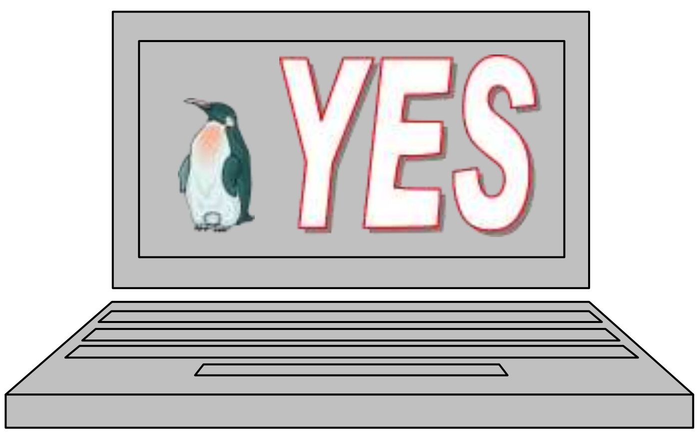
Y·E·S SERVING YOU BETTER

YSU's · ERP · SOLUTION

Youngstown State University
FINANCE SELF-SERVICE



This guide is designed to be used in conjunction with attendance in training classes provided by the Banner Training Team.

Youngstown State University acknowledges University of North Florida for permission to use and include portions of their Banner Finance Self-Service manual within this document.

Table of Contents

Objectives

Youngstown State University employees will be able to access and navigate within the Banner Finance Self-Service system and be able to query, transfer, approve transfer of funds and process an online purchase requisition at YSU. Employees will be able to obtain information regarding budgets, revenues, expenditures, commitments, and available balances within their area of fiscal responsibility.

Intended Audience

YSU employees responsible for budgeting.

Pre-requisites

In order to attend this class, participants should have the following pre-requisites:

- Basic keyboard and mouse skills
- Internet familiarity
- Basic knowledge of YSU budget process

Introduction

Banner introduces many new terms and concepts which are important to understanding and making effective use of the system. In this section, the Chart of Accounts and its elements, referred to as "FOAPAL", will be explained as well as the different screens used for making queries and displaying documents, and the different columns to get the information needed.

What is Banner?

Banner is a web-based software application developed specifically for higher education institutions by a company called SunGard SCT. Banner provides an online environment that will allow YSU to perform computing functions in a highly efficient manner as all data will now be totally integrated and shared among different departments across the University.

Banner comes in two distinct options: Internet Native Banner (INB) and Self-Service. Employees in the functional area of Finance will be using the Internet Native Banner option. Self-Service is a more user-friendly interface that only allows a specific set of processes to be completed. It is more intuitive and less intensive than that of INB; however, not all Banner processes can be completed with Self-Service.

What is Finance Self-Service?

Finance Self-Service is the web interface that will allow YSU employees to perform designated financial operations and procedures in a more user-friendly environment than that of INB. It allows YSU employees to create and approve requisitions, query accounts for encumbrances, payments, and budget, as well as make budget transfers.

Chart of Accounts

The **Chart of Accounts** is the numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting. YSU's Chart of Accounts is defined by the letter "Y".

The Chart of Accounts structure in Banner is composed of six elements (**FOAPAL**):

Fund
Organization
Account
Program
Activity
Location

YSU will only be using four of the six elements in the Chart of Accounts at this time. Those elements are Fund, Organization, Account, and Program (FOAP).

FOAPAL

Fund

A fund is a six-character code that identifies the **source** from which the money is being drawn.

Examples of Funds:
111000 – Current General
211024 – Current Restricted Grant (i.e., MAC Tech Student Enrollment)
313100 – Athletics

Organization

A six-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define **WHO** spends the money.

Examples of Organizations:
140723 – Department of Economics
110100 – Office of the President
120201 – Office of Human Resources

Account

A six-character code that identifies objects, such as the general ledger accounts (assets, liabilities, control, fund balances) and the operating ledger accounts (income, expenditures, transfers). Revenue account codes identify the type of revenue received, such as tuition or auxiliary sales revenue. Expenditure account codes identify the type of expenditure, such as salaries or supplies.

Examples of Accounts:
100000 – ASSETS
200000 – LIABILITIES
300000 – CONTROL ACCOUNTS
400000 – FUND BALANCES
500000 – REVENUES
600000 – SALARIES & WAGES
700000 – EXPENDITURES
800000 – TRANSFERS

Program

This is a two-character code that identifies a function and enables the institution to establish a method of classifying transactions across an organization.

Examples of Programs:
10 – Instruction
20 – Research
30 – Public Service
40 – Academic Support
50 – Student Services
60 – Institutional Support
70 – Operation and Maintenance of Physical Plant
80 – Scholarships and Fellowships
90 – Auxiliary Enterprises

Activity

Currently Activity Codes are established by General Accounting. An optional six-character code that can be used to further define an object of expenditure, such as, temporary units of work, subsidiary functional classifications, or short duration projects. Activity codes are assigned to transactions involving multiple organizations or funds that share responsibility for a common event or activity.

Location

Currently used by General Accounting only. A six-digit code used to specify the assigned physical location of an asset being purchased or the location of a transaction that is different from the normal location of the organization. This code is optional and will be used primarily for fixed asset expenditures.

Index

YSU will not be using an Index code. A code used in Banner as a shortcut to the fund, organization, and program code.

Logging into Finance Self-Service

Finance Self-Service is a web-based program. It can be accessed from the MyYSU Portal in the production environment. **Production Financial Self-Service will be used to accomplish actual fiscal year University financial activities.**

Finance Self-Service is available in two modes: training and production. YSU Training Finance Self-Service provides the ability to perform the processes in this manual without harming real financial data and will be used during the Finance Self-Service training class.

For training purposes, open an internet browser and log into Finance Self-Service. (Browsers include Internet Explorer, Mozilla Firefox, etc.)

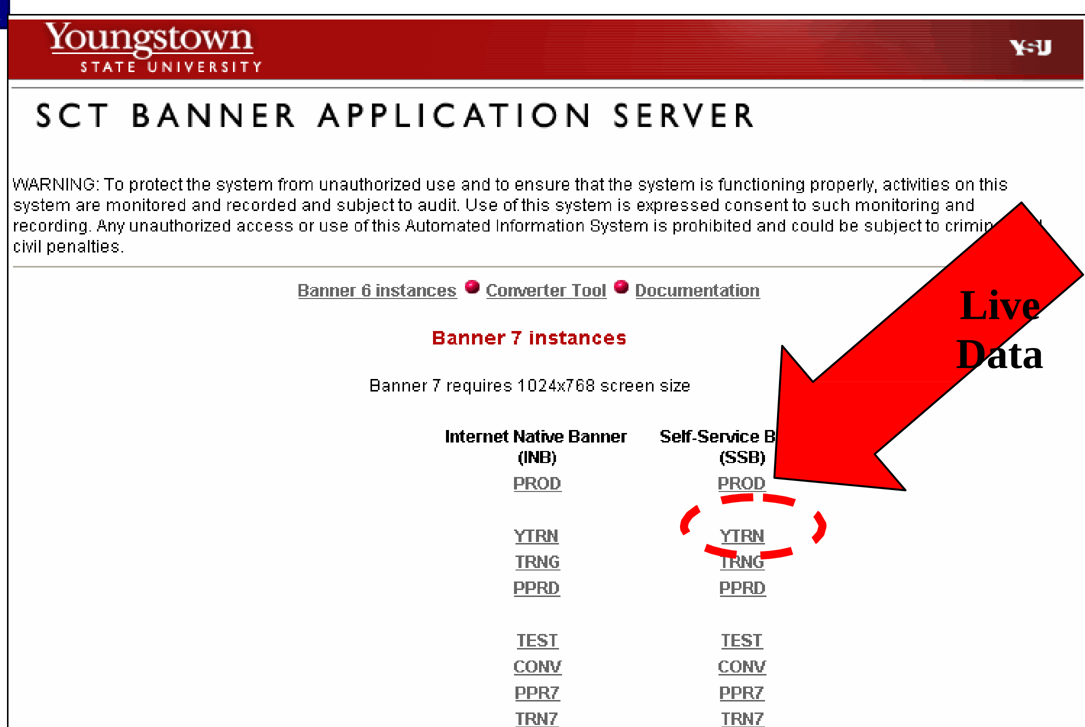
1. **Open** Internet Explorer
2. **Type**: **http://banner.ysu.edu** **<press enter>**
3. **Locate** Self-Service Banner
4. **Click** YSU Training Database [YTRN]

Q Quick Tip

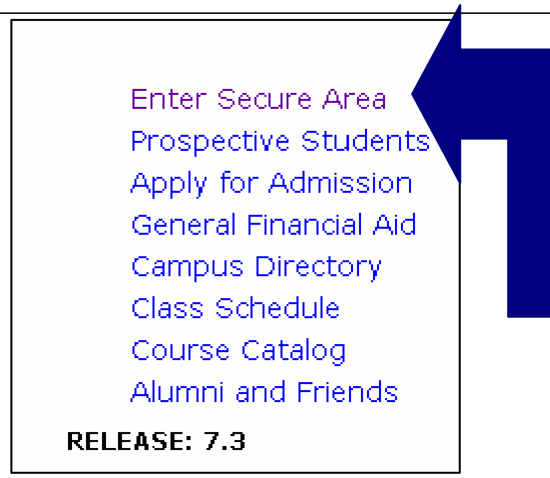
Banner Self-Service has a 3-hour timeout limit established.

Q Quick Tip

Banner Self-Service logins are case sensitive. The login screens may vary based on system access.



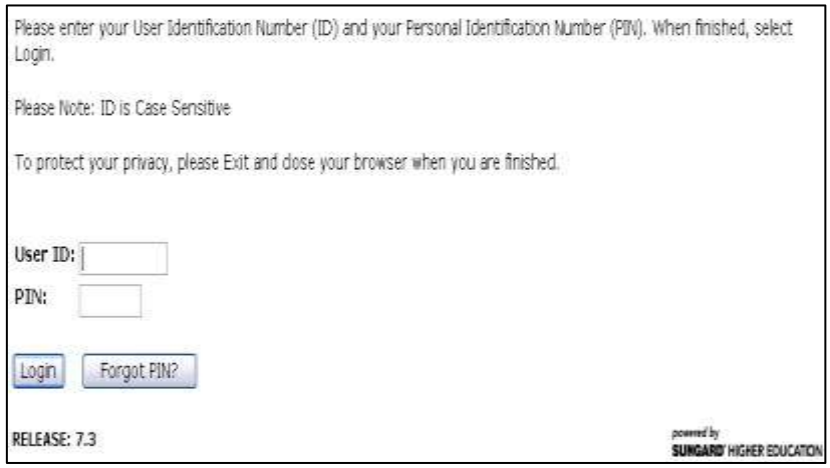
5. **Click** Enter Secure Area



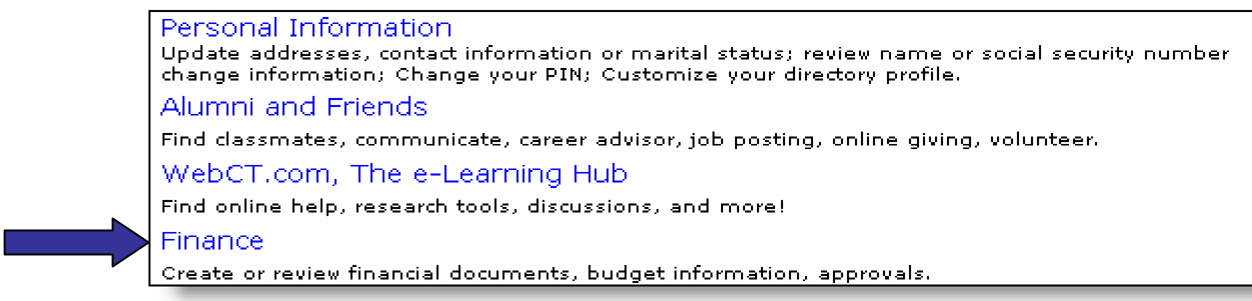
6. **Type:** User ID
7. **Type:** PIN
8. **Click** Login button

IDs include:

Banner ID ª **Y00401721**
Social Security Number
(without hyphens) ª **111223333**
Patron ID ª **PA0007191**
Alumni ID ª **AL0019923**



9. **Click** Finance



Q Quick Tip

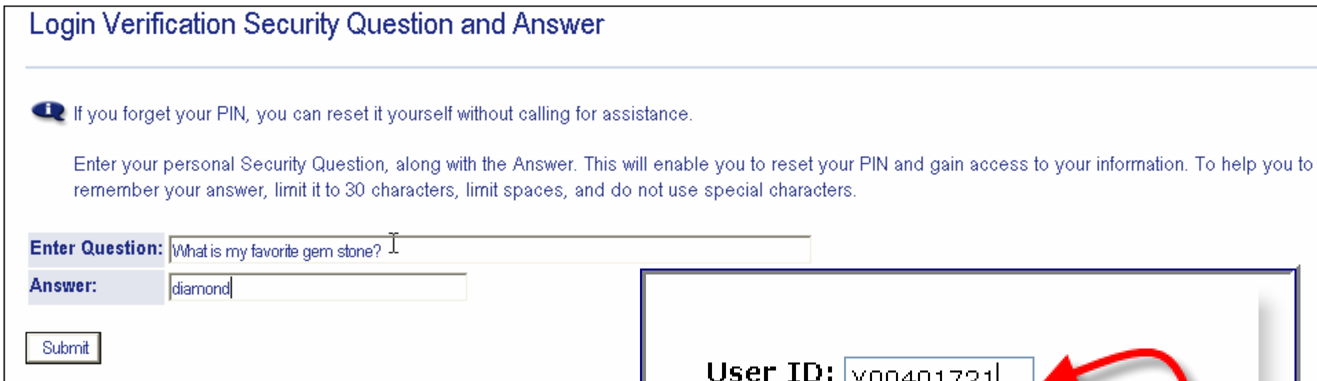
The above steps 3-9 will not appear through the single sign-on portal access.

