BANNER WEB SELF SERVICE
BUDGET QUERIES

Prepared by: FISCAL SERVICES DEPARTMENT

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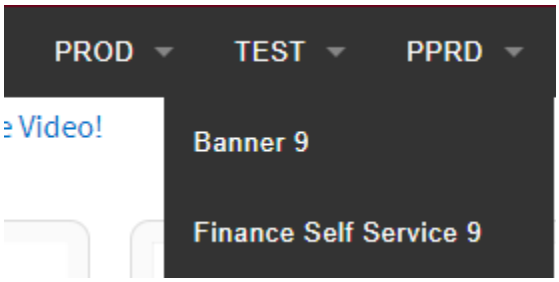
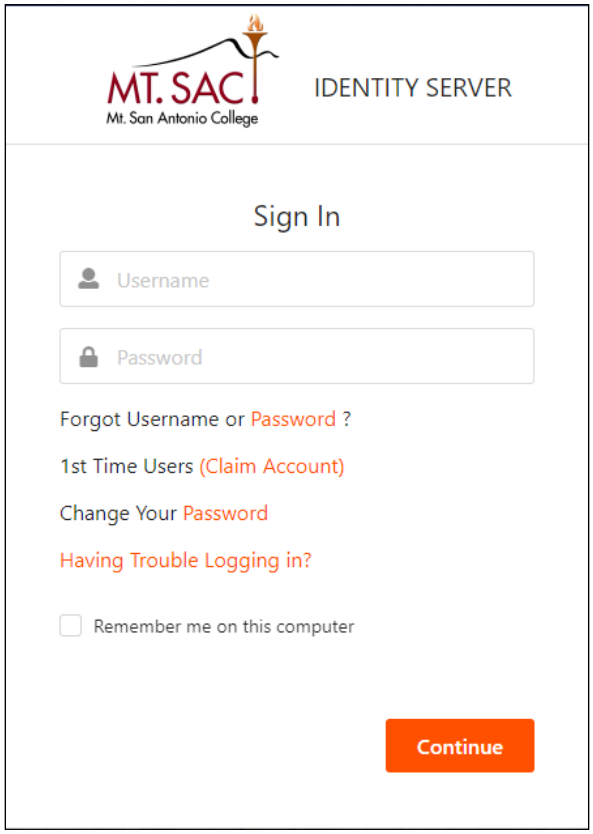
LOG IN TO SELF-SERVICE BANNER

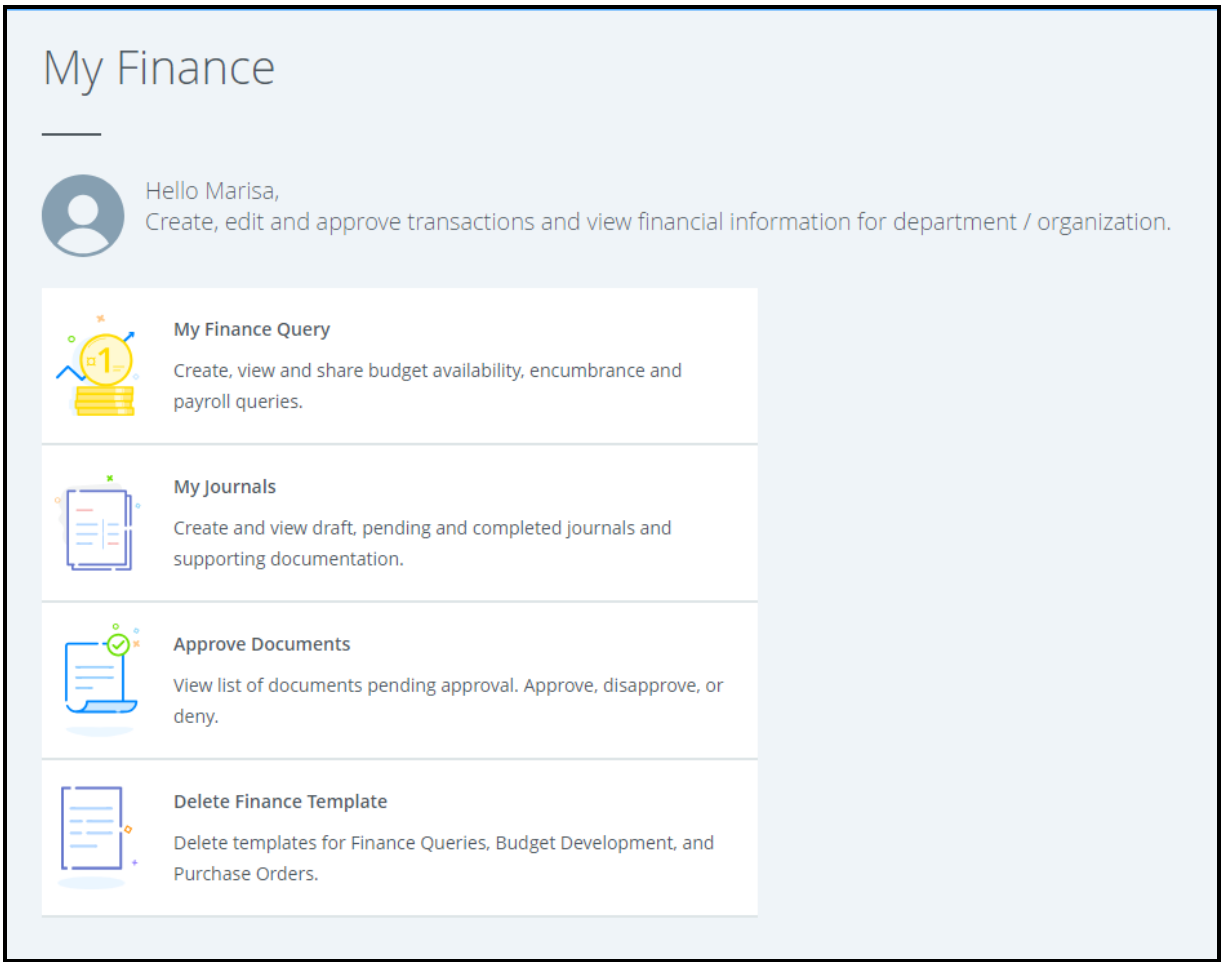
1. Access Banner Finance Self-Service 9 through the Mt San Antonio College application home page through the web: **https://banner.mtsac.edu**. If you are unable to access, contact the Helpdesk at Ext. 4357**.**

2. Under the PROD tab, select **Finance Self-Service 9**



3. Sign in with your Username Name and Password




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:

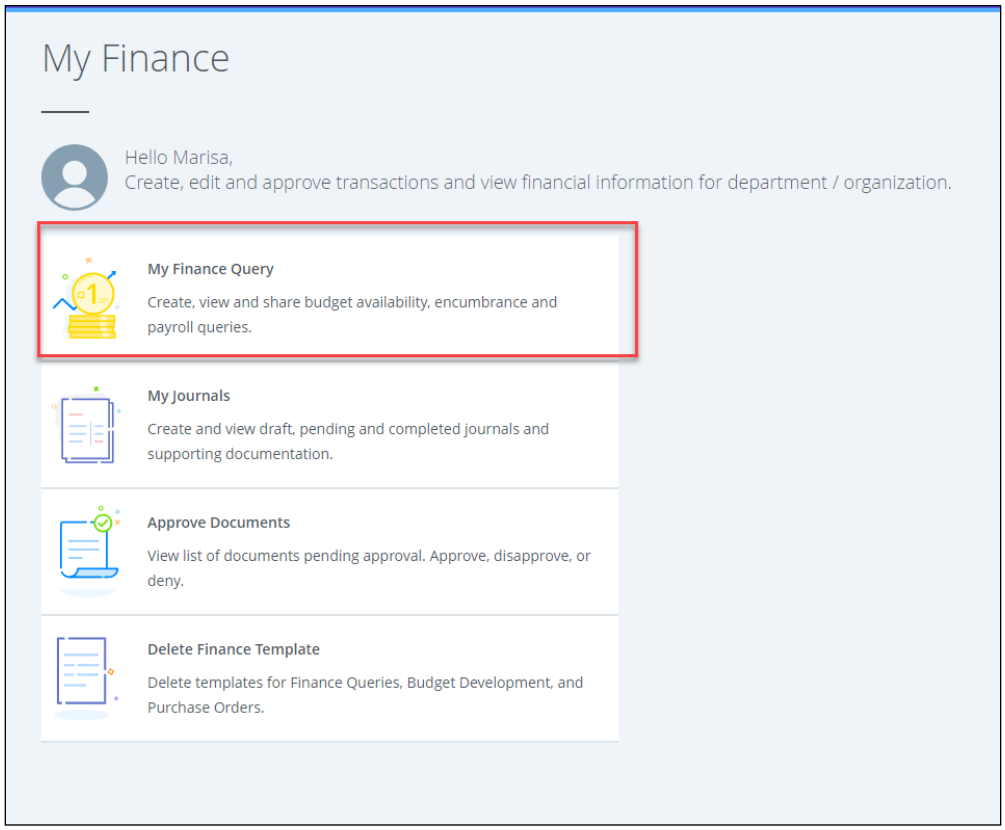
The chart is always **M** for Mt San Antonio College
Fiscal Year runs from July 1 to June 30
The Budget Period or Fiscal Period refers to the current month in the fiscal year.

