



THE UNIVERSITY OF ALABAMA®

WHERE LEGENDS ARE MADE

Banner Finance

Self Service



WHERE LEGENDS ARE MADE

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?
- How to use? Review Examples.



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.



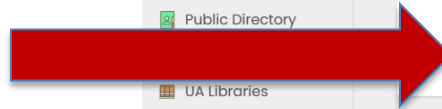
Where can SSB be accessed?

- Via the Employee tab in myBama.



Banner Self Service 8 vs 9

SSB8 folder



SSB9 link



myBama WHERE LEGENDS ARE MADE

Banner Self Service

QUICK LINKS

- Academic Calendar
- Blackboard Learn
- Degree Works
- Email
- Events Calendar
- Public Directory
- UA Libraries

PAGES

- Home
- Admissions & Scholarships
- COVID-19
- Campus Life
- Employee
- Research
- Tech

My Banner Links

- Class Schedule
- Exam Schedules
- Course Catalog
- Transfer Credit
- Order Textbooks Online
- Letter of Transiency
- Personal Information
- Student Services
- Employee Services
- Finance

Banner Links

Enterprise Systems

- Banner 9 Administrative Pages
- Banner Workflow

Banner Test Links

- Banner 9 (TEST) (Sourced: 1/23/2023)
- Banner 9 (SEVL) (Sourced: 1/24/2023)
- SSB Banner 8 (PROD)
- SSB Test Pre-Production (TEST)
- SSB Development (SEVL)
- Banner Workflow (SEVL)
- Banner Workflow (TEST)

Banner Finance Resources

- Banner Finance Self Service
- Introduction to FOAPAL
- Tips for all Banner screens



Banner Finance Self Service

The screenshot displays the Banner Finance Self Service interface. At the top, a dark red header bar contains the University of Alabama logo and name on the left, and a settings gear icon, a user profile icon, and the name 'Ms. Meredith B Boteler' on the right. The main content area is light blue and features a 'My Finance' section. This section includes a greeting 'Hello Meredith,' followed by the instruction 'Create, edit and approve transactions and view financial information for department / organization.' Below this are five interactive cards: 'My Finance Query' (with a coin icon), 'Approve Documents' (with a document and checkmark icon), 'Delete Finance Template' (with a document and trash icon), 'View Document' (with a document and magnifying glass icon), and a partially visible 'View Document' card (with a document and magnifying glass icon). Each card provides a brief description of its function.

THE UNIVERSITY OF ALABAMA®

Ms. Meredith B Boteler

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



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

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.



My Finance Query


THE UNIVERSITY OF ALABAMA® Ms. Meredith B Boteler

My Finance Query

Search Query [New Query](#)

Favorites Saved Queries Shared Queries Low-High

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

Query Type

Values

Chart*

Chart

A The University of Alabama

Index

Choose Index

Fund

11000 Operations - E&G

Organization*

218%

Orgn

Account

Choose Account

Program

Choose Program

Activity

Choose Activity

Location

Choose Location



Budget Quick Query

Create New Query ×

Fund

11000 Operations - E&G x v

Organization *

218% x v

Account

Choose Account v

Program

Choose Program v

Activity

Choose Activity v

Location

Choose Location v

Commitment Type

All v

Include Revenue Accounts

← Include Revenues?

