# Banner Self Service
# Self Service Finance Training Workbook

*January 2007*
*Release 7.3*

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Prepared By: SunGard Higher Education
4 Country View Road
Malvern, Pennsylvania 19355
United States of America

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# Table of Contents

# Section A: Introduction

## Lesson: Overview

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**Workbook goal**

This workbook is an introduction to the functions of Self-Service Finance which allows users to

- query budget information
- submit Requisitions and Purchase Orders to the common database
- make Budget Transfers and approve documents.

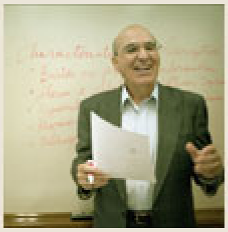
The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference.

**Intended audience**

Finance Office Administrators and Staff

**Section contents**



# Section A: Introduction

## Lesson: Process Introduction

Jump to TOC

### Introduction

The Self-Service Finance system allows users to query budget information, submit requisitions and purchase orders to the common database, make budget transfers and approve documents.

The access to the forms and queries granted to each user is controlled by the implementation of the standard Finance Fund/Organization and Rule Class Security in Banner. Once either or both of these security measures are *turned on* in Banner, Self-Service Finance recognizes them.

### Document completion

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

- Available budget at time of entry. (When the control severity for budget checking is set to "E" – error, an available budget is required and self-service does not have an NSF override.)
- Once an entry form is processed, it must be completed. Entry forms cannot be left in process; all information will be lost.

### Self-Service Finance forms

Finance provides four query forms and five entry forms:

- Budget Query by Account
- Budget Query by Organizational Hierarchy
- Budget Quick Query
- Encumbrance Query
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template

## Section A: Introduction

## Lesson: Process Introduction (Continued)

Jump to TOC

### Features

Self-Service Finance delivers several aids to easily find information within the Banner Finance database:

- FOAPAL Codes Lookup
- Saving/Deleting Templates
- Save As Warning

### FOAPAL codes look up

Self-Service Finance forms allow users to look up different codes related to a specific chart of accounts within Banner.

### Saving 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 (retrievable by any user).
- Once the form or 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 Web-completed Finance form or query as a personal or shared template for future use. To prevent accidental overwrites of existing templates, Self-Service Finance delivers the Save As warning message to interrupt a potential unwanted save.

# Section B: Set Up

## Lesson: Overview

Jump to TOC

### Introduction

The purpose of this section is to outline the setup process and detail the procedures to set up your Banner system to allow users to query budget information, submit requisitions and purchase orders to the common database, budget transfers and approve documents.

### Intended audience

Finance Office Administrators

### Objectives

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

- set up user profiles
- issue user pin numbers to Self Service.

### Prerequisites

To complete this section, you should have

- completed the Banner Fundamentals tutorial, or have equivalent experience navigating in the Banner System
- familiarity with the Banner General System
- familiarity with the Banner Finance System
- administrative rights to create the rules and set the validation codes in Banner.

### Section contents

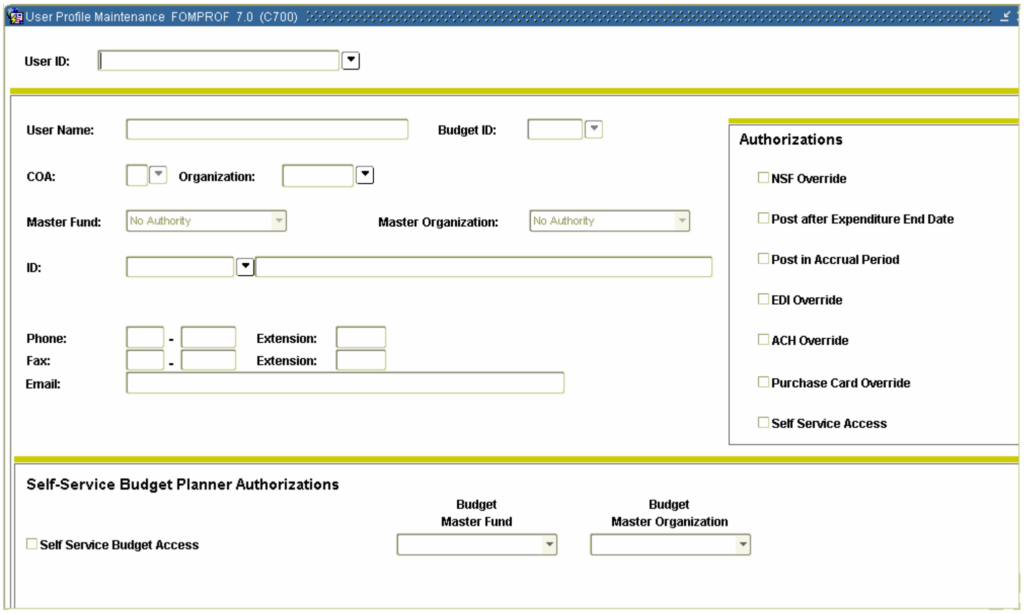
# Section B: Set Up

## Lesson: Establishing Access to Self Service for a User Profile

Jump to TOC

### Banner form

User Profile Maintenance Form (FOMPROF)



### Procedure

Follow these steps to complete the procedure.

| Step | Action |
|---|---|
| 1 | Access the User Profile Maintenance form (FOMPROF). |
| 2 | Enter a User Logon name in the User ID field. |
| 3 | Perform a **Next Block** function. |
| 4 | Enter an entity ID in the **ID** field of the person assigned to the logon. |
| 5 | Check the **Self Service Access** box. |
| 6 | Click the **Save** icon. |
| 7 | Click the **Exit** icon. |

# Section B: Set Up

## Lesson: Viewing the Enterprise Access Controls Form

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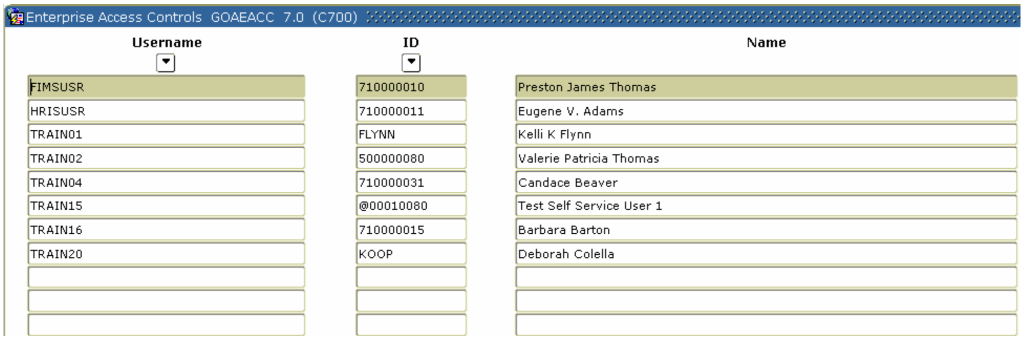
### Banner form

View the Enterprise Access Controls Form (GOAEACC) to see the connection of the user logon to the individual's entity ID. This is how Banner links each person's security settings and invokes that security in the Self Service product for Finance.



Enterprise Access Controls GOAEACC 7.0 (C700)

| Username | ID | Name |
|---|---|---|
| FIMSUSR | 710000010 | Preston James Thomas |
| HRISUSR | 710000011 | Eugene V. Adams |
| TRAIN01 | FLYNN | Kelli K Flynn |
| TRAIN02 | 500000080 | Valerie Patricia Thomas |
| TRAIN04 | 710000031 | Candace Beaver |
| TRAIN15 | @00010080 | Test Self Service User 1 |
| TRAIN16 | 710000015 | Barbara Barton |
| TRAIN20 | KOOP | Deborah Colella |
| | | |
| | | |
| | | |

### Procedure

Follow these steps to complete the procedure.

| Step | Action |
|---|---|
| 1 | Access the Enterprise Access Controls Form (GOAEACC). |
| 2 | Enter a user name in the **User Name** field. |
| 3 | Select an ID in the **ID** field. |
| 4 | Repeat steps 2 and 3 as needed. |
| 5 | Click the **Save** icon. |
| 6 | Click the **Exit** icon. |

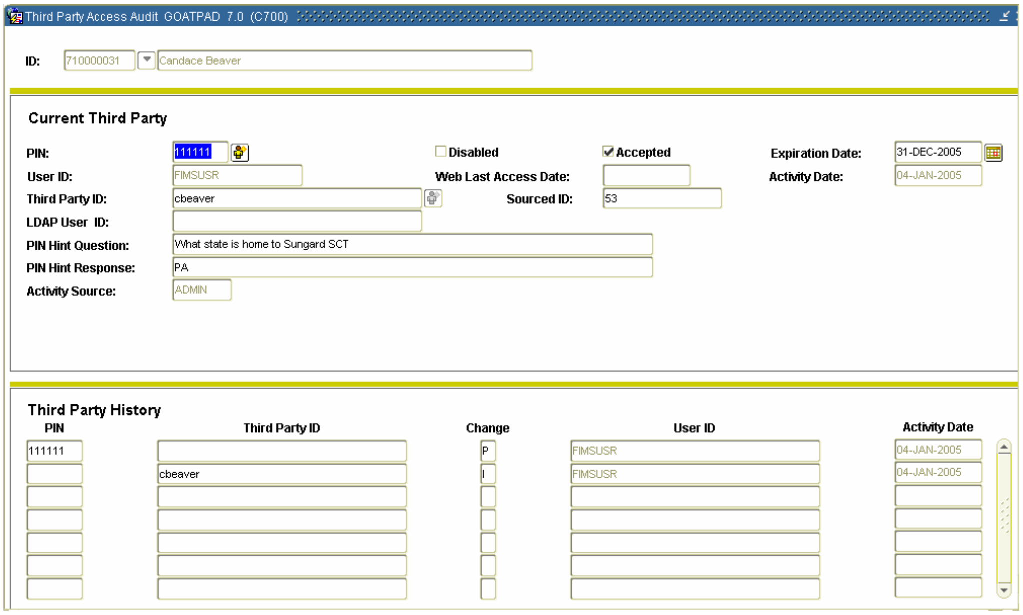
## Section B: Set Up

## Lesson: Establishing a Pin Passcode for the User Entity

Jump to TOC

**Banner form**

Third Party Access Audit (GOATPAD)



Third Party Access Audit GOATPAD 7.0 (C700)

ID: 710000031 Candace Beaver

Current Third Party

PIN: 111111

☐ Disabled

☑ Accepted

Expiration Date: 31-DEC-2005

User ID: FIMSUSR

Web Last Access Date:

Activity Date: 04-JAN-2005

Third Party ID: cbeaver

Sourced ID: 53

LDAP User ID:

PIN Hint Question: What state is home to Sungard SCT

PIN Hint Response: PA

Activity Source: ADMIN

Third Party History

| PIN | Third Party ID | Change | User ID | Activity Date |
|---|---|---|---|---|
| 111111 |  | P | FIMSUSR | 04-JAN-2005 |
|  | cbeaver | I | FIMSUSR | 04-JAN-2005 |

**Procedure**

Follow these steps to complete the procedure.

| Step | Action |
|---|---|
| 1 | Access the Third Party/Access Audit Form (GOATPAD). |
| 2 | Enter the User Entity ID in the **ID** field that was connected to the User Logon in FOMPROF. |
| 3 | Perform a **Next Block** function. |
| 4 | Enter a six-digit pin number or click on the **Generate** icon above the **PIN** field. |
| 5 | Check the **Accepted** box to accept the ID and pin number. |
| 6 | Click the **Save** icon. |
| 7 | Click the **Exit** icon. |

# Section B: Set Up

## Lesson: Self Check

Jump to TOC

**Directions**

Use the information you have learned in this workbook to complete this self check activity.

**Question 1**

Which form do you use to grant access to Self Service?

**Question 2**

Which form do you use to establish a PIN number?

# Section B: Set Up

## Lesson: Answer Key for Self Check

Jump to TOC

**Question 1**

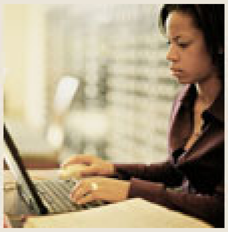
Which form do you use to grant access to Self Service?

