STEPHEN F. AUSTIN STATE UNIVERSITY

Banner

Finance

OVERVIEW FOR ACCOUNT MANAGERS AND SUPPORT PERSONNEL

Revised December 22, 2015

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Controller's Office

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OVERVIEW FOR ACCOUNT MANAGERS AND SUPPORT PERSONNEL

Table of Contents

Overview

Section A

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

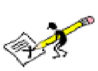
Expected Outcomes

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)

Section **B**

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

Element	Definition	Banner Example	
Fund	Indicates the source of money and how it can be used	107550 150001 130472	Educational & General Funds Designated Funds – General HEF Instructional Capital
Organization	Who is responsible for the money (Dept.)?	20 260 2660 26602	Provost & VP Acad Affairs College of Sciences & Math Physics & Astronomy Planetarium
Account	What are the funds used for or the nature of the expenditure?	772730 773000 670160	Printing & Reproduction Consumables Wages - Classified
Program	What is the functional purpose?	100 200 250	Instruction Public Service Academic Support

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
	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

Accounts: A partial listing of accounts for Sales and Services, Educational Sales and Services, Outsides Sales and Services, and Rental Revenues is below. In coding it is important to use the account that best represents the source of the revenue.

Sales and Services

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

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

Accessing Financial Information

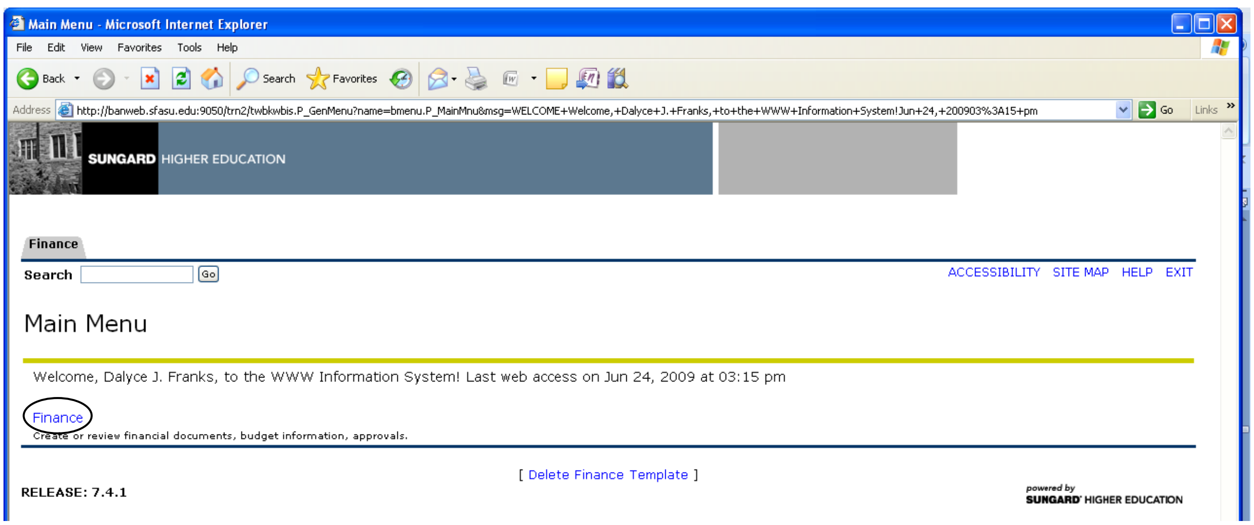
Section C

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.

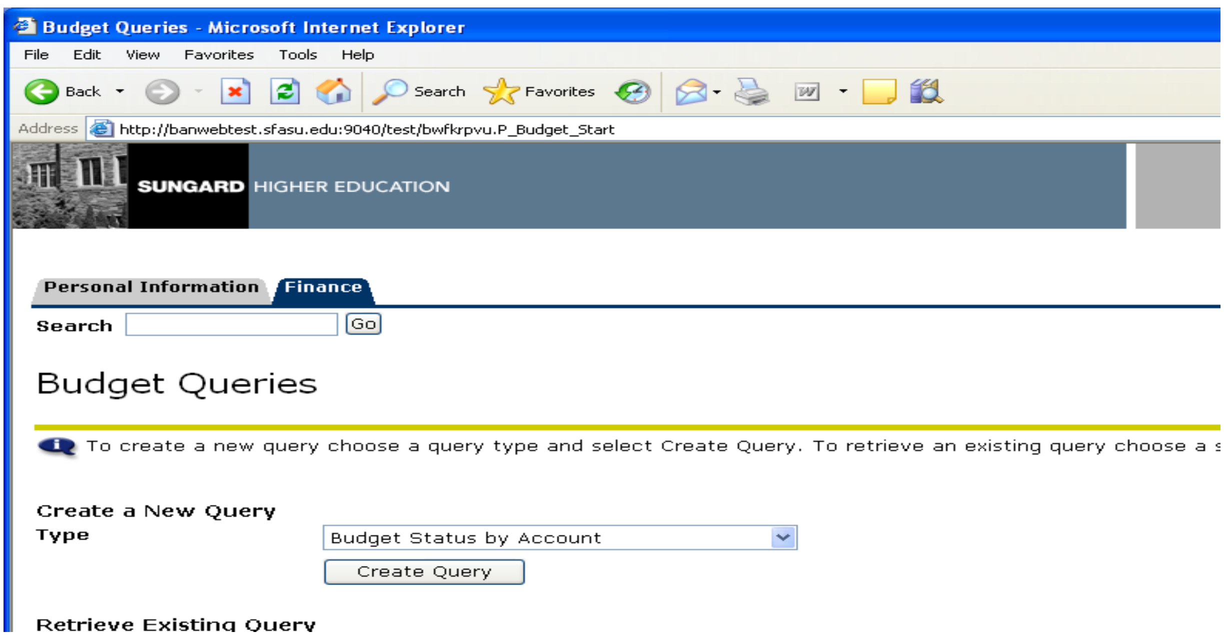
Any time a word, title, code or amount appears in a blue color it is a hyperlink that will bring the user to a new functionality or will drill down to some supporting documentation. As you work in Self-Service you can move backwards through your steps by clicking the left navigation arrow in the upper 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.

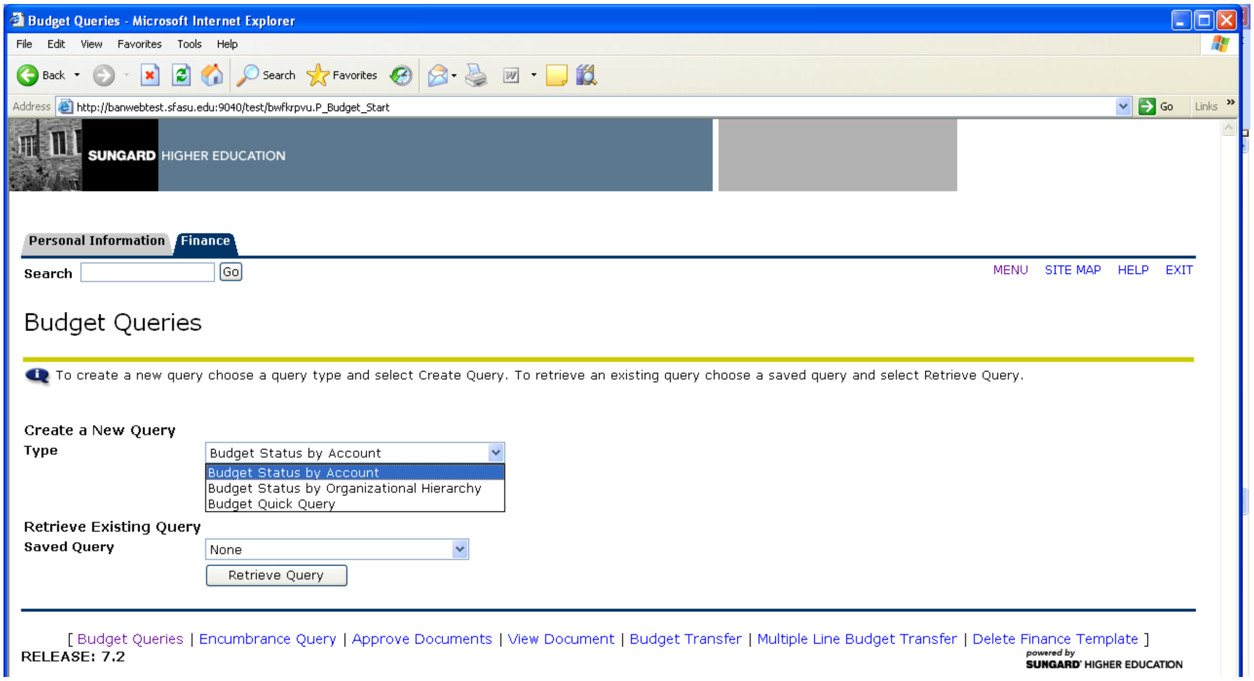
Budget Queries (Determining Available Balance) D

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** – <u>cannot drilldown</u> 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

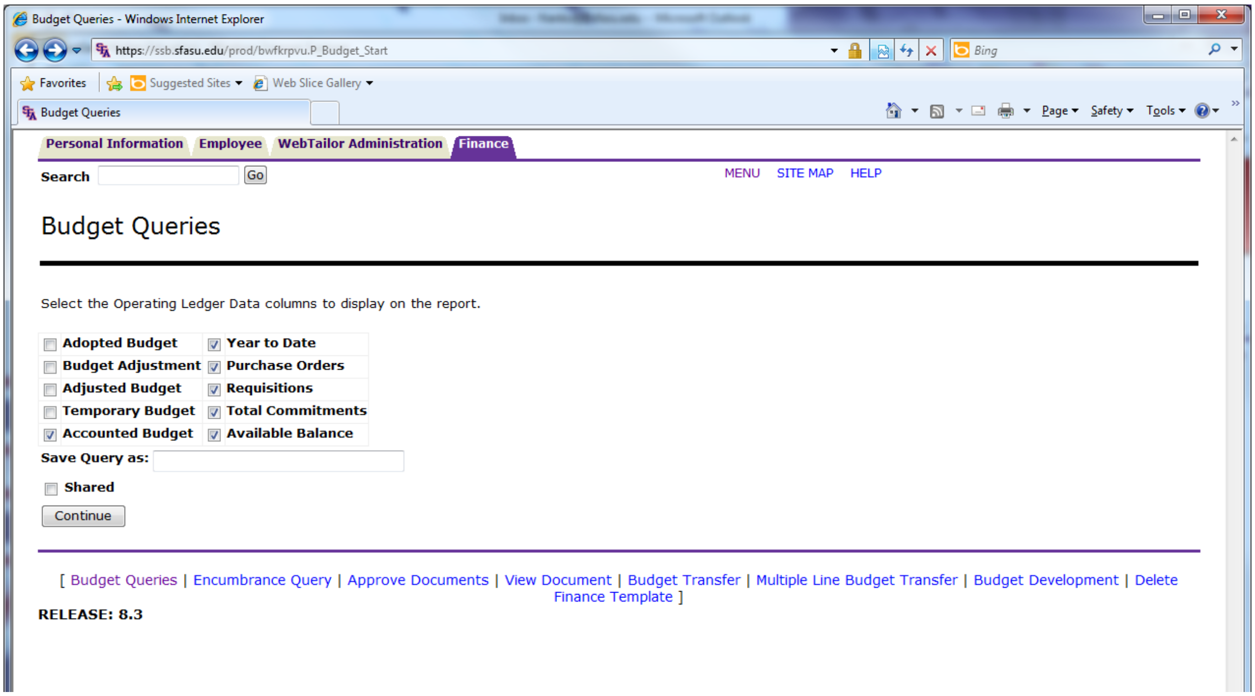
The ten possible data elements shown at the bottom left of this page are:

