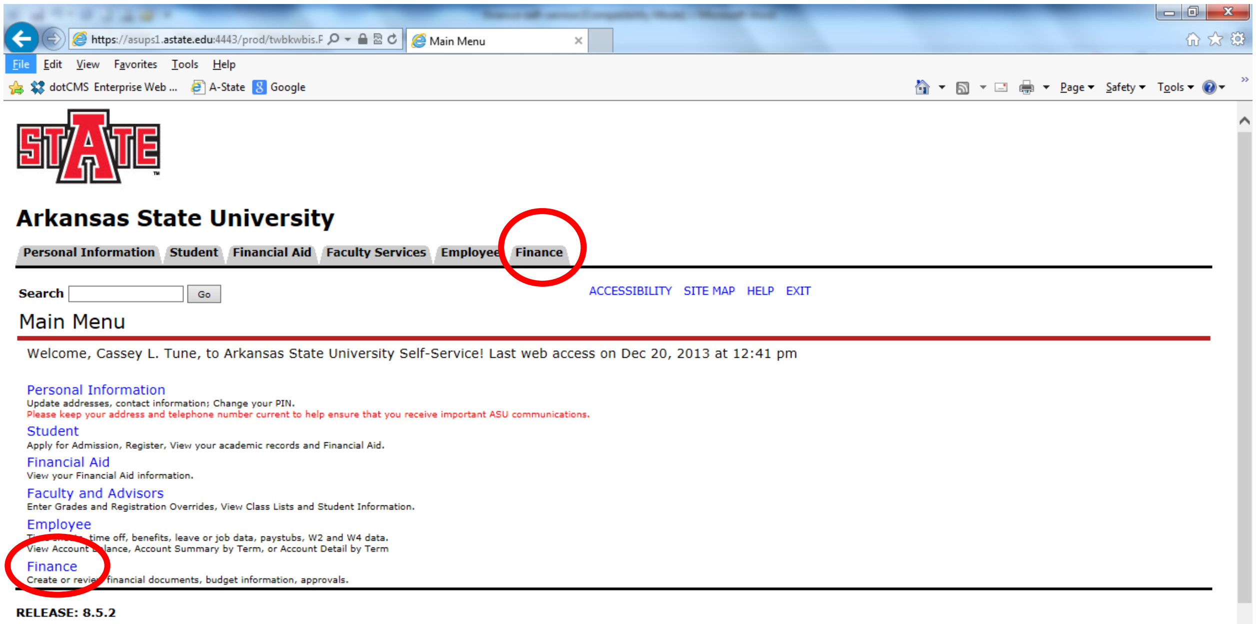
Arkansas State University
Banner Finance Self-Service

