Self-Service Banner Finance 9 Quick Guide

The Office of Planning and Budget

Center for Institutional Planning and Effectiveness

Contents:

Self-Service Banner for Finance

INTRODUCTION

Self-Service Banner (SSB) Finance is a web-based information management tool that allows users to query budget, actual, and encumbrance activities at both the summary and detail level with real-time data.

My Finance Queries - There are 3 different types of Queries: Budget Status by Account, Budget Status by Organizational Hierarchy, and Budget Quick Query. The items below are also found under this menu.

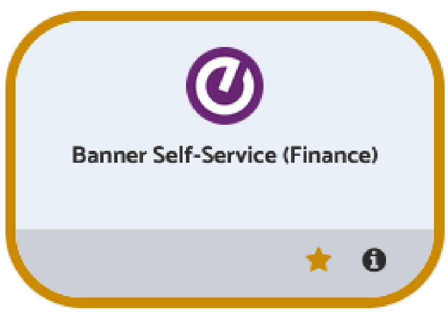
- *Encumbrance Query* - displays a list of open and/or closed Purchase Orders
- *View Document* - Search for a specific document with the Document Type and Document Code.

My Journals - Allow you to submit One-Time (Temporary) Discretionary Budget Transfers within the Organizations that you have access to.

Delete Finance Template - Delete any or all saved Finance templates.

ACCESSING SSB FINANCE

To access Self-Service Banner Finance, login to MyUSF, click on 'VIEW ALL APPS', and select Banner Self-Service (Finance).



MY FINANCE QUERY

My Finance Query allows you to query and view your Finance budget data using the following query options:

Budget Status by Account

- Useful when you want to view just one organization's budget and expenses. You can drill-down to find transaction details.

- You will need to enter the 6 digit Fund and Organization (Department) numbers.
- To limit the report by account type, such as Student Salaries, enter 68% in the Account field (See Banner Finance Categories and Accounts in appendix for list of all Accounts).
- Note: '%' is the wildcard character that can be used in any field to limit search parameters.

Budget Status by Organizational Hierarchy

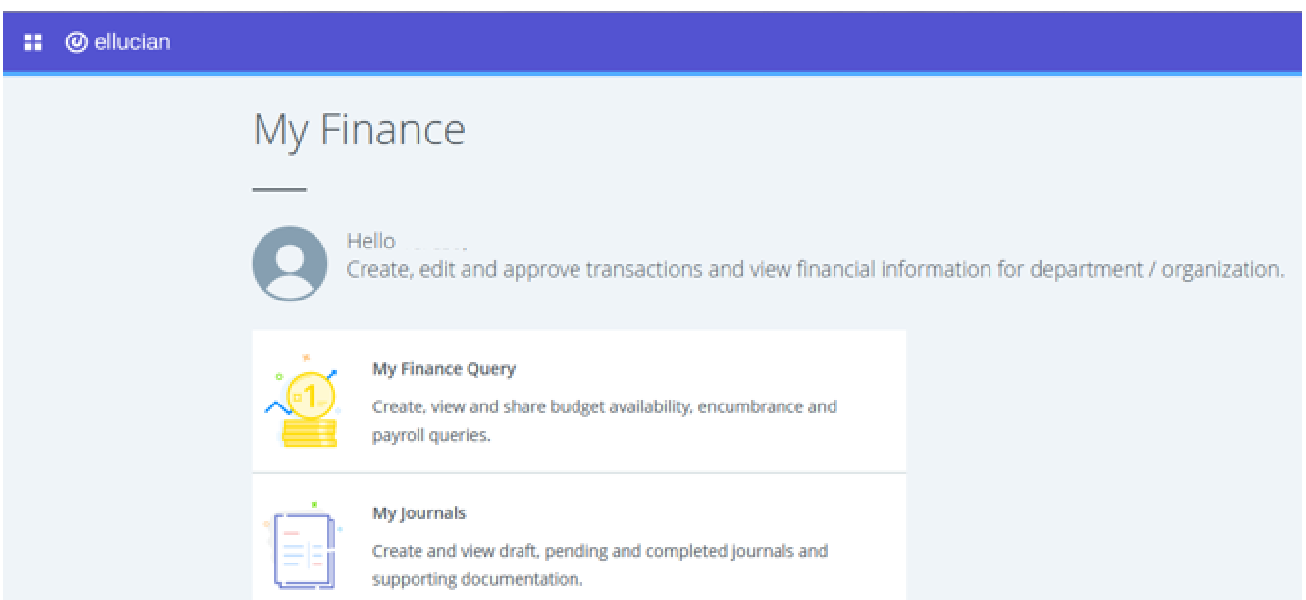
- Useful for Unit Managers who want to see rollup data of all their organizations and to view overall organization information by account type such as revenue, compensation, and non-compensation expenditures.
- Enter a 6 digit Fund and Organization number or Division, Unit or Sub-Unit number (see Banner Finance Division and Unit Hierarchy in the appendix).

Budget Quick Query

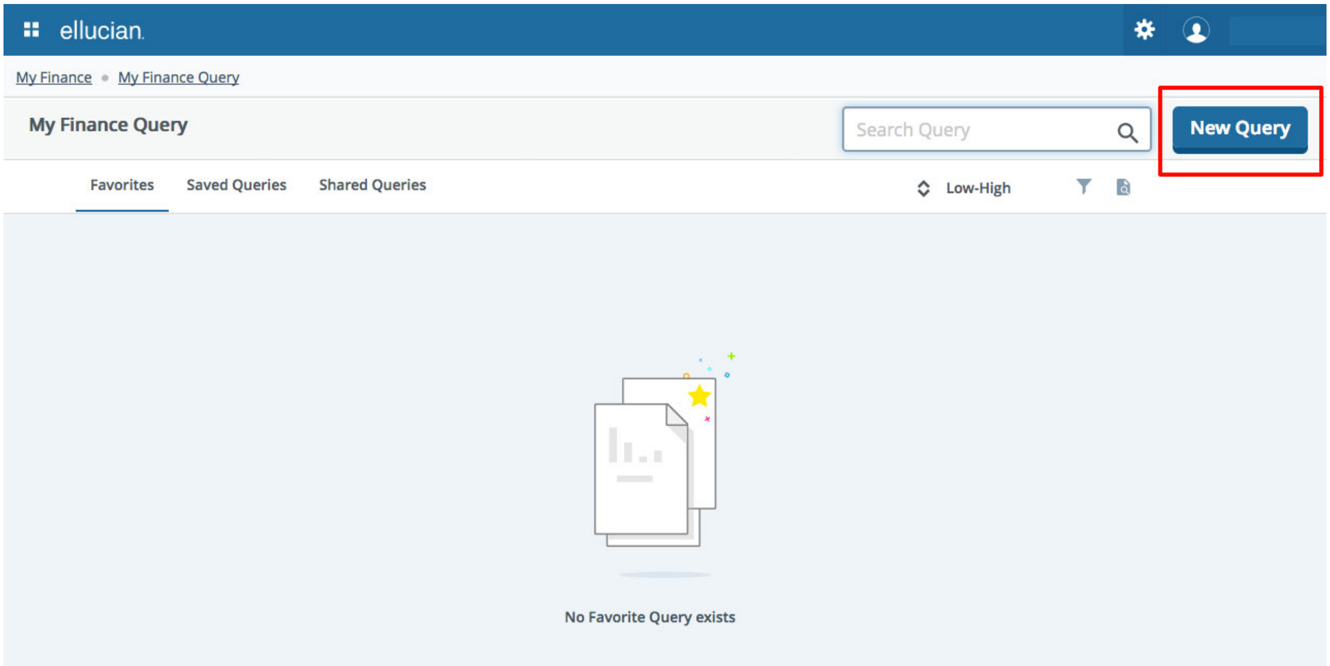
- Easiest to use, but not interactive. No links to transactions.
- Produces a quick snapshot of your organization.

