Michigan Tech University
Banner Finance Self-Service
User Guide

Revised 8/14/13
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Chart Terminology

- Index - a unique fund and organization
  - Fund - What kind of $’s – general fund (G00000), auxiliary (A01000), designated (D11148), research (E23365), etc.
  - Organization - what department it belongs to (22601 → 22600)

MTU Fiscal Year

- Begins July 1 and ends June 30
  - e.g.: fiscal year 11 is July 1, 2010 – June 30, 2011
- Fiscal periods:

| 01 – Jul | 02 – Aug | 03 – Sep |
| 04 – Oct | 05 – Nov | 06 – Dec |
| 07 – Jan | 08 – Feb | 09 – Mar |
| 10 – Apr | 11 – May | 12 – Jun |

- Period 14–fiscal year closing entries posted to June

Monthly Reports Emailed

- **Budget vs. Actual Summary** – total budget, total spent and encumbered, balance left
- **Detail** – individual transactions
- **Payroll** – who was paid and how much (sent by Payroll Department)
- **Open encumbrances** – unpaid purchase orders.

Reports You Can Run

From MTU website click on A to Z > Banner > Reporting Information

- **Oracle Reports** – GZAORPT
  - Run from Banner
  - Same as monthly reports emailed to department coordinators and financial managers plus others are available
- **Finance Self-Service** – Budget vs Actual Summary and Detail
- **(Oracle) Discoverer**
  - Run from web
  - Can be exported to Excel

Reports are from warehoused data (updated every night)

Web Resource - Banner and Reporting

- From MTU website click on A to Z > Banner or go directly to [http://www.admin.mtu.edu/bi](http://www.admin.mtu.edu/bi)
- Click on: Banner Documentation for Banner user guides
- Click on: Reporting Information for how to run reports guides
Reports Listing your Account Indexes

- FYGCHT002 – Index Reference List (Discoverer)
- FYGOR503 – Index Listing by Dept (Oracle Report)

Note three types: YTD, PTD, RSCH
- Year-to-date (YTD) – activity and balance by fiscal year
- Project-to-date (PTD) – activity and balance from the start of the project for non-research funds
- Research (RSCH) – activity and balance from the start of the project

Code Look-up and other Queries on Web

From MTU website click on A to Z > Accounting Services > Purchasing > Inquiries

Use these queries to find accounting codes and other information.

Account Code/Pool Search

Use this search to look up revenue, expense, and transfer account codes.

Campus Bookstore/University Images IB Receipts

Departments can now look up their IB receipts for the Campus Bookstore/University Images online. You can search by receipt number (found on Banner under rc#) or by department account number. Information available includes a description of the items, regular price, discount given, total charge, date, and, if entered, purchaser’s name.

Commodity Code Searchable Database

Do you have a question about what commodity code to use on your purchase requisition? You can use this searchable database to find what you need.

On-Line Vendor Search Information

Can't seem to find that vendor fax number? Lost an address to a supplier? This form can be used to search for vendor addresses, phone numbers, and even the vendor code.

Ship-To Address Search

Enter your building name or a room number to find the "ship to" address code used on purchase requisitions.

Please note that anything with a key next to it is accessible from campus. You can access this information from off-campus by signing into vpn.mtu.edu and choosing "Get an MTU address."
Logging into Self-Service Banner (SSB)

1. Open your web browser (e.g. Internet Explorer).
2. Enter https://www.banweb.mtu.edu/ in the address bar (Same location as Employee Self-Service.)
3. Enter your Username (the first part of your email) and ISO Password
4. Click on the Login button.
5. Click on the Finance button.

Finance Self-Service Main Menu

Finance Queries     Requisition     Approve Documents     View Documents
Finance Reports     Delete Finance Template
Finance Queries

Budget Status by Account

Click on Finance Queries. The drop down menu above the Create Query button shows the query Budget Status by Account. If you have access, it also includes Payroll Expense Detail.

The drop down menu above the Retrieve Query button shows shared queries, example: Budget, YTD and Encumbrance and any personal queries you have saved (more on that later).

