THE UNIVERSITY OF ALABAMA®

WHERE LEGENDS ARE MADE

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?
- 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.

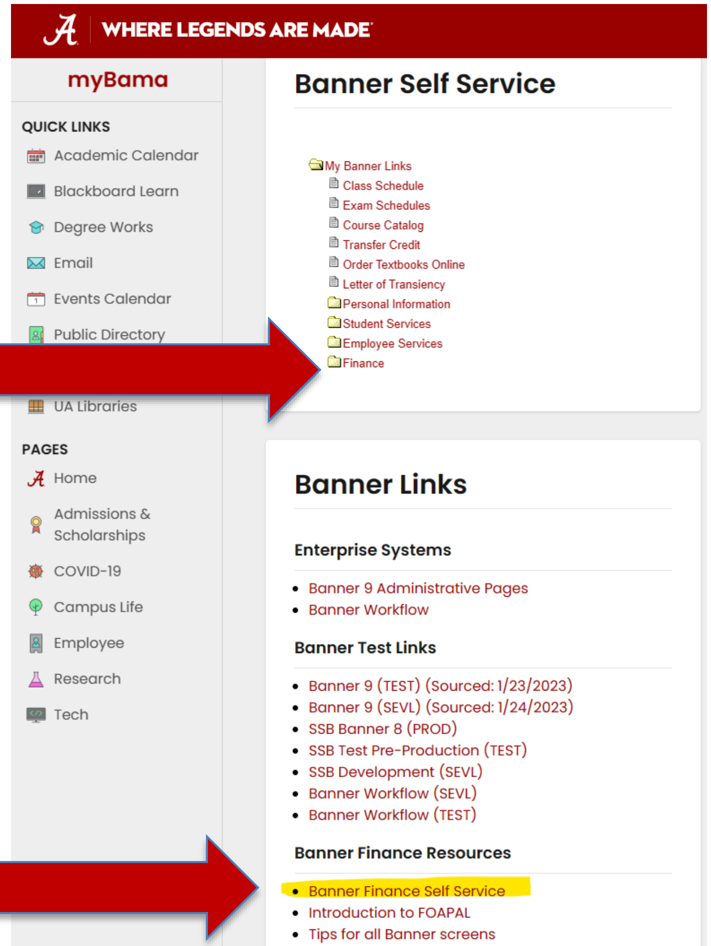
Where can SSB be accessed?

- Via the Employee tab in myBama.

