

Banner Finance

Budget Forms and Reports

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Navigation

Starting Banner

To help ensure that only authorized users access Banner, you must log in with your User ID and password.

These are the steps for accessing Banner:

1. Double click on the Banner icon located on your desktop.
2. You will need to enter your Banner User ID and password. If you enter the wrong User ID or password, you will be prompted to re-enter both.

Once you complete these steps, the Banner Internet Native main menu appears. This menu is the starting point for navigating through Banner.

The Banner Menu

You can use the menu structure on the screen to find and access a form, job or menu. Double click on the menu or form you want to open.

Direct Access

Or you can use the "Direct Access" box labeled "Go:" by typing the name of the form you want. Press the enter key and the form will load.

Parts of a Form

Menu Bar

The menu bar is located at the top of every form and contains pull-down menus. You can access an option in a pull-down menu at any time, except when you are in a dialog box, alert box or List of Values. You must respond to these windows before you can access a pull-down menu.

To access an option in the menu bar:

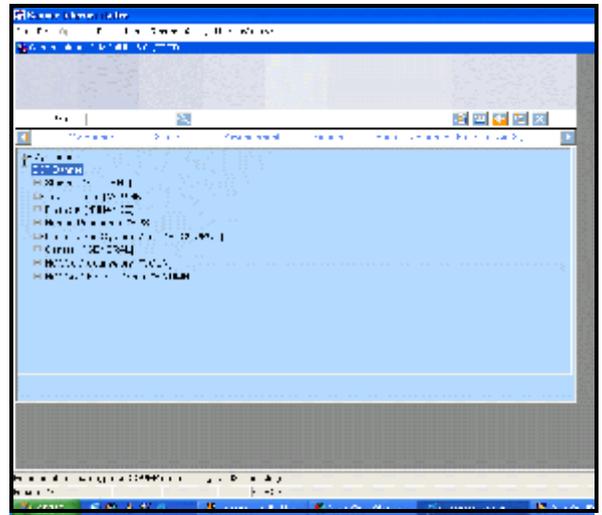
1. Click the desired pull-down menu name. The menu items appear.
2. Click on the desired menu item.

Toolbars

Toolbars are sets of icon buttons that perform common functions. The horizontal tool bar appears directly under the menu bar. This toolbar is delivered with standard buttons. When you move your cursor to an icon and pause, a pop up box appears with the text that describes the function of the button.

To access a toolbar button:

Click on the appropriate icon button. You can click a button anytime, except when you are in a dialog box, alert box or List of Values. You must respond to these windows before you can click a button. A



dimmed button is disabled and cannot be clicked.

Title Bar

The title bar shows the following information:

- Descriptive name for the form
- Seven-character form name
- Release number
- Database name

Blocks

A block is a section of a form or window that contains related information. If a form or window contains more than one block, each block (except the key block) may be enclosed in a beveled box.

Key Block

The first block on most forms contains key information. The key block determines what is entered or displayed on the rest of the form. All information on the form refers to the key block.

The key block has one or more fields. For example, a form that maintains financial information may have fields for both a chart of accounts and a fiscal year.

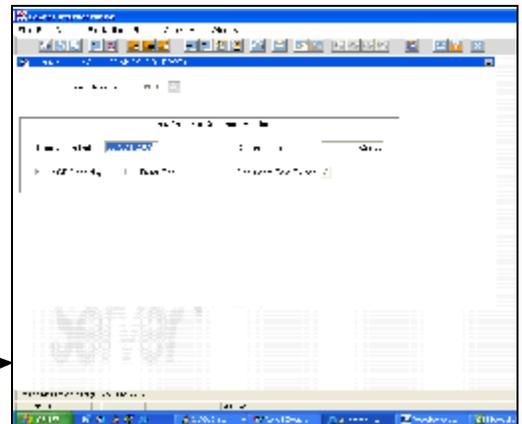
The key block stays on the form as subsequent blocks appear. Occasionally, another window may appear on top of the key block if the window is unusually large or if the key block is not pertinent to the window.

When the cursor is in the key block, enterable fields in the key block are enabled. When you leave the key block, enterable fields in the key block are disabled.

Auto Hint / Status Bar

The auto hint / status bar at the bottom of the form can contain the following information for the field where the cursor is located:

- Brief field description
- Error and processing messages
- Keyboard equivalents, if you can access other blocks, windows, or forms from the field



Querying Information

Querying is the process of looking to see what information is already entered in the Banner database. You can use inquiry forms, query forms, and most application forms to perform queries.

Query Functions

Use the following functions to perform queries:

- Enter Query (F7) Puts a form into query mode so you can enter search criteria to see what information is already in the database. "Enter a Query" appears in the auto hint bar.

- Execute Query (F8) Searches the database and displays the records that match your search criteria. This function is enabled only if you are in query mode.
- Exit or Cancel Cancels the query and takes the form out of query mode.

To query information double click in a blue field or click on the search icon at the end of a field.

1. Select the Enter Query function (F7).
2. Enter in the search criteria. You can query information in any field that you can access. You can use the Oracle wildcards % and _. **Capitalization matters!** Data is matched against the search criteria *exactly* as you enter them.
3. Select the Execute Query function (F8). The form displays the records that match your search criteria .
4. To select the record you want, highlight it and double click on it or click on the “select” icon on the toolbar.

To change your search criteria and re-query:

Use these steps after you query information and you want to re-query with different search criteria.

1. With the original matches displayed, select the Enter Query function (F7). Matching records from the previous query disappear.
2. Select the Enter Query function (F7) a second time. The original search criteria appear.
3. Revise your search criteria.
4. Select the Execute Query function (F8). The form displays all records that match the revised criteria.

Wildcards

You can use the Oracle wildcards % and _ in the search criteria. The character % represents any number of unspecified characters. The character _ represents one occurrence of an unspecified character. The following examples illustrate the use of wildcards:

<i>To get these results:</i>	<i>Enter this criteria:</i>
All entries that contain “ma”	%ma%
All entries that begin with “ma”	ma%
All entries that have “ma” as the last 2 character	%ma
All entries that have “m” as the second character	_m%

With experience, it becomes easier to narrow you queries to get the results you want.

Chart of Accounts

FOAPAL	<u>FUND</u>	<u>ORG</u>	<u>ACCT</u>	<u>PRGM</u>	<u>ACTV</u>	<u>LOCATION</u>	
	XXXXX	XXXX	XXXXX	XXXX		XXXX	XXXX XX

FUND:

- Fund is a 5 digit number.
- This is the source of funding. There is a separate fund for every grant or contract.
- **FTVFUND** is a form that will list all of the Fund codes.
- **FTIFNDH** is a form that shows the Fund Hierarchy.
- **FGRFNDH** is a report that you can run to show you the Fund Hierarchy.

ORGANIZATION (Org):

- Organization is a 4 digit number.
- As a general guideline, organization identifies the area or department you work in. This number will typically remain constant.
- There is a hierarchy built into the code for roll up reporting. For data entry you will always use the "data entry level" code.
- **FTVORGN** is a form that will list all of the Org codes.
- **FTIORGH** is a form that shows the Org Hierarchy.
- **FGRORGH** is a report that you can run to show you the Org Hierarchy.
- The following range of numbers represents each entity:

1100-1699	District Education Center
1700-1999	Information Services
2000-4999	Cypress College
5000-7999	Fullerton College
8000-9999	School of Continuing Education

ACCOUNT (Acct):

- Account is a 5 digit number.
- There are many different account numbers. You use a specific account number depending on what type of item you are purchasing.
- Software uses account 41000 if the cost is less than \$200.00.
- Instructional Supplies - supplies used in the classroom - use account 43000.
- All supplies purchased for division offices use account 44110.
- There are different accounts distinguishing equipment as follows:

This group requires that you use a LOCATION code whenever you use these account codes for data entry (requisitions, budget transfers and journal entries). This is needed for the Fixed Asset Module.

64110	General Equipment costing OVER \$1000.00.
64310	Computer and Related Equipment costing OVER \$1000.00.
64410	Media Services Equipment costing OVER \$1000.00.

This group **does not** require a location code:

64120	General Equipment costing between \$200 and \$999.99.
-------	---

64320 Computer and Related Equipment costing between \$200 and \$999.99.
64420 Media Services Equipment costing between \$200 and \$999.99.

- **FTVACCT** is a form that will list all of the Account codes.
- **FTIACTH** is a form that shows the Account Hierarchy.
- **FGRACTH** is a report that you can run to show you the Account Hierarchy.

PROGRAM (Prgm):

- Program is a 4 digit number.
- These titles correlate to TOPS codes.
- The numbers will remain constant on most everything you do and will default based on the organization code entered, but may be overridden.
- **FTVPROG** is a form that will list all of the Program codes.
- **FTIPRGH** is a form that shows the Program Hierarchy.
- **FGRPRGH** is a report that you can run to show you the Program Hierarchy.

ACTIVITY:

- Activity is a 4 digit number.
- This number is used to further identify special projects. For example, the different categories with Matriculation, the special programs used with Partnership for Excellence funds, etc.
- It is not a required field in most cases.
- **FTVACTV** is a form that will list all of the Activity codes.
- **FTIACTH** is a form that shows the Activity Hierarchy.
- **FGRACTV** is a report that you can run to show you the Activity Hierarchy.

LOCATION:

- Location is a 6 digit number.
- Use either an "I", for instructional, or "N", for non-instructional, for all salary and benefit accounts.
- This number is required when purchasing anything charged to account numbers 61xxx, 62xxx, 64110, 64310, or 64410.
- It is the room location that the equipment item will be placed in.
- **FTVLOCN** is a form that will list all of the Location codes.
- **FTILOCH** is a form that shows the Location Hierarchy.
- **FGRLOCH** is a report that you can run to show you the Location Hierarchy.

Examples:

Here are some examples of the Banner budget numbers used by the Fullerton College Mathematics division:

- | | | |
|----|-----------------------------|-------------------------|
| a) | Instructor hired: | 11200-5470-11100-1700-I |
| b) | Clerical Hourly hired: | 11200-5470-23100-6010-N |
| c) | Office Supplies ordered: | 11200-5470-44110-6010 |
| d) | Classroom supplies ordered: | 11200-5470-43000-1700 |

Each of these code are separate and distinct. They are used in combinations. A budget number comprised of minimum of Fund, Org, Acct and Prgm are required data entry in the operating ledger of Banner. Each code has its own unique hierarchy. Each element may be data-enterable or non-data enterable.

Definitions

Blanket PO: A Blanket PO (Purchase Order) is for one commodity only. For example, you may have a blanket PO for ordering paper. The only thing that you can order is paper. There is NOT a daily limit on a blanket PO.

Open PO: An Open PO is for several items. For example, you may have an open PO with Office Depot. You can order many things from Office Depot, such as paper, pens, office supplies, etc. There is a DAILY limit of \$500.00 per day on an open PO.

Encumber: In regards to finance, to encumber money is to hold it. Using your check book as an example, you write a check - even though the check has not actually been cashed, the money has been "encumbered".

Posting "Type" Explanations

This is not an all inclusive list, but are the most common ones.

Invoice Related Items:

- INEI Invoice with an encumbrance
- ICEI Canceled invoice with an encumbrance
- INII Invoice charged to a General Ledger account (asset/liability)
- INEC Credit memo with an encumbrance
- INNI Invoice without an encumbrance (i.e. Direct Pay)
- INNC Credit memo without an encumbrance (i.e. Direct Pay credit)
- ICNI Canceled invoice without an encumbrance
- ICII Canceled invoice to a General Ledger account (asset/liability)

Note: all of these items will have a "FLD" value of YTD (year to date) or ENC (encumbrances). These affect the actual year-to-date amounts and will adjust the encumbrances accordingly.

Purchase Order Related Items:

- PORD Purchase Order issued
- POTX Tax on Purchase Order
- PODS Discount on Purchase Order
- POAD Additional charge on Purchase order
- POLQ Purchase Order liquidation - done when an invoice is created against a Purchase Order
- POBC Purchase Order closed by a batch process run by Purchasing
- POCL Purchase Order closed using the form FPAEOCD by Purchasing
- POPN Purchase Order opened using the form FPAEOCD by Purchasing
- PCRD Purchase Order canceled
- PCLQ Purchase Order canceled and Request reinstated

Note: all of these items will have a "FLD" value of either RSV (reserved) or ENC. RSV is related to requisition activity (e.g., when a requisition is turned into a purchase order you will see a "type" of POLQ and a "Fld" of RSV).

Requisition Related Items:

- REQP Purchasing Requisition Reservation - appears when the requisition has been approved by everyone in the approval queues.
- REQS Stores Requisition Reservation
- REQX Tax on Requisition
- REQD Discount on Requisition
- REQA Additional Charge on Requisition
- REQP Canceled Requisition
- RQCL Requisition closed using the form FPAEOCD by Purchasing

NOTE: all of these items will have a "FLD" value of either RSV or ENC.

Stores Inventory Items:

- ISEU Stores inventory issuance - done when the warehouse delivers the items to the department.
- ISEC Returns on Stores inventory

Note: all of these items will have "FLD" value of either RSV or YTD.

Cash Receipt Items:

- DCSR Direct Cash Receipts
- 1xxx, 2xxx, 3xxx, or 4xxx - relate to items fed over from the Accounts Receivable module. The activity can be found either on TSAAREV, TFADETL or TFAMISC.
- PAX, PBX, CAX, RAX, or RBX - relate to items fed over from the Accounts Receivable module. The activity can be found either on TSAAREV, TFADETL or TFAMISC.

Note: all of these items will have "FLD" value of YTD only.

Check Items:

- DNEI Check issued against an invoice with an encumbrance.
- DNNI Check issued against an invoice without an encumbrance.
- DNII Check issued for a Stores Inventory purchase.
- DNEC Check issued against a credit memo with an encumbrance.
- DNNC Check issued against a credit memo without an encumbrance.
- CNEI Cancel check issued against an invoice with an encumbrance.
- CNNI Cancel check issued against an invoice without an encumbrance.
- CNII Cancel check issued for a Stores Inventory purchase.

Note: all of these items will have "FLD" values of YTD only.

