

BANNER FINANCE – SELF SERVICE

Functions of Banner Finance – Self Service include:

- Query Budget/YTD Activity/Encumbrance Information
- View Documents
- Approve Documents

Advantages of Banner Finance Self Service

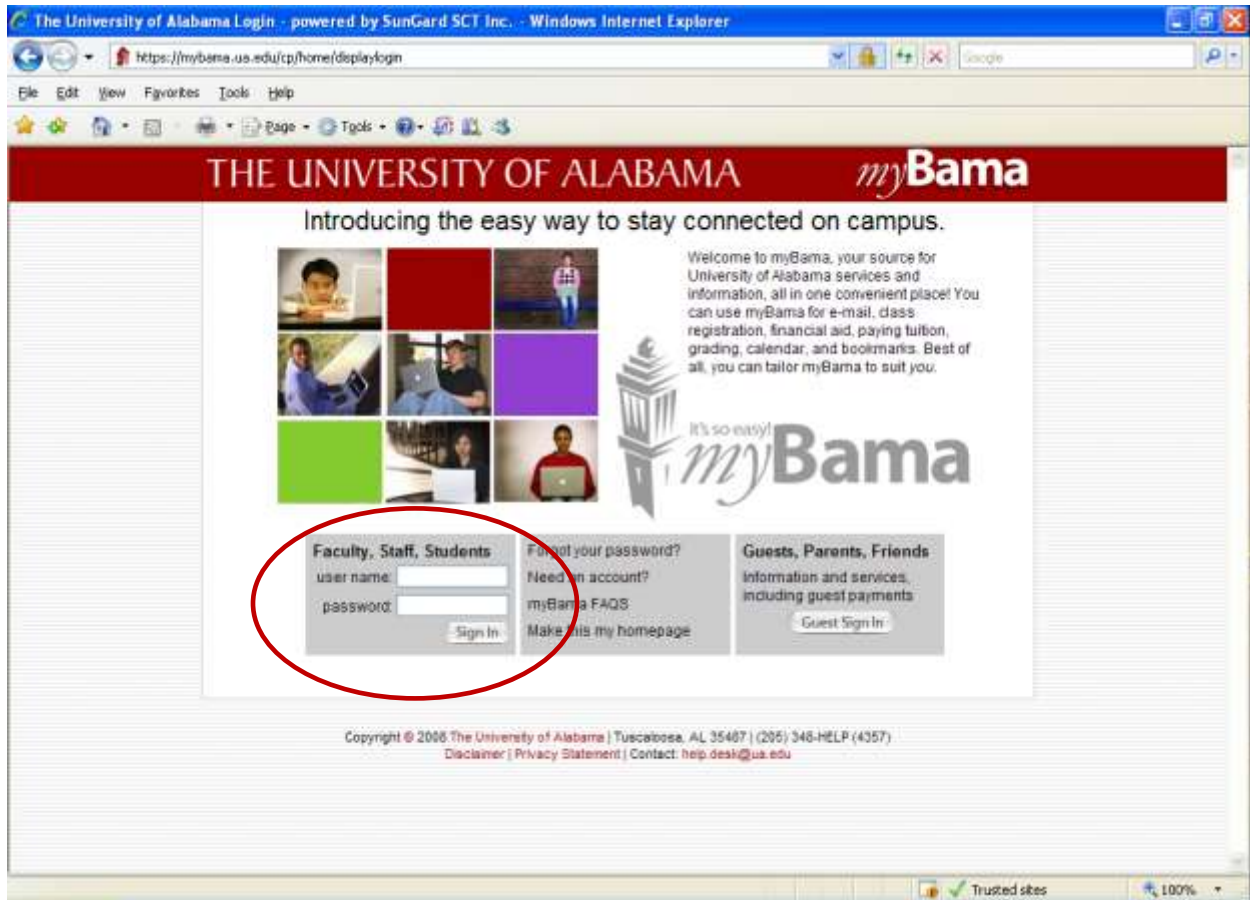
1. Easier access – no token required
2. Drill down capability – double click on highlighted numbers to drill down further into data
3. Comparative queries – compare fiscal year periods to date
4. Saved queries – save a query to re-use
5. Query data as of period end
6. Downloadable queries

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

Self Service Finance follows the same security rules as INB Banner Finance.

To log on to Finance Self Service:

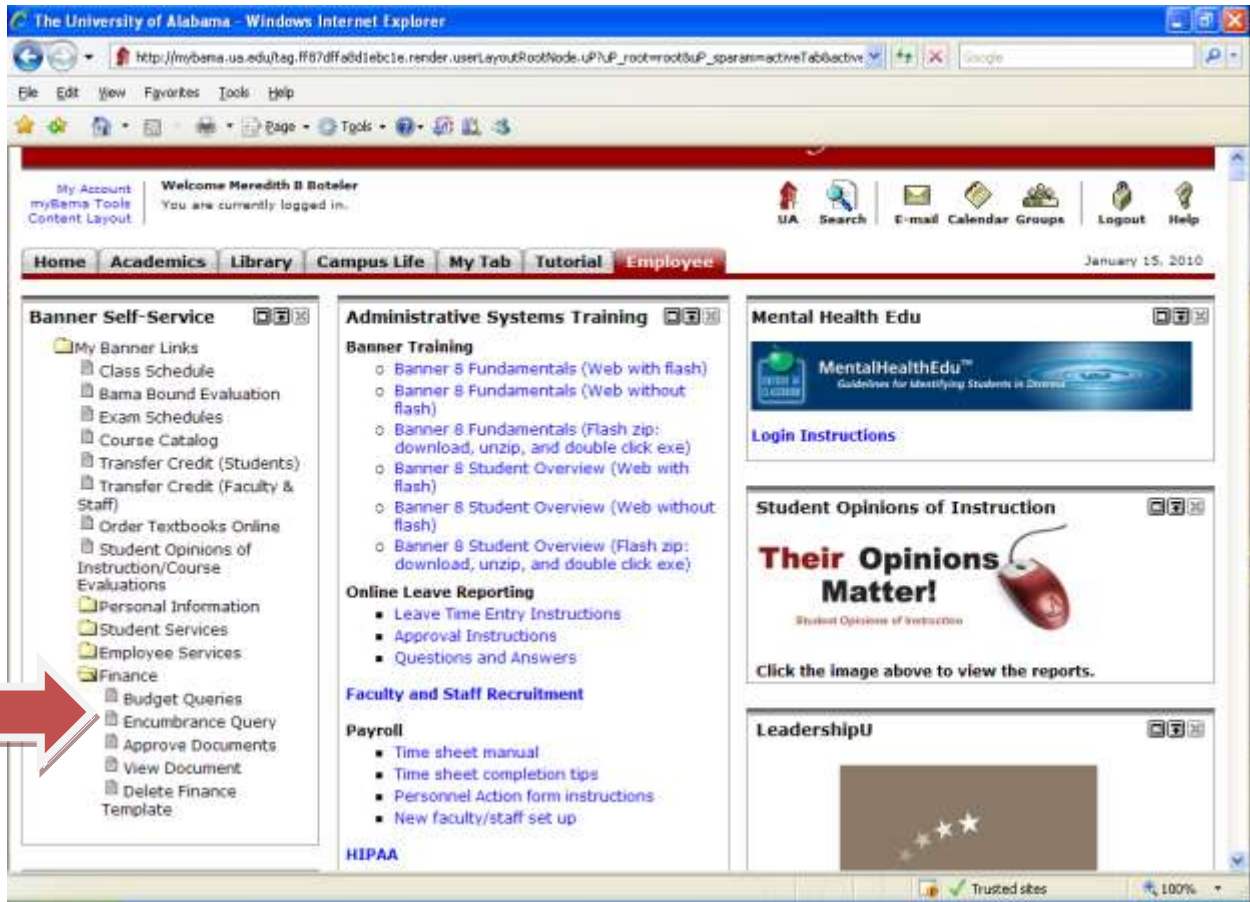
Go to mybama.ua.edu



Enter your mybama user name and your mybama password.

Navigate to the **Employee Tab**.

To the left of the screen you will notice a section titled **BANNER SELF SERVICE**.



In this section, you will find a folder for Finance. After choosing the Finance Folder, you will notice 5 options available for Finance Self Service.

- Budget Queries
- Encumbrance Query
- Approve Documents
- View Document
- Delete Finance Template

