

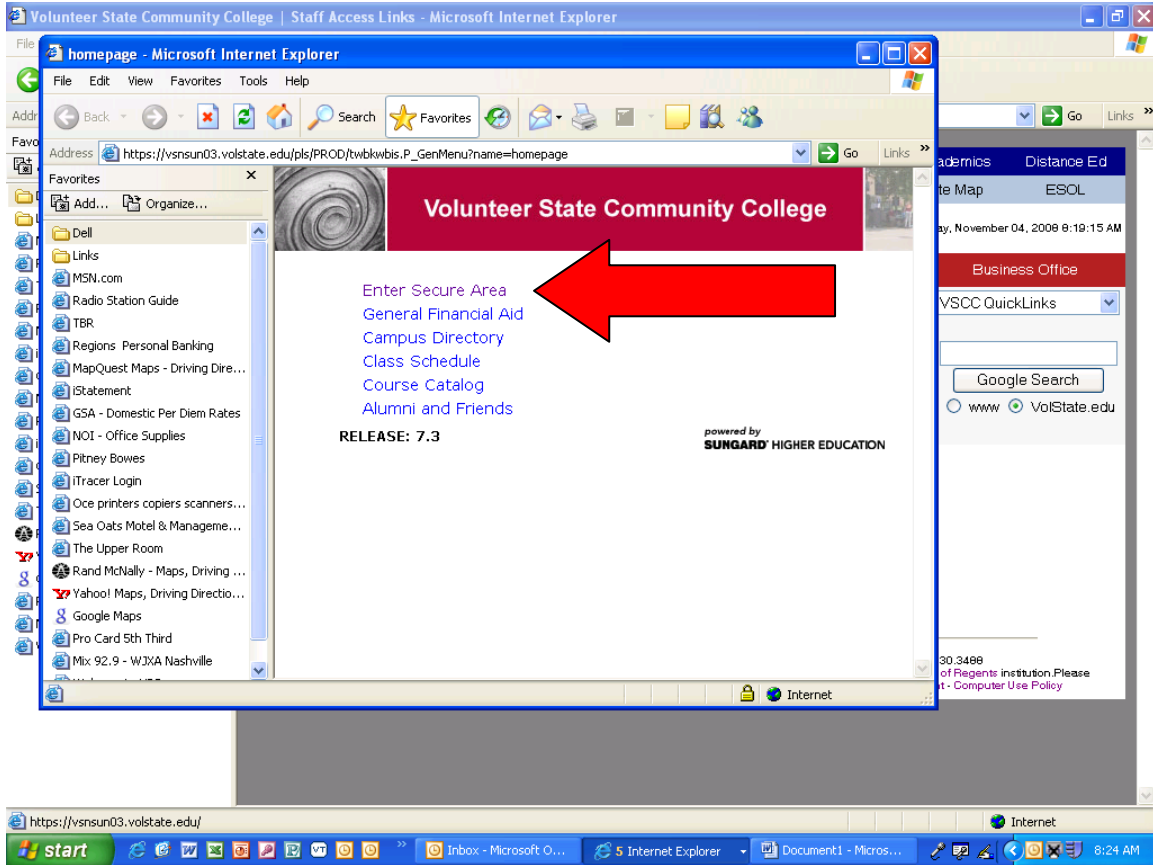
HOW TO USE SELF SERVICE BANNER

Step 1: Go to <http://www.volstate.edu/stafflinks.html> on the volstate website for access to Banner Self Service. Select the Self Service Banner (SSSB).

****You can not research or get detail on agency funds in Self Service Banner (SSSB)****

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Staff Access Links' page of the Volunteer State Community College website. The browser's address bar shows the URL <http://www.volstate.edu/stafflinks.html>. The page features a navigation menu with links for Home, Bookstore, My VolState, Online, RODP, Library, TBR, Academics, Distance Ed, Calendar, Athletics, Business & Industry, Directory, Site Map, and ESOL. The main content area is titled 'Staff Access Links' and is divided into two columns: 'Staff Links' and 'Banner Links'. The 'Staff Links' column includes links for Outlook Web Access, ePrint Access, My VolState Online Access, and PeopleAdmin Access. The 'Banner Links' column includes links for Internet Native Banner (INB), Self Service Banner (SSSB), and Banner Test/Training Systems. A search box with a 'Google Search' button and radio buttons for 'www' and 'VolState.edu' is located on the right side of the page. The footer contains contact information for the college, including the address (1480 Nashville Pike, Gallatin, TN 37068), phone numbers (615.452.6600, 888.335.6722, TTD 615.230.3488), and copyright information (© 2007 Volunteer State). A small accessibility icon is also present in the footer.

