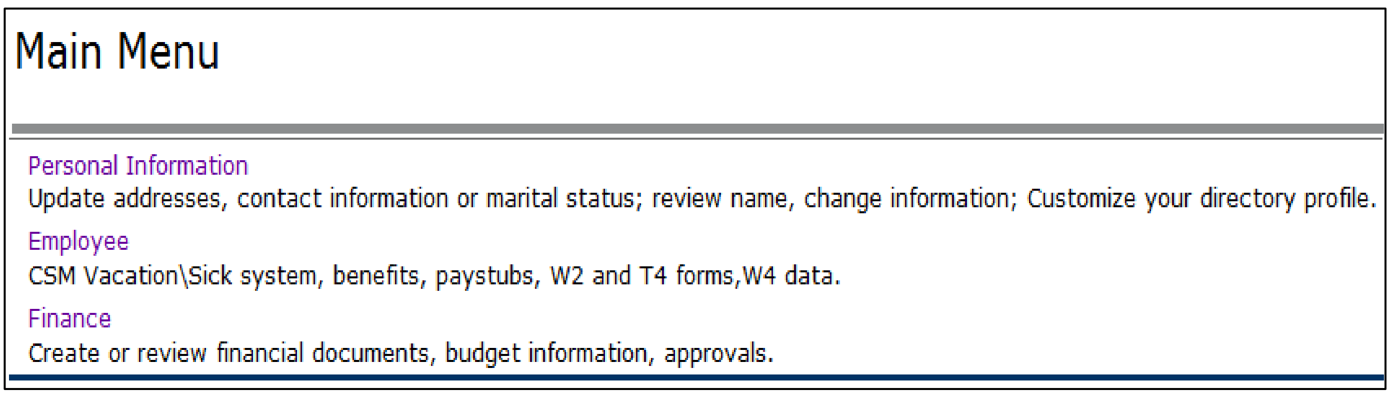
Logging in to Self Service Banner (SSB)

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.

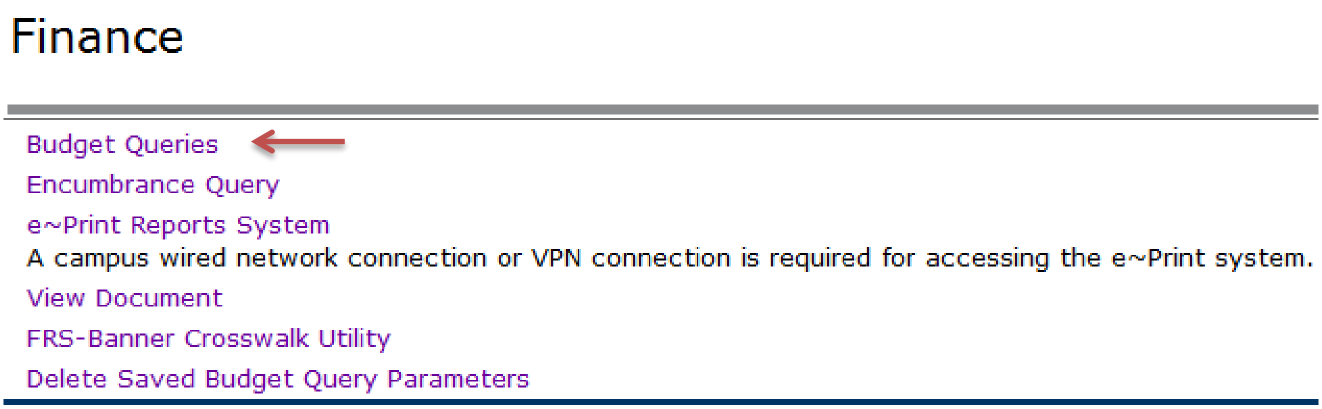
Note: If you do not see the Finance link (or tab) then you need to submit the Banner Finance System Application form (link to form on Inside Mines) *to the Controller's Office to gain access.*

Budget Status by Account

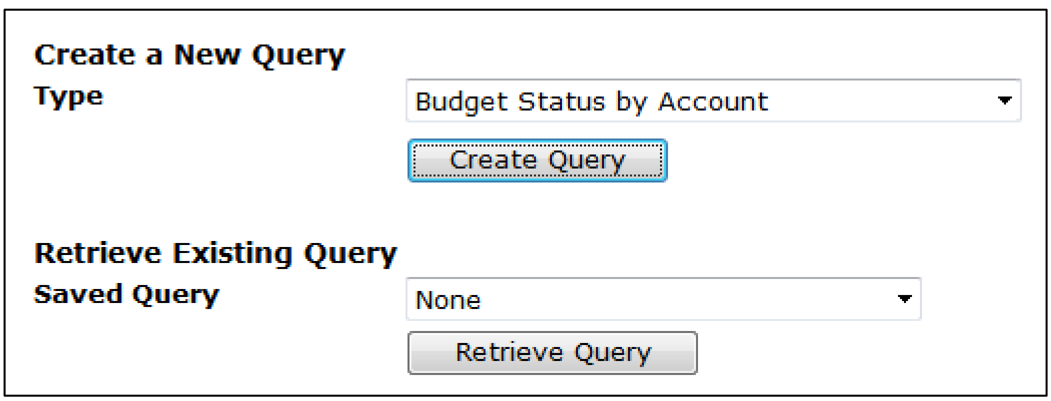
The Budget Status by Account query provides available balance information for budget funded 'accounts' and revenue, expense and transfer information for both budget funded and fund-balance ("cash funded") accounts. It gives you the ability to drill down into the Year-to-Date data (or Inception-to-Date for grants) by simply clicking on a link. You can view accounting information for invoices, checks, journal entries, etc.