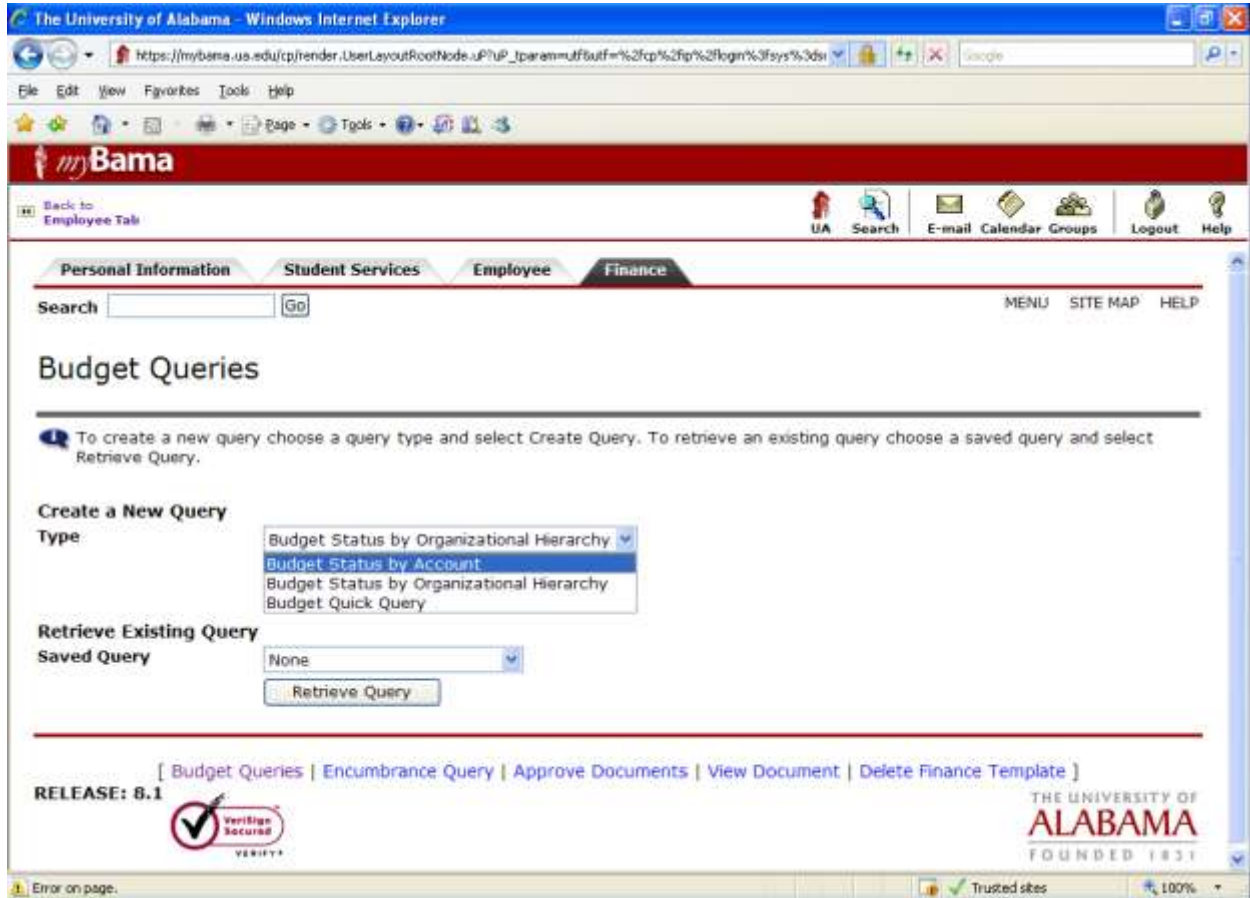
I. BUDGET QUERIES

Choose Budget Queries to perform a query of budget, year to date activity or commitment information.

The Budget Query option permits the Finance Self-Service user to access the same information that they would review online using the Executive Summary Page (FGIBDSR) or the Budget Status form (FGIBDST). The data selected through a Finance Self-Service query can be downloaded to a Microsoft Excel spreadsheet.

A user may build or retrieve three types of queries:

- Budget Query by Account
- Budget Query by Organization Hierarchy
- Budget Quick Query



Budget Query by Account (similar to FGIBDST/FRIGITD)

The Budget Query by Account option allows a user to view budget information for organization detailed by account code. Users can review budget information by account for the Fiscal Period, Year to Date and Commitment type by:

- Specific FOAPAL values
- A Specific Organization
- All Organizations (cannot use rolup but can use % wildcard)
- Grant (will pull inception to date when Grant is entered)
- Fund Type
- Account Type
- Revenue Accounts

There are four drill down levels to a Budget Query by Account: Account Detail, Transactions Detail, Document Detail and View the Document. You may wildcard either or both the

organization or account (as well as other values). This does not work with hierarchical organization or account codes (no rollups).

Budget Query by Organization Hierarchy (high level summary)

The Budget Query by Organization Hierarchy option allows users to view summarized budget information using actual or hierarchical organization or account codes. Users can review budget information for organizations:

- Hierarchical Structure
- Specific Funds, high-level Organization, Accounts and Programs
- Fund Type
- Account Type
- Revenue Accounts

The levels of this type of query include: Organizational Hierarchy, External Account Type (levels 1 and 2), Account Detail, Transaction Detail, Document Detail and View the Document. **The Grant option cannot be used here.**

Budget Quick Query (similar to FGIBDST/FRIGITD)

The Budget Quick Query option mimics the output one sees from Banner Baseline form FGIBDST for Budget Status. It is used to review budget information by Adjusted Budget, Year to Date, Commitments, and Available Balance by:

- Specific FOAPAL values
- A specific organization
- All organizations (cannot use rollup but can use % wildcard)
- Grant (will pull inception to date through the end of the fiscal year when Grant is entered)
- Revenue Accounts

Data is not comparative and is for a specific fiscal year to date. The levels of this type of query do not allow drill down. This query does not work with hierarchical organization or account codes (no rollups).

After selecting one of the three query types above, click the **Create Query** icon.

The next screen allows you to select the Operating Ledger Data columns to display on the report.

