Self Service Banner Finance Queries for Grants/Sponsored Research Projects

This tutorial is focused on using Self Service Banner Finance to run available balance and transaction 'drill-down' queries for Grants/Sponsored Research Projects. To be consistent with Banner terminology, Sponsored Research Projects will be referred to as grants in this tutorial.

Before getting into the details, it's important to understand the different possible ways your grant can be configured in Banner.

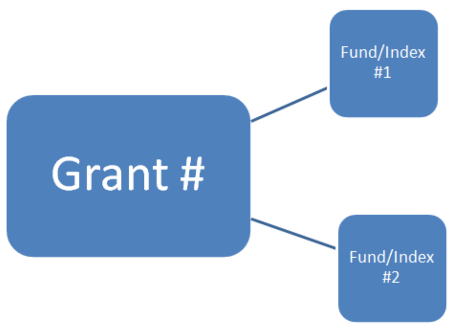
A.) A grant is assigned a single fund.

This is the simplest and most common case. For recently created grants, the Grant # = Fund # = Index #. For older grants, the Index may not equal the grant and fund. When in doubt, you can use the Banner Crosswalk to identify the accounting elements (Index, Fund, Org & Program codes.)
Banner Crosswalk url: http://www.is.mines.edu/LINK/Xref.aspx

B.) A grant is assigned multiple funds.

Beginning in FY13, the Office of Research Administration began assigning multiple funds to a single grant in some cases. This change streamlined the billing process and allowed multiple IDC (F&A) rates in accordance with contractual obligations. The grant # is often equal to one of the assigned funds and that fund is usually considered the 'primary' fund.

A Principal Investigator may need to view the grant as a whole or the activity of the specific fund depending on the nature of the inquiry. Both approaches will be outlined below.



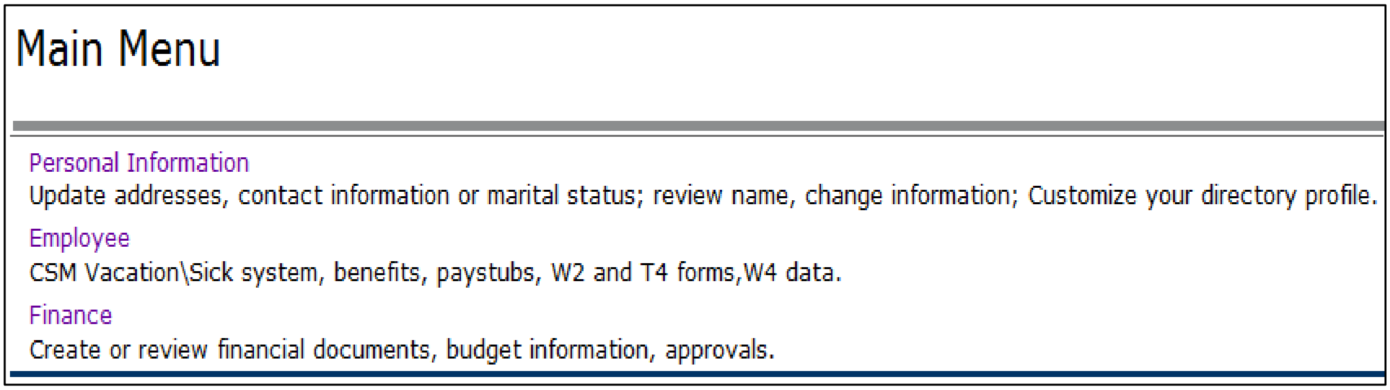
Banner Finance Note: The Index is a data entry shortcut for the Fund, Org and Program code components of the accounting string used in Banner.

Logging in to Self Service Banner (SSB)

SSB is accessed through the CSM web portal "Trailhead". To login, follow these steps:

1. Go to http://trailhead.mines.edu
2. Enter your login information
3. Click on the Self Service Banner (SSB) icon. This will either be in the upper right hand corner or the far left hand *Go Bar* when you are logged into Trailhead.

