

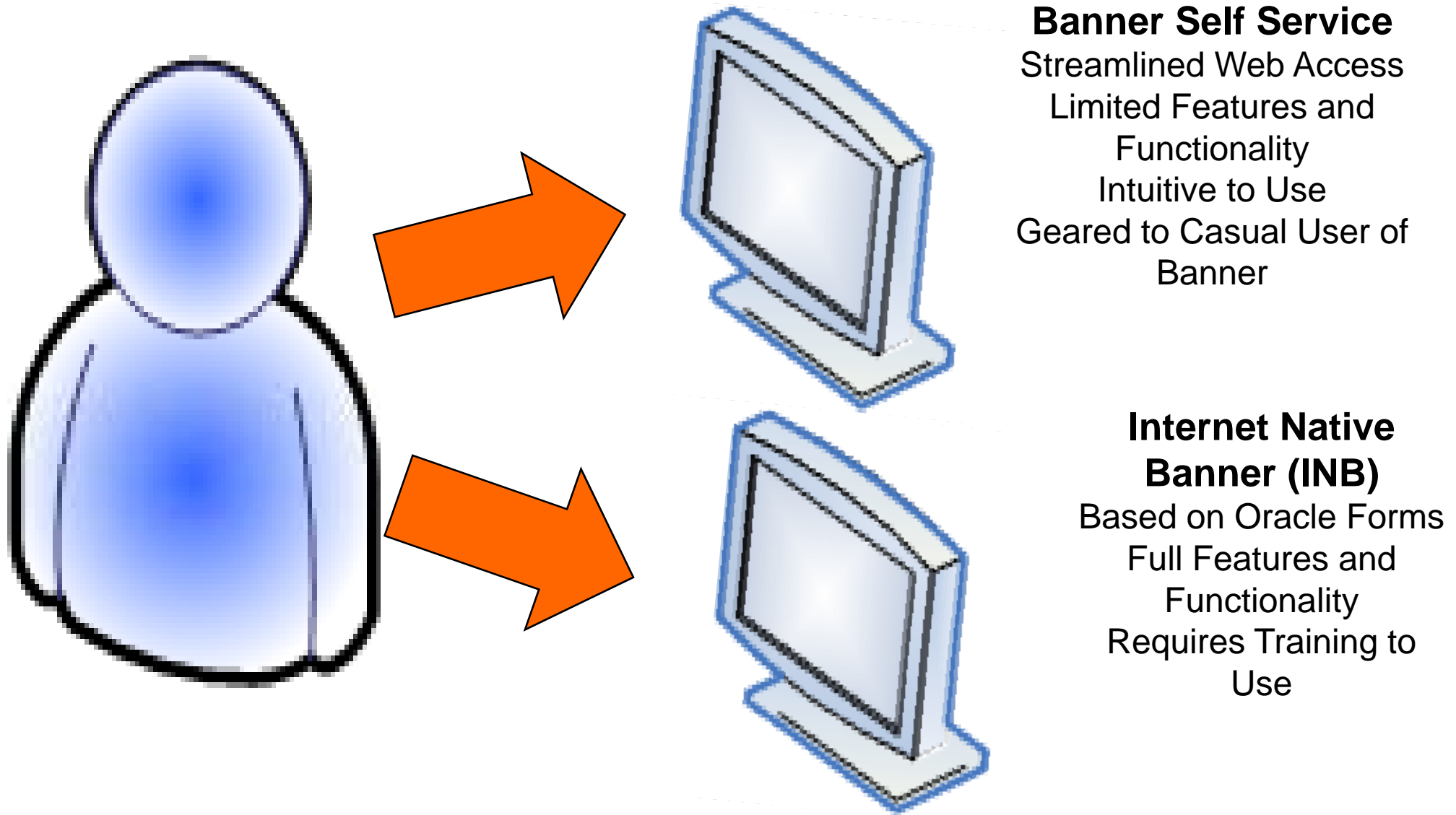
---

# Banner Finance for Departmental Users

## **BANNER FINANCE SELF SERVE**

# Banner Self Serve

---



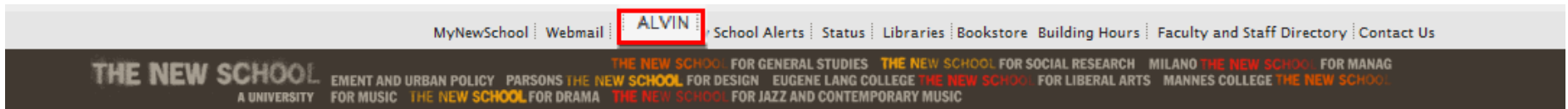
# Self Serve vs. Internet Native Banner (INB)

---

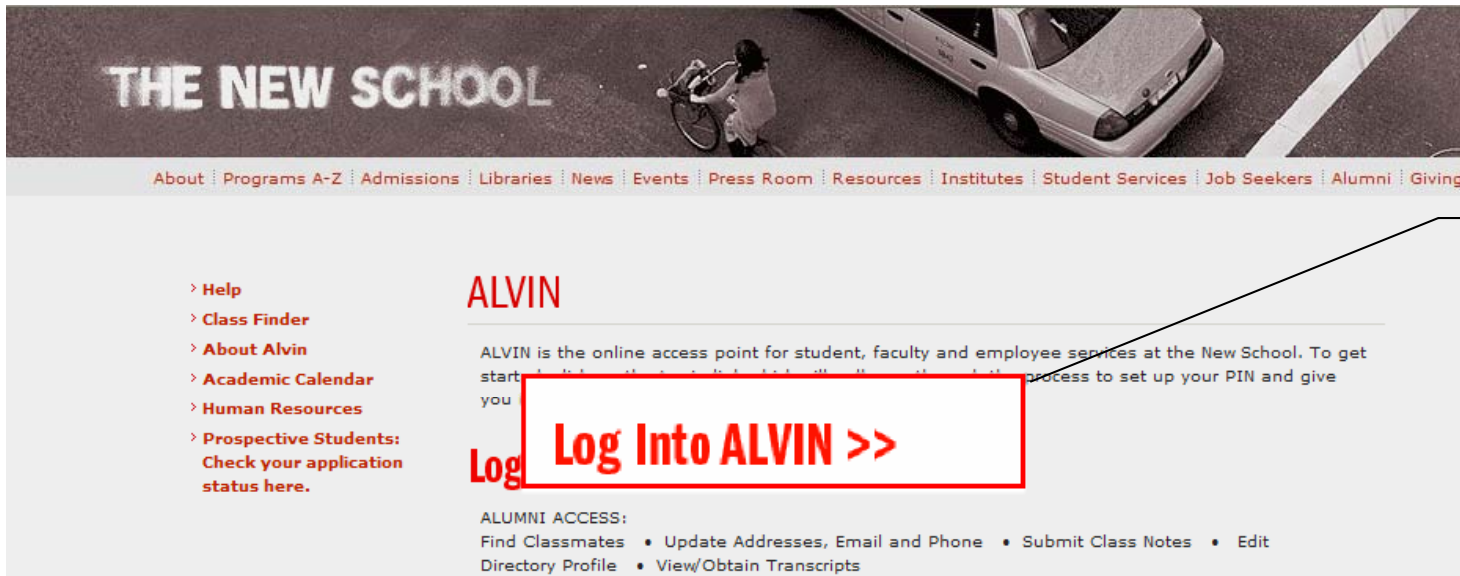
Banner Self Serve vs. Internet Native Banner		
	Self Serve	INB
Departmental Budget Queries	✓	✓
Drill Down to Document Details	✓	✓
Export Data to Excel	✓	✓
View Documents	✓	✓
Verify Vendor Payment	x	✓
Journal Voucher and Encumbrance Query	✓	✓
General Encumbrance Query	✓	✓
Department Reporting	x	✓

# Navigating to Banner Finance Self-Service

- At the bottom of the New School homepage click on the ALVIN link



- This will take you to the ALVIN login page



Click this link to access ALVIN

# Logging in to ALVIN

---

- Enter your ALVIN User ID and PIN. If you do not have one, please follow the instructions on the page

ALVIN LOGIN

[Click here for Help](#)

**Note:** It is a violation of University policy and applicable state and federal law for a user to attempt to gain access to an account for which he or she does not have proper authorization.

