University of Dayton
Finance Self-Service

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Introduction

Requesting access, opening Finance Self Service, Menu Options, Charts, FOAP Elements

Budget Queries

Budget Queries, Budget Status by Account, Budget Query by Organizational Hierarchy, Budget Quick Query

Downloading Data

Saving Query Parameters

Encumbrance Queries

View Document
Finance Administrative System has two components:

**Finance Self Service (FSS):**
Query database for financial information.

**Internet Native Banner (INB):**
Update, enter, and look at financial information.

To open FSS

- Log in to Porches with your LDAP username and password.
- Go to the UD Daily tab and click on Banner Self –Service.
- Click the Finance folder.
- Click on the Budget Queries link.

Porches logs out after 2 hours of inactivity. You will be prompted before an automatic log out and can chose to continue your session.
What is Finance Self-Service?

FSS is a tool for quickly finding data stored in the finance database in INB (Internet Native Banner). In FSS you can:

- Create Queries
- View Documents

Queries

Queries are searches for data using specific parameters. For example: Budget Queries are created by account, organization, or as “Quick”, and can be refined with a range of parameters such as Fiscal Year. In FSS, Queries can be created and saved as templates (see page 16). Query results can be viewed but not changed. FSS is for looking up (query) not updating information.

FSS Main Menu Options

Each option is covered in this document.

- Budget Queries
- Encumbrance Query
- View Document

Financial data is recalled from the finance database with codes indicating a Chart, FOAPAL or Index.

FSS Navigation

- Access FSS options from the Finance Main Menu (pictured here) or from links at the bottom of the screen. Links at the bottom appear on every screen.
- Navigate using forward and back browser buttons.
- Return to the Main Menu from anywhere in FSS by clicking the Finance tab or by clicking on the Return to the Main Menu link at top right.
- To close FSS and return to the portal, click on Back to link below the Porches logo.
- Log out when finished.
Charts

The University of Dayton uses chart D

Data is recalled from a Chart by entering a FOAP or an Index. An Index is a shortcut to the FOAP data.

Note: The FOAP can be used to create queries, but require that both the org and the fund be entered. The same data can be recalled by entering a single Index, which then populates the FOAP fields.

What is the FOAP?

FOAP is an acronym representing the Chart of Account elements. F=Fund, O=Organization, A=Account, P=Program. Each element is a set of identifying codes.

An INDEX is a five or six digit shortcut to the FOAP. When the Index is entered on a query, the FOAP element fields are automatically populated. Your INDEX will be your old IFAS account number.

To access financial information in FSS:

• Specify the Chart of Accounts and
• Enter an Index (FOAP fields will fill)

Note: When submitting a query, Indexes are not saved with templates or documents. Only FOAP values are saved. If you submit a query with an Index, the information will be overwritten by the next query.

Index is a short cut to the FOAP.

FOAPS

Fund is the funding source. Examples: Tuition, Gifts, Auxiliary Enterprises, Student Club.

Organization is the organizational unit responsible for financial activity within the code. “Org” is your department.

Account classifies revenues and expenditures by type and spending categories.

Revenue account codes are codes for the types of revenue received, such as tuition or auxiliary sales revenue.

Expenditure account codes are codes for the types of expenditure, such as salaries or supplies.

The expenditure account in Banner is what we previously called sub-accounts in IFAS. Expenditure accounts will be the same as the IFAS sub-account except you will need to replace the leading 5 with a 7. For example, 5360 in IFAS will be 7360 in Banner. Labor accounts (IFAS sub-accounts 5010 through 5099) will need to replace the leading 5 with a 6 and they will become accounts 6010 through 6099.

Program is the major purpose of expenditures. This as an additional identifier. Program codes accumulate expenditure information into major categories such as instruction, research, and academic support. Our program codes follows NACUBO’s program structure.
Budget Queries

To open, from the Main Menu select the first option, “Budget Queries”.

Three Types of Queries:

Budget Status by Account
Look up budget information for one organization or grant – this is the quickest way to get transaction details. **You will not get a good available balance for any fund or org with structured budgets in the system.**

Budget Status by Organizational Hierarchy
This will give you the available balance for any org or fund with structured budgets in the system.

Budget Quick Query
This is similar to Budget Status by Account. However the choice of ledger columns is fixed. Quick Query shows only Adjusted Budget, Year to Date, Commitments and Available Balance. **You will not get a good available balance for any fund or org with structured budgets in the system.**

Use the Finance Tab or the MENU link on the top right or the links at the bottom of the page to return to the main menu from Query menus.
Budget Status by Account

Use this to look up budget information for one organization or grant – this is the quickest way to get transaction details.

1. Select the **Budget Status by Account** from the drop down menu.
2. Click **Create Query**.
3. Select **Operating Ledger Columns** to display. Reference table at right for list of fields and what data they will supply. Ask: What information do I need? What questions have I been asked to supply? *The recommended choices are Accounted Budget, Year to Date, Encumbrances, and Available Balance.*
4. Click **Continue**.

