

# Banner 7

## Finance

### Self-Service



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## Objectives

Users will be able to access and navigate within the Banner Finance Self-Service system and be able to query budgets of Angelo State University. The user will be able to obtain information regarding budgets, revenues, expenditures, commitments, and available balances within their area of fiscal responsibility.

## Introduction


Banner is a web-based, administrative software application developed specifically for higher education institutions by a company called SunGard HE. Banner provides an online environment that will allow ASU to perform administrative functions in a highly efficient manner as all data will now be totally integrated and shared among different areas of ASU.

Banner comes in two distinct flavors: Internet Native Banner (INB) and Self-Service. Self-Service is what we will be working with today in class. Self-Service is a more user-friendly interface that allows a specific set of processes to be completed. It is more intuitive and less “forms” intensive than INB; however, not all Banner processes can be completed with Self-Service.

## Logging in to Finance Self-Service

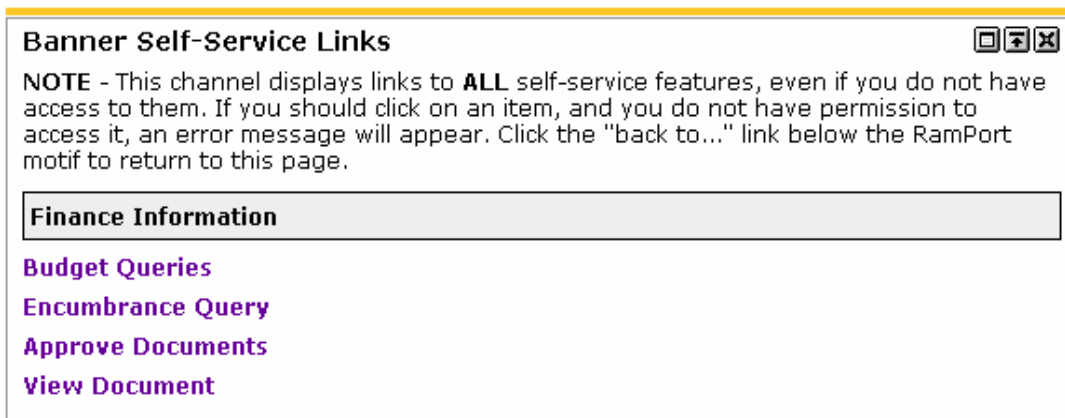
Go to <http://ramport.angelo.edu>

Click the Work Life tab

A yellow button with the text "Work Life" in black, underlined.

## Budget Queries

In the Banner Self-Service Links channel, click “Budget Queries” under the Finance Information heading.

A screenshot of a web interface titled "Banner Self-Service Links". It features a "NOTE" about access permissions, a "Finance Information" heading, and a list of links: "Budget Queries", "Encumbrance Query", "Approve Documents", and "View Document".


**Banner Self-Service Links** ☐ ↕ ✕

**NOTE** - This channel displays links to **ALL** self-service features, even if you do not have access to them. If you should click on an item, and you do not have permission to access it, an error message will appear. Click the "back to..." link below the RamPort motif to return to this page.

**Finance Information**

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Approve Documents](#)
- [View Document](#)

# Budget Queries

 To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

## Create a New Query

Type

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

## Retrieve Existing Query

Saved Query

None

Retrieve Query

## *Types of Budget Queries*

### **Budget Status by Account**

Review budget information by account for the Fiscal Period, Year to Date, and Commitment type. This option displays salary and M&O activity.

### **Budget Status by Organizational Hierarchy**

Displays just M&O activity and organizes the accounts.

### **Budget Quick Query**

Mimics the output one sees from [FGIBDST] in Banner INB. This option does not have drill-down capability.

### **Saved Query**

If a query has been saved from a previous session, it will appear in the drop-down menu. Saved queries include personal and shared queries. A shared query is can be accessed by any user. See page 8 for more information on creating a saved query.

Select "Budget Status by Account".

Click [Create Query] for a new query, or [Retrieve Query] for saved queries.

Select the columns to display. Click [Continue]

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Select the Operating Ledger Data columns to display on the report.

|   |  |
|---|--|
| <input type="checkbox"/> <b>Adopted Budget</b>              | <input checked="" type="checkbox"/> <b>Year to Date</b>      |
| <input type="checkbox"/> <b>Budget Adjustment</b>           | <input checked="" type="checkbox"/> <b>Encumbrances</b>      |
| <input type="checkbox"/> <b>Adjusted Budget</b>             | <input type="checkbox"/> <b>Reservations</b>                 |
| <input type="checkbox"/> <b>Temporary Budget</b>            | <input type="checkbox"/> <b>Commitments</b>                  |
| <input checked="" type="checkbox"/> <b>Accounted Budget</b> | <input checked="" type="checkbox"/> <b>Available Balance</b> |

Gives you the option of saving these parameters for future sessions.

