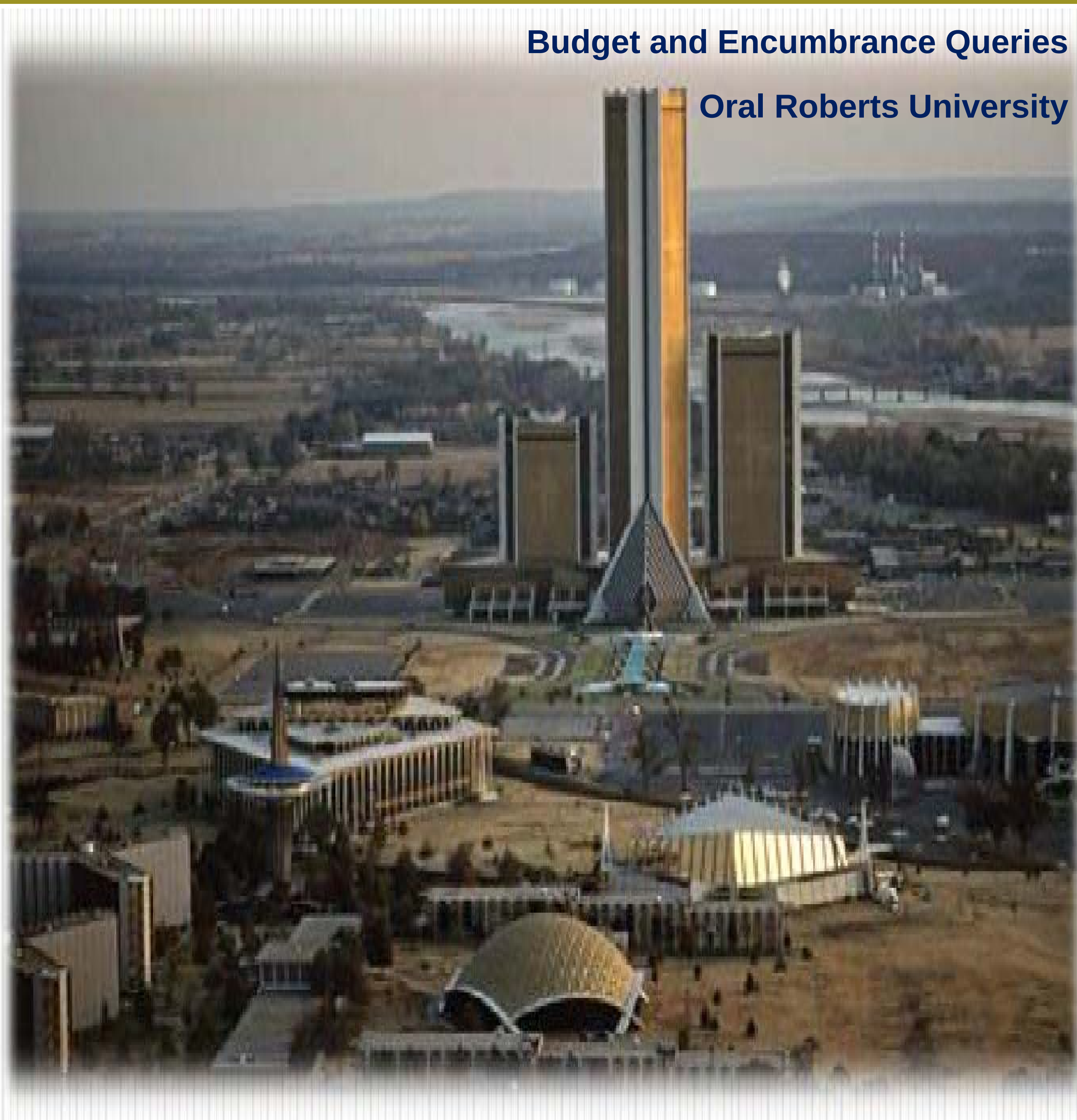
BANNER FINANCE SELF SERVICE



Budget and Encumbrance Queries

Oral Roberts University

