
College of Marin

Self Service Banner Finance

Release 7

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Self Service Banner Finance Overview

The College of Marin is implementing Banner software and additional software products college-wide. This software was specifically designed for higher education institutions.

This implementation will take place over a two-year period and will involve the participation of staff, faculty, and students at different phases of the project. The software includes the following integrated modules:

- Finance
- Human Resources/Payroll
- Student Services
- Financial Aid

Finance, the first module to be implemented, will go live July 1, 2007.

The new system will provide a more state-of-the-art technical infrastructure, and it is web-based, meaning that the system can be accessed from any computer.

System benefits include:

- Improved services for students, faculty, and staff
- Streamlined business processes and improved productivity
- Greater access to timely information and more effective decision-making
- Improved timeliness and ease of regulatory compliance

Self Service Banner Finance

Self Service Banner Finance is designed to expedite and improve the accuracy of the requisition process. The system allows you to:

- Query budget information
- Submit requisitions
- Conduct budget transfers
- Approve requisitions

After entering a requisition into the system, it will appear in a queue where the Requisitioner can view the status of the requisition at any time. Approvers can view their department-specific queues whenever they wish, in order to check the status of a requisition. Requisitioners and Approvers can access current account balances to check for available funds.

Connecting to Self Service Banner Finance

You connect to Self Service Banner Finance through the College of Marin intranet. You will use the TEST link for this class, and you will use the PROD (production) link after class for your day to day activities. The TEST link will always be available if you wish to practice in that database prior to working in Prod.

The screenshot shows a web page titled "Welcome to the Intranet!". On the left is a navigation menu with folders for General, Manuals, Student Info, Financials, Committees, Research, Helpdesk, Banner, and Self-Service Banner PROD. A blue arrow points from the text "Access the Production (PROD) database here." to the "Self-Service Banner PROD" link. On the right, there are four sections with blue headers: "Board of Trustees" (with links for 2005-06, 2005-06, 2006-07, and 2007-08 Board Goals and Objectives/Priorities), "Academic Senate" (with link "The Academic Senate Webpage"), "IT Department" (with links "VoiceMail Access Change" and "Tech Stream Help Desk"), and "Banner Implementation" (with links "SunGard Higher Ed", "Banner Fundamentals CBT", "Banner Training Materials", and "Self-Service Banner TEST"). A blue arrow points from the text "Access the Testing (TEST) database here." to the "Self-Service Banner TEST" link.

The following table describes the databases that you will use in Self Service Banner Finance.

Self Service Banner Links	Description
TEST Testing Database	During this course you will work in the Testing Database. This database contains information that you can practice with, and it will not affect the actual Banner system. The Testing Database will always be available if you wish to practice or review at any time.
PROD Production Database	The Production Database is the one you will use in day-to-day operations once you complete the training.

Logging into Self Service Finance Testing Database

The first time you log into Self Service Finance, you will use the User ID and PIN provided in your training class. You will then change your PIN number so that no one else will be able to log in as you. Your PIN must consist of six numeric characters. **NOTE:** Never give your PIN number to anyone.

Security Question

You will also set a security question when you first log in that will allow you to reset your PIN without assistance. You should use a simple question that only you know the answer to.

Hands-On: Log into Self Service Finance the First Time

In this exercise, you will log into Self Service Banner Finance with your User ID and PIN. You will then change your PIN for security purposes. You will also enter a security question, which will allow you to reset your PIN yourself if you need to.

1. Start Internet Explorer.
2. Type **intranet** in the Address field at the top of the browser and tap [Enter].
3. Click the Self Service Banner TEST link in the Banner Implementation section of the intranet screen.



The Login screen appears.

4. Follow these steps to log in to the system:

- A** Enter your **User ID** here. **NOTE:** It is case sensitive.
- B** Enter your **PIN** here. The first time you log in, your PIN will be your birth date in mmddyy format. (No slashes in the date.)

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

The screenshot shows a login form with a 'User ID' field containing 'M00027094' and a 'PIN' field with six dots. There are 'Login' and 'Forgot PIN?' buttons. Blue lines connect the annotations to the corresponding fields and buttons.

- C** Click the **Login** button.

The system recognizes that you are logging in for the first time; therefore, the Login Verification Change PIN window appears. You must change your PIN at this time to ensure that you are the only person who knows your PIN.

NOTE: The format for a PIN is six numeric digits.

Change Your PIN Number

5. Follow these steps to change your PIN:

Login Verification Change PIN

Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

The screenshot shows a 'Login Verification Change PIN' window with a red X icon and a message: 'Your PIN has expired. Please change it now.' There are three password fields: 'Re-enter Old PIN', 'New PIN', and 'Re-enter new PIN'. A 'Login' button is at the bottom. Blue lines connect the annotations to the corresponding fields and button.

- A** Enter your **Old PIN**.
- B** Enter your **New PIN**. (Make a note.)
- C** Re-enter your **New PIN**.
- D** Click the **Login** button.

The Login Verification Security Question and Answer screen appears. Remember, you can use this question if you forget your PIN or if you need to reset it. You would need to reset your PIN if someone else obtained access to it.

Enter Your Security Question

6. Follow these steps to enter your security question:

A Enter your **Question** and **Answer** here.

Login Verification Security Question and Answer

i If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you your information. To help you to remember your answer, limit it to 30 characters, 1 characters.

Enter Question: What was the name of my first family pet?

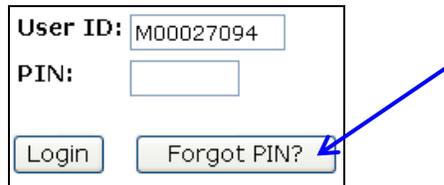
Answer: Rover

Submit

B Click the **Submit** button.

Forgot Your PIN?

If you forget your PIN, there is a Forgot PIN? button on the login screen as shown in the following illustration. If you click the button, Self Service Finance will display your security question, and when you enter the answer, Self Service Finance will prompt you to reset a *new* PIN.

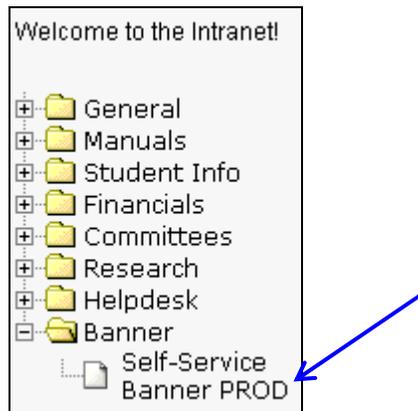


A screenshot of a login form. It contains a 'User ID:' field with the value 'M00027094', a 'PIN:' field, a 'Login' button, and a 'Forgot PIN?' button. A blue arrow points to the 'Forgot PIN?' button.

Logging into Self Service Finance Production

Because you are using the Testing Database in class, when you first log into the Production Database, which is not related to the Testing Database, you will need to change your PIN and enter a security question for that database.

Follow the steps used to log into the Testing Database when you log into the Production Database for the first time, with the exception that you will choose the PROD link on the intranet screen.



You will use a different M000XXXXX number for the Production Database than the one used for the Training Database. If you do not know this number, contact Fiscal Services.

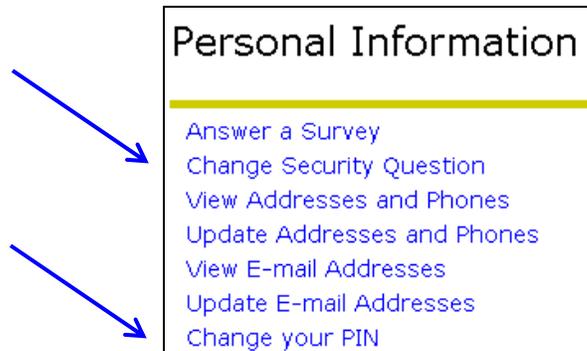
Using the Main Menu

After logging in, the Main Menu appears. There are two links on the left side of the Main Menu window: the Personal Information link and the Finance link.



Personal Information

You choose the *Personal Information* link if you want to change your security question or your PIN.



Finance

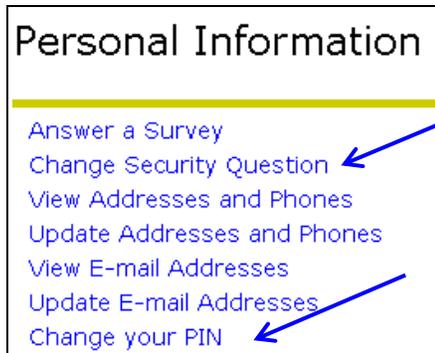
Clicking the *Finance* link displays the Finance menu, which consists of a series of Finance-related links. These links provide access to the tasks you will perform in conducting queries, issuing and approving requisitions, and conducting budget transfers.

Hands-On: Use the Main Menu

In this exercise, you will observe the options of interest in Personal Information, and then you will access the Finance menu.

1. Click the Personal Information link on the Main Menu

The Personal Information menu provides links to change your security question and PIN.



2. Click the Back button on your browser toolbar to return to the Main Menu.
3. Click the Finance link to display the Finance menu.

This is where you will find the links for most of your day-to-day operations; however, not everyone will have access to all links. For example, not everyone can generate a purchase order.

Please remain in this screen for the next exercise.

Understanding FOAPAL Codes

With Self Service Finance, codes replace the account numbers used in the college's legacy ERS system. The codes are referred to as FOAPAL: Fund, Organization, Account, Program, Activity, and Location. This is also known as the FOAPAL stream. You will need to enter FOAPAL codes in your requisitions, queries, transfers, and so forth. For example the following table, which appears in the requisition screen, contains fields for FOAPAL codes.

<input type="radio"/> Dollars		<input checked="" type="radio"/> Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The FOAPAL codes are described in the following table.

Code	Description
Fund	This code specifies the funding source where the money comes from. Funds are either unrestricted or grant funds.
Organization	The Organization code identifies the department responsible for the financial activity.
Account	The Account element identifies the spending category, such as Office Supplies or Travel.
Program	The College of Marin uses TOPS codes as program codes. It's a way of gathering information to report to the state. Each discipline has its own TOPS code.
Activity	Activity codes are assigned to transactions involving multiple organizations or funds that share responsibility for a common event or activity. <i>This code is not used for requisitions.</i>
Location	This code is used to specify the assigned physical location of an asset. <i>This code is not used for requisitions.</i>

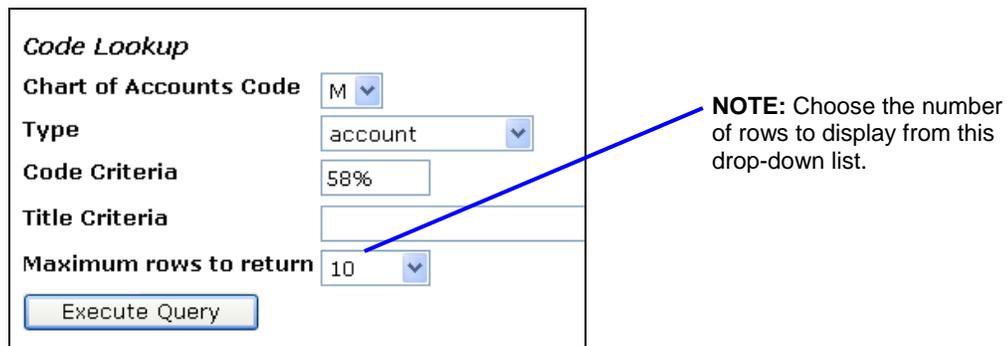
Using Code Lookup

Many of the screens you will use for generating requisitions, queries, and so on, contain a Code Lookup feature, which helps you to look up codes that you need in completing Self Service Finance screens. You can look up FOAPAL codes as well as other information you may need, such as a Vendor ID.

Using Wildcards with Lookup

Some of the lookup fields allow you to use wildcard characters to help locate a code. The purpose of a wildcard is to let you look up information when you do not know the complete entry.

A wildcard character is a special character that substitutes for one or more characters. Self Service Finance uses the percent (%) sign as its wildcard character. In the following illustration, the Requisitioner chooses *account* from the Type list in order to look up an account code. The Requisitioner remembers the first part of the account code and uses a wildcard to substitute for the missing numbers.



The screenshot shows a 'Code Lookup' form with the following fields:

- Chart of Accounts Code: M
- Type: account
- Code Criteria: 58%
- Title Criteria: (empty)
- Maximum rows to return: 10
- Execute Query button

A blue arrow points from the 'Maximum rows to return' dropdown to a note: **NOTE:** Choose the number of rows to display from this drop-down list.

This lookup returns all of the account numbers beginning with 58.

Code lookup results	
Chart M	
Account Code	Title
58200	Duplicating/Printing
58400	Laundry
58500	Other Districtwide
58040	Recruitment
58100	Postage
58070	Fingerprinting and Medical
58300	Catalog/Schedule Development

In the Title Criteria field shown in the following illustration, the Requisitioner wants to look up the name of a vendor. The Requisitioner remembers the first part of the vendor name and inserts a wildcard to substitute for the rest of the name.

Code Lookup

Chart of Accounts Code

Type

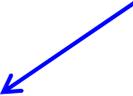
Code Criteria

Title Criteria

Maximum rows to return

Using the Title Criteria wildcard entry shown in the previous illustration, Self Service Finance returns these results:

<i>Code lookup results</i>	
Vendor ID	Name
M00024584	Office Max
M00024585	Office Team
M00025104	Office Depot



WARNING: Always use initial caps when performing a Code Lookup on Title Criteria to ensure accurate results for your lookup.

Description of the Code Lookup Fields

This table describes each of the fields that appear in the Code Lookup feature:

Lookup Field	Description
Chart of Accounts Code	For the College of Marin, this code will always be M. (Some organizations have more than one chart of accounts, and therefore they have more than one code.)
Type	This field describes the kind of lookup you are conducting. For example, you may look up an Account, a Vendor, or a Ship Code.
Code Criteria	This field is useful if you only remember part of a code. Wildcards are permitted in this field.
Title Criteria	This field is the description of the item, such as a Travel account or a Vendor name. Wildcards are permitted in this field.

