SOUTHERN UTAH UNIVERSITY

Accessing Account Status/Activity Using Banner Self Serve

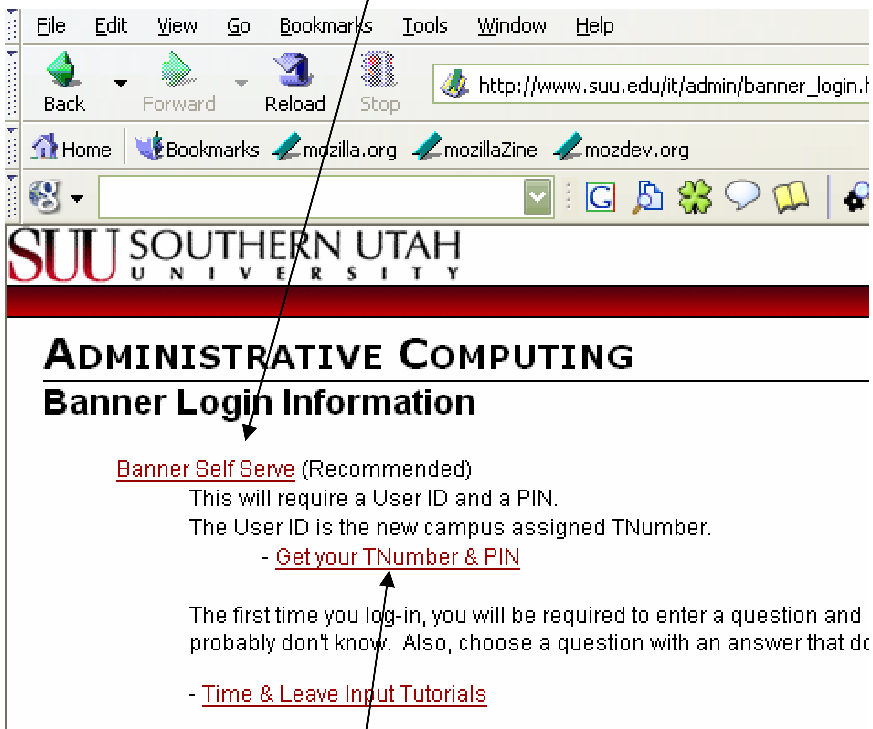
How to get into Banner Self-Serve:

Start by going to Southern Utah University's web homepage at http://www.suu.edu/

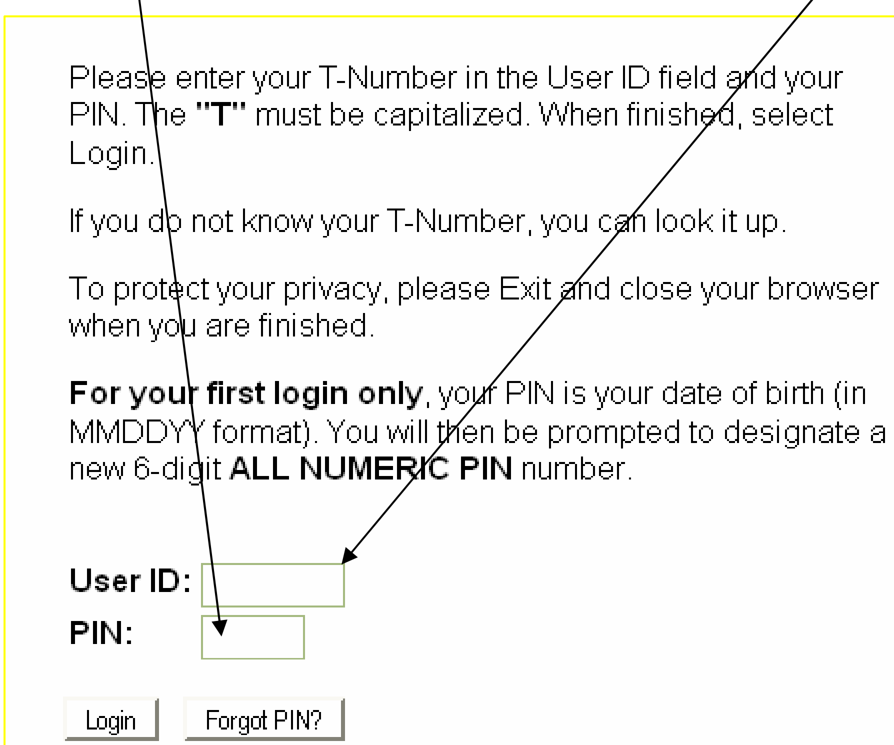
Then click onto the link that will take you to the Faculty & Staff page.

And on this page you will see a web-button that you will click to take you to the Banner Login page.