• 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

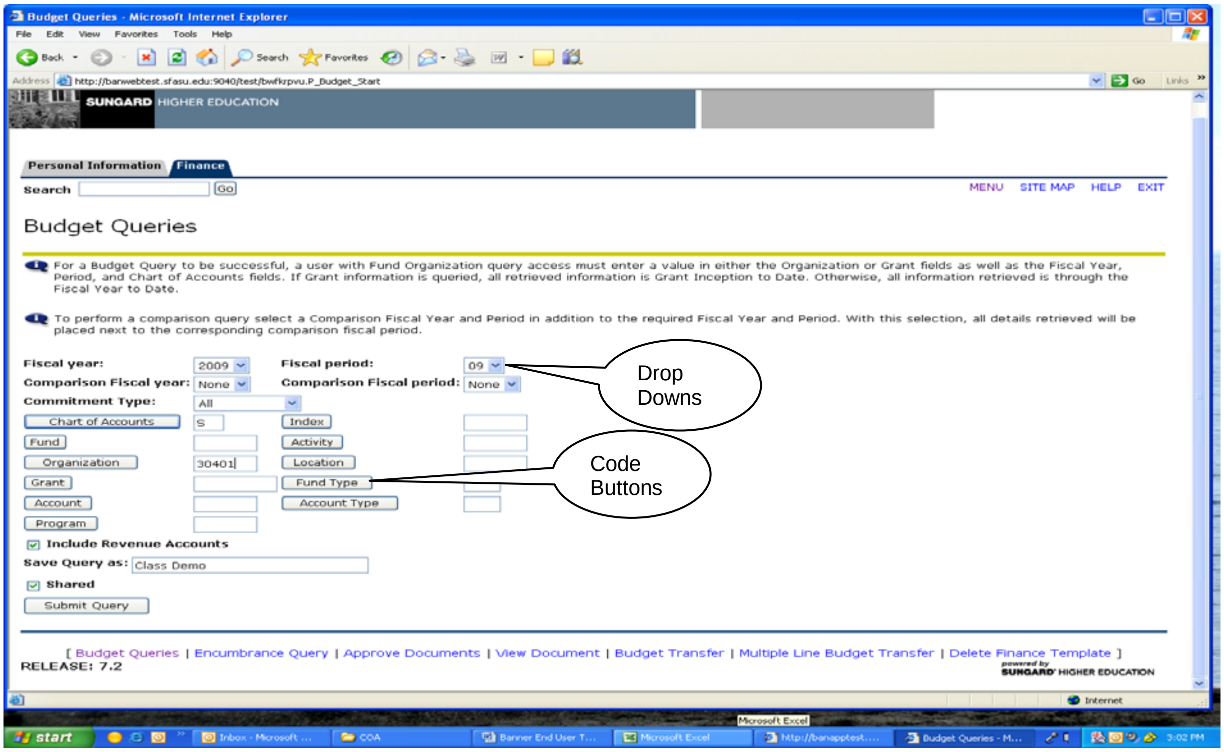
• Commitments -Equal to the total budget set aside for future obligations. These are made up of Reservations and Encumbrances.
• Available Balance – net available budget.
Formula is: Adjusted Budget **less** Year to Date **less** Commitments **equals** Available Balance

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 <u>minimum</u> input requirements (**fiscal year, fiscal period, chart** and **Organization or Grant**)
• the <u>difference</u> between a grant query and a non-grant query (inception-to-date versus fiscal-year-to-date
• <u>how to do comparison</u> 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 <u>14 is the Accrual Period which includes all the final entries for the fiscal year</u>. The query results will always be cumulative year-to-date through the end of the fiscal period specified. <u>Using period 14 will always give you the cumulative up-to-date total for a fiscal year</u>.

"Comparison – Fiscal Year/Period" dropdowns 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:

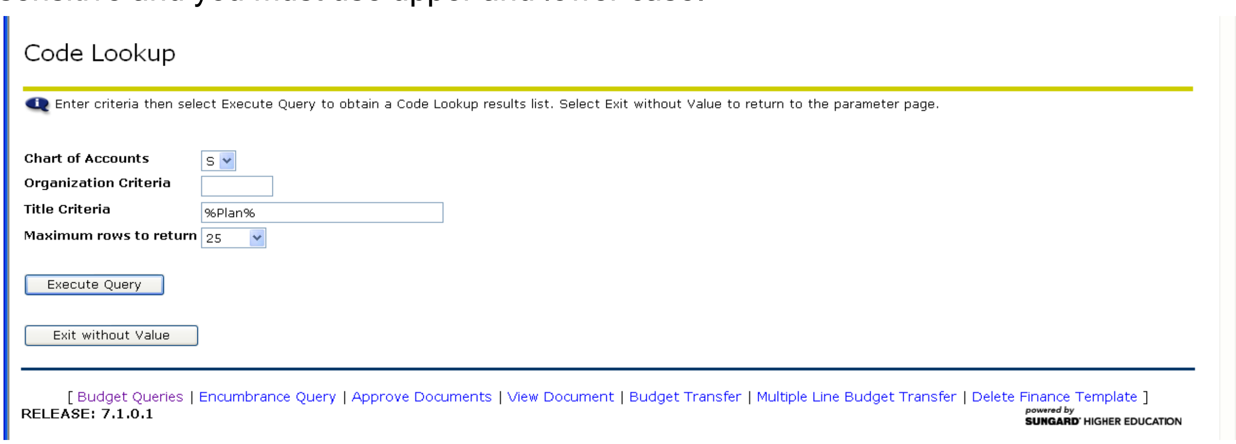
11 Current Unrestricted Funds
16 Designated Funds
21 Grants
22 Endowment Spending

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.


Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

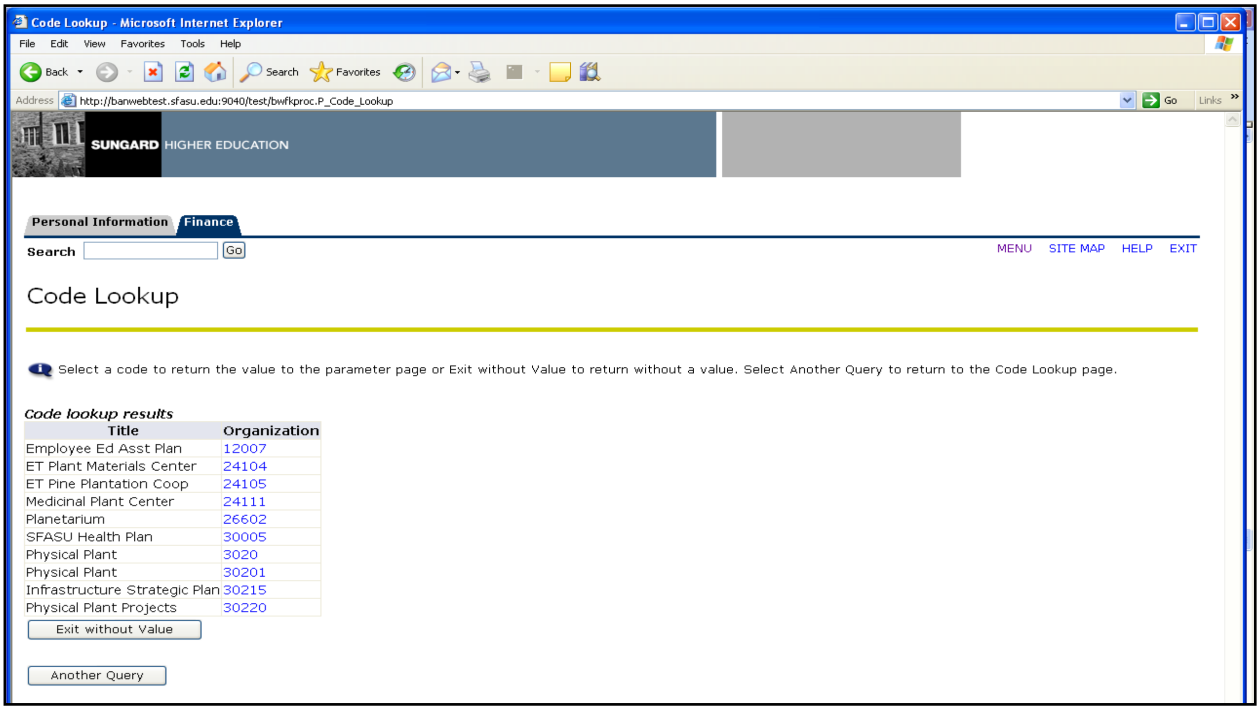
Chart of Accounts S
Organization Criteria
Title Criteria %Plan%
Maximum rows to return 25

Execute Query

Exit without Value

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]
RELEASE: 7.1.0.1
powered by SUNGARD HIGHER EDUCATION

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 <u>less</u> Expense <u>equals</u> Column Total.

