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.
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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]

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

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 ® Y00401721
Social Security Number
(without hyphens) ® 111223333
Patron ID ® PA0007191
Alumni ID ® AL0019923

9. Click Finance

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.

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

Login Verification Security Question and Answer

If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 50 characters, limit spaces, and do not use special characters.

Enter Question: What is my favorite gem stone?
Answer: diamond

To Reset Your PIN:
1. Type: User ID
2. Click Forgot PIN? button
3. Type: <answer>
4. Click Submit Answer button

Security Answer

User ID: Y0040172
Question: What is my favorite gem stone?
Answer: diamond

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

Your PIN has to be reset. Please change it now.

New PIN: ...
Re-enter new PIN: ...

Reset PIN

Quick Tip

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

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

Quick Tip

After five (5) attempts with the incorrect 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.

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

- **Adopted Budget**
- **Budget Adjustment**
- **Adjusted Budget**
- **Temporary Budget**
- **Accounted Budget**
- **Year to Date**
- **Encumbrances**
- **Reservations**
- **Committments**
- **Available Balance**

### Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>Original budget allocation given at the beginning of the fiscal year.</td>
</tr>
<tr>
<td>Budget Adjustment</td>
<td>Any additions or reductions made to the budget since the original allocation.</td>
</tr>
<tr>
<td>Adjusted Budget</td>
<td>Original budget plus or minus any Budget Adjustments. This is a system-generated column, which does not allow for “drilling” down to details.</td>
</tr>
<tr>
<td>Temporary Budget</td>
<td>Adjustments done in the current year that are temporary in nature. (Budget Adjustments that will not roll over to the next fiscal year.)</td>
</tr>
<tr>
<td>Accounted Budget</td>
<td>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.</td>
</tr>
<tr>
<td>Year-to-Date</td>
<td>Year-to-date activity. Represents actual revenue and expenditures posted.</td>
</tr>
<tr>
<td>Encumbrances (aka – purchase orders)</td>
<td>Generated by purchase orders (PO); funds committed for future payments.</td>
</tr>
<tr>
<td>Reservation (aka – purchase requisition)</td>
<td>Funds set aside for purchase orders and requisitions.</td>
</tr>
<tr>
<td>Commitment</td>
<td>Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances.</td>
</tr>
<tr>
<td>Available Balance</td>
<td>Remaining Budget left to spend = Total Budget +/- Commitments +/- Actual Expenditures.</td>
</tr>
</tbody>
</table>
Example of screen in Finance Self-Service displaying the fields defined below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Explanation</th>
</tr>
</thead>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Month</th>
<th>Fiscal Period</th>
<th>Month</th>
<th>Fiscal Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>01</td>
<td>January</td>
<td>07</td>
</tr>
<tr>
<td>August</td>
<td>02</td>
<td>February</td>
<td>08</td>
</tr>
<tr>
<td>September</td>
<td>03</td>
<td>March</td>
<td>09</td>
</tr>
<tr>
<td>October</td>
<td>04</td>
<td>April</td>
<td>10</td>
</tr>
<tr>
<td>November</td>
<td>05</td>
<td>May</td>
<td>11</td>
</tr>
<tr>
<td>December</td>
<td>06</td>
<td>June</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accumulation</td>
<td>14</td>
</tr>
</tbody>
</table>
Example of screen in Finance Self-Service displaying fields defined below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts (Required)</td>
<td>Y, which should appear by default, represents YSU’s Chart of Accounts in the production database.</td>
</tr>
<tr>
<td>Fund (Required)</td>
<td>Represents the source of the funds.</td>
</tr>
<tr>
<td>Organization (Required)</td>
<td>Departmental entity or budgetary unit responsible and accountable for the transactions.</td>
</tr>
<tr>
<td>Grant</td>
<td>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.</td>
</tr>
<tr>
<td>Account (Required)</td>
<td>Account identifies the financial activity being recorded. Examples: assets, liabilities, fund balance, revenues, expenditures, transfers.</td>
</tr>
<tr>
<td>Program (Required)</td>
<td>Function reporting classification for tracking the use of funds. Program codes will be assigned based on Organization code.</td>
</tr>
<tr>
<td>Index (Not used by YSU)</td>
<td>Shortcut number that will display the default Fund, Organization, and Program Field data.</td>
</tr>
<tr>
<td>Activity</td>
<td>An optional element used for independent reporting needs. Used on a limited basis by General Accounting.</td>
</tr>
<tr>
<td>Location</td>
<td>Location Code. Identifies the physical whereabouts of University assets. Not being used at this time except by General Accounting.</td>
</tr>
<tr>
<td>Fund Type</td>
<td>The type of fund allowing high-level rollup (consolidation). This could be used to query budget information for a specific source of funds.</td>
</tr>
<tr>
<td>Account Type</td>
<td>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.</td>
</tr>
<tr>
<td>Include Revenue Accounts</td>
<td><strong>Checked</strong>: Include revenue accounts in the query. <strong>Unchecked</strong>: Do not include revenue accounts in the query.</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Chart of Accounts Code</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>account</td>
</tr>
<tr>
<td>Code Criteria</td>
<td>7%</td>
</tr>
<tr>
<td>Title Criteria</td>
<td></td>
</tr>
<tr>
<td>Maximum rows to return</td>
<td>10</td>
</tr>
</tbody>
</table>