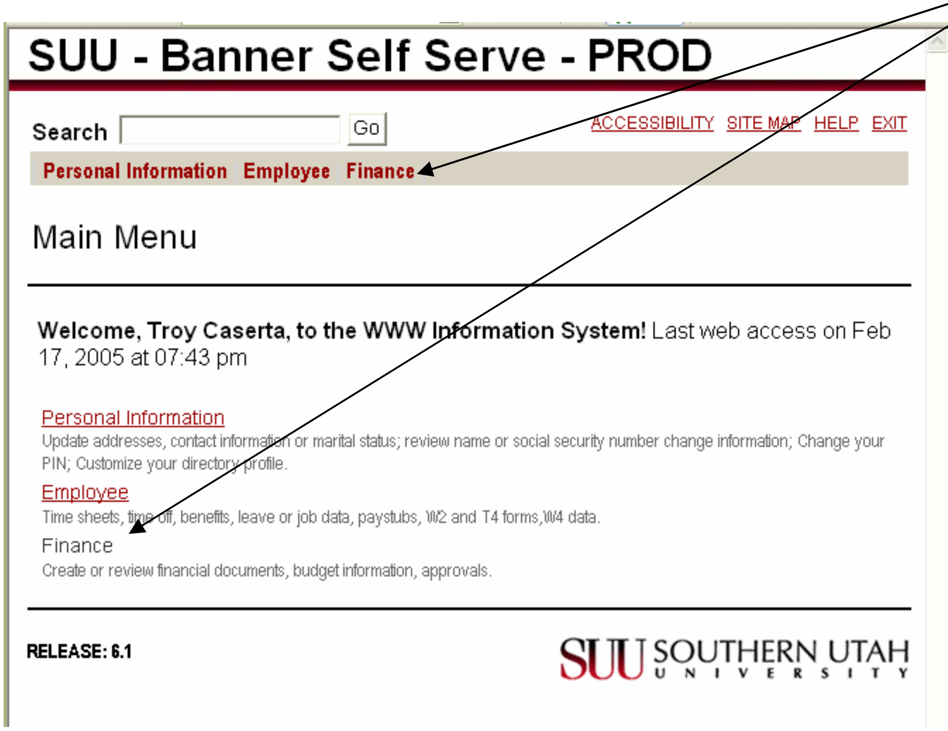
From here you click on "Banner Self Serve" which will take you where you will input your User ID to enter Banner Self Serve.



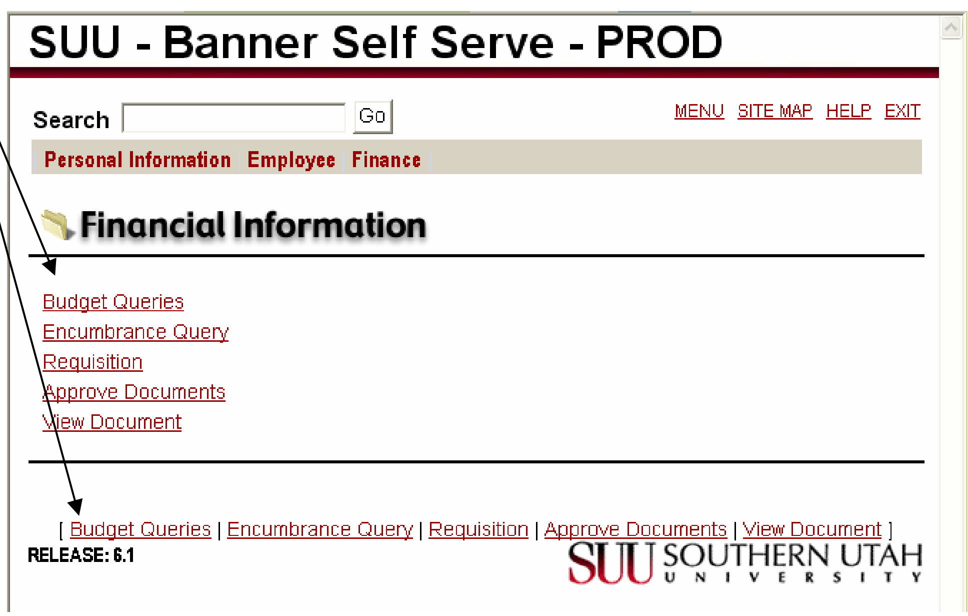
From here you will follow the instructions and enter your "TNumber" into the User ID, and then your pin number. If you have forgotten or not yet acquired your TNumber or if you do not know or can not remember your pin number go back to the banner login page and press on the "Get your TNumber & PIN option.



After logging on to Banner Self Serve go into the "Finance" option at either of these two places.



To access the status of your accounts click onto the "Budget Queries" option at either of these two places.



Budget Queries gives you three report types to access your account information:

Budget Status by Account (most frequently used)

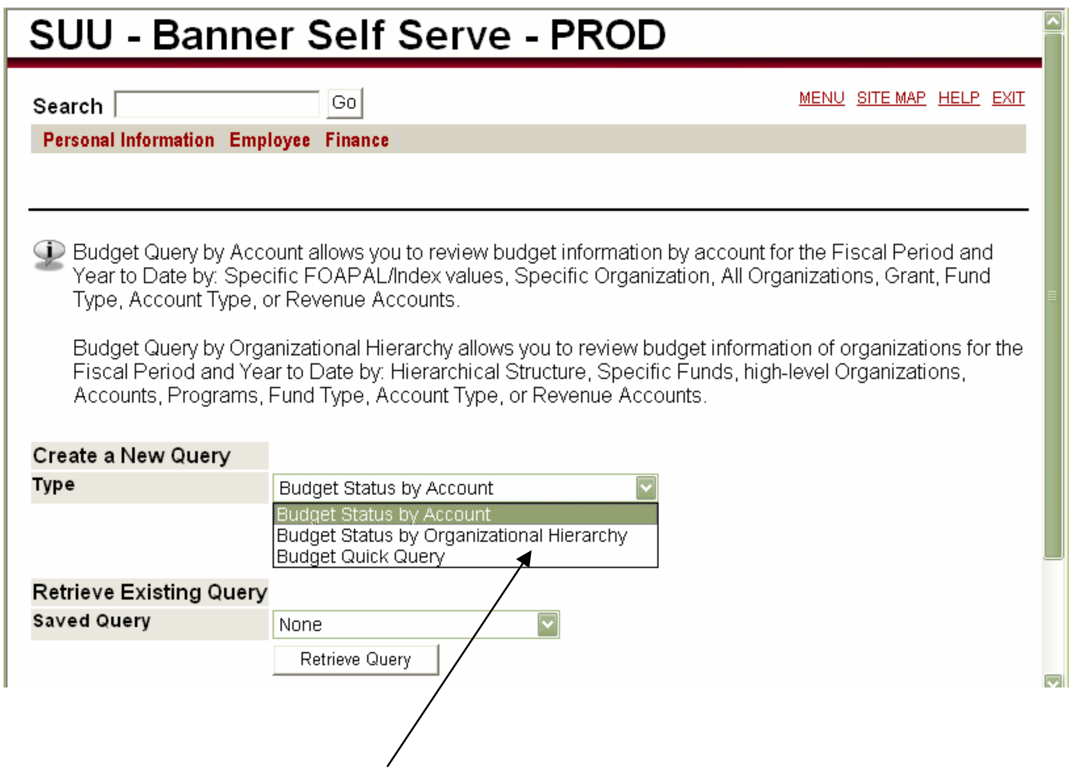
- Able to "drill-down" into the detail of the account.
- Can be used with **Excel Budget Macro** for a nice, readable format.