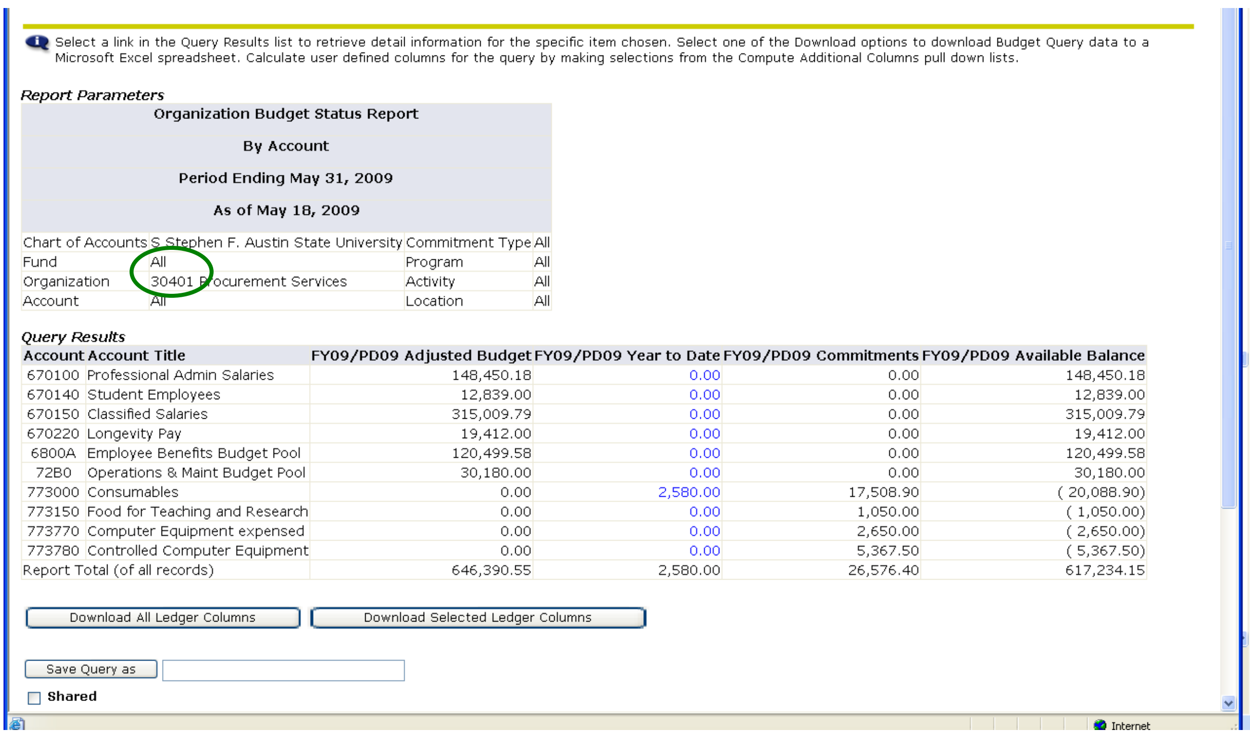
If expenses are greater than revenue, this will result in column totals with a leading minus sign.

Important Note: If you want to look at <u>both revenue and expenses</u>, 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.



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 May 31, 2009

As of May 18, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	30401 Procurement Services	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY09/PD09 Adjusted Budget	FY09/PD09 Year to Date	FY09/PD09 Commitments	FY09/PD09 Available Balance
670100	Professional Admin Salaries	148,450.18	0.00	0.00	148,450.18
670140	Student Employees	12,839.00	0.00	0.00	12,839.00
670150	Classified Salaries	315,009.79	0.00	0.00	315,009.79
670220	Longevity Pay	19,412.00	0.00	0.00	19,412.00
6800A	Employee Benefits Budget Pool	120,499.58	0.00	0.00	120,499.58
72B0	Operations & Maint Budget Pool	30,180.00	0.00	0.00	30,180.00
773000	Consumables	0.00	2,580.00	17,508.90	(20,088.90)
773150	Food for Teaching and Research	0.00	0.00	1,050.00	(1,050.00)
773770	Computer Equipment expensed	0.00	0.00	2,650.00	(2,650.00)
773780	Controlled Computer Equipment	0.00	0.00	5,367.50	(5,367.50)
Report Total (of all records)		646,390.55	2,580.00	26,576.40	617,234.15

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Shared

Internet

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.

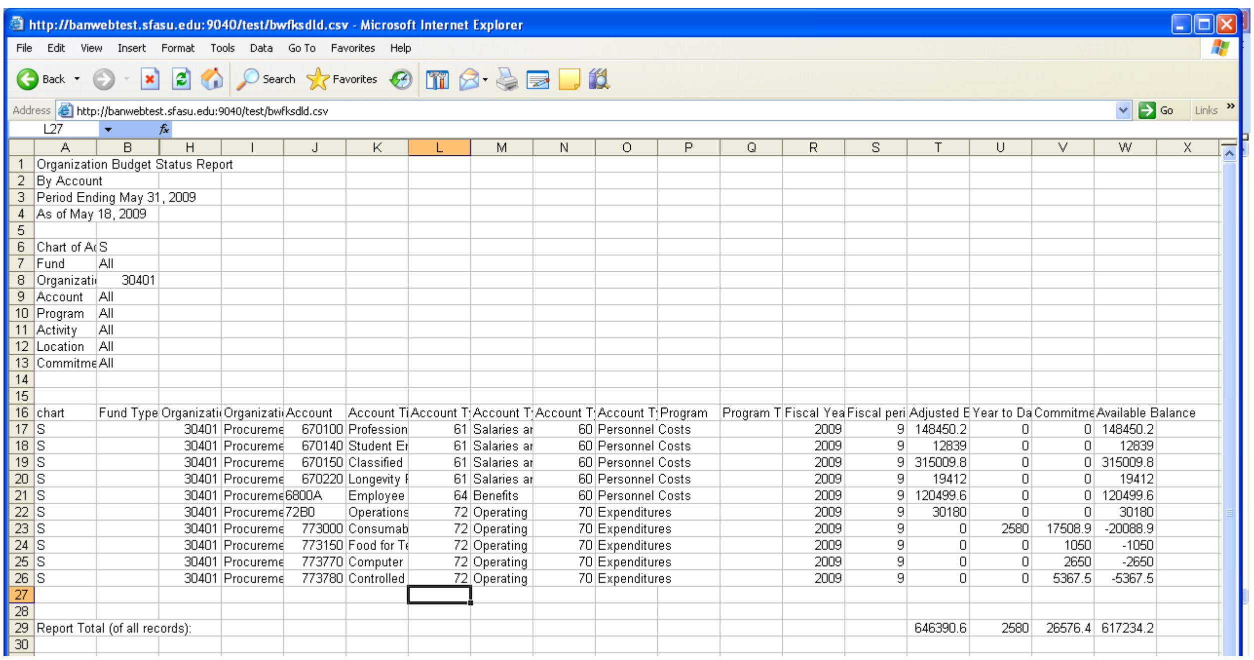
Data will appear in ACCT code sequence (the first column). The four columns of numbers presented are the data elements selected when the query was first initiated. Clicking the **"Next 15"** button will display the next 15 ACCT codes in the report. Some screens may display both a **"Previous 15"** and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



	A	B	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Organization Budget Status Report																		
2	By Account																		
3	Period Ending May 31, 2009																		
4	As of May 18, 2009																		
5																			
6	Chart of Ac	S																	
7	Fund	All																	
8	Organizati	30401																	
9	Account	All																	
10	Program	All																	
11	Activity	All																	
12	Location	All																	
13	Commitme	All																	
14																			
15																			
16	chart	Fund Type	Organizati	Organizati	Account	Account Ti	Account T	Account T	Account T	Account T	Program	Program T	Fiscal Yea	Fiscal peri	Adjusted E	Year to Da	Commitme	Available Balance	
17	S		30401	Procureme	670100	Profession	61	Salaries ar	60	Personnel Costs			2009	9	148450.2	0	0	148450.2	
18	S		30401	Procureme	670140	Student Er	61	Salaries ar	60	Personnel Costs			2009	9	12839	0	0	12839	
19	S		30401	Procureme	670150	Classified	61	Salaries ar	60	Personnel Costs			2009	9	315009.8	0	0	315009.8	
20	S		30401	Procureme	670220	Longevity I	61	Salaries ar	60	Personnel Costs			2009	9	19412	0	0	19412	
21	S		30401	Procureme	6800A	Employee	64	Benefits	60	Personnel Costs			2009	9	120499.6	0	0	120499.6	
22	S		30401	Procureme	72B0	Operations	72	Operating	70	Expenditures			2009	9	30180	0	0	30180	
23	S		30401	Procureme	773000	Consumab	72	Operating	70	Expenditures			2009	9	0	2580	17508.9	-20088.9	
24	S		30401	Procureme	773150	Food for Te	72	Operating	70	Expenditures			2009	9	0	0	1050	-1050	
25	S		30401	Procureme	773770	Computer	72	Operating	70	Expenditures			2009	9	0	0	2650	-2650	
26	S		30401	Procureme	773780	Controlled	72	Operating	70	Expenditures			2009	9	0	0	5367.5	-5367.5	
27																			
28																			
29	Report Total (of all records):														646390.6	2580	26576.4	617234.2	
30																			

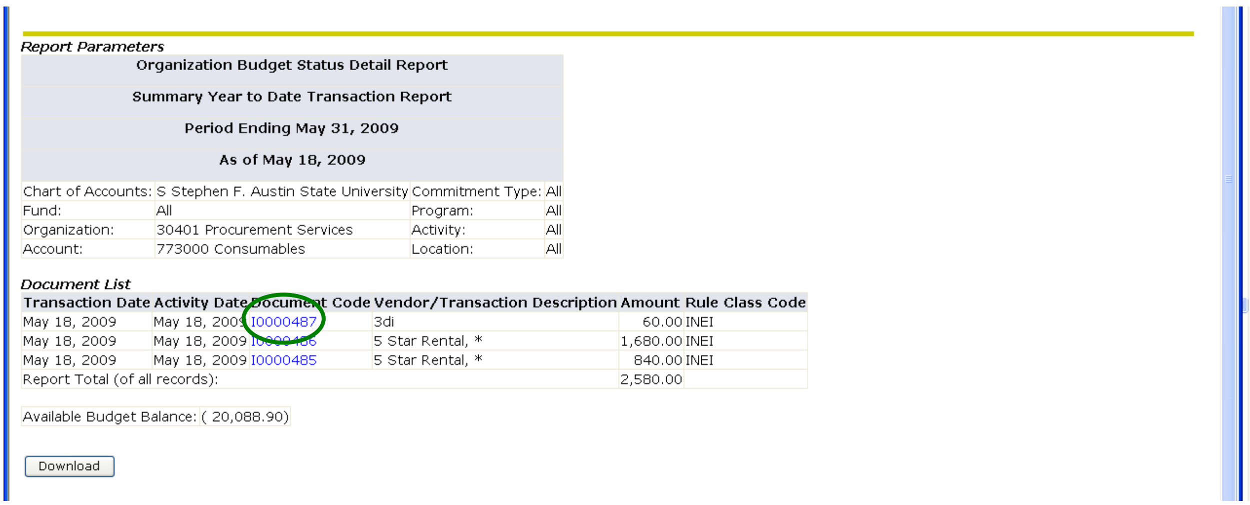
This Excel file can then be saved wherever you would like to save it.

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.



Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending May 31, 2009

As of May 18, 2009

Chart of Accounts:	S Stephen F. Austin State University	Commitment Type:	All
Fund:	All	Program:	All
Organization:	30401 Procurement Services	Activity:	All
Account:	773000 Consumables	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 18, 2009	May 18, 2009	I0000487	3di	60.00	INEI
May 18, 2009	May 18, 2009	I0000486	5 Star Rental, *	1,680.00	INEI
May 18, 2009	May 18, 2009	I0000485	5 Star Rental, *	840.00	INEI
Report Total (of all records):				2,580.00	

Available Budget Balance: (20,088.90)

Download

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.

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0000487	Description:	3di
Transaction Date:	18-May-2009		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
S	107550	30401	773000	35			60.00	INEI

Save Query as

Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
May 12, 2009	Purchase Order	P0900808	Approved
May 18, 2009	Check Disbursement	01000009	

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).

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0900808		May 12, 2009	May 12, 2009	May 12, 2009	May 12, 2009	60.00

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Regular
Cancel Reason:				Date:	
Requestor:	Diana Boubel		30401	Procurement Services	
	936-468-4037		dboubel@sfasu.edu		
Accounting:	Commodity Level			Matching:	Not Required
Ship to:	Procurement and Property Srvs				
	2124 Wilson Dr N				
	SFA Box 13030				
	Procurement				
	Nacogdoches, TX 75962				
Attention:	Alicia Chrismer				
Contact:	Alicia Chrismer			936-468-4157	
Vendor:	20001009 3di				
	1900 West Loop S Ste 400				
	Houston, TX 77027-1113				
Phone:	713-871-7000		Fax:	713-871-7251	
Currency:					

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	000Z20772A	INK CARTRIDGE - PRINTER	EA	5	12	60.00	
				.00	.00		60.00

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	09		107550	30401	773000	35				N	N	N	60.00
Total of displayed sequences:														60.00

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
May 18, 2009	Check Disbursement	01000009	
May 18, 2009	Invoice	I0000487	Paid

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".

Report Parameters

Organization Budget Status Report
By Account
Period Ending May 31, 2009
As of May 18, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	30401 Procurement Services	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY09/PD09 Adjusted Budget	FY09/PD09 Year to Date	FY09/PD09 Commitments	FY09/PD09 Available Balance
670100	Professional Admin Salaries	148,450.18	0.00	0.00	148,450.18
670140	Student Employees	12,839.00	0.00	0.00	12,839.00
670150	Classified Salaries	315,009.79	0.00	0.00	315,009.79
670220	Longevity Pay	19,412.00	0.00	0.00	19,412.00
6800A	Employee Benefits Budget Pool	120,499.58	0.00	0.00	120,499.58
72B0	Operations & Maint Budget Pool	30,180.00	0.00	0.00	30,180.00
773000	Consumables	0.00	2,580.00	17,508.90	(20,088.90)
773150	Food for Teaching and Research	0.00	0.00	1,050.00	(1,050.00)
773770	Computer Equipment expensed	0.00	0.00	2,650.00	(2,650.00)
773780	Controlled Computer Equipment	0.00	0.00	5,367.50	(5,367.50)
Report Total (of all records)		646,390.55	2,580.00	26,576.40	617,234.15

Download All Ledger Columns   Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY09/PD09 Available Balance	percent of	FY09/PD09 Adjusted Budget	FY09/PD09 Available Balance	Percent Unspent

Perform Computation

Another Query

When the "**Perform Computation**" button is clicked the revised report opens with the computed percent column appearing at the far right.

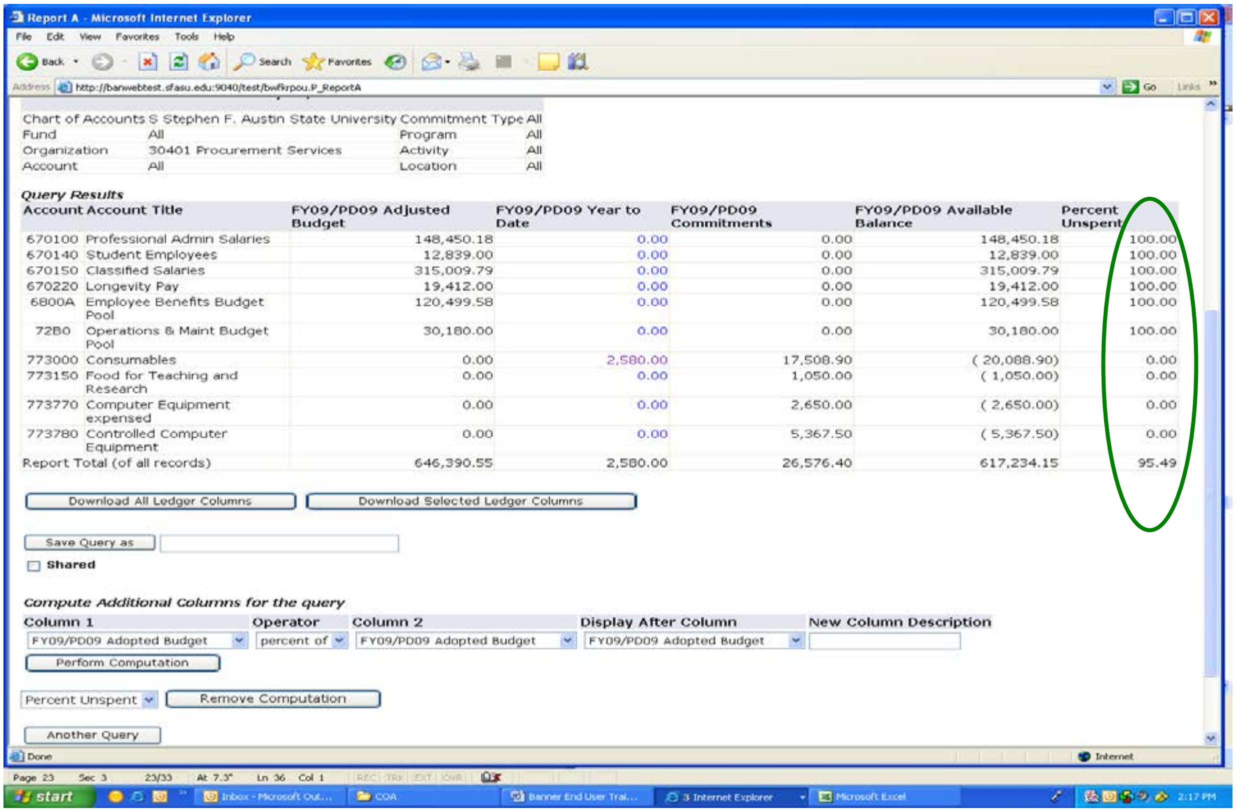


Chart of Accounts S Stephen F. Austin State University Commitment Type All
Fund All Program All
Organization 30401 Procurement Services Activity All
Account All Location All

Query Results

Account	Account Title	FY09/PD09 Adjusted Budget	FY09/PD09 Year to Date	FY09/PD09 Commitments	FY09/PD09 Available Balance	Percent Unspent
670100	Professional Admin Salaries	148,450.18	0.00	0.00	148,450.18	100.00
670140	Student Employees	12,839.00	0.00	0.00	12,839.00	100.00
670150	Classified Salaries	315,009.79	0.00	0.00	315,009.79	100.00
670220	Longevity Pay	19,412.00	0.00	0.00	19,412.00	100.00
6800A	Employee Benefits Budget Pool	120,499.58	0.00	0.00	120,499.58	100.00
72B0	Operations & Maint Budget Pool	30,180.00	0.00	0.00	30,180.00	100.00
773000	Consumables	0.00	2,580.00	17,508.90	(20,088.90)	0.00
773150	Food for Teaching and Research	0.00	0.00	1,050.00	(1,050.00)	0.00
773770	Computer Equipment expensed	0.00	0.00	2,650.00	(2,650.00)	0.00
773780	Controlled Computer Equipment	0.00	0.00	5,367.50	(5,367.50)	0.00
Report Total (of all records)		646,390.55	2,580.00	26,576.40	617,234.15	95.49

Download All Ledger Columns   Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY09/PD09 Adopted Budget	percent of	FY09/PD09 Adopted Budget	FY09/PD09 Adopted Budget	

Perform Computation

Percent Unspent   Remove Computation

Another Query

At the bottom of this new report a new “**Remove Computation**” button appears to allow removal of the computed column.

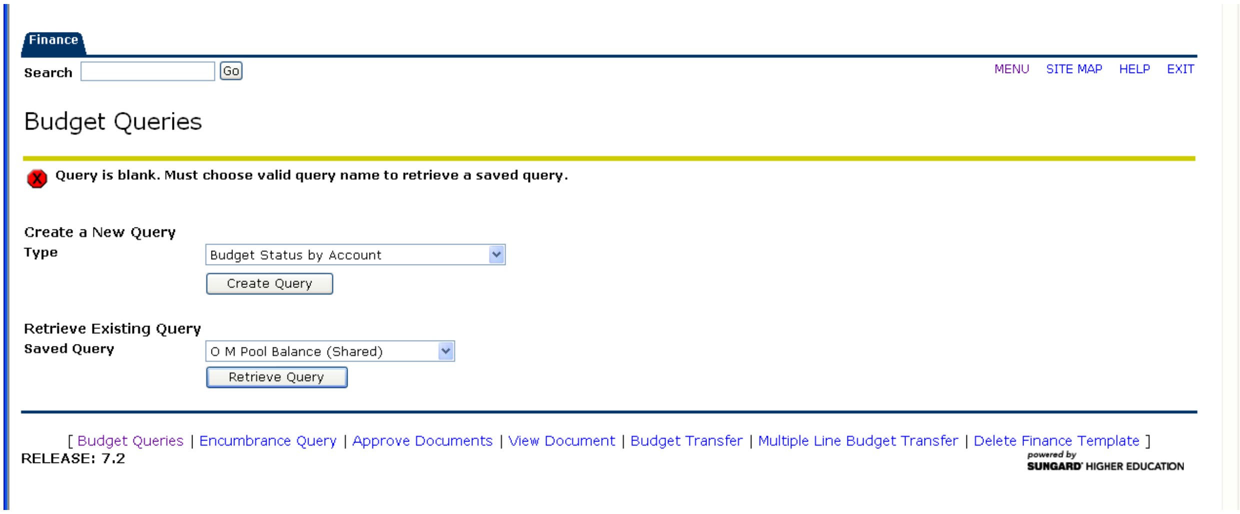
Use the “**Another Query**” button to start a completely new budget query, or use the left navigation arrow in the top left corner of the screen to back up through your steps in the current query.

