



ANTELOPE VALLEY COLLEGE

SSB QUERY INSTRUCTIONS BUDGET, ENCUMBRANCES & DOCUMENTS

Updated October 2025

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BUDGET QUERY OVERVIEW

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 <https://www.avc.edu/financial-fiscal-services/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:

 If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. For a Budget Query to be successful, a user with Fund/Organization Query access must enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year and Chart of Accounts fields.

 You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2025	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	A	Index	
Fund	%	Activity	
Organization	12701	Location	
Grant		Fund Type	
Account	%	Account Type	
Program	%		
☐ Include Revenue Accounts			
Save Query as:			
☐ Shared			
Submit Query			

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

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% - 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

You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the View Payroll Expense Detail button to retrieve information for all accounts in the query.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2025			
As of Oct 06, 2025			
Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	%	Program	%
Organization	12701 Instructional Resources Dean	Activity	All
Account	%	Location	All

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Fund	Account	Account Title	Program	FY25/PD14 Accounted Budget	FY25/PD14 Year to Date	FY25/PD14 Encumbrances	FY25/PD14 Commitments	FY25/PD14 Available Balance
32011	2302	Student Workers	493200	7,681.19	442.00	0.00	0.00	7,239.19
32011	3620	W/C Other NonInstructional	493200	113.68	66.10	0.00	0.00	47.58
32455	3312	OASDI NonInstructional	493200	0.00	5.96	0.00	0.00	(5.96)
32455	3352	Medicare, NonInstructional	493200	0.00	1.39	0.00	0.00	(1.39)
32455	3512	State Unemploy-NonInstruct	493200	0.00	0.05	0.00	0.00	(0.05)
32456	2302	Student Workers	493200	5,656.23	4,211.01	0.00	0.00	1,445.22
32456	3312	OASDI NonInstructional	493200	0.00	1.98	0.00	0.00	(1.98)
32456	3352	Medicare, NonInstructional	493200	0.00	0.46	0.00	0.00	(0.46)
32456	3512	State Unemploy-NonInstruct	493200	0.00	0.01	0.00	0.00	(0.01)
32456	3620	W/C Other NonInstructional	493200	83.71	58.30	0.00	0.00	25.41
Report Total (of all records)				13,534.81	4,787.26	0.00	0.00	8,747.55

[Download All Ledger Columns](#) [Download Selected Ledger Columns](#) [View Payroll Expense Detail](#)

Save Query as:

☐ Shared

QUERY EXAMPLE

If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. For a Budget Query to be successful, a user with Fund/Organization Query access must enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year and Chart of Accounts fields.

You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2025	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			

[\[Budget Queries \]](#) [Encumbrance Query](#) [Requisition](#) [Purchase Order](#) [Approve Documents](#) [View Document](#) [Budget Transfer](#) [Multiple Line Budget Transfer](#)]

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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



You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the View Payroll Expense Detail button to retrieve information for all accounts in the query.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2025			
As of Oct 06, 2025			
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

View Pending Documents

✓ No pending documents exist

Query Results

Account	Account Title	Program	FY25/PD14 Account Budget	FY25/PD14 Year to Date	FY25/PD14 Encumbrances	FY25/PD14 Commitments	FY25/PD14 Available Balance
4500	Non-Instructional Supplies	696001	8,000.00	7,633.66	0.00	0.00	366.34
4500	Non-Instructional Supplies	696002	3,786.00	3,785.83	0.00	0.00	0.17
4500	Non-Instructional Supplies	696003	918.14	904.69	0.00	0.00	13.45
4500	Non-Instructional Supplies	696004	39,951.00	41,761.40	0.00	0.00	(1,810.40)
4500	Non-Instructional Supplies	696005	4,602.00	4,591.57	0.00	0.00	10.43
4500	Non-Instructional Supplies	696006	2,284.00	2,257.09	0.00	0.00	26.91
4500	Non-Instructional Supplies	696009	2,266.86	2,133.05	0.00	0.00	133.81
4500	Non-Instructional Supplies	696010	2,825.00	2,822.75	0.00	0.00	2.25
Report Total (of all records)			64,633.00	65,890.04	0.00	0.00	(1,257.04)

Download All Ledger Columns

Download Selected Ledger Columns

View Payroll Expense Detail

Save Query as:

☐ Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY25/PD14 Adopted Budget	percent of	FY25/PD14 Adopted Budget	FY25/PD14 Adopted Budget	

Perform Computation

Another Query

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 45xx. Therefore, for a requisition using the FOAP 00000-12415-4500-696004, Banner will check the budget using the total value of all 45XX accounts in 00000-12415-696004. To check the value of this budget pool you would query 00000-12415-45%-696004. In the example shown below the budget available for the pool is \$66,684.73 assuming there are no pending documents (discussed later in this manual).

