QUICK REFERENCE:

USING FINANCE SELF SERVICE BANNER

How to Logon to Finance SSB (Self Service Banner)

Finance SSB Logon

IMPORTANT!

1. To logon to **Finance Self Service Banner** you must have a MyMC username and password, and you must be set up in the Finance security system for web access.

2. Other browsers, such as **Netscape** and **Mozilla Firefox** can be used to access Finance SSB, but will not provide accurate screen formats and should be avoided.

Use the instructions listed below to logon to **Finance Self Service Banner** (Finance SSB) and view your area's budget, encumbrance, and finance document information on the web.

To Logon to Finance Self Service Banner:

1. Launch your Internet Explorer web browser.
2. In the web browser **Address** field type in the following URL address (do not include "www") and then press Enter on your keyboard:

   http://montgomerycollege.edu
3. The Montgomery College home page displays. Click the **MyMC Login** button at the top right of the page.
4. The MyMC login page displays. Enter your MyMC ID and password in the **Login to MyMC** fields and then click Login.
5. Your MyMC home page displays. Locate the **Quick Links** menu(s) on the left side of the page.
6. From the **Employees** section of the Quick Links frame select the **Banner Web** link.
7. The Banner Web main menu displays. Click the **Financial Information** option at the bottom of the menu.
8. The Financial Information menu displays the following menu options:
   - **Budget Queries** – Use this option to query and view your account status information and the financial transactions that are recorded to those accounts. (See pages 2-4 for further instructions.)
   - **Encumbrance Query** – Use this option to query and view encumbrance information for purchase orders and salary encumbrances charged to your accounting area. (See page 5 for further instructions.)
   - **Approve Documents** –This feature is used by Banner users who are responsible for approving Finance documents, and is not covered in this document.
   - **View Documents** – Use this option to query and view requisitions, purchase orders, invoices and other Banner documents on the web. (See page 6 for further instructions.)
9. Click on a menu option to open the corresponding web page and proceed with your selected task.

QUICK REFERENCE:
USING FINANCE SELF SERVICE BANNER
How to Run a Budget Status by Account Query

Budget Queries

Budget Status by Account

NOTE:

The following Financial Information fields are **required** for this query:

- Fiscal Year
- Fiscal period
- Chart of Accounts
- Organization

TIP:

Use the hyperlinks at the bottom of the screens to navigate to various links of Finance SSB.

The Budget Query form enables you to select the type of budget query you want to perform from the following three query options:

- **Budget Status by Account** – view account budget status information, and from there drill down to transaction and document level detail. (See below for instructions.)
- **Budget Status by Organizational Hierarchy** – view budget information for organizations that roll up to a selected high level organization. (See page 3 for instructions.)
- **Budget Quick Query** – view the current status of a budget at a summary level similar to that available on the Organization Budget Status Form (FGIBDST). (See page 4 for instructions.)

Use the instructions listed below to access the Budget Queries screen of Finance SSB and run a **Budget Status by Account** query.

To Run a Budget Status by Account Query:

1. On the Financial Information menu of Finance SSB, click the **Budget Queries** option.
2. The Budget Queries form displays. Click the down arrow on the Type menu and select **Budget Status by Account**.
3. The column selection page displays. Check the checkboxes next for the column headings you want to include in the report output, and then click **Continue**.
4. The Financial Information page displays. Enter your accounting codes in the financial information fields and then click **Submit Query**.
5. The results of the query display. The search criteria display under the title **Report Parameters**. Below that, **Query Results** show the totals by account for all of the ledger columns you selected to include in the report output.
6. Click on any 'blue' highlighted amount total to view the transaction detail that makes up that total.
7. On the transaction detail screen click any 'blue' highlighted document code to view summary document detail and related documents. From there you can drill down again to view document detail. (**Note**: Use the browser Back arrow to return to a previous screen.)
8. Click **Another Query** to run another Budget Status by Account query, or click one of the hyperlinks at the bottom of the screen to navigate to another Finance SSB page and perform another task.

   Note: Refer to page 7 for information on downloading the report output to an Excel spreadsheet.

