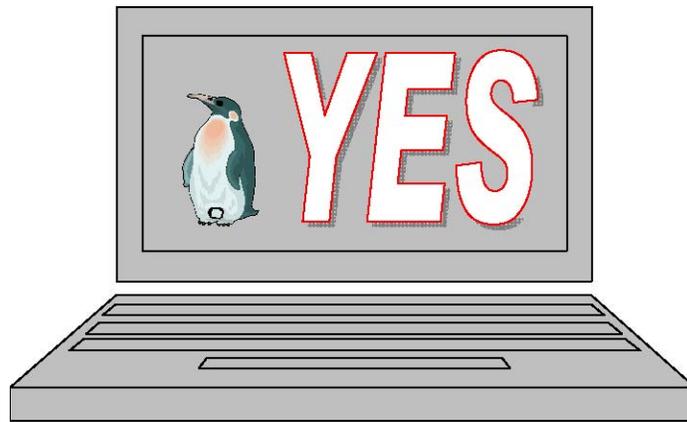




# SSB - Finance Quick Tips



Donna Wainio

# Time Out

The system time out after inactivity has been increased to three (3) hours! It is important to remember to keep the data secure by logging out when you are finished with the program.

## Budget Queries

### Just the Facts!

Reduce the displayed items to only expense accounts by using the combination of 7% symbol in the Account field.

Fiscal year: 2006 Fiscal period: 14  
Comparison Fiscal year: None Comparison Fiscal period: None  
Commitment Type: All  
Chart of Accounts: Y Index:   
Fund: 111000 Activity:   
Organization: 199999 Location:   
Grant:  Fund Type:   
Account: 7% Account Type:   
Program:   
 Include Revenue Accounts

### Reuse the Facts!

Reuse the same queries by saving them.

-  **DO NOT** use the shared feature – all Banner users will be able to see your data!
-  Determine a naming scheme that will provide enough identifying information but will enable you to overwrite the existing saved data with new FY data.
-  Remember—you cannot delete your queries—only write or save over the existing query.

Fiscal year: 2006 Fiscal period: 14  
Comparison Fiscal year: None Comparison Fiscal period: None  
Commitment Type: All  
Chart of Accounts: Y Index:   
Fund: 111000 Activity:   
Organization: 199999 Location:   
Grant:  Fund Type:   
Account: 7% Account Type:   
Program:   
 Include Revenue Accounts  
Save Query as: Expense Accounts  
 Shared  
Submit Query

## Budgets R Us

Permanent salary accounts and fringe benefit expenses are centrally monitored and controlled. Financial managers are responsible for all other accounts within their budgets.

Financial Managers are **always** responsible for these Account Types:

- 64—Other staff (this would include intermittent, overtime, supplementary salaries, and occasional service)
- 65—Student wages of all types
- 70—All Operational Expenditures

Use the Account Type field, in conjunction with the appropriate Fund and Organization, to help streamline the results of the Query.

Fiscal year:	2006	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	Y	Index	
Fund		Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			
<input checked="" type="checkbox"/> Include Revenue Accounts			
Save Query as:	64 Other Staff 65 Student 70 All operational		
<input type="checkbox"/> Shared			
Submit Query			

## Supply the Details

The Supplies Account, 701100, is a pooled account. This means that all money for supplies has been allocated to one account and is available for you to transfer to the appropriate account line as necessary for your Organization. You may choose to transfer the money to the appropriate account prior to making the purchase – thus avoiding the negative balance; alternatively, you may choose to wait until the end of the month and make the adjustments at that time.

