Finance Self Service

New functionality now exists in the Self Service applications delivered with Banner providing a reporting template. Information is queried in real time against the information in Banner and available for download to spreadsheet via comma delimited files. Several of the online queries are similar to forms currently in Banner. Repetitious queries can be saved for personal use or shared to all users. Queries are available for budget status, encumbrances and document view. Administrators can query at the roll-up levels in the organization and drill down to the lowest level of detail if desired. Additionally users can now perform Banner approvals through the web interface.

Finance Self Service Menu:

University of Idaho WWW Information System

MENU | SITE MAP | HELP | EXIT

[Main Menu | Student Information / Registration Menu | Financial Aid & Scholarships | Employee Menu |
Personal Information / Address Menu | Finance]



Budget Queries

Encumbrance Query

Approve Documents

View Document

Budget Availability

General Ledger/Fund Balance

[<u>Budget Queries</u> | <u>Encumbrance Query</u> | <u>Approve Documents</u> | <u>View Document</u> | <u>Budget Availability</u> | <u>General Ledger/Fund</u> <u>Balance</u>]

Current available queries:

Budget Queries -

1 quick budget query

2 customizable queries with drill down capability

Encumbrance Query - query encumbrances and view details online of encumbrance activity

Approve documents – perform your approval processing from your browser

View document – view posted documents and the associated text

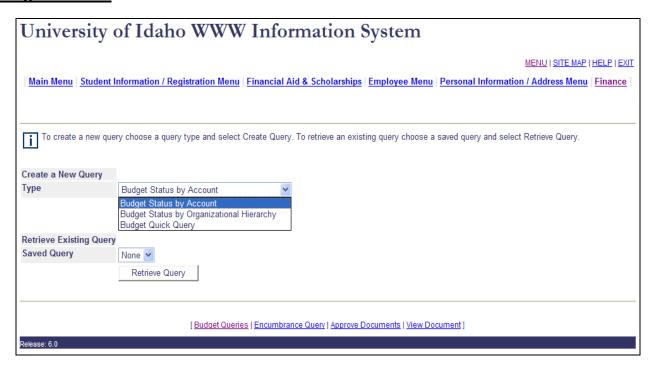
Budget Availability - view budget balances of individual or multiple budgets

General Ledger - View fund balance information

Note 1: The icon on the forms provide information about the current form.

<u>Note 2</u>: Notice at the bottom of the screen the quick navigation links. These may be used to return to the menus rather than using the browser back button.

Budget Queries



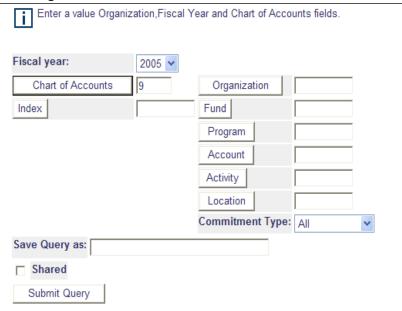
Selecting budget queries from the main menu brings you to the menu above. From here you can select from any of the three query types or retrieve a saved query

Retrieve Existing Query

To retrieve an existing query press the down arrow next to the Saved Query title, select the query you wish to perform then press the retrieve query button.

Budget Quick Query – query information at the organization level with out drill down access.

Selecting Budget Quick Query from the main query menu will pass you to the parameter page with the input area at right. Here you must indicate the fiscal year and at least the index value. If you enter the index code and press the Submit Query button you will be taken to another input form for you to validate the values in organization, fund and program. You may also choose to enter the organization code directly and press the Submit Query button. The account, activity and location fields are optional and can be used to refine your query further. Once you have entered the parameters for you query, press the Submit Query button to view the results. To return you may use your browser's back button or use the navigation links at the bottom of the form.

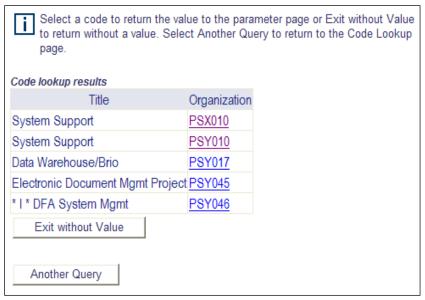


Note 3: The Banner Finance Self Service application is not case sensitive. You may enter lower case values in the parameter fields.

