



# **BANNER WEB SELF SERVICE BUDGET QUERIES**

**Prepared by: FISCAL SERVICES DEPARTMENT**

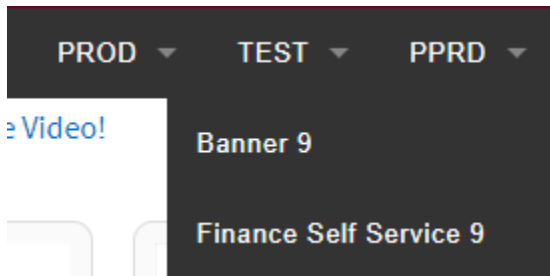
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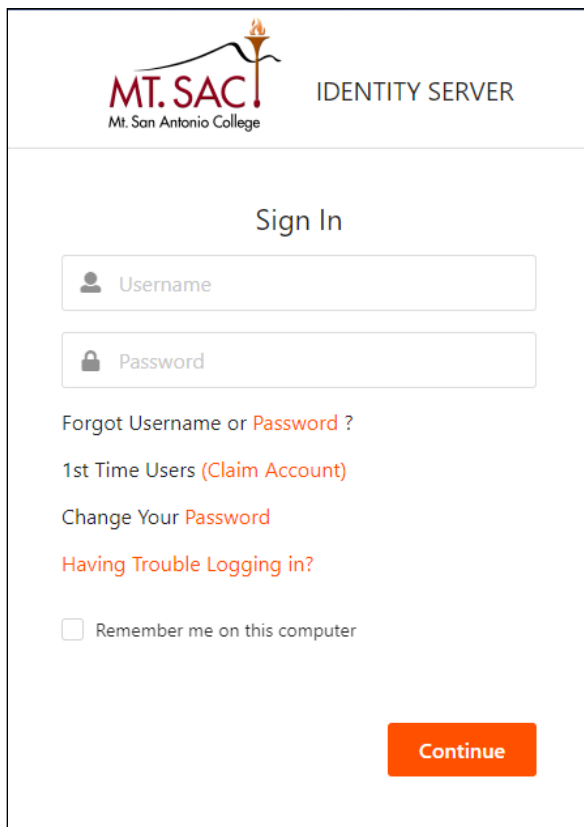
## LOG IN TO SELF-SERVICE BANNER

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1. Access Banner Finance Self-Service 9 through the Mt San Antonio College application home page through the web: <https://banner.mtsac.edu>. If you are unable to access, contact the Helpdesk at Ext. 4357.
2. Under the PROD tab, select **Finance Self-Service 9**



3. Sign in with your Username Name and Password

A screenshot of the Mt. SAC Identity Server sign-in page. At the top left is the Mt. SAC logo with the text 'Mt. San Antonio College'. To its right is the text 'IDENTITY SERVER'. The main heading is 'Sign In'. Below this are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Under the password field are four links: 'Forgot Username or Password?', '1st Time Users (Claim Account)', 'Change Your Password', and 'Having Trouble Logging in?'. At the bottom left is a checkbox labeled 'Remember me on this computer'. At the bottom right is an orange 'Continue' button.

# My Finance



Hello Marisa,

Create, edit and approve transactions and view financial information for department / organization.



## My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



## My Journals

Create and view draft, pending and completed journals and supporting documentation.



## Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.



## Delete Finance Template

Delete templates for Finance Queries, Budget Development, and Purchase Orders.

## Banner Introduction information

When navigating through the module, keep in mind the following information:

The chart is always **M** for Mt San Antonio College

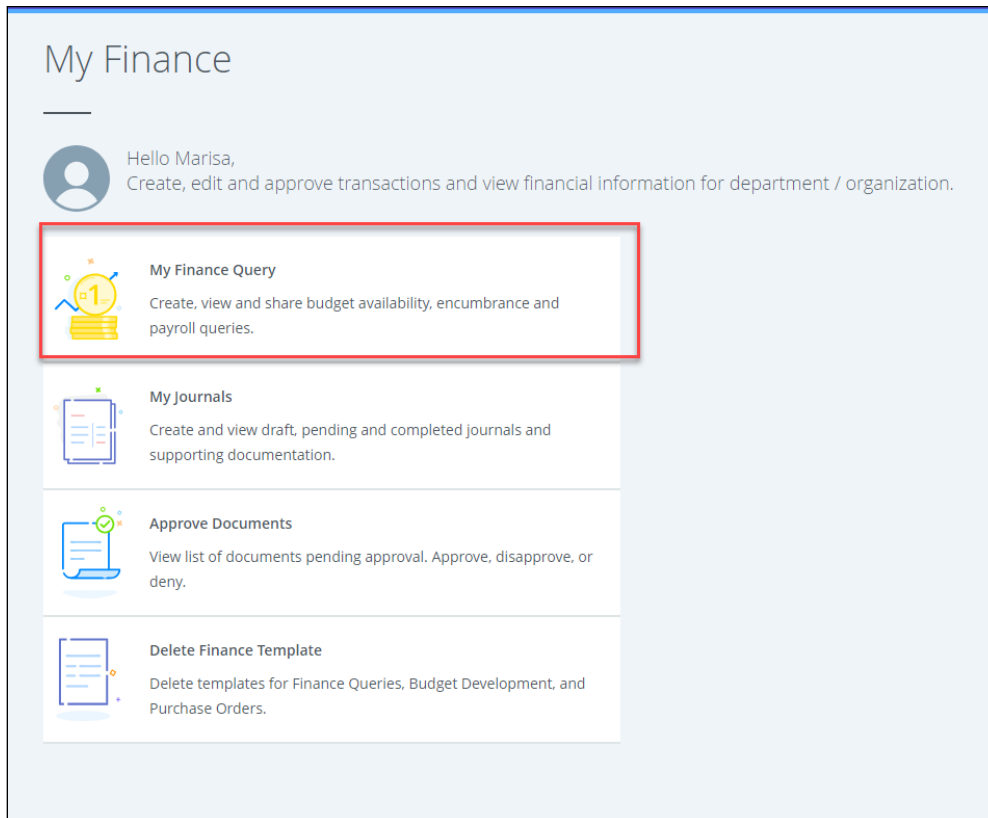
Fiscal Year runs from July 1 to June 30

The Budget Period or Fiscal Period refers to the current month in the fiscal year.

| Period | Month     | Period | Month    | Period | Month      |
|--------|-----------|--------|----------|--------|------------|
| 01     | July      | 06     | December | 11     | May        |
| 02     | August    | 07     | January  | 12     | June       |
| 03     | September | 08     | February | 13     | Unassigned |
| 04     | October   | 09     | March    | 14     | Full Year  |
| 05     | November  | 10     | April    |        |            |

## Navigate to the My Finance Query Module (Budget Queries)

- After logging into Banner Self-Service, select the Finance Tab to access the dashboard.
- Select the Finance Dashboard module link



The screenshot shows the 'My Finance' dashboard interface. At the top, it says 'My Finance' and 'Hello Marisa, Create, edit and approve transactions and view financial information for department / organization.' Below this, there are four main modules listed: 'My Finance Query' (highlighted with a red box), 'My Journals', 'Approve Documents', and 'Delete Finance Template'. Each module has a small icon and a brief description of its function.