To create a new query:
1. Select the drop-down arrow to choose the query type
2. Click on Create Query to display screen shown below.
3. Select the checkbox beside the Operating Ledger Data columns* you wish to display on the report if they are not already checked.
4. (Optional) To save this selection, enter a Query name in the Save Query as textbox. Do not check the Shared checkbox. Checking this shares your query with every finance self-service user.
5. Click **Continue**.

*Additional Information on Operating Ledger Columns*

**Drill**: Allows drill down to detail

**No Drill**: Drilling to detail not an option

- **Adopted Budget** is equivalent to Original Budget
- **Budget Adjustments** are just that – adjustments to your budget
- **Adjusted Budget** = **Adopted Budget** plus Budget Adjustments
- **Adjusted Budget** = **Adopted Budget** plus Budget Adjustments
- **Accounted Budget** = **Adjusted Budget** No Drill
- **Year to Date** is actual expenditures, revenue and transfers
- **Reservations** are requisitions completed and approved but not yet turned into purchase orders
- **Encumbrances** are purchase orders completed and approved
- **Available Balance** = **Adjusted Budget** minus **Year to Date** minus **Encumbrances** minus **Reservations** No Drill

**NOTE**: This query only gives results for fiscal year-to-date activity. It is suggested that Budget columns and Available Balance not be checked for project-to-date and research index queries. For project-to-date balances, choose a Budget vs. Actual Report under the menu option Finance Reports to view budgets and balances.

6. Select the **Fiscal Year** drop-down arrow to choose the desired fiscal year.
7. Select the **Fiscal Period** drop-down arrow to choose the desired fiscal month (Example: July=01). Data will include period 01 though the period you enter in the field for that fiscal year. When in doubt, choose period 14 to retrieve all activity for the year.

Fiscal periods:

- 01 Jul 04 Oct 07 Jan 10 Apr
- 02 Aug 05 Nov 08 Feb 11 May
- 03 Sep 06 Dec 09 Mar 12 Jun
- 14 Fiscal year closing entries

8. To enter a comparison query, select the appropriate comparison fiscal year and comparison fiscal period. For this example, leave the comparison fiscal year and period as none.
9. Enter ‘U’ in the Chart of Accounts field. You only need to do this the first time you use this query tool. Next time it remembers your chart.
10. Enter an **Index**, such as a general fund index – Axxxxx, and click **Submit Query**. This step fills in the fund, organization and program.
11. (Optional) To save the query, enter a query name in the **Save Query As** field. Do not check the **Shared** checkbox. Checking this shares your query with every finance self-service user.
12. To run the query and see the results, click **Submit Query** again.
13. Use the back button on your browser to make changes to your query.
14. If your index has revenue, check the box next to **Include Revenue Accounts**.
15. Click **Submit Query**.
16. **Note** that the revenue is a positive number as are the expense. The bottom line properly nets revenue against expense. Also note that when revenue is included, the available balance total is empty. Unless your index only has expenses and is not a research fund or other project-to-date fund, you’ll need to run a finance report to see the balance on your index.
17. Change the query one more time. Click on your web browser’s back button.
18. To look up information for a specific account code, fill in the **Account** field. Examples: Enter E7% for all travel related expenses. % is a wildcard.
19. Click **Submit Query**.
20. To save this query, enter a query name, such as Travel, and click **Save Query As**.
21. For a totally new query, click **Another Query** near the bottom of the screen.
22. Click on the **Saved Query** drop down. Note that the query you saved (Travel) appears here as a personal query. Choose your personal query.
23. Click **Continue**.
24. Remove E7% from the **Account** field and click **Submit Query**.

**Drilling Down to Detail**

1. Click on any amount in blue to see the detail behind that amount. Example: Detail for E711 Airline Travel:

2. Click on document numbers in blue to see document detail. See related documents at the bottom, if any exist.

**WARNING:** Drilling down to journal entry detail for long journals, such as the monthly credit card charges, may result in the message: **"Stop running this script? A script on this page is causing Internet Explorer to run slowly. If it continues to run, your computer may become unresponsive."** Click "Yes" to stop running the script.
3. Click on the document number again to see more detail – such as the vendor invoice number, name and address, and a commodity description.

