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Self-Service Banner (SSB)  
Finance Training Workbook

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# 

# Introduction

This workbook is an introduction to the functions of Self-Service Banner (SSB) - Finance which allows users to:

* query budgets
* query encumbrance data
* create Finance templates
* approve documents
* view documents
* create budget transfers
* create multiple line budget transfers
* delete Finance templates.

## access

The access to the forms and queries granted to each user is controlled by the implementation of the standard Finance Fund/Organization and Rule Class Security in Banner. Once either or both of these security measures are *turned* *on* in Banner, SSB-Finance recognizes them, thus granting appropriate access to the user.

## Document Completion

The successful completion of a document created through SSB-Finance will require:

* Available budget at time of entry.
* Once an entry form is initiated, it must be completed. Entry forms cannot be left in process or all information will be lost.

## SSB-Finance Forms

SSB-Finance provides four query forms and five entry forms:

* Budget Query by Account
* Budget Query by Organizational Hierarchy
* Budget Quick Query
* Encumbrance Query
* Approve Documents
* View Document
* Budget Transfer
* Multiple Line Budget Transfer
* Delete Finance Template

## Features

SSB-Finance provides “look-up”, template management and “warning” features to easily find information and create efficiencies within the Banner Finance database:

* FOAPAL Codes Lookup
* Saving/Deleting Templates
* Save As Warning

## FOAPAL Codes Look Up

SSB-Finance forms allow users to look up different codes related to a specific chart of accounts within Banner.

## Chart Elements

## Saving Templates

* The Finance forms and queries provide users the option to save completed transactions and queries for future use. There are two types of queries:
  + Personal (retrievable by user only)
  + Shared (retrievable by any user).
* Once the form or query is saved as a template, it can be retrieved at any time and the information or parameters can be changed.
* A user can use the Delete Finance Template link to delete their personal templates or queries.

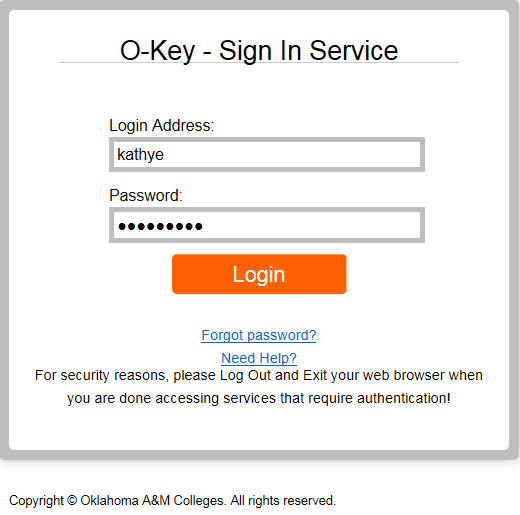
## Save As Warning

Users have the option to save web-completed SSB-Finance forms or query as a personal or shared template for future use. To prevent accidental overwrites of existing templates, SSB-Finance delivers the “Save As” warning message to interrupt a potential unwanted save.