# My Finance Query Dashboard Overview

## Types of Queries

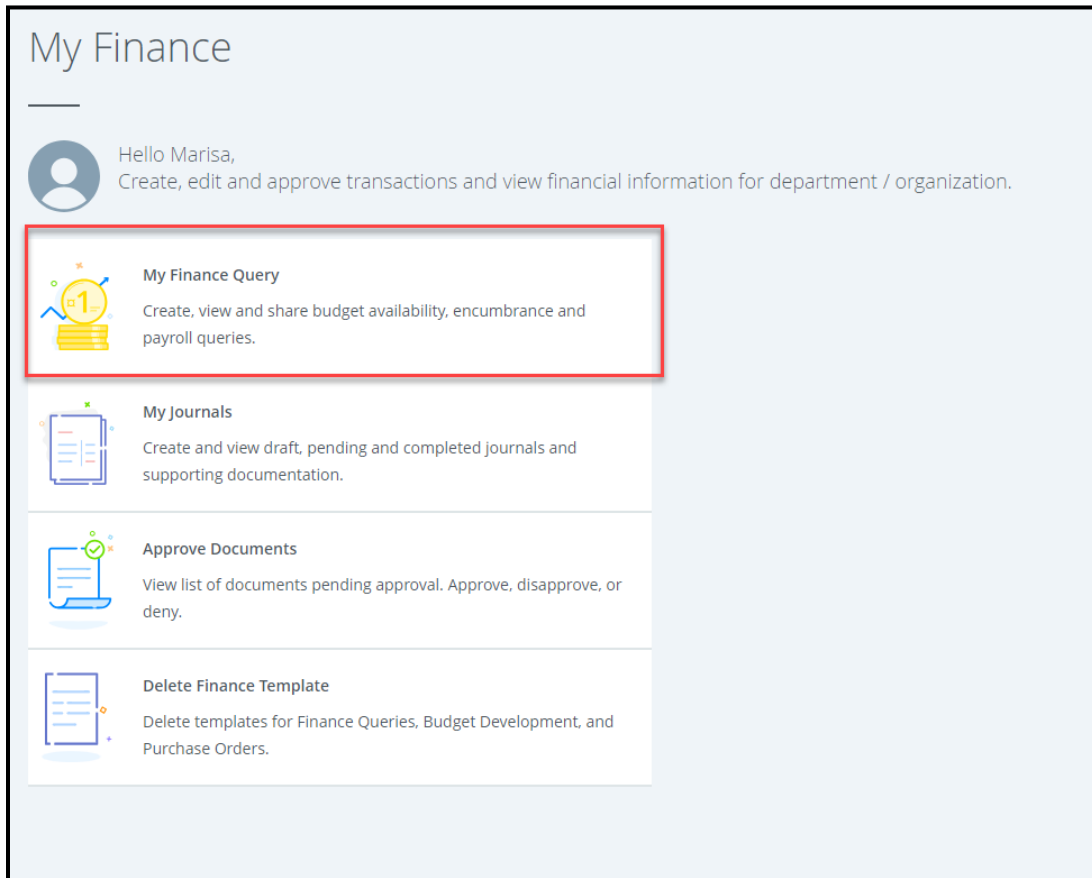
- Budget Quick Query
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Encumbrance Query
- Multi-Year Query

## Budget Quick Query

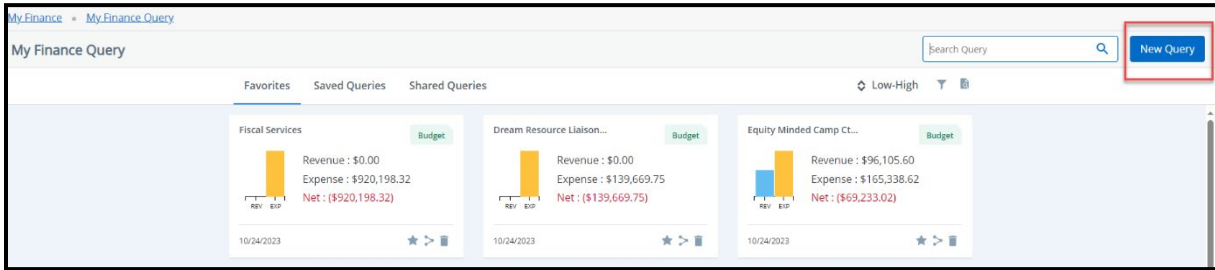
In the My Finance Query module, you can create a quick budget query to view your budget by account, details, status, and encumbrance. (Similar to FGIBDST for Budget Status)

To find out how to create a budget quick query, follow the steps below:

1. Select the **My Finance Query**

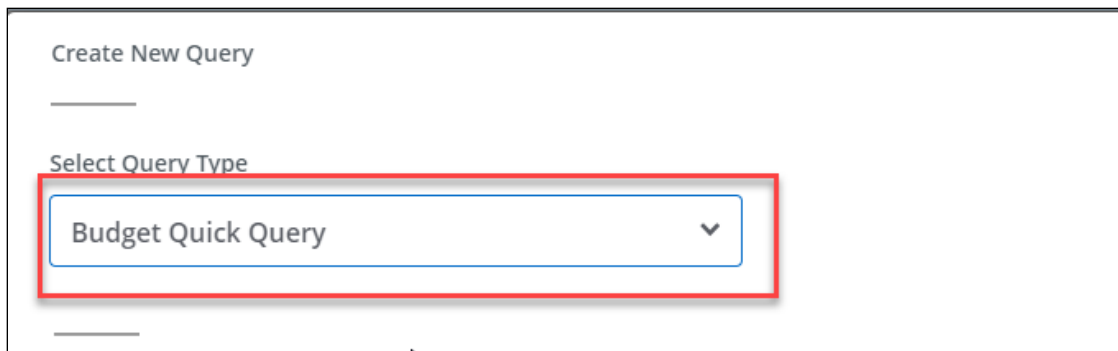


2. Select **New Query** from the My Finance Query menu.



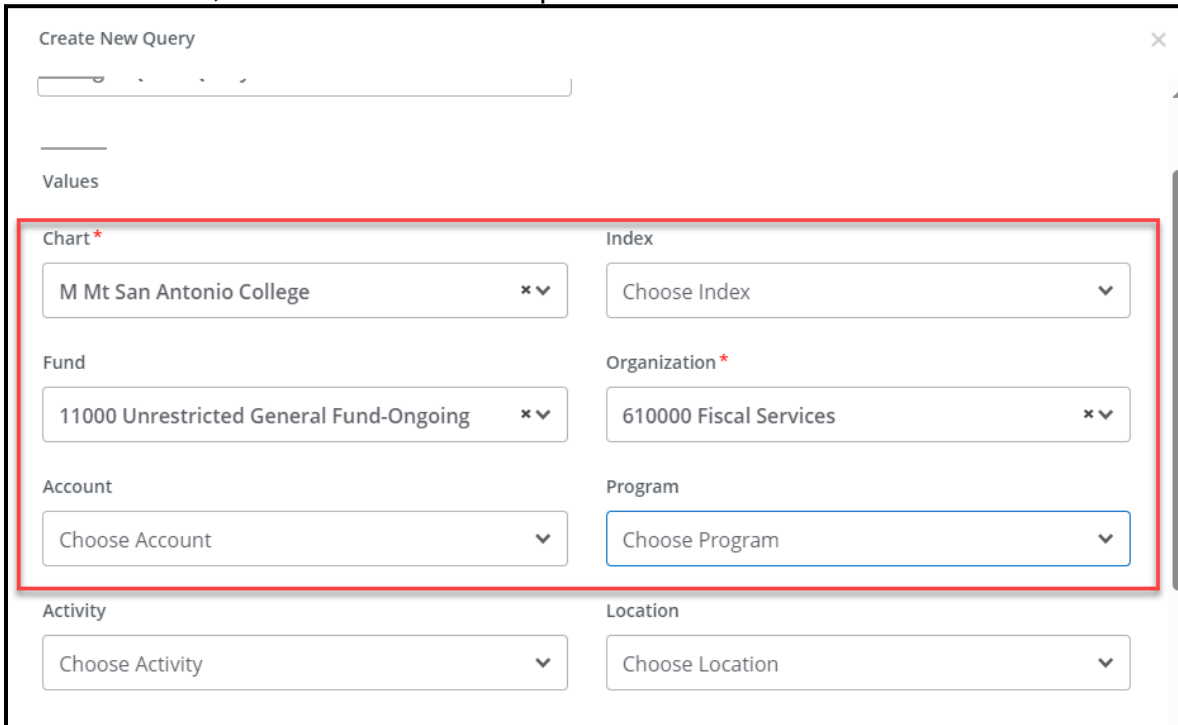
3. Under Select Query Type, select **Budget Quick Query**.