How to Complete a Budget Query

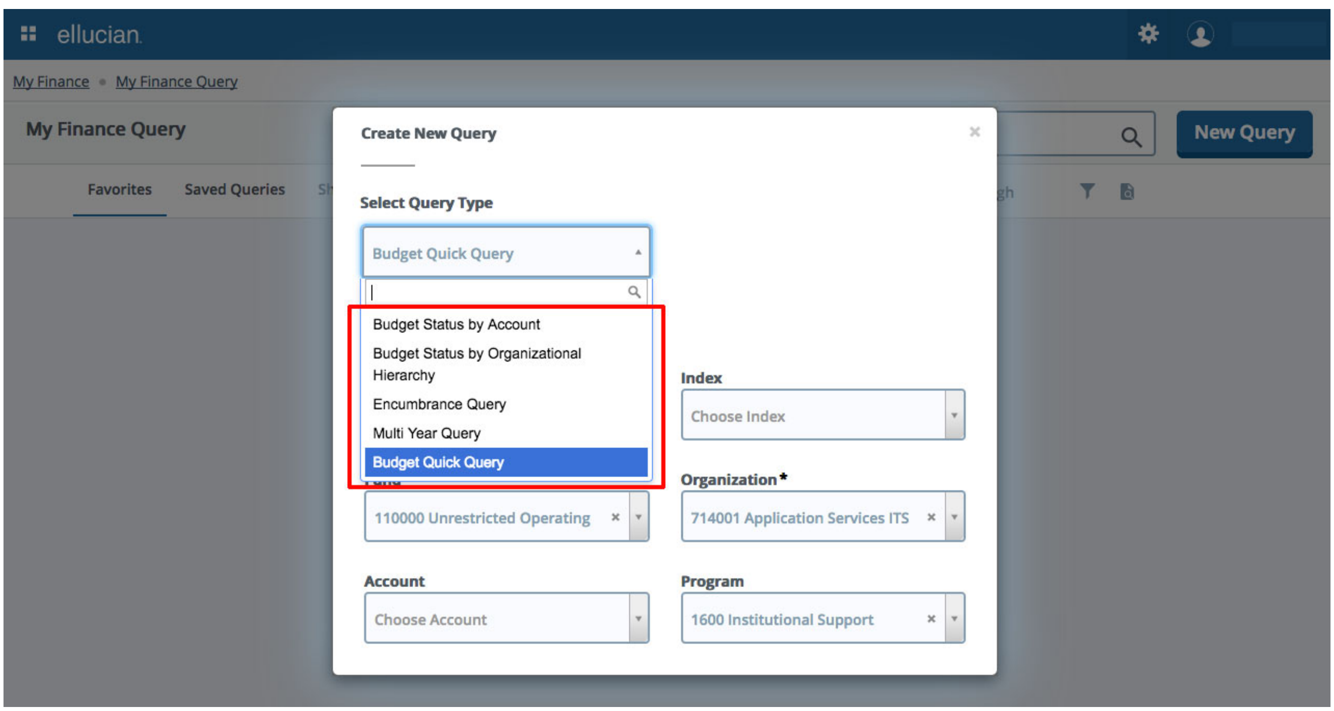
1. Select 'My Finance Query'.



2. Click 'New Query' at the top right side of the screen.



3. Select Query type: Budget Status by Account, Budget Status by Organizational Hierarchy, Encumbrance Query, Multi Year Query, or Budget Quick Query.



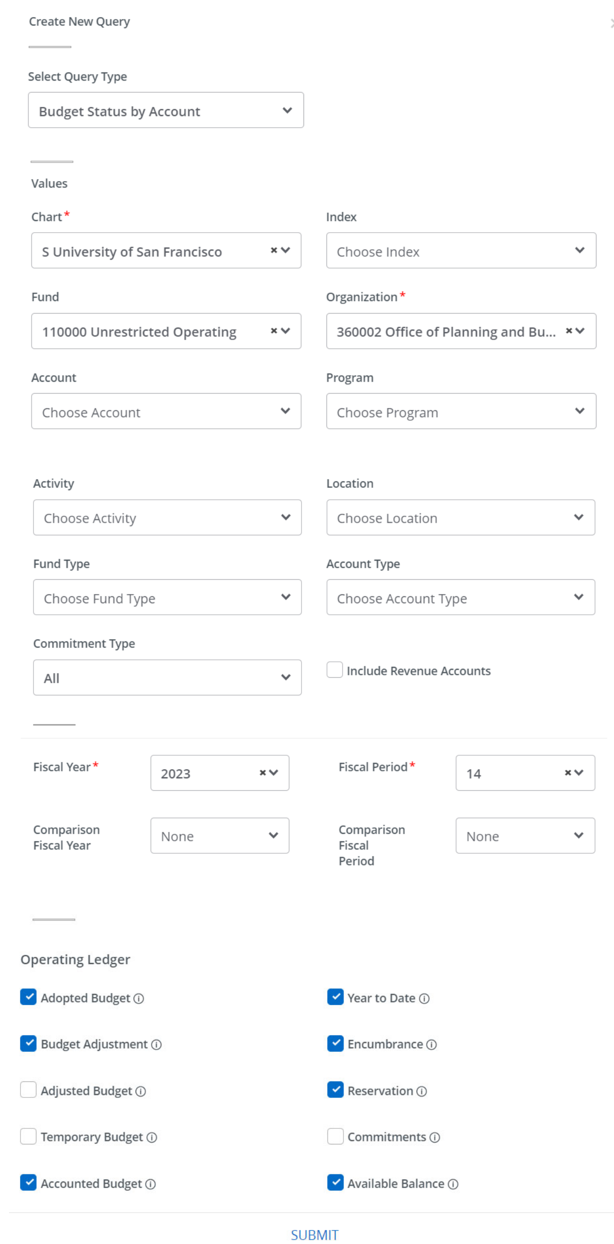
Continued in the next page

Select from the Values: (*) required field

4. **Chart***: S University of San Francisco
5. **Fund**: 6-digit fund code (ex.110000 unrestricted fund).
6. **Organization***: 6-digit department code (ex. 360002);

Optional Fields:

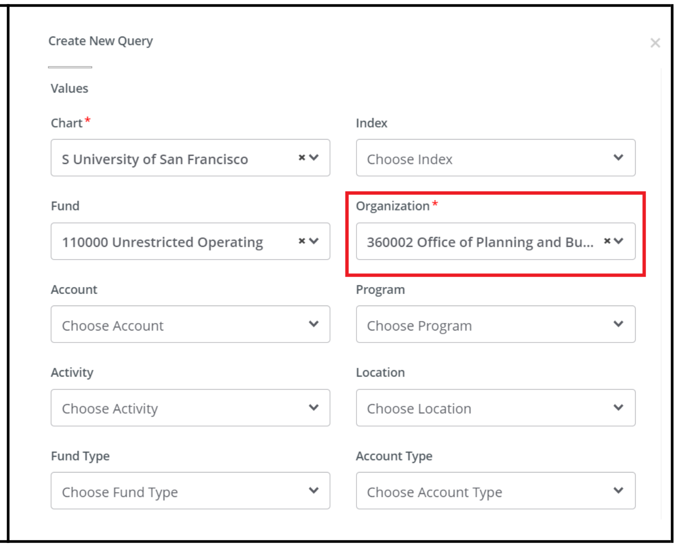
7. **Account** (optional): You can enter the specific 6-digit account (ex. 711010 Office Supplies to limit your report by account code or 7% to include all expense related accounts).
8. **Program**: Best kept blank so as to capture any activity whose program code varied.
9. **Activity**
10. **Location**
11. **Fund Type**
12. **Account Type** (optional): You can enter account type to limit your report by all 6-digit codes within that Account Type (ex. 71 General Operating, see Banner Finance Categories and Accounts for details).
13. **Commitment Type**
14. **Include Revenue Accounts**: (Select if your org has revenue.)
15. **Fiscal Year**: *20XX* (enter current fiscal year).
16. **Fiscal Period**: *14* (01 is June, 02 is July, etc. ending with 14 for Year-to-Date).
17. **Comparison Fiscal Year**: In budget query – You can compare two periods/fiscal years side-by-side.
18. **Comparison Fiscal Period**: (Compare two periods within same FY or different FY)
19. **Operating Ledger**: Select these columns to display on report and click Submit at the very bottom of the popup window.



