SSB QUERY INSTRUCTIONS
BUDGET, ENCUMBRANCES & DOCUMENTS

Updated 03.08.17

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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 *http://www.avc.edu/administration/busserv/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:

Fiscal year:	2017 ⌄	**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

% - 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

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	%	Program	%
Organization	12701 Instructional Resources Dean	Activity	All
Account	%	Location	All

Query Results

Fund	Account	Account Title	Program	FY17/PD14 Adopted Budget	F A
00000	2302	Student Workers	493200	6,939.75	
00000	3630	W/C Other Instructional	493200	163.34	
00000	2100	Classified Clerical Salaries	611000	0.00	
00000	2302	Student Workers	611000	3,594.75	
00000	3220	PERS, NonInstructional Other	611000	0.00	
00000	3320	Local Experience Charge - SUI	611000	0.00	
00000	3360	Medicare, Oth NonInstruct	611000	0.00	
00000	3520	State Unemploy-Oth NonInstr	611000	0.00	
00000	3620	W/C Other NonInstructional	611000	0.00	
00000	3630	W/C Other Instructional	611000	83.68	
00000	4500	Non-Instructional Supplies	611000	166.46	
00000	5200	Travel & Conference	611000	50.00	
00000	2302	Student Workers	612000	8,053.88	
00000	3630	W/C Other Instructional	612000	189.54	
00000	4530	Warehouse Supplies	612000	53.34	
32011	2302	Student Workers	493200	5,130.66	
32011	3630	W/C Other Instructional	493200	120.70	
32456	2302	Student Workers	493200	9,109.23	
32456	3630	W/C Other Instructional	493200	214.40	
Report Total (of all records)				33,869.73	

QUERY EXAMPLE

Fiscal year:	2017 ✓	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

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

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	%
Organization	12415 Mens Sports	Activity	All
Account	4500 Non-Instructional Supplies	Location	All

Query Results

Account	Account Title	Program	FY17/PD14 Adopted Budget
4500	Non-Instructional Supplies	083551	5,000.00
4500	Non-Instructional Supplies	083552	4,500.00
4500	Non-Instructional Supplies	083553	19,000.00
4500	Non-Instructional Supplies	083554	1,000.00
4500	Non-Instructional Supplies	083555	2,300.00
4500	Non-Instructional Supplies	083556	4,000.00
4500	Non-Instructional Supplies	083559	5,110.65
4500	Non-Instructional Supplies	083590	5,110.65
Report Total (of all records)			46,021.30

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 45. Therefore, for a requisition using the FOAP 00000-12415-4500-083553, Banner will check the budget using the total value of all 45XX accounts in 00000-12415-083553. To check the value of this budget pool you would query 00000-12415-45%-083553. In the example shown below the budget available for the pool is $990.21 assuming there are no pending documents (discussed later in this manual).

BUDGET POOL FOR 00000-12415-45%-083553

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	083553 IA Football
Organization	12415 Mens Sports	Activity	All
Account	45%	Location	All

Query Results

Account	Account Title	FY17/PD14 Available Balance
4500	Non-Instructional Supplies	981.60
4561	Non Cap Equip <$5000, General	8.61
Report Total (of all records)		990.21

Budget Pool Total

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 $5,000 requisition using 4500 will pass budget since the available budget for the pool is $5,852.28, even though 4500 only has an available budget of $3,044.94.

EXAMPLE: A $5,000 REQUISITION TO 4500 WILL PASS BUDGET BECAUSE THE POOL = $5,852.28

Report Parameters

Organization Budget Status Report			
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	677000 Logistical Services
Organization	14020 Business Services	Activity	All
Account	45%	Location	All

Query Results

Account	Account Title	FY17/PD14 Available Balance
4500	Non-Instructional Supplies	3,044.94
4530	Warehouse Supplies	2,057.34
4562	Non Cap Equip<$5000 Computer	750.00
Report Total (of all records)		5,852.28

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

Year to date: expenses (i.e., payments made)

Encumbrances: the portion of a purchase order yet to be expensed

Reservations: fully approved requisitions yet to be processed into a purchase order

Commitments: encumbrances + reservations

Available Balance: adjusted budget less expenses & encumbrances before pending docs. A more accurate available balance is obtained by selecting the pending docs button.   Banner checks budget using the available balance calculated after including pending documents.

Temporary Budget: the portion of the budget that is available for the current year only.

