Saint Louis University

Finance Self Service

Business and Finance

Office of the Controller
Financial Services
Salus Center 5th Floor
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Chapter One: Introduction to Banner Finance

Chapter Objectives:

- Understanding the Chart of Accounts and FOAPAL elements
- Logging in to Finance Self Service
- Logging out of Finance Self Service

The Banner Finance System is an online product that utilizes the Oracle Relational Database Management System (RDBMS). The Banner Finance System is a complete financial information and management system. Banner Finance integrates with the Banner Human Resources System, the Banner Student System, the Banner Financial Aid System, and the Banner Alumni/Development System. This capability enables the authorized user to access information that exists in the other systems.

There are two components of Banner Finance: Internet Native Banner (INB) and Self-Service Banner (SSB). At Saint Louis University, authorized employees may access Internet Native Banner to create requisitions and query fund activity. The requisitioning process is illustrated in the Finance Navigation, Requisitioning, and Approvals Manual.

The purpose of this training is to explain the features of Self-Service Banner. University employees who are authorized to use Self-Service Banner may perform budget and encumbrance queries, view document information, and approve requisitions and invoices.

Lesson 1-1: Chart of Accounts – FOAPAL Elements

FOAPAL = Fund + Organization + Account + Program + Activity + Location

not used

Activity is an optional six-character code

Program defaults to zero

Account is a six-digit code

Organization is a three or four-character code

Fund is a six-digit code

Figure 1-1 Definition of FOAPAL

The **Chart of Accounts** is the classification structure that underlies the University's financial reporting system. The Chart of Accounts structure in Banner is composed of six elements as shown in Figure 1-1. These six elements, known as the FOAPAL, consist of the Fund (F), Organization (O), Account (A), Program (P), Activity (A), and Location (L).

- **Fund** is the six-digit code assigned to each fiscal and accounting entity whose financial transactions are recorded, monitored, and maintained separately from all other funds. One University employee is assigned primary responsibility for administrating a fund. See Table 1-1.

- **Organization** is the three or four-character code identifying the organizational unit, such as the executive level (E##), school/division (S##), department (D###), or sub department (Z###).

- **Account** is the six-digit code describing the nature of the revenues, expenditures, assets, and liabilities within a fund. See Table 1-2.

- **Program** is the National Association of College and University Business Officers (NACUBO) revenue/expense code. This code will default to zero as Business and Finance has defined fund attributes to capture this information.

- **Activity** is an optional, user-defined, six-character code used to record transactions for a specific event or activity within a fund and/or organization. For example, to track expenses for a workshop, a department would include this code on all transactions associated with the workshop, such as printing of brochures, Water Tower Inn lodging, dining services, and guest speaker fees. This code is composed of a letter followed by five digits (A#####)

- **Location** is not used at this time.

Table 1-1: Fund Types

Fund	Description
1-XXXXX	General Unrestricted Revenues, Expenditures, Auxiliaries
2-XXXXX	Designated Revenues and Expenditures
3-XXXXX	Restricted Revenues and Expenditures (Sponsored Programs)
4-XXXXX	Restricted Revenues and Expenditures (Other)
5-XXXXX	Loan Fund Activity
6-XXXXX	Endowment/Annuity/Life Income Activity
7-XXXXX	Construction Activity
8-XXXXX	SLU*Care* Activity
9-XXXXX	Agency Activity

Table 1-2: Account Types

Account Code	Description
1XXXXX	Assets
2XXXXX	Liabilities
3XXXXX	Control Accounts (Business & Finance)
4XXXXX	Fund Balance
5XXXXX	Revenues and Additions
6XXXXX	Salaries and Wages
7XXXXX	Support Expenditures (General Expense)
8XXXXX	Transfers Out
9XXXXX	Recoveries

Lesson 1-2: Logging In to Finance Self Service

Figure 1-2 Internet address to access the Banner system

The Banner system may be accessed from the mySLU tools tab, using Microsoft Internet Explorer (do not use Netscape).

1. Open Microsoft Internet Explorer.

2. In the Address field, enter the following address:

   http://gateway.slu.edu/cp/home/loginf

3. Enter your email username (excluding the slu.edu extension) at SLU Net ID. At Password, enter your mySLU password.

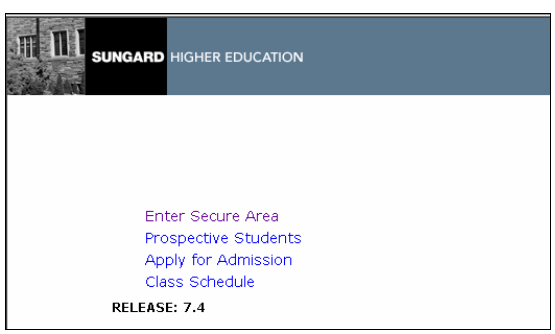
   If you have forgotten your password, please call the ITS Help Desk at 977-4000.

4. At the mySLU home page, click on the Tools tab. Then click on the Self Service Banner icon.

5. Click **Finance** from either the web page navigation bar or the body of the web page.

Signing on from the Tools tab allows the user to bypass the SSB sign on screen. However, if this screen displays because your session is interrupted, enter your username and password as follows:

1. If the following screen displays, click **Enter Secure Area**. Otherwise, proceed to Step 2.



2. At the login screen, enter your SLU Net ID and Password.
3. Click **Login**. The Main Menu displays.
4. Click **Finance** from either the web page navigation bar or the body of the web page.

Lesson 1-3: Logging Out of Finance Self Service

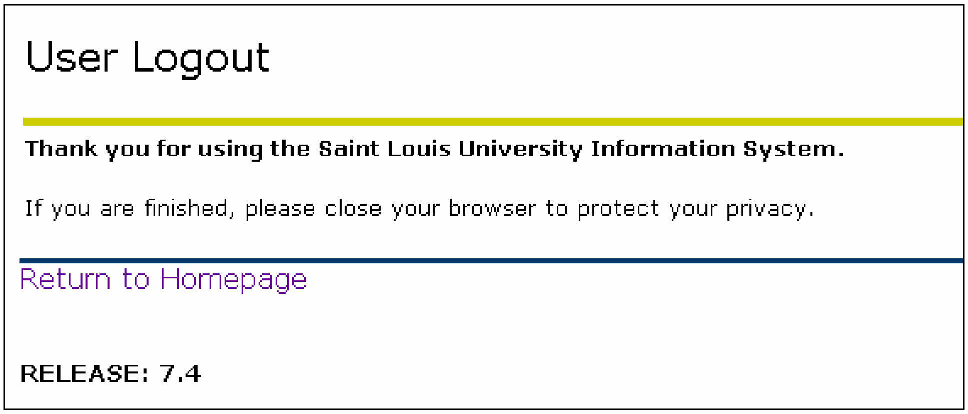


Figure 1-3 Self-Service Banner logout confirmation screen

Self-Service Banner provides access to confidential financial information. Please exit SSB or lock your workstation before you leave your work area.

1. To exit SSB, click **EXIT** located on the navigation bar in the upper right corner of the web page.

Chapter Two: Operating Ledger Query

Chapter Objectives:

- Creating an operating ledger query
- Viewing an operating ledger query
- Saving, retrieving, and printing an operating ledger query
- Downloading an operating ledger query to Excel

The Operating Ledger Query option of Finance Self Service allows authorized users to access financial information including budget balance available, transaction detail, encumbrance status, and purchase order activity.

Features of Finance Self Service that allow for efficient querying of data include:

- Ability to “drill down” to transaction detail
- Ability to view related documents
- Option of performing fiscal year comparisons
- Option of saving queries as templates
- Option of downloading data to a Microsoft Excel spreadsheet

Lesson 2-1: Creating an Operating Ledger Query

Query Results

Account	Account Title	FY04/PD14 Accounted Budget	FY04/PD14 Year to Date	FY04/PD14 Encumbrances	FY04/PD14 Reservations	FY04/PD14 Commitments	FY04/PD14 Available Balance
507400	Other Inc Misc	0.00	3,150.00	0.00	0.00	0.00	(3,150.00)
519012	Transfers/Additions	30,000.00	25,000.00	0.00	0.00	0.00	5,000.00
715000	Postage&Parcel Serv	3,000.00	115.00	0.00	0.00	0.00	2,885.00
721100	Dues & Memberships	0.00	125.00	0.00	0.00	0.00	(125.00)
722100	Books	500.00	0.00	0.00	0.00	0.00	500.00
731000	Domestic Travel	0.00	1,289.00	0.00	0.00	0.00	(1,289.00)
736000	Bus Mtgs & Entertain	0.00	0.00	215.00	0.00	215.00	(215.00)
737000	Food Service	750.00	0.00	0.00	0.00	0.00	750.00
744100	Outside Printing	0.00	78.00	5,200.00	0.00	5,200.00	(5,278.00)
751000	Office Supplies	1,500.00	0.00	0.00	16.95	16.95	1,483.05
757500	Minor Compt/Software	5,500.00	1,622.49	0.00	0.00	0.00	3,877.51
771083	Machine Shop	0.00	25.00	0.00	0.00	0.00	(25.00)
Report Total (of all records)		18,750.00	24,895.51	(5,415.00)	(16.95)	(5,431.95)	

Figure 2-1 Operating ledger query results

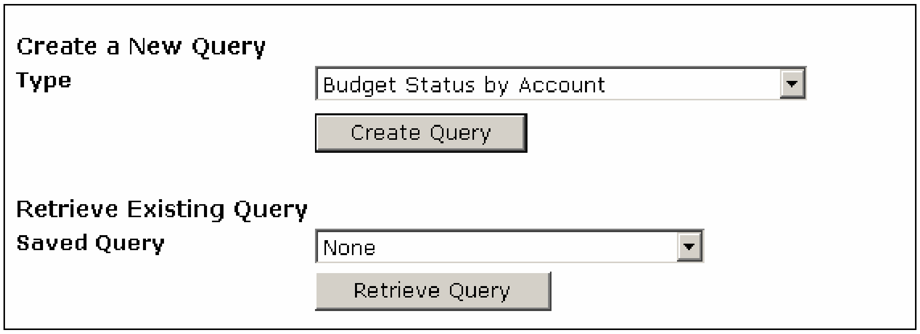
Creating an Operating Ledger query allows users to view financial activity for a specific fund.

1. After logging in to Self-Service Banner (SSB), click **Finance** from the web page navigation bar or the body of the web page as illustrated in Lesson 1-2.
2. Click **Operating Ledger Query** from the Finance menu.

Finance Self-Service

Operating Ledger Query
Obtain budget information for Funds and Orgs under your control, comparing fiscal year data (for transactions in July 2004 and forward).
General Ledger Query
Obtain information summarized to account code level for Funds and Orgs under your control. Drill down to detail is available. *(SLU-added functionality)*
Fund Balance Query
Identify fund balances for Funds under your control. *(SLU-added functionality)*
Encumbrance Query
Drill down to current encumbrance detail for Funds and Orgs under your control.
View Document
Enter a specific document number, view associated details.
View Attributes
View attributes associated with a Fund or Grant Code. *(SLU-added functionality)*
Approve Documents
Take action on documents awaiting your approval.
eSeeIDO - Process an IDO
Process a new IDO or retrieve pending IDO's
eSeeIDO - Display ALL IDO's by Status
This **new** option display all IDO's related to you or which you are authorized to access (results are limited to IDO's with transaction dates within three months of the current date).
eSeeIDO - Query/Approval/Completion
eSeeIDO - Query/Approval/Completion by a specific IDO number, by a requestor ID, IDO status and/or other parameters
eSeePay - Online DPV
Perform vendor name search, vendor payment history search, initiate, copy or correct an Online DPV
eSeePay - Online Status Query
Query DPV by date, DPV#, fund etc.

