Self Service Banner SSB

- Go to the “Banner Finance” tab on the portal
- Click the “Banner Self Service Finance Menu” in the “Banner Finance Self Service” box. This will take you to the available finance options.
• Click on “Budget Queries” to begin

Finance

Budget Queries

- Encumbrance Query
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template

• “Budget Queries” offers the below three types of available queries using the dropdown option
  - Budget status by Account
  - Budget status by Organizational Hierarchy
  - Budget Quick Query

• Select query type – “Budget Status by Account”

• Click on “Create Query”

• Select checkboxes to access desired data and click “Continue” – most commonly used are adopted budget, budget adjustments, adjusted budget, year to date, commitments and available balance
Chart of Accounts field should always be “1”

Commitment Type field should always be “All”

Fiscal Year field – use dropdown arrow to select desired fiscal year - the fiscal year for the university begins each June 1 and ends May 31 of the following year so FY 2015 would be from June 1, 2014 through May 31, 2015.

Fiscal Period field – use dropdown arrow to select desired fiscal period - fiscal period 01 represents June, 02 July, 03 August and so on. The fiscal period is useful when trying to retrieve information for a point in time. Please note that there is a fiscal period 14 which reflect all fiscal year activity, including any year end adjusting entries. Period 14 would be utilized when reviewing year-to-date (YTD) accounting activity.
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- Fund field – enter desired fund number - to complete a query you will need your fund at a minimum and the organization may be the wildcard

- Organization field – enter desired ORG code

Budget Queries

- For a Budget Query to be successful, a user with Fund Organization query access must enter Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

- To perform a comparison query select a Comparison Fiscal Year and Period in addition to the

<table>
<thead>
<tr>
<th>Fiscal year:</th>
<th>2014</th>
<th>Fiscal period:</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison Fiscal year:</td>
<td>None</td>
<td>Comparison Fiscal period:</td>
<td>None</td>
</tr>
</tbody>
</table>

Commitment Type:

- Chart of Accounts
- Fund
- Organization
- Grant
- Account
- Program

- Include Revenue Accounts

Save Query as:

- Shared

Submit Query

RELEASE: 8.3

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The Banner Finance System allows you to view those funds that you have Banner security access for. If you find that you are unable to access a specific FOAP, please contact Kenneth Johnston, Deputy Controller’s Office, at Johnston@iit.edu.

The percent sign (%) is the wildcard for Self Service Banner queries and is a very powerful tool when used in various combinations for fund, organization, account and program. For example, you can query 2% in the Fund field to return all 2XXXX series funds you have access to view.

The Controller’s Office recommends that you look at revenues and expenses using two separate queries. When looking at revenues use 5% in the Account field and ensure there is a check mark in the “Include Revenue Accounts” box. The 5 is the first digit of the revenue account series; please see the account hierarchy on the Controller’s website for detailed information. Then click on “Submit Query” and view results. It is also recommended to wildcard (%) the Program field, as occasionally items are posted to the wrong program. The query will not retrieve it if a specific program is entered.

Operating expenses are made up of three types of accounts, salary and benefit related (accounts begin with a 6), non-salary expenses (accounts begin with a 7) and transfers (accounts that begin with an 8). Be sure to uncheck the check mark in the “Include Revenue Accounts” box when running this type of query.

Once the data is retrieved you have the option to download it to EXCEL, save the query for future use or drilldown on the data by double clicking on an amount to return more detailed information. To go back simply click on the back arrow on your browser. The information you drill down to will identify the documents that posted for that specific FOAP. To end the query simply click “Another Query”.
• The **Budget Status by Organizational Hierarchy** is better suited for those high level queries that provide a quick look at your organization overall, by college, or by department. The organization (org) cannot be a wildcard when using this query. You must know your org or your hierarchy org to use this query. You can query for the organizations you have access to by clicking on the “Organization” box in the query screen. Click on the “Execute Query” box to retrieve the organizations then click on the org you would like to query. REMEMBER you can use all levels of the org hierarchy that you have available. Refer to the section above to further query using the wildcard on revenues, expenses, specific funds or accounts.

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**Budget Queries**

- For a Budget Query to be successful, a user with Fund Organization query access must enter Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

- To perform a comparison query select a Comparison Fiscal Year and Period in addition to the Fiscal Year and Period you are using in your query. Selecting the Comparison Fiscal Year and Period allows you to specify whether you want to compare revenues, expenses, etc. with the same fiscal year or period. Once selected, the fiscal year or period is displayed in the query in the details section. Selecting the Comparison Fiscal Year and Period allows you to specify whether you want to include revenue accounts in your query.
Refer to the “Organization Hierarchy Report” located within the “Organizational Chart” listing under the “Banner Finance Guides and Account Charts” to identify your department ORG hierarchy.