**User Profile Maintenance Form (FOMPROF)**

**Question 2**

Which form do you use to establish a PIN number?

**Third Party Access Audit (GOATPAD)**



# Section C: Day-to-Day Operations

## Lesson: Overview

Jump to TOC

**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, purchase orders and budget transfers to the common database, and approve documents.

**Intended audience**

Finance Office Staff

**Objectives**

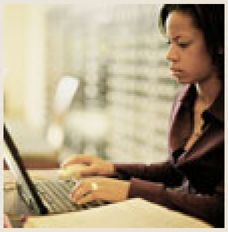
At the end of this section, you will be able to

- query budgets
- query encumbrance data
- create requisitions
- create purchase orders
- approve documents
- view documents
- create budget transfers
- create multiple line budget transfers
- delete Finance template

**Prerequisites**

To complete this section, you should have

- completed the Banner Fundamentals tutorial, or have equivalent experience navigating in the Banner System
- familiarity with the Banner General and Finance Systems.

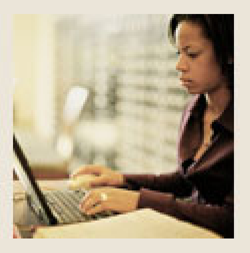


# Section C: Day-to-Day Operations

## Lesson: Overview (Continued)

Jump to TOC

**Section contents**



# Section C: Day-to-Day Operations

## Lesson: Accessing Finance Self-Service

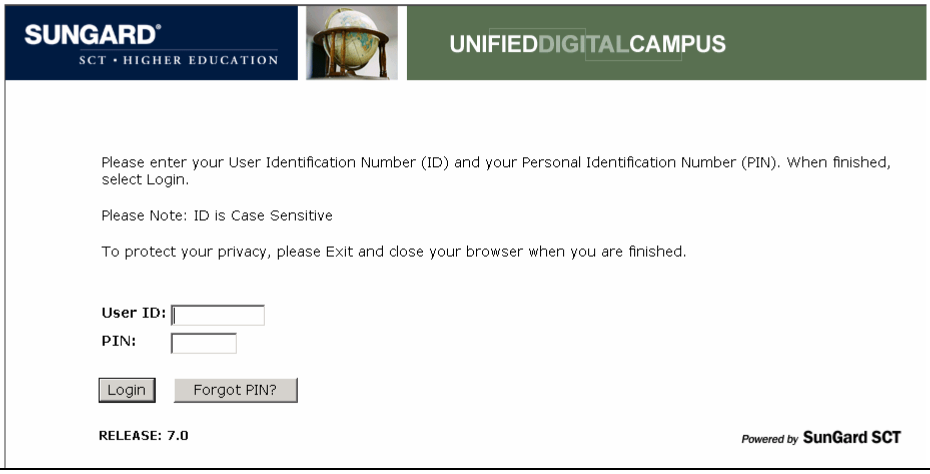
Jump to TOC

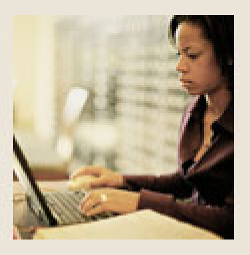
### Introduction

In this lesson, you will access Finance Self-Service. To proceed with this and the following exercises, you will need the User ID and PIN you created in the Set Up section of this workbook or have them provided by your technical personnel. You may use any standard Web browser to access Finance Self-Service.

### Logging on

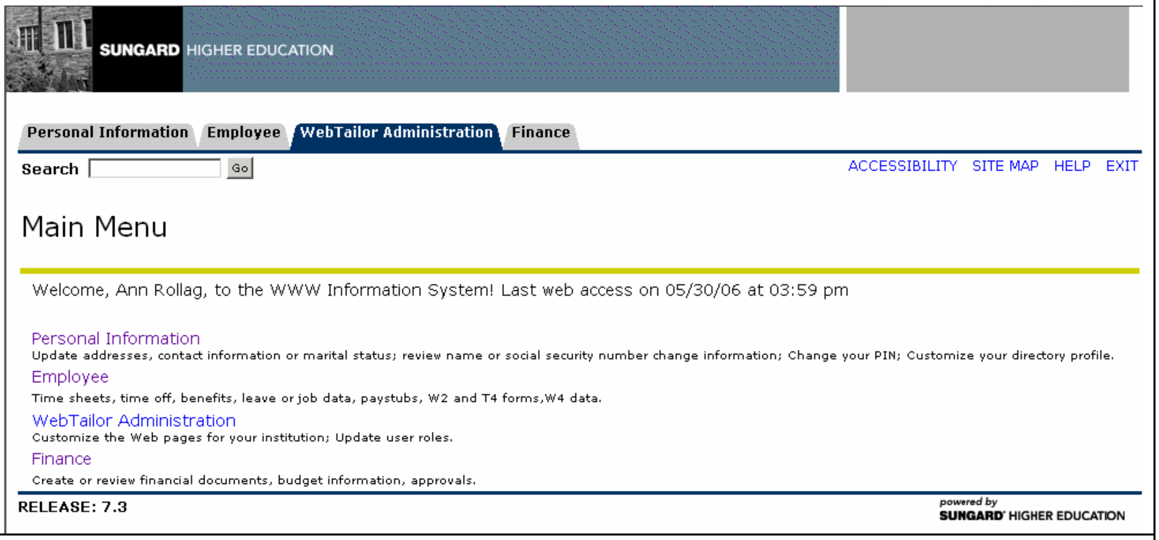
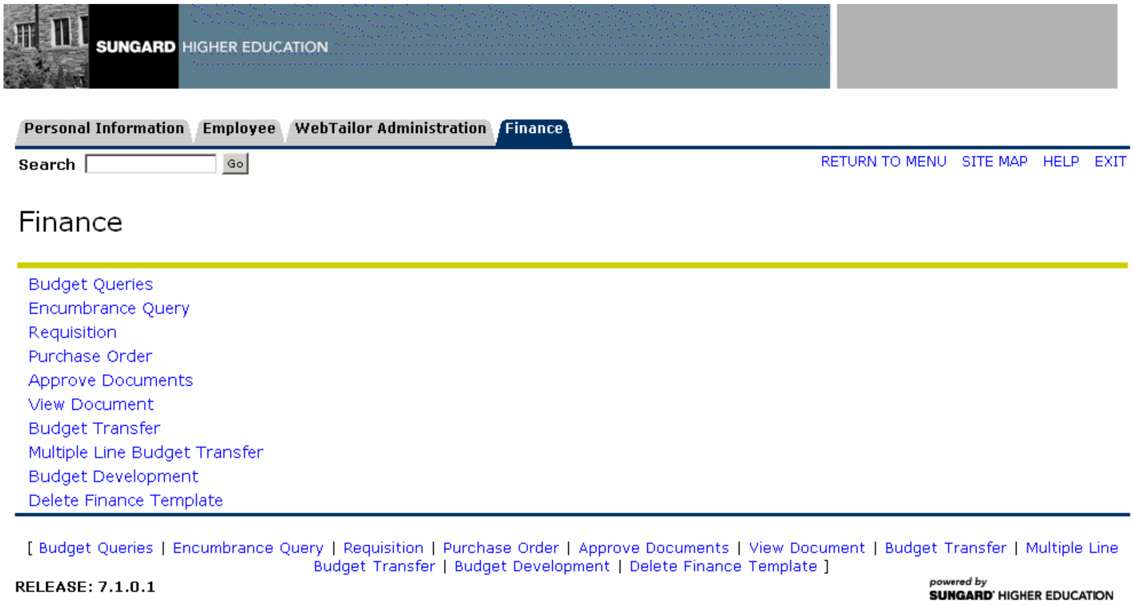
Follow these steps to log into Finance Self-Service.

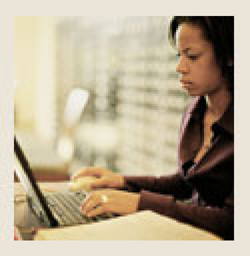
| Step | Action |
|---|---|
| 1 | Enter the URL address. |
| 2 | Click on Enter Secure Area to access the Login Page.<br><br> |
| 3 | Enter your User ID and PIN number in the corresponding fields, and click **Login.**<br><br> <br>Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.<br>Please Note: ID is Case Sensitive<br>To protect your privacy, please Exit and close your browser when you are finished.<br>User ID:<br>PIN:<br> |



Jump to TOC

## Logging on, continued

| Step | Action |
|---|---|
| 4 | From the Main Menu, click **Finance** to access the Finance Menu.<br><br> <br>Main Menu<br>Welcome, Ann Rollag, to the WWW Information System! Last web access on 05/30/06 at 03:59 pm<br>Personal Information<br>Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.<br>Employee<br>Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.<br>WebTailor Administration<br>Customize the Web pages for your institution; Update user roles.<br>Finance<br>Create or review financial documents, budget information, approvals.<br>RELEASE: 7.3<br> |
| 5 | The Finance Menu contains the following options:<br><br> <br>Finance<br>Budget Queries<br>Encumbrance Query<br>Requisition<br>Purchase Order<br>Approve Documents<br>View Document<br>Budget Transfer<br>Multiple Line Budget Transfer<br>Budget Development<br>Delete Finance Template<br>[ Budget Queries \| Encumbrance Query \| Requisition \| Purchase Order \| Approve Documents \| View Document \| Budget Transfer \| Multiple Line Budget Transfer \| Budget Development \| Delete Finance Template ]<br>RELEASE: 7.1.0.1<br> |



# Section C: Day-to-Day Operations

## Lesson: Looking Up Codes

Jump to TOC

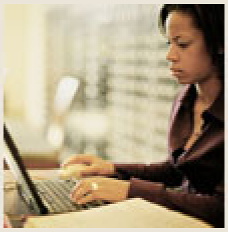
### Introduction

Finance Self-Service allows users to look up any of the FOAPAL component codes for a 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).

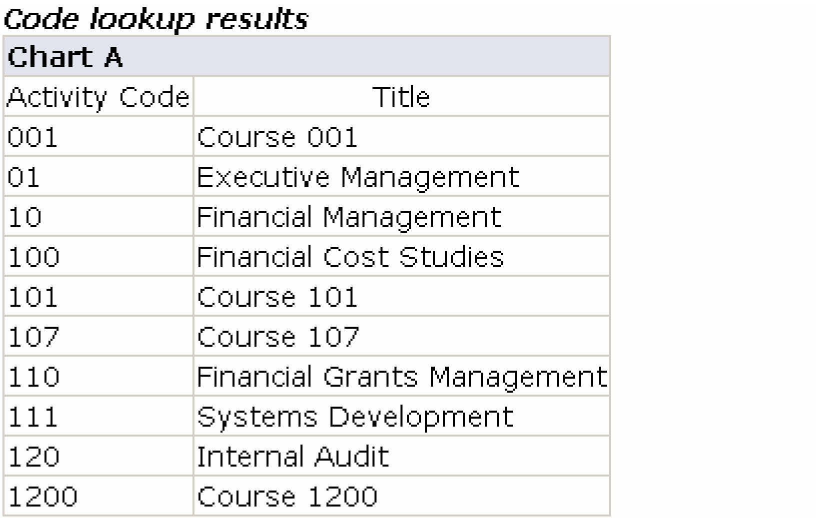
| Step | Action |
|---|---|
| 1 | Select **Requisition** from the Finance Menu. |
| 2 | Scroll down to the Code Lookup section near the bottom of the page.<br><br>*Code Lookup*<br>Chart of Accounts Code A<br>Type account<br>Code Criteria<br>Title Criteria<br>Maximum rows to return 10<br>Execute Query |
| 3 | Select a Chart of Accounts code from the drop-down menu. |
| 4 | Use the **Type** drop-down menu to find the value you want to query.<br>For this exercise, select *activity*. |
| 5 | Enter the wildcard (%) in the **Code Criteria** field. |



Jump to TOC

**Procedure, continued**

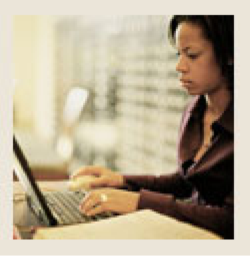
| Step | Action |
|---|---|
| 6 | Click the **Execute Query** icon to view the List of Values. The page will refresh and display the results of your query.<br><br>Example: This is an example of the result from a query: |



*Code lookup results*

**Chart A**

| Activity Code | Title |
|---|---|
| 001 | Course 001 |
| 01 | Executive Management |
| 10 | Financial Management |
| 100 | Financial Cost Studies |
| 101 | Course 101 |
| 107 | Course 107 |
| 110 | Financial Grants Management |
| 111 | Systems Development |
| 120 | Internal Audit |
| 1200 | Course 1200 |



# Section C: Day-to-Day Operations

## Lesson: Performing a Budget Query

◀ Jump to TOC

### Introduction

The Budget Query option permits the Finance Self-Service user to access the same information they would review online using the FGIBDSR or FGIBDST forms, for Budget Status. As is also true for those online forms, 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 Query by Account
- Budget Query by Organizational Hierarchy
- Budget Quick Query.

