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

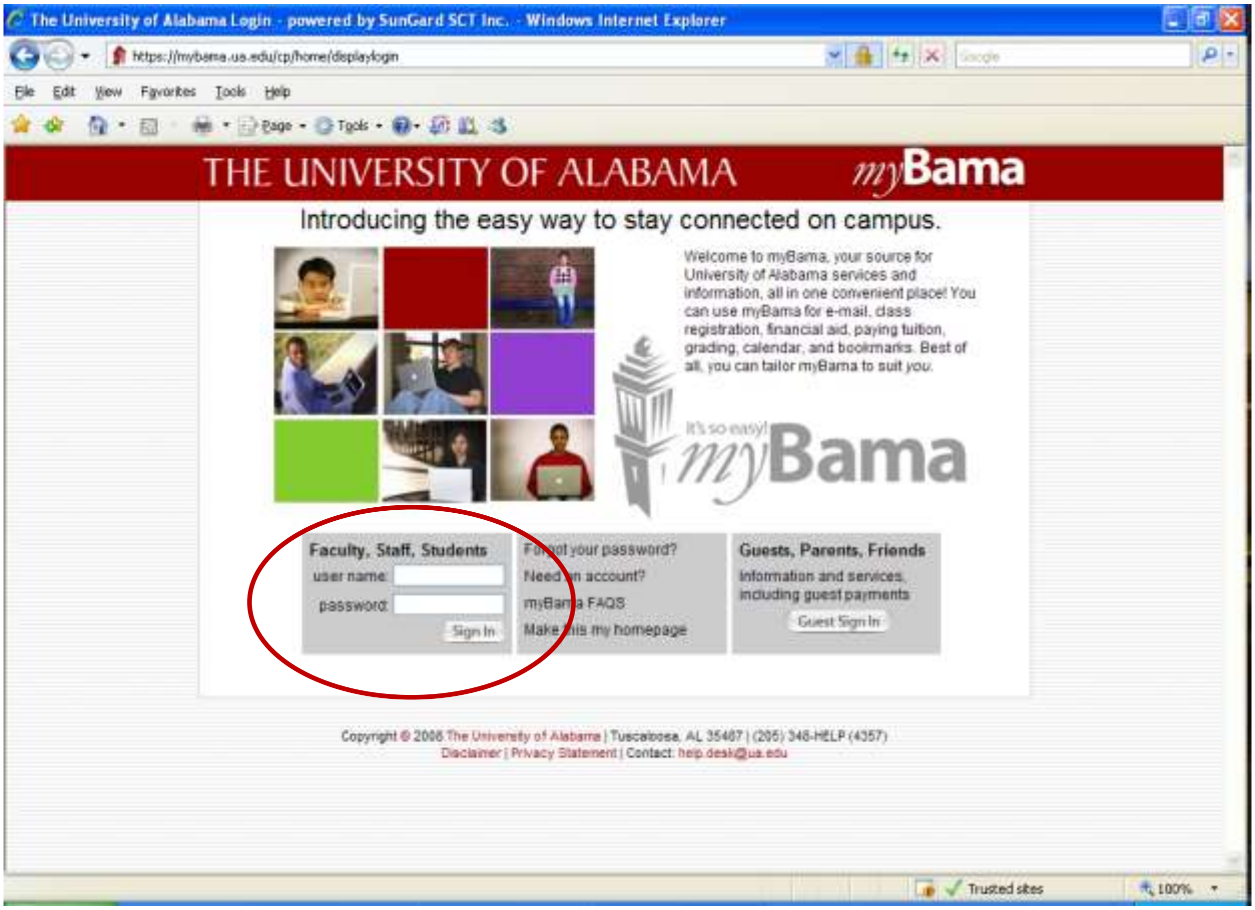
1. Easier access – no token required
2. Drill down capability – double click on highlighted numbers to drill down further into data
3. Comparative queries – compare fiscal year periods to date
4. Saved queries – save a query to re-use
5. Query data as of period end
6. Downloadable queries

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:

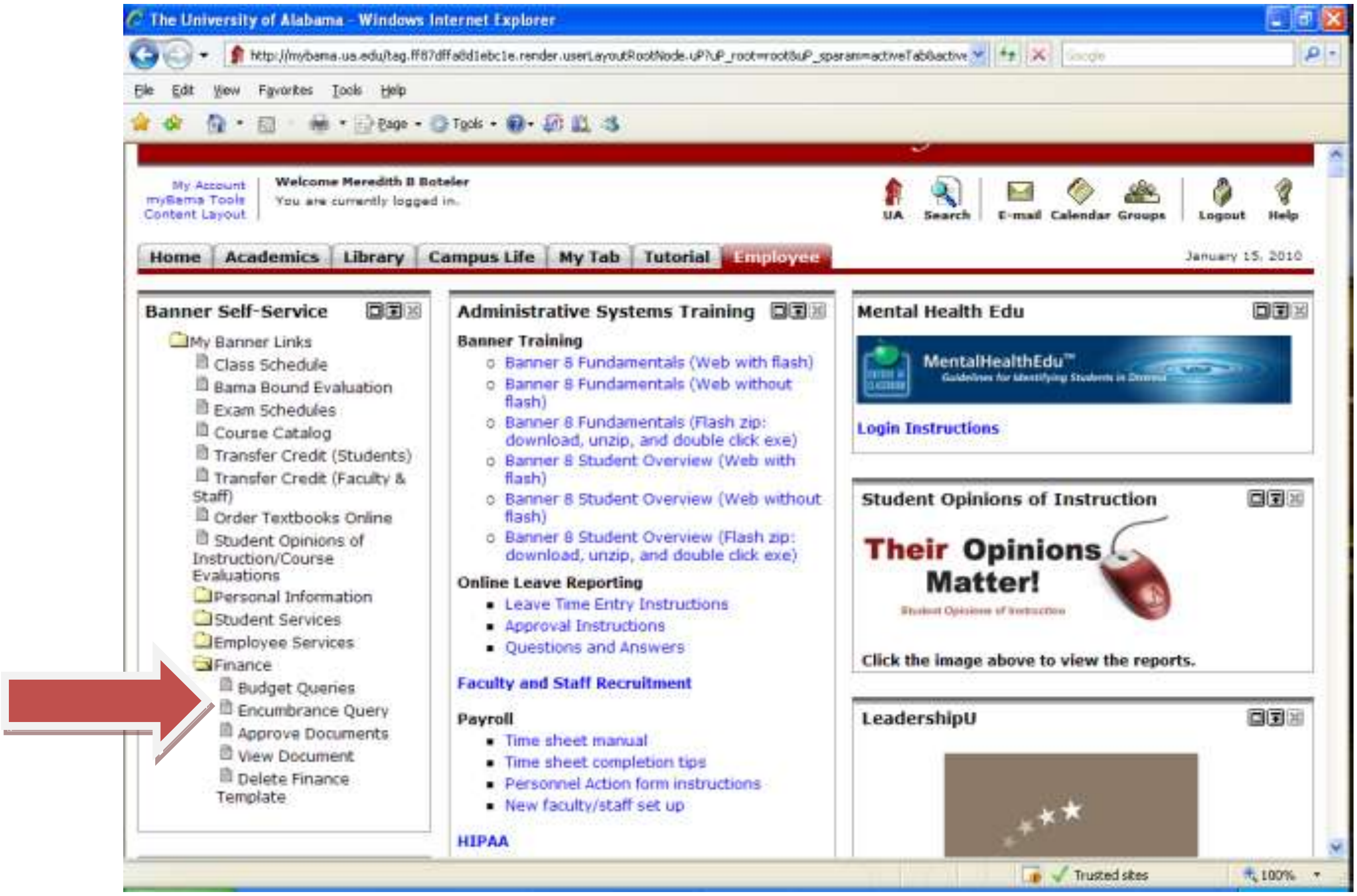
Go to mybama.ua.edu



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

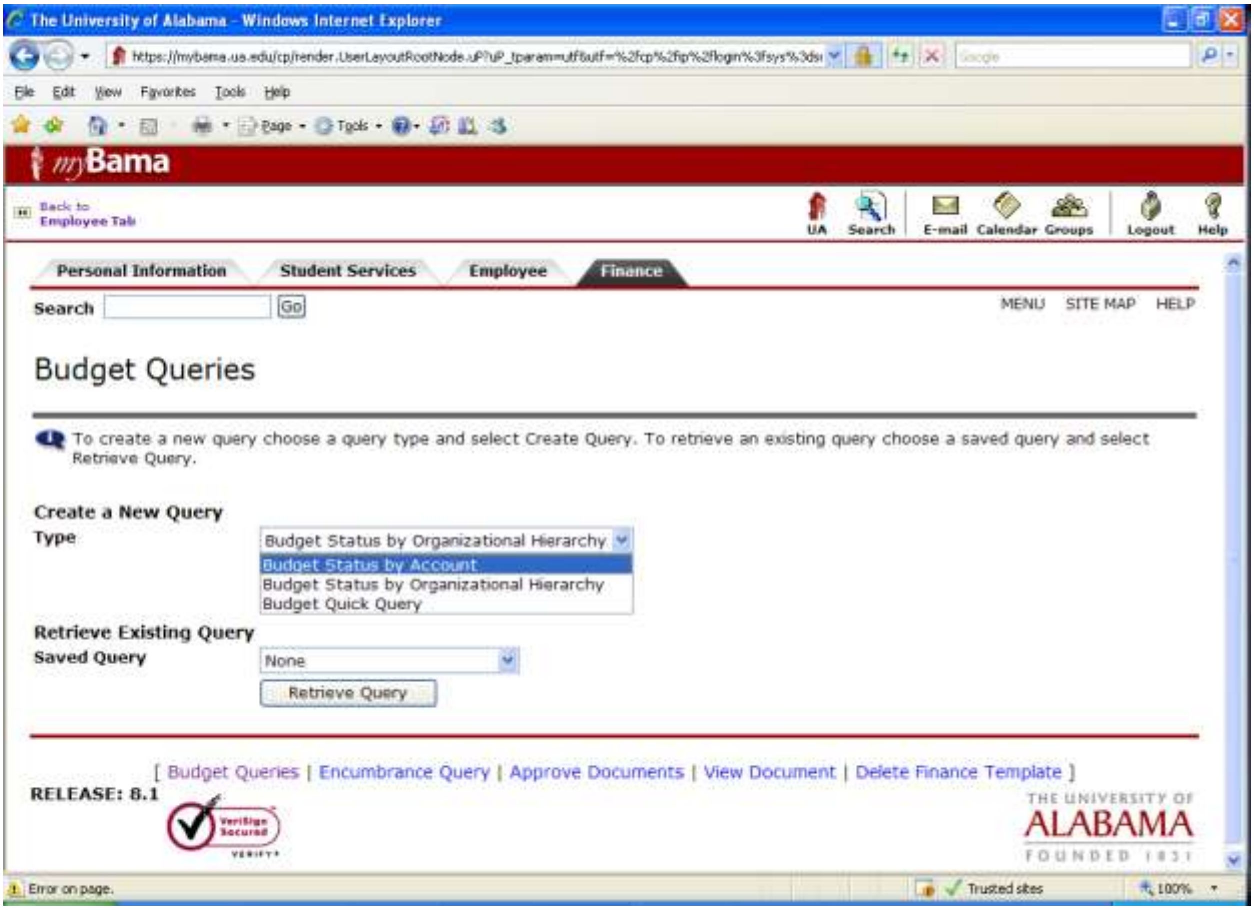
I. BUDGET QUERIES

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 rollup 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 <u>not comparative</u> and is for a <u>specific fiscal year to date</u>. The levels of this type of query <u>do not allow drill down</u>. 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:

