **Printable** – Display only the Document Text that has the related Print checkbox checked.
    - **None** – Do not display any of the Document Text.
- To view the document information, select the button labeled **View Document**. Once you finish viewing the information, use the **Back** button on your web browser toolbar to navigate to the previous page.
- To view the document's approval status, select the button labeled **Approval History**. Once you finish viewing the information, use the **Back** button on your web browser toolbar to navigate to the previous page.

Code Lookup

Code Lookup allows you to input specific search criteria and us the wildcard character (5) as necessary to find the document code you are looking for. Keep in mind that the **Document Type** you choose on the **View Document** parameter page will also apply to your search criteria. You must enter a value in a least one of the fields with a blinking star next to it. The fields available for use as search criteria may vary slightly from one document type to another. The **Exit Without Value** button returns you to the previous page without proceeding any further on the search. The **Execute Query** button executes your query and returns any matching values.
Once matching values are returned you can:

- Click the link for the code you want to return to the View Document page.
- Click the **Exit without value** button to return to the View Document page.
- Click the **Another Query** button to return to the **Code Lookup** page and run another query

Example of Document Lookup for a requisition:



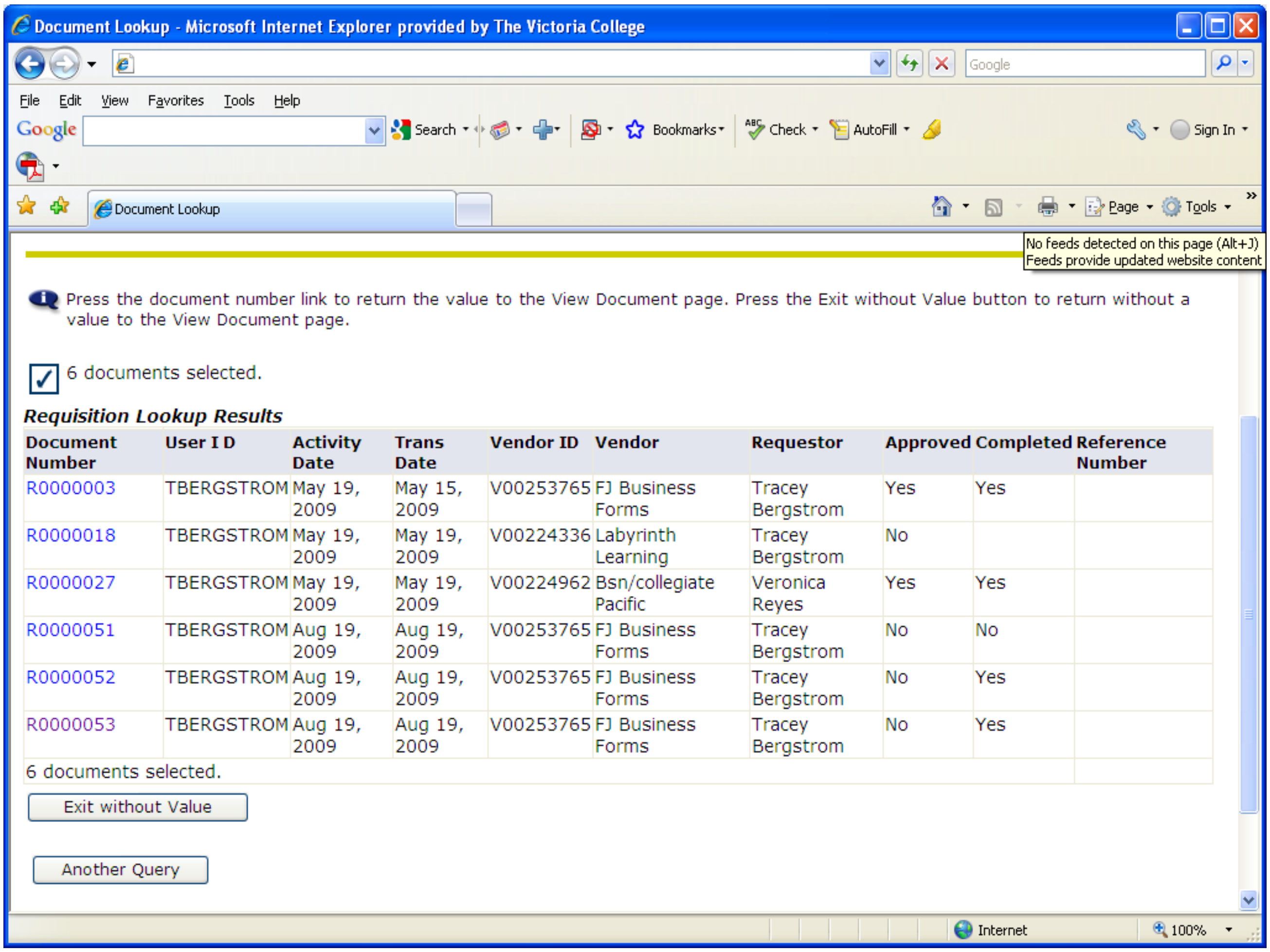
<u>Query Results Page</u>

The **Query Results** (Lookup Results) page will display a list of documents that match the search criteria you specified. If there are no documents that match your search criteria, a message will display to indicate this and you can us the **Another Query** button to query again. When matching documents are found, a row for each document will display related information about each document. What information displays depends on the document type your query if focused on. Below is a list of information that may appear on the Query Results page:

- **Document Number** – The requisition document code.
- **Sub# -** The submission number for the document (used only on Journal Vouchers and Invoices).
- **User ID** – The User ID of the person who created the requisition.
- **Activity Date** – The last activity date for the requisition; typically indicates the last approval date.
- **Transaction Date** – The date the document was created.
- **Buyer Code** – The buyers initials (displayed for Purchase Orders).
- **PO/Encum** – Purchase Order/Encumbrance code (related to an Invoice).

- **Vendor ID** – The Vendors identification number in Banner.
- **Change Seq# -** Change sequence number (used with Purchase Orders).
- **Requestor** – The name of the person who created the document (Requisition).
- **Approved** – The approval indicator; **Y** only if the document has been fully approved.
- **Completed** – The complete indicator; **Yes** if the document has been completed; **No** if the document has been saved "In Process," empty if the document has been disapproved.

Example of query results for a requisition:


Document Lookup - Microsoft Internet Explorer provided by The Victoria College

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

6 documents selected.

Requisition Lookup Results

Document Number	User I D	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0000003	TBERGSTROM	May 19, 2009	May 15, 2009	V00253765	FJ Business Forms	Tracey Bergstrom	Yes	Yes	
R0000018	TBERGSTROM	May 19, 2009	May 19, 2009	V00224336	Labyrinth Learning	Tracey Bergstrom	No		
R0000027	TBERGSTROM	May 19, 2009	May 19, 2009	V00224962	Bsn/collegiate Pacific	Veronica Reyes	Yes	Yes	
R0000051	TBERGSTROM	Aug 19, 2009	Aug 19, 2009	V00253765	FJ Business Forms	Tracey Bergstrom	No	No	
R0000052	TBERGSTROM	Aug 19, 2009	Aug 19, 2009	V00253765	FJ Business Forms	Tracey Bergstrom	No	Yes	
R0000053	TBERGSTROM	Aug 19, 2009	Aug 19, 2009	V00253765	FJ Business Forms	Tracey Bergstrom	No	Yes	

6 documents selected.

