Accessing Finance Self-Service

Introduction

In this lesson, you will access Finance Self-Service. Use any standard Web browser to access Banner Finance Self-Service.

Steps

Follow these steps to log into Finance Self-Service.

1. Enter the URL address for Banner Tri-campus Links, https://banner.lamar.edu/
2. Under LU Production, click on **Self Service Banner (SSB)** link to access the Login Page.
3. Enter your User ID and PIN number in the corresponding fields and click **Login.**
4. Click on the **Finance** tab or link.
5. Click on **Budget Development**.

Key Definitions

1. Chart of Accounts – Always the letter "**L**"
2. Budget ID – **2021**
3. Budget Phase – **OPBUD** (working budget) or **LABOR** (query only)

Using My Worksheets

Introduction

Use the My Worksheets page to view your Budget Worksheets and access information quickly without having to repeatedly enter values in the two parameter pages that required selecting Budget Types and Account Types for display. Required fields are denoted with a red asterisk.

The My Worksheets page provides baseline look-up and retrieval capabilities for the **Chart of Accounts**, **Budget ID**, and **Budget Phase** fields.

Click **List Worksheets to get Query Results** for a listing of Fund, Organization and Program combinations that you have security access to within the Chart, Budget ID and Phase identified. If no records are available (e.g. a new user with no default parameters) a message will be displayed “Query returned no records, click the **Add Worksheet** button to create defaults.”

Add a new Budget Worksheet to the list by clicking **Add Worksheet**. This allows specific parameters to be selected or create a query and identify other display parameters.

Steps

Follow these steps to view My Worksheets.

1. Enter your “**L**” in the **Chart of Accounts** field.
2. Enter your Budget ID in the **Budget ID** field.
3. Enter **OPBUD** in the **Budget Phase** field.
4. Click on the **List Worksheets** button to view any existing worksheets based on your Fund/Org Security.
5. Select a Fund/Org/Prog combination by clicking on the appropriate radio button.
6. (Optional) Click on the **Add Worksheet** button to view the Fund/Org/Prog in a Budget Development Query.
7. Click the **Submit** Button to create a Budget Development Worksheet.

Creating Budget Development Queries

Introduction

Simple query of Budget Development information in the Budget Line Table.

Note: A warning message will display on the budget query results page if the budget/phase combination you entered is closed.

Steps

Follow these steps to create a budget development query.

1. Click the **Budget Development** option.

2. Click on **Create Budget Development Query**. There are two options available:

   - Create a New Budget Query

   - Retrieve Existing Budget Query.

   We will begin with creating a new budget query. Note: To reference saved queries, enter the name of your query or choose it from the drop-down list and then clicking on the **Retrieve Query** button.

3. Click on the **Create Query** button.

4. Choose **Adopted Budget** and **Base Budget and Cumulative Change**. Click in the appropriate boxes.

5. Click on the **Line Item Detail** radio button.

6. Click on the **Continue** button.

7. Enter "**L**" in the **Chart of Accounts** field.

8. Enter the current Budget ID in the **Budget ID** field.

9. Enter **OPBUD** or **LABOR** in the **Budget Phase** field.

   Note: The **LABOR** Budget Phase is query only. Do NOT create a Budget Development Worksheet using this phase. Data cannot be adjusted.

10. Enter the index to query in the **Index** field.

11. From the drop-down list, select **All** for **Budget Duration Code** field.

12. From the drop-down list, select **Organization** for **Display Fin Mgr from** field.

13. Check to Include the following:

    - Labor Accounts
    - Expenses

14. Enter a query name in the **Save Query As** field to save this query if it is to be used more than one time, for ease of use.

    Note: To share this query with other users, click on the **Shared** checkbox.

15. Click on the **Submit** button.

16. Click **Submit** one more time once the Fund, Organization, and Program fields populate (This is normal, the index field will disappear).

    Result: Banner will return a Budget Development Report with the information based on the query. It will also provide you with a Status Message. Any text items will show in blue with the word View and may be seen by clicking on the word. As with other queries in Self-service, you may download all columns or selected columns to an Excel spreadsheet by clicking on the appropriate button. At this point, you may save your report as mentioned before.

17. Click the **Another Query** button to perform another query, if necessary.

    Note: You also have the option of retrieving an existing Budget Query. Referring to Steps 1 - 3, choose Retrieve Existing Budget Query by going to the **Saved Query** field and clicking on the drop-down list. Choose the query you would like to re-use. Click on the **Retrieve Query** button. Review the selection criteria and click on the **Continue** button. Banner will bring back the query information for your review. Click on the **Submit** button and the Budget Development Report will appear.

18. To exit the screen, click on the Budget Development Menu at the top of the screen.

Creating Budget Development Worksheets

Introduction

Creating Budget Development Worksheets allows the user to enter a proposed budget in Banner Finance Self-service. This proposed budget would then be loaded into the Budget Development Module through an appropriate Budget ID and Phase for review.

