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Banner

Finance Self-Service

Handbook

Release 9.3
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Notices and Privacy

Contents

Finance Self-Service overview

This section contains information about Finance Self-Service.

The Finance Self-Service application enables your installation to deliver optimal customer service using the convenience, speed, and technology of the internet. The application gives users simplified access to information in your Banner Finance Self-Service system.

This handbook contains information about the My Finance Query, My Requisitions, My Journals, Purchase Orders, Approve Documents, Budget Development, and Delete Finance Template modules of the Finance Self-Service application.

My Finance Query overview

My Finance Query allows you to query and view your Finance budget data.

You can use this application for the following:

- Create a query to retrieve Finance budget data
- Edit a query
- Share a query with others in your organization having the same level of access
- Delete a query
- Mark a query as a favorite
- Perform comparison queries
- Add computed columns to queries
- Download query results to Excel
- View Document.
- View related documents
- View approval history

My Finance Query views

Queries have several views available.

Status	Description
Favorite Queries	Queries previously saved as ones you typically view often.
Saved Queries	Queries saved for future viewing.
Shared Queries	Queries designated as shared, allowing anyone in your organization who has the same level of access to see the query.

My Finance Query pages

The **My Finance Query** page lists your budget query history including query favorites, saved queries, and shared queries.

The **My Finance Query** page serves as your home page. Use this page to create budget queries and review budget queries you have designated as favorites, saved, or shared with others.

You can also use the **Search Query** field to search for queries by supplying the full/partial name of the query. The Search Query feature can also be used in combination with the Filter functionality. This feature works on all the three tabs in the dashboard – Favorite Queries, Saved Queries, and Shared Queries.

Filtering queries

Click ▼ to filter queries. You can filter queries by type:

- Budget
- Encumbrance
- Multi Year
- Payroll

You can also use the Low-High, High-Low arrows to filter queries based on budget size.

My Finance Query tasks

This section contains the tasks you can perform using My Finance Query.

Create a query

To begin the query process, use the **My Finance Query** dashboard page to create a query.

Before you begin

You can create the following types of budget queries:

Query Type	Description
Budget Status by Account	Budget information by accounts for the Fiscal Period, Year, and Commitment Type (all, committed, or uncommitted) by the following: • FOAPAL/Index values • Single Organization • Fund Type • Account Type • Revenue Accounts • Wild-card filters supported for FOAPAL
Budget Status by Organizational Hierarchy	Budget information for organizations by the following: • Hierarchical structure • Specific Funds, high-level Organizations, Accounts, and Programs • Fund Type • Account Type • Revenue Accounts • Wild-card filters supported for FOAPAL

Query Type	Description
Budget Quick Query	Current budget status and displays information similar to that available on the Organization Budget Status (FGIBDST) page. When you choose this option, be aware of the following: • Only one parameter page displays for this query. Ledger fields displayed include **Adjusted Balance**, **Year to Date**, **Net Commitments**, and **Available Balance**. • Wild-card filters supported for FOAPAL. • You can enter the fiscal year. Data displayed will be through period 14.
Encumbrance Query	Budget information by encumbrance information for the Commitment Type (all, committed, or uncommitted), Encumbrance Status, and Fiscal Year and Period.
Multi Year Query	New Query type to support the current budget status by Grant which displays information similar to that available on the Grant Inception to Date (FRIGITD) in the admin application. Wild-card filters supported for FOAPAL.
Payroll Expense Detail	Allows you to review the entire payroll distribution data for the Fiscal year and Fiscal period by: • FOAPAL/Index values • Single Organization • Fund Type • Account Type • Wild-card filters supported for FOAPAL

Procedure

1. On the **My Finance Query** page, click **New Query**.

2. On the **Create New Query** window, in the **Select Query Type** field, select the budget query type.

3. In the **Values** area, select the values and the Operating Ledger columns for which you want to query.

4. Click **SUBMIT**.

   Result: The **My Finance Query** page appears with query results. Using the available icon buttons, you can edit, share, save, view query parameters, add computed columns, download results to Excel, or view available balance, pending documents, and payroll (if applicable).

Save a query and mark it as a Favorite

You can save a query and mark it as a favorite.

Procedure

1. Create a query that you want to save.
   Result: The **My Finance Query** page appears with query results.

2. Click 🖫 to access the **Save as** window.

3. Enter a query name in the provided field.

4. If you want to set the query as a Favorite, select the **Set as favorite** check box.

5. Click **Save**.

   Tip: You can also use the ☆ icon of a query displayed in the card view to toggle a query between Favorite and Unfavorite.

Edit a query

You can edit a query to adjust results.

Procedure

1. On the **My Finance Query** dashboard page, click the **Saved** or **Shared** query you want to edit.
   Result:

   • Clicking saved queries loads query results. Click ✏ to access the **Edit Query** window.

   • Clicking a shared query in the query list accesses the **Edit Query** window.

2. Using the **Edit Query** window, adjust the selections for the query.

3. Click **SUBMIT**.
   Result: The **My Finance Query** page appears with query results.

View available balance, pending documents, and payroll expense detail

You can view pending documents attached to a query. You can also view payroll expense detail.

Before you begin

Note: Payroll expense detail is available to users based on permission level access.

Procedure

1. View the query.

2. Click ⋮ to access the options list.

Option	Description
View available balance	The system presents with Available Balance information (similar to FGIBAVL in Admin) based on the query parameters and the Budget Control Keys configured.
View pending documents	The system presents a list of pending documents associated with the query.
View payroll	The system presents payroll information, based on your permission level.

Share a query

Sharing a query allows anyone in your organization who has the same level of access to see the query.

Procedure

1. On the **My Finance Query** dashboard page, locate the query you want to share in the Favorites or Saved areas.

2. Click ⤳.

3. On the share prompt, choose the appropriate option.

Option	Description
Yes	The system updates the query to Shared allowing others with the same level of access to see the query.
No	The system cancels the share.

Result: You will now see the 👥 icon which indicates that the query has been shared.

4. You can click on 👥 to unshare the query.

Tip: You can also perform the Share/UnShare operation, while running a query from the Query results listing page.

Download a query to Excel

You can download a query as an Excel spreadsheet.

Procedure

1. Create or view a query that you want to download.
2. Click ⬇ to download the query to the default download location on your local drive.

Delete a query

You can delete saved queries.

Procedure

1. On the **My Finance Query** dashboard page, click **Saved Queries**.
2. Locate the saved query you want to delete and click 🗑.
3. On the delete prompt, choose the appropriate option.

Option	Description
Yes	The system deletes the query.
No	The system cancels the delete.

Add computed column

You can add a computed column to query results.

About this task

Note: You can add a computed column to all query types except Budget Quick Query.

Procedure

1. Create or view the query to which you want to add a computed column.
2. Click ➕ to access the **Computed Columns** window.
3. Define the computed column by naming it and selecting the two columns and the operator controlling the new column's results.
4. Click **Compute**.
   Result: Query results reload listing the new computed column in the results.

What to do next

Tip: You can use the **Remove** tab to remove a previously added computed column from a query.

View a document – option 1

You can use these steps to view a document from the **My Finance Query** dashboard.

Procedure

1. Click on the dashboard.
2. Use the **Document Type** drop down field to select the appropriate document type.
3. Use the **Document Search** to look up a document.
   -OR-

   Type the document number directly into the **Document Number*** field.
4. Click **View Document** to open the document as a PDF.

   Note: You can use the **Approvals & Related Documents** option to view the approval information and related documents.

View a document – option 2

You can use these steps to view a document from the **Query Results** page in drill-down view.

Procedure

1. Drill down to the query that you want to view the transaction details for.
   For example: **My Finance Query** > **Multi Year** query.
2. On the **Query Results** page, drill down further by clicking on a budget figure against the query.
   For example: **$40,000.00**

   Result: This will open the budget transaction details for that query.
3. Click **Document Code** to open the details as a PDF.

   Note: You can click the **View Parameters** information icon to view the approval information and related documents.

Use Extensibility in My Finance Query

You can hide optional page elements or change elements field labels using the Extensibility tool set delivered with the application.

About this task

Use the **Extension Editor**, accessed in **My Finance Query Tools** menu, to configure which elements you want to modify. When the extensions are edited and saved, this configuration is applied uniformly across your site's My Finance Query implementation.

Note: Only users who have a Web Tailor admin role can use the Extension Editor. For more information about this role, refer to the Finance Web app extensibility section in the *Banner Finance Self-Service Installation Guide*.

Note: Several `.json` files are included with this PDF. Click the **Attachments** icon to access the files.

Procedure

1. Log into My Finance Query using the Web Tailor Admin role.
2. Click Tools ⚙ and select **Extensibility** > **Edit Extensions**.
   Result: The **Extension Editor** window appears.
3. For the element for which you want to change the label, modify the label in the corresponding JSON code in the **Extension Editor** window as shown in the following examples:

   If you want to change the label from **Organization** to **Department**, the following JSON code portion in the **Requisition Comments** must be modified from `{"label":"Organization"}` to `{"label": "Department"}`.
4. Use the `exclude` value to specify that an element be displayed or hidden.

   - `"exclude":true` = hides the element
   - `"exclude":false` = element is displayed
5. **Note:** Based on the needs of your institution, use the JSON files supplied for the Individual Query Types or the consolidated one which contains all possible extensible elements in My Finance Query.

   Make sure, after modifications the JSON supplied is a valid one, by verifying against any of the available JSON validators.

   For example:

   - http://jsonlint.com/
   - https://jsonformatter.curiousconcept.com/

Query Type	Use JSON Code File
My Finance Query	MyFinanceQuery.json

My Requisitions overview

My Requisitions allows you to create and submit a purchase requisition. You can create a purchase requisition using either document-level or commodity-level accounting.

You can also use this application for the following:

- Save requisition as a draft (Draft status)
- Edit a draft requisition and submit a draft requisition
- Delete a draft requisition
- View requisition status
- Copy a completed requisition
- Add comments (public and private)
- Add and delete attachments using Banner Document Management
- Recall your requisition from Banner Finance Self-Service approvals
- Search and filter requisitions you have created
- Order returned search data
- View a requisition as a PDF

My Requisitions status

A status indicates the state of a purchase requisition.

Status	Description
Draft	Requisition previously saved as a draft and awaiting final submission. You can edit and submit.
Pending	Requisition is pending approval in one of the Banner Finance Self-Service approval queues.
Disapproved	Requisition submitted but disapproved by a Banner Finance Self-Service approver. The approver can provide Disapproval Text explaining why the requisition was disapproved. You can edit disapproved requisitions and resubmit them.
Completed	- Completed = Requisition approved and posted. - Converted to PO = Requisition items have been converted to Purchase Orders. - Assigned to Buyer = Requisition assigned a buyer code, making the buyer responsible for it.

My Requisitions pages

This section describes the My Requisitions pages and the tasks you can perform using these pages.

My Requisitions page

The **My Requisitions** page serves as the home page. Use this page to create requisitions and view requisitions you have created.

My Requisitions is separated into three sections:

- Draft Requisitions
- Pending Requisitions
- Completed Requisitions

Requisitions appear in each section if available. The number of requisitions in each section is listed after the section's title. By default, only two requisitions are listed when a section contains more than two. To view more requisitions, click **View More**.

Clicking the information icon next to a requisition's status provides a summary window of information for the requisition. This window can also contain comments. For example, if a requisition is disapproved, the user who disapproved it can add a comment explaining why the requisition is disapproved.

You can click anywhere on the selected document row to view the requisition's detailed information.

Requester Information page

The **Requester Information** page allows you to specify who is creating the requisition.

For user convenience, field information on this page is already completed and defaults from the requester's Banner Finance Self-Service User Profile (FOMPROF).

You can accept the default values provided or select alternate values if needed. You can provide an explanation or justification for the requisition by adding comments or an attachment.

Also, you have the option to select the requisition's accounting type (Document or Commodity), if that option for user choice has been configured when the application was deployed.

Vendor Information page

In the **Vendor Information** page, you define the vendor for the purchase requisition.

Selecting a vendor is optional. You can select the **Choose vendor for me** check box to let your Procurement Office select the vendor. The administrator has the ability to default the **Choose Vendor for Me** check box as selected or cleared.

The page also contains fields defining the default discount terms and the vendor's base currency.

Add Item & Accounting page

This page allows you to add items and accounting distributions to the requisition.

Page fields enable you to provide and select the data for the accounting distributions (budget line items) to which the request cost will be charged. The application supports document or commodity level accounting. You can also update or delete the accounting distribution.

Commodity information

This page contains the requisition's descriptive information about the goods and services requested.

Page fields include information about the unit of measure, quantity, unit price, and any additional costs, such as shipping and handling. You can add comments for each commodity item, or update or delete the commodity item. You can select a commodity code/description from the lookup or enter commodity information not available in the lookup. You can also update the **Tax** and **Discount** fields.

Attachments page

This page contains a list of the requisition's attachments.

You can add, delete, and view attachments. When viewing any attachment, you can see the document stored in the B-F-DOCS application in Banner Document Management.

My Requisitions tasks

This section contains the tasks you can perform using My Requisitions.

Create a requisition

To begin the purchase process, use the **My Requisitions** dashboard page to create a purchase requisition.

