Self Service Banner Finance
User Instructions

In order for users to understand the different features available in Self Service Banner, it is helpful to include a number of definitions for terms used throughout this document.

Banner INB – This is the Banner system that most users are accustomed to using for requisition processing. INB stands for Internet Native Banner.

Banner SSB – Self Service Banner can be used for certain functions in a streamlined and more user friendly format. It is accessed through the MyCCRI portal. Please note that the functionality is more limited than that in Banner INB in certain areas.

Fiscal Year – Runs July 1st through June 30th of each year.

Fiscal Period – Each month in the fiscal year is considered a fiscal period. For instance, Period 01 is July, Period 02 is August, etc. to Period 12 which is June.

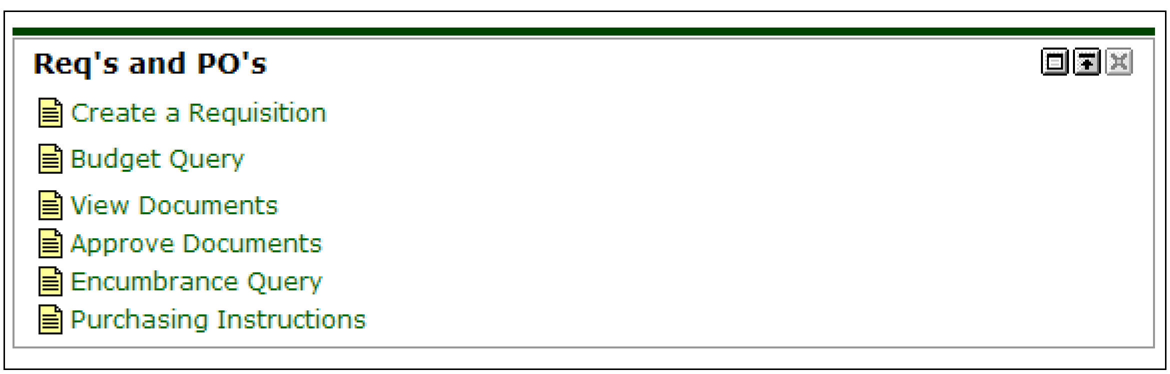
FOAP – Combination of Fund, Organization, Account and Program codes used in Banner Finance.

Categories of Encumbrances for Self Service Queries:

- Encumbrances = Approved Purchase Orders
- Reservations = Requisitions that have been approved by the department and by Purchasing, but have not yet been transferred to a purchase order.
- Commitment = Encumbrances + Reservations

Self Service Banner Finance Functions

The Self Service Banner Finance module has a number of options for end users. Each of these options and related functionality are discussed in this document. The following shows the list of options available on the “For Finance” tab in Self Service Banner.

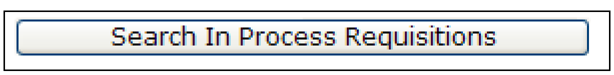


Requisition Processing in Self Service Banner

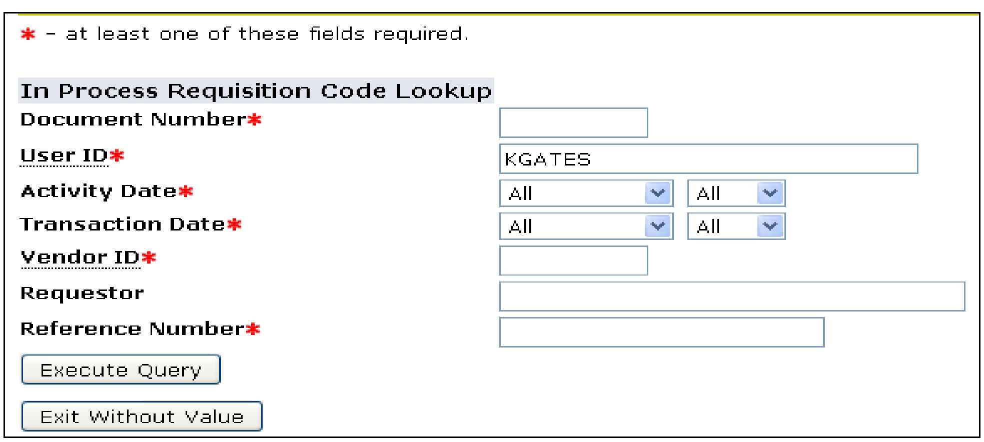
Creating a purchase requisition in Self Service Banner is similar to creating a requisition in Banner INB. However, there are a number of system restrictions to consider before beginning the requisitioning process. There will be instances where Self Service cannot be used to create a requisition.

- A requisition can have a maximum of **five** commodity lines. If more are required, the requisition cannot be entered using Self Service Banner.
- The method of accounting must be document level accounting. This means that the accounting can be split between multiple FOAPs, but only on a percentage or flat dollar amount basis. Each commodity line cannot be charged to a different FOAP.
- There must be sufficient funds available in the organization/account codes being used on the requisition. If the budget line will be in non-sufficient funds status, the requisition cannot be entered in Self Service. Use the “Budget Query” functions to review the account status before entering a requisition. Instructions for Budget Queries in Self Service are included later in this document.
- Templates can be created for future use.
    - A "Personal" template is retrievable only by the user who created it.
    - A "Shared" template is retrievable by any Banner Finance user.
    - Use “Save Template As” to avoid overwriting an existing template.
- If a Purchase Requisition is Disapproved, the document can be accessed in Self Service so modifications can be made. The document will need to be completed and approved in order to be processed.

Searching for In-Progress Documents: It is may be necessary to search for previously created requisitions that are in-process and not yet fully approved. Further work and editing may be necessary on these documents. Click on the Search button at the top of the screen:



You will be brought to a parameter screen, where you must enter information into at least one field to enable the search query. Click “Execute Query” to begin the search or click “Exit Without Value” to be brought back to the Requisition page.

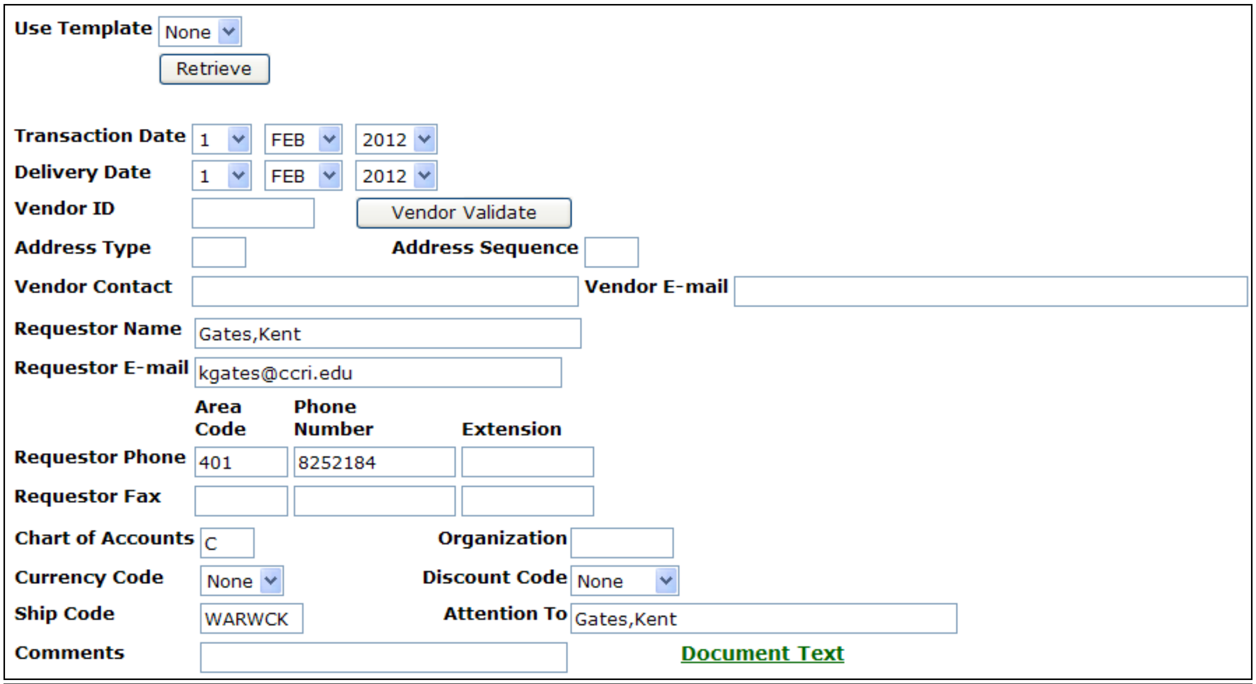


Creating a Requisition in Self Service Banner

The information needed to create a requisition in Self Service Banner is the same as in Banner INB. The main difference is the structure of the forms. A user has the ability to use the code look-up function to find appropriate organization and account codes, shipping codes or vendor ID numbers. This functionality is discussed later in this document.

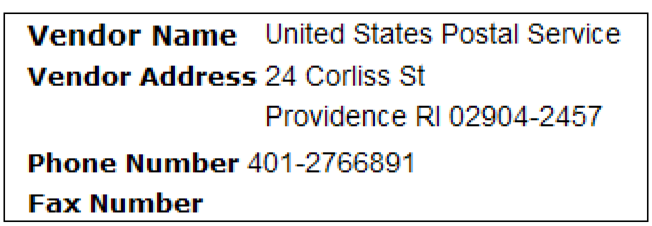
On the "For Finance" tab in MyCCRI, choose the option for "Create a Requisition".

Vendor/Requestor/Delivery Information



The Transaction Date field defaults to the current date. No changes are required. Use the dropdown boxes to adjust the delivery date as necessary.

Enter the vendor's Banner ID number and click the "Vendor Validate" button. If the ID number is an existing vendor in Banner, the vendor's name, address and phone number will populate into appropriate fields. For example, if the vendor number 91002334 is entered, the following data will populate.