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2025			
As of Oct 06, 2025			
Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	696004 IA Football
Organization	12415 Mens Sports	Activity	All
Account	45%	Location	All

View Pending Documents

✓ No pending documents exist

Query Results

Account	Account Title	FY25/PD14 Year to Date
4500	Non-Instructional Supplies	41,761.40
4561	Non Cap Equip <\$5000, General	24,923.33
Report Total (of all records)		66,684.73

Download All Ledger Columns

Download Selected Ledger Columns

View Payroll Expense Detail

Save Query as:

☐ Shared

Pooled \$66,684.73

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 \$25,000 requisition using 4500 will pass budget since the available budget for the pool is \$50,112.38, even though 4500 only has an available budget of \$19,312.39

EXAMPLE: A \$25,000 REQUISITION TO 4500 WILL PASS BUDGET BECAUSE THE POOL = \$50,112.38

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2025			
As of Oct 06, 2025			
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

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account	Account Title	FY25/PD14 Year to Date
4500	Non-Instructional Supplies	19,312.39
4530	Warehouse Supplies	27,732.65
4561	Non Cap Equip <\$5000, General	3,067.34
Report Total (of all records)		50,112.38

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

[View Payroll Expense Detail](#)

Save Query as:

☐ Shared

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
- **Temporary Budget:** the portion of the budget that is available for the current year only.
- **Accounted Budget:** same as adjusted budget
- **Year to date:** expenses (i.e., payments made)
- **Encumbrances:** the portion of a purchase order yet to be expended
- **Reservations:** fully approved requisitions yet to be processed into a purchase order
- **Commitments:** encumbrances + reservations
- **Available Balance:** adjusted budget less expenses & encumbrances before pending documents. A more accurate available balance is obtained by selecting the pending doc's button. Banner checks budget using the available balance calculated after including pending documents.

OTHER HELPFUL DEFINITIONS

Permanent Transfer: transferred funds remain in destination FOAP next fiscal year **(Financial & Fiscal USE ONLY)**

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

Pending Documents: list of incomplete and disapproved requisitions as well as budget transfer journals. The value of these documents reduces available budget when Banner evaluates budget for a requisition

Incomplete Requisition: a requisition created but not marked complete, hence it has not entered 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 (NOT RECOMMENDED)

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 (RECOMMENDED)

Recommended query method 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.

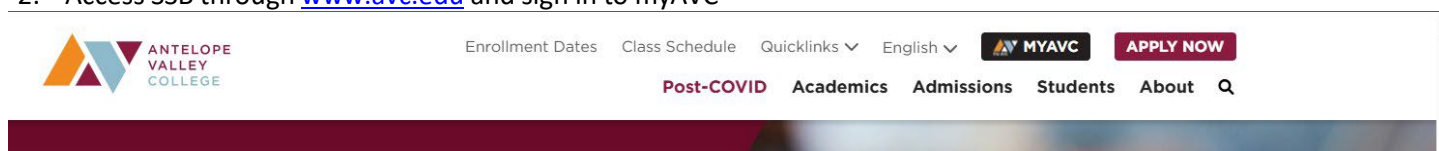
3. Budget Status by Organizational Hierarchy

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



Tools

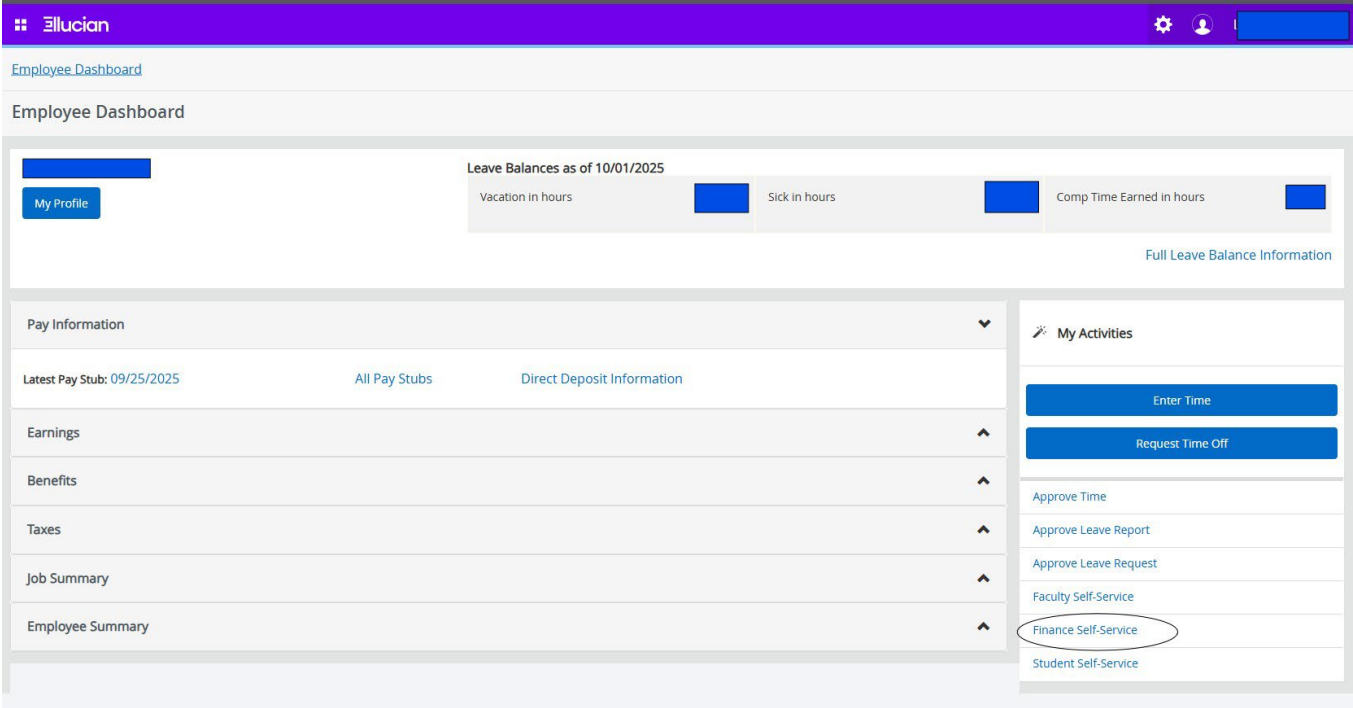
...