Procedure

1. On the **My Requisitions** dashboard page, click **Create Requisition**.
2. On the **Requestor Information** page, specify who is requesting the purchase using the available fields if you are not the default requester for the account.
3. Click **Next** to continue to the next page.
4. On the **Vendor Information** page, select the vendor for the requisition.

   By default, the **Choose vendor for me** check box is selected. When selected, the system chooses a vendor for you. Clear the check box if you want to select the vendor.
5. On the **Add Item & Accounting** page, add an item using the **Add Item(s)** field.

   Result: After an item is selected, the page updates with required fields for the selected item.
6. Click **Save**.

   Result: The page refreshes with the item you just added listed below the **Add Item(s)** field in the **Commodities** list. You can click any item in the list to view its details.
7. Repeat steps 4 and 5 as necessary to add additional items to the requisition.
8. Click **Add Accounting**.

   Result: The page refreshes with the required fields for accounting information.
9. Click **Save**.

   Result: The Requisition Summary updates.
10. Click **Save as draft** if you want to return to the requisition before submitting or **Submit Requisition** to send the requisition for approval.

Copy a requisition

You can copy a completed requisition and use it as a template for a new requisition.

Procedure

1. On the **My Requisitions** dashboard page, click the completed requisition you want to copy.
   Result: The requisition opens on the **Requestor Information** page.

2. Click **Copy Requisition**.

3. On the copy prompt, choose the appropriate option.

Option	Description
Yes	The system copies the requisition and creates an identical new requisition that you can edit.
No	The system cancels the copy.

4. Edit the requisition as appropriate, just as you would a new requisition.

Delete a requisition

You can delete any requisition that is in Draft status.

Procedure

1. On the **My Requisitions** dashboard page, click the requisition in Draft status you want to delete.
   Result: The requisition opens on the **Requestor Information** page.

2. Click **Delete Requisition**.

3. On the delete prompt, choose the appropriate option.

Option	Description
Yes	The system deletes the requisition.
No	The system cancels the delete.

Edit a requisition

You can edit requisitions in Draft status. To edit a requisition in Pending status, you must recall the requisition.

Procedure

1. On the **My Requisitions** dashboard page, click **Draft** in the Status column for the requisition that you want to edit.

2. Using the **Next** and **Back** buttons, edit the Requestor Information, Vendor Information, and Add Item & Accounting pages as necessary.

3. Click **Save as draft** if you want to return to the requisition before submitting or **Submit Requisition** to send the requisition for approval.

Add an attachment to a requisition

After an attachment is created, such as a statement of work, you can add an attachment to the requisition at any time before submitting the requisition. You can add attachments to requisitions in Draft or Disapproved status.

Procedure

1. Open the requisition in **Draft** or **Disapproved** status to which you want to add an attachment.
2. Click **Attachments**.
3. Click **Attach File**.
4. Using the **Attach Documents** prompt, choose a file to attach.
5. Select the **Document Type**.
6. Click **Upload**.
   Result: The file is added to the Attachments page list.

Delete an attachment from a requisition

If you want to delete an attachment from a purchase requisition, you can use the **Attachments** page to delete one or more attachments.

Procedure

1. Open the requisition containing the attachment you want to delete.
2. Click **Attachments**.
3. On the **Attachments** page, click the attachment that you want to delete in the Attachments list, and then click **Delete**.
4. Confirm that you want to delete the attachment.

Recall a requisition

You can recall requisitions that are in **Pending** status.

Procedure

1. On the **My Requisitions** dashboard page, open the pending requisition that you want to recall.
2. Click **Recall My Requisition**.

3. On the recall prompt, choose the appropriate option.

Option	Description
Yes	The system recalls the requisition. The **My Requisitions** dashboard page loads with the recalled requisition placed in the draft requisitions section with a draft status.
No	The system cancels the recall.

View as PDF

You can download the purchase requisition as a PDF file to verify requisition information is correct.

Procedure

1. Open the requisition that you want to view as a PDF.
2. Click **View as PDF**.
   Result: My Requisitions formats the requisition's information into PDF format.
3. Right-click in the PDF file for other options, such as printing or saving the requisition.

Use Extensibility in My Requisitions

You can hide optional page elements or change elements field labels using the Extensibility tool set delivered with the application.

About this task

Use the Extension Editor, accessed in **My Requisitions Tools** menu, to configure which elements you want to modify. When the extensions are edited and saved, this configuration is applied uniformly across your site's My Requisitions implementation.

Note: Only users who have a Web Tailor admin role can use the Extension Editor. For more information about this role, see *Finance web app extensibility*.

Note: Several `.json` files are included with this PDF. Click the **Attachments** icon to access the files.

Procedure

1. Log into My Requisitions using the Web Tailor Admin role.
2. Click **Tools** ⚙ and select **Extensibility** > **Edit Extensions**.
   Result: The **Extension Editor** window appears.

3. For the element for which you want to change the label, modify the label in the corresponding JSON code in the **Extension Editor** window as shown in the following examples:

   If you want to change the label from **Public Comment** to **Printable Comment**, the following JSON code must be modified as follows:

   ```
   {"label":"Public Comment"}
   ```

   TO

   ```
   {"label": "Printable Comment"}
   ```

   .

4. Use the `exclude` value to specify that an element be displayed or hidden.

   - `"exclude":true` hides the element
   - `"exclude":false` displays the element

5. **Note:** Based on the needs of your institution, use the JSON files supplied for the all possible extensible elements in My Requisitions. You can mix and match sections of the JSON code contained in the provided `MyRequisitions.json` file.

   Make sure, after modifications the JSON supplied is a valid one, by verifying against any of the available JSON validators.

   For example:

   - http://jsonlint.com/
   - https://jsonformatter.curiousconcept.com/

Query Type	Use JSON Code File
My Requisitions	MyRequisitions.json

6. Click **Submit** to save the extension.

   Result: A notification center message appears verifying your save.

7. Refresh the page to verify your changes were made.

My Journals overview

My Journals allows you to create and edit multiple journal entries into the Finance Self-Service ledgers. The logged-in users can view only their own journals document.

You can use My Journals to perform the following:

- Copy a journal

- Reverse a journal

- Delete a journal

- Edit a journal

- Recall a journal

- Add and delete journal attachments

- Download a journal as a PDF

- Export a journal into Excel

My Journals status

A status indicates the journal's state.

Status	Description
Draft	- Draft = Journal saved as a draft and awaiting final submission. - Disapproved = Journal disapproved by the approver. - Automatic = Base automatic general voucher. You can edit and submit the journal in any of these statuses.
Pending	- In Approval = Journal is pending approval in one of the Banner Finance Self-Service approval queues. - Deferred = Journal whose transaction edit processing is deferred to the Transaction Interface Process.
Completed	Completed = Journal approved and posted.

My Journals pages

Access the My Journals home page to review the sections and perform associated tasks.

My Journals page

Use the My Journals page to create journals and view existing journals.

My Journals has three sections:

- Draft Journals
- Pending Journals
- Completed Journals

Journals appear in each section if available. The number of journals in each section is listed after the section's title. By default, only two journals are listed when a section contains more than two. To view more journals, click **View More**.

Clicking the information icon next to a journal's status provides a journal summary window which can also contain comments. For example, when a user disapproves a journal they can add a comment explaining why they disapproved.

Click anywhere on the selected document row to view the journal's detailed information. Click the **More Actions** icon to perform additional actions like copy, reverse, delete, and recall.

View More page

Clicking **View More** on the dashboard allows you to view more journals of each section.

Use the filter icon to filter the document by statuses. Click the **More Actions** icon to perform additional actions like copy, reverse, delete, and recall.

Click anywhere in the selected document row to view the journal's detailed information.

Header information page

Use the Header information page to create a journal's header information, and also edit and view the details.

For convenience, you can use the page to fill accounting defaults which defaults while creating accounting sequences in the same user session.

Accounting information page

Use the Accounting information page to create a journal's accounting information, and also edit and view the details.

For convenience, the accounting defaults that you enter on the header page will default for each accounting sequence. You can accept the default values, or select alternate values if needed.

After creating an accounting sequence, you can create another sequence by clicking **Add Accounting** without closing the overlay window. After saving an accounting sequence, My Journals validates the document and the resulting status displays as `Postable`, `Error`, or `NSF error`. This enables you to edit the information and make any necessary changes.

Summary page

The Summary page contains detailed information of the selected journals document.

In the **Summary** page, you can view and edit header and accounting information, view the journal details as a PDF, and download the details into an Excel spreadsheet.

Click the **More Actions** icon to copy, reverse, delete, and recall the journal. Click the **Show/Hide** icon to show and hide any columns on the accounting distribution grid.

Click **Save as draft** to keep the document in the draft status. Click **Submit** to complete the document.

Attachments page

This page contains a list of the journal's attachments.

You can add, delete, and view attachments. When viewing any attachment, you can see the document stored in the B-F-DOCS application in Banner Document Management.

My Journals tasks

This section contains the tasks you can perform using My Journals.

Create a journal

To begin the journal process, use the **My Journals** dashboard page to create a journal.

Procedure

1. On the **My Journals** dashboard page, click **Create Journal**.
2. On the **Create Journal** overlay window, specify Header information using the available fields.
3. Enter information in the **Accounting Defaults** section, if required to be defaulted in the **Accountng Distribution** page.
4. Enter information in the **Public Comment** and the **Private Comment** fields, if required.
5. Click **CREATE**.
    Result: The Journal document is created with the header information and the **Summary** page displays with the **Add Accounting** overlay window.
6. On the **Add Accounting** overlay window, specify journal details using the available fields.
7. Click **SAVE**.
    Result: The page refreshes with the accounting item you just added listed in the Accounting Distribution grid.
8. To add additional accounting items, click **Add accounting**.
    Result: The **Add Accounting** overlay window displays. Repeat steps 6 and 7 to add more accounting items.
9. Click **Back** if you want to return to the **My Journals** dashboard.

    •   Or, click **Save as draft** to mark the document as draft and return to the dashboard.
    •   Or, click **Submit Journal** to send the journal for approval.

Edit a journal

You can edit any journal that is in Draft, Disapproved, and Automatic status.

Procedure

1. On the **My Journals** dashboard page, click on any row under the Draft Journals section for the journal that you want to edit.
2. On the **Summary** page, click the **Edit Header** icon.
    Result: The journal header overlay window displays.

3. Edit the header information, accounting defaults, and journal comments.

4. Click **UPDATE**.

5. On the **Summary** page, under the Accounting Distribution grid, click any accounting item to edit.
   Result: Accounting Distribution overlay window displays.

6. Edit Accounting Distribution information.

7. Click **SAVE** or **ADD ACCOUNTING**.
   Result:

   • If you click **SAVE**, the accounting item saves and closes.

   • If you click **ADD ACCOUNTING**, the existing record saves, and displays a new accounting distribution overlay window to add a new accounting item.

Copy a journal

You can copy an existing journal and use it as a template for a new journal.

Procedure

1. Click the ellipsis, then click **Copy Journal** on the **My Journals** dashboard page.
   You can also perform this action on the **View More** page and the **Summary** page.

2. On the copy prompt, choose the appropriate option.

   Note: Select the **Copy Comments** check box if you want to copy the journal document comments.

Option	Description
OK	The system copies the journal and creates an identical new journal that you can edit.
Cancel	The system cancels the copy action.

Reverse a journal

You can reverse any journal.

Procedure

1. Click the ellipsis, then click **Reverse Journal** on the **My Journals** dashboard page.
   You can also perform this action on the **View More** page and the **Summary** page.

2. On the copy prompt, choose the appropriate option.

    Note: Select the **Copy Comments** check box if you want to copy the journal document comments.

Option	Description
OK	The system reverses the journal.
Cancel	The system cancels the reverse action.

Delete a journal

You can delete any journal that is in Draft, Disapproved, and Automatic status.

Procedure

1. Click the ellipsis, then click **Delete Journal** on the **My Journals** dashboard page.
    You can also perform this action on the **View More** page and the **Summary** page.
2. On the delete prompt, choose the appropriate option.

Option	Description
Yes	The system deletes the journal.
No	The system cancels the delete action.

Recall a journal

You can recall journals that are in the In Approval status.

Procedure

1. Click the ellipsis, then click **Recall Journal** on the **My Journals** dashboard page.
    You can also perform this action on the **View More** page and the **Summary** page.
2. On the reverse prompt, choose the appropriate option.

Option	Description
YES	The system recalls the journal. The **My Journals** dashboard page loads with the recalled journal placed in the draft Journals section with a draft status.
NO	The system cancels the recall action.

Copy and delete accounting line item

You can copy and delete accounting line item for journals that are in Draft, Disapproved, and Automatic status.

Procedure

1. Click the journal on the **My Journals** dashboard page.
   The **Summary** page displays.

   You can also perform this action on the **View More** page.
2. Select the check box corresponding to the accounting item to copy or delete it.
3. Click the **Copy** or the **Delete** icon.
   Result:

   • On clicking Copy, the accounting line item get copied over to a new accounting item, and presented in the Edit mode.

   • On clicking **Delete**, the delete sequence prompt displays.
4. On the delete prompt, choose the appropriate option.

Option	Description
Yes	The system deletes the accounting item(s).
No	The system cancels the delete action.

