

Self Service Banner-SSB Training

NAVIGATING “THE BANNER WORLD” IN MANAGING BUDGETS

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The Portal

Log in to the Portal from here . . .

The screenshot shows the Pueblo Community College website. At the top left is the logo with the text "Pueblo Community College". To the right are navigation links: "Apply | Get Started | Contact Us | Scholarships | myPCC Portal". Below these are social media icons for Facebook, Instagram, Twitter, and YouTube, followed by a search bar. A horizontal menu contains: "ABOUT", "ACADEMICS", "BECOME A STUDENT", "STUDENT LIFE", "CAMPUS RESOURCES", and "PUEBLO CORPORATE COLLEGE". The main banner features a student in a maroon "PANTHER PRIDE" t-shirt sitting on the grass, writing in a notebook. Overlaid on the banner is the text "Scholarships" in large white font, with "Worth it. Learn more. >>>" in a black box below it. Below the banner is a "News" section with two items: "PCC, police department collaborate on new officer safety tool" and "PCC to offer Safe Sitter training". To the right is a "Panther Spotlight" section featuring a photo of Vincent Ramos, an Electromechanical Technology student, with a quote: "the Return to Earn scholarship made it possible for me to gain the technological resources necessary to succeed in the classroom." At the bottom right of the news section is a link "view more news >".

Pueblo Community College

Apply | Get Started | Contact Us | Scholarships | myPCC Portal

ABOUT | ACADEMICS | BECOME A STUDENT | STUDENT LIFE | CAMPUS RESOURCES | PUEBLO CORPORATE COLLEGE

Scholarships

Worth it. Learn more. >>>

News

PCC, police department collaborate on new officer safety tool
PUEBLO
Pueblo police officers have one more safety tool at their disposal thanks to a partnership between Pueblo Community College and the Pueblo Police Department.

PCC to offer Safe Sitter training
PUEBLO
PCC is now a registered teaching site for the Safe Sitter program. The Safe Sitter class shows students how to prevent injuries and handle emergencies when they are watching siblings, babysitting or a...

Panther Spotlight

Vincent Ramos
Electromechanical Technology student
" the Return to Earn scholarship made it possible for me to gain the technological resources necessary to succeed in the classroom. "

view more news >

Portal Login

Just visit PCC's Portal: **Log on with your S# and Password**

← → ↻ 🏠 🌐 bannercas.cccs.edu/cas/login?service=https%3A%2F%2Fmyportal.cccs.edu%2Fhtml%2Fjsp%2FCCS%2FvpdiChange.jsp%3Fvpdi%3DPCC



MYPCC PORTAL LOGIN

User Name:

S00021810

Password:

.....

Login

24/7 Live Tech Support: 1-888-800-9198

[Problems Logging In?](#)

[Forgot Password?](#)

[Lost User Name?](#)

[Browser Check](#)

Use the myPCC Portal to check on your financial aid, access your campus e-mail, register for classes, pay your tuition, access D2L and so much more!



Bring your own laptop to class

Every PCC student is encouraged to bring their own laptop to class.

- Do school work anywhere, any time
- Have the tools you need for your degree
- Select the computer system you are most familiar with

See your advisor to find out what computer specs you will need.

Talk with Financial Aid regarding your eligibility to **purchase a computer using your award**.

NEW STUDENTS

(or students returning to PCC after an absence of a year or more)

Welcome (or welcome back) to PCC! To get started submit an [online application](#) for admission.

FORMER STUDENTS AND ALUMNI WHO NEED AN OFFICIAL TRANSCRIPT

If it has been more than a year since you last attended PCC and you need to request a transcript, visit our [transcript page](#) for ordering information. Only current students can obtain unofficial transcripts through the portal.

Live 24/7 Tech Support for login and e-mail questions at 1-888-800-9198 or <http://help.cccs.edu/>

Pueblo Community College • 900 W. Orman Avenue • Pueblo, CO 81004 • 719-549-3200

Where to Find Banner Self Service (SSB)

The screenshot shows the PCC Portal Dashboard. The main content area is divided into three sections: Student Tools, Faculty Tools, and Employee Tools. The Employee Tools section contains a grid of icons, with the 'Banner Self Service' icon circled in orange. An orange arrow points from the title 'Where to Find Banner Self Service (SSB)' to this icon. The dashboard also includes a search bar, announcements, and a promotion for the myPCC Alert app.

