Self-Service Banner (SSB) for Finance

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Questions?
Call Sara Thorndike at ext. 3103 for general SSB questions.
Call Ruth Schoch at ext. 3556 for SSB budget questions.

The PIN you receive in class is for TEST only.
Your final PIN will arrive by e-mail within 1 week.

Overview

This is an introduction to the functions of Self-Service Banner (SSB) for Finance. This product allows users to query budget information and view documents electronically as well as perform budget development.

Our goal is to be able to complete the following processes online:

- Budget Queries
- Budget Development

Definitions

Banner uses a unique account structure called FOAPAL. This starts with a Chart of Accounts. The Chart of Accounts Code for Principia is P. This should appear automatically in the Chart of Accounts field when you are in the Finance system. If not, you should type it.

The FOAPAL is defined as follows:

F = Fund -	This is a six-character code that identifies a self-balancing set of accounts and identifies ownership (such as the Operating Fund or a particular restricted endowment spending fund)
O = Organization -	This is a six-character code that identifies a unit of budgetary responsibility or departments within an institution (such as the President's Office)
A = Account -	This is a six-character code that identifies objects, such as the general ledger accounts (income, expenditures, and transfers). We will only use four digits
P = Program -	This is a six-character code that identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts (such as instruction or student services). This value will default and we will only use four digits
A = Activity -	This is an optional six-character code that is non-hierarchical and can be used to further define an object of expenditure, such as short duration projects. We do not plan to use this field at this time
L = Location -	This is an optional six-character code that identifies a physical location (such as Elsah, St. Louis, Business Office). This will be a default and we will use only one digit

These values are assigned to all financial transactions, such as requisitions, purchase orders and invoices. They are used by Banner to find or create these documents. You can also query or look for your FOAPAL online.

Accounting has created six-digit **Index** codes that will fill in all the necessary parts of the FOAPAL except for Account code. The Index is based on the Fund or Organization code and is a searchable field. It is the preferred and easiest way to retrieve information.

Principia uses two versions of Banner. One is called INB (Internet Native Banner). This version is used by administrative staff and contains real-time information.

The second is called SSB (Self-Service Banner). It is for end-users and contains **real-time** information. SSB has a friendlier interface (easier to use) than INB and provides more powerful search tools.

ePrint is another product from SCT, the same company that provides Banner. Accounting runs monthly reports and posts them to ePrint for convenient retrieval by end-users. These reports are delivered in a pdf (printable document file) format. ePrint is not related to SSB Finance. They are separate tools for viewing your accounts.

Login

SSB Finance is available from your web browser and can be accessed from any computer on campus.

Exercise 1

1. Open **Internet Explorer**
2. Type **banner** in the Address line
   a. Click once in the Address field to highlight the current URL

   b. Type **banner** and press **Enter**. The Banner hyperlink page will appear on your screen

PROD Database	*Banner*	*Self-Service*	*Workflow*
TEST Database	*Banner*	*Self-Service*	*Workflow*
	Banner Bookshelf 7 **Training and Assistance**		

You will see several hyperlinks. The second column is for the INB version of Banner. The third column is for SSB. We are currently running three instances of SSB: one for testing (TEST), one for pre-production (PPRD) and one for production (PROD). We will be using the **TEST** version for class. PROD is where Principia enters and retrieves live data.

3. Click on the **Self-Service** hyperlink for the **TEST Database**. The home page for SSB will open

Many departments and students at Principia use SSB. As a result, the site is available off-campus. You can access Self-Service banner off-campus by opening your web browser and typing www.prin.edu/ssb. Some of the information on the site is public. Other information is password protected and maintained in a secure area.

4. Click **Enter Secure Area**
5. Enter your **User ID** and **PIN** number
   a. Your **User ID** will be your six-digit Prin ID number (including any leading zeros) and a prefix of **P01**. This field is case sensitive and all text is upper case. This User ID is different than INB and ePrint. The password can be different as well
   b. The default **PIN** is a Personal ID Number that is **6 characters** in length. The trainer will provide the default PIN

The first time you log in, SSB will prompt you to change your password and then create a Question and Answer. This is to identify you if you forget your PIN. You can change your PIN at any time.

6. Enter a **Question** and the **Answer**. Keep it simple!

If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question:	
Answer:	

Submit

7. Next is the Terms and Usage page

Terms of Usage

This area contains secure information for Principia. The information is not to be made available to other individuals or groups. It should not be used in any personal or commercial promotion, solicitation, mailing, or advertising. You are responsible for any changes made using your ID. Do not share your ID or PIN with others.

If you agree to these terms of usage, Continue. If you do not, please Exit.

Continue Exit

   a. Press Continue to go on with this class
   b. Press Exit to leave this training session

8. When you Continue you will be at the Main Menu

Personal Information **Student Services & Records** **Faculty Services** **Finance** **Financial Aid**

Search Go ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Paula C. Manker, to the Principia Web Information System! Last web access on Jul 27, 2006 at 03:01 pm

Welcome to the Production Database in Banner! This system will generally be available for your use between the hours of 6:30 am and 12:00 midnight each day.

Personal Information
Change your PIN or Security Question

Student Records & Registration
Register for classes, View your academic records

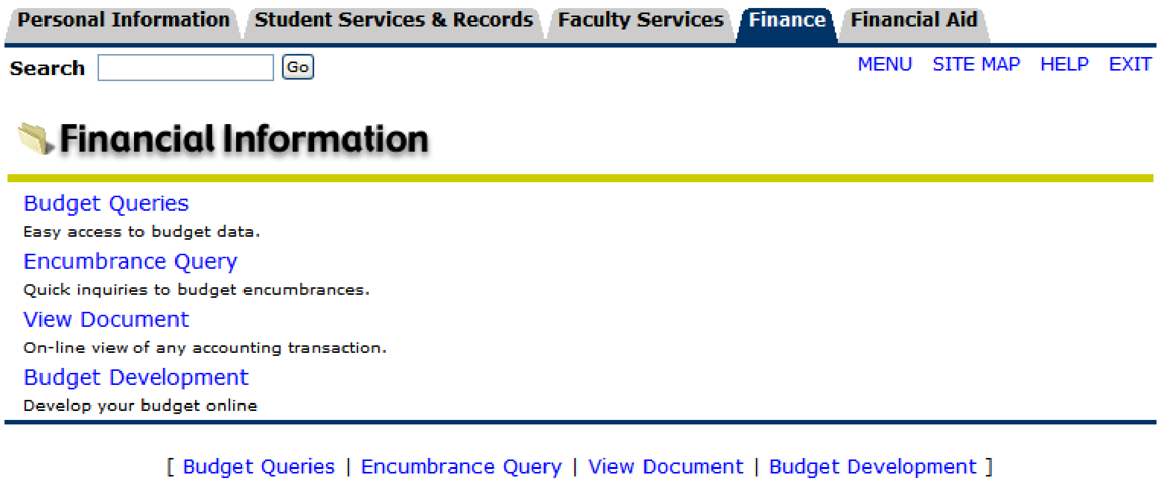
Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Finance
Create or review financial documents, budget information, approvals.