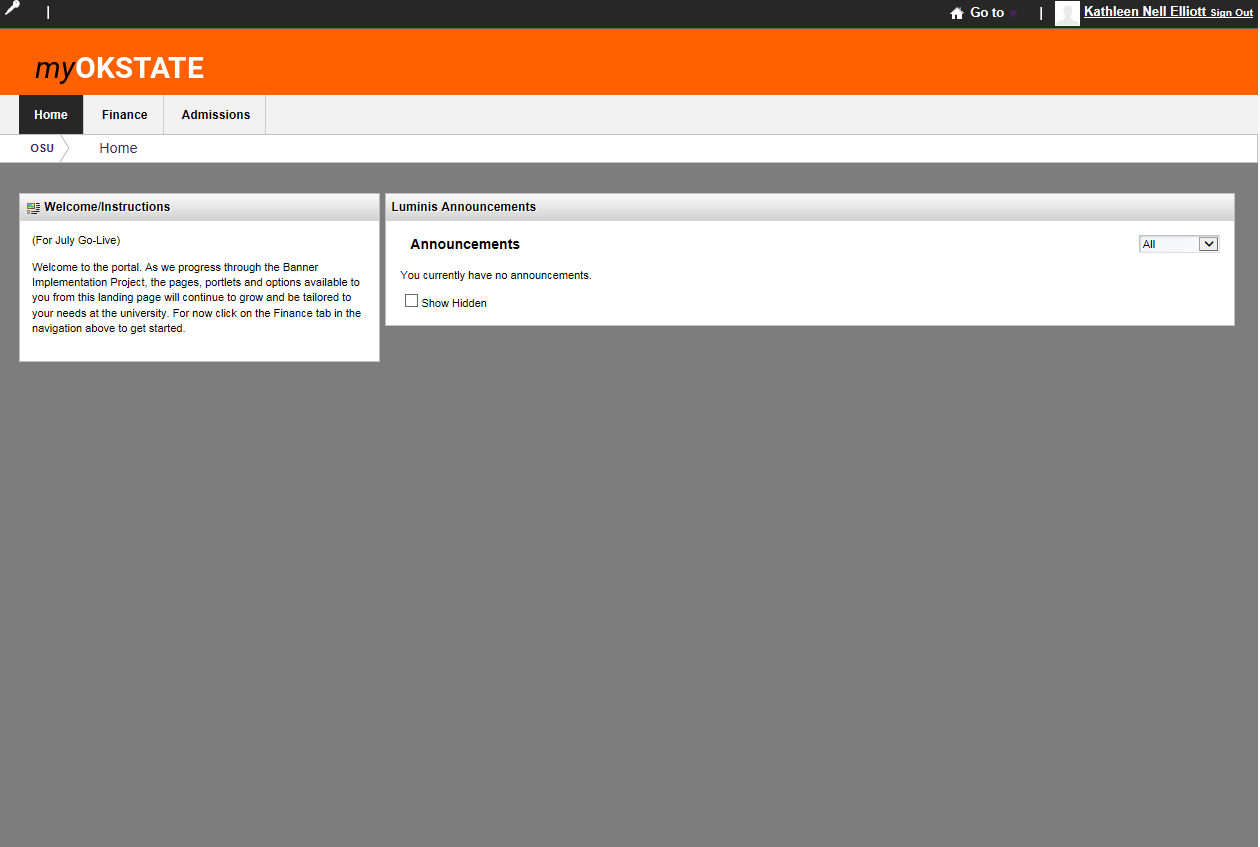
# Accessing SSB-Finance

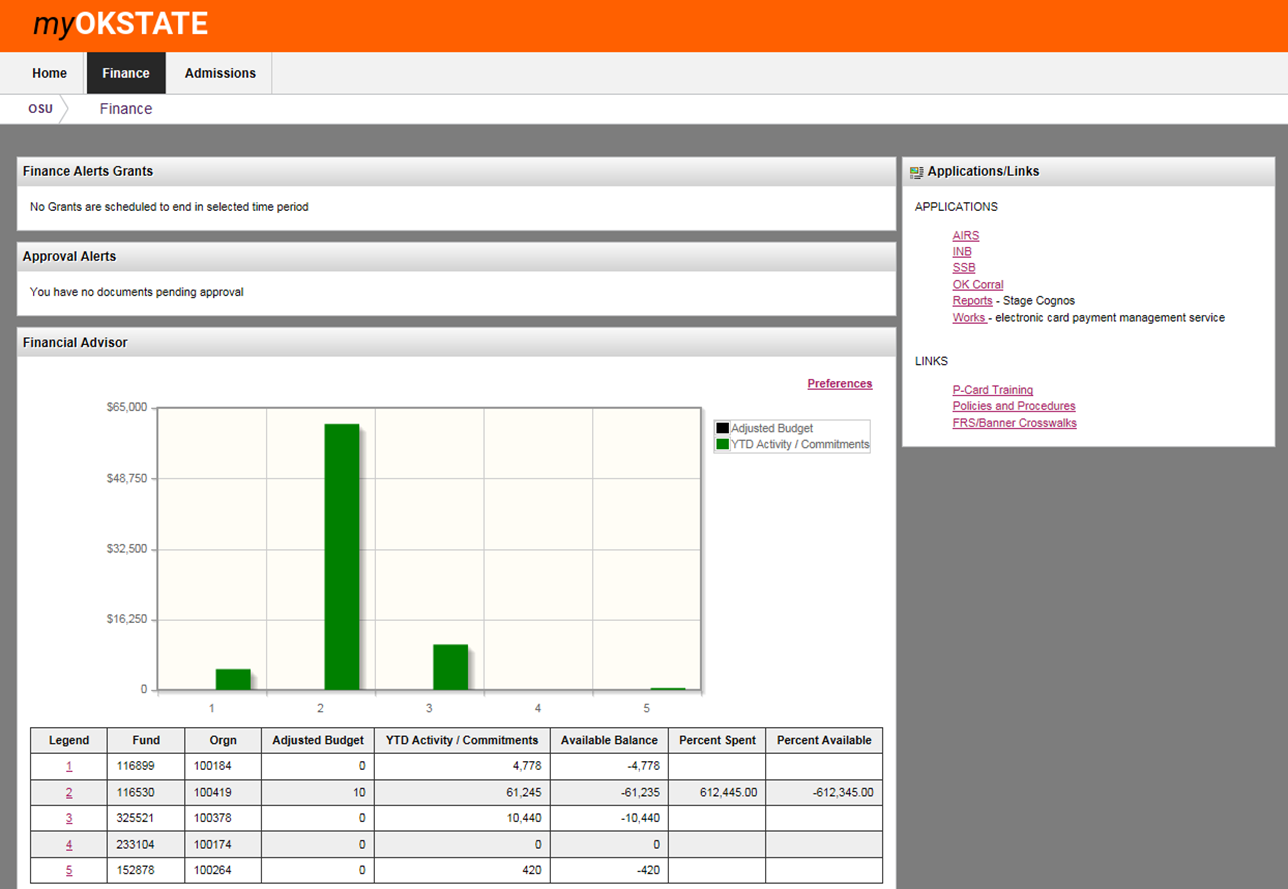
**Steps to Complete this Process**

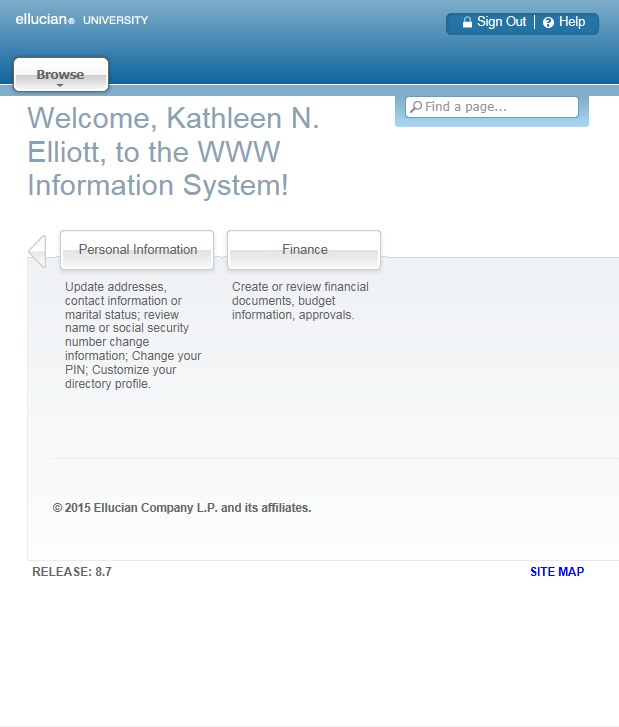
* **Enter the URL address of SSB-Finance [https://osuportal.okstate.edu](https://osuportal.okstate.edu/)**
* **Enter your O-Key username and password and click Login**

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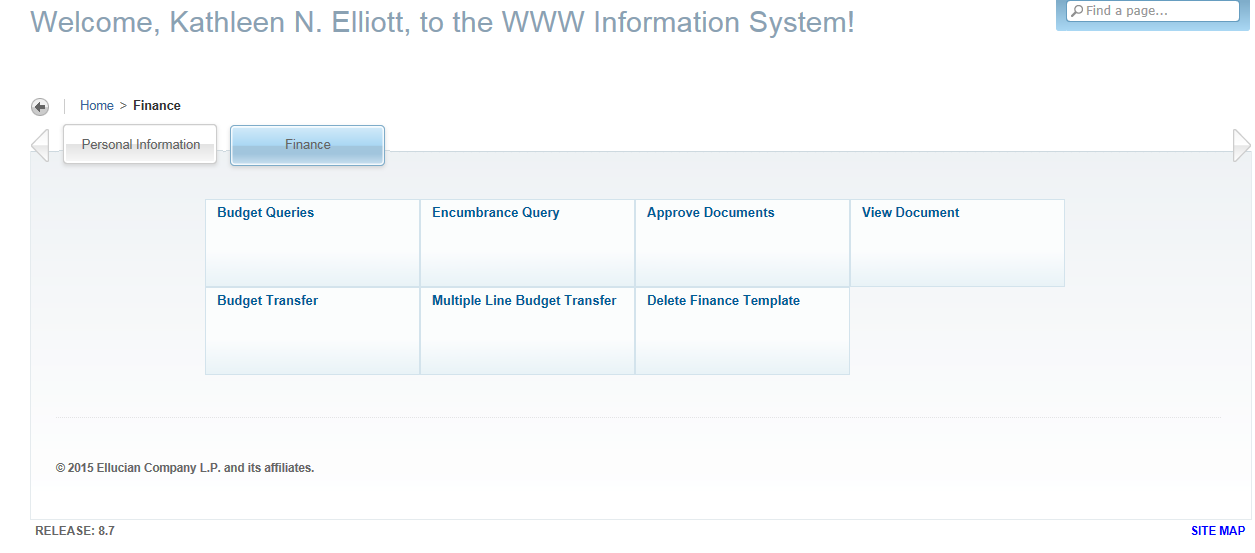
**From the Main Menu, click Finance to access the Finance Menu.**

