**SSB QUERY INSTRUCTIONS**
**BUDGET, ENCUMBRANCES & DOCUMENTS**
*Updated 03.08.17*

# TABLE OF CONTENTS

## Introduction

You may review your budget online by performing a budget query in the Self Service Banner system ("SSB"). Budget queries enable you to monitor your budget's status using real time. This manual is not intended to cover all information available through a budget query, but aims to highlight key functions & recommended methods.

## Chart of Accounts/FOAP's

Budgets are organized using account strings called FOAP's. The elements of the FOAP are as follows:

Fund Code - funding source, 5 digits
Organization - department responsible for the expenses, 5 digits
Account - the type of revenue or expense, 4 digits
Program – the program benefitting from the revenue or expenditure, 6 digits

Budget queries contain a field for you to enter each element of the FOAP you would like to query. It is best practice to enter either a code or a **% (wild card)** into each field, however a description of the code will not be included in the query results for any field you enter a % or leave blank. Please note that currently AVC does not use the activity or location fields.

A chart of accounts is available at *http://www.avc.edu/administration/busserv/accounting*

## Using % ("Wildcards") in Queries

A % sign is considered a "wildcard" in Banner. A % is entered into a FOAP element field to query every code used for that element in conjunction with the other FOAP elements you entered.

QUERY EXAMPLE:



% - 12701 - % - % will yield all sources funding 12701 and the placement of the budget by account code and program as shown on the next page. Note that only a code description is included for the 12701, not for the codes produced from entering a %.

RESULT

**Query Results**

| Fund | Account | Account Title | Program | FY17/PD14 Adopted Budget | F A |
|---|---|---|---|---:|---|
| 00000 | 2302 | Student Workers | 493200 | 6,939.75 | |
| 00000 | 3630 | W/C Other Instructional | 493200 | 163.34 | |
| 00000 | 2100 | Classified Clerical Salaries | 611000 | 0.00 | |
| 00000 | 2302 | Student Workers | 611000 | 3,594.75 | |
| 00000 | 3220 | PERS, NonInstructional Other | 611000 | 0.00 | |
| 00000 | 3320 | Local Experience Charge - SUI | 611000 | 0.00 | |
| 00000 | 3360 | Medicare, Oth NonInstruct | 611000 | 0.00 | |
| 00000 | 3520 | State Unemploy-Oth NonInstr | 611000 | 0.00 | |
| 00000 | 3620 | W/C Other NonInstructional | 611000 | 0.00 | |
| 00000 | 3630 | W/C Other Instructional | 611000 | 83.68 | |
| 00000 | 4500 | Non-Instructional Supplies | 611000 | 166.46 | |
| 00000 | 5200 | Travel & Conference | 611000 | 50.00 | |
| 00000 | 2302 | Student Workers | 612000 | 8,053.88 | |
| 00000 | 3630 | W/C Other Instructional | 612000 | 189.54 | |
| 00000 | 4530 | Warehouse Supplies | 612000 | 53.34 | |
| 32011 | 2302 | Student Workers | 493200 | 5,130.66 | |
| 32011 | 3630 | W/C Other Instructional | 493200 | 120.70 | |
| 32456 | 2302 | Student Workers | 493200 | 9,109.23 | |
| 32456 | 3630 | W/C Other Instructional | 493200 | 214.40 | |
| Report Total (of all records) | | | | 33,869.73 | |

QUERY EXAMPLE

| Fiscal year: | 2017 | Fiscal period: | 14 |
|---|---|---|---|
| Comparison Fiscal year: | None | Comparison Fiscal period: | None |
| Commitment Type: | All | | |
| Chart of Accounts | A | Index | |
| Fund | 00000 | Activity | |
| Organization | 12415 | Location | |
| Grant | | Fund Type | |
| Account | 4500 | Account Type | |
| Program | % | | |

☐ **Include Revenue Accounts**

**Save Query as:** 

☐ **Shared**

Submit Query

00000-12415-4500 -%  (Unrestricted Fund – Men's Sports – Non Instructional Supplies - %)

yields the supply budget for all men sports programs funded by the unrestricted fund as shown on the next page.

RESULT

**Report Parameters**

| Organization Budget Status Report | | | |
|---|---|---|---|
| By Account | | | |
| Period Ending Jun 30, 2017 | | | |
| As of Mar 08, 2017 | | | |
| Chart of Accounts | A Antelope Valley College | Commitment Type | All |
| Fund | 00000 Unrestricted General Fund | Program | % |
| Organization | 12415 Mens Sports | Activity | All |
| Account | 4500 Non-Instructional Supplies | Location | All |

**Query Results**

| Account | Account Title | Program | FY17/PD14 Adopted Budget |
|---|---|---|---|
| 4500 | Non-Instructional Supplies | 083551 | 5,000.00 |
| 4500 | Non-Instructional Supplies | 083552 | 4,500.00 |
| 4500 | Non-Instructional Supplies | 083553 | 19,000.00 |
| 4500 | Non-Instructional Supplies | 083554 | 1,000.00 |
| 4500 | Non-Instructional Supplies | 083555 | 2,300.00 |
| 4500 | Non-Instructional Supplies | 083556 | 4,000.00 |
| 4500 | Non-Instructional Supplies | 083559 | 5,110.65 |
| 4500 | Non-Instructional Supplies | 083590 | 5,110.65 |
| Report Total (of all records) | | | 46,021.30 |

# Pooled Budgeting

Banner checks the budget available for a requisition using the following budget pool:

**Fund Code – Organization – Subaccount – Program**

A subaccount is represented by the first two digits of an account code.  For example, the subaccount for 4500, 4530, & 4561 is 45.  Therefore, for a requisition using the FOAP 00000-12415-4500-083553, Banner will check the budget using the total value of all 45XX accounts in 00000-12415-083553. To check the value of this budget pool you would query 00000-12415-45%-083553.  In the example shown below the budget available for the pool is $990.21 assuming there are no pending documents (discussed later in this manual).