Step 2: After selecting Banner Self Service, Select the *Enter Secure Area*



Step 3: Login into Self Service Banner.

User Id = Banner V number

PIN = password [If you need assistance with your PIN, contact the Help Desk at 230-3302]

User Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://vsnsun03.volstate.edu/pls/PROD/twbkwbis.P_WWWLogin

Volunteer State Community College

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). The User ID is your V number. If you need assistance with your PIN, please contact the Help Desk at 230-3302. When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

Spring 2009 semester fees are due January 5, 2009. For registration after January 5, fees are due the same day that you register. If fees are not paid by the due date, you will be dropped from your classes and you will have to re-register.

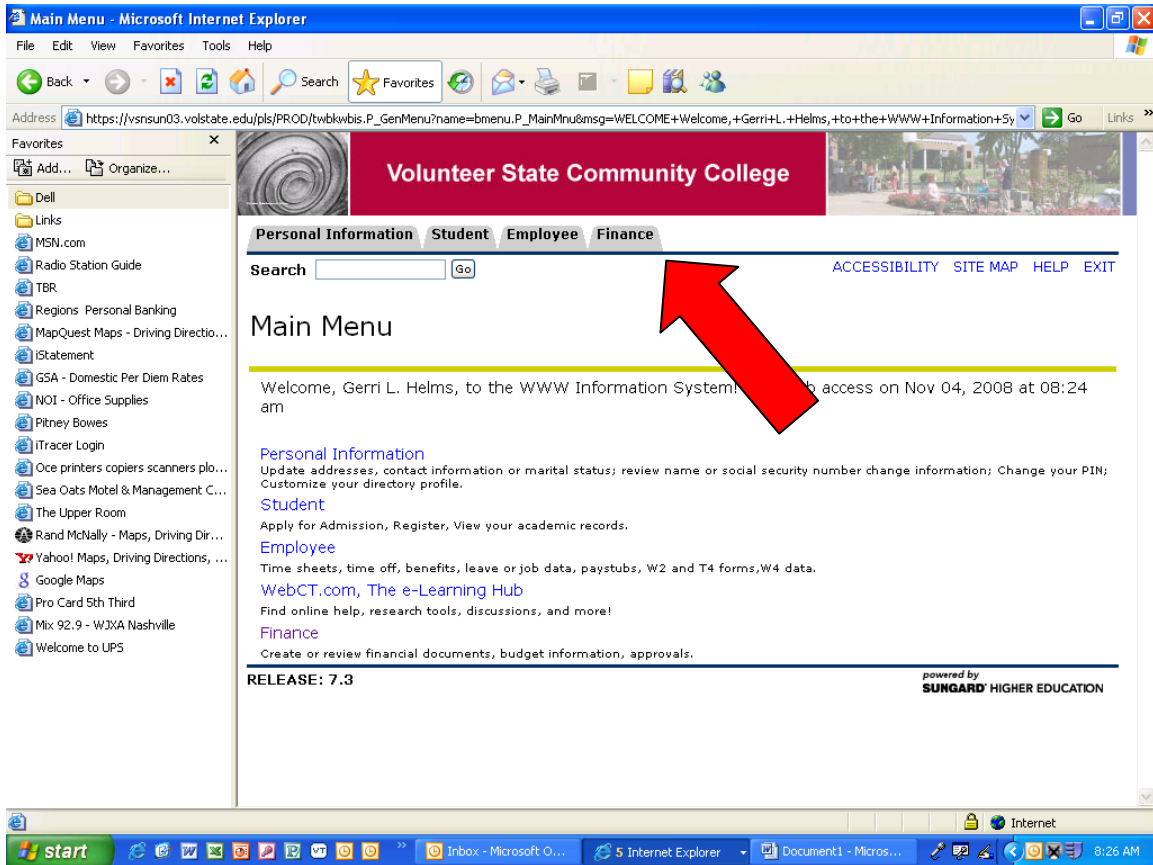
User ID:

PIN:

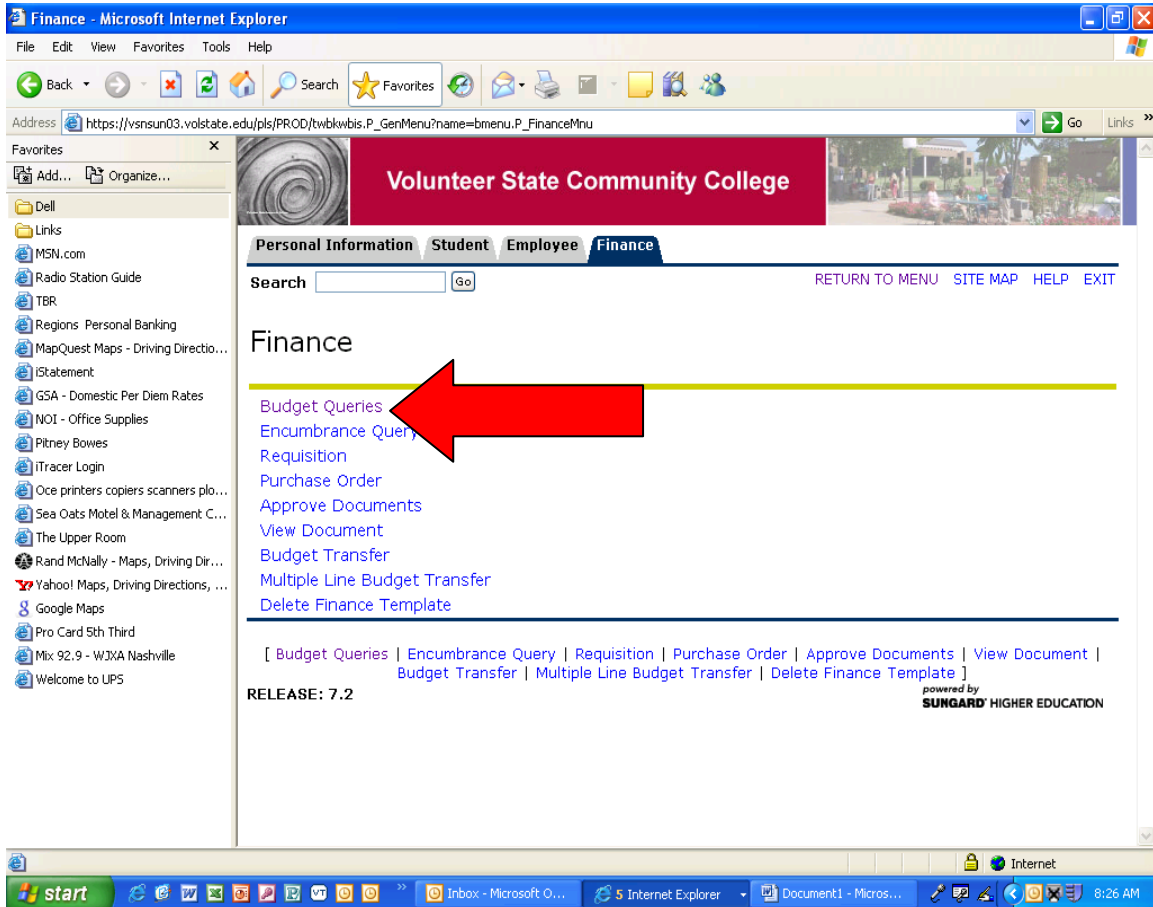
RELEASE: 7.3

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Step 4: Once you have logged into Banner Self Service, select the *FINANCE Tab*



Step 5: Select *Budget Queries* from the menu.



Step 6: Select *Retrieve Existing Query*. From the drop down box, choose *VSCC Budget by Organization (S (Shared))*

Budget Queries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://vsnsun03.volstate.edu/pls/PROD/bwfkpvu.P_Budget_Start Go Links

Favorites Add... Organize...

Dell Links MSN.com Radio Station Guide TBR Regions Personal Banking MapQuest Maps - Driving Directio... iStatement GSA - Domestic Per Diem Rates NOI - Office Supplies Pitney Bowes iTracer Login Oce printers copiers scanners plo... Sea Oats Motel & Management C... The Upper Room Rand McNally - Maps, Driving Dir... Yahoo! Maps, Driving Directions, ... Google Maps Pro Card 5th Third Mix 92.9 - WJXA Nashville Welcome to UPS

Volunteer State Community College

Personal Information Student Employee Finance

Search Go MENU SITE MAP HELP EXIT

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type Budget Status by Account

Retrieve Existing Query

Saved Query

- None
- None
- BUDGET BY ORGANIZATION (Shared)
- Indes E16020 (Shared)
- Indes R10021 (Shared)
- Index E16019 (Shared)
- Index E30001 (Shared)
- Index R10021 (Shared)
- VSCC Budget (Shared)
- VSCC Budget by Account (Shared)
- VSCC BUDGET BY ORGANIZATION (Shared)
- VSCC BUDGET BY ORGANIZATION (S (Shared))

[Budget Queries | En... Document | Bu...]