Fiscal Year *

2022 x v

← Fiscal Year

SUBMIT

← Runs Query



Budget Quick Query

THE UNIVERSITY OF ALABAMA® Ms. Meredith B Boteler

My Finance • My Finance Query • Budget Quick Query

Budget Quick Query New Query

< 218%

Query Results

Account	Account Title	Organization	Organization Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
501176	PT O/S - CF 5-8 BASE	218101	Dean's Office-School of Law	✔	\$0.00	\$0.00	\$0.00	\$0.00
501547	Course Fees-Law-Non Law Students	218101	Dean's Office-School of Law	⚠	\$18,000.00	\$18,600.00	\$0.00	(\$600.00)
501575	Course Fees - LS Application Fee	218101	Dean's Office-School of Law	⚠	\$34,000.00	\$38,226.00	\$0.00	(\$4,226.00)
501576	Tuition LW F/T Law Allocation	218101	Dean's Office-School of Law	⚠	\$3,275,087.90	\$3,278,970.44	\$0.00	(\$3,882.54)
501577	Tuition LW P/T Law Allocation	218101	Dean's Office-School of Law	⚠	\$23,000.00	\$24,441.60	\$0.00	(\$1,441.60)
501579	Grad Fee Law Allocation	218101	Dean's Office-School of Law	⚠	\$15,000.00	\$15,256.00	\$0.00	(\$256.00)
501587	Law Tuition Deposit		Dean's Office-School of Law	⚠				
Report Total (of all records)					(\$16,234,622.67)	(\$14,960,157.51)	(\$57,152.55)	(\$1,217,312.61)



Budget Quick Query

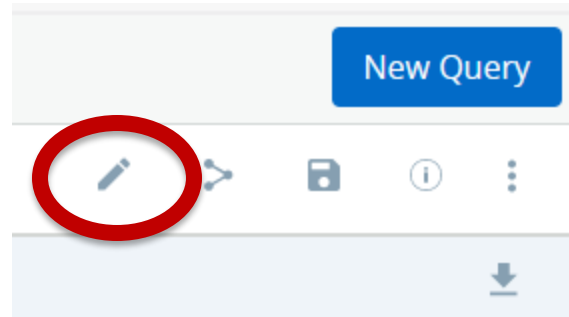
- Health column
 - Calculated based on Available balance %
 - Available Balance % = Available Balance/Adjusted Budget * 100
 - ▲ Red = 20% or less balance available
 - Yellow = 21% to 60% balance available
 - Green = 61% or more balance available

Budget Quick Query

- Sort based on column headers
 - Click up/down arrows beside column headers

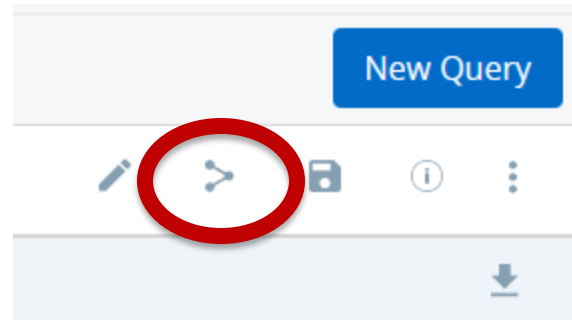
Account ↕ Account Title ↕ Organization ↕ Organization Title ↕ Health ↕ Adjusted Budget ↕ Year to Date ↕ Commitments ↕ Available Balance ↕

