Michigan Tech University
Banner Finance Self-Service
User Guide

Revised 6/21/18

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Chart Terminology

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

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:

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

- Period 14–fiscal year closing entries posted to June

Monthly Reports Emailed

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

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 navigation menu choose:
  - Banner -> Banner documentation for Banner user guides
  - Reporting -> Reporting Information for how to run reports guides

Reports Listing your Account Indexes

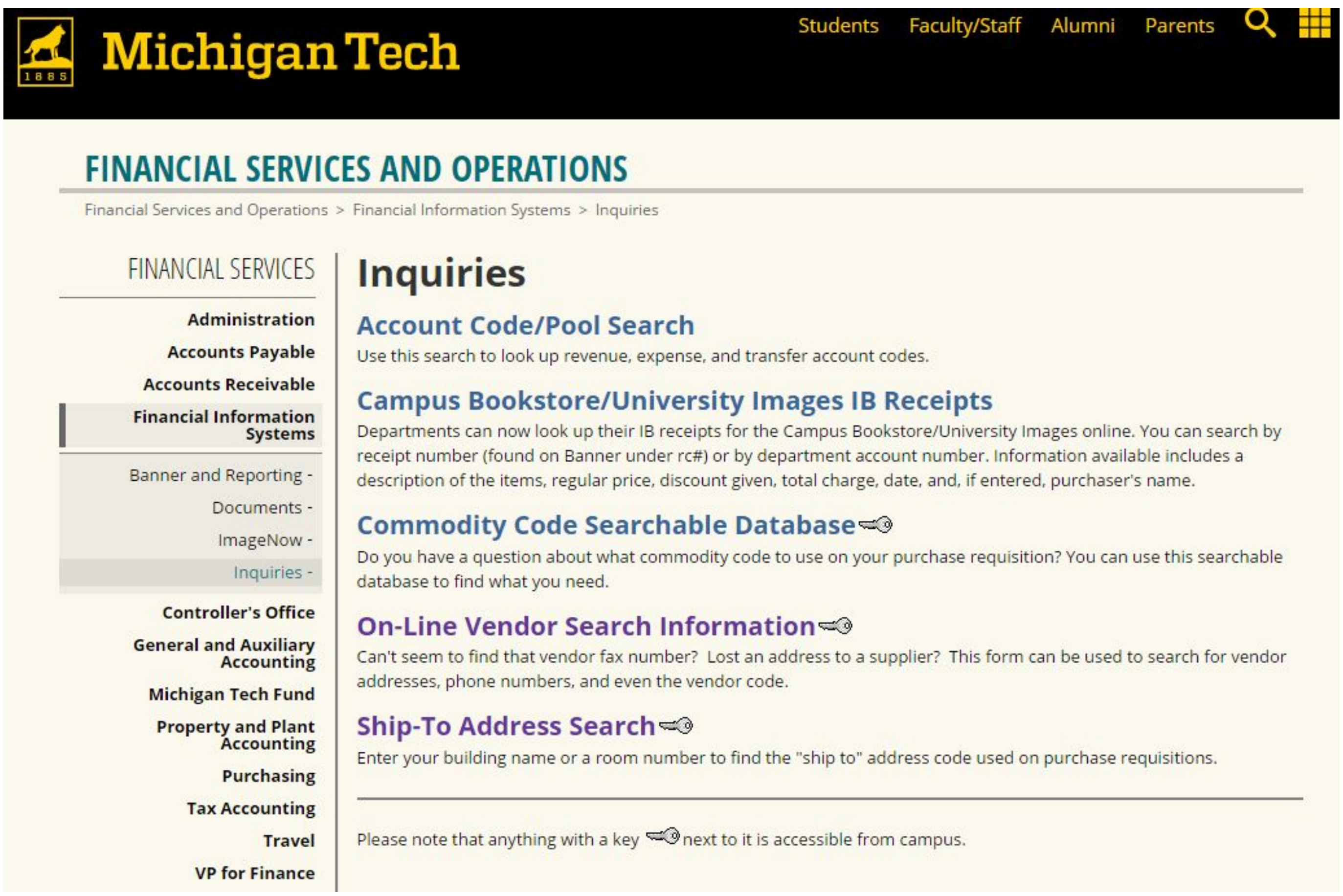
- FZGCHT002 – Index Reference List (Web Focus)