Approve Documents | View Delete Finance Template]

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Done

start

Inbox - Microsoft O... Internet Explorer Document1 - Micros...

8:27 AM

Step 7: Select Continue to go to next page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Budget Queries' page for Volunteer State Community College. The browser's address bar shows the URL: https://vsnsun03.volstate.edu/pls/PROD/bwfrpvu.P_Budget_Start. The page features a navigation menu with tabs for 'Personal Information', 'Student', 'Employee', and 'Finance'. Below the navigation is a search bar and a 'Go' button. The main content area is titled 'Budget Queries' and contains a message: 'Template VSCC BUDGET BY ORGANIZATION (\$ (Shared) retrieved.' followed by an information icon and the instruction 'Select the Operating Ledger Data columns to display on the report.' Below this is a grid of checkboxes for various budget categories: 'Adopted Budget', 'Budget Adjustment', 'Adjusted Budget', 'Temporary Budget', 'Accounted Budget', 'Year to Date', 'Encumbrances', 'Reservations', 'Commitments', and 'Available Balance'. A 'Save Query as:' text box is present, with a 'Shared' checkbox and a 'Continue' button below it. A large red arrow points to the 'Continue' button. At the bottom of the page, there is a navigation menu with links: '[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]'. The Windows taskbar at the bottom shows the 'start' button, several open applications including 'Inbox - Microsoft O...', 'Internet Explorer', and 'Document1 - Micros...', and the system clock displaying '8:27 AM'.

Step 8: Enter your Index Code (See Red Arrow on screen shot below)
Select Submit at Bottom of page (See Blue Arrow)

For a list of Index codes, please contact the Assistant Vice President for Business and Finance at extension 3580 or the Director of Accounting at extension 3581.

The screenshot shows a Microsoft Internet Explorer window titled "Budget Queries - Microsoft Internet Explorer". The address bar displays "https://vsnsun03.volstate.edu/pls/PROD/bwfrpvu.P_Budget_Start". The page content includes a message: "To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period." Below this is a form with the following fields:

- Fiscal year: 2009
- Fiscal period: 12
- Comparison Fiscal year: None
- Comparison Fiscal period: None
- Commitment Type: All
- Chart of Accounts: V
- Index: E60015 (highlighted with a red arrow)
- Fund: [empty]
- Activity: [empty]
- Organization: [empty]
- Location: [empty]
- Grant: [empty]
- Fund Type: [empty]
- Account: [empty]
- Account Type: [empty]
- Program: [empty]

There are checkboxes for "Include Revenue Accounts" and "Shared". A "Save Query as:" field is present. A "Submit Query" button is highlighted with a blue arrow. At the bottom, there are navigation links: "[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]". The footer includes "RELEASE: 7.2" and "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time "8:29 AM".

Step 9: At this screen, select *Submit Query*

The screenshot shows a Microsoft Internet Explorer browser window titled "Budget Queries - Microsoft Internet Explorer". The address bar displays "https://vsnsun03.volstate.edu/pls/PROD/bwfrpvu.P_Budget_Start". The page content includes a "Budget Queries" header, a status message "Template VSCC BUDGET BY ORGANIZATION (S (Shared)) retrieved.", and a form with the following fields:

- Fiscal year: 2009
- Fiscal period: 12
- Comparison Fiscal year: None
- Comparison Fiscal period: None
- Commitment Type: All
- Chart of Accounts: V
- Index: [empty]
- Fund: 110001
- Activity: [empty]
- Organization: 304305
- Location: [empty]
- Grant: [empty]
- Fund Type: [empty]
- Account: [empty]
- Account Type: [empty]
- Program: 450

Below the form, there are checkboxes for "Include Revenue Accounts" and "Shared". A "Save Query as:" text box is present. A red arrow points to the "Submit Query" button.

At the bottom of the page, there are navigation links: [Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template].

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Step 10: From this screen, you can select and drill down into the detail on any text or amount in **blue**.

