Self Service Banner (SSB) Finance

I. Self Service Banner-Finance Introduction

Self Service Banner is a user-friendly Banner interface used to research and extract information from the Banner Finance module. A user's Banner security settings will control the tabs and menus available in SSB. While all Banner users have access to the "Finance" tab in SSB, security settings limit the Funds and Organizations visible to each user. If your access is limited and you need more assistance please contact the Banner Help Desk at ext. 8068.

Self Service Banner-Finance functions include:

- Banner Finance Budget Queries:
 - o Easily create queries to pull custom summaries of Operating Ledger data
 - o Drill query results to transaction, account, and document-level detail
 - You can drill down by clicking on the *Blue hyperlinked* text in your query results
 - Download query results to Excel
 - Save queries as templates to be edited and used again
- Banner Finance View Documents
 - View documents such as Requisitions, PO's, Invoices, JV's and Encumbrances
 - o Research Document numbers for the above documents

II. Accessing Self Service Banner

A. From the Central Administrative Portal (CAP), click on the "Self Service Banner" link in the center of the screen.

(Note: CAP can be accessed via the Banner web site, (<u>http://banner.uchc.edu</u>). Click on the LOG IN TO BANNER icon, then enter your network User Name and Password in the "Secure Access login" section of the subsequent screen.)



SunGard Higher Education - Windows Internet Explorer		
C . https://cap.uchc.edu/render.userLayoutRootNode.uP?uP_root=root	k	Google
File Edit View Favorites Tools Help		
🔆 🏟 🔡 👻 🔊 Banner > University of Conne 🖉 SunGard Higher Education	x	🟠 🔻 🔊 👻 🖶 Page 👻 🎲 Tools 🗸
University of Connecticut Health Center KNOW BETTER GARE		
My Account Content Layout You are currently logged in.		Groups Logout Help
Home Finance		August 5, 2011
Personal Announcements	Internet Native Banner	HR Quick Links
There are no announcements	Internet Native Banner	Kronos Time Report
	Single Sign-on direct link to Internet Native Banner	SABA
A SQL exception has occurred.ORA-28150: proxy		
not authorized to connect as client	Self Service Banner	Finance Quick Links
	Self Service Banner	Crosswalk Look Up
My Workflow Alerts	Single Sign-on direct link to Self Service Banner	PO Look Up
The user is not authorized for the request.		FAMIS
My Worklist	EDAE/AA Work List	Husky Buy (Sci-Quest)
The user is not authorized for the request.	A SQL exception has occurred.ORA-28150: proxy not authorized to connect as client	Husky Bid
		TM1 Budget System
		Signature Authorization (SA) System
		Contracts
		FRS (view only)

III. Navigating in Self Service Banner

🖉 Main Menu - Windows Internet Explorer	
E https://nso-banner-ssb.uchc.edu/prod/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu	Soogle
File Wew Favorites Tools Help	
😭 💠 👻 👻 🗑 Banner > University of Conne 👩 SunGard Higher Education 🖉 Main Menu 🛛 🗙	har v 🔂 🔹 🖶 v 🔂 Page v 🎯 Tools v
Personal Information Employee Finance Click on tabs t	o access various menus.
Search Go	ACCESSIBILITY SITE MAP HELP
Main Menu Click the browser's "Back" button to go bac Personal Information Update addressee, contact information or marked status; review name or social security r Employee	ks (colored font) to access various menus
Time sheats, time off, benefits, leave or job data, paystubs, W2 forms, W4 data. Finance Create or review financial documents, budget information, approvals.	
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II. Accessing Finance Information

- A. Click the 'Finance' tab
- B. Click a Menu Link

Person Search	al Information Employee Finance
Fina	nce
Run Bud View [View sys	et Queries dget Queries (including open encumbrances) and Budget to Actual Reports Document stem versions of Invoices, Journal Vouchers, and Encumbrances e Finance Template