Operating Ledger **Column Definitions:** (Information shown on Roll-over the "i" icon) • **Adopted Budget** – Original Budget Allocated (Permanent and Temporary) • **Budget Adjustments** – Additions or Reductions made to Budget since the Original Allocation (Permanent Adjustment and Temporary Adjustment) • **Adjusted Budget** - Total Current Budget (Adopted Budget +/- Budget Adjustment) • **Temporary Budget** - Budget for the current year that is temporary in nature, which normally will not roll over into the next year. • **Accounted Budget** - Total Budget by Date of Entry (Adopted Budget +/- Budget Adjustment) • **Year to Date** – Actual revenue or expenditure activity for the year to date • **Encumbrances** – Budgeted funds committed for future expenditures by Purchase Orders, Salary Encumbrances, etc. • **Reservations** – Budget Reserved by Purchase Requisitions, Requisitions remain a 'Reservation' until converted to a Purchase Order. • **Commitments** - Total Budget set aside for future obligations (Reservations + Encumbrances) • **Available Balance** – Remaining Budget (Adjusted Budget - Year to Date- Commitments)	

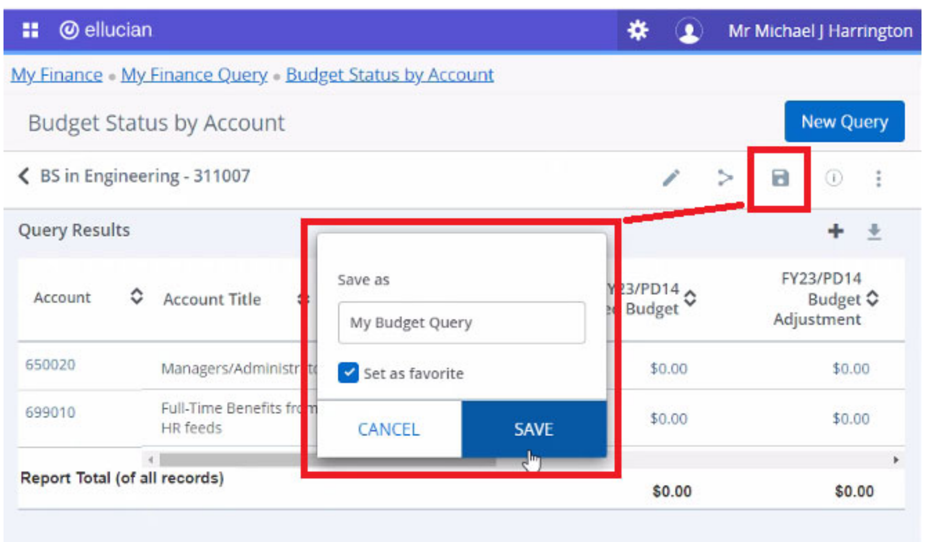
How to Lookup an Organization

1. To access Code Lookup, click the 'Organization' button in the Query screen. It will list all the Org codes you have access to.
2. You can scroll down and select the desired value.
3. You may also enter the 'Organization Code' or 'Name' to search.