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

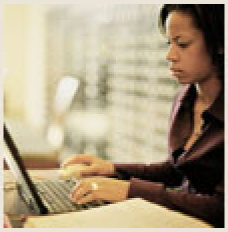
- Adopted Budget
- Budget Adjustments
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- Commitments
- Available Balance.

### 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 shows one fiscal year). With this selection, all the details that are retrieved will be placed next to the corresponding comparison 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.



# Section C: Day-to-Day Operations

## Lesson: Performing a Budget Query (Continued)

Jump to TOC

### 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. Queries may be saved as ‘Shared’ or ‘Personal.’ Other users may access ‘Shared’ queries; ‘Personal’ queries may be accessed only by the User who created them.

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

### 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.

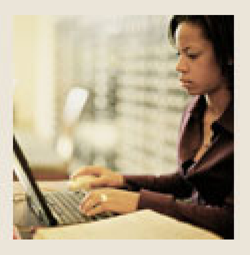
Note: The User Calculated columns cannot be downloaded into Excel because they are just calculations.

### Budget query by account

The Budget Query 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 Query by Account: Account Detail, Transactions Detail, Document Detail, and View the Document.



**Budget query by organization hierarchy**

The Budget Query 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

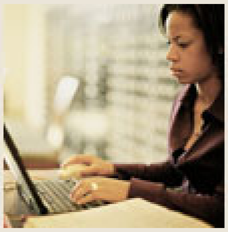
- Organizational Hierarchy
- External Account Type (Levels 1 and 2)
- Account Detail, Transaction Detail
- Document Detail
- View the Document.

### Budget quick query

The Budget Quick Query mimics the output one sees from Banner Baseline form (FGIBDST). 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.

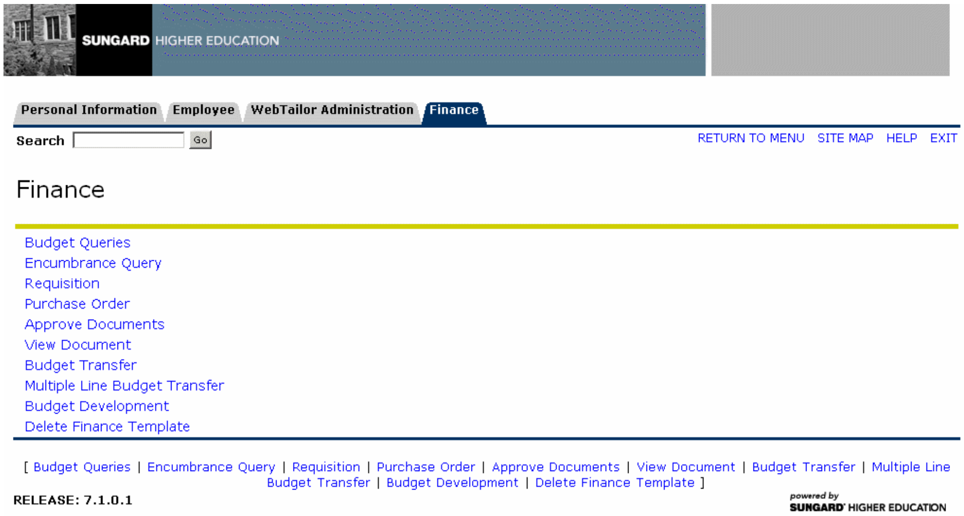
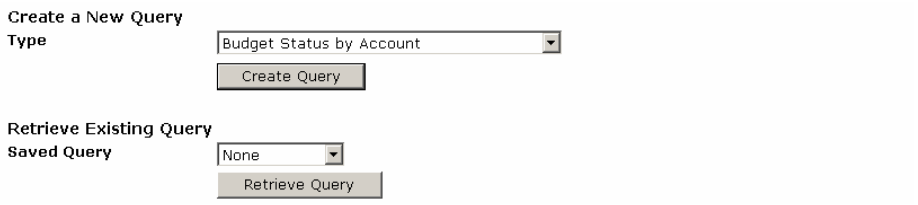
The levels of this type of query do not allow any type of query for: Account Detail, Transaction Detail, Document Detail, or View the Document.

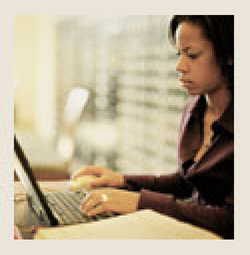


Jump to TOC

**Procedure**

Follow these steps to complete the process.

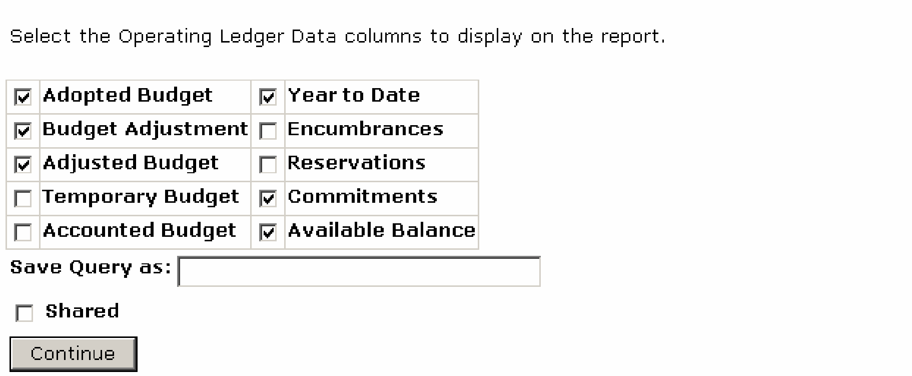
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click <b>Budget Queries</b> from the Finance Menu to navigate to the Budget Query Page.<br>

</td></tr>
<tr><td>2</td><td>Under "Create a New Query," click the drop-down <b>Type</b> menu to view values.<br>

Create a New Query<br>
Type: Budget Status by Account<br>
<br>
Retrieve Existing Query<br>
Saved Query: None<br>
<br>
<br>
Select <u>Budget Status by Account</u> to view budget information for organizations detailed by account. You may wildcard either or both the organization or account (as well as other values, exc. Chart). This does not work with hierarchical organization or account codes.<br>
<br>
Select <u>Budget Status by Organizational Hierarchy</u> to view summarized budget information using actual or hierarchical organization or account codes.<br>
<br>
Select <u>Budget Quick Query</u> to view summarized budget information for organizations. This does not work with hierarchical organization or account codes.</td></tr>
</table>

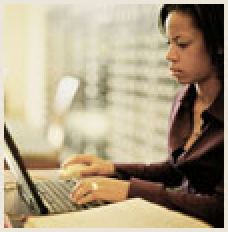


## Lesson: Performing a Budget Query (Continued)

Jump to TOC

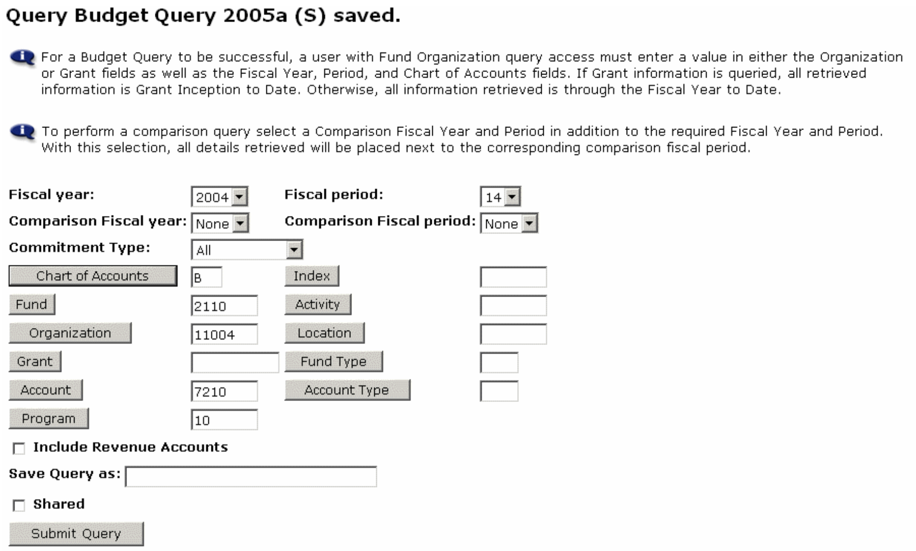
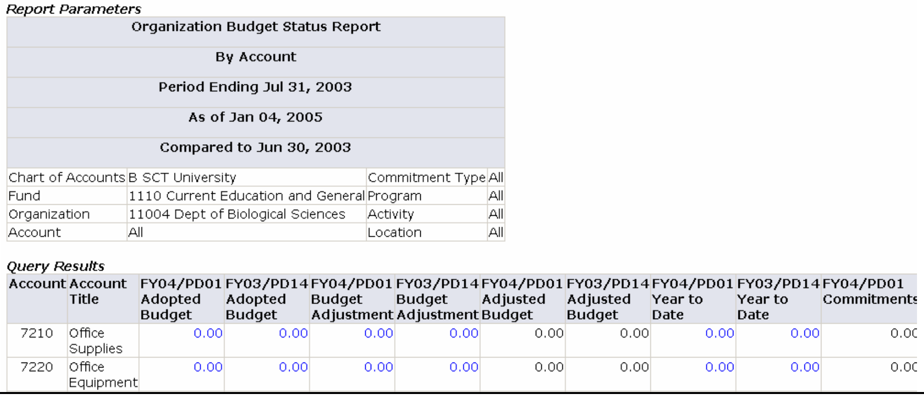
**Procedure, continued**

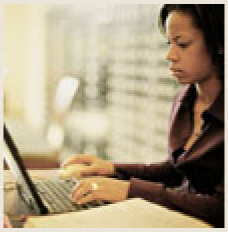
| Step | Action |
|---|---|
| 3 | After selecting a query type, click the **Create Query** icon. |
| 4 | Check the appropriate checkboxes for your query.<br><br>Select the Operating Ledger Data columns to display on the report.<br>☑ Adopted Budget ☑ Year to Date<br>☑ Budget Adjustment ☐ Encumbrances<br>☑ Adjusted Budget ☐ Reservations<br>☐ Temporary Budget ☑ Commitments<br>☐ Accounted Budget ☑ Available Balance<br>Save Query as:<br>☐ Shared<br>Continue |
| 5 | Enter a name for your query in the **Save Query As** field.<br><br><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 | Check the **Shared** checkbox. |
| 7 | Click the **Continue** button. |