From the Main menu you can access the Personal Information, Employee and Finance menus:

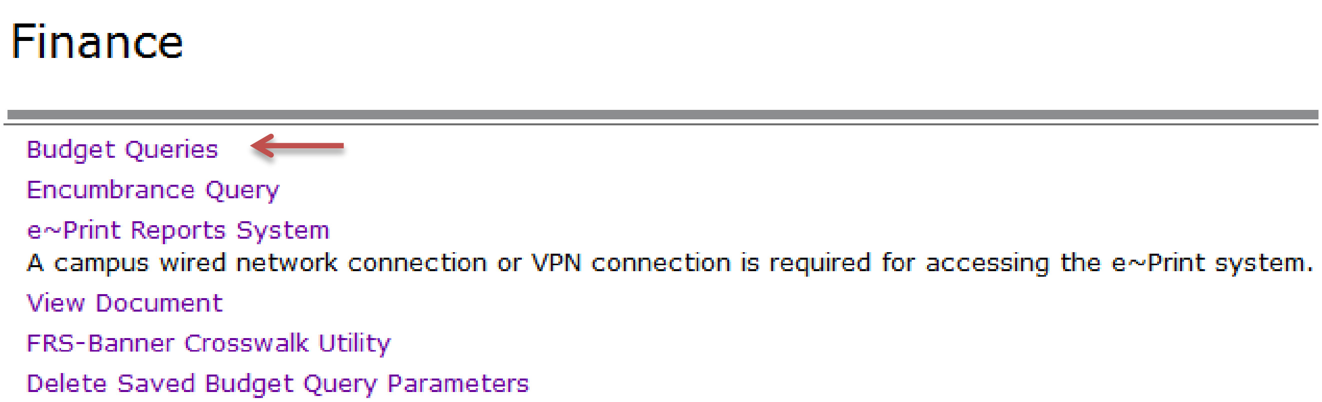


4. Click on the ***Finance*** link.

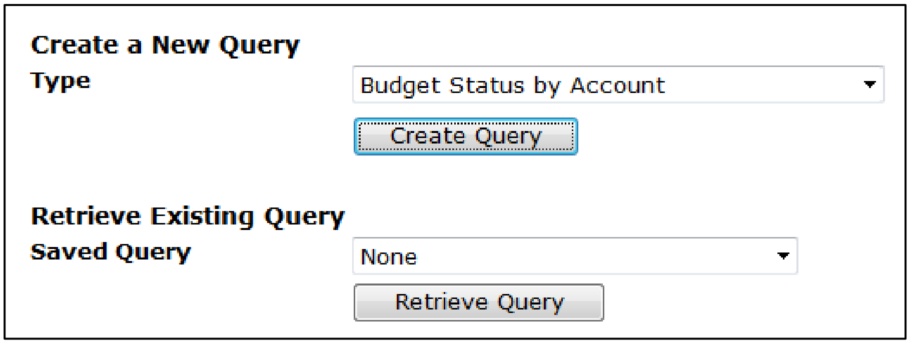
Note: If you do not see the Finance link (or tab) then you need to submit the Banner Finance System Application form (link to form on Inside Mines *) to the Controller's Office to gain access.*

The Budget Status by Account query

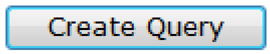
1. From the Finance menu, click on ***Budget Queries***



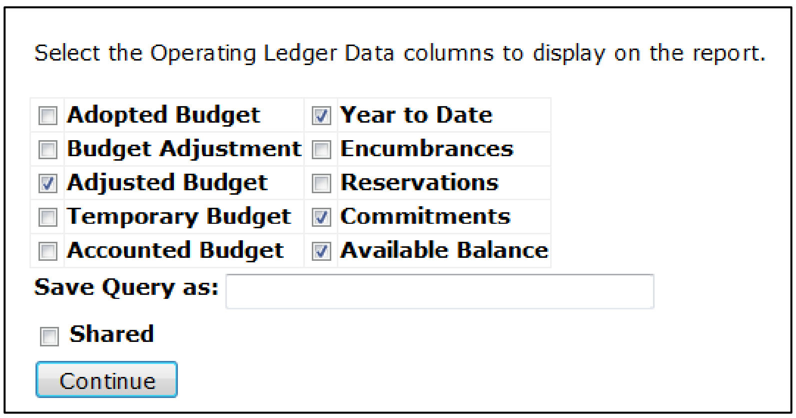
2. Pull down the drop down menu in the Create a New Query section, and select ***"Budget Status by Account"*** from the list.



3. Click ***Create Query***.



4. Select the columns that you want to pull up in your report and click ***Continue***. These settings remain in place for future queries.



5. Enter Values

a. Select the desired Fiscal Year from the **Fiscal Year** drop down list.

While grants operate on inception-to-date basis, you're providing Banner the run date of the query. For available balance inquires, this is almost always going to be the current fiscal year. The fiscal year begins in July and ends in June of the following calendar year.