Journal Entry Items:

- TRAN Journal entry (transfer of charges) prepared by the campus, which has gone through all of the approval queues.
- BDTR Budget transfers prepared by the campus, which have gone through all of the approval queues.
- BD01 The initial/adopted budget
- BD02 Budget adjustments made by the District or Bursar accounting staff.
- JE15 Journal entries prepared by the District or Bursar accounting staff that doesn't transfer between funds.
- JE16 Journal entries prepared by the District or Bursar accounting staff that is a transfer between funds. Use this on any entry that is crossing funds. These entries will affect the cash accounts within each fund.
- CASH Journal entries prepared by District or Bursar accounting staff that affect cash

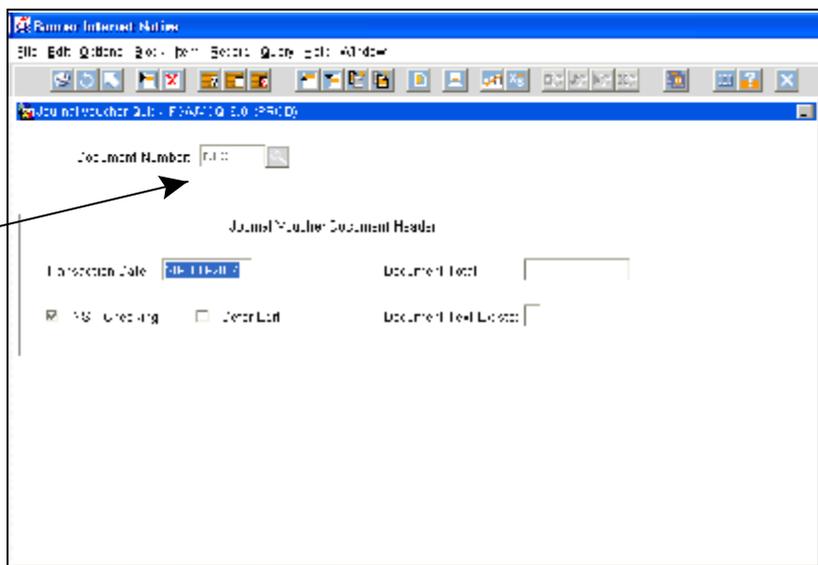
accounts. These are to be used to record activity done by the County Office of Education or to record activity originated by the bank (e.g. interest income, bank charges or NSF checks).

Note: all of these items will have a "FLD" value of YTD or ABD.

Journal Voucher Quick Form

This is the form that you use to do both Budget Bransfers (BDTR, transfer funds between accounts) and Expenditure Transfers (TRAN, transfer charges between accounts). The document number is supplied by the Banner system.

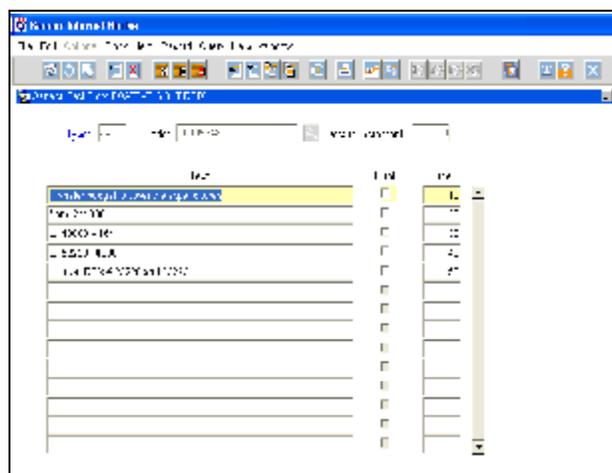
1. Type FGAJVCQ in the Direct Access ("GO") box.
2. Journal Voucher Quick Form displays.
3. In Document Number box, type NEXT or leave blank.
4. Click on Next Block
5. Transaction Date Displays. This defaults to today's date. This determines what accounting period the document is going to be posted to.



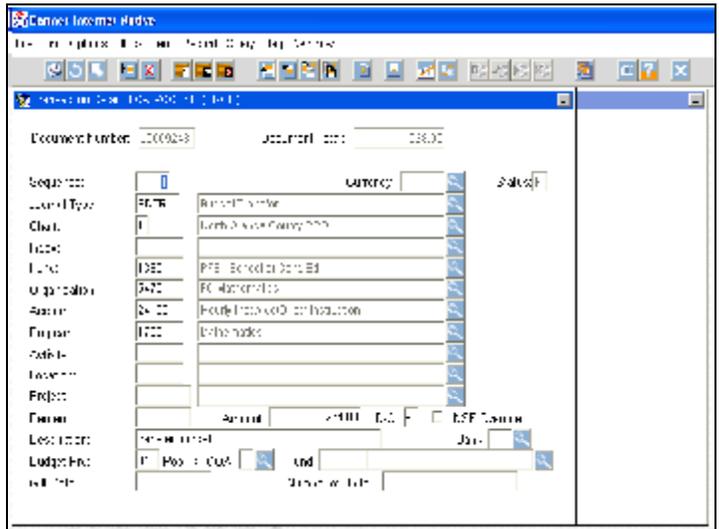
6. Enter "hash total" in the Document Total field. This is the absolute value of all entries. Add all entries together, ignoring whether it is a plus or a minus; debit or credit. This is called the "hash total". For example, if you are withdrawing \$50.00 from one account, and will deposit it (\$50.00) into another account, the hash total is $\$50 + \$50 = \$100$. So you would put \$100.00 in the document total field.

Please note: If you are doing a Budget Transfer (BDTR), the amount is a dollar amount - no cents. If you are doing an Expenditure Transfer (TRAN), the amount is the exact amount of the item. For example, if the expenditure was \$100.23, your hash total would be \$200.46.

7. Click on Options, Document Text. Notice that Banner has taken you to the text entry screen (FOATEXT) and you now have a Journal Voucher number, i.e., J0009248.
8. Click on Next Block and add the appropriate and mandated information as to why you are doing this Budget Transfer (BDTR) or Expenditure Transfer (TRAN).
9. Click on SAVE. "Transaction complete: 5 records applied and saved appears on the auto hint line.



10. Click on the blue "X" to Exit FOATEXT.
11. You will be brought back to the main form (FGAJVCQ). Notice that the "Document Text Exists" box is now checked.
12. Click on Next Block.
13. You will be brought to the Transaction Detail form. Notice that the document number and the transaction total is displayed for reference in the top block of this form. You will need to **tab** to move through the fields.



! Sequence

Tab through this field. This number is assigned by the system.

! Journal Type

For Budget Transfers use - BDTR
For Expenditure Transfers use - TRAN

Budget Transfers are used when you need to transfer money from one account to another.

Expenditure transfers are used when an item is charged to the wrong account. You transfer the actual charge from one account to another.

! Chart

Tab through this field. The system default is 1 (for the NOCCCD main Chart of Accounts)

! Index

Ignore - this field is not used by NOCCCD.

! Fund through Location

Enter the appropriate combination of Fund Code, Organization, Account, Program, Activity if needed, and Location if transferring to or from Account Codes associated with equipment/asset purchases over \$1,000)

! Amount

Put in the appropriate dollar amount for the Budget Transfer or the Expense Transfer. For Budget Transfers, this must be a whole dollar amount (no cents).

! D/C

For **Budget Transfers**, you enter a "+" to increase the budget and a "-" to decrease the budget. For **Expenditure Transfers** you must enter a "D" for debit and a "C" for credit.

! Description

This is required.

! **Bank**

For Expenditure Transfers, this is a required field. Use CT for everything except Cypress Bursar accounts. For these, use the code CB. Not required for Budget Transfers.

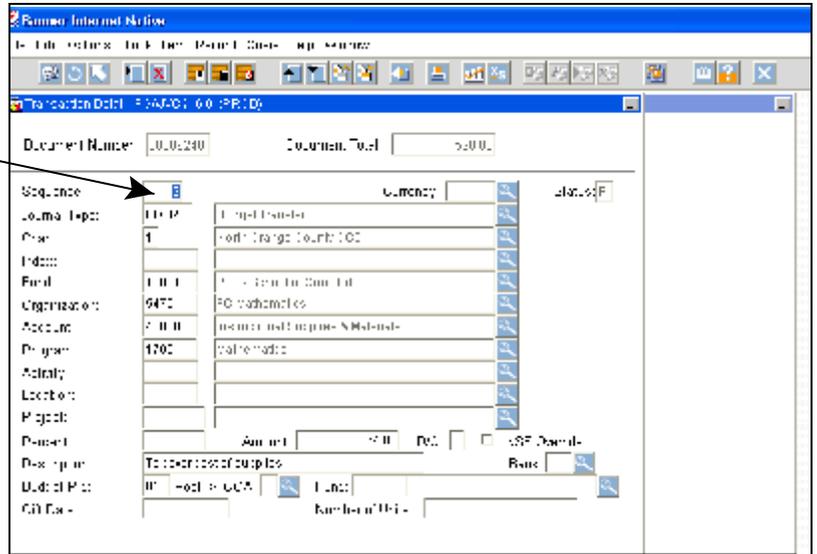
! **Budget Prd**

Only required for Budget Transfers, use "01".

! **You can ignore the rest of the fields.**

14. Click on the save icon, or press F10.

15. Use your down arrow key to access the next sequence (record 2) and complete the Budget Transfer (BDTR) or Expenditure Transfer (TRAN). *Notice in the example to the right, the sequence number is 2.*

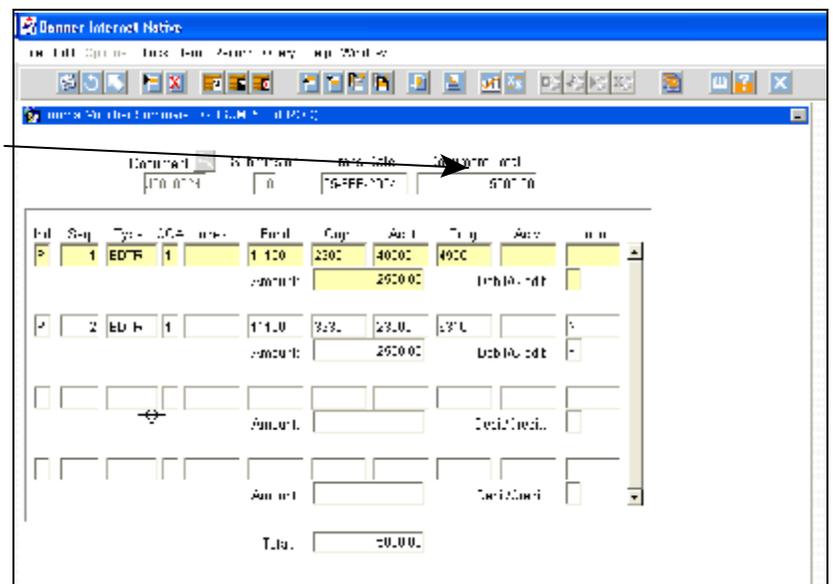


All your pluses must equal your minuses on Budget Transfers (BDTR) and all your debits must equal your credits for Expenditure Transfers (TRAN).

16. **SAVE** (Click on the save icon or press F10)

17. Once you are finished with your entries, click on the save icon. Click on **Options** in the Menu Bar and select **Access Transaction Summary Info**.

This accesses the **FGIJSUM** form letting you verify that your header totals are correct. *Notice the two entries added together equal the document total.* If you want to have a printed copy of your Journal Voucher, this is a great screen to print. **To print this screen, click on the Print icon on the Tool Bar.**



Click on the "X" to Exit FGIJSUM. You will be returned to FGJVCQ.

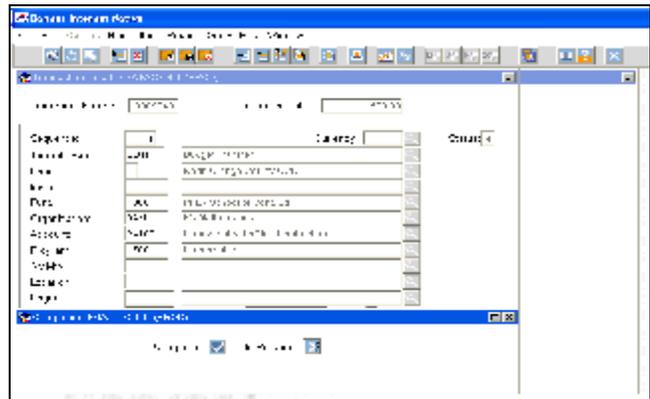
18. **Printing your Journal Voucher:** You can print your Journal Voucher

either using **screen shots** or by running a banner **print process**.

If you want to **print screen shots**, you can do so at any time! This is the easiest way to print a Journal Voucher.

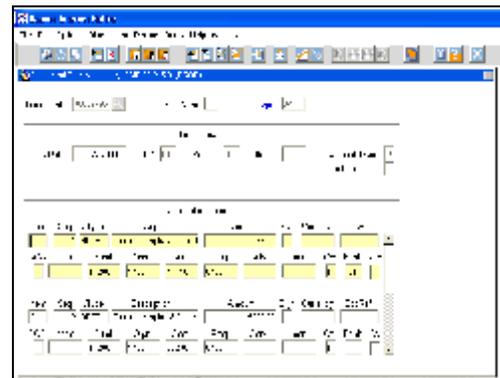
- **FGIJSUM** is a great screen to print a Journal Voucher. It lists the Journal Voucher number, the transaction date, document total, the budget number and amount being withdrawn, and the budget number and amount being deposited. It

does not print the description or document text. To print this screen, click on the printer icon.



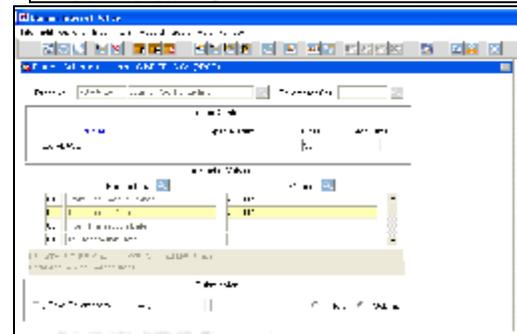
IMPORTANT: You can view your journal voucher using FGIJSUM as long as it HAS NOT BEEN approved yet! If your journal voucher HAS BEEN approved, you need to use FGIDOCR to view it.

- **FGIDOCR** is another great screen to use to print a Journal Voucher. The main difference between this screen and FGIJSUM is that it will show the brief description. To print this screen, click on the printer icon.



Using the **Banner Print Process FGRJVL**

- FGRJVL will take you to the Process Submission Control Form (GJAPCTL). This is where you run the Banner print process (report) FGRJVL. This is a longer process and will take several steps before you get a printed report.



• **IMPORTANT:** This job can be used only to print Journal Vouchers that have **NOT** been posted to the ledger.