3. At Create a New Query Type, select **Budget Status by Account** and click **Create Query**.



4. Select the Operating Ledger Data columns to be displayed in the query. See Table 2-1 for definition of columns. Business and Finance recommends the following columns when performing an Operating Ledger query: Accounted Budget, Year to Date, Encumbrances, Reservations, Commitments, and Available Balance. Users have the option to save queries for future use or as a template. See Lesson 2-3 for additional information.

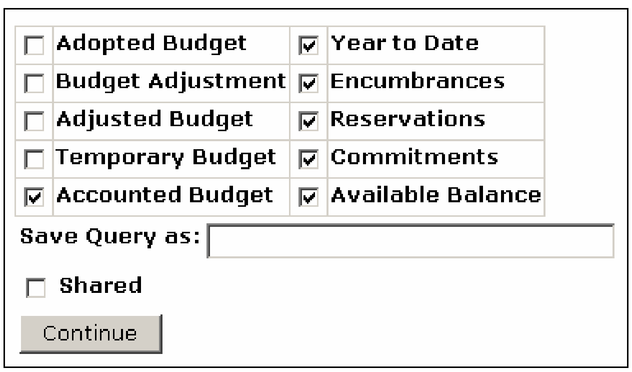


Table 2-1: Operating Ledger Data columns

Column	Definition
Adopted Budget	Permanent adopted budget (original budget) established at the beginning of the fiscal year, plus temporary adopted budget
Budget Adjustment	Permanent and temporary budget adjustments
Adjusted Budget	Adopted budget plus budget adjustments (no drill-down)
Temporary Budget	Temporary adopted budget plus temporary budget adjustments
Accounted Budget	Adopted budget plus or minus any budget adjustments
Year to Date	Year-to-date actual revenue and expenditures
Encumbrances	Funds committed for future payment including salaries, purchase orders, and recurring journal entries
Reservations	Requisitions approved by MC Finance Office or Financial Commitment that have not yet been assigned a purchase order number
Commitments	Encumbrances plus reservations
Available Balance	The difference between the Accounted Budget and the Year to Date and Commitment columns. This indicates the budget balance available

5. Click **Continue**.

6. Enter the appropriate parameters for your query. See Table 2-2 for an explanation of each field. The following fields are required: **Fund, Organization, Fiscal Year**, **Fiscal Period**, and **Chart of Accounts**.

   For Sponsored Programs and Plant funds, users must enter the Grant Code to query inception-to-date information. The Grant Code is generally the fund number. (See Chapter Seven: View Attributes for information on how to locate the Grant Code, if necessary.) Please note that inception-to-date transaction detail is not available prior to July 1, 2004, in Banner Finance.

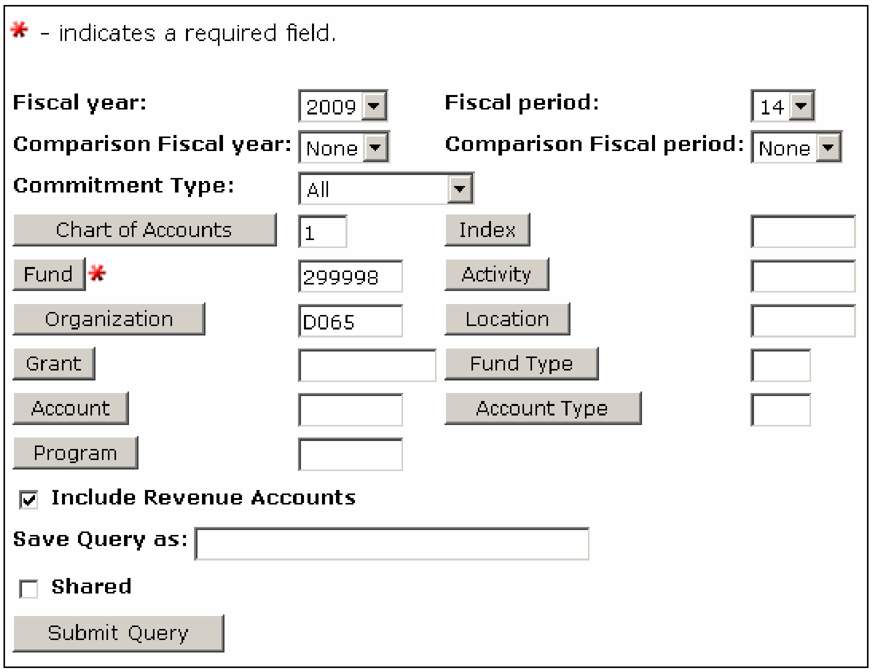


Table 2-2: Field Descriptions

Field	Description
Fiscal Year	Represents the fiscal year period, July 1 through June 30. *Note*: The first fiscal year available in Banner Finance is FY05. Information prior to July 1, 2004, may be retrieved via WebFocus.
Fiscal Period	Represents the fiscal month period. For example, Fiscal Period "01" corresponds to July, "02" to August, and so on. Fiscal Period 13 is not used. Fiscal Period 14 represents June Final. Business and Finance recommends that users select Fiscal Period 14 throughout the fiscal year to view year-to-date transactions. For Sponsored Program grants and Plant funds, the fiscal period is based on the start date of the grant/fund. See Appendix C.
Comparison Fiscal Year	Represents the fiscal year to which the previously selected fiscal year is compared.
Comparison Fiscal Period	Represents the fiscal period to which the previously selected fiscal period is compared. Fiscal periods in the same fiscal year or different fiscal years may be compared.
Commitment Type	This option defaults to "All". Do not change.
Chart of Accounts	The Chart of Accounts is always "1" for Saint Louis University.
Index	Index is not used.
Fund	Fund is the six-digit code assigned to each fiscal and accounting entity whose financial transactions are recorded, monitored, and maintained separately from all other funds. See **Grant** description in this table for querying Sponsored Programs grants.
Activity	Activity is an optional, user-defined, six-character code used to record transactions for a specific event or activity within a fund and/or organization.
Organization	Organization is the three or four-character code identifying the organizational unit, such as the executive level (E##), school/division (S##), department (D###), or sub department (Z###).
Location	Location is not used.
Grant	Grant is the six-digit code assigned by Sponsored Programs for grants and contracts awarded to Saint Louis University. This field is also used for Plant fund queries. The grant code must be entered to obtain inception-to-date information. See Lesson 6-2.
Fund Type	This field is not required.
Account	Account is the six-digit code describing the nature of the revenues, expenditures, assets, and liabilities within a fund.
Account Type	Account Type is the optional, two-digit code describing the "roll up" of pools (Revenues and Additions, Personnel Services, and Expenditures and Deductions).
Program	This field is not required.

The **Include Revenue Accounts** field affects the display of financial information based on the type of fund queried. Users may query available budget balance for General Unrestricted, Sponsored Programs, and SLU*Care* funds by excluding revenue accounts (deselect Include Revenue Accounts). In addition, users may query all transactions recorded to the operating ledger (General Unrestricted, Designated, Restricted, Sponsored Programs, Plant, SLU*Care*, and Agency) by selecting Include Revenue Accounts.
See Table 2-3.

Table 2-3: Query Types

Type of Query	**Required Fields**				
	Fund	**Org**	**Grant**	**Acct Type**	**Include Revenue Acct**
To view available balance for General Unrestricted (12XXXX – 19XXXX) and SLU*Care* (8XXXXX) funds (see Note 1)	X	X			
To view available balance for fund associated with a Sponsored Program grant (includes salaries and indirect cost)	X		X		
To view all expense transactions for General Unrestricted funds	X	X			
To view all transactions for General Unrestricted Revenue/Expense funds (10XXXX, 11XXXX, 13XXXX, and 14XXXX), Designated, Restricted, SLU*Care*, and Agency funds	X	X			X
To view all transactions for fund associated with a Sponsored Program grant	X		X		X

Note 1: See also Operating Ledger Query Budget Status by Organizational Hierarchy. At Query Results, click on the Organization Code. See Account Type 70, Expenditures and Deductions.

7. Click **Submit Query**. See Figure 2-1.

Lesson 2-2: Viewing an Operating Ledger Query

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2004			
As of Mar 30, 2004			
Chart of Accounts	1 Saint Louis University	Commitment Type	All
Fund	299998 SLU Training Fund	Program	All
Organization	D065 Controller - Inst.	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY04/PD14 Accounted Budget	FY04/PD14 Year to Date	FY04/PD14 Encumbrances	FY04/PD14 Reservations	FY04/PD14 Commitments	FY04/PD14 Available Balance
507400	Other Inc Misc	0.00	3,150.00	0.00	0.00	0.00	(3,150.00)
519012	Transfers/Additions	30,000.00	25,000.00	0.00	0.00	0.00	5,000.00
715000	Postage&Parcel Serv	3,000.00	115.00	0.00	0.00	0.00	2,885.00
721100	Dues & Memberships	0.00	125.00	0.00	0.00	0.00	(125.00)
722100	Books	500.00	0.00	0.00	0.00	0.00	500.00
731000	Domestic Travel	0.00	1,289.00	0.00	0.00	0.00	(1,289.00)
736000	Bus Mtgs & Entertain	0.00	0.00	215.00	0.00	215.00	(215.00)
737000	Food Service	750.00	0.00	0.00	0.00	0.00	750.00
744100	Outside Printing	0.00	78.00	5,200.00	0.00	5,200.00	(5,278.00)
751000	Office Supplies	1,500.00	0.00	0.00	16.95	16.95	1,483.05
757500	Minor Compt/Software	5,500.00	1,622.49	0.00	0.00	0.00	3,877.51
771083	Machine Shop	0.00	25.00	0.00	0.00	0.00	(25.00)
Report Total (of all records)		18,750.00	24,895.51	(5,415.00)	(16.95)	(5,431.95)	

Figure 2-2 Operating ledger query results

After submitting a query, the Report Parameters and Query Results display as illustrated in Figure 2-2 The Report Parameters heading includes the query name, period ending date (fiscal period), and the date of the query. The parameters previously selected in Lesson 2-1 are also displayed in the heading.

In the Query Results box, account totals are displayed under the previously selected operating ledger columns (see Lesson 2-1) and the underlined links provide access to the transaction detail. The column headings indicate fiscal year (FY) or grant year (GY), and fiscal period (PD). The Query Result totals may include Screen Total, Running Total, and Report Total (of all records). The Screen Total displays this screen's dollar amounts, the Running Total displays total of all accounts displayed thus far, and the Report Total displays the total of all queried records.

