ASRP-Finance: Inquiry in Self-Service Banner [SSB] for Professional Development Account [PDA] Balance and or Expense Details.

Table of Content

Purpose:

Provides steps to use Self Service Banner [SSB] for inquiring Professional Development Account [PDA] balances and using drill down on balances to transaction details.

Introduction:

Self Service Banner [SSB] is a web-based application that allows you to have access to the Banner Finance software to view financial information. The information is available in real-time and 24x7.

These steps cover

- logging into Luminis portal,
- accessing SSB,
- retrieving the pre-designed "existing" query,
- entering in your query parameters,
- viewing your PD account information,
- and how to save a Personal query for future use.
- appendix covers quick look up of your PDA Fund number and Organization number.

To perform a query (viewing) you will need your PD account "Fund' number and your "Organization" (your home department or faculty) number. The combination of your PDA Fund and home Organization number will produce a valid query result.

In the view, you will see

Accounted Budget	Opening PDA balance and annual allocation of funds are recorded as a budget.
Year to Date	Amounts come directly from the finance ledger transactions (i.e. expense reports processed)
Available Balance	The difference between Budget and Expense amounts (Year to Date and or Encumbrance).
Pending Documents	These are Expense Reports submitted and or approved but have not yet been paid.

<u>TIPS</u>:

Self Service Banner [SSB] is accessed using the Luminis portal. Luminis portal requires your LDAP User name and password (the ones used for pay statements and intranet login).

The list of Finance options will vary depending on your Banner User Profile (as set up by Financial Services). SSB is used to access the various Banner system modules used by the University. If you do not see the menus contact the IT Help Desk.

Security for you to view your PDA balance information is based on Fund-Organization numbers.

You will be retrieving an existing pre-signed query with the default fiscal year and fiscal period.

SSB Budget Query financial information is cumulative; if you select period 9 (December) you will see all the information in a given fiscal year from period 1 (April) to 9 (December), not just December (period 9) data. In order to include 'year-end' amounts in your selection for an entire fiscal year, period 14 (Accrual) is used and is the default period in the pre-designed query.

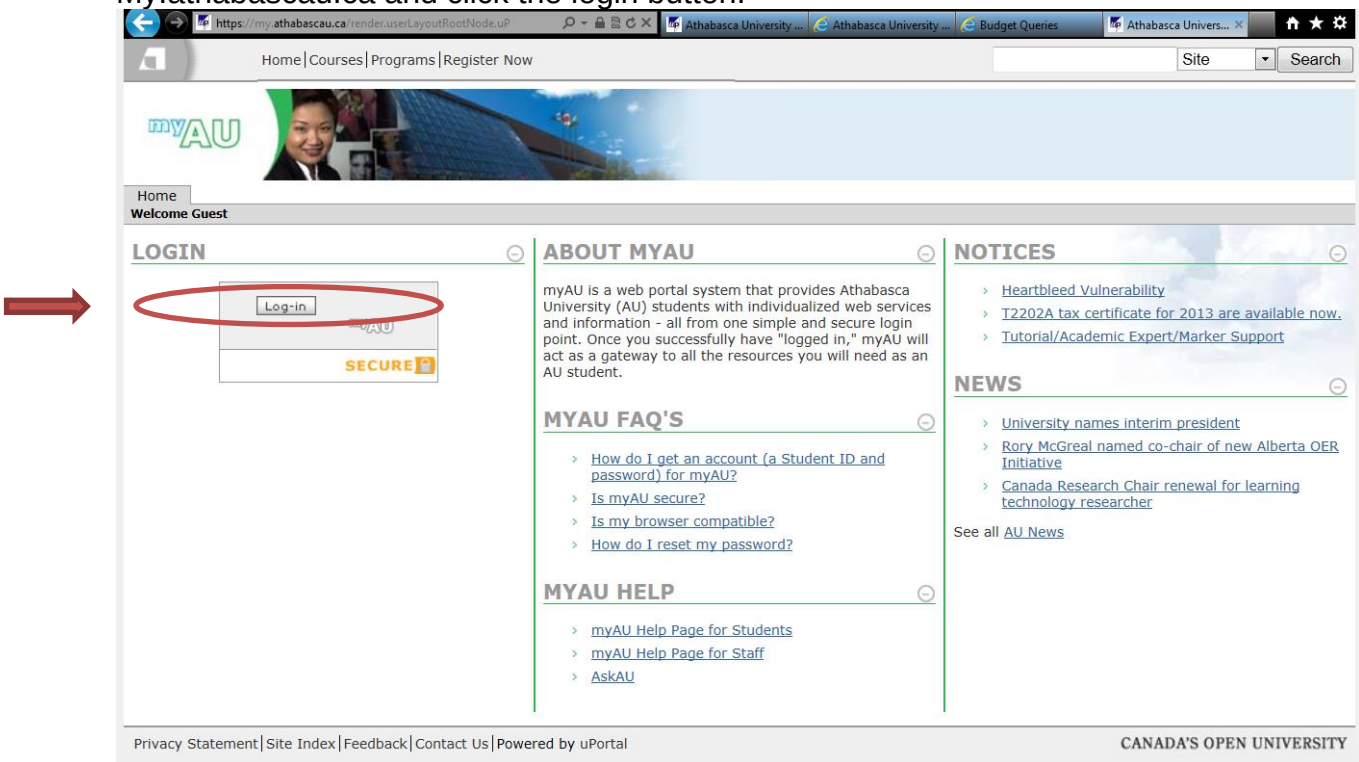
Any time you see blue font on the screen, it indicates you can click on it (amount or document number) to get further detail. This feature is called 'drill down' to the documents and see related information.