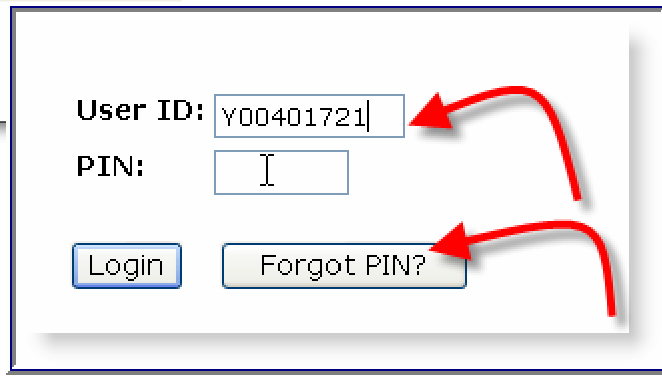
Finance Self-Service menu appears

Resetting Your PIN

Banner provides a security question and answer that is used to reset PINs. The first time Finance Self-Service is accessed, a Login Verification Security Question and Answer dialog box is provided. Once this Security Question has been activated, you can reset your PIN without calling for assistance.

Q Quick Tip The steps below are not required will not appear through the single sign-on portal access.

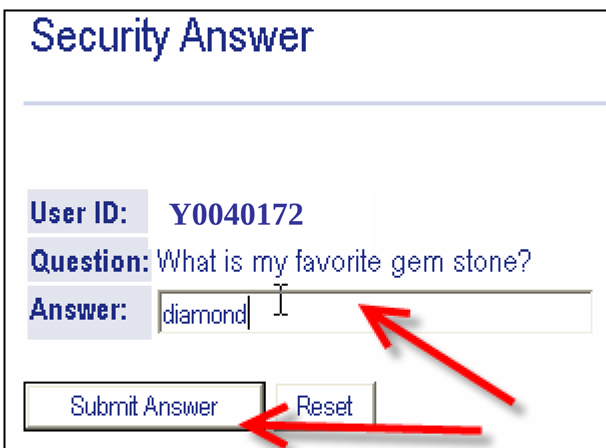




To Reset Your PIN:

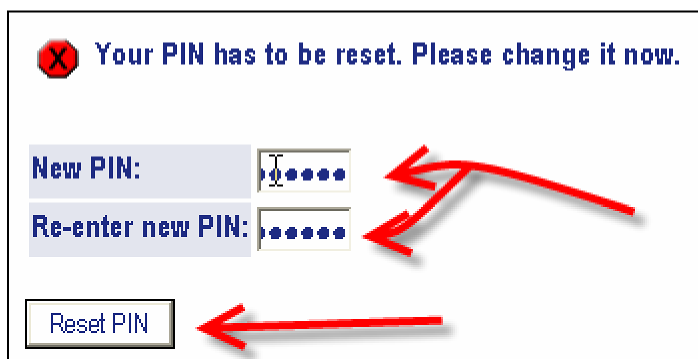
1. **Type:** User ID
2. **Click** Forgot PIN? button

3. **Type:** <answer>
4. **Click** Submit Answer button



Type: <desired> New PIN

5. **Type:** <New PIN> in Re-enter new PIN
6. **Click** Reset PIN button



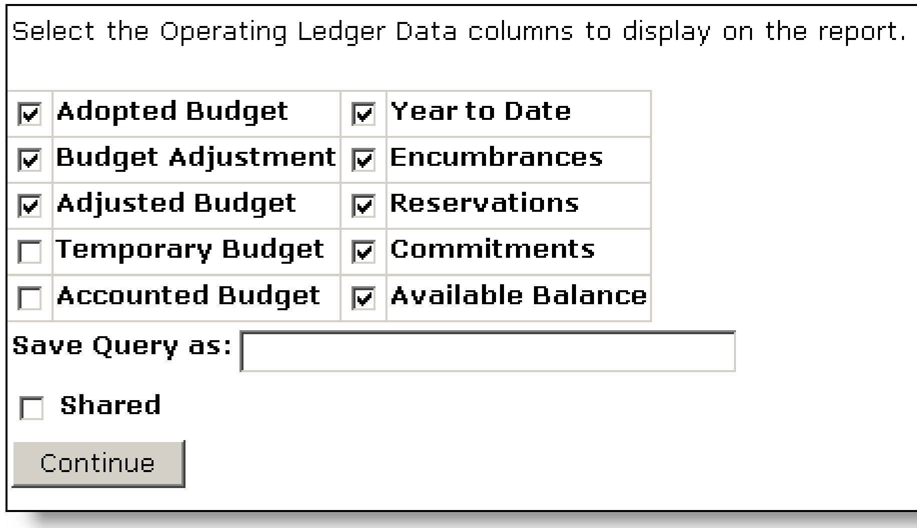
Q Quick Tip PINs can be made up of numbers only. The maximum number of digits is six.

Q Quick Tip Security questions can be changed by using the Personal Information tabs.

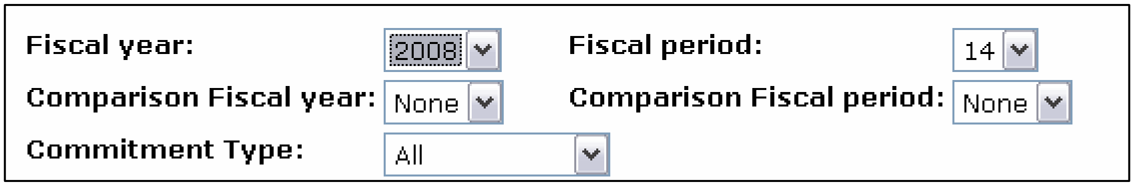
Q Quick Tip After five (5) attempts with the inccorect password, the system will revoke your access. If this occurs, contact the Tech Desk to have the password reset.

Finance Self-Service Terminology

Example of screen in Finance Self-Service displaying the various options as defined below.



Adopted Budget	Original budget allocation given at the beginning of the fiscal 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 all types of Budget Adjustments. Total of all budget transactions. Details on actual transactions can be obtained by "drilling" down on this field.
Year-to-Date	Year-to-date activity. Represents actual revenue and expenditures posted.
Encumbrances (aka – purchase orders)	Generated by purchase orders (PO); funds committed for future payments.
Reservation (aka – purchase requisition)	Funds set aside for purchase orders and requisitions.
Commitment	Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances.
Available Balance	Remaining Budget left to spend = Total Budget +/- Commitments +/- Actual Expenditures.

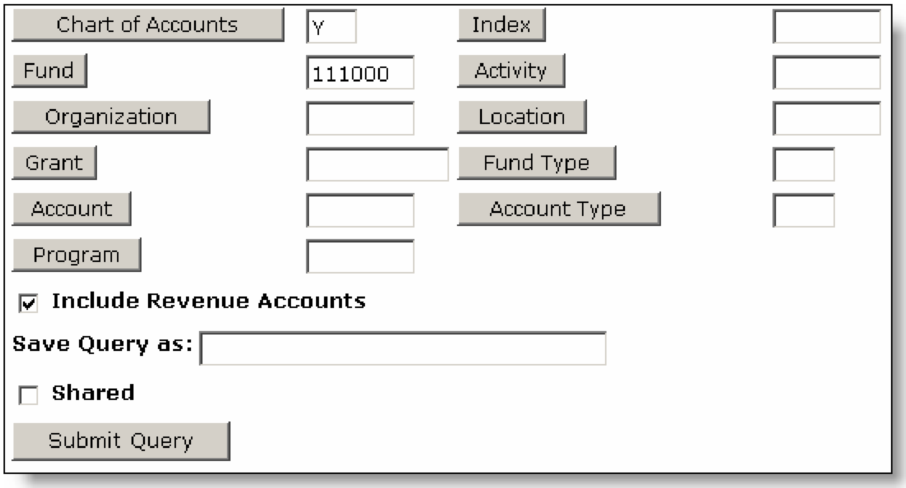


Example of screen in Finance Self-Service displaying the fields defined below.

Field	Description/Explanation
Fiscal Year (Required)	Fiscal year represents the University's fiscal year from July 1st to June 30th. For example 2008 relates to the year starting July 1, 2007, and ending June 30, 2008. This field will default to the current year, but can be overridden. Note**:** Information in YSU's Banner system begins with Fiscal Year 2006. Therefore, no information for fiscal years prior to 2006 will be available on this system.
Fiscal Period (Required)	The number of the fiscal month you wish to query. Note: The University fiscal year starts July (not January); therefore, if you want to query the month of May, you would enter 11 in this field (not 05). The Banner Finance Self-Service module queries on all transactions prior to and including the period indicated. To capture an accumulation of expenditures to date, always use 14.
Comparison Fiscal Year	The fiscal year to compare. Note**:** Information in YSU's Banner system begins with Fiscal Year 2006. Therefore, no information for fiscal years prior to 2006 will be available on this system.
Comparison Fiscal Period	The fiscal month to compare.
Commitment Type	All, Committed, Uncommitted Choosing Uncommitted eliminates prior year information which may be carried over due to purchase orders from the previous fiscal year which were not closed. To review these purchase orders and the impact on the budget, choose All.

Month	Fiscal Period	Month	Fiscal Period
July	01	January	07
August	02	February	08
September	03	March	09
October	04	April	10
November	05	May	11
December	06	June	12
		Accumulation	14

Example of screen in Finance Self-Service displaying fields defined below.



Field	Description/Explanation
Chart of Accounts **(Required)**	**Y**, which should appear by default, represents YSU's Chart of Accounts in the production database.
Fund **(Required)**	Represents the source of the funds.
Organization **(Required)**	Departmental entity or budgetary unit responsible and accountable for the transactions.
Grant	Grant identification number. Only required when viewing Grant Inception to Date information. All other FOAPAL code numbers must be removed prior to submitting a query on a grant inception to date.
Account **(Required)**	Account identifies the financial activity being recorded. Examples: assets, liabilities, fund balance, revenues, expenditures, transfers.
Program **(Required)**	Function reporting classification for tracking the use of funds. Program codes will be assigned based on Organization code.
Index **(Not used by YSU)**	Shortcut number that will display the default Fund, Organization, and Program Field data.
Activity	An optional element used for independent reporting needs. Used on a limited basis by General Accounting.
Location	Location Code. Identifies the physical whereabouts of University assets. Not being used at this time except by General Accounting.
Fund Type	The type of fund allowing high-level rollup (consolidation). This could be used to query budget information for a specific source of funds.
Account Type	Higher-level category of account if rollup or consolidation is desired. For example 50 = Revenue, 60 = Salaries, Wages and Benefits, 70 = Direct Expenditures. This will give you more summary information that can be "drilled down" to get more details.
Include Revenue Accounts	**Checked**: Include revenue accounts in the query. **Unchecked**: Do not include revenue accounts in the query.

How to Use Code Lookup

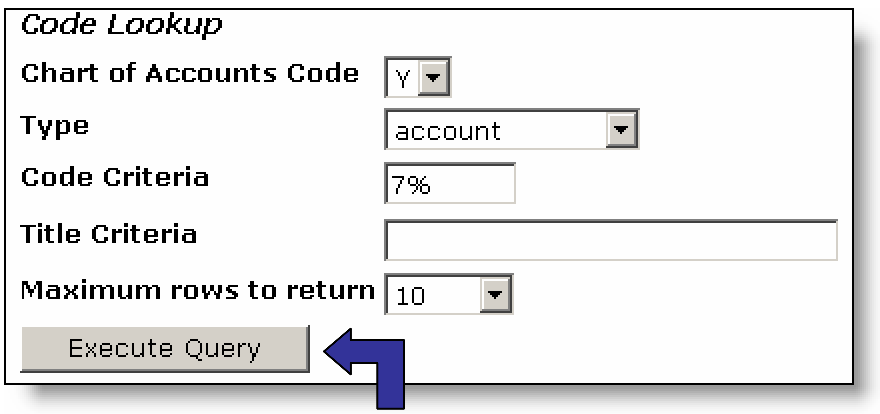
Throughout Banner Self-Service, lookup features are available to check various FOAPAL elements.

