Banner Finance

Self Service
Banner Finance Self Service

- Who can access Banner Finance Self Service?
- When can Banner Finance Self Service be accessed?
- Where can Banner Finance Self Service be accessed?
- What is Banner Finance Self Service capable of?
Who can access SSB?

• Self Service Finance follows the same security rules as Banner Finance Admin.
When can SSB be accessed?

• Self Service Finance can be accessed now.
Where can SSB be accessed?

• Via the Employee tab in myBama.
Banner Self Service 8 vs 9

SSB8 folder

SSB9 link
Banner Finance Self Service
What is Banner Finance SSB capable of?

• Query Budget, Year-to-date (YTD) activity and Encumbrance information (Operating Ledger information only, no General Ledger information)

• View Documents

• Approve Documents
Advantages of SSB

• Query data as of period end
• Comparative queries – compare fiscal year periods to date
• Drill down capability – click on hyperlinks to drill down further into data
• Saved queries – save a query to re-use
• Download queries to Excel
Banner Finance SSB

- Banner Finance Self Service is basically another way of viewing data, performing queries and approving documents.
My Finance Query

Hello Meredith,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

Delete Finance Template
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

View Document
View draft, pending and completed documents with related information and approval history.
My Finance Query

Choose New Query

No Favorite Query exists
My Finance Query

Types of Queries

- Budget Quick Query
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Encumbrance Query
- Multi Year Query
Budget Quick Query

• Similar to FGIBDST for Budget Status
• Columns include Adjusted Budget, Year to Date, Commitments and Available Balance by:
  – Specific FOAPA values or % wildcard
  – Multiple organizations (cannot use rollup but can use % wildcard)
  – Can choose to include or not include revenue accounts
  – Fiscal Year to Date only
Budget Quick Query

• Data is NOT comparative
• Does NOT allow drill down
Budget Quick Query

Create New Query

Select Query Type

Budget Quick Query

Values

Chart

A The University of Alabama

Fund

11000 Operations - E&G

Account

Choose Account

Activity

Choose Activity

Index

Choose Index

Organization

218%

Program

Choose Program

Location

Choose Location
**Budget Quick Query**

Create New Query

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>11000 Operations - E&amp;G</td>
<td>218%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Account</td>
<td>Choose Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Activity</td>
<td>Choose Location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commitment Type</th>
<th>Include Revenue Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year*</th>
<th>2022</th>
<th></th>
</tr>
</thead>
</table>

- Include Revenues?
- Fiscal Year
- Runs Query
**Budget Quick Query**

### Query Results

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Organization</th>
<th>Account Title</th>
<th>Organization</th>
<th>Health</th>
<th>Adjusted Budget</th>
<th>Year to Date</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>501176</td>
<td>PT 05 - CF 5-8 BASE</td>
<td>218101</td>
<td>Dean's Office-School of Law</td>
<td>-</td>
<td>✓</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>501547</td>
<td>Course Fees-Law-Non Law Students</td>
<td>218101</td>
<td>Dean's Office-School of Law</td>
<td>-</td>
<td>✗</td>
<td>$18,000.00</td>
<td>$18,600.00</td>
<td>$0.00</td>
<td>($600.00)</td>
</tr>
<tr>
<td>501575</td>
<td>Course Fees - LS Application Fee</td>
<td>218101</td>
<td>Dean's Office-School of Law</td>
<td>-</td>
<td>✗</td>
<td>$34,000.00</td>
<td>$38,226.00</td>
<td>$0.00</td>
<td>($4,226.00)</td>
</tr>
<tr>
<td>501576</td>
<td>Tuition LW F/T Law Allocation</td>
<td>218101</td>
<td>Dean's Office-School of Law</td>
<td>-</td>
<td>✗</td>
<td>$3,275,087.90</td>
<td>$3,278,970.44</td>
<td>$0.00</td>
<td>($3,882.54)</td>
</tr>
<tr>
<td>501577</td>
<td>Tuition LW P/T Law Allocation</td>
<td>218101</td>
<td>Dean's Office-School of Law</td>
<td>-</td>
<td>✗</td>
<td>$23,000.00</td>
<td>$24,441.60</td>
<td>$0.00</td>
<td>($1,441.60)</td>
</tr>
<tr>
<td>501579</td>
<td>Grad Fee Law Allocation</td>
<td>218101</td>
<td>Dean's Office-School of Law</td>
<td>-</td>
<td>✗</td>
<td>$15,000.00</td>
<td>$15,256.00</td>
<td>$0.00</td>
<td>($256.00)</td>
</tr>
</tbody>
</table>