Student Tools

- Search
- My Schedule
- Course Search
- Assignments
- Link Up Classes/Class Search
- Final Grades
- Office 365
- Financial Aid Documents
- Financial Aid Overview
- Payroll Bill
- CO2
- Update Personal Information
- Transcripts
- Canvas LMS

Faculty Tools

- Faculty Email Schedule
- Sections/Class List
- Class Management
- Final Exam Schedule/Class
- SSA
- Student Records
- User Address List
- Link Up Classes/Class Search
- Section Search
- LMS

Employee Tools

- Time and Labor
- Personal Information
- Banner Self Service**
- Web Tools
- Office 365
- Class Schedule
- Faculty Email
- LMS
- Canvas LMS
- Canvas LMS

Important Information

PCC Help

- Campus Maps
- College Directory
- Help Desk
- Online Courses
- Student Email
- Tech Support

Safety & Security

- Department of Public Safety
- Emergency Operations
- Safety Videos
- myPCC Alert
- Behavior Incident Report Form
- Suicide Awareness & Support
- Lost & Found

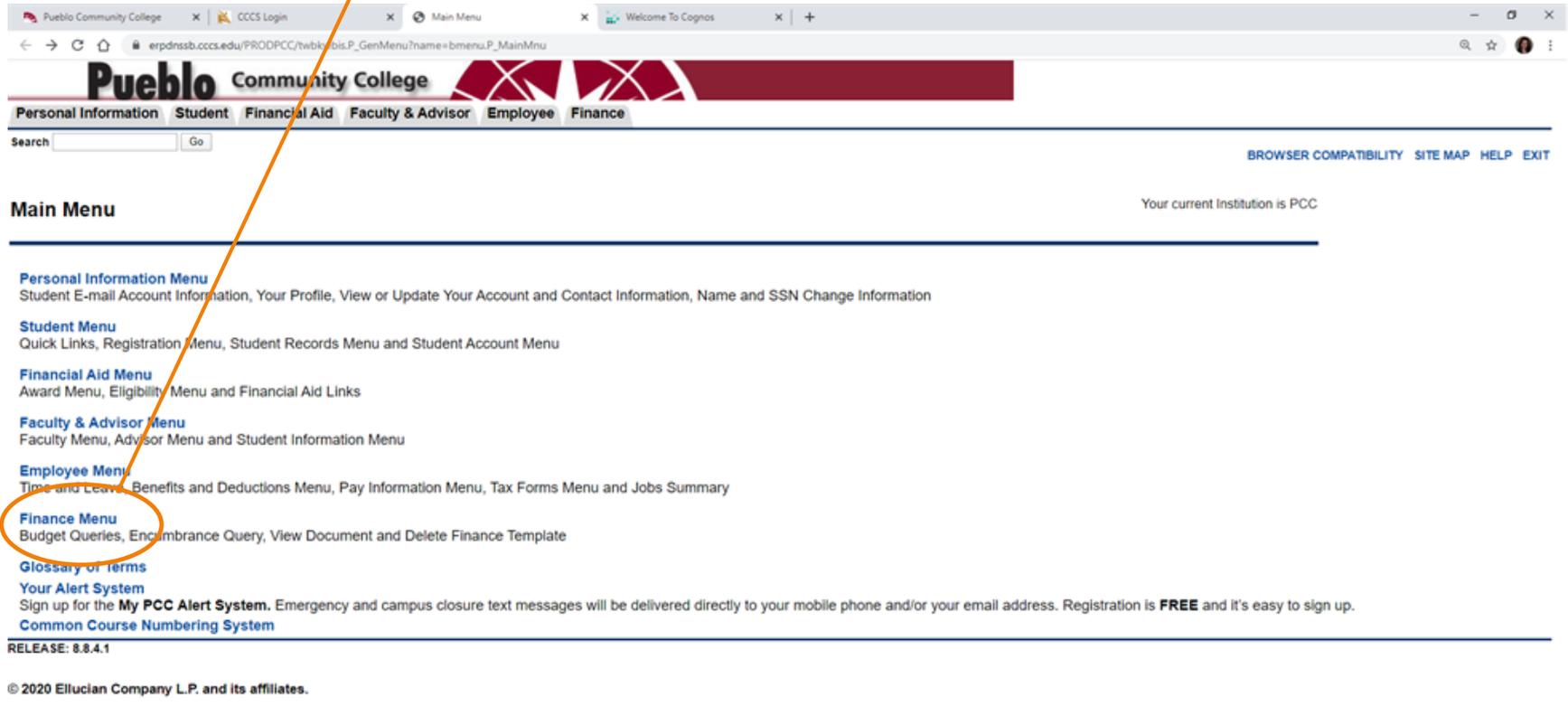
myPCC Alert app promotion:

It's all PCC apps in one! Download the myPCC Alert app

Available on the App Store and Google Play.