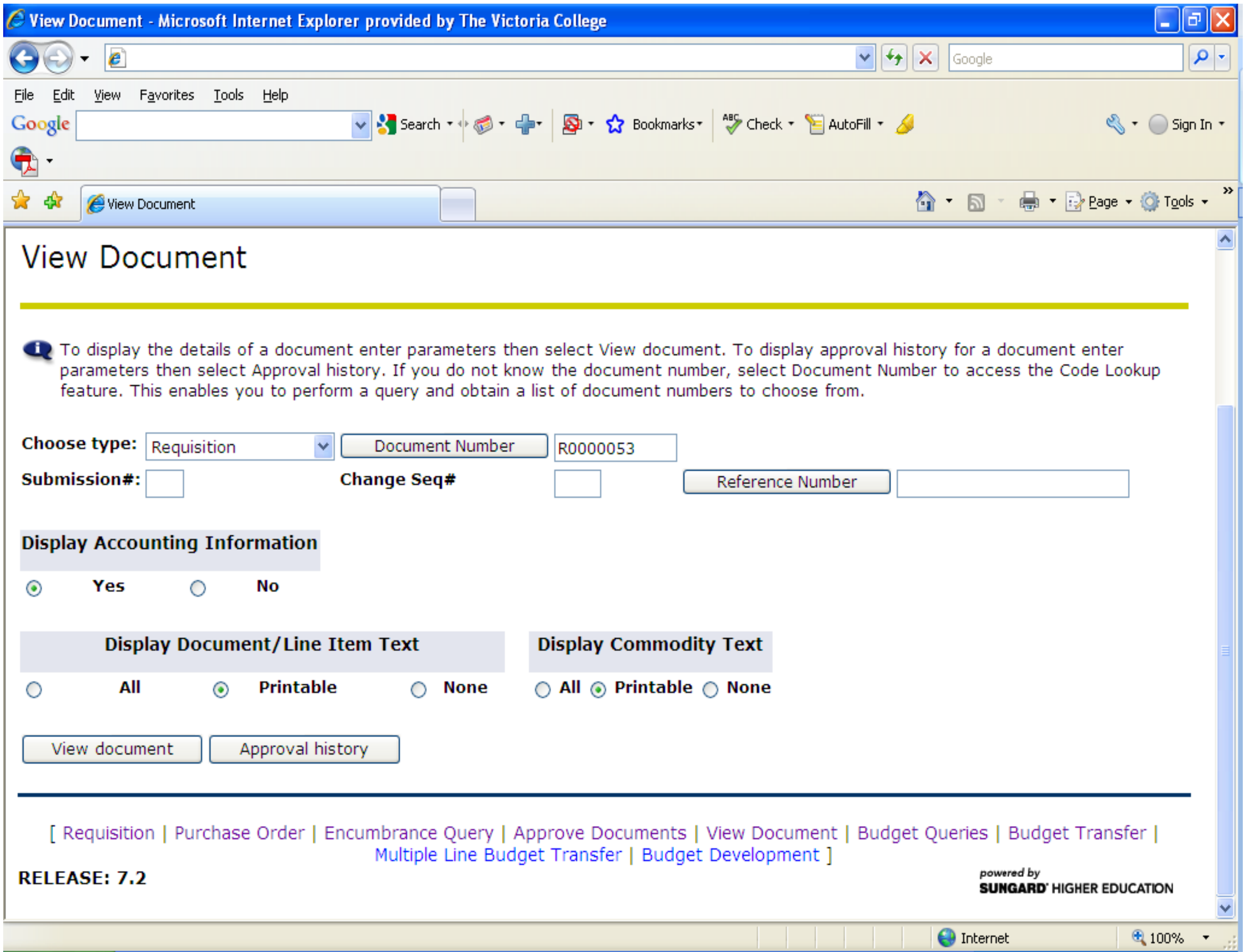
Exit without Value

Another Query

Document Information Displayed

To view more detailed information for a specific document, you can click its link on the Query Results page. Once the document information is displayed, you can use the **File**, **Print** command to print out a copy of the document. Document information displayed for each type of document varies by document type and is summarized below.

Viewing more detailed information on requisition R0000053 (Document Number):



Document information displayed for each type of document varies by document type and is summarized below:

- **Requisition** – Provides the same information available on Banner Form FPIREQN.
  - Document Number
  - Order, Transaction, Delivery and Print Dates
  - Document Total (dollar amount)
  - Status Information: Complete and Approved indicators, Cancel Reason and Date
  - Requestor Name, Contact and Ship To information
  - Document Level or Commodity Level Accounting indicated
  - Vendor ID and Name and Contact information
  - Document Text
  - Commodity code(s), Commodity Description, Unit of Measure (U/M), Unit Price, Extended Amount, Discount, Additional Charges, Tax, Cost, Item Text
  - Accounting Distribution(s) information
- **Purchase Order** – Provides the same information available on Banner Form FPIPURR.
  - Same basic information as is on the requisition is provided

- **Invoice** – Provides the same information available on Banner Form FAIINVE.
  - Invoice Document Number and Submission Number
  - Related Purchase Order Number
  - Invoice, Transaction, and Payment Due Dates
  - Document Total (dollar amount)
  - Status Information: Complete and Approved indicators, Open/Paid indicator, Suspense indicator, Credit Memo indicator, Cancel Date
  - 1099 Information
  - Document Level or Commodity Level Accounting indicated
  - Matching requirement
  - Vendor and Contact information
  - Invoice Commodity and Receiving information
  - Invoice Accounting Distribution(s) information
- **Journal** – Provides the same information available on Banner Forms FGIDOCR and FGIJSUM.
  - Journal Document Number and Submission Number
  - Status – Posted or Not Posted
  - Transaction and Activity Dates
  - User ID of document originator
  - Document Total (dollar amount)
  - Journal Voucher Accounting Distribution(s) by sequence number
  - Total (dollar amount) of sequences

Document Approval History

Using the Approval History button, you can check the approval status and history for a specific document. Information available on this page includes:

- **Document Identification Information**
  - Document Number
  - Document Type (Requisition, PO, etc.)
  - Originator (Banner User ID and Name)
- **Approvals Required** (If all approvals have been completed, a message displays indication this.)
  - Queue ID
  - Description (Queue Description)
  - Level
  - Approvers (within the queue)
- **Approvals Recorded** (If no approvals have been recorded, a message displays indicating this)
  - Queue ID
  - Level
  - Date (the approval or denial was recorded)
  - User (who approved or denied)

Banner Finance Self-Service Access

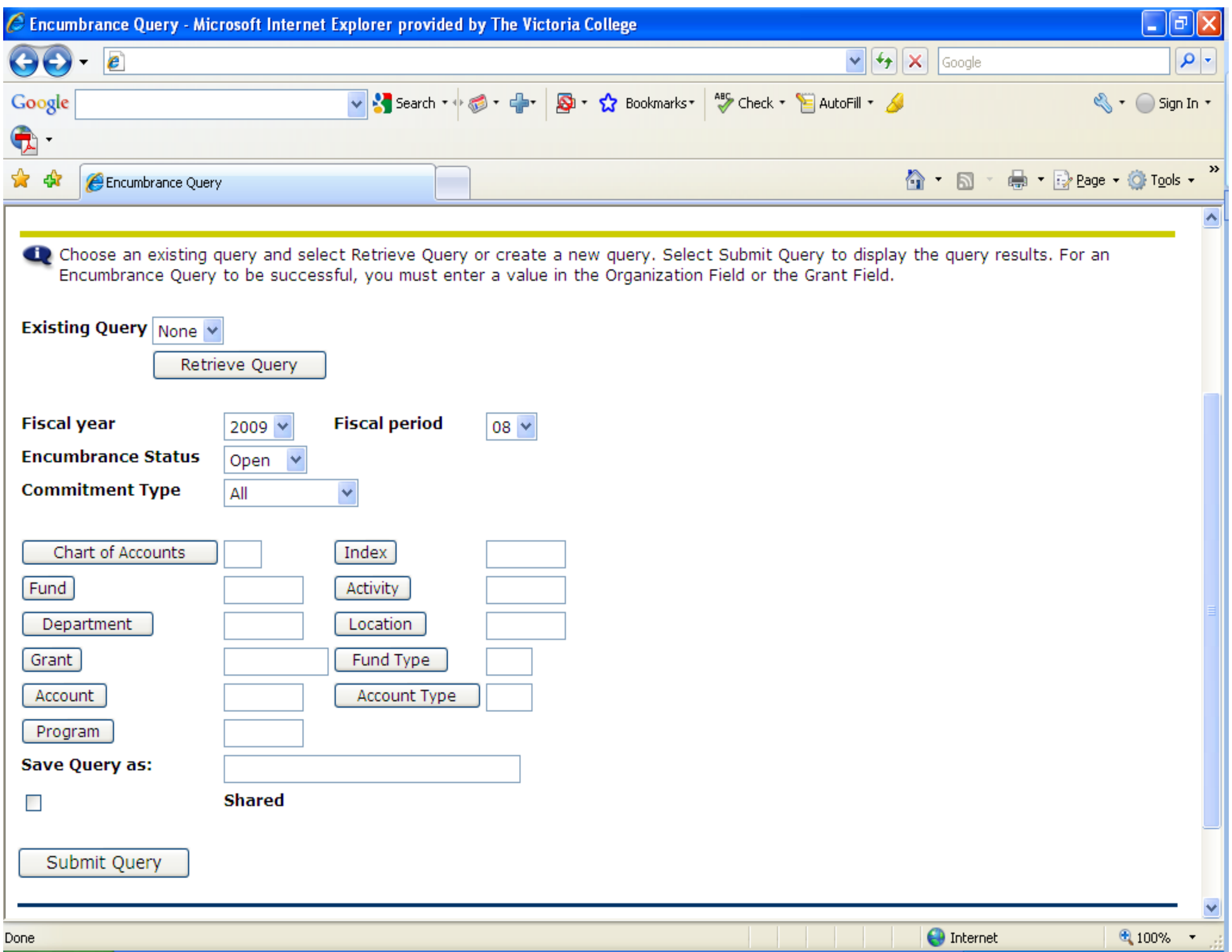
The **Finance Self-Service** link will be located as follows:

- Pirate Portal
- Budget/Supervisors Tools Tab
- Banner Self-Service (right side of screen, third section from the top)
- Finance

Finance Self-Service Encumbrance Query

When we agree to pay for something by ordering goods or services or by accepting a bid, we mark the money we've promised to pay so that it isn't spent elsewhere. This is referred to as an encumbrance. The money you have encumbered is not yet spent, so it is tracked separately. Encumbrance totals include the monetary balance remaining on **approved** purchase orders.

The Encumbrance Query link in Finance Self-Service provides access to review encumbrance information for a specific FOAP (Fund, Organization, Account, and Program) combination.



Fiscal Year

The fiscal year at VC is always referred to by the calendar year in which it ends. For example, fiscal year 2010 begins September 1, 2009 and ends August 31, 2010.

Fiscal Period

A number designating the month in the fiscal year: At VC, fiscal period 01 is September, fiscal period 02 is October…and fiscal period 12 is August (last month of the fiscal year). Fiscal periods are cumulative – for example, period 04 includes the fiscal periods 01, 02, 03 and 04. Fiscal period 14 includes the information for all the periods in the fiscal year to date. **Using period 14 will always get you the most current information.** At VC, fiscal period 13 is not in use.

