Banner Training

Finance

Version 3.0

NORTHEASTERN
STATE UNIVERSITY

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FOAPAL Elements

F	O	A	P	A	L
Fund	Organ-ization	Account	Program	Activity	Location
Where did the money come from?	Who is respon-sible for the money?	What kind of trans-action is taking place?	Why is the trans-action occurring? (the function)	Used for special projects	Used for fixed assets
5 digits	6 digits	6 digits	6 digits		

Fund

- Identifies the source of the money (the "**Where**?")
- Balance sheet and revenue/expense reports can be produced on a Fund
- Funds can be restricted (such as grants and endowments) or unrestricted (general)

Organization

- Identifies the unit responsible for managing the money (the "**Who**?")
- May be associated or used with several funds
- Follows a structure very similar to our organization chart

Account

- Describes the "**What**?" of a financial transaction
- Identifies the kind of transaction taking place
- Examples:

  479100 Sales Revenue
  536140 Office Supplies

Program

- Describes the function being supported by a transaction (the "**Why**?") Program codes provide a way of classifying transactions across organizations and accounts
- Most educational institutions use program codes defined by the National Association of College and University Business Officers (NACUBO)
- Programs include:
    - Instruction
    - Research
    - Public Services
    - Academic Support
    - Student Services
    - Institutional Support
    - Operation and Maintenance of Plant
    - Auxiliaries

Activity

- Optional component of the FOAP(AL)
- Used to track revenue and expenditure activities within a project or program

Location

- Optional component of the FOAP(AL)
- Normally used to represent a physical location, such as a building or room

Glossary of Banner Terms

This section is a glossary of terms that will help you use and understand the Banner system.
Account – The 6-digit number that specifies the kind of transaction taking place. Used for both revenue and expense transactions.

Banner – Software system that processes, retrieves, and reports information as an integrated database. Banner integrates student, financial, human resources and financial aid information.

Block – Banner forms, or screens, are broken into blocks.

Chart of Accounts – A list of the fund, organization and account numbers, and program and activity codes. In general, a chart of accounts provides a structure for capturing financial data and reporting information about financial activity.

Commitment – Equivalent to Encumbrance (see below)

Document ID – A sequential identification code, consisting of letters and numbers that are assigned to a transaction when it is processed in the Banner system. Examples of document ID's: J00xxxxx – Journal Entry; P000xxxx – Purchase Order; I00xxxxxx– Invoice Number; R00xxxxx– Requisition Number.

Encumbrance – The estimated amount of a purchase order, contract, or salary posted against an account(s). An encumbrance is established when goods or services are ordered. Encumbrances are cleared as payment for the goods or services is made.

Expenditure – Charges incurred for operation, maintenance, interest, and other expenses during the current fiscal period.

FOAP(AL) – Acronym for Fund, Organization, Account, Program, Activity, Location.

Fund – The 6-digit number that specifies the source of the money.

goNSU – The online access point (web portal) to NSU's Banner system.**Module** – A component of the Banner system providing specific information. The Finance module provides detailed financial information; the Student module provides information on student schedules, grades, etc.

Object – Banner form, report, process, or table.

Organization – The 6-digit number that specifies the unit responsible for managing the money.

Program – The number that identifies the function being supported by the transaction. Based on the standardized categories of expenses as defined by NACUBO (National Association of College and University Business Officers.)

Query – A method of requesting specific information or a way to narrow a search for information.

Transaction Type – Banner rule code that is used to classify documents by type.

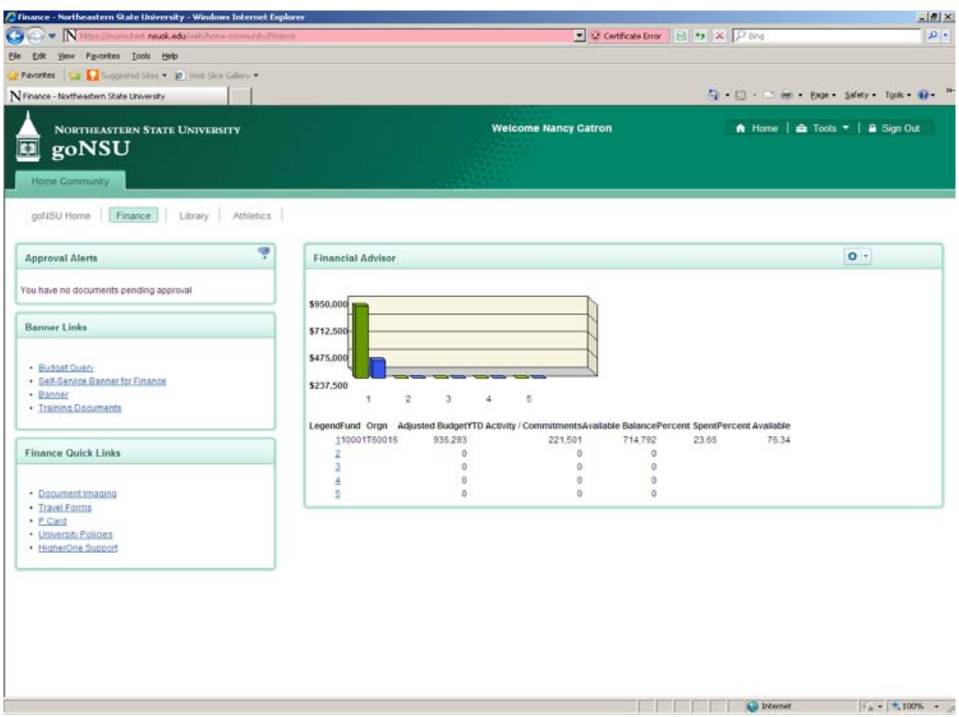
Accessing Financial Information

Finance Self-Service Banner (SSB) is a web browser based tool that allows users to do many common tasks without having to log into the Banner System. Anyone with regular Internet Native Banner (INB) Finance rights has those same rights applied during a Self- Service session. This means they can only query accounts and documents or initiate budget adjustments for Orgs they have rights to in INB Finance. Likewise, they must be an INB Finance approver to be able to approve documents in Self-Service.

Logging on to Self-Service

Self-Service Banner (SSB) is accessed through the goNSU site. On the Home Community tab, click the Finance channel.

On the Finance channel, choose Finance links or other Banner Links



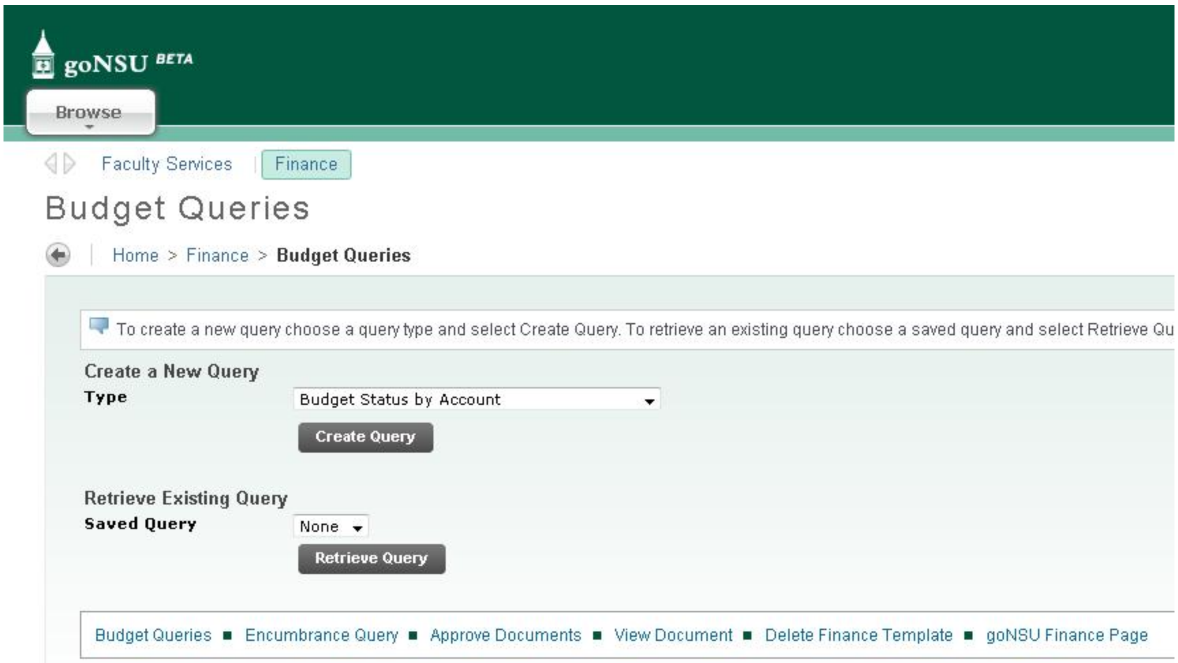
Any time a word, title, code or amount appears in a blue color it is a hyperlink that will bring the user to a new functionality or will drill down to some supporting documentation. As you work in Self-Service you can move backwards through your steps by clicking the left navigation arrow in the upper left of the screen.

If a Self-Service session is inactive for over 30 minutes, the session will expire for security reasons and you will have to log in again.

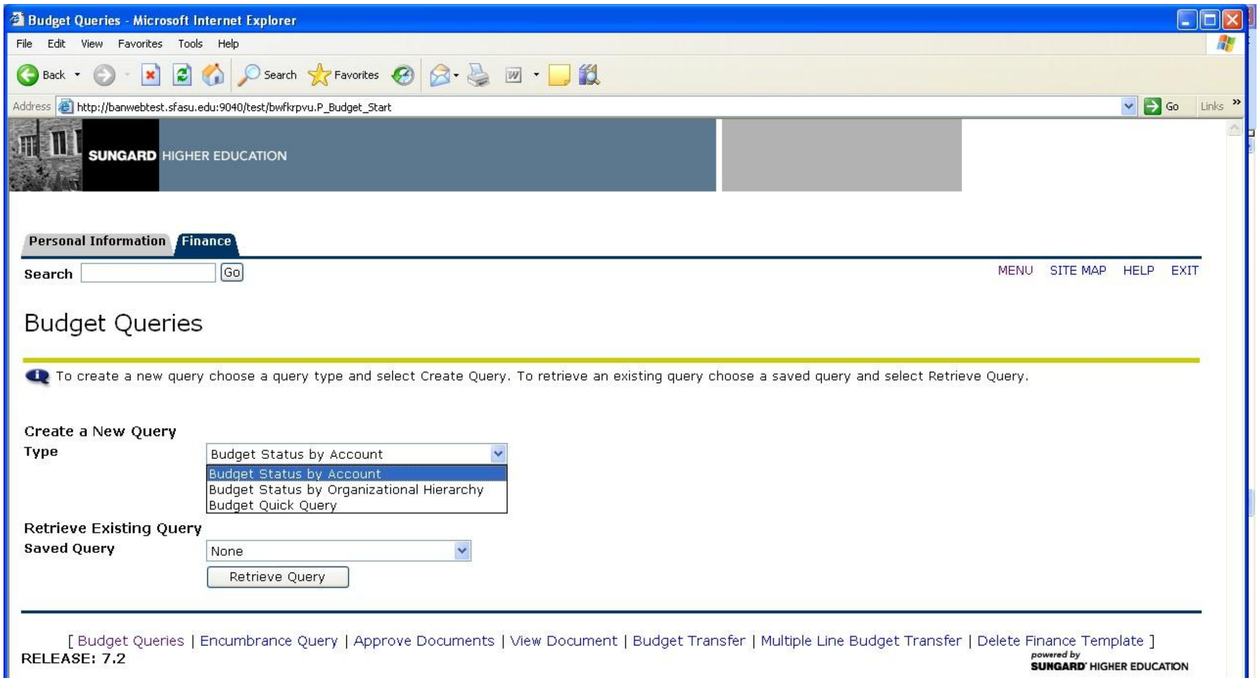
Budget Queries (Determining Available Balance)

The following queries will be used in lieu of the previous monthly statements reviewed on MySFA. Only POSTED transactions appear in budget queries. If a document is incomplete, or still in an approval queue, it is not posted. These amounts will not be reflected in Self- Service Banner.

There are several different ways to query budget vs. actual in Finance Self-Service.
CLICK on "**Budget Queries**" to open the page below.



CLICK on the “**Type**” dropdown to access the three different query types.



The differences in the three Budget Query types are:

- **by Account** – one specific FOAP string – must be a data-enterable FOAP with actual transactions in it – cannot use hierarchy
- **by Organizational Hierarchy** – can create high level summary reports
- **Quick** – cannot drilldown to detail transactions or documents supporting the numbers reported – only returns four check-marked data elements below. The other two query types allow you to specify which of these ten available data elements to present in the report.

