

# BANNER WEB SELF SERVICE BUDGET QUERIES

Prepared by: FISCAL SERVICES DEPARTMENT

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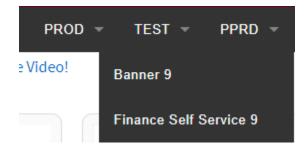
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#### LOG IN TO SELF-SERVICE BANNER

- Access Banner Finance Self-Service 9 through the Mt San Antonio College application home page through the web: <u>https://banner.mtsac.edu</u>. If you are unable to access, contact the Helpdesk at Ext. 4357.
- 2. Under the PROD tab, select Finance Self-Service 9



3. Sign in with your Username Name and Password

	MT. SAC	IDEN	ITITY SERVER
	S	Sign In	
<u>•</u>	Username		
	Password		
Forgo	ot Username or P	assword ?	
1st Ti	me Users <mark>(Claim</mark>	Account)	
Chan	ge Your <mark>Passworc</mark>	ł	
Havir	ng Trouble Loggir	ng in?	
R	emember me on thi	s computer	
			Continue

## My Finance

Hello Marisa,

Create, edit and approve transactions and view financial information for department / organization.



#### My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



#### My Journals

Create and view draft, pending and completed journals and supporting documentation.



#### Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.

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L			_ I	
L			_	~
L	-	_	- I	~
L	_	_	- 1	
L			- 1	
L			_	+

#### Delete Finance Template

Delete templates for Finance Queries, Budget Development, and Purchase Orders.

#### **Banner Introduction information**

When navigating through the module, keep in mind the following information:

The chart is always **M** for Mt San Antonio College Fiscal Year runs from July 1 to June 30 The Budget Period or Fiscal Period refers to the current month in the fiscal year.

Period	Month	Period	Month	Period	Month
01	July	06	December	11	Мау
02	August	07	January	12	June
03	September	08	February	13	Unassigned
04	October	09	March	<mark>14</mark>	Full Year
05	November	10	April		

### Navigate to the My Finance Query Module (Budget Queries)

- After logging into Banner Self-Service, select the Finance Tab to access the dashboard.
- Select the Finance Dashboard module link

My Finance	
Hello Marisa, Create, edit and approve transactions and view financial information for department / organization.	
My Finance Query Create, view and share budget availability, encumbrance and payroll queries.	
My Journals Create and view draft, pending and completed journals and supporting documentation.	
View list of documents pending approval. Approve, or deny.	
Delete Finance Template Delete templates for Finance Queries, Budget Development, and Purchase Orders.	

#### My Finance Query Dashboard Overview

#### **Types of Queries**

- Budget Quick Query
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Encumbrance Query
- Multi-Year Query

#### **Budget Quick Query**

In the My Finance Query module, you can create a quick budget query to view your budget by account, details, status, and encumbrance. (Similar to FGIBDST for Budget Status)

To find out how to create a budget quick query, follow the steps below:

1. Select the My Finance Query

My Finance	
Hello Marisa,	
	nancial information for department / organization.
My Finance Query Create, view and share budget availability, encumbrance a payroll queries.	and
My Journals Create and view draft, pending and completed journals ar supporting documentation.	nd
Approve Documents           View list of documents pending approval. Approve, disappedeny.	prove, or
Delete Finance Template Delete templates for Finance Queries, Budget Developme Purchase Orders.	nt, and

2. Select **New Query** from the My Finance Query menu.

My Finance • My Finance Query								
My Finance Query						Search Query	Q New Q	uery
	Favorites Saved Que	ries Shared Quer	ries		¢ L	.ow-High 🍸 🗟		
	Fiscal Services Revenue : \$0.	Budget	Dream Resource Liaison. Revenue	Budget	Equity Minded Camp Ct Revenue : \$96	Budget 6,105.60		Ĵ
	Expense : \$92			: \$139,669.75 89,669.75)	Expense : \$16 Rev Exp Net : (\$69,233			
	10/24/2023	*>=	10/24/2023	*>=	10/24/2023	*>=		

- 3. Under Select Query Type, select **Budget Quick Query**.
- The \*Red Asterisk notes what fields are required before you submit.

Create New Query		
Select Query Type		
Budget Quick Query	~	

- 4. Under **Chart**, enter **M** Mt San Antonio College.
- 5. Enter **Fund**, **Organization**, and **account** (If desired). **Note**: To remove an account, select the **X** in the dropdown.