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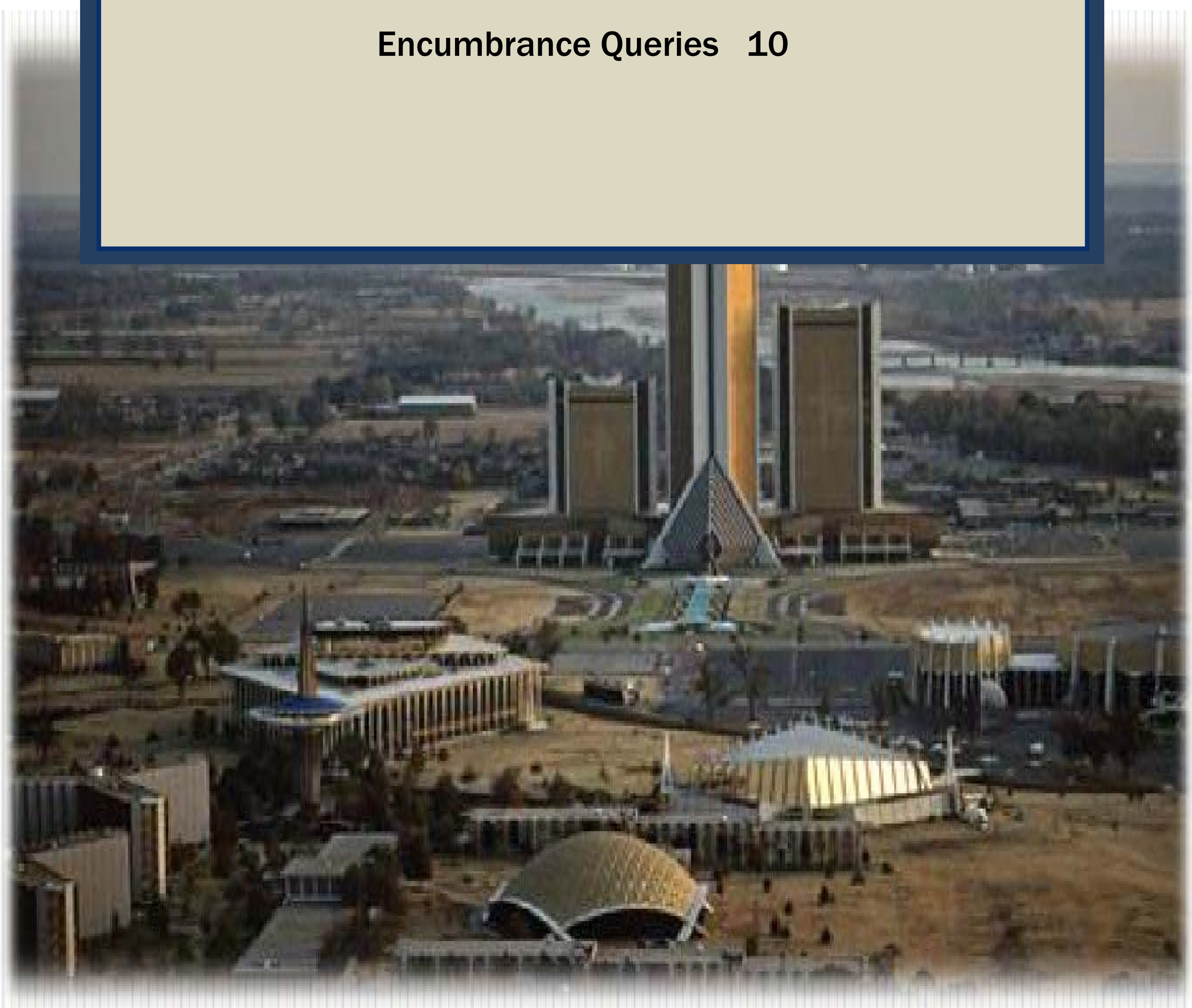
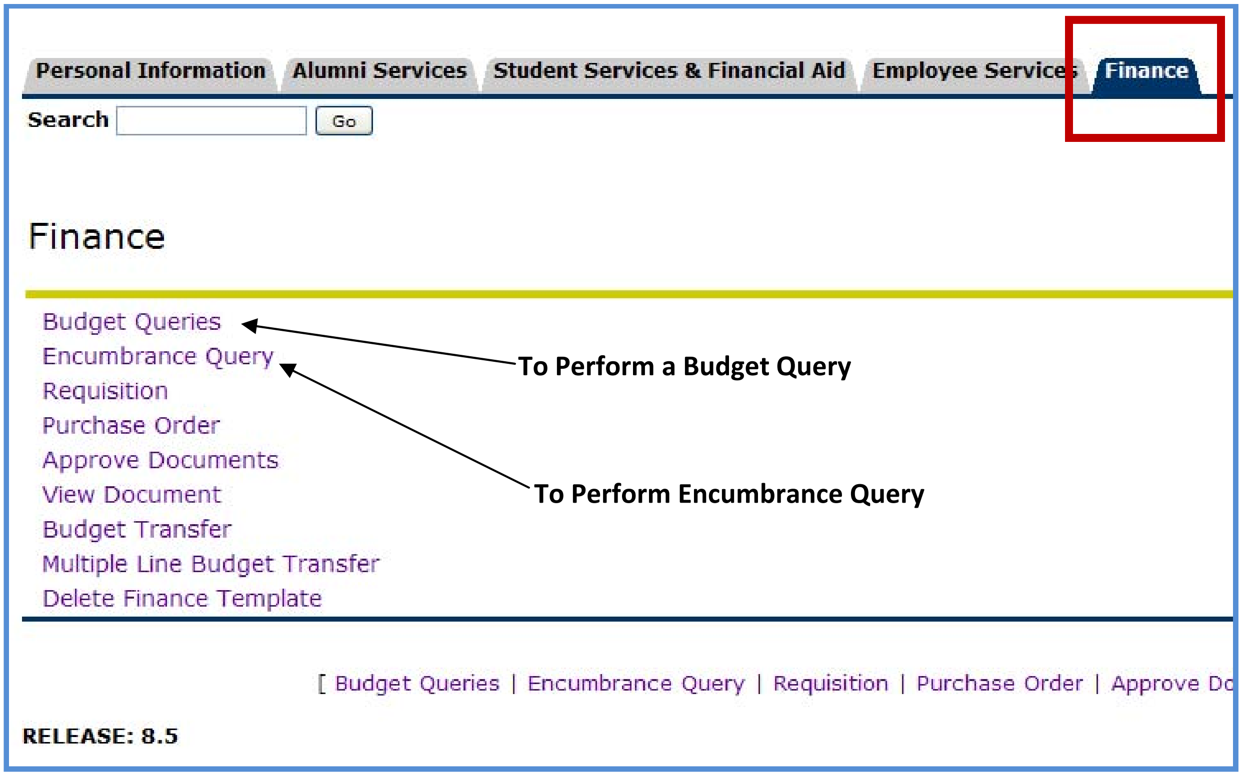
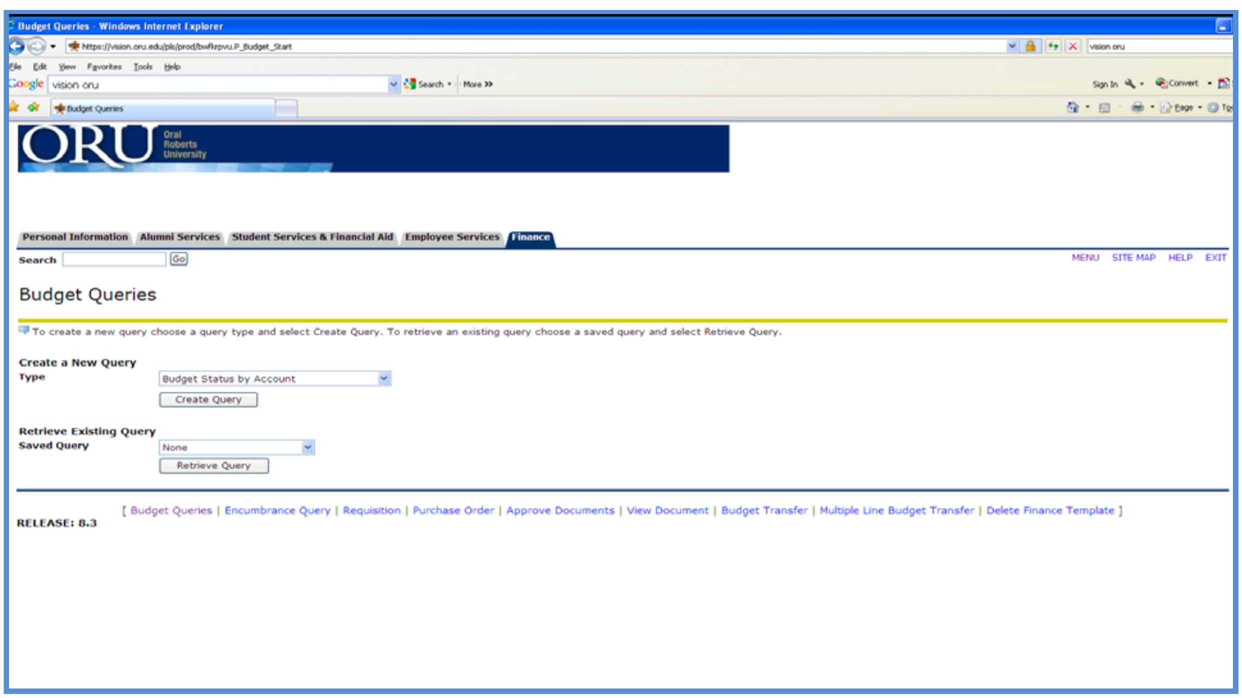