Operating Ledger Data Columns

Users may choose from the following Operating Ledger Data columns for Budget Query by Account and Budget Query by Organizational Hierarchy:

<input type="checkbox"/>	Adopted Budget	<input type="checkbox"/>	Year to Date Activity
<input type="checkbox"/>	Budget Adjustment	<input type="checkbox"/>	Encumbrances
<input type="checkbox"/>	Adjusted Budget	<input type="checkbox"/>	Reservations
<input type="checkbox"/>	Temporary Budget	<input type="checkbox"/>	Commitments
<input type="checkbox"/>	Accounted Budget	<input type="checkbox"/>	Available Balance

Adopted Budget = Original Budget (always Permanent Budget)
 Budget Adjustment = Permanent and Temporary Adjustments
 Adjusted Budget = Adopted Budget plus all Budget Adjustments (also called Current Budget) – **no drill down available**
 Temporary Budget = Temporary Budget Adjustments
 Adjusted Budget Drilldown = Adopted Budget plus all Budget Adjustments based on Transaction Date
 Year to Date Activity = Year to Date Activity – actual charges
 Encumbrances = Encumbrances, Purchase Orders
 Reservations = Requisitions
 Commitments = Encumbrances + Reservations - **no drill down available**
 Balance = Available Balance (Adjusted Budget – YTD Activity – Commitments) - **no drill down available**

Saving Queries

If you would like to save the query for future use, enter a name for your query in the **Save Query As** field. *Note: Do not use the following non-standard characters in your query name. They are the semicolon (;), slash (/), ampersand (&), at sign (@), and question mark (?).*

A query can be saved as a template on each screen. However, each time a query is saved, only the information entered and queried up until that point is saved. A user can enter a query and save it on each screen under a different name, creating several templates, each with its own detail or path. Queries may be saved as “Shared” or “Personal.” Other users may access “Shared” queries; “Personal” queries may be accessed only by the user who created them. *Note: You can use the Delete Finance Template link to delete your personal templates.*

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

Query Parameters

Enter the appropriate parameters for your query.

The screenshot shows a web browser window titled "The University of Alabama - Windows Internet Explorer". The address bar shows a URL from mybama.us.edu. The page header includes the myBama logo and navigation links like "Back to Employee Tab", "UA", "Search", "E-mail", "Calendar Groups", "Logout", and "Help". The main content area is titled "Budget Queries" and contains two informational paragraphs. The first paragraph explains that a user with Fund Organization query access must enter values for Organization or Grant fields, Fiscal Year, Period, and Chart of Accounts. The second paragraph states that for a comparison query, a Comparison Fiscal Year and Period must also be selected. Below the text is a form with the following fields: "Fiscal year:" (dropdown menu set to 2010), "Fiscal period:" (dropdown menu set to 01), "Comparison Fiscal year:" (dropdown menu set to None), "Comparison Fiscal period:" (dropdown menu set to None), "Commitment Type:" (dropdown menu set to All), and a grid of input fields for "Chart of Accounts", "Fund", "Organization", "Grant ID", "Account", "Program", "Account Index", "Activity", "Location", "Fund Type", and "Account Type". There are also checkboxes for "Include Revenue Accounts" (checked) and a "Save Query as:" text input field.

Note: You must choose either a valid organization or a valid grant and chart of accounts to retrieve any data.

Enter a query name to save the query for reuse.

Choose the Submit Query button.

The page will refresh and display the results of your query along with the parameters that were selected.

The following Shared Queries are available:

Budget Detail for drill-down - Columns include Adopted Budget, Budget Adjustments and Adjusted Budget. Drill down is available for Adopted Budget and Budget Adjustments. The two columns total Adjusted Budget.

Commitments Detail drilldown – Columns include Encumbrances, Reservations and Commitments. Drill down is available for Encumbrances and Reservations. The two columns total Commitments.

FGIBDST Query – Columns include Adjusted Budget, YTD Activity, Commitments and Available Balance. These are the same columns viewed on FGIBDST.

**Use Commitment Type of ALL – UA does not distinguish between committed and uncommitted

The screenshot shows a web browser window titled "The University of Alabama - Windows Internet Explorer". The address bar shows a URL starting with "https://mybama.us.edu/cp/render...". The page header includes the "myBama" logo and navigation links like "Back to Employee Tab", "UA", "Search", "E-mail", "Calendar Groups", "Logout", and "Help".

The main content area contains a message: "Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists."

Report Parameters

Organization Budget Status Report

By Account

Period Ending Dec 31, 2009

As of Jan 19, 2010

Chart of Accounts A	The University of Alabama	Commitment Type	All
Fund	11000 Operations - E&G	Program	All
Organization	502401 Financial Accounting and Rep Activity		All
Account	7%	Location	All

Query Results

Account	Account Title	FY10/PD03 Adjusted Budget	FY10/PD03 Year to Date Budget	FY10/PD03 Committed Budget	FY10/PD03 Balance
700001	Expenditure Budget Pool	98,706.00	0.00	0.00	98,706.00
712106	Printers	0.00	209.00	0.00	(209.00)
714201	Copy Paper	0.00	329.28	0.00	(329.28)
714301	Office Supplies	0.00	610.84	0.00	(610.84)

Highlighted items can be drilled down for more detail.

Comparison Queries

When users choose their desired parameters, they may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. (Budget Quick Query only shows one fiscal year). With this selection, all the details that are retrieved will be placed next to the corresponding comparison Fiscal Period.

Downloading query data to a spreadsheet

Users can download budget query data to a Microsoft Excel spreadsheet and then edit it, according to their reporting needs.

