OVERVIEW FOR ACCOUNT MANAGERS AND SUPPORT PERSONNEL

Revised December 22, 2015
This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

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Controller’s Office

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Session Overview

Introduction
Beginning September 1, 2009, Stephen F. Austin State University began using Banner Finance to record and manage all of its financial information. This training workbook is intended to help provide support and guidance in understanding key elements of the Banner system.

Prerequisites
The following are prerequisites for completing this session:
➢ None

Expected Outcomes
In this training session, Banner users will learn:

• The basic concepts of the Banner Finance System
• How to log into Self-Service
• How to query budget status three different ways
• How to request Budget Transfers
• How to view documents
• Download data from queries into Excel

Learning Guide Icons

In this Banner learning guide, watch for these icons to highlight important information.

👩‍💻 Indicates a shortcut or tip.
➢ Indicates hands-on exercise or activity.
Chart of Accounts (FOAP)

Overview
The Chart of Accounts (COA) is a systematic classification of accounts and is an essential part of any accounting system. These accounts have been developed to be compatible with our organizational structure. The form and content are then arranged to be in agreement with financial reports that are issued.

Chart of Accounts
The Chart of Accounts in Banner is known at the FOAP. This is an acronym for:

Fund - Organization - Account - Program

<table>
<thead>
<tr>
<th>Element</th>
<th>Definition</th>
<th>Banner Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Indicates the source of money and how it can be used</td>
<td>Educational &amp; General Funds Designated Funds - General HEF Instructional Capital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>107550</td>
</tr>
<tr>
<td></td>
<td></td>
<td>150001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>130472</td>
</tr>
<tr>
<td>Organization</td>
<td>Who is responsible for the money (Dept.)?</td>
<td>Provost &amp; VP Acad Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College of Sciences &amp; Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physics &amp; Astronomy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Planetarium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>260</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2660</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26602</td>
</tr>
<tr>
<td>Account</td>
<td>What are the funds used for or the nature of the expenditure?</td>
<td>Printing &amp; Reproduction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consumables</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wages - Classified</td>
</tr>
<tr>
<td></td>
<td></td>
<td>772730</td>
</tr>
<tr>
<td></td>
<td></td>
<td>773000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>670160</td>
</tr>
<tr>
<td>Program</td>
<td>What is the functional purpose?</td>
<td>Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>250</td>
</tr>
</tbody>
</table>
In Banner the fund is detailed and is broken out to specific sources of funds. Each Fund/Org combination has to be unique. Below is a partial list of funds:

**Current Unrestricted Funds**
- General Appropriations & Other
- Educational and General Funds
  - 107550 Educational and General Funds
  - 107551 GR Budget Reduction
  - 107556 E&G GR
  - 107557 E&G GRD
- 107600 E & G Cost Share
- HE Performance Incentive
  - 120355 HE Performance Incentive
- HEF Funds
  - 130471 HEF General Allocations
  - 130472 Instructional Capital
  - 130473 PC Replacement
  - 130474 Library Books
- 130475 HEF Budget Reduction

**Designated Funds**
- Designated Funds
  - 150001 Designated Funds - General
  - 150002 Designated Tuition
  - 150003 Designated Course Fee
  - 150004 Designated Technology Fee
  - 150005 Designated Library Fee
  - 150006 Designated Publication Fee
  - 150007 Designated Installment Fee

**Organizations (Orgs):** More organizations (departments) were created to allow specific reporting and to facilitate a hierarchy for reviewing management reports. An example of an organization structure is below:

- 220 College of Education
- 2220 Elementary ED
- 22200 Elementary ED
- 22201 Early Childhood Lab
- 22202 Early Childhood Education
- 22203 Charter School
- 22204 ECRC
- 22205 Environmental Education
- 22210 Elem Ed Pattillo
Sales and Services

55000 Retail Sales 55370 Health Clinic Services
55101 Concession Revenues 55371 Special Events
55102 Game Guarantees 55372 Student Meal Plan
55103 Bus Revenues 55373 Dining Dollars
55104 NCAA Revenue Distributions 55374 Parking Garage Fee
55105 Media Revenues 55375 Housing Deposit Forfeit
55106 Press Box Revenues 55376 Yearbook Revenues
55310 Advertising Revenues 55377 Food Service Commission
55320 Camp Revenues - Auxiliary 55378 Vending Contract
55321 Student Ctr Catering Rev 55379 Soft Drink Contract
55362 Parking Fines 55380 ID Cards
55363 Postal Box Rent 55384 Housing Break Fees
55364 Student Housing 55389 Entry Fees
55365 Room Damages 55401 Technical Service Fee
55366 Bookstore Commissions
55368 Bank Center Lease
55369 SC Room Charge