- For step by step instructions on running FGRJVL, please see the Banner Reports section of this document.

19. To finish and submit the Journal Voucher, click on Options from the Menu Bar and select Access Completion. You will see the following screen. Click on Complete to send it through the approval process.

20. If the Journal Voucher is not complete, or you don't want to submit it yet, all you need to do is click on the "X" to get out of the form. Everything will be saved. *Remember to write down the document number before exiting!* When you are ready to complete the Journal Voucher, you will need to enter the number in the header part of FGAJVCQ and do a Next Block.
21. **IMPORTANT:** Until the Journal Voucher is posted (while it is in the approval process) you can access the details using the Journal Voucher Summary form (FGIJSUM). Once it has been approved, you can only view it using FGIDOCR.

Differences Between BDTR and TRAN

Both Budget Transfers (BDTR) and Expenditure Transfers (TRAN) will be entered using the same form as displayed previously (**FGAJVCQ**). The differences are:

! Rule Class/Journal Type

For Budget Transfers use the Rule Class of BDTR
For Expenditure Transfers use the Rule Class of TRAN.

! D/C Field

For **Budget Transfers (BDTR)**, all your (+) pluses must equal your (-) minuses. A (+) will increase your budget and a (-) minus will decrease your budget.

For **Expenditure Transfers (TRAN)** all your (D) debits must equal your (C) credits.

- To increase a revenue account code you must (C) credit the account.
- To decrease a revenue account code you must (D) debit the account.
- To increase or add to an expense account code you must (D) debit the account.
- To decrease or reduce the expenses in an expense account code you must (C) credit the account.

! Bank:

All expenditure transfers (TRAN) require that you enter a Bank code. Use CT for anything other than Cypress Bursar accounts. For Cypress Bursar accounts use the Bank code CB.

! Budget Period:

This is only required for Budget Transfers (BDTR). Use 01.

! Navigation hints:

- Use the tab key to access each line of the Journal Voucher.
- You can copy the previous record and then just change the appropriate fields to save typing. To copy the first record, click on Record, Insert (on the menu bar) or press F6. This inserts a blank record. Click on Record, Duplicate (on the menu bar) or press F4. This will duplicate the record.
- Make sure you make the appropriate changes required for the new record (e.g. change debit to a credit, or "+" to "-").

Tips and Tricks

- ! You can only use FGAJVCQ as long as the Journal Voucher has NOT been completed. Once it is completed, you cannot edit or change it. If you try to bring it up in FGAJVCQ, the auto hint line will show: "Document has been completed, no changes allowed." If you *can* bring the Journal Voucher up in FGAJVCQ, it has NOT been completed!
- ! Until the Journal Voucher is posted (while it is in the approval process) you can access the details using the Journal Voucher Summary form (**FGIJSUM**).
- ! Once the Journal Voucher has been approved, the only way to view it is using **FGIDOCR**.
- ! You can only **print an UNAPPROVED journal voucher** using the report **FGRJVLR**. Once it has been approved, you can no longer print it using FGRJVLR. You can always print screen shots! Use **FGIJSUM** if the journal voucher **has not been** approved. Use **FGIDOCR** if the journal voucher **has been** approved.

Document Detail Forms

FOIDOCH - Document History Form

FOIDOCH will provide you with an online display of the processing history for a document by a selected document type and code. For example, it will show you that RQ # R0015531 was approved, then turned into PO, # P0013880. Invoices were then created and checks were cut.

Depending on what “block” you are in - the options menu will have links to see the inquiry version of the forms!

- ! Enter Doc Type. If you are not sure of the code to put in, click in the blank field and double click to bring up the appropriate list of values. NOTE: You can not use this form to view Journal Vouchers.
- ! Enter the Doc Code. Depending on the document type, this would be the RQ number, the PO number, the invoice number, etc.
- ! Next Block.
- ! From here you can see the processing history of your document.
- ! To understand what the status indicators mean, click on **OPTIONS**, and **VIEW STATUS INDICATORS**. This will bring up a list of what the various indicators mean. For example, “A” means approved.
- ! The **OPTIONS** menu will change depending which “block” you are in. If you are in the Requisition block, you have a link to go to **FPIREQN**. If you are in the Purchase Order block, you have an option to go to **FPIPURR**, etc. Click on **OPTIONS** and then select the option you want.

FGIDOCR - Document Retrieval Inquiry

Document: Retrieval Inquiry (FOID: CR: 5.0) (PROC)

Document: Sub Num: Type:

Transaction Information

Trans Date: FY: Period: Items: Comm. Type: Text Exists:

Detail Information

Item	Desc	JType	Description	Amount	Sign	Currency	DocRef			
0		IFIF	Health Insurance @ CR	1827.11	D					
COA	Index	Fund	Orgn	Acct	Prog	Acty	Loch	Or	Bank	Ac
1		400	252	8873	3770			Y	CR	

Document text exists.

- ! Enter in your journal voucher document number.
- ! Next Block.
- ! To print a screen shot just click on the printer icon on the toolbar.
- ! Notice that there is a "Y" in the Text Exists field. This lets you know at a glance there is document text for this journal voucher.
- ! If needed, you can view the document text by clicking on OPTIONS, Document Text. This takes you to the form FOATEXT.

Selected Item: FOATEXT (FOID: PROC)

Type: Date: Detail Print:

Item	Print	Line
0: Health Insurance @ CR	<input checked="" type="checkbox"/>	1
1: 0203 Health Insurance @ CR	<input checked="" type="checkbox"/>	2
1: 0203 Health Insurance @ CR	<input checked="" type="checkbox"/>	3
	<input type="checkbox"/>	

FGIENCD - Detail Encumbrance Activity Form

The Detail Encumbrance Activity form provides a detailed listing of all activity posted against a Purchase Order and the available balance remaining.

Encumbrance: P0021259

Date: 00-JAN-2004 Balance: 3161.18

Status: O Type: P

Fiscal Year: 04

Balance: 3161.18

Trans Date	Type	Doc Code	Action	Trans Amount	Remaining Bal
00-JAN-2004	POPC	P0021259		4500.00	4500.00
13-JAN-2004	INEI	00087300		-16.74	4483.26
13-JAN-2004	INEI	00087313		-132.89	4350.37
13-JAN-2004	INEI	00087317		-100.08	4250.29
13-JAN-2004	INEI	00087321		136.14	4386.43

- ! Enter the PO number in the Encumbrance field. If you do not know the number, you can click on the search button (magnifying glass) and search for it. Do a Next Block to see the details.
- ! STATUS: The status field will show either an "O" for open, or a "C" for closed.
- ! TYPE: The type field will show either a "P" for Purchase Order, or an "R" for Requisition.
- ! FISCAL YEAR: Make sure that the current fiscal year is indicated.
- ! BALANCE: This field indicates the funds available to be spent against the PO.
- ! TYPE (in the detailed transactions part of the form): The codes shown here are explained under "Posting "TYPE" Explanations" on page 6.
- ! In the screen shot above, you can see that there was a PO created (P0021259) for \$4500.00.
 - Since the creation of the PO, there have been several invoices with encumbrances (INEI) against the PO.
 - This also shows you the invoice number(s), dates, amounts, etc.
 - Notice in this example, there is a scroll bar next to the details. This tells you there are more entries than are showing on the screen.
 - You can see the remaining (and current) balance for this PO is \$3161.18.

FGIENCB - Encumbrance List Form

Encumbrance Number	Type	Description	Current Balance	SI	Establish Date	Last Activity Date
P00115747	P	Thermal Combus	21111111	O	11-11-2004	11-11-2004
P0019682	P	Culberson, David	270.00	O	14-JAN-2004	14-JAN-2004
P0020215	P	National Spiritucl	0.00	O	00-JAN-2004	00-JAN-2004
P0021007	P	The Fishel Compa	4655.00	O	12 JAN 2004	12 JAN 2004
P0021048	P	Strive One Healt	0.00	C	15-JAN-2004	15-JAN-2004
P0021069	P	Smarty Fans	0.00	C	21-JAN-2004	21-JAN-2004
P0021079	P	Quark Inc	0.00	C	08-JAN-2004	08-JAN-2004
P0021081	P	All Season Tirc In	0.00	C	12-JAN-2004	12-JAN-2004
P0021083	P	Falcon	10223.04	O	05 JAN 2004	05 JAN 2004
P0021088	P	Law Enforcement	0.00	C	05-JAN-2004	05-JAN-2004
P0021097	P	Lus Alarnilus High	47511111	O	15-JAN-2004	15-JAN-2004
P0021109	P	Louney Education	0.00	C	05-JAN-2004	05-JAN-2004
P0021112	P	Light Impressions	0.00	C	05-JAN-2004	05-JAN-2004
P0021116	P	Carer Bowl	0.00	C	08 JAN 2004	08 JAN 2004
P0021125	P	DS. Business Sys	30.35	O	02-JAN-2004	02-JAN-2004
P0021126	P	National Associati	0.00	C	02-JAN-2004	02-JAN-2004

* denotes documents containing unposted changes

FGIENCB will show you a list of every PO, the vendor name, current balance of the PO, date established and date of last activity. This is a list and shows you **every** PO - so you need to know how to search to find what you are looking for!

- ! If you are using FGIENCD and click on the Search button to find a PO, you are taken to this screen.
- ! The DESCRIPTION field shows the vendor name.
- ! TYPE field: "P" for Purchase Order, "R" for Requisition.
- ! ST is STATUS. "O" is for open, "C" is for closed.
- ! To search, click on the Enter Query icon (or press F7) to clear the screen. You can search using various fields. For example, if you want to find all the Office Depot PO's that were generated in 2004 your search would be:
 In the Description field: Office Depot
 In the Establish Date field: %2004
- ! For more tips on searching, please see pages 2 and 3.

FAIVNDH - Vendor Detail History Form

Vendor: @01008874 Office Dept Selection: Credit Memo
Fiscal Year: 04

Vendor Invoice	Invoice	Appr nd	MC Ird	C/M Ird	O/P nd	Clnd Ird	Vendor Invoice Amt	Due Date	Check Date
20076009-001	100E0902	Y	N	Y	F	N	227.80	02 JUL 2003	02 JUL 2003
209C21038-001	100E1674	Y	N	Y	F	N	-2.96	03-JUL-2003	07-JUL-2003
209C21038-001	100E1860	Y	N	Y	F	N	-58.38	10-JUL-2003	28-JUL-2003
209196757-001	100E2152	Y	N	Y	F	N	-55.15	10-JUL-2003	28-JUL-2003
209E40319-001	100E2157	Y	N	Y	F	N	-51.05	10-JUL-2003	20-JUL-2003
200E45348-001	100E2165	Y	N	Y	F	N	-37.29	10-JUL-2003	28-JUL-2003
209C09317-001	100E2295	Y	N	Y	F	N	-4.14	11-JUL-2003	28-JUL-2003
208E42753-001	100E2304	Y	N	Y	F	N	-157.52	11-JUL-2003	28-JUL-2003
209720310-001	100E2414	Y	N	Y	F	N	-21.99	11-JUL-2003	28-JUL-2003
Total:							314.17		

The Vendor Detail History Form provides an online list of vendor invoices, credit memos, and payment transactions of all vendors in the system.

- ! **VENDOR:** If you are unsure of the vendor number, click on the search button. This takes you to FTIIDEN where you can search for the vendor by name. Once you find the vendor, double click on it to bring it into this form.
- ! **SELECTION:** Choose "Selection" from the drop down menu. You can choose to see: credit memos, open (displays invoices which have not been paid), paid (displays invoices that have been paid) or all.
- ! The Fiscal Year defaults to the current fiscal year. You can change it, if needed.
- ! Next Block for the results.

FPIOPOF - Open Purchase Orders by FOAPAL

Banner Internet Native

File Edit Options Block Item Record Query Help Window

Open Purchase Orders by FOAPAL FPIOPOF 6.0 (PROD)

Org Index Fund Orgn Acc Prog Actv Locn Proj

1 [] 112011 19000 522201 6781 [] [] []

PC Code	Item	Commodity	Description	U/M	Quantity
P0018462	[]	[]	Blanket Order for Offsite FC/Printer Repair	EA	[]
Vendor Description					Unit Price
DataTech Depot Inc					500
PC Code	Item	Commodity	Description	U/M	Quantity
P0018463	[]	[]	Blanket Order for Parts	EA	[]
Vendor Description					Unit Price
HK Labs Inc					15.00

This form is used to retrieve information regarding OPEN Purchase Orders by using your chart information. To use this form just enter the portion of the FOAPAL that you want to query.

- ! FOAPAL: Enter the parts of the FOAPAL that you would like to query. Entering just an Organization code will give you a list of all open Purchase Orders for that particular Org.
- ! Next Block
- ! All open Purchase Order line items related to the FOAPAL will be displayed.
- ! You can also access/query the Purchase Order document (FPIPURR) and the commodity information (FOICOMM) by clicking on the appropriate option in the Options menu.
- ! This form shows you the open POs and the amount they were opened with. It does not show you the current balance of the PO. This is a great way to see all the PO numbers for your Org. Once you have the PO number you can use FGIENCD to see the current balance.

FPIORQF - Open Requisitions by FOAPAL

CCA Index Fund Orgn Acct Prog Actv Locn

Req Code	Type	Item	Commodity	Description	U/M	Quantity
R0022953	S	1	E50 753.01	Tissue, Cleansing 100 To Box	EOX	15

Vendor Unit Price

--	--	--	--	--	--	--

Vendor Unit Price

This form is used to retrieve information regarding OPEN requisitions by using your chart information. To use this form just enter the portion of the FOAPAL that you want to query. In the example above we used just the Organization number. The result shows us all open Requisitions by line for Organization 1700.

- ! Enter the parts of the FOAPAL that you would like to query. Entering in just your Organization code will give you a list of all open requisitions for your Organization.
- ! Next Block
- ! You may find old RQs that were never completed. You can delete these RQs by:
 - Write down the RQ number and exit FPIORQF.
 - Key in FPAREQN <enter> to bring up the RQ form.
 - Enter the RQ number and Next Block.
 - Tab to the Order Date field.
 - Click on the “Delete Record” icon on the toolbar (point to the 5th icon - a pop up box should say “delete record”).
 - A message on the auto hint line will say “Press delete record again to delete.....”
 - Click on the “Delete Record” icon again to delete the RQ.