1. Budget Queries – Create New

1. Click the 'Budget Queries' menu link

- 2. Select a query type from the drop-down box next to "Create a New Query Type" (See chart below for detail)
 - Example used is Budget Status by Organizational Hierarchy

💶 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 Organizational Hierarchy V Budget Status by Account Budget Status by Organizational Hierarchy Budget Quick Query

Ref.	Query Type	Can Specify Period & Download to xls?	Drill Down Capability
А.	Budget Status by Account	Yes	From amount, to transaction detail, to document, to document accounting distribution
В.	Budget Status by Organizational Hierarchy	Yes	From a higher-level Organizational code (non-5-digit-code) to lower-level codes, to a data-enterable (5-digit) code.
C.	Budget Quick Query	No	None

3. Click the 'Create Query' button

Create Query

4. Select the columns to appear on the report by clicking the boxes next to each column title.5. Click the 'Continue' button



Budget Queries

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



Search	Go		MENU SITE MAP	HEL
Budget Queries	5			
Organization or Grant	fields as we	ell as the Fiscal Year, Peri	ganization query access must enter a value in either th od, and Chart of Accounts fields. If Grant information i e. Otherwise, all information retrieved is through the Fi	is
Period. With this selec	ction, all de	tails retrieved will be plac	Year and Period in addition to the required Fiscal Year ed next to the corresponding comparison fiscal period.	
Fiscal year:	2012 💙	Fiscal period:		
Comparison Fiscal year:		Comparison Fiscal p	None Y	
Commitment Type:	All			
	U	Index		
Fund		Activity		
Organization	80000	Location		
Grant		Fund Type		
Account	72001	Account Type		
Program				
🔲 Include Revenue Acc	ounts		\	
Save Query as:			Click on the name of any FOAPAL element	t to
			search for valid codes.	
Shared			scarch for valid coucs.	

- 9. Click Submit Query
 - i. Note: By using a higher level in the hierarchy it will display all levels that you have access to that roll up to that value.
 - 1. Ex: 1000 in the Query will give you the information for (10000, 10001, 10002)
- 10. To export to Excel there are two options
 - ii. Download All Columns
 - iii. Download Selected Ledger Columns

Query R	esult	5									
Organiz	ation	Organization Title	FY12/PD01	Adjusted Budget	FY12/PD01	Year to Date	FY12/PD01	Commitments	FY12/PD01	Available Balan	e
1000		Deans Office - Med									
1	0000	Deans Office - Med									
1	0001	AHEC (H)									
1	0002	Burgdorf Medical Clir	nic								
1000 Ro	llup										
Do	ownloa	d All Ledger Columns		Download Selected L	edger Columns						

11. Download All Columns

- iv. Click the Button that says "Download All Ledger Columns" (This will include all of the options on the Budget Queries Operating Ledger Data Columns menu (pg.3))
- v. A File Download window will pop up. Click the "Open" button.

File Dow	rnload 🛛 🔀								
Do you	want to open or save this file?								
×	Name: bwfksdld.csv Type: Microsoft Office Excel 97-2003 Worksheet From: nso-banner-ssb.uchc.edu								
🔽 Alwa	Open Save Cancel ys ask before opening this type of file								
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?									

- vi. Document will Open in Excel Spreadsheet with Parameters and Query Results in a spreadsheet for your own use
- 7. Download Select Columns
 - i. Click on the Button that says "Download Selected Ledger Columns)
 - ii. Document will open in Excel Spreadsheet (like above) but the Spreadsheet will only include columns that you originally selected for your Query.
 - iii. Note: Document will open in "Read Only" ".csv" format. To make changes/to save the file click on Save As and make ".xlsx" file.

2. View Document

- 1. Click on the View Document Hyperlink on the Finance menu
- 2. Choose the Document Type from the Drop down menu list
- 3. Enter the Document Number
 - a. If you are not sure you can use the Code Lookup (by selecting the Document Type and then clicking on the Document Number button)
 - b. Enter one of the following and click Execute Query

Document Lookup

★ - at least one of these fields required.