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



My Finance Query Dashboard Overview

Types of Queries

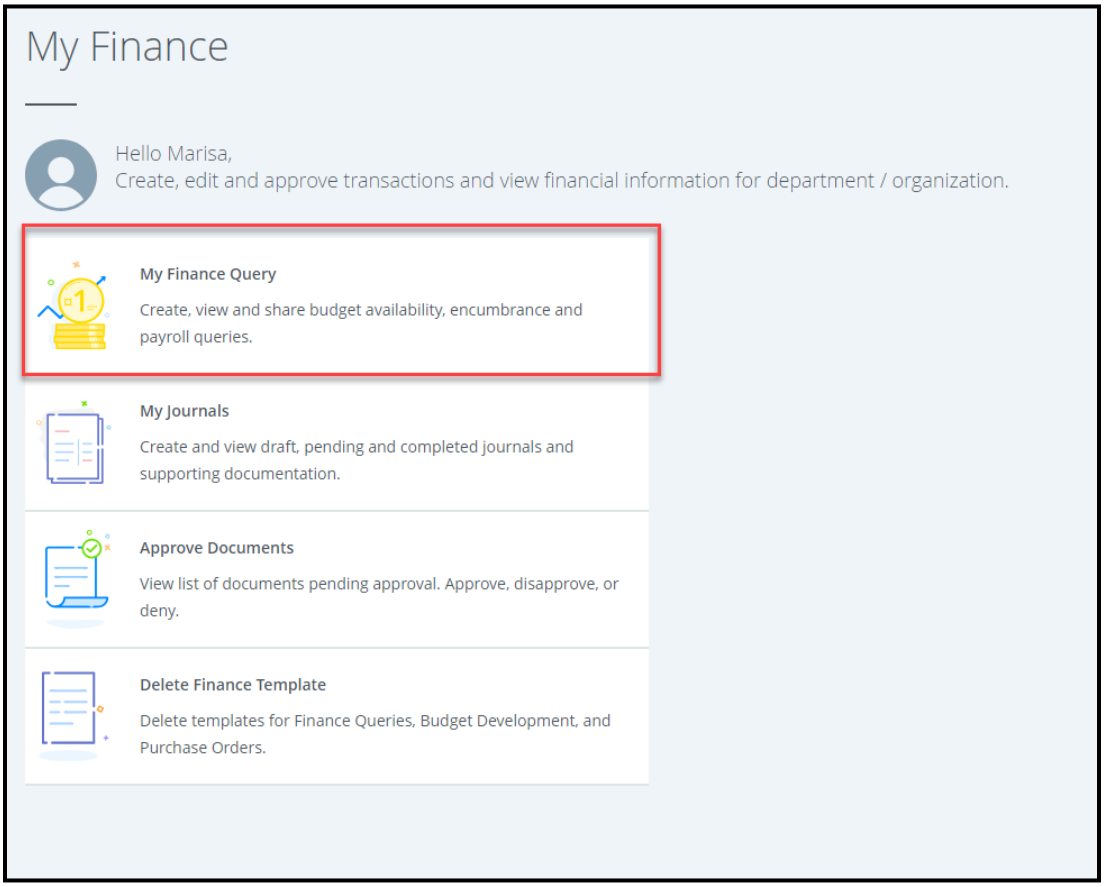
- Budget Quick Query
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Encumbrance Query
- Multi-Year Query

Budget Quick Query

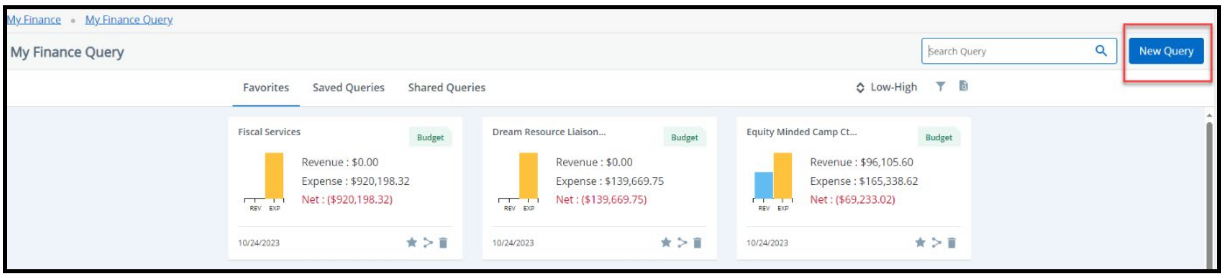
In the My Finance Query module, you can create a quick budget query to view your budget by account, details, status, and encumbrance. (Similar to FGIBDST for Budget Status)

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

1. Select the **My Finance Query**

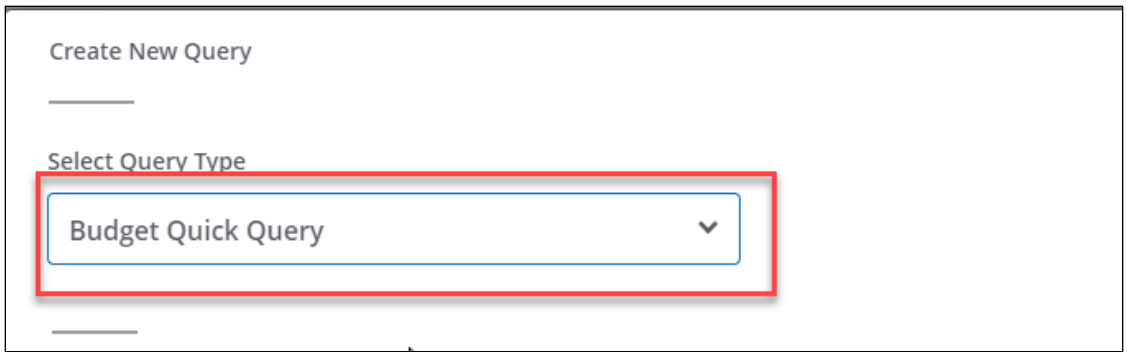


2. Select **New Query** from the My Finance Query menu.

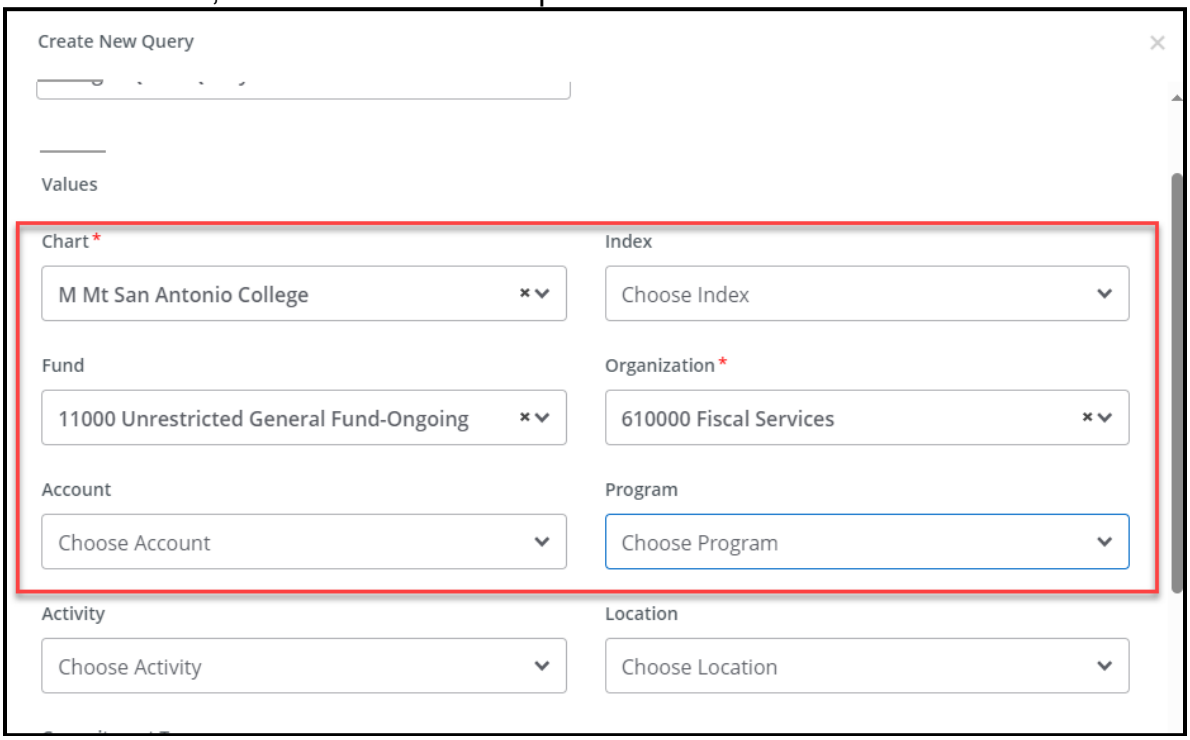


3. Under Select Query Type, select **Budget Quick Query**.

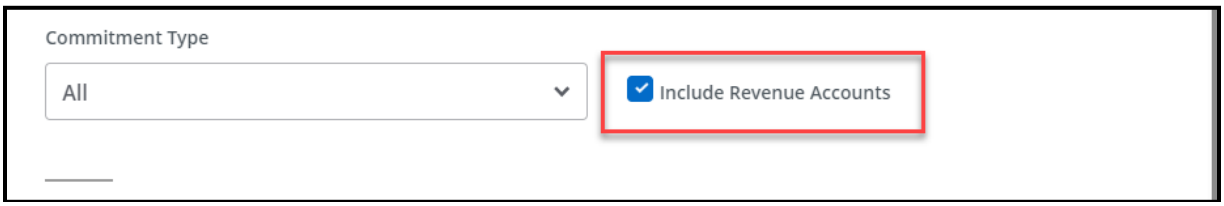
- The *Red Asterisk notes what fields are required before you submit.