Show and Hide columns in Accounting Distribution grid

You can hide or show accounting distribution information columns.

Procedure

1. Click the journal on the **My Journals** dashboard page.
   The **Summary** page displays.

   You can also perform this action on the **View More** page.
2. Click the **Show/Hide** icon.
   Result: The list displays all the columns with a corresponding check box.

   You can select the **All** check box to hide or show all the columns.

Add an attachment to a journal

After an attachment is created, you can add an attachment to the journal at any time before submitting the journal. You can add attachments to journals in Draft, Disapproved, or Automatic status.

Procedure

1. Open the journal in Draft or Disapproved or Automatic status to which you want to add an attachment.
2. Click the **Attachments** icon.
3. Click **Attach File**.
4. Using the **Attach Documents** prompt, choose a file to attach.
5. Select the **Document Type**.
6. Click **Upload**.
   Result: The file is added to the Attachments page list.

Delete an attachment from a journal

If you want to delete an attachment from a journal in Draft, Disapproved, and Automatic status, you can use the **Attachments** page to delete one or more attachments.

Procedure

1. Open the journal containing the attachment you want to delete.
2. Click **Attachments**.
3. On the **Attachments** page, click the attachment that you want to delete in the Attachments list, and then click **Delete**.
4. Confirm that you want to delete the attachment.

View as PDF

You can download the journal as a PDF file to verify that the journal information is correct.

Procedure

1. Open the journal that you want to view as a PDF.
2. Click the **Download** icon, then click **View PDF** to view the journal as a PDF file in a new tab.

Download as Excel spreadsheet

You can download a journal as an Excel spreadsheet to your local drive.

Procedure

1. Open the journal that you want to download.
2. Click the **Download** icon, then click **Export to excel** to download the journal as an Excel spreadsheet to the default download location on your local drive.

Use Extensibility in My Journals

You can hide optional page elements or change elements field labels using the Extensibility tool set delivered with the application.

About this task

Use the Extension Editor, accessed in **My Journals Tools** menu, to configure which elements you want to modify. When the extensions are edited and saved, this configuration is applied uniformly across your site's My Journals implementation.

Note: Only users who have a Web Tailor admin role can use the Extension Editor. For more information about this role, see *Finance web app extensibility*.

Note: Several `.json` files are included with this PDF. Click the **Attachments** icon to access the files.

Procedure

1. Log into My Journals using the Web Tailor Admin role.
2. Click the **Tools** icon, then select **Extensibility** > **Edit Extensions**.
   Result: The **Extension Editor** window appears.
3. For the element for which you want to change the label, modify the label in the corresponding JSON code in the **Extension Editor** window as shown in the following examples:
   If you want to change the label from **Public Comment** to **Printable Comment**, the following JSON code must be modified as follows:

   ```
   {"label":"Public Comment"}
   ```

   TO

   ```
   {"label": "Printable Comment"}
   ```
4. Use the `exclude` value to specify that an element be displayed or hidden.

   - `"exclude":true` hides the element
   - `"exclude":false` displays the element

5. **Note:** Based on the needs of your institution, use the JSON files supplied for the all possible extensible elements in My Journals. You can mix and match sections of the JSON code contained in the provided `MyJournals.json` file.

   Make sure, after modifications the JSON supplied is a valid one, by verifying against any of the available JSON validators.

   For example:

   * http://jsonlint.com/
   * https://jsonformatter.curiousconcept.com/

Query Type	Use JSON Code File
My Journals	MyJournals.json

6. Click **Submit** to save the extension.

   Result: A notification center message appears verifying your save.

7. Refresh the page to verify your changes were made.

Purchase Orders overview

The Purchase Order page allows you to create purchase orders or continue with purchase orders you or another user have left in process.

Conditions required for a self-service Purchase Order to be processed

- The accounting method must be document level accounting.
- Available budget must be present when Error level budget checking applies. There is no NSF Override capability.
- A Purchase Order must have 1 to 5 commodity items.
- A Purchase Order must have 1 to 5 accounting sequences.

Note: Ensure that the purchase orders meet the Self-Service criteria of no Standing Orders, no Blanket Orders, no Purchase Orders from Requisitions, and no EDI documents.

Self-Service Purchase Orders

Note the following points about Self-Service Purchase Orders.

- You cannot mix GL and OPAL accounts no matter what type of commodities.
- You can always mix fixed asset commodities and non-fixed asset commodities.
- There are situations in which one sequence has an expense account with an associated fixed asset account, and the next sequence has an expense account without a fixed asset account. In this situation, the purchase order (when completed) will display a message stating that the mix and match of these accounts gives you an incomplete fixed asset record.
- You can mix stores and non-stores commodities as long as you use OPAL accounts.
- If you use stores commodities, you can have only one GL accounting sequence.

Purchase Order pages

All purchase orders on the Self-Service application are of the type *Regular* and require a commodity unit price. You cannot send purchase orders created on the Self-Service application using Electronic Data Interchange (EDI).

Default values

The system replaces the default value, (if available) into the field under the following circumstances.

- When a pull-down list has a value of *Select*
- When an entry box is null
- When you click **Validate**

If you enter a value into the field before you select **Validate**, the system does not overwrite the value you entered. When appropriate, a message displays to let you know you have entered a value that differs from the system default.

Fields affected by this functionality include the following:

- Currency Code
- Address Type
- Address Sequence
- Vendor Contact
- Discount Code
- Attention To
- Commodity Description
- Unit of Measure
- Tax Group

Purchase Order tasks

Create a new purchase order, retrieve an existing template, or search for an existing purchase order in process. See the succeeding sections for more instructions on how to accomplish these tasks.

After reviewing the required fields, you can either choose **Complete** to perform a validation and forward the document for processing, or choose **Save In Process** to validate and save the current contents without completion.

Create, validate, and save a PO as In Process

To begin creating a Purchase Order, access the My Finance main menu.

Procedure

1. Click **Purchase Orders**.
2. **Optional:** Click the **Use Template** drop-down and choose a template from the list.
   If you choose to not use a template, you can simply begin entering values.
3. **Optional:** Click **Retrieve**.
   Result: This populates the relevant fields in the PO.

   Note: Some of the fields auto-populate with values that are sourced from the Banner admin application, while you will need to manually populate the others based on your institution's needs.

   If you choose to not retrieve a template, you can simply begin entering values.
4. Check the following field sections to verify the values and modify as necessary.
   a) Verify the fields in the **Dates** section.

Field	Description
Transaction Date	Banner posts the purchase order information to the ledger on the transaction date.
	For successful online processing, ensure that the date is in an open period, and budget exists.
Purchase Order Date	Date associated with the purchase order.
Delivery Date	Date that delivery is required.
	Enter a date that is equal to or greater than the transaction date.

Field	Description
Buyer Code	Code associated with the buyer to whom this purchase order will be assigned for processing.
	After a user creates a first purchase order, the **Buyer Code** field is automatically populated with this buyer each time the user accesses the page, regardless of session.

b) Verify the fields in the **Vendor Details** section.

Field	Description
Vendor ID	Vendor from whom the merchandise will be purchased.
Vendor Hold	Displays a Hold Reason Code that identifies a reason to prevent the vendor from submitting a PO.
Address Type	Code that identifies the classification of address; for example, the BU (business address), BI (billing address), and HO (home address).
	The default Address Type on the Vendor Maintenance (FTMVEND) page automatically populates this field if it has been entered on FTMVEND.
Address Sequence	Sequence to be used for the address type for this vendor.
	The default address type Sequence Number on the Vendor Maintenance (FTMVEND) page automatically populates this field (if entered on that page).
Vendor Contact	Vendor contact name.
	The value in this field defaults from the Vendor Maintenance (FTMVEND) page.
	A warning message displays if you enter a name that differs from the default value.
	If the Vendor Contact you entered does not match the **Vendor Contact** field on FTMVEND, the following message displays: `Warning: Vendor Contact entered does not match Vendor default contact.`
Vendor E-mail	Vendor's e-mail address.

c) Verify the fields in the **Requester Details** section.

Field	Description
Requester Name	Name of the individual requesting this purchase order.
	The value in this field defaults from the User Profile Maintenance (FOMPROF) page.

Field	Description
Requester E-mail	The value in this field defaults from the User Profile Maintenance (FOMPROF) page.
Requester Phone	Requestor's country code, area code, phone number, and extension. The values in these fields default from the User Profile Maintenance (FOMPROF) page.
Requester Fax	Country code, area code, phone number, and extension for requestor's FAX number. The values in these fields default from the User Profile Maintenance (FOMPROF) page.

d) Verify the fields in the **Account and Organization Details** section.

Field	Description
Chart of Accounts	The value in this field defaults from the User Profile Maintenance (FOMPROF) page.
Organization	The value in this field defaults from the User Profile Maintenance (FOMPROF) page.

Field	Description
Currency Code	Currency code associated with this purchase order.
	The initial value in the pull-down list is *Select*; other choices are codes from the Currency Codes Validation (GTVCURR) page.
	When you enter a vendor on this page and select **Validate**, **Commodity Validate**, or **Complete**, the system checks to see if the vendor has a currency code. If the vendor does not have a currency code, the value in this field is from the **Base Currency** field on GUAINST.
	• If base currency code is used, the system writes NULL to the **Currency Code** fields in the database and does not calculate, or store, converted amounts.
	• If any other currency is used, the system uses the transaction date of the document for the As Of Date and performs calculations to determine the conversion rate. A system-calculated Converted Amount appears on this page only when the value in the **Currency Code** field does not represent base currency.
	Note: During validation, if a foreign currency is not in use, the word *Select* will be replaced with your base currency code for display purposes.
	If the **Currency Code** you selected does not match the **Vendor Currency Code** field on FTMVEND, the following message is displayed:
	`Currency Code selected does not match Vendor default currency.`

Field	Description
Discount Code	Code associated with the discount that you plan to apply to the document. The initial value in the pull-down list is *Select*; other choices include *NODISC* and codes from the Discount Terms Validation (FTVDISC) page. Select `NODISC` to override the vendor default value. When you access this page and select **Validate**, **Commodity Validate**, or **Complete**, the system checks the value in this field. • If the value in this field is *Select* or *NODISC*, an editable column labeled **Discount Amount** displays in the Commodity Section. If you do not enter a value in the **Discount Amount** field, the system displays a value of *.00* in the **Discount Amount** column in the **Calculated Commodity Amounts** section for each row that contains commodity data. • If you use a discount code (the default value comes from the Vendor Maintenance page, FTMVEND), the system uses the document transaction date for the As Of Date to calculate values to display in the **Discount Amount** column in the **Calculated Commodity Amounts** section. If the **Discount Code** you selected does not match the discount code on FTMVEND, the following message is displayed: `Discount Code selected does not match Vendor default discount.`

Field	Description
Tax Group	Valid tax group in effect.
	The display of this field depends on whether **Tax Processing On** is selected at the system level on the System Control Maintenance (FOASYSC) page:
	• When **Tax Processing On** is selected on FOASYSC, the **Tax Group** field appears in the header section and the Purchase Order Commodities section of this page. The system validates that the code in this field is active, using the transaction date of the document for the As Of Date.
	• When **Tax Processing On** is not selected on FOASYSC, the **Tax Group** field is not displayed on the Web page in the Header Section or the Commodity Section. The system writes *NULL* to the **Tax Group** field in the database.
	Note: If the Ship Code is associated with a Tax Group, the value in this field defaults to that value. Otherwise, the initial value in this field comes from the **Default Tax Group Code** field on FOASYSC.
	If **Tax Processing On** is selected on FOASYSC and the commodity Tax Group you selected does not match the Tax Group indicated on FTMCOMM for that commodity, the following message is displayed:
	`Warning: Tax Group on item [#]does not match commodity default.`
	If the **Override Taxes** check box on FTMCOMM is not selected, you do not have the authority to override the default tax group, and the system displays the following message and resets this field to display the required tax group: `Warning: Tax group [code] may not be overridden on item [#].`
Ship Code	Pre-defined address to which each purchase order item will be delivered.
	The value in this field defaults from the User Profile Maintenance (FOMPROF) page, if populated.
Attention To	Specific person to whom to direct a purchase order.
	The value in this field defaults to the Contact name of the Ship Code, if populated, or to the Requestor creating the document.
Comments	Brief descriptive text for this purchase order. (Delivery Comment field)

Field	Description
Add Document Text	Link that enables you to enter up to 4000 characters of free-form printable and non-printable document header text.
	Upon completion, text is parsed based on carriage returns or into segments no longer than 50 characters and written to the Text table (FOBTEXT).

e) Verify the fields in the **Purchase Order Commodities** section.

The commodity section allows entry for up to five items for the purchase order with or without a commodity code.

Field	Description
Item	Field that enables you to enter up to 4000 characters of free-form printable and non-printable document header text.
	Upon completion, text is parsed based on carriage returns or into segments no longer than 50 characters and written to the Text Table (FOBTEXT).
Commodity Code and Commodity Description	When you validate the document, the description defaults from Commodity Code.
	If you key over the defaulted description, the system saves both the commodity code and the description you entered and marks the change indicator in the Commodity Table (FPRPODT).
U/M	Unit of measure. Initial value in the pull-down list is *Select*; other choices come from the Unit of Measure Maintenance (FTMUOMS) page.
	• If you enter a commodity code and click **Validate**, **Commodity Validate**, or **Complete**, the system replaces *Select* with the Unit of Measure Code from the Commodity Maintenance (FTMCOMM) page.
	• If you do not enter a commodity code, you must select a unit of measure.