User-calculated columns

The detail screen provides the capability to add "user calculated columns" to a query. The user may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time. *Note: The User Calculated columns cannot be downloaded into Excel because they are just calculations.*

II. ENCUMBRANCE QUERY (similar to FGIOENC or FGIENCD)

The Encumbrance Query feature of Finance Self-Service allows users to review outstanding Encumbrance information, as they would use the online forms – Organizational Encumbrance List (FGIOENC) or Detail Encumbrance Activity (FGIENCD).

Users may enter any FOAPAL values to narrow their selection. They must populate the Organization or Grant fields to submit a query, though wildcards are permitted in these fields.

Once the parameters are selected for a particular query and submitted, the Encumbrance query brings back information on the related encumbrances by account code. The report displays the following information: Fiscal period, Chart of Accounts, FOAPAL elements, Account, Document Code, Description, Encumbrance information and amounts, Percentage used and totals.

Choose **Encumbrance Query** from the Finance Menu.

The screenshot shows a web browser window titled "The University of Alabama - Windows Internet Explorer". The address bar shows a URL starting with "https://mybama.us.edu/". The page header includes the "Bama" logo and navigation links for "UA", "Search", "E-mail", "Calendar", "Groups", "Logout", and "Help". A message at the top of the form reads: "Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query to be successful, you must enter a value in the Organization Field or the Grant Field." The form contains several input fields and dropdown menus: "Existing Query" (set to "None"), "Fiscal year" (set to "2010"), "Fiscal period" (set to "03"), "Encumbrance Status" (set to "Open"), and "Commitment Type" (set to "All"). Below these are fields for "Chart of Accounts" (set to "A"), "Fund" (set to "11000"), "Organization" (set to "214101"), "Account" (set to "7%"), and "Program". There are also fields for "Account Index", "Activity", "Location", "Fund Type", and "Account Type". A "Save Query as:" field is present with a "Shared" checkbox. A "Submit Query" button is at the bottom of the form. The browser's status bar at the bottom shows "Encumbrance Query" and "Trusted sites".

Enter appropriate parameters or retrieve an existing query.

Click the Submit Query button.

Open Encumbrance Summary by Document, Account Distribution
Period Ending Dec 31, 2009
As of Jan 19, 2010

Chart of Accounts A The University of Alabama Commitment Type All
Fund Code 11000 Operations - E&G Program Code All
Orgn Code 214101 Dean's Office - Engineering Activity Code All
Account Code 7% Location Code All

Query Results

Account Code	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
71140	P0025847	Mark J Perlmutter	9,603.00	0.00	0.00	0.00	9,603.00	0.00	Uncommitted
742107	P0024252	Amer Society for Engineering Educat	1,915.75	0.00	0.00	0.00	1,915.75	0.00	Uncommitted
751203	P0024327	Metro Trailer Leasing Inc	4,130.00	1,357.00	(1,326.50)	1,326.50	4,160.50	24.18	Uncommitted
752123	P0973251	Northport Elec Supply Inc	12,777.13	0.00	(1,881.02)	1,881.02	10,896.11	14.72	Uncommitted
781411	P0024626	Covan International Inc	13,645.00	0.00	0.00	0.00	13,645.00	0.00	Uncommitted
Report Total (of all records)			42,070.88	1,357.00	(3,207.52)	3,207.52	40,220.36	7.39	

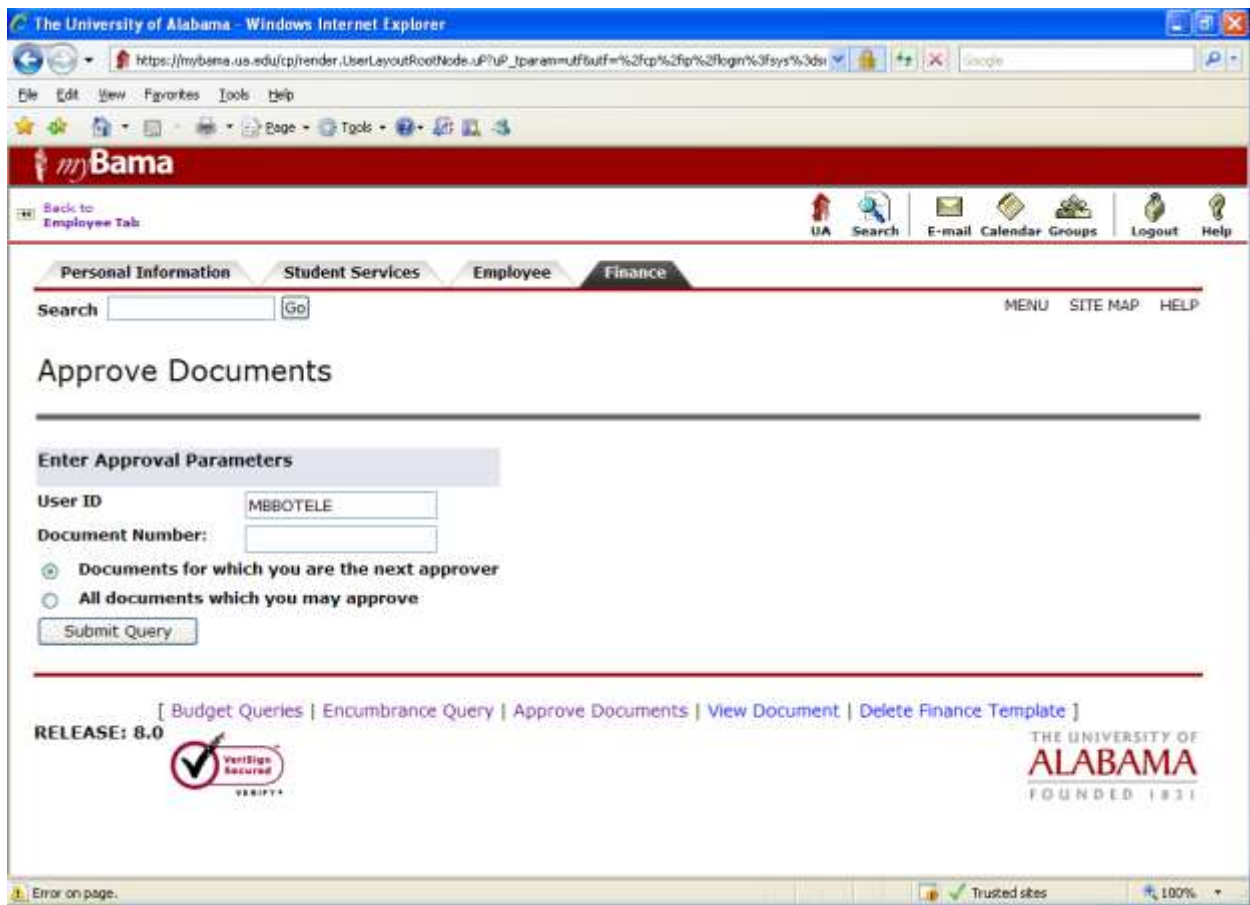
III. APPROVING DOCUMENTS (similar to FOAUAPP)

