Liberty University

Banner Finance Training Guide

Self-Service Budget Management

BANNER FINANCE- Self Service

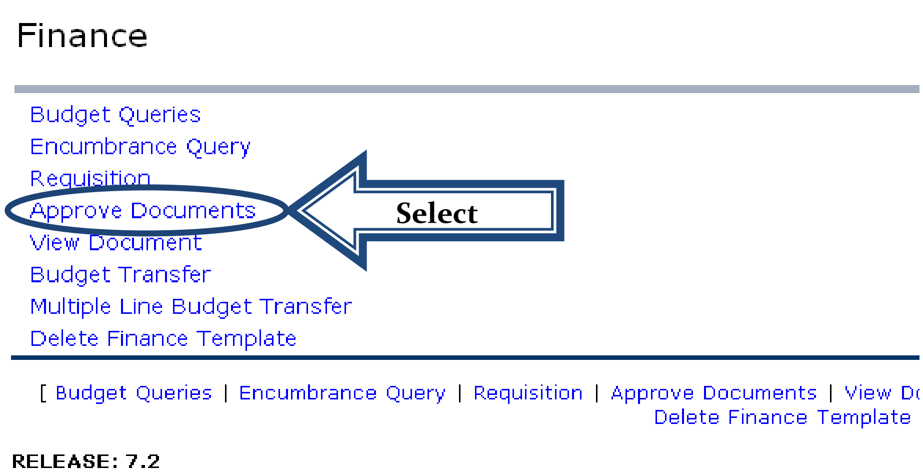
Banner Finance is a module of the Banner database that records all financial transactions. It provides the University community with up-to-date financial data to facilitate proper budget control. The information contained in Banner Finance can be viewed in Banner INB or Banner Self Service. This training guide will teach users how to utilize the tools in Banner Self Service to effectively manage a budget.

Access to the forms and queries covered in this guide, requires that the end user successfully complete the required training courses. Users will then be granted viewing access to their organization(s) upon completion of this course and approval from their Budget Manager.

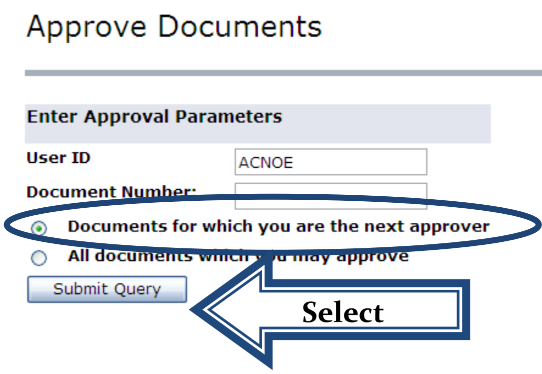
Approve Documents

The Approve Documents link on Banner Finance Self Service is where users can approve or disapprove documents in their approval queue. Also listed in the approval queue are requisitions and journal vouchers (budget transfers) you submitted that are still in the approval process.

- Click Approve Documents Link

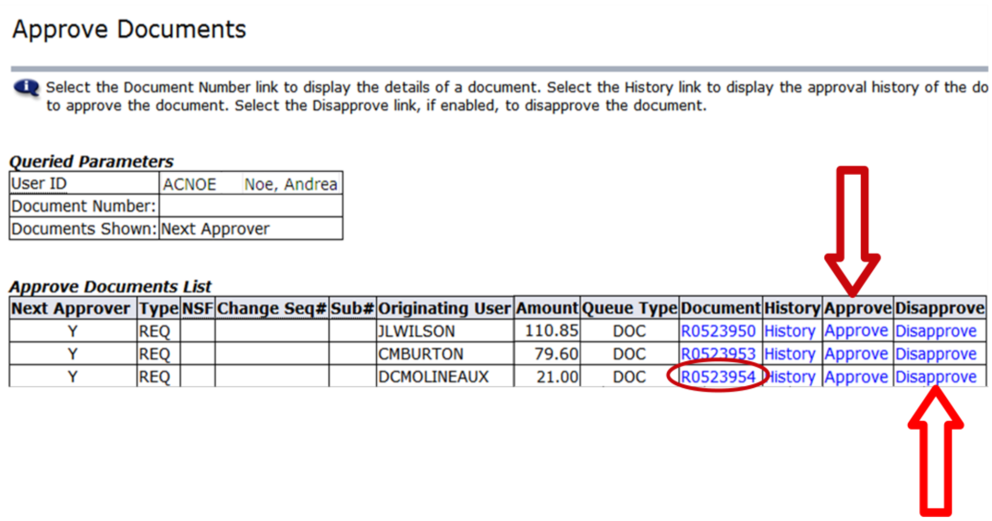


- Submit Query
    - Select option- Documents for which you are next approver



- View Document- Before approving a requisition, it must first be viewed to ensure that the purchase adheres to University procurement policies & procedures, is a justifiable expense for the requesting organization and is filled out completely and accurately.
    - To View a requisition, select the Document Number you need to review.
    - Select back button on web browser to return to approval queue.
    - Select History to see who has already viewed the document.

- Approve or Disapprove- Once the requisition is reviewed, the appropriate action will need to be taken. If you want to send the requisition back to the originator for corrections, the req will have to be disapproved so it can be corrected.
    - Select Approve or Disapprove next to appropriate requisition number.



Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				JLWILSON	110.85	DOC	R0523950	History	Approve	Disapprove
Y	REQ				CMBURTON	79.60	DOC	R0523953	History	Approve	Disapprove
Y	REQ				DCMOLINEAUX	21.00	DOC	R0523954	History	Approve	Disapprove

- When approving requisitions, comments typed will not be visible to next approver.
- When denying requisitions, an automated email will be sent to originator.
  - Comments will be visible in the e-mail, however, the space is limited so anything more than 2-3 sentences will need to be sent via e-mail or through a phone call.
  - When journal vouchers (budget transfers) are denied, an automated e-mail will not be sent so please notify the originator by another method.

Approve Document

Document Information

Document Number:	R0523954	Type:	REQ
Change Seq#		Sub#	
Amount:	21.24		

Comment: This document has been approved.

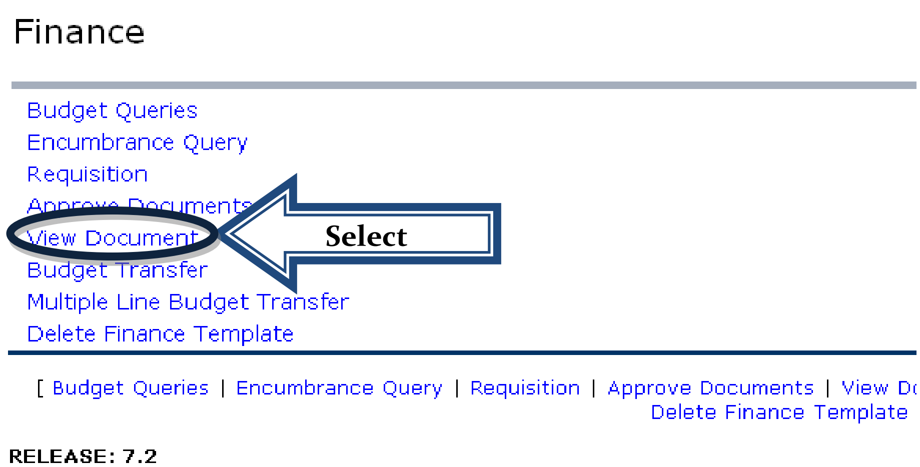
Approve Document | Cancel

RELEASE: 7.1.0.1

Powered by SunGard SCT

View Document

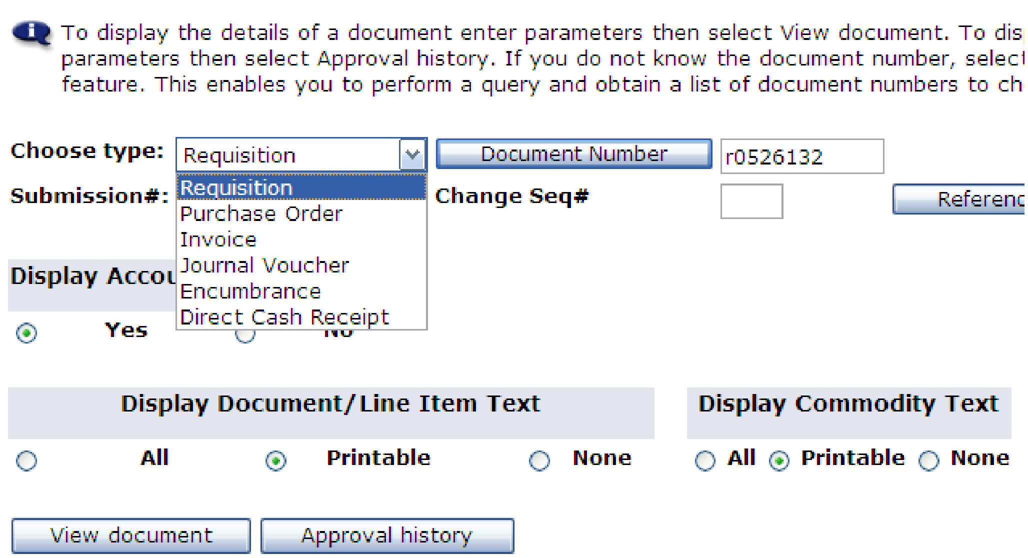
Once a requisition has been submitted, the View Document link can be used to track the requisition. This option can also be used to view Journal Vouchers, Purchase Orders, Invoices, etc.