Lookup Field	Description
Maximum Rows to Return	This field allows you to specify the length of the results list you would like to see, ranging from 10 to 10,000.

Hands-On: Perform a Code Lookup

In this exercise, you will access the Requisition screen and perform a Code Lookup for a vendor name and for a FAOPAL code.

Before you begin: The Finance menu should be open on your screen.

1. Click the Requisition link as shown in the following figure.



2. Scroll to the bottom of the screen, and locate the Code Lookup area.

Look Up a Vendor Name

3. Follow these steps to look up a vendor name containing the word *Home*:

A screenshot of a "Code Lookup" form. The form contains the following fields and controls:

- Chart of Accounts Code:** A dropdown menu with "M" selected.
- Type:** A dropdown menu with "vendor" selected.
- Code Criteria:** An empty text input field.
- Title Criteria:** A text input field containing "%Home%".
- Maximum rows to return:** A dropdown menu with "10" selected.
- Execute Query:** A button at the bottom of the form.

 Three blue arrows point from text annotations on the right to the "Type" dropdown, the "Title Criteria" field, and the "Execute Query" button.

A Choose **Vendor** from the Type list.

B Enter the text as shown in the **Title Criteria** field.

C Click the **Execute Query** button.

At the top of the screen you see the results of your query.

Code lookup results	
Vendor ID	Name
M00024997	Home Depot, CRC

Look Up a FOAPAL Code

4. Scroll down to the Code Lookup section of the screen, and delete the criteria from the previous lookup.
5. Follow these steps to look up an Account code beginning with 45. (Remember, Account is the first A in FOAPAL.)

The screenshot shows the 'Code Lookup' form with the following fields and values:

- Chart of Accounts Code:** M (dropdown)
- Type:** account (dropdown)
- Code Criteria:** 45% (text input)
- Title Criteria:** (empty text input)
- Maximum rows to return:** 10 (dropdown)
- Execute Query:** (button)

Annotations:

- A:** Choose **Account** from the Type drop-down list.
- B:** Enter **45%** in the Code Criteria field.
- C:** Leave the Maximum Rows to Return at **10**.
- D:** Click the Execute Query button.

At the top of the screen you see the results of your query. Account codes beginning with 45 are returned.

The screenshot shows the 'Code lookup results' table with the following data:

Account Code	Title
45000	Other Supplies
4500	Other Supplies

Annotation: In this example, the system found two account codes. One is a 5-digit code and one is a 4-digit code. When creating a requisition, always use a 5-digit code.

6. Click the Menu link in the upper-right corner of the screen to return to the Finance menu.
-

Performing a Budget Query

Prior to entering a requisition, you should check your budget to ensure that there are funds available for your purchase. You can build three types of budget queries.

Budget Queries

 To create a new query choose a query type and select Create Query.

Create a New Query

Type

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query

Query Type	Description
Budget Quick Query	A predefined, simple snapshot of the budget as of this moment.
Budget Status by Account	Allows you to query any combination of FOAPAL codes for a specific organization (department).
Budget Status by Organizational Hierarchy	Allows you to query budget information for a hierarchical group of organizations (departments). For example, the Dean of Mathematics and Science might conduct queries for each department with the ability to drill down into each organization in detail. This type of query will most likely be used only by requisition Approvers.

Budget Quick Query

The Budget Quick Query screen consists of a predefined set of fields as shown in the following figure.

Budget Queries

i Enter a value in either the Organization or Grant fields as well as the F the end of the fiscal year, from Grant Ledger. Otherwise, all informatio

Fiscal year: 2007

Chart of Accounts: M Index: []

Fund: 11100 Grant: []

Organization: 22501 Account: []

Program: [] Activity: []

Location: [] **Commitment Type:** All

Include Revenue Accounts

Save Query as: []

Shared

Submit Query

WARNING: You can save a query as a template, Do not check the Shared checkbox when you save a query. See page 31 for more information on templates.

Researching FOAP Codes

You can access a list of FOAP codes by clicking directly on the Fund, Organization, Account, or Program button in a budget query screen. The Account and Program lists display *all* accounts and programs. The Fund and Organization lists display only the funds and organizations that you have access to.

Fund	11100	Grant
Organization	22501	Account
Program		Activity

In this example, the Account button was clicked.

Code Lookup

Enter criteria then select Execute Query

Chart of Accounts: M

Account Criteria: [text box]

Title Criteria: [text box]

Maximum rows to return: 1000

Execute Query

Exit without Value

10
25
50
75
100
1000
10000

Be sure to choose the **number of rows** of data you want to display from this drop-down list.

The following illustration is a list of account codes. To quickly locate a code, choose Edit→Find from the browser menu bar, or press [Ctrl]+[F], to display the Find dialog box.

Code lookup results

Title	Account
FT NonInstruct Certificated Sal	12000
FT NonInstr Cert Sal - Sabbatical	12200
PT Instructional Cert Sal - NC	13080
PT NonInstruct Cert Sal - NC	14080
PT NonInstr Cert Sal - Sabb Rplcmt	14200
FT Classified Sal - Custodial OT	21190
STRS	3100
Workers' Comp	3600
WC - Certificated NonInstructional	36300
Insurance	5400
Student Insurance	54400

Find dialog box:
Find what: insurance
Find Next
Match whole word only:
Match case:
Direction: Up Down
Cancel

Query Results

The following report was generated as a result of the query, and it lists all of the accounts and balances for the 11100 fund and the 22501 organization.

The Year to Date column is the amount that has been expended to date. This was referred to as Expenditures in the legacy ERS system.

<i>Report Parameters</i>					
Organization Budget Status Report					
By Account					
Period Ending Jun 30, 2007					
As of Jun 18, 2007					
Chart of Accounts	M Marin Community College District	Commitment Type	All		
Fund	11100 Unrestricted	Program	All		
Organization	22501 Physical Education - DW	Activity	All		
Account	All	Location	All		
<i>Query Results</i>					
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
11000	FT Instructional Certificated Sal	340,535.00	221,651.82	0.00	118,883.18
12000	FT NonInstruct Certificated Sal	0.00	6,397.30	0.00	(6,397.30)
12050	FT Management Certificated Sal	97,210.00	89,109.13	0.00	8,100.87
12430	FT NonInst Dist. Dir. - Reassigned	0.00	439.82	0.00	(439.82)
13000	PT Instructional Cert Sal - CR	0.00	311,845.83	0.00	(311,845.83)
13100	PT Instruct Cert Sal - Summer CR	0.00	11,283.28	0.00	(11,283.28)
13130	PT Instruct Cert Sal - Summer OL	0.00	10,902.86	0.00	(10,902.86)
13300	PT Instruct Cert Sal - Substitute	0.00	10,731.03	0.00	(10,731.03)
13990	PT Instruct Cert Sal - Overload	0.00	91,853.10	0.00	(91,853.10)
14990	PT NonInstruct Cert Sal - Overload	0.00	5,210.55	0.00	(5,210.55)
21000	FT Classified Salaries - CSEA	47,949.00	44,218.88	0.00	3,730.12
21010	FT Classified Salaries - SEIU	101,664.00	87,361.68	0.00	14,302.32
21110	FT Classified Sal - SEIU OT	0.00	903.20	0.00	(903.20)
21170	FT Classified Sal - Maintenance OT	6,351.00	3,873.20	0.00	2,477.80
23000	PT Classified Salary Student	0.00	3,029.00	0.00	(3,029.00)
Screen total		593,709.00	898,810.68	0.00	(305,101.68)
Running total		593,709.00	898,810.68	0.00	(305,101.68)
Report Total (of all records)		791,932.63	919,957.44	0.00	(128,024.81)
<input type="button" value="Next 15>"/>					

Be sure to notice if there are additional rows to display.

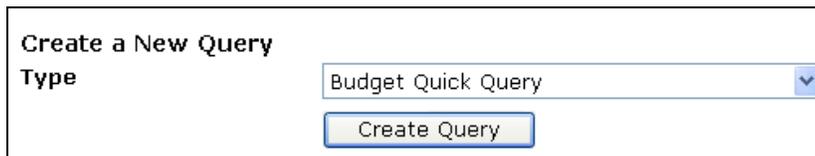
The Available Balance column displays negative numbers, because his manual was written before budgets were loaded in the system.

Hands-On: Perform a Budget Quick Query

In this exercise, you will conduct a quick query to display the budget status of the 11100 fund and the 22501 organization.

Conduct a Quick Query

1. Click the Budget Queries link in the Finance menu.
2. Choose Budget Quick Query from the Type drop-down list.
3. Click the Create Query button.



Create a New Query
Type: Budget Quick Query
Create Query

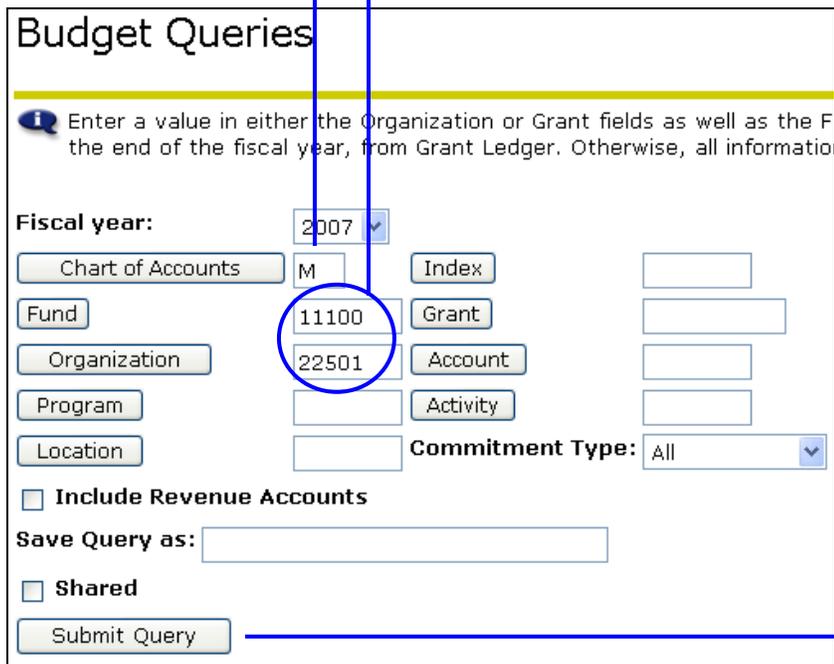
The fields you see on the Quick Query screen are predefined by Self Service Finance.

4. Follow these steps to continue the query:

A Ensure the Chart of Accounts is **M**.

B Enter the **Fund** and the **Organization**.
NOTE: These are required fields.

C Click the **Submit Query** button.



Budget Queries

Enter a value in either the Organization or Grant fields as well as the Fiscal year, from Grant Ledger. Otherwise, all information will be returned.

Fiscal year: 2007

Chart of Accounts: M Index

Fund: 11100 Grant

Organization: 22501 Account

Program: Activity

Location: Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

Submit Query

This is the Quick Query report listing all of the accounts and balances for this particular Fund and Organization.

Report Parameters					
Organization Budget Status Report					
By Account					
Period Ending Jun 30, 2007					
As of Jun 18, 2007					
Chart of Accounts	M	Marin Community College District	Commitment Type	All	
Fund	11100	Unrestricted	Program	All	
Organization	22501	Physical Education - DW	Activity	All	
Account	All		Location	All	
Query Results					
Account	Account Title	Adjusted Budget Year to Date		Commitments Available	Balance
11000	FT Instructional Certificated Sal	340,535.00	221,651.82	0.00	118,883.18
12000	FT NonInstruct Certificated Sal	0.00	6,397.30	0.00	(6,397.30)
12050	FT Management Certificated Sal	97,210.00	89,109.13	0.00	8,100.87
12430	FT NonInst Dist. Dir.- Reassigned	0.00	439.82	0.00	(439.82)
13000	PT Instructional Cert Sal - CR	0.00	311,845.83	0.00	(311,845.83)
13100	PT Instruct Cert Sal - Summer CR	0.00	11,283.28	0.00	(11,283.28)
13130	PT Instruct Cert Sal - Summer OL	0.00	10,902.86	0.00	(10,902.86)
13300	PT Instruct Cert Sal - Substitute	0.00	10,731.03	0.00	(10,731.03)
13990	PT Instruct Cert Sal - Overload	0.00	91,853.10	0.00	(91,853.10)
14990	PT NonInstruct Cert Sal - Overload	0.00	5,210.55	0.00	(5,210.55)
21000	FT Classified Salaries - CSEA	47,949.00	44,218.88	0.00	3,730.12
21010	FT Classified Salaries - SEIU	101,664.00	87,361.68	0.00	14,302.32
21110	FT Classified Sal - SEIU OT	0.00	903.20	0.00	(903.20)
21170	FT Classified Sal - Maintenance OT	6,351.00	3,873.20	0.00	2,477.80
23000	PT Classified Salary Student	0.00	3,029.00	0.00	(3,029.00)
Screen total		593,709.00	898,810.68	0.00	(305,101.68)
Running total		593,709.00	898,810.68	0.00	(305,101.68)
Report Total (of all records)		791,932.63	919,957.44	0.00	(128,024.81)
Next 15>					

5. Click the Another Query button at the bottom of the screen to return to the Budget Queries screen.

Query by Account and Query by Hierarchy

If you select Budget Status by Account or Budget Status by Organizational Hierarchy, the following screen appears. You check the Operating Ledger Data columns that you wish to display as columns in your query report. (A Budget Quick Query is predefined, so you don't see this screen when you perform a Budget Quick Query.)

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

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

TIP: Most Requisitioners find it helpful to check *Adjusted Budget*, *Year to Date*, *Reservations*, *Commitments*, and *Available Balance*. The following table describes the columns you can choose:

Query Option	Description
Adopted Budget	Original budget allocation given at the beginning of the fiscal year.
Budget Adjustment	Permanent and temporary adjustments that have been made to the budget.
Adjusted Budget	The actual budget in effect right now—the net of the adopted budget and all adjustments that have been made.
Temporary Budget	Adjustments done in the current year that are temporary in nature. Adjustments that will not roll over to the next fiscal year.
Accounted Budget	The original budget plus or minus any adjustments made by Fiscal Services.
Year to Date	The amount of money spent during the current fiscal year up to today's date.
Encumbrances	Generated by purchase orders; funds committed for future payments.