Note: *You cannot obtain the available balance for fund balance 'accounts' (ex. professional development, research development, auxiliary, etc.) using Self-Service Banner Finance. The operating ledger information returned in the SSB queries does not include roll-forward fund balance amounts. Use the Fund Balance Checkbook Detail e~Print report or the FGITBSR form in Internet Native Banner. These SSB queries can still be useful for obtaining operating activity by fiscal year for fund balance accounts.*

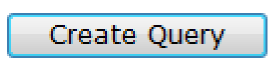
1. From the Finance menu, click on ***Budget Queries***



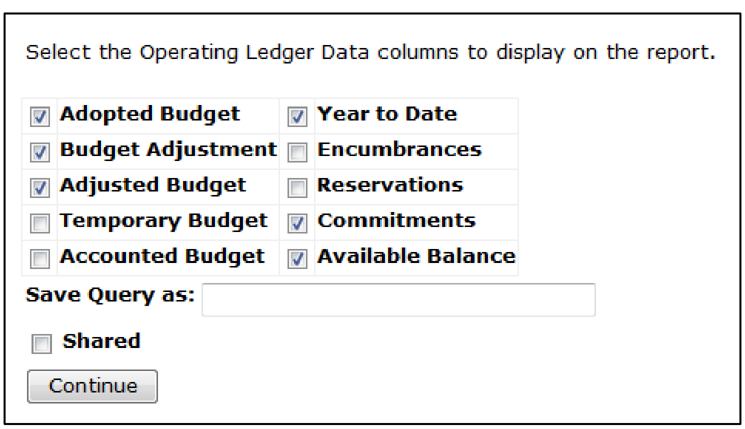
2. Pull down the drop down menu in the Create a New Query section, and select ***"Budget Status by Account"*** from the list.



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.

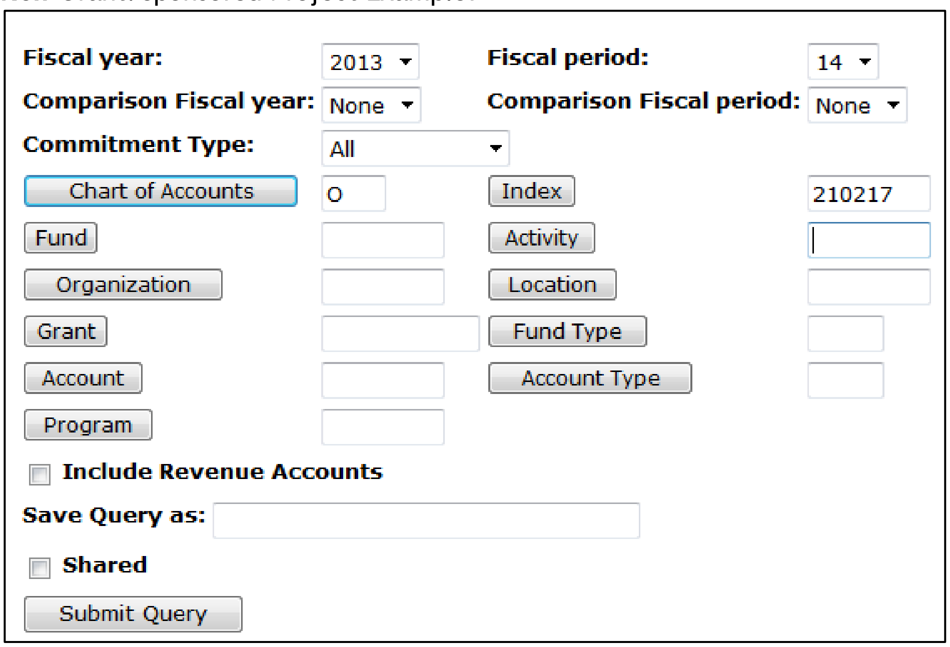
b. Enter the capital letter **O** in the Chart of Accounts (COA) field. *(After you do this once, the system will always default to the letter 'O' in the COA field).*

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

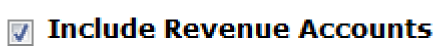
i. Non-Grant Budget Funded Available Balance

