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# Banner Finance Self-Service User Guide

Release 8.7  
August 2014



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## Revision History

<b>Publication Date</b>	<b>Summary</b>
August 2014	New version that supports Banner Self-Service 8.7 software.

# Banner Finance Self-Service 8.7

## User Guide

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# 1 Overview

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The Banner Finance Self-Service application enables your installation to deliver optimal customer service using the convenience, speed, and technology of the World Wide Web. The application gives users simplified access to information in your Banner Finance System.

With Banner Finance Self-Service, you can access query information, submit transactions to the common database, and approve documents. Access to the forms and queries granted to each user is defined by the implementation of Fund/Organization Security and Approval Queues in Banner, and by the implementation of Rule Class Security for creation of new documents.

This chapter includes information about how to set up and access Finance Self-Service, and provides detailed information about some of its available features. For information about Web UI and accessibility, please refer to the *Banner Web Tailor User Guide*.

## Setting up Banner Finance Self-Service

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This section contains information about the Finance Data Tailor Role and how to establish a new user on Banner Finance Self-Service and Budget Development.

### Assigning the Finance Data Tailor Role

This role, assigned via WebTailor, exists in the TWTVROLE table and must be assigned to individual users.

The Finance Data Tailor Role should be given only to the user or users responsible for maintaining the Finance Site Preferences page. This role enables your institution to grant permission to selected users to update field titles for the Banner Finance Self-Service Budget and Encumbrance Queries without providing access to all of WebTailor. This role is granted by the WebTailor Administrator via the User Roles link.

### Establishing a Finance User

Before a new user can access Banner Finance Self-Service, you must confirm or complete the following:

- Create a valid Banner ID. from any Identification Form, such as FOAIDEN or SPAIDEN.
- Verify that the user has a valid Oracle User ID.

- Create a Finance User Profile for the Oracle ID via FOMPROF and select the Self Service Access Indicator.
- Create a relationship between the Oracle ID and the Banner ID by entering the Banner ID via FOMPROF or on the Enterprise Access Control Form (GOAEACC).
- Enable a Personal Identification Number (PIN) via one of the Third Party Access Forms (GOATPAC or GOATPAD).

 **Note**

For additional information about these forms and the creation of PINs, refer to the *Banner Web General User Guide* and the *Banner General User Guide*. ■

There are three Self-Service indicators on FOMPROF.

- **Self Service Access** indicator. This indicator is displayed in the Authorizations block of the User Profile Maintenance window. The default value is unchecked so that the users will not automatically have access to Self-Service. Select this check box if you want to establish user access to Budget Development or Payroll Expense detail.

 **Note**

When you create or update a Profile and a valid Banner ID is entered, the system will automatically select this check box. You can uncheck the box if this user should not have Self-Service access. ■

- **Payroll Expense Detail Access** indicator. You can check the **Payroll Expense Detail Access** check box in the Authorizations block to access the payroll expense data. **Payroll Expense Detail** option is visible in the Budget Queries **Type** drop-down list and is also available from **Budget Status by Account**, if the indicator is selected.
- **Self Service Budget Access** indicator. This indicator is displayed in the Self-Service Budget Planner Authorizations block of the User Profile Maintenance window. When you select this check box, the two other drop-down lists that display in the same block become active.

Use the **Budget Master Fund** drop-down list to specify user access to funds and the **Budget Master Organization** drop-down list to establish user access to organizations. Choices include *No Authority* (default value), *Query Authority*, and *Both-Query & Posting*.

## Establishing Access to Budget Development

Before users at your institution can access Budget Development in Banner Finance Self-Service, you will need to perform the following procedures.



## Enable Self Service Budget Development Menu

Your Banner Finance Self-Service software has been delivered with the menu for Budget Development disabled. To enable the link, a WebTailor administrator must access the Budget Development menu (bmenu.P\_FinanceBudDevlMnu) via the Web Menus and Procedures option, then copy Baseline to Local and select the **Enabled Indicator** check box. For additional information about how to enable a menu, please refer to the *Banner Web Tailor User Guide*.

## Enable Self Service Budget Development

- On FOASYSC, select the check box labelled **Self Service Budget Development**. This enables the Self-Service Budget Development pages and the Fund/Organization security for these pages.
- You may also select the **Self Service Budget Development History** check box. Making this selection enables creation of audit history records that include deleted rows. For additional information, see [“Budget Development History” on page 2-68](#).

### Note

There is no check box to turn off Self-Service Budget Development fund/org security. To effectively disable it, you can elect to give all users master access in the Self Service Budget Access window on FOMPROF. ■

## Set up User Access to Budget Development

- On FOMPROF, indicate user access to Budget Development by selecting the **Self Service Budget Access** check box. When Budget Development is selected, the two other pull-down lists will become active.
- Use the **Budget Master Fund** pull-down list to specify user access to funds and the **Budget Master Organization** pull-down list to establish user access to organizations. Choices include *No Authority* (default value), *Query Authority*, and *Both-Query & Posting*.

## Establish Organization Code Access

On FOMUSOR, enter the highest-level organization code for this user and select the level of access from the **Self Service Budget Access** pull-down list. The access level you select here applies to all children (also referred to as successors) in the hierarchy of this organization. Options include: *None* (default value), *Query*; and *Query&Posting*.

### Note

For you to have access in Budget Development Self-Service, you must have at least query access in Finance fund/org security. ■

## Establish Fund Type/Code Access

On FOMUSFN, enter the highest-level Fund type or Fund code for this user and select the allowable level of access from the **Self Service Budget Access** pull-down list. Options include *None* (default value), *Query* (view), and *Query&Posting*.

For you to have query access in Budget Development Self-Service, you must have at least query access in Finance fund/org security.

# Functions and Features of Banner Finance Self-Service

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Banner Finance Self-Service delivers several aids to help you locate information within the Banner Finance database.

## Code Lookup

Many of the Banner Finance Self-Service pages enable you to look up different codes related to the task at hand.

- On Budget, Budget Development, and Encumbrance Query parameter pages, the Code Lookup page displays when you select a button for a chart-specific element.
- For Requisition, Purchase Order, and Budget Transfer entry, a query area is available at the bottom of the page.
- On the Budget Development worksheet, a code lookup page displays when you select the Account/Program Code hyperlink.

## Chart of Accounts Criteria

In this field, you can enter a chart of accounts for the elements that are chart-specific, or you can enter a percent sign (%) as a wildcard character. Chart-specific elements include the following.

- Account
- Activity
- Fund
- Index
- Location
- Organization
- Program

Elements that are not chart-specific include the following.

- Address type
- Buyer
- Chart
- Commodity
- Discount
- Ship
- Vendor
- Currency
- Unit of Measure
- Tax Group

## Title Criteria

If wildcards are placed before and after the criteria (%Tuit%) entered in the **Title Criteria** field, the values returned will contain the criteria in any part of the actual value. If %Tuit% is entered when searching on the type “account,” the following list is returned:

- 2113 Graduate Tuition
- 2115 Undergraduate Tuition
- 2118 Tuition & fees
- 2220 Tuition-Non residence Students

If the wildcard was entered only after the criteria (Tuit%), the values returned will begin with the criteria entered. If Tuit% is entered when searching on the type “account,” the following list is returned:

- 2118 Tuition and fees
- 2220 Tuition-Non residence Students

### Note

Vendor Name is not case sensitive. All other Title queries are case sensitive. ■

## Index Code

When you use an Account Index code in Finance Self Service, it serves as a data entry shortcut only. Information associated with the code you select may overwrite information that you previously entered on the page the next time you Submit or Validate, and the code will not be saved with your template or document.

## Maximum Rows to Return

You can manipulate the “Maximum Rows to Return” to limit the number of possible matches. The delivered default is ten lines, but you may select from any of the following values:

- 10
- 25
- 50
- 75
- 100
- 1000
- 10000

## Default Values

When a pull-down list has a value of *None* or an entry box is NULL and you select the **Validate** button, the system places the default value, if available, into this field. If you enter a value into this field before you select **Validate**, the system does not overwrite the value you entered. When appropriate, a message displays to let you know you have entered a value that differs from the system default. Fields affected by this functionality include the following:

- Currency Code
- Address Type
- Address Sequence
- Vendor Contact
- Discount Code
- Attention To
- Commodity Description
- Unit of Measure
- Tax Group

## Saving Transactions and Queries as Templates

You can save completed transactions and queries as templates for future use. For example, to save a template as *Dept YTD*, enter this name in the **Save Query As** or **Save as Template** field before selecting **Continue** for a query or **Complete** for an entry page.

### Note

Different capitalization cannot be used to save the same template name multiple times. That is, *MyTemplate* and *mytemplate* are equivalent names. ■

## Naming Conventions for Templates and Queries

Certain characters present a security risk and cannot be used as part of a template or query name. The list of excluded characters includes the semicolon, colon, slash, ampersand, at sign, and question mark.

SunGard Higher Education recommends that you delete existing templates that include these characters. You can either use SQL to remove the unacceptable characters, or access the Delete Finance Template option to delete the templates. For more information, see [“Deleting Templates” on page 1-8](#).

## Personal and Shared Templates

There are two types of templates, Personal and Shared.

- A *Personal* template is retrievable only by the user who created it.
- A *Shared* template is retrievable by any user.

After a form or query is saved as a template, it can be retrieved at any time and the information or parameters can be changed. When the template is submitted for completion, it is sent through the validation process again.

## Preventing Overwrites of Existing Templates

To prevent accidental overwrites of existing templates, Banner Finance Self-Service delivers the Save As warning message to interrupt a potential unwanted save:

*Warning! You are about to overwrite the existing shared template!*

This message is displayed when you try to save a template with the same name and type as a previously saved Budget Query, Encumbrance Query, Budget Transfer, Multiple Budget Transfer, Requisition, or Purchase Order (regardless of upper or lower case).

At this point, you have the following choices:

- Select **Overwrite** to erase the old template and update it with the new one.

- Select **Cancel** to return to the screen, rename the template, and select **Complete**, or don't name the template and select **Complete**. This will allow completion, if all the information is valid, but will not save the new template.



#### Note

You can have a Purchase Order called Supply Order and a Requisition called Supply Order. The Save As warning occurs only when you attempt to save a template of the same name *and* document type. ■

## Deleting Templates

Delete Finance Template is an option on the Finance Menu that enables you to delete templates or queries. This can be helpful when you rename templates and want to remove the original through the user interface. The ability to delete templates depends on the privileges associated with your user ID. For detailed information, refer to [“Delete Finance Template” on page 2-69](#).

## Completing a Data Entry Form, Budget Development Worksheet, or Lock Organization

### Data Entry Form

- You can successfully complete a data entry form when the budget is available at the time of data entry.
- You will not be able to complete a data entry form if the check box for NSF override authority has been selected.
- You *must* complete your data entry forms as soon as you finish data entry. If forms are left in process, all information entered will be lost.

### Budget Development Worksheet

You can save the information you entered on a Budget Development Worksheet by selecting the **Post** button from the worksheet page.

### Lock Organization

To save the changes you entered on the Lock Organization pages, select the **Update** button.

## Using the Site Preferences Maintenance Page

The Site Preferences maintenance page is available on the WebTailor menu. Users assigned the Finance Data Tailor role can access this page to customize field titles for budget and encumbrance queries.

To customize field titles, erase the word(s) in the column to the right, type in the new word, and select Save. The new word then appears in the Left column (Site Default) and the right column (New Site Default).

Any changes made apply to all users at the client site.

## **Package Names**

All Banner Finance Self-Service package names begin with the letters BWFK.

## **Cascading Style Sheets (CSS)**

To increase the control your institution has over its web pages, Banner Finance Self-Service uses Cascading Style Sheets (CSS). These style sheets describe how documents are presented on screens and in print, and can even specify how abbreviations are pronounced by screen readers. CSSs tend to result in highly structured web pages, which lend themselves to speech synthesizers.





# 2 Finance Queries and Transactions

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This chapter provides information about how to access and use each query and transaction available from the Banner Finance Self-Service main menu:

- [“Budget Queries” on page 2-2](#)
- [“Encumbrance Query” on page 2-13](#)
- [“Requisition” on page 2-15](#)
- [“Purchase Order” on page 2-27](#)
- [“Approve Documents” on page 2-40](#)
- [“View Document” on page 2-43](#)
- [“Budget Transfer” on page 2-48](#)
- [“Multiple Line Budget Transfer” on page 2-50](#)
- [“Budget Development” on page 2-52](#)
- [“Delete Finance Template” on page 2-69](#)

For information about setting up Banner Finance Self-Service, or for general information about Banner Finance Self-Service features and functions, refer to [Chapter 1, “Overview”](#).

## Finance Main Menu

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Finance queries and transactions are listed on the Banner Finance Self-Service main menu. Perform the following steps to access this menu.

1. Select the Login link in the secured access area of the home page.
2. Enter your ID and Personal Identification Number (PIN). The ID must be a valid Banner ID, and the PIN must be the PIN maintained on the Third Party Access Forms (GOATPAC or GOATPAD). The entry can be alphanumeric, depending on the preference of your institution, and can be case sensitive.

If you have not provided a PIN Hint Question and Response, the system asks you to supply this information.