The buttons next to the input fields indicating the required value are also available to guery on those values. For example pressing the Organization Button will display the lookup screen shown here. Entering a value in either the Organization Criteria or Title Criteria will return all rows meeting that criterion. Entering values in both fields will return only rows meeting both parameters. The wild card character "%" can be used to return multiple values to select from.

Chart of Accounts Organization Criteria Title Criteria Maximum rows to return 10 Execute Query Exit without Value

For example entering "ps%" in the Organization Criteria will return the results at right. To return to the query parameter page with one of the query results, simply click on the organization code value you wish to view.



Enter criteria then select Execute Query to obtain a Code Lookup results list.

Select Exit without Value to return to the parameter page.

Budget Status By Account – query information at the organization level with drill down access

Selecting Budget Status by Account from the main query menu and pressing the Create Query button will bring you to a new form to select the columns you would like to include in your guery. You may select any combination depending on what you wish to view. You must however select at least one column to display. You also have the ability to save the query for use at a later time. Simply enter a query name, indicate whether it is a shared query or not and press the Continue button.

Column Descriptions:

Original Budget – this is the budget as posted by the Budget Office.

Budget Adjustments – These are budget adjustments made during the year by the department of Budget Office.

Adjusted Budget – the total of the original budget and any budget adjustments made during the year.

YTD Activity – this is the actual expenditures and revenues that have occurred during the

Sel	Select the Operating Ledger Data columns to display on the report.								
	Original Budget		YTD Activity						
	Budget Adjustment		Purchase Orders						
	Adjusted Budget	Г	Requisitions						
	Available Balance		Total Encumbrances						
Sa	ve Query as:								
	☐ Shared								
C	Continue								

1/18/2012 3 fiscal year up to the accounting period defined.

Purchase Orders – the total of purchase order encumbrances outstanding.

Requisitions – the total of requisition encumbrances outstanding.

Total Encumbrances – sum of purchase order and requisition encumbrances outstanding.

Available Balance – balance of budget plus or minus YTD activity (depending on expenditure or revenue code) less encumbrances.

Once you have selected the appropriate columns for your needs press the Continue button to move to the parameter input page.

You will notice that the lower portion of the parameter input area is similar to the Budget Quick Query. Additional fields are available for selecting Fund Type and Account Type. (please refer to Appendix A and B for fund types and account types)

The remaining chart values parameter fields work the same as the Budget Quick Query.

The Fiscal Period field allows you to indicate a specific accounting period to report. Selecting the current or a future period will display year to date totals. Selecting a prior period will display the totals accumulated to the end of that fiscal period. Remember that fiscal periods are numbered by the fiscal year (i.e. fiscal period 01 is July and period 12 is June). Also period 14 is the last period used to close the fiscal year. If you are querying on previous fiscal years for year end totals be sure to select fiscal period 14.

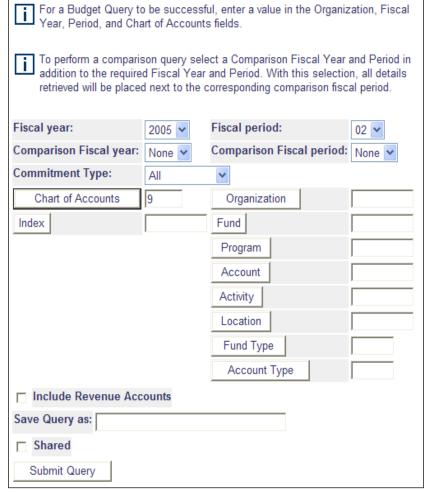
UI only uses a commitment type of uncommitted. So you generally will leave the Commitment Type field at the default of All.

The Comparison Fiscal Year and Fiscal Period fields allow you to query on multiple fiscal years and compare the results. To use this option, select the comparison fiscal year and period from the drop down boxes to include them in the query. To return to a single year query reset the fields to "None".