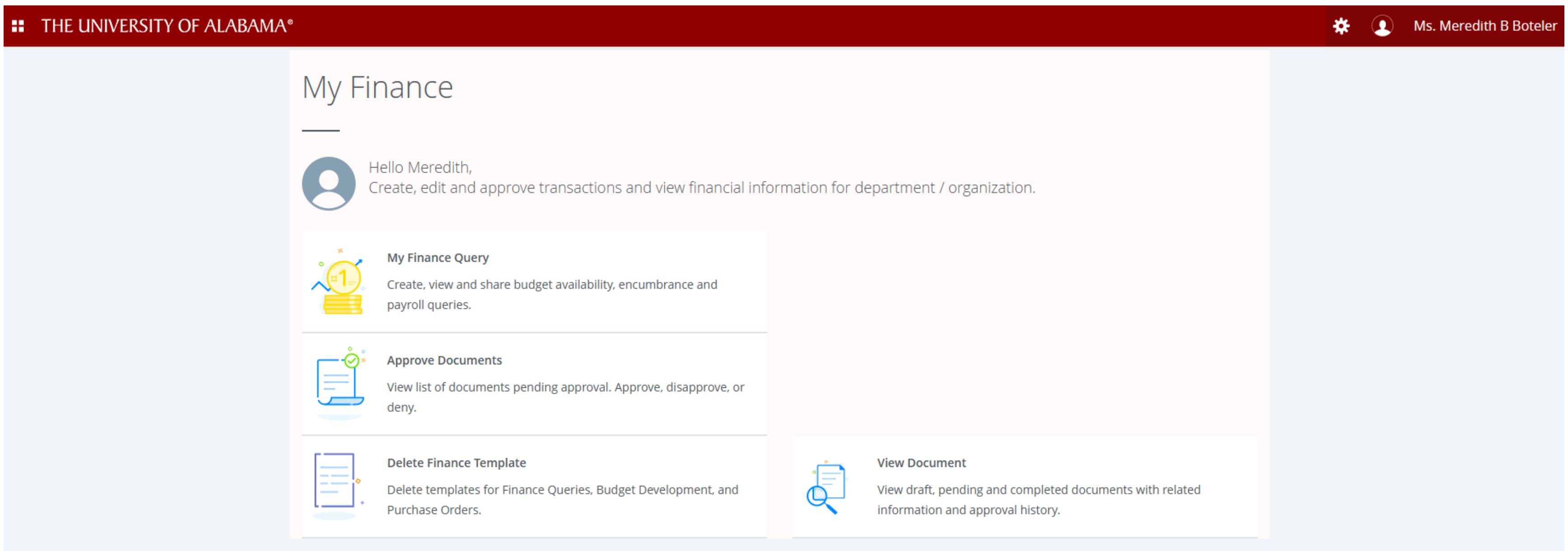
Banner Self Service 8 vs 9

SSB8 folder

SSB9 link



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

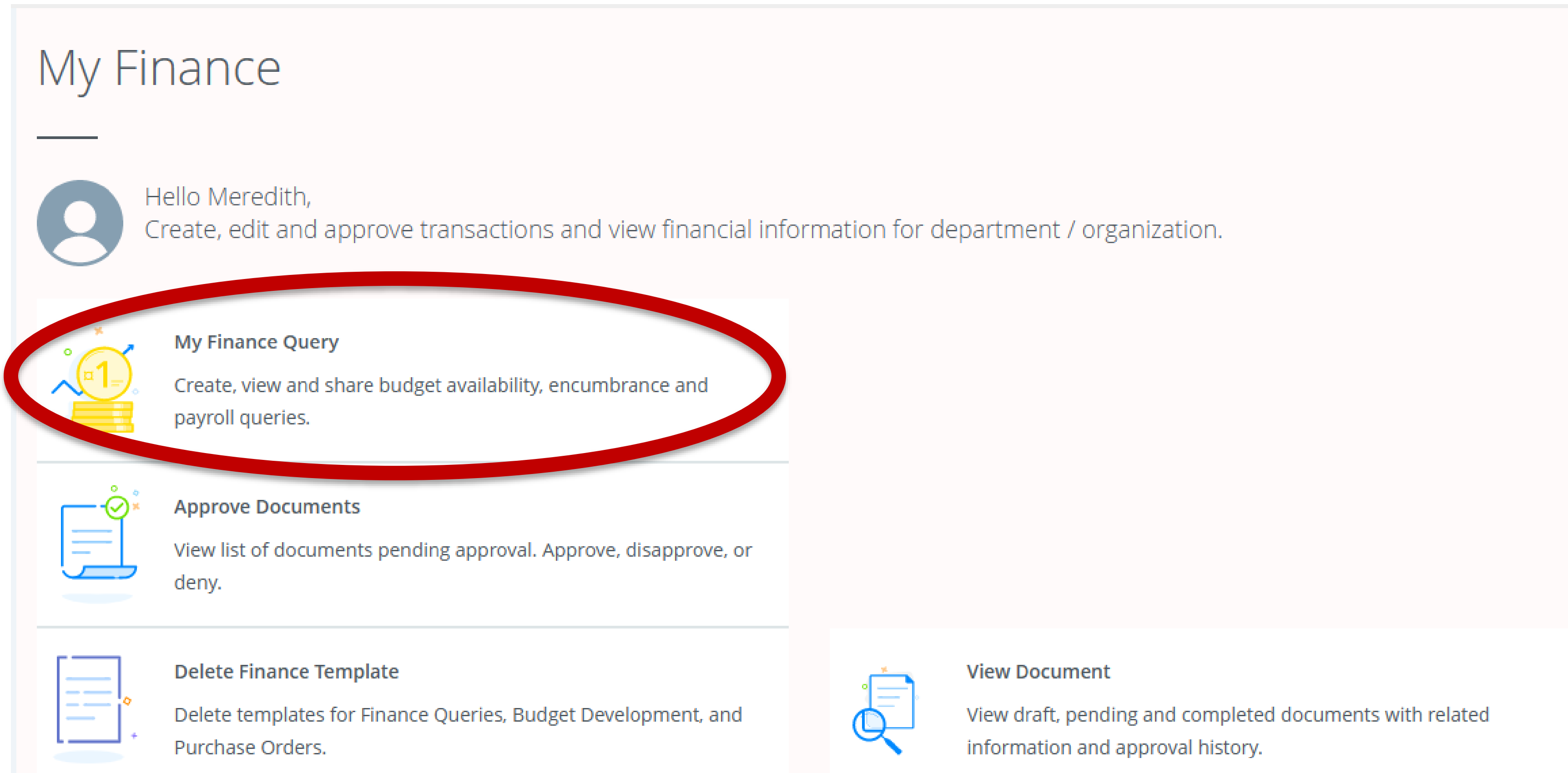
Advantages of SSB

- 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

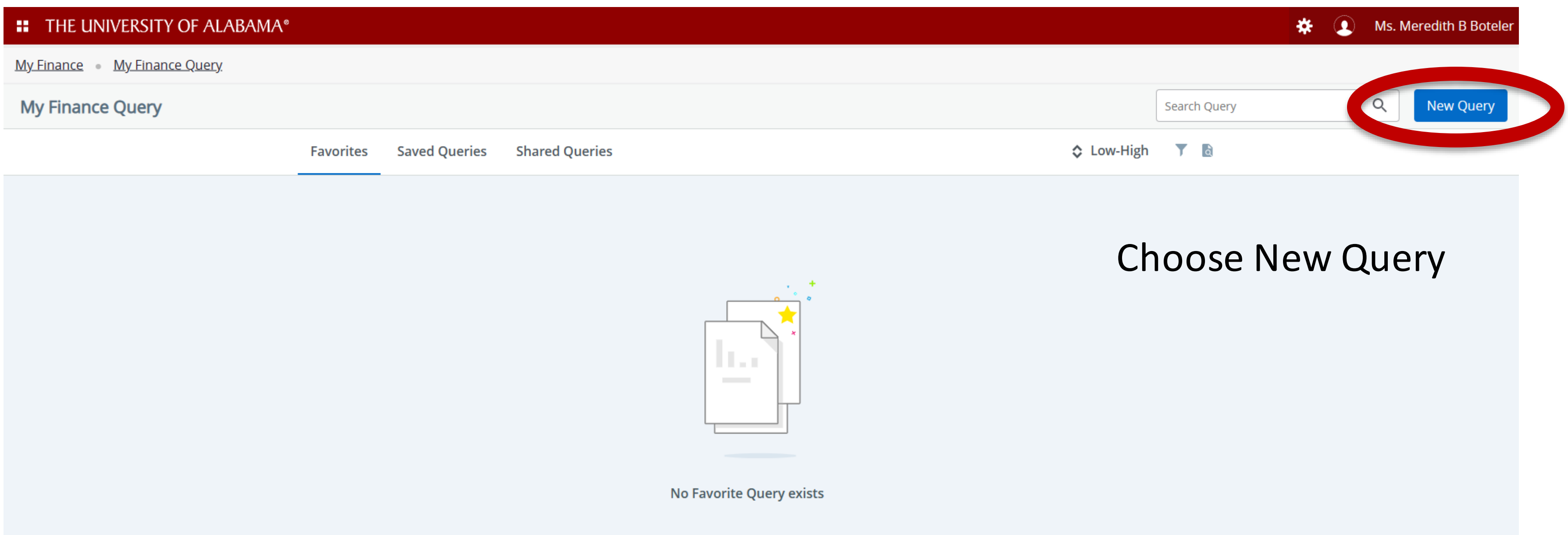
Banner Finance SSB

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

My Finance Query



My Finance Query



Choose New Query

My Finance Query

Types of Queries

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

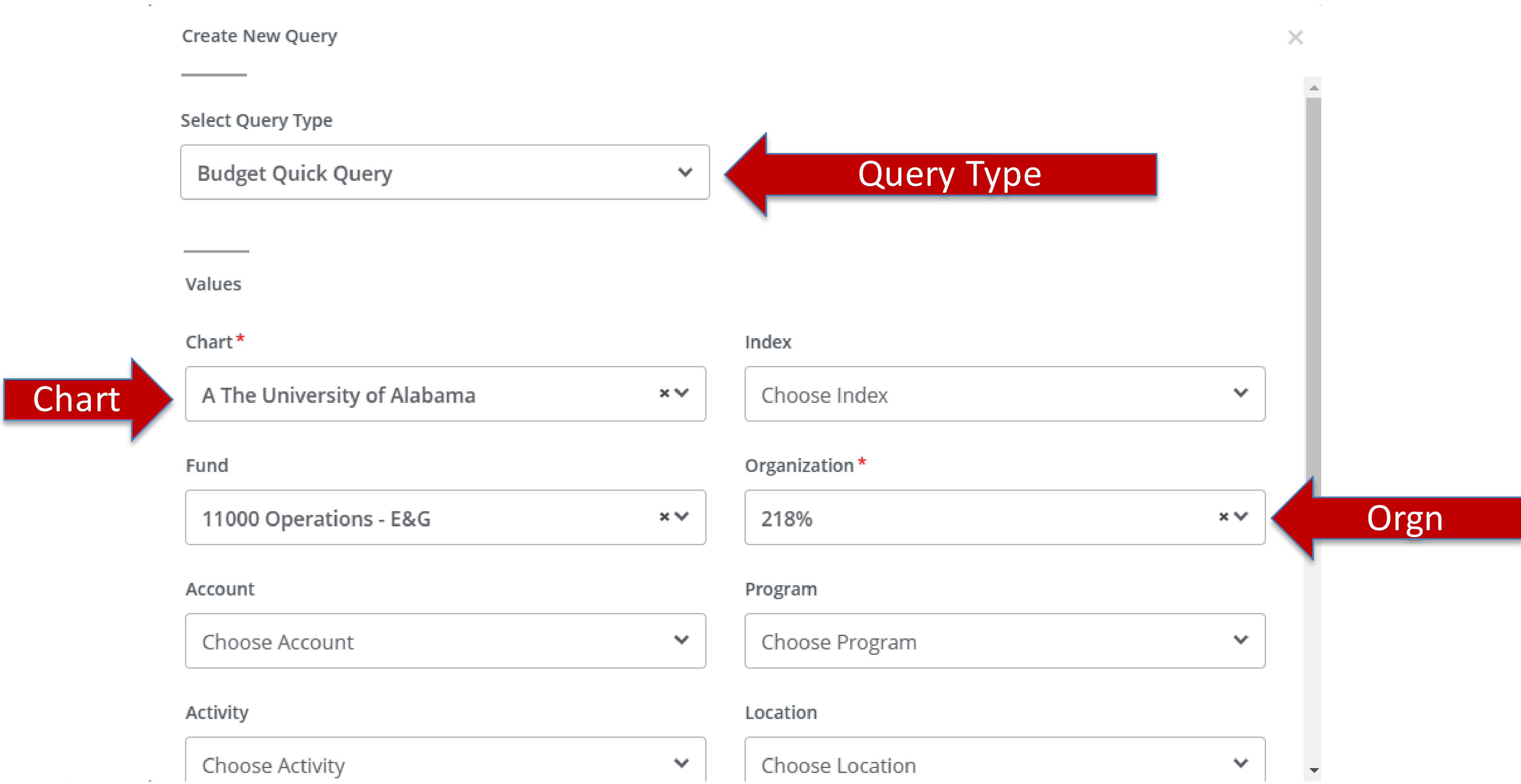
Budget Quick Query

- 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

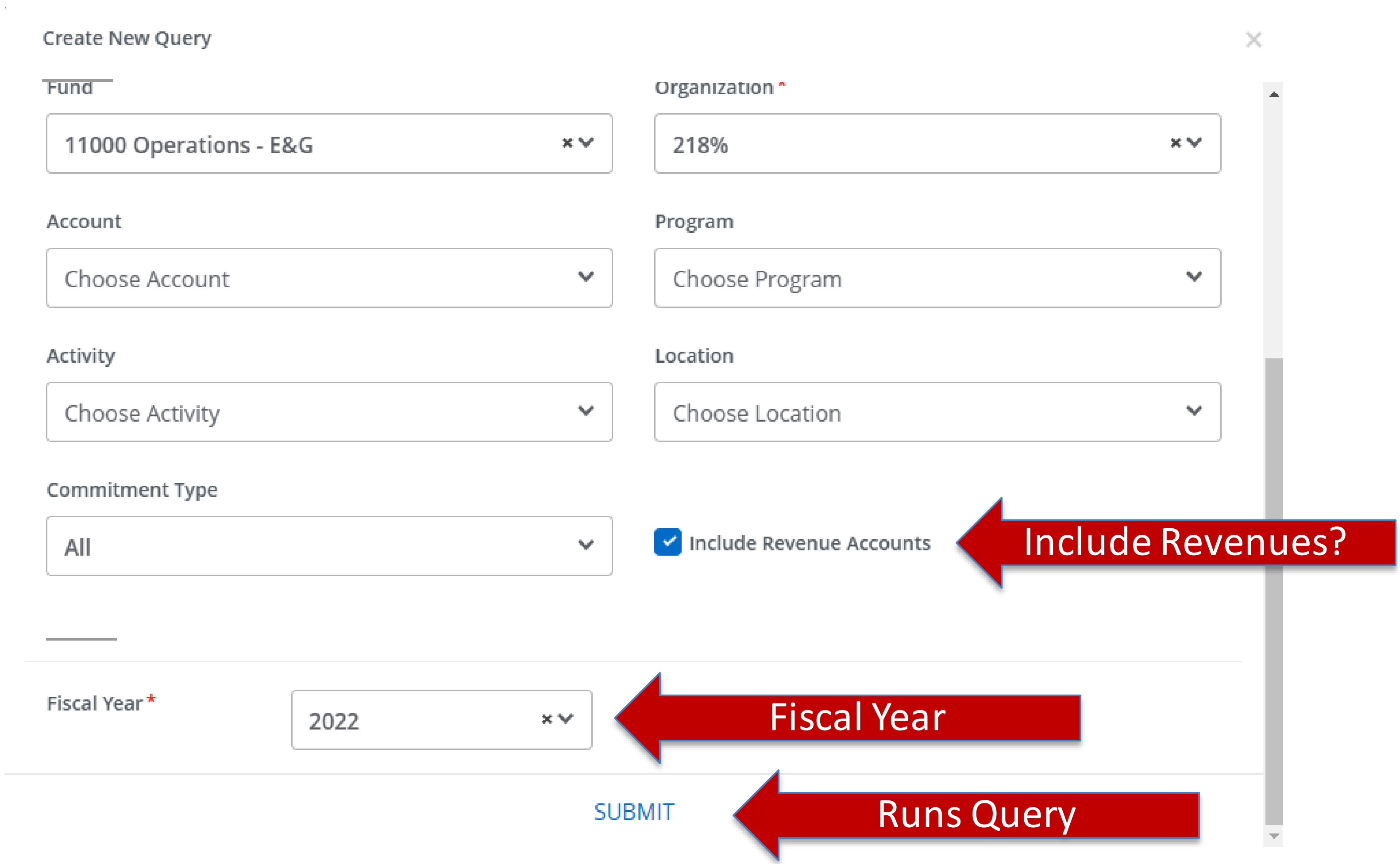
Budget Quick Query

- Data is NOT comparative
- Does NOT allow drill down

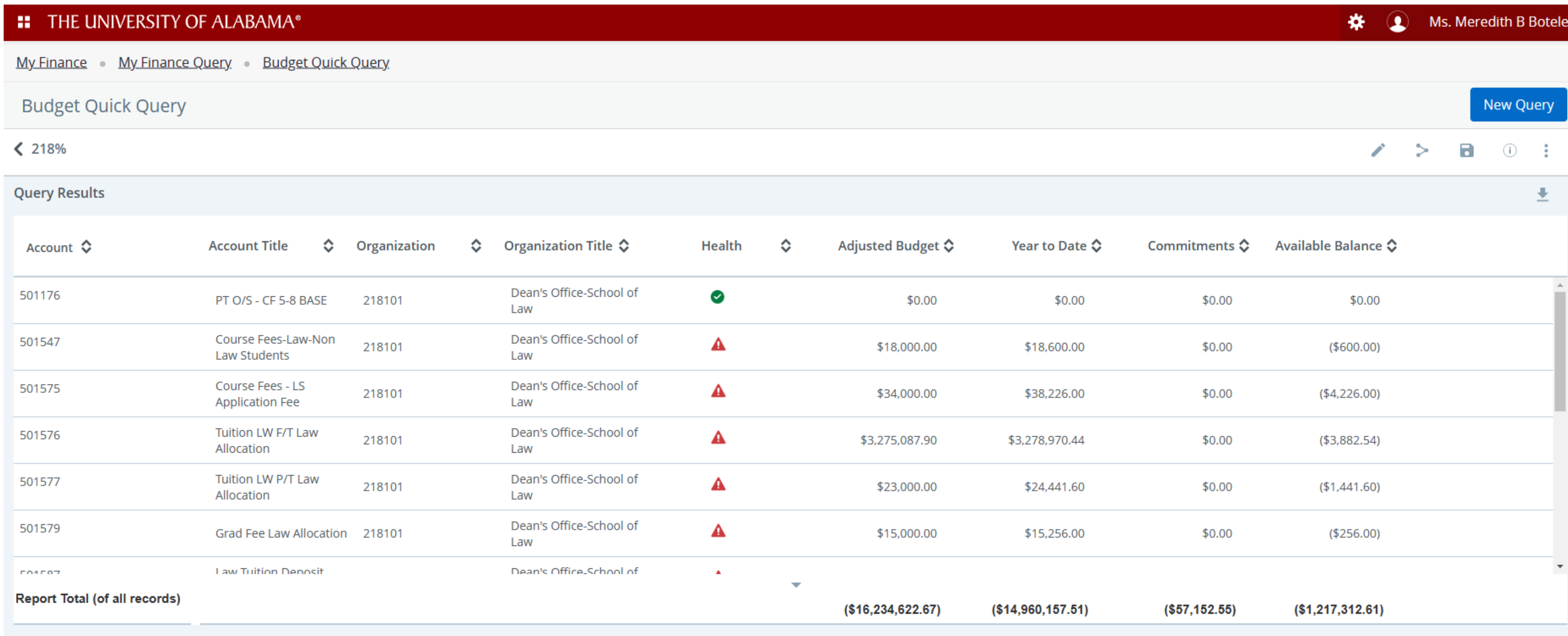
Budget Quick Query



Budget Quick Query



Budget Quick Query



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)
	Law Tuition Deposit		Dean's Office-School of					
Report Total (of all records)					**($16,234,622.67)**	**($14,960,157.51)**	**($57,152.55)**	**($1,217,312.61)**

WHERE LEGENDS ARE MADE