3. When PIN entries match, the system displays the Main Menu. This includes the Finance option if you are eligible to use Finance functions. For additional information

about this authentication process, refer to the section entitled [“Establishing a Finance User” on page 1-1](#).

 **Note**

If you forget your PIN, you can select the **Forgot PIN?** button. The Security Answer page provides your Hint Question. Provide the answer and select Submit Answer. Enter a new PIN, select Reset PIN, and continue. ■

4. Select the Finance option from the Main Menu. The system then displays the Banner Finance Self-Service main menu.

## Budget Queries

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The Budget Queries link enables you to review operating ledger information for transactions entered through Banner Finance Self-Service and Banner Finance, and download the data to a Comma Separated Value file (.csv) for use with a third-party tool such as Microsoft Excel. You may build or retrieve four different types of queries.

- [“Budget Status by Account” on page 2-7](#)
- [“Budget Status by Organizational Hierarchy” on page 2-9](#)
- [“Budget Quick Query” on page 2-11](#)
- [“Payroll Expense Detail” on page 2-12](#)

## Parameters for Budget Queries

You may choose from the following Operating Ledger Data. For Budget Quick Queries, only one parameter page is displayed. The ledger fields in the following list that are marked with an asterisk (\*) are displayed in the Query Results section of your query.

- Adopted Budget
- Budget Adjustment
- Adjusted Budget\*
- Temporary Budget
- Accounted Budget
- Year to Date\*
- Encumbrances
- Reservations
- Commitments\*

- Available Balance (abal) \*

## Successful Budget Queries

A Budget Query is successful under the following conditions.

- **Fiscal period** and **Fiscal year** must be entered. **Comparison Fiscal year** and **Comparison Fiscal period** are optional.
- **Chart of Accounts** is a required field.
- A value must be entered in either the **Organization** or **Grant** field for a query to be submitted.

### Note

Budget Query by Organization Hierarchy may not be used with Grants. ■

- A wildcard (%) is an acceptable value for **Fund**, **Organization**, **Account**, or **Program**. When a wildcard is used, an additional column on the results page displays the values for that FOAP element.
- If **Grant** is populated, all retrieved data is Grant Inception to Date from the Grant Ledger. The Fiscal year and period entered are translated to a calendar date, which is used to calculate the Grant year and period for the query.
- If **Grant** is not populated, all information retrieved is Fiscal Year to Date from the Operating Ledger.
- You must have Fund/Organization Query access. If you enter a wildcard, then the system will retrieve data for the Funds and Organizations for which privileges are given.

## Comparison Queries

When you choose your desired parameters, you may select a **Fiscal Period** and **Year** to compare to the required **Fiscal Period** and **Year**. With this selection, all the details that are retrieved will be placed next to the corresponding **Comparison Fiscal Period**.

## Budget Queries with Pending Documents

You can use Budget Queries to view the available balances recorded in the Operating Ledger which includes just the posted activity, and you can also choose to view Available Balance information used for non-sufficient funds (NSF) checking which includes both posted and unposted activity:

Click **View Pending Documents** drilling down to display the Pending Documents List which is a report of unposted documents.

 **Tip**

The button is accompanied by a preview message indicating either that “Pending documents exist” or “No pending documents exist” for the Report Parameters. ■

You can view additional document information or relevant approvals information when there is a link shown for a pending document.

Click **View Pending documents** to display a summary report of Available Balances used for NSF checking. The budget query Report Parameters are used as the input for the budget control key.

 **Tip**

The View Pending Documents button can be used to report Available Balances used for NSF checking even when there are no pending documents. The Pending Document List and the Available Balances Summary are independent reports but they are derived using the same Report Parameters. You may need to adjust your parameters according to the desired output. ■

 **Tip**

For the Available Balance Summary, a wildcard (%) is an acceptable value for Account codes. Wildcards for Fund, Organization and Program may only be used if they are not part of the control key. ■

 **Warning**

The Posted Amount column isn't calculated from the operating ledger if Combination Control is active for a fund or an organization with hierarchical budgeting control. Instead the Posted Amount is simply calculated as the difference between Available Balance and Pending Amount. ■

 **Note**

For a Control Period other than Annual, it's the selected report period not the system date that determines the control period for Available Balance Summary. ■

The **View Pending Documents** button will not be present for inception-to-date grant queries or if NSF checking is inactive

Statuses appearing in the Pending Documents List are selected from one of the status codes below. The first applicable status is displayed.

Code	Description
In Travel/TEM	Document type used by Banner Travel and Expense Management
To Be Posted	Completed document waiting in the posting queue or the deferred edit queue
In Approvals	Completed document completed but final approval is not yet recorded
Error	Orphan record in FGRBAKO (accounting sequence is already posted, or the document no longer exists)
Receipt Pending	Completed invoice waiting for matching
Disapproved	Incomplete document with disapproval history (excluding general encumbrance change documents)
Incomplete	Incomplete document in process
Undefined	Document with an undetermined status

## Downloading Query Data to a Spreadsheet

You can download budget query data to a Comma Separated Value file (.csv) and then edit or analyze it according to your reporting needs. The downloaded information consists of the header data followed by the query details. For comparison queries, amounts are grouped by Fiscal Period and Year.

- When you select the **Download Selected Ledger Columns** button, the system downloads only those amounts (Adjusted Budget, Year to Date, etc.) that you selected previously.
- When you select the **Download All Ledger Columns** button, the system downloads all available operating ledger amounts for the criteria entered.

Additional FOAPAL information, including two levels of account type and fund type detail, are downloaded whenever possible. All the FOAPAL codes and titles are displayed in the same column for both types of downloads to facilitate downloading and combining of multiple queries. Once the user selects either of the download buttons, a File Download popup window appears.

### Note

If the File Download popup window does not appear after you select either of the download buttons, the server side settings may need to be set in order to establish the MIME type csv (comma separated value). Please contact the Web Server System Administrator. ■

After selecting the **Download** button from the File Download popup window, you may perform one of the following actions.

- Open the file from its current location.

After you associate the .csv (comma separated value) file type with a PC application, the open file option will automatically open the application and read in the data. Note that spreadsheets may treat any field with a leading zero as a number and drop the leading zero. This affects the display of the Fiscal Period, and may have more significant impact if any FOAPAL codes begin with a leading zero.

- Save the file to disk.

Provide the path and file name in which to store the data on your computer. The save option is particularly useful in controlling the importing of data to Excel and maintaining the leading zero, if necessary.

## Data With a Leading Zero

When data in one of the columns have a leading zero, save the file as a .txt file. Then, if you use Microsoft Excel to open the file, the Text Import Wizard appears. Use the Text Import Wizard, as follows.

1. Select **Delimited** and then **Next**.
2. Select **Comma** as the **Delimiter** for your data, set **Text Qualifier** to **none**, and select **Next**.
3. Scroll down to the detail (about row 17). Select the columns that have leading zeros and change the format from *General* to *Text*. Other columns will be converted to numbers or text, depending on the column contents.
4. Select **Finish**.
5. To save your file as a Microsoft Excel file, select *Save As* on the File menu, and under File Type, select the *Microsoft Excel Workbook*.

## Saving Queries as Templates

A query can be saved as a template on each page. Be aware that each time a query is saved, only the information entered up to that point is saved. You can actually save a query at each level under a different name, creating several templates, each with its own detail or path.

This functionality enables you to save the query and retrieve it at a later time for quick reference or customizing. It also enables your site to deliver queries to all of its users, allowing them to customize them to their personal or organizational needs.

At the bottom of each screen is the **Save Query As** field. Enter the name for the query to be saved in this field, then select the **Shared** check box to save the query as a shared query (all users may retrieve it), or leave the check box blank to save the query as a personal query (only the person who created the query may retrieve it).

## User Calculated Columns

The detail screen provides the capability to add user-calculated columns to a query. You may add, subtract, multiply, divide, or get a percentage (variance) of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

### Note

To remove a column from a template, you must first remove the column, and then save the template again. ■

## Budget Status by Account

The Budget Status by Account option allows you to review budget information by account(s) for the Fiscal Period, Year, and Commitment Type (all, committed, or uncommitted) by the following.

- Specific FOAPAL/Index values
- Specific Organization
- All Organizations
- Grant (If Grant information is queried, the information retrieved is Grant Inception to Date.)
- Fund Type
- Account Type
- Revenue Accounts

## Levels to a Budget Status by Account

There are four levels to a Budget Status by Account.

- Account Detail – Totals by account for all columns selected
- Transaction Detail – Transaction Date, Activity Date, Document Code, Description, Amount and Rule Class
- Document Detail with Related Documents view – Chart of Accounts, Fund, Organization, Account, Program, Activity, Location, Amount, and Rule Class
- View the document

You can view budget information from the account level, drilling down through the transaction detail to all of the accounting sequences for a specific document, while viewing any related documents that exist.

## Creating a Budget Status by Account

When you select the Budget Queries link from the Financial Information menu, a screen appears on which you may create (build) a query by Account or Organizational Hierarchy, or retrieve a query that already exists.

1. To either create or retrieve a query, select the desired option from the appropriate pull-down list and select the action button. The Operating Ledger Data selection screen is displayed.
2. Select or deselect the columns to be displayed on the report.
3. Enter a name for the query on the **Save Query As** field.
4. Select Continue to save the query. The Parameters selection screen is displayed.
5. Enter the **Fiscal Year** and **Period to date** and the **Commitment Type** for the query. FOAPAL values are entered and revenue accounts may be included.

### Note

Either **Organization** or **Grant** is required. The wildcard (%) is an appropriate value for **Organization**. ■

The Organization Budget Status by Account or Grant Inception to Date by Account Report is retrieved. The parameters that you selected are displayed in the heading of the report.

Account totals are displayed under the previously selected operating ledger columns and the underlined links provide access to the transaction detail level.

6. Click **View Pending Documents** to display the Pending Documents List that is a report of unposted documents, and also display a summary report of Available Balances used for non-sufficient funds (NSF) checking.

For additional information, refer to the section entitled [“Budget Queries with Pending Documents” on page 2-3](#)

7. Select **Download All Ledger Columns** to download all the budget status query information to a spreadsheet, or select **Download Selected Ledger Columns** to save specified information.

For additional information, refer to the section entitled [“Downloading Query Data to a Spreadsheet” on page 2-5](#).



8. Select the underlined link on the Document Number to retrieve the Document Detail and Related Documents Report. This report displays the FOAPAL values for all accounting sequences that are on the Document Selected.

When the Transaction Report is retrieved, the report generated shows detail that makes up the displayed total by Document number and Rule Class.

9. At the bottom of this report is a Related Documents View that lets you see all related documents. The Transaction Date, Document Type, Document Code, and Status Indicator are displayed. Select the document number to view the document.
10. Click **View Payroll Expense Detail** to retrieve information for all accounts in the query.

Select **Download All Columns** to download all the payroll expense data to a spreadsheet.

 **Note**

You can select a link from the **Account** column in the **Query Results** list to retrieve payroll expense details for accounts that belong to internal account type 60. ■

## Budget Status by Organizational Hierarchy

The Budget Status by Organizational Hierarchy option enables you to review budget information for organizations.

- Hierarchical Structure
- Specific Funds, high-level Organizations, Accounts, and Programs
- Fund Type
- Account Type
- Revenue Accounts

## Levels to a Budget Status by Organizational Hierarchy

There are seven levels for this type of query.

- Organizational Hierarchy – Totals for selected columns by reporting organizations.
- External Account Type (Level 1) – Totals for all level 1 account types by selected columns.
- External Account Type (Level 2) – Totals for all level 2 account types by selected columns.
- Account Detail – Totals by account for all selected columns.
- Transaction Detail – Transaction Date, Activity Date, Document Code, Description, Amount, and Rule Class.
- Document Detail with Related Documents view – Chart of Accounts, Fund, Organization, Account, Program, Activity, Location, Amount, and Rule Class.
- View the document.

## Creating a Budget Status by Organizational Hierarchy

When you select the Budget Queries link, a screen appears where you can create (build) a query by Organizational Hierarchy, or retrieve a query that already exists.

1. Select the desired option from the appropriate pull-down list and choose the action button. The Operating Ledger Data selection screen is displayed.
2. Select or deselect columns to display on the report.
3. Enter a name for the query in the **Save Query As** field.
4. Select **Continue** to save the query. The Parameters selection screen is displayed.
5. Enter the fiscal year and period to date for the query, a Chart of Accounts, and a high-level reporting Organization. You can also enter a name in the **Save Query As** field.



### Note

Budget Status by Organizational Hierarchy may not be used with Grants. ■

6. Select the **Submit Query** button to save the query. Budget information is retrieved for all reporting organizations for the selected operating ledger columns.
7. Select the underlined link to retrieve budget detail for a specific organization. Blank spaces in a column indicate that data cannot be retrieved.

After you select a specific organization, budget information for that organization's External Account Type level one is displayed. Links are provided that retrieve External Account Type level two information for the specified account type.

8. Select the underlined link to retrieve budget information for that organization's External Account Type level two.

After External Account Type level two information is retrieved, you can view budget information at this level for selected columns.

9. To retrieve detail for each account, select the underlined link.

At successive levels, the Organization Budget Status by Organization, by Account Type, and by Account reports are retrieved. The parameters you selected are displayed in the header of the report.