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.

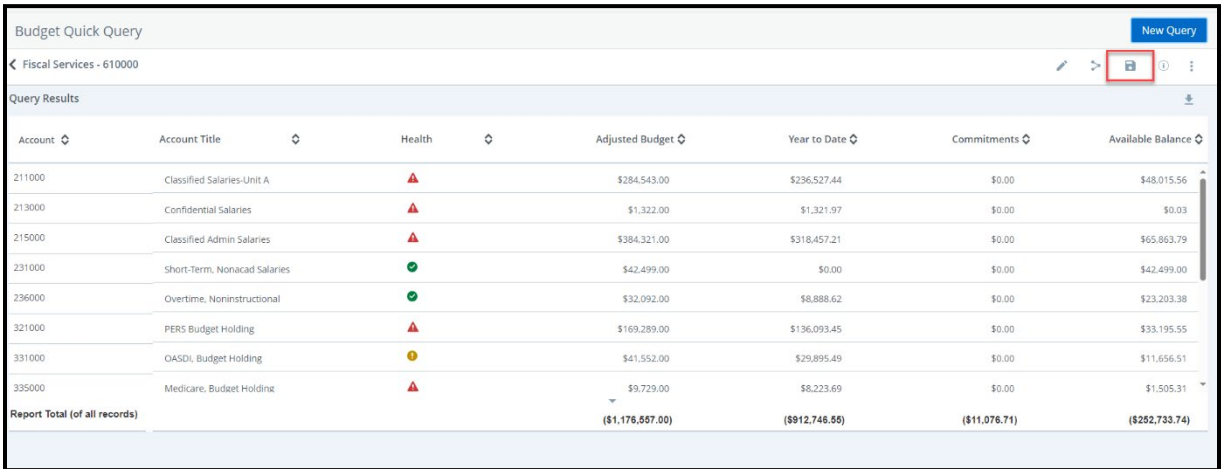


Note: If you check to Include Revenue Accounts, your available balance will be displayed incorrectly in the negative.

9. Enter **Fiscal Year**

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.

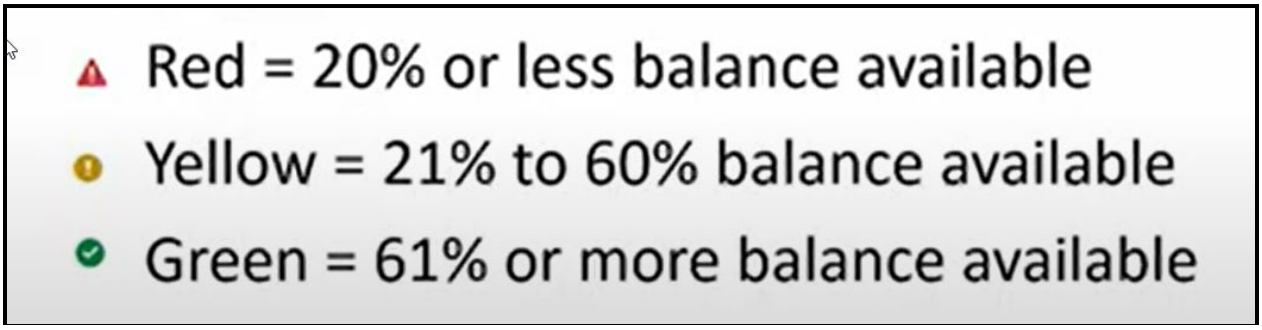


Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
211000	Classified Salaries-Unit A		$284,543.00	$236,527.44	$0.00	$48,015.56
213000	Confidential Salaries		$1,322.00	$1,321.97	$0.00	$0.03
215000	Classified Admin Salaries		$384,321.00	$318,457.21	$0.00	$65,863.79
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
Report Total (of all records)			($1,176,557.00)	($912,746.55)	($11,076.71)	($252,733.74)

ADDITIONAL TIPS with Budget Quick Query

1. Health Column

- Calculated based on Available Balance %
- Available Balance %: Available Balance/Adjusted Budget * 100

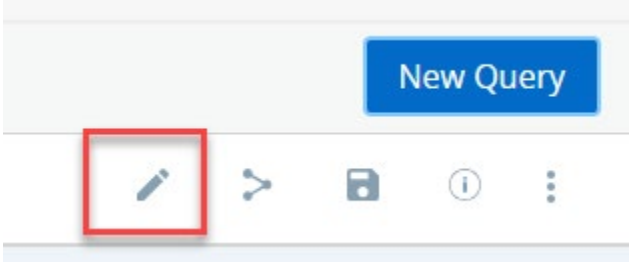


2. Sort Based on column headers

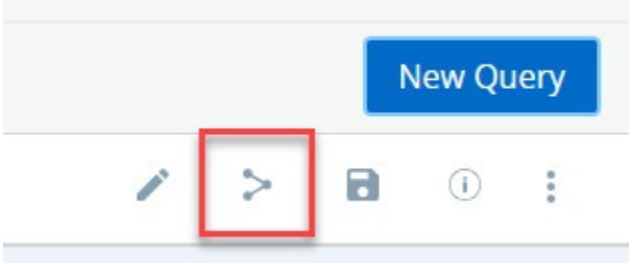
- Click the up/down arrows beside the column headers

3. Edit the query

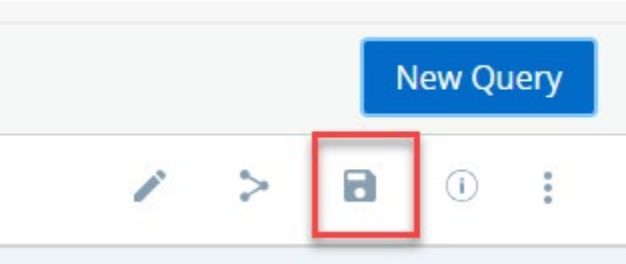
- Click on the Pencil



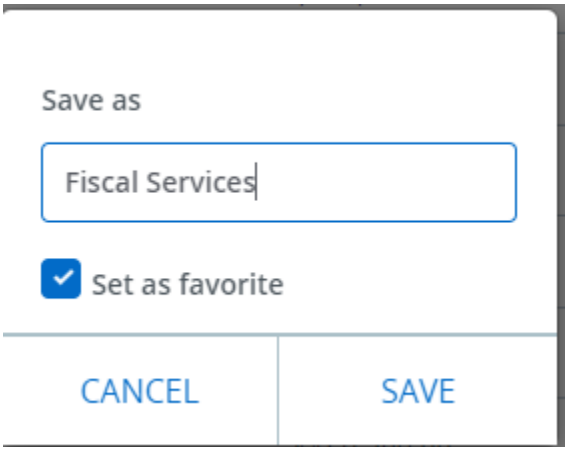
4. Share the query



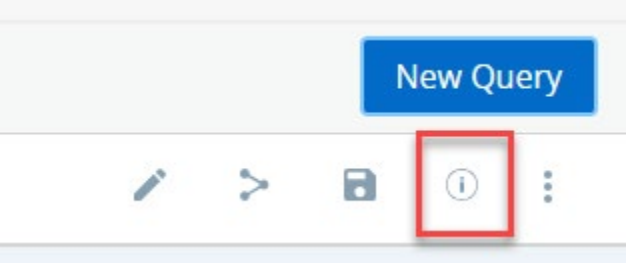
5. **Save the Query**



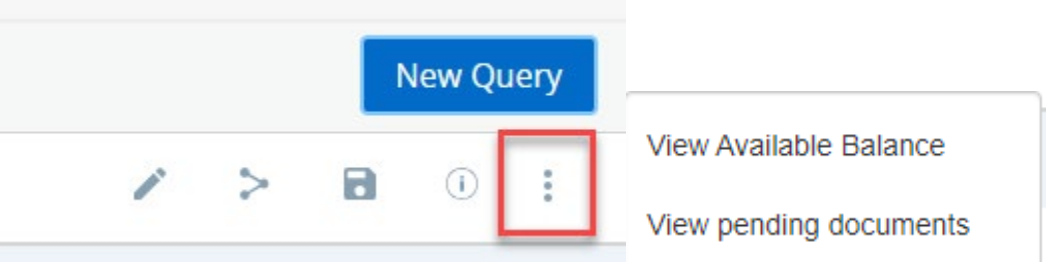
6. **Allows you to save the query and set it as a favorite**



