Northwest Florida State College

BANNER FINANCE USER GUIDE

This guide is designed to provide departments with the information necessary to successfully utilize the Banner Finance module.

Revised: August 2020

Table of Contents

Introduction to RaiderNet

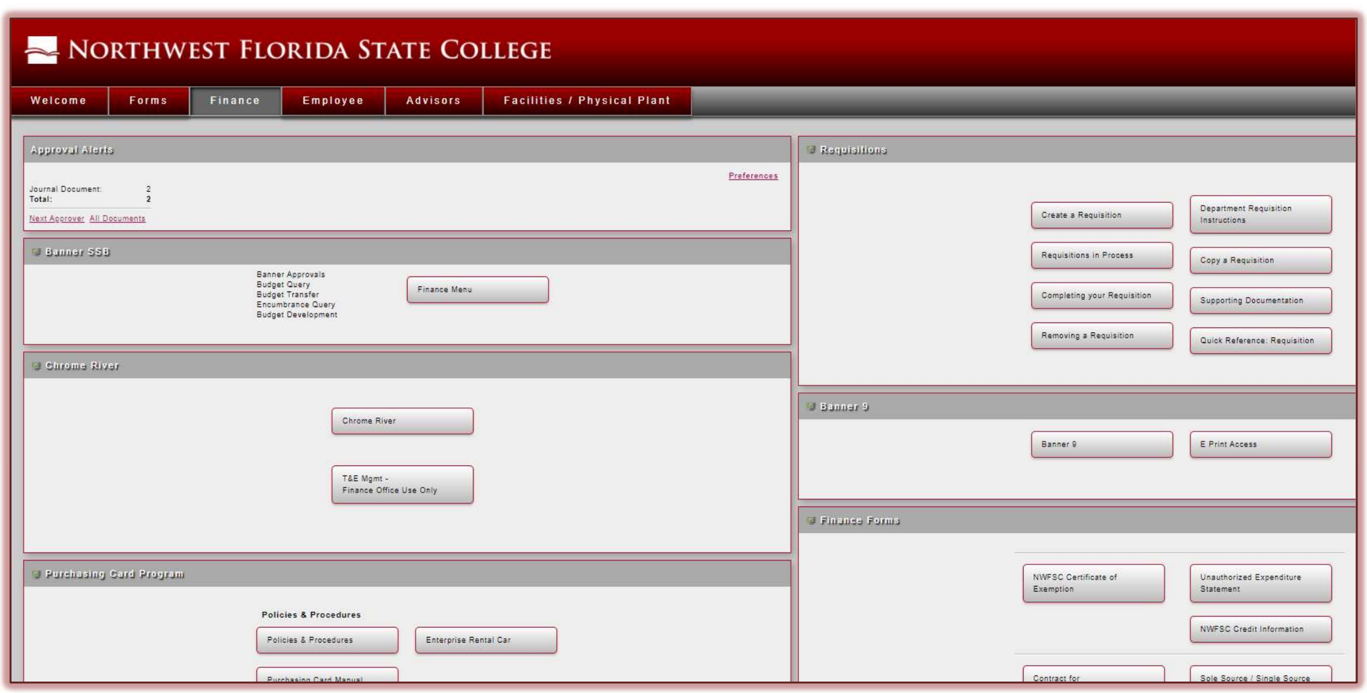
The NWFSC Portal powered by Luminus, also known as RaiderNet, is an online service that provides a personalized single point of access to resources that support the end user in one or more tasks. The resources made available via the Portal are typically brought together from more than one source. The portal has multiple tabs with calendars, portlets, links and other content designed to provide an internal information infrastructure. (Note: the terms RaiderNet and Portal are used interchangeably in this training document.)

RaiderNet can support many job functions and become the primary means of communication with other groups. Each user will have a different Portal experience based on their role at the college. Users will only see the pages to which they have been granted permissions. Once on a specific page, functionality and access is driven by security settings. If you are unable to access items that you need to perform your duties, contact the IT Helpdesk.

RaiderNet is an evolving work in progress being developed in sync with Banner Upgrades.

The Finance page provides end users with links to Self Service Banner (SSB), Chrome River, and Banner (INB). The Finance Tab also contains links to training documents and forms specific to the Finance module.

What you see on the finance page is also determined by your role at the college.
Finance Security settings determine what data may be accessed.



Introduction to Banner

Banner is an Enterprise Resource Planning (ERP) software package implemented by Northwest Florida State College to manage the organizational data that pertains to staff, students, finances and advancement. Data is separated into different areas known as modules and is managed by multiple departments.

Depending on your role at NWFSC, you may be granted access to any or all of five modules:

- Student
- Finance
- Human Resources
- Financial Aid
- Advancement

All Banner modules share a common database, thus providing an integrated system where all users see the same data in real time. Banner software acts as an interface to the database, making the job of adding or retrieving data much easier. This provides for a reduction in data redundancy by eliminating the need for duplicating input where separate functional areas have data in common.

Access in Banner is limited to that which you need to complete your job functions. A Banner profile includes the instructions for a specific account to access only the data that a user has permissions to view or update.

Users can interact with the database either through Internet Native Banner (INB) or Self Service Banner (SSB), depending on the task at hand. SSB differs from INB in drill down capabilities and query types and functions.

Banner INB provides direct access to forms and jobs in Banner through a web browser. Banner 9 is intended for use by employees requiring more administrative functionality. Staff with a legitimate need to access confidential data may be given access to Banner 9 based on their job responsibilities.

Self Service Banner (SSB) is an interface that presents INB information in a user-friendly format and has limited fields that can be changed. SSB is another way of viewing data, performing queries, entering and approving documents. SSB adheres to the same security rules as INB.

Functions of Self Service Banner Finance include:

- Query Budget, Year to Date Activity, and Encumbrance information
- Budget Transfers
- View Documents
- Approve Documents

Advantages of Self Service Banner Finance

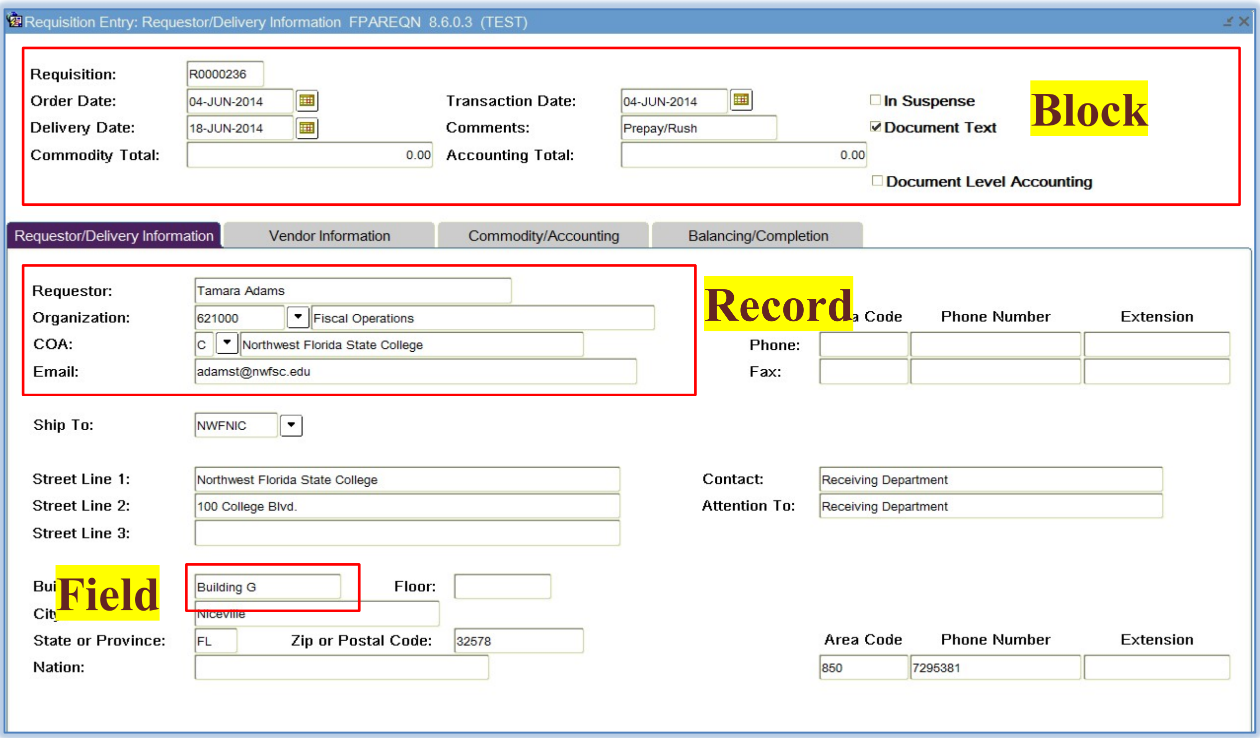
- User friendly interface
- Drill down capability
- Saved queries
- Downloadable queries
- Comparative queries

Navigation in Banner INB

Banner INB displays information on **Forms**, which are broken down into **Blocks** of information comprised of **Records** which contain data **Fields**.

The following three main navigational concepts are needed to move around in an INB form:

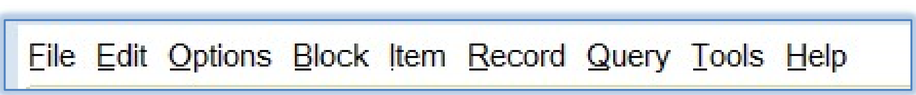
- **Block:** A block is a collection of information, usually surrounded by solid lines or within a window. It may contain Records and Fields. A form can consist of one block or many blocks.
    - **Key Block:** where you start on a form, tells banner what data you want to retrieve
    - **Information Block:** section that contains related information to what was entered in the key block
- **Field:** Fields are individual pieces of information; labeled spaces within a block.
- **Record:** Records are a group of fields that make up a logical unit. Records can contain one or more fields of information. Records are almost always displayed as a vertical list on the screen.



Users can use keystrokes, the tool bar, or the menu bar to navigate through forms.

The toolbar is a set of icons that represent shortcuts for performing common functions.

The menu bar is located at the top of the main menu on all forms. It offers a variety of options for navigating within Banner. The menu bar is accessible anytime except when a dialog box, alert box, or list of values (LOV) is displayed on the screen.



The following table displays some of the most commonly used INB navigational tools (note: with the move to Banner 9 some keyboard shortcuts may no longer work depending on the server you are routed through).

Icon	Keyboard	Menu	Explanation
	Save (F10)	File, Save	Saves all changes made in a form since the last time you saved. Banner also refers to save as **Commit** in some messages.
	Rollback (Shift+F7)	File, Rollback	Clears all information and returns you to the Key Block of a form
	Go To (F5)	File, Direct Access	Activates a "Go To…" window, where users can navigate to another form without having to return to the main menu.
	Select (Shift+F3)	File, Select	Enters the highlighted value into the current field of the form you are working from. List of values uses **OK** as te select.
	Insert Record (F6)	Record, Insert	Inserts a new blank record into a group of existing records.
	Remove Record (Shift+F6)	Record, Remove	Removes all information for the record. When you Save, the record will be deleted from the database
	Previous Record (Shift+Up Arrow)	Record, Previous	Moves the cursor to the first enterable field in the previous record.
	Next Record (Shift+Down Arrow)	Record, Next	Moves the cursor to the next enterable field in the next record. If the cursor is at the last record, a new record is created.
	Previous Block (Ctrl+Page Up)	Block, Previous	Moves the cursor to the previous information block in a form.
	Next Block (Ctrl+Page Down)	Block, Next	Moves the cursor to the next information block in a form. If the next block is in another window of the form, that window will be opened.
	Clear Block (Shift+F5)	Block, Clear	Clears all data entered into current block on a form.
	Enter Query (F7)	Query, Enter	Puts the form into query mode and lets you enter search criteria to see what information is already in the database.
	Execute Query (F8)	Query, Execute	In query mode, searches the database and displays any records that match the search criteria.
	Cancel Query (Ctrl+Q)	Query, Cancel	Cancels a query and takes a form out of query mode
	View/Send Message		Allows user to view or send Banner Message. Message recipient will receive notification ( ) on home screen to Check Banner Messages when new messages are received.
	Print Shift+F8)	File, Print	Captures the active screen only what you can see) and prints it to your local printer
	BDMS Display Document (Alt+T;R)	Tools, BDMS> Retrieve Document	Retrieves information from Banner Document Management Suite BDMS) based on key block data in Banner.
	BDMS Add Document (Alt+T; A)	Tools, BDMS>Add new	Allows you to open Document Management Suite in order to add a document.
	Online Help (F1)	Help, Online Help	Displays the Help window for the current field.
X	**Exit** (Ctrl+Q)	File, Exit	In a menu, the Exit command takes you out of Banner. In a form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.

Search

Search, which may also be referred to as Look Up, displays another form or window where you can search for a value or information related to the field. You can often select and return a value to the associated field. Sometimes the Search button can perform more than one function. In these cases, an Option List appears. You can select an option from the list using your mouse, or you can tab among the choices and use the Enter key or space bar to make your selection.

Wildcard Characters

The wildcard characters can be used in most query fields.

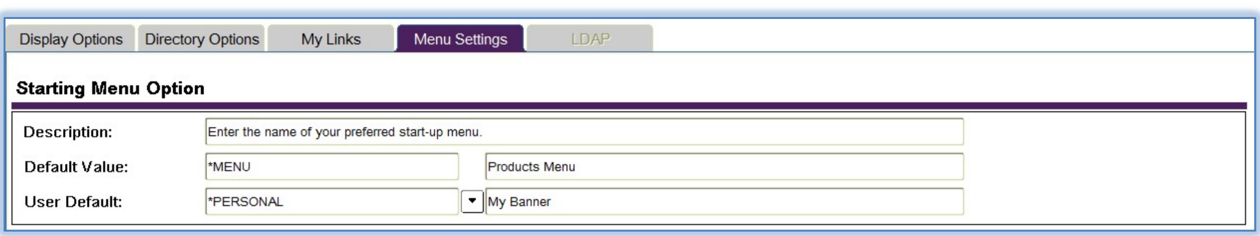
_ (underscore) represents one occurrence of a character
% (percent sign) represents any number of characters

To get these criteria...	*Enter these criteria...*
All entries that contain ma	%ma%
All entries that begin with ma	ma%
All entries that end with ma	%ma
All entries that have m as the second character	_m%

Banner Finance searches are generally case sensitive.
If you don't receive results from querying using all upper or lower case, try searching using proper case.
For example, an index code lookup for "%fiscal%" will result in no records found,
but a search for %Fiscal% will return an index of 621000 for Fiscal Operations.

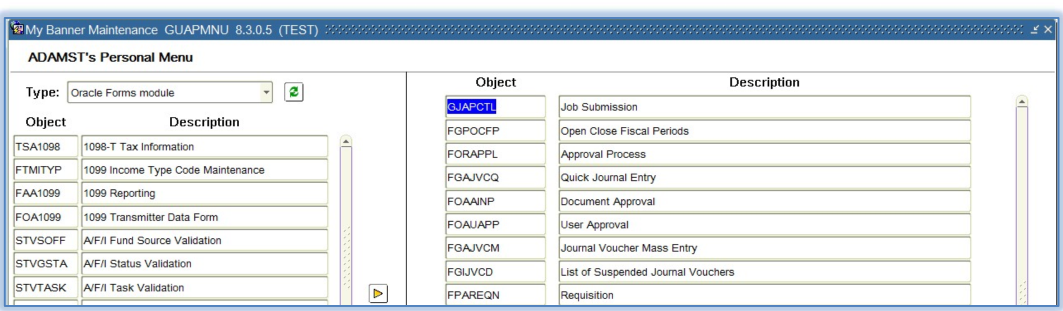
My Banner

You can set up a personal menu of frequently used forms by populating the My Banner folder and setting it to open when you log in. Click the Menu Settings tab in Preferences and set the user default as pictured below.



After saving the User Default, close the screen and click Organize my Banner or type GUAPMNU in the go to field.

Search and select for desired objects and click the arrows to move to the right. If you know the name of the object, you can enter it into the right hand column without searching. You can change the description if so desired.



Banner Messages are automatically generated during the approvals process. You can also send a message to another user manually.

Banner messages can be viewed by clicking the View/Send messages icon in the tool bar ( ) or by clicking the link in My Links on the INB home screen. When there is a green checkmark, users have pending messages.

Pending messages appear by default. By using different query parameters you can view Complete, Pending or Hold messages. To remove messages from the list of pending items, users can delete or select Complete or Hold. Users should note that messages are not private unless marked as Confidential.

To delete a message from the system, highlight the message and either click Record Remove in the Menu Bar or use the Remove Record icon in the Tool Bar.

Banner Finance Overview

Banner Finance encompasses Accounts Payable, Purchasing, Fixed Assets, Budgeting, General Ledger, Finance Operations, and Research/Grant & Contract Accounting.