Getting Started



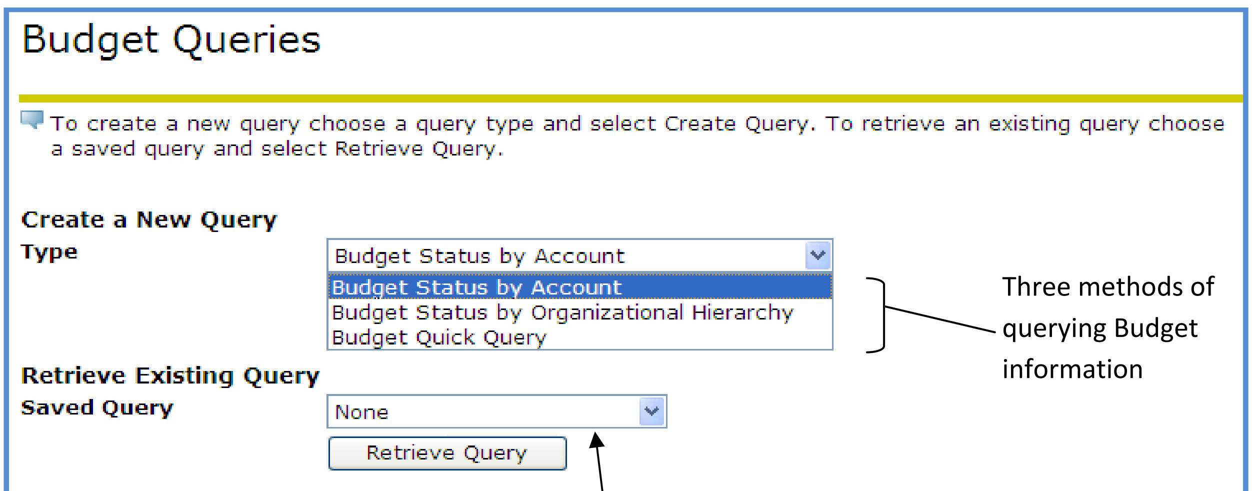
1. After logging into Vision, click the tab called **Finance** on the far right (squared in red in screen above)
2. To create a Budget Query, click on **Budget Queries** (taking you to the screen below)
3. To create an Encumbrance Query, click on **Encumbrance Query** (see page 10)



Budget Queries

There are three methods of querying Budget information listed below. Pick one and click execute query.

a. **Budget Quick Query**: is used to view simplified budget information for one fund or organization as of the date of the query. The results of *the Budget Quick Query* are simplified and do not allow the ability to "drill" down to see detail transactions.
b. **Budget Status by Account**: is used to view budget information for organizations detailed by account for one organization or grant. It does not allow for hierarchy roll up, but allows the drilling feature to get details on transactions.
c. **Budget Status by Organizational Hierarchy**: is used to view summarized budget information using actual or hierarchical organization or account codes. This report is used to break down the **Budget Status by Account** report into segments. It is the best option to see details and full roll up by expense category.



