Banner 7 Finance Self-Service

Developed by the Banner Support Team
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Banner Finance has two components:

1. Finance Self Service
   quick access to financial information. Open from the Banner link on myWM. Access requires approval.

2. Internet Native Banner (INB)
   forms for viewing, updating or entering financial information into Banner. Access requires approval and INB Navigation training.

Access Approval
Access to Finance Self Service requires department and Security Administrator approval. To request access, complete the Request for Banner Access form on the Banner website at www.wm.edu/it/banner. Click Access for details.

- Approval is required BEFORE access is given.
- Additional training is recommended, but not required. Departments may require internal training. Functional users or Banner Support (221-BANN) can also answer questions.

To open Finance Self-Service
- Log in to myWM with WM User ID & password.
- Click the Banner icon or the Self-Service tab.
- Select Finance. (Note: If Finance doesn’t appear on the screen, contact Banner Support - 1-BANN, 221-2266.)
- myWM logs out after 30 minutes of inactivity. A warning message will signal automatic log out.
What can I do with Finance Self-Service?

In Finance Self-Service you can

- Create Queries
- View Documents

Queries

Queries are used to search for financial data using specific parameters. For example: Budget Queries can be defined with parameters such as Fiscal Year. Queries can be created and saved as templates (see page 14).

Note: Self-Service is for looking up or “querying” information, not updating or adding information.

Main Menu Options

- Budget Queries
- View document

The following options appear on the Main Menu, but are either NOT used or NOT available to most users.

- Encumbrance Query
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template

Financial data is recalled from the finance database with codes indicating a Chart and FOAPAL or Index.

Navigation

- Navigate Options from the Main Menu or with the links at the bottom of the screen.
- Use forward and back browser buttons.
- Return to the Main Menu from anywhere by clicking the “Finance” tab.
- Use Back to myWM to return to the portal.
- Properly close Self-Service by logging out AND closing the browser.
Charts

Financial information is gathered in a Chart of Accounts. W&M uses five Charts of Accounts:

- W = William & Mary
- V = VIMS
- L = Law School Foundation
- E = Endowments
- M = VIMS Foundation

Two important elements to understand in Self-Service are FOAPAL and Index

To access information in a Chart:
1. Enter the letter for the chart.
2. Enter an "Index". In Banner, an Index is a shortcut to a FOAPAL.

What is a FOAPAL?

FOAPAL (fo-pal) is an acronym representing the Chart of Account elements. F=Fund, O=Organization, A=Account, P=Program, A=Activity, and L=Location. Each element is a set of identifying codes.

An Index is a six-character shortcut to a FOAPAL. When creating a query, entering all the FOAPAL codes would be time consuming. An Index can be entered instead, and the available FOAPAL element will automatically be filled. Not all FOAPAL elements are available.

Note: FOAPALs can be used to create queries, but require that six codes be entered. Recall the same data by entering the Index.

Charts & FOAPAL

To begin a Query, enter a Chart acronym

Next enter the Index.

Enter Index:

- W
- Location
- Fund Type
- Account Type
- Program

Note: For more information on Funds, who loads budgets, etc., contact: ???????

FOAPAL Elements

Fund is the funding source. Examples: State, Auxiliary Enterprises, Financial Aid, and private funds.

Each grant or contract has a fund code. In budget queries for inception-to-date information on grants, the fund code becomes the grant code.

Organization is the organizational unit responsible for financial activity within the fund or grant code. "Org" is your department.

Account classifies revenues and expenditures by type and spending categories.

Revenue account codes are codes for the types of revenue received, such as tuition or auxiliary sales revenue.

Expenditure account codes are codes for the types of expenditure, such as salaries or supplies.

Program is the major purpose of expenditures. This is an additional department identifier. Program codes accumulate expenditure information into major categories such as instruction, research, and academic support. The Program’s hierarchy follows the state’s hierarchy.

Activity is information for a specific event or major activity. Activity codes are assigned to transactions that are funded or shared by more than one organization. Not all FOAPALs have an Activity.

Location is the physical location of an asset being purchased or a transaction if different from the physical location of the organization. Not all FOAPALs have a location.
### Starting a Budget Query

- From the Main Menu select **Budget Queries**.
- In the new window, in the **Create a New Query** field, select **Budget Status by Organizational Hierarchy** and
- click **Retrieve Query**.