You may exit SSB at any time by clicking EXIT located on the navigation bar in the upper right corner of the web page. This menu is available at all times while in your SSB session.

A. Log into the Finance portal

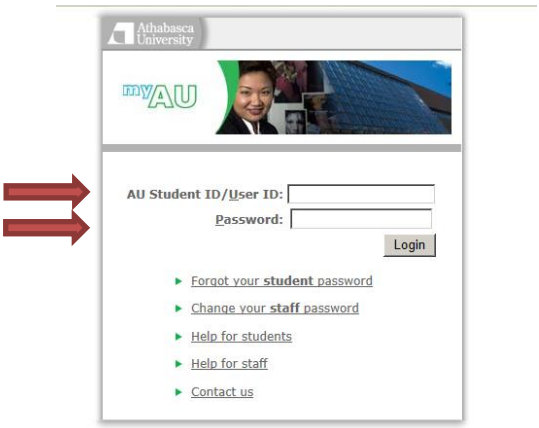
Using Internet Explorer web browser, enter the following address in the Address field,

My.athabascau.ca and click the login button.

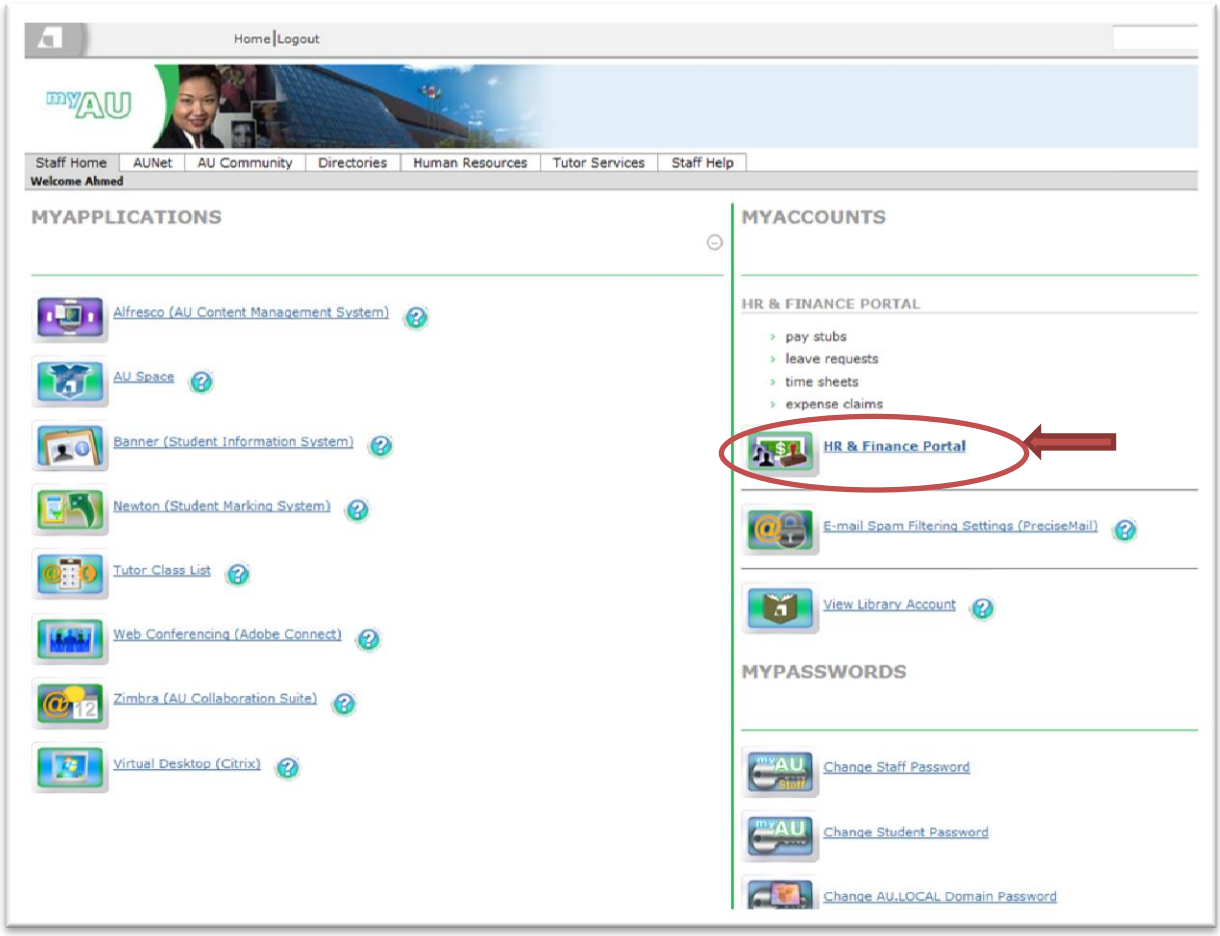


If a website security certificate message pops up, select "Continue with website". Then select "YES" at the next pop-up to open the site.

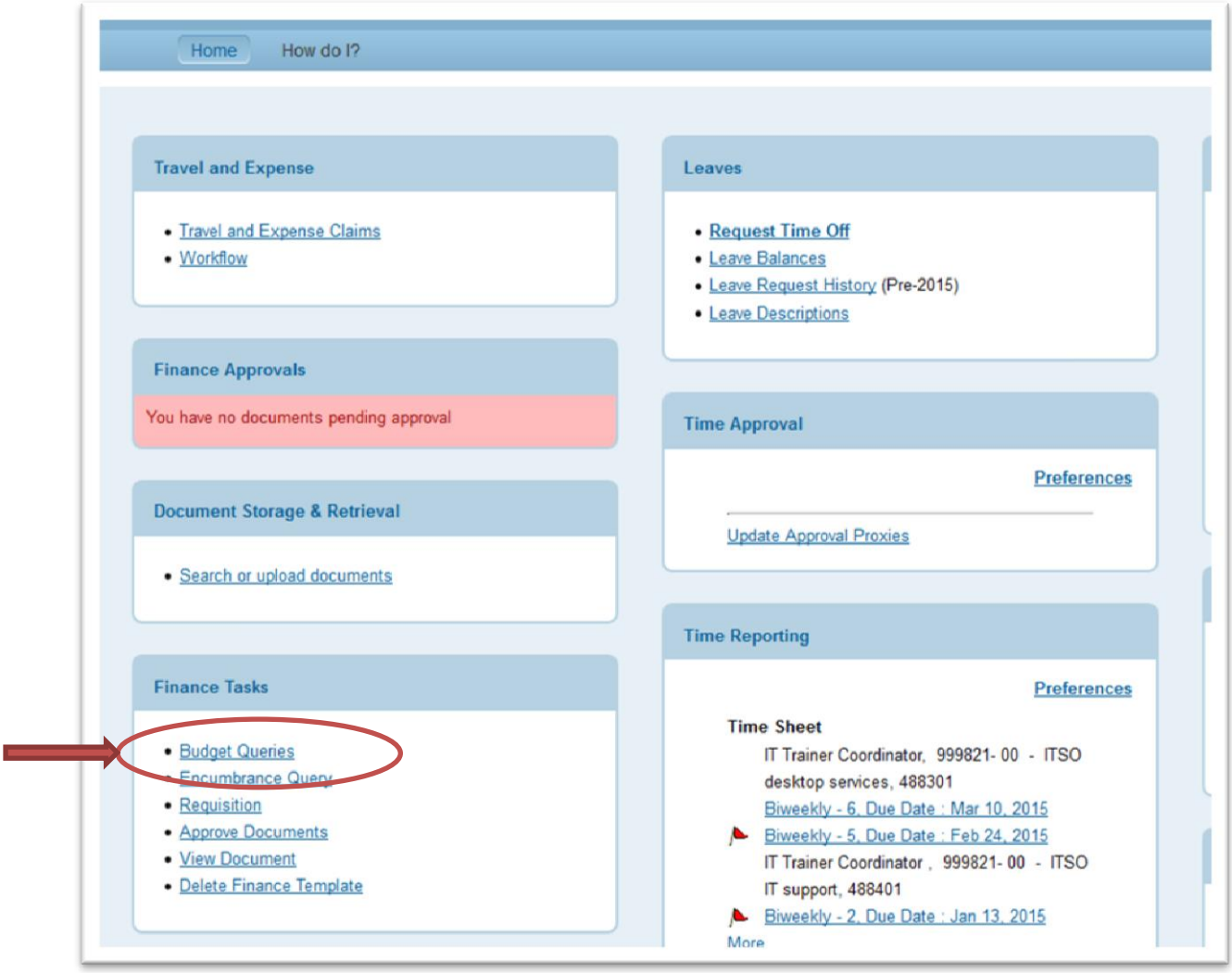
Enter your username and password.