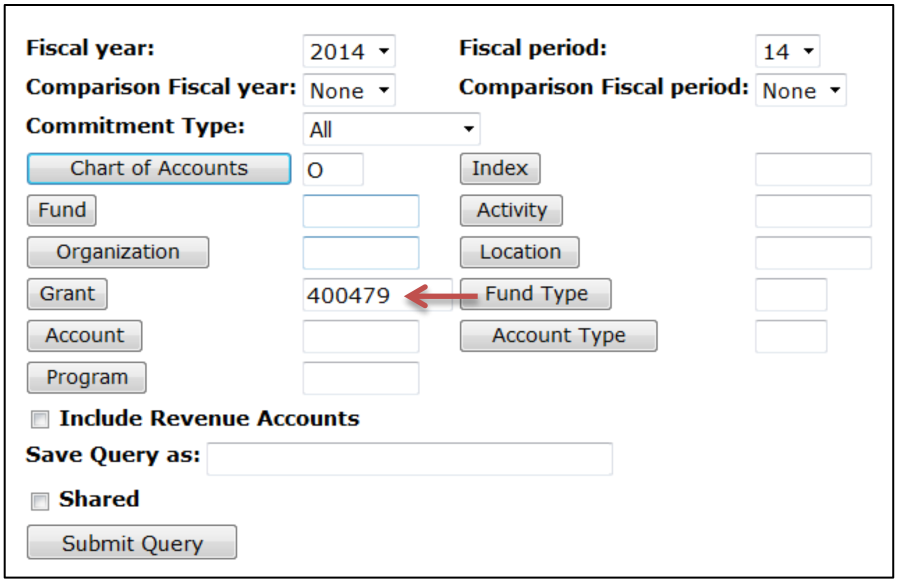
b. Select a fiscal period. Period 14 will always return the most up-to-date information for the selected fiscal year.

c. Enter the capital letter **O** in the Chart of Accounts (COA) field. *(After you do this once, the system will always default to the letter 'O' in the COA field).*

d. Enter the query parameters.

i. To view the grant in total.

1. Enter only the Grant # in the 'Grant' field.



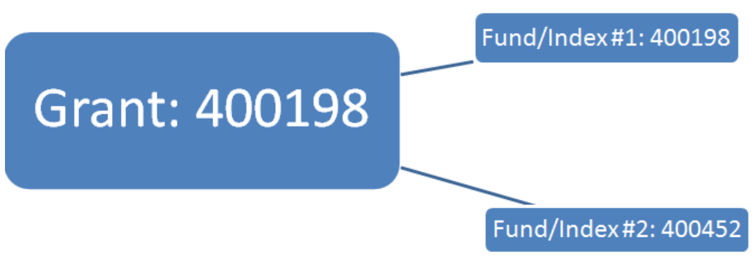
2. Submit the Query

Caution: When the grant value is entered for a query, all information returned is inception-to-date from the Grant Ledger. If no grant value is entered, then the amounts reported are for only the selected fiscal year.

SSB Tip: Use the '%' symbol in the fund and/or org fields to have the query results itemized by all funds and/or org codes with activity posted to the grant (only funds/orgs you have access to will be returned).

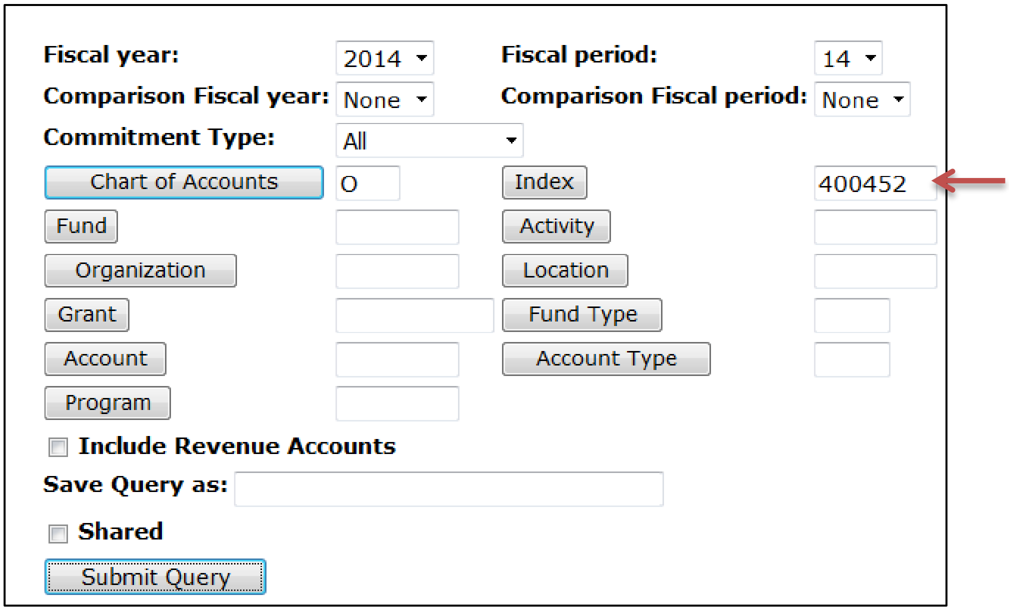
ii. To view a specific fund within a grant.