Code Lookup results

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

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

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

![Code Lookup Screen]

<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts Code</td>
<td>Y, which should appear by default, represents the Chart of Accounts in the production database.</td>
</tr>
<tr>
<td>Type</td>
<td>Type is the actual item you are querying. See the following page for further descriptions of Type items.</td>
</tr>
<tr>
<td>Code Criteria</td>
<td>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.</td>
</tr>
<tr>
<td>Title Criteria</td>
<td>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.</td>
</tr>
<tr>
<td>Max number of rows to be returned</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>2008</td>
</tr>
<tr>
<td>Fiscal Period</td>
<td>14</td>
</tr>
<tr>
<td>Budget Period – Month one of the fiscal period. YSU budgets on an annual basis; always use month one</td>
<td>01</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Y</td>
</tr>
<tr>
<td>Fund</td>
<td>111000</td>
</tr>
<tr>
<td>Organization</td>
<td>199999</td>
</tr>
</tbody>
</table>
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

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

5. **Click** Continue button

**Quick Tip** There are quick links at the bottom of the screen as well. ☺
6. **Supply** the following information:
   - **Q** Fiscal Year
   - **Q** Fiscal Period
   - **Q** Chart of Accounts
   - **Q** Fund
   - **Q** Organization

   ![Image of UI panel for supply information]

7. **Click Submit Query button**

8. **View results**

   ![Image of budget report]

   ![Table of budget report data]

---

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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

<table>
<thead>
<tr>
<th>Fiscal year:</th>
<th>2008</th>
<th>Fiscal period:</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison fiscal year:</td>
<td>None</td>
<td>Comparison fiscal period:</td>
<td>None</td>
</tr>
<tr>
<td>Commitment Type:</td>
<td>All</td>
<td>Index</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>111000</td>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>199999</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>701145</td>
<td>Account Type</td>
<td></td>
</tr>
</tbody>
</table>

4. **View** results

**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:
Q Fiscal Year
Q Fiscal Period
Q Chart of Accounts
Q Fund
Q Organization
Q Account (if desired)

Fiscal year: 2008
Comparison Fiscal year: None
Fiscal period: 14
Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts
Y
Index
Fund
Organization
111000
Activity
Grant
109900
Location
Account
Program

Include Revenue Accounts

Save Query as:
Shared
Submit Query

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

Compute Additional Columns for the query

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Operator</th>
<th>Column 2</th>
<th>Display After Column</th>
<th>New Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY08/PDI4 Adopted Budget</td>
<td>percent of</td>
<td>FY08/PDI4 Adopted Budget</td>
<td>FY08/PDI4 Adopted Budget</td>
<td>FY08/PDI4 Adopted Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Perform Computation

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

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

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

5. **Click** Submit Query button

6. **View** results

---

### 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.

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.
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:
   - Fiscal Year
   - Fiscal Period
   - Chart of Accounts
   - Fund
   - Organization