☐	**Adopted Budget**	☐	**Year to Date Activity**
☐	**Budget Adjustment**	☐	**Encumbrances**
☐	**Adjusted Budget**	☐	**Reservations**
☐	**Temporary Budget**	☐	**Commitments**
☐	**Accounted Budget**	☐	**Available Balance**

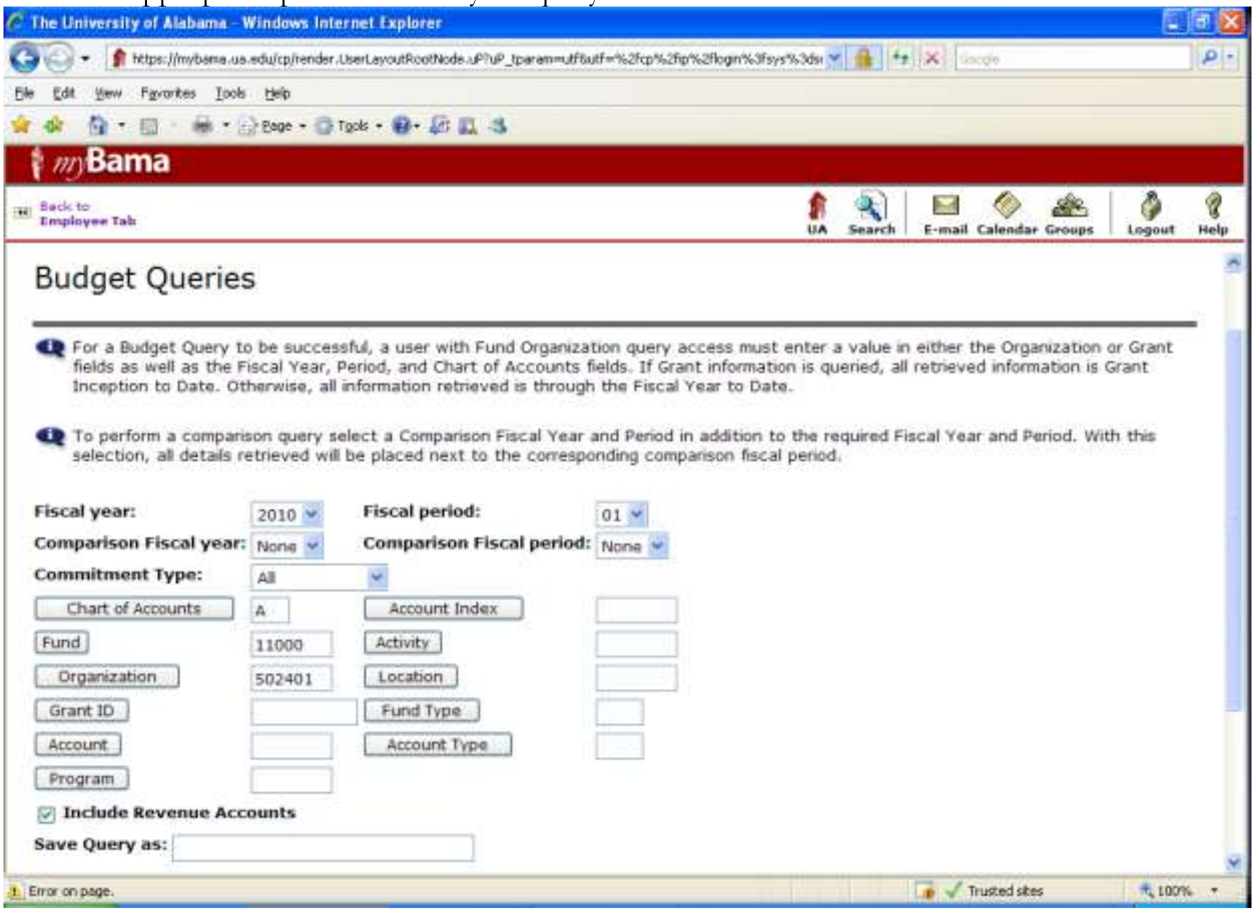
Adopted Budget = Original Budget (always Permanent Budget)
Budget Adjustment = Permanent and Temporary Adjustments
Adjusted Budget = Adopted Budget plus all Budget Adjustments (also called Current Budget) – ***no drill down available***
Temporary Budget = Temporary Budget Adjustments
Adjusted Budget 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.*