BUDGET POOL FOR 00000-12415-45%-083553

**Report Parameters**

| Organization Budget Status Report | | | |
|---|---|---|---|
| By Account | | | |
| Period Ending Jun 30, 2017 | | | |
| As of Mar 08, 2017 | | | |
| Chart of Accounts | A Antelope Valley College | Commitment Type | All |
| Fund | 00000 Unrestricted General Fund | Program | 083553 IA Football |
| Organization | 12415 Mens Sports | Activity | All |
| Account | 45% | Location | All |

**Query Results**

| Account | Account Title | FY17/PD14 Available Balance |
|---|---|---|
| 4500 | Non-Instructional Supplies | 981.60 |
| 4561 | Non Cap Equip <$5000, General | 8.61 |
| Report Total (of all records) | | 990.21 |

Budget Pool Total

The budget pool is intended to minimize the need for budget transfers.  If the sum total of the pool is greater than the requisition amount, the requisition will pass budget even if the budget for the 4-digit account code used by the requisition is insufficient.  A budget transfer will not be required if the organization has enough budget to cover an expense at the subaccount level.  In the example below, a $5,000 requisition using 4500 will pass budget since the available budget for the pool is $5,852.28, even though 4500 only has an available budget of $3,044.94.

EXAMPLE:  A $5,000 REQUISITION TO 4500 WILL PASS BUDGET BECAUSE THE POOL = $5,852.28

**Report Parameters**

| Organization Budget Status Report | | | |
|---|---|---|---|
| By Account | | | |
| Period Ending Jun 30, 2017 | | | |
| As of Sep 11, 2016 | | | |
| Chart of Accounts | A Antelope Valley College | Commitment Type | All |
| Fund | 00000 Unrestricted General Fund | Program | 677000 Logistical Services |
| Organization | 14020 Business Services | Activity | All |
| Account | 45% | Location | All |

**Query Results**

| Account | Account Title | FY17/PD14 Available Balance |
|---|---|---|
| 4500 | Non-Instructional Supplies | 3,044.94 |
| 4530 | Warehouse Supplies | 2,057.34 |
| 4562 | Non Cap Equip<$5000 Computer | 750.00 |
| Report Total (of all records) | | 5,852.28 |

Likewise, if the pool does not have enough budget to cover the expense, the requisition will not pass budget even if the 4-digit account used on the requisition has sufficient budget.

EXAMPLE: A $1,500 REQUISITION to 5730 WILL NOT PASS BUDGET BECAUSE THE POOL = $184.75

**Report Parameters**

| Organization Budget Status Report | | | |
|---|---|---|---|
| By Account | | | |
| Period Ending Jun 30, 2017 | | | |
| As of Mar 08, 2017 | | | |
| Chart of Accounts | A Antelope Valley College | Commitment Type | All |
| Fund | 00000 Unrestricted General Fund | Program | 672000 Fiscal Operations |
| Organization | 14020 Business Services | Activity | All |
| Account | 57% | Location | All |

**Query Results**

| Account | Account Title | FY17/PD14 Available Balance |
|---|---|---|
| 5700 | Other Outside Services | 0.00 |
| 5710 | Audit Services | ( 3,990.33) |
| 5730 | Legal Services | 6,305.55 |
| 5740 | Bank/Credit Card Fees | ( 2,130.47) |
| Report Total (of all records) | | 184.75 |

# Budget Query Definitions

**AVAILABLE QUERY COLUMNS**

**Adopted Budget**: Board approved budget

**Budget Adjustments**: permanent & temporary budget transfers

**Adjusted budget**: adopted budget +/- budget adjustments

**Year to date**: expenses (i.e., payments made)

**Encumbrances**: the portion of a purchase order yet to be expensed

**Reservations**: fully approved requisitions yet to be processed into a purchase order

**Commitments**: encumbrances + reservations

**Available Balance**: adjusted budget less expenses & encumbrances before pending docs.  A more accurate available balance is obtained by selecting the pending docs button.   Banner checks budget using the available balance calculated after including pending documents.

**Temporary Budget**: the portion of the budget that is available for the current year only.

**Accounted Budget**: same as adjusted budget

**OTHER HELPFUL DEFINITIONS**

**Permanent Transfer:** transferred funds remain in destination FOAP next fiscal year

**Temporary Transfer:** transferred funds will return to original FOAP next fiscal year

**Pending Documents**: list of incomplete and disapproved requisitions.  The value of these documents reduce available budget when Banner evaluates budget for a requisition

**Incomplete Requisition:**  a requisition created but not marked complete, hence it has not entered into the approval queue but Banner does consider this value when evaluating the budget for a requisition.

