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# **Banner Finance Self Service**

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# Changes in Terms Used for Self Service Banner

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**Adopted Budget\*** = Original Budget

**Budget Adjustment\*** = Budget Transfers/Revisions

**Adjusted Budget** = Revised Budget

**Year to Date\*** = Actual Expenses/Receipts

**Encumbrances\*** = Encumbrances

**Available Balance** = Available Balance

*\*Will be able to drill down to detail*



# Account Codes

- ❖ 50\*\*\*\* - Revenue
- ❖ 60\*\*\*\* - Labor
- ❖ 700\*\*\* - Budget Pool
- ❖ 70\*\*\*\* - Maintenance
- ❖ 811\*\*\* - Transfers (Includes 811970, 811991, 811992, 811993, 811994, etc. Will be reflected at bottom of fund)



# Maintenance Budget Pools

<b>Budget Pool</b>	<b>Account Range</b>	<b>Category</b>
700300	703000-703799	Supplies and Materials
700380	703800	Library Materials
700390	703900-704999	Property, Furniture and Equipment
700500	705000-705999	Travel
700600	706000-706999	Communications
700700	707000-707099	Utilities
700710	707100-708399	Contractual Services
700840	708400-709999	Other Current Expenses



# Budget Queries in Self Service Banner

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- ❖ To query a fund, you will need to know:
  - ❖ Chart - Fund - Organization
- ❖ Use fiscal period “12” if you want cumulative year expense information



# Budget Queries in Self Service Banner

Fiscal year:	2018 ▾	Fiscal period:	01 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	P	Index	
Fund	111111	Activity	
Organization	920000	Location	
Grant		Fund Type	
Account	700%	Account Type	
Program			
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:	<input type="text"/>		
<input type="checkbox"/> Shared			
Submit Query			



# Query Output

## Query Results

Account	Account Title	FY17/PD12 Adopted Budget	FY17/PD12 Budget Adjustment	FY17/PD12 Adjusted Budget	FY17/PD12 Year to Date	FY17/PD12 Available Balance
602440	Non-Tchg Grad Assist	5,479.00	672.00	6,151.00	5,809.09	341.91
602460	Non-Workstdy Student	672.00	( 672.00)	0.00	0.00	0.00
602700	Fringe Benefit Contl	1,426.00	0.00	1,426.00	0.00	1,426.00
602707	Unemployment	0.00	0.00	0.00	58.84	( 58.84)
602708	Worker'S Comp	0.00	0.00	0.00	34.37	( 34.37)
602709	Fica / Mqfe	0.00	0.00	0.00	450.13	( 450.13)
700600	Communications	500.00	0.00	500.00	0.00	500.00
706200	Cvi Post Stamp/Mete	0.00	0.00	0.00	72.91	( 72.91)
Report Total (of all records)		( 8,077.00)	0.00	( 8,077.00)	( 6,425.34)	

- ❖ If a number is blue, you can drill down to see the detail on what makes up that number.



# Drill Down Screens

## Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Apr 12, 2017	Apr 12, 2017	<a href="#">1194132</a>	Staples	24.39	INEI
Mar 21, 2017	Mar 21, 2017	<a href="#">1183902</a>	Staples	39.90	INEI
Feb 07, 2017	Feb 07, 2017	<a href="#">1172256</a>	Staples	32.33	INEI
Aug 25, 2016	Aug 25, 2016	<a href="#">1121721</a>	Staples	8.03	INEI
Aug 25, 2016	Aug 25, 2016	<a href="#">1121721</a>	Staples	10.09	INEI
Aug 25, 2016	Aug 25, 2016	<a href="#">1121721</a>	Staples	9.44	INEI
Aug 25, 2016	Aug 25, 2016	<a href="#">1121721</a>	Staples	5.79	INEI
Aug 25, 2016	Aug 25, 2016	<a href="#">1121721</a>	Staples	7.83	INEI
Aug 25, 2016	Aug 25, 2016	<a href="#">1121721</a>	Staples	25.28	INEI
Aug 25, 2016	Aug 25, 2016	<a href="#">1121721</a>	Staples	35.00	INEI
Apr 12, 2017	Apr 12, 2017	<a href="#">14006156</a>	Staples	0.00	DNEI
Mar 21, 2017	Mar 21, 2017	<a href="#">14005878</a>	Staples	0.00	DNEI
Feb 07, 2017	Feb 07, 2017	<a href="#">14005501</a>	Staples	0.00	DNEI
Aug 25, 2016	Aug 25, 2016	<a href="#">14003956</a>	Staples	0.00	DNEI
Aug 25, 2016	Aug 25, 2016	<a href="#">14003956</a>	Staples	0.00	DNEI
Screen Total:				198.08	
Running Total:				198.08	
Report Total (of all records):				198.08	