Jump to TOC

**Procedure, continued**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>Enter the appropriate parameters for your query.<br><br><u>Note</u>: You must choose either a valid organization or a valid grant and chart of accounts to retrieve any data.<br><br><br><b>Query Budget Query 2005a (S) saved.</b><br><br>For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.<br><br>To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.<br><br><b>Fiscal year:</b> 2004 <b>Fiscal period:</b> 14<br><b>Comparison Fiscal year:</b> None <b>Comparison Fiscal period:</b> None<br><b>Commitment Type:</b> All<br>Chart of Accounts B Index<br>Fund 2110 Activity<br>Organization 11004 Location<br>Grant Fund Type<br>Account 7210 Account Type<br>Program 10<br>☐ <b>Include Revenue Accounts</b><br><b>Save Query as:</b><br>☐ <b>Shared</b><br>Submit Query</td></tr>
<tr><td>9</td><td>Save Query as ________________ to save the entire query for reuse.</td></tr>
<tr><td>10</td><td>Check the <b>Shared</b> checkbox.</td></tr>
<tr><td>11</td><td>Click the <b>Submit Query</b> button.</td></tr>
<tr><td>12</td><td>The page will refresh and display the results of your query, along with the parameters that were selected.<br><br><i>Report Parameters</i>
<table>
<tr><th colspan="4">Organization Budget Status Report</th></tr>
<tr><th colspan="4">By Account</th></tr>
<tr><th colspan="4">Period Ending Jul 31, 2003</th></tr>
<tr><th colspan="4">As of Jan 04, 2005</th></tr>
<tr><th colspan="4">Compared to Jun 30, 2003</th></tr>
<tr><td>Chart of Accounts</td><td>B SCT University</td><td>Commitment Type</td><td>All</td></tr>
<tr><td>Fund</td><td>1110 Current Education and General</td><td>Program</td><td>All</td></tr>
<tr><td>Organization</td><td>11004 Dept of Biological Sciences</td><td>Activity</td><td>All</td></tr>
<tr><td>Account</td><td>All</td><td>Location</td><td>All</td></tr>
</table>
<i>Query Results</i>
<table>
<tr><th>Account</th><th>Account Title</th><th>FY04/PD01 Adopted Budget</th><th>FY03/PD14 Adopted Budget</th><th>FY04/PD01 Budget Adjustment</th><th>FY03/PD14 Budget Adjustment</th><th>FY04/PD01 Adjusted Budget</th><th>FY03/PD14 Adjusted Budget</th><th>FY04/PD01 Year to Date</th><th>FY03/PD14 Year to Date</th><th>FY04/PD01 Commitments</th></tr>
<tr><td>7210</td><td>Office Supplies</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.0</td></tr>
<tr><td>7220</td><td>Office Equipment</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.0</td></tr>
</table></td></tr>
</table>



# Section C: Day-to-Day Operations

## Lesson: Performing an Encumbrance Query

Jump to TOC

### Introduction

The Encumbrance Query feature of Finance Self-Service allows users to review outstanding Encumbrance information, as they would use the online forms FGIOENC or FGIENCD.

Users may enter any FOAPAL values to narrow their selection. They must populate the **Organization** or **Grant** fields to submit a query, though wildcards are permitted in these fields. Remember that access is controlled by Fund/Organization security.

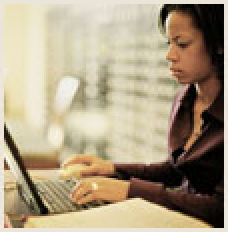
### Encumbrance summary report

Once the parameters are selected for a particular query and submitted, the Encumbrance query brings back information on the related encumbrances by account. The report displays the following information: Fiscal period, Chart of Accounts, FOAPAL elements, Account, Document Code, Description, Encumbrance information and amounts, Percentage used, and totals.

### 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
- FOAPAL.



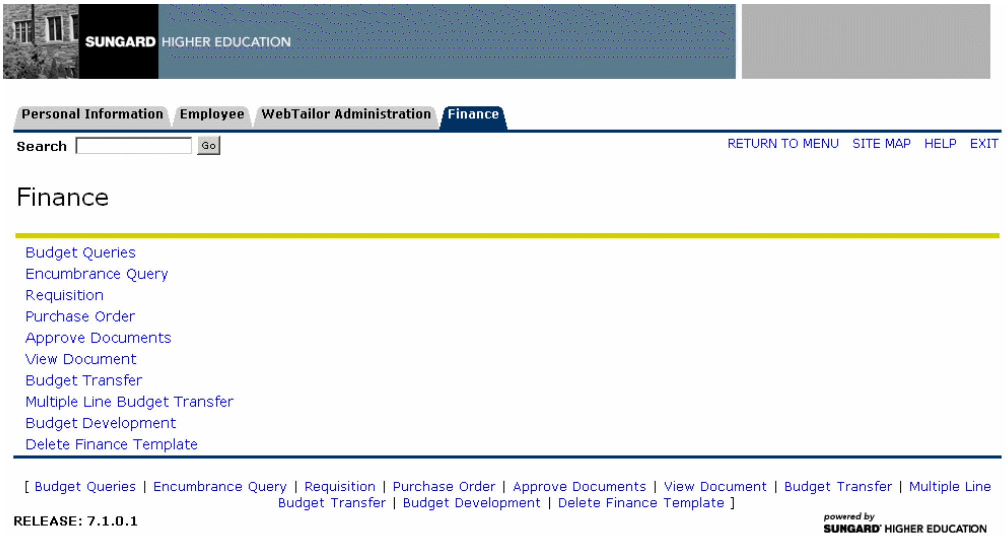
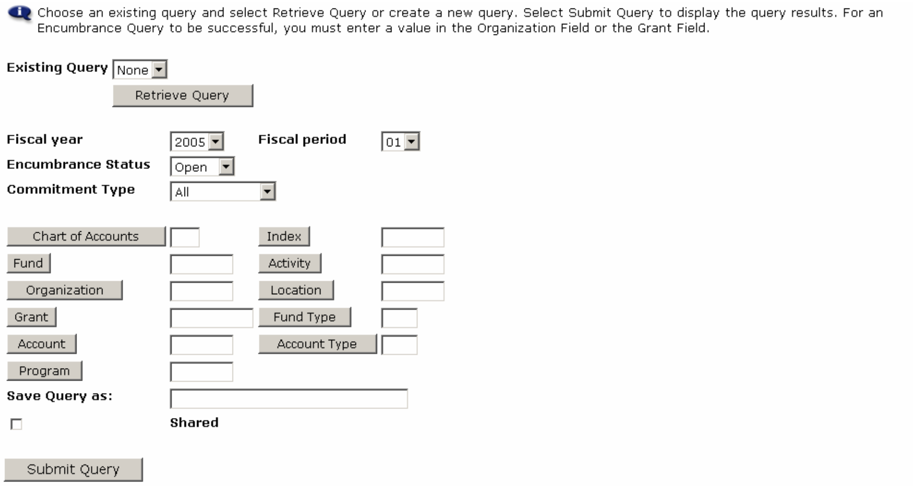
# Section C: Day-to-Day Operations

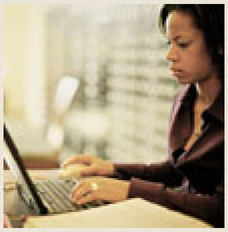
## Lesson: Performing an Encumbrance Query (Continued)

Jump to TOC

**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.<br><br> |
| 2 | Enter appropriate parameters or retrieve an existing query.<br><br>Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query to be successful, you must enter a value in the Organization Field or the Grant Field.<br>Existing Query: None<br>Fiscal year: 2005<br>Fiscal period: 01<br>Encumbrance Status: Open<br>Commitment Type: All<br> |
| 3 | Click the **Submit Query** button. |



# Section C: Day-to-Day Operations

## Lesson: Creating a Requisition

Jump to TOC

**Introduction**

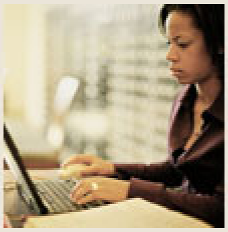
The Finance Self-Service Requisition form interfaces with the Banner Requisition Form (FPAREQN) and its tables. Once a completed document is run through posting successfully, it can be queried in Banner using any of the standard Banner query forms (FOIDOCH, FPIREQN, FGIBDST).

The web version of Banner Finance’s requisition is data entry only. Once the documents are created on the web, the procurement process continues only in Banner.

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.

A web requisition will successfully process only under the following conditions.

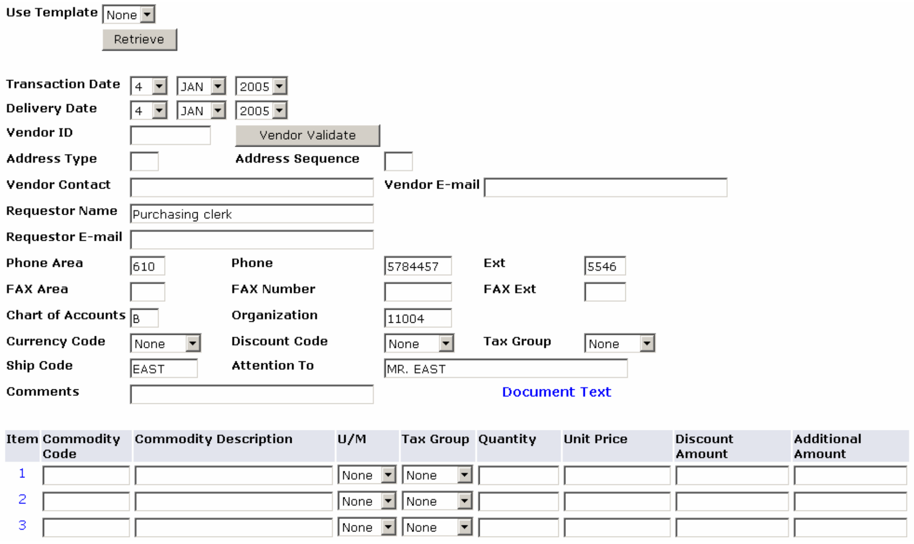
- The base currency that is established on the Installation Control Form (GUAINST) is the only currency that can be used. All other currencies will be disregarded.
- Document level accounting is the only expense distribution option.
- Fund/Organization and/or Rule Class security access is in place.
- Available budget must be present to complete and post a transaction. There is no NSF override.

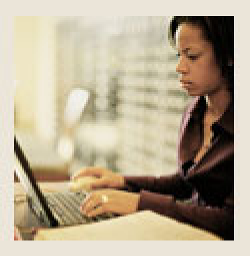


Jump to TOC

**Procedure**

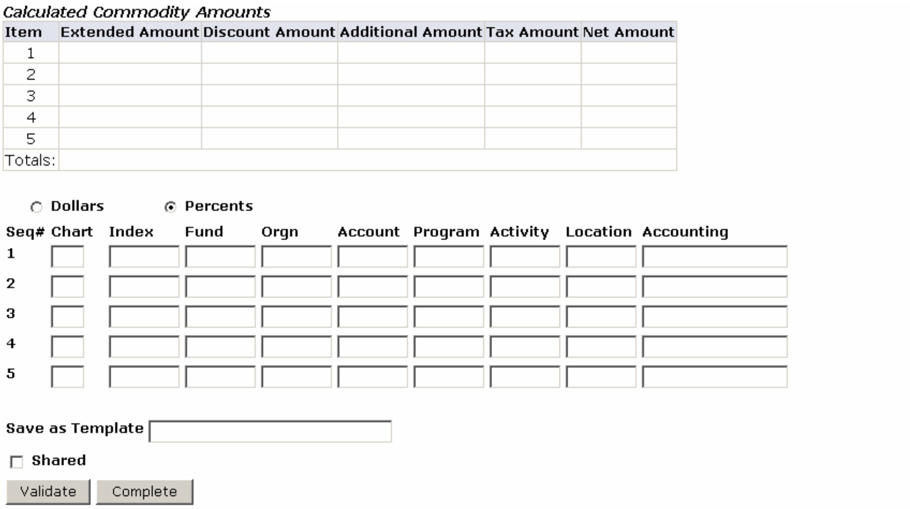
Follow these steps to complete the procedure.