Budget Status by Organizational Hierarchy

- Great for looking at a quick summary picture of the account's status.
- Same ability to "drill-down" into the detail of the account.

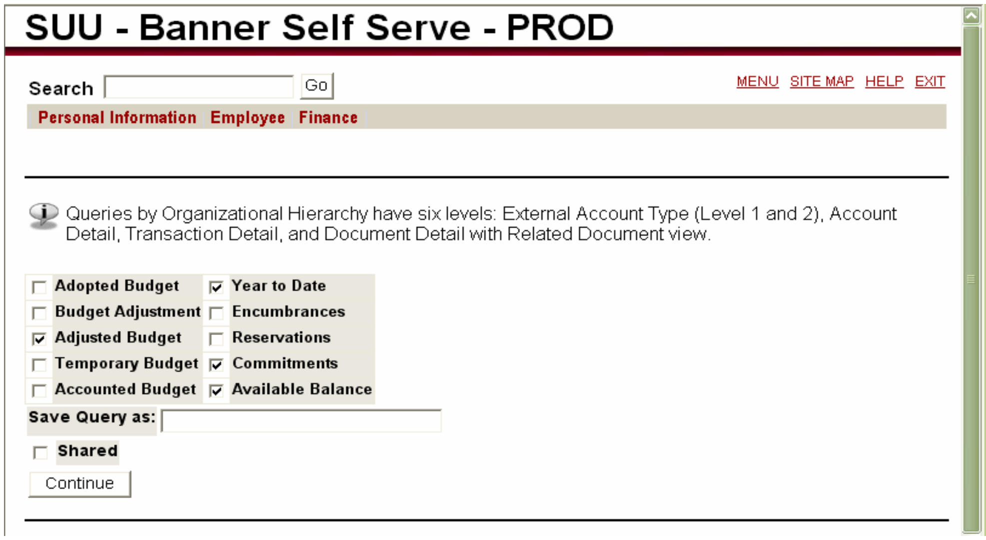
Budget Quick Query

- A quick snapshot of account status.
- No ability to "dig-down" into the detail of the account.
- Won't be discussing this option in this document.



Let's take a look at the Organizational Hierarchy first by clicking on that choice and then clicking on the Create Query button.

The next screen allows you to choose some viewing options
—we suggest you mark these four choices:

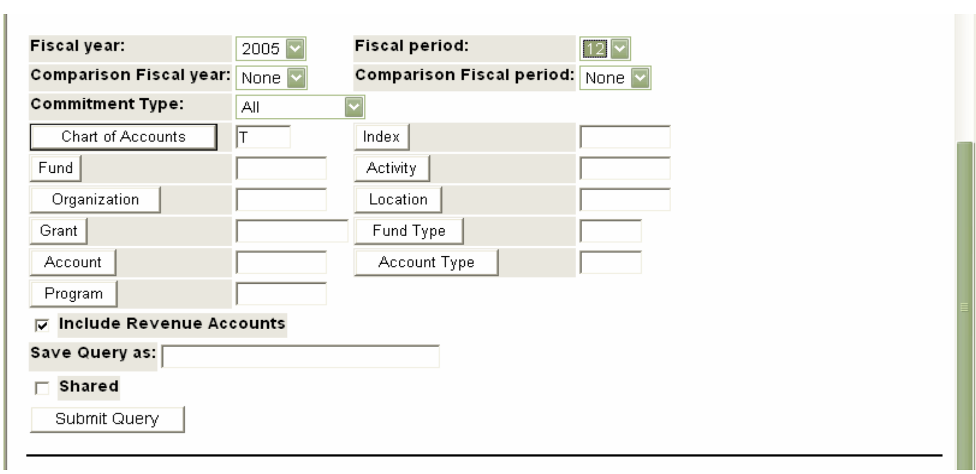


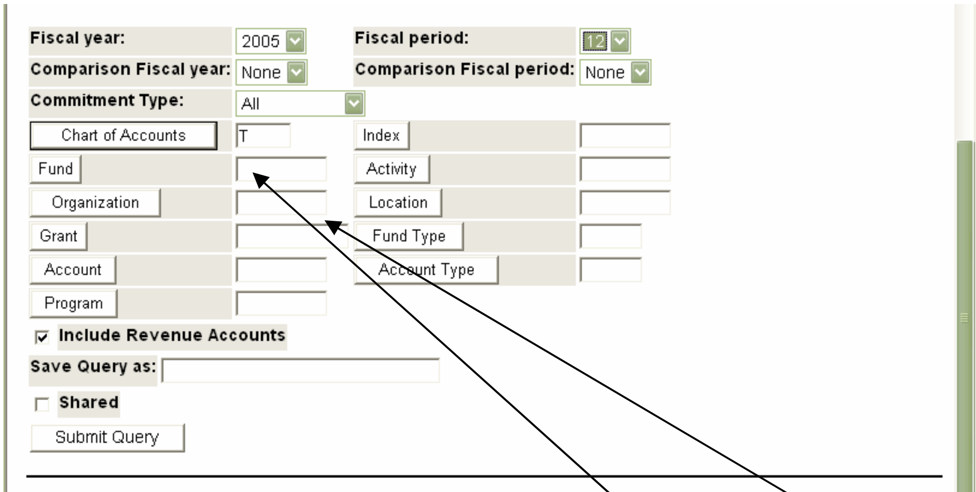
The Adjusted Budget includes the Adopted Budget and any adjustments;
Year to Date gives you the current activity;
Commitments include both Encumbrances and Reservations;
Available Balance shows what is left of the account's Budget.