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* **Click on SSB under Applications/Links**



* **The Finance Menu contains these options**

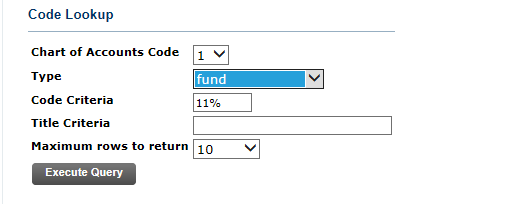


# Code Lookup Function

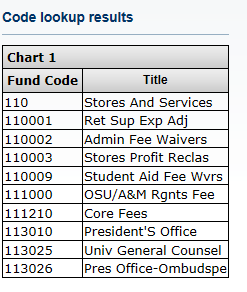
The Code Lookup function is attached to some options from the Finance Menu (Budget Transfer, and Multiple Line Budget Transfer).

**Steps to Complete this Process**

* Select **Budget Transfer** from the Finance Menu.
* Scroll down to the Code Lookup section near the bottom of the page.
* Select a **Chart of Accounts Code** from the drop-down menu.
* Use the **Type** drop-down menu to find the value you want to query.
* For this exercise, select *fund.*
* Enter the wildcard % in the **Code Criteria** field.



Click the **Execute Query** icon to view the List of Values. The page will refresh and display the results of your query



You can select up to 10000 rows.