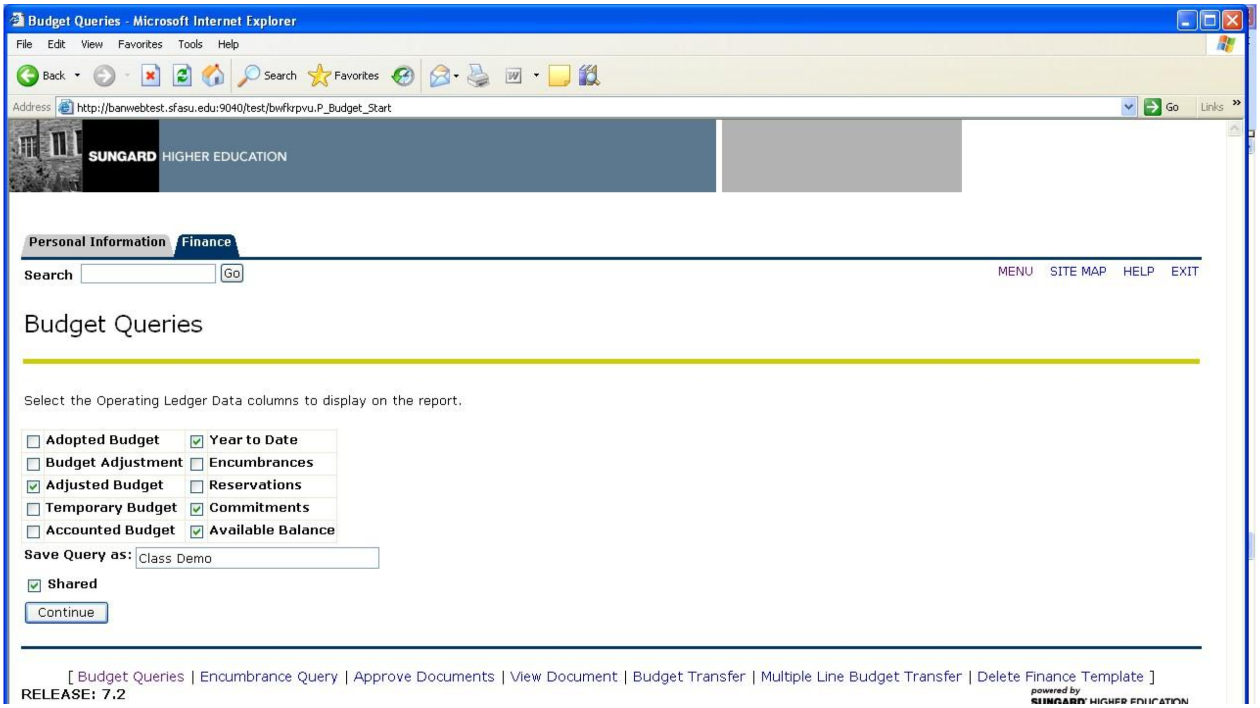
Budget Status by Account

The ten possible data elements shown at the bottom left of the Budget Queries page are:

1. Adopted Budget – original budget entered or rolled from a prior year (B20 and B26)
2. Budget Adjustments – budget changes (B21)
3. Adjusted Budget – net of two above elements
4. Temporary Budget – (we do not use this)
5. Accounted Budget – Includes any budget changes in the past or future.
6. Year to Date – actual transactions booked (JVs, invoices, direct pays, deposits, etc)
7. Encumbrances – Generated by purchase orders and salary encumbrances; funds committed for future payments.
8. Reservations – net open Requisitions
9. Commitments –Equal to the total budget set aside for future obligations. These are made up of Reservations and Encumbrances.
10. Available Balance – net available budget.
    Formula is: Adjusted Budget **less** Year to Date **less** Commitments **equals** Available Balance

CLICK “**Submit Query**”.

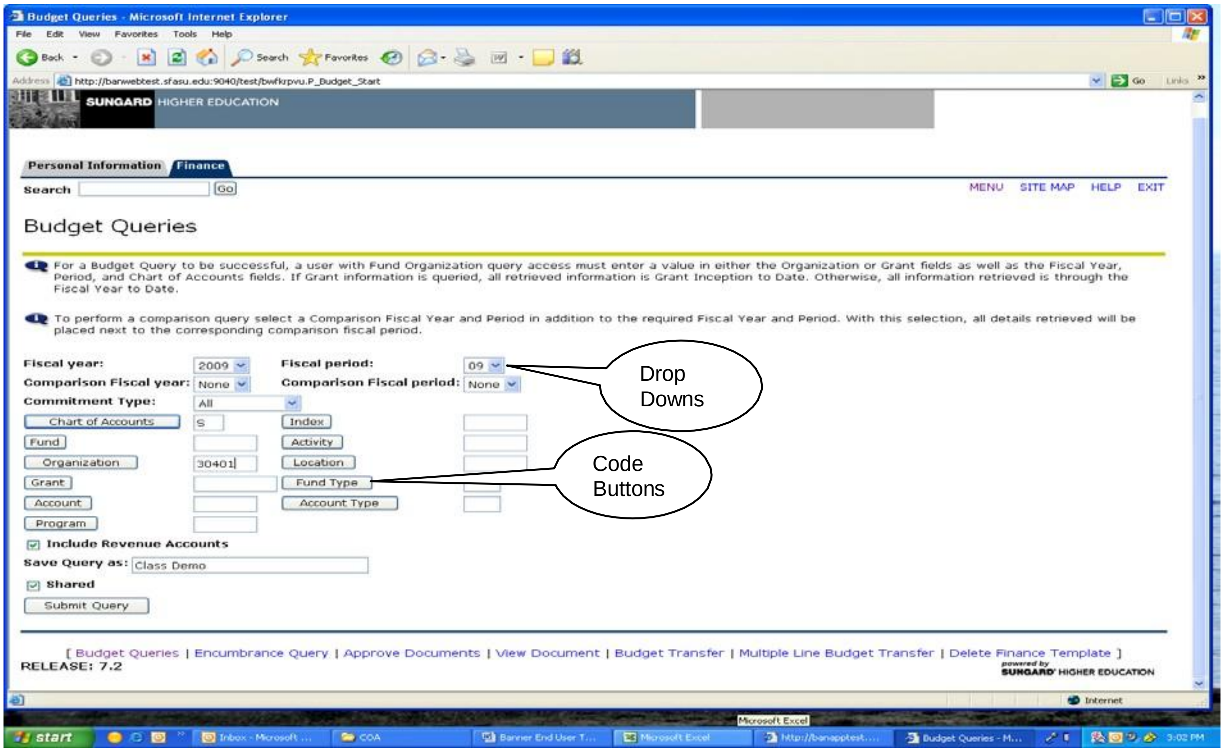
For now just select the four data elements that are checked below.



The main Budget Queries screen has a section allowing you to retrieve a set of previously created query parameters. This allows you to recreate a report on a regular basis (weekly, monthly, etc) without having to re-specify all the parameters again.

To save a query for later use, type a meaningful, unique name you will recognize later in the “**Save Query as**” box and CLICK “**Continue**”. Later you can retrieve a saved query and change the fiscal period for the month desired and perform the process over again. This opens the following screen where the parameters for the query are entered.

CLICK “**Continue**”.



Note the information balloons at the top of the screen describe:

- the <u>minimum</u> input requirements **(fiscal year, fiscal period, chart** and **Organization** or **Grant**)
- the <u>difference</u> between a grant query and a non-grant query (inception-to-date versus fiscal-year-to-date
- <u>how to do comparison</u> reporting for two fiscal years.

The dropdown boxes will display the valid values that can be used in those fields. CLICK on a dropdown value from the list to select it.

"**Fiscal Period**" is monthly. 03 is September, 03 is October, 02 is August and <u>14 is the Accrual Period which includes all the final entries for the fiscal year</u>. The query results will always be cumulative year-to-date through the end of the fiscal period specified. <u>Using period 14 will always give you the cumulative up-to-date total for a fiscal year</u>.

"**Comparison – Fiscal Year/Period**" dropdowns allow you to see comparable data for two fiscal years in the query results. The comparison fiscal period does not have to be the same as the primary fiscal period. For example, you may want to see the current year as of period 04, but the prior year as of period 14.

"**Commitment Type**" relates to budgeted values and the query options are Uncommitted,

Committed or Both. All normal budget transactions are Uncommitted – meaning the budget can be used by any type of transaction charged to that FOAP string. When purchase orders are rolled from one fiscal year to another the related budget is also rolled – but as Committed. This means that rolled budget can only be used by that purchase order and invoices tied to it.

"Chart of Accounts" will always be A

Note that you can query using a specific "**Fund Type"** or "**Account Type**" by populating those fields.

Common Fund Type queries would be:

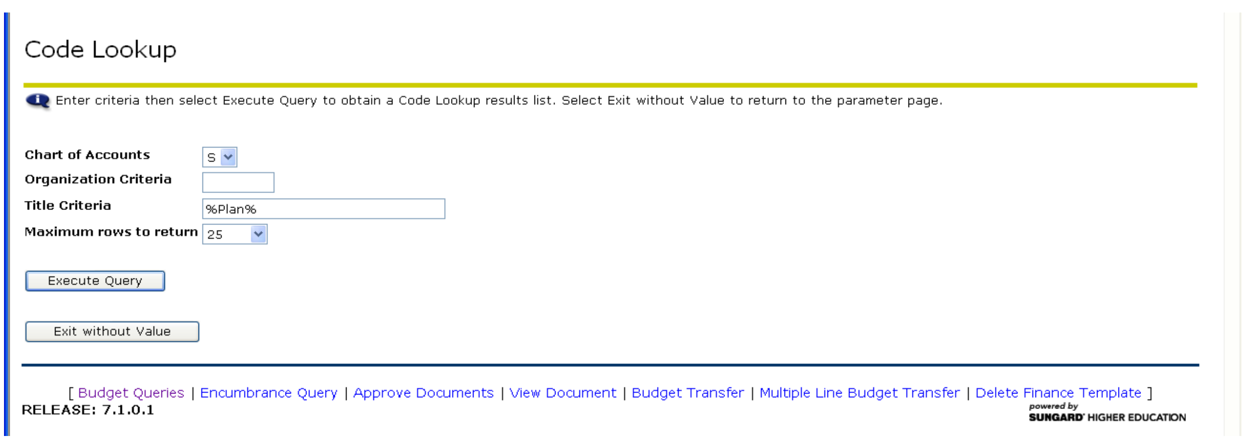
11 Current Unrestricted Funds
16 Designated Funds
21 Grants
22 Endowment Spending

Common Account Types used would be:

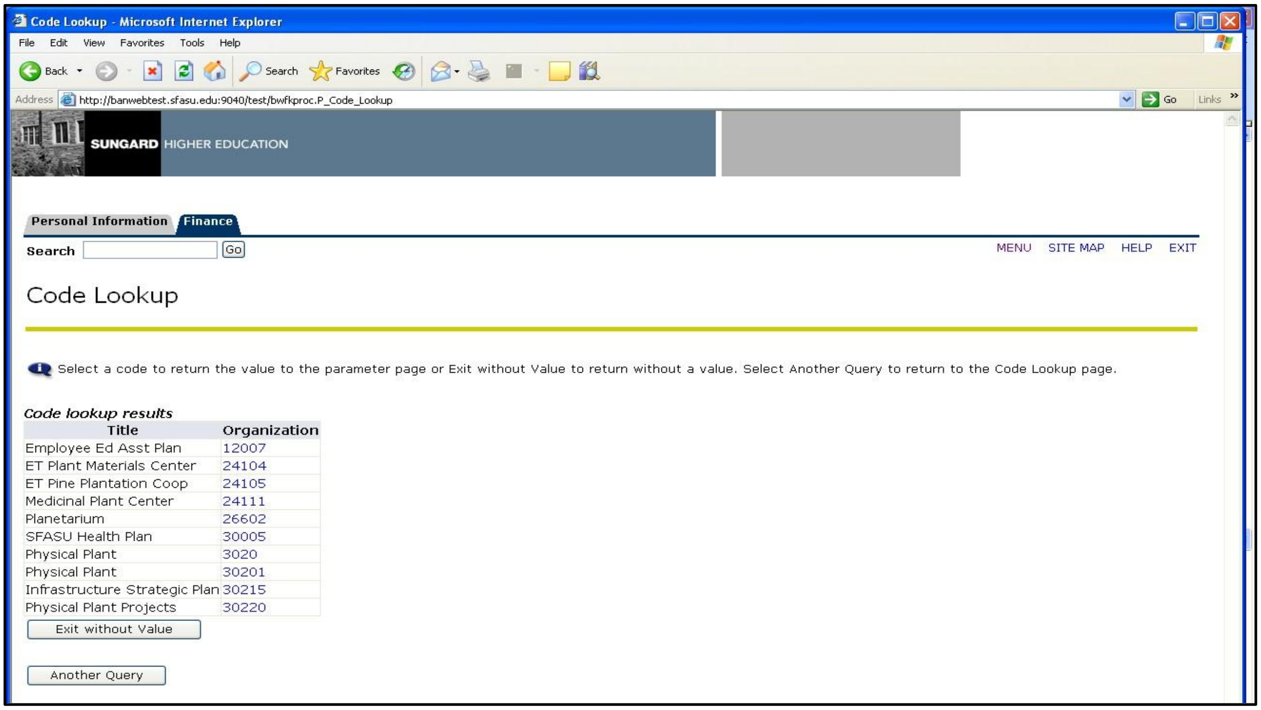
61 for Salaries and Wages
64 for Benefits
71 for Grant Travel
72 for Operating Expenditures (O&M)

How to Look up Unknown Numbers

Clicking on any of the FOAPAL code buttons will open the Code Lookup window where a wildcard (%) can be used to find an unknown code. Remember, this is case- sensitive and you must use upper and lower case.