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

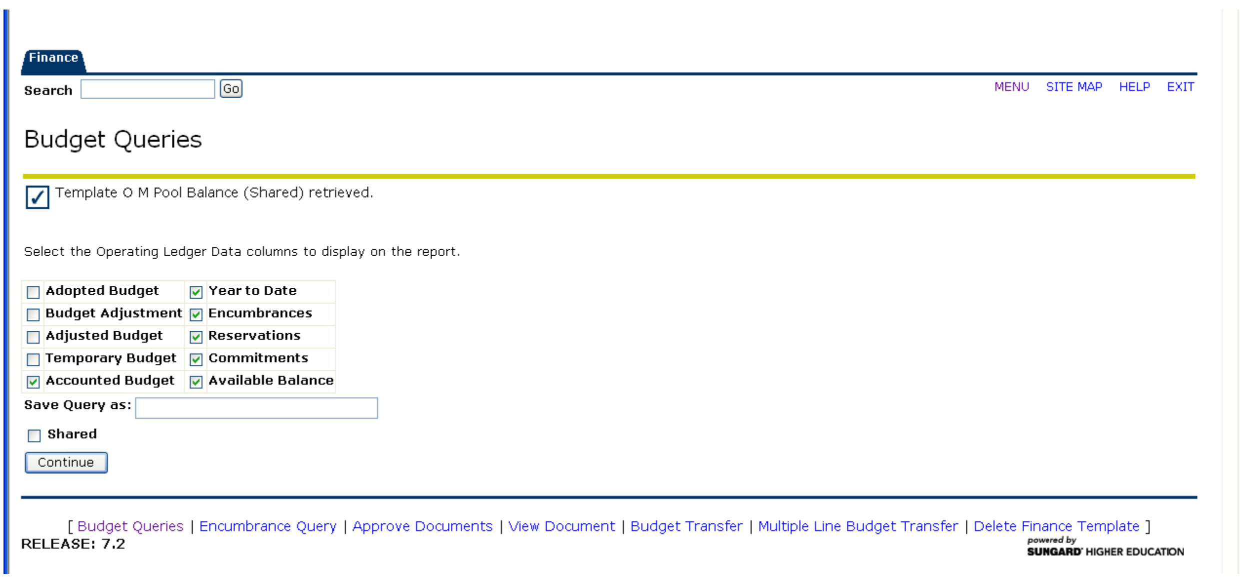
A query using a non-data-enterable roll-up results in the “Query retrieved no records” report.

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):

Budget Queries

Template O M Pool Balance (Shared) retrieved.

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant 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 required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2009	**Fiscal period:**	09
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	S	Index	
Fund		Activity	
Organization	30401	Location	
Grant		Fund Type	
Account	7%	Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Then hit "Submit Query" and the following screen appears:

Address http://banwebtest.sfasu.edu:9050/trn2/bwfkrpvu.P_Budget_Start

Period Ending May 31, 2009

As of Jun 12, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	30401 Procurement Services	Activity	All
Account	7%	Location	All

Query Results

Account	Account Title	FY09/PD09 Accounted Budget	FY09/PD09 Year to Date	FY09/PD09 Encumbrances	FY09/PD09 Reservations	FY09/PD09 Commitments	FY09/PD09 Available Balance
72B0	Operations & Maint Budget Pool	30,180.00	0.00	0.00	0.00	0.00	30,180.00
771010	In State Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00
771060	In State Per Diem Meals Lodging	0.00	0.00	0.00	0.00	0.00	0.00
771070	In State Partial Per Diem	0.00	0.00	0.00	0.00	0.00	0.00
771110	Out of State Public Trans	0.00	0.00	0.00	0.00	0.00	0.00
771160	Out of State Meals Lodging	0.00	0.00	0.00	0.00	0.00	0.00
771170	Out of State NonOvernight Trav	0.00	0.00	0.00	0.00	0.00	0.00
772400	Consulting Services Other	0.00	0.00	0.00	0.00	0.00	0.00
772560	Arch or Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
772670	Computer Equipment M and R	0.00	0.00	0.00	0.00	0.00	0.00
773000	Consumables	0.00	2,580.00	5,296.00	15,308.90	20,604.90	(23,184.90)
773150	Food for Teaching and Research	0.00	0.00	0.00	1,050.00	1,050.00	(1,050.00)
773300	Parts Furnishings and Equipment	0.00	0.00	0.00	0.00	0.00	0.00
773340	Furn or Equip less than 5K	0.00	0.00	0.00	0.00	0.00	0.00
773400	Building and Improvements Expensed	0.00	0.00	0.00	0.00	0.00	0.00
Screen total		30,180.00	2,580.00	5,296.00	16,358.90	21,654.90	5,945.10
Running total		30,180.00	2,580.00	5,296.00	16,358.90	21,654.90	5,945.10
Report Total (of all records)		30,180.00	2,580.00	5,296.00	29,165.79	34,461.79	(6,861.79)

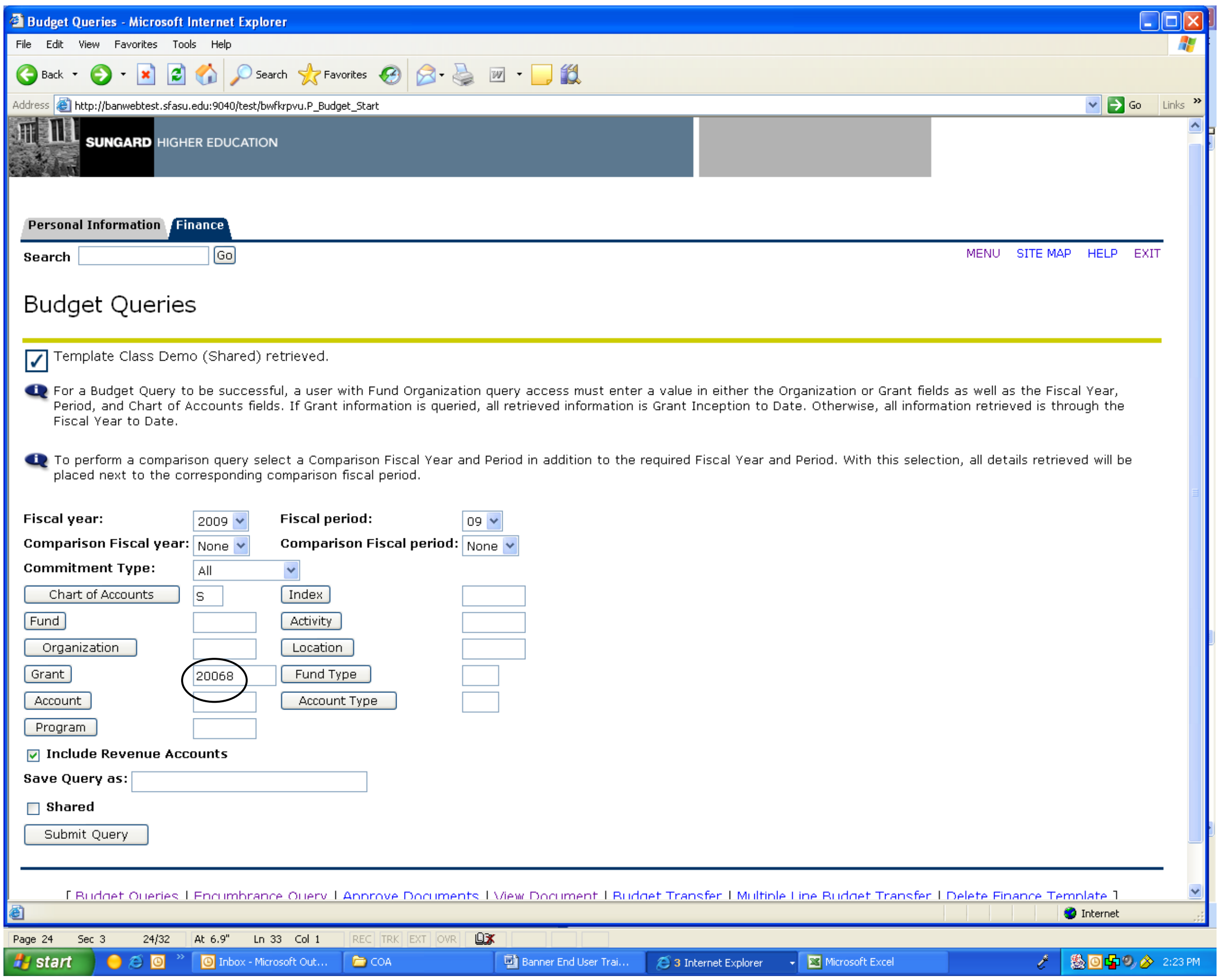
Next 15>

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

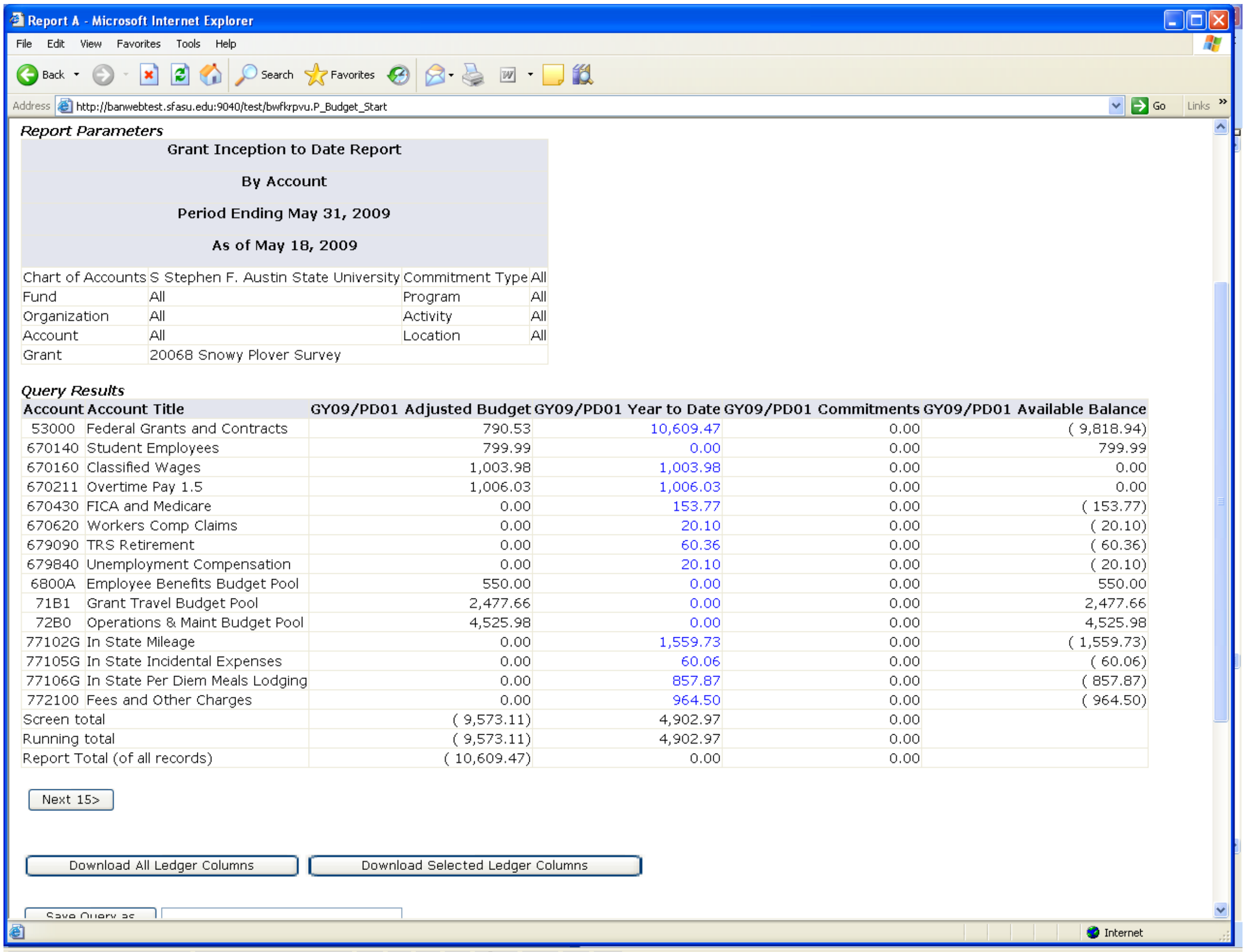
This query is the same process as before except that a Grant code is used.