Financial Aid
Financial Aid status, awards, general information, email Financial Aid Office

RELEASE: 7.2

9. Click on the **Finance** link or tab. The Financial Information page will open



Tips

1. Contact Alison Telschow at x3118 if you receive one of the following messages:

   You are not authorized to use the Web Information Systems. Please contact the Student Records Office for more information.

   Or

   Your Web access has been disabled. Please contact the Computing and Information Services Office for information about your account.

2. If your PIN expires, you will need to enter your old PIN and then create a new PIN. We do not currently have a time limit set on PINs. Please contact Alison Telschow at x3118 if you receive a PIN expiration message

Budget Queries

The Budget Queries option permits users to review Budget Status online. A user may build three types of queries:

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query

We will be concentrating on Budget Status by Account.

Banner stores information in budget buckets. The following Operating Ledger Data columns can be selected by the user to display when you run a report:

Adopted Budget –	Budget adopted by Trustees, permanent adjustments and carryover budget
Budget Adjustments –	Both permanent and temporary adjustments
Adjusted Budget –	The sum of Adopted Budget and Budget Adjustments
Temporary Budget –	Carryover and temporary adjustments
Accounted Budget –	Total budget
Year-to-date –	Actual revenues and expenses
Encumbrances –	Includes purchase orders and general encumbrances (this is liquidated and transferred to year-to-date when an invoice is paid)
Reservations –	Includes requisitions (this is liquidated and transferred to an encumbrance when the P.O. is created)
Commitments –	Encumbrances plus Reservations
Available Balance –	Accounted Budget minus Year-to-date minus Commitments

These column headings are selected using checkboxes.

Budget Status by Account

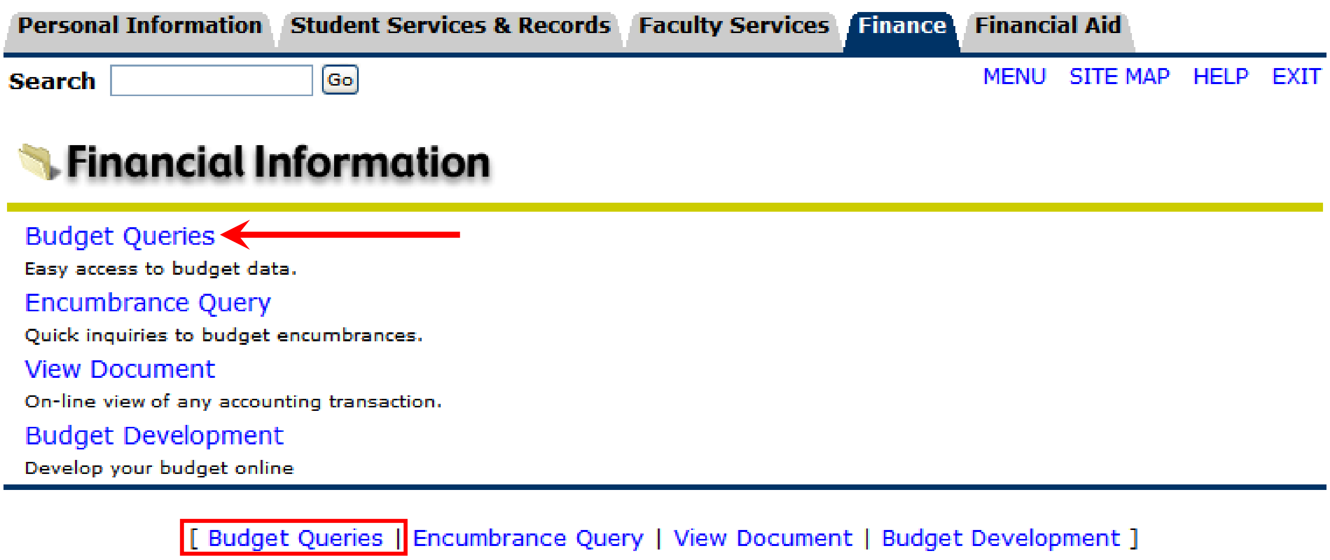
The Budget Status by Account option allows you to view current up-to-date budget and actual information for organizations by account for the Fiscal Year (year-to-date), Fiscal Period and Commitment Type with criteria of:

- Index values (preferred method and easiest)
- FOAPAL Codes
- Grant (this will only be used by a few people and relates to capital projects)
- Fund Type
- Account Type
- Revenue Accounts

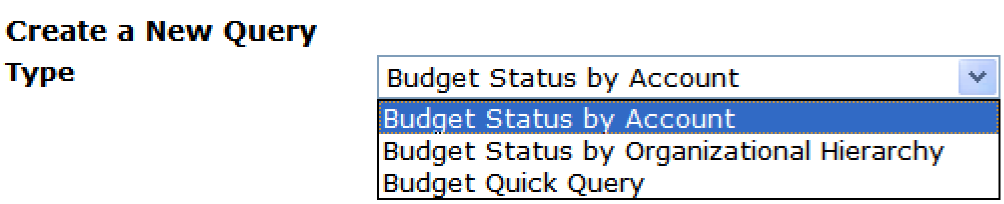
There are four levels to a Budget Status by Account query: Account Detail, Transaction Detail by Account, Document Code Detail and the ability to view the document. These levels are accessed through hyperlinks.

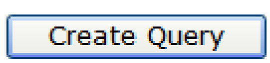
Exercise 2

1. Select **Budget Queries** from the Financial Information menu
   a. Click on Budget Queries in the list OR
   b. Click on the Budget Queries link at the bottom of the page

