Banner Guide

Budget Office

11/17/2023
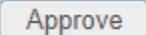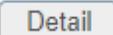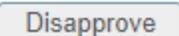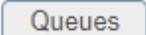
CCri Budget Office

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<u>Please note:</u> In order to enter purchase requisitions, you must first be granted access to the Banner Finance Module. If you do not have access, please complete the Data Access Authorization Request Form at this link and submit to the Budget Office for approval and processing.

Budget Office

Icons

Name	Icon	Location
…	...	To the right of a field
Add	ADD	Right-hand side
Approve	Approve	Left-hand side
Copy	Copy	Right-hand side
Dashboard	🏠	Top left corner
Delete	Delete	Right-hand side
Detail	Detail	Varies
Disapprove	Disapprove	Varies
Favorites	★	Left-hand side
Filter	Filter	Right-hand side
Go	Go	Bottom right
Help	?	Left-hand side
Insert	Insert	Right-hand side
Menu	☰	Top left
Notifications	ADD RETRIEVE RELATED TOOLS 1 — Document R0062819 completed and forwarded to the Approval process	Top right
Previous/Next Section		Bottom left
Queues	Queues	Varies
Recently Opened		Top left
Related	RELATED	Top right
Retrieve	RETRIEVE	Top right
Save	SAVE	Bottom right
Search	🔍	Left-hand side
Search Box	Welcome — Search / Direct Navigation — Pages, Menus, Jobs and Quickflows	Center of page
Sign Out		Left-hand side
Start Over	Start Over	Top right
Tools	TOOLS	Top right
X	✕	Top left

Banner Keyboard Shortcuts

Action	Shortcut
Access Help	CTRL+M
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page or Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-Down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home
Insert/Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field or Item	Tab
Next Page Down	Page Down
Next Section	ALT+Page Down
Open Menu Directly	CTRL+M
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T
Page Tab 1, Page Tab 2 etc.	CTRL+SHIFT+1 CTRL+SHIFT+2 etc.
Previous Field or Item	SHIFT Tab
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print	CTRL+P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	ALT+S
Toggle Multi/Single Records	CTRL+G
Up/Previous Record	Up Arrow

Navigating Banner

Banner is optimized for Google Chrome, Microsoft Edge, and Firefox. Please avoid using Microsoft Internet Explorer, as functionality will be affected.
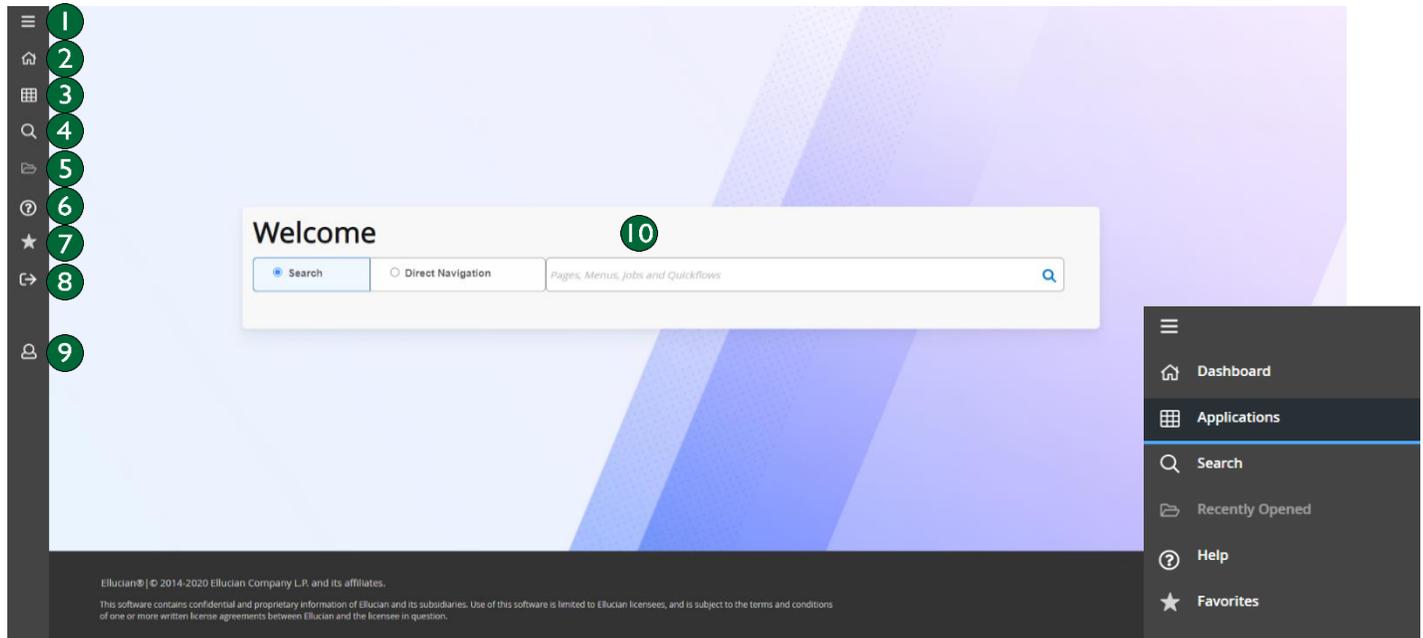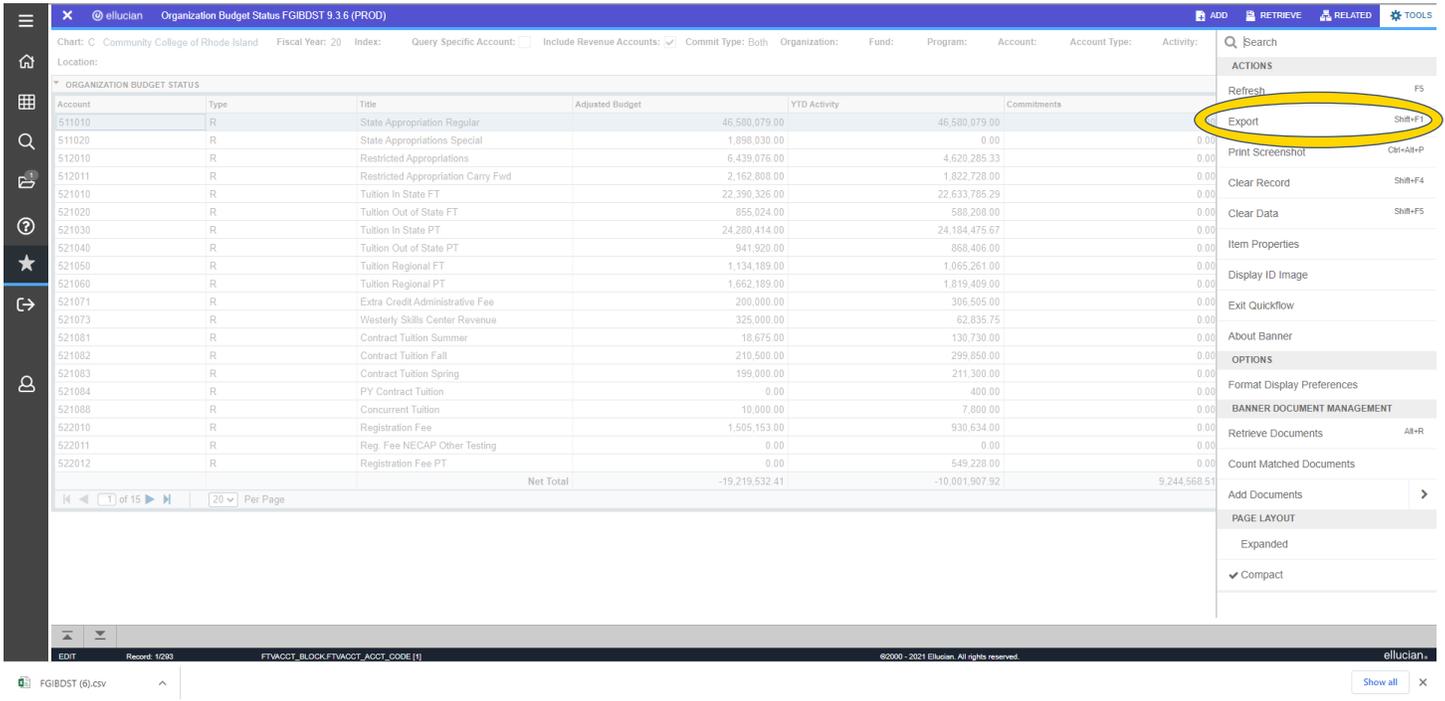