Educational Sales and Service

55601 Dept Sales and Services
55602 Workshop/Class Fees
55603 Lab Manuals & Publication Rev
55604 Surplus Sales
55650 ECH Child Care Fees
55651 ECH Supply Fee
55652 ECH Late Pickup Fees
55653 Charter School Food Service

Outside Sales and Services

55700 Rec Center Fee for Employees
55701 Rec Center Camp Revenues
55702 Rec Center Retail Sales
55703 Rec Center Guest Fees
55704 Massage Therapy Fees
55705 Personal Trainer Fees
55706 Summer Pool Membership

Rental Revenues

55800 Facilities Rental
55801 Equipment Rental
55802 Lease or Rental Revenues
BUDGET POOLS

The following Budget Pools for accounts will be used:

67B1    Employee Benefits Budget Pool
71B1    Travel Budget Pool
72B0    O&M Budget Pool
74B0    Grant, Scholarship & Fellowships Pool
80B0    Transfers Budget Pool

Program: The Program is the functional purpose. Some examples of these are:

100    Instruction
150    Research
200    Public Service
250    Academic Support
310    Student Services - Non-Athletic
320    Athletics
350    Institutional Support
400    Operation and Maintenance of Plant
450    Scholarships
500    Auxiliary Enterprise
AGC    Agency Funds
Finance Self-Service Banner (SSB) is a web browser based tool that allows users to do many common tasks without having to log into the Banner System. Anyone with regular Internet Native Banner (INB) Finance rights has those same rights applied during a Self-Service session. This means they can only query accounts and documents or initiate budget adjustments for Orgs they have rights to in INB Finance. Likewise, they must be an INB Finance approver to be able to approve documents in Self-Service.

Logging on to Self-Service

Self-Service Banner (SSB) is accessed through the mySFA site. Simply click on the Employee tab and you will see Self Service Banner. You will then click on the Finance tab.

The following screen should appear: (Please note that you may have several other options also (For example: Student, Financial Aid, etc.)

CLICK on the “Finance” tab or the word “Finance” to open the following options list.

Any time a word, title, code or amount appears in a blue color it is a hyperlink that will bring the user to a new functionality or will drill down to some supporting documentation. As you work in Self-Service you can move backwards through your steps by clicking the left navigation arrow in the upper left of the screen.
If a Self-Service session is inactive for over 30 minutes, the session will expire for security reasons and you will have to log in again.

There are several different ways to query budget vs. actual in Finance Self-Service.

CLICK on “Budget Queries” to open the page below.
CLICK on the “Type” dropdown to access the three different query types.

The differences in the three Budget Query types are:

• **by Account** - one specific FOAP string - must be a data-enterable FOAP with actual transactions in it - cannot use hierarchy

• **by Organizational Hierarchy** - can create high level summary reports

• **Quick** - cannot drilldown to detail transactions or documents supporting the numbers reported - only returns four check-marked data elements below. The other two query types allow you to specify which of these ten available data elements to present in the report.

**Budget Status by Account**

The ten possible data elements shown at the bottom left of this page are:

• Adopted Budget - original budget entered or rolled from a prior year (B20 and B26)
• Budget Adjustments - budget changes (B21)
• Adjusted Budget - net of two above elements
• Temporary Budget - (we do not use this)
• Accounted Budget - Includes any budget changes in the past or future.
• Year to Date - actual transactions booked (JVs, invoices, direct pays, deposits, etc)
• Encumbrances - Generated by purchase orders and salary encumbrances; funds committed for future payments.
• Reservations - net open Requisitions
• Commitments -Equal to the total budget set aside for future obligations. These are made up of Reservations and Encumbrances.
• Available Balance - net available budget.

   Formula is: Adjusted Budget \textit{less} Year to Date \textit{less} Commitments \textit{equals} Available Balance

CLICK “Submit Query”.

For now just select the data elements that are checked below.