The above query looking for all ORG codes with the word "Plan" anywhere in their title returned the following results:



The above results also demonstrate hierarchy. 30201, 30215, and 30220 are the data- enterable ORG codes, which rolls up to 3020.

For example: A "**Budget Status by Account**" query can only be done on the 30201, 30215, and 30220 data-enterable ORG codes. To view the 3020 ORG a "**Budget Status by Organizational Hierarchy**" query must be used.

Clicking on one of the blue codes in the "**Code lookup results**" screen above will return that value to the query parameters screen . Reminder: Your security must allow you access to that ORG.

You must enter either an "**Organization**" code or a "**Grant**" code in the query parameters.

• Using an **Organization** code views the Operating Ledger which holds information by fiscal year.

• Using a **Grant** code views the Grants Ledger which holds information on an inception- to-date basis (grants can cross multiple fiscal years). If you leave any of the non- required FOAPAL fields blank, it is the same as specifying ALL.

The "**Include Revenue Accounts**" check box is unchecked by default. This is because the vast majority of queries will be done for FOAPs with no revenue. If the FOAP being queried has revenue transactions, checking this box will include them in the query results. When the box is checked, the total formula for the columns in the resulting report will be:

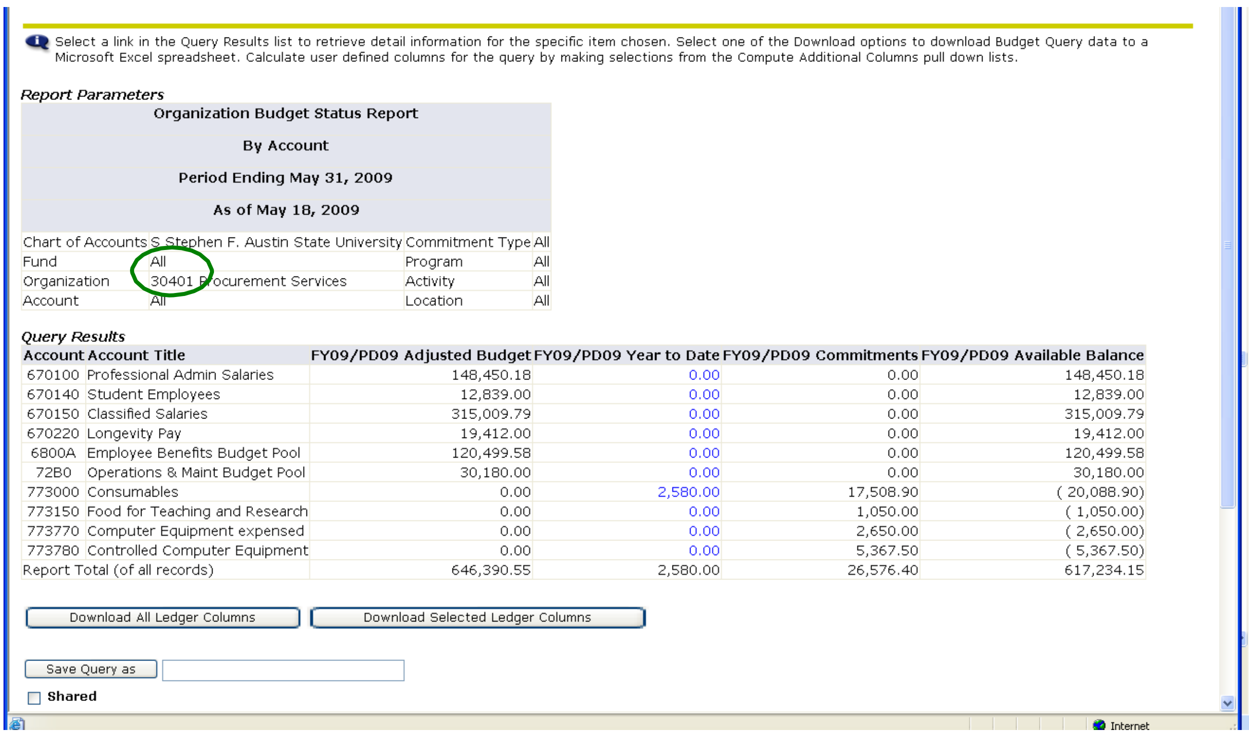
Revenue <u>less</u> Expense <u>equals</u> Column Total.

If expenses are greater than revenue, this will result in column totals with a leading minus sign.

Important Note: If you want to look at <u>both revenue and expenses</u>, take out the Program Code that you either entered or defaulted from the use of the Index.

Operating Ledger (Fiscal Year) Queries

For this section, use one of the valid ORGs for which you have access rights. The Procurement Services account is used for demonstration purposes – you should try doing the same steps as the demonstration but use your own account.



Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report

By Account

Period Ending May 31, 2009

As of May 18, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	30401 Procurement Services	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY09/PD09 Adjusted Budget	FY09/PD09 Year to Date	FY09/PD09 Commitments	FY09/PD09 Available Balance
670100	Professional Admin Salaries	148,450.18	0.00	0.00	148,450.18
670140	Student Employees	12,839.00	0.00	0.00	12,839.00
670150	Classified Salaries	315,009.79	0.00	0.00	315,009.79
670220	Longevity Pay	19,412.00	0.00	0.00	19,412.00
6800A	Employee Benefits Budget Pool	120,499.58	0.00	0.00	120,499.58
72B0	Operations & Maint Budget Pool	30,180.00	0.00	0.00	30,180.00
773000	Consumables	0.00	2,580.00	17,508.90	(20,088.90)
773150	Food for Teaching and Research	0.00	0.00	1,050.00	(1,050.00)
773770	Computer Equipment expensed	0.00	0.00	2,650.00	(2,650.00)
773780	Controlled Computer Equipment	0.00	0.00	5,367.50	(5,367.50)
Report Total (of all records)		646,390.55	2,580.00	26,576.40	617,234.15

The query for a regular fund (non-grant) produced this report. The header information shows the data-enterable budget FOAP and the period ending date. The As-of date is the date the query was run. The query parameters are listed.

Query results can display 15 ACCT codes on the screen at one time. If there are more than 15 ACCT codes with activity, summary numbers appear as shown below.

"**Screen total**" is the sum of the ACCT codes <u>appearing on the current screen</u>.
"**Running total**" is the sum of all the <u>screens viewed so far</u>.
"**Report total**" is the grand total for the <u>entire query</u> – even if you have not viewed all the ACCTs.

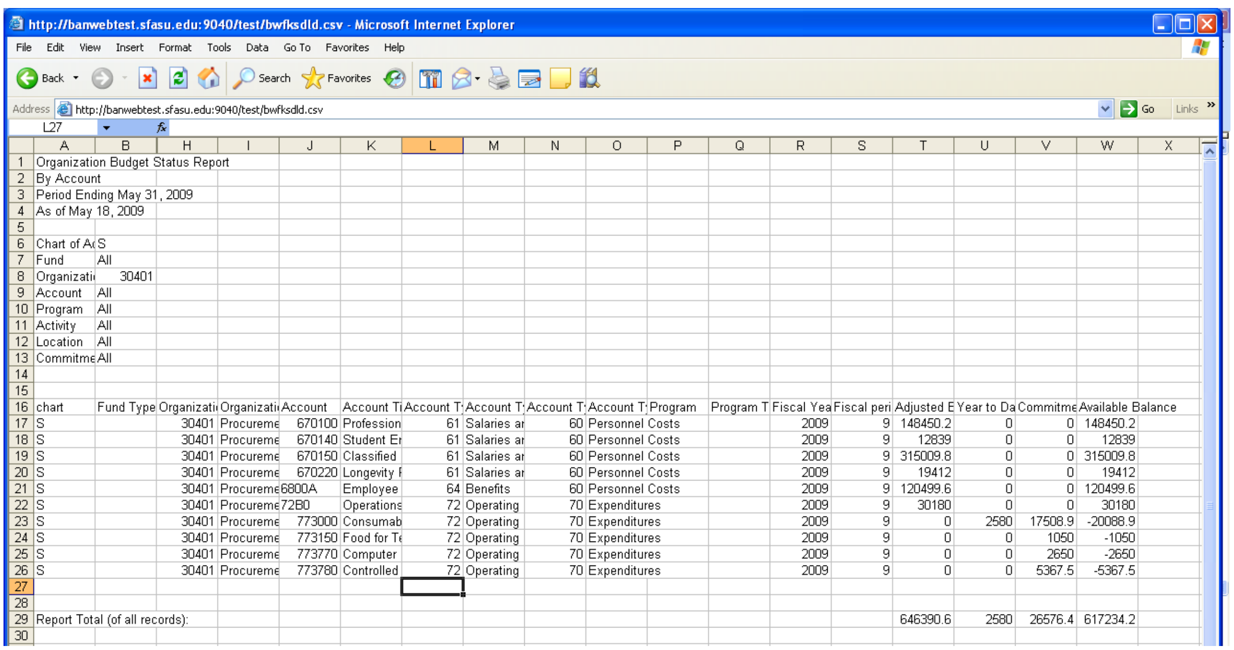
Data will appear in ACCT code sequence (the first column). The four columns of numbers presented are the data elements selected when the query was first initiated. Clicking the "**Next 15**" button will display the next 15 ACCT codes in the report. Some screens may display both a "**Previous 15**" and a "**Next 15**" button if a FOAP has a lot of ACCT code activity.

Download to Excel

After the report totals section there are two "**Download**" buttons.

The "**Selected Ledger Columns**" button will download the data elements (budget, Year to Date, Commitments, etc) specified at the start of the query. The "**All Ledger Columns**" will download all 10 data elements – even if they are not in the query's report.

Clicking "**Download Selected Ledger Columns**" on the previous query report and using the "Open" option pulled all the data presented in the report into Excel. But, a lot of other information is also downloaded and clutters the file as seen below.



	A	B	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Organization Budget Status Report																		
2	By Account																		
3	Period Ending May 31, 2009																		
4	As of May 18, 2009																		
5																			
6	Chart of A	S																	
7	Fund	All																	
8	Organizati	30401																	
9	Account	All																	
10	Program	All																	
11	Activity	All																	
12	Location	All																	
13	Commitme	All																	
14																			
15																			
16	chart	Fund Type	Organizati	Organizati	Account	Account Ti	Account T	Account T	Account T	Account T	Program	Program T	Fiscal Yea	Fiscal peri	Adjusted E	Year to Da	Commitme	Available Balance	
17	S		30401	Procureme	670100	Profession	61	Salaries ar	60	Personnel Costs			2009	9	148450.2	0	0	148450.2	
18	S		30401	Procureme	670140	Student Er	61	Salaries ar	60	Personnel Costs			2009	9	12839	0	0	12839	
19	S		30401	Procureme	670150	Classified	61	Salaries ar	60	Personnel Costs			2009	9	315009.8	0	0	315009.8	
20	S		30401	Procureme	670220	Longevity F	61	Salaries ar	60	Personnel Costs			2009	9	19412	0	0	19412	
21	S		30401	Procureme	6800A	Employee	64	Benefits	60	Personnel Costs			2009	9	120499.6	0	0	120499.6	
22	S		30401	Procureme	72B0	Operations	72	Operating	70	Expenditures			2009	9	30180	0	0	30180	
23	S		30401	Procureme	773000	Consumab	72	Operating	70	Expenditures			2009	9	0	2580	17508.9	-20088.9	
24	S		30401	Procureme	773150	Food for Te	72	Operating	70	Expenditures			2009	9	0	0	1050	-1050	
25	S		30401	Procureme	773770	Computer	72	Operating	70	Expenditures			2009	9	0	0	2650	-2650	
26	S		30401	Procureme	773780	Controlled	72	Operating	70	Expenditures			2009	9	0	0	5367.5	-5367.5	
27																			
28																			
29	Report Total (of all records):														646390.6	2580	26576.4	617234.2	
30																			

This Excel file can then be saved wherever you would like to save it.

Drilldowns

Clicking on any blue link in the results of a query starts a drill down sequence where individual transactions and documents supporting a reported number can be viewed.

Note that only "Year to Date" values are drilldowns. There is a separate Self-Service functionality to view "**Commitments**" that is demonstrated in the Requisitions, Approvals, and Receiving training.

Clicking on the Year to Date value above for the **773000 ACCT** code opened the following screen.

Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending May 31, 2009

As of May 18, 2009

Chart of Accounts:	S Stephen F. Austin State University	Commitment Type:	All
Fund:	All	Program:	All
Organization:	30401 Procurement Services	Activity:	All
Account:	773000 Consumables	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 18, 2009	May 18, 2009	I0000487	3di	60.00	INEI
May 18, 2009	May 18, 2009	I0000486	5 Star Rental, *	1,680.00	INEI
May 18, 2009	May 18, 2009	I0000485	5 Star Rental, *	840.00	INEI
Report Total (of all records):				2,580.00	

Available Budget Balance:	(20,088.90)

Download

The information on the above screen can then be either downloaded to Excel or you can perform a further query to view the information about a specific document.

