

Self-Service Banner (SSB) Manual

PURPOSE AND OVERVIEW

This Self-Service Banner (SSB) Manual is designed to assist Finance users in accessing pertinent data for budget management within their respective departments.

Areas of overview include:

- **Budget Queries:** Accessing SSB, a complete web tool for budget queries and comparison reports.
- **Encumbrance Queries:** Accessing reports on eVA orders that flow from eVA to Banner encumbered money to pay your eVA vendor for the cost of your good or service.
- **SSB Document Views:** Banner point and click drill down capabilities on Purchase Orders, Invoices, Journal Vouchers, Encumbrances and Direct Cash Receipts.
- **Single-Line and Multi-Line Budget Transfers:** Moving Operational monies within one funding source to another Organization or Account code.


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Training, Evaluation & System
Support

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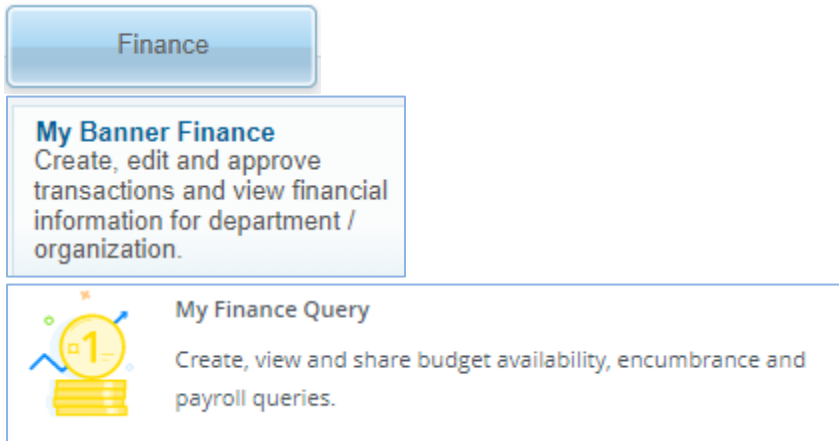
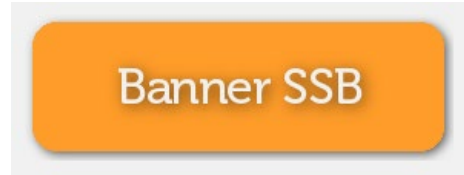
SECTION I: BUDGET QUERIES

SSB Access and Features

SSB Banner provides a complete web tool for budget queries and comparison reports.

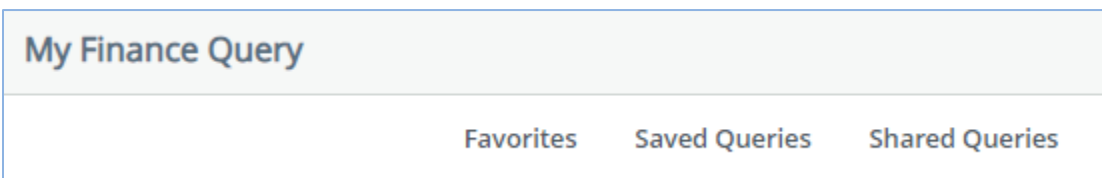
Outstanding Features of SSB include:

- 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
- For additional training visit the training opportunities available on the TESS website: <http://adminfinance.umw.edu/tess/finance-training/training-calendar/>
- Log into Banner SSB and select the Finance tab> My Banner Finance>My Finance Query



My Finance Query

Query has three tabs across the top to organize and share query reports: *Favorites*, *Save Queries* and *Shared Queries*.



- *Save Queries* and *Shared Queries* both belong to you. The only difference is that the Favorites is the default tab and visible upon log in.
- *Shared Queries* are shared across the University and can be viewed by all.
- Once the Query is created, you save it in one of these folders

Budget Status by Organization Hierarchy

New Query

To begin a Query, select *New Query*

Select Query Type:

Budget Status by Organizational Hierarchy

Enter Values for the Query:

- Chart: Defaults to M University of Mary Washington
- Fund: Insert Fund code or insert % for all Funding sources (recommended)
- Account: Leave blank for all, or enter a specific Account code
- Activity: Leave blank or enter an Activity code
- Fund Type: Leave blank or choose a Fund Type
- Commitment Type: All
- Index: Leave blank
- Organization: Enter your Organization code
- Program: Enter your Program code or leave blank to return all
- Location: Leave blank
- Account code type: Leave blank or enter a high level code for expenses, revenue, or personnel, as desired
- Include Revenue Accounts: check mark if your dept receives revenue postings.