The Finance Self-Service Approve Documents Form allows a user to approve or disapprove a document (requisition, purchase order, invoice, journal voucher, budget change, or encumbrance) on the Web, just as they might online using the FOAUAPP form.

You can submit a document query by:

- User ID
- Document number
- Documents for which you are the next approver
- All documents which you may approve

From the Finance Menu, click on **Approve Documents** to navigate to the Document Page.



Enter appropriate parameters.

Click the Submit Query button.

The University of Alabama - Windows Internet Explorer

https://mybama.ua.edu/cp/render.UserLayoutRootNode.u?uP_tparam=uff&utfm=%2fcp%2fp%2flogm%3fsys%3dsi

File Edit View Favorites Tools Help

myBama

Back to Employee Tab

UA Search E-mail Calendar Groups Logout Help

DOCUMENTS

Queried Parameters

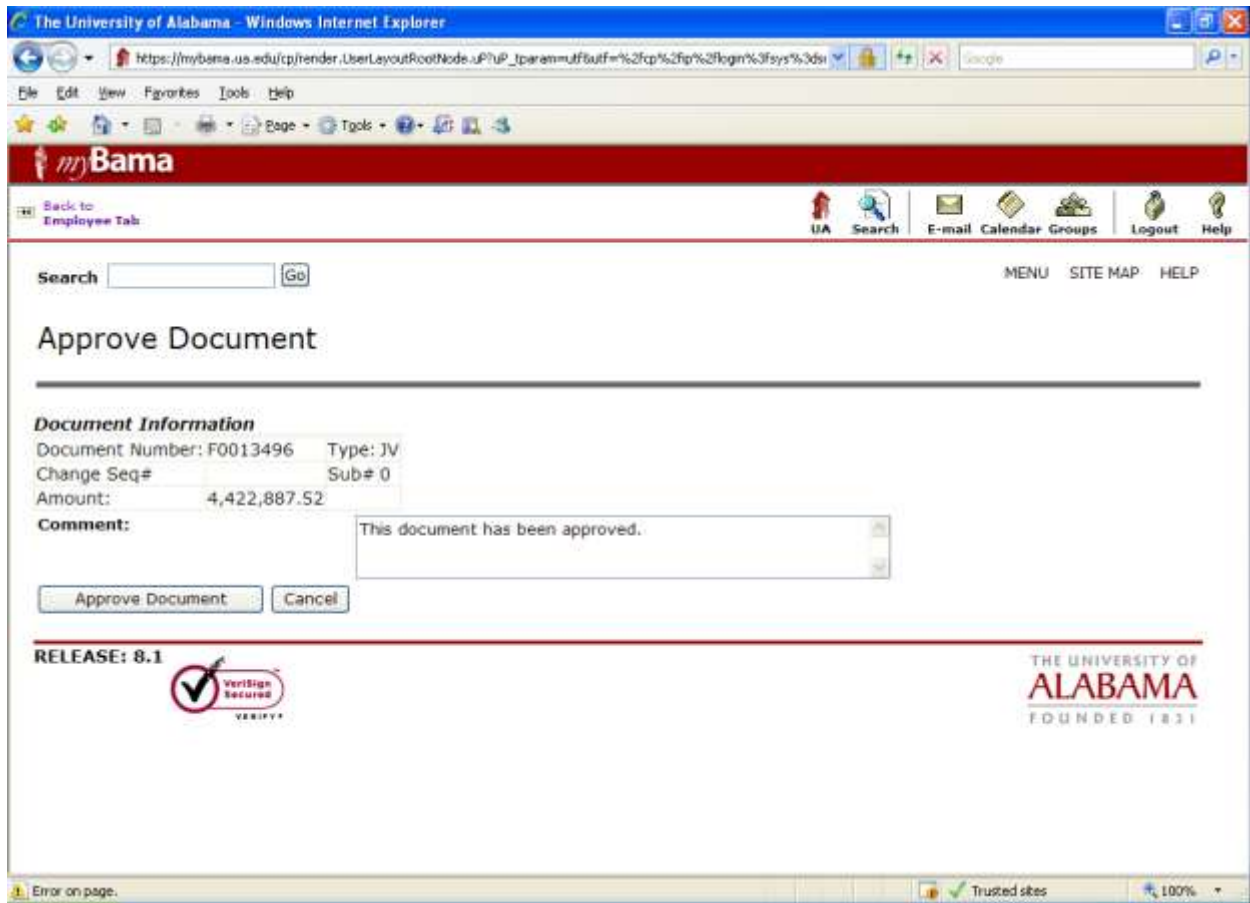
User ID: MBBOTELE Meredith Boteler
 Document Number:
 Documents Shown: All