Accessing SSB

Then select the Banner SSB Link



The screenshot shows a web browser window with the URL `erpdrnrb.cccs.edu/PRODPCC/twblk/ais.P_GenMenu?name=bmenu_P_MainMnu`. The page header includes the Pueblo Community College logo and navigation tabs for Personal Information, Student, Financial Aid, Faculty & Advisor, Employee, and Finance. A search bar and utility links (BROWSER COMPATIBILITY, SITE MAP, HELP, EXIT) are also present. The main content area is titled "Main Menu" and lists several menu categories: Personal Information Menu, Student Menu, Financial Aid Menu, Faculty & Advisor Menu, Employee Menu, Finance Menu, Glossary of Terms, Your Alert System, and Common Course Numbering System. The "Finance Menu" is circled in orange, and an orange arrow points from the text "Then select the Banner SSB Link" to this menu item. The footer contains the text "RELEASE: 8.8.4.1" and "© 2020 Ellucian Company L.P. and its affiliates."

Personal Information Menu
Student E-mail Account Information, Your Profile, View or Update Your Account and Contact Information, Name and SSN Change Information

Student Menu
Quick Links, Registration Menu, Student Records Menu and Student Account Menu

Financial Aid Menu
Award Menu, Eligibility Menu and Financial Aid Links

Faculty & Advisor Menu
Faculty Menu, Advisor Menu and Student Information Menu

Employee Menu
Time and Leave, Benefits and Deductions Menu, Pay Information Menu, Tax Forms Menu and Jobs Summary

Finance Menu
Budget Queries, Encumbrance Query, View Document and Delete Finance Template

Glossary of Terms

Your Alert System
Sign up for the **My PCC Alert System**. Emergency and campus closure text messages will be delivered directly to your mobile phone and/or your email address. Registration is **FREE** and it's easy to sign up.

Common Course Numbering System

RELEASE: 8.8.4.1

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Second Step – select Finance Link

The screenshot shows a web browser window with the following elements:

- Browser tabs: Pueblo Community College, CCCS Login, Finance Menu, Welcome To Cognos.
- Address bar: erpdnsb.cccs.edu/PROOPCC/twbtwbit_P_GenMenu?name=menu_P_FinanceMnu
- Page Header: Pueblo Community College logo and navigation links: Personal Information, Student, Financial Aid, Faculty & Advisor, Employee, Finance.
- Search bar: Search [] Go
- Page Content: Finance Menu section with a list of links: Budget Queries, Encumbrance Query, View Document, Delete Finance Template.
- Page Footer: [Budget Queries | Encumbrance Query | View Document | Delete Finance Template]
- Page Footer: RELEASE: 8.8.4.1
- Page Footer: © 2020 Ellucian Company L.P. and its affiliates.

Budget Periods & Account Codes

Learning Key



Before you begin a query in SSB, you'll want to be sure you select the correct fiscal year and accounting period (month or months of activity) and have an understanding of the types of account codes used for each category of expenditure (personnel, operating, equipment, travel, etc).

The next two slides provide details regarding the accounting periods by month as well as a list of the account codes.

Budget Periods & Account Codes

Learning Key



Payroll - NHIDIST		SSB Banner	
Payn	Month	Period	Month
7	July	1	July
8	August	2	August
9	Sep	3	September
10	Oct	4	October
11	Nov	5	November
12	Dec	6	December
1	Jan	7	January
2	Feb	8	February
3	March	9	March
4	April	10	April
5	May	11	May
6	June	12	June

Payroll Account Codes				Operating Expense Account Codes			
Adjunct	Salary	660		Operating	720		
	Benefits	661		Travel	740		
Admin	Salary	610		Equipment	760		
	Benefits	620		Scholarships	750		
Faculty	Salary	630		Leases	770		
	Benefits	640		Transfers	810		
Classified	Salary	680					
	Benefits	681					
Hourly	Salary	690					
	Benefits	691					