4. Use the back arrow button to work back to the original query.

5. Click on an amount in the Open Encumbrance column. The results show all purchase orders and all the invoices paid on the purchase order to give the net open encumbrance.

6. Click on a purchase order number (such as P0083533) to see accounting detail.

7. Click on the purchase order number again to see more detail: dates, requestor, vendor ID, name and address, a description of the supply or service and all related documents, including the requisition, receiver, invoices and checks.

8. To create another query, click on Finance Queries, Create Query, and Continue.
CAUTION: Finance Self-Service likes to “remember” what your last query was and sometimes, if the last thing you did was drill down on detail for a specific account code, the next time you do a query, the account code appears in the query screen and you get results only for that account code.

9. Remove the account code before doing the query.
10. Click Submit Query.

Download to Excel
1. Using the query from the previous page, click on Download Selected Ledger Columns to download the queried data to Microsoft Excel.
2. Open or save the query. Save the query using a different name.
3. If you download another query and didn’t save this query, close this query first. FSS uses the same file name every time it downloads a query and it gets confused if you have another query open.

Excel Hints:
   a. Right click on the beginning of the row with the column headers.
   b. Choose format cells > alignment > wrap text and click OK. This makes your column headers easier to read.
   c. Highlight columns B through the end of the spreadsheet, for example: column X. If X is your last column, place your cursor on the line between X and Y and double click. This makes each column the appropriate size for the data in that column.
Perform Computations

1. At the bottom of the screen, click on Finance Queries.
2. In the drop down above the Retrieve Query button, choose Actual Activity Comparison.
3. Click Retrieve Query. The only field checked is Year to Date.
4. Click Continue. This defaults to comparing fiscal year 10 to fiscal year 09. It can be changed as needed.
5. Enter an index and click Submit Query to fill in the fund, organization and program.
6. Click Submit Query again to see the results, which compare actual expenditures for two fiscal years.
7. Scroll down to the bottom to create a computation. From the drop down menus, choose FY10/PD14 Year to Date, percent of, FY09/PD14 Year to Date.
8. Make sure to choose a field that is in your report for the Display After Column, FY FY09/PD14 Year to Date.
9. Name the computation: Percent Change.
10. Click Perform Computation.
11. Create another computation: FY10/PD14 Year to Date, minus, FY09/PD14 Year to Date.
12. Display after FY09/PD14 Year to Date.
13. Name it Change.
14. Click Perform Computation.
15. We can delete a computation by choosing it from the drop down next to the **Remove Computation** button and clicking on **Remove Computation**.

16. Save this query by entering a name, such as **Two Year Comparison** and clicking **Save Query As**.

17. Click on **Finance** at the top of the screen to choose another option.

### Payroll Expense Detail

If you have access to “Payroll Expense Detail,” this is an option under Finance Queries. You can either choose this option to go directly to payroll expense detail for your index or you can drill down to payroll expense detail from your “Budget Status by Account” query.

From the “Budget Status by Account” query, click on the blue payroll expense code on any line where there is actual payroll.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Employee</th>
<th>Last Name</th>
<th>Position</th>
<th>Transaction Date</th>
<th>Finance Document</th>
<th>Rule Class</th>
<th>Earn Code</th>
<th>Hours</th>
<th>Amount</th>
<th>Debit/Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>P211</td>
<td>FT UAW Clerical-Regu</td>
<td>U16022</td>
<td>J0 10, 2010</td>
<td>F0054419</td>
<td>HGNL 300</td>
<td>8</td>
<td>99.20 Debit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P211</td>
<td>FT UAW Clerical-Regu</td>
<td>U16022</td>
<td>J0 10, 2010</td>
<td>F0054419</td>
<td>HGNL 001</td>
<td>48</td>
<td>595.20 Debit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P211</td>
<td>FT UAW Clerical-Regu</td>
<td>U130924</td>
<td>J0 10, 2010</td>
<td>F0054419</td>
<td>HGNL 300</td>
<td>8</td>
<td>114.32 Debit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P211</td>
<td>FT UAW Clerical-Regu</td>
<td>U130924</td>
<td>J0 10, 2010</td>
<td>F0054419</td>
<td>HGNL 001</td>
<td>48</td>
<td>686.52 Debit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The resulting query will show the ID and last name of employee, transaction date, earn code (regular, holiday, vacation, etc.), hours and pay charged to your index.

