How to access a fund balance in Banner (SSB)
Susan Brickell, Accountant x6057

Go to the sign in page on the CC website: https://www.coloradocollege.edu/other/ssi/index.html

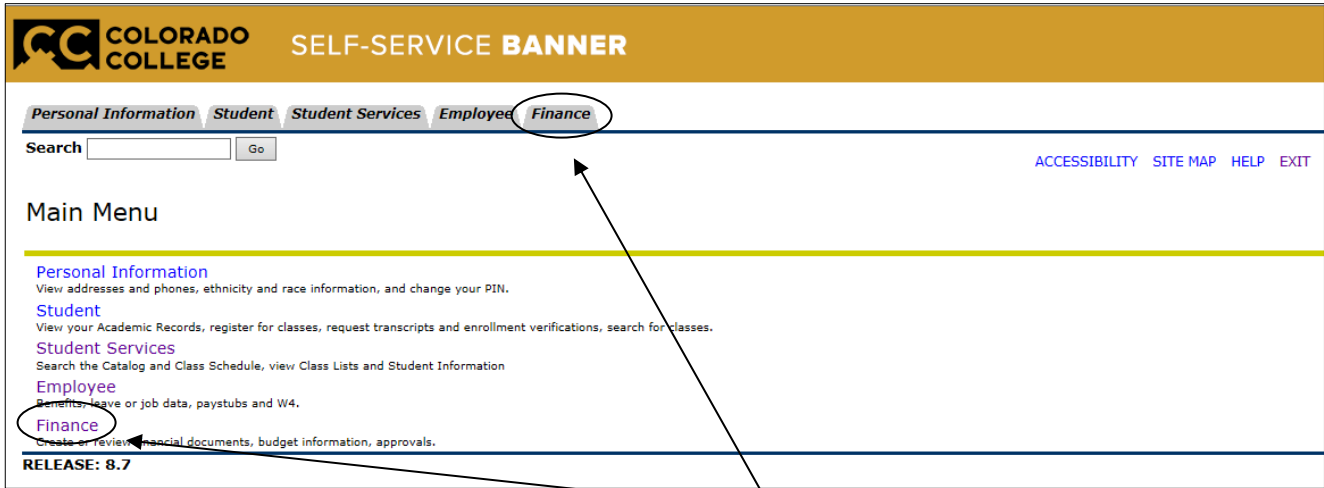Fig. 1

Click on Banner (SSB)

Fig. 2

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).
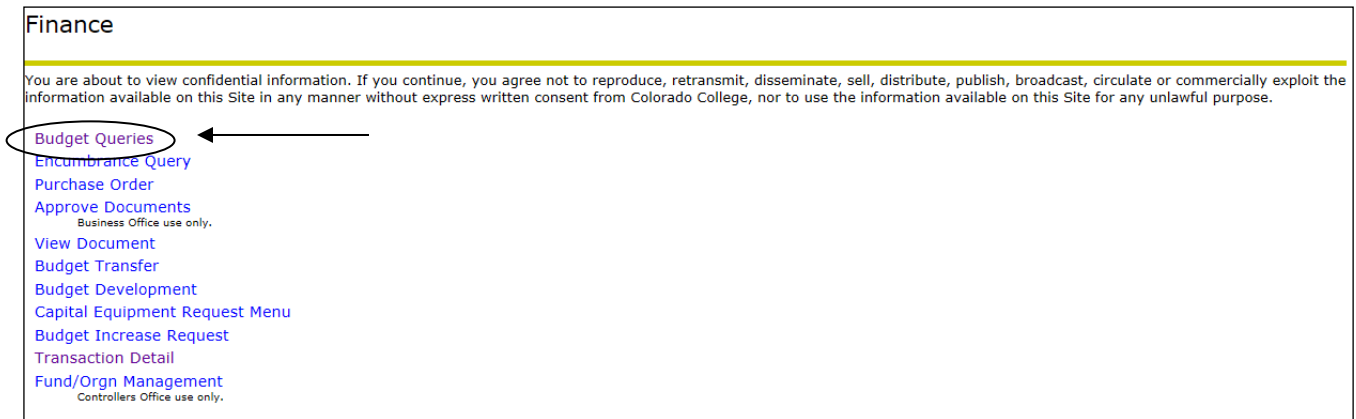