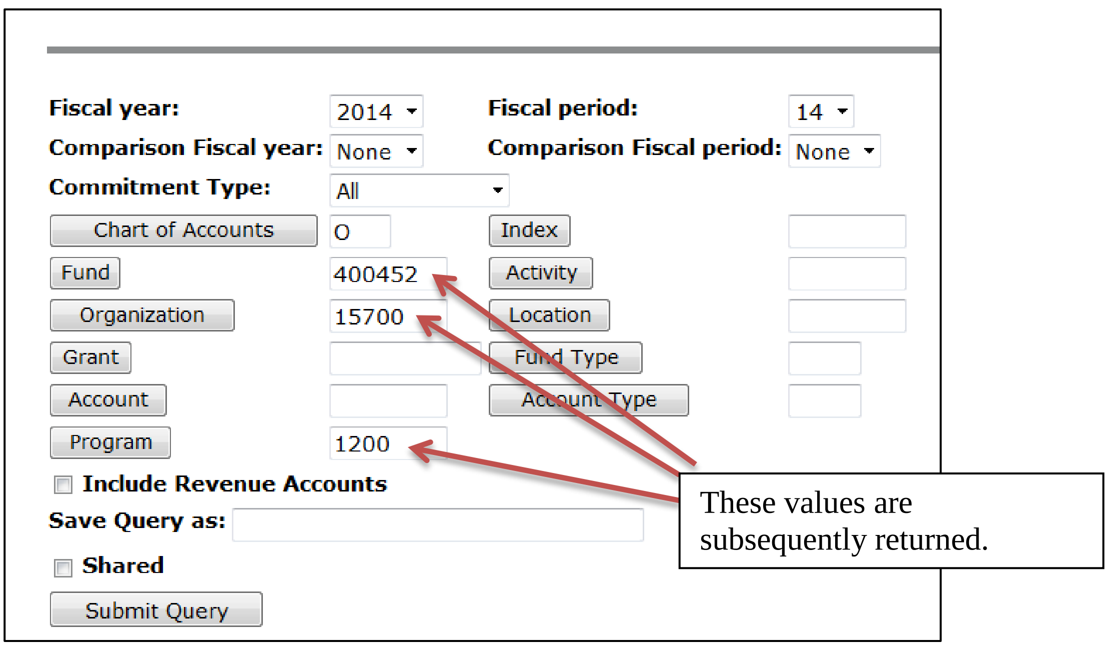
Example setup:



1. Enter the Index.

2. Click on the ***Submit Query*** button to get the assigned Fund-Org-Prog for the Index.


Fiscal year:
2014
Fiscal period:
14
Comparison Fiscal year:
None
Comparison Fiscal period:
None
Commitment Type:
All
Chart of Accounts
O
Index
400452
Fund
Activity
Organization
Location
Grant
Fund Type
Account
Account Type
Program
Include Revenue Accounts
Save Query as:
Shared
Submit Query


Fiscal year:
2014
Fiscal period:
14
Comparison Fiscal year:
None
Comparison Fiscal period:
None
Commitment Type:
All
Chart of Accounts
O
Index
Fund
400452
Activity
Organization
15700
Location
Grant
Fund Type
Account
Account Type
Program
1200
Include Revenue Accounts
Save Query as:
Shared
Submit Query
These values are subsequently returned.

3. Enter the Grant #

This parameter set allows the user to get inception-to-date figures for a specific fund within the grant.