**Report Total (of all records)**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>($16,234,622.67)</td>
<td>($14,960,157.01)</td>
<td>($57,152.56)</td>
<td>($1,217,312.61)</td>
<td></td>
</tr>
</tbody>
</table>
Budget Quick Query

• Health column
  – Calculated based on Available balance %
  – Available Balance % = Available Balance/Adjusted Budget * 100
  ▲ Red = 20% or less balance available
  ⚠ Yellow = 21% to 60% balance available
  ✔ Green = 61% or more balance available
Budget Quick Query

• Sort based on column headers
  – Click up/down arrows beside column headers

• Edit the query
Budget Quick Query

• Share the query

• Allows you to share the query with others
• Must save the query first
Budget Quick Query

• Save the query

• Allows you to name the query and set as a favorite
Budget Quick Query

- View current query parameters
Budget Quick Query

- Other options

- To view available balance, you must enter a fund, orgn and account. This only shows the account line item and not the pooled amount.

- Pending documents would normally be incomplete requisitions. Since UA uses buyBama, pending documents are not relevant.
## Budget Quick Query

- **Download to Excel**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Internal Account Type</th>
<th>Internal Account Type Title</th>
<th>Adjusted Budget</th>
<th>Year to Date</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>501176</td>
<td>PT O/S - CF S-B BASE</td>
<td>50</td>
<td>Revenue</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>501547</td>
<td>Course Fees-Law-Non Law Staff</td>
<td>50</td>
<td>Revenue</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>186.00</td>
</tr>
<tr>
<td>501575</td>
<td>Course Fees - LS Application P</td>
<td>50</td>
<td>Revenue</td>
<td>34,000.00</td>
<td>34,000.00</td>
<td>0.00</td>
<td>4,226.00</td>
</tr>
<tr>
<td>501576</td>
<td>Tuition LW F/T Law Allocation</td>
<td>50</td>
<td>Revenue</td>
<td>3,275,087.90</td>
<td>3,278,970.44</td>
<td>0.00</td>
<td>-3,882.54</td>
</tr>
<tr>
<td>501577</td>
<td>Tuition LW PIT Law Allocation</td>
<td>50</td>
<td>Revenue</td>
<td>23,000.00</td>
<td>23,041.00</td>
<td>0.00</td>
<td>-1,441.00</td>
</tr>
<tr>
<td>501579</td>
<td>Grad F/E Law Allocation</td>
<td>50</td>
<td>Revenue</td>
<td>15,000.00</td>
<td>15,250.00</td>
<td>0.00</td>
<td>-250.00</td>
</tr>
<tr>
<td>501587</td>
<td>Law Tuition Deposit Forfeit</td>
<td>50</td>
<td>Revenue</td>
<td>0.00</td>
<td>400.00</td>
<td>0.00</td>
<td>-400.00</td>
</tr>
<tr>
<td>506107</td>
<td>Sales Educational Act Non Tax</td>
<td>50</td>
<td>Revenue</td>
<td>0.00</td>
<td>1,939.00</td>
<td>0.00</td>
<td>-1,939.00</td>
</tr>
<tr>
<td>506109</td>
<td>Sales Educational Act St of All</td>
<td>50</td>
<td>Revenue</td>
<td>0.00</td>
<td>2,580.60</td>
<td>0.00</td>
<td>-2,580.60</td>
</tr>
<tr>
<td>508100</td>
<td>Rental Income</td>
<td>50</td>
<td>Revenue</td>
<td>6,944.00</td>
<td>19,416.00</td>
<td>0.00</td>
<td>-3,472.00</td>
</tr>
<tr>
<td>508200</td>
<td>Other Income</td>
<td>50</td>
<td>Revenue</td>
<td>258,475.00</td>
<td>289,399.02</td>
<td>0.00</td>
<td>-30,924.02</td>
</tr>
<tr>
<td>508203</td>
<td>Other Income -Royalties</td>
<td>50</td>
<td>Revenue</td>
<td>32,500.00</td>
<td>44,282.73</td>
<td>0.00</td>
<td>-11,782.73</td>
</tr>
</tbody>
</table>
Budget Status by Account Query