  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

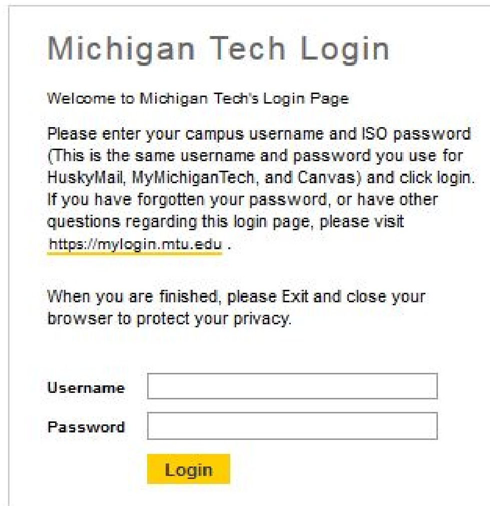
Code Look-up and other Queries on Web

From Michigan Tech website add */fso* (www.mtu.edu/fso). On the Financials Services and Operations page, choose Financial Services ->Financial Informaiton Systems -> Inquiries

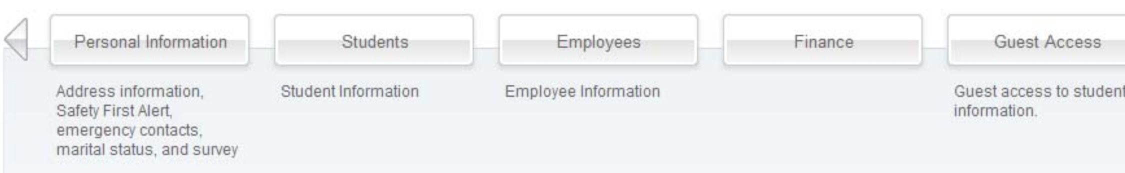
Use these queries to find accounting codes and other information.