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 <u>more than one</u> 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



Report A - Microsoft Internet Explorer

Address http://banwebtest.sfasu.edu:9040/test/bwfkrpvu.P_Budget_Start

Report Parameters

Grant Inception to Date Report

By Account

Period Ending May 31, 2009

As of May 18, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	20068 Snowy Plover Survey		

Query Results

Account	Account Title	GY09/PD01 Adjusted Budget	GY09/PD01 Year to Date	GY09/PD01 Commitments	GY09/PD01 Available Balance
53000	Federal Grants and Contracts	790.53	10,609.47	0.00	(9,818.94)
670140	Student Employees	799.99	0.00	0.00	799.99
670160	Classified Wages	1,003.98	1,003.98	0.00	0.00
670211	Overtime Pay 1.5	1,006.03	1,006.03	0.00	0.00
670430	FICA and Medicare	0.00	153.77	0.00	(153.77)
670620	Workers Comp Claims	0.00	20.10	0.00	(20.10)
679090	TRS Retirement	0.00	60.36	0.00	(60.36)
679840	Unemployment Compensation	0.00	20.10	0.00	(20.10)
6800A	Employee Benefits Budget Pool	550.00	0.00	0.00	550.00
71B1	Grant Travel Budget Pool	2,477.66	0.00	0.00	2,477.66
72B0	Operations & Maint Budget Pool	4,525.98	0.00	0.00	4,525.98
77102G	In State Mileage	0.00	1,559.73	0.00	(1,559.73)
77105G	In State Incidental Expenses	0.00	60.06	0.00	(60.06)
77106G	In State Per Diem Meals Lodging	0.00	857.87	0.00	(857.87)
772100	Fees and Other Charges	0.00	964.50	0.00	(964.50)
Screen total		(9,573.11)	4,902.97	0.00	
Running total		(9,573.11)	4,902.97	0.00	
Report Total (of all records)		(10,609.47)	0.00	0.00	

Next 15>

Download All Ledger Columns | Download Selected Ledger Columns

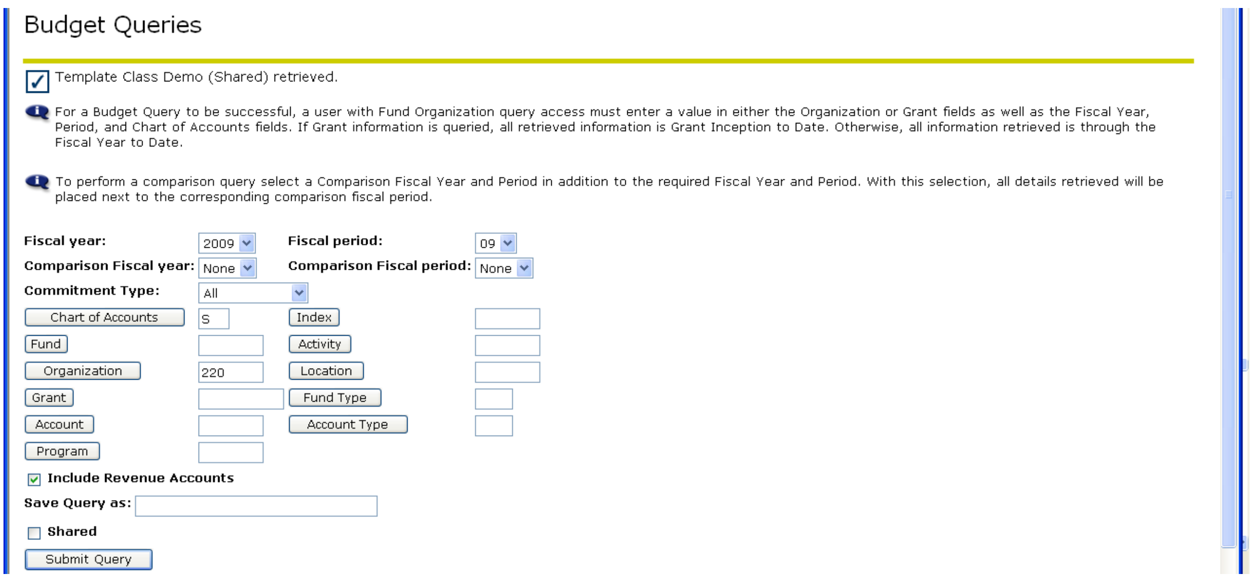
Save Query as

• 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 mary values for the ORGs that roll up to it, etc.



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.

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 Organization			
Period Ending May 31, 2009			
As of May 18, 2009			
Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	220 College of Education	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY09/PD09 Adjusted Budget	FY09/PD09 Year to Date	FY09/PD09 Commitments	FY09/PD09 Available Balance
220	College of Education				
2201	College of Education	(691,499.64)	0.00	0.00	(691,499.64)
2210	Human Services	(2,173,440.70)	(20.00)	0.00	(2,173,420.70)
2220	Elementary ED	(2,196,256.49)	(27.00)	0.00	(2,196,229.49)
2230	Kinesiology and Health Science	(1,600,715.62)	0.00	(2,964.51)	(1,597,751.11)
2240	Human Sciences	(1,432,403.91)	0.00	0.00	(1,432,403.91)
2250	Secondary Education	(1,460,950.59)	0.00	0.00	(1,460,950.59)
2260	COE Associate Dean	(571,007.09)	0.00	0.00	(571,007.09)
220 Rollup		(10,126,274.04)	(47.00)	(2,964.51)	

Download All Ledger Columns | Download Selected Ledger Columns

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending May 31, 2009			
As of May 18, 2009			
Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	2250 Secondary Education	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY09/PD09 Adjusted Budget	FY09/PD09 Year to Date	FY09/PD09 Commitments	FY09/PD09 Available Balance
2250	Secondary Education				
22500	Secondary Education	(1,460,950.59)	0.00	0.00	(1,460,950.59)
22501	Secondary Ed Doctoral Prog				
22502	Secondary Ed Research Center				
22503	Sec Ed Off Campus Programs				
22504	TX School Brd Assn Conf				
22505	America Reads				
22506	Gear Up				
22507	TERCEP				
22510	Sec Ed Alford				
2250 Rollup		(1,460,950.59)	0.00	0.00	