**Disapproved Requisition:** a once complete requisition that was disapproved by an approver in the approval queue. A disapproved requisition remains in pending docs & is used in determining available budget for a requisition

# Budget Query Methods

1. **Budget Quick Query**
   Prescribed column selection of adjusted budget, YTD, commitments & available budget.  Transaction detail is not accessible from this query, meaning you are not able to double click on the values to view more detail.  This method is not covered in this manual.

2. **Budget Status by Account**
   <u>Recommended query method</u> where you may choose query columns and click on any blue value to view the detailed transactions and documents.  This manual will provide instructions for this query method.

3. **Budget Status by Organizational Hierarchy**
   Query of an organization code subtotaled by broad accounting levels (salary & benefits or operational expenses).  Transaction detail is not accessible.   This method is not covered in this manual.

# ACCESSING SSB FINANCE

# SSB Self Service Banner

1. Budget queries are performed in Self Service Banner ("SSB") Finance
2. Access SSB through www.avc.edu and sign in to myAVC
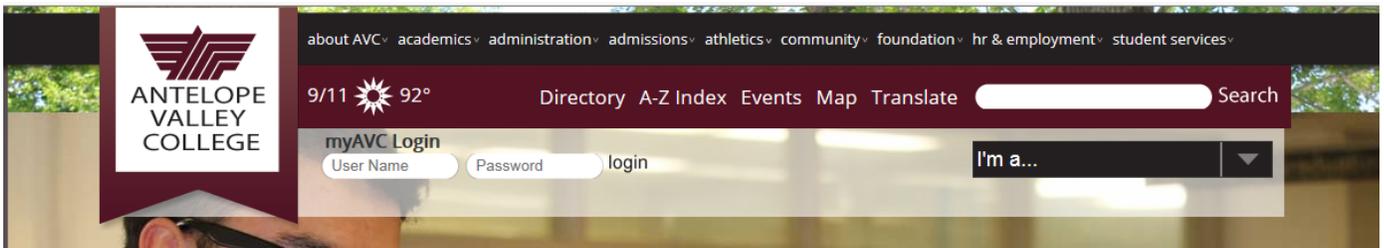
3. Select the FINANCE link on the myAVC home page.  If the Finance link does not appear on your home page please contact Nick Walden, Business Services Tech Analyst, at rwalden@avc.edu.



4. Select FINANCE tab then BUDGET QUERIES

# BUDGET QUERY INSTRUCTIONS
## Using the Budget Status by Account Method

1. Select Budget Status by Account from the drop down menu

2. Select CREATE QUERY

Budget Query by Account allows you to review budget information by account for th

Budget Query by Organizational Hierarchy allows you to review budget information o Accounts.

**Create a New Query**
Type    Budget Status by Account        ▼

Create Query

**Retrieve Existing Query**
Saved Query    None    ▼

Retrieve Query

3. Select columns to view (recommended selection is shown below) & then CONTINUE

Select the Operating Ledger Data columns to display on the report.

| ✓ Adopted Budget | ✓ Year to Date |
| ✓ Budget Adjustment | ✓ Encumbrances |
| ✓ Adjusted Budget | ✓ Reservations |
| ☐ Temporary Budget | ☐ Commitments |
| ☐ Accounted Budget | ✓ Available Balance |

Save Query as: 

☐ Shared

Continue

4. Enter your selection criteria

   Fiscal Year: four digit year
   Fiscal Period: 14 to view data for the full year
   Commitment type: All
   Comparison fields: None, unless you would like to view two years simultaneously
   Chart of Accounts : A

   Enter a code or % in each of the FOAP fields (all other fields may be left either unchecked or blank).

5. Optional:  Enter a "name" in the "Save Query as" field to later retrieve the same query.

6. Select SUBMIT QUERY

BUDGET STATUS BY ACCOUNT QUERY RESULTS

| | By Account | | | |
|---|---|---|---|---|
| | Period Ending Jun 30, 2017 | | | |
| | As of Sep 11, 2016 | | | |
| Chart of Accounts | A Antelope Valley College | Commitment Type | All | |
| Fund | 00000 Unrestricted General Fund | Program | 660000 Planning,Policymaking,Coord. | |
| Organization | 14505 Facilities Services | Activity | All | |
| Account | 45% | Location | All | |

View Pending Documents

⚠ Pending documents exist

**Query Results**

| Account | Account Title | FY17/PD14 Adopted Budget | FY17/PD14 Budget Adjustment | FY17/PD14 Adjusted Budget | FY17/PD14 Year to Date | FY17/PD14 Encumbrances | FY17/PD14 Reservations | FY17/PD14 Available Balance |
|---|---|---|---|---|---|---|---|---|
| 4500 | Non-Instructional Supplies | 13,735.86 | 0.00 | 13,735.86 | 2,833.10 | 4,168.92 | 3,636.96 | 3,096.88 |
| 4530 | Warehouse Supplies | 2,030.78 | 0.00 | 2,030.78 | 157.50 | 0.00 | 0.00 | 1,873.28 |
| 4561 | Non Cap Equip <$5000, General | 9,447.61 | 0.00 | 9,447.61 | ( 7,437.00) | 1,682.15 | 0.00 | 15,202.46 |
| 4562 | Non Cap Equip<$5000 Computer | 4,272.46 | 0.00 | 4,272.46 | 0.00 | 0.00 | 0.00 | 4,272.46 |
| | Report Total (of all records) | 29,486.71 | 0.00 | 29,486.71 | ( 4,446.40) | 5,851.07 | 3,636.96 | 24,445.08 |

**IMPORTANT:**
If this screen indicates that pending documents exists, the available balance shown does not reflect the true available balance. For a more accurate available balance value select **VIEW PENDING DOUCMENTS**.