**First time users:**

- Enter your 9-character New School ID, beginning with the capital letter "N" in the "User ID" field below.
- Your default PIN is set as your date of birth in the **MMDDYY** format.
- Please note, after you login, your birth-date PIN will be expired and you will be prompted to create a new 6 Digit PIN and set up a security question. You will have to use this newly created PIN the next time you login. If you **Forget your PIN number, enter your User ID and click "Forgot PIN?" below. This will allow you to answer your security question and reset your PIN.**
- When finished, click **Login**.

**Returning Users:**

- Enter your 9-character New School ID, beginning with the capital letter "N" in the "User ID" field below.
- Enter your six digit Personal Identification Number (PIN). If you **Forget your PIN number, enter your User ID and click "Forgot PIN?" below. This will allow you to answer your security question and reset your PIN.**
- When finished, click **Login**.

**User ID:**

**PIN:**

# Accessing Self Service Finance


---



Click the Finance Self-Service tab to open the Finance Forms

# Homepage Self-Service Finance

---

 **SUNGARD** HIGHER EDUCATION

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Finance Self-Service](#) [Employee Services](#)

Search

---

[Budget Queries](#)  
[Encumbrance Query](#)  
[View Document](#)

---

## ***BUDGET QUERY***



# Budget Queries

---

- Query feature provides summary information about departmental spending
  - Original Budget
  - Budget Adjustments
  - Revised Budget
  - Year-to-Date Spending
  - Encumbrances
  - Available Budget Balances
- Drill-down shows transaction details that comprise total amounts

# Budget Queries

Budget Queries

SUNGARD HIGHER EDUCATION

Personal Information Student Services Financial Aid Employee Services

Search  Go

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

**Create a New Query**

Type

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query
- Payroll Expense Detail

**Retrieve Existing Query**

Saved Query

Retrieve Query

Select the drop down to display the queries that are available

# Budget Queries

---

- Four types of queries can be run in self service
  - Budget Status by Account – Budget information is presented by Account
  - Budget Status by Orgn hierarchy – Budget information is presented by Organizational Hierarchy
  - Budget Quick Query – Web version of the FGIBDST (Budget Status) form in Banner
  - Payroll Expense Detail – View payroll distribution data *(User must have access to payroll for this functionality)*

# Budget Queries

Budget Queries

SUNGARD HIGHER EDUCATION

Personal Information Student Services Financial Aid Employee Services

Search

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input type="checkbox"/> Available Balance

Save Query as:

☐ Shared

RELEASE: 8.3

Adopted Budget = Original Budget

Budget Adjustment = Temporary and Permanent Adjustments

Adjusted Budget = Calculated column : Adopted + Adjustments

Accounted Budget = Adopted + Adjustments with Drill Down Capability

Year to Date = Expenses Posted to Date

Encumbrances = Purchase Orders + General Encumbrances

Reservations = Requisitions


Commitments = Encumbrances & Reservations

Available Balance = Calculated column Accounted Budget - Year to Date - Encumbrances

# Budget Query Parameters

Personal Information Student Services Financial Aid **Finance Self-Service** Employee Services

Search

 For a Budget Query to be successful, a user with Fund Organization query access must enter a valid Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

 To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required

Fiscal year:	2011	Fiscal period:	08
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	1	Index	
Fund	11000	Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			
<input type="checkbox"/> Include Revenue Accounts			
Save Query as: <input type="text"/>			
<input type="checkbox"/> Shared			
<input type="button" value="Submit Query"/>			

Users can perform a Year over Year comparison

*If you are not sure how fiscal periods or years work see Appendix*

FOAP Parameters can be entered directly or a search can be performed by clicking on the appropriate element

Queries can be saved for future use or shared with all users. See section "SAVING A BUDGET QUERY"

- The parameters screen is the same for budget Query by Account and Organizational Hierarchy
- Grant information is presented as Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date
- All of the budget queries (except the payroll query) allow for selecting which columns of information to display

---

## ***BUDGET QUERY BY ACCOUNT***

# Budget Query by Account Results

## Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund	11000 Current Unrestricted/Operating	Program	All
Organization		Activity	All
Account	All	Location	All

## Query Results

Account	Account Title	FY11/PD08 Adopted Budget	FY11/PD08 Budget Adjustment	FY11/PD08 Accounted Budget	FY11/PD08 Year to Date
<a href="#">60000</a>	Administrative salaries	1,105,136.00	10,838.00	1,105,136.00	730,095.63
<a href="#">60620</a>	Full time clerical wages union	140,810.00	0.00	140,810.00	86,417.08
<a href="#">60630</a>	Clerical wages overtime	11,960.00	0.00	11,960.00	255.85
<a href="#">63620</a>	Miscellaneous non-teaching wages	21,540.00	0.00	21,540.00	2,352.00
<a href="#">68870</a>	Staff benefits and tax distribution	438,634.00	3,847.00	438,634.00	287,587.83
70000	Academic supplies	0.00	0.00	0.00	163.90
70010	Computer supplies excldng software	4,120.00	0.00	4,120.00	3,595.63
70020	Office supplies	16,652.00	0.00	16,652.00	7,544.40
70200	Computer hardware > \$1000	1,865.00	0.00	1,865.00	0.00
70201	Computer hardware < \$1000	0.00	0.00	0.00	633.37
70210	Computer hardware maintenance	0.00	0.00	0.00	0.00
70220	Computer software	0.00	0.00	0.00	4,681.50
70230	Computer software maintenance	906.00	0.00	906.00	224.94
70231	Internet service fees	1,550.00	0.00	1,550.00	584.51
70620	Delivery and mail services	2,060.00	0.00	2,060.00	106.00
Screen total		1,745,233.00	14,685.00	1,745,233.00	1,124,242.64
Running total		1,745,233.00	14,685.00	1,745,233.00	1,124,242.64
Report Total (of all records)		2,190,058.00	( 308,355.00)	2,190,058.00	1,269,288.27

Drill-through provides the ability to see transaction detail. Any amount that is displayed in blue is a drill-through link

---

## ***BUDGET QUERY BY ACCOUNT DRILL THROUGH***



# *Drill Through Flow*

---

Step 1:  
Summary Document Listing

Step 2:  
Detail Transaction Report

Step 3:  
View Document



# Summary Document Listing: Drill Through Step 1

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts:	1 The New School	Commitment Type:	All
Fund:	11000 Current Unrestricted/Operating	Program:	All
Organization:		Activity:	All
Account:	70020 Office supplies	Location:	All

Drill-through results show all transactions that have been posted to this FOAP combination.

## Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Feb 11, 2011	Feb 14, 2011	<a href="#">J0027453</a>	Laura A Cosgrove CK256 1.9.11	( 32.91)	SC16
Feb 22, 2011	Feb 23, 2011	<a href="#">I0246148</a>	W.B. Mason Co Inc	567.65	INNI
Feb 23, 2011	Feb 23, 2011	<a href="#">I0246148</a>	W.B. Mason Co Inc	( 567.65)	ICNI
Feb 22, 2011	Feb 23, 2011	<a href="#">I0246148</a>	W.B. Mason Co Inc	567.65	INNI
Jan 24, 2011	Jan 24, 2011	<a href="#">I0243869</a>	W.B. Mason Co Inc	302.46	INNI
Jan 11, 2011	Jan 11, 2011	<a href="#">I0242803</a>	Office Depot, Inc.	124.58	INNI
Dec 09, 2010	Dec 09, 2010	<a href="#">I0240564</a>	Office Depot, Inc.	( 272.33)	INNI
Nov 24, 2010	Nov 24, 2010	<a href="#">I0239748</a>	Royal Automation Supplies Corp.	586.25	INNI
Nov 23, 2010	Nov 23, 2010	<a href="#">I0239643</a>	Moore Wallace North America, Inc.	132.49	ADEI
Nov 23, 2010	Nov 23, 2010	<a href="#">I0239643</a>	Moore Wallace North America, Inc.	1,512.00	INEI
Nov 19, 2010	Nov 19, 2010	<a href="#">I0239395</a>	Office Depot, Inc.	395.86	INNI
Oct 19, 2010	Oct 19, 2010	<a href="#">I0236648</a>	Royal Automation Supplies Corp.	528.00	INNI
Oct 08, 2010	Oct 08, 2010	<a href="#">I0236025</a>	Office Depot, Inc.	276.27	INNI
Sep 10, 2010	Sep 10, 2010	<a href="#">I0233980</a>	Office Depot, Inc.	1,140.07	INNI
Aug 24, 2010	Aug 24, 2010	<a href="#">I0233011</a>	Time Record Storage Co.	157.50	INNI
Screen Total:				5,417.89	
Running Total:				5,417.89	
Report Total (of all records):				7,544.40	

