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.

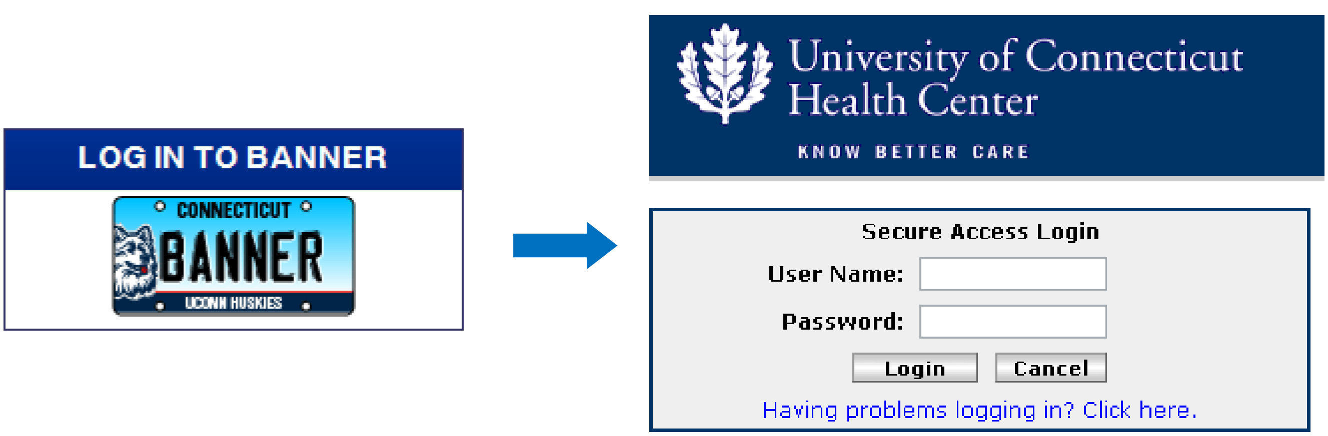
Self Service Banner-Finance functions include:

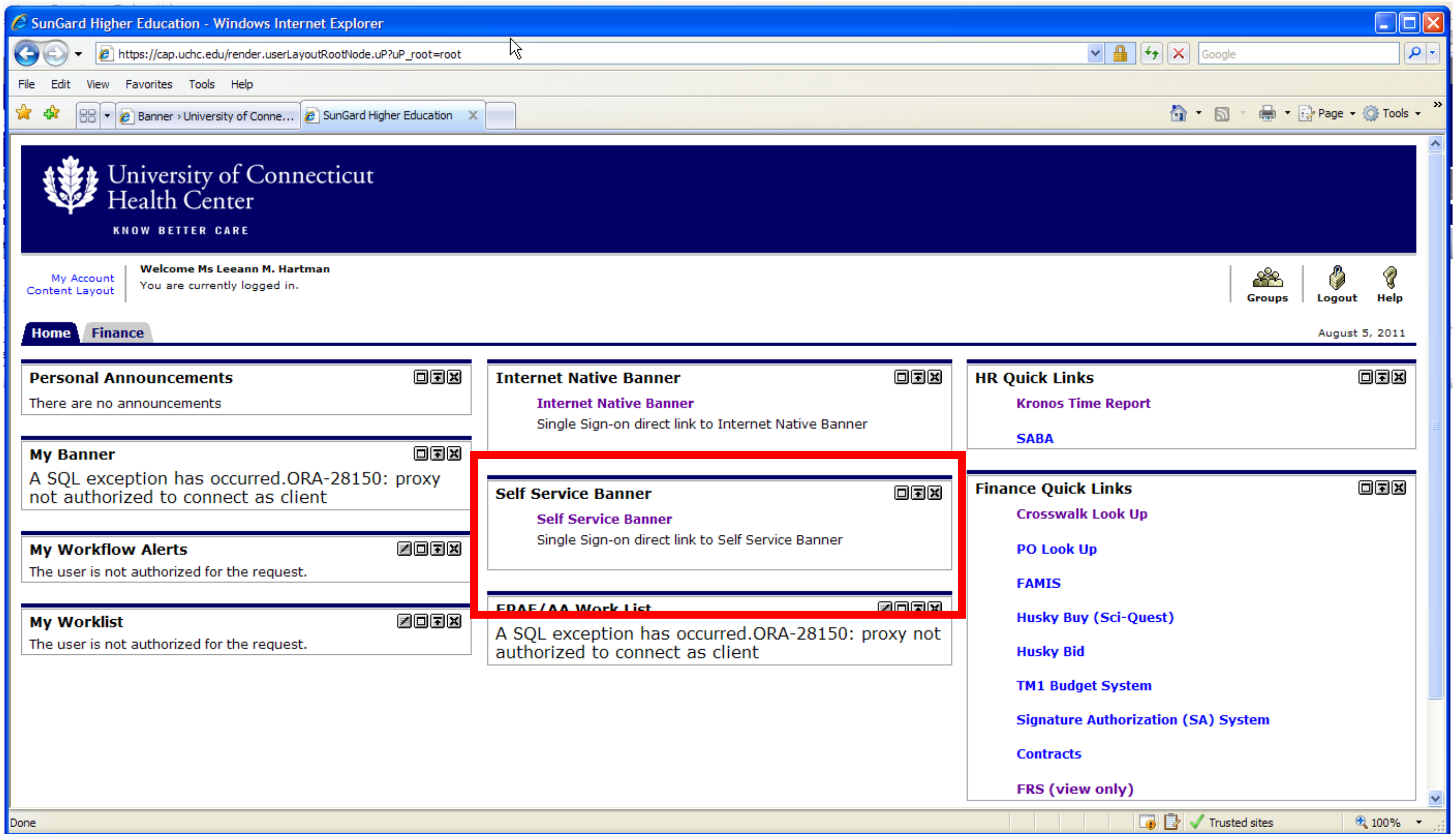
- Banner Finance Budget Queries:
    - Easily create queries to pull custom summaries of Operating Ledger data
    - Drill query results to transaction, account, and document-level detail
        - *You can drill down by clicking on the* ***Blue hyperlinked*** *text in your query results*
    - Download 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
    - Research Document numbers for the above documents