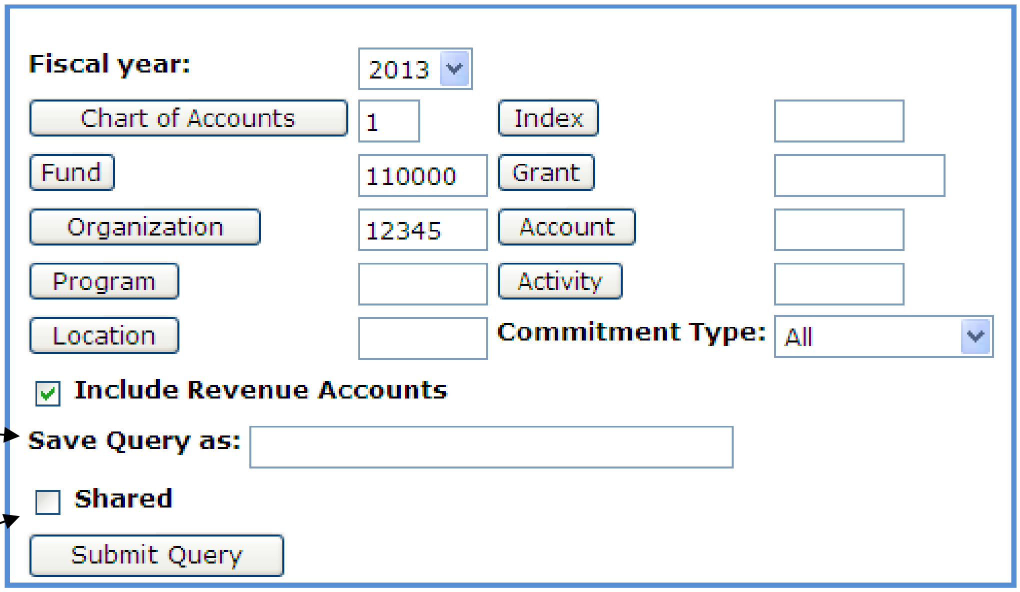
Alternatively, you may retrieve an existing query with all of its previously saved settings in the **Retrieve Existing Query** dropdown.

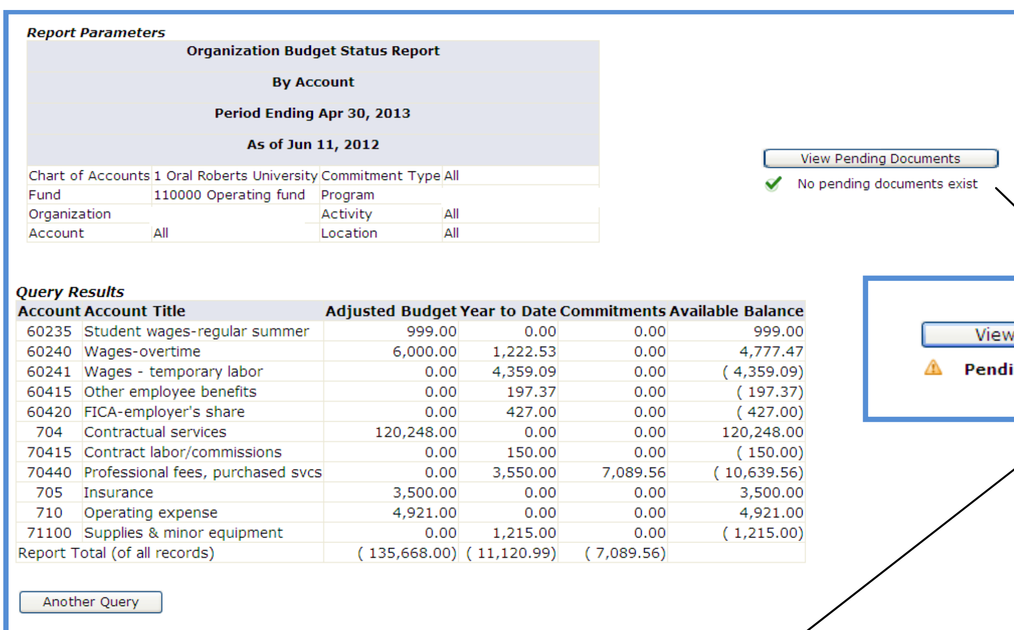
Budget Quick Query

1. Select *Budget Quick Query* from the **Create New Query** dropdown. Click the **Create Query** button.
2. Enter **Chart of Accounts** field (Chart 1=ORU) and **Organization**, which are the only required fields. To narrow the query, fill in the desired fields. For instance, you may want to put in your Index (or old cost center number) in the Index field to fill the Fund, Organization, and Program
3. Click the **Submit Query** button. (If you placed an index, the Fund, Org, and Program will automatically fill in, then click the **Submit Query** a second time to display the query results)

You also have the option to save the query format from this screen for later use in the **Save Query As** field.

To have the query shared with all banner users campus-wide click the **Shared** box.





Report Parameters

Organization Budget Status Report

By Account

Period Ending Apr 30, 2013

As of Jun 11, 2012

Chart of Accounts	1 Oral Roberts University	Commitment Type	All
Fund	110000 Operating fund	Program	
Organization		Activity	All
Account	All	Location	All

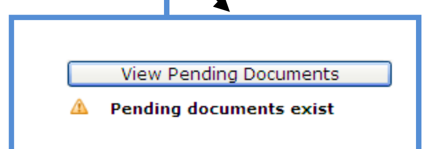
View Pending Documents

No pending documents exist

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
60235	Student wages-regular summer	999.00	0.00	0.00	999.00
60240	Wages-overtime	6,000.00	1,222.53	0.00	4,777.47
60241	Wages - temporary labor	0.00	4,359.09	0.00	(4,359.09)
60415	Other employee benefits	0.00	197.37	0.00	(197.37)
60420	FICA-employer's share	0.00	427.00	0.00	(427.00)
704	Contractual services	120,248.00	0.00	0.00	120,248.00
70415	Contract labor/commissions	0.00	150.00	0.00	(150.00)
70440	Professional fees, purchased svcs	0.00	3,550.00	7,089.56	(10,639.56)
705	Insurance	3,500.00	0.00	0.00	3,500.00
710	Operating expense	4,921.00	0.00	0.00	4,921.00
71100	Supplies & minor equipment	0.00	1,215.00	0.00	(1,215.00)
Report Total (of all records)		(135,668.00)	(11,120.99)	(7,089.56)	