- Edit the query



Budget Quick Query

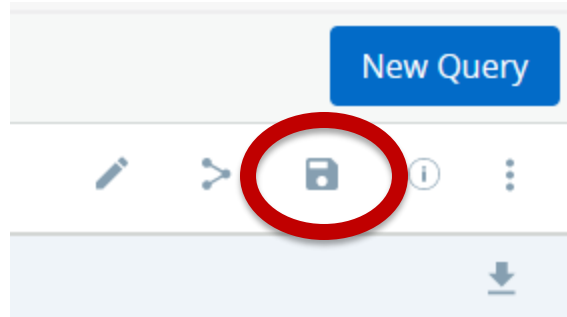
- Share the query



- 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

Save as

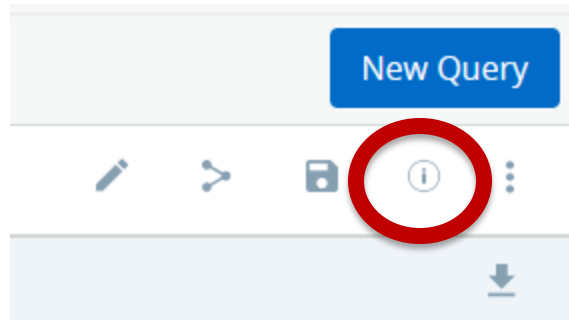
 Set as favorite

CANCEL

SAVE

Budget Quick Query

- View current query parameters



View Query Parameter

Type	Budget Quick Query
Period Begin	10/01/2021
Period Ending	09/30/2022

Values

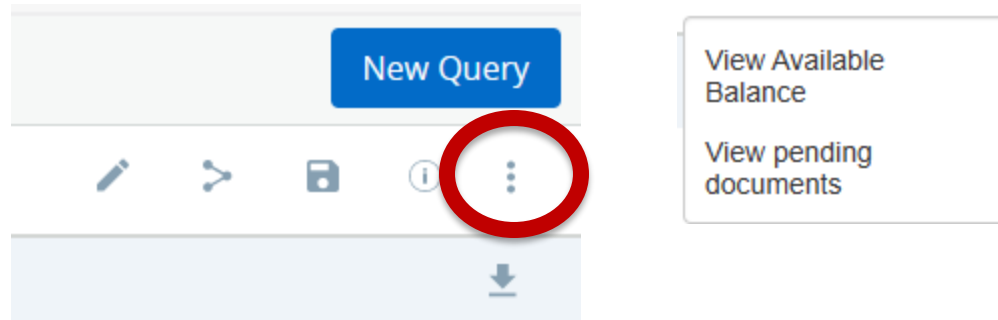
Chart	The University of Alabama - A
Index	All
Fund	Operations - E&G - 11000
Program	All
Organization	218%
Activity	All
Account	All
Location	All
Commitment Type	All

OK



Budget Quick Query

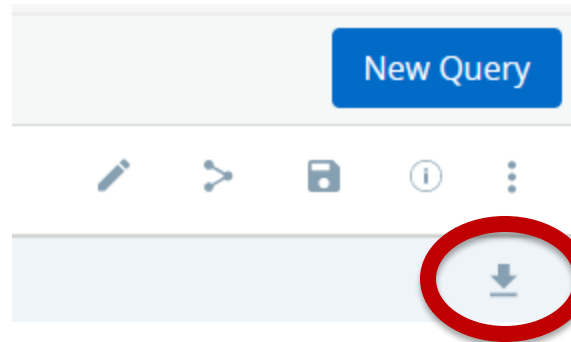
- Other options



- 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



Account	Account Title	Internal Account Type	Internal Account Type Title	Adjusted Budget	Year to Date	Commitments	Available Balance
501176	PT O/S - CF 5-8 BASE	50	Revenue	0.00	0.00	0.00	0.00
501547	Course Fees-Law-Non Law Stu	50	Revenue	18,000.00	18,600.00	0.00	-600.00
501575	Course Fees - LS Application F	50	Revenue	34,000.00	38,226.00	0.00	-4,226.00
501576	Tuition LW F/T Law Allocation	50	Revenue	3,275,087.90	3,278,970.44	0.00	-3,882.54
501577	Tuition LW P/T Law Allocation	50	Revenue	23,000.00	24,441.60	0.00	-1,441.60
501579	Grad Fee Law Allocation	50	Revenue	15,000.00	15,256.00	0.00	-256.00
501587	Law Tuition Deposit Forfeit	50	Revenue	0.00	400.00	0.00	-400.00
506107	Sales-Educational Act-Non Tax	50	Revenue	0.00	1,939.00	0.00	-1,939.00
506108	Sales-Educational Act-St of Al	50	Revenue	0.00	2,586.68	0.00	-2,586.68
508100	Rental Income	50	Revenue	6,944.00	10,416.00	0.00	-3,472.00
508200	Other Income	50	Revenue	288,475.00	289,399.02	0.00	-924.02
508203	Other Income-Royalties	50	Revenue	32,500.00	44,282.73	0.00	-11,782.73



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.