II. Accessing Self Service Banner

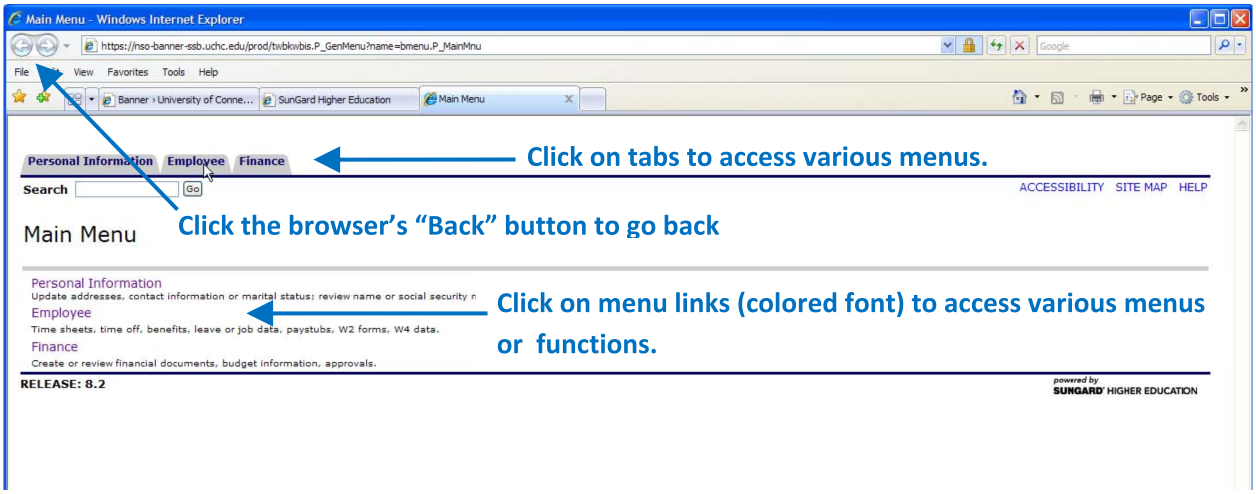
A. From the Central Administrative Portal (CAP), click on the "Self Service Banner" link in the center of the screen.