Field	Description
Tax Group	Valid tax group in effect. The initial value is *Select*.
	The dropdown list for this field appears in both the Header section and the Commodity section only when **Tax Processing On** is selected at the system level on the System Control Maintenance (FOASYSC) page.
	• If you enter a commodity code and click **Validate**, **Commodity Validate**, or **Complete**, the system replaces *None* with the Tax Group for that commodity from FTMCOMM, if populated, or with the Tax Group selected in the Header Section.
	• If you do not enter a commodity code and click **Validate**, **Commodity Validate**, or **Complete**, the system defaults to the Tax Group you selected in the Header section.
	The system performs calculations and displays the resulting Tax Amount in the Calculated Commodity Amounts Section using the Tax Group for each commodity.
	If **Tax Processing On** is selected on FOASYSC and the commodity Tax Group you selected does not match the Tax Group indicated on FTMCOMM for that commodity, the following message is displayed: `Warning: Tax Group on item [#]does not match commodity default.`
	If the **Override Taxes** check box on FTMCOMM is not selected, you do not have the authority to override the default tax group, and the system displays the following message and resets this field to display the required tax group: `Warning: Tax group [code] may not be overridden on item [#].`
Quantity	Actual number of units required per commodity code or commodity description.
Unit Price	Actual dollar amount per unit of commodity or commodity description.
Discount Amount	Dollar amount to subtract from the individual commodity.
	This field does not display if a **Discount Code** is selected in the Header section.

Field	Description
Additional Amount	Dollar amount to add to the individual commodity.
	If this field is left blank, when you complete the document the system populates this field with a value of *.00*.

f) Verify the fields in the **Calculated Commodity Amounts** section.

Information in this table is calculated based on the entries you made in the **Purchase Order Commodities** section.

Field	Description
Extended Amount	System-generated amount (quantity times unit price).
Discount Amount	If you are using a Discount Code, this field displays a system-calculated value. Otherwise, this field contains the Discount Amount entered in the Commodity Section.
Additional Amount	If the Additional Amount was entered in the Commodity Section, this field displays that amount.
Tax Amount	System-calculated field based on the Tax Group identified and the Extended, Discount, and Additional Amounts.
	This field displays only when **Tax Processing On** is selected on FOASYSC.
Net Amount	System-calculated field (Quantity x Unit Price – Discount + Additional + Taxes = Net Amount).
	This is calculated at time of Validation or Completion (with or without errors).
Converted Amount	Converted net amount calculated for this commodity record.
	This amount displays only when the value in the **Currency Code** field does not represent base currency.

g) Verify the fields in the **Purchase Order Accounting** section.

You cannot directly specify the Discount, Additional, or Tax amounts for a FOAPAL sequence. These amounts are split among the FOAPAL elements based on the percentage of the Net Amount total that each row represents.

- If you are using dollars, the total of all Accounting amounts is validated against the Net Amount.
- If you are using percentages, the total of all Accounting amounts must equal 100.

Field	Description
Chart	Chart of Accounts to which the commodities will be charged.

Field	Description
Index	Predefined set of FOAPAL values created in Banner.
	Because the self-service application does not do online defaulting, you must click **Validate** or **Complete** to re-default the FOAPAL values associated with the Index. After this is done, you can change or add required values.
Fund	Code associated with the Fund from which the purchase of the commodities will be financed.
Organization	Code associated with the Organization or persons authorized to make the purchase of the commodities. This is a conditional field.
	Organization is required conditionally based on the Account code. If an OPAL Account is used, then Organization is required.
Account	Code associated with the Account to which the purchase of the commodity will be charged.
Program	Code associated with the Program for which the commodities have been purchased. This is a conditional field.
	Program is required conditionally based on the Account code. If an OPAL Account is used, then Program is required.
Activity	Code associated with the Activity for which the commodities have been purchased.
Location	Code associated with the Location for which the commodities have been purchased.
Accounting	Depending on the dollar/percent radio group chosen, the number entered here calculates the budget amount to be used for this FOAPAL (either by percent or Actual Dollar amount).
	If the dollar amount is used, it must be equal to the Net Amount.
Save as Template	Name by which you want to save this purchase order.
	Note: Different capitalization cannot be used to save the same template name multiple times. That is, MyTemplate and mytemplate are equivalent names.
Share Template	If selected, the template is saved as a shared template and all users can retrieve and use the template.
	If not selected, the template is saved as a personal template and is only retrievable by the person who sent it.

5. Validate using any of the following options.

Option	Description
Validate	This is in the Vendor Details section. When clicked, the system confirms that the Vendor ID entered is valid, defaults the Address Type and Sequence Number from FTMVEND, and displays the vendor name and address.
Commodity Validate	When this is clicked, the system validates the data entered in the Header and Commodity sections and calculates the amounts.
Validate	Clicking this validates all data entered in Header, Commodity, and FOAPAL Distribution sections, and displays calculated amounts.

Note: Error messages will appear at the top of the page if required fields are missing, or if you have entered data or dates that are not valid. Review if any, and modify the affected fields as needed.

6. Click **Save in Process** if you want to save a draft of the PO.

   Result: The system validates all entered fields, and if successful, saves all information on the page to allow you to resume work on the purchase order at a later time.

Related concepts

Retrieve an In Process PO

You can search for an In Process PO if you want to process an existing PO that is still in process and have been saved as a draft.

Procedure

1. Navigate to the Purchase Orders page from the My Finance main menu.

2. Click **Search In Process Purchase Orders**.

   Result: This opens the Document Lookup page with the Purchase Order Code Lookup function.

3. Populate the relevant fields and click **Execute Query**.

   Note: To be able to execute the query, you must ensure that at least one of the fields is populated.

   Result: This displays the Purchase Order Lookup Results page listing the details of available documents. Editable documents display the document number as a link.

4. Click **View** to view a document as a PDF in a new tab.

5. If a Purchase Order in progress is eligible for update, click the document number link.

    Result: This returns you to the Purchase Order page with an In Process document that you can review and modify as needed.

    Note: Ensure that the document meets the Self-Service criteria of no more than five commodity items and accounting sequences, Document Level Accounting, no Standing Orders, no blanket order processing, no POs from Requisitions, and no EDI documents.

Complete a PO

After the system validates a new or In Process PO, click **Complete** to complete the PO document.

When you click **Complete**, the system validates all entered fields one last time before completion.

Note: This is the same as **Validate**; except that if all dates, fields, and data are valid, the system completes the document and forwards it to Approvals or Posting.

Create a new PO using details from a completed PO

After you complete a Purchase Order document, you can create another document.

You can click **Another Purchase Order, Same Vendor** to create a purchase order with the same Vendor and Accounting information as the completed PO. You will have to enter new commodity information.

Alternately, click **Another Purchase Order, New Vendor** to create a purchase order with new Vendor information. This retains the existing accounting information from the complete PO. You will have to enter new Commodity information.

Use Extensibility in Purchase Orders

You can hide optional page elements or change elements field labels using the Extensibility tool set delivered with the application.

About this task

Use the Extension Editor, accessed in **Purchase Orders Tools** menu, to configure which elements you want to modify. When you edit and save the extensions, the system applies the extensibility configuration uniformly across your site's Purchase Orders implementation.

Note: Only users who have a Web Tailor admin role can use the Extension Editor. For more information about this role, see *Finance web app extensibility*.

Note: Several `.json` files are included with this PDF. Click the **Attachments** icon to access the files.

Procedure

1. Log into Purchase Orders using the Web Tailor Admin role.

2. Click the **Tools** icon, then select **Extensibility** > **Edit Extensions**.
   Result: The **Extension Editor** window appears.

3. For the element for which you want to change the label, modify the label in the corresponding JSON code in the **Extension Editor** window as shown in the following examples:

   If you want to change the label from **Public Comment** to **Printable Comment**, the following JSON code must be modified as follows:

   `{"label":"Public Comment"}`

   TO

   `{"label": "Printable Comment"}`

4. Use the `exclude` value to specify that an element be displayed or hidden.

   - `"exclude":true` hides the element
   - `"exclude":false` displays the element

5. **Note:** Based on the needs of your institution, use the JSON files supplied for the all possible extensible elements in Purchase Orders. You can mix and match sections of the JSON code contained in the provided `PurchaseOrders.json` file.

   Make sure, after modifications the JSON supplied is a valid one, by verifying against any of the available JSON validators.

   For example:

   - http://jsonlint.com/
   - https://jsonformatter.curiousconcept.com/

Query Type	Use JSON Code File
Purchase Orders	`PurchaseOrders.json`

6. Click **Submit** to save the extension.
   Result: A notification center message appears verifying your save.

7. Refresh the page to verify your changes were made.

Approve Documents overview

The Approve Documents page allows you to approve or disapprove a document of any type received by the Banner Finance approvals system.

Using this page, you can also recall a document of any type sent to the Banner Finance approvals system.

Approve Documents pages

Access the Approve Documents page to review a list of documents pending approval.

Approve Documents parameter page

On the Approve Documents parameters page, you can populate the **Document Number** field to view information about a specific document to be approved; use % or _ as a wildcard.

- Select the **User ID is next approver** option to view all the documents that are waiting for the specified user's approval before they can proceed to the next approval queue.

- Select the **All documents User may approve** option to view all the documents the specified user can approve even if they are not the next approver.

Approve Documents List page

The Approve Documents list provides the following information for each document pending approval.

Field	Description
Document	Click the document number to display detailed information about the document in PDF format.
Document Type	Document type: • ENC (Encumbrance) • INV (Invoice) • JV (Journal Voucher) • REQ (Requisition) • PO (Purchase Order) • DCR (Direct Cash Receipt)
Change Sequence	Number used only for purchase orders to display the corresponding change sequence number.
Submission	Number used only for journal vouchers and invoices to display the submission number.
Originating User	User ID of the person who created the document.
Amount	Amount specified for the document.
Next Approver	This column displays a *Yes* if you are in the next approval queue which must approve the document.

Field	Description
NSF	This column displays a *Y* if there is not enough budget for this document.
Queue Type	Displays the following queue types: • *DOC* if the document is in the document queue • *NSF* if there is not enough budget for the document and the document is in the NSF queue.
Attachments	Click the attachments icon to view a list of attachments if more than one; otherwise, a new tab opens to view a single attachment.
History	Click the clock icon to view approval history information and related documents.

Approve Documents tasks

An authorized user can choose to approve or disapprove a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt).

All users can recall unapproved documents they have created that were sent to the approvals system.

Approve a document

The **Approve** button enables an authorized user to approve the document.

About this task

The **Approve** button is only enabled if the person who logged in is authorized to approve the document.

Procedure

1. In the **Approve Documents** list, review the document detail and supporting information related to a document.
2. Click **Approve**.
   Result: The **Approve Document** window appears with the **Approve** and the **Cancel** buttons.
3. **Optional:** Enter a comment that explains the reason for approving the document.
   This goes through the Banner messaging system and the default approval comment can be edited or removed.
4. Click **Approve** to complete the approval process.
5. Click **Cancel** if you need to return from the **Approve Document** window without approving.

Approve a document in NSF status

After a document is complete and sent to the approval process, the document is distributed to the appropriate document queues during the first run of the approval process (FORAPPL).

While in the DOC queues, there is no way to override the NSF condition for individual accounting distributions through self-service. After all the required approvers have approved the document, the system sends a document in NSF status to the NSF queue.

When the document is in the NSF queue, it requires approval by a user with authority in the NSF queue and with NSF Override authority on the User Profile Maintenance (FOMPROF) page. The Approve function automatically sets the override for all NSF sequences in the document.

Disapprove a document

The **Disapprove** button enables a user to disapprove the document or recall the document to make changes before approval.

About this task

The **Disapprove** button is only enabled if the person who logged in is either authorized to disapprove the document or is the originator of the document.

Procedure

1. In the **Approve Documents** list, review the document detail and supporting information related to a document.
2. Click **Disapprove**.
   Result: The **Disapprove Document** window appears with the **Disapprove** and the **Cancel** buttons.
3. **Required:** Enter a comment that explains the reason for disapproving the document.
   This goes through the Banner messaging system and is a mandatory field.
4. Click **Disapprove** to complete the disapproval process.
5. Click **Cancel** if you need to return from the **Disapprove Document** window without disapproving.

   If you disapprove an eProcurement requisition or purchase order in self-service, the document is canceled in Banner with a cancellation reason code of EPCN and an update synchronization message is published along with the disapproved reason.

   If you disapprove a document that is not an eProcurement document, the document is marked incomplete and ready for correction or deletion.

Use Extensibility in Approve Documents

You can hide optional page elements or change elements field labels using the Extensibility tool set delivered with the application.

About this task

Use the Extension Editor, accessed in **Approve Documents Tools** menu, to configure which elements you want to modify. When you edit and save the extensions, the system applies the extensibility configuration uniformly across your site's Approve Documents implementation.