If you are not able to login please call the ITS Help Desk at 1-780-675-6405



Once logged in, you will see the **HR & Finance portal**:

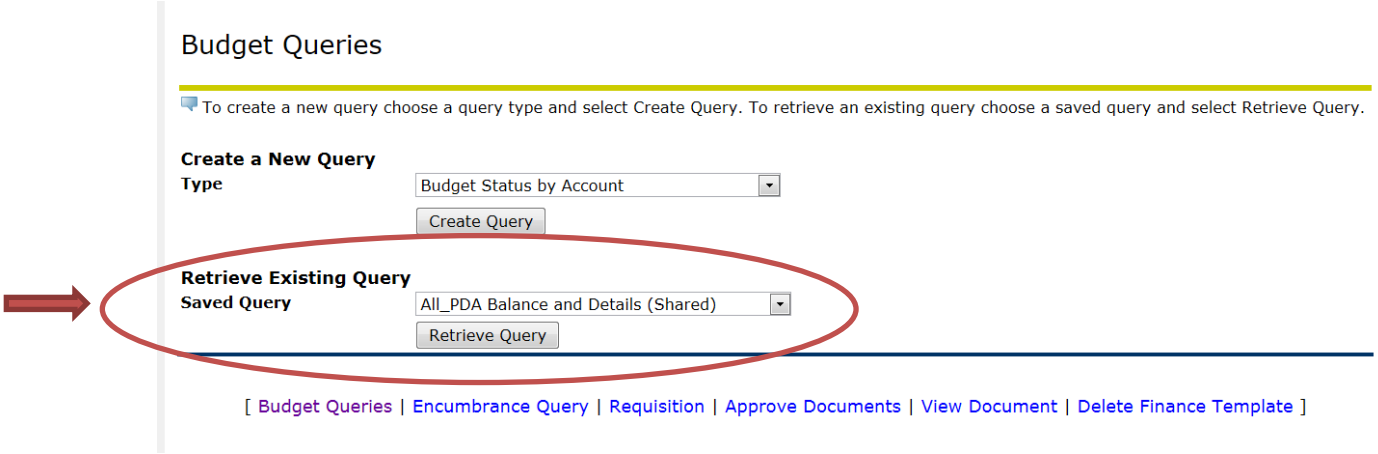


Select **Budget Queries** from the **Finance Tasks** list

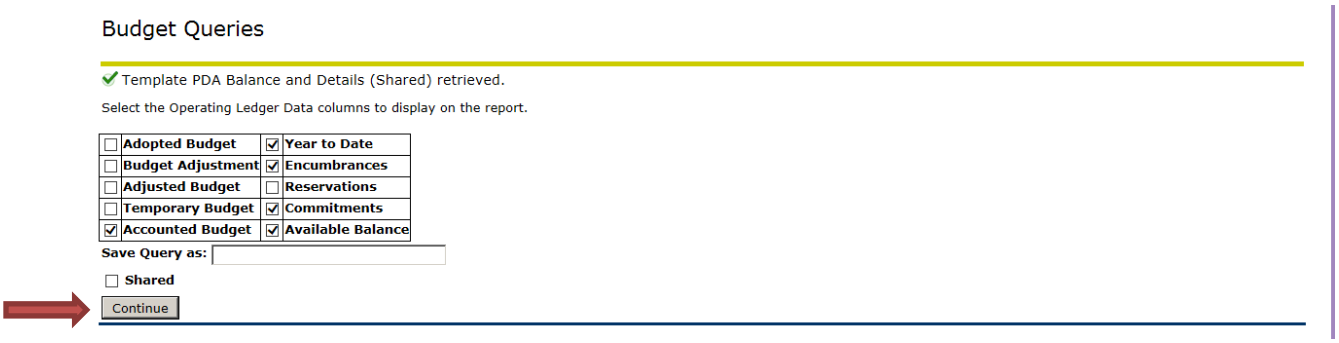
If a website security certificate message pops up, select “Continue with website”. Then select “YES” to open the site

B. Select the pre-designed (existing) Query:

Retrieve existing query called “PDA Balance and Details (shared)” by clicking the down arrow button, locate and click on the name in the list, then click the Retrieve Query button.



1. The following screens will appear.



Select Continue

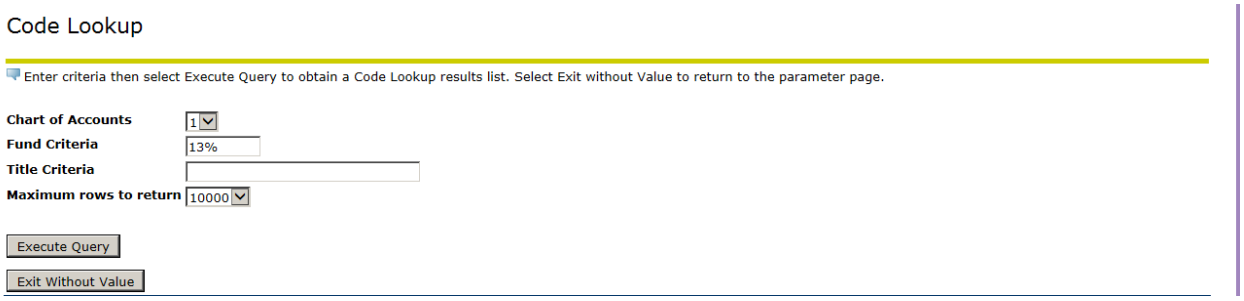
