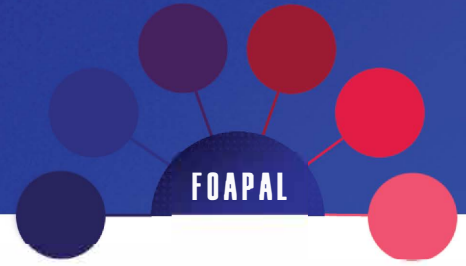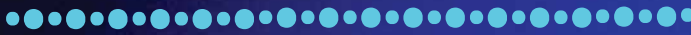# Self-Service Banner (SSB)

FOAPAL

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

For by-account budget queries or deeper looks into budgets based on Organization hierarchy.

FOAPAL RELATED CHANGES

Self-service Banner (SSB) Functions	FOAPAL Change
1. Budget Status by Account Query	FOAPAL string input
2. Budget Status by Organizational Hierarchy Query	FOAPAL string input; multiple level drill down

BUDGET STATUS BY ACCOUNT QUERY

Accessing Budget Queries

The Budget Status by Account Query allows users to access the Banner database to view budget information via partial-FOAPAL string input. Users can run Budget Queries through the Banner Self-Service tool on the UD Daily page on Porches.

Initiating Budget Status by Account Queries

Users will then use the dropdown menu under "Create a New Query" to select "Budget Status by Account" as the "Type" of query.
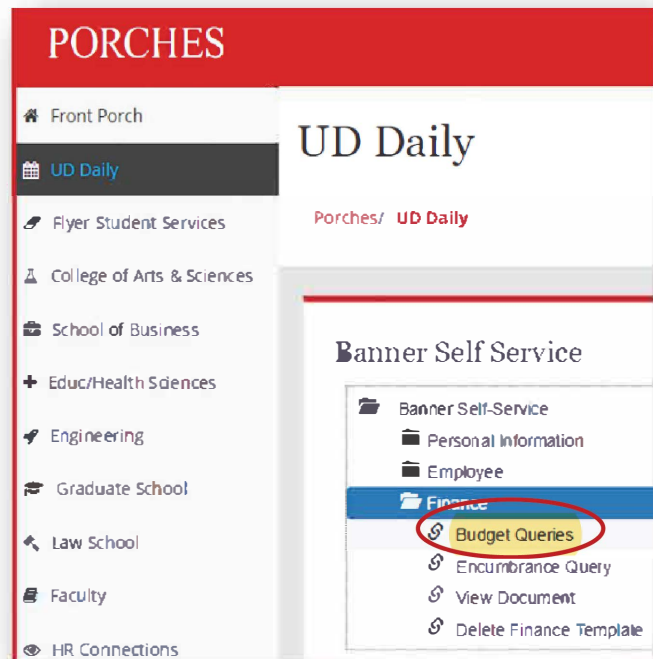

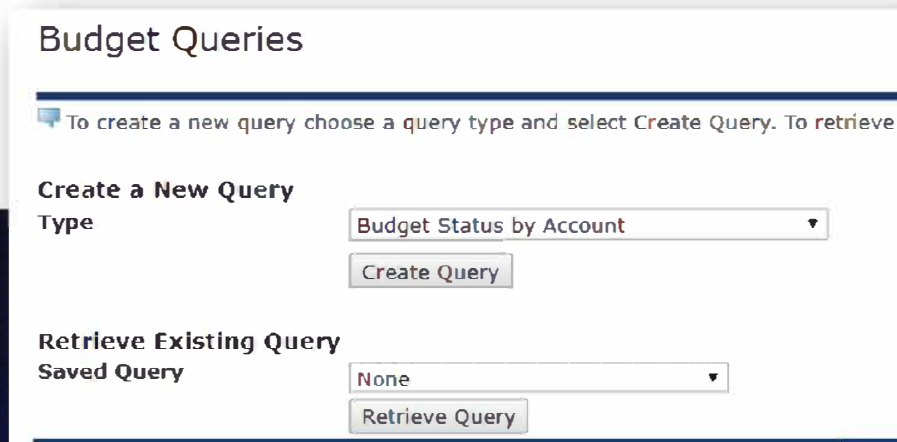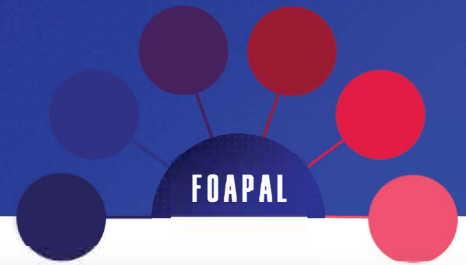*Figure 1: Porches, UD Daily page and Banner Self Service panel*

Figure 2: Self-Service Banner, Budget Queries function w/dropdown menu for Type

For questions please contact Budgeting & Planning at 937-229-4355.

Once a "Type" has been selected, users will activate the "Create Query" button and select the appropriate checkboxes on the following Budget Queries screen (right).

## Old Budget Status by Account Queries

Old (Chart D) by-account queries used an auto-fill feature linked to the "Index" field to populate the Fund, Organization and Program fields. Chart F queries will no longer use this function; all fields must be manually entered for an accurate Budget Status by Account query. Figure 4 (below) shows the old auto-fill feature.

Budget Queries

Select the Operating Ledger Data columns to display on the report.