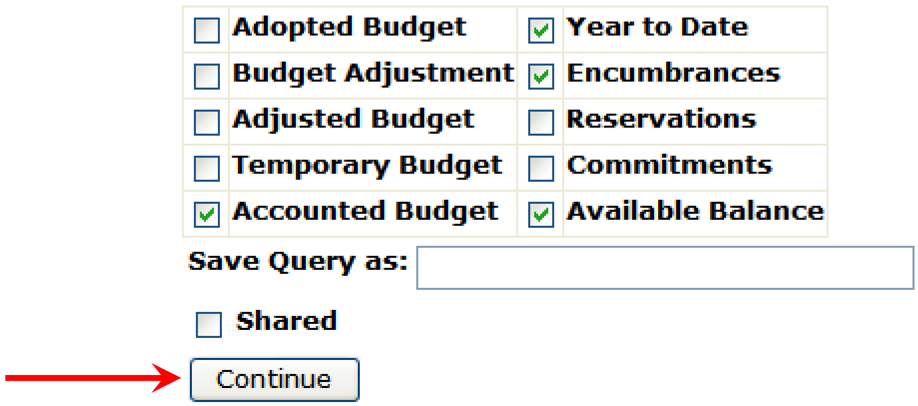


2. Click on the **Create a New Query Type** drop-down menu and choose **Budget Status by Account**



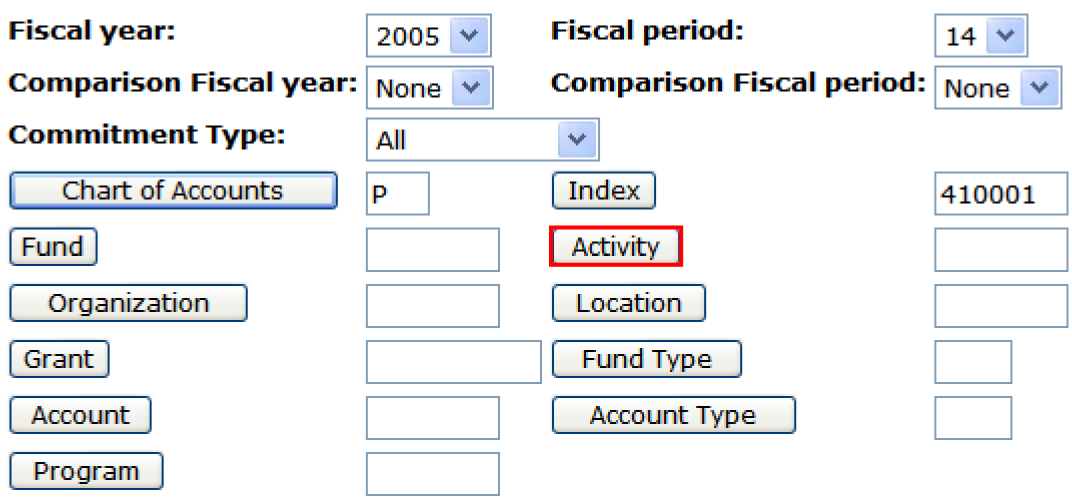
3. Click **Create Query** 

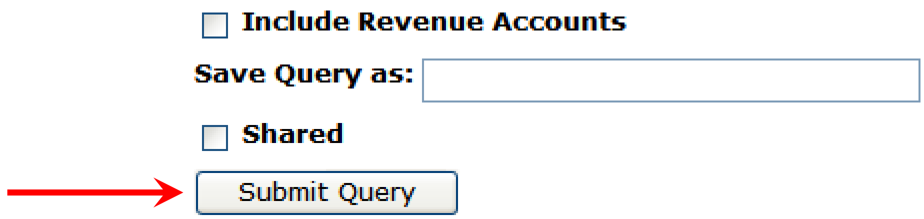
4. Check the appropriate **Operating Ledger Data columns** to display on the report. For this exercise, select Accounted Budget, Year-to-date, Commitments and Available Balance (see section on Budget Queries for definitions)



5. Your query can be saved at this point and reused by you or others (Optional)
   a. Enter a name for your query in the **Save Query as** field
      i. The naming convention for saved queries follows
         1. AxxxQueryName – for Budget Status by Account queries
         2. HxxxQueryName – for Budget Status by Organizational Hierarchy queries
         3. QxxxQueryName – for Budget Quick Query

         Where your email initials replace the xxx and QueryName is the name of your query
   b. Check the **Shared** box if others <u>need</u> to be able to run this saved query. Use this sparingly! Everyone will be able to view Shared queries
6. Click **Continue**
7. Enter the appropriate **parameters** for your query. Refer to the following graphic to enter the parameters for this exercise





a. **Fiscal year**: The fiscal year code is the year it ends (i.e. 7/1/03-6/30/04 is fiscal year 2004) – **Required field**

b. **Fiscal period**: The month of this budget – **Required field**

   i. 1 = July

   ii. 2 = August, etc.

   iii. 12 = June

   iv. 13 – is not used

   v. 14 = Shows the information for the whole year as of the date the query is run

c. **Comparison fiscal year and period**: You can compare an historical year and period to the fiscal year and period entered on the first row – **Optional fields**

d. **Commitment Type**

   i. All – we will always use all

   ii. Committed – not used

   iii. Uncommitted – not used

e. **Chart of Accounts**: This is always **P** for Principia – **Required field**

f. **Index, Fund** or **Organization** are the **Required fields** and **one of these fields must be entered**

   i. Fund also requires an Organization number

   ii. Index and Account can be used with no additional codes

8. You have the option to save the entire query for reuse

   a. Enter a name in the **Save Query as** field

   b. Check the **Shared** checkbox to share this query with others

9. Click the **Submit Query** button

   a. If you entered an **Index** code, SSB will return another screen with additional fields automatically filled

Fiscal year:	2005	**Fiscal period:**	14
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	P	Index	
Fund	G10000	Activity	
Organization	410001	Location	3
Grant		Fund Type	
Account		Account Type	
Program	6100		

b. Press **Submit Query** again

10. The page will refresh and display the parameters you selected along with the results of your query

Report Parameters

Organization Budget Status Report By Account Period Ending Jun 30, 2005 As of Aug 01, 2006			
Chart of Accounts	P The Principia	Commitment Type	All
Fund	G10000 Current Unrestricted	Program	6100 Fiscal Operations
Organization	410001 Accounting	Activity	All
Account	All	Location	3 Both

Query Results

Account	Account Title	FY05/PD14 Accounted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Available Balance
7204	Software	500.00	193.95	0.00	306.05
7207	Books/Videos/CDs	500.00	638.93	0.00	(138.93)
7209	Subscriptions	500.00	0.00	0.00	500.00

Screen total	12,550.00	8,247.41	0.00	4,302.59
Running total	73,713.00	87,113.32	0.00	(13,400.32)
Report Total (of all records)	76,763.00	91,650.09	0.00	(14,887.09)

<Previous 15 Next 15>

The columns in Query Results match the Operating Ledger Data columns selected in step 4 of this exercise.

Tips

1. No records will be retrieved if you do not have security access to an Organization code

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2005			
As of Aug 01, 2006			
Chart of Accounts	P The Principia	Commitment Type	All
Fund	G10000 Current Unrestricted	Program	7000 Physical Plant Operations
Organization	610001 Facilities-College	Activity	All
Account	All	Location	1 Elsah

Query retrieved no records

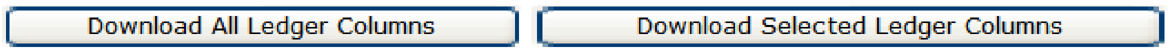
2. You may use wildcards for the Fund, Organization and Account fields as well as other values, excluding Chart and Index. This does not work with the hierarchical query
3. You may retrieve an existing personal query which you previously created, or a shared query and revise it rather than start a new query

Retrieve Existing Query

Saved Query None

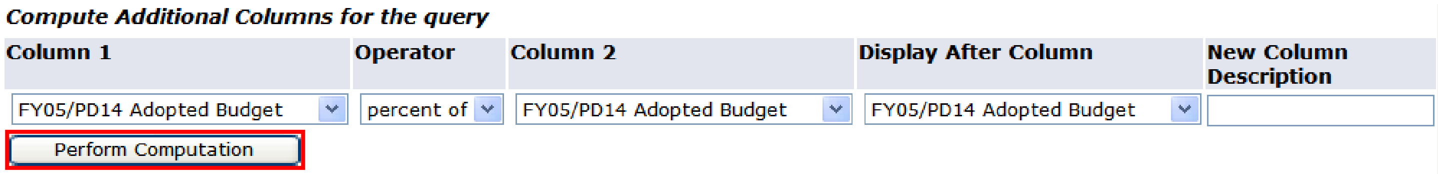
Retrieve Query

4. Underlined text (such as the highlighted **Year-to-date** value on the **Query Results** figure above) is a hyperlink to additional information. An underlined Account Code leads to:
   a. Account Detail
   b. Transaction Detail
   c. Document Code Detail
   d. View the document
5. A **Next 15>** button (highlighted on previous page) will appear at the bottom of the Query Results table when more records are available than appear on the current screen
6. You can download budget query data to an Excel spreadsheet
   a. Click the **Download All Ledger Columns** button under **Query Results** OR
   b. Click the **Download Selected Ledger Columns** button



c. Follow the onscreen directions to download the file to your computer

7. You can calculate additional columns for the query using existing columns. You cannot calculate on a new calculated column



