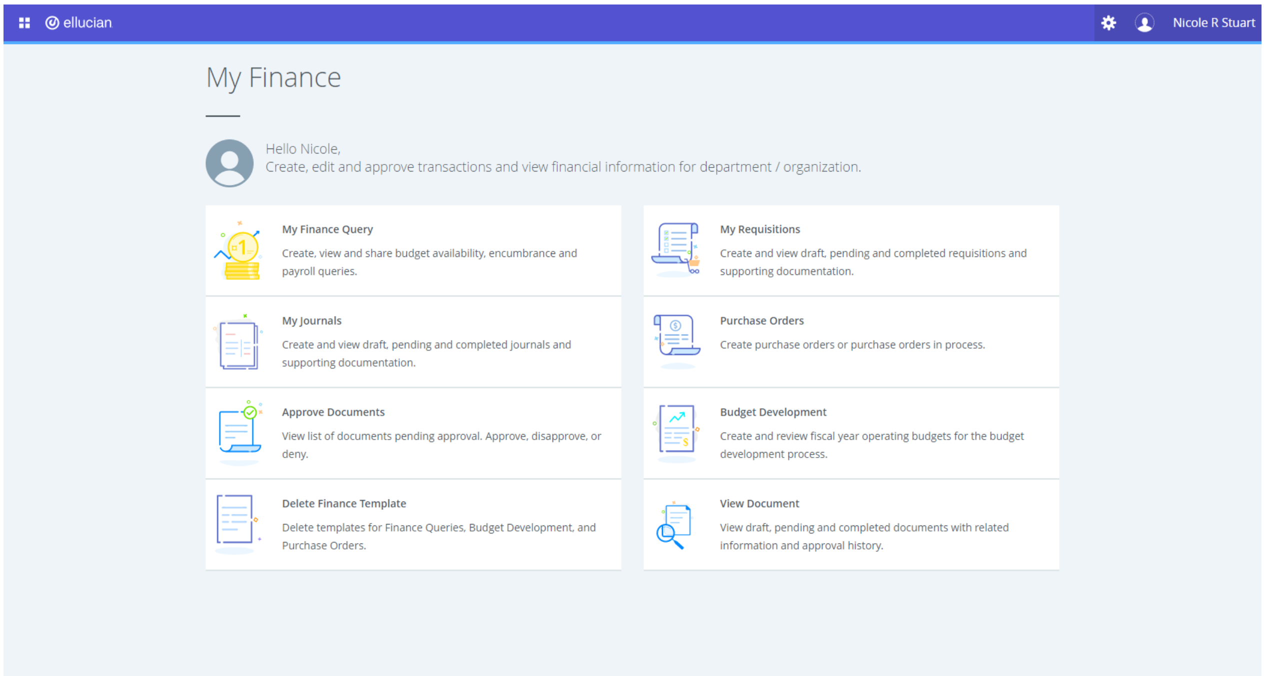
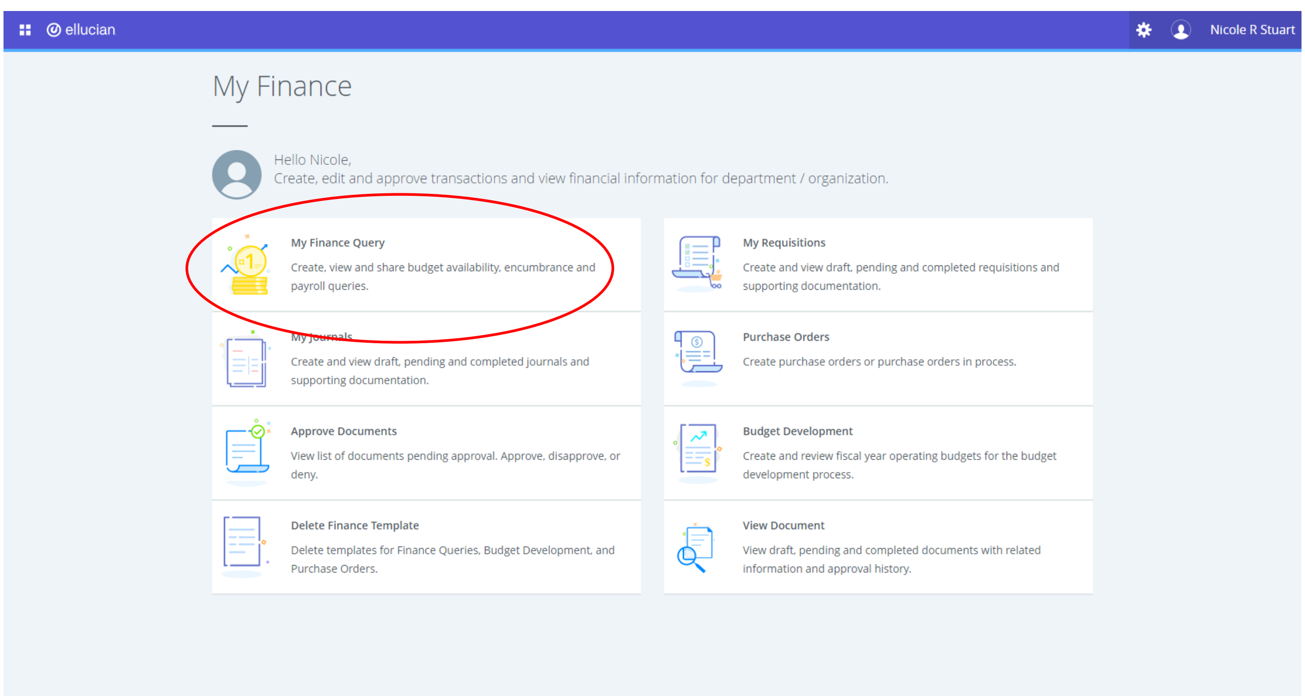
Banner Self Service Procedure – Finance Query