1. **Menu** expands the taskbar to show the title of each button, as shown here →
2. **Dashboard** (CTRL+SHIFT+X) brings you back to the home page from wherever you are.
3. **Applications** (CTRL+M) opens the categories in which banner screens are organized. (i.e. Student, Finance, Human Resources, etc.)
4. **Search** (CTRL+SHIFT+Y) opens a mini search bar. This is especially useful when you are already on a screen and want to search for another, without having to go back to the dashboard.
5. **Recently Opened** (CTRL+Y) displays the pages that you have recently used. Click on the icon to open the list and select a page to access it again.
6. **Help** (CTRL+SHIFT+L) opens a smaller menu where you can retrieve information on the Banner page you are presently working on [Page Help], view keyboard shortcuts [App. Nav. Keyboard Shortcuts], or view the privacy policy [Ellucian Privacy Policy].
7. **Favorites** (CTRL+D) opens a list of pages that you have bookmarked. To favorite a page, click on the star next to the page name in the search bar (either one works).
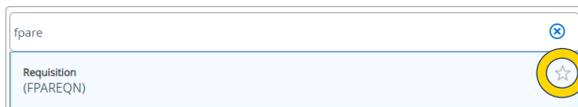
8. **Sign Out** (CTRL+SHIFT+L) will log you out. Once you are done with your Banner session, it is important to sign out of Banner.
9. **User Name** opens a smaller menu that allows you to check Banner messages, change your preferences, or alter your personal settings.
10. **Search Bar** is located at the center of the page when you log in. It works the same as the one found in the main menu.

![CCRi Budget Office logo]

Exporting Data

You can export data from a Banner screen into a comma-separated value (CSV) file that will open in Excel. You can either use the keyboard shortcut Shift+F1 or click on "Export" on the dropdown menu. Depending on your browser and its settings, the file may open automatically, or you need to save it from the bottom of the browser window. Once downloaded and saved, it will open in Excel where you can add in totals, adjust the data, and anything else as needed.
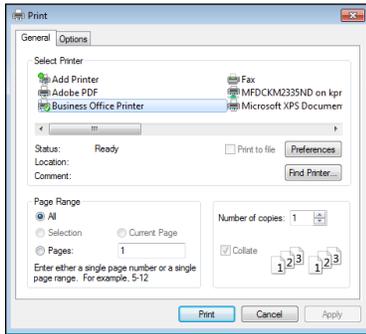
Printing

In Banner, most screens can be printed by using the "Tools" drop-down menu or the keyboard shortcut Ctrl+Alt+P. Once your browser print window shows, choose your preferred printer or multi-functional device. Then, click "Print" once you have verified that this is your desired screen.

Note: Depending on your web browser, the Print command window may look different.

Page Header and Footer

1. **Page Close Icon** – Always use this icon to close the page you are in when you are finished.

2. **Page Title** – Includes description, report title, version, and database.

3. **Add or Retrieve** – These icons are used with Banner Document Management System (BDMS). Clicking on either one will open a new window where you can enable PDF documents to be added to or reviewed from Banner. (An example would be a quote from a vendor for the purchase requisition you have created). You will need to log into the section in order to perform this function.

4. **Related Menu** – Displays a list of related Banner pages which can be accessed to gain further information. (An example of this would be if you are looking at your department's budget on FGIBDST and want to know the detail behind some of the budget or expense amounts, you can click on "Transaction Detail Information" to see this).

5. **Tools Menu** – This includes refresh, export, print, clear record, clear data, item properties, display ID image, and other options depending on the current screen.

6. **Notifications** – Will be located to the right of the "Tools" icon whenever an action has been completed. It will display information as needed including saves, warnings, error messages, etc. You can click on this yellow box with the number to open or close the notifications.
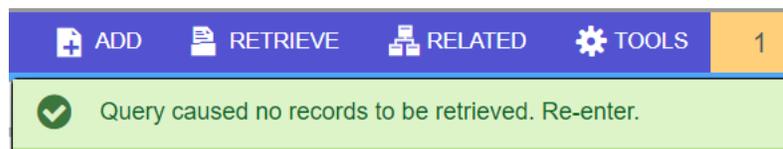
7. In the Page Footer area, use "Previous Section" or "Next Section" as shown below to navigate through a document you are working on.

User Approval Notification

If you are a department purchase requisition approver, FOIAINP will display first, notifying you that documents are waiting for approval.

> *Note: If you do not want to review pending requisitions waiting for approval at this time, click on the white "X" in the upper left-hand corner and the FOIAINP screen will close.*

To see the requisitions requiring your attention, click on "Related" and then you will see the FOAUAPP option appear.

Click on "User Approval [FOAUAPP]" and you will be brought to a Banner screen where you will see your username in the User ID field. Click on the "Go" button and you will see a list of purchase requisitions requiring your attention.
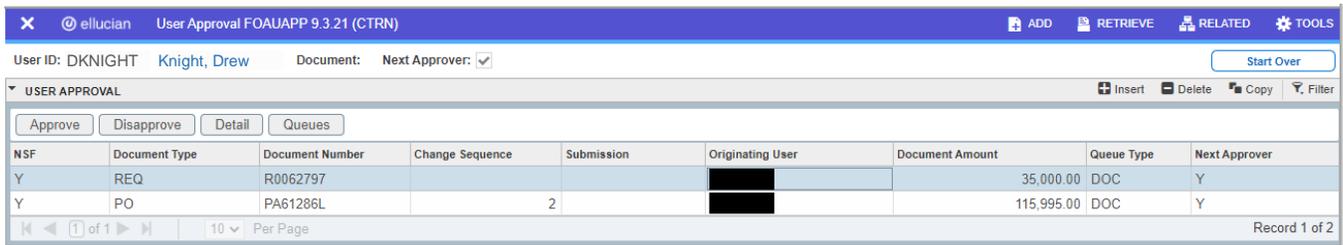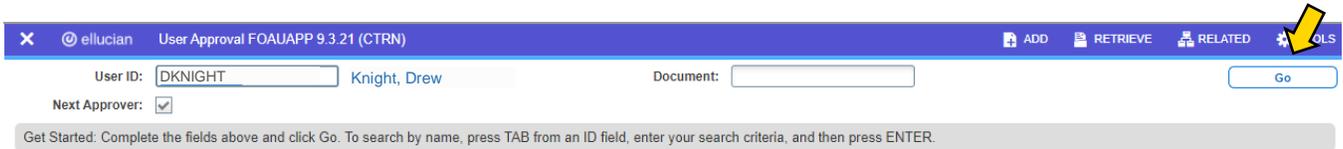
Banner Messages

Documents can be disapproved by the department approver, the Budget Office, or Purchasing for various reasons including incorrect vendor information and incorrect FOAPL codes. The requestor must go directly to "GUAMESG" to view any messages sent by the approver.
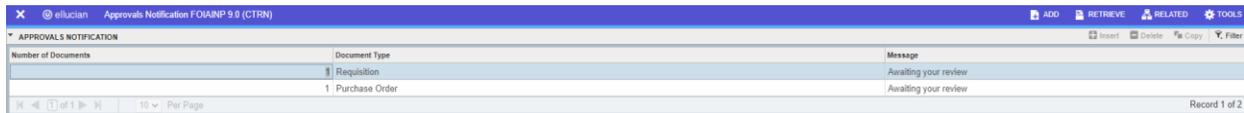
Search "GUAMESG" in either search bar and select from the menu.

Note: If you are an approver, form FOIAINP will display, notifying you that documents are waiting for approval. To exit this screen, simply click the "X" icon on the left side of the form.