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

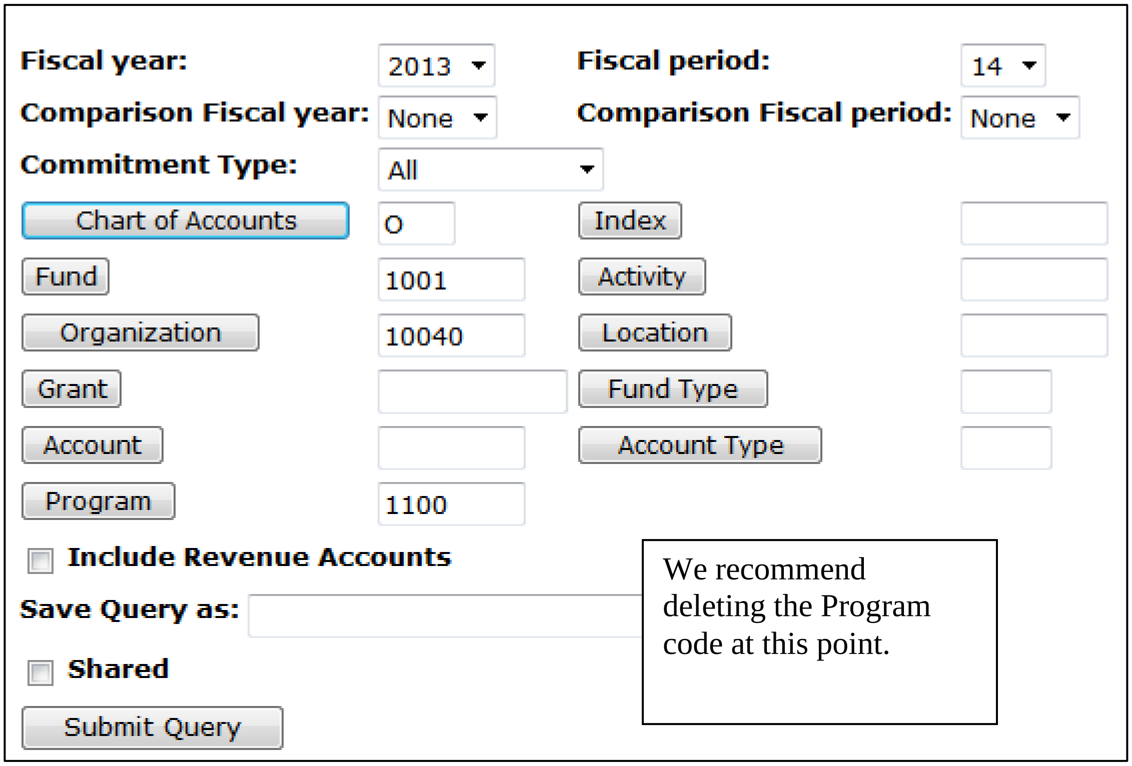
Non-Grant/Sponsored Project Example:



Note: For auxiliary accounts, check the Include Revenue Account box to include the revenue activity in the query output, if desired.



The Fund, Org and Program are subsequently returned. Alternatively, you can directly enter the Fund-Org combo without first entering the Index.



At this point, we recommend deleting the program code. If coding error to another program code is present, your query will not reflect all information. Alert the Controller's Office to any activity not posted to the Index program code.

SSB Tip: Use the '%' symbol in the fund and/or organization fields as a wildcard (only funds/orgs you have access to will be returned).

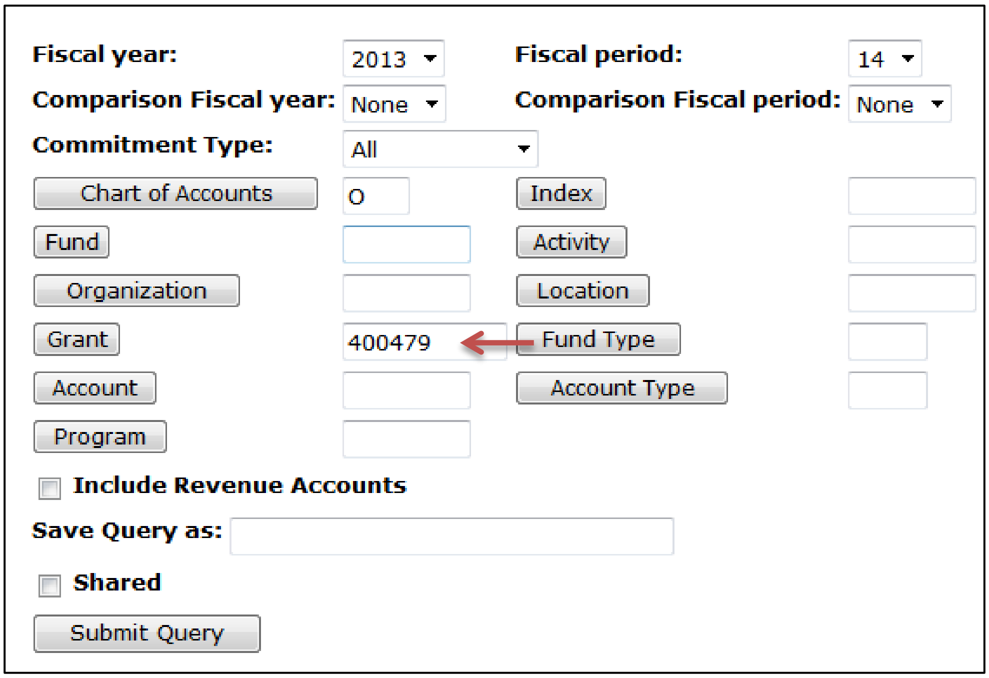
3. Submit the Query.

ii. Grant/Sponsored Project Example

1. Enter only the grant # in the ‘Grant’ field.

2. Submit the Query
   Note: When the Grant value is entered for a query, all information is Inception-to-Date from the Grant Ledger.