Our example only shows a few items, but note that detail transactions list can display 15 items at a time and uses the "**Next 15**" concepts for totaling and displaying additional records.

You will also note that the Document Code fields are blue, meaning they provide additional drill down functionality.

Clicking on one of the blue document links opens the following screen which provides the full FOAP and other information about the document.

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0000487	Description:	3di
Transaction Date:	18-May-2009		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
S	107550	30401	773000	35			60.00	INEI

Save Query as

Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
May 12, 2009	Purchase Order	P0900808	Approved
May 18, 2009	Check Disbursement	01000009	

Clicking on the blue "**Document Code**" above accesses the following screen which uses the Self-Service "View Document" functionality (which can also be accessed directly without drilling down from a query result).

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0900808		May 12, 2009	May 12, 2009	May 12, 2009	May 12, 2009	60.00

Origin:	BANNER				
Complete:	Y	Approved:	Y	Type:	Regular
Cancel Reason:				Date:	
Requestor:	Diana Boubel		30401	Procurement Services	
	936-468-4037		dboubel@sfasu.edu		
Accounting:	Commodity Level			Matching:	Not Required
Ship to:	Procurement and Property Srvs				
	2124 Wilson Dr N				
	SFA Box 13030				
	Procurement				
	Nacogdoches, TX 75962				
Attention:	Alicia Chrismer				
Contact:	Alicia Chrismer			936-468-4157	
Vendor:	20001009	3di			
	1900 West Loop S Ste 400				
	Houston, TX 77027-1113				
Phone:	713-871-7000		Fax:	713-871-7251	
Currency:					

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	000Z20772A	INK CARTRIDGE - PRINTER	EA	5	12	60.00	
				.00	.00		60.00

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	09		107550	30401	773000	35				N	N	N	60.00
Total of displayed sequences:														60.00

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
May 18, 2009	Check Disbursement	01000009	
May 18, 2009	Invoice	I0000487	Paid

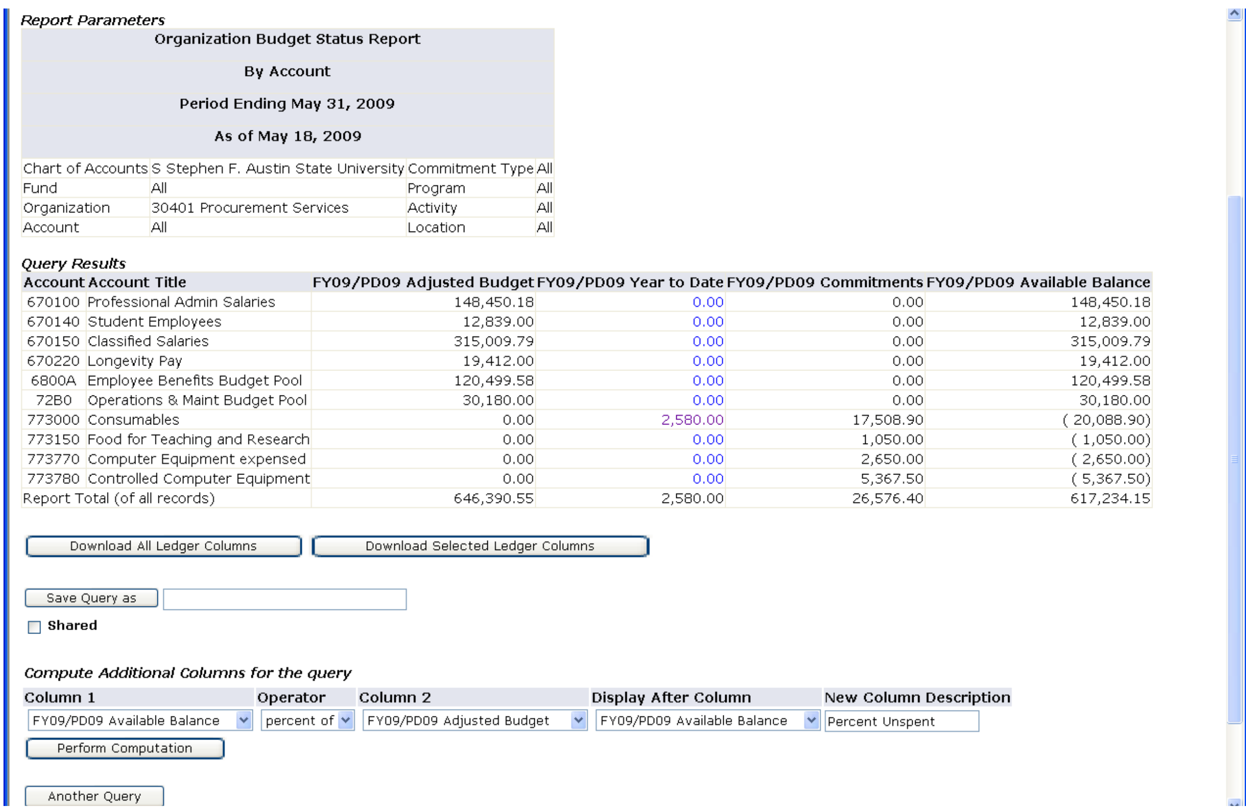
Note that the Document Codes in the "**Related Documents**" section at the bottom are blue, meaning a further drilldown to the supporting Requisition or Purchase Order can be done by clicking them.

Computed Columns

Hit the "go back" icon to return to the screen where your initial budget query was performed. At the bottom of this query report is a "**Compute Additional Columns for the query**" section.

This will create a new column of data which is derived from the values in two other columns. The "**Operator**" field below shows five different types of calculations that can be done.

In the example below, the last column of data in the report (available balance) is being calculated as a percent of the first column of data (adjusted budget); will be displayed as the last column in the report; and will have a column title of "Percent Unspent".



Report Parameters

Organization Budget Status Report

By Account

Period Ending May 31, 2009

As of May 18, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	30401 Procurement Services	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY09/PD09 Adjusted Budget	FY09/PD09 Year to Date	FY09/PD09 Commitments	FY09/PD09 Available Balance
670100	Professional Admin Salaries	148,450.18	0.00	0.00	148,450.18
670140	Student Employees	12,839.00	0.00	0.00	12,839.00
670150	Classified Salaries	315,009.79	0.00	0.00	315,009.79
670220	Longevity Pay	19,412.00	0.00	0.00	19,412.00
6800A	Employee Benefits Budget Pool	120,499.58	0.00	0.00	120,499.58
72B0	Operations & Maint Budget Pool	30,180.00	0.00	0.00	30,180.00
773000	Consumables	0.00	2,580.00	17,508.90	(20,088.90)
773150	Food for Teaching and Research	0.00	0.00	1,050.00	(1,050.00)
773770	Computer Equipment expensed	0.00	0.00	2,650.00	(2,650.00)
773780	Controlled Computer Equipment	0.00	0.00	5,367.50	(5,367.50)
Report Total (of all records)		646,390.55	2,580.00	26,576.40	617,234.15

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Shared

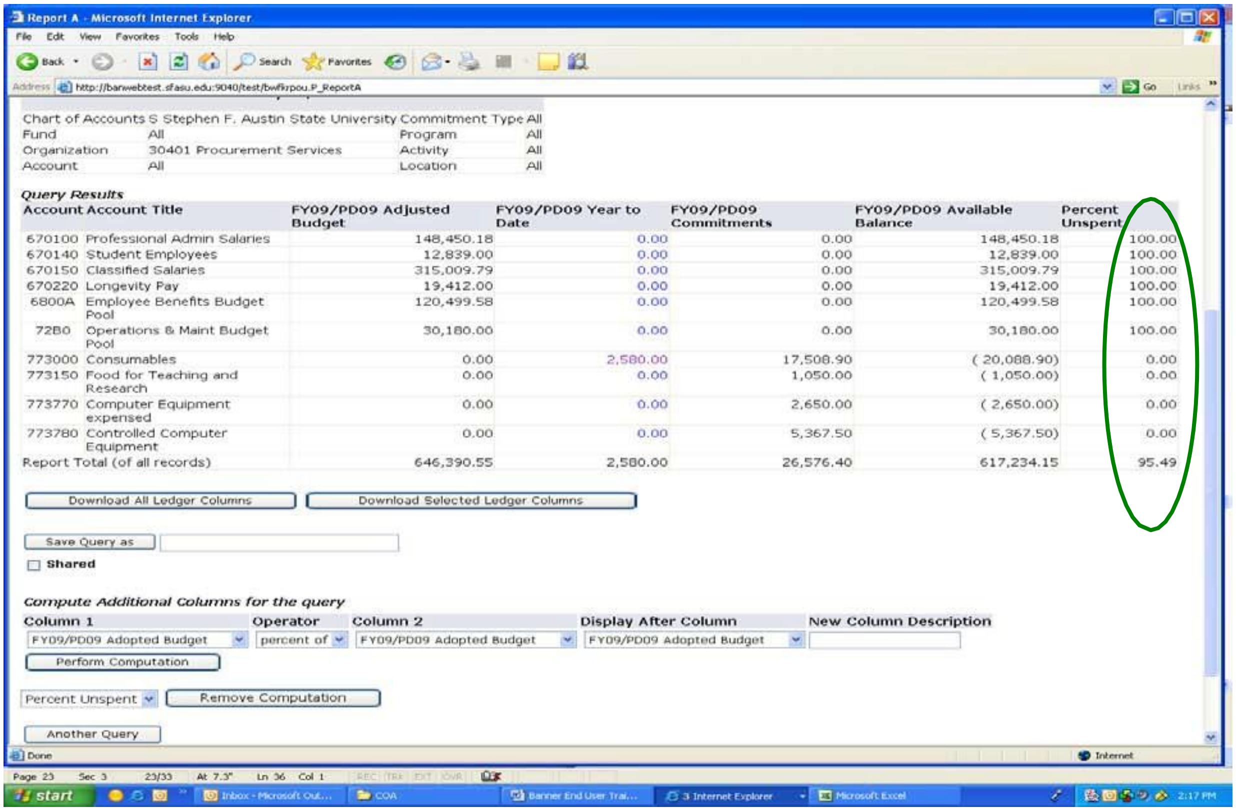
Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY09/PD09 Available Balance	percent of	FY09/PD09 Adjusted Budget	FY09/PD09 Available Balance	Percent Unspent

Perform Computation

Another Query

When the "**Perform Computation**" button is clicked the revised report opens with the computed percent column appearing at the far right.



At the bottom of this new report a new “**Remove Computation**” button appears to allow removal of the computed column.

Use the “**Another Query**” button to start a completely new budget query, or use the left navigation arrow in the top left corner of the screen to back up through your steps in the current query.

Using the “**Budget Status by Account**” option to create a summary query at a non- data-enterable roll up level will not work.

A query using a non-data-enterable roll-up results in the “Query retrieved no records” report.