Next you will need to fill in your Fund number and Organization number; they will <u>not</u> auto populate. You may follow the steps in the next section for these two fields.

a) The Fiscal Year field will default to 2014 (*example only)*.
b) The Fiscal Period will default to 14.
c) The Chart of Accounts field will default to 1.
d) Enter the Fund number of your Professional Development Account [PDA]. This is a mandatory field. *Fund number 133456 is an example only.*
e) Enter the Organization number (your home department or faculty). This is a mandatory field. *Organization number 929001 is an example only.*

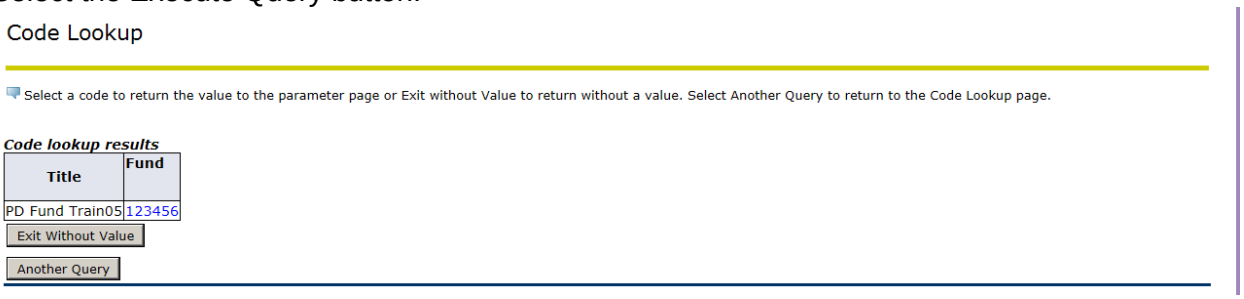
C. Look up Fund and Organization Numbers

Each FOAPAL button (gray box) has a 'list of values' [LOV] feature that permits you to look up FOAPAL information without exiting the query parameters page.