Chart Y	
Account Code	Title
701000	Operating Expenses
701100	Supplies
701105	Office Sup and Interlibrary Loans
701107	Faculty Research Reprints
701110	Instructional Supplies
701115	Instructional Chemical Supplies
701120	Maintenance Supplies
701125	Uniforms Safety Equip and Supply
701130	Medical Training Supplies
701135	Furnishing Supplies
701140	Computer Software
701145	Subscriptions Books and Reports
701150	Supplies Use for Computers
701155	Miscellaneous Supplies
701160	Procurement Card Activity
701163	Chargebacks Supplies
701165	Supplies Athletic Use Only
701175	Athletic supplies

## Charge It!

There are two methods in which chargebacks are processed against your budget: (1) electronically interfaced through various computer systems or (2) entered into Banner directly via the Journal Voucher form. The items processed via the interface are represented as follows:

PR = Payroll charges

BK = Bookstore charges for items purchased at the Bookstore for DEPARTMENTAL use only

PC = Procurement Card Charges

**This is a lump sum charge that includes charges from the monthly settlement range that runs mid-month to mid-month.**

MR = Postal Services charges for UPS only

Chargebacks appear as Journal Voucher documents (CCCCXXXX where C is the code listed below and X is the automatic number assigned). The chargeback items processed as Journal Vouchers can be viewed through the View Document link and are represented as follows:

BKST = chargebacks for Bookstore items not identified above

COMD = chargebacks for COMDOC quick copy

CSWO = chargebacks for supplies from third party vendor (items NOT IN YSU's Central Stores warehouse)

ELMA = chargebacks for electronics maintenance services

FACL = chargebacks for facilities maintenance services

GRND = chargebacks for grounds department services

JAMB = chargebacks for Jambar advertisements

JANT = chargebacks for janitorial services

KILC = chargebacks for graphics, fax or candy counter purchases

MADC = chargebacks for media and academic computing services

MTPL = chargebacks for motor pool services

PARK = chargebacks for parking

POST = chargebacks for postage other than UPS charges (UPS charges are interfaced)

PRNT = chargebacks for printing items at the Print Shop

SECR = chargebacks for campus security services

TELE = chargebacks for telephone services

U = inventory items purchased from Central Stores warehouse or Management Center. **An associated packing slip with each delivery will identify the items purchased.** If an inventory item is charged to account 701105 or 701120 then it is a Central Stores charge; if an inventory item is charged to account 701115 then it is a Chemical Management Center charge.

Jul 06, 2005	Jul 06, 2005	<a href="#">U0000085</a>	human resources rita	4.50	ISSU
Sep 14, 2005	Sep 14, 2005	<a href="#">CSWO0023</a>	office supplies	1,993.09	JE16
Aug 15, 2005	Sep 08, 2005	<a href="#">CSWO0015</a>	office supplies	234.23	JE16
Aug 10, 2005	Aug 10, 2005	<a href="#">CSWO0007</a>	office supplies	332.15	JE16
Jul 28, 2005	Sep 07, 2005	<a href="#">CSWO0004</a>	office supplies	157.20	JE16
Jul 21, 2005	Sep 07, 2005	<a href="#">CSWO0003</a>	office supplies	489.17	JE16
Jul 14, 2005	Sep 08, 2005	<a href="#">COMD0017</a>	pincard chg for June	47.66	JE16
Jul 14, 2005	Sep 08, 2005	<a href="#">COMD0017</a>	pincard chg for June	219.35	JE16
Jul 14, 2005	Sep 08, 2005	<a href="#">COMD0017</a>	pincard chg for June	366.79	JE16
Jul 14, 2005	Sep 08, 2005	<a href="#">COMD0016</a>	pincard chg for June	35.91	JE16
Jul 14, 2005	Sep 08, 2005	<a href="#">COMD0014</a>	pincard chg for June	2.26	JE16

## Quick Query Hit!

The % symbol is a global character that can reduce the amount of input time. If you would like to see all funds and/or all organizations simultaneously, use the % symbol in the Fund and/or Organization fields.