Most Used Account Codes

REVENUE CODES	
520010	Federal Grants and Contracts NonPell
520030	Fed Grants and Contracts Direct Cap
521010	State Govt Grants and Con Non DOHE
521015	State Govt Grant and Contract DOHE
521030	State Grants and Contracts Capital
522010	Local Grants and Contracts
522020	Local Grants and Contracts Capital
523010	State Non Colo Grants and Contracts
523020	State Non Colo Grants and Cont Cap
524010	Private Grants and Contracts
524020	Private Grant and Contract Capital
535110	Misc Revenues (gf)
Operating Codes	
720040	Food Non Official Functions
720060	Bookstore Charges
720200	Instructional Supplies
720205	Supplies Noninstructional
720360	Non Capital IT Equipment
720370	Non Capital Communications Eqpt
720380	Non Capital Other Equipment
720750	Conference and Registration Fees
720780	Freight and Shipping
720800	Indirect Admin Exp Contra Exp (Aux)
720810	Indirect Cost Recovery (Grants)
720830	Memberships and Dues
720880	Non Capital Furniture
720900	Non Capital Software
720960	Professional Development
720982	Software Maintenance
720984	Software License
721140	In House Printing Copy Services
721150	Contract Printing Copy Services
721160	Books and Subscriptions (Non Library)
721180	Honorariums and Stipends
721200	Personal Svcs Temp Svcs Non 1099
721280	Advertising
721420	Official Functions

Learning Key



Travel Codes
In State Travel Employee
In State Mileage Employee
In State Travel Non Employee
In State Mileage Non Employee
Out Of State Travel Employee
Out Of State Mileage Employee
Out Of State Travel Non Employee
Out Of State Mileage Non Employee
Library Books General
Library Media
Library Periodicals
Equipment
Equipment Direct Purchase
Motor Vehicle Direct Purchase
Software Direct Purchase
Other Cap Equipment Direct Purch
Transfers
Intrafund Transfers Int Non Exempt
Indirect Cost Recovery (Grants)
Intrafund Transfers Internal Exempt
Intrafund Trsfrs Internal Non Exempt

Types of Budget Queries

What is an ORG Number? This is the place where revenue and expense are tracked in the Banner financial system.

Budget Status By Account - Gives full detail of the Org transactions by account code (types of spending)

Org Hierarchy -for those with more than one Org under their supervision (ie VP's, Deans, Directors, etc)

Budget Quick Query - Quick overview of an Org

The screenshot shows the Banner financial system interface for Pueblo Community College. The page title is "Pueblo Community College" and the navigation menu includes "Personal Information", "Student", "Financial Aid", "Faculty & Advisor", "Employee", and "Finance". The "Finance" tab is selected. Below the navigation menu is a search bar and a message: "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." The "Create a New Query" section has a "Type" dropdown menu with the following options: "Budget Status by Account", "Budget Status by Account", "Budget Status by Organizational Hierarchy", and "Budget Quick Query". The "Retrieve Existing Query" section has a "Saved Query" dropdown menu with the option "None" and a "Retrieve Query" button. The footer of the page includes the text "RELEASE: 8.7.0.2" and "© 2020 Ellucian Company L.P. and its affiliates." Three arrows point from the text boxes to the dropdown menu options: one to "Budget Status by Account", one to "Budget Status by Organizational Hierarchy", and one to "Budget Quick Query".

Select Query Columns

The screenshot shows a web browser window with the URL `erpdnstb.cccs.edu/PRODPCC/bwftzpvu.P_Budget_Start`. The page header includes the Pueblo Community College logo and navigation tabs for Personal Information, Student, Financial Aid, Faculty & Advisor, Employee, and Finance. Below the header is a search bar and a "Go" button. The main content area is titled "Select the Operating Ledger Data columns to display on the report." and contains a table of checkboxes for various data columns. The "Save Query as:" field is empty, and there are "Shared" and "Continue" options at the bottom of the selection area.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

[[Budget Queries](#) | [Encumbrance Query](#) | [View D](#)]

Operating Ledger Data

- **Adjusted Budget** – the amounts that were loaded into Org
- **Year to Date** – What has been spent thus far
- **Commitments** – Purchase orders that are to be pay.
- **Available Balance** – What's left