1. **Scroll** down beyond the initially displayed information
2. **Enter** Chart of Accounts Code **Y**
3. **Select** desired element from Type drop-down menu
4. **Type:** Code Criteria

Q Quick Tip

Use 7 with the wildcard symbol (%) to pull a range of accounts for expenses. (i.e., 7%)

5. **Determine** Maximum rows to return
6. **Click** Execute Query button



Code lookup results

Chart Y	
Account Code	Title
701000	Operating Expenses
701100	Supplies
701105	Office Sup and Interlibrary Loans
701107	Faculty Research Reprints
701110	Instructional Supplies
701115	Instructional Chemical Supplies
701120	Maintenance Supplies
701125	Uniforms Safety Equip and Supply
701130	Medical Training Supplies
701135	Furnishing Supplies

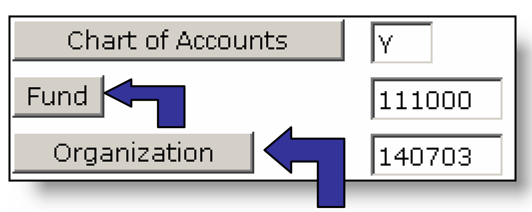
7. **View** results

To use the Code Lookup for Queries:

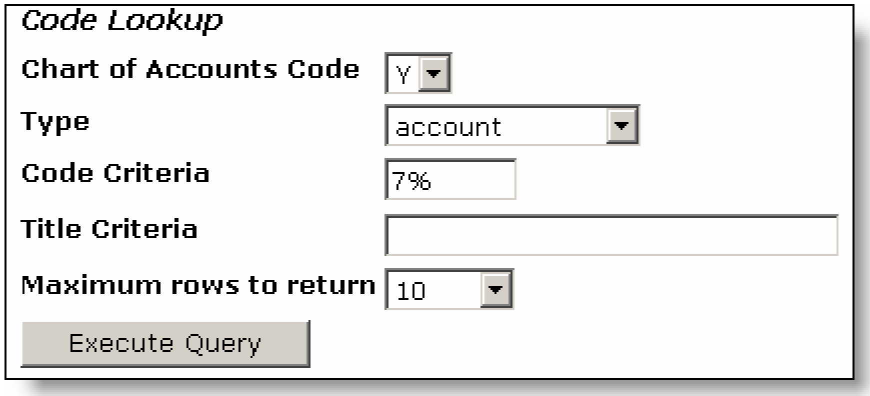
1. **Click** desired FOAPAL element button
2. **Follow** steps 4-6 above
3. **Click** link to include in query

or

4. **Click** Exit without Value button



Example of Code Lookup screen in Finance Self-Service displaying the fields defined below.



Field	Description/Explanation
Chart of Accounts Code	**Y**, which should appear by default, represents the Chart of Accounts in the production database.
Type	Type is the actual item you are querying. See the following page for further descriptions of Type items.
Code Criteria	The search criteria for the type of item you are searching. You may use either of the two Banner wildcards (% or _) to assist in the search. Enter the digit(s) followed and/or preceded by the percentage sign (% - represents a wild card, any number of unspecified characters). For example, 7% would result in showing all the expense accounts.
Title Criteria	Use this field if you know at least part of the title from the above chosen Type field. Enter the letters followed and/or preceded by the percentage sign (% -represents a wild card, any number of unspecified characters). For example, %Finance% would result in showing all the organizations that have the word Finance in them. **All titles in Banner are case sensitive – in that all names and organizations begin with a capital letter, followed by lowercase letters.**
Max number of rows to be returned	Enter the number of results you would like to view at a time. For example, if you pick ten, ten rows will be queried for your review.

Q Quick Tip

Important!!! Some of the results generated are non-data enterable, similar to a heading, which means that data cannot be entered into that area!!

Under the Type field from the Code Lookup screen is a list of items. Currently, some of the listed items are not being used. Example of Type field from Code Lookup screen in Finance Self-Service displaying the list defined below.

Type	Description/Explanation
account	A six-character code that identifies **objects, such as the general ledger accounts (assets, liabilities, control, fund balances) and the operating ledger accounts (income, expenditures, transfers).**
activity	Used on a limited basis by General Accounting.
address type	Vendor address types.
buyer	The buyer in Purchasing who created the purchase order.
chart	Chart of Accounts Code. **Y** used for YSU.
commodity	What has been purchased.
currency	The type of currency being used (i.e. US dollars; Canadian dollars, etc.).
discount	Usually determined by vendor. Discounts if paid by a certain date, etc.
fund	A six-character code that identifies a self-balancing set of accounts and identifies ownership – where the funds are being drawn from.
index (Not used by YSU)	Not being used by YSU.
location	Not being used by YSU except in General Accounting.
organization	A six-digit code that identifies a unit of budgetary responsibility and/or departments within an institution. Defines **WHO** spends the money.
program	A two-digit code that identifies a function and enables the institution to establish a method of classifying transactions across organizations.
ship	Where goods will be shipped.
tax group (Not used by YSU)	Not being used by YSU.
unit of measure	Unit of measure of what has been purchased. For example, each, inch, ream, case, box, etc.
vendor	The vendor associated with the transaction.

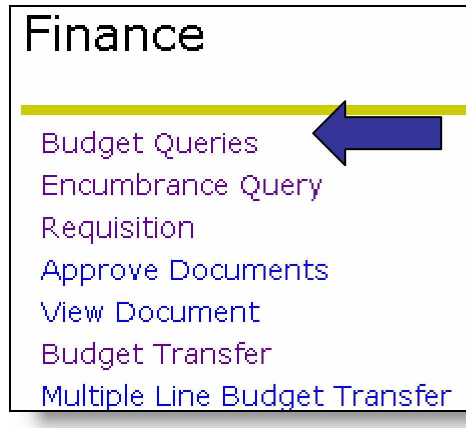
Practice Data (The following data is to be used during the training for completing all processes.)

Field	Data
Fiscal Year	2008
Fiscal Period	14
Budget Period – Month one of the fiscal period. YSU budgets on an annual basis; always use month one	01
Chart of Accounts	**Y**
Fund	111000
Organization	199999

Budget Queries

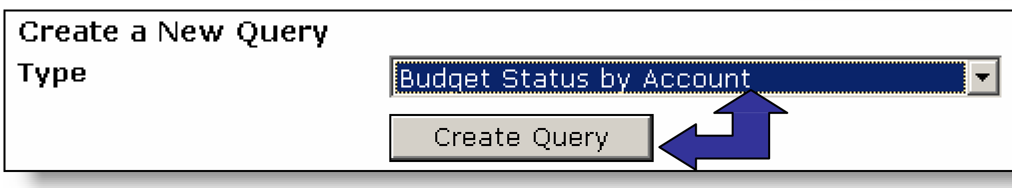
Budget Status by Account Query

Budget Status by Account Query is used to look up budget information for one organization or grant. It does not allow for hierarchy roll up, but is the quickest way to get details on transactions.



To complete a budget status by account query:

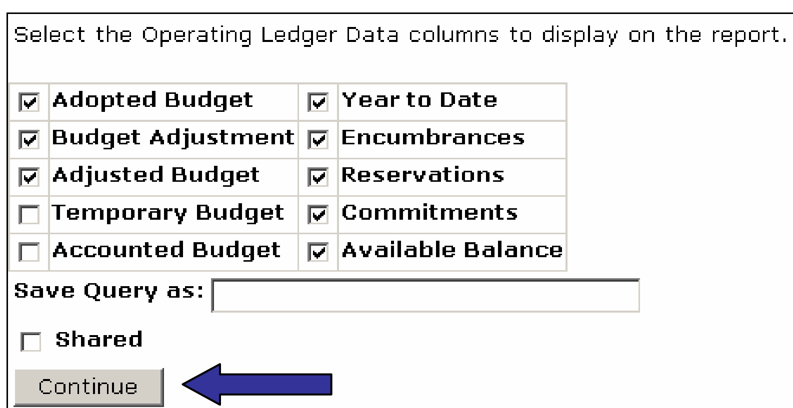
1. **Click** Budget Queries
2. **Choose** Budget Status by Account from drop-down menu
3. **Click** Create Query button



4. **Click** desired data column titles (headers) to display

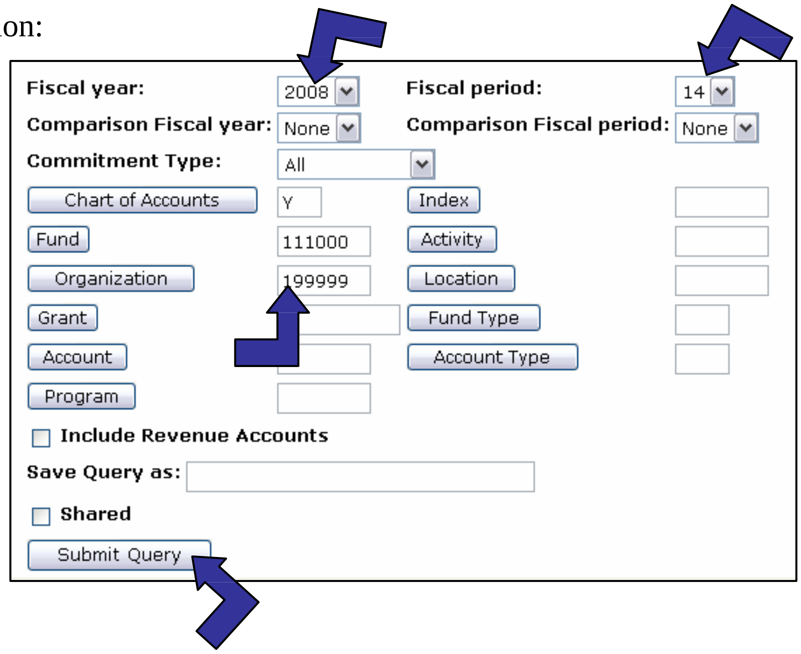
Q Quick Tip Each item that is checked will create a column of data.

5. **Click** Continue button



Q Quick Tip There are quick links at the bottom of the screen as well. ☺

6. **Supply** the following information:
   - Fiscal Year
   - Fiscal Period
   - Chart of Accounts
   - Fund
   - Organization



7. **Click** Submit Query button

8. **View** results

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2008

As of Aug 01, 2007

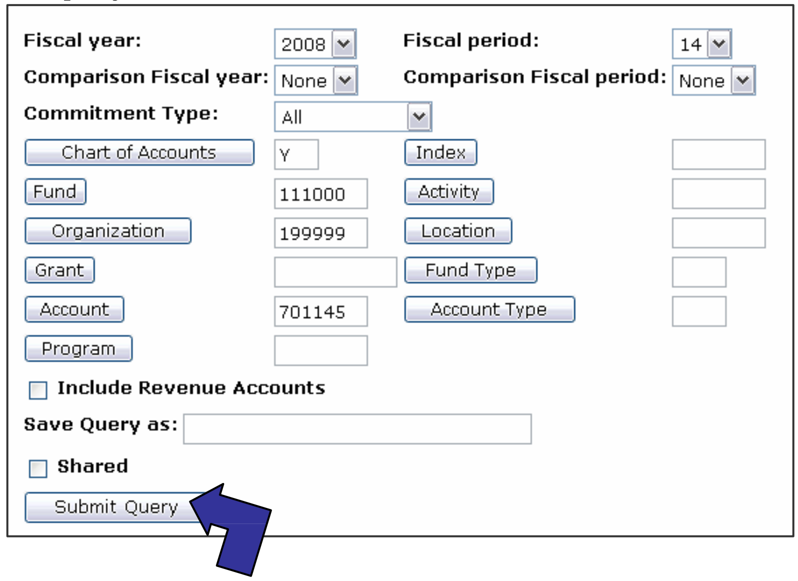
Chart of Accounts	Y Youngstown State University	Commitment Type	All
Fund	111000 General Fund	Program	All
Organization	120201 Human Resources	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY08/PD14 Adopted Budget	FY08/PD14 Budget Adjustment	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Reservations	FY08/PD14 Commitments	FY08/PD14 Available Balance
603100	PA Full Time	444,373.00	(53,138.00)	391,235.00	15,452.50	280,466.54	0.00	280,466.54	95,315.96
603200	PA Part Time	19,492.00	(2,232.00)	17,260.00	2,698.92	7,871.85	0.00	7,871.85	6,689.23
603300	Classified Full Time	444,194.00	55,370.00	499,564.00	7,878.20	377,333.76	0.00	377,333.76	114,352.04
604110	Classified Temp Intermittent	251.00	0.00	251.00	247.94	0.00	0.00	0.00	3.06
604210	Classified Overtime	3,500.00	0.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00
604310	Supplementary Salaries	4,353.00	0.00	4,353.00	60.00	0.00	0.00	0.00	4,293.00
605410	Student Wages	7,717.00	0.00	7,717.00	155.84	0.00	0.00	0.00	7,561.16
606001	Fringe	0.00	0.00	0.00	9,065.58	0.00	0.00	0.00	(9,065.58)

