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

## Day-to-Day Operations

- Overview
- Accessing Self Service Banner
- Performing a Budget Query
- Performing an Encumbrance Query
- Creating a Requisition
- Approving Documents
- Viewing Documents
- Performing a Budget Transfer
- Performing a Multiple Line Budget Transfer
- Delete Finance Template
- Looking Up Codes

## Contacts & Support

- Campus Support
- District Support

## Appendix
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 same 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.
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
- create requisitions
- view documents
- create multiple line budget transfers
- query encumbrance data
- approve documents*
- create 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).

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

- Budget Queries
- Encumbrance Query
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template
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
- Budget Adjustments
- Adjusted Budget
- Temporary Budget
- Commitments
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- 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.

Note: 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
- All Organizations
- Fund Type
- Revenue Accounts

A Specific Organization
Grant
Account Type

There are four levels to a Budget Status by Account:

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click <strong>Budget Queries</strong> from the Finance Menu to navigate to the <strong>Budget Queries</strong> page</td>
</tr>
</tbody>
</table>
| 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
   - **Note:** 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

![Query Entry Interface](image-url)
Day-to-Day Operations
Performing a Budget Query

Procedure, continued

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Finance Menu, click on <strong>Requisition</strong> to navigate to the Requisition page</td>
</tr>
<tr>
<td>2.</td>
<td>Enter appropriate values in the fields, or retrieve an existing template</td>
</tr>
<tr>
<td></td>
<td>- <strong>Transaction Date</strong> – do not modify unless you are entering a requisition for the next fiscal year budget</td>
</tr>
<tr>
<td></td>
<td>- <strong>Delivery Date</strong> – indicate +4 weeks or more depending on product lead time</td>
</tr>
<tr>
<td></td>
<td>- <strong>Vendor ID</strong> – scroll down to the bottom of the form and perform a <strong>Code Lookup</strong> by Vendor Type</td>
</tr>
<tr>
<td></td>
<td>- Bypass these fields if the vendor is not found</td>
</tr>
<tr>
<td></td>
<td>- Provide vendor information in the <strong>Document Text</strong></td>
</tr>
<tr>
<td></td>
<td>- Select <strong>Vendor Validate</strong> and the selected vendor information will populate</td>
</tr>
</tbody>
</table>
# Day-to-Day Operations
## Creating a Requisition

**Procedure – continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>– <strong>Requestor</strong> –</td>
<td>information should populate to your default information</td>
</tr>
<tr>
<td>– <strong>Attention To</strong> –</td>
<td>Provide the Internal Campus/End-User Delivery Address information in the “Attention To” field</td>
</tr>
<tr>
<td>-</td>
<td>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:</td>
</tr>
<tr>
<td>–</td>
<td>FHC/1921/A. Harris x7144</td>
</tr>
<tr>
<td>–</td>
<td>DAC/ADM150/P. Joseph x8758</td>
</tr>
<tr>
<td>–</td>
<td>DIST/G. Wu x6269</td>
</tr>
<tr>
<td>–</td>
<td>MDFLD/ADM/C. McKeller</td>
</tr>
<tr>
<td>–</td>
<td>DSC/Plant/G. Lesslie x6121</td>
</tr>
</tbody>
</table>
Day-to-Day Operations
Creating a Requisition

Procedure – continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Comments - Required field for all Measure C funded requisitions and technology purchases</td>
</tr>
<tr>
<td></td>
<td>• For all other requisitions it is not required and usually contains notes to the buyer - a comment does not print on a Purchase Order</td>
</tr>
<tr>
<td></td>
<td>• Comment samples:</td>
</tr>
<tr>
<td></td>
<td>» Measure C – Backup included</td>
</tr>
<tr>
<td></td>
<td>» Measure C – FF&amp;E</td>
</tr>
<tr>
<td></td>
<td>» Call me if questions</td>
</tr>
<tr>
<td></td>
<td>» Change Order to PO HH000330</td>
</tr>
<tr>
<td></td>
<td>» Open Order FY 09-10</td>
</tr>
<tr>
<td></td>
<td>» Agreement – Backup included</td>
</tr>
</tbody>
</table>
The Comments field provides a short note to the Buyer