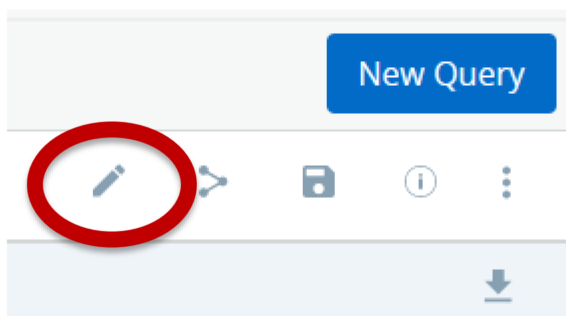
Budget Quick Query

- 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

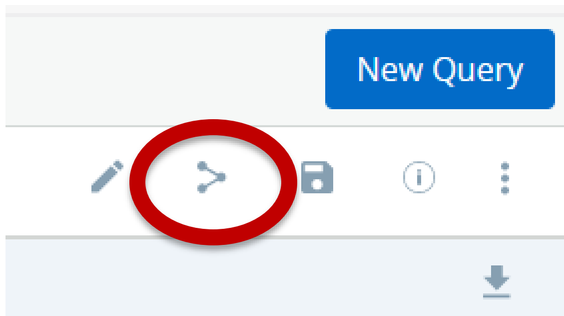
- Sort based on column headers
  - Click up/down arrows beside column headers

- Edit the query



Budget Quick Query

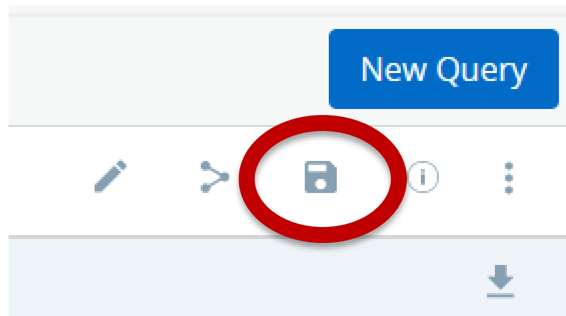
- Share the query



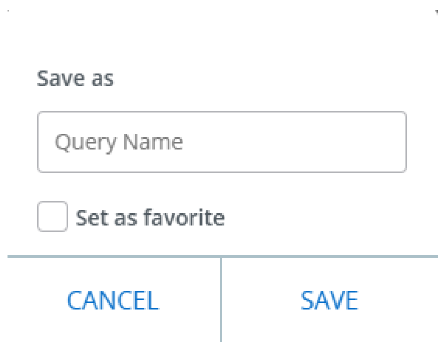
- Allows you to share the query with others
- Must save the query first

Budget Quick Query

- Save the query

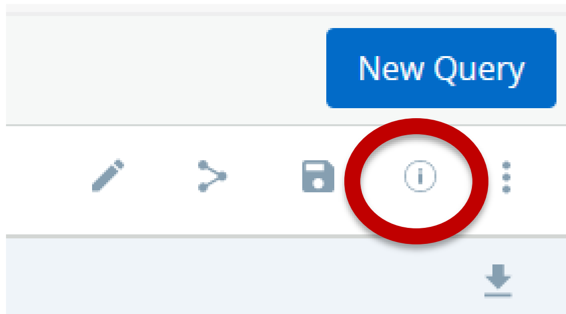


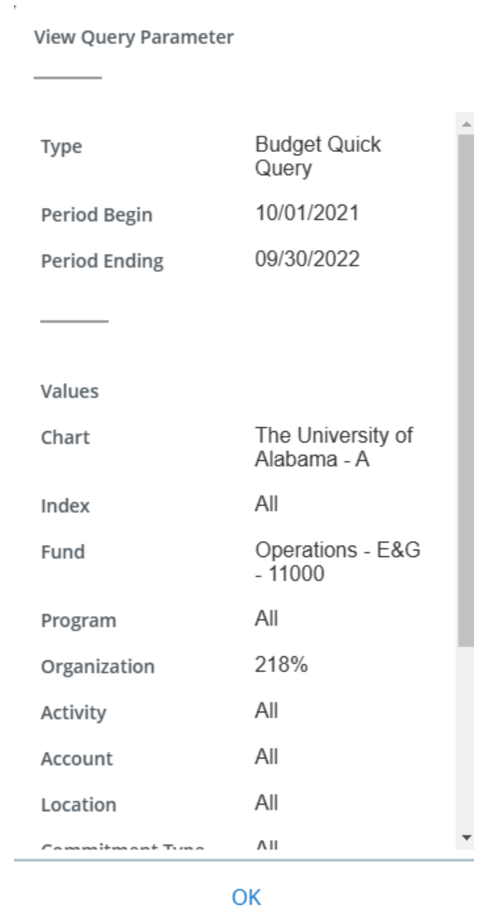
- Allows you to name the query and set as a favorite



Budget Quick Query

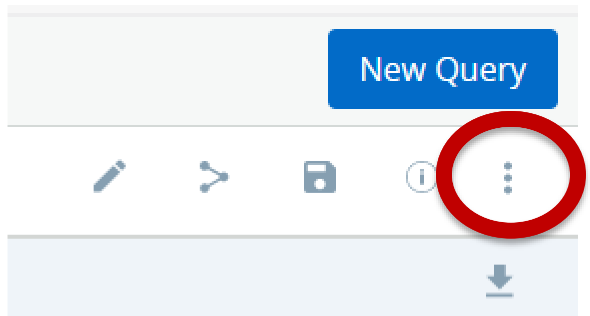
- View current query parameters

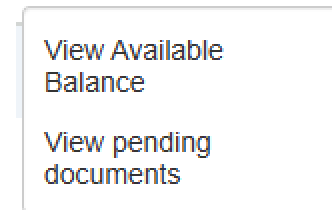




Budget Quick Query

- Other options

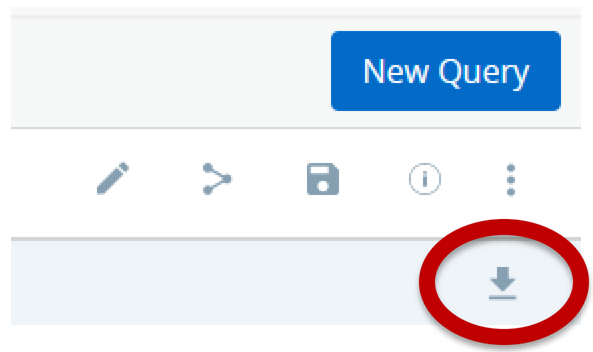




- To view available balance, you must enter a fund, orgn and account. This only shows the account line item and not the pooled amount.
- Pending documents would normally be incomplete requisitions. Since UA uses buyBama, pending documents are not relevant.