Once these are marked, click on the Continue button.

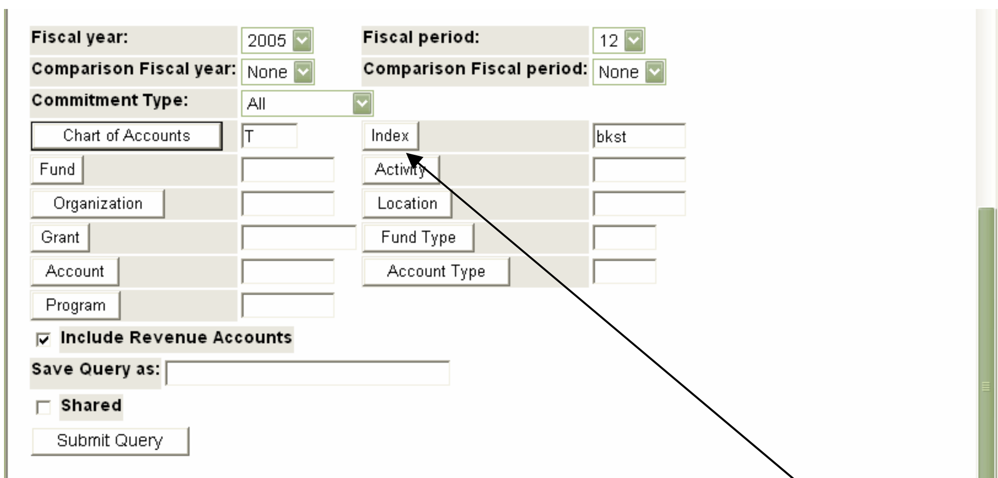
The next screen allows you to establish the parameters of your search.

- **Fiscal year** is determined by the following schedule:
  2004 = July 1, 2003 – June 30, 2004
  2005 = July 1, 2004 – June 30, 2005
  2006 = July 1, 2005 – June 30, 2006
- There is an option to select the **fiscal period** you want to look at with period 01 being July and 12 being June of a given fiscal year. For this demonstration we will use fiscal period 12 to include all the months in fiscal year 2005.
- There is also an option of setting up a **comparison** by **fiscal year** and/or **fiscal period**…but for this demonstration we will leave the comparison year and period at "None."
- **Commitment type** should be left as "All" as we are not currently using this option withing Banner.
- Chart of Account should always be set as "T".

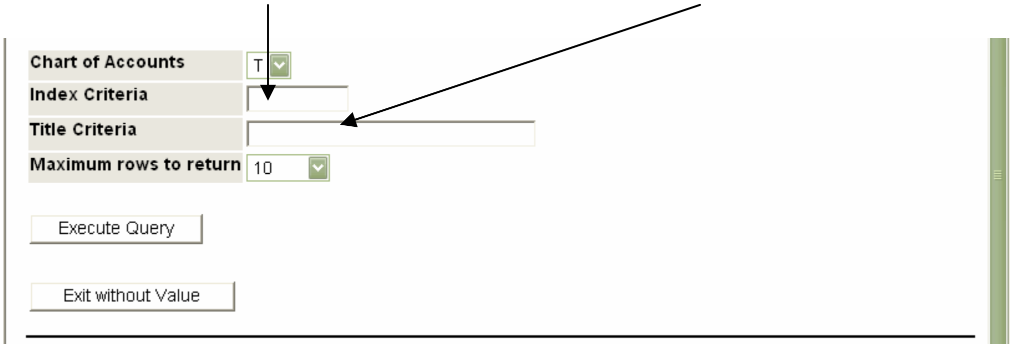




In order to submit the query you need to have the account's Fund, Organization and Program filled in. You can do that by either entering your Index and clicking on Submit Query, or by entering the individual numbers directly into each field and then moving on to the next step. If you can't remember your Index or numbers the fields are searchable by simply clicking on the item that you'd like to search. The following example shows how to search for an Index.

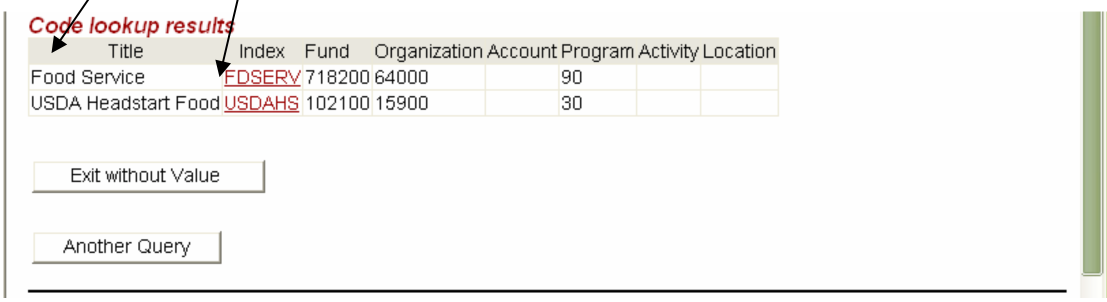


Banner allows you to search for the index information by clicking on the Index button. We can then search by either partial Index (if we know it) or by account Title. See the next page to learn how to use wildcards while searching.