Query Option	Description
Reservations	Setting aside of budget funds. Generated by requisitions.
Commitments	A combination of purchase orders and requisitions
Available Balance	The amount of money remaining in an account after all commitments to date are subtracted. This is the amount of money that can still be spent before the end of the current fiscal year.

Hands-On: Perform Budget Queries by Account and Hierarchy

Query Budget Status by Account

1. Follow these steps to begin a query by account:

A Choose **Budget Status by Account** from this drop-down list.

B Click the **Create Query** button.

2. Check the boxes shown in the following illustration:

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

3. Click the Continue button.

4. Follow these steps to continue the query:

A Choose the Fiscal Year from which you want to report data. Use the **current year** in this example.

B Choose the Fiscal Period from which you want to report data. Use the **current period** in this example.

Note: The fiscal period refers to the month of the fiscal year, so July = 01, August = 02, and so forth. Fiscal period numbers appear in the Glossary.

Fiscal year:	2007	Fiscal period:	12
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	M	Index	
Fund	11100	Activity	
Organization	22501	Location	
Grant		Fund Type	
Account		Account Type	
Program			

C Enter your Fund and your Organization in these fields. **Note:** Fund and Organization are required fields.

In most cases the fields chosen above will provide the query results that you desire. In some cases you may wish to query additional fields such as *account*. For example, you might enter the Travel account number, because you need to determine how much money is available for travel.

5. Click the Submit Query button.

The query report appears on the screen. The blue links allow you to drill down to view the detail all the way to the actual requisition, purchase order, or vendor invoice. The following listing shows all of the accounts for this organization/fund that have data in them.

Organization Budget Status Report								
By Account								
Period Ending Jun 30, 2007								
As of Jun 18, 2007								
Chart of Accounts M Marin Community College District Commitment Type All								
Fund	11100 Unrestricted	Program	All					
Organization	22501 Physical Education - DW	Activity	All					
Account	All	Location	All					
Query Results								
Account	Account Title	FY07/PD12 Budget	Adjusted	FY07/PD12 Date	Year to	FY07/PD12 Reservations	FY07/PD12 Commitments	FY07/PD12 Available Balance
11000	FT Instructional Certificated Sal		340,535.00		221,651.82	0.00	0.00	118,883.18
12000	FT NonInstruct Certificated Sal		0.00		6,397.30	0.00	0.00	(6,397.30)
12050	FT Management Certificated Sal		97,210.00		89,109.13	0.00	0.00	8,100.87
12430	FT NonInst Dist. Dir.- Reassigned		0.00		439.82	0.00	0.00	(439.82)
13000	PT Instructional Cert Sal - CR		0.00		311,845.83	0.00	0.00	(311,845.83)
13100	PT Instruct Cert Sal - Summer CR		0.00		11,283.28	0.00	0.00	(11,283.28)
13130	PT Instruct Cert Sal - Summer OL		0.00		10,902.86	0.00	0.00	(10,902.86)
13300	PT Instruct Cert Sal - Substitute		0.00		10,731.03	0.00	0.00	(10,731.03)
13990	PT Instruct Cert Sal - Overload		0.00		91,853.10	0.00	0.00	(91,853.10)
14990	PT NonInstruct Cert Sal - Overload		0.00		5,210.55	0.00	0.00	(5,210.55)
21000	FT Classified Salaries - CSEA		47,949.00		44,218.88	0.00	0.00	3,730.12
21010	FT Classified Salaries - SEIU		101,664.00		87,361.68	0.00	0.00	14,302.32
21110	FT Classified Sal - SEIU OT		0.00		903.20	0.00	0.00	(903.20)
21170	FT Classified Sal - Maintenance OT		6,351.00		3,873.20	0.00	0.00	2,477.80
23000	PT Classified Salary Student		0.00		3,029.00	0.00	0.00	(3,029.00)
Screen total			593,709.00		898,810.68	0.00	0.00	(305,101.68)
Running total			593,709.00		898,810.68	0.00	0.00	(305,101.68)
Report Total (of all records)			791,932.63		919,957.44	0.00	0.00	(128,024.81)

Next 15>

If your list is too long for the display, you can click this button to display the next part of the list.

6. Click the Another Query button to return to the Budget Queries screen.

Query Budget Status by Organizational Hierarchy

7. Follow these steps to begin the query:

Budget Queries

i To create a new query choose a query type and select Create Query. Query.

Create a New Query

Type Budget Status by Organizational Hierarchy

Create Query

A Choose **Budget Status by Organizational Hierarchy** from the drop-down list.

B Click the **Create Query** button.

8. Check the boxes shown in the following illustration.

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

9. Click the Continue button.

10. Follow these steps to choose the query parameters:

A Choose the **current** Fiscal Year.

B Choose the **current** Fiscal Period.

Fiscal year: 2007
Fiscal period: 12
Comparison Fiscal year: None
Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts: M
Fund: 11100
Organization: 2250
Account Type:

C Ensure the Chart of Accounts is **M**.

D Enter **11100** in the Fund field and **2250** in the Organization field.

11. Click the Submit Query button to display totals for the organizations within this person's hierarchy.

Report Parameters
 Organization Budget Status Report
 By Organization
 Period Ending Jun 30, 2007
 As of Jun 19, 2007

Chart of Accounts M Marin Community College District Commitment Type All
 Fund 11100 Unrestricted Program All
 Organization 2250 Physical Education Activity All
 Account All Location All

Organization	Organization Title	FY07/PD12 Budget	Adjusted	FY07/PD12 Year to Date	FY07/PD12 Reservations	FY07/PD12 Commitments	FY07/PD12 Available Balance
2250	Physical Education						
22501	Physical Education - DW		791,932.63	919,957.44	1,521.65	1,601.14	(129,625.95)
22502	Physical Education - KTD						
22503	Physical Education - IVC						
2250	Rollup		791,932.63	919,957.44	1,521.65	1,601.14	(129,625.95)

A hierarchical query drills down by organization.

Drill Down Through the Hierarchy

12. Click the 22501 link.

Report Parameters
 Organization Budget Status Report
 By Organization
 Period Ending Jun 30, 2007
 As of Jun 19, 2007

Chart of Accounts M Marin Community College District Commitment Type All
 Fund 11100 Unrestricted Program All
 Organization 2250 Physical Education Activity All
 Account All Location All

Query Results

Organization	Organization Title	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Reservations	FY07/PD12 Commitments	FY07/PD12 Available Balance
22501	Physical Education					
22501	Physical Education - DW	791,932.63	919,957.44	1,521.65	1,601.14	(129,625.95)
22502	Physical Education - KTD					
22503	Physical Education - IVC					
2250 Rollup		791,932.63	919,957.44	1,521.65	1,601.14	(129,625.95)

This displays only the 22501 organization.

13. Click the 22501 link.

Query Results

Organization	Organization Title	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Reservations	FY07/PD12 Commitments	FY07/PD12 Available Balance
22501	Physical Education - DW	791,932.63	919,957.44	1,521.65	1,601.14	(129,625.95)
22501 Rollup		791,932.63	919,957.44	1,521.65	1,601.14	(129,625.95)

This drills down to the Account Type level. You could now continue drilling down to additional account detail.

Query Results

Account Type	Account Type Title	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Reservations	FY07/PD12 Commitments	FY07/PD12 Available Balance
50	Revenues					
60	Salaries	618,821.00	919,957.44	0.00	0.00	(301,136.44)
70	Direct Expenditures	173,111.63	0.00	1,521.65	1,601.14	171,510.49
80	Transfers					
22501 Rollup		791,932.63	919,957.44	1,521.65	1,601.14	(129,625.95)

14. Scroll to the bottom of the screen and click the Another Query button.

Query Tools

Self Service Finance provides a series of tools that allow you to further analyze your organization's budget. The tools include:

- Download to Excel
- Online Computation
- Save Query as Template

Downloading to Excel

You can download your query data to Excel then use all of the features available in Excel to further analyze your data.

Hands-On: Download Query Data to Excel

In this exercise, you will conduct another query by account, and then you will download data to Excel. You will then open the Excel file and observe the data you downloaded.

1. Choose Budget Status by Account from the Type drop-down list.
2. Click the Create Query button.
3. Make sure the following checkboxes are checked.

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

4. Click the Continue button.
5. Choose the current year from the Fiscal Year drop-down list.
6. Choose the current period from the Fiscal Period drop-down list.
7. Enter the Fund 11100 and the Organization 22501.
8. Click the Submit Query button.

- Click the Download All Ledger Columns button as shown in the following illustration.

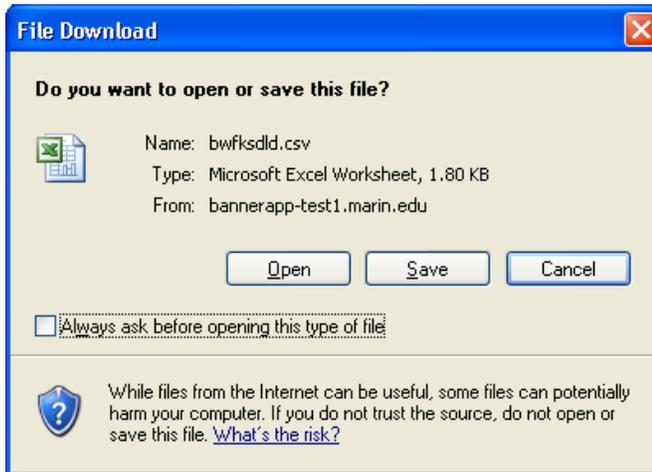
Query Results

Account	Account Title	FY07/PD12 Budget	Adjusted	FY07/PD12 Date	Year to	FY07/PD12 Reservations	FY07/PD12 Commitments	FY07/PD12 Available Balance
11000	FT Instructional Certificated Sal		340,535.00		221,651.82		0.00	118,883.18
12000	FT NonInstruct Certificated Sal		0.00		6,397.30		0.00	(6,397.30)
12050	FT Management Certificated Sal		97,210.00		89,109.13		0.00	8,100.87
12430	FT NonInst Dist. Dir.- Reassigned		0.00		439.82		0.00	(439.82)
13000	PT Instructional Cert Sal - CR		0.00		311,845.83		0.00	(311,845.83)
13100	PT Instruct Cert Sal - Summer CR		0.00		11,283.28		0.00	(11,283.28)
13130	PT Instruct Cert Sal - Summer OL		0.00		10,902.86		0.00	(10,902.86)
13300	PT Instruct Cert Sal - Substitute		0.00		10,731.03		0.00	(10,731.03)
13990	PT Instruct Cert Sal - Overload		0.00		91,853.10		0.00	(91,853.10)
14990	PT NonInstruct Cert Sal - Overload		0.00		5,210.55		0.00	(5,210.55)
21000	FT Classified Salaries - CSEA		47,949.00		44,218.88		0.00	3,730.12
21010	FT Classified Salaries - SEIU		101,664.00		87,361.68		0.00	14,302.32
21110	FT Classified Sal - SEIU OT		0.00		903.20		0.00	(903.20)
21170	FT Classified Sal - Maintenance OT		6,351.00		3,873.20		0.00	2,477.80
23000	PT Classified Salary Student		0.00		3,029.00		0.00	(3,029.00)
Screen total			593,709.00		898,810.68		0.00	(305,101.68)
Running total			593,709.00		898,810.68		0.00	(305,101.68)
Report Total (of all records)			791,932.63		919,957.44		983.22	1,062.71 (129,087.52)

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

- The following message appears.



- In this example, click the Save button to save the file to your desktop, and name it **My Report**.
- Navigate to your desktop, and double-click the Excel file to open it.
As you can see, you now have the full power of Excel available to work with your report.
- Close Excel.
- Leave the results of the query on the screen for the next exercise.

Performing Online Computations

Online Computation allows you to perform simple calculations. This is an option you might choose if you do not need the full power of Excel. Online Computation allows you to perform calculations on two columns only.

Choose the first number to calculate from the drop-down list in Column 1.

Choose the mathematical operator from this column.

Choose the second number to calculate from the drop-down list in Column 2.

From this drop-down list, choose the column after which you wish to insert a new column. This is where the answer to your calculation will go.



The screenshot shows a form titled "Compute Additional Columns for the Query" with the following fields and annotations:

Column 1	Operator	Column 2	Display After Column	New Column Description
FY07/PD11 Commitments	minus	FY07/PD11 Reservations	FY07/PD11 Commitments	Total POs

Annotations with arrows pointing to the form:

- Click this button after setting up your formula. (points to the "Perform Computation" button)
- Enter the description for your new column here. This will become the column heading in your report. (points to the "New Column Description" field)

Hands-On: Perform an Online Computation

In this exercise you will perform an online calculation to total the reservations and commitments in your query report.

Before you begin: the report from your Budget Status by Account Query should be on the screen.

1. Scroll down to the Compute Additional Columns for the Query area at the bottom of the Query Report screen.
2. Choose Commitments from Column 1.
3. Choose Minus as the Operator.
4. Choose Reservations from Column 2.
5. Click the drop-down arrow for the Display After Column list and choose the column after which you want the new calculated column to appear. In this example, choose Commitments.
6. Type **Total POs** as the title for your new column.
7. Click the Perform Computation button, which appears below the Column 1 field.

Now you see your new column.