Note: Only users who have a Web Tailor admin role can use the Extension Editor. For more information about this role, see *Finance web app extensibility*.

Note: Several `.json` files are included with this PDF. Click the **Attachments** icon to access the files.

Procedure

1. Log into Approve Documents using the Web Tailor Admin role.

2. Click the **Tools** icon, then select **Extensibility** > **Edit Extensions**.
   Result: The **Extension Editor** window appears.

3. For the element for which you want to change the label, modify the label in the corresponding JSON code in the **Extension Editor** window as shown in the following examples:
   If you want to change the label from **Public Comment** to **Printable Comment**, the following JSON code must be modified as follows:

   ```
   {"label":"Public Comment"}
   ```

   TO

   ```
   {"label": "Printable Comment"}
   ```

4. Use the `exclude` value to specify that an element be displayed or hidden.

   - `"exclude":true` hides the element
   - `"exclude":false` displays the element

5. **Note:** Based on the needs of your institution, use the JSON files supplied for the all possible extensible elements in Approve Documents. You can mix and match sections of the JSON code contained in the provided `ApproveDocuments.json` file.

   Make sure, after modifications the JSON supplied is a valid one, by verifying against any of the available JSON validators.
   For example:

   - http://jsonlint.com/
   - https://jsonformatter.curiousconcept.com/

Query Type	Use JSON Code File
Approve Documents	`ApproveDocuments.json`

6. Click **Submit** to save the extension.
   Result: A notification center message appears verifying your save.

7. Refresh the page to verify your changes were made.

Budget Development overview

The Budget Development pages allow you to prepare and finalize your operating budget during the annual budget cycle.

You can use Self-Service Budget Development for the following:

- Update budget worksheets which are budget lines within a Fund and Organization combination.
- Integrate Finance Budget Development activity with Salary Planner activity.
- Add budget line text notes related to the budget development cycle activity.
- Review history of the changes in proposed budget amounts during budget development.
- Query budgets at the detail worksheet level by using FOAPAL selection or selecting all budget lines in the Budget Phase.
- Query budgets by Organization hierarchy.
- Lock budget worksheets by Organization or by Organization hierarchy when budget development activity is complete.

Enable Self Service Budget Development

To enable Self Service Budget Development, access the System Control Maintenance (FOASYSC) page.

Procedure

1. Select the **Self Service Budget Development** check box.

   Result: This enables the Self-Service Budget Development pages and the Fund/Organization security for these pages.

   Warning! If the indicator is disabled, the system displays the error: `Budget Development on Self Service not enabled`.

   Note: There is no check box to turn off Self-Service Budget Development fund/org security. To effectively disable it, you can elect to give all users master access in the Self Service Budget section on the User Profile Maintenance (FOMPROF) page.

2. **Optional:** You can also select the **Self Service Budget Development History** check box.

   Result: This enables creation of audit history records that include deleted rows. For more information, see *Budget Development History*.

Establish User Access to Budget Development

Budget Development access is available based on the User Profile (FOMPROF) page in Banner Finance.

To access Budget Development, a user must be authorized by enabling the **Self Service Budget Access** indicator on the FOMPROF page.

For more information about establishing a user's Fund/Organization Security for Budget Development in Finance Self-Service, see *Establish Fund/Organization security* in the *Banner Finance User Guide*.

Budget Development pages

You can access Budget Development from the main Finance menu.

From the Budget Development menu, the following options are available:

- My Worksheets
- Budget Development Query
- Budget Development Worksheets
- Maintain Organization Locks

My Worksheets

You can use the My Worksheets page to view your worksheets and access your information quickly without having to repeatedly enter values in the Budget Development Worksheet parameter pages selecting Budget Types and Account Types for display.

The list of worksheets for the selected Budget Phase represents your available options for worksheets that have budget lines present according to your User Profile and Fund/Organization authorization for Finance Self-Service Budget Development updates.

You can also choose **Add Worksheet** to revise your worksheet display parameters or to create a new worksheet combination of Fund, Organization, and Program not included in your My Worksheets list.

Budget Development Query

You can query Budget Development information in the Budget Line (FBBBLIN) table. If **Self Service Budget Development History** is enabled on the System Control Maintenance (FOASYSC) page, you can choose whether or not to continue displaying rows that have been deleted.

Note: A warning message displays on the budget query results page if the budget/phase combination you entered is closed.

Budget Development Query sections

The Budget Development Query report is divided into the following sections.

- Report Parameters – The parameters you entered display in this section. The displayed budget information is based on these parameters.

- Query Results – The level of Budget Development security you are assigned determines what information you are able to view. Information you are not authorized to query will not display.

    – For an Organizational Hierarchy query, the Query Results section displays lines for all successor organizations, but includes dollar amounts only for levels you are authorized to query.

      You can drill down to line item detail by selecting underscored items, or select one of the download options and download data to a spreadsheet.

    – For a Line Item Detail query, the Query Results section displays information only for organizations you are authorized to query.

- Action buttons:

    – **All Ledger Columns** allows you to download all the budget line columns to a spreadsheet including the columns not currently selected for display.

    – **Selected Ledger Columns** allows you to download the displayed columns to a spreadsheet.

    Enter a name for your query and save it in the **Save Query as** field, or select **Another Query** to return to the first parameter page of the query. If you want another user to access this query, select **Shared**.

Budget Worksheet

Use the Budget Worksheet as a tool to create what if scenarios and determine the impact changes have on your institution's budget before you incorporate these changes into your budget.

For example, you can make changes to line items and run different calculations by amount or percent. You can continue and accumulate these calculations. You can then post, or discard, the results.

If **Self Service Budget Development History** is enabled on System Control Maintenance (FOASYSC) page, you can include rows on the Self-Service display that have been deleted.

Note: Do not select the browser's **Refresh** or **Back arrow** when you are navigating in a worksheet. This can affect the results of any calculations not yet posted to the budget lines in the worksheet.

Worksheet parameters

This section summarizes the parameters you entered, including the level 2 fund type. The worksheet displays the current proposed budget based on these parameters. Information is sorted by Program, Level 2 Account Type, Account, and Duration.

The following situations result in warning messages:

- If any other user has accessed this budget in the past four hours, you receive a warning message.

    To address access for concurrent users, you may want to customize the value of the *within_hours* variable in the `BWFKBWSH` package. This variable is set to *4* initially.

- If this is a new budget, you receive a warning message that this combination of FOAPAL elements does not currently exist.
- If the organization is locked, and you have posting access to a predecessor organization that is unlocked, you receive a warning message that the organization you are looking at is locked, but you will still be able to make changes.
- If the organization is locked, and you do not have posting access to a predecessor organization that is unlocked, you receive an error message that everything is locked and will not be able to make changes.

Mass Change Parameters (and Line Item changes)

You can calculate mass changes to Budget Development data in this section. Changes to specific lines are made within the actual worksheet.

You cannot edit some information, such as original FOAPAL, Original Budget, Permanent Transfers/ Revisions and Base Budget detail columns.

Mass changes

Mass changes apply to all rows in the worksheet that do not have line-specific changes.

Procedure

1. To round all of the entries in an existing budget:
   a) Enter a zero as the amount.
   b) Check the percent box.
   c) Click **Calculate**.
2. To make changes to all items on the worksheet:
   a) Enter information in the **Mass Change Parameters** section.
   b) Select **Post** to save mass changes.
3. If you enter an amount in the **Change Value** field:
   a) Leave the **Percent** check box blank.
   b) Choose **Calculate**.
      Result: The system adds (or subtracts) this dollar amount to the New Budget.
   c) Enter either a positive or a negative amount.
4. If you enter a value in the **Change Value** field:
   a) Select the **Percent** check box.
      Result: The system multiplies this percent by the New Budget amount and increases, or decreases, the New Budget amount accordingly.
   b) You can enter either a positive or a negative amount.
      Result: The result is rounded based on the selections you made in the **Round To Nearest** section.

Line item changes

Line item changes override mass changes during calculation. To make changes to specific line items on the worksheet, navigate to the **Change Value** column for the item. Line item changes are not saved until you select **Post**.

Procedure

1. If you enter an amount in the **Change Value** column:

   a) Leave the **Percent** check box blank.

   b) Choose **Calculate**.

      Result: The system adds (or subtracts) this dollar amount to the New Budget.

2. If you enter a value in the **Change Value** column:

   a) Select the **Percent** check box.

      Result: The system multiplies this percent by the New Budget amount and increases, or decreases, the New Budget amount accordingly. The result is rounded based on the selections you made in the Round To Nearest section.

Use the Worksheet section

You can populate the fields in the Worksheet section using the following points.

Field	Description
Status	Indicates if this budget line was built from the Operating Ledger (OPAL), Position Control (POSN), Salary Planner (SALP), or added (NEW), and marks deleted rows (DEL). **Note:** If the SALP status is displayed, you will not be able to update that line item outside of Salary Planner in Self-Service Budget Development.
Text	Indicates if text exists. To view or enter text, select the hypertext link in the account code field.
Program	Program code.
Account Type/Code	Account Type (left-justified) and Account Code (right-justified)
Title	Account Type or Account Code description.
Base Budget	Amount captured as the proposed budget when the Budget Build process (FBRBDBB) was run including base budget amounts from a prior Operating Ledger budget.
Budget Duration Code	Type of budget: Permanent or Temporary.
Proposed Budget	Latest proposed budget posted to the Budget Line table (FBBBLIN).
Change Value	Amount by which you want to change this line item.

Field	Description
Percent	Associated with the **Change Value** field.
	If selected, indicates that the line item should be changed by a specified percentage amount.
Cumulative Change	Difference between the **Base Budget** and the **New Budget** amounts.
New Budget	Current proposed budget, including changes from this session that are not yet posted.
	The new budget is transferred to the proposed budget when the worksheet is created.
Delete Record	Check box that, when selected, changes the new budget amount for this line item to .00 and marks the item for deletion.

Use the New Row section

In the New Row section, you can enter new line items into the budget.

Procedure

1. Enter program, account code, duration, and proposed budget amount information for each item.
2. Use the link for Account/Program Code lookup to search for codes.

   You can only use Operating accounts and codes that match the parameters you used when creating the worksheet. If **Self Service Budget Development History** is enabled on the System Control Maintenance (FOASYSC) page and you add a row that was previously deleted, the amounts captured during the Budget Build, and any text, are retained.
3. Click **Calculate** to validate the information you entered.
4. Move the new rows into the worksheet.
5. Repeat action to add more than five rows.
6. Select **Post** to save new rows.

   Note: FOAPAL validation is based on the Activation Date of the Budget, or the system date if the activation date does not exist.

Worksheet actions

You can perform actions using the following buttons on the worksheet.

Action button	Description
Requery	Requery information last posted to the Budget Line table and discard current calculations from this session.

Action button	Description
Calculate	Calculate changes, additions, and deletions as many times as you choose. Calculate does not save the updates to the Proposed Budget and does not record history for each calculation.
Post	Post revised budget amounts to the Budget Line table (FBBBLIN) and, if Self Service Budget Development History is enabled on FOASYSC, post a record to the Budget History table (FBRAUDT).
Download All Worksheet Columns	Download all columns of the worksheet to a spreadsheet, including the columns not currently selected for display.
Download Selected Worksheet Columns	Download the specific columns you chose on the parameter page to a spreadsheet.

Maintain Organization Lock

Use the Maintain Organization lock option to prevent (lock) or permit (unlock) any changes to a Chart, Budget ID, Phase, and Organization combination so that no additional changes can be posted through the Budget Development Worksheet.

Lock and Unlock

Lock prevents changes; unlock permits changes.

The locking process has a cascading effect; when you lock or unlock a higher organization, the others, beneath it, are locked or unlocked too. You can selectively unlock organizations beneath a locked organization, if you have the appropriate access. If any organization above your highest access level is locked, you will not be able to change lock statuses.

Authority passes up the hierarchy. For example, assume that an organization is locked. If you have access to an unlocked organization above the locked organization, you will receive a warning message, but will still be able to make changes.

Budget Development History

You can review budget development changes if **Self Service Budget Development History** is enabled on the System Control Maintenance (FOASYSC) page.

This is a listing of all posted changes made to a budget line as budgets are revised through the Self-Service worksheet.

Budget Development History is available from the following pages:

1. **Budget Development Query** > **Organization Hierarchy Account Detail**
2. **Budget Development Query** > **Account Detail**
3. **Budget Development Worksheet** > **Account Detail**

Budget Development History sections

The budget development history contains the following sections.

- Report Parameters – Summary of parameters that you entered.
- Query Results – All changes made to the selected budget line item, in descending order by date and time. That is, the most recent changes appear first.

Salary Planner

Position budgets from Salary Planner in Employee Self-Service are automatically interfaced to Budget Development worksheets in Finance Self-Service to provide budget development users the ability to review their departmental budgets in their entirety, including labor amounts.

Control of the automatic updating of labor amounts is set up in Salary Planner. Scenarios within Salary Planner may be identified to update budget development and post to Pool Accounts, if desired. For more information, see the *Employee Self-Service User Guide*.