Each document is posted using rule codes. See the section "RULE CODE DEFINITIONS" pg.74 for the top rules codes or visit our website for a complete listing of Banner Rule Codes

Available Budget Balance: 8,720.40

[Next 15>](#)

Budget availability is shown for the specific FOAP combination of the query

Further drill -through to transaction detail is available by clicking on the document Code links. Transaction detail will show the following:

- Complete FOAP & Amount
- Other documents associated with document selected

# Detail Transaction Report: Drill Through Step 2

## Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	<a href="#">10239643</a>	Description:	Moore Wallace North America, Inc.
Transaction Date:	23-Nov-2010		

All document codes that are shown in blue are live links to further detail. Clicking on them will display the original document that created the transaction being displayed.

## Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
1	11000	74300	70020	6001			132.49	ADEI
1	11000	74300	70020	6001			1,512.00	INEI

Save Query as:

☐ Shared

Another Query

Transaction detail reports provides the detailed accounting of the transaction as well as providing insight into any other associated documents and their status.

## Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Nov 29, 2010	Check Disbursement	D0160603	Final Reconciliation
Nov 02, 2010	Purchase Order	<a href="#">P0027985</a>	Approved

# View Document: Drill Through Step 3

## View Document

### Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0239643	1	P0027985	Nov 04, 2010	Nov 23, 2010	Nov 29, 2010	1,644.49
Complete:	Y	Approved:	Y	Vendor Inv	857893723	
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					
Vendor:	N00215921	Moore Wallace North America, Inc.				
	PO Box 13663					
	Newark, NJ 07188-3663					
Collects Tax:	Collects No Taxes					
Discount Code:						
Currency:						

### Invoice Commodities

Vendor Invoice: 857893723		Vendor Inv Item 1							
Item	Commodity	Description							
1	Blank Check Stock, CG14EZ, Blue TA Security								
	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
	1	BOX				F		N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	18	18	18	18				
	Unit Price	84	84	84	84				
	Amount	1,512.00	1,512.00	1,512.00	1,512.00	0.00	132.49	0.00	1,644.49
Total of all Commodities		1,644.49							

### Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	Bank	NSFSusp	NSFOvr			Approved	Disc	Tax	Addl	Net
1	1	11		11000	74300	70020	6001			
	21	N	N			1,512.00	0.00	0.00	132.49	1,044.49
Total of displayed sequences: 1,644.49										

### Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Nov 02, 2010	Purchase Order	P0027985	Approved
Nov 29, 2010	Check Disbursement	D0160603	Final Reconciliation

The View document screen will provide information from the original document that was entered into banner such as :

- Invoice
- Purchase Order
- Journal entry

---

# ***BUDGET QUERY BY ORGANIZATIONAL HIERARCHY***

# Budget Query by Organizational Hierarchy Results

Personal Information Student Services Financial Aid **Finance Self-Service** Employee Services

Search

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate making selections from the Compute Additional Columns pull down lists.

## Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund	11000 Current Unrestricted/Operating	Program	All
Organization		Activity	All
Account	All	Location	All

## Query Results

Organization	Organization Title	FY11/PD08 Adopted Budget	FY11/PD08 Budget Adjustment	FY11/PD08 Accounted Budget	FY11/PD08 Year to Date	FY11/PD08 Encumbrances
		2,190,058.00	( 308,355.00)	2,190,058.00	1,269,288.27	4,114.20
		2,190,058.00	( 308,355.00)	2,190,058.00	1,269,288.27	4,114.20

Download All Ledger Columns

Download Selected Ledger Columns

Drill-through starts with the Organization code

# Exercise #1

---

- Perform a Budget Query
  - Select Type: Budget Status by Account
  - Select the following columns:
    - Adopted Budget
    - Budget Adjustments
    - Accounted Budget
    - Year to Date
    - Encumbrances
    - Available Balance
- Select the proper Fiscal Year, Period and Index

---

# ***BUDGET QUERY BY ORGANIZATIONAL HIERARCHY DRILL THROUGH***



# Drill Through Flow

---

Step 1:

Organization Budget Status Report by Banner Account Type 1



Step 2:

Organization Budget Status Report by Banner Account Type 2



Step 3:

Organization Budget Status Report by Banner Account



Step 4:

Summary Document Listing



Step 5:

Detail Transaction Report



Step 6:

View Document

# Budget Query by Organizational Hierarchy

## Results: Drill Through Step 1

### Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund	11000 Current Unrestricted/Operating	Program	All
Organization		Activity	All
Account	All	Location	All

### Query Results

Account Type	Account Type Title	FY11/PD08 Adopted Budget	FY11/PD08 Budget Adjustment	FY11/PD08 Accounted Budget	FY11/PD08 Year to Date	FY11/PD08 Encumbrances
50	Revenue					
60	Salaries, wages and benefits	1,718,080.00	14,685.00	1,718,080.00	1,106,708.39	0.00
70	Expenditures: non-salary	471,978.00	( 323,040.00)	471,978.00	162,579.88	4,114.20
80	Transfers					
74300 Rollup		2,190,058.00	( 308,355.00)	2,190,058.00	1,269,288.27	4,114.20

Download All Ledger Columns

Download Selected Ledger Columns

Drill-Through Banner Account Type 1

# Budget Query by Organizational Hierarchy

## Results: Drill Through Step 2

### Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund	11000 Current Unrestricted/Operating	Program	All
Organization	74300 Accounting and Accounts Payable	Activity	All
Account	All	Location	All

### Query Results

Account Type	Account Type Title	FY11/PD08 Adopted Budget	FY11/PD08 Budget Adjustment	FY11/PD08 Accounted Budget	FY11/PD08 Year to Date	FY11/PD08 Encumbrances
7A	Expenditures: non-salary	471,978.00	( 323,040.00)	471,978.00	162,579.88	4,114.20
70 Rollup		471,978.00	( 323,040.00)	471,978.00	162,579.88	4,114.20

[Download All Ledger Columns](#)
[Download Selected Ledger Columns](#)

Drill-Through Banner Account Type 2

# Budget Query by Organizational Hierarchy

## Results: Drill Through Step 3

### Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund	11000 Current Unrestricted/Operating	Program	All
Organization		Activity	All
Account	All	Location	All
Account Type	7A Expenditures: non-salary		

### Query Results

Account	Account Title	FY11/PD08 Adopted Budget	FY11/PD08 Budget Adjustment	FY11/PD08 Accounted Budget	FY11/PD08 Year to Date	FY11/PD08 Encumbrances
70000	Academic supplies	0.00	0.00	0.00	163.90	0.00
70010	Computer supplies exclng software	4,120.00	0.00	4,120.00	3,595.63	0.00
70020	Office supplies	16,652.00	0.00	16,652.00	7,544.40	387.20
70200	Computer hardware > \$1000	1,865.00	0.00	1,865.00	0.00	0.00
70201	Computer hardware < \$1000	0.00	0.00	0.00	633.37	1,112.00
70210	Computer hardware maintenance	0.00	0.00	0.00	0.00	532.00
70220	Computer software	0.00	0.00	0.00	4,681.50	280.00
70230	Computer software maintenance	906.00	0.00	906.00	224.94	0.00
70231	Internet service fees	1,550.00	0.00	1,550.00	584.51	0.00
70620	Delivery and mail services	2,060.00	0.00	2,060.00	106.00	0.00
70630	Postage (1st class int'l & other)	12,360.00	0.00	12,360.00	9,747.21	0.00
70810	Telephone equipment	0.00	0.00	0.00	0.00	0.00
70830	Cellular telephone equipment	0.00	0.00	0.00	50.94	0.00
70840	Cellular telephone usage	5,780.00	0.00	5,780.00	2,565.58	0.00
71400	Cart trash removal service contract	0.00	0.00	0.00	90.00	0.00
Screen total		45,293.00	0.00	45,293.00	29,987.98	2,311.20
Running total		45,293.00	0.00	45,293.00	29,987.98	2,311.20
Report Total (of all records)		471,978.00	( 323,040.00)	471,978.00	162,579.88	4,114.20