7. **View current query parameters**

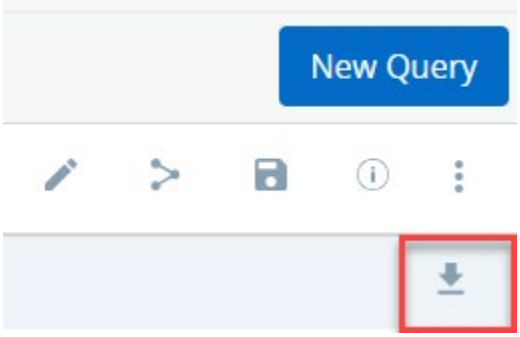


8. **Other Options**



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

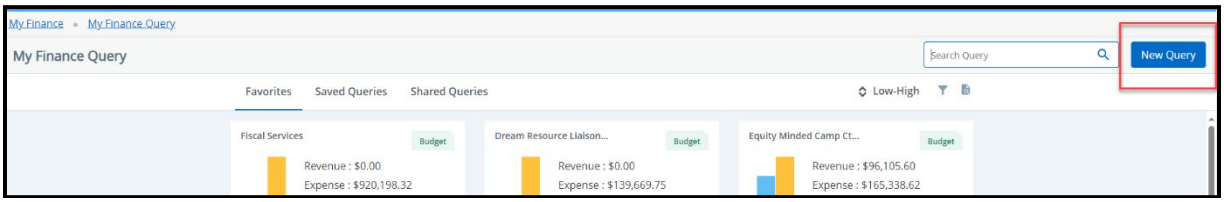
9. Download to Excel.



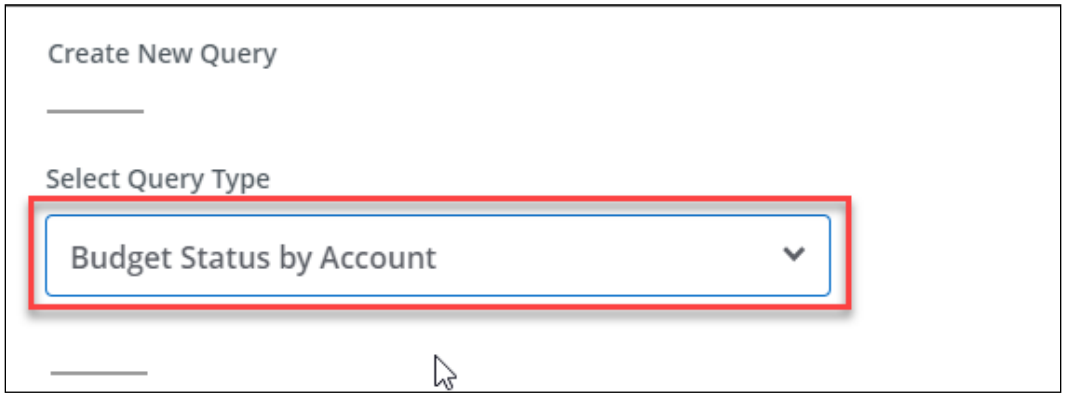
Budget Status by Account Query

Similar to FGIBDST for Budget Status but with more options.

1. Select **New Query**



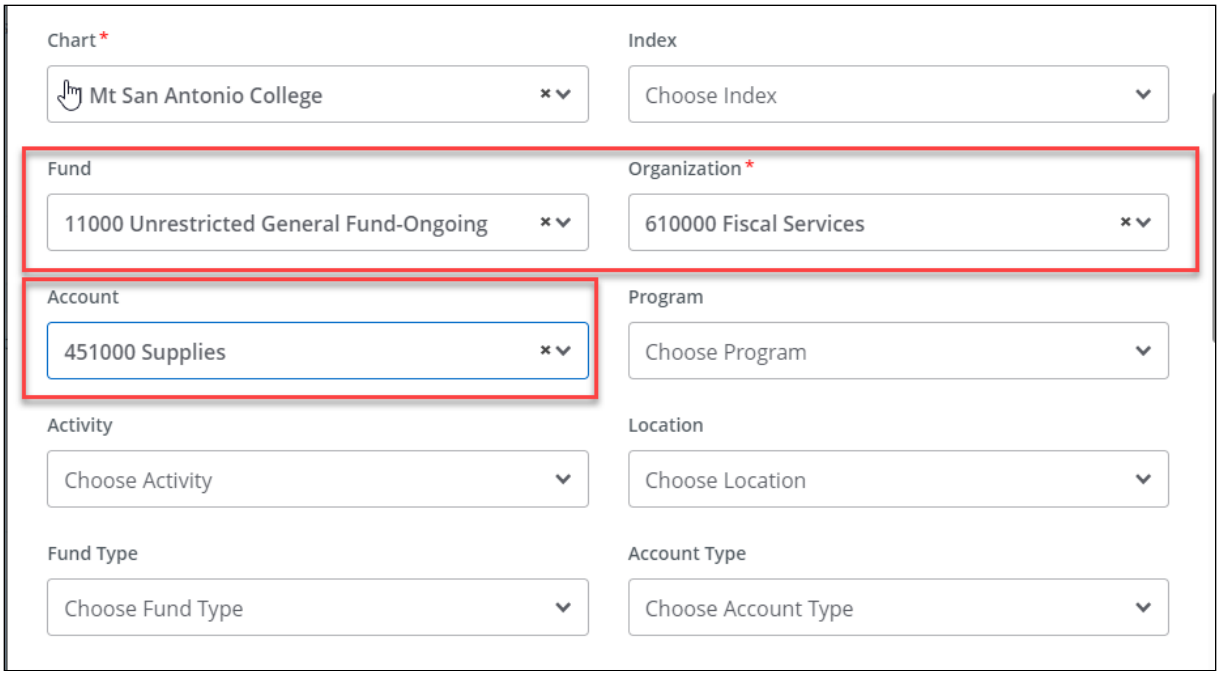
2. Under Select Query Type, select **Budget Status by Account**



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

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

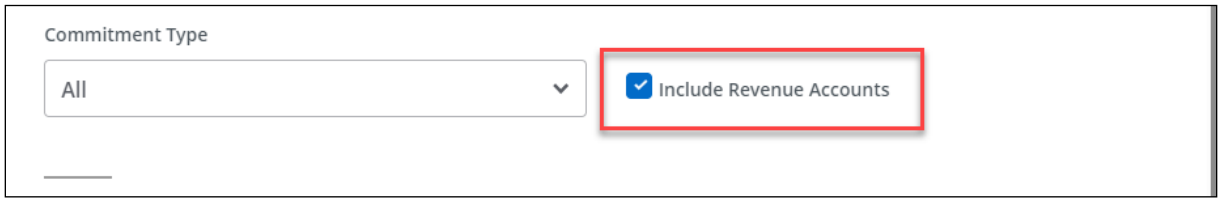
4. Enter your **Fund** and **Org.** You can enter the account code to see activity for just one type of expense. Otherwise, leave the account field blank to view all the accounts. Note: To remove an item, select the X in the right corner of the dropdown.



5. Enter Program (optional)

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

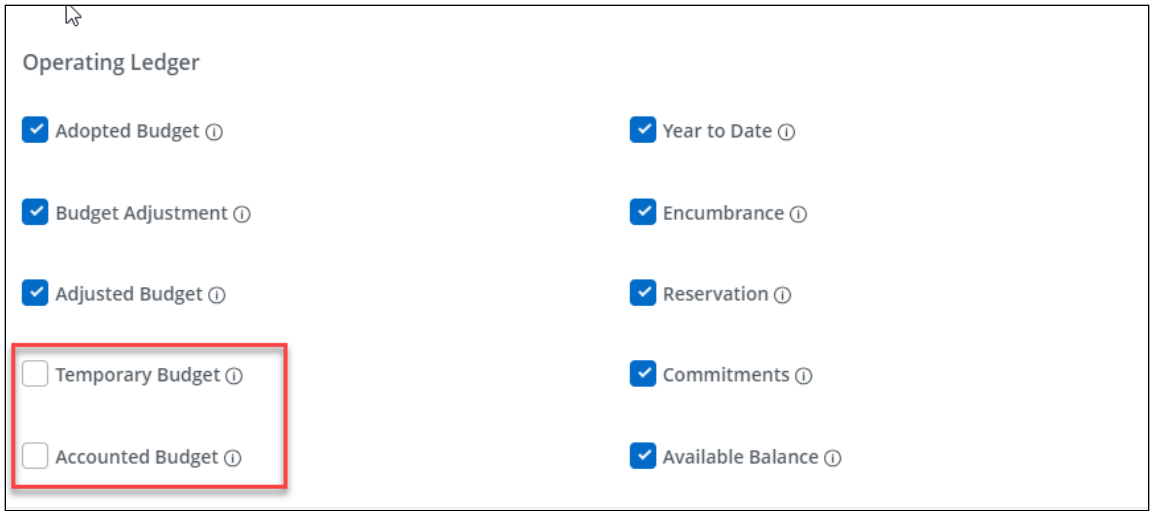
7. Uncheck **Include Revenue Accounts**. Note: Only select Include Revenue Accounts if your department receives revenue.