Fiscal Periods for Charts A, C, D, E:	Fiscal Periods for Charts L, N, T:
01 = October	01 = July
02 = November	02 = August
03 = December	03 = September
04 = January	04 = October
05 = February	05 = November
06 = March	06 = December
07 = April	07 = January
08 = May	08 = February
09 = June	09 = March
10 = July	10 = April
11 = August	11 = May
12 = September	12 = June
13 = September (same as period 12)	13 = June (same as period 12)
14 = September with accrual period	14 = June with accrual period



Budget Status by Account Query

Create New Query ×

Budget Status by Account ▼ **← Query Type**

Values

Chart* **→ Chart**

A The University of Alabama ×▼

Index

Choose Index ▼

Fund

11000 Operations - E&G ×▼

Organization*

218101 Dean's Office-School of Law ×▼ **← Orgn**

Account

Choose Account ▼

Program

Choose Program ▼

Activity

Choose Activity ▼

Location

Choose Location ▼

Fund Type

Account Type



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

Include Revenues?

Fiscal Year

Fiscal Year*

2022



Fiscal Period*

14



Fiscal Period

Comparison Fiscal Year

2021



Comparison Fiscal Period

14



WHERE LEGENDS ARE MADE

Budget Status by Account Query

Create New Query ×

Comparison Fiscal Year x v Comparison Fiscal Period x v

Operating Ledger

<input type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ
<input type="checkbox"/> Budget Adjustment ⓘ	<input type="checkbox"/> Encumbrance ⓘ
<input type="checkbox"/> Adjusted Budget ⓘ	<input type="checkbox"/> Reservation ⓘ
<input type="checkbox"/> Temporary Budget ⓘ	<input type="checkbox"/> Commitments ⓘ
<input type="checkbox"/> Accounted Budget ⓘ	<input type="checkbox"/> Available Balance ⓘ

Choose columns to view ←

Runs query ←

[SUBMIT](#)



Budget Status by Account Query

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

New Query

◀ Dean's Office-School of Law - 218101



Query Results

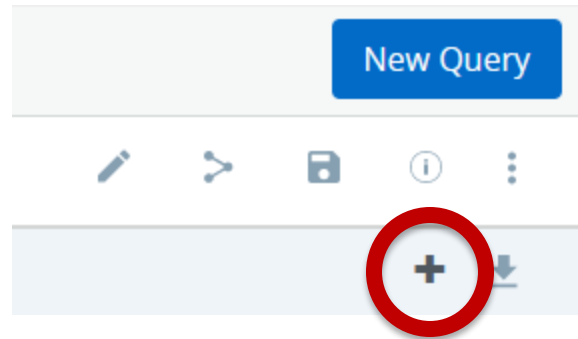


Account	Account Title	Health	FY22/PD14 Year to Date	FY21/PD14 Year to Date
501176	PT O/S - CF 5-8 BASE	✔	\$0.00	\$0.00
501547	Course Fees-Law-Non Law Students	⚠	\$18,600.00	\$8,500.00
501575	Course Fees - LS Application Fee	⚠	\$38,226.00	\$32,862.00
501576	Tuition LW F/T Law Allocation	⚠	\$3,278,970.44	\$2,984,549.43
501577	Tuition LW P/T Law Allocation	⚠	\$24,441.60	\$21,088.17
501579	Grad Fee Law Allocation	⚠	\$15,256.00	\$15,224.00
501587	Law Tuition Deposit Forfeit	⚠	\$400.00	\$0.00
506107	Sales-Educational Act-Non Taxable	⚠	\$1,939.00	\$4,460.42
Report Total (of all records)			(\$3,253,755.98)	(\$3,355,423.79)



WHERE LEGENDS ARE MADE

Budget Status by Account Query



The plus sign allows you to create a computed column based on the columns available in your query.