Fiscal year:	2014	**Fiscal period:**	14
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	O	Index	
Fund	400452	Activity	
Organization	15700	Location	
Grant	400198	Fund Type	
Account		Account Type	
Program	1200		

☐ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

4. Submit the Query

6. From here you can,

   a. **Retrieve detailed information by clicking on a link.** (Links are blue text)

<u>Specific fund within a grant query example:</u>

Report Parameters

Grant Inception to Date Report

By Account

Period Ending Jun 30, 2014

As of Oct 09, 2013

Confirm that the report is inception-to-date

Chart of Accounts	O Colorado School of Mines	Commitment Type	All
Fund	400452 REU-Thermal Field-Flow Fractionatio	Program	1200 Research
Organization	15700 Spon Research Chemistry	Activity	All
Account	All	Location	All
Grant	400198 Thermal Field-Flow Fractionation of		

Query Results

Account	Account Title	GY13/PD10 Adjusted Budget	GY13/PD10 Year to Date	GY13/PD10 Commitments	GY13/PD10 Available Balance
5135	Temp Faculty Fringe Benefits	0.00	1.06	0.00	(1.06)
5211	Research Faculty	0.00	4,500.00	0.00	(4,500.00)
5218	Hourly Student Help	11,700.00	1,177.89	0.00	10,522.11
5416P	Supplies and Materials Budget Pool	700.00	0.00	0.00	700.00
5985	Indirect Cost	1,250.00	1,419.72		
Report Total (of all records)		13,650.00	7,098.67		

Download All Ledger Columns | Download Selected Ledger Columns | View Payroll Expense Detail

Links to transaction detail from the Grant Ledger in Banner Finance

Payroll Subsidiary Ledger Links

Query at the grant level:

By Account

Period Ending Jun 30, 2014

As of Oct 09, 2013

Chart of Accounts	O Colorado School of Mines	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	400479 IPA Assignment Agreement		

Notice that all funds are returned in this example

Query Results

Account	Account Title	GY13/PD12 Adjusted Budget	GY13/PD12 Year to Date	GY13/PD12 Commitments	GY13/PD12 Available Balance
5130	Academic Faculty Fringe Benefits	113,929.00	44,222.94	0.00	69,706.06
5137	Admin Faculty Fringe Benefits	0.00	15,335.26	46,005.76	(61,341.02)
5210	Academic Faculty	322,000.00	0.00	0.00	322,000.00
5212	Administrative Faculty	0.00	165,747.29	120,750.03	(286,497.32)
5217	Sick Leave Payment - Faculty	0.00	1,857.73	0.00	(1,857.73)
5223	CN Annual Leave Payments	0.00	3,096.22	0.00	(3,096.22)
5507	Out of State Travel	0.00	117.45	0.00	(117.45)
Report Total (of all records)		435,929.00	230,376.89	166,755.79	38,796.32

Download All Ledger Columns | Download Selected Ledger Columns | View Payroll Expense Detail

b. **Download data to a .csv file that is compatible with Microsoft Excel.** Click on ***Download all Ledger Columns***. You can either open or save the file.

Download Selected Ledger Columns

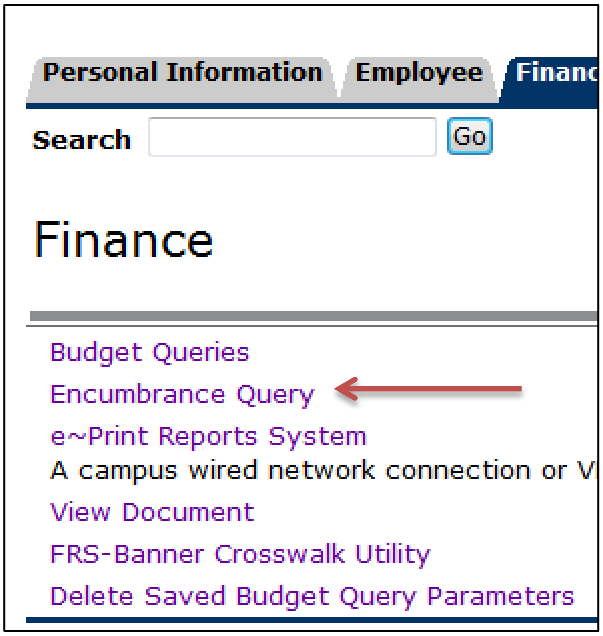
SSB Tip: You can save your queries by entering a name in the field below the query and clicking on "Save Query as". This will allow you to return and access a saved report at any time.