Create New Query			×
· · · ·			
Values			
Chart*		Index	
M Mt San Antonio College	×v	Choose Index	~
Fund		Organization *	
11000 Unrestricted General Fund-Ongoing	×v	610000 Fiscal Services	× •
Account		Program	
Choose Account	~	Choose Program	~
Activity		Location	
Choose Activity	~	Choose Location	~

- 6. Chose "All" for **Commitment type**
- 7. Scroll down
- 8. Uncheck **Include Revenue Accounts**. Note: Only select Include Revenue Accounts for special program accounts; otherwise, leave it unchecked.

All 🗸 Include Revenue Accounts	Commitment Type		
	All	~	Include Revenue Accounts

**Note**: If you check to Include Revenue Accounts, your available balance will be displayed incorrectly in the negative.

#### 9. Enter Fiscal Year

Fiscal Year*	2023	**	
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10. Select the Submit button.

You should now see a quick review of your budget and available balance for each account.

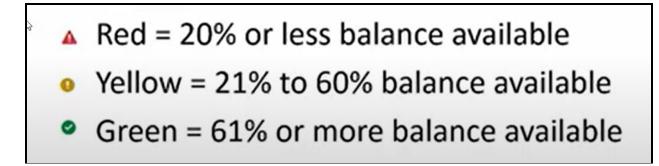
Note: Select the save icon in the right corner above the report to save your query.

Budget Quick Query								New Query
Fiscal Services - 610000							1	> 🖬 🕕 :
Query Results								±
Account 🗘	Account Title	٥	Health	٥	Adjusted Budget 🗘	Year to Date 🗘	Commitments 🗘	Available Balance 🗘
211000	Classified Salaries-Unit	A	A		\$284,543.00	\$236,527.44	\$0.00	\$48,015.56
213000	Confidential Salaries		<b>A</b>		\$1,322.00	\$1,321.97	\$0.00	\$0.03
215000	Classified Admin Salari	es	<b>A</b>		\$384,321.00	\$318,457.21	\$0.00	\$65,863.79
231000	Short-Term, Nonacad S	alaries	0		\$42,499.00	\$0.00	\$0.00	\$42,499.00
236000	Overtime, Noninstructi	onal	0		\$32,092.00	\$8,888.62	\$0.00	\$23,203.38
321000	PERS Budget Holding		<b>A</b>		\$169.289.00	\$136.093.45	\$0.00	\$33.195.55
331000	OASDI, Budget Holding		0		\$41,552.00	\$29,895.49	\$0.00	\$11,656.51
335000	Medicare, Budget Hold	ing	<b>A</b>		\$9.729.00	\$8,223,69	\$0.00	\$1,505.31
Report Total (of all records)					(\$1,176,557.00)	(\$912,746.55)	(\$11,076.71)	(\$252,733.74)

## **ADDITIONAL TIPS with Budget Quick Query**

#### 1. Health Column

- Calculated based on Available Balance %
- Available Balance %: Available Balance/Adjusted Budget \* 100

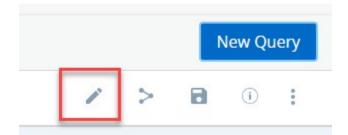


#### 2. Sort Based on column headers

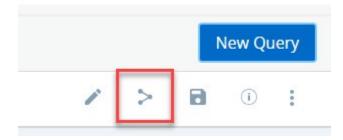
• Click the up/down arrows beside the column headers

Query Results								±
Accoun 🗘	Account Title	٥	Health	٥	Adjusted Budget 🗘	Year to Date 🗘	Commitments 🛇	Available Balance 🗘

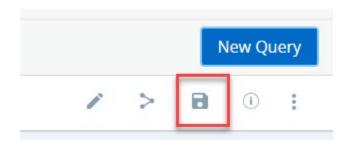
- 3. Edit the query
- Click on the Pencil



4. Share the query



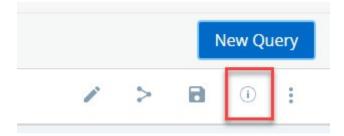
#### 5. Save the Query



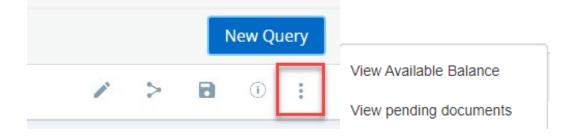
6. Allows you to save the query and set it as a favorite

Save as						
Fiscal Services						
✔ Set as favorite	2					
CANCEL	SAVE					

7. View current query parameters

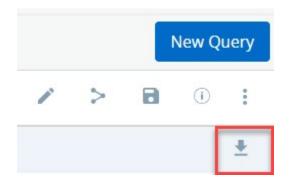


8. Other Options



- To View the Available Balance, you must enter a fund, org, and account.
- To view pending documents that are awaiting approval.