To Create a Budget Status Query for a specific account only:

1. **Complete** steps 1 – 7 above
2. **Supply** specific account number to query into Account field



3. **Click** the Submit Query button

Report Parameters

Organization Budget Status Report
By Account
Period Ending Jun 30, 2008
As of Aug 01, 2007

Chart of Accounts	Y Youngstown State University	Commitment Type	All
Fund	111000 General Fund	Program	All
Organization	120201 Human Resources	Activity	All
Account	701100 Supplies	Location	All

Query Results

Account	Account Title	FY08/PD14 Adopted Budget	FY08/PD14 Budget Adjustment	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Reservations	FY08/PD14 Commitments	FY08/PD14 Available Balance
701100	Supplies	20,127.00	0.00	20,127.00	0.00	0.00	0.00	0.00	20,127.00
Report Total (of all records)		20,127.00	0.00	20,127.00	0.00	0.00	0.00	0.00	20,127.00

4. **View** results

Q Quick Tip

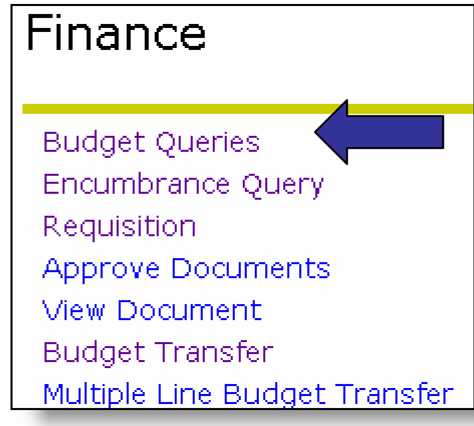
To quickly start another query, scroll to the bottom and click the Another Query button.

Budget Status by Organizational Hierarchy Query

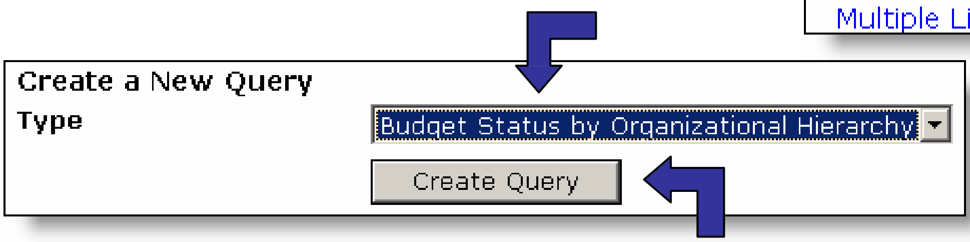
Budget Status by Organizational Hierarchy Query provides budget information of organizations for the Fiscal Period and Year-to-Date by Hierarchical Structure, Specific Funds, High-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

To complete a budget status by organizational hierarchy query:

1. **Click** Budget Queries

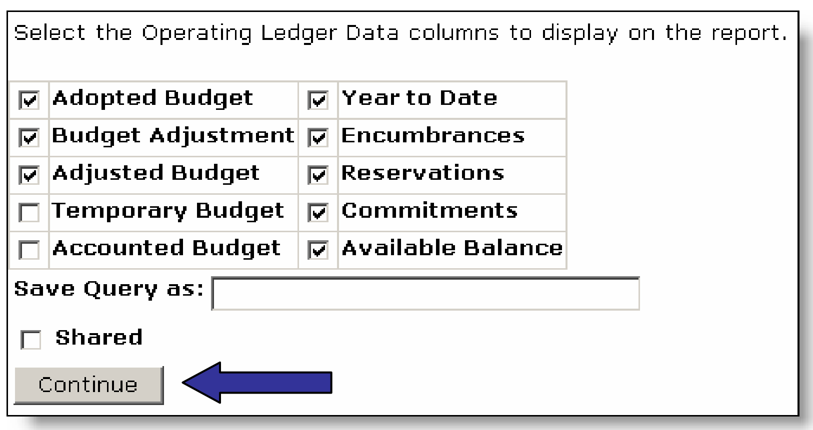


2. **Choose** Budget Status by Organizational Hierarchy from drop-down menu
3. **Click** Create Query button

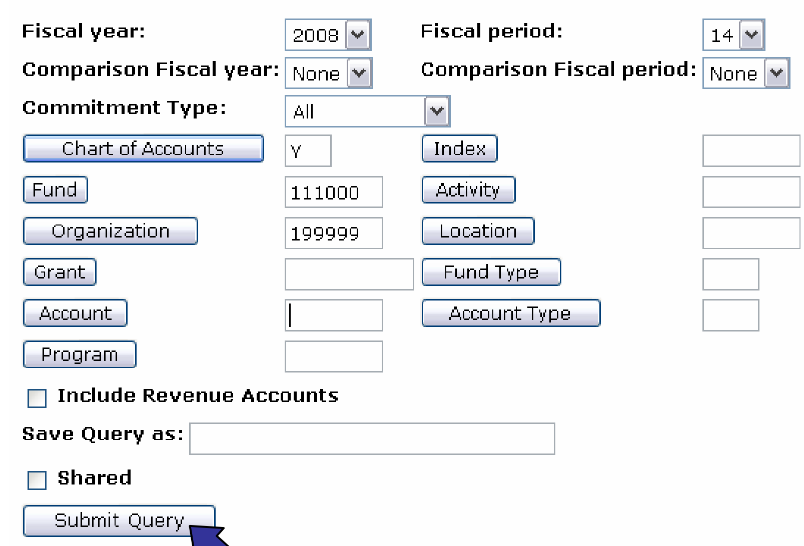


4. **Click** desired data column titles (headers) to display

5. **Click** Continue button



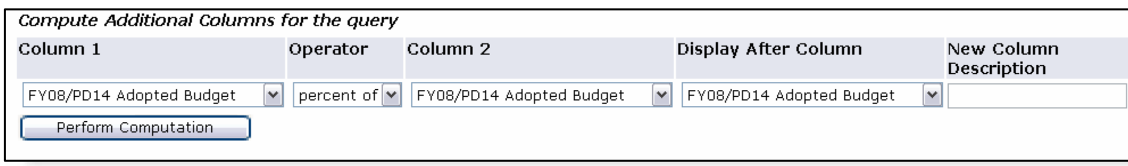
6. **Supply** the following information:
    - Fiscal Year
    - Fiscal Period
    - Chart of Accounts
    - Fund
    - Organization
    - Account (if desired)



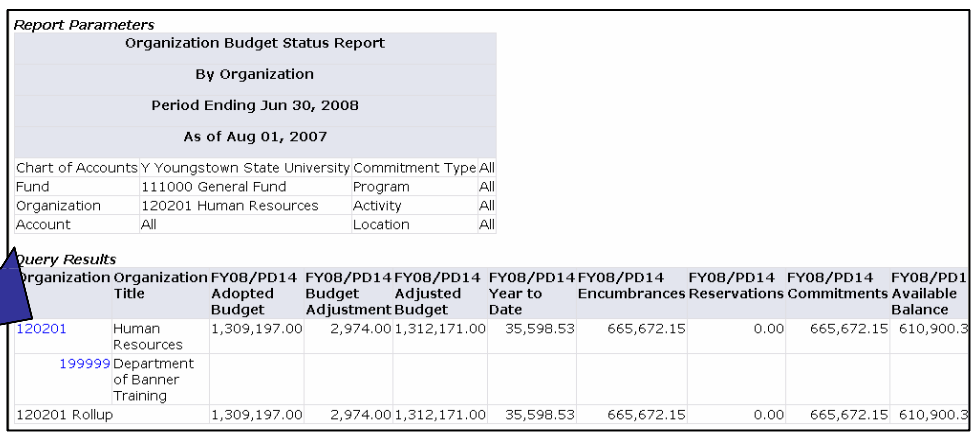
7. **Click** Submit Query button

Q Quick Tip

Calculate user-defined columns for the query by making selections from the Compute Additional Columns pull-down lists.



8. **View** results



Report Parameters

Organization Budget Status Report

By Organization

Period Ending Jun 30, 2008

As of Aug 01, 2007

Chart of Accounts	Y Youngstown State University	Commitment Type	All
Fund	111000 General Fund	Program	All
Organization	120201 Human Resources	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY08/PD14 Adopted Budget	FY08/PD14 Budget Adjustment	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Reservations	FY08/PD14 Commitments	FY08/PD1 Available Balance
120201	Human Resources	1,309,197.00	2,974.00	1,312,171.00	35,598.53	665,672.15	0.00	665,672.15	610,900.3
199999	Department of Banner Training								
120201 Rollup		1,309,197.00	2,974.00	1,312,171.00	35,598.53	665,672.15	0.00	665,672.15	610,900.3

Q Quick Tip

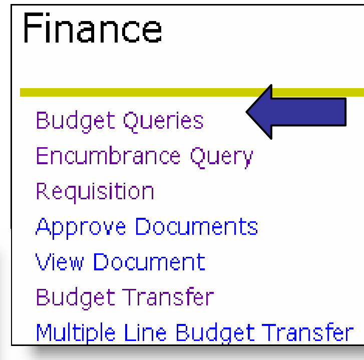
To get further information on a transaction, click any item that is blue and underlined in blue when the mouse is moved over it to drill down.

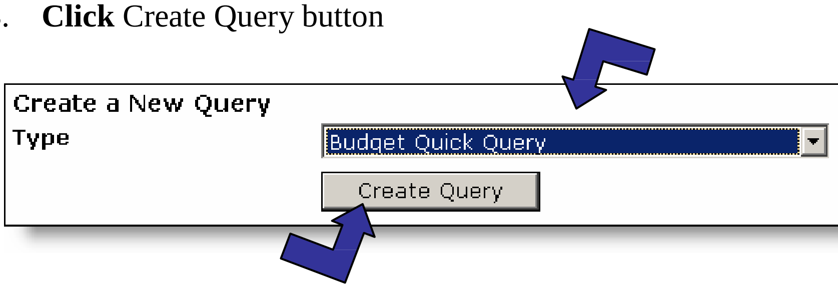
Budget Quick Query

This process provides a fast Query by Account Code and displays similar information to the Budget Status by Account query. The columns are already defined. The report cannot be drilled down in a Quick Query.

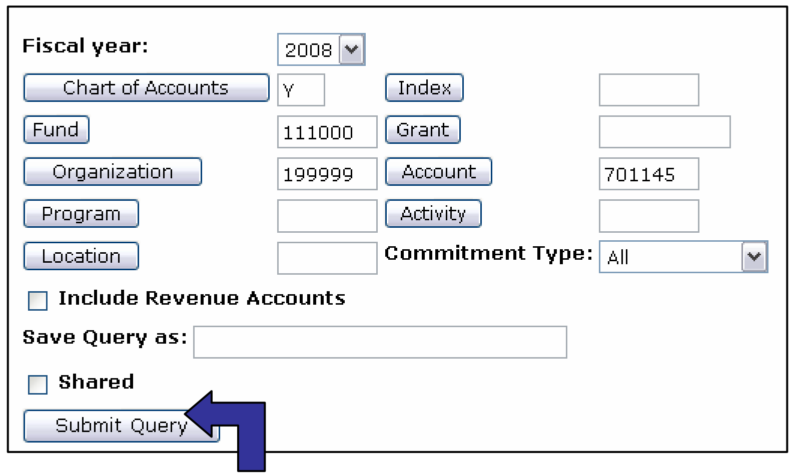
To complete a budget quick query:

1. **Click** Budget Queries
2. **Choose** Budget Quick Query from drop-down menu
3. **Click** Create Query button


Finance
Budget Queries
Encumbrance Query
Requisition
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer

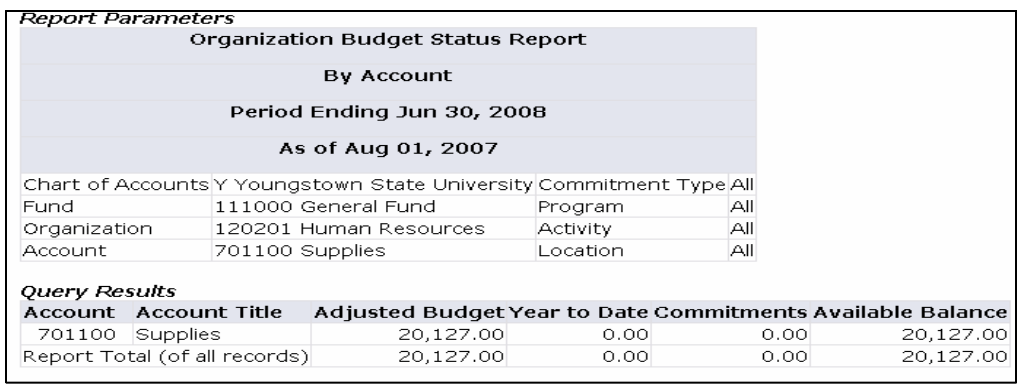

Create a New Query
Type | Budget Quick Query
Create Query

4. **Supply** the following information:
   - Fiscal Year
   - Chart of Accounts
   - Fund
   - Organization
   - Account (if desired)


Fiscal year: 2008
Chart of Accounts: Y | Index:
Fund: 111000 | Grant:
Organization: 199999 | Account: 701145
Program: | Activity:
Location: | Commitment Type: All
Include Revenue Accounts
Save Query as:
Shared
Submit Query

5. **Click** Submit Query button

6. **View** results


Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2008

As of Aug 01, 2007

Chart of Accounts	Y Youngstown State University	Commitment Type	All
Fund	111000 General Fund	Program	All
Organization	120201 Human Resources	Activity	All
Account	701100 Supplies	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
701100	Supplies	20,127.00	0.00	0.00	20,127.00
Report Total (of all records)		20,127.00	0.00	0.00	20,127.00

Quick Tip

Quick Queries do not provide for drilling down of specific data and does not allow for choosing columns for the report.