QUICK REFERENCE:
USING FINANCE SELF SERVICE BANNER
How to Run a Budget Status by Organizational Hierarchy Query

Budget Queries

Budget Status by Organizational Hierarchy

IMPORTANT:

Hierarchical organizational structure is only available In a select few areas at MC, such as Auxiliary Services.

NOTE:

1. The following Financial Information fields are **required** for this query:

- Fiscal Year
- Fiscal period
- Chart of Accounts
- Organization

2. There are **seven levels** to the organization hierarchy screens:

- Organization Hierarchy
- External Account Type (Level 1)
- External Account Type (Level 2)
- Account Detail
- Transaction Detail
- Document Detail with Related Documents
- Document view.

TIP:

Use the hyperlinks at the bottom of the screens to navigate to various links of Finance SSB.

Use the instructions listed below to access the Budget Queries screen of Finance SSB and run a **Budget Status by Organizational Hierarchy** query.

To Run a Budget Status by Organizational Hierarchy Query:

1. On the Financial Information menu of Finance SSB, click the **Budget Queries** option.
2. The Budget Queries form displays. Click the down arrow on the Type menu and select **Budget Status by Organizational Hierarchy**.
3. The column selection page displays. Check the checkboxes next for the column headings you want to include in the report output, and then click **Continue**.
4. The Financial Information page displays. Enter your accounting codes in the financial information fields and then click **Submit Query**.
5. The results of the query display. The search criteria display under the title **Report Parameters**. Below that, **Query Results** show the budget totals for all reported organizations for all of the ledger columns you selected to include in the report output.
6. Click on any 'blue' highlighted Organization code to view budget detail for the selected organization. After you make your selection, the organization's budget information reappears, which allows the query to set itself for the more detailed levels.
7. Click on the 'blue' highlighted code again to retrieve budget information for that organization's level one information. From there you can drill down further to view the seven levels of the organization hierarchy report. (See sidebar.)
8. Click **Another Query** to run another Budget Status by Organizational Hierarchy query, or click one of the hyperlinks at the bottom of the screen to navigate to another screen and perform another task.

   Note: Refer to page 7 for information on downloading the report output to an Excel spreadsheet.

QUICK REFERENCE:
USING FINANCE SELF SERVICE BANNER
How to Run a Budget Quick Query

Budget Queries

Budget Quick Query

IMPORTANT:

1. You cannot choose which operating ledger columns to include in the Budget Quick query report output.
2. The Budget Quick Query is a "view only" query. You cannot single-click an amount or document number to view transaction detail.
3. The Download feature is not available for this query option.

NOTE:

The following Financial Information fields are **required** for this query:

- Fiscal Year
- Chart of Accounts
- Organization

TIP:

Use the hyperlinks at the bottom of the screens to navigate to various links of Finance SSB.

The **Budget Quick Query** provides you with simplified access to the current status of a budget.

When you choose this option, be aware of the following.

- Only one parameter page displays for this query. The report output always displays the following ledger columns: Adjusted Balance, Year to Date, Net Commitments (Requisitions + Purchase Orders + General/Salary Encumbrances), and Available Balance.
- You can enter the fiscal year. Data displayed will be through period 14. (When run for the current fiscal year, the report data displayed will be through today's date.)
- You can specify Chart and FOAPAL (Fund, Organization, Account, and Program) information and use the percent sign (%) as a wildcard.
- You may use the **Save Query As** field to save a Budget Quick Query under a name of your choice. (**Note**: Prefix all saved query file names with your organization and username.)

Use the instructions listed below to access the Budget Queries screen of Finance SSB and run a **Budget Quick Query**.

To Run a Budget Quick Query:

1. On the Financial Information menu of Finance SSB, click the **Budget Queries** option.
2. The Budget Queries form displays. Click the down arrow on the Type menu and select **Budget Quick Query**.
3. The Financial Information page displays. Enter a fiscal year, Chart of Account code ('2' for Montgomery College, 'F' for Montgomery College Foundation), and your accounting codes in the financial information fields and then click **Submit Query**.
4. The results of the query display. The search criteria display under the title **Report Parameters**. Below that, **Query Results** show the totals by account for the displayed columns.
5. Click **Another Query** to run another Budget Quick Query, or click one of the hyperlinks at the bottom of the screen to navigate to another screen and perform another task.

   Note: The Download feature is not available for this query option.