In addition to the Report Parameter and Query Results, the screen displays a Compute Additional Columns for the Query box. This option allows the user to add a calculated column to the query. Users may add, subtract, multiply, divide, or get a percentage (variance) of any two operating ledger columns.

There are four levels to Operating Ledger Query by Account:

- **Account Detail** – Totals by account for all columns selected (Figure 2-2, on page 2-7)
- **Transaction Detail** – Transaction date, activity date, document code, vendor/transaction description, amount, and rule class code (Figure 2-3)
- **Document Detail with Related Document View** – Chart of accounts, fund, organization, account, program, activity, location, amount, and rule class code (Figure 2-4)
- **View Document** – Detailed financial information for a document (Figure 2-5).

Account Detail

1. After clicking **Submit Query**, query results display on the screen. This is the Account Detail level of the Operating Ledger Query. The account totals are displayed under the previously selected operating ledger columns and the underlined links provide access to the Transaction Detail level. See Figure 2-2. To display the next 15 accounts, if applicable, click **Next 15>**.

751000	Office Supplies	1,500.00	0.00	0.00	16.95	16.95	1,483.05
757500	Minor Compt/Software	5,500.00	1,622.49	0.00	0.00	0.00	3,877.51
771083	Machine Shop	0.00	25.00	0.00	0.00	0.00	(25.00)
Report Total (of all records)		18,750.00	24,895.51	(5,415.00)	(16.95)	(5,431.95)	

Transaction Detail

2. To "drill down" to the Transaction Detail level, click on an underlined link (dollar amount) corresponding to a specific transaction type (Budget, Actual YTD, Encumbrances, or Reservations) and account.

Note: This "drill down" example illustrates an invoice paid against a purchase order. Users may also "drill down" to view transactions including requisitions, purchase orders, Direct Payment Vouchers, Business and Entertainment Expense Vouchers, travel documents, journal entries, deposit of funds, and budget revisions.

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Mar 31, 2004			
As of Mar 17, 2004			
Chart of Accounts:	1 Saint Louis University	Commitment Type:	All
Fund:	299998 SLU Training Fund	Program:	All
Organization:	D065 Controller - Inst.	Activity:	All
Account:	757500 Minor Compt/Software	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Mar 12, 2004	Mar 12, 2004	I0000216	FM Computer	62.50	ADEI
Mar 12, 2004	Mar 12, 2004	I0000216	FM Computer	1,559.99	INEI
Report Total (of all records):				1,622.49	

Figure 2-3 Transaction detail

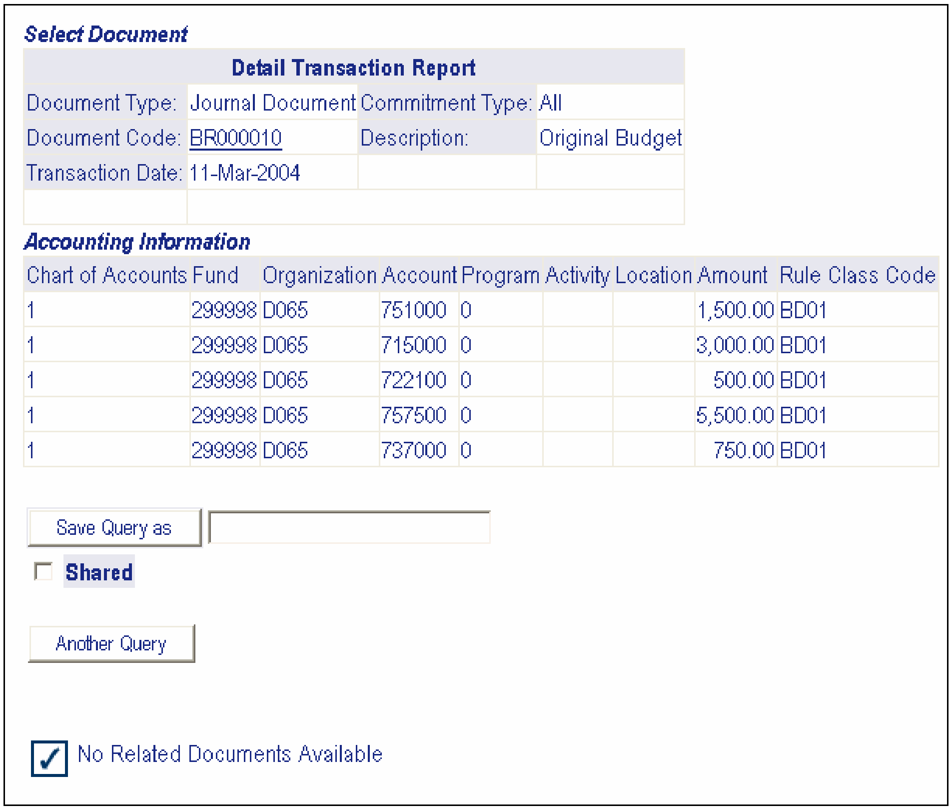
The Report Parameters box displays the queried account code and description, in addition to the Chart of Accounts, Fund, and Organization. The Document List box displays transactions recorded to this account code for the period queried. See Table 2-4. Please note that transactions are listed sequentially by date through the period queried – there is no month-to-date option. Additionally, only 15 transactions may be viewed per screen. To view additional transactions, click **Next 15>**.

Table 2-4: Document List Column Headings

Column	Description
Transaction Date	The date the transaction was posted. This date determines the fiscal period (month) to which the transaction is recorded.
Activity Date	The date the transaction was entered, or the last date that the transaction was modified
Document Code	Eight-character code (reference number) identifying the type of document. Click on the document code of interest to see the Document Detail with Related Document View level. See Appendix E.
Vendor/Transaction Description	The vendor name or short description of the transaction
Amount	The dollar amount of the transaction
Rule Class Code	The three or four-digit code identifying the type of transaction. See Appendix D.

Document Detail

3. To “drill down” to the Document Detail with Related Document View level, click on the underlined Document Code link to view details for a specific transaction.



Select Document

Detail Transaction Report			
Document Type:	Journal Document	Commitment Type:	All
Document Code:	BR000010	Description:	Original Budget
Transaction Date:	11-Mar-2004		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
1	299998	D065	751000	0			1,500.00	BD01
1	299998	D065	715000	0			3,000.00	BD01
1	299998	D065	722100	0			500.00	BD01
1	299998	D065	757500	0			5,500.00	BD01
1	299998	D065	737000	0			750.00	BD01

Save Query as

Shared

Another Query

No Related Documents Available

The Select Document box displays the Document Code, Transaction Date, and Description (Vendor/Transaction) as described in Table 2-4. The Select Document box also displays Document Type. Common Document Types are Requisition, Purchase Order, Invoice, Check Disbursement, and Journal Voucher Document. Invoice documents include vendor invoices paid against purchase orders, eSeeDPV’s, Business and Entertainment Expense Vouchers, and Travel Expense Reimbursement Vouchers (TERV’s) paid directly to the traveler.

The Accounting Information box displays the FOAPAL, Amount, and Rule Class Code. There may be multiple FOAPALs and Rule Class Codes associated with a transaction.

4. Scroll past the Accounting Information box to view related documents, if available. The screen displays either the message “No Related Documents Available” or the Related Documents box. See Step 5 if there are no related documents. Otherwise, the Related Documents box displays the Transaction Date, Document Type, Document Code, and Status Indicator. The status of a document, such as Approved, may be indicated in the Status Indicator column.

Note: With the implementation of Banner Finance, the University is now processing disbursements on an accrual basis. As a result, when Accounts Payable posts an invoice the amount is recorded immediately to year-to-date actual in the fund. The check is then issued based on vendor terms or payment due date. Therefore, the posted transaction is not necessarily an indicator that a check has been issued. Users must "drill down" to the Document Detail with Related Document View level and review the Related Documents box to verify that a check has been issued. The Related Documents box will indicate the check date (Transaction Date), a Document Type of Check Disbursement, and a Document Code of Axxxxxxx (check number) or !xxxxxxx (direct deposit).

View Document

5. To "drill down" to the View Document level, click the underlined Document Code link in either the Select Document box or Related Documents box (if applicable). Figure 2-5 illustrates an invoice received against a purchase order.

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0000216	1	P0000191	Mar 12, 2004	Mar 12, 2004	Mar 12, 2004	1,622.49

Complete:	Y	Approved:	Y	Vendor Inv	031204A
Open Paid:	P	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Document Level			Matching:	Not Required

Vendor:	207	FM Computer
	220 N. Pottstown Pike	
	Exton, PA 19341	
Collects Tax:	Collects No Taxes	
Discount Code:		
Currency:		

Invoice Commodities

Item	Commodity	Description							
1		SLU Standard Computer							
	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
	1	EA						N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	0	1	1				
	Unit Price	1200	1200	1250	1250				
	Amount	1,200.00	.00	1,250.00	1,250.00	.00	45.00	.00	1,295.00
Item	Commodity	Description							
2		15" Monitor							
	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
	2	EA						N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	0	1	1				
	Unit Price	300	300	309.99	309.99				
	Amount	300.00	.00	309.99	309.99	.00	17.50	.00	327.49

Total of all Commodities	1,622.49

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net	
1	1	04		299998	D065	757500	0				
		S1	N	N		1,559.99	.00	.00	62.50	1,622.49	
Total of displayed sequences:											1,622.49

Figure 2-5 View Document Invoice received against a purchase order

6. To perform another query, select one of the following options:
   - Click **MENU** located on the navigation bar in the upper right corner of the screen; or
   - Click the desired query link at the bottom of the screen; or
   - Click **Another Query** located at Account Detail, Transaction Detail, and Document Detail levels

Note: Please note that transactions are listed sequentially by date through the period queried – there is no month-to-date option.

Lesson 2-3: Saving, Retrieving, and Printing an Operating Ledger Query

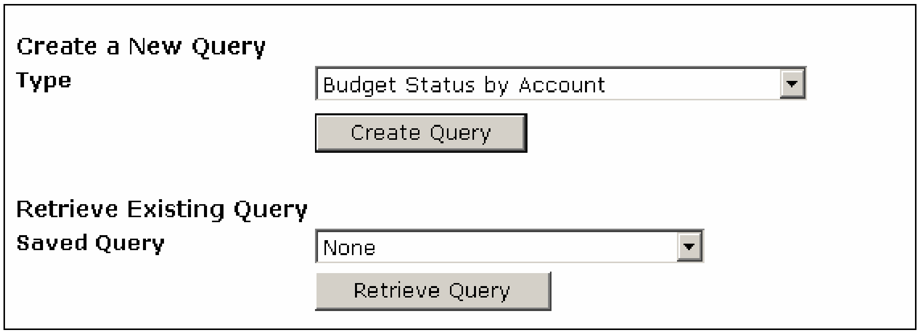


Figure 2-6 Create/Retrieve Saved Query Screen

Users may save queries as templates for future use. This is a convenient option for queries, such as general expense available, that are performed on a routine basis. A query may be saved at various screens in the Operating Ledger Query process. Saving allows the user to retrieve the query later for quick reference or customizing. See Table 2-3 for examples of queries that may be saved as templates.