PENDING DOCS SCREEN VIEW

**Report Parameters**

| | Status of Transactions In Process | | |
|---|---|---|---|
| | Period Ending Jun 30, 2016 | | |
| | As of Jul 25, 2015 | | |
| Chart of Accounts | A Antelope Valley College | Commitment Type | All |
| Fund | 00000 Unrestricted General Fund | Program | 672000 Fiscal Operations |
| Organization | 14020 Business Services | Activity | All |
| Account | 45% | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Jul 13, 2015 | Jul 21, 2015 | R1600400 | Disapproved | 00000 | 14020 | 4562 | 672000 | Black Box Network Services | 0 | 1 | RSV | ( 1,460.00) | REQP |
| Jul 23, 2015 | Jul 23, 2015 | R1600531 | In Approvals | 00000 | 14020 | 4500 | 672000 | American Express | 0 | 1 | RSV | ( 41.10) | REQP |
| Report Total (of all records) | | | | | | | | | | | | ( 1,501.10) | |

**Budget Control Keys for Non-sufficient Funds (NSF) Checking**
Used in Available Budget Checking ✔00000 Fund ✔14020 Organization ✔450 Account ✔672000 Program

**Available Balance Summary**

| Account | Account Title | Posted Amount | Pending Amount | Available Balance |
|---|---|---|---|---|
| 450 | Non-Instructional Supplies | 13,462.03 | ( 1,501.10) | 11,960.93 |
| Totals | | 13,462.03 | ( 1,501.10) | 11,960.93 |

Download All Columns
Another Query

This screen displays the **true available budget** when pending documents exists. Requisitions are checked against the true available budget.

# INSTRUCTIONS TO VIEW TRANSACTION DETAIL

You may view the individual transaction detail & source documents by clicking on any **BLUE** value in shown in the result of a budget query. This is referred to as "drilling down"

DRILLING DOWN TO THE TRANSACTION DETAIL OF THE ENCUMBRANCE COLUMN

|  | By Account |
| --- | --- |
|  | Period Ending Jun 30, 2017 |
|  | As of Sep 11, 2016 |

| Chart of Accounts | A Antelope Valley College | Commitment Type | All |
| --- | --- | --- | --- |
| Fund | 00000 Unrestricted General Fund | Program | 660000 Planning,Policymaking,Coord. |
| Organization | 14505 Facilities Services | Activity | All |
| Account | 45% | Location | All |

View Pending Documents

⚠ Pending documents exist

**Query Results**

| Account | Account Title | FY17/PD14 Adopted Budget | FY17/PD14 Budget Adjustment | FY17/PD14 Adjusted Budget | FY17/PD14 Year to Date | FY17/PD14 Encumbrances | FY17/PD14 Reservations | FY17/PD14 Available Balance |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4500 | Non-Instructional Supplies | 13,735.86 | 0.00 | 13,735.86 | 2,833.10 | 4,168.92 | 3,636.96 | 3,096.88 |
| 4530 | Warehouse Supplies | 2,030.78 | 0.00 | 2,030.78 | 157.50 | 0.00 | 0.00 | 1,873.28 |
| 4561 | Non Cap Equip <$5000, General | 9,447.61 | 0.00 | 9,447.61 | ( 7,437.00) | 1,682.15 | 0.00 | 15,202.46 |
| 4562 | Non Cap Equip<$5000 Computer | 4,272.46 | 0.00 | 4,272.46 | 0.00 | 0.00 | 0.00 | 4,272.46 |
| Report Total (of all records) | | 29,486.71 | 0.00 | 29,486.71 | ( 4,446.40) | 5,851.07 | 3,636.96 | 24,445.08 |

**Report Parameters**

|  |
| --- |
| Organization Budget Status Detail Report |
| Summary Encumbrance Transaction Report |
| Period Ending Jun 30, 2017 |
| As of Sep 11, 2016 |

| Chart of Accounts: | A Antelope Valley College | Commitment Type: | All |
| --- | --- | --- | --- |
| Fund: | 00000 Unrestricted General Fund | Program: | 660000 Planning,Policymaking,Coord. |
| Organization: | 14505 Facilities Services | Activity: | All |
| Account: | 4561 Non Cap Equip <$5000, General | Location: | All |

**Document List**

| Transaction Date | Activity Date | Document Code | Vendor/Transaction Description | Amount | Rule Class Code |
| --- | --- | --- | --- | --- | --- |
| Jul 18, 2016 | Jul 18, 2016 | P170295 | ARC Document Solutions / Western | 500.00 | PORD |
| Aug 09, 2016 | Aug 17, 2016 | P170295 | ARC Document Solutions / Western | 1,500.00 | CORD |
| Sep 06, 2016 | Sep 07, 2016 | 170295 | ARC Document Solutions / Western | ( 317.85) | INEI |
| Report Total (of all records): | | | | 1,682.15 | |