Query Results							
Account	Account Title	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Reservations	FY07/PD12 Commitments	Total POs	FY07/PD12 Available Balance
11000	FT Instructional Certificated Sal	340,535.00	221,651.82	0.00	0.00	0.00	118,883.18
12000	FT NonInstruct Certificated Sal	0.00	6,397.30	0.00	0.00	0.00	(6,397.30)
12050	FT Management Certificated Sal	97,210.00	89,109.13	0.00	0.00	0.00	8,100.87
12430	FT NonInst Dist. Dir.- Reassigned	0.00	439.82	0.00	0.00	0.00	(439.82)
13000	PT Instructional Cert Sal - CR	0.00	311,845.83	0.00	0.00	0.00	(311,845.83)

8. Click the Next 15 button at the bottom of the table to see the result of your calculation.

Query Results							
Account	Account Title	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Commitments	Total POs	FY07/PD12 Available Balance	
23010	PT Classified Sal Student - Summer	0.00	5,657.00	0.00	0.00	0.00	(5,657.00)
23200	PT Classified Salary NonStudent	12,862.00	4,619.88	0.00	0.00	0.00	8,242.12
24200	PT Class Sal NonStudent Instruct	12,250.00	10,869.88	0.00	0.00	0.00	1,380.12
43000	Instructional Supplies	27,200.00	0.00	0.00	0.00	0.00	27,200.00
45000	Other Supplies	61,281.63	0.00	1,601.14	79.49	0.00	59,680.49
51000	Personal Services	17,540.00	0.00	0.00	0.00	0.00	17,540.00
52000	Travel and Conference	31.00	0.00	0.00	0.00	0.00	31.00

Remain in this screen for the next exercise.

Saving Your Parameters in a Template

Self Service Finance's template feature allows you to save your work parameters, so that you can retrieve them in the future. You can save the parameters in a template for:

- Queries
- Requisitions
- Budget Transfers

In this example, you will save a query as a template. When you do so, you are saving the parameters that you specify when you set up the query report. You are not saving the report itself, since it needs to be refreshed each time you use it due to changes that will likely occur in the data. Saving a query as a template is useful if you want to run the same report frequently.

The **Save Query As** button appears below your report, together with a blank field on the right where you can enter a meaningful name for your query.

Query Results			
Account	Account Title	FY07/PD10 Adjusted Budget	FY07/P to Date
45000	Other Supplies		0.00
52000	Travel and Conference		0.00
53000	Dues and Memberships		0.00
56200	Film Rentals		0.00
58100	Postage		0.00
Report Total (of all records)			0.00

Download All Ledger Columns Download

Save Query as Fiscal Services Tot Commitment

Shared

WARNING: If you click the Shared option, everyone who has access to Self Service Finance will have access to your query template. As you can imagine, you would have to scroll through many templates to locate *your* templates. It is not recommended that you save Shared Queries.

If you don't choose the Shared option, your template will be saved as a Personal Template, which can only be accessed by you.

NOTE: There is a 30 character limit for a query name. The names are not case-sensitive. The following characters are not permitted in a query name: semicolon, colon, slash, ampersand, at sign, and question mark.

Retrieving a Query Template

Once you have saved a query template, you can easily retrieve it from the first Budget Queries screen.

You choose the desired query from the drop-down list, and then click the Retrieve Query button.

The screenshot shows a web interface titled "Budget Queries". At the top, there is a yellow horizontal bar. Below it, an information icon (i) is followed by the text: "To create a new query choose a query type and select Create Query. Query." Below this, there are two main sections. The first section is "Create a New Query" and contains a "Type" label, a dropdown menu with "Budget Status by Account" selected, and a "Create Query" button. The second section is "Retrieve Existing Query" and contains a "Saved Query" label, a dropdown menu with "Total POs (Personal)" selected, and a "Retrieve Query" button. A blue line is drawn on the right side of the screenshot, starting from the "Retrieve Query" button and extending upwards to the explanatory text above.

Hands-On: Save a Query as a Template

In this exercise, you will save the parameters for the query that you performed in the previous exercise.

1. Toward the bottom of the Query Results screen, click the text box to the right of the Save Query As button to position your cursor.
2. Type **Total POs** as the query name.
3. Click the Save Query As button.

The screen refreshes.

Retrieve Your Query

4. Click the Menu link in the upper-right corner of the screen to return to the Finance menu.
5. Click the Budget Queries link.

-
6. Follow these steps to retrieve your query:

The screenshot shows a web interface titled "Budget Queries". At the top, there is a yellow horizontal bar. Below it, an information icon (i) is followed by the text: "To create a new query choose a query type and select Create Query. Query." Below this, there are two main sections. The first section is "Create a New Query" and contains a "Type" label, a dropdown menu with "Budget Status by Account" selected, and a "Create Query" button. The second section is "Retrieve Existing Query" and contains a "Saved Query" label, a dropdown menu with "Total POs (Personal)" selected, and a "Retrieve Query" button. To the right of the screenshot, there are two callout boxes. Callout A points to the dropdown arrow of the "Saved Query" menu and says "A Click the drop-down arrow and select the Total POs query." Callout B points to the "Retrieve Query" button and says "B Click the Retrieve Query button."

Self Service Finance moves to the first query setup screen, where you see the Operating Data Ledger columns that you chose when you originated the query. Although Self Service Finance remembers your choices from the last query, when you use a template, the template fields will be checked regardless of the last activity in this screen.

7. Click the Menu link at the top of the screen to return to the Finance menu.
-

Performing an Encumbrance Query

An encumbrance query enables you to view the details of a purchase order, such as how much of it has been used and how much remains. For example, the book store may have ordered three different types of text books. An encumbrance query would show which text books came in and which ones remain on order.

The screenshot shows the 'Encumbrance Query' form. At the top, there is a yellow bar with an information icon and the text: 'Choose an existing query and select Retrieve Query or create a new query. You must enter a value in the Organization Field or the Grant Field.' Below this, the 'Existing Query' dropdown is set to 'None' and a 'Retrieve Query' button is present. The 'Fiscal year' dropdown is set to '2007' and the 'Fiscal period' dropdown is set to '12'. The 'Encumbrance Status' dropdown is set to 'Open' and the 'Commitment Type' dropdown is set to 'All'. A grid of input fields follows: 'Chart of Accounts' (M), 'Fund' (11100), 'Organization' (22501), 'Grant', 'Account', 'Program', 'Index', 'Activity', 'Location', 'Fund Type', and 'Account Type'. The 'Fund' and 'Organization' fields are circled in blue. Below the grid, there is a 'Save Query as:' field and a 'Shared' checkbox. A 'Submit Query' button is at the bottom.

Choose the desired **Fiscal Year** from this drop-down list.

Choose the **Fiscal Period** you wish to query here. Remember, period 01 is July

Choose an **Encumbrance Status**: Open, Closed, or All.

Open – the invoice has not been paid.

Closed – the invoice has been paid.

All – displays both Open and Closed encumbrances.

Your **Fund** and your **Organization** go here. **NOTE:** These are required fields.

If desired, you can enter an **Account** here. As an example, you may want to know how much money from your Travel account is in an Open Encumbrance Status.

This is an example of funds that have been encumbered by a purchase order.

Report Parameters									
Organization Encumbrance Status Report									
Open Encumbrance Summary by Document, Account Distribution									
Period Ending Jun 30, 2007									
As of Jun 18, 2007									
Chart of Accounts M Marin Community College District Commitment Type All									
Fund Code	11100 Unrestricted	Program Code	All						
Orgn Code	22501 Physical Education - DW	Activity Code	All						
Account Code	All	Location Code	All						
Query Results									
Account Code	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
45000	P0000194	National Collegiate Athletic Assoc	79.49	.00	.00	.00	.00	79.49	.00 Uncommitted
Report Total (of all records)			79.49	.00	.00	.00	.00	79.49	.00
<input type="button" value="Another Query"/>									

You could click the Document Code in the previous illustration to continue drilling down to the accounting level information.

Hands-On: Performing an Encumbrance Query

In this exercise, you will build an encumbrance query to determine how much money is in an open encumbrance status for the current period for your fund and your organization (department).

Before you begin: The Finance menu should be on your screen.

1. Click the Encumbrance Query link.
2. Follow these steps to fill in the query screen:

Encumbrance Query

i Choose an existing query and select Retrieve Query or create a new query. You must enter a value in the Organization Field or the Grant Field.

Existing Query: None Retrieve Query

Fiscal year: 2007 Fiscal period: 12

Encumbrance Status: Open

Commitment Type: All

Chart of Accounts: M Index:

Fund: 11100 Activity:

Organization: 22501 Location:

Grant: Fund Type:

Account: Account Type:

Program:

Save Query as:

Shared

Submit Query

A Choose the **current** Fiscal Year.

B Choose the **current** Fiscal Period. Remember, periods are numbered starting with 01, which is July.

C Choose **Open** from the Encumbrance Status drop-down list.

D Make sure the Chart of accounts is set to **M**.

E Enter your Fund and your Organization.

F Click the **Submit Query** button.

The query report appears on the screen, and you can now see all of the open encumbrance items for the current period by account.

Query Results								
Account Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
45000 P0000194	National Collegiate Athletic Assoc		79.49	.00	.00	.00	79.49	.00 Uncommitted
Report Total (of all records)			79.49	.00	.00	.00	79.49	.00

If you click the Document Code, you drill down to the accounting (FOAP) level of detail.

3. Click the Menu link at the top of the screen to return to the Finance menu.

Creating a Requisition

Be sure to perform a budget query to ensure that funds are available before entering a requisition. If funds are not available, you will not be able to complete the requisition. Make sure you know your Fund, Organization, and Program codes before you begin. If you do not know these codes, contact Fiscal Services.

Please note that you can only order five items per screen. If you wish to order more than five items, you have two options:

- **Create separate requisitions**, which will generate separate purchase orders. **NOTE:** This is the recommended approach.
- **Link requisitions** together by adding a message in the Comments field indicating 1 of 3, 2 of 3, and so on. This requires that Fiscal Services read the comments and manually associate the requisitions. Requisitioners, who regularly order more than five items at a time, will be trained by Fiscal Services to use a different aspect of the system.

Leave the **Transaction Date** at the current date.

Leave the **Delivery Date** at the current date, unless you wish to delay delivery. For example, you may want to specify a delivery date for text books.

Click the **Vendor Validate** button, and when you do so, Self Service Finance populates the vendor information, the requestor information, the Currency Code and the Ship Code.

Transaction Date	5	SEP	2007						
Delivery Date	5	SEP	2007						
Vendor ID	M00024584			Vendor Validate					
Address Type	BU			Address Sequence 1					
Vendor Contact				Vendor E-mail					
Vendor Name	Office Max			Vendor Phone					
Vendor Address	1315 O'Brian Way			Fax					
	Menlo Park CA 94025								
Requestor Name	jlanglois								
Requestor E-mail									
Phone Area		Phone		Ext					
FAX Area		FAX Number		FAX Ext					
Chart of Accounts	M			Organization 22501					
Currency Code	USD			Discount Code None			Tax Group TAX		
Ship Code	KTD			Attention To John Doe x1234					
Comments	Please fax copy of PO								

Enter the **Vendor ID**. You may need to perform a Code Lookup if you don't recall the ID. **NOTE:** If you need to add a new vendor, contact Fiscal Services.

If item(s) ordered and the invoice should go to someone other than the Requisitioner, that person's name and extension go in the **Attention To** field.

Text you type in the **Comments** field does not get printed; therefore, it is primarily directed at **Fiscal Services**. You might add a comment requesting a fax copy of the purchase order, for example.

Do not use the Discount Code. If a discount is involved, contact Fiscal Services.

Document Text

Adding Document/Commodity Text

Notice the Document Text link at the bottom of the previous illustration. You have the ability to add text to a requisition, which can be directed to the vendor or to Fiscal Services. If you enter text for the vendor, it is known as *Document* text, and it will appear on the purchase order.

Notice the heading for the top text box in the illustration on the right—*Enter Document Text, Print*. The word *Print* is your clue that this text will appear on the requisition; therefore, it will be read by the vendor. The heading for the second text box indicates *No Print*; therefore, it will only be read by Fiscal Services.

NOTE: In the top text box, enter the name and phone number of the person the vendor should contact if they have questions.

Document/Commodity Text

Enter Document Text, Print:

CONTACT:
Suzanne Frost
415-457-8811 x7XXX

Please ship via Fed Ex.

Enter Document Text, No Print:

My manager will approve the Fed Ex charges.

The following commodity table is where you enter the items you wish to order.

These links allow you to add *Commodity* text to your requisition to further describe the item you are ordering. Text that you add via these links will print below the commodity lines in the purchase order.

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount	Amount	Additional Amount
1		Books	EA	TAX	30	12.95			
2		Paper	CSE	TAX	5	22.95			
3		Toner	CTN	TAX	5	60			
4			None	None					
5			None	None					

Including Freight Charges

Freight charges should be added as a line item in the commodity table. The unit of measure (U/M) should be N/A, and these charges are normally not taxable.

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price
1		Books	EA	None	30	12.95
2		Paper	CSE	None	5	22.95
3		Toner	CTN	None	5	60
4		Freight	N/A	NOTX	1	27.98
5			None	None		

Entering Orders for Office Depot and Corporate Express

You order items for these two vendors via their websites. When the order is complete, the website displays an order confirmation number. You will then enter the order into the Banner system as a single-line entry in the commodity table.

Enter the vendor name and the order confirmation number in the Commodity Description field. Complete the remaining fields as shown in the following illustration.

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price
1		Office Depot Conf #1234	EA	NOTX	1	225.32
2			None	None		

Assign Requested Items to a FOAPAL Stream

After Self Service Finance calculates the total amounts, you will assign the amounts to a FOAPAL stream.

<input checked="" type="radio"/> Dollars		<input type="radio"/> Percents		Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	M		11100	22501	45000	083500							418.61
2	M		11100	22501	52000	083500							446.89

If you wish to assign your requisition items to more than one account, you can assign amounts by Percents or by Dollars. The following illustrations provide examples of each.

This example assigns amounts by **Percents**.

Enter the **percents** in this column.

<input type="radio"/> Dollars		<input checked="" type="radio"/> Percents		Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	M		11100	22501	45000	083500							50
2	M		11100	22501	52000	083500							50

This example assigns amounts by **Dollars**.

Enter the **dollar amounts** in this column.