Once you have opened the GUAMESG screen, a list of messages will appear. If the message text is too long for the block displayed on this screen, click on the pencil icon at the end of the message box to show the entire message. You can see other messages by using the page arrows at the bottom left of the screen.
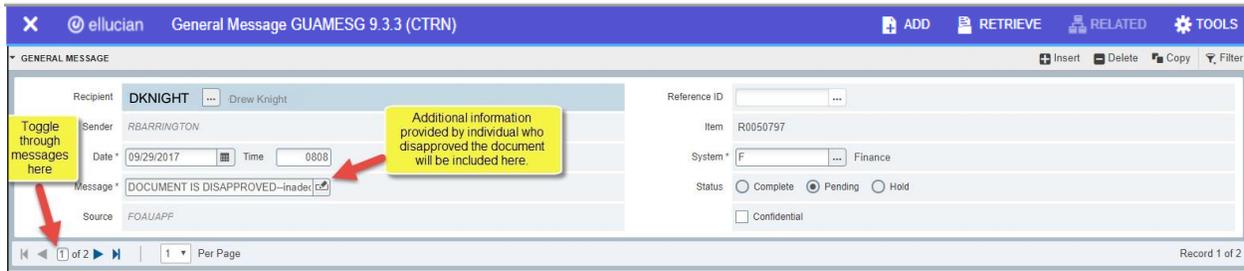
Any notes written by the disapprover regarding why a document was disapproved will display. The Budget Office and Purchasing use this message block in conjunction with notes in document text to inform departments as to why a document was disapproved and what required actions need to be taken.

Once you have made any necessary corrections to the requisition (by going into "FAREPQN"), you can clear any related Banner messages by clicking on the radio button circle next to the word "Complete" and then click the "Save" icon on the toolbar. The next time you open your Banner messages only those messages that you have not completed will remain. These remaining messages will have either "Pending," "Hold," or "Confidential" radio buttons filled.

You can use this message feature to help manage your open requisitions, in conjunction with using the "FOIDOCH" screen, in order to track the status of any procurement documents.

When you have finished reviewing "GUAMESG," click the white "X" at the top left-hand corner to exit.

Organization Budget Status (FGIBDST)

This form is used to retrieve information about your department's budget and related expense amounts.
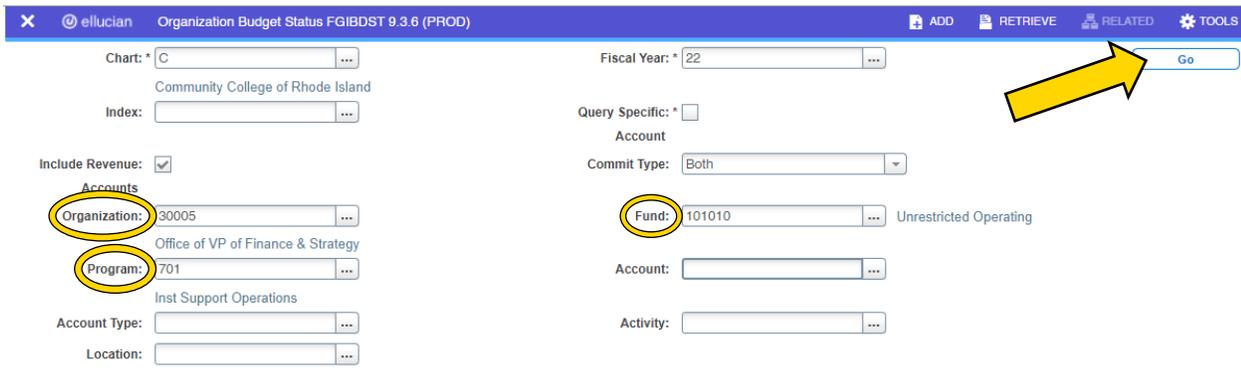
You can access this screen by using the search bar on the dashboard or in the main menu.
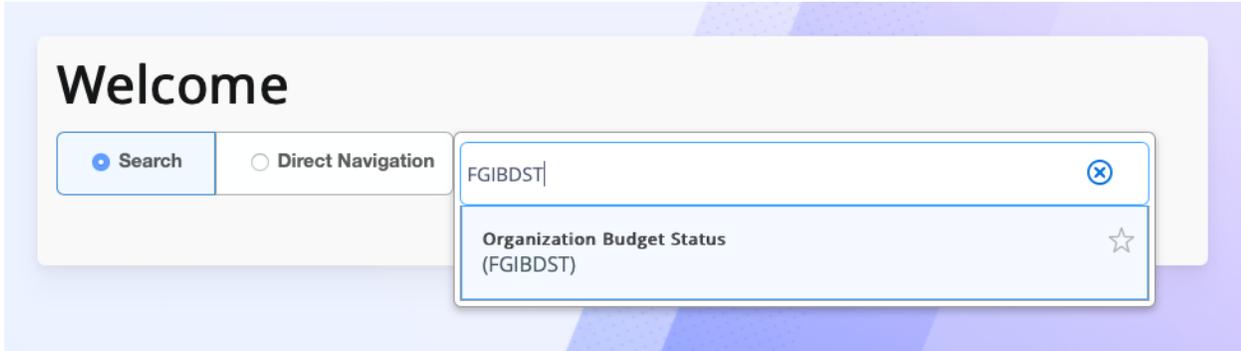
Note: If you are an approver, form FOIAINP will display, notifying you that documents are waiting for approval. To exit this screen, click the "X" icon on the left-hand side of the form.

Once you are in FGIBDST, type in your Organization, Fund, and Program codes, then click "Go."

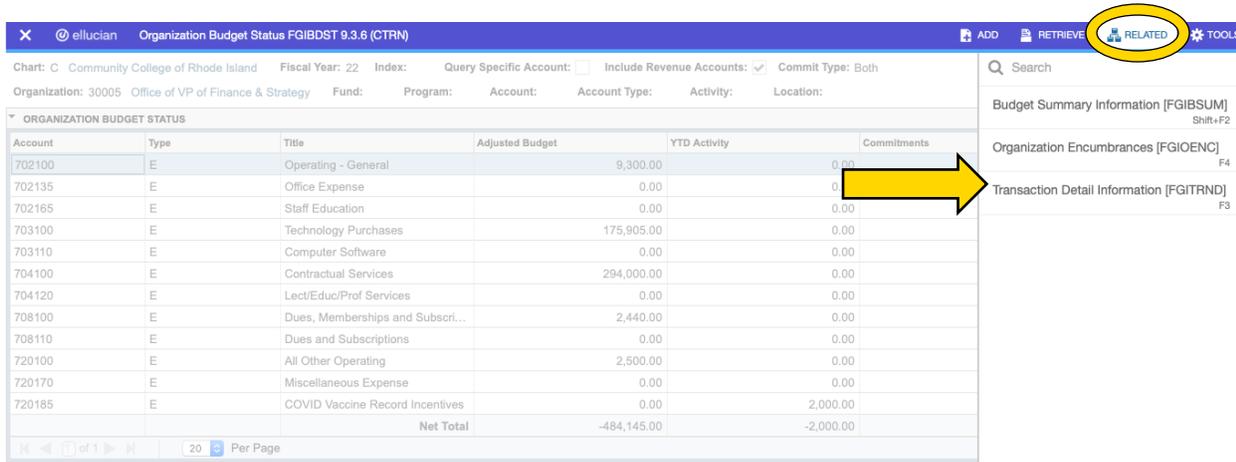| Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
702100	E	Operating - General	9,300.00	0.00	0.00	9,300.00
702135	E	Office Expense	0.00	0.00	0.00	0.00
702165	E	Staff Education	0.00	0.00	0.00	0.00
703100	E	Technology Purchases	175,905.00	0.00	0.00	175,905.00
703110	E	Computer Software	0.00	0.00	0.00	0.00
704100	E	Contractual Services	294,000.00	0.00	0.00	294,000.00
704120	E	Lect/Educ/Prof Services	0.00	0.00	0.00	0.00
708100	E	Dues, Memberships and Subscri...	2,440.00	0.00	0.00	2,440.00
708110	E	Dues and Subscriptions	0.00	0.00	0.00	0.00
720100	E	All Other Operating	2,500.00	0.00	0.00	2,500.00
720170	E	Miscellaneous Expense	0.00	0.00	0.00	0.00
720185	E	COVID Vaccine Record Incentives	0.00	2,000.00	0.00	-2,000.00
		Net Total	-484,145.00	-2,000.00	0.00	

1. Account Code
2. Title of Account
3. Adjusted Budget- this was the amount allocated to that account line
4. Year-to-Date (YTD) Activity- how much money has been spent (your expenses) for that line
5. Commitments- this is the total for any open purchase orders (like blankets) and requisitions that have not been completed
6. Available Balance- how much money is left in that line

You can use arrows at the bottom left of the screen to view the next page and to see other Accounts that are obscured. Additionally, you can change the number of lines per page to see more budget lines above.

