

# Banner Self Service

For Budget Purposes

## Logging In

1. Go to the AU main page ([www.auburn.edu](http://www.auburn.edu)) and click the “Employees” link.
2. From that link, click the AU Access link. (If you get an error screen concerning pop-ups, go to Tools----Pop-up blocker-----Turn off pop-up blocker). At the AU Access screen, log in using your Auburn user ID & password.
3. Once in AU Access, click the Finance tab.
4. Click the Banner Self Service link on the left side of the page.
5. Once in Self Service, you see a menu of options.

## Budget Queries

There are three options for queries: Budget Status by Account, Budget Status by Organizational Hierarchy, and a Budget Quick Query. The two most-often used are by Account and Organizational Hierarchy.

1. On the menu page, click the link for Budget Queries.
2. Choose your query type and hit the “Create Query” button.
3. You then have the option to include or exclude certain columns. For budget purposes, six columns should always be selected (adding more as you wish): Adopted Budget, Budget Adjustments, Adjusted Budget, Year-to-Date, Commitments, & Available Balance.
4. Click continue, which will take you to the screen to type your specific FOAP information. Fiscal year should default to the current year. The fiscal period drop-down menu allows you to pick the number of months of information you want returned in your query. For example, if you make the number 5, only the first five months worth of information will be displayed in your query. In order to get all information year-to-date, change the number to 14. Next, be sure to specify your chart of accounts. Next, enter your fund and organization numbers. This will give you information regarding all program numbers. If you have revenue accounts, check include revenue accounts. **If you do not have revenue accounts, do not check this box.** Click the “Submit Query” button.
5. At this point, depending on the type of query you are running, the screens will differ. If your query is done by account, you will see each individual account (budget pool account as well as expense or revenue accounts). Clicking on a blue hyperlink will allow you to see the activity for that particular account. You can “drill down” all the way to view the document for the transaction in the account. In order to calculate your available balance for the organization (accounts with revenue included), take the opposite sign of the total adjusted budget add the year-to-date total (if sign is negative, subtract) and add commitments (again, if sign is negative, subtract). If your organization does not have revenue, your available balance will be shown on the screen. If you are running a query by organization hierarchy, once you submit your query, your screen will display only one line of information. Your available balance for the organization is already calculated. If you have revenue, it will be the opposite sign of the available balance. If you do not have revenue, your balance is the same as it shows on screen. In order to see individual accounts in this query mode, you should click on the blue hyperlink. In this mode you can “drill down” to the account level as well and view individual documents as in query by account.

## Approve Documents

1. Also on the menu screen, there is a link to be able to approve documents that are sitting in your approval queue. Click on this link and it will take you to a parameters screen.
2. On this screen you should see your user ID in the top box as well as two radio buttons. The radio buttons allow you to see documents for which you are the next approver or all documents which you may approve. For your purposes, you should always choose the first radio button (the default is the first one so you should not have to change anything).
3. Click submit query. You will now see the documents awaiting your approval. For these documents, you have four options to click. You can view the document by clicking on the link of

the document number. You can also view the history of the approvals for the document and see who has approved and who is yet to approve. The other two options are to either approve or disapprove the document. In clicking either option, it will take you to another screen where you have the opportunity to type in comments and then click the approve document button (or disapprove document button depending on which screen you are in).

### **View Document**

1. Clicking on this link on the menu will allow you to view the status of a document, whether it is pending or posted or you can also view the history through this option.
2. After clicking the link, you will be taken to a screen which allows you to specify your search. For budget purposes, on the choose type drop-down box, always choose "Journal Voucher." Then you can type in the document name (ex. J0007000).
3. After specifying your document number, you can do one of two things. You can either view the actual document or view its approval history. These screens are the same as you would see in the approve documents section.

### **Budget Transfer**

1. Clicking on this link in the menu will take you to a form to be able to fill in boxes and create a budget transfer.
2. Once in the budget transfer screen, the first two items should default to the current date for the transaction date and "AU04 (Temporary Budget Adjustment)" for journal type. These are fine as is. The next box is for you to enter the transfer amount. The transfer amount should be equal to one side of your journal entry. For example, if you are moving \$5,000 from one organization to another, the amount to put in this box is \$5,000. The document amount will calculate on its own as double the amount entered into the transfer amount box. The next section of the screen is for you to enter the FOAP information. You must specify the chart. The index, activity, and location boxes will not be used during a transfer. Enter your fund, organization, account, and program in the appropriate boxes. **The account box should be a three digit budget pool account. If you do a five digit account code, it will be disapproved.** Next you should enter your description. Be as descriptive as possible to ensure people can see what the reason of the transfer is. The budget period is defaulted to "01". The budget period for your transaction should be the current month of the fiscal year. The fiscal year starts in October and would be budget period "01". November would be budget period "02" and so on. To finish the document, click the complete button. At this point, the document will route to the appropriate people. Be sure and follow each transaction through the process until it has been posted. If a transfer seems to be "stuck" in one place for a while, try to contact the next person who is in line to approve.

### **Multiple Line Budget Transfer**

This item is roughly the same as a regular budget transfer, but allows you to have more than 2 lines and up to 5 lines. The main difference is that you have to enter the document total (sum of all lines of your journal entry). You also have to select your sign indicator (+/-), and the chart is required for all lines. Everything else should follow the same steps as with a regular budget transfer.

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