Postings from Salary Planner will insert, update, or delete based on the following:

- If a record to be posted does not exist in FBBBLIN table, it would be treated as an INSERT with an Origin of SALP.
- If a record to be posted exists in FBBBLIN table, it will be overwritten and the Origin changed to SALP, even if the previous Origin was not SALP (that is, NEW, OPAL, POSN, Null).
- If a record is removed as part of the Add/Delete logic in Salary Planner processing, the FBBBLIN record will be set to zero.

Salary Planner process flow

Postings to Budget Development follow the Budget ID and Phase associated with the Salary Planner Extract. This is set up on the Salary Planner Extract Rules (NTRSPEX) page in Banner.

Note: See that Budget ID and Phases are coordinated by the Budget Office to ensure that Salary Planner budgets are posted to the correct budget development records for combined overall budget views.

Master Salary Planner

The Budget Office, or Master Salary Planner, can set indicators when creating a scenario in Salary Planner. They can set it to update Budget Development and also to post to pool accounts, if desired.

If set to update, Proposed Position Budget Amounts gets posted to Budget Development (into the FBBBLIN table) when the Scenario is created in Salary Planner. If audit history is being captured, an entry to the history table (FBRAUDT) also occurs.

Budget Manager

A Budget Manager may make changes within Salary Planner. If the Scenario being changed is set to update Budget Development, any changed, new, or deleted position budget or labor distribution is automatically posted.

Deletions from Salary Planner will not result in a DEL record in the Finance Budget Development Worksheet, but a change/update to zero. The DEL status is reserved for deletions from the Finance Self-Service page. Make all Position Budget Amount changes in Salary Planner.

Finance Budget User

The Proposed Budget Amounts may be viewed on the Budget Development Query or Budget Worksheet pages.

Records posted from Salary Planner displays a Status (Origin) of SALP on the Budget Worksheet, and the User ID associated with these postings is SALPLAN. These records may not be modified within Self-Service Budget Development, therefore, make changes in Salary Planner.

Note: Salary Planner amounts may be zeroed out in Budget Development when running the Salary Planner Upload Process (NBPSPUP) if the position budgets amounts will be fed to Budget Development with FBRFEED, for example. This allows your institution the flexibility to decide whether it is appropriate to keep Salary Planner labor budgets (SALP origin) in Budget Development for future viewing.

Use pool accounts in Salary Planner

If you have selected the use of Pool Accounts in Salary Planner, the posting logic looks for a Pool Account value associated with the labor distribution account.

Procedure

1. Use the chart and budget fiscal year from the Salary Planner Extract.
2. Find the Begin and End Date from the **Fiscal Year (NBAFISC)** page for the chart and fiscal year.
3. If System Date is less than the budget fiscal year Begin Date, select the effective dated record that is equal to the budget fiscal year Begin Date.

   However, if no record is found, select the latest effective dated record that is less than the budget fiscal year Begin Date.
4. If System Date is equal to or greater than the budget fiscal year Begin Date, select the latest effective dated record that is less than or equal to the System Date.

   Note: Do not make changes to Pool Accounts within the fiscal year and budget period. If you use automatic posting from Salary Planner, records are not cleared and reposted properly. Changes to Pool Accounts should be effective the first day of a new fiscal year.

Budget Development tasks

For performing tasks relating to Budget Development, access Budget Development from the Finance menu.

Create a Budget Development Query

Access Budget Development from the Finance main menu to create a Budget Development Query.

Procedure

1. On the Budget Development page, click **Budget Development Query**.

2. Choose one of the following:

    • To create a new Budget Query, click **Create Query**.

    or

    • To retrieve an existing template, choose a saved query and click **Retrieve Query**.

3. Select the columns you want displayed on the report.

Field	Description
Adopted Budget	Original adopted budget for the Base Budget.
Permanent Budget Adjustments	Permanent adjustments during the year for the Base Budget.
Temporary Adopted	Temporary adjustments to the adopted budget for the Base Budget.
Temporary Adjustments	Temporary adjustments to the budget during the year for the Base Budget.
Base Budget and Cumulative Change	Base Budget – Initial proposed budget from the Operating Ledger when the Budget Build process (FBRBDBB) was run. Cumulative Change – Difference between the Proposed Budget amount and the Base Budget amount.
Lock Status	Select this check box to display the current lock status. Current lock status displays only for an organization hierarchy query.

4. Select **Organization Hierarchy** to generate a display that begins with a summary by organization.

5. Select **Line Item Detail** to produce a listing of individual budget line rows that match your parameter criteria.

6. Enter your parameters as indicated in the following chart:

Field/Option	Notes
Chart of Accounts	
Budget ID	See *Use the Budget Code Lookup function* for details on populating this field.
Budget Phase	See *Use the Budget Code Lookup function* for details on populating this field.
Comparison Budget ID	Enter an additional ID and Budget Phase for comparison. (only for organization hierarchy, not line item detail)
Comparison Budget Phase	Enter an additional ID and Budget Phase for comparison. (only for organization hierarchy, not line item detail)
Index	
Fund	Wildcard (%) allowed
Organization	Wildcard (%) allowed (except for the Organization in Organization Hierarchy)
Account	Wildcard (%) allowed
Program	Wildcard (%) allowed
Activity	Use a specific value including the wildcard (%). You can use the wildcard (%) alone to indicate all values. Null matches null in the Budget Lines table.
Location	Use a specific value including the wildcard (%). You can use the wildcard (%) alone to indicate all values. Null matches null in the Budget Lines table.

7. For the **Budget Duration Code** field, choose from:

- Permanent budget
- Temporary budget
- All

8. For the **Display Financial Manager from** field, choose from:

- None
- Organization
- Fund

9. Select any of these check boxes to include the following:

Field	Description
Revenue Accounts	If you select this check box, revenue accounts based on internal account type 50 are included in the query.
Labor Accounts	If you select this check box, labor accounts based on internal account type 60 are included in the query.
Expenses	If you select this check box, expenses based on internal account type 70 are included in the query.
Transfers	If you select this check box, transfers based on internal account type 80 are included in the query.
Deleted Items	If you select this check box, and **Self Service Budget Development History** is selected on FOASYSC, deleted rows will display in the query.

10. In the **Save Query as** field, enter a name for the query you have created, then click **Submit** to process your query and display the budget information.

11. Select the **Shared** check box if you want the query to be saved as a shared query.

    A shared query can be retrieved by any user.

    A personal query can be retrieved only by the user who created it.

Related tasks

Use My Worksheets

You can select a Budget Worksheet on the My Worksheets page from your list of authorized worksheets that have budget lines present.

Procedure

1. On the Budget Development page, click **My Worksheets**.

2. Enter your parameters as indicated in the following chart:

Field/Option	Notes
Chart of Accounts	
Budget ID	See *Use the Budget Code Lookup function* for details on populating this field.
Budget Phase	See *Use the Budget Code Lookup function* for details on populating this field.

3. Click **List Worksheets** to display your available worksheet choices for each different combination of Fund, Organization, and Program.
   Result: The page displays all worksheets present for the parameters entered.

4. On the **My Choice** column, select the option corresponding to your worksheet choice.

5. Click **Submit** to open the selected budget worksheet.

What to do next

For an alternate method to use My Worksheets, see *Use My Worksheets – detail method*.
Related tasks

Use My Worksheets – detail method

On the My Worksheets page, you can access the detail method of starting a Budget Worksheet to revise your worksheet display parameters or create a new worksheet if there are no budget lines present.

Procedure

1. On the Budget Development page, click **My Worksheets**.

2. Select **Add Worksheet**.

    See the task *Create a Budget Worksheet* for information about entering the complete set of parameters to begin a Budget Worksheet.

Related tasks

Create a Budget Worksheet

You can create a budget worksheet that accesses data in the Budget Line table (FBBBLIN). Although the worksheet can accommodate a maximum of 999 budget lines, you can enter different parameters to produce more manageable output.

About this task

These instructions apply equally to two scenarios:

*   Defining a worksheet to open that has initialized budget lines or budget lines in progress, or both.

*   Defining a worksheet to create new budget lines for a FOAPAL combination that had no budget lines present.

Procedure

1. On the Budget Development page, click **Budget Development Worksheet**.

2. On the Budget Development Worksheet page, choose one of the following:

    *   To create a new Worksheet Query, click **Create Query**.

        or

    *   To retrieve an existing query, choose a saved query and click **Retrieve Query**.

3. If you are creating a new worksheet, choose the columns you want to display on the worksheet by selecting the appropriate check boxes, as summarized in the following chart.

    Note: The Base Budget amount and current Proposed Budget amount are always included.

Field	Description
Adopted Budget	Original adopted budget for the Base Budget.
Permanent Budget Adjustments	Permanent adjustments during the year for the Base Budget.
Temporary Adopted	Temporary adjustments to the adopted budget for the Base Budget.
Temporary Adjustments	Temporary adjustments to the budget during the year for the Base Budget.

4. Select the appropriate Chart of Accounts, Budget ID and Phase, Fund, and Organization to include on the worksheet.

    Information about the choices on this page is summarized in the following table.

Field/Option	Notes
Chart of Accounts	
Budget ID	You can only use existing Budget IDs or phases as defined on the Operating Budget Maintenance (FTMOBUD) page. See *Use the Budget Code Lookup function* for details on populating this field.
Budget Phase	You can only use existing Budget IDs or phases as defined on the Operating Budget Maintenance (FTMOBUD) page. See *Use the Budget Code Lookup function* for details on populating this field.
Index	
Fund	You must have posting access at, or above, the fund and organization you are trying to view.
Organization	You must have posting access at, or above, the fund and organization you are trying to view.
Account	Wildcard (%) is allowed, or leave null to include all records.
Program	Wildcard (%) is allowed, or leave null to include all records.
Activity	Can use a specific value. Null matches null in the Budget Lines table.

Field/Option	Notes
Location	Can use a specific value.
	Null matches null in the Budget Lines table.

5. For the **Budget Duration Code** field, choose from:

   - Permanent budget
   - Temporary budget
   - All

6. For the **Display Financial Manager from** field, choose from:

   - None
   - Organization
   - Fund

7. Select any of these check boxes to include the following:

Field	Description
Revenue Accounts	If you select this check box, revenue accounts based on internal account type 50 are included on the worksheet.
Labor Accounts	If you select this check box, labor accounts based on internal account type 60 are included on the worksheet.
Expenses	If you select this check box, expenses based on internal account type 70 are included on the worksheet.
Transfers	If you select this check box, transfers based on internal account type 80 are included on the worksheet.
Deleted Items	If you select this check box, and **Self Service Budget Development History** is selected on FOASYSC, deleted rows will display on the worksheet.
	If you do not select this check box, any deleted items will be included in the summary line only.

8. In the **Save Query as** field, enter a name for the query you have created.

9. Select the **Shared** check box if you want the information you entered in the **Save Query As** field to be shared.

   A shared query can be retrieved by any user.

   A personal query can be retrieved only by the user who created it.

10. Click **Submit**.

    Result: The system verifies the validity of the entered FOAPAL, Budget ID, and Budget Phase, and displays the budget information.

Results

The worksheet displays all budget lines present for the parameters entered.

Related concepts
My Worksheets on page 58
Related tasks
Use My Worksheets – detail method on page 69
Use the Budget Code Lookup function on page 76

Change a Budget Worksheet

You can modify a worksheet by deleting specific rows, associating text with specific line items. You can also make changes to specific line items.

About this task

For information on budget line changes, see *Mass Change Parameters (and Line Item Changes)*.

Related concepts
Mass Change Parameters (and Line Item changes) on page 60

Delete rows

You can delete rows in a worksheet.

Procedure

1. To delete rows from the worksheet:
   a) Select the **Delete Record** check box.
   b) Click **Calculate**.
      Result: This changes the balance to zero and marks the row for deletion.
2. Select **Post** to delete rows marked for deletion.
   Result: After deleted rows have been posted, if **Self Service Budget Development History** is enabled on the System Control Maintenance (FOASYSC) page, a record is written to the Budget Line Audit History (FBRAUDT) table.
3. Select the **Deleted Items** check box on the query criteria page.
   Result: This includes detailed information about a deleted record on your worksheet.

   If you did not include Deleted Items in your worksheet, a summary by account type that includes deleted rows displays at the bottom of the worksheet page section.

Add free-form text to budget lines

You can add free-form text to any budget line item on the worksheet.

Procedure

1. On the Budget Development Worksheet, select the account code link.
   Result: The **Budget Development Text** page displays.
2. Enter text in the appropriate box and click **Save**.
   After you enter text for a record, the **Text** column on the worksheet changes from *No* to *Yes*. You can access the text from the account code link and make additional changes.

Set up an Organization Lock

You must have posting authority to a predecessor organization to be able to access or change the lock status of an organization.

Procedure

1. On the Budget Development page, click **Maintain Organization Locks**.
2. Enter the parameters indicated in the following chart.

Field/Option	Notes
Chart of Accounts	
Budget ID	
Phases	Click **Default Phases** to default existing phase information from the Budget ID.
	To enter a combination of your own phase information and default information, click **Default Phases** before entering phase information.
	Depressing this button overwrites any data that already exist in these fields.
	A warning is displayed if the budget phase combination is closed. You will still be able to update the status of the organizations for this combination.
Organization	Enter an organization or leave this field blank to retrieve the highest-level organizations for which you have authority. If you enter an organization here, the lock page will start as follows:
	• With this organization if you have the authority
	• With all the immediate successor organizations if you have Posting authority for that organization, but not higher
	• With an error if you do not have authority

Field/Option	Notes
Status	Choose Locked, Unlocked, or All.
	If you choose a status, only records matching that status display. If you drill down through the hierarchy and do not see the records you need, you can always go back and change the parameters you selected on this page.