10. Click **View Pending Documents** to display the Pending Documents List that is a report of unposted documents, and also display a summary report of Available Balances used for non-sufficient funds (NSF) checking.

For additional information, refer to the section entitled "[Budget Queries with Pending Documents](#)" on page 2-3

11. Select **Download All Ledger Columns** to download all the budget status query information to an Excel spreadsheet, or select **Download Selected Ledger Columns** to save specified information to an Excel spreadsheet.

For additional information, refer to "[Downloading Query Data to a Spreadsheet](#)" on page 2-5.

12. When the Transaction Report is retrieved, the report generated shows detail that makes up the displayed total by Document number and Rule Class. Select the underlined link on the Document number to retrieve the Document Detail and Related Documents Report. This report displays all the FOAPAL values for all accounting sequences that are on the document selected.

13. At the bottom of this report is a Related Documents View. This listing enables you to see all related documents. The Transaction Date, Document Type, Document Code, and Status Indicator are displayed. Select the document number to view the document.

## Budget Quick Query

This query provides you with simplified access to the current status of a budget and displays information similar to that available on the Organization Budget Status Form (FGIBDST). When you choose this option, be aware of the following.

- Only one parameter page displays for this query. Ledger fields displayed include the following: Adjusted Balance, Year to Date, Net Commitments, and Available Balance.
- You can enter the fiscal year. Data displayed will be through period 14.

- You can specify Chart and FOAPAL information and use the percent sign (%) as a wildcard.
- You may use the **Save Query As** field to save this query under a name of your choice.

## Payroll Expense Detail

The **Payroll Expense Detail** option allows you to review the entire payroll distribution data for the Fiscal year and Fiscal period by:

- Specific FOAPAL/Index values
- Specific Organization
- All Organizations
- Grant (If Grant information is queried, the information retrieved is Grant Inception to Date).
- Fund Type
- Account Type

### Creating a Payroll Expense Detail

When you select the **Budget Queries** link from the Financial Information menu, you will be directed to the page where you can either create (build) a query by selecting **Payroll Expense Detail** option from the **Type** drop-down list or retrieve a query that already exists.

1. To either create or retrieve a query, select the desired option from the appropriate drop-down list and select the action button.
2. Enter a name for the query in the **Save Query As** field.
3. Click **Continue** to save the query.

The Parameters selection window is displayed.

4. Enter the **Fiscal Year** and **Fiscal Period** for the query.

FOAPAL values are entered.

#### **Note**

Either **Organization** or **Grant** is required. The wildcard (%) is an appropriate value for **Organization**. ■

The Payroll Expense Detail Report is retrieved. The parameters that you selected are displayed in the heading of the report.

Totals displayed under the previously selected links provide access to the transaction detail level.

5. Select **Download All Columns** to download all the payroll expense data to a spreadsheet.

## Encumbrance Query

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The Encumbrance Query allows users to view encumbrance information by account for specified FOAPAL parameters (Fund, Organization, Account, Program, Activity and Location). You can enter any or all values for these parameters as long as you populate either the Organization or Grant field before submitting a query.

### Note

The wildcard (%) is an acceptable entry for Fund, Organization, Account, and Program. ■

## Encumbrance Summary Report

Once the parameters are selected for a particular query and submitted, the Encumbrance query brings back information on the related encumbrances by account. The Encumbrance Summary Report displays the following information.

### Header Information

- Ending date of the fiscal period for which the report is generated
- Chart of Accounts
- FOAPAL Elements entered on Parameters Screen

### Detail Information

- Account
- Document Code
- Description (Vendor or Encumbrance Description)
- Original Encumbrance Amount
- Encumbrance Adjustments
- Encumbrance Liquidations
- Year to date Amount
- Current Commitments

- Percentage Used
- Screen Total
- Running Total
- Report Total

You can then select the underlined Document Code link to view the specific accounting distribution(s) that make up the entire document. Select the document code on the next page to view the document.

## Document Accounting Distributions Page

The following information is displayed on the *Document Accounting Distributions* page.

### Header Information

- Ending date of the fiscal period for which the report is generated
- Chart of Accounts
- Document Number
- Transaction Description (Vendor or Encumbrance Description)
- Document Date

### Detail Information

- Document Code
- Rule Class
- Original Encumbrance
- Encumbrance Adjustments
- Encumbrance Liquidations
- Year to Date
- Item Number
- Sequence Number
- Fund
- Organization
- Account
- Program

- Activity
- Location

## Requisition

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The Requisition interfaces with the Banner requisition tables. After a document is saved or completed, it can be queried in Banner via the Banner Requisition Inquiry Form (FPIREQN).

The Web version of Banner Finance's requisition is data entry only. Once the documents are completed on the Web, the procurement process continues only in Banner.

### Conditions Required for a Web Requisition to be Processed

- The method of data entry must be document level accounting.
- Fund/Organization and Rule Class security access must be enabled.
- Available budget must be present to complete and post a transaction. There is no NSF override.

### Things to Remember about Requisitions

- You can mix stores and non-stores commodities as long as you use OPAL accounts.
- You cannot mix GL and OPAL accounts no matter what type of commodities.
- If you use stores commodities, you can have only one GL accounting sequence.
- You can always mix fixed asset commodities and non-fixed asset commodities.
- Situations can occur in which one sequence has an expense account with an associated fixed asset account, and the next sequence has an expense account without a fixed asset account. In this situation, the requisition (when completed) will display a message stating that the mix and match these accounts give you is an incomplete fixed asset record.
- If the Automatic Buyer Assignment option is turned on, the buyer is assigned to the requisition.

### Default Values

For each of the following listed fields, when a pull-down list has a value of *None* or an entry box is NULL and you select the **Validate** button, the system places the default value, if available, into the field.

If you enter a value into the field before you select **Validate**, the system does not overwrite the value you entered. When appropriate, a message displays to let you know you have entered a value that differs from the system default.

Fields affected by this functionality include the following.

- Address Type
- Address Sequence
- Vendor Contact
- Currency Code
- Discount Code
- Attention To
- Commodity Description
- Unit of Measure
- Tax Group

## Header Section

If you enter a value into some fields before you select **Validate**, the system does not overwrite the value you entered. For details, see [“Default Values” on page 2-15](#).

<b>Fields</b>	<b>Descriptions</b>
Search In Process Requisitions	Allows you to search for and open an in process document.
Use Template	Pull-down list of available templates.
Transaction Date	Date the requisition information will be recorded in the ledger. For successful Web processing, the date must be in an open period, and budget must exist.
Delivery Date	Date that delivery is required. The delivery date must be equal to or greater than the transaction date.
Vendor ID	Vendor ID that the requestor provides.
Vendor Validate	When this button is selected, the system confirms that the vendor ID entered is valid, defaults values for <b>Address Type</b> and <b>Sequence Number</b> from FTMVEND, and displays the vendor name and address.



Fields	Descriptions
Address Type	Code that identifies the classification of address; for example <i>BU</i> (business address), <i>BI</i> (billing address), and <i>HO</i> (home address). If you specify a vendor, the default <b>Address Type</b> on the Vendor Maintenance Form (FTMVEND) automatically populates this field (if it has been entered on FTMVEND).
Address Sequence	Sequence to be used for the address type for this vendor. If the user specifies a vendor, the default <b>address type Sequence Number</b> on the Vendor Maintenance Form (FTMVEND) automatically populates this field (if entered on that form).
Vendor Contact	Vendor contact name. The value in this field defaults from the Vendor Maintenance Form (FTMVEND).  If the vendor contact you entered does not match the <b>Vendor Contact field</b> on FTMVEND, the following message is displayed:  <i>Warning: Vendor Contact entered does not match Vendor default contact.</i>
Vendor E-mail	Vendor's e-mail address.
Requestor Name	Name of the individual associated with this requisition. This is a required field. The value in this field defaults from the User Profile Maintenance Form (FOMPROF).
Requestor E-mail	Requestor's e-mail address. The value in this field defaults from the User Profile Maintenance Form (FOMPROF).
Requestor Phone	Requestor's country code, area code, phone number, and extension. The values in these fields default from the User Profile Maintenance Form (FOMPROF).
Requestor Fax	Country code, area code, phone number, and extension for requestor's FAX number. The values in these fields default from the User Profile Maintenance Form (FOMPROF).
Chart of Accounts	Chart of accounts. This is a required field. The value in this field defaults from the User Profile Maintenance Form (FOMPROF).
Organization	Organization. This is a required field. The value in this field defaults from the User Profile Maintenance Form (FOMPROF).

Fields	Descriptions
Currency Code	<p data-bbox="680 258 1373 388">Currency code associated with this purchase order or requisition. The initial value in the pull-down list is <i>None</i>; other choices are codes from the Currency Codes Validation Form (GTVCURR).</p> <p data-bbox="680 415 1373 583">When you enter a vendor on this page and select <b>Validate</b>, <b>Vendor Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system checks to see if the vendor has a currency code. If the vendor does not have a currency code, the value in this field is from the <b>Base Currency</b> field on GUAINST.</p> <ul data-bbox="680 604 1373 926" style="list-style-type: none"> <li data-bbox="680 604 1373 703">• If base currency code is used, the system writes NULL to the <b>Currency Code</b> fields in the database and does not calculate, or store, converted amounts.</li> <li data-bbox="680 724 1373 926">• If any other currency is used, the system uses the transaction date of the document for the As Of Date and performs calculations to determine the conversion rate. A system-calculated Converted Amount appears on this page only when the value in the <b>Currency Code</b> field does not represent base currency.</li> </ul> <p data-bbox="680 951 1373 1050">During validation, if a foreign currency is not in use, the word <i>None</i> will be replaced with your base currency code for display purposes.</p> <p data-bbox="680 1075 1373 1173">If the Currency Code you selected does not match the <b>Vendor Currency Code</b> field on FTMVEND, the following message displays:</p> <p data-bbox="680 1199 1373 1262"><i>Warning: Currency Code selected does not match Vendor default currency.</i></p>
Discount Code	<p data-bbox="680 1297 1373 1465">Code associated with the discount that you plan to apply to the document. The initial value in the pull-down list is <i>None</i>; other choices include <i>NODISC</i> and codes from the Discount Terms Validation Form (FTVDISC). Select <i>NODISC</i> to override the vendor default value.</p> <p data-bbox="680 1491 1373 1587">When you access this page and select <b>Validate</b>, <b>Vendor Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system checks the value in this field.</p>

Fields	Descriptions
Discount Code (cont.)	<ul style="list-style-type: none"> <li>If the value in this field is <i>None</i> or <i>NODISC</i>, a data-enterable column labelled Discount Amount displays in the Commodity Section. If you do not enter a value in the <b>Discount Amount</b> field, the system displays a value of <i>.00</i> in the Discount Amount column in the Calculated Commodity Amounts Section for each row that contains commodity data.</li> <li>If you use a discount code (the default value comes from the Vendor Maintenance Form, FTMVEND), the system uses the document transaction date for the As Of Date to calculate values to display in the Discount Amount column in the Calculated Commodity Amounts Section.</li> </ul> <p>If the Discount Code you selected does not match the <b>Discount Code</b> on FTMVEND, the following message displays:</p> <p><i>Warning: Discount Code selected does not match Vendor default discount.</i></p>
Tax Group	<p>Valid tax group in effect. The pull-down list for this field appears in both the Header Section and the Commodity Section only when <b>Tax Processing On</b> is selected at the system level on the System Control Maintenance Form (FOASYSC).</p> <p><b>Note:</b> If the Ship To Code is associated with a Tax Group, the value in this field defaults to that value. Otherwise, the initial value in this field comes from the <b>Default Tax Group Code</b> field on FOASYSC.</p> <ul style="list-style-type: none"> <li>When <b>Tax Processing On</b> is selected on FOASYSC, the <b>Tax Group</b> field appears in the Header Section and the Commodity Section of this page. The system validates that the code in this field is active, using the transaction date of the document for the As Of Date.</li> <li>When <b>Tax Processing On</b> is not selected on FOASYSC, the <b>Tax Group</b> field will not appear on the Web page in the Header Section or the Commodity Section. The system writes NULL to the <b>Tax Group</b> field in the database.</li> </ul>

Fields	Descriptions
Tax Group (cont.)	<p>If <b>Tax Processing On</b> is selected on FOASYSC and the commodity tax group you selected does not match the <b>Tax Group</b> indicated on FTMCOMM for that commodity, the following message is displayed:</p> <p><i>Warning: Tax Group on item [#] does not match commodity default.</i></p> <p>If the <b>Override Taxes</b> check box on FTMCOMM is not selected, you do not have the authority to override the default tax group, and the system displays the following message and resets this field to display the required tax group:</p> <p><i>Warning: Tax group [code] may not be overridden on item [#].</i></p>
Ship Code	<p>Pre-defined address to which each requisitioned item will be delivered. The value in this field defaults from the User Profile Maintenance Form (FOMPROF), if populated. This is a required field.</p>
Attention to	<p>Specific person to whom to direct a requisition. The value in this field defaults to the Contact name of the Ship Code, if populated, or to the Requestor creating the document.</p>
Comments	<p>Brief descriptive text for this requisition. (Delivery Comment field)</p>
Document Text	<p>Link that enables user to access a Web page and enter up to 4000 characters of free-form printable and non-printable document header text. Upon completion, text is parsed based on carriage returns or into segments no longer than 50 characters and written to the Text table (FOBTEXT).</p> <p>For additional information, see <a href="#">“Document/Commodity Text” on page 2-26.</a></p>