If you are interested in seeing what transactions add to a particular amount on FGIBDST, click on the Account code and then click "Related" at the top right of the screen. Click Transaction Detail Information (FGITRND) and the list of transactions will appear with a total at the bottom of the page.

To view transactions on the current page, you can scroll using the arrows on your keyboard. To view additional transactions, use the arrows at the bottom of the window. The number of records/lines per page can also be adjusted.

In addition to this, using the same procedure as described for YTD Activity amounts, you can also click on an Adjusted Budget amount to see what budget transactions add to that amount. The total amount will reflect the original budget allocation as well as any budget transfers approved and processed by the Budget Office.
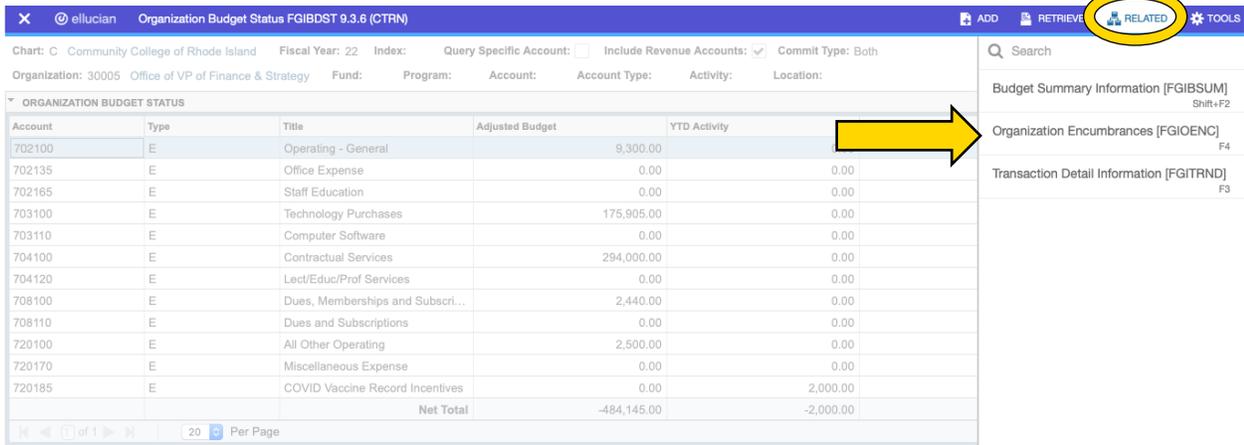
When clicking on an amount under the Commitments column on FGIBDST, instead of choosing FGITRND under the Related menu, you can choose "Organization Encumbrances [FGIOENC]." This will show you all of the present balances of open Commitment amounts (newly approved Requisitions as well as Purchase Orders balances for the Organization and Fund codes you have entered.)

To return to FGIBDST, click the "X" in the upper left-hand corner.

Exporting Data

Banner Finance users may want to extract information from FGIBDST (or FGITRND) and download data to Excel. This is useful when you want to look at your entire budget (or transactions) without the need to use the page arrows to look at hidden lines.

While in FGIBDST (or FGITRND), go to "Tools" to open the menu and click "Export."

The file will automatically download and appear on the bottom of your web browser window as the .csv file type. (ex: FGITRND.csv)

Click the file and after a few seconds, you will see information appear in an Excel Spreadsheet where you can format, add in totals, etc. as needed. Save the document on your computer and change the file type to "Excel Workbook."

Labor Distribution Data Inquiry (NHIDIST)

Before Using NHIDIST

The first step to effectively use NHIDIST is to view your department's budget via FGIBDST (Organization Budget Status) and review the latest payroll activity charged to that Fund and Organization code. After entering your Organization and Fund codes, click "Go" to produce results similar to below. More information on FGIBDST can be found in the previous section.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
510110	R	Direct Income	-664,847.44	4,444,234.24	0.00	-5,109,081.68
602105	L	Non-classified Faculty - Full Time	0.00	0.00	0.00	0.00
602210	L	Classified Permanent	0.00	1,288,257.38	0.00	-1,288,257.38
602305	L	Non-classified Admin - Full Time	156,465.00	245,799.53	0.00	-89,334.53
602320	L	Non-classified Part Time	6,000.00	94,356.84	0.00	-88,356.84
602325	L	Non-classified Staff - Full Time	274,295.00	682,736.72	0.00	-408,441.72
602405	L	Classified Holiday	0.00	13,445.67	0.00	-13,445.67
602415	L	Classified Permanent (FT/PT) OT	0.00	149,896.21	0.00	-149,896.21
602515	L	Stipends	0.00	103,341.27	0.00	-103,341.27
602805	L	Medical Waiver	0.00	1,001.00	0.00	-1,001.00
602820	L	Other Personnel Costs	1,001.00	0.00	0.00	1,001.00
604105	L	Assessed Fringe Benefit Allocat…	17,015.00	94,136.14	0.00	-77,121.14
604110	L	Employer Cost - BOG Retireme…	10,760.00	19,905.32	0.00	-9,145.32
604115	L	Employer Cost - Dental Insurance	3,384.00	21,143.36	0.00	-17,759.36
604116	L	Employer Cost - Medical Insura…	52,254.00	286,634.47	0.00	-234,380.47
604117	L	Employer Cost - Vision Insurance	530.00	5,340.04	0.00	-4,810.04
604120	L	ERS Retirement	23,409.00	384,966.81	0.00	-361,557.81
604121	L	ERS Retirement Health	4,990.00	84,121.41	0.00	-79,131.41
604140	L	Metlife - 403b	8,280.00	18,841.35	0.00	-10,561.35
604141	L	TIAA/CREF	22,839.00	45,916.61	0.00	-23,077.61
		Net Total	-980,916.00	-266,180.25	435,064.98	

Next, go to the budget line where you would like to see additional information and click on the Year-to-Date amount on that same line.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
604160	L	TIAA Disability	726.00	2931.18	0.00	-2,205.18

Go to "Related" at the top right corner of the screen and then click on "Transaction Detail Information." You will be brought to FGITRND where the transactions are listed.

Each transaction will have a date it was posted to Banner as well as a Finance Document Number beginning with the letter F. It is this Document Number that will be used in form NHIDIST to see the employee detail behind the dollar amount posted to this Organization and Account codes. You can copy the Document Number or write it down so that it can be used in NHIDIST. To copy the number, double click on it so it is highlighted, and then on your keyboard, press CTRL and C at the same time.