Budget Status by Account 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.

Computed Columns ×

New

Remove

Columns Name *

YTD Difference FY22-FY21

Column 1

FY22/PD14 Year to Date ▾

Operator



Column 2

FY21/PD14 Year to Date ▾

Display After

FY21/PD14 Year to Date ▾



Budget Status by Account Query

My Finance • My Finance Query • Budget Status by Account

✔ Computed column Added successfully

Budget Status by Account

New Query

< Dean's Office-School of Law - 218101

✎ ➦ 📄 ⓘ ⋮

Query Results

+ ↓

Account	Account Title	Health	FY22/PD14 Year to Date	FY21/PD14 Year to Date	YTD Difference FY22-FY21
501176	PT O/S - CF 5-8 BASE	✔	\$0.00	\$0.00	\$0.00
501547	Course Fees-Law-Non Law Students	⚠	\$18,600.00	\$8,500.00	\$10,100.00
501575	Course Fees - LS Application Fee	⚠	\$38,226.00	\$32,862.00	\$5,364.00
501576	Tuition LW F/T Law Allocation	⚠	\$3,278,970.44	\$2,984,549.43	\$294,421.01
501577	Tuition LW P/T Law Allocation	⚠	\$24,441.60	\$21,088.17	\$3,353.43
501579	Grad Fee Law Allocation	⚠	\$15,256.00	\$15,224.00	\$32.00
501587	Law Tuition Deposit Forfeit	⚠	\$400.00	\$0.00	\$400.00
506107	Sales-Educational Act-Non Taxable	⚠	\$1,939.00	\$4,460.42	(\$2,521.42)
Report Total (of all records)			(\$3,253,755.98)	(\$3,355,423.79)	\$101,667.81



WHERE LEGENDS ARE MADE

Budget Status by Account Query

To remove the computed column, choose the + sign again, check the column to remove and choose Remove Column.



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 ▼

Values

Chart* Chart ×▼

Index ▼

Fund ×▼

Organization* ×▼ Orgn

Account ▼

Program ▼

Activity ▼

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 x▼

Fiscal Period*

14 x▼

Fiscal Period

Comparison Fiscal Year

2021 x▼

Comparison Fiscal Period

14 x▼



Budget Status by Organizational Hierarchy

Create New Query ×

Comparison Fiscal Year × v Comparison Fiscal Period × v

Operating Ledger

<input type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ
<input type="checkbox"/> Budget Adjustment ⓘ	<input type="checkbox"/> Encumbrance ⓘ
<input checked="" type="checkbox"/> Adjusted Budget ⓘ	<input type="checkbox"/> Reservation ⓘ
<input type="checkbox"/> Temporary Budget ⓘ	<input type="checkbox"/> Commitments ⓘ
<input type="checkbox"/> Accounted Budget ⓘ	<input type="checkbox"/> Available Balance ⓘ

Choose columns to view ←

SUBMIT ← **Runs query**



Budget Status by Organizational Hierarchy

My Finance • My Finance Query • Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

← Assoc VP for Finance - 5020

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Query Results + ↓

Organization	Organization Title	Health	FY22/PD14 Adjusted Budget	FY21/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY21/PD14 Year to Date
5020	Assoc VP for Finance	✔	\$0.00	\$0.00	\$0.00	\$0.00
50210	Assoc VP for Finance	⚠	(\$11,065,249.53)	(\$10,794,375.92)	(\$10,628,645.76)	(\$10,330,436.60)
Report Total (of all records)			(\$11,065,249.53)	(\$10,794,375.92)	(\$10,628,645.76)	(\$10,330,436.60)



WHERE LEGENDS ARE MADE

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 ×

Select Query Type

Encumbrance Query

Values

Chart*	A The University of Alabama x v	Index	Choose Index v
Fund	Choose Fund v	Organization*	507101 Public Safety Administration x v
Grant*	Choose Grant v	Account	Choose Account v
Program	Choose Program v	Activity	Choose Activity v