Steps

Follow these steps to create a budget development worksheet.

1. Access the **Create Budget Worksheet** option from the Finance Budget Development Menu.

   Note: Either create a new budget worksheet query or retrieve an existing worksheet query.

2. Click on the **Create Query** button.
3. Choose the **Adopted Budget** and **Permanent Budget Adjustments** checkboxes.
4. Click the **Continue** button.
5. Enter "**L**" in the **Chart of Accounts** field.
6. Enter in the appropriate budget ID in the **Budget ID** field.
7. Enter **OPBUD** in the **Budget Phase** field.
8. Enter the index desired to create a worksheet in the **Index** field.
9. From the drop-down list, select **All** for **Budget Duration Code** field.
10. From the drop-down list, select **Organization** for **Display Fin Mgr from** field.
11. Check to Include the following:
    - Labor Accounts
    - Expenses
12. Enter a query name in the **Save Query As** field to save this query if it is to be used more than one time, for ease of use.

Note: To share this query with other users, click on the **Shared** checkbox.

13. Click on the **Submit** button.

14. Click **Submit** one more time once the Fund, Organization, and Program fields populate (This is normal, the index field will disappear).

    Result: Banner will return a Budget Worksheet with the information based on the query. It will also provide a Summary Totals at the bottom of the page. From this worksheet, you may perform the following tasks:

    - Use the Mass Change Parameters functionality to increase (+) or decrease (-) the *entire* worksheet by a specified dollar amount or percent.

    - Round numbers to the nearest decimal or by $1.00, $10.00 or $100.00 increments by using the Round to Nearest functionality.

    - Click on the **Calculate** button on the right to make either or both changes.

    In the worksheet itself, you may:

    - add budget line items in the look up section at the bottom of the spreadsheet,

    - remove budget line items by clicking on the delete record check boxes,

    - change the existing dollar amounts by entering a dollar value or by clicking the percent check box.

15. Example: Navigate to the Mass Change Parameters section and enter -2 in the **Change Value** field.

16. Click the **Percent** checkbox.

    Note: We have just told Banner to decrease all budgets on the worksheet by 2%.

17. Click the **Calculate** button on the right. Note the difference in the amounts between the Proposed Budget column and the New Budget column.

18. Account Pool codes may only be used if adding a new budget line! Including:

    61002 – Student Assistant Pool

    71000 – Travel Pool

    72000 – Other Expenditures Pool

    76000 – Financial Aid Pool

786100 – Campus Maintenances Services (Auxiliary only)

19. Select the **Permanent Budget** option from the **Budget Duration Code** drop down list.

20. Enter the appropriate budget amount in the **Proposed Budget** field.

21. Click the **Calculate** button.

    Result: Banner will add the line item to the worksheet and the amount will be entered under the New Budget Column.

    Note: As with other queries in Self-service for Finance, there is the option to Download all Worksheet Columns or Download Selected Worksheet Columns to an Excel spreadsheet. To do so, simply click on one of the appropriate buttons.

22. Click on the Blue Account code number to open the Budget Development Text box to record why the changes were made.

    Note: This will be the area that detail can be expanded and notes recorded during the budget creation cycle.

23. Enter your budget reasons on this account in the No Print section.

24. Click the **Save** Button.

25. Click the Exit budget text page text to return to the Budget Development worksheet.

26. Once you have reviewed your budget and would like to move it into the Budget Development Module, click on the **Post** button.

    Result: Banner will take the information entered and load it into the appropriate Budget ID and Phase.

    Note: Once loaded into the Budget Development Module, the data may be manipulated, finalized, approved and rolled into Banner Finance.

27. To exit the screen, click on Finance menu at the top of the screen.

Viewing Budget Development History

Introduction

Budget development changes can be reviewed if **Self-service Budget Development History** is enabled on FOASYSC. This is a listing of all posted changes made to a line item as budgets are revised via the Self-Service worksheet.

To review the history for a budget line item, choose the link for a Proposed Budget amount from the Budget Development Worksheet or from the budget query page labeled Line Item Detail.

Steps

Follow these steps to view budget development history.

1. Access the **Create Budget Worksheet** option from the Finance Budget Development Menu.

   Note: You are re-opening a Budget Development Worksheet.

2. Click on the **Create Query** button.

3. Choose the **Adopted Budget** and **Permanent Budget Adjustments** checkboxes.

4. Click the **Continue** button.

5. Enter "**L**" in the **Chart of Accounts** field.

6. Enter the appropriate information in the remaining fields as you did previously.

7. Click the **Submit** button.

8. Once the worksheet is displayed, choose a link for a proposed budget amount. This will be displayed in blue. Click on the **Amount** link.

   Result: The Budget Development History window will appear. The Query Results section displays all changes made to the selected budget line item, in descending order by date and time. That is, the most recent changes appear first.

9. Click Close Window text to return to the worksheet.

10. To exit the screen, click on the Finance Menu at the top of the screen.