FOOTHILL-DE ANZA
Community College District

Banner Release 7.4
Finance – Self Service Banner

7/2/09

Draft V9.1 7/2/09

Workbook Goal

This workbook is an introduction to the functions of Finance Self Service Banner (SSB).

The workbook is divided into three sections:

Introduction

Day-to-Day Operations

Contacts & Support

Table of Contents

Introduction

What is Banner?

- Sunguard Banner is a financial, human resources, and student services ERP system that replaces the legacy FRS/HRS/SIS system
- The finance module of Banner goes live on July 1, 2009 with Banner version 7.4
- The Banner database can be accessed through the Internet Native Banner (INB) module or through the Self Service Banner (SSB) module

The Finance SSB module allows users to query budget information, submit requisitions, query encumbrance balances, make budget transfers, and approve documents. Access to the forms and queries granted to each user is controlled by the standard Finance Fund/Organization and Rule Class Security in Banner.

Introduction

Self Service Banner Finance forms

Budget Queries
Requisition
Approve Documents*
Budget Transfer*
Delete Finance Template
Encumbrance Query
Purchase Order*
View Document
Multiple Line Budget Transfer*

**Denotes a form that is limited to users by security access*

Features

SSB delivers several aids to easily find information within the Banner Finance database:

FOAP Codes Lookup
Saving/Deleting Templates
Save As Warning

Introduction

Access Information

- You can access the Production version of Self Service Banner (SSB) directly at http://banner.fhda.edu/
- **For training purposes you will access the Self Service Banner (SSB) Pre-production database (PPRD)**
- The SSB User ID and PIN number are provided only after completion of a Self Service Banner training session
- The district will "go-live" with the finance module on July 1, 2009 after which you will use the same web link to access the Self Service Banner (SSB) Production (PROD) database
- Users will access SSB PROD through the Luminus portal when it becomes available
- To report corrections to your User ID profile, contact Hector Quinonez at quinonezhector@fhda.edu or x6250

Introduction

Self Service Banner vs. Banner INB

- Self-Service Banner (SSB)
  - 80% of all users
  - Primarily used to:
    - Query
    - Input requisitions (maximum 5 line items)
    - View documents
    - Approve documents
    - Complete Budget Transfers
- Banner INB (Internet Native Banner)
  - Uses the <u>same</u> database of information
  - For Power Users Only
    - Example: Accountants, Budget Officers, FET and FF&E Coordinators
  - View detailed reports
  - Detailed financial activities

Introduction

Terminology & Tips

- Fund/Organization/Account/Program (FOAP)
  - Replaces the FRS Account and Object Code string
- Forms
  - The different areas within SSB that a user can access depending on the level of security granted
- Forms, etc. highlighted in "Blue"
  - Double-click the form to view
- Queries
  - Search capabilities within Banner SSB
  - Banner is Case Sensitive
- Wildcard searches
  - The "%" sign can be used to search at the beginning, middle or end of a title, word, or number (Purchase Orders, Requisitions, Vendor Identification numbers, Vendor Names, Invoices, etc.)
  - Because Banner is Case Sensitive, beware of how you request your query searches (IE. Apple, vs. apple, %Apple vs. %Apple% vs. Apple%)

Introduction

Terminology & Tips – continued

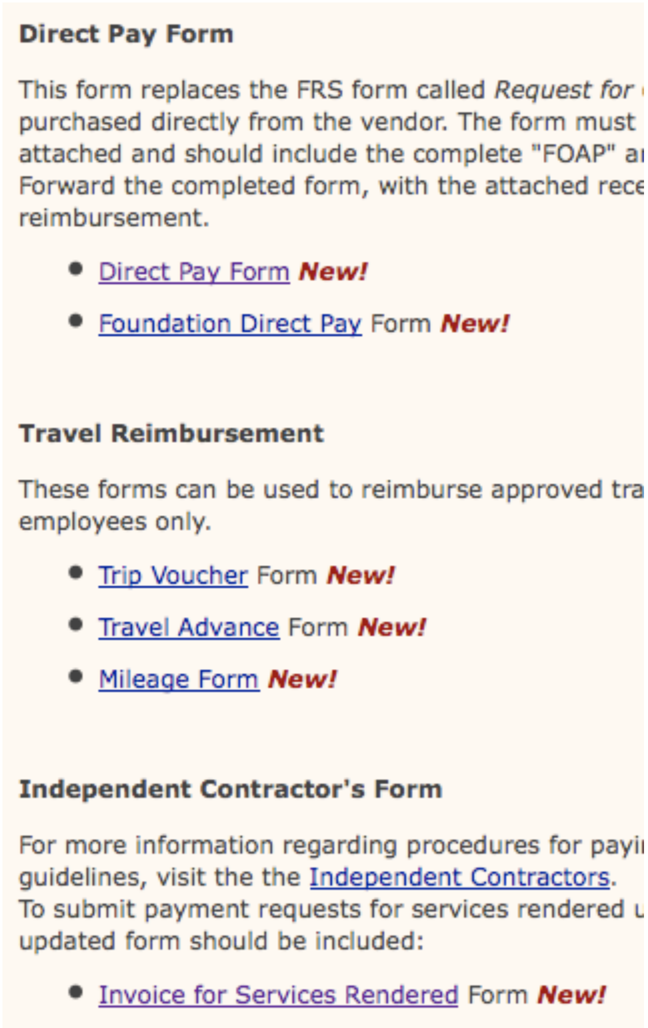
- Document level accounting
  - The FOAP(s) is equally distributed to all items on a requisition
- Encumbrance - Reservations vs. Actual
  - A Requisition will “reserve” an encumbrance through the approval process
  - A Purchase Order or Change Order will create an “actual” encumbrance when completed
- Standing Order – previously known as an “Open Order”
- Change Order – previously referred to as a “Purchase Order Revision”
- Always “complete” your work
- Always write your document number down
- Print (and save as a pdf file) your document for your records

Introduction

- **F** Fund (a 6 character code that identifies the funding source)
- **O** Organization (similar to FRS "account" code – a 6 character code that identifies campus/division/department)
- **A** Account (a 4 character code -formerly the "object code")
- **P** Program (a 6 character TOPS/ASA accounting system code)
- A Activity – not used
- L Location – not used

The district Accounting Services department has provided FRS/Banner cross-reference information at http://business.fhda.edu/accounting/crosswalk.

A crosswalk that is located athttps://reports.fhda.edu:446/php/finance_codes.php will provide the Fund, Organization, and Program associated with the corresponding FRS account code and object code.



Direct Pay Form

This form replaces the FRS form called *Request for* purchased directly from the vendor. The form must attached and should include the complete "FOAP" ar Forward the completed form, with the attached rece reimbursement.

- Direct Pay Form ***New!***
- Foundation Direct Pay Form ***New!***

Travel Reimbursement

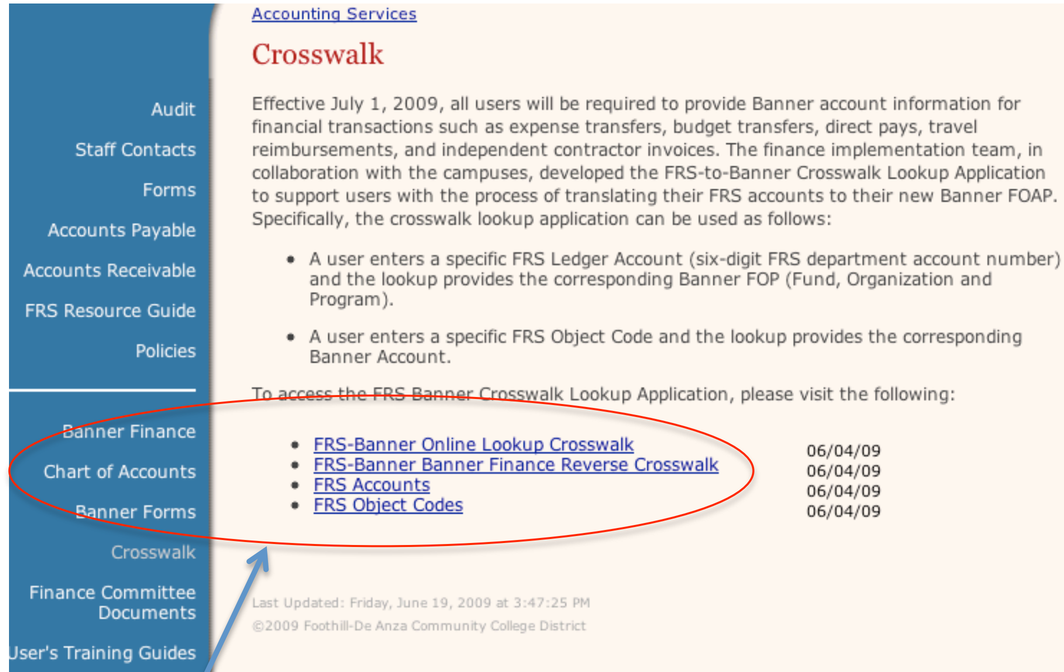
These forms can be used to reimburse approved tra employees only.