### Query Results

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Title</th>
<th>FY14/PD14 Adju</th>
</tr>
</thead>
<tbody>
<tr>
<td>650</td>
<td>AVP and Controller</td>
<td></td>
</tr>
<tr>
<td>5239</td>
<td>Fraternity Billing</td>
<td></td>
</tr>
<tr>
<td>6500</td>
<td>Grant and Contract Accounting</td>
<td></td>
</tr>
<tr>
<td>6502</td>
<td>Student Accounting</td>
<td></td>
</tr>
<tr>
<td>6503</td>
<td>Controllers Office</td>
<td></td>
</tr>
<tr>
<td>6504</td>
<td>Payroll Office</td>
<td></td>
</tr>
<tr>
<td>6505</td>
<td>Purchasing and Procurement Office</td>
<td></td>
</tr>
<tr>
<td>6506</td>
<td>Student Loan Office</td>
<td></td>
</tr>
<tr>
<td>6500 Rollup</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Report Parameters

**Organization Budget Status Report**

**By Organization**

**Period Ending May 31, 2014**

**As of May 16, 2014**

- Chart of Accounts: 1 Illinois Institute of Technology
- Commitment Type: Program
- Fund: %
- Organization: 6500 AVP and Controller
- Account: %
- Location: All

Please note that the Budget Quick Query does not have drilldown capabilities.
• **Encumbrance Query** can be used to review outstanding purchase orders and to verify that these commitments are still valid. This query shows how much of your non-salaried expenses are encumbered/committed to a particular vendor and purchase order number.

• Click on “Encumbrance Query” to begin.

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**ILLINOIS INSTITUTE OF TECHNOLOGY**

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**Finance**

- **Budget Queries**
  - **Encumbrance Query**
  - Approve Documents
  - View Document
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- Verify the appropriate Fiscal Year field and Fiscal Period (fiscal period 14 should be used, as it will provide the most up-to-date information). The Encumbrance status field is set to “Open” and the Commitment Type field is “All.” Fill in your Fund field, Org field, Account field and wildcard (%) the Program field. If you prefer, you may also use 7% in the Account field (using 7 with the percentage sign “%” wildcard will pull all 7XXX series encumbrances for the fund in question) to pull all open purchase orders for that fund and org combination. Then click on “Submit Query” to view results. You can further drilldown on the purchase order to show invoices paid against it, as well as to view related invoices.

Encumbrance Query

Choose an existing query and select Retrieve Query or create a new.

Existing Query: None

Fiscal Year: 2014
Fiscal Period: 14
Encumbrance Status: Open
Commitment Type: All

Chart of Accounts

Fund: 100000
Organization: 6503
Grant: 7%
Account: Account Type
Program: Fund Type

Save Query as:

Submit Query

Shared
• **Approve Documents** is where approvers can view and approve their documents. Please note that Banner does not notify an individual when an approval is required, so the Controller’s Office recommends that individuals routinely check their queue if they are an approver for requisitions or invoices. You have the option to choose “Documents for which you are the next approver” or “All documents which you may approve” if you choose the latter option the normal next approver will be bypassed. Click on “Submit Query” the list will appear and you can go through each one and Approve or Disapprove as necessary. A disapproved document will go back to incomplete status and will need to be completed/submitted again once the corrections are made.

• Click on “Approve Documents” to begin.

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**Finance**

- Budget Queries
- Encumbrance Query
- **Approve Documents**
- View Document
- Budget Transfer
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- Delete Finance Template
• Approvers can also click on “Finance Approvals” or “Approval Alert” options to approve awaiting documents.

• Click on “View Documents” to begin.
• **View Documents** is where users can go to query on specific documents such as requisitions and invoices and verify the status of the document by clicking the View document button. Users can also track the approval status by clicking on the Approval history button. If all approvals have been processed the system will show “There are no approvals required at this time” and it will list out the approvals recorded by user. At this time the system will show what approvals are required if all approvals have not been completed.

• Please note that you must know the document type and document number to use this query. The document type can be found in the drop down box to the right of the “Choose type” box. The Submission#, Change Seq# and Reference Number fields should always be left blank. Document lookup will be explained in further detail below.

• Banner allows you to query the document number by clicking on the “Document Number” box.

**View Document**

To display the details of a document enter parameters then select View document. To display approval history for a document this enables you to perform a query and obtain a list of document numbers to choose from.

<table>
<thead>
<tr>
<th>Choose type:</th>
<th></th>
<th>Document Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission#:</td>
<td></td>
<td>Change Seq#:</td>
</tr>
</tbody>
</table>

**Display Accounting Information**

- **Yes**
- **No**

**Display Document/Line Item Text**

- **All**
- **Printable**
- **None**

**Display Commodity Text**

- **All**
- **Printable**
- **None**

[View document] [Approval history]
To help find the document you are looking for you must fill in one of the required fields listed below. You can narrow down your search by selecting an Activity or Transaction Date (i.e., month and year), using the dropdown boxes to the right. The Activity date is generally when you entered the document into the system and the transaction date reflects the posting date. Please note that your User ID automatically appears in the User ID field. However, to view another individual’s document you must know/use the individuals user id.

Once you have executed your query the document number will appear on the View Document query then you can click on the “View Document” box. Here you need to verify that the document has a “Y” in both the Complete and Approved lines. You can also see other relevant information such as commodity and FOAP information, as well as any related documents (i.e., requisition number, purchase order number, etc.), by clicking the document number at the bottom of page.
Banner Finance Training

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- Click on “Budget Transfers” to begin.

Finance

- Budget Queries
- Encumbrance Query
- Approve Documents
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Budget Transfers for non-salary accounts can be processed using this link. The user must have banner finance access for both sides of the transfer. For salary related budget transfers a Budget Change Form must be completed. This document is located on the attached Controller’s Office link under the Budget category at http://www.iit.edu/policy_procedures/forms-page.shtml.