Purpose- to review budget information and view transaction level details by account.

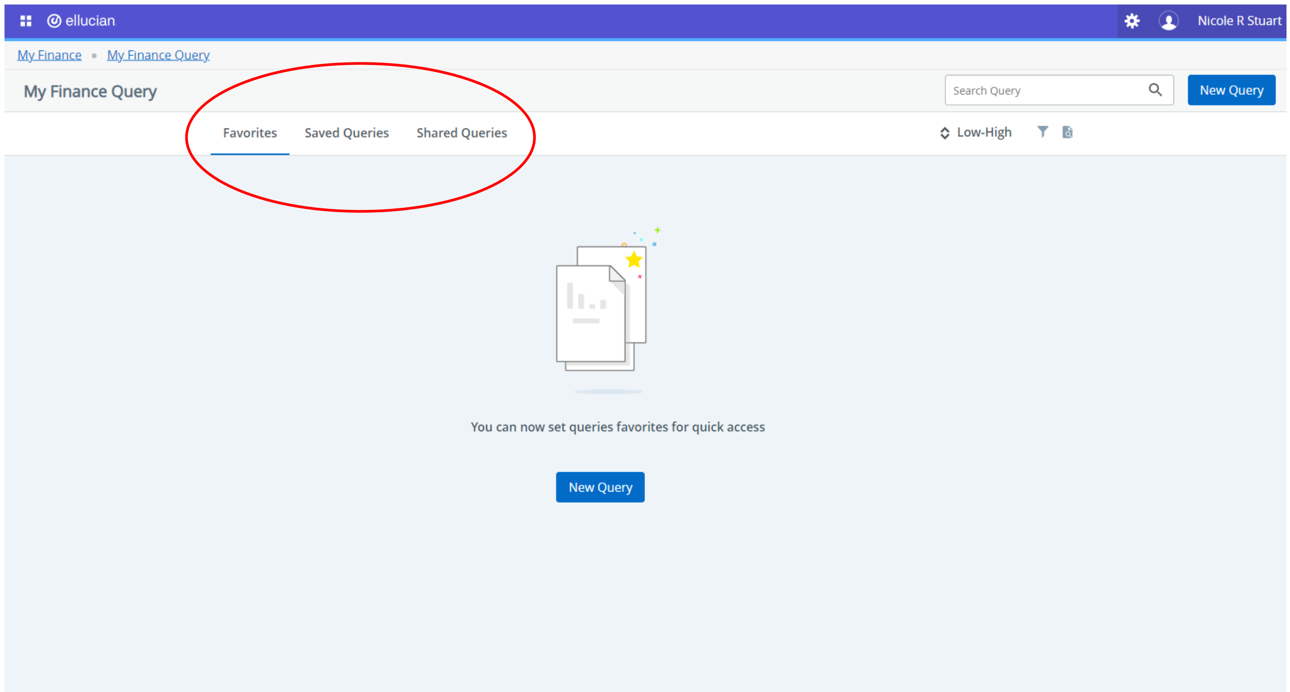
1. Sign into Self Service. All Banner applications are part of the SC single sign on system.
   https://springfield-prod-pxes02.banner.elluciancloud.com:8094/FinanceSelfService