- The **\*Red Asterisk** notes what fields are required before you submit.



4. Under **Chart**, enter **M Mt San Antonio College**.

5. Enter **Fund**, **Organization**, and **account** (If desired). **Note:** To remove an account, select the **X** in the dropdown.



6. Chose "All" for **Commitment type**
7. Scroll down
8. Uncheck **Include Revenue Accounts**. Note: Only select Include Revenue Accounts for special program accounts; otherwise, leave it unchecked.

Commitment Type

All

Include Revenue Accounts

**Note:** If you check to Include Revenue Accounts, your available balance will be displayed incorrectly in the negative.

9. Enter **Fiscal Year**

Fiscal Year \*

2023

10. Select the Submit button.

You should now see a quick review of your budget and available balance for each account.

**Note:** Select the save icon in the right corner above the report to save your query.

Budget Quick Query

Fiscal Services - 610000

New Query

Query Results

| Account                              | Account Title                | Health | Adjusted Budget         | Year to Date          | Commitments          | Available Balance     |
|--------------------------------------|------------------------------|--------|-------------------------|-----------------------|----------------------|-----------------------|
| 211000                               | Classified Salaries-Unit A   | ▲      | \$284,543.00            | \$236,527.44          | \$0.00               | \$48,015.56           |
| 213000                               | Confidential Salaries        | ▲      | \$1,322.00              | \$1,321.97            | \$0.00               | \$0.03                |
| 215000                               | Classified Admin Salaries    | ▲      | \$384,321.00            | \$318,457.21          | \$0.00               | \$65,863.79           |
| 231000                               | Short-Term, Nonacad Salaries | ●      | \$42,499.00             | \$0.00                | \$0.00               | \$42,499.00           |
| 236000                               | Overtime, Noninstructional   | ●      | \$32,092.00             | \$8,888.62            | \$0.00               | \$23,203.38           |
| 321000                               | PERS Budget Holding          | ▲      | \$169,289.00            | \$136,093.45          | \$0.00               | \$33,195.55           |
| 331000                               | OASDI, Budget Holding        | ●      | \$41,552.00             | \$29,895.49           | \$0.00               | \$11,656.51           |
| 335000                               | Medicare, Budget Holding     | ▲      | \$9,729.00              | \$8,223.69            | \$0.00               | \$1,505.31            |
| <b>Report Total (of all records)</b> |                              |        | <b>(\$1,178,587.00)</b> | <b>(\$812,748.58)</b> | <b>(\$11,076.71)</b> | <b>(\$282,733.74)</b> |



## ADDITIONAL TIPS with Budget Quick Query

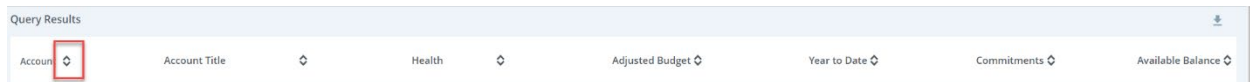
### 1. Health Column

- Calculated based on Available Balance %
- Available Balance %:  $\text{Available Balance} / \text{Adjusted Budget} * 100$

- ▲ Red = 20% or less balance available
- Yellow = 21% to 60% balance available
- Green = 61% or more balance available

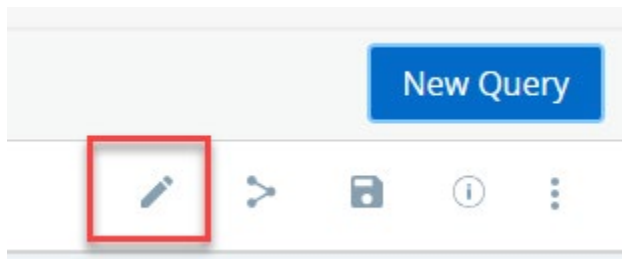
### 2. Sort Based on column headers

- Click the up/down arrows beside the column headers

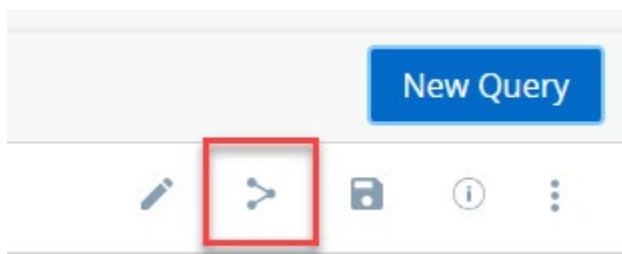


### 3. Edit the query

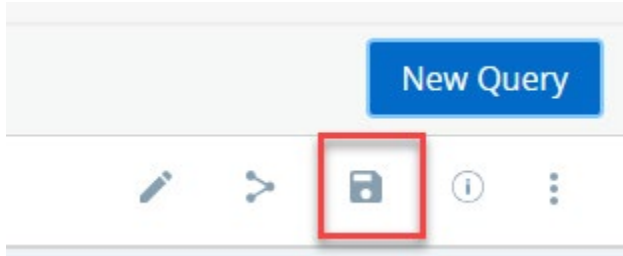
- Click on the Pencil



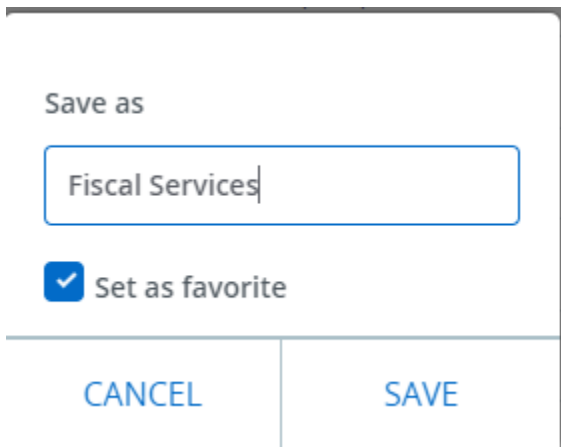
### 4. Share the query



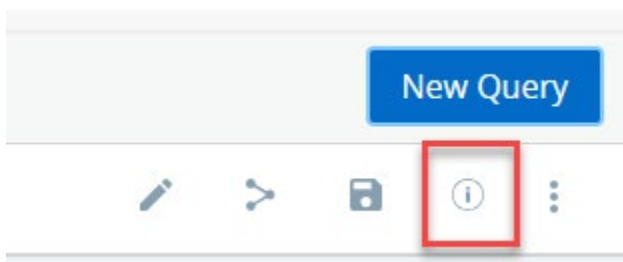
**5. Save the Query**



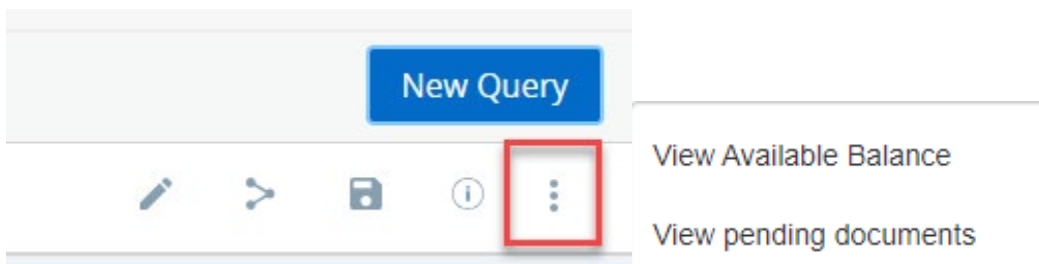
**6. Allows you to save the query and set it as a favorite**



**7. View current query parameters**

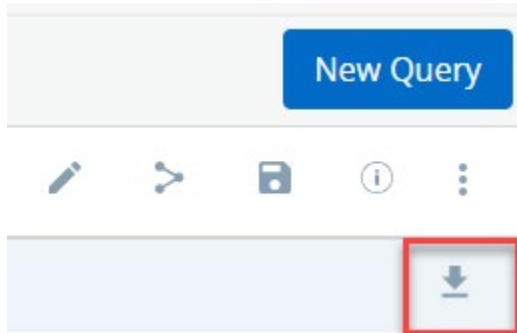


**8. Other Options**



- To View the Available Balance, you must enter a fund, org, and account.
- To view pending documents that are awaiting approval.