(Note: CAP can be accessed via the Banner web site, (http://banner.uchc.edu). 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
https://cap.uchc.edu/render.userLayoutRootNode.uP?uP_root=root
File Edit View Favorites Tools Help
Banner › University of Conne...
SunGard Higher Education
University of Connecticut Health Center
KNOW BETTER CARE
My Account
Content Layout
Welcome Ms Leeann M. Hartman
You are currently logged in.
Groups
Logout
Help
Home
Finance
August 5, 2011
Personal Announcements
There are no announcements
My Banner
A SQL exception has occurred.ORA-28150: proxy not authorized to connect as client
My Workflow Alerts
The user is not authorized for the request.
My Worklist
The user is not authorized for the request.
Internet Native Banner
Internet Native Banner
Single Sign-on direct link to Internet Native Banner
Self Service Banner
Self Service Banner
Single Sign-on direct link to Self Service Banner
EPAF/AA Work List
A SQL exception has occurred.ORA-28150: proxy not authorized to connect as client
HR Quick Links
Kronos Time Report
SABA
Finance Quick Links
Crosswalk Look Up
PO Look Up
FAMIS
Husky Buy (Sci-Quest)
Husky Bid
TM1 Budget System
Signature Authorization (SA) System
Contracts
FRS (view only)
Done
Trusted sites
100%