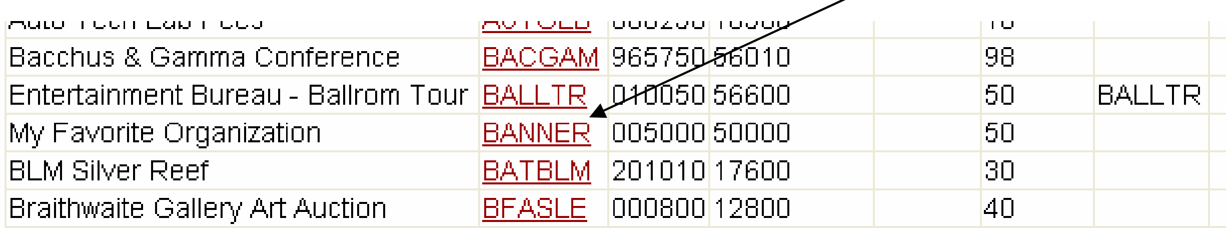
Banner uses the "%" symbol as it's wildcard. In the example below we place the wildcard before and after the title criteria we are looking for so that it will search for any title containing our selected string. Note: the Title Criteria **is** case sensitive.

The results take into account all the titles with these criteria.

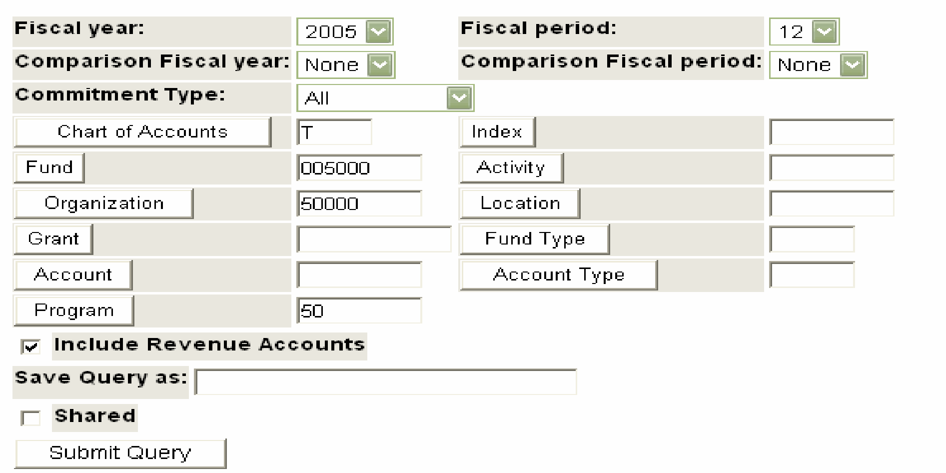


The same is true for the Index option.

The less specific you are the more choices will be shown, but you should be able to find what you are looking for, and then all you need to do is click on the underlined Index.



After selecting your index and clicking on Submit Query, Banner loads the Fund, Organization and Program numbers for you.



The query is now ready for submission.

Keep the check mark on the "Include Revenue Accounts" option for all non-appropriated accounts (those with a fund other than 000100) if you want to review revenue activity as well as expense activity. Departmental appropriated accounts should not have any revenue amounts and should only include budget and actual amounts for expense categories.

Click on Submit Query.

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Jun 30, 2005

As of Apr 27, 2005

Chart of Accounts	T Southern Utah University	Commitment Type	All
Fund	005000 The University Fun Fund	Program	All
Organization	50000 My Favorite Organization	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY05/PD12 Adjusted Budget	FY05/PD12 Year to Date	FY05/PD12 Commitments	FY05/PD12 Available Balance
50000	My Favorite Organization	0.00	(4,070.49)	(17,013.88)	21,084.37
50000 Rollup		0.00	(4,070.49)	(17,013.88)	

The first screen shown is a very high level look at account's status…let's drill-down into the Organization another level. Note the underlined Organization number.

Drilling down one level gives us an organized look at this account and the option to drill-down even further.

Query Results

Account Type	Account Type Title	FY05/PD12 Adjusted Budget	FY05/PD12 Year to Date	FY05/PD12 Commitments	FY05/PD12 Available Balance
50	Revenues	60,000.00	0.00	0.00	60,000.00
60	Labor	(10,000.00)	0.00	0.00	(10,000.00)
70	Expense	(50,000.00)	(4,070.49)	(17,013.88)	(28,915.63)
80	Transfers				
50000 Rollup		0.00	(4,070.49)	(17,013.88)	

Let's drill into expenses by clicking on the underlined account type.

Query Results

Account Type	Account Type Title	FY05/PD12 Adjusted Budget	FY05/PD12 Year to Date	FY05/PD12 Commitments	FY05/PD12 Available Balance
71	Cost of Goods Sold				
72	Current Expense	(25,000.00)	(2,475.49)	(5,827.88)	(16,696.63)
75	Travel	(25,000.00)	(1,595.00)	(11,186.00)	(12,219.00)
77	Capital Outlay				
78	Depreciation				
79	Scholarships				
7Z	Indirect Costs & Other Expenses				
70 Rollup		(50,000.00)	(4,070.49)	(17,013.88)	

This level shows you each expense budget category by account type…and we have the option of drilling down further. Let's drill into the Current Expense option.

Query Results

Account	Account Title	FY05/PD12 Adjusted Budget	FY05/PD12 Year to Date	FY05/PD12 Commitments	FY05/PD12 Available Balance
7049	Current Expense	25,000.00	0.00	0.00	25,000.00
7090	Meals-Non Travel	0.00	435.00	0.00	(435.00)
7340	Computers-Non Capital	0.00	900.00	5,680.00	(6,580.00)
7360	Supplies-Office	0.00	50.00	147.88	(197.88)
7362	Supplies-Other	0.00	578.49	0.00	(578.49)
7390	Telephone-Equipment	0.00	400.00	0.00	(400.00)
7430	Utilities-Electricty	0.00	112.00	0.00	(112.00)
Report Total (of all records)		(25,000.00)	(2,475.49)	(5,827.88)	

The deeper we drill the more detail is given, and with each stage we can glance at the totals and get a good picture of where this account stands. And we can drill even deeper to find out even more detail information. Let's drill into Meals-Non Travel (7090) by clicking on the underlined total for that specific account code.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Apr 26, 2005	Apr 26, 2005	I0049304	Nicholas & Company	435.00	INNI
Report Total (of all records):				435.00	

Individual transactions are shown and further information is possible by drilling down even further. Let's drill into the transaction.