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

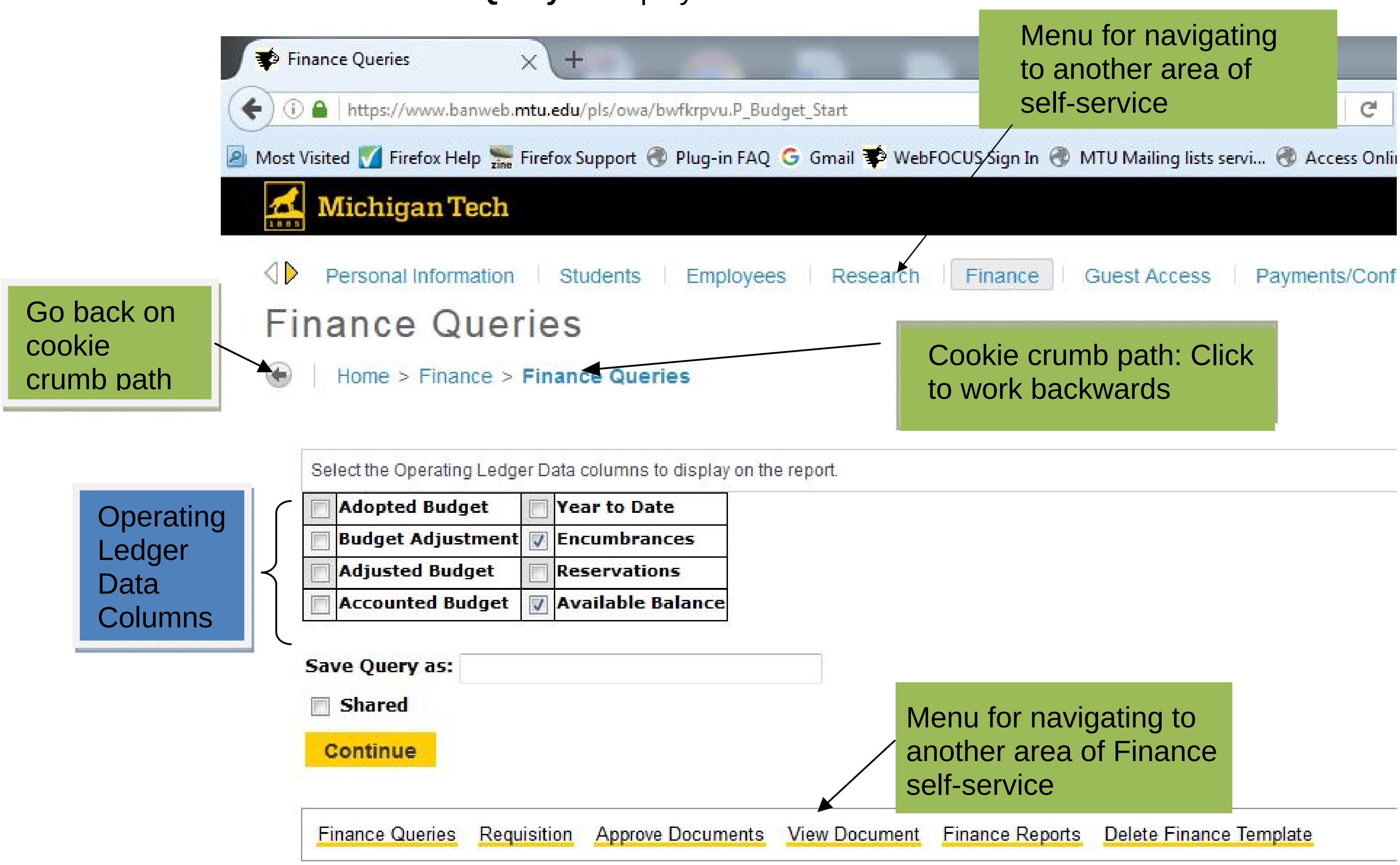
Budget Status by Account

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:

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

8. To enter a comparison query, select the appropriate comparison fiscal year and comparison fiscal period. For this example, leave the comparison fiscal year and period as none.
9. Enter '**U**' in the Chart of Accounts field. You only need to do this the first time you use this query tool. Next time it remembers your chart.
10. Enter an **Index**, such as a general fund index – Axxxxx, and click **Submit Query**. This step fills in the fund, organization and program.
11. (Optional) To save the query, enter a query name in the **Save Query As** field. Do not check the **Shared** checkbox. Checking this shares your query with every finance self-service user.
12. To run the query and see the results, click **Submit Query** again.
13. Use the back button on your browser to make changes to your query.

14. If your index has revenue, check the box next to **Include Revenue Accounts**.
15. Click **Submit Query**.
16. **Note** that the revenue is a positive number as are the expense. The bottom line properly nets revenue against expense. Also note that when revenue is included, the available balance total is empty. Unless your index only has expenses and is not a research fund or other project-to-date fund, you'll need to run a finance report to see the balance on your index.
17. Change the query one more time. Click on your web browser's back button.
18. To look up information for a specific account code, fill in the **Account** field. Examples: Enter E7% for all travel related expenses. % is a wildcard.
19. Click **Submit Query**.
20. To save this query, enter a query name, such as Travel, and click **Save Query As**.
21. For a totally new query, click **Another Query** near the bottom of the screen.
22. Click on the **Saved Query** drop down. Note that the query you saved (Travel) appears here as a personal query. Choose your personal query.
23. Click **Continue**.
24. Remove E7% from the **Account** field and click **Submit Query**.

Drilling Down to Detail

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

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.

Organization Budget Status Detail Report
Summary Year to Date Transaction Report
Period Ending Jun 30, 2011
As of Nov 23, 2010

Chart of Accounts:	U MTU Chart of Accounts	Commitment Type:	All
Fund:	G00000 General Fund	Program:	271 Accounting
Organization:	41101 Accounting Services	Activity:	All
Account:	E711 Airline Tickets	Location:	All

Results for E711 Airline Tickets

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Aug 26, 2010	Sep 02, 2010	J0121231	4472AGENT FEE 016 J. Herbig/08-23	30.00	ZLAN
Aug 26, 2010	Sep 02, 2010	J0121231	4472UNITED AIR 016 J. Herbig/08-23	263.40	ZLAN
Oct 14, 2010	Oct 14, 2010	I0838151	American Express	393.40	INNI
Report Total (of all records):				686.80	

Credit Card Chgs

Invoice

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

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0840187	Description:	Sayens Business Equipment Inc
Transaction Date:	28-Oct-2010		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
U	G00000	22401	E227	202			616.37	INEI

Save Query as:

Shared

Another Query

Check numbers begin with S. Direct Deposit "Check Disbursements" begin with ! Example: !0062123

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 02, 2010	Requisition	R0084280	Approved
Jul 15, 2010	Receiving Documents	Y0111511	Completed
Jul 13, 2010	Purchase Order	P0083003	Approved
Nov 10, 2010	Check Disbursement	S0448911	

Related Documents

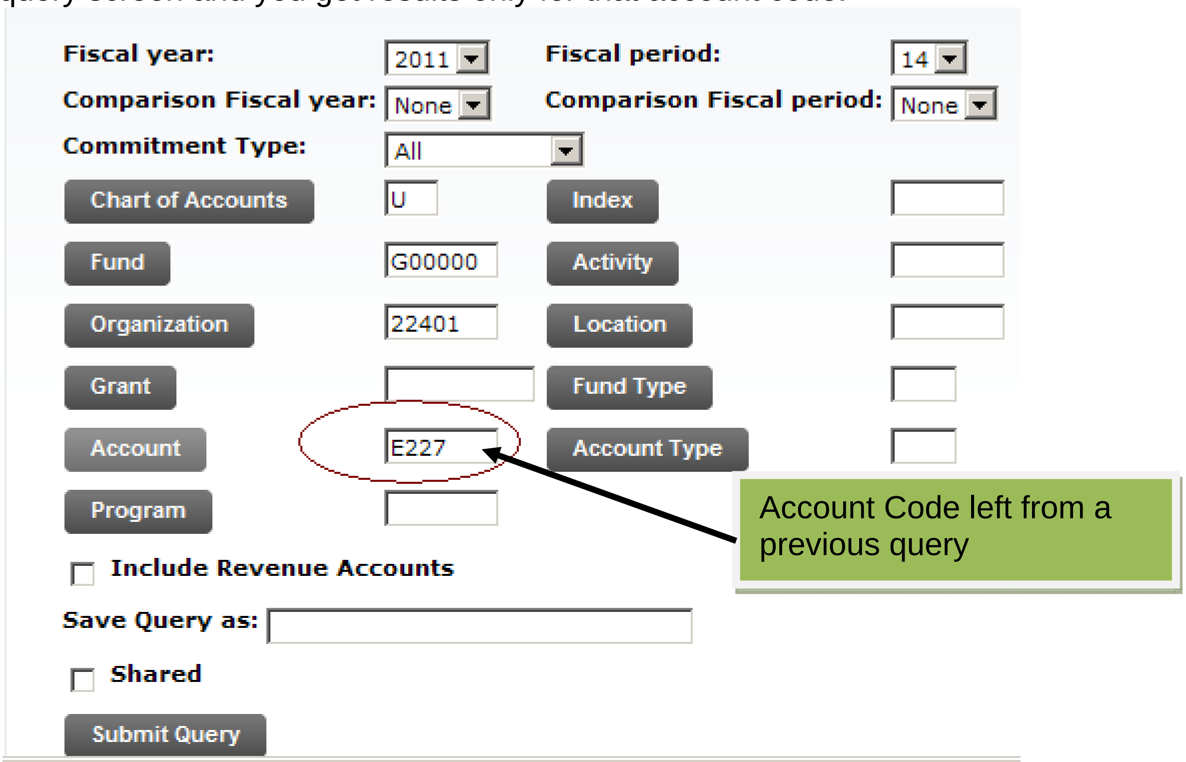
3. Click on the document number again to see more detail – such as the vendor invoice number, name and address, and a commodity description.
4. Use the back arrow button to work back to the original query.
5. Click on an amount in the Open Encumbrance column. The results show all purchase orders and all the invoices paid on the purchase order to give the net open encumbrance.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Aug 30, 2010	Aug 30, 2010	P0083533	Xerox Corporation	1,672.68	PORD
Mar 07, 2011	Mar 07, 2011	I0855629	Xerox Corporation	(139.39)	INEI
Jan 04, 2011	Jan 04, 2011	I0847520	Xerox Corporation	(139.39)	INEI
Nov 29, 2010	Nov 29, 2010	I0844077	Xerox Corporation	(139.39)	INEI
Nov 24, 2010	Nov 24, 2010	I0843829	Xerox Corporation	(139.39)	INEI
Sep 27, 2010	Sep 27, 2010	I0835295	Xerox Corporation	(139.39)	INEI
Sep 02, 2010	Sep 02, 2010	I0832474	Xerox Corporation	(139.39)	INEI
Sep 02, 2010	Sep 02, 2010	I0832452	Xerox Corporation	(139.39)	INEI
Report Total (of all records):				696.95	

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.