Grant/Sponsored Project Example:



6. From here you can,

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

Period Ending Jun 30, 2013			
As of Aug 05, 2013			
Chart of Accounts	O Colorado School of Mines	Commitment Type	All
Fund	1001 Current Unrestricted	Program	All
Organization	10040 Chem & Bio Engr - Operating	Activity	All
Account	All	Location	All

View Pending Documents

No pending documents exist

Query Results

Account	Account Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Year to Date	FY13/PD14 Commitments	FY13/PD14 Available Balance
5100	Classified Fringe Benefits	0.00	0.00	0.00	53,124.72	0.00	(53,124.72)
5101P	Classified Benefits Budget Pool	42,985.00	19,020.00	62,005.00	0.00	0.00	62,005.00
5110P	Faculty Benefits Budget Pool	541,560.00	93,307.00	634,867.00	0.00	0.00	634,867.00
5119	Grad Teaching Assistant Tuition	645.00	0.00	645.00	1,117.75	0.00	(472.75)
5130	Faculty Fringe Benefits	0.00	0.00	0.00	589,570.03	0.00	(589,570.03)
5135	Temp Faculty Fringe Benefits	0.00	0.00	0.00	5,478.31	0.00	(5,478.31)

Payroll Subsidiary Ledger Links

Operating Ledger or Grant Ledger links

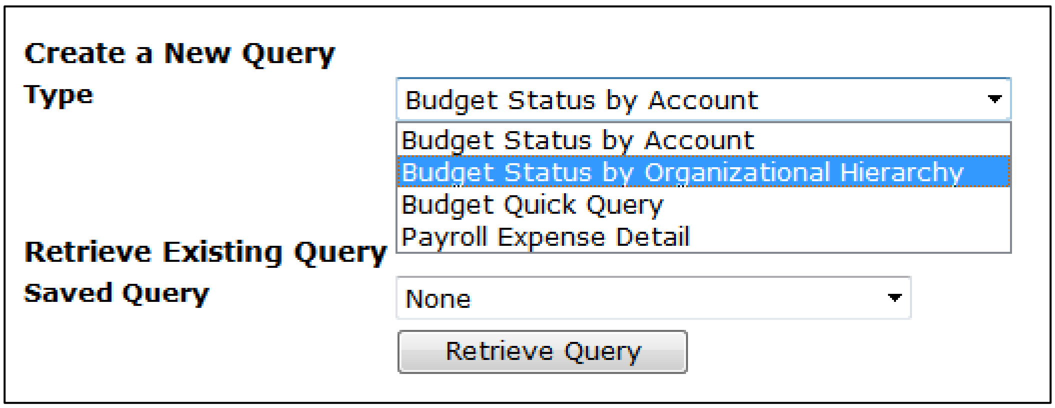
   b. **Download data to a .csv file that is compatible with Microsoft Excel.** Click on ***Download all Ledger Columns***. You can either open or save the file.

Download All Ledger Columns

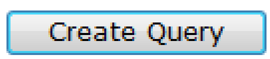
Budget Status by Organizational Hierarchy

The Budget Status by Hierarchy is used to view summarized budget information by an Organization or Account code. Labor, Expense, Revenue, and Transfers are grouped for you.

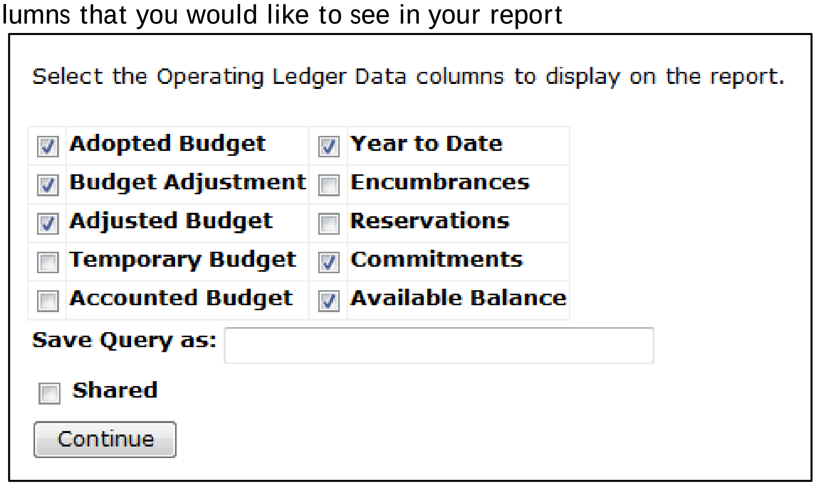
1. From the Finance menu, click on Budget Queries
2. From the drop down list in the **Create New Query** section, select ***Budget Status by Organizational Hierarchy***