Contents

Revised March 2017

Self Service Menu

Click on the Finance tab or Finance menu link as shown below

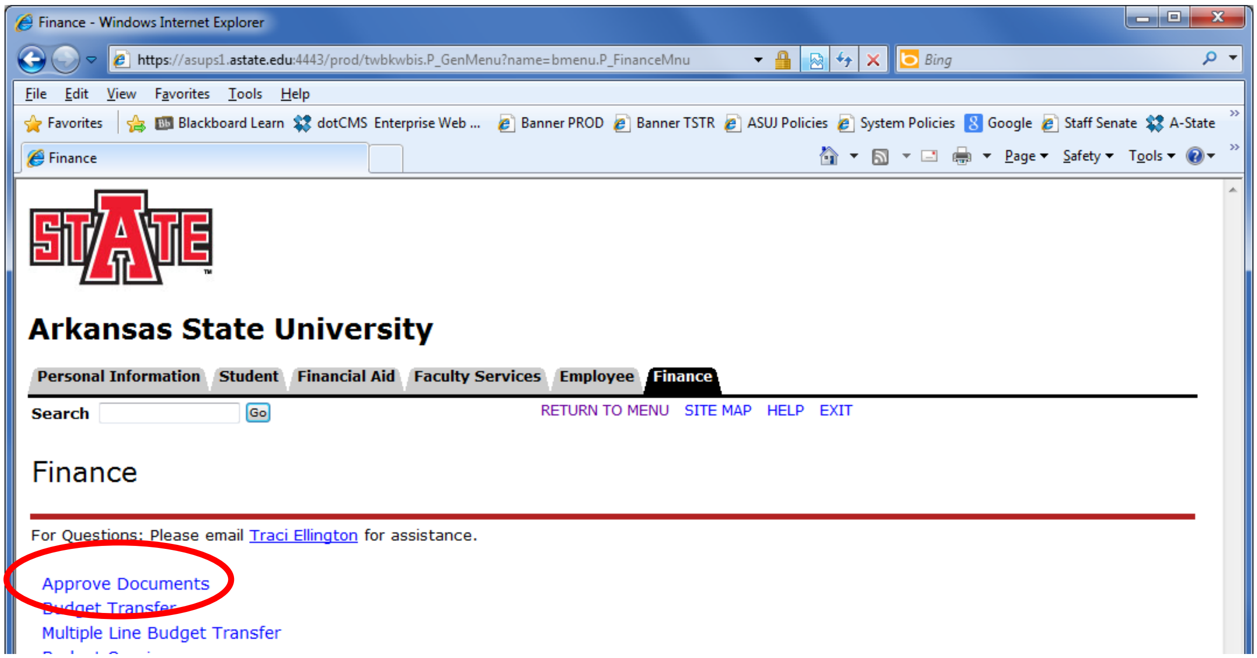


Approving Documents

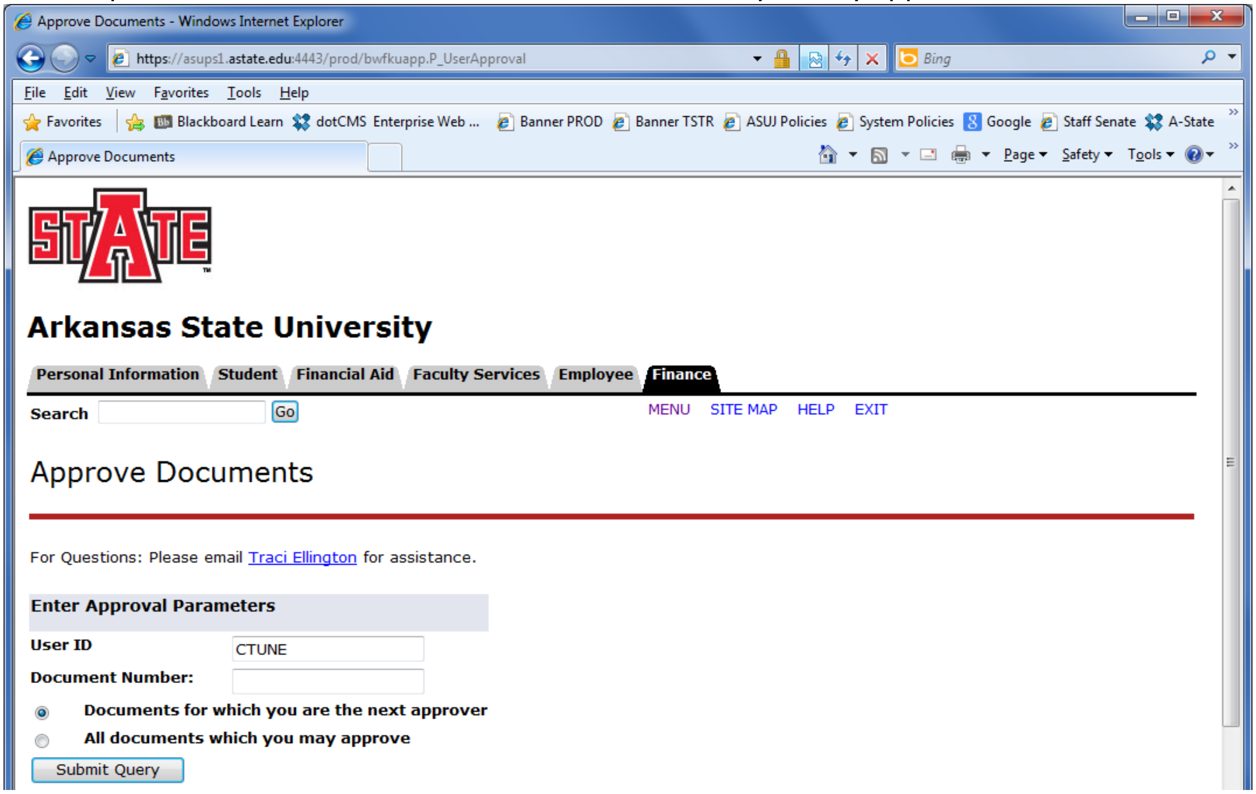
Initiators can use the Approve Documents menu to deny a document they've entered to make changes.

Approvers use this menu to review, approve and/or disapprove documents.

1. From the Finance Main Menu, click on the Approve Documents link



2. Click on the Submit Query button to see all documents waiting in the approval queue. Please do not select “All documents which you may approve”.