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0049304	Description:	Nicholas & Company
Transaction Date:	26-Apr-2005		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
T	005000	50000	7090	50			435.00	INNI

And we can drill even further if we need more information about this transaction.

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0049304	1		Apr 26, 2005	Apr 26, 2005	Apr 26, 2005	435.00

Complete:	Y	Approved:	Y	Vendor Inv	65234
Open Paid:	O	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Document Level				

Vendor:	204	Nicholas & Company
		PO Box 45005
		Salt Lake Cty, UT 84145 United States
Collects Tax:	Collects No Taxes	
Discount Code:		
Currency:		

Invoice Commodities

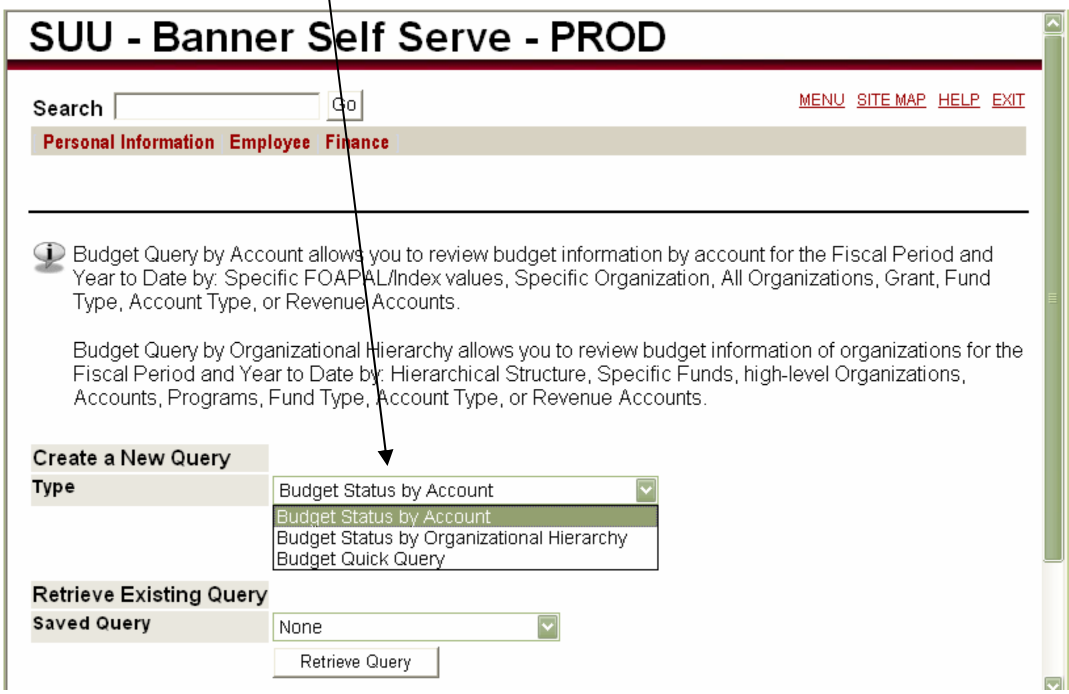
Item	Commodity	Description						
1		Food for BANNEr Training						
	P O Item	U/M	Tax Group	TolOverride	Final Pmt	Last Rcv	Suspense	
							N	
				Approved	Disc	Addl	Tax	Net
	Amount			435	.00	.00	.00	435.00
Total of all Commodities	435.00							

Invoice Accounting

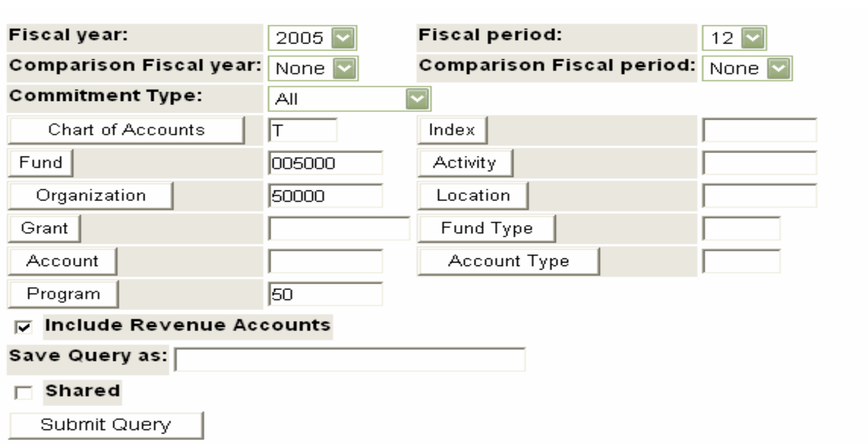
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	T	05	BANNER	005000	50000	7090	50			
		01	N	N		435.00	.00	.00	.00	435.00
Total of displayed sequences:										435.00

This is as far down as you can drill. If you need more information than this, or if you just need help understanding this, feel free to contact Accounts Payable or an accountant in the Controller's Office.

Let's look at the **Budget Status by Account** option now. Return to the Budget query screen by clicking on the "Budget Queries" option at the bottom of your screen and click on this option and then click on Create Query.



The next two screens are just like the Hierarchy option, and should be treated in the same way.