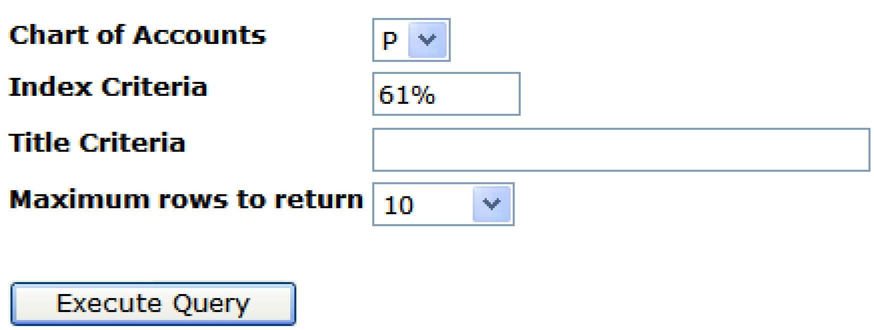
a. Select an existing column heading from the first (Column 1) drop down menu
b. Select the mathematical **Operator** you want to use
c. Select a second column from the Column 2 drop down menu
d. Choose where the new column will appear on your query results from the **Display After Column** drop down menu
e. Name the New Column
f. Click the **Perform Computation** button to calculate results and display them in Query Results

8. SSB remembers the last information you entered for a query

Exercise 3

Perform a Budget Query on Index Criteria using a wildcard. This is known as a Code Lookup.

1. Start a **Budget Status by Account** query and choose your columns (steps 1-7 in Exercise 2)
2. Click on the **Index** label (shown in step 7 for Exercise 2). A Code Lookup screen appears



3. Enter **P** for the **Chart of Accounts**

4. Enter **61%** for the **Index Criteria.** This provides a listing of all organizations starting with 6 and represent the organization numbers for facilities
5. Leave **Title Criteria** blank for this exercise
6. Set **Maximum rows to return** to **10**
7. Click the **Execute Query** button
8. Click on the blue (linked) **Index** code to enter it into the Budget Queries screen. For this exercise, click on 610001. The associated FOAPAL values will appear on the Budget Queries screen

Code lookup results

Title	Index	Fund	Organization	Account	Program	Activity	Location
Facilities-College	610001	G10000	610001		7000		1
Facilities-College-Prof. Growth	610005	G10000	610005		7000		1
IDT Income-College	610010	G10000	610010		7000		1
Facilities Receiving-College	610100	G10000	610100		7000		1
Decorating Committee-College	610200	G10000	610200		7000		1
HVAC Engineers-College	610300	G10000	610300		7000		1
Painters-College	610400	G10000	610400		7000		1
Carpenters-College	610500	G10000	610500		7000		1
Landscape/Grounds-College	610600	G10000	610600		7000		1
Custodial-College	610700	G10000	610700		7000		1

   a. Other Options
      i. **Exit without Value**
      ii. Perform **Another Query**
9. Click **Submit Query**
10. View your results

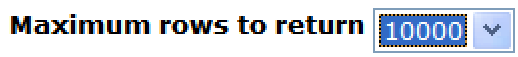
Tips

1. Index, Fund, Organization and Account values can be entered directly into the code criteria fields
   a. Data enterable Account codes are 4 digits
   b. Data enterable Index, Fund and Organization codes are 6 digits
   c. Summary Account codes are 3 digits and are not data enterable
   d. Summary Organization and Fund codes are less than 6 digits and are not data enterable
2. If you type a code, press the Tab key to enter it before you press Submit Query
3. Wildcards can be used with characters
   a. The percent (%) is a multi-character wildcard
      i. %10 will return results that end with 10
      ii. 10% will return results that begin with10
      iii. %10% will return results that contain 10
   b. The underscore (_) is a single character wildcard
      i. _10 will return results that only have 1 character before the 10
      ii. 10_ will return results that only have 1 character after the 10

iii. _10% will return results with only 1 character before the 10 and any number of characters after the 10

c. You can mix % and _ wildcards in your query

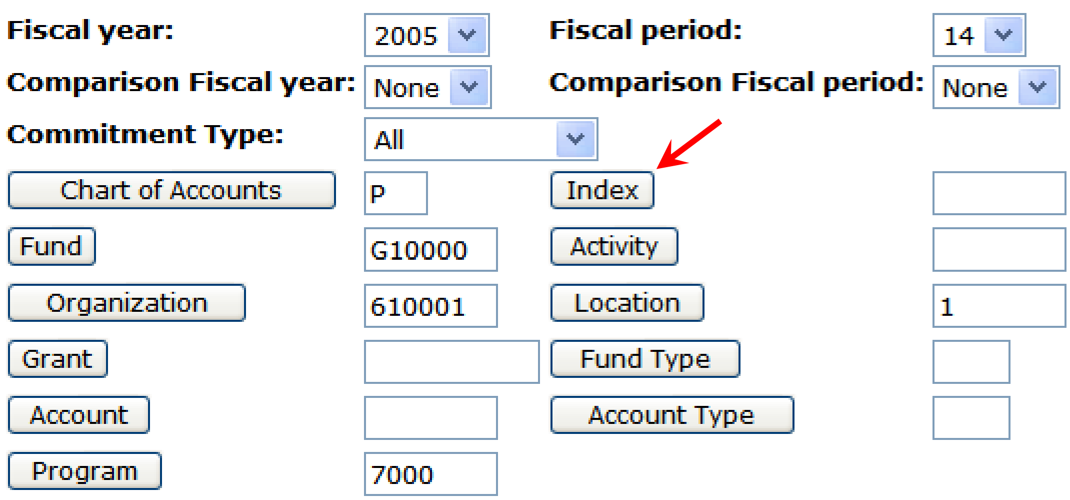
4. **Maximum rows to return** allows you to choose the maximum number of rows of information you will receive from your query. The limit is 10,000



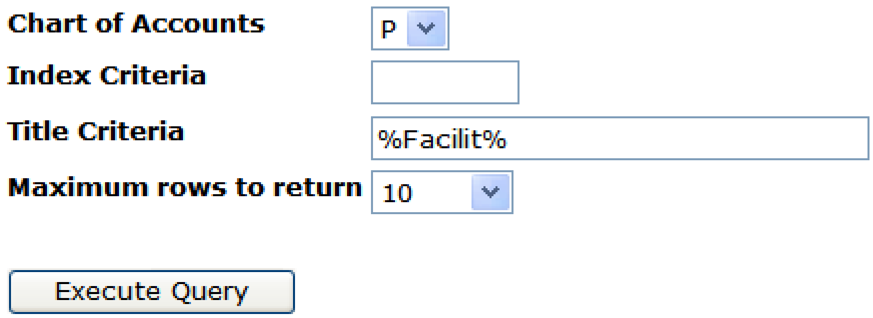
Exercise 4

Perform a **Budget Status by Account** query using **Title Criteria** with wildcards.