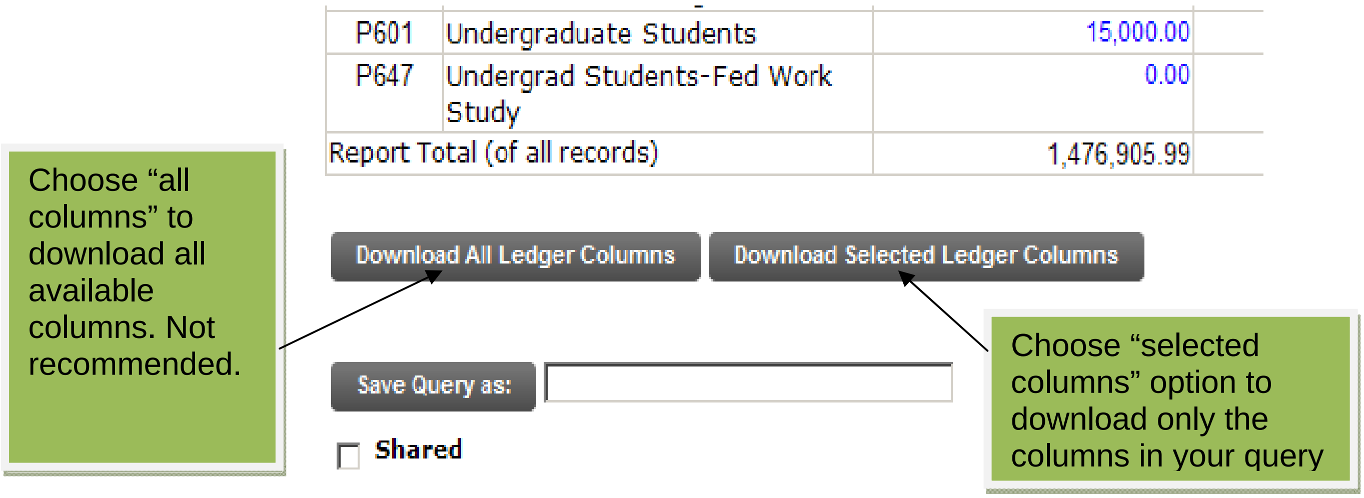
9. Remove the account code before doing the query.
10. Click **Submit Query**.

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.

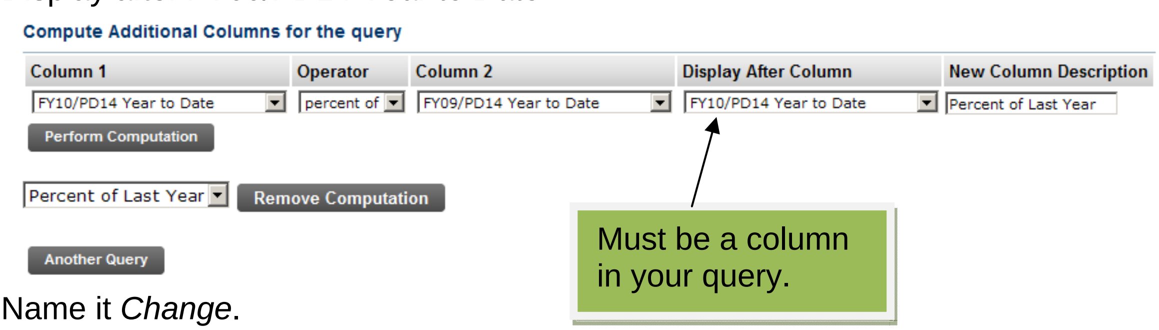
Excel Hints:

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.

Account	Account Title	Employee	Last Name	Position	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit
P211	FT UAW Clerical-Regular	M[redacted]		U16022-00	Jul 10, 2010	F0054419	HGNL	300	8	99.20	Debit
P211	FT UAW Clerical-Regular	M[redacted]		U16022-00	Jul 10, 2010	F0054419	HGNL	001	48	595.20	Debit
P211	FT UAW Clerical-Regular	M[redacted]		U16024-00	Jul 10, 2010	F0054419	HGNL	300	8	114.32	Debit
P211	FT UAW Clerical-Regular	M[redacted]		U16024-00	Jul 10, 2010	F0054419	HGNL	001	48	685.92	Debit

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.