Save Query as:

Shared

### ***Types of Data Columns***

- Adopted Budget** Original budget allocation given at the beginning of the year.
- Budget Adjustment** Any additions or reductions made to the budget since the original allocation.
- Adjusted Budget** Original Budget plus or minus any budget Adjustments. This is a system-generated column, which does not allow for “drilling” down to details.
- Temporary Budget** Adjustments done in the current year that are temporary in nature. (budget adjustments that will not roll over to the next fiscal year)
- Accounted Budget** Original budget plus or minus any Budget Adjustments. Total of all budget transactions. Details on actual transactions can be obtained by “drilling” down on this field.  
Recommended
- Year to Date** Year to Date activity. This represents posted revenue and expenditure transactions.  
Recommended
- Encumbrances** Generated by purchase orders; funds committed for future payments.  
Recommended
- Reservations** Funds set aside for purchases and requisitions regardless of whether a PO is issued or not.
- Commitment** Equal to the total budget set aside of future obligations. Commitments are made up of reservations and encumbrances.
- Available Balance** Remaining budget left to spend. =total budget +/- commitments +/- year to date.  
Recommended

## Query Parameters

**Fiscal Year:** 2007

Fiscal Year represents ASU's fiscal year from September 1 to August 31. For example, "2007" relates to the year starting September 1, 2006 and ending August 31, 2007. This field will default to the current year.

**NOTE:** Information in ASU's Banner system begins with Fiscal Year 2005. Therefore, no information for Fiscal Years prior to 2005 is available on the system.

**Fiscal Period:**

|    |           |    |          |    |        |           |                     |
|----|-----------|----|----------|----|--------|-----------|---------------------|
| 01 | September | 05 | January  | 09 | May    | 13        | Not used            |
| 02 | October   | 06 | February | 10 | June   | <b>14</b> | <b>Year to Date</b> |
| 03 | November  | 07 | March    | 11 | July   |           |                     |
| 04 | December  | 08 | April    | 12 | August |           |                     |

**Chart of Accounts:** A

**Organization:** 5 digit Organization number

Fill in the other fields as needed, depending on how restrictive you want the report. You will be provided your specific account information.

**Fiscal year:**  **Fiscal period:**   
**Comparison Fiscal year:**  **Comparison Fiscal period:**   
**Commitment Type:**

**Include Revenue Accounts**  
**Save Query as:**   
 **Shared**

Check this box if you have revenue accounts.

Gives you the option of saving these parameters for future sessions. (see page 13 for more information on saving queries)

The information that is entered will display as the default values the next time you log in.

Click [Submit Query]

**Report Parameters**

| Organization Budget Status Report |                                    |                 |     |
|-----------------------------------|------------------------------------|-----------------|-----|
| By Account                        |                                    |                 |     |
| Period Ending Aug 31, 2007        |                                    |                 |     |
| As of Jun 12, 2007                |                                    |                 |     |
| Chart of Accounts                 | A Angelo State University          | Commitment Type | All |
| Fund                              | 0090 Educational and General Local | Program         | All |
| Organization                      | 32100 Office of the President      | Activity        | All |
| Account                           | All                                | Location        | All |
| Account Type                      | 77 Other Expenditures              |                 |     |

**Query Results**

| Account | Account Title                          | FY07/PD14<br>Accounted Budget | FY07/PD14 Year<br>to Date | FY07/PD14<br>Encumbrances | FY07/PD14<br>Available Balance |
|---------|--|-------------------------------|---------------------------|---------------------------|--------------------------------|
| 7100P   | M & O Budget Pool                      | 26,891.84                     | 0.00                      | 0.00                      | 26,891.84                      |
| 7102    | Travel In-State Mileage                | 0.00                          | 179.16                    | 0.00                      | ( 179.16)                      |
| 7104    | Travel In State -Act<br>Exp-Overnite   | 0.00                          | 1,217.15                  | 0.00                      | ( 1,217.15)                    |
| 7105    | Travel In State -<br>Incidental Exp    | 0.00                          | 80.18                     | 0.00                      | ( 80.18)                       |
| 7106    | Travel In State -Meals &<br>Lodging    | 0.00                          | 754.00                    | 0.00                      | ( 754.00)                      |
| 7111    | Travel Out of State -Pub<br>Trans Fare | 0.00                          | 116.83                    | 0.00                      | ( 116.83)                      |

If there are more accounts to display, [Next 15>] will appear at the bottom.