#### 9. Download to Excel.



### **Budget Status by Account Query**

Similar to FGIBDST for Budget Status but with more options.

1. Select New Query

My Finance  My Finance Query								
My Finance Query						Search Query	٩	New Query
	Favorites Saved Que	ries Shared Que	ries		Low-High	T B		
	Fiscal Services	Budget	Dream Resource Liaison	Budget	Equity Minded Camp Ct	Budget		
	Revenue : \$0	.00	Revenue : \$0.00		Revenue : \$96,105.60			
	Expense : \$92	20,198.32	Expense : \$139,6	69.75	Expense : \$165,338.62			

2. Under Select Query Type, select Budget Status by Account

Create New Query	
Select Query Type	
Budget Status by Account	~
\}	

- The \*Red Asterisk notes what fields are required before you submit.
- 3. Under Chart, enter M Mt San Antonio College.
- 4. Enter your **Fund** and **Org.** You can enter the account code to see activity for just one type of expense. Otherwise, leave the account field blank to view all the accounts. Note: To remove an item, select the X in the right corner of the dropdown.

Chart* J Mt San Antonio College	× •	Index Choose Index	•
Fund 11000 Unrestricted General Fund-Ongoing	× •	Organization* 610000 Fiscal Services	× •
Account 451000 Supplies	×~	Program Choose Program	~
Activity		Location	
Choose Activity Fund Type	~	Choose Location Account Type	~
Choose Fund Type	*	Choose Account Type	~

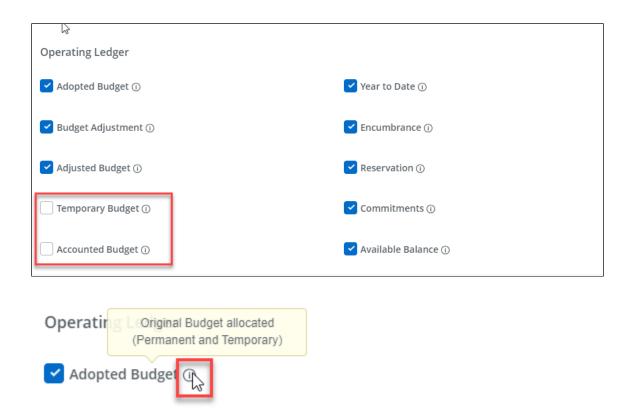
- 5. Enter Program (optional)
- 6. Scroll down until you see Commitment Type. Select All.
- 7. Uncheck **Include Revenue Accounts**. Note: Only select Include Revenue Accounts if your department receives revenue.

I V Include Revenue Accounts	Commitment Type		
	All ~	]	Include Revenue Accounts

8. Enter the **Fiscal Year** and **Fiscal Period "14"** (to show YTD).

Fiscal Year * 2023 × •	Fiscal Period *	14	× •
------------------------	-----------------	----	-----

- 9. Scroll down until you see Operating Ledger.
- 10. Check each checkbox, noting what columns to display on the report. **Note**: Uncheck **Temporary** and **Accounted Budget**. For a description of the budget report column, hover over the **symbol** to view the description.



#### **Budget Queries: Column Descriptions**

Here is a description of each budget report column. Note: You can also find the description of each column if you hover over the i symbol to view the description.