Budget Quick Query

- Download to Excel



Query View	Budget Quick Query						
Fiscal period start date	10/01/2021						
Fiscal period end date	09/30/2022						
As of Date	02/09/2023						
Currency	USD						
Query Parameters							
Chart of Accounts	A	The University of Alabama					
Fund	11000	Operations - E&G					
Organization	218101	Dean's Office-School of Law					
Account	All						
Program	All						
Activity	All						
Location	All						
Include Revenue	Yes						
Commitment Type	All						
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-Royalites	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

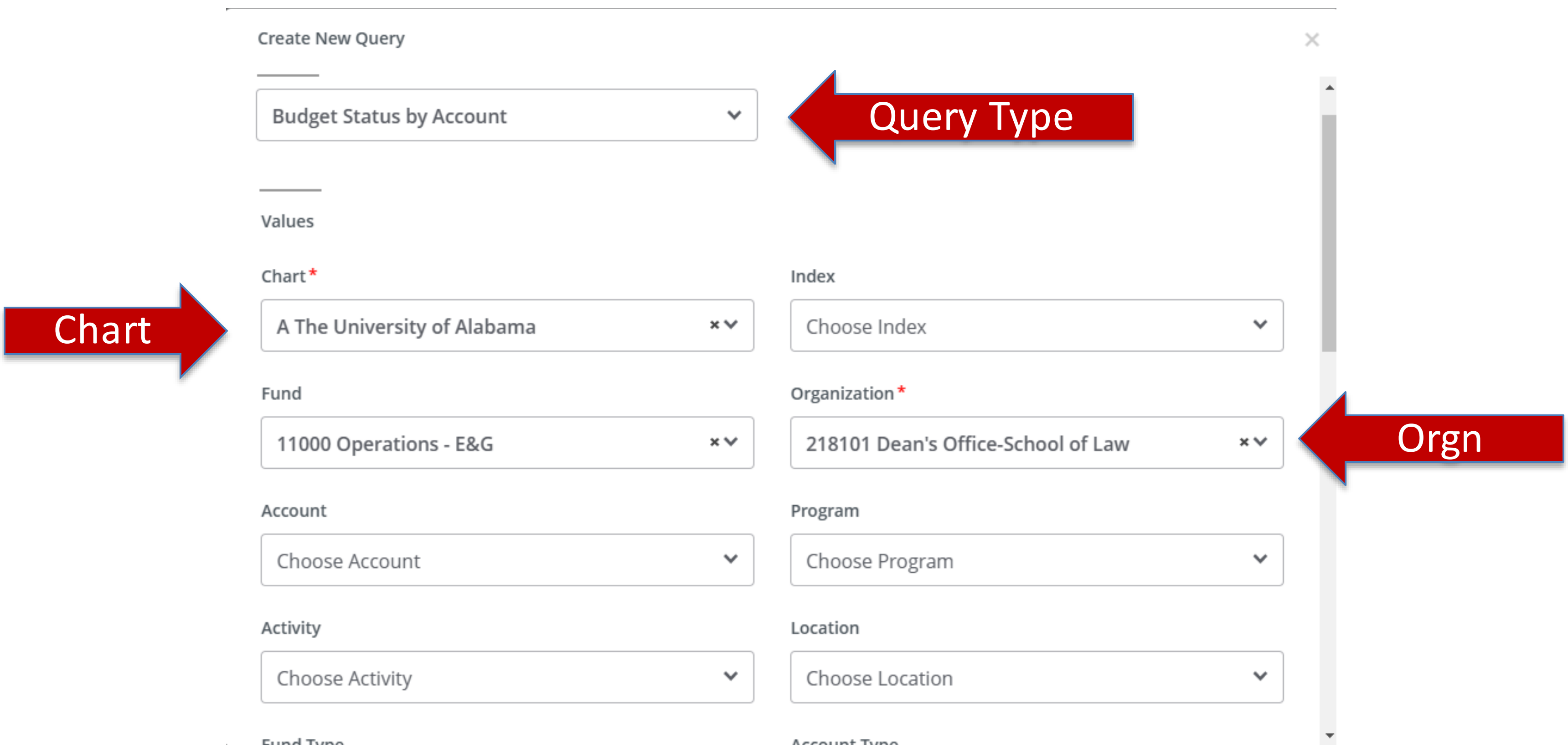
- Comparison Fiscal Year/Period option
- Create a computed column
- Drill down available on blue hyperlinks

Budget Status by Account Query

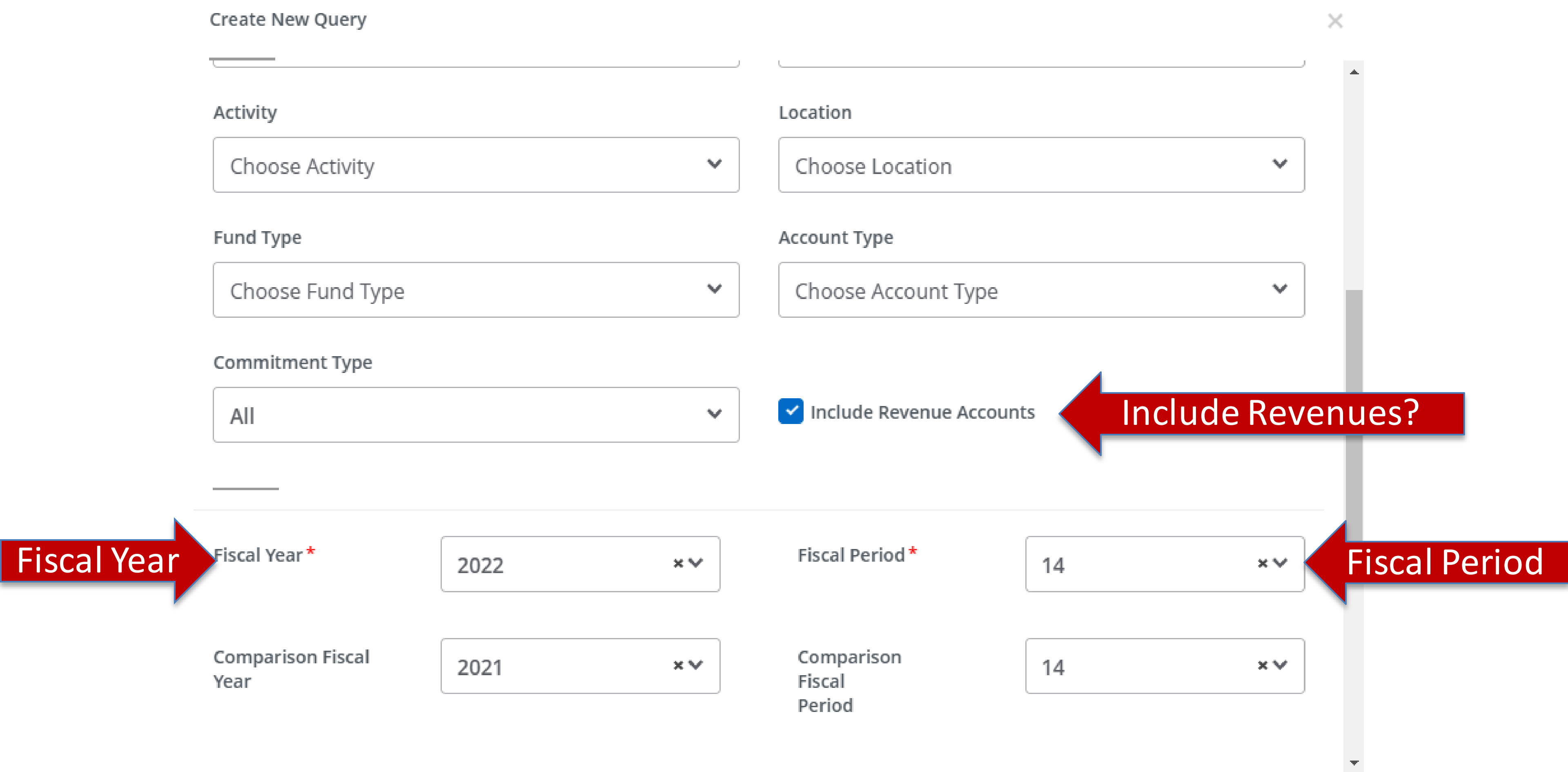
- Fiscal Periods – Year to Date through the end of the period.

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



Budget Status by Account Query



Budget Status by Account Query

Create New Query

Comparison Fiscal Year: 2021

Comparison Fiscal Period: 14

Operating Ledger

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

Choose columns to view

SUBMIT

Runs query

Budget Status by Account Query

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

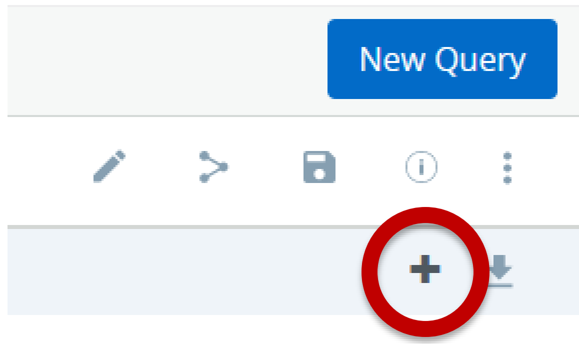
New Query

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)**

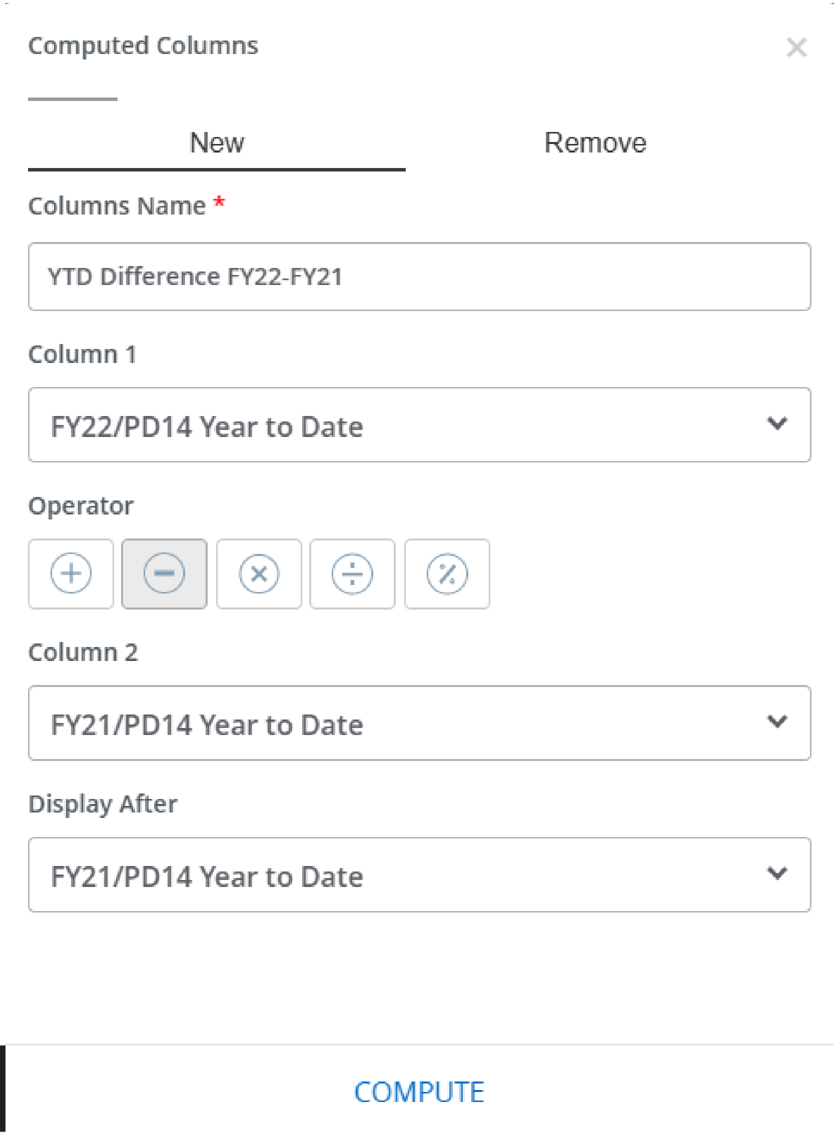
Budget Status by Account Query



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.