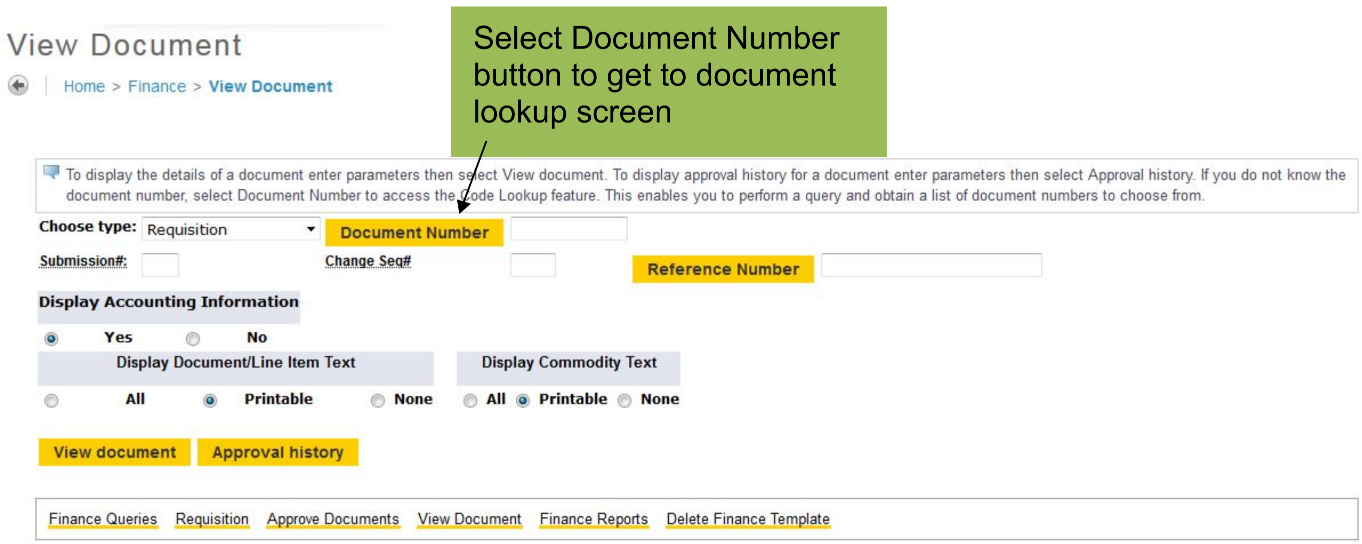
Stored Template/Query List

Count	USER ID	Template/Query Name	Template/Query Type	Shared	Date	Delete
1	RBDALQUI	query 1	Budget Query	N	23-NOV-10	☑
2	RBDALQUI	query 2	Budget Query	N	23-NOV-10	☐