Operating Ledger	
Adopted Budget ①	Year to Date 🕕
✓ Budget Adjustment ①	Encumbrance ①
Adjusted Budget ①	Reservation ①
Temporary Budget ①	Commitments ①
Accounted Budget ①	Available Balance ①

- Adopted Budget The budget department entered the original budget.
- **Budget Adjustment** Adjustments to the original budget. Includes transfers and adjustments made by the budget department and BD7 and BD8 entries posted by the department end user.
- Adjusted budget Current budget. Adopted Budget plus or minus Budget Adjustment.
- Year to Date Total payments/transactions completed to date. Includes items invoiced regardless of whether a check is sent.
- Encumbrances Purchase Orders.
- **Reservations** Requisitions.
- **Commitments** Total of both requisitions (Reservations) and open purchase orders (Encumbrances).
- Available Balance Current amount available to spend.
- Accounted Budget Same as Adjusted Budget.
- Temporary Budget Not used at Mt SAC

Account 🗘	Account Title	Health	٥	FY23/PD14 Adopted Budget 🗢	FY23/PD14 Budget 🗘 Adjustment	FY23/PD14 Adjusted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Commitments
211000	Classified Salaries-Unit A	▲		\$262,264.00	\$22,279.00	\$284,543.00	\$236,527.44	\$0.00	\$0.00	\$0.00

#### 11. Select Submit.

You should now see your budget status by account.

Note: Select the save icon in the right corner above the report to save your query.

Budget Status by Acco	unt								New Query
Kiscal Services - 610000								1	> 🖬 🕕 :
Query Results									+ ±
Account 🗘	Account Title	Health	<ul> <li>FY23/PD14</li> <li>Adopted Budget</li> </ul>	<ul> <li>FY23/PD14</li> <li>Budget \$</li> <li>Adjustment</li> </ul>	FY23/PD14 Adjusted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Commitments
211000	Classified Salaries-Unit A	<b>A</b>	\$262.264.0	0 \$22,279.00	\$284,543.00	\$236,527.44	\$0.00	\$0.00	\$0.00
213000	Confidential Salaries	<b>A</b>	\$0.0	0 \$1,322.00	\$1.322.00	\$1.321.97	\$0.00	\$0.00	\$0.00
215000	Classified Admin Salaries	<b>A</b>	\$379,051.0	0 \$5,270.00	\$384,321.00	\$318,457.21	\$0.00	\$0.00	\$0.00
231000	Short-Term, Nonacad Salaries	٢	\$42,499.0	0 \$0.00	\$42,499.00	\$0.00	\$0.00	\$0.00	\$0.00
236000	Overtime, Noninstructional	٢	\$31,358.0	0 \$734.00	\$32,092.00	\$8,888.62	\$0.00	\$0.00	\$0.00
321000	PERS Budget Holding	A	\$162,253.0	0 \$7,036.00	\$169,289.00	\$136,093.45	\$0.00	\$0.00	\$0.00
331000	OASDI, Budget Holding	0	\$39,762.0	0 \$1,790.00	\$41,552.00	\$29.895.49	\$0.00	\$0.00	\$0.00
Report Total (of all records)			(\$1,150,835.0	0) (\$25,722.00)	(\$1,176,557.00)	(\$912,746.55)	(\$11,076.71)	\$0.00	(\$11,076.71)

#### View Account Information – Budget Status By Account Query

1. You can drill down to view the account information by selecting the **blue** hyperlink.

Query Results										+ ±
Account 🗘	Account Title	Health	FY Adopted	23/PD14 I Budget 🗘	FY23/PD14 Budget � Adjustment	FY23/PD14 Adjusted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Commitments
554500	Telecommunication Services	9		\$1,000.00	\$0.00	\$1,000.00	\$604.19	\$170.00	\$0.00	\$170.00
561000	Contracted Services	<b>A</b>		\$6,318.00	(\$4,400.00)	\$1,918.00	\$1,857.76	\$0.00	\$0.00	\$0.00
563000	Equipment Rental and Leases	<b>A</b>		\$0.00	\$18,500.00	\$18,500.00	\$14,499.82	\$3,624.94	\$0.00	\$3,624.94
564500	Maintenance Agreements	<b>A</b>	5	\$11,574.00	(\$4,610.00)	\$6,964.00	\$3,555.67	\$3.023.76	\$0.00	\$3,023.76
584000	Computer/Technlgy Related Serv	<b>A</b>	5	\$95,369.00	(\$31,515.00)	\$63,854.00	\$63,787.22	\$0.00	\$0.00	\$0.00
585000	Postage	<b>A</b>		\$1,000.00	(\$800.00)	\$200.00	\$113.98	\$86.02	\$0.00	\$86.02
4 >		^		40.00	A. 000.00	A4 000 00	£000.00	40.00	60.00	,
Report Total (of all records)			(\$1,1	50,835.00)	(\$25,722.00)	(\$1,176,557.00)	(\$912,746.55)	(\$11,076.71)	\$0.00	(\$11,076.71)

2. You will see a detailed transaction history. Select the blue hyperlink under the document code to view the document in a PDF form.