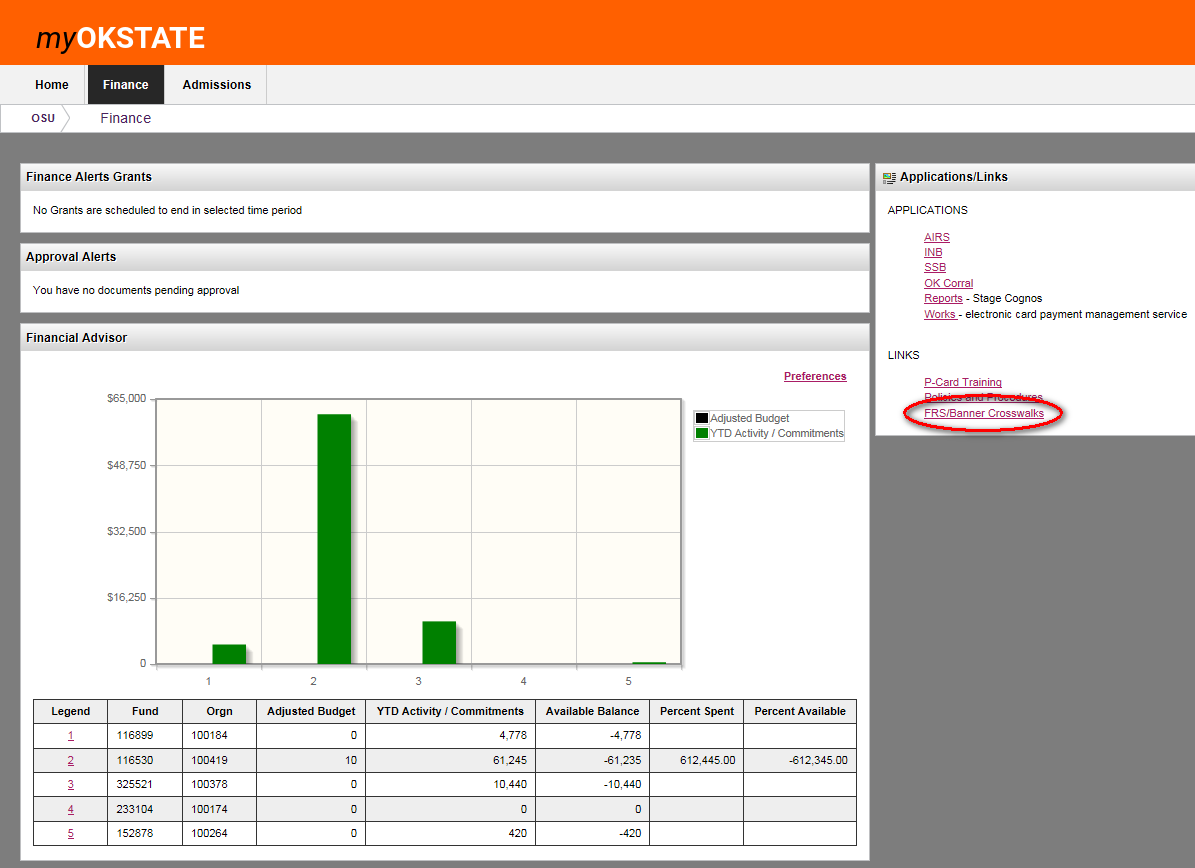
**OR….**

## AIRS Banner Crosswalks

Go back to your Banner Portal tab and click on **FRS/Banner Crosswalks**



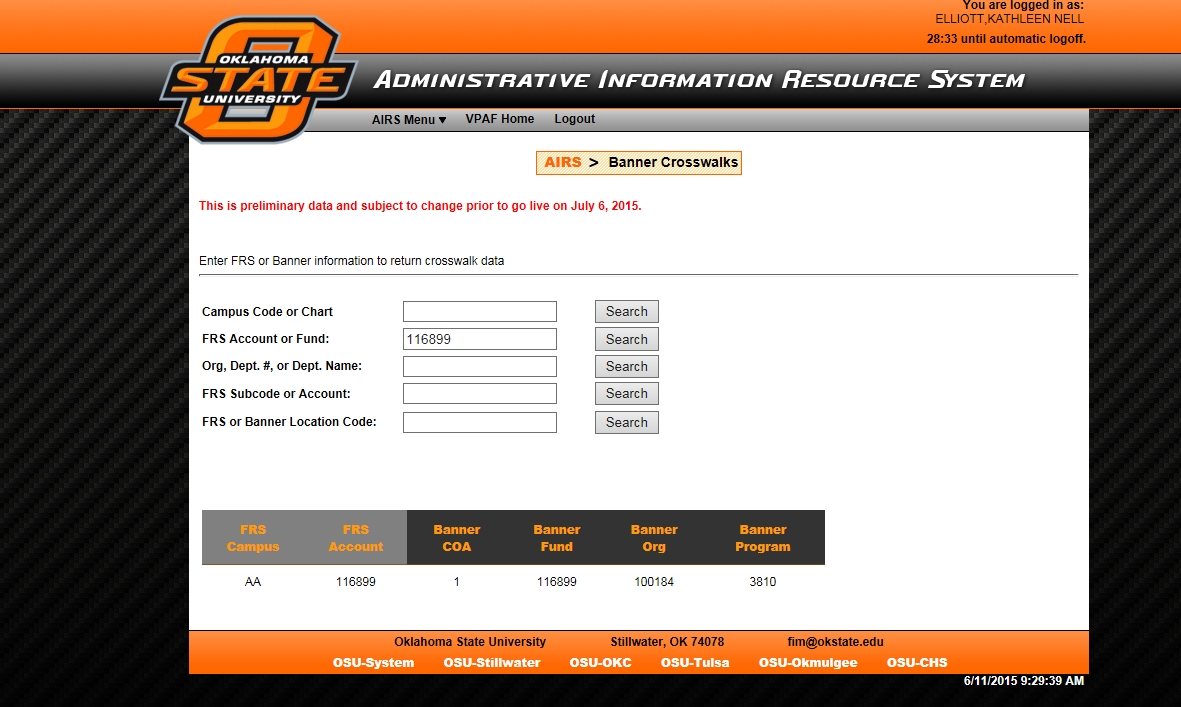
and click on **FRS/Banner Crosswalks**



If you are not already logged into AIRS, it will take you to the AIRS Menu Page and Banner Crosswalks is under **Other.**



If you are already logged into AIRS, it will take you directly to Banner Crosswalks, enter the component you wish to search on, click search, and…



the FOAPAL information will be provided.

# Performing a Budget Query

The **Budget Query** option permits the SSB-Finance user to access Budget Status information. Users can also review the payroll labor distribution information by *either* drilling down from the Budget Status by Account *or* using the Payroll Detail in Budget Queries. The data selected through a SSB-Finance query can be downloaded to a Microsoft Excel spreadsheet.

A user may build or retrieve these types of queries:

* Budget Status by Account
* Budget Status by Organizational Hierarchy
* Budget Quick Query
* Payroll Expense Detail

Users may choose from the following Operating Ledger Data for Budget Status by Account and Budget Status by Organizational Hierarchy:

* Adopted Budget
* Budget Adjustments
* Adjusted Budget
* Temporary Budget
* Accounted Budget
* Year to Date
* Encumbrances
* Reservations
* Commitments
* Available Balance

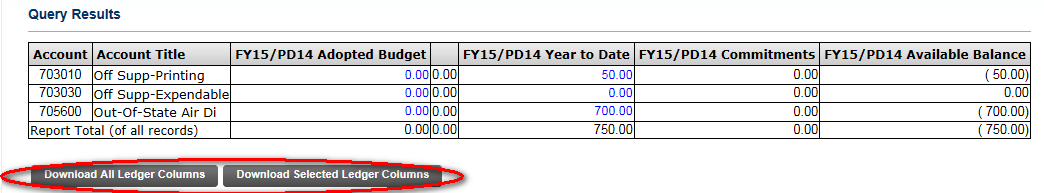


## comparison queries

When users choose their desired parameters, they may select one fiscal period and year fro comparison to the required fiscal period and year. (Budget Quick Query only shows one fiscal year). With this selection, all the details that are retrieved will be placed next to the corresponding comparison fiscal period.

## Downloading Query Data to a Spreadsheet

Users can download budget query data to a Microsoft Excel spreadsheet and then edit it, according to their reporting needs.



## **Saving Queries as Templates**

A query can be saved as a template on each screen. However, each time a query is saved, only the information entered and queried up until that point is saved. A user can enter a query and save it on each screen under a different name, creating several templates, each with its own detail or path.

This functionality enables the user to save the query and retrieve it later for quick reference or customizing. Queries may be saved as ‘Shared’ or ‘Personal.’ Other users may access ‘Shared’ queries; ‘Personal’ queries may be accessed only by the user who created them.

Note: You can use the Delete Finance Template link to delete your personal templates.



## 4.4 User-Calculated Columns

The detail screen provides the capability to add “user calculated columns” to a query. This allows the user to add, subtract, multiply, divide, or get a percentage of any two operating ledger columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

Note: The user calculated columns cannot be downloaded into Excel because they are just calculations.

## Budget Status by Account

The Budget Status by Account option allows a user to review budget information by account for the fiscal period, year to date, and commitment type by:

* Specific FOAPAL/Index values
* A Specific Organization
* All Organizations
* Grant
* Fund Type
* Account Type
* Revenue Accounts.

There are five levels to a Budget Query by Account:

* Account Detail
* Transactions Detail
* Document Detail
* View the Document
* View Payroll Expense Detail

## Budget Status by Organization Hierarchy

The Budget Status by Organization Hierarchy option allows users to review budget information for organizations:

* Hierarchical Structure
* Specific Funds, High-level Organizations, Accounts, and Programs
* Fund Type
* Account Type
* Revenue Accounts

The levels of this type of query include:

* Organizational Hierarchy
* External Account Type (Levels 1 and 2)
* Account Detail
* Transaction Detail
* Document Detail
* View the Document

## Budget Quick Query

The Budget Quick Query is used to review budget information by adjusted budget, year to date, commitments, and available balance by:

* Specific FOAPAL/Index values
* A specific organization
* All organizations
* Grant
* Revenue accounts.

The levels of this type of query do not allow any type of query for: Account Detail, Transaction Detail, Document Detail, or View the Document.

## Payroll Detail in Budget Queries

The Payroll Detail in Budget Queries option allows a user to review the payroll labor distribution information by account for the fiscal year and fiscal period by:

* Specific FOAPAL/Index values
* A Specific Organization
* All Organizations
* Grant
* Fund Type
* Account Type
* Revenue Accounts

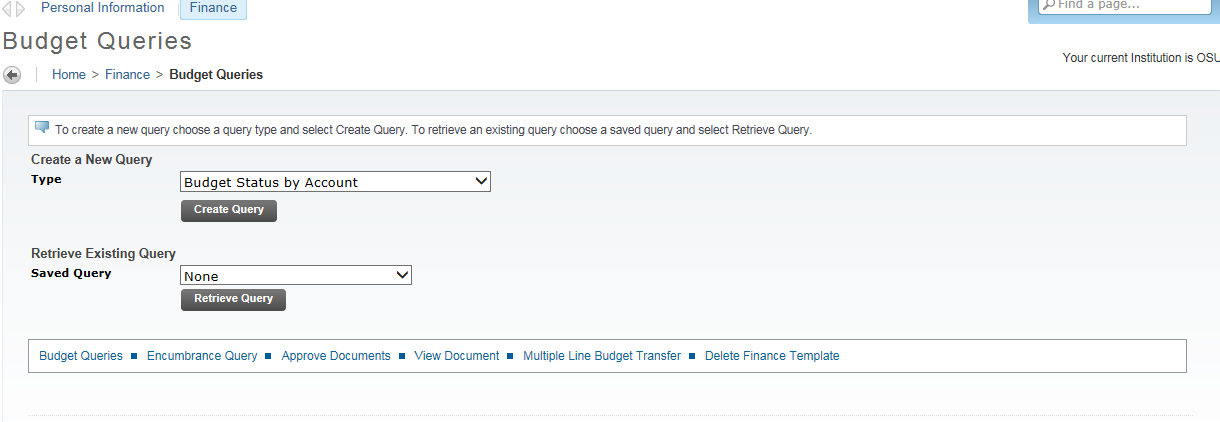
Note: For a Payroll Expense Detail query to be successful, a user with Fund Organization query access and Payroll Detail access must enter a value in either the **Organization** or **Grant** fields as well as the **Fiscal Year**, **Period,** and **Chart of Accounts** fields. If grant information is queried, all retrieved information is grant inception to date. Otherwise, all information retrieved is through the fiscal year to date.