3. Click **Submit**.

   Result: A summary page displays the parameters you selected and the organization's lock status.

4. You can change the status of each phase that appears in the Organization Lock Status section.

   a) Click **Review** to look over the parameters and your pending changes.

   You can make additional changes by using the back button on your browser and redoing your selections. You can continue to toggle back and forth and make additional changes until you are satisfied with the results.

   b) Click **Update** to apply your change to the database.

Review History

To review the history for a budget line item, choose the link for a Proposed Budget amount from the Budget Development worksheet or from the budget query page labeled **Line Item Detail**.

Review History is available from three pages:

• **Budget Development Query** > **Organization Hierarchy Account Detail**

• **Budget Development Query** > **Account Detail**

• **Budget Development Worksheet** > **Account Detail**

Use Extensibility in Budget Development

You can hide optional page elements or change elements field labels using the Extensibility tool set delivered with the application.

About this task

Use the Extension Editor, accessed in **Budget Development Tools** menu, to configure which elements you want to modify. When the extensions are edited and saved, this configuration is applied uniformly across your site's Budget Development implementation.

Note: Only users who have a Web Tailor admin role can use the Extension Editor. For more information about this role, see *Finance web app extensibility*.

Note: Several `.json` files are included with this PDF. Click the **Attachments** icon to access the files.

Procedure

1. Log into Budget Development using the Web Tailor Admin role.

2. Click the **Tools** icon, then select **Extensibility** > **Edit Extensions**.
   Result: The **Extension Editor** window appears.

3. For the element for which you want to change the label, modify the label in the corresponding JSON code in the **Extension Editor** window as shown in the following examples:
   If you want to change the label from **Public Comment** to **Printable Comment**, modify the JSON code as follows:

   ```
   {"label":"Public Comment"}
   ```

   TO

   ```
   {"label": "Printable Comment"}
   ```

4. Use the `exclude` value to specify that an element be displayed or hidden.

   - `"exclude":true` hides the element
   - `"exclude":false` displays the element

5. **Note:** Based on the needs of your institution, use the JSON files supplied for the all possible extensible elements in Budget Development. You can mix and match sections of the JSON code contained in the provided `BudgetDevelopment.json` file.

   Make sure, after modifications the JSON supplied is a valid one, by verifying against any of the available JSON validators.
   For example:

   - http://jsonlint.com/
   - https://jsonformatter.curiousconcept.com/

Query Type	Use JSON Code File
Budget Development	BudgetDevelopment.json

6. Click **Submit** to save the extension.
   Result: A notification center message appears verifying your save.

7. Refresh the page to verify your changes were made.

Use the Budget Code Lookup function

You can look up Budget ID and Budget Phase codes from these pages — My Worksheets, Budget Development Query, or Budget Worksheet.

Procedure

1. Depending on what page you are on, access the modal lookup window for Budget ID and Phase by clicking the budget codes **Look up** button.

2. On the Code Lookup modal window, enter criteria based on the following conditions.

Field	Description
Chart of Accounts	Required field.
Budget ID Criteria (code)	Use exact match or with wildcards % and _.
Budget ID Title Criteria	Case sensitive; use exact match or with wildcards % and _.
Budget Phase Criteria (code)	Use exact match or with wildcards % and _.
Budget Phase Title Criteria	Case sensitive; use exact match or with wildcards % and _.

3. Click **Execute Query**.

   Result: This displays the Code Lookup Results window with a list of valid budget code combinations for Budget ID and Budget Phase.

4. Select a **Budget Phase** code to return the value to the parameter page.

   Alternately, you can exit without value to return without a value.

5. Click **Another Query** to return to the Code Lookup page.

Related tasks

Delete Finance Template page overview

Delete Finance Template is an option on the My Finance menu that enables you to delete templates or queries.

This can be helpful when you rename templates and want to remove the original through the user interface. The ability to delete templates depends on the privileges associated with your user ID.

Delete Finance Template tasks

If you are a Finance user assigned the Finance Data Tailor Role, you can delete your own and others' templates or queries, both shared and personal. If you are a Finance user not assigned the Finance Data Tailor Role, you can delete only your personal templates or queries.

About this task

Use the following steps to delete templates or queries:

Procedure

1. Select the **Delete Finance Template** option from the menu.

    Result: A page displays where you can enter parameters. The parameters differ, depending on your user privileges.

2. Enter the desired information for each parameter described in the following chart:

Field	Description
User ID	User ID associated with the query or template you want to delete. The default value is All.
	This field displays only for users assigned the Finance Data Tailor Role.
Template/Query Name	Name of the template or query that you want to delete.
	You can use a wildcard (%) in this field if you know only part of the name. For example, enter `%PO%` to display templates or queries whose name contains the text string PO.
Template/Query Type	Type of template or query that you want to retrieve.
	For example, select **Purchase Order** from the pulldown list to display templates or queries for purchase orders.
Shared	Shared indicator.
	• Yes = Display only shared templates or queries that meet the other entered criteria.
	• No = Display only personal templates or queries.
	• All = Display both shared and personal templates and queries.
	This field displays only for users assigned the Finance Data Tailor Role.

3. Click **Submit Query**.

    Result: The query results are added to the page display below the parameters.

4. Select the **Delete** check box for each template or query you want to delete, or use **Select All** to mark all templates and queries for deletion.

5. Click **Delete** to permanently delete your selections.

Use Extensibility in Delete Finance Template

You can hide optional page elements or change elements field labels using the Extensibility tool set delivered with the application.

About this task

Use the Extension Editor, accessed in **Delete Finance Template Tools** menu, to configure which elements you want to modify. When the extensions are edited and saved, this configuration is applied uniformly across your site's Delete Finance Template implementation.

Note: Only users who have a Web Tailor admin role can use the Extension Editor. For more information about this role, see *Finance web app extensibility*.

Note: Several `.json` files are included with this PDF. Click the **Attachments** icon to access the files.

Procedure

1. Log into Delete Finance Template using the Web Tailor Admin role.

2. Click the **Tools** icon, then select **Extensibility** > **Edit Extensions**.
   Result: The **Extension Editor** window appears.

3. For the element for which you want to change the label, modify the label in the corresponding JSON code in the **Extension Editor** window as shown in the following examples:
   If you want to change the label from **Public Comment** to **Printable Comment**, modify the JSON code as follows:

   ```
   {"label":"Public Comment"}
   ```

   TO

   ```
   {"label": "Printable Comment"}
   ```

4. Use the `exclude` value to specify that an element be displayed or hidden.

   - `"exclude":true` hides the element
   - `"exclude":false` displays the element

5.   **Note:** Based on the needs of your institution, use the JSON files supplied for the all possible extensible elements in Delete Finance Template. You can mix and match sections of the JSON code contained in the provided `DeleteFinanceTemplate.json` file.

Make sure, after modifications the JSON supplied is a valid one, by verifying against any of the available JSON validators.

For example:

- http://jsonlint.com/
- https://jsonformatter.curiousconcept.com/

Query Type	Use JSON Code File
Delete Finance Template	DeleteFinanceTemplate.json

6.   Click **Submit** to save the extension.

Result: A notification center message appears verifying your save.

7.   Refresh the page to verify your changes were made.

Keyboard shortcuts

The following tables list the keyboard shortcuts for the My Finance and the My Finance Query modules.

My Finance

The following table lists the keyboard shortcuts that you can use to navigate through the modules of My Finance.

Action	Key option 1	Key option 2 (if any)
Notifications	**Alt + N**	
Right menu	**Alt + M**	
Avatar/Profile menu	**Alt + P**	
Navigate to the Home page	**Shift + Home**	**Ctrl + Home**
Tools/Options menu	**Alt + L**	
Sign out	**Ctrl + Shift + F**	
Open date picker	**F9**	**Fn + F9** (Mac)

My Finance Query

The following table lists the keyboard shortcuts that you can use in the My Finance Query module.

Action	Key option 1	Key option 2 (if any)
Create new query	**F7**	
Submit	**F8**	
Edit query	**F9**	**Alt + B**
Save	**F10**	
Filter	**Shift + F4**	
View document	**Alt + R**	**Alt + U**
Close popup	**Ctrl + Q**	
Low/High sort	**Alt + Up/Down arrow**	
View query parameter	**Ctrl + I**	**Ctrl + M**

Action	Key option 1	Key option 2 (if any)
Share	**Alt + S**	**Alt + N**
Calculate	**F6**	
Download	**Shift + F1**	**Shift + F2**
Footer expand/collapse	**Alt + Down arrow**	
Back	**Alt + Left arrow**	

My Journals

The following table lists the keyboard shortcuts that you can use in the My Journals module.

Action	Windows	Mac
Create New Journal	**F6**	**Fn + F6**
Sort	**Enter** key on the specific column	**Return** key on the specific column
Search	**Enter**	**Return**
Clear Search	**Ctrl + Q**	**Ctrl + Q**
View More	**Enter**	**Return**
Landing Page	**Ctrl + Alt + Home**	**Ctrl + Alt + Fn + <left arrow>**
Filter	**Shift + F4**	**Shift + Fn + F4**
Back	**Ctrl + Backspace**	**Ctrl + Delete**
Update/Save	**F10**	**Fn + F10**
Close	**Esc** / **Ctrl + Q**	**Esc** / **Ctrl + Q**
Add Accounting	**F6**	**Fn + F6**
Edit Header	**Alt + F6**	**Alt + Fn + F6**
Attachments	**Alt + A**	**Alt + A**
Download as Excel	**Shift + F1**	**Shift + Fn + F1**
Download as PDF	**Shift + F2**	**Shift + Fn + F2**
Copy (Line item)	**F4**	**Fn + F4**
Delete (Line item)	**Shift + F6**	**Shift + Fn + F6**
Save as draft	**F10**	**Fn + F10**
Submit Journal	**F8**	**Fn + F8**
Attach File	**Alt + A**	**Alt + A**
Refresh	**Alt + F5**	**Alt + Fn + F5**

Configure My Finance

At the time of installation, the application administration has the following configurations to fine tune the application to match the usage needs of your institution.

A summary of these configurations are provided here. You can find more details about these configurations in *My Finance Configuration*.

If you would like to change any configuration to match your needs, consult your Administrator.

Consolidated setting for the Finance application

This setting allows the administrator to enable/disable various modules of the My Finance application.

You can enable or disable any of the modules. Currently the following modules are available for configuration:

1. My Finance Query
2. My Requisitions
3. My Journals
4. Purchase Orders
5. Approve Documents
6. Budget Development
7. Delete Finance Template

By default, all available Finance modules are enabled.

Do not change the module name key. Only change enable and disable flag.

- To enable a module, set the corresponding value of the configuration to `true`.
- To disable a module, set the corresponding value to `false`.

```
banner.consolidated.applications=[REQUISITION:true,FINANCEQUERY:true,
JOURNALS:true,PURCHASEORDER:true,APPROVALS:true,BUDGETDEVELOPMENT:true,
DELETETEMPLATE:true]
```

Apply themes

For information about applying themes using the latest settings, see *Theme Editor tool* in the *Banner Finance Self-Service Installation Guide*.

Set preferred language for the application

You can set preferred languages for your institutions instead of changing the browser locale.

Procedure

1. Login to the Finance Self-Service application.
2. Navigate to the **Tools** menu.
3. Select **Language Settings**.
4. From the list box, choose your preferred language.
5. Press **Enter** on your keyboard, or click **Save**.
   Result: The system displays the message — `Language Setting was successful, please re-login for the preferences to take effect`.
6. Re-login to the application for the preferred language to take effect.

   Note: This preferred language set is available to all applications that are on Platform 9.26 and above.

   Note: This setting is applicable only to a logged-in user session, so the pages that are unsecured will fall back to the browser locale.

Configure Information Text on GUAINFO

See *Information Text (GUAINFO)* in the *Banner Self-Service Common Features Handbook* for more details on configuring information text at your institution.

My Finance PDF logo file location

This configuration allows the administrator to configure your institution logo, which is displayed in the PDF documents in My Finance.

For optimal viewing, use a logo file which has a width of 200 pixels and a height of 90 pixels.

The logo file should be of one of the following formats:

- `.png`

- `.jpg`
- `.bmp`

If you need a reference logo, you can find the default Ellucian logo (`ellucian-logo.png`) as part of the WAR file.

My Finance Query: Dashboard bar chart

The **My Finance Query** dashboard shows **Net Revenue** versus **Net Expenditure** bar chart for those queries which have the **Include revenue account** flag selected.

This configuration allows the administrator to decide whether the commitment component should be considered, along with the YTD component for the calculating the Net Total of Revenue and Expense. If commitment is not included, calculation will happen only on year-to-date component.