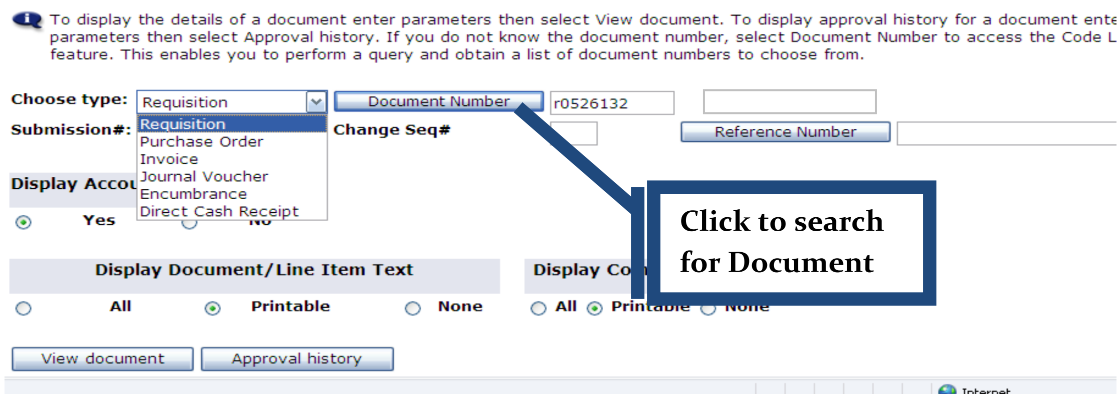
Approval History

In order to see where the requisition is at in the approval process, view the approval history.

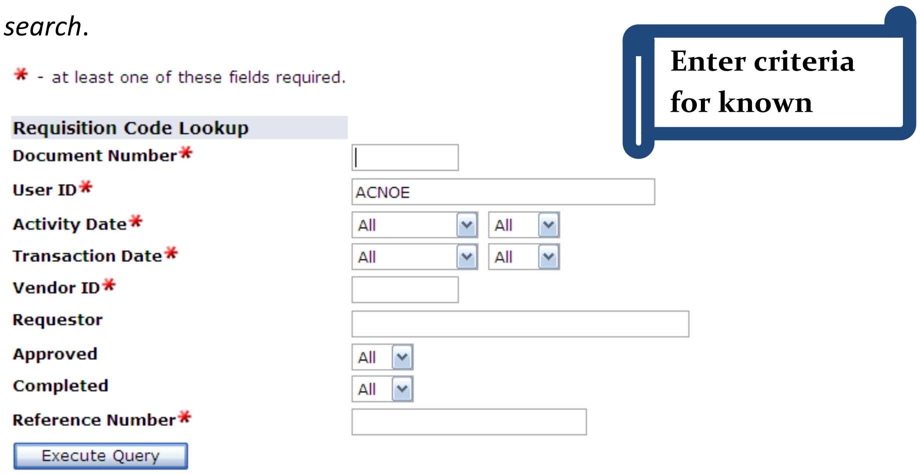
- Choose type from the drop down menu.
- Document Number
    - Enter Document Number you are searching for.



- If a requisition number is not known, click Document Number to perform a search.

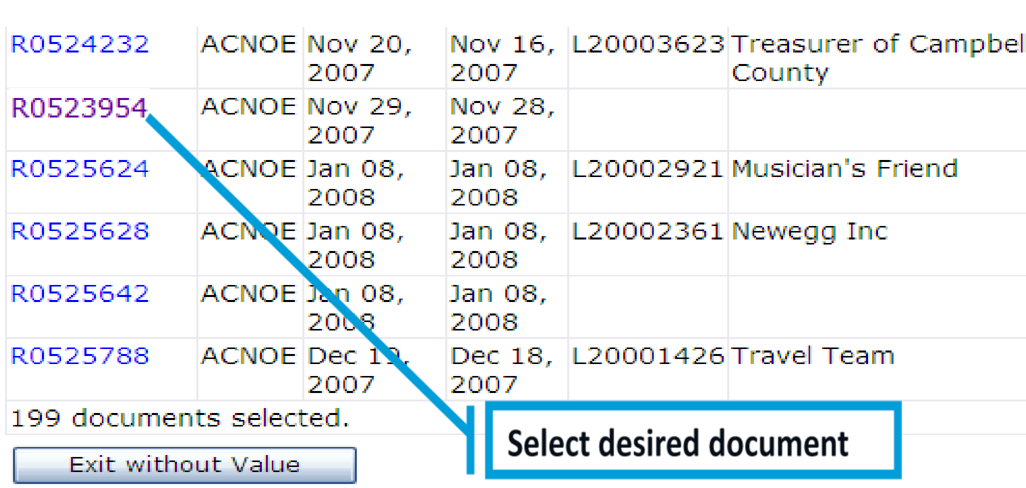


  - Enter known search criteria. *Only one of the marked fields is needed to perform a search.*



  - Execute Query
  - Select Appropriate Document Number- *When a document is selected Banner will return to the main View Document screen and enter number in the Document Number field.*

Notice that some documents do not list the vendor. If a req is done without a Vendor ID, it will not display here. This is one reason why it is important to use Vendor ID's whenever possible, rather than just using Document Text.



- Click Approval History

Document Identification

Document Number	R0523954	Type	Requisition
Originator:	ACNOE	Noe, Andrea	

Approvals required

Queue	Description	Level	Approvers
6510	Financial Planning & Budgeting	4	
			Rawlings, Jennifer
6510	Financial Planning & Budgeting	8	
			Beckles, Anthony
BUDG	BUDGET CHECK	1	
			Noe, Andrea
			Crouch, Debra
			Foit, James
			Rawlings, Jennifer

Next approver is listed first

☑ No approvals have been recorded for this document

Document Identification

Document Number	R0523954	Type	Requisition
Originator:	ACNOE	Noe, Andrea	

☑ There are no approvals required at this time

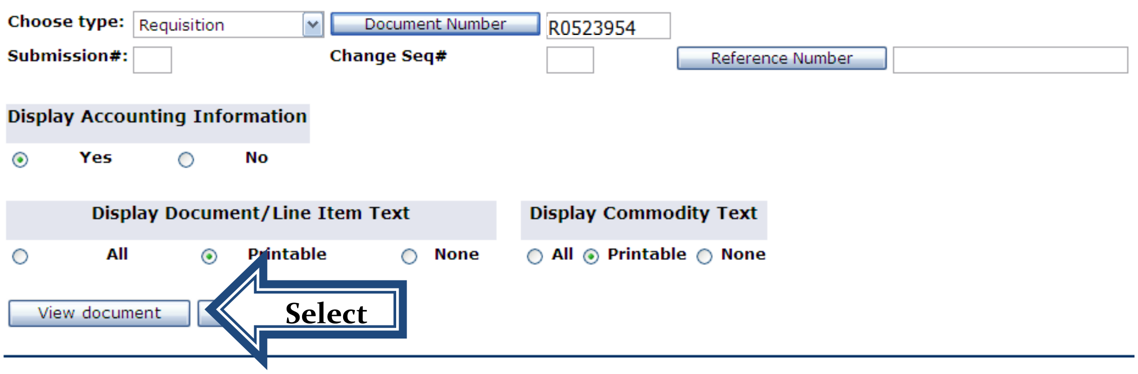
Approvals recorded

Queue	Level	Date	User
6510	8	Sep 24, 2007	Beckles, Anthony
BUDG	1	Sep 13, 2007	Noe, Andrea
6510	4	Sep 21, 2007	Rawlings, Jennifer

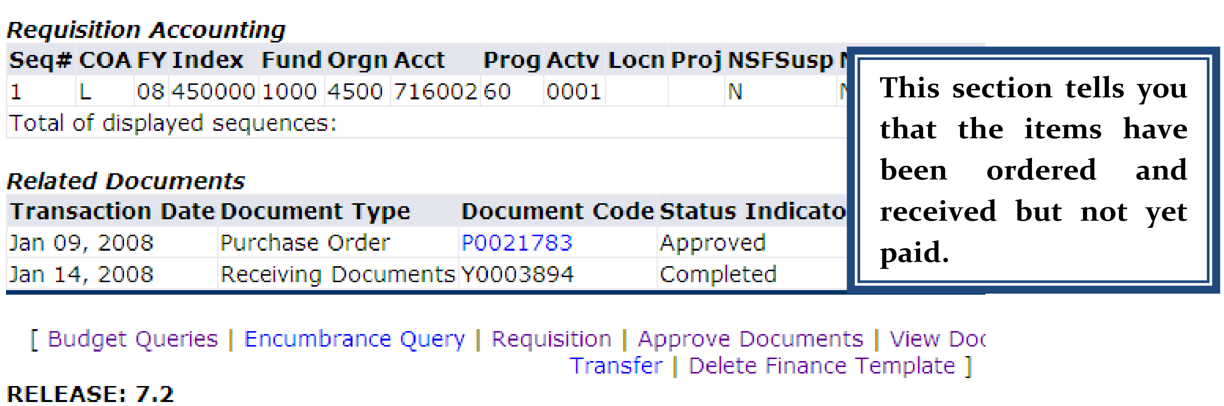
Approvals are recorded in the bottom section.

View Document

In order to view a requisition that has previously been submitted, follow the steps above, but instead of choosing the Approval History tab, choose View Document. Only those with viewing access to the budget will be able to use this function. Users that do not have viewing access can view their requisitions in Banner INB using the form FPIREQN.