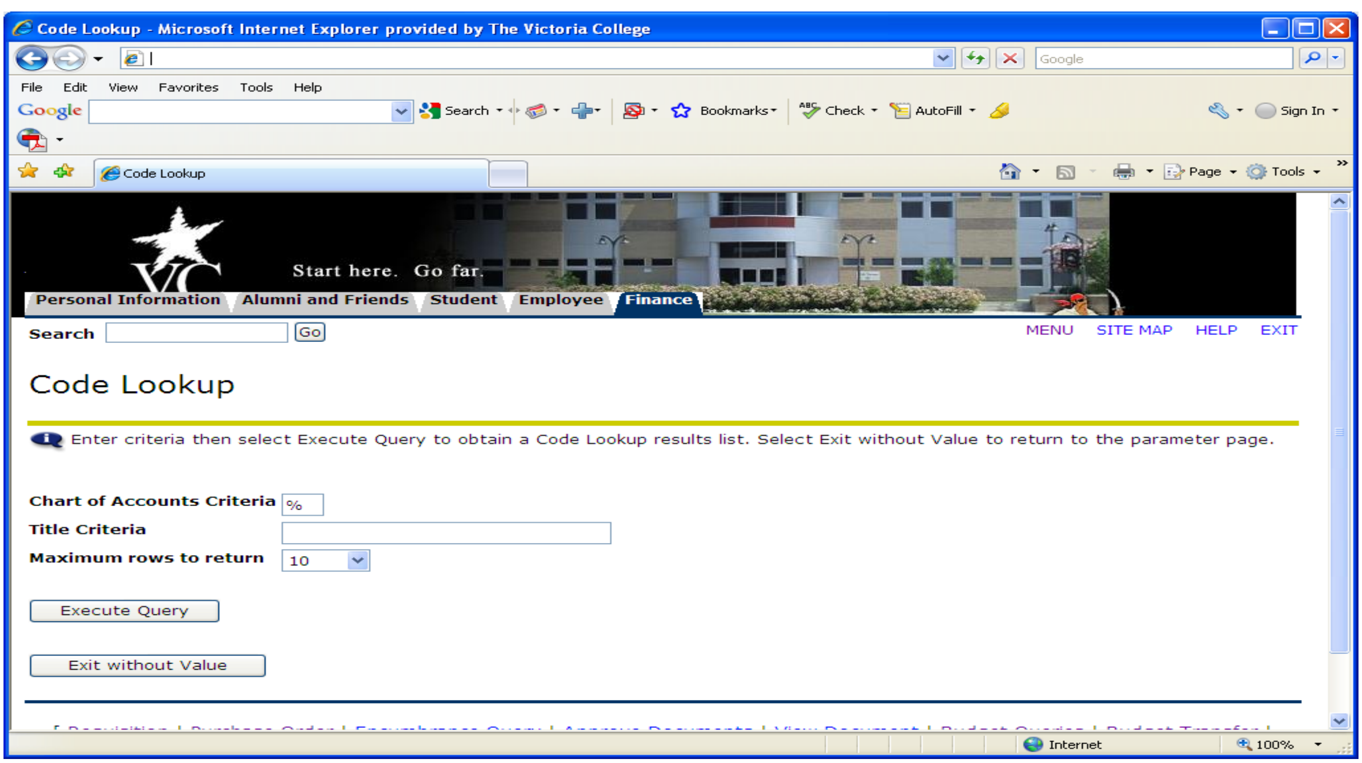
Code Lookup

The **Code Lookup** page will display when you click a button for a chart specific element (Chart, Fund, Organization, etc.). Code Lookup allows you to input specific search criteria and use the wild card character (%) as necessary to find what you are looking for. Use the **Maximum rows to return** (10, 25, 50, 75, 100, 1000, or 10,000) to indicate the maximum number of values you want the query to display once it executes. The **Execute Query** button executes your query and returns any matching values.

Once matching values are returned you can:

- Click the link for the code you want to use
- Click the **Exit without value** button to return to the parameter page
- Click the **Another Query** button to return to the **Code Lookup** page and run another query

Code Lookup for Chart of Accounts:



Encumbrance Query

The Encumbrance Query allows you to quickly review encumbrances affecting your budget. Information here is similar to that available on the Banner Form FPIOPOF – Open Purchase Order by FOAPAL and FGIENCD – Detail Encumbrance Activity. With this query, only one parameter page displays. For most users, the best results are achieved when the following parameters are used: **Fiscal Year**, **Fiscal Period** (14), **Chart of Accounts** (Chart 1, except for Foundation staff), and the **Organization** code. You can also use % as a wildcard in the parameters.

Query columns displayed include:

- **Account** – This is the Account number associated with the encumbrance.
- **Document Code** – This is the document number (typically the purchase order number) associated with the encumbrance.
- **Description** – This is the Vendor or Encumbrance description.
- **Original Commitments** – Original dollar amount encumbered when the purchase order was issued.
- **Encumbrance Adjustments** – The net effect of change orders on a purchase order. Negative amounts in this column indicate a reduction in the encumbered amount, while positive numbers indicate an increase in the purchase order's encumbered amount.
- **Encumbrance Liquidations** – This column displays the total encumbrance that has been <u>liquidated</u> (used up) via one or more invoices.
- **Year to Date** – The total encumbrance liquidations (via paid invoices, etc.) posted to date.
- **Current Commitments** – This is the total dollar amount currently encumbered for the corresponding purchase order and account. This figure reflects the Original Commitments plus or minus the Encumbrance Adjustments minus the Encumbrance Liquidations.
- **% Used** – Reflect what percentage of the Original Commitments have been used. This figure is obtained by dividing the Year to Date column by the Original Commitments columns and then multiplying by 100.
- **Cmt Type** – Commitment Indicator: C=Committed – prior year transactions have rolled into the new fiscal year; U=Uncommitted – current year transactions. **NOTE: VC does NOT roll encumbrances from one fiscal year to the next**.

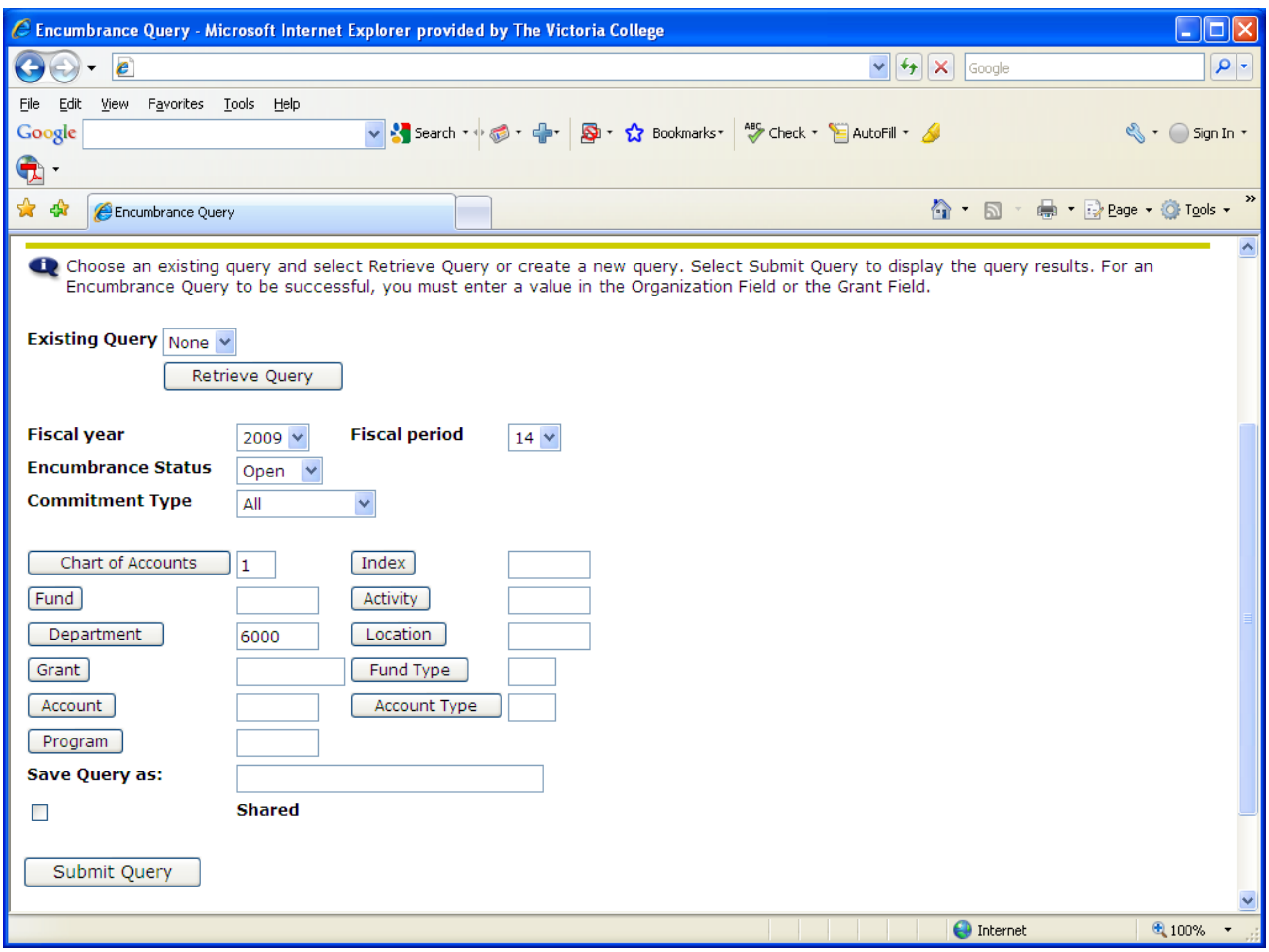
The Encumbrance Query data displayed will be through period 14 (cumulative to date). To run this query:

- Select the **Encumbrance Query** link from Finance Self-Service.
- Enter the appropriate **Fiscal Year** and **Fiscal Period** (use 14 to get all the information to date).
- Choose the appropriate **Encumbrance Status** from the drop down list:
  - **Open** – Display sonly encumbrances with a status of "Open." This allows you to view Purchase Orders that have an outstanding balance due or a remaining amount that may need to be returned to your available budget.
  - **Closed** – Displays only those encumbrances that have a status of "Closed." This includes those Purchase Orders that have been closed out by Purchasing. This allows you to view Purchase Orders that have been fully liquidated. A Purchase Order has been fully liquidated when:
    - It is converted to an invoice, which is paid for the full amount of the encumbrance **OR**
    - It is paid and the remaining balance of the PO is closed out. At that point, the amount of payment transfers from an encumbrance into Year to Date activity and if there is a balance in the PO, it is restored back to the Available Balance on your budget.
  - **All** – Displays both open and closed encumbrances.
- Enter your FOAP elements. Regarding the FOAP elements:
  - Most users must enter the **Organization** code at a minimum.
  - High level administrators can view ALL encumbrances for Organization codes under their direction by entering the highest level Organization Code. Leave the Fund blank to retrieve ALL Organizations for ALL Funds. **NOTE: You must have this level of access in Banner in order for this to work.**

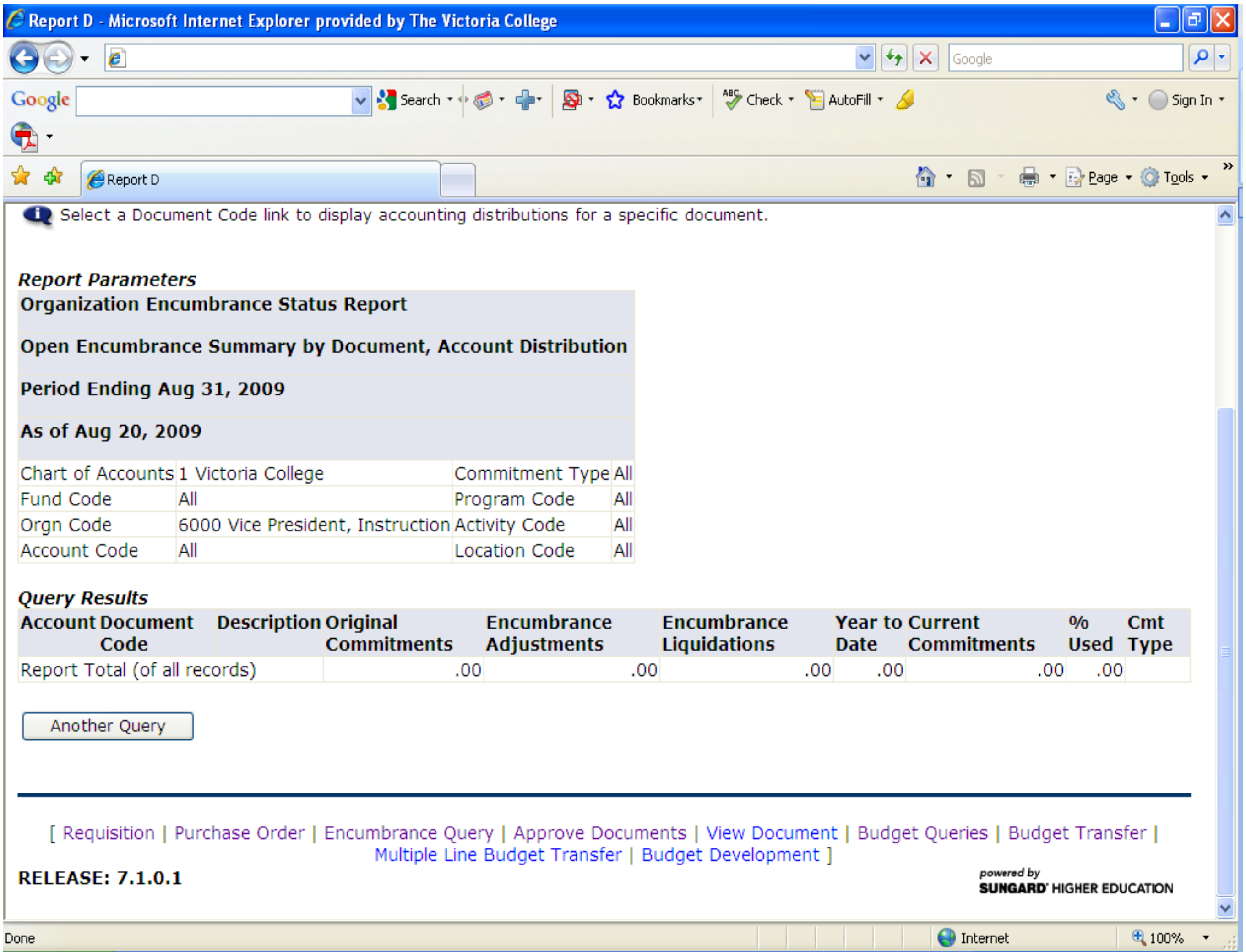
- To view encumbrances for ALL accounts, leave the **Account** empty. To view encumbrances for a specific **Account**, enter the appropriate account number.

- To save the query for later use, enter a name for the query in the **Save Query As** text box; if you want other to be able to select and run your query, click the checkbox for **Shared**.
- Click **Submit Query**.
- The report will appear on your web browser. Use the scroll bars (and **Next** > button if it appears on the bottom left side of the page) to view the entire report.
- Once the query displays, you can click the underlined link for the Document Code to view the related accounting distributions for the entire document. The Rule Class Codes typically displayed can include:
  - POBC – Purchase Order Batch Close
  - PORD – Establish Purchase Order
  - INEI – Invoice with Encumbrance
  - ICEI – Cancel Invoice with Encumbrance
- Click the Document Code on this page to view the document. When you are finished reviewing the document, remember to use the **Back** button on your web browser to navigate back to the previous page.
- Click **Another Query** to navigate back to the Encumbrance Query parameter page.

Query screen:



Results of query on Chart 1, Department (Organization) 6000:



Report Parameters

Organization Encumbrance Status Report

Open Encumbrance Summary by Document, Account Distribution

Period Ending Aug 31, 2009

As of Aug 20, 2009

Chart of Accounts	1 Victoria College	Commitment Type	All
Fund Code	All	Program Code	All
Orgn Code	6000 Vice President, Instruction	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
Report Total (of all records)			.00	.00	.00	.00	.00	.00	

Another Query

[Requisition | Purchase Order | Encumbrance Query | Approve Documents | View Document | Budget Queries | Budget Transfer | Multiple Line Budget Transfer | Budget Development]

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Banner Finance Self-Service Access

The **Finance Self-Service** link will be located as follows:

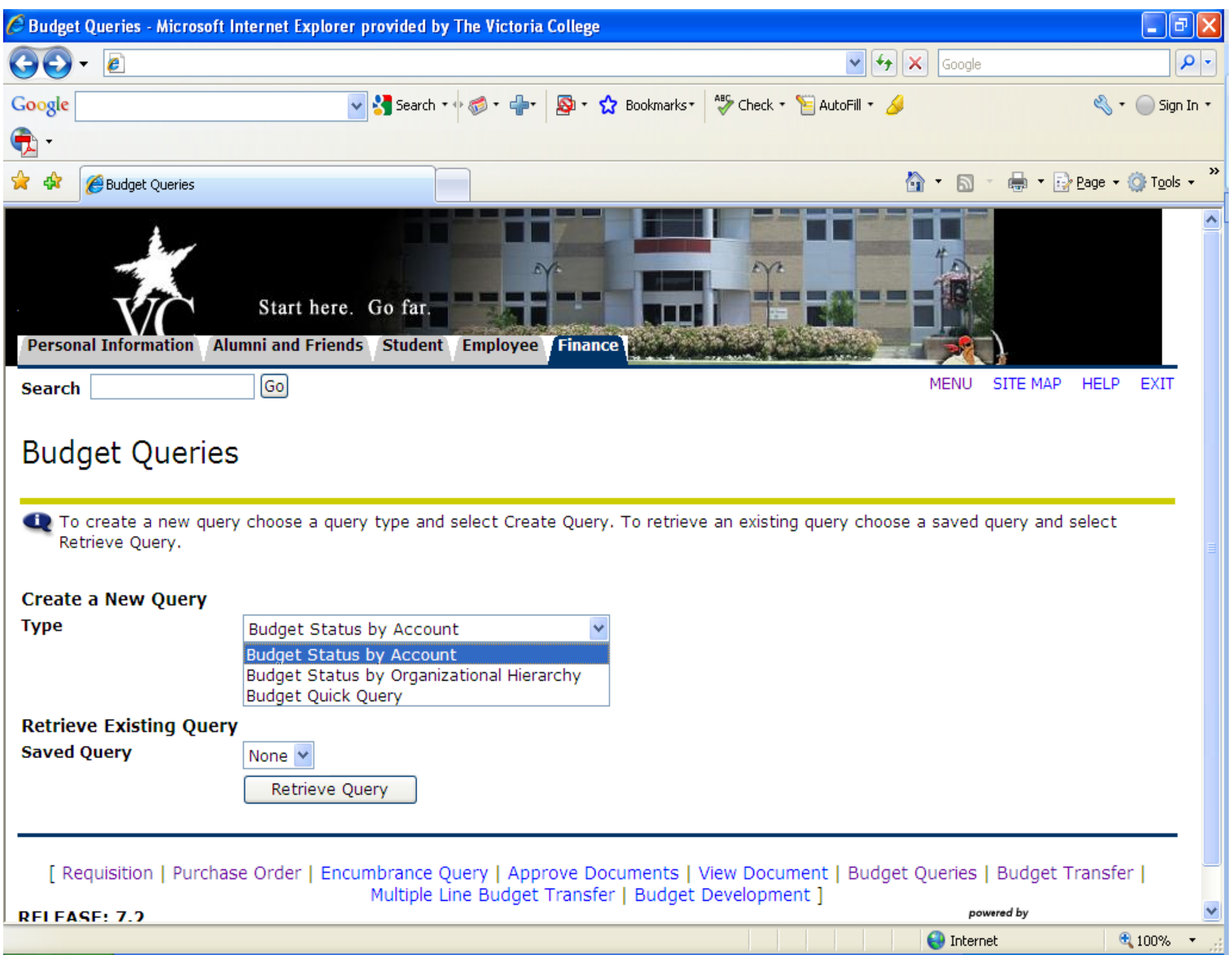
- Pirate Portal
- Budget/Supervisors Tools Tab
- Banner Self-Service (right side of screen, third section from the top)
- Finance

Finance Self-Service Budget Queries

The Budget Queries link in Finance Self-Service provides access to review operating ledger information for transactions entered through Banner Finance as well as Finance Self-Service. This information can be downloaded to a csv file (comma separated value file), which can then be opened with Microsoft Excel.