 Budgeting (SSB9) ▶

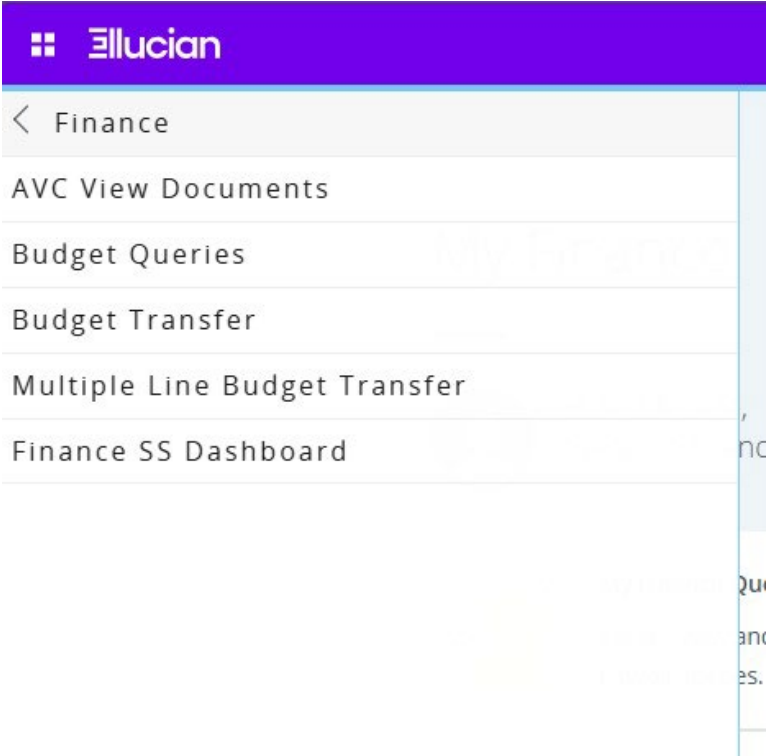
 Budgeting ▶

 Employee (SSB 9) ▶

3. Select the Finance Self-Service link on the Employee Self-Service home page. If the Finance link does not appear on your home page, please contact ITS.



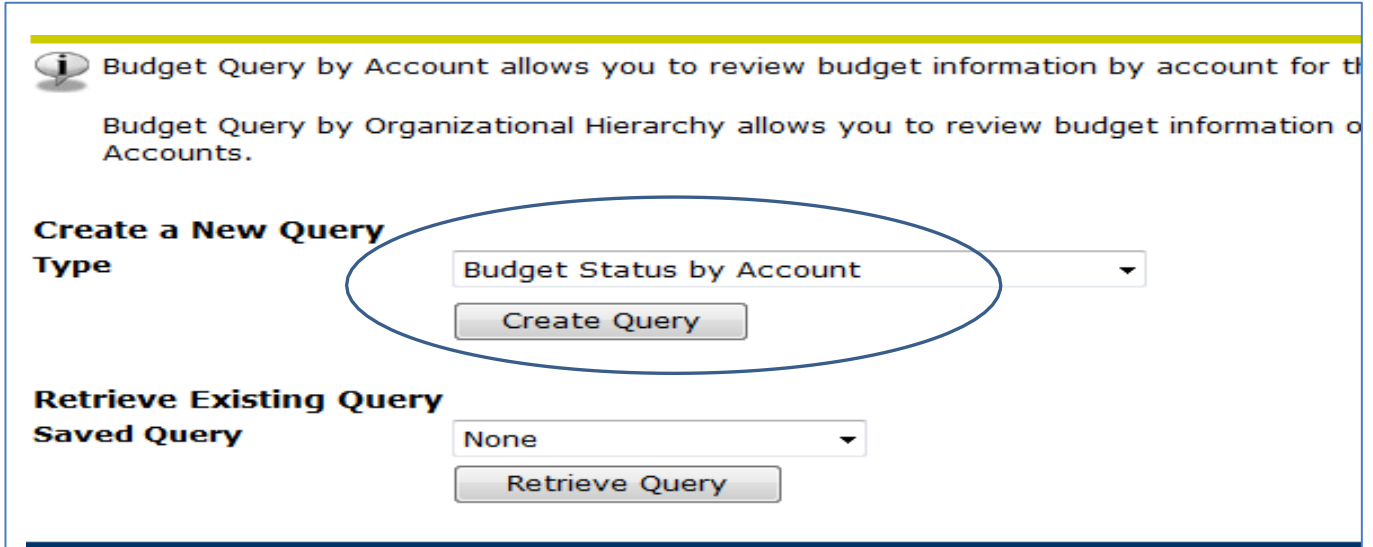
4. Select Banner, Finance, then BUDGET QUERIES from the Four-Square menu in the top left corner.