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**

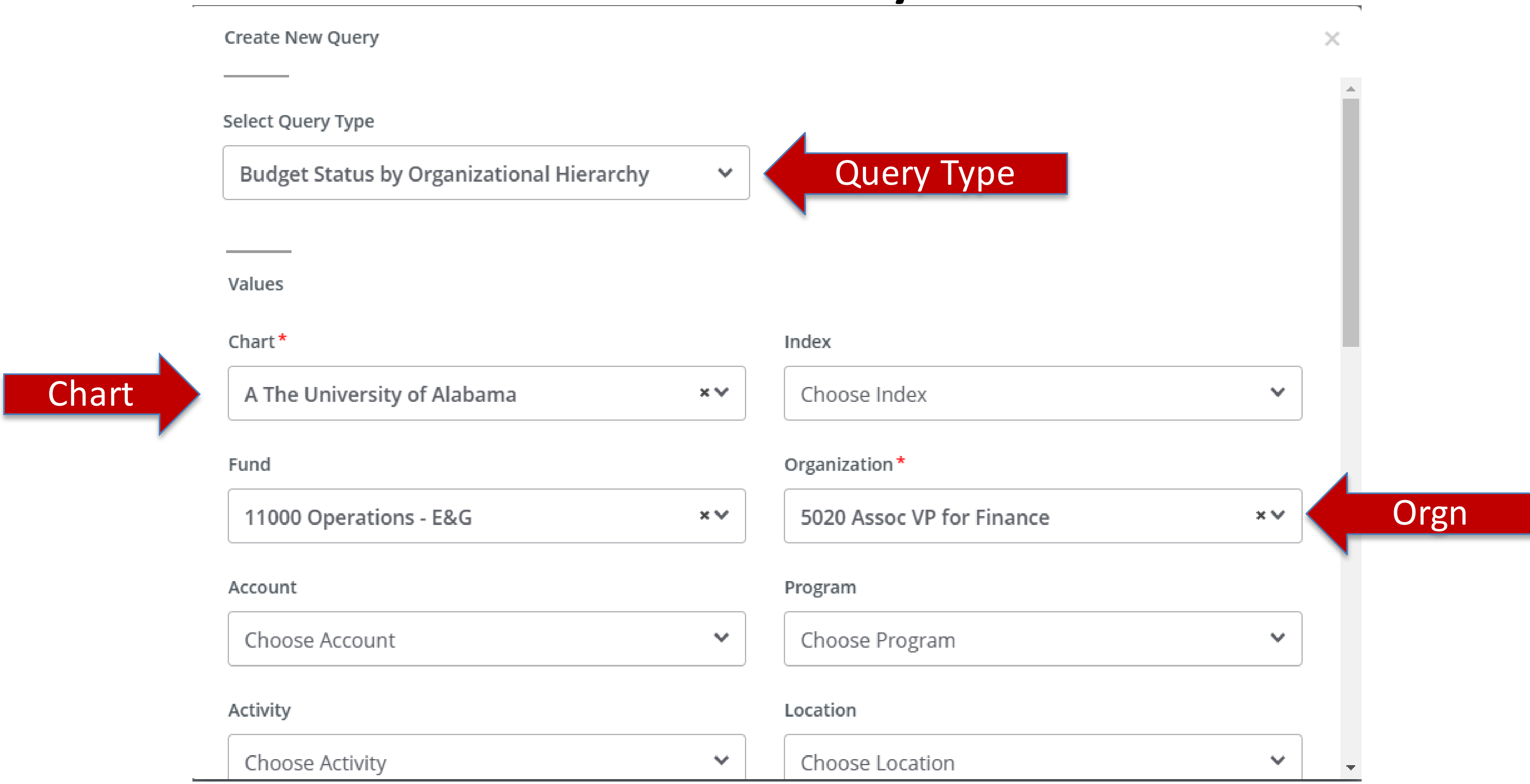
Budget Status by Account Query

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

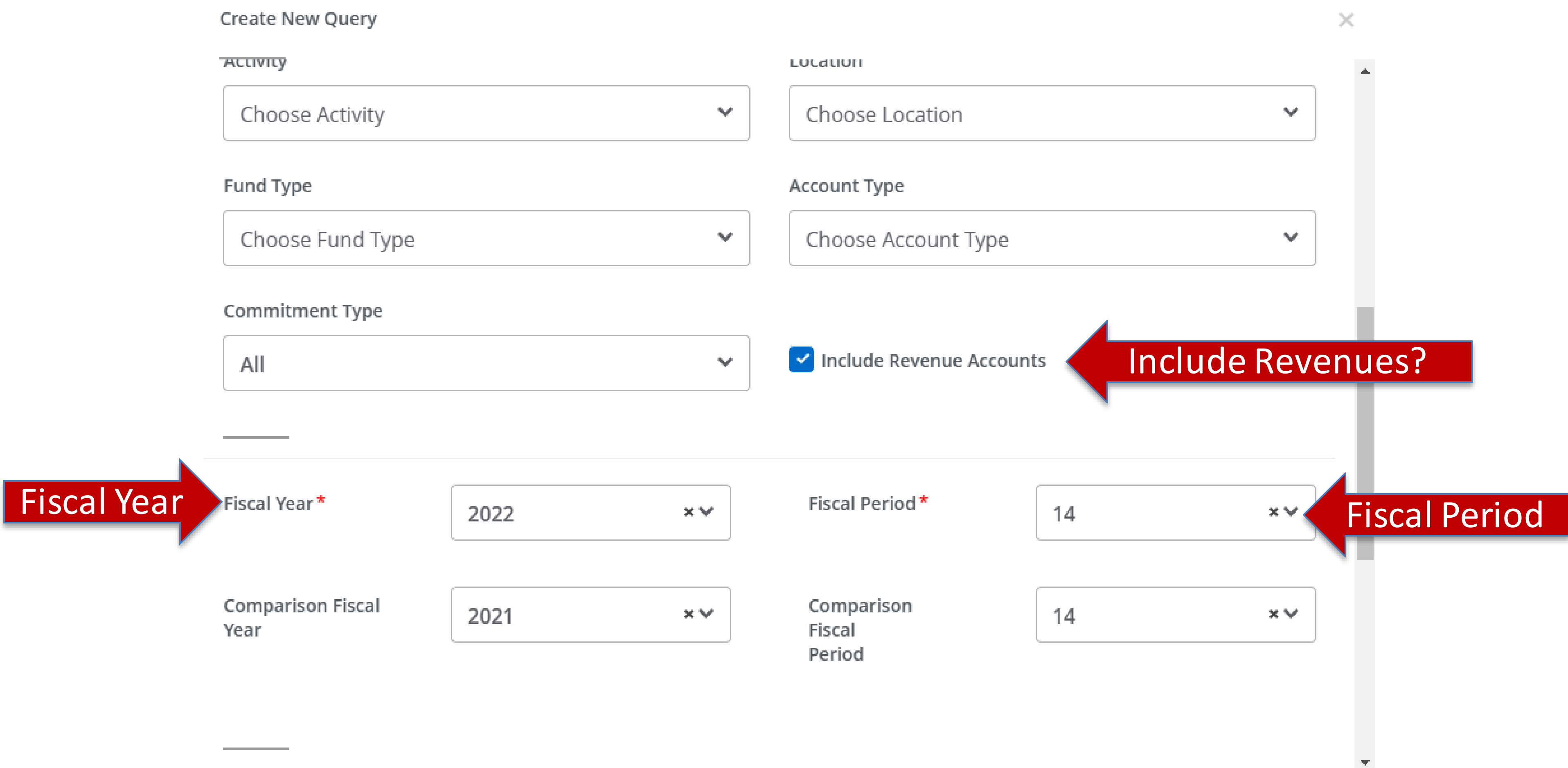
Budget Status by Organizational Hierarchy