## Commodity Section

Fields	Descriptions
Item	<p>Item number links that enable the user to access a Web page and enter up to 4000 characters of free-form printable and non-printable item text. Upon completion, text is parsed based on carriage returns or into segments no longer than 50 characters and written to the Text table (FOBTEXT).</p> <p>For additional information, see <a href="#">“Document/Commodity Text” on page 2-26.</a></p>
Commodity Code; Description	<p>Commodity code and a description.</p> <p>When you validate the document, the description defaults from commodity code. If you type over the defaulted description, the system saves both the commodity code and the description you entered and marks the change indicator in the commodity table (FPRREQD).</p>
U/M	<p>Unit of measure. Initial value in the pull-down list is <i>None</i>; other choices come from the Unit of Measure Maintenance Form (FTMUOMS).</p> <ul style="list-style-type: none"> <li>• If you enter a commodity code and select <b>Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system replaces <i>None</i> with the <b>Unit of Measure Code</b> from the Commodity Maintenance Form (FTMCOMM).</li> <li>• If you do not enter a commodity code, you must select a unit of measure.</li> </ul>
Tax Group	<p>Valid tax group in effect. The initial value is <i>None</i>. The pull-down list for this field appears in both the Header Section and the Commodity Section only when <b>Tax Processing On</b> is selected at the system level on the System Control Maintenance Form (FOASYSC).</p> <ul style="list-style-type: none"> <li>• If you enter a commodity code, then select <b>Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system replaces <i>None</i> with the <b>Tax Group</b> for that commodity from FTMCOMM, if populated, or with the Tax Group selected in the Header Section.</li> <li>• If you do not enter a commodity code, then select <b>Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system defaults to the Tax Group you selected in the Header Section.</li> </ul>

Fields	Descriptions
Tax Group (cont.)	<p>The system performs calculations and displays the resulting Tax Amount in the Calculated Commodity Amounts Section using the Tax Group for each commodity.</p> <p>If <b>Tax Processing On</b> is selected on FOASYSC and the commodity Tax Group you selected does not match the <b>Tax Group</b> indicated on FTMCOMM for that commodity, the following message displays:</p> <p><i>Warning: Tax Group on item [#] does not match commodity default.</i></p> <p>If the <b>Override Taxes</b> check box on FTMCOMM is not selected, you do not have the authority to override the default tax group, and the system displays the following message and resets this field to display the required tax group:</p> <p><i>Warning: Tax group [code] may not be overridden on item [#].</i></p>
Quantity	Actual number of units required per commodity code or commodity description. This is a required field.
Unit Price	Actual dollar amount per unit of commodity or commodity description. This is a required field.
Discount Amount	Dollar amount to subtract from the individual commodity. This field does not display if a Discount Code is selected in the Header Section.
Additional Amount	Dollar amount to add to the individual commodity. If this field is left blank, when you complete the document the system populates this field with a value of .00.
Commodity Validate	When you select this button, the system validates the data entered in the Header and Commodity sections and calculates the amounts.

## Calculated Commodity Amounts Section

The information in this section is calculated based on the entries you made in the preceding section.

### Note

To see totals, you must select the **Commodity Validate**, **Validate**, or **Complete** button. ■

<b>Fields</b>	<b>Descriptions</b>
Extended Amount	System-generated quantity times unit price.
Discount Amount	System-calculated value, if you are using a Discount Code. Otherwise, this field contains the Discount Amount entered in the Commodity Section.
Additional Amount	If the Additional Amount was entered in the Commodity Section, this field displays that amount.
Tax Amount	System-calculated field based on the Tax Group identified and the Extended, Discount, and Additional Amounts.  This field is displayed only when <b>Tax Processing On</b> is selected on FOASYSC.
Net Amount	System-calculated field (Quantity x Unit Price –Discount + Additional + Taxes = Net Amount). Calculated at time of Validation or Completion (with or without errors).
Converted Amount	Converted net amount calculated for this commodity record  This field is displayed only when the value in the <b>Currency Code</b> field does not represent base currency.

## FOAPAL Distribution Section

You cannot directly specify the Discount, Additional, or Tax amounts for a FOAPAL sequence. These amounts are split among the FOAPAL elements based on the percentage of the Net Amount total that each row represents.

- If you are using dollars, the total of all Accounting amounts is validated against the Net Amount.
- If you are using percentages, the total of all Accounting amounts must equal 100.

<b>Fields</b>	<b>Descriptions</b>
Dollars/Percents	Radio groups that designate the method of defining accounting amounts. The default value is <i>Percents</i> .
Chart	Chart of account to which the commodities will be charged. This is a required field.

Fields	Descriptions
Index	Predefined set of FOAPAL values created in Banner. Since the Web does not do online defaulting, you must select <b>Validate</b> or <b>Complete</b> to re-default the FOAPAL values associated with the Index. Once this is done, you can change or add required values.
Fund	Code associated with the Fund from which the purchase of the commodities will be financed. This is a required field.
Orgn	Code associated with the Organization or persons authorized to make the purchase of the commodities. This is a conditional field.
Account	Code associated with the Account to which the purchase of the commodity will be charged. This is a required field.
Program	Code associated with the Program for which the commodities have been purchased. This is a conditional field.
Activity	Code associated with the Activity for which the commodities have been purchased.
Location	Code associated with the Location for which the commodities have been purchased.
Accounting	Depending on the dollar/percent ratio group chosen, the number entered here calculates the budget amount to be used for this FOAPAL (either by percent or Actual Dollar amount). The dollar amounts must be equal to the Net Amount. This is a required field.
Save as Template	Name by which you want to save this requisition. You may save it as personal or shared. A personal template can be viewed only by the person who created it. A shared template can be viewed by other Web users.  <b>Note:</b> Different capitalization cannot be used to save the same template name multiple times. That is, <i>MyTemplate</i> and <i>mytemplate</i> are equivalent names.
Shared	If this check box is selected, the template is saved as a shared template and all users can retrieve and use the template. If this check box is not selected, the template is saved as a personal template and is only retrievable by the person who sent it.



<b>Fields</b>	<b>Descriptions</b>
Validate	Validates all data entered in Header, Commodity, and FOAPAL Distribution sections, and displays calculated amounts. Error messages will appear at the top of the form if any required field is missing, or invalid data or dates were entered.
Complete	Validates all entered fields one last time before completion. Same as the <b>Validate</b> button, except that if all dates, fields, and data are valid, the document will be completed and forwarded to Approvals or Posting.
Save In Process	Validates, and if successful, saves all information on the page to allow you to resume work on the requisition at a later time.

After you complete the Requisition document, you can create another document. Select one of the following buttons:

<b>Buttons</b>	<b>Descriptions</b>
Another Requisition, Same Vendor	Select this button to create a requisition with the same Vendor and Accounting information as the completed requisition. You will have to enter new Commodity information.
Another Requisition, New Vendor	Select this button to create a requisition with new Vendor information. The existing Accounting information from the complete requisition will be retained. You will have to enter new Commodity information.

## Document Lookup

On the Document Lookup results page, you can view any document by clicking **View**. To open an in process document, click the document number.

### Note

The document must meet the Self-Service criteria of no more than five commodity items and accounting sequences, Document Level Accounting, no Standing Orders, no blanket order processing, no PO's from Requisitions, and no EDI documents. ■

## Code Lookup Section

Fields	Descriptions
Chart of Accounts Code	Pull-down list provides choices for specific chart of accounts codes.
Type	Pull-down list displays searchable types of codes associated with the chart of accounts code selected in the previous field.
Code Criteria	Optional field that can be used to limit search; you can use a wildcard (%) in this field.
Title Criteria	Optional field that can be used to limit search; you can use a wildcard (%) in this field. Case sensitive except for Vendor look-up.
Maximum rows to return	Number of possible matches to display. Default value is <i>10</i> .
Execute Query	Select this button to submit your query.

## Document/Commodity Text

From the Requisition or Purchase Order pages, you can access a Web page (bwfktext.P\_Write\_Text) to enter free-form text. Access this page by selecting the Document Text link or by choosing one of the underscored item number links beneath the Item heading.

### Enter (Document/Item #)Text, Print

The header displayed for this box depends on which link you selected from the Requisition or Purchase Order page.

You can enter up to 4000 characters of free-form text in this box. This text prints when the requisition or purchase order is printed by the baseline print process.

### Enter (Document/Item #)Text, No Print

The header displayed for this box depends on which link you selected from the Requisition or Purchase Order page.

You can enter up to 4000 characters of free-form text in this box. This text does not print but can be viewed on the Procurement Text Entry Form (FOAPOXT).

## **Saving the Document Text**

When you select the **Save** button, the system stores text in the temporary FOTTEXT table, using a unique one-up sequence identifier.

## **Completing the Document Text**

When you complete the document, the system moves text to the Banner text table, FOBTEXT. Text is parsed into separate rows for each of the following occurrences:

- Each carriage return used during entry
- Last space in each 50-character grouping
- After 50 consecutive characters with no space

## **Purchase Order**

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The Purchase Order form interfaces with the Banner purchase order tables. After a document is saved or completed, it can be queried in Banner via the Banner Purchase Order Inquiry Form (FPIPURR).

The Web version of Banner Finance's purchase order is data entry only. Once the documents are completed on the Web, the procurement process continues only in Banner.

Although it is possible to create both regular and standing purchase orders, all purchase orders created on the Web will be of type regular.

Purchase orders created on the Web will not be sent using Electronic Data Interchange (EDI).

## **Conditions Required for a Web Purchase Order to be Processed**

- The method of data entry must be document level accounting.
- Fund/Organization and Rule Class security access must be enabled.
- Available budget must be present to complete and post a transaction. There is no NSF override.

## **Things to Remember about Purchase Orders**

- You can mix stores and non-stores commodities as long as you use OPAL accounts.
- You cannot mix GL and OPAL accounts no matter what type of commodities.

- If you use stores commodities, you can have only one GL accounting sequence.
- You can always mix fixed asset commodities and non-fixed asset commodities.
- There are situations in which one sequence has an expense account with an associated fixed asset account, and the next sequence has an expense account without a fixed asset account. In this situation, the purchase order (when completed) will display a message stating that the mix and match of these accounts gives you an incomplete fixed asset record.

## Default Values

For each of the following listed fields, when a pull-down list has a value of *None* or an entry box is NULL and you select the **Validate** button, the system places the default value, (if available) into the field.

If you enter a value into the field before you select **Validate**, the system does not overwrite the value you entered. When appropriate, a message displays to let you know you have entered a value that differs from the system default.

Fields affected by this functionality include the following:

- **Currency Code**
- **Address Type**
- **Address Sequence**
- **Vendor Contact**
- **Discount Code**
- **Attention To**
- **Commodity Description**
- **Unit of Measure**
- **Tax Group**

## Header Section

If you enter a value into some fields before you select Validate, the system does not overwrite the value you entered. For details, see [“Default Values” on page 2-28](#).

<b>Fields</b>	<b>Descriptions</b>
Search In Process Purchase Orders	Allows you to search for and open an in process document.
Use Template	Pull-down list of available templates.
Transaction Date	Date the purchase order information will be charged to the ledger. For successful Web processing, the date must be in an open period, and budget must exist.
Purchase Order Date	Date associated with the purchase order.
Delivery Date	Date that delivery is required. The date entered must be equal to or greater than the transaction date.
Buyer Code	Code associated with the buyer to whom this purchase order will be assigned for processing. After a user creates a first purchase order, the <b>Buyer Code</b> field is automatically populated with this buyer each time the user accesses the form, regardless of session. This is a required field.
Vendor ID	Vendor from whom the merchandise will be purchased. This is a required field.
Vendor Validate	When this button is selected, the system confirms that the Vendor ID entered is valid, defaults the <b>Address Type</b> and <b>Sequence Number</b> from FTMVEND, and displays the vendor name and address.
Address Type	Code that identifies the classification of address; for example <i>BU</i> (business address), <i>BI</i> (billing address), and <i>HO</i> (home address). The default <b>Address Type</b> on the Vendor Maintenance Form (FTMVEND) automatically populates this field if it has been entered on FTMVEND.
Address Sequence	Sequence to be used for the address type for this vendor. The default <b>address type Sequence Number</b> on the Vendor Maintenance Form (FTMVEND) automatically populates this field (if entered on that form).

Fields	Descriptions
Vendor Contact	<p>Vendor contact name. The value in this field defaults from the Vendor Maintenance Form (FTMVEND). A warning message displays if you enter a name that differs from the default value.</p> <p>If the Vendor Contact you entered does not match the <b>Vendor Contact field</b> on FTMVEND, the following message displays:</p> <p><i>Warning: Vendor Contact entered does not match Vendor default contact.</i></p>
Vendor E-mail	Vendor's e-mail address.
Requestor Name	Name of the individual associated with this requisition. This is a required field. The value in this field defaults from the User Profile Maintenance Form (FOMPROF).
Requestor E-mail	Requestor's e-mail address. The value in this field defaults from the User Profile Maintenance Form (FOMPROF).
Requestor Phone	Requestor's country code, area code, phone number, and extension. The values in these fields default from the User Profile Maintenance Form (FOMPROF).
Requestor Fax	Country code, area code, phone number, and extension for requestor's FAX number. The values in these fields default from the User Profile Maintenance Form (FOMPROF).
Chart of Accounts	Chart of accounts. This is a required field. The value in this field defaults from the User Profile Maintenance Form (FOMPROF).
Organization	Organization. This is a required field. The value in this field defaults from the User Profile Maintenance Form (FOMPROF).