Drill-Through any account listed by selecting any of blue values

# Summary Document Listing: Drill Through Step 4

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts:	1 The New School	Commitment Type:	All
Fund:	11000 Current Unrestricted/Operating	Program:	All
Organization:		Activity:	All
Account:	70020 Office supplies	Location:	All

## Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Feb 11, 2011	Feb 14, 2011	<a href="#">I0027453</a>	Laura A Cosgrove CK256 1.9.11	( 32.91)	SC16
Feb 22, 2011	Feb 23, 2011	<a href="#">I0246148</a>	W.B. Mason Co Inc	567.65	INNI
Feb 23, 2011	Feb 23, 2011	<a href="#">I0246148</a>	W.B. Mason Co Inc	( 567.65)	ICNI
Feb 22, 2011	Feb 23, 2011	<a href="#">I0246148</a>	W.B. Mason Co Inc	567.65	INNI
Jan 24, 2011	Jan 24, 2011	<a href="#">I0243869</a>	W.B. Mason Co Inc	302.46	INNI
Jan 11, 2011	Jan 11, 2011	<a href="#">I0242803</a>	Office Depot, Inc.	124.58	INNI
Dec 09, 2010	Dec 09, 2010	<a href="#">I0240564</a>	Office Depot, Inc.	( 272.33)	INNI
Nov 24, 2010	Nov 24, 2010	<a href="#">I0239748</a>	Royal Automation Supplies Corp.	586.25	INNI
Nov 23, 2010	Nov 23, 2010	<a href="#">I0239643</a>	Moore Wallace North America, Inc.	132.49	ADEI
Nov 23, 2010	Nov 23, 2010	<a href="#">I0239643</a>	Moore Wallace North America, Inc.	1,512.00	INEI
Nov 19, 2010	Nov 19, 2010	<a href="#">I0239395</a>	Office Depot, Inc.	395.86	INNI
Oct 19, 2010	Oct 19, 2010	<a href="#">I0236648</a>	Royal Automation Supplies Corp.	528.00	INNI
Oct 08, 2010	Oct 08, 2010	<a href="#">I0236025</a>	Office Depot, Inc.	276.27	INNI
Sep 10, 2010	Sep 10, 2010	<a href="#">I0233980</a>	Office Depot, Inc.	1,140.07	INNI
Aug 24, 2010	Aug 24, 2010	<a href="#">I0233011</a>	Time Record Storage Co.	157.50	INNI
Screen Total:				5,417.89	
Running Total:				5,417.89	
Report Total (of all records):				7,544.40	

Available Budget Balance: 8,720.40

[Next 15>](#)

Drill-Through results show all transactions that have been posted to this FOAP combination.

Each document is posted using rule codes. See the section "RULE CODE DEFINITIONS" pg.74

Budget availability is shown for the specific FOAP combination of the query

Further drill through to transaction detail is available by clicking on the document Code links. Transaction detail will show the following:

- Complete FOAP & Amount
- Other documents associated with document selected

# Detail Transaction Report: Drill Through Step 5

## Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	10239643	Description:	Moore Wallace North America, Inc.
Transaction Date:	23-Nov-2010		

All document codes that are shown in blue are live links to further detail. Clicking on them will display the original document that created the transaction being displayed.

## Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
1	11000	74300	70020	6001			132.49	ADEI
1	11000	74300	70020	6001			1,512.00	INEI

Save Query as:

☐ Shared

Another Query

Transaction detail reports provides the detailed accounting of the transaction as well as providing insight into any other associated documents and their status.

## Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Nov 29, 2010	Check Disbursement	D0160603	Final Reconciliation
Nov 02, 2010	Purchase Order	P0027985	Approved

# View Document: Drill Through Step 6

## View Document

### Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0239643	1	P0027985	Nov 04, 2010	Nov 23, 2010	Nov 29, 2010	1,644.49
Complete:	Y	Approved:	Y	Vendor Inv	857893723	
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					
Vendor:	N00215921	Moore Wallace North America, Inc.				
	PO Box 13663					
	Newark, NJ 07188-3663					
Collects Tax:	Collects No Taxes					
Discount Code:						
Currency:						

### Invoice Commodities

Vendor Invoice: 857893723		Vendor Inv Item 1							
Item	Commodity	Description							
1	Blank Check Stock, CG14EZ, Blue TA Security								
	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
	1	BOX				F		N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	18	18	18	18				
	Unit Price	84	84	84	84				
	Amount	1,512.00	1,512.00	1,512.00	1,512.00	0.00	132.49	0.00	1,644.49
Total of all Commodities		1,644.49							

### Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	Bank	NSFSusp	NSFOvr	Approved	Disc	Tax	Addl	Net		
1	1	11		11000	74300	70020	6001			
	21	N	N		1,512.00	0.00	0.00	132.49		1,044.49
Total of displayed sequences: 1,644.49										

### Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Nov 02, 2010	Purchase Order	P0027985	Approved
Nov 29, 2010	Check Disbursement	D0160603	Final Reconciliation

The View document screen will provide information from the original document that was entered into banner such as:

- Invoice
- Purchase Order
- Journal entry

## Exercise #2

---

- Perform a Budget Query Drill-Through
  - From the Query Results that you executed in Exercise #1, click on an amount field to perform the drill-through



---

## ***SAVING A BUDGET QUERY***

# *Saving Queries*

---

- Self Service Finance Allows Users to Create and Save Their Own Queries
- There are two types of queries:
  - Personal – these queries are only visible by user that created queries
  - Shared – these queries are visible to all self service finance users

# Updating Saved Queries

---



- Saved queries can be overwritten, there is no write protection on saved queries
- Once a query is saved it **CAN NOT** be deleted by end users
- Contact the Financial Systems Office to have a query removed from the drop-down menu

# Selecting a Saved Query

**SUNGARD HIGHER EDUCATION**

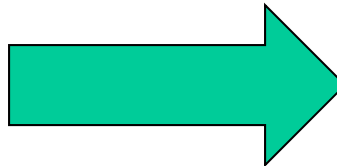
**Personal Information** **Student Services** **Financial Aid** **Employee Services** **Self-Service Finance**

Search

**Create a New Query**  
Type

**Retrieve Existing Query**  
Saved Query

From the budget query home page select one of the saved queries from the drop down menu. All saved queries (personal and shared) are displayed in the dropdown



Click the "Retrieve Query" button after selection has been made

# Running a Saved Query

The screenshot shows the SUNGARD HIGHER EDUCATION interface. At the top, there is a navigation bar with tabs for Personal Information, Student Services, Financial Aid, Employee Services, and Self-Service Finance. Below the navigation bar is a search bar with a "Go" button. The main content area displays a message: "Template Standard Query by Account (Shared) retrieved." Below this message is a section titled "Select the Operating Ledger Data columns to display on the report." which contains a table of checkboxes for various data columns. The "Save Query as:" section is also visible, with a "Shared" checkbox and a "Continue" button. A red box highlights the "Continue" button.

**SUNGARD HIGHER EDUCATION**

Personal Information Student Services Financial Aid Employee Services Self-Service Finance

Search  Go

☒ Template Standard Query by Account (Shared) retrieved.

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Continue

A saved query has data columns pre-selected, just click the continue button to advance to the next page

# Running a Saved Query



Personal Information Student Services Financial Aid Employee Services **Self-Service Finance**

Search

☒ Template Standard Query by Account (Shared) retrieved.

For a Budget Query to be successful, a user with Fund Organization query access must enter a value Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required

Fiscal year:	2012	Fiscal period:	07
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	1	Index	
Fund	11000	Activity	
Organization	74300	Location	
Grant		Fund Type	
Account		Account Type	
Program			

☒ Include Revenue Accounts

Save Query as:

☐ Shared

A saved query will be marked accordingly


Saved queries can be run with parameters that are shown or the parameters maybe updated.