Saving an Operating Ledger Query

Follow Lesson 2-1 to create an Operating Ledger Query. Save the query by clicking in the appropriate **Save Query as** box and entering the name of the query. The user may select a name for the query using up to 30 characters. Queries may be saved at any of the following points in the Operating Ledger query process:

- **To save column headings only** – After selecting the Operating Ledger Data columns, enter the query name, and click **Continue**.
- **To save column headings and report parameters** – After selecting reporting period, FOAPAL, and Include Revenue Accounts option, enter the query name, and click **Continue**.
- **To save column headings, report parameters, and additional computed column** – After performing the computation, enter the query name, and click **Save Query as** to save the query.
- **To save transaction detail for specific accounts not originally included in report parameters** – After selecting the underlined link (dollar amount) in the Query Results box, enter the query name, and click the **Save Query as** box to save the query.

Retrieving an Operating Ledger Query

1. After logging in to Self-Service Banner (SSB), click Finance from the web page navigation bar or the body of the web page.

2. Click **Operating Ledger Query** from the Finance menu.

3. Click on the pull-down menu ( ) next to **Retrieve Existing Query**, **Saved Query**, and select the preferred query. See Figure 2-6.

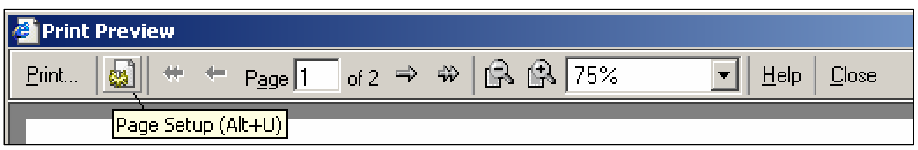
4. Click **Retrieve Query**. The query name appears at the top of the next screen.

5. Click **Continue** after verifying selection criteria on the next two screens as described in Lesson 2-1. *Note*: The saved query is a template. Users may modify as necessary.

6. Click. **Submit Query**

Printing an Operating Ledger Query

1. After submitting an Operating Ledger query, select **File** from the Microsoft Internet Explorer toolbar, and then **Print Preview** to determine the page layout of the query. If all query columns do not appear on the **Print Preview** screen, click the **Page Setup** icon (see below).



2. In the Page Setup window, select **Orientation Landscape** and click **OK** to go back to the **Print Preview** window.

Note: If all query columns do not appear on the Print Preview screen, click the **Page Setup** icon again and change the **Paper Size** to Legal.

3. Click **Print** on the toolbar.

4. Click **Print** in the Print window.

Lesson 2-4: Downloading an Operating Ledger Query to Excel

	A	B	C	D	E	F	G	H
1	Organization Budget Status Report							
2	By Account							
3	Period Ending Jun 30, 2004							
4	As of Mar 30, 2004							
5								
6			**Accounted**					**Available**
7	**Account**	**Account Title**	**Budget**	**Year to Date**	**Encumb**	**Reservations**	**Commitments**	**Balance**
8	507400	Other Inc Misc	0	3,150	0	0	0	(3,150)
9	519012	Transfers/Additions	30,000	25,000	0	0	0	5,000
10	715000	Postage&Parcel Serv	3,000	115	0	0	0	2,885
11	721100	Dues & Memberships	0	125	0	0	0	(125)
12	722100	Books	500	0	0	0	0	500
13	731000	Domestic Travel	0	1,289	0	0	0	(1,289)
14	736000	Bus Mtgs & Entertain	0	0	215	0	215	(215)
15	737000	Food Service	750	0	0	0	0	750
16	744100	Outside Printing	0	78	5,200	0	5,200	(5,278)
17	751000	Office Supplies	1,500	0	0	17	17	1,483
18	757500	Minor Compt/Software	5,500	1,622	0	0	0	3,878
19	762200	Rent Furn & Equip	0	0	0	200	200	(200)
20	771083	Machine Shop	0	25	0	0	0	(25)
21								
22	Report Total (of all records):		18,750	24,896	(5,415)	(217)	(5,632)	

Figure 2-7 Download to Excel

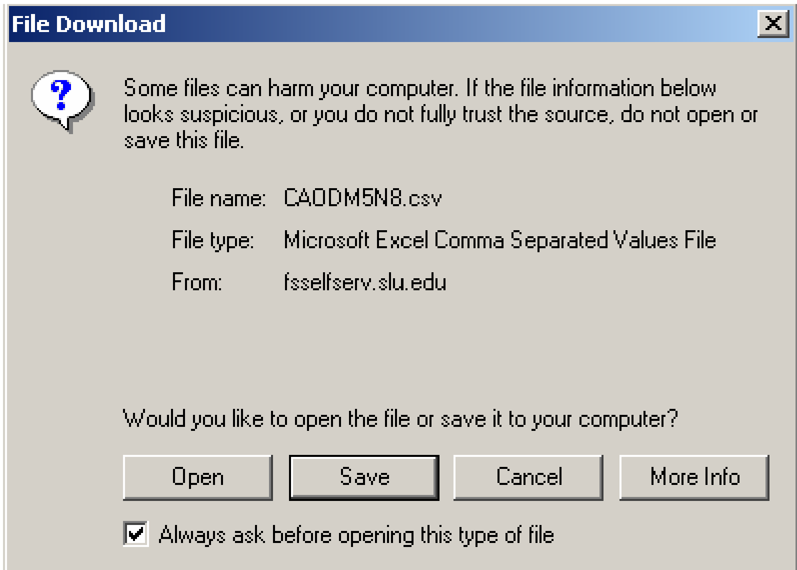
Users may download Operating Ledger query data to a Microsoft Excel spreadsheet and then edit or analyze the data according to their reporting needs. The downloaded information consists of the header data followed by the query results.

1. Follow Lesson 2-1 to create an Operating Ledger query. Scroll past the Query Results box to the Download All Ledger Columns and Download Selected Ledger Columns buttons, and select the appropriate button.

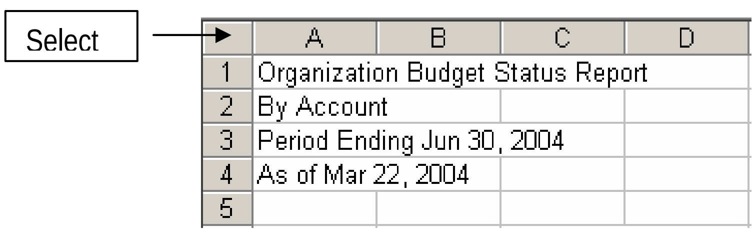
    - By clicking **Download All Ledger Columns**, the system downloads all available operating ledger columns for the criteria entered. This includes columns that may not have been selected on the Operating Ledger Data Columns screen.
    - By clicking **Download Selected Ledger Columns**, the system downloads only those columns selected on the Operating Ledger Data Columns screen.

Note: Users also have the option of downloading transactions from the Transaction Detail level by scrolling past the Document List box and clicking **Download**.

2. At the File Download window, click **Open** to open the file in Excel.



3. The Excel spreadsheet will not be formatted. To format the spreadsheet, click **Select All** area as illustrated below.



4. From the toolbar, click **Format**, **Column**, **AutoFit Selection** to change the column width to fit the contents within each column.

   Notes:
   a) The spreadsheet contains several system generated fund and account hierarchy columns that users may choose to delete.
   b) Each cell in the Report Total row at the bottom of the spreadsheet displays an actual number, not a formula. Users may choose to change these cells to formulas for recalculation purposes.
   c) Users may choose to format the dollar amount columns for decimal places.

5. To save the spreadsheet, from the toolbar click **File**, **Save As**.
   Locate the drive and folder where the file is to be saved, replace the system generated **File name** with a user preferred file name, and change the **Save as type** to Microsoft Excel Workbook. Click **Save**.

Chapter Three: General Ledger Query

Chapter Objectives:

- Creating a general ledger query
- Viewing a general ledger query

This query is for users who work with general ledger (balance sheet) funds. Please contact Financial Services for additional information.

Chapter Four: Fund Balance Query

Objectives:

- Creating a fund balance query
- Viewing a fund balance query

The Fund Balance Query option of Finance Self Service allows users to view summary information for Designated, Restricted, Construction, and Agency funds.

Lesson 4-1: Creating and Viewing a Fund Balance Query

Description	Budget	Actual	Commitments	Actual & Commitments	Budget Variance
Beg FB		2,623.90		2,623.90	
Rev Summary	0.00	4,283.25		4,283.25	4,283.25
Exp Summary	0.00	2,703.70	500.00	3,203.70	(3,203.70)
Net	0.00	1,579.55	(500.00)	1,079.55	1,079.55
End FB		4,203.45	(500.00)	3,703.45	

Select Another Fund

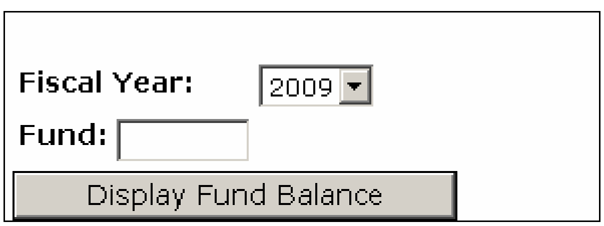
Figure 5-1 Encumbrance query results

Creating a fund balance query allows users to view beginning fund balance, revenue summary, expenditure summary, and ending fund balance for Designated, Restricted, Construction, and Agency funds.

1. After logging in to Self-Service Banner (SSB), click **Finance** from the web page navigation bar or the body of the web page as illustrated in Lesson 1-2.

2. Click **Fund Balance Query** from the Finance menu.

3. Enter the six-digit fund number.



4. Click **Display Fund Balance** button. See Figure 4-1.

After submitting a query, the Query Results display as illustrated in Figure 4-1. See Table 4-1 for an explanation of field descriptions.

Table 4-1: Fund Balance Query Field Descriptions

Field	Description
Beg FB	Beginning fund balance as of July 1.
Rev Summary	Revenue summary (July 1 through current date).
Exp Summary	Expenditure summary (July 1 through current date.
Net	Net Year-to-Date (YTD) activity.
End FB	Ending fund balance as of current date.

5. To perform another query, select one of the following options:
   - Click **MENU** located on the navigation bar in the upper right corner of the screen; or
   - Click the desired query link at the bottom of the screen; or
   - Click **Select Another Fund**

Chapter Five: Encumbrance Query

Objectives:

- Creating an encumbrance query
- Viewing an encumbrance query

The Encumbrance Query option of Finance Self-Service allows users to view encumbrance information by account for a specified FOAPAL. The user may view detail transaction activity for an original encumbrance entry as well as subsequent transaction activity against the encumbrance.

Lesson 5-1: Creating an Encumbrance Query

764000	P0076[illegible]	CDW Government Inc	216.81	.00	(216.81)	32.76		.00	100.00	Uncommitted
764000	P0078[illegible]	CDW Government Inc	216.81	.00	(216.81)	216.81		.00	100.00	Uncommitted
771001	XR0042[illegible]	IDO Original Encumbrance	10.00	.00	(10.00)	.00		.00	100.00	Uncommitted

Figure 5-1 Encumbrance Query results

Creating an encumbrance query allows users to view purchase order, IDO, and general encumbrances for a specific FOAPAL. Encumbrance queries do not include requisitions in the approval process or reservations. A reservation is a requisition that has been approved by the MC Finance Office or Financial Commitment, but has not yet been transferred to a purchase order.