Three types of queries are available through Finance Self-Service:

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query



Query Parameters

With Budget Status by Account and Budget Status by Organizational Hierarchy, you may choose from any of the following Operating Ledger parameters to determine how your query will display. With the Budget Quick Query, only the Chart and FOAPAL parameter page is available and only the fields marked with an asterisk (*) in the list below will display when the Budget Quick Query is executed.

- **Original Budget** – Original budget amount from operating ledger at the time of budget build.
- **Budget Adjustments** – Adjusted budget that is the accumulation of all budget adjustments to a line item.
- **Total Budget * -** The end result of the budget process to date – the original budget, plus or minus any adjustments made during the fiscal year.
- **Temporary Budget** – Not in use at VC.
- **Monthly Budget** – Not in use at VC.
- **YTD Actual Rev/Exp * -** The expenditure total for Labor or Expense accounts, invoices, expenditures journal vouchers and income total for Revenue Accounts.
- **Enc's and PO's** – When we agree to pay for something by ordering goods or services or by accepting a bid, we marked the money we've promised to pay so that it isn't spent elsewhere. This is referred to as an encumbrance. The money you have encumbered is not yet spent, so it is tracked in a separate column in accounting reports. This includes the balance remaining on your **approved** purchase orders. We recommend that you check this box. Checking this box will enable you to drill down to view the detail on specific requisitions, purchase orders and invoices.
- **Requisitions** – A commitment of funds for a specific anticipated future expenditure with no legal requirement to disburse the funds. Once a requisition is fully approved, it creates a reservation. We recommend that you check this box.
- **Total Encumbrances * -** The sum of the Enc's and PO's column and the Requisitions column. We recommend that you check this box.
- **Available Balance * -** The balance in the Adjusted Budget column, minus the Year to Date (YTD) Activity and the Commitments columns.

Fiscal Year

The fiscal year at VC is always referred to by the calendar year in which it ends. For example, fiscal year 2010 begins September 1, 2009 and ends August 31, 2010.

Fiscal Period

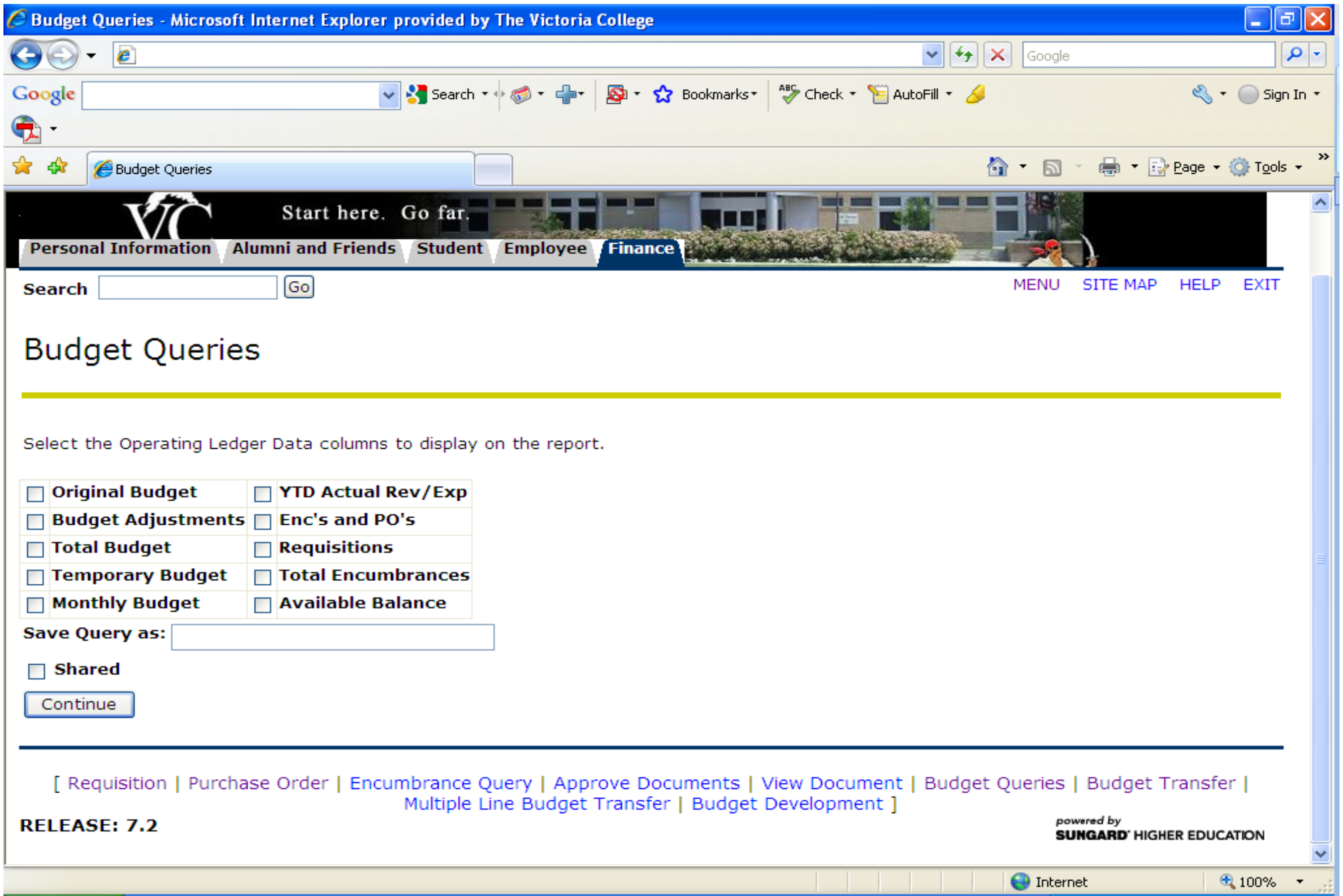
A number designating the month in the fiscal year: At VC, fiscal period 01 is September, fiscal period 02 is October…and fiscal period 12 is August (last month of the fiscal year). Fiscal periods are cumulative – for example, period 04 includes the fiscal periods 01, 02, 03 and 04. Fiscal period 14 includes the information for all the periods in the fiscal year to date. **Using period 14 will always get you the most current information.** At VC, fiscal period 13 is not in use.

Include Revenue Accounts

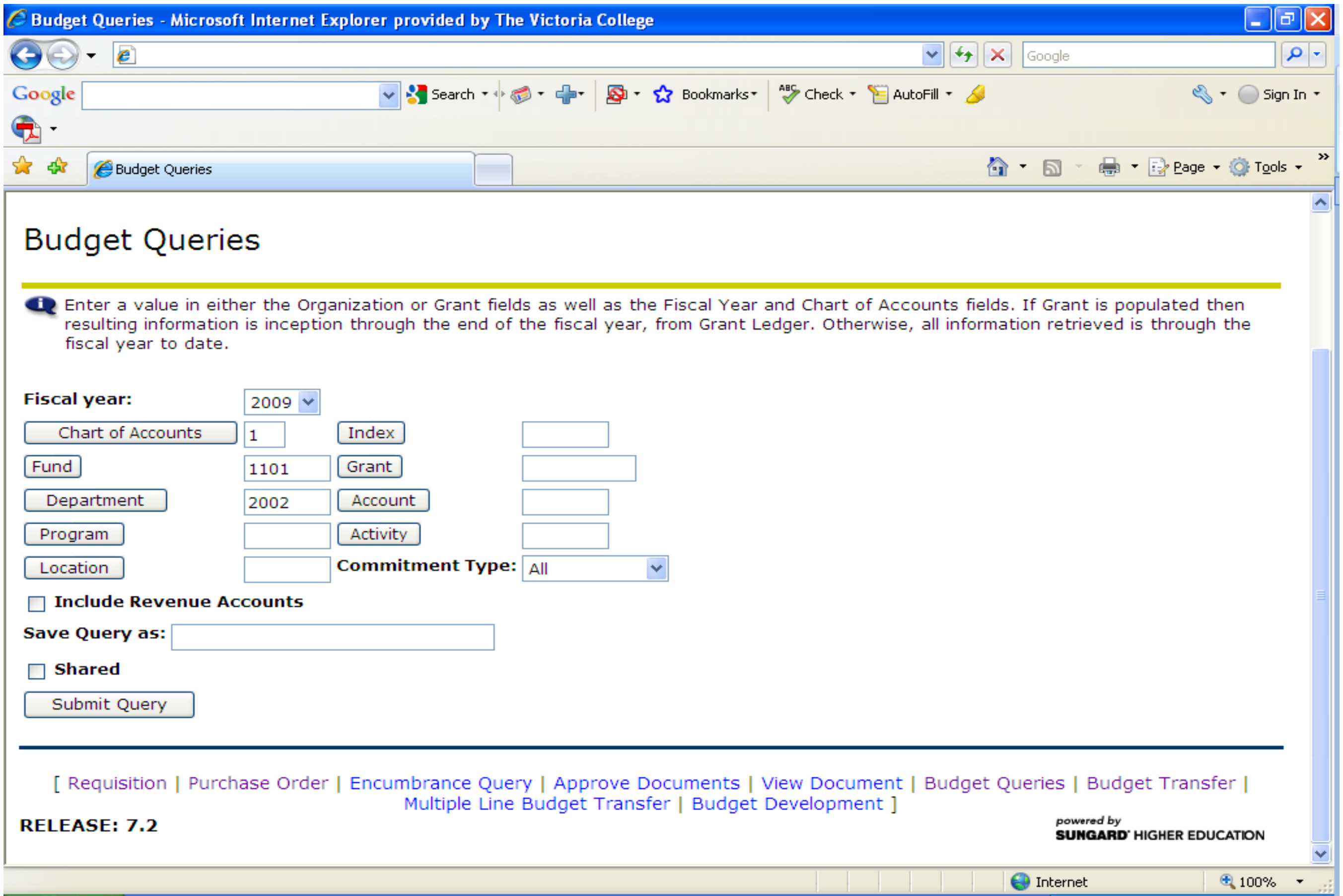
This option is offered for all three Budget Queries on the page where you specify the Chart and FOAPAL elements. Revenue Accounts are attached to Organization code 0000 unless there is a direct relationship between the revenue and the receiving Organization such as the Bookstore, The Cove, etc. The revenue program code will be different that the host organization default program code. To view information for both the default program and the revenue program, do not enter the program code when specifying your FOAPAL query criteria. NOTE: This is only applicable to Auxiliary Enterprises at VC.

