

UAH

Banner Self Service Training

Updated October 2009

A series of horizontal lines in teal and white colors, located on the right side of the slide, extending from the edge of the teal bar.

Banner Self Service

- **Banner Self Service is a Internet based program allowing the different areas on campus access to their financial information.**
- **To be allowed access to Banner Self Service an individual would need to complete and submit a Request for Self Service Access Request Form found on the Budget Office website at <http://www.uah.edu/admin/Budget/forms.php>**

Login To Banner Self Service

- Go to the [Banner Registration login page](http://register.uah.edu) (<http://register.uah.edu>).
- Click on the "Enter Secure Area" link in the menu.
- In the field labeled "User ID," enter your full A-number (employee/student ID number). The "User ID" field is case sensitive, so make sure you use an *UPPERCASE "A"* when typing your A-number.
- Enter your Pin. The first time you login, the pin will default to the first initial of your first name, first initial of your last name and your date of birth in MMDDYY format.
 - For example, John Doe born on July 11, 1984 would type JD071184 into the "PIN" field.
- Click on the "Login" button with your mouse.
- **You have now logged into Banner Self-Service**

Self Service Tabs

- Depending on your access in Self Service you will see several tabs that you may choose from.
- [Personal Information](#)
Update contact information or marital status; review name or social security number change information; Change your PIN.
- [Student & Financial Aid](#)
Apply for Admission, Register, View your academic records and Financial Aid
- [Financial Aid](#)
- [Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.
- [Finance](#)
Create or review financial documents, budget information, approvals.