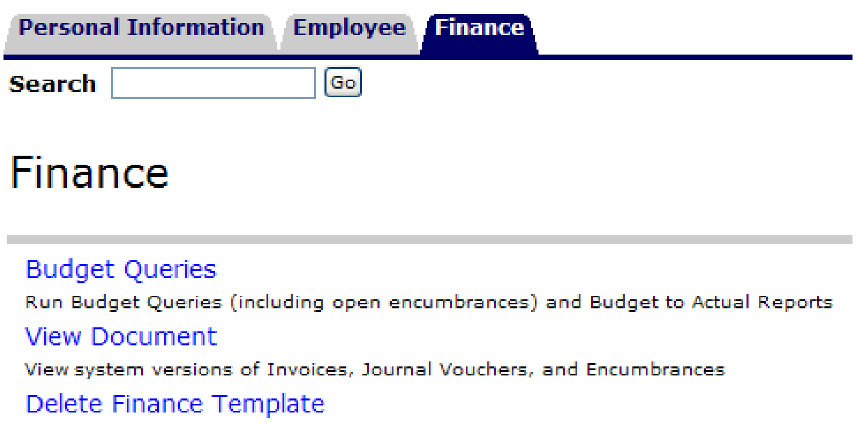
III. Navigating in Self Service Banner



II. Accessing Finance Information

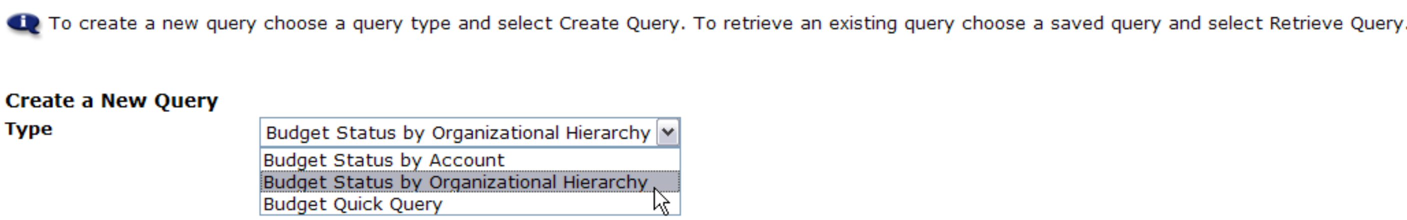
A. Click the 'Finance' tab

B. Click a Menu Link



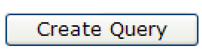
1. Budget Queries – Create New

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*

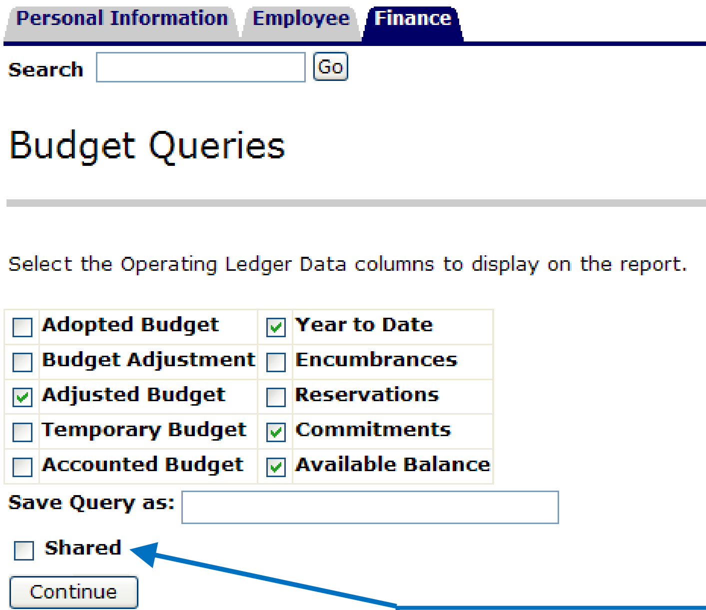


Ref.	Query Type	Can Specify Period & Download to xls?	Drill Down Capability
A.	Budget Status by Account	Yes	From amount, to transaction detail, to document, to document accounting distribution
B.	Budget Status by Organizational Hierarchy	Yes	From a higher-level Organizational code (non-5-digit-code)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