CLICK “Continue”.
Note the information balloons at the top of the screen describe:

- the minimum input requirements (fiscal year, fiscal period, chart and Organization or Grant)
- the difference between a grant query and a non-grant query (inception-to-date versus fiscal-year-to-date)
- how to do comparison reporting for two fiscal years.

The dropdown boxes will display the valid values that can be used in those fields. CLICK on a dropdown value from the list to select it.

“Fiscal Period” is monthly. 01 is September, 02 is October, 12 is August and 14 is the Accrual Period which includes all the final entries for the fiscal year. The query results will always be cumulative year-to-date through the end of the fiscal period specified. Using period 14 will always give you the cumulative up-to-date total for a fiscal year.

“Comparison - Fiscal Year/Period” drop downs allow you to see comparable data for two fiscal years in the query results. The comparison fiscal period does not have to be the same as the primary fiscal period. For example, you may want to see the current year as of period 04, but the prior year as of period 14.

“Commitment Type” relates to budgeted values and the query options are Uncommitted,
Committed or Both. All normal budget transactions are Uncommitted - meaning the budget can be used by any type of transaction charged to that FOAP string. When purchase orders are rolled from one fiscal year to another the related budget is also rolled - but as Committed. This means that rolled budget can only be used by that purchase order and invoices tied to it.

"Chart of Accounts" will always be S.

Note that you can query using a specific "Fund Type" or "Account Type" by populating those fields.

Common Fund Type queries would be:

11 Current Unrestricted Funds
16 Designated Funds
21 Grants
22 Endowment Spending

Common Account Types used would be:

61 for Salaries and Wages
64 for Benefits
71 for Travel
72 for Operating Expenditures (O&M)

How to Look up Unknown Numbers

Clicking on any of the FOAPAL code buttons will open the Code Lookup window where a wildcard (%) can be used to find an unknown code. Remember, this is case-sensitive and you must use upper and lower case.

The above query looking for all ORG codes with the word “Plan” anywhere in their title returned the following results:
The above results also demonstrate hierarchy. 30201, 30215, and 30220 are the data-enterable ORG codes, which rolls up to 3020.

For example: A “Budget Status by Account” query can only be done on the 30201, 30215, and 30220 data-enterable ORG codes. To view the 3020 ORG a “Budget Status by Organizational Hierarchy” query must be used.

Clicking on one of the blue codes in the “Code lookup results” screen above will return that value to the query parameters screen. Reminder: Your security must allow you access to that ORG.

You must enter either an “Organization” code or a “Grant” code in the query parameters.

• Using an Organization code views the Operating Ledger which holds information by fiscal year.

• Using a Grant code views the Grants Ledger which holds information on an inception-to-date basis (grants can cross multiple fiscal years). If you leave any of the non-required FOAPAL fields blank, it is the same as specifying ALL.

The “Include Revenue Accounts” check box is unchecked by default. This is because the vast majority of queries will be done for FOAPs with no revenue. If the FOAP being queried has revenue transactions, checking this box will include them in the query results. When the box is checked, the total formula for the columns in the resulting report will be:

Revenue less Expense equals Column Total.
If expenses are greater than revenue, this will result in column totals with a leading minus sign.

**Important Note:** If you want to look at both revenue and expenses, take out the Program Code that you either entered or defaulted from the use of the Index.

**Only posted documents appear with the normal query results.** Click on the tab View Pending Documents to see any transaction that is incomplete or still in an approval queue.

1. Operating Ledger (Fiscal Year) Queries

For this section, use one of the valid ORGs for which you have access rights. The Procurement Services account is used for demonstration purposes - you should try doing the same steps as the demonstration but use your own account.

The query for a regular fund (non-grant) produced this report. The header information shows the data-enterable budget FOAP and the period ending date. The As-of date is the date the query was run. The query parameters are listed.

**Query results can display 15 ACCT codes on the screen at one time. If there are more than 15 ACCT codes with activity, summary numbers appear as shown below.**
“Screen total” is the sum of the ACCT codes appearing on the current screen. 
“Running total” is the sum of all the screens viewed so far. 
“Report total” is the grand total for the entire query - even if you have not viewed all the ACCTs.

Data will appear in ACCT code sequence (the first column). The four columns of numbers presented are the data elements selected when the query was first initiated. Clicking the “Next 15” button will display the next 15 ACCT codes in the report. Some screens may display both a “Previous 15” and a “Next 15” button if a FOAP has a lot of ACCT code activity.