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Budget Quick Query

Back to Employee Tab

Fac/Staff Groups | Staff | Directory | Help | Logout

Pueblo Community College

Personal Information | Student | Financial Aid | Employee | **Finance**

Search

MENU | SITE MAP | HELP

Your current Institution is PCC

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

Create a New Query

Type

Retrieve Existing Query

Saved Query

[[Budget Queries](#) | [Encumbrance Query](#) | [View Document](#) | [Delete Finance Template](#)]

RELEASE: 8.3

Error on page. Internet | Protected Mode: On 100%

Budget Quick Query

- Select this option, then select “Create Query”

Budget Quick Query

Back to Employee Tab

Fac/Staff Groups | Staff | Directory | Help | Logout

Pueblo Community College

Personal Information | Student | Financial Aid | Employee | Finance

Search

[MENU](#) [SITE MAP](#) [HELP](#)

Management Institution is PCC

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart of Accounts fields. If Granting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year: 2012

Chart of Accounts: W Index:

Fund: Grant:

Organization: 133342 Account: ←

Program: Activity:

Location: Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

←

Budget Quick Query

- Enter your ORG number and select “Submit Query”

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

Error on page. Internet | Protected Mode: On 100%

Budget Quick Query

Back to Employee Tab

By Account			
Period Ending Jun 30, 2011			
As of Jun 21, 2012			
Chart of Accounts	W Colorado Community College System	Commitment Type	All
Fund	All	Program	All
Organization	133342 Prof Dev Enhancement CTE	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
720360	Non Capital IT Equipment	0.00	0.00	0.00	0.00
720370	Non Capital Communication Equipment	0.00	0.00	0.00	0.00
Report Total (of all records)		0.00	0.00	0.00	

Another Query

Budget Quick Query

- Review the Quick Query Data – columns are totaled for each column, except a grand total for available balance.

Logout

Budget Status by Account

Back to
Employee Tab

Fac/Staff Groups | Staff | Directory | Help | Logout

Pueblo Community College

Personal Information | Student | Financial Aid | Employee | **Finance**

Search

[MENU](#) [SITE MAP](#) [HELP](#)

Your current Institution is PCC

 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 

Retrieve Existing Query

Saved Query 

[\[Budget Queries](#) | [Encumbrance Query](#)

RELEASE: 8.3

Budget Status By Account

- Gives more detail and ability to use excel spreadsheet to sum totals.

- Select this option, then select “Create Query”

Budget Status by Account

[Back to Employee Tab](#)

i For a Budget Query to be successful, an user with Fund Organization query access must enter a value in either the Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all retrieved information is Inception to Date.

i To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and the corresponding comparison fiscal period.

Fiscal year:	2011	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	W	Index	
Fund		Activity	
Organization	133342	Location	
Grant		Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Budget Status By Account

- Fiscal Period (should be 14 to include all periods)
- Enter the Org #
- All other data should be blank to include everything!
- Select “Submit Query”

Account Note: 5% equals all revenue accounts

6% equals all personnel accounts

7% equals all operating expenses

8% equals all fund transfers

Budget Status by Account

Back to Employee Tab

720370	Non Capital Communication Equipment	0.00	26,725.53		
720380	Non Capital Other Equipment	0.00	8,737.16		
720750	Conference and Registration Fees	0.00	1,447.00		
720780	Freight and Shipping	0.00	0.00	0.00	0.00
740	Travel Pool	5,000.00	0.00	0.00	5,000.00
740010	In State Non-Mileage Travel Emp	0.00	742.89	0.00	(742.89)
740020	In State Mileage Employee	0.00	524.25	0.00	(524.25)
Report Total (of all records)		(55,703.00)	(52,852.65)	(2,959.82)	

Budget Status By Account

•You can see more detail by clicking on the blue highlighted areas

Budget Status By Account

•Or dump into an Excel spreadsheet to customize information and total columns. Select “Download All Ledger Columns”

Download All Ledger Columns Download Selected Ledger Columns

Save Query as:

Shared

Budget Status by Account

Back to Employee Tab



As of Jun 21, 2012

Chart of Accounts:	W Colorado Community College System	Commitment Type:	All
Fund:	All	Program:	All
Organization:	133342 Prof Dev Enhancement CTE	Activity:	All
Account:	720380 Non Capital Other Equipment	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Clas
Jun 02, 2010	Jun 16, 2010	S0066147	MATCO TOOLS QPS	697.16	IPNI
May 31, 2010	Jun 08, 2010	S0064657	REFRIGERATION EQUIPMEN	1,208.00	IPNI
May 21, 2010	Jun 04, 2010	S0064084	REFRIGERATION EQUIPMEN	1,900.00	IPNI
May 27, 2010	Jun 01, 2010	GK000496	Correct Account Code	4,932.00	JE16
Report Total (of all records):				8,737.16	

Budget Status By Account

• You can see more detail by clicking on the blue highlighted areas - Detail View

Available Budget Balance: (8,737.16)

Budget Status By Account

Back to Employee Tab

Account	Description	Column 1	Column 2	Column 3	Column 4
720780	Freight and Shipping	0.00	0.00	0.00	0.00
740	Travel Pool	5,000.00	0.00	0.00	5,000.00
740010	In State Non-Mileage Travel Emp	0.00	742.89	0.00	(742.89)
740020	In State Mileage Employee	0.00			
Report Total (of all records)		(55,703.00)			

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY10/PD14 Adopted Budget	percent of	FY10/PD14 Adopted Budget	FY10/PD14 Adopted Budget	<input type="text"/>

Fac/Staff Groups | Staff Directory Help Logout

To Dump into Excel spreadsheet to customize information and total columns. Select "Download Selected Ledger Columns"

Budget Status by Account

Organization Budget Status Report

By Account

Period Ending Jun 30, 2010

As of Mar 18, 2010

Chart of A/W Colorado Community College System

Fund All

Organization 133342 Prof Dev Enhancement CTE

Account All

Program All

Activity All

Location All

Commitment All

chart Fund Type Fund Type Fund Type Fund Type Fund Fund Title Organ

W 133

W 133

W 133

W 133

W 133

Report Total (of all records):

Dump to Spreadsheet – Download All Ledger Columns

- Once the spreadsheet opens, you can delete columns and rows that aren't needed.
- Keep Organization, Organization Title, Account, Account title, Fiscal, Adjusted Budget, Year to date, Commitment, Available Balance

Budget Status by Account

The screenshot shows an Excel spreadsheet with a budget report. The report title is "Organization Budget Status Report By Account". The period is "Period Ending Jun 30, 2010" and the date is "As of Mar 18, 2010". The report is for the "Colorado Community College System". The data is organized by Fund, Account, Program, Activity, Location, and Commitment. A row is highlighted in orange, and a context menu is open over it. The menu options are: Cut, Copy, Paste, Paste Special..., Insert, Delete (highlighted), Clear Contents, Format Cells..., Column Width..., Hide, and Unhide. A callout box with an arrow pointing to the 'Delete' option contains the text: "Right click your mouse to pull up the menu to delete highlighted cells".

Chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund Type	Fund Type	Account T	Proc				
W	720	Operating	7B	Operating	70	Expenditures						
W	200	Supplies	7B	Operating	70	Expenditures						
W	370	Non Capit	7B	Operating	70	Expenditures						
W	780	Freight an	7B	Operating	70	Expenditures						
W	740	Travel Poc	7C	Travel	70	Expenditures						

Report Total (of all records):

Ready | bwfksld | Average: 133342 | Count: 17 | Sum: 133342 | 100%

Budget Status by Account

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "Budget Status by Account". The spreadsheet has columns A through G. Column A contains organization numbers (133342), column B contains organization titles, column C contains account numbers (720, 720200, 720370, 720780, 740), column D contains account titles, column E contains fiscal years (2010), column F contains adjusted budget year to date values, and column G contains budget year to date values. The formula bar shows the formula `=SUM(J5:J8)` being entered into cell J8. A callout box highlights the SUM button in the ribbon and the formula bar, with the text "Display the sum of the selected cells directly after the selected cells." The spreadsheet is currently displaying rows 1 through 6, with row 7 highlighted in orange.