---

***EXPORT TO EXCEL***

# Exporting Data to Excel

## ➤ You can export data from a Budget Query

 **SUNGARD** HIGHER EDUCATION

Personal Information Student Services Financial Aid Employee Services **Self-Service Finance**

Search

MENU SITE MAP HELP EXIT

**i** For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

**i** To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

<b>Fiscal year:</b>	2011	<b>Fiscal period:</b>	07
<b>Comparison Fiscal year:</b>	None	<b>Comparison Fiscal period:</b>	None
<b>Commitment Type:</b>	All		
Chart of Accounts	1	Index	
Fund	11000	Activity	
Organization	74300	Location	
Grant		Fund Type	
Account	7%	Account type	
Program			

☒ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Notice the use of the wildcard % sign to capture only the expense accounts



# Exporting Data to Excel

Organization Budget Status Report			
By Account			
Period Ending Jan 31, 2011			
As of Jul 19, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund	11000 Current Unrestricted/Operating	Program	All
Organization	74300 Accounting and Accounts Payable	Activity	All
Account	7%	Location	All

## Query Results

Account	Account Title	FY11/PD07 Adopted Budget	FY11/PD07 Budget Adjustment	FY11/PD07 Accounted Budget	FY11/PD07 Year to Date	FY11/PD07 Available Balance
70000	Academic supplies	0.00	0.00	0.00	163.90	( 163.90)
70010	Computer supplies excldng software	4,120.00	0.00	4,120.00	2,505.66	1,614.34
70020	Office supplies	16,652.00	0.00	16,652.00	6,835.80	9,816.20
70200	Computer hardware > \$1000	1,865.00	0.00	1,865.00	0.00	1,865.00
70201	Computer hardware < \$1000	0.00	0.00	0.00	226.93	( 226.93)
70210	Computer hardware maintenance	0.00	0.00	0.00	0.00	( 532.00)
70220	Computer software	0.00	0.00	0.00	4,681.50	( 4,961.50)
70230	Computer software maintenance	906.00	0.00	906.00	224.94	681.06
70231	Internet service fees	1,550.00	0.00	1,550.00	539.53	1,010.47
70620	Delivery and mail services	2,060.00	0.00	2,060.00	98.00	1,962.00
70630	Postage (1st class int'l & other)	12,360.00	0.00	12,360.00	8,876.06	3,483.94
70810	Telephone equipment	0.00	0.00	0.00	0.00	0.00
70830	Cellular telephone equipment	0.00	0.00	0.00	50.94	( 50.94)
70840	Cellular telephone usage	5,780.00	0.00	5,780.00	2,188.21	3,591.79
71400	Cart trash removal service contract	0.00	0.00	0.00	90.00	( 90.00)
Screen total		( 45,293.00)	0.00	( 45,293.00)	( 26,481.47)	
Running total		( 45,293.00)	0.00	( 45,293.00)	( 26,481.47)	
Report Total (of all records)		( 471,978.00)	0.00	( 471,978.00)	( 138,611.35)	

Next 15>

Download All Ledger Columns

Download Selected Ledger Columns

Payroll Expense Detail

DOWNLOAD ALL LEDGER COLUMNS - will export all columns that including those that were not selected in the original query

DOWNLOAD SELECTED LEDGER COLUMNS - will export only the columns that appear on the current

page

# Exporting Data to Excel

Organization Budget Status Report

By Account

Period Ending Jan 31, 2011

As of Jul 19, 2011

Hint: Be sure to rename the file –  
File, Save As, and watch your file path...

Chart of1 The New School

Fund11000 Current Unrestricted/Operating

Organiz74300 Accounting and Accounts Payable

Account7%

ProgramAll

ActivityAll

LocatioAll

CommitAll

chart	Fund Type2	Fund Type2 Title	Fund Type	Fund Type	Fund	Fund Title	Organization	Organization Title	Account	Account Title	Account Type2	Account Type2 Title	Account Type	Account Type Title	Program	Program Title	Fiscal Year	Fiscal period	Adopted Budget	Budget Adjustment	Accounted Budget	Year to Date	Available Balance
1	11	Current Unrestrict	10	Unrestrict	11000	Current Unre	74300	Accounting and	70000	Academic suppli	7A	Expenditures: non-salary	70	Expenditures: non-salary			2011	7	0	0	0	163.9	-163.9
1	11	Current Unrestrict	10	Unrestrict	11000	Current Unre	74300	Accounting and	70010	Computer suppli	7A	Expenditures: non-salary	70	Expenditures: non-salary			2011	7	4120	0	4120	2505.66	1614.34
1	11	Current Unrestrict	10	Unrestrict	11000	Current Unre	74300	Accounting and	70020	Office supplies	7A	Expenditures: non-salary	70	Expenditures: non-salary			2011	7	16652	0	16652	6835.8	9816.2
1	11	Current Unrestrict	10	Unrestrict	11000	Current Unre	74300	Accounting and	70200	Computer hardw	7A	Expenditures: non-salary	70	Expenditures: non-salary			2011	7	1865	0	1865	0	1865
1	11	Current Unrestrict	10	Unrestrict	11000	Current Unre	74300	Accounting and	70201	Computer hardw	7A	Expenditures: non-salary	70	Expenditures: non-salary			2011	7	0	0	0	226.93	-226.93

Hint: Be sure to rename the file –  
File, Save As, and watch your file path...

## Exercise #3

---

### ➤ Excel Export

- Use the Browser BACK button to navigate back to the Query Results Page
- Click the Download button
- At the Open With Prompt, confirm Excel is displayed and click OK
- Excel will automatically open a workbook with the information you selected

---

## ***PAYROLL EXPENSE QUERY***

# Payroll Expense Query

---

- Users that have access to payroll information in Banner will be able to view that information through Finance Self Service
- There are 2 routes to viewing payroll information
  - Begin with a standard budget query and drill through the salary accounts
  - Create a Payroll Expense Detail query

# Payroll Detail Through Budget Query

**i** For a Budget Query to be successful, a user with Fund Organization query access must Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Dat

**i** To perform a comparison query select a Comparison Fiscal Year and Period in addition to

<b>Fiscal year:</b>	2011 ▾	<b>Fiscal period:</b>	08 ▾
<b>Comparison Fiscal year:</b>	None ▾	<b>Comparison Fiscal period:</b>	None ▾
<b>Commitment Type:</b>	All ▾		
Chart of Accounts	1	Index	
Fund	11000	Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			
<input type="checkbox"/> <b>Include Revenue Accounts</b>			
<b>Save Query as:</b> <input type="text"/>			
<input type="checkbox"/> <b>Shared</b>			
<input type="button" value="Submit Query"/>			

Payroll and payroll detail can be viewed by starting with any of the queries of the standard budget queries

---

## ***PAYROLL DETAIL BY BUDGET QUERY DRILL THROUGH***

# Payroll Detail Through Budget Query

## Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund	11000 Current Unrestricted/Operating	Program	All
Organization		Activity	All
Account	All	Location	All