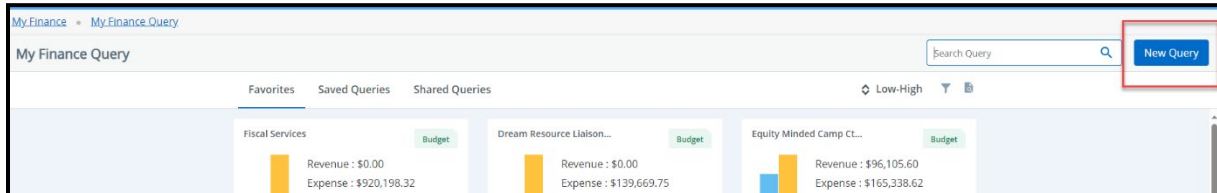
### 9. Download to Excel.



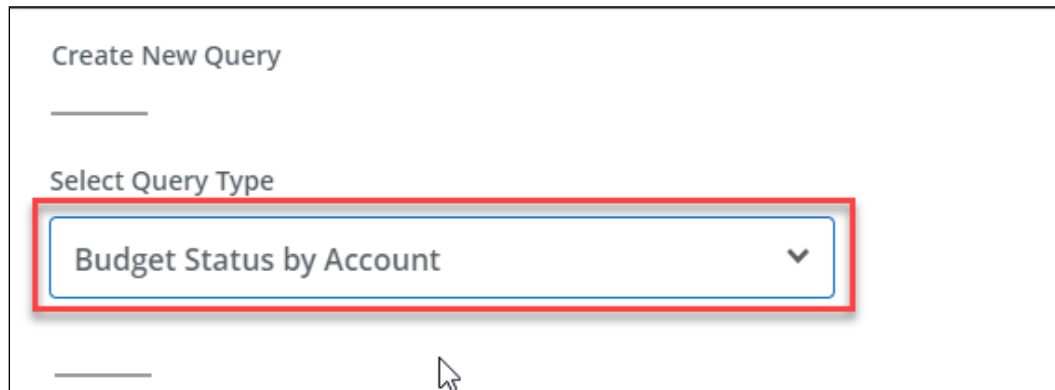
## Budget Status by Account Query

Similar to FGIBDST for Budget Status but with more options.

### 1. Select **New Query**



### 2. Under Select Query Type, select **Budget Status by Account**



- The \*Red Asterisk notes what fields are required before you submit.

### 3. Under **Chart**, enter **M Mt San Antonio College**.

- ### 4. Enter your **Fund** and **Org**. You can enter the account code to see activity for just one type of expense. Otherwise, leave the account field blank to view all the accounts. Note: To remove an item, select the X in the right corner of the dropdown.

|   |                            |
|---|----------------------------|
| Chart *                                     | Index                      |
| Mt San Antonio College x v                  | Choose Index v             |
| Fund  | Organization *             |
| 11000 Unrestricted General Fund-Ongoing x v | 610000 Fiscal Services x v |
| Account                                     | Program                    |
| 451000 Supplies x v                         | Choose Program v           |
| Activity                                    | Location                   |
| Choose Activity v                           | Choose Location v          |
| Fund Type                                   | Account Type               |
| Choose Fund Type v                          | Choose Account Type v      |

5. Enter Program (optional)
6. Scroll down until you see **Commitment Type**. Select **All**.
7. Uncheck **Include Revenue Accounts**. Note: Only select Include Revenue Accounts if your department receives revenue.

|                 |  |
|-----------------|--|
| Commitment Type | <input checked="" type="checkbox"/> Include Revenue Accounts |
| All v           |  |

8. Enter the **Fiscal Year** and **Fiscal Period "14"** (to show YTD).

|               |                 |
|---------------|-----------------|
| Fiscal Year * | Fiscal Period * |
| 2023 x v      | 14 x v          |

9. Scroll down until you see **Operating Ledger**.
10. Check each checkbox, noting what columns to display on the report. **Note:** Uncheck **Temporary** and **Accounted Budget**. For a description of the budget report column, hover over the **symbol** to view the description.

Operating Ledger

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Adopted Budget ⓘ    | <input checked="" type="checkbox"/> Year to Date ⓘ      |
| <input checked="" type="checkbox"/> Budget Adjustment ⓘ | <input checked="" type="checkbox"/> Encumbrance ⓘ       |
| <input checked="" type="checkbox"/> Adjusted Budget ⓘ   | <input checked="" type="checkbox"/> Reservation ⓘ       |
| <input type="checkbox"/> Temporary Budget ⓘ             | <input checked="" type="checkbox"/> Commitments ⓘ       |
| <input type="checkbox"/> Accounted Budget ⓘ             | <input checked="" type="checkbox"/> Available Balance ⓘ |

Operating Ledger Original Budget allocated  
(Permanent and Temporary)

Adopted Budget ⓘ

### Budget Queries: Column Descriptions

Here is a description of each budget report column. Note: You can also find the description of each column if you hover over the i symbol to view the description.

Operating Ledger

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Adopted Budget ⓘ    | <input checked="" type="checkbox"/> Year to Date ⓘ      |
| <input checked="" type="checkbox"/> Budget Adjustment ⓘ | <input checked="" type="checkbox"/> Encumbrance ⓘ       |
| <input checked="" type="checkbox"/> Adjusted Budget ⓘ   | <input checked="" type="checkbox"/> Reservation ⓘ       |
| <input type="checkbox"/> Temporary Budget ⓘ             | <input checked="" type="checkbox"/> Commitments ⓘ       |
| <input type="checkbox"/> Accounted Budget ⓘ             | <input checked="" type="checkbox"/> Available Balance ⓘ |

- **Adopted Budget** - The budget department entered the original budget.
- **Budget Adjustment** - Adjustments to the original budget. Includes transfers and adjustments made by the budget department and BD7 and BD8 entries posted by the department end user.
- **Adjusted budget** - Current budget. Adopted Budget plus or minus Budget Adjustment.
- **Year to Date** - Total payments/transactions completed to date. Includes items invoiced regardless of whether a check is sent.
- **Encumbrances** - Purchase Orders.
- **Reservations** - Requisitions.
- **Commitments** - Total of both requisitions (Reservations) and open purchase orders (Encumbrances).
- **Available Balance** - Current amount available to spend.
- **Accounted Budget** - Same as Adjusted Budget.
- **Temporary Budget** - Not used at Mt SAC

| Account | Account Title              | Health | FY23/PD14 Adopted Budget | FY23/PD14 Budget Adjustment | FY23/PD14 Adjusted Budget | FY23/PD14 Year to Date | FY23/PD14 Encumbrances | FY23/PD14 Reservation | FY23/PD14 Commitments |
|---------|----------------------------|--------|--------------------------|-----------------------------|---------------------------|------------------------|------------------------|-----------------------|-----------------------|
| 211000  | Classified Salaries-Unit A | ▲      | \$262,264.00             | \$22,279.00                 | \$284,543.00              | \$236,527.44           | \$0.00                 | \$0.00                | \$0.00                |

### 11. Select **Submit**.

You should now see your budget status by account.