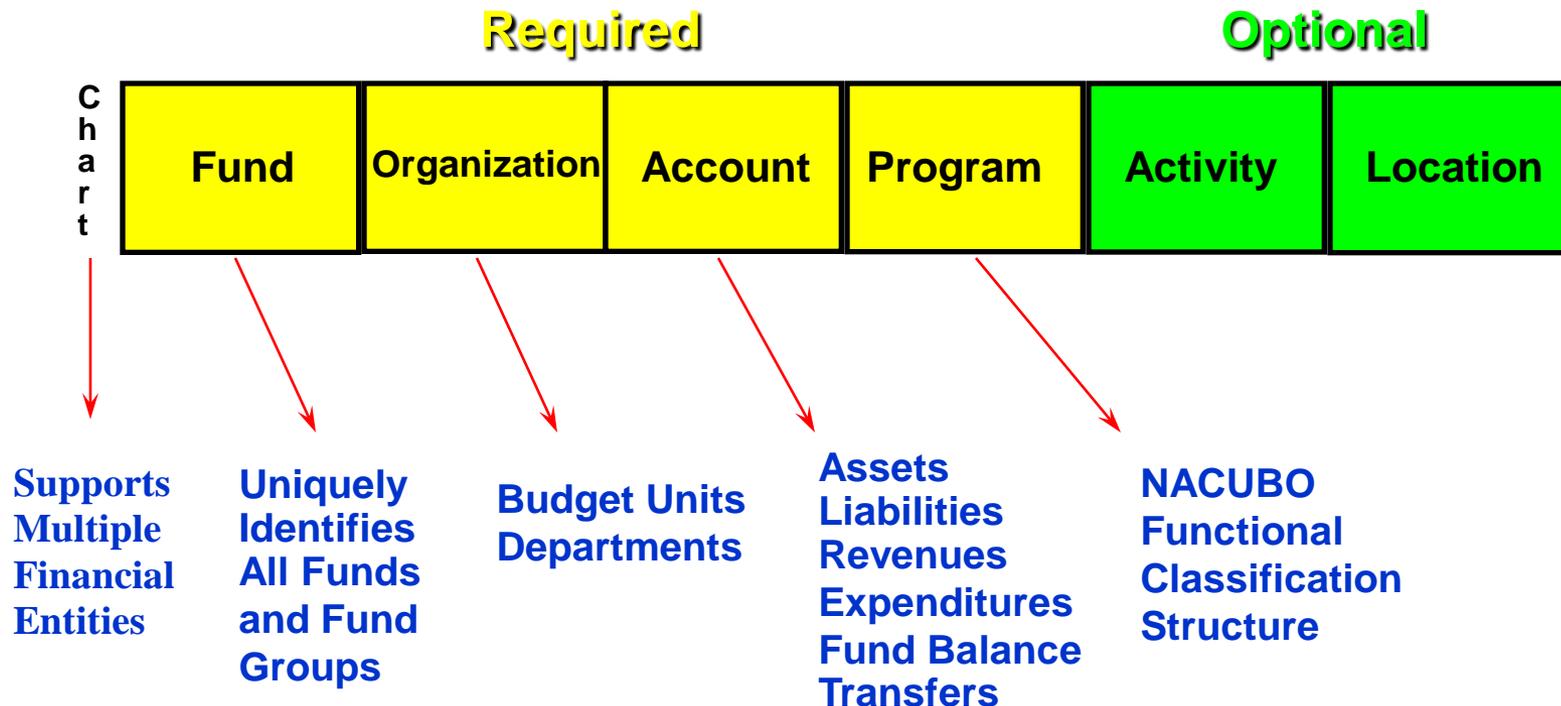
Finance Tab

- Under the Finance Tab you have the following options:
- [Budget Queries](#)
- [Encumbrance Query](#)
- [Requisition](#)
- [Approve Documents](#)
- [View Document](#)
- [Multiple Line Budget Transfers](#)
- [Budget Development](#)
- [e~Print Repository](#)

Banner Org Numbers

- All Org numbers consist of 6 characters. The character in each location of the FOAPAL helps you understand what the account is.
 - **F** = Fund Map Code
 - **O** = Organization Account/Department
 - **A** = Account Sub Code
 - **P** = Program Functional Area
 - **A** = Activity Not Used by UAH
 - **L** = Location Not Used by UAH
- Index - Shorthand Code for FOAPAL*

Banner Chart Of Accounts



Budget Queries

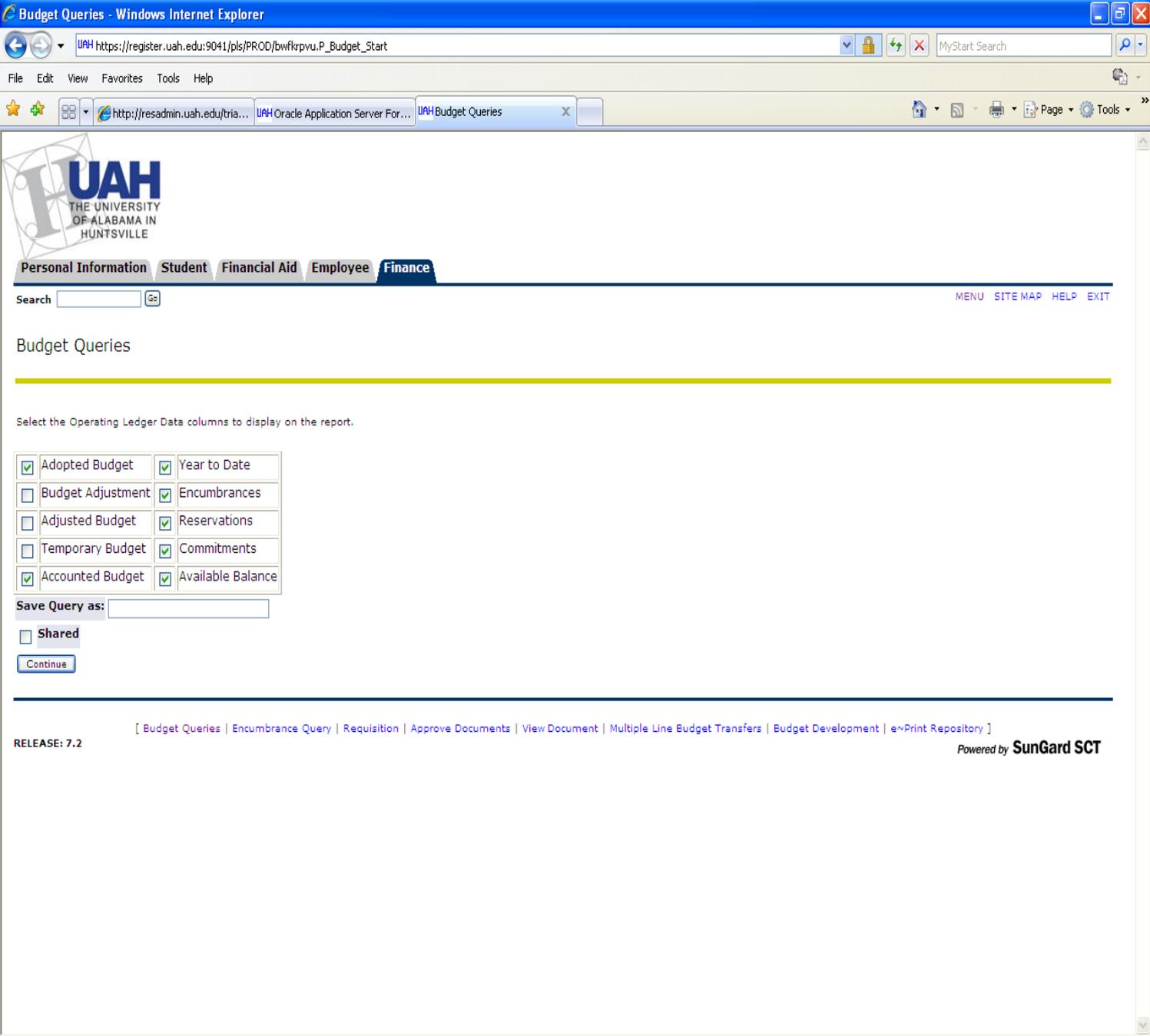
- To run a Budget Query select the type of Query you would like to run from the drop down box and click create query.