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 the

Budget Query by Organizational Hierarchy allows you to review budget information on

Accounts.

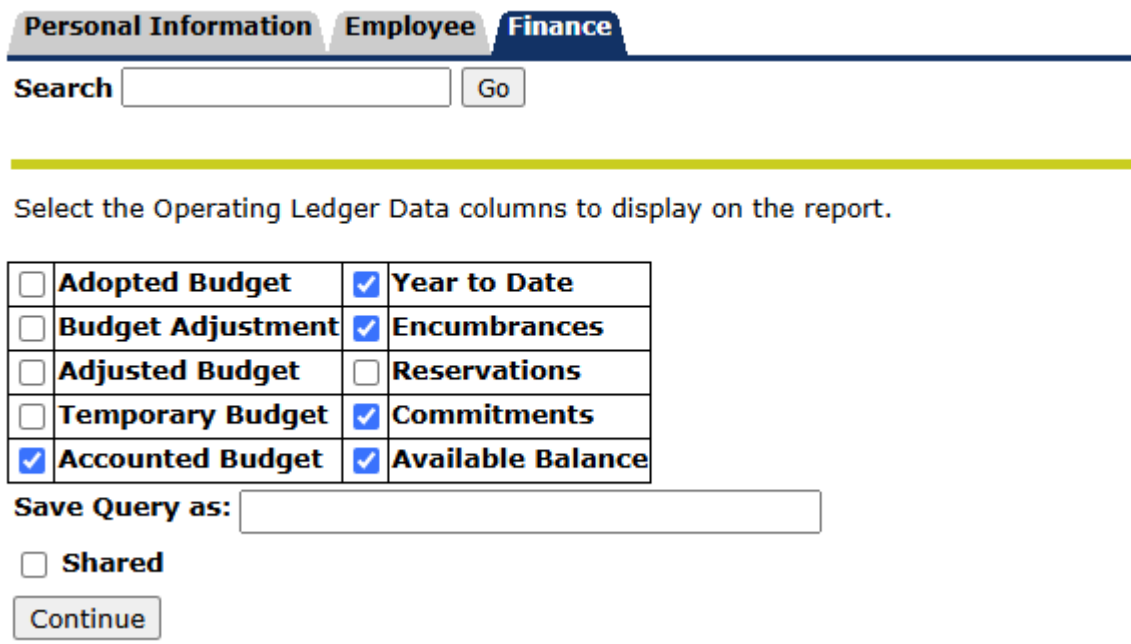
Create a New Query

Type Budget Status by Account

Retrieve Existing Query

Saved Query None

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



Personal Information **Employee** **Finance**

Search

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

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

 If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. For a Budget Query to be successful, a user with Fund/Organization Query access must enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year and Chart of Accounts fields.

 You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2026	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	A	Index	
Fund	00000	Activity	
Organization	11032	Location	
Grant		Fund Type	
Account	54%	Account Type	
Program	679900		
☐ Include Revenue Accounts			
Save Query as:			
☐ Shared			
Submit Query			

Use the 1st 2 digits of the account code (subaccount) to check if a requisition will pass budget. Please see [Pooled Budgeting](#) in the Budget [Overview section](#).

BUDGET STATUS BY ACCOUNT QUERY RESULTS

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

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2026			
As of Oct 06, 2025			
Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	679900 Oth Gen Institutional Supp Srv
Organization	11032 Risk Management	Activity	All
Account	54%	Location	All

[View Pending Documents](#)

⚠ Pending documents exist

Query Results

Account	Account Title	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date	FY26/PD14 Encumbrances	FY26/PD14 Commitments	FY26/PD14 Available Balance
5410	Ins, Property & Liability	859,193.00	858,308.40	0.00	0.00	884.60
5420	Ins, Student & Athletic	146,232.00	125,797.26	0.00	0.00	20,434.74
5490	Insurance Deductible & Claims	135,307.50	22,920.36	0.00	0.00	112,387.14
Report Total (of all records)		1,140,732.50	1,007,026.02	0.00	0.00	133,706.48

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

[View Payroll Expense Detail](#)

