Self Service Banner
Budget Query Training
Agenda

- Budget Query Overview
- Chart of Accounts
- Accessing Banner
- Budget Queries
- Other Resources
- Q&A
Budget Queries

• Three Types
  – Budget Status by Account
  – Budget Status by Organizational Hierarchy
  – Budget Quick Query

• Selecting Budget Data to View (Parameters)

• Chart of Account Entries

• Summary and Drill-Down Capabilities
Chart of Accounts

- **Banner Chart of Accounts**
  - “Key” to Banner Finance
  - Chart Code is ‘F’
  - “FOAPAL”

<table>
<thead>
<tr>
<th>Required elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Account</td>
</tr>
<tr>
<td>Program</td>
</tr>
<tr>
<td>Activity and Location</td>
</tr>
</tbody>
</table>
Fund (required)

- “Where the money is coming from”
- Either 5 or 6 digits
- Examples
  - 10000  Unrestricted Fund – Operating
  - 201500  Friends of the Library
  - 341600  Inst of Mgmt - Prize
Organization/Orgn (required)

• “Who is spending the money”
• Identifies the department
• Either 5 or 6 digits
• Examples
  – 10110  Chemistry
  – 60210  College Communications
  – 70030  Telecommunications
Account/Acct (required)

- “What is the money being spent on”
- Replaces Object Code, 5 digits
- Non-Personnel Expenses begin with a ‘5’
- Personnel Expenses begin with a ‘6’

Examples
- 51000 Office Supplies
- 54520 Travel Foreign
- 65200 College Work Study
Program/Prog (required)

• “Why is the money being spent”
• Mainly for financial reporting
• 2 Digits
• Examples
  – 10  Instruction
  – 30  Public Service
  – 61  Institutional Support – Mgmt and Gen
Activity/Actv (optional)

• Multipurpose, 6 digits
  – Allows for multiple project tracking
    • Specific activities (Field Trips) in normal budget processing that go across FOAP lines
  – Further define an expense, such as foreign travel

• Examples
  – MFIELD Field Trips
  – FNO Norway
  – PSAF Spring Arts Festival
Location/Locn (optional)

• 3 to 6 Digits

• Used to Define Physical Location

• Examples
  – 1018    508 School Lane
  – 1058    Ben Franklin
  – 1059    415 Harrisburg Avenue
Chart of Accounts

• Account Crosswalk Website  
  http://go.fandm.edu/bannerxwalk
Accessing Banner (continued)

Starting July 30, to access live production environment

Select

Jul 26, 2012, 3:31 pm

NEW BANNER SYSTEM--Budget Information View - for activity
Banner Budget Query

LEGACY SYSTEM--Budget Information View - Prior Fiscal Years

Budget Query training is available for authorized users. You may register [here].

Notes: Budget Query Training is not required if Requisition Training has been completed. Budget Queries are covered as part of the Requisition Training class.

Legacy budget information is available in two reporting views.

Enter the Account Number that you would like to view, select the Fiscal Year, and then click the appropriate button for one of the following reporting views:

1. Detail Transaction View - shows detailed budget and expense activity, including purchase orders (PO's) and balance information. Individual transaction information can also be viewed by clicking on dollar amounts in blue text.

If you have questions about how to access your budget information, please contact the Business Office at extension 4210.

Department
Object
Subsidiary
Fiscal Year 11/12

Include Payroll/Other Accounts
Exclude Payroll/Other Accounts

Detail Transaction View
Monthly Report Archive
Accessing Banner (continued)

Log in using your F&M net id and password
Accessing Banner

http://banner.fandm.edu/

Banner at Franklin & Marshall College

- Log into Self-Service Banner Testing/Training Instance
- Banner Documentation and Resources

For technical support questions or issues, please contact the ITS Call Center:

- Telephone 717.358.4483
- Email helpdesk@fandm.edu
Accessing Banner (continued)

Note – training environment

Select

Release: 8.5
Accessing Banner (continued)
Accessing Banner (continued)

Main Menu

Personal Information
- Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Finance
- Create or review financial documents, budget information, approvals.