DOWNLOAD TO EXCEL

After the report totals section there are two “Download” buttons.

The “Selected Ledger Columns” button will download the data elements (budget, Year to Date, Commitments, etc) specified at the start of the query. The “All Ledger Columns” will download all 10 data elements - even if they are not in the query’s report.

Clicking “Download Selected Ledger Columns” on the previous query report and using the “Open” option pulled all the data presented in the report into Excel. But, a lot of other information is also downloaded and clutters the file as seen below.

This Excel file can then be saved wherever you would like to save it.
DRILLDOWNS

Clicking on any blue link in the results of a query starts a drill down sequence where individual transactions and documents supporting a reported number can be viewed.

Note that only “Year to Date” values are drilldowns. There is a separate Self-Service functionality to view “Commitments” that is demonstrated in the Requisitions, Approvals, and Receiving training.

Clicking on the Year to Date value above for the 773000 ACCT code opened the following screen.

The information on the above screen can then be either downloaded to Excel or you can perform a further query to view the information about a specific document.

Our example only shows a few items, but note that detail transactions list can display 15 items at a time and uses the “Next 15” concepts for totaling and displaying additional records.

You will also note that the Document Code fields are blue, meaning they provide additional drill down functionality.

Clicking on one of the blue document links opens the following screen which provides the full FOAP and other information about the document.
Clicking on the blue “Document Code” above accesses the following screen which uses the Self-Service “View Document” functionality (which can also be accessed directly without drilling down from a query result).

Note that the Document Codes in the “Related Documents” section at the bottom are blue, meaning a further drilldown to the supporting Requisition or Purchase Order can be done by clicking them.
COMPUTED COLUMNS

Hit the “go back” icon to return to the screen where your initial budget query was performed. At the bottom of this query report is a “Compute Additional Columns for the query” section.

This will create a new column of data which is derived from the values in two other columns. The “Operator” field below shows five different types of calculations that can be done.

In the example below, the last column of data in the report (available balance) is being calculated as a percent of the first column of data (adjusted budget); will be displayed as the last column in the report; and will have a column title of “Percent Unspent”.

When the “Perform Computation” button is clicked the revised report opens with the computed percent column appearing at the far right.
At the bottom of this new report a new “Remove Computation” button appears to allow removal of the computed column.

Use the “Another Query” button to start a completely new budget query, or use the left navigation arrow in the top left corner of the screen to back up through your steps in the current query.

Using the “Budget Status by Account” option to create a summary query at a non-data-enterable roll up level will not work.

A query using a non-data-enterable roll-up results in the “Query retrieved no records” report.
VIEWING AVAILABLE BALANCE OF O&M

To view the amount remaining in your O&M account the following query could be done:

Make the following selections to the Data Elements:

Click “Continue”

The following selections would be made to view only the O & M portion (use your Org):
Then hit “Submit Query” and the following screen appears:

<table>
<thead>
<tr>
<th>Account Title</th>
<th>FY09/P09 Accounted Budget</th>
<th>FY09/P09 Year to Date</th>
<th>FY09/P09 Encumbrances</th>
<th>FY09/P09 Reservations</th>
<th>FY09/P09 Commitments</th>
<th>FY09/P09 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>7280 Operations &amp; Maint Budget Pool</td>
<td>30,180.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>30,180.00</td>
</tr>
<tr>
<td>771010 In State Public Transportation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>771060 In State Per Diem Meals Lodging</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>771070 In State Partial Per Diem</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>771110 Out of State Public Trans</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>771160 Out of State Meals Lodging</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>771170 Out of State NonOvernight Trav</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>772400 Consulting Services Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>772560 Arch or Engineering Services</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>772670 Computer Equipment M and R</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>773000 Consumables</td>
<td>0.00</td>
<td>2,580.00</td>
<td>5,296.00</td>
<td>15,398.90</td>
<td>20,604.90</td>
<td>(23,384.90)</td>
</tr>
<tr>
<td>773150 Food for Teaching and Research</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,050.00</td>
<td>1,050.00</td>
<td>(1,050.00)</td>
</tr>
<tr>
<td>773300 Parts Furnishings and Equipment</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>773340 Furn of Equip less Than 5K</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>773400 Building and Improvements Exp</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Screen total</td>
<td>30,180.00</td>
<td>2,580.00</td>
<td>5,296.00</td>
<td>16,355.90</td>
<td>21,654.90</td>
<td>5,945.10</td>
</tr>
<tr>
<td>Running total</td>
<td>30,180.00</td>
<td>2,580.00</td>
<td>5,296.00</td>
<td>16,355.90</td>
<td>21,654.90</td>
<td>5,945.10</td>
</tr>
<tr>
<td>Report Total (all records)</td>
<td>30,180.00</td>
<td>2,580.00</td>
<td>5,296.00</td>
<td>29,165.79</td>
<td>34,461.79</td>
<td>(6,881.79)</td>
</tr>
</tbody>
</table>
This shows that of the budgeted amount of $30,180.00; $2,580.00 has already been spent and there are commitments for $34,461.79; leaving a budget shortage of $6,861.79.