**Note:** Select the save icon in the right corner above the report to save your query.

| Budget Status by Account             |                              |        |                          |                             |                           |                        |                        |                       |                       |
|--------------------------------------|------------------------------|--------|--------------------------|-----------------------------|---------------------------|------------------------|------------------------|-----------------------|-----------------------|
| Fiscal Services - 610000             |                              |        |                          |                             |                           |                        |                        |                       |                       |
| Query Results                        |                              |        |                          |                             |                           |                        |                        |                       |                       |
| Account                              | Account Title                | Health | FY23/PD14 Adopted Budget | FY23/PD14 Budget Adjustment | FY23/PD14 Adjusted Budget | FY23/PD14 Year to Date | FY23/PD14 Encumbrances | FY23/PD14 Reservation | FY23/PD14 Commitments |
| 211000                               | Classified Salaries-Unit A   | ▲      | \$262,264.00             | \$22,279.00                 | \$284,543.00              | \$236,527.44           | \$0.00                 | \$0.00                | \$0.00                |
| 213000                               | Confidential Salaries        | ▲      | \$0.00                   | \$1,322.00                  | \$1,322.00                | \$1,321.97             | \$0.00                 | \$0.00                | \$0.00                |
| 215000                               | Classified Admin Salaries    | ▲      | \$379,051.00             | \$5,270.00                  | \$384,321.00              | \$318,457.21           | \$0.00                 | \$0.00                | \$0.00                |
| 231000                               | Short-Term, Nonacad Salaries | ●      | \$42,499.00              | \$0.00                      | \$42,499.00               | \$0.00                 | \$0.00                 | \$0.00                | \$0.00                |
| 236000                               | Overtime, Noninstructional   | ●      | \$31,358.00              | \$734.00                    | \$32,092.00               | \$8,886.62             | \$0.00                 | \$0.00                | \$0.00                |
| 321000                               | PERS Budget Holding          | ▲      | \$162,253.00             | \$7,036.00                  | \$169,289.00              | \$136,093.45           | \$0.00                 | \$0.00                | \$0.00                |
| 331000                               | OASDI, Budget Holding        | ●      | \$39,762.00              | \$1,790.00                  | \$41,552.00               | \$29,895.49            | \$0.00                 | \$0.00                | \$0.00                |
| <b>Report Total (of all records)</b> |                              |        | <b>(\$1,150,836.00)</b>  | <b>(\$26,722.00)</b>        | <b>(\$1,176,557.00)</b>   | <b>(\$912,746.56)</b>  | <b>(\$11,076.71)</b>   | <b>\$0.00</b>         | <b>(\$11,076.71)</b>  |

## View Account Information – Budget Status By Account Query

1. You can drill down to view the account information by selecting the **blue hyperlink**.

| Account                              | Account Title                    | Health                                | FY23/PD14 Adopted Budget | FY23/PD14 Budget Adjustment | FY23/PD14 Adjusted Budget | FY23/PD14 Year to Date   | FY23/PD14 Encumbrances | FY23/PD14 Reservation | FY23/PD14 Commitments |
|--------------------------------------|----------------------------------|---------------------------------------|--------------------------|-----------------------------|---------------------------|--|------------------------|-----------------------|-----------------------|
| 554500                               | Telecommunication Services       | <span style="color: yellow;">!</span> | \$1,000.00               | \$0.00                      | \$1,000.00                | \$604.19   | \$170.00               | \$0.00                | \$170.00              |
| 561000                               | Contracted Services              | <span style="color: red;">▲</span>    | \$6,318.00               | (\$4,400.00)                | \$1,918.00                | \$1,857.76   | \$0.00                 | \$0.00                | \$0.00                |
| 563000                               | Equipment Rental and Leases      | <span style="color: red;">▲</span>    | \$0.00                   | \$18,500.00                 | \$18,500.00               | \$14,499.82  | \$3,624.94             | \$0.00                | \$3,624.94            |
| 564500                               | Maintenance Agreements           | <span style="color: red;">▲</span>    | \$11,574.00              | (\$4,610.00)                | \$6,964.00                | <span style="border: 1px solid red; padding: 2px;">\$3,555.67</span> | \$3,023.76             | \$0.00                | \$3,023.76            |
| 584000                               | Computer/Technology Related Serv | <span style="color: red;">▲</span>    | \$95,369.00              | (\$31,515.00)               | \$63,854.00               | \$63,787.22  | \$0.00                 | \$0.00                | \$0.00                |
| 585000                               | Postage                          | <span style="color: red;">▲</span>    | \$1,000.00               | (\$800.00)                  | \$200.00                  | \$113.98   | \$86.02                | \$0.00                | \$86.02               |
| <b>Report Total (of all records)</b> |                                  |                                       | <b>(\$1,160,835.00)</b>  | <b>(\$25,722.00)</b>        | <b>(\$1,176,557.00)</b>   | <b>(\$912,746.55)</b>  | <b>(\$11,076.71)</b>   | <b>\$0.00</b>         | <b>(\$11,076.71)</b>  |

2. You will see a detailed transaction history. Select the blue hyperlink under the document code to view the document in a PDF form.

| Transaction Date                     | Activity Date | Document Code  | Vendor/Transaction Description | Amount            | Rule Class Code |
|--------------------------------------|---------------|--|--------------------------------|-------------------|-----------------|
| 11/23/2022                           | 11/23/2022    | <span style="border: 1px solid red; padding: 2px;">I0316474</span> <a href="#">📄</a> | Cummins Allison Corp           | \$116.74          | INEI            |
| 01/12/2023                           | 01/13/2023    | I0318964 <a href="#">📄</a>   | LDI Connect                    | \$532.82          | INEI            |
| 03/24/2023                           | 03/28/2023    | I0323066 <a href="#">📄</a>   | Cummins Allison Corp           | \$390.40          | INEI            |
| 04/01/2023                           | 04/06/2023    | I0323357 <a href="#">📄</a>   | Cummins Allison Corp           | \$1,890.31        | INNI            |
| 04/01/2023                           | 04/06/2023    | I0323367 <a href="#">📄</a>   | Cummins Allison Corp           | (\$116.74)        | INEC            |
| 04/01/2023                           | 04/06/2023    | I0323368 <a href="#">📄</a>   | Cummins Allison Corp           | \$116.74          | INNI            |
| 04/05/2023                           | 04/06/2023    | I0323561 <a href="#">📄</a>   | Cummins Allison Corp           | \$465.24          | INEI            |
| <b>Report Total (of all records)</b> |               |  |                                | <b>\$3,656.67</b> |                 |

3. To view the document history, select the **I** tool next to the document code.

| Transaction Date | Activity Date | Document Code              | Vendor/Transaction Description | Amount   | Rule Class Code |
|------------------|---------------|----------------------------|--------------------------------|----------|-----------------|
| 11/23/2022       | 11/23/2022    | I0316474 <a href="#">📄</a> | Cummins Allison Corp           | \$116.74 | INEI            |

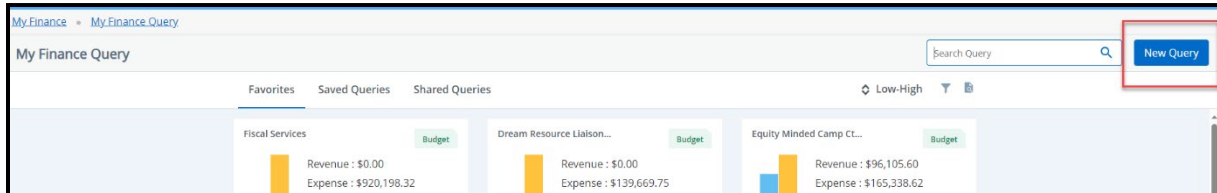
4. You can view the document's history, such as the requisition number and if payment was received. Select **OK** when done.