PENDING DOCS SCREEN VIEW

Report Parameters

Status of Transactions In Process			
Period Ending Jun 30, 2026			
As of Oct 06, 2025			
Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund	00000 Unrestricted General Fund	Program	679900 Oth Gen Institutional Supp Srv
Organization	11032 Risk Management	Activity	All
Account	54%	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 03, 2025	Jul 03, 2025	J0023607	Incomplete	00000	11032	5410	679900	SWACC-Additional Cyber Added	0	2	ABD	41,800.00	BD04
Aug 26, 2025	Aug 27, 2025	J0024207	Disapproved	00000	11032	5420	679900	Reimburse AVC Trust Fund	0	1	ABD	(9,600.00)	DBT
Aug 26, 2025	Aug 27, 2025	J0024207	Disapproved	00000	11032	5410	679900	Reimburse AVC Trust Fund	0	2	ABD	9,600.00	DBT
Oct 02, 2025	Oct 02, 2025	J0024487	In Approvals	00000	11032	5420	679900	Late fees - PIPS Invoices	0	1	ABD	(1,103.71)	DBT
Report Total (of all records)												40,696.29	

Budget Control Keys for Non-sufficient Funds (NSF) Checking

Used in Available Budget Checking	✓ 00000 Fund	✓ 11032 Organization	✓ 540 Account	✓ 679900 Program
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Available Balance Summary

Account	Account Title	Posted Amount	Pending Amount	Available Balance
540	Insurances	21,319.34	40,696.29	62,015.63
5490	Insurance Deductible & Claims	112,387.14	0.00	112,387.14
Totals		133,706.48	40,696.29	174,402.77

[Download All Columns](#)

[Another Query](#)

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

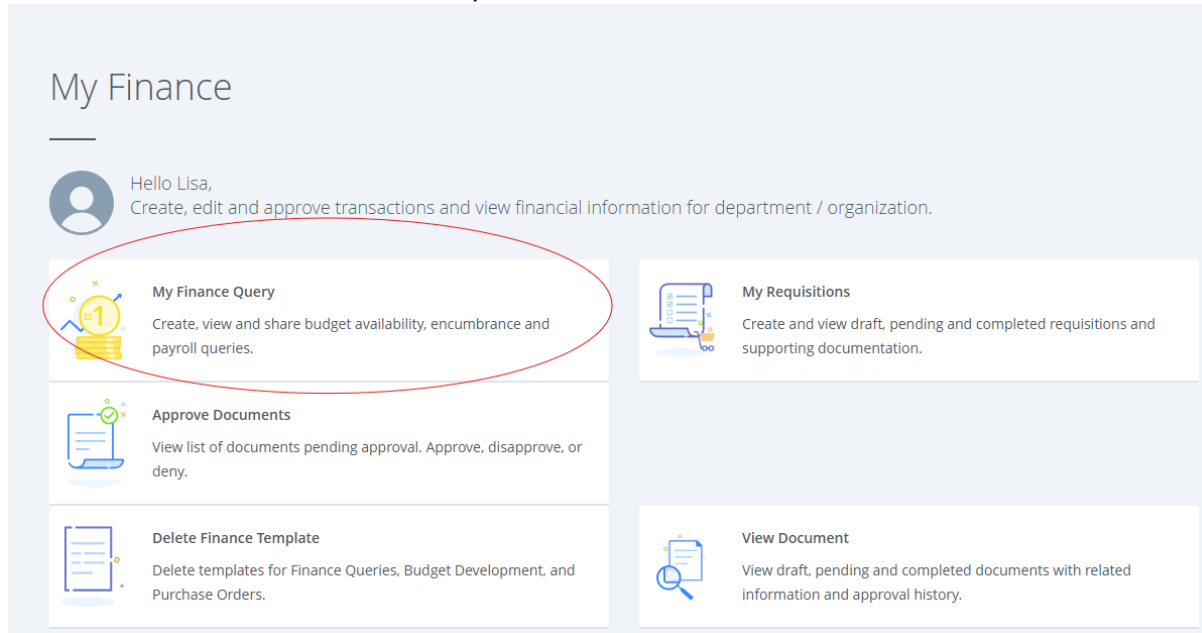
Banner uses rule class codes to identify types of transactions. Some of the most common that you will see in the detail when reviewing budget query screens are listed below. This is for informational purposes to assist you with your reviews.

BD01	Adopted Budget	FINANCIAL & FISCAL USE ONLY
BD02	Permanent Budget Adjustments	FINANCIAL & FISCAL USE ONLY
BD04	Temporary Budget Adjustments	FINANCIAL & FISCAL USE ONLY
DBT	Temporary Budget Adjustments	FINANCE USERS USE THIS
DBP	Permanent Budget Adjustments	DO NOT USE
PORD	Purchase Order	
CORD	Change Order	
INEI	Payment on an Encumbrance	

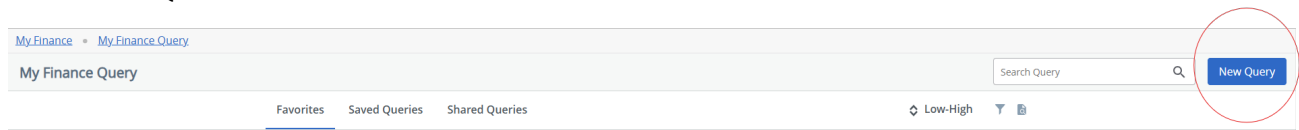
ENCUMBRANCE QUERY OVERVIEW

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.