Click ***Create Query***



3. Select the columns that you would like to see in your report



4. Click ***Continue***

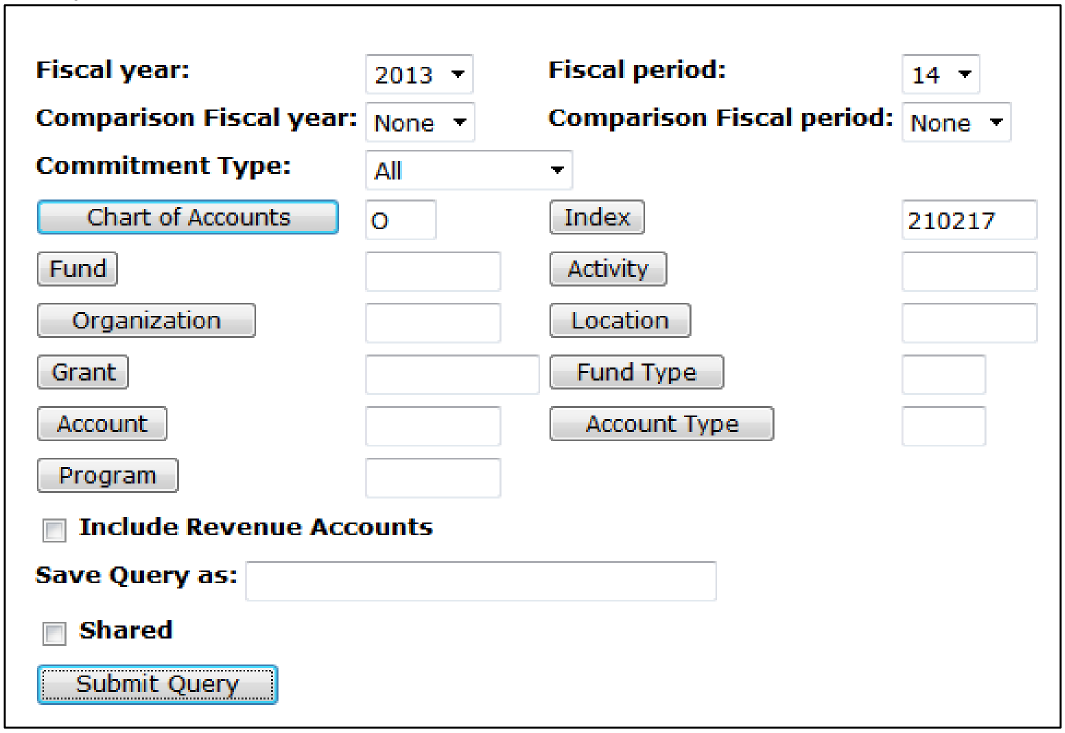
5. Enter Values

a. Select the desired **Fiscal Year** from 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).*

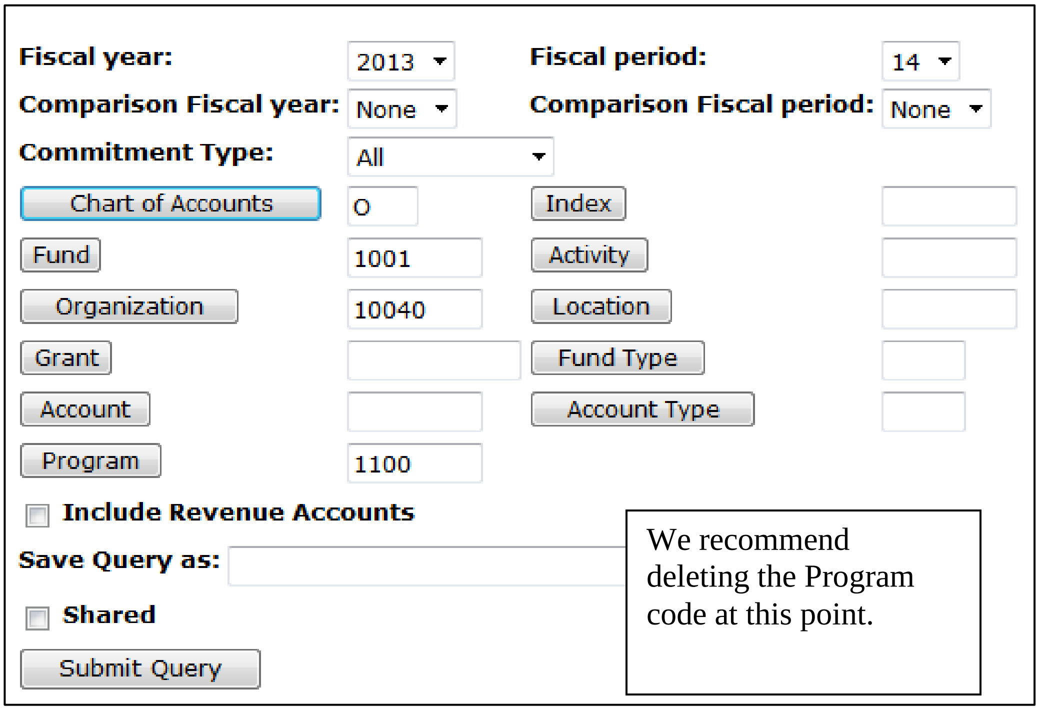
c. Select a fiscal period. Period 14 will always return the most up-to-date information for the selected fiscal year.

d. Enter your Index.



e. Click on the ***Submit Query*** button to retrieve the assigned Fund-Org-Program for the Index.