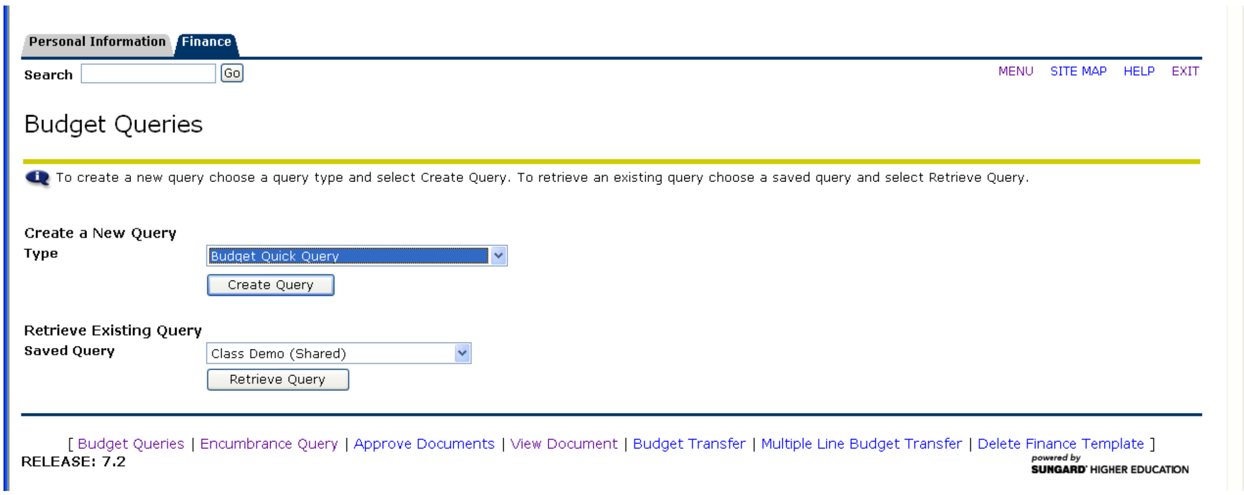
Budget Quick Query

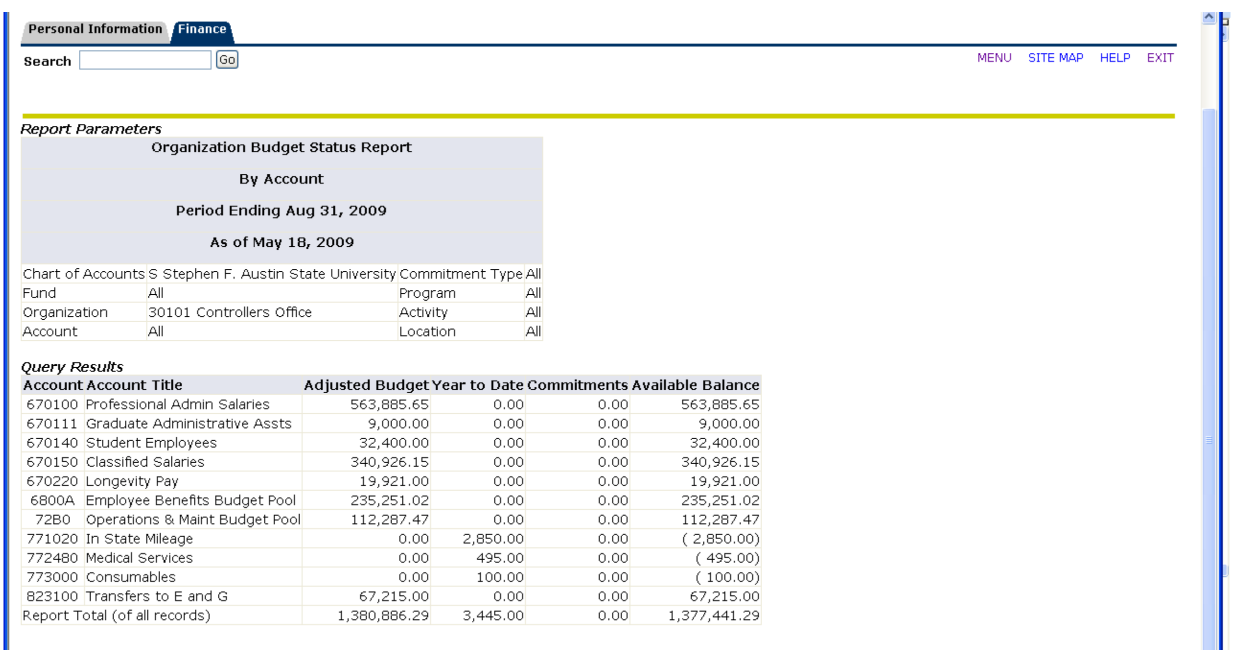
This query option does not ask which data elements to report. Instead, the Adjusted Budget, Year-to-Date, Commitments and Available Balance are automatically reported.

This query yields the following report header and the following detail report listing. This report is similar to the first “**Budget Status by Account**” report run earlier because the same four data elements were specified.

Note that there are no blue drilldown links. The Quick query has no drill down capability. Quick query also has no hierarchy, download or computed columns capability.

Budget Quick Query is just that – a quick snapshot report with no additional functionality.





Report Parameters

Organization Budget Status Report

By Account

Period Ending Aug 31, 2009

As of May 18, 2009

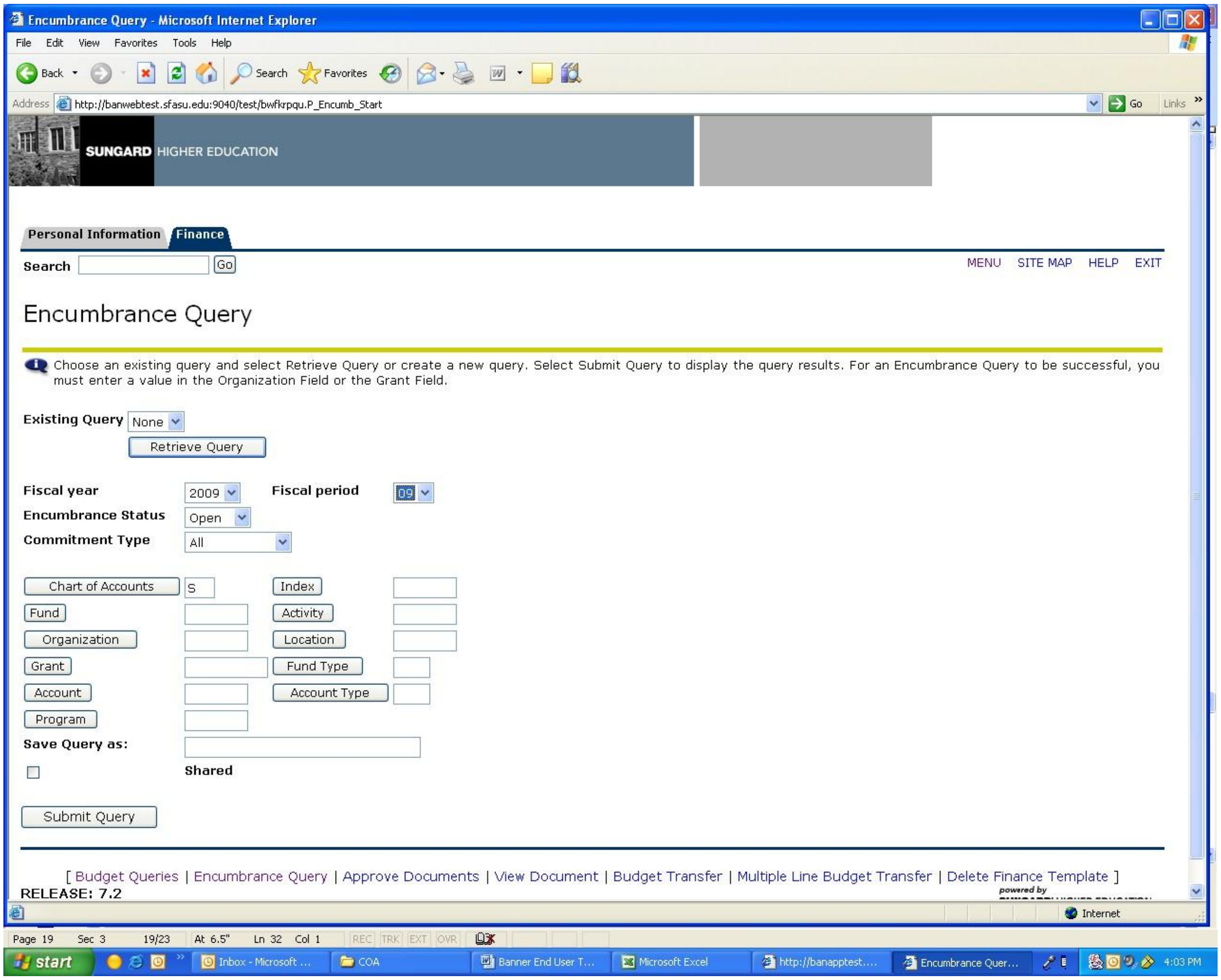
Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund	All	Program	All
Organization	30101 Controllers Office	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
670100	Professional Admin Salaries	563,885.65	0.00	0.00	563,885.65
670111	Graduate Administrative Assts	9,000.00	0.00	0.00	9,000.00
670140	Student Employees	32,400.00	0.00	0.00	32,400.00
670150	Classified Salaries	340,926.15	0.00	0.00	340,926.15
670220	Longevity Pay	19,921.00	0.00	0.00	19,921.00
6800A	Employee Benefits Budget Pool	235,251.02	0.00	0.00	235,251.02
72B0	Operations & Maint Budget Pool	112,287.47	0.00	0.00	112,287.47
771020	In State Mileage	0.00	2,850.00	0.00	(2,850.00)
772480	Medical Services	0.00	495.00	0.00	(495.00)
773000	Consumables	0.00	100.00	0.00	(100.00)
823100	Transfers to E and G	67,215.00	0.00	0.00	67,215.00
Report Total (of all records)		1,380,886.29	3,445.00	0.00	1,377,441.29

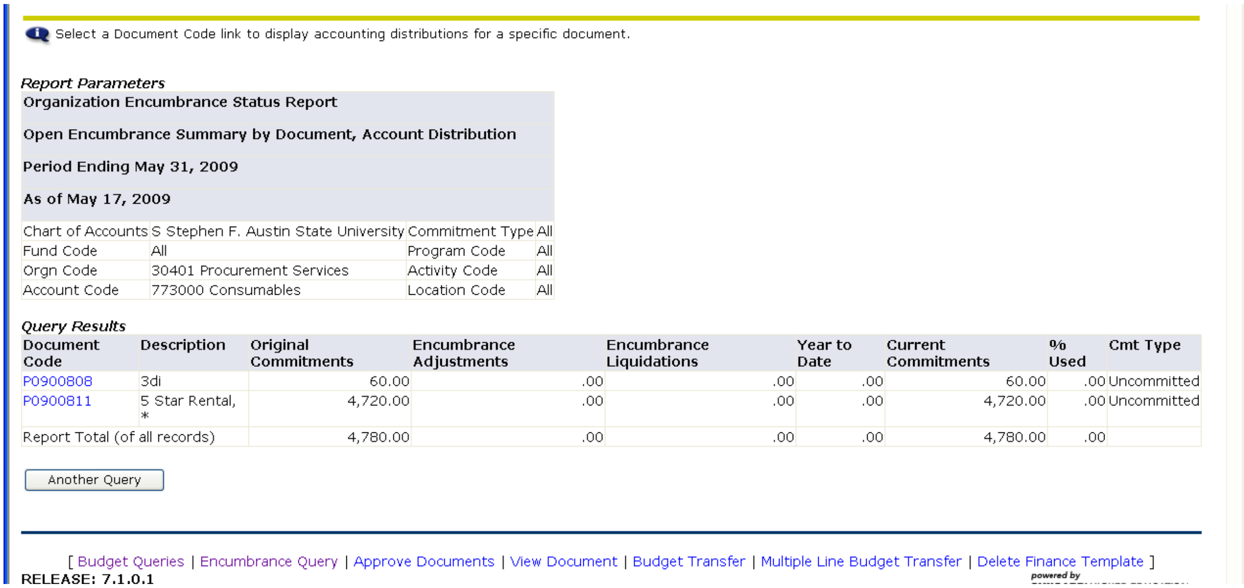
Encumbrance Queries

The query parameter screen for Encumbrance Query is similar to the Budget Query screens already seen.



The “**Encumbrance Status**” field allows a query of “Open”, “Closed” and “All” encumbrances. Keep in mind that only POSTED transactions will appear. If a document is incomplete, or still in an approval queue, it is not posted. Such a document will effect budget availability, but it does not appear in either Self-Service or INB Finance queries until it has posted.

This query … yields the following report header …… and the following detail listing of all Open encumbrances for ORG 30401 in ACCT 773000.



Select a Document Code link to display accounting distributions for a specific document.

Report Parameters

Organization Encumbrance Status Report

Open Encumbrance Summary by Document, Account Distribution

Period Ending May 31, 2009

As of May 17, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	All
Fund Code	All	Program Code	All
Orgn Code	30401 Procurement Services	Activity Code	All
Account Code	773000 Consumables	Location Code	All

Query Results

Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
P0900808	3di	60.00	.00	.00	.00	60.00	.00	Uncommitted
P0900811	5 Star Rental, *	4,720.00	.00	.00	.00	4,720.00	.00	Uncommitted
Report Total (of all records)		4,780.00	.00	.00	.00	4,780.00	.00	

Another Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 7.1.0.1

Note the following:

• The final column indicates if the budget related to the encumbrance is Uncommitted or Committed. All encumbrances are Uncommitted except for purchase orders rolled forward from the prior fiscal year which are Committed (meaning the budget can only be used by that PO).

• Payroll ACCT codes (those starting with a 6) have HRxxxxxx document codes because we encumber annual salaries and update those encumbrances each payroll cycle.

Clicking on the blue Document Code opens the following screen displaying all the related documents associated with the encumbrance. The sum of the various columns on this screen tie back to the summary values shown on the previous screen for this document.

Personal Information | Finance

Search [ ] Go

MENU SITE MAP HELP EXIT

Select the Document Number link or the Document Code link to display the entire document.

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending May 31, 2009

As of May 17, 2009

Chart of Accounts	S Stephen F. Austin State University	Commitment Type	Uncommitted
Document Number	P0900808	Document Date	May 12, 2009
Transaction Description	3di		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
P0900808	PORD	60.00	.00	.00	.00	1	1	107550	30401	773000	35		

Another Query

Clicking on the blue Document Code opens the following screen displaying all the related documents associated with the encumbrance.

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0900808		May 12, 2009	May 12, 2009	May 12, 2009	May 12, 2009	60.00

Origin:	BANNER			
Complete:	Y	Approved: Y	Type:	Regular
Cancel Reason:			Date:	
Requestor:	Diana Boubel	30401	Procurement Services	
	936-468-4037	dboubel@sfasu.edu		
Accounting:	Commodity Level		Matching:	Not Required
Ship to:	Procurement and Property Srvs			
	2124 Wilson Dr N			
	SFA Box 13030			
	Procurement			
	Nacogdoches, TX 75962			
Attention:	Alicia Chrismer			
Contact:	Alicia Chrismer		936-468-4157	
Vendor:	20001009 3di			
	1900 West Loop S Ste 400			
	Houston, TX 77027-1113			
Phone:	713-871-7000	Fax:	713-871-7251	
Currency:				

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	000Z20772A	INK CARTRIDGE - PRINTER	EA	5	12	60.00	
				.00	.00		60.00

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	09		107550	30401	773000	35				N	N	N	60.00
Total of displayed sequences:														60.00

No Related Documents Available

Banner Inquiry Screens

Below is a list of the most commonly used Banner Finance Inquiry Screens. Included with each screen is an explanation of the information it displays as well as instructions on how to use it.