FSIOSRO - Open Stores Requisitions by FOAPAL

The screenshot shows the FSIOSRO application window titled "Open Stores Request FS OSRO 5.C (PROD)". The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Help, Window) and a toolbar with various icons. Below the menu bar, there are input fields for "COA:" (with a dropdown arrow) and "Organization:" (with a text box containing "1700" and a label "Information Services Office").

The main content area is titled "Stores Requist Commodity Information" and contains a table with the following columns: Request Ccde, Request Date, COA, Orgr, Commodity Code, Description, U/M, and Quantity. The first row of data is highlighted in yellow and contains the following values: Request Ccde: R3022953, Request Date: 08-OCT-2008, COA: 1, Orgr: 700, Commodity Code: S50.750.01, Description: Tissue, Cleansir, U/M: BOX, and Quantity: 5. There are several empty rows below the first row, and a vertical scrollbar is visible on the right side of the table.

Request Ccde	Request Date	COA	Orgr	Commodity Code	Description	U/M	Quantity
R3022953	08-OCT-2008	1	700	S50.750.01	Tissue, Cleansir	BOX	5

This form is used to retrieve information regarding OPEN Stores Requisitions using your Org number.

! Enter the Org number that you would like to query.

! Next Block

! You may find old Stores Req's that were never completed. You can delete these RQs by:

- Write down the RQ number and exit FSIOSRO.
- Key in FSAREQN <enter> to bring up the Stores RQ form.
- Enter the RQ number and Next Block.
- Tab to the Order Date field.
- Click on the "Delete Record" icon on the toolbar (point to the 5th icon - a pop up box should say "delete record").
- A message on the auto hint line will say "Press delete record again to delete....."
- Click on the "Delete Record" icon again to delete the RQ.

FPIREQN - Requisition Inquiry Form

Requisition: R0027042
 Order Date: 19 MAR 2004 Trans Date: 13 MAR 2004
 Delivery Date: 24-MAR-2004

In Suspense
 Document Text
 Doc Acctg

Item	LVM	Tax Grp	Qty	Unit Price	Ext Cost
1 of 1	CA	NT	1 x	249	249.00
3PZ	Site License				
		<input type="checkbox"/> Ccmm Text	<input checked="" type="checkbox"/> Closed	Disc:	0.00
			<input checked="" type="checkbox"/> Item Text	Addtl:	0.00
			<input type="checkbox"/> Suspense	Tax:	0.00
				Current Line Total:	249.00
				Doc Comm Total:	249.00

FOAPAL

C	Yr	Index	Fund	Orgn	Acct	Prog
1	04		11200	1700	51200	6780

Suspense ---NSF-- Ext: 249.00
 Override Disc: 0.00
 Suspense Addtl: 0.00
 Tax: 0.00
 FOAPAL Line Total: 249.00
 Document Acctg Total: 249.00

If you need to review an RQ that has already been submitted, you can use FPIREQN, the inquiry version of the Requisition form.

- ! Enter the RQ number you want to review.
- ! If you do not remember the RQ number, you can click on the search button to find it.
- ! Next Block.
- ! You can view any part of the RQ - vendor, document text, item text, accounting, etc. You just cannot edit or change it in any way.

FPIPURR - Purchase Order Inquiry Form

Banner Internet Native
File Edit Options View Item Record Query Lists Help Window

Purchase/Blanket Order Inquiry: Commodity/Accounting FPIPURR 6.3 (PROD)

Purchase Order: PC023 69 Blanket Order: Change Seq #: In Suspense
 Order Date: 22-MAR-2004 Trans Date: 22-MAR-2004 Document Text
 Delivery Date: 22 MAR 2004 Doc Acctg

Item	J/M	Tax Grp	Qty	Unit Price	Ext Cost
1 of 1	YR	NT	1 X	249.00 =	249.00

Commodity	Desc	Comm Text	Closed	Disc
	Site License		<input checked="" type="checkbox"/>	0.00
			<input checked="" type="checkbox"/> Item Text	0.00
			<input type="checkbox"/> Suspense	0.00
Comm Line Total:				249.00
Doc Comm Total:				249.00

FOAFAL USD

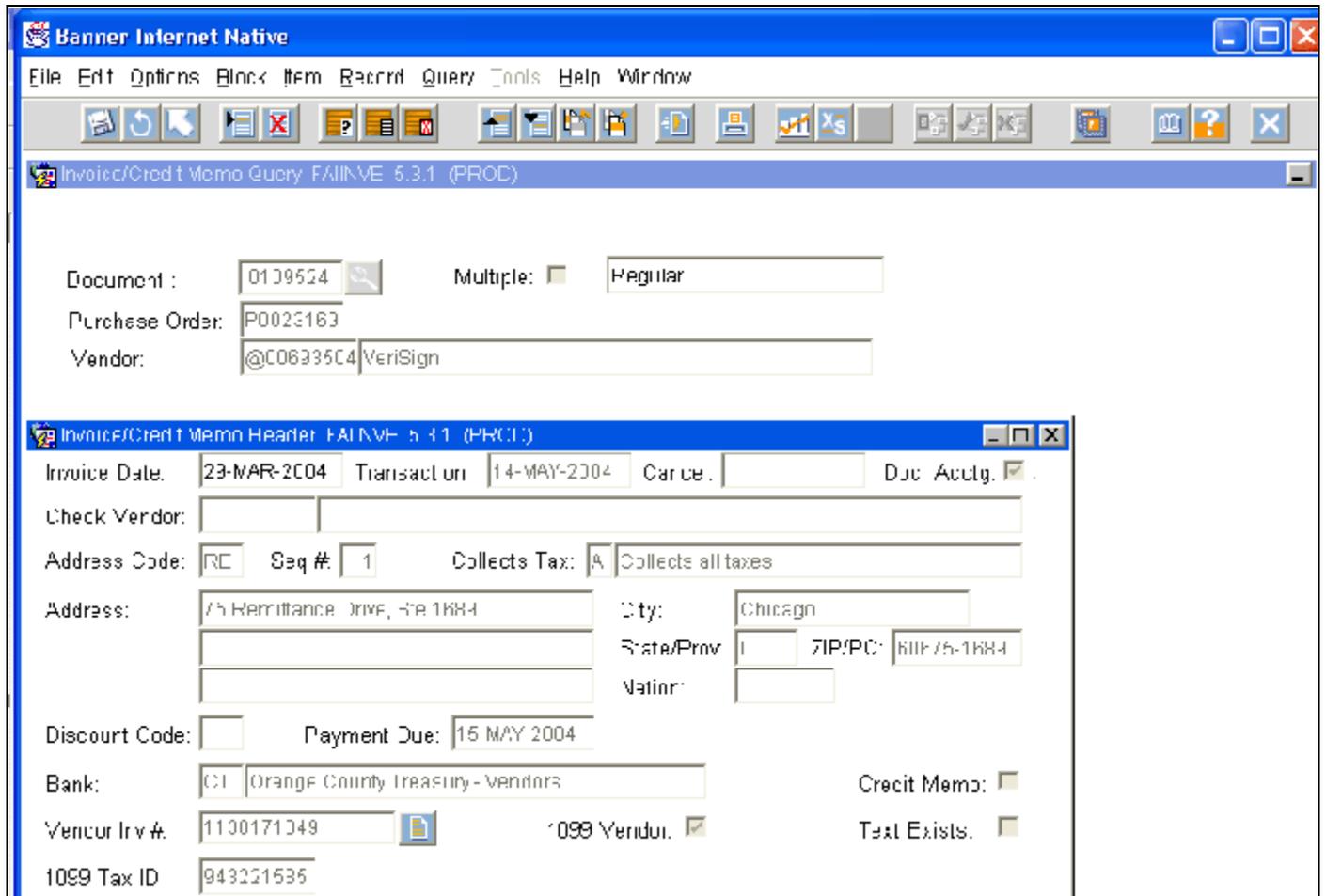
1 of 1 Suspense ---NSF--- Ext: 249.00
 Override Disc: 0.00
 Suspense Addtl: 0.00
 Tax: 0.00
 FOAFAL Line Total: 249.00
 Document Acctg Total: 249.00

C Yr	Incx	Fund	Opn	Acct	Prgr
1	04	11203	1700	51200	6780

You can use FPIPURR to review the Purchase Order created from the RQ you submitted.

- ! Enter the PO number and Next Block.
- ! If you do not know the PO number, go to FOIDOCH, enter the RQ number and Next Block. This will show you the PO number. Then go back to FPIPURR and look at the PO.
- ! You can view any part of the PO - vendor, document text, item text, accounting, etc. You cannot edit or change it.
- ! You can access this form from FOIDOCH. Click on the PO number, click on the OPTIONS menu, Purchase Order Information.

FAINVE - Invoice Inquiry Form



Banner Internet Native

File Edit Options Block Item Record Query Tools Help Window

Invoice/Credit Memo Query FAINVE 5.3.1 (PROC)

Document : 0109524 Multiple: Regular

Purchase Order: P0023163

Vendor: @C06335C4 VeriSign

Invoice/Credit Memo Header FAINVE 5.3.1 (PROC)

Invoice Date: 23-MAR-2004 Transaction: 14-MAY-2004 Carce. Doc Acctg.

Check Vendor:

Address Code: RC Seq #: 1 Collects Tax: A Collects all taxes

Address: 75 Remittance Drive, 1684 City: Chicago

State/Prov: I ZIP/PC: 60617-1684

Vendor:

Discount Code: Payment Due: 15 MAY 2004

Bank: 01 Orange County Treasury - vendors Credit Memo:

Vendor Inv #: 1100171349 1099 Vendor: Text Exists:

1099 Tax ID: 943221535

You can use FAINVE to review the internal Invoice created to request payment be made to the vendor.

- ! Enter the Invoice number and Next Block.
- ! If you do not know the Invoice number, go to FOIDOCH, enter the RQ number and Next Block. This will show you the PO number and Invoice number. Then go back to FAINVE to look at the invoice.
- ! You can view the Invoice, but cannot edit or change it. From the OPTIONS menu there are various links to accounting information, the text used in the PO, etc.
- ! You can access this form from FOIDOCH. Click on the Invoice number, click on the OPTIONS menu, Invoice Information.

FAICHKH - Check Payment History Form

You can use FAICHKH to see the payment history of a check.

! Enter the check number, bank code and Next Block.

! If you do not know the check number, go to FOIDOCH, enter the RQ number and Next Block. This will show you the PO, invoice and check numbers. Then go back to FAICHKH and look at the check.

! If you do not know the bank code, you can click on the search button. Make sure to write down the check number first! This takes you to FTICHKS.

! Enter the check number and press F8 (execute query). This will show you the check, bank code, check date and amount. Double click on the check number to bring that record into FAICHKH.

! You can access this form from FOIDOCH. Click on the check number, click on the OPTIONS menu, Check Information.

! *HINT: You may find that FTICHKS gives you all the information you need without having to go to FAICHKH.*

You can access this form directly. Just make sure you have the check number (found on FOIDOCH) first.

Treatment Number	Treatment Type	Net Amount	Vendor Invoice Code	Vendor Invoice Amount
110974	net	243.00	110974	243.00

Check Number	Bank Code	Vendor Name	Check Ind	Check Date	Check Amount	Check Type
880955	P	Bank of America		11/05/2014	243.00	9

Approval Forms

FOAAINP - Document Approval Form

With FOAAINP you can see who still needs to approve the document. This form does not show you who has already approved it - only those that have not approved it yet!

Document: type: Chg Seq Num: Sub Num:

Queue ID	Queue Description	Queue Level	App. Level
ACCT	ACCOUNTING	1	<input type="checkbox"/>
CBUD	CYPRESS BUDGET OFFICE	1	<input type="checkbox"/>
CDHS	DEAN - HEALTH SCIENCE	1	<input type="checkbox"/>
			<input type="checkbox"/>

Queue	Level	Use
ACCT	1	Ann-Marie Gabel
ACCT	1	Cynthia M Orein
ACCT	1	Fredrick G Williams Jr
ACCT	1	Haarane - Hranides

Indicates what will be approved +
In suspense:

Approve: Disapprove:
Detail:

- ! Enter the document number and type (RQ number, REQ; Purchase Order number, PO; etc)
- ! Next Block
- ! Depending on the budget number(s) used, it must go through various queue approvals. These are listed on the left side of screen.
- ! The queue IDs are listed in alphabetical order. You can sometimes tell by the queues listed what order they are to be approved in. Generally speaking, the order is 1) your boss, 2) budget officer and 3) accounting. Accounting is always the last to approve. So, looking at the example above, the order is from the bottom up! The first approver is the Dean (CDHS), then the Budget Officer (CBUD) and lastly, the Accounting office (ACCT).

! When you click on the queue ID on the left, the people who can approve for that particular queue will show on the right. In the screen shot of FOAAINP, you can see that the queue ID “ACCT” is highlighted on the left. On the right side, it shows the people that are approvers for ACCT. Any ONE of these people can approve for this queue. All four of them do not have to approve it.

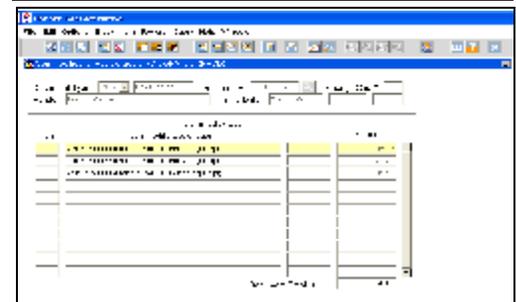
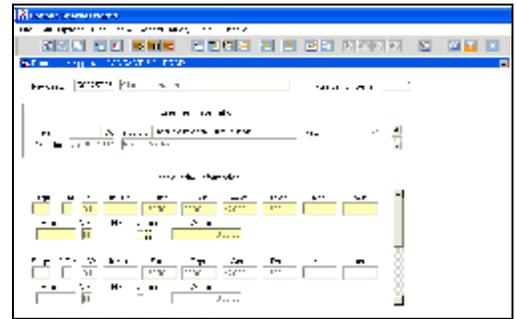
! If you want to see who has already approved the document, click on OPTIONS, Approval History. This will take you to the FOIAPPH screen. Anyone shown on this screen has ALREADY approved the document.

! You also have links to look at more information about the document if desired. Click on the DETAILS button and you are taken to FOQRACT.

This will show the accounting information for the document. It will show you the budget numbers used as well as the amount being spent from that budget number.

! If you click on OPTIONS, View Commodities, you will be taken to the screen FOICOMM. This screen will show you a list of the items being purchased.

