

SELF SERVICE BANNER (SSB)

Web Address: <https://ssb.vcu.edu>

VCU eServices
Virginia Commonwealth University

VCU Self Service Banner

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Main Menu Access to SSB Finance is security-based. If there is no Finance Tab in SSB when you log in, contact the Banner help desk to resolve security issues.

Welcome, Trescinda L. Cull, to the VCU Self Service Banner System! Last web access on Jul 19, 2006 at 05:15 pm

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information.

[Employee](#)
Benefits, leave or job data, paystubs, W2 forms and W4 data.

[Finance](#)
Create or review financial documents and budget information.

RELEASE: 7.2 **Last modified 7/20/06**

Users must be granted security rights to access the Finance Tab. From the **Finance Tab**, the user may be able to run queries on budgets, including E&G and Grants and Contracts. Users may be able to approve documents based on their role. Users may view documents, including drilling down. Encumbrances may be reviewed.

VCU Self Service Banner

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Finance SSB can be accessed through any internet connection.

[Budget Queries](#)
[Encumbrance Query](#)
[Approve Documents](#)
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NOTE: There is a 10-minute timeout feature in SSB.

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#)]

RELEASE: 7.1

Access information by using the Finance Menu, the Site Map or the Menu Choices at the bottom of the page.

For problems in Self Service Banner (SSB), contact the Help Desk at 8-2227.

Create A New Query

Budget Status By Account - Detail by budget pool and account

Budget Status by Organizational Hierarchy - One line report, high level

Budget Quick Query—Fast budget code report (organization status report)

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

Adopted Budget - permanent budget for E&G

Budget Adjustment - changes to the permanent budget up or down (debits or credits)

Adjusted Budget - total of the adopted budget plus/minus budget adjustments, the current budget

Temporary Budget—adjustments up or down to the adjusted budget (current changes)

Accounted Budget-current spendable budget in Finance

Year To Date-paid to date activity

Encumbrances or Commitments-items committed but not paid

Available Balance

Save the query with a unique name or submit query.

Select criteria for the Query

Fiscal year = 2007

Fiscal period = 01 for entire year or restrict the query to one period of time

For non sponsored programs, July = 01, August = 02, September = 03, etc.

For sponsored programs, periods are based on start and end dates of the organization code.

Comparison Year = none

Comparison Fiscal period = none

Chart of Accounts = V

Query by any of the other criteria shown. Users can view just one account type (travel, lab supplies) or by 2 or more criteria. Include revenue accounts (accounts in the 400000 to 499999 range).

Submit Query.

Download Query to Excel, all columns or selected columns.

Perform additional computations for the query.

Retrieve Existing Query

Shared Queries—It is possible to save a query and allow other users to view the report, populated by financial data based on their security level and access granted.

Users can use the Search feature in SSB by clicking on any of the field boxes (Document Number, Index, Organization on the budget code Query, etc.)

View Documents

Choose type.

To search for document number, click the document number box, Specify criteria (User ID, Activity Date, Transaction Date, Vendor ID, etc.).

Execute Query .

For Status, select **Both** to see Pending and Posted items.

Document Number