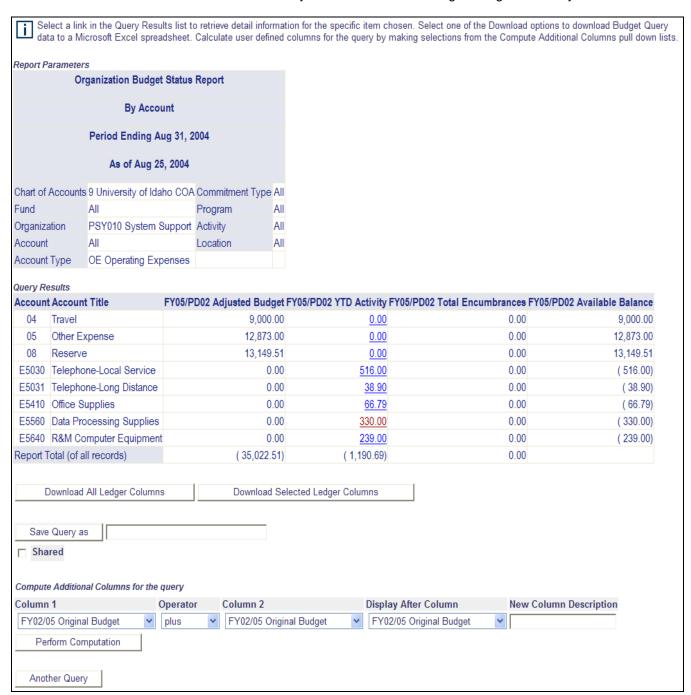
If you want to include revenue accounts in your query click on the Include Revenue Accounts field.

You may also save your query from this form is desired.

Note 4: Selecting Include Revenue Accounts will reverse the sign on the expenditure amounts in order for the total calculations.



Pressing the Submit Query button queries the Banner data base and returns the results. The parameters that you selected are displayed at the top of the results. Below that is a listing of the activity on the budget for the columns chosen. This first form is a summary form of the data for the given organization by account code.



Below the query results section are two button that allow you to download the data in the form to a file that can be opened with any spreadsheet software. Download All Ledger Columns is a larger data set splitting the columns out to all the values that is behind the data. Download Selected Ledger Columns downloads the data columns as shown in the query results. They are both available and you should use the one that best suits your needs. Feel free to try them both.

Additional columns can be computed from the lower section of the form. You can select columns to include along with a description. Pressing the Perform Computation adds the column to the query results area of the form.

Notice the amounts that are underlined. Clicking on one of these opens a detailed form detailing the documents that make up that number. For example clicking on the 330.00 on the E5560 line produces the following.

	Org	anization Budo	get Sta	atus Detail Report			
	Sun	nmary Year to [Date T	ransaction Report			
		Period End	ing Aເ	ıg 31, 2004			
		As of A	ug 25	, 2004			
Chart of Accounts	s: 9 University	of Idaho COA		Commitment Type:	All		
Fund:	All			Program:	All		
Organization:	PSY010 Sy	stem Support		Activity:	All		
Account:	E5560 Data	Processing Su	pplies	Location:	All		
Fund Type:	All			Account Type:	OE Operating	g Expense	S
Document List Transaction Date	Activity Date	Document Cod	e Ven	dor/Transaction Des	scription	Amount	Rule Class Code
	Aug 17, 2004			B-VIDEO GAME HE	-	190.00	CCAR
Jul 28, 2004	Jul 19, 2004	Z0044112	0707	7-EAGLE SOFTWAF	1,170.00	CCAR	
Aug 09, 2004	Aug 16, 2004	J0512233	Воо	kstore; GIZMO 128	MB USB2	40.00	IDGB
Jul 30, 2004	Aug 03, 2004	J0511552	bev	r/Eagle Software		(1,170.00)	JE
Aug 23, 2004	Aug 23, 2004	CV119183	Quir	n, Terrence Davey.		100.00	INNI
Report Total (of a	II records):					330.00	
Available Budge	t Balance: (33	30.00)					
Download							

This form lists the documents and the dollar amounts associated with them. You can click the Download button to download the information for use in a spreadsheet like the summary data. Further drill down to the document is accomplished by clicking on one of the underlined document codes.

Select Document										
Detail Transaction Report										
Document Type: Journal Document Commitment Type: All										
Document Code:	Z004491	044915 Description: 0728-VIDEO GAME HEADQUARTER								
Transaction Date:	24-Aug-2	2004								
Accounting Inform	ation									
Chart of Accounts	Fund	Organizat	tion Account	t Prograi	m Activity	Location	Amount	Rule Class	Code	
9	YPS010	PSY010	E5560	07UNA			190.00	CCAR		
9	YPS010	PSY010	E5410	07UNA			5.65	CCAR		
9	YPS010	PSY010	E5410	07UNA			61.14	CCAR		

Clicking on the underlined document code takes you to a more detailed view of the accounting and displays the document text.