• Similar to FGIBDST for Budget Status but with more options
• Filter by:
  – Specific FOAPA values or % wildcard
  – Multiple organizations (cannot use rollup but can use % wildcard)
  – Fund Type
  – Account Type
  – Can choose to include or not include revenue accounts
Budget Status by Account Query

• Choose columns to view:
  – **Adopted Budget** = Original Budget (always Permanent Budget)
  – **Budget Adjustment** = Permanent and Temporary Adjustments
  – **Adjusted Budget** = Adopted Budget plus all Budget Adjustments
  – **Temporary Budget** = Temporary Budget Adjustments
  – **Accounted Budget** = Adopted Budget plus all Budget Adjustments
  – **Year to Date** = Actual Revenue or Expenditure activity to date
  – **Encumbrance** = Salary encumbrances, general encumbrances, purchase orders
  – **Reservation** = Requisitions (no longer used at UA since buyBama)
  – **Commitments** = Encumbrances plus Reservations
  – **Available Balance** = Remaining Budget (Adjusted Budget – Year to Date Activity – Commitments)
Budget Status by Account Query

• Comparison Fiscal Year/Period option
• Create a computed column
• Drill down available on blue hyperlinks
Budget Status by Account Query

- Fiscal Periods – Year to Date through the end of the period.

<table>
<thead>
<tr>
<th>Fiscal Periods for Charts A, C, D, E:</th>
<th>Fiscal Periods for Charts L, N, T:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 = October</td>
<td>01 = July</td>
</tr>
<tr>
<td>02 = November</td>
<td>02 = August</td>
</tr>
<tr>
<td>03 = December</td>
<td>03 = September</td>
</tr>
<tr>
<td>04 = January</td>
<td>04 = October</td>
</tr>
<tr>
<td>05 = February</td>
<td>05 = November</td>
</tr>
<tr>
<td>06 = March</td>
<td>06 = December</td>
</tr>
<tr>
<td>07 = April</td>
<td>07 = January</td>
</tr>
<tr>
<td>08 = May</td>
<td>08 = February</td>
</tr>
<tr>
<td>09 = June</td>
<td>09 = March</td>
</tr>
<tr>
<td>10 = July</td>
<td>10 = April</td>
</tr>
<tr>
<td>11 = August</td>
<td>11 = May</td>
</tr>
<tr>
<td>12 = September</td>
<td>12 = June</td>
</tr>
<tr>
<td>13 = September (same as period 12)</td>
<td>13 = June (same as period 12)</td>
</tr>
<tr>
<td>14 = September with accrual period</td>
<td>14 = June with accrual period</td>
</tr>
</tbody>
</table>
Budget Status by Account Query

Create New Query

- Budget Status by Account

Values

- Chart
  - A The University of Alabama
- Fund
  - 11000 Operations - E&G
- Account
  - Choose Account
- Activity
  - Choose Activity
- Fund Type

Query Type

Index

- Choose Index

Organization

- 218101 Dean's Office-School of Law

Program

- Choose Program

Location

- Choose Location

Orgn

WHERE LEGENDS ARE MADE
Budget Status by Account Query

Create New Query

Activity
Choose Activity

Location
Choose Location

Fund Type
Choose Fund Type

Account Type
Choose Account Type

Commitment Type
All

Include Revenue Accounts

Fiscal Year
2022

Comparison Fiscal Year
2021

Fiscal Period
14

Comparison Fiscal Period
14
Budget Status by Account Query

Create New Query

| Comparison Fiscal Year | 2021 | Comparison Fiscal Period | 14 |

Operating Ledger

- [ ] Adopted Budget
- [ ] Budget Adjustment
- [ ] Adjusted Budget
- [ ] Temporary Budget
- [ ] Accounted Budget
- [ ] Year to Date
- [ ] Encumbrance
- [ ] Reservation
- [ ] Commitments
- [ ] Available Balance