Next 15>

Clicking an underlined amount will display detailed activity for that account

**Document List**

| Transaction Date               | Activity Date | Document Code   | Vendor/Transaction Description | Amount   | Rule Class Code |
|--------------------------------|---------------|-----------------|--------------------------------|----------|-----------------|
| May 25, 2007                   | May 25, 2007  | <u>I0714388</u> | Hindman, E James.              | 167.36   | INNI            |
| Apr 24, 2007                   | Apr 24, 2007  | <u>I0712639</u> | Hindman, E James.              | 112.65   | INNI            |
| Mar 01, 2007                   | Mar 01, 2007  | <u>I0709591</u> | Hindman, E James.              | 722.84   | INNI            |
| Feb 01, 2007                   | Feb 06, 2007  | <u>I0707909</u> | Hindman, E James.              | 214.30   | INNI            |
| Report Total (of all records): |               |                 |                                | 1,217.15 |                 |

Rule Class Codes describe the type of transaction:

|      |                                   |      |                               |
|------|-----------------------------------|------|-------------------------------|
| DNNI | Check-Invoice without Encumbrance | E100 | Original Encumbrance          |
| DNEI | Check-Invoice with Encumbrance    | E032 | Encumbrance Liquidation       |
| INNI | Invoice without Encumbrance       | 1CN  | Cash Receipts-Budget          |
| INEI | Invoice with Encumbrance          | 1CR  | Cash Receipts-Non Budget      |
| PORD | Establish Purchase Order          | JE15 | General Journal Entry         |
| CORD | Establish Change Order            | 1CBJ | Cash Receipts-Journal Voucher |

Clicking an underlined document code will display the details of the transaction.

**Select Document**

| Detail Transaction Report |                          |                  |                   |
|---------------------------|--------------------------|------------------|-------------------|
| Document Type:            | Invoice                  | Commitment Type: | All               |
| Document Code:            | <a href="#">I0714388</a> | Description:     | Hindman, E James. |
| Transaction Date:         | 25-May-2007              |                  |                   |

**Accounting Information**

| Chart of Accounts | Fund | Organization | Account | Program | Activity | Location | Amount | Rule | Class | Code |
|-------------------|------|--------------|---------|---------|----------|----------|--------|------|-------|------|
| A                 | 0090 | 32100        | 7104    | 6010    |          |          | 167.36 | INNI |       |      |
| A                 | 0090 | 32100        | 7111    | 6010    |          |          | 116.83 | INNI |       |      |

Click on the blue document code to view further information

Use the [Back] button in the browser to navigate back through Finance Self-Service page by page.


## Creating a Saved Query

As mentioned above, a query may be saved for quick access to a particular account. Only queries that are used on a consistent basis should be saved.

The most common type of saved query is the Personal Query. Personal Queries can be deleted by the end user.

Shared queries can be viewed by everyone. Deleting shared queries require database administrator involvement.

The query name is limited to 30 characters.

**Fiscal year:**  **Fiscal period:**   
**Comparison Fiscal year:**  **Comparison Fiscal period:**   
**Commitment Type:**   
**Chart of Accounts:**  **Index:**   
**Fund:**  **Activity:**   
**Organization:**  **Location:**   
**Grant:**  **Fund Type:**   
**Account:**  **Account Type:**   
**Program:**   
 **Include Revenue Accounts**  
**Save Query as:**   
 **Shared** 

Sharing your query will allow **ALL** users to access the query. Be cautious when activating this feature. Deleting shared queries require database administrator involvement.

If you do not check the Shared box, then the query will only be visible to you.

A message will appear confirming the creation of the query.

## Modifying a Saved Query

If you wish to modify the saved query, make your changes, and in the “Save Query as:” field, enter the same name of the query you wish to change. The following message will be displayed:



**You are about to overwrite the existing PERSONAL template!**

### 13050 Other Operating Expenses (Personal)

#### *Existing Templates*

13050 Other Operating Expenses (Personal)

OVERWRITE

CANCEL

---

Click [Overwrite] to modify the query.

Now when you enter a query, you have the option of selecting an existing query from the drop-down menu.

#### Retrieve Existing Query

Saved Query

|   |   |
|---|---|
| None                                      | ▼ |
| None                                      |   |
| 13050 Other Operating Expenses (Personal) |   |
| 13050 Travel Account (Shared)             |   |

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# Encumbrance Query

Access the encumbrance queries using the same procedure as budget queries.

**Banner Self-Service Links**

NOTE - This channel displays links to do not have access to them. If you sh have permission to access it, an error to..." link below the RamPort motif to

**Finance Information**

- Budget Queries
- Encumbrance Query**
- Approve Documents
- View Document

You may also access other self-service features from the menu at the bottom of the self-service screens.

[\[ Budget Queries | Encumbrance Query | Approve Documents | View Document \]](#)

Click the "Encumbrance Query" link.

## Query Parameters

**Fiscal Year:** 2007

Fiscal Year represents the University's fiscal year from September 1 to August 31. For example, "2007" relates to the year starting September 1, 2006 and ending August 31, 2007. This field will default to the current year.