Fields	Descriptions
Currency Code	<p data-bbox="680 258 1373 388">Currency code associated with this purchase order. The initial value in the pull-down list is <i>None</i>; other choices are codes from the Currency Codes Validation Form (GTVCURR).</p> <p data-bbox="680 415 1373 583">When you enter a vendor on this page and select <b>Validate</b>, <b>Vendor Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system checks to see if the vendor has a currency code. If the vendor does not have a currency code, the value in this field is from the <b>Base Currency</b> field on GUAINST.</p> <ul data-bbox="680 604 1373 924" style="list-style-type: none"> <li data-bbox="680 604 1373 703">• If base currency code is used, the system writes NULL to the <b>Currency Code</b> fields in the database and does not calculate, or store, converted amounts.</li> <li data-bbox="680 724 1373 924">• If any other currency is used, the system uses the transaction date of the document for the As Of Date and performs calculations to determine the conversion rate. A system-calculated Converted Amount appears on this page only when the value in the <b>Currency Code</b> field does not represent base currency.</li> </ul> <p data-bbox="680 945 1373 1039"><b>Note:</b> During validation, if a foreign currency is not in use, the word <i>None</i> will be replaced with your base currency code for display purposes.</p> <p data-bbox="680 1060 1373 1165">If the Currency Code you selected does not match the <b>Vendor Currency Code field</b> on FTMVEND, the following message is displayed:</p> <p data-bbox="680 1186 1373 1253"><i>Warning: Currency Code selected does not match Vendor default currency.</i></p>

Fields	Descriptions
Discount Code	<p>Code associated with the discount that you plan to apply to the document. The initial value in the pull-down list is <i>None</i>; other choices include <i>NODISC</i> and codes from the Discount Terms Validation Form (FTVDISC). Select <i>NODISC</i> to override the vendor default value.</p> <p>When you access this page and select <b>Validate, Vendor Validate, Commodity Validate</b>, or <b>Complete</b>, the system checks the value in this field.</p> <ul style="list-style-type: none"> <li>• If the value in this field is <i>None</i> or <i>NODISC</i>, a data-enterable column labelled Discount Amount is displayed in the Commodity Section.</li> </ul> <p>If you do not enter a value in the <b>Discount Amount</b> field, the system displays a value of <i>.00</i> in the Discount Amount column in the Calculated Commodity Amounts Section for each row that contains commodity data.</p> <ul style="list-style-type: none"> <li>• If you use a discount code (the default value comes from the Vendor Maintenance Form, FTMVEND), the system uses the document transaction date for the As Of Date to calculate values to display in the Discount Amount column in the Calculated Commodity Amounts Section.</li> </ul> <p>If the Discount Code you selected does not match the <b>Discount Code</b> on FTMVEND, the following message is displayed:</p> <p><i>Warning: Discount Code selected does not match Vendor default discount.</i></p>



Fields	Descriptions
Tax Group	<p>Valid tax group in effect. The display of this field depends on whether <b>Tax Processing On</b> is selected at the system level on the System Control Maintenance Form (FOASYSC):</p> <ul style="list-style-type: none"> <li>• When <b>Tax Processing On</b> is selected on FOASYSC, the <b>Tax Group</b> field appears in the Header Section and the Commodity Section of this page. The system validates that the code in this field is active, using the transaction date of the document for the As Of Date.</li> <li>• When <b>Tax Processing On</b> is not selected on FOASYSC, the <b>Tax Group</b> field is not displayed on the Web page in the Header Section or the Commodity Section. The system writes NULL to the <b>Tax Group</b> field in the database.</li> </ul> <p><b>Note:</b> If the Ship To Code is associated with a Tax Group, the value in this field defaults to that value. Otherwise, the initial value in this field comes from the <b>Default Tax Group Code</b> field on FOASYSC.</p> <p>If <b>Tax Processing On</b> is selected on FOASYSC and the commodity Tax Group you selected does not match the <b>Tax Group</b> indicated on FTMCOMM for that commodity, the following message is displayed:</p> <p><i>Warning: Tax Group on item [#]does not match commodity default.</i></p> <p>If the <b>Override Taxes</b> check box on FTMCOMM is not checked, you do not have the authority to override the default tax group, and the system displays the following message and resets this field to display the required tax group:</p> <p><i>Warning: Tax group [code] may not be overridden on item [#].</i></p>
Ship Code	<p>Pre-defined address to which each purchase order item will be delivered; the value in this field defaults from the User Profile Maintenance Form (FOMPROF), if populated. This is a required field.</p>
Attention To	<p>Specific person to whom to direct a purchase order. The value in this field defaults to the Contact name of the Ship Code, if populated, or to the Requestor creating the document</p>

Fields	Descriptions
Comments	Brief descriptive text for this purchase order. (Delivery Comment field)
Document Text	<p>Link that enables you to access a Web page and enter up to 4000 characters of free-form printable and nonprintable document header text. Upon completion, text is parsed based on carriage returns or into segments no longer than 50 characters and written to the Text table (FOBTEXT).</p> <p>For additional information, see <a href="#">“Document/Commodity Text” on page 2-26.</a></p>

## Commodity Section

Fields	Descriptions
Item	<p>Item number links that enable the user to access a Web page where you can enter up to 4000 characters of free-form printable and nonprintable item text. Upon completion, text is parsed based on carriage returns or into segments no longer than 50 characters and written to the Text Table (FOBTEXT).</p> <p>For additional information, see <a href="#">“Document/Commodity Text” on page 2-26.</a></p>
Commodity Code; Description	<p>Commodity code and a description.</p> <p>When you validate the document, the description defaults from <b>Commodity Code</b>. If you key over the defaulted description, the system saves both the commodity code and the description you entered and marks the change indicator in the Commodity Table (FPRPODT).</p>
U/M	<p>Unit of measure. Initial value in the pull-down list is <i>None</i>; other choices come from the Unit of Measure Maintenance Form (FTMUOMS).</p> <ul style="list-style-type: none"> <li>• If you enter a commodity code and select <b>Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system replaces <i>None</i> with the <b>Unit of Measure Code</b> from the Commodity Maintenance Form (FTMCOMM).</li> <li>• If you do not enter a commodity code, you must select a unit of measure.</li> </ul>

Fields	Descriptions
Tax Group	<p>Valid tax group in effect. The initial value is <i>None</i>. The pull-down list for this field appears in both the Header Section and the Commodity Section only when <b>Tax Processing On</b> is selected at the system level on the System Control Maintenance Form (FOASYSC).</p> <ul style="list-style-type: none"> <li>• If you enter a commodity code and select <b>Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system replaces <i>None</i> with the <b>Tax Group</b> for that commodity from FTMCOMM, if populated, or with the Tax Group selected in the Header Section.</li> <li>• If you do not enter a commodity code and select <b>Validate</b>, <b>Commodity Validate</b>, or <b>Complete</b>, the system defaults to the Tax Group you selected in the Header Section.</li> </ul> <p>The system performs calculations and displays the resulting Tax Amount in the Calculated Commodity Amounts Section using the Tax Group for each commodity.</p> <p>If <b>Tax Processing On</b> is selected on FOASYSC and the commodity Tax Group you selected does not match the <b>Tax Group</b> indicated on FTMCOMM for that commodity, the following message is displayed:</p> <p><i>Warning: Tax Group on item [#]does not match commodity default.</i></p> <p>If the <b>Override Taxes</b> check box on FTMCOMM is not selected, you do not have the authority to override the default tax group, and the system displays the following message and resets this field to display the required tax group:</p> <p><i>Warning: Tax group [code] may not be overridden on item [#].</i></p>
Quantity	<p>Actual number of units required per commodity code or commodity description. This is a required field.</p>
Unit Price	<p>Actual dollar amount per unit of commodity or commodity description. This is a required field.</p>
Discount Amount	<p>Dollar amount to subtract from the individual commodity. This field does not display if a Discount Code is selected in the Header Section.</p>

Fields	Descriptions
Additional Amount	Dollar amount to add to the individual commodity. If this field is left blank, when you complete the document the system populates this field with a value of .00.
Commodity Validate	When this button is selected, the system validates the data entered in the Header and Commodity sections and calculates the amounts.

## Calculated Commodity Amounts Section

Information in this section is calculated based on the entries you made in the preceding section.



### Note

To see totals, you must select the **Commodity Validate**, **Validate**, or **Complete** button. ■

Fields	Descriptions
Extended Amount	System-generated amount (quantity times unit price).
Discount Amount	If you are using a Discount Code, this field displays a system-calculated value. Otherwise, this field contains the Discount Amount entered in the Commodity Section.
Additional Amount	If the Additional Amount was entered in the Commodity Section, this field displays that amount.
Tax Amount	System-calculated field based on the Tax Group identified and the Extended, Discount, and Additional Amounts.  This field displays only when <b>Tax Processing On</b> is selected on FOASYSC.
Net Amount	System-calculated field (Quantity x Unit Price – Discount + Additional + Taxes = Net Amount). Will be calculated at time of Validation or Completion (with or without errors).
Converted Amount	Converted net amount calculated for this commodity record  This amount displays only when the value in the <b>Currency Code</b> field does not represent base currency.

## FOAPAL Distribution Section

You cannot directly specify the Discount, Additional, or Tax amounts for a FOAPAL sequence. These amounts are split among the FOAPAL elements based on the percentage of the Net Amount total that each row represents.

- If you are using dollars, the total of all Accounting amounts is validated against the Net Amount.
- If you are using percentages, the total of all Accounting amounts must equal 100.

Fields	Descriptions
Dollars / Percents	Radio groups that designate the method of defining accounting amounts. The default value is <i>Percents</i> .
Chart	Chart of Accounts to which the commodities will be charged. This is a required field.
Index	Predefined set of FOAPAL values created in Banner. Since the Web does not do online defaulting, a user must select <b>Validate</b> or <b>Complete</b> to re-default the FOAPAL values associated with the Index. Once this is done, you can change or add required values.
Fund	Code associated with the Fund from which the purchase of the commodities will be financed. This is a required field.
Orgn	Code associated with the Organization or persons authorized to make the purchase of the commodities. This is a conditional field.
Account	Code associated with the Account to which the purchase of the commodity will be charged. This is a required field.
Program	Code associated with the Program for which the commodities have been purchased. This is a conditional field.
Activity	Code associated with the Activity for which the commodities have been purchased.
Location	Code associated with the Location for which the commodities have been purchased.

Fields	Descriptions
Accounting	Depending on the dollar/percent radio group chosen, the number entered here calculates the budget amount to be used for this FOAPAL (either by percent or Actual Dollar amount). If the dollar amount is used, it must be equal to the Net Amount. This is a required field.
Save as Template	Name by which you want to save this purchase order. You may save it as personal or shared. A personal template can be viewed only by the person who created it. A shared template can be retrieved and used by other Web users.  <b>Note:</b> Different capitalization cannot be used to save the same template name multiple times. That is, <i>MyTemplate</i> and <i>mytemplate</i> are equivalent names.
Shared	If selected, the template is saved as a shared template and all users can retrieve and use the template. If not selected, the template is saved as a personal template and is only retrievable by the person who sent it.
Validate	Validates all data entered in Header, Commodity, and FOAPAL Distribution sections, and displays calculated amounts. Error messages will appear at the top of the form if required fields are missing, or if invalid data or dates have been entered.
Complete	Validates all entered fields one last time before completion. Same as the <b>Validate</b> button except that if all dates, fields, and data are valid, the document will be completed and forwarded to Approvals or Posting.
Save In Process	Validates, and if successful, saves all information on the page to allow you to resume work on the purchase order at a later time.

After you complete the Purchase Order document, you can create another document. Select one of the following buttons:

Buttons	Descriptions
<b>Another Purchase Order, Same Vendor</b>	Select this button to create a purchase order with the same Vendor and Accounting information as the completed requisition. You will have to enter new commodity information.
<b>Another Purchase Order, New Vendor</b>	Select this button to create a purchase order with new Vendor information. The existing accounting information from the complete requisition will be retained. You will have to enter new Commodity information.

## Document Lookup

On the Document Lookup results page, you can view any document by clicking **View**. To open an in process document, click the document number.

### Note

The document must meet the Self-Service criteria of no more than five commodity items and accounting sequences, Document Level Accounting, no Standing Orders, no blanket order processing, no PO's from Requisitions, and no EDI documents. ■

## Code Lookup Section

Fields	Descriptions
Chart of Accounts Code	Pull-down list that provides choices for specific chart of accounts codes.
Type	Pull-down list that displays searchable types of codes associated with the chart of accounts code selected in the previous field.
Code Criteria	Optional field that can be used to limit search; you can use a wildcard (%) in this field.
Title Criteria	Optional field that can be used to limit search; you can use a wildcard (%) in this field. Case sensitive except for Vendor Look-up.
Maximum rows to return	Number of possible matches to display. Default value is 10.
Execute Query	Select this button to submit your query.