### Operating Ledger Columns Choices and Descriptions

<table>
<thead>
<tr>
<th>Budget Status by Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adopted Budget</strong></td>
<td>Budget at beginning of Fiscal Year</td>
</tr>
<tr>
<td><strong>Budget Adjustment</strong></td>
<td>Total of additions or reductions-temporary and permanent-since original budget load.</td>
</tr>
<tr>
<td><strong>Adjusted Budget</strong></td>
<td>Current Budget. Total of all transactions.</td>
</tr>
<tr>
<td><strong>Temporary Budget</strong></td>
<td>Temporary Adjustments – will not roll to next fiscal year.</td>
</tr>
<tr>
<td><strong>Accounted Budget</strong></td>
<td>Original Budget plus or minus adjustments. System generated column. Drill down to see details.</td>
</tr>
<tr>
<td><strong>Year to Date</strong></td>
<td>Actual posted revenue and expenditures.</td>
</tr>
<tr>
<td><strong>Encumbrances</strong></td>
<td>Funds committed for future payments-amount generated by purchase orders.</td>
</tr>
<tr>
<td><strong>Reservation</strong></td>
<td>Not used at the University of Dayton</td>
</tr>
<tr>
<td><strong>Commitment</strong></td>
<td>Equals total set-aside for future obligations.</td>
</tr>
<tr>
<td><strong>Available Balance</strong></td>
<td>Remaining Budget balance. Total Budget plus or minus Year To Date activity and Commitments. Only good in Budget Status by Organizational Hierarchy.</td>
</tr>
</tbody>
</table>
Budget Status by Account

After selecting Ledger Columns, click Continue.

The next screen that opens is used to define the “parameters” of the data to be retrieved.

1. (Required): Choose Fiscal Year and Period from the drop down menus.
2. (Required): The letter representing the Chart of Accounts: D
3. Enter the Index and click Submit Query – the Index generates the FOAPAL codes. Note: this is the Best Practice Method.

Using the Index requires only knowing one code, whereas entering all of the FOAPAL elements would require knowing four codes.
4. Click on Submit Query.

This is where you can Name and save your Query. It is recommended that you save it as a Personal Query.
### Budget Status by Account

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Fiscal Year</td>
<td>July 1 to June 30. Default is current year.</td>
</tr>
<tr>
<td>X</td>
<td>Fiscal Period</td>
<td>Number of fiscal months to be included in the query. To include April, select “10” not “04”. All transactions before and during the period will be included. Queries cannot be generated for a single month. So if you choose period 03, the results will include all transactions for period 01, 02, and 03. Also Period 14 is the last period used to close the fiscal year. So when querying on previous Fiscal Years be sure to select fiscal period 14 to get year end totals.</td>
</tr>
<tr>
<td></td>
<td>Comparison Fiscal Yr</td>
<td>Prior year to compare with current choice of Fiscal Year.</td>
</tr>
<tr>
<td></td>
<td>Comparison Fiscal Period</td>
<td>Prior period to compare with current choice of Fiscal Period.</td>
</tr>
<tr>
<td>X</td>
<td>Chart of Accounts</td>
<td>This must be “D”</td>
</tr>
<tr>
<td>X</td>
<td>Index</td>
<td>Enter Index, click Submit Query to populate Fund, Org and Program fields</td>
</tr>
<tr>
<td></td>
<td>Fund</td>
<td>Source of funding – populates when Index is entered.</td>
</tr>
<tr>
<td></td>
<td>Activity</td>
<td>Not used by the University of Dayton</td>
</tr>
<tr>
<td></td>
<td>Organization</td>
<td>Department/Division or budget unit responsible and accountable for transactions. Populates when Index is entered.</td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td>Not used by University of Dayton</td>
</tr>
<tr>
<td></td>
<td>Grant</td>
<td>Grant identification number. Only required when viewing Grant Inception to Date information. Other FOAP code numbers must be removed before submitting a grant query.</td>
</tr>
<tr>
<td></td>
<td>Fund Type</td>
<td>High level Summary of Funds by Category.</td>
</tr>
<tr>
<td></td>
<td>Account</td>
<td>Describes revenues and expenditures. Can be used to query on transactions in specific account codes.</td>
</tr>
<tr>
<td></td>
<td>Account Type</td>
<td>Higher-level category of account if rollup or consolidation are needed.</td>
</tr>
<tr>
<td></td>
<td>Program</td>
<td>Program Code. Used to track use of funds. Populates when Index is entered. Usually should be removed before submitting query.</td>
</tr>
</tbody>
</table>
Query Results

The **Accounted Budget** column is the total budget.