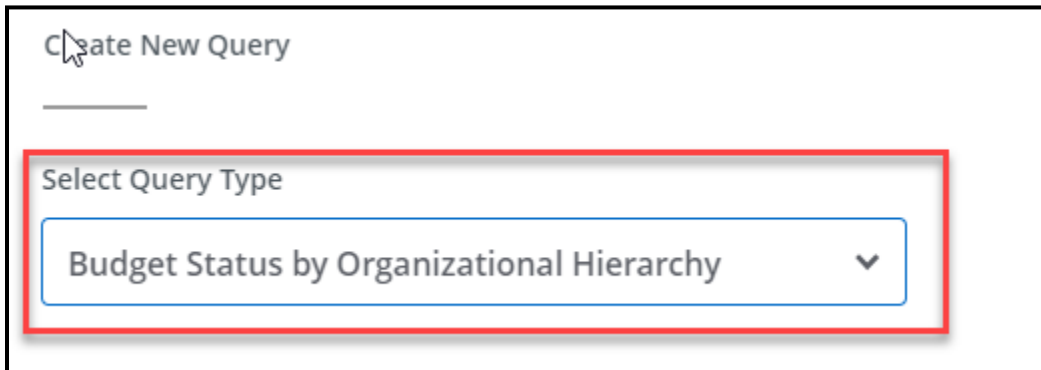
# Budget Status by Organizational Hierarchy

The budget is displayed in a hierarchical structure.

## 1. Select **New Query**



## 2. Under Select Query Type, select **Budget Status by Organizational Hierarchy**



- The \*Red Asterisk notes what fields are required before you submit.
3. Under **Chart**, enter **M** Mt San Antonio College.
  4. Enter your **Fund** and **Org**. You can enter the account code to see activity for just one type of expense. Otherwise, leave the account field blank to view all the accounts. Note: To remove an item, select the X in the right corner

Create New Query ×

|           |   |               |                            |
|-----------|---|---------------|----------------------------|
| Chart*    | M Mt San Antonio College x v                | Index         | Choose Index v             |
| Fund      | 11000 Unrestricted General Fund-Ongoing x v | Organization* | 610000 Fiscal Services x v |
| Account   | Choose Account v                            | Program       | Choose Program v           |
| Activity  | Choose Activity v                           | Location      | Choose Location v          |
| Fund Type | Choose Fund Type v                          | Account Type  | Choose Account Type v      |

5. Enter Program (optional)
6. Scroll down until you see **Commitment Type**. Select **All**.
7. Uncheck **Include Revenue Accounts**.

Note: Only select Include Revenue Accounts if your department receives revenue.

|                 |       |  |
|-----------------|-------|--|
| Commitment Type | All v | <input checked="" type="checkbox"/> Include Revenue Accounts |
|-----------------|-------|--|

8. Enter the **Fiscal Year** and **Fiscal Period "14"** (to show YTD).

|              |          |                |        |
|--------------|----------|----------------|--------|
| Fiscal Year* | 2023 x v | Fiscal Period* | 14 x v |
|--------------|----------|----------------|--------|

9. Scroll down until you see **Operating Ledger**.

10. Check each checkbox, noting what columns to display on the report. **Note:** Uncheck **Temporary** and **Accounted Budget**. For a description of the budget report column, hover over the **symbol** to view the description.

Operating Ledger

Adopted Budget ⓘ

Budget Adjustment ⓘ

Adjusted Budget ⓘ

Temporary Budget ⓘ

Accounted Budget ⓘ

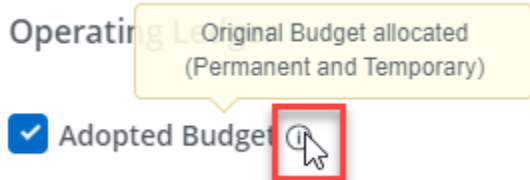
Year to Date ⓘ

Encumbrance ⓘ

Reservation ⓘ

Commitments ⓘ

Available Balance ⓘ



11. Select **Submit**.

Budget Status by Organizational Hierarchy

Fiscal Services - 610000

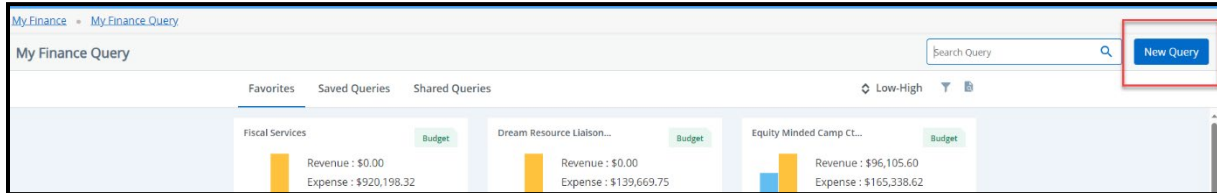
Query Results

| Organization                         | Organization Title | Health                                | FY23/PD14 Adopted Budget | FY23/PD14 Budget Adjustment | FY23/PD14 Adjusted Budget | FY23/PD14 Year to Date | FY23/PD14 Encumbrances | FY23/PD14 Reservation | FY23/PD14 Commitments |
|--------------------------------------|--------------------|---------------------------------------|--------------------------|-----------------------------|---------------------------|------------------------|------------------------|-----------------------|-----------------------|
| 610000                               | Fiscal Services    | <span style="color: orange;">!</span> | (\$1,150,835.00)         | (\$25,722.00)               | (\$1,176,557.00)          | (\$912,746.55)         | (\$11,076.71)          | \$0.00                | (\$11,076.71)         |
| <b>Report Total (of all records)</b> |                    |                                       | <b>(\$1,150,835.00)</b>  | <b>(\$25,722.00)</b>        | <b>(\$1,176,557.00)</b>   | <b>(\$912,746.55)</b>  | <b>(\$11,076.71)</b>   | <b>\$0.00</b>         | <b>(\$11,076.71)</b>  |

## Encumbrance Query

Similar to the FGIENCD – Organizational Encumbrance List

1. Select **New Query**



2. Under Select Query Type, select **Encumbrance Query**



- The \*Red Asterisk notes what fields are required before you submit.

12. Under **Chart**, enter **M** Mt San Antonio College.

13. Enter your **Fund** and **Org**. You can enter the account code to see activity for just one type of expense. Otherwise, leave the account field blank to view all the accounts. Note: To remove an item, select the X in the right corner

Create New Query ✕

|  |  |
|--|--|
| <p><b>Chart*</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">M Mt San Antonio College <span style="float: right;">x v</span></div>              | <p><b>Index</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Choose Index <span style="float: right;">v</span></div>                     |
| <p><b>Fund</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">11000 Unrestricted General Fund-Ongoing <span style="float: right;">x v</span></div> | <p><b>Organization*</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">610000 Fiscal Services <span style="float: right;">x v</span></div> |
| <p><b>Account</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Choose Account <span style="float: right;">v</span></div>                         | <p><b>Program</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Choose Program <span style="float: right;">v</span></div>                 |
| <p><b>Activity</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Choose Activity <span style="float: right;">v</span></div>                       | <p><b>Location</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Choose Location <span style="float: right;">v</span></div>               |
| <p><b>Fund Type</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Choose Fund Type <span style="float: right;">v</span></div>                     | <p><b>Account Type</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Choose Account Type <span style="float: right;">v</span></div>       |

14. Enter Program (optional)

15. Scroll down until you see **Commitment Type**. Select **All**.

16. Encumbrance Status.

Open: We will show a list of POs and Travel and Conferences that are still open.

Closed: We will list closed POs, travel, and conferences.