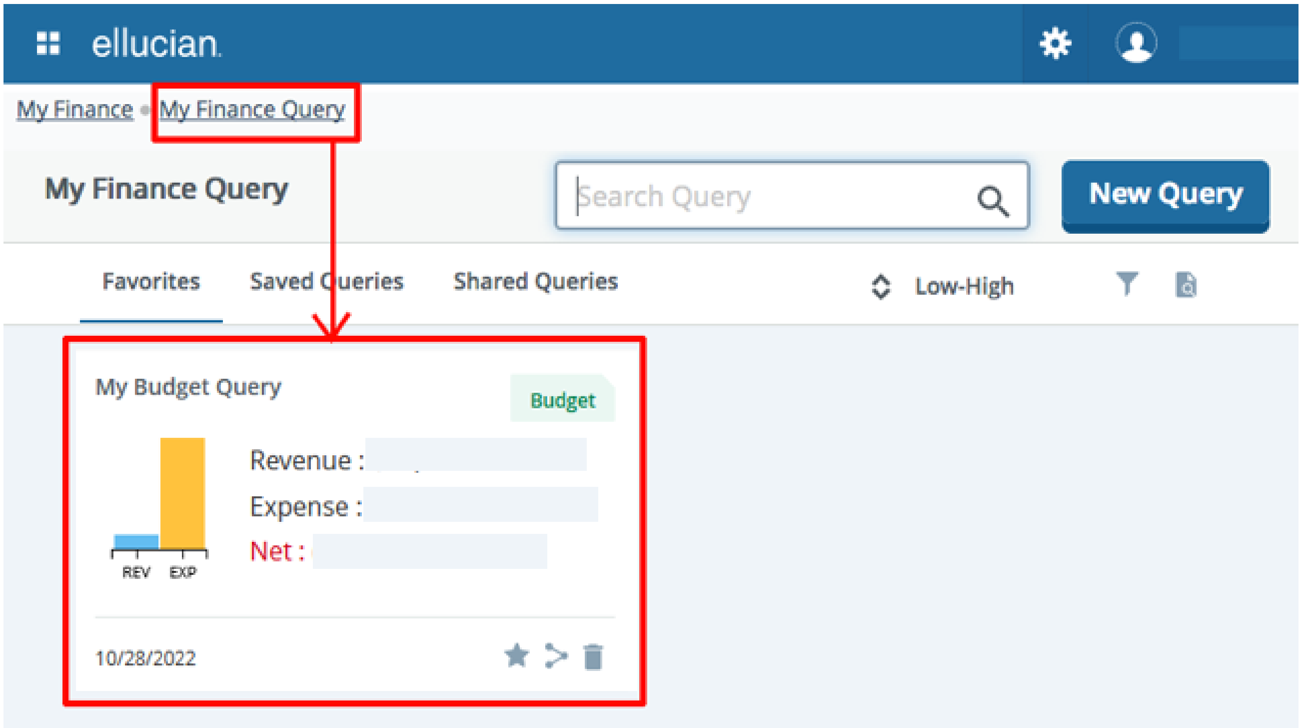
Save Query as Template

1. You can save a query as a template to reuse in the future. Click on the "Save As" icon to open the popup window.



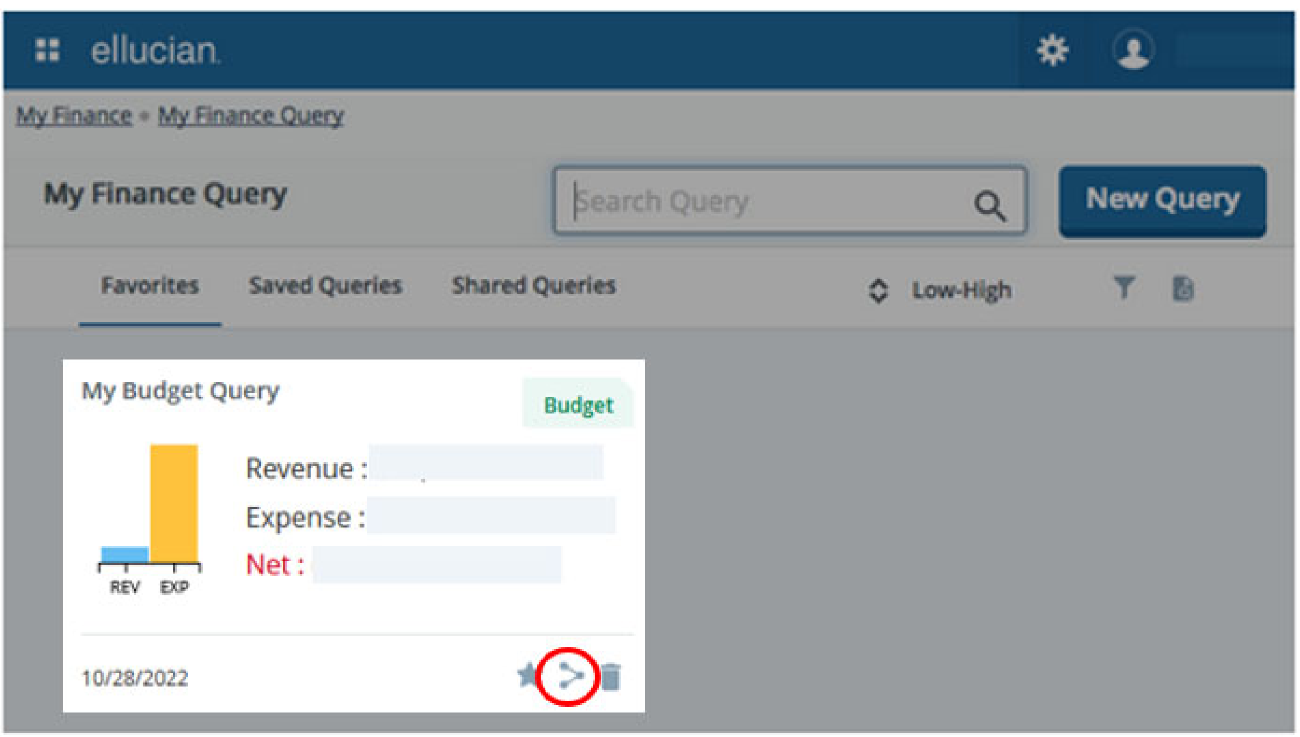
2. Name your query and select "Set as favorite". Click Save.

3. Click 'My Finance Query' at the top to see the saved Query.



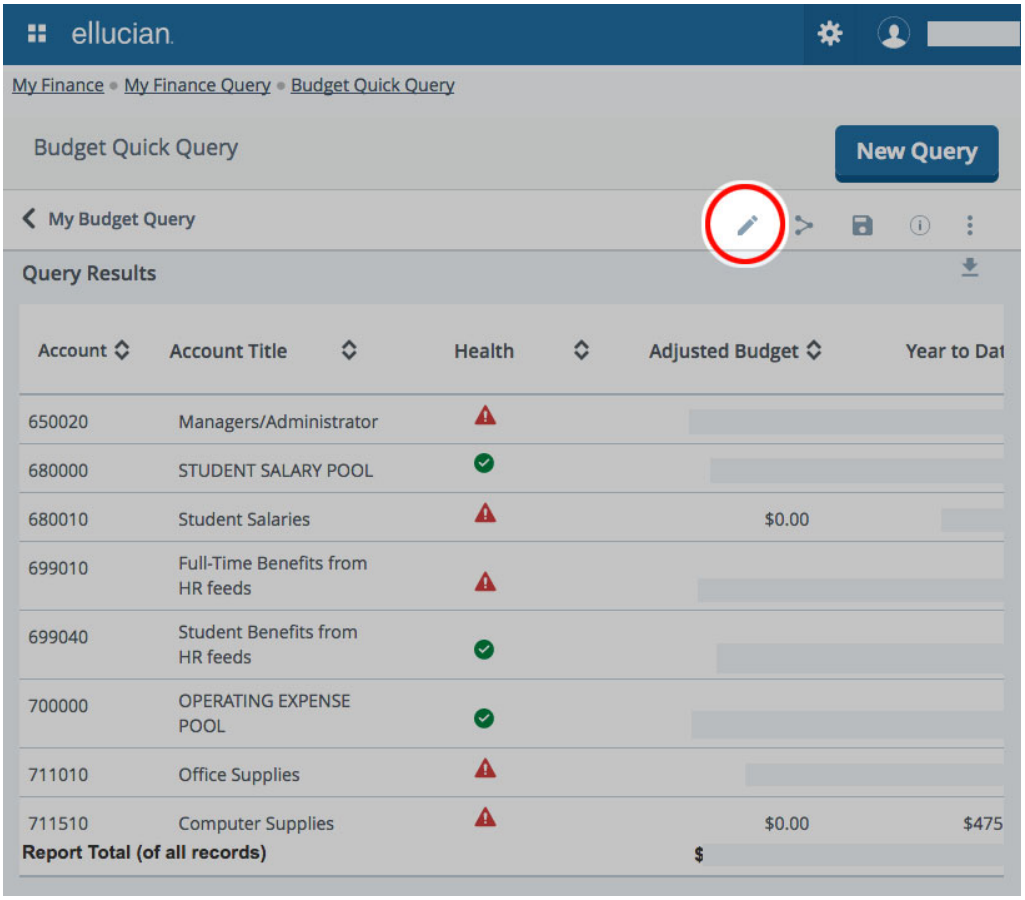
Share a Query

To share your query, click the "Share" icon.