**Year to Date** is the actual revenue and expenditures posted to your fund.

**Encumbrances** is money set aside for salaries and purchase orders.

Three levels of detail are available:

1. Clicking on a column figure opens a Transaction Report. (In the example, for Account 7360, clicking the figure in the Year To Date column opens the Transaction Report).
Budget Status by Org Hierarchy

This will give you the available balance for any org/fund with structured budgets.

Create a New Query

1. Select **Budget Status by Organizational Hierarchy** from the drop down menu, and click Create Query.
2. Select Operating Ledger Columns to display. **Recommended choices:** Accounted Budget, Year to Date, Encumbrances, and Available Balance.
3. Click Continue.
4. The next screen that opens is used to define the “parameters” of the data to be retrieved.
5. (Required): Choose Fiscal Year and Period from the drop down menus.
6. (Required): The letter representing the Chart of Accounts: D
7. Enter the Index and click Submit Query – the Index generates the FOAPAL codes. **Note: this is the Best Practice Method.**
8. Click on Submit Query.

**NOTE:** See pages 7 and 9 for tables describing Operating Ledger Data columns and parameters.
Query Results

These levels of detail are available:

1. Status Report: shows organizations and sub-organizations. The sample Report shows **1100 Purchasing**.

2. Clicking **1100** shows all Account Types. The example shows 50, 60 and 70. 50=Revenue, 60 & 70=Expenses.

3. Clicking 70 shows all Types of Expenses. The example shows **71** through **7F**.

4. Clicking on **71** shows details of Materials and Services. Any documents shown on this screen can also be opened from the **View Documents** feature.
Budget Quick Query

Similar to Budget Status By Account, but the choice of ledger columns is fixed. Quick Query shows only Adjusted Budget, Year to Date, Commitments, and Available Balance.

Limits of Quick Query
- Ledger Columns are set by default
- No drill down options
- Cannot download data
- No custom calculations

You will not get a good available balance for any fund or org with structured budgets in the system.
Downloading Data

Query results can be downloaded to an Excel spreadsheet. When the message window appears click Open. After the file downloads, select File, Save As and name your file with a title representative of the data, i.e. put fund or org number in the name as well as the date. Click the SAVE AS TYPE: down arrow to open the drop down menu. Select the Excel Workbook or Excel 97-2003 Workbook option. Make sure you review the Save in window at the top of the save box. If what is displayed is NOT where you want the file saved you must change the path. Now you can open Excel and open the file you just downloaded and saved.

Choices for Download:

**Download All Ledger Columns** downloads all available operating ledger amounts for the period entered.

**Download Selected Ledger Columns** downloads only columns selected on the Operating Ledger Data Column screen.
Saving Query Parameters

Saving frequently used queries as templates saves time in the future when you want to access the same information.

While queries can be saved from any screen only selection criteria entered up to that point will be saved.

**Templates should be saved as personal.**
Personal templates are accessible by the creator and shared templates are accessible to all.

**Saving a Query Template**
1. Name the Query.
2. Click Save Query As.
3. A message will confirm the query has been saved.

**Retrieve Existing Query**
1. Click on the query you want to retrieve from the drop down list.
2. Click Retrieve Query.

**Delete a Query Template**
1. Enter the template name or select it as above.
2. Click Submit Query.
3. Click Delete to permanently delete it from the list of choices.

**NOTE:**
To prevent accidentally overwriting an existing template, a warning message displays that a file of the same name already exists.
Encumbrance Queries

This Query Type will result in a list by account number of all active encumbrances in the FOAP selected. This feature is best used for the current fiscal year.

When you click on the encumbrance query option a screen opens with parameter selections similar to the Budget Status Query.

1. Select the Fiscal Year and Fiscal Period.
2. Enter your Fund or Org in the Index Field.
3. Click on Submit Query.

Following are descriptions of the fields displayed:

- Account is the account # the PO is expensed against
- Description is Vendor Name
- Original Commitments is the original encumbered amount.
- Encumbrance Adjustments are any increases/decreases to original encumbered amount.
- Encumbrance Liquidations are any changes to encumbered amount from payments.
- Year to Date is total amount paid to date for the document.
- Current Commitments is amount currently encumbered for the document code.

View Documents

When you need this level of detail it is best to drill down from Budget Status Query or Organizational Hierarchy Query.

In order to use this feature easily, it is best to have your document numbers.

1. Select the Document Type from the drop-down menu.
2. Enter the Document Number. (If you do not know the Document Number use the Document Lookup and enter a wildcard (%) in the number field.)

NOTE: Only documents in your Funds/Orgs will be accessible. Use the Back button to return if document results do not display. Related documents such as Check Numbers can also be displayed.

The original document will be displayed. I.E. the document as it was originally entered into the system. So for a PO you will see:

- Who requested it
- Vendor Info
- Commodity/Service description
- The FOAP it was charged against