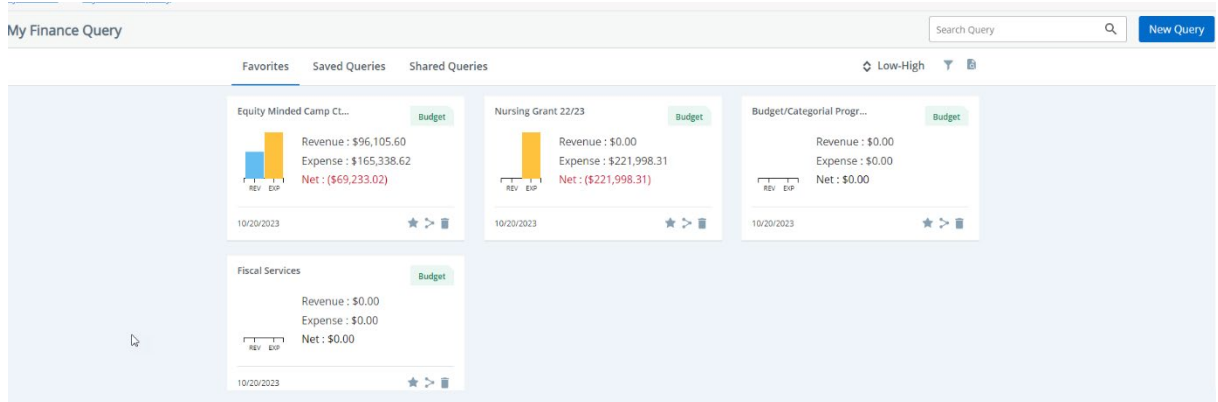
17. Enter the **Fiscal Year** and **Fiscal Period "14"** (to show YTD).

|  |  |
|--|--|
| <p><b>Fiscal Year*</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; border: 2px solid red;">2023 <span style="float: right;">x v</span></div> | <p><b>Fiscal Period*</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; border: 2px solid red;">14 <span style="float: right;">x v</span></div> |
|--|--|

18. Select **Submit**.

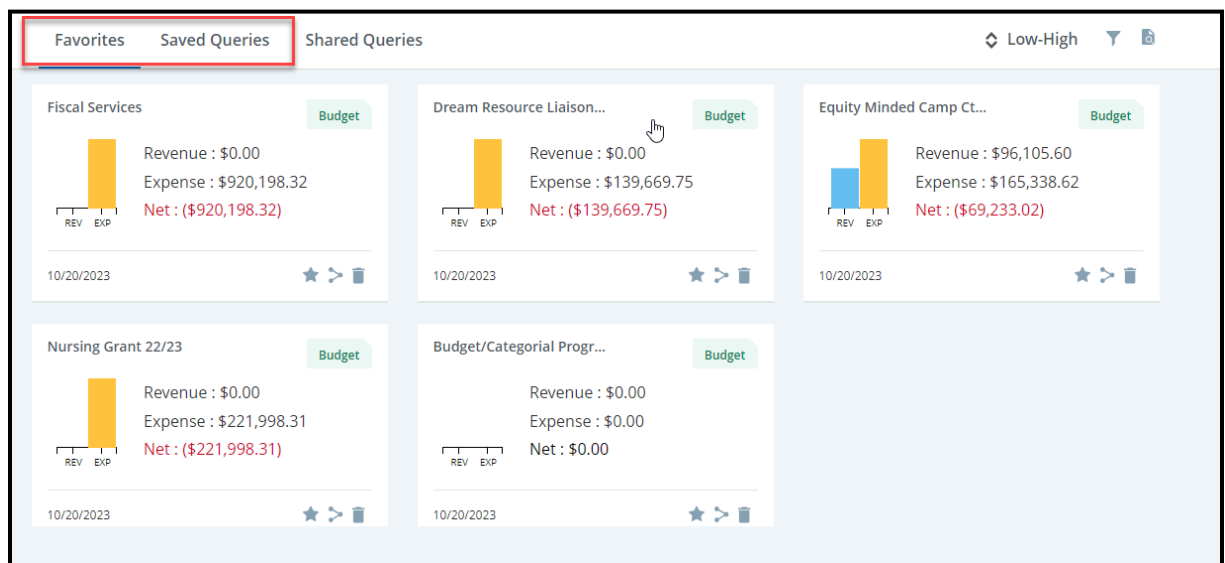
## Here is an overview of the My Finance Dashboard Query:

- The dashboard provides easy-to-access financial information for your department.

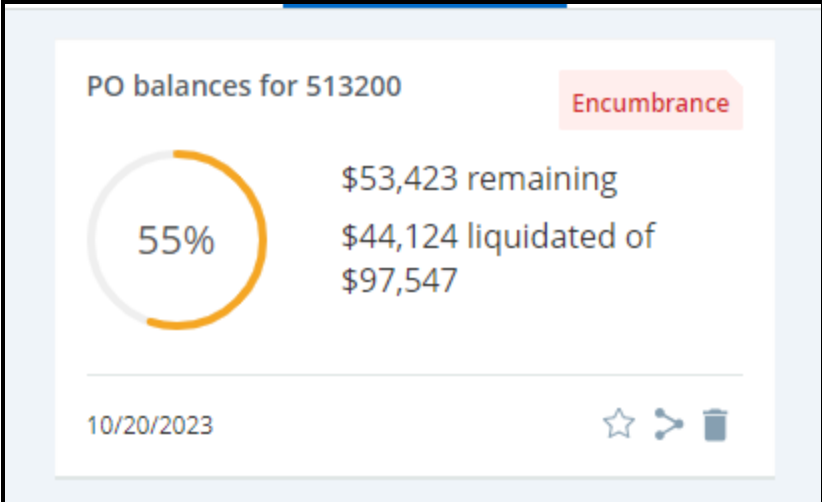


- The My Finance Query Dashboard displays live budget amounts displayed for favorite and saved queries to provide a quick view.

**Note:** The chart's color varies based on the available balance budget percentage. The view of this dashboard displays the operating budgets where there is no revenue in our FOAPA.



- Following is the set of colors and their default percentage range: The percentage range display is a new feature in the Self-Service Banner! While you can view your budget availability, the percentage range is a view-only display and will not impact the transaction level. Create a budget query by status account to view your available balance.



| Color        | Available Balance % Range |
|--------------|---------------------------|
| Green        | 80 - 100                  |
| Yellow       | 60 - 79                   |
| Light Yellow | 40 - 59                   |
| Orange       | 20 - 39                   |
| Red          | 0 - 19                    |
| Deep Red     | -100 - 1                  |

- You can access your Favorite or Saved Queries from the My Finance Query dashboard.
- You may notice a view document tool. Select the document tool to view requisitions, purchase orders, invoices, and journals.

## View a Document


Similar to FGIDOCR – Document Retrieval

Filter by: Document Type

- Requisition
- Purchase Order
- Invoice
- Journal Voucher
- Encumbrance
- Direct Cash Receipt

View Approval and Related Documents – similar to FOIAPPH - Approval History and FOIDOCH - Document History

To view a Document, you must first go to My Finance Query.

1. Select **the My Finance Query**
2. Select the **View Document Icon** 





3. Select the document type and enter the document number you want to view.

View Document ×

---

Document Type

Requisition × ▼

Document Search

Choose Document Number ▼

Document Number \*

Please Enter Document Number

VIEW DOCUMENT      APPROVALS & RELATED DOCUMENTS

4. Select View Document to view in a PDF format. **Note:** Do NOT send this PDF to vendors. The PDF document is for internal use only. If you search for a Journal Voucher, you will see the Fiscal Year and Period in the PDF.

The screenshot shows a 'View Document' dialog box with the following fields and options:

- Document Type:** A dropdown menu with 'Requisition' selected.
- Document Search:** A search field containing 'R2300330'.
- Document Number \*:** A required field containing 'R2300330'.
- Buttons:** A blue 'VIEW DOCUMENT' button (highlighted with a red box) and a link for 'APPROVALS & RELATED DOCUMENTS'.