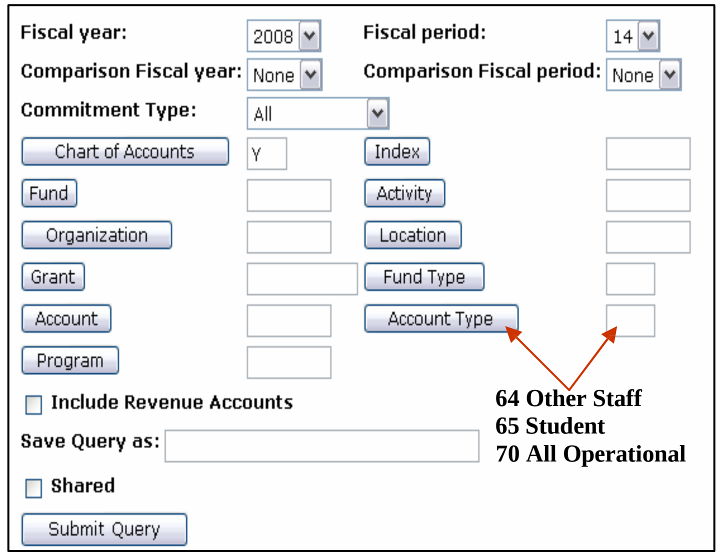
Budgets R Us

Permanent salary accounts and fringe benefit expenses are centrally monitored and controlled. Financial managers are responsible for all other accounts within their budgets.

Financial Managers are **always** responsible for these Account Types:

64—Other staff (this would include intermittent, overtime, supplementary salaries, and occasional service)
65—Student wages of all types
70—All Operational Expenditures

Use the Account Type field, in conjunction with the appropriate Fund and Organization, to help streamline the results of the Query.



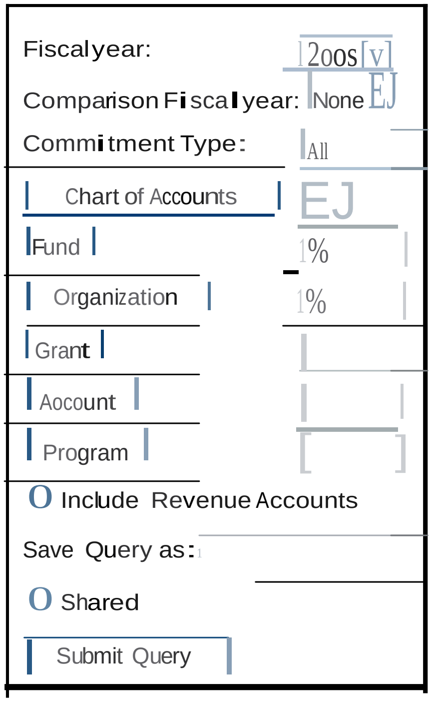
Supply the Details

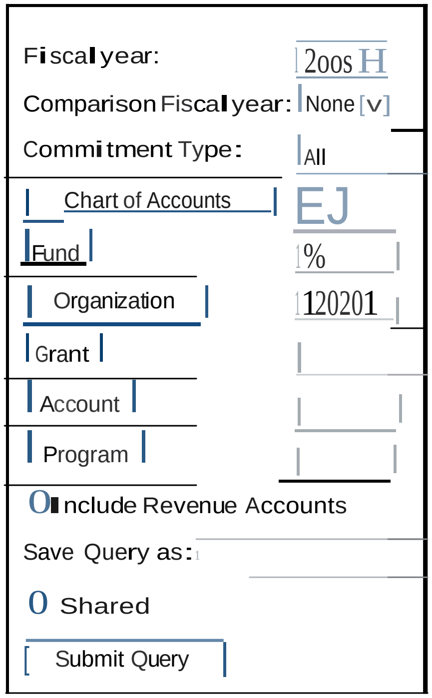
The Supplies Account, 701100, is a pooled account. This means that all money for supplies has been allocated to one account and is available for you to transfer to the appropriate account line as necessary for your Organization. You may choose to transfer the money to the appropriate account prior to making the purchase – thus avoiding the negative balance; alternatively, you may choose to wait until the end of the month and make the adjustments at that time.

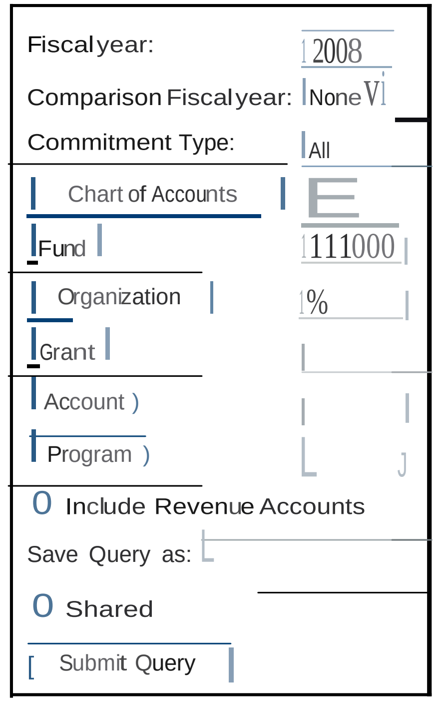
Title	Account
Operating Expenses	701000
Supplies	701100
Office Sup and Interlibrary Loans	701105
Faculty Research Reprints	701107
Instructional Supplies	701110
Instructional Chemical Supplies	701115
Maintenance Supplies	701120
Uniforms Safety Equip and Supply	701125
Medical Training Supplies	701130
Furnishing Supplies	701135
Computer Software	701140
Subscriptions Books and Reports	701145
Supplies Use for Computers	701150
Miscellaneous Supplies	701155
Procurement Card Activity	701160
Chargebacks Supplies	701163
Supplies Athletic Use Only	701165
Athletic supplies	701175
Course Supplies Course Fee Funded	701200
Course Supplies Course Fee Funded	701205
Travel and Related Expenses	701300
Trave[illegible]	[illegible]

Quick Query Hit

The % symbol is a global character that can reduce the amount of input time. If you would like to see all funds and/or all organizations simultaneously, use the % symbol in the Fund and/or Organization fields.


Fiscal year:
2008
Comparison Fiscal year:
None
Commitment Type:
All
Chart of Accounts
Fund
%
Organization
%
Grant
Account
Program
Include Revenue Accounts
Save Query as:
Shared
Submit Query

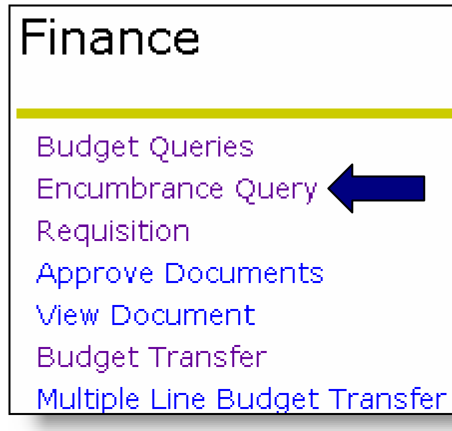

Fiscal year:
2008
Comparison Fiscal year:
None
Commitment Type:
All
Chart of Accounts
Fund
%
Organization
120201
Grant
Account
Program
Include Revenue Accounts
Save Query as:
Shared
Submit Query


Fiscal year:
2008
Comparison Fiscal year:
None
Commitment Type:
All
Chart of Accounts
Fund
111000
Organization
%
Grant
Account
Program
Include Revenue Accounts
Save Query as:
Shared
Submit Query

Encumbrance Query

An Encumbrance Query displays encumbrance information by account for specified FOAP parameters (Fund, Organization, Account, and Program). Use the Encumbrance Query to quickly locate all of your purchase orders for a particular Fund/Organization. Further reduce the search by determining the correct Encumbrance Status.

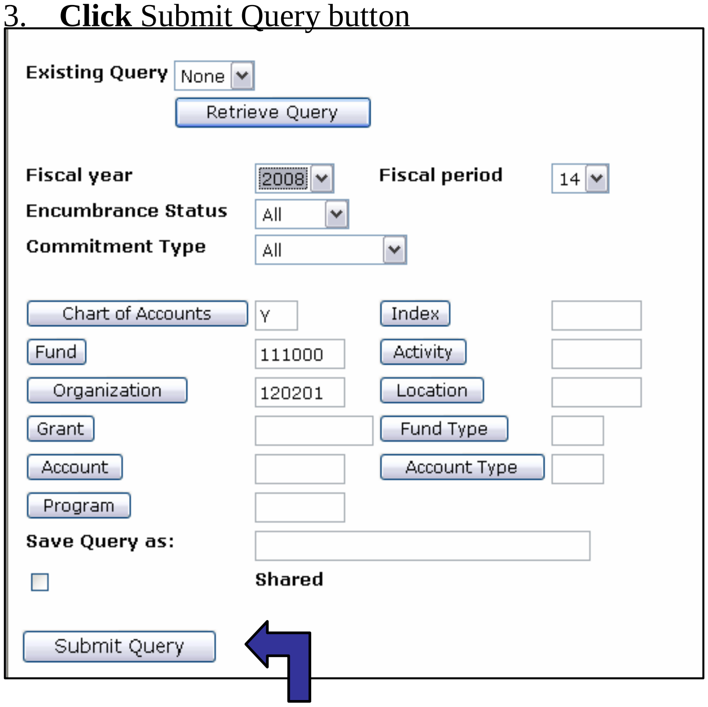
To complete an encumbrance query:



1. **Click** Encumbrance Query

2. **Supply** the following information:
   - Q Fiscal Year
   - Q Fiscal Period
   - Q Chart of Accounts
   - Q Fund
   - Q Organization

3. **Click** Submit Query button



View results

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
603100	PR080001	Encumbrance Salaries (Orig)	280,466.54	.00	.00	.00	280,466.54	.00	Uncommitted
603200	PR080001	Encumbrance Salaries (Orig)	7,871.85	.00	.00	.00	7,871.85	.00	Uncommitted
603300	PR080001	Encumbrance Salaries (Orig)	369,963.96	7,369.80	.00	.00	377,333.76	.00	Uncommitted
Report Total (of all records)			658,302.35	7,369.80	.00	.00	665,672.15	.00	

Q Quick Tip

To get further information on a transaction, click any item that is blue and underlined in blue when the mouse is moved over it to drill down.

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity
F0003064	HENC	280,466.54	.00	.00	.00	0	474	111000	120201	603100	63	
F0003064	HENC	7,871.85	.00	.00	.00	0	487	111000	120201	603200	63	
F0003064	HENC	369,963.96	.00	.00	.00	0	1026	111000	120201	603300	63	
F0003079	HENA	.00	7,369.80	.00	.00	0	1026	111000	120201	603300	63	

Another Query

Cancelled Purchase Orders

Purchasing will continue to print hard copies of the cancelled orders.

Approved Purchase Orders

Assigning of the Purchase Order number does not mean that the Order is approved or completed. When you view the document, verify that the Order displays a Y in the Approved field.

Purchase Order Lookup Results

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed	Reference Number
P0001828	DJWAINIO	Oct 10, 2006	Oct 14, 2006	BA	Y00401557	Nebraska Book Company Inc		Yes	Yes	

1 document selected.