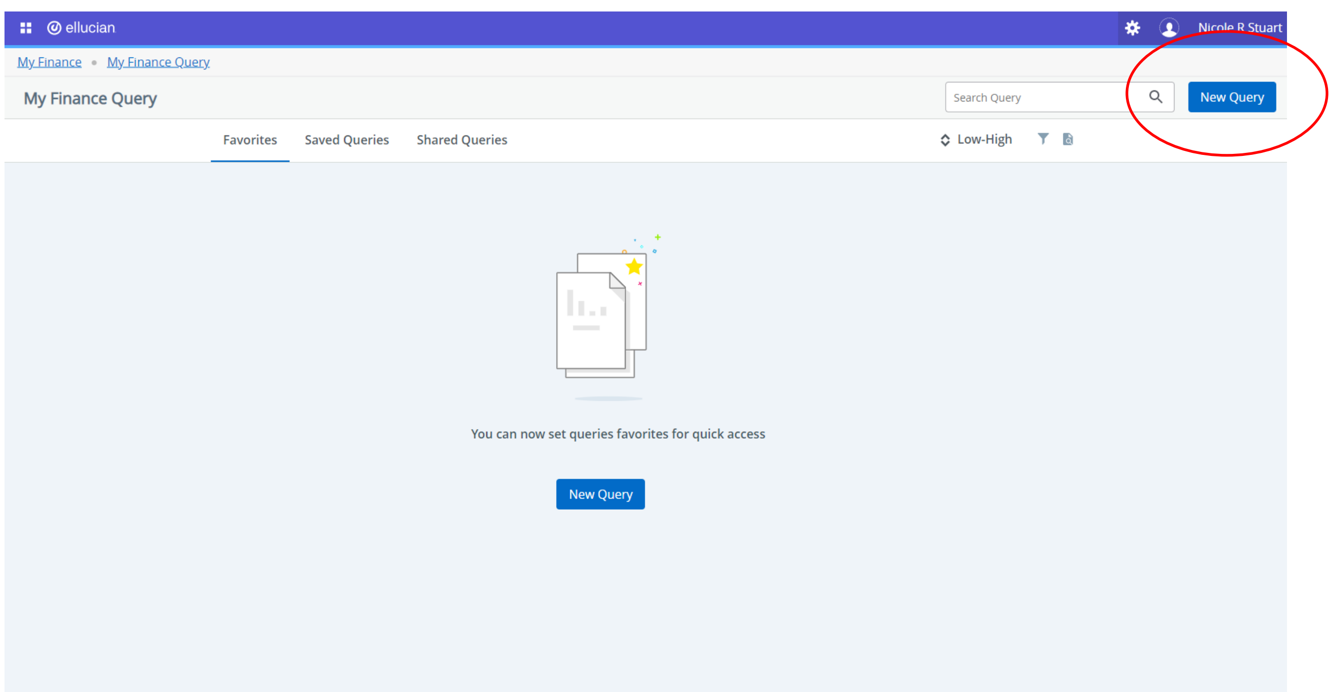
2. Select MY FINANCE QUERY.