1. After logging in to Self-Service Banner (SSB), click Finance from the web page navigation bar or the body of the web page as illustrated in Lesson 1-2.

2. Click **Encumbrance Query** from the Finance menu.

3. Enter the appropriate parameters for your query. See Table 5-1 for an explanation of each field. The following fields are required: **Fiscal Year, Fiscal Period, Chart of Accounts, Fund** and **Organization**.

   For Sponsored Programs and Plant funds, users must enter the **Grant Code** to query inception-to-date information. The Grant Code is generally the fund number. (See Chapter Seven: View Attributes for information on how to locate the Grant Code, if necessary.)

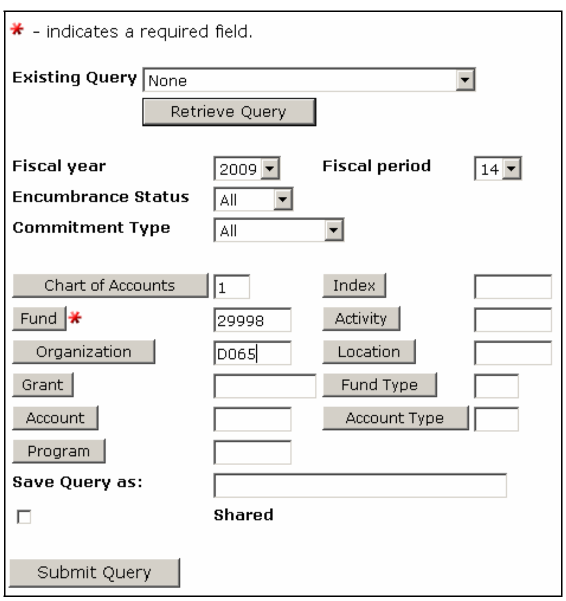


Table 5-1: Encumbrance Query Fields

Field	Description
Fiscal Year	Represents the fiscal year period, July 1 through June 30.
Fiscal Period	Represents the fiscal month period. For example, Fiscal Period “01” corresponds to July, “02” to August, and so on. Fiscal Period 13 is not used. Fiscal Period 14 represents June Final. Business and Finance recommends that users select Fiscal Period 14 throughout the fiscal year to view year-to-date activity. See Appendix C.
Encumbrance Status	This option defaults to “Open”. Click the pull-down menu to view encumbrance status options. These options include Open (encumbrances that have a current balance and are not closed), Closed (encumbrances that have been liquidated and closed), and All (open and closed encumbrances).
Commitment Type	This option defaults to “All”. Do not change.
Chart of Accounts	The Chart of Accounts is always “1” for Saint Louis University.
Index	Index is not used.
Fund	Fund is the six-digit code assigned to each fiscal and accounting entity whose financial transactions are recorded, monitored, and maintained separately from all other funds. See **Grant** description in this table for querying Sponsored Programs grants.
Activity	Activity is an optional, user-defined, six-character code used to record transactions for a specific event or activity within a fund and/or organization.
Organization	Organization is the three or four-character code identifying the organizational unit, such as the executive level (E##), school/division (S##), department (D###), or sub department (Z###).
Location	Location is not used.
Grant	Grant is the six-digit code assigned by Sponsored Programs for grants and contracts awarded to Saint Louis University. This field is also used for Plant fund queries. The grant code must be entered to obtain inception-to-date information. See Chapter Seven.
Fund Type	This field is not required.
Account	Account is the six-digit code describing the nature of the revenues, expenditures, assets, and liabilities within a fund.
Account Type	Account Type is the optional, two-digit code describing the “roll up” of pools (Revenues and Additions, Personnel Services, and Expenditures and Deductions).
Program	This field is not required.

4. Click Submit Query. See Figure 5-1.

Lesson 5-2: Viewing an Encumbrance Query

Report Parameters

Organization Encumbrance Status Report			
All Encumbrance Summary by Document, Account Distribution			
Period Ending Jun 30, 2004			
As of Mar 24, 2004			
Chart of Accounts	1 Saint Louis University	Commitment Type	All
Fund Code	299998 SLU Training Fund	Program Code	All
Orgn Code	D065 Controller - Inst.	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
731000	E9000025	Jefferson/Philadelphia	297.00	(297.00)	.00	1,050.00	.00	.00	U
736000	E9900010	Jones/St. Louis	215.00	.00	.00	.00	215.00	.00	U
736000	EC090002	Smith/New Orleans	250.00	.00	(250.00)	.00	.00	100.00	U
744100	P0000192	Appworx Corporation	5,200.00	.00	.00	.00	5,200.00	.00	U
757500	P0000191	FM Computer	1,500.00	.00	(1,500.00)	1,622.49	.00	100.00	U
Report Total (of all records)			7,462.00	(297.00)	(1,750.00)	2,672.49	5,415.00	24.42	

Figure 5-2 Encumbrance Query results

After submitting a query, the Report Parameters and Query Results display as illustrated in Figure 5-2. The Report Parameters heading includes the query name, period ending date (fiscal period), and the date of the query. The parameters previously selected in Lesson 5-1 are also displayed in the heading.

In the Query Results box, encumbrances are displayed by account with underlined links providing access to the encumbrance document detail. See Table 5-2 for an explanation of column headings. The Query Results totals may include Screen Total, Running Total, and Report Total (of all records). The Screen Total displays this screen's dollar amounts, the Running Total displays total of all accounts displayed thus far, and the Report Total displays the total of all queried records.

1. After clicking **Submit Query**, query results display on the screen. Encumbrance documents are displayed by account. See Table 5-2 for field definitions. Underlined links appear in the Document Code column and provide access to encumbrance document detail. To display the next 15 accounts, if applicable, click **Next 15>**. See Figure 5-2.

Table 5-2: Encumbrance Query Results Column Headings

Column	Description
Account	Account is the six-digit code describing the nature of the revenues, expenditures, assets, and liabilities within a fund.
Document Code	Eight-character code (reference number) identifying the type of document. See Appendix E.
Description	The vendor name or short description of the encumbrance transaction.
Original Commitments	Amount of the original encumbrance.
Encumbrance Adjustments	Adjustments made to the original encumbrance (for example, purchase order increases or decreases).
Encumbrance Liquidations	Amount of encumbrance that has been liquidated through invoice postings.
Year to Date	Year-to-date actual expenditures.
Current Commitments	Remaining amount of the commitment after adjustments and liquidations.
% Used	Percent of the adjusted encumbrance (Original Commitment plus/minus Encumbrance Adjustments) that has been liquidated.
Cmt Type	Commitment (Cmt) Type:defaults to U (Uncommitted).

2. To "drill down" to the encumbrance document detail, click on an underlined **Document Code**. See Figure 5-3.

Selected Document

Encumbrance Detail Status Report
By Document, Account Distribution
Period Ending Jun 30, 2004
As of Apr 12, 2004

Chart of Accounts	1 Saint Louis University	Commitment Type	Uncommitted
Document Number	P0000191	Document Date	Feb 29, 2004
Transaction Description	FM Computer		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
P0000191	PORD	1,500.00	.00	.00	.00	0	1	299998	D065	757500	0		
I0000216	INEI	.00	.00	(1,500.00)	.00	0	1	299998	D065	757500	0		
I0000216	ADEI	.00	.00	.00	.00	0	1	299998	D065	757500	0		
I0000216	INEI	.00	.00	.00	1,559.99	0	1	299998	D065	757500	0		
I0000216	ADEI	.00	.00	.00	62.50	0	1	299998	D065	757500	0		

Another Query

Note: This "drill down" example illustrates an invoice posted against a purchase order.

The Selected Document box displays the queried Document Number, in addition to the Chart of Accounts, Commitment Type, Document Date, and Transaction Description. The Document Detail box displays the transactions associated with the queried encumbrance document. See Table 5-3. To display the next 15 accounts, if applicable, click **Next 15>**.

Table 5-3: Document Detail Column Headings

Column	Description
Document Code	Eight-character code (reference number) identifying the type of document. See Appendix E.
Rule Class Code	The three or four-digit code identifying the type of transaction. See Appendix D.
Original Encumbrance	Amount of the original encumbrance
Encumbrance Adjustments	Adjustments made to the original encumbrance (for example, purchase order increases or decreases).
Encumbrance Liquidations	Amount of encumbrance that has been liquidated through invoice postings
Year to Date	Year-to-date actual expenditures
Item Number	System-generated number
Sequence Number	System-generated number
FOAPAL elements	Fund, Organization, Account, Program, Activity, and Location

3. To “drill down” to **View Document**, click the underlined **Document Code** link in either the Selected Document box or Document Detail box.

4. To perform another query, select one of the following options:
   - Click **MENU** located on the navigation bar in the upper right corner of the screen; or
   - Click the desired query link at the bottom of the screen; or
   - Click **Another Query** located on the Query Results or Document Detail screens

Note: Users have the option of saving encumbrance queries as templates for future use. See Lesson 2-3 for general instructions for saving, retrieving, and printing queries.

Chapter Six: View Document

Chapter Objectives:

- Retrieving a document
- Viewing the approval status and history of a document

The View Document option allows users to view detailed financial information for a document (requisition, purchase order, invoice, journal voucher, or encumbrance). This form corresponds to level four, View Document, of the Operating Ledger query process (see Lesson 2-2). In addition, users may view the approval status and history for documents such as requisitions and invoice (eSeeDPV's and purchase order invoices greater than $1,000).

Lesson 6-1: Retrieving a Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
XR003278	1	Posted	Nov 05, 2008	Nov 05, 2008	HARRISJR	13.50
Document Text:						

Journal Voucher Accounting

Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	NSFStatus
1	Facil Services Chrgs												ZZ			
	1	09	05	IDOR		124[illegible]	D[illegible]	771001	0				4.50	D	Y	
2	Facil Services Chrgs															
	1	09	05	IDOP		124[illegible]	D[illegible]	771001	0				4.50	+	Y	
Encumbrance:	XR003278			Item: 0		Seq:	1	Action:	T							

Figure 6-1 View Document results

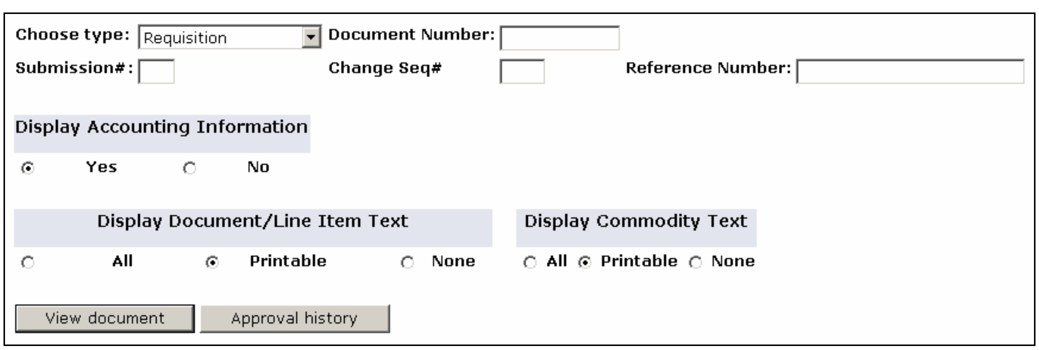
Viewing a document allows users to retrieve header, line item, and accounting detail for a specific transaction (requisition, purchase order, invoice, journal voucher, or encumbrance).