Chart

Query Type

Orgn

Not required



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

Fiscal Year*

2023

Fiscal Period*

05

Fiscal Period

SUBMIT

Runs query



WHERE LEGENDS ARE MADE

Encumbrance Query

My_Finance • My_Finance_Query • Encumbrance_Query

Encumbrance Query

New Query

Public Safety Administration - 507101



Query Results



Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used
601210	Exec/Admin/Mgr General	PR230001	Encumbrance Salaries (Orig)	\$169,766.49	(\$56,588.83)	\$0.00	\$0.00	\$113,177.66	0.00
601410	Professional (Exempt)	PR230001	Encumbrance Salaries (Orig)	\$252,126.36	(\$84,042.12)	\$0.00	\$0.00	\$168,084.24	0.00
71120	Equipment and Furniture under \$5000	P0073780	Interior Elements LLC	\$10,112.29	(\$2,142.86)	(\$7,969.43)	\$7,969.43	\$0.00	100.00
715110	Safety Supplies	P0073497	Galls Parent Holdings LLC	\$14,430.69	\$0.00	(\$14,430.69)	\$137.72	\$0.00	100.00
763201	Cellular/Radio/Pager	P0072427	Mobile Communications America Inc	\$38,999.20	\$0.00	\$0.00	\$0.00	\$38,999.20	0.00
79100	Equipment Purchases over \$5000	P0073645	BRONZE BEAR COMMUNICATIONS, INC.	\$21,582.99	\$0.00	\$0.00	\$0.00	\$21,582.99	0.00
Report Total (of all records)				\$5,115,018.02	(\$142,773.81)	(\$22,400.12)	\$8,107.15	\$4,949,844.09	0.45



WHERE LEGENDS ARE MADE

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

Edit Query ×

Select Query Type

Multi Year Query

← Query Type

Values

Chart*

A The University of Alabama *▼

→ Chart

Index

Choose Index ▼

Fund

90701 University Blvd Improvement- closed *▼

Grant*

PL90701 University Blvd Improvements- close *▼

← Grant

Organization

Choose Organization ▼

Account

Choose Account ▼

Program

Choose Program ▼

Activity

Choose Activity ▼



Multi Year Query

Edit Query x

PROGRAM

 ▼

ACTIVITY

 ▼

LOCATION

 ▼

FUND TYPE

 ▼

ACCOUNT TYPE

 ▼

Include Revenue Accounts



Date From *

 x▼ x▼

Date To

 ▼ ▼

Multi Year Query

Edit Query

Date To

None



None



Grant Ledger

Adopted Budget ⓘ

Budget Adjustment ⓘ

Adjusted Budget ⓘ

Temporary Budget ⓘ

Accounted Budget ⓘ

Year to Date ⓘ

Encumbrance ⓘ

Reservation ⓘ

Commitments ⓘ

Available Balance ⓘ

Choose columns to view

SUBMIT

Runs query



Multi Year Query

[My Finance](#) • [My Finance Query](#) • [Multi Year Query](#)

Multi Year Query

New Query

< University Blvd Improvements- close - PL90701



Query Results



Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
502021	State C&G Revenue	✓	\$8,275,000.00	\$8,275,000.00	\$0.00	\$0.00
502031	Local C&G Revenue	✓	\$380,286.87	\$380,286.87	\$0.00	\$0.00
508250	Bond Proceeds	✓	\$2,284,801.64	\$2,284,801.64	\$0.00	\$0.00
742301	Postage - Domestic	✓	\$22.24	\$22.24	\$0.00	\$0.00
746014	General Printing	✓	\$248.00	\$248.00	\$0.00	\$0.00
748024	Security/Fire/Safety Services	✓	\$6,506.50	\$6,506.50	\$0.00	\$0.00
748037	Engraving & Framing	✓	\$0.00	\$0.00	\$0.00	\$0.00
752123	UA Facilities Workorder	✓	\$21,660.57	\$21,660.57	\$0.00	\$0.00
Report Total (of all records)			\$0.00	\$0.00	\$0.00	\$0.00