<input checked="" type="radio"/> Dollars		<input type="radio"/> Percents		Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	M		11100	22501	45000	083500							418.61
2	M		11100	22501	52000	083500							446.89

Creating Multiple Requisitions for the Same Vendor

When you complete a requisition, the Another Requisition, Same Vendor button appears at the top of the screen, so you can continue entering requisitions without returning to the Finance menu. Self Service Finance will automatically populate the vendor information for you.



The screenshot shows a web interface for creating requisitions. At the top, there are two buttons: "Another Requisition, Same Vendor" (highlighted with a blue arrow) and "Another Requisition, New Vendor". Below the buttons, there is a "Use Template" dropdown menu set to "None" and a "Retrieve" button. Further down, there are date selection fields for "Transaction Date" and "Delivery Date", both set to "18 JUN 2007". At the bottom, there is a "Vendor ID" field containing "M00024584" and a "Vendor Validate" button.

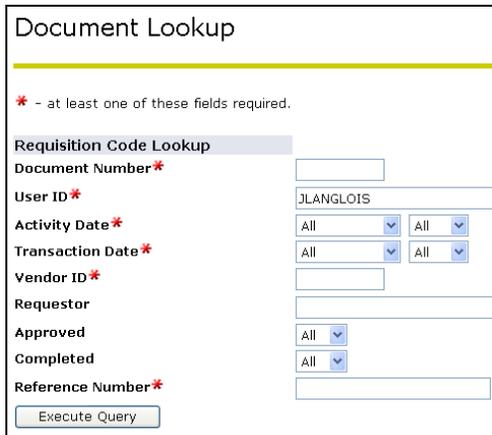
Printing a Requisition

Although you can print the requisition screen for your records, another view of the requisition allows you to easily print the requisition on one page. Choose View Document from the main Finance menu and click the Document Number button.



The screenshot shows a "Choose type:" dropdown menu with "Requisition" selected. To the right of the dropdown is a "Document Number" button, which is highlighted with a blue arrow. Below the dropdown is a "Submission#" field and a "Change Seq#" button.

When the Document Lookup screen appears, leave all fields at their defaults as shown in the following illustration and click the Execute Query button. (Your User ID will be different from the one shown.)

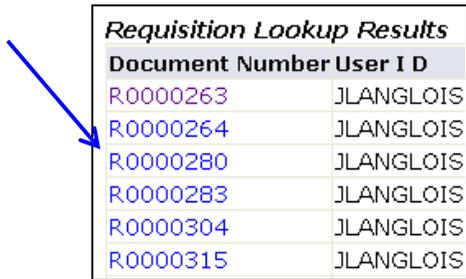


The screenshot shows the "Document Lookup" screen. It features a search form with the following fields and options:

- Requisition Code Lookup
- Document Number*
- User ID* (JLANGLOIS)
- Activity Date* (All)
- Transaction Date* (All)
- Vendor ID*
- Requestor
- Approved (All)
- Completed (All)
- Reference Number*

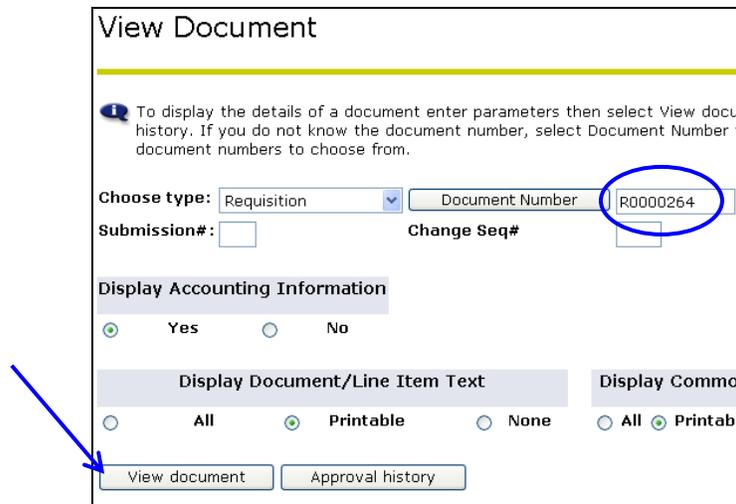
At the bottom of the form is an "Execute Query" button. A note at the top states: "* - at least one of these fields required."

Click the requisition number's blue link, which places the requisition number in the View Document screen.



Document Number	User I D
R0000263	JLANGLOIS
R0000264	JLANGLOIS
R0000280	JLANGLOIS
R0000283	JLANGLOIS
R0000304	JLANGLOIS
R0000315	JLANGLOIS

Click the View Document button to display the requisition.



View Document

To display the details of a document enter parameters then select View document history. If you do not know the document number, select Document Number to document numbers to choose from.

Choose type: Requisition Document Number [R0000264](#)

Submission#: Change Seq#

Display Accounting Information

Yes No

Display Document/Line Item Text Display Comments

All Printable None All Printable

To print the requisition on one page, choose View→Text Size→Smallest from the browser menu bar, then click the Print button on the browser toolbar.

Canceling a Requisition

A Requisitioner has the ability to *cancel* a requisition after completing it. Banner considers the Requisitioner to be the first Approver when they *complete* the requisition. Therefore, they also have the ability to *disapprove* the requisition.

Choose Approve Documents from the Finance menu.

Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Requisition](#)
- [Approve Documents](#)
- [View Document](#)

Choose this option button and click the Submit Query button.

Approve Documents

Enter Approval Parameters

User ID

Document Number:

Documents for which you are the next approver
 All documents which you may approve

Locate the desired requisition and click the Disapprove link.

Approve Documents

i Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document, enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID jlanglois

Document Number:

Documents Shown: All

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ					DERLENHEIM	200.00	DOC	R0000445	History	Approve	Disapprove	
Y	REQ					DERLENHEIM	200.00	DOC	R0000446	History	Approve	Disapprove	
	REQ					JLANGLOIS	803.25	DOC	R0000304	History	Approve	Disapprove	
	REQ					JLANGLOIS	803.25	DOC	R0000334	History	Approve	Disapprove	

Disapprove Document

Document Information

Document Number: R0000446 Type: REQ
Change Seq# Sub#
Amount: 200.00

Comment:

Approval has been denied.

Disapprove Document

Cancel

Click the Disapprove Document button to complete the process.

Modifying a Requisition or Purchase Order after Approvals

If you need to modify a requisition after the approval process, or if a purchase order number has been assigned and you want to request a change order, you can do so using an email approval from your Dean or Budget Manager.

It is suggested that you compose an email explaining the reason for the adjustment, then send the email to the Dean or Budget Manager for approval and forwarding to Purchasing.

Saving a Requisition as a Template

Saving requisition information in a template works in a manner similar to the query template you saved earlier in this course. You will enter the template name, and when you click the Complete button to save the requisition, the template is also saved.

A Use Template drop-down list appears at the top of the Requisition screen where you can choose a previously-saved template.



The image shows a screenshot of a software interface. On the left, the text 'Use Template' is displayed. To its right is a dropdown menu with 'None' selected and a downward arrow. Below the dropdown is a button labeled 'Retrieve'.

WARNING: If you exit the system in the middle of entering a requisition, the information will not be saved. You can save it as a template, however, and use the template to populate the requisition fields at a later time.

The minimum information that must be entered in order to save a template includes: FOAPAL stream, Commodity Description, U/M, Quantity, Unit Price, Chart, Dollar Amount or Percent in the Accounting column.

Deleting a Template

If you save a requisition template, you may not need to use it again; therefore, you can delete it if you wish by choosing the Delete Finance Template link at the bottom of the Finance menu.



Deleting a Shared Template

Although it is not recommended that you create shared templates, if you need to delete one, contact the IT Department.

Hands-On: Create a Requisition

In this exercise, you will create a requisition, assign the commodities to two FOAPAL streams, and assign amounts by Dollars.

Before you begin: You should be on the Finance menu screen.

1. Click the Requisition link in the menu.
The Requisition window appears.
2. Follow these steps to complete the top portion of the requisition:

A Leave the **Transaction Date** and the **Delivery Date** at the default.

B Enter the **Vendor ID** here.

C Click the **Vendor Validate** button to instruct Self Service Finance to populate the vendor and requestor information.

The screenshot shows a requisition form with the following fields and values:

Transaction Date	18 JUN 2007				
Delivery Date	18 JUN 2007				
Vendor ID	M00024584	Vendor Validate			
Address Type	BU	Address Sequence	1		
Vendor Contact		Vendor E-mail			
Vendor Name	Office Max	Vendor Phone			
Vendor Address	1315 O'Brian Way Menlo Park CA 94025	Fax			
Requestor Name	jlanglois				
Requestor E-mail					
Phone Area		Phone		Ext	
FAX Area		FAX Number		FAX Ext	
Chart of Accounts	M	Organization	22501		
Currency Code	USD	Discount Code	None	Tax Group	TAX
Ship Code	KTD	Attention To	John Doe		
Comments	Please fax copy of PO				

Annotations on the form:

- A** points to the Transaction Date and Delivery Date dropdowns.
- B** points to the Vendor ID text box.
- C** points to the Vendor Validate button.
- D** points to the Ship Code dropdown.
- E** points to the Document Text link.

D The **Ship Code** defaults to KTD.

NOTE: If you need to ship something to IVC, contact Fiscal Services for details.

E Click the **Document Text** link.

- In the Document/Commodity Text window, type the information as shown in the following illustration.

Document/Commodity Text

Enter Document Text, Print:

Please ship via Fed Ex.

Enter Document Text, No Print:

My manager will approve the Fed Ex ship charges.

- Click the Save button.

The following message appears indicating that the text was saved.

Document/Commodity Text

Document Text saved.

- Click the Close  button in the upper-right corner of the window.

Ordering Commodities

- Enter the data as shown in the following illustration. **NOTE:** Do not enter dollar signs or commas in numbers. It is not necessary to type zeros to the right of the decimal point, but you can type them if you wish.

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1	<input type="text"/>	Books	EA	TAX	30	12.95	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	Paper	CSE	TAX	5	22.95	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	Toner	CTN	TAX	5	60	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click the Commodity Validate button below the commodity table.

Self Service Finance populates the Calculated Commodity Amounts table shown below.

<i>Calculated Commodity Amounts</i>						
Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount	
1	388.50			30.11	418.61	
2	114.75			8.89	123.64	
3	300.00			23.25	323.25	
4						
5						
Totals:	803.25	0.00		0.00	62.25	865.50

Assign Requested Items to a FOAPAL Stream

8. Enter the FOAPAL streams shown in the following table.

Dollars
 Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	M		11100	22501	43000	083500			418.61
2	M		11100	22501	45000	083500			446.89
3									
4									
5									

Save as Template

Shared

WARNING: If you click the Shared option, everyone who has access to Self Service Finance will have access to your query template. As you can imagine, you would have to scroll through many templates to locate *your* templates. It is not recommended that you save Shared Queries.

If you don't choose the Shared option, your template will be saved as a Personal Template, which can only be accessed by you.

9. Click the Validate button below the FOAPAL table, and scroll to the top of the screen to see the results of the validation.

Self Service Finance validated the FOAPAL entries indicating that the values in the Accounting column are correct as shown in the following illustration.

Document Validated with no errors

10. Click the Complete button below the FOAPAL table, and scroll to the top of the screen to see the following message indicating that the requisition has been forwarded to the Approval queue. The document (requisition) number in this example is R0000072. You will likely see a different requisition number.

NOTE: All requisition numbers begin with an R.

Document R0000072 completed and forwarded to the Posting process

When you complete a requisition, it automatically goes to the first approver's queue. When the first approver approves the requisition, it automatically goes to the next approver and so on until it has gone to all Approvers. If you wish to know where your requisition is in the approval queue, you can use the View Document feature discussed later in this course.

Requisitioning Standing Purchase Orders (Open Purchase Orders)

In the Self Service Banner Finance, open purchase orders are referred to as Standing Purchase Orders. You enter them in the system using the Requisition screen.

Enter **Standing PO** as the Commodity Description.

Choose **EA** as the U/M (unit of measure).

Choose **NOTX** from the Tax Group drop-down list.

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1		Standing PO	EA	NOTX	1	500		
2			None	None				
3			None	None				
4			None	None				
5			None	None				

Commodity Validate

Click the Item number link to display the **Document/Commodity Text** screen where you can further describe the PO.

Enter a Quantity of **1**.

Enter the appropriate **Unit Price**.

Use the Document/Commodity Text screen to communicate with the vendor and Fiscal Services.

- The top text box will print on the purchase order, so the vendor will see it. The text will appear below the Commodity Description for that row.
- The bottom text box will not print, so only Fiscal Services will see the text.

Document/Commodity Text

Enter Item 1 Text, Print

Standing order with Office Depot for supplies.

Enter Item 1 Text, No Print

Standing order with Office Depot for supplies.

When you click the Commodity Validate button below the Commodity table, the system generates the Calculated Commodity Amounts as shown in the following table.

<i>Calculated Commodity Amounts</i>						
Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount	
1	500.00				500.00	
2						
3						
4						
5						
Totals:	500.00	0.00		0.00	0.00	500.00

You then enter the FOAP stream in the table, as shown in the following illustration.

<input checked="" type="radio"/> Dollars		<input type="radio"/> Percents							
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	M		11100	22501	45000	083500			500.00
2									

Determine the Balance for a Standing PO (Open Purchase Order)

You perform an encumbrance query on the purchase order number to determine the balance for a Standing Purchase Order. The result of the query will show how much has been liquidated.

Requisitioning Service Agreements

You enter service agreements in the system using the Requisition screen.

Enter **Service Agreement** and a brief description (**Elevator** in this example) in the Commodity Description field.

Choose **EA** as the U/M (unit of measure).

Choose **NOTX** from the Tax Group drop-down list.

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1		Service Agreement -Elevator	EA	NOTX	4	455		
2			None	None				
3			None	None				
4			None	None				
5			None	None				

Commodity Validate

Click the Item number link to display the **Document/Commodity Text** screen where you can further describe the service agreement.

Use the Document/Commodity Text screen to communicate with the vendor and Fiscal Services.