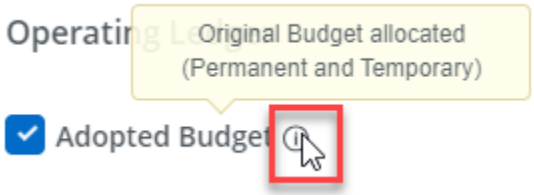


8. Enter the **Fiscal Year** and **Fiscal Period "14"** (to show YTD).

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

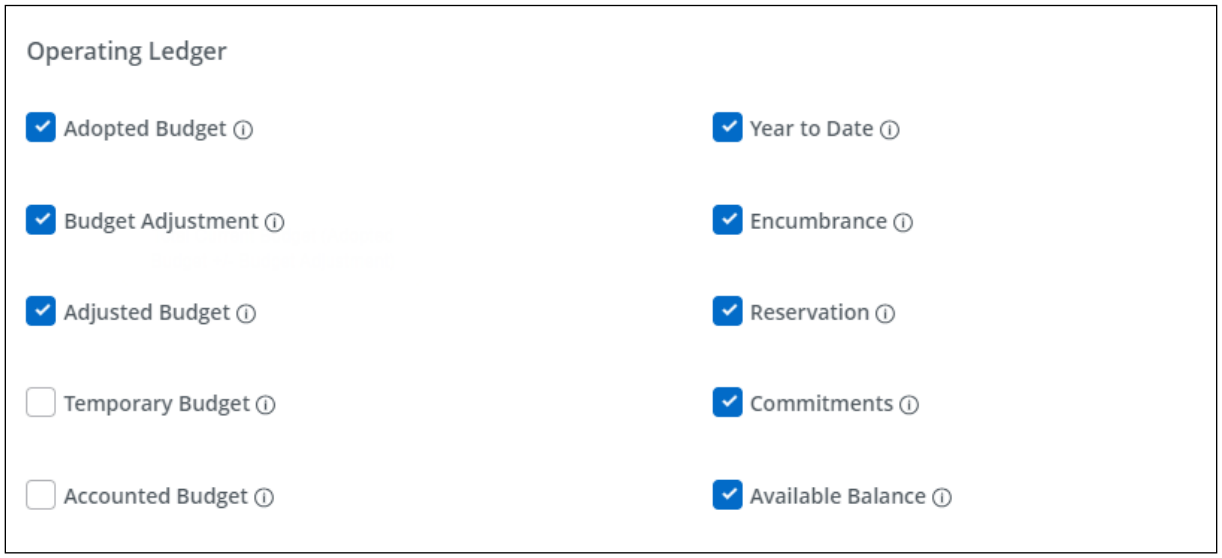
10. Check each checkbox, noting what columns to display on the report. **Note**: Uncheck **Temporary** and **Accounted Budget**. For a description of the budget report column, hover over the **symbol** to view the description.





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.



- **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

New Query

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	$8,888.62	$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
Report Total (of all records)			($1,150,835.00)	($25,722.00)	($1,176,557.00)	($912,746.55)	($11,076.71)	$0.00	($11,076.71)

View Account Information – Budget Status By Account Query

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

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
554500	Telecommunication Services		$1,000.00	$0.00	$1,000.00	$604.19	$170.00	$0.00	$170.00
561000	Contracted Services		$6,318.00	($4,400.00)	$1,918.00	$1,857.76	$0.00	$0.00	$0.00
563000	Equipment Rental and Leases		$0.00	$18,500.00	$18,500.00	$14,499.82	$3,624.94	$0.00	$3,624.94
564500	Maintenance Agreements		$11,574.00	($4,610.00)	$6,964.00	$3,555.67	$3,023.76	$0.00	$3,023.76
584000	Computer/Technlgy Related Serv		$95,369.00	($31,515.00)	$63,854.00	$63,787.22	$0.00	$0.00	$0.00
585000	Postage		$1,000.00	($800.00)	$200.00	$113.98	$86.02	$0.00	$86.02
Report Total (of all records)			($1,150,835.00)	($25,722.00)	($1,176,557.00)	($912,746.55)	($11,076.71)	$0.00	($11,076.71)

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	I0316474	Cummins Allison Corp	$116.74	INEI
01/12/2023	01/13/2023	I0318964	LDI Connect	$532.82	INEI
03/24/2023	03/28/2023	I0323066	Cummins Allison Corp	$390.40	INEI
04/01/2023	04/06/2023	I0323357	Cummins Allison Corp	$1,890.31	INNI
04/01/2023	04/06/2023	I0323367	Cummins Allison Corp	($116.74)	INEC
04/01/2023	04/06/2023	I0323368	Cummins Allison Corp	$116.74	INNI
04/05/2023	04/06/2023	I0323561	Cummins Allison Corp	$465.24	INEI
04/06/2023	04/10/2023	I0323639	LDI Connect	$160.16	INEI
Report Total (of all records)				$3,555.67	

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

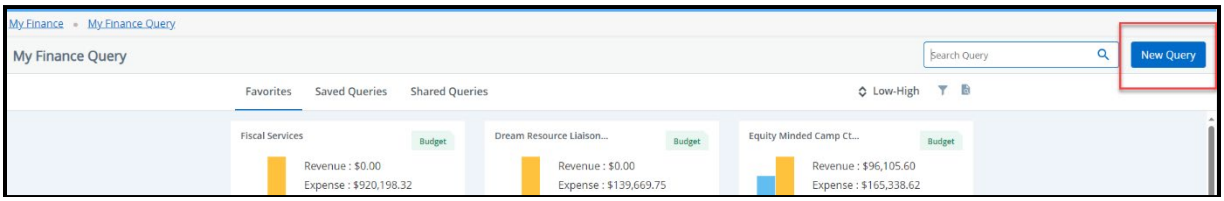
Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
11/23/2022	11/23/2022	I0316474	Cummins Allison Corp	$116.74	INEI

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

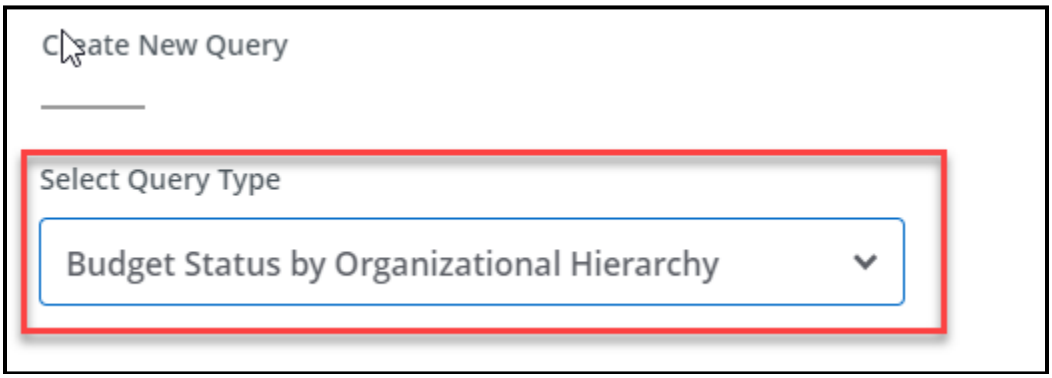
Budget Status by Organizational Hierarchy

The budget is displayed in a hierarchical structure.