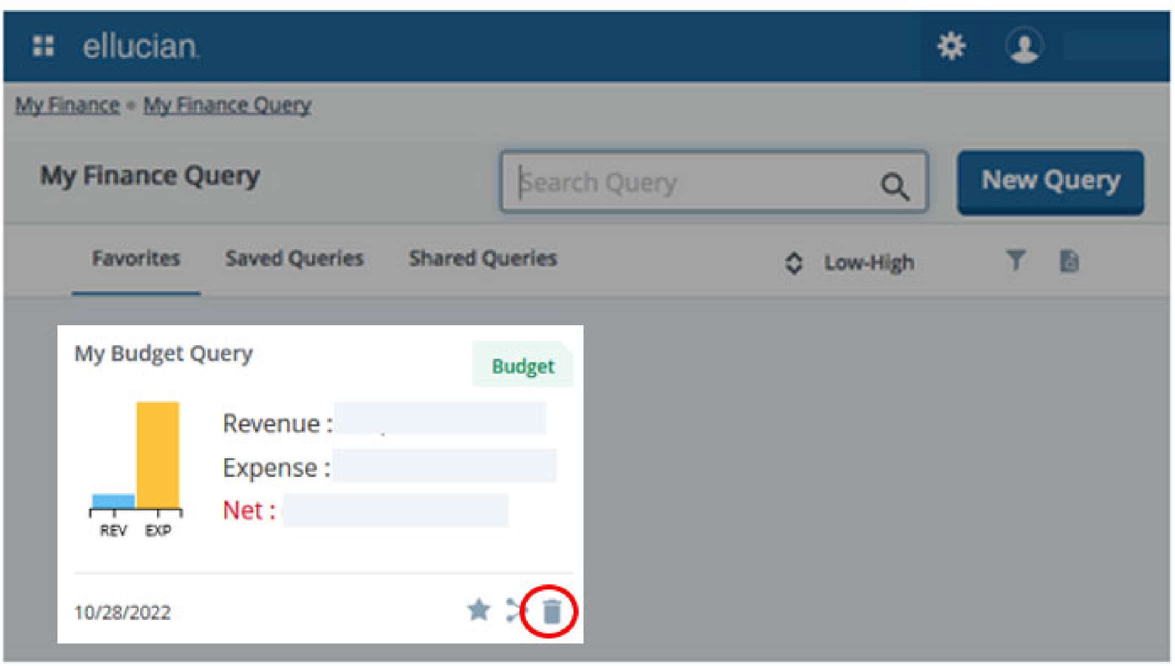


Edit a Saved Query

1. To edit a saved query, click "Edit Query" and revise the search criteria and save with the same name.

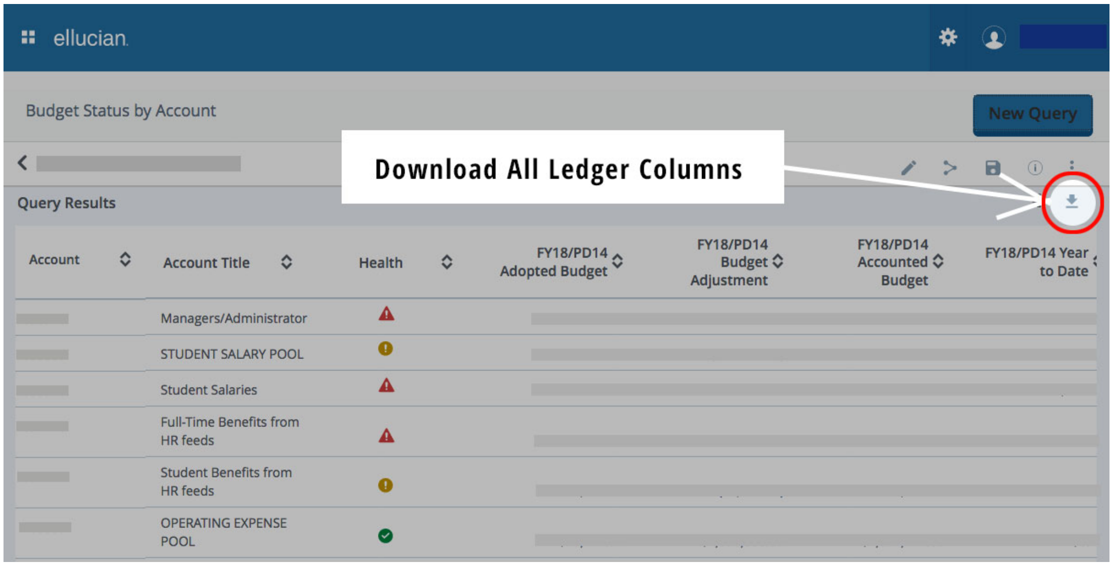


2. Use the Trash icon to remove a saved query that you no longer want to keep.

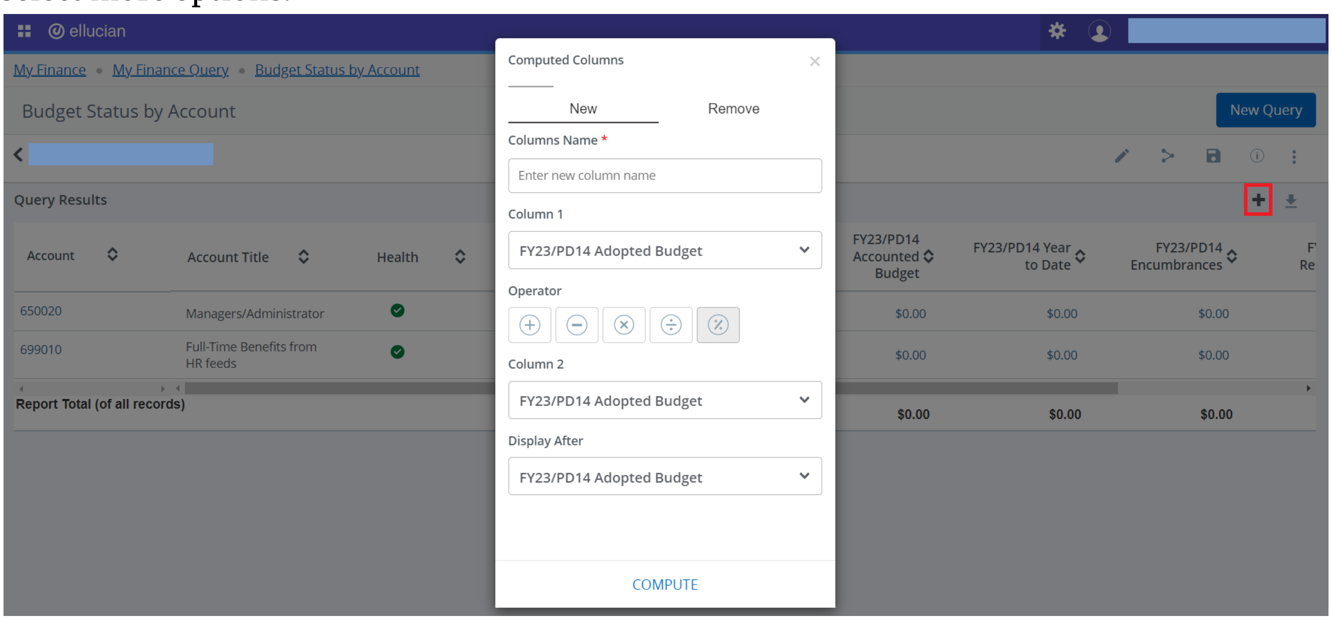


Helpful Tools

Click Download All Ledger Columns and an Excel spreadsheet opens in the browser. To use the spreadsheet, save it to your computer or network drive then open it again in Excel.



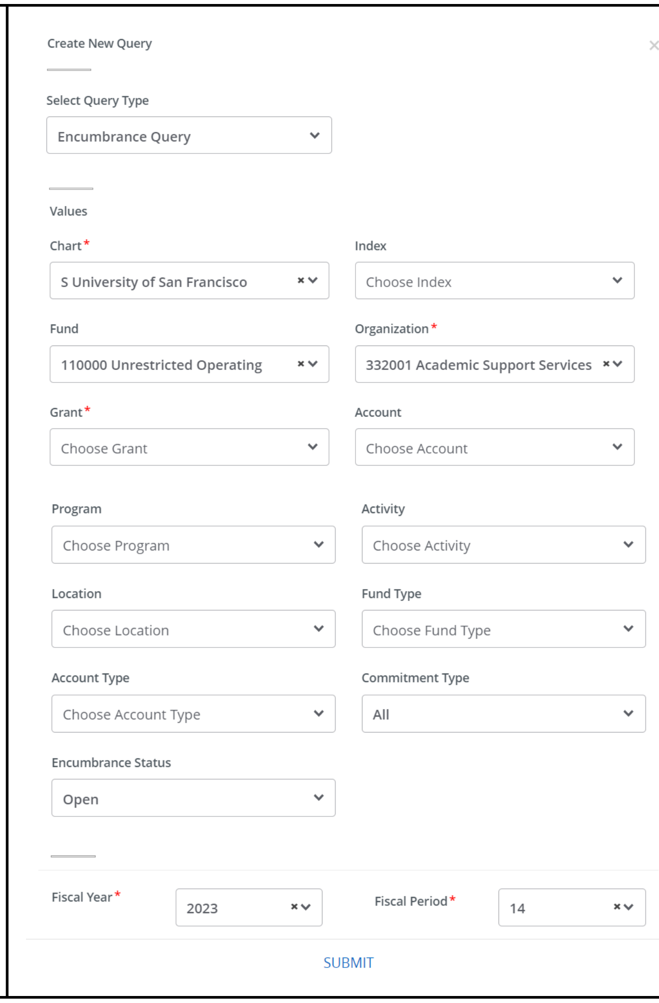
Computed Columns – You can add your own calculations, but results will not be interactive. Below is the calculation to view the Base Budget. Scroll down within the popup window to select more options.



