How to access a fund balance in Banner (SSB).
Susan Brickell, Accountant x6057

Go to the sign in page on the CC webpage. http://www.coloradocollege.edu
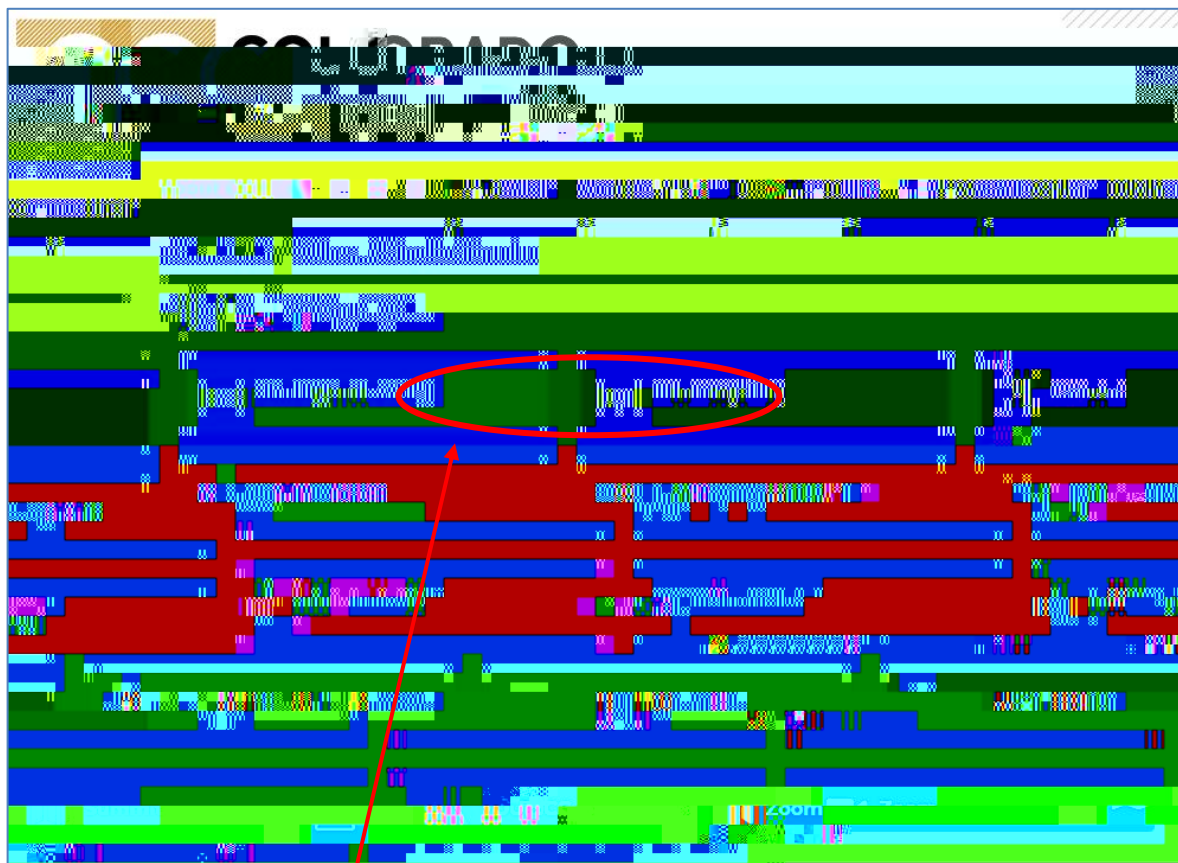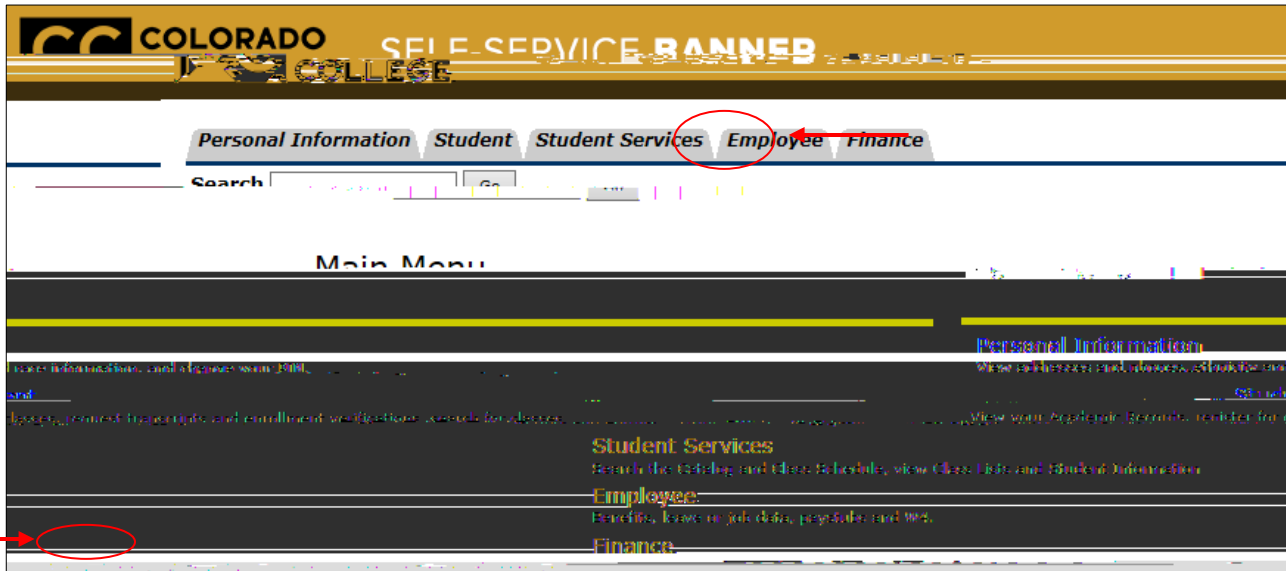

Fig. 1

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 Query" section, please select "Budget Status by Account" and hit [Create Query].

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 2020-21 is our current fiscal year and is shown as '2021' in the Fiscal Year field. Our fiscal period starts with 1 which is July, and goes through 12 which is June. Period seven, for example, would be January. Please put 14 in the fiscal period and leave it there. This ensures that you always capture 100% of the data in the fund.

For purposes of this query, Comparison Fiscal Year and Period should both be 'None', Commitment type should be 'All', Chart of Accounts is Capital 'T' for Tiger - it is case sensitive. Enter your Fund number in the Fund block and enter your Org number in the Organization block.

Don't enter anything else for Grant/Account/Program - or Index through Account Type. This is a database search engine, so the more you put in the parameter search, the less information is returned.

Fig. 6

Note: in the above screen the "Include Revenue Accounts" box is checked. If you want to see if any money has been deposited into your fund during the fiscal year, you will need to check this box. Hit [Submit Query].

Year to Date activity

Fig. 7

The above screen shows an account with all activity to date. **Note: anything in blue can be clicked on**

Keep in mind that at the end of each semester any unused funds in your CCSGA fund will be transferred back in to the CCSGA reserve account.

Account #'s beginning with a 5 are Revenue accounts. (Not shown above.) CCSGA funds do not typically have activity in the 5 accounts. In the YTD column, the amount listed would reflect money coming IN to your fund.

If you are looking up the balance for your Agency Fund, the fund # will begin with an '82xxxx'. Not all student groups have an Agency Fund. You may have a roll-forward balance from the previous year which would appear in the Adjusted Budget column in Account line 709003. Donations and deposits of current-year money will appear in the YTD column under Account line 576001. Agency Funds do not use the transfer line – 810000.

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.