1. Select **New Query**



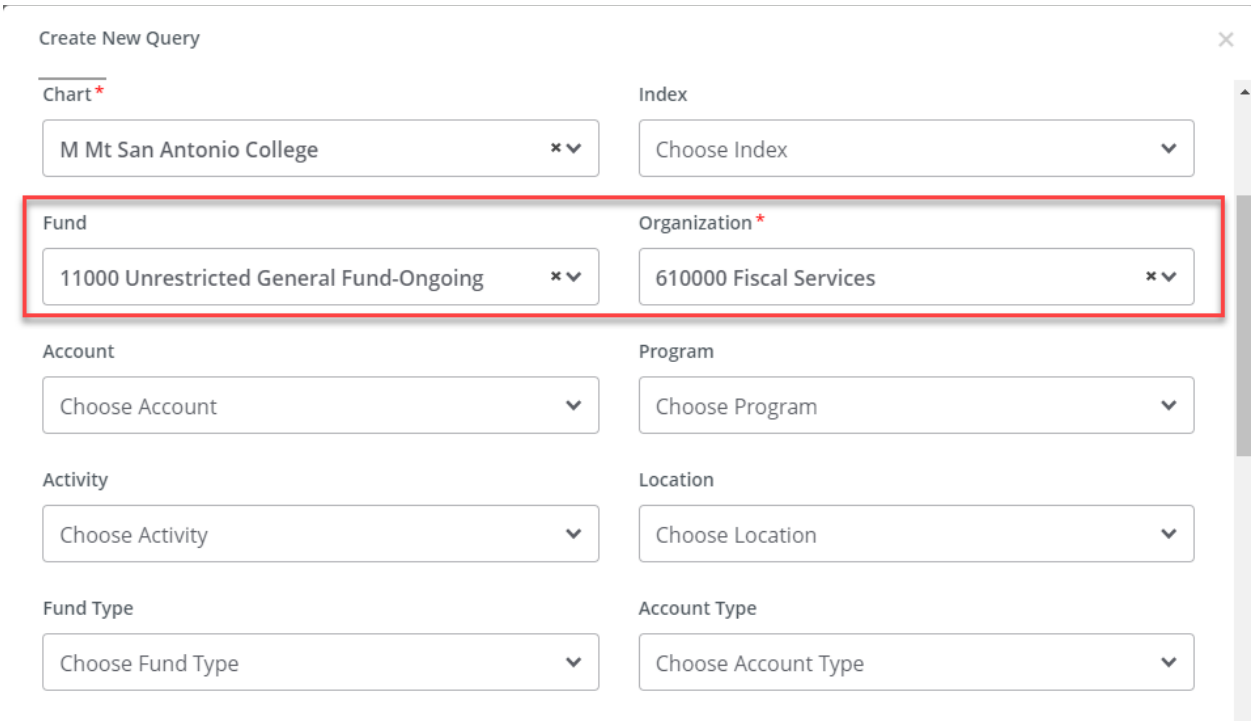
2. Under Select Query Type, select **Budget Status by Organizational Hierarchy**



- 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

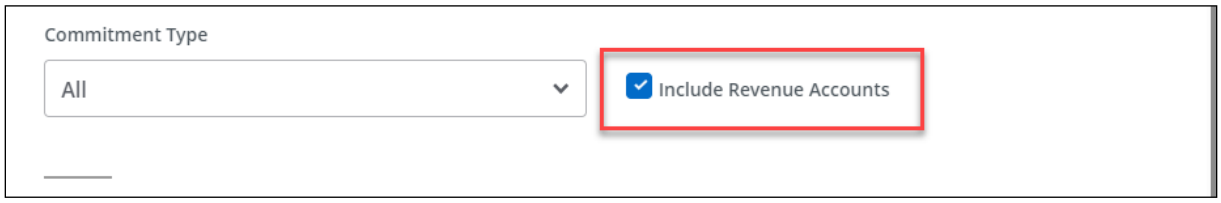


5. Enter Program (optional)

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

7. Uncheck **Include Revenue Accounts**.

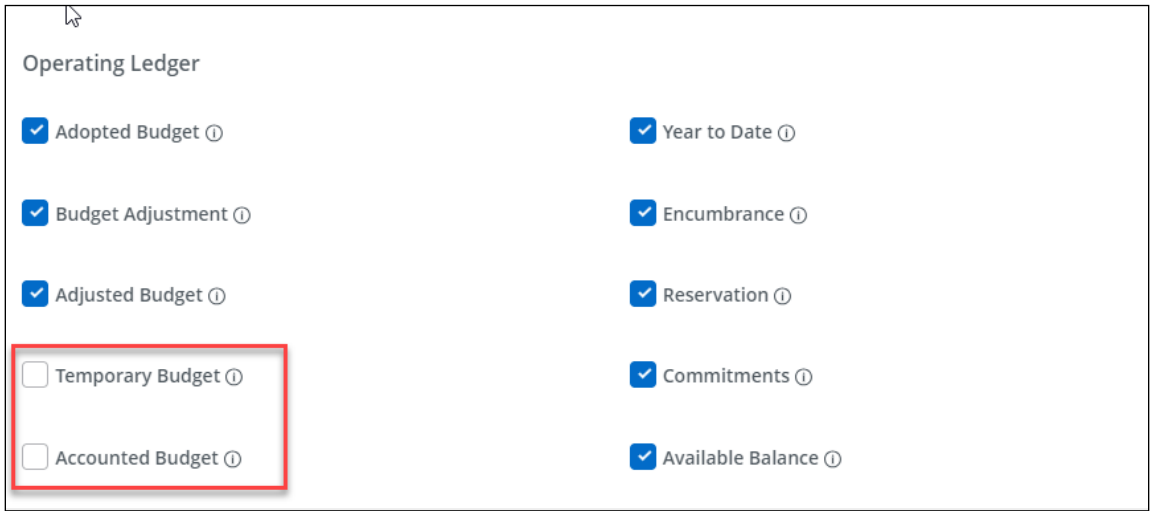
   Note: Only select Include Revenue Accounts if your department receives revenue.

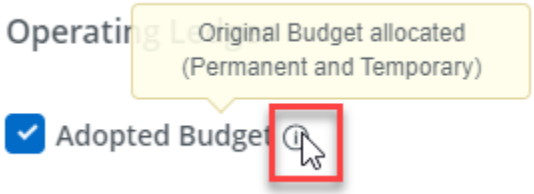


8. Enter the **Fiscal Year** and **Fiscal Period "14"** (to show YTD).

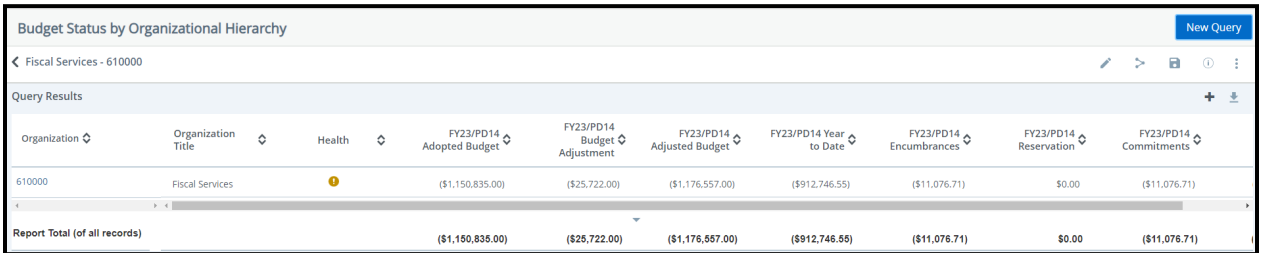
9. Scroll down until you see **Operating Ledger.**

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.





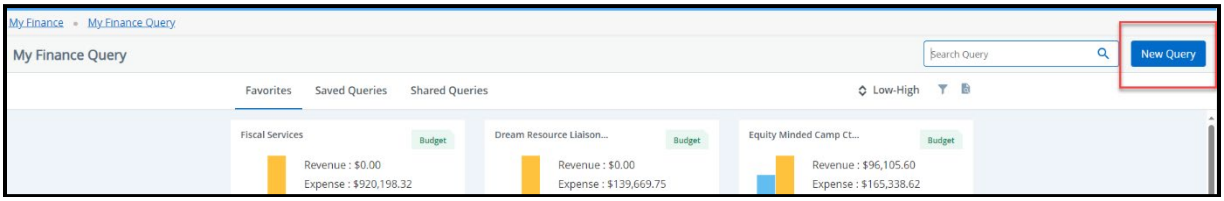
11. Select **Submit**.