Frequently used Queries can be saved and will appear in the drop down list in the field **Retrieve Existing Saved Query**.

### What type of Budget Query should I use?

#### Budget Status by Organizational Hierarchy

This is recommended at W&M. It provides the best summary by account type by index. A separate line is given for each account type. It also generates budget information for an organization and all organizations falling under its “Hierarchy” - for example, the organization “Philosophy” has a “Philosophy Grants and Contracts” organization under its hierarchy. Data for both appear in queries.

#### Budget Status by Account

This Query generates budget information for one organization or grant - this is the quickest way to get transaction details, but does NOT provide an adequate summary view of the entire organization. The Query is available, but not recommended.

#### Budget Quick Query

Not recommended at W&M.

---

**Create a New Query**

<table>
<thead>
<tr>
<th>Type</th>
<th>Disabled Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Status by Account</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Budget Status by Account</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Budget Status by Organizational Hierarchy</strong></td>
<td>Current option selected by window refresh</td>
</tr>
<tr>
<td><strong>Budget Quick Query</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Retrieve Existing Query**

<table>
<thead>
<tr>
<th>Saved Query</th>
<th>None</th>
</tr>
</thead>
</table>

**Retrieve Query**
Selecting Ledger Data Columns for Query
Configure the Query by selecting the Operating Ledger Data Columns to display.

Choices recommended by W&M are:
- Adopted Budget
- Budget Adjustment
- Adjusted Budget
- Year to Date
- Encumbrances
- Available Balance

See chart for descriptions of each column.

**Encumbrance or Commitments**

Encumbrances are funds set aside for future expenses, they “encumber” the budget so it cannot be used for other purposes. Commitments are not used at W&M. To see Encumbered funds select the Encumbrance column as recommended above.

<table>
<thead>
<tr>
<th>Column Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Adopted Budget</td>
<td>Budget at beginning of Fiscal Year. (BD01 only)</td>
</tr>
<tr>
<td>*Budget Adjustment</td>
<td>Total of additions or reductions - temporary and permanent - since original allocation. Only appears if adjustment is made.</td>
</tr>
<tr>
<td>*Adjusted Budget</td>
<td>Current Budget. Total of all transactions. Drill down to see transaction details.</td>
</tr>
<tr>
<td>Temporary Budget</td>
<td>Temporary adjustments - will not roll to next fiscal year.</td>
</tr>
<tr>
<td>Accounted Budget</td>
<td>Original Budget plus or minus adjustments. System generated column.</td>
</tr>
<tr>
<td>*Year to Date</td>
<td>Actual posted revenue and expenditures.</td>
</tr>
<tr>
<td>*Encumbrances</td>
<td>Funds committed for future payments - amount generated by purchase orders.</td>
</tr>
<tr>
<td>Reservation</td>
<td>Not used at W&amp;M. Budget set-aside generated by purchase requisitions.</td>
</tr>
<tr>
<td>Commitment</td>
<td>Not used at W&amp;M. Equals total set-aside for future obligations - column should equal Encumbrances.</td>
</tr>
<tr>
<td>*Available Balance</td>
<td>Remaining Budget balance. Total Budget plus or minus Encumbrances and Year to Date activity.</td>
</tr>
</tbody>
</table>
Budget Status by Organizational Hierarchy
This is the recommended Query type. Use this Query to look up budget information for an organization and all the organizations that fall under its hierarchy. Look at budgets by Index only, looking at them by Organization can return confusing results.

Although two other Query types are available from the Main Menu (Budget Status by Account and Budget Quick Query), Organizational Hierarchy is the recommended Query type. The other two types are not covered in this document, but function essentially the same.

Create a New Query

- Select Budget Status by Organizational Hierarchy from the drop down menu, and click Create Query.
- Select Operating Ledger Columns to display. See choices on page 7.
- Click Continue.

Select Parameters

- Select a Fiscal Year and Fiscal Period. (Note: W&M Fiscal Year ends June 30; July = 01, August = 02, etc.) Comparison parameters may also be selected.
- Select a Chart (see page 5).
- Enter one Index (only Indexes for your org will be available).
- Click Submit Query twice. The first click generates the available FOAPAL elements, the second click generates the query.

Note: Include Revenue Accounts and Shared boxes generally should not be checked. Only certain non-state funds have revenue accounts.
### Query Parameters

**Budget Query Parameters**

Refer to the parameter chart for required query parameters.