Accounted Budget: same as adjusted budget

OTHER HELPFUL DEFINITIONS

Permanent Transfer: transferred funds remain in destination FOAP next fiscal year

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

Pending Documents: list of incomplete and disapproved requisitions. The value of these documents reduce available budget when Banner evaluates budget for a requisition

Incomplete Requisition: a requisition created but not marked complete, hence it has not entered into 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**
   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**
   <u>Recommended query method</u> 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
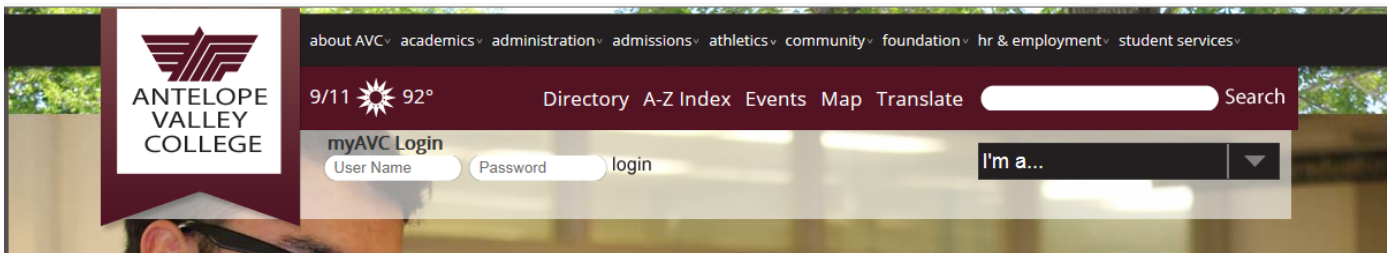
3. Select the FINANCE link on the myAVC home page. If the Finance link does not appear on your home page please contact Nick Walden, Business Services Tech Analyst, at rwalden@avc.edu.

4. Select FINANCE tab then BUDGET QUERIES

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

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

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

BUDGET STATUS BY ACCOUNT QUERY RESULTS

	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

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

PENDING DOCS SCREEN VIEW

Report Parameters

	Status of Transactions In Process		
	Period Ending Jun 30, 2016		
	As of Jul 25, 2015		

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	45%	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 13, 2015	Jul 21, 2015	R1600400	Disapproved	00000	14020	4562	672000	Black Box Network Services	0	1	RSV	(1,460.00)	REQP
Jul 23, 2015	Jul 23, 2015	R1600531	In Approvals	00000	14020	4500	672000	American Express	0	1	RSV	(41.10)	REQP
Report Total (of all records)												(1,501.10)	

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

Used in Available Budget Checking	✔ 00000 Fund	✔ 14020 Organization	✔ 450 Account	✔ 672000 Program

Available Balance Summary

Account	Account Title	Posted Amount	Pending Amount	Available Balance
450	Non-Instructional Supplies	13,462.03	(1,501.10)	11,960.93
Totals		13,462.03	(1,501.10)	11,960.93

Download All Columns
Another Query

This screen displays the **true available budget** when pending documents exists. Requisitions are checked against the true available budget.

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

View Pending Documents

⚠ **Pending documents exist**

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

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
BD02/DBP: Permanent Budget Adjustments
BD04/DBT: Temporary Budget Adjustments
PORD: Purchase Order
CORD: Change Order
INEI: Payment on an encumbrance
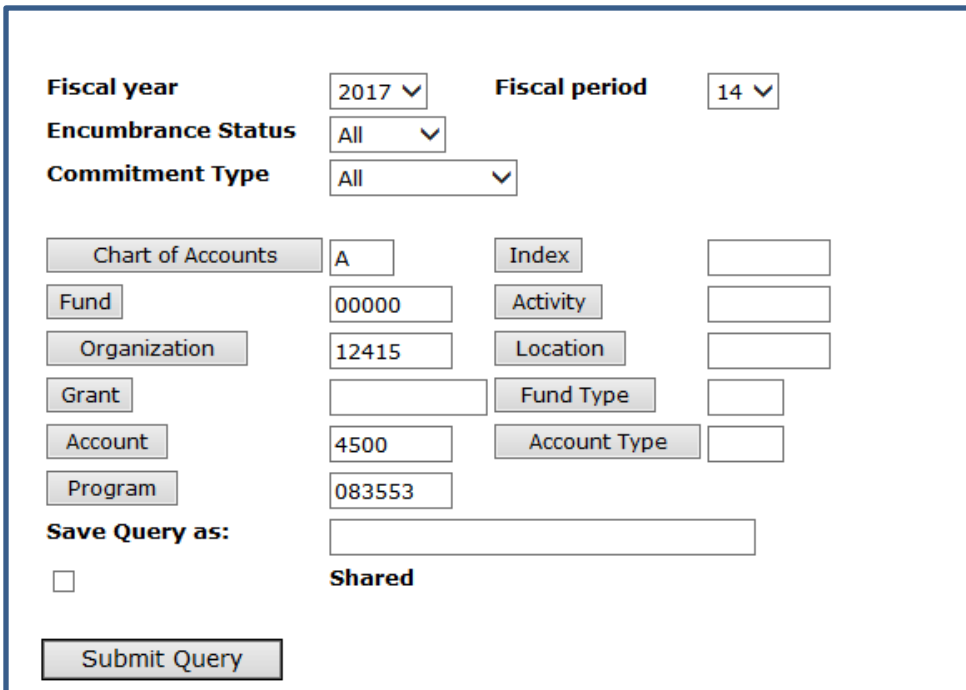
ENCUMRANCE QUERY OVERVIEW