# Drill Down Screens

## Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
11121721	1	P0055632	Aug 24, 2016	Aug 25, 2016	Aug 25, 2016	101.46
Complete:	Y	Approved:	Y	Vendor Inv	3312410570	
Open Paid:	P	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:	042896127	1099 Vendor:	Y	Income Type	NC	
Accounting:	Commodity Level			Matching:	Not Required	
Vendor:	A19005899	Staples				
		Dept Dal				
		Po Box 83689				
		Chicago, IL 60696-3689				
Collects Tax:	Collects No Taxes					
Discount Code:						
Currency:						

## Invoice Commodities

Item	Commodity	Description							
6		689309-Post-it Notes Value Pack, 1 3/8 X 1 7/8 , M							
	P O Item	U/M	Tax Group		ToOverride	Final Pmt	Last Rcv	Suspense	
	6	PK						N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	0	1	1				
	Unit Price	9.44	9.44	9.44	9.44				
	Amount	9.44	0.00	9.44	9.44	0.00	0.00	0.00	9.44

## Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	P	17		110125	940003	703020	3810	3125		
		PA	N	N		9.44	0.00	0.00	0.00	9.44
Total of displayed sequences:										9.44

# **P** Changes to Available Balance

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- ❖ Available Balance will be calculated if “Account” field, for example, is entered as 700%. This will provide the available balance to date for the expense budget.
- ❖ Maintenance expenses will still hit the specific expense accounts (i.e. printer cartridge=703010)
- ❖ Budget Pool – Actual Expenses – Encumbrances = Available Balance

# View Payroll Expense Detail

## Query Results

Account	Account Title	FY17/PD12 Adopted Budget	FY17/PD12 Budget Adjustment	FY17/PD12 Adjusted Budget	FY17/PD12 Year to Date	FY17/PD12 Available Balance
602220	Admin - Professional	28,008.00	0.00	28,008.00	7,002.00	21,006.00
602400	Classified Regular	36,500.00	0.00	36,500.00	9,397.03	27,102.97
602700	Fringe Benefit Contl	24,755.00	0.00	24,755.00	6,515.34	18,239.66
700300	Supplies & Materials	7,992.00	0.00	7,992.00	0.00	7,992.00
700500	Travel	2,184.00	0.00	2,184.00	0.00	2,184.00
700840	Other Current Exp	2,182.00	0.00	2,182.00	0.00	2,182.00
811995	Other Budget Allocation	101,621.00	0.00	101,621.00	12,500.01	89,120.99
Report Total (of all records)		0.00	0.00	0.00	( 10,414.36)	

Download All Ledger Columns

Download Selected Ledger Columns

**View Payroll Expense Detail**

Save Query as:

Shared

- ❖ This button will give you detail for what makes up the Year to Date payroll numbers
- ❖ If you need access, have your supervisor request at: [finance.im@okstate.edu](mailto:finance.im@okstate.edu)