The Attention To field must indicate the internal Delivery information

Double-click here to provide additional information related to the document
Day-to-Day Operations
Creating a Requisition

Procedure – continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Proceed to the Commodity section of the form</td>
</tr>
<tr>
<td></td>
<td>– Bypass the Commodity Code (disabled)</td>
</tr>
<tr>
<td></td>
<td>– 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</td>
</tr>
<tr>
<td></td>
<td>– 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</td>
</tr>
<tr>
<td></td>
<td>– Select Commodity Validate</td>
</tr>
</tbody>
</table>
Indicate additional Item Text here

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Tax Group</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Dell OptiPlex computer</td>
<td>EA</td>
<td>76</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Calculated Commodity Amounts**

<table>
<thead>
<tr>
<th>Item</th>
<th>Extended Amount</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
<th>Tax Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,500.00</td>
<td></td>
<td></td>
<td>138.75</td>
<td>1,638.75</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>totals:</td>
<td>1,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>138.75</td>
<td>1,638.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td></td>
<td>445601</td>
<td>110001</td>
<td>6420</td>
<td>710000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Day-to-Day Operations
Creating a Requisition

Procedure – continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Proceed to complete the Accounting information on the form</td>
</tr>
<tr>
<td></td>
<td>– The default <strong>Chart of Accounts</strong> is chart “C”</td>
</tr>
<tr>
<td></td>
<td>– Enter your FOAP(s) that will be charged for the item</td>
</tr>
<tr>
<td></td>
<td>• Fund/Organization/Account/Program</td>
</tr>
<tr>
<td></td>
<td>• Indicate the <strong>Accounting</strong> distribution</td>
</tr>
<tr>
<td></td>
<td>– By dollars</td>
</tr>
<tr>
<td></td>
<td>– By percentage</td>
</tr>
<tr>
<td></td>
<td>– Select <strong>Save Template</strong></td>
</tr>
<tr>
<td></td>
<td>– <strong>Validate</strong></td>
</tr>
<tr>
<td></td>
<td>– <strong>Complete</strong></td>
</tr>
<tr>
<td>5</td>
<td>PRINT your requisition for your records or <strong>SAVE</strong> as a pdf file for reference</td>
</tr>
</tbody>
</table>

Note that your Requisition Is now Completed
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.
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
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. However, a requisition will be Required to submit a Change Order request.

• 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Finance Menu, click on <strong>Approve Documents</strong></td>
</tr>
<tr>
<td>2</td>
<td>Enter appropriate approval parameters</td>
</tr>
<tr>
<td>3</td>
<td>Click the <strong>Submit Query</strong> button</td>
</tr>
<tr>
<td>4</td>
<td>Select the document you would like to approve by clicking the <strong>Approve</strong> link</td>
</tr>
</tbody>
</table>

![Approve Documents](image)
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on <strong>View Document</strong> from the Finance Menu to navigate to the document page</td>
</tr>
<tr>
<td>2</td>
<td>Choose <strong>Document Type</strong> and enter a document number in the <strong>Document Number</strong> field</td>
</tr>
<tr>
<td>4</td>
<td>Select display criteria</td>
</tr>
<tr>
<td>5</td>
<td>Select <strong>View Document</strong> icon to perform query</td>
</tr>
<tr>
<td>6</td>
<td>Select <strong>Approval History</strong> icon to view the document's properties</td>
</tr>
</tbody>
</table>
View Document

To display the details of a document, enter parameters then select View document. To display approval history. If you do not know the document number, select Document Number to access 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 [ ]
Sample of a requisition that was saved as a pdf file and then printed