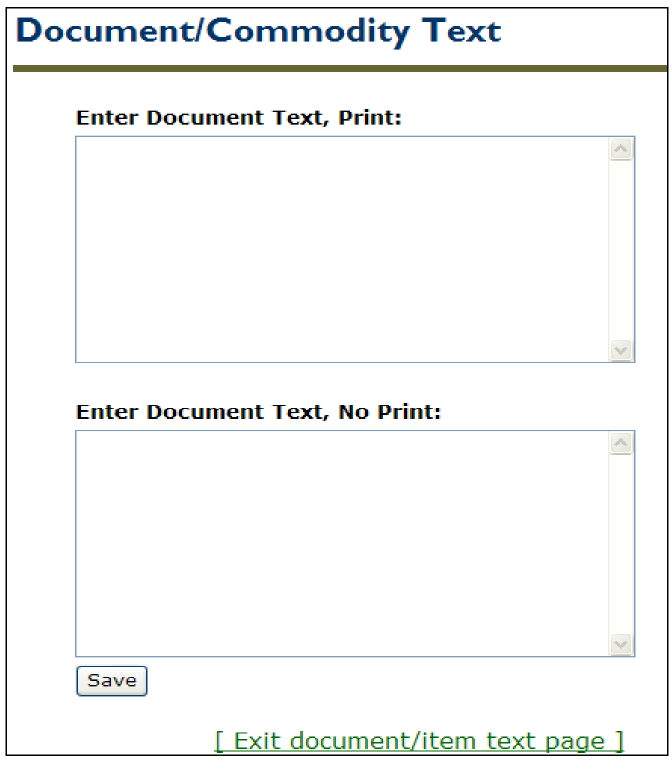


Verify that the Requestor Name and E-mail sections are correct. The Chart of Accounts will populate automatically. In the Organization field, enter the appropriate Banner organization code for your department. Both the currency and Discount codes can remain as is. In the “Ship Code” field, use one of the following campus locations:

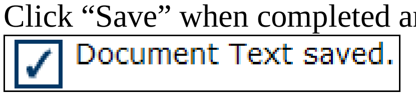
- LINCLN
- NEWPRT
- PROV
- WARWCK

Make sure to complete the “Attention To” field by entering the appropriate person’s name.

If document text needs to be included on the requisition, tab to the “Comments” field and enter any pertinent information, such as “Deliver to:___”. The number of characters in this box is limited. To include additional information, click on the “Document Text” link and a separate window will open where the remaining information can be included. There are two boxes for the text. One is for text that will be printed on the requisition and/or purchase order and the other for more general notes that do not need to be printed.



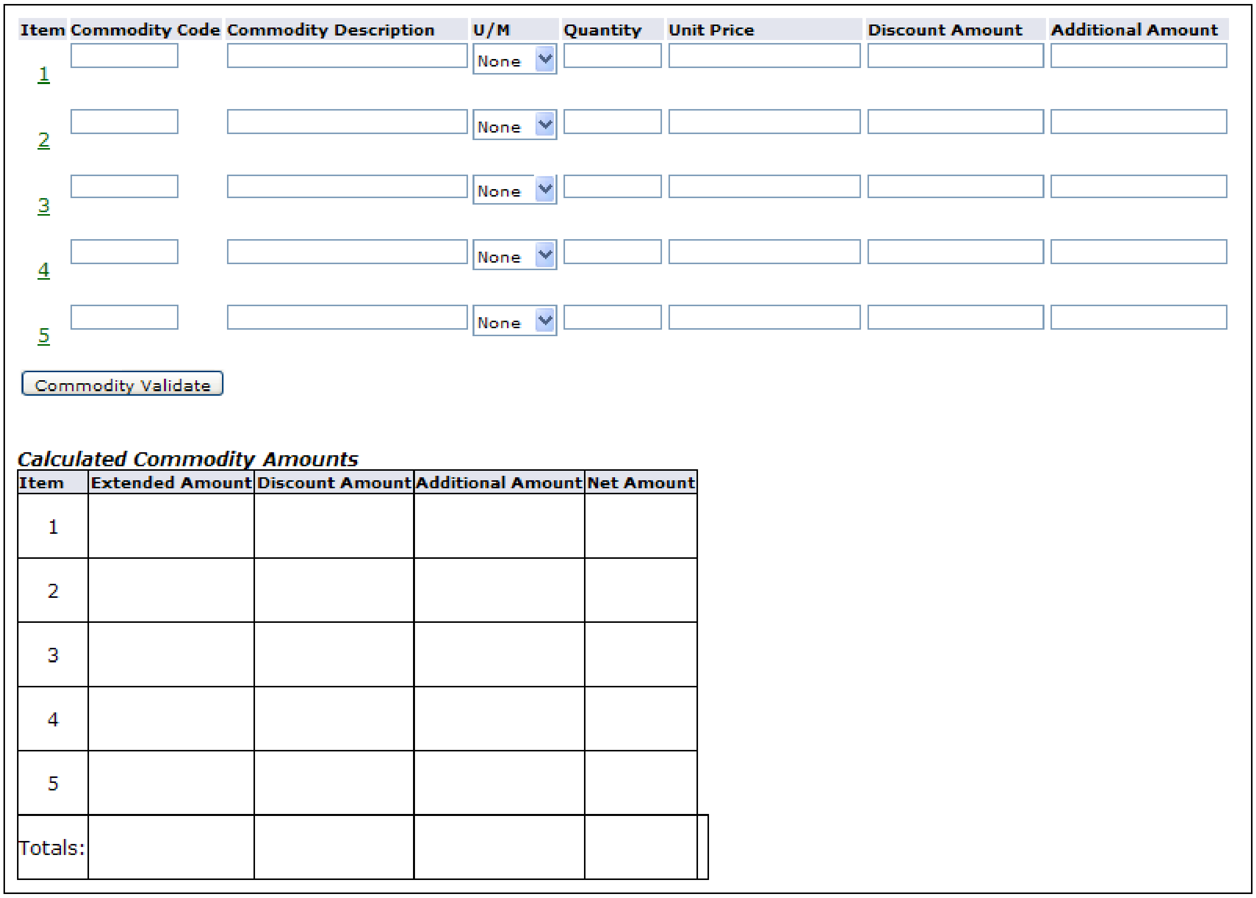
Click “Save” when completed and a confirmation box will appear.



Click “Exit document/item text page” to close the window.

Commodity Information

The Commodity information section is similar to the form in Banner INB.



Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

Commodity Validate

Calculated Commodity Amounts

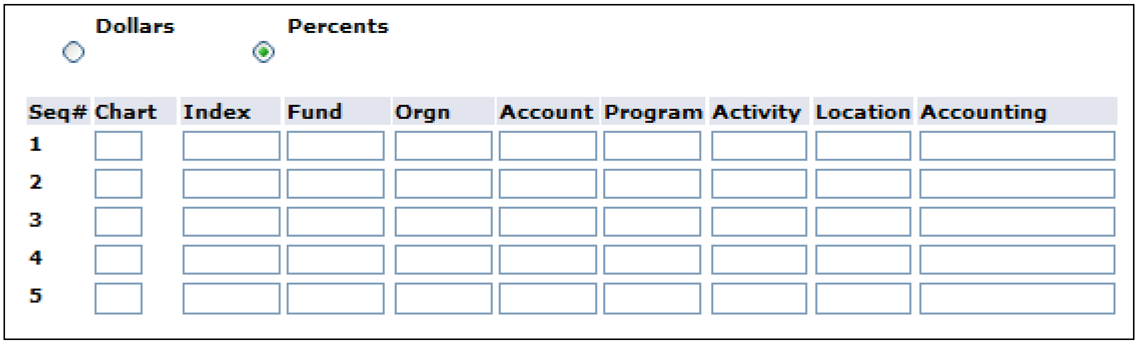
Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

For each item to be purchased, enter the commodity description, unit of measure, quantity and unit price. The commodity description box has a limited number of characters. To add item text to complete the description, click on the item number (in green) to the left side of the screen for the appropriate line. This will open a separate window similar to the document text window. Again, there are options for text to be printed on the requisition and text that will not be printed.

When finished entering in all necessary fields for this requisition, click on the "Commodity Validate" button. This will populate the "Calculated Commodity Amounts" section

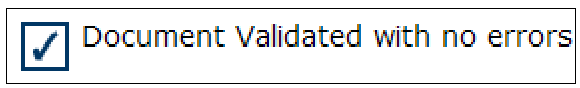
Accounting Information

In Self Service Banner, all requisitions are done by document level accounting. This means that the accounting can be split between multiple FOAPs, but only on a percentage or flat dollar amount basis. Each commodity line cannot be charged to a different FOAP.

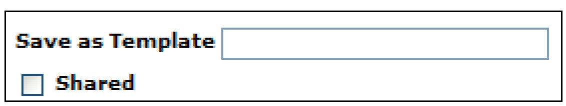


Enter “C” for the Chart field. Enter the appropriate accounting information for the purchase. If splitting the purchase to more than one FOAP, the system will default to splitting the funds on a percentage basis. In the Accounting field, type the percent to be allocated to each line. If split by dollar, click on the radio button next to “Dollars” above and enter the appropriate amount on each line.

After completing the accounting information, click on the “Validate” button to verify that FOAP has no errors. If so, the following message will appear at the top of the requisition screen:

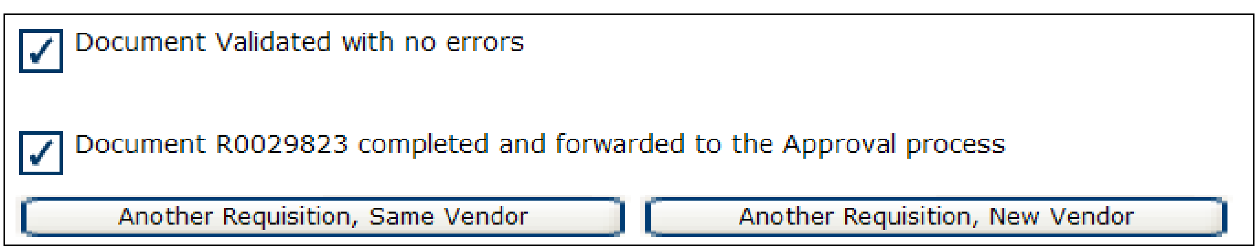


<u>Note:</u> Before completing the requisition, a user may want to save the requisition as a template for future use. Enter a name for the Template in the “Save As Template” field and click “Shared” if you would like to share it with other users. You can later retrieve the template from the “Use Template” drop down arrow at the top of the screen.