- 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

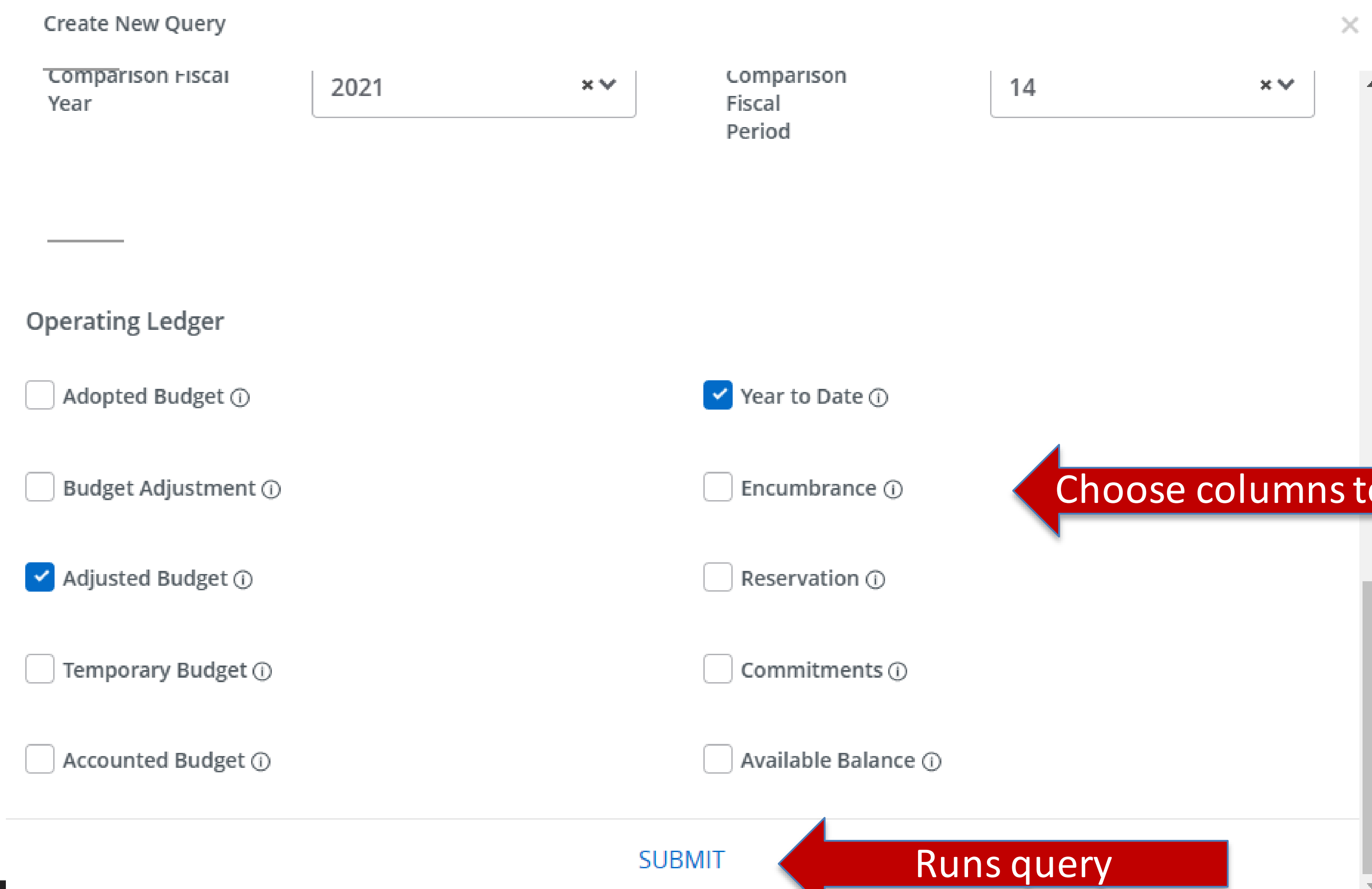
Budget Status by Organizational Hierarchy