After opening a requisition, scroll to the bottom of the document and look for the "Related Documents" section. This section is where the following criteria can be seen: Purchase Orders, Invoices, Checks, and Receiving Documents. Users who do not have viewing access can view the related documents using the form FOIDOCH in Banner INB.



Budget Query

Banner Finance Self Service provides three query options for viewing budgets; Budget Status by Account, Budget Status by Organizational Hierarchy, and Budget Quick Query. Each query contains the same information but is displayed in different manners. In order to build and view a query, users must have viewing access to their Fund/Organization and be familiar with their FOAPAL.

Budget Query Types

- Budget Status by Account
  - Organized by Account Code Detail
  - Four Levels of Reporting: *Items in blue can be drilled down to further detail*

Query Results

Account	Account Title	FY08/PD02 Accounted Budget	FY08/PD02 Year to Date	FY08/PD02 Commitments	FY08/PD02 Available Balance
710001	Catering Services	5,000.00	0.00	0.00	5,000.00
710006	Individual Professional Fees	0.00	0.00	0.00	0.00
710008	Printing	9,600.00	0.00	0.00	9,500.00
710009	Purchased Services	10,000.00	816.00	4,184.00	4,548.86

- Budget Status by Organizational Hierarchy
  - Organized by Organizational Hierarchy
  - Six Levels of Reporting: *Items in blue can be drilled down to further detail*

Query Results

Account Type	Account Type Title	FY08/PD12 Adjusted Budget	FY08/PD12 Year to Date	FY08/PD12 Commitments	FY08/PD12 Available Balance
50	Revenue	0.00	0.00	0.00	0.00
60	Labor	7,557.03	3,588.34	0.00	3,968.69
70	Direct Expenditures	41,213.50	10.00	3,658.00	37,545.50
80	Transfers				
1053 Rollup		48,770.53	3,598.34	3,658.00	41,514.19

- Budget Quick Query
  - Organized by Account Code Detail
  - One Level of Reporting: *Unable to drill down on this query*

Query Results

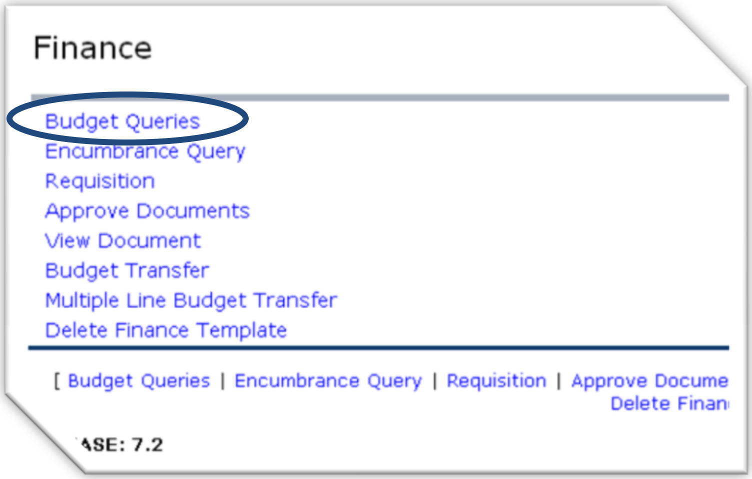
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
722004	Satellite/TV	500.00	271.81	194.15	34.04
730000	Freight/Shipping	800.00	332.03	0.00	467.97
730001	Postage	200.00	24.44	0.00	175.56

Budget Query Terminology

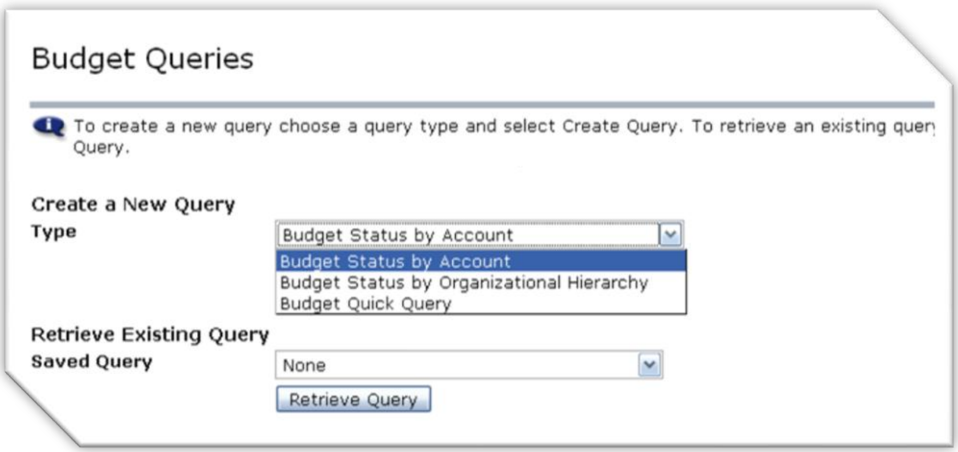
The data in each budget query is organized by columns. Each column contains a set of transactions that provides Budget Managers with the details of the budget. In the Budget Status by Account and Budget Status by Organizational Hierarchy, the columns displayed are user-defined. There are ten data columns which detail budget information and activity:

Data Column	Description
Adopted Budget	This column includes the budget implemented at the beginning of the fiscal year.
Budget Adjustment	Any budget adjustments or transfers, whether temporary or permanent, are reflected here.
Adjusted Budget	The current budget is reflected here; users cannot drill down on this column.
Temporary Budget	This column includes temporary budget adjustments that have been made in the current fiscal year.
Accounted Budget	The current budget, Adopted Budget +/- Budget Adjustments; users are able to drill down to view actual transactions
Year to Date	Actual transactions are recorded here; payments and credits.
Encumbrances	Funds that have been encumbered by a Purchase Order are generated in this column.
Reservations	Funds reserved for future use by Requisition are reflected here. *Requisitions still in the approval process will not be reflected in the Budget Query.*
Commitments	This column reflects the total amount of future obligations by adding Encumbrances and Reservations; users cannot drill down on this column.
Available Balance	The amount of the budget available to spend is reflected here. *Items still in the approval process are not included in this amount.*

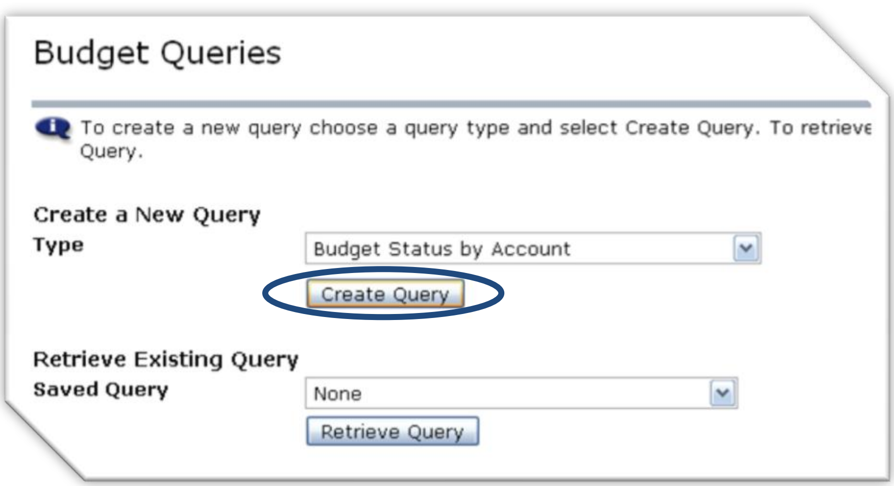
- Click the Budget Query Link



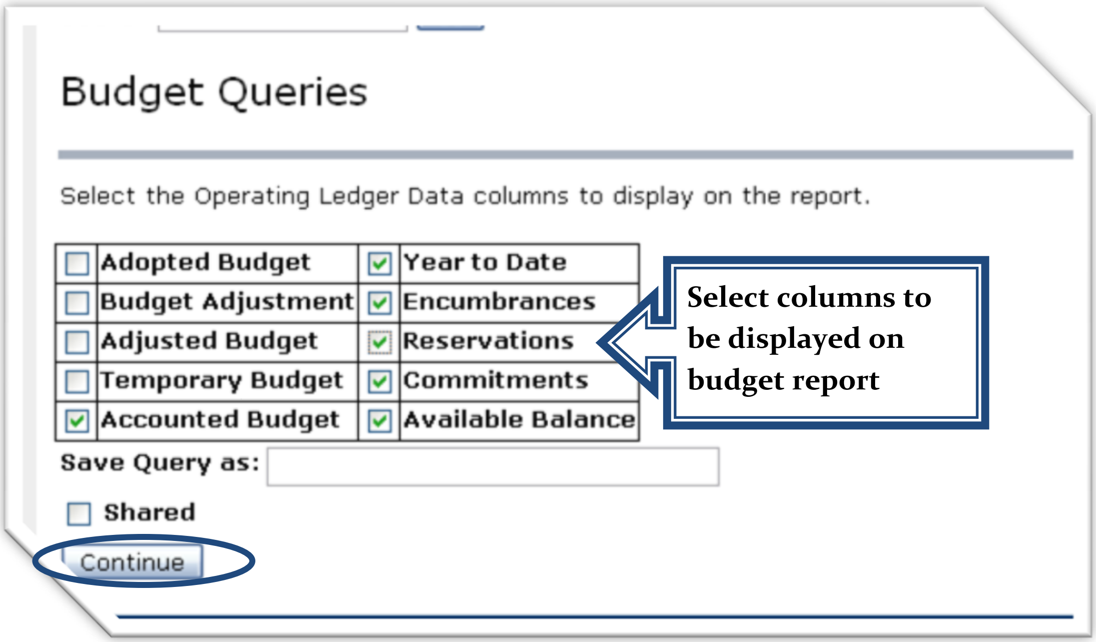
- Select the type of query from the drop down menu