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 BUDGET STATUS BY ACCOUNT from the drop down menu
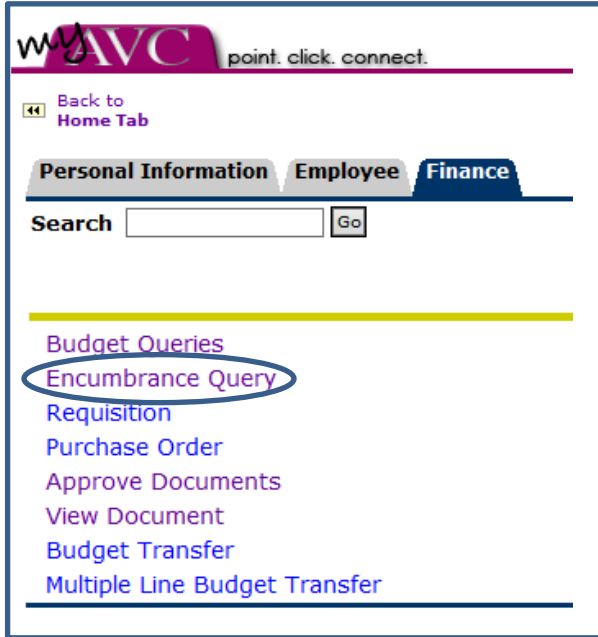
2.   Enter the FISCAL YEAR & PERIOD (period 14 to view data for the full year).
     We recommend selecting All for Encumbrance Status and Commitment Type
     Enter the FOAP (Fund-Org-Account-Program) and leave all other fields blank
     Click SUBMIT QUERY

3. Review list of encumbrances by purchase order number

Year to Date = amounts paid to vendor
Current Commitments = remaining encumbrance on purchase order

Report Parameters

Organization Encumbrance Status Report			
All Encumbrance Summary by Document, Account Distribution			
Period Ending Jun 30, 2017			
As of Mar 09, 2017			
Chart of Accounts	A Antelope Valley College	Commitment Type	All
Fund Code	00000 Unrestricted General Fund	Program Code	083553 IA Football
Orgn Code	12415 Mens Sports	Activity Code	All
Account Code	4500 Non-Instructional Supplies	Location Code	All

Query Results

Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
P170262	Eastbay	10,517.27	0.00	(10,517.27)	10,517.28	0.00	100.00	Uncommitted
P170460	ABC Designs!!!	1,124.71	0.00	(1,124.71)	1,124.71	0.00	100.00	Uncommitted
P170462	Buddy's Allstars Inc	0.00	0.00	0.00	0.00	0.00	0.00	Uncommitted
P170463	Sport Decals Inc	812.02	0.00	(812.02)	811.72	0.00	100.00	Uncommitted
P170523	Eastbay	1,676.02	0.00	(1,676.02)	1,676.03	0.00	100.00	Uncommitted
P170707	D3 Sports Inc	1,771.25	0.00	(1,771.25)	1,771.25	0.00	100.00	Uncommitted
P170843	Buddy's Allstars Inc	1,776.56	0.00	(1,776.56)	1,794.00	0.00	100.00	Uncommitted
P172074	Sports Attack LLC	248.41	0.00	0.00	0.00	248.41	0.00	Uncommitted
Report Total (of all records)		17,926.24	0.00	(17,677.83)	17,694.99	248.41	98.61	

Another Query

4. Double click on a **BLUE** purchase order # to view the payment history.

Selected Document

Encumbrance Detail Status Report			
By Document, Account Distribution			
Period Ending Jun 30, 2017			
As of Mar 09, 2017			
Chart of Accounts	A Antelope Valley College	Commitment Type	Uncommitted
Document Number	P170463	Document Date	Jul 27, 2016
Transaction Description	Sport Decals Inc		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
P170463	PORD	812.02	0.00	0.00	0.00	0	1	00000	12415	4500	083553		
*0000617	POCL	0.00	0.00	(0.30)	0.00	0	1	00000	12415	4500	083553		
170463	INEI	0.00	0.00	(811.72)	0.00	0	1	00000	12415	4500	083553		
170463	INEI	0.00	0.00	0.00	811.72	0	1	00000	12415	4500	083553		

Another Query

<u>Document Codes</u>
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 the same PO will add an alpha letter on the end (e.g., 170463A).