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>Fiscal Year</td>
<td>July 1 - June 30. (FY defaults to parameter last used)</td>
</tr>
<tr>
<td>x</td>
<td>Fiscal Period</td>
<td>Number of fiscal months to be included in the Query. Note: W&amp;M fiscal year starts July 1. To include May in a Query, select “11”, not “05”. All transactions before and during the period will be included. Queries cannot be generated for a single month. Recommend: 12. FP defaults to last used.</td>
</tr>
<tr>
<td></td>
<td>Comparison Fiscal Yr.</td>
<td>Prior year to compare with current choice of Fiscal Year. Not recommended.</td>
</tr>
<tr>
<td></td>
<td>Comparison Fiscal Period</td>
<td>Prior period to compare with current choice of Fiscal Period.</td>
</tr>
<tr>
<td>x</td>
<td>Chart of Accounts</td>
<td>W = W&amp;M, V = VIMS, L = Law School Foundation, E = Endowments, M = VIMS Foundation</td>
</tr>
<tr>
<td>x</td>
<td>Index</td>
<td>Enter Index, click Submit Query, to populate Fund, Org and Program fields.</td>
</tr>
<tr>
<td>x</td>
<td>Fund</td>
<td>Source of funding - populates when Index is entered.</td>
</tr>
<tr>
<td></td>
<td>Activity</td>
<td>Used for independent reporting needs - populates only when designated.</td>
</tr>
<tr>
<td>x</td>
<td>Organization</td>
<td>Department entity or budget unit responsible and accountable for transactions - populates when Index is entered.</td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td>Physical location of financial transactions. Used for independent reporting.</td>
</tr>
<tr>
<td></td>
<td>Grant</td>
<td>Only required for viewing Grant Inception to Date information. Other FOAPAL code numbers must be removed before submitting a grant query.</td>
</tr>
<tr>
<td></td>
<td>Fund Type</td>
<td>Allows high-level roll up (consolidation). Used to query budget information for a specific organization using one hierarchy source of funds.</td>
</tr>
<tr>
<td></td>
<td>Account</td>
<td>Describes expenditures, for example Labor, Revenues and Direct Expenditures. Can be used to query on transactions in specific account codes.</td>
</tr>
<tr>
<td></td>
<td>Account Type</td>
<td>Higher-level category of account if roll up or consolidation are needed. Ex. 60=Personnel, 70=Non-Personnel. Generates summary information.</td>
</tr>
<tr>
<td></td>
<td>Program</td>
<td>Function reporting classification for tracking use of funds - populates when Index is entered.</td>
</tr>
<tr>
<td></td>
<td>Include Revenue Accounts</td>
<td>Checking this box causes expenditure accounts to display as negative numbers. This box is typically unchecked.</td>
</tr>
</tbody>
</table>

**Note:** To find similar Account code types, use a wildcard. Ex: 712% will show all Account types starting with 712.
Budget Status by Organizational Hierarchy

Notice the Query creates a column for each ledger column selected when parameters were selected: Adopted Budget, Budget Adjustment, etc.

- Click underlined codes to drill down into available information. Shown here: Clicking 3KD310 opens a list of Account Types.
- Clicking an Account Type (Ex. shows 72) opens a list of Accounts under that type.
- Clicking an amount opens a list of related documents.
- At this screen either click Download to see a copy of the document or click a document number to open Accounting Information.
Query Results

- The **Accounted Budget** column is the Total Budget.
- **Year to Date** is the Actual revenue and expenditures posted to your fund.
- **Encumbrances** is money set aside for known expenses.
- **Available Balance** is what is left to spend.

Three levels of detail are available:

- Clicking on a column figure opens a Transaction Report. In the example, for Account #61110 (Employ Ret-Defined Benefits) clicking the figure in the Adopted Budget column opens the Transaction Report.
- Clicking the Document Code, in the example it is XB000043, opens a Detail Transaction Report.
- Clicking the Document Code on this screen opens View Document. This example shows a Journal Voucher.

**Note**: Go directly to View Document on the Main Menu or at the bottom of any screen. Journal Vouchers - and other documents - can be viewed from here. From View Document, in the Type drop down menu select Journal Voucher, and enter the document number.

See page 16 for Grant Inception to Date Reports.
Downloading Data

Query data can be downloaded to .csv format (comma separated value) files for editing and analysis.