Saving and Retrieving a Query

Some queries may be used often enough to save so that they can be run again at a later date. Finance Self-Service provides the option to create personal queries and shared queries. Shared queries are viewed by ***all*** *system users and cannot be deleted by the creator. It is recommended that only personal queries, and not any shared queries, be created.*

To save a query:

1. **Configure** a query as desired
2. **Click** in Save Query as: textbox
3. **Type**: the name of configured query
4. **Click** Submit Query button
5. Message appears that query has been saved

Save Query as: Travel Budget

Shared

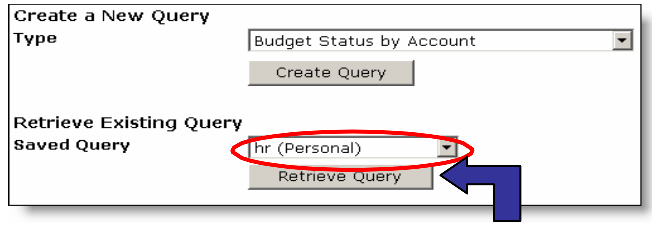
Submit Query

Query Travel Budget (Personal) saved.

Q Quick Tip

Personal Queries are indicated with a (P) while Shared Queries are indicated with an (S).

DO NOT use the shared feature – all Banner users will be able to see your data!



Q Quick Tip

Design a naming convention scheme that will make retrieving the saved queries meaningful!

To access saved queries:

1. **Access** any Finance Self-Service query area
2. **Select** desired query from the Saved Query drop-down menu
3. **Click** Retrieve Query button

Chargebacks

There are two methods in which chargebacks are processed against your budget: (1) electronically interfaced through various computer systems or (2) entered into Banner directly via the Journal Voucher form. The items processed via the interface are represented as follows:

PR = Payroll charges
BK = Bookstore charges for items purchased at the Bookstore for DEPARTMENTAL use only
PC = Procurement Card Charges

> **This is a lump sum charge that includes charges from the monthly settlement range that runs mid-month to mid-month.**

MR = Postal Services charges for UPS only

Chargebacks appear as Journal Voucher documents (CCCCXXXX where C is the code listed below and X is the automatic number assigned). The chargeback items processed as Journal Vouchers can be viewed through the View Document link and are represented as follows:

BKST = chargebacks for Bookstore items not identified above
COMD = chargebacks for COMDOC quick copy
CSWO = chargebacks for supplies from third party vendor (items NOT IN YSU's Central Stores warehouse)
ELMA = chargebacks for electronics maintenance services
FACL = chargebacks for facilities maintenance services
GRND = chargebacks for grounds department services
JAMB = chargebacks for Jambar advertisements
JANT = chargebacks for janitorial services
KILC = chargebacks for graphics, fax or candy counter purchases
MADC = chargebacks for media and academic computing services
MTPL = chargebacks for motor pool services
PARK = chargebacks for parking
POST = chargebacks for postage other than UPS charges (UPS charges are interfaced)
PRNT = chargebacks for printing items at the Print Shop
SECR = chargebacks for campus security services
TELE = chargebacks for telephone services
U = inventory items purchased from Central Stores warehouse or Management Center. **An**

associated packing slip with each delivery will identify the items purchased. If an inventory item is charged to account 701105 or 701120 then it is a Central Stores charge; if an inventory item is charged to account 701115 then it is a Chemical Management Center charge.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Oct 11,2006	Oct 11,2006	U0001885	evaline human resources	59.80	ISSU
Oct 05,2006	Oct 05,2006	U0001791	MARSHA HUMAN RESOURCES	3.75	ISSU
Oct 04,2006	Oct 04,2006	U0001745	carlyn human resources	2644.00	ISSU
Aug 12,2006	Aug 12,2006	U0000774	EVALINE	8.04	ISSU
Aug 10,2006	Aug 10,2006	U0000730	marsha	7.50	ISSU
Jul 25,2006	Jul 25,2006	U0000356	human resources	0.51	ISSU
Jul 21,2006	Jul 21,2006	U0000337	HUMAN RESOURCES	47.65	ISSU
Jul 06,2006	Jul 06,2006	U0000085	human resources rita	4.50	ISSU
Sep 21,2006	Oct 17,2006	PRNT0018	Printing Services Charges	16.00	JE16
Sep 12,2006	Oct 17,2006	PRNT0011	Printing Services Charges	283.59	JE16
Jul 28,2006	Oct 17,2006	PRNT0005	Printing Services Charges	64.49	JE16
Jul 20,2006	Oct 06,2006	PRNT0004	Printing Services Charges	76.47	JE16

Downloading Queries to a Spreadsheet

In addition to allowing review of budget information for transactions, Banner Self-Service allows all queries to be downloaded to a Comma Separated Value file (.csv) and then imported into a Microsoft Excel Spreadsheet. The spreadsheet can then be printed and/or edited for further analysis, calculation, etc. You can download all available query column headers to a spreadsheet or only selected ones.

Q Quick Tip

This process is **not** available with Quick Budget Query or Encumbrance Query.

Query Results

Account	Account Title	FY07/PD12 Adopted Budget	FY07/PD12 Budget Adjustment	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Encumbrances	FY07/PD12 Reservations	FY07/PD12 Commitments	FY07/PD12 Available Balance
701100	Supplies	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
701145	Subscriptions Books and Reports	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
701305	Travel	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
701730	Equipment General	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
Report Total (of all records)		4,000,000.00	0.00	4,000,000.00	0.00	0.00	0.00	0.00	4,000,000.00

Download All Ledger Columns | Download Selected Ledger Columns

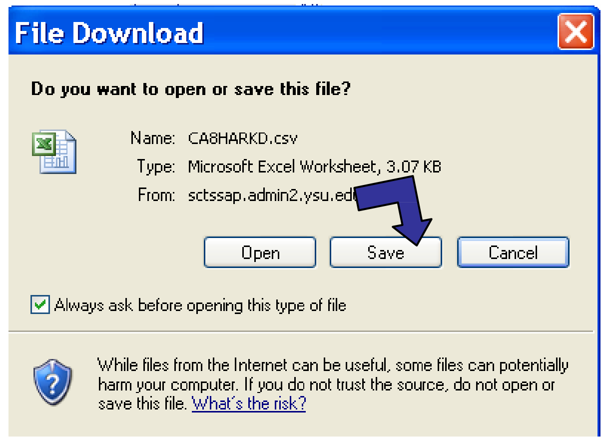
To download all available query column titles (headers) to a spreadsheet:

1. **Complete** a Budget query
2. **Click** Download All Ledger Columns button

Q Quick Tip

Download Selected Ledger Columns button downloads only those columns that were selected on the prior query. Download All Ledger Column button downloads all available ledger amounts for the entered criteria.

3. **Choose** Save from File Download window



Q Quick Tip

If using Netscape or some other browser, the above dialog box may appear differently.

Q Quick Tip

Important! Save the Excel file to your desktop or to a location on your hard drive so it is easy to locate.

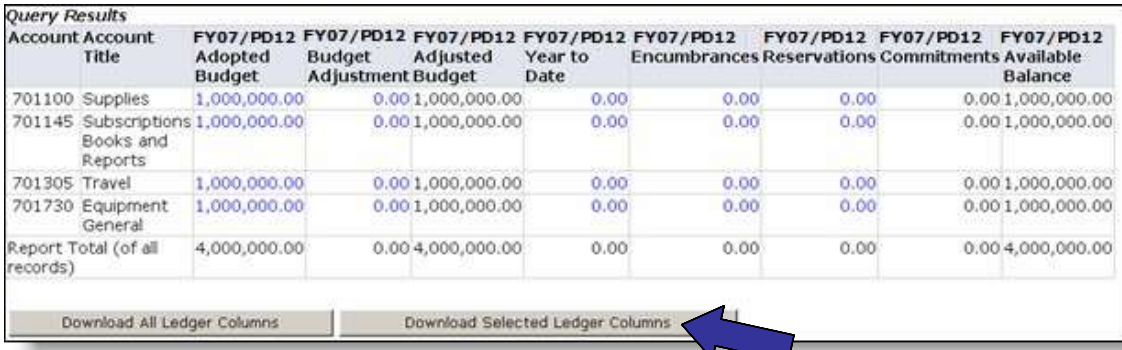
4. **Open** the saved file in Excel

	A	B	C	D	E	F	G	H	I
1	Organization Budget Status Report								
2	By Account								
3	Period Ending Jun 30,2006								
4	As of Feb 04, 2006								
5									
6	Chart of Accounts	B	SCT University						
7	Fund	1110	Current Education and General						
8	Organization	10	Office of President						
9	Account	All							
10	Program	All							
11	Activity	All							
12	Location	All							
13	Commitment Type	All							
14									
15									
16	Chart	Fund Type2	FundType2	Fund Type	Fund Type	Fund	Fund Title	Organizatic	Organizatic
17	B	11	Current Uni	10	Unrestricte	1110	Current Ed	10	Office of Pr
18	B	11	Current Uni	10	Unrestricte	1110	Current Ed	10	Office of Pr

5. **Format** and calculate worksheet data in Excel as desired
6. **Save** worksheet as an Excel Document type (.xls) before returning to Banner.

To download selected query column titles (headers) to a spreadsheet:

1. **Complete** query
2. **Click** Download Selected Ledger Columns button

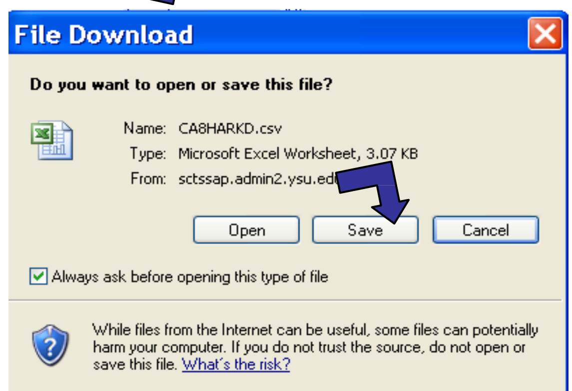


Query Results

Account	Account Title	FY07/PD12 Adopted Budget	FY07/PD12 Budget Adjustment	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Encumbrances	FY07/PD12 Reservations	FY07/PD12 Commitments	FY07/PD12 Available Balance
701100	Supplies	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
701145	Subscriptions Books and Reports	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
701305	Travel	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
701730	Equipment General	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
Report Total (of all records)		4,000,000.00	0.00	4,000,000.00	0.00	0.00	0.00	0.00	4,000,000.00

Download All Ledger Columns   Download Selected Ledger Columns

3. **Choose** Save from File Download window



Q Quick Tip If using Netscape or some other browser, the above dialog box may appear differently.

Q Quick Tip Important! Save the Excel file to your desktop or to a location on your hard drive that is easy to locate.

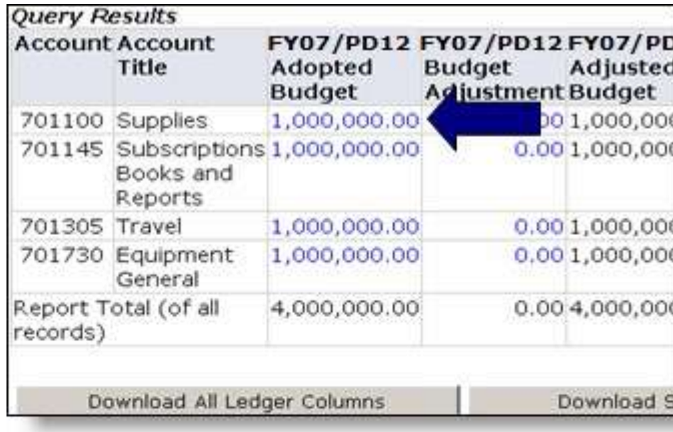
4. **Open** the saved file in Excel

5. **Format** and calculate worksheet data in Excel as desired

6. **Save** worksheet as an Excel Document type (.xls) before returning to Banner.

Drilling Down

Banner Self-Service provides the ability to obtain more detailed information about any item that is blue and underlined in blue when the mouse is moved over it by clicking on it to view a detailed report.



Query Results

Account	Account Title	FY07/PD12 Adopted Budget	FY07/PD12 Budget Adjustment	FY07/PD Adjusted Budget
701100	Supplies	1,000,000.00	00	1,000,000
701145	Subscriptions Books and Reports	1,000,000.00	0.00	1,000,000
701305	Travel	1,000,000.00	0.00	1,000,000
701730	Equipment General	1,000,000.00	0.00	1,000,000
Report Total (of all records)		4,000,000.00	0.00	4,000,000

1. **Click** blue items to drill down

2. **View** results

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Dec 08, 2006	Dec 08, 2006	J0602649	Transfer fr Supplies to Travel	250.00	TSFB
Report Total (of all records):				250.00	

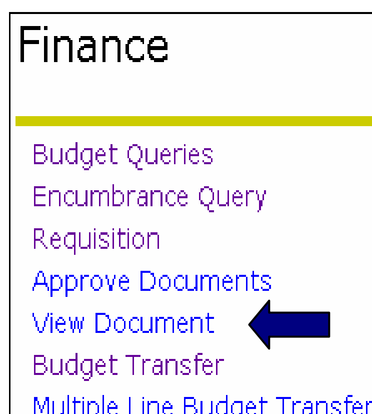
Available Budget Balance: 1,000,250.00

Q Quick Tip

If other items are blue, repeat until there are no blue items to view.

