New SSB Finance Features

SSB Available Balance Drill Down

This SSB enhancement provides drill down capabilities from a Budget Query to a new Status of Transactions in Process page so that departmental users may view a listing of pending documents affecting their budget.

When Budget Checking for non-sufficient funds (NSF) occurs within Banner (as when a requisition is being entered by a departmental user) the Available Balance takes into account not only those documents that have been posted to the budget, but also any pending documents to be posted. This will now allow departmental users to view those pending documents that are affecting their balance available.

From the Budget Queries results page, which will display available balances based on posted activity only, a departmental user may now choose to View Pending Documents which may be resulting in an NSF status for Budget Checking purposes.

A new informational message is now displayed at the top of the results page, and a new View Pending Documents button is available along with a message as to whether pending documents exist.

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**View Pending Documents**

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Clicking the View Pending Documents button will produce the Status of Transactions in Process page with a list of pending documents and their status.
Status of Transactions In Process

Support Rumbards

Status of Transactions in Process

Period Ending Jun 30, 2013

As of Jun 30, 2013

Chart of Accounts: HIGGINS STATE UNIVERSITY

Component Type: Operating-Springfield

Type: 052000 Program

Organization: 012000 FINANCIAL SERVICES-CEO ADMIN-DP/DS

Account: 750100 Location: All

Pending Document List

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Date Due</th>
<th>Document ID</th>
<th>Fund</th>
<th>Program</th>
<th>Account</th>
<th>Transaction Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 16, 2011</td>
<td>Dec 16, 2011</td>
<td>052000</td>
<td>750100</td>
<td>012000</td>
<td>012000</td>
<td>December, Debra</td>
<td>7,166.00</td>
</tr>
<tr>
<td>Dec 21, 2011</td>
<td>Dec 21, 2011</td>
<td>052000</td>
<td>750100</td>
<td>012000</td>
<td>012000</td>
<td>December, Debra</td>
<td>7,166.00</td>
</tr>
</tbody>
</table>

Report Total (of all required) 7,166.00

From the transaction list, a user may then click on the document link to drill down to document details.

A user may also click on the status link to view detail regarding the document status. Status codes include To be Posted, In Approvals, Error, Receipt Pending, Disapproved, or Incomplete.

In Approvals status details will include required approval information.

Disapproved status details will include who disapproved the document and when.

A new Available Balance Summary is also included at the bottom of the screen which reflects the balance available with pending documents included. This is the balance being used for Budget Checking purposes.

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Posted Amount</th>
<th>Pending Amount</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>CAPITAL OUTLAY-NON PROJECTS</td>
<td>9,950.00</td>
<td>( 7,166.00)</td>
<td>2,784.00</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>9,950.00</td>
<td>( 7,166.00)</td>
<td>2,784.00</td>
</tr>
</tbody>
</table>

Note: This new feature should be very helpful when a department is unsure as to why they have an NSF situation for a specified budget pool. If an NSF status occurs while entering a requisition, the requisition may now be Saved In Process (see below) and the Available Balance and possible Pending Documents may be reviewed by the department and corrected as needed.
SSB In Process Documents

This SSB enhancement provides the ability to save and modify In Process Requisitions and Purchase Orders. (Note that Purchase Orders are processed through SSB at the West Plains campus only).

Users may now save and then elect to choose from a list of In Process documents for continued entry and processing.

The SSB Requisitions form now contains a Search in Process Requisitions button which will allow users to search for a list of their In Process documents.

**Requisition**

- Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requester, commodity, and accounting information. Use Code Lookup to query a list of available values.

- Select document text link to attach text to the requisition. Select the item number link to add item text for a commodity.

- Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing. Choose Save in Process to validate and save the current contents without completion.

- Executing the search will result in a list of In Process requisitions which may be selected for continued processing.

- In Process documents could include original requisitions that had been saved before completion, or requisitions that had been previously completed but were later disapproved.

**Document Lookup**

- Press the document number link to return the In Process document to the Requisition page. Press the View link to access the View Document page. Press the Exit without value button to return to the Requisition page without selecting a document in process.

- 7 documents selected.

<table>
<thead>
<tr>
<th>In Process Requisition Lookup Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>R0010175</td>
</tr>
<tr>
<td>R0012881</td>
</tr>
<tr>
<td>R0014438</td>
</tr>
</tbody>
</table>

- If the requisition is available for selection, a user may click on the document link to select the document for continued processing, validation, or completion as before.
In addition to the options of validating or completing the requisition, there is now a new **Save in Process** button that will allow a user to save the requisition information for further processing at a later time.

Once the requisition is saved **In Process**, it can be retrieved through the process described above.

If no **In Process** documents exist, a user may **Exit Without Value** from the search to return to the Requisitions page and begin entering document information from the beginning.

**Another Query** for **In Process** documents may also be performed using different search criteria.

The same functionality is available from the **SSB Purchase Order** page.

**Purchase Order (West Plains Only)**

- Begin by creating a new purchase order, retrieving an existing template, or searching for an existing purchase order in process. Enter Vendor ID and select vendor Validate to default related information. Enter or modify vendor, commodity, and accounting information. Use Code Lookup to query a list of available values.
- Select the Document Text link to attach text to the purchase order. Select the Item number link to add item text for a commodity.
- Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing. Choose Save In Process to validate and save the current contents without completion.

**Note:** These new features should be very helpful when a departmental user has the need to **save** a requisition or purchase order that has been started, but that is not ready for completion or has an **NSF** status (see above for checking **Pending Documents** affecting budget balance available). When applicable, this should also allow departmental users to **modify** requisitions that they have previously completed but that have been **disapproved** by their Department Head rather than creating a completely new requisition.