Save Query as: Thermal Field-Flow

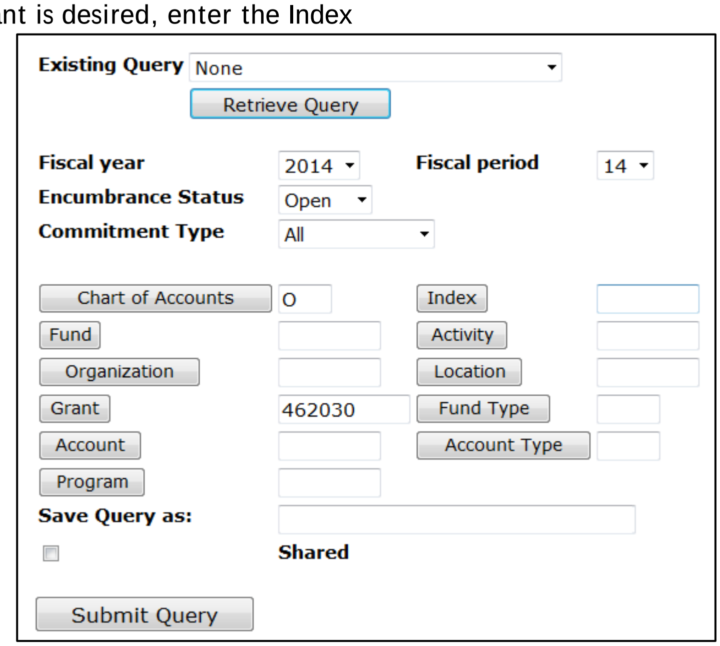
Shared

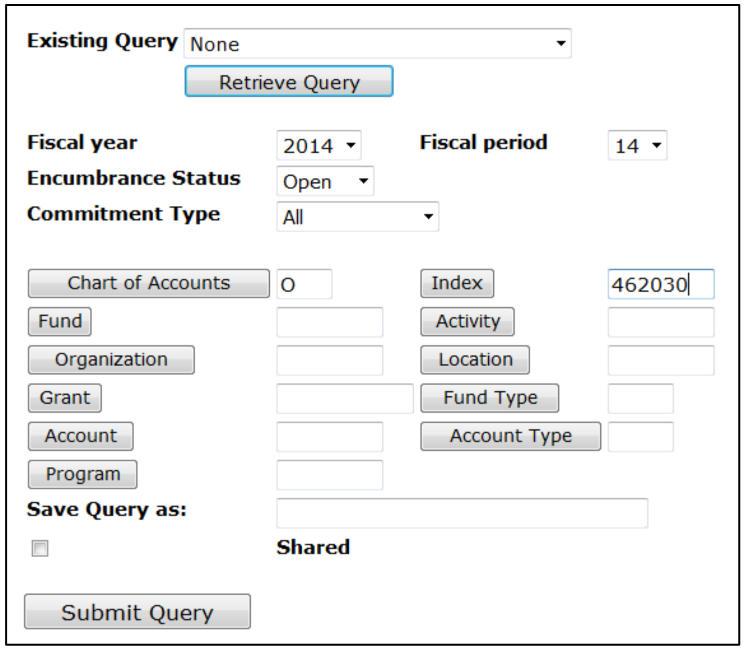
Encumbrance Queries

1. When logged into Self-Service Banner through Trailhead, click the Finance menu.
2. Click on the Encumbrance Query link.

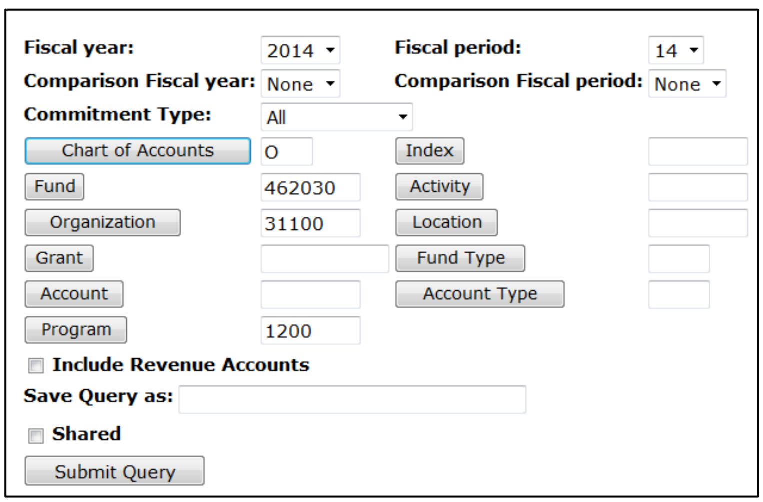


3. Enter Values
   a. Select the desired **Fiscal Year** from the drop down list.
   b. Enter the capital letter **O** in the Chart of Accounts field. *(After you do this once, the system will always default to the letter 'O' in the COA field).*
   c. Select a fiscal period. Period 14 will always return the most up-to-date information for the selected fiscal year.
   d. Enter the Grant # to view all associated encumbrances for a grant. If a specific fund within a grant is desired, enter the Index





e. Click on the ***Submit Query*** button. If the Index was used, the Fund-Org-Program codes assigned to the Index are retrieved and the query must be submitted a second time.