Encumbrance Query

Similar to the FGIENCD – Organizational Encumbrance List

1. Select **New Query**

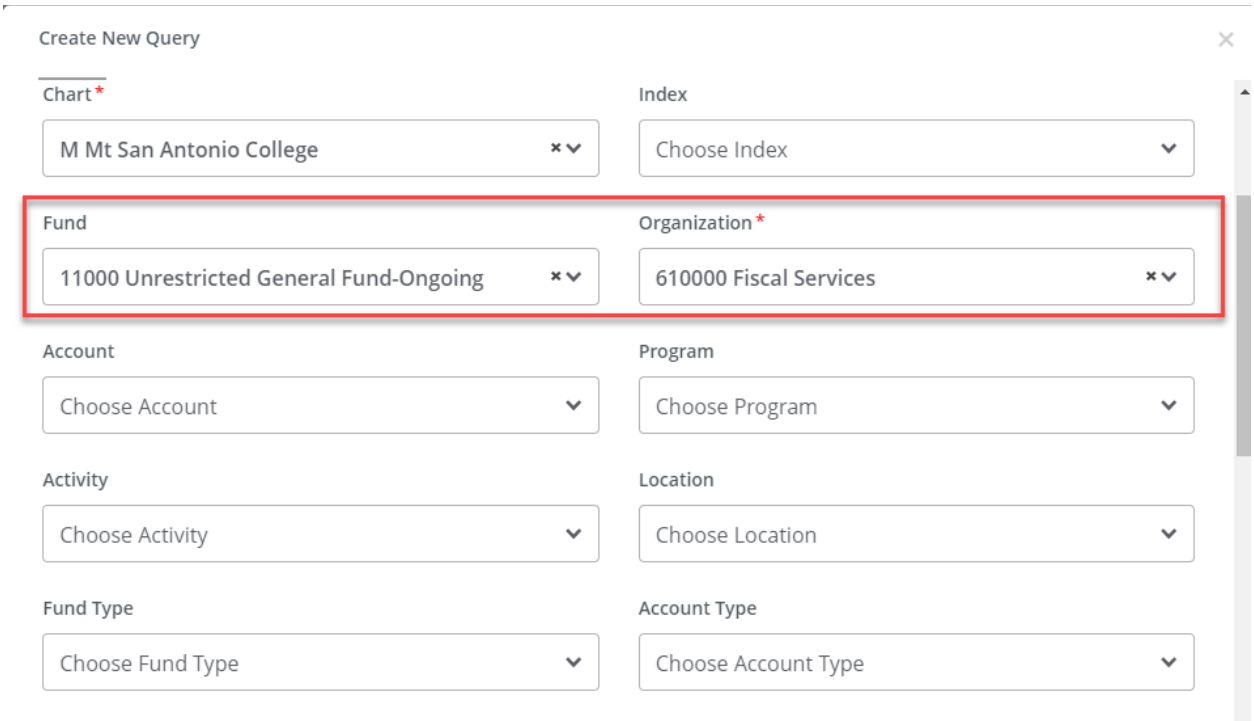


2. Under Select Query Type, select **Encumbrance Query**

- 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



14. Enter Program (optional)

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

16. Encumbrance Status.

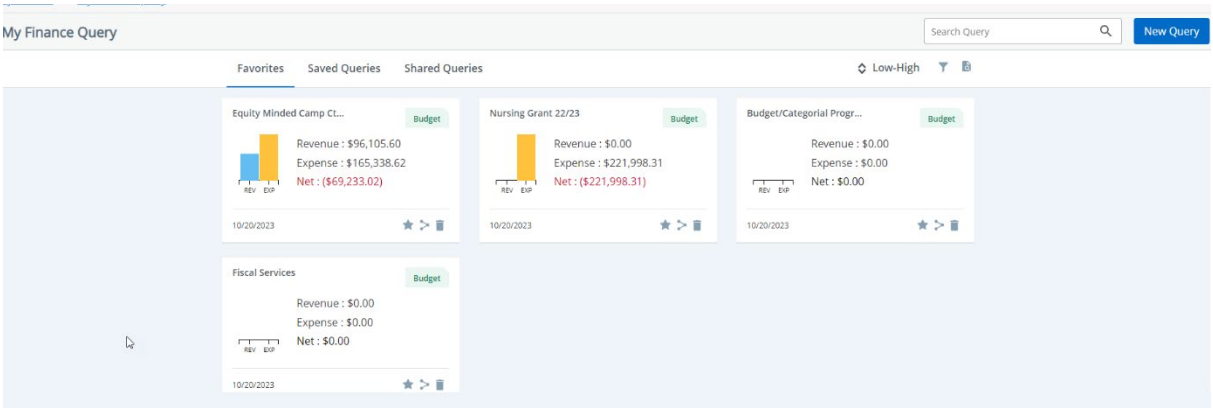
    Open: We will show a list of POs and Travel and Conferences that are still open.
    Closed: We will list closed POs, travel, and conferences.

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

18. Select **Submit**.

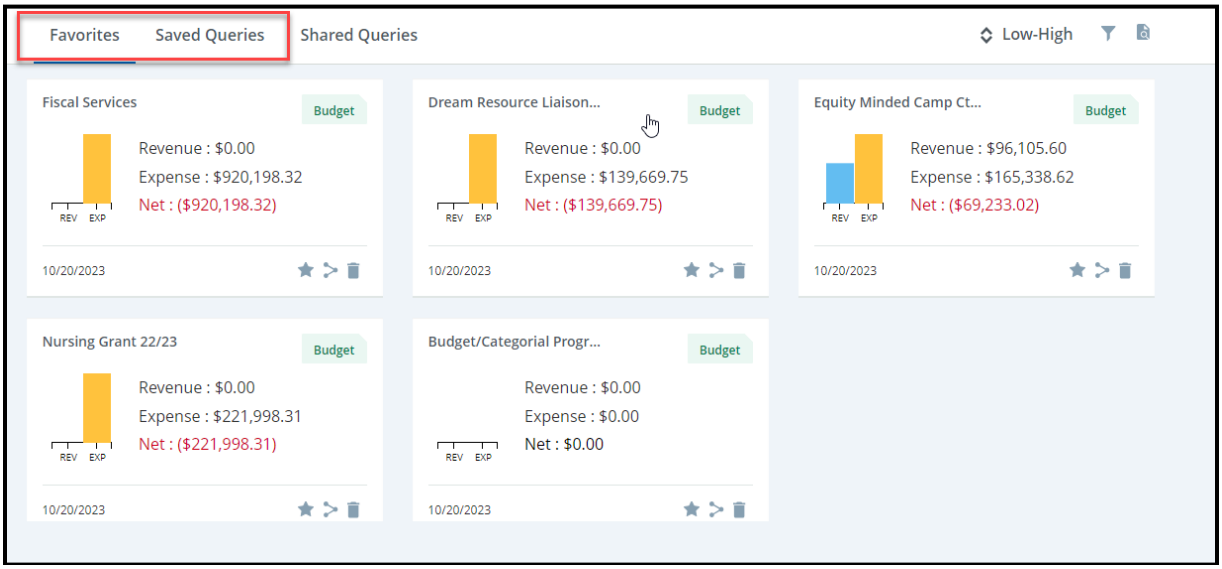
Here is an overview of the My Finance Dashboard Query:

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

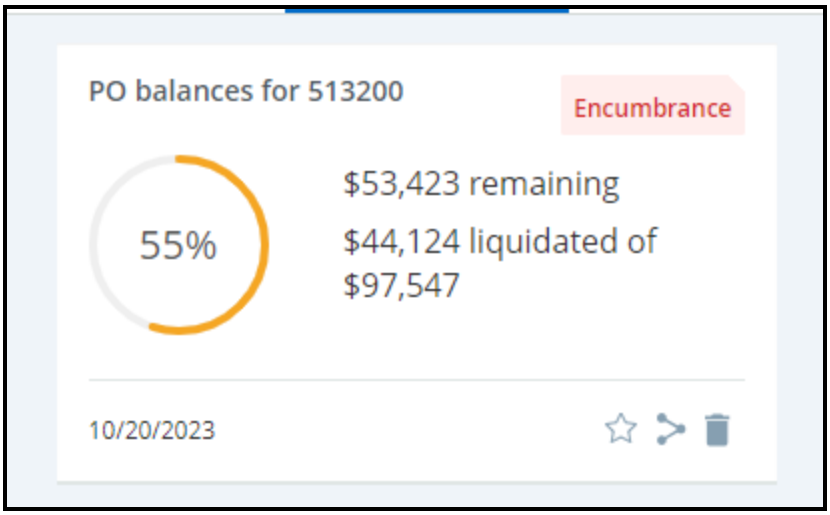


- The My Finance Query Dashboard displays live budget amounts displayed for favorite and saved queries to provide a quick view.

  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

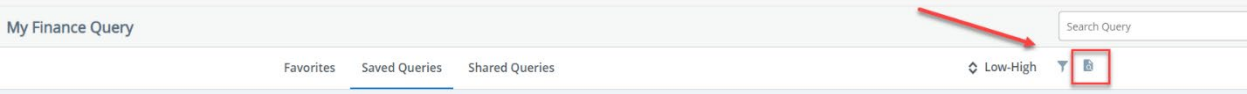
Filter by: Document Type

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

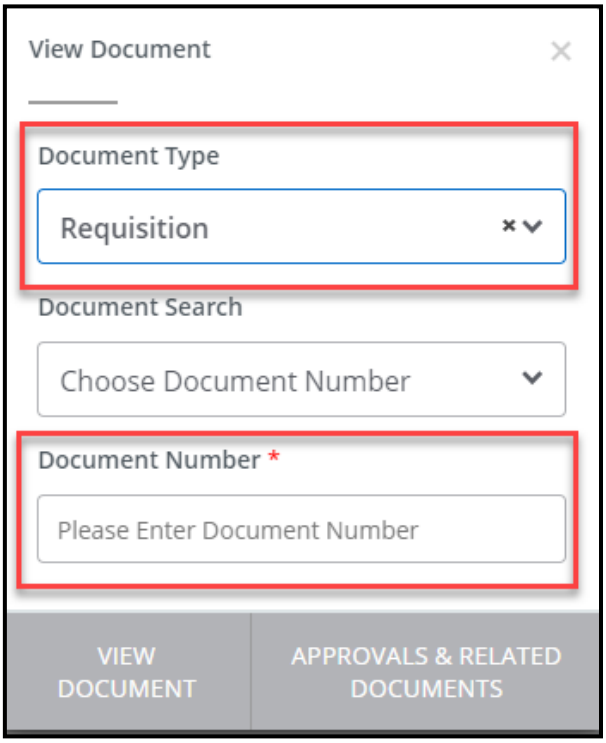
View Approval and Related Documents – similar to FOIAPPH - Approval History and FOIDOCH - Document History