- Trip Voucher Form ***New!***
- Travel Advance Form ***New!***
- Mileage Form ***New!***

Independent Contractor's Form

For more information regarding procedures for payi guidelines, visit the the Independent Contractors. To submit payment requests for services rendered u updated form should be included:

- Invoice for Services Rendered Form ***New!***



Audit
Staff Contacts
Forms
Accounts Payable
Accounts Receivable
FRS Resource Guide
Policies
Banner Finance
Chart of Accounts
Banner Forms
Crosswalk
Finance Committee Documents
User's Training Guides

Accounting Services

Crosswalk

Effective July 1, 2009, all users will be required to provide Banner account information for financial transactions such as expense transfers, budget transfers, direct pays, travel reimbursements, and independent contractor invoices. The finance implementation team, in collaboration with the campuses, developed the FRS-to-Banner Crosswalk Lookup Application to support users with the process of translating their FRS accounts to their new Banner FOAP. Specifically, the crosswalk lookup application can be used as follows:

- A user enters a specific FRS Ledger Account (six-digit FRS department account number) and the lookup provides the corresponding Banner FOP (Fund, Organization and Program).
- A user enters a specific FRS Object Code and the lookup provides the corresponding Banner Account.

To access the FRS Banner Crosswalk Lookup Application, please visit the following:

• FRS-Banner Online Lookup Crosswalk	06/04/09
• FRS-Banner Banner Finance Reverse Crosswalk	06/04/09
• FRS Accounts	06/04/09
• FRS Object Codes	06/04/09

Last Updated: Friday, June 19, 2009 at 3:47:25 PM

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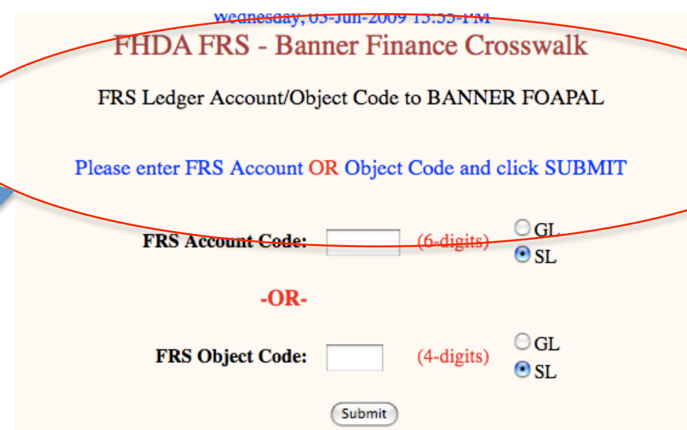


Wednesday, 03-Jun-2009 15:55 PM

FHDA FRS - Banner Finance Crosswalk

FRS Ledger Account/Object Code to BANNER FOAPAL

Please enter FRS Account OR Object Code and click SUBMIT

FRS Account Code: (6-digits) GL SL

-OR-

FRS Object Code: (4-digits) GL SL

Submit

Accounting Services has provided many assistance tools to help you with converting codes from FRS to Banner

Day-to-Day Operations Overview

Introduction

The purpose of this section is to explain the day-to-day or operational procedures to allow users to query budget information, submit requisitions, make budget transfers, and approve documents.

Objectives

At the end of this section, you will be able to:

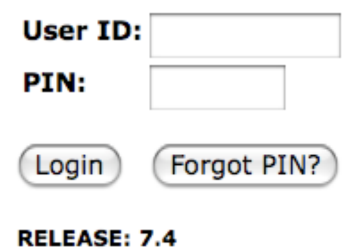
query budgets	query encumbrance data
create requisitions	approve documents*
view documents	create budget transfers*
create multiple line budget transfers*	delete finance template

**Denotes a form that is limited to users by security access*

Day-to-Day Operations
Accessing Finance Self-Service

Introduction

In this lesson, you will access Finance Self Service Banner (SSB). To proceed with this and the following exercises, you will need your personal User ID and PIN provided by the district.



Logging on

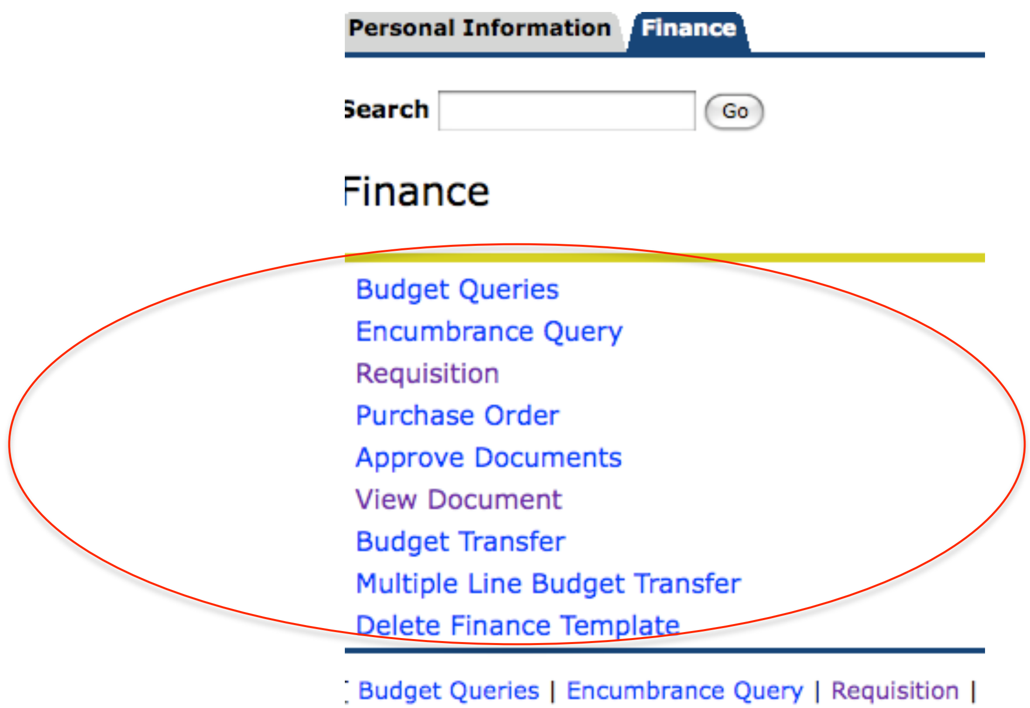
Follow these steps to log into Finance Self Service Banner (SSB).

Step	Action
1	Enter the URL address http://banner.fhda.edu to access Self Service Banner SSB Pre-production (PPRD), you will access PROD through the Luminus portal when it becomes available
2	From the SSB PPRD database, click on **Enter Secure Area** to access the Login Page.
3	Enter your User ID and PIN number in the corresponding fields, and click **Login**

Day-to-Day Operations
Accessing Finance Self-Service

Logging on, continued

Step	Action
4	From the Main Menu, click **Finance** to access the Finance Menu
5	The Finance Menu contains the following options:



Day-to-Day Operations
Performing a Budget Query

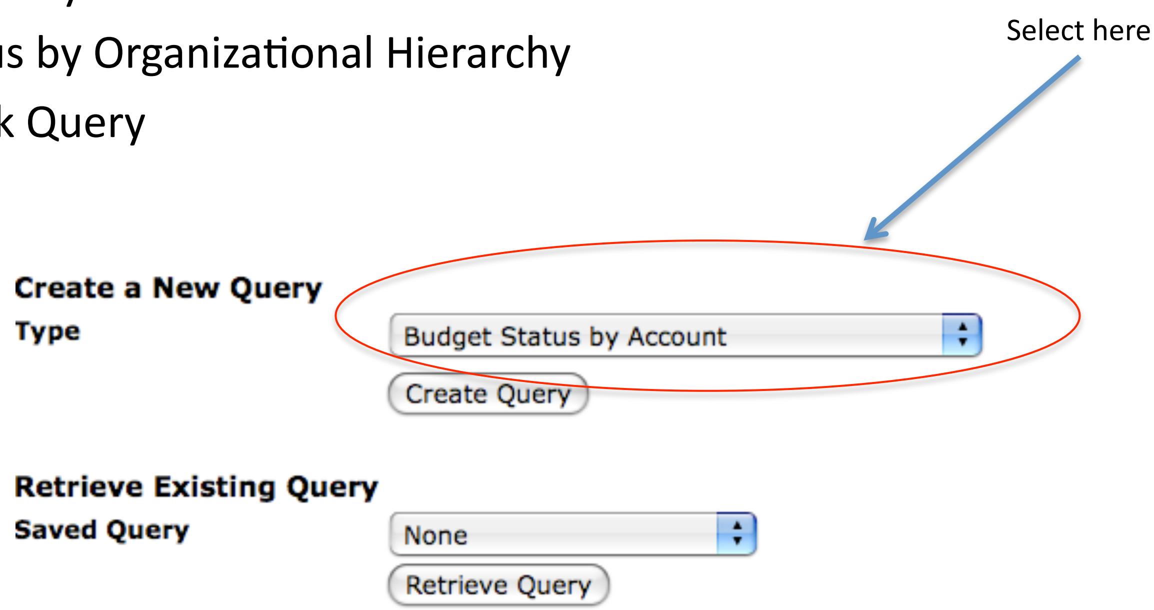
Introduction

The **Budget Queries** option permits the Finance SSB user to access Information to view Budget Status. The data selected through a Finance Self Service query can be downloaded to a Microsoft Excel spreadsheet. A user may build or retrieve three types of queries:

Budget Status by Account

Budget Status by Organizational Hierarchy

Budget Quick Query

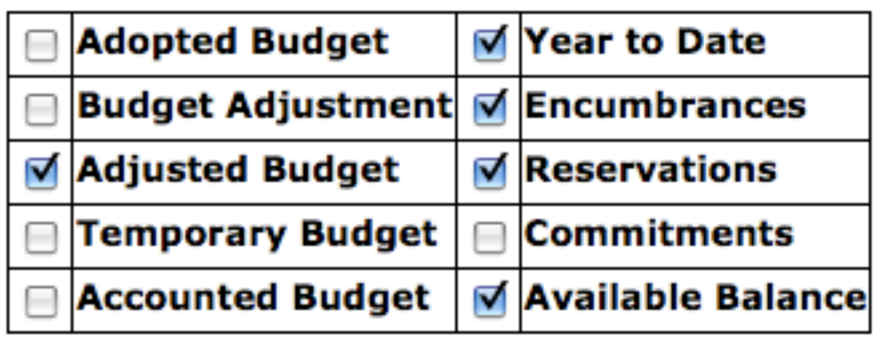


Day-to-Day Operations
Performing a Budget Query

Introduction - continued

Users may choose from the following Operating Ledger Data for **Budget Status by Account** and **Budget Status by Organizational Hierarchy**:

Adopted Budget	Accounted Budget
Budget Adjustments	Year to Date
Adjusted Budget	Encumbrances
Temporary Budget	Reservations
Commitments	Available Balance



Day-to-Day Operations
Performing a Budget Query

Comparison queries

When users choose their desired parameters, they may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. (**Budget Quick Query** only displays one fiscal year). With this selection, all the details that are retrieved will be placed next to the corresponding comparative Fiscal Period.

Downloading query data to a spreadsheet

Users can download budget query data to a Microsoft Excel spreadsheet and then edit It, according to their reporting needs. NOTE: Select FILE/SAVE AS to save as an Excel document.

Day-to-Day Operations
Performing a Budget Query

Saving queries as templates

A query can be saved as a template on each screen. However, each time a query is saved, only the information entered and queried up until that point is saved. A user can enter a query and save it on each screen under a different name, creating several templates, each with its own detail or path.

This functionality enables the user to save the query and retrieve it later for quick reference or customizing. 'Personal' queries may be accessed only by the User who created them. The **Shared** query option should not be selected.

<u>Note</u>**:** You can use the **Delete Finance Template** link to delete your personal templates**.**

Day-to-Day Operations
Performing a Budget Query

Saving queries and templates

The Finance forms and queries provide users the option to save completed transactions and queries for future use. There are two types of queries: **Personal** (retrievable by user only) and **Shared** (do not select). Once the query is saved as a template, it can be retrieved at any time and the information or parameters can be changed.

A user can use the **Delete Finance Template** link to delete their personal templates or queries.

Save As warning

As mentioned, users have the option to save their SSB-completed Finance query as a personal template for future use. To prevent accidental overwrites of existing templates, SSB delivers the Save As warning message to interrupt a potential unwanted save.

Day-to-Day Operations
Performing a Budget Query

User-calculated columns

The detail screen provides the capability to add “user calculated columns” to a query. The User may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

Note: The **User Calculated** columns cannot be downloaded into Excel because they are just calculations.

Day-to-Day Operations
Performing a Budget Query

Budget Status by Account

The **Budget Status by Account** option allows a user to review budget information by account for the Fiscal Period, Year to Date, and Commitment Type by:

- Specific FOAPAL/Index values
- A Specific Organization
- All Organizations
- Grant
- Fund Type
- Account Type
- Revenue Accounts

There are four levels to a Budget Status by Account:

- Account Detail
- Transactions Detail
- Document Detail
- View the Document

Day-to-Day Operations
Performing a Budget Query

Budget Status by Organization Hierarchy

The **Budget Status by Organization Hierarchy** option allows users to review budget information for organizations:

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

The levels of this type of query include:

- Organizational Hierarchy
- External Account Type (Levels 1 and 2)
- Account Detail, Transaction Detail
- Document Detail
- View the Document

Day-to-Day Operations
Performing a Budget Query

Budget Quick Query

The **Budget Quick Query** is used to review budget information by Adjusted Budget, Year to Date, Commitments, and Available Balance by:

- specific FOAPAL/Index values
- a specific organization
- all organizations
- grant
- revenue accounts

The levels of this type of query do not allow any type of query for:

- Account Detail
- Transaction Detail
- Document Detail
- View the Document

Day-to-Day Operations
Performing a Budget Query

Procedure

Follow these steps to complete the process.

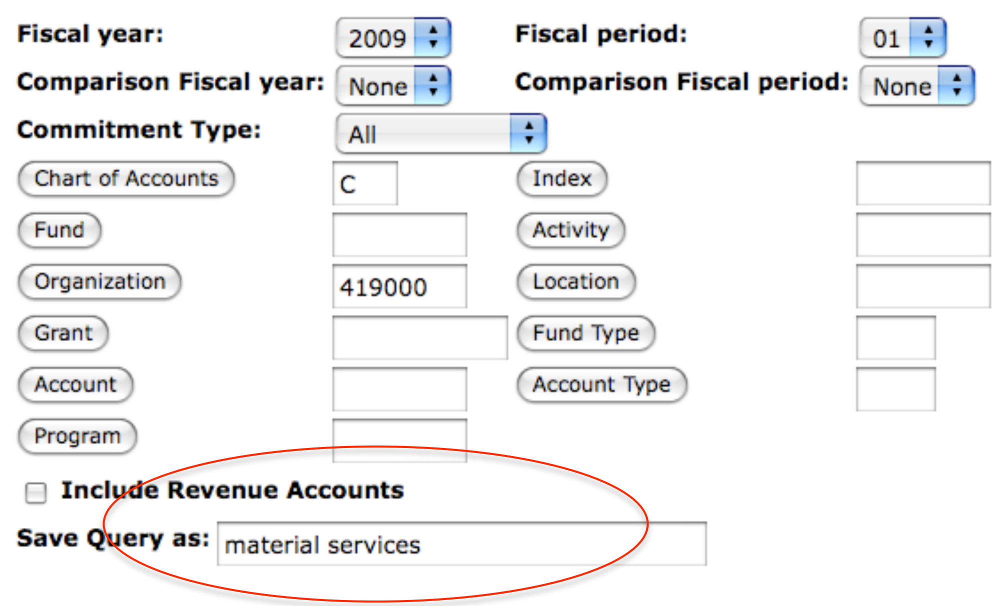
Step	Action
1	Click **Budget Queries** from the Finance Menu to navigate to the **Budget Queries** page
2	Under "Create a New Query," click the drop-down **Type** menu to view values - Select Budget Status by Account to view budget information for organizations detailed by account - Select Budget Status by Organizational Hierarchy to view summarized budget Information using actual or hierarchical organization or account codes
3	After selecting a query type, click the **Create Query** icon
4	Check the appropriate checkboxes for your query

Day-to-Day Operations
Performing a Budget Query

Procedure, continued

Step	Action
5	Enter a name for your query in the **Save Query** As field
	- <u>Note:</u> Do not use the following non-standard characters in your query name. They are the semicolon (;), slash (/), ampersand (&), at sign (@), and question mark (?).
6	Click the **Continue** button

Name your query and Save



Day-to-Day Operations
Performing a Budget Query

Procedure, continued

Step	Action
7	Enter the appropriate parameters for your query Note: You must choose either a valid organization or a valid grant and chart of accounts to retrieve any data
8	**Save Query** to save the entire query for reuse
9	Click the **Submit Query** button
10	The page will refresh and display the results of your query, along with the parameters that were selected

Day-to-Day Operations
Performing an Encumbrance Query

Introduction

The **Encumbrance Query** feature of Finance Self Service Banner allows users to review outstanding encumbrance information such as Purchase Orders or special Journal Vouchers. Users may enter any FOAPAL values to narrow their selection. They must populate the **Organization** fields to submit a query, though wildcards are permitted in these Fields. Note that access is controlled by Fund and Organization security.