Budget Status by Organizational Hierarchy



Budget Status by Organizational Hierarchy



Choose columns to view

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

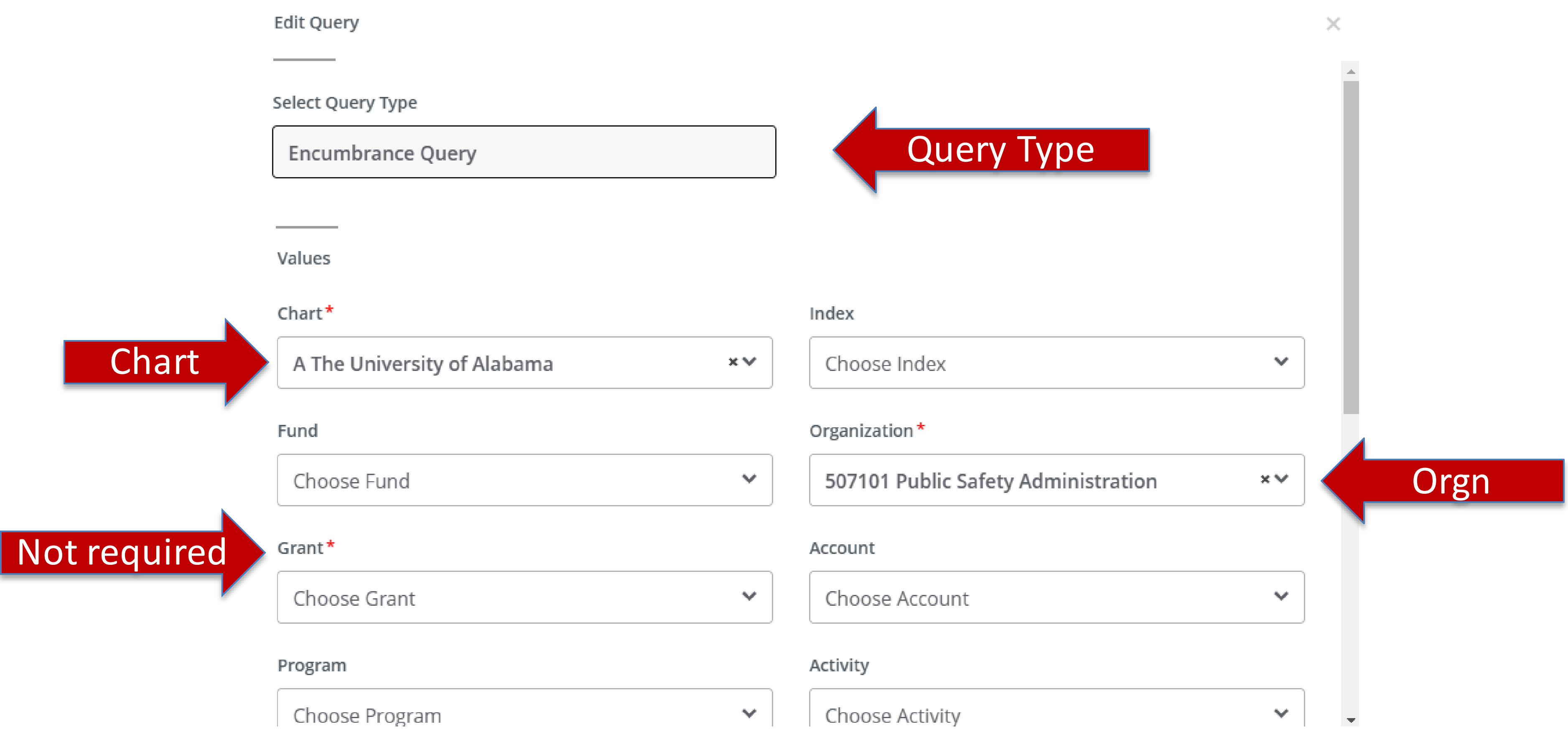
Query Results

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)**

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



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

Encumbrance Query

My Finance • My Finance Query • Encumbrance Query

Encumbrance Query

New Query

< Public Safety Administration - 507101

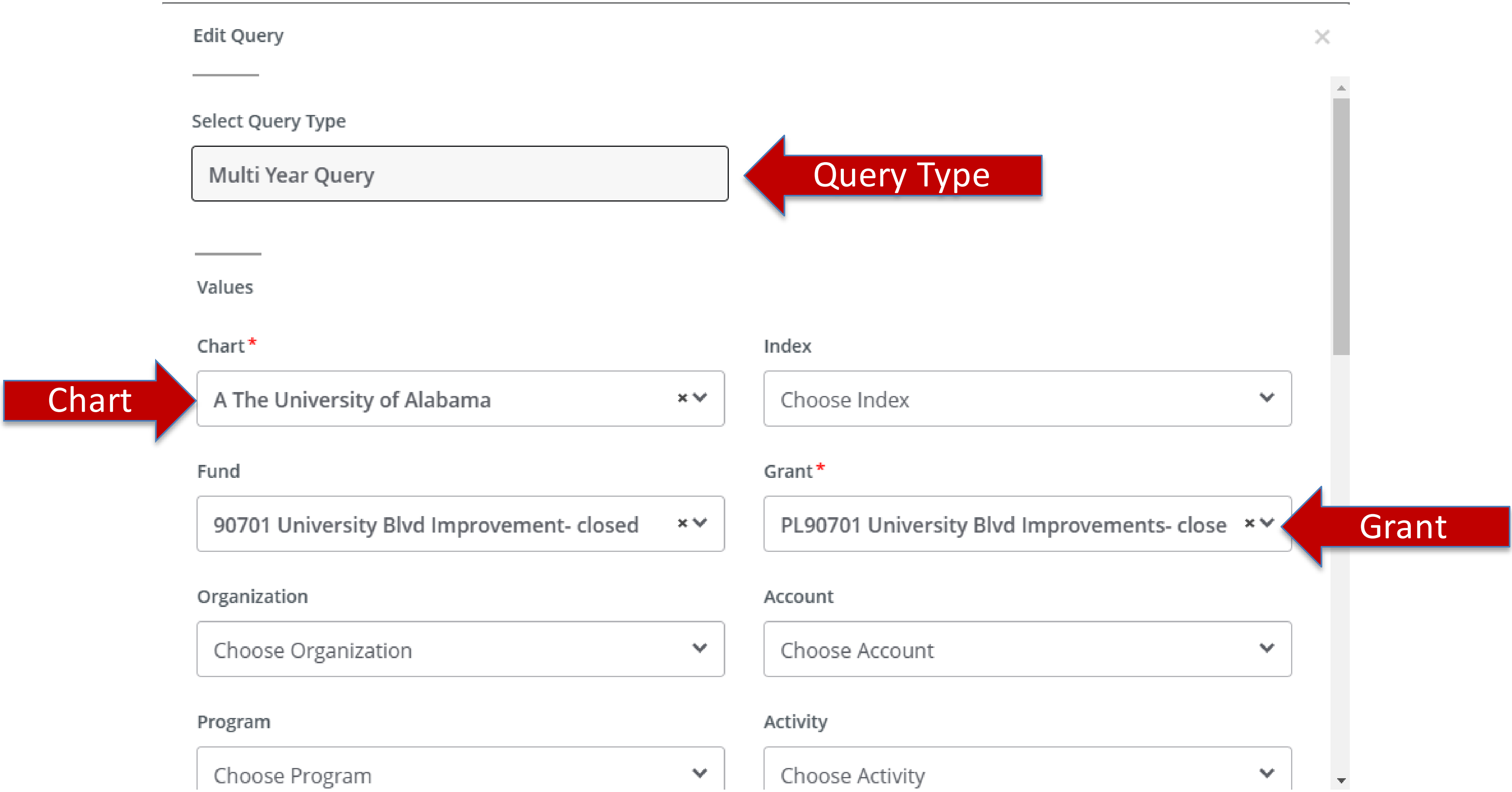
Query Results

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**

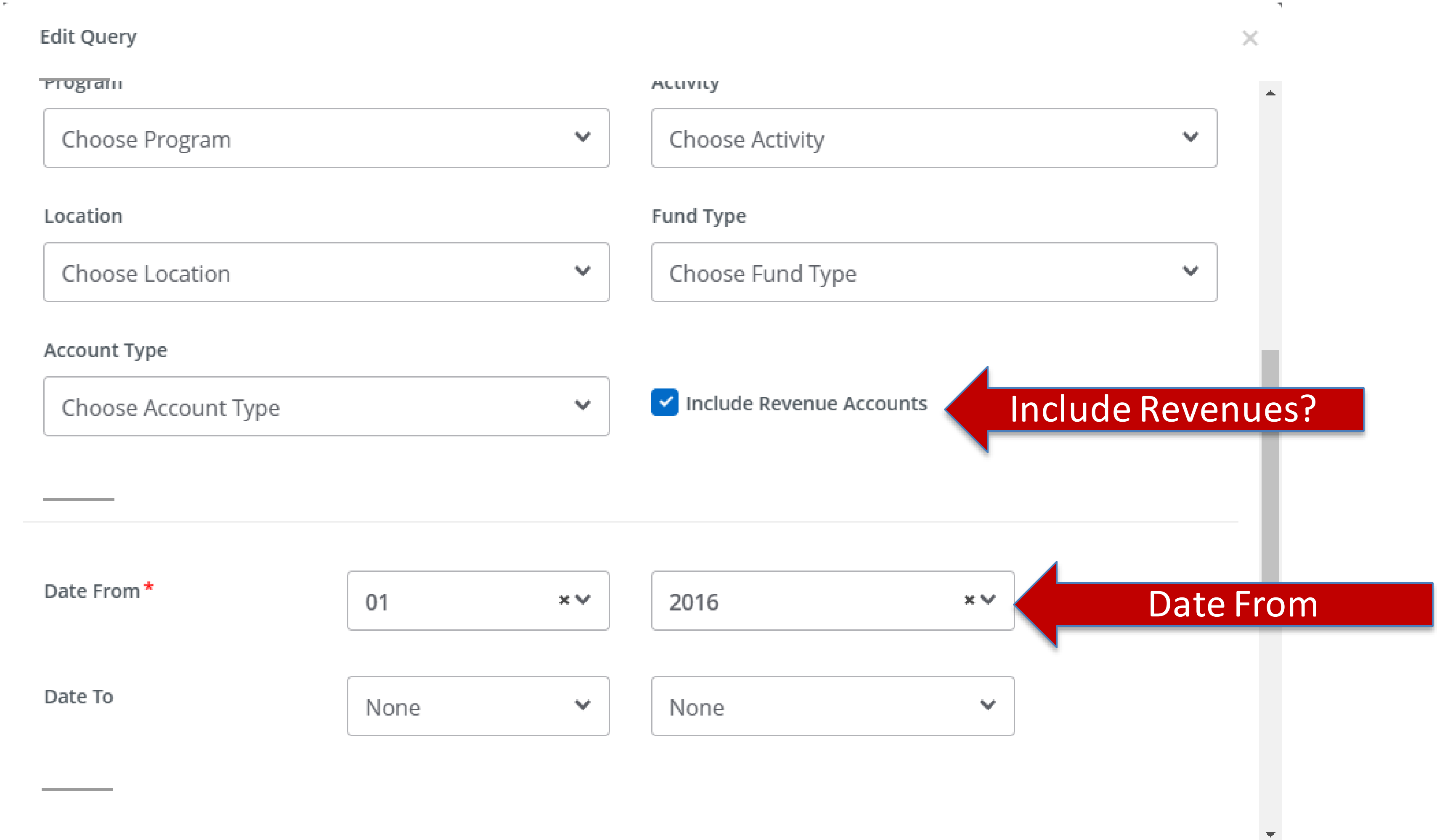
Multi Year Query

- 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

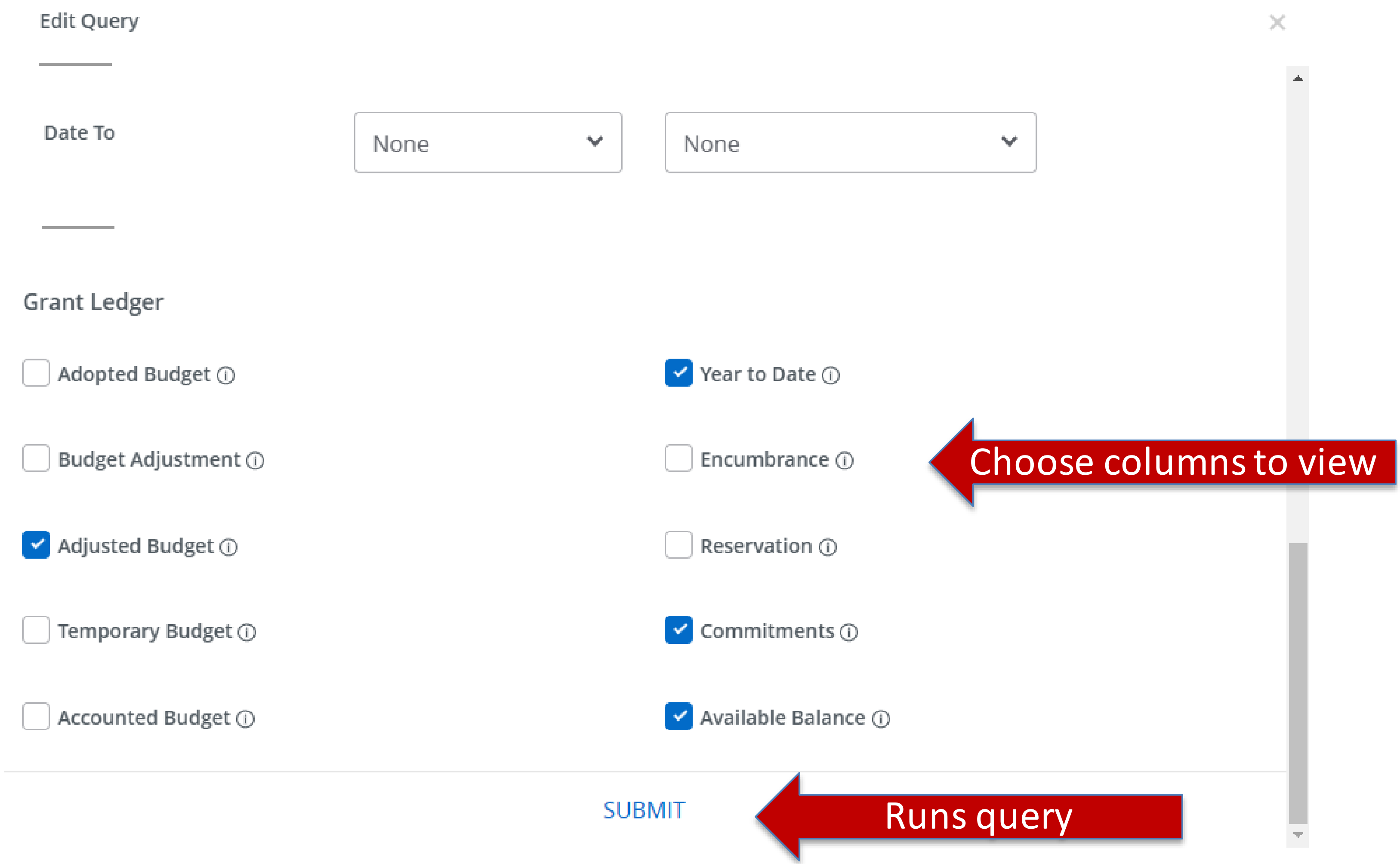


Multi Year Query



WHERE LEGENDS ARE MADE

Multi Year 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**

My Finance

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.