Purchase Order Code Lookup	
Document Number*	P0020001
User ID*	
Activity Date *	All 💌 All 💌
Transaction Date*	All 💌 All 💌
Vendor ID*	
Buyer Code	
Approved	All 💌
Completed	All
Reference Number *	
Execute Query	
Exit without Value	

c. Press the Document Number Hyperlink to return the Value to the "View Document" page

1 document selected. Purchase Order Lookup Results Document Number User ID Activity Date Trans Date Buyer Code Vendor P0020001 HERMANN Jun 23, 2011 Jul 01, 2011 HB

•	Vendor ID	Vendor	Change Seq#	Approved
	B00044670	John Boyle Company		Yes

d Completed Reference Number 16048253

Yes



8

4. Make sure the Display Accounting Information, Display Document/Line Item Text, and Display Commodity Text are always set to the value pictured below.

View Document

🗨 To display the details of a document enter parameters then select View document. To display approval history for a document enter parame If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a quer numbers to choose from. Choose type: Purchase Order Document Number ~ P0020001 Submission#: Change Seq# Reference Number 16048253 **Display Accounting Information** ۲ Yes \bigcirc No **Display Document/Line Item Text Display Commodity Text** O None All Printable 💿 All 🔘 Printable 🔘 None ۲ \bigcirc View document Approval history hŝ

- 5. Click on the View Document Button to view your results
 - a. *Note: Approval History does not work*

Purchase Order	Change#	Order Date	Trans D	ate 🛙	Deliver	y Date	Print	Date	Total	
P0020001		Jun 23, 2011	Jul 01, 2	011	Jun 24,	2011	Jun 23,	2011	150.62	
Origin:	EPROCURE	1ENT	Reference	e Nur	mber:		160482	53		
Complete:	Y	Approved:	Y	Т	Гуре:		Regular			
Cancel Reason:				0	Date:					
Requestor:	Pittman Jos	ephine	61033	C	Campus	Planni	ng			
Phone Number:	860-679-29	919								
E-mail:	Jpittman@u	chc.edu								
Accounting:	Commodity	Level								
Ship to:	West Receiving Dock									
	263 Farmington Ave									
	Farmington, CT 06030 United States of America									
Attention:	Josephine P	ittman								
Contact:										
Phone Number:										
Vendor:	B00044670 John Boyle Company									
	PO Box 397									
	New Britain, CT 06050 United States of America									
Phone Number:	860-224-24	136								
Fax Number:	860-223-24	140								
Currency:										

Purchase Order Commodities

Item Commodity Description	U/M	U/M Qty Unit Price Ext Amount						
		Disc	Addl	Тах	Cost			
1 NC-PROJECT NO 10-057 TILE ARMSTRONG STANDARD EX	(CEL CSE	1	50.62	50.62				
		0.00	0.00	0.00	50.62			

Purchase Order Accounting

Seq#	COA	FY Index	Fund	Orgn	Acct	Prog Ac	v Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	12	803059	80000	79716	60			N	N	Ν	50.62
Total of displayed sequences:										50.62		

Purch	hase Order Commodities				
Item	Commodity Description U/	U/M Qty Unit Price Ext Amount			
		Disc	Addl	Tax	Cost
2	NC-BASE JOHNSONITE #32 PEBBLE PER ATTACHED QUOTE. BO	X 1	. 100	100.00	
		0.00	0.00	0.00	100.00

Purchase Order Accounting

Seq	# COA	FYIr	ndex Fund	Orgn	Acct	Prog	Actv Locr	ı Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	12	803059	80000	79716	60			N	N	N	100.00
Total of displayed sequences:								100.00				

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 01, 2011	Invoice	10000403	Paid
Jul 15, 2011	Check Disbursement	40141085	