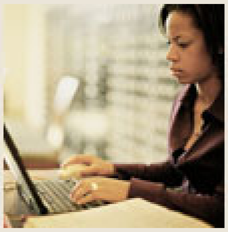
| Step | Action |
|---|---|
| 1 | From the Finance Menu, click on **Requisition** to navigate to the Requisition Page. |
| 2 | Enter appropriate values in the fields, or retrieve an existing template.<br><br>Use Template: None<br>Transaction Date: 4 JAN 2005<br>Delivery Date: 4 JAN 2005<br>Vendor ID:<br>Address Type: Address Sequence:<br>Vendor Contact: Vendor E-mail:<br>Requestor Name: Purchasing clerk<br>Requestor E-mail:<br>Phone Area: 610 Phone: 5784457 Ext: 5546<br>FAX Area: FAX Number: FAX Ext:<br>Chart of Accounts: B Organization: 11004<br>Currency Code: None Discount Code: None Tax Group: None<br>Ship Code: EAST Attention To: MR. EAST<br>Comments:<br>Item, Commodity Code, Commodity Description, U/M, Tax Group, Quantity, Unit Price, Discount Amount, Additional Amount<br>1: U/M None, Tax Group None<br>2: U/M None, Tax Group None<br>3: U/M None, Tax Group None |



Jump to TOC

**Procedure, continued**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>You do not have an option for additional commodity text. Use the <b>Commodity Description</b> field for this purpose.<br>
<br>
<i>Calculated Commodity Amounts</i>
<table>
<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>
<tr><td>1</td><td></td><td></td><td></td><td></td><td></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></td><td></td><td></td><td></td><td></td></tr>
</table>
○ Dollars ● Percents
<table>
<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>
<tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>2</td><td></td><td></td><td></td><td></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><td></td><td></td><td></td><td></td></tr>
<tr><td>4</td><td></td><td></td><td></td><td></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><td></td><td></td><td></td><td></td></tr>
</table>
Save as Template<br>
☐ Shared<br>
</td></tr>
<tr><td>4</td><td>When all relevant fields have been completed, click the <b>Complete</b> button.</td></tr>
</table>



# Section C: Day-to-Day Operations

## Lesson: Creating a Purchase Order

Jump to TOC

### Introduction

The Finance Self-Service Purchase Order form interfaces with the Banner Purchase Order Form (FPAPURR) and its tables. Once a completed web document is run through posting successfully, it can be queried in Banner using any of the standard Banner query forms (FOIDOCH, FPIPURR, FGIBDST, etc.).

The Finance Self-Service purchase order is data entry only. Once the documents are created on the Web, the procurement process continues only in Banner.

You cannot “convert” a Requisition into a Purchase Order via the Web. Purchase Orders created through the Web will not be linked to outstanding Requisitions. If these Purchase Orders relate to outstanding Requisitions, those Requisitions will have to be manually liquidated.

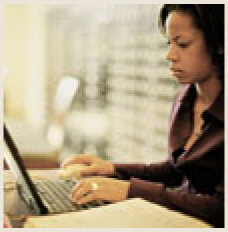
You cannot save a document or leave it “In Process” in the middle of data entry. Once the document is started it must be completed, or all information will be lost.

Purchase orders on the Web can only be of type *regular* and will not be sent using Electronic Data Interchange (EDI).

### Successful web purchase order

A Web purchase order is successfully processed only under the following conditions.

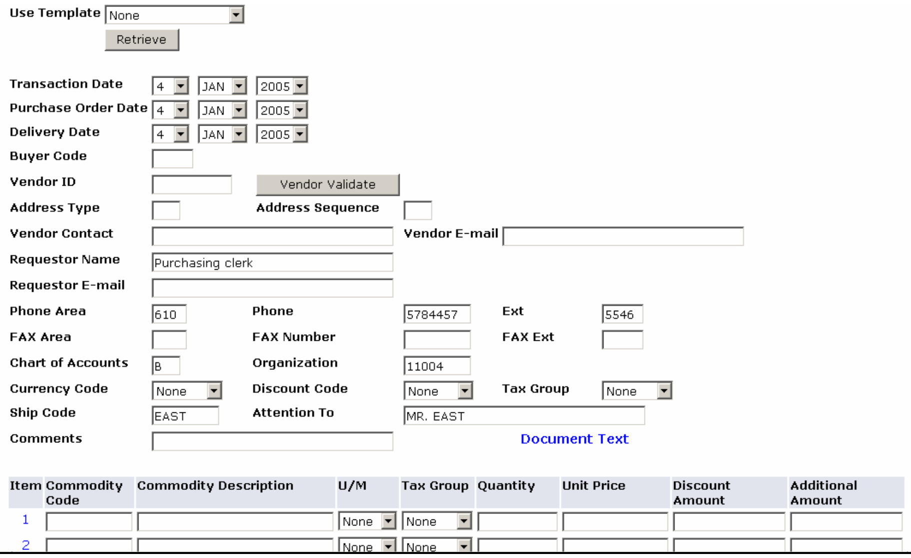
- The base currency in effect for Web purposes will be the one established on the Installation Control Form (GUAINST). All other currencies will be disregarded.
- Document level accounting is the only expense distribution option.
- Fund/Organization and/or Rule Class security access is in place.
- Available budget must be present to complete and post a transaction. There is no NSF override.



Jump to TOC

**Procedure**

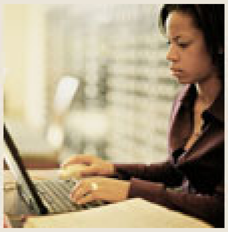
Follow these steps to complete the procedure.

| Step | Action |
|---|---|
| 1 | From the Finance Menu, click on **Purchase Order** to navigate to the Purchase Order Page. |
| 2 | Enter appropriate values in the fields, or retrieve an existing template.<br> |

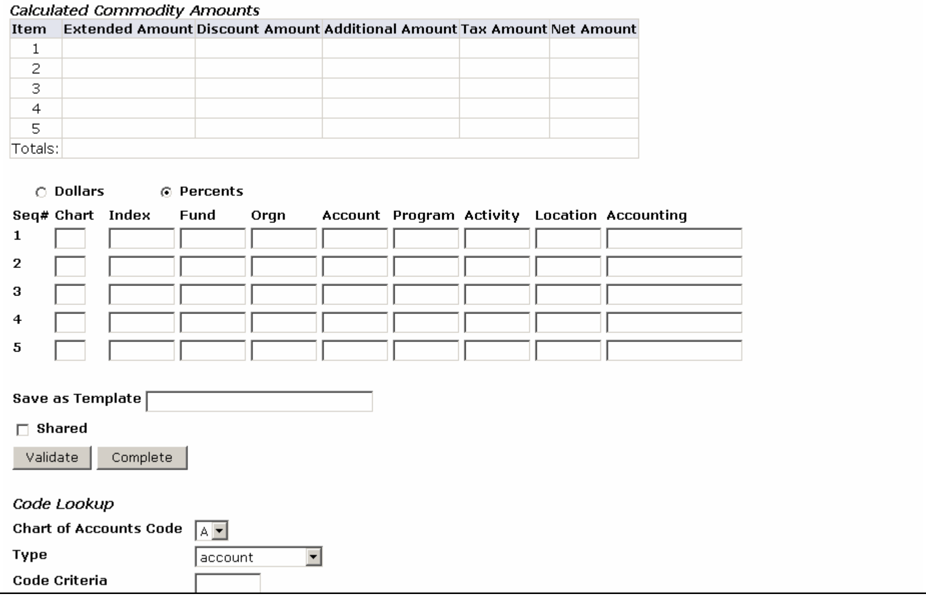
Use Template: None

Transaction Date: 4 JAN 2005
Purchase Order Date: 4 JAN 2005
Delivery Date: 4 JAN 2005
Buyer Code:
Vendor ID:
Address Type:
Address Sequence:
Vendor Contact:
Vendor E-mail:
Requestor Name: Purchasing clerk
Requestor E-mail:
Phone Area: 610
Phone: 5784457
Ext: 5546
FAX Area:
FAX Number:
FAX Ext:
Chart of Accounts: B
Organization: 11004
Currency Code: None
Discount Code: None
Tax Group: None
Ship Code: EAST
Attention To: MR. EAST
Comments:

| Item | Commodity Code | Commodity Description | U/M | Tax Group | Quantity | Unit Price | Discount Amount | Additional Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | | | None | None | | | | |
| 2 | | | None | None | | | | |



**Procedure, continued**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Continue to scroll through the page and enter fields as needed.<br>

<i>Calculated Commodity Amounts</i>
<table>
<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>
<tr><td>1</td><td></td><td></td><td></td><td></td><td></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></td><td></td><td></td><td></td><td></td></tr>
</table>
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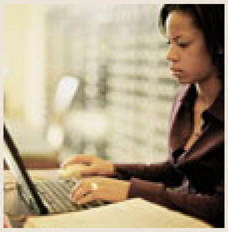
<tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
Save as Template<br>
☐ Shared<br>

<i>Code Lookup</i><br>
Chart of Accounts Code A<br>
Type account<br>
Code Criteria</td></tr>
<tr><td>4</td><td>When all relevant fields have been completed, click the <b>Complete</b> button.</td></tr>
</table>



# Section C: Day-to-Day Operations

## Lesson: Approving Documents

Jump to TOC

### Introduction

The Finance Self-Service Approve Documents Form allows a user to approve or disapprove a document (requisition, purchase order, invoice, journal voucher, or encumbrance) on the Web, just as they might online using the FOAUAPP form.

You can submit a document query by

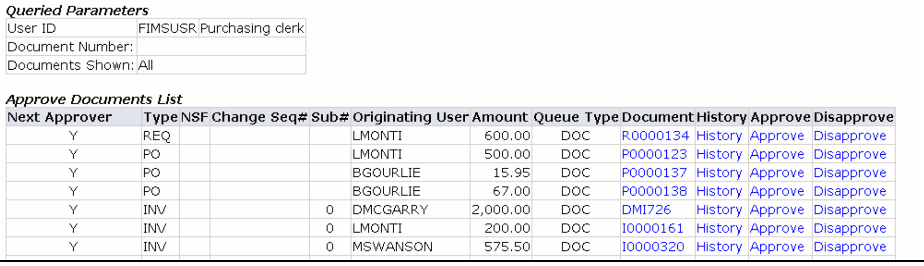
- user ID
- document number
- documents for which you are the next approver
- all documents which you may approve.

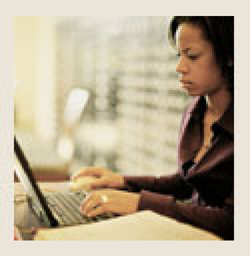
### Procedure

Follow these steps to complete the process.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Finance Menu, click on <b>Approve Documents</b> to navigate to the Document Page.</td></tr>
<tr><td>2</td><td>Enter appropriate parameters.<br>

<b>Enter Approval Parameters</b>
<table>
<tr><td><b>User ID</b></td><td>FIMSUSR</td></tr>
<tr><td><b>Document Number:</b></td><td></td></tr>
</table>
● <b>Documents for which you are the next approver</b><br>
○ <b>All documents which you may approve</b><br>

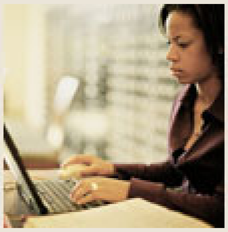
</td></tr>
<tr><td>3</td><td>Click the <b>Submit Query</b> button.</td></tr>
<tr><td>4</td><td>Select the document you would like to approve by clicking the <b>Approve</b> link.<br>

<i><b>Queried Parameters</b></i>
<table>
<tr><td>User ID</td><td>FIMSUSR</td><td>Purchasing clerk</td></tr>
<tr><td>Document Number:</td><td></td><td></td></tr>
<tr><td>Documents Shown:</td><td>All</td><td></td></tr>
</table>
<i><b>Approve Documents List</b></i>
<table>
<tr><th>Next Approver</th><th>Type</th><th>NSF</th><th>Change Seq#</th><th>Sub#</th><th>Originating User</th><th>Amount</th><th>Queue Type</th><th>Document</th><th>History</th><th>Approve</th><th>Disapprove</th></tr>
<tr><td>Y</td><td>REQ</td><td></td><td></td><td></td><td>LMONTI</td><td>600.00</td><td>DOC</td><td>R0000134</td><td>History</td><td>Approve</td><td>Disapprove</td></tr>
<tr><td>Y</td><td>PO</td><td></td><td></td><td></td><td>LMONTI</td><td>500.00</td><td>DOC</td><td>P0000123</td><td>History</td><td>Approve</td><td>Disapprove</td></tr>
<tr><td>Y</td><td>PO</td><td></td><td></td><td></td><td>BGOURLIE</td><td>15.95</td><td>DOC</td><td>P0000137</td><td>History</td><td>Approve</td><td>Disapprove</td></tr>
<tr><td>Y</td><td>PO</td><td></td><td></td><td></td><td>BGOURLIE</td><td>67.00</td><td>DOC</td><td>P0000138</td><td>History</td><td>Approve</td><td>Disapprove</td></tr>
<tr><td>Y</td><td>INV</td><td></td><td></td><td>0</td><td>DMCGARRY</td><td>2,000.00</td><td>DOC</td><td>DMI726</td><td>History</td><td>Approve</td><td>Disapprove</td></tr>
<tr><td>Y</td><td>INV</td><td></td><td></td><td>0</td><td>LMONTI</td><td>200.00</td><td>DOC</td><td>I0000161</td><td>History</td><td>Approve</td><td>Disapprove</td></tr>
<tr><td>Y</td><td>INV</td><td></td><td></td><td>0</td><td>MSWANSON</td><td>575.50</td><td>DOC</td><td>I0000320</td><td>History</td><td>Approve</td><td>Disapprove</td></tr>
</table>
</td></tr>
</table>



Jump to TOC

**Procedure, continued**

| Step | Action |
|---|---|
| 5 | Click the **Approve Document** button. |
| 6 | Click the **Finance** tab at the top of the page to return to the main menu. |



# Section C: Day-to-Day Operations

## Lesson: Viewing Documents

Jump to TOC

### 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. It functions similarly to the online Document Retrieval Form, FGIDOCR.