Transaction Date	٥	Activity Date	\$ Document Code	٥	Vendor/Transaction Description	٥	Amount	Rule Class Code	٥
11/23/2022		11/23/2022	10316474 ①		Cummins Allison Corp		\$116.74	INEI	i
01/12/2023		01/13/2023	 10318964 ①		LDI Connect		\$532.82	INEI	
03/24/2023		03/28/2023	10323066 ①		Cummins Allison Corp		\$390.40		
04/01/2023		04/06/2023	10323357 ①		Cummins Allison Corp		\$1,890.31	INNI	
04/01/2023		04/06/2023	10323367 ①		Cummins Allison Corp		(\$116.74)	INEC	
04/01/2023		04/06/2023	10323368 ①		Cummins Allison Corp		\$116.74	INNI	
04/05/2023		04/06/2023	10323561 ①		Cummins Allison Corp		\$465.24	INEI	
0/1/06/2023		04/10/2023	וחסרכרה 🛈		I DI Connect		\$160.16		*
Report Total (of all reco	ords)						\$3,555.6	7	

3. To view the document history, select the I tool next to the document code.

Transaction Date	٥	Activity Date	٥	Document Code	٥	Vendor/Transaction Description	\$	Amount 🗘 Rule Class Code
11/23/2022		11/23/2022		10316474 🕕		Cummins Allison Corp		\$116.74 INEI

4. You can view the document's history, such as the requisition number and if payment was received. Select **OK** when done.

## **Budget Status by Organizational Hierarchy**

The budget is displayed in a hierarchical structure.

1. Select New Query

My Finance • My Finance Query								
My Finance Query						Search Query	٩	New Query
	Favorites Saved Que	eries Shared Que	ries		\$ Low-	High 🍸 🖪	L	
	Fiscal Services	Budget	Dream Resource Liaison	Budget	Equity Minded Camp Ct	Budget		
	Revenue : \$0 Expense : \$9		Revenue : \$0.00 Expense : \$139,6		Revenue : \$96,10 Expense : \$165,3:			

2. Under Select Query Type, select Budget Status by Organizational Hierarchy

Ctsate New Query		
Select Query Type		
Budget Status by Organizational Hierarchy	~	
	_	

- The \*Red Asterisk notes what fields are required before you submit.
- 3. Under **Chart**, enter **M** Mt San Antonio College.
- 4. Enter your **Fund** and **Org.** You can enter the account code to see activity for just one type of expense. Otherwise, leave the account field blank to view all the accounts. Note: To remove an item, select the X in the right corner

Create New Query			:
Chart*		Index	
M Mt San Antonio College	× •	Choose Index	*
Fund		Organization *	
11000 Unrestricted General Fund-Ongoing	× •	610000 Fiscal Services	× •
Account		Program	
Choose Account	~	Choose Program	*
Activity		Location	
Choose Activity	~	Choose Location	~
Fund Type		Account Type	
Choose Fund Type	~	Choose Account Type	*

- 5. Enter Program (optional)
- 6. Scroll down until you see **Commitment Type**. Select **All.**
- 7. Uncheck Include Revenue Accounts.

Note: Only select Include Revenue Accounts if your department receives revenue.

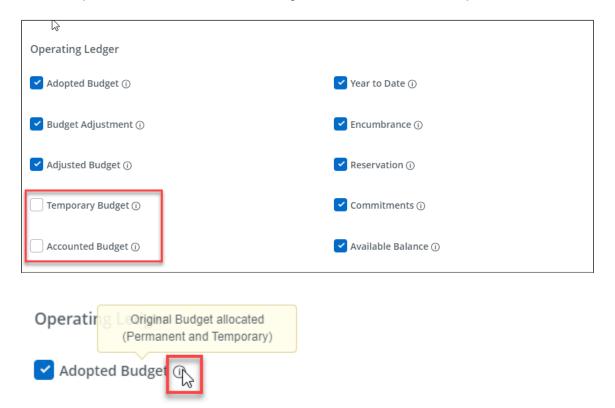
Commitment Type			
All	~	Include Revenue Accounts	

8. Enter the **Fiscal Year** and **Fiscal Period "14"** (to show YTD).

ىم Fiscal Year <b>*</b>	2023	**	Fiscal Period*	14	× •
----------------------------	------	----	----------------	----	-----

9. Scroll down until you see Operating Ledger.

10. Check each checkbox, noting what columns to display on the report. **Note**: Uncheck **Temporary** and **Accounted Budget**. For a description of the budget report column, hover over the **symbol** to view the description.