Note: Users must know the transaction document number before beginning this process. See Lesson 2-2 for the process of viewing budget queries and obtaining document numbers/codes.

1. After logging in to Self-Service Banner (SSB), click **Finance** from the web page navigation bar or the body of the web page as illustrated in Lesson 1-2.

2. Click **View Document** from the Finance menu. The View Document window appears.

3. Click on the pull-down menu next to **Choose type**, and select the appropriate document type:



Document Types:

- **Requisition** – Includes requisitions in the approval process, reservations, and requisitions that have been transferred to purchase orders
- **Purchase Order** – Includes purchase orders and change orders
- **Invoice** – Includes vendor invoices paid against purchase orders, eSeeDPV's (Direct Payment Vouchers), Business and Entertainment Expense Vouchers, and Travel Expense Reimbursement Vouchers (TERV's) paid directly to the traveler
- **Journal Voucher** – Includes journal entries, inter-departmental orders, budget revisions, and deposit of funds
- **Encumbrance** – Includes general encumbrances
- **Direct Cash Receipt** – See Journal Voucher

4. Tab to **Document Number**. Enter the eight-character document code. See Lesson 2-2 to locate document number/code, if necessary.

   Note: **Submission#** is used only for journal vouchers and invoices. This field is generally not used for a View Document request.

5. Tab to **Change Seq#**. This field is optional and used only for purchase orders. The sequence number is related to the change order number for POCA's.
   - To view the current purchase order including all changes, the **Change Seq#** field should remain blank.
   - To view the original purchase order, enter "0" (zero) in the **Change Seq#** field.
   - To view subsequent changes to the purchase order, enter the change order (POCA) number. For example, enter "1" for POCA #1, "2" for POCA #2, and so on.

6. At **Display Accounting Information**, click **Yes** or **No** to indicate whether FOAPAL information should be displayed. The default is Yes.

7. At **Display Document Text**, click **All**, **Printable**, or **None** to specify the portion of document text you wish to view. (At the time a user enters a document, there is an option to add descriptive text and to indicate whether the text should be printed on the document.)

8. Click **View document**. See Figure 6-1 for an illustration of a journal voucher document.

9. Click the print icon on the toolbar, if desired, to print the View Document details.

10. To perform another query, select one of the following options:
    - Click MENU located on the navigation bar in the upper right corner of the screen; or
    - Click the desired query link at the bottom of the screen

Lesson 6-2: Document Approval History

Document Identification

Document Number	R0145[illegible]	Type	Requisition
Originator:	FRAZERMM	Frazer,Mary M	

Approvals required

Queue	Description	Level	Approvers
YFSV	FINANCIAL COMMITMENT	90	
			Davis,LaDonna K
			Kukic,Jenny
			Reed,Diana
			Kruse,Peggy A

Approvals recorded

Queue	Level	Date	User
DC[illegible]	40	Nov 19, 2008	Thibodeau,Patrice A

Figure 6-2 Approval Status and History results

The View Document option allows users to view the approval status and history for documents such as requisitions and invoice (eSeeDPV's and purchase order invoices greater than $1,000).

1. Follow Steps 1 through 7 in Lesson 6-1 to select a document.

2. Click **Approval history**. See Figure 6-2.

   For documents currently in the approval process, the screen displays three boxes as illustrated in Figure 6-2. The Document Identification box displays the Document Number, Type of Document, and Originator of the Document. The Approvals Required box displays the approval queue name and description, and the authorized approvers at each level of the queue. Only one approval is required at each level. The Approvals Recorded box displays the queue name, the approval date, and approver at each level of the queue.

   For documents that have recorded all approvals, the screen displays the following message: "There are no approvals required at this time." For documents that have not recorded any approvals, the screen displays the following message: "No approvals have been recorded for this document."

3. To perform another query, select one of the following options:
   - Click **MENU** located on the navigation bar in the upper right corner of the screen; or
   - Click the desired query link at the bottom of the screen

Chapter 7: View Attributes

Objectives:

- Viewing fund attributes
- Viewing grant fund attributes

The View Attributes option of Finance Self Service allows users to view attributes for a specific fund or grant (Sponsored Programs). Business and Finance utilizes fund attributes for financial reporting.

Lesson 7-1: Viewing Fund Attributes

Query Results

Fund Title:	Controller's Office	**Financial Manager:**	Meadows, Thomas W.
Grant Code:		**Grant Name:**	
Fund Start Date:	,	**Fund End Date:**	,
Address:		**Designee #1:**	
Exec:	E50 VP-Business and Finance	**Designee #2:**	
Sch/Div:	S45 Financial Management	**Designee #3:**	
Dept:	D010 Controller	**Fund Group:**	11 General Unrestricted
Sub Dept:		**Online Req:**	Y Requisitions Allowed,BI Checking
Long Descr:	Controller's Office		
Purpose:	Administrative account for the Controller's office		
SLU2000/HSC Endow:		**A-21 Code:**	H Gen Univ Adm
Revenue Purpose Lev 1:		**Expense Purpose Lev 1:**	15 Institutional Support
Revenue Purpose:		**Expense Purpose:**	1530 Fiscal Operations
Last Change Date:	February 14, 2006	**Final Processing Date:**	
Assessment:		**Budget Class:**	2 Phase 2 Cost
Project No.:		**Project Type:**	
Genl Unrestricted Fund:	GENUEXP General Unrestricted Expenditures	**Multiple Map Class:**	
FRS Account No.:		**Net Asset Type:**	

Select Another Fund

Figure 7-1 Fund Attributes Query results

Creating a fund attributes query allows users to view financial reporting attributes for a specific fund.

1. After logging in to Self-Service Banner (SSB), click **Finance** from the web page navigation bar or the body of the web page as illustrated in Lesson 1-2.

2. Click **View Attributes** from the Finance menu.

3. Enter the six-digit fund number.

Fund: [ ]

Display Attributes

4. Click **Display Attributes** button. See Figure 7-1. See Table 7-1 for an explanation of the attribute fields.

Table 7-1: View Attributes

Field	Description
Fund Title	Short fund title
Financial Manager	University employee responsible for administering fund
Grant Code	Six-digit Sponsored Program or Plant Fund code
Grant Name	Short title of the Sponsored Program or Plant Fund
Fund Start Date	Represents the date a Sponsored Programs project or drug study begins
Fund End Date	Represents the date a Sponsored Programs project or drug study ends
Exec	Executive level that identifies University President, Provost, or Vice President who is institutionally responsible for the fund
Sch/Div	School/Division identifies the school or division to which the fund is assigned
Dept	Department identifies the primary department to which the fund is assigned
Sub Dept	Sub Department identifies the sub department to which the fund is assigned
Designee #1, #2, #3	University employees, in addition to the Financial Manager, who are authorized to approve disbursements against the fund
Fund Group	Fund group identifies a group of funds with similar characteristics (for example, Designated funds)
Online Req	Indicates whether Online Requisitioning is available for this fund
Long Descr	Long fund title
Purpose	Displays the purpose of the fund
SLU2000/HSC Endow	Controller’s Office use only
A-21 Code	Expense classification as defined by OMB Circular A-21
Revenue Purpose Lev 1	The high-level fund revenue source as defined by NACUBO
Expense Purpose Lev 1	The high-level fund expense purpose as defined by NACUBO
Revenue Purpose	The fund revenue source as defined by NACUBO
Expense Purpose	The fund expense purpose as defined by NACUBO
Last Change Date	Represents the date of the last change to fund attributes
Final Processing Date	Represents the final date that transactions may be posted to the fund
Assessment	Assessment controls the monthly calculation of an overhead assessment to the Designated and Restricted funds
Budget Class	Controller’s use only
Project No	Project Number assigned to construction funds
Project Type	Controller’s use only
Genl Unrestricted	Identifies General Unrestricted Revenue, Expenditure, or Auxiliary/Sales and Services funds
Multiple Map	Identifies funds that may be rolled for reporting purposes
FRS Account No	Identifies the prior FRS Account Number, if applicable
Net Asset Type	Displays the net asset type as defined by OMB Circular A-21

5. To perform another query, select one of the following options:
    - Click **MENU** located on the navigation bar in the upper right corner of the screen; or
    - Click the desired query link at the bottom of the screen; or
    - Click **Select Another Fund** located at the bottom of the View Attributes screen

Chapter Eight: Approve Documents

Chapter Objectives:

- Retrieving and viewing an approve documents list
- Approving/disapproving a requisition or an invoice

The Approve Documents option allows authorized users to approve, disapprove, and view the approval status and history for requisitions and invoices (eSeeDPV's and purchase order invoices greater than $1,000). Users may query by User ID, document number, documents for which the user is the next approver, or all documents which the user may approve.

Lesson 8-1: Retrieving and Viewing an Approve Documents List

Queried Parameters

User ID	HU[illegible] Hu[illegible]
Document Number:	
Documents Shown:	Next Approver

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				JACK[illegible]	658.00	DOC	R0145[illegible]	History	Approve	Disapprove
Y	REQ				JACK[illegible]	563.94	DOC	R0145[illegible]	History	Approve	Disapprove
Y	REQ				JACK[illegible]	340.08	DOC	R0145[illegible]	History	Approve	Disapprove
Y	INV				RAIN[illegible]	975.00	DOC	DP025[illegible]	History	Approve	Disapprove
	INV				HU[illegible]	676.26	DOC	DP025[illegible]	History	Approve	Disapprove

Another Query

Figure 8-1 Approve Documents List results

Users may view approval status and history, approve, or disapprove requisitions and invoices (eSeeDPV's and purchase order invoices greater than $1,000) by accessing Approve Documents and entering any of the following parameters:

- User ID
- Document number
- Documents for which the user is the next approver
- All documents which the user may approve

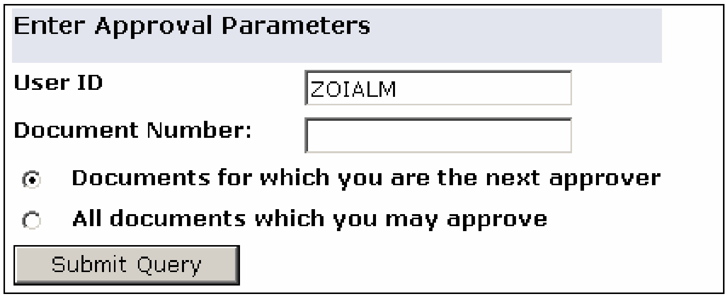
The originator of a requisition or eSeeDPV may access Approve Documents to check the approval status and history of the document. In addition, the originator would go to Approve Documents to disapprove a requisition or eSeeDPV that is currently in the approval process and requires changes. Completed requisitions or eSeeDPV's that require editing, such as changes to the FOAPAL or commodities, must be disapproved before the user may revise the document. The user must then access Internet Native Banner (INB) to make changes to the requisition or Self Service Banner (SSB) to make changes to the eSeeDPV. (See the Navigation, Requisitioning, and Approvals Manual or the eSeeDPV manual for further details.)