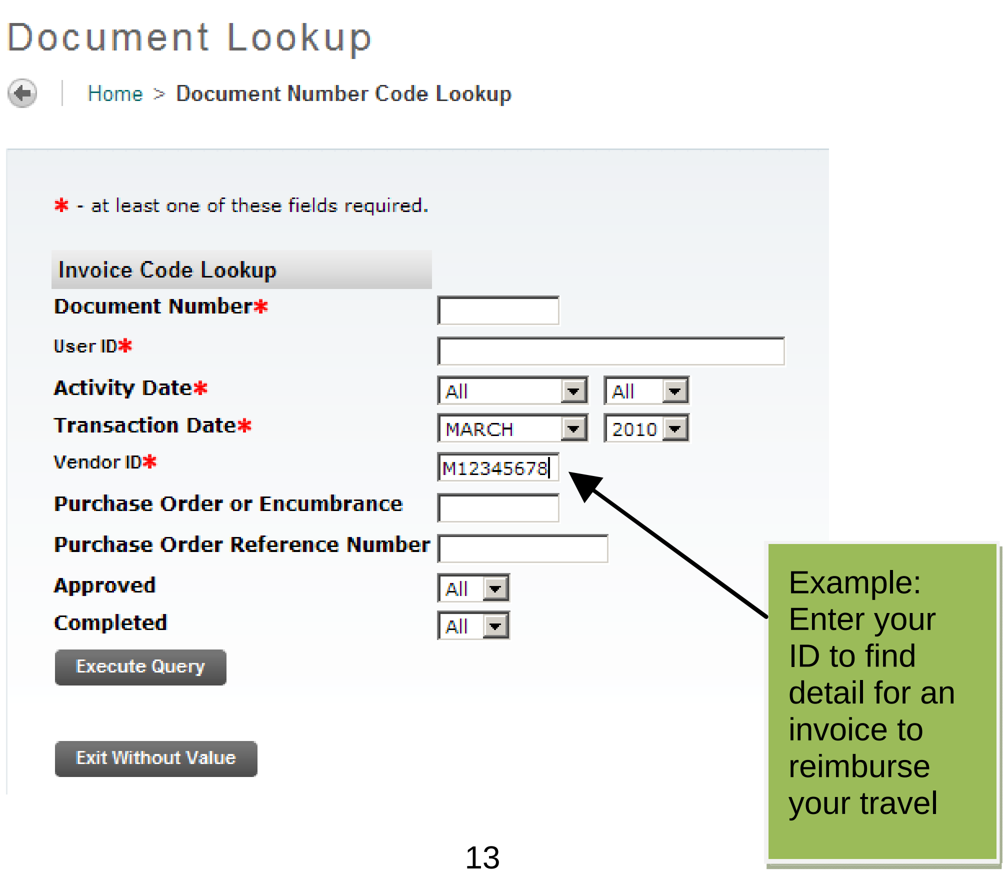
Select All | Delete | Another Query

Viewing Documents

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



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

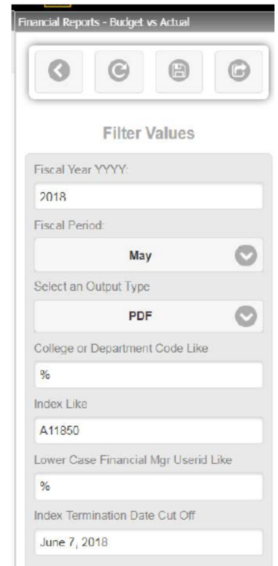


5. **User ID** will default to your User Id. If you enter your own invoices, requisitions or journals, you'll be able to find them by querying from this form. Change this to the initiator's ID, if you know who entered the document into Banner. If you don't know who entered the document into Banner, remove your User ID and leave the field blank.
6. Select the **Activity Date** (the day the transaction was entered) or **Transaction Date** (the month it was posted). Usually these two dates are in the same month but they could be different. For example – it was enter on December 1, but posted to November.
7. Enter a vendor ID, if known.
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 the click run icon 

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.

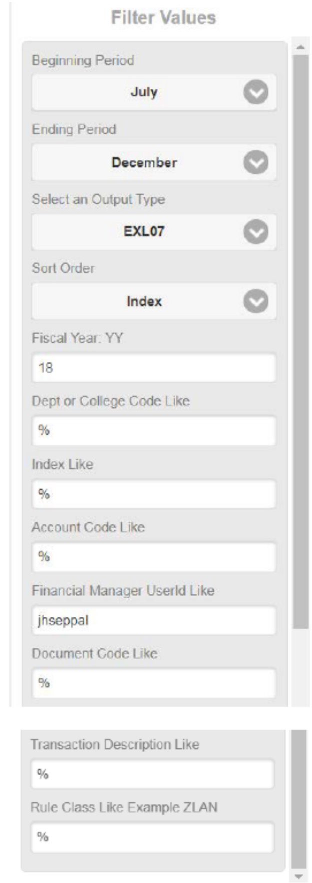
Index Like: Enter a specific index, all indexes starting with a specific letter (Example: ***E%***), or ***%*** for all indexes.

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. Suggested dates:

- Today's Date. Example ***June 7, 2018*** This eliminates all terminated indexes from the report.
- The last day of the previous month. Example: ***April 30, 2018***. This eliminates all indexes terminated on or before April 30, 2018 but includes those terminated during the month of May.
- The last day of the previous fiscal year. Example: ***June 30, 2017***. This eliminates all indexes terminated on or before June 30, 2017.