<u>Fund number.</u> While in the Budget Query screen (where you enter parameters for query) select the gray **Fund button**. The Code Lookup screen will appear



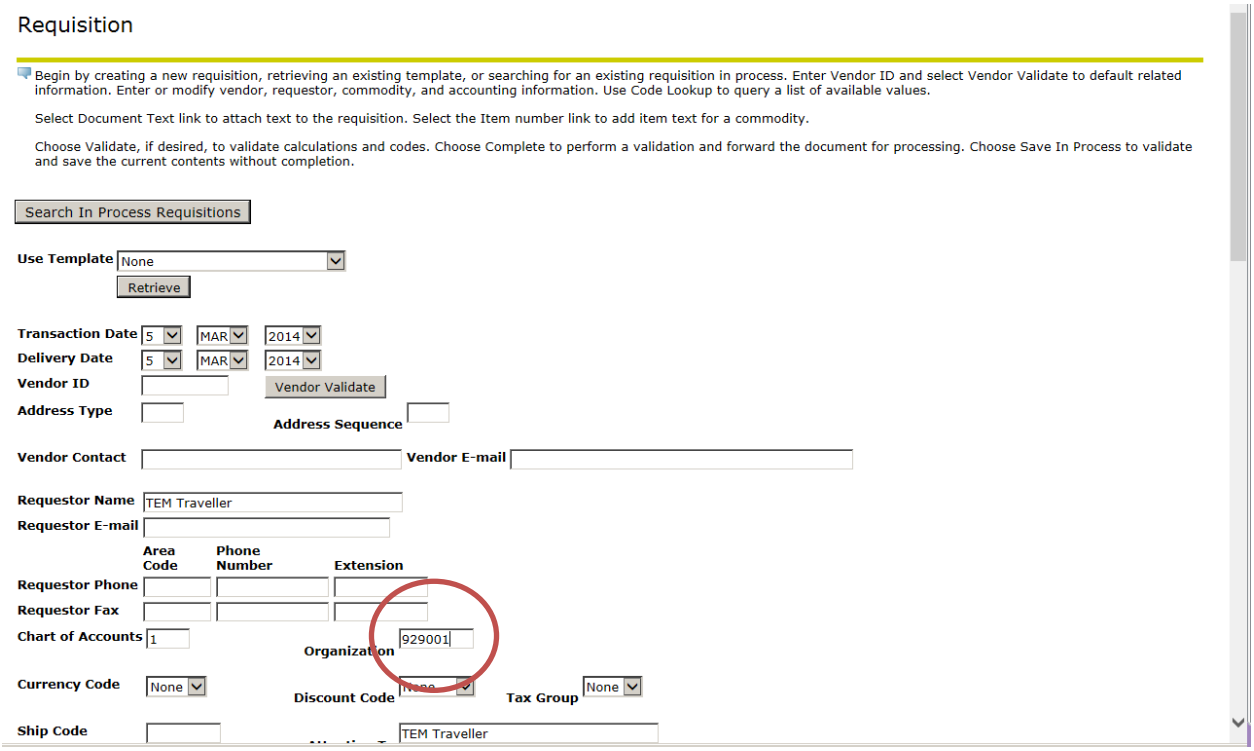
1. Type in 1 for the COA field.
2. Type **13%** in the Fund Criteria field (all professional development account 'fund' numbers start with the number 13).
3. Change the maximum rows to return to 10000.
4. Select the Execute Query button.



5. The Fund Title and Number will list.
6. Then select the Fund number (the one starting with 13) from the list by clicking on the blue (highlighted) number.
7. It will return that number to the Fund field on the main query screen.

<u>Organization number</u>. While in the Budget Query screen (where you enter parameters for query) select **Requisition** from the bottom menu

1. This will bring up Requisition form fields. Your 'home' Organization will be auto populated here.
2. You may either write down your Organization number (to later entry into your query parameter) or highlight the Organization number with your cursor and then perform a Copy by 'Control" key + 'C' using your keyboard.



3. Return to the Budget Query page (the screen with parameters) by clicking the 'arrow back' key at the top left hand of the web page.

4. Enter the six digit Organization number in the Organization field on the Budget Query screen, or perform a Paste by 'Control' key + 'V' using your keyboard.

Example of completed query parameters:

Budget Queries

Template All_PDA Balance and Details (Shared) retrieved.