<table>
<thead>
<tr>
<th>Requisition Header</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
<td>Order Date</td>
<td>Trans Date</td>
<td>Delivery Date</td>
<td>Print Date</td>
<td>Total</td>
</tr>
<tr>
<td>R00000056</td>
<td>Jun 08, 2009</td>
<td>Jun 08, 2009</td>
<td>Jun 08, 2009</td>
<td></td>
<td>1,638.75</td>
</tr>
</tbody>
</table>

| Origin:            | SELF_SERVICE |
| Complete:          | Y            |
| Approved:          | N            |
| Cancel Reason:     |              |
| Requestor:         | Gina M Bailey |
| 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 190-3Ed |
|                    | 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on <strong>Multiple Line Budget Transfer</strong> from the Finance menu to navigate to the Multiple Line Budget Transfer Page</td>
</tr>
<tr>
<td>2</td>
<td>Enter appropriate parameters, or retrieve an existing template by selecting it from the Use <strong>Template</strong> drop-down menu and clicking the Retrieve button</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on Delete Finance Template from the Finance menu to navigate to the Delete Finance Template</td>
</tr>
<tr>
<td>2</td>
<td>Enter in the Template/Query Name and Template/Query Type</td>
</tr>
<tr>
<td>3</td>
<td>Check the delete box of the items to be deleted</td>
</tr>
<tr>
<td>4</td>
<td>Click the Delete Button</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Requisition</strong> from the Finance Menu</td>
</tr>
<tr>
<td>2</td>
<td>Scroll down to the Code Lookup section near the bottom of the page</td>
</tr>
<tr>
<td>3</td>
<td>Select a Vendor code from the drop-down menu</td>
</tr>
</tbody>
</table>
Day-to-Day Operations
Looking Up Codes

Procedure – continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Use the <strong>Type</strong> drop-down menu to find the value you want to query</td>
</tr>
<tr>
<td>5</td>
<td>Enter the wildcard (%) in the <strong>Title Criteria</strong> field</td>
</tr>
<tr>
<td>7</td>
<td>Click the <strong>Execute Query</strong> icon to view the List of Values - the page will refresh and display the results of your query</td>
</tr>
</tbody>
</table>
# 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     
  cohdiana@foothill.edu
- Asha Harris x7144   
  harrisaasha@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
<table>
<thead>
<tr>
<th>Element</th>
<th>Required</th>
<th>Will Not Be Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>C - Art</td>
<td>Chart</td>
<td>Activity</td>
</tr>
<tr>
<td>F</td>
<td>FUND</td>
<td>Location</td>
</tr>
<tr>
<td>O</td>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Program</td>
<td></td>
</tr>
</tbody>
</table>

### Definition
- **C - FHDA Chart of Accounts**: A one digit code to identify an accounting entity.
- **Indicates the source of money and how it must be used**: Departmental entities or budgetary units within the district.
- **Describes the nature of expenditures, revenues, assets, liabilities and fund balances**: Functional reporting classification for tracking use of funds for financial reporting purposes.
- **Activity**: A user defined element to be used for independent reporting needs not required for external reporting purposes.
- **Location**: Identifies physical location of financial activity and fixed assets.