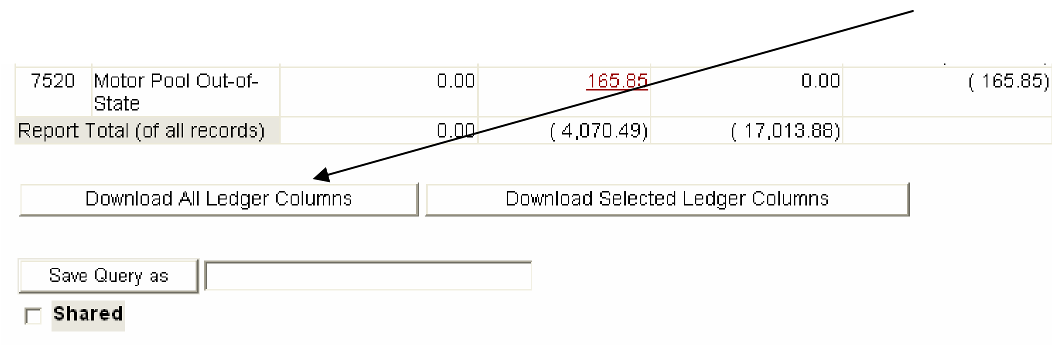


Budget Status by Account Query organizes by account just like the Hierarchy option, but doesn't have the higher level summaries available in the Hierarchy option prior to drilling down into the detail. Budget Status by Account Query has the same ability to drill-down into the various account codes activity.

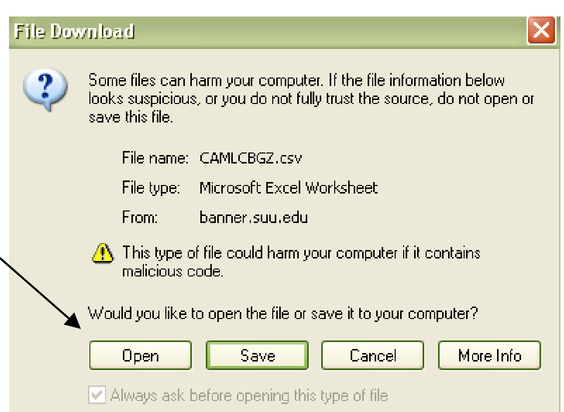
Query Results

Account	Account Title	FY05/PD12 Adjusted Budget	FY05/PD12 Year to Date	FY05/PD12 Commitments	FY05/PD12 Available Balance
5250	State Appropriations	40,000.00	0.00	0.00	40,000.00
5400	Gifts	20,000.00	0.00	0.00	20,000.00
6210	Wages	10,000.00	0.00	0.00	10,000.00
7049	Current Expense	25,000.00	0.00	0.00	25,000.00
7090	Meals-Non Travel	0.00	435.00	0.00	(435.00)
7340	Computers-Non Capital	0.00	900.00	5,680.00	(6,580.00)
7360	Supplies-Office	0.00	50.00	147.88	(197.88)
7362	Supplies-Other	0.00	578.49	0.00	(578.49)
7390	Telephone-Equipment	0.00	400.00	0.00	(400.00)
7430	Utilities-Electricty	0.00	112.00	0.00	(112.00)
7500	Travel	25,000.00	0.00	0.00	25,000.00
7510	Travel Out-of-State	0.00	1,429.15	11,186.00	(12,615.15)
7520	Motor Pool Out-of-State	0.00	165.85	0.00	(165.85)
Report Total (of all records)		0.00	(4,070.49)	(17,013.88)	

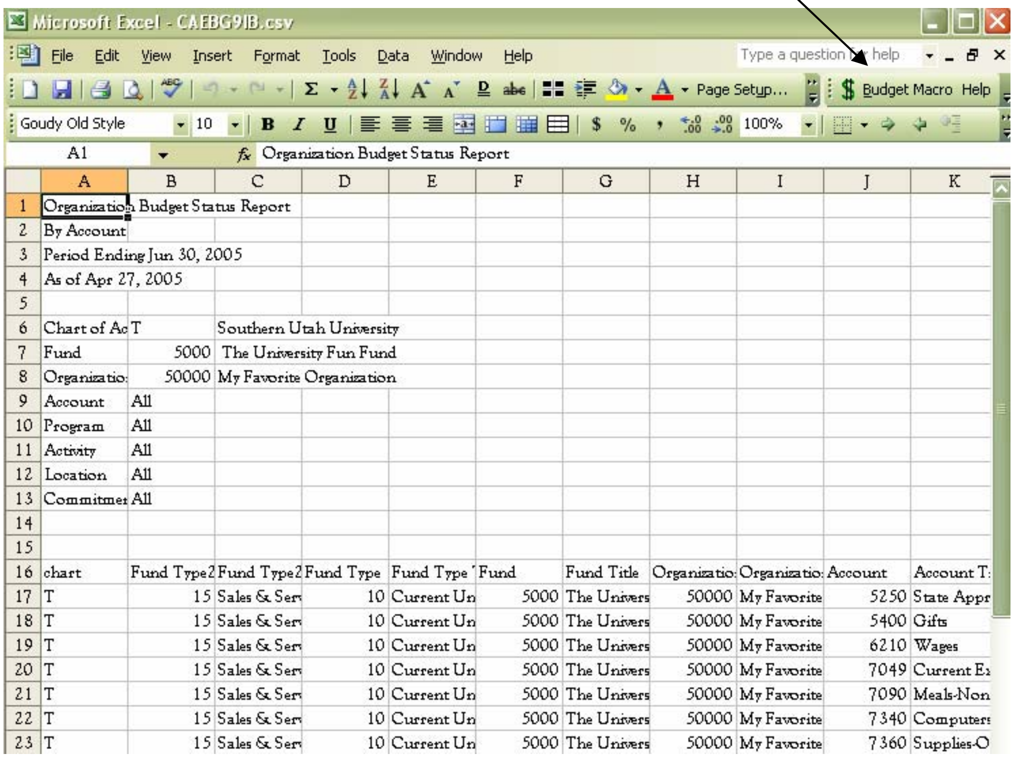
The Budget Office has an Excel Macro that will format this data into a readable report format that you may find useful. They would be happy to load this macro on your computer if you would like. To use this macro you have to scroll down the page and click "Download All Ledger Columns."