QUICK REFERENCE:
USING FINANCE SELF SERVICE BANNER
How to Run an Encumbrance Query

Encumbrance Query

The **Encumbrance Query** allows you to view encumbrance information by account for specified FOAP parameters (Fund, Organization, Account, and Program). The wildcard (%) can be used for any FOAP parameter.

You can enter values for any or all of the report parameters as long as you populate the **Chart of Accounts** and **Organization** fields before submitting a query.

The **Encumbrance Status** drop down menu allows you to select to display open encumbrances (Open), closed encumbrances (Closed) or both (All). It should be set to "All" if you wish to view both open and closed encumbrances associated with the account number.

Use the instructions listed below to access the Budget Queries screen of Finance SSB and run an **Encumbrance Query**.

To Run an Encumbrance Query:

1. On the Financial Information menu of Finance SSB, click the **Encumbrance Query** option.
2. The Financial Information page displays. Enter your accounting codes in the financial information fields and then click **Submit Query**.
3. The results of the query display. The search criteria display under the title **Report Parameters**. Below that, **Query Results** shows the following summary encumbrance information for each account listed:
   - Account
   - Document Code
   - Description
   - Original commitments
   - Encumbrance adjustments
   - Encumbrance
   - Year to Date
   - Current Commitments
   - % Used
   - Cmt (Commitment) Type)

   Report total displays at the bottom of the screen.
4. Single click any 'blue' highlighted Document Code to view the specific accounting distribution(s) that make up the entire document.
5. Click the code again on the next page to view the document.
6. Click **Another Query** to run another Encumbrance Query, or click one of the hyperlinks at the bottom of the screen to navigate to another screen and perform another task.

   Note: The Download feature is not available for this query option.

NOTE:

1. The following Financial Information fields are **required** for this query:

- Fiscal Year
- Fiscal Period
- Chart of Accounts
- Organization

2. Encumbrance adjustments are usually in the form of change orders made to the original encumbrance amount.

Amounts in parenthesis indicate a decrease in encumbered funds.

TIP:

Use the hyperlinks at the bottom of the screens to navigate to various links of Finance SSB.

View Document

NOTE:

1. If you are not set up with Banner security to view a specific document type (e.g. journal vouchers) the message "Query returned no records" displays when you execute the query.

2. When querying for document codes, you must specify *at least one* of the following:

- Document Number
- User ID
- Activity Date
- Transaction Date
- Vendor ID.

A percent sign (%) may be entered as a wildcard in the **Document Number** and **User ID** fields.

3. Use the **Display Document Text** radio buttons to specify the portion of the document text you want to view: all the text, just the printable information, or none of the text.

TIP:

Use the hyperlinks at the bottom of the screens to navigate to various links of Finance SSB.

The **View Document** option allows you to electronically view requisitions, purchase orders, invoices and other Banner documents on the web on Finance Self Service Banner.

Use the instructions listed below to access the **View Document** screen of Finance SSB and query for and view a Banner Finance document.

To Query and View a Document:

1. On the Financial Information menu of Finance SSB, click the **View Documents** option.
2. The View Documents form displays. Click the down arrow on the **Choose Type** menu and select the document type (requisition, purchase order, invoice, journal voucher, or encumbrance) that you want to view. (Direct Cash Receipts are not in use at this time.)
3. Enter the document code, if known, in the **Document Number** field.

   If you do not know the code, click the **Document Number** button, enter specific search criteria, and then click the **Execute Query** button to view a list of documents of the specified type. Single click on any 'blue' highlighted document code to select it from the list.
4. The **Submission#** field is used only for journal vouchers and invoices. Specify the submission number for the document, if needed.
5. The **Change Seq#** field is used only for purchase orders that have had change orders entered against them. Specify the change sequence number for the document, if needed.
6. Leave the **Display Accounting Information** radio buttons set to 'Yes'.
7. Click the **View document** button. The specified document displays. The browser's print function may be used to print a representation of the document.
8. Use the **View Document** hyperlink at the bottom of the screen to return to the View Document form to query and view another document.

QUICK REFERENCE:
USING FINANCE SELF SERVICE BANNER
How to Download a Budget Query into an Excel Spreadsheet

Data Download

IMPORTANT!