Click “Complete” to send the document to the approval process. If additional information or revisions are required, click the “Save In Process” button. This will allow a user to close out of Self Service Banner come back and complete the requisition at a later time.

After clicking “Complete”, the following message will appear at the top of the Requisition screen:

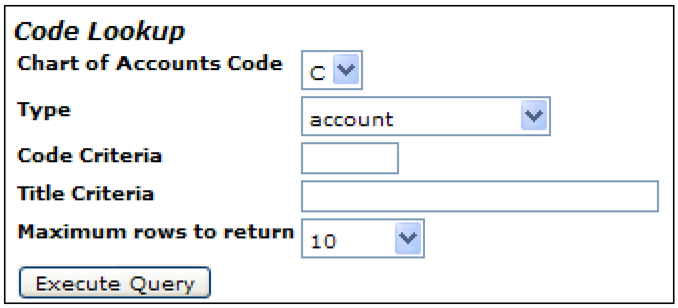


Make sure to <u>note the requisition number</u> for future reference.

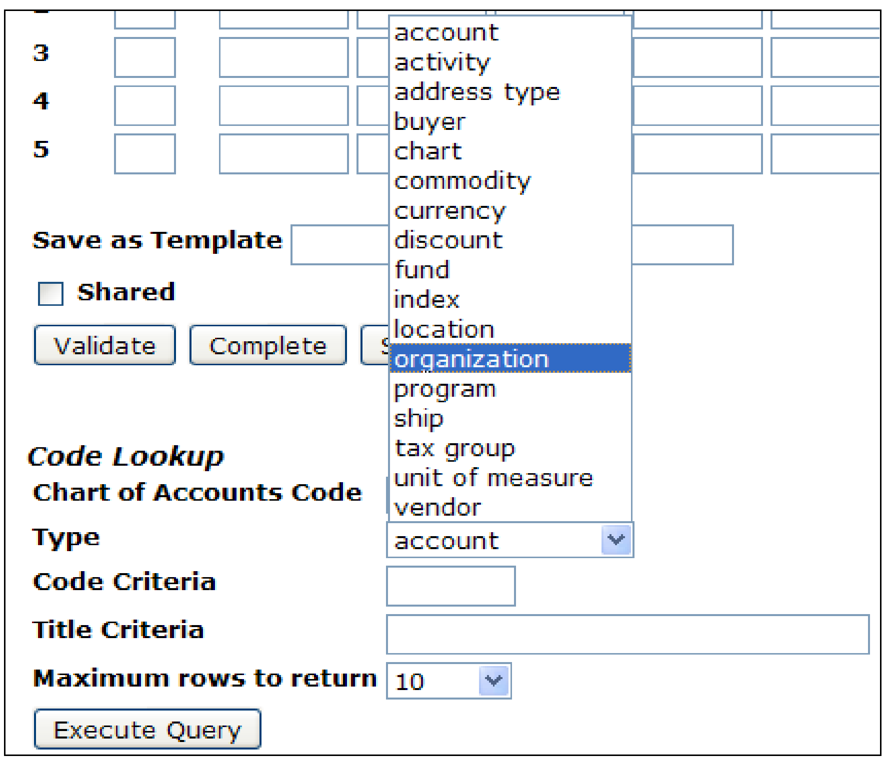
Once a requisition is completed, it can be approved at the department level in Self Service Banner or in Banner INB. Instructions for Self Service Approvals are included later in this document.

<u>Code Lookup</u>

If needed, a user may use the Code Lookup feature located at the bottom of the Self Service screen. This is very helpful if you are not sure about certain codes that need to be entered into the requisition screen. There are three drop down boxes and two text criteria fields that can be used for a search. Chart of Accounts Code will be “C”.



The Type choices are listed in the diagram below where you can select the appropriate field. Next, if needed, enter any Code or Title Criteria which are optional fields that can be used to limit search; you can use a wildcard (%) in these fields. Increase the maximum number of rows to display to ensure you retrieve the information needed.



Click on “Execute Query” to obtain the results which show at the top of the Self Service screen. Use the results to enter the appropriate codes on the requisition.

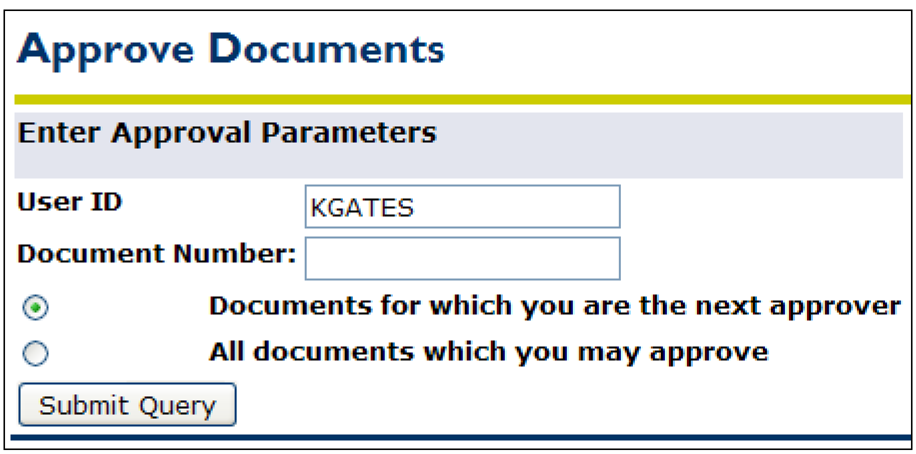
Code lookup results

Chart C	
Orgn Code	**Title**
AU3020	GASB Adjustments
C	Community College of Rhode Island
D	Downcity Satellite
DA0000	Division of Academic Affairs
DA9000	Academic Programs
L	Lincoln Campus
LA0000	Division of Academic Affairs
LA2000	General Instruction
LA2010	General Instruction
LA2020	Week-End College

Approving Documents in Self Service Banner

The Approve Documents function enables an authorized user to approve or disapprove purchase requisitions in Self Service Banner. On the “For Finance” tab in MyCCRI, choose the “Approve Documents” option.

On the “Approval Parameters” screen, your Banner User ID will automatically populate.



To retrieve a single document for approval, enter the document number. (A “%” may be used as a wildcard if you are not sure of the exact number.) Click “Submit Query” and results will look similar to:

Queried Parameters

User ID	KGATES	Gates,Kent
Document Number:	R0031854	
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					365.70	DOC	R0031854	History	Approve	Disapprove

Another Query

To retrieve a listing of multiple documents for approval, choose the "Documents for which you are the Next approver". The choice is defaulted on this option. This radio button, when selected, enables you to view all the documents in approval queues (for which you are an approver) that are waiting for department level approval. Results will look similar to the image below.

Queried Parameters

User ID	KGATES	Gates,Kent
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					3,661.68	DOC	R0031360	History	Approve	Disapprove
Y	REQ					2,537.85	DOC	R0031795	History	Approve	Disapprove
Y	REQ					6,745.50	DOC	R0031803	History	Approve	Disapprove
Y	REQ					3,747.00	DOC	R0031804	History	Approve	Disapprove
Y	REQ					2,245.62	DOC	R0031839	History	Approve	Disapprove
Y	REQ					365.70	DOC	R0031854	History	Approve	Disapprove

Approve Documents List

As shown in the image above, the Approve Documents screen includes the following relevant information:

- Document type: REQ – purchase requisition
- NSF Indicator: This field displays a *Y* if there are not sufficient budgeted funds available for this requisition. A budget transfer may be required to shift funds to cover the shortfall.
- Originating User: User ID of the person who created the document.
- Amount specified for the document in dollars.
- Document Number: Select the "Document" link (Requisition Number) to display the requisition:

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0031804	Jan 13, 2012	Jan 13, 2012	Jan 13, 2012		3,747.00

Origin:	BANNER				
Complete:		Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:			WA6044	Electronics	
Phone Number:	401-825--2156				
E-mail:					
Accounting:	Document Level				
Ship to:	Community College of RI				
	400 East Ave				
	Warwick, RI 02886				
Attention:					
Contact:					
Phone Number:					
Vendor:					
Document Text:					

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		EDDIE ROBOT PLATFORM SYSTEM	EA	3	1249	3,747.00	
				0.00	0.00	0.00	3,747.00
					Total:	3,747.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	12		111000	WA6044	714221	10				N	Y	N	3,747.00
Total of displayed sequences:														3,747.00

✔ No Related Documents Available

- Approval History: Select the "History" link to view approval required or approval history information.

