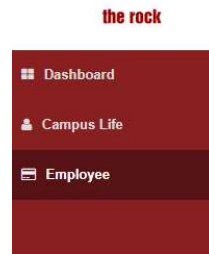




# Self-Service Banner (SSB) Instructions for PCard

## 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

**Retrieve Existing Query**

Saved Query

- 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:  Fiscal period:

Comparison Fiscal year:  Comparison Fiscal period:

Commitment Type:

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

Include Revenue Accounts

Save Query as:

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## Research Expense Detail

Query results



**Report Parameters**

<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2020</b>			
<b>As of Jan 28, 2020</b>			
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	<a href="#">0.00</a>	<a href="#">0.00</a>	19,400.00
720205	Supplies Non Instructional	0.00	<a href="#">1,977.95</a>	<a href="#">0.00</a>	( 1,977.95)
720300	Postage	0.00	<a href="#">359.01</a>	<a href="#">0.00</a>	( 359.01)
720360	Non Capital IT Equipment	0.00	<a href="#">1,489.11</a>	<a href="#">0.00</a>	( 1,489.11)
720540	Communication Services Non State	0.00	<a href="#">1,287.00</a>	<a href="#">0.00</a>	( 1,287.00)
720750	Conference and Registration Fees	0.00	<a href="#">170.00</a>	<a href="#">0.00</a>	( 170.00)
720830	Memberships and Dues	0.00	<a href="#">40.00</a>	<a href="#">0.00</a>	( 40.00)
720840	Misc Operating Expense	0.00	<a href="#">268.76</a>	<a href="#">0.00</a>	( 268.76)
720960	Professional Development	0.00	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
720984	Software License	0.00	<a href="#">1,595.00</a>	<a href="#">0.00</a>	( 1,595.00)
Report Total (of all records)		19,400.00	7,186.83	0.00	12,213.17

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**

<b>Organization Budget Status Detail Report</b>			
<b>Summary Year to Date Transaction Report</b>			
<b>Period Ending Jun 30, 2020</b>			
<b>As of Jan 28, 2020</b>			
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	<a href="#">S0219718</a>	OFFICEMAX/OFFICEDEPT	116.22	IPNI
Dec 20, 2019	Jan 06, 2020	<a href="#">S0219662</a>	OFFICE DEPOT	476.31	IPNI
Nov 07, 2019	Nov 11, 2019	<a href="#">S0218004</a>	OFFICE DEPOT	2.93	IPNI
Nov 06, 2019	Nov 11, 2019	<a href="#">S0217988</a>	OFFICE DEPOT	6.80	IPNI
Nov 06, 2019	Nov 11, 2019	<a href="#">S0217986</a>	OFFICE DEPOT	86.57	IPNI
Sep 09, 2019	Sep 09, 2019	<a href="#">S0213773</a>	OFFICE DEPOT	83.53	IPNI
Aug 19, 2019	Aug 19, 2019	<a href="#">S0213304</a>	OFFICE DEPOT	331.64	IPNI
Jan 27, 2020	Jan 27, 2020	J0014496	T 2189 Paper INT SLS MB		JE16

- 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

Search

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**Select Document**

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	<a href="#">S0219718</a>	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

Save Query as:

**Shared**

No Related Documents Available