Rule Codes

Rule Class Codes identify the type of transaction. Behind the scene processess 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)

5.   Double click on PO# in top box shown in the previous screen view for vendor & purchase description

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P170460		Aug 01, 2016	Aug 01, 2016	Aug 01, 2016	Aug 01, 2016	1,124.71

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Regular
Cancel Reason:				Date:	
Requestor:	Justin Webb		12415	Mens Sports	
Phone Number:	X 6203				
E-mail:	jwebb@avc.edu				
Accounting:	Document Level				

Ship to:	Antelope Valley College
	3041 West Avenue K
	Warehouse
	Lancaster, CA 93536
Attention:	Vendor, JWebb GYM 142
Contact:	
Phone Number:	

Vendor:	900303050	ABC Designs!!!
	7845 Colony Rd	
	Ste C4-124	
	Charlotte, NC 28226	
Phone Number:	704-904-2472	
Fax Number:		
Currency:		

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		Custom Socks Size Large	EA	80	10	800.00	
				0.00	0.00	72.00	872.00
2		Cusotm Socks Size Extra Large	EA	15	10	150.00	
				0.00	0.00	13.50	163.50
3		Shipping	EA	1	89.21	89.21	
				0.00	0.00	0.00	89.21
Total:							1,124.71

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	A	17		00000	12415	4500	083553				N		N	1,124.71
Total of displayed sequences:														1,124.71

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jul 14, 2016	Requisition	R1700460	Approved
Sep 07, 2016	Invoice	170460	Paid
Sep 08, 2016	Check Disbursement	00000755	