Note: some spreadsheets treat all figures as numbers. If a number has a leading “0”, the “leading 0” will be dropped. Also there may be issues when an “E” appears in a figure. As a best practice . . .

When downloading data, choose Save instead of Open.

Download Selected Ledger Columns downloads only columns selected on the column selection screen.

Download All Ledger Columns downloads all available operating ledger amounts for the period entered.

Note: Additional FOAPAL data, including two levels of account type and fund type detail, are downloaded whenever possible. All FOAPAL codes and titles are displayed in the same column in both Download options.

Select a Download Option

In the File Download popup window, the choices are Open or Save - choose to Save the file. Recommendation: Save - as you can select where the data will be stored. This option eliminates conversion issues.
User Calculated Columns

The User Calculated Columns option creates a new column with a comparison of any two columns in the query. Columns can be added, subtracted, multiplied, divided, or compared by percentage. Note: columns may be removed, saved, or added from a query or template at any point. To remove a column from a saved template, first remove the column and then save the template again.

Comparing Columns

- Begin the comparison by selecting two columns and an operator. The example shown here computes what percent encumbrances are of the Adjusted Budget. The new column is placed after the Encumbrances column and is labelled % ytd.
- Click Perform Computation.
- Click Remove Computation to remove the new column from the query.

A new comparison column is added to the query.
Saving Query Parameters

Save frequently used transactions and queries as templates to eliminate having to reenter query parameters.

Queries can be saved on any screen, but only selection criteria entered up to that point can be saved. A template could be saved at each point and, if given a different name, will create a separate query with its own detail and path.

Templates can be saved as Personal or Shared. Personal templates are only available to the user. Shared templates are available to all.

*W&M does not recommend saving shared queries.*

Saving a Query Template

- Name the Query.
- Click Complete or Save Query As.
- A message will confirm the query has been saved.

Retrieving a Query Template

- Select the Template from the drop down list on the first query screen.
- Click Retrieve Query. You can change data columns for display.

Delete a Query Template

- Enter the Template name or select it from the drop down list on the Delete Finance Template screen.
- Click Submit Query. Click Delete to permanently delete it from your list of choices. Shared templates cannot be deleted.
View Document

View Document or Approval History with this selection. Enter the Document Code or Reference Number to look up the data.

Note: the Reference Number field is available for Purchase Orders and Requisitions. This is an external number, such as an eVA number.

Select the Document Type from the drop-down menu and enter the Document Number. If you do not know the Document Number use the Document Lookup and enter a wildcard (%) in the number field.

Note: Submission # is optional, but can be entered for a Journal Voucher or Invoice. Change Sequence # field is optional, but can be entered for a PO. Display Accounting Information can be turned off by selecting “No” - no distribution information will be displayed. Display Document Text: All displays Header and Line Items; Printable displays all; None turns off the display.

Note: with Document Lookup at least one of the fields marked with an asterisks (*) must be filled. Wildcards are acceptable. If a date is used the month and year are required. User ID must be blank. Activity Date is the date the document was completed, last saved or both. Transaction Date is the date of the transaction, the recorded date or both.

Select View Document or Approval History.
Note: Only documents in your Funds/Orgs will be accessible. Use the Back button to return if document results do not display. Related documents such as Check Numbers can also be displayed.
Grants Inception to Date Reports

To create a Grant Query

- Select **Budget Status by Account** from the Main Menu.
- Select Ledger columns to display (see page 8).
- On the parameters screen select **Fiscal Year** and **Fiscal Period**, but only enter the Grant Code not the Index or FOAPAL.
- Just as other Queries, view additional information and documents by clicking amounts.
Code Lookup

Use Code Lookup to find FOAPAL elements, indexes, vendors, etc. See choices in the drop down menu pictured here.

Code Lookup fields are found at the bottom of the Budget Transfer and Multiline Budget Transfer screens. (Go the Main Menu and select either option. Scroll to the bottom of the screen to see these fields.)

An abbreviated Code Lookup screen can be opened by clicking any title button such as Organization or Index. The Code Lookup will be specific to that button. For example, click the Index button to open a Code Look up for Indexes. To close a Code Lookup screen use Exit without Value, or Execute the Query to see codes.

Field Descriptions

Chart Codes
- W = W&M
- V = VIMS
- L = Law School Foundation
- E = Endowments
- M = VIMS Foundation

Code Criteria
Enter part of the code with a "%" wildcard*. Ex: enter 141% and all codes that start with 141 will appear.