The Banner Finance system provides financial information such as how expenses are charged, general ledger activity, budget activity, and requisition/purchase order history. Banner Finance is composed of several components or modules that are used to perform various tasks such as managing budget, ordering goods and services, and document approval.

Additionally, Chrome River (TEM) is fully integrated with Banner Finance. Chrome River is a subsystem that NWFSC has implemented to process travel, Personal reimbursements, and PCard transactions.

Banner Forms Naming Conventions

Banner uses a 7 character naming convention for forms, tables and processes. This naming convention helps organize hundreds of forms and processes in logical order determined by character position. It can be used to identify the menu path needed to access desired forms. To identify the components in the form name, the following conventions are used:

Position 1 identifies the primary Banner system owning the form:

F = Finance	N = Position Control	T = Accounts Receivable
G = General	S = Student	A = Alumni
R = Financial Aid	P = HR/Payroll/Personnel	

Position 2 identifies the module within the system which owns the form:

A = Accounts Payable	B = Budget Development	F = Fixed Assets
G = General Ledger	O = Operations	P = Purchasing
J = Job Submission	T = Validation Form/Table	R = Grant Accounting

Position 3 identifies the type of form, report, job or table:

A = Application	B = Base Table	I = Inquiry Form
P = Process	R = Rule or Repeating	M = Maintenance
	V = Validation Table /View	

Positions 4-7 are an abbreviation of the form's description (examples):

BDST = Budget Status	BAVL = Budget Availability	IDEN = Identification
FNDH = Fund Hierarch	DOCH = Document History	REQN = Requisition
	UAPP = User Approval	

Examples of naming convention for common forms used in Banner Finance:

FGIBDST: Finance, General Ledger, Inquiry Form, Budget Status
FOIDOCH: Finance, Operations, Inquiry Form, Document History
FOAUAPP: Finance, Operations, Application, User Approval
FPAREQN: Finance, Purchasing, Application, Requisition

Chart of Accounts

The Chart of Accounts is a set of fields that contain certain values organized into tables. It is the structure and relationships of these tables that form the foundation of the Chart of Accounts. This structure determines how data is collected and recorded in the various Banner modules and how that data is retrieved for financial transactions and reporting.

The chart of accounts structure in Banner is composed of six elements: **F**und, **O**rganization, **A**ccount, **P**rogram, **A**ctivity, and **L**ocation (**FOAPAL**). The chart field elements classify how revenues, expenses, assets, liabilities, and equity are recorded.

Four of these chart field elements are required:
Fund, Organization, Account, and Program (FOAP).

The Chart of Accounts	
Chart Field	**Description**
Fund	The Fund code is used to specify the funding source. FTVFUND is a form that lists all of the Fund Codes.
Organization	The Organization code, often referred to as the org code, generally identifies the department or area of responsibility for a budget. FTVORGN is a form that lists all of the organization codes.
Account	The Account code classifies and describes the type of activity being recorded such as revenues and expenditures in the Operating Ledger and assets and liabilities in General Ledger. FTVACCT is a form that lists all of the account codes.
Program	The Program code identifies functional category of expenses for reporting purposes. Information is accumulated into major categories such as direct instruction, academic support, plant operation, etc. FTVPROG is a form that lists all of the program codes.
Activity	The Activity code is optional and is used primarily for specialized reporting. The finance staff will direct users when use of activity is applicable.
Location	The Location code is optional and is used to identify physical locations of fixed assets. The finance staff will direct users when use of location code is applicable.

Every transaction in Banner Finance must include: *Where, Who, What, and Why*

- *Where* did the money come from? **F**UND
- *Who* is responsible for the money? **O**RGANIZATION
- *What* kind of transaction is taking place? **A**CCOUNT
- *Why* is the activity taking place? **P**ROGRAM

Here is a simple way to think of how transactions are organized by the FOAP.
"I made a purchase using this money (FUND) for my department (ORG). I purchased this type of product or service (ACCOUNT) to fulfill this particular function (PROGRAM)."

Index Codes

To simplify data entry for Finance users, NWFSC has adopted the use of Index Codes. Index codes help ensure that data is accurately entered into Banner.

The Index Code is a six digit code that automatically translates or converts your finance information into the unique **F**und, **O**rganization, and **P**rogram components of the FOAPAL element string. This code is used in Banner when purchasing goods and services or to obtain budget information.

An index code can be compared to a bank account number. When you provide a bank with your account number, the bank knows who you are and the routing number to which account your money is to be deposited or withdrawn. In the same way, when you provide Banner with an Index code, Banner knows your department and to which Fund and Program your department's money is to be deposited or withdrawn.

If your department uses more than one funding source, multiple Index Codes are used.

Examples of Index Codes:

Index Code/Description	Fund/Description	Organization/Description	Program
611400 Administrative Services	100000 Current Unrestricted	611400 Administrative Services	61
2F0045 F/S Administrative Services	2F0045 F/S Administrative Services	611400 Administrative Services	61
111040 Biological Studies	100000 Current Unrestricted	111040 Biological Studies	11
2F0050 F/S Feed the Fish	2F0050 F/S Feed the Fish	111040 Biological Studies	11
112100 Fine and Performing Arts	100000 Current Unrestricted	112100 Fine and Performing Arts	11
2F0012 F/S Arts Support	2F0012 F/S Arts Support	112100 Fine and Performing Arts	11
11210S S/A Fine and Performing Arts	2S0000 Student Activities Fees	112100 Fine and Performing Arts	11

Fiscal Year

The NWFSC fiscal year is July 1 – June 30.

Banner Finance identifies the fiscal year by the calendar year in which it ends.

- July 1, 2019 - June 30,2020 = FY 2020
- July 1, 2020 - June 30, 2021 = FY 2021
- July 1, 2021 - June 30, 2022 = FY 2022

Budget Periods

Budget periods are numbered beginning with the first month of the fiscal year not the calendar year.

Month	Budget Period	Month	Budget Period
July	01	January	07
August	02	February	08
September	03	March	09
October	04	April	10
November	05	May	11
December	06	June	12

Document Codes

The first character of a document code identifies the type of document

R = Requisition
P = Purchase Order
E = Encumbrance
I = Invoice
S = Student Refund
J = Journal Voucher
F = Feed

Banner Finance Tasks

Departmental users will perform different tasks in Banner Finance, depending on their role at NWFSC. It should be noted that there are often multiple ways to perform the same functions in Banner Finance. Users will find that SSB will be more efficient for some tasks while INB may be more effective for performing others. Following is a list of typical tasks and the most user friendly way to complete them.

Budget Queries in SSB

Self Service Banner offers several options for querying budget. Query parameters can be saved for easy retrieval for future use, allowing you to recreate a report on a regular basis without having to repeatedly re-specify the parameters.

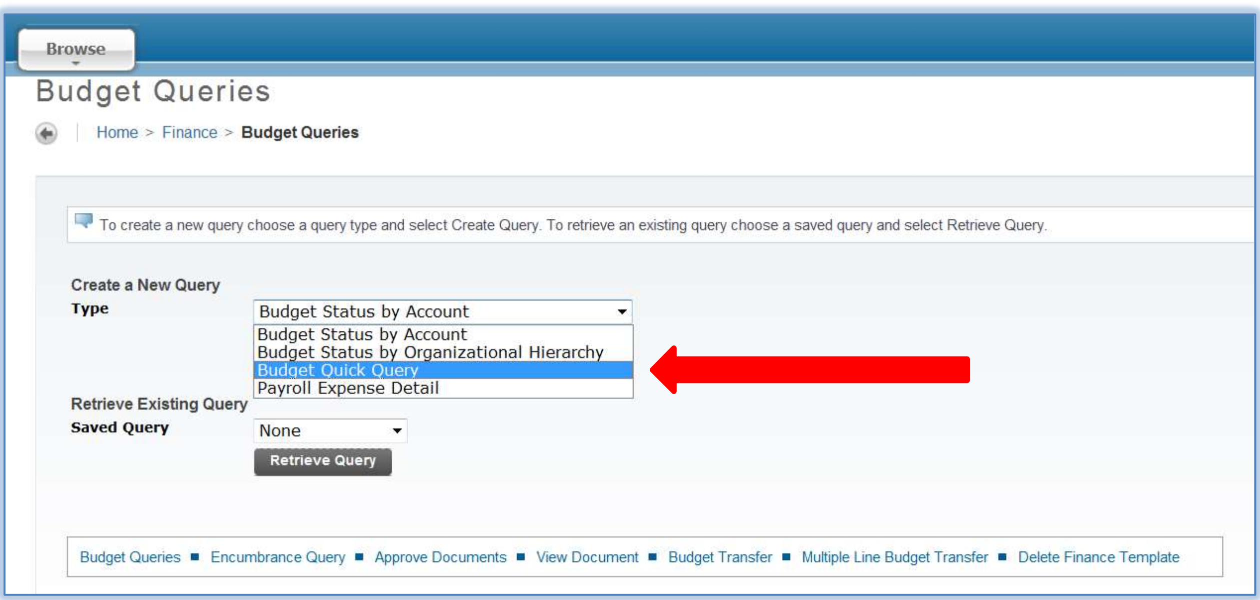
There are three types of Budget Queries in SSB

- Budget Quick Query: quick check of available budget
- Budget Status by Account: allows for drill down to transactional detail
- Budget Status by Organizational Hierarchy: high level summary used to review budget information by hierarchical structure (to be addressed in separate training)

Banner contains security features which restrict your access to account information; you may only access information on those budgets for which you have been granted specific authorization. For instance, if you are in the Athletic Department, you may view account information related to your responsibilities in the Athletic Department, but you could not view information related to Biological Sciences.

Clicking the Banner SSB Finance Menu button on the Finance Page in the Portal will take you to Finance Page in SSB. Click the Budget Queries link to navigate to the Create a New Query page. The path to the Budget Queries screen from within SSB is Home > Finance > Budget Queries.

1. Create a New Query. The type of query can be selected from the list by clicking the arrow to the right of the Type field.



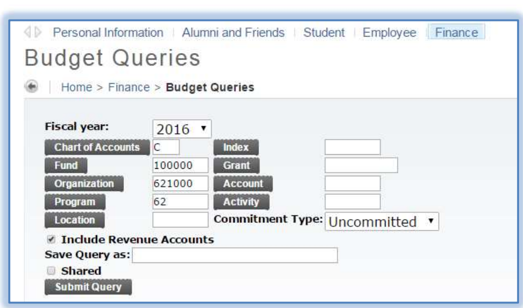
SSB automatically saves the last set of criteria used.
Use the down arrow to select a different type of query.
If you have previously saved a query, you can recall it from the Saved Query list.

Budget Quick Query provides an overview of approved budget, year to date totals, commitments and available balance. This query is useful for a quick check of budget availability prior to entering a budget transfer, request for goods/services or a travel authorization. This option does not provide transaction drill down capability, but does allow you to view pending documents.

2. Enter the appropriate parameters for your query:
   - Fiscal Year (required)
   - Chart of Accounts should always be C <capital C for College>.
   - Index: SSB will translate index into Fund, Org, and Program when you click submit query.
   - Set Commitment Type to Uncommitted

     Committed budget is budget carried forward from the previous fiscal year to pay for open encumbrances at year end closeout. These funds cannot be used for anything other than the encumbrances to which they are tied and should not be considered part of the current year operating budget.
   - Include Revenue Accounts: to include revenue accounts, click the box. To query for grand total of expenditure budgets only, leave the Include Revenue Accounts box unchecked.

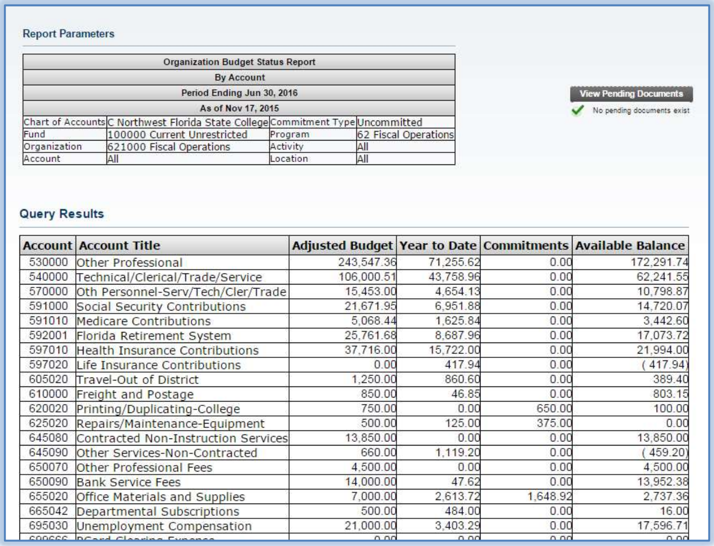
     If there is no revenue budget to support the expense budget, the grand total will appear as a negative number. Most NWFSC budget managers will want to EXCLUDE revenue budget. Grants, sponsored/special projects, auxiliary or agency funds, may choose to view review revenue budgets.
   - Click submit query to have SSB convert the index to Fund, Organization, Program.



To save a query for later use, type a name you will recognize later in the “Save Query as” box.
Do **NOT** click Shared as shared queries can be seen by everyone on SSB.
Later you can retrieve a saved query by using the Retrieve Query Menu.

- After verifying all parameters are correct, click Submit Query again to retrieve budget for requested FOAP from Banner.

Sample of Budget Quick Query results:


Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2016			
As of Nov 17, 2015			
Chart of Accounts	C Northwest Florida State College	Commitment Type	Uncommitted
Fund	100000 Current Unrestricted	Program	62 Fiscal Operations
Organization	621000 Fiscal Operations	Activity	All
Account	All	Location	All

View Pending Documents
No pending documents exist

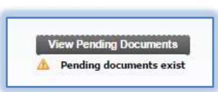
Query Results

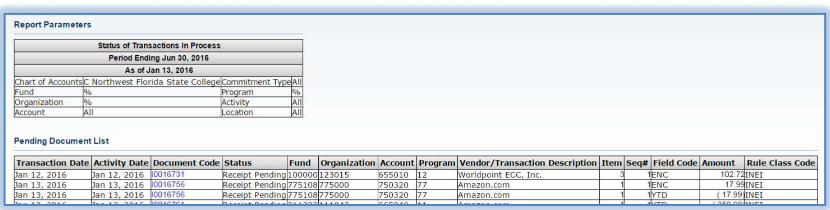
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
530000	Other Professional	243,547.36	71,255.62	0.00	172,291.74
540000	Technical/Clerical/Trade/Service	106,000.51	43,758.96	0.00	62,241.55
570000	Oth Personnel-Serv/Tech/Cler/Trade	15,453.00	4,654.13	0.00	10,798.87
591000	Social Security Contributions	21,671.95	6,951.88	0.00	14,720.07
591010	Medicare Contributions	5,068.44	1,625.84	0.00	3,442.60
592001	Florida Retirement System	25,761.68	8,687.96	0.00	17,073.72
597010	Health Insurance Contributions	37,716.00	15,722.00	0.00	21,994.00
597020	Life Insurance Contributions	0.00	417.94	0.00	(417.94)
605020	Travel-Out of District	1,250.00	860.60	0.00	389.40
610000	Freight and Postage	850.00	46.85	0.00	803.15
620020	Printing/Duplicating-College	750.00	0.00	650.00	100.00
625020	Repairs/Maintenance-Equipment	500.00	125.00	375.00	0.00
645080	Contracted Non-Instruction Services	13,850.00	0.00	0.00	13,850.00
645090	Other Services-Non-Contracted	660.00	1,119.20	0.00	(459.20)
650070	Other Professional Fees	4,500.00	0.00	0.00	4,500.00
650090	Bank Service Fees	14,000.00	47.62	0.00	13,952.38
655020	Office Materials and Supplies	7,000.00	2,613.72	1,648.92	2,737.36
665042	Departmental Subscriptions	500.00	484.00	0.00	16.00
695030	Unemployment Compensation	21,000.00	3,403.29	0.00	17,596.71

Operating Ledger Data Column Descriptions

Adjusted Budget: current budget of the unit (original budget +/- transfers and amendments)
Year to Date: all completed transactions as of system date
Commitments: sum of encumbrances and reservations
Available Balance**:** the spendable amount of the account (adjusted budget - year to date -commitments)

You cannot drill down to transactional data from a Quick Budget Query, but you can view any existing pending documents by clicking the View Pending Documents button. Pending documents have not completed the approval process. While pending documents do not appear on the ledger, they may cause a non-sufficient funds (NSF) error when entering a new requisition or TEM authorization or expense report. Only documents for which there are funds available will be included in "View Pending Documents."




