How to use Transaction Detail in Banner (SSB)

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Go to the sign in page on the CC website: http://www.coloradocollege.edu
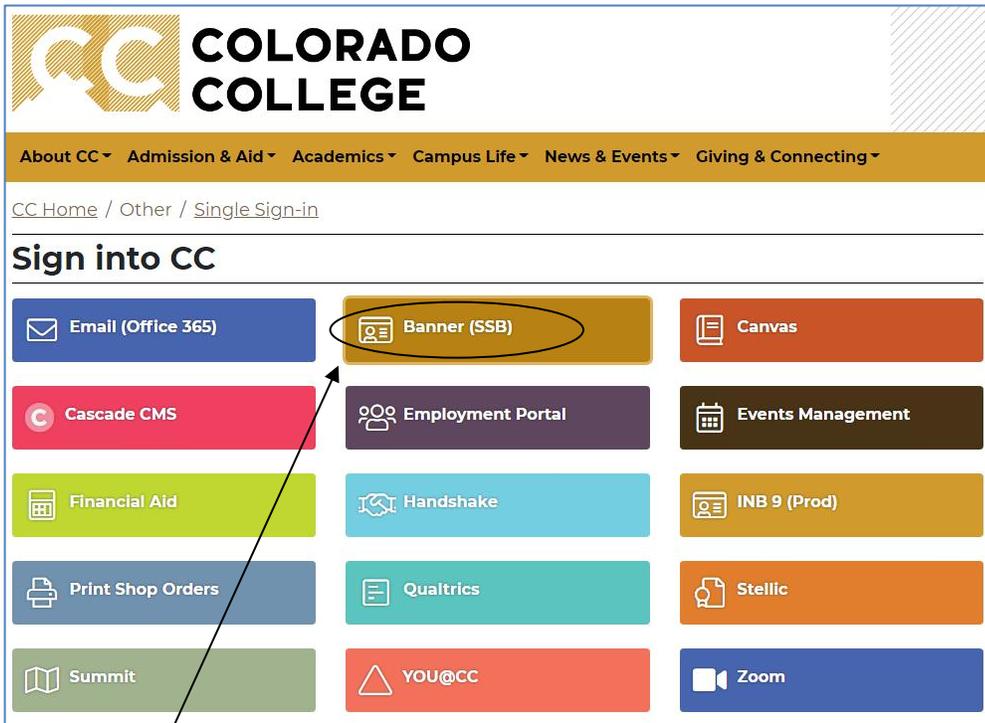
Fig. 1