3. Click Submit Query button

View results

<table>
<thead>
<tr>
<th>Account Document Code</th>
<th>Description</th>
<th>Original Commitments</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Current Commitments</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>603100 PRO0001</td>
<td>Encumbrance Salaries (Org)</td>
<td>280,466.54</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>260,466.54</td>
<td>0.00</td>
</tr>
<tr>
<td>603200 PRO0001</td>
<td>Encumbrance Salaries (Org)</td>
<td>7,871.85</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,871.85</td>
<td>0.00</td>
</tr>
<tr>
<td>603300 PRO0001</td>
<td>Encumbrance Salaries (Org)</td>
<td>369,963.96</td>
<td>7,369.80</td>
<td>0.00</td>
<td>0.00</td>
<td>377,333.76</td>
<td>0.00</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td></td>
<td>658,302.35</td>
<td>7,369.80</td>
<td>0.00</td>
<td>0.00</td>
<td>665,672.15</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Document Rule Class</th>
<th>Original Encumbrance Adjustment</th>
<th>Encumbrance Liquidations</th>
<th>Encumbrance Year to Date</th>
<th>Item Number</th>
<th>Sequence Fund Number</th>
<th>Organization Account</th>
<th>Program Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>F0003054</td>
<td>HENC</td>
<td>280,466.54</td>
<td>.00</td>
<td>.00</td>
<td>120201</td>
<td>603100</td>
<td>63</td>
</tr>
<tr>
<td>F0003054</td>
<td>HENC</td>
<td>7,871.85</td>
<td>.00</td>
<td>.00</td>
<td>120201</td>
<td>60200</td>
<td>63</td>
</tr>
<tr>
<td>F0003054</td>
<td>HENC</td>
<td>569,963.96</td>
<td>.00</td>
<td>.00</td>
<td>120201</td>
<td>603300</td>
<td>63</td>
</tr>
<tr>
<td>F0003079</td>
<td>HENA</td>
<td>.00</td>
<td>7,969.80</td>
<td>.00</td>
<td>120201</td>
<td>603300</td>
<td>63</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Purchase Order Lookup Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>P0001828</td>
</tr>
</tbody>
</table>

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
**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!

**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.

<table>
<thead>
<tr>
<th>Document List</th>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 11, 2005</td>
<td>Oct 11, 2005</td>
<td></td>
<td>U0011885</td>
<td>evalaing human resources</td>
<td>59.80</td>
<td>ISSU</td>
</tr>
<tr>
<td>Oct 05, 2005</td>
<td>Oct 05, 2005</td>
<td></td>
<td>U0001791</td>
<td>MARSIA HUMAN RESOURCES</td>
<td>3.75</td>
<td>ISSU</td>
</tr>
<tr>
<td>Oct 04, 2005</td>
<td>Oct 04, 2005</td>
<td></td>
<td>U0001745</td>
<td>carlyn human resources</td>
<td>2544.90</td>
<td>ISSU</td>
</tr>
<tr>
<td>Aug 12, 2006</td>
<td>Aug 12, 2006</td>
<td></td>
<td>U0007774</td>
<td>EVALINE</td>
<td>8.04</td>
<td>ISSU</td>
</tr>
<tr>
<td>Aug 10, 2006</td>
<td>Aug 10, 2006</td>
<td></td>
<td>U000730</td>
<td>marsha</td>
<td>7.50</td>
<td>ISSU</td>
</tr>
<tr>
<td>Jul 25, 2006</td>
<td>Jul 25, 2006</td>
<td></td>
<td>U0000356</td>
<td>human resources</td>
<td>0.51</td>
<td>ISSU</td>
</tr>
<tr>
<td>Jul 21, 2006</td>
<td>Jul 21, 2006</td>
<td></td>
<td>U0000337</td>
<td>HUMAN RESOURCES</td>
<td>47.65</td>
<td>ISSU</td>
</tr>
<tr>
<td>Jul 05, 2006</td>
<td>Jul 05, 2006</td>
<td></td>
<td>U0000385</td>
<td>human resources rita</td>
<td>4.50</td>
<td>ISSU</td>
</tr>
<tr>
<td>Sep 21, 2006</td>
<td>Oct 17, 2006</td>
<td></td>
<td>PRNT0011</td>
<td>Printing Services Charges</td>
<td>16.00</td>
<td>Je16</td>
</tr>
<tr>
<td>Sep 12, 2006</td>
<td>Oct 17, 2006</td>
<td></td>
<td>PRNT0011</td>
<td>Printing Services Charges</td>
<td>253.59</td>
<td>Je16</td>
</tr>
<tr>
<td>Jul 28, 2006</td>
<td>Oct 17, 2006</td>
<td></td>
<td>PRNT0005</td>
<td>Printing Services Charges</td>
<td>64.49</td>
<td>Je16</td>
</tr>
<tr>
<td>Jul 20, 2006</td>
<td>Oct 05, 2005</td>
<td></td>
<td>PRNT0004</td>
<td>Printing Services Charges</td>
<td>76.47</td>
<td>Je16</td>
</tr>
</tbody>
</table>