**Steps to Complete this Process:**

### Click **Budget Queries** from the Finance Menu to navigate to the Budget Query Page.



### Under **Create a New Query**, click the drop-down **Type** menu to view values.



Select **Budget Status by Account** to view budget information

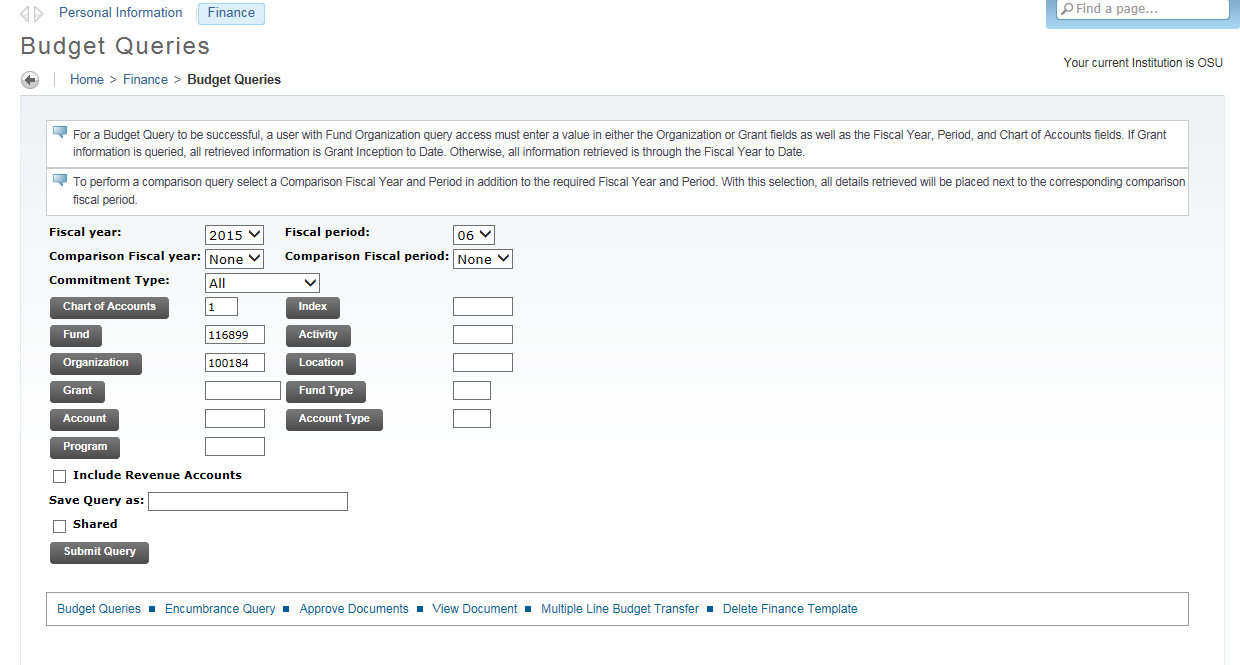
Select **Budget Status by Account** to view budget information for organizations detailed by account. You may wildcard either or both the organization or account (as well as other values, except chart). This does not work with hierarchical organization or account codes.

Select **Budget Status by Organizational Hierarchy** to view summarized budget information using actual or hierarchical organization or account codes.

### Enter a name for your query in the **Save Query As** field.

Note: Do not use the following non-standard characters in your query name. They are the semicolon (;), slash (/), ampersand (&), at sign (@), and question mark (?).

### Check the **Shared** checkbox.



Select **Budget Quick Query** to view summarized budget information for organizations. This does not work with hierarchical organization or account codes.

Select **Payroll Expense Detail** to view the entire payroll distribution data for the Fiscal year and Fiscal period.

### After selecting a query type, click the **Create Query** icon.

### Check the appropriate checkboxes for your query.



### Click the **Continue** button.

### Enter the appropriate parameters for your query.

Note: You must choose either a valid organization or a valid grant and chart of accounts to retrieve any data.

### Save Query as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to save the entire query for reuse.

### 10. Check the **Shared** checkbox.

### 11. Click the **Submit Query** button.

### 12. The page will refresh and display the results of your query, along with the parameters that were selected.

### 13. Click the **View Pending Documents** button if pending documents exist.

### 14. The page will refresh and display the Status of Transactions in Process page.

## Performing an Encumbrance Query

The Encumbrance Query feature of SSB-Finance allows users to review outstanding Encumbrance information. Users may enter any FOAPAL values to narrow their query. Users must also populate the **Organization** or **Grant** fields to submit a query, though wildcards are permitted in these fields. Remember that access is controlled by Fund/Organization security.

## Encumbrance summary report

Once the parameters are selected for a particular query and submitted, the Encumbrance query brings back information on the related encumbrances by account. The report displays the following information: Fiscal period, Chart of Accounts, FOAPAL elements, Account, Document Code, Description, Encumbrance information and amounts, Percentage used, and totals.

# Document Accounting Distributions Screen

The following information is displayed on the Document Accounting Distributions page:

* Fiscal period
* Chart of Accounts
* Document number, date and code
* Transaction description
* Rule class
* Encumbrance information and amounts
* Item and sequence numbers
* FOAPAL