Another Query



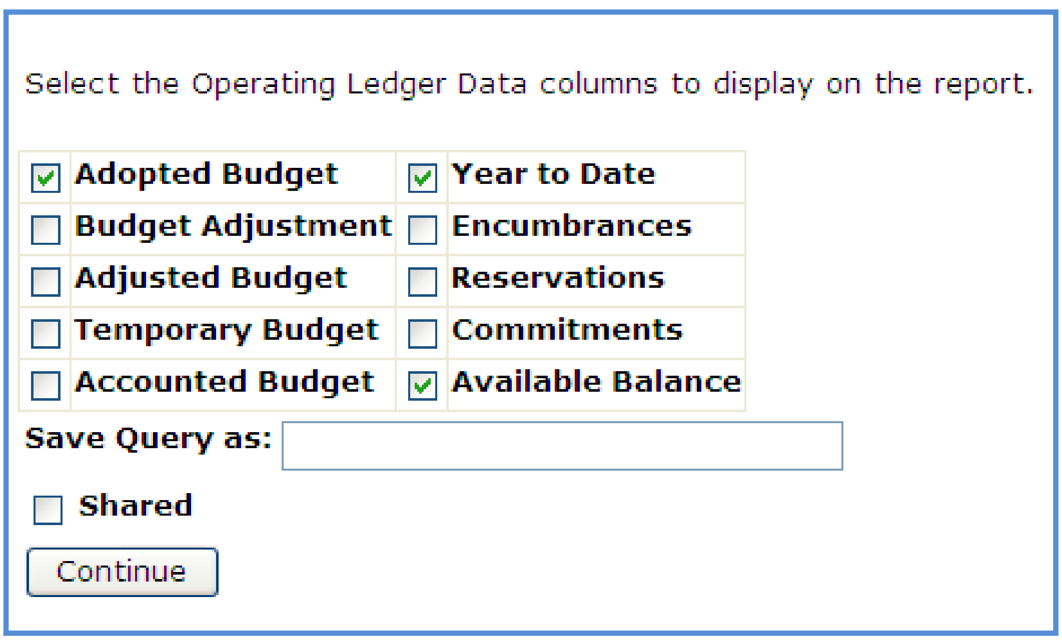
The **View Pending Documents** button allows you to see all documents (Requisitions, Purchase Orders, etc.) that have not been fully completed. These include documents that are still in the approval process and incomplete documents.

Budget Status by Account

1. Select *Budget Status by Account* from the **Create New Query** dropdown. Click the **Create Query** button.

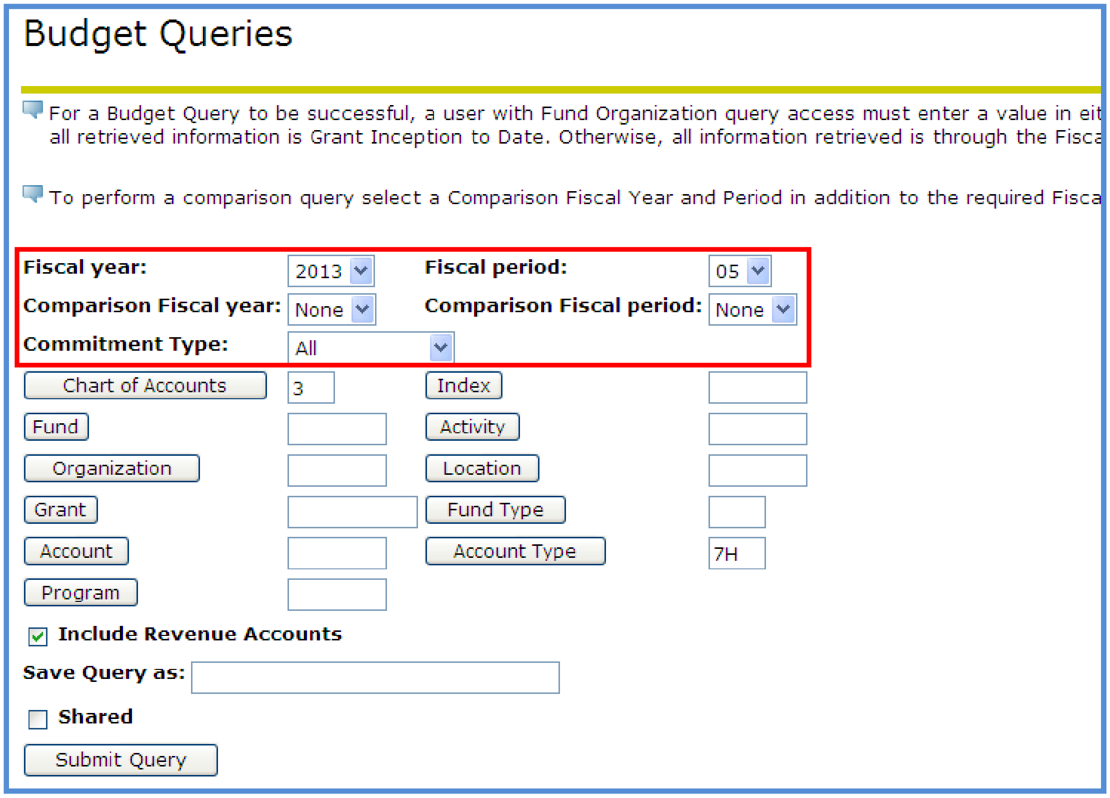
2. In the next screen, check the Operating Ledger Data columns you want displayed on the report. When you are satisfied with the criteria click the **Continue** button. You also have the option to save the query format from this screen for later use in the **Save Query As** field. To have the query shared with all banner users campus-wide click the **Shared** box.

a. **Adopted Budget-** Original budget allocation provided at the beginning of the fiscal year.
b. **Budget Adjustment-** Any additions or reductions made to the budget since the original allocation.
c. **Adjusted Budget-** Current Budget but this is a system-generated column, which **does not** allow for "drilling down" to details.
d. **Temporary Budget-** Adjustments done in the current year that are temporary in nature.
e. **Accounted Budget-** Current Budget. This is the *Adopted Budget* plus or minus any *Budget Adjustments* and is a total of all budget transactions. Details on actual transactions can be obtained by "drilling" down on this field.
f. **Year to date**- shows year to date activity (for a Grant Inception Date Query, this column will be titled Grant Inception to Date).
g. **Encumbrances-** Reports all those Purchase Orders that have been created against a specific Fund/Org. Represents funds for committed for future payments.
h. **Reservations**- Setting aside of budget. The report will show those Requisitions that have been created against a specific Fund/Org. Requisitions remain a *Reservation* until converted to a purchase order.
i. **Commitments**- The report will show a combination of Requisitions and Purchase Orders or in other words the sum of *Reservations* and *Encumbrances*.
j. **Available Balance-** Remaining Budget left to spend: =Total Budget +/- Commitments +/- Year to Date



Budget Status by Account

3. At the top of the next screen, enter the query parameters based upon the descriptions provided for each field.



a. Fiscal Year: Represents the University's fiscal year from May 1 to April 30. For Example "2008" relates to the year starting May 1, 2007 and ending April 30, 2008.

b. Fiscal Period: Represents the number of the fiscal month to query. **YOU MUST SELECT PERIOD 14 IN ORDER TO VIEW YEAR TO DATE ACTIVITY**.