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Shared

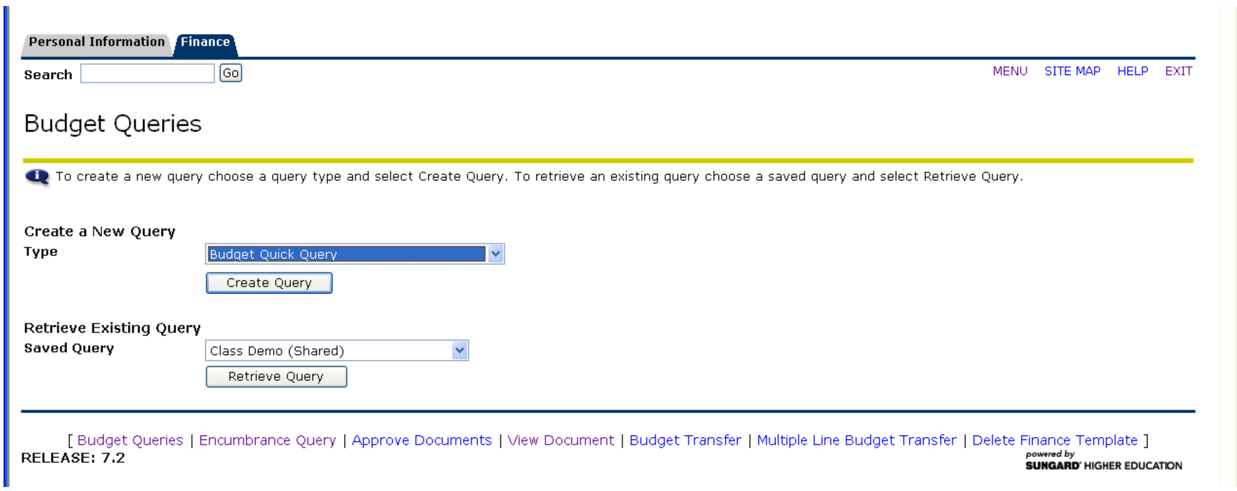
Budget Quick Query

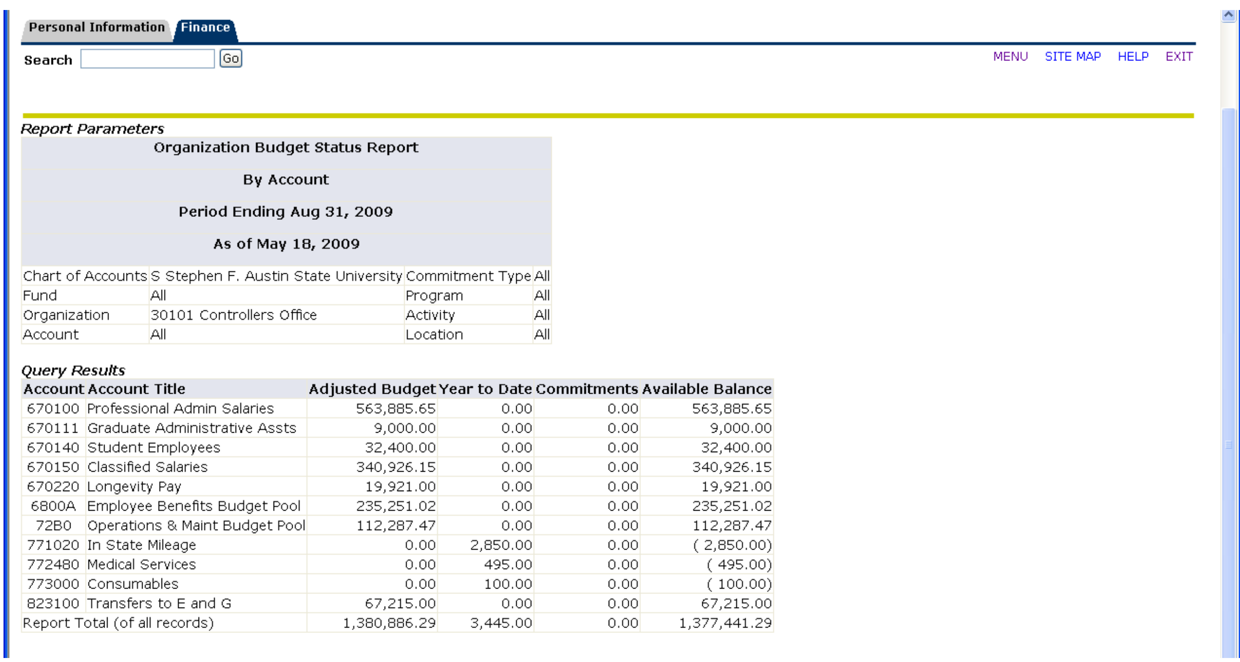
This query option does not ask which data elements to report. Instead, the Adjusted Budget, Year-to-Date, Commitments and Available Balance are automatically reported.

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.





Report Parameters

Organization Budget Status Report

By Account

Period Ending Aug 31, 2009

As of May 18, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	30101 Controllers Office	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
670100	Professional Admin Salaries	563,885.65	0.00	0.00	563,885.65
670111	Graduate Administrative Assts	9,000.00	0.00	0.00	9,000.00
670140	Student Employees	32,400.00	0.00	0.00	32,400.00
670150	Classified Salaries	340,926.15	0.00	0.00	340,926.15
670220	Longevity Pay	19,921.00	0.00	0.00	19,921.00
6800A	Employee Benefits Budget Pool	235,251.02	0.00	0.00	235,251.02
72B0	Operations & Maint Budget Pool	112,287.47	0.00	0.00	112,287.47
771020	In State Mileage	0.00	2,850.00	0.00	(2,850.00)
772480	Medical Services	0.00	495.00	0.00	(495.00)
773000	Consumables	0.00	100.00	0.00	(100.00)
823100	Transfers to E and G	67,215.00	0.00	0.00	67,215.00
Report Total (of all records)		1,380,886.29	3,445.00	0.00	1,377,441.29

Budget Transfers	Section E

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 -10,000 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 -

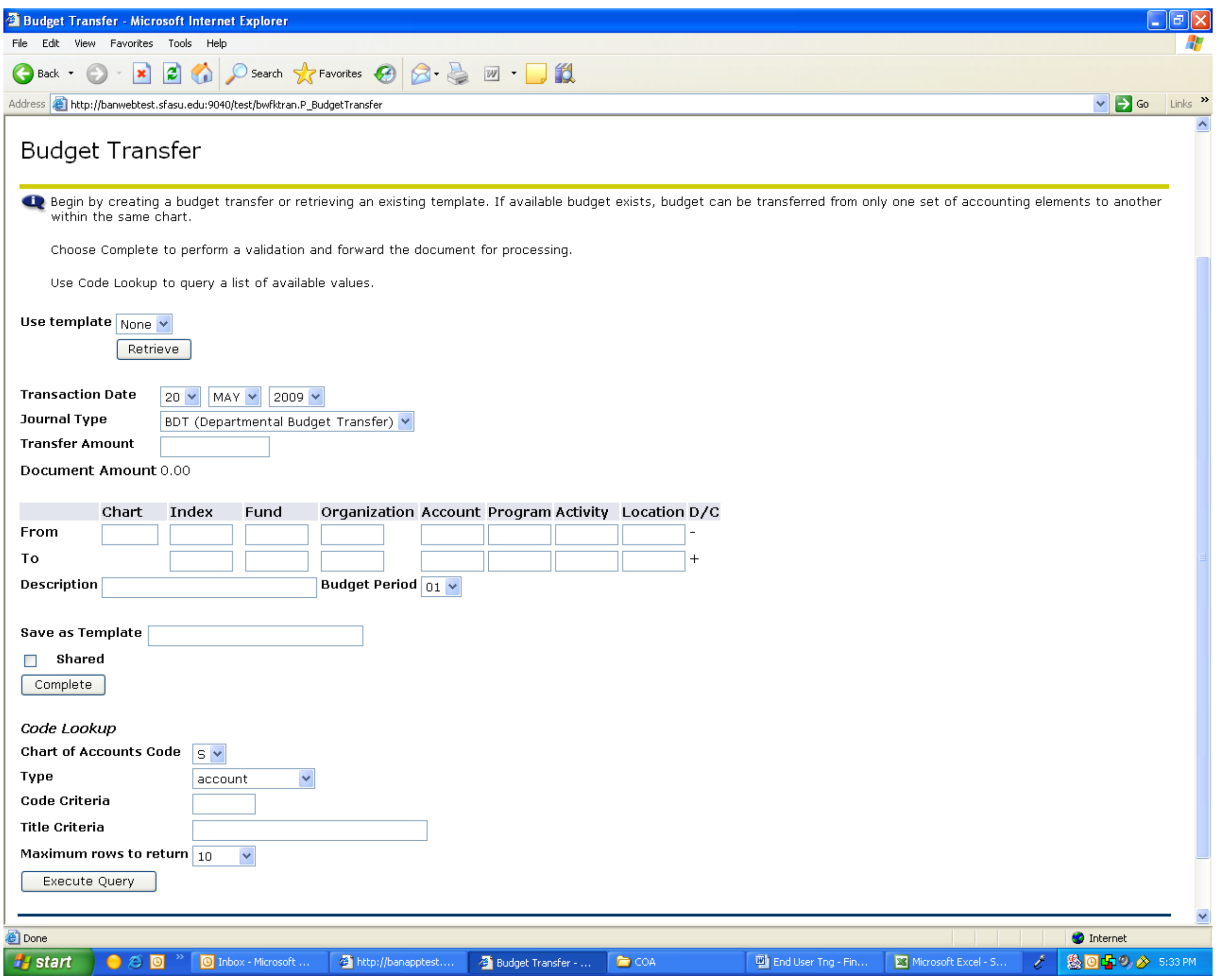
"**Budget Transfer**" - a simple two line entry form with 'from' and 'to' FOAP strings which have minus and plus signs automatically associated with them. The "**Transfer Amount**" is entered in only one field and that amount will be posted for both lines of the entry.

"**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

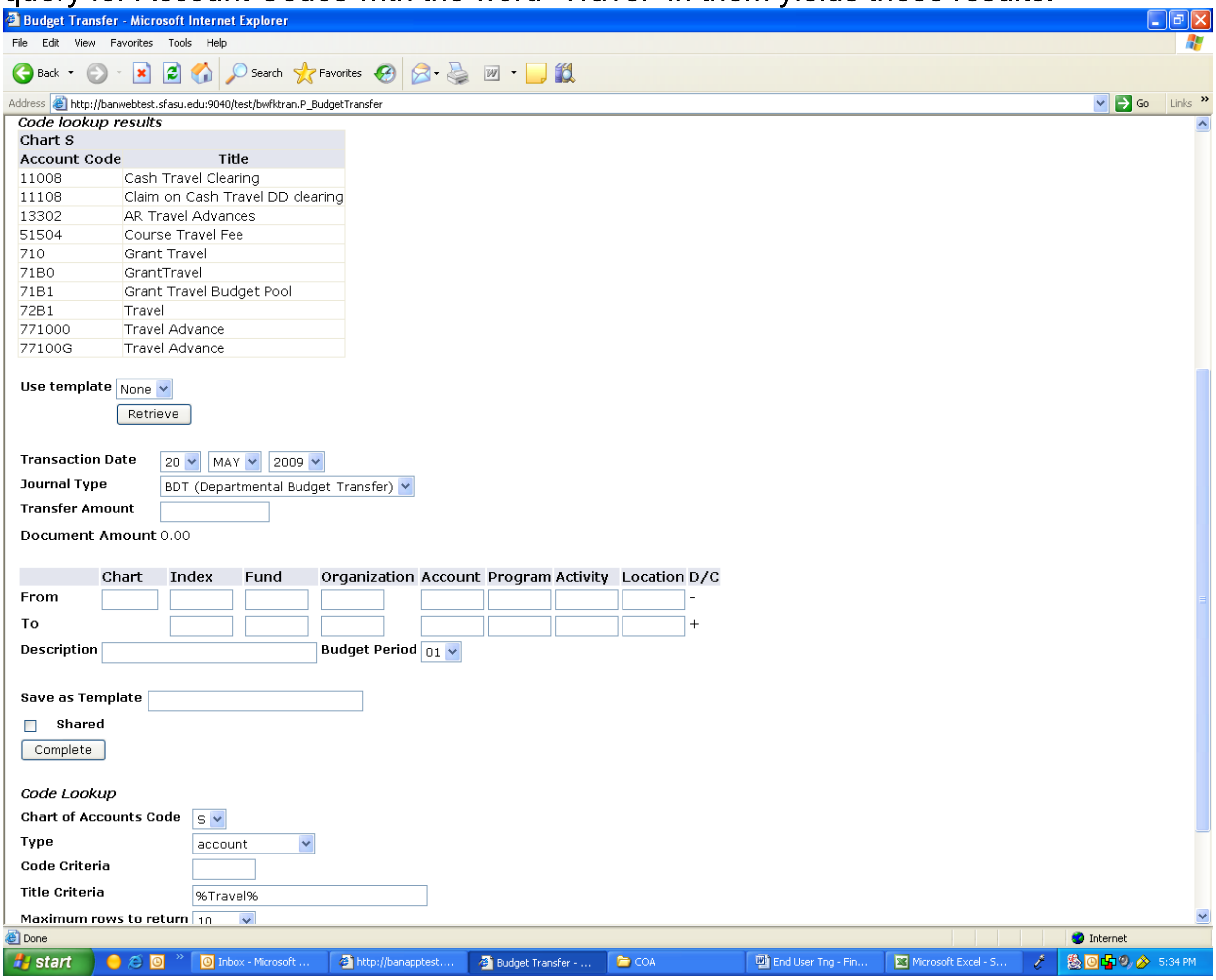
Using "**Budget Transfer**" the following entry to move budget from one pool to another was created. Note that "01" is the only acceptable value in the "**Budget Period**" field.