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. 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 required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2015	**Fiscal period:**	14
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	1	Index	
Fund	132456	Activity	
Organization	929001	Location	
Grant		Fund Type	13
Account		Account Type	
Program			

☐ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

Click on Submit Query button (with your parameters completed) and review the results

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Mar 31, 2014			
As of Mar 05, 2014			
Chart of Accounts	1 Athabasca University	Commitment Type	All
Fund	123456 PD Fund Train05	Program	All
Organization	929001 Employee professional development	Activity	All
Account	All	Location	All

View Pending Documents

Pending documents exist

Query Results

Account	Account Title	FY14/PD14 Accounted Budget	FY14/PD14 Year to Date	FY14/PD14 Encumbrances	FY14/PD14 Available Balance
700102	Travel in CA mileage	0.00	74.35	0.00	(74.35)
700105	Travel in CA accommodation	0.00	25.00	0.00	(25.00)
700106	Travel in CA meal no alcohol	0.00	6.13	0.00	(6.13)
704800	PD Budget main	2,000.00	0.00	0.00	2,000.00
Report Total (of all records)		2,000.00	105.48	0.00	1,894.52

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

☐ **Shared**

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY14/PD14 Adopted Budget	percent of	FY14/PD14 Adopted Budget	FY14/PD14 Adopted Budget	

Perform Computation

Another Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Multiple Line Budget Transfer | Delete Finance Template]

Two key items *(in this example)*:

- The year to date available balance as a result of all <u>posted</u> documents is $1,894.52.
- There are pending documents that will reduce the balance available once posted.

If you do not see 'Pending Documents Exists' your available balance is $1,894.52. You may proceed to see the details if applicable by going to the step 3 below.

If you see 'Pending Documents Exists', click the View Pending Documents button. The following screen appears

Report Parameters

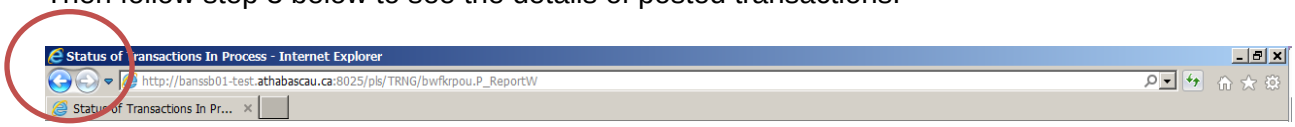
Status of Transactions In Process			
Period Ending Mar 31, 2014			
As of Mar 05, 2014			
Chart of Accounts	1 Athabasca University	Commitment Type	All
Fund	123456 PD Fund Train05	Program	All
Organization	929001 Employee professional development	Activity	All
Account	All	Location	All

Pending Document List

Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item	Seq#	Field Code	Amount	Rule Class Code
Mar 05, 2014	Mar 05, 2014	TR000344	In Travel/TEM	123456	929001	704001	401	Traveller, AUTRAIN05	0	1	YTD	(125.00)	
Mar 05, 2014	Mar 05, 2014	TR000345	In Travel/TEM	123456	929001	700102	401	Traveller, AUTRAIN05	0	1	YTD	(76.80)	
Mar 05, 2014	Mar 05, 2014	TR000345	In Travel/TEM	123456	929001	700105	401	Traveller, AUTRAIN05	0	2	YTD	(25.00)	
Mar 05, 2014	Mar 05, 2014	TR000345	In Travel/TEM	123456	929001	700106	401	Traveller, AUTRAIN05	0	3	YTD	(6.13)	
Mar 05, 2014	Mar 05, 2014	TR000347	In Travel/TEM	123456	929001	704001	401	Traveller, AUTRAIN05	0	1	YTD	(125.00)	
Mar 05, 2014	Mar 05, 2014	TR000349	In Travel/TEM	123456	929001	704001	401	Traveller, AUTRAIN05	0	1	YTD	(1,500.00)	
Report Total (of all records)												(1,857.93)	

These documents are the line items in your pending PDA Expense Report. Therefore: your available balance is $36.59 (sum of $1,894.52 minus $1,857.93 pending).

To return to the main results page, click the 'arrow back' key at the top left hand of the page. Then follow step 3 below to see the details of posted transactions.



2. To review the transactions details for a specific account balance (for those amounts in blue or highlighted font), click on the amount to drill down to a series of detail screens.

   The first level of drill down is to Document List, it shows detail that makes up the displayed total by Document number.