# View Payroll Expense Detail


## Query Results


Account	Account Title	Employee	Last Name	Position	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit
602220	Admin - Professional	A10043583	[REDACTED]	330852-00	Sep 30, 2016	F0003707	HGRS	010	66.13	2,226.28	Debit
602220	Admin - Professional	A10043583	[REDACTED]	330852-00	Sep 30, 2016	F0003707	HGRS	150	3.2	107.72	Debit
602220	Admin - Professional	A10043583	[REDACTED]	330852-00	Aug 31, 2016	F0003511	HGRS	010	69.33	2,334.00	Debit
602220	Admin - Professional	A10043583	[REDACTED]	330852-00	Jul 29, 2016	F0003415	HGRS	010	66.13	2,226.28	Debit
602220	Admin - Professional	A10043583	[REDACTED]	330852-00	Jul 29, 2016	F0003415	HGRS	150	3.2	107.72	Debit
602400	Classified Regular	A10641400	[REDACTED]	634518-00	Aug 26, 2016	F0003610	HGRS	020	14.4	196.85	Debit
602400	Classified Regular	A10641400	[REDACTED]	634518-00	Aug 12, 2016	F0003556	HGRS	020	22.65	309.62	Debit
602400	Classified Regular	A10641400	[REDACTED]	634518-00	Aug 12, 2016	F0003556	HGRS	180	1.5	20.51	Debit
602400	Classified Regular	A10641400	[REDACTED]	634518-00	Aug 12, 2016	F0003556	HGRS	170	24	328.08	Debit
602400	Classified Regular	A10017704	[REDACTED]	639569-00	Sep 30, 2016	F0003707	HGRS	150	4.8	73.72	Debit
602400	Classified Regular	A10017704	[REDACTED]	639569-00	Sep 30, 2016	F0003707	HGRS	012	99.2	1,523.48	Debit
602400	Classified Regular	A10017704	[REDACTED]	639569-00	Aug 31, 2016	F0003511	HGRS	012	104	1,597.20	Debit
602400	Classified Regular	A10641400	[REDACTED]	634518-00	Jul 29, 2016	F0003463	HGRS	020	43.2	590.54	Debit
602400	Classified Regular	A10641400	[REDACTED]	634518-00	Jul 29, 2016	F0003463	HGRS	150	4.8	65.62	Debit
602400	Classified Regular	A10641400	[REDACTED]	634518-00	Jul 15, 2016	F0003366	HGRS	180	1.65	22.55	Debit
Screen Total									528.19	11,730.17	
Running Total									528.19	11,730.17	
Report Total (of all records)									856.89	22,914.37	

# Fiscal Year Comparison Query

## Budget Queries

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 For a Budget Query to be successful, a user with Fund Organization query access r all information retrieved is through the Fiscal Year to Date.

 To perform a comparison query select a Comparison Fiscal Year and Period in add

<b>Fiscal year:</b>	2017 ▾	<b>Fiscal period:</b>	12 ▾
<b>Comparison Fiscal year:</b>	2016 ▾	<b>Comparison Fiscal period:</b>	12 ▾
<b>Commitment Type:</b>	All ▾		
<b>Chart of Accounts</b>	P	<b>Index</b>	
<b>Fund</b>	108010	<b>Activity</b>	
<b>Organization</b>	940001	<b>Location</b>	
<b>Grant</b>		<b>Fund Type</b>	
<b>Account</b>	700%	<b>Account Type</b>	
<b>Program</b>			

**Include Revenue Accounts**

**Save Query as:**

**Shared**

**Submit Query**

# Fiscal Year Comparison Query

## Query Results

Account	Account Title	FY17/PD12 Adopted Budget	FY16/PD12 Adopted Budget	FY17/PD12 Budget Adjustment	FY16/PD12 Budget Adjustment	FY17/PD12 Adjusted Budget	FY16/PD12 Adjusted Budget	FY17/PD12 Year to Date	FY16/PD12 Year to Date	FY17/PD12 Available Balance	FY16/PD12 Available Balance
700600	Communications	500.00	500.00	0.00	( 187.34)	500.00	312.66	0.00	0.00	500.00	312.66
Report Total (of all records)		( 500.00)	( 500.00)	0.00	187.34	( 500.00)	( 312.66)	0.00	0.00		

# **P** Changes to Budget Entries

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- ❖ All increases to Budgets are a plus (+)
- ❖ All decreases to Budgets are a minus (-)
- ❖ This is on BOTH sides of the entry
- ❖ When dealing with cash, debits and credits will still apply (cash balances not available in Self Service. Inquire at the Business Office.)



# Budget Transfers

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- ❖ SSB only handles offsetting entries with both a “+” and “ – “
- ❖ SSB will only process transfers between funds for which you have security clearance
- ❖ Budget Office will still have to key:
  - ❖ Budget revisions (via Budget Adjustment Form)
  - ❖ Transfers between colleges/areas outside of your control (via Budget Transfer Form)





# Budget Transfers in Self Service Banner

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- ❖ Budget Transfer – for Reallocations (2 lines)
- ❖ Multiple Line Budget Transfer – for Transfers between funds or multiple line Reallocations (up to 5 lines)