How to Complete an Encumbrance Query

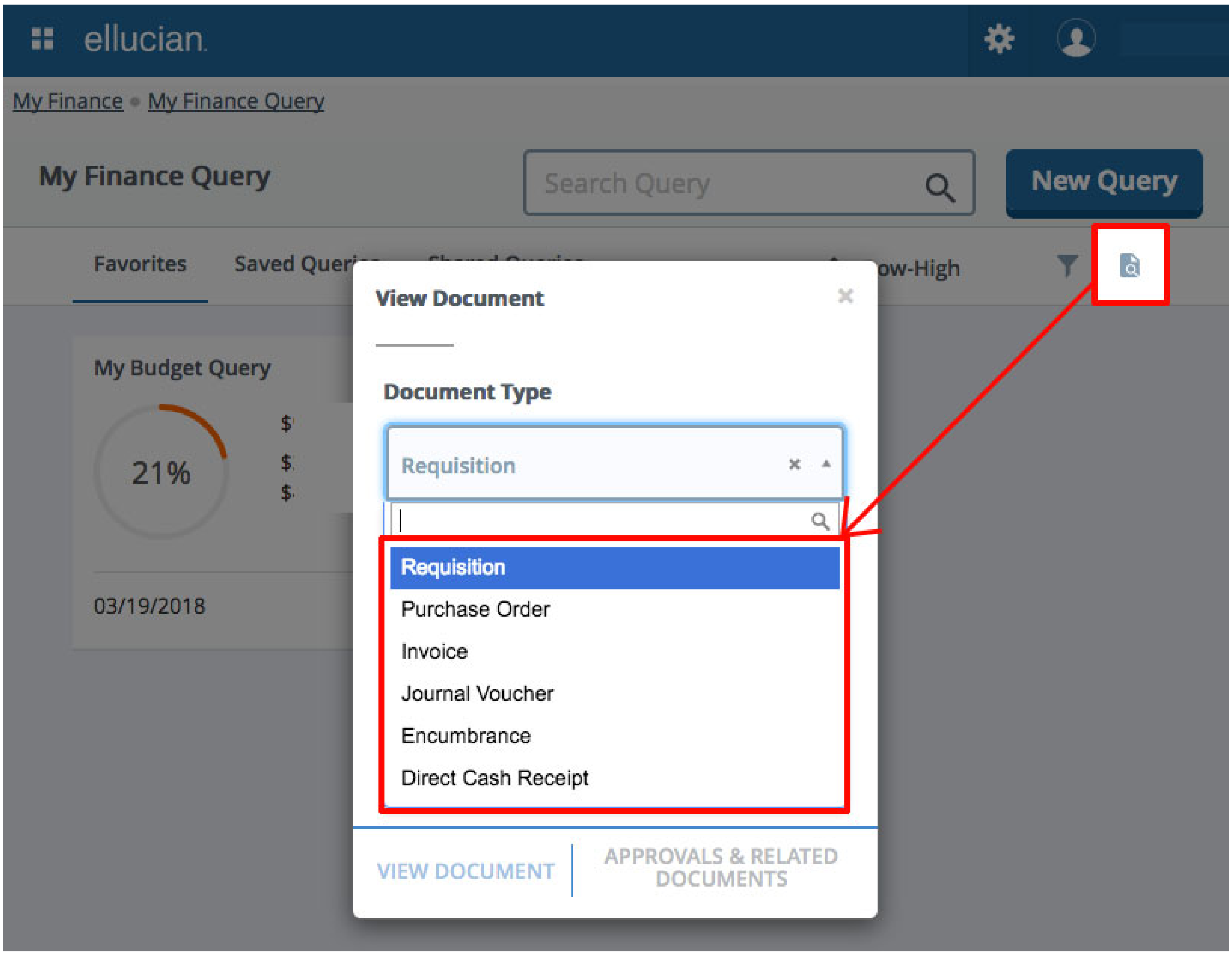
1. Select New Query.
2. Choose Encumbrance Query from the drop down menu.
3. Follow steps as in Budget Query.
4. Select Encumbrance Status: Open, Closed or All.
5. Click Submit Query to view the report of Encumbrances.

Optional Fields:
Grant
Fiscal Period



How to View Document

1. Go to 'My Finance Query' and click 'View Documents' icon *located on the top right of the page*
2. Select the desired Document Type (Journal Voucher, Purchase Order, etc.)
3. You may choose 'Document Search' using '%' as a wild card or type in a document value in the 'Document Number' field. For example, enter the JV number for Journal Voucher transactions.
4. The output will appear in PDF format in a separate tab.



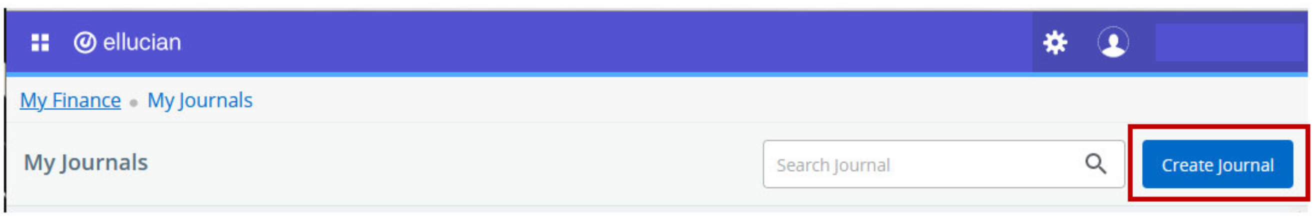
MY JOURNALS

Use My Journals page to create and view existing journals. Journals will appear in three sections: Draft Journals, Pending Journals and Completed Journals if available.

- Always use B06 *(Web Temporary Budget Transfer).*
- All journals are required to be self-balancing, i.e. total debits must equal total credits.
- Once you submit a transfer, you CANNOT edit it. You will need to enter another transfer to negate it.
- Debit and credit entries are entered one line (aka Sequence Number) at a time.
- Any permanent budget transfer will still need to be sent to OPB.

How to Complete a Budget Transfer

1. Go to ‘My Journals’ and click on ‘Create Journal’ box



Create Journal
Enter required (*) fields:

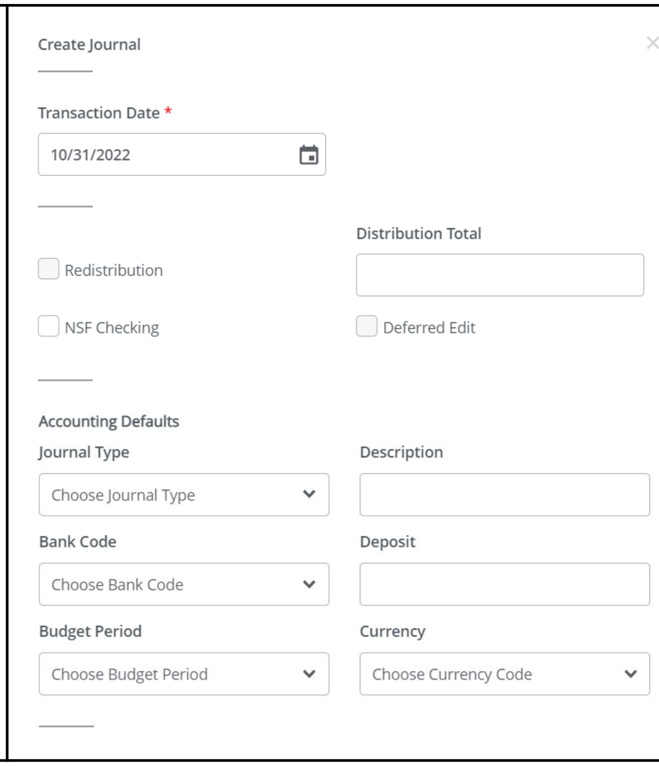
1. **Transaction Date ***: *Today’s date will be defaulted*

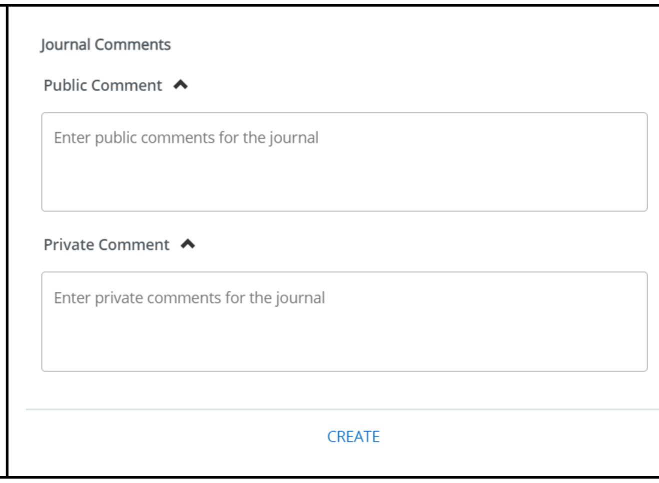
Accounting Defaults

2. **Journal Type**: enter ‘B06’
3. **Description**: enter brief explanatory note
4. **Budget Period**: enter number for the corresponding fiscal period
5. Click **‘CREATE’** to continue