WHERE LEGENDS ARE MADE

My Finance

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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

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Journal Voucher x v

Document Search

Choose Document Number v

Document Number *

Z0172259

Submission

Please Enter Submission

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Document Type

Document Number



View Document

JOURNAL VOUCHER

Journal Voucher Number	Z0172259	Document Total	68,666.66	Status	Posted
Submission	0	User ID	TKOZAK		
Transaction Date	01/14/2022	Activity Date	01/14/2022		
Public Comments					

Accounting Distributions

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

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Related Documents

No Related Documents information available for Z0172259

Approval History

BO - TEMPORARY BUD (JVBT) (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

[BACK TO VIEW DOCUMENT](#)



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View Document

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Approve Documents


- Similar to FOAUAPP – User Approval
- Filter by:
 - User ID
 - Document Number



Approve Documents

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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



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Approve Documents

Queried Parameters ▼

Another Query

Approve Documents List 66

ℹ 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.... ▼

Document ▼	Document Type ▼	Change Sequence ▼	Submission ▼	Originating User ▼	Amount ▼	Next Approver ▼	NSF ▼	Queue Type ▼	History ▼	Disapprove	Approve
EFP43603	INV	-	0	CPCHRISTIAN	2,639.97	-	-	DOC		Disapprove	Approve
FP037419	INV	-	0	EHSMITH1	99,517.11	-	-	DOC		Disapprove	Approve
FP043602	INV	-	0	CPCHRISTIAN	41,091.73	-	-	DOC		Disapprove	Approve
FPFE1405	INV	-	0	FOWLE018	346,550.00	-	-	DOC		Disapprove	Approve
FPNF1406	INV	-	0	FOWLE018	467,200.39	-	-	DOC		Disapprove	Approve
Z0175297	JV	-	0	KNICHOLS	6,006.32	-	-	DOC		Disapprove	Approve
Z0175712	JV	-	0	MAJONES12	76,800.00	-	-	DOC		Disapprove	Approve
Z0175769	JV	-	0	DDCOOK	2,000.00	-	-	DOC		Disapprove	Approve



Approve Documents

JOURNAL VOUCHER

Journal Voucher Number	Z0175712	Document Total	76,800.00	Status	Pending
Submission	0	User ID	KLHINTON		
Transaction Date	02/04/2023	Activity Date	02/03/2023		
Public Comments					

Accounting Distributions

SEQ	Description	FY-Period	Budget Period	Rule Class	Chart-Index-Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/Credit	Currency	Bank Code	NSF Override	Status	Document Reference Number	Accrual Indicator	Deposit
1	Fd scholarship fds deficit	23-05	05	BD04	A -- 11002 - 212803 - 781213 - 800 ---	38,400.00	+	USD		No	P			
2	Fd scholarship fds deficit	23-05	05	BD04	A -- 11000 - 212803 - 700001 - 100 ---	38,400.00	-	USD		No	P			
Total Accounting Distributions						76,800.00								

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Approve Documents

History



Document Number
Z0175712

Document Type
Journal Document

Originator
KLHINTON

Originator Name
Kayla L Hinton

Related Documents

 No Related Documents information available for Z0175712

Approvals Required

Queue	Description	Level	Approvers
EDUT	EDUCATION TEMP BUD	1	Deb Bonner
EDUT	EDUCATION TEMP BUD	2	Amanda Dobbins

Approvals Recorded

Queue	Level	Date	User
SCHT	1	Feb 21, 2023	Melissa Barnett
JVBT	1	Feb 22, 2023	Natalie Champion



Keyboard Shortcuts

My Finance

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

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



Keyboard Shortcuts

My Finance Query

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

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



Thank you!

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

– <https://financialaccounting.ua.edu/>





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