1. **FGIBDST** – Organization Budget Status
2. **FGIBSUM** – Organization Budget Summary
3. **FGITBAL –** Trial Balance
4. **FGIOENC** – Organizational Encumbrance List
5. **FGIENCD** – Detail Encumbrance Activity
6. **FGITRND** – Transaction Detail Activity
7. **FAIVNDH** – Vendor Detail History
8. **FOIDOCH** – Document History

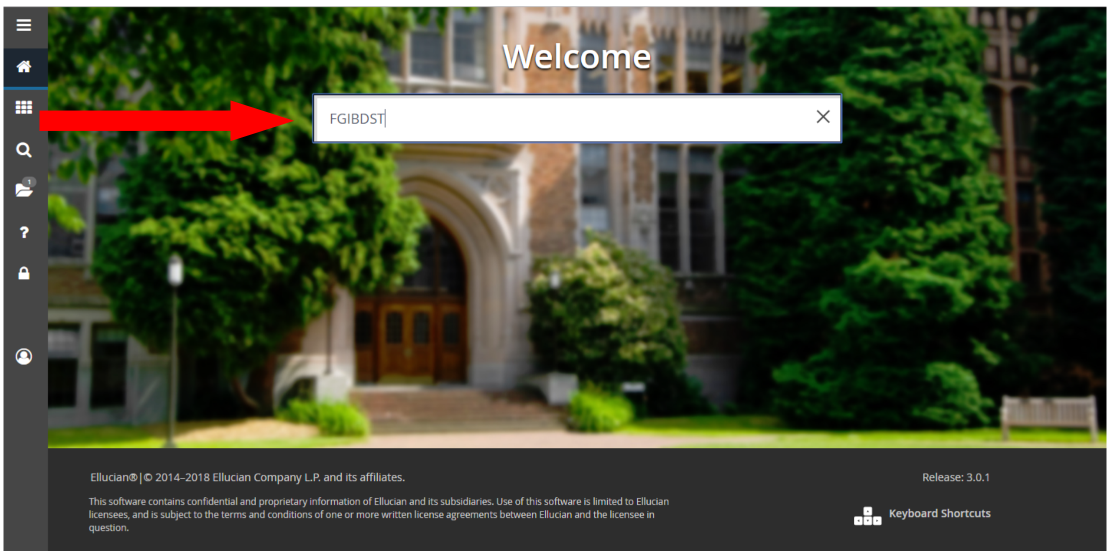
#1

FGIBDST

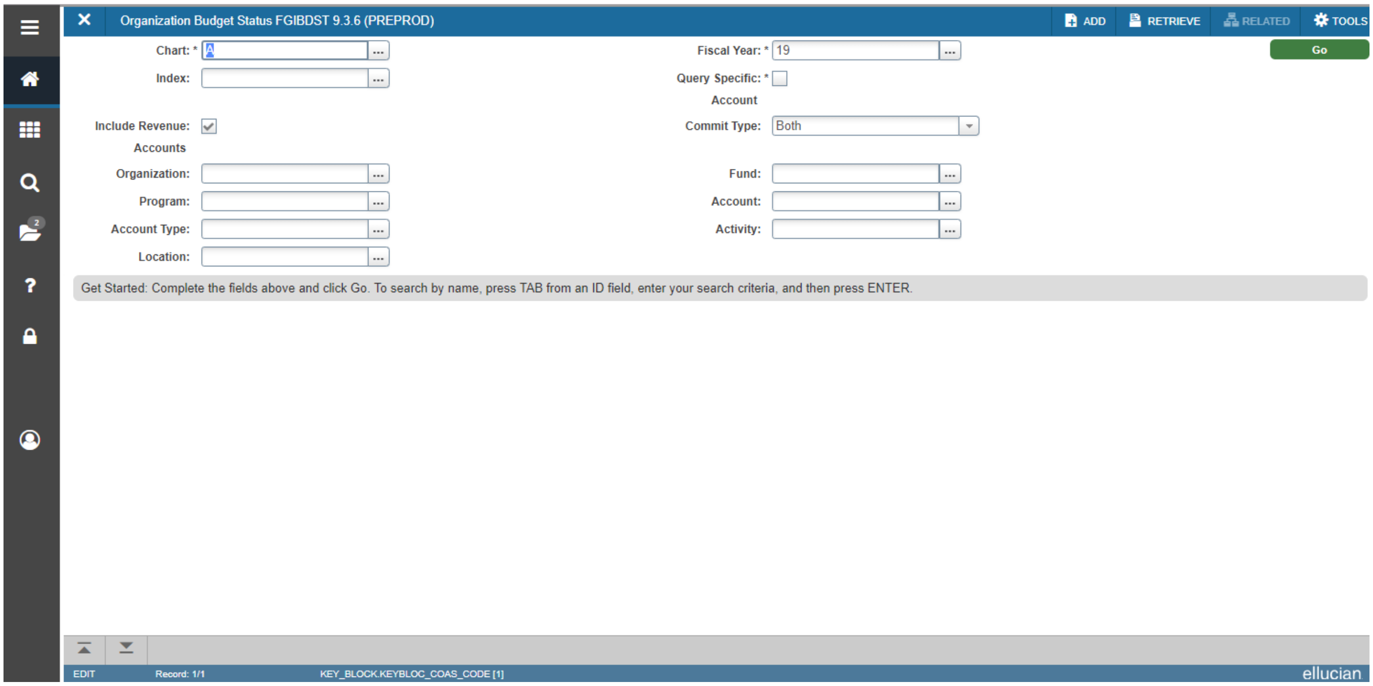
Finance General Ledger Inquiry Form
Organizational Budget Status

This screen displays budget, YTD activity, commitments and budget availability for a specified FOAP(AL) sorted by account code.

1. At the **Dashboard**, type “FGIBDST” in the **Search** . . . Field and press enter.



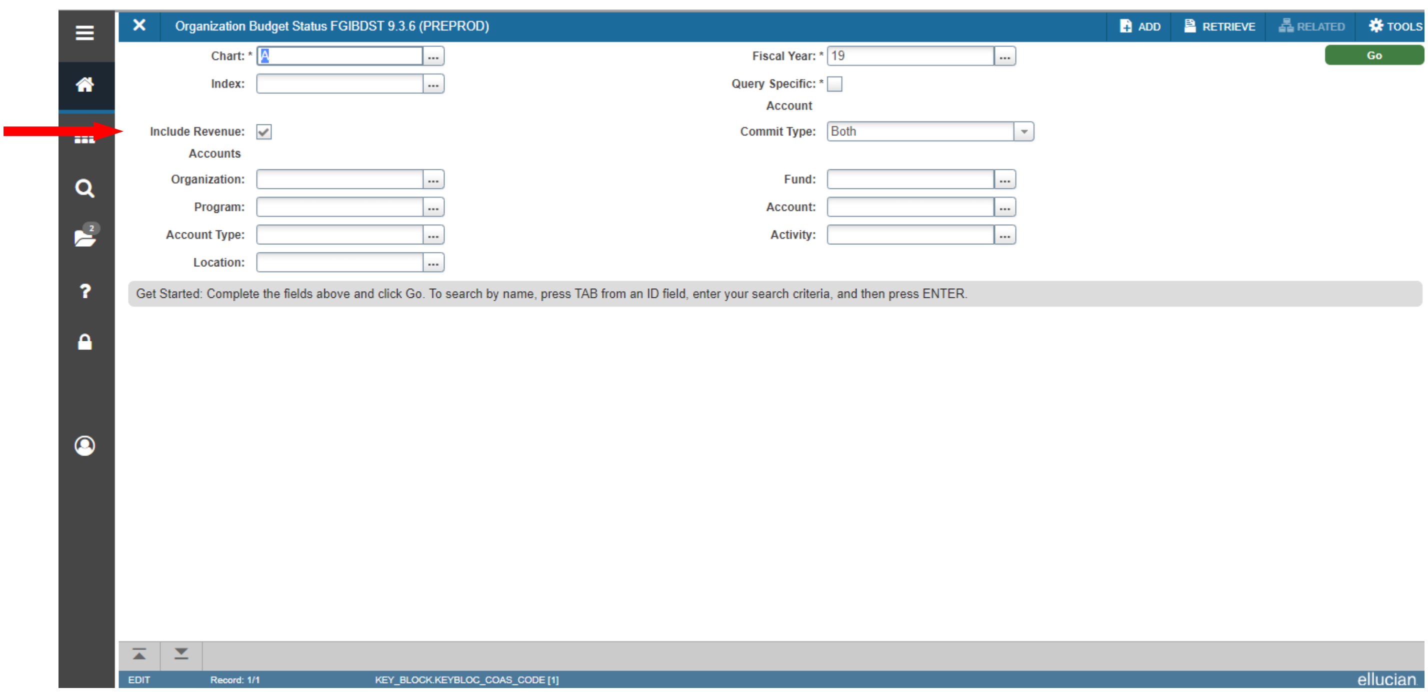
2. This will bring up a screen that looks like the following:



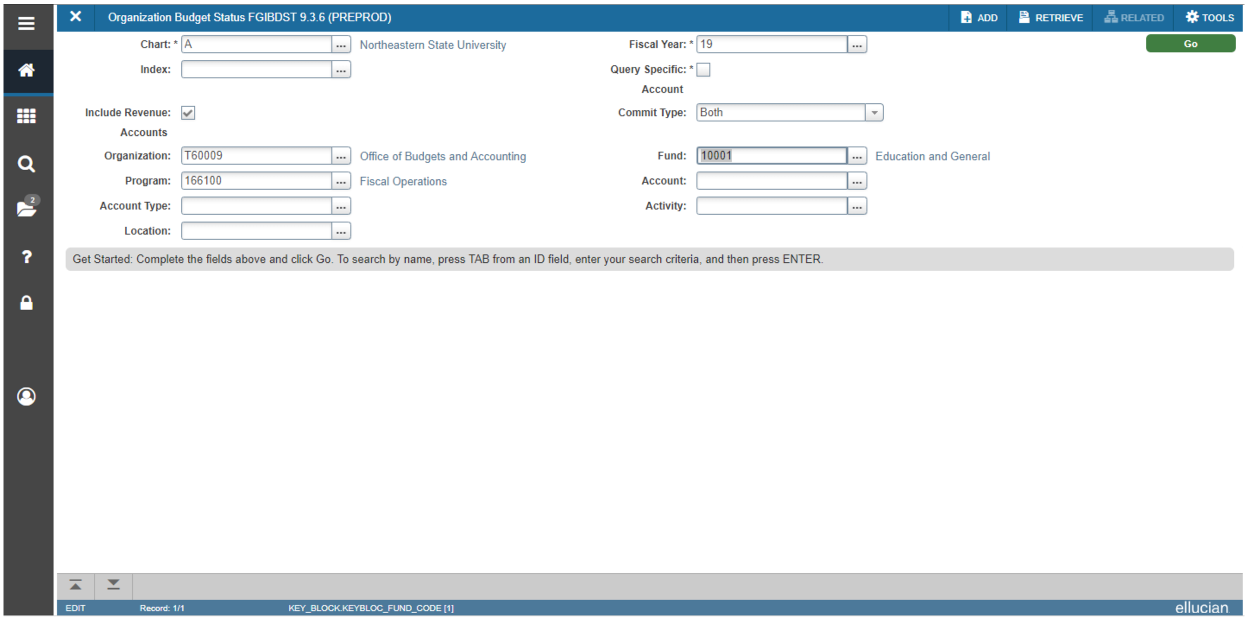
3. The **Chart** field defaults to **A**.
4. The **Fiscal Year** field defaults to the current fiscal year.
5. The **Index** field is not used at this time.
6. For State Appropriated Funds (10001), click **Include Revenue Accounts** to *remove* the check.

Removing the check allows the available balance to be seen in funds where there is no revenue. If using a fund with revenue, this step is not necessary.