☐ Adopted Budget		☑ Year to Date	
☐ Budget Adjustment		☑ Encumbrances	
☐ Adjusted Budget		☐ Reservations	
☐ Temporary Budget		☐ Commitments	
☑ Accounted Budget		☑ Available Balance	

Save Query as: _____

☐ Shared

[Continue]

Figure 3: Self-Service Banner, Budget Queries function with Operating Ledger Data selection

Figure 4: Self-Service Banner (old), Index-based query and resulting auto-fill of Fund, Organization, and Program fields

For questions please contact Budgeting & Planning at 937-229-4355.

2
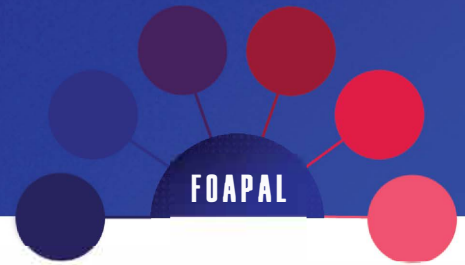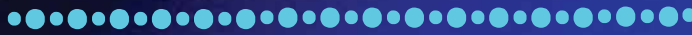
Users will note that the resulting "Report Parameters" table for Chart D queries in Figure 5 (below) shows "All" for Account, Activity, and Location in addition to the auto-filled Fund, Organization and Program fields.

Report Parameters

	Organization Budget Status Report		
	By Account		
	Period Ending Jun 30, 2019		
	As of May 31, 2019		
Chart of Accounts	D University of Dayton	Commitment Type	All
Fund	91210 VP for Student Development	Program	1020 Student Services - Allowable
Organization	1210 VP for Student Development	Activity	All
Account	All	Location	All

Figure 5: Self-Service Banner (old), Report Parameters table for Budget Status by Account query

Accessing Budget Queries

For Chart F, initiating a Budget Status by Account query requires users to denote "F" in the Chart of Accounts" field. In addition, users will manually enter Fund, Organization, Activity, Program and Location numbers. Again, there is no longer an auto-fill feature associated with the "Index" field.

Fiscal year:	2020 ▾		Fiscal period:	14 ▾	
Comparison Fiscal year:	None ▾		Comparison Fiscal period:	None ▾	
Commitment Type:	All ▾				
Chart of Accounts	F	Index			
Fund	100000	Activity		999999	
Organization	700000	Location		999999	
Grant		Fund Type			
Account		Account Type			
Program	610000				

☑ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

Figure 6: Self-Service Banner (new), Chart F input for Fund, Organization, Activity, Program and Location

For questions please contact Budgeting & Planning at 937-229-4355.

3

Self-Service Banner (SSB)
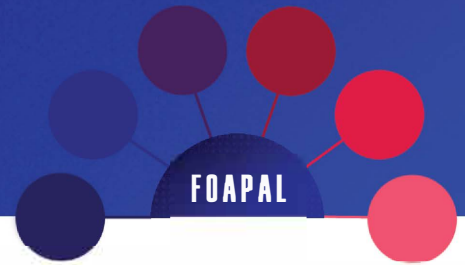
Users will note changes in the Report Parameters table for Chart F queries in Figure 7 (below).

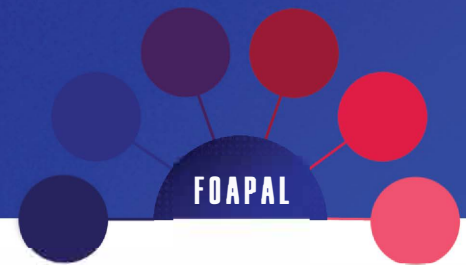Figure 7: Self-Service Banner (new), Report Parameters table for Budget Status by Account query

Budget Status by Organizational Hierachy Query

The Budget Status by Organizational Hierachy Query can be used to see roll-up summary finacial data at all organizational levels. Access, initiation, and parameter input are all similar to the Budget Status by Account query process. Figure 8 (below) shows how to initiate the query itself. Users will enter "F" in the Chart of Accounts field and an Organization number. Using a higher-level organization code will pull data from other organizations under its umbrella.

Figure 8: Self-Service Banner (new), Organization-based query with high-level Org. code

For questions please contact Budgeting & Planning at 937-229-4355.

4

Drilling Down Through Multiple Levels

When the query is run, users will see the Report Parameters table, along with the parent Organization (in the case of the example "E70020" along with those Organizations under its umbrella. See Figure 9.

Each umbrella Organization can be selected (via hyperlink) to further drill down into its Account Types. Selecting (hyperlinked) Account Types will allow users an even more detailed view of financial transactions.

Report Parameters

Organization Budget Status Report
By Organization
Period Ending Jun 30, 2020
As of Jun 06, 2019

Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	All	Program	All
Organization	E70020 Cntr for Stdnt Involvement	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY20/PD14 Accounted Budget
E70020	Cntr for Stdnt Involvement	
F70020	Cntr for Stdnt Involvement	
F70021	Fraternity & Sorority Life	
F70022	Student Life	
F70023	Stdnt Ldrship Progs	
E70020 Rollup		

[Download All Ledger Columns] [Download Selected Ledger Columns]

Figure 9: Self-Service Banner (new), Query Results table with umbrella Orgs

For questions please contact Budgeting & Planning at 937-229-4355.

5