

How to access a fund balance in Banner (SSB)

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Go to the sign in page on the CC website: <https://www.coloradocollege.edu/other/ssi/index.html>



Fig. 1

Click on Banner (SSB)

Fig. 2

Once you are in Banner (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 the first option "Budget Queries".

Fig. 4

In the "Create a New QuCr4

Fig. 5

This next screen is where you select the data you wish to see. Please select the four checkboxes shown above and hit [Continue].

Now you will enter the search parameters.

Fiscal Year 2022-23 is our current f_Ø v_ O

This next example is for a fund with no revenue. What is useful about this example is that, *if the revenue box is NOT checked* (Fig. 6) – Banner will give you the available balance in the lower-right portion of the table. **Remember - this balance will only be accurate if there is no revenue in the fund.**

Fig. 8

Because there is no revenue to take into consideration, this amount reflects your current balance. There was a roll-forward amount of \$5,229.33, YTD activity totaling \$2,085.81 for an available balance of \$7,315.14. A majority of funds do not receive revenue, and for those funds that fall into this category, by leaving the “Include Revenue Accounts” box **unchecked**, your available balance is just a click away!

If you have any questions please feel free to contact me and I will be happy to assist you. I can be reached at sbrickell@coloradocollege.edu or 389-6057.