- The University fiscal year starts in May (not January). To query the month of June enter "2" in this field.
- The Banner Finance Self Service module queries on all transactions prior to and including the period indicated. It is not possible to capture a single month in the Self Service module.

c. Comparison Fiscal Year: Banner enables the comparison of budget activity between two fiscal years.

d. Comparison Fiscal Period: Banner enables the comparison of budget activity between two fiscal periods.

e. Enter the fiscal months to compare. Comparisons can be made between fiscal years and fiscal periods, or between different fiscal periods in one year.

f. Commitment Type: Should always be "*ALL*"

Budget Status by Account

4. Enter **Chart of Accounts** field (Chart 1=ORU) and **Organization**, which are the only required fields. To narrow the query, fill in more fields. For instance, you may want to put in your Index (or old cost center number) in the Index field to fill in the Fund, Organization, and Program

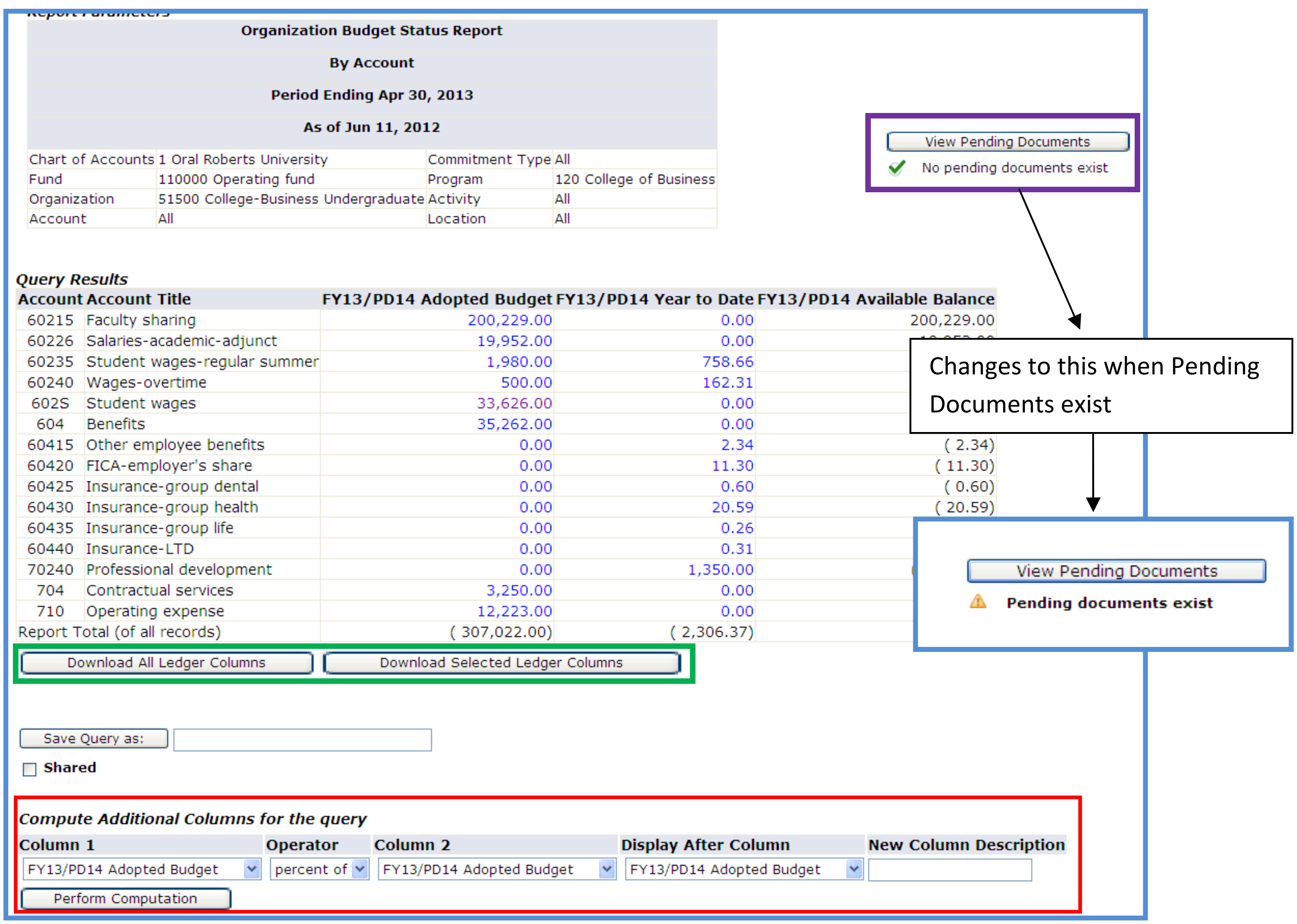
5. Click the **Submit Query** button. (If you placed an index, the Fund, Org, and Program will automatically fill in, then click the **Submit Query** a second time to display the query results)
Note: (to retrieve grant inception to date information, enter the grant code in the grant field)

a. With the Query results displayed, you have the ability to look at transaction details by clicking on any of the numbers that are in blue. This allows you to “drill down” to further documentation and reports on a specific transaction (this includes the “View Document” screen which will allow you to see attachments)

b. To perform calculations based on your data within the report, utilize the *Compute Additional Columns for the query* area (red box below). This section allows you to further enhance your report by adding in percentages and other elements to meet your specific reporting needs.

c. Export Report to Excel by clicking the **Download All ledger Columns** button or **Selected Ledger Columns** button (green box below)

d. The **View Pending Documents** button (purple box below) allows you to see all documents (Requisitions, Purchase Orders, etc.) that have not been fully completed. These include documents that are still in the approval process and incomplete documents.