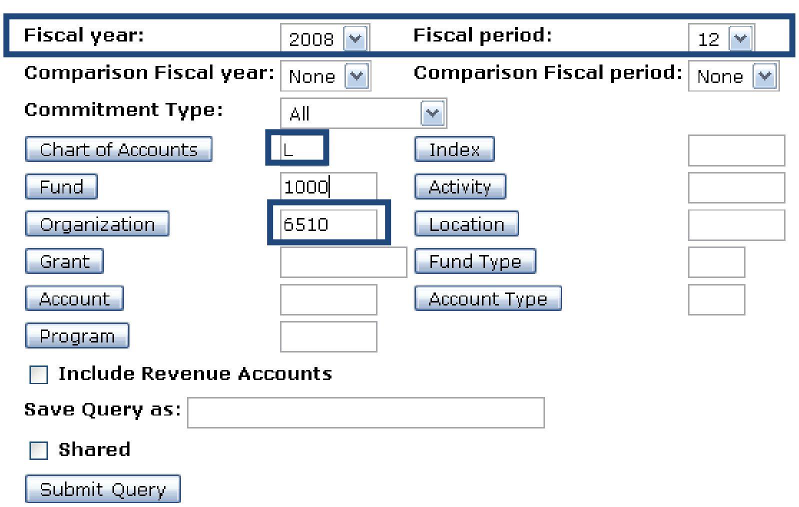
- Click Create Query



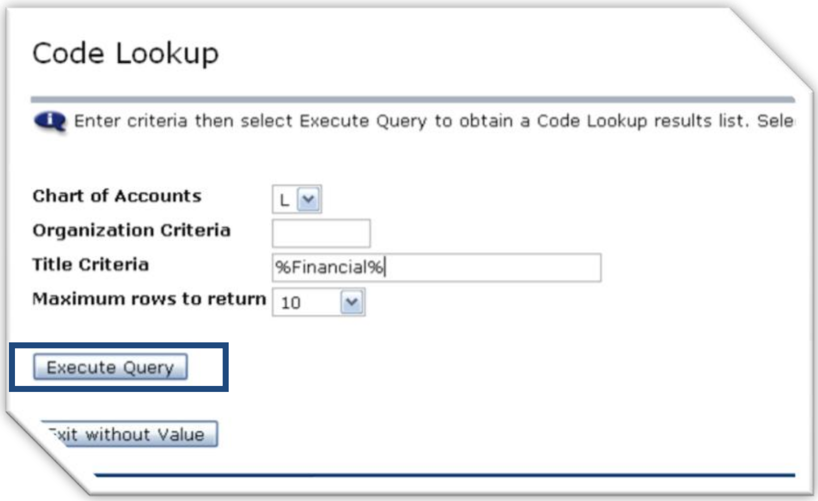
- Select Data Columns: *Skip this step for Budget Quick Query*
    - Recommended columns are: Accounted Budget, Year to Date, Encumbrances, Reservations, Commitments, and Available Balance.



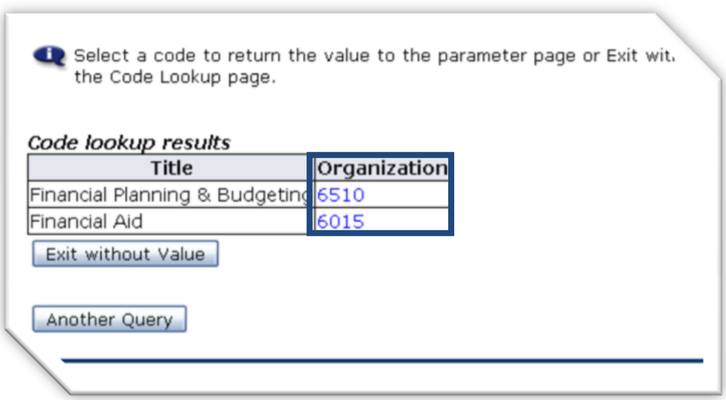
- Click Continue
- Enter Query Parameters
    - Fiscal Year/Period:
        - Select desired year/period for budget you are reviewing
        - Recommend leaving fiscal period at 12 to receive most up-to-date information
    - Comparison Fiscal Year/Period:
        - Select desired year/period if you would like to compare data between fiscal years
    - Chart: L
    - FOAPAL elements: *at a minimum must have Organization code*



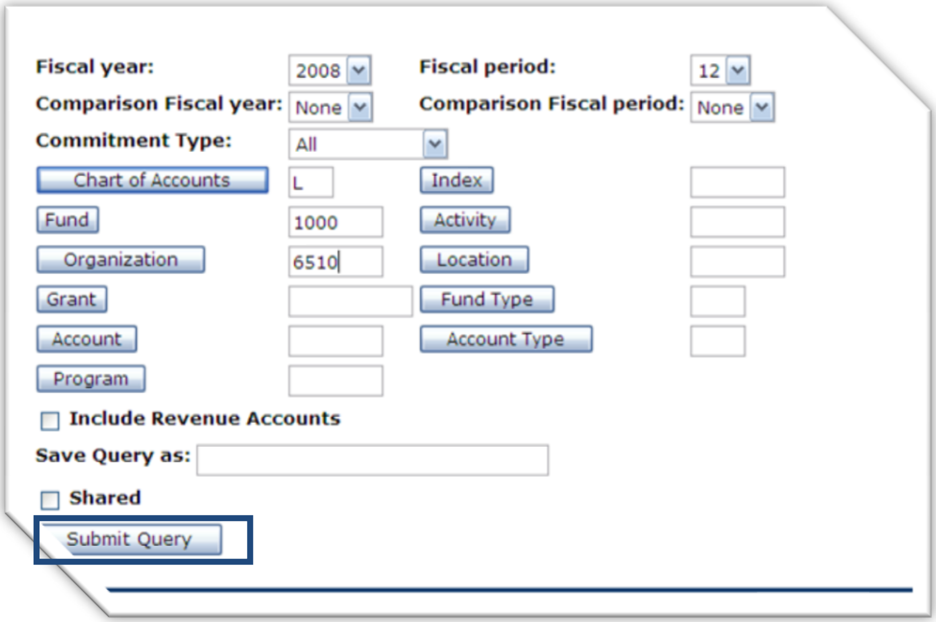
- If you are unsure of the correct code, you can click on any of the Title buttons to perform a code look up.
- Enter the query parameters; remember to use wildcards.
  - % Percent Sign can be used in place of missing letters. Surround a word with percent signs when searching for vendors to return all the appropriate possibilities.
  - _ Under Score Character acts as a placeholder for a missing character. This is best utilized when looking up information by Code Criteria rather than Title.



- Click Execute Query
- Click link of desired code



- Results will be returned on Search Criteria page



- Submit Query
  - Results will appear on a Budget Report

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2008			
As of Feb 12, 2008			
Chart of Accounts	L Liberty University	Commitment Type	All
Fund	1000 General Fund	Program	All
Organization	6510 Financial Planning & Budgeting	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
710008	Printing	1,000.00	443.36	0.00	0.00	0.00	556.64
710009	Purchased Services	452.50	0.00	0.00	0.00	0.00	452.50
730000	Freight/Shipping	0.00	8.93	0.00	0.00	0.00	(8.93)
730001	Postage	500.00	61.85	0.00	0.00	0.00	438.15
740000	General Advertising	950.00	0.00	0.00	0.00	0.00	950.00
750000	Computers	1,200.00	0.00	0.00	0.00	0.00	1,200.00
760001	Award Supplies	500.00	0.00	0.00	0.00	0.00	500.00
760004	General Supplies	1,800.00	1,085.45	0.00	0.00	0.00	714.55
760007	Office Supplies	900.00	354.05	0.00	0.00	0.00	545.95

- Drill down on desired columns to see detail.

Report Parameters

Organization Budget Status Detail Report
Summary Year to Date Transaction Report
Period Ending Jun 30, 2008
As of Feb 12, 2008

Chart of Accounts:	L Liberty University	Commitment Type:	All
Fund:	1000 General Fund	Program:	All
Organization:	6510 Financial Planning & Budgeting	Activity:	All
Account:	760007 Office Supplies	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 28, 2007	Oct 18, 2007	J0009348	R0519051 SELAH YEARBOOK	25.00	INT
Jan 25, 2008	Feb 01, 2008	I0065933	Staples Business Advantage	71.98	INNI
Oct 11, 2007	Oct 11, 2007	I0052716	Lynchburg Specialty Engraving and A	13.57	INEI
Sep 27, 2007	Sep 27, 2007	I0050604	Barnes & Noble #330, Liberty Univer	117.15	INEI
Sep 10, 2007	Sep 10, 2007	I0048057	Staples Business Advantage	80.97	INNI
Aug 25, 2007	Aug 25, 2007	I0046076	CDW-Government, Inc.	12.76	INEI
Aug 22, 2007	Aug 22, 2007	I0045493	Staples Business Advantage	32.62	INNI
Report Total (of all records):				354.05	

Available Budget Balance: 545.95

- Perform a Computation to find results not listed on Budget Report.
  - Use the drop down boxes to enter the desired formula/computation.

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD12 Year to Date	percent of	FY08/PD12 Accounted Budget	FY08/PD12 Available Balance	% of Budget Spent

Perform Computation

plus
minus
times
divided by
percent of

Another Query

  - The new column will appear where you designated it to be displayed.