Report A - Microsoft Internet Explorer

Address: https://vsnsun03.volstate.edu/pls/PROD/bwfrpvu.P_Budget_Start

Period Ending Jun 30, 2009
As of Nov 04, 2008

Chart of Accounts V Volunteer State Community College Commitment Type All
Fund 110001 Undesignated E and G Program 450 Institutional Support
Organization 304305 Business Office Activity All
Account All Location All

Query Results

Organization	Organization Title	FY09/PD12 Adopted Budget	FY09/PD12 Adjustment Budget	FY09/PD12 Adjusted Budget	FY09/PD12 Year to Date	FY09/PD12 Encumbrances	FY09/PD12 Reservations
304305	Business Office	865,142.76	0.00	865,142.76	283,366.88	360,044.12	0.00
304305	Rollup	865,142.76	0.00	865,142.76	283,366.88	360,044.12	0.00

Download All Ledger Columns Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column
FY09/PD12 Adopted Budget	percent of	FY09/PD12 Adopted Budget	FY09/PD12 Adopted Budget

Perform Computation

Example A: This screen allows you to review specific types of expenses. You can select and drill down into the detail on any text or amount in **blue**.

The screenshot shows a Microsoft Internet Explorer browser window displaying a financial report. The address bar shows a URL from a state university system. The page content includes a summary table, a detailed 'Query Results' table, and several interactive buttons for downloading and saving the data.

Summary Table:

Fund	110001	Undesignated E and G	Program	450	Institutional Support
Organization	304305	Business Office	Activity	All	
Account	All		Location	All	

Query Results Table:

Account Type	Account Title	FY09/PD12 Adopted Budget	FY09/PD12 Budget Adjustment	FY09/PD12 Adjusted Budget	FY09/PD12 Year to Date	FY09/PD12 Encumbrances	FY09/PD12 Reservations	FY09/PD12 Commitments
50	Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	Salaries and Benefits	794,615.78	0.00	794,615.78	256,961.81	359,530.12	0.00	359,530.12
70	Expenses	70,526.98	0.00	70,526.98	26,405.07	514.00	0.00	514.00
80	Transfers							
304305 Rollup		865,142.76	0.00	865,142.76	283,366.88	360,044.12	0.00	360,044.12

Interactive Elements:

- Buttons: "Download All Ledger Columns", "Download Selected Ledger Columns", "Save Query as", "Perform Computation"
- Form: "Compute Additional Columns for the query" with dropdowns for Column 1, Operator, Column 2, and Display After Column.

Example B – If you select the 70 Account type expense, you can select from these types of expenses. This shows Travel expenses, Operating Expenses, etc.

The screenshot shows a web browser window titled "Report A - Microsoft Internet Explorer". The address bar contains a URL from "vsnsun03.volstate.edu". The main content area displays a table titled "Query Results". The table has the following columns: Account Type, Account Title, FY09/PD12 Adopted Budget, FY09/PD12 Budget Adjustment, FY09/PD12 Adjusted Budget, FY09/PD12 Year to Date, FY09/PD12 Encumbrances, FY09/PD12 Reservations, and FY09/PD12 Com. The data rows include account types 71 through 7D, with a final "70 Rollup" row. Below the table are buttons for "Download All Ledger Columns", "Download Selected Ledger Columns", and "Save Query as".

Account Type	Account Title	FY09/PD12 Adopted Budget	FY09/PD12 Budget Adjustment	FY09/PD12 Adjusted Budget	FY09/PD12 Year to Date	FY09/PD12 Encumbrances	FY09/PD12 Reservations	FY09/PD12 Com
71	Travel	7,600.00	0.00	7,600.00	3,422.62	0.00	0.00	
74	Operating Expenses	62,926.98	0.00	62,926.98	22,982.45	514.00	0.00	
75	Departmental Revenues							
78	Capital Expenses							
79	Scholarships and Fellowships							
7A	Depreciation Expense							
7B	Grant Related Expense Items							
7C	Other Non-Operating Expense							
7D	Loan Fund Deductions							
70 Rollup		70,526.98	0.00	70,526.98	26,405.07	514.00	0.00	

Example C: If you select the 74 Account shown on the previous page, you can review the detail for amounts in **blue**. This includes encumbrances and expenses.

