

## 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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- \* Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.
  - \* 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**

<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2012</b>			
<b>As of Jan 20, 2012</b>			
Chart of Accounts	MISSOURI STATE UNIVERSITY	Commitment Type	All
Fund	A02000 OPERATING-SPRINGFIELD	Program	All
Organization	052000 FINANCIAL SERVICES-CFO ADMIN-OPER	Activity	All
Account	75%	Location	All

▲ Pending documents exist

**Query Results**

Account	Account Title	FY12/PD12 Adopted Budget	FY12/PD12 Budget Adjustment	FY12/PD12 Adjusted Budget	FY12/PD12 Temporary Budget	FY12/PD12 Accounted Budget	FY12/PD12 Year to Date	FY12/PD12 Purchase Orders	FY12/PD12 Requisitions	FY12/PD12 Available Balance
750	CAPITAL OUTLAY-NON-PROJECTS	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
75000	CAPITAL EQUIP-COMPUTER (>=\$5K)	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	( 50.00)
Report Total (of all records)		10,000.00	0.00	10,000.00	0.00	10,000.00	50.00	0.00	0.00	9,950.00

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

\* Select a Document Code link to display details for a specific document. Select the Download option to download transaction data to a Microsoft Excel spreadsheet.

### Report Parameters

Status of Transactions In Process		
Period Ending Jun 30, 2012		
As of Jan 20, 2012		
Chart of Accounts	U MISSOURI STATE UNIVERSITY	Commitment Type
Fund	A02000 OPERATING-SPRINGFIELD	Program
Organization	052000 FINANCIAL SERVICES-CFO ADMIN-OPER	Activity
Account	75%	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
Dec 16, 2011	Dec 16, 2011	<a href="#">R00011</a>	<a href="#">In Approvals</a>	A02000	052000	75004	065	Gonzales, Rony	0	1	RS/	( 1,216.00)	REQP
Dec 21, 2011	Dec 21, 2011	<a href="#">R001220</a>	<a href="#">In Approvals</a>	A02000	052000	75002	063	150 Grand Prix	0	1	RS/	( 100.00)	REQP
Dec 21, 2011	Dec 21, 2011	<a href="#">R001221</a>	<a href="#">In Approvals</a>	A02000	052000	75002	063	13th Street Hotel Associates, LLC	0	1	RS/	( 200.00)	REQP
Nov 30, 2011	Nov 30, 2011	<a href="#">R0099999</a>	<a href="#">In Approvals</a>	A02000	052000	75002	095	Gonzales, Rony	0	1	RS/	( 5,600.00)	REQP
Dec 02, 2011	Dec 02, 2011	<a href="#">R1111112</a>	<a href="#">In Approvals</a>	A02000	052000	75002	062	Donnellan, Debra	0	1	RS/	( 50.00)	REQP
Report Total (of all records)												( 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

Used in Available Budget Checking	<input checked="" type="checkbox"/>	A02000 Fund	<input checked="" type="checkbox"/>	052000 Organization	<input checked="" type="checkbox"/>	75 Account	Program
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### Available Balance Summary

Account	Account Title	Posted Amount	Pending Amount	Available Balance
75	CAPITAL OUTLAY-NON PROJECTS	9,950.00	( 7,166.00)	2,784.00
Totals		9,950.00	( 7,166.00)	2,784.00

**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, requestor, 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.

[Search In Process Requisitions](#)

Use Template:

Transaction Date:

Delivery Date:

Vendor ID:

Address Type:  Address Sequence:

Vendor Contact:  Vendor E-mail:

Requestor Name:

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 InProcess 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 progress.

7 documents selected.

#### *In Process Requisition Lookup Results*

Document Number	View	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
<a href="#">R0010175</a>	<a href="#">View</a>	PMORRISSEY	Jun 28, 2011	Jul 15, 2010	M00119310	Metro Appliances and More Inc	Jennifer Hames	No	No	
<a href="#">R0012851</a>	<a href="#">View</a>	PMORRISSEY	Jun 28, 2011	Feb 16, 2011			Karen Sikes	No	No	
<a href="#">R0014438</a>	<a href="#">View</a>	PMORRISSEY	Jul 12, 2011	Jun 03, 2011	M00018998	White Knight Limousine Inc	Dana Frederick	No		

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.



The screenshot shows a form with a text input field labeled "Save as Template". Below it is a checkbox labeled "Shared". At the bottom of the form are three buttons: "Validate", "Complete", and "Save In Process". An arrow points from the text above to the "Save In Process" button.

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.

### Document Lookup

▲ Query returned no records.

Exit Without Value

Another Query

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.

Search In Process Purchase Orders

**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.