Query Results

Account	Account Title	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance	% of Budget Spent
710008	Printing	1,000.00	443.36	0.00	0.00	0.00	556.64	44.34
710009	Purchased Services	452.50	0.00	0.00	0.00	0.00	452.50	0.00
730000	Freight/Shipping	0.00	8.93	0.00	0.00	0.00	(8.93)	0.00
730001	Postage	500.00	61.85	0.00	0.00	0.00	438.15	12.37
740000	General Advertising	950.00	0.00	0.00	0.00	0.00	950.00	0.00

- Download to a spreadsheet to create an Excel report

Screen total	8,612.50	2,281.90	0.00	0.00	0.00	6,330.60
Running total	8,612.50	2,281.90	0.00	0.00	0.00	6,330.60
Report Total (of all records)	15,452.50	4,399.17	313.80	145.00	458.80	10,594.53

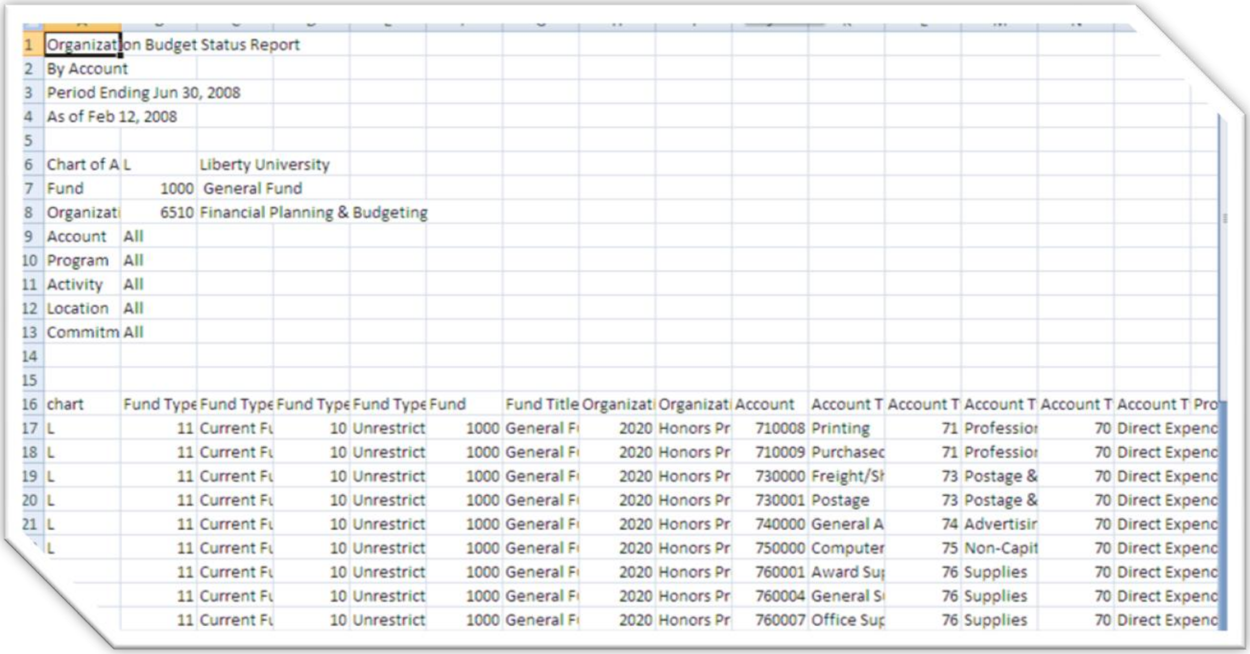
Next 15>

Download All Ledger Columns | Download Selected Ledger Columns

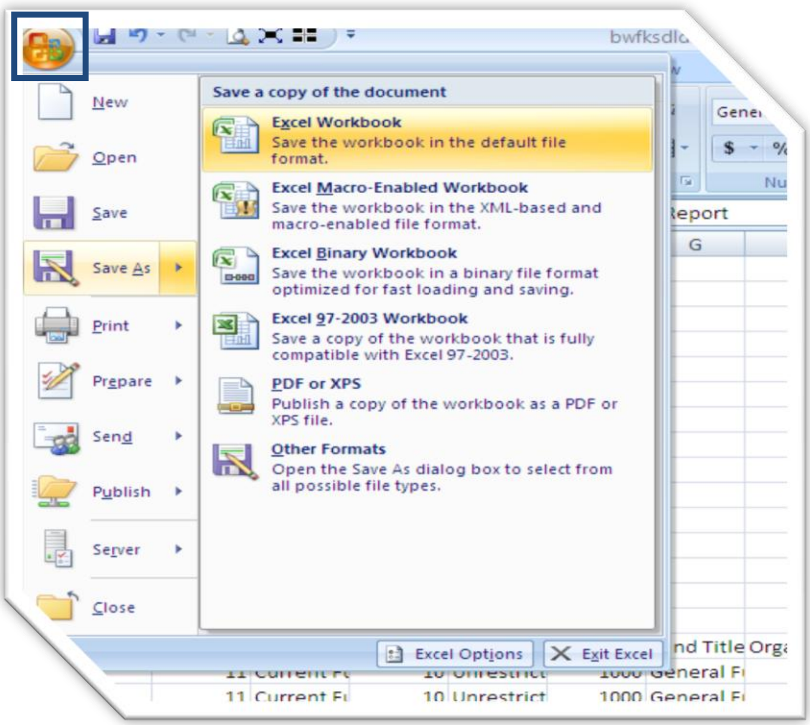
Save Query as

Shared

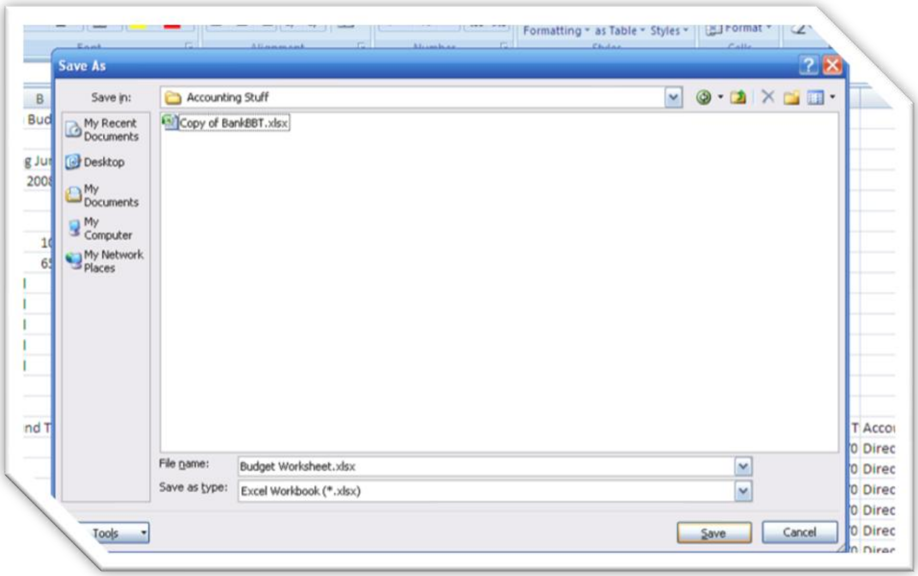
- Data will be populated in Excel as a CSV file.



- Save as an Excel document.
  - Click Office Button
  - Go to File Save As: Excel Workbook



- Rename file and save in desired location



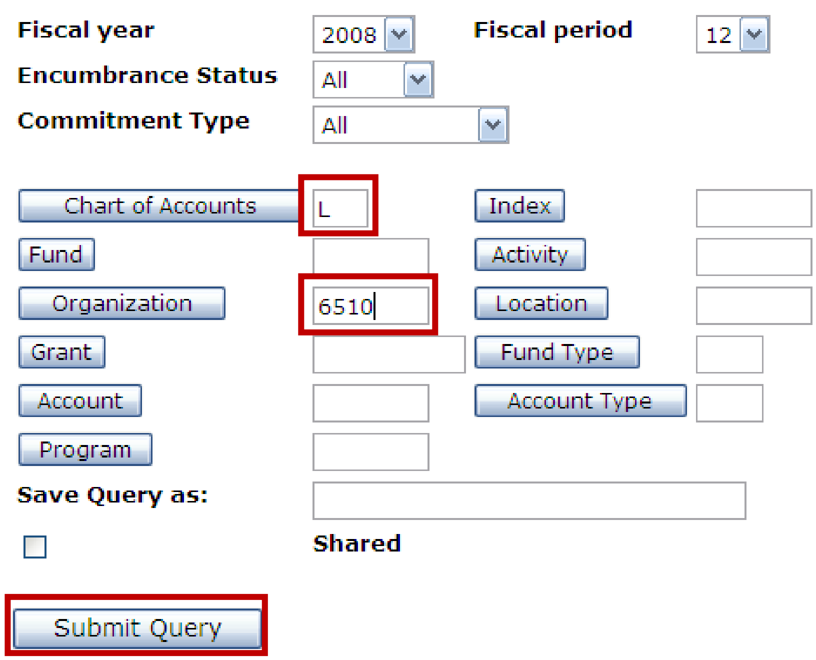
- Organize data in desired format.