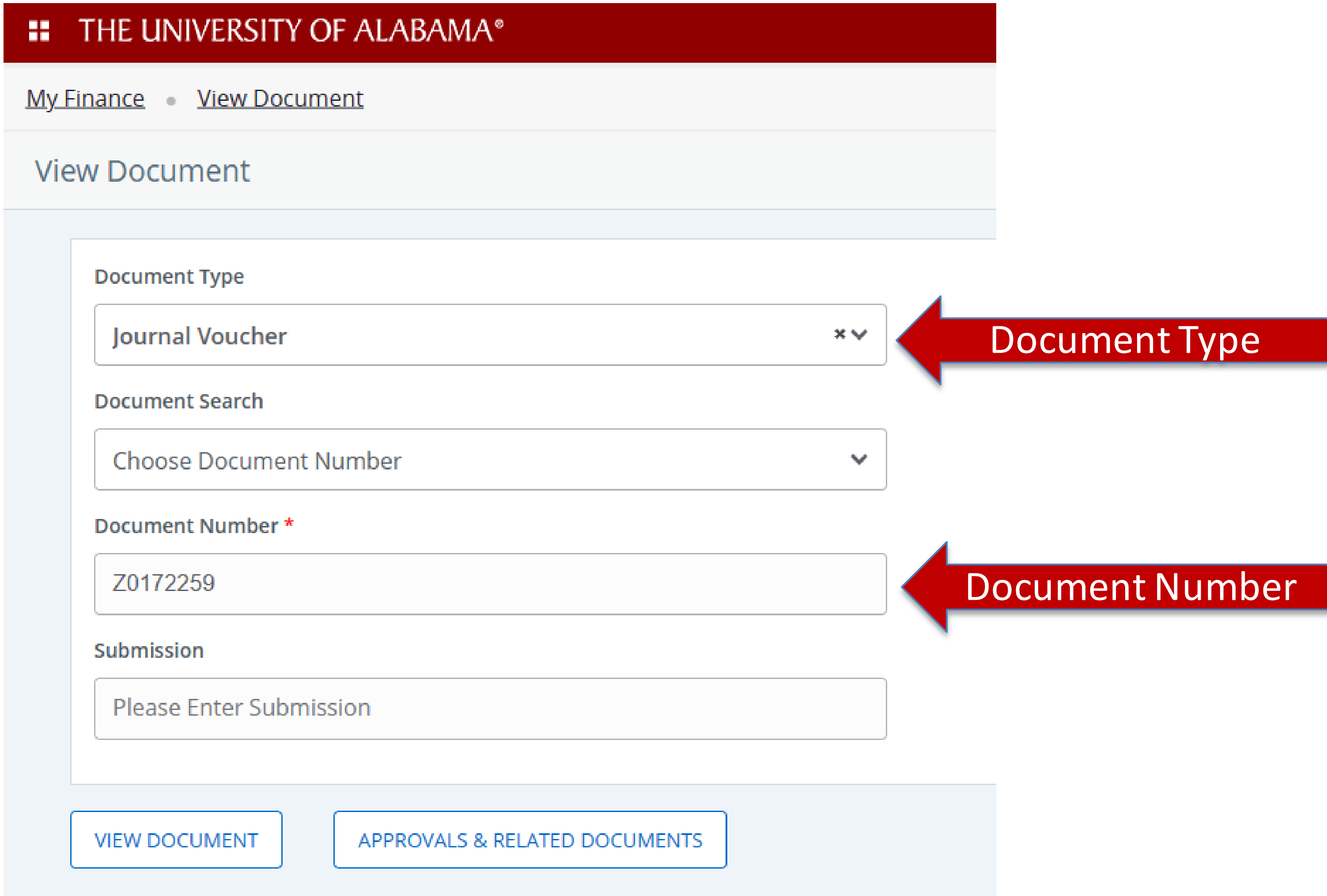
View Document

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



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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View Document

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Approval & Related Documents - Journal Voucher

Related Documents

No Related Documents information available for Z0172259

Approval History

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

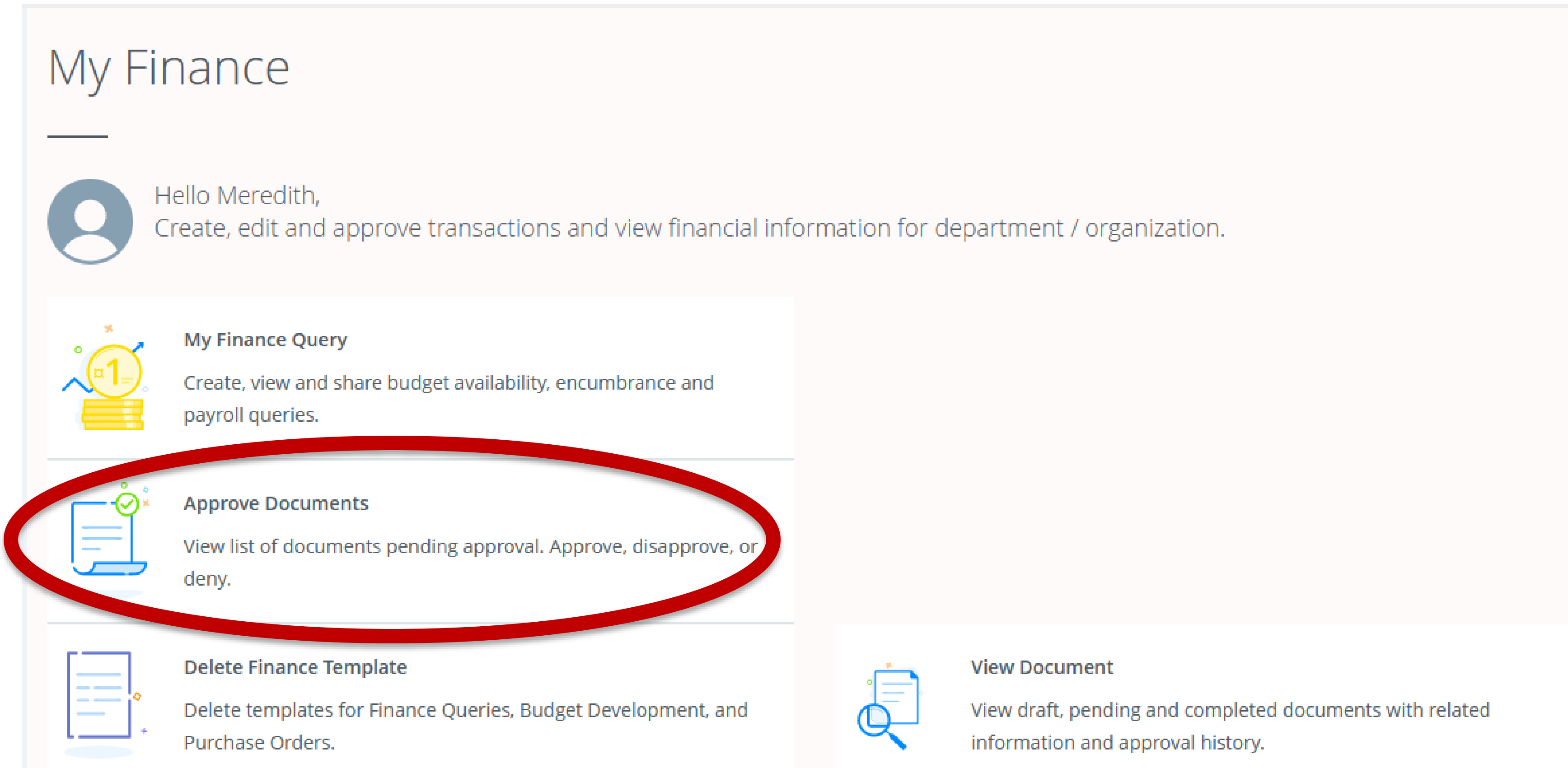
STUDENT LIFE VP TEMP BUD (SAVT) (1)
Tynan Kozak| 01/14/2022

Approvals Required

No Approval required information available for Z0172259

BACK TO VIEW DOCUMENT

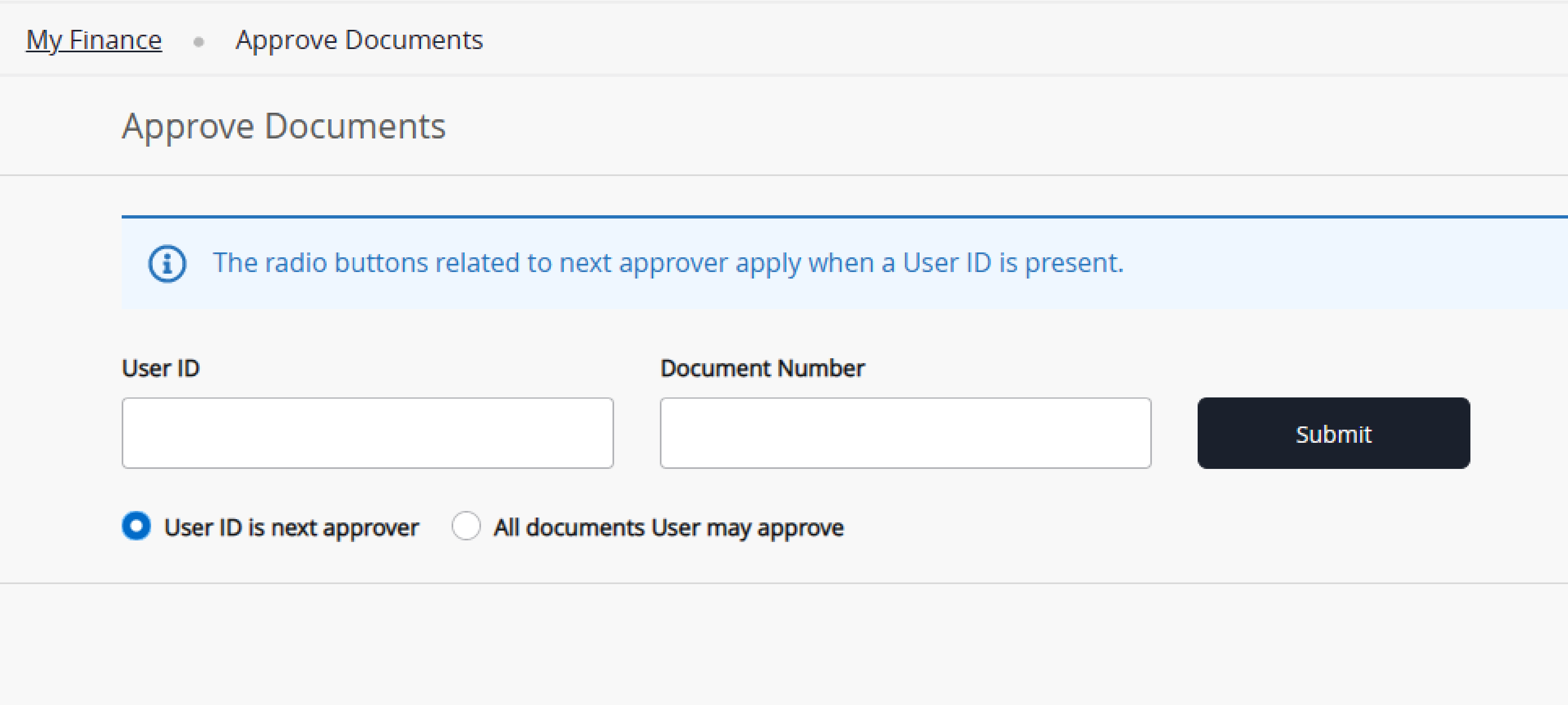
My Finance


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.

Approve Documents

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

Approve Documents



Approve Documents

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Approve Documents

Queried Parameters

Another Query

Approve Documents List 66

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	Alt + N	
Right menu	Alt + M	
Avatar/Profile menu	Alt + P	
Navigate to the Home page	Shift + Home	Ctrl + Home
Tools/Options menu	Alt + L	
Sign out	Ctrl + Shift + F	
Open date picker	F9	Fn + F9 (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	F7	
Submit	F8	
Edit query	F9	Alt + B
Save	F10	
Filter	Shift + F4	
View document	Alt + R	Alt + U
Close popup	Ctrl + Q	
Low/High sort	Alt + Up/Down arrow	
View query parameter	Ctrl + I	Ctrl + M
Share	Alt + S	Alt + N
Calculate	F6	
Download	Shift + F1	Shift + F2
Footer expand/collapse	Alt + Down arrow	
Back	Alt + Left arrow	

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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