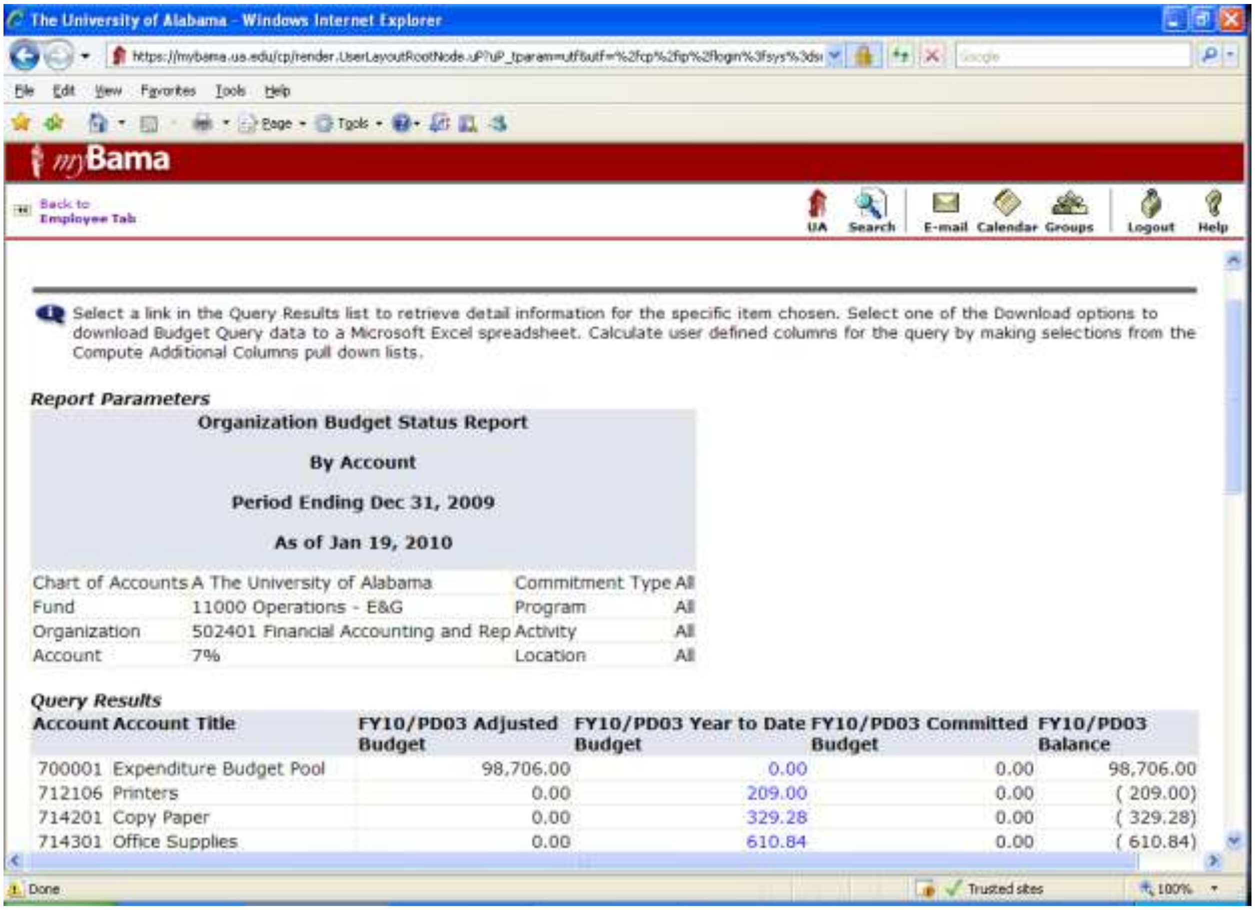
Fiscal Periods for Charts A, C, D, E:	**Fiscal Periods for Charts L, N, T:**
01 = October	01 = July
02 = November	02 = August
03 = December	03 = September
04 = January	04 = October
05 = February	05 = November
06 = March	06 = December
07 = April	07 = January
08 = May	08 = February
09 = June	09 = March
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.



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



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.*

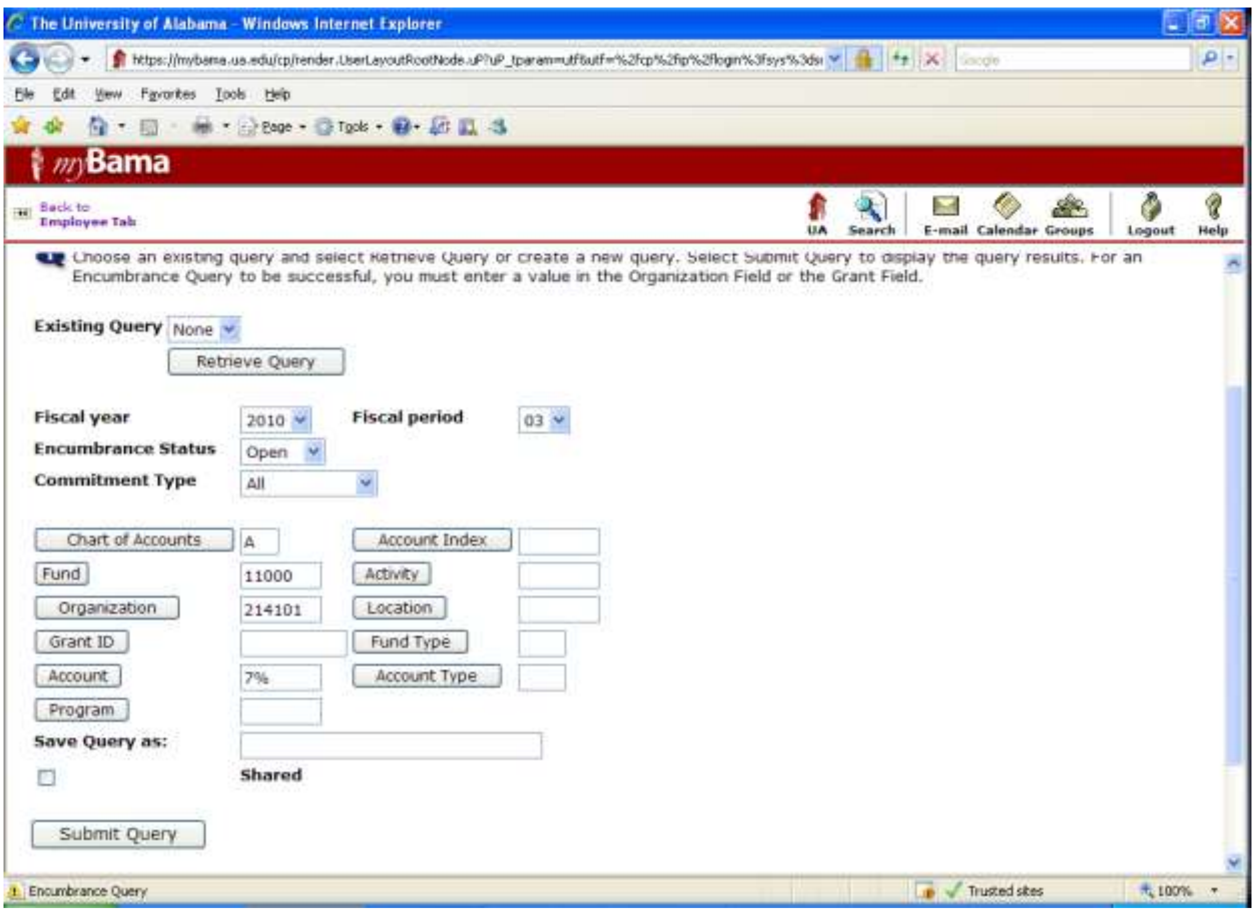
II. ENCUMBRANCE QUERY (similar to FGIOENC or FGIENCD)

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.