Using NHIDIST

Go to NHIDIST by exiting the above screen and going back to the dashboard (the home Banner Finance screen). You can access this screen by using the search bar on the dashboard or in the main menu.
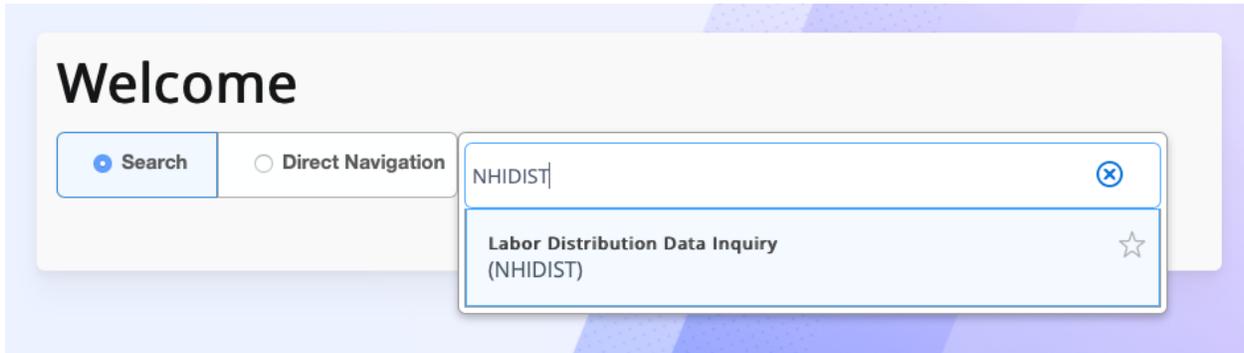
On NHIDIST, click within the Finance Document field and then press Ctrl and V at the same time to paste the previously copied Finance document number from FGITRND.
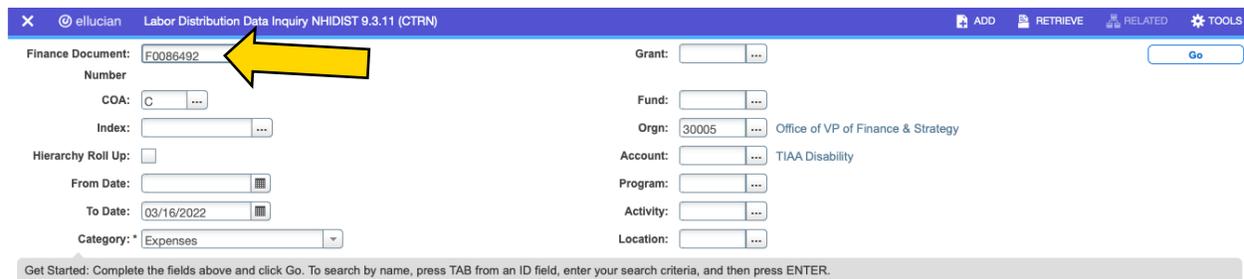
After this, click on "Go" and you will be brought to the Query mode of NHIDIST.

Press the "Go" button on the lower right and the employee payroll data will show.

At the top of this section, you will see regular earnings followed by fringe expenditures below. In the right section of the screen, use the scroll bar to see additional information.

You can also use NHIDIST without a Finance Document Number. Enter a date range and Organization Code in the appropriate fields.

Click "Go" and then "Go" again on the next screen.

The results will show the payroll data for the time period you have specified.

For reviewing payroll data by specific Account Code, enter the Account Code you will need data from in the Account field.

Click "Go" and then "Go" again in the next screen.

The results should appear similar to below.
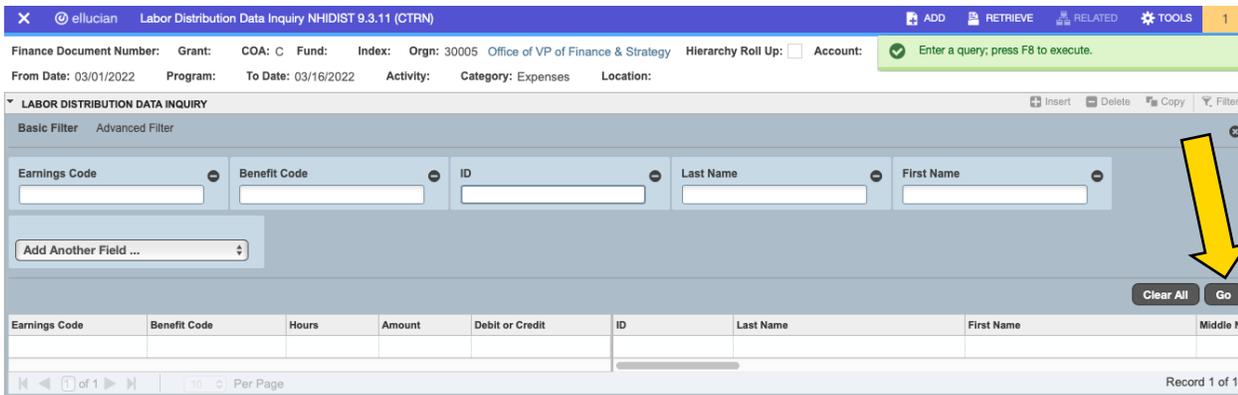
Earnings Code	**Benefit Code**	**Hours**	**Amount**	**Debit or Credit**		**Payroll Event**	**Payroll ID**	**Payroll Number**	**Sequence Number**	**Po**
	570		8.67	D		2021	BW	5	0	50
	570		8.67	D		2021	BW	7	0	50
	570		8.67	D		2021	BW	10	0	50
	571		3.06	D		2021	BW	5	0	50
	571		3.06	D		2021	BW	7	0	50
	571		3.06	D		2021	BW	10	0	50
	570		20.23	D		2021	BW	5	0	50
	570		20.23	D		2021	BW	7	0	50
	570		20.23	D		2021	BW	10	0	50
	571		8.60	D		2021	BW	5	0	50
	571		8.60	D		2021	BW	7	0	50
	571		8.60	D		2021	BW	10	0	50
	Net	0.00	121.68							

Labor Distribution Data Inquiry NHIDIST 9.3.11 (CTRN)

Finance Document Number: Grant: COA: C   Fund: Index: Orgn: 30005   Office of VP of Finance & Strategy   Hierarchy Roll Up: Account: 604160   TIAA Disability

From Date: 03/01/2021   Program: To Date: 03/16/2022   Activity: Category: Expenses   Location:

1 of 3   12 Per Page   Record 1 of 33

Notice that there are only 3 pages of data as shown in the lower left corner. This is because only the Account Code data (along with Organization Code as shown above) was downloaded and all other payroll data which was not part of the inquiry and will not show. The more specific the input into NHIDIST, the more specific the results.

Exporting Data from NHIDIST

You can export the data into Excel by going to "Tools" at the top right of the screen and then "Export."

In your web browser, you will see the CSV file listed at the bottom of the screen.

Double click the file and after a few seconds, you will see information appear in an Excel Spreadsheet where you can format, add in totals, etc. as needed.

Save the document on your computer and change the file type to "Excel Workbook."

![CCRi logo] Budget Office

Budget Queries in Banner Self-Service

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

On the "For Finance" tab in MyCCRI, choose "Finance Dashboard."
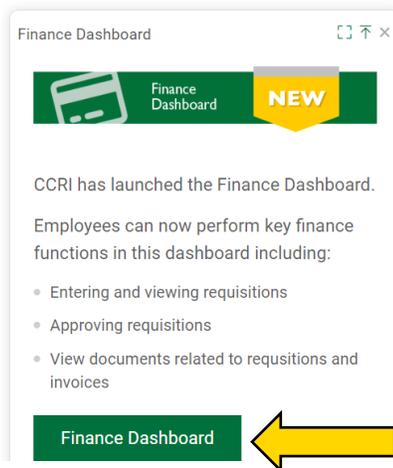
Press the four-square icon in the upper left-hand corner to open the menu and select "Banner."
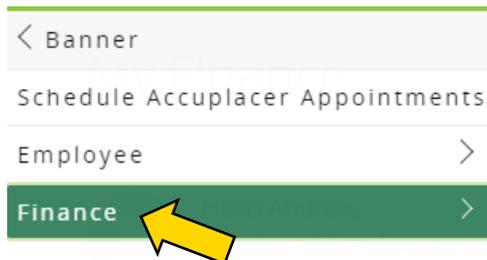
Select "Finance" and then "Budget Queries"
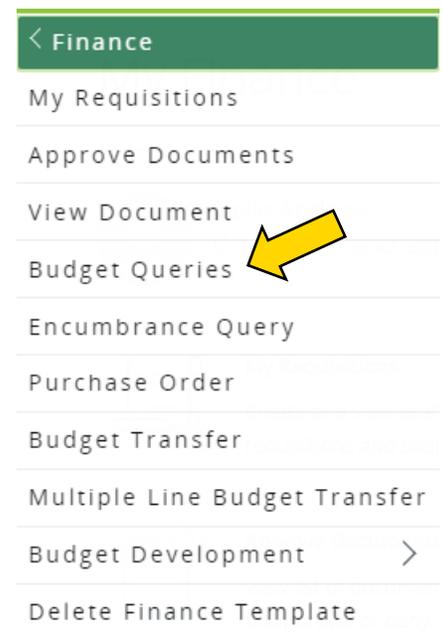
The dropdown for "Create a New Query" has four options are available, all with varying levels of functionality and detail. "Budget Status by Account" is the most commonly used selection.