11. Select Submit.

Budget Status by Orga	anizational Hie	erarchy										N	lew Que	ery
Fiscal Services - 610000											/ >	8	1	:
Query Results													+	±
Organization 🛇	Organization Title	٥	Health	٥	FY23/PD14 Adopted Budget �	FY23/PD14 Budget 🗘 Adjustment	FY23/PD14 Adjusted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY. Comm	23/PD14 hitments	\$	
610000	Fiscal Services		0		(\$1,150,835.00)	(\$25.722.00)	(\$1,176,557.00)	(\$912.746.55)	(\$11.076.71)	\$0.00	(\$	11.076.71)	)	
4	• •													+
Report Total (of all records)					(\$1,150,835.00)	(\$25,722.00)	(\$1,176,557.00)	(\$912,746.55)	(\$11,076.71)	\$0.00	(\$	611,076.71	)	

#### **Encumbrance Query**

Similar to the FGIENCD – Organizational Encumbrance List

#### 1. Select New Query

My Finance • My Finance Query									
My Finance Query						Search Query	٩	New Query	
	Favorites Saved Queries	Shared Queries			≎ Low-High 🍸 🗟				
	Fiscal Services	Budget	Dream Resource Liaison	n Budget	Equity Minded Camp Ct	Budget		i	
	Revenue : \$0.00 Expense : \$920,198.		Revenue Expense		Revenue : \$96,105.60 Expense : \$165,338.6				

2. Under Select Query Type, select Encumbrance Query

Create New Query	
Select Query Type	
Encumbrance Query	~
L	

- The \*Red Asterisk notes what fields are required before you submit.
- 12. Under Chart, enter M Mt San Antonio College.
- 13. Enter your **Fund** and **Org.** You can enter the account code to see activity for just one type of expense. Otherwise, leave the account field blank to view all the accounts. Note: To remove an item, select the X in the right corner

Create New Query			×
Chart*		Index	
M Mt San Antonio College	× •	Choose Index	*
Fund		Organization *	
11000 Unrestricted General Fund-Ongoing	× •	610000 Fiscal Services	× •
Account		Program	
Choose Account	~	Choose Program	~
Activity		Location	
Choose Activity	~	Choose Location	~
Fund Type		Account Type	
Choose Fund Type	~	Choose Account Type	~

- 14. Enter Program (optional)
- 15. Scroll down until you see **Commitment Type**. Select **All**.
- 16. Encumbrance Status.

Open: We will show a list of POs and Travel and Conferences that are still open.

Closed: We will list closed POs, travel, and conferences.

17. Enter the Fiscal Year and Fiscal Period "14" (to show YTD).

Piscal Year 2023 XV Piscal Period 14 XV	ہم Fiscal Year <b>*</b>	2023	**	Fiscal Period *	14	× •
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18. Select Submit.

#### Here is an overview of the My Finance Dashboard Query:

• The dashboard provides easy-to-access financial information for your department.

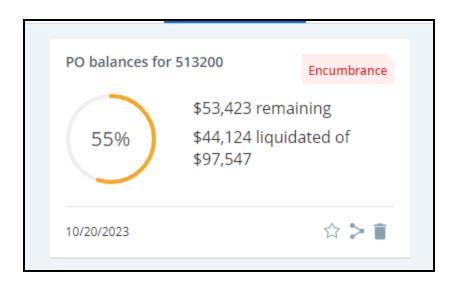
My Finance Query						Search Query	Q	New Query
	Favorites Saved Queri	es Shared Que	ries		♦ Low-H	igh 🍸 🖻		
	Equity Minded Camp Ct Revenue : \$96; Expense : \$165 Net : (\$69,233.0 10/20/2023	338.62	Nursing Grant 22/23 Revenue : \$0 Expense : \$2 Net : (\$221,9	21,998.31	Budget/Categorial Progr Revenue : \$0.00 Expense : \$0.00 Net : \$0.00	Budget ★ > ≘		
4	Fiscal Services Revenue : \$0.00 Expense : \$0.00 Net : \$0.00							

• The My Finance Query Dashboard displays live budget amounts displayed for favorite and saved queries to provide a quick view.

