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

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
### BUDGET TERMINOLOGY

<table>
<thead>
<tr>
<th>Data Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>Budget at the Beginning of the Fiscal Year</td>
</tr>
<tr>
<td>Budget Adjustment</td>
<td>Permanent or Temporary Budget Adjustments</td>
</tr>
<tr>
<td>Adjusted Budget</td>
<td>Current Budget (without the capability to drill down to view the transactions)</td>
</tr>
<tr>
<td>Temporary Budget</td>
<td>Current Fiscal Year Temporary Budget Adjustments</td>
</tr>
<tr>
<td>* Accounted Budget</td>
<td>Budget with Adjustments (with the capability to drill down to view the transactions)</td>
</tr>
<tr>
<td>* Year to Date</td>
<td>Debit and Credit Transactions (with the capability to drill down to view the transactions)</td>
</tr>
<tr>
<td>* Encumbrances</td>
<td>Future Encumbered/Committed Funds via PO, TA, Payroll (with the capability to drill down to view the obligations)</td>
</tr>
<tr>
<td>Reservations</td>
<td>Reserved Requisition Funds</td>
</tr>
<tr>
<td>Commitments</td>
<td>Future Encumbered/Committed Funds via PO, TA, Payroll (without the capability to drill down to view the obligations)</td>
</tr>
<tr>
<td>*Available Balance</td>
<td>Available/Unobligated Funds</td>
</tr>
</tbody>
</table>

### ACCOUNT NUMBER CODES

- **5XXXXX** = Revenue
- **6XXXXX** = Personal Services (Salary) Fringe and Health Benefits
- **7XXXXX** = Operating Expense

### 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

### RULE CLASS CODES

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

### ACCOUNT NUMBER CODES

- **Fund** = Source of the Fund
- **Org** = Department Responsible for the Funds
- **Acct** = Type of Transaction (Expense)
- **Prog** = Research, Instructional vs Public Service