Once the query results are returned you can continue drilling down to view document level detail.

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
5100	PR140001	Encumbrance Salaries (Orig)	38,274.44	(9,568.61)	0.00	0.00	28,705.83	0.00	Uncommitted
5130	PR140001	Encumbrance Salaries (Orig)	13,271.38	(13,271.38)	0.00	0.00	0.00	0.00	Uncommitted
5135	PR140001	Encumbrance Salaries (Orig)	414.40	1,006.40	0.00	0.00	1,420.80	0.00	Uncommitted
5138	PR140001	Encumbrance Salaries (Orig)	27,187.36	(12,632.92)	0.00	0.00	14,554.44	0.00	Uncommitted
5201	PR140001	Encumbrance Salaries (Orig)	109,044.00	(27,261.00)	0.00	0.00	81,783.00	0.00	Uncommitted
5210	PR140001	Encumbrance Salaries (Orig)	35,202.59	(35,202.59)	0.00	0.00	0.00	0.00	Uncommitted
5211	PR140001	Encumbrance Salaries (Orig)	66,310.62	(30,811.98)	0.00	0.00	35,498.64	0.00	Uncommitted
5214	PR140001	Encumbrance Salaries (Orig)	351,571.62	(232,132.70)	0.00	0.00	119,438.92	0.00	Uncommitted
5220	PR140001	Encumbrance Salaries (Orig)	2,240.00	5,440.00	0.00	0.00	7,680.00	0.00	Uncommitted
5485	P0148092	Mido Printing	28,000.00	0.00	(4,340.00)	4,340.00	23,660.00	15.50	Uncommitted
5485	P0148094	FedEx Office and Print Services	12,000.00	0.00	(2,126.68)	2,126.68	9,873.32	17.72	Uncommitted
5485	P9148093	Society of Exploration Geophysicist	27,450.00	0.00	(10,150.00)	10,150.00	17,300.00	36.98	Uncommitted
5559	P0147025	Benchmark Conference Resort of Colo	50,000.00	0.00	0.00	0.00	50,000.00	0.00	Uncommitted
Report Total (of all records)			760,966.41	(354,434.78)	(16,616.68)	16,616.68	389,914.95	4.09	

Another Query

Note: The Document Codes that begin with 'PR' are related to payroll. They summarize the payroll information and are often not considere helpful from a financial management perspective.

Encumbrance Detail Status Report:

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending Jun 30, 2014

As of Oct 10, 2013

Chart of Accounts	O Colorado School of Mines	Commitment Type	Uncommitted
Document Number	P9148093	Document Date	Sep 20, 2013
Transaction Description	Society of Exploration Geophysicist		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
I0224805	INEI	0.00	0.00	0.00	2,100.00	1	1	462030	31100	5485	1200		
I0224147	INEI	0.00	0.00	(1,750.00)	0.00	1	1	462030	31100	5485	1200		
P9148093	PORD	12,450.00	0.00	0.00	0.00	1	1	462030	31100	5485	1200		
I0224150	INEI	0.00	0.00	0.00	3,150.00	1	1	462030	31100	5485	1200		
I0224151	INEI	0.00	0.00	0.00	2,250.00	1	1	462030	31100	5485	1200		
I0224805	INEI	0.00	0.00	(2,100.00)	0.00	1	1	462030	31100	5485	1200		
P9148093	CORD	15,000.00	0.00	0.00	0.00	2	1	462030	31100	5485	1200		
I0224150	INEI	0.00	0.00	(3,150.00)	0.00	1	1	462030	31100	5485	1200		
I0224686	INEI	0.00	0.00	(900.00)	0.00	1	1	462030	31100	5485	1200		
I0224147	INEI	0.00	0.00	0.00	1,750.00	1	1	462030	31100	5485	1200		
I0224686	INEI	0.00	0.00	0.00	900.00	1	1	462030	31100	5485	1200		
I0224151	INEI	0.00	0.00	(2,250.00)	0.00	1	1	462030	31100	5485	1200		

Another Query

View Document:

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0224805	1	P9148093	Sep 19, 2013	Oct 02, 2013	Oct 11, 2013	2,100.00

Complete:	Y	Approved:	Y	Vendor Inv	2100155406
Open Paid:	O	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Commodity Level			Matching:	Not Required