Journal Comments:

6. **Public and Private Comments** are optional



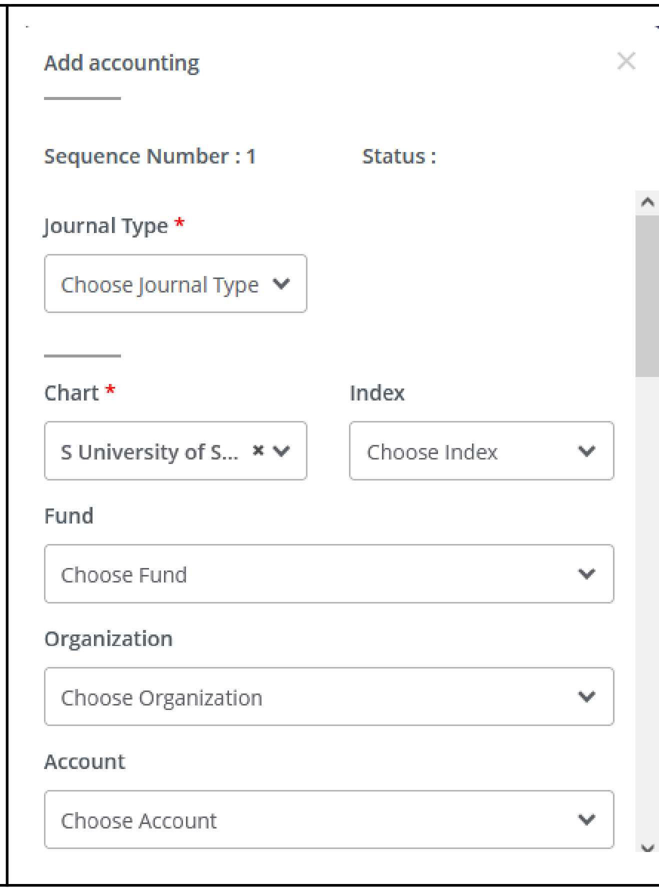


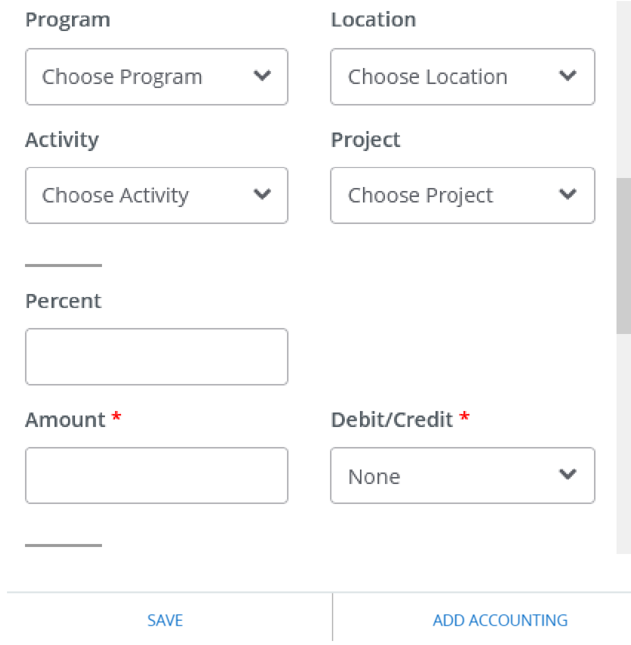
Enter required (*) fields:

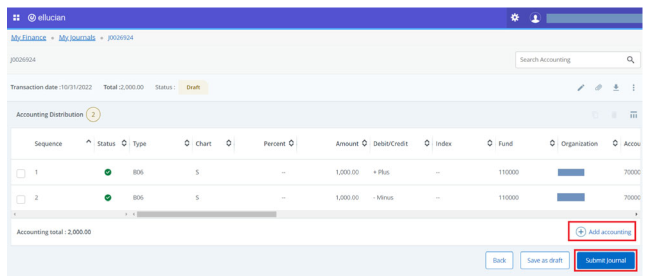
7. **Journal Type** *: B06 should be defaulted. If not, enter B06
8. **Chart** *: 'S' is defaulted
9. Enter **Fund. Org, Account, and Program** codes (FOAP) using appropriate fields; **Activity** is optional
10. **Amount:** Enter amount to be transferred
11. **Debit/Credit***: Use Plus or Minus
12. **Description:** Enter Short description. This will appear in the General Ledger posting.
13. **Budget Period**: enter number for corresponding monthly fiscal period
14. Click 'ADD ACCOUNTING' or 'SAVE' with journal's final line
15. Repeat steps 8 to 15 until all entries have been added
16. Click 'Submit Journal' from main screen menu after 'SAVE'

Helpful Hints:

- You can edit any journal you create under the Draft Journal section




Program
Choose Program
Location
Choose Location
Activity
Choose Activity
Project
Choose Project
Percent
Amount *
Debit/Credit *
None
SAVE
ADD ACCOUNTING



Frequently Used Document Prefixes

Document Prefix	Document Type
*	Encumbrance
!	Direct Deposit
A	Accounts Payable Check
AQ	Affinaquest Gift Feed
BX	Budget by Excel Upload
CA	Concur Travel Advance
CR	Concur Expense Reimbursement Invoice
CJ	Concur Journal
D	Concur Invoice
DJ	Concur Invoice Tax Accrual Journal
F	Feed from Student, Financial Aid, AR
H	Cash Receipts
I	Banner Invoice
J	Journal
JX	Journal by Excel Upload
KP	Hilltop Shop Invoice
L	Adopted Budget
LG	Library Millenium Tax Accrual JV Feed
LJ	Library Millenium Invoice Interface
P	Purchase Order
R	Requisition
S	Student Refund Check
W	Wire Payment
WD	Workday Payroll Feed
Y	Receiving

Budget Rule Class Codes Summary

Code	Transaction Type	Description
BD01, B01	Permanent Adopted Budget	Budget at beginning of fiscal year
BD02, B02	Permanent Budget Adjustments	Base budget adjustments
BD04, B04, B05, B06	Temporary Budget Adjustments	One-Time budget adjustments