Report Parameters

Status of Transactions In Process			
Period Ending Jun 30, 2016			
As of Jan 13, 2016			
Chart of Accounts	C Northwest Florida State College	Commitment Type	All
Fund	%	Program	%
Organization	%	Activity	All
Account	All	Location	All

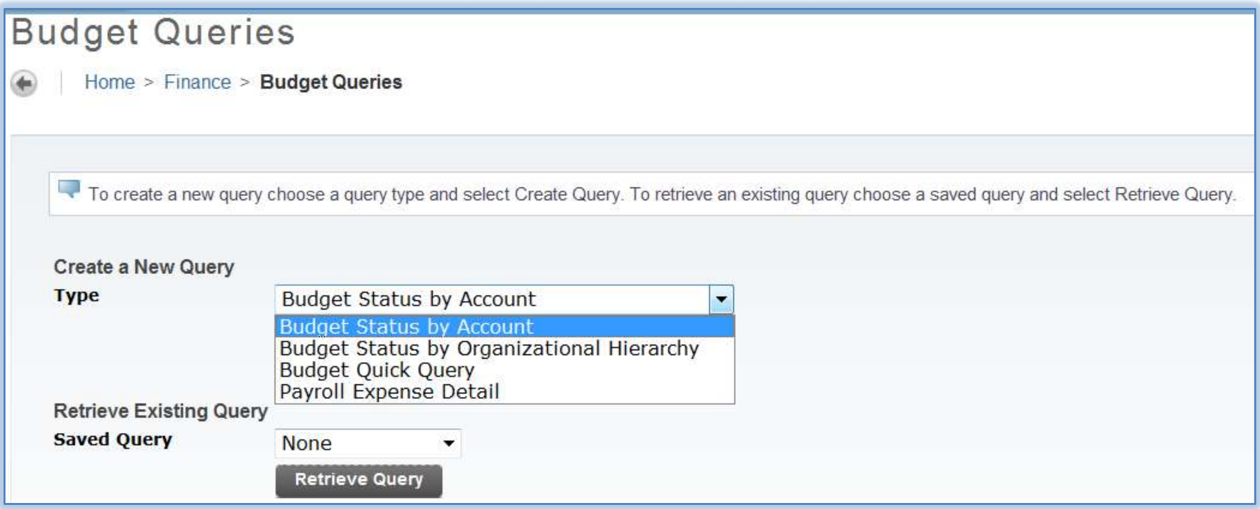
Pending Document List

Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item	Seq#	Field Code	Amount	Rule Class Code
Jan 12, 2016	Jan 12, 2016	I0016731	Receipt Pending	100000	123015	655010	12	Worldpoint ECC, Inc.	3	1	ENC	102.72	INEI
Jan 13, 2016	Jan 13, 2016	I0016756	Receipt Pending	775108	775000	750320	77	Amazon.com	1	1	ENC	17.99	INEI
Jan 13, 2016	Jan 13, 2016	I0016756	Receipt Pending	775108	775000	750320	77	Amazon.com	1	1	YTD	(17.99)	INEI

Budget Status by Account allows you to review budget information by account for the Fiscal Period and Year to Date by specific FOAP/Index, Account Type or Revenue accounts. This is the quickest way to get transaction details.

1. Clicking the Budget Query link on the Finance Tab in RaiderNet will take you to the Budget Query Screen in SSB. The path to the Budget Queries from within SSB is Home > Finance > Budget Queries.

SSB automatically saves the last set of criteria used.



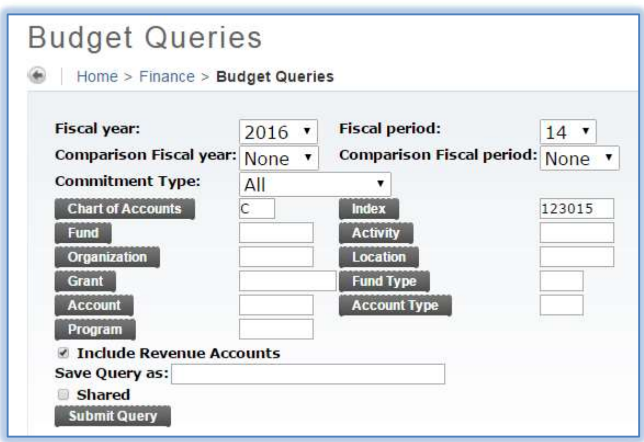
2. Choose Budget Status by Account and click Create Query
3. A listing of data columns will appear for your selection. Business Services recommends the following parameters for performing the query: Accounted Budget, Year to Date, Encumbrances, Reservations, and Available Balance. Users may select additional columns as desired. For example: if you wanted to see the original budget, prior to any transfers, you would also select Adopted Budget.

Operating Ledger Data Column Descriptions

Adopted Budget: original budget approved at the beginning of the fiscal year
Budget Adjustment: total of all increases and decreases to adopted budget
Adjusted Budget: adopted budget +/- budget adjustments (no drill down)
Accounted Budget: current budget of the unit; allows for drill down to all budget entries
Year to Date: all completed transactions as of system date
Encumbrances: Purchase Orders and Travel Authorizations
Reservations: approved requisitions not yet converted to purchase order
Commitments: sum of encumbrances and reservations
Available Balance: the spendable amount of the account

4. When you have checked the desired data elements click the Continue button.
5. The next screen allows you to select Fiscal Year, Fiscal Period, and a Comparison Year if desired. The system retains information from your last query.
   - To change query parameters, delete previous query elements and input into fields accordingly:
     - Enter current fiscal year.
     - Enter fiscal period 14 (audit adjustment period) to ensure year to date data is captured. Running a query with the period set to 04 will retrieve transactional data through October 31 only. If you need to see data as of the end of a specific month, enter the respective period. **If you are looking for current approved budget and year to date totals, always enter 14 for the fiscal period**.
     - Comparison year and period are optional.
     - Commitment type should be set to Uncommitted.
       - Committed budget is budget carried forward from previous fiscal years to pay for encumbrances carried forward at year end closeout. These funds cannot be used for anything other than the encumbrances to which they are tied and should not be considered part of the current year's operating budget.
     - Chart of Accounts: C
     - Enter the Index for the cost code (Fund, Org, Program) you wish to view. You can search by clicking the Index button if necessary.
     - Include Revenue Accounts: to include revenue accounts, click the box. To query for grand total of expenditure budget and transactions only, leave the include revenue accounts box unchecked.
       - If there is no revenue budget to support the expense budget, the grand total will appear as a negative number. Most NWFSC budget managers will want to EXCLUDE revenue budget. Grants, sponsored/special projects, auxiliary, or agency funds may choose to view review revenue budgets.

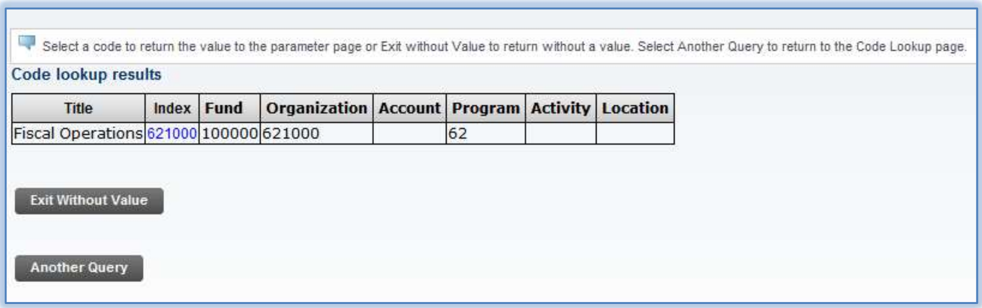
6. Select Submit Query to have the system translate Index to Fund, Organization, and Program.



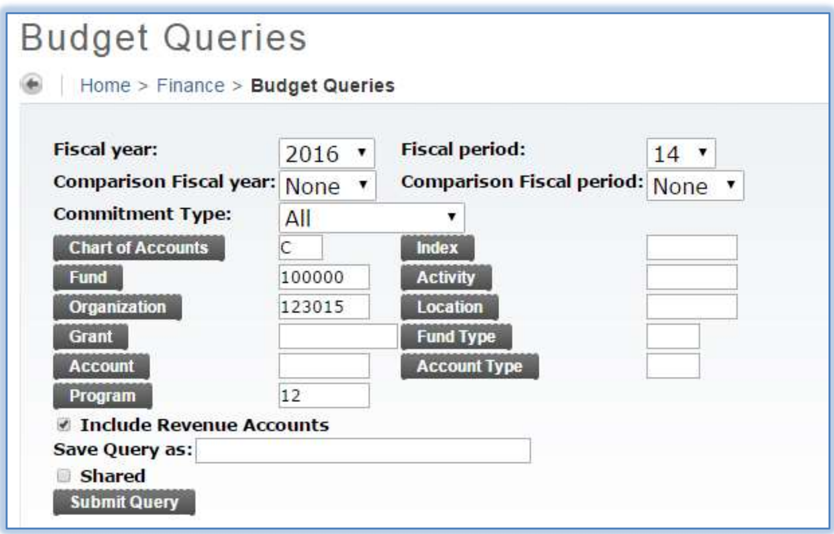
Clicking on any of the FOAPAL code buttons will open the Code Lookup window.
Remember: lookups are case sensitive and you must use upper and lower case.

Example of Index Query: If you don't know your Index, you can enter a query by clicking on the Index button and executing a query. Wildcard (%) can be used at the beginning, end, or both of criteria.

Results of Index Query:



From the code lookup result page, you can select a code and SSB will enter it into the Index field on the query parameters page. Once the Index is entered click the Submit Query button to have the system translate the index into Fund, Organization and Program.



7. Confirm that the appropriate fiscal year, fiscal period, comparison choices, chart, fund, org, and program are selected. All other fields should be left blank to retrieve entire budget.
8. Click on Submit Query.

➢ Sample of retrieved data. Parameter Values are listed in the header table. If the Period Ending is listed as June 30 of the current fiscal year, you have successfully retrieved fiscal year to date data.

All fields that appear on the screen in blue font may be used to drill down to the transactional details that make up the presented values.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2016			
As of Nov 17, 2015			
Chart of Accounts	C Northwest Florida State College	Commitment Type	All
Fund	100000 Current Unrestricted	Program	12 Vocational Instruction
Organization	123015 Emergency Medical Services	Activity	All
Account	All	Location	All

View Pending Documents

Pending documents exist

Query Results

Account	Account Title	FY16/PD14 Accounted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Available Balance
520010	Instructional-Instructor/Professor	123,126.07	41,042.00	0.00	0.00	82,084.07
560010	Other Personnel Svs-Inst/Adj Inst	0.00	21,487.53	0.00	0.00	(21,487.53)
565000	Other Professional-Part Time	35,097.50	12,909.08	0.00	0.00	22,188.42
570000	Oth Personnel-Serv/Tech/Cler/Trade	14,448.05	4,677.75	0.00	0.00	9,770.30
591000	Social Security Contributions	7,633.81	2,622.50	0.00	0.00	5,011.31
591010	Medicare Contributions	1,785.33	1,104.86	0.00	0.00	680.47
592001	Florida Retirement System	9,074.40	3,015.65	0.00	0.00	6,058.75
597010	Health Insurance Contributions	1,332.00	2,692.00	0.00	0.00	(1,360.00)
597020	Life Insurance Contributions	0.00	152.76	0.00	0.00	(152.76)
605010	Travel-In District	500.00	162.09	0.00	0.00	337.91
605020	Travel-Out of District	1,000.00	0.00	0.00	0.00	1,000.00
610000	Freight and Postage	100.00	15.56	0.00	0.00	84.44
620020	Printing/Duplicating-College	1,500.00	0.00	1,000.00	0.00	500.00
640010	Heating Fuels	200.00	0.00	0.00	0.00	200.00
645020	Institutional Membership	325.00	0.00	0.00	0.00	325.00
645140	Technology Services	5,941.00	5,350.00	0.00	0.00	591.00
650080	Accreditation Services and Fees	1,950.00	478.00	0.00	0.00	1,472.00
655010	Educational Materials/Supplies	3,990.00	1,785.80	0.00	0.00	2,204.20
655020	Office Materials and Supplies	16,824.00	901.34	848.66	0.00	15,074.00
657020	Data Software/Admin	200.00	138.96	0.00	0.00	61.04
665040	Materials and Supplies-Other	375.00	237.00	124.48	0.00	13.52
705010	Minor Equipment under $1000	2,980.00	1,490.00	0.00	0.00	1,490.00
706010	Educational Furn/Equip $1000-$5000	2,687.00	1,343.50	0.00	0.00	1,343.50

➢ Existing pending documents be examined by clicking the View Pending Documents button.

Reminder: pending documents are documents that have not completed the approvals process. Though they are not posted to the ledger, may cause an NSF error when additional requests are entered. If you get an NSF error when entering a request but the budget query says you have an available balance check pending documents.

Additional Functions available in *Budget Status by Account* in SSB.

Drilldown: Clicking on any blue link in the results of a query starts a drill down sequence where individual transactions and documents supporting a reported number can be viewed. There are 4 levels of detail to a Budget Status by Account:

1. Account Detail: totals by account for all columns selected
2. Document List: transaction and activity date, document code, description, amount, etc.
3. Document Detail with Related Document view: chart of account, FOAPAL, amount and rule class
4. View Document: will differ depending on type of document queried

Download to Excel: After the report total row there are two “Download” buttons.

- Download All Ledger Columns will download all 10 data elements, even if they are not in the query’s report.
- Download Selected Ledger Columns will only download the elements selected at the beginning of the query.

Computed Columns: “Compute Additional Columns for the query” will create a new column of data which is derived from the values in two other columns. The “Operator” field allows users to add, subtract, multiply divide or get a percentage of any two operating ledger columns. NOTE: the user calculated columns cannot be downloaded into Excel.

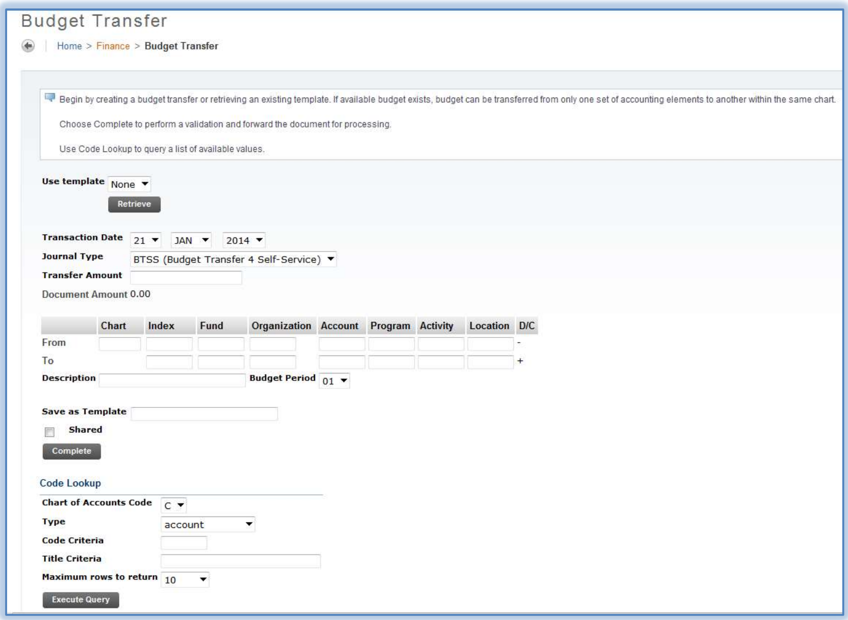
Budget Transfers in SSB

Budget managers who need to move budget from one account code to another within the same Index (Fund, Org, Program) should enter budget transfers in Self Service Banner. Total decreases (-) must equal total increases (+).

Clicking the SSB Finance Menu button on Finance tab in RaiderNet will take you to the Finance Page in SSB. Click the Budget Transfer link to go to the Budget Transfer Page. The path to the budget transfer screen from within SSB is Home > Finance > Budget Transfer.

When transferring between more than two account codes, use a Multiple Line Budget Transfer.
The path within SSB to complete a budget transfer with more than two lines is Home>Finance>Multi Line Budget Transfer.
The functionality between a Budget Transfer (two line) and a Multi-Line Budget Transfer (up to 5 lines) varies slightly.
Directions for Multi-Line transfers follow the directions for the two line Budget Transfer.

1. On the Budget Transfer form, the current date will default as Transaction Date and BTSS will default as Journal Type. **Do not alter these fields.**



2. Enter Transfer amount; this is the amount you want to move from one account code to another. Document Amount will automatically calculate upon completion.
3. In the Chart field enter “C” and enter the Index for the departmental budget you will be adjusting in both the From and To Index fields.

   You can use Code Lookup to search for an Index Code if necessary.
   - Use the Type dropdown menu to choose index from the list of values
   - Title queries are case sensitive.
   - Wildcard (%) can be used at the beginning or ending of a query string.
   - The default count for results is 10 hits. The default can be increased using the down arrow.