3. Click the ‘Create Query’ button

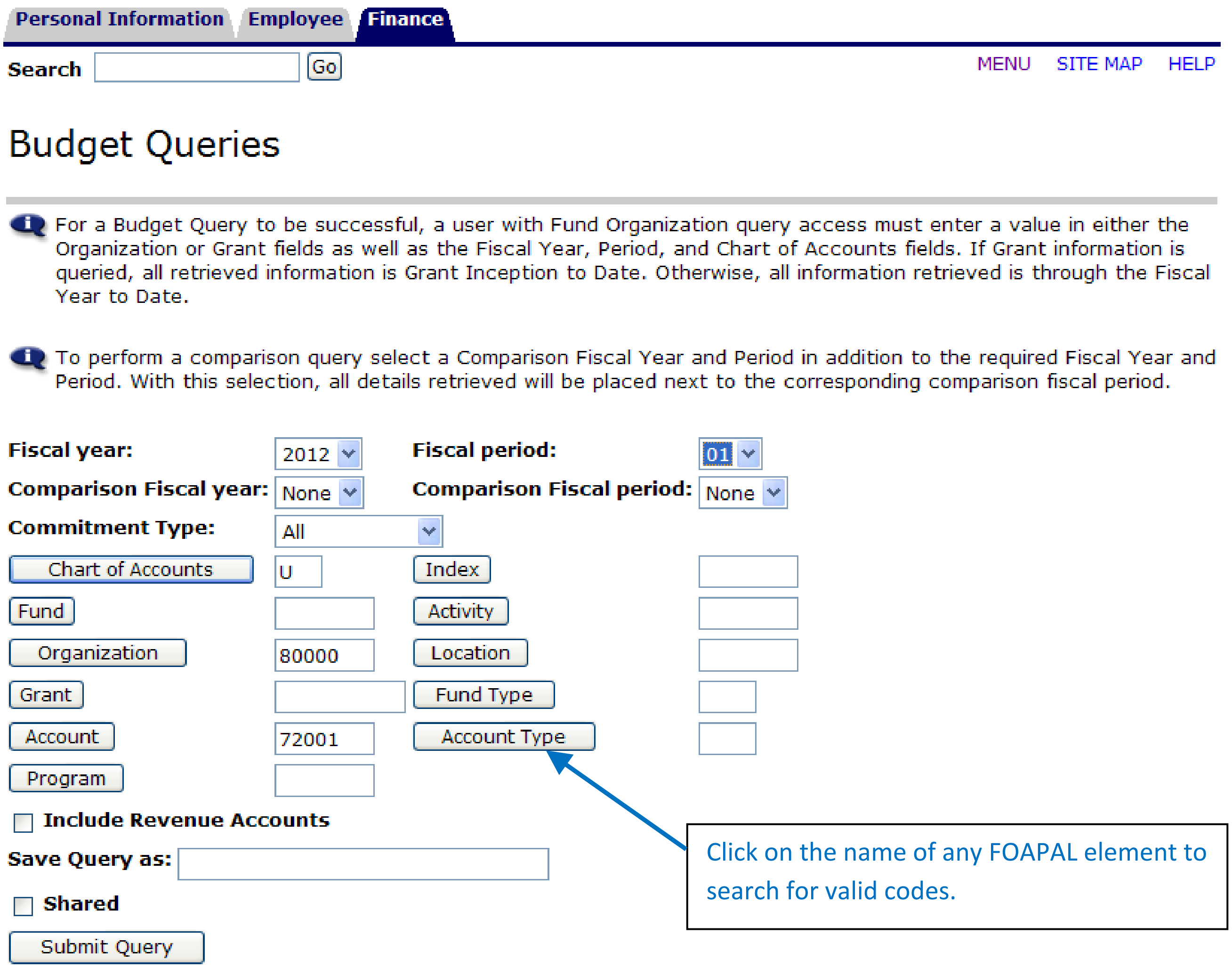


4. Select the columns to appear on the report by clicking the boxes next to each column title.
5. Click the ‘Continue’ button



Clicking Shared will make your Query public for others to use/see and potentially change.

6. Enter Values for the query.



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 Results

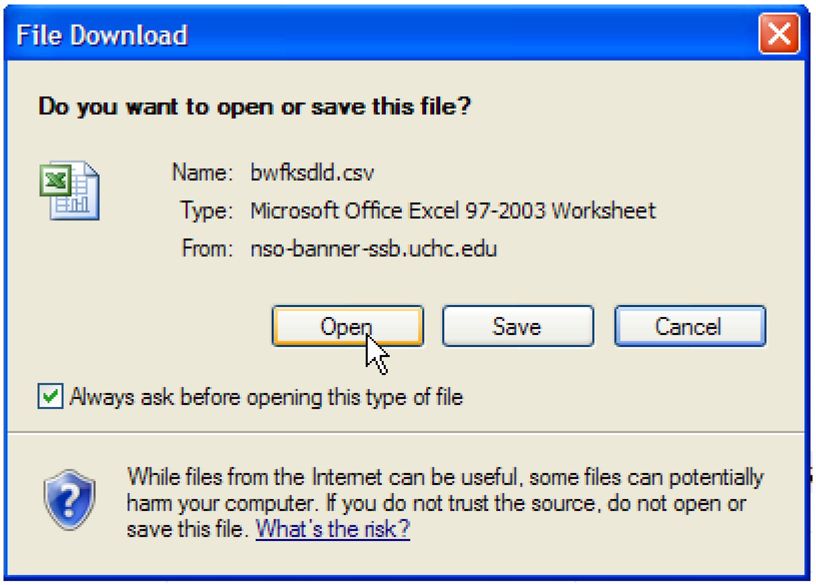
Organization	Organization Title	FY12/PD01 Adjusted Budget	FY12/PD01 Year to Date	FY12/PD01 Commitments	FY12/PD01 Available Balance
1000	Deans Office - Med				
10000	Deans Office - Med	[redacted]	[redacted]	[redacted]	[redacted]
10001	AHEC (H)				
10002	Burgdorf Medical Clinic				
1000 Rollup		[redacted]	[redacted]	[redacted]	[redacted]

Download All Ledger Columns | Download Selected Ledger 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.