- So, when `includeCommitment` is set to *true*, then:
    - Net Revenue = Net YTD of all Revenue Accounts + Net Commitments of all Revenue Accounts
    - Net Expenditure = Net YTD of all Expense Accounts + Net Commitments of all Expense Accounts
- Whereas, when `includeCommitment` is set to *false*, then:
    - Net Revenue = Net YTD of all Revenue Accounts
    - Net Expenditure = Net YTD of all Expense Accounts

```
financeQuery.barChart.includeCommitment=true
```

My Finance Query: Dashboard Radial Progress Chart

My Finance Query uses a Radial Progress chart to display the available balance percentage for those queries that have **Include Revenue Accounts** set to *false*.

Color of the chart varies based on the available balance budget percentage. The Administrator can set the range of percentage applicable to a particular color. This allows the institution to enforce institution wide policies around Budget enforcement by tweaking this setting based on the time of the year, and so on.

When modifying the range, do make sure that you have all possible percentage values for your institution covered.

Following is the set of allowed colors and their default percentage range.

Color	Available Balance % Range
Green	80 – 1000
Yellow	60 – 79

Color	Available Balance % Range
Light Yellow	40 – 59
Orange	20 – 39
Deep Red	−1000 to 1

```
financeQuery.pieChart.colorPercentageRange=[Green:80..1000,
 Yellow:60..79, LightningYellow:40..59, Orange:20..39, Red:0..19,
 DeepRed:-1000..-1]
```

My Finance Query: Query Type configuration

You can specify the list of query types supported in My Finance Query.

By default, Budget Quick Query will always be available to the use while creating a query. Other query types configured to be enabled or disabled are:

- Budget Status by Account
- Encumbrance Query
- Payroll Expense Detail
- Multi Year Query
- Budget Status by Organizational Hierarchy

In the following configuration, you can disable and enable query type by setting the exclude flag to *true* or *false*. Do not change Query key names.

Setting the exclude flag to *true* in the following configuration will disable the corresponding query type. By default, the exclude flag for all query types in the configuration are *false*.

```
financeQuery.queryTypes.excludeQueryTypes = [BUDGET_QUERY_ACCOUNT :
 false, BUDGET_QUERY_ORG : false, PAYROLL_EXPENSE_QUERY : false,
 ENCUMBRANCE_QUERY : false, BUDGET_MULTI_YEAR_QUERY : false]
```

My Finance Query: Disable Health icon

You can disable the Health icon.

In My Finance Query, while displaying the query results information, the system calculates the available balance percentage value and displays the health of the line item visually using the Health icon. Your administrator has the ability to hide this icon by setting the configuration to *false*.

```
financeQuery.queryList.showHealthColumn = true
```

My Finance Query: Health Icon percentage configuration

In My Finance Query, while displaying the query results information, the system calculates the Available Balance percentage value and displays the health of the line item visually using an icon called a Health Icon.

Available Balance % = Available Balance / Adjusted Budget * 100

Your administrator has the ability to configure the percentage ranges for the available color codes (Red/Yellow/Green).

Color	Available Balance % Range
Green	61 – 1000
Yellow	21 – 60
Red	–1000 to 20

```
financeQuery.healthIcon.colorPercentageRange = [Green: 61..1000,
 Yellow: 21..60, Red: -1000..20]
```

My Finance Query: Excel file format

In My Finance Query, users have the ability to download the information to an Excel format.

Your administrator has the ability to configure the default format of the excel export that you would like to support. The system supports `.xls` and `.xlsx` formats.

```
banner.finance.excelExport.fileType = 'xls' // options are xls or xlsx.
 Default is xls
```

Note: When configured with the `.xlsx` format, in some versions of MS Excel, when opening the reports downloaded from My Finance Query for the first time, you may be notified with this prompt:

```
We found a problem with some content in 'FileName.xlsx'. Do you want
us to try to recover as much as we can? If you trust the source of this
workbook, Click Yes.
```

Click **Yes** in such cases. We have observed no loss of data and styles in such scenarios.

My Requisitions: Vendor related configurations

This configuration allows administrator to configure some of the vendor lookup related behavior.

- `chooseVendorForMeChecked` for the ability to default the **Choose Vendor for Me** check box as selected or cleared.

- `corporateAddressTypes` for the ability to specify the list of address types of corporate vendors to be displayed in the Vendor Lookup.

- `personAddressTypes` for the ability to specify the list of address types of person vendors to be displayed in the Vendor Lookup.

```
banner.vendor.corporateAddressTypes = [MA, BU] //// Specify corporate
  vendor address type codes to filter vendors lookup.
banner.vendor.personAddressTypes = [' ']
banner.vendor.chooseVendorForMeChecked = true  // Default setting for
  Choose Vendor For me; true is checked , false is unchecked
```

Note: Failure to identify these address types will result in My Requisitions not returning any results when a user performs a vendor lookup. If person vendors are not required to be listed, it should not include any address types and should be configured as `personAddressTypes = ['']`.

Consult with your functional users to determine whether to have the **Choose vendor for me** check box set to default *ON* or set to default *OFF* in the My Requisitions module.

The following are the two options:

- If the `chooseVendorForMeChecked` is set to *true* in the configuration file, then the **Choose vendor for me** check box will be set to default *ON* in My Requisitions.

  In the My Requisitions module, you will have the option to manually set the **Choose vendor for me** check box to *OFF* upon which the **Vendor**, **Discount**, and **Currency** fields will become enabled and you can then proceed to select the vendor of your choice.

- If the `chooseVendorForMeChecked` is set to `false` in the configuration file, then the **Choose vendor for me** check box will be set to default *OFF* in My Requisitions and the **Vendor**, **Discount**, and **Currency** fields will be enabled and will permit you to select the vendor.

  In My Requisitions, you will have the option to manually set the **Choose vendor for me** check-box to *ON* upon which the **Vendor**, **Discount**, and **Currency** fields will be disabled and any data previously selected for these fields reverted.

Consult with your functional users to decide the vendor types to be set at the configuration file level to determine which type of vendor and their corresponding address type(s) need to be displayed in the Vendor lookup in My Requisitions.

You can configure the following vendor types:

- Corporate — If a Corporate vendor type needs to be displayed in the Vendor lookup in My Requisitions, then the corresponding address type or types need to be defined in the `corporateAddressTypes` section in the configuration file.

  – One or more address types can be defined for the corporate vendor upon which only the defined address types display as part of the vendor lookup in My Requisitions.

  – If nothing is defined in the `corporateAddressTypes` in the configuration file, then no corporate vendors will display for selection in the Vendor lookup in My Requisitions.

- Person — If a Person vendor type needs to be displayed in the Vendor lookup in My Requisitions, then the corresponding address type or types need to be defined in the `personAddressTypes` section in the configuration file.

  - One or more address types may be defined for the person vendor, upon which only the defined address types will display as part of the vendor lookup in My Requisitions.

  - If nothing is defined in the `personAddressTypes` in the configuration file, then no person vendors display for selection in the Vendor lookup in My Requisitions.

- Both — In case both Corporate and Person vendor types are required, then the corresponding address types of both these vendors need to be defined in their respective sections in the configuration file.

My Requisitions: Commodity Text configuration

This configuration allows the administrator to configure whether the default commodity text setup for a commodity is copied into the Public/Private comments section of the Commodity item while creating a requisition.

```
banner.commodity.copyItemText = true // copy commodity text to public
  comments
```

Consult with your functional users to determine whether to copy any commodity text from the commodity master in Banner to commodity item text of the Requisition when the commodity is selected during purchase requisition document creation.

- If the configuration is set to *Allow Copy Item Text*, then any commodity text entered in FOATEXT (General Text Entry) in the commodity master in Banner will be copied to the same commodity when selected in the purchase requisition document within the My Requisitions module.

  - Additionally, in FOATEXT, if the **Print** check box against the commodity text line is set to *ON*, the same text will appear in the **Public Comments** text box for the same commodity in the purchase requisition.

  - If the **Print** check box against the text line is set to *OFF*, the same text will appear in the **Private Comments** text box for the same commodity in the purchase requisition.

- If the configuration is set not to copy Item Text, then any commodity text entered in FOATEXT (General Text Entry) in the commodity master in Banner will not be copied to the same commodity selected in the purchase requisition document.

My Requisitions: Accounting type setting

Consult with your functional users to determine the accounting type default (document or commodity level) for all new requisitions created in My Requisitions module.

This configuration allows the administrator to configure the following:

- Default accounting type (document or commodity level) for all new requisitions created in My Requisitions module.

- Ability to control if the users are allowed to override the default value.

Options are *true* or *false*.

Having this setting as *true* means user cannot change the accounting type. Having this setting as *false* means user can change accounting type from document to commodity or other way.

```
banner.accounting.disable = true // Options true or false
banner.accounting.defaultType = 'document' // Options : document or
  commodity( case sensitive)
```

My Requisitions: NSF processing configuration

When a purchase requisition has errors requiring an override for non-sufficient funds and approvals are set to ON, the administrator can use the NSF processing configuration to stop the document from being completed by the user.

In such a case, one of the following will occur — My Requisitions will either stop the user from completing the requisition and sending it to approvals (See *Sample scenario 1*), or allow the user to complete the requisition document (See *Sample scenario 2*).

```
banner{
nsfChecking{
{bypassChkOnApprovalOn = false // if false while Approval is ON,
then on NSF Error, document is not allowed to be completed.}
}
```

Sample scenario 1

My Requisitions stops the user from completing the requisition document and sending it to approvals:

```
Approval On[Explicit Approval] and Requisition NSF checking On
and bypassChkOnApprovalOn = false
```

On completing the requisition, the following error message displays:

```
"Insufficient budget for sequence x suspending transaction. Requisition
is valid but failed available balance check."
```

Result: You cannot complete the document — it will be saved as a draft for future use.

Sample scenario 2

My Requisitions allows the user to complete the requisition document:

```
Approval On[Explicit Approval] and Requisition NSF checking On and
  bypassChkOnApprovalOn = true
```

On completing the requisition, the following message displays:

```
"Requisition Rxxxxxxx completed successfully"
```

Result: The document is complete.

My Journals: Document Totals field configuration

In My Journals, the institution can include/exclude the **Document Total** field from the header information section using a configuration.

```
banner{
journal.documentTotal

{ exclude = false // if false then Document Total field is not displayed
 in Header information UI
and a user can create Journal header without Document total }
```

An administrator can use this configuration to decide whether the user needs to enter the document total upfront or allow My Journals to calculate document total.

My Journals: NSF processing configuration

When a Journal has errors requiring an override for non-sufficient funds and approvals are set to ON, the administrator can use the NSF processing configuration to stop the document from being completed by the user.

In such a case, one of the following will occur — My Journals will either stop the user from completing the Journal document and sending it to approvals (See *Sample scenario 1*), or, allow the user to complete the Journal document (See *Sample scenario 2*).

```
banner{
journal.nsfChecking{
{bypassChkOnApprovalOn = false // if false while Approval is ON,
then on NSF Error, document is not allowed to be completed.}
}
```

Sample scenario 1

My Journals stops the user from completing the Journal document and sending it to approvals:

```
Approval On[Explicit Approval] and Journal NSF checking On
and journal.nsfChecking.bypassChkOnApprovalOn = false
```

On completing the journal, the following error message displays:

```
"Insufficient budget for sequence x suspending transaction. Journal is
valid but failed available balance check."
```

Result: You cannot complete the document – it will be saved as a draft for future use.

Sample scenario 2

My Journals allows the user to complete the Journal document:

```
Approval On[Explicit Approval] and Journal NSF checking On
and journal.nsfChecking.bypassChkOnApprovalOn = true
```

On completing the journal, the following message displays:

`"Journal Jxxxxxxx completed successfully"`

Result: The document is complete.

My Journals: Excel file format

In My Journals, users can download information to an Excel format.

Your administrator can configure the Excel export's default format that you want to support by using the `banner.finance.excelExport.fileType` configuration. My Journals supports `.xls` and `.xlsx` formats.

When first opening `.xlsx` formatted reports from My Journals, some versions of MS Excel may notify you with this prompt:

`We found a problem with some content in 'FileName.xlsx'. Do you want us to try to recover as much as we can? If you trust the source of this workbook, Click Yes.`

Click **Yes** in such cases. Ellucian has observed no loss of data and styles in such scenarios.

Delete Finance Template: Template Query Type configuration

You can specify the list of templates types supported in Delete Finance Template.

By default, the template types configured to be enabled are:

• Budget Query (includes Budget Quick Query)

• Multi Year Query

• Payroll Expense Detail

• Encumbrance Query

• Budget Development Query

• Budget Development Worksheet

• Purchase Order

Note: Requisition and Budget Transfer templates are disabled by default because the templates are used only with Finance Self-Service 8x.

In the following configuration, you can disable and enable template query type by setting the exclude flag to *true* or *false*. Do not change template key names.

Setting the exclude flag to *true* in the following configuration disables the corresponding template query type.

```
financeTemplateQuery.queryTypes.excludeQueryTypes = [BUDGET_QUERY: false,
 MULTI_YEAR_QUERY: false, PAYROLL_EXPENSE_QUERY: false, ENCUMBRANCE_QUERY:
```

```
false, BUDGET_DEVELOPMENT_QUERY: false, BUDGET_DEVELOPMENT_WORK_SHEET:
false, PURCHASE_ORDER: false, REQUISITION: true, BUDGET_TRANSFER: true,
BUDGET_MULTI_LINE_TRANSFER: true]
```