Example of Index Query entered:

Code Lookup

Chart of Accounts Code	C
Type	index
Code Criteria	
Title Criteria	%Business%
Maximum rows to return	10000

Execute Query

Index Query Results:

Code lookup results

Chart C	
Account Index Code	**Title**
115050	Business/ComputerApps/Economics
125012	Business-Lower Division
2F0033	F/S Business Computer Tech
620014	Council of Business Affairs
622000	Business Office
634100	Business Hospitality
650005	Shavey Family Ethics Business
650023	Destin Rotary Ethics in Business
650195	DFS Business and Professional Assn

4. Click the Complete button to have SSB translate the index into the appropriate Fund, Org, and Program. Note that the index code disappears and is replaced with the Fund Code, Org Code and Program Code. Leave Activity and Location blank. These fields are not currently used for budgeting purposes at NWFSC.
5. Enter the account code you want to reduce (-) and the account code you want to increase (+). Code lookup is available.

Example of Account Query entered:

Code Lookup

Chart of Accounts Code	C
Type	account
Code Criteria	
Title Criteria	%Travel%
Maximum rows to return	10000

Execute Query

Account Query Result:

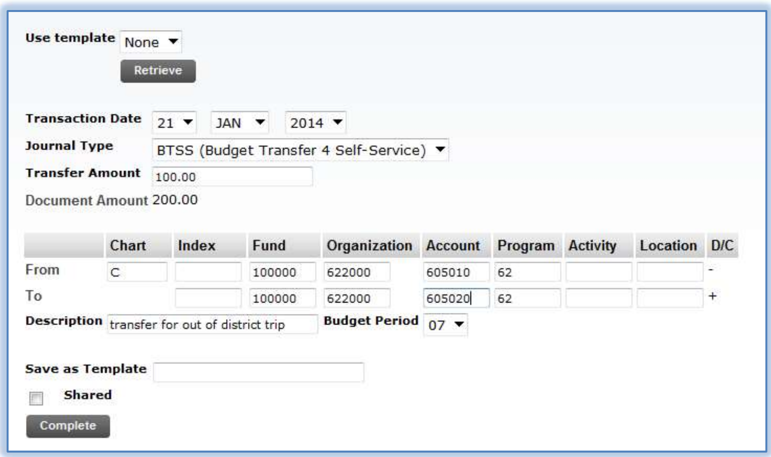
Code lookup results

Chart C	
Account Code	**Title**
601X	Travel
605010	Travel-In District
605020	Travel-Out of District
605030	Travel-Out of State
605040	Travel-International
605050	Travel-Reimbursable
605060	Travel-Student
605070	Travel-Non Employee
605080	Travel-Employee Recruitment
605090	Travel-Moving Expenses

6. Enter a Description, maximum of 35 characters, to explain the transfer.
7. Enter budget period. The chart below shows the code for budget period.

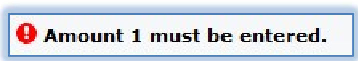
Month	Period	Month	Period
July	01	January	07
August	02	February	08
September	03	March	09
October	04	April	10
November	05	May	11
December	06	June	12

Budget period must be the current period. Departments are not permitted to back/forward date budget transfers.

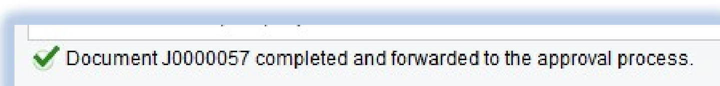


8. Click complete. SSB will validate and check for errors.

- If there are errors, correct and click complete as instructed.



- If there are no errors, you will get a message that Document was completed and forwarded to the Approval process.



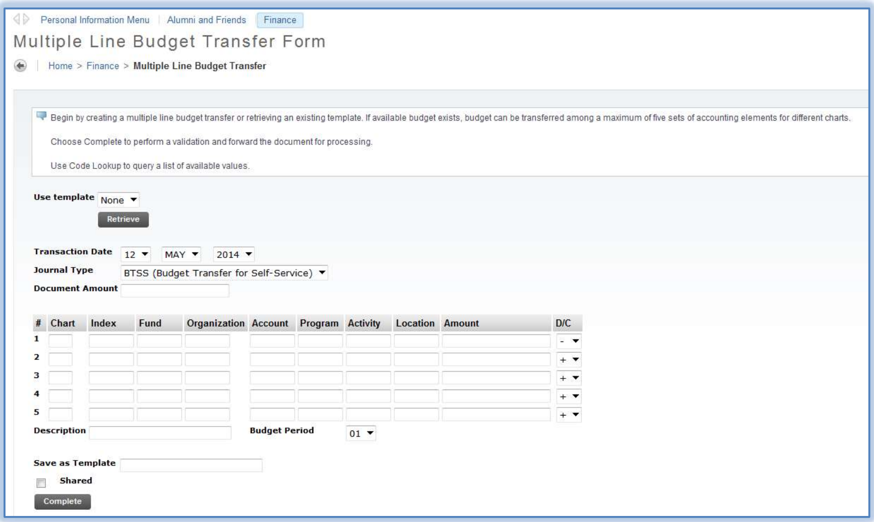
IMPORTANT: Do not click COMPLETE again if you get a document number and a green checkmark; doing so would duplicate the transfer.

- To expedite approval and posting, email the document number to the appropriate accountant in Business Services.

Multiple Line Budget Transfer

Budget managers who want to move budget between more than two account codes, may choose to use a Multiple Line Budget Transfer. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements. Total decreases must equal total increases.

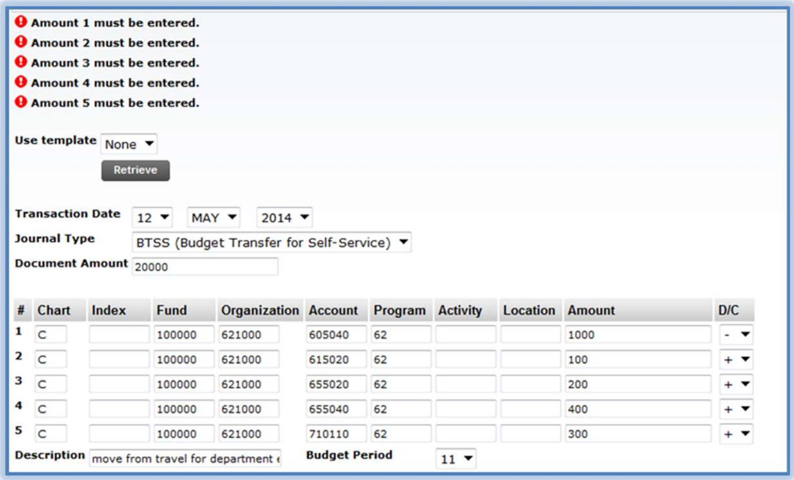
Click the SSB Finance Menu link in RaiderNet and then click Multiple Line Budget Transfer on the SSB Finance Page.



1. Transaction Date will default. Do not change.
2. Journal Type will default will default to Budget Transfer Self Service.
3. Document amount – enter the hash total (the total amount of increases *and* decreases.)
4. Enter Chart and Index on each line you need for transfers
5. Enter a description, 35 characters maximum, that explains the transfer.
6. Update budget period. Budget transfers must be posted to the current period.

Month	Period	Month	Period
July	01	January	07
August	02	February	08
September	03	March	09
October	04	April	10
November	05	May	11
December	06	June	12

7. Click the Complete button to convert the Index into the appropriate Fund, Org and Program.
   - When you click “Complete” the index field will be cleared and the Fund, Org, and Program will be populated. There will be an error stating you need accounts.
   - If you enter accounts and amounts prior to converting the Index, they will be deleted when you click complete and will have to be re-entered.


Amount 1 must be entered.
Amount 2 must be entered.
Amount 3 must be entered.
Amount 4 must be entered.
Amount 5 must be entered.

Use template None
Retrieve

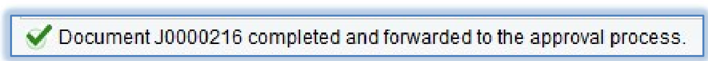
Transaction Date 12 MAY 2014
Journal Type BTSS (Budget Transfer for Self-Service)
Document Amount 20000

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	C		100000	621000	605040	62			1000	-
2	C		100000	621000	615020	62			100	+
3	C		100000	621000	655020	62			200	+
4	C		100000	621000	655040	62			400	+
5	C		100000	621000	710110	62			300	+

Description move from travel for department (Budget Period 11

8. Enter Account and Amounts and change signs on each line as applicable.
9. Click complete. SSB will validate and check for errors.
    - If there are errors, correct and click complete as instructed.

    - If there are no errors users will get a message that the Document was completed and forwarded to the Approval process.



IMPORTANT: Do not click COMPLETE again if you get a document number and a green checkmark; doing so will duplicate the transfer.

- To expedite approval and posting, email document number to appropriate Accountant in Business Services for approval and posting.

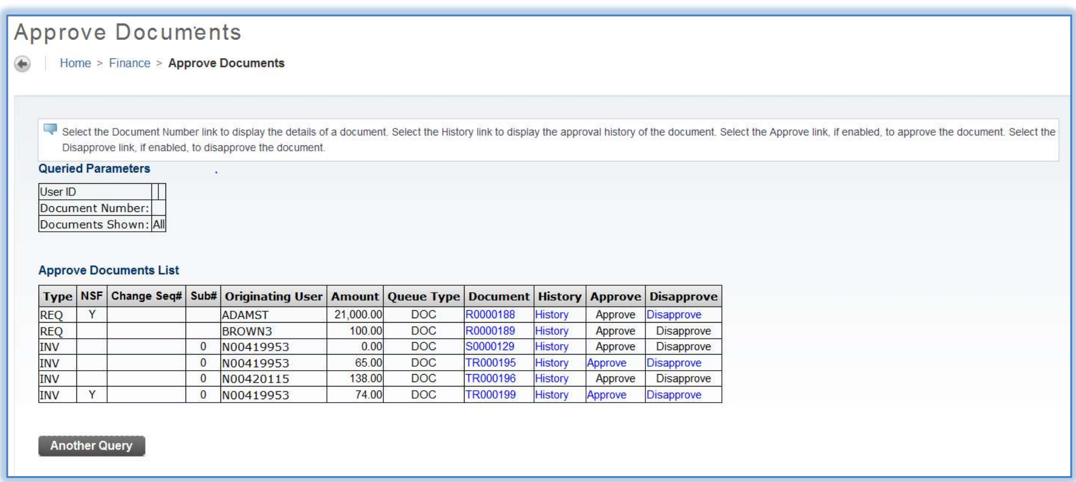
Approvals in SSB

The Approve Documents form allows a user to approve or disapprove documents. Users can also use this form to track down any document that is in the approvals process.

There is a portlet on the Finance Page that indicates the number of documents awaiting your approval. Please note that this portlet does not refresh continuously; the summary information is accurate only as of the last cache refresh. Approvers are encouraged to check their queues regularly.

Click the SSB Finance button to navigate to the Finance Menu in SSB. From the Finance Menu in SSB click on Approve Documents. While documents are routed through a series of different finance approver queues in Banner, users can approve in any order. Some users may want to only approve documents for which they are next in the series, while others may want to approve all pending documents in their queue. Approving out of sequence does not override the necessity for approvals by other users unless they members of the same queue, i.e. a proxy/substitute approver.

Enter the appropriate parameters and click the submit query button. If both user ID and Document number are left blank, all documents requiring approval by any user will appear in the query; however, the approve/disapprove links will be enabled only where your action is required.



Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
REQ	Y			ADAMST	21,000.00	DOC	R0000188	History	Approve	Disapprove
REQ				BROWN3	100.00	DOC	R0000189	History	Approve	Disapprove
INV			0	N00419953	0.00	DOC	S0000129	History	Approve	Disapprove
INV			0	N00419953	65.00	DOC	TR000195	History	Approve	Disapprove
INV			0	N00420115	138.00	DOC	TR000196	History	Approve	Disapprove
INV	Y		0	N00419953	74.00	DOC	TR000199	History	Approve	Disapprove

All approvers should review the document details prior to approving by clicking the Document number. Details including requestor, description, accounting information (FOAP) and related documents will be displayed.

It is important for all approvers to check NSF status.
Banner Finance does not have a "hard stop" and will allow approval of the document even if there is not available budget;
Approved NSF documents are routed to an NSF queue for further review by Business Services.
Approvers should not approve any document that has "Y" in the NSF status field.
NSF documents should be disapproved and can be resubmitted once budget has been made available.

Example of Requisition Details:

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000011	Oct 24, 2013	Oct 24, 2013	Oct 31, 2013		10,000.00
Origin:	BANNER				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Serena Brown		111040	Biological Sciences	
E-mail:	brown3@nwfsc.edu				
Accounting:	Commodity Level				
Ship to:	Northwest Florida State College - Niceville Campus				
	100 College Blvd.				
	G				
	Niceville, FL 32578				
Attention:	Central Receiving				
Contact:	Central Receiving				
Phone Number:	850-729-5381				
Vendor:	N00419953	Adams, Tamara L.			
	273 Honeysuckle Way				
	Niceville, FL 32578				
Phone Number:					
Fax Number:					

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		supplies	EA	50	200	10,000.00	
				0.00	0.00	0.00	10,000.00

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	14	111040	100000	111040	655010	11				N	N	N	10,000.00
Total of displayed sequences:														10,000.00

Use the browser back button to return to list of documents.

To view a list of prior and pending approvals, click History. Note: there may be more than one approver in a queue. Only one member of the queue is required to approve. If an individual appears in multiple queues, when they approve they document, they approve for all queues in which they are assigned.

Document Identification

Document Number	R0000011	Type	Requisition
Originator:	BROWN3	Serena Brown	

Approvals required

Queue	Description	Level	Approvers
AAV1	VP ACADEMIC AFFAIRS 10K TO PRES	10	
			Sasha Jarrell
DGEN	DEAN GEN ED AND GRANTS TO FI05	10	
			Anne Southard
NSCH	CHAIR NATURAL SCIENCES TO DGEN	10	
			Jon Bryan
PRES	PRESIDENT END QUEUE	10	
			Ty Handy

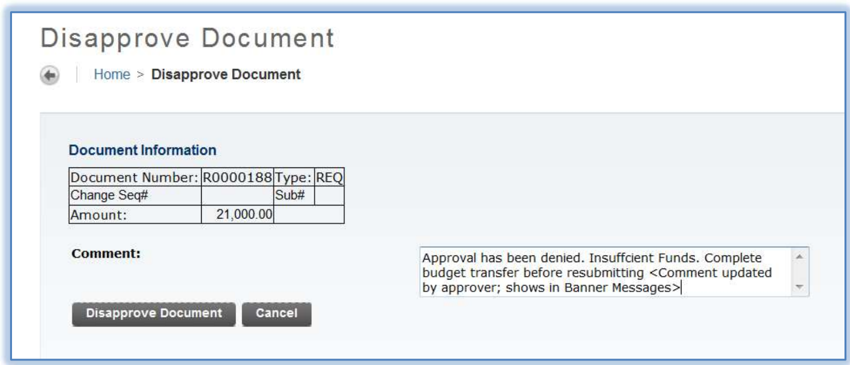
Approvals recorded

Queue	Level	Date	User
FI05	10	Oct 24, 2013	Serena Brown

The history shows approvals required, with queue name, description and approvers, as well as previous approvers with date and queue ID.

Use the browser back button to return to list of documents.

When approving a document, users may add comments or leave the default comment. Comments appear in system generated Banner Messages which are viewable by both the approver and the document requestor.

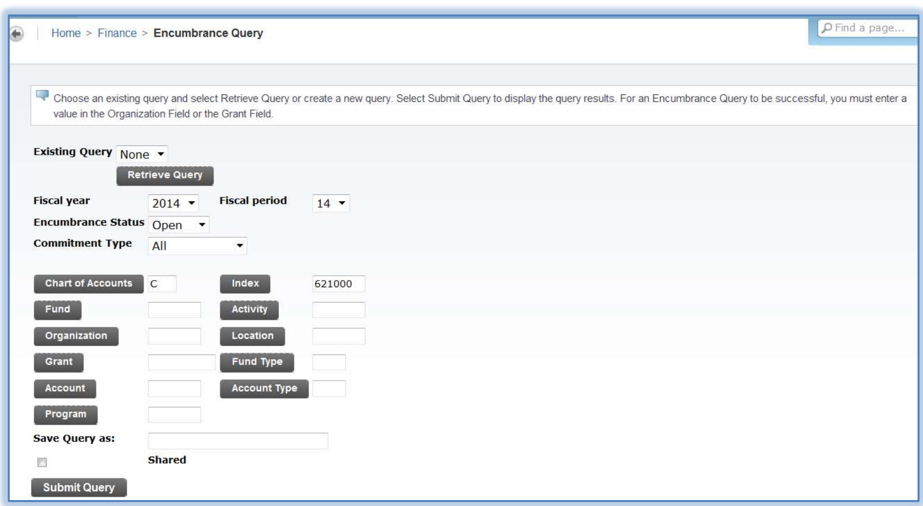


When disapproving a document in SSB, ***always*** change the comment to include a description of why the document is disapproved. Users can view comments in Banner Messages.
It should be noted if the disapproval is final or if corrections need to be made and the document resubmitted.