- The top text box will print on the purchase order, so the vendor will see it. The text will appear below the Commodity Description for that row.
- The bottom text box will not print, so only Fiscal Services will see the text.

Explain the details of what service is being performed in this box.

This information is used to report to the Board of Trustees, and providing an explanation expedites this process.

Document/Commodity Text

Enter Document Text, Print:

Standard quarterly agreement.

Details of service - Operated lighting equipment for the play Othello in Spring 2008.

Enter Document Text, No Print:

Standard quarterly agreement.

When you click the Commodity Validate button below the Commodity table, the system generates the Calculated Commodity Amounts as shown in the following figure.

<i>Calculated Commodity Amounts</i>						
Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount	
1	1,820.00				1,820.00	
2						
3						
4						
5						
Totals:	1,820.00	0.00		0.00	0.00	1,820.00

You then enter the FOAP stream as shown in the following table.

<input checked="" type="radio"/> Dollars		<input type="radio"/> Percents								
Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting	
1	M		11100	22501	56500	651000				
2										

When you click the Complete button to finalize the requisition, a message appears indicating that the requisition is completed. The requisition number appears in the message.

Document R0000072 completed and forwarded to the Posting process

NOTE: Please write the requisition number on the top of the service agreement.

<h2 style="text-align: center; margin: 0;">Marin Community College District AGREEMENT FOR SERVICES</h2> <p style="text-align: center;">THIS AGREEMENT to furnish certain services is made as of _____ by and between the Marin Community College District and _____ (hereinafter called Vendor).</p> <p>I. NATURE AND EXTENT OF SERVICE</p> <p>A. Vendor shall furnish the following described services: _____</p> <p>B. Marin Community College District will provide: _____</p> <p>II. TERM OF CONTRACT</p> <p>The term of this contract shall be from _____ to _____</p> <p>III. COMPENSATION</p> <p>Payment will be made based on submission of invoices (in duplicate). Normally, payment will be made about four weeks following receipt of an invoice by Fiscal Services. The following special payment instructions (if any) apply: _____</p> <p>Total payment: _____ <i>Note: Invoices must be submitted for payment.</i></p> <p>IV. TAXES</p> <p>The compensation stated herein includes all applicable taxes and will not be changed hereafter as the result of Vendor's failure to include any applicable tax, or as the result of any change in the Vendor's Tax Liabilities.</p> <p>V. ASSIGNMENT OF SUBCONTRACTING</p> <p>Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, nor subcontract any portion of the work thereunder, without the written approval of the Marin Community College District.</p> <p>VI. REPORTING</p> <p>Vendor shall report to appropriate office after completing this Agreement.</p> <p>VII. LIABILITY</p> <p>Vendor does not hold Marin Community College District responsible for injury or personal property damage caused by his/her own negligence. Vendor is an independent contractor and holds harmless the District's officers, Board of Trustees, agents, and employees from any and all loss, injury, damage claims, suits, or judgments, including the cost of defense thereof arising from the acts or omissions of vendor in connection with the service referred to in this Agreement. Vendor is responsible for providing appropriate Workmen's Compensation insurance coverage during the period covering this Agreement.</p> <p>VIII. CONFLICT OF INTEREST</p> <p>Vendor affirms that to the best of his/her knowledge, there exists no actual or potential conflict between Vendor's family, business, or financial interests and his/her services under this Agreement, and in the event of change in either his/her private interests or service under this Agreement, he/she will raise with Marin Community College District any question regarding possible conflict of interest which may arise as a result of such change.</p> <p>IX. THE MARIN COMMUNITY COLLEGE DISTRICT is an Equal Opportunity/Affirmative Action Employer.</p> <p>X. APPLICABLE LAW</p> <p>This agreement shall be governed by the laws of the State of California.</p> <p>Executed at _____, California, this _____ day of _____, 19____</p>	<p style="color: red; font-weight: bold; margin: 0;">Requisition #</p> <p style="background-color: black; color: white; font-weight: bold; margin: 0;">FOR FISCAL SERVICES USE ONLY</p> <p>Vendor Name _____</p> <p>Vendor No. _____ Agreement No. _____</p> <p>Amount _____ A/C _____</p>
<p style="text-align: center;">MARIN COMMUNITY COLLEGE DISTRICT</p> <p style="text-align: center;">BUDGET UNIT MANAGER SIGNATURE _____ DATE _____</p> <p style="text-align: center;">ACCOUNT NUMBER TO BE CHARGED _____</p> <p style="text-align: center;">VICE PRESIDENT ADMINISTRATIVE SERVICES OR DESIGNEE _____ DATE _____</p> <p style="text-align: center;">SOCIAL SECURITY NUMBER _____ EMPLOYER IDENTIFICATION NUMBER _____</p> <p style="text-align: center;">SIGNATURE _____ DATE _____</p> <p style="font-size: small; text-align: center;">I certify under penalty of perjury this number is my correct taxpayer identification number and I am not subject to backup withholding.</p> <p style="font-size: x-small; text-align: center;">Note: Any individual paid through the County Schools Payroll System at any time during the current calendar year cannot be paid as an independent consultant.</p>	

05Agr5vc11/02

Determine the Balance for a Service Agreement

You perform an encumbrance query on the purchase order number to determine the balance for a Standing Purchase Order. The result of the query will show how much has been liquidated.

Approving Documents (Requisitions)

A new requisition automatically goes to the first approver's queue. When the first approver approves the requisition, it automatically goes to the next approver, and so on until it has gone to all Approvers. You can use the View Documents feature to check where a requisition stands in the approval process.

NOTE: Approvers will not be automatically notified when there are requisitions in their queues. You must manually check the approval queue.

When you choose Approve Documents from the Finance menu, the following screen appears.

The **User ID** will appear automatically.

This option displays your approval queue.

Approve Documents

Enter Approval Parameters

User ID

Document Number:

Documents for which you are the next approver

All documents which you may approve

Leave **Document Number** blank unless there is a specific requisition you want to approve. Leaving this field blank allows you to see all of the requisitions in your approval queue.

This option allows high-level approvers the ability to do the following:

- See all of their requisitions
- See all unapproved requisitions in the queues of the approvers below them.

NOTE: It is possible to assign an alternate approver if the primary approver is unavailable. Fiscal Services will work with the departments to meet this need.

When you click the Submit Query button in the Approve Documents screen, a screen similar to the one shown below appears. You can then click either the Approve or Disapprove link.

You can click the blue **Document** number link to view the requisition.

Clicking the **History** link displays the history of the approvals for this requisition.

Queried Parameters
 User ID: TRAIN37 train37
 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					TRAIN37	9,340.00	DOC		R0000081	History	Approve	Disapprove

Click the **Approve** or **Disapprove** link.

Whether you approve or disapprove a requisition, you will see a screen similar to the one below. A disapproval screen would have Disapprove Document as its heading.

This area displays the document number and the amount.

You must click this button to complete the process.

Approve Document

Document Information

Document Number: R0000082 Type: REQ
 Change Seq# Sub#
 Amount: 11,970.00

Comment:

This document has been approved.

This text appears automatically. You can add to it if you wish.

NOTE: If a requisition is disapproved, you cannot resurrect it; you must re-enter it.

Hands-On: Approve a Requisition

In this exercise you will approve a requisition.

Before you begin: The Finance menu should be open on your screen.

1. Click the Approve Documents link.
2. If necessary, choose the Documents for Which You Are the Next Approver option.
3. Click the Submit Query button to display your Approve Documents List.
4. Click the blue Document number link to display the details of the requisition.

Queried Parameters													
User ID	TRAIN01 Train01												
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					TRAIN37	11,970.00	DOC		R0000082	History	Approve	Disapprove
<input type="button" value="Another Query"/>													

The View Document screen appears with the details of the requisition.

Requisition Header						
Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total	
R0000082	May 09, 2007	May 09, 2007	May 09, 2007		11,970.00	
Origin:	BANNER					
Complete:	Y	Approved:	N	Type:	Procurement	
Cancel Reason:				Date:		
Requestor:	train37		35833B	SMC Mobilization - Kitchen		
Accounting:	Document Level					
Ship to:	1800 Ignacio Blvd					
	Novato, CA 94949 United States of America					
Attention:	marin					
Contact:						
Vendor:	M00012257 AT&T					
	Po Box 78522					
	Phoenix, AZ 85062-8522					
Phone:				Fax:		

-
5. Click the Back button on Internet Explorer to return to the Approve Documents List.
 6. Click the blue Approve link to begin approving the requisition.

The Approve Document screen appears.

Approve Document

Document Information

Document Number:	R0000082	Type:	REQ
Change Seq#		Sub#	
Amount:	11,970.00		

Comment:

This document has been approved.

Approve Document Cancel

This text is provided automatically.
You can add to it if you wish.

7. Click the Approve Document button.

The following message appears. You could click the Continue button if you wanted to view more requisitions for approval/disapproval.

Document Pending Approval

Document R0000082 has your approval.

Continue

8. Click the Another Query button to return to the Approve Documents screen.

High Level Approvals

High-level Approvers are people who have other Approvers below them in the approval queue. In the following example, train01 is the approver for train37.

The screenshot shows a web form titled "Approve Documents". It has a yellow horizontal line below the title. Underneath is a grey header "Enter Approval Parameters". There are two input fields: "User ID" with the value "train01" and "Document Number" which is empty. Below these are two radio buttons. The first radio button is selected and has a blue arrow pointing to it from the left. The second radio button is unselected. At the bottom of the form is a "Submit Query" button.

Choosing Documents for Which You are the Next Approver and clicking the Submit Query button as shown in the previous figure, displays the following Approve Documents List for train01.

Queried Parameters											
User ID	TRAIN01 Train01										
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					TRAIN37	11,970.00	DOC	R0000082 History	Approve	Disapprove
Another Query											

JLANGLOIS is a high-level approver above train01. By choosing the All Documents Which You May Approve option, high-level Approvers will see not only the documents for which they are the next approver, but documents which have not yet been approved by a lower level approver.

NOTE: Approvers can approve out of order. In other words, a level 3 (top level in this example) approver can approve a requisition before the level 2 approver. However, the level 2 approval is still required.

Approve Documents

Enter Approval Parameters

User ID:

Document Number:

Documents for which you are the next approver
 All documents which you may approve

The following example shows JLANGLOIS accessing train01's Approve Document List, which in this example shows several requisitions submitted by train37.

Queried Parameters

User ID:

Document Number:

Documents Shown: All

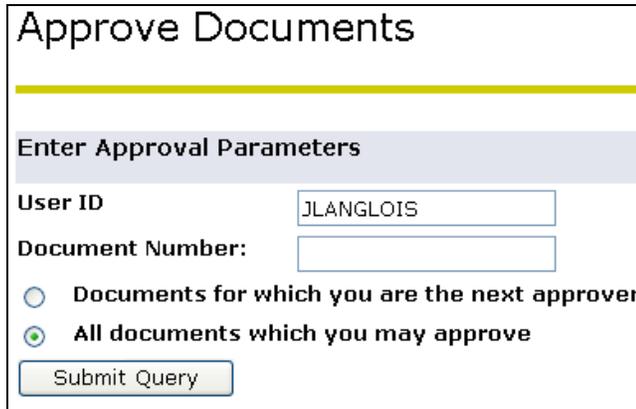
Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ					TRAIN37	10,000.00	DOC		R0000080	History	Approve	Disapprove
	REQ					TRAIN37	9,340.00	DOC		R0000081	History	Approve	Disapprove
	REQ					TRAIN37	11,970.00	DOC		R0000082	History	Approve	Disapprove

Hands-On: View Approvers Below a High-Level Approver

In this exercise, high-level Approvers will view and approve a requisition where a lower level approver has not approved the requisition.

1. Choose the All Documents Which You May Approve option as shown in the following illustration.



Approve Documents

Enter Approval Parameters

User ID: JLANGLOIS

Document Number:

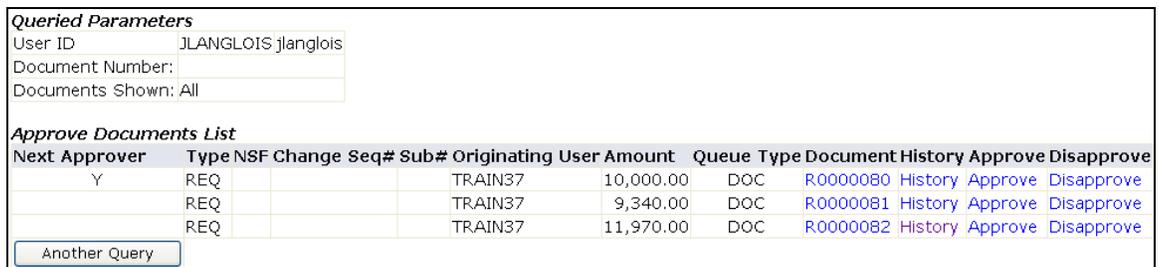
Documents for which you are the next approver

All documents which you may approve

Submit Query

2. Click the Submit Query button.

The Approve Documents List appears. It contains any requisitions for which you are the next approver as well as any requisitions for lower level Approvers.



Queried Parameters

User ID: JLANGLOIS jlanglois

Document Number:

Documents Shown: All

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ					TRAIN37	10,000.00	DOC	R0000080	History	Approve	Disapprove
	REQ					TRAIN37	9,340.00	DOC	R0000081	History	Approve	Disapprove
	REQ					TRAIN37	11,970.00	DOC	R0000082	History	Approve	Disapprove

Another Query

3. Click the History link to display the View Document screen where you can see the history for a requisition.

In the following example, JLANGLOIS clicked the link for requisition number R0000082 to display the View Document screen.

View Document

Document Identification

Document Number	R0000082	Type	Requisition
Originator:	TRAIN37	train37	

Approvals required

Queue	Description	Level	Approvers
SSB	SELF SERVICE TEST 20		Train01
SSB	SELF SERVICE TEST 30		jlanglois

Approvals recorded

Queue	Level	Date	User
SSB	10	May 09, 2007	train37

Train37 is the requisitioner.

Train01 is the first level approver for Train37.

