Banner Basics

ePrint Reporting, SSB, Help Page
Who Am I?

- Mike Guerard
- Assistant Director – Sponsored Account Operations
Agenda

• ePrint Reporting

• Self-Service Banner (SSB)

• Banner Finance Help Web Page
• Do you have access to Banner?

• If not, contact the Budget Office (Nhu Nguyen)
FOAP-based Accounting

F – O – A – P

Fund ORG Account Program

updated 9/20/16
Why an Index?

Chart of Accounts: [Blank]  Active Status [Blank]  Last Activity Date: 12-JAN-2017

Account Index: 599600  Account Title: HHS-PT/Vanderbilt 57312/Devlin, J
Effective Date: 12-JAN-2017  Termination Date: [Blank]  Next Change Date: [Blank]

Accounting Distribution

- Fund: 500800  HHS-PT/Vanderbilt 57312/Devlin, J
- Organization: 110400  Pharm & Hlth Systems Sciences
- Account: [Blank]
- Program: 2010  Research
- Activity: [Blank]
- Location: [Blank]
• Custom-tailored reports from Banner

• Dozens of report choices

• Get by with the “Big 4”
“Big 4” ePrint Reports

• FZRB090: Budget Statement – Inception To Date

• FZRBD90: Daily Budget Statement – Inception To Date

• FZR0012: Report of Open Commitments

• PZRLDIR: ITD Payroll Distribution Report Research
FZRB090: Budget Statement – Inception To Date

- Budget versus actuals as of last-closed fiscal period
- Includes monthly expenses as well as cumulative expenses

- **Use Adjusted Budget**
- **Available Balance does not factor in IDC on commitments**
- **“Monthly Billing Report”**
**FZRB090: Budget Statement – Inception To Date**

**Northeastern University**
Office of Research Administration and Finance

**Report ID:** FZRB090  
**Fiscal Year:** 17  
**Fiscal Month:** 11  
**FUND:** S99964  
**OGCN:** 116390  
**Index:** S99964  
**Grant:** G000004098  
**Project Start Date:** 10-SEP-2016  
**Project End Date:** 31-MAY-2017  
**PI Name:** Owens, Jane

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Code Title</th>
<th>Adopted Budget</th>
<th>Adjusted Budget</th>
<th>Current Inception to Date Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
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<tbody>
<tr>
<td>61010</td>
<td>Salary-F7 Tenured/TenureTrack Pce.</td>
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<td>8,441.00</td>
<td>10,226.78</td>
<td>10,226.78</td>
<td>8,441.00</td>
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<td>2,250.00</td>
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Account Type: 01 Labor  
38,456.00  
2,229.22

Account Type: 04 Benefits  
0,000.00  
0.00

Account Type: 06 Miscellaneous  
2,000.00  
2,000.00

Account Type: 08 Discretionary Spending  
6,648.00  
6,648.00

Account Type: 09 Indirect Costs  
20,273.00  
20,273.00

Account Type: 10 Indirect Costs  
6,872.24  
6,872.24

**Total for OGCN Code: 116390 Pharmaceutical Sciences**

**Total Salaries and Benefits:** 87,064.00  
**Total Direct Expenses:** 6,048.00  
**Total Indirect Expenses:** 20,273.00  
**Total Expenses, Transfer, Fund Add/Rede:** 83,865.00

**Run Date:** 06/08/2017  
**Run Time:** 19:47:22  
**Page No.:** 8/20/16
FZRBD90: Daily Budget Statement – Inception To Date

- Budget versus actuals as of today’s date
- Use Adjusted Budget
- Available Balance does not factor in IDC on commitments
- “What is my available balance as of today?”

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<td>Project Code:</td>
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<td>Project Name:</td>
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<tr>
<td>Description:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Type</th>
<th>Description</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
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</tr>
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<td>000001</td>
<td>Budget Revisions</td>
<td>$0.00</td>
</tr>
<tr>
<td>000002</td>
<td>Budget Transactions</td>
<td>$0.00</td>
</tr>
<tr>
<td>000003</td>
<td>Budget Adjustments</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Available Balance: $9,899.95