Document Identification

Document Number	R0031804	Type	Requisition
Originator:			

Approvals required

Queue	Description	Level	Approvers
PO	PURCHASING	1	

Approvals recorded

Queue	Level	Date	User
DENY	0	Jan 20, 2012	
Q264	1	Jan 25, 2012	
Q264	1	Jan 18, 2012	

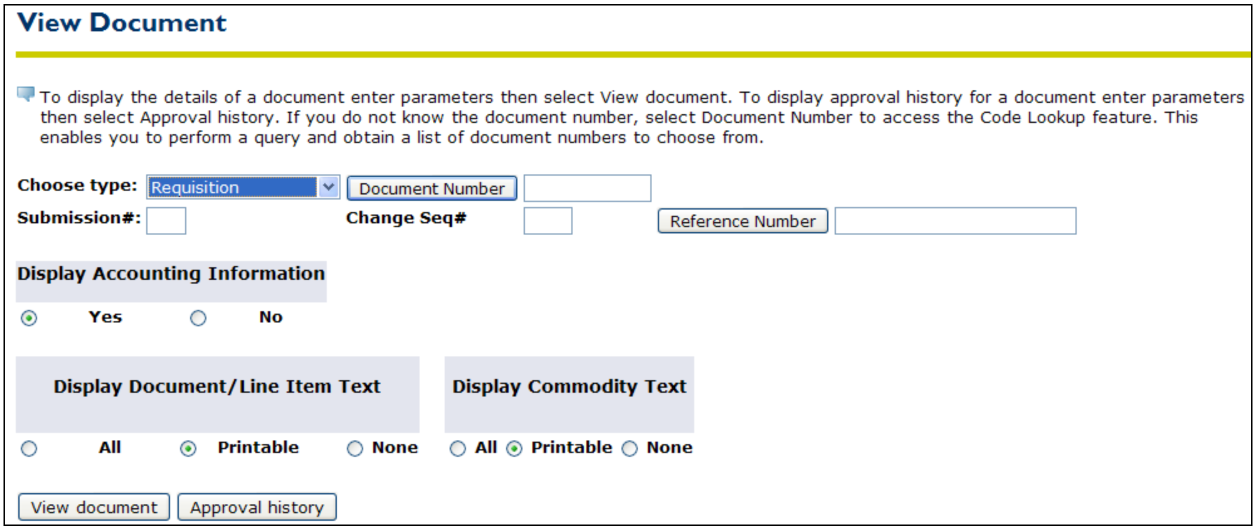
- Approve: Enables an authorized user to approve the document. Once you select "Approve", the Approve Document page appears with "Approve Document" and "Cancel" buttons. Comments may be entered.

- Disapprove: Enables an authorized user to disapprove the document or reopen the document to make changes. Once you select "Disapprove", the Document page appears with "Disapprove Document" and "Cancel" buttons. Comments may be entered.

View Documents in Self Service Banner

The View Document function enables an authorized Banner Finance user to view information about a document (requisition, purchase order, or invoice) in Self Service Banner.

On the "For Finance" tab in MyCCRI, choose the "View Documents" option.



From the dropdown menu, choose type of document to be viewed (i.e. requisition, purchase order, invoice, etc.). If known, enter the document number. A user can use the document look-up function if required. This function will be discussed later in this document.

Select the applicable radio button (**Yes** or **No**) to indicate whether or not you want to display the accounting information (Fund, Organization, Account, and Program) for the specified document.

Select the applicable radio button (**All**, **Printable**, or **None**) to view document/line text online and/or print it on the document. CCRI does not use Commodity Codes in the requisitioning process, so it doesn't matter which radio button is chosen for the "Display Commodity Text".

Click on the "View Document" button to view the details.

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0031804	Jan 13, 2012	Jan 13, 2012	Jan 13, 2012		3,747.00

Origin:	BANNER				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:			WA6044	Electronics	
Phone Number:					
E-mail:					
Accounting:	Document Level				
Ship to:	Community College of RI				
	400 East Ave				
	Warwick, RI 02886				
Attention:					
Contact:					
Phone Number:					
Vendor:					
Document Text:	PARALLAX, INC 1-888-512-1024				
	599 MENLO DRIVE ROCKLIN CA 95765				
	1.25.12 BUDGET TRANSFER SENT...CDP				

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		EDDIE ROBOT PLATFORM SYSTEM	EA	3	1249	3,747.00	
				0.00	0.00	0.00	3,747.00
					Total:	3,747.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	12		111000	WA6044	714221	10				N	Y	N	3,747.00
Total of displayed sequences:														3,747.00

✔ No Related Documents Available

If there are related documents, such as on a Purchase Order, you will see these listed, similar to the following:

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 20, 2012	Requisition	R0031847	Approved

To access a related document, click the hyperlink (in green) under Document Code. This enables you to drill down to view the related document information.

However, if no other information exists, "No Related Documents Available" will show instead of the Related Documents box.

After viewing a document as described above, click the back arrow on your internet browser, enter the Requisition Number in the Document Number field again (if it has been removed by the Self Service program) and click the "Approval History" button. This will display basic document identification information, approvals required and approvals recorded.

Document Identification

Document Number	R0031804	Type	Requisition
Originator:			

Approvals required

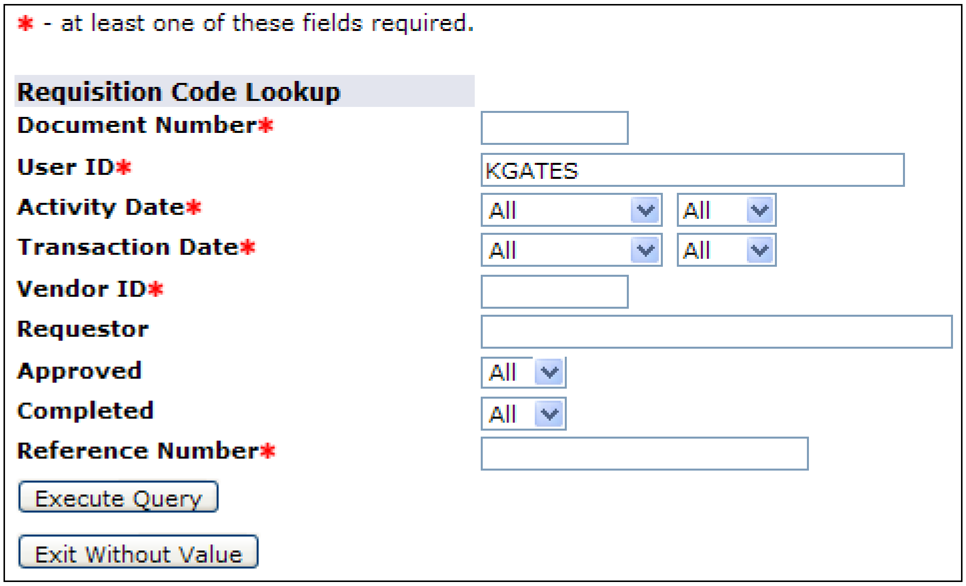
Queue	Description	Level	Approvers
PO	PURCHASING	1	

Approvals recorded

Queue	Level	Date	User
DENY	0	Jan 20, 2012	
Q264	1	Jan 25, 2012	
Q264	1	Jan 18, 2012	

Department level approvals for purchase requisitions are indicated by queues that start with the letter Q followed by 3 numbers. The PO Queue shows that CCRI's Purchasing Department has approved a requisition. When querying a Purchase Order, an approval in Q360 will indicate that a Purchase Order was issued for the purchase.

Document Number Search: A user can click on the “Document Number” button on the View Documents page to access the lookup page as shown below. Enter specific search criteria (Document Number, User ID of the person who created the document, Activity Date, Transaction Date, Vendor ID, and Approved or Completed) to view a list of documents of the specified type. At least one of the required fields must be completed. The more information included the narrower the search results.



A percent sign (%) may be entered as a wildcard in the “Document Number” and “User ID” fields. For example, the wildcard is used if a user is not sure of the entire document number. Enter the portion you know, followed by a % sign, or begin with a % sign type in known elements and end with a % sign. Results will show with elements originally entered. Other criteria can be entered depending on the type of document. For example, you can specify the “Requestor” for a Requisition. When you select the “Execute Query” button, the system displays all the documents for the specified criteria.

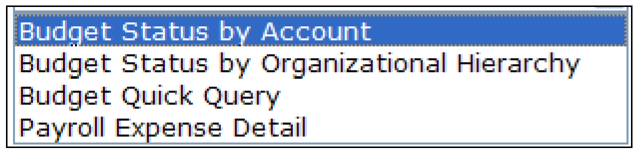
Document Number	User I D	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0031854		Jan 31, 2012	Jan 20, 2012	91001774	Sullivan-Schein Dental		No	Yes	

The Document Number displays as a link on this page (in green). To retrieve this information and return to the View Document page, select one of these links. The code you selected is retained and displays on the View Document page in the field next to the Document Number button. (You can select the **Exit without Value** button to exit without inputting a value to the View document screen.)

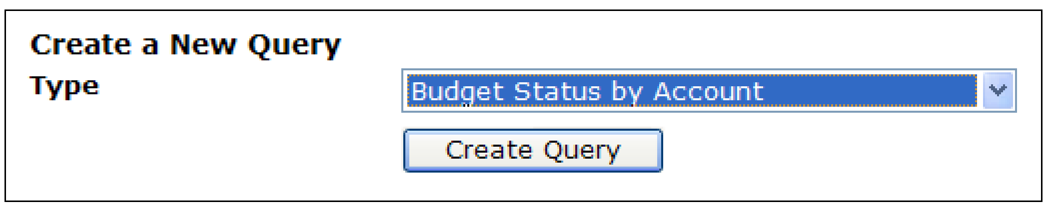
Budget Queries in Self Service Banner

The Budget Queries functionality can provide detailed information on departmental budgets. A report can be created to show a department's budget, year-to-date expenditures, encumbrances, as well as balance available. From this query, the user may "drill down" and review the specific information which makes up the totals in each column.

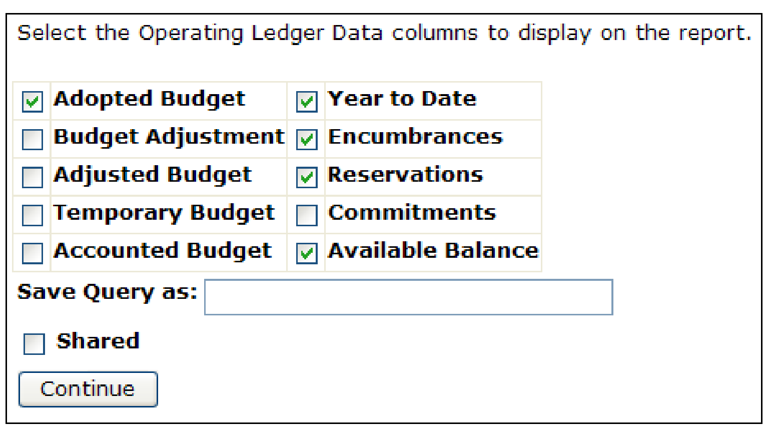
On the "For Finance" tab in MyCCRI, choose "Budget Query" from the listing. Four options are available, all with varying levels of functionality and detail. Each option is discussed below.