Encumbrance summary report

Once the parameters are selected for a particular query and submitted, the Encumbrance Query brings back information on the related encumbrances by account.

Day-to-Day Operations
Performing an Encumbrance Query

Document Accounting Distributions screen

The following information is displayed on the Document Accounting Distributions page:

- Fiscal period
- Chart of Accounts
- Document number, date and code
- Transaction description
- Rule class
- Encumbrance information and amounts
- Item and sequence numbers

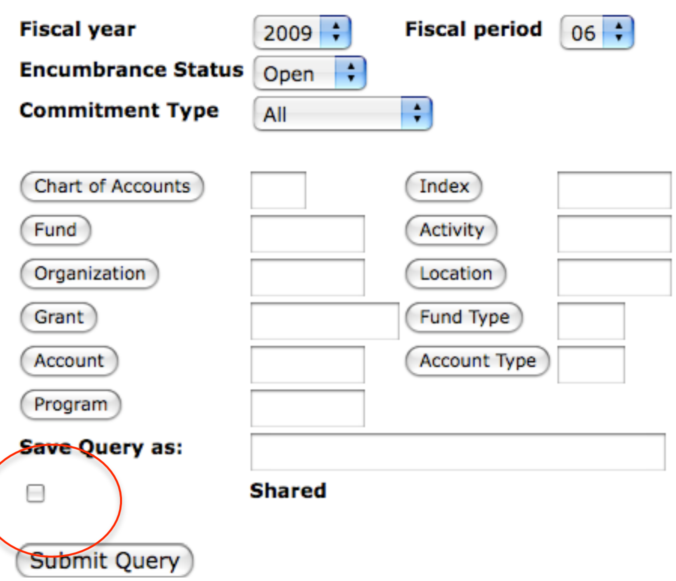
Day-to-Day Operations
Performing an Encumbrance Query

Procedure

Follow these steps to complete the process.

Step	**Action**
1	Click on **Encumbrance Query** from the Finance Menu to navigate to the Encumbrance Query page
2	Enter appropriate parameters or retrieve an existing query

Do not select



Day-to-Day Operations
Creating a Requisition

Introduction

Paper Purchase Requisition forms have been replaced with electronic “Requisitions.” The Finance Self-Service (SSB) Requisition form interfaces with the Banner INB Requisition Form and its tables. Therefore, a user must input a request for purchase through Banner Self-Service (SSB).

- Requisitions will flow through and be approved through an electronic approval process
- If a requisition is not approved at any level through the approval process, it will be rejected all the way back to the originator
- A requisition cannot be modified in SSB - It can only be modified in INB, and only by someone who has Fund/Organization posting authority against the FOAP
- If a requisition is modified in INB, then the requisition will be routed back through the approval process to the originator
- The status of a requisition can be viewed at any time in Self-Service or Banner INB
- You cannot save a document or leave it “In Process” in the middle of data entry
- Once the document is started it must be completed, or all information will be lost
- Once a requisition has been approved, it will be posted and forwarded to the Purchasing and Procurement module of Banner for processing

Day-to-Day Operations
Creating a Requisition

Prerequisites

Before you proceed to enter a requisition, all (or most) of the following information should be readily available:

1. The expected delivery date for the goods/services ordered
2. The suggested vendor name that exists in Banner
3. The internal campus/end-user delivery information
4. The description of the good/service
5. The quantity of the good/service
6. The price of each good/service
7. The FOAP string(s) that you will charge
8. Available funds in the FOAP (Fund and Organization)

A crosswalk is available at: https://reports.fhda.edu:446/php/finance_codes.php.

Day-to-Day Operations
Creating a Requisition

Procedure

Follow these steps to complete the requisition procedure:

Step **Action**

1 From the Finance Menu, click on **Requisition** to navigate to the Requisition page

2 Enter appropriate values in the fields, or retrieve an existing template

- **Transaction Date** – do not modify unless you are entering a requisition for the next fiscal year budget
- **Delivery Date**- indicate +4 weeks or more depending on product lead time
- **Vendor ID** – scroll down to the bottom of the form and perform a **Code Lookup** by Vendor Type
  - Bypass these fields If the vendor is not found
  - Provide vendor information in the **Document Text**
- Select **Vendor Validate** and the selected vendor information will populate

Day-to-Day Operations
Creating a Requisition

Procedure – continued

Step **Action**

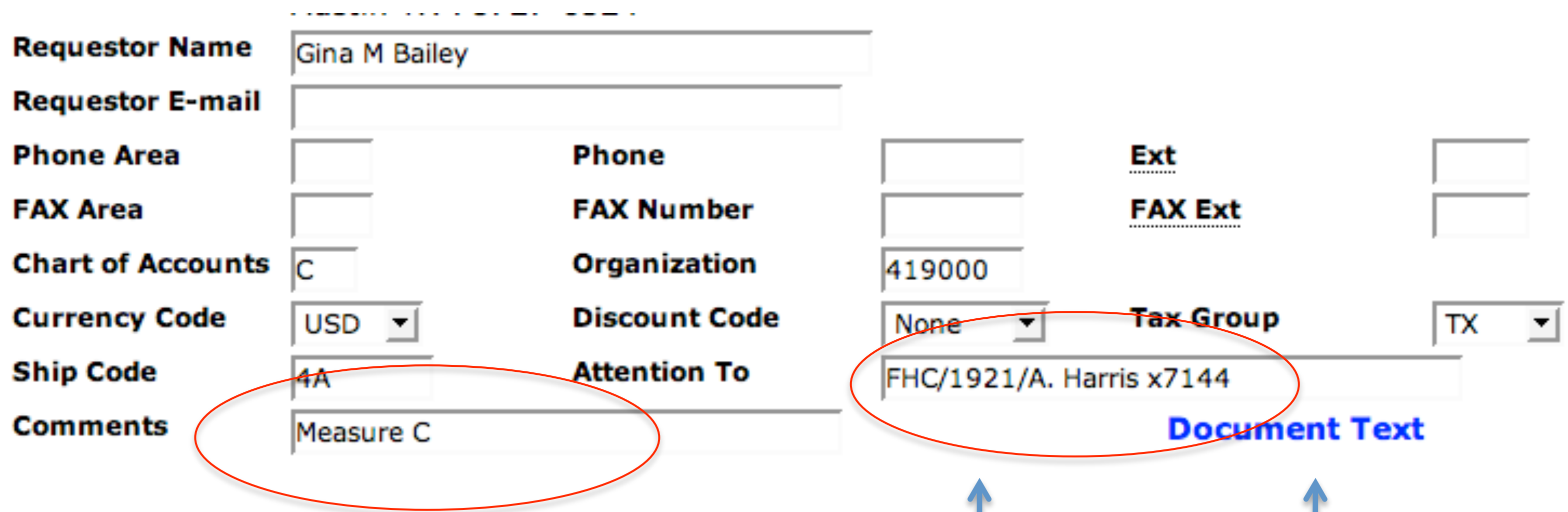
- **Requestor** – information should populate to your default information
- **Attention To**– Provide the Internal Campus/End-User Delivery Address information in the "Attention To" field
  - The internal delivery address provides the shipping and receiving department with information that indicates which campus, where, and to who the goods and materials should be delivered. Sample delivery information:
    - FHC/1921/A. Harris x7144
    - DAC/ADM150/P. Joseph x8758
    - DIST/G. Wu x6269
    - MDFLD/ADM/C. McKeller
    - DSC/Plant/G. Lesslie x6121

Day-to-Day Operations
Creating a Requisition

Procedure – continued

Step **Action**

– **Comments** - Required field for all Measure C funded requisitions and technology purchases
  - For all other requisitions it is not required and usually contains notes to the buyer -a comment does not print on a Purchase Order
  - Comment samples:
    - » Measure C – Backup included
    - » Measure C – FF&E
    - » Call me if questions
    - » Change Order to PO HH000330
    - » Open Order FY 09-10
    - » Agreement – Backup included



Requestor Name	Gina M Bailey				
Requestor E-mail					
Phone Area		**Phone**		**Ext**	
FAX Area		**FAX Number**		**FAX Ext**	
Chart of Accounts	C	**Organization**	419000		
Currency Code	USD	**Discount Code**	None	**Tax Group**	TX
Ship Code	4A	**Attention To**	FHC/1921/A. Harris x7144		
Comments	Measure C		**Document Text**		