Screen Shots of Query Parameters

Available parameters for Budget Status by Account and Budget Status by Organizational Hierarchy:



Available parameters for Budget Quick Query and page where you specify the Chart and FOAPAL elements for queries Budget Status by Account and Budget Status by Organizational Hierarchy:



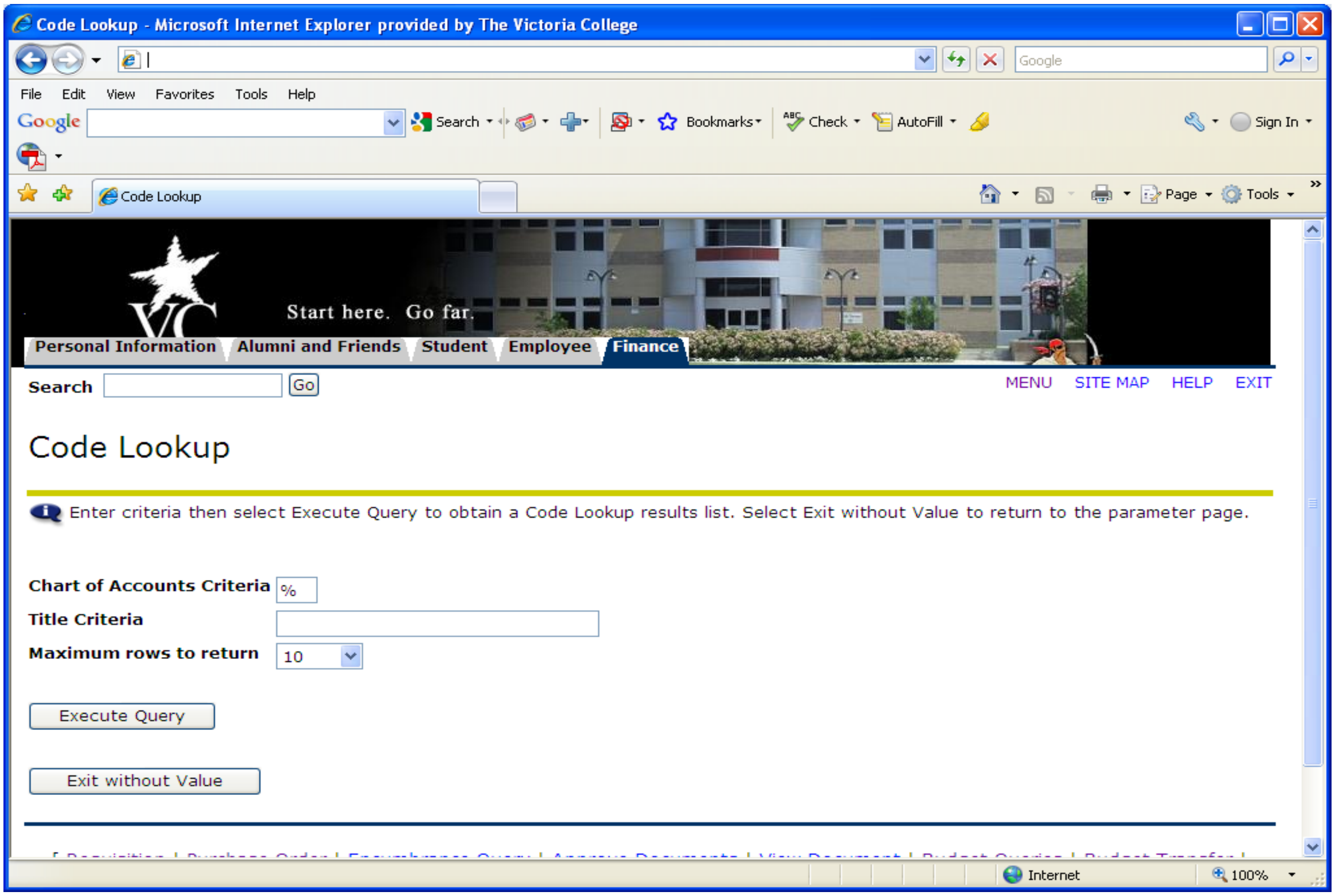
Code Lookup

The **Code Lookup** page will display when you click a button for a chart specific element (Chart, Fund, Organization, etc.). Code Lookup allows you to input specific search criteria and use the wild card character (%) as necessary to find what you are looking for. Use the **Maximum rows to return** (10, 25, 50, 75, 100, 1000, or 10,000) to indicate the maximum number of values you want the query to display once it executes. The **Execute Query** button executes your query and returns any matching values.

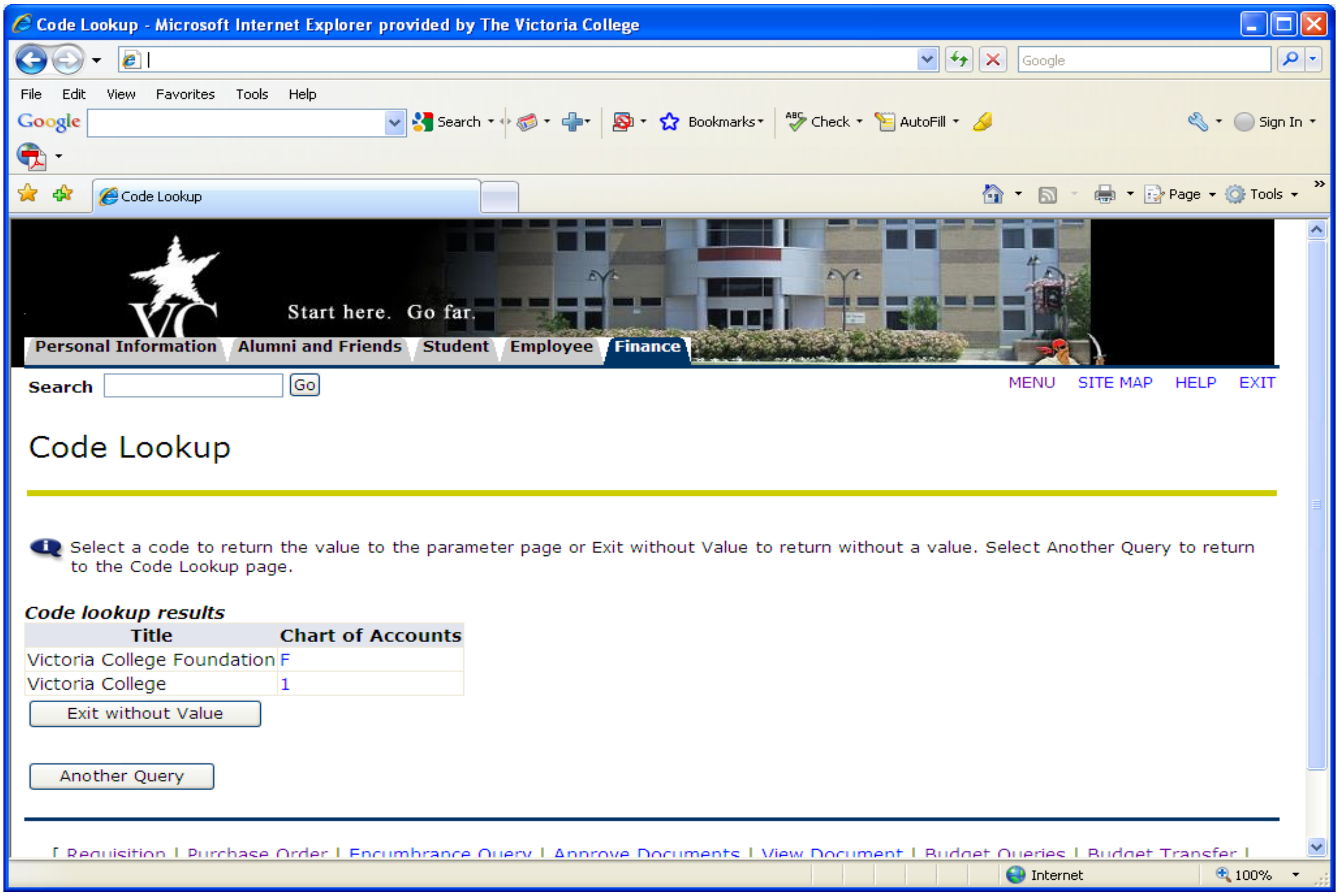
Once matching values are returned you can:

- Click the link for the code you want to use
- Click the **Exit without value** button to return to the parameter page
- Click the **Another Query** button to return to the **Code Lookup** page and run another query

Code Lookup for Chart of Accounts:



Data return after query:



Comparison Queries

When choosing query parameters, you can select a Fiscal Period and Year to compare to the original Fiscal Period and Year you are querying. When you choose this option, all of the comparative data retrieved will be placed next to the original Fiscal Period data selected.