The Fund, Org and Program are returned. Alternatively, you can directly enter the Fund-Org combo without first entering the Index.



At this point, we recommend deleting the program code. If coding error to another program code is present, your query will not reflect all information. Alert the Controller's Office to any activity not posted to the Index program code.

f. Submit the Query

SSB Tip: Use the '%' symbol in the fund and/or organization fields as a wildcard (only funds/orgs you have access to will be returned).

6. Click on Organizational code to drill down for further detail.

Query Results

Organization	Organization Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Year to Date	FY13/PD14 Commitments	FY13/PD14 Available Balance
10040	Chem & Bio Engr - Operating	3,003,510.20	(155,704.70)	2,847,805.50	2,846,299.53	0.00	1,505.97
10040 Rollup		3,003,510.20	(155,704.70)	2,847,805.50	2,846,299.53	0.00	1,505.97

Results example after an initial 'drill-down':

Query Results

Account Type	Account Type Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Year to Date	FY13/PD14 Commitments	FY13/PD14 Available Balance
05	Revenues	0.00	0.00	0.00	0.00	0.00	0.00
06	Labor	2,877,510.20	(95,704.70)	2,781,805.50	2,596,128.73	0.00	185,676.77
07	Direct Expenditures	126,000.00	(60,000.00)	66,000.00	74,135.80	0.00	(8,135.80)
08	Transfers	0.00	0.00	0.00	176,035.00	0.00	(176,035.00)
10040 Rollup		3,003,510.20	(155,704.70)	2,847,805.50	2,846,299.53	0.00	1,505.97

SSB Tip: You can continue clicking on the blue links to view more detailed information.

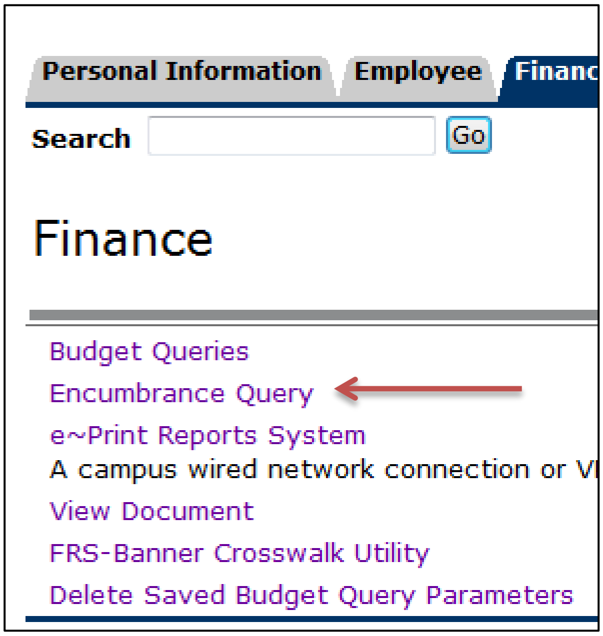
You can save your queries by entering a name in the field below the query and clicking on "Save Query as". This will allow you to return and access a saved report at any time.