### Delete Finance Template

If you have saved finance templates, you can delete them by clicking on **Delete Finance Template** in the Finance menu.

1. Click on **Finance** and **Delete Finance Template**
2. Don’t fill in any information.
3. Click on **Submit Query**.
4. Check the templates to be deleted and click the **Delete** button.
Viewing Documents

1. Click on Finance and View Document.

2. Select the Choose type drop-down arrow to choose the document type you wish to query on. For our example, choose Invoice.

3. If you know the document number, enter it in the Document Number field; skip to #9.

4. If you do not know the document number, click on the Document Number button.

5. User ID will default to your User Id. If you enter your own invoices, requisitions or journals, you’ll be able to find them by querying from this
form. Change this to the initiator’s ID, if you know who entered the document into Banner. If you don’t know who entered the document into Banner, remove your User ID and leave the field blank.

6. Select the **Activity Date** (the day the transaction was entered) or **Transaction Date** (the month it was posted). Usually these two dates are in the same month but they could be different. For example – it was enter on December 1, but posted to November.

7. Enter a vendor ID, if known.

**Document Lookup**

[Diagram of Document Lookup form]

* - at least one of these fields required.

**Invoice Code Lookup**

- **Document Number**
- **User ID**
- **Activity Date**
- **Transaction Date**
- **Vendor ID**
- **Purchase Order or Encumbrance**
- **Purchase Order Reference Number**
- **Approved**
- **Completed**

[Example: Enter your ID to find detail for an invoice to reimburse your travel]

8. Click on **Execute Query**.
9. Click on the document number you wish to review.
10. Click on the **View Document** button to review the document. This gives you more information about the document.
11. Use the browser back button to go back to the **View Document** screen.
12. Click on the **Approval History** button to review approvals for requisitions, invoices and journal entries. For purchase order approval history, enter the requisition number.

**Create another query**

1. Click **View Document** at the bottom of the screen.
2. Select the **Choose type** drop-down arrow to choose **Requisition**.
3. Click on **Document Number**.
4. Remove your user id.
5. Enter a month and year for the Transaction Date.
6. Enter a Requester in %s. Example: %Smith%
7. Click on Execute Query.
8. Click on the document number you wish to review.
9. Click on the View Document button to review the document. This gives you more information about the document.
10. Click on Finance to choose another option.

Finance Reports

Reports, which are the same as the reports emailed each month to financial managers and department coordinators, can be run as of a specified fiscal year and month.

NOTE: A Banner User Id/Password is required to run these reports. If you are not a current Banner user or you do not know your Banner password, click on Finance Reports. On the page that opens, click on the word HERE. Sign in with your ISO password. Following the Password Guidelines, enter a new password.
1. Click on Finance and Finance Reports.
2. Choose a report.
   a. Click on BUDGET vs ACTUAL for ALL FINANCE USERS to run a report for any index that you have access to. Depending on the access you have been granted this might be all indexes for your department or just the indexes for which you are the financial manager.
   b. Click on BUDGET vs ACTUAL for FINANCIAL MANAGERS to run a report that gives you only the indexes for which you are the financial manager. If you are not a financial manager, you can’t use this report.
   c. Click on TRANSACTION DETAIL to run a report showing all the transactions for your department or index.
3. Sign in with your Banner Password
   Enter your User ID (your email address minus the @mtu.edu)
   Enter your Banner password
   Database: defaults to PROD
   Press enter or click on Submit
4. Fill in the parameters.
5. Press the Enter key or click the Submit Query button.
BUDGET vs ACTUAL for ALL FINANCE USERS report

Report Parameters
Enter values for the parameters

Fiscal Year (YY) 11
Ending Month JULY-01
Department Code 41100
Index %

Index Termination Cutoff Date
(DD-MON-YYYY)

Indexes terminated by this date will be excluded. Leave blank to use the current date.

The index is case sensitive: e.g. A11850, not a11850

Fiscal period

% is a wildcard. This query retrieves all indexes for the specified department. Leaving a % in the department will retrieve all indexes you have access to.