User Calculated Columns

Once a query is displayed, you can add in your own calculated columns to a query. You have the ability to add, subtract, multiply, divide, or get a percentage of any two (2) operating ledger columns. You can also give your calculated columns a name and choose where they should display. Calculated columns may be added, removed, or saved from a query or template whenever you choose to do so. To remove a calculated column from a template, first remove the column and then save the template again.

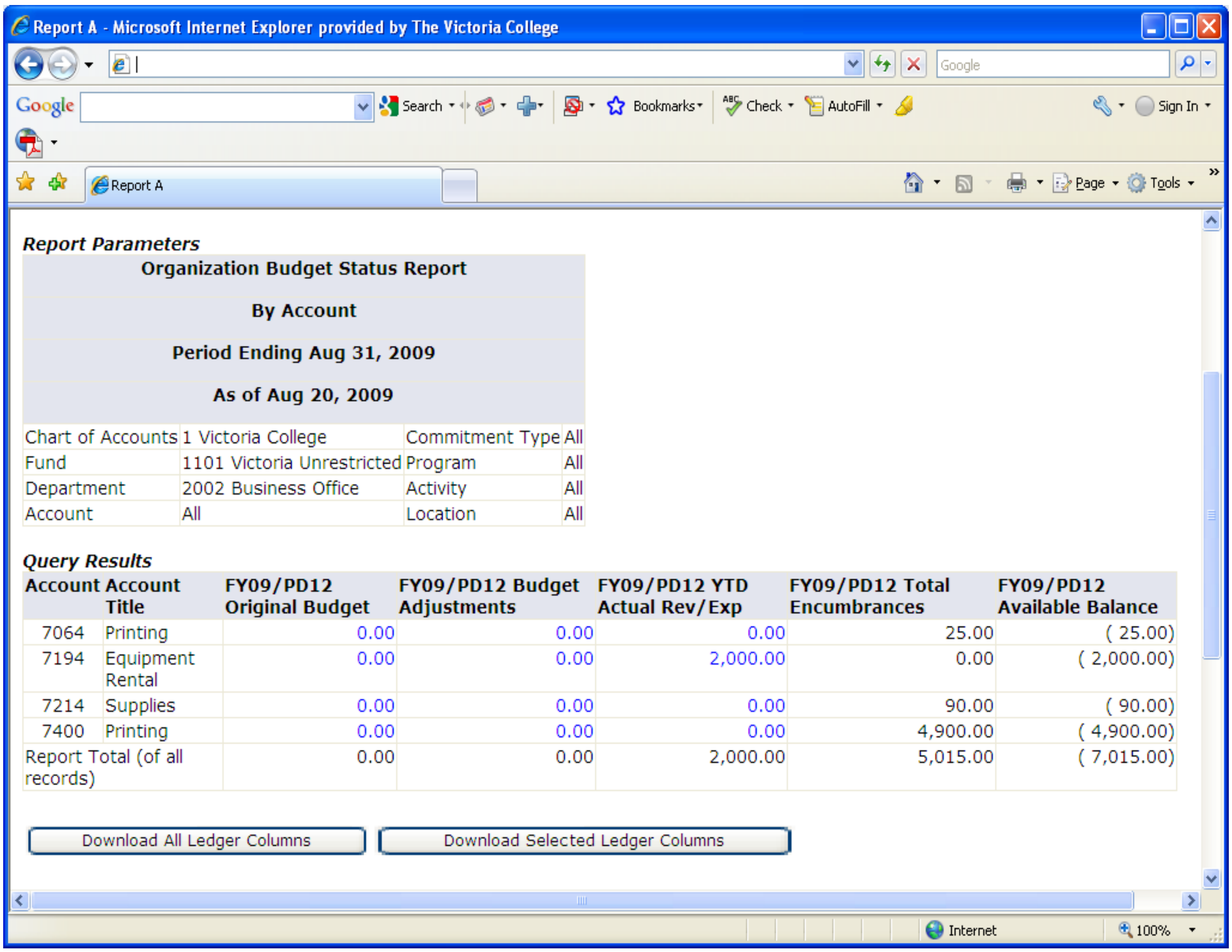
Downloading Ledger Columns

Once a query is displayed, you can click on one of the buttons on the bottom left side of the page to download information to your web browser where I can subsequently be saved as a Microsoft Excel workbook. Your choices are:

- **Download All Ledger Columns** – downloads ALL the budget status query information.
- **Download Selected Ledger Columns** – downloads only those budget status columns you specified in your query.

Remember to use the Back button on your web browser tool bar to return to the previous page.

Screen after query execution. Note the downloading options at the bottom of the screen.



Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Aug 31, 2009			
As of Aug 20, 2009			
Chart of Accounts	1 Victoria College	Commitment Type	All
Fund	1101 Victoria Unrestricted	Program	All
Department	2002 Business Office	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY09/PD12 Original Budget	FY09/PD12 Budget Adjustments	FY09/PD12 YTD Actual Rev/Exp	FY09/PD12 Total Encumbrances	FY09/PD12 Available Balance
7064	Printing	0.00	0.00	0.00	25.00	(25.00)
7194	Equipment Rental	0.00	0.00	2,000.00	0.00	(2,000.00)
7214	Supplies	0.00	0.00	0.00	90.00	(90.00)
7400	Printing	0.00	0.00	0.00	4,900.00	(4,900.00)
Report Total (of all records)		0.00	0.00	2,000.00	5,015.00	(7,015.00)

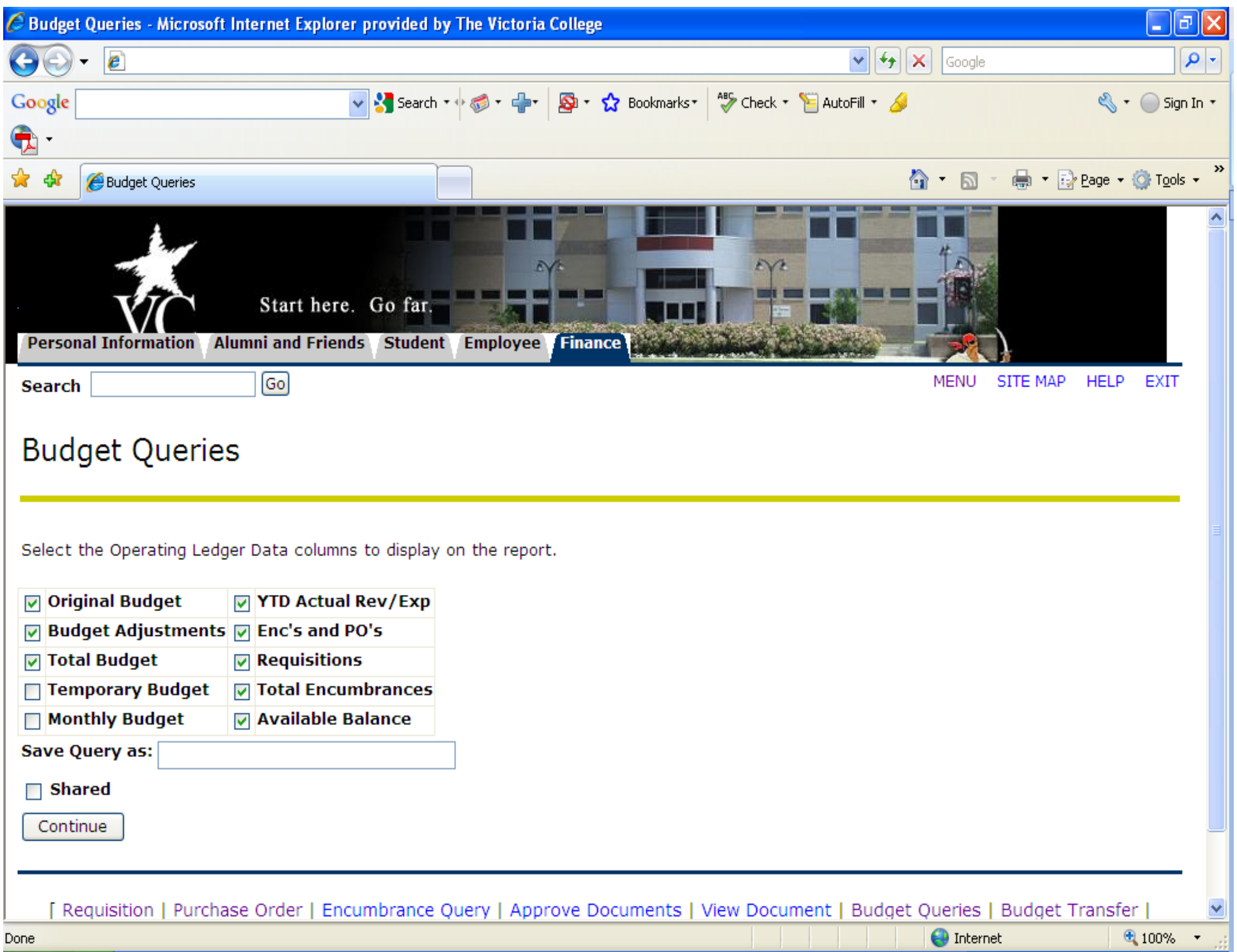
Download All Ledger Columns | Download Selected Ledger Columns

Query: Budget Status by Account

The Budget Status by Account query option gives you the capability to view budget information by account(s) for the Fiscal Period and Fiscal Year by the following: (a) Specific FOAPAL values (FUND, Org, Account, and Program), (b) Specific Organization code, (c) All Organization codes, (d) Grant (Grant Information is retrieved from Grant Inception to Date. NOTE: Grant information is limited at present – still under development), (e) Fund Type, (f) Account Type, (g) Revenue Accounts.