You will see 1 line per item, showing the brief description that was keyed in on the RQ. This is a great screen for printing if you want a list of items being purchased. This will show up to eleven items on one screen at a time.



! If you want to see more than the a list of items being ordered you can go into the inquiry version of purchase requisitions. Click on the blue “X” to get out of FOICOMM. This takes you back to FOQRACT, the accounting information. Click on OPTIONS, Document Query. This will take you to the FPIREQN screen. Since you are in an inquiry mode, you can look at anything in the RQ, including text, etc. - you just cannot change anything.

FOIAPPH - Approval History Form

Document Code	Doc Type	Chg Seq	Sub Num	Queue ID	Level	Approver's Name	Approved Date
R0028002	RFQ			CDRW	1	Mubarek Abd Elhameem	02-MAR-2004
				CBUC	1	Janice J Nelson	03-MAR-2004
				ACCT	1	Raeanne E Brandes	03-MAR-2004

Originating User
RFUEN ES Ruth A Fuentes

- ! When you open this form, it is blank. You will notice that it is a query screen - it says in the auto hint line at the bottom of you screen "Enter a query, press F8 to execute, Control + Q to quit". Enter in the document number (i.e., RQ number) and press F8 (or click on the "Execute Query" icon on the toolbar).
- ! This form shows you who has ALREADY approved the document and the dates that they approved it.
- ! You can look up the approval history of various documents, such as RQs, Journal Vouchers, etc.
- ! FOIAPPH will also show if the document has ever been rejected.
- ! There are no links to any other forms.

HINT: If you want more options, start with the form FOAAINP. It shows the current approval queue and has links to FOIAPPH (approval history) as well as accounting, commodity and requisition inquiry!

Document Code	Doc Type	Chg Seq	Sub Num	Queue ID	Level	Approver's Name	Approved Date
R0028002	RFQ			CDRW	1	Diana H Henry	02-FEB-2004
				CDRW	1	Janice J Nelson	03-FEB-2004
				CDRW	1	Janice J Nelson	05-MAR-2004
				CDRW	1	Janice J Nelson	05-MAR-2004
				CDRW	1	Diana H Henry	05-MAR-2004
				CDRW	1	Cynthia J Grein	05-MAR-2004

Originating User
J.NELSON Janice J Nelson

FOAUAPP - User Approval Form

If you are an approver, this is the form that you use to see what is in your approval queue, view documents, approval history and either approve or reject the documents.

The screenshot shows the Banner Internet Native User Approval Form (FOAUAPP 6.0) interface. At the top, there is a menu bar with options: File, Edit, Options, Back, Item, Record, Query, Help, Window. Below the menu is a toolbar with various icons. The main window title is "UserApproval FOAUAPP 6.0 (PROD)".

At the top of the form, there are input fields for "User ID" (containing "FWILLIAMS" and "Fredrick G Williams Jr"), "Document" (empty), and "Next Approver" (checked).

The main area displays a table of documents in the approval queue:

NSF	Type	Number	Clg No.	Sub No.	Originating User	Document Amount	Queue type	Next Approver
<input type="checkbox"/>	REQ	R0026326			NPGUND	1030.00	DOC	Y
Approve:		<input checked="" type="checkbox"/>	Disapprove:		<input checked="" type="checkbox"/>	Detail:		<input type="button" value="Detail"/>
<input checked="" type="checkbox"/>	REQ	R0026328			NPGUND	750.00	DOC	Y
Approve:		<input checked="" type="checkbox"/>	Disapprove:		<input checked="" type="checkbox"/>	Detail:		<input type="button" value="Detail"/>
<input type="checkbox"/>	REQ	R0026329			NPGUND	330.00	DOC	Y
Approve:		<input checked="" type="checkbox"/>	Disapprove:		<input checked="" type="checkbox"/>	Detail:		<input type="button" value="Detail"/>
<input type="checkbox"/>	REQ	R0026762			BPALMER	520.00	DOC	Y
Approve:		<input checked="" type="checkbox"/>	Disapprove:		<input checked="" type="checkbox"/>	Detail:		<input type="button" value="Detail"/>

- ! Your Banner log on ID is automatically in the User ID field. When the Next Approver box has a check mark in it, you will only see the documents waiting for your approval. Next Block.
- ! If you are not an approver, you can put someone else's log on ID in the User ID field. When you click on Next Block you will see a list of documents that are waiting for his/her approval.
- ! At a glance, you can see the RQ number, the user ID of who created the RQ and the total amount. This is usually not enough information to approve an RQ.
- ! You can see who has already approved the RQ by clicking on OPTIONS, Approval History. This takes you to FOIAPPH. On this screen you can see who has approved or rejected the RQ and the dates. Click on "X" to exit this screen.
- ! If you click on the DETAIL button for the RQ that is highlighted you will be taken to FOQRACT, where you can see the accounting information for the RQ. This shows you the budget number being used, but generally, this is still not enough information to approve the RQ.

this is a (-) 249.00.

! The amount reserved was +249.00; the amount liquidated was -249.00, which leaves you with a zero balance for the RQ.

! Click on the "X" to exit that screen and go back to FGITRND.

! Click on the PO that was created (P0023169).

! The TYPE field tells you PORD - a Purchase Order was issued. (See page 6 for definitions)

! In the "Fld" column it has "ENC" showing that the money was encumbered (+ 249.00).

! **HINT: Any time you see "ENC" in the Fld column it deals with the PO!**

Date	Code	Fund	Type	Amount	Desc	Fld	Bal
04/20	700	000 2004	PILL	P003322	chce - Assoc	PSC	30 924.88
04/20	700	000 2004	REQP	P0023169	chce - Assoc	PSC	30 924.88
04/20	700	000 2004	PILL	P003322	chce - Assoc	ENC	249.00
04/20	700	000 2004	PILL	P003322	chce - Assoc	PSC	249.00
04/20	700	000 2004	PILL	P003322	chce - Assoc	PSC	249.00
04/20	700	000 2004	REQP	P0023169	chce - Assoc	PSC	249.00
04/20	700	000 2004	INEI	88 + 387	nonMouLr	YD	0.00
04/20	700	000 2004	INEI	88 + 387	nonMouLr	YD	329.00
04/20	700	000 2004	INEI	88 + 387	nonMouLr	ENC	329.00

! Notice that it now says the name of the vendor in the description column.

! Click on OPTIONS, Detail Encumbrance Activity (FGIENCD). Because ENC is in the "Fld" column, this will give you information about the PO.

! You can see that a PO (P0023169, +249.00) was issued on Mar. 22, 2004.

! An invoice (# 10109524) was created on May 14, 2004. In the Type field it has INEI, which means an invoice with an encumbrance.

Date	Code	Fund	Type	Amount	Desc	Fld	Bal
03/22/04	700	000 2004	PORD	249.00	chce - Assoc	ENC	249.00
05/14/04	700	000 2004	INEI	-249.00	chce - Assoc	ENC	0.00

! To summarize, +249.00 was encumbered with the PO. It was liquidated with the invoice (-249.00) leaving the PO with a zero balance.

! Click on the "X" to exit FGIENCD.

! Back at FGITRND, you can find the invoice that was created on May 14.

! Click on **OPTIONS**, Detailed Encumbrances and it will show me the same information. Because you are on the line that shows the invoice, and **ENC** is in the "Fld" column, the information will be about the PO.

Doc	Date	D.L.	Type	Document	Fld	Amount	DC
51220	7/2	21-000-2004	0390	PO# 88107	ENC	300.00	
51270	7/7	1-000-0000	049	88107-000	ENC	0.00	
51220	7/2	1-000-0000	049	88107-000	ENC	249.00	
51270	7/7	1-000-0000	049	88107-000	ENC	-249.00	
51270	7/7	1-000-0000	049	88107-000	ENC	0.00	
51270	7/7	08-000-2004	049	88107-000	ENC	0.00	
51220	7/2	08-000-2004	049	88107-000	ENC	0.00	
51220	7/2	23-000-2004	049	88107-000	ENC	0.00	
51220	7/2	23-000-2004	049	88107-000	ENC	0.00	
51220	7/2	27-000-2004	049	88107-000	ENC	0.00	
51270	7/7	27-000-2004	049	88107-000	ENC	0.00	
51220	7/2	08-000-2004	049	88107-000	ENC	84,309.00	

! Right above that line you will see the invoice with **YTD** in the "Fld" column. Notice that this has a + 249.00.

! In looking at **FGITRND**, you can see the invoice number with the YTD in the "Fld" column. You can also see that right above that is another entry, #88150858 (which is the check number), and that it was made to VeriSign, the same company as the PO and invoice.

! But since you cannot drill down any further on this screen, you cannot be sure unless you go to **FOIDOCH**.

! Click on the "X" to exit the screen **FGITRND**.

! Enter in **FOIDOCH** and press enter. Enter in **REQ** for the type and the RQ number (**R0027042**) and click on Next Block.

! This screen actually shows me the same information as above, in a simpler format.

! I can see that an invoice was created and a check was cut - check # 88150858.

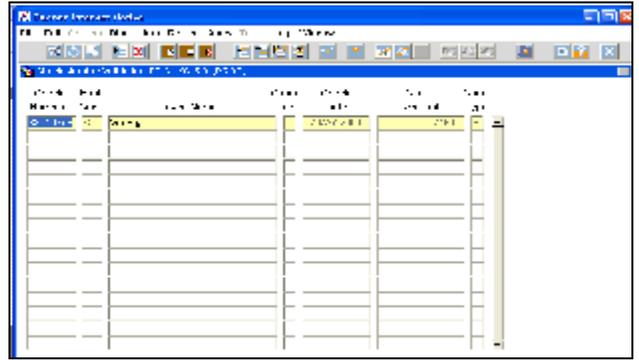
! Click on the check number, as shown. Click on **OPTIONS**, Check Information. This takes you to the form **FAICHKH**.

! If you know the bank code, you can enter it and click on Next Block. If you don't, write down the check number and then click on the search button.

! This takes you to the **FTICHKS** screen. Enter the check number. Press F8 or click on the Execute Query Button.

! When it finds the check you can see that the check was indeed written to VeriSign for 249.00.

You can see that there are many things that happen when a purchase requisition is created! There is a lot to track for what seems like one simple transaction! And all these pluses and minuses. It may seem like it should be a plus, yet you see the minus! It can be rather confusing.



Doc Type	Amount	Description
REQ	249.00	...
PO	-249.00	...
PO	249.00	...
INEI	-249.00	...
INEI	249.00	...
DNEI	-249.00	...

So, trying to summarize all this in laymen terms...

1. An **RQ** is created for \$249.00. (R0027042, Type = **REQP**, Fld = **RSV**) From my stand point, it takes \$249.00 out of my budget. But from Banner's stand point, it pulls out \$249.00 from my account, and puts it into the RQ, therefore Banner shows it as a **+249.00**.
2. A **PO** is created (P0023169, Type = **POLQ**, Fld = **RSV**) which removes or liquidates the \$249.00 from the RQ. Banner shows this as a **-249.00**. This leaves the RQ with a zero balance.
3. Banner takes the \$249.00 it removed from the RQ and puts it into the **PO** (P0023169, Type = **PORD**, Fld = **ENC**). Banner shows this as **+249.00**.
4. Purchasing prints and sends the PO to the company we are purchasing from.
5. We receive the item.
6. The company sends us an invoice requesting payment. The invoice needs to be signed off by the manager saying it is ok to pay this. The signed invoice is sent to Accounts Payable.
7. Accounts Payable matches the vendor invoice with the PO that was created. They then create an *internal* **INVOICE** (I0109524, Type = **INEI**, Fld = **ENC**) which removes the money from the PO. Banner shows this as **-249.00**, leaving the PO with a zero balance.
8. Banner takes the money from the PO and puts it into the *internal* INVOICE (I0109524, Type = **INEI**, Fld = **YTD**). Banner shows this as a **+249.00**.
9. The *internal* Invoice is sent to accounting, requesting a check to be cut to pay the vendor invoice. Accounting cuts the check and mails it. Banner shows this check as document # 88150585, Type = **DNEI** (a check was cut against an invoice), Fld = **YTD**.
10. The check is cashed by the vendor. This removes the money from the *internal* Invoice **(-249.00)**. This leaves the invoice with a zero balance.

This hopefully will help you make more sense of the screens you use, and understanding the data you see!

FGIBAVL - Budget Availability Form

Banner Internet Native

File Edit Options Block Item Record Query Tools Help Window

Budget Availability Status FGIBAVL 6.0 (FFCD)

Char: 1 Fund: 11200 Current Year
 Fiscal Year: 04 Org: 2075 CC English
 Index: Account: 20000 Classified & Other Non-Academic Cal
 Commit Ind: Both Program: 1500 Humanities (Letters)

Control Keys--> Fund: 112000 Org: 2075 Account: 20000 Program: 1500

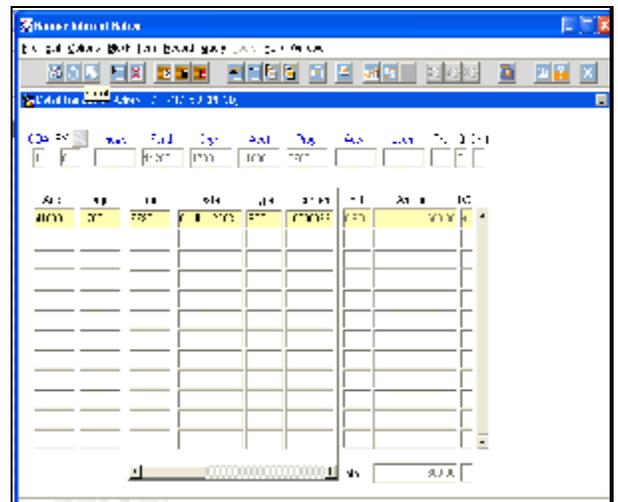
Acct	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
30000	Employee Benefits	307,421.00	295,182.68	0.00	12,238.32
40000	Supplies & Materials	2,714.00	2,191.52	362.04	160.44
611000	Capital Outlay	1,550,000.00	1,480,690.00	0.00	69,310.00
	Total:	3,111,685.00	2,988,856.88	362.04	12,465.07

- ! Enter in the Fund, Organization and Account numbers.
- ! Whatever Account number is entered, you will see information for all Account numbers that match what you put in and higher. In the example above, 20000 is entered in the Account field. When "Next Block" is done, all Accounts 20000 and higher are displayed.
- ! **FGIBAVL provides the most current budget balance available.** This includes information not included in FGIBDST. FGIBAVL also includes requisitions and other transactions that have not been approved, i.e., they have been created but not yet posted through the approval queue process. This allows a requisition to reserve funds as soon as it is entered.
- ! This screen provides summary information only and the user may not drill down to view detail, other screens or reports will be necessary if detailed activity is required.