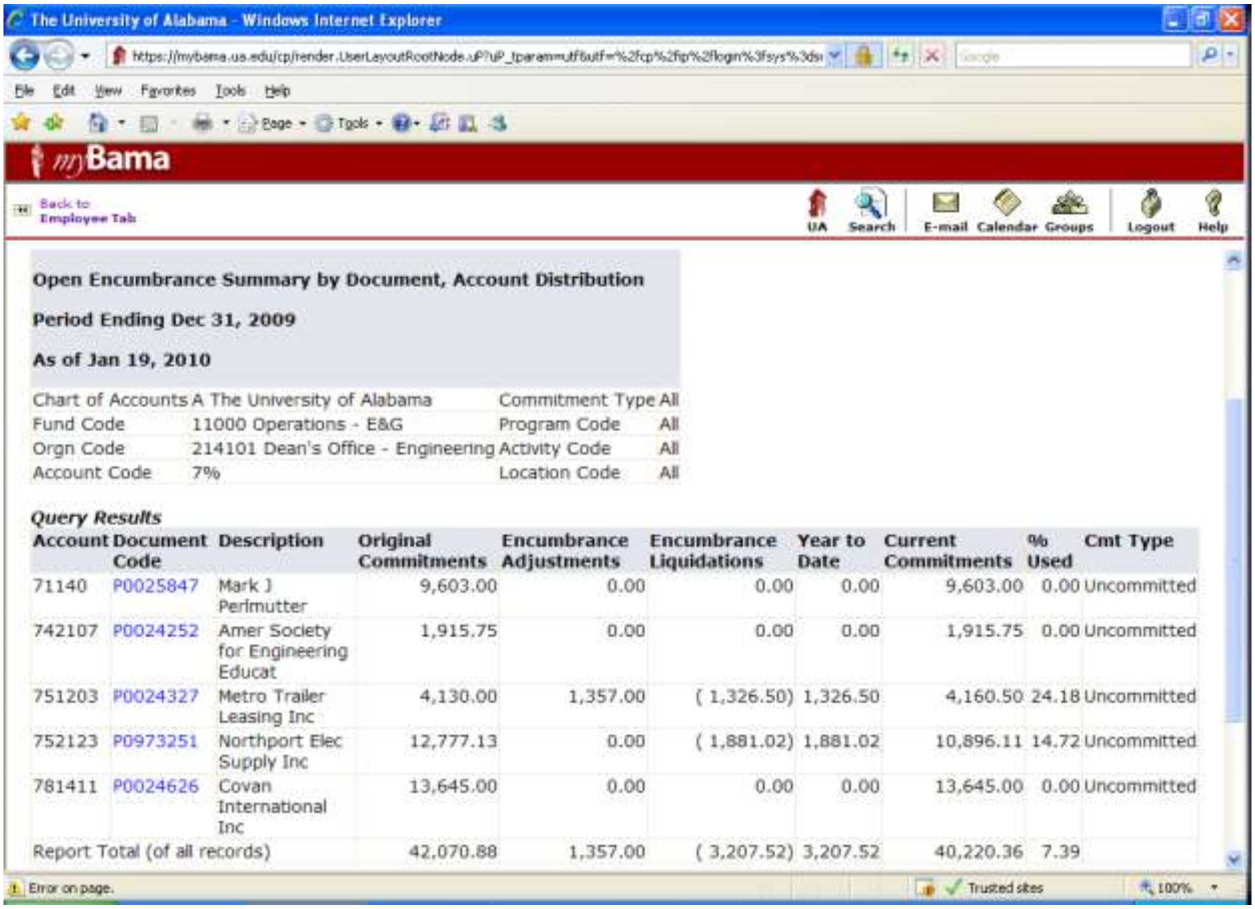
Once the parameters are selected for a particular query and submitted, the Encumbrance query brings back information on the related encumbrances by account code. The report displays the following information: Fiscal period, Chart of Accounts, FOAPAL elements, Account, Document Code, Description, Encumbrance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

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



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	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	