The first option, **<u>Budget Status by Account</u>** query, allows a user to review detailed budget information by account code for a specified period of time. Choose "Budget Status by Account" from the dropdown menu, and click the "Create Query" button. The data retrieved by this query is the same as would result in the FGIBDST (Organization Budget Status) screen in Banner INB.

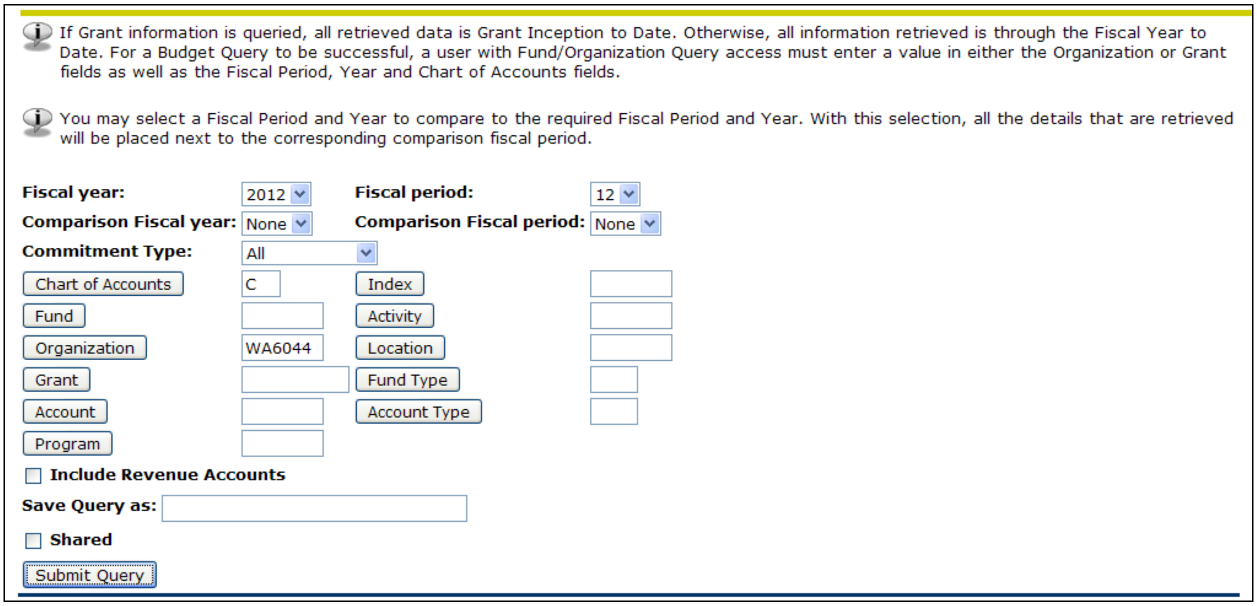


The next screen details columns for display on the Query report. Select the data columns to be displayed. In order to have the most drill down functionality available in the query results, choose "Encumbrances" and "Reservations" for purchase orders and requisitions. If you choose "Commitments", no drill down is available.



A user may also save a query for future use by giving it a name in the blank field. If you click the "Shared" check box, the saved query to be viewed by other Banner Finance users with security access to the department's organization codes. Any saved queries can be retrieved from the main “For Finance” tab by selecting the appropriate query from the “Retrieve Existing Query – Saved Query” option.

When done selecting the columns to be displayed, click the “Continue” button. The next screen allows the user to make identify specific FOAP to be reported in the query as well as the desired fiscal period/year.



Note the following:

- Fiscal Year, Fiscal Period, and Chart of Accounts must be entered. Use fiscal period 12 to retrieve all year to date activity.
- A value must be entered for Organization or Grant in order to proceed with the query.
- <u>Grants Only:</u> If the Grant field is populated, the retrieved data will be from grant inception to date. If the Grant field is not populated, all information retrieved is for the specified fiscal year and period only.
- To display all accounts displayed, leave the “Account” field blank. To display information for one account only, enter the appropriate account number.

Click “Submit Query” when completed. Sample results are shown below. As shown below, the report will show the Adopted Budget, Year to Date Expenditures, Encumbrances, Reservations, Commitments and Available Balance.

Report Parameters

Organization Budget Status Report
By Account
Period Ending Jun 30, 2012
As of Feb 07, 2012

Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	WA6044 Electronics	Activity	All
Account	All	Location	All

View Pending Documents

⚠ **Pending documents exist**

Query Results

Account	Account Title	FY12/PD12 Adopted Budget	FY12/PD12 Year to Date	FY12/PD12 Encumbrances	FY12/PD12 Reservations	FY12/PD12 Commitments	FY12/PD12 Available Balance
611020	Classified Permanent	34,591.00	18,947.95	0.00	0.00	0.00	15,643.05
612011	Faculty	138,994.00	75,377.47	0.00	0.00	0.00	63,616.53
612042	PT Support Staff	2,000.00	1,000.00	0.00	0.00	0.00	1,000.00
612043	Day Overload Lecturers	5,850.00	4,680.00	0.00	0.00	0.00	1,170.00
612045	Extended Day Lecturers	28,070.00	27,890.40	0.00	0.00	0.00	179.60
612046	Honorariums	0.00	1,500.00	0.00	0.00	0.00	(1,500.00)
641010	ERS Retirement	7,949.00	4,351.27	0.00	0.00	0.00	3,597.73
641020	ERS RetirementHealth	2,331.00	1,299.64	0.00	0.00	0.00	1,031.36
642010	TIAA/CREF	12,509.00	6,783.93	0.00	0.00	0.00	5,725.07
643020	BOG Retirement Health	3,739.00	1,969.35	0.00	0.00	0.00	1,769.65
644010	FICA Biweekly	13,279.00	7,070.29	0.00	0.00	0.00	6,208.71
644020	FICA Lecturers	750.00	612.03	0.00	0.00	0.00	137.97
645000	Assessed Fringe Benefit	6,234.00	3,199.25	0.00	0.00	0.00	3,034.75
647010	Medical Insurance	18,765.00	9,455.32	0.00	0.00	0.00	9,309.68
647030	Dental Insurance	999.00	546.08	0.00	0.00	0.00	452.92
647040	Vision Insurance	211.00	117.03	0.00	0.00	0.00	93.97
714030	Office Expense	716.00	0.00	0.00	0.00	0.00	716.00
714181	Computer Software	14,880.00	0.00	2,558.80	0.00	2,558.80	12,321.20
714221	Educ and Rec Supplies	4,000.00	0.00	359.97	1,539.94	1,899.91	2,100.09
714231	Computer Supplies	1,600.00	0.00	0.00	0.00	0.00	1,600.00
Report Total (of all records)		297,467.00	164,800.01	2,918.77	1,539.94	4,458.71	128,208.28

Download All Ledger Columns | Download Selected Ledger Columns | View Payroll Expense Detail

Save Query as:

☐ **Shared**

Notice the "View Pending Documents" button at the top right section of the report on the previous page. This is used to show items that have not yet been fully approved and are not yet posted to the department organization budget. When clicking the "View Pending Documents" button, you will see a "Status of Transactions in Process" report:

Report Parameters

Status of Transactions In Process			
Period Ending Jun 30, 2012			
As of Feb 07, 2012			
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	WA6044 Electronics	Activity	All
Account	All	Location	All

Pending Document List

Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item	Seq#	Field Code	Amount	Rule Class Code
Jan 30, 2012	Feb 03, 2012	R0031958	Disapproved	111000	WA6044	714030	10	W.B. Mason Company, Inc.	0	1	RSV	(182.38)	REQP
Report Total (of all records)												(182.38)	

Budget Control Keys for Non-sufficient Funds (NSF) Checking

Used in Available Budget Checking	Fund	Organization	Account	Program

Program cannot be NULL.

Available Balance Summary

Query retrieved no records

Download All Columns

Another Query

Clicking on the green links will yield more information related to the document you are reviewing. For example, clicking on the link in the status column will show the approval history:

Document Identification

Document Number	R0031958	Type	Requisition
Originator:			

There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
Q264	1	Jan 30, 2012	
Q264	1	Jan 31, 2012	
DENY	0	Jan 31, 2012	
DENY	0	Feb 03, 2012	

<u>Note:</u> If a document is in or will be in <u>NSF (Non Sufficient Funds)</u> status, where there is not enough budgeted dollars to cover the purchase requisition, it will <u>not</u> be included in the pending documents listing. Only documents for which there are sufficient budgeted funds available will be included in "View Pending Documents".

<u>Downloading Query Results:</u>

At the bottom of the <u>Organization Budget Status Report</u>, the user may download the query results into Excel.

Query results can be downloaded by choosing one of the three options available below the output on the screen.

- <u>Download All Ledger Columns</u> will show all columns available in the query parameters even if not chosen to display.
- <u>Download Selected Ledger Columns</u> will show only the columns seen in the Query results.
- <u>Payroll Expense Detail</u> will show payroll detail by person by account. (This is similar to the NHIDIST screen in Banner INB and is available only to authorized personnel.)

After selecting one the appropriate option, click "Open" in the dialog box. The result will be a Comma Separated Value (.csv) file showing in an Excel spreadsheet. Save as an Excel file so that adjustments can be made.