FGIBDSR - Executive Budget Summary Form

Acc	Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
41000	E	Software	300.00	38.42	0.00	511.58
42000	E	Books, I	108.00	171.54	0.00	0.46
44110	E	Non ns:	1,564.00	631.26	3.80	903.94
44120	E	Non ns:	145.00	330.00	0.00	185.00
51200	E	Contract	30,336.00	34,016.32	770.00	4,550.18
51900	E	Person:	735.00	0.00	735.00	0.00
Net Total			-530,345.00	-10,623.55	4,979.75	

- ! Enter in the Organization number. The Fund and Account numbers are optional. In the example above we entered in the Fund number, but did not enter in an Account number. Next Block.
- ! This form displays the Adjusted Budget, Year to Date Activity and Commitments (i.e., requisitions, purchase orders, etc) resulting in the available budget.
- ! This form can provide you with a high level summary of a cost center (Organization).
- ! You can see details by clicking on OPTIONS, Transaction Detail Information (FGITRND). Depending on where your cursor is when you select this you will get different information!
- ! If you click in the Adjusted Balance column (in the example above, where the 600.00 is in the highlighted row), then click on OPTIONS, Transaction Detail, you will see this screen - showing you the adopted budget.



! If you click in the YTD Activity column (in the example on the previous page, where the 88.42 is in the highlighted row), then click on OPTIONS, Transaction Detail, you will see this screen.

! Notice that it says YTD in the "Fld" column. This screen will show you information about Invoices, Journal Vouchers and Checks only. It will not show you any information about POs or RQs.

The screenshot shows the Banner Finance Transaction Detail screen. The window title is "Banner Internet Native". The menu bar includes File, Edit, Options, F12, Help, Backup, Query, Tools, Help, and Window. The toolbar contains various icons for navigation and actions. The main window displays a table with the following columns: Acct, Org, Pmg, Date, Type, Document, Fld, Amount, and DTD. The data is as follows:

Acct	Org	Pmg	Date	Type	Document	Fld	Amount	DTD
4100	1700	6780	03 MAR 2004	INVE	884992	YTD	88.42	-
4100	1700	6780	03 MAR 2004	INVE	010194	YTD	88.42	-

The total amount shown at the bottom right is 88.42.

! If you click in the Commitments column (in the example on the previous page (where the 0.00 is) the row will highlight. To see the detail, click on OPTIONS, Transaction Detail and you will see this screen.

! Notice that in the "Fld" column you see either RSV or ENC. This screen gives you information about RQs and POs.

! From this screen you can see details by clicking on OPTIONS, Encumbrance Details. Depending on which record you have highlighted, you will see information about either the RQ or the PO.

The screenshot shows the Banner Finance Transaction Detail screen. The window title is "Banner Internet Native". The menu bar includes File, Edit, Options, F12, Help, Backup, Query, Tools, Help, and Window. The toolbar contains various icons for navigation and actions. The main window displays a table with the following columns: Acct, Org, Pmg, Date, Type, Document, Fld, Amount, and DTD. The data is as follows:

Acct	Org	Pmg	Date	Type	Document	Fld	Amount	DTD
4100	1700	6780	03 MAR 2004	INVE	010194	YTD	88.42	-
4100	1700	6780	13 JUL 2004	POLED	0031121	RSV	88.42	-
4100	1700	6780	13 JUL 2004	POLED	0031121	ENC	88.42	-
4100	1700	6780	13 JUL 2004	POLED	0031121	ENC	88.42	-

The total amount shown at the bottom right is 0.00.

FGIBDST - Organization Budget Status Form

Organization Budget Status FGIBDST 3.0 (PROC)

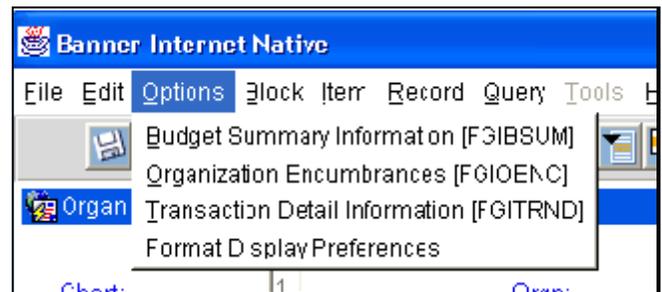
Clear: 1 Org: 1700 Information Services Office
 Fiscal Year: 04 Fund: 11200 Current Year
 Index: Program: 6780 Management Information Services

Query Specific Account Acct Int:
 Include Revenue Accounts Acct Type:
 Commit Ind: Both Location:

Acct	Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
4100C	E	Software	603.00	68.42	0.00	511.58
4200L	E	Books, J	103.00	117.54	0.00	0.46
4411C	E	Norinet	1,564.00	601.26	8.60	903.54
4412C	E	Norinet	145.00	330.00	0.00	155.00
5120C	E	Contract	39,333.00	34,015.62	770.00	4,547.38
5190C	E	Personnel	735.00	0.00	735.00	0.00
Net Total			-36,345.00	-510,623.55	4,979.75	

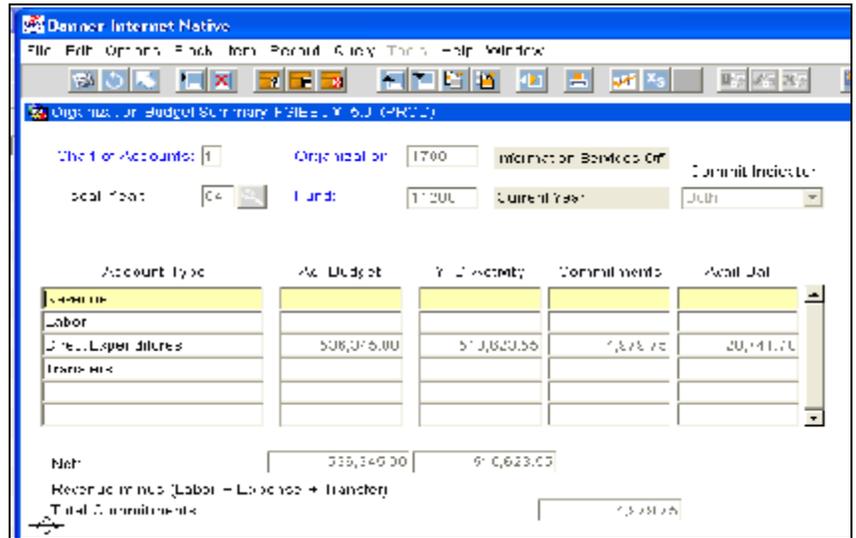
! Enter in the Organization number. The Fund and Account numbers are optional. The Fund must be data enterable. In the example above we entered in the Fund number, but did not enter in an Account number. Next Block.

! This form displays the Adjusted Budget, Year to Date Activity and Commitments (i.e., requisitions, purchase orders, etc) resulting in the Available Budget. **This form is very much like FGIBDSR, but it gives you more options.** By clicking on OPTIONS, you will have access to FGIBSUM, FGIOENC and FGITRND.

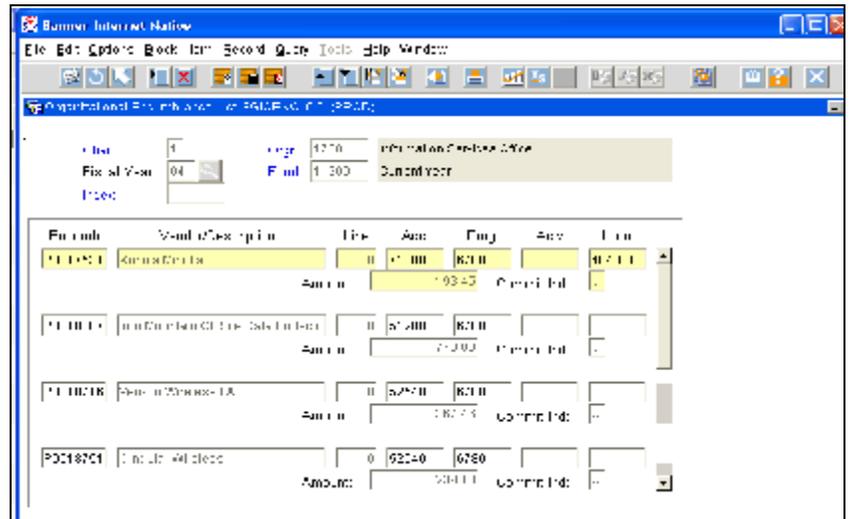


! Please note, this form displays all information that has been posted to the accounting ledgers. This does not display any transactions that have not been approved and posted. To see the total of all transactions, including those in the approval queues you must use FGIBAVL.

! If you want a higher level account type summary of a cost center, click on **OPTIONS**, Budget Summary Information. This will take you to FGIBSUM.



! If you want to view encumbrances, click on **OPTIONS**, Organization Encumbrances. This will take you to FGIOENC.



! If you want transaction detail of a specific line item, click on **OPTIONS**, Transaction Detail (FGITRND). Depending on where your cursor is when you click on Transaction Detail, you will get different results. See the explanation for FGIBDSR.

FGITRND - Detail Transaction Activity Form

COA FY Index Fund Orgn Acc: Prog Actv Loc 1 Prc Q Cmt

Acct	Orgn	Prog	Date	Type	Document	Fld	Amount	D/C	
44110	1700	6700	25-MAY-2004	DNCL	00151967	YTD	0.00	-	
44110	1700	6780	24-MAY-2004	NEI	10110703	ENC	-16.67	-	
44110	1700	6780	24-MAY-2004	NEI	10110703	YTD	46.67	+	
44110	1700	6780	10-MAY-2004	NEI	10109030	YTD	37.72	+	
44110	1700	6780	10-MAY-2004	NEI	10109030	ENC	-43.10	-	
44110	1700	6780	21-APR-2004	DNEL	88146171	YTD	0.00	-	
44110	1700	6780	20-APR-2004	NEI	10107084	YTD	25.67	+	
44110	1700	6780	20-APR-2004	NEI	10107084	ENC	-25.67	-	
44110	1700	6780	14-APR-2004	POD	P0323E22	RCV	-43.10	-	
44110	1700	6780	14-APR-2004	PORD	P0323E22	ENC	43.10	+	
44110	1700	6780	13-APR-2004	RECP	R0027799	RSV	43.10	+	
44110	1700	6780	11-MAR-2004	JNEI	88141392	YTD	0.00	-	
Total:								37.72	+

FGITRND is an inquiry form that provides detailed transaction activity for any single account string. Use the horizontal scroll bar at the bottom to see the Document Description, Commitment Indicator (Cmt), Fund Activity, and Location fields.

- ! Enter the Fund, Organization and Account numbers. Next Block.
- ! Press F8 to execute the query.
- ! When the query is executed, the **Total:** field displays the total of the positive and negative amounts of the first ten records retrieved by the query. Due to the number of records in the Transaction History Detail Table (FGBTRND) the total for all records is not displayed automatically when the query is executed as it is in FGIBDST and FGIBDSR. Click on Query Total from the OPTIONS menu to display the last record retrieved by the query and to display the total for all records retrieved by the query.
- ! This screen can be accessed directly or as a drill down, i.e., selecting Transaction Detail Information from the OPTIONS menu from another form such as FGIBDSR or FGIBDST.



FGIBSUM - Organization Budget Summary Form

Chart of Accounts: 1 Organization: 1355 Fisca Affairs Commitment Center: Both

Fiscal Year: 04 Func: Both

Account Type	Adj Budget	YTD Activity	Commitments	Avail Bal
Revenue	119,330.00	761,455.30	0.00	641,816.30
Labor	134,343.00	102,656.19	0.00	51,886.81
Direct Expenditures	143,466.00	77,954.68	35,555.12	75,456.20
Transfers				
Net:	-148,479.00	635,844.51		
Revenue minus (Labor + Expense + Transfer)				
Total Commitments:			35,555.12	

FGIBSUM provides an online view of the Organization's budget, Year to Date Activity, Reserve and Available Balance summarized by major category types (Revenue, Labor, Direct Expenditures and Transfers or other user defined type).

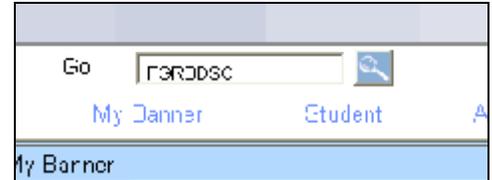
- ! Enter in the Organization or Fund or a valid combination of both. Next Block.
- ! If you want line item details you can click on OPTIONS, Budget Status Information. This will take you to the form FGIBDST.
- ! This screen will allow for inquiry of a Fund/Organization displaying revenue where appropriate for such cost centers as bookstores, cafeterias, community services, etc. and two lines for expenditures (personnel related expenses (1XXXX-3XXXX) and general expenses (4XXXX-6XXXX).) The screen displays budget, actual expenditures and commitments (i.e., requisitions, purchase orders and encumbrances) resulting in budget balance availability.
- ! The "Net" line is a calculation of Revenue less Labor, less Direct Expenditures, less Transfers. If the Org does not have revenue, such as most general fund unrestricted Orgs, then the Net total will appear negative. Merely disregard the negative and use the Net total as your total.

Banner Reports

There are many reports you can run in Banner. The “process” for running a report is always the same with the exception of the individual parameters for the specific report.

Running a Report

! Key in the name of the report in the Direct Access box. Press enter.



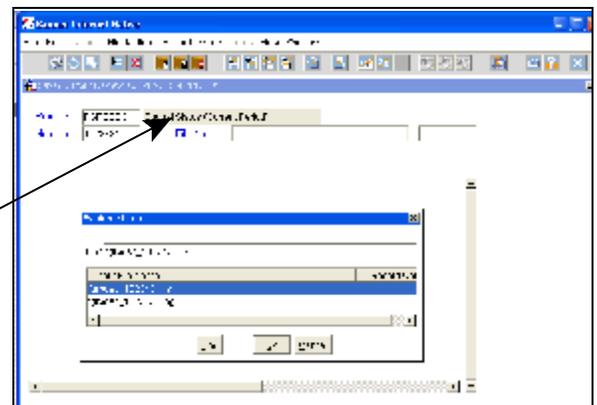
! This takes you to the *Process Submission Control Form* (GJAPCTL) where all banner reports are run from and parameters are specified. Next Block.