**Note:** The chart's color varies based on the available balance budget percentage. The view of this dashboard displays the operating budgets where there is no revenue in our FOAPA.

Favorites Saved Quer	ries Shared Quer	ies		:	🗘 Low-High 🍸 🗟
Fiscal Services Revenue : \$0. Expense : \$92 Net : (\$920,19	0,198.32	Dream Resource Liaison Revenue : \$ Expense : \$' Net : (\$139,6	139,669.75		\$96,105.60 \$165,338.62
10/20/2023	*>=	10/20/2023	*>=	10/20/2023	*>=
Nursing Grant 22/23	Budget	Budget/Categorial Progr	Budget		
Revenue : \$0. Expense : \$22 Rev EXP Net : (\$221,99	1,998.31	Revenue : \$ Expense : \$0 REV EXP Net : \$0.00			
10/20/2023	*>=	10/20/2023	*>=		

• Following is the set of colors and their default percentage range: The percentage range display is a new feature in the Self-Service Banner! While you can view your budget availability, the percentage range is a view-only display and will not impact the transaction level. Create a budget query by status account to view your available balance.



Color	Available Balance % Range
Green	80 - 100
Yellow	60 - 79
Light Yellow	40 - 59
Orange	20 - 39
Red	0 - 19
Deep Red	-100 - 1

- You can access your Favorite or Saved Queries from the My Finance Query dashboard.
- You may notice a view document tool. Select the document tool to view requisitions, purchase orders, invoices, and journals.

#### View a Document

Similar to FGIDOCR – Document Retrieval

Filter by: Document Type

- Requisition
- Purchase Order
- Invoice
- Journal Voucher
- Encumbrance
- Direct Cash Receipt

View Approval and Related Documents – similar to FOIAPPH - Approval History and FOIDOCH - Document History

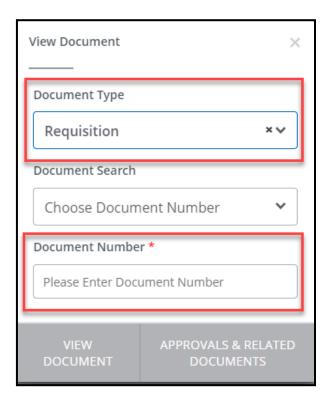
To view a Document, you must first go to My Finance Query.

- 1. Select the My Finance Query
- 2. Select the View Document Icon

My Finance Query				Search Query
Favorites	Saved Queries	Shared Queries	Low-High	TB

à

3. Select the document type and enter the document number you want to view.



4. Select View Document to view in a PDF format. **Note:** Do NOT send this PDF to vendors. The PDF document is for internal use only. If you search for a Journal Voucher, you will see the Fiscal Year and Period in the PDF.

	View Document	×	Se
ies	Document Type		
I	Requisition	×V	
	Document Search		
	R2300330	×v	
	Document Number	*	
	R2300330		
Г	\//E\A/	APPROVALS & RELATED	
	VIEW DOCUMENT	DOCUMENTS	

			URCHASE RE iable; not a v	QUISITION valid Purchase O	rder)		
Reque	stor	Virella, Yolanda		Requisition Numbe	r	R2300330	
Phone		856-566-6744 Ext	1	Transaction Date		07/05/2022	
Email vire		virellyo@rowan.edu		Delivery Date		07/05/2022	
Organi	zation	(70102)	:	Status		Converted to PO	
Accourt	nting Type	Document Level		Currency		USD	
Ship To		904	,	Vendor		The Cooper Health	System
						(916068141)	
Addres	is	UDP Building	4	Address		The Cooper Health Grants Managemen	System Attn: nt Office
		42 E Laurel Road				1 Federal Street, Su	ite NW-400A
		Stratford NJ 08084				Camden NJ 08103	
Attent	ion To	Y. Virella - Ext		Phone		- Fax -	
				Email			
Requis	ition Comments	FY23 Child Abuse Fellows S210120)	ship Program (C	AP) - Year 3 Fellow: S	Sarah Kleinle, MI	O S220099 exp. 6/30/	2023 (old
Comm	odities						
Item	Description		U/M	Quantity	Unit Price	Other	Net Total
1	Child Abuse Fellowship MD(CD225-000)	Program: Sarah Kleinle,	EA	1.00	87,000.0000	0.00	87,000.0
		Total Co	ommodities				87,000.00
Accour	nting Distributions						
SEQ	Chart-Index-Fund-Org	n-Acct-Prog-Actv-Locn-Proj	NSF Suspens	se NSF Override	Suspense	Distribution Percent	Net Amount
1	R 65558- 70102- 7206-	13	No	No	No	100.0000	87,000.00
		Total Accounting D	istributions				87,000.00