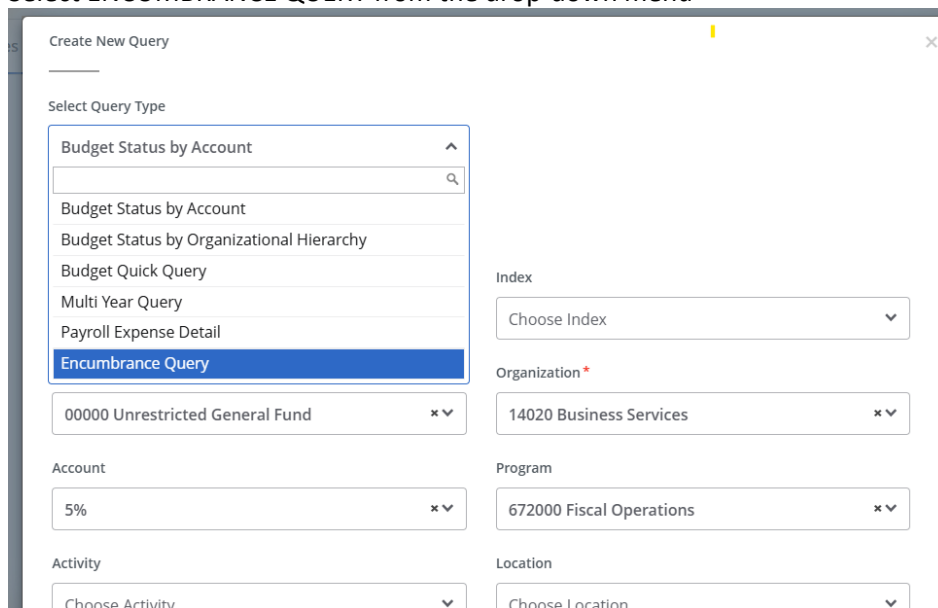
1. Select MY FINANCE QUERY from the My Finance Dashboard



2. Select NEW QUERY



3. Select ENCUMBRANCE QUERY from the drop-down menu



4. You will now see the screen. Note the screen is not available in full screen view.

Create New Query

Select Query Type

Encumbrance Query

Values

Chart*

A Antelope Valley College

Index

Choose Index

Fund

00000 Unrestricted General Fund

Organization *

14505 Facilities Services

Grant *

Choose Grant

Account

5650 Equipment Repairs

Program

652000 Motorpool

Activity

Choose Activity

5. Begin to fill in the fields using the desired FOAP. Use the scroll bar to the right to maneuver down the screen.

Create New Query

Chart*

A Antelope Valley College

Index

Choose Index

Fund

00000 Unrestricted General Fund

Organization *

14505 Facilities Services

Grant *

Choose Grant

Account

5650 Equipment Repairs

Program

652000 Motorpool

Activity

Choose Activity

Location

Choose Location

Fund Type

Choose Fund Type

Account Type

Choose Account Type

Commitment Type

All

6. Click “Submit”

Create New Query

Program

652000 Motorpool

Activity

Choose Activity

Location

Choose Location

Fund Type

Choose Fund Type

Account Type

Choose Account Type

Commitment Type

All

Encumbrance Status

All

Fiscal Year

2025

Fiscal Period

14

SUBMIT

7. The screen will populate with all encumbrances for that particular FOAP. You cannot screen print however you can download the encumbrance query to Excel.

My Finance • My Finance Query • Encumbrance Query

Encumbrance Query

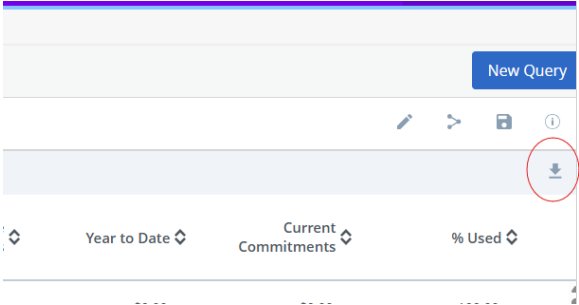
New Query

Facilities Services - 14505

Query Results

Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used
5650	Equipment Repairs	C251575	Fletchers Diesel Repair Inc	\$6,500.00	\$0.00	(\$6,500.00)	\$0.00	\$0.00	100.00
5650	Equipment Repairs	P240526	California Collision Center	\$3,500.00	\$3,000.00	\$0.00	\$0.00	\$6,500.00	0.00
5650	Equipment Repairs	P250390	Diamond Ford	\$10,000.00	\$10,000.00	(\$20,000.00)	\$14,577.81	\$0.00	100.00
5650	Equipment Repairs	P250397	Morgan Attwood & Son, Inc	\$10,000.00	(\$5,514.18)	(\$4,485.82)	\$2,090.02	\$0.00	100.00
5650	Equipment Repairs	P250418	Santos Upholstery	\$1,000.00	\$4,000.00	(\$5,000.00)	\$5,020.13	\$0.00	100.00
5650	Equipment Repairs	P250419	The Radiator Depot	\$7,500.00	(\$7,500.00)	\$0.00	\$0.00	\$0.00	0.00
5650	Equipment Repairs	P250420	Tire Xpress	\$10,000.00	\$1,439.43	(\$11,439.43)	\$750.50	\$0.00	100.00
5650	Equipment Repairs	P250443	Duthie Electric Service Corporation	\$2,500.00	\$1,000.00	(\$3,500.00)	\$2,977.95	\$0.00	100.00
5650	Equipment Repairs	P250634	Pape Material Handling Inc	\$5,000.00	\$0.00	(\$5,000.00)	\$957.50	\$0.00	100.00
5650	Equipment Repairs	P251000	Toyota Material Handling Solutions	\$750.00	\$2,360.00	(\$3,110.00)	\$748.74	\$0.00	100.00
Report Total (of all records)				\$76,250.00	(\$4,214.75)	(\$64,535.25)	\$30,548.73	\$6,500.00	90.85

