Banner Finance Self-Service:

My Finance Query

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Banner Jargon

- **FOAPAL** – Acronym for <u>F</u>und <u>O</u>rganization <u>A</u>ccount <u>P</u>rogram <u>A</u>ctivity <u>L</u>ocation, which together is a unique identifier for a particular financial transaction

- **Fund Code** – A six-digit number that designates a source of the money. It can be an internal resource of the College (100xxx funds, generally), the College's endowment (120xxx, generally), or restricted gifts (152xxx, generally)

- **Organization Code** – A five-digit number that designates a particular department or program

- **Account Code** – A six-digit number that identifies the category of expenditure (e.g., travel, supplies, etc.)

- **Program Code** – A two-digit number that distinguishes what aspect of campus operations the amount is related (e.g., academic, nonacademic, student, etc.)

- **Accounted Budget -** Approved Budget plus or minus any Budget Adjustments; total of all budget transactions.

- **Adopted Budget -** Budget at beginning of a Fiscal Year

- **Adjusted Budget -** The Adopted Budget plus the Budget Adjustment.

- **Available Balance -** The difference between the Accounted Budget and the Year to Date and Encumbrances; indicates the budget balance available

- **Budget Adjustment –** Permanent increase or decrease to a budget

- **Chart of Accounts** (COA) - Chart of Accounts is always **L**

- **Commitments** – All open encumbrances

- **Comparison queries** –Select a (Prior)Fiscal Period and (Prior) Fiscal Year to compare.

- **Encumbrances -** Funds committed for future payments (Purchase Orders/Salary Expenses)

- **Fiscal Period -** A number designating the month in the Fiscal Year. 01 = July, 02 = August, etc. To view fiscal year-to-date activity, enter 14.

- **Fiscal Year-** The fiscal year runs from July 1st – June 30th.

- **Temporary Budget** – Temporary increase/decrease; will not roll to next fiscal year.

- **Year to Date -** Actual revenue and expenditures to date

My Finance Query overview

My Finance Query allows you to query and view your Finance budget data. This works best when querying a Fund & Organization combination. You can use this application for the following:

- Create a query to retrieve Finance budget data
- Edit a query
- Share a query with others in your organization having the same level of access
- Delete a query
- Mark a query as a favorite
- Perform comparison queries
- Add computed columns to queries
- Download query results to Excel
- View Document.
- View related documents
- View approval history

Requesting access to Funds or Organization codes

- Navigate to https://finadmin.lafayette.edu/forms
- Select **Banner Finance Access Request Form** and fill out listing all applicable funds, organization codes, and respective access
  - Submit the completed request form to the Controller's Office, 030 Marquis Hall; please allow two business days to receive and process
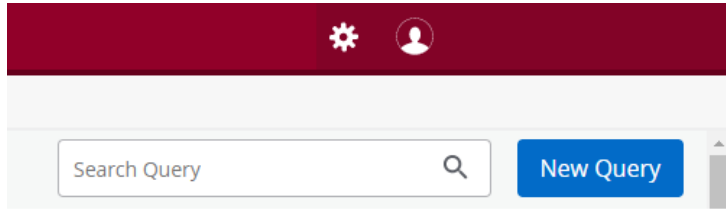
Accessing Banner Self-Service & My Finance Query

- Navigate to https://my.lafayette.edu and sign in using your Lafayette NetID and password
  - Need help logging in? Please contact the Help Desk at (610) 330-5501

- Select **Banner Self-Service** under "Connect to my Accounts"

- Select **Finance** to launch the My Finance Dashboard
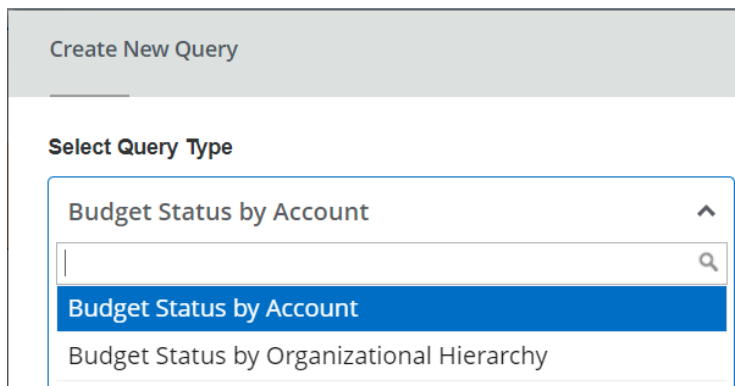
- Select **My Finance Query**

Create a query

Procedure

1. On the **My Finance Query** page, click **New Query** (upper-right)

2. In the **Select Query Type** field, select the budget query type.

Query Type	Description
Budget Status by Account	Budget information by accounts for the Fiscal Period, Year, and Commitment Type (all, committed, or uncommitted) by the following: • FOAPAL/Index values. • Single Organization. • Fund Type. • Account Type. • Revenue Accounts. • Wild-card filters supported for FOAPAL
Budget Status by Organizational Hierarchy	Budget information for organizations by the following: • Hierarchical structure. • Specific Funds, high-level Organizations, Accounts, and Programs. • Fund Type. • Account Type. • Revenue Accounts. • Wild-card filters supported for FOAPAL.

