# TABLE OF CONTENTS

Chart Terminology ........................................................................................................................................... 3  
MTU Fiscal Year .................................................................................................................................................. 3  
Web Resource - Banner and Reporting ........................................................................................................ 3  
Reports Listing your Account Indexes ........................................................................................................ 4  
Code Look-up and other Queries on Web .................................................................................................... 4  
Logging into Self-Service Banner (SSB) ..................................................................................................... 5  
Finance Self-Service Main Menu ................................................................................................................ 5  
Finance Queries ............................................................................................................................................... 6  
  Budget Status by Account .......................................................................................................................... 6  
  Drilling Down to Detail ............................................................................................................................... 8  
  Download to Excel ..................................................................................................................................... 10  
  Perform Computations .............................................................................................................................. 11  
  Payroll Expense Detail ............................................................................................................................. 12  
Delete Finance Template ................................................................................................................................ 12  
Viewing Documents ....................................................................................................................................... 13  
Finance Reports ............................................................................................................................................... 15  
View a Document in Perceptive Content (ImageNow) ........................................................................... 17
Chart Terminology
- Index - a unique fund and organization
  - Fund - What kind of $’s – general fund (G00000), auxiliary (A01000), designated (D11148), research (E23365), etc.
  - Organization - what department it belongs to (22601 → 22600)

Michigan Tech Fiscal Year
- Begins July 1 and ends June 30
  - e.g.: fiscal year 11 is July 1, 2010 – June 30, 2011
- Fiscal periods:
  - Period 14–fiscal year closing entries posted to June

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

Web Resource - Banner and Reporting
- From Michigan Tech website add /banner-reporting (www.mtu.edu/banner-reporting) or type Banner in the search area and select Banner and Reporting from the results
- On the left navigation menu choose:
  - Banner -> Banner documentation for Banner user guides
  - Reporting -> Reporting Information for how to run reports guides
Reports Listing your Account Indexes
- FZGCHT002 – Index Reference List (Web Focus)
- FYGOR503 – Index Listing by Dept (Oracle Report)
  Note three types: YTD, PTD, RSCH
  - Year-to-date (YTD) – activity and balance by fiscal year
  - Project-to-date (PTD) – activity and balance from the start of the project for non-research funds
  - Research (RSCH) – activity and balance from the start of the project

Code Look-up and other Queries on Web
From Michigan Tech website add /fso (www.mtu.edu/fso). On the Financials Services and Operations page, choose Financial Services -> Financial Information Systems -> Inquiries

Use these queries to find accounting codes and other information.
Logging into Self-Service Banner (SSB)

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

Finance Self-Service Main Menu

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

Budget Status by Account

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

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

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

*Additional Information on Operating Ledger Columns*

(Drill: Allows drill down to detail
No Drill: Drilling to detail not an option)

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

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

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

Fiscal periods:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Jul 04</td>
<td>04 Oct 07</td>
</tr>
<tr>
<td>02 Aug 05</td>
<td>05 Nov 08</td>
</tr>
<tr>
<td>03 Sep 06</td>
<td>06 Dec 09</td>
</tr>
<tr>
<td>10 Apr 11</td>
<td>07 Jan 10</td>
</tr>
<tr>
<td>11 May 12</td>
<td>08 Feb 11</td>
</tr>
<tr>
<td>12 Jun 13</td>
<td>09 Mar 12</td>
</tr>
<tr>
<td>14 Fiscal year closing entries</td>
<td></td>
</tr>
</tbody>
</table>

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

**Drilling Down to Detail**

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

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

---

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

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

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

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

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

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

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

Download to Excel
1. Using the query from the previous page, click on Download Selected Ledger Columns to download the queried data to Microsoft Excel.
2. Open or save the query. Save the query using a difference name.
3. If you download another query and didn’t save this query, close this query first. FSS uses the same file name every time it downloads a query and it gets confused if you have another query open.
Excel Hints:
   a. Right click on the beginning of the row with the column headers.
   b. Choose format cells > alignment > wrap text and click OK. This makes your column headers easier to read.
   c. Highlight columns B through the end of the spreadsheet, for example: column X. If X is you last column, place your cursor on the line between X and Y and double click. This makes each column the appropriate size for the data in that column.
Perform Computations

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

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

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

**Payroll Expense Detail**

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

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

![Payroll Expense Detail Table]

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

**Delete Finance Template**

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

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

1. Click on **Finance** and **View Document**.

   - To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the code lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

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

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

   - If you do not know the document number, click on the **Document Number** button to get to document lookup screen.

2. Select the **Choose type** drop-down arrow to choose the document type you wish to query on. For our example, choose **Invoice**.
3. If you know the document number, enter it in the **Document Number** field; skip to #9.
4. If you do not know the document number, click on the **Document Number** button.

   - Example: Enter your ID to find detail for an invoice to reimburse your travel.

---

* - at least one of these fields required.