Updated 9/20/16
### FZRBD90: Daily Budget Statement – Inception To Date

#### Account Code | Account Code Title | Adopted Budget | Adjusted Budget | Current Period | Inception To Date Activity | Commitments | Available Balance
---|---|---|---|---|---|---|---
61010 | Salary-FY Tenured/TenureTrack FAC. | 8,441.00 | 8,441.00 | | | | 8,441.00
61013 | Salary-Faculty Off Contract | 27,765.00 | 27,765.00 | 16,226.78 | 17,516.23 | | 2,250.00
61950 | Salary-Research/Teaching Assistant | 2,500.00 | 2,500.00 | | | | 2,500.00
**Account Type:** Labor | | 38,456.00 | 38,456.00 | 0.00 | 10,226.78 | 0.00 | 28,229.22
---|---|---|---|---|---|---|---
62113 | Fringe Benefits | 8,508.00 | 8,508.00 | 2,382.64 | 6,125.16
**Account Type:** Benefits | | 6,608.00 | 6,608.00 | 0.00 | 2,382.64 | 0.00 | 6,225.16
---|---|---|---|---|---|---|---
72030 | Travel-Miscellaneous | 2,000.00 | 2,000.00 | | | | 2,000.00
74000 | Consulting Services-Misc. | 4,648.00 | 4,648.00 | | | | 4,648.00
**Account Type:** Receivables | | 6,648.00 | 6,648.00 | 0.00 | 0.00 | 0.00 | 6,648.00
---|---|---|---|---|---|---|---
79995 | Indirect Costs | 25,273.00 | 25,273.00 | 6,872.24 | | | 22,400.76
**Account Type:** Indirect Costs | | 25,273.00 | 25,273.00 | 0.00 | 6,872.24 | 0.00 | 22,400.76
---|---|---|---|---|---|---|---
**TOTAL FOR ORGN CODE:** 116200 Pharmaceutical Sciences | | | | | | | 34,454.38
**Total Salaries and Benefits** | 47,064.00 | 47,064.00 | 12,629.62 | 0.00 | | | 34,434.38
**Total Direct Expenses** | 6,648.00 | 6,648.00 | 0.00 | 0.00 | | | 6,648.00
**Total Indirect Expenses** | 25,273.00 | 25,273.00 | 6,872.24 | 0.00 | | | 22,400.76
**TOTAL Expenses, Transfers, Fund Add/Ads** | 82,985.00 | 82,985.00 | 19,342.86 | 0.00 | | | 63,642.14

*updated 9/20/16*
• Includes all open commitments on a given Fund
• Salary, limit order for supplies, subcontracts, equipment, etc.
• As of today’s date
• Sorted by Account code

“What is the status of commitment ‘x’?”
# FZR0012: Report of Open Commitments

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<th>Vendor ID</th>
<th>Vendor Description</th>
<th>Created Date</th>
<th>Original Commitment</th>
<th>Commitment Adjustments</th>
<th>Commitment Liquidations</th>
<th>Commitment Remaining</th>
<th>Last Actv Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>74600</td>
<td>Consulting Services-Misc.</td>
<td>P1508277</td>
<td>001670111</td>
<td>Resorts, Grandis</td>
<td>31-MAR-2015</td>
<td>45,000.00</td>
<td>-40,737.50</td>
<td>-14,262.50</td>
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<td>31-MAR-2015</td>
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<tr>
<td>TOTALS</td>
<td>For ORGN: 122130 PROTECT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45,000.00</td>
<td>-30,737.50</td>
<td>-14,262.50</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Account Code</td>
<td>Account Code Title</td>
<td>Document Code</td>
<td>Vendor ID</td>
<td>Vendor Description</td>
<td>Created Date</td>
<td>Original Commitment</td>
<td>Commitment Adjustments</td>
<td>Commitment Liabilities</td>
<td>Commitment Remaining</td>
<td>Last Actv Date</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------</td>
<td>---------------</td>
<td>----------</td>
<td>-----------------------------</td>
<td>--------------</td>
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<td>------------------------</td>
<td>------------------------</td>
<td>---------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>78000</td>
<td>Res Sub-Contract 1</td>
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<td>2000187870</td>
<td>University of Georgia Research 31-MAY-2017</td>
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</table>
• Includes all inception to date payroll disbursements for a given Fund
• As of today’s date
• Primary sort by Account code
• Secondary sort by Pay Date