Example of file when using "Download Selected Ledger Columns" option:

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
15																	
16	Account	Account T	Account T	Account T	Account T	Account T	Program	Program T	Fiscal Yea	Fiscal Peri	Adopted E	Budget Ac	Adjusted I	Temporar	Accounte	Year to Da	Encumbra
17	611020	Classified	61	Payroll	60	Personnel Services			2012	12	34591	0	34591	0	34591	18947.95	0
18	612011	Faculty	61	Payroll	60	Personnel Services			2012	12	138994	0	138994	0	138994	75377.47	0
19	612042	PT Suppor	61	Payroll	60	Personnel Services			2012	12	2000	0	2000	0	2000	1000	0
20	612043	Day Overl	61	Payroll	60	Personnel Services			2012	12	5850	0	5850	0	5850	4680	0
21	612045	Extended	61	Payroll	60	Personnel Services			2012	12	28070	0	28070	0	28070	27890.4	0
22	612046	Honorariu	61	Payroll	60	Personnel Services			2012	12	0	0	0	0	0	1500	0
23	641010	ERS Retire	64	Fringe Ber	60	Personnel Services			2012	12	7949	0	7949	0	7949	4351.27	0
24	641020	ERS Retire	64	Fringe Ber	60	Personnel Services			2012	12	2331	0	2331	0	2331	1299.64	0
25	642010	TIAA/CREI	64	Fringe Ber	60	Personnel Services			2012	12	12509	0	12509	0	12509	6783.93	0
26	643020	BOG Retir	64	Fringe Ber	60	Personnel Services			2012	12	3739	0	3739	0	3739	1969.35	0
27	644010	FICA Biwe	64	Fringe Ber	60	Personnel Services			2012	12	13279	0	13279	0	13279	7070.29	0
28	644020	FICA Lectu	64	Fringe Ber	60	Personnel Services			2012	12	750	0	750	0	750	612.03	0
29	645000	Assessed	64	Fringe Ber	60	Personnel Services			2012	12	6234	0	6234	0	6234	3199.25	0
30	647010	Medical Ir	64	Fringe Ber	60	Personnel Services			2012	12	18765	0	18765	0	18765	9455.32	0
31	647030	Dental Ins	64	Fringe Ber	60	Personnel Services			2012	12	999	0	999	0	999	546.08	0
32	647040	Vision Ins	64	Fringe Ber	60	Personnel Services			2012	12	211	0	211	0	211	117.03	0
33	714030	Office Exp	71	Operating	70	Operating			2012	12	716	0	716	0	716	0	0
34	714181	Computer	71	Operating	70	Operating			2012	12	14880	0	14880	0	14880	0	2558.8
35	714221	Educ and I	71	Operating	70	Operating			2012	12	4000	0	4000	0	4000	0	359.97
36	714231	Computer	71	Operating	70	Operating			2012	12	1600	0	1600	0	1600	0	0
37																	
38																	
39											297467	0	297467	0	297467	164800	2918.77
40																	
41																	
42																	
43																	
44																	

Drill-Down Functionality

When using the Drill Down feature on the Budget Status by Account, results will show the transactions which make up that total. As an example, if you click on the "Encumbrances" amount for account number 714181, the results in the listing of transactions:

Report Parameters

Organization Budget Status Detail Report

Summary Encumbrance Transaction Report

Period Ending Jun 30, 2012

As of Feb 07, 2012

Chart of Accounts:	C Community College of Rhode Island	Commitment Type:	All
Fund:	111000 General Funds Regular	Program:	All
Organization:	WA6044 Electronics	Activity:	All
Account:	714181 Computer Software	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jan 26, 2012	Jan 26, 2012	P0019597	National Instruments Corporation	1,009.80	PORD
Jan 26, 2012	Jan 26, 2012	P0019596	National Instruments Corporation	1,549.00	PORD
Report Total (of all records):				2,558.80	

Available Budget Balance:	12,321.20

Download

Save Query as:

Shared

Another Query

Further drilldown on one of the Purchase Order document codes in green above will show you more detail:

Select Document

Detail Transaction Report			
Document Type:	Purchase Order	Commitment Type:	All
Document Code:	P0019597	Description:	National Instruments Corporation
Transaction Date:	26-Jan-2012		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
C	111000	WA6044	714181	10			1,009.80	PORD

Save Query as:

☐ **Shared**

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 18, 2012	Requisition	R0031826	Approved

Clicking on the green requisition link under Document Code will reveal:

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0031826	Jan 18, 2012	Jan 18, 2012	Jan 18, 2012		1,009.80
Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:				Date:	
Requestor:			WA6044	Electronics	
Phone Number:	401-825--2156				
E-mail:					
Accounting:	Document Level				
Ship to:	Community College of RI				
	400 East Ave				
	Warwick, RI 02886				
Attention:					
Contact:					
Phone Number:					
Vendor:	94167617	National Instruments Corporation			
Phone Number:					
Fax Number:					

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		940016-01, MULTISIM SOFTWARE RENEW 2/1/12 - 2/1/13	EA	1	1009.8	1,009.80	
				0.00	0.00	0.00	1,009.80
					Total:	1,009.80	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	12		111000	WA6044	714181	10				N	N	N	1,009.80
Total of displayed sequences:														1,009.80

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 26, 2012	Purchase Order	P0019597	Approved

Adding Calculated Columns to the Report

In addition to being able to download query results, it is possible to create additional columns on the query report which will show the calculation of one column vs. another. Choose needed elements by using the dropdown arrows in each field. A user may add, subtract, multiply, divide or get a percentage of any two columns, choose where to display them, as well as name the results column. After choosing elements from the drop down lists as shown below, click "Perform Computation" to view query report results.

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY12/PD12 Year to Date	percent of	FY12/PD12 Adopted Budget	FY12/PD12 Year to Date	

Perform Computation

Another Query

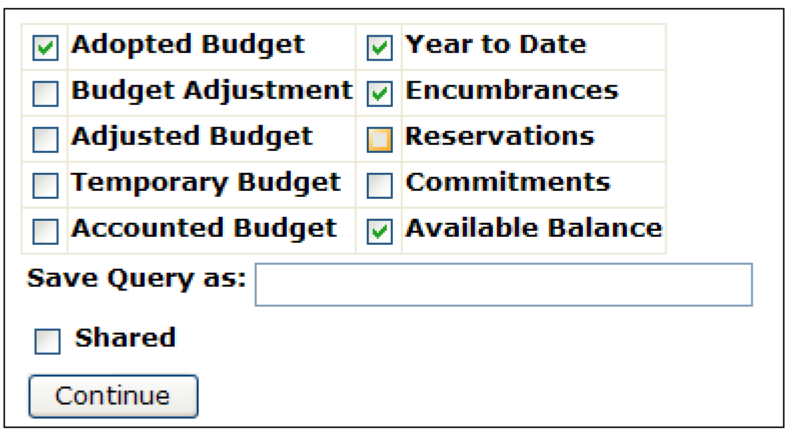
Query Results

Account	Account Title	FY12/PD12 Adopted Budget	FY12/PD12 Year to Date		FY12/PD12 Encumbrances	FY12/PD12 Reservations	FY12/PD12 Commitments	FY12/PD12 Available Balance
611020	Classified Permanent	161,285.00	64,696.68	40.11	0.00	0.00	0.00	96,588.32
611030	Classified Permanent OT	2,457.00	14.25	0.58	0.00	0.00	0.00	2,442.75
612012	Staff	212,804.00	81,825.35	38.45	0.00	0.00	0.00	130,978.65
612014	Administration	282,147.00	142,158.84	50.38	0.00	0.00	0.00	139,988.16
613040	Medical Bonus	0.00	770.00	0.00	0.00	0.00	0.00	(770.00)
614010	Student Help	0.00	3,302.00	0.00	0.00	0.00	0.00	(3,302.00)
641010	ERS Retirement	61,956.00	27,389.41	44.21	0.00	0.00	0.00	34,566.59

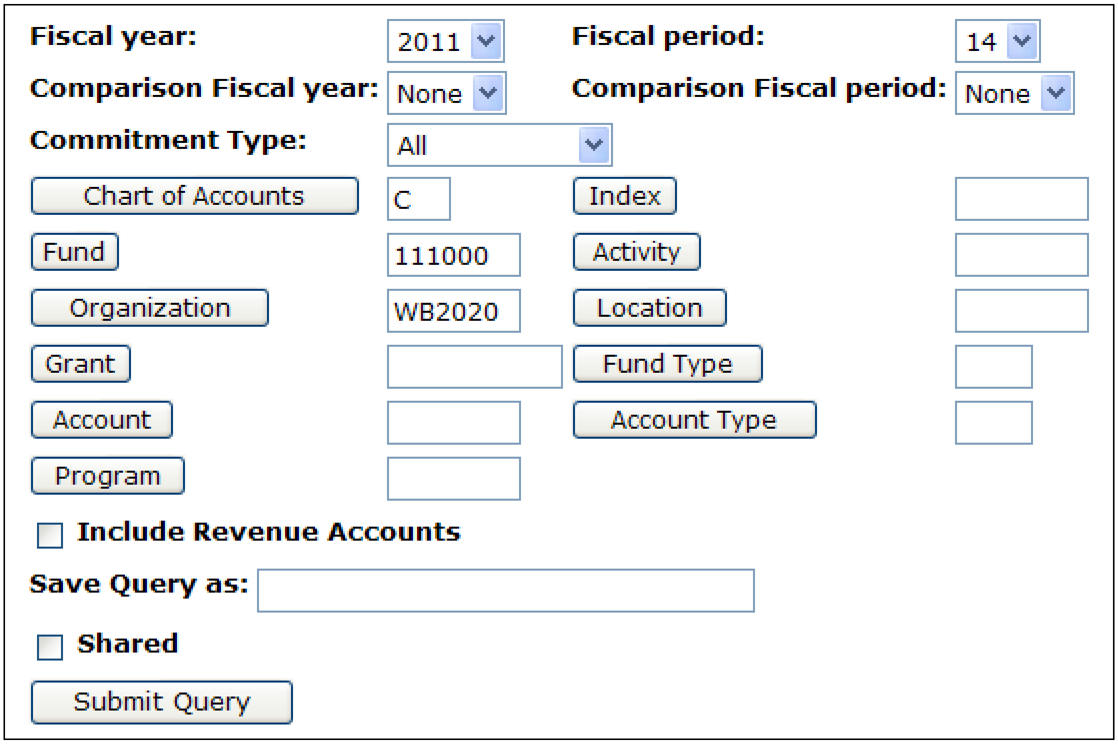
Note the percent amounts after the Year to Date column above. You can remove the computation without re-running the entire report by clicking the "Remove Computation" button.