! This takes you to the Printer Control block. Enter “DATABASE” for the printer. Next Block.

! Enter in the required parameters for the report you are running. After they are entered, perform a Next Block. Submit the report for processing by clicking on the SAVE icon or by pressing F10. Make a note of the **process number** that is identified in the gray auto-hint line at the bottom of the screen.

! Go to OPTIONS menu and select REVIEW OUTPUT. This will take you to the Saved Output Review Form (GJIREVO)

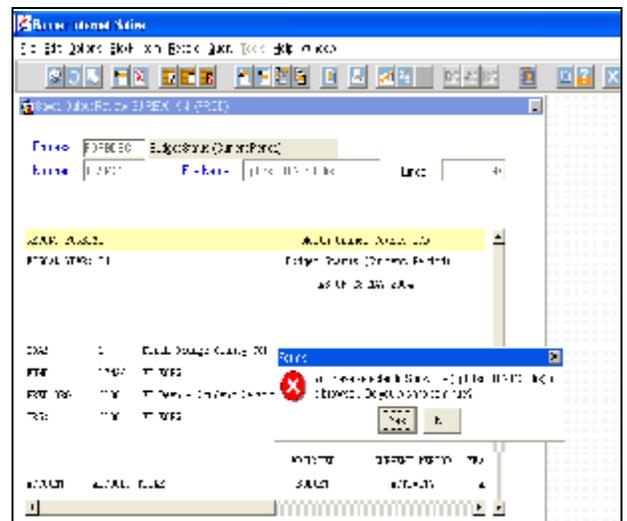
! By default, the fields will have your report name (process) and number. Double click IN the FILENAME field. This brings up the Available Files dialog box. Select the .lis file corresponding with the correct process number.



! This will open the file in the window. You can view the report from here. If you want to print the report, click on the OPTIONS, Show Document (Save and Print File).

! A pop up box will open with the message “*You have selected to Show File xxxxxx in a browser. Do you wish to continue?*” Click on Yes.

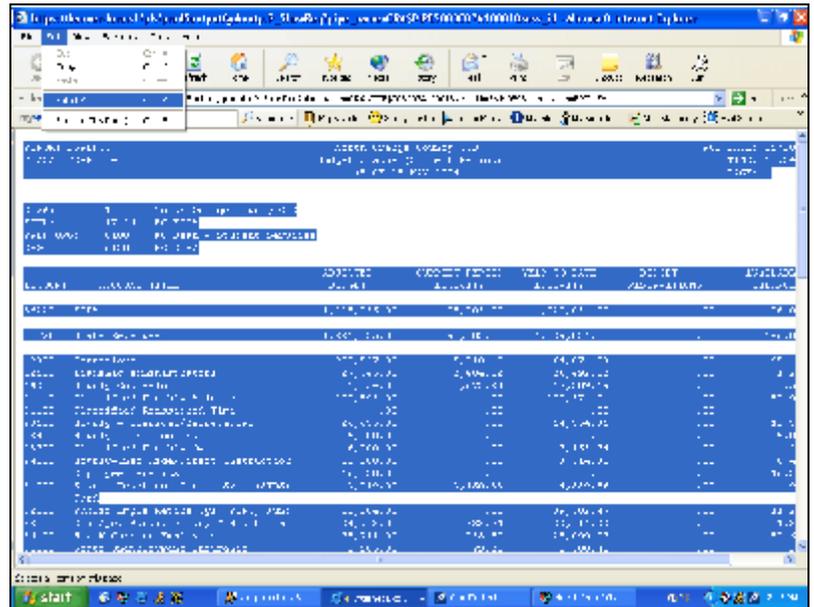
! Click on Yes to the Security Alert asking if you want to proceed.



! This will open the report in an internet screen. To print the document, click on EDIT, Select All. This will select all text. Click on EDIT, Copy. From here you can paste it into Word, Word Perfect, etc.

! Once you are in Word or Word Perfect, click on PASTE.

! You will need to do some formatting to make the report fit correctly. Select all text and change the font to Courier New, 8 point, change all margins to .5", and change the paper size to landscape.



Creating a Word Formatting Macro

If you want to create a macro to do the formatting for you, do the following:

! In Word, click on TOOLS, and select MACROS.

! Select RECORD NEW MACROS.

! Name the macro **Banner**.

! Click on EDIT, SELECT ALL

! Change the font to Courier New, 8 point

! Click on FILE, PAGE SET UP.

! Change the paper size to landscape.

! Change the margins to .5 for all sides. Change the paper size to landscape.

! Click on STOP when finished.

! The next time you need to format a report, you will go to TOOLS, MACRO, MACROS and then highlight the **Banner** macro and click on RUN.

FGRBDSC - Budget Status Report

Run this report to get a summary by Account number of income and expenditure totals by Organization. You will need to specify the Organization, Fund and Account Code range that you want printed. Leaving any of these blank will print everything district wide. If you want only one specific Organization, Fund or Account, you would enter the specific number in both the From and To parameters.

Parameters:

! Fiscal Year, required. Use the last 2 digits of the fiscal year, i.e., for 2003-2004 use 04, for 2004-2005 use 05, etc.

! Chart of Accounts, required. Use 1.

! From and To Fund, required. Enter in Fund codes you want a report on. May be a range, or just one Fund (in which case you use the same number for both From and To).

! From and To Organization, required. Enter Org number(s) to report.

! From and To Account, not required. Leave blank.

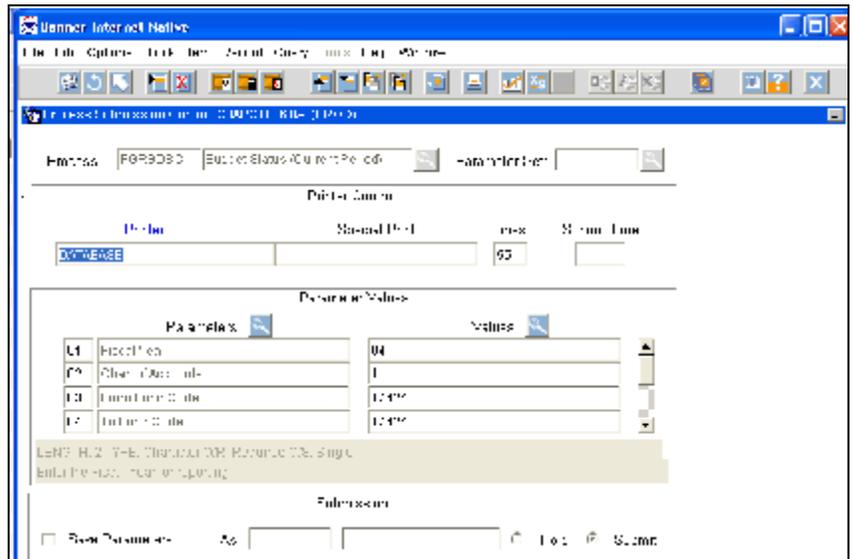
! As of Date, required. The date to select for reporting. DD-MMM-YYYY

! Include Accrual Period, not required.

! Print Report Totals, not required. Enter Y (yes) to print the report totals.

! Print Net Totals, not required. Enter Y (yes) to print the Net totals.

! Follow the procedure to finish running and printing the report outlined in "Running a Report".



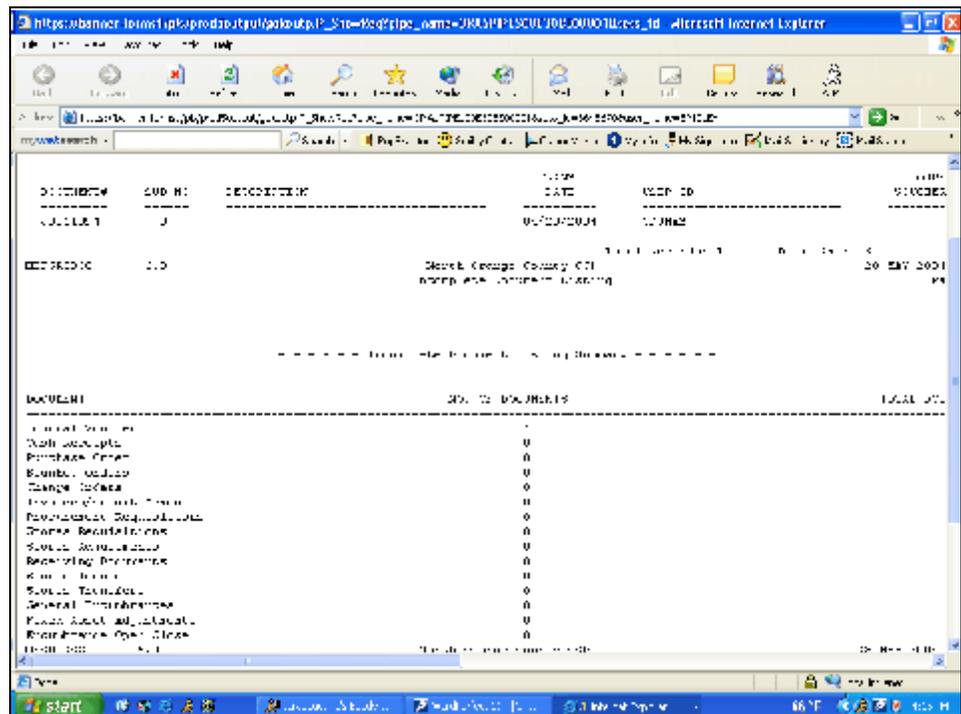
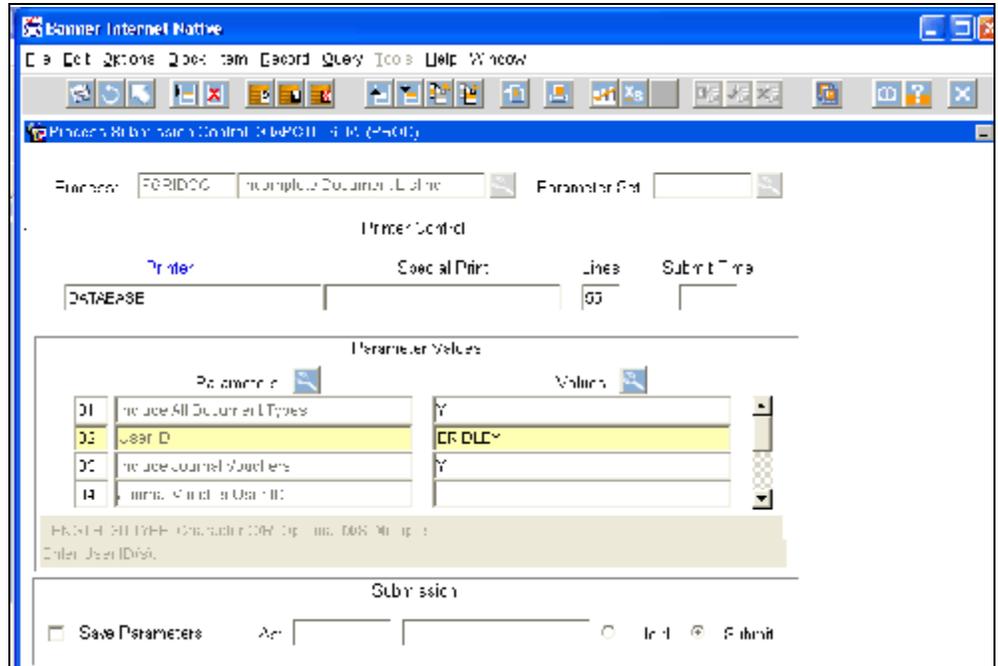
ACCOUNT	DESCRIPTION	BUDGET TYPE	BUDGET PERIOD	YEAR TO DATE	BUDGET	PACKAGE	NET
1000	1000	1000	1000	1000	1000	1000	1000
2000	2000	2000	2000	2000	2000	2000	2000
3000	3000	3000	3000	3000	3000	3000	3000
4000	4000	4000	4000	4000	4000	4000	4000
5000	5000	5000	5000	5000	5000	5000	5000
6000	6000	6000	6000	6000	6000	6000	6000
7000	7000	7000	7000	7000	7000	7000	7000
8000	8000	8000	8000	8000	8000	8000	8000
9000	9000	9000	9000	9000	9000	9000	9000
10000	10000	10000	10000	10000	10000	10000	10000

FGRIDOC - Incomplete Document Listing

You can run this report to find all of the requisitions and journal entries that have been started but never completed. These affect your available balance. You only need to change Parameter 2 by entering the person's Banner log on ID.

Parameters:

- ! Enter in the person's Banner Log on ID. (Such as ERIDLEY).
- ! Ignore all the other parameters. Leave them as they are.
- ! Follow the procedure to finish running and printing the report outlined in "Running a Report".



FGRODTA - Organization Detail Activity Report

Run this report for a detailed transaction listing of income and expenditure activity. This report replicates the information found on FGITRND. You will need to specify the Organization, Fund and Account Code ranges that you want printed. Leaving any of these blank will print everything district wide. If you want only one specific Organization, Fund or Account, you will enter the specific number in both the From and To parameters.

! Fiscal Year, required. Use the last 2 digits of the fiscal year, i.e., for 2003-2004 use 04, for 2004-2005 use 05, etc.

! Chart of Accounts, required. Use 1.

! From and To Organization, required. Enter specific Org number to report.

! From and To Fund, required. Enter the specific Fund Code to report on.