The download option is NOT available for the Budget Quick Query.

NOTE:

1. When you choose to download selected columns into Excel, additional FOAPAL information, including two levels of account type and fund type detail are also downloaded into the file.

Some editing and/or formatting will be necessary in Excel to eliminate the unnecessary columns.

2. Use the browser "Back" icon to close Excel and return to Finance Self Service.

If you close the Excel file by clicking the "X" in the upper right-hand corner of the screen, you will close your entire browser session.

Finance Self Service Banner gives you the option to download the results of a Budget query to a Microsoft Excel spreadsheet to allow further editing of data to meet reporting needs.

You can download the summary budget totals displayed on the Query Results screen, or click on an 'blue' highlighted budget total to drill down to Transaction Detail and download the list of documents that make up that total.

Use the instructions listed below to run a budget query and then download the report output to an excel spreadsheet.

To Download Budget Query Data into Excel:

1. On the Financial Information menu of Finance SSB, click the **Budget Queries** option.
2. The Budget Queries form displays. Click the down arrow on the Type menu and select either the **Budget Status Query** or the **Budget Status by Organizational Hierarchy**.
3. The column selection page displays. Check the checkboxes next for the column headings you want to include in the report output, and then click **Continue**.
4. The Financial Information page displays. Enter your accounting codes in the financial information fields and then click **Submit Query**.
5. The Report Parameters and the Query Results display. Below the query results are several action buttons.
    - The **Download All Ledger Columns** button allows you to download *all* available operating ledger amounts for the search criteria entered on the Financial Information screen.
    - The **Download Selected Ledger Columns** button allows you to download *only* the operating ledger amounts corresponding to the columns you selected to display on the report. Click this button.
6. A text box appears. At this point you can either choose to open the file directly into Excel or save the file to a disk. Click the **Open** button.
7. Excel automatically opens. The downloaded information consists of the header data followed by the query details. You can save the file to a directory of your choosing using the Excel File options.

QUICK REFERENCE:
USING FINANCE SELF SERVICE BANNER
How to Save a Query as a Template for Future Use

Saving a Query

IMPORTANT!
Preface all saved queries with your Organization Code and Banner User Name.

NOTE:

1. There are two types of query templates, Personal and Shared.
- A **Personal** template is retrievable only by the user who created it.
- A **Shared** template is retrievable by any user.

2. Once created, a query template cannot be deleted manually.

3. If you change the parameters on a template and save it again under the same name, a warning displays stating you are about to overwrite the template.
- Click **OVERWRITE** to change the template parameters
- Click **CANCEL** to return to the previous page and select another name.

Finance Self Service Banner gives you the option to save completed queries as templates for future use. To save a query, enter the name by which you wish to save the query (limited to 30 characters) at the bottom of the page in the **Save Query As** field before clicking "Continue" or "Submit Query".

A query can be saved as a template on each page. Be aware that each time a query is saved, only the information entered up to that point is saved. You can actually save a query at each level under a different name, creating several templates, each with its own detail or path.

The example below describes how to save both the column selections and Finance Information parameters for a Budget Status by Account query as a template. The same principles are used for the other Budget queries and for Encumbrance queries.

To Save a Query as a Template for Future Use:

1. On the Financial Information menu of Finance SSB, click the **Budget Queries** option.
2. The Budget Queries form displays. Click the down arrow on the Type menu and select the **Budget Status Query**.
3. The column selection page displays. Check the checkboxes next for the column headings you want to include in the report output, and then click **Continue**. (Note: If you saved the query at this point, only the column selections would be saved as a template under the entered name.)
4. The Financial Information page displays. Enter your accounting codes in the financial information fields.
5. Enter the name of the query in the **Save Query As** field, e.g. '222004cyoungFY05'.
6. To save a query as a shared template that can be retrieved by any user, check the **Shared** checkbox. Leave it blank to save the query as a personal template.
7. Click **Submit Query**. The Report Parameters and the Query Results display. Scroll to the bottom of the screen and click the **Budget Query** hyperlink to return to the Budget Queries form.
8. To run the saved query again, select the query type from the Type menu, click the down arrow on the **Saved Query** menu and select the query name from the list, and then click **Retrieve Query**.