Journa	al Vou	ıche	r H	eade	r														
J	ourna	al	S	ub#	Status	Tı	rans da	te A	ctivity	y date	User	ID	Doc Tota	al					
Z0044	1915				Poste	d Au	g 24, 20	004 A	ug 17	, 2004	RONT	OWN	256.7	9					
Docu	Document Text: 1 – UPS for small imaging hardware																		
	2– batteries																		
			3	ref	ferenc	e bo	oks for	activ	e dire	ectory									
			R	on T	own														
			1	7-AU	G-2004	4													
Journa		icne	er A	ccou	_	orin	tion				BudDd	Cur	r Doc Ref	Acor	Bank		De	posi	
Seq#		ΕV	n.i	D		_		0										•	
									rgn	ACCI	Prog	ACT	Locn	Proj	lotai	D/C	NSFU	Vr NS	rotatus
1	0/28	-VIL	EO	GAI	NE HE	ADO	QUARTE	:K					595518						
	9	05	02	CCA	RPSY	010	YPS010	PS	Y010 E	5560	07UNA				190.00	D	N		
2	0728	-OF	FIC	E DE	POT#	1 612							595518						
	9	05	02	CCA	RPSY	010	YPS010	PS	Y010 E	5410	07UNA				5.65	D	N		
3	0729	-AM	Z*S	SUPE	RSTO	RE							595518						
	9	05	02	CCA	RPSY	010	YPS010	PS	Y010 E	5410	07UNA				61.14	D	N		
Total	of dis	pla	yed	seq	uence	S:									256.79				

You may navigate back to through the levels of detail and view additional detail or use the navigation links at the bottom of the screen to go back to the menu.

Budget Status By Organizational Hierarchy – query information at roll-up levels or the institution with drill down access

The Budget Status by Organizational Hierarchy has all of the same functionality as the Budget Status by account. It is however provided to accommodate querying at higher levels of the organization (i.e. department level or mid level reporting).

Selecting this option from the menu takes you to the first form to select your query columns. Continuing from there you can enter a roll-up value in the organization code to view the totals at a sub unit level. You can find the roll-up values for a particular area by using the FTIORGH form in Banner to view the roll-ups or contacting the General Accounting department in Business and Accounting Services. The general levels of the Organization code structure at UI is:

Institution Code
Executive Level Code
Mid Level Code
Department Level Code
Budget Code

The Organizational Hierarchy query displays the totals for each of the next lower values. You can click on the underlined Organization values to drill down into the organization. For example entering M046 and pressing the Submit Query button results in the following.

options t		Query data to	a Microso	oft Excel sp	readsheet.	specific item chosen. Selec Calculate user defined col	
Report Parame	eters						
	Organization Bu	dget Status F	Report				
	By Org	anization					
	Period Endin	g Aug 31, 20	04				
	As of Au	g 27, 2004					
Chart of Accou	unts 9 University of	ldaho COA	Commitm	ent Type Al	I		
Fund	All		Program	Al	I		
Organization	M046 DFA Sys	tem Services	Activity	Al	I		
Account	All		Location	Al	I		
Query Results							
Organization	Organization Title	FY05/PD02 A Budget	Adjusted	FY05/PD02 Activity	YTD	FY05/PD02 Total Encumbrances	FY05/PD02 Available Balance
	DFA System Services						
<u>9038</u>	DFA Systems	4	409,194.06	(13	36,027.72)	0.0	0 545,221.78
M046 Rollup		4	409,194.06	(1	36,027.72)	0.0	0 545,221.78

Clicking on the department code 903S results in:

Query Results					
Organization	Organization Title	FY05/PD02 Adjusted Budget	FY05/PD02 YTD Activity	FY05/PD02 Total Encumbrances	FY05/PD02 Available Balance
<u>9038</u>	DFA Systems				
PSX010	System Support	163,648.25	39,644.68	0.00	124,003.57
PSY010	System Support	220,331.51	(170,790.59)	0.00	391,122.10
PSY017	Data Warehouse/Brio	17,200.00	(1,646.46)	0.00	18,846.46
	Electronic Document Mgmt Project	8,014.30	(3,235.35)	0.00	11,249.65
903S Rollup		409,194.06	(136,027.72)	0.00	545,221.78

From here you can drill down to the individual budget level. Continue to click on the organization code until you reach the following screen. This query drill down is not quite the same as the Budget Status by Account. The next form displayed is at the major account type level referred to as account type level 1. You will drill down through the account type to the account codes with in that category.

Query Result	'S				
Account Type	Account Type Title	FY05/PD02 Adjusted Budget	FY05/PD02 YTD Activity	FY05/PD02 Total Encumbrances	FY05/PD02 Available Balance
<u>50</u>	Revenue				
<u>60</u>	Labor	181,559.00	35,200.72	0.00	146,358.28
<u>70</u>	Expense	38,772.51	1,190.69	0.00	37,581.82
<u>80</u>	Transfer	0.00	(207,182.00)	0.00	207,182.00
PSY010 Rollup		220,331.51	(170,790.59)	0.00	391,122.10

Clicking on account type 70 results in a display of all account type level 2 codes that roll up to Expense.

Query Resul	its				
Account Type	Account Type Title	FY05/PD02 Adjusted Budget	FY05/PD02 YTD Activity	FY05/PD02 Total Encumbrances	FY05/PD02 Available Balance
<u>CO</u>	Capital Outlay	3,750.00	0.00	0.00	3,750.00
<u>OE</u>	Operating Expenses	35,022.51	1,190.69	0.00	33,831.82
<u>OH</u>	Overhead				
<u>TB</u>	Trustee/Benefit				
<u>77</u>	Prior Year Carry Forward				
70 Rollup		38,772.51	1,190.69	0.00	37,581.82

Clicking on account type OE will take to the lowest level of detail.

Query Re	Query Results									
Account	t Account Title	FY05/PD02 Adjusted Budget	FY05/PD02 YTD Activity	FY05/PD02 Total Encumbrances	FY05/PD02 Available Balance					
04	Travel	9,000.00	0.00	0.00	9,000.00					
05	Other Expense	12,873.00	0.00	0.00	12,873.00					
80	Reserve	13,149.51	0.00	0.00	13,149.51					
E5030	Telephone-Local Service	0.00	<u>516.00</u>	0.00	(516.00)					
E5031	Telephone-Long Distance	0.00	38.90	0.00	(38.90)					
E5410	Office Supplies	0.00	66.79	0.00	(66.79)					
E5560	Data Processing Supplies	0.00	330.00	0.00	(330.00)					
E5640	R&M Computer Equipment	0.00	239.00	0.00	(239.00)					
Report T	Total (of all records)	35,022.51	1,190.69	0.00	33,831.82					

From here is works like the Budget Status by Account query allowing drill down to the document posting detail.

Budget Queries Summary

The best advice is to experiment with the budget queries and determine what provides the best information for your particular needs. They are extremely flexible and allow for many different queries providing the download capability to develop custom reports from the data. Watch the Banner Training schedule for scheduled sessions on how to make the most of the self service queries.

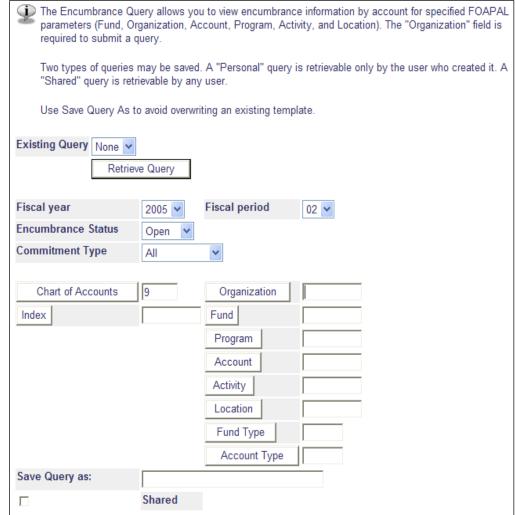
Encumbrance Query

Selecting Encumbrance Query from the main Finance menu will take you directly to a parameter form to enter your query. It looks very similar to the budget query input forms with options for encumbrance type you would like to view.

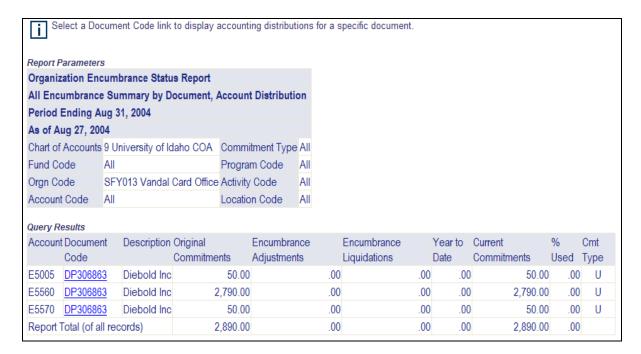
You have the option to select an existing query if you have one saved or a public query exists that meets your need.

Included on this form are the Encumbrance Status and Commitment Type fields. Encumbrance Status options are Open, Closed or All. The All option will report all encumbrances op and closed. The commitment type can be left at All.

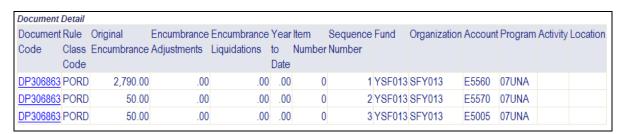
Enter you query values in the fiscal year, period and chart values and press the Submit Query button



The next form displayed shows you the encumbrances you requested.



The query results area shows the original encumbrances, any adjustments made to the original amount, any liquidations to date and the current balance of the encumbrance. You may click on one of the underlined encumbrance Document Code fields to view additional information on that particular encumbrance.



This form displays the accounting information for the encumbrance. This particular encumbrance is split out onto three account codes. Clicking on one of the sequences will drill down into the document query in the same manner as the budget queries do.

Approve Documents

Selecting Approve Documents from the main Finance menu will bring you to the first form in this process.

You must have Banner approvals access with in Banner to use this function.

On this form your user-id should default in. If not enter you Banner user-id. If you know the specific document you wish to approve you can enter that in the Document Number Field. Select your scope preference (all documents or only those you are next approver for) and click the Submit Query button.

Approve Documents							
Enter Approval Parame	eters						
User ID	RONTOWN						
Document Number:							
 Documents for wh 	nich you are the next approver						
 All documents wh 	nich you may approve						
Submit Query							

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A form will come back displaying the documents currently in your approval queues.



Clicking on an underlined document will display a summary screen of the document. Clicking on the underlined History will provide information of approval history and other approvals required to post the document. Press either Approve or Disapprove to process the document.

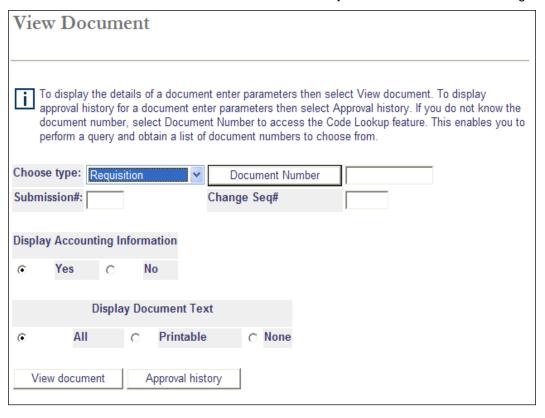
<u>Note 5:</u> This form will also display items you have already approved. This functionality is provided to allow you to take a document out of the approvals process. Thos transactions that you have previously approved will appear without the link to approve the document as seen below. If you want the transaction to post simply ignore it for now.

Select the Doc the document. the document.													
Queried Parameters													
User ID	RONTO	WN F	Ron Town	n									
Document Number:													
Documents Shown:	Next Ap	prov	/er										
Approve Documents	List												
Next Approver	Type I	NSF	Change	Seq#	Sub#	Originating	User	Amount	Queue Type	Document	History	Approve	Disapprove
	JV				0	RONTOWN		2,370.00	DOC	J0514686	History	Approve	Disapprove
Another Query													

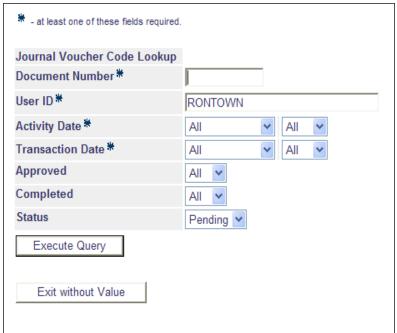
View Document

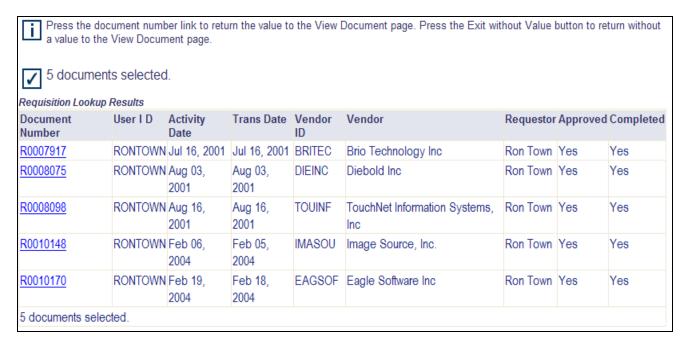
Selecting View Document from the Finance main menu will take you to the view document parameter form. Here you choose the document type from the drop down menu. If you know the document number your wish to view you can enter that into the Document Number field. Indicate whether you want to view the accounting