Double-click here to provide additional information related to the document

The Comments field provides a short note to the Buyer

The Attention To field must indicate the internal Delivery information

Day-to-Day Operations
Creating a Requisition

Procedure – continued

Step **Action**

3 Proceed to the **Commodity** section of the form

- Bypass the **Commodity Code** (disabled)
- **Commodity Description** – input the description of the item that you are requisitioning, if the description is more than allowed within the fields, you can select the item number (highlighted in "blue") and continue your description in the **Item Text;** include product make and model numbers
- Complete the **UOM/Quantity/Tax Group/Discount and Additional Amount** fields; take into consideration additional charges for Full Service Direct Delivery and/or Shipping Charges
- Select **Commodity Validate**

Indicate additional
Item Text here

tem	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price
1		Dell Optiplex computer	EA	76	1	
2			None	None		
3			None	None		
4			None	None		
5			None	None		

Commodity Validate

alculated Commodity Amounts

tem	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1	1,500.00			138.75	1,638.75
2					
3					
4					
5					
otals:	1,500.00	0.00	0.00	138.75	1,638.75

Dollars Percents

eq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accountin
	C		446601	110001	6420	710000			

Day-to-Day Operations
Creating a Requisition

Procedure – continued

Step **Action**

4 Proceed to complete the Accounting information on the form
- The default **Chart of Accounts** is chart “C”
- Enter your FOAP(s) that will be charged for the item
  - Fund/Organization/Account/Program
  - Indicate the **Accounting** distribution
    - By dollars
    - By percentage
- Select **Save Template**
- **Validate**
- **Complete**

Note that your Requisition
Is now Completed

☑ Document Validated with no errors

☑ Document R0000002 completed and forwarded to the Posting process

5 **PRINT** your requisition for your records or **SAVE** as a pdf file for reference

Day-to-Day Operations
Creating a Requisition

Document completion

The successful completion of a document created through Finance Self Service Banner will require:

1. Available budget at time of entry
2. Once an entry form is processed, it must be "completed "
   - Entry forms cannot be left in process; all information will be lost
   - Entry forms cannot be modified once completed

Note: As a form created in SSB proceeds through the approval que, it cannot be modified by someone of approval authority, the form must be denied. The originator will be required to re-enter the form correctly.

Day-to-Day Operations
Creating a Requisition

Displaying Text

There are two kinds of text that can be associated with a Requisition and Purchase Order: **Item Text** and **Document Text**. Each type of text can be viewed online only and or printed on the document.

1 **Item Text** is ad hoc text that is entered by the end user for any given item. The text is only stored for that item in that specific document. Item text can be associated with a commodity item on requisitions and purchase orders

2 **Document Text** is ad hoc text that is relevant to the whole document and is entered by an end user. Samples of document text may be:

- New Vendor information

-Special instructions regarding invoices

-Additional information to be provided to the buyer

Day-to-Day Operations
Creating a Requisition

Samples of Document and Item Text,
you can choose to print
or not to print

Document/Commodity Text

Enter Document Text, Print:

Send invoice to:
Asha Harris
Foothill College
12345 El Monte Rd.
Los Altos Hills, CA 94022

Document/Commodity Text

Enter Item 1 Text, Print

District standard optiplex to include.....

Day-to-Day Operations
Creating a Requisition

Backup Material

- Many requisitions will have additional materials that must accompany the request
- The backup material can be:
  - Copy of a board agenda item
  - Vendor quotations
  - New vendor information (W-9)
  - Signed agreements or ICA's
- The district purchased a product called "Extender" that will allow an end-user to submit the backup electronically with the requisition, until that product is implemented, the process to include backup materials is described here

Day-to-Day Operations
Creating a Requisition

Backup Material - continued

- In the **Comments** field, indicate that "backup" is included
- Print the requisition in SSB (keep a copy of the requisition and all backup material)
  - You can either print it upon completing the requisition or you can print it from **View Documents**
- Attach the backup material to the printed requisition and forward the paperwork in inter-office mail to the following: PURCHASING SERVICES DEPARTMENT – ATTN: Linda Mahi
  - DO NOT send backup material via e-mail, fax, or other means
- When the Purchasing Services Department receives the printed requisition with the backup materials, it will be filed numerically
- Only after a requisition is APPROVED and posted will it flow through Banner to the Purchasing module and be assigned to a Buyer
- Backup material will be distributed to the assigned Buyer if it is received by the Purchasing Services Department

Day-to-Day Operations
Creating a Requisition

Change Orders

Introduction - A requisition is entered to process **Regular** or **Standing Orders**. In Banner, the requisition **IS NOT** tied to a Change Order. <u>However, a requisition will be Required to submit a Change Order request</u>.

- The Change Order request will flow through the approval process when it is processed through a requisition - therefore, a request will not be completed unless it is made through a requisition
- A Change Order can be any of the following:
  - A request to increase/decrease an encumbrance balance against a Standing Order
  - A request to add additional items to a purchase order
    - Freight Charges, additional items actually received, etc.
  - A request to add services to a Regular Order
    - Changes to ICA's, Agreements, etc.
  - A request to add Construction Change Orders to a Regular Order

Day-to-Day Operations
Creating a Requisition

Change Orders – continued

- To submit a Change Order request, complete a requisition as you normally would
- In the **Comments** field indicate "Change Order to AA000001" - this will alert the Buyers that the requisition is not for a new order
- In the **Commodity Description** field, indicate the change - if further details are required, then provide **Item Text** to describe those details
- Continue to process the requisition as you normally would
- Upon completing the requisition, the Change Order request would follow the approval process
- Once the Requisition is approved and posted, it will be assigned to the originating buyer to process the Change Order
- Once the Change Order is processed, the requisition will be cancelled by the buyer
- In **View Document** you will not see the requisition associated to the change order since Banner does not associate the two forms

Day-to-Day Operations
Approving Documents

Introduction

The Finance Self Service Banner **Approve Documents** form allows a user to approve or disapprove a document (requisition, invoice, journal voucher, or encumbrance). A user can approve a document only if security has been granted.

You can submit a document query by:

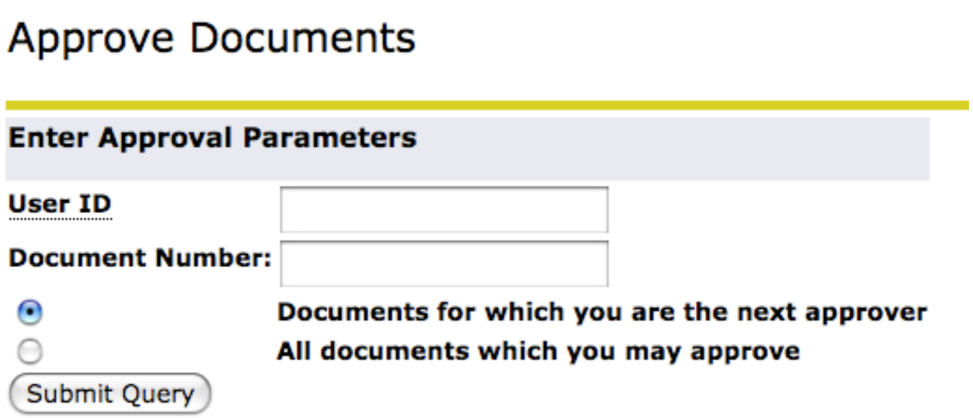
user ID
document number
documents for which you are the next approver
all documents which you may approve

Day-to-Day Operations
Approving Documents

Procedure

Follow these steps to complete the process.

Step	Action
1	From the Finance Menu, click on **Approve Documents**
2	Enter appropriate approval parameters
3	Click the **Submit Query** button
4	Select the document you would like to approve by clicking the **Approve** link



Day-to-Day Operations
Viewing Documents

Introduction

The Finance Self-Service **View Document** form allows a user to view detail information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt). You also have the option to display commodity text for purchase orders, requisitions, and invoices. This option is not restricted to documents created in SSB. Any existing Banner Document may be retrieved and viewed by this means.

You can submit a document query by:

document type:	Requisition	R
	Purchase Order	AA, EE, HH, MC, ME
	Invoice	I

document number
submission number
change sequence number

Day-to-Day Operations
Viewing Documents

Procedure

Follow these steps to complete the process.

Step	Action
1	Click on **View Document** from the Finance Menu to navigate to the document page
2	Choose **Document Type** and enter a document number in the **Document Number** field
4	Select display criteria
5	Select **View Document** icon to perform query
6	Select **Approval History** icon to view the document's properties

View Document

To display the details of a document enter parameters then select View document. To display app
Approval history. If you do not know the document number, select Document Number to access tl
and obtain a list of document numbers to choose from.