FZGDET003E – Transaction Detail by Account Code
Fill in Parameters and click **Run**.



Beginning Period: Use the drop down menu to select the beginning month.

Ending Period: Use the drop down menu tp select the 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%***), o 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%***

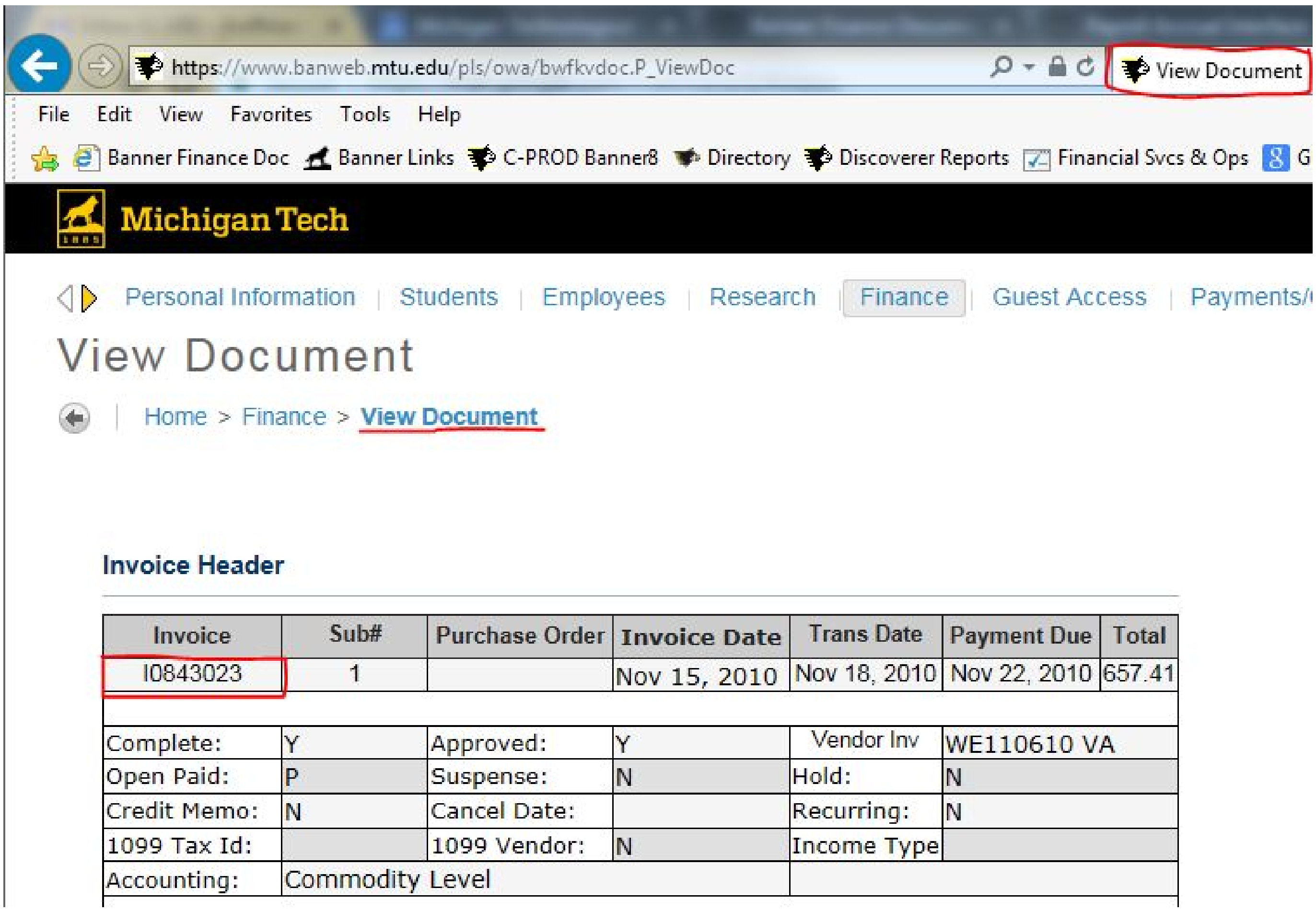
Rule Class: Enter ***%*** for all rule classes (a code related to the type of transaction), or enter a specific rule class. The one time you might use this parameter is to get just purchasing card transactions. The rule class is ***ZLAN***.

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.