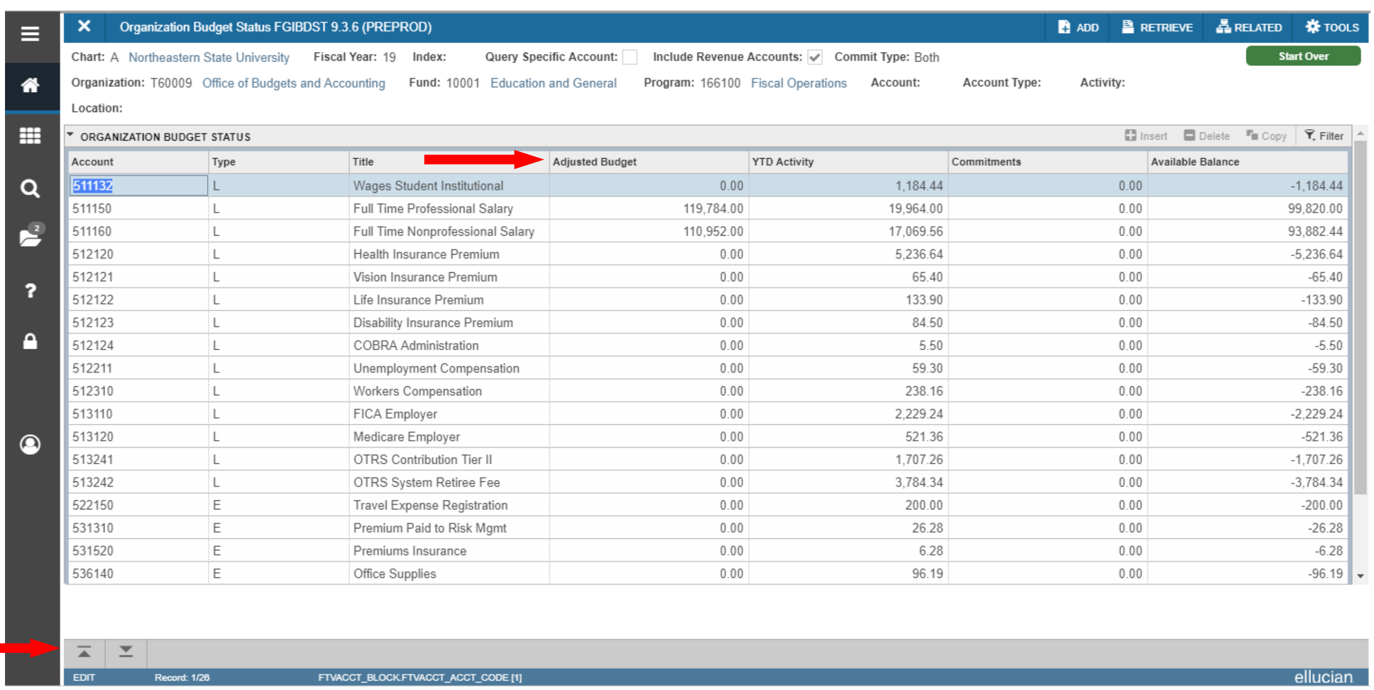
7. In **Commit Type** field, ***Both*** should be the default.



8. In the **Organization** field, type in your Organization number.
9. In the **Fund** field, type in your Fund number.
10. Type in **Program** field (optional). The program code could produce an incorrect budget report if expenses and/or revenue was entered with a different program code than the one used for the query.
11. In the **Account** field, leave blank to display all accounts (*recommended*) or type in an Account number to display that account and all successive accounts.

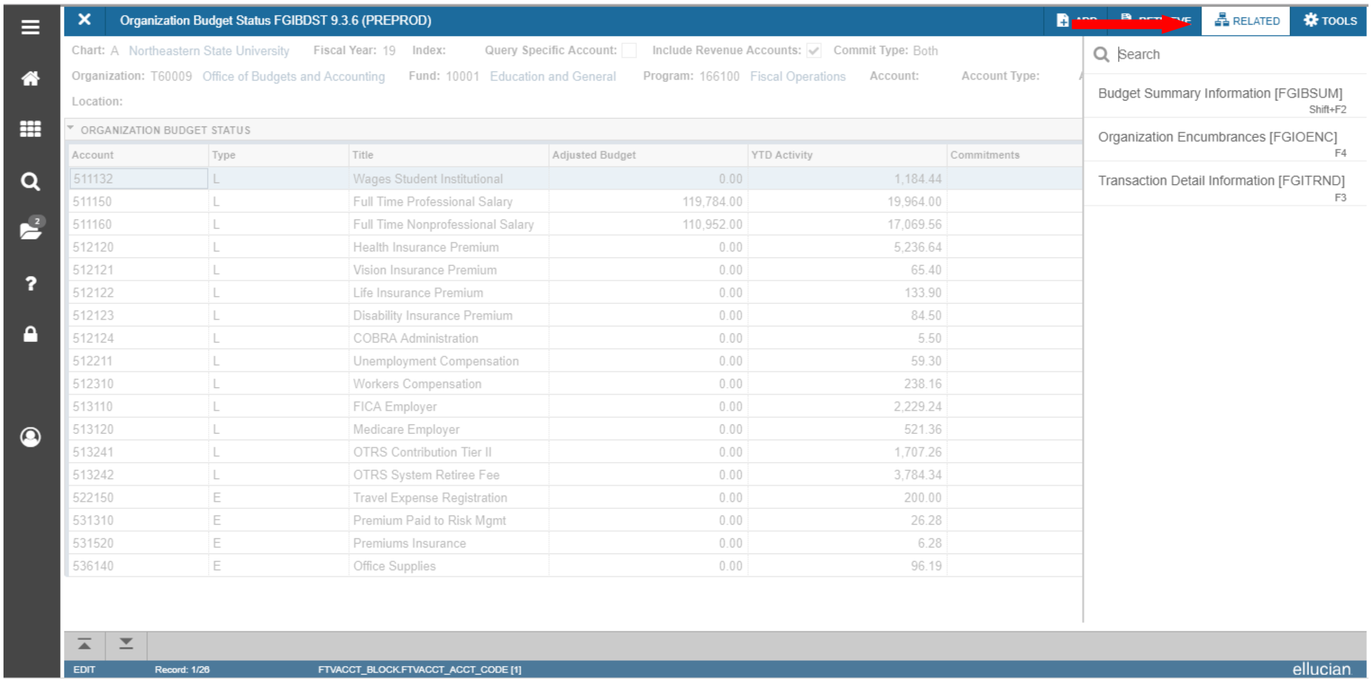


12. Click **Next Section (ALT + Page Down) or GO**. Totals for each Account are displayed in the second block. The Available Balance Net Total equals Adjusted Budget less YTD Activity and Commitments (in Designated Tuition FOAPs only)



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
511132	L	Wages Student Institutional	0.00	1,184.44	0.00	-1,184.44
511150	L	Full Time Professional Salary	119,784.00	19,964.00	0.00	99,820.00
511160	L	Full Time Nonprofessional Salary	110,952.00	17,069.56	0.00	93,882.44
512120	L	Health Insurance Premium	0.00	5,236.64	0.00	-5,236.64
512121	L	Vision Insurance Premium	0.00	65.40	0.00	-65.40
512122	L	Life Insurance Premium	0.00	133.90	0.00	-133.90
512123	L	Disability Insurance Premium	0.00	84.50	0.00	-84.50
512124	L	COBRA Administration	0.00	5.50	0.00	-5.50
512211	L	Unemployment Compensation	0.00	59.30	0.00	-59.30
512310	L	Workers Compensation	0.00	238.16	0.00	-238.16
513110	L	FICA Employer	0.00	2,229.24	0.00	-2,229.24
513120	L	Medicare Employer	0.00	521.36	0.00	-521.36
513241	L	OTRS Contribution Tier II	0.00	1,707.26	0.00	-1,707.26
513242	L	OTRS System Retiree Fee	0.00	3,784.34	0.00	-3,784.34
522150	E	Travel Expense Registration	0.00	200.00	0.00	-200.00
531310	E	Premium Paid to Risk Mgmt	0.00	26.28	0.00	-26.28
531520	E	Premiums Insurance	0.00	6.28	0.00	-6.28
536140	E	Office Supplies	0.00	96.19	0.00	-96.19

- Related screens available in the Related menu:
  - **FGIBSUM** – Organizational Budget Summary (for specified Fund and Organization)
  - **FGIOENC** – Organizational Encumbrances List (for specified Fund and Organization)
  - **FGITRND** – Default Transaction Activity (for selected Account)



#2

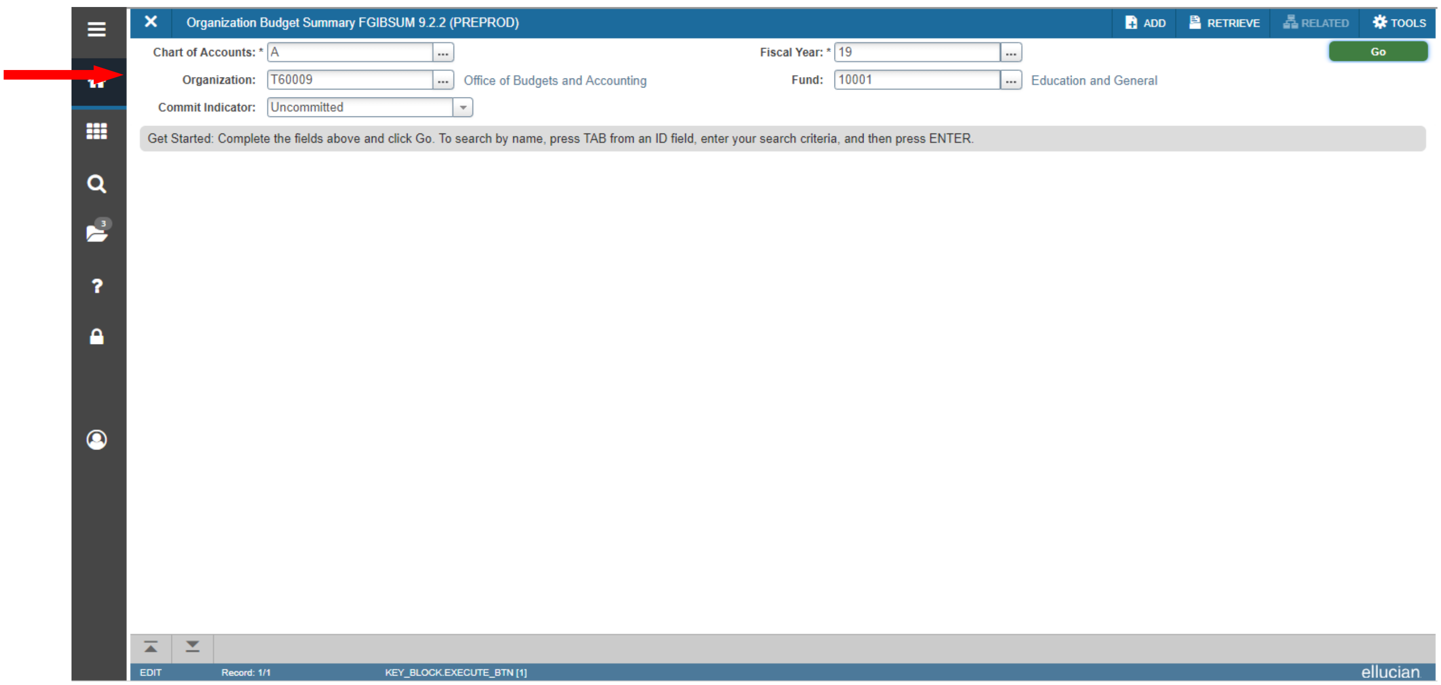
FGIBSUM

Finance General Ledger Inquiry Form

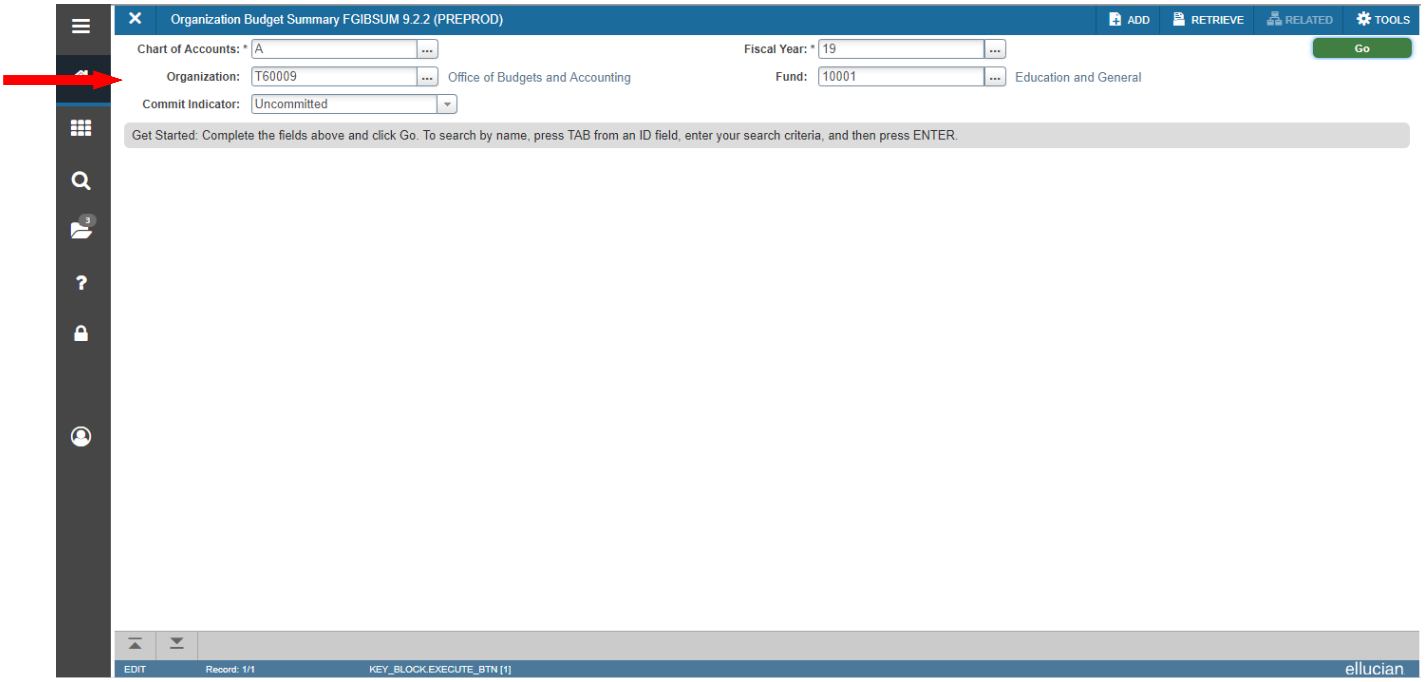
Organizational Budget Summary

This screen provides summarized budget, YTD activity in Revenue, Labor, Direct Expenditures, and Transfers totals for a specified Fund and Organization.