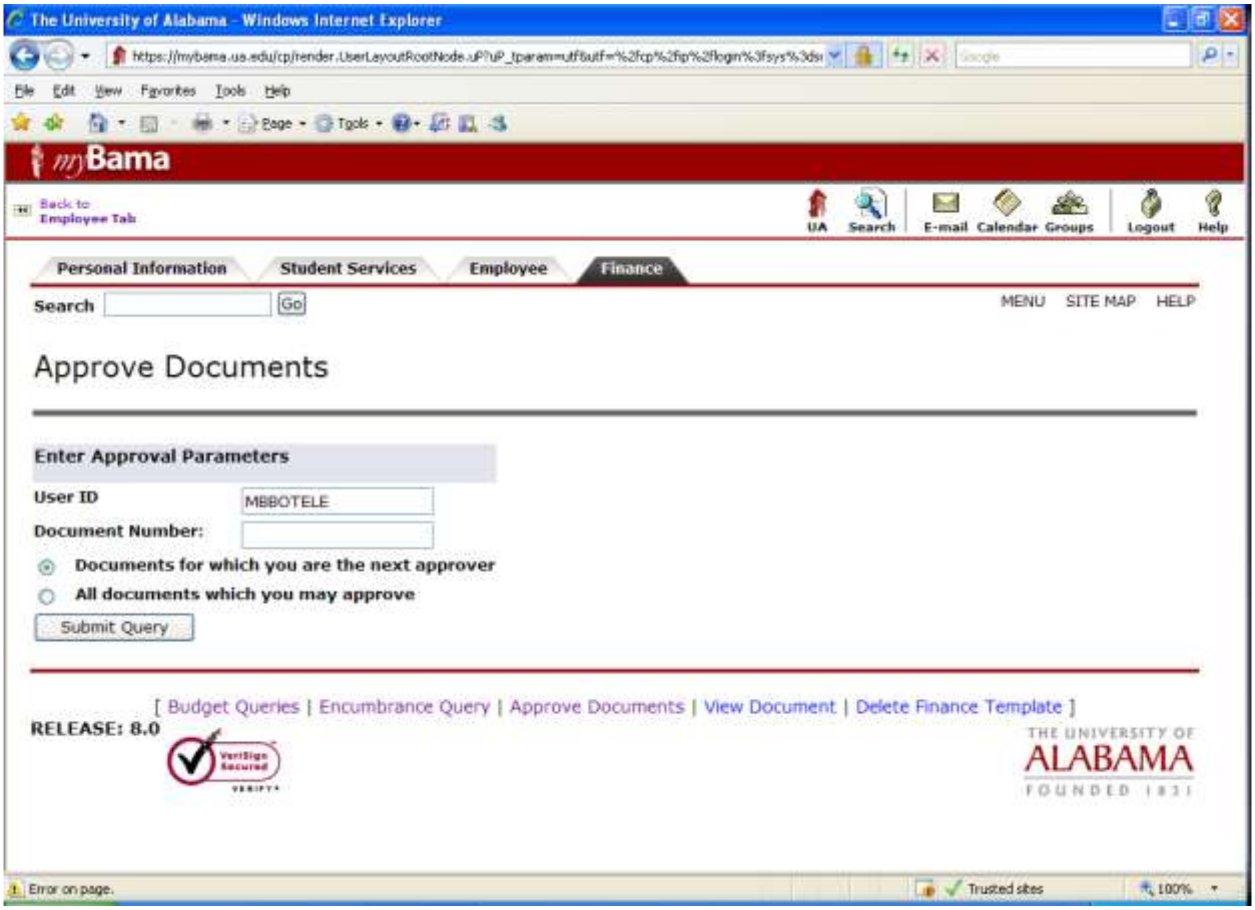
III. APPROVING DOCUMENTS (similar to FOAUAPP)

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:

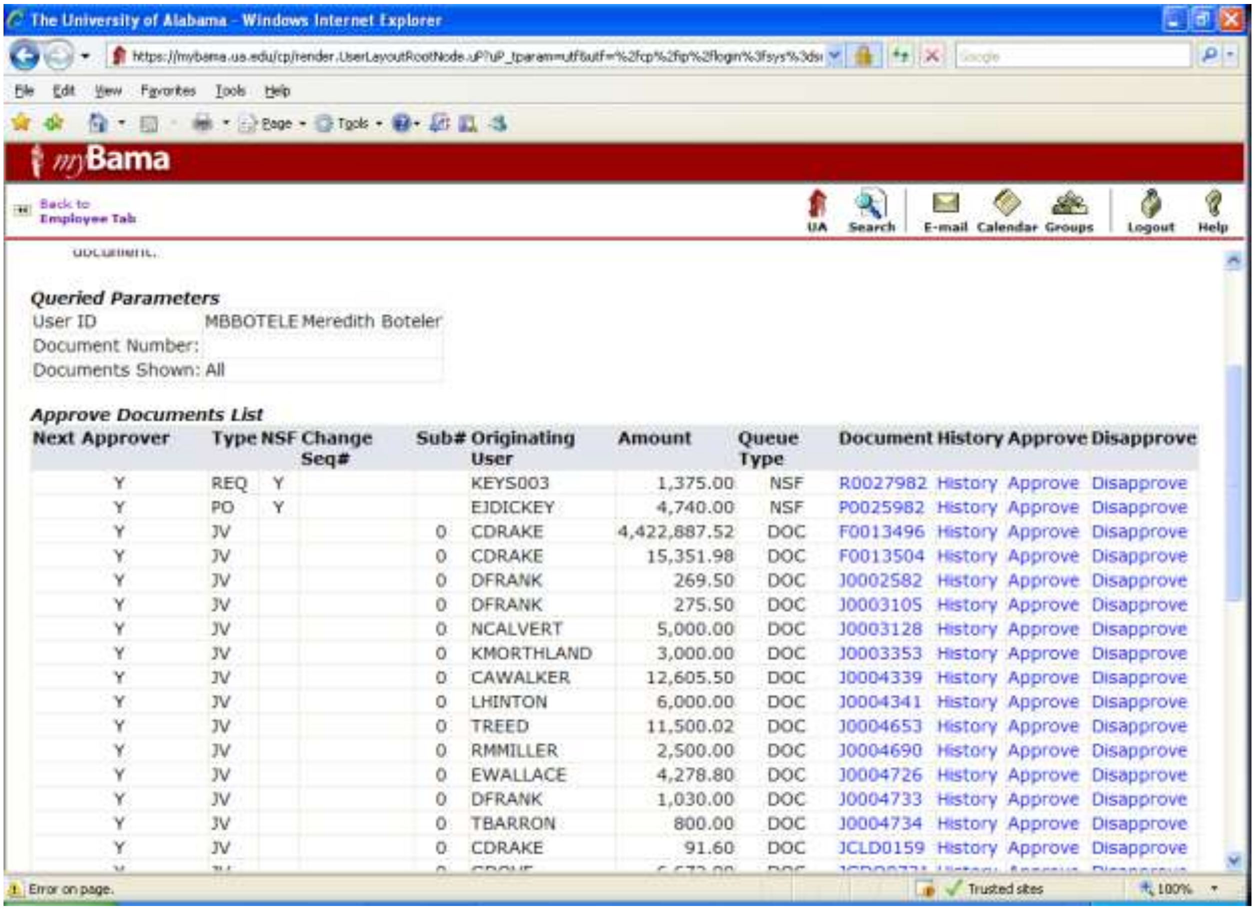
- User ID
- Document number
- Documents for which you are the next approver
- All documents which you may approve