**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.

To download all available query column titles (headers) to a spreadsheet:
1. **Complete** a Budget query
2. **Click** Download All Ledger Columns button
**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

![File Download dialog box](image)

**Quick Tip**

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

**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

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization Budget Status Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>By Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Period Ending Jun 30, 2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>As of Feb 04, 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Chart of Accounts</td>
<td>B</td>
<td>SCT University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Fund</td>
<td>1110</td>
<td>Current Education and General</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Organization</td>
<td>10</td>
<td>Office of President</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Account</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Program</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Activity</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Location</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Commitment Type</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Chart</td>
<td>Fund Type</td>
<td>2</td>
<td>Fund Type</td>
<td>2</td>
<td>Fund Type</td>
<td>2</td>
<td>Fund Type</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>B</td>
<td>11</td>
<td>Current Uni</td>
<td>10</td>
<td>Unrestricted</td>
<td>1110</td>
<td>Current Education</td>
<td>10</td>
<td>Office of President</td>
</tr>
<tr>
<td>18</td>
<td>B</td>
<td>11</td>
<td>Current Uni</td>
<td>10</td>
<td>Unrestricted</td>
<td>1110</td>
<td>Current Education</td>
<td>10</td>
<td>Office of President</td>
</tr>
</tbody>
</table>

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

![File Download dialog box](Image)

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

**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.

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

2. **View** results

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

4. **Click** View Document button

   ![Image of document search interface]

5. **View results**

   ![Image of document search results]

### 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

   ![Image of document search interface]

---

**Quick Tip**

Other document types include: requisition, purchase order, invoice, journal voucher (or budget transfer), encumbrance, and direct cash receipt.
3. **Determine** search options
4. **Change Status** to Both
5. **Click** Execute Query

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

---

**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

![Approve Documents](image)

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

<table>
<thead>
<tr>
<th>Approve Documents List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Approver</td>
</tr>
<tr>
<td>Y</td>
</tr>
</tbody>
</table>

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.

![Document Pending Approval](image)
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:
- Chart of Accounts
- Fund
- Organization
- Account
- Program
- Description
- Budget Period
4. **Click** Complete button

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

---

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

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

![Image of BSF8 Journal Entry Screen]

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

**Important Notes about Budget Transfers:**

- **Q** Transferring monies between Fund codes is handled outside of Banner. A form is available from the YES website: [http://www.ysu.edu/yes](http://www.ysu.edu/yes) or via memo to General Accounting.
- **Q** 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.
- **Q** Transferring monies to an Account code creates the Account in the budget.
- **Q** Although Banner will support transfers of partial dollar amounts, the Budget Office would prefer that only whole dollar amounts be transferred.
- **Q** When transferring monies to the Fringe Benefit Account please see the Vice President for Finance and Administration website, [Budget Planning page](http://web.ysu.edu/gen/ysu/Budget_Planning_m753.html) for details.
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.

- Document JO602651 completed and forwarded to the Posting process
- Another Transfer
- Template supplies (Personal) saved.

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