**Steps to Complete this Process:**

1. Click on **Encumbrance Query** from the Finance Menu to navigate to the Encumbrance Query Page.

### 

### Enter appropriate parameters or retrieve an existing query.

### 

1. Click the Submit Query button.

# Viewing Documents

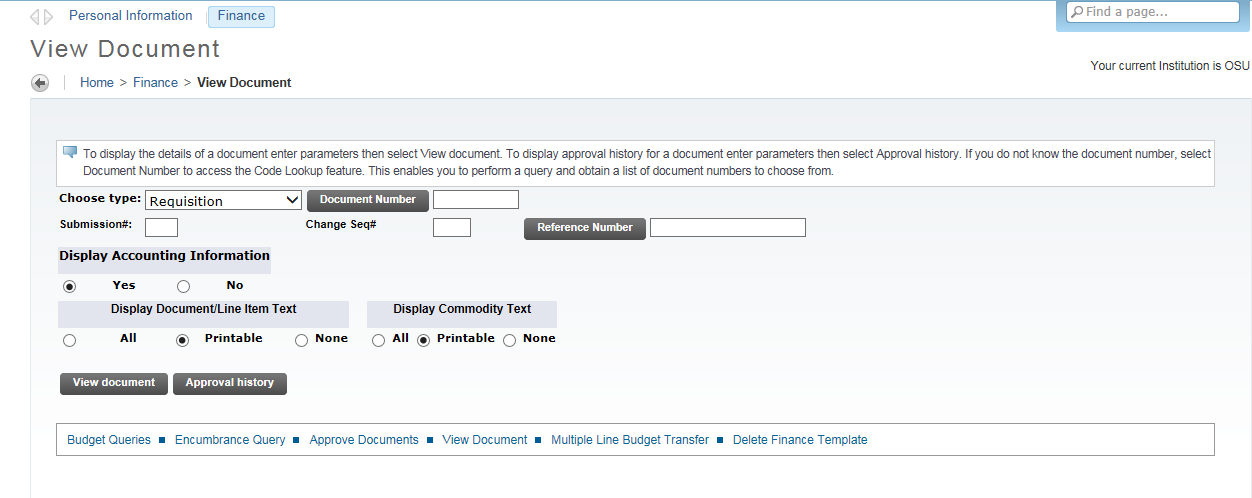
SSB-Finance allows a user to view detail information about a document (completed items from OK Corral that have gone through the entire workflow such as requisitions, purchase orders, invoices, and also journal vouchers, encumbrances, or direct cash receipts). Any existing Banner document may be retrieved and viewed by this means.

You can submit a document query by:

* document type
* document number
* submission number
* change sequence number

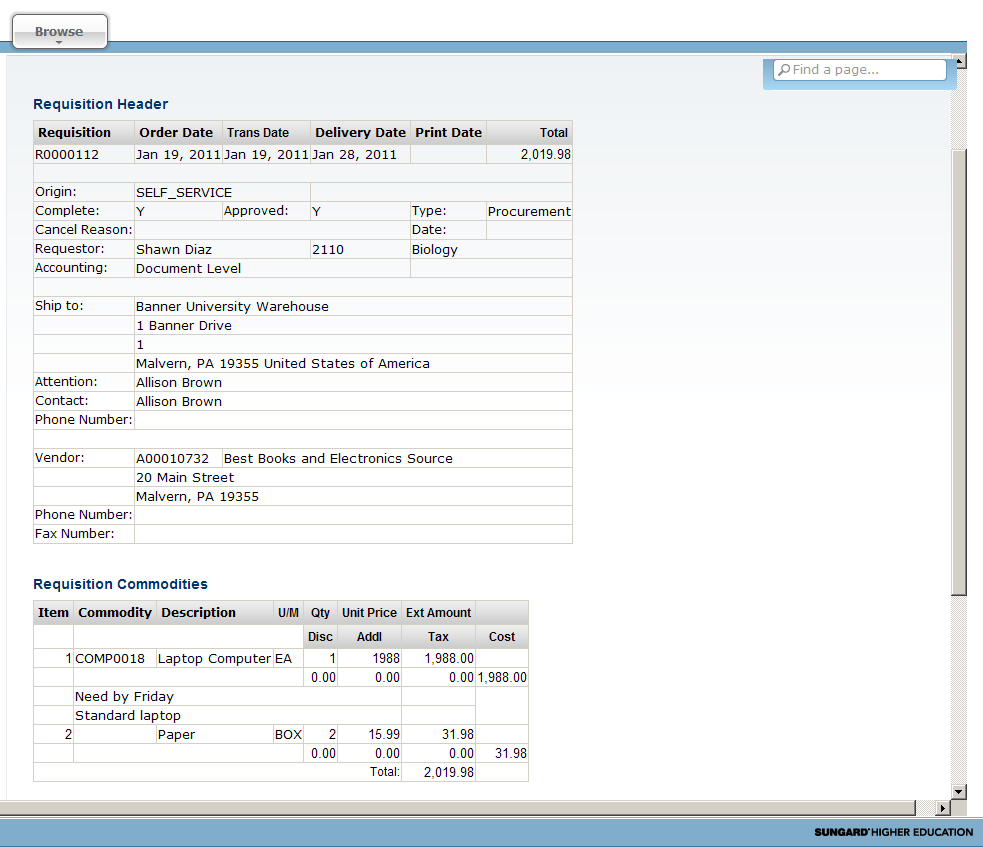
**Steps to Complete this Process:**

1. Click on **View Document** from the Finance Menu to navigate to the Document Page.
2. Enter a document number in the **Document Number** field.

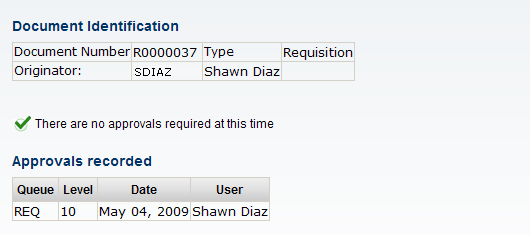


Note: You can enter a document number from an external system, such as OK Corral, in the Reference Number field.

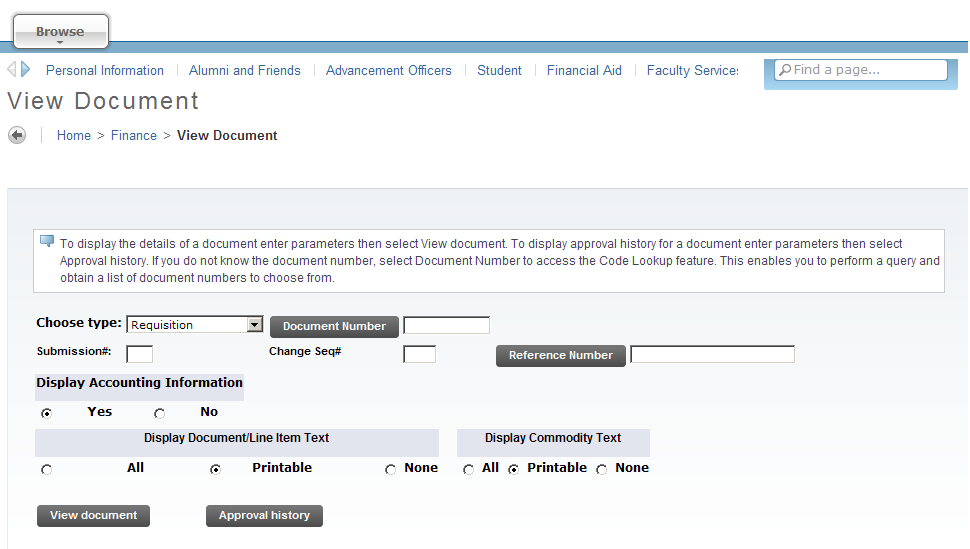
1. Click the **View Document** button to view that document.