## Query Results

Account	Account Title	FY11/PD08 Adopted Budget	FY11/PD08 Budget Adjustment	FY11/PD08 Accounted Budget	FY11/PD08 Year to Date	FY11/PD08 Encumbrances	FY11/PD08 Available Balance
60000	Administrative salaries	250,000.00	( 250,000.00)	250,000.00	0.00	0.00	0.00
60300	Full time faculty	133,255.00	( 133,255.00)	133,255.00	85,156.82	0.00	( 85,156.82)
63615	Miscellaneous faculty compensation	101,200.00	0.00	101,200.00	166,266.05	0.00	( 65,066.05)
68870	Staff benefits and tax distribution	171,982.00	( 136,056.00)	171,982.00	25,506.96	0.00	10,419.04
70200	Computer hardware > \$1000	0.00	0.00	0.00	1,418.88	0.00	( 1,418.88)
70201	Computer hardware < \$1000	0.00	0.00	0.00	1,221.87	0.00	( 1,221.87)
70620	Delivery and mail services	0.00	0.00	0.00	13.00	0.00	( 13.00)
70630	Postage (1st class int'l & other)	0.00	0.00	0.00	8.00	0.00	( 8.00)
72110	Space rental	47,100.00	( 43,266.00)	47,100.00	0.00	0.00	3,834.00
73000	Travel	0.00	0.00	0.00	( 1,005.15)	0.00	1,005.15
73001	Lodging	0.00	0.00	0.00	4,317.95	0.00	( 4,317.95)
73002	Meals & entertainment	0.00	0.00	0.00	( 45.43)	0.00	45.43
73500	Catering	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
73900	Dues and memberships	225,000.00	( 225,000.00)	225,000.00	140,510.00	0.00	( 140,510.00)
76700	Equipment and furniture < \$1000	0.00	0.00	0.00	556.73	0.00	( 556.73)
Screen total		931,537.00	( 787,577.00)	931,537.00	423,925.68	0.00	( 279,965.68)
Running total		931,537.00	( 787,577.00)	931,537.00	423,925.68	0.00	( 279,965.68)
Report Total (of all records)		7,836,938.00	( 7,692,978.00)	7,836,938.00	3,948,186.19	0.00	( 3,804,226.19)


➤ Clicking on Account will immediately display all the associated payroll detail for the account

➤ There is no further drill through when selecting account



# Payroll Detail Through Budget Query: Drill Through by Account Results

## Payroll Expense Detail

 Select the Download option to download Payroll Expense data to a Microsoft Excel spreadsheet.

### Report Parameters

Chart of Accounts	1 The New School
Fund	11000 Current Unrestricted/Operating
Organization	
Program	All
Activity	All
Account	60000 Administrative salaries
Location	All
From Date	Jul 01, 2010
To Date	Feb 28, 2011

### Query Results

Account	Account Title	Employee	Last Name	Position	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit
60000	Administrative salaries				Jul 02, 2010	F0020070	HGRX	100	14	2,000.00	Debit
60000	Administrative salaries				Jul 16, 2010	F0020172	HGRX	100	70	10,000.00	Debit
60000	Administrative salaries				Jul 30, 2010	F0020294	HGRX	100	70	10,000.00	Debit
60000	Administrative salaries				Sep 10, 2010	F0020581	HGRX	100	-70	( 10,000.00)	Credit
60000	Administrative salaries				Aug 27, 2010	F0020472	HGRX	100	-70	( 10,000.00)	Credit
60000	Administrative salaries				Aug 27, 2010	F0020470	HGRX	100	-14	( 2,000.00)	Credit
60000	Administrative salaries				Aug 27, 2010	F0020471	HGRX	100	-70	( 10,000.00)	Credit
60000	Administrative salaries				Aug 13, 2010	F0020390	HGRX	100	70	10,000.00	Debit
Report Total (of all records)									0	0.00	

# Payroll Detail Through Budget Query:

## Drill Through by Dollar Amount Step 1

### Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund	11000 Current Unrestricted/Operating	Program	All
Organization		Activity	All
Account	All	Location	All

### Query Results

Account	Account Title	FY11/PD08 Adopted Budget	FY11/PD08 Budget Adjustment	FY11/PD08 Accounted Budget	FY11/PD08 Year to Date	FY11/PD08 Encumbrances	FY11/PD08 Available Balance
60000	Administrative salaries	250,000.00	( 250,000.00)	250,000.00	0.00	0.00	0.00
60300	Full time faculty	133,255.00	( 133,255.00)	133,255.00	85,156.82	0.00	( 85,156.82)
63615	Miscellaneous faculty compensation	101,200.00	0.00	101,200.00	166,266.05	0.00	( 65,066.05)
68870	Staff benefits and tax distribution	171,982.00	( 136,056.00)	171,982.00	25,506.96	0.00	10,419.04
70200	Computer hardware > \$1000	0.00	0.00	0.00	1,418.88	0.00	( 1,418.88)
70201	Computer hardware < \$1000	0.00	0.00	0.00	1,221.87	0.00	( 1,221.87)
70620	Delivery and mail services	0.00	0.00	0.00	13.00	0.00	( 13.00)
70630	Postage (1st class int'l & other)	0.00	0.00	0.00	8.00	0.00	( 8.00)
72110	Space rental	47,100.00	( 43,266.00)	47,100.00	0.00	0.00	3,834.00
73000	Travel	0.00	0.00	0.00	( 1,005.15)	0.00	1,005.15
73001	Lodging	0.00	0.00	0.00	4,317.95	0.00	( 4,317.95)
73002	Meals & entertainment	0.00	0.00	0.00	( 45.43)	0.00	45.43
73500	Catering	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
73900	Dues and memberships	225,000.00	( 225,000.00)	225,000.00	140,510.00	0.00	( 140,510.00)
76700	Equipment and furniture < \$1000	0.00	0.00	0.00	556.73	0.00	( 556.73)
Screen total		931,537.00	( 787,577.00)	931,537.00	423,925.68	0.00	( 279,965.68)
Running total		931,537.00	( 787,577.00)	931,537.00	423,925.68	0.00	( 279,965.68)
Report Total (of all records)		7,836,938.00	( 7,692,978.00)	7,836,938.00	3,948,186.19	0.00	( 3,804,226.19)



➤ Position and name information cannot be seen when drilling through amounts

# Payroll Detail Through Budget Query:

## Drill Through by Dollar Amount Step 2

### Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Feb 28, 2011			
As of Aug 10, 2011			
Chart of Accounts:	1 The New School	Commitment Type:	All
Fund:	11000 Current Unrestricted/Operating	Program:	All
Organization:		Activity:	All
Account:	60000 Administrative salaries	Location:	All

### Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 10, 2010	Sep 09, 2010	<a href="#">F0020581</a>	HR Payroll 2010 BS 16 1	( 10,000.00)	HGRX
Aug 27, 2010	Aug 26, 2010	<a href="#">F0020472</a>	HR Payroll 2010 BS 15 1	( 10,000.00)	HGRX
Aug 27, 2010	Aug 26, 2010	<a href="#">F0020471</a>	HR Payroll 2010 BS 14 1	( 10,000.00)	HGRX
Aug 27, 2010	Aug 26, 2010	<a href="#">F0020470</a>	HR Payroll 2010 BS 13 1	( 2,000.00)	HGRX
Aug 13, 2010	Aug 12, 2010	<a href="#">F0020390</a>	HR Payroll 2010 BS 16 0	10,000.00	HGRX
Jul 30, 2010	Jul 27, 2010	<a href="#">F0020294</a>	HR Payroll 2010 BS 15 0	10,000.00	HGRX
Jul 16, 2010	Jul 14, 2010	<a href="#">F0020172</a>	HR Payroll 2010 BS 14 0	10,000.00	HGRX
Jul 02, 2010	Jul 01, 2010	<a href="#">F0020070</a>	HR Payroll 2010 BS 13 0	2,000.00	HGRX
Report Total (of all records):				0.00	

# Payroll Detail Through Budget Query:

## Drill Through by Dollar Amount Step 3

### Select Document

Detail Transaction Report			
Document Type:	Journal Document	Commitment Type:	All
Document Code:	F0020390	Description:	HR Payroll 2010 BS 16 0
Transaction Date:	13-Aug-2010		

### Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
1	11000		66000	6005			219,098.75	HGRB
1	11000		66400	6005			270,590.15	HGRB
1	11000		66500	6005			2,215.38	HGRB
1	11000		66600	6005			18,373.15	HGRB
1	11000		67821	6005			135,164.02	HGRB
1	11000		67822	6005			113,531.38	HGRB
1	11000		68011	6005			18,253.62	HGRB
1	11000		68012	6005			1,015.36	HGRB
1	11000		60000	3700			90,275.95	HGRX
1	11000		60300	3700			10,241.92	HGRX
1	11000		60300	3701			10,769.23	HGRX
1	11000		63615	3700			961.54	HGRX
1	11000		60000	3700			6,349.23	HGRX
1	11000		60000	3700			40,081.02	HGRX
1	11000		60000	6001			5,203.07	HGRX

# Payroll Detail Through Budget Query:

## Drill Through by Dollar Amount Step 4

[View Document](#)

### Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
F0020390		Posted	Aug 13, 2010	Aug 12, 2010	FIMSUSR	7,987,145.22
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	HR Payroll 2010 BS 16 0								01				18			
	1	11	02	HGRX		11000		60000	3700				90,275.95	D	N	
2	HR Payroll 2010 BS 16 0								01				18			
	1	11	02	HGRX		11000		60300	3700				10,241.92	D	N	
3	HR Payroll 2010 BS 16 0								01				18			
	1	11	02	HGRX		11000		60300	3701				10,769.23	D	N	
4	HR Payroll 2010 BS 16 0								01				18			
	1	11	02	HGRX		11000		63615	3700				961.54	D	N	
5	HR Payroll 2010 BS 16 0								01				18			
	1	11	02	HGRX		11000		60000	3700				6,349.23	D	N	
6	HR Payroll 2010 BS 16 0								01				18			
	1	11	02	HGRX		11000		60000	3700				40,081.02	D	N	

# Payroll Expense Detail Query

Personal Information **Finance Self-Service** Employee Services

Search

**i** For a Payroll Expense Detail query to be successful, a user with Fund Orga queried, all retrieved information is Grant Inception to Date. Otherwise, all i

<b>Fiscal year:</b>	2011 <input type="button" value="v"/>	<b>Fiscal period:</b>	08 <input type="button" value="v"/>
<input type="button" value="Chart of Accounts"/>	1	<input type="button" value="Index"/>	<input type="text"/>
<input type="button" value="Fund"/>	11000	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Organization"/>	<input type="text"/>	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	<input type="text"/>		
<b>Save Query as:</b> <input type="text"/>			
<input type="checkbox"/> <b>Shared</b>			
<input type="button" value="Submit Query"/>			

- The payroll query parameters are similar to other self service queries
- Payroll queries created by using the Payroll Expense Detail Query can not display comparative information

# Payroll Expense Detail Results

Personal Information Finance Self-Service Employee Services

Search  Go

## Payroll Expense Detail

Select the Download option to download Payroll Expense data to a Microsoft Excel spreadsheet.

### Report Parameters

Chart of Accounts	1 The New School
Fund	11000 Current Unrestricted/Operating
Organization	
Program	All
Activity	All
Account	All
Location	All
From Date	Jul 01, 2010
To Date	Feb 28, 2011

➤ The Payroll Expense Detail Query results are the lowest level results there is no further drill down available

### Query Results

Account	Account Title	Employee	Last Name	Position	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit
60000	Administrative salaries				Aug 27, 2010	F0020472	HGRX	100	-70	( 10,000.00)	Credit
60000	Administrative salaries				Jul 02, 2010	F0020070	HGRX	100	14	2,000.00	Debit
60000	Administrative salaries				Aug 13, 2010	F0020390	HGRX	100	70	10,000.00	Debit
60000	Administrative salaries				Jul 16, 2010	F0020172	HGRX	100	70	10,000.00	Debit
60000	Administrative salaries				Sep 10, 2010	F0020581	HGRX	100	-70	( 10,000.00)	Credit
60000	Administrative salaries				Jul 30, 2010	F0020294	HGRX	100	70	10,000.00	Debit
60000	Administrative salaries				Aug 27, 2010	F0020471	HGRX	100	-70	( 10,000.00)	Credit
60000	Administrative salaries				Aug 27, 2010	F0020470	HGRX	100	-14	( 2,000.00)	Credit
60300	Full time faculty				Oct 22, 2010	F0020875	HGRX	120	70	4,928.08	Debit
60300	Full time faculty				Nov 05, 2010	F0020984	HGRX	120	70	4,928.08	Debit
60300	Full time faculty				Nov 19, 2010	F0021083	HGRX	120	70	4,928.08	Debit
60300	Full time faculty				Dec 03, 2010	F0021173	HGRX	120	70	4,928.08	Debit
60300	Full time faculty				Dec 17, 2010	F0021312	HGRX	120	70	4,928.08	Debit
60300	Full time faculty				Dec 30, 2010	F0021389	HGRX	120	70	4,928.08	Debit
60300	Full time faculty				Jan 14, 2011	F0021482	HGRX	120	70	5,026.54	Debit
Screen Total									490	34,595.02	
Running Total									490	34,595.02	
Report Total (of all records)									1256.6	217,882.87	

Next 15>

---


## ***ENCUMBRANCE QUERY***



# Encumbrance Query

**Personal Information** **Student Services** **Financial Aid** **Finance Self-Service** **Employee Services**

Search

 The Encumbrance Query allows you to view encumbrance information by account for specified FC

Two types of queries may be saved. A "Personal" query is retrievable only by the user who create

Use Save Query As to avoid overwriting an existing template.

**Existing Query**

**Fiscal year**  **Fiscal period**

**Encumbrance Status**

**Commitment Type**

<input type="button" value="Chart of Accounts"/>	<input type="text" value="1"/>	<input type="button" value="Index"/>	<input type="text"/>
<input type="button" value="Fund"/>	<input type="text" value="11000"/>	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Organization"/>	<input type="text"/>	<input type="button" value="Location"/>	<input type="text"/>
<input type="button" value="Grant"/>	<input type="text"/>	<input type="button" value="Fund Type"/>	<input type="text"/>
<input type="button" value="Account"/>	<input type="text"/>	<input type="button" value="Account Type"/>	<input type="text"/>
<input type="button" value="Program"/>	<input type="text"/>		

**Save Query as:**

☐ **Shared**

Encumbrance Query parameters are similar to the budget query except the query is limited to a single fiscal year and single fiscal period.

There is no comparative Fiscal Year functionality for searching encumbrances

---

## ***ENCUMBRANCE DRILL THROUGH***

# *Encumbrance Drill Through Flow*

---

Step 1:

Open Encumbrance Summary



Step 2:

Open Encumbrance Detail



Step 3:

Open Encumbrance Document

# Open Encumbrance Summary: Drill Through Step 1

## Report Parameters

Organization Encumbrance Status Report			
Open Encumbrance Summary by Document, Account Distribution			
Period Ending Jul 31, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	All
Fund Code	11000 Current Unrestricted/Operating	Program Code	All
Orgn Code		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
70030	P0030042	MSC Industrial Supply Co.	135.06	0.00	0.00	0.00	135.06	0.00	Uncommitted
70030	P0030059	TEAC America	313.44	0.00	0.00	0.00	313.44	0.00	Uncommitted
70030	P0030062	Mack Camera and Video Service	195.00	0.00	0.00	0.00	195.00	0.00	Uncommitted
70030	P0030063	Nivie Electronics	985.60	0.00	0.00	0.00	985.60	0.00	Uncommitted
70030	P0030205	B&H Photo-Video Inc.	2,142.24	0.00	0.00	0.00	2,142.24	0.00	Uncommitted
70201	P0030214	Parts Express International Inc.	188.30	0.00	0.00	0.00	188.30	0.00	Uncommitted
70210	P0029976	Canon Financial Services, Inc.	5,028.00	2,338.00	( 1,572.24)	1,572.24	5,793.76	21.34	Uncommitted
70210	P0030206	Hasselbald USA	1,449.00	0.00	0.00	0.00	1,449.00	0.00	Uncommitted
70210	P0030211	Apple Computers Inc.	2,000.00	0.00	0.00	0.00	2,000.00	0.00	Uncommitted
70230	P0029897	Environmental Systems Research Inst	300.00	0.00	0.00	0.00	300.00	0.00	Uncommitted
70230	P0029899	Extensis, Inc.,	10,830.00	0.00	0.00	0.00	10,830.00	0.00	Uncommitted
70230	P0029901	Computer Lab Solutions LLC	1,800.00	0.00	0.00	0.00	1,800.00	0.00	Uncommitted
70230	P0029908	Sassafras Software Inc.	3,101.00	0.00	0.00	0.00	3,101.00	0.00	Uncommitted
70230	P0029909	Systems Tools LLP	299.35	0.00	0.00	0.00	299.35	0.00	Uncommitted
70230	P0030060	Qualtrics Lab Inc.	2,500.00	0.00	0.00	0.00	2,500.00	0.00	Uncommitted
Screen Total			31,266.99	2,338.00	( 1,572.24)	1,572.24	32,032.75	4.68	
Running Total			31,266.99	2,338.00	( 1,572.24)	1,572.24	32,032.75	4.68	
Report Total (of all records)			139,951.01	843.96	( 14,647.24)	14,647.24	126,147.73	10.40	

Clicking on a document code that is in blue will open the Encumbrance Detail screen and the user can begin drilling through to the original source document

# Open Encumbrance Detail: Drill Through Step 2

Personal Information Student Services Financial Aid **Finance Self-Service** Employee Services

Search  Go

MENU SITE MAP

Select the Document Number link or the Document Code link to display the entire document.

## Selected Document

Encumbrance Detail Status Report			
By Document, Account Distribution			
Period Ending Jul 31, 2011			
As of Aug 10, 2011			
Chart of Accounts	1 The New School	Commitment Type	Uncommitted
Document Number	<a href="#">P0030211</a>	Document Date	Jul 28, 2011
Transaction Description	Apple Computers Inc.		

## 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
<a href="#">P0030211</a>	PORD	2,000.00	0.00	0.00	0.00	0	1	11000	86500	70210	3701		

Another Query

Clicking on a document code that is in blue will open the Encumbrance Detail Status Screen.

# Open Encumbrance Document: Drill Through Step 3

## View Document

### Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0030211		Jul 28, 2011	Jul 28, 2011	Aug 01, 2011	Jul 28, 2011	2,000.00
Origin:	BANNER					
Complete:	Y	Approved:	Y	Type:	Regular	
Cancel Reason:				Date:		
Requestor:	Jorge Melendez	86500	Academic Technology			
Phone Number:	212-229-5660 X 3674					
Accounting:	Document Level					
Ship to:	55 West 13th Street					
	New York, NY 10011					
Attention:	Jorge Melendez - Rm 411					
Contact:	ENTER DEPT NAME & ROOM #					
Phone Number:	212-229-5301					
Vendor:	N00215395 Apple Computers Inc.					
	Mail Stop 198-HED					
	2420 Ridgely Drive					
	Austin, TX 78754					
Phone Number:						
Fax Number:						
Currency:						

### Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
			Disc	Addl	Tax	Cost	
1		Standing Purchase Order Valid From: EA	1	2000	2,000.00		
			0.00	0.00	0.00	2,000.00	
		July 1 2011 to June 30 2012, or when funds are exhausted whichever comes first.					
		Total charges not to exceed \$2000.00					
		Authorized purchasers for this PO only:					
		Jorge Melendez, Robert Austin, Gregory Piltzner					
Total:						2,000.00	

### Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	1	12		11000	86500	70210	3701				N	N	N	2,000.00
Total of displayed sequences:														2,000.00

☒ No Related Documents Available

RELEASE: 8.2

[\[ Budget Queries \]](#) [Encumbrance Query](#) [\[ Requisition \]](#) [Purchase Order](#) [\[ Approve Docume](#)

---

***VIEW DOCUMENT QUERY***

# View Document Query

Personal Information Student Services Financial Aid Employee Services

Search  Go MENU SITE MAP HELP EXIT

## View Document

To display the details of a document enter parameters then select View document. This feature enables you to perform a query and obtain a list of document numbers.

Choose type:  Document Number

Submission#:  Change Seq#

Display Account: ☒ Yes ☐ No

Display Document/Line Item Text: ☐ All ☒ Printable ☐ None

Display Commodity Text: ☐ All ☒ Printable ☐ None

Requisition

Purchase Order

Invoice

Journal voucher

Encumbrance

Direct Cash Receipt

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

RELEASE: 8.2

powered by  
**SUNGARD** HIGHER EDUCATION

- View Document Query allows the user to create queries for specific document type and numbers




# View Document Query Parameters

Personal Information Student Services Financial Aid Employee Services **Self-Service Finance**

Search

## View Document

 To display the details of a document enter parameters then select View document. To display approval history for a document enter feature. This enables you to perform a query and obtain a list of document numbers to choose from.

**Choose type:**

**Submission#:**  **Change Seq#**

**Display Accounting Information**

☒ **Yes** ☐ **No**

**Display Document/Line Item Text** **Display Commodity Text**

☐ **All** ☒ **Printable** ☐ **None** ☐ **All** ☒ **Printable** ☐ **None**

Select a document type to be viewed and click the **DOCUMENT NUMBER** button to open a search page if the document number is not already known

The optimal setting is to leave these values as is but the user may change as desired

# View Document Query

Personal Information Student Services Financial Aid Employee Services **Self-Service Finance**

Search

\* - at least one of these fields required.

Document Number *	<input type="text"/>
User ID *	<input type="text" value="PR_SHOSHOP"/>
Activity Date *	<input type="text" value="All"/> <input type="button" value="v"/> <input type="text" value="All"/> <input type="button" value="v"/>
Transaction Date *	<input type="text" value="All"/> <input type="button" value="v"/> <input type="text" value="All"/> <input type="button" value="v"/>
Vendor ID *	<input type="text"/>
Requestor	<input type="text"/>
Approved	<input type="text" value="All"/> <input type="button" value="v"/>
Completed	<input type="text" value="All"/> <input type="button" value="v"/>
Reference Number *	<input type="text"/>



The user name of the individual logged in is automatically populated. If you are searching for a document created by someone other than yourself, this field must be blank or a different user id entered

- Each document type has a specific set of criteria
- Required criteria is flagged with a \*, indicating that at least one of the fields needs to be filled in to execute a query

# View Document Query – Summary

---



- The “\*” means that at least one of these fields needs to be populated for a query to work
- Banner wildcard “%” can be used in all fields
- Using a wild card will cause all document numbers related to the search criteria to be returned
  - For example if a user id search of “PR\_S%” was entered, the results would show all the documents created by any user id beginning with “PR\_S” for a particular document type

---

# *APPENDIX*

---

## ***RULE CODE DEFINITIONS***

# Rule Codes

---

- All transactions posted in banner are posted using rule codes
- Each functional area uses a specific set of custom and predefined rule codes
- The complete list of rule codes can be found on the Office of Finance and Business Website
- [https:// PLACE LINK HERE// TBD](https://PLACE LINK HERE// TBD)

# Top 10 Rule Codes Used In Banner

---

<u>Rule Code</u>	<u>Description</u>
xx16	Journal Voucher Entry
INNI	Invoice without Encumbrance
SC16	General Journal Entry (Inter-Fund)
HGRX	Payroll - Gross Salary Expense
HGRB	Payroll - Gross Benefit Expense
INEI	Invoice with Encumbrance
CNNI	Cancel Check - Invoice w/o encumb
ICNI	Cancel Invoice without Encumbrance
ADEI	Addl Charges on Invoice w/Encumb
xx15	Journal Voucher Entry

---

## ***FISCAL PERIOD AND FISCAL YEAR***

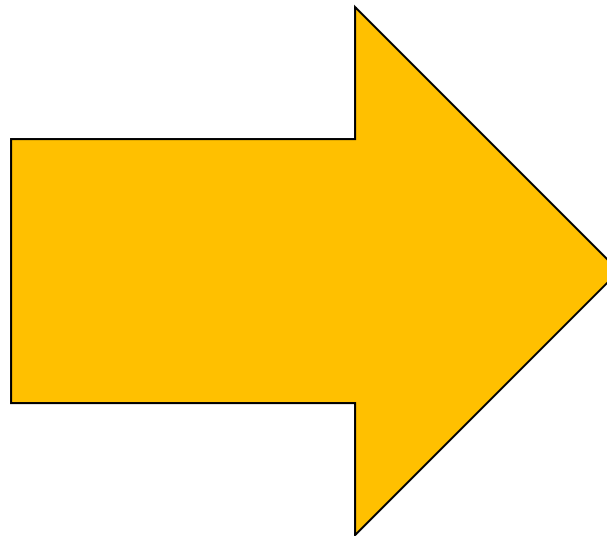


# Fiscal Periods

---

## Fiscal Period

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12



## Month

July  
August  
September  
October  
November  
December  
January  
February  
March  
April  
May  
June