Save Query as: FY13 Operating

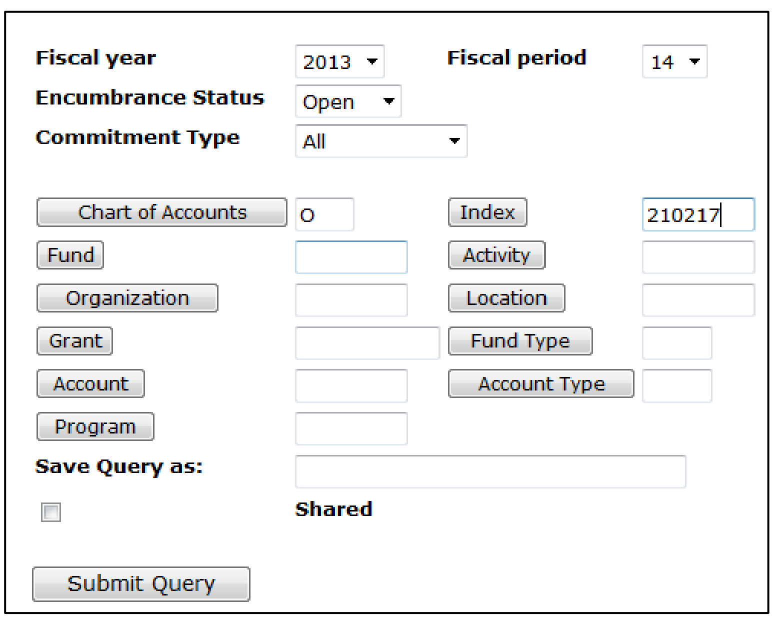
Shared

Encumbrance Queries

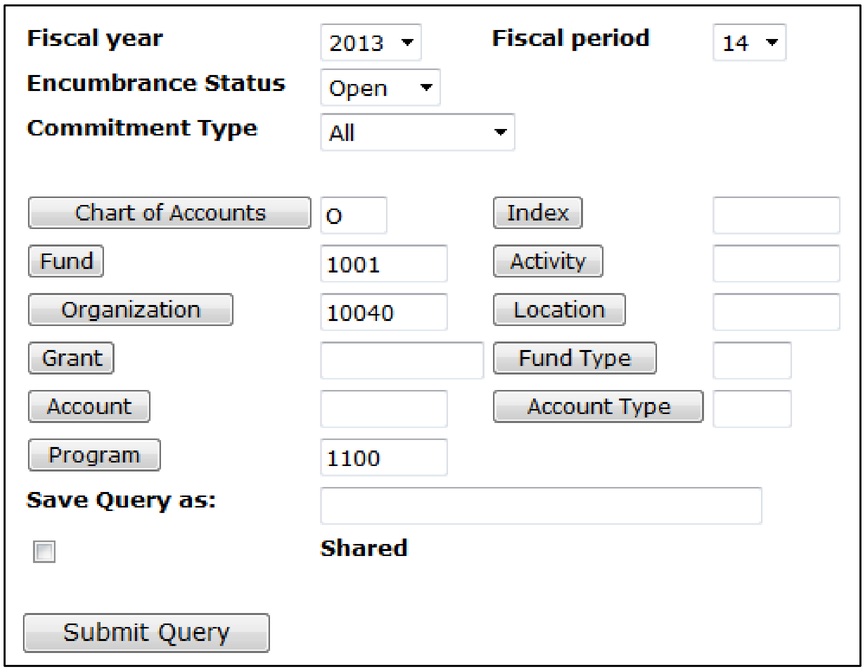
1. When logged into Self-Service Banner through Trailhead, click the Finance menu.
2. Click on the Encumbrance Query link.



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 Index



e. Click on the ***Submit Query*** button to retrieve the Fund-Org-Program codes assigned to the Index.



At this point, we recommend deleting the program code. If there has been coding error to another program code then your query will not reflect all information. Alert the Controller's Office to any activity not posted to the Index program code.

f. Submit the Query.

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

5305	P0148151	Colorado Alliance Of Research	5,000.00	0.00	(1,760.00)	1,760.00	3,240.00	35.20	Uncommitted
5305	P0148162	Marcive, Inc.	775.00	0.00	0.00	0.00	775.00	0.00	Uncommitted
5305	P0148166	Oclc Online Computer Library Center	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Uncommitted
5305	P0148171	R.R. Bowker LLC	2,100.00	0.00	(2,080.00)	2,080.00	20.00	99.05	Uncommitted
5307	P0148106	University Corporation for Atmosphe	90,000.00	0.00	(4,906.32)	4,906.32	85,093.68	5.45	Uncommitted
5308	P0148059	IMA of Colorado, Inc	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Uncommitted
5309	P0148012	Victim Outreach Information	1,200.00	0.00	(300.00)	300.00	900.00	25.00	Uncommitted
5319	P0138349	Royall & Company	45,330.00	0.00	(45,330.00)	0.00	0.00	100.00	Uncommitted
5319	P0147006	Royall & Company	519,113.00	0.00	0.00	0.00	519,113.00	0.00	Uncommitted
5319	P0148143	Professional Sign Language	40,000.00	0.00	0.00	0.00	40,000.00	0.00	Uncommitted

Encumbrance Detail Status Report:

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending Jun 30, 2014

As of Aug 07, 2013

Chart of Accounts	O Colorado School of Mines	Commitment Type	Uncommitted
Document Number	P0148151	Document Date	Jul 01, 2013
Transaction Description	Colorado Alliance Of Research		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program
I0220884	INEI	0.00	0.00	(4,125.00)	0.00	1	1	1001	48720	5542	1400
I0220885	INEI	0.00	0.00	(1,960.68)	0.00	1	1	1001	48720	5542	1400
I0220885	INEI	0.00	0.00	0.00	1,960.68	1	1	1001	48720	5542	1400
P0148151	PORD	5,000.00	0.00	0.00	0.00	3	1	1001	48720	5305	1400
I0220896	INEI	0.00	0.00	(16,693.36)	0.00	1	1	1001	48720	5542	1400
I0220884	INEI	0.00	0.00	0.00	4,125.00	1	1	1001	48720	5542	1400
I0220886	INEI	0.00	0.00	0.00	6,820.00	1	1	1001	48720	5542	1400
P0148151	PORD	12,000.00	0.00	0.00	0.00	2	1	1001	48720	5476	1400
I0220882	INEI	0.00	0.00	(1,760.00)	0.00	3	1	1001	48720	5305	1400
I0220895	INEI	0.00	0.00	(3,253.93)	0.00	1	1	1001	48720	5542	1400
I0220883	INEI	0.00	0.00	(3,045.00)	0.00	2	1	1001	48720	5476	1400
I0220895	INEI	0.00	0.00	0.00	3,253.93	1	1	1001	48720	5542	1400
I0220883	INEI	0.00	0.00	0.00	3,045.00	2	1	1001	48720	5476	1400
P0148151	PORD	413,000.00	0.00	0.00	0.00	1	1	1001	48720	5542	1400
I0220882	INEI	0.00	0.00	0.00	1,760.00	3	1	1001	48720	5305	1400