Fiscal year: 2006

Comparison Fiscal year: None

Commitment Type: All

Chart of Accounts: Y

Fund: %

Organization: %

Grant:

Account:

Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Fiscal year: 2006

Comparison Fiscal year: None

Commitment Type: All

Chart of Accounts: Y

Fund: %

Organization: 120201

Grant:

Account:

Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Fiscal year: 2006

Comparison Fiscal year: None

Commitment Type: All

Chart of Accounts: Y

Fund: 111000

Organization: %

Grant:

Account:

Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

## But I want to Excel!

After you create a query, use the download feature to take it to Excel.

**Query Results**

Account	Account Title	FY06/PD08 Adopted Budget	FY06/PD08 Budget Adjustment	FY06/PD08 Adjusted Budget	FY06/PD08 Year to Date	FY06/PD08 Encumbrances	FY06/PD08 Reservations	FY06/PD08 Commitments	FY06/PD08 Available Balance
701100	Supplies	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
701145	Subscriptions	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
	Books and Reports								
701305	Travel	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
701730	Equipment General	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
Report Total (of all records)		(4,000,000.00)	0.00	(4,000,000.00)	0.00	0.00	0.00	0.00	

Download All Ledger Columns      Download Selected Ledger Columns



# Requisitions

## Error Message Madness

Occasionally, after confirming that funds are available for purchasing, the following error will occur:

**Error: Sequence 1 Insufficient budget for sequence 1, suspending transaction.** (Note: this could also be Commodity 2, 3, 4, or 5). Definition: The FOAPAL entered on line 1 does not have the necessary funds in place to complete the transaction.

This often means there are chargeback items that have restricted the funds, but not yet recalculated the available balance. *Please recheck available balance and transfer funds as appropriate.*

## Attention!

Please verify that you are including the following information in the **ATTENTION TO** field on the requisition:

Department Name, Four-letter Building code, Room Number

Attention To

Human Resources JONE 3048

If you need more space, abbreviate the department.

## Complete the Feat!!

Once the document has been verified, it is important to remember that it has not been completed! Never leave a document, Requisition or Budget Transfer, without verifying a number has been assigned.

Validate

Complete

If you have already exited Banner and forgot to click the Complete button, contact Rich Delisio, Ext. 3165 in Purchasing. Purchasing may be able to complete the document for you so that you do not need to retype it.

## If in Haste--Copy and Paste!

Don't forget to use the copy and paste function whenever possible ☺

Purchasing no longer requires you to type in the details for personal computer purchase requisitions. However, the E-quote number is required in the Document Text along with a model and unit description in the commodity area. Fax or send a copy of the E-quote, with the requisition number on it, to Purchasing.

Good  
News

## Measure This!

To quickly get to the EA increment, type the letter F and then press the cursor arrow up once.



## To Print or Not To Print – Never a Question!

The Document Text link provides a convenient place to add text for Purchasing and/or the vendor.

Document/Commodity Text

Enter Document Text, Print:

Enter Document Text, No Print:

Save

[Exit document/item text page.]

**Print:**

- Quote or Estimate Number and Date
- Note to **vendor** of attachments or enclosures

**No Print:**

- Complete vendor information if not on vendor list
- Directions to **buyer** regarding any attachments or enclosures
- Notes for **buyer** (i.e., Request for Bid Waiver, As Per Invoice (API), etc..)
- Commodity items over the five line limit



Send the attachment to Purchasing via campus mail or electronically to the Purchasing agent with the requisition number written in the upper right-hand corner.

## Miscellaneous Commodity Codes are Back!

A miscellaneous Commodity Code has now been added for each Buyer in Purchasing. Be sure to check the Commodity Codes frequently as they are often updated.

### Code lookup results

Commodity Code	Description
M018	Misc Supplies - Buyer A
M026	Misc Supplies - Buyer B
M027	Misc Supplies - Buyer C
M028	Misc Supplies - Buyer E
M029	Misc Supplies - Buyer I
S012	Shipping, Buyer A
S013	Shipping, Buyer B
S014	Shipping, Buyer C
S015	Shipping, Buyer E
S016	Shipping, Buyer I

Buyer A = Chris Detwiler

Buyer B = Marianne Higgins

Buyer C = Rich Delisio

Buyer E = Tom Kollar

Buyer I = Jan Loychik



## When In Doubt – Check the Account!

When examining the Commodity Codes it may be difficult to choose the one for you! Account Code is a good basis for determining which commodity code may be right for you!