3. In the **Values** area, select the values and the Operating Ledger columns to query.

4. Click **SUBMIT**.

The **My Finance Query** page appears with query results. Using the available icon buttons, you can edit, share, save, view query parameters, add computed columns, download results to Excel, or view available balance, and pending documents

Analyzing query results

My Finance Query uses a Radial Progress chart to display the available balance percentage for those queries that have **Include Revenue Accounts** set to false.

Color of the chart varies based on the available balance budget percentage.

Color	Available Balance % Range
Green	80 to 1000
Yellow	60 to 79
Light Yellow	40 to 59
Orange	20 to 39
Deep Red	-1000 to 1

Edit a query
You can edit a query to adjust results.

Procedure
1. On the **My Finance Query** dashboard page, click the **Saved** or **Shared** query you want to edit.
• Clicking saved queries loads query results. Click ✎ to access the **Edit Query** window.
• Clicking a shared query in the query list accesses the **Edit Query** window.
2. Using the **Edit Query** window, adjust the selections for the query.
3. Click **SUBMIT**.
    The **My Finance Query** page appears with query results.

Save a query and mark it as a Favorite

You can save a query and mark it as a favorite.

Procedure
1. Create a query that you want to save.
The **My Finance Query** page appears with query results.
2. Click 💾 to access the **Save as** window.
3. Enter a query name in the provided field.
4. If you want to set the query as a Favorite, click the **Set as favorite** check box.
5. Click **Save**.

    Tip: You can also use the ☆ icon of a query displayed in the card view to toggle a query between Favorite and Unfavorite.

Share a query

Sharing a query allows anyone in your organization who has the same level of access to see the query.

Procedure

1. On the **My Finance Query** dashboard page, locate the query you want to share in the Favorites or Saved areas.

2. Click ⤳

3. On the share prompt, choose the appropriate option.

Option	Description
Yes	The system updates the query to Shared allowing others with the same level of access to see the query.
No	The system cancels the share.

You will now see 👥 which indicates that the query has been shared.

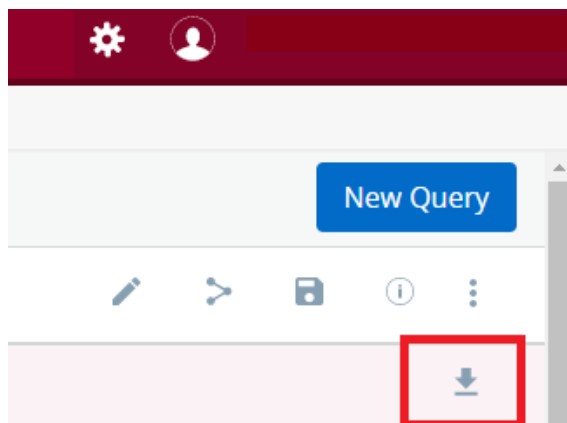You can click on 👥 to unshare the query.

> **Tip:** You can also perform the Share/UnShare operation, while running a query from the Query
> results listing page.

Download a query to Excel

You can download a query as an Excel spreadsheet.

Procedure

1. Create or view a query that you want to download.

2. Click ⬇ to download the query to the default download location on your local drive.

Delete a query

You can delete saved queries.

Procedure

1. On the **My Finance Query** dashboard page, click **Saved Queries**.
2. Locate the saved query you want to delete and click 🗑.
3. On the delete prompt, choose the appropriate option.

Option	Description
Yes	The system deletes the query
No	The system cancels the delete

Add computed column

You can add a computed column to query results.

      Note: You can add a computed column to all query types except Budget Quick Query.

Procedure

1. Create or view the query to which you want to add a computed column.
2. Click ➕ to access the **Computed Columns** window.
3. Define the computed column by naming it and selecting the two columns and the operator controlling the new column's results.
4. Click **Compute**.

Query results reload listing the new computed column in the results.

What to do next

      Tip: You can use the **Remove** tab to remove a previously added computed column from

      a query.