The second option in Budget Query is **Budget Status by Organizational Hierarchy.** This query allows the user to review summary budget information for a specified Organization Code, for example. The results will show in an abbreviated form as compared to the "Budget Status by Account" query report.

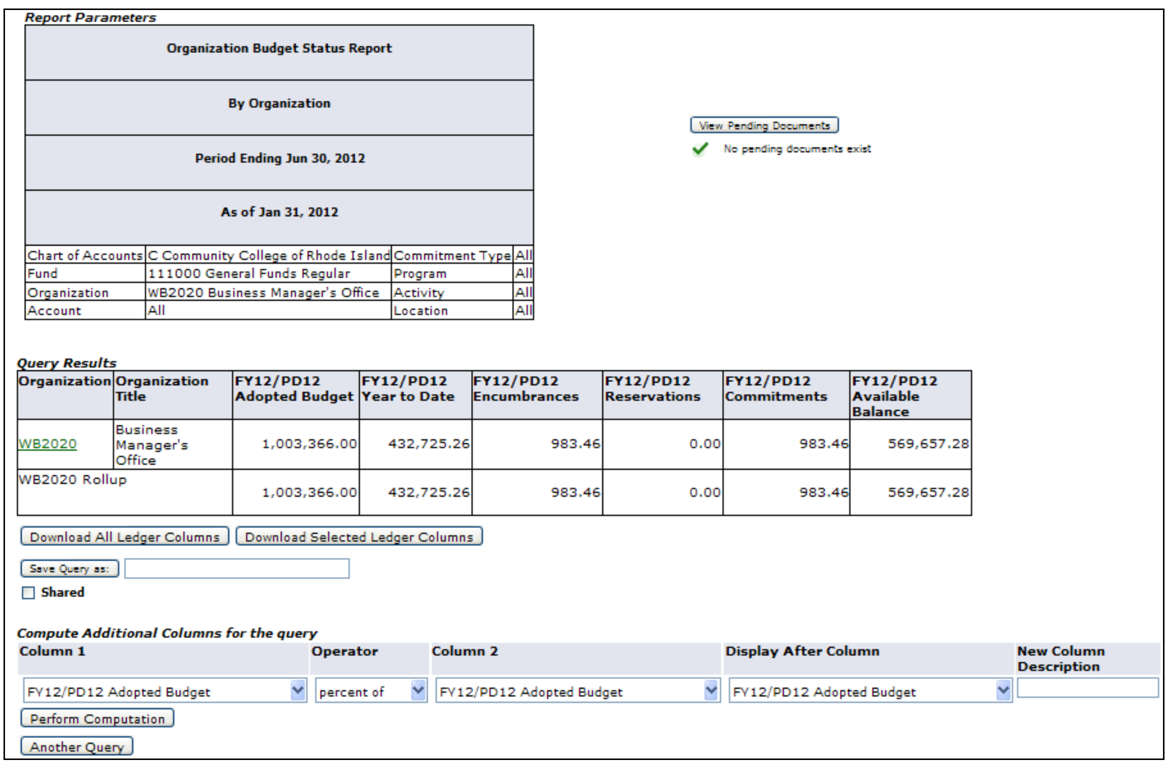
Choose the query parameters and click "Continue".



Choose the appropriate fiscal year/period and enter the fund and organization codes. Then click "Submit Query".



Click “Submit Query” and results will show:



Report Parameters

Organization Budget Status Report
By Organization
Period Ending Jun 30, 2012
As of Jan 31, 2012

Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	WB2020 Business Manager's Office	Activity	All
Account	All	Location	All

View Pending Documents
No pending documents exist

Query Results

Organization	Organization Title	FY12/PD12 Adopted Budget	FY12/PD12 Year to Date	FY12/PD12 Encumbrances	FY12/PD12 Reservations	FY12/PD12 Commitments	FY12/PD12 Available Balance
WB2020	Business Manager's Office	1,003,366.00	432,725.26	983.46	0.00	983.46	569,657.28
WB2020 Rollup		1,003,366.00	432,725.26	983.46	0.00	983.46	569,657.28

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY12/PD12 Adopted Budget	percent of	FY12/PD12 Adopted Budget	FY12/PD12 Adopted Budget	

Perform Computation

Another Query

Query results will only show summary information; no account level details are displayed. In this example, the user can further drill down on the Organization code on the report. The account detail will be summarized at the account type (i.e. revenues, personnel, operating etc.).

The third option is the **<u>Budget Quick Query</u>**, which provides budget information by account and is very similar to the display on FGIBDST in Banner INB. Data is summarized at the account level, but <u>no drill down functionality is available with this query</u>.

The only parameters that need to be identified are fiscal year and fund/organization codes. Columns are pre-set on this report. Enter the appropriate parameters and click “Submit Query”.

Fiscal year: 2012

Chart of Accounts: C | Index:

Fund: 111000 | Grant:

Organization: WB2020 | Account:

Program: | Activity:

Location: | **Commitment Type:** All

☐ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

Results for the Budget Quick Query are displayed below:

Report Parameters

Organization Budget Status Report
By Account
Period Ending Jun 30, 2012
As of Jan 31, 2012

Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	WB2020 Business Manager's Office	Activity	All
Account	All	Location	All

View Pending Documents

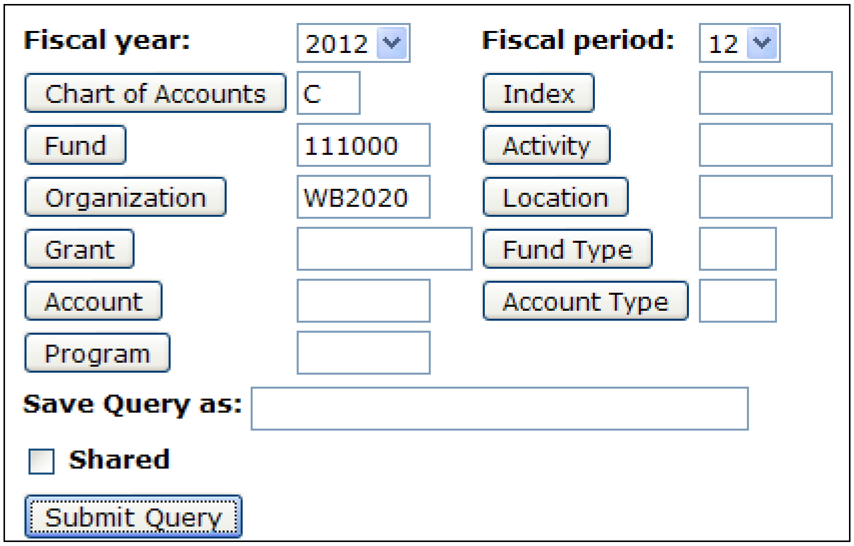
✔ No pending documents exist

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
611020	Classified Permanent	161,285.00	64,696.68	0.00	96,588.32
611030	Classified Permanent OT	2,457.00	14.25	0.00	2,442.75
612012	Staff	212,804.00	81,825.35	0.00	130,978.65
612014	Administration	282,147.00	142,158.84	0.00	139,988.16
613040	Medical Bonus	0.00	770.00	0.00	(770.00)

The fourth option is the **Payroll Expense Detail** query which allows certain users to review payroll transactions for specified budgetary codes. Note: This query is only available to authorized Banner Finance users who have the proper security authorization to review payroll information.

Enter needed parameters and click "Submit Query".



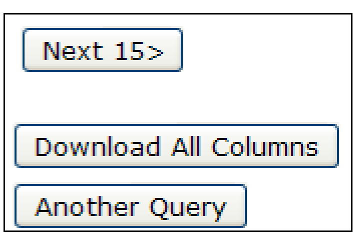
Results will look similar to:

Report Parameters

Chart of Accounts	C Community College of Rhode Island
Fund	111000 General Funds Regular
Organization	WB2020 Business Manager's Office
Program	All
Activity	All
Account	All
Location	All
From Date	Jul 01, 2011
To Date	Jun 30, 2012

Query Results

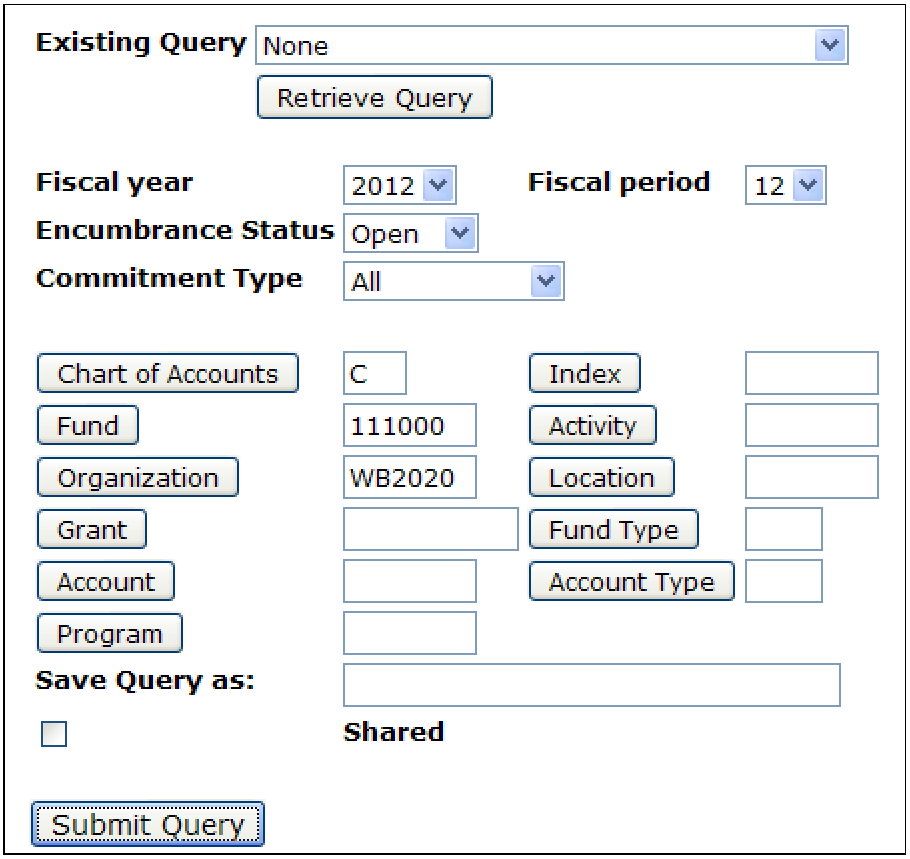
Account	Account Title	Employee	Last Name	Position	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit



The user may access additional transactions by clicking the "Next 15" button at the bottom of the report results. As with other Budget Query Reports, the results can also be downloaded to Excel. Also, note that clicking on "Another Query" button which will return you to the original "Budget Query" screen.