## Purchase Orders

### Quick Find!

Use the Encumbrance Query to quickly locate all of your purchase orders for a particular Fund/Organization. Further reduce the search by determining the correct Encumbrance Status.

The screenshot shows a web-based form for an Encumbrance Query. At the top, there are dropdown menus for 'Fiscal year' (set to 2006) and 'Fiscal period' (set to 14). Below these are 'Encumbrance Status' (set to All) and 'Commitment Type' (with a dropdown menu open showing 'Open', 'Closed', and 'All'). A red circle highlights the 'Commitment Type' dropdown. Below this is a 'Chart of Accounts' section with a 'Y' checkbox. Further down are input fields for 'Fund' (111000) and 'Organization' (160300), both of which are circled in red. Other fields include 'Index', 'Activity', 'Location', 'Grant', 'Fund Type', 'Account', 'Account Type', and 'Program'. At the bottom, there is a 'Save Query as:' field, a 'Shared' checkbox, and a 'Submit Query' button.

## Cancelled Purchase Orders

Purchasing will continue to print hard copies of the cancelled orders.

## Wait Until you Get Approved!

Assigning of the Purchase Order number does not mean that the Order is approved or completed. When you view the document, verify that the Order displays a Y in the Approved field.

### Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0001828		Sep 26, 2005	Sep 26, 2005	Sep 22, 2005		7,210.98
Complete:	N	Approved:	N	Type:	Regular	

## View Documents

### Oops I Did It Again ☹️

Forgetting a Budget Transfer or Requisition document number is no problem! Use the View Document link to search for various document types.

Choose type: Requisition

Submission#:  Change Seq#

Display Accounting Information

Yes  No

Display Document Text

All  Printable  None

\* - at least one of these fields required.

### Determine Criteria

Requisition Code Lookup

Document Number\*

User ID\* DJWANIO

Activity Date\* All  All

Transaction Date\* All  All

Vendor ID\*

Requestor

Approved All

Completed All

Choose type: Requisition  R0000003

Submission#:  Change Seq#

Display Accounting Information

Yes  No

Display Document Text

All  Printable  None

# Banner 7.0 Preview

Banner 7.0 is coming December 5, 2005! The functionality of the product will not be changing—but the look will! When you login to Banner 7.0 you will see **tabs and a streamlined look to the application.**

Personal Information | WebTailor Administration | **Finance**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Requisition](#)
- [Approve Documents](#)
- [View Document](#)
- [Budget Transfer](#)
- [Multiple Line Budget Transfer](#)

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) ]

RELEASE: 7.1 Powered by **SunGard SCT**

 **The text is no longer underlined for drilling down, but rather identified as blue text.**

701100	Supplies	20,127.00	0.00	20,127.00	0.00	0.00	0.00	0.00	20,127.00
701105	Office Sup and Interlibrary Loans	0.00	0.00	0.00	4.50	0.00	0.00	0.00	( 4.50)
701305	Travel	5,600.00	0.00	5,600.00	0.00	0.00	0.00	0.00	5,600.00
701330	Business Related Expense	4,060.00	0.00	4,060.00	0.00	0.00	0.00	0.00	4,060.00
701410	Dues and Memberships	1,280.00	0.00	1,280.00	0.00	0.00	0.00	0.00	1,280.00
701426	Telephone	8,635.00	0.00	8,635.00	0.00	0.00	0.00	0.00	8,635.00
701436	Postage Freight and UPS	2,828.00	0.00	2,828.00	0.00	0.00	0.00	0.00	2,828.00

