SSB Banner provides a complete web tool for budget queries and comparison reports. Access to SSB is via Banner Finance Security and entry is via the EagleNet Portal tool.

Outstanding Features of SSB include:

- Point and Click Capabilities
- Drill down to Document Views
- Easy Downloads into Excel
- Offers comparison with past fiscal years
- Excellent tool for Hierarchy reporting needs
- Excellent tool for Faculty Grant balance queries
  - Cash Balances are tracked on FITBAL in Banner

Below are step by step instructions for entering the portal to view the Banner Self Service Budget Queries. Training on SSB Budget Queries can be found by viewing the Training Calendar.

Log into the Portal and select Banner Self-Service.

Point to Finance and select Budget Queries by clicking on the link.
Self Service Banner (SSB) Budget Queries

Three options are available for Budget Queries. These steps will select the Budget Status by Organization Hierarchy, as the drill down capabilities are available and this report will show the most data and options available to you. Open the drop down box to select.

Create a New Query

<table>
<thead>
<tr>
<th>Type</th>
<th>Budget Status by Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Status by Account</td>
<td></td>
</tr>
<tr>
<td>Budget Status by Organizational Hierarchy</td>
<td></td>
</tr>
<tr>
<td>Budget Quick Query</td>
<td></td>
</tr>
</tbody>
</table>

Retrieve Existing Query

Saved Query: None

Retrieve Query

Selecting the "Org Hierarchy" Report will bring you to a list of selections for the query you are about to build. Each selection creates a column heading with data that can be downloaded into Excel, if desired.

- Adopted Budget
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- Commitments
- Available Balance

Save Query as: [ ]

Continue

For optimal management, select the column headings as seen above: Accounted Budget, Year to Date, Encumbrances, and Available Balance. This selection tell us the amount of money we have to spend, what we have spent to date, what we will spend once invoices are due, and remaining balances.

Once complete, Click on Continue.
After the column headings have been selected, Banner will ask you to enter parameter values for your report. The Org Hierarchy report is the most valuable tool for multiple Fund searches against one Organization code. In the example below, the % sign tells Banner to show all Funding sources associated with the Organization code 302020.

For non-comparison Fiscal Years, complete the form as follows:

- Fiscal Year- Enter the current or past Fiscal year. Banner Finance can date back to 2004.
- Fiscal Period- 14 for the most up to date information for the current Fiscal Period, or the end of year balance for past Fiscal Year selected.
- Leave Comparison Fiscal year as None
- Commitment Type -All
- Chart of Accounts-M
- Fund-Enter a specific Fund or the wildcard (%) for all Funds related to the Org.
- Organization- Enter the Org code of choice. You may also use a hierarchy Organization code in this field, but you may not use the wildcard (%).
- For full data review, all other fields can be left blank. Submit the Query.

Fiscal year: [ ] 
Fiscal period: 14
Comparison Fiscal year: None
Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts: M
Fund: %
Organization: 302020
Grant: 
Account: 
Program: 

Include Revenue Accounts

Save Query as: 

Shared

Submit Query
A submitted Org Hierarchy report will generate the highest level budget balance to allow for point and click and drill down views, if desired. The sample below shows monetary values based on the parameter and column heading we provided when creating the query.

Query Results:

- Accounted Budget- the amount on money provided to the Fund/Org for payroll and operating expenses for the Fiscal year 08.
- Pd14/Year to Date- the amount paid to date for payroll and operating expenses.
- Encumbrance- the amount that will be paid once due. Encumbrances are the orders generated from eVA.
- Available Balance- the total amount of both payroll and operating balances, NOT the amount of money that is available to spend.

At this high level view, one cannot tell how much of the Accounted Budget (seen as 1,301,388.00 in this example) is operating money, and how much is allocated for payroll. To do so, it is necessary to drill down for detail. Notice that the Organization code is underlined. All underlines allow for point and click detail view. Click on the Organization code 302020 for further detail.

Selecting 302020 will provide the detail of the Account Types at their highest structure. Interest in the Accounts varies by Organization, but most are concerned by the values found under Account type 70.

Account type 70 is the Expenses incurred for the Fund/Organization, and will also show a quick view of the Available balance remaining in Operating for 71000 and 72000 Account Codes.
Self Service Banner (SSB) Budget Queries

To view the breakdown of the Account code 70, click on 70 (notice the underline). Banner displays the values the second layer of detail for Account Codes 71 and 72.

Click on the Account code 71 to view all Account Codes beginning with 71, as seen below.

Continue to click on each underlined value. Below shows how selecting the total cost associated with Printing will bring forth the individual charges comprising $1,213.61.

Document list of charges associated with Printing. The column titled Document Code allows for one further view of the invoice or journal entry that posted the individual charge.
Within each drill down view, Banner will allow the extraction of the data into Excel. Select either the Download All Ledger Columns or the Download Selected Ledger Columns. Either button opens Excel and imports the data into a separate window.

To select another query or SSB Finance function, each SSB form has quick links for access at the bottom of each page:

[ Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

Or you may use the Web Arrow or click on the back to EagleNet home icon found at the top left of each page.