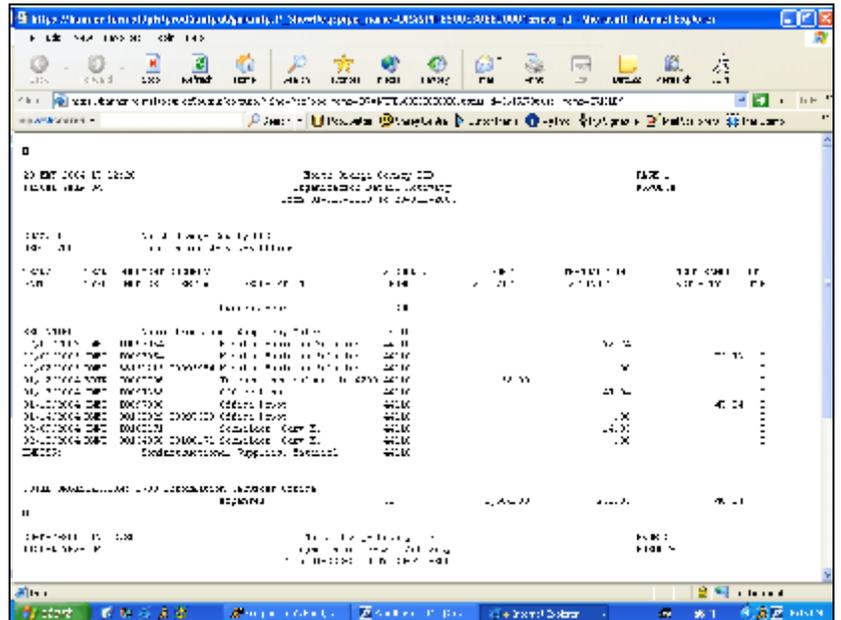
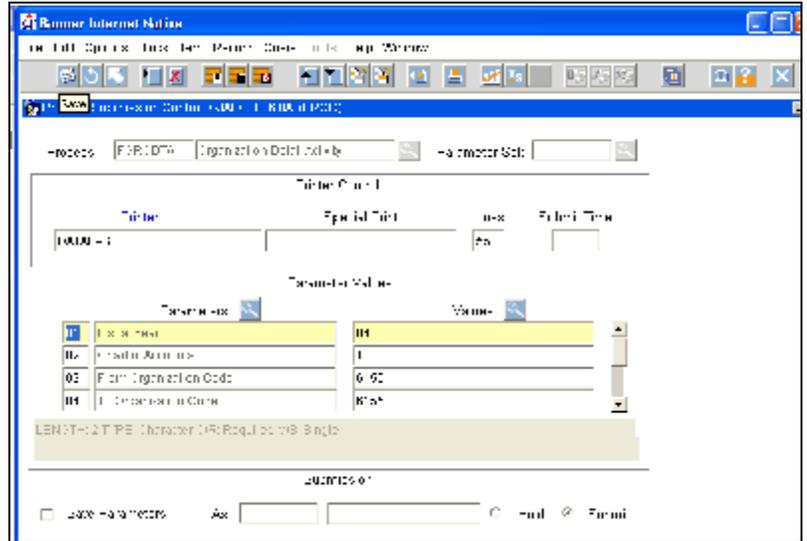
! From and To Account, required. Enter a specific Account Code to report.

! From and To Date, required. Enter the date range to report (this report can get very large). Format: DD-MMM-YYYY

! Include Accrual Period, not required. IGNORE.

! Print Org Totals, not required. Enter Y (yes) to print the report totals.

! Follow the procedure to finish running and printing the report outlined in "Running a Report".



FGROPNE - Open Encumbrance Report

The Open Encumbrance Report will provide you the encumbrance balance of documents within a specified FOAP (Fund, Org, Account, Program).

! Report Layout: Enter "F" for FOAP layout or "D" for document layout.

! UserID: Leave blank or enter your UserID.

! From FUND code: Enter in the appropriate Fund Code.

! To FUND code: Enter in the same Fund Code as above.

! From and To ORG Code: Enter the same Org Code in both the FROM and TO parameters.

! From and To ACCT code: Enter an Account number to report, or a beginning and ending Account number to report for a range of accounts. You can also leave blank to report on all accounts within the specified Organization code.

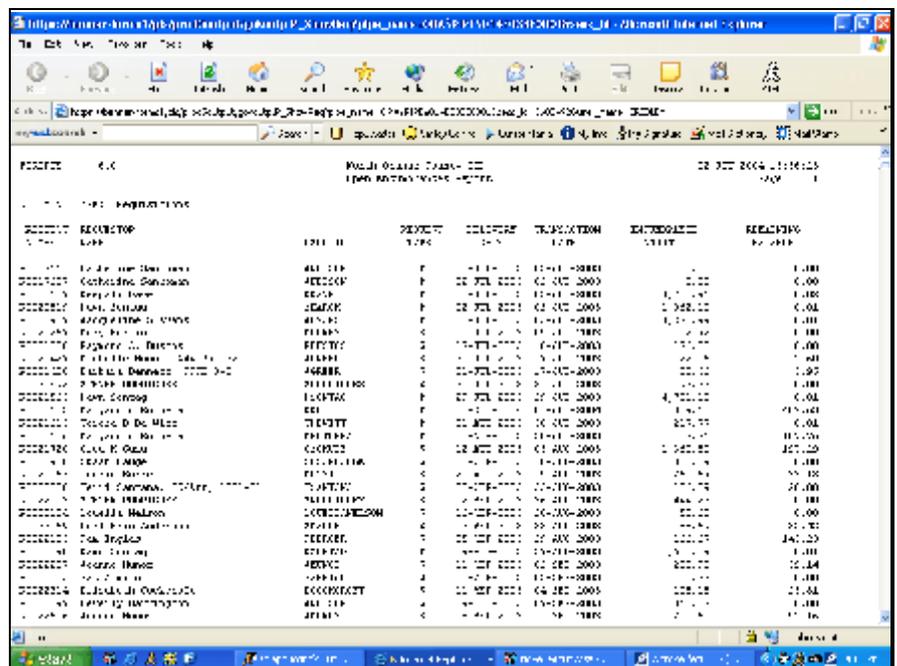
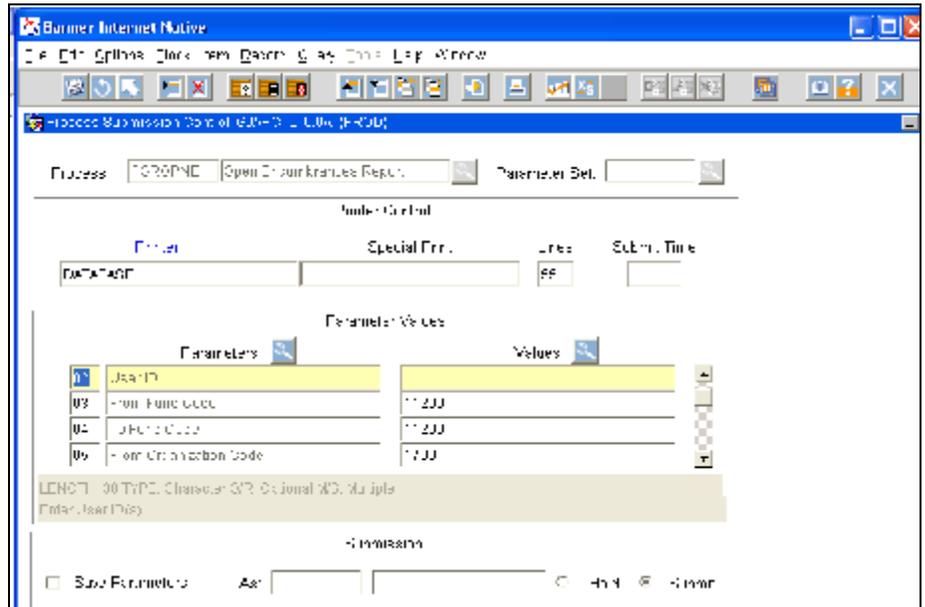
! From and To PROGRAM code: Enter in the appropriate code or leave blank to include all Programs within the specified Organization Code.

! Parameters 11-14: leave blank.

! Sort Order: Enter "F" to sort by FOAP.

! Next Block. Click Save to process the report.

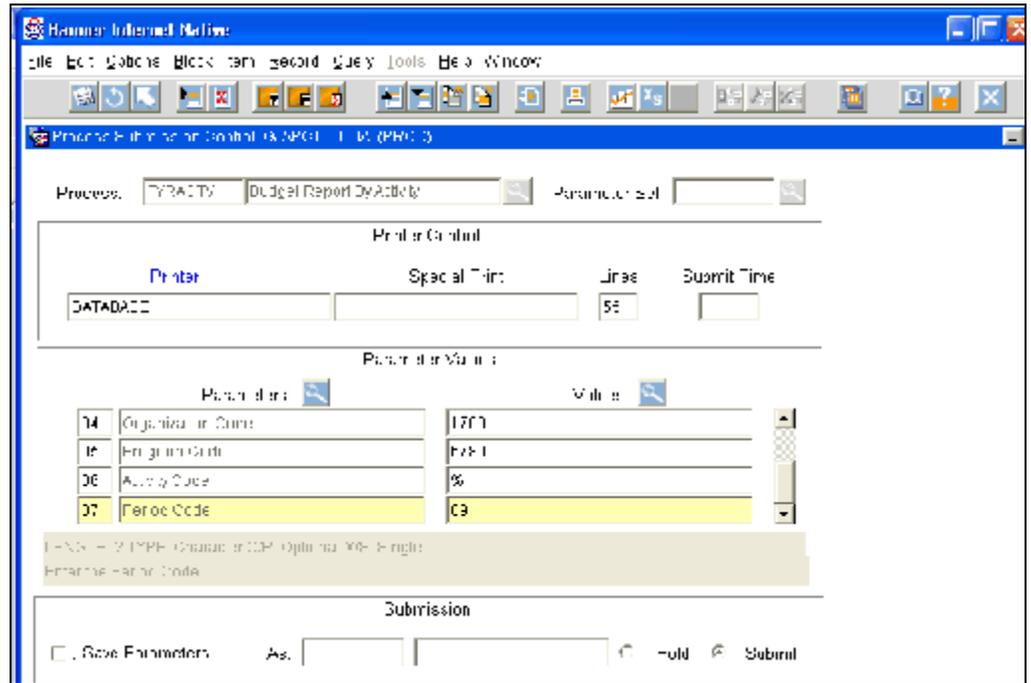
! Follow the rest of the procedures to finish running and printing the report.



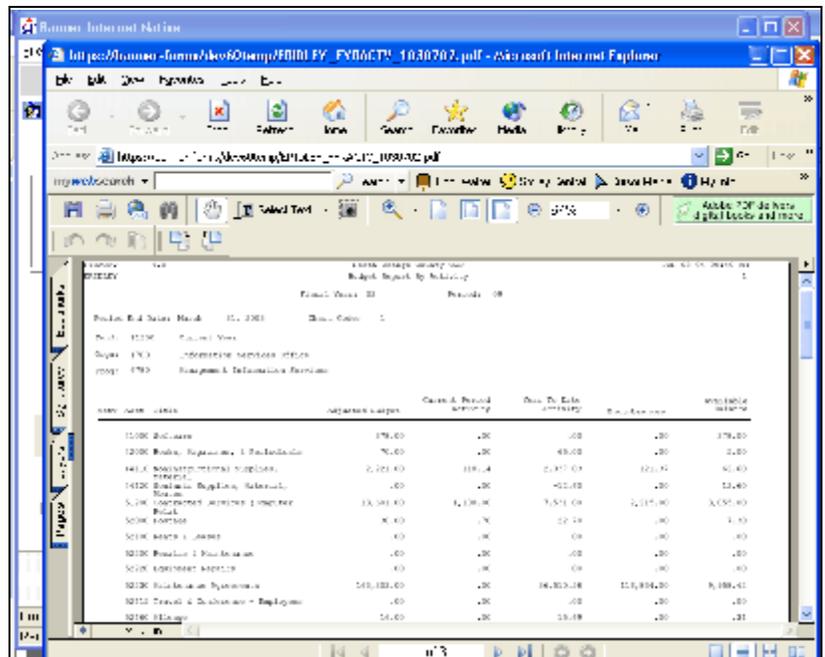
FYRACTV - Budget Report by Activity

Run this report to get income and expenditure totals for each Activity number. You can either enter a specific Fund, Organization, Program or Activity number in the parameters. Leaving the % sign will cause Banner to create a report that shows everything district wide. In order to print this report, a dialog box will appear immediately upon submitting the job. Click on YES. It will take you to an internet screen. The report can be printed directly from this screen.

- ! Enter the Fiscal Year.
- ! Chart of Accounts defaults to 1.
- ! Enter Fund Code, or leave the %.
- ! Enter Organization Code, or leave the %.
- ! Enter the Program Code, or leave the %.
- ! Enter the Activity Code, or leave the %.



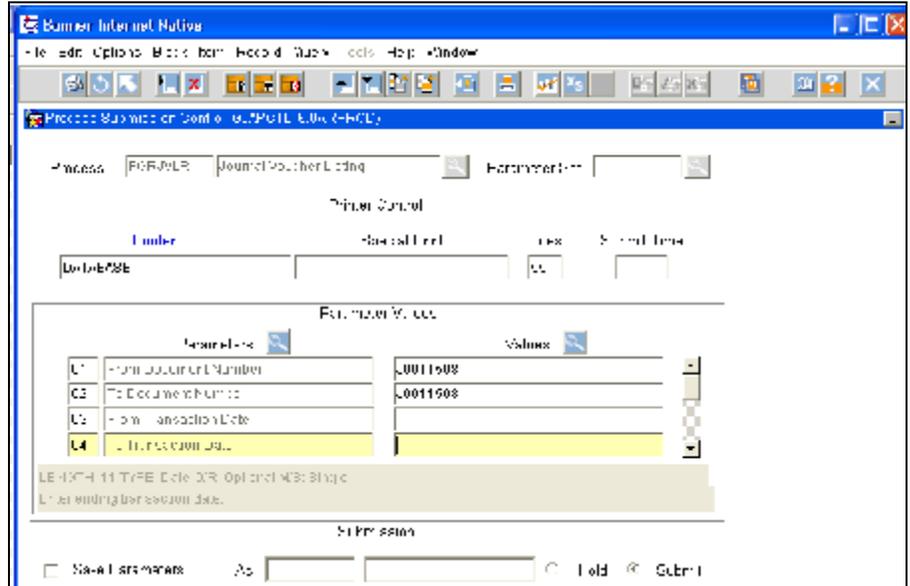
- ! Enter the Period Code. The Period Code relates to the month within the fiscal year (i.e., July is 01, August is 02, etc).
- ! Next Block. Click Save to process the report.
- ! You will need to answer YES to the security alert. This will open a PDF report in another screen.
- ! You can print the report from this screen by clicking on the print icon.



FGRJVLRL - Journal Voucher Listing

This job can only be run for Journal Vouchers that have NOT been posted to the ledgers.

- ! Enter the JV number in parameters 01 and 02.
- ! You can leave From and To Transaction Date blank.
- ! Make sure that you enter a Y (yes) for parameter 09, Include Text.
- ! Next Block. Click on Save to process the report.



- ! Follow the rest of the procedure to finish running and printing the report outlined in "Running a Report".