### Examples:

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

<table>
<thead>
<tr>
<th>Current FRS #</th>
<th>FRS #</th>
<th>C</th>
<th>212256</th>
<th>4010</th>
<th>---</th>
<th>---</th>
<th>---</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Banner #</td>
<td>C</td>
<td>135530</td>
<td>237022</td>
<td>4010</td>
<td>709000</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Current FRS #</th>
<th>FRS #</th>
<th>C</th>
<th>144040</th>
<th>5510</th>
<th>---</th>
<th>---</th>
<th>---</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Banner #</td>
<td>C</td>
<td>114000</td>
<td>415000</td>
<td>5510</td>
<td>672000</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Current FRS #</th>
<th>FRS #</th>
<th>C</th>
<th>768012</th>
<th>6620</th>
<th>---</th>
<th>---</th>
<th>---</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Banner #</td>
<td>C</td>
<td>472012</td>
<td>110001</td>
<td>6620</td>
<td>710000</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawna</td>
<td>Aced Associate Registrar</td>
<td>Foothill</td>
<td>7771</td>
</tr>
<tr>
<td>Gina</td>
<td>Bailey Senior Buyer</td>
<td>District</td>
<td>6165</td>
</tr>
<tr>
<td>Nancy</td>
<td>Chao Cashiering Svcs Supv.</td>
<td>De Anza</td>
<td>5308</td>
</tr>
<tr>
<td>Patti</td>
<td>Conens HR Specialist</td>
<td>District</td>
<td>6220</td>
</tr>
<tr>
<td>Janet</td>
<td>Couch Vong Furn Fix &amp; Equip Coord</td>
<td>Foothill</td>
<td>8371</td>
</tr>
<tr>
<td>Teri</td>
<td>Gerard Budget/Enroll Analyst</td>
<td>De Anza</td>
<td>8938</td>
</tr>
<tr>
<td>Asha</td>
<td>Harris Furn Fix &amp; Equip Coord</td>
<td>Foothill</td>
<td>7144</td>
</tr>
<tr>
<td>Joni</td>
<td>Hayes Financial Analyst</td>
<td>District</td>
<td>6174</td>
</tr>
<tr>
<td>Joe</td>
<td>Lampo App. Program Supv.</td>
<td>District</td>
<td>6190</td>
</tr>
<tr>
<td>Henry</td>
<td>Ly Computer Proj Coord</td>
<td>District</td>
<td>6170</td>
</tr>
<tr>
<td>Ellen</td>
<td>Lyon Accts. Pay. Supv.</td>
<td>District</td>
<td>6253</td>
</tr>
<tr>
<td>Margeret</td>
<td>Michaelis Dir. Budget/Personnel</td>
<td>De Anza</td>
<td>8857</td>
</tr>
<tr>
<td>Kathy</td>
<td>Nguyen Accountant</td>
<td>District</td>
<td>6923</td>
</tr>
<tr>
<td>Annette</td>
<td>Perez Senior Buyer</td>
<td>District</td>
<td>6163</td>
</tr>
<tr>
<td>Hector</td>
<td>Quinonez Controller</td>
<td>District</td>
<td>6250</td>
</tr>
<tr>
<td>Ron</td>
<td>Rayas Programmer Analyst II</td>
<td>District</td>
<td>6188</td>
</tr>
<tr>
<td>Steve</td>
<td>Schmidt Special Project Coord</td>
<td>District</td>
<td>6168</td>
</tr>
<tr>
<td>Bernata</td>
<td>Slater Dir. Budget Operations</td>
<td>District</td>
<td>6261</td>
</tr>
<tr>
<td>Tonette</td>
<td>Torres Accounting Supervisor</td>
<td>District</td>
<td>6148</td>
</tr>
<tr>
<td>Martin</td>
<td>Varela Senior Accountant</td>
<td>District</td>
<td>6266</td>
</tr>
<tr>
<td>Rhoda</td>
<td>Wang Assistant Controller</td>
<td>District</td>
<td>6262</td>
</tr>
<tr>
<td>Bret</td>
<td>Watson Sen. Acct/Grants Mon.</td>
<td>District</td>
<td>6272</td>
</tr>
<tr>
<td>Laureen</td>
<td>Wong Budget/Enroll Analyst</td>
<td>Foothill</td>
<td>7363</td>
</tr>
<tr>
<td>Gloria</td>
<td>Wu Chief Accountant</td>
<td>District</td>
<td>6269</td>
</tr>
</tbody>
</table>
**First-Time Login**

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

How to Change Your PIN Password for MyPortal (Optional)

MyPortal, the FHDACCD secure gateway for Foothill, De Anza and Central Services online services  Rev. 06/25/09  p.2
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 alphanumerical 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!