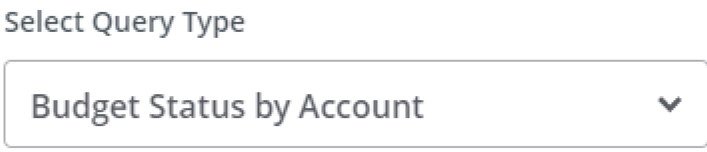
Within MY FINANCE QUERY you can create new queries and access any queries that you have designated as FAVORITES, SAVED or SHARED.



3. Select NEW QUERY



4. Select Query Type. There are many queries available but 3 that will be of best use, they are detailed below.

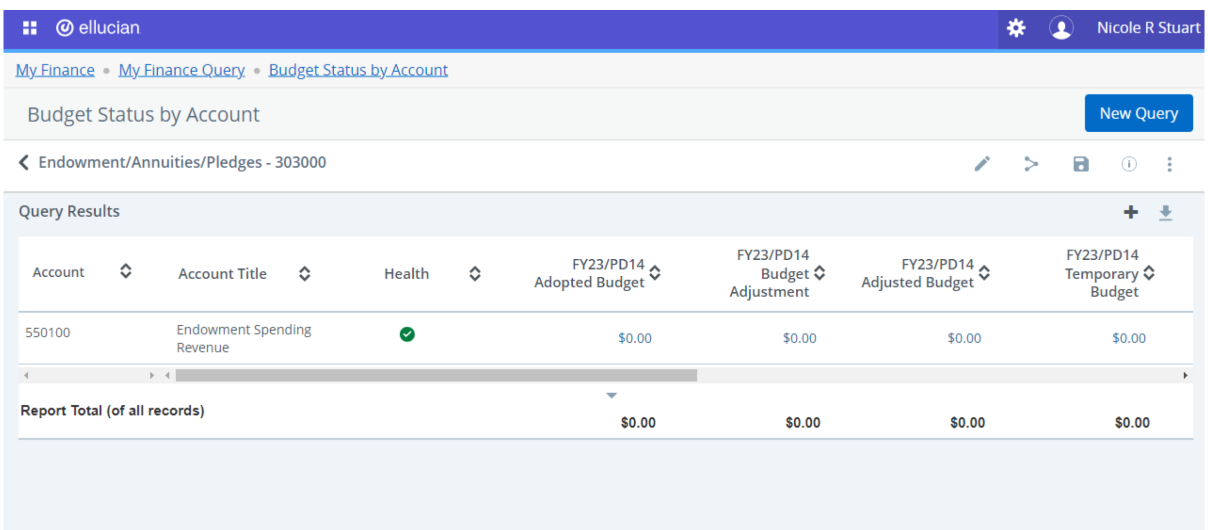


a. Budget Quick Query – This query will provide a snap shot of the budget by account. There are no links that lead to more detailed information.
b. Budget Status by Account – This query will provide detailed budget and expense information by account. It will show the "health" of an account and provide links to transaction level information.
c. Budget Status by Organizational Hierarchy – This query provides the same information as the Budget Status by Account query but at the organization level.