Account Number	Description	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
74000	Operating Expense Budget Pool	62,926.98	0.00	62,926.98	0.00	0.00	0.00	0.00
74120	Printing of Supplies Outside Instit	0.00	0.00	0.00	150.00	0.00	0.00	0.00
74130	Duplicating and Copy by Institution	0.00	0.00	0.00	318.00	0.00	0.00	0.00
74230	Postal Charges	0.00	0.00	0.00	9,332.21	0.00	0.00	0.00
74240	Freight and Express Charges	0.00	0.00	0.00	261.99	0.00	0.00	0.00
74310	Equipment Maintenance	0.00	0.00	0.00	675.21	0.00	0.00	0.00
74480	Dues and Subscriptions	0.00	0.00	0.00	358.50	0.00	0.00	0.00
74490	Other Professional and Admin Srvs	0.00	0.00	0.00	5,381.60	70.00	0.00	0.00
74510	Supplies	0.00	0.00	0.00	4,689.99	0.00	0.00	0.00
74630	Rentals	0.00	0.00	0.00	2,094.00	444.00	0.00	0.00
74830	Training Costs for Employees	0.00	0.00	0.00	299.00	0.00	0.00	0.00
74980	Miscellaneous Unclassified	0.00	0.00	0.00	(578.05)	0.00	0.00	0.00
Report Total (of all records)		62,926.98	0.00	62,926.98	22,982.45	514.00	0.00	0.00

Example D: If you drill down into the 74510 Supplies account, you will see information similar to the screen shot below. You can review the detail for amounts or information in **blue**.

Document code beginning with an **I** is an invoice.

From this screen, you can select invoices to get check number, check date, account where expense originally posted. You can also download information that includes all items posted to this account.

For additional items in the account, select the *Next 15* or *Previous 15* button at the bottom of the page

Chart of Accounts: V Volunteer State Community College Commitment Type: All
Fund: 110001 Undesignated E and G Program: 450 Institutional Support
Organization: 304305 Business Office Activity: All
Account: 74510 Supplies Location: All
Fund Type: All Account Type: 74 Operating Expenses

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule	Class Code
Sep 30, 2008	Oct 02, 2008	IT000030	09/18/08 BHOUSER 1 TONER	69.19	J116	
Aug 30, 2008	Sep 10, 2008	IT000029	08/01/08 RAUSTIN 1 TONER	145.99	J116	
Aug 30, 2008	Sep 10, 2008	IT000029	08/29/08 ZMULLINS 1 TONER	145.99	J116	
Jul 02, 2008	Aug 04, 2008	IT000028	07/16/08 AEATON 1 TONER	114.25	J116	
Nov 01, 2008	Aug 01, 2008	I0030770	Moore Wallace an RR Donnelley Co	684.92	INNI	
Sep 17, 2008	Aug 01, 2008	I0029263	Pitney Bowes	176.98	INNI	
Aug 25, 2008	Aug 01, 2008	I0028758	Moore Wallace an RR Donnelley Co	685.12	INNI	
Aug 01, 2008	Aug 01, 2008	I0028272	Moore Wallace an RR Donnelley Co	685.12	INNI	
Sep 18, 2008	Sep 18, 2008	I0046021	Pitney Bowes	0.00	DNNI	
Aug 25, 2008	Aug 25, 2008	I0042663	Moore Wallace an RR Donnelley Co	0.00	DNNI	
Aug 01, 2008	Aug 01, 2008	I0042327	Moore Wallace an RR Donnelley Co	0.00	DNNI	
Jul 02, 2008	Jul 02, 2008	I0041823	Pitney Bowes	0.00	DNNI	
Screen Total:				2,707.56		
Running Total:				5,374.91		
Report Total (of all records):				5,374.91		

Available Budget Balance: (5,374.91)

<Previous 15

Download

To review additional documents in the account

Example E: If you select a specific invoice, this is the detail provided

You can select the [invoice](#) to drill down for additional detail.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application for Volunteer State Community College. The browser's address bar shows a URL with parameters for a report. The page header includes the college's name and navigation tabs for Personal Information, Student, Faculty Services, Employee, WebTailor Administration, and Finance. A search bar is present. The main content area is titled 'Select Document' and contains a 'Detail Transaction Report' section with the following information:

- Document Type: Invoice
- Commitment Type: All
- Document Code: 10028758
- Description: Moore Wallace an RR Donnelley Co
- Transaction Date: 25-Aug-2008

Below this is an 'Accounting Information' section with a table:

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule	Class	Code
V	110001	304305	74510	450			685.12	INNI		

At the bottom of the report section, there are buttons for 'Save Query as', 'Shared', and 'Another Query'. A 'Related Documents' section is partially visible at the bottom of the page.