Available Budget Balance: 15,202.46

Download

Click on the **download** button to export detail into Excel

See **rule code descriptions** in the following pages

DRILLING DOWN TO THE DOCUMENT CODE FIELD

**Select Document**

| Detail Transaction Report | | |
|---|---|---|
| Document Type: | Purchase Order | Commitment Type: All |
| Document Code: | P170295 | Description: | ARC Document Solutions / Western |
| Transaction Date: | 09-Aug-2016 | | |
| | | | |

**Accounting Information**

| Chart of Accounts | Fund | Organization | Account | Program | Activity | Location | Amount | Rule Class Code |
|---|---|---|---|---|---|---|---|---|
| A | 00000 | 14505 | 4561 | 660000 | | | 1,500.00 | CORD |

Save Query as: [                    ]

☐ Shared

Another Query

**Related Documents**

| Transaction Date | Document Type | Document Code | Status Indicator |
|---|---|---|---|
| Sep 06, 2016 | Invoice | 170295 | Paid |
| Jul 01, 2016 | Requisition | R1700295 | Approved |
| Sep 08, 2016 | Check Disbursement | 00000763 | |

RESULT

**Purchase Order Header**

| Purchase Order | Change# | Order Date | Trans Date | Delivery Date | Print Date | Total |
|---|---|---|---|---|---|---|
| P170295 | | Jul 18, 2016 | Jul 18, 2016 | Jul 22, 2016 | Aug 22, 2016 | 2,000.00 |

| | | | | | |
|---|---|---|---|---|---|
| Origin: | BANNER | | | | |
| Complete: | Y | Approved: | Y | Type: | Standing |
| Cancel Reason: | | | | Date: | |
| Requestor: | Erin Tague | | 14505 | Facilities Services | |
| Phone Number: | 661-722--6300 X 6780 | | | | |
| E-mail: | etague@avc.edu | | | | |
| Accounting: | Document Level | | | | |
| | | | | | |
| Ship to: | Antelope Valley College | | | | |
| | 3041 West Avenue K | | | | |
| | Warehouse | | | | |
| | Lancaster, CA 93536 | | | | |
| Attention: | E. Tague, Vendor | | | | |
| Contact: | | | | | |
| Phone Number: | | | | | |
| | | | | | |
| Vendor: | 000005298 | ARC Document Solutions / Western | | | |
| | 311 E Ave K-8 #119 | | | | |
| | Lancaster, CA 93535 | | | | |
| Phone Number: | 661-726-5531 | | | | |
| Fax Number: | 661-726-5530 | | | | |
| Currency: | | | | | |
| | | | | | |
| Document Text | For blue prints | | | | |
| | Authorized Users: D. Jensen and E. Tague | | | | |
| | **P. Dimarco can pick up orders, but not place | | | | |
| | them | | | | |
| | C/O #!: 8/9/16 increased PO $1,500.00-E.Tague | | | | |

View continued on next page

**Purchase Order Commodities**

| Item | Commodity | Description | U/M | Qty | Unit Price | Ext Amount | |
|---|---|---|---|---|---|---|---|
| | | | | **Disc** | **Addl** | **Tax** | **Cost** |
| 1 | | Open PO for fiscal year 16-17, not to exceed | EA | 1 | 2000 | 2,000.00 | |
| | | | | 0.00 | 0.00 | 0.00 | 2,000.00 |
| | $500.00. Authorized Users: D. Jensen, E. Tague | | | | | | |
| | P. Dimarco | | | | | | |
| Total: | | | | | | | 2,000.00 |

**Purchase Order Accounting**

| Seq# | COA | FY | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | NSFSusp | NSFOvr | Susp | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | A | 17 | | 00000 | 14505 | 4561 | 660000 | | | | N | | N | 2,000.00 |
| Total of displayed sequences: | | | | | | | | | | | | | | 2,000.00 |

**Related Documents**

| Transaction Date | Document Type | Document Code | Status Indicator |
|---|---|---|---|
| Jul 01, 2016 | Requisition | R1700295 | Approved |
| Sep 06, 2016 | Invoice | 170295 | Paid |
| Sep 08, 2016 | Check Disbursement | 00000763 | |

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

Note the **SSB Finance menu** is always available at the bottom of your screen.

# RULE CODES IN BUDGET QUERIES

Banner uses rule class codes to identify types of transactions. Some of the most common that you will see in the detail when reviewing budget query screens are listed below.  This is for informational purposes to assist you with your reviews.

BD01: Adopted Budget
BD02/DBP: Permanent Budget Adjustments
BD04/DBT: Temporary Budget Adjustments
PORD: Purchase Order
CORD: Change Order
INEI:   Payment on an encumbrance

# ENCUMRANCE QUERY OVERVIEW

The encumbrance query feature is available in SSB and allows you to view a list of purchase orders for a FOAP and their current status.  To access encumbrance query see the access SSB Finance instructions presented earlier in this manual.