This option is not restricted to documents created on the Web. Any existing Banner document may be retrieved and viewed by this means.

You can submit a document query by

- document type
- document number
- submission number
- change sequence number.

### Displaying Commodity Text

There are two kinds of text that can be associated with a commodity item on the Requisition and Purchase Order: item text and commodity text. Each type of text can be viewed online only and/or printed on the document, depending on the radio button you select on the View Document page.

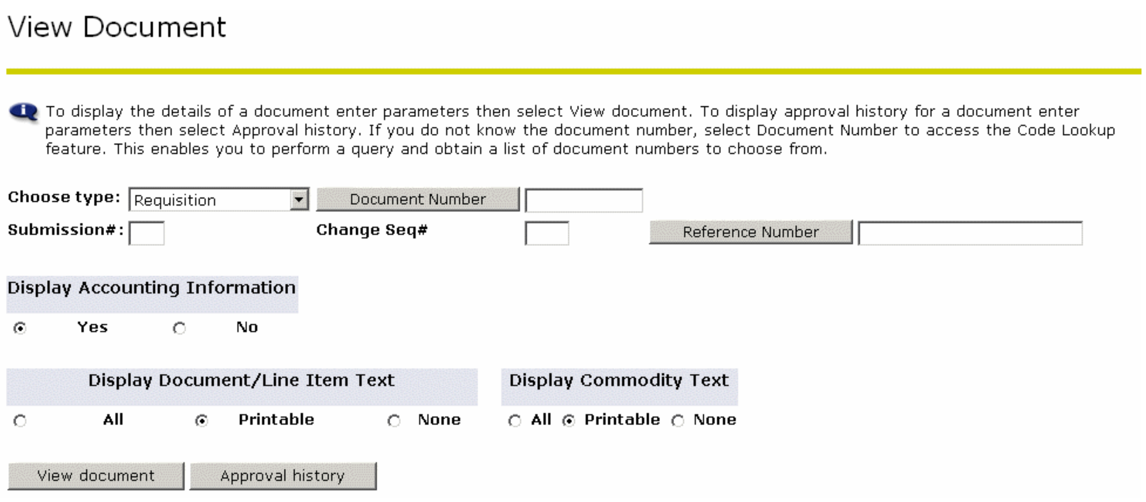
1. Item Text is ad hoc text that is entered by the end user for any given item, which can be used with or without a commodity code. The text is only stored for that item in that specific document, much like document level or header text. Item text can be associated with a commodity item on requisitions and purchase orders.
2. Commodity Text is standard wording that is appended to a commodity code description, which is maintained along with the other commodity code data on the Commodity Maintenance Form (FTMCOMM). Commodity Text can be associated with a commodity item on requisitions and purchase orders. Viewing commodity text is not currently an option on the Invoice/Credit Memo Query Form (FAIINVE); however, you can now view commodity text for an invoice on the View Document page.

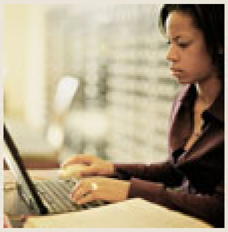
# Section C: Day-to-Day Operations

## Lesson: Viewing Documents (Continued)

**Procedure**

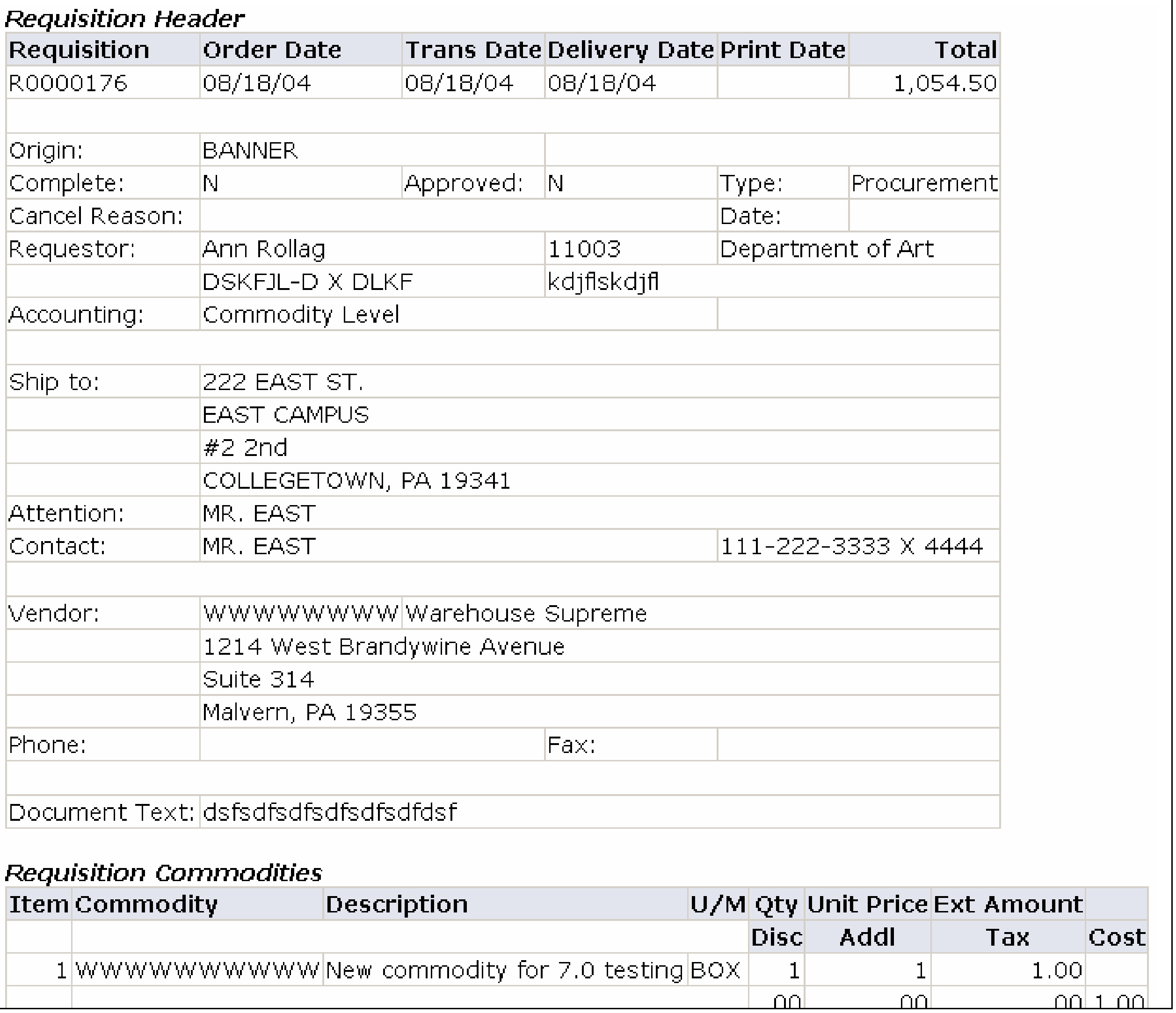
Follow these steps to complete the process.

| Step | Action |
|---|---|
| 1 | Click on **View Document** from the Finance Menu to navigate to the Document Page. |
| 2 | Enter a document number in the **Document Number** field.<br><br>View Document<br>To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.<br>Choose type: Requisition<br>Submission#:<br>Change Seq#<br>Display Accounting Information: ● Yes ○ No<br>Display Document/Line Item Text: ○ All ● Printable ○ None<br>Display Commodity Text: ○ All ● Printable ○ None<br> <br>Note: You can enter a document number from an external system, such as an e-procurement system, in the **Reference Number** field. |



Jump to TOC

**Procedure, continued**

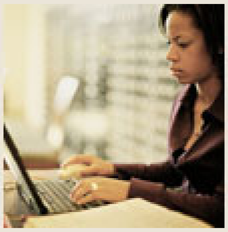
| Step | Action |
|---|---|
| 3 | Click the **View Document** button to view that document.<br> |

*Requisition Header*

| Requisition | Order Date | Trans Date | Delivery Date | Print Date | Total |
|---|---|---|---|---|---|
| R0000176 | 08/18/04 | 08/18/04 | 08/18/04 | | 1,054.50 |
| | | | | | |
| Origin: | BANNER | | | | |
| Complete: | N | Approved: | N | Type: | Procurement |
| Cancel Reason: | | | | Date: | |
| Requestor: | Ann Rollag | | 11003 | Department of Art | |
| | DSKFJL-D X DLKF | | kdjflskdjfl | | |
| Accounting: | Commodity Level | | | | |
| | | | | | |
| Ship to: | 222 EAST ST. | | | | |
| | EAST CAMPUS | | | | |
| | #2 2nd | | | | |
| | COLLEGETOWN, PA 19341 | | | | |
| Attention: | MR. EAST | | | | |
| Contact: | MR. EAST | | | 111-222-3333 X 4444 | |
| | | | | | |
| Vendor: | WWWWWWWWWW | Warehouse Supreme | | | |
| | 1214 West Brandywine Avenue | | | | |
| | Suite 314 | | | | |
| | Malvern, PA 19355 | | | | |
| Phone: | | | Fax: | | |
| | | | | | |
| Document Text: | dsfsdfsdfsdfsdfdsf | | | | |

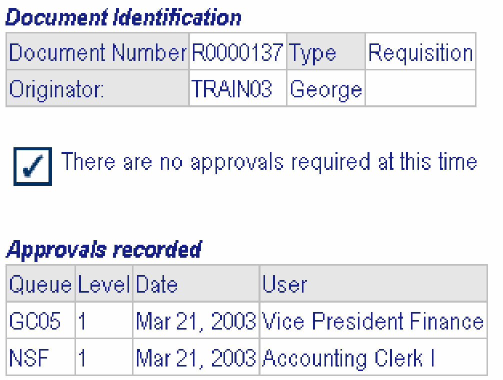
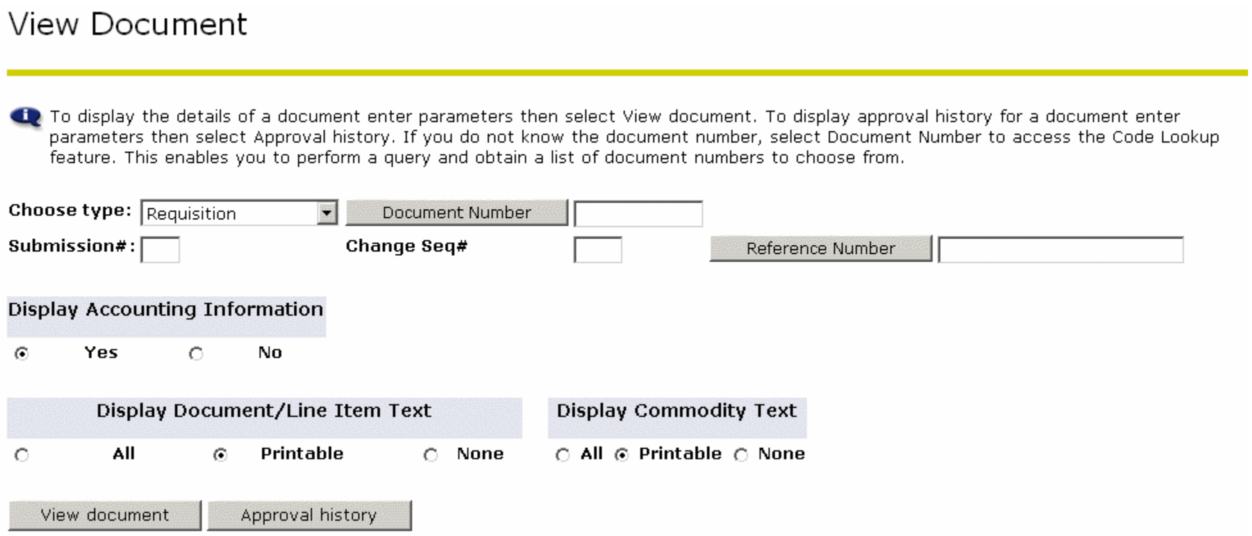
*Requisition Commodities*

| Item | Commodity | Description | U/M | Qty | Unit Price | Ext Amount | |
|---|---|---|---|---|---|---|---|
| | | | | Disc | Addl | Tax | Cost |
| 1 | WWWWWWWWWWWWW | New commodity for 7.0 testing | BOX | 1 | 1 | 1.00 | |
| | | | | 00 | 00 | 00 | 1 00 |