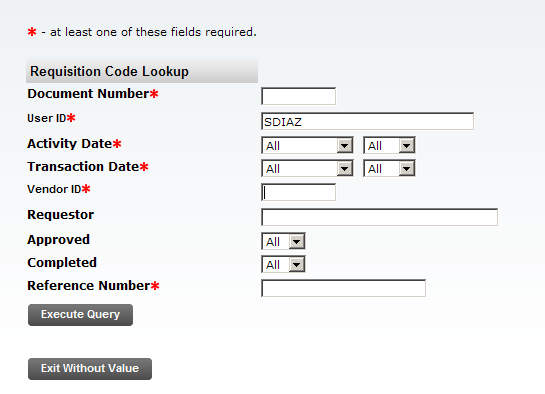
4. Click the **Approval History** icon to view the document's properties.



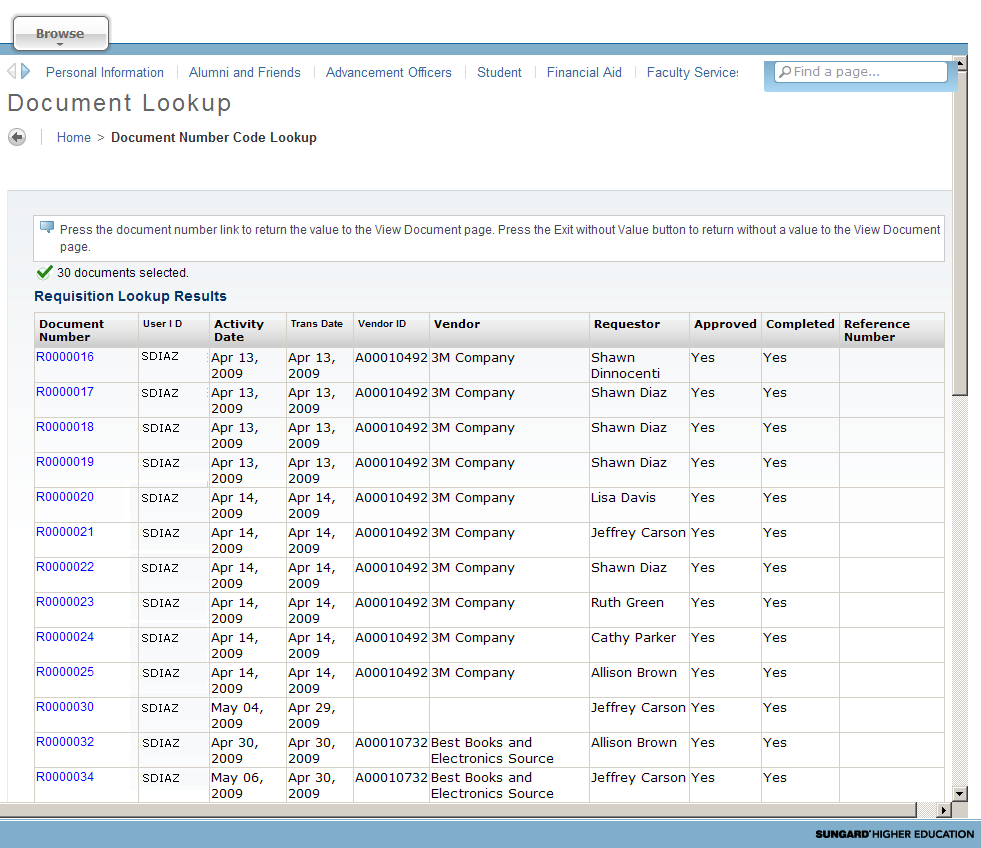
1. If you wish to browse through documents of a specific type, select it in the **Choose Type** field and click the **Document Number** button to navigate to the Document Lookup field.



1. Enter the desired search terms in the fields, and click the **Execute Query** button to generate a list of all matching documents. At least one of the starred fields is required to execute a query.



1. Click a **Document Number** to select and view the document, click the **Exit without Value** to return to the View Document page, or click the **Another Query** icon to return to a (blank) Document Lookup page.



# Performing a Budget Transfer

SSB-Finance allows a user to process Budget Adjustment Journal Vouchers on the Web. This form enables the Web user to transfer budget from one FOAPAL to another. The form does not allow completion of documents using rule classes that are not self-balancing.

A budget transfer requires:

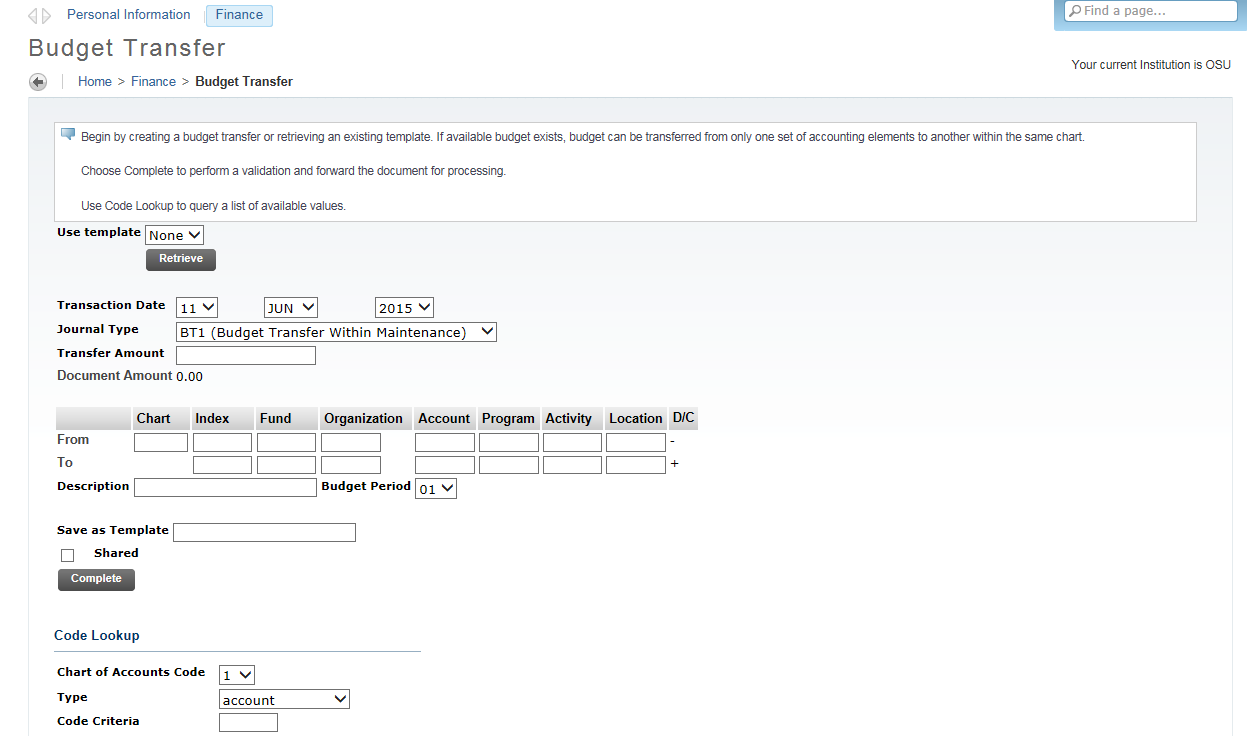
* fund/organization security
* rule class security
* available budget
* must be within same chart
* account field must contain the budget pool accounts



The Budget Transfer will be used when making a budget transfer between budget line items within a fund.