1. Select BUDGET STATUS BY ACCOUNT from the drop down menu
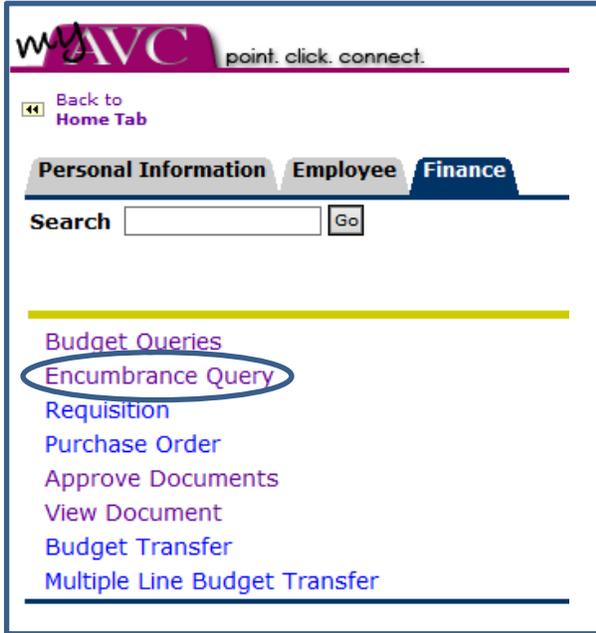


2. Enter the FISCAL YEAR & PERIOD (period 14 to view data for the full year).
   We recommend selecting All for Encumbrance Status and Commitment Type
   Enter the FOAP (Fund-Org-Account-Program) and leave all other fields blank
   Click SUBMIT QUERY

3. Review list of encumbrances by purchase order number

Year to Date = amounts paid to vendor
Current Commitments = remaining encumbrance on purchase order

**Report Parameters**

| Organization Encumbrance Status Report | | | |
|---|---|---|---|
| All Encumbrance Summary by Document, Account Distribution | | | |
| Period Ending Jun 30, 2017 | | | |
| As of Mar 09, 2017 | | | |
| Chart of Accounts | A Antelope Valley College | Commitment Type | All |
| Fund Code | 00000 Unrestricted General Fund | Program Code | 083553 IA Football |
| Orgn Code | 12415 Mens Sports | Activity Code | All |
| Account Code | 4500 Non-Instructional Supplies | Location Code | All |

**Query Results**

| Document Code | Description | Original Commitments | Encumbrance Adjustments | Encumbrance Liquidations | Year to Date | Current Commitments | % Used | Cmt Type |
|---|---|---|---|---|---|---|---|---|
| P170262 | Eastbay | 10,517.27 | 0.00 | ( 10,517.27) | 10,517.28 | 0.00 | 100.00 | Uncommitted |
| P170460 | ABC Designs!!! | 1,124.71 | 0.00 | ( 1,124.71) | 1,124.71 | 0.00 | 100.00 | Uncommitted |
| P170462 | Buddy's Allstars Inc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Uncommitted |
| P170463 | Sport Decals Inc | 812.02 | 0.00 | ( 812.02) | 811.72 | 0.00 | 100.00 | Uncommitted |
| P170523 | Eastbay | 1,676.02 | 0.00 | ( 1,676.02) | 1,676.03 | 0.00 | 100.00 | Uncommitted |
| P170707 | D3 Sports Inc | 1,771.25 | 0.00 | ( 1,771.25) | 1,771.25 | 0.00 | 100.00 | Uncommitted |
| P170843 | Buddy's Allstars Inc | 1,776.56 | 0.00 | ( 1,776.56) | 1,794.00 | 0.00 | 100.00 | Uncommitted |
| P172074 | Sports Attack LLC | 248.41 | 0.00 | 0.00 | 0.00 | 248.41 | 0.00 | Uncommitted |
| Report Total (of all records) | | 17,926.24 | 0.00 | ( 17,677.83) | 17,694.99 | 248.41 | 98.61 | |

Another Query

4. Double click on a **BLUE** purchase order # to view the payment history.

**Selected Document**

| Encumbrance Detail Status Report | | | |
|---|---|---|---|
| By Document, Account Distribution | | | |
| Period Ending Jun 30, 2017 | | | |
| As of Mar 09, 2017 | | | |
| Chart of Accounts | A Antelope Valley College | Commitment Type | Uncommitted |
| Document Number | P170463 | Document Date | Jul 27, 2016 |
| Transaction Description | Sport Decals Inc | | |

**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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| P170463 | PORD | 812.02 | 0.00 | 0.00 | 0.00 | 0 | 1 | 00000 | 12415 | 4500 | 083553 | | |
| *0000617 | POCL | 0.00 | 0.00 | ( 0.30) | 0.00 | 0 | 1 | 00000 | 12415 | 4500 | 083553 | | |
| 170463 | INEI | 0.00 | 0.00 | ( 811.72) | 0.00 | 0 | 1 | 00000 | 12415 | 4500 | 083553 | | |
| 170463 | INEI | 0.00 | 0.00 | 0.00 | 811.72 | 0 | 1 | 00000 | 12415 | 4500 | 083553 | | |

Another Query

<u>Document Codes</u>

Requisition # begins with R

Purchase order # begins with P

Payment vouchers keep the number, but drop the P. The 1$^{st}$ payment voucher will have no letters. Subsequent vouchers on the the same PO will add an alpha letter on the end (e.g., 170463A).

Rule Codes

Rule Class Codes identify the type of transaction.  Behind the scene processess and accounting are attached to the rule class codes.  Some of the rule class codes commonly seen in an encumbrance query are listed beІow.  Please note that Banner refers to payment vouchers as invoices.