8. To download the encumbrance query, click on the down arrow in the upper right corner of the screen.



9. The query is sequenced in purchase order number and you can re-order by clicking the up and down carat in any of the column headings.

Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used
---------	---------------	---------------	-------------	----------------------	-------------------------	--------------------------	--------------	---------------------	--------

10. Detailed information regarding the encumbrance can be accessed by drilling down on any “blue” fields.

Document Code	Description
C251575 ⓘ	Fletchers Diesel Repair Inc
P240526 ⓘ	California Collision Center

11. Clicking on ⓘ provides you with more information.

Related Documents

Requisition
R2501575 | 12/06/2024 Approved

Approval History
No Approval History information available for C251575

Approvals Required
No Approval required information available for C251575

OK

From here, you can access the requisition by clicking on the requisition number.

12. Detailed information drilling down on Document Code

Facilities Services - 14505 ⓘ

Query Results ⓘ

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account
*0014326 ⓘ	POCL	\$0.00	\$0.00	(\$6,500.00)	\$0.00	0	1	00000	14505	5650
C251575 ⓘ	PORD	\$6,500.00	\$0.00	\$0.00	\$0.00	0	1	00000	14505	5650

Document Codes

Requisition # begins with R

Purchase order # begins with P

Payment vouchers keep the number, but drop the P. The 1st payment voucher will have no letters. Subsequent vouchers on the same PO will add an alpha letter on the end (e.g., 251575).

Rule Codes

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

PORD = Purchase Order

CORD = Change Order

POBC = PO was closed in a batch close

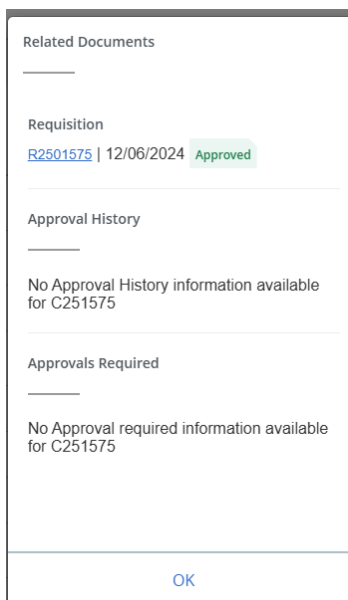
POCL = PO was closed manually

INEI = Invoice with encumbrance (i.e., payment voucher on an encumbrance)

INEC = credit memo with encumbrance

ICEI/ICNI = cancel invoice (canceled payment voucher)

13. Clicking on  provides you with more information.



Related Documents

Requisition

[R2501575](#) | 12/06/2024 Approved

Approval History

No Approval History information available for C251575

Approvals Required

No Approval required information available for C251575

[OK](#)

From here, you can access the requisition by clicking on the requisition number.

14. Detailed information drilling down on Description (copy of PO)

PURCHASE ORDER

Requestor	Janet Elliott	Purchase Order Number	C251575
Phone	722.6300 Ext. 6016	Transaction Date	05/01/2025
Email	jan.elliott@wvc.edu	Delivery Date	06/30/2025
Organization	Facilities Services (14505)	Status	Closed
Accounting Type	Document Level	Currency	USD
Type	Regular	Matching	Not Required

Ship To	WBHS	Vendor	Fletchers Diesel Repair Inc (900461923)
Address	Antelope Valley College 3041 West Avenue K Lancaster CA 93536	Address	42706 5th St East Lancaster CA 93535
Attention To	Jan Elliott, Vendor, AP		

Purchase Order Comments
NEW VENDOR
Name: Fletchers Diesel Repair Inc.
Address: 42706 5th St East
City: Sate, Lancaster, CA
Zip: 93535
Phone: 661.723.3333
Fax:
Order Email: fletchersdiesel@yahoo.com
Sales Rep: Mike Fletcher
Please
Send PO to jan.elliott@facilities, AP & Vendor
Send invoices to jan.elliott@facilities
Authorized Users: Noe Flores, Ron Benedetti,
Marvin Guzman, Jose Soriano
P/24/25 07.01.24-06.30.25

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
1	Inspect, troubleshoot, repair district vehicles Item Text Off-site	YR	1.00	6,500.00	0.00	6,500.00
Total Commodities						6,500.00