Vendor:	10403403	Society of Exploration Geophysicists
	SEG Business Office	
	P.O. Box 702740	
	Tulsa, OK 74170-2740	
Collects Tax:	Collects No Taxes	
Discount Code:	30 Net 30 Days	
Currency:		

Invoice Commodities

Vendor Invoice: 2100155406 Vendor Inv Item 1

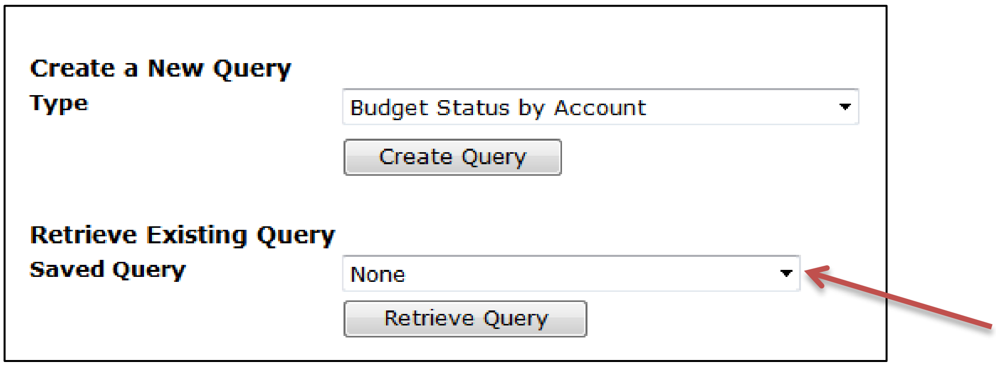
Item	Commodity			Description					
1		Standing Purchase Order for page charges incurred							
	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
	1	LOT						N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	1	1	1				
	Unit Price	12450	0	2100	2100				
	Amount	12,450.00	0.00	2,100.00	2,100.00	0.00	0.00	0.00	2,100.00

*This screen shot is just a sample of the information available.

Accessing a Saved a Budget Query

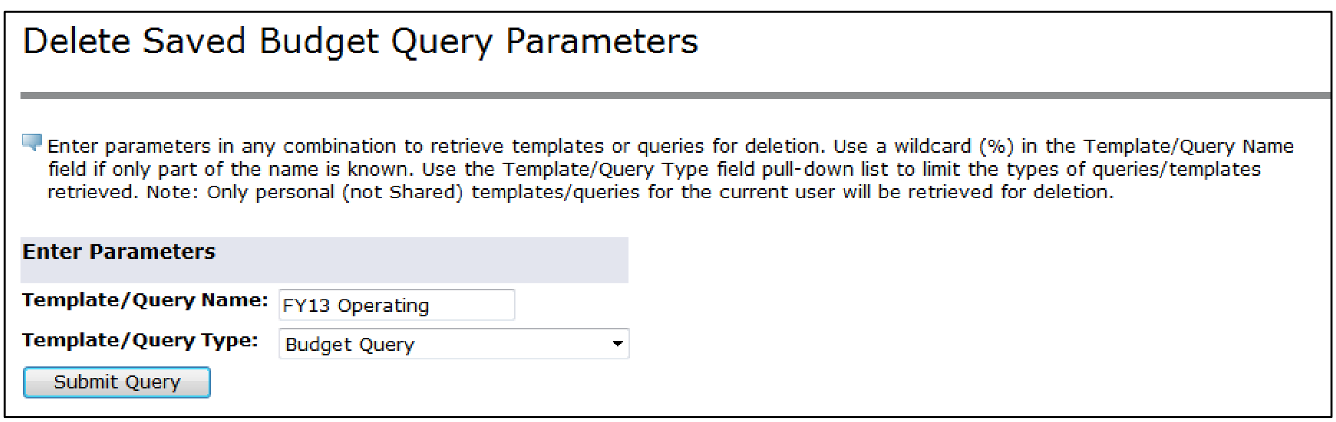
1. From the Finance menu, click on ***Budget Queries***
2. Select from the drop down list in the Retrieve Existing Query section, your saved query
3. Click ***Retrieve Query***
4. Click ***Continue***
5. This will populate all of the saved parameters.
6. If you would like to change any of the data, you may do so now. For example, you might want to change the Fiscal Year.

Click ***Submit Query***



Deleting a Saved a Budget Query

1. From the Finance menu, click on ***Delete Saved Budget Query Parameters.***
2. Enter the type of query to delete (Budget Query in our example)
3.



4. Select the checkbox for the targeted queries and then select the Delete button.