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



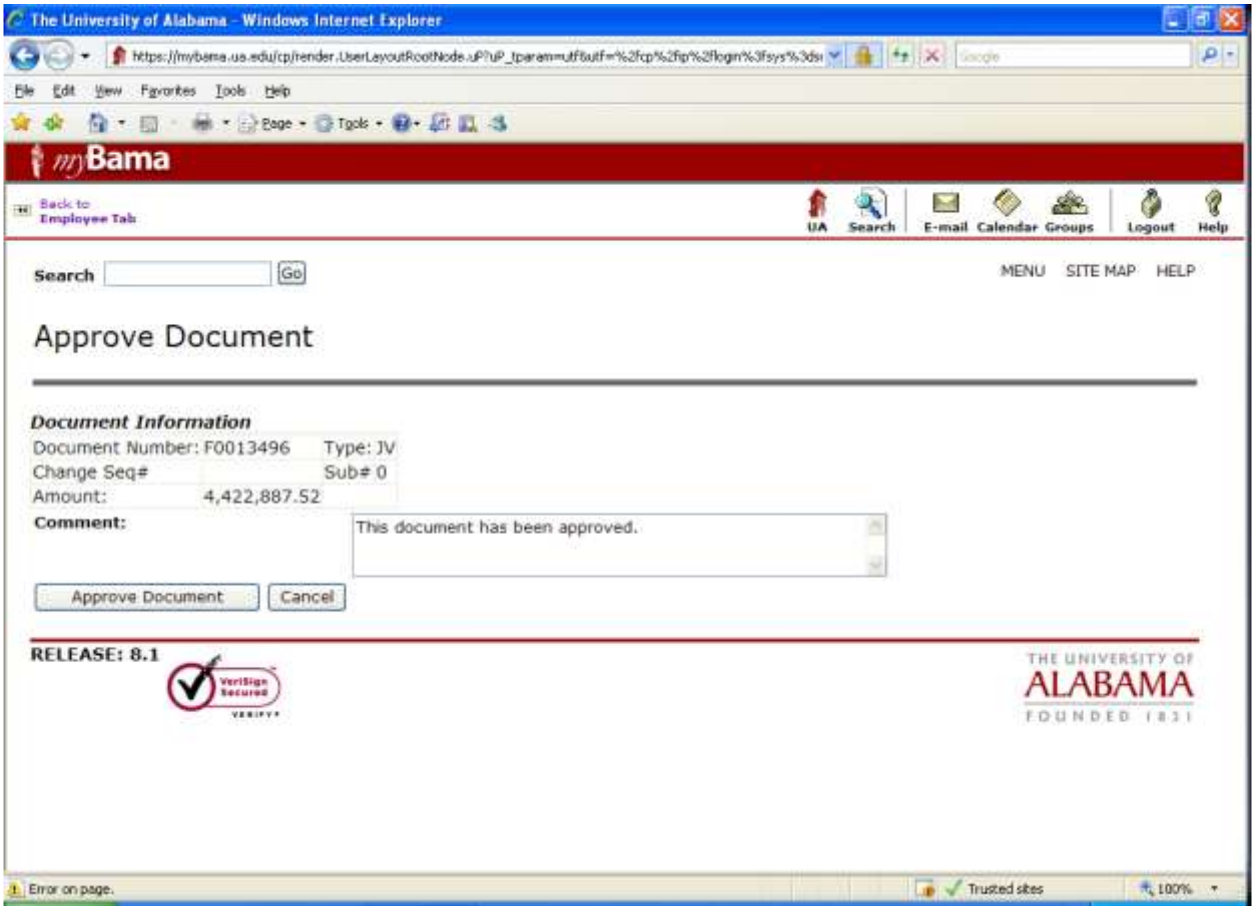
Enter appropriate parameters.

Click the Submit Query button.



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

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)