	A	B	C	D
1	Organization Budget Status Report			
2	Fund	1000	General Fund	
3	Organization	6510	Financial Planning & Budgeting	
4				
5	Account	Account Title	Available Balance	
6	710008	Printing	556.64	
7	710009	Purchased Services	452.50	
8	730000	Freight/Shipping	(8.93)	
9	730001	Postage	438.15	
10	740000	General Advertising	950.00	
11	750000	Computers	1,200.00	
12	760001	Award Supplies	500.00	
13	760004	General Supplies	714.55	
14	760007	Office Supplies	545.95	
15	761000	Clothing/Uniform Supplies	300.00	
16	770001	Prof. Dev. Travel Ground	30.00	
17	770002	Prof. Dev. Travel Incidentals	210.00	
18	770003	Prof. Dev. Travel Lodging	240.00	
19	770004	Prof. Dev. Travel Per Diem	120.00	
20	774001	Team Travel Ground	81.74	
21	774002	Team Travel Incidentals	215.00	
22	774003	Team Travel Lodging	1,448.68	
23	774004	Team Travel Per Diem	2,300.25	
24	784000	Awards	100.00	
	784006	Hospitality & Entertainment	150.00	
	784007	Institutional Memberships	50.00	
		Total	10,594.53	

Encumbrance Query

The encumbrance query reporting tool, gives Budget Managers the ability to manage encumbrances as it shows how much funds are remaining on an encumbrance. This query lists encumbrance information by organization and then gives details for each individual encumbrance.

- Click the Encumbrance Query Link
- Enter Query Parameters
  - Fiscal Year/Period:
    - Select desired year/period for budget you are reviewing
    - Recommend leaving fiscal period at 12 to receive most up-to-date information
  - Comparison Fiscal Year/Period:
    - Select desired year/period if you would like to compare data between fiscal years.
  - Chart: L
  - FOAPAL elements: *at a minimum must have Organization code*



- Click Submit Query

- Encumbrance information will be displayed by account and document code

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
760014	P0019812	Sterling Oil Company	540.59	.00	(540.59)	934.08	.00	100.00	Uncommitted
761000	P0014935	High Peak Sportswear	2,220.00	.00	(2,220.00)	2,220.00	.00	100.00	Uncommitted
761000	P0014936	High Peak Sportswear	915.00	.00	(912.00)	912.00	3.00	99.67	Uncommitted
762000	P0023709	Medco Supply Company	234.85	.00	.00	.00	234.85	.00	Uncommitted
762000	P0023710	Medco Supply Company	101.60	.00	.00	.00	101.60	.00	Uncommitted
Report Total (of all records)			4,012.04	.00	(3,672.59)	4,066.08	339.45	91.54	

Another Query

- Click any PO to see the details
  - Invoices and any adjustments made to the PO will be displayed
  - Anything with a blue link can be drilled into for further clarification

Selected Document

Encumbrance Detail Status Report By Document, Account Distribution Period Ending Jun 30, 2008 As of Aug 12, 2008			
Chart of Accounts	L Liberty University	Commitment Type	Uncommitted
Document Number	P0019812	Document Date	Nov 14, 2007
Transaction Description	Sterling Oil Company		
Fund Type	All	Account Type	76 Supplies

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund
I0057979	INEI	.00	.00	(335.27)	.00	0	1	1000
P0019812	PORD	540.59	.00	.00	.00	0	1	1000
I0059424	INEI	.00	.00	(122.34)	.00	0	1	1000
I0059423	INEI	.00	.00	(82.98)	.00	0	1	1000
*0002624	POBC	.00	.00	.00	.00	0	1	1000
I0057979	INEI	.00	.00	.00	335.27	0	1	1000
I0059424	INEI	.00	.00	.00	515.83	0	1	1000
I0059423	INEI	.00	.00	.00	82.98	0	1	1000

Another Query

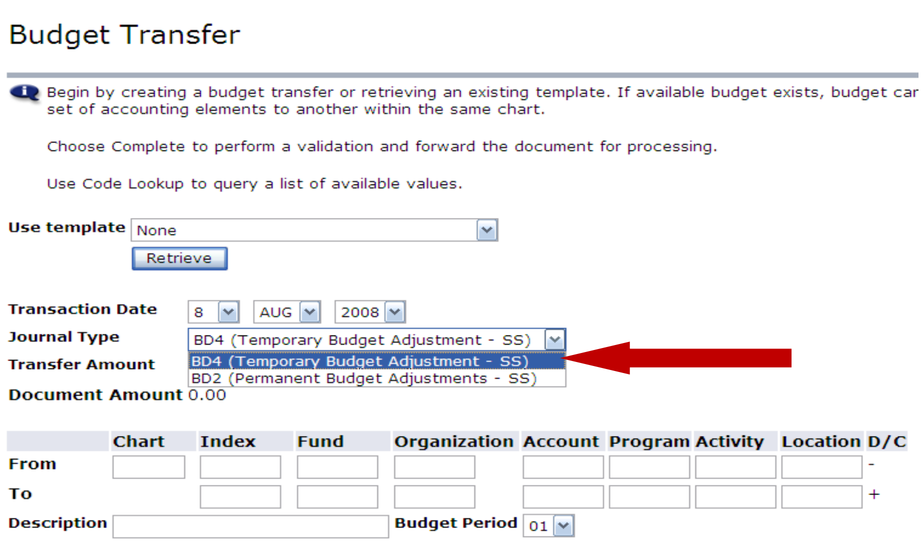
Budget Transfer

Occasionally funds will need to be moved within the budget due to changes in spending patterns. Funds can be moved from one account to another with a budget transfer. Restrictions are that funds cannot be moved out of capital/non-capital assets or personnel accounts without VP of Finance approval.

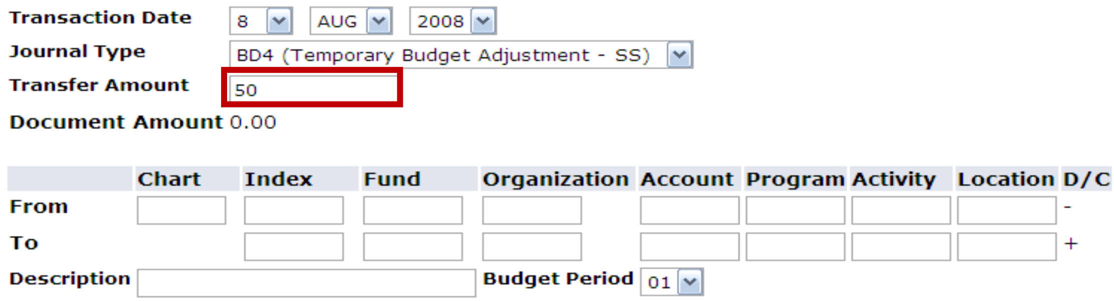
Single Line Transfer

- Click Budget Transfer Link

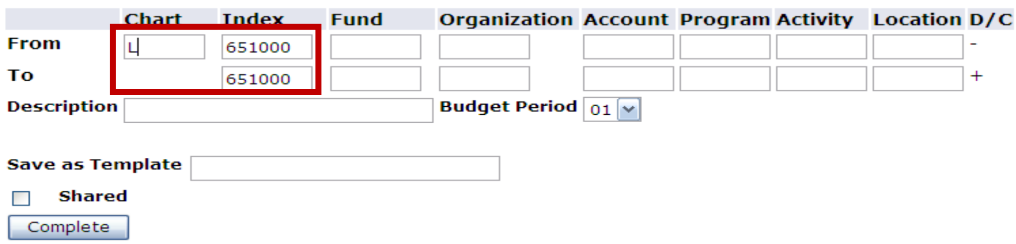
- Select type of transfer from Drop Down List
  - Temporary
    - Select for transfers that do not need to be reflected in future budget years
    - Example: Moving of funds to printing for advertisement of a onetime event
  - Permanent
    - Select for transfers that need to be reflected in future budget years
    - Example: Moving of funds to printing for advertisements of an annual event



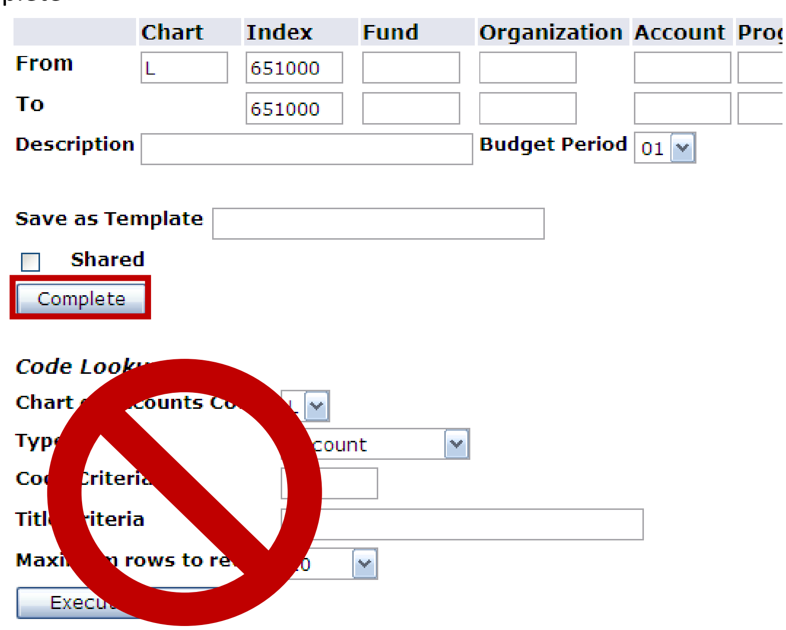
- Enter amount of transfer in Transfer Amount field