The standard selection for all Operating Ledger queries is listed below. *Submit* when all selections are checked.

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

SUBMIT

Query Results:

A submitted Org Hierarchy report will generate the high-level budget balance by revenue, payroll, and expenses and allow for click and drill document views. The sample below shows Operating Ledger values based on the parameter and column heading provided when creating the query.

Query Column Descriptions:

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

Select the Organization code to begin the drill down

Query Results						
Organization	Organization Title	Health	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Available Balance
101000	President's Office Administration	!	\$1,263,854.00	\$733,778.34	\$90,596.55	\$439,479.11

Sample of selecting Organization Code > 70 (expenses) > 71 (operational expenses)

Query Results							
Account	Account Title	Health	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Available Balance	
71000	Budgeted Operational Expenses	✔	\$178,279.00	\$0.00	\$0.00	\$178,279.00	
71214	Postal Services	▲	\$0.00	\$192.09	\$0.00	(\$192.09)	
71215	Printing	▲	\$0.00	\$2,178.03	\$0.00	(\$2,178.03)	
71224	Emp-Training incl reg (NON IT relat	▲	\$0.00	\$853.37	\$0.00	(\$853.37)	
71227	Training-Travel costs (NON IT relat	▲	\$0.00	\$6,215.73	\$0.00	(\$6,215.73)	

Credit Card Transaction Details:

- Credit Card transactions are listed in the Organizational Budget Status Report with a Vendor/Transaction Description of *Bank of America*. Select the document code to view the Invoice.

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
09/28/2022	09/28/2022	10203960 !	Bank of America	\$1,175.00	INNI

- The last four digits of the credit card used for the expense is visible within the Vendor Invoice field.

Vendor Invoice	8919_SEP2022	Vendor	Bank of America (000193915)
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Data Extraction: 

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. Select the down arrow at the top of the page

Multi Year Query

This query option allows review of transactions by month and by Grant name. Use this query along with FGITBAL or the equivalent SharePoint report to view the cash balance. Questions on your grant can be answered by the accounting office.

Enter Values for the Query:

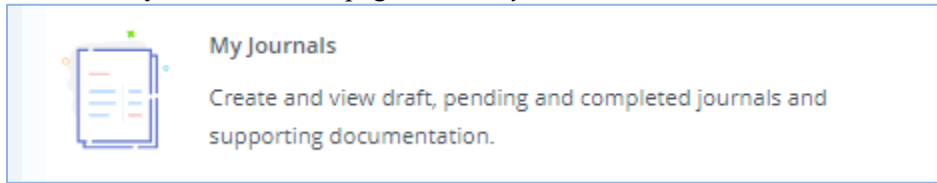
- Chart: Defaults to M University of Mary Washington
- Fund: Insert Fund code for the specific grant
- Organization: Enter your Organization code
- Program: Enter your Program code
- Location: Leave blank
- Account Type: Leave blank
- Index: Leave blank
- Grant: Choose your Grant name from the dropdown
- Account: Leave blank
- Activity: Leave blank
- Fund Type: Leave blank or choose a Fund Type
- Date From and Date To: Enter the month and year for transaction review

Grant Ledger Details:

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

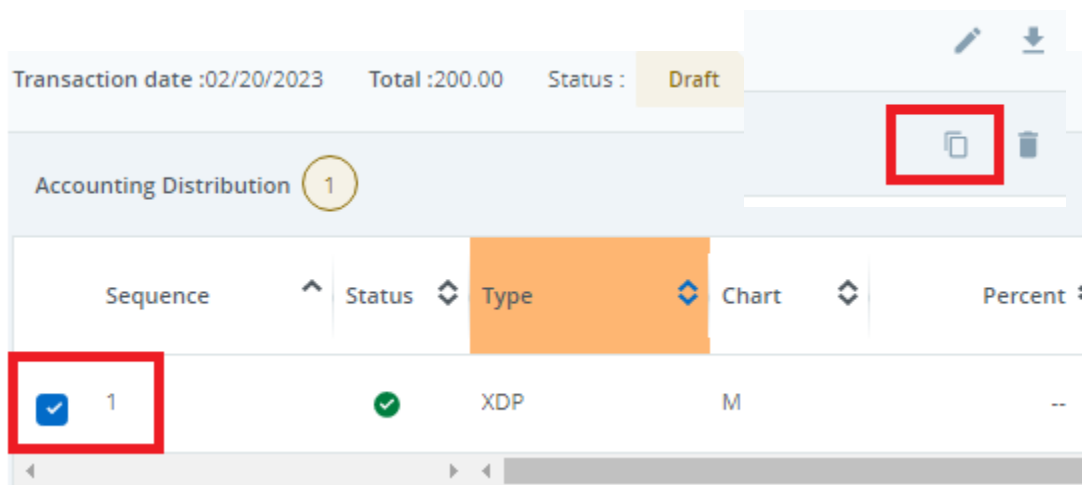
SECTION II: My Journals

From the My Finance Home page, select *My Journals*



Create Journal

1. Select *Create Journal* from the top right of the page.
2. Within the *Create Journal* window, enter the following:
 - Transaction date: usually the current day
 - Distribution Total: This total is the double amount of the transfer. For instance, if you are transferring 100.00, the Distribution Total will be \$200.00
 - Journal Type: **XDP Budget-** One-time transfer
 - Description: enter short description that is meaningful for the entry. This description is visible on the budget query without drill down.
 - Journal Comments-*Public*- enter a comment visible within the document Journal Voucher posting for public use. The Journal Voucher is viewed with the *View Documents* option.
 - Journal Comments- *Private*- enter a comment visible only within the document header for the creator.
 - Select *Create*.
3. Add sequence 1. Within the Add accounting pop up window, enter the following:
 - Fund, Account, Program, and Activity of the FOAPAL to reduce
 - Amount: the amount of the transfer
 - Debit/Credit: choose the – **minus sign**
 - Select *Save*.
4. Copy sequence 1 to create sequence 2.
Click on the Sequence 1 box and use the copy icon to copy to create sequence 2.



In the Add accounting pop up:

- Change FOAPAL as necessary. This is the FOAPAL you are transferring money into.

- Change the Debit/Credit to a + **plus sign**
- Save

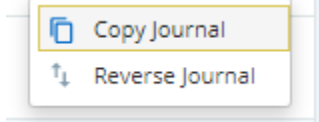
5. Verify the accuracy of the entry. Save as *Draft* or *Submit*

Copy or Reverse Journal Entry

Journal entries can be copied or reversed by use of the ellipsis (3 dots) *More Actions* available at the end of the Journal document



- Open the ellipsis and choose Copy Journal or Reverse Journal



The order will fully copy on the dashboard

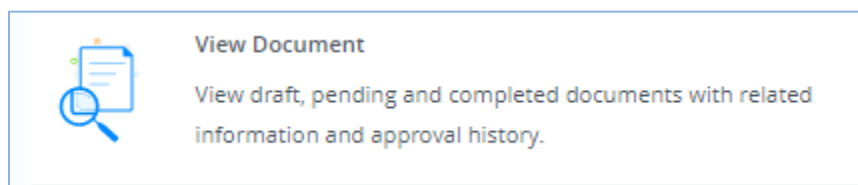
- Click inside the Sequence row to make any changes

✓	XDP	M	--	100.00	- Minus	--	1111	101000	71000	10610
✓	YDP	M	--	100.00	+ Plus	--	1111	101000	71000	10610

- Submit Journal

SECTION III: SSB DOCUMENT VIEWS

From the My Finance home page, select View Document



Open the Document Type dropdown to select the document to review.

- Search for the document number or enter the Document number directly in the Document Number field.
- The Submission field may be left blank.
- Select View Document.