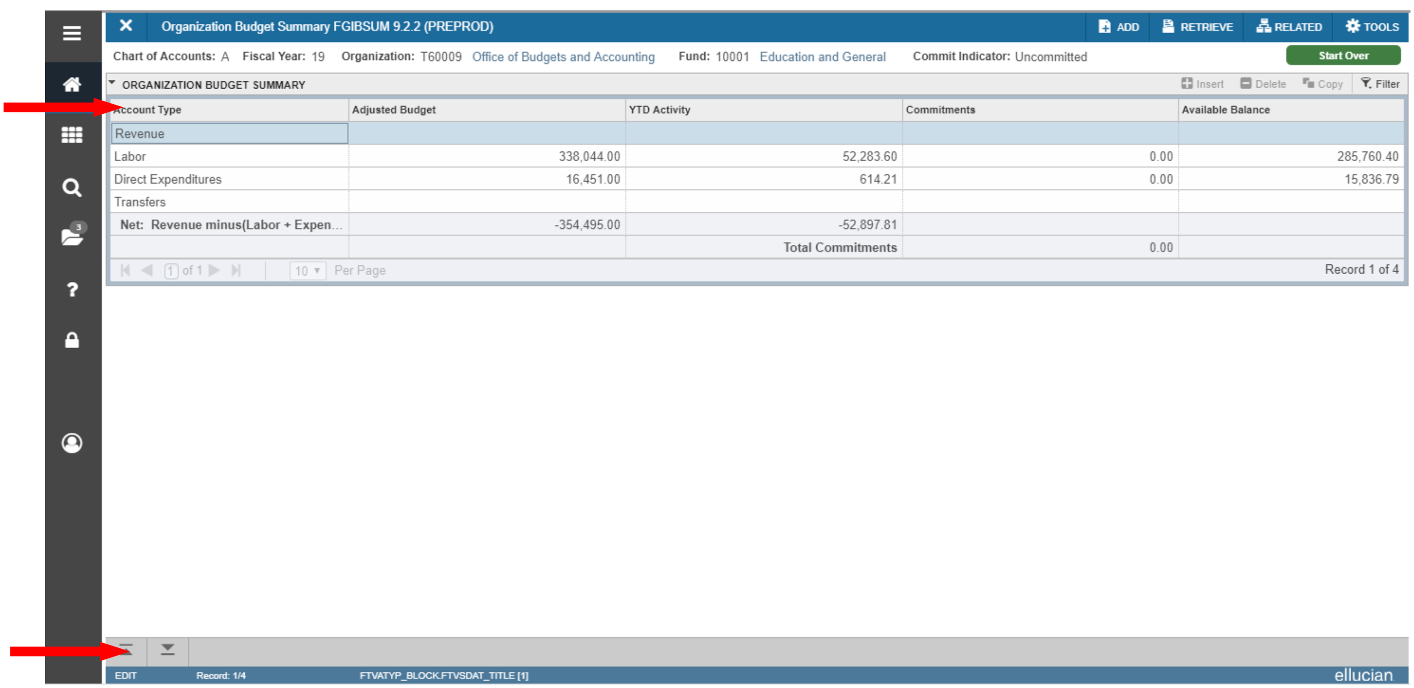
1. At the **Dashboard**, type “FGIBSUM” in the **Search. . .** field and press enter.
2. The **Chart** field defaults to **A**.
3. The **Fiscal Year** field defaults to the current fiscal year.



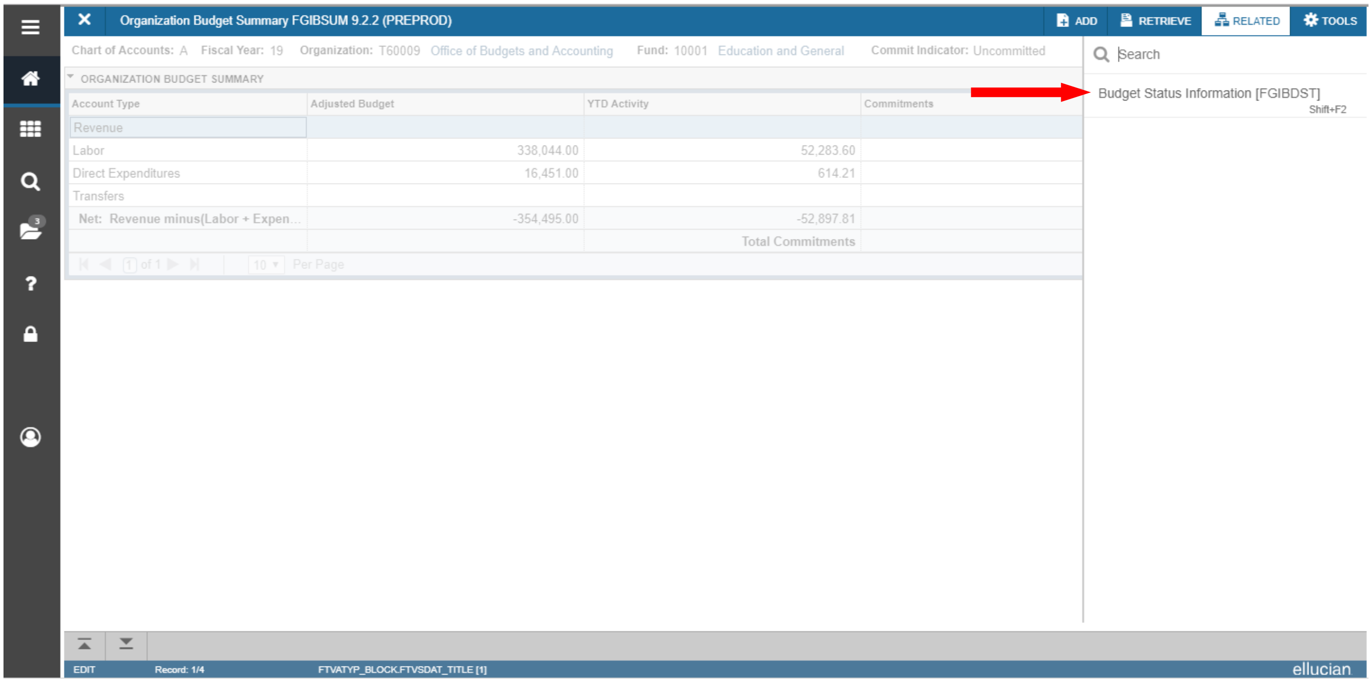
4. In the **Organization** field, type in your Organization number.
5. In the **Fund** field, type in your Fund number.
6. In the **Commit Indicator** field, **Both** should be the default.



7. Click **Next Section or Go**. Totals for **Account Type** are displayed in the second block. The **Net** total equals total **Revenue** less **Labor** and **Expenditures** and **Transfers**.



- Related forms available in Related menu:
  - **FGIBDST-** Organizational Budget Status (for specified Fund and Organization)



#3

FGITBAL

Finance General Ledger Inquiry Form

Trial Balance

This screen displays the current account balances for a Fund.

1. At the **General Menu**, type “FGITBAL” in **Search . . .** field and press enter or tab.
2. The **Chart** field defaults to **A**.
3. The **Fiscal Year** field defaults to the current fiscal year.
4. In the **Fund** field, type in your Fund number.
5. In the **Account** field, leave blank to display all accounts (*recommended*) or type in an Account number to display that Account and all successive Accounts.
6. Click **Next Section**. The current balance for each **Account** is displayed. The **Debit/ Credit** field indicates whether the balance is a debit or a credit. An asterisk after the **Debit/Credit** field indicates if the balance is opposite of Normal Balance.

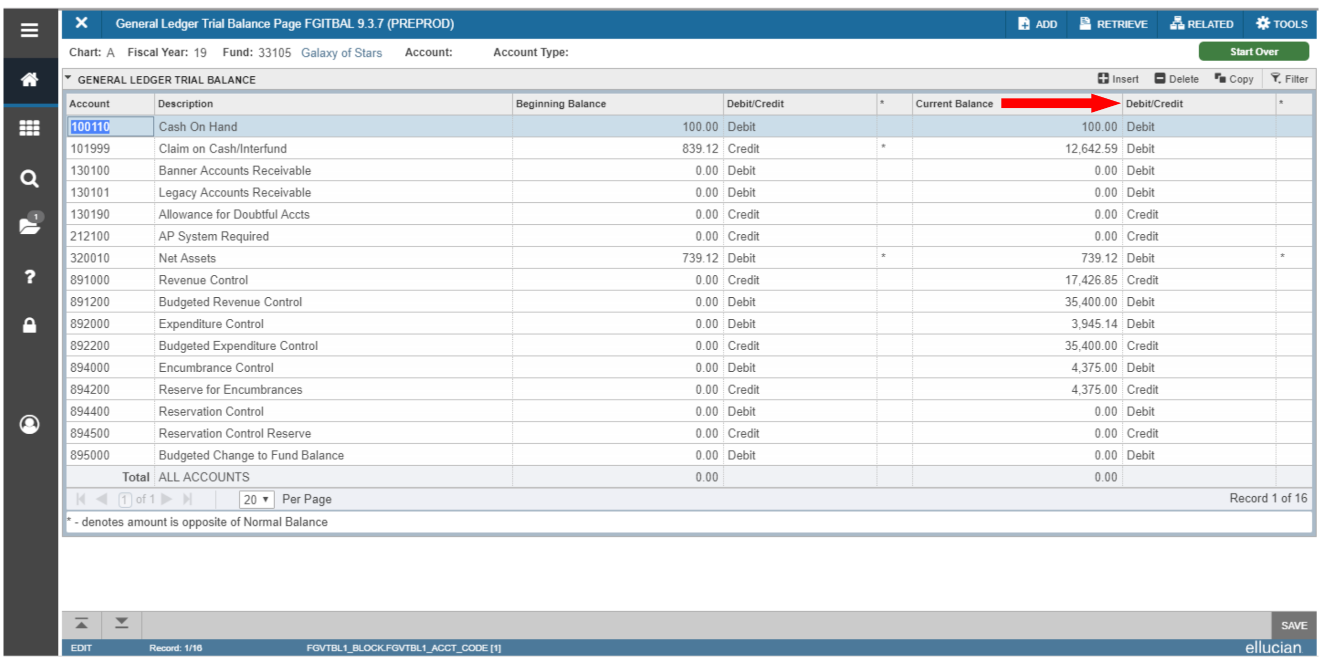

General Ledger Trial Balance Page FGITBAL 9.3.7 (PREPROD)

Chart: A Fiscal Year: 19 Fund: 33105 Galaxy of Stars Account: Account Type:

GENERAL LEDGER TRIAL BALANCE

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
100110	Cash On Hand	100.00	Debit		100.00	Debit	
101999	Claim on Cash/Interfund	839.12	Credit	*	12,642.59	Debit	
130100	Banner Accounts Receivable	0.00	Debit		0.00	Debit	
130101	Legacy Accounts Receivable	0.00	Debit		0.00	Debit	
130190	Allowance for Doubtful Accts	0.00	Credit		0.00	Credit	
212100	AP System Required	0.00	Credit		0.00	Credit	
320010	Net Assets	739.12	Debit	*	739.12	Debit	*
891000	Revenue Control	0.00	Credit		17,426.85	Credit	
891200	Budgeted Revenue Control	0.00	Debit		35,400.00	Debit	
892000	Expenditure Control	0.00	Debit		3,945.14	Debit	
892200	Budgeted Expenditure Control	0.00	Credit		35,400.00	Credit	
894000	Encumbrance Control	0.00	Debit		4,375.00	Debit	
894200	Reserve for Encumbrances	0.00	Credit		4,375.00	Credit	
894400	Reservation Control	0.00	Debit		0.00	Debit	
894500	Reservation Control Reserve	0.00	Credit		0.00	Credit	
895000	Budgeted Change to Fund Balance	0.00	Debit		0.00	Debit	
Total	ALL ACCOUNTS	0.00			0.00		

20 Per Page Record 1 of 16

* - denotes amount is opposite of Normal Balance

EDIT Record: 1/16 FGVTBL1_BLOCK.FGVTBL1_ACCT_CODE [1]

#4