PORD = Purchase Order
CORD = Change Order
POBC = PO was closed in a batch close
POCL = PO was closed manually
INEI  =  Invoice with encumbrance (i.e., payment voucher on an encumbrance)
INEC  = credit memo with encumbrance
ICEI/ICNI = cancel invoice (canceled payment voucher)

5.  Double click on PO# in top box shown in the previous screen view for vendor & purchase description

**Purchase Order Header**

| Purchase Order | Change# | Order Date | Trans Date | Delivery Date | Print Date | Total |
|---|---|---|---|---|---|---|
| P170460 | | Aug 01, 2016 | Aug 01, 2016 | Aug 01, 2016 | Aug 01, 2016 | 1,124.71 |

| | | | | | |
|---|---|---|---|---|---|
| Origin: | BANNER | | | | |
| Complete: | Y | Approved: | Y | Type: | Regular |
| Cancel Reason: | | | | Date: | |
| Requestor: | Justin Webb | | 12415 | Mens Sports | |
| Phone Number: | X 6203 | | | | |
| E-mail: | jwebb@avc.edu | | | | |
| Accounting: | Document Level | | | | |

| | |
|---|---|
| Ship to: | Antelope Valley College |
| | 3041 West Avenue K |
| | Warehouse |
| | Lancaster, CA 93536 |
| Attention: | Vendor, JWebb GYM 142 |
| Contact: | |
| Phone Number: | |

| | |
|---|---|
| Vendor: | 900303050 ABC Designs!!! |
| | 7845 Colony Rd |
| | Ste C4-124 |
| | Charlotte, NC 28226 |
| Phone Number: | 704-904-2472 |
| Fax Number: | |
| Currency: | |

**Purchase Order Commodities**

| Item | Commodity | Description | U/M | Qty | Unit Price | Ext Amount | |
|---|---|---|---|---|---|---|---|
| | | | | Disc | Addl | Tax | Cost |
| 1 | | Custom Socks Size Large | EA | 80 | 10 | 800.00 | |
| | | | | 0.00 | 0.00 | 72.00 | 872.00 |
| 2 | | Cusotm Socks Size Extra Large | EA | 15 | 10 | 150.00 | |
| | | | | 0.00 | 0.00 | 13.50 | 163.50 |
| 3 | | Shipping | EA | 1 | 89.21 | 89.21 | |
| | | | | 0.00 | 0.00 | 0.00 | 89.21 |
| Total: | | | | | | | 1,124.71 |

**Purchase Order Accounting**

| Seq# | COA | FY | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | NSFSusp | NSFOvr | Susp | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | A | 17 | | 00000 | 12415 | 4500 | 083553 | | | | N | | N | 1,124.71 |
| Total of displayed sequences: | | | | | | | | | | | | | | 1,124.71 |

**Related Documents**

| Transaction Date | Document Type | Document Code | Status Indicator |
|---|---|---|---|
| Jul 14, 2016 | Requisition | R1700460 | Approved |
| Sep 07, 2016 | Invoice | 170460 | Paid |
| Sep 08, 2016 | Check Disbursement | 00000755 | |

# DOCUMENT QUERY OVERVIEW

You may use the View Document function in SSB Finance to query requisitions by vendor, requestor or requisition number.  You may also use View Documents to view purchase orders.

## To View A Single Document

1.  Select VIEW DOCUMENT from the SSB Finance Menu
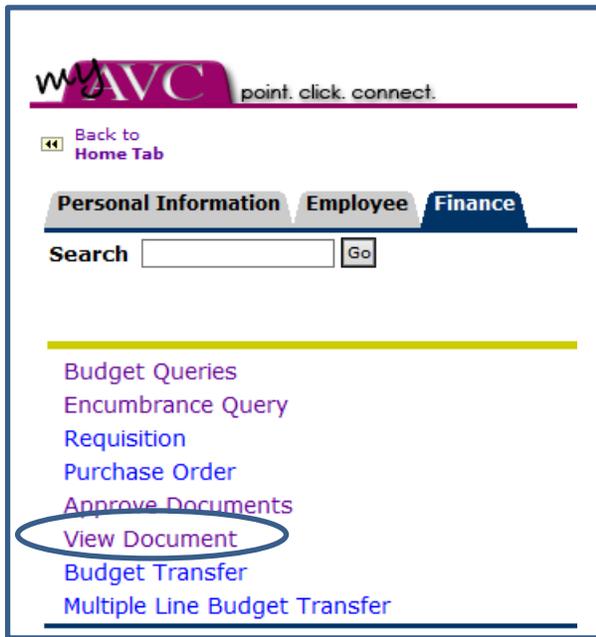


2.  Choose the DOCUMENT TYPE (requisition or purchase order, etc) & enter the DOCUMENT NUMBER in the provided field.

3. Select either VIEW DOCUMENTS to view the requisition or purchase order or click on APPROVAL HISTORY to see the approval queue status as shown below.

**Document Identification**

| Document Number | R1700422 | Type | Requisition |
|---|---|---|---|
| Originator: | THUNTER7 | Tangie Hunter | |

✔ There are no approvals required at this time

**Approvals recorded**

| Queue | Level | Date | User |
|---|---|---|---|
| 079A | 10 | Jul 13, 2016 | Angela Musial |
| 079F | 10 | Jul 13, 2016 | Edward Knudson |
| 079B | 10 | Jul 12, 2016 | Karen Janiszewski |

# To Query a Purchase Order and Related Change Orders

1. Access VIEW DOCUMENTS from the SSB Finance Menu

2. Choose PURCHASE ORDER for the document type and double click on the grey DOCUMENT NUMBER box, leaving the field blank.