Approve Documents List

Next Approver	Type	NSF Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ	Y		KEYS003	1,375.00	NSF	R0027982	History	Approve	Disapprove
Y	PO	Y		EJDICKEY	4,740.00	NSF	P0025982	History	Approve	Disapprove
Y	JV		0	CDRAKE	4,422,887.52	DOC	F0013496	History	Approve	Disapprove
Y	JV		0	CDRAKE	15,351.98	DOC	F0013504	History	Approve	Disapprove
Y	JV		0	DFRANK	269.50	DOC	J0002582	History	Approve	Disapprove
Y	JV		0	DFRANK	275.50	DOC	J0003105	History	Approve	Disapprove
Y	JV		0	NCALVERT	5,000.00	DOC	J0003128	History	Approve	Disapprove
Y	JV		0	KMORTHLAND	3,000.00	DOC	J0003353	History	Approve	Disapprove
Y	JV		0	CAWALKER	12,605.50	DOC	J0004339	History	Approve	Disapprove
Y	JV		0	LHINTON	6,000.00	DOC	J0004341	History	Approve	Disapprove
Y	JV		0	TREED	11,500.02	DOC	J0004653	History	Approve	Disapprove
Y	JV		0	RMMILLER	2,500.00	DOC	J0004690	History	Approve	Disapprove
Y	JV		0	EWALLACE	4,278.80	DOC	J0004726	History	Approve	Disapprove
Y	JV		0	DFRANK	1,030.00	DOC	J0004733	History	Approve	Disapprove
Y	JV		0	TBARRON	800.00	DOC	J0004734	History	Approve	Disapprove
Y	JV		0	CDRAKE	91.60	DOC	JCLD0159	History	Approve	Disapprove

Error on page. Trusted sites 100%

Select the document you would like to approve by clicking the approve link.



Click the Approve Document button.

Click Continue to submit. You will return to the approval screen.

IV. VIEWING DOCUMENTS (similar to FGIDOCR)

The Finance Self-Service View Document Form allows a user to view detail information about a document (requisition, purchase order, invoice, journal voucher, budget change or encumbrance). You also have the option to display commodity text for purchase orders, requisitions and invoices. It functions similarly to the online Document Retrieval Form, FGIDOCR.

You can submit a document query by:

- Document type
- Document number
- Submission number (not normally used)
- Change sequence number (not normally used)