• **Does NOT include associated Fringe Benefits**
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<th>NUID</th>
<th>Number</th>
<th>Suf</th>
<th>Orgn</th>
<th>Last Name</th>
<th>First Name</th>
<th>Key Date</th>
<th>Index Code</th>
<th>Pay Id</th>
<th>Gross</th>
<th>Hour Code</th>
<th>Adj Ind</th>
<th>Trans Date</th>
<th>Pet Code</th>
<th>Document Code</th>
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</thead>
<tbody>
<tr>
<td>00400971</td>
<td>504443</td>
<td>00</td>
<td>16000</td>
<td>Iacob</td>
<td>Roxana</td>
<td>15-DEC-2016</td>
<td>595845</td>
<td>$1016</td>
<td>2016-SM-23</td>
<td>2,260.37</td>
<td>RER A</td>
<td>Redistrib</td>
<td>19-JAN-2017</td>
<td>44,000</td>
</tr>
<tr>
<td>00400971</td>
<td>504443</td>
<td>00</td>
<td>16000</td>
<td>Iacob</td>
<td>Roxana</td>
<td>15-DEC-2016</td>
<td>595845</td>
<td>$1016</td>
<td>2016-SM-23</td>
<td>-2,260.37</td>
<td>RER A</td>
<td>Voided</td>
<td>19-JAN-2017</td>
<td>44,000</td>
</tr>
<tr>
<td>00400971</td>
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<td>00</td>
<td>16000</td>
<td>Iacob</td>
<td>Roxana</td>
<td>23-DEC-2016</td>
<td>595845</td>
<td>$1016</td>
<td>2016-SM-24</td>
<td>2,260.37</td>
<td>RER A</td>
<td>Redistrib</td>
<td>19-JAN-2017</td>
<td>44,000</td>
</tr>
<tr>
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<td>504443</td>
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<td>16000</td>
<td>Iacob</td>
<td>Roxana</td>
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<td>$1016</td>
<td>2017-SM-01</td>
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<td>Iacob</td>
<td>Roxana</td>
<td>13-JAN-2017</td>
<td>595845</td>
<td>$1016</td>
<td>2017-SM-01</td>
<td>-3,082.60</td>
<td>RER A</td>
<td>Voided</td>
<td>19-JAN-2017</td>
<td>60,000</td>
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<td>00</td>
<td>16000</td>
<td>Iacob</td>
<td>Roxana</td>
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<td>595845</td>
<td>$1016</td>
<td>2017-SM-01</td>
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<td>RER A</td>
<td>Redistrib</td>
<td>19-JAN-2017</td>
<td>44,000</td>
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<td>00400971</td>
<td>504443</td>
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<td>16000</td>
<td>Iacob</td>
<td>Roxana</td>
<td>21-JAN-2017</td>
<td>595845</td>
<td>$1016</td>
<td>2017-SM-02</td>
<td>2,260.37</td>
<td>RER O</td>
<td>Original</td>
<td>21-JAN-2017</td>
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<td>00400971</td>
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TOTAL FOR ORGN CODE: 161300

15,823.99
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<tr>
<th>PDF TEXT</th>
<th>FZRB090</th>
<th>Budget Statement - Inception To Date</th>
</tr>
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<tbody>
<tr>
<td>PDF TEXT</td>
<td>BUDGET STATEMENT - INCEPTION TO DATE AsOfDate: 05/31/2017</td>
<td></td>
</tr>
</tbody>
</table>
ePrint Query by Fund

Page Key: [Fund]

Pick Values Manually

Search:

Go

Range: [ ] to [ ]

Go
Self-Service Banner (SSB)

• Query-based financial reports

• Not recommended tool for most financial reporting (in Mike’s humble opinion)

• Great tool for backup documentation and transaction-level detail
Finance

- Budget Queries
- Encumbrance Query
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer

Budget Queries

To create a new query, choose a query type and select Create Query. To retrieve a

Create a New Query
Type
- Budget Status by Account

Retrieve Existing Query
Saved Query
- None

Retrieval Query
# Budget Queries

Select the Operating Ledger Data columns to display on the report.

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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<td></td>
<td>☑</td>
<td>☑</td>
<td></td>
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</tr>
<tr>
<td>Adopted Budget</td>
<td>Year to Date</td>
<td>Adjusted Budget</td>
<td>Reservations</td>
<td>Temporary Budget</td>
<td>Commitments</td>
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<td>Encumbrances</td>
<td>Accounted Budget</td>
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Save Query as: 

- Shared

Continue
### Year to Date Report

**Budget Queries**

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<th>2017</th>
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<td>Commitment Type:</td>
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<tr>
<td>Chart of Accounts</td>
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<td>Index</td>
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<tr>
<td>Fund</td>
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<tr>
<td>Grant</td>
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<td></td>
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<tr>
<td>Account</td>
<td></td>
<td>Account Type</td>
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<tr>
<td>Program</td>
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</tr>
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</table>

- [ ] Include Revenue Accounts
- Save Query as: 
- [ ] Shared
- Submit Query

### Inception to Date Report

**Budget Queries**

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<th>2017</th>
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<th>03</th>
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<tr>
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<td>None</td>
</tr>
<tr>
<td>Commitment Type:</td>
<td>All</td>
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</tr>
<tr>
<td>Chart of Accounts</td>
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<td>Index</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
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<td></td>
</tr>
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<tr>
<td>Grant</td>
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</tr>
<tr>
<td>Account</td>
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<td>Account Type</td>
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<tr>
<td>Program</td>
<td>2010</td>
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</tr>
</tbody>
</table>