Choose columns to view

Runs query
# Budget Status by Account Query

## Query Results

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Health</th>
<th>FY22/PD14 Year to Date</th>
<th>FY21/PD14 Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>501176</td>
<td>PT O/S - CF S-8 BASE</td>
<td>⬆️</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>501547</td>
<td>Course Fees-Law-Non Law Students</td>
<td>⬇️</td>
<td>18,600.00</td>
<td>8,500.00</td>
</tr>
<tr>
<td>501575</td>
<td>Course Fees - LS Application Fee</td>
<td>⬇️</td>
<td>38,226.00</td>
<td>32,862.00</td>
</tr>
<tr>
<td>501576</td>
<td>Tuition LW P/T Law Allocation</td>
<td>⬇️</td>
<td>3,278,970.44</td>
<td>2,584,549.43</td>
</tr>
<tr>
<td>501577</td>
<td>Tuition LW P/T Law Allocation</td>
<td>⬇️</td>
<td>24,441.60</td>
<td>21,088.17</td>
</tr>
<tr>
<td>501579</td>
<td>Grad Fee Law Allocation</td>
<td>⬇️</td>
<td>15,256.00</td>
<td>15,224.00</td>
</tr>
<tr>
<td>501587</td>
<td>Law Tuition Deposit Forfeit</td>
<td>⬇️</td>
<td>400.00</td>
<td>0.00</td>
</tr>
<tr>
<td>506107</td>
<td>Sales-Educational Act.-Non Taxable</td>
<td>⬇️</td>
<td>1,939.00</td>
<td>4,460.42</td>
</tr>
<tr>
<td><strong>Report Total (of all records)</strong></td>
<td></td>
<td>($3,283,756.98)</td>
<td>($3,355,423.79)</td>
<td></td>
</tr>
</tbody>
</table>
Budget Status by Account Query

The plus sign allows you to create a computed column based on the columns available in your query.
Enter a new column name. Choose the Columns to compute (Column 1 and 2) and an operator. Choose where the new column should be displayed.
## Budget Status by Account Query

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Health</th>
<th>FY22/PD14 Year to Date</th>
<th>FY21/PD14 Year to Date</th>
<th>YTD Difference FY22-FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>501176</td>
<td>PT Q/S - CF S-8 BASE</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>501547</td>
<td>Course Fees-Law-Non Law Students</td>
<td>△</td>
<td>$18,600.00</td>
<td>$8,500.00</td>
<td>$10,100.00</td>
</tr>
<tr>
<td>501575</td>
<td>Course Fees-LS Application Fee</td>
<td>△</td>
<td>$38,226.00</td>
<td>$32,862.00</td>
<td>$5,364.00</td>
</tr>
<tr>
<td>501576</td>
<td>Tuition LW F/T Law Allocation</td>
<td>△</td>
<td>$3,278,970.44</td>
<td>$2,984,549.43</td>
<td>$294,421.01</td>
</tr>
<tr>
<td>501577</td>
<td>Tuition LW P/T Law Allocation</td>
<td>△</td>
<td>$24,441.60</td>
<td>$21,088.17</td>
<td>$3,353.43</td>
</tr>
<tr>
<td>501579</td>
<td>Grad Fee Law Allocation</td>
<td>△</td>
<td>$15,256.00</td>
<td>$15,224.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>501587</td>
<td>Law Tuition Deposit Forfeit</td>
<td>△</td>
<td>$400.00</td>
<td>$0.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>506107</td>
<td>Sales-Educational Act-Non Taxable</td>
<td>△</td>
<td>$1,939.00</td>
<td>$4,460.42</td>
<td>($2,521.42)</td>
</tr>
<tr>
<td><strong>Report Total (of all records)</strong></td>
<td></td>
<td></td>
<td><strong>($3,253,755.98)</strong></td>
<td><strong>($3,355,423.79)</strong></td>
<td><strong>$101,667.81</strong></td>
</tr>
</tbody>
</table>
To remove the computed column, choose the + sign again, check the column to remove and choose Remove Column.
Budget Status by Organizational Hierarchy