# Budget Transfer Rule Codes for Self Service Banner

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- ❖ BT1 – Move Budget between maintenance budget pools
- ❖ BT2 – Move Budget between labor expense accounts
- ❖ BT3 – Move Budget from one fund to another OR between salary & maintenance on non-allocated funds



# Budget Transfers

Use template  ▼

Transaction Date  ▼  ▼  ▼

Journal Type  ▼

Transfer Amount

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text" value="P"/>	<input type="text" value="108010"/>	<input type="text"/>	<input type="text" value="940001"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
To		<input type="text" value="108010"/>	<input type="text"/>	<input type="text" value="940001"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
Description	<input type="text" value="Budget Transfer to Travel"/>			Budget Period	<input type="text" value="01"/> ▼				

Save as Template

Shared

# Multiple Line Budget Transfers

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

Use Code Lookup to query a list of available values.

Use template

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	108010	<input type="text"/>	700300	<input type="text"/>	<input type="text"/>	<input type="text"/>	4000.00	- <input type="text"/>
2	<input type="text"/>	<input type="text"/>	102370	<input type="text"/>	700300	<input type="text"/>	<input type="text"/>	<input type="text"/>	2000.00	+ <input type="text"/>
3	<input type="text"/>	<input type="text"/>	102370	<input type="text"/>	700500	<input type="text"/>	<input type="text"/>	<input type="text"/>	2000.00	x + <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>

Description

Budget Period

Save as Template


Shared



# Encumbrance Query

## Encumbrance Query

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 Choose an existing query and select Retrieve Query or create a new

Existing Query

Fiscal year

Fiscal period

Encumbrance Status

Commitment Type

<input type="button" value="Chart of Accounts"/>	<input type="text" value="P"/>	<input type="button" value="Index"/>	<input type="text"/>
<input type="button" value="Fund"/>	<input type="text" value="108010"/>	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Organization"/>	<input type="text" value="940001 "/>	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	<input type="text"/>		

Save Query as:

Shared



# Encumbrance Query

## Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
602220	PR170001	Encumbrance Salaries (Orig)	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	Uncommitted
602301	PR170001	Encumbrance Salaries (Orig)	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	Uncommitted
602400	PR170001	Encumbrance Salaries (Orig)	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	Uncommitted
703020	P0085608	Staples	24.39	0.00	( 24.39)	24.39	0.00	100.00	Uncommitted
703030	P0093789	Careertech	190.00	0.00	( 190.00)	190.00	0.00	100.00	Uncommitted
703030	P0093790	Staples	90.13	0.00	( 90.13)	90.13	0.00	100.00	Uncommitted
703030	P0094632	Careertech	125.00	0.00	( 125.00)	125.00	0.00	100.00	Uncommitted
703901	P0086530	Staples	249.95	0.00	( 249.95)	249.95	0.00	100.00	Uncommitted
703901	P0086990	Fenton'S Office Mart	405.61	0.00	( 405.61)	405.61	0.00	100.00	Uncommitted
703901	P0094480	Stanfield Printing Co Inc	375.00	0.00	( 375.00)	375.00	0.00	100.00	Uncommitted
704001	P0051998	Dell Inc	771.60	0.00	0.00	0.00	771.60	0.00	Uncommitted
708065	P0058144	Southern Office Supply	192.85	( 96.42)	( 96.43)	97.39	0.00	100.00	Uncommitted
708065	P0084088	Stc Business World Inc	280.00	10.00	( 211.78)	211.78	78.22	73.03	Uncommitted
708210	P0052852	Arledge & Associates Pc	4,520.00	0.00	( 3,251.90)	3,251.90	1,268.10	71.94	Uncommitted
708216	P0050869	Rpl Management Resources Inc	3,300.00	0.00	( 3,150.00)	3,150.00	150.00	95.45	Uncommitted
Screen Total			[REDACTED]	[REDACTED]	( 8,170.19)	8,171.15	2,267.92	78.27	
Running Total			[REDACTED]	[REDACTED]	( 8,170.19)	8,171.15	2,267.92	78.27	
Report Total (of all records)			[REDACTED]	[REDACTED]	( 30,542.13)	30,543.09	3,436.48	89.89	

For Questions or Budget Transfer  
submissions, please email:

[carol.hill@opsu.edu](mailto:carol.hill@opsu.edu)

For this PowerPoint or other Budget  
forms, visit our webpage:

<http://www.opsu.edu/Offices/Business/>