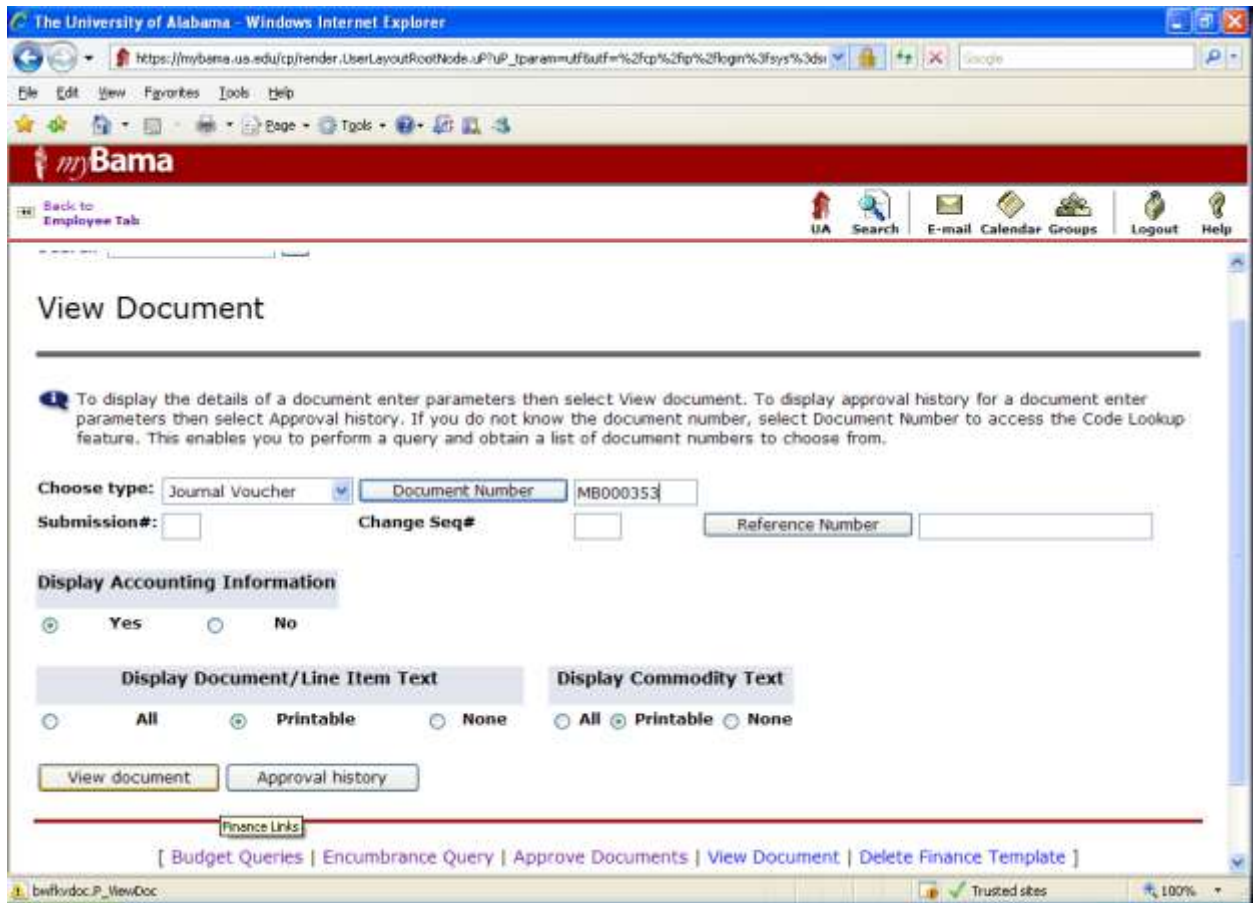
Displaying Commodity Text

There are two kinds of text that can be associated with a commodity item on the Requisition and Purchase Order: item text and commodity text. Each type of text can be viewed online only and/or printed on the document, depending on the radio button you select on the View Document page.

1. Item Text is ad hoc text that is entered by the end user for any given item, which can be used with or without a commodity code. The text is only stored for that item in that specific document, much like document level or header text. Item text can be associated with a commodity item on requisitions and purchase orders.
2. Commodity Text is standard wording that is appended to a commodity code description, which is maintained along with the other commodity code data on the Commodity Maintenance Form. Commodity Text can be associated with a commodity item on requisitions and purchase orders. Viewing commodity text is not currently an option on the Invoice/Credit memo Query Form; however, you can now view commodity text for an invoice on the View Document page.

Choose **View Document** from the Finance Menu to navigate to the Document Page.

Enter a document number in the Document Number field.



Click the **View Document** button to view that document.

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
MB000353		Posted	Dec 31, 2009	Jan 05, 2010	MBBOTELE	7,921.12

Document Text:

Journal Voucher Accounting

Seq#	COA	FY	Pd	Description	Rucl	Index	Fund	Orgn	Acct	BudPd	Curr	Doc Ref	Accr	Bank	Deposit
1	A	10	03	CoSpsnr with UP for The Great Raid	FT01		11000	850610	781801	500	SGVET			212.50	D N
Encumbrance: EDUM0001 Item: 0 Seq: 1 Action: A															
2	A	10	03	CoSpsnr with UP for The Great Raid	FT01		11000	850212	780111	500				212.50	C N
Encumbrance: EDUM0001 Item: 0 Seq: 1 Action: A															
3	A	10	03	CoSpsnr with NAACP Toy Ball Event	FT01		11000	850601	781801	500				300.00	D N
Encumbrance: EDUM0001 Item: 0 Seq: 1 Action: A															
4	A	10	03	CoSpsnr with NAACP Toy Ball Event	FT01		11000	850399	780111	500	XNAACP			300.00	C N
Encumbrance: EDUM0001 Item: 0 Seq: 1 Action: A															

Items highlighted above show differences from FGIDOCR and this Banner Self Service view. Activity Date, User ID and Doc Total are included in the Header along with Document Text. In the detail lines, encumbrance number, item, sequence, action and NSF status can be viewed.

V. DELETE FINANCE TEMPLATE

Delete Finance Template is an option on the Finance Menu that enables a user to delete templates or queries. This can be helpful when a template is renamed and the original needs to be deleted. The ability to delete templates depends on the privileges associated with your user ID. If you are a Finance User assigned the Finance Data Tailor Role, you can delete both your own and others' templates or queries, both shared and personal. If you are a Finance User not assigned the Finance Data Tailor Role, you can delete only your own, personal templates or queries.