BUDGET vs ACTUAL for FINANCIAL MANAGERS report

Report Parameters
Enter values for the parameters

Fiscal Year (YY)
Ending Month JULY-01

Only the fiscal year and ending month (fiscal period) are needed for this report.

Leave Index Termination Date blank, unless you need a report for a terminated index. Then enter a date earlier than the date the index was terminated.
**Transaction Detail Report**

**Fiscal Year**: MTU’s fiscal year begins on July 1. Example: Enter 11 for the fiscal year beginning July 1, 2010.

**Beginning Period and Ending Period**: Use the drop downs to choose the range of fiscal periods.

The following are all optional. Use only those needed to narrow your search. Leave the % in parameters not used. All parameters are case sensitive.

**Financial Manager**: Enter financial last name. Example: Carney

**College**: Use if you want to run reports for an entire college. Example: Enter 22000 for the College of Engineering.

**Department**: More commonly used then College. Your department code appears on your Budget vs Actual reports above the index. Enter your department code if you want reports for your entire department.

---

### Report Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Enter fiscal year (YY)</td>
</tr>
<tr>
<td>Beginning Period</td>
<td>e.g. 01, 02, ..., 11, 12, 14</td>
</tr>
<tr>
<td>Ending Period</td>
<td>e.g. 01, 02, ..., 11, 12, 14</td>
</tr>
<tr>
<td>Financial Manager</td>
<td>Enter a financial manager’s last name or use % (e.g. Greenlee, Green%, %)</td>
</tr>
<tr>
<td>College</td>
<td>Enter a college code or use % (e.g. 41000, 41%, %)</td>
</tr>
<tr>
<td>Department</td>
<td>Enter a department code or use % (e.g. 22600, 22%, %)</td>
</tr>
<tr>
<td>Account Index</td>
<td>Enter an account or use % (e.g. A10500, A1, %)</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter a fund code or use % (e.g. R10500, A0104, G4, %)</td>
</tr>
<tr>
<td>Owner</td>
<td>Enter an organization or use % (e.g. 226001, 26%, %)</td>
</tr>
<tr>
<td>Rule Class</td>
<td>Enter a rule class or % (e.g. F01, %)</td>
</tr>
<tr>
<td>Document Number</td>
<td>Enter a document number or % (e.g. J0002855, E5, P1, %)</td>
</tr>
<tr>
<td>Account Code</td>
<td>Enter an account code or use % (e.g. E068, E44%, P4, %)</td>
</tr>
<tr>
<td>Description</td>
<td>Enter partial description (e.g. 9408, % Smith, %)</td>
</tr>
</tbody>
</table>
**Acct Index:** Enter an index. Leave the % if you are running the report for your whole department. Or enter a partial index followed by a %. Example: Enter A% to retrieve all general fund indexes for your department. Note: The drop down defaults to “Is like.” Change it to “Is between” to enter a range of indexes in the second line.

**Fund:** Usually not needed, but can be used to specify a certain fund or all funds beginning with a certain letter. Examples: G00000, R%

**Orgn:** Organization codes roll up to your department code. Also usually not needed, but can be used to specify a certain organization within your department. Example: 22601

**Rule Class:** Used for limiting your search to certain types of transactions. Example: Enter ZLAN to get only credit card charges.

**Document Number:** Use if you want a specific document number or only certain types of documents. Example: Enter I0% to get only invoices.

**Description:** This is the transaction description. For invoices, it’s the vendor name. For credit cards purchases, it’s the last 4 digits of the credit card plus the first 15 characters of the vendor name plus the first 15 characters of the description entered into the Access Online website by the person doing the credit card reallocation. Example: Enter 2245% to find charges to the credit card number ending in 2245.
View a Document in ImageNow

ImageNow users with access to viewing invoices, blanket/purchase orders and journal vouchers may use this feature.

IMPORTANT: This only works in Internet Explorer.

View an invoice, purchase order or journal voucher in Finance Self-Service using the drill down feature from a Finance Query (see instructions on pages 7 & 8) or


In ImageNow, click on the Application drop down and click on Finance Self-Service-View Document. The source document, in this example, invoice I0843023 will appear on your screen.