# Approve Documents

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The Approve Documents function enables a user to approve or disapprove a document (requisition, purchase order, invoice, journal voucher, or encumbrance) on the Web.

You can submit a document query using the following.

Fields	Descriptions
User ID	User ID
Document Number	Document Number. Enter the document number to view information about a specific document to be approved. (%) may be used as a wildcard.
Documents for which you are the next approver	Radio button that, when selected, enables you to view all the documents in a queue (for which you are an approver) that are waiting for approval before they can proceed to the next approval queue.
All documents which you may approve.	Radio button that, when selected, enables you to view all the documents in a queue (for which you are an approver) that are waiting for approval.

## Approve Documents Screen

The Approve Documents screen displays the following information.

Fields	Descriptions
Next Approver	Next Approver Indicator. This field displays a <i>Y</i> if you are in the next approval queue which must approve the document.
Type	Document type: <b>ENCumbrance</b> <b>INVoice</b> <b>Journal Voucher</b> <b>REQuisition</b> <b>Purchase Order</b> <b>Direct Cash Receipt</b>



Fields	Descriptions
NSF	NSF Indicator. This field displays a <i>Y</i> if there is not enough budget for this document.
Change Seq#	Change Sequence Number. Used only for purchase orders to display the corresponding change sequence number.
Sub#	Submission Number. Used only for journal vouchers and invoices to display the submission number.
Originating User	User ID of the person who created the document.
Amount	Amount specified for the document.
Queue Type	Queue type. Displays <i>DOC</i> if the document is in the document queue, or <i>NSF</i> if there is not enough budget for the document and the document is in the NSF queue.
Document Number	Document Number. Select the link to display detailed information about the document.
History	Approval history of the document. Select the link to view approval history information.

Fields	Descriptions
Approve	<p>Link that enables an authorized user to approve the document. The <b>Approve</b> link is only active if the person who logged in is authorized to approve the document. Once you select <b>Approve</b>, the Approve Document page appears with <b>Approve Document</b> and <b>Cancel</b> buttons.</p> <ul style="list-style-type: none"> <li>You may enter a comment, which goes through the Banner messaging system, and then select the <b>Approve Document</b> button to complete the approval process.</li> <li>The <b>Cancel</b> button allows you to return from the Approve Document page.</li> </ul>
Disapprove	<p>Link that enables an authorized user to disapprove the document or reopen the document to make changes. The <b>Disapprove</b> link is only active if the person who logged in is either authorized to disapprove the document or is the originator of the document. Once you select <b>Disapprove</b>, the Disapprove Document page appears with <b>Disapprove Document</b> and <b>Cancel</b> buttons.</p> <ul style="list-style-type: none"> <li>You can enter a comment, which goes through the Banner messaging system, and then select the <b>Disapprove Document</b> button to complete the disapproval process.</li> <li>The <b>Cancel</b> button allows you to return from the Disapproval page.</li> </ul> <p>If you disapprove an eProcurement requisition or purchase order in Self-Service, the document is cancelled in Banner with a cancellation reason code of <i>EPCN</i> and an update synchronization message is published along with the disapproved reason.</p> <p>If you disapprove a document that is not an eProcurement document, the document is marked <i>incomplete</i>.</p>

## Approving a Document in Non-Sufficient Funds (NSF) Status

After a document has been completed and sent to the approval process, it is distributed to the appropriate document queues during the first run of the approval process (FORAPPL). While in the DOC queues, there is no way to override the NSF condition for individual accounting distributions via the Web.

Once all the required approvers have approved the document, a document in NSF status will be sent to the NSF queue. Once the document is in the NSF queue, it requires approval by a user with authority in the NSF queue and with **NSF Override** authority on

the User Profile Maintenance Form (FOMPROF). The Approve function will automatically set the override for all NSF sequences in the document.

## View Document

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The View Document function enables you to view information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt) on the Web.

You can submit a document query by entering the following information.

Fields	Descriptions
Choose type	Document type. Select the document type (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt) from the pull-down list.
Document Number	<p>Document number. Enter the Document Number, if known, or select the button to access the Document Lookup page. Here, you can 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.</p> <p>You do not have to specify information in all of the search criteria fields, but it is recommended in order to improve response time. You must at least specify the <b>Document Number, User ID, Activity Date, Transaction Date, or Vendor ID</b></p> <p>A percent sign (%) may be entered as a wildcard in the <b>Document Number</b> and <b>User ID</b> fields.</p>

Fields	Descriptions
Document Number (continued)	<p>Enter the month and year for <b>Activity Date</b> or <b>Transaction Date</b> to search on all the days in a specified month and year.</p> <p>Other criteria can be entered depending on the type of document. For example, you can specify the <b>Requestor</b> for a Requisition and the <b>Buyer Code</b> for a Purchase Order.</p> <p>When you select the <b>Execute Query</b> button, the system displays all the documents for the specified criteria. The Document Number and the Reference Number display as links on this page. 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.</p> <p>You can select the <b>Exit without Value</b> button to exit without a value, or you can exit with a document number using the link.</p>
Submission#	Submission number for the document. Used only for journal vouchers and invoices.
Change Seq#	Change sequence number for the document. Used only for purchase orders.
Reference Number	Reference Number for a specific Requisition or Purchase Order.
Display Accounting Information	Display Accounting Information indicator. Select the applicable radio button ( <b>Yes</b> or <b>No</b> ) to indicate whether or not you want to display the accounting information for the specified document.

Fields	Descriptions
Display Document/Line Item Text	<p>Display Document Text indicator. Select the applicable radio button (<b>All</b>, <b>Printable</b>, or <b>None</b>) to view text online and/or print it on the document.</p> <p>There are two kinds of text that can be associated with a commodity item on the Requisition and Purchase Order: item text and commodity text. Each type of text can be viewed online only and/or printed on the document, depending on the radio button you select.</p> <p><i>Item Text</i> is ad hoc text that is entered by the end user for any given item, which can be used with or without a commodity code. The text is only stored for that item in that specific document, much like document level or <i>header</i> text.</p> <p>Item text can be associated with a commodity item on requisitions and purchase orders.</p>
Display Commodity Text	<p>Display Commodity Text indicator. Select the applicable radio button (<b>All</b>, <b>Printable</b>, or <b>None</b>) if you want to view text online and/or print it on the document.</p> <p><i>Commodity Text</i> is standard wording that is appended to a commodity code description, which is maintained along with the other commodity code data on the Commodity Maintenance Form (FTMCOMM).</p> <p>Commodity text can be associated with a commodity item on requisitions, purchase orders, and invoices.</p>
View document	Radio button that, when selected, enables you to view the specified document.
Approval history	Radio button that, when selected, enables you to view the approval history for the document.

## Document Information

You can view information, as appropriate, for each type of document. The browser's print function can be used to print a representation of the document.

### Header Information

- Document number
- Order Date
- Transaction Date

- Delivery Date
- Print Date
- Total Amount
- Origin
- Reference Number
- Complete Indicator
- Approved Indicator
- Type
- Cancel Reason and date
- Requestor
- Accounting Type
- Matching Required Indicator
- Ship to address and contact information
- Vendor and Check Vendor information

### **Commodity Information**

- Item number
- Code
- Description
- Commodity text/item text
- Unit of measure
- Quantity
- Unit price
- Extended amount

### **Accounting Information**

- Sequence number
- Chart of Accounts
- Fiscal Year
- Index
- Fund

- Organization
- Account number
- Program
- Activity
- Location
- Project
- NSF Suspense indicator
- NSF Override indicator
- Suspense indicator
- Amount

## **Related Documents**

- Transaction Date
- Document Type
- Document Code
- Status Indicator

The Related Documents section enables you to access relevant documents for purchase orders, requisitions, and invoices. To access a document, select the hyperlink for the Document Code, when available. You can view information from the account level, drilling down through the transaction detail to all of the accounting sequences for a specific document, while viewing any related documents that exist.

## **Document Approval Status and History**

You can view the following information about the document.

### **Header Information**

- Document number
- Document type
- Originator (User ID and name)

### **List of Approvals Required**

- Queue
- Description

- Level
- Approvers

### Approvals Recorded

- Queue
- Level
- Date
- User

## Budget Transfer

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The Budget Transfer Form allows a user to process Budget Adjustment Journal Vouchers on the Web. This form enables the Web user to transfer budget from one FOAPAL to another.

This form does not allow completion of documents using rule classes that are not self-balancing.

A budget transfer requires the following conditions:

- Fund/Org Security
- Rule Class Security
- Available Budget
- Must be within same chart

Fields	Descriptions
Retrieve Template	Pull-down list of available templates.
Transaction Date	Date that the transaction is recorded to the General Ledger.
Journal Type	Rule class used to complete the document: <i>BD01</i> Permanent Adopted Budget <i>BD02</i> Permanent Budget Adjustments <i>BD04</i> Temporary Budget Adjustments
Transfer Amount	Amount that will be transferred from one FOAPAL (with enough budget) to another FOAPAL.



<b>Fields</b>	<b>Descriptions</b>
Document Amount	Calculated hash total of the amount being transferred.
Chart	Chart of account to which the FOAPAL values belong. This is a required field.
Index	Predefined set of FOAPAL values created in Banner. Since the Web does not do online defaulting, you must select Complete to re-default the FOAPAL values associated with the Index. After this is done, you can change or add required values.
Fund	Code associated with the Fund from which the budgeted funds will be transferred or taken. This is a required field.
Organization	Code associated with the Organization to which the budgeted funds will be transferred or taken from. This is a required field.
Account	Code associated with the Account to which the budgeted funds will be transferred or taken from. This is a required field.
Program	Code associated with the Program to which the budgeted funds will be transferred or taken from. This is a required field.
Activity	Code associated with the Activity that the budgeted funds will be transferred to or taken from.
Location	Code associated with the Location that the budgeted funds will be transferred to or taken from.
D/C Indicator	Indicator that tells the form to add or subtract the amounts from a given FOAPAL.
Description	Free-form description of the transfer.
Budget Period	Budget period in which the transfer will be recorded.
Save as Template	Name by which you want to save this transaction. You may save it as personal or shared. A personal template can be retrieved and used only by the person who created it. A shared template can be retrieved and used by other Web users.  <b>Note:</b> Different capitalization cannot be used to save the same template name multiple times. That is, <i>MyTemplate</i> and <i>mytemplate</i> are equivalent names.

<b>Fields</b>	<b>Descriptions</b>
Shared	<p>If this check box is selected, the template is saved as a shared template and all users can retrieve and use the template.</p> <p>If this check box is not selected, the template is saved as a personal template and is only retrievable by the person who created it.</p>
Complete	Validates all entered fields. If all dates, fields, and data are valid, the document will be sent to posting.
Chart of Accounts Code	Pull-down list provides choices for specific chart of accounts codes.
Type	Pull-down list displays searchable types of codes associated with the chart of accounts code selected in the previous field.
Code Criteria	Optional field that can be used to limit search; you can use a wildcard (%) in this field.
Title Criteria	Optional field that can be used to limit search; you can use a wildcard (%) in this field.
Maximum rows to return	Number of possible matches to display. Default value is <i>10</i> .
Execute Query	Select this button to submit your query.

## Multiple Line Budget Transfer

The Multiple Line Budget Transfer function is the same as the Budget Transfer function except that it allows Budget transfers between up to five FOAPALs for different charts.

In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

This form does not allow completion of documents using rule classes that are not self-balancing.

<b>Fields</b>	<b>Descriptions</b>
Retrieve Template	Pull-down list of available templates.
Transaction Date	Date that the transaction is recorded to the General Ledger.

<b>Fields</b>	<b>Descriptions</b>
Journal Type	Rule class used to complete the document: <i>BD01</i> Permanent Adopted Budget <i>BD02</i> Permanent Budget Adjustments <i>BD04</i> Temporary Budget Adjustments
Document Amount	Hash total of the amount being transferred.
Chart	Chart of account to which the FOAPAL values belong. This is a required field.
Index	Predefined set of FOAPAL values created in Banner. Since the Web does not do online defaulting, you must select <b>Complete</b> to re-default the FOAPAL values associated with the Index. After this is done, you can change or add required values.
Fund	Code associated with the Fund from which the budgeted funds will be transferred or taken. This is a required field.
Organization	Code associated with the Organization to which the budgeted funds will be transferred or taken from. This is a required field.
Account	Code associated with the Account to which the budgeted funds will be transferred or taken from. This is a required field.
Program	Code associated with the Program to which the budgeted funds will be transferred or taken from. This is a required field.
Activity	Code associated with the Activity that the budgeted funds will be transferred to or taken from.
Location	Code associated with the Location that the budgeted funds will be transferred to or taken from.
Amount	Amount to transfer to or take from this FOAPAL.
D/C Indicator	Indicator that tells the form to add or subtract the amounts from a given FOAPAL. Total debit (+) amounts must equal total credit (-) amounts.
Description	Free-form description of the transfer.
Budget Period	Budget period in which the transfer will be recorded.

