## **Budget Queries in Banner (SSB)** Susan Brickell, Accountant x6057

Go to the sign in page on the CC webpage. <u>http://www.coloradocollege.edu</u>

	SIGN IN TO CC '//////////////////////////////////						
	Email (Office 365)	INB 9 (Prod)					
$\triangleleft$	Banner (SSB)	Gold Card Management					
	Zoom 🕇	Employment Portal					
	Salesforce	Events Management					
	IT Help Request	Bridge ☆					
	Canvas	CARE Team Report					
	Qualtrics	Stellic					
	Summi:						
]	Fig. 1						

COLORADO COLLEGE	SELF-SERVICE BANNER				
Personal Information Student	Student Services Employee Finance				
Search Go					
Main Menu Personal Information View addresses and phones, ethnicity and	d race information, and change your PIN.				
Student View your Academic Records, register for classes, request transcripts and enrollment verifications, search for classes.					
Student Services Search the Catalog and Class Schedule, view Class Lists and Student Information					
Employee Be <u>nefits, l</u> eave or job data, paystubs and W4.					
Benefits, leave or job data, paystubs and	W4.				



Once you are in Banner (SSB) you'll see a screen with a Finance option. Click on it (in either place.) If you do not have the Finance tab, please contact our office to set up your permissions, so you have access to query your fund(s).

Click on Banner (SSB)

Finance			
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Budget Queries			
Encumbrance Query			
Purchase Order			
Approve Documents Business Office use only.			
View Document			
Budget Transfer			
Budget Development			
Capital Equipment Request Menu			
Budget Increase Request			
Transaction Detail			
Fund/Orgn Management Controllers Office use only.			
e~Print Finance Repository CC Financial Reporting — The ePrint Finance Repository is a new way to see financial reports.			
[Budget Queries   Encumbrance Query   Purchase Order   Approve Documents   View Document   Budget Transfer   Budget Development   Capital Equipment Request Menu   Budget Increase Request   Transaction Detail   Fund/Orgn Management   e~Print Finance Repository ]			

Fig. 3

This will take you to the Finance page. Please select the first option "Budget Queries".

👎 To create a new query choose a query type and select Create Query. To retrieve an e					
Create a New Query Type	Budget Status by Account				
Retrieve Existing Query Saved Query	None V Retrieve Query				
[ Budget Queries   Encun	nbrance Query   Purchase Order   Approve Documen Menu   Budget Increase Request   Transaction D				

Fig. 4

In the "Create a New Query" section, select "Budget Status by Account". [Create Query]

Select the Operating Ledger Data columns to display on the report.			
Adopted Budget	<b>~</b>	Year to Date	
Budget Adjustment	<b>~</b>	Encumbrances	
Adjusted Budget		Reservations	
Temporary Budget		Commitments	
Accounted Budget	<b>~</b>	Available Balance	
Save Query as:			
Shared			
Continue			

Fig. 5

This next screen is where you select the data you wish to see. Select the four checkboxes shown above. [Continue]

Now you will enter the search parameters for a basic Budget Query.

Fiscal Year 2024-25 is our current fiscal year and is shown as '2025' in the Fiscal Year field. Please put 14 in the fiscal period and leave it there. This ensures that you will capture 100% of the data in the fund.

Use the same parameters as in Fig. 6 below except with the Fund and Organization codes for your dept/budget. [Submit Query] The more parameters you enter, the more specific the results will be. For example, if you enter '7%' in the Account field, the results will be limited to activity in the Expense accounts.

Fiscal year:	2025 🗸	Fiscal period: 14 ∨	
Comparison Fiscal ye	ar: None 🗸	Comparison Fiscal period: None	iod: None 🗸
Commitment Type:	All	~	
Chart of Accounts	Т	Index	
Fund	110002	Activity	
Organization	XXXXXX	Location	
Grant		Fund Type	
Account		Account Type	
Program			
🗹 Include Revenue /	Accounts		
Save Query as:			
□ Shared			
Submit Query			



⎖

Note: in the above screen the "Include Revenue Accounts" box is checked. If you want to see if any money has been deposited into your fund during the fiscal year, you will need to check this box. Revenue is defined as 'new' money into the college. If you are receiving funds from the Dean's Office, or other support from campus entities, these entries will NOT show up as Revenue, but will be posted to your account through a journal entry and will appear as a credit to a 7 or 8 account. [Submit Query]

Query Results					
Account	Account Title	FY21/PD14 Adjusted Budget	FY21/PD14 Year to Date	FY21/PD14 Encumbrances	FY21/PD14 Available Balance
701001	Instructional Supplies	0.00	52.45	0.00	( 52.45)
701051	Office Supplies	0.00	254.99	0.00	(254.99)
701053	Books	0.00	701.48	0.00	(701.48)
701055	Subscriptions	0.00	24.98	0.00	( 24.98)
701501	Other Supplies	0.00	31.85	0.00	( 31.85)
705001	Postage	0.00	100.70	0.00	( 100.70)
707503	Meals - Non Travel	0.00	159.95	0.00	( 159.95)
707504	Meeting Refreshments	0.00	36.82	0.00	( 36.82)
708993	PCard Used in Error for Pers. Exp.	0.00	14.18	0.00	( 14.18)
709003	Prior Year Rollforward	5,229.33	0.00	0.00	5,229.33
710521	Software Support and Maintenance	0.00	536.79	0.00	( 536.79)
810000	Transfers	0.00	( 4,000.00)	0.00	4,000.00
Report Total (of all records)		( 5,229.33)	2,085.81	0.00	
	Year to Date activity				

## Fig. 7

The above screen shows a fund with all activity to date. Note: anything in blue can be clicked on so that you can 'drill down' to see greater detail.

In this example, the left column titled 'Account' shows account numbers starting with 7 and 8.

5-Accounts = Revenue 6-Accounts = Salary & Benefits 7-Accounts = Expenses 8-Accounts = Transfers Depending on the type of fund you are querying, it may have funds that roll forward into the next fiscal year.

The roll-forward amount will be listed in the "Adjusted Budget" column under account 709003 - Prior Year Rollforward. In Fig. 7 above, there is a positive rollforward of 5,229.33. The Net Balance in the Year-to-Date column is a positive 2,085.81. The Available Balance is 5,229.33 + 2,085.81 = 7,315.14.

Please reach out to me with any questions at <a href="mailto:sbrickell@coloradocollege.edu">sbrickell@coloradocollege.edu</a>.