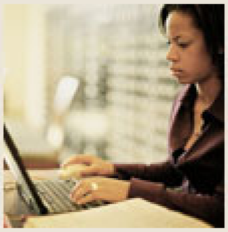


Jump to TOC

**Procedure, continued**

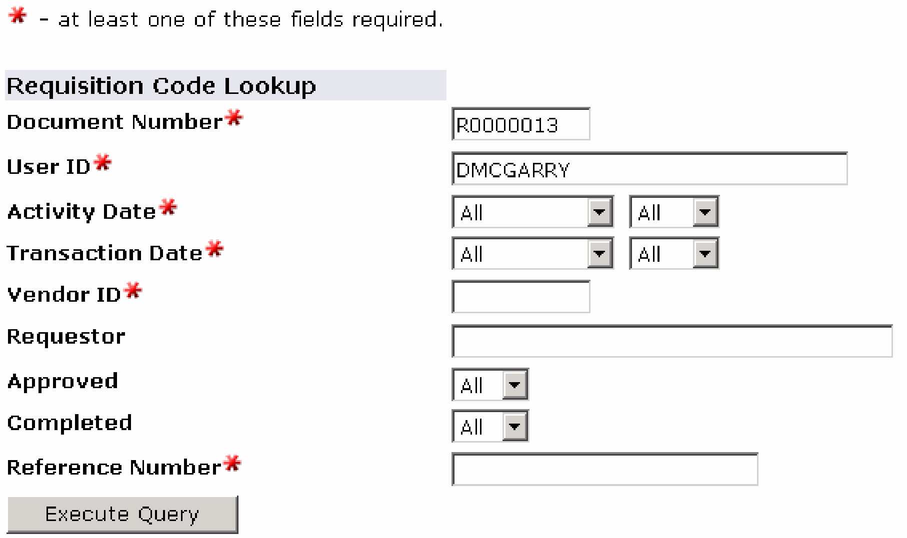
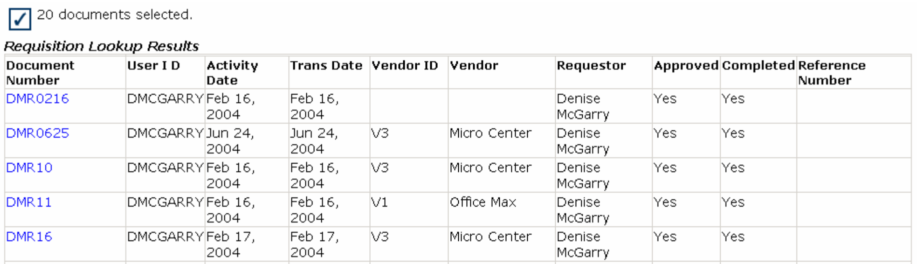
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Click the <b>Approval History</b> icon to view the document's properties.<br>
<br>
Document Identification
<table>
<tr><td>Document Number</td><td>R0000137</td><td>Type</td><td>Requisition</td></tr>
<tr><td>Originator:</td><td>TRAIN03</td><td>George</td><td></td></tr>
</table>
✓ There are no approvals required at this time<br>
Approvals recorded
<table>
<tr><th>Queue</th><th>Level</th><th>Date</th><th>User</th></tr>
<tr><td>GC05</td><td>1</td><td>Mar 21, 2003</td><td>Vice President Finance</td></tr>
<tr><td>NSF</td><td>1</td><td>Mar 21, 2003</td><td>Accounting Clerk I</td></tr>
</table>
</td></tr>
<tr><td>5</td><td>If you wish to browse through documents of a specific type, select it in the <b>Choose Type</b> field and click the <b>Document Number</b> button to navigate to the Document Lookup field.<br>
<br>
View Document<br>
To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.<br>
Choose type: Requisition<br>
Display Accounting Information: ● Yes ○ No<br>
Display Document/Line Item Text: ○ All ● Printable ○ None<br>
Display Commodity Text: ○ All ● Printable ○ None<br>

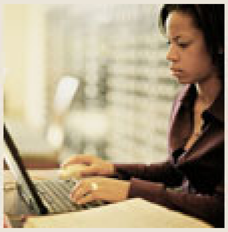
</td></tr>
</table>



Jump to TOC

**Procedure, continued**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Enter the desired search terms in the fields, and click the <b>Execute Query</b> button to generate a list of all matching documents.  At least one of the starred fields is required to execute a query.<br><br>* - at least one of these fields required.<br><b>Requisition Code Lookup</b><br><b>Document Number*</b> R0000013<br><b>User ID*</b> DMCGARRY<br><b>Activity Date*</b> All All<br><b>Transaction Date*</b> All All<br><b>Vendor ID*</b><br><b>Requestor</b><br><b>Approved</b> All<br><b>Completed</b> All<br><b>Reference Number*</b><br> </td></tr>
<tr><td>7</td><td>Click a <b>Document Number</b> to select and view the document, click the <b>Exit without Value</b> to return to the View Document page, or click the <b>Another Query</b> icon to return to a (blank) Document Lookup page.<br><br>☑ 20 documents selected.<br><i>Requisition Lookup Results</i>
<table>
<tr><th>Document Number</th><th>User I D</th><th>Activity Date</th><th>Trans Date</th><th>Vendor ID</th><th>Vendor</th><th>Requestor</th><th>Approved</th><th>Completed</th><th>Reference Number</th></tr>
<tr><td>DMR0216</td><td>DMCGARRY</td><td>Feb 16, 2004</td><td>Feb 16, 2004</td><td></td><td></td><td>Denise McGarry</td><td>Yes</td><td>Yes</td><td></td></tr>
<tr><td>DMR0625</td><td>DMCGARRY</td><td>Jun 24, 2004</td><td>Jun 24, 2004</td><td>V3</td><td>Micro Center</td><td>Denise McGarry</td><td>Yes</td><td>Yes</td><td></td></tr>
<tr><td>DMR10</td><td>DMCGARRY</td><td>Feb 16, 2004</td><td>Feb 16, 2004</td><td>V3</td><td>Micro Center</td><td>Denise McGarry</td><td>Yes</td><td>Yes</td><td></td></tr>
<tr><td>DMR11</td><td>DMCGARRY</td><td>Feb 16, 2004</td><td>Feb 16, 2004</td><td>V1</td><td>Office Max</td><td>Denise McGarry</td><td>Yes</td><td>Yes</td><td></td></tr>
<tr><td>DMR16</td><td>DMCGARRY</td><td>Feb 17, 2004</td><td>Feb 17, 2004</td><td>V3</td><td>Micro Center</td><td>Denise McGarry</td><td>Yes</td><td>Yes</td><td></td></tr>
</table></td></tr>
</table>



# Section C: Day-to-Day Operations

## Lesson: Performing a Budget Transfer

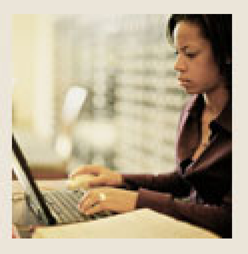
Jump to TOC

### Introduction

The Finance Self-Service Budget Transfer Form allows a user to process Budget Adjustment Journal Vouchers on the Web. This process is similar to the online processing of budget transfers using the FGAJVCQ form. This form enables the Web user to transfer budget from one FOAPAL to another. The form does not allow completion of documents using rule classes that are not self-balancing.

A budget transfer requires

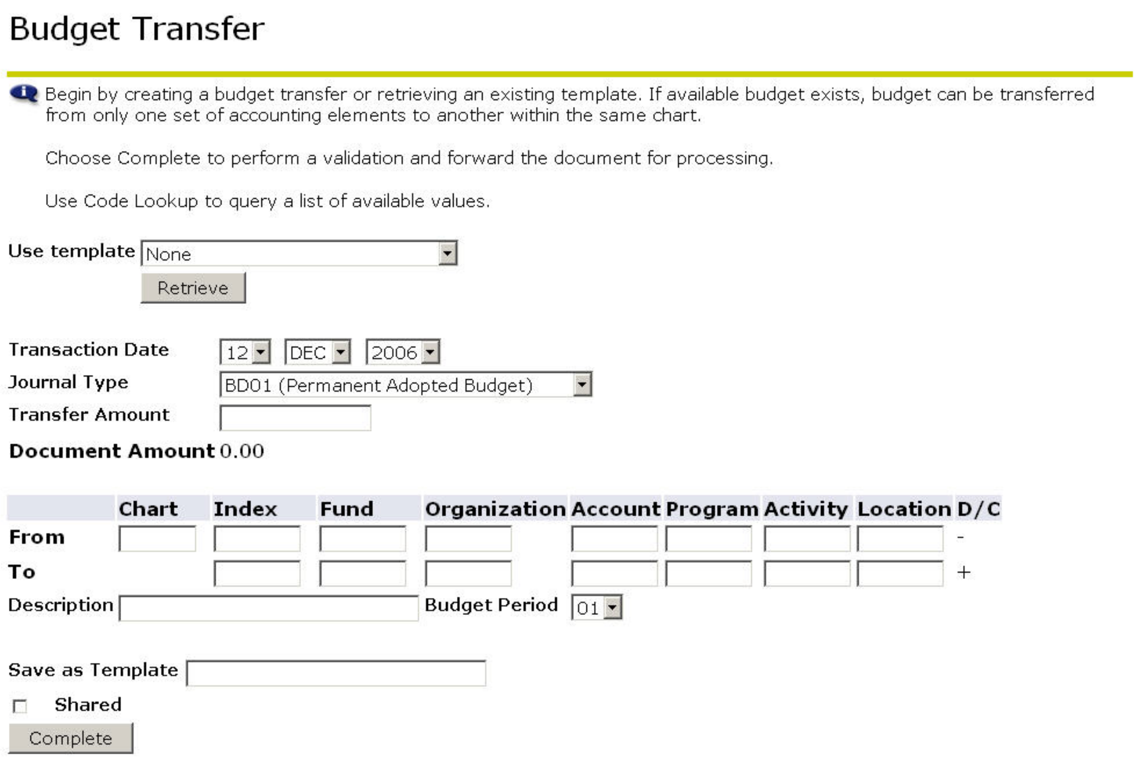
- fund/organization security
- rule class security
- available budget
- must be within same chart.