Choose type: Purchase Order ⌄    Document Number [          ]

Submission#: [      ]    Change Seq# [      ]    Reference Number [          ]

**Display Accounting Information**

◉ Yes    ○ No

**Display Document/Line Item Text**    **Display Commodity Text**

○ All    ◉ Printable    ○ None    ○ All ◉ Printable ○ None

[ View document ]    [ Approval history ]

3. Set the parameters by removing your user ID and entering the purchase order in the DOCUMENT NUMBER and select EXECUTE QUERY

**Purchase Order Code Lookup**

| Field | Value |
|---|---|
| Document Number* | P170173 ✕ |
| User ID* | |
| Activity Date* | All / All |
| Transaction Date* | All / All |
| Vendor ID* | |
| Buyer Code | |
| Approved | All |
| Completed | All |
| Reference Number* | |

Execute Query

Exit Without Value

VIEW OF PO QUERY AND RELATED CHANGE ORDERS

✔ 3 documents selected.
**Purchase Order Lookup Results**

| Document Number | User ID | Activity Date | Trans Date | Buyer Code | Vendor ID | Vendor | Change Seq# | Approved | Completed | Reference Number |
|---|---|---|---|---|---|---|---|---|---|---|
| P170173 | AMUSIAL1 | Jul 13, 2016 | Jul 13, 2016 | AM | 900300578 | Home Depot | 0 | Yes | Yes | |
| P170173 | AMUSIAL1 | Jan 31, 2017 | Jan 26, 2017 | AM | 900300578 | Home Depot | 1 | Yes | Yes | |
| P170173 | AMUSIAL1 | Jan 31, 2017 | Jul 13, 2016 | AM | 900300578 | Home Depot | | Yes | Yes | |

3 documents selected.

Exit Without Value

Another Query

Note above the Change Seq# column.

0 = original PO

1 = 1st change order

Blank = the current change order in place

4. When you click on the **BLUE** PO# it will take you back to the View Document selection screen.  You may either view the document or the approval history of the document.

# To Query Multiple Requisitions Based on a Specific Parameters

1. Access VIEW DOCUMENTS from the SSB Finance Menu

2. Choose the DOCUMENT TYPE and double click on the grey DOCUMENT NUMBER button, leaving the field blank

REQUISITION QUERY EXAMPLE

| | |
|---|---|
| Choose type: Requisition ⌄  [ Document Number ] [_____] | |
| Submission#: [____]  Change Seq# [____]  [ Reference Number ] [_____] | |
| **Display Accounting Information** | |
| ◉ Yes  ○ No | |
| **Display Document/Line Item Text** | **Display Commodity Text** |
| ○ All   ◉ Printable   ○ None | ○ All ◉ Printable ○ None |
| [ View document ]  [ Approval history ] | |

3. Enter the parameters you would like to query & click the EXECUTE QUERY button. Note only one field with a red asterisk is required to execute a query.

For example, to view all requisitions you have entered for the year, enter your USERID in the userid field & requisition series in the document number field (i.e., R16%, R17%). All other fields should say "All" or be left blank for a full listing for the requisition series.

**Requisition Code Lookup**

| Field | Value |
|---|---|
| Document Number* | R17% |
| User ID* | thunter7 |
| Activity Date* | All ⌄  All ⌄ |
| Transaction Date* | All ⌄  All ⌄ |
| Vendor ID* | [____] |
| Requestor | [_____] |
| Approved | All ⌄ |
| Completed | All ⌄ |
| Reference Number* | [_____] |

[ Execute Query ]

[ Exit Without Value ]

## QUERY RESULT TO VIEW MULTIPLE REQUISITIONS FOR A SINGLE USER ID

✔ 40 documents selected.

**Requisition Lookup Results**

| Document Number | User I D | Activity Date | Trans Date | Vendor ID | Vendor | Requestor | Approved | Completed | Reference Number |
|---|---|---|---|---|---|---|---|---|---|
| R1700422 | THUNTER7 | Jul 13, 2016 | Jul 12, 2016 | 000000254 | Marauder Bookstore | Tangie Hunter | Yes | Yes | |
| R1700423 | THUNTER7 | Jul 13, 2016 | Jul 12, 2016 | 000003474 | Office Depot Inc | Tangie Hunter | Yes | Yes | |
| R1700536 | THUNTER7 | Jul 28, 2016 | Jul 21, 2016 | 000001021 | Freestyle Photographic Supplies | Tangie Hunter | Yes | Yes | |
| R1700617 | THUNTER7 | Aug 06, 2016 | Aug 02, 2016 | 000000898 | United Parcel Service | Tangie Hunter | Yes | Yes | |
| R1700855 | THUNTER7 | Aug 31, 2016 | Aug 31, 2016 | 000003726 | Sierra School Equipment Co | Tangie Hunter | No | No | |
| R1700870 | THUNTER7 | Sep 07, 2016 | Sep 01, 2016 | 000000488 | Slater Piano Service | Tangie Hunter | Yes | Yes | |
| R1700906 | THUNTER7 | Sep 15, 2016 | Sep 07, 2016 | 000001153 | Aardvark Clay & Supplies | Tangie Hunter | Yes | Yes | |