1. Continue from Exercise 3
   a. Scroll to the bottom of the Query Results screen
   b. Click the **Another Query** button
   c. Select **Budget Status by Account**
   d. Click **Create Query**
   e. Leave the selected **Operating Ledger Data** columns
   f. Click **Continue**
2. Click on the **Index** label



A Code Lookup table will appear



3. Enter **P** for the **Chart of Accounts**
4. Skip the Index Criteria
5. Enter %Fac% for the **Title Criteria** to return a list of all indexes with "Fac" somewhere in the title

Note: Remember that all Organization Codes are numeric and all Fund Codes begin with a character.

6. Set **Maximum rows to return** to **10**
7. **Execute Query**
8. Find **Facilities – College** and click on the link for the Index number (610001). The associated FOAPAL values will appear on the Budget Queries screen
9. **Submit Query**
10. The page will refresh and display the results of your query along with the parameters you selected

Budget Status by Organizational Hierarchy

This option allows you to view summarized budget information using actual or hierarchical organization or account codes. Organizational Hierarchy is more applicable to budget managers and is more meaningful when using Fund Type or Account Type criteria. The Budget Status by Organizational Hierarchy option allows you to review budget information by organization for the Fiscal Year (year-to-date), Fiscal Period and Commitment Type by:

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

The levels for this type of query include Organizational Hierarchy and Account Type, Account Detail, Transaction Detail, Document Code Detail and the ability to view the document. These levels are accessed through hyperlinks.

The process for using Budget Status for Organization Hierarchy is the same as Budget Status by Account.

<u>Budget Quick Query</u>

Quick Query pre-defines four columns for the report. These are:

- Adjusted Budget
- Year-to-date
- Commitments
- Available Balance

The process for using Budget Quick Query is the same as Budget Status by Account.

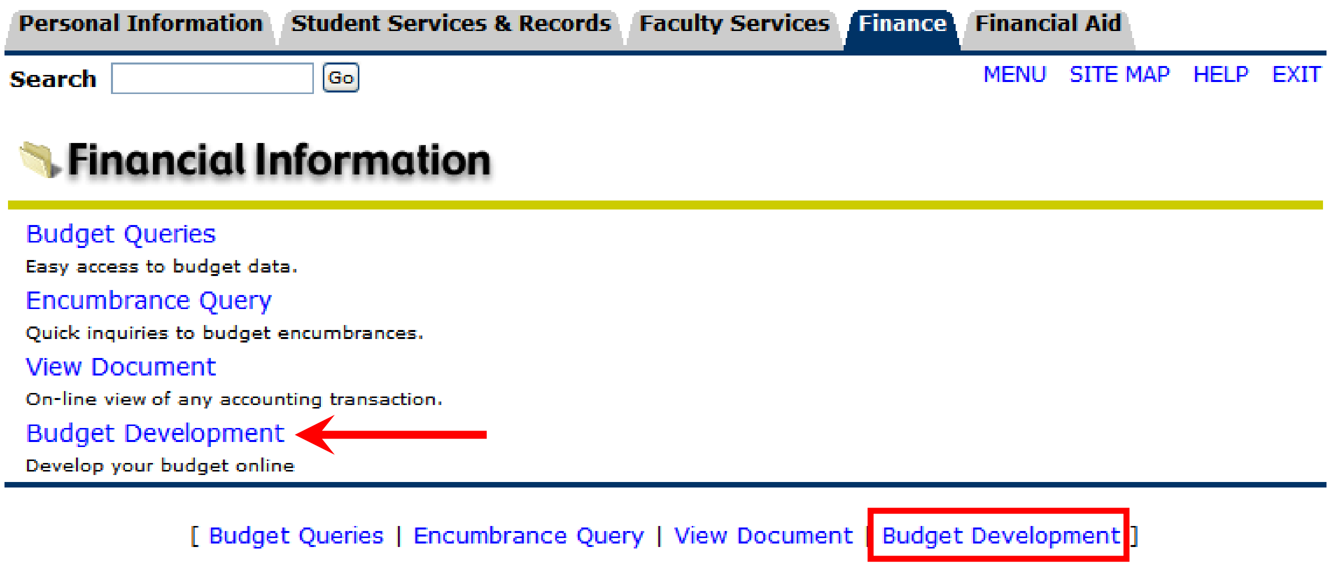
Budget Development

Note: You must have completed Self-Service Banner for Finance training to have access to Budget Development. Call **Ruth Schoch at ext. 3556** if you have questions about Budget Development.

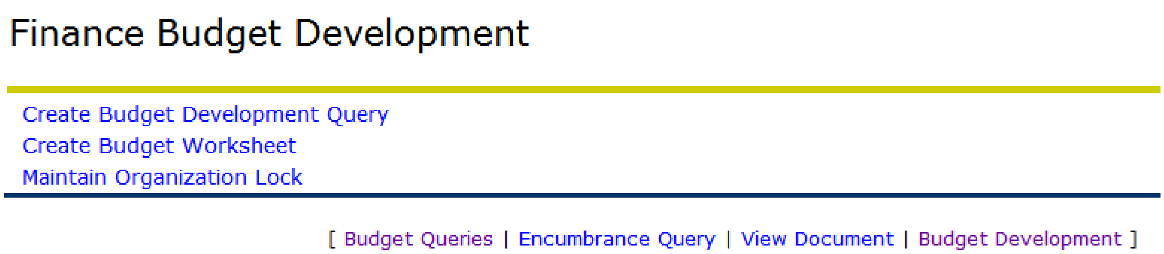
Budget Development is another link under the Financial Information section. You can also open Budget Development from the links at the bottom of any Financial screen.

Use the following steps to access Budget Development from the beginning:

1. Log in to Self-Service Banner
2. Click Finance to access Financial Information
3. Click Budget Development under Financial Information



4. Budget Development options include:
   a. Create Budget Development Query
   b. Create Budget Development Worksheet
   c. Maintain Organization Lock

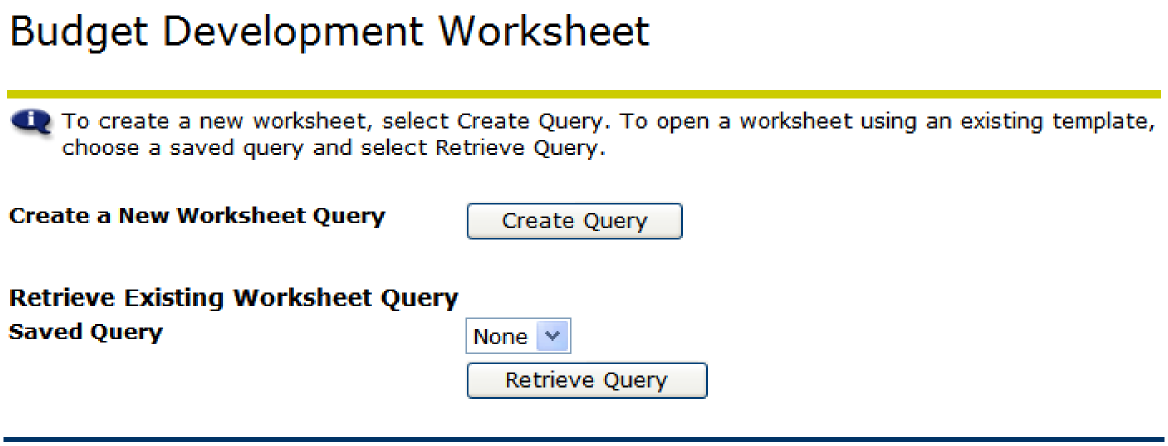


Note: If you receive a Windows message at any time regarding "Auto Complete", CIS suggests the answer should be No.