Next 15 >

Another Query

View Document:

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0148151		Jul 01, 2013	Jul 01, 2013	Jun 30, 2014	Jul 26, 2013	456,000.00

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Standing
Cancel Reason:				Date:	
Requestor:	Heather Whitehead		48720	Library Texts	
Phone Number:	X 3540				
E-mail:	hwhitehe@mines.edu				
Accounting:	Commodity Level				

Ship to:	Colorado School of Mines
	Receiving Dept.
	1301 19th Street
	Golden, CO 80401-1705
Attention:	Heather Whitehead
Contact:	Pete Greenfield
Phone Number:	303-273-3345

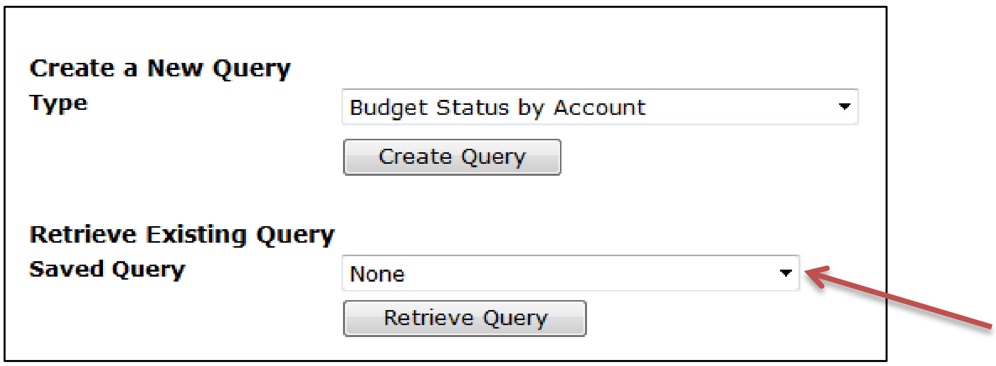
Vendor:	10400009	Colorado Alliance Of Research
	Libraries	
	3801 E. Florida Ave. Ste 515	
	Denver, CO 80210	
Phone Number:	303-759-3399	
Fax Number:	303-759-3363	
Currency:		

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

Accessing a Saved a Budget Query

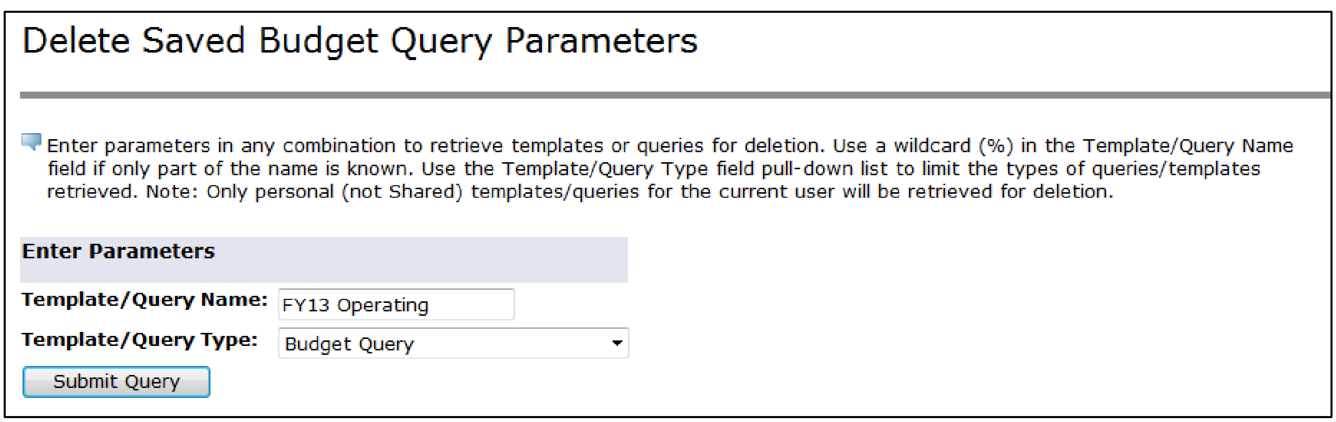
1. From the Finance menu, click on ***Budget Queries***
2. Select from the drop down list in the Retrieve Existing Query section, your saved query
3. Click ***Retrieve Query***
4. Click ***Continue***
5. This will populate all of the data that was saved
6. If you would like to change any of the data,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

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.