Fields	Descriptions
Save as Template	<p>Name by which you want to save this transaction. You may save it as personal or shared. A personal template can be retrieved and used only by the person who created it. A shared template can be retrieved and used by other Web users.</p> <p><b>Note:</b> Different capitalization cannot be used to save the same template name multiple times. That is, <i>MyTemplate</i> and <i>mytemplate</i> are equivalent names.</p>
Shared	<p>If this check box is selected, the template is saved as a shared template and all users can retrieve and use the template.</p> <p>If this check box is not selected, the template is saved as a personal template and is only retrievable by the person who created it.</p>
Complete	Validates all entered fields. If all dates, fields, and data are valid, the document will be sent to posting.
Chart of Accounts Code	Pull-down list provides choices for specific chart of accounts codes.
Type	Pull-down list displays searchable types of codes associated with the chart of accounts code selected in the previous field.
Code Criteria	Optional field that can be used to limit search; you can use a wildcard (%) in this field.
Title Criteria	Optional field that can be used to limit search; you can use a wildcard (%) in this field.
Maximum rows to return	Number of possible matches to display. Default value is 10.
Execute Query	Select this button to submit your query.

## Budget Development

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You can access the menu for Finance Budget Development from the Finance menu. The following options are available.

- [“My Worksheets” on page 2-53](#)
- [“Create Budget Development Query” on page 2-54](#)
- [“Create Budget Worksheet” on page 2-58](#)

- [“Maintain Organization Lock” on page 2-66](#)
- [“Salary Planner” on page 2-69](#)

## My Worksheets

You can use the My Worksheet page to view your worksheets and access your information quickly without having to repeatedly enter values in the parameter pages selecting Budget Types and Account Types for display.

Fields/Check Boxes	Required	Optional	Notes
Chart of Accounts	x		
Budget ID	x		
Budget Phase	x		
Adopted Budget			Retrieved from user default.
Permanent Budget Adjustments			Retrieved from user default.
Temporary Adopted			Retrieved from user default.
Temporary Adjustments			Retrieved from user default.
Budget Duration Code			Retrieved from user default.
Display Fin Mgr from			Retrieved from user default.
Revenue Accounts			Retrieved from user default.
Labor Accounts			Retrieved from user default.
Expenses			Retrieved from user default.
Transfers			Retrieved from user default.
Deleted Items			Retrieved from user default.

If you have default values stored in FOBPRTO, those values will be used to populate the My Worksheets web page with selectable records. If you have no default values stored, or to create a different worksheet, you may click **Add Worksheet** to create the desired budget worksheet selection.

## Create Budget Development Query

You can query Budget Development information in the Budget Line Table (FBBBLIN). If **Self Service Budget Development History** is enabled on FOASYSC, you may include rows on the self-service display that have been deleted.

### Note

A warning message will display on the budget query results page if the budget/phase combination you entered is closed. ■

## Creating a Budget Development Query

1. From the Finance main menu, select Budget Development.
2. Select Create Budget Development Query.
3. Choose either Create a New Budget Query or Retrieve Existing Budget Query.
4. Select the columns you want to display on the report:

Check Boxes/Radio Buttons	Description
Adopted Budget	Original adopted budget
Permanent Budget Adjustments	Permanent adjustments during the year
Temporary Adopted	Temporary adjustments to the adopted budget.
Temporary Adjustments	Temporary adjustments to the budget during the year.
Base Budget and Cumulative Change	Base Budget - Initial proposed budget from the Operating Ledger when the Budget Build process (FBRBDBB) was run.  Cumulative Change - Difference between the Proposed Budget amount and the Base Budget amount.
Lock Status	Select this check box to display the current lock status.  Current lock status is displayed only for an organization hierarchy query.

Check Boxes/Radio Buttons	Description
Organization Hierarchy	Select this option to generate a display that begins with a summary by organization.
Line Item Detail	Select this option to produce a listing of individual budget line rows that match your parameter criteria.

5. Enter your parameters as indicated in the following chart:

Fields/Check Boxes	Required	Optional	Notes
Chart of Accounts	x		
Budget ID	x		
Budget Phase	x		
Comparison Budget ID			Can enter an additional ID and Budget Phase for comparison. (only for organization hierarchy, not line item detail)
Comparison Budget Phase			Can enter an additional ID and Budget Phase for comparison. (only for organization hierarchy, not line item detail)
Index		x	
Fund		x	Wildcard (%) allowed
Organization	x (Organization Hierarchy)	x (Line Item Detail)	Wildcard (%) allowed (except for the Organization in Organization Hierarchy)
Account		x	Wildcard (%) allowed
Program		x	Wildcard (%) allowed
Activity		x	Can use a specific value including the wildcard (%).  Can use the wildcard (%) alone to indicate all values.  Null matches null in the Budget Lines table.

Fields/Check Boxes	Required	Optional	Notes
Location		x	<p>Can use a specific value including the wildcard (%).</p> <p>Can use the wildcard (%) alone to indicate all values.</p> <p>Null matches null in the Budget Lines table.</p>
Budget Duration Code	x		<p>Choices include:</p> <p><i>Permanent budget</i></p> <p><i>Temporary budget</i></p> <p><i>All</i></p>
Display Fin Mgr from			<p>Choices include:</p> <p><i>None</i></p> <p><i>Organization</i></p> <p><i>Fund</i></p>
Revenue Accounts		x	<p>If this check box is selected, revenue accounts based on internal account type 50 are included in the query.</p>
Labor Accounts		x	<p>If this check box is selected, labor accounts based on internal account type 60 are included in the query.</p>
Expenses		x	<p>If this check box is selected, expenses based on internal account type 70 are included in the query.</p>
Transfers		x	<p>If this check box is selected, transfers based on internal account type 80 are included in the query.</p>
Deleted Items		x	<p>If this check box is selected and <b>Self Service Budget Development History</b> is selected on FOASYSC, deleted rows are displayed in the query.</p>



Fields/Check Boxes	Required	Optional	Notes
Save Query As:		x	Enter a name for the query you have created, then select <b>Submit</b> to process your query and display the budget information.
Shared		x	Select this check box if you want the query to be saved as a shared query.  A shared query can be retrieved by any user.  A personal query can be retrieved only by the user who created it.

## Budget Development Query Sections

This report is divided into three sections:

- Report Parameters - The parameters you entered are displayed in this section. Displayed budget information is based on these parameters.
- Query Results -The level of Budget Development security you are assigned determines what information you are able to view. Information you are not authorized to query will not display.
  - For an Organizational Hierarchy query, the Query Results section displays lines for all successor organizations, but includes dollar amounts only for levels you are authorized to query.

You can drill down to line item detail by selecting underscored items, or select one of the download options and download data to a spreadsheet.
- For a Line Item Detail query, the Query Results section displays information only for organizations you are authorized to query.
- Action buttons:
  - **Download all Columns** enables you to download all the budget line columns to a spreadsheet.
  - **Download Selected Columns** enables you to download the displayed columns to a spreadsheet.

If you want this query to be accessed by another user, select **Shared**.

Save your query by entering a name for it in the **Save Query As** field and selecting the button, or select **Another Query** to return to the first parameter page of the query.

## Create Budget Worksheet

You can create a budget worksheet that accesses data in the Budget Line table (FBBBLIN). Although the worksheet can accommodate a maximum of 999 budget lines, you will probably want to enter different parameters to produce output that is more manageable.

Use this worksheet as a tool to create *what if* scenarios and determine the impact changes have on your institution's budget before you incorporate these changes into your budget. For example, you can make changes to line items and run different calculations by amount or percent. You can continue and accumulate these calculations. You can then post, or discard, the results.

If **Self Service Budget Development History** is enabled on FOASYSC, you may include rows on the self-service display that have been deleted.

### Note

Do not select the browser's Refresh or Back arrow when you are navigating in a worksheet. This may affect the results of any calculations not yet posted to the database. ■

## Creating a Budget Worksheet

1. Select the Create Budget Worksheet option.
2. Select either Create a New Worksheet query or Retrieve Existing Worksheet Query.
3. If you are creating a new worksheet, choose the columns you want to display on the worksheet by selecting the appropriate check box(es), as summarized in the following chart. The base amount and current proposed amount are always included.

Check Boxes	Description
Adopted Budget	Original adopted budget
Permanent Budget Adjustments	Permanent adjustments during the year
Temporary Adopted	Temporary adjustments to the adopted budget.
Temporary Adjustments	Temporary adjustments to the budget during the year.

4. Select **Continue**.

5. Select the appropriate Chart of Accounts, Budget ID and Phase, Fund, and Organization to include on the worksheet. Information about the choices on this page is summarized in the following table.

Fields/Check Boxes	Required	Optional	Notes
Chart of Accounts	x		
Budget ID	x		You can only use existing Budget IDs or phases as defined on the Operating Budget Maintenance form (FTMOBUD).
Budget Phase	x		You can only use existing Budget IDs or phases as defined on the Operating Budget Maintenance form (FTMOBUD).
Index		x	
Fund	x		You must have posting access at, or above, the fund and organization you are trying to view.
Organization	x		You must have posting access at, or above, the fund and organization you are trying to view.
Account		x	Wildcard (%) permitted, or leave null to include all records.
Program		x	Wildcard (%) permitted, or leave null to include all records.
Activity		x	Can use a specific value.  Null matches null in the Budget Lines table.
Location		x	Can use a specific value.  Null matches null in the Budget Lines table.

Fields/Check Boxes	Required	Optional	Notes
Budget Duration Code	x		Choices include: <i>Permanent budget</i> <i>Temporary budget</i> <i>All</i>
Display Fin Mgr from			Choices include: <i>None</i> <i>Organization</i> <i>Fund</i>
Revenue Accounts		x	If this check box is selected, revenue accounts based on internal account type 50 will be included on the worksheet.
Labor Accounts		x	If this check box is selected, labor accounts based on internal account type 60 will be included on the worksheet.
Expenses		x	If this check box is selected, expenses based on internal account type 70 will be included on the worksheet.
Transfers		x	If this check box is selected, transfers based on internal account type 80 will be included on the worksheet.
Deleted Items		x	If this check box is selected and <b>Self Service Budget Development History</b> is selected on FOASYSC, deleted rows will display on the worksheet.  If you do not select this check box, any deleted items will be included in the summary line only.

Fields/Check Boxes	Required	Optional	Notes
Save Query As:		x	To save the worksheet parameters you have entered as a template, enter a name in this field.
Shared		x	Select this check box if you want the information you entered in the <b>Save Query As</b> field to be Shared.  A Shared query can be retrieved by any user.  A Personal query can be retrieved only by the user who created it.

6. Select **Submit**. The system verifies the validity of the entered FOAPAL, Budget ID and Budget Phase, and displays the budget information.
7. The worksheet is displayed.

## Budget Development Worksheet Sections

The following sections are displayed on the Budget Development Worksheet:

- Worksheet Parameters
- Mass Change Parameters
- Worksheet
- New Row
- Action Buttons (no heading)
- Summary Totals

### Worksheet Parameters

Parameters you entered are summarized in this section, including the level 2 fund type. The worksheet displays the current proposed budget based on these parameters. Information is sorted by Program Level 2 Account Type, Account, and Duration.

The following situations result in warning messages:

- If any other user has accessed this budget in the past four hours, you receive a warning message. To address access for concurrent users, you may want to customize the value of the `within_hours` variable in `bwfkbws1`. This variable is set to 4 initially.

- If this is a new budget, you receive a warning message that this combination of FOAPAL elements does not currently exist.
- If the organization is locked, and you have posting access to a predecessor organization that is unlocked, you receive a warning message that the organization you are looking at is locked, but you will still be able to make changes.
- If the organization is locked, and you do *not* have posting access to a predecessor organization that is unlocked, you receive an error message that everything is locked and will not be able to make changes.

## Mass Change Parameters (and Line Item Changes)

You can calculate mass changes to Budget Development data in this section. Changes to specific lines are made within the actual worksheet.

Some information cannot be edited, such as original FOAPAL, Original Budget, Permanent Transfers/Revisions and Present Budget detail columns.

### Mass Changes

Mass changes apply to all rows in the worksheet that do not have line-specific changes.



#### Tip

To round all of the entries in an existing budget, enter a zero as the amount, check the percent box, and select Calculate. ■

- To make changes to all items on the worksheet, enter information in the Mass Change Parameters section. Mass changes are not saved until you select **Post**.
- If you enter an amount in the **Change Value** field, leave the **Percent** check box blank, and choose **Calculate**, the system adds (or subtracts) this dollar amount to the new budget. You can enter either a positive or a negative amount.
- If you enter a value in the **Change Value** field, then select the **Percent** check box, the system multiplies this percent by the **New Budget** amount and increases, or decreases, the **New Budget** amount accordingly. You can enter either a positive or a negative amount. The result is rounded based on the selections you made in the Round To Nearest section.

### Line Item Changes

Line item changes override mass changes during calculation. To make changes to specific line items on the worksheet, navigate to the Change Value column for the item. Line item changes are not saved until you select **Post**.

- If you enter an amount in the Change Value column, leave the **Percent** check box blank, and choose **Calculate**, the system adds (or subtracts) this dollar amount to the new budget. The new budget is initialized to the proposed budget the first time the worksheet is created.

- If you enter a value in the Change Value column, then select the **Percent** check box, the system multiplies this percent by the **New Budget** amount and increases, or decreases, the **New Budget** amount accordingly. The result is rounded based on the selections you made in the Round To Nearest section.