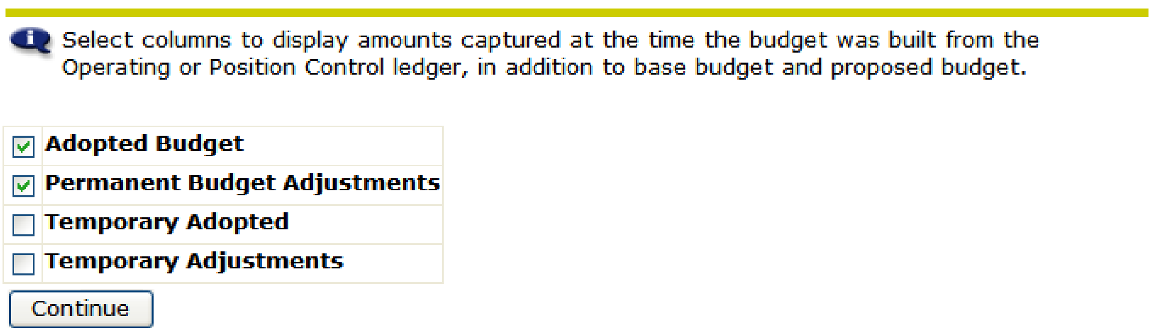
Create Budget Worksheet

This option is used to review and maintain budgets during the budget process.

1. Click **Create Budget Worksheet** from the Finance Budget Development screen
2. Click **Create Query**



3. Select the columns to display on the report.
   a. Adopted Budget
   b. Permanent Budget Adjustments
4. Click **Continue**. See the definitions under [Budget Development Queries]



5. Enter criteria for budget worksheet.
   a. Chart of Accounts = **P**
   b. Budget ID must be **BD0708** for 2007/2008 budget development
   c. Budget Phase = enter **PRELIM**.
   d. Enter Organization or Fund in Index field and click Submit (at bottom of screen)
   e. Budget Duration Code = leave as ALL
   f. Display Fin Mgr Name = Optional - select either Organization or Fund depending on what type of index you used or NONE
   g. Check to include
      i. Revenues-5xxx accounts
      ii. Labor-6xxx accounts
      iii. Expenses-7xxx accounts
      iv. Transfers-8xxx and 9xxx accounts
   h. Ignore the options to “Save Query As” and “Shared”
6. Click **Submit** (at bottom of screen)

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null in budget lines, or a specific value may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the worksheet.

Chart of Accounts	P		
Budget ID	BD0708	**Budget Phase**	PRELIM Budget
Index		Program	6100
Fund	G10000	Activity	
Organization	410001	Location	3
Account			

Budget Duration Code: All

Display Fin Mgr from: None

Check to Include:
- [ ] **Revenue Accounts**
- [ ] **Labor Accounts**
- [x] **Expenses**
- [ ] **Transfers**
- [ ] **Deleted Items**

Save Query as:

- [ ] **Shared**

Submit

Maintaining the Budget Worksheet

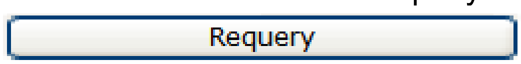
Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		6100		Fiscal Operations										
			71	Expenses-General										
OPAL	N		7128	Professional Services	22,200.00	0.00	22,200.00	P	55,440.00		☐	33,240.00	55,440.00	☐
OPAL	Y		7131	Printing/Binding (Outside Provider)	12,900.00	0.00	12,900.00	P	18,139.00		☐	5,239.00	18,139.00	☐
OPAL	N		7132	Printing/Duplicating (In-House)	1,200.00	0.00	1,200.00	P	525.00		☐	(675.00)	525.00	☐
OPAL	N		7170	Other Services	46,200.00	0.00	46,200.00	P	48,510.00		☐	2,310.00	48,510.00	☐
			72	Expenses-Non-Services										
OPAL	N		7201	Supplies	7,900.00	0.00	7,900.00	P	6,300.00		☐	(1,600.00)	6,300.00	☐
OPAL	N		7202	Postage	7,920.00	0.00	7,920.00	P	210.00		☐	(7,710.00)	210.00	☐
OPAL	N		7203	Flowers/Decorations	300.00	0.00	300.00	P	158.00		☐	(142.00)	158.00	☐
OPAL	N		7204	Software	500.00	0.00	500.00	P	1,575.00		☐	1,075.00	1,575.00	☐
OPAL	N		7207	Books/Videos/CDs	500.00	0.00	500.00	P	525.00		☐	25.00	525.00	☐
OPAL	N		7209	Subscriptions	100.00	0.00	100.00	P	158.00		☐	58.00	158.00	☐
OPAL	N		7215	Material	0.00	0.00	0.00	P	1,050.00		☐	1,050.00	1,050.00	☐

Budget accounts are listed in numerical order with their descriptions. The accounts listed are the accounts with budget from the prior year. See Adding Accounts to add additional accounts to your budget.

- Adopted Budget, Permanent Adjustments and Base Budget are loaded from the prior year budget. This provides a starting place for all budget development for each Organization or Fund.
- Use the Change Value field to modify the Proposed Budget amount.
  - Enter an increase to the amount as a positive number
  - Enter a decrease to the amount as a negative number (precede the number with a minus sign (-))
  - Click either of the two Calculate buttons to refresh the Cumulative Change and New Budget fields
  - Optional – Enter a percentage (positive or negative) and click the Percent box next to the account to adjust an account by a percentage
  - Optional – Use the Mass Change Parameters to change all accounts

    - Enter an amount or percentage (positive or negative) to apply to all accounts
    - Select the rounding preference
    - Click Calculate
- Click the Post button at the bottom of the screen to <u>save</u> changes made to the budget 

- Click the Requery button at the bottom of the screen to <u>clear</u> all changes made in this session and return the worksheet to its original state since the last time you clicked the Post button.   Requery resets the worksheet to the last Post. 

- Click the Delete Record Box in the far right column to <u>delete</u> an account and the account will be deleted when the next Post is done.
  - Zero out and Post unused accounts before you delete them.
- A summary of the Budget Worksheet by Account Type is available at the bottom of the screen
- Adding Accounts
  - Click on the Account/Program Code Lookup to look up an account number. See Exercises 3 and 4 for more details on Code Lookup.
  - Enter the account to add and the amount of budget in the area displaying “New Row” numbers.   Budget Duration Code should be Permanent.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	6100		Permanent Budget	
2	6100		Permanent Budget	
3	6100		Permanent Budget	
4	6100		Permanent Budget	
5	6100		Permanent Budget	

Note: Do not use commas or decimals when adding or changing budget values.

