

BANNER SELF-SERVICE

Sign into **MyPortal**

> <http://myportal.cofc.edu>

Select Finance Dashboard Module

Select My Finance Query

Create a Query by:

> **New Query**

> Budget Status by Account

Select Budget Queries Data:

> **Accounted Budget**

> **Year to Date**

> **Encumbrances**

> **Available Balances**

Enter **Index** Number

CONTACTS FOR ASSISTANCE

System Related Issues

- ITServiceDesk@cofc.edu

Budget and Payroll Questions

- BudgetPayrollServices@cofc.edu

Budget Transfer Request

- Budget@cofc.edu

Grant Questions

- FINCgrants-contr@cofc.edu

Accounting Questions

- AccountsPayable@cofc.edu

Procurement Questions

- Procurement@cofc.edu

MYPORTAL MODULES

- [Finance Dashboard \(SSB\)](#)
- [Banner Admin Pages \(INB\)](#)
- [ePrint Banner Reports](#)
- [Cognos Login](#)
- [eProcure](#)
- [IT Support](#)
- [CougarEd](#)
- [Linkedin Learning](#)

ONLINE RESOURCES

MyPortal

- [CougarEd](#)

Controller's Office

- <http://controller.cofc.edu>

Budgeting and Payroll

- <http://budgetingandpayroll.cofc.edu>

Office of Procurement

- <http://procurement.cofc.edu>

Treasurer's Office

- <http://treasurer.cofc.edu>

FINANCE SELF-SERVICE QUICK REFERENCE GUIDE



BANNER TRAINING SUPPORT

COLLEGE *of*
CHARLESTON

BATTERY SUPPORT TEAM

BUDGET TERMINOLOGY

DATA COLUMN	DESCRIPTION
Adopted Budget	Budget at the Beginning of the Fiscal Year
Budget Adjustment	Permanent or Temporary Budget Adjustments
Adjusted Budget	Current Budget (without the capability to drill down to view the transactions)
Temporary Budget	Current Fiscal Year Temporary Budget Adjustments
* Accounted Budget	Budget with Adjustments (with the capability to drill down to view the transactions)
* Year to Date	Debit and Credit Transactions (with the capability to drill down to view the transactions)
* Encumbrances	Future Encumbered/ Committed Funds via PO, TA, Payroll (with the capability to drill down to view the obligations)
Reservations	Reserved Requisition Funds
Commitments	Future Encumbered/ Committed Funds via PO, TA, Payroll (without the capability to drill down to view the obligations)
* Available Balance	Available/Unobligated Funds

Fiscal Year	Changes every July 1st to continue through June 30th
Fiscal Period	Select 14
Comparison Fiscal Year and Period	Enter the Desired Fiscal Year and Period to be Compared
Commitment Type	Select ALL
Chart of Accounts	Select 1
Include Revenue Accounts	Non-Applicable for Grants

Frequently Used ACCOUNT NUMBERS

61011	Personal Services- Salary
610111	Unclassified Position - Faculty Academic
610113	Dual Employment Non Concurrent - Faculty Summer
610114	Dual Employment - Concurrent
610210	Classified Positions
610211	Temporary Positions
61030	Student Pool
62000	Fringe and Health Benefits
71010	Contractual Services
710414	Software Subscription License/Maint
710516	Honorariums US Resident
710711	Grant Participants Travel
710810	Other Contractual Services
710815	Advertising
710818	Guest Parking Charge
72010	Supplies
720110	Printing-In-House
720140	Office Supplies
720180	Procurement Card Supplies
73010	Travel
730113	In-State Mileage
730116	In-State Meals - Same Day
730210	Out-of-State Meals
730211	Out-of-State Lodging
730212	Out-of-State Air Tran
730213	Out-of-State Mileage
730214	Out-of-State Other Trans
730215	Out-of-State Miscellaneous
74010	Fixed Charges and Contributions
740220	Scholarships
740224	Stipends - Federal
740220	Stipends - State
77010	Equipment- Capitalizable

Frequently Used RULE CLASS CODES

CODE	DESCRIPTION
BD01	Permanent Adopted Budget
BD02	Permanent Budget Adjustment
BD04	Temporary Budget Transfer
CR05	Cash Receipt Entry
DNEI	Check-Invoice With Encumbrance
DNNI	Check-Invoice Without Encumbrance
INNC	Invoice-Credit Memo Without Encumbrance
INNI	Invoice-Without Encumbrance
INEI	Invoice-with Encumbrance or Liquidate Encumbrance
ISSU	Central Stores Direct Issue (IDT)
JE16	IDT Charge/Journal Entry/Payroll
POBC	Purchase Order Batch Close (PO Final Liquidation)
PORD	Established Purchase Order
HENA	Encumbrance Automatic Process
HGNL	Payroll Automatic Process

ACCOUNT NUMBER CODES

5XXXXX = Revenue

**6XXXXX = Personal Services (Salary)
Fringe and Health Benefits**

7XXXXX = Operating Expense

FOAP

Fund = Source of the Fund

Org = Department Responsible for the Funds

Acct = Type of Transaction (Expense)

Prog = Research, Instructional vs Public Service