Organization Budget Status Report

By Account

Period Ending Apr 30, 2013

As of Jun 11, 2012

Chart of Accounts	1 Oral Roberts University	Commitment Type	All
Fund	110000 Operating fund	Program	120 College of Business
Organization	51500 College-Business Undergraduate	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY13/PD14 Adopted Budget	FY13/PD14 Year to Date	FY13/PD14 Available Balance
60215	Faculty sharing	200,229.00	0.00	200,229.00
60226	Salaries-academic-adjunct	19,952.00	0.00	
60235	Student wages-regular summer	1,980.00	758.66	
60240	Wages-overtime	500.00	162.31	
602S	Student wages	33,626.00	0.00	
604	Benefits	35,262.00	0.00	
60415	Other employee benefits	0.00	2.34	(2.34)
60420	FICA-employer's share	0.00	11.30	(11.30)
60425	Insurance-group dental	0.00	0.60	(0.60)
60430	Insurance-group health	0.00	20.59	(20.59)
60435	Insurance-group life	0.00	0.26	
60440	Insurance-LTD	0.00	0.31	
70240	Professional development	0.00	1,350.00	
704	Contractual services	3,250.00	0.00	
710	Operating expense	12,223.00	0.00	
Report Total (of all records)		(307,022.00)	(2,306.37)	

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

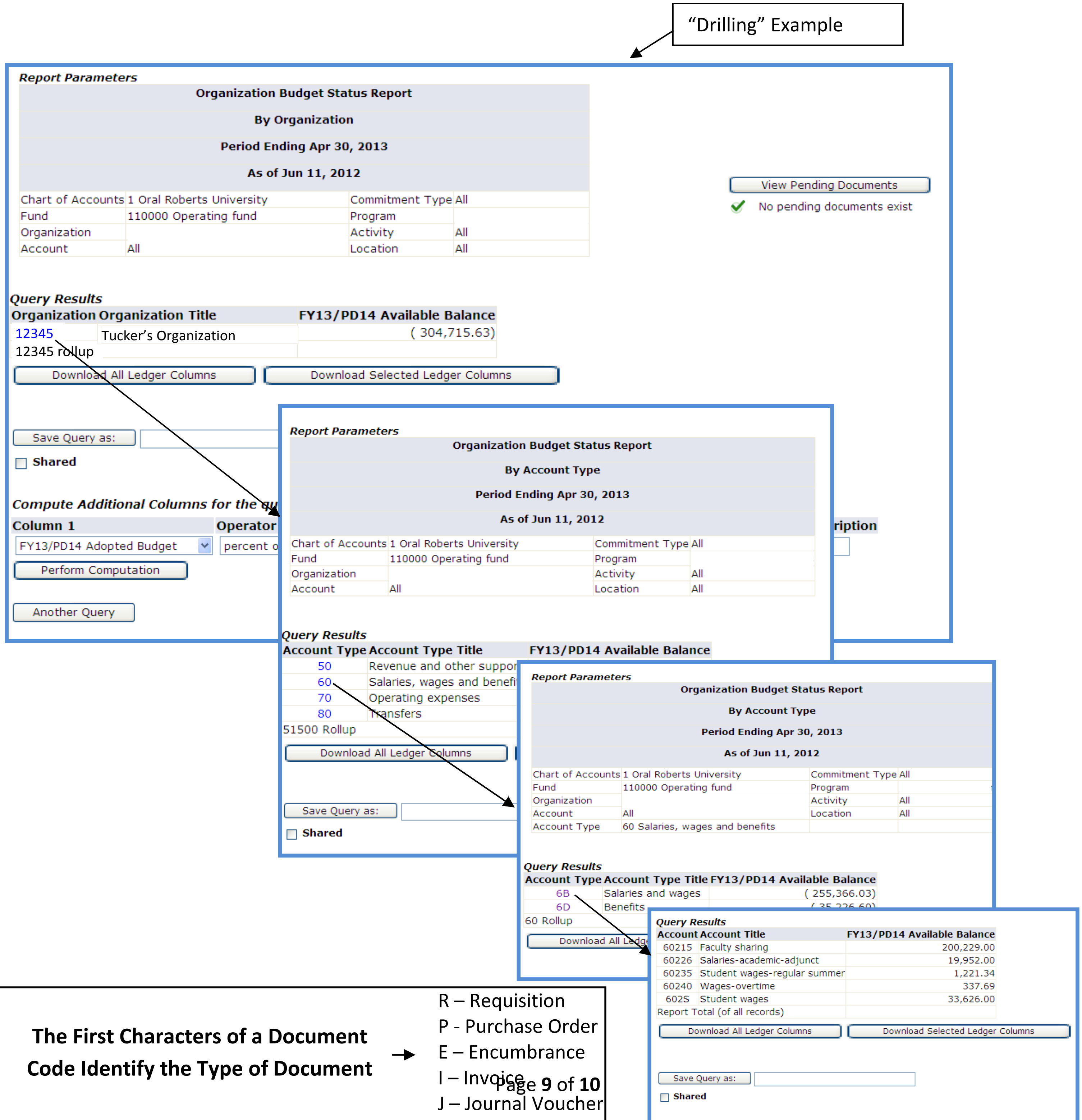
Column 1	Operator	Column 2	Display After Column	New Column Description
FY13/PD14 Adopted Budget	percent of	FY13/PD14 Adopted Budget	FY13/PD14 Adopted Budget	

Perform Computation

Budget Status by Organizational Hierarchy

1. Select *Budget Status by Organizational Hierarchy* from the **Create New Query** dropdown. Click the **Create Query** button.