History of Changes

A history file saves changes to the Budget Worksheet by Account number after the changes have been posted. Click on the hyperlink under "Proposed Budget" to see the history of changes posted to a particular account.

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		6100		Fiscal Operations										
			71	Expenses-General										
OPAL	N		7128	Professional Services	22,200.00	0.00	22,200.00	P	22,200.00			0.00	22,200.00	
OPAL	N		7130	Advertising/Publicity	250.00	0.00	250.00	P	250.00			0.00	250.00	
OPAL	N		7131	Printing/Binding (Outside Provider)	12,900.00	0.00	12,900.00	P	12,900.00			0.00	12,900.00	
OPAL	N		7132	Printing/Duplicating (In-House)	1,200.00	0.00	1,200.00	P	1,200.00			0.00	1,200.00	
OPAL	N		7138	Membership/Dues	500.00	0.00	500.00	P	500.00			0.00	500.00	
OPAL	N		7170	Other Services	46,200.00	0.00	46,200.00	P	46,200.00			0.00	46,200.00	
			72	Expenses-Non-Services										

Notes on Changes

Click the hyperlink on the Account number to make notes on an Account. You can make notes in either the Print or Non Print area. Remember to Save when you are finished.

Note: Accounting requests you add a note to each account that you changed. If you moved funds from one account to a second account, you will need to add and Save a note to each account.

Summary

Follow this process for all organization and fund budgets.

Inform your campus Budget Manager or the Budget Coordinator by email when you are finished establishing your 2007/2008 budget. The budget will then be locked against further changes.

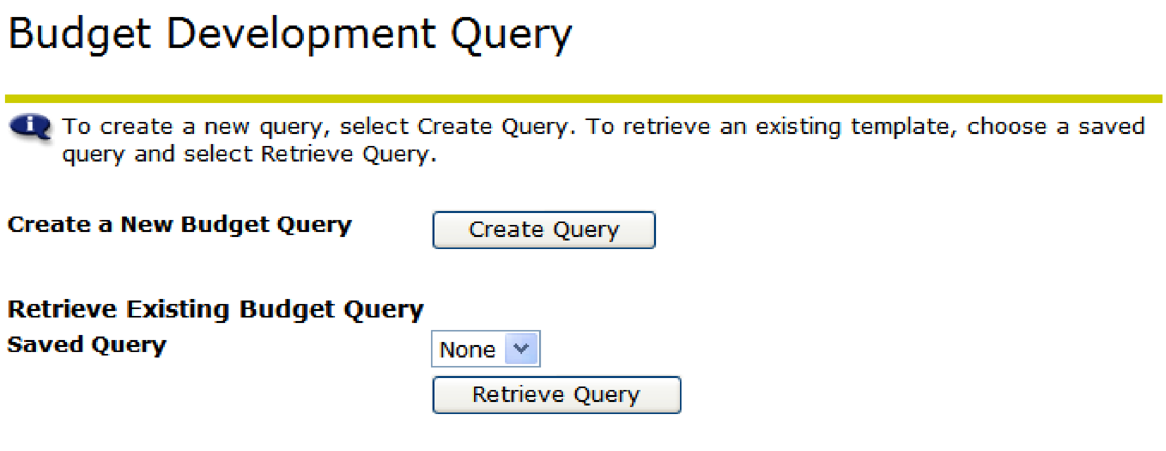
Budget information can be viewed using the Create Budget Development Query.

Create Budget Development Query

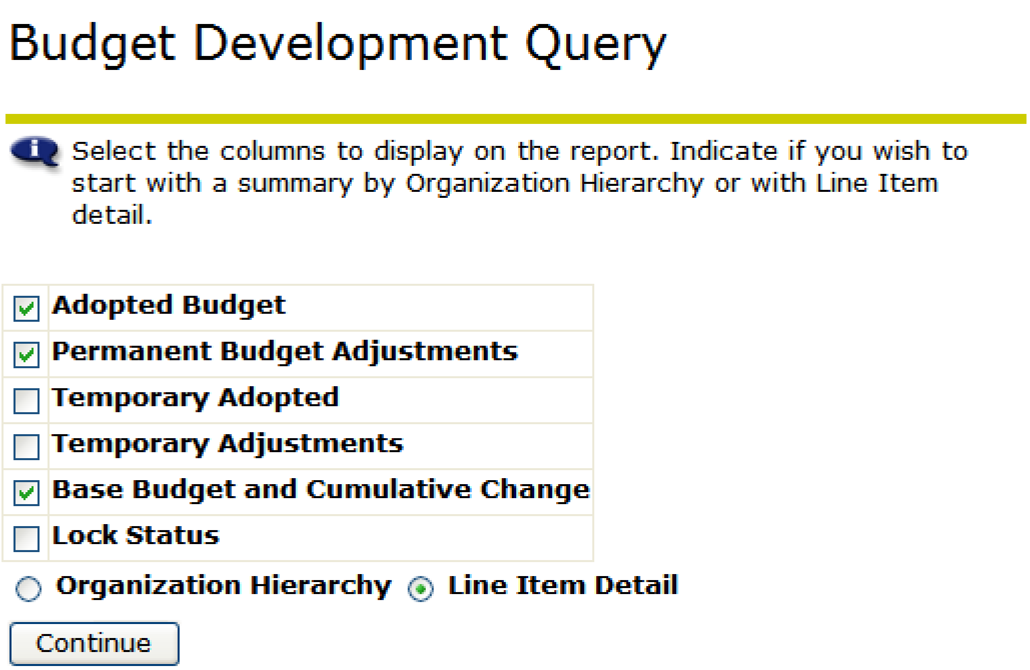
This option can be used to query existing budget information in the SSB Budget Development system.

All data returned in the query is checked for the user's Fund and Organization security.