- Hierarchical structure
- Filter by:
  - Specific FOAPA values or % wildcard
  - Cannot use % wildcard for Organizations, only roll-ups or specific organization
  - Can choose to include or not include revenue accounts
  - Fund Type
  - Account Type
- Same columns to view as Budget Status by Account
- Comparison Fiscal Year/Period option
- Create a computed column
- Drill down available on blue hyperlinks
Budget Status by Organizational Hierarchy

Create New Query

Select Query Type

Budget Status by Organizational Hierarchy

Chart

A The University of Alabama

Fund

11000 Operations - E&G

Account

Choose Account

Activity

Choose Activity

Index

Choose Index

Organization

5020 Assoc VP for Finance

Program

Choose Program

Location

Choose Location
Budget Status by Organizational Hierarchy

Create New Query

Activity
Choose Activity

Location
Choose Location

Fund Type
Choose Fund Type

Account Type
Choose Account Type

Commitment Type
All

Include Revenue Accounts

Include Revenues?

Fiscal Year

Fiscal Year
2022

Fiscal Period
14

Comparison Fiscal Year
2021

Comparison Fiscal Period
14
# Budget Status by Organizational Hierarchy

### Create New Query

<table>
<thead>
<tr>
<th>Comparison Fiscal Year</th>
<th>Comparison Fiscal Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>14</td>
</tr>
</tbody>
</table>

### Operating Ledger

- [ ] Adopted Budget
- [ ] Budget Adjustment
- [ ] Adjusted Budget
- [ ] Temporary Budget
- [ ] Accounted Budget
- [ ] Year to Date
- [ ] Encumbrance
- [ ] Reservation
- [ ] Commitments
- [ ] Available Balance

---

**Choose columns to view**

**Runs query**
### Budget Status by Organizational Hierarchy

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Title</th>
<th>Health</th>
<th>FY22/PD14 Adjusted Budget</th>
<th>FY21/PD14 Adjusted Budget</th>
<th>FY22/PD14 Year to Date</th>
<th>FY21/PD14 Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5020</td>
<td>Assoc VP for Finance</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>50210</td>
<td>Assoc VP for Finance</td>
<td>🔴</td>
<td>($11,065,249.53)</td>
<td>($10,794,375.92)</td>
<td>($10,628,645.76)</td>
<td>($10,330,436.60)</td>
</tr>
</tbody>
</table>

Report Total (of all records)

- ($11,065,249.53)
- ($10,794,375.92)
- ($10,628,645.76)
- ($10,330,436.60)
Encumbrance Query

• Similar to FGIOENC – Organizational Encumbrance List
• Filter by:
  – Specific FOAPA values or % wildcard
  – Fund Type
  – Account Type
• Columns include:
  – Account
  – Account Title
  – Document Code
  – Description
  – Original Commitments
  – Encumbrance Adjustments
  – Encumbrance Liquidations
  – Year to Date
  – Current Commitments
  – % Used
• Drill down available on blue hyperlinks
Encumbrance Query

Edit Query

Program
Choose Program

Activity
Choose Activity

Location
Choose Location

Fund Type
Choose Fund Type

Account Type
Choose Account Type

Commitment Type
All

Encumbrance Status
All

Fiscal Year
2023

Fiscal Period
05

Submit

Runs query
# Encumbrance Query

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>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>
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<tbody>
<tr>
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<td>($56,580.83)</td>
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<td>Equipment and Furniture under $5000</td>
<td>P0073780</td>
<td>Interior Elements LLC</td>
<td>$10,112.29</td>
<td>($2,142.86)</td>
<td>($7,969.43)</td>
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<tr>
<td>715110</td>
<td>Safety Supplies</td>
<td>P0073487</td>
<td>Gallis Parent Holdings LLC</td>
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<td>P0072427</td>
<td>Mobile Communications America Inc</td>
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<td>$0.00</td>
<td>$0.00</td>
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<td>$38,999.20</td>
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<td>79100</td>
<td>Equipment Purchases over $5000</td>
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<td>BRONZE BEAR COMMUNICATIONS, INC.</td>
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<td>$21,582.99</td>
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Report Total (of all records)  