information or not. Selecting no will only return document text. Display Document Text is defaulted to All. This should be your selection unless you only want to view the accounting information.



If you want to search for a document number to query you can click the Document Number button and you will be taken a query form to locate a document. Select the search criteria you want to look for and press the Execute Query button.



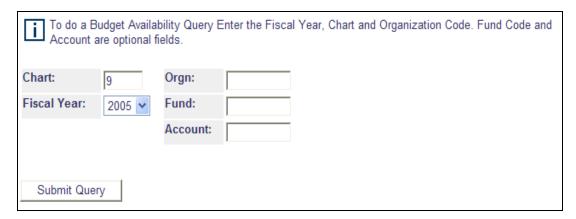


The query form will display with the results of your query. Clicking on the document link will return you to the main parameter input page.

Clicking on the View Document button provides summary information on the transaction. Clicking the Approval History button displays the approval history data for this document.

Budget Availability

Selecting Budget Availability from the main menu will display the parameter entry form. Select the fiscal year and the Orgn code you would like to view. Optional fields Fund and Account can be entered to narrow your query. The Chart field should default to the correct value. To view multiple budgets you are able to use the "%" as a wildcard in the Orgn field. For example entering PSY010 will return only that budget. But, entering PS% will return all organization codes that begin with PS. Each will be displayed in its own table in the query.



After entering you parameters click the Submit Query button to view the results.

General Ledger

Selecting General Ledger/Fund Balance from the Finance menu will display the parameter input form to create your query.

optional. Lea	To do a General Ledger/Fund Balance Query: Enter the Chart, Fiscal Year, Fiscal Period and Fund Code. Account Code is optional. Leaving account code blank will return all general ledger accounts offsetting debits and credits to \$0. To query actual fund balance, enter 4% into the account field.									
Chart:	9	Fund:								
Fiscal Year:	05	Account:								
Fiscal Period:	14									
Submit Query										

Enter in the fiscal year, fiscal period and fund code parameters that you would like to query. You may additionally enter in a specific account code. This form will only work with general ledger account codes rather than expense and revenue account codes. If you enter 4% in the account code field the query will return the fund balance for this fund. When you have entered the appropriate parameters click the Submit Query button to view the results.

APPENDIX A: -- Fund Type List

D1 D2	Agricultural Research Extension Service
D2 D3	Scholarships-Restricted
D3 D4	Grants & Contracts
D4 D5	Other Restricted
D6	Local Service-Budgeted
D0 D7	Local Service-Budgeted Local Service-Nonbudgeted
D8	Other Restricted - Appropriations
D0	CF Restricted Adjustments/Accruals
E1	UI Endowments
E2	Charitable Remainder Trusts
E3	Other Trusts
E4	CIT Control
F1	Foundation Endowments
F2	Foundation Gifts
F3	Foundation Trusts
F4	Foundation Other
N1	NDSL (Perkins)
N4	Other Student Loan Funds
N9	Loan Fund Accruals/Adjustments
P1	Unexpended Plant Funds
P2	Renewal & Replacement Funds
P3	Retirement of Indebtedness
P4	Investment in Plant
U1	General Education
U3	Local Service-Budgeted
U4	Local Service-Nonbudgeted
U5	Scholarships-Unrestricted
U6	Revolving
U7	Other Local Service - Budgeted
U9	CF Unrestricted Adjustments/Accrual
X1	SBOE Auxiliary Enterprises
X2	Non-SBOE Auxiliary Enterprises
Z1	Agency-County
Z2	Agency-Payroll
Z3	Agency-Other

APPENDIX B: -- Account Types Available for Budget Queries

CO Capital Outlay
OE Operating Expenses
OH Overhead

PC Personnel Costs

RV Revenue

TB Trustee/Benefit

TR Transfers

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