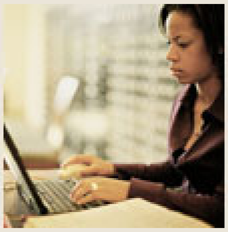


Jump to TOC

**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.<br><br>Budget Transfer<br>Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.<br>Choose Complete to perform a validation and forward the document for processing.<br>Use Code Lookup to query a list of available values.<br>**Use template** None<br>Retrieve<br>**Transaction Date** 12 DEC 2006<br>**Journal Type** BD01 (Permanent Adopted Budget)<br>**Transfer Amount**<br>**Document Amount** 0.00<br>Chart Index Fund Organization Account Program Activity Location D/C<br>**From** -<br>**To** +<br>**Description** **Budget Period** 01<br>**Save as Template**<br>☐ **Shared**<br>Complete |
| 3 | Click the **Complete** button to execute your budget transfer. |



# Section C: Day-to-Day Operations

## Lesson: Performing a Multiple Line Budget Transfer

Jump to TOC

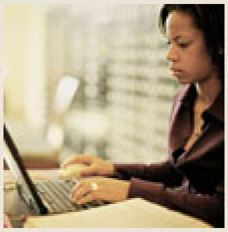
**Introduction**

The Multiple Line Budget Transfer Form is the same as the Budget Transfer Form except that it allows Budget transfers between up to five FOAPALs for different charts. 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 personnel.
This form is not meant to allow completion of documents using rule classes that are not self-balancing.

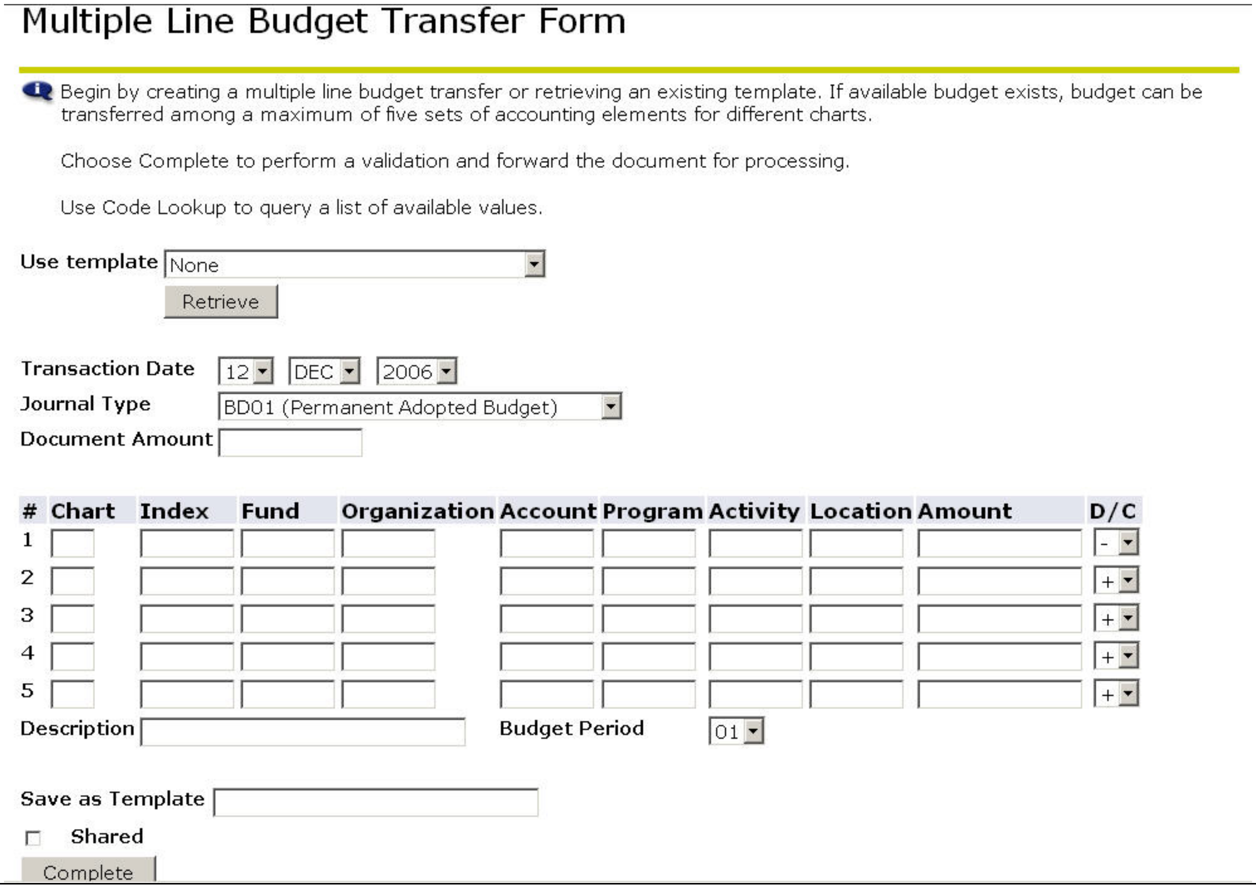
Note: Additional rules can be designed to accommodate special needs. Contact SunGard Higher Education for more details.

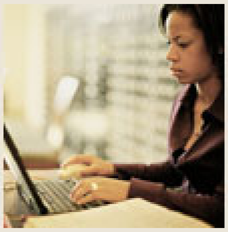


Jump to TOC

**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.<br><br>Multiple Line Budget Transfer Form<br>Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.<br>Choose Complete to perform a validation and forward the document for processing.<br>Use Code Lookup to query a list of available values.<br>Use template None<br>Retrieve<br>Transaction Date 12 DEC 2006<br>Journal Type BD01 (Permanent Adopted Budget)<br>Document Amount<br># Chart Index Fund Organization Account Program Activity Location Amount D/C<br>1 -<br>2 +<br>3 +<br>4 +<br>5 +<br>Description<br>Budget Period 01<br>Save as Template<br>☐ Shared<br>Complete |
| 3 | Click the **Complete** button to execute your budget transfer. |



# Section C: Day-to-Day Operations

## Lesson: Delete Finance Template

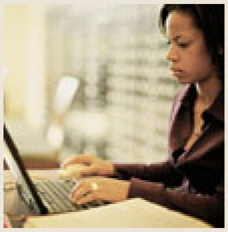
Jump to TOC

**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 user ID.

• If you are Finance User assigned the Finance Data Tailor Role, you can delete both your own and others' templates or queries, both shared and personal.

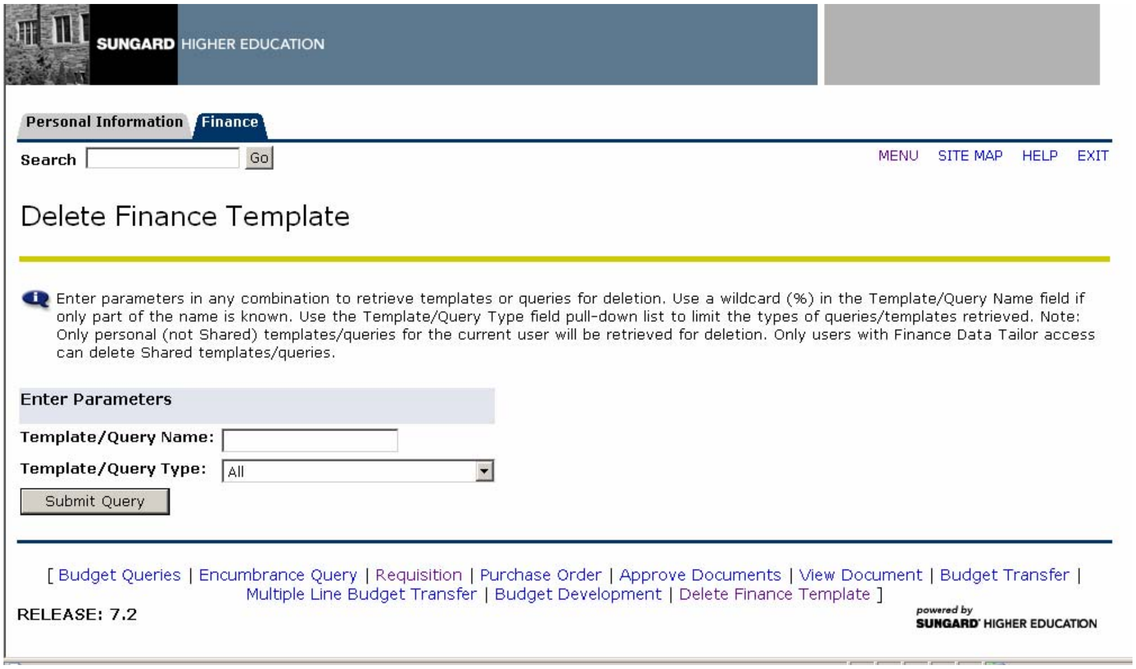
• If you are a Finance User not assigned the Finance Data Tailor Role, you can delete only your own, personal templates or queries.

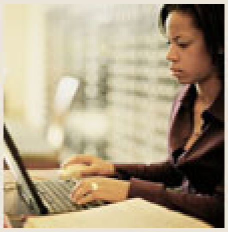


Jump to TOC

**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.<br><br> <br>Delete Finance Template<br>Enter parameters in any combination to retrieve templates or queries for deletion. Use a wildcard (%) in the Template/Query Name field if only part of the name is known. Use the Template/Query Type field pull-down list to limit the types of queries/templates retrieved. Note: Only personal (not Shared) templates/queries for the current user will be retrieved for deletion. Only users with Finance Data Tailor access can delete Shared templates/queries.<br>Enter Parameters<br>Template/Query Name:<br>Template/Query Type: All<br> <br>[ Budget Queries \| Encumbrance Query \| Requisition \| Purchase Order \| Approve Documents \| View Document \| Budget Transfer \| Multiple Line Budget Transfer \| Budget Development \| Delete Finance Template ]<br>RELEASE: 7.2<br> |
| 3 | Check the Delete Box of the items to be deleted |
| 4 | Click the Delete Button. |



# Section C: Day-to-Day Operations

## Lesson: Self Check

Jump to TOC

**Directions**

Use the information you have learned in this workbook to complete this self check activity.

**Question 1**

What are the types of queries that can be saved as templates?

**Question 2**

Can budget queries be downloaded?

**Question 3**

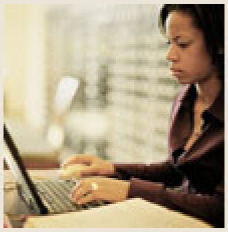
You are in the middle of entering a requisition and get called to an emergency meeting. When you return to your desk, you realize that a power outage has occurred due to a storm outside. How can you retrieve your document?

**Question 4**

Name the only type of purchase order that can be entered on the Web.

**Question 5**

How can you customize your Budget query forms?



# Section C: Day-to-Day Operations

## Lesson: Answer Key for Self Check

Jump to TOC

**Question 1**

What are the types of queries that can be saved as templates?

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

**Question 2**

Can budget queries be downloaded?

**Yes**

**Question 3**

You are in the middle of entering a requisition and get called to an emergency meeting. When you return to your desk, you realize that a power outage has occurred due to a storm outside. How can you retrieve your document?

**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.**

**Question 4**

Name the only type of purchase order that can be entered on the Web.

**Purchase orders on the Web can only be of type *regular* and will not be sent using Electronic Data Interchange (EDI).**

**Question 5**

How can you customize your Budget query forms?

**By saving queries as templates.**

# Section D: Reference

## Lesson: Overview

Jump to TOC

**Introduction**

The purpose of this section is to provide reference materials related to the workbook.

**Section contents**

# Section D: Reference

## Lesson: Setup Forms and Where Used

Jump to TOC

**Guide**

Use this table as a guide to the setup forms and the day-to-day forms that use them.

| Setup Form | | Day-to-Day Form(s) | |
|---|---|---|---|
| **Form Name** | **Code** | **Form Name** | **Code** |
| User Profile Maintenance form | FOMPROF | These three forms are needed to grant access to the Self Service on the web forms. | |
| Enterprise Access Controls Form | GOAEACC | | |
| Third Party Access Audit | GOATPAD | | |

# Section D: Reference

## Lesson: Forms Job Aid

Jump to TOC

**Guide**

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

| Form Name | Form Description | Owner |
|---|---|---|
| FOMPROF | User Profile Maintenance form | |
| GOAEACC | Enterprise Access Controls Form | |
| GOATPAD | Third Party Access Audit | |

# Release Date

Jump to TOC

This workbook was last updated on 06/07/2007.