- $5,115,018.02  
- ($142,773.81)  
- ($22,400.12)  
- $8,107.15  
- $4,949,844.09  
- 0.45
Multi Year Query

• Similar to FRIGITD – Grant Inception to Date
• Filter by:
  – Specific FOAPA values or % wildcard
  – Grant
  – Can choose to include or not include revenue accounts
  – Fund Type
  – Account Type
  – Date From/Date To
• Same columns to view as Budget Status by Account
• Create a computed column
• Drill down available on blue hyperlinks
Multi Year Query

<table>
<thead>
<tr>
<th>Edit Query</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Query Type</td>
</tr>
<tr>
<td>Multi Year Query</td>
</tr>
<tr>
<td>Values</td>
</tr>
<tr>
<td>Chart*</td>
</tr>
<tr>
<td>A The University of Alabama</td>
</tr>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>90701 University Blvd Improvement- closed</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Choose Organization</td>
</tr>
<tr>
<td>Program</td>
</tr>
<tr>
<td>Choose Program</td>
</tr>
<tr>
<td>Index</td>
</tr>
<tr>
<td>Choose Index</td>
</tr>
<tr>
<td>Grant*</td>
</tr>
<tr>
<td>PL90701 University Blvd Improvements- close</td>
</tr>
<tr>
<td>Account</td>
</tr>
<tr>
<td>Choose Account</td>
</tr>
<tr>
<td>Activity</td>
</tr>
<tr>
<td>Choose Activity</td>
</tr>
</tbody>
</table>

WHERE LEGENDS ARE MADE
Multi Year Query

Edit Query

Program
Choose Program

Activity
Choose Activity

Location
Choose Location

Fund Type
Choose Fund Type

Account Type
Choose Account Type

Include Revenue Accounts

Date From
01  2016

Date To
None  None

Include Revenues?

Date From

WHERE LEGENDS ARE MADE
## Multi Year Query

### Query Results

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Health</th>
<th>Adjusted Budget</th>
<th>Year to Date</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>502021</td>
<td>State C&amp;G Revenue</td>
<td></td>
<td>$8,275,000.00</td>
<td>$8,275,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>502031</td>
<td>Local C&amp;G Revenue</td>
<td></td>
<td>$380,286.87</td>
<td>$380,286.87</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>508250</td>
<td>Bond Proceeds</td>
<td></td>
<td>$2,284,801.64</td>
<td>$2,284,801.64</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>742301</td>
<td>Postage - Domestic</td>
<td></td>
<td>$22.24</td>
<td>$22.24</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>746014</td>
<td>General Printing</td>
<td></td>
<td>$248.00</td>
<td>$248.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>748024</td>
<td>Security/Fire/Safety Services</td>
<td></td>
<td>$6,506.50</td>
<td>$6,506.50</td>
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<tr>
<td>748037</td>
<td>Engraving &amp; Framing</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>752123</td>
<td>UA Facilities Workorder</td>
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<td>$21,660.57</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
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</table>

*Report Total (of all records)*

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget</th>
<th>Year to Date</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
My Finance

Hello Meredith,
Create, edit and approve transactions and view financial information for department/organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

Delete Finance Template
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

View Document
View draft, pending and completed documents with related information and approval history.
View Document

• Similar to FGIDOCR – Document Retrieval
• Filter by:
  – Document Type
    • Requisition
    • Purchase Order
    • Invoice
    • Journal Voucher
    • Encumbrance
    • Direct Cash Receipt
  – Document Number
• View Approvals and Related Documents – similar to FOIAPPH-Approval History and FOIDOCH-Document History
View Document