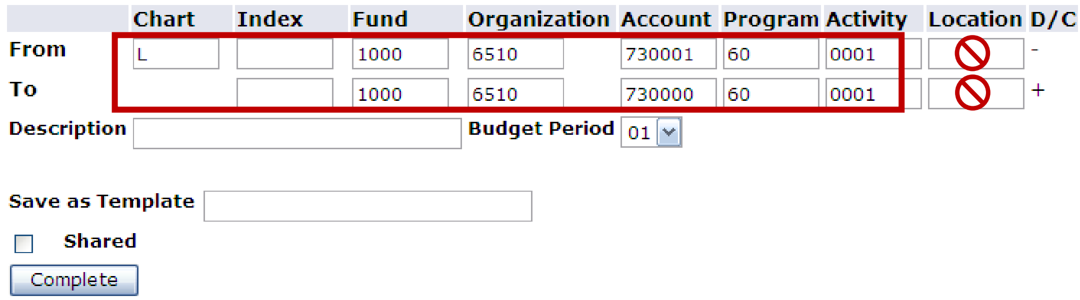
- Enter Chart and Index on both lines



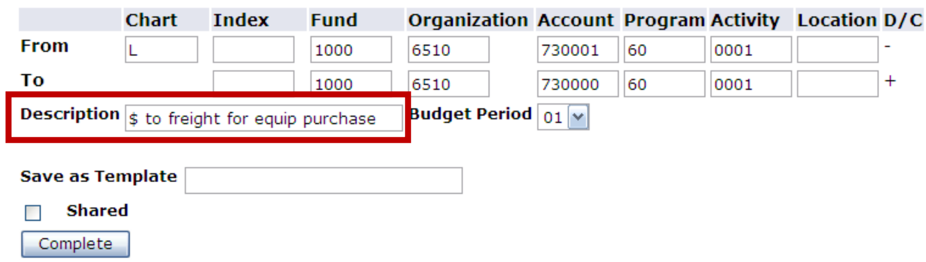
- Hit Complete



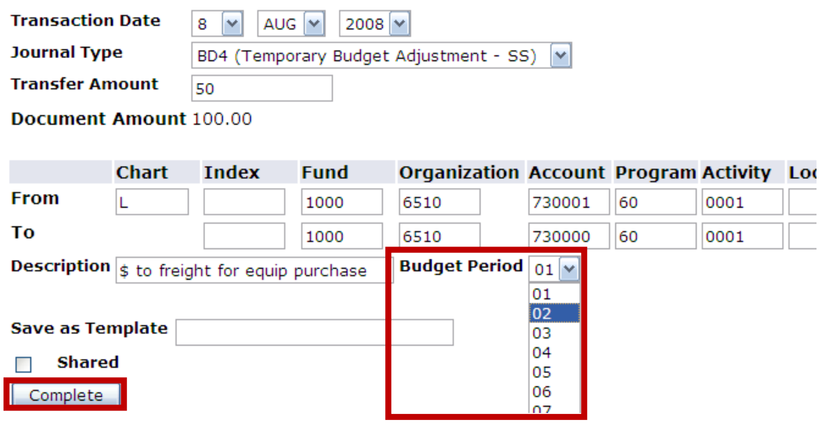
- Add account codes to FOAPAL



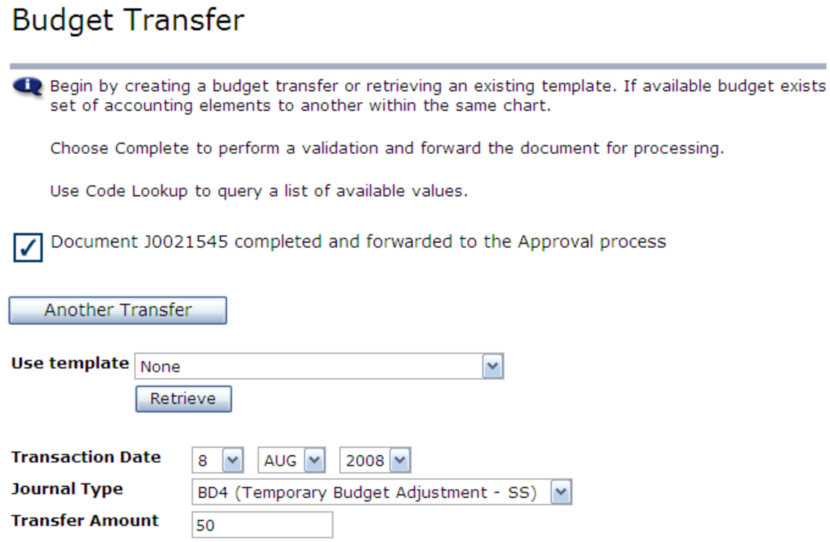
- Type a brief description (35 character limit)



- Change budget period to current month of fiscal year

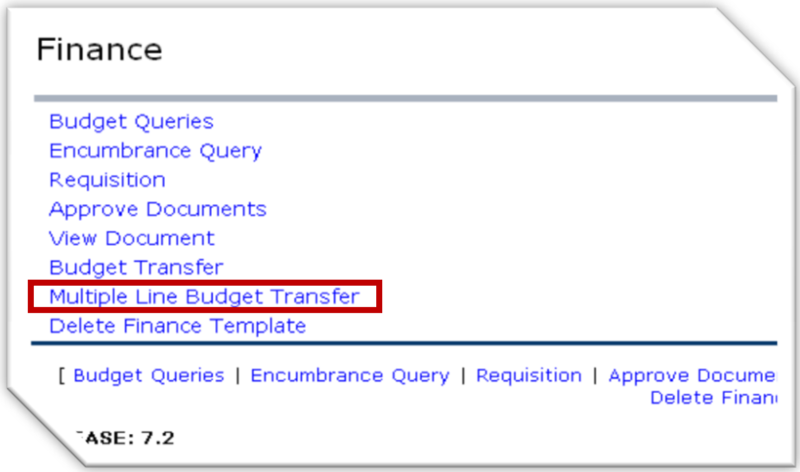


- Hit complete
  - Document number will appear at top of page
  - Do **NOT** hit complete again as this will process another budget transfer

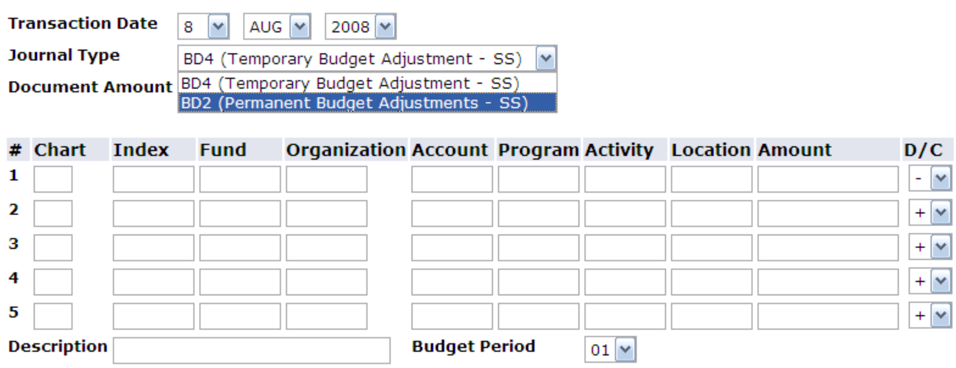


Multiple Line Transfer

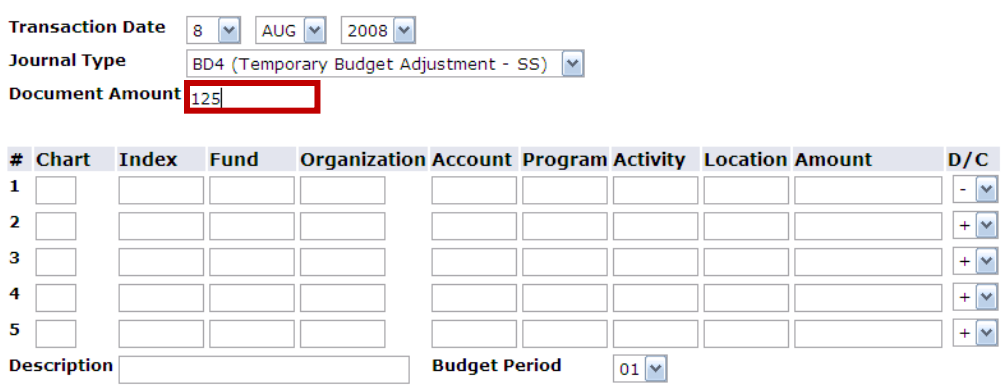
- Click Multiple Line Budget Transfer Link



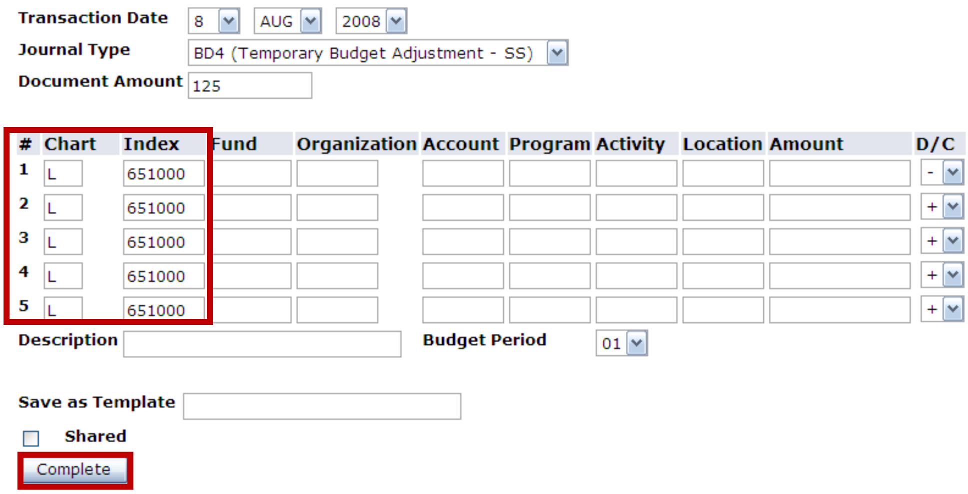
- Select type of transfer from Drop Down menu