Title Criteria
Search with all or part of a title if the code is unknown. Title is case sensitive. Ex: FedEx% to find vendor Federal Express.

Maximum Rows
Number of possible matches to display. Don’t forget beyond the first screen for additional query results.

*Banner recognizes the % sign as a wildcard in a search field. Use % at the beginning of a text or number string, for example %141, and all items ending in the string will be found. Use it at the end (141%) to find all items starting with the letters or numbers. % can also be used before and after a text or number string, for example %Tuition%.
State Funds - Chart W

- Unused budget balances do not roll over to next FY.
- Education and General (E&G) State appropriations and tuition and fee revenues. Index = 12xxxx.
- Restricted Accounts = 6xxxxx include:
  - Salaries & Benefits for full-time employees (base budget)
  - Salaries for part-time faculty
  - Wages for hourly & student employees (may be used toward M&O and M&O may be used for wage short fall - base & one time budget).

Unrestricted (also referred to as M&O - Maintenance & Operation) Accounts = 7xxxxx - include telephone, postage, printing, memberships, subscriptions, travel, equipment, furniture, supplies, business meals.

Agency Funds - Chart W

- Index = 8xxxx
- Funds included in College’s accounting system for affiliated or associated organizations. Examples: professional organizations for faculty members, conferences, workshops or seminars hosted by the College. Generally, the College provides bookkeeping, vendor payment, check writing and banking services for these organizations. These funds are not subject to state rules.
- Budget Office loads these budgets with advice from Private Funds.

Grant Funds - Chart W

- Must adhere to state rules.
- Indexes = 7xxxx, 13xxx and 14xxxx
- Indirect Costs (IDC) or Grant Overhead (GORA)
- Grant Budgets are loaded by the Grants Office. All questions about Grant Budgets should be directed to the Grants Office.
- Departments receive 17.5% of funds generated from departmental grants.

Local Funds - Chart W

- Endowment gifts to the College rather than a foundation such as W&M Foundation. Must adhere to State rules.
- Restricted - Index = 221000 to 221999. Used for a specific purpose in a dept/program. Entire budget may be spent. Current gifts are generally budgeted for the following year. If needed, the budget can be increased for new gifts on request of fund administrator. Unused amounts are automatically carried over to next budget year.
- Restricted - Index = 227000 to 228999. Annual payout from endowment gifts to the College (not Foundation). Unused budget does not carry over, but may be eligible for reinvestment. Only the annual budget may be spent.
- Unrestricted - Index = 1Yxxxx. For example: Student Activities, Study Abroad, Activities in support of academic mission of the College.
- Unrestricted - Index = 1Z1, 1Z5, 1Z6. Endowment gifts to the College for any purpose. Unused budget does not carry over at end of the year. Each year a new budget is set.

William & Mary Foundation Funds - Chart E

- Endowment gifts from individuals or groups to the W&M Foundation - an organization separate from the College. Funds are not exempt from sales tax and must be considered in budget planning. Checks must be made to W&M Foundation to qualify as an endowment account. Gift must be received by early December for budget to be loaded in July the following year. These funds are not subject to State rules, but are subject to the policies of the Foundation.
- Restricted - Indexes = 210000 to 219999. For a specific purpose designated by the donor. The entire gift may be spent. Current gifts are generally budgeted the following year. If needed, the budget can be increased for new gifts on the request of the fund administrator. Unused amounts are automatically carried over to the new budget year.
- Restricted - Indexes beginning with 26 and 27. Annual payout from endowment gifts. Unused budget does not carry over, but may be eligible for reinvestment. Only the annual budget may be spent.
- Unrestricted - Indexes beginning with 11, 12, & 14. Annual payout from gifts. Unused budget does not carry over, but may be eligible for reinvestment. Only the annual budget may be spent.
If you have questions about using Banner Finance Self-Service, please contact:

Banner Support
757-221-BANN (2266) / banner@wm.edu
or
Mike Ribeiro
Finance / Administrative Liaison
757-221-2841 / meribe@wm.edu
or
Carolyn Steffen
HR-Finance / Content Specialist
757-221-1753 / castef@wm.edu

For Budget questions, contact:

For Accounting, questions contact:

For Procurement questions, contact:

For Grant questions, contact: