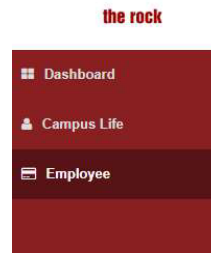




Self-Service Banner (SSB) Instructions for PCard

How to log into Self-Service Banner and access Finance Menu

- Log into The Rock
- Click on the Employee tab



- Click the Finance Menu under Banner Self Service
- Click on Budget Queries



Employee

[Red Rocks Community College](#) / [Employee](#)

Employment Details

Employment Details
[Benefits](#)
[Direct Deposit](#)
[Pay Stub](#)
[Job Details](#)
[Access W2](#)

Banner Self Service

Red Rocks Community Colleg ▾

- Banner Self-Service
 - Personal Information Menu
 - Employee Menu
 - Finance Menu**
 - Budget Queries
 - Encumbrance Query
 - View Document
 - Delete Finance Template
 - Glossary of Terms
 - Your Alert System

How to perform a query in Self-Service Banner

- Create a new query
- Select “Budget Status by Account” from drop-down menu
- Click Create Query

To create a new query choose a query type and select Create Query.

Create a New Query

Type Budget Status by Account ▼

Retrieve Existing Query

Saved Query None ▼

- Select the data to view - Adjusted Budget, Year to Date Encumbrances/Commitments, Available Balance
- Click Continue

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

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

- Enter following parameters, then click Submit Query.
 - Select the Fiscal year
 - Set Fiscal period to 14 (views entire year)
 - Enter “W” for Chart of Accounts
 - Enter “%” for Fund and Program (% = wildcard and captures all data)
 - Enter the ORG
 - Enter “72%” for Account (72% shows all operating account codes; Use 720840 Misc to locate transactions that were not reallocated)

For a Budget Query to be successful, an user with Fund Organization query access must enter Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the n

Fiscal year: 2020 ▼ Fiscal period: 14 ▼

Comparison Fiscal year: None ▼ Comparison Fiscal period: None ▼

Commitment Type: All ▼

Chart of Accounts W	Index <input style="width: 80%;" type="text"/>
Fund %	Activity <input style="width: 80%;" type="text"/>
Organization 116200	Location <input style="width: 80%;" type="text"/>
Grant <input style="width: 80%;" type="text"/>	Fund Type <input style="width: 80%;" type="text"/>
Account 72%	Account Type <input style="width: 80%;" type="text"/>
Program %	<input style="width: 80%;" type="text"/>

Include Revenue Accounts

Save Query as:

Shared

Research Expense Detail

Query results



Report Parameters			
Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Jan 28, 2020			
Chart of Accounts	W Colorado Community College System	Commitment Type	All
Fund	All	Program	All
Organization	116200 Accounting Services	Activity	All
Account	72%	Location	All

View Pending Documents
 No pending documents exist

Query Results

Account	Account Title	FY20/PD14 Adjusted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
720	Operating Expenses	19,400.00	0.00	0.00	19,400.00
720205	Supplies Non Instructional	0.00	1,977.95	0.00	(1,977.95)
720300	Postage	0.00	359.01	0.00	(359.01)
720360	Non Capital IT Equipment	0.00	1,489.11	0.00	(1,489.11)
720540	Communication Services Non State	0.00	1,287.00	0.00	(1,287.00)
720750	Conference and Registration Fees	0.00	170.00	0.00	(170.00)
720830	Memberships and Dues	0.00	40.00	0.00	(40.00)
720840	Misc Operating Expense	0.00	268.76	0.00	(268.76)
720960	Professional Development	0.00	0.00	0.00	0.00
720984	Software License	0.00	1,595.00	0.00	(1,595.00)
Report Total (of all records)		19,400.00	7,186.83	0.00	12,213.17

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

- Review query results
 - Verify the ORG is correct

- Account detail
 - Click the blue hyperlinked number in the YTD column for the applicable Account code to find the reallocated expense.

Account Code Detail

Results from clicking blue hyperlinked number in the YTD column for a specific Account code.



Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jun 30, 2020			
As of Jan 28, 2020			
Chart of Accounts:	W Colorado Community College System	Commitment Type:	All
Fund:	All	Program:	All
Organization:	116200 Accounting Services	Activity:	All
Account:	720205 Supplies Non Instructional	Location:	All

The "IPNI" Rule Code indicates it is a PCard purchase.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Dec 23, 2019	Jan 06, 2020	S0219718	OFFICEMAX/OFFICEDEPT	116.22	IPNI
Dec 20, 2019	Jan 06, 2020	S0219662	OFFICE DEPOT	476.31	IPNI
Nov 07, 2019	Nov 11, 2019	S0218004	OFFICE DEPOT	2.93	IPNI
Nov 06, 2019	Nov 11, 2019	S0217988	OFFICE DEPOT	6.80	IPNI
Nov 06, 2019	Nov 11, 2019	S0217986	OFFICE DEPOT	86.57	IPNI
Sep 09, 2019	Sep 09, 2019	S0213773	OFFICE DEPOT	83.53	IPNI
Aug 19, 2019	Aug 19, 2019	S0213304	OFFICE DEPOT	331.64	IPNI
Jan 27, 2020	Jan 27, 2020	LJ0014496	T 2189 Paper INT SI S, MR		LIF16

- Drill down to the specific transaction needed by clicking on the blue hyperlink.
- To access more transactions, click on the Next 15 icon located at the bottom of the page. Next 15>
- This page can also be used as back-up to support an IDI.

Screen Shot for PCard Statement

- If you did not print the FAAINVT screen after reallocation, print this page to add to applicable statement.
 - The intent is to show what account code the transaction was applied to.
- This page can be used as back-up for an IDI.
- To perform another query, click Another Query.



the rock

Personal Information
Student
Financial Aid
Employee
Finance

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	S0219718	Description:	OFFICEMAX/OFFICEDEPT
Transaction Date:	23-Dec-2019		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
W	011010	116200	720205	6000			116.22	IPNI

Shared

No Related Documents Available