JLANGLOIS is a high-level approver for train01.

The Approvals Recorded list shows, in this example, that Train01 and jlanglois have not yet approved this requisition. It is assumed that the requisitioner approved the requisition by submitting it.

- Click the Back button on Internet Explorer to return to the Approve Documents screen.
- Click the Approve link to begin approving this requisition.

Approve Document

Document Information

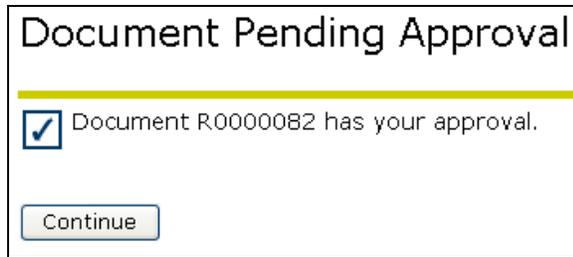
Document Number:	R0000082	Type:	REQ
Change Seq#		Sub#	
Amount:	11,970.00		

Comment:

This document has been approved.

Approve Document Cancel

- Click the Approve Document button to display a message indicating that you approved the requisition.



7. Note the requisition number. You will use it in the next exercise.

That requisition is now removed from your approval queue.

8. Click the Menu link at the top of the screen to return to the Finance menu.
-

Viewing Documents (Requisitions)

You can use the View Document feature to view the details of a requisition or view its approval history. Viewing the approval history is a convenient feature if you want to find out where your requisition stands in the approval queue.

You choose one of these option buttons to specify whether or not you want to display the accounting information.

You would enter the requisition number here.

The screenshot shows the 'View Document' interface. At the top, there is a title bar and a yellow horizontal line. Below this is an information icon and a paragraph of instructions: 'To display the details of a document enter parameters then select View document. To display approval then select Approval history. If you do not know the document number, select Document Number to add you to perform a query and obtain a list of document numbers to choose from.' Below the instructions are several input fields: 'Choose type:' with a dropdown menu set to 'Requisition', 'Document Number' with the value 'R0000082', 'Submission#:' with an empty text box, 'Change Seq#' with an empty text box, and 'Reference Number' with an empty text box. There are two main sections for display options. The first is 'Display Accounting Information' with radio buttons for 'Yes' (selected) and 'No'. The second is 'Display Document/Line Item Text' with radio buttons for 'All', 'Printable' (selected), and 'None'. A third section is 'Display Commodity Text' with radio buttons for 'All', 'Printable' (selected), and 'None'. At the bottom of the form are two buttons: 'View document' and 'Approval history'. Blue lines and circles are used as annotations: a vertical line points from the 'Document Number' field to the explanatory text above; a vertical line points from the 'Document Number' field to the instructions; a circle around the 'Display Document/Line Item Text' section is linked to the text below; a circle around the 'Display Commodity Text' section is linked to the text below; and a line from the 'Display Accounting Information' section points to the text on the left.

These options relate to the text a Requisitioner may have entered via the Document Text link in the top portion of the requisition form.

These options relate to the text a Requisitioner may have entered via the links at the beginning of the rows in the commodity table of the requisition screen.

Clicking the View Document button in the View Documents screen displays the details of the requisition.

View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000263	Jun 18, 2007	Jun 18, 2007	Jun 18, 2007		538.43

Origin: SELF_SERVICE

Complete: Y Approved: Y Type: Procurement

Cancel Reason: Date:

Requestor: jlanglois 22501 Physical Education - DW

Accounting: Document Level

Ship to: 120 Kent Ave

Kentfield, CA 94904

Attention: jlanglois

Contact:

Vendor:

Requisition Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount	Disc	Addl	Tax	Cost
1	Baseball gloves EA		10	49.97	499.70				
						.00	.00	38.73	538.43
Total:								538.43	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF	Susp	NSFOvr	Susp	Amount
1	M	07		11100	22501	45000	083500				N	N	N		538.43
Total of displayed sequences:															538.43

Related Documents

Transaction Date	Document Type	Document Code	Status	Indicator
Jun 18, 2007	Purchase Order	P0000195		

Clicking the Approval History button in the View Documents screen displays the history of this requisition as it travels through the approval queue.

View Document

Document Identification

Document Number R0000082 Type Requisition

Originator: TRAIN37 train37

There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
SSB	20	May 09, 2007	jlanglois
SSB	30	May 09, 2007	train01
SSB	10	May 09, 2007	train37

Hands-On: View Documents

In this exercise, you will view a requisition document, and you will also view the approval history for the requisition.

Before you begin: The Finance menu should be open on your screen.

1. Click the View Document link.
2. Follow these steps to view the requisition you just approved:

A If necessary, choose **Requisition** from this list.

B Enter the number of the requisition you just approved here.

The screenshot shows a web form titled "View Document". At the top, there is a yellow horizontal bar. Below it is an information icon and a paragraph of instructions: "To display the details of a document enter parameters then select View document. To display approval then select Approval history. If you do not know the document number, select Document Number to add you to perform a query and obtain a list of document numbers to choose from." Below the instructions are several input fields: "Choose type:" with a dropdown menu set to "Requisition", "Document Number" with a text box containing "R0000082", "Submission#:" with an empty text box, "Change Seq#" with an empty text box, and "Reference Number" with a button. Below these are two sections for display options: "Display Accounting Information" with radio buttons for "Yes" (selected) and "No", and "Display Document/Line Item Text" and "Display Commodity Text" each with radio buttons for "All", "Printable" (selected), and "None". At the bottom are two buttons: "View document" and "Approval history". Blue lines with labels A, B, C, and D point to specific elements: A points to the "Requisition" dropdown, B points to the "Document Number" text box, C points to the "Yes" radio button, and D points to the "Printable" radio button in the "Display Document/Line Item Text" section.

C Choose **Yes** to display the accounting information.

D Choose the **Printable** options here.

3. Click the View Document button to view the details of the requisition.
4. Click the Back button in Internet Explorer to return to the previous screen.

-
5. Click the Approval History button to display the View Document screen.

View Document

Document Identification

Document Number	R.0000082	Type	Requisition
Originator:	TRAIN37	train37	

There are no approvals required at this time

Approvals recorded

Queue Level	Date	User
SSB	20	May 09, 2007 jlanglois
SSB	30	May 09, 2007 train01
SSB	10	May 09, 2007 train37

9. Click the Menu link at the top of the screen to return to the Finance menu.
-

Performing a Budget Transfer

It may be necessary to process a budget transfer in order to have adequate funds for a requisition.

Leave the **Transaction Date** at the default. This is the date the money is actually transferred.

You enter the **Transfer Amount** here.

NOTE: Do not use dollar signs or commas. It is acceptable to enter zeros in the decimal positions, but it is not necessary.

Transaction Date: 5 SEP 2007

Journal Type: BD02 (Permanent Budget Adjustments)

Transfer Amount: 1000

Document Amount: 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		11100	22501	45000	083500			-
To			11100	22501	52000	083500			+

Description: Trans from Supplies to Travel

Budget Period: 03

Save as Template:

Shared

Notice that the first row is the **From** row, and the second row is the **To** row. This is where you enter the FOAPAL information for the *transfer from* account and the *transfer to* account.

Description is a required field.

Budget Period must be the current period.

Completing the Transfer

When you click the Complete button, the following screen appears.

This message indicates that the transfer was completed.

The **Another Transfer** button allows you to proceed with another transfer without returning to the main Finance menu.

Document J0000263 completed and forwarded to the Approval process

Use template

Transaction Date

Journal Type

Transfer Amount

Document Amount 2,000.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		11100	22501	45000	083500			-
To			11100	22501	52000	083500			+

Description Budget Period

The **Document Amount** is a hash total that Self Service Finance uses to ensure the accuracy of the data.

Do not confuse this with the Transfer Amount of 1000 in this example.

Hands-On: Perform a Budget Transfer

In this lesson, you will transfer money from one account to another.

Before you begin: The Finance menu should be open on your screen.

1. Click the Budget Transfer link.
2. Follow these steps to begin the budget transfer:

A Leave the Transaction Date at the current date.

B Enter the Transfer Amount of **1000**.

C Enter your **FOAPAL** stream for the From and To rows.

D Select the **current** Budget Period.

The screenshot shows a web form for a budget transfer. At the top, there are dropdown menus for 'Transaction Date' (5, SEP, 2007) and 'Journal Type' (BD02 (Permanent Budget Adjustments)). Below these is a text input for 'Transfer Amount' containing '1000'. Underneath is 'Document Amount 0.00'. A table with columns: Chart, Index, Fund, Organization, Account, Program, Activity, Location, D/C. The 'From' row has values: M, [blank], 11100, 22501, 45000, 083500, [blank], [blank], -. The 'To' row has values: [blank], [blank], 11100, 22501, 52000, 083500, [blank], [blank], +. Below the table is a 'Description' field with 'Trans from Supplies to Travel' and a 'Budget Period' dropdown set to '03'. At the bottom, there is a 'Save as Template' field, a 'Shared' checkbox, and a 'Complete' button. Blue lines and letters A, B, C, and D point to the Transaction Date, Transfer Amount, FOAPAL fields, and Budget Period dropdown respectively.

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		11100	22501	45000	083500			-
To			11100	22501	52000	083500			+

Description: Trans from Supplies to Travel Budget Period: 03

Save as Template: [text box]

Shared

Complete

10. Click the Complete button, and notice the following message indicating that Self Service Finance completed the transfer.

Document J0000026 completed and forwarded to the Posting process

11. Click the Menu link at the top of the screen to return to the Finance menu.

Entering a Multiple Line Budget Transfer

The Multiple Line Budget Transfer Form is the same as the Budget Transfer Form except that it allows Budget transfers among up to five FOAPAL streams. In the D/C (Debit/Credit) column, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

Banner does not automatically generate the Document Amount in a multiple line budget transfer. You must calculate and enter the number in the Document Amount field yourself. Calculate the Document Amount by adding all of the numbers in the Amount column as if they were positive numbers.

Transaction Date: 18 JUN 2007

Journal Type: B002 (Permanent Budget Adjustments)

Document Amount: 2000

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	M		11100	22501	45000	083500			250	-
2	M		11100	22501	52000	083500			250	-
3	M		11100	22501	53000	083500			500	-
4	M		11100	22501	56200	083500			1000	+
5										+

Description: Transfer to fund trip Budget Period: 12

Save as Template:

Shared

When you click the Complete button, the following screen appears:

This message indicates that the transfer was completed.

The **Another Transfer** button allows you to proceed with another transfer without returning to the main Finance menu.

Document J0000057 completed and forwarded to the Posting process.

Use template

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	M		11100	22501	45000	083500			250	-
2	M		11100	22501	52000	083500			250	-
3	M		11100	22501	53000	083500			500	-
4	M		11100	22501	56200	083500			1000	+
5										+

Description Budget Period

The **Document Amount** is a hash total that Self Service Finance uses to ensure the accuracy of the data.

Hands-On: Conduct a Multiple Line Budget Transfer

In this exercise, you will conduct a multiple line transfer, where you can transfer funds from three accounts into one account

Before you begin: The Finance menu should be open on your screen.

1. Click the Multiple Line Budget Transfer link.
2. Follow these steps to begin the transfer:

A Leave the Transaction Date at the current date.

B Enter the Document Amount of **2000**. (This is a total of all of the transfer from and transfer to amounts.)

C Enter the **FOAPAL** rows for your transfers.

D Set the Amounts and D/C plus and minus signs as shown here.

The screenshot shows the 'Multiple Line Budget Transfer' form. At the top, there are fields for 'Transaction Date' (18 JUN 2007), 'Journal Type' (BD02 (Permanent Budget Adjustments)), and 'Document Amount' (2000). Below these is a table with columns: #, Chart, Index, Fund, Organization, Account, Program Activity, Location, Amount, and D/C. The table contains five rows of data. A blue oval highlights the first four rows. Below the table is a 'Description' field containing 'Transfer to fund trip' and a 'Budget Period' dropdown set to '12'. At the bottom, there is a 'Save as Template' section with a 'Shared' checkbox and a 'Complete' button. Blue lines with letters A-F point to specific fields: A points to the Transaction Date, B points to the Document Amount, C points to the FOAPAL rows in the table, D points to the Amount and D/C columns, E points to the Description field, and F points to the Budget Period dropdown.

#	Chart	Index	Fund	Organization	Account	Program Activity	Location	Amount	D/C
1	M		11100	22501	45000	083500		250	-
2	M		11100	22501	52000	083500		250	-
3	M		11100	22501	53000	083500		500	-
4	M		11100	22501	56200	083500		1000	+
5									+

E Enter **Transfer to fund trip** in the Description field.

F Set the Budget Period to the **current** period.

3. Click the Complete button.

A message appears indicating that the transfer is complete.

A confirmation message box with a checked checkbox and the text: 'Document J0000057 completed and forwarded to the Posting process.'

At this point, you could click the Another Transfer button to perform another transfer.

4. Click the Exit link in the upper-right corner of the screen to exit from Self Service Finance.

Appendix

Glossary

Term	Definition
Account	See FOAPAL Stream.
Accounted Budget	The original budget plus or minus any adjustments made by Fiscal Services.
Activity	See FOAPAL Stream.
Adjusted Budget	The actual budget in effect right now—the net of the adopted budget and all adjustments that have been made.
Adopted Budget	Original budget allocation given at the beginning of the fiscal year.
Available Balance	The amount of money remaining in an account after all commitments to date are subtracted. This is the amount of money that can still be spent before the end of the current fiscal year.
Budget Adjustment	Permanent and temporary adjustments that have been made to the budget.
Commitments	A combination of purchase orders and requisitions.
Commodity	What has been bought
Drilling Down	The process in clicking on links to access more information.
Encumbrances	Generated by purchase orders; funds committed for future payments.