Choose type: Requisition Document Number

Submission#: **Change Seq#** Reference Number

Display Accounting Information

Yes **No**

Display Document/Line Item Text

All **Printable** **None**

Display Commodity Text

All **Printable** **None**

View document Approval history

View Document

Sample of a requisition that was saved as a pdf file and then printed

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000056	Jun 08, 2009	Jun 08, 2009	Jun 08, 2009		1,638.75
Origin:	SELF_SERVICE				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Gina M Bailey		419000	Material Services	
Accounting:	Document Level				
Ship to:	Foothill-De Anza CCD				
	12345 El Monte Rd				
	D170				
	Los Altos Hills, CA 94022				
Attention:	FHC/1921/A. Harris x7144				
Contact:	Shipping and Receiving			650-949-6171	
Vendor:	00010176	Apple Computer Inc			
	12545 Riata Vista Cir				
	Mail Stop 198-3Ed				
	Austin, TX 78727-6524				
Phone:	800-800-2775		Fax:	512-674-2950	

Day-to-Day Operations
Performing a Budget Transfer

Introduction

The Finance Self Service Banner **Budget Transfer** form allows a user to process **Budget Adjustment Journal Vouchers**. This form enables the SSB user to transfer budget from one FOAP to another.

A budget transfer requires:

fund/organization security
rule class security
available budget
must be within same chart

Day-to-Day Operations
Performing a Budget Transfer

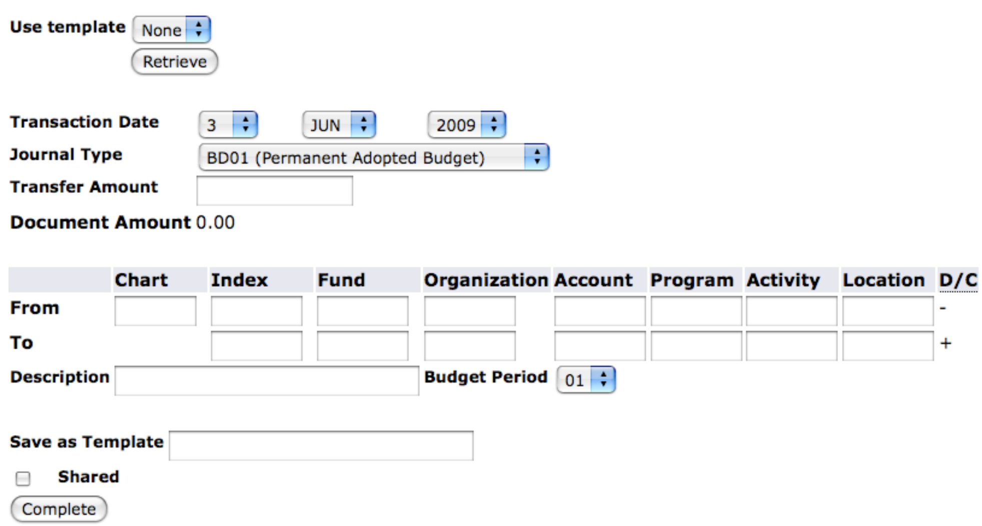
Procedure

Follow these steps to complete the process.

Step **Action**

1 Click on **Budget Transfer** from the Finance menu to navigate to the **Budget Transfer** page

2 Enter appropriate parameters, or retrieve an existing template by selecting it from the **Use Template** drop-down menu and clicking the **Retrieve** button



Day-to-Day Operations
Performing a Multiple Line Budget Transfer

Introduction

The **Multiple Line Budget Transfer** form is the same as the **Budget Transfer Form** except that It allows budget transfers between up to five FOAPs. The fields on these forms are identical.

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 rule classes that we provide for the budget transfers are BD01, BD02, and BD04. These Are hard-coded in the form. BD01 is for permanent budget, BD02 for budget Adjustments, and BD04 for temporary budget. Discuss the appropriate use of these designations with your budget officer. This form is not meant to allow completion of documents using rule classes that are not self-balancing.

Day-to-Day Operations
Performing a Multiple Line Budget Transfer

Procedure

Follow these steps to complete the process.

Step	Action
1	Click on **Multiple Line Budget Transfer** from the Finance menu to navigate to the Multiple Line Budget Transfer Page
2	Enter appropriate parameters, or retrieve an existing template by selecting it from the Use **Template** drop-down menu and clicking the Retrieve button

Day-to-Day Operations
Delete Finance Template

Introduction

Delete Finance Template is an option on the Finance Menu that enables a user to delete templates or queries. This can be helpful when a template is renamed and the original needs to be deleted. The ability to delete templates depends on the privileges associated with your SSB user ID.

Procedure

Follow these steps to complete the process.

Step	Action
1	Click on **Delete Finance Template** from the Finance menu to navigate to **the Delete Finance Template**
2	Enter in the **Template/Query Name** and **Template/Query Type**
3	Check the delete box of the items to be deleted
4	Click the **Delete** Button

Enter Parameters

Template/Query Name: mc

Template/Query Type: All

Submit Query

Parameters

User ID	Q11034198
Template/Query Name	MATERIAL SERVICES
Template/Query Type	All
Shared	N

Stored Template/Query List

Count	USER ID	Template/Query Name	Template/Query Type	Shared	Date	Delete
1	Q11034198	material services	Budget Query	N	03-JUN-09	

Select All   Delete   Another Query

Check the delete box and select Delete

Day-to-Day Operations
Looking Up Codes

Introduction

Finance Self Service Banner allows users to look up vendor information, requisition information, or any of the FOAP component codes for the Chart of Accounts. Codes can be queried by ID as well as by title, and the use of wildcards is permitted.

Code Lookup function

The Code Lookup function is attached to a number of options from the Finance Menu (Requisition, Purchase Order, Budget Transfer, and Multiple Line Budget Transfer).

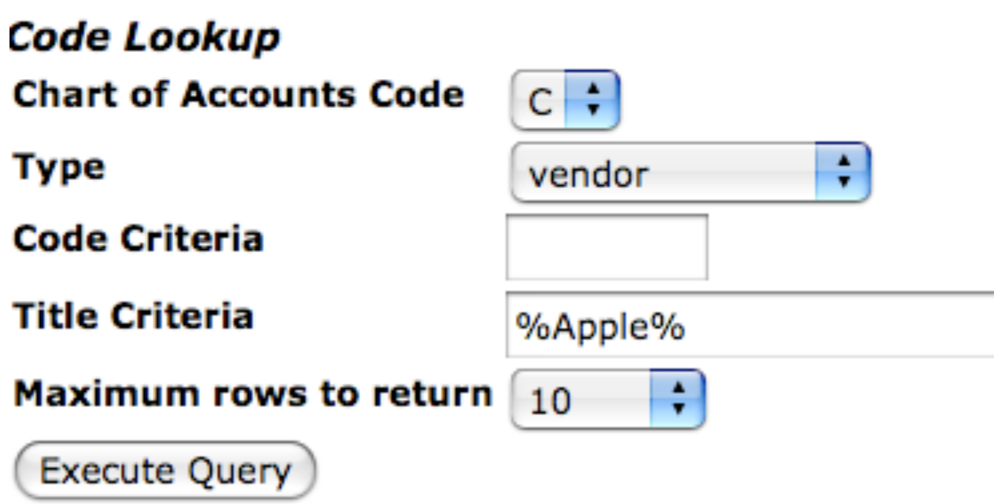
Procedure

Step	Action
1	Select **Requisition** from the Finance Menu
2	Scroll down to the Code Lookup section near the bottom of the page
3	Select a Vendor code from the drop-down menu

Day-to-Day Operations
Looking Up Codes

Procedure – continued

Step	Action
4	Use the **Type** drop-down menu to find the value you want to query
5	Enter the wildcard *(%) in the* **Title Criteria** field
7	Click the **Execute Query** icon to view the List of Values - the page will refresh and display the results of your query



Code lookup results

Vendor ID	Name
00010176	Apple Computer Inc
00010113	Apple Time Inc

Contacts & Support

Campus Support Personnel

District

Esperanza Contreras x6297 contrarasesperanza@fhda.edu

Pam Eberhardt x6119 eberhardtpam@fhda.edu

Carole Miller x6140 millercarole@fhda.edu

Tonette Torres x6148 torrestonette@fhda.edu

Foothill College

Diana Cohn x7253 cohndiana@foothill.edu

Asha Harris x7144 harrisasha@foothill.edu

Laureen Wong x7363 wonglaureen@foothill.edu

De Anza College

Teri Gerard x8938 gerardteri@deanza.edu

Margaret Michaelis x8857 michaelismargaret@deanza.edu

Janet Couch Vong x8371 couchvongjanet@deanza.edu

Contacts & Support

ID/Password help – contact Hector Quinonez x6250 or quinonezhector@fhda.edu

Accounting assistance – Martin Varela x6266 or varelamartin@fhda.edu

Accounts Payable help – contact Ellen Lyon x6253 or lyonellen@fhda.edu

Purchasing Services help – contact the following people:

- Dawn Allshouse allshousedawn@fhda.edu x6162
- Frank Greco grecofrank@fhda.edu x6284
- Gina Bailey baileygina@fhda.edu x6165
- Linda Mahi mahilinda@fhda.edu x6193
- Annette Perez perezannette@fhda.edu x6163
- Carmen Redmond redmondcarmen@fhda.edu x6166

NOTES:

APPENDIX:

FOAPAL

Commonly Used Account Codes

EIS Finance Team Listing

Map to Building D270

My Portal Login

Foothill-De Anza Community College District

Banner FOAPAL

	Required					Will Not Be Used	
	C -	**F**	**O**	**A**	**P**	**A**	**L**
Element	Chart	Fund	Organization	Account	Program	Activity	Location
Definition	A one digit code to identify an accounting entity C - FHDA Chart of Accounts	Indicates the source of money and how it must be used (6 Digits)	Departmental entities or budgetary units within the district (6 Digits)	Describes the nature of expenditures, revenues, assets, liabilities and fund balances (4 Digits)	Functional reporting classification for tracking use of funds for financial reporting purposes (6 Digits)	A user defined element to be used for independent reporting needs not required for external reporting purposes	Identifies physical location of financial activity and fixed assets
What we call it now in FRS	District Chart of Accounts	GL or SL Account from General, Grant, Agency, Foundation or Capital Projects	Department or SL Accounts	Object Code	TOPS & ASA Code	---	---

Examples:

The following example shows an expense for office supplies from a Grant Account in the old and new formats:

Current FRS #		---	212256	4010	---	---	---
New Banner #	**C**	**135530**	**237022**	**4010**	**709000**	---	---

The following example shows an expense for travel from Accounting Department in the old and new formats:

Current FRS #		---	144040	5510	---	---	---
New Banner #	**C**	**114000**	**415000**	**5510**	**672000**	---	---

The following example shows an expense for Major Cap Equipment from the Measure C, FH Footbriddge Project in the old and new formats:

Current FRS #		---	768012	6620	---	---	---
New Banner #	**C**	**472012**	**110001**	**6620**	**710000**	---	---

Foothill-De Anza Community College District
Self Service Banner (SSB) Training

List of Commonly Used Account Numbers (Previously FRS Object Codes):

4010	Miscellaneous Supplies
4025	Instructional Materials
4060	Printing-General
5030	Dues and Memberships
5214	Technical & Professional Services
5218	Admin Expenses
5312	Computer Maintenance & Repair
5315	Software Maintenance & Repair
5350	Equipment Maintenance & Repair
5510	Domestic Conference & Travel
5735	Postage & Mailing
5745	Advertising
6410	FH-CS Minor Computer Software
6411	DA Minor Computer Software
6420	Minor Cap-Equipment
6461	FH-CS Minor Computer and Printer
6462	DA Minor Computer and Printer

New Banner Forms

Available at: http://business.fhda.edu/accounting/banner_forms

Foothill-De Anza Community College District
EIS Finance Team

Name		Position	Location	Extension
Shawna	Aced	Associate Registrar	Foothill	7771
Gina	Bailey	Senior Buyer	District	6165
Nancy	Chao	Cashiering Svcs Supv.	De Anza	5308
Patti	Conens	HR Specialist	District	6220
Janet	Couch Vong	Furn Fix & Equip Coord	Foothill	8371
Teri	Gerard	Budget/Enroll Analyst	De Anza	8938
Asha	Harris	Furn Fix & Equip Coord	Foothill	7144
Joni	Hayes	Financial Analyst	District	6174
Joe	Lampo	App. Program Supv.	District	6190
Henry	Ly	Computer Proj Coord	District	6170
Ellen	Lyon	Accts. Pay. Supv.	District	6253
Margeret	Michaelis	Dir. Budget/Personnel	De Anza	8857
Kathy	Nguyen	Accountant	District	6923
Annette	Perez	Senior Buyer	District	6163
Hector	Quinonez	Controller	District	6250
Ron	Rayas	Programmer Analyst II	District	6188
Steve	Schmidt	Special Project Coord	District	6168
Bernata	Slater	Dir. Budget Operations	District	6261
Tonette	Torres	Accounting Supervisor	District	6148
Martin	Varela	Senior Accountant	District	6266
Rhoda	Wang	Assistant Controller	District	6262
Bret	Watson	Sen. Acct/Grants Mon.	District	6272
Laureen	Wong	Budget/Enroll Analyst	Foothill	7363
Gloria	Wu	Chief Accountant	District	6269

FOOTHILL COLLEGE

12345 El Monte Road
(Off Interstate 280)
Los Altos Hills, CA 94022-4599
www.foothill.edu
(650) 949-7777

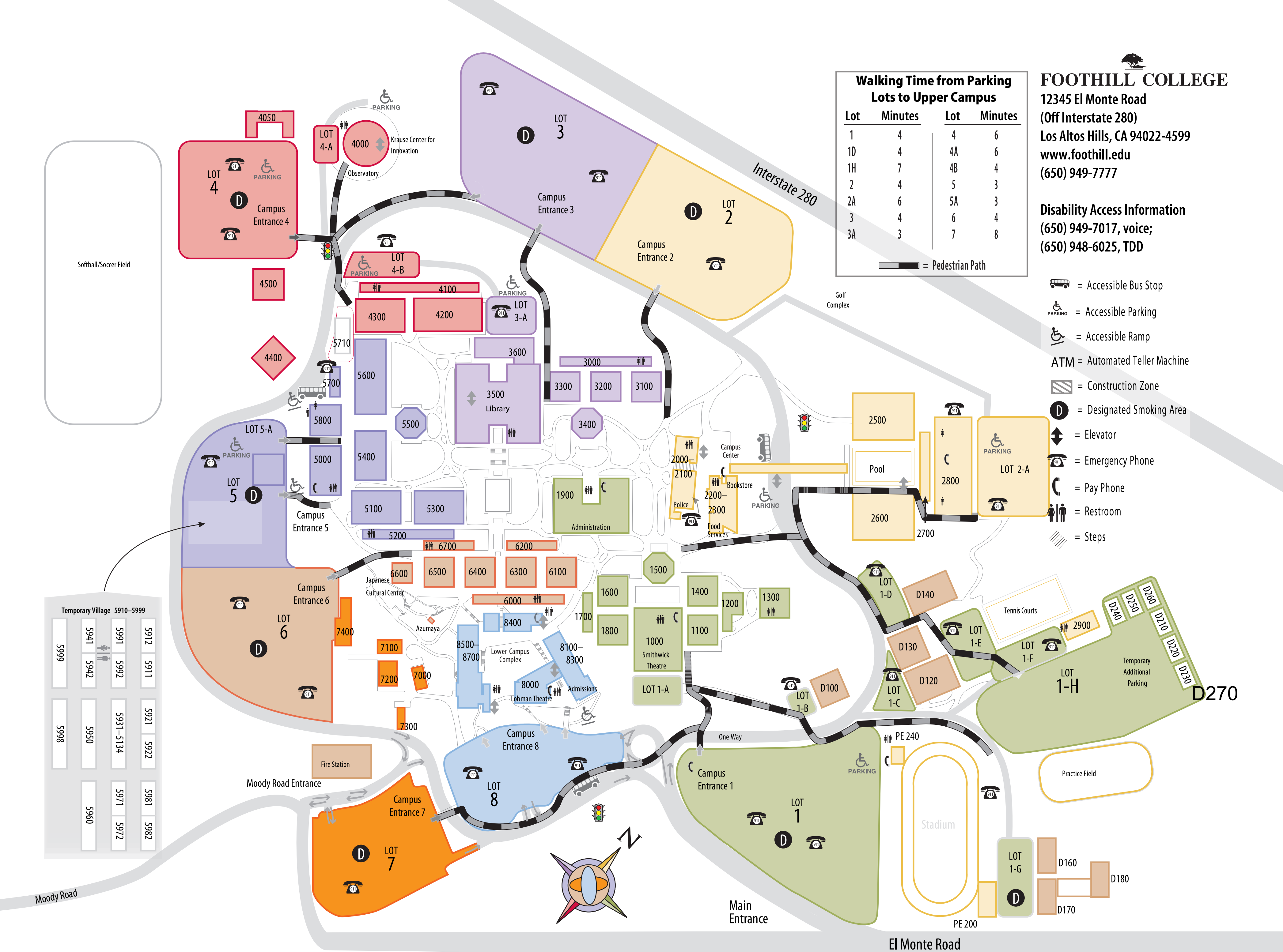
Disability Access Information
(650) 949-7017, voice;
(650) 948-6025, TDD

Walking Time from Parking Lots to Upper Campus

Lot	Minutes	Lot	Minutes
1	4	4	6
1D	4	4A	6
1H	7	4B	4
2	4	5	3
2A	6	5A	3
3	4	6	4
3A	3	7	8