Web Resources

Office of Planning & Budget Homepage
https://myusf.usfca.edu/planning-and-budget

Office of Accounting and Business Services Homepage
https://myusf.usfca.edu/abs

FOAPAL
https://myusf.usfca.edu/abs/resources/foapal

Human Resources
https://myusf.usfca.edu/human-resources

Payroll
https://myusf.usfca.edu/payroll

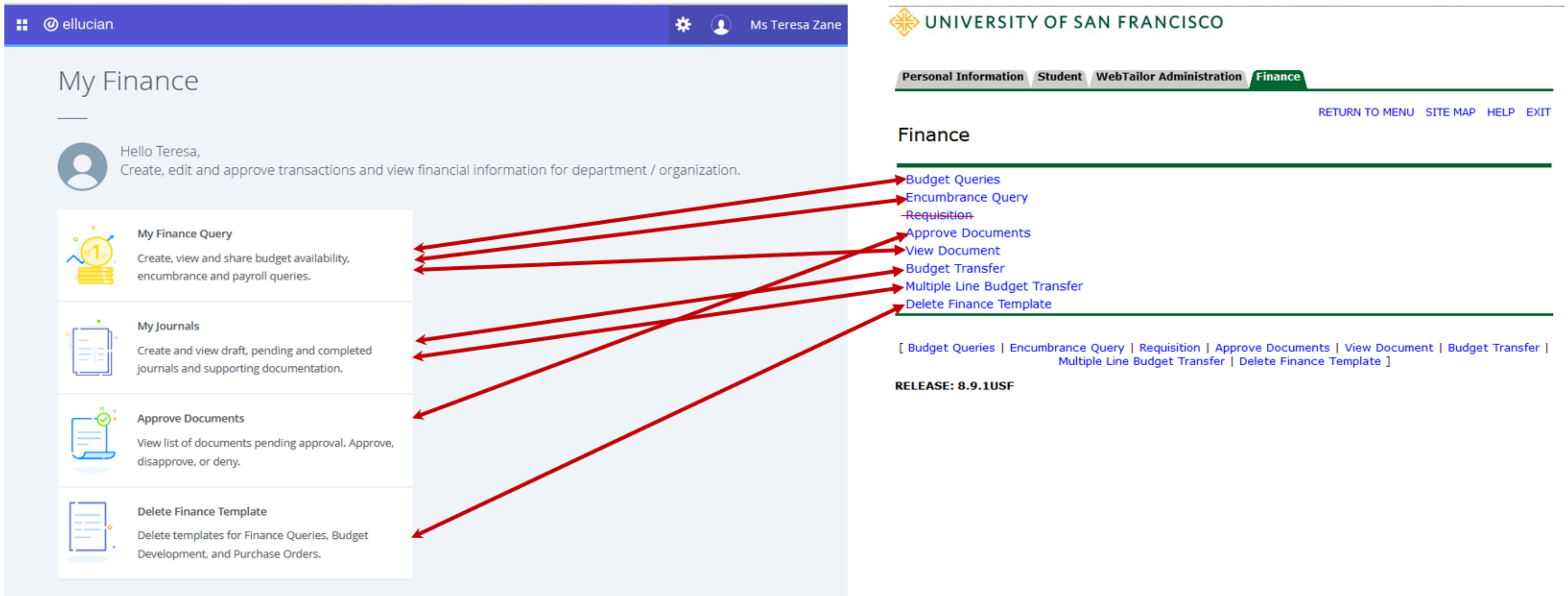
ePrint Report Repository
https://report-net.usfca.edu/cgi-bin/eprint.cgi

Information Security Policy
http://myusf.usfca.edu/system/files/its-files/information_security_policy.pdf

SSB9 vs SSB8 Crosswalk

SSB9

SSB8



ePrint Reports Overview

GENERAL INFORMATION

Finance Reports are available after month-end close (typically after the 15th of the month).

Human Resource Reports are available at the end of each month.

Budget Status (Current Period) Report
- Current Period Balance for one organization

Organization Detail Activity Report
- Transaction activity for one organization within displayed dates

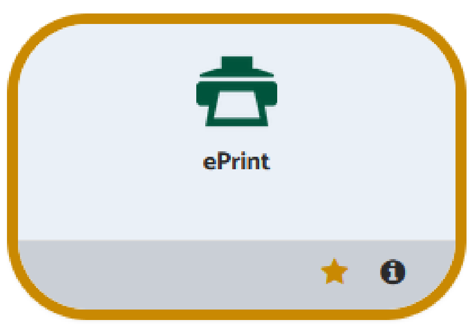
Open Encumbrances Report
- Displays open, completed, approved, and posted: Requisitions and Purchase Orders

U for Unrestricted Fund such as 110000

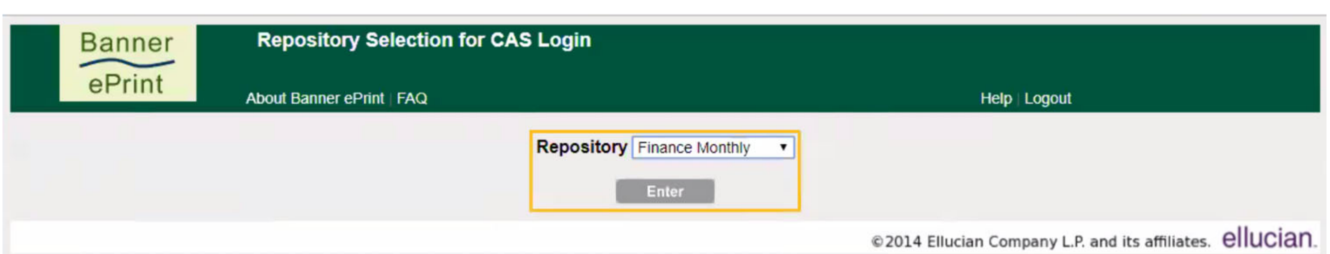
R for Restricted Funds

ACCESSING ePRINT

To access Self-Service Banner for Finance, login to MyUSF, click on 'VIEW ALL APPS' and select ePrint.



You may also access it through this link: https://report-net.usfca.edu/cgi-bin/eprint.cgi



Repository

Finance Monthly for monthly Banner Finance Reports FY08 and subsequent years

Finance Daily for daily Banner Finance Reports FY09 and subsequent years

---

TYPE OF ePRINT REPORTS

FGRBDSC-Budget Status (Current Period)

For each organization, this report displays adjusted budget, current month and year-to-date activity, budget reservations, and the available balance for each organization by account with account type (level 2) subtotals, e.g. Staff, Benefits, General Operating, etc.

- Adjusted Budget is equivalent to Total Available Budget in SSB Finance, i.e. includes One-Time Adjustments
- Year-To-Date Activity includes current period (month) activity
- Budget Reservations is equivalent to Commitments in SSB Finance, i.e. equals Encumbrances and Reservations
- Available Balance equals Adjusted Budget, less Year-To-Date Activity, less Budget Reservations
- Last page for a given Organization provides an account type (level 1) summary where Net equals Total Revenue, less Total Salaries & Benefits, less Total Expenditures, less Total Transfers

---

FGRODTA-Organization Detail Activity

For each organization, this report displays revenues and expenses, budget and encumbrance activity, within a specific period, i.e. From and To dates in the report header by account

- Beginning Balance summarizes activity prior to the starting date of the report
- Ending Balance is the Beginning Balance plus all activity shown
- Last page for a given Organization provides account type (level 1) subtotals, i.e. Revenue, Salaries & Benefits, Expenditures, Transfers

---

FGROPNE-Open Encumbrances Report

For each organization, this report displays remaining encumbered or reserved balance amounts for purchase orders and requisitions.

- Report as of date is displayed at top left corner
- First pages of the report are open requisitions, then purchase orders
- Encumbrance Amount is the original reserved/encumbered amount

- Remaining Balance is the remaining reserved/encumbered amount on requisition or purchase order
- User ID is the username of the person who entered the requisition or purchase order

---

FZRBDSC-Organization and Account Summary

This report displays base budget, available budget, current month and year-to-date activity, commitments, and balance available for each predecessor organization (higher level organizations, e.g. divisions, units, subunits). For each predecessor organization, budgets and activity are summarized by organization under its hierarchy, as well as by account types (level 2), e.g. Staff, Benefits, General Operating, etc.

- This report available to division, unit, and sub-unit business managers only
- Predecessor organizations include levels 1 through 4 (see University's Organizational Hierarchy)
- Base Budget equals SSB Finance Total Available Budget less One-time Budget Adjustments
- Available Budget includes SSB Finance One-time Budget Adjustments
- Year-To-Date Activity includes Current Period Activity
- Balance Available equals Available Budget, less Year-To-Date Activity, less Commitments
- Organization summary section (above dashed line) displays revenues as negative, and expenses as positive values
- Account Type summary section (below dashed line) displays revenues and expenses as positive values (as with FGRBDSC report); section Total equals Total Revenue, less Total Salaries & Benefits, less Total Expenditures, less Total Transfers