Note: Disapproving a requisition or eSeeDPV does not cancel the document.

1. After logging in to Self-Service Banner (SSB), click **Finance** from the web page navigation bar or the body of the web page as illustrated in Lesson 1-2.

2. Click **Approve Documents** from the Finance menu. The Approve Documents window appears.

3. Enter the approval parameters for your query.



Users have the following parameter options:

- **User ID** – Defaults to the user who is logged on to Self-Service Banner
- **Document Number** – System-generated eight character code identifying requisition (R#######) or invoice (I####### or DP######)
- **Documents for which you are the next approver** – Documents in your approval queue that are awaiting approval before they can proceed to the next approval queue
- **All documents which you may approve** – All documents in the approval queues for which the approver has authority

See Table 8-1 on the next page for approval query options.

Table 8-1: Approval Queries

Type of Query	Fields Required			
	User ID	Document Number	Documents-next approver	All documents
Originator checking the status of a document in the approval process (see *Note 1*)	X	X	N/A	N/A
Originator disapproving a completed document that requires editing, such as changes to the FOAPAL or commodities (see *Note 2*)	X	X	N/A	N/A
Approver checking the status of all documents for which he or she is the next approver (see *Note 3*)	X		X	
Approver checking the status of all documents requiring his or her approval, whether or not this person is the next approver (see *Note 3*)	X			X
Approver checking the status of a document that he or she has already approved (see *Note 4*)	Leave blank	X	N/A	N/A

Note 1: To view the approval history of a document that has been transferred to a purchase order, use the View Document Form (see Lesson 6-2).

Note 2: Disapprovals may only occur while the document is in the approval process .

Note 3: This option also displays documents initiated by the approver that do not require his or her approval.

Note 4: To view the approval history of a document that has completed the approval process, use the View Document Form (see Lesson 6-2). For an approver who is also an originator, the document may be viewed in Approve Documents until it is transferred to a purchase order. Reminder: The originator can disapprove a document until the point that it is transferred to a purchase order.

4. Click **Submit Query**.

   The Queried Parameters box displays the previously selected criteria. The Approve Documents List box displays information pertaining to requisitions as outlined below in Table 8-2.

Table 8-2: Approve Documents List Column Headings

Column Heading	Description
Next Approver	"Y" indicates the documents for which the user has approval authority in the next required queue. A blank field indicates that the user is the originator of the document (and not an approver), or that the user is an approver later in a queue or in a subsequent queue.
Type	Code representing type of document (REQ = requisition, and INV = invoice)
NSF	Displays a "Y" if there is not enough budget for a requisition. Banner displays a warning message when a requisition is created against a fund that does not have sufficient funds available. The requisition routes through approvals with an NSF indicator of "Y", and then requires "NSF queue" approval. The MC Finance Office and Financial Commitment are NSF queue approvers.
Change Seq#	System-generated number associated with change orders and encumbrances
Sub#	System-generated submission number associated with journal vouchers and invoices
Originating User	Banner ID of the user who completed the document
Amount	Transaction amount of the document
Queue Type	Indicates the status of a document. "DOC" indicates a document in an approval queue awaiting approval; "NSF" indicates a document in the NSF queue awaiting NSF override processing
Document	Document number; "drill down" link to View Document details
History	"Drill down" link to display the approval history of the document
Approve	The Approve link is enabled only if the user who logged on has authority to approve the document
Disapprove	The Disapprove link is enabled if the user who logged on has authority to disapprove the document or is the originator of the document

Lesson 8-2: Requisition and Invoice Approval/Disapproval

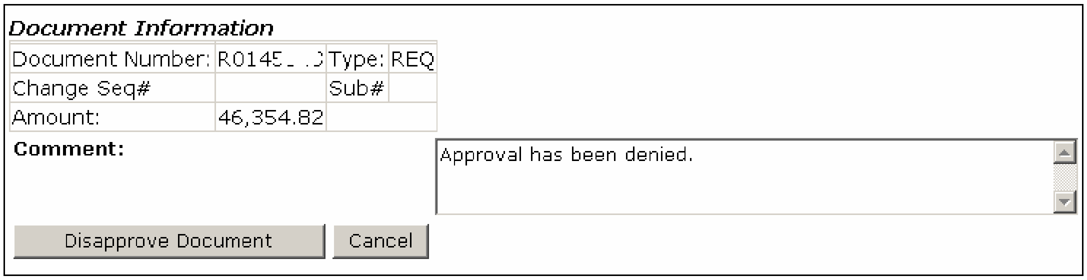


Figure 8-2 Document Approval screen

At the Approve Documents List, authorized users may view document detail and approval history, and approve or disapprove requisitions and invoices (eSeeDPV's and purchase order invoices greater than $1,000).

1. After entering approval parameters and clicking **Submit Query** as described in Lesson 8-1, the Approve Documents List displays. See Figure 8-1.

2. Click the underlined Document link to view document details for a specific requisition or invoice.

3. Click **Back** in the Microsoft Internet Explorer toolbar to return to the Approve Documents List.

4. Click the underlined **History** link to review approval history for the document.

   For documents currently in the approval process, the screen displays three boxes as illustrated in the next diagram. The Document Identification box displays the Document Number, Type of Document, and Originator of the Document. The Approvals Required box displays the approval queue name and description, and the authorized approvers at each level of the queue. Only one approval is required at each level. The Approvals Recorded box displays the queue name, the approval date, and approver at each level of the queue.

   For documents that have recorded all approvals and have not been transferred to a purchase order, the screen displays the following message: "There are no approvals required at this time." For documents that have not recorded any approvals, the screen displays the following message: "No approvals have been recorded for this document."

Verify the approval status and history of documents before approving or disapproving.

Document Identification

Document Number	R0145	Type	Requisition
Originator:	FRAZERMM	Frazer,Mary M	

Approvals required

Queue	Description	Level	Approvers
YFSV	FINANCIAL COMMITMENT	90	
			Davis,LaDonna K
			Kukic,Jenny
			Reed,Diana
			Kruse,Peggy A

Approvals recorded

Queue	Level	Date	User
DC	40	Nov 19, 2008	Thibodeau,Patrice A

5. Click **Back** in the Microsoft Internet Explorer toolbar to return to the Approve Documents List.

6. Click the underlined **Approve** or **Disapprove** link to approve or disapprove the document. To approve the document, proceed to Step 7. To disapprove the document, proceed to Step 10.

    - The **Approve** link is active if the user who is logged on is authorized to approve the document. After viewing the document and approval history, the document is ready for approval.
    - The **Disapprove** link is active if the user who is logged on is authorized to disapprove the document or if the user is the originator of the document. Please note that the originator must disapprove a completed requisition or eSeeDPV before editing the document for changes to the FOAPAL or commodities.
      Note: Disapproving a requisition or eSeeDPV does not cancel the document.

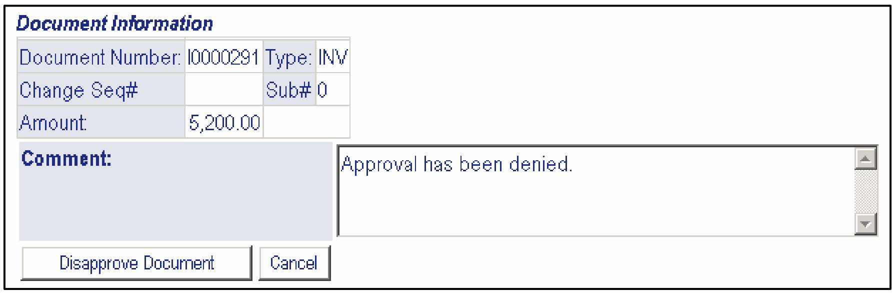
7. After clicking **Approve**, the Approve Document screen displays. The approver has the option of entering a comment that displays in the Internet Native Banner (INB) messaging system at sign on. The system generates the message to the originator of the document and the approver.

8. Click **Approve Document** to approve the document. (To return to the Approve Documents List without approving the document, click **Cancel**.)

The Document Pending Approval screen displays the following message:

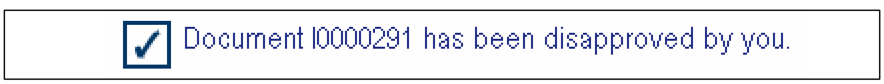
9. Click **Continue** to return to the Approve Documents List. Proceed to Step 13.

10. After clicking **Disapprove**, the Disapprove Document screen appears. The approver has the option of entering a comment that displays in the Internet Native Banner (INB) messaging system at sign on. The system generates the message to the originator of the document and the approver.



11. Click **Disapprove Document** to disapprove the document. (To return to the Approval Documents List without disapproving the document, click **Cancel**.)

    The Document Pending Approval screen displays the following message:



12. Click **Continue** to return to the Approve Documents List.

13. To perform another query, select one of the following options:
    - Click **MENU** located on the navigation bar in the upper right corner of the screen; or
    - Click the desired query link at the bottom of the screen; or
    - Click **Another Query** located at the bottom of the Approve Documents List box

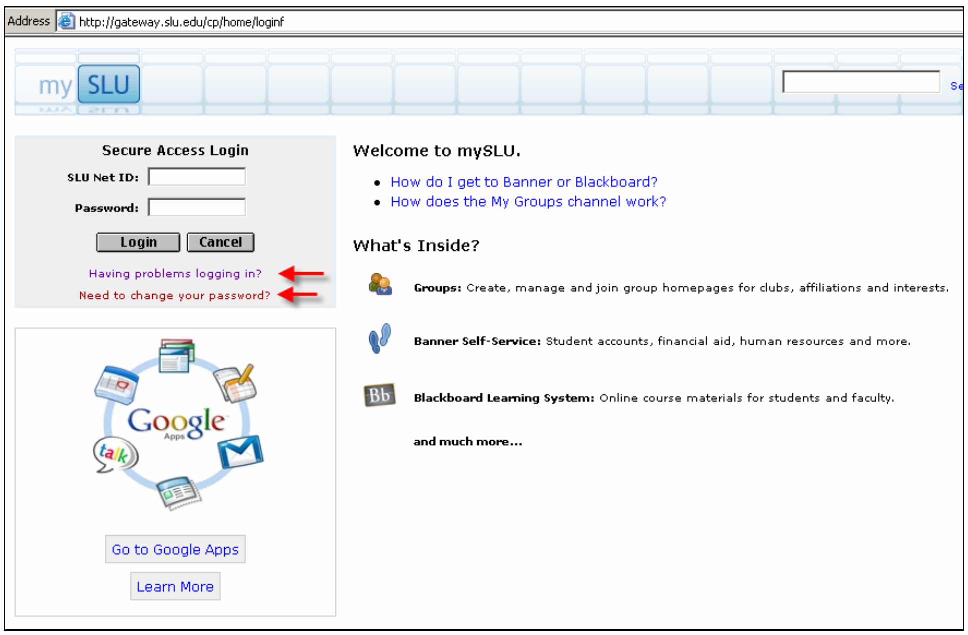
Appendices

- Appendix A: Changing Your mySLU Password
- Appendix B: Accounting Elements
    - Banner Fund Number Ranges
    - Banner Account Code Pools
    - Banner Account Codes (Commonly Used)
- Appendix C: Fiscal Periods
- Appendix D: Commonly Used Rule (Transaction) Codes
- Appendix E: Document Codes (Reference Numbers)
- Appendix F: Check Number Query
- Appendix G: Navigation Helpful Hints
- Appendix H: Additional Help