= Pedestrian Path

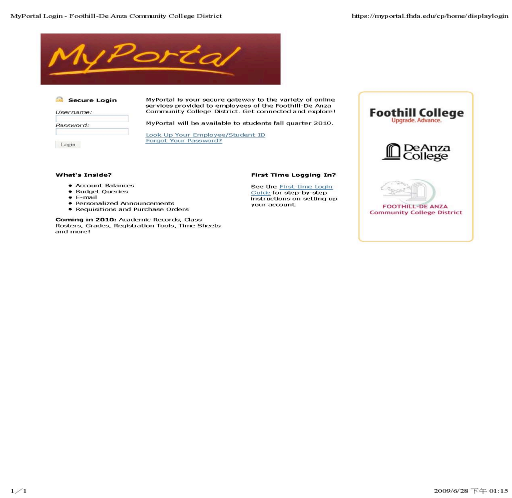
= Accessible Bus Stop
= Accessible Parking
= Accessible Ramp
ATM = Automated Teller Machine
= Construction Zone
= Designated Smoking Area
= Elevator
= Emergency Phone
= Pay Phone
= Restroom
= Steps



First-Time Login

Open an Internet browser and type in the following URL: http://banner.fhda.edu

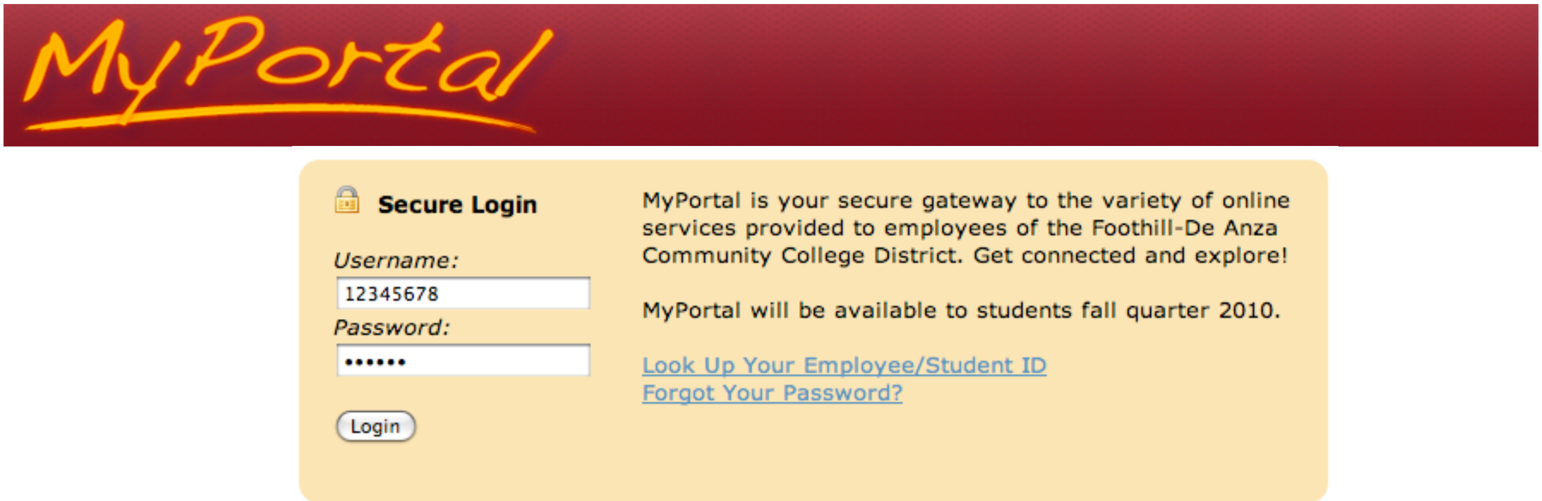
You will see the Banner Link Page shown above; click the Click here to Enter to enter the Banner My Portal sign on page shown below:



Login Process

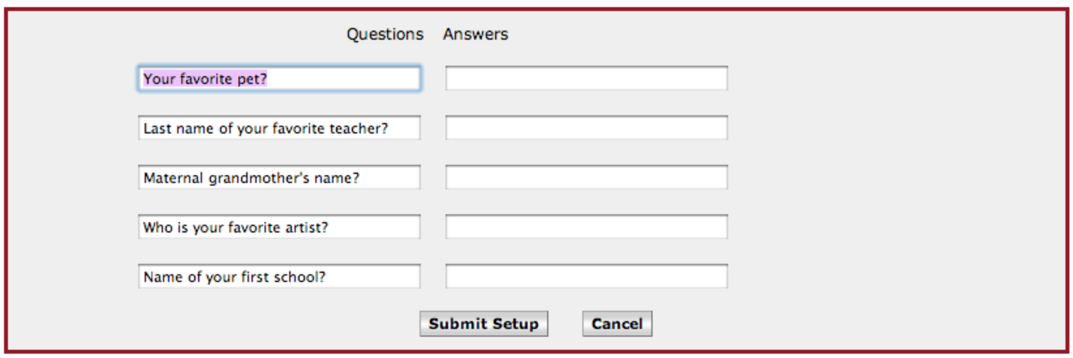
1. **Enter your login information** in the **Secure Login** area and **click the Login button**.

   a. Your **Username** is your 8-digit employee ID. **Look it up** at http://employeeid.fhda.edu.
   b. Your **Password** is your district-provided PIN number used for Liquid Office and the wireless FHDA network. **Look it up** at http://employeepin.fhda.edu.
   c. For people who have already attended the Banner SSB training, you should have the **Username** and **Password** provided to you in a sealed envelop.



IMPORTANT: If you are unable to log in with the Username and Password (PIN) described above, contact the ETS Call Center at 408.864.TECH (8324) or e-mail techhelp@fhda.edu.

2. Upon successful login, you will be asked to **complete a Secret Questions and Answers Setup** form.



   a. **Answer at least two questions** based on the listed constraints and **click the Submit Setup** button. **NOTE:** You may **create your own questions** based on the minimum number of significant characters. Simply type over an existing question.

   b. Once complete, you should receive the following message: Secret questions setup successful!

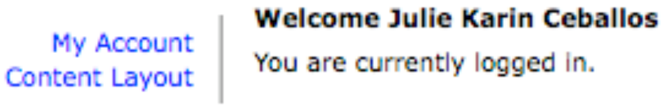
3. To **enter MyPortal**, click the link that says “Click here to continue.” You may also be automatically redirected to your home page inside the portal.

NOTE: Once logged in, you should see the portal page for your primary work location: Foothill, De Anza or Central Services. **If you do not see the appropriate campus/district logo** on your portal home page, contact the ETS Call Center at 408.864.TECH (8324) or e-mail techhelp@fhda.edu.

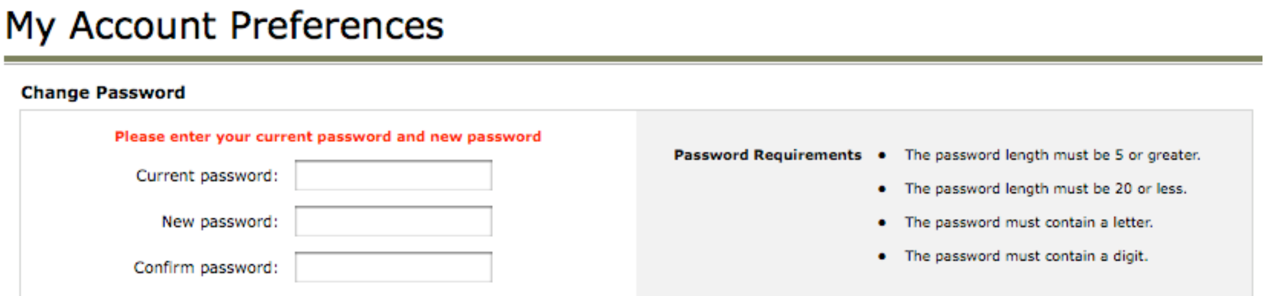
Foothill College Upgrade. Advance.
De Anza College
FOOTHILL-DE ANZA Community College District

How to Change Your PIN Password for MyPortal (Optional)

1. **Click on My Account** in the upper left corner of the window.



2. **Follow the directions** to change your PIN password to a strong alphanumeric password as described.



3. **When done**, **click the Save Changes** button at bottom right corner of the window. You should see a message in the Change Password area confirming you have successfully changed your password.

Log Out of MyPortal

1. **Click the Logout icon** in the upper right corner of the window.

Already Forgot Your Password?

1. **Click the Forgot Your Password? link** in the Secure Login area.
2. You will be prompted to **enter your 8-digit username and the answers to two of the secret questions** that you set up in Step 3 during your first-time login.

Once inside, click on the Tutorial Tab to learn more!