Fig. 3

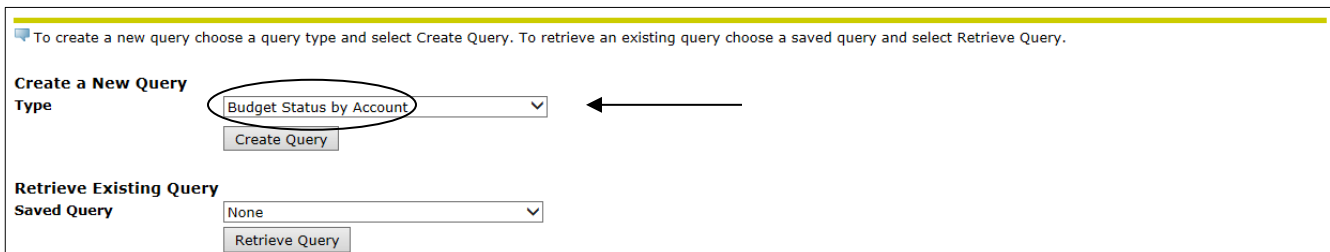This will take you to the Finance page. Please select the first option "Budget Queries".

Fig. 4

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

Fig. 5

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

Now you will enter the search parameters.

Fiscal Year 2022-23 is our current fiscal year and is shown as '2023' in the Fiscal Year field. Our fiscal period starts with 1 which is July, and goes through 12 which is June. Period seven, for example, would be January. Please put 14 in the fiscal period and leave it there. This ensures that you always capture 100% of the data in the fund.

For purposes of this query, Comparison Fiscal Year and Period should both be 'None', Commitment type should be 'All', Chart of Accounts is Capital 'T' for Tiger - it is case sensitive. Enter your Fund number in the Fund block and enter your Org number in the Organization block.

Don't enter anything else for Grant/Account/Program - or Index through Account Type. This is a database search engine, so the more you put in the parameter search, the less information is returned. However, if you want to see only the expenses that have posted to the budget, enter '7%' in the Account field.

Fig. 6

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. Hit [Submit Query].

Note #2: 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 line.

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	

Fig. 7

Year to Date activity

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.

Account #'s beginning with a 5 are Revenue accounts. For the Year to Date activity, the balance should reflect money coming IN to your fund. If there is a parenthesis around this number (rare) this would reflect money going OUT of your fund.

Account #'s beginning with a 6, 7 or 8 are Expense accounts. For the Year to Date activity, these amounts should reflect money going OUT of your fund. If there is a parenthesis around the number that would reflect money coming IN your fund.

Depending on the type of fund you are querying, it may have funds that roll forward into the next fiscal year. This 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 roll-forward of $5,229.33.

The balance in this case is positive. The prior year roll-forward was $5,229.33 and the current year activity (the Net of all activity) is a positive number $2,085.81. Note that in the YTD column, the revenue amount will net with the expenses so the Report Total balance can be trusted to give you an accurate balance of activity. Your balance is $5,229.33 + $2,085.81 = $7,315.14.
Positive balance = ☺!

This next example is for a fund with no revenue. What is useful about this example is that, *if the revenue box is NOT checked* (Fig. 6) – Banner will give you the available balance in the lower-right portion of the table. **Remember - this balance will only be accurate if there is no revenue in the fund.**

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Account	Account Title	FY21/PD14 Adjusted Budget	FY21/PD14 Year to Date	FY21/PD14 Encumbrances	FY21/PD14 Available Balance
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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	7,315.14

Fig. 8

Because there is no revenue to take into consideration, this amount reflects your current balance. There was a roll-forward amount of $5,229.33, YTD activity totaling $2,085.81 for an available balance of $7,315.14. A majority of funds do not receive revenue, and for those funds that fall into this category, by leaving the "Include Revenue Accounts" box **unchecked**, your available balance is just a click away!

If you have any questions please feel free to contact me and I will be happy to assist you. I can be reached at sbrickell@coloradocollege.edu or 389-6057.