Types of Budget Queries

- **Budget Status by Account**
Review budget information by account. Pick and choose what you want to see.
- **Budget Status by Organizational Hierarchy**
Review budget information by organization. Pick and choose what you want to see. This is very useful for those who have budget authority over many organizations.
- **Budget Quick Query**
Review budget information by account. Quick and easy way to provide basic budget information. This option does not have drill-down capability.

Budget Queries (continued)

- Next select the data columns that you would like to see.
- **Adopted Budget** Original Budget.
- **Budget Adjustment** Any additions (+) or reductions (-) to Adopted Budget.
- **Adjusted Budget** Adopted Budget (+) or (-) Budget Adjustment.
- **Temporary Budget** Budget adjustment for current fiscal year. Does not roll over to the next fiscal year.
- **Accounted Budget** Same as adjusted budget. Drill-down menu is available.
- **Year-to-Date** Year-to-Date posted revenue and expenditure transactions.
- **Encumbrances** Funds committed for future payments such as purchase orders or salaries and fringe benefits.
- **Reservations** Funds set aside for future payment without a Purchase Order.
- **Commitment** Encumbrances (+) Reservations.
- **Available Balance** Remaining budget available. The formula:
Adjusted/Accounted Budget (-) Year-to-Date (-) Commitment



•You would normally select the boxes shown to the left.

•Never save the query or click the shared box. This share your query with the entire campus.

•Select the boxes and click continue.

Query Parameters

- Fiscal Year: Fiscal Year you want to see
- Fiscal Period:

01	October	07	April	13	Not Used
02	November	08	May	14	Year-to-Date
03	December	09	June		
04	January	10	July		
05	February	11	August		
06	March	12	September		
- Comparison Fiscal Year: Choose None (Can be useful when comparing years).
- Comparison Fiscal Period: Choose None (Can be useful when comparing years).
- Commitment Type: Choose All.
- Chart of Accounts: H
- Index: Enter the org number your are wanting the information for. .
- Fund: System generated or provided to you.