	A	B	C	D	E	F	G
1	Organizat	Organization Title	Account	Account Title	Fiscal Year	Adjusted Bu	Year to Da
2	133342	Prof Dev Enhancement CTE	720	Operating Expenses	2010	\$ 39,683.00	\$ -
3	133342	Prof Dev Enhancement CTE	720200	Supplies Instructional	2010	\$ -	\$ 8,400.00
4	133342	Prof Dev Enhancement CTE	720370	Non Capital Communicat	2010	\$ -	\$ 18,543.80
5	133342	Prof Dev Enhancement CTE	720780	Freight and Shipping	2010	\$ -	\$ -
6	133342	Prof Dev Enhancement CTE	740	Travel Pool	2010	\$ 5,000.00	\$ -
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Spreadsheet Clean Up – SUM IT UP!

- Excel Spreadsheet - Once you've deleted excess rows and columns, you can then use the SUM key to total columns.

Budget Status by Account

	B	C	D	E	F	G	H	I	J	K
1	Organization Title	Account	Account Title	Fiscal	Adjusted Budget	Year to Date	Commitments	Available Balance		
2	Prof Dev Enhancement CTE	720	Operating Expenses	2010	\$ 39,683.00	\$ -	\$ -	\$ 39,683.00		
3	Prof Dev Enhancement CTE	720200	Supplies Instructional	2010	\$ -	\$ 8,400.00	\$ -	\$ (8,400.00)		
4	Prof Dev Enhancement CTE	720370	Non Capital Communicat	2010	\$ -	\$ 18,543.85	\$ -	\$ (18,543.85)		
5	Prof Dev Enhancement CTE	720780	Freight and Shipping	2010	\$ -	\$ -	\$ 4,932.00	\$ (4,932.00)		
6	Prof Dev Enhancement CTE	740	Travel Pool	2010	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00		
7			Total		\$ 44,683.00	\$ 26,943.85	\$ 4,932.00	\$ 12,807.15		

Spent so Far

Balance

Spreadsheet Clean Up – SUM IT UP!

- Total all columns
- Balance is: Column F – Column G – Column H = Column I
- With totals, you can see the budget total, what has been spent YTD, commitments and the current available balance.
- Make final edits to your spreadsheet document and save it with a worksheet title example “133342 Budget March 2020”

Budget Status by Org Hierarchy

Your current Institution is PCC

 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 Organizational Hierarchy ▾

Create Query

Retrieve Existing Query

Saved Query

None ▾

Retrieve Query

[\[Budget Queries \]](#) | [\[Encumbrance Query \]](#) | [\[View Document \]](#) | [\[Delete F \]](#)

RELEASE: 8.3

 Done

Budget Status By Org Hierarchy

- Option for those who have more than one org and want to see all of them at once (must have an Org Hierarchy number to access).
- Select this option, then select “Create Query”

Budget Status by Org Hierarchy

Back to Employee Tab

Fac/Staff Groups | Staff | Directory | Help | Logout

Pueblo Community College

Personal Information | Student | Financial Aid | Employee | **Finance**

Search

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Your current Institution is PCC

- For a Budget Query to be successful, an user with Fund Organization query access must enter a value in either the Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Other
- 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.

Fiscal year:	2010	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	W	Index	
Fund		Activity	
Organization	5117	Location	
Grant		Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Budget Status By Org Hierarchy

•Enter your 4 digit hierarchy number and select “Submit Query”

Budget Status by Org Hierarchy

Back to Employee Tab

Fac/Staff Groups | Staff Directory Help Logout

Query Results

Organization	Organization Title	FY10/PD14 Adjusted Budget	FY10/PD14 Year to Date	FY10/PD14 Commitments	FY10/PD14 Available Balance
5117	Coor Grants and Budgets				
132400	HRSA Nursing Workforce ARRA Grant	0.00			
133010	Automotive Coll Tech				
133014	Aviation Technology				
133022	Civil Engineering				
133026	Construction Trades Prog Devel				
133030	Dental Assisting				
133034	Dental Hygiene				
133038	Early Childhood Education				
	Criminal Justice				

Budget Status By Org Hierarchy

- You can see more detail by clicking on the blue highlighted org number
- Or dump into an Excel spreadsheet to customize information. Just select "Download all ledger columns"
- Follow the same process as was done for Budget Status by Account.

SSB PROCESS CONTACT

SSB Function	Contact	Info
Help with SSB, INB Banner	Paula McPheeters, Director, Grant Compliance	719-549-3484 paula.mcpheeters@pueblocc.edu

A Word of Thanks!

- ▶ **Thanks for taking time to review this training!**
- ▶ **If you have additional questions feel free to call or send an e-mail!**