To view only Personnel Expenditures, do the same query as above but use 6% in the Account field.

Grant Ledger (inception-to-date) Queries

This query is the same process as before except that a Grant code is used.

The above query created the following report from the Grant Ledger. The “Year to Date” column is actually reporting Inception-to-Date data since the beginning of the grant.
If a grant has more than one FUND associated with it:

- Specifying just the Grant code in the query parameters will report the sum of all the FUNDS associated with the grant in one report.

- Specifying the Grant code and a FUND code will report just that FUND's activity.
Budget Status by Organizational Hierarchy

You cannot do roll-up reporting using the “Budget Status by Account” option. You need to use the “Budget Status by Organizational Hierarchy” option to do this type of query. Hierarchy queries cannot be done for Grants.

Using this option for the query below yields a report which summarizes each of the ORGs at the next lowest level from that specified in the query. Clicking on a blue ORG code in the report (like 2250) will open a similar report for that ORG listing the many values for the ORGs that roll up to it, etc.

Budget Queries

Once you drill down to the data enterable ORG (22500) you can then drill down to the level 1 Account Types, then to the level 2 Account Types, and finally to the actual ACCT codes, detail transactions and documents as seen in the earlier queries.
### Report Parameters

**Organization Budget Status Report**

**By Organization**

**Period Ending May 31, 2009**

**As of May 18, 2009**

### Query Results

<table>
<thead>
<tr>
<th>Organization Title</th>
<th>FY09/PD09 Adjusted Budget</th>
<th>FY09/PD09 Year to Date</th>
<th>FY09/PD09 Commitments</th>
<th>FY09/PD09 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Education</td>
<td>(691,499.64)</td>
<td>0.00</td>
<td>0.00</td>
<td>(691,499.64)</td>
</tr>
<tr>
<td>Human Services</td>
<td>(2,173,440.70)</td>
<td>(20.00)</td>
<td>0.00</td>
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Download All Ledger Columns | Download Selected Ledger Columns

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<th>FY09/PD09 Commitments</th>
<th>FY09/PD09 Available Balance</th>
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</table>

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Save Query as | Shared
Budget Quick Query

This query option does not ask which data elements to report. Instead, the Adjusted Budget, Year-to-Date, Commitments and Available Balance are automatically reported.

This query yields the following report header and the following detail report listing. This report is similar to the first “Budget Status by Account” report run earlier because the same four data elements were specified.

Note that there are no blue drilldown links. The Quick query has no drill down capability. Quick query also has no hierarchy, download or computed columns capability.

Budget Quick Query is just that - a quick snapshot report with no additional functionality.
Return to either the Menu or the choices at the bottom of the screen to access Budget Transfers.

Certain types of budget transfers can be initiated through Self-Service instead of sending a hard copy budget request form to the Budget Office. The budget transfer from Self Service will be routed to an approval queue in their office. If approved, the transfer will be posted.

**Budgeting Revenue**

**These are the instructions from the Budget Office website for budgeting revenue:**

1. Click on "Budget Transfer"
2. Journal Type - Departmental Budget Revenue (BDR)
3. Enter transfer amount (the amount in the available column, but not more than \-1,000 for each transaction)
4. Enter "S" in Chart field
5. Enter Fund, Org, Account, Program (always R99 for revenue portion), and revenue amount that you wish to budget in the "From" section
6. Enter Fund, Org, Account, Program (normal program number for expense portion), and matching amount that you wish to move into O&M in the "To" section
7. Description should state what you are actually processing, usually a statement such as: "Overrealized income" or "Increasing revenue to reflect actual"
8. Budget period will always be "01"
9. Save as template if desired; do NOT check "shared"
10. Click on "complete" and a message should appear at the top of the screen that reads: **Document JXXXXXXX completed and forwarded to the approval process.**

These are the steps for preparing a budget transfer:

There are two separate Self-Service functions available for budget transfers -
“Budget Transfer” - a simple two line entry form with ‘from’ and ‘to’ FOAP strings which have minus and plus signs automatically associated with them. The “Transfer Amount” is entered in only one field and that amount will be posted for both lines of the entry.