- [ ] Include Revenue Accounts
- Save Query as: 
- [ ] Shared
- Submit Query

*updated 9/20/16*
## Query Results

<table>
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<tr>
<th>Account</th>
<th>Account Title</th>
<th>GY15/PO11 Adjusted Budget</th>
<th>GY15/PO11 Year to Date</th>
<th>FY15/PO11 Commitments</th>
<th>FY15/PO11 Available Balance</th>
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</thead>
<tbody>
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<td>61014</td>
<td>Salary-Faculty Extra Comp Teach</td>
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<td>5,000.00</td>
<td>0.00</td>
<td>(5,000.00)</td>
</tr>
<tr>
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<td>Salary-Research/Teaching Assistant</td>
<td>36,412.00</td>
<td>21,126.96</td>
<td>3,875.64</td>
<td>11,409.40</td>
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<td>0.00</td>
<td>0.00</td>
<td>190.00</td>
</tr>
<tr>
<td>73506</td>
<td>Digital Media Lab Supplies</td>
<td>0.00</td>
<td>99.99</td>
<td>0.00</td>
<td>(99.99)</td>
</tr>
<tr>
<td>73467</td>
<td>Publications Printing</td>
<td>1,999.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,999.00</td>
</tr>
<tr>
<td>74316</td>
<td>Conference/Seminars Registration</td>
<td>0.00</td>
<td>1,999.00</td>
<td>0.00</td>
<td>(1,999.00)</td>
</tr>
<tr>
<td>78001</td>
<td>Special Services 1</td>
<td>0.00</td>
<td>10.59</td>
<td>0.00</td>
<td>(10.59)</td>
</tr>
<tr>
<td>79995</td>
<td>Direct Costs</td>
<td>25,574.00</td>
<td>24,292.26</td>
<td>0.00</td>
<td>1,281.74</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>(of all records)</strong></td>
<td><strong>72,580.00</strong></td>
<td><strong>68,865.14</strong></td>
<td><strong>4,323.15</strong></td>
<td><strong>(5,377.97)</strong></td>
</tr>
</tbody>
</table>

Updated 9/20/16
• Query system to search for Grant, Fund, Index, or Account code information

• *Closed grants do NOT appear in this database*
Banner Help Web Page – Sample Output

FOAPs Search

Search by Fund

The F in FOAP. Funds are 6 digit codes that represent a source of funding. The first digit of the fund code will identify the type of fund:

- 2xxxxx = Current Fund
- 3xxxxx = Designated
- 4xxxxx = Endowment
- 5xxxxx = Grants & Contracts
- 6xxxxx = Restricted
- 7xxxxx = Plant Funds
- 8xxxxx = SABO

Enter all or part of your Fund code in the field below to locate your Index, index description, fund, organization, program, and grant codes.

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Index</th>
<th>Index Description (Title)</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Program Code</th>
<th>Grant Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>599645</td>
<td>599645</td>
<td>FED-OTH-PR/NU/Univ Lab/Pro</td>
<td>599645</td>
<td>123200</td>
<td>2010</td>
<td>G00004573</td>
</tr>
</tbody>
</table>

Any questions? Please contact the Help Desk at (617) 373-4357 or help@neu.edu.
Banner Training Documentation

Training Documentation

The following documents can be opened with Adobe Acrobat Reader.

Approvals
- SSB Approvals (pdf)
- How to Find who approved or needs to approve a document (pdf)

Budget Transfers & Queries
- SSB Budget Question (pdf)
- Common SSB Budget Query Mistakes (pdf)
- SSB Budget Transfers (pdf)
- Budget Transfer Rules (pdf)
- Budget Query Training Powerpoint (pdf)
- Budget Query Presentation (pdf)

e-Print
- What is an e-print? (pdf)
- General Overview of e-Print (pdf)
- archive transcription (pdf)

Grants/Inception to Date
- Query a Grant/Inception to Date (pdf)
- General Overview of Research Grants (pdf)

myknowledge
- using myknowledge for banner finance solutions (pdf)

Requisitions & Purchase Orders
- Creating Requisitions (pdf)
- Common SSB Requisition Mistakes (pdf)
- Requisition Training PowerPoint (pdf)
- SSB Checklist Documents (pdf)
- SSB Checklist Query (pdf)
- PFR Open Disbursements (pdf)
- Requisition Life Cycle (pdf)
- How to find year R3 Balance in SSB (pdf)
- How to find year R3 in SSB (pdf)
- Open Disbursements in Banner Finance at Year End (pdf)

Other
- Common Rule Codes (pdf)
- Account Codes Not Equal To PFR (pdf)
- Account Code Points (pdf)
- Code Lookup (pdf)
- List of Vault Codes (pdf)

Any questions? Please contact the Help Desk at x5758 or help@neu.edu.

updated 9/20/16