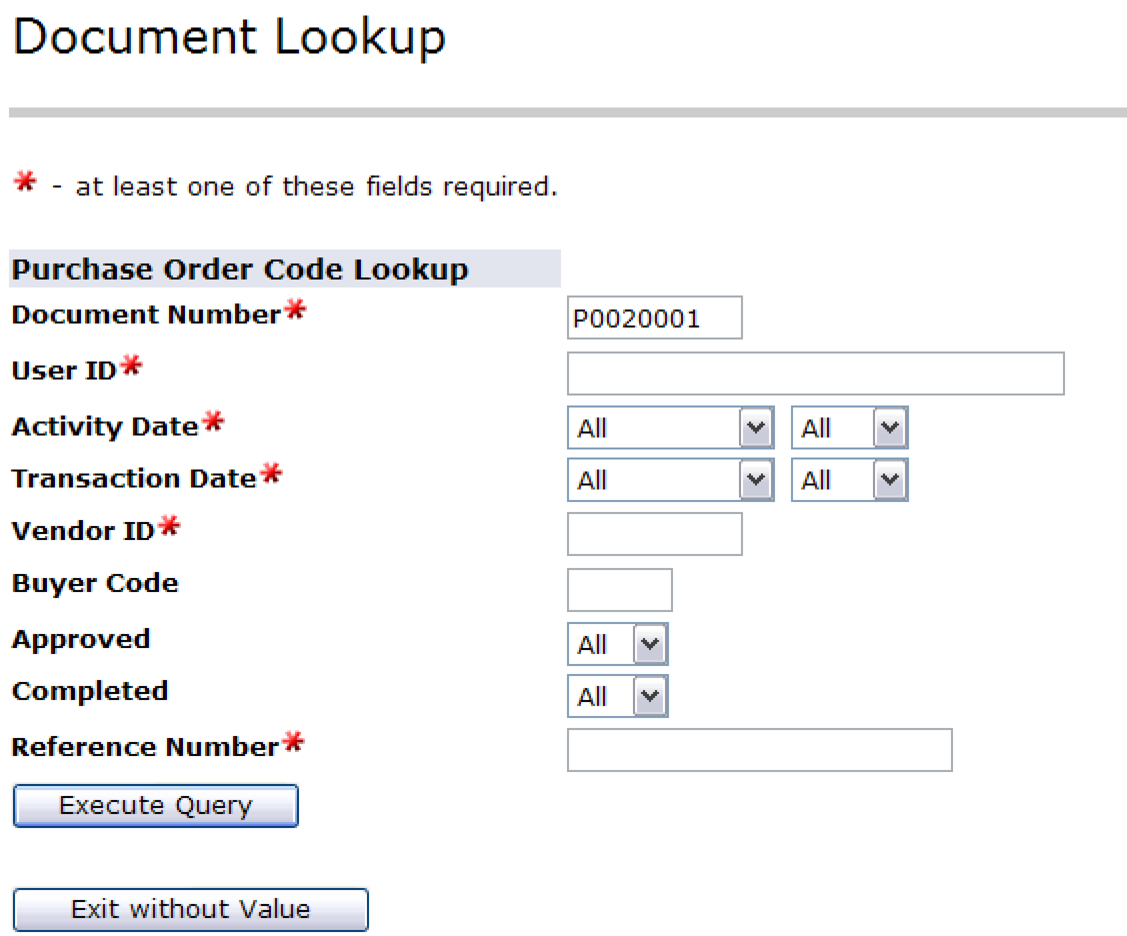


vi. Document will Open in Excel Spreadsheet with Parameters and Query Results in a spreadsheet for your own use

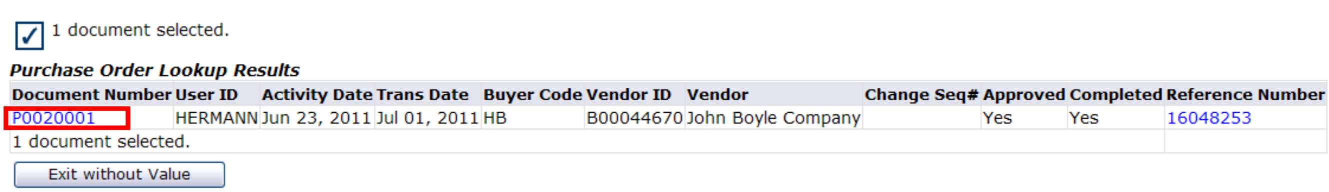
7. Download Select Columns
   i. Click on the Button that says "Download Selected Ledger Columns)
   ii. Document will open in Excel Spreadsheet (like above) but the Spreadsheet will only include columns that you originally selected for your Query.
   iii. Note: Document will open in "Read Only" ".csv" 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



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



1 document selected.