Click on Banner (SSB)
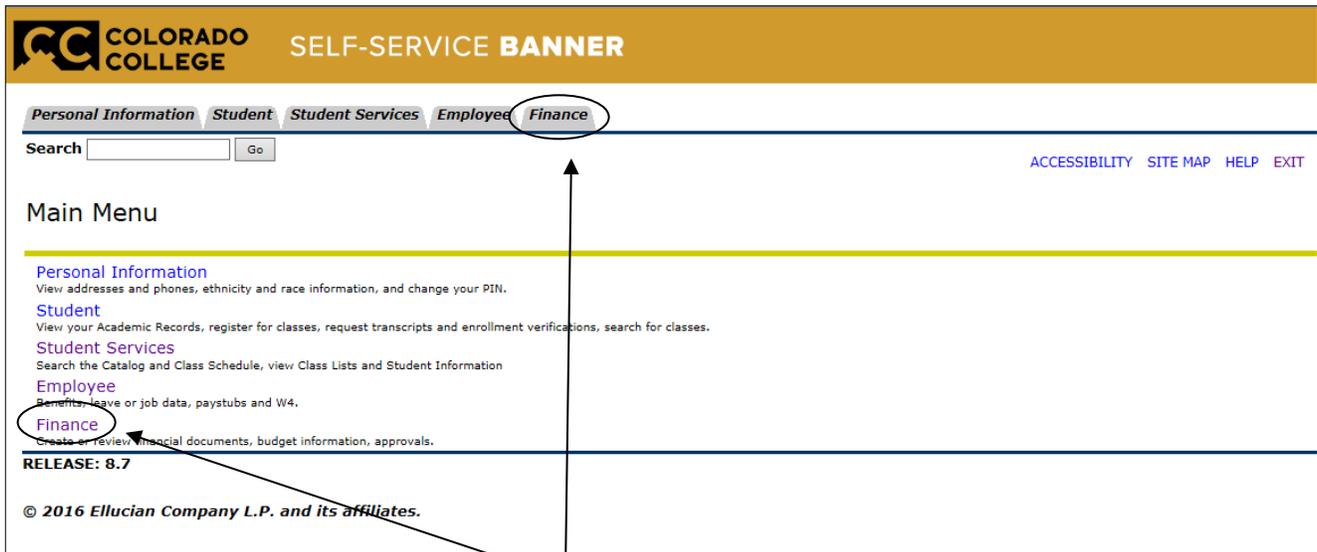
Fig. 2

Once you are in SSB you'll see a screen with a Finance Option. Click on it (in either place.) If you do not have the Finance tab, please contact our office to set up your permissions, so you have access to query your fund(s).
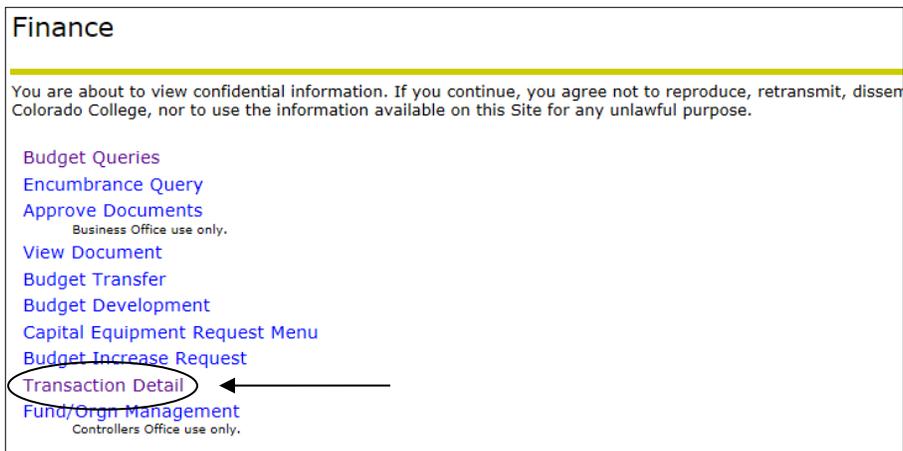
Fig. 3
This will take you to the Finance Page. Please select "Transaction Detail"

Fig. 4
Enter the parameters above using the drop-down arrows on the far right. You can search a previous fiscal year's data, and/or a particular fiscal period as well. Choosing a Fiscal Period of '01' will give you detail for July, '02' for August, etc. Press [Search].

Fig. 5
The result will be all transactions that have been processed to the Fund and Org you listed in Fig. 4. It will list all 5-accounts (revenue), 6-accounts (labor), 7-accounts (expenses), and 8-accounts (transfers).

Information in **blue** describes the type of entry.
- 'CI' represents a payment submitted via Concur
- 'PC' is a pcard charge
- 'AJ' is a large journal entry initiated by the Finance Office
- 'J' is a journal entry
- 'TM' is a Facilities work order charge
- 'I' is a paid invoice not submitted via Concur
- 'F' is a Feed, commonly used for deposited checks and payroll entries

Use the scroll bar on the far right to view all entries. Note: the amount listed at the bottom under Total Activity is not your Available Balance. This report shows only your Year-to- Date activity and does not take into account your beginning budget.

Operating Expenses		Total
133001	Budget Office	
110002	Unrestricted Operating Fund	Total Activity
Download to CSV		

Fig. 6

If you would like to download the information to an Excel spreadsheet, scroll to the bottom and click on [Download to CSV].