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

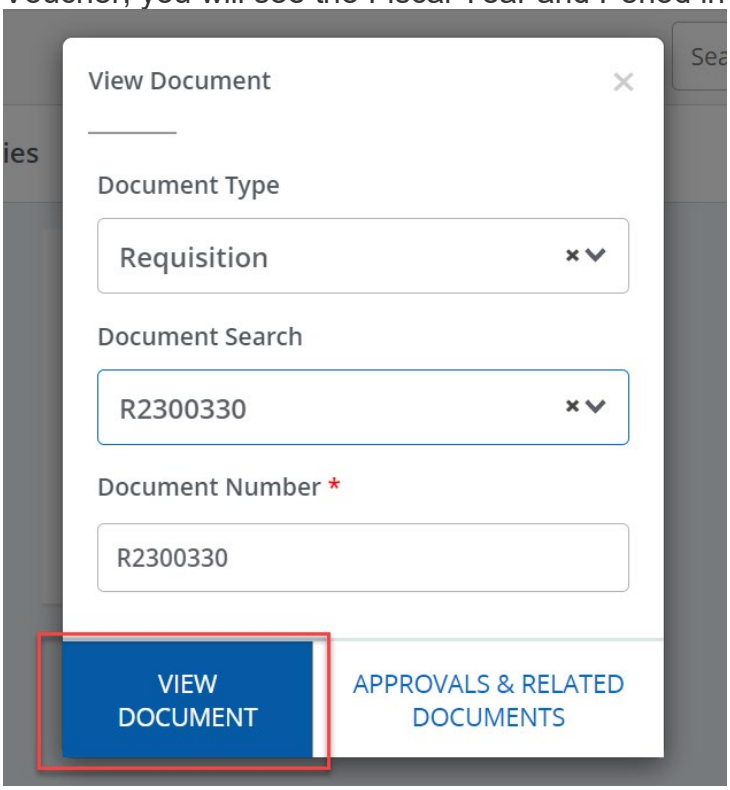
1. Select **the My Finance Query**
2. Select the **View Document Icon**



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



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.



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

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

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

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

Commodities

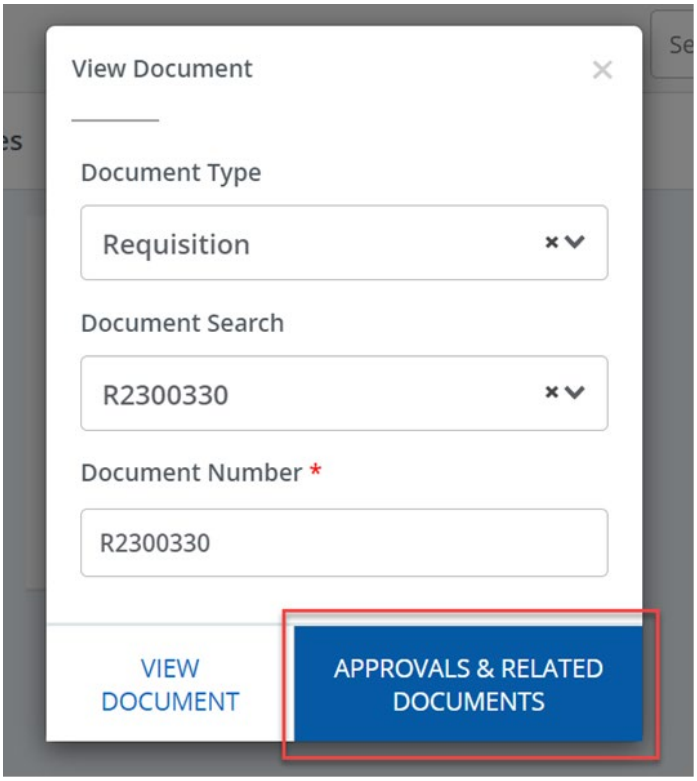
Item	Description	U/M	Quantity	Unit Price	Other	Net Total
1	Child Abuse Fellowship Program: Sarah Kleinle, MD(CD225-000)	EA	1.00	87,000.0000	0.00	87,000.00
	Total Commodities					87,000.00

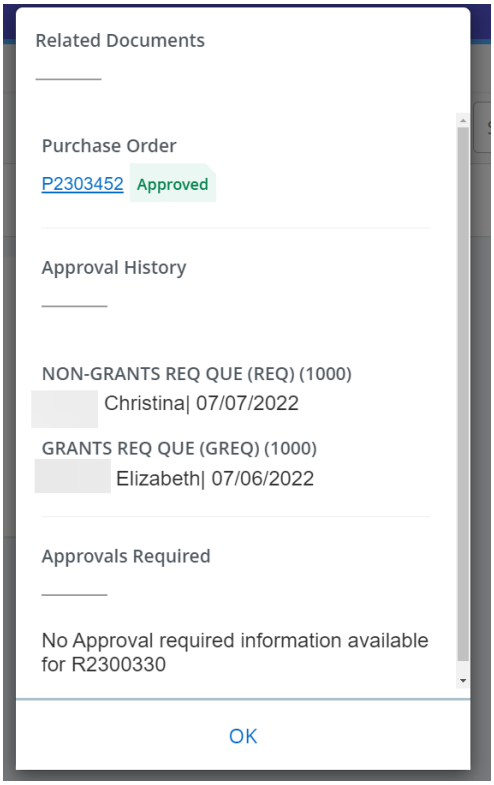
Accounting Distributions

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

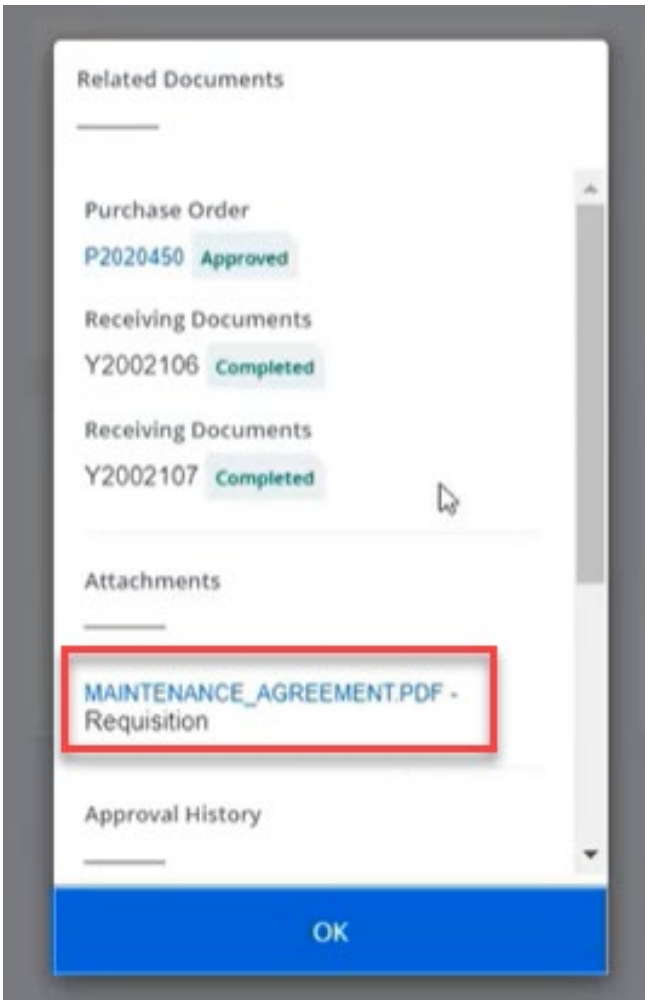
DISCLAIMER - A Purchase Requisition does not represent a valid Purchase Order to provide to a vendor or supplier. As such, this PDF of the Purchase Requisition is restricted to internal use only.

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





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	The Account code identifies the spending or revenue categories, such as Office Supplies or Services. There are eight major categories: 1000 Academic salaries 2000 Classified salaries 3000 Employee benefits 4000 Supplies and materials 5000 Other operating expenses and services 6000 Capital outlay 7000 Other outgo 8000 Revenue
Program	The Program code reflects the purpose of the expenditures. All activities are classified as either instructional or administrative support. • For Instructional Programs, Program codes follow the Taxonomy of Programs (TOP) manual from the Chancellor's Office. • For administration and support, Program codes follow the Budgeting and Accounting Manual from the Chancellor's Office.
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 Fiscal Services-Yvette Shane budgetrevisions@mtsac.edu	Ext. 5388 Ext. 5539
Requisitions and Change Order	Purchasing purchasing@mtsac.edu	Ext. 4245