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.



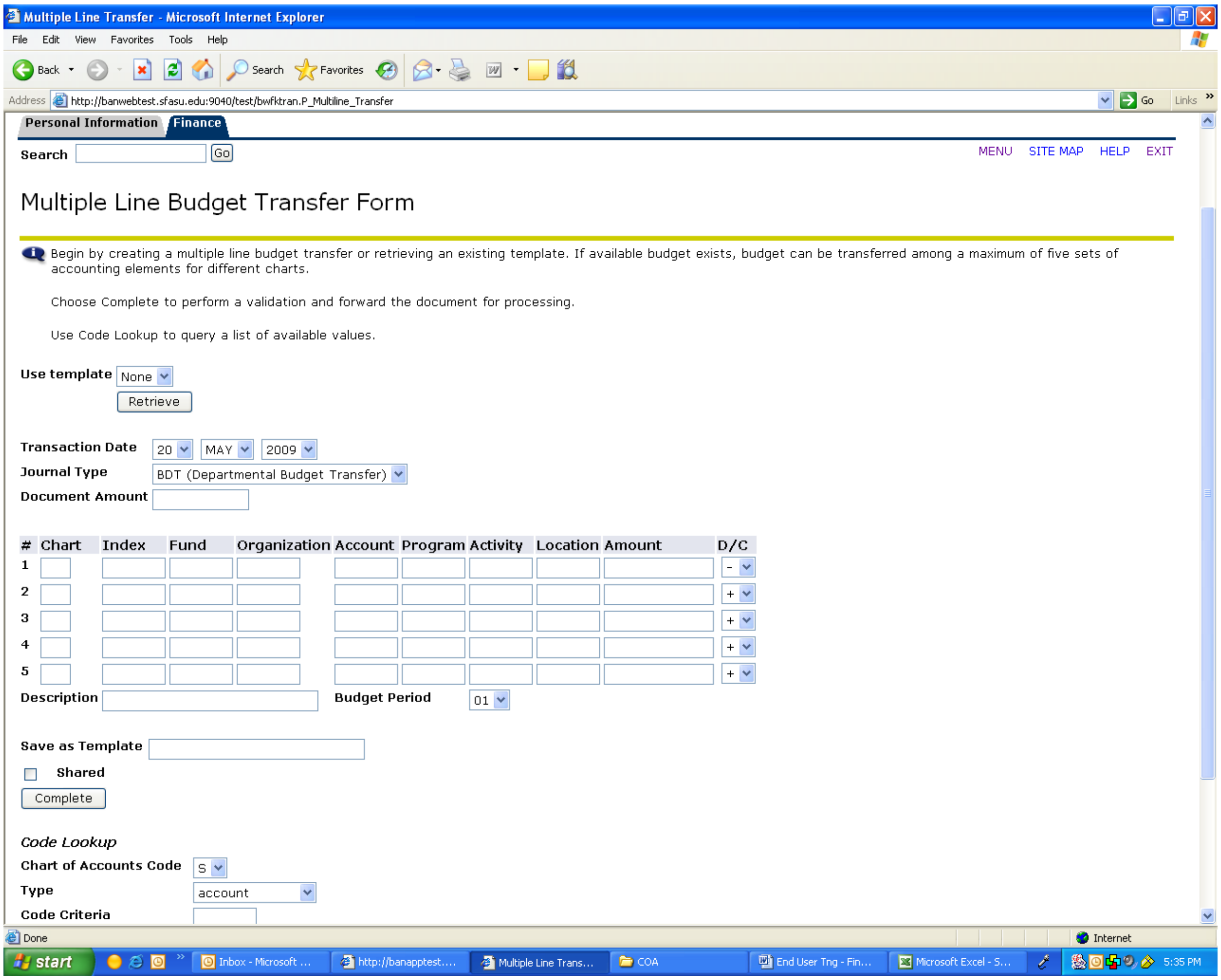
Multiple Line Budget Transfers

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.



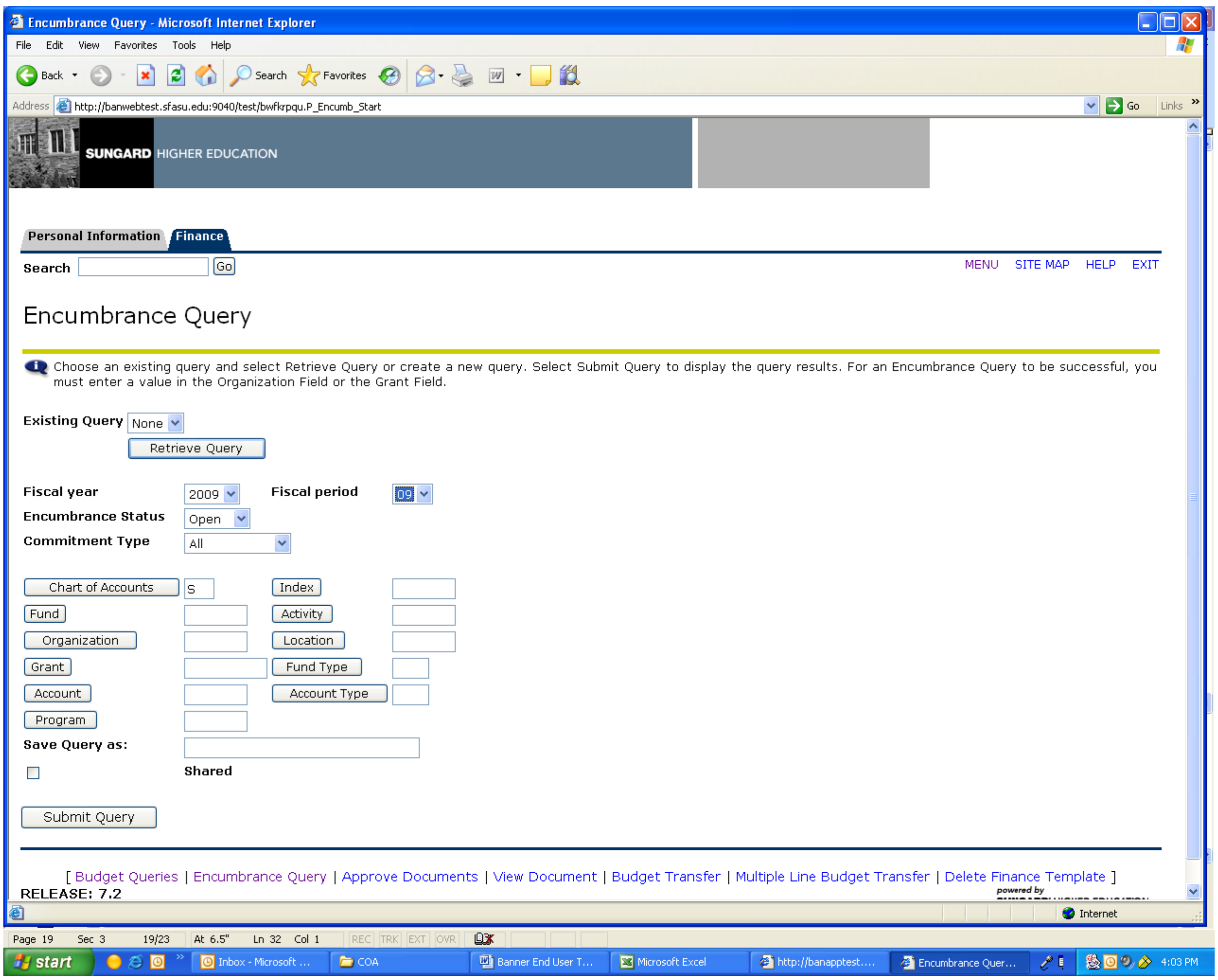
When the "**Complete**" button is clicked, the input is subjected to budget checking. If there is insufficient budget an error message will appear. If the FOAP code is correct and there is a NSF condition the entry cannot be completed in Self-Service.

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.

Encumbrance Queries

Section F

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.

Select a Document Code link to display accounting distributions for a specific document.

Report Parameters

Organization Encumbrance Status Report

Open Encumbrance Summary by Document, Account Distribution

Period Ending May 31, 2009

As of May 17, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund Code	All	Program Code	All
Orgn Code	30401 Procurement Services	Activity Code	All
Account Code	773000 Consumables	Location Code	All

Query Results

Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
P0900808	3di	60.00	.00	.00	.00	60.00	.00	Uncommitted
P0900811	5 Star Rental, *	4,720.00	.00	.00	.00	4,720.00	.00	Uncommitted
Report Total (of all records)		4,780.00	.00	.00	.00	4,780.00	.00	

Another Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 7.1.0.1

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.

Personal Information | Finance

Search [Go]

MENU SITE MAP HELP EXIT

Select the Document Number link or the Document Code link to display the entire document.

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending May 31, 2009

As of May 17, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	Uncommitted
Document Number	P0900808	Document Date	May 12, 2009
Transaction Description	3di		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
P0900808	PORD	60.00	.00	.00	.00	1	1	107550	30401	773000	35		

Another Query

Clicking on the **blue** Document Code opens the following screen displaying all the related documents associated with the encumbrance.

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0900808		May 12, 2009	May 12, 2009	May 12, 2009	May 12, 2009	60.00

Origin:	BANNER			
Complete:	Y	Approved: Y	Type:	Regular
Cancel Reason:			Date:	
Requestor:	Diana Boubel	30401	Procurement Services	
	936-468-4037	dboubel@sfasu.edu		
Accounting:	Commodity Level		Matching:	Not Required
Ship to:	Procurement and Property Srvs			
	2124 Wilson Dr N			
	SFA Box 13030			
	Procurement			
	Nacogdoches, TX 75962			
Attention:	Alicia Chrismer			
Contact:	Alicia Chrismer		936-468-4157	
Vendor:	20001009 3di			
	1900 West Loop S Ste 400			
	Houston, TX 77027-1113			
Phone:	713-871-7000	Fax:	713-871-7251	
Currency:				

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	000Z20772A	INK CARTRIDGE - PRINTER	EA	5	12	60.00	
				.00	.00		60.00

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	09		107550	30401	773000	35				N	N	N	60.00
Total of displayed sequences:														60.00

☑ No Related Documents Available

Contact Information	Section G

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Dalyce Franks	ext. 2382	franksdj@sfasu.edu
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Kim Applegate	ext. 2447	applegatka@sfasu.edu
Rachel Goranson	ext. 2420	goransonrl@sfasu.edu