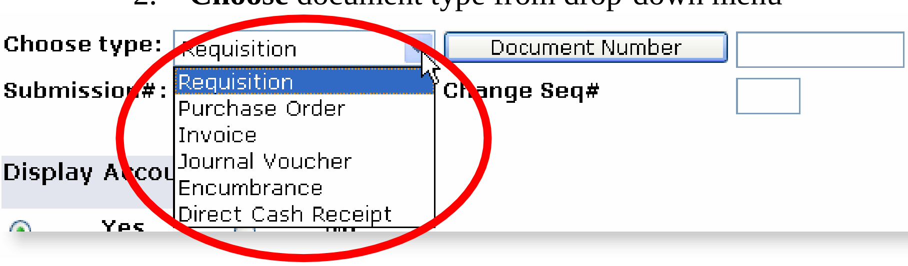
Viewing a Document

This process displays the details of documents, such as Requisitions, Purchase Orders, Invoices, Direct Cash Receipts and Journal Vouchers (aka--budget transfers).



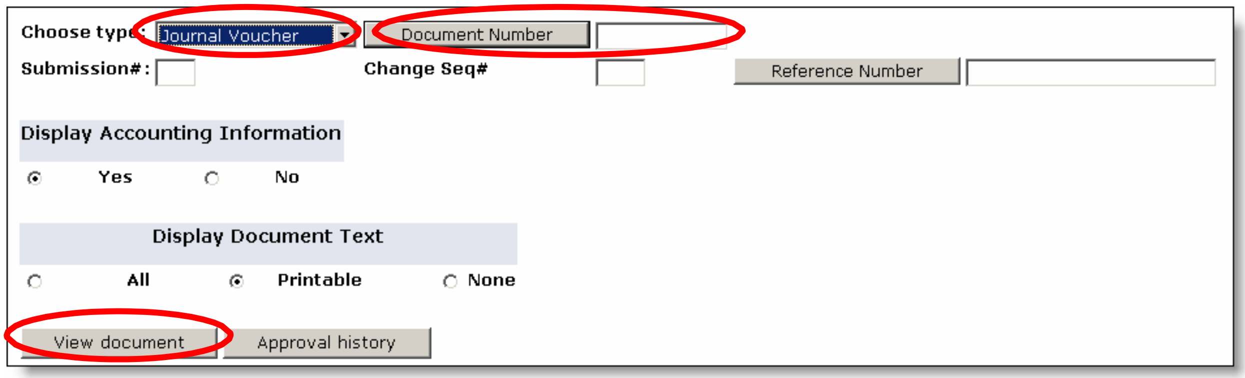
To view a document:

1. **Click** View Document
2. **Choose** document type from drop-down menu

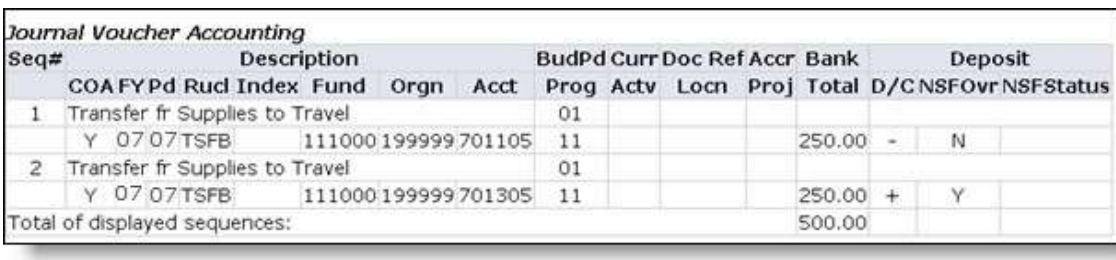


Other document types include: requisition, purchase order, invoice, journal voucher (or budget transfer), encumbrance, and direct cash receipt.

3. **Type**: Document Number (if known) in Document Number field textbox (see next section if Document Number is unknown)
4. **Click** View Document button



5. **View** results



Journal Voucher Accounting

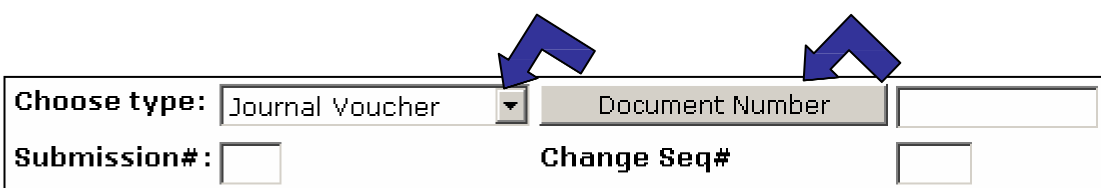
Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	NSFStatus
1	Transfer fr Supplies to Travel								01							
	Y	07	07	TSFB		111000	199999	701105	11				250.00	-	N	
2	Transfer fr Supplies to Travel								01							
	Y	07	07	TSFB		111000	199999	701305	11				250.00	+	Y	
Total of displayed sequences:													500.00			

Searching for a Document without the Document Number

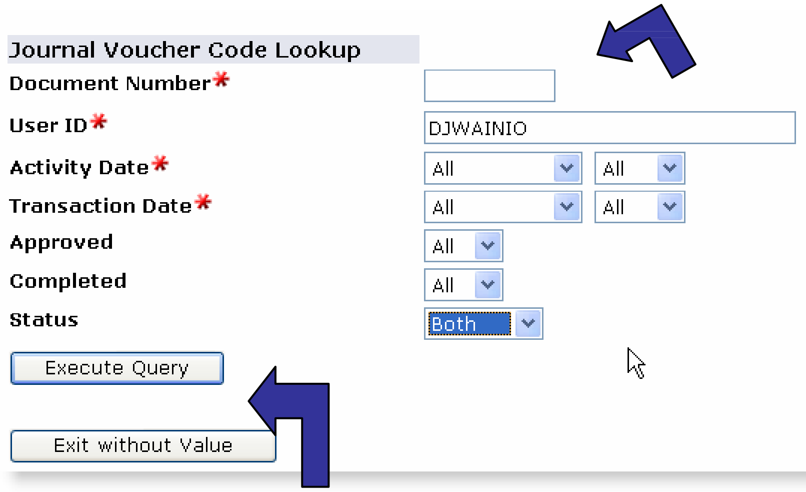
The Document Number field is a searchable feature!

To find a document that you do not have a number for:

1. **Choose** document type from drop-down menu
2. **Click** Document Number button



3. **Determine** search options
4. **Change Status** to **Both**
5. **Click** Execute Query



6. **View** results
7. **Click** Document Number to view

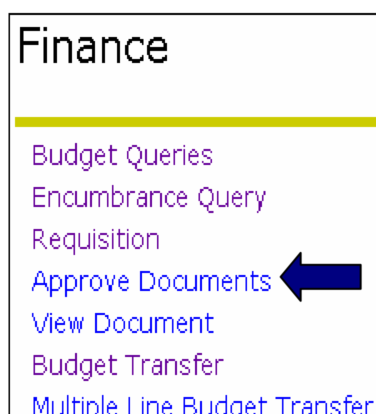
Document Number	Sub#	User ID	Activity Date	Trans Date	Approved	Completed
J0601568	0	DJWAINIO	Nov 01, 2006	Sep 22, 2006	Yes	Yes
J0601569	0	DJWAINIO	Nov 01, 2006	Sep 22, 2006	Yes	Yes
2 documents selected.						

Approving Documents

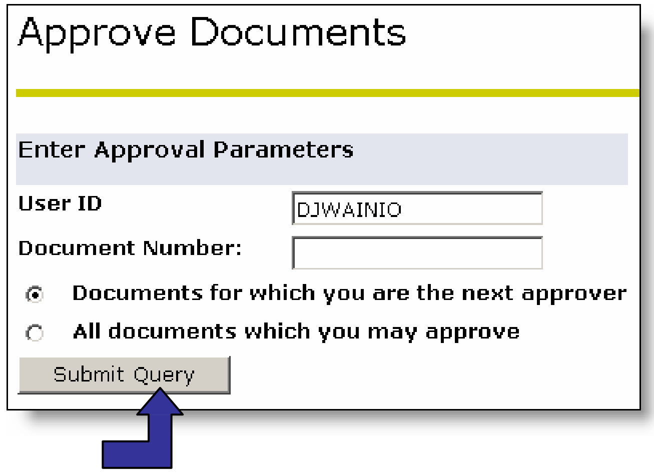
Certain documents, such as Requisitions and Budget Transfers, may require approval before they can be fully processed.

To approve documents:

1. **Click** Approve Documents



2. Your User ID appears in the User ID field
3. **Determine** documents to view
   - Documents for which you are the next approver
   - All documents which you may approve
4. **Click** Submit Query button



Q Quick Tip

To view who originated the document and/or who are listed as approvers, click the History link.

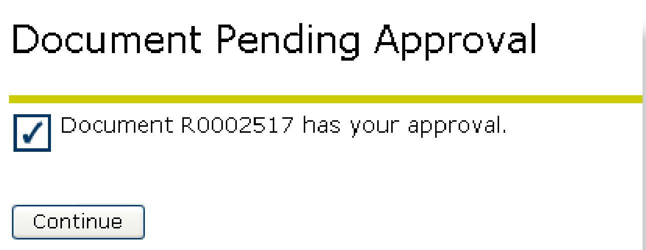
Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ				CDMILLER01	450.00	DOC		R0002517	History	Approve	Disapprove

Another Query

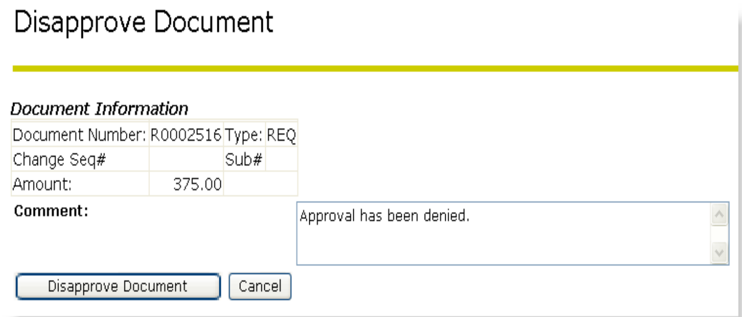
5. **Click** Approve to approve the document
6. Either leave the default approval comment or type a new one in the Approval field
7. **Click** Approve Document button

The screen appears confirming the document has been approved.

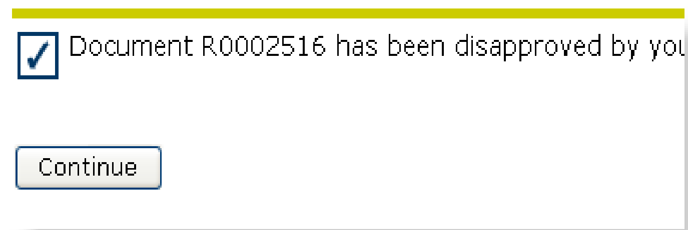


To disapprove documents:

1. Complete the previous process through step 4 above
2. **Click** Disapprove link
3. Either leave the default disapproval comment or enter a new one in the Comment field
4. **Click** Disapprove Document button



The screen appears confirming the document has been disapproved.

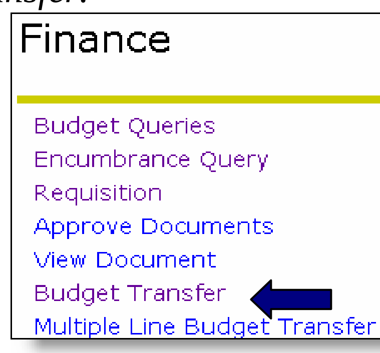


Important Note:

You must complete any data entry forms as soon as data entry is finished. If forms are left in process, all information entered will be lost!!

Budget Transfers (Single Line)

This process enables transfer of monies (non-salaried items only) within and between organizations. This process is for a single line transfer.