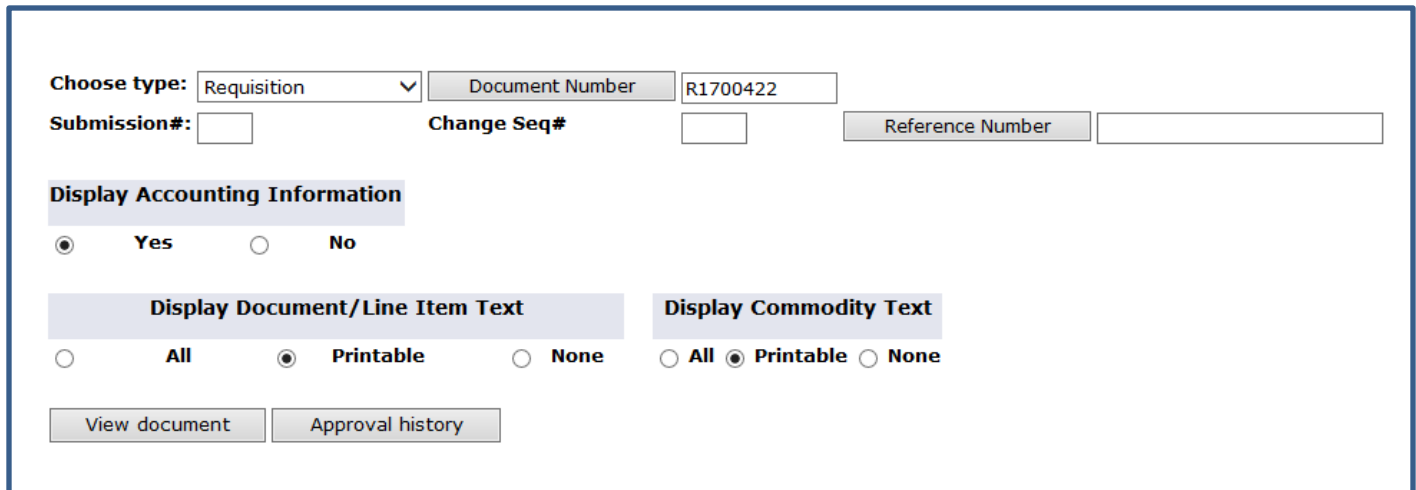# DOCUMENT QUERY OVERVIEW

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 VIEW DOCUMENT from the SSB Finance Menu
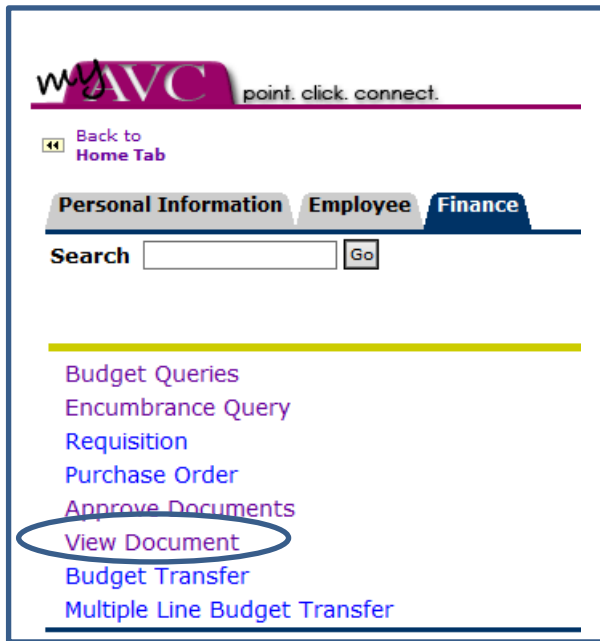
2. Choose the DOCUMENT TYPE (requisition or purchase order, etc) & enter the DOCUMENT NUMBER in the provided field.

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	R1700422	Type	Requisition
Originator:	THUNTER7	Tangie Hunter	

✔ There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
079A	10	Jul 13, 2016	Angela Musial
079F	10	Jul 13, 2016	Edward Knudson
079B	10	Jul 12, 2016	Karen Janiszewski

To Query a Purchase Order and Related Change Orders

1. Access 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			**Display Commodity Text**		
○ All	◉ Printable	○ None	○ All ◉ Printable ○ None		

View document   Approval history

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

Purchase Order Code Lookup

Document Number*	P170173 ×
User ID*	
Activity Date*	All ⌄ All ⌄
Transaction Date*	All ⌄ All ⌄
Vendor ID*	
Buyer Code	
Approved	All ⌄
Completed	All ⌄
Reference Number*	

Execute Query

Exit Without Value

VIEW OF PO QUERY AND RELATED CHANGE ORDERS

✔ 3 documents selected.
Purchase Order Lookup Results

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed	Reference Number
P170173	AMUSIAL1	Jul 13, 2016	Jul 13, 2016	AM	900300578	Home Depot	0	Yes	Yes	
P170173	AMUSIAL1	Jan 31, 2017	Jan 26, 2017	AM	900300578	Home Depot	1	Yes	Yes	
P170173	AMUSIAL1	Jan 31, 2017	Jul 13, 2016	AM	900300578	Home Depot		Yes	Yes	

3 documents selected.

Exit Without Value

Another Query

Note above the Change Seq# column.

0 = original PO

1 = 1st change order

Blank = the current change order in place

4. 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 a Specific Parameters

1. Access 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	

   Display Accounting Information
   ◉ Yes   ○ No

Display Document/Line Item Text	**Display Commodity Text**
○ All ◉ Printable ○ None	○ 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 USERID in the userid field & requisition series in the document number field (i.e., R16%, R17%). All other fields should say "All" or be left blank for a full listing for the requisition series.

   Requisition Code Lookup

Field	Value
Document Number*	R17%
User ID*	thunter7
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

✔ 40 documents selected.

Requisition Lookup Results

Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R1700422	THUNTER7	Jul 13, 2016	Jul 12, 2016	000000254	Marauder Bookstore	Tangie Hunter	Yes	Yes	
R1700423	THUNTER7	Jul 13, 2016	Jul 12, 2016	000003474	Office Depot Inc	Tangie Hunter	Yes	Yes	
R1700536	THUNTER7	Jul 28, 2016	Jul 21, 2016	000001021	Freestyle Photographic Supplies	Tangie Hunter	Yes	Yes	
R1700617	THUNTER7	Aug 06, 2016	Aug 02, 2016	000000898	United Parcel Service	Tangie Hunter	Yes	Yes	
R1700855	THUNTER7	Aug 31, 2016	Aug 31, 2016	000003726	Sierra School Equipment Co	Tangie Hunter	No	No	
R1700870	THUNTER7	Sep 07, 2016	Sep 01, 2016	000000488	Slater Piano Service	Tangie Hunter	Yes	Yes	
R1700906	THUNTER7	Sep 15, 2016	Sep 07, 2016	000001153	Aardvark Clay & Supplies	Tangie Hunter	Yes	Yes	