2. Follow steps 2-5 in Budget Status by Account.

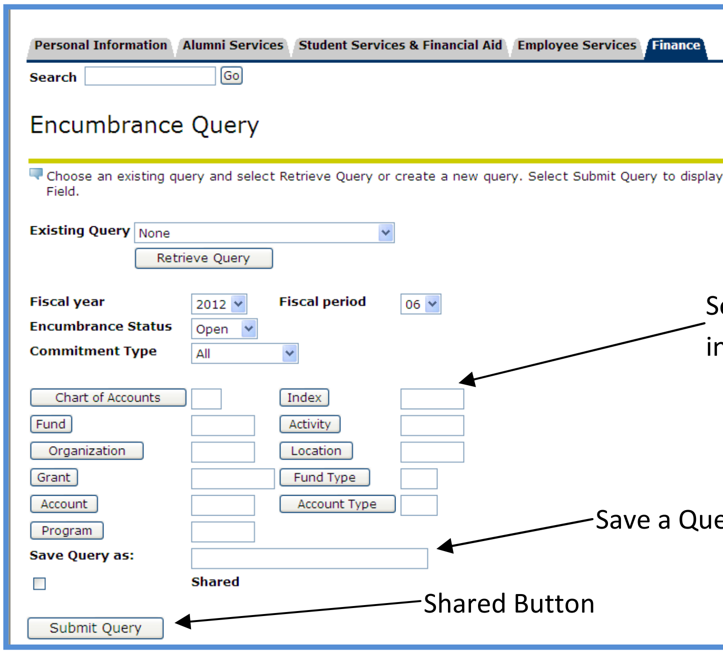


The First Characters of a Document Code Identify the Type of Document →

R – Requisition
P - Purchase Order
E – Encumbrance
I – Invoice
J – Journal Voucher
F – Feed

Encumbrance Queries

Click the **Encumbrance Query** link in the Finance tab taking you to the screen below (the encumbrance query is used to view any outstanding encumbrance information)



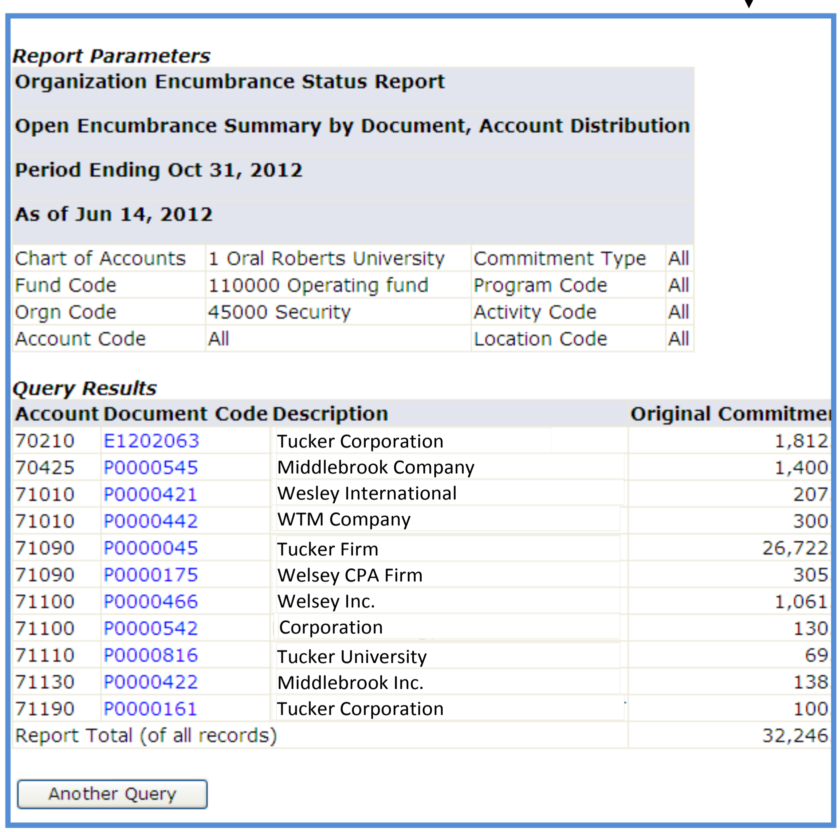
Query Results

Any of the buttons can be used to query for that particular field. For example, by clicking the **Fund** button, a search can be performed to view all available Funds. This access is restricted by Fund/Org Security and one can view only those FOAPAL's that they have access to.

A query can be saved for future reference in the Save Query As field.

If a query is **Shared**, all banner users can view the query but cannot view the details of the query, as Fund/Org security will lock unauthorized persons to view Account details.

Organization or Grant fields are required to view encumbrance information. Wildcards (i.e. % signs, see tutorial in Purchase Requisition Procedures-Query tutorial section) are permitted in these fields, although access is controlled by Fund/Organization security.



Report Parameters

Organization Encumbrance Status Report

Open Encumbrance Summary by Document, Account Distribution

Period Ending Oct 31, 2012

As of Jun 14, 2012

Chart of Accounts	1 Oral Roberts University	Commitment Type	All
Fund Code	110000 Operating fund	Program Code	All
Orgn Code	45000 Security	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitmei
70210	E1202063	Tucker Corporation	1,812
70425	P0000545	Middlebrook Company	1,400
71010	P0000421	Wesley International	207
71010	P0000442	WTM Company	300
71090	P0000045	Tucker Firm	26,722
71090	P0000175	Welsey CPA Firm	305
71100	P0000466	Welsey Inc.	1,061
71100	P0000542	Corporation	130
71110	P0000816	Tucker University	69
71130	P0000422	Middlebrook Inc.	138
71190	P0000161	Tucker Corporation	100
Report Total (of all records)			32,246

Another Query