Term	Definition																								
Fiscal Period	<p>A fiscal period corresponds to a period of no more than twelve months, at the end of which a business closes its books and prepares its financial statements. At the College of Marin, the fiscal period spans from July 1st through June 30th. Thus, the month of July is considered fiscal period 01.</p> <table border="1" data-bbox="818 531 1185 1178"> <tbody> <tr><td>July</td><td>01</td></tr> <tr><td>August</td><td>02</td></tr> <tr><td>September</td><td>03</td></tr> <tr><td>October</td><td>04</td></tr> <tr><td>November</td><td>05</td></tr> <tr><td>December</td><td>06</td></tr> <tr><td>January</td><td>07</td></tr> <tr><td>February</td><td>08</td></tr> <tr><td>March</td><td>09</td></tr> <tr><td>April</td><td>10</td></tr> <tr><td>May</td><td>11</td></tr> <tr><td>June</td><td>12</td></tr> </tbody> </table>	July	01	August	02	September	03	October	04	November	05	December	06	January	07	February	08	March	09	April	10	May	11	June	12
July	01																								
August	02																								
September	03																								
October	04																								
November	05																								
December	06																								
January	07																								
February	08																								
March	09																								
April	10																								
May	11																								
June	12																								

Term	Definition
FOAPAL Stream	<p>The FOAPAL stream is a series of codes that replaces the account numbers used in the college’s legacy system.</p> <p>Fund: This code specifies the funding source where the money comes from. Funds are either unrestricted or grant funds.</p> <p>Organization: This code identifies the department responsible for the financial activity.</p> <p>Account: The Account element identifies the spending category, such as Office supplies or Travel.</p> <p>Program: The College of Marin uses TOPS codes as program codes. It’s a way of gathering information to report to the state. Each discipline has its own code.</p> <p>Activity: Activity codes are assigned to transactions involving multiple organizations or funds that share responsibility for a common event or activity. This code is not used for requisitions.</p> <p>Location: This code is used to specify the assigned physical location of an asset. This code is not used for requisitions.</p>
Fund	See FOAPAL Stream.
Index	A six-digit code used in Banner as a shortcut to the Fund, Organization, and Program Code.
Location	See FOAPAL Stream.
Organization	A six-digit code that identifies a unit of budgetary responsibility and/or departments within an institution. Normally used to define “WHO” spends the money
Organization	See FOAPAL Stream.
Program	See FOAPAL Stream.

Term	Definition																																												
Reservations	Setting aside of budget funds generated by requisitions.																																												
Temporary Budget	Adjustments done in the current year that are temporary in nature. Adjustments that will not roll over to the next fiscal year.																																												
Units of Measure	<table border="1" data-bbox="740 478 1263 1312"> <tbody> <tr><td>CTN</td><td>carton</td></tr> <tr><td>OZ</td><td>ounce</td></tr> <tr><td>PAK</td><td>package</td></tr> <tr><td>TRP</td><td>travel related services</td></tr> <tr><td>YD</td><td>yard</td></tr> <tr><td>CON</td><td>container</td></tr> <tr><td>ROL</td><td>roll</td></tr> <tr><td>BOX</td><td>box</td></tr> <tr><td>CEN</td><td>centimeter</td></tr> <tr><td>THR</td><td>therms</td></tr> <tr><td>KW</td><td>kilowatt</td></tr> <tr><td>MET</td><td>meter</td></tr> <tr><td>CSE</td><td>case</td></tr> <tr><td>LB</td><td>pound</td></tr> <tr><td>EA</td><td>each</td></tr> <tr><td>GAL</td><td>gallon</td></tr> <tr><td>GRM</td><td>gram</td></tr> <tr><td>FT</td><td>foot</td></tr> <tr><td>PC</td><td>piece</td></tr> <tr><td>SVC</td><td>service</td></tr> <tr><td>TON</td><td>ton</td></tr> <tr><td>INC</td><td>inch</td></tr> </tbody> </table>	CTN	carton	OZ	ounce	PAK	package	TRP	travel related services	YD	yard	CON	container	ROL	roll	BOX	box	CEN	centimeter	THR	therms	KW	kilowatt	MET	meter	CSE	case	LB	pound	EA	each	GAL	gallon	GRM	gram	FT	foot	PC	piece	SVC	service	TON	ton	INC	inch
CTN	carton																																												
OZ	ounce																																												
PAK	package																																												
TRP	travel related services																																												
YD	yard																																												
CON	container																																												
ROL	roll																																												
BOX	box																																												
CEN	centimeter																																												
THR	therms																																												
KW	kilowatt																																												
MET	meter																																												
CSE	case																																												
LB	pound																																												
EA	each																																												
GAL	gallon																																												
GRM	gram																																												
FT	foot																																												
PC	piece																																												
SVC	service																																												
TON	ton																																												
INC	inch																																												

Account Codes

Account Code	Title
11000	FT Instructional Certificated Sal
11200	FT Instruct Cert Sal - Sabbatical
12000	FT NonInstruct Certificated Sal
12050	FT Management Certificated Sal
12060	FT Management Auto Allowance
12200	FT NonInstr Cert Sal - Sabbatical
12400	FT NonInstr Dept Chair - Reassigned
12410	FT NonInstr Coordinator - Reassigned
12420	FT NonInstr IRD - Reassigned
12430	FT NonInst Dist. Dir.- Reassigned
12440	FT NonInstr UPM - Reassigned
12450	FT NonInstr Senate - Reassigned
12460	FT NonInstr EEIF - Reassigned
12470	FT NonInstr Enrollmt Opt- Reassigned
13000	PT Instructional Cert Sal - CR
13080	PT Instructional Cert Sal - NC
13090	PT Instruct Cert Sal - CES
13100	PT Instruct Cert Sal - Summer CR
13130	PT Instruct Cert Sal - Summer OL
13180	PT Instruct Cert Sal - Summer NC
13190	PT Instruct Cert Sal - Summer CES
13200	PT Instruct Cert Sal - Sab Rplcmt

Account Code	Title
13300	PT Instruct Cert Sal - Substitute
13390	PT Instruct Cert Sal - Sub CES
13460	PT Instr EEIF
13470	PT Instr Enrollmt Opt
13990	PT Instruct Cert Sal - Overload
14000	PT NonInstruct Cert Sal - CR
14080	PT NonInstruct Cert Sal - NC
14090	PT NonInstruct Cert Sal - CES
14100	PT NonInstruc Cert Sal - Summer CR
14130	PT NonInstruc Cert Sal - Summer OL
14180	PT NonInstruc Cert Sal - Summer NC
14200	PT NonInstr Cert Sal - Sabb Rplcmt
14300	PT NonInstr Cert Sal - Substitute
14400	PT NonInstr Dept Chair-Overload
14410	PT NonInstr Coordinator-Overload
14420	PT NonInstr IRD-Overload
14430	PT NonInst Dist. Dir.-Overload
14440	PT NonInstr UPM - Overload
14450	FT NonInstr Senate - Overload
14460	PT NonInstr EEIF-OL or Stipend
14470	FT NonInstr Enrollmt Opt - OL
14990	PT NonInstruct Cert Sal - Overload
21000	FT Classified Salaries - CSEA
21010	FT Classified Salaries - SEIU
21020	FT Classified Sal - Confidential
21030	FT Classified Sal - Supervisory
21050	FT Classified Sal - Management

Account Code	Title
21100	FT Classified Sal - CSEA OT
21110	FT Classified Sal - SEIU OT
21120	FT Classified Sal -Confidential OT
21130	FT Classified Sal - Supervisory OT
21170	FT Classified Sal - Maintenance OT
21190	FT Classified Sal - Custodial OT
22000	FT Class Sal Instructional Aide
23000	PT Classified Salary Student
23010	PT Classified Sal Student - Summer
23020	PT Classified Salary Student - OT
23200	PT Classified Salary NonStudent
23210	PT Classified Sal NonStud - Summer
23220	PT Classified Sal NonStudent - OT
24000	PT Class Sal Student Instructional
24200	PT Class Sal NonStudent Instruct
31100	STRS - Instructional
31300	STRS - NonInstructional
32100	PERS - Instructional
32110	PERS - Instruct - Dist Contribution
32200	PERS - NonInstructional
32210	PERS - NonInst- Dist Contribution
33100	OASDI - Instructional
33200	OASDI - NonInstructional
33300	Medicare - Instructional
33400	Medicare - NonInstructional
34100	Health - Instructional

Account Code	Title
34200	Health -Classified NonInstructional
34300	Health - Certificated NonInstruct
35100	SUI - Instructional
35200	SUI - Classified NonInstructional
35300	SUI - Certificated NonInstructional
36100	WC - Instructional
36200	WC - Classified
36300	WC - Certificated NonInstructional
43000	Instructional Supplies
43020	Instruct. Supplies - Materials Fees
43100	Instructional Supplies - Summer
43120	Instruct Supp - Summr Material Fees
45000	Other Supplies
51000	Personal Services
52000	Travel and Conference
52100	Field Trip
53000	Dues and Memberships
54100	Insurance
54400	Student Insurance
54500	Self-Insurance Claims
55090	Sewer Services
55100	Telephone
55109	Intercampus Gigaman Connection
55200	Water
55300	Gas
55350	Electric
55400	Pest Control and Garbage
56100	Chartered Vehicles

Account Code	Title
56200	Maintenance Contracts, Repairs
56300	Licensing Fees
56400	Consulting
56500	Temporary Help
56550	Laundry
56600	Rentals
56700	Other Contract Services
57100	Audit
57200	Legal
57300	Advertising Required by Law
57400	Election
57500	Assessments
58040	Marketing, Advertising
58070	Fingerprint, Medical, Backgrnd Chk
58100	Postage
58200	Duplicating/Printing
58300	Catalog/Schedule Development
58400	Other Districtwide
61000	Site Acquisition
61110	Site Improvements
62000	Buildings, Other Miscellaneous Cost
62010	Design, Planning, Studies
62011	Plan Check
62012	Bid Advertising and Legal Filings
62020	A/E Oversight
62050	Program Management Services
62060	Project Mgmt Pre-Construction Fees
62061	Construction Management
62110	Construction Costs

Account Code	Title
62300	Testing and Inspection
63000	Library Books
63010	Library Periodicals
63020	Library Books - Electronic
64000	Furniture, Fixtures and Equipment
64100	Replacement Equipment
65000	Lease Purchase
70000	Contingencies
71000	Debt Retirement
71050	Interest Expense
72100	Bond Issuance Costs
73000	Interfund Transfers - Out
75000	Student Financial Aid - SFA
75010	SFA Overawards
75020	SFA Emergency Loans Deducted
75030	SFA Return to Title IV - Grants
75040	SFA Return to Title IV - Loans
75050	SFA Prior Year Adjustments
76000	Other Student Aid
81000	Transfers In
81200	Higher Education
81300	Workforce Investment
81400	TANF
81500	Student Financial Aid
81600	Veterans Education
81700	VTEA
81900	Other Federal Revenues
82000	Transfers Out
86110	General Apportionments
86131	P/T Office Hours
86132	P/T Health Benefits

Account Code	Title
86133	P/T Faculty
86200	Categorical Programs
86500	Reimbursed Categorical Programs
86510	Capital Outlay
86520	Scheduled Maintenance
86540	Child Care Project
86720	Tax Subventions
86790	Homeowners' Property Tax
86800	Non-Tax
86810	Lottery Proceeds
86820	Mandated Costs
86900	Other State Revenue
88110	Secured Property Tax
88111	Secured Tax-Basic Aid Takeback
88120	Supplemental Property Tax
88130	Unsecured Property Tax
88160	Prior Year Property Tax
88170	Other Taxes
88200	Contribution/Grants
88300	Contract Services
88420	Sale of Equipment
88500	Rentals and Leases
88600	Interest
88601	Interest - Cash Deposits
88710	Parent Fees - Certified
88711	Parent Fees - NonCertified
88720	Community Service Classes
88740	Enrollment Fees
88750	Field Trips
88760	Health Fees
88770	Instructional Materials Fees

Account Code	Title
88790	Student Records
88800	Non-Resident Tuition
88801	Non-Resident Health Insurance
88810	Parking Services
88840	Student Representation Fees
88890	Other Fees and Charges
88891	Library Fines
88900	Other Local Revenue
88901	Pool Revenue
88902	Cash Over/Short
88903	Returned Items
88904	IVC Field Reimbursement
88905	Student Newspaper
88906	Service Fee for Returned Items
88907	Drama
88908	Dance
88909	Music
88910	Stale-dated PR/Vol Ded
88950	Endowment
89400	Bond Proceeds
89800	Interfund Transfer In
90000	Fund Additions
91100	Cash in Bank
91101	Deposit in Transit
91102	Cash with Trustee
91103	Revolving Fund
91104	Petty Cash
91199	Interfund Cash
91600	AR - Student
91601	AR - Staff
91602	AR - Other

Account Code	Title
91700	Due From
92200	Prepays
95100	Trade AP
95101	Other Accruals
95102	Sales Tax Payable
95103	Banked Units
95104	Surety Bond
95200	Due To
95300	TRAN
95400	Deferred Revenue
96011	Revenue Control
96012	Prior Yr Revenue Control
96013	Budgeted Revenue Control
96014	Prior Yr Budgeted Revenue Control
96021	Expenditure Control
96022	Prior Year Expenditure Control
96023	Budgeted Expenditure Control
96024	Prior Yr Budgeted Expenditure Contr
96031	Transfer Control
96032	Prior Yr Transfer Control
96033	Budgeted Transfer Control
96034	Prior Yr Budgeted Transfer Control
96041	Encumbrance Control
96042	Prior Yr Encumbrance Control
96043	Reserve for Encumbrances
96044	Prior Yr Reserve for Encumbrance Co
96048	Reservation Control
96049	Reserve for Reservations
96051	Budgeted Change to Net Assets

Account Code	Title
96052	Prior Yr Budged Change Net Assets C
96061	Prior Yr Reservation Control
96062	Prior Yr Reserve for Reservation Co
97100	Fund Balance
98100	Estimated Revenue
98200	Appropriations
99000	Fund Deductions

Getting Help

Please contact one of the following Fiscal Services departments if you need help with Self Service Banner Finance:

Department	Extension
Accounting	8161
Accounts Payable	8165 8166
Purchasing	8162