Document Type

Document Search

Document Number

Submission

View Document

Approvals & Related Documents
### JOURNAL VOUCHER

<table>
<thead>
<tr>
<th>Journal Voucher Number</th>
<th>Document Total</th>
<th>Status</th>
<th>User ID</th>
<th>Activity Date</th>
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<td>68,666.66</td>
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<td>TKOZAK</td>
<td>01/14/2022</td>
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#### Accounting Distributions

<table>
<thead>
<tr>
<th>SEQ</th>
<th>Description</th>
<th>FY-Period</th>
<th>Budget Period</th>
<th>Rule Class</th>
<th>Chart-Index</th>
<th>Fund-Orgn</th>
<th>Acct-Prog-Actv-Locn-Proj</th>
<th>Amount</th>
<th>Debit/Credit</th>
<th>Currency</th>
<th>Bank Code</th>
<th>NSF Override</th>
<th>Document Reference Number</th>
<th>Accrual Indicator</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fd Homecoming Concert 2021</td>
<td>22-04</td>
<td>04</td>
<td>BD04</td>
<td>A - 11003 - 820101 - 700001 - 500 - -</td>
<td>34,333.33</td>
<td>-</td>
<td>USD</td>
<td>No</td>
<td>No</td>
<td>34,333.33</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fd Homecoming Concert 2021</td>
<td>22-04</td>
<td>04</td>
<td>BD04</td>
<td>A - 11003 - 850612 - 700001 - 500 - -</td>
<td>34,333.33</td>
<td>+</td>
<td>USD</td>
<td>No</td>
<td>No</td>
<td>34,333.33</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Accounting Distributions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td><strong>68,666.66</strong></td>
<td></td>
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</table>

DISCLAIMER - This Journal Voucher PDF is restricted to internal use only.
No Related Documents information available for Z0172259

Approval History

BO - TEMPORARY BUD (JVB) (1)
Natalie Champion| 01/14/2022

STUDENT LIFE VP TEMP BUD (SAVT) (1)
Tynan Kozak| 01/14/2022

Approvals Required

No Approval required information available for Z0172259
Hello Meredith,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

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Delete templates for Finance Queries, Budget Development, and Purchase Orders.

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View draft, pending and completed documents with related information and approval history.
Approve Documents

• Similar to FOAUAPP – User Approval
• Filter by:
  – User ID
  – Document Number
Approve Documents

The radio buttons related to next approver apply when a User ID is present.

User ID

Document Number

Submit

- User ID is next approver
- All documents User may approve
## Approve Documents

### Approve Documents List

<table>
<thead>
<tr>
<th>Document</th>
<th>Document Type</th>
<th>Change Sequence</th>
<th>Submission</th>
<th>Originating User</th>
<th>Amount</th>
<th>Next Approver</th>
<th>NSF</th>
<th>Queue Type</th>
<th>History</th>
<th>Disapprove</th>
<th>Approve</th>
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<td>-</td>
<td>DOC</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

- Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the Attachments icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment.
## Approve Documents

**Journal Voucher**

<table>
<thead>
<tr>
<th>Journal Voucher Number</th>
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<th>Status</th>
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<th>Activity Date</th>
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<tbody>
<tr>
<td>20175712</td>
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<td>KLHINTON</td>
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**Accounting Distributions**

<table>
<thead>
<tr>
<th>SEQ</th>
<th>Description</th>
<th>FY-Period</th>
<th>Budget Period</th>
<th>Rule Class</th>
<th>Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj</th>
<th>Amount</th>
<th>Debit/Credit</th>
<th>Currency</th>
<th>Bank Code</th>
<th>NSF Override</th>
<th>Status</th>
<th>Document Reference Number</th>
<th>Accrual indicator</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fd scholarship fds deficit</td>
<td>23-05</td>
<td>05</td>
<td>BD04</td>
<td>A - - 11002 - 212803 - 781213 - 800 - - -</td>
<td>38,400.00</td>
<td>+</td>
<td>USD</td>
<td>No</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fd scholarship fds deficit</td>
<td>23-05</td>
<td>05</td>
<td>BD04</td>
<td>A - - 11000 - 212803 - 700001 - 100 - - -</td>
<td>38,400.00</td>
<td>-</td>
<td>USD</td>
<td>No</td>
<td>P</td>
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</table>