This query allows you to view your budget information from the Account level. You can subsequently drill down using the underlined links through the transaction detail to all of the accounting for a specific document, with the ability to view any related documents. To run this query:

- Select the **Budget Queries** link from Finance Self-Serve menu.
- Select the **Budget Status by Account** from the drop down list and then click **Create Query**.
- Select the columns you want to display on your report. Suggested columns are displayed below:



- Click **Continue**.

- Enter in the appropriate Fiscal Year, Fiscal Period, Chart of Accounts (1 for all users excluding Foundation staff), and FOAP elements. Regarding the FOAP elements:
  - Most users must enter the **Organization** code.
  - To view ALL accounts, leave the **Account** empty. To view a specific **Account**, enter the appropriate account number.
  - High level administrators can view ALL **Organization** codes under their direction by entering the highest level Organization Code. Leave the Fund blank to retrieve ALL Organizations for ALL Funds. **NOTE: You must have this level of access in Banner in order for this to work.**
- To include **Revenue Accounts**, click the related checkbox. NOTE: This appropriate for Auxiliary Enterprises only.
- To save the query for later use, enter a name for the query in the **Save Query** As text box; if you want other to be able to select and run your query, click the checkbox for **Shared**.
- Click **Submit**.
- The report will appear on your web browser. Use the scroll bars (and **Next** > button if it appears on the bottom left side of the page) to view the entire report. Use the underlined links to drill down on the information as desired.
- Remember that you can also click on one of the **Download** buttons at the bottom of the page to download information to your web browser where it can subsequently be saved as a Microsoft Excel workbook.

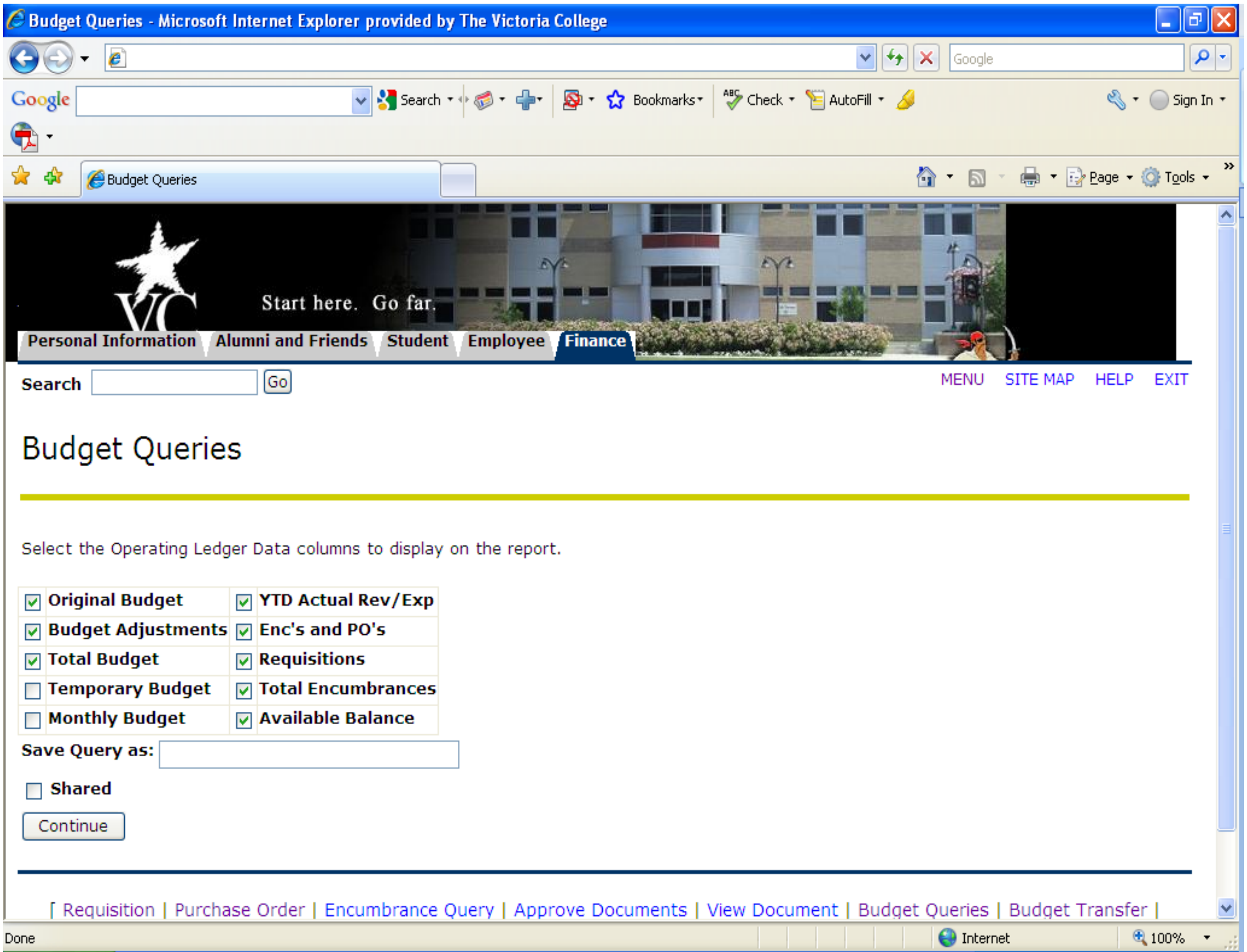
Query: Budget Status by Organizational Hierarchy

The Budget Status by Organization Hierarchy query allows you to review budget information by organization. It is important to note that the Organization Hierarchy, the use of hierarchically structured organization codes, was developed for use beginning fiscal year 2010; therefore no comparative budget data will be available until fiscal year 2011.

For most users, the best results are achieved when the following parameters are used: **Fiscal Year**, **Fiscal Period**, **Chart of Accounts** (Chart 1, with the exception of Foundation staff), the **Organization** code, and the **Fund** code. Once your report appears, you can subsequently drill down by first clicking the Account Type and then clicking underlined links to view more detail and continuing to drill down all the way through to the accounting and then the sequences for a specific document. To run this query:

- Select the **Budget Queries** link from Finance Self-Serve menu.
- Select the **Budget Status by Organization Hierarchy** from the drop down list and then click **Create Query**.
- Select the columns you want to display on your report.

Suggested columns are displayed below:



- Click **Continue.**
- Enter in the appropriate Fiscal Year, Fiscal Period, Chart of Accounts (1 for all users excluding Foundation staff), and FOAP elements. Regarding the FOAP elements:
  - o You must enter the **Organization** code or the **Grant** code.
  - o To view ALL accounts, leave the **Account** empty. To view a specific **Account**, enter the appropriate account number.
- To include **Revenue Accounts**, click the related checkbox. NOTE: This appropriate for Auxiliary Enterprises only.
- To save the query for later use, enter a name for the query in the **Save Query** As text box; if you want other to be able to select and run your query, click the checkbox for **Shared**.
- Click **Submit.**
- The report will appear on your web browser. Use the scroll bars (and **Next** > button if it appears on the bottom left side of the page) to view the entire report. Use the <u>underlined links</u> (starting with the **Organization** code) to drill down on the information as desired.

- Remember that you can also click on one of the **Download** buttons at the bottom of the page to download information to your web browser where it can subsequently be saved as a Microsoft Excel workbook.

Query: Budget Quick Query

The Budget Quick Query allows you a quick means to review your budget. Information here is similar to that available on FGIBDST – the Organization Budget Status Form in Banner. With this query, only one parameter page displays. For most users, the best results are achieved when the following parameters are used: **Fiscal Year**, **Chart of Accounts** (Chart 1, with the exception of Foundation staff), and the **Organization** code. You can also use % as a wildcard in the parameters. Ledger columns displayed include: **Adjusted Balance**, **Year to Date**, **Net Commitments**, and **Available Balance**. The data displayed will be through period 14 (cumulative to date). To run this query:

- Select the **Budget Queries** link from Finance Self-Serve menu.
- Select the **Budget Quick Query** from the drop down list and then click **Create Query**.
- Enter the appropriate Fiscal Year and FOAP elements. Regarding FOAP elements:
  - Most users must enter the **Organization** code at a minimum.
  - High level administrators can view ALL **Organization** codes under their direction by entering the highest level Organization code. Leave the Fund blank to retrieve ALL Organizations for ALL Funds. **NOTE: You must have this level of access in Banner in order for this to work.**
  - To view ALL accounts, leave the **Account** empty. To view a specific **Account**, enter the appropriate account number.
- To include **Revenue Accounts**, click the related checkbox. NOTE: This appropriate for Auxiliary Enterprises only.
- To save the query for later use, enter a name for the query in the **Save Query** As text box; if you want other to be able to select and run your query, click the checkbox for **Shared**.
- Click **Submit**.
- The report will appear on your web browser. Use the scroll bars (and **Next** > button if it appears on the bottom left side of the page) to view the entire report.
- The **Download** option is NOT available with this query.