✓ Budget Status by Account
Budget Status by Organizational Hierarchy
Budget Quick Query
Payroll Expense Detail

Budget Status by Account

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

Create a New Query
Type   Budget Status by Account
Create Query
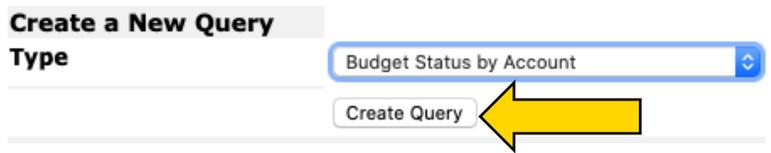
Select the Operating Ledger Data columns to display on the report.

☐ Adopted Budget	☑ Year to Date		
☐ Budget Adjustment	☑ Encumbrances		
☑ Adjusted Budget	☑ Reservations		
☐ Temporary Budget	☐ Commitments		
☐ Accounted Budget	☐ Available Balance		

Save Query as: ☑
☐ Shared
Continue

The next screen details columns for display on the Query report. Select the data columns to be displayed. In order to have the most drill down functionality available in the query results, choose the selections displayed to the left.

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

When done selecting the columns to be displayed, click the "Continue" button.

ℹ️ If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. For a Budget Query to be successful, a user with Fund/Organization Query access must enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year and Chart of Accounts fields.

ℹ️ 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.

Fiscal year:	2022	**Fiscal period:**	03
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts		Index	
Fund		Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			

☐ **Include Revenue Accounts**

Save Query as: [   ]

☐ **Shared**

[Submit Query] ⬅️

The next screen allows the user to make identify specific FOAPL to be reported in the query as well as the desired fiscal period/year.

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

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

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

Budget Office

Report Parameters

Organization Budget Status Report		
By Account		
Period Ending Jun 30, 2021		
As of Mar 16, 2022		
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

View Pending Documents

✓ No pending documents exist

Query Results

Account	Account Title	FY21/PD12 Adopted Budget	FY21/PD12 Year to Date	FY21/PD12 Encumbrances	FY21/PD12 Reservations	FY21/PD12 Available Balance
602210	Classified Permanent	0.00	3,049.50	0.00	0.00	(3,049.50)
602305	Non-classified Admin - Full Time	156,465.00	172,988.86	0.00	0.00	(16,523.86)
602320	Non-classified Part Time	6,000.00	12,435.81	0.00	0.00	(6,435.81)
602325	Non-classified Staff - Full Time	274,295.00	219,016.75	0.00	0.00	55,278.25
602515	Stipends	0.00	1,750.00	0.00	0.00	(1,750.00)
602805	Medical Waiver	0.00	1,001.00	0.00	0.00	(1,001.00)
602820	Other Personnel Costs	1,001.00	0.00	0.00	0.00	1,001.00
604105	Assessed Fringe Benefit Allocation	17,015.00	18,843.83	0.00	0.00	(1,828.83)
604110	Employer Cost - BOG Retirement Med	10,760.00	6,474.75	0.00	0.00	4,285.25
604115	Employer Cost - Dental Insurance	3,384.00	3,002.42	0.00	0.00	381.58

702135	Office Expense	1,300.00	83.19	0.00	0.00	1,216.81
702165	Staff Education	8,000.00	847.00	399.00	0.00	6,754.00
703110	Computer Software	81,381.00	99,904.00	0.00	0.00	(18,523.00)
704110	Arch/Engr Services	0.00	0.00	0.00	0.00	0.00
704120	Lect/Educ/Prof Services	269,543.00	376,145.00	86,342.50	0.00	(192,944.50)
708110	Dues and Subscriptions	2,440.00	155,198.00	0.00	0.00	(152,758.00)
716200	Computer Equip >$5000	0.00	139.99	0.00	0.00	(139.99)
720170	Miscellaneous Expense	2,500.00	0.00	0.00	0.00	2,500.00
Report Total (of all records)		980,916.00	1,198,763.00	86,741.50	0.00	(304,588.50)

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

Save Query as: [   ]

☐ **Shared**

![CCRI Budget Office]

💬 Select a Document Code link to display details for a specific document. Select the Download option to download transaction data to a Microsoft Excel spreadsheet.

Report Parameters

Status of Transactions In Process	
Period Ending Jun 30, 2021	
As of Mar 16, 2022	

Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

⚠ **Query retrieved no records.**

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

Used in Available Budget Checking	Fund	Organization	Account	Program

⚠ **Chart and Fund cannot be null.**

Available Balance Summary

⚠ **Query retrieved no records**

[Another Query]

Pending Document List

Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item	Seq#	Field Code	Amount	Rule Class Code
Jan 30, 2012	Feb 03, 2012	R0031958	Disapproved	101010	30005	702175	701	W.B. Mason Company, Inc.	0	1	RSV	(182.38)	REQP
Report Total (of all record												(182.38)	

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

Document Identification

Document Number	R0031958	Type	Requisition
Originator:			

✔ There are no approvals required at this time

Approvals recorded

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

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

Downloading Query Results

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

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

Save Query as: [   ]

☐ **Shared**
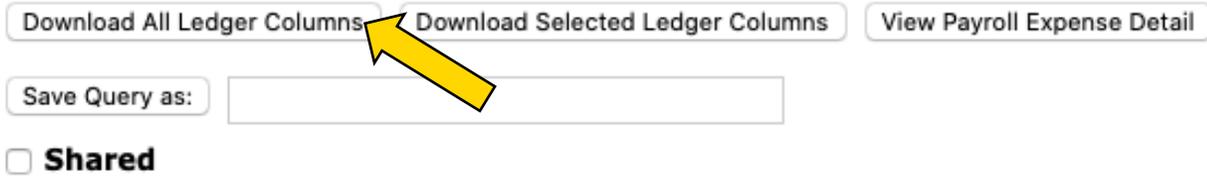
Query results can be downloaded by choosing one of the three options available below the output on the screen:

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

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

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

Drill-Down Functionality

When using the Drill Down feature on the Budget Status by Account, results will show the transactions which make up that total.

Create a New Query

Type	Budget Status by Account
	Create Query

Retrieve Existing Query

Saved Query	Drill down (Shared)
	Retrieve Query
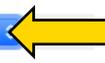
As an example, if you click on the "Encumbrances" amount for Account Code 702135, the results will list transactions in that account.

Report Parameters

Organization Budget Status Report		
By Account		
Period Ending Sep 30, 2021		
As of Mar 17, 2022		
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

View Pending Documents

✔ No pending documents exist

Query Results

Account	Account Title	FY22/PD03 Adopted Budget	FY22/PD03 Year to Date	FY22/PD03 Encumbrances	FY22/PD03 Reservations	FY22/PD03 Available Balance
702135	Office Expense	1,300.00	0.00	1,054.59	0.00	245.41

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

Report Parameters

Organization Budget Status Detail Report
Summary Encumbrance Transaction Report
Period Ending Sep 30, 2021
As of Mar 17, 2022

Chart of Accounts:	C Community College of Rhode Island	Commitment Type:	All
Fund:	All	Program:	All
Organization:	30005 Office of VP of Finance & Strategy	Activity:	All
Account:	702135 Office Expense	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 09, 2021	Jul 09, 2021	P063854M	W.B. Mason Company, Inc.	1,000.00	PORD
Aug 10, 2021	Aug 10, 2021	P0039325	W.B. Mason Company, Inc.	54.59	PORD
Report Total (of all records):				1,054.59	

Available Budget Balance:	245.41

Clicking the green link under Document Code will reveal details of that requisition.