5. Select **Approval and Related Documents** to view the document trail. You can see the approval history and who actually approved the document etc.

Document Type	
Requisition	×v
Document Search	
R2300330	×v
Document Numb	er *
R2300330	
VIEW DOCUMENT	APPROVALS & RELATED DOCUMENTS

Related Documents
Purchase Order P2303452 Approved
Approval History
NON-GRANTS REQ QUE (REQ) (1000) Christina  07/07/2022
GRANTS REQ QUE (GREQ) (1000) Elizabeth  07/06/2022
Approvals Required
No Approval required information available for R2300330
U.K.

**Note**: If there are attachments with the order, you will see attachments and select the hyperlink of the attachment.

Purchase Order P2020450 Approved Receiving Documents Y2002106 Completed Receiving Documents Y2002107 Completed Attachments MAINTENANCE_AGREEMENT.PDF - Requisition		
P2020450 Approved Receiving Documents Y2002106 completed Receiving Documents Y2002107 completed Attachments MAINTENANCE_AGREEMENT.PDF -		
Receiving Documents Y2002106 Completed Receiving Documents Y2002107 Completed Attachments MAINTENANCE_AGREEMENT.PDF -	Purchase Order	
Y2002106 Completed Receiving Documents Y2002107 Completed Attachments MAINTENANCE_AGREEMENT.PDF -	P2020450 Approved	
Receiving Documents Y2002107 Completed	Receiving Documents	
Y2002107 Completed	Y2002106 Completed	
Attachments	Receiving Documents	
Attachments MAINTENANCE_AGREEMENT.PDF -	Y2002107 Completed	
	MAINTENANCE_AGREEM	ENT.PDF -
	Approval History	
Approval History		

6. Select **Back To View Document** to do another search.

#### References

#### FOAPAL CODE DESCRIPTIONS

CODE	DESCRIPTION
Fund	The Fund code specifies the funding source where the money comes from. Funds are either unrestricted or restricted (e.g., grant funds, bond funds).
Organization	The Organization code identifies the department or location responsible for the financial activity.
Account	The Account code identifies the spending or revenue categories, such as Office Supplies or Services. There are eight major categories: 1000 Academic salaries 2000 Classified salaries 3000 Employee benefits 4000 Supplies and materials 5000 Other operating expenses and services 6000 Capital outlay 7000 Other outgo 8000 Revenue
Program	<ul> <li>The Program code reflects the purpose of the expenditures. All activities are classified as either instructional or administrative support.</li> <li>For Instructional Programs, Program codes follow the Taxonomy of Programs (TOP) manual from the Chancellor's Office.</li> <li>For administration and support, Program codes follow the Budgeting and Accounting Manual from the Chancellor's Office.</li> </ul>
Activity	The activity code determines instructional and non-instructional salary and benefit expenditures. The activity code must be included when transferring To/From salary and benefit accounts.
Location	This code is used to specify the assigned physical location of an asset. This code is not used for requisitions, purchase orders, or budget transfers.

#### **BANNER FINANCE SUPPORT**

Support for Banner Finance modules (Budget Transfers and Approvals) is divided among the IT and Fiscal Services Departments.

DEPARTMENT	CONTACT
IT Help Desk	Ext. 4357
Final Comisso Marias	
Ziegenhohn	Ext. 6445
Fiscal Services-Melanie Lazo Fiscal Services-Yvette Shane budgetrevisions@mtsac.edu	Ext. 5388 Ext. 5539
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