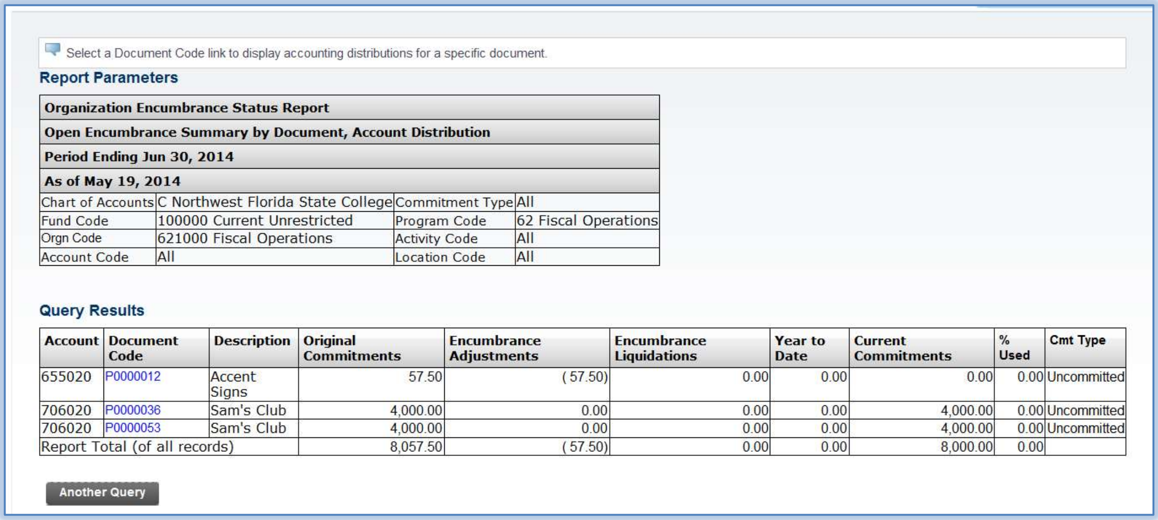
Encumbrance Query in SSB

SSB Encumbrance Query allows users to view encumbrance information by account for specified FOAPAL parameters. The query results list 15 records at a time. To see the additional records, click “next 15”. To ensure all records for the fiscal year are retrieved, set the Fiscal Period to 14, Encumbrance Status as Open, and commitment type as all

Enter the Index of the budget you are querying, and click submit query. The index will be translated to Fund, Organization, and Program.



Click Submit Query again to view encumbrances.



Select a Document Code link to display accounting distributions for a specific document.

Report Parameters

Organization Encumbrance Status Report			
Open Encumbrance Summary by Document, Account Distribution			
Period Ending Jun 30, 2014			
As of May 19, 2014			
Chart of Accounts	C Northwest Florida State College	Commitment Type	All
Fund Code	100000 Current Unrestricted	Program Code	62 Fiscal Operations
Orgn Code	621000 Fiscal Operations	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
655020	P0000012	Accent Signs	57.50	(57.50)	0.00	0.00	0.00	0.00	Uncommitted
706020	P0000036	Sam's Club	4,000.00	0.00	0.00	0.00	4,000.00	0.00	Uncommitted
706020	P0000053	Sam's Club	4,000.00	0.00	0.00	0.00	4,000.00	0.00	Uncommitted
Report Total (of all records)			8,057.50	(57.50)	0.00	0.00	8,000.00	0.00	

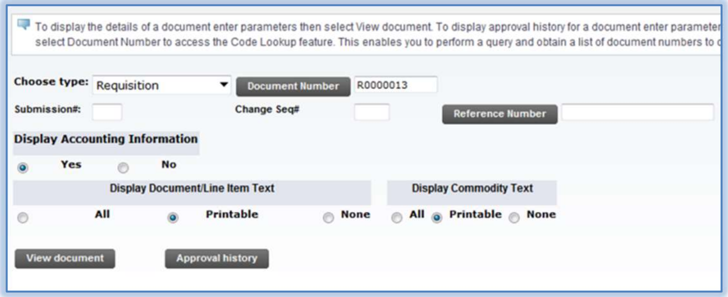
Another Query

Encumbrances from the Travel and Expense Management are not retrieved in the SSB encumbrance query.

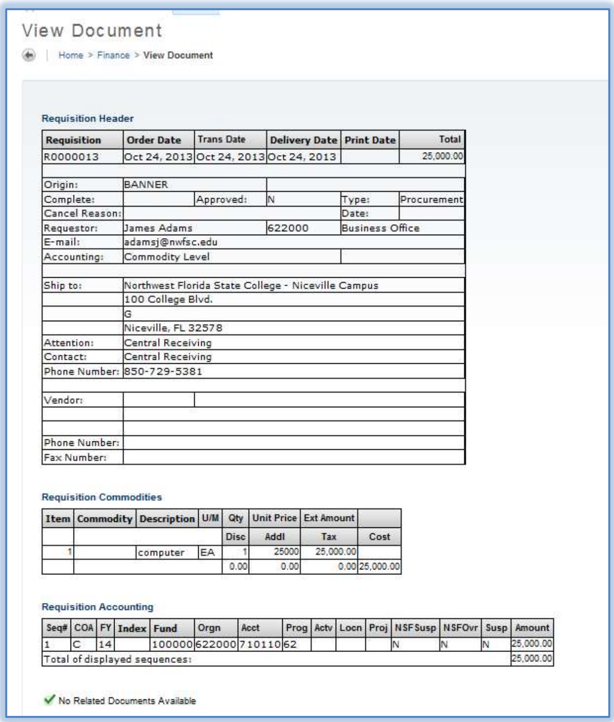
View Document in SSB

SSB View Document allows users to view detailed information about documents by type based on role and security parameters. If you do not know the number of the document, enter the type and used the lookup function to search. Parameters for searching include document number, user ID, activity or transaction date, vendor ID and requestor. Wildcards can be used in parameter fields that do not have a look up value button.

1. From the Finance tab in SSB, click View Document.
2. Click on the pull down menu next to Choose type, and select the appropriate document type from the list of values. Document Types include:
   - Requisition: includes requisitions in the approval process, reservations, and requisitions that have been transferred to purchase orders
   - Purchase Order: includes purchase orders and change orders
   - Invoice: includes vendor invoices paid against purchase orders
   - Journal Voucher: includes journal entries, budget revisions, and direct cash receipts
   - Encumbrance: includes general encumbrances
3. Tab to Document Number. Enter the eight-character document code. Use the code lookup process to search for a document number.
   - Submission# is used only for journal vouchers and invoices. This field is generally not used for a View Document request.
   - Change Seq# is optional and only for purchase orders. The sequence number is related to the change order number for POCAs.
     - To view the current purchase order including all changes, the Change Seq# field should remain blank.
     - To view the original purchase order, enter “0” (zero) in the Change Seq# field.
     - To view subsequent changes to the purchase order, enter the change order (POCA) number. For example, enter “1” for POCA #1, “2” for POCA #2, and so on.
4. At Display Accounting Information, click Yes or No to indicate whether FOAPAL information should be displayed. The default is Yes.
5. At Display Document Text, click All, Printable, or None to specify the portion of document text you wish to view.
     - At the time a user enters a document, there is an option to add descriptive text and to indicate whether the text should be printed on the document.



6. Click View document to see the details of the requested document.



View Document

Home > Finance > View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000013	Oct 24, 2013	Oct 24, 2013	Oct 24, 2013		25,000.00

Origin:	BANNER				
Complete:		Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	James Adams		622000	Business Office	
E-mail:	adamsj@nwfsc.edu				
Accounting:	Commodity Level				
Ship to:	Northwest Florida State College - Niceville Campus				
	100 College Blvd.				
	G				
	Niceville, FL 32578				
Attention:	Central Receiving				
Contact:	Central Receiving				
Phone Number:	850-729-5381				
Vendor:					
Phone Number:					
Fax Number:					

Requisition Commodities

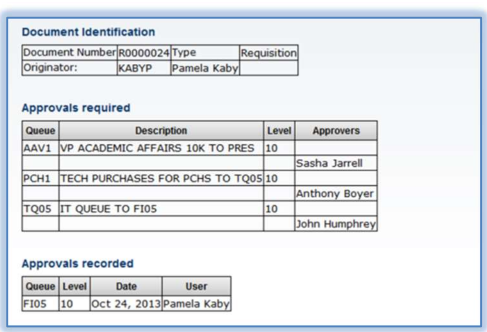
Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		computer	EA	1	25000	25,000.00	
				0.00	0.00	0.00	25,000.00

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Susp	NSF Ovr	Susp	Amount
1	C	14		100000	622000	710110	62				N	N	N	25,000.00
Total of displayed sequences:														25,000.00

No Related Documents Available

7. To review the Approval history of a document, return to the document selection page and click the Approval history button.



Document Identification

Document Number	R0000024	Type	Requisition
Originator:	KABYP	Pamela Kaby	

Approvals required

Queue	Description	Level	Approvers
AAV1	VP ACADEMIC AFFAIRS 10K TO PRES	10	
			Sasha Jarrell
PCH1	TECH PURCHASES FOR PCHS TO TQ05	10	
			Anthony Boyer
TQ05	IT QUEUE TO FI05	10	
			John Humphrey

Approvals recorded

Queue	Level	Date	User
FI05	10	Oct 24, 2013	Pamela Kaby

Requisitions in INB

Requisitions, requests to purchase goods or services, are entered into Internet Native Banner.

Requisitions are to be entered using Internet Native Banner (INB).

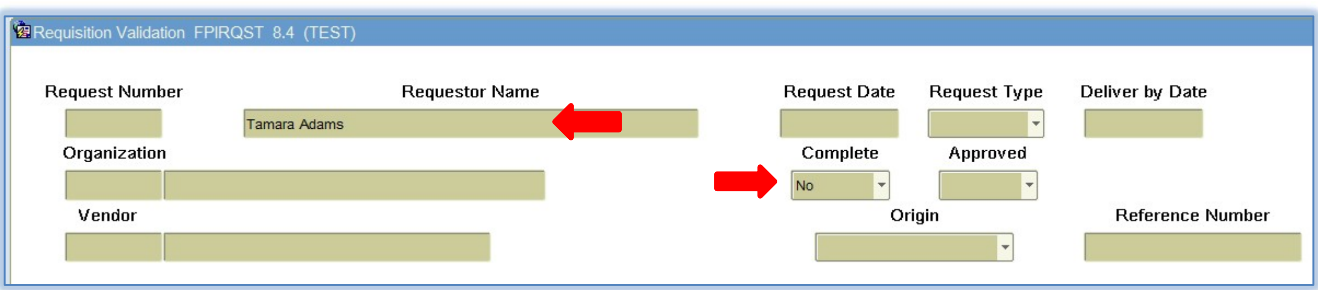
The functionality of Requisitions in Self Service Banner (SSB) is not currently compatible with NWFSC business practices.

1. Click the Create a Requisition button on the Finance Tab in RaiderNet to enter a requisition.

The link will navigate you to the Requisition form (FPAREQN) in INB.

2. If you need to work on an incomplete document, enter the number in the requisition field. To search for an incomplete document click the down arrow. A list of all requisitions will appear. Enter a query to narrow your search parameters; for example enter user name and choose "no" in the complete field to find all requisitions that you entered but are not complete/approved.

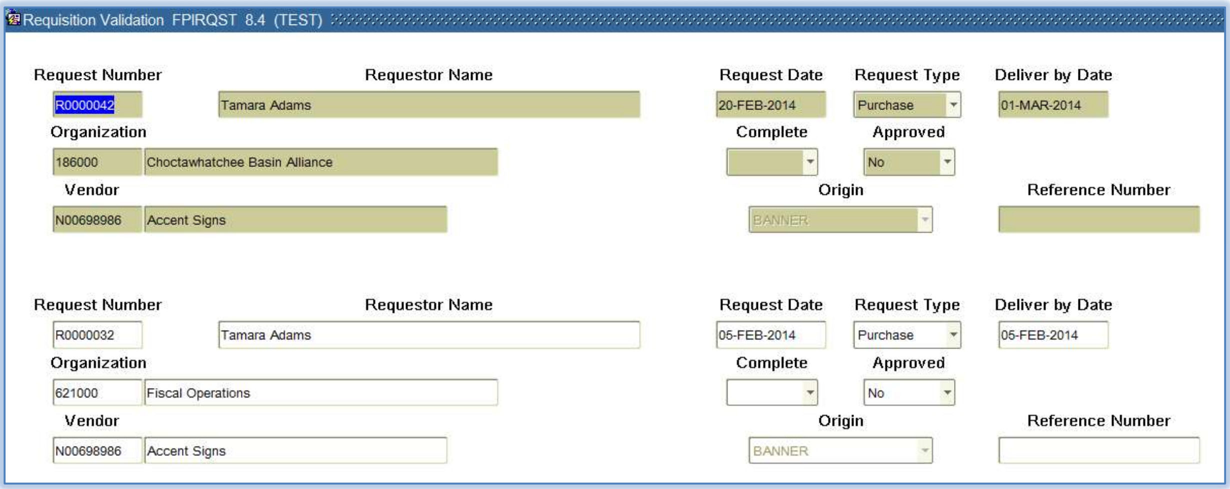
Sample Query:



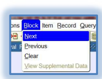
(query results on next page)

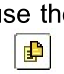
A document may be marked as incomplete because it was started but not sent for approval. Reasons to not complete a requisition could include insufficient funds and waiting on budget transfer, waiting on a quote, or missing documentation. A requisition that has been disapproved is also marked as incomplete. If the requisition has been disapproved for corrections, requestors can access the requisition on FPAREQN, make necessary corrections and resubmit. If the disapproval is final, the document should be deleted.

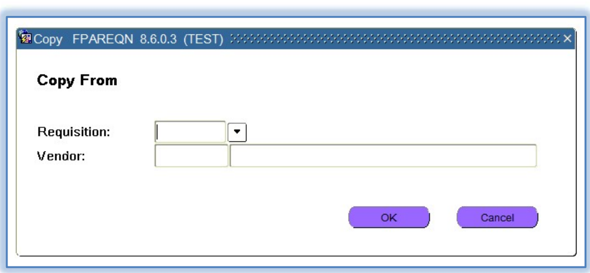
Results: List of incomplete requisitions by Tamara Adams



If a requisition is complete, no changes are allowed and the form will not open the document.
If a requisition is in approvals and changes need to be made, the requestor can disapprove the document in SSB.
Once a requisition has been disapproved, it is marked as incomplete and corrections can be made on FPAREQN.
Contact Purchasing if changes need to be made to a requisition that has received all required approvals.
Approval history for all requisitions is available in SSB.

3. To enter a new requisition, leave the empty field blank and click Next Block (either using the Next Block icon  or the Block/Next menu.  . To work on a document in progress, either click the down arrow to search or enter the document number in the field and click enter.

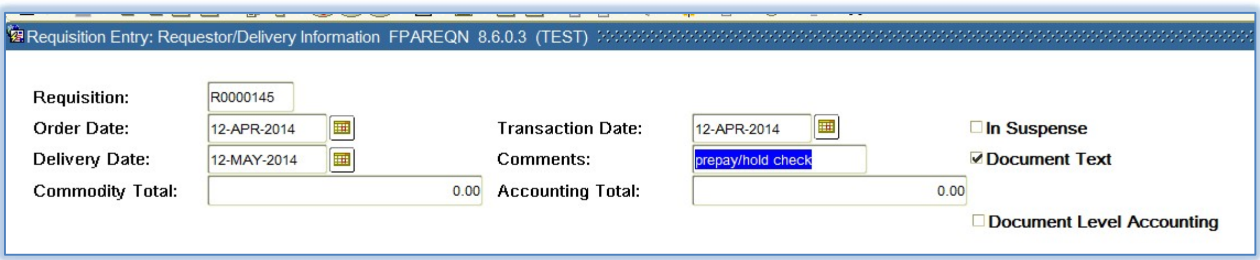
- Users can use the Copy feature to use a previous requisition as a template for a new request by clicking the  icon



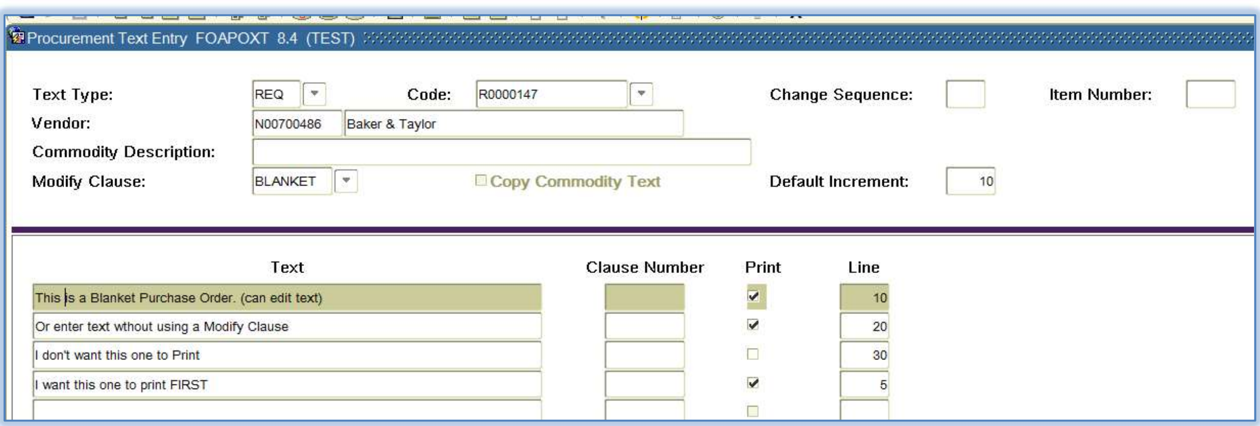
- Enter the Requisition number you want to copy or use the down arrow to search. A new Requisition number will be assigned and all of the information from the copied requisition will populate in the form. Update delivery date, as well as text, items, and accounting information as necessary.

4. Click Next Block in the tool bar or in the menu bar.
5. In the key block, Order Date and Transaction Date will default. **Do not change them** unless specifically instructed by the Purchasing Department or Business Services.
6. Enter requested Delivery Date.

7. Enter comments to alert Purchasing to special handling instructions. Comments will not print on the Purchase Order. This field is limited to 30 characters. Sample comments: Blanket Order, Pre Pay, Hold Check, Rush, etc.



8. You can add additional text to the requisition by clicking the Options menu and selecting Document Text. You can choose whether or not document text will print on the Purchase Order.
   - When printed, Document Text appears before the list of items on a Purchase Order



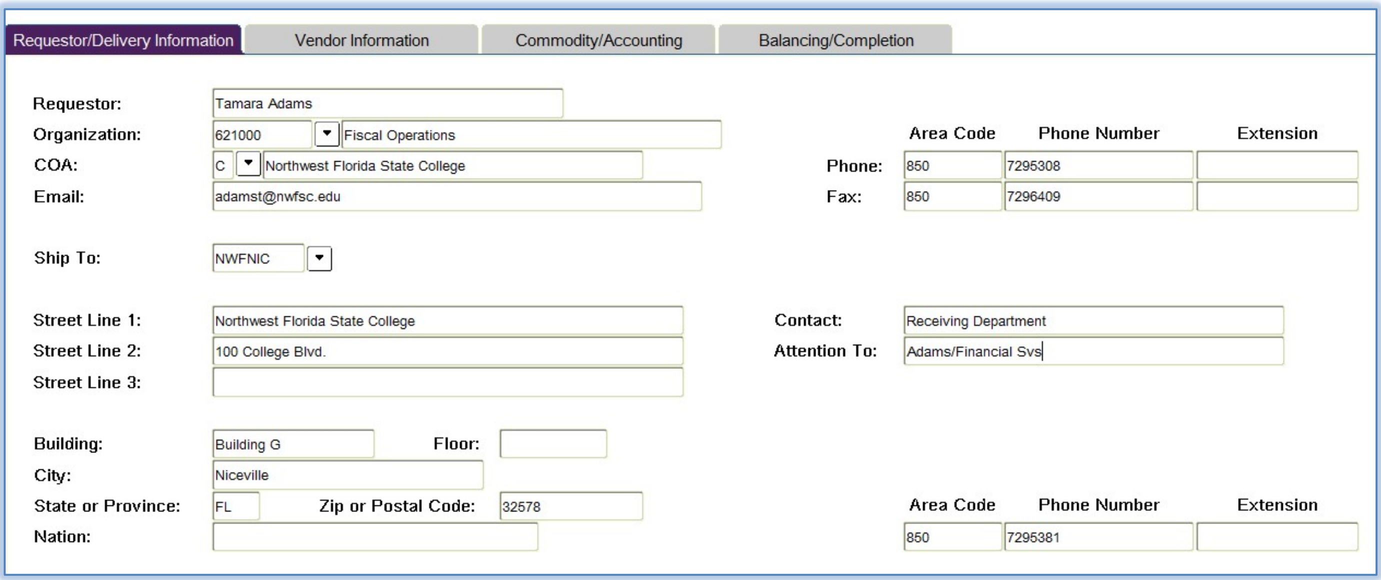
   - After you have entered the desired document text click save and close FOAPOXT to return to the Requisition form.

9. It is not necessary to enter Commodity Total or Accounting Total. These values will be calculated upon completion of the requisition.
10. Leave the Document Level Accounting box unclicked. NWFSC is using commodity level accounting to accommodate requisitions that include multiple indexes and/or account codes and equipment purchases.
    - In Document Level Accounting all items on the document are paid from one or more FOAPs but there is no direct correlation between items and FOAPs. The funding sources pay by percentage

(or other distribution) of the total, not by item. When payments are made, the system splits the payment between the FOAPs by amount. This is especially troublesome in the instance of a partial payments.

- In Commodity Level Accounting, the commodity or item being purchased is directly linked to the FOAP (accounting string). This ensures each item is charged to a specific budget as requested. This is especially relevant in instances where charges are split between departments or there are multiple items on a single order using different account codes.
- The system cannot mix Document and Commodity Level accounting on a single request. NWFSC has the set the system default to Commodity as it is the best practice for the way Fixed Assets are recorded. Do not change the default unless specifically instructed to do so by Business Services.

11. Information on Requestor/Delivery Information tab will default from the user's profile. Change/Update as necessary. Organization, the department you work in, and Ship to Codes, are required fields. NWFSC requires most deliveries to go through Central Receiving, using the NWFNIC Ship To code.
    - Enter your Phone and Fax number in the fields adjacent to your name. Do not enter dashes in phone numbers.
    - In the Attention To: field, change the field to the name of the person who the Receiving Department should deliver the items and the department in which they are located.

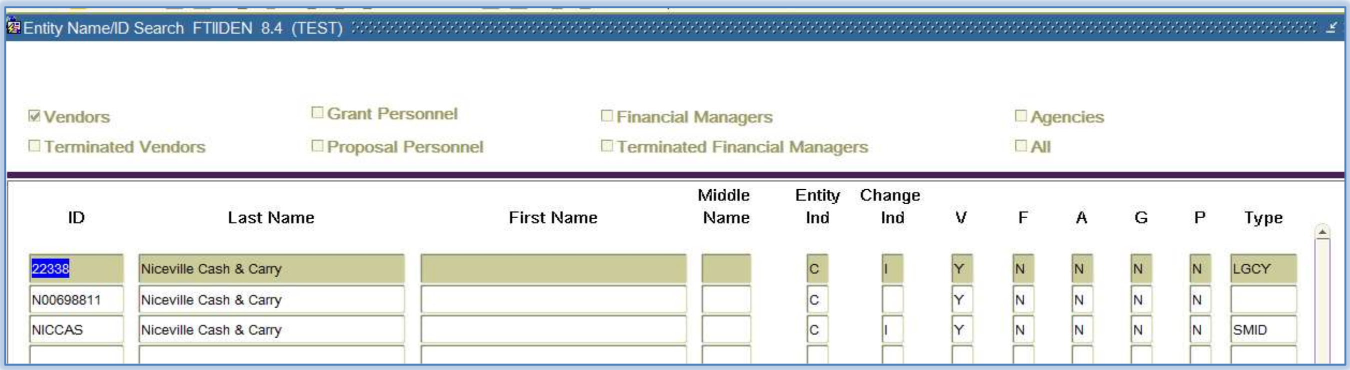


12. Users must send all required documentation to the Purchasing Department.

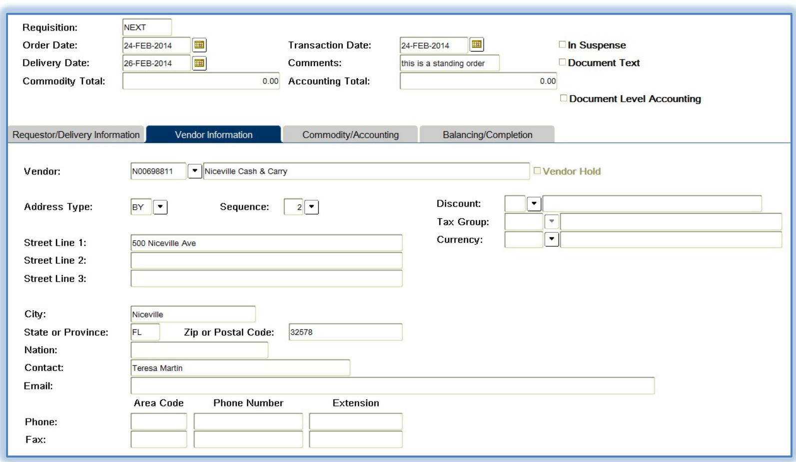
    - Requestors are required to send paper copies of quotes, prepaid invoices, subscriptions, etc. to the Purchasing department. Retain the originals in your office.

13. Next Block to Vendor Information tab.
    - NWFSC has instituted the use of Smart IDs for Vendors. The Smart ID is usually the first three letters of the first two words in the company name. Example: Office Depot would be OFFDEP.
    - The fastest way to select a vendor is to enter the Smart ID into the Vendor ID Field. If the appropriate Vendor does not populate when you enter the SmartID and tab to the Vendor Name field, use the down arrow to search for the vendor. Search Entity Name/ID Search (FTIIDEN).

Try different variations of company name and wildcards in the Last Name field.
If the Vendor you want to use is not listed contact the Purchasing Department for instructions.

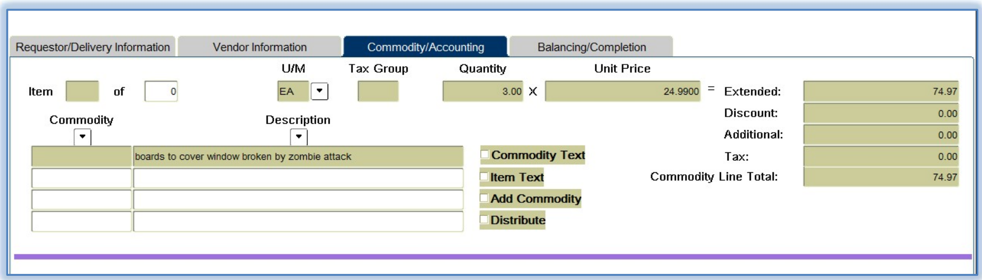


14. Select Vendor
    - ➢ The system will automatically choose the current Vendor Record, even if you choose a previous record. Example: Niceville Cash & Carry above had a name change and an ID change, but selecting any of the three records will bring up the current information for the company.
15. An address will default. If you need to find an alternate address, click the down arrow next to address sequence and select from the available list. .
    - View address details by clicking the down arrow next to the Address Sequence field and scrolling through the list of records. If the address you are looking for is not on the list contact the Purchasing Department.



16. Next Block to Commodity/Accounting tab.
17. Enter the first item to be purchased.
    - ➢ Leave commodity field blank. NWFSC does not use Commodity Codes.
    - ➢ Fill in Description of merchandise/service requested. Be as specific as possible. This field is limited to 50 characters.
    - ➢ To add additional information about an item, use the Options Menu and add Item Text
        - Users can indicate if the Item Text is to be printed on the Purchase Order
        - Clauses have been established as data entry shortcuts.
        - Item text is similar to Document text (#8 above) however, document text refers to the entire requisition while Item text adds to the description of the requested goods or services. When the print box is checked, Document Text appears with the header of the purchase order and Item Text appears below the item it describes.
    - ➢ Tab and fill in Units of Measure (U/M). Use the drop down arrow to search for valid codes).
    - ➢ Tab and enter the quantity to be ordered.

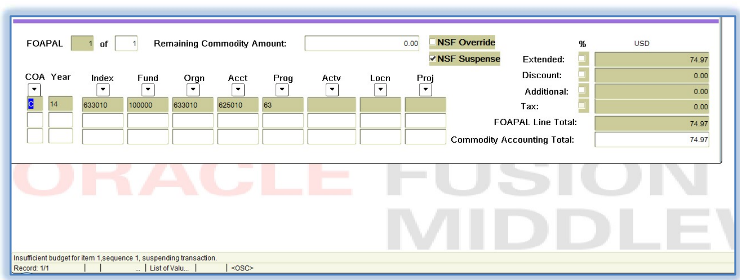
- Tab and enter the Unit Price.
- Tab and enter discount if applicable, and any additional amounts (i.e. shipping, setup fees).
- Commodity Line Total will calculate automatically.



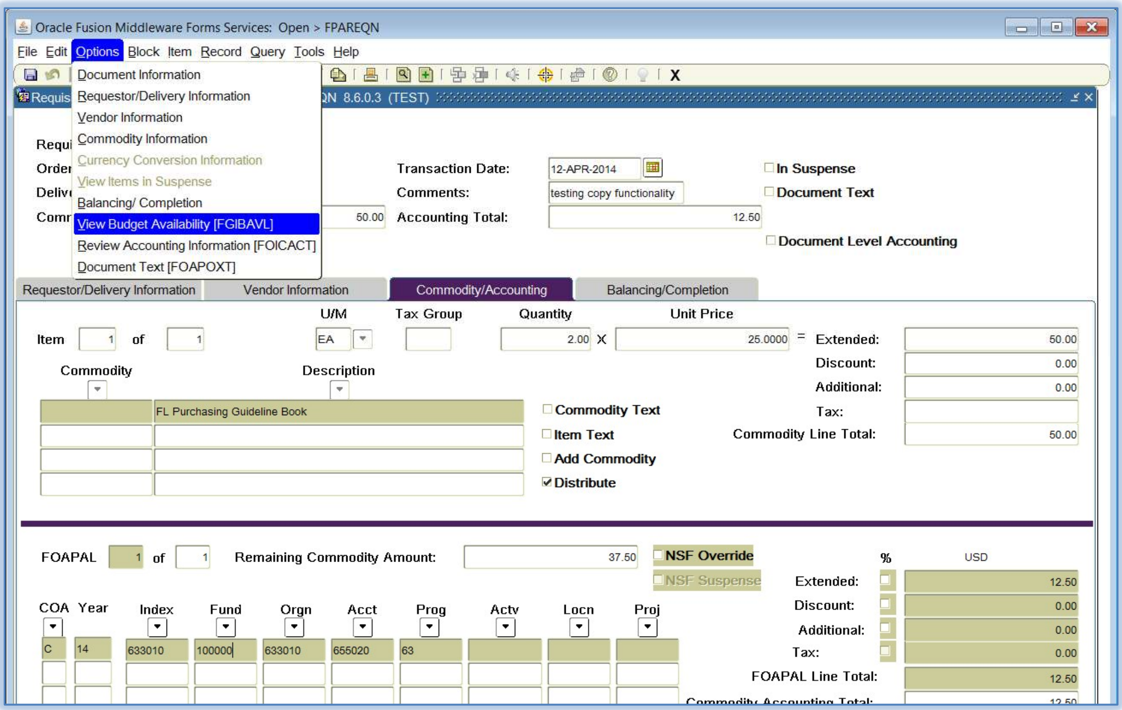
18. Next Block to enter Accounting Information (FOAPAL Block) for the item highlighted in the item block.
    - COA (Chart of Accounts) "C" should auto-populate.
    - Tab to the Index field and enter the Index of budget to be charged. Search using the down arrow if necessary. When you enter the Index, the correct Fund, Org, and Program will default and cannot be changed. Users will only be able to post to Indexes for which they have been given access based on their role and profile.
    - Tab to Account (expense classification) and enter the appropriate account code. Search using down arrow if necessary.

      Usable (data entry) account codes are 6 digits (all numbers). Users cannot charge to Accounts that end in "X". Searches are case sensitive, so if you don't find what you are looking for, try capital letters or excluding the first letter in the word. Also try putting % at the beginning and ending of the search word.
    - Leave Actv and Locn and Proj blank unless given specific instructions by Business Services.
    - Tab to extended field and enter dollar amount in the USD field to be charged to FOAP or check the percent box and enter percentage to be charge to the FOAP.

      Note: if you are not splitting an item between multiple budgets, you can tab through the USD fields and the totals should auto populate based on what was entered into the Item block.
    - Click save.



- **Look for NSF errors**. You can check budget availability via the Options menu.



- On the FGIBAVL key block, the FOPAL should populate from the Index and account entered. To see the entire budget, rather than one account code, change the Account to 510000.
- Pending Documents hold budget but do not show in calculations.

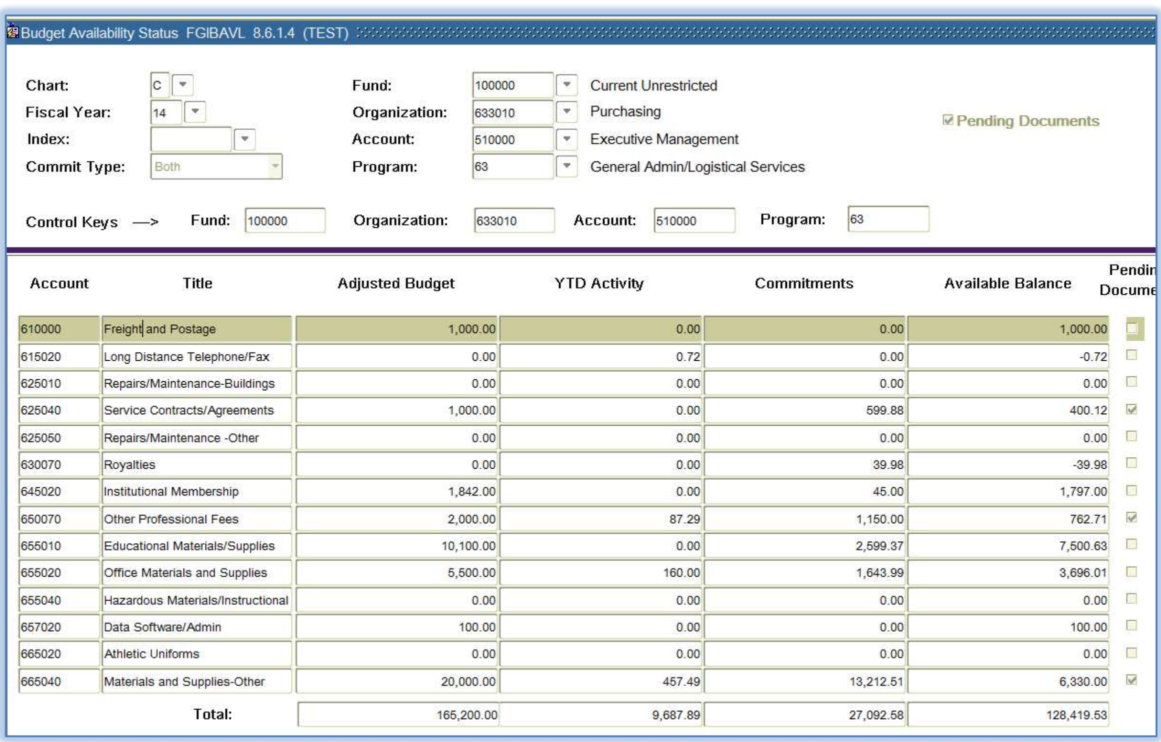

Budget Availability Status FGIBAVL 8.6.1.4 (TEST)

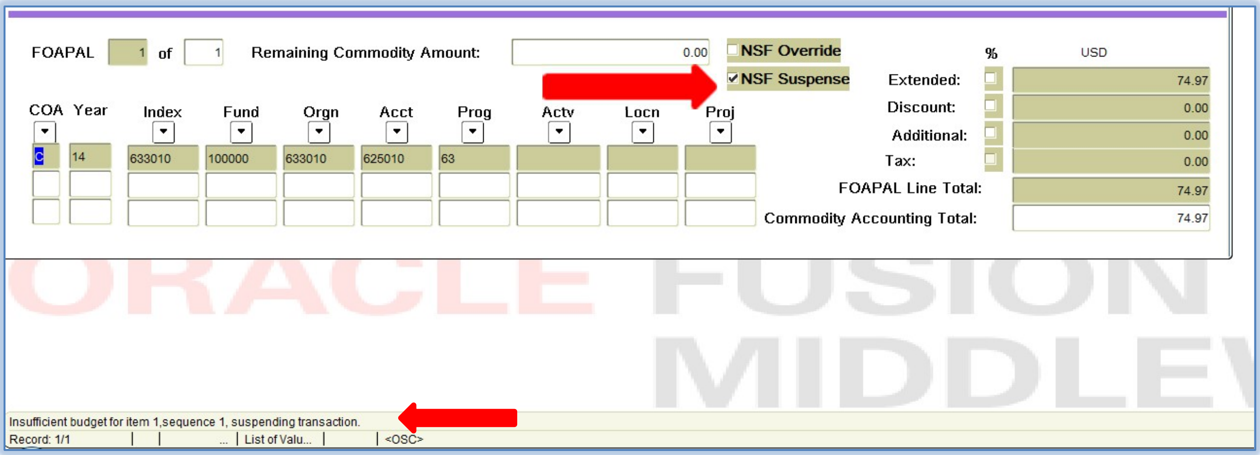
Chart: C
Fiscal Year: 14
Index:
Commit Type: Both
Fund: 100000 Current Unrestricted
Organization: 633010 Purchasing
Account: 510000 Executive Management
Program: 63 General Admin/Logistical Services
Pending Documents

Control Keys —> Fund: 100000 Organization: 633010 Account: 510000 Program: 63

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Docume
610000	Freight and Postage	1,000.00	0.00	0.00	1,000.00	☐
615020	Long Distance Telephone/Fax	0.00	0.72	0.00	-0.72	☐
625010	Repairs/Maintenance-Buildings	0.00	0.00	0.00	0.00	☐
625040	Service Contracts/Agreements	1,000.00	0.00	599.88	400.12	☑
625050	Repairs/Maintenance -Other	0.00	0.00	0.00	0.00	☐
630070	Royalties	0.00	0.00	39.98	-39.98	☐
645020	Institutional Membership	1,842.00	0.00	45.00	1,797.00	☐
650070	Other Professional Fees	2,000.00	87.29	1,150.00	762.71	☑
655010	Educational Materials/Supplies	10,100.00	0.00	2,599.37	7,500.63	☐
655020	Office Materials and Supplies	5,500.00	160.00	1,643.99	3,696.01	☐
655040	Hazardous Materials/Instructional	0.00	0.00	0.00	0.00	☐
657020	Data Software/Admin	100.00	0.00	0.00	100.00	☐
665020	Athletic Uniforms	0.00	0.00	0.00	0.00	☐
665040	Materials and Supplies-Other	20,000.00	457.49	13,212.51	6,330.00	☑
	Total:	165,200.00	9,687.89	27,092.58	128,419.53	

- Close FGIBAVL form after reviewing available budget.

- When correct Index, Fund, Org, Account, and Prog are entered click save in the toolbar. 

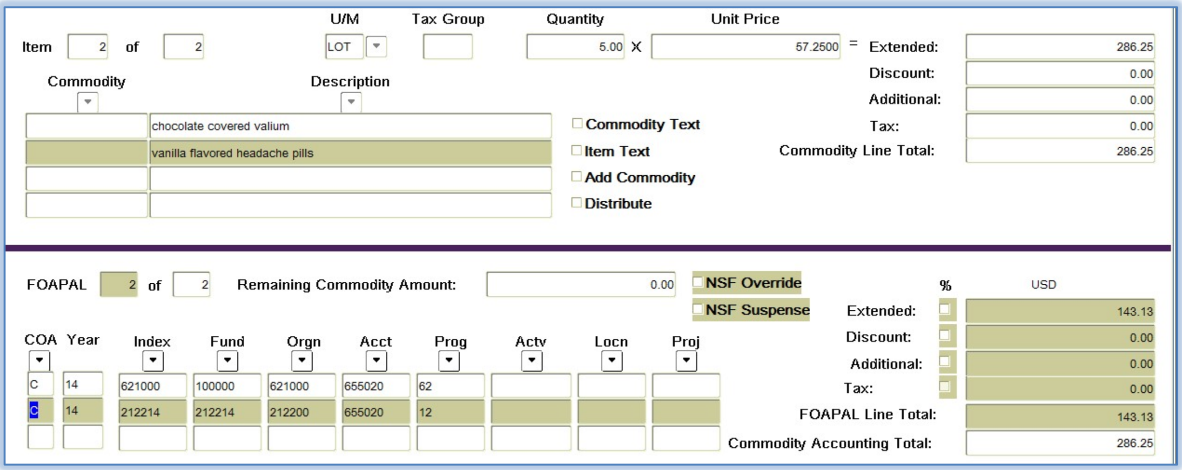


- Clicking save will trigger calculations which determine if there are sufficient funds available.
- Look for NSF (insufficient budget) error messages.
  - If there is an error message in the bottom left corner of the window that says “Insufficient budget” you should request a budget transfer ***prior to completing the requisition***.
  - If the NSF Suspense box is checked, you should request a budget transfer prior to completing the requisition. You can Next Block to the Balancing/Completion page and click the In Process icon while waiting for budget transfer to be posted.
  - Budget transfers are entered in SSB. Once the budget transfer is posted, you can return to the document, Next Block through to the commodity accounting block and when you tab through and save again, the NSF suspense should be removed. The suspense will not be lifted until you tab through the suspended FOAPAL line and click save. Each suspended line item must be recalculated.

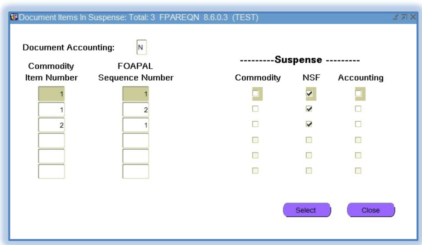
ALWAYS CHECK FOR NSF ERRORS.
Banner doesn’t put a “hard stop” on requisitions when there isn’t budget available;
FOAPAL accounting strings are marked as NSF.
The system will allow you to complete the document and it will be forwarded for approval.
Approvers should reject any document marked as NSF.
Rejected documents will have to be recalculated and resubmitted for approvals after sufficient budget is available.
Completing NSF requisitions will slow the procurement process considerably.

- Requestors can split the cost of an item between multiple Indexes by entering additional records in the FOAPAL block. The cost can be split by percentage, by clicking the box under % and entering the percent in the USD field, or by entering an actual dollar amount in the USD field.
- After entering a second FOAP, and appropriate % or USD amount, click save to trigger calculation.
- When all FOAPs have been entered for the Item, the Commodity Accounting Total should equal the Commodity Line total in the Item block.
  - If commodity accounting total amount does not match commodity line total in the Item Block, try clicking save to recalculate.
  - If recalculating doesn’t correct the difference, scroll through the FOAPAL lines; check to see that amounts are correct.

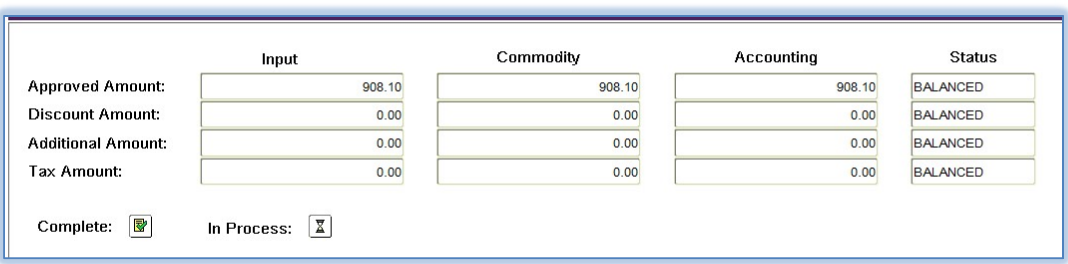
19. If another item is needed, Previous Block to the Item block and add a record. Once the second item is entered, click next block to add FOAP(s) for Item 2.
    - Remember the FOAP being entered is only for the item that is highlighted in the Item Block. **Funding information doesn’t carry from one item to the next.**



20. When all items and FOAPs are entered, next block to Balancing/Completion tab.
21. Go to the Options menu and view items in suspense. If any items are listed, return to those items and make necessary corrections.
    - NSF – budget transfer needed
    - Accounting – check the index and account codes to see if they are entered properly.



22. Close the Document in Suspense form to return to the requisition and make necessary changes.
23. Check the Status in the Balancing Completion Block at the bottom of the form. If all rows are BALANCED you can submit the document by clicking the Complete which is the icon with the green checkmark. To save the document without submitting for approvals, click the In Process (hourglass) icon.



- Completed Documents will be forwarded to the approval process. You will receive a notification that the Requisition has been forwarded to approvals in the bottom left hand corner of the screen.
- The requestor or any approver in the approval chain can disapprove a document in for corrections in SSB.
- Banner Messages will inform users when a requisition has been approved or disapproved.
- Users can check the approval history of submitted requisitions on SSB at any time.

Glossary of Terms

Account: An account code is a six digit number which classifies how the money is spent.
Accounts that begin with a 4 = Revenue
Accounts that begin with a 5 = Labor (Salary/Benefits)
Accounts that begin with a 6 = Current Expenses
Accounts that begin with a 7 = Capital Expenses

Activity: An activity code is an optional FOAPAL element designed for short duration projects, special events, and recurring campus events involving one or multiple departments. NWFSC does not currently use activity codes in budgeting. The Finance staff will direct users if an activity code should be used on a specific transaction.

Adopted Budget: Original Budget allocation given at the beginning of the Fiscal Year.

Accounted/Adjusted Budget: This is the current budget for a unit.

Available Balance: Remaining balance available to spend. The formula is accounted (adjusted) budget +/- commitments +/- year to date activity.

Block: A section of a form containing related pieces of information, usually a single database table. Blocks are usually separated by a solid line.

Chart of Accounts (COAS): This field is required on any forms where it is present. The value for the college is C.

Class C Travel: Travel for short or day trips outside of Okaloosa and Walton counties where the traveler is not away from his or her official headquarters overnight.

Code Lookup: This function allows you to search data in various fields to find the correct input in Banner.

Commitments: This amount is equal to all budget set aside for future obligations. Commitments are made up of reservations and encumbrances.

Commodity Level Accounting: A way of processing requisitions and purchase orders in which each line (commodity) of the requisition will have its own accounting distribution. Typically, this accounting feature is used when multiple items are requested on one requisition. This is the default method of accounting for transactions at NWFSC.

Delegate: Employee assigned to enter TEM documents on behalf of another employee.

Document Code: The accounting reference containing alpha and numeric characters which defines the type and source of a transaction. Referencing the document code assists in locating additional transaction detail or the source of the entry.

Document Level Accounting: A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition. Cannot be used with requests using multiple FOAPs.

Drill Down or Drilling Down: The process of clicking on links to access more information.

Encumbrances: The budget set aside to cover salaries, purchase orders and travel authorizations. Represents funds committed for future payments

Expenditure: (Expenses): Charges incurred for operation, maintenance, interest, and other goods or services made during the fiscal period.

Expense Report (ER): Generated in Chrome River to generate INB invoices for travel reimbursement, Personal reimbursement, and PCard transactions.

Fiscal Period: A number designating the month in the Fiscal Year. 01 = July, 02 = August, etc. NOTE: To view fiscal year to date information enter fiscal period 14 (year-end adjustment period).

Fiscal Year: The fiscal year runs from July 1st – June 30th. i.e. Fiscal Year 2015 begins July 1, 2014 and ends June 30, 2015.

FOAP(AL): The acronym used by Banner to capture financial transactions and facilitate retrieval of information. The budget number consists of four components: Fund, Organization, Account, and Program. NWFSC does not currently use Activity and Location (AL) elements in budgeting. Users would be directed when to include either activity or location elements on a specific transaction.

Fund: A fund code is a six digit number that identifies the funding source. A fund code is assigned to each fiscal and accounting entity whose financial transactions are recorded, monitored and maintained separately from all other funds.

INB: The acronym for Internet Native Banner. Banner is web-based, which means users can access Banner using a web browser such as Internet Explorer.

Index: The Index Code is a six digit code that automatically translates or converts your finance information into the unique Fund, Organization, and Program components of the FOAPAL element string.

Location: A location code is an optional FOAPAL element primarily used with the fixed asset module to designate physical places or sites, such as building or room number. NWFSC does not currently used Location Codes in budgeting. The Finance staff will direct users when a location code should be used in a specific transaction.

Look up Codes: The ability to lookup any of the FOAP components. Codes can be queried by ID as well as Title. The use of wildcards is permitted

Module: A component of the Banner system providing specific information. The Finance module provides detailed financial information; the Student module provides information on student schedules, grades, etc.

NSF Checking: Non-Sufficient funds checking. This feature checks to determine if there is an available budget.

Organization (Org): The organization code, often referred to as the org code, is a six digit number that identifies the budgetary unit (department) responsible for managing funds.

Program: The program code is a two digit number that defines the category (function) under which a particular unit budget falls (e.g. direct instruction, academic support, student support, institutional support, plant operation, etc.).

Purchase Order (PO): A buyer-generated document that authorizes a purchase transaction. POs are considered a legally binding agreement between the college and a vendor.

Query: A method of requesting specific information or a way to narrow a search for information.

Record: A collection of information stored in a database table as a single unit. One or more records may be included in a single block.

Reservation: Requests to reserve budget, generated by purchase requisitions. Requisitions remain a reservation until converted into a purchase order.

Shared Queries: Query templates that have been saved and can be accessed by everyone on Self Service Banner

S&PD: Staff and Program Development

Prior Authorization (PA): Generated in Chrome River prior to NWFSC related travel. Includes both reimbursable and non-reimbursable expenses.