**Steps to Complete this Process:**

1. Click on **Budget Transfer** from the Finance menu to navigate to the Budget Transfer Page.
2. Enter appropriate parameters, or retrieve an existing template by selecting it from the **Use Template** drop-down menu and clicking the **Retrieve** button.



1. Click the **Complete** button to execute your budget transfer.

# Performing a Multiple Line Budget Transfer

The Multiple Line Budget Transfer Form is the same as the Budget Transfer Form except that it allows Budget transfers between up to five FOAPALs. The fields on these forms are identical.

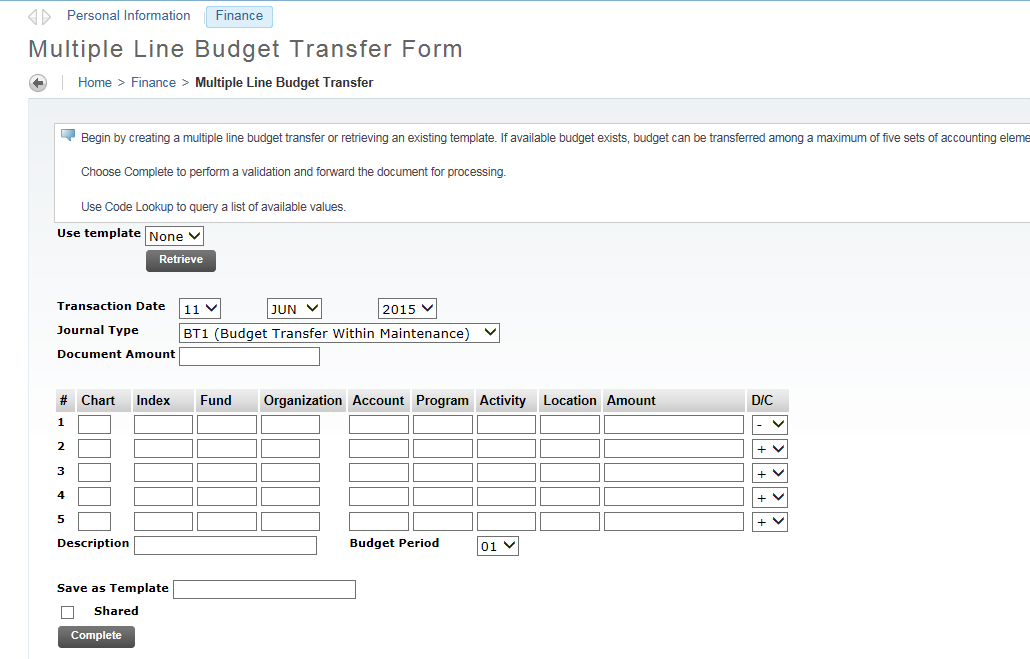
In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

The rule classes that we provide for the budget transfers are BT1 (Budget Transfer within Maintenance), BT2 (Budget Transfer on Labor Accounts), BT3 (Budget Xfer-Xfunds Req Approval), and BT4 (Research Budget Xfers-Req Approval). These are hard-coded in the form. Discuss the appropriate use of these designations with your budget personnel.

This form is not meant to allow completion of documents using rule classes that are not self-balancing.

**Steps to Complete this Process:**

1. Click on **Multiple Line** **Budget Transfer** from the Finance menu to navigate to the Multiple Line Budget Transfer Page.
2. Enter appropriate parameters, or retrieve an existing template by selecting it from the **Use Template** drop-down menu and clicking the **Retrieve** button.



1. Click the **Complete** button to execute your budget transfer.

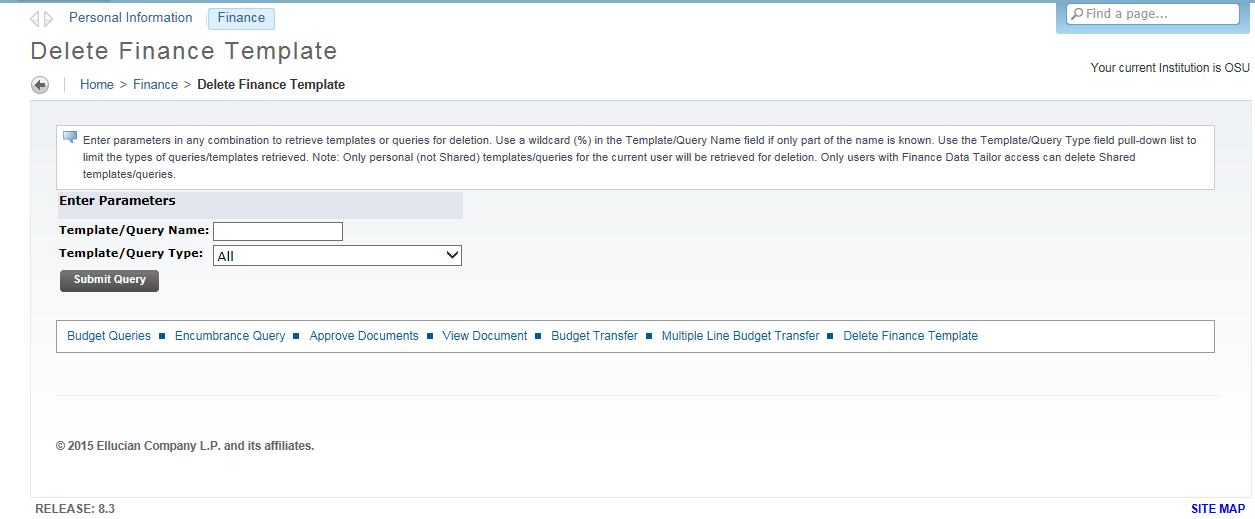
# Delete Finance Template

Delete Finance Template is an option on the Finance Menu that enables a user to delete templates or queries. This can be helpful when a template is renamed and the original needs to be deleted. The ability to delete templates depends on the privileges associated with your user ID.

* If you are Finance User assigned the Finance Data Tailor Role, you can delete both your own and others’ templates or queries, both shared and personal.
* If you are a Finance User not assigned the Finance Data Tailor Role, you can delete only your own, personal templates or queries.

**Steps to Complete this Process:**

1. Click on **Delete Finance Template** from the Finance menu to navigate to the Delete Finance Template.
2. Enter in the Template/Query Name and Template/Query Type.



1. Delete checkbox of the items to be deleted.
2. Click the **Delete** button.