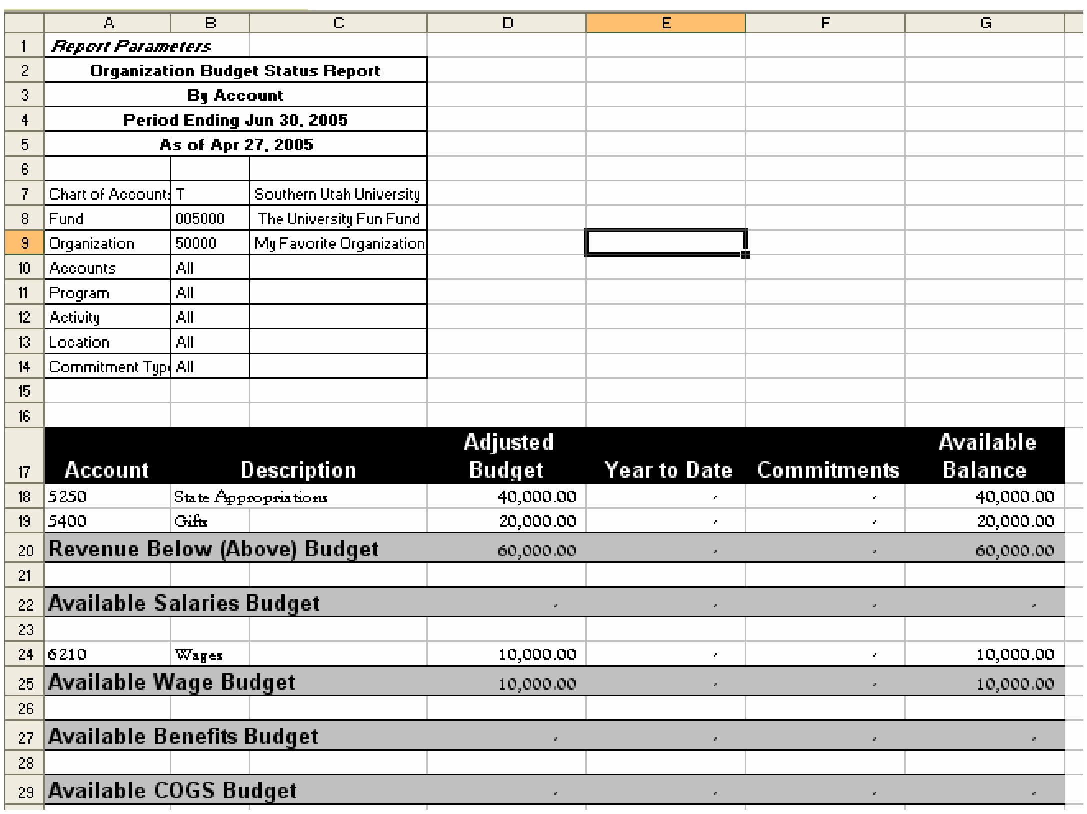
Open the File Download.



The data that is pulled is organized, but not in a format that most people could readily decipher. After the Budget Macro is loaded onto your computer it creates a button in your Excel program.



Clicking on that macro button formats the data in a presentable format.



The format is broken-down into budget categories—breaking each budgeted area into accounts with Budget, YTD Activity, Commitments and Available Balance.
Each budgeted area is clearly broken out for easy reading.

1	*Report Parameters*						
2	**Organization Budget Status Report**						
3	**By Account**						
4	**Period Ending Jun 30, 2005**						
5	**As of Apr 27, 2005**						
6							
7	Chart of Accoun	T	Southern Utah University				
8	Fund	005000	The University Fun Fund				
9	Organization	50000	My Favorite Organization				
10	Accounts	All					
11	Program	All					
12	Activity	All					
13	Location	All					
14	Commitment Ty	All					
15							
16							
17	**Account**	**Description**		**Adjusted Budget**	**Year to Date**	**Commitments**	**Available Balance**
18	5250	State Appropriations		40,000.00	-	-	40,000.00
19	5400	Gifts		20,000.00	-	-	20,000.00
20	**Revenue Below (Above) Budget**			**60,000.00**	-	-	**60,000.00**
21							
22	**Available Salaries Budget**			-	-	-	-
23							
24	6210	Wages		10,000.00	-	-	10,000.00
25	**Available Wage Budget**			**10,000.00**	-	-	**10,000.00**
26							
27	**Available Benefits Budget**			-	-	-	-
28							
29	**Available COGS Budget**			-	-	-	-
30							
31	7049	Current Expense		25,000.00	-	-	25,000.00
32	7090	Meals-Non Travel		-	435.00	-	(435.00)
33	7340	Computers-Non Capital		-	900.00	5,680.00	(6,580.00)
34	7360	Supplies-Office		-	50.00	147.88	(197.88)
35	7362	Supplies-Other		-	578.49	-	(578.49)
36	7390	Telephone-Equipment		-	400.00	-	(400.00)
37	7430	Utilities-Electricty		-	112.00	-	(112.00)
38	7500	Travel		25,000.00	-	-	25,000.00
39	7510	Travel Out-of-State		-	1,429.15	11,186.00	(12,615.15)
40	7520	Motor Pool Out-of-State		-	165.85	-	(165.85)
41	**Available Operating Budget**			**50,000.00**	**4,070.49**	**17,013.88**	**28,915.63**
42							
43	**Available Transfers Budget**			-	-	-	-
44							
45	**Report Total (of all records):**			-	**(4,070.49)**	**(17,013.88)**	

The Budget Status by Account Query option is a tool to see the whole picture in detail and when combined the Budget Macro can provide an excellent report to share with others.

This concludes this presentation, if you should have any questions please feel free to contact the Controller's Office (ext 7724), or the Budget Office (ext 8491).