“Multiple Line Budget Transfer” - Is in journal input form with a 5 line maximum. A hash total of all the individual amounts (ignoring the sign) is entered in “Document Total” field and any combination of plus and minus lines are input. The plusses must equal the minuses. Only one “Journal Type” option is available.

Budget checking is applied to budget adjustments. A budget transfer cannot be completed if it is NSF (non-sufficient funds).

2-Line Budget Transfer

Using “Budget Transfer” the following entry to move budget from one pool to another was created. Note that “01” is the only acceptable value in the “Budget Period” field.
Clicking the “Complete” button will finish the process and a message will appear saying the document was forwarded to the Approvals process.

**Code Lookup**

There is a “**Code Lookup**” available at the bottom of both budget transfer forms that allows lookup of predefined FOAP component and procurement codes. The “**Type**” drop-down box shows the various codes that can be queried. For example: the wildcard query for Account Codes with the word “Travel” in them yields these results.

**Multiple Line Budget Transfers**

Multi-line budget transfers work the same as the 2-line budget transfers except:

- the “**Transfer Amount**” on the 2-line “**Budget Transfer**” form is the amount that will post for both lines
• the "Document Amount" on the "Multiple Line Transfer Form" is the hash total - the sum of the absolute value each of the 5 FOAP string amounts ignoring their signs.

• the "D/C" debit/credit indicator for any of the lines on the multiple line form can be set at either + or - using the drop-down box. Plusses must still equal minuses in total.

When the "Complete" button is clicked, the input is subjected to budget checking. If there is insufficient budget an error message will appear. If the FOAP code is correct and there is a NSF condition the entry cannot be completed in Self-Service.

Both budget input screens have a "Save as Template" area near the bottom. The template can be used the next time you use the budget input functionality.
The query parameter screen for Encumbrance Query is similar to the Budget Query screens already seen.

The “Encumbrance Status” field allows a query of “Open”, “Closed” and “All” encumbrances. Keep in mind that only POSTED transactions will appear. If a document is incomplete, or still in an approval queue, it is not posted. Such a document will effect budget availability, but it does not appear in either Self-Service or INB Finance queries until it has posted.
This query ... yields the following report header ...... and the following detail listing of all Open encumbrances for ORG 30401 in ACCT 773000.

Note the following:

• The final column indicates if the budget related to the encumbrance is Uncommitted or Committed. All encumbrances are Uncommitted except for purchase orders rolled forward from the prior fiscal year which are Committed (meaning the budget can only be used by that PO).

• Payroll ACCT codes (those starting with a 6) have HRxxxxxx document codes because we encumber annual salaries and update those encumbrances each payroll cycle.

Clicking on the blue Document Code opens the following screen displaying all the related documents associated with the encumbrance. The sum of the various columns on this screen tie back to the summary values shown on the previous screen for this document.
Clicking on the blue Document Code opens the following screen displaying all the related documents associated with the encumbrance.
For help with **Non-grant** budget, encumbrance, or document queries contact:

Amy Maurer           ext. 1570       maurerap@sfasu.edu  
Dalyce Franks        ext. 2382       franksdj@sfasu.edu  
Dannette Sales       ext. 2354       salesdl@sfasu.edu

For help with **Grant** budget, encumbrance, or document queries contact:

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Carrie Brown         ext. 6606       brownch@sfasu.edu

For help with **Budget** transfers contact:

Debbie Sellman       ext. 7223       dsellman@sfasu.edu  
Jessica Barrett       ext. 2116       jkbarrett@sfasu.edu

For help with **Encumbrances specifically** contact:

Jennie Blough        ext. 2432       bloughjk@sfasu.edu  
Kim Applegate        ext. 2447       applegatka@sfasu.edu 
Rachel Goranson      ext. 2420       goransonrl@sfasu.edu