To complete a budget transfer (single line):

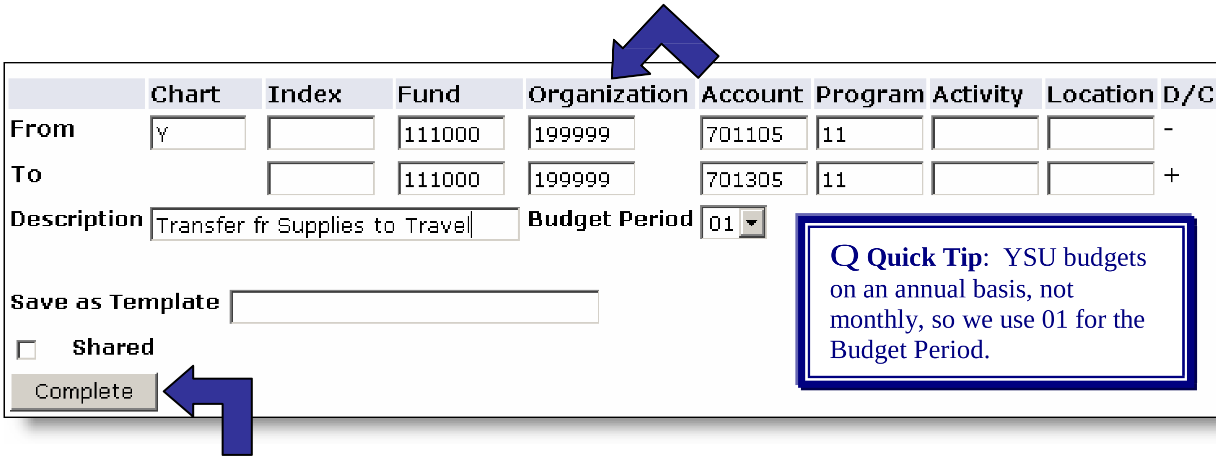
1. **Click** Budget Transfer

2. **Confirm** Journal Type field displays TSFB (Departmental Budget Transfer)

3. **Type:** amount to transfer into the Transfer Amount field

Supply the following information:

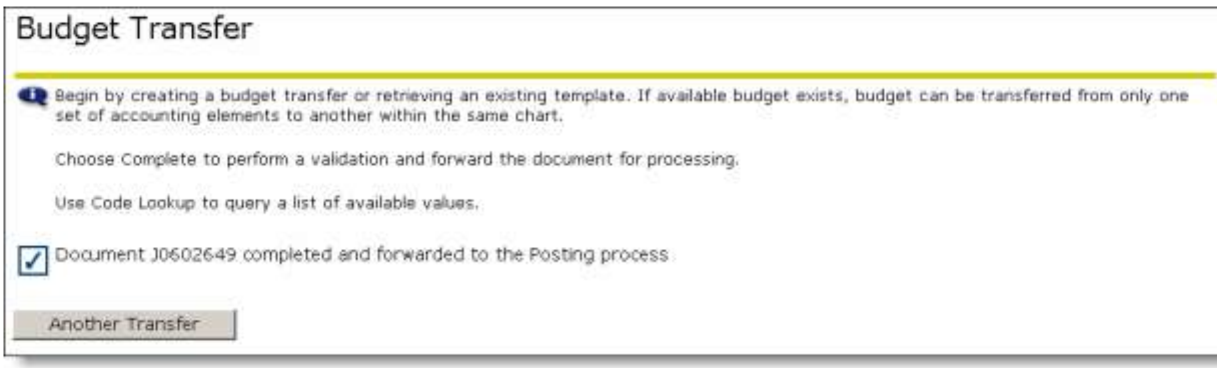
- Q Chart of Accounts
- Q Fund
- Q Organization
- Q Account
- Q Program
- Q Description
- Q Budget Period



Q Quick Tip: YSU budgets on an annual basis, not monthly, so we use 01 for the Budget Period.

4. **Click** Complete button

5. **Verify** transfer has been forwarded to the Posting process


Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Document J0602649 completed and forwarded to the Posting process

Another Transfer

Q Quick Tip

If you transfer funds to an account that does not exist in your budget line, it will be automatically created. The transfer document actually creates it—no need to contact the Budget Office.

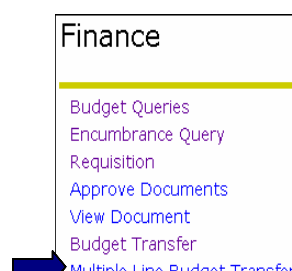
Budget Transfers (Multiple Line)

This process enables transfer between multiple accounts or multiple organizations. In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the total Document Amount.

To complete a budget transfer (multiple line):

1. **Click** Multiple Line Budget Transfer

2. **Type**: Total document amount In the Document Amount field

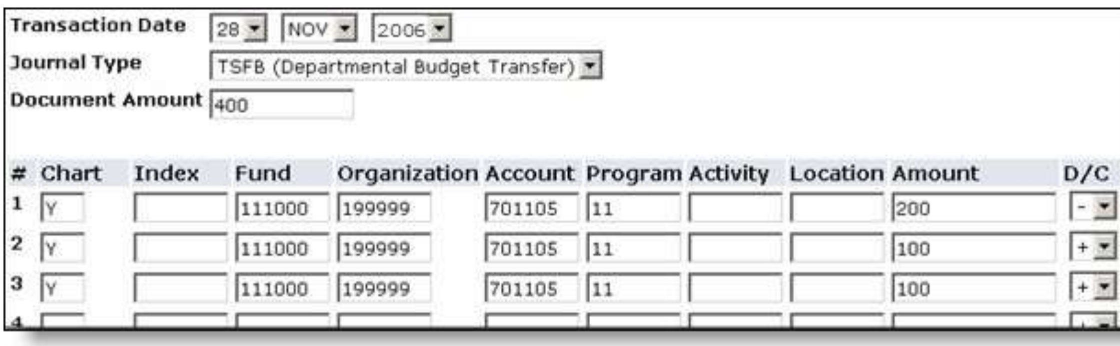


Q Quick Tip

The Document Amount is the total amount transferred between the to and the from account. For example, if you wanted to transfer $1,000 from Organization 140705 to Organization 140702, the total amount would be $2,000.

3. **Supply** the following information:
   - Q Chart of Accounts
   - Q Fund
   - Q Organization
   - Q Account
   - Q Program
   - Q Amount

4. **Choose** the minus sign (-) from the Debit/Credit (D/C) field
5. **Tab** to next line

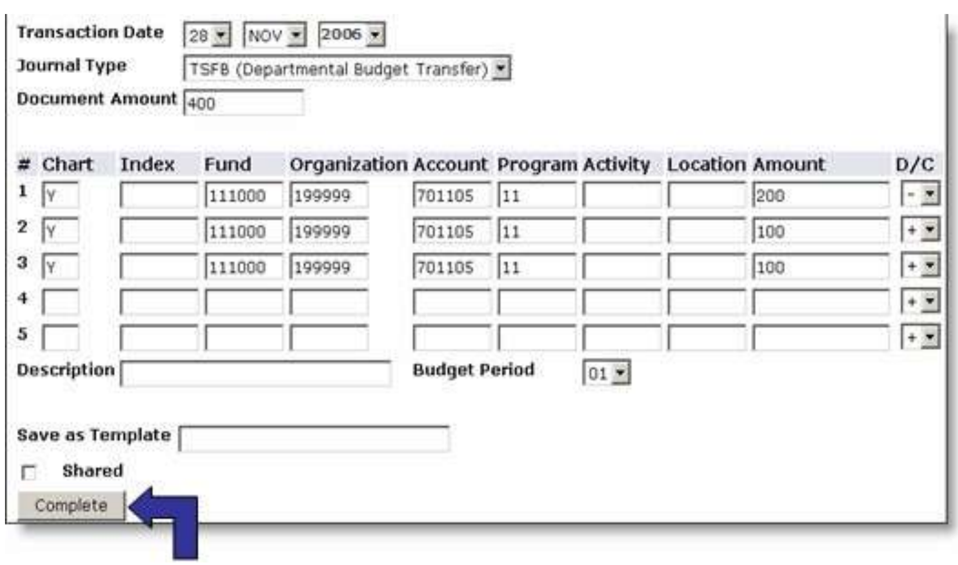


Transaction Date 28 NOV 2006
Journal Type TSFB (Departmental Budget Transfer)
Document Amount 400

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	Y		111000	199999	701105	11			200	-
2	Y		111000	199999	701105	11			100	+
3	Y		111000	199999	701105	11			100	+

Repeat steps above if there is more than one Org/Account you are transferring from

6. **Verify** that all pluses (+) and minuses (-) add up to the value entered in the Document Amount field at the top of the screen
7. **Type**: a brief description of this budget transfer in the Description field
8. **Retain** Budget Period 01 at all times
9. **Click** Complete button

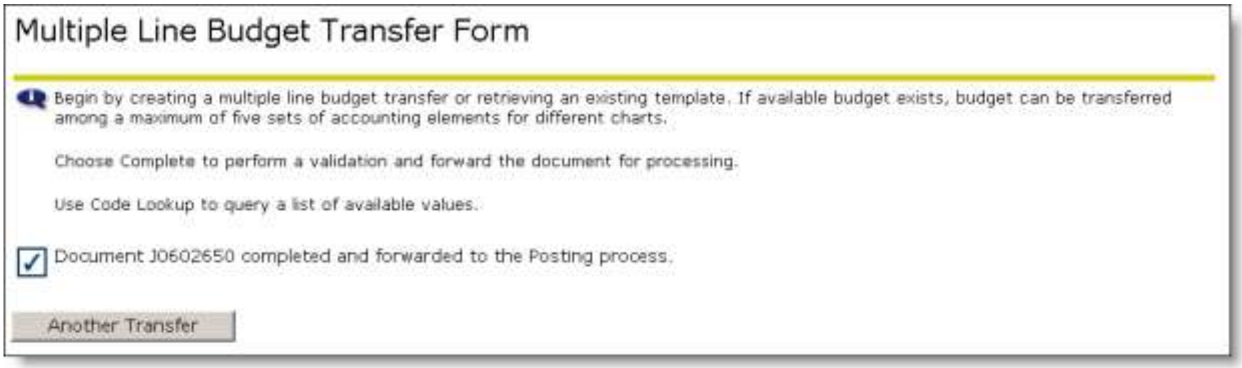


Transaction Date 28 NOV 2006
Journal Type TSFB (Departmental Budget Transfer)
Document Amount 400

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	Y		111000	199999	701105	11			200	-
2	Y		111000	199999	701105	11			100	+
3	Y		111000	199999	701105	11			100	+
4										+
5										+

Description
Budget Period 01
Save as Template
Shared
Complete

10. **Verify** document number and a statement appears showing that it has been forwarded to the posting process



Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Document J0602650 completed and forwarded to the Posting process.

Another Transfer

Important Notes about Budget Transfers:

- Transferring monies between Fund codes is handled outside of Banner. A form is available from the YES website: http://www.ysu.edu/yes or via memo to General Accounting.
- Transferring monies between Organization codes is available through Banner provided you have the appropriate fund/organization access. If the transfer is within the college, the dean’s office may enter the transfer; if it is within the same division, the provost or vice president’s office can enter the transfer, or you may complete the form online and the Budget office will complete the transfer.
- Transferring monies to an Account code creates the Account in the budget.
- Although Banner will support transfers of partial dollar amounts, the Budget Office would prefer that only whole dollar amounts be transferred.
- When transferring monies to the Fringe Benefit Account please see the Vice President for Finance and Administration website, Budget Planning page for details. (http://web.ysu.edu/gen/ysu/Budget_Planning_m753.html)

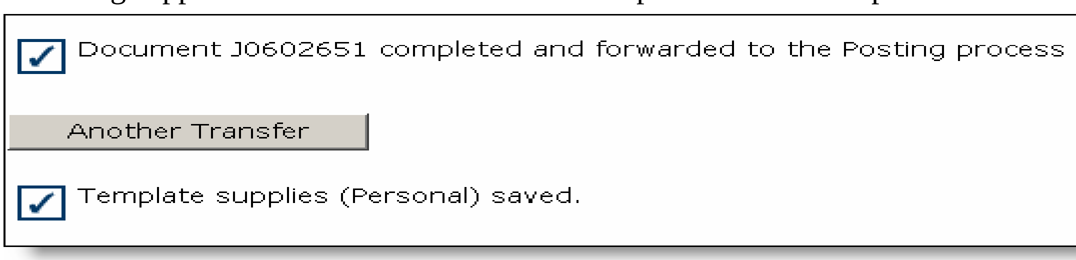
Saving and Retrieving a Template

While Budget Queries can be saved as Saved Queries, Budget Transfers and Purchase Requisitions can also be saved, but are referred to as Templates.

To save a template:

1. **Complete** all required information for a budget transfer
2. **Click** Save as Template textbox
3. **Type**: <desired template name>
4. **Click** Complete button

A message appears that the transfer has been completed and the template has been saved.



Q Quick Tip

Important!!! When creating a template, you also complete a transfer!!

To Retrieve a Saved Login Template:

1. **Click** Budget Transfer or Multiple Line Budget Transfer
2. **Choose** template from Use template drop-down menu
3. **Click** Retrieve button

How to Exit Banner Self-Service

This process explains the procedure to exit out of the system correctly.

To Exit Banner:

1. **Click** Exit icon
2. **Click** Browser close icon