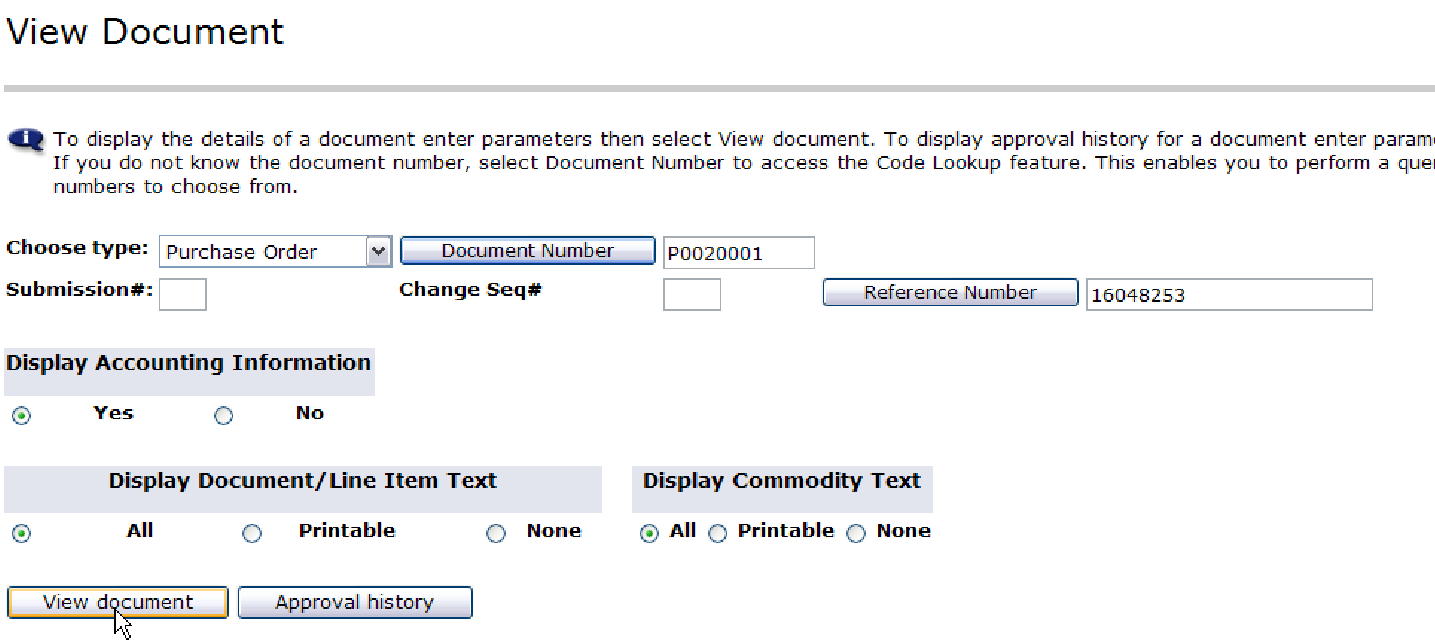
Purchase Order Lookup Results

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed	Reference Number
P0020001	HERMANN	Jun 23, 2011	Jul 01, 2011	HB	B00044670	John Boyle Company		Yes	Yes	16048253

1 document selected.

Exit without Value

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



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

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0020001		Jun 23, 2011	Jul 01, 2011	Jun 24, 2011	Jun 23, 2011	150.62
Origin:	EPROCUREMENT		Reference Number:		16048253	
Complete:	Y	Approved:	Y	Type:	Regular	
Cancel Reason:				Date:		
Requestor:	Pittman Josephine		61033	Campus Planning		
Phone Number:	860-679-2919					
E-mail:	Jpittman@uchc.edu					
Accounting:	Commodity Level					
Ship to:	West Receiving Dock					
	263 Farmington Ave					
	Farmington, CT 06030 United States of America					
Attention:	Josephine Pittman					
Contact:						
Phone Number:						
Vendor:	B00044670	John Boyle Company				
	PO Box 397					
	New Britain, CT 06050 United States of America					
Phone Number:	860-224-2436					
Fax Number:	860-223-2440					
Currency:						

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		NC-PROJECT NO 10-057 TILE ARMSTRONG STANDARD EXCEL	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	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	U	12		803059	80000	79716	60				N	N	N	50.62
Total of displayed sequences:														50.62

Purchase Order Commodities

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

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	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	I0000403	Paid
Jul 15, 2011	Check Disbursement	40141085	