PURCHASE REQUISITION  
(Non-negotiable; not a valid Purchase Order)

|                        |                    |                           |                 |
|------------------------|--------------------|---------------------------|-----------------|
| <b>Requestor</b>       | Virella, Yolanda   | <b>Requisition Number</b> | R2300330        |
| <b>Phone</b>           | 856- 566-6744 Ext  | <b>Transaction Date</b>   | 07/05/2022      |
| <b>Email</b>           | virellyo@rowan.edu | <b>Delivery Date</b>      | 07/05/2022      |
| <b>Organization</b>    | (70102)            | <b>Status</b>             | Converted to PO |
| <b>Accounting Type</b> | Document Level     | <b>Currency</b>           | USD             |

|                     |  |                |  |
|---------------------|--|----------------|--|
| <b>Ship To</b>      | 904  | <b>Vendor</b>  | The Cooper Health System<br>(916068141)  |
| <b>Address</b>      | UDP Building<br><br>42 E Laurel Road<br><br>Stratford NJ 08084 | <b>Address</b> | The Cooper Health System Attn:<br>Grants Management Office<br><br>1 Federal Street, Suite NW-400A<br><br>Camden NJ 08103 |
| <b>Attention To</b> | Y. Virella - Ext   | <b>Phone</b>   | - Fax -  |
|                     |  | <b>Email</b>   |  |

**Requisition Comments** FY23 Child Abuse Fellowship Program (CAP) - Year 3 Fellow: Sarah Kleinle, MD S220099 exp. 6/30/2023 (old S210120)

Commodities

| Item | Description  | U/M | Quantity | Unit Price  | Other | Net Total |
|------|--|-----|----------|-------------|-------|-----------|
| 1    | Child Abuse Fellowship Program: Sarah Kleinle, MD(CD225-000) | EA  | 1.00     | 87,000.0000 | 0.00  | 87,000.00 |

**Total Commodities** 87,000.00

Accounting Distributions

| SEQ | Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj | NSF Suspense | NSF Override | Suspense | Distribution Percent | Net Amount |
|-----|--|--------------|--------------|----------|----------------------|------------|
| 1   | R- - 65558- 70102- 7206- 13- - -               | No           | No           | No       | 100.0000             | 87,000.00  |

**Total Accounting Distributions** 87,000.00

DISCLAIMER - A Purchase Requisition does not represent a valid Purchase Order to provide to a vendor or supplier. As such, this PDF of the Purchase Requisition is restricted to internal use only.

5. Select **Approval and Related Documents** to view the document trail. You can see the approval history and who actually approved the document etc.

View Document

Document Type

Requisition

Document Search

R2300330

Document Number \*

R2300330

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

Related Documents

Purchase Order

[P2303452](#) Approved

Approval History

NON-GRANTS REQ QUE (REQ) (1000)

Christina| 07/07/2022

GRANTS REQ QUE (GREQ) (1000)

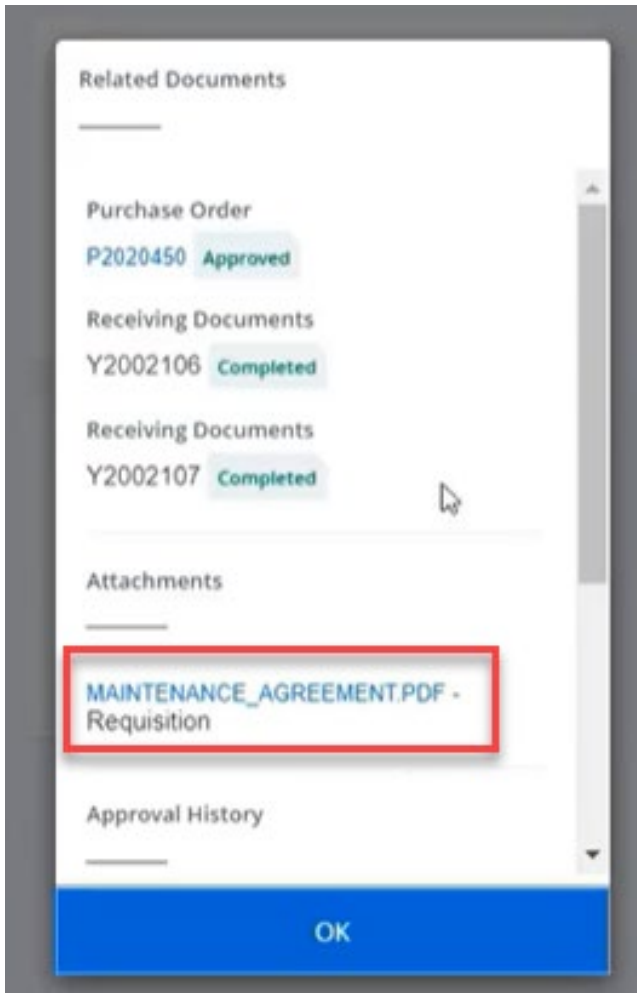
Elizabeth| 07/06/2022

Approvals Required

No Approval required information available for R2300330

OK

**Note:** If there are attachments with the order, you will see attachments and select the hyperlink of the attachment.



6. Select **Back To View Document** to do another search.

## References

### FOAPAL CODE DESCRIPTIONS

| CODE         | DESCRIPTION  |
|--------------|--|
| Fund         | The Fund code specifies the funding source where the money comes from. Funds are either unrestricted or restricted (e.g., grant funds, bond funds).  |
| Organization | The Organization code identifies the department or location responsible for the financial activity.  |
| Account      | <p>The Account code identifies the spending or revenue categories, such as Office Supplies or Services. There are eight major categories:</p> <ul style="list-style-type: none"> <li>1000 Academic salaries</li> <li>2000 Classified salaries</li> <li>3000 Employee benefits</li> <li>4000 Supplies and materials</li> <li>5000 Other operating expenses and services</li> <li>6000 Capital outlay</li> <li>7000 Other outgo</li> <li>8000 Revenue</li> </ul> |
| Program      | <p>The Program code reflects the purpose of the expenditures. All activities are classified as either instructional or administrative support.</p> <ul style="list-style-type: none"> <li>• For Instructional Programs, Program codes follow the Taxonomy of Programs (TOP) manual from the Chancellor's Office.</li> <li>• For administration and support, Program codes follow the Budgeting and Accounting Manual from the Chancellor's Office.</li> </ul>  |
| Activity     | The activity code determines instructional and non-instructional salary and benefit expenditures. The activity code must be included when transferring To/From salary and benefit accounts.  |
| Location     | This code is used to specify the assigned physical location of an asset. This code is not used for requisitions, purchase orders, or budget transfers.   |

## BANNER FINANCE SUPPORT

Support for Banner Finance modules (Budget Transfers and Approvals) is divided among the IT and Fiscal Services Departments.

| ISSUE                          | DEPARTMENT   | CONTACT                |
|--------------------------------|--|------------------------|
| Accessing Banner               | IT Help Desk   | Ext. 4357              |
| Personal passwords             |  |                        |
| User ID                        |  |                        |
| Budget questions               | Fiscal Services– Marisa Ziegenhohn   | Ext. 6445              |
| Access to Banner Finance forms |  |                        |
| Online Budget Transfer         | Fiscal Services-Melanie Lazo<br>Fiscal Services-Yvette Shane                     | Ext. 5388<br>Ext. 5539 |
|                                | <a href="mailto:budgetrevisions@mtsac.edu">budgetrevisions@mtsac.edu</a>         |                        |
| Requisitions and Change Order  | Purchasing<br><br><a href="mailto:purchasing@mtsac.edu">purchasing@mtsac.edu</a> | Ext. 4245              |