How to use Transaction Detail in Banner (SSB)

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Fig. 1 /				

Fig. 1

Click on Banner (SSB)

COLORADO SELF-SERVICE BANNER	
Personal Information Student Student Services Employee Finance	
Search Go	ACCESSIBILITY SITE MAP HELP EXIT
Main Menu	
Personal Information View addresses and phones, ethnicity and race information, and change your PIN. Student View your Academic Records, register for classes, request transcripts and enrollment verifications, search for classes. Student Services Search the Catalog and Class Schedule, view Class Lists and Student Information Employee Benefity, have or job data, paystubs and W4. Finance Trainee Trainee Trainee Trainee	
RELEASE: 8.7 © 2016 Ellucian Company L.P. and its affiliates.	

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).

Finance
You are about to view confidential information. If you continue, you agree not to reproduce, retransmit, disser Colorado College, nor to use the information available on this Site for any unlawful purpose.
Budget Queries
Encumbrance Query
Approve Documents Business Office use only.
View Document
Budget Transfer
Budget Development
Capital Equipment Request Menu
Budget Increase Request
Transaction Detail
Fund/Orgn Management Controllers Office use only.

Fig. 3

This will take you to the Finance Page. Please select "Transaction Detail"

Transaction Detail Parameter Page		
Fund	110002 Unrestricted Operating Fund	~
Orgn	132007 Controller's Office	~
Fiscal Year	2023 🗸	
Fiscal Period	ALL 🗸	
Search		

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].

Equipment Maintenance Contracts					
710151	30-JUN-2019 AJ006753	Univ Corp for Atmospheric Re		FT01	4,555.99
710151	30-JUN-2019 J0062179	WISRD LLC		FT01	10,000.00
710151	25-JUN-2019 PC007938	Filewave Usa Inc 317-8636282 IN	Account	PCD	5,484.00
710151	25-JUN-2019 J0061972	Recl FY20 portion CI074631 to ppd		FT01	(10,046.21)
710151	25-JUN-2019 00264592	University Corp. for Atmospheric Re	I0182017	DNEI	0.00
710151	25-JUN-2019 I0182017	University Corp. for Atmospheric Re		INEI	2,301.63

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 110002	Budget Office Unrestricted Operating Fund	Total Activity
Download to CSV	\rightarrow \leftarrow	

Fig. 6

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