Encumbrance Query in Self Service Banner

The Encumbrance Query allows users to view encumbrance information by FOAP (Fund, Organization, Account, and Program). On the “For Finance” tab in MyCCRI, choose the “Encumbrance Query” option to access the parameter input screen.



The first section of query parameter screen has data that defaults to current the fiscal year and open encumbrances. These can be changed as needed from the drop down lists available on each field. For example, a user can change the “Encumbrance Status” to “Closed” to view encumbrances that are no longer active. Commitment type should be left at “All”.

A user must enter either an Organization code or Grant code to run the query. The more parameters included, the more limited the results. If a user is not sure of the particular code to be entered into any of the fields, click the button next to that field to access a look-up query screen where criteria can be added to narrow the search for the proper code.

Once above is completed, click “Submit Query” to obtain results.

Once the parameters are selected for a particular query and submitted, the system returns a report showing parameters in the top section as well as specific query results below:

Report Parameters

Organization Encumbrance Status Report			
Open Encumbrance Summary by Document, Account Distribution			
Period Ending Jun 30, 2012			
As of Jan 31, 2012			
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund Code	111000 General Funds Regular	Program Code	All
Orgn Code	WB2020 Business Manager's Office	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
714030	P027523L	W.B. Mason Company, Inc.	1,000.00	0.00	(432.94)	432.94	567.06	43.29	Uncommitted
714060	P0019471	The Little Rhody Press	210.88	75.52	0.00	0.00	286.40	0.00	Uncommitted
714284	P010563F	CCRI Bookstore	252.00	0.00	(122.00)	122.00	130.00	48.41	Uncommitted
Report Total (of all records)			1,462.88	75.52	(554.94)	554.94	983.46	36.07	

Another Query

A user can then select the Document Code link (in green) to drill down to the next level of detail - the specific accounting distribution(s) for the document:

Selected Document

Encumbrance Detail Status Report			
By Document, Account Distribution			
Period Ending Jun 30, 2012			
As of Jan 31, 2012			
Chart of Accounts	C Community College of Rhode Island	Commitment Type	Uncommitted
Document Number	P0019471	Document Date	Jan 09, 2012
Transaction Description	The Little Rhody Press		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
P0019471	PORD	210.88	0.00	0.00	0.00	0	1	111000	WB2020	714060	60		
P0019471	CORD	0.00	75.52	0.00	0.00	0	1	111000	WB2020	714060	60		

Another Query

Drilling down again will display the document details, including vendor information, any text, accounting detail and a listing of all related documents.

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0019471		Jan 09, 2012	Jan 09, 2012	Jan 09, 2012	Jan 13, 2012	286.40

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Regular
Cancel Reason:				Date:	
Requestor:	Lewis, Patricia L.		WB2020	Business Manager's Office	
Phone Number:	401-825--2080				
E-mail:	pllewis@ccri.edu				
Accounting:	Document Level			Matching:	Required

Ship to:	Community College of RI	
	400 East Ave	
	Warwick, RI 02886	
Attention:	PAT LEWIS	
Contact:		
Phone Number:		

Vendor:	91002035	The Little Rhody Press
	10 N Davis St	
	Providence, RI 02908-3299	
Phone Number:	401-331-5959	
Fax Number:	401-331-5999	
Currency:		

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		#10 WINDOW ENVELOPES	BOX	4	71.6	286.40	
				0.00	0.00	0.00	286.40
	PURCHASING DEPARTMENT						
Total:							286.40

Purchase Order Accounting

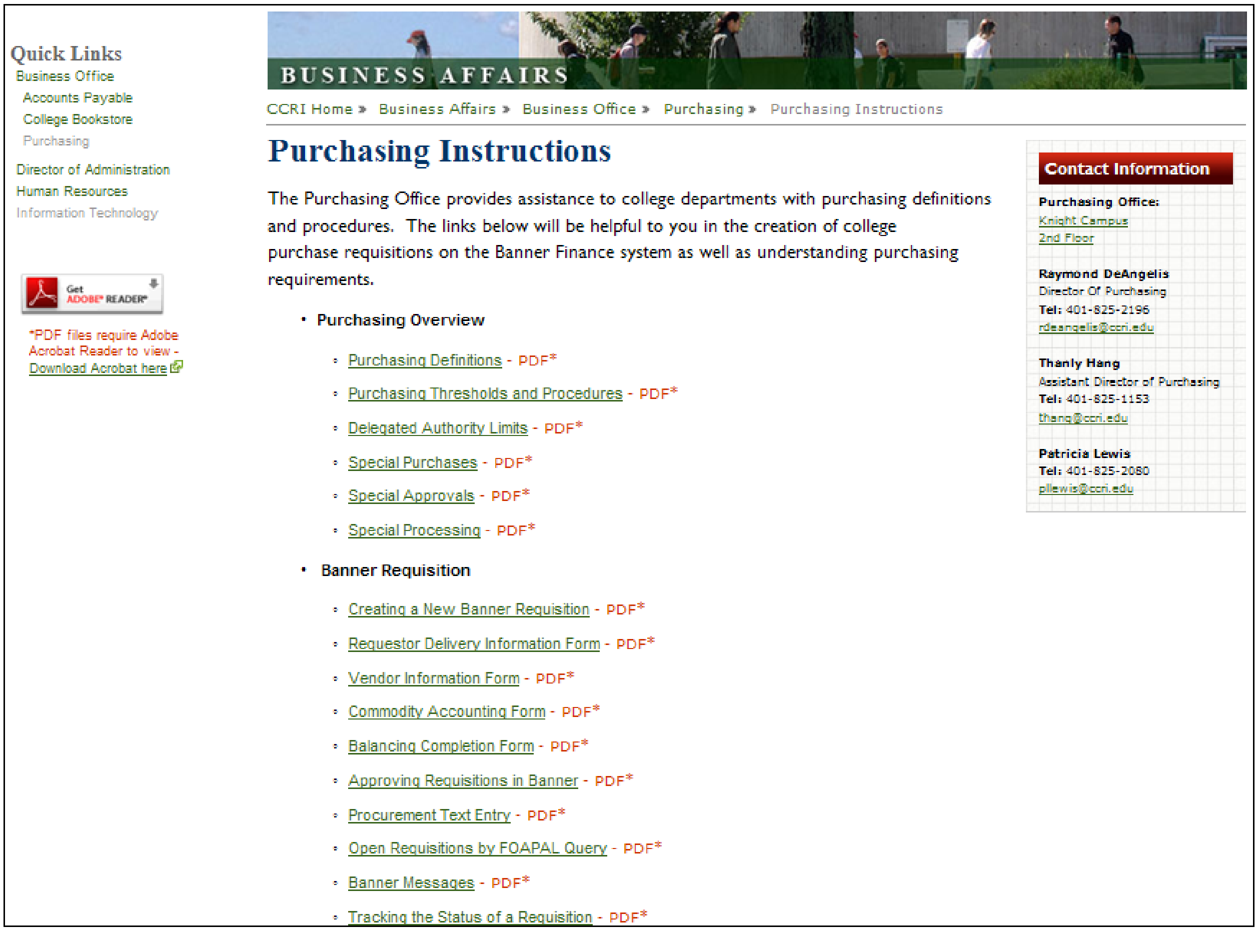
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	12		111000	WB2020	714060	60				N		N	286.40
Total of displayed sequences:														286.40

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Dec 14, 2011	Requisition	R0031555	Approved

Purchasing Instructions

By clicking this link on the Self Service Finance menu, you will be brought to the Purchasing Manual webpage where you will find helpful instructions:


Quick Links
Business Office
Accounts Payable
College Bookstore
Purchasing
Director of Administration
Human Resources
Information Technology

Get ADOBE® READER®

*PDF files require Adobe Acrobat Reader to view - Download Acrobat here

BUSINESS AFFAIRS

CCRI Home » Business Affairs » Business Office » Purchasing » Purchasing Instructions

Purchasing Instructions

The Purchasing Office provides assistance to college departments with purchasing definitions and procedures. The links below will be helpful to you in the creation of college purchase requisitions on the Banner Finance system as well as understanding purchasing requirements.

- Purchasing Overview
  - Purchasing Definitions - PDF*
  - Purchasing Thresholds and Procedures - PDF*
  - Delegated Authority Limits - PDF*
  - Special Purchases - PDF*
  - Special Approvals - PDF*
  - Special Processing - PDF*
- Banner Requisition
  - Creating a New Banner Requisition - PDF*
  - Requestor Delivery Information Form - PDF*
  - Vendor Information Form - PDF*
  - Commodity Accounting Form - PDF*
  - Balancing Completion Form - PDF*
  - Approving Requisitions in Banner - PDF*
  - Procurement Text Entry - PDF*
  - Open Requisitions by FOAPAL Query - PDF*
  - Banner Messages - PDF*
  - Tracking the Status of a Requisition - PDF*

Contact Information

Purchasing Office:
Knight Campus
2nd Floor

Raymond DeAngelis
Director Of Purchasing
Tel: 401-825-2196
rdeangelis@ccri.edu

Thanly Hang
Assistant Director of Purchasing
Tel: 401-825-1153
thang@ccri.edu

Patricia Lewis
Tel: 401-825-2080
pllewis@ccri.edu

The web link to this same page is:
http://www.ccri.edu/businessaffairs/businessoffice/purchasing/purchasinginstructions.html