1. Click **Create Budget Development Query** on the Budget Development screen
2. Click **Create Query**

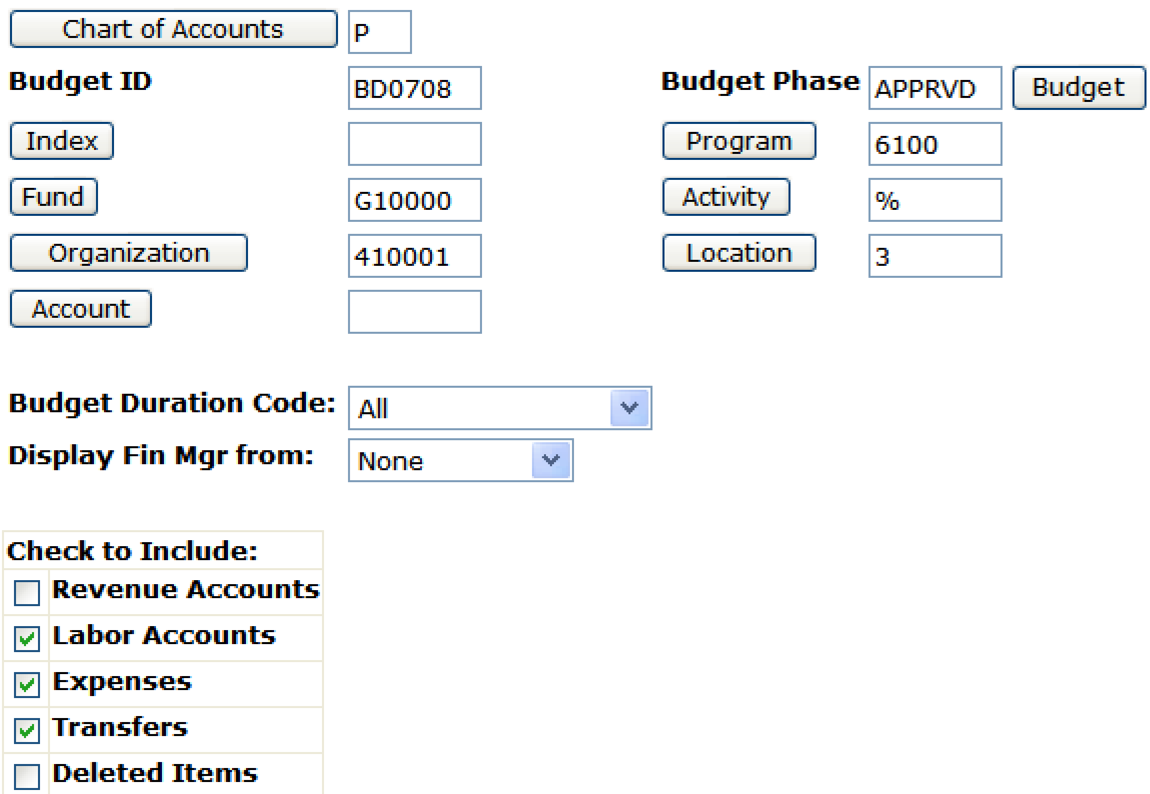


3. Select the columns to display on the report



a. Adopted Budget – Original approved budget before any budget transfers
b. Permanent Budget Adjustments – Adjustments to adopted budget that are considered permanent for future budgeting
c. Ignore Temporary columns
d. Base Budget and Cumulative Change – Base Budget displays the initial proposed budget. The Cumulative Change column displays the difference between the Proposed Budget amount and the Base Budget amount.
e. Lock Status – Ignore at this time
f. Organization Hierarchy – Displays all organizations within a selected summary organization
g. Line Item Detail – List budget lines by account for a selected organization

4. Click **Continue**
5. Enter criteria for budget query



a. Enter Chart of Accounts – P
b. Enter Budget ID – BD0708 for the 2007/2008 budget development cycle
c. Enter Budget Phase
    i. APPRVD –prior year approved budget (2006/2007)

ii. PRELIM –current status of the preliminary budget for all funds and organizations (except salaries) for the selected Budget ID (in this case 2007/2008)

d. Disregard Comparison Budget ID and Phase
e. Index – enter the Organization number or Fund number for the budget query and click Submit; this will populate the remaining FOAPAL fields
f. Budget Duration Code – leave as ALL
g. Display Fin Mgr Name – select either Organization or Fund depending on what type of index you used or NONE
h. Choose which account types to display
i. Do not enter a query to save or to share
j. Submit the query

Any underlined items appearing on the query results can be selected for additional drill down.

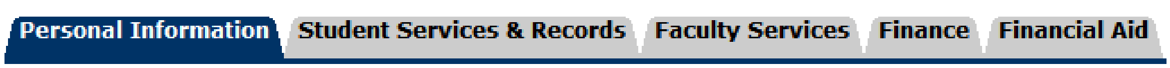
Queried data can be downloaded as part of standard SSB Budget Query functionality. Also, all settings are saved and will appear the next time a user begins a query.

Personal Information

SSB provides tools for you to manage your personal information online. Two links help you to manage your PIN. They are:

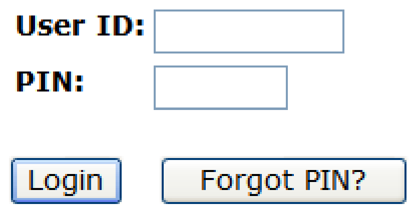
1. Change Security Question
2. Change Your PIN

Either of these links can be accessed by clicking on the Personal Information tab at the top of each SSB screen.



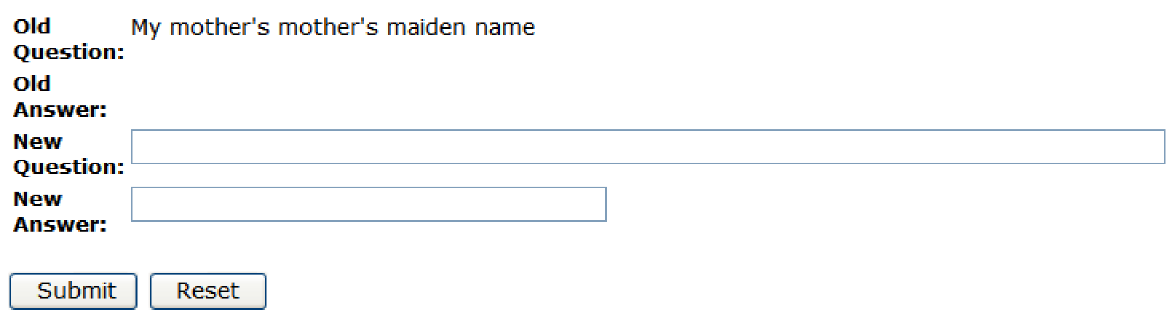
Change Security Question

The Security Question and Answer allow you to change your PIN when you have forgotten what it is. This question is available by clicking on the Forgot PIN? button on the login screen after you click Enter Secure Area on the Homepage.



You can change the Question and corresponding Answer anytime you are logged in to the secure area.

1. Go to the **Personal Information** screen
2. Click **Change Security Question**. SSB displays the following



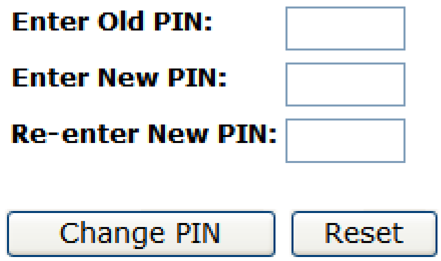
3. Type a new question in the **New Question** field along with a corresponding **New Answer**
4. Click **Submit** when you are finished

Note: The **Reset** button will clear the New Question and New Answer fields if you want to change these fields before you press Submit.

Change Your PIN

SSB allows you to enter a new PIN number and confirm the new number after you provide the correct Answer to your Question. You may change your PIN anytime you are logged in to the secure area.

1. Go to the **Personal Information** screen
2. Click **Change Your PIN**. SSB displays the following



3. Enter your current PIN in the **Enter Old PIN** field
4. Enter a new PIN in the **Enter New PIN** field
   a. The PIN must be exactly **6** characters in length
   b. The characters may by alpha or numeric
   c. You cannot enter your Old PIN as your New PIN. SSB requires a separate value
5. **Re-enter** the **New PIN**
6. Click **Change PIN**

Note: The **Reset** button will clear the Enter Old PIN, Enter New PIN, and Re-enter New PIN fields if you want to cancel or change your entries before your click Change PIN. You may cancel by clicking on Reset and then navigate to a new screen.