Select Document

Detail Transaction Report		
Document Type:	Purchase Order	Commitment Type:	All
Document Code:	P063854M	Description:	W.B. Mason Company, Inc.
Transaction Date:	09-Jul-2021		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
C	101010	30005	702135	701			1,000.00	PORD

Save Query as: [   ]

☐ **Shared**

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 01, 2021	Requisition	R0063854	Approved

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0063854	Jul 01, 2021	Jul 01, 2021	Jul 01, 2021		1,000.00

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:				Date:	
Requestor:			30005	Office of VP of Finance & Strategy	
Phone Number:					
E-mail:					
Accounting:	Document Level				

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

Vendor:	91000801	W.B. Mason Company, Inc.
	99 Bald Hill Rd	
	Cranston, RI 02920-2648	
Phone Number:	800-657-5834 X 1905	
Fax Number:	800-657-5834	

Document Text:	VP of Finance & Strategy - WB Mason FY22

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		Office Supplies for VP Finance, Org. 30005	EA	1	1000	1,000.00	
				0.00	0.00	0.00	1,000.00
					Total:	1,000.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	22		101010	30005	702135	701				N	Y	N	1,000.00
Total of displayed sequences:														1,000.00

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 09, 2021	Purchase Order	P063854M	Approved

Adding Calculated Columns to the Report

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

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY22/PD03 Adopted Budget	percent of	FY22/PD03 Adopted Budget	FY22/PD03 Year to Date	

Perform Computation

Another Query

✔ Computation added.

Report Parameters

	Organization Budget Status Report		
	By Account		
	Period Ending Sep 30, 2021		
	As of Mar 17, 2022		
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

View Pending Documents

✔ No pending documents exist

Query Results

Account	Account Title	FY22/PD03 Adopted Budget	FY22/PD03 Year to Date		FY22/PD03 Encumbrances	FY22/PD03 Reservations	FY22/PD03 Available Balance
602210	Classified Permanent	41,730.00	7,864.50	100.00	0.00	0.00	35,952.50
602305	Non-classified Admin - Full Time	179,273.00	35,165.01	100.00	0.00	0.00	144,107.99
602310	Non-classified Limited - Full Time	36,917.00	0.00	100.00	0.00	0.00	(1,475.00)
602320	Non-classified Part Time	2,500.00	2,091.52	100.00	0.00	0.00	408.48
602325	Non-classified Staff - Full Time	378,219.00	56,676.91	100.00	0.00	0.00	320,253.09
602515	Stipends	0.00	0.00	0.00	0.00	0.00	0.00
602805	Medical Waiver	1,001.00	0.00	100.00	0.00	0.00	1,155.00
604105	Assessed Fringe Benefit Allocation	25,473.00	3,938.44	100.00	0.00	0.00	19,360.56
604110	Employer Cost - BOG Retirement Med	13,445.00	1,408.26	100.00	0.00	0.00	10,952.74
604115	Employer Cost - Dental Insurance	6,090.00	1,056.96	100.00	0.00	0.00	4,094.04

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

Budget Status by Organizational Hierarchy

This query allows the user to review summary budget information for a specified Organization Code. The results will show in an abbreviated form as compared to the "Budget Status by Account" query report.

Choose the query parameters and click "Continue."

Choose the appropriate fiscal year and enter the Fund and Organization codes. Then click "Submit Query."

Budget Office

Report Parameters

Organization Budget Status Report		
By Organization		
Period Ending Sep 30, 2021		
As of Mar 17, 2022		
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

View Pending Documents

✔ No pending documents exist

Query Results

Organization	Organization Title	FY22/PD03 Adopted Budget	FY22/PD03 Year to Date	FY22/PD03 Encumbrances	FY22/PD03 Available Balance
30005	Office of VP of Finance & Strategy				
30005 Rollup					

Download All Ledger Columns   Download Selected Ledger Columns

Save Query as: [   ]

☐ **Shared**

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY22/PD03 Adopted Budget	percent of	FY22/PD03 Adopted Budget	FY22/PD03 Adopted Budget	

Perform Computation

Another Query

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

Budget Quick Query

This option provides budget information by account and is very similar to the display on FGIBDST in Banner. Data is summarized at the account level, but no drill down functionality is available with this query.

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

Results for the Budget Quick Query are displayed below:

Report Parameters

	Organization Budget Status Report		
	By Account		
	Period Ending Jun 30, 2022		
	As of Mar 17, 2022		
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

View Pending Documents

⚠ **Pending documents exist**

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
602210	Classified Permanent	43,817.00	12,096.27	0.00	31,720.73
602305	Non-classified Admin - Full Time	179,273.00	67,119.78	0.00	112,153.22
602310	Non-classified Limited - Full Time	(1,475.00)	0.00	0.00	(1,475.00)
602320	Non-classified Part Time	2,500.00	9,857.96	0.00	(7,357.96)
602325	Non-classified Staff - Full Time	376,930.00	229,638.00	0.00	147,292.00
602515	Stipends	0.00	84,562.50	0.00	(84,562.50)
602805	Medical Waiver	1,155.00	1,155.00	0.00	0.00
604105	Assessed Fringe Benefit Allocation	23,299.00	11,966.51	0.00	11,332.49
604110	Employer Cost - BOG Retirement Med	12,361.00	4,339.42	0.00	8,021.58
604115	Employer Cost - Dental Insurance	5,151.00	3,253.22	0.00	1,897.78
604116	Employer Cost - Medical Insurance	112,896.00	67,062.76	0.00	45,833.24
604117	Employer Cost - Vision Insurance	803.00	510.65	0.00	292.35
604120	ERS Retirement	36,677.00	19,038.70	0.00	17,638.30
604121	ERS Retirement Health	6,914.00	3,588.91	0.00	3,325.09

Budget Transfer Procedures in Banner Self-Service

From time to time, college departments may need to transfer Operating Budget funds from one account to another. This is done in order to cover purchase requisitions that have been entered on an account line which lacks enough funding to cover that requisition, or to cover other expenses or encumbered items already on that budget line.

There are a few items to note when considering budget transfers:

1. Budget transfers are only allowed on operating account lines (those that begin with a "7").
2. The amount you are transferring out of an Account Code cannot exceed the current available balance as shown as FGIBDST.
3. The Account you are transferring funds to does not need to already exist on FGIBDST.
4. The following budget transfer procedures **do not** apply to grant funds. Modifications to grant budgets are reviewed and processed through the Controller's Office.

On the "For Finance" tab in MyCCRI, click on "Finance Dashboard."
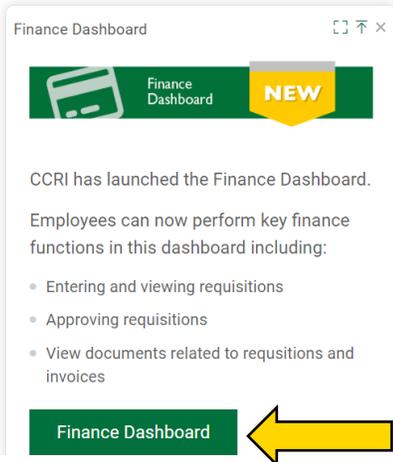
Press the four-square icon in the upper left-hand corner to open the menu and select "Banner."
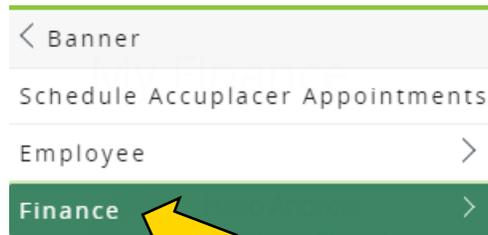
Select "Finance" and then "Budget Transfer"
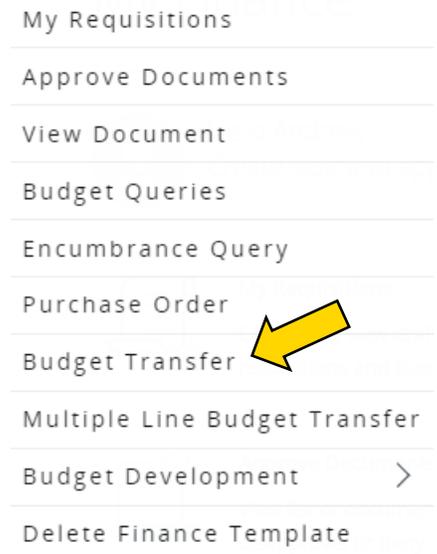
Budget Query by Account allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

Create a New Query
Type   Budget Status by Account

Create Query

Retrieve Existing Query
Saved Query   None

Retrieve Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

In the lower right corner of the screen, there will be two links which will enable you to begin the transfer procedure.

| Budget Transfer | Multiple Line Budget Transfer]

Single Line Budget Transfer

As shown below, the "Budget Transfer" page has two lines that are used to move dollars "From" one budget line "To" another.