**NOTE:** Information in ASU's Banner system begins with Fiscal Year 2005. Therefore, no information for Fiscal Years prior to 2005 is available on the system.

Existing Query

Fiscal year  Fiscal period

Encumbrance Status

Commitment Type

|                   |                                    |              |                      |
|-------------------|------------------------------------|--------------|----------------------|
| Chart of Accounts | <input type="text" value="A"/>     | Index        | <input type="text"/> |
| Fund              | <input type="text"/>               | Activity     | <input type="text"/> |
| Organization      | <input type="text" value="33340"/> | Location     | <input type="text"/> |
| Grant             | <input type="text"/>               | Fund Type    | <input type="text"/> |
| Account           | <input type="text"/>               | Account Type | <input type="text"/> |
| Program           | <input type="text"/>               |              |                      |

Save Query as:

Shared

Gives you the option of saving these parameters for future sessions. (see page 13 for more information on saving queries)  
NOTE: Removing a saved query requires database administrator intervention.

**Fiscal Period:**

|    |           |    |          |    |        |    |              |
|----|-----------|----|----------|----|--------|----|--------------|
| 01 | September | 05 | January  | 09 | May    | 13 | Not used     |
| 02 | October   | 06 | February | 10 | June   | 14 | Year to Date |
| 03 | November  | 07 | March    | 11 | July   |    |              |
| 04 | December  | 08 | April    | 12 | August |    |              |

**Encumbrance Status:** Open, Closed, or **All**

**Chart of Accounts:** A

**Organization:** 5 digit Organization number

Fill in the other fields as needed, depending on how restrictive you want the report.

Click [Submit Query]

**Report Parameters**

|  |                                       |                 |     |
|--|---------------------------------------|-----------------|-----|
| <b>Organization Encumbrance Status Report</b>                    |                                       |                 |     |
| <b>All Encumbrance Summary by Document, Account Distribution</b> |                                       |                 |     |
| <b>Period Ending Aug 31, 2007</b>                                |                                       |                 |     |
| <b>As of Jun 12, 2007</b>  |                                       |                 |     |
| Chart of Accounts  | A Angelo State University             | Commitment Type | All |
| Fund Code  | All                                   | Program Code    | All |
| Orgn Code  | 33340 Administrative Computing System | Activity Code   | All |
| Account Code   | All                                   | Location Code   | All |

**Query Results**

| Account Code                  | Document Description                              | Original Commitments | Encumbrance Adjustments | Encumbrance Liquidations | Year to Date | Current Commitments | % Used | Cmt Type    |
|-------------------------------|---|----------------------|-------------------------|--------------------------|--------------|---------------------|--------|-------------|
| 7380                          | <a href="#">P0704815</a> SHI Government Solutions | 3,273.70             | .00                     | ( 3,273.70)              | 3,273.70     | .00                 | 100.00 | Uncommitted |
| Report Total (of all records) |   | 3,273.70             | .00                     | ( 3,273.70)              | 3,273.70     | .00                 | 100.00 |             |

If there are more than 15 records to display, [Next 15>] will be displayed.

Clicking the underlined document codes will display detailed information about the encumbrance.)

**Selected Document**

|  |                           |                 |              |
|--|---------------------------|-----------------|--------------|
| <b>Encumbrance Detail Status Report</b>  |                           |                 |              |
| <b>By Document, Account Distribution</b> |                           |                 |              |
| <b>Period Ending Aug 31, 2007</b>        |                           |                 |              |
| <b>As of Jun 12, 2007</b>                |                           |                 |              |
| Chart of Accounts                        | A Angelo State University | Commitment Type | Uncommitted  |
| Document Number                          | <a href="#">P0704815</a>  | Document Date   | Apr 26, 2007 |
| Transaction Description                  | SHI Government Solutions  |                 |              |

**Document Detail**

| Document Code            | Rule Class | Original Encumbrance | Adjustments | Encumbrance Liquidations | Year to Date | Item Number | Sequence Number | Fund  | Organization | Account | Program |
|--------------------------|------------|----------------------|-------------|--------------------------|--------------|-------------|-----------------|-------|--------------|---------|---------|
| <a href="#">P0704815</a> | PORD       | 3,273.70             | .00         | .00                      | .00          | 0           | 10075           | 33340 | 7380         | 6020    |         |
| <a href="#">I0713836</a> | INEI       | .00                  | .00         | ( 3,273.70)              | .00          | 0           | 10075           | 33340 | 7380         | 6020    |         |
| <a href="#">I0713836</a> | INEI       | .00                  | .00         | .00                      | 3,273.70     | 0           | 10075           | 33340 | 7380         | 6020    |         |

Use the [Back] button in the browser to navigate back through Finance Self-Service page by page.