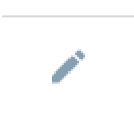
5. Fill in Values. Different values are required for different queries.
   a. Chart – This value is a required field for all queries. It will always be S Springfield College
   b. Index – This is not a field we will be using.
   c. **F**und – This is not a required value but is helpful to narrow down a search.
   d. **O**rganization – This is a required value and will allow the Program number to default.
   e. **A**ccount – This value is not required but is helpful to narrow down a search.
   f. **P**rogram – Not required. Will default when Organization if filled in.
   g. Activity – This value is not required but if a department actively uses a budget line with an activity code it would need to be entered here to see those transactions.
   h. Location – Accounting use only.
   i. Commitment Type – Not required at this time.
   j. Include Revenue Accounts – check this box to include revenues in the query.
6. Fiscal Year – The fiscal year is required to run any query. This field includes a drop-down menu with many years listed. Please note the prior year's CX data will not be moved into Banner. Banner will be FY22/23 and forward.
7. Fiscal Period – This is a required field. The numbers in the dropdown reflect the months of the fiscal year (1=July, 2=August, 3=September, …) Select 12 to see the full year of data. 13 and 14 are for accounting use only.
8. Comparison Fiscal Year and Comparison Fiscal Period - Not required at this time.

9. Operating Ledger – All should be checked to see a complete picture of a departments budget and expenditures. If any of the boxes are not checked they will not be visible when the query is run. Below is a list of each and their meaning.
    a. <u>Adopted Budget</u> – This is the original budget loaded for the fiscal year.
    b. <u>Budget Adjustments</u> – Additions and/or reductions made to the Adopted Budget.
    c. <u>Adjusted Budget</u> – This is the adopted budget +/- the Budget Adjustments, if any.
    d. <u>Temporary Budget</u> – Current year budget dollars that will not default into the next fiscal year budget process.
    e. <u>Accounted Budget</u> - This is the adopted budget +/- the Budget Adjustments.
    f. <u>Year to Date</u> – Actual revenue and expenditure activity for the year to date.
    g. <u>Encumbrance</u>- budget funds committed for future expenditures. For example, by PO.
    h. <u>Reservation</u> –budget reserved by purchase requisition.
    i. <u>Commitments</u> – Encumbrance + Reservations.
    j. <u>Available Balance</u> – Remaining budget

10. Click SUBMIT. The selected query will appear



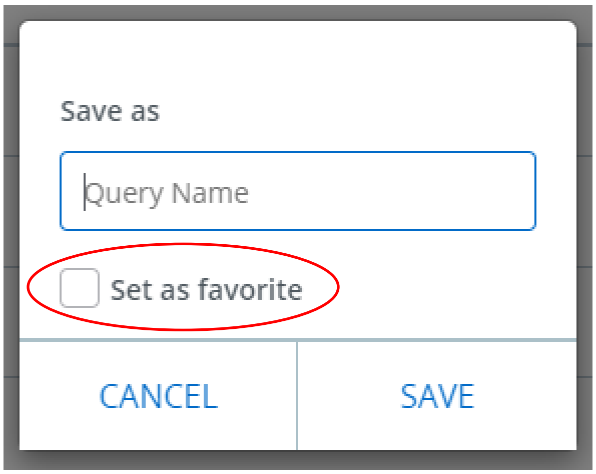
Once the query appears, it can be viewed or an action button can be chosen to do the following.



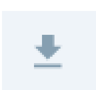
<u>Edit Query</u> – this action will allow the user to edit the existing query. A box will appear that will contain all the values from the original query. These can be changed and the user can resubmit the query.

Share Query – this action will allow the user to share pre-populated queries. The query must be saved before it is shared.

Save Query – by saving a query the user can quickly access their budget information without re-entering the query values. When saving a query, it can be set as a favorite by checking off the box shown below. If you select to set a query as a favorite, it will reflect in both the FAVORITE and SAVED tabs in MY FINANCE QUERY. See instruction 2 above.



View Query Parameter – by selecting this button, a pop up box will appear with all the values selected to run the query currently displayed.



Export – selecting this action will allow the user to export the query details to excel.

Additional Noteworthy Items

- When a query is saved or designated as a favorite it creates a tile on the My Finance Query dashboard. These tiles are useful because they display a higher-level snapshot of a departments budget.