Note – no “TEST”
Accessing Banner (continued)
Budget Query by Account

- Select Type

Budget Queries

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

Create a New Query

Type

- Budget Status by Account

Retrieve Existing Query

Saved Query

None

Retrive Query
Budget Query by Account (continued)

• Select Parameters

Budget Queries

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

- Approved Budget
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Revised Budget
- YTD Actuals
- Encumbrances (PO)
- Pre-Encumbrance (Reqn)
- Commitments (All)
- Available Balance

Save Query as:

- Shared

Continue
Budget Query by Account (continued)

• Select Chart Information

Fiscal year: 2012
Comparison Fiscal year: None
Commitment Type: All
Chart of Accounts
Fund
Organization
Grant
Account
Program
Include Revenue Accounts
F
140710
60180
Index
Activity
Location
Fund Type
Account Type

Fiscal period: 14
Comparison Fiscal period: None

Save Query as:

Shared
Submit Query
Budget Query by Account (continued)

• Drill down capabilities
  – Account Detail – Totals by account Transaction Detail – Transaction Date, Activity Date, Document Codes, Description.
  – View a specific document (purchase order, requisition, invoice, etc.)
Budget Status by Org Hierarchy

- Select Type

Budget Queries

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

Create a New Query

Type

- Budget Status by Account
- Budget Status by Organizational Hierarchy

Retrieve Existing Query

Saved Query

Retrieve Query
Budget Status by Org Hierarchy (continued)

- Select Parameters as before
- Select Chart information
Budget Status by Org Hierarchy (continued)

• Seven levels of drill-down capabilities
  – Organizational Hierarchy Levels
  – External Account Type (Level 1)
  – External Account Type (Level 2)
  – Account Detail
  – Transaction Detail
  – Document Detail
  – View a specific document (purchase order, requisition, invoice, etc.)
Budget Quick Query

- Select Type

Budget Queries

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

Create a New Query

Type

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

Retrieve Existing Query

Saved Query

None

Retrieve Query
Budget Quick Query

• No Parameter Page

Budget Queries

- Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart of Accounts fields. If Grant is populated, then resulting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year: 2012

Chart of Accounts: Index

Fund: 140710

Organization: Account 60180

Program: Activity 51000

Location: Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

Submit Query
Budget Quick Query (continued)

• Results, no drill down capabilities

<table>
<thead>
<tr>
<th>Report Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Budget Status Report</td>
</tr>
<tr>
<td>By Account</td>
</tr>
<tr>
<td>Period Ending Jun 30, 2012</td>
</tr>
<tr>
<td>As of Jun 12, 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Franklin &amp; Marshall College</th>
<th>Commitment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>140710 College Communications Funding Program</td>
<td>All</td>
</tr>
<tr>
<td>Organization</td>
<td>50180 College Communications Printing</td>
<td>Activity</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
<td>Location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Query Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>51000</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
</tr>
</tbody>
</table>
Tips for Successful Budget Queries

• Fiscal Period & Year must be entered
• Chart of Accounts (F) is required
• A value in Orgn or Grant field is required
• Wildcard (%) is acceptable for FOAP
• Must have Fund/Orgn access. If wildcard is used, only those with access will be displayed
Other Budget Query Features

- Save Query
- Retrieve Query
- Download All Ledger Columns
- Download Selected Ledger Columns
- View Pending Documents
- Perform Computation
Resources / Contacts in the Business Office

• Chart of Account Questions:
  – Kathy Elliehausen-Slobozien – Controller - ext. 4215
  – Cherie Cryer – Financial Accountant – ext. 4563

• Account Access/Security or Creation Questions:
  – Kathy Bartel – General Ledger Coordinator - ext. 4210
  – Bob Szczecinski – Business Systems Analyst – ext. 4832

• Budget Query and Report Questions:
  – Bob Szczecinski – Business Systems Analyst – ext. 4832

• Login Issues:
  – Contact HELPDESK – ext. 4483 or email helpdesk@fandm.edu
Other Resources

http://banner.fandm.edu/

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Other Resources (continued)

Banner Documentation & Resources

Here we can add general content related to the entire Banner Documentation & Resources web site.

Documentation specific to Finance, HR, payroll, students, etc. should appear in the Sections on the left nav bar.

Home » Banner Documentation & Resources
Questions / Comments?