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

- **Execute Query**

- **Exit Without Value**
5. **User ID** will default to your User Id. If you enter your own invoices, requisitions or journals, you’ll be able to find them by querying from this form. Change this to the initiator’s ID, if you know who entered the document into Banner. If you don’t know who entered the document into Banner, remove your User ID and leave the field blank.

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

7. Enter a vendor ID, if known.

8. Click on **Execute Query**.

9. Click on the document number you wish to review.

10. Click on the **View Document** button to review the document. This gives you more information about the document.

11. Use the browser back button to go back to the **View Document** screen.

12. Click on the **Approval History** button to review approvals for requisitions, invoices and journal entries. For purchase order approval history, enter the requisition number.

Create another query

1. Click **View Document** at the bottom of the screen.

2. Select the **Choose type** drop-down arrow to choose **Requisition**.

3. Click on **Document Number**.

4. Remove your user id.

5. Enter a month and year for the **Transaction Date**.

6. Enter a **Requester** in %s. Example: %Smith%

7. Click on **Execute Query**.

8. Click on the document number you wish to review.

9. Click on the **View Document** button to review the document. This gives you more information about the document.

10. Click on **Finance** to choose another option.
Financial Reports

Reports, similar to the reports emailed each month to financial managers and department coordinators, can be run as of a specified fiscal year and month. You will be asked to re-enter your userid and ISO password after clicking on one of the reports. In Self-Service, click on Finance and Financial Reports.

How to use the reports:

**Financial Reports – Budget vs Actual**

Fill in Parameters and click Run.

- **Fiscal year:** YYYY  
  Example: 2017  
  MTU’s fiscal year starts on July 1, so July 1, 2016 is the beginning of Fiscal year 17.

- **Fiscal Period:** Use the drop down menu to choose the ending month or type the first letter of the month. Example: type M and March appears. Type M again and May appears.  
  Example: December (the report results will be cumulative through December).

- **Select an output type:** Choose HTML for displaying on your screen, PDF to print or save the report, or EXL07 for Excel to print or save the report. The pdf output will have page breaks in the appropriate place when printed.

- **College or Department Like:** Enter a specific department or college code, such as: 41100 or enter % (wildcard). The word “Like” in a parameter indicates that you can use a wildcard. **NOTE:** All parameters with the word “Like” require a wildcard if you are not entering something more specific.

- **Index Like:** Enter a specific index, all indexes starting with a specific letter (Example: E%), or % for all indexes.

- **Lowercase Financial Mgr Userid Like:** Enter your userid which is the same as your mtu email address without the @mtu.edu. Example: sajones  
  If you have entered a specific index or department code, you may enter % in this parameter.

- **Index Termination Date Cut Off:** This parameter is used to eliminate old indexes from the report that have been terminated. If you are running a report for an index that is not terminated, you don’t have to enter a date in this parameter. **Suggested dates:**
  - Today’s Date. Example 12/21/2016  
  - The last day of the previous fiscal year. Example: 6/30/2016.  
  - Leave the “Index Termination Date Cut Off” blank. The results will be all year-to-date indexes with activity in the fiscal year entered in the first parameter and all project-to-date and research indexes that have ever existed for the financial manager or other criteria entered.
FZGDET003E – Transaction Detail by Account Code

Fill in Parameters and click Run.

**Beginning Period:** Use the drop down menu to choose the beginning month or type the first letter of the month. Example: type M and March appears. Type M again and May appears.

**Ending Period:** Use the drop down menu for the ending month.

**Select an output type:** Choose HTML for displaying on your screen, PDF to print or save the report, or EXL07 for Excel to print or save the report. The pdf output will have page breaks in the appropriate place when printed.

**Fiscal year: YY**  Example: **17**

**Department or College Like:** Enter % (wildcard) for all department codes or enter a specific department or college code. Example: **41100**

**Index Like:** Enter a specific index, all indexes starting with a specific letter (Example: **E%**), or % for all indexes.

**Account Code Like:** Enter a specific account code (Example: **E711**), all account codes starting with a specific letter, (Example: **E%**), or % for all account codes.

**Financial Manager Userid Like:** Enter your userid which is the same as your mtu email address without the @mtu.edu. Example: **sajones** If you have entered a specific index or department code, you may enter % in this parameter.

**Document Code Like:** Enter % for all document codes, a specific document code, or document codes beginning with a specific letter (Example: **I%**).

**Transaction Description Like:** Enter % for all transaction descriptions, a specific description, or a partial description using %. For invoices the description is the vendor or payee, so for all payments to an individual, the description is Last Name, First Name, Middle Initial. Example: **Jones, Samuel A.** You can enter the full name including the period after the initial or Jones% or Jones, Samuel%

**Rule Class:** Enter % for all rule classes (a code related to the type of transaction), or enter a specific rule class. The one time you might use this parameter is to get just purchasing card transactions. The rule class is **ZLAN**.
View a Document in ImageNow

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

IMPORTANT: This only works in Internet Explorer.

View an invoice, purchase order or journal voucher in Finance Self-Service using the drill down feature from a Finance Query (see instructions on pages 7 & 8) or View Document (pages 13-14). You must be in the View Document screen.

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