## Worksheet

Fields	Descriptions
Status	Indicates if this budget line was built from the Operating Ledger ( <i>OPAL</i> ), Position Control ( <i>POSN</i> ), Salary Planner ( <i>SALP</i> ), or added ( <i>NEW</i> ), and marks deleted rows ( <i>DEL</i> ).  <b>Note:</b> If the <i>SALP</i> status is displayed, you will not be able to update that line item outside of Salary Planner in Self-Service Budget Development.
Text	Indicates if text exists. To view or enter text, select the hypertext link in the account code field.
Program	Program code.
Account Type/Code	Account Type (left-justified) and Account Code (right-justified)
Title	Account Type or Account Code description.
Base Budget	Amount captured as the proposed budget when the Budget Build process (FBRBDBB) was run initially.
Budget Duration Code	Type of budget: Permanent or Temporary.
Proposed Budget	Latest proposed budget posted to the Budget Line table (FBBBLIN).
Change Value	Amount by which you want to change this line item.
Percent	Associated with <b>Change Value</b> field. If selected, indicates that the line item should be changed by a specified percentage amount.
Cumulative Change	Difference between the <b>Base Budget</b> and the <b>New Budget</b> amounts

Fields	Descriptions
New Budget	<p>Current proposed budget, including changes from this session that are not yet posted.</p> <p>The new budget is initialized to the proposed budget when the worksheet is created.</p>
Delete Record	<p>Check box that, when selected, changes the new budget amount for this line item to .00 and marks the item for deletion.</p>

## New Row

In this section you can enter new line items into the budget. You need to enter program, account code, duration, and proposed budget amount information for each item. Use the link for Account/Program Code lookup to search for codes.

You can only use Operating accounts and codes that match the parameters you used when creating the worksheet. If **Self Service Budget Development History** is enabled on FOASYSC and you add a row that was previously deleted, the amounts captured during the Budget Build, and any text, are retained.

Select **Calculate** to validate the information you entered and move the new rows into the worksheet. Repeat this action to add more than five rows. New rows are not saved until you select **Post**.

### Note

FOAPAL validation is based on the Activation Date of the Budget, or the system date if the activation date does not exist. ■

## Action Buttons (Untitled)

The following action buttons appear beneath the worksheet.

Button	Description
Requery	Requery information last posted to the Budget Line table and discard current calculations from this session.
Calculate	Calculate changes, additions, and deletions as many times as you choose, without saving or recording each change.
Post	Post revised budget amounts to the Budget Line table (FBBBLIN) and, if <b>Self Service Budget Development History</b> is enabled on FOASYSC, post a record to the Budget History table (FBRAUDT).



Button	Description
Download All Worksheet Columns	Download all columns of the worksheet to a spreadsheet.
Download Selected Worksheet Columns	Download the specific columns you chose on the parameter page to a spreadsheet.

## Summary Totals

This section provides a summary of the information provided in the worksheet. Subtotals are listed by Level 2 and Level 1 Account Type.

### Note

Net is calculated as Revenues less Expenses less Labor less Transfers. ■

If **Self Service Budget Development History** is enabled on FOASYSC, deleted rows are included in this section that may impact both the Base Budget and the Cumulative Change columns.

## Changing a Budget Worksheet

You can modify a worksheet by deleting specific rows, associating text with specific line items. You can also make changes to specific line items. For information on Line Item changes, please refer to [“Mass Change Parameters \(and Line Item Changes\)” on page 2-62](#).

### Deleting Rows

To delete rows from the worksheet, select the **Delete Record** check box, then select **Calculate**. This changes the balance to zero and marks the row for deletion.

Deleted rows are not deleted until you select **Post**.

After deleted rows have been posted, if **Self Service Budget Development History** is enabled on FOASYSC, a record is written to the Budget Line Audit History table (FBRAUDT).

To include detailed information about a deleted record on your worksheet, you must select the **Deleted Items** check box on the query criteria page.

If you did not include Deleted Items in your worksheet, a summary by account type that includes deleted rows displays at the bottom of the worksheet page section.

## Adding Free-Form Text to Records

You can add free-form text to any budget line item on the worksheet.

1. On the Budget Development Worksheet, select the account code link. The Budget Development Text page displays.
2. Enter text in the appropriate box and select **Save**.

After you enter text for a record, the Text column on the worksheet will continue to display an *N* until you select **Calculate**, **Post**, or **Requery**. You can access the text from the account code link and make additional changes.

## Maintain Organization Lock

Use the Maintain Organization lock option to prevent (lock) or permit (unlock) any changes to a Chart, Budget ID, Phase, and Organization combination so that no additional changes can be posted via the Budget Development Worksheet.

### Note

You must have posting authority to a predecessor organization to be able to access and/or change the lock status of an organization. ■

## Lock and Unlock - Description

*Lock* means to prevent changes; *unlock* means to permit changes. The locking process has a cascading effect; when you lock or unlock a higher organization, the others, beneath it, are locked or unlocked too. You can selectively unlock organizations beneath a locked organization, if you have the appropriate access. If any organization above your highest access level is locked, you will not be able to change lock statuses.

Authority passes up the hierarchy. For example, assume that an organization is locked. If you have access to an unlocked organization above the locked organization, you will receive a warning message, but will still be able to make changes.

## Setting up an Organization Lock

1. Select the Maintain Organization Lock option.
2. Enter the parameters indicated in the following chart.

Fields/Check Boxes	Required	Optional	Notes
Chart of Accounts	x		
Budget ID	x		
Phases	x		<p>Select the <b>Default Phases</b> button to default existing phase information from the Budget ID.</p> <p>To enter a combination of your own phase information and default information, select the <b>Default Phases</b> button before entering phase information. Depressing this button overwrites any data that already exist in these fields.</p> <p>A warning is displayed if the budget phase combination is closed. You will still, however, be able to update the status of the organizations for this combination.</p>
Organization		x	<p>Enter a specific organization or leave this field blank to retrieve the highest-level organization(s) for which you have authority. If an organization is entered here, the lock page will start as follows:</p> <ul style="list-style-type: none"> <li>• With this organization if you have the authority</li> <li>• With all the immediate successor organizations if you have Posting authority for that organization, but not higher</li> <li>• With an error if you do not have authority</li> </ul>

Fields/Check Boxes	Required	Optional	Notes
Status	x		Choose <i>Locked</i> , <i>Unlocked</i> , or <i>All</i> .  If you choose a specific status, only records matching that status will display. If you drill down through the hierarchy and don't see the records you need, you can always go back and change the parameters you selected on this page.

3. Select **Submit**. A summary page displays the parameters you selected and the organization's lock status.
4. You can change the status of each phase that appears in the Organization Lock Status section.
  - 4.1. Select the **Review** button to look over the parameters and your pending changes. If you like, you can make additional changes by using the back button on your browser and redoing your selection(s). You can continue to toggle back and forth and make additional changes until you are satisfied with the results.
  - 4.2. Select the **Update** button to apply your change to the database.

## Budget Development History

You can review budget development changes if **Self Service Budget Development History** is enabled on FOASYSC. This is a listing of all posted changes made to a line item as budgets are revised via the Self-Service worksheet.

### Reviewing History

To review the history for a budget line item, choose the link for a Proposed Budget amount from the Budget Development worksheet or from the budget query page labelled Line Item Detail.

### Budget Development History Sections

The budget development history contains the following sections.

- Report Parameters - Summary of parameters that you entered.
- Query Results - All changes made to the selected budget line item, in descending order by date and time. That is, the most recent changes appear first.

## Salary Planner

You may click **Salary Planner** to access the Salary Planner menu.

## Delete Finance Template

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Delete Finance Template is an option on the Finance Menu that enables you to delete templates or queries. This can be helpful when you rename templates and want to remove the original through the user interface. The ability to delete templates depends on the privileges associated with your user ID.

- If you are a Finance User assigned the Finance Data Tailor Role, you can delete both your own and others' templates or queries, both shared and personal.
- If you are a Finance User not assigned the Finance Data Tailor Role, you can delete only your own, personal templates or queries.

Use the following steps to delete templates or queries:

1. Select the Delete Finance Template option from the menu.

A page is displayed where you can enter parameters. The parameters differ, depending on your user privileges.

2. Enter the desired information for each parameter described in the following chart:

Parameters	Descriptions
User ID	User ID associated with the query or template you want to delete. The default value is <i>All</i> .  This field is displayed only for users assigned the Finance Data Tailor Role.
Template/Query Name	Name of the template or query that you want to delete. You can use a wildcard (%) in this field if you know only part of the name. For example, enter % <i>PO</i> % to display templates or queries whose name contains the text string <i>PO</i> .

Parameters	Descriptions
Template/Query Type	Type of template or query that you want to retrieve. For example, select <i>Purchase Order</i> from the pull-down list to display templates or queries for purchase orders.
Shared	<p>Shared indicator.</p> <p><i>Yes</i> Display only shared templates or queries that meet the other entered criteria.</p> <p><i>No</i> Display only personal templates or queries.</p> <p><i>All</i> Display both shared and personal templates and queries.</p> <p>This field is displayed only for users assigned the Finance Data Tailor Role.</p>

3. Select the **Submit Query** button.

The results page displays the parameters you chose in a box at the top of the page.

4. Check the **Delete** check box for each template or query you wish to delete, or use the **Select All** button at the bottom of the page to mark all templates and queries for deletion.
5. Select the **Delete** button to permanently delete your selections.

# 3 Interfaces

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This chapter details the interfaces from other Banner systems to the Banner Finance Self-Service System.

- [“Salary Planner” on page 3-1](#)

## Salary Planner

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Position budgets from Salary Planner in Employee Self-Service are automatically interfaced to Budget Development worksheets in Finance Self-Service to provide budget development users the ability to review their departmental budgets in their entirety, including labor amounts.

### Overview

Control of the automatic updating of labor amounts is set up in Salary Planner. Scenarios within Salary Planner may be identified to update budget development and post to Pool Accounts, if desired. For more information, please see the Employee Self-Service 8.4 User Guide.

Postings from Salary Planner will insert, update or delete based on the following:

- If a record to be posted does not exist in FBBBLIN, it would be treated as an INSERT with an Origin of SALP.
- If a record to be posted exists in FBBBLIN, it will be overwritten and the Origin changed to SALP, even if the previous Origin was not SALP (i.e. NEW, OPAL, POSN, Null).
- If a record is removed as part of the Add/Delete logic in Salary Planner processing, the FBBBLIN record will be set to zero.

If the use of Pool Accounts has been selected in Salary Planner, the posting logic will look for a Pool Account value associated with the labor distribution account:

1. Use the chart and budget fiscal year from the Salary Planner Extract.
2. Find the Begin and End Date from Fiscal Year Form (NBAFISC) for the chart and fiscal year.

3. If System Date is less than the budget fiscal year Begin Date, select the effective dated record that is equal to the budget fiscal year Begin Date, however, if no record is found, select the latest effective dated record that is less than the budget fiscal year Begin Date.
4. If System Date is equal to or greater than the budget fiscal year Begin Date, select the latest effective dated record that is less than or equal to the System Date.

 **Note**

Making changes to Pool Accounts within the fiscal year and budget period is highly discouraged. If automatic posting from Salary Planner is being used, records may not be cleared and reposted properly. Changes to Pool Accounts should be effective the first day of a new fiscal year. ■

## Process Flow

Postings to Budget Development will follow the Budget ID and Phase associated with the Salary Planner Extract. This is set up on the Salary Planner Extract Rules Form (NTRSPEX) in Banner.

 **Note**

Budget ID and Phases must be coordinated by the Budget Office to ensure Salary Planner budgets will be posted to the correct budget development records for combined overall budget views. ■

## Master Salary Planner

The Budget Office, or Master Salary Planner, can set indicators when creating a scenario in Salary Planner. They can set it to update Budget Development and also to post to pool accounts, if desired. If set to update, Proposed Position Budget Amounts will be posted to Budget Development (into the FBBBLIN table) when the Scenario is created in Salary Planner. If audit history is being captured, an entry to the history table (FBRAUDT) will also occur.

## Budget Manager

A Budget Manager may make changes within Salary Planner. If the Scenario being changed is set to update Budget Development, any changed, new, or deleted position budget or labor distribution will be automatically posted. Deletions from Salary Planner will not result in a DEL record in the Finance Budget Development Worksheet, but a change/update to zero. The DEL status is reserved for deletions from the Finance Self-Service page. All Position Budget Amount changes must be made in Salary Planner.



## Finance Budget User

The Proposed Budget Amounts may be viewed on the Budget Development Query or Budget Worksheet pages. Records posted from Salary Planner will have a Status (Origin) of SALP displayed on the Budget Worksheet, and the User ID associated with these postings will be *SALPLAN*. These records may not be modified within Self-Service Budget Development, therefore, changes must be made in Salary Planner.

### Note

Salary Planner amounts may be zeroed out in Budget Development when running the Salary Planner Upload Process (NBPSPUP) if the position budgets amounts will be fed to Budget Development with FBRFEED for example. This allows your institution the flexibility to decide whether it is appropriate to keep Salary Planner labor budgets (SALP origin) in Budget Development for future viewing. ■