   In this example; account 700102 Travel in CA mileage Year to Date $ 74.35

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Mar 31, 2014			
As of Mar 05, 2014			
Chart of Accounts:	1 Athabasca University	Commitment Type:	All
Fund:	123456 PD Fund Train05	Program:	All
Organization:	929001 Employee professional development	Activity:	All
Account:	700102 Travel in CA mileage	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Mar 05, 2014	Mar 05, 2014	TR000346	Traveller, AUTRAIN05	76.80	INNI
Mar 05, 2014	Mar 05, 2014	TR000346	Goods & Services tax	(2.45)	REBT
Report Total (of all records):				74.35	

To return to the main results page, click the 'back arrow' key at the top left hand of the page, or

3. You may further drill down on the Document Number to the Detail Transaction.

   In this example; document code (number) TR000346

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	TR000346	Description:	Traveller, AUTRAIN05
Transaction Date:	05-Mar-2014		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
1	123456	929001	700106	401			6.13	INNI
1	123456	929001	700102	401			76.80	INNI
1	123456	929001	700105	401			25.00	INNI
1	123456	929001	700102	401			(2.45)	REBT

Save Query as:

☐ **Shared**

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Mar 05, 2014	Check Disbursement	13121684	

To retrieve the Document Detail and Related Documents information go to next step 5. At any time you may go back to the main results page by clicking the 'arrow back' on the top hand left side of the web page.

4. You may further drill down on to view the Document Details by clicking on the Document number (in blue or highlighted font).

In this example; document code (number) TR000346

View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
TR000346	1		Mar 05, 2014	Mar 05, 2014	Mar 05, 2014	107.93

Complete:	Y	Approved:	Y	Vendor Inv	EXPNS TR000346
Open Paid:	P	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Commodity Level				
Vendor:	AUTRAIN05	Traveller, AUTRAIN05			
	#1 University Drive				
	Athabasca, AB T7P 2S2 Canada				
Collects Tax:	Collects All Taxes				
Discount Code:					
Currency:					

Invoice Commodities

Vendor Invoice:	EXPNS TR000346	Vendor Inv Item	1

Item	Commodity	Description
2		Transportation

	P O Item	U/M	Tax Group	TolOverride	Final Pmt	Last Rcv	Suspense

Scroll down through the details of the document: Invoice Header, Commodities, Accounting, and Related Documents.

At this stage your options are;

- Use your ‘arrow back’ at the top left hand side of web page to return to the previous screen levels (you may need to arrow back several times to get back to the main screen), or
- Perform another query if necessary, select the Budget Queries from the menu at the bottom of the page, or
- Continue to section C of these steps to save your query as Personal (you will need to be at the main results screen for this option), or
- If you do not wish to save your query as Personal click EXIT located on the navigation bar in the upper right corner of the web page.

C. Save a PEROSNAL query for future use:

Note 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 that has the appropriate access (based on Fund or Organization number security). A shared template will appear in all users' drop down list.

After a query is saved as a template, it can be retrieved at any time and the parameters can be changed if necessary.

Once you have viewed your PDA balance using the Existing Query step in B above, save it by

1. Ensuring you are at the main screen of the query results where your entered the parameters for your Fund and Organization number.
2. Click in the appropriate Save Query as box (on the main budget query screen) and enter the name of your query (e.g. My PD account balance). This field is up to 30 characters.
3. Do NOT check the box Shared. By leaving this box un-checked your query becomes Personal.
4. Select Submit Query (you will not be prompted; it automatically saves at this stage).

Your Personal query will be available for selection in the Retrieve Existing Query section on the Budget Query menu. This will eliminate the need to re-enter FOAPAL fields are each query.

You may save over top your existing Personal query (after it is saved at least once) in case you wish to amend the parameters like Fiscal Year, Period, Fund or Organization. Click in the appropriate Save Query as box, insert the exact existing name of your Personal query and select yes when prompted to 'overwrite'.

You may delete your Personal query (may be unlikely, but just in case). Go to the Delete Finance Template menu on the main SSB page. Your will be prompted to select the Personal query you wish to delete.

You cannot delete a Shared query. If you accidentally save your PDA query as Shared, please contact the IT Help Desk to request it to be removed from the list (that is available to ALL users of SSB).

When you have completed viewing your PDA balance and or details, click EXIT located on the navigation bar in the upper right corner of the web page.