Appendix A: Changing Your mySLU Password

Users may change their passwords at the mySLU login page:

http://gateway.slu.edu/cp/home/loginf



Appendix B: Accounting Elements

The following are included in this appendix:

- Banner Fund Number Ranges
- Banner Account Code Pool
- Banner Account Codes (Commonly Used)

Banner Fund Number Ranges

Banner Fund Number	Description
0-1XXXX	General Unrestricted General Ledger Fund (Assets and Liabilities)
1-0XXXX	General Unrestricted Tuition Revenue
1-1XXXX	General Unrestricted Revenue (Other)
1-2XXXX, 1-5XXXX, 1-6XXXX, 1-8XXXX, and 1-9XXXX	General Unrestricted Expenditures
1-3XXXX, 1-4XXXX	Auxiliaries, and Sales/Services Revenues and Expenditures:
2-XXXXX	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
2-7XXXX Stand-alone funds that may be "rolled up" for reporting purposes	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
2-XX8XX Endowment Income	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
2-91XXX Special Studies (non-Medical Center)	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
2-8XXXX Drug Studies	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
2-92XXX Medical Center Special Studies	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
2-95XXX Medical Center Development	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
2-96XXX Medical Center Education	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
2-97XXX Match Funds for Sponsored Programs	Designated Revenues and Expenditures, Fund Balance, and Assets and Liabilities
3-0XXXX	Restricted Sponsored Programs Revenues and Expenditures, Fund Balance, and Assets and Liabilities
4-XXXXX	Restricted (Other) Revenues and Expenditures, Fund Balance, and Assets and Liabilities
4-0XXXX Endowment Income	Restricted (Other) Revenues and Expenditures, Fund Balance, and Assets and Liabilities
4-5XXXX Non-Endowment Income	Restricted (Other) Revenues and Expenditures, Fund Balance, and Assets and Liabilities
7-0XXXX	Construction Transfers and Expenditures, Fund Balance, and Assets and Liabilities
8-8XXXX	SLUC*are* Revenues and Expenditures, Fund Balance, and Assets and Liabilities
9-9XXXX	Agency Revenues and Expenditures, Fund Balance, and Assets and Liabilities

Banner Account Code Pools

Banner Account Code Pool	Description
1XXXXX	Assets
2XXXXX	Liabilities
400000	Fund Balance
5XXXXX	Revenues and Additions
6XXXXX	Salaries and Wages
7XXXXX	Support Expenditures
8XXXXX	Transfers Out
9XXXXX	Recoveries

Account Codes (Commonly Used)

Banner Account	Description
715000	Postage & Parcel Service
719000	Other Communication Costs (including pagers)
762400	Rent Software Fees
744100	Outside Printing
721100	Dues
721200	Permits/Licenses/Abstract Fees
722100	Books
722400	Subscriptions/Periodicals
731000	Domestic Travel
734000	Foreign Travel
735000	Clinical/Research/Other - Dietary/Travel
736000	Business Meetings & Entertainment
737000	Food Service
771001	Facilities Services Charges
771007	Information Technology Services
771010	Marcom
771011	Telephone Charges
771082	Comparative Medicine
771083	Machine Shop
771084	Radiation Safety
741000	Professional Service
741001	Honoraria
764000	Equipment Maintenance, Repair and Contracts
765000	Construction Contracts
741200	Locum Tenens
738010	Recruitment
738020	Employee Moving Expenses
738030	Orientation
743000	Advertising
781001	Tuition Fees (Discounted Financial Aid)
782001	Tuition Fees (External Financial Aid)
751000	Office Supplies
752000	Teaching and Research Supplies
754000	Clinical Supplies
755000	Housekeeping - Linen Service
756000	Other Supplies
757100	Minor Office Equipment/Furniture
757300	Minor Research Equipment
757500	Minor Computer Equipment/Software
757900	Minor Other Equipment
758000	Athletic Equipment/Materials
799100	Capital Office Furniture Equipment
799200	Capital Computer Equipment/Software
799300	Capital Research Equipment

Appendix C: Fiscal Periods

Fiscal Period (PD)	Description
01	July
02	August
03	September
04	October
05	November
06	December
07	January
08	February
09	March
10	April
11	May
12	June
13	Not used
14	June Final

Note: Grant period (PD) is the periods from the start date of the grant to the end of the requested reporting period. For example, a query against fiscal period "14" (June Final) for a grant with a start date of September 1, 2002, would display period "10" in the Operating ledger query column headings. This is because June is the tenth month of the grant project year. If a user would query the same grant for activity through December 31, 2003, (fiscal period 06), the Operating ledger query column headings would display grant period "04" as December is the fourth month of the grant project year.

Appendix D: Commonly Used Rule (Transaction) Codes

Banner Rule Code	Rule Code Description
ADDI	Additional Charges on an Invoice
ADEI	Additional Charges on an Invoice with Encumbrance
BD01	Permanent Adopted Budget
BD02	Permanent Budget Adjustments
BD03	Temporary Adopted Budget
BD04	Temporary Budget Adjustment
CNNI	Cancel Check - Invoice without Encumbrance
CODS	Discount on Change Order
CORD	Establish Change Order
CR05	Cash Receipt Entry
CSG	Gift - Cash, Check, Credit Card
DIEI	Discount on Invoice with Encumbrance
DISI	Discount on Invoice
DNEI	Check - Invoice with Encumbrance
E010	Post Original Encumbrance
E020	Encumbrance Adjustment
E032	Encumbrance Liquidation
E090	Year End Encumbrance Roll
E100	Original Encumbrance
EJV	Encumbrance Expense Journal Voucher
ICEC	Cancel Credit Memo with Encumbrance
ICEI	Cancel Invoice with Encumbrance
ICNC	Cancel Credit Memo without Encumbrance
ICNI	Cancel Invoice without Encumbrance
INEC	Credit Memo with Encumbrance
INEI	Invoice with Encumbrance
INNC	Credit Memo without Encumbrance
INNI	Invoice without Encumbrance
ITG	Project to Date
JE16	General Journal Entry (Inter-Fund)
JE5	GL Beginning Balance Load/Adjustment
MIS	Banner A/R Non-Student Receipts
PCLQ	Cancel Purchase Order - Reinstate Request
POAD	Additional Charge on Purchase Order
PODS	Discount on Purchase Order
POLQ	Purchase Order - Request Liquidation
PORD	Establish Purchase Order
RCQP	Cancel Requisition
REQP	Requisition - Reservation
TJV	Travel Journal Voucher

Appendix E: Document Codes (Reference Numbers)

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Document	Document Code	Drill Down
Travel Direct Pay	Axxxxxxx	Check #
Budget Revision	BRxxxxxx	N/A
Check-Enclosed Purchase Order	Cxxxxxxx	Req #
Direct Payment Voucher (eSeeDPV's)	DPxxxxxx	Check # (Axxxxxx for paper checks or !xxxxxx for direct deposit)
General Encumbrance (for recurring Journal Entries)	EAxxxxxx	N/A
Various Feeds (from HR / Student / Advancement / Amex P-Card / Amex Travel Expense Reporting)	Fxxxxxxx	Various
Miscellaneous Cash Receipt	Fxxxxxxx	Pre-Printed # on DOF form
Purchase Order Invoice	Ixxxxxxx	Vendor Invoice #
Journal Entries (including Project Requests)	JYYMMxxx (J + Year + Month + three-digit # assigned by Acctg)	Various
Utilities Purchase Order	Kxxxxxxx	Req # or N/A
HR Budget Feeds	Lxxxxxxx	N/A
Misc Debit/Credit Journal Voucher entries (for credit service charges, wire transfers, etc.)	MYYMMxxx (M + Year + Month + three-digit # assigned by Bursar's Office)	Various
Purchase Order for Facilities Services	N8xxxxxx	N/A
Purchase Orders (excluding Facilities Services PO's, Construction Work Orders, and Standing Orders)	Pxxxxxxx	Req #
Student Refund Invoices	Qxxxxxxx	N/A
Purchase requisitions	Rxxxxxxx	N/A
Standing Purchase Order	Sxxxxxxx	Req #
Transaction Correction Journal Voucher	TYYMMxxx (T + Year + Month + three-digit # assigned by Acctg)	Pre-Printed # on Trans. Corr. Form
Lease/Maintenance Purchase Order	Uxxxxxxx	Req #
Business & Entertainment Expense Voucher	Vxxxxxxx Number pre-printed on BEEV form	Check #
Work Order Purchase Order	W9xxxxxx	Req #
Inter-Departmental Order (eSeeIDO)	XRxxxxxx	N/A

Appendix F: Check Number Query

To verify that a check has been issued, users may click on View Document.

1. At the Finance menu, click **View Document**.
2. At Choose Type, select Invoice.
3. At Document Number, enter the document number (e.g. DPxxxxxx).
4. Click View Document, scroll down to the Related Documents box and look for a Document Type of Check Disbursement. The check number (Axxxxxx for paper checks or !xxxxxx for direct deposits) appears in the **Document Code** column.

Appendix G: Navigation Helpful Hints

Navigation Feature	Description
Microsoft Internet Explorer browser windows	The two components of the Banner Finance System are Internet Native Banner (INB) and Self-Service Banner (SSB).
Main Menu	The Main Menu is accessible at any point in the query process by clicking **Finance** on the navigation bar located in the upper left corner of the web page, or by clicking **MENU** on the navigation bar located in the upper right corner of the web page.
Wildcard	The "%" acts as a wildcard in Banner. The character % represents any number of unspecified characters. Examples: • Enter *%ma%* for all entries that contain "ma" • Enter *ma%* for all entries that begin with "ma" • Enter *%ma* for all entries that have "ma" as the last two characters
Drill Down	The "drill down" feature allows users to click on an underlined link and view transaction detail and related documents.
Next 15>	The Next 15> feature allows users to view the next page of the query.
Back Button	The Back Button, located in Microsoft Internet Explorer toolbar, allows users to return to the previous screen.
Query Parameters	Please note that when a user begins a new query, the system generally defaults to previously selected query parameters. In addition, if a user "drills down" to a specific account, the next query generally defaults with this account.
Exit	Click **EXIT** on the navigation bar located in the upper right corner of the web page to exit the Banner system. **To ensure the security of confidential information, close your browser.**

Appendix H: Additional Help

For additional information or questions about Banner Finance, please contact Financial Services:

Name	Phone Number	E-mail address
Lisa Zoia	977-2394	zoialm@slu.edu