Query Parameters (Continued)

- Activity: We do not use. Leave blank.
- Organization System generated or provided to you.
- Location: We do not use. Leave blank.
- Grant: Same as Organization code.
- Fund Type: Leave Blank to get all.
- Account: Leave Blank to get all.
- Account Type: Leave Blank to get all.
- Program: Leave Blank to get all.
- Include Revenue Account: Check box if you want to see revenue.
- Save Query as: Leave Blank
- Shared: Check box if you want to share the query with others.
(not recommended)
- Submit Query: Click once to populate empty fields, Click a second time to advance to see your budget statement.

Important Notes

- Data with an underline can be drilled-down to see more specific detailed information.
- You can download budget statement to Excel by choosing:
 - Download All Ledger Columns
 - Download Selected Ledger Columns
- Rule Class Codes describe the type of transaction.

Requisition

See Procurement Services on training for entering a requisition.

You can reach them at 256-824-6484.

Encumbrance Queries

- You may access Encumbrance Queries by using the same procedure as Budget Queries.
 - Encumbrance Status: Choose from open, closed, or all.
 - Commitment Type: Choose from all, committed, or uncommitted.

Approve Documents

- Enter the document number, if known, or leave blank.
- Selecting Documents for which you are the next approver displays documents in the approval queue for which you are the next approver.
- Selecting All documents which you may approve displays all the documents you may approve. However use with caution. A preceding queue approver may disapprove the document.
- Select Submit Query

Approve Documents (continued)

- **Type** – The type of document (**ENCumbrance**, **INVoice**, **Journal Voucher**, **REQquisition**, **Purchase Order**, **Direct Cash Receipt**.)
- **NSF** – Displays a Y if there is not enough budget.
- **Change Seq#** - Used only for purchase orders to display the corresponding change sequence number.
- **Sub#** - Used only for purchase orders to display the submission number.
- **Queue Type** – Displays DOC in the document queue, or NSF if not enough budget and in the NSF queue

Approve Documents (continued)

- **Document Number** – select to display detailed Information about the document.
- **History** – select to view information about approval history for the document.
- **Approve** – once selected, the Approve Document page appears with Approve and Cancel buttons.
- **Disapprove** – select to disapprove the document or if you want to make changes.
- **Cancel** – returns to the document list without action.
- **Comment** – entries go through the Banner messaging system. Must select Approve or Disapprove to enable.

View Document

- **View Document** function enables you to view information about various documents on the web.
 - **Document Type**
 - Select the document types; requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt.
 - **Document Number**
 - Enter the document number, if known, or select the document number button to enter specific search criteria.
 - **View Document**
 - When you have the document type and document number, select the View Document button.

Multiple Line Budget Transfers

How to create:

- Use Template: Choose none for first time user.
- Transaction Date: Default to today. May change if necessary.
- Journal Type: Pick one from the drop down menu.
BD01 (Permanent Adopted Budget)
BD04 (Temporary Budget Adjustment)
- Document Amount: Multi Line (Enter the total for all lines)
- FOAPAL Index may be available.

Multiple Line Budget Transfer

(continued)

How to create (continued):

- **Description:** Note for future reference.
- **Budget Period:** Always 01.
- **Save as Template:** Save the transactions for future use. Use a name you can remember such as:
 - **CLA_Dean** or **Science_Physics**.
- **Shared:** Check box if you want to share this template with others (not recommended).
- **Complete:** Click to post.

Multiple Line Budget Transfer

(continued)

- You may submit a budget transfer through Multi Line Budget Transfer, which allows you to transfer budget from one FOAPAL to another.
- The following conditions must be met:
 - Additions (+) must equal Minuses (-).
 - Must have security access to your Fund and Organization.
 - Must have available budget.
 - Must be within the same Chart of Account (H for UAH).

e~Print Repository

- This is the budget and payroll reports in text and PDF format in a similar layout to our previous accounting system.
- This is considered useful by many on campus.
- To obtain access to e-print for your area please send an email to Johnny Johnson at johnsonj@uah.edu

Questions?

For any questions you may have, please contact:

Johnny Johnson

johnsonj@uah.edu or 824-2241