Accounting Distributions

SEQ	Chart-Index-Fund-Orig-Acct-Prog-Activ-Locn-Proj	NSF	Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	A - 00000 - 14505 - 5650 - 652000 -	No		No		100.00	6,500.00
Total Accounting Distributions							6,500.00

15. Clicking on provides you with more information.

Related Documents

Requisition
[R2501575](#) | 12/06/2024 Approved

Approval History

No Approval History information available for C251575

Approvals Required

No Approval required information available for C251575

OK

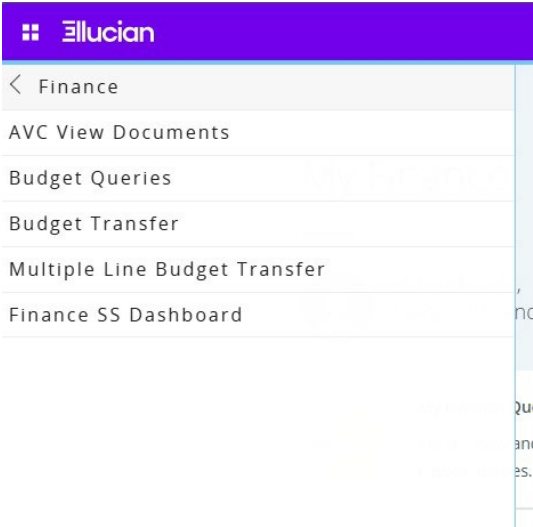
From here, you can access the requisition by clicking on the requisition number.

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 Banner, Finance, then AVC VIEW DOCUMENTS from the Four-Square menu in the top left corner.



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

[Return to Finance Dashboard](#)

Choose type:

Requisition

Document Number

R2600250

Submission#:

Change Seq#

Reference Number

Display Accounting Information

☒ Yes ☐ No

Display Document/Line Item Text

☐ All ☒ Printable ☐ None

Display Commodity Text

☐ All ☒ Printable ☐ None

[View document](#)

[Approval history](#)

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	R2600250	Type	Requisition
Originator:	JELLIOTT15	Janet Elliott	

✓ There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
025A	10	Jul 06, 2025	Eileen O'Brien
025B	10	Jun 26, 2025	Maria Middleton
025G	10	Jun 30, 2025	Ronald Benedetti
CVPA	10	Jul 07, 2025	Shaminder Brar

Approval History Screen

To Query a Purchase Order and Related Change Orders

1. Access AVC 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
☐ All ☒ Printable ☐ None

Display Commodity Text
☐ All ☒ Printable ☐ None

View document Approval history

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

* - at least one of these fields required.

Purchase Order Code Lookup

Document Number*	P260250
User ID*	
Activity Date*	All All
Transaction Date*	All All
Vendor ID*	
Buyer Code	
Approved	All
Completed	All
Reference Number*	

4. Results

Purchase Order Lookup Results

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed	Reference Number
P260250	VOJEDA1	Jul 09, 2025	Jul 09, 2025	AM	000003757	Fastenal		Yes	Yes	

1 document selected.

Note - Change Seq# column.

0 = original PO

1 = 1st change order

Blank = the current change order in place

- 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 Specific Parameters

1. Access AVC 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

☐ All ☒ Printable ☐ None

Display Commodity Text

☐ 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 user ID in the User ID field and requisition series in the document number field (i.e., R25%, R26%). All other fields should say "All" or be left blank for a full listing for the requisition series.

* - at least one of these fields required.

Requisition Code Lookup

Document Number*

R26%

User ID*

PMCCLURE

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

✔ 8 documents selected.

Requisition Lookup Results

Document Number	User I D	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R2600013	PMCCLURE	Jul 02, 2025	Jul 01, 2025	900394604	MGI Advocacy Inc.	Patricia McClure	Yes	Yes	
R2600016	PMCCLURE	Jul 02, 2025	Jul 01, 2025	900418111	Zellet, Jennifer	Patricia McClure	Yes	Yes	
R2600020	PMCCLURE	Jul 15, 2025	Jul 01, 2025	000000095	Council For Higher Ed Accreditation	Patricia McClure	Yes	Yes	
R2600028	PMCCLURE	Jul 08, 2025	Jul 01, 2025	900450829	Association of Community College Trustees	Patricia McClure	Yes	Yes	
R2600122	PMCCLURE	Jul 07, 2025	Jul 01, 2025	900432650	Sutton Photography	Patricia McClure	Yes	Yes	
R2600133	PMCCLURE	Jul 07, 2025	Jul 01, 2025	000000939	Antelope Valley School Boards Assoc	Patricia McClure	Yes	Yes	
R2600196	PMCCLURE	Jul 07, 2025	Jul 01, 2025	900382418	AV EDGE	Patricia McClure	Yes	Yes	
R2600197	PMCCLURE	Jul 07, 2025	Jul 01, 2025	900434030	Antelope Valley Chambers of Commerce	Patricia McClure	Yes	Yes	
8 documents selected.									

Exit Without Value

Another Query