1. **Transaction Date** will automatically populate. Leave as is.
2. **Journal Type** will automatically populate with BT2 (Department Budget Transfers). Leave as is.
3. **Transfer Amount**- enter whole dollar amounts (such as 100.00 and <u>NOT</u> 99.52) and do not type in a comma (,) to separate thousands or this will result in an error.
4. **Document Amount** will automatically populate when you have completed the transfer process. This field does not have to be completed by the Banner user.
5. **From**- where you are withdrawing funds. Enter a capital "C" in the Chart field, skip the Index field and enter the Fund, Organization, Account, Program, and Location (if required) Codes.
6. **To**- where you are depositing funds. Enter the Fund, Organization, Account, Program, and Location (if required) Codes.
7. **Description**- enter a short message explaining the transfer. Possible descriptions could be: Transfer for R00XXXXX, Transfer to Cover Shortfall, or Transfer for Upcoming Requisitions. Do not use a number sign (#) in the description field since this may cause an error.
8. **Budget Period** will automatically populate with "01." Leave as is.
9. **Complete**- click once you have reviewed the entries and you want to submit the transfer for approval. *(Note: click the Complete button only once to avoid submitting multiple transfer requests.)* The submitted transfer will be forwarded for review by the Budget Office.

✔ Document J0063673 completed and forwarded to the approval process.

You will see a document number and a confirmation that the budget transfer request has been submitted. If another message shows, you will need to address the problem stated.

Note: there is a "Code Lookup" section that follows the "Complete" button. This can help you locate needed account numbers, for example. Please see the instructions in the last section of this procedure document.

Code Lookup

Chart of Accounts Code	C
Type	account
Code Criteria	
Title Criteria	
Maximum rows to return	10
Execute Query	

Multiple Line Budget Transfer Form

| Budget Transfer | Multiple Line Budget Transfer]

Click on the "Multiple Line Budget Transfer" link and you will be brought to that form where you can request the transfer of budget dollars from one or more budget lines to one or more other budget lines. The "Transaction Date" will default to today's date. The Journal Type will default to BT2 (Department Budget Transfers).

Multiple Line Budget Transfer Form

ⓘ 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.

The provided rule class for budget transfer is BT2.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template [None ▾]
[Retrieve]

① **Transaction Date** [17 ▾] [MAR ▾] [2022 ▾]
Journal Type [BT2 (Department Budget Transfers) ▾] ②
③ **Document Amount** [_____]

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
④ 1										- ▾
2										+ ▾
3										+ ▾
⑤ 4										+ ▾
5										+ ▾

⑥ **Description** [_____] **Budget Period** [01 ▾] ⑦

Save as Template [_____]
☐ **Shared**
⑧ [Complete]

1. **Transaction Date** will automatically populate. Leave as is.
2. **Journal Type** will automatically populate with BT2 (Department Budget Transfers). Leave as is.
3. **Document Amount** will automatically populate when you have completed the transfer process. This field does not have to be completed by the Banner user.
4. **Row #1**- where you are withdrawing funds. Enter a capital "C" in the Chart field, skip the Index field and enter the Fund, Organization, Account, Program, and Location (if required) Codes, along with the amount you are withdrawing. D/C should remain "-" to indicate that funds are being taken out.
5. **Rows #2-5**- where you are depositing funds. Enter the Fund, Organization, Account, Program, and Location (if required) Codes.
6. **Description**- enter a short message explaining the transfer. Possible descriptions could be: Transfer for R00XXXXX, Transfer to Cover Shortfall, or Transfer for Upcoming Requisitions. Do not use a number sign (#) in the description field since this may cause an error.
7. **Budget Period** will automatically populate with "01." Leave as is.
8. **Complete**- click once you have reviewed the entries to submit the transfer for approval. *(Note: click the Complete button only once to avoid submitting multiple transfer requests.)* The submitted transfer will be forwarded for review by the Budget Office.

The "Document Amount" field will need to be completed with the sum of the amount being transferred and the amount being received in the new account code(s). For example, in the image that follows, $50 is being transferred from one budget line and $100 transferred from another budget line. The total of these two amounts is being transferred to two other budget lines ($75 received on each line). The "Document Amount" will equal $300 – **the sum of all of the dollars shown in the Amount column**. Remember that budget transfers are to be in whole dollars, no cents are used.

Use template None �?
Retrieve

Transaction Date 17 �? MAR �? 2022 �?
Journal Type BT2 (Department Budget Transfers) �?
Document Amount [   ]

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	C		111000	30005	123456	60			50.00	- �?
2	C		111000	30005	234567	60			100.00	- �?
3	C		111000	30005	345678	60			75.00	+ �?
4	C		111000	30005	456789	60			75.00	+ �?
5										+ �?

Description Transfer for R00XXXXX   **Budget Period** 01 �?

Save as Template [   ]
☐ **Shared**
Complete

In order to enter the codes and associated amounts as described above, first enter the chart code "C". This field is case sensitive and must be a capital "C". Tab over and enter the appropriate Fund, Organization, Account, Program and Location Codes to show where the funds are being moved from. Enter the dollar amount that is being transferred. In the D/C column, leave the value at "-" to show a negative amount (or subtraction) from that budget line. For subsequent lines, you can adjust the D/C (+/-) sign as needed, depending on if the funds are being reduced or increased.

Tab to the next line and enter the Chart, Fund, Organization, Account, Program and Location Codes as well as the dollar amount being transferred to that budget line. If you have more than one line that will receive funds, enter the Fund, etc. as you did above. Note: Budget lines that are receiving funds will have a positive (+) sign in the D/C field.

The last item to be completed is the "Description" field where you will need to enter a short message explaining the transfer. The best description would be, "Transfer for R00XXXXX" referencing the Banner Purchase Requisition number which requires budget funds to cover all of the cost. (Note: you can also create budget transfers to cover shortfalls or to perhaps move dollars in anticipation of future Purchase Requisitions. For items such as these, you can enter a short description such as "Transfer to Cover Shortfall" or "Transfer for Upcoming Requisitions".)

The Budget Period Field is to remain as "01".

Finally, when you have reviewed all of the entries and you want to submit the transfer for

approval, click the "Complete" button. (Note: click the Complete button only once to avoid submitting multiple transfer requests.) The submitted transfer will be forwarded for review and approval (or disapproval, if necessary) by the Business Office.

You will see a document number and a confirmation that the budget transfer request has been submitted. If another message shows, you will need to addressed the problem stated. (An example of this may be if the dollar amounts being transferred do not net to zero – one or more of the D/C (+ or –) signs will need to be adjusted.)

✔ Document J0059396 completed and forwarded to the approval process.

Another Transfer

You can click the "Another Transfer" button to begin a new budget transfer. If you do not need to complete a new transfer, you can go to another section or exit Banner Self-Serve.

Code Lookup

When completing the budget transfer form and you are not sure of a particular code that is needed for the transfer, you can use the "Code Lookup" query at the bottom of the screen. Click on the down arrow next to type to choose the type, and then fill some criteria to begin the search. You may need to increase the number in the "Maximum rows to return" field to ensure good results.

Choose the field to query from the dropdown menu.
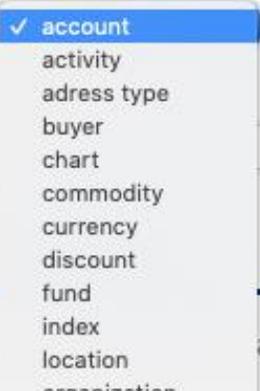
Enter criteria to limit the search. The "%" sign can be used as a wildcard if you are not sure of how the data is stored in Banner.

Click "Execute Query" and results will show near the top of the screen.

Code lookup results

Chart C	
Account Code	**Title**
702135	Office Expense
714030	Office Expense

You can now enter the appropriate code into the budget transfer request.