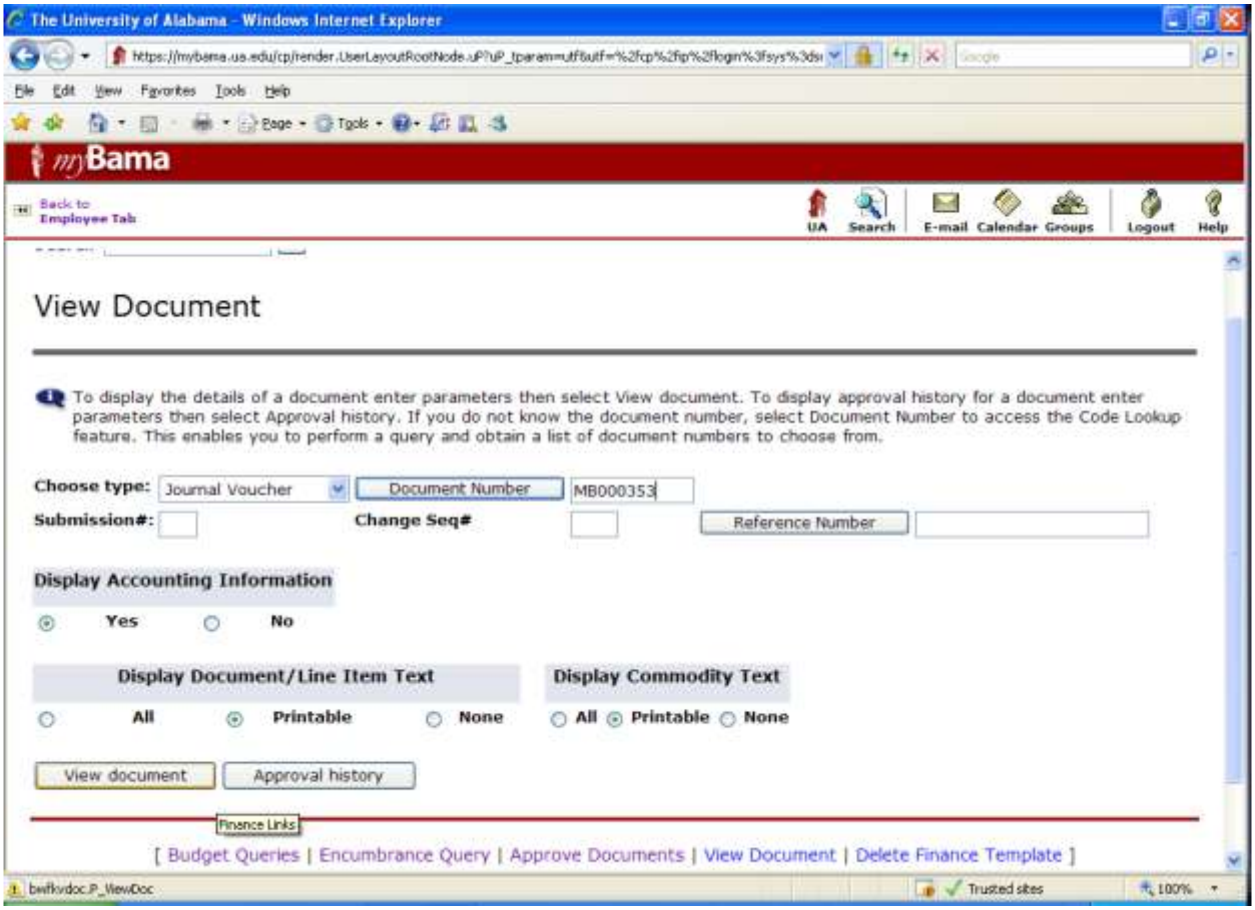
Displaying Commodity Text

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.

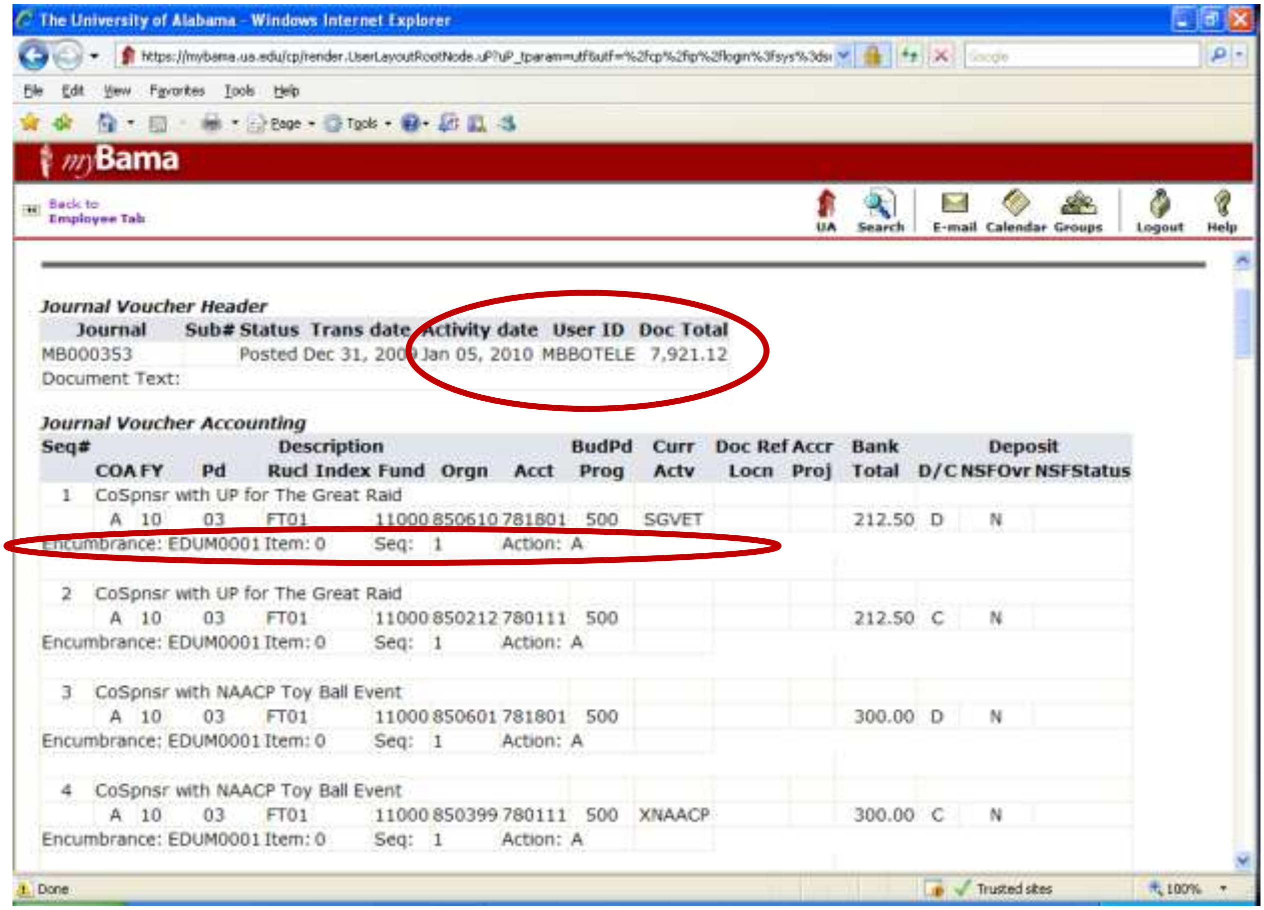
1. Item Text is ad hoc text that is entered by the end user for any given item, which can be used with or without a commodity code. The text is only stored for that item in that specific document, much like document level or header text. Item text can be associated with a commodity item on requisitions 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.



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.