- Enter Document Amount *(Sum of all the amounts regardless of +/-)*



- Enter Chart and Index on all lines that will be used

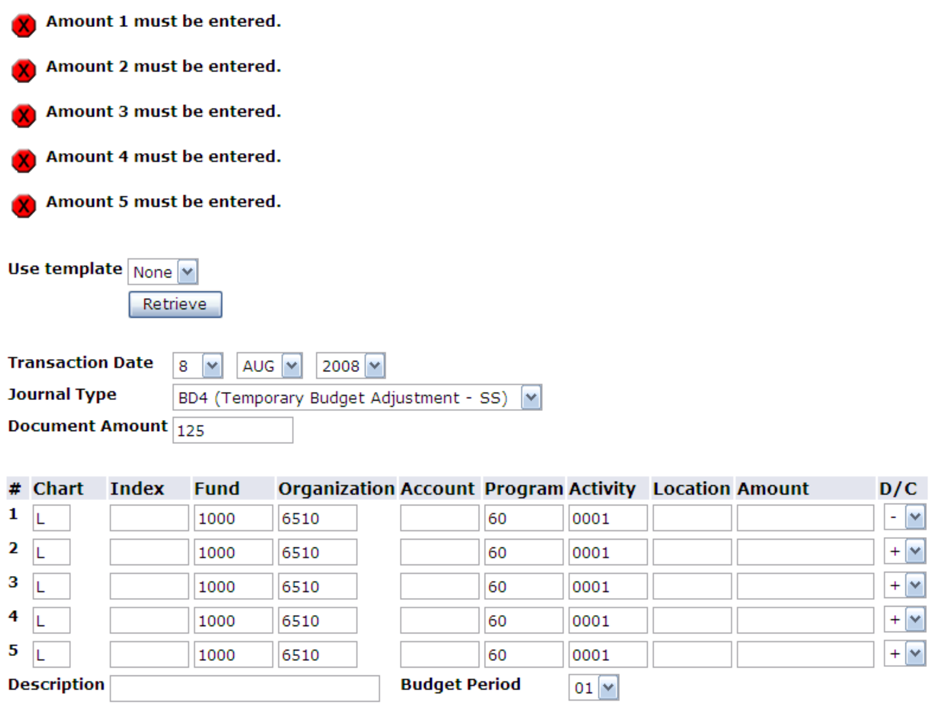


Transaction Date 8 AUG 2008
Journal Type BD4 (Temporary Budget Adjustment - SS)
Document Amount 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L	651000								-
2	L	651000								+
3	L	651000								+
4	L	651000								+
5	L	651000								+

Description
Budget Period 01
Save as Template
Shared
Complete

- Select Complete



Amount 1 must be entered.
Amount 2 must be entered.
Amount 3 must be entered.
Amount 4 must be entered.
Amount 5 must be entered.

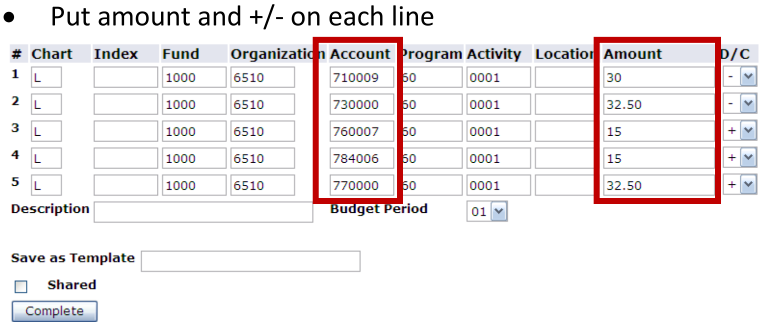
Use template None
Retrieve

Transaction Date 8 AUG 2008
Journal Type BD4 (Temporary Budget Adjustment - SS)
Document Amount 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L		1000	6510		60	0001			-
2	L		1000	6510		60	0001			+
3	L		1000	6510		60	0001			+
4	L		1000	6510		60	0001			+
5	L		1000	6510		60	0001			+

Description
Budget Period 01

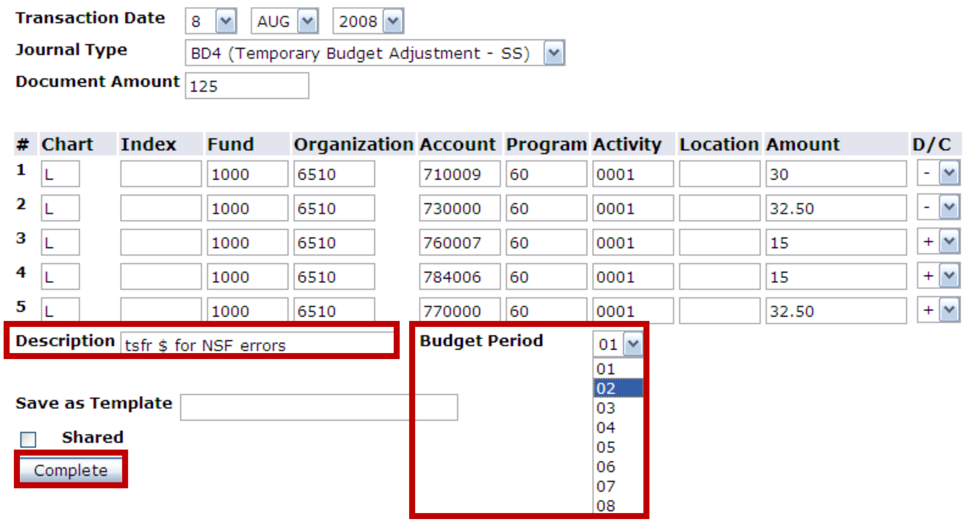
- Add account codes to FOAPAL
- Put amount and +/- on each line



#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L		1000	6510	710009	60	0001		30	-
2	L		1000	6510	730000	60	0001		32.50	-
3	L		1000	6510	760007	60	0001		15	+
4	L		1000	6510	784006	60	0001		15	+
5	L		1000	6510	770000	60	0001		32.50	+

Description
Budget Period 01
Save as Template
Shared
Complete

- Type a brief description
- Change Period to current month of fiscal year



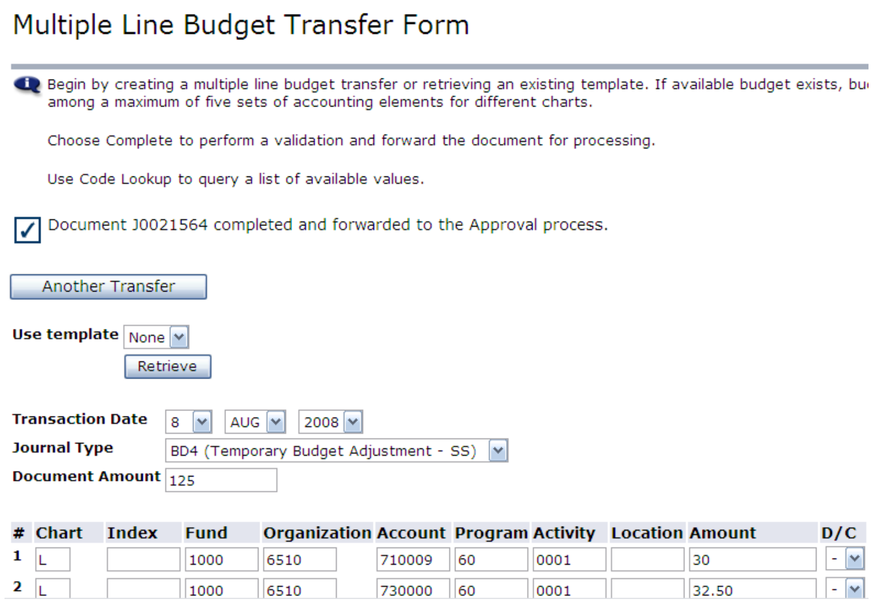
Transaction Date 8 AUG 2008
Journal Type BD4 (Temporary Budget Adjustment - SS)
Document Amount 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L		1000	6510	710009	60	0001		30	-
2	L		1000	6510	730000	60	0001		32.50	-
3	L		1000	6510	760007	60	0001		15	+
4	L		1000	6510	784006	60	0001		15	+
5	L		1000	6510	770000	60	0001		32.50	+

Description tsfr $ for NSF errors
Budget Period 01
01
02
03
04
05
06
07
08

Save as Template
Shared
Complete

- Select Complete
- Document number will appear at top of page



Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, bu
among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Document J0021564 completed and forwarded to the Approval process.

Another Transfer

Use template None
Retrieve

Transaction Date 8 AUG 2008
Journal Type BD4 (Temporary Budget Adjustment - SS)
Document Amount 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L		1000	6510	710009	60	0001		30	-
2	L		1000	6510	730000	60	0001		32.50	-

- Do **NOT** hit complete again as this will process another budget transfer