**Total Accounting Distributions**

76,800.00

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Approve Documents

### History

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<th>Originator Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>KLHINTON</td>
<td>Kayla L Hinton</td>
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</table>

### Related Documents

- No Related Documents information available for Z0175712

### Approvals Required

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<th>Level</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EDUT</td>
<td>EDUCATION TEMP BUD</td>
<td>1</td>
<td>Deb Bonner</td>
</tr>
<tr>
<td>EDUT</td>
<td>EDUCATION TEMP BUD</td>
<td>2</td>
<td>Amanda Dobbins</td>
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</table>

### Approvals Recorded

<table>
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<tr>
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<th>Level</th>
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<th>User</th>
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</thead>
<tbody>
<tr>
<td>SCHT</td>
<td>1</td>
<td>Feb 21, 2023</td>
<td>Melissa Barnett</td>
</tr>
<tr>
<td>JVB1</td>
<td>1</td>
<td>Feb 22, 2023</td>
<td>Natalie Champion</td>
</tr>
</tbody>
</table>
# Keyboard Shortcuts

## My Finance

The following table lists the keyboard shortcuts that you can use to navigate through the modules of My Finance.

<table>
<thead>
<tr>
<th>Action</th>
<th>Key option 1</th>
<th>Key option 2 (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notifications</td>
<td>Alt + N</td>
<td></td>
</tr>
<tr>
<td>Right menu</td>
<td>Alt + M</td>
<td></td>
</tr>
<tr>
<td>Avatar/Profile menu</td>
<td>Alt + P</td>
<td></td>
</tr>
<tr>
<td>Navigate to the Home page</td>
<td>Shift + Home</td>
<td>Ctrl + Home</td>
</tr>
<tr>
<td>Tools/Options menu</td>
<td>Alt + L</td>
<td></td>
</tr>
<tr>
<td>Sign out</td>
<td>Ctrl + Shift + F</td>
<td></td>
</tr>
<tr>
<td>Open date picker</td>
<td>F9</td>
<td>Fn + F9 (Mac)</td>
</tr>
</tbody>
</table>
# Keyboard Shortcuts

## My Finance Query

The following table lists the keyboard shortcuts that you can use in the My Finance Query module.

<table>
<thead>
<tr>
<th>Action</th>
<th>Key option 1</th>
<th>Key option 2 (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create new query</td>
<td>F7</td>
<td></td>
</tr>
<tr>
<td>Submit</td>
<td>F8</td>
<td></td>
</tr>
<tr>
<td>Edit query</td>
<td>F9</td>
<td>Alt + B</td>
</tr>
<tr>
<td>Save</td>
<td>F10</td>
<td></td>
</tr>
<tr>
<td>Filter</td>
<td>Shift + F4</td>
<td></td>
</tr>
<tr>
<td>View document</td>
<td>Alt + R</td>
<td>Alt + U</td>
</tr>
<tr>
<td>Close popup</td>
<td>Ctrl + Q</td>
<td></td>
</tr>
<tr>
<td>Low/High sort</td>
<td>Alt + Up/Down arrow</td>
<td></td>
</tr>
<tr>
<td>View query parameter</td>
<td>Ctrl + I</td>
<td>Ctrl + M</td>
</tr>
<tr>
<td>Share</td>
<td>Alt + S</td>
<td>Alt + N</td>
</tr>
<tr>
<td>Calculate</td>
<td>F6</td>
<td></td>
</tr>
<tr>
<td>Download</td>
<td>Shift + F1</td>
<td>Shift + F2</td>
</tr>
<tr>
<td>Footer expand/collapse</td>
<td>Alt + Down arrow</td>
<td></td>
</tr>
<tr>
<td>Back</td>
<td>Alt + Left arrow</td>
<td></td>
</tr>
</tbody>
</table>
Thank you!

This document and video can be found on the Financial Accounting and Reporting website under the References section.

– https://financialaccounting.ua.edu/