Wildcard: A character that is substituted for unknown character(s) in a Banner query. A percent sign (%) stands for any number unknown characters; whereas an underscore (_) stands for only one unknown character.

Year to Date: Actual Revenue and/or Expenses accumulated for the fiscal year.

Quick Reference: Budget Queries in SSB

Budget Queries in SSB

Clicking the Budget Query link on the Finance Tab in the Portal will take you to the Budget Query Screen in SSB. The path to the Budget Queries screen from within SSB is Home > Finance > Budget Queries.

Budget Quick Query provides an overview of adjusted budget, year to date totals, commitments and available balance. This query option does not provide transaction drill down capability, but does allow you to view pending documents.

1. Create a New Query. The type of query can be selected from the list by clicking the arrow to the right of the Type field.
2. Enter the appropriate parameters for your query:
   - Fiscal Year (required)
   - Chart of Accounts should always be C.
   - Index: SSB will translate index into Fund, Org, and Program when you click submit query.
   - Change Commitment Type to Uncommitted
   - Include Revenue Accounts: to include revenue accounts, click the box. To query for grand total of expenditure budgets only, leave the include revenue accounts box unchecked.
   - Click submit query to have SSB convert the index to Fund, Organization, Program.
3. After verifying all parameters are correct, click Submit Query again to retrieve budget for requested FOAP from Banner.
   - Operating Ledger Data Column Descriptions
     - ***Adjusted Budget***: current budget of the unit (original budget +/- transfers and amendments)
     - ***Year to Date***: all completed transactions as of system date
     - ***Commitments***: sum of encumbrances and reservations
     - ***Available Balance***: the spendable amount of the account (adjusted budget - year to date - commitments)

Budget Status by Account allows you to review budget information by account for the Fiscal Period and Year to Date by specific FOAP/Index, Account Type or Revenue accounts. This is the quickest way to get transaction details.

1. Clicking the Budget Query link on the Finance Tab in the Portal will take you to the Budget Query Screen in SSB. The path to the Budget Queries from within SSB is Home > Finance > Budget Queries.
2. Choose Budget Status by Account and click Create Query
3. Business Services recommends the following parameters: Accounted Budget, Year to Date, Encumbrances, Commitments, and Available Balance. <Users may select additional columns as desired.>
   - Operating Ledger Data Column Descriptions
     - ***Adopted Budget***: original budget approved at the beginning of the fiscal year
     - ***Budget Adjustment:*** total of all increases and decreases to adopted budget
     - ***Adjusted Budget:*** adopted budget +/- budget adjustments (no drill down)
     - ***Accounted Budget:*** current budget of the unit; allows for drill down to all budget ***entries***
     - ***Year to Date:*** all completed transactions as of system date
     - ***Encumbrances:*** Purchase Orders and Travel Authorizations
     - ***Reservations:*** approved requisitions not yet converted to purchase order
     - ***Commitments:*** sum of encumbrances and reservations
     - ***Available Balance:*** the spendable amount of the account
4. When you have checked the desired data elements click the Continue button.

Detailed instructions with screen shots can be found in the Banner Finance User Guide

5. Select Fiscal Year, Fiscal Period, and a Comparison Year if desired.
    - Enter current fiscal year.
    - Enter fiscal period 14 (audit adjustment period) to ensure all data is captured.
    - Comparison year and period are optional.
    - Commitment type should always be Uncommitted.
6. Enter Index (search by clicking the button if necessary).
    - Clicking on any of the FOAPAL code buttons will open the Code Lookup window.
    - From the code lookup result page, you can select a code and SSB will enter it into the Index field on the query parameters page.
7. Once the Index is entered select submit query to have the system translate the index into Fund, Organization and Program.
8. Confirm that the appropriate fiscal year, fiscal period, comparison choices, chart, fund, org, and program are selected. All other fields should be left blank to retrieve entire budget.
9. Click on Submit Query.

Additional Functions available in *Budget Status by Account* in SSB.

Pending Documents: Existing pending documents can be examined by clicking the View Pending Documents button. Pending documents have been entered but not approved and posted. While not posted to the ledger, they may cause an NSF Error. If you get an NSF error when entering a request and the query says you have available budget, check pending documents.

Drilldown: Clicking on any blue link in the results of a query starts a drill down sequence where individual transactions and documents supporting a reported number can be viewed. There are 4 levels to a Budget Status by Account:

1. Account Detail: totals by account for all columns selected
2. Transaction Detail: transaction date, activity date, document code, description, amount, and rule class
3. Document Detail with Related Document view: chart of account, FOAPAL, amount and rule class
4. View Document: will differ depending on type of document queried

Download to Excel: After the report total row there are two “Download” buttons.

- Download All Ledger Columns will download all 10 data elements, even if they are not in the query’s report.
- Download Selected Ledger Columns will only download the elements selected at the beginning of the query.

Computed Columns: “Compute Additional Columns for the query” will create a new column of data which is derived from the values in two other columns. The “Operator” field allows users to add, subtract, multiply divide or get a percentage of any two operating ledger columns. NOTE: the user calculated columns cannot be downloaded into Excel.

Quick Reference: Budget Transfers in SSB

Budget Transfers in SSB

Budget managers who need to move budget from one account code to another within the same departmental budget should enter budget transfers in Self Service Banner. Total decreases must equal total increases.

Clicking the SSB Finance Menu button on the Finance tab in the Portal will take you to the Finance Menu in SSB. Click the link to Budget Transfer. The path to the budget transfer screen from within SSB is Home > Finance > Budget Transfer.

When transferring between more than two account codes, use a Multiple Line Budget Transfer.
The path within SSB to complete a budget transfer with more than two lines is Home>Finance>Multi Line Budget Transfer.

Budget Transfer

1. On the Budget Transfer form, the current date should default as Transaction Date and BTSS should default as Journal Type. Do not alter these fields.
2. Enter Transfer amount; this is the amount you want to move from one account code to another. Document Amount will automatically calculate upon completion.
3. In the Chart field enter "C" and enter the Index for the departmental budget you will be adjusting in both the From and To Index fields.
4. Click Complete to have SSB translate the index into the appropriate Fund, Org and Program. Note that the index code disappears and is replaced with the Fund Code, Org Code and Program Code. Leave Activity and Location blank. These fields are not currently used for budgeting at NWFSC.
5. Enter the account code you want to reduce (-) and the account code you want to increase (+). Code lookup is available.
6. Enter a Description, maximum of 35 characters, to explain the transfer.
7. Enter budget period. The chart below shows the code for budget period. Budget period must be the current period. Departments are not permitted to back date budget transfers.
8. Click complete. SSB will validate and check for errors.
   - If there are errors, correct and click complete as instructed.
   - If there are no errors, you will get a message that Document was completed and forwarded to the Approval process.
   - Do not click complete again if you get document number and a green checkmark; doing so would duplicate the transfer.
   - Email document number to the appropriate accountant in Business Services for approval and posting.

Month	Budget Period	Month	Budget Period
July	01	January	07
August	02	February	08
September	03	March	09
October	04	April	10
November	05	May	11
December	06	June	12

Detailed instructions with screen shots can be found in the Banner Finance User Guide

Multiple Line Budget Transfer

Budget managers who want to move budget between more than two account codes, should use a Multi Line Budget Transfer. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements. Total decreases must equal total increases.

Clicking the SSB Finance Menu button on the Finance tab in the Portal will take you to the Finance Menu in SSB. Click the link to Multiple Line Budget Transfer. The path in SSB is Home > Finance > Multiple Line Budget Transfer.

1. Transaction Date will default to current date. Do not change.
2. Journal Type will default will default to Budget Transfer Self Service.
3. Document amount – enter the hash total (the total amount of increases and decreases.)
4. Enter Chart "C" and Index on each line you need for transfers
5. Enter a description, 35 characters maximum, that explains the transfer.
6. Update budget period. Budget transfers must be posted to the current period.
7. Click complete to convert index to Fund, Org and Program.
   - When you click complete, the index field will be cleared and the Fund Org and Program will be populated. There will be an error stating you need accounts.
   - If you enter accounts and amounts prior to converting the Index, they will be deleted when you click complete and will have to be re-entered.
8. Enter Account and Amounts and change signs on each line as applicable.
9. Click complete. SSB will validate and check for errors.
   - If there are errors correct and click complete as instructed.
   - If there are no errors users will get a message that the Document was completed and forwarded to the Approval process.
   - Do not click complete again if you get a document number and green checkmark; doing so would duplicate the transfer.
   - Email document number to appropriate Accountant in Business Services for approval and posting.

Month	Budget Period	Month	Budget Period
July	01	January	07
August	02	February	08
September	03	March	09
October	04	April	10
November	05	May	11
December	06	June	12

Quick Reference: Approvals in SSB

Approvals in SSB

The Approve Documents Screen allows a user to approve or disapprove documents in SSB. It can also be used to view the approval history of any document in the approval process.

There is a portlet in RaiderNet that shows you have documents to approve. To get to the SSB Approvals screen, either click one of the hyperlinks in the portlet or click SSB Finance Menu button. From the Finance Menu in SSB, click on Approve Documents. While documents are routed through a series of different finance approver queues in Banner, users can approve in any order. Some users may want to only approve documents for which they are next in the series, while others may want to approve all pending documents in their queue. Approving out of sequence does not override the necessity for approvals by other users unless they are members of the same queue, i.e., a proxy/substitute approver. Several people may be listed as an approver on each queue, but only one of the listed individuals needs to approve. Once one person from the queue approves, the document will be cleared from the queue.

1. Click the Approval Queue button.
2. On the Approve Documents screen enter the appropriate parameters and click the submit query button.
   - To query for documents for which you are the next approver, enter your Network ID, if it did not default automatically, and click the applicable radio button.
   - To query for all documents for which your approval is required, enter your Network ID and click the applicable radio button
   - To query for all documents in the approvals process, delete any user ID, leaving the field blank, and click the all documents radio button. All documents requiring action by any user will be retrieved, but only the documents for which you may take action will have links enabled.
   - Unless you are looking for a specific document leave the Document Number field blank.
3. When desired parameters are entered, click Submit Query.
4. All approvers should review the document details prior to approving by clicking the Document number.
   - Details including requestor, description, accounting information, and related documents will be displayed.
   - The first character of a Document Code identifies the type of Document
     - R = Requisition
     - I = Invoice
5. It is important for Approvers to check the NSF status on requisitions. INB does not have a “hard stop” and will allow submission of NSF requisitions. SSB will allow approval of a document even if there is not available budget.
   - Approvers should disapprove any document that has a “Y” in the NSF status field.
6. To view a list of prior and pending approvals, click History.
   - The history shows approvals required, with queue name, description and approvers, as well as previous approvers with date and queue ID.
7. When approving a document, users may add comments or leave the default comment.
   - When disapproving a document, always change the default comment to include a description of why the document is disapproved
     - Indicate if the document is being returned for corrections and can be resubmitted or,
     - Indicate if the disapproval is final and the document should be cancelled.
   - Comments appear in Banner Messages; there are currently no other system generated notifications that a Banner document has been disapproved. Users are encouraged to check Banner Messages often.

Detailed instructions with screen shots can be found in the Banner Finance User Guide

Quick Reference: Requisitions in INB

Requisitions in INB

Requisitions, requests to purchase goods or services, are entered using Internet Native Banner.

1. Click the link in RaiderNet to navigate to the Requisition Form (FPARQN).
   - To enter a new requisition, leave the field blank. To work on a document in progress, either click the down arrow to search or enter the document number in the field and click enter.
   - You can use the Copy feature to use a previous requisition as a template for a new order
2. Click Next Block in the tool bar or menu bar.
3. In the key block, Order date and transaction date will default. Enter requested delivery date.
4. Enter comments to alert Purchasing to special handling instructions. Comments do not print on the Purchase Order.
5. You can add additional text to the requisition by clicking the Options menu and selecting Document Text. You can choose whether or not document text will print on the Purchase Order.
   - Clauses have been set up as data entry shortcuts. To insert a clause, select it from the Modify Clause drop down menu and use the insert record icon.
   - When printed, Document Text appears before the list of items on a Purchase Order
   - The text of a clause can be modified as necessary. After you have entered the desired document text click save and close FOAPOXT to return to the Requisition form.
6. It is not necessary to enter Commodity total or Accounting at this point. Totals will be calculated upon completion.
7. Leave the Document Level Accounting box unchecked (the check box should be empty).
8. Some information on Requestor/Delivery Information tab will default from the user's profile. Change/Update as necessary.
   - Organization, the department you work in, and Ship to Codes, are required fields.
   - NWFSC requires most deliveries to go through Central Receiving, using the NWFNIC Ship To code.
9. Next Block to Vendor Information tab. If you don't know the ID of the vendor you want to use, search using the down arrow. Search Entity Name/ID Search (FTIIDEN) for Vendor.
   - Select the Vendor.
   - If the Vendor you want to use is not listed, contact the Purchasing Department.
10. Choose Address Type using down arrow. While an address may default, some vendors may have multiple addresses. Select the one that you need from the available sequence list.
11. Next Block or click to Commodity/Accounting tab.
12. Enter first item to be requested.
13. Leave commodity field blank. At this time NWFSC is not using this functionality.

Fill in description of merchandise/service requested. Be as specific as possible. This field is limited to 50 characters.

- To add additional information about an item, use the Options Menu and add Item Text
- Users can indicate if the Item Text is to be printed on the Purchase Order
- Clauses have been established as data entry shortcuts.

14. Tab and fill in Units of Measure U/M (use drop down arrow to search for valid codes).
15. Tab and enter the quantity desired.
16. Tab and enter unit price. This should be the cost per individual unit.
17. Tab and enter discount if applicable, and any additional amounts (i.e. shipping, setup fees).
    - Commodity Line Total will calculate automatically.

Detailed instructions with screen shots can be found in the Banner Finance User Guide

18. Next Block to enter Accounting Information (FOAPAL Block)
    - COA “C” should auto-populate. If it does not, enter “C” and tab.
    - Tab to the Index field and enter the Index of budget to be charged. Search using the down arrow if necessary. When you enter the Index, the correct Fund, Org, and Program will default and cannot be changed.
    - Tab to Account (expense classification) and enter appropriate account code.
    - Leave Actv and Locn and Proj blank unless given specific instructions by Business Services.
    - Tab to extended field and enter dollar amount in the USD field to be charged to FOAP or check the percent box and enter percentage to be charge to the FOAP.
    - If splitting between two FOAPs, insert next record and input second Index and Account code for the item and tab to Extended and enter as appropriate. The cost can be split by percentage, by clicking the box under % and entering the percent in the USD field, or by entering an actual dollar amount in the USD field.
    - When correct Index, Fund, Org, Account, and Prog are entered click save in the toolbar.
    - Clicking save will trigger calculations which determine if there are sufficient funds available.
    - Look for NSF (insufficient budget) error messages. They do not jump out at you.
        - If there is an error message in the bottom left corner of the window that says “Insufficient budget” you should request a budget transfer prior to completing the requisition.
        - If the NSF Suspense box is checked, you should request a budget transfer prior to completing the requisition.
        - Budget transfers are entered in SSB. You can save the document while you request a budget transfer, by using the “in process” icon. Once the budget transfer is posted, you can return to the document, tab to the commodity accounting tab and when you tab through and save again, the NSF suspense should be removed. The suspense will not be lifted until you tab through the suspended FOAPAL line and click save. Each suspended line item must be recalculated.
    - When all FOAPs have been entered for the Item, the Commodity Accounting Total should equal the Commodity Line total in the Item block.
        - If commodity accounting total amount does not match commodity line total in the Item Block, try clicking save to recalculate.
        - If recalculating doesn’t correct the difference, scroll through the FOAPAL lines; check to see that amounts are correct.
19. If another item is needed, Previous Block to the Item block and add a record. Once the second item is entered, click next block to add FOAP(s) for Item 2.
    - Remember the FOAP being entered is only for the item that is highlighted in the Item Block. Funding information doesn’t carry from one item to the next.
20. When all items and FOAPs are entered, next block to Balancing/Completion tab.
21. Go to the Options menu and view items in suspense. If any items are listed, return to those items and make necessary corrections.
    - NSF – budget transfer needed
    - Accounting – check the index and account codes to see if they are entered properly.
22. Close the Document in suspense form to return to the requisition and make necessary changes.
23. Check the Status in the Balancing Completion Block at the bottom of the form. If it is balanced, you can Complete and submit the document for approval. To save the document without submitting for approvals, click the In Process icon.
    - Completed Documents will be forwarded to the approval process.
    - All NSF documents should be disapproved by either the Budget Manager or the Finance Office.
    - Banner Messages will inform users when a requisition has been approved or disapproved.
    - Users can check the approval history of submitted requisitions on SSB at any time to see who has approved or denied a document.

Detailed instructions with screen shots can be found in the Banner Finance User Guide