<u>To view the document:</u>

1. Click on the Document number link
2. Review the document
3. Click on the Internet Explorer Back button to return to this page

<u>To view the document approval history:</u>

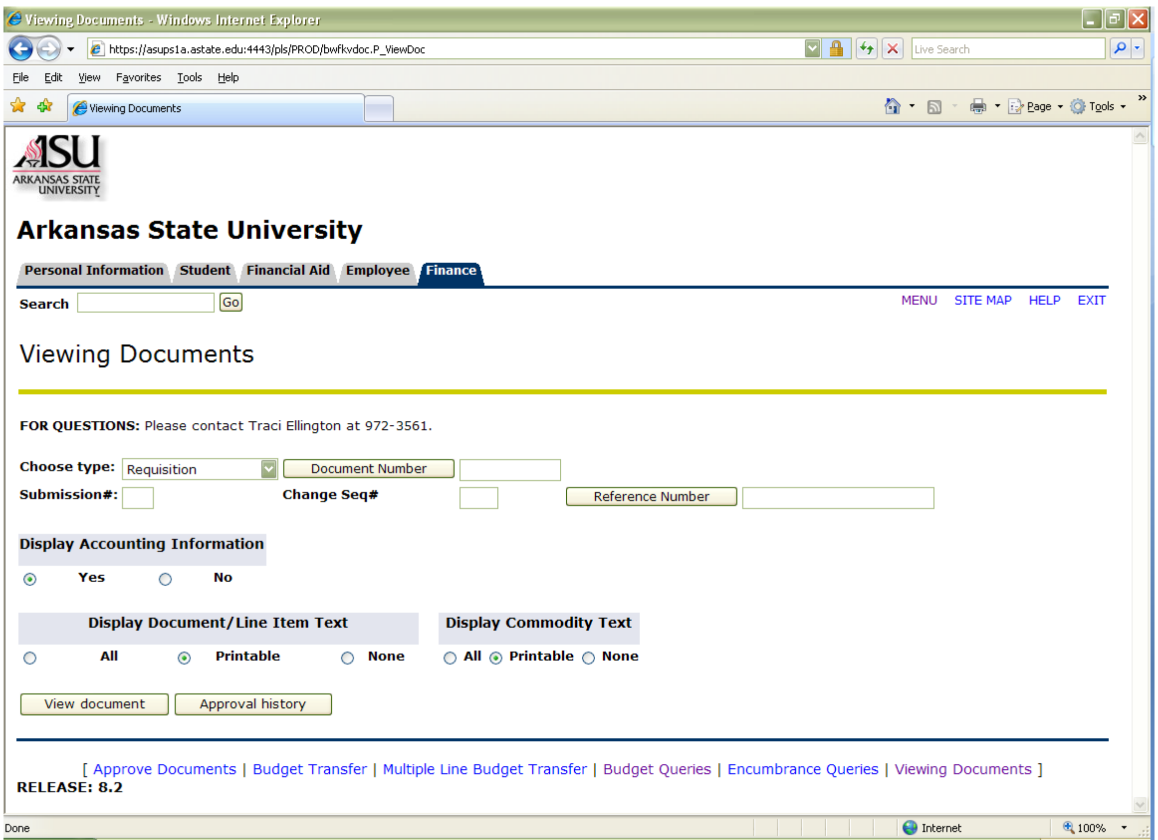
4. Click on the History link
5. Click on the Internet Explorer Back button to return to this page

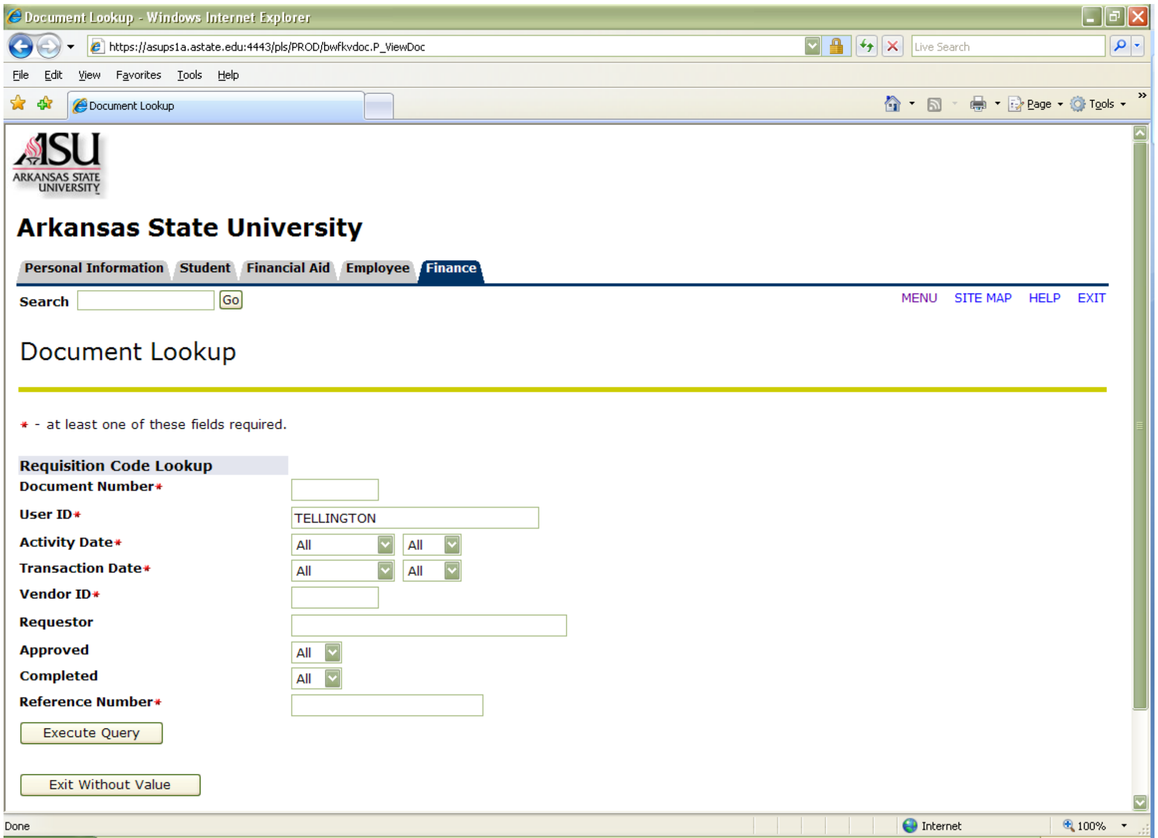
<u>To disapprove the document</u>

6. Click on the Disapprove link
7. Enter a specific reason for disapproval in the Comments field
8. Click on the Disapprove Document button
9. Click on the Continue button

Viewing Documents

1. Click on the Viewing Documents link from the Finance Menu.
2. Select the Choose type drop-down arrow to choose the document type you wish to query on
3. Enter the document number in the Document Number field and click on Execute Query. Skip to step 10.
4. If you do not know the document number, click on the Document Number button to search for it



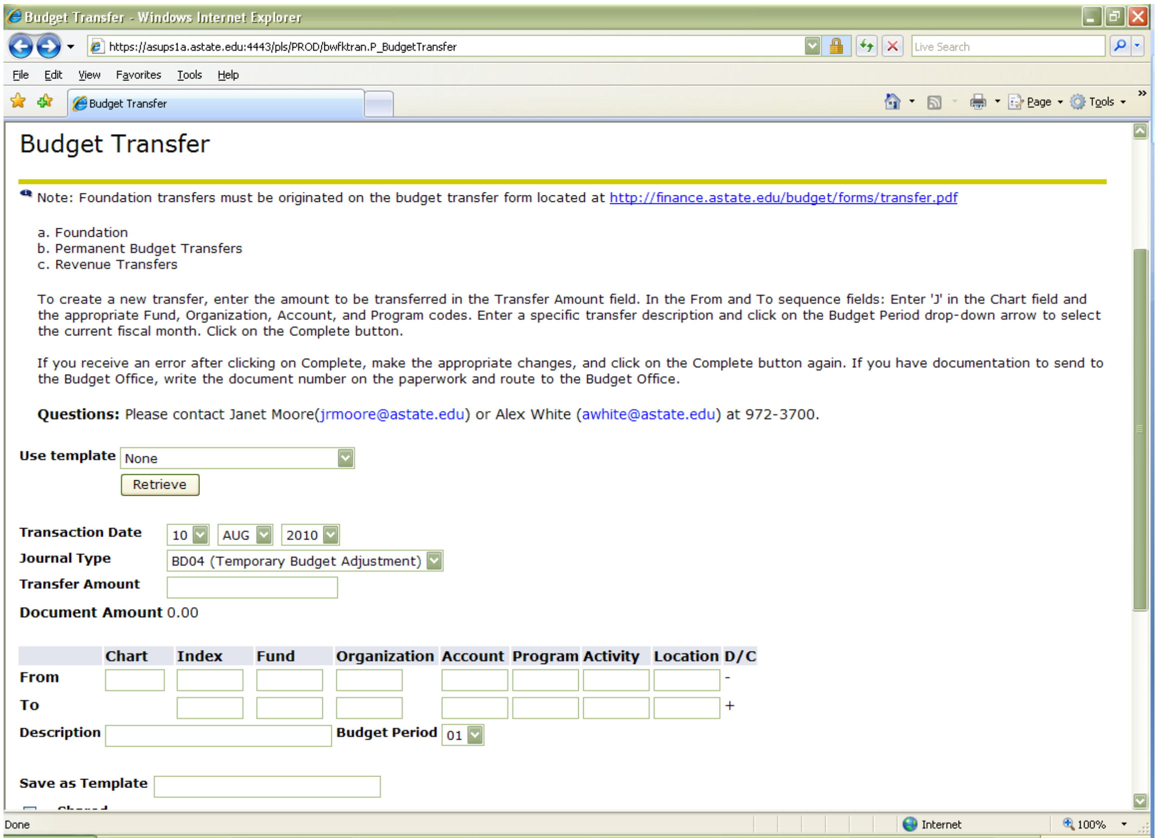


5. Enter the initiator's User ID
6. Select the activity or transaction date (based on calendar year)
7. Click on Execute Query
8. Click on the document number you wish to review

9. Click on the View Document button to review the document
10. Click on the Approval History to review the approvals

Budget Transfers

Note: Foundation transfers, Revenue transfers, Permanent transfers, and transfers to or from other departments must be originated on the paper budget transfer form: http://www.astate.edu/a/budget/files/transfer.pdf.



Click on the Budget Transfer link from the Finance Main Menu

To retrieve an existing transfer

1. Click on the Use Template drop-down arrow
2. Click on the desired template
3. Click on the Retrieve button

To create a new transfer:

1. Enter the amount to be transferred in the Transfer Amount field
2. In the From sequence fields:
    a. Enter 'J' in the Chart field
    b. Enter the appropriate Fund, Organization, Account, and Program codes
3. In the To sequence fields:
    a. Enter the appropriate Fund, Organization, Account, and Program codes
4. Enter a specific transfer description (use abbreviations and mixed case)

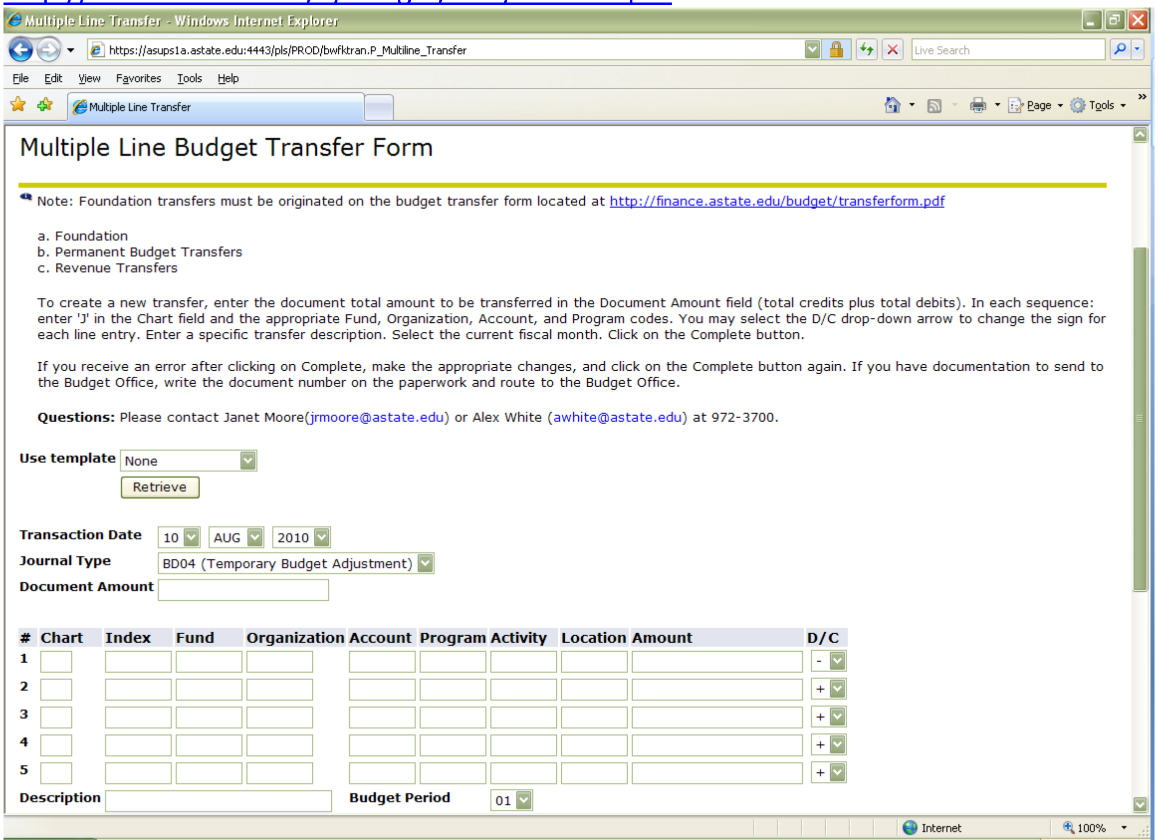
5. Click on the Budget Period drop-down arrow to select the current fiscal month (July=01)
6. To save the transfer as a template, enter a description in the Save as Template field
7. To share the template, click in the Saved checkbox
8. Click on the Complete button

If you receive an error after clicking on Complete, make the appropriate changes, and click on the Complete button again.

If you have documentation to send to the Budget Office, write the document number on the paperwork and deliver to the Budget Office.

Multiple-Line Budget Transfers

Note: Foundation transfers, Revenue transfers, Permanent transfers, and transfers to or from other departments must be originated on the paper budget transfer form: http://www.astate.edu/a/budget/files/transfer.pdf.



Click on the Multi-Line Budget Transfer link from the Finance Main Menu

To retrieve an existing transfer

1. Click on the Use Template drop-down arrow
2. Click on the desired template
3. Click on the Retrieve button

To create a new transfer:

1. Enter the **document total amount** to be transferred in the Document Amount field (total credits plus total debits)

Up to 5 lines may be entered

In each sequence:

2. Enter 'J' in the Chart field
3. Enter the appropriate Fund, Organization, Account, and Program codes
4. You may select the D/C drop-down arrow to change the sign for each line entry

5. Enter a specific transfer description (use abbreviations and mixed case)
6. Click on the Budget Period drop-down arrow to select the current fiscal month (July=01)
7. To save the transfer as a template, enter a description in the Save as Template field
8. To share the template, click in the Saved checkbox
9. Click on the Complete button

If you receive an error after clicking on Complete, make the appropriate changes, and click on the Complete button again

If you have documentation to send to the Budget Office, write the document number on the paperwork and deliver to the Budget Office

Code Lookup Feature

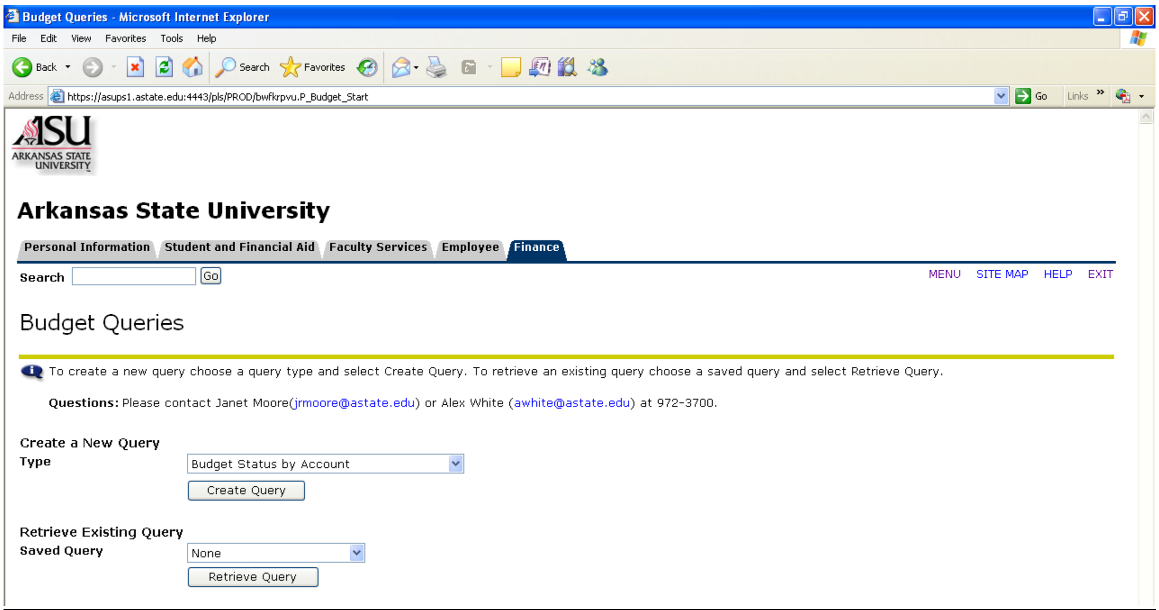
To use the Code Lookup Feature, you can search for funds, organizations, accounts, programs, activities, and locations by code or title criteria

1. Select the appropriate code by clicking on the Type drop-down arrow
2. Enter the code criteria with/without the wildcard (71%) in the Code Criteria field
3. OR enter the title criteria with/without the wildcard (%Supplies%) in the Title Criteria field
4. Select the desired maximum rows to return per web page by clicking on the Maximum Rows to Return drop-down arrow
5. Click the Execute Query button

Budget Queries

There are 3 Query Types to choose from. It is recommended to use the Budget Status by Account:

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



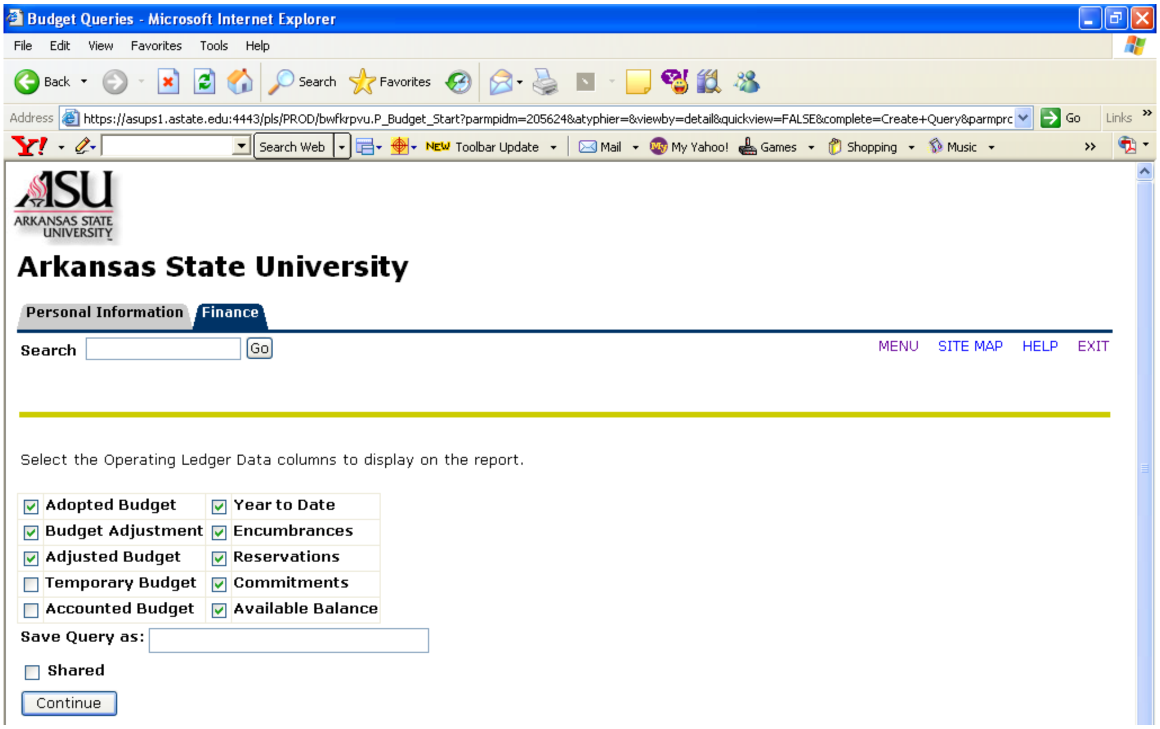
Click on the Budget Queries link from the Finance Main Menu

To create a new query:

1. Select the drop-down arrow to choose the query type
2. Click on the Create Query button

To retrieve an existing query:

1. Select the drop-down arrow to choose the existing query
2. Click on the Retrieve Query button



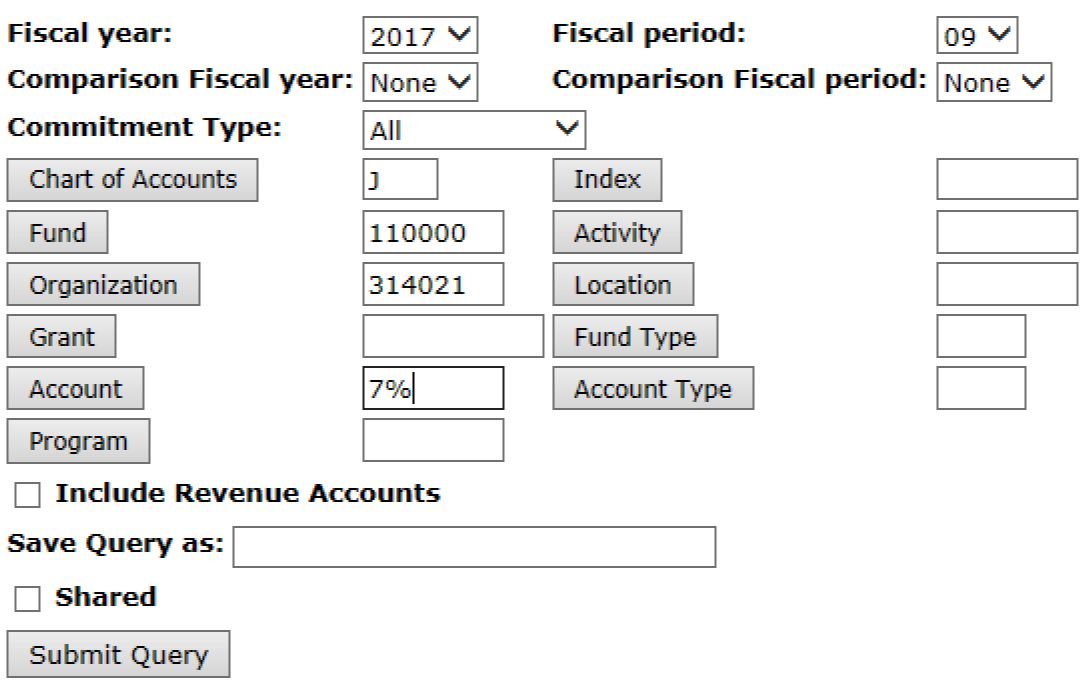
1. Select the checkbox beside the Operating Ledger Data columns you wish to display on the report
2. To save this selection, enter a Query name in the Save Query as textbox
3. Click on the Continue button

<u>Column Definitions:</u>

- Adopted Budget is equivalent to Original Budget
- Budget Adjustment is any transfers or adjustments made to the budget pool accounts
- Adjusted Budget is the total of the Adopted Budget plus Budget Adjustment amounts
- Year to Date is the total expenses
- Encumbrances are purchase orders or travel authorizations completed and approved
- Reservations are requisitions completed and approved
- Commitments are the sum of reservations and encumbrances
- Available Balance is the amount available to spend

Budget Status by Account

1. Select the Fiscal Year drop-down arrow to choose the current fiscal year
2. Select the Fiscal Period drop-down arrow to choose the current fiscal month (July=01)
3. To enter a comparison query, select the appropriate comparison fiscal year and comparison fiscal period
4. Enter ‘J’ in the Chart of Accounts field
5. Enter the fund. For a grant leave the Fund field blank and enter the number in the Grant field
6. Enter the organization or leave the field blank
7. To view all account activity, leave the account and account type fields blank
    a. To view specify accounts, enter an Account code query in the Account field, such as ‘7%’ for all expenses (Supplies, Travel, Capital, etc)
    b. To see a specific account type, such as Supplies and Services, enter ‘71’ in the Account Type field
8. The program field can be left blank. However, if the search is for a revenue account make sure to check the Include Revenue Account box.
9. To save the query, enter a query name in the Save Query As field
10. To submit the query, click on the Submit Query button



Fiscal year:	2017	Fiscal period:	09
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	J	Index	
Fund	110000	Activity	
Organization	314021	Location	
Grant		Fund Type	
Account	7%	Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Query Results:

- The Available Balance is listed in the Report Total row

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jul 31, 2010			
As of Jul 28, 2010			
Chart of Accounts	J Arkansas State University-Jonesboro	Commitment Type	All
Fund	110000 Educational and General	Program	1630 Other Institutional Support
Organization	311081 Banner Technical Support	Activity	All
Account	All	Location	All
Account Type	71 Supplies Serv and Oth Activities		

Query Results

Account	Account Title	FY11/PD01 Original Budget	FY11/PD01 Budget Transfer	FY11/PD01 Adjusted Budget	FY11/PD01 Year to Date	FY11/PD01 Encumbrances	FY11/PD01 Reservations	FY11/PD01 Commitments	FY11/PD01 Available Balance
710000	Supplies Serv and Oth Activities	3,208.00	0.00	3,208.00	0.00	0.00	0.00	0.00	3,208.00
710702	Conference and Seminar Fees	0.00	0.00	0.00	50.00	0.00	0.00	0.00	(50.00)
711302	Office Supplies	0.00	0.00	0.00	88.33	0.00	0.00	0.00	(88.33)
711303	Educational Supplies	0.00	0.00	0.00	0.00	0.00	629.90	629.90	(629.90)
711308	Computer Software	0.00	0.00	0.00	0.00	1,293.41	0.00	1,293.41	(1,293.41)
Report Total (of all records)		3,208.00	0.00	3,208.00	138.33	1,293.41	629.90	1,923.31	1,146.36

Download All Ledger Columns | Download Selected Ledger Columns

1. Click on any link in the Query Results section to retrieve detail information for the specific amount chosen
2. To download the data into Excel, click on one of the Download options below the detail
3. To create your own column to add to the Query Results section, select the appropriate data in the Compute Additional Columns for the Query section
4. Click on the Compute Additional Columns button
5. Click on the Another Query button to choose a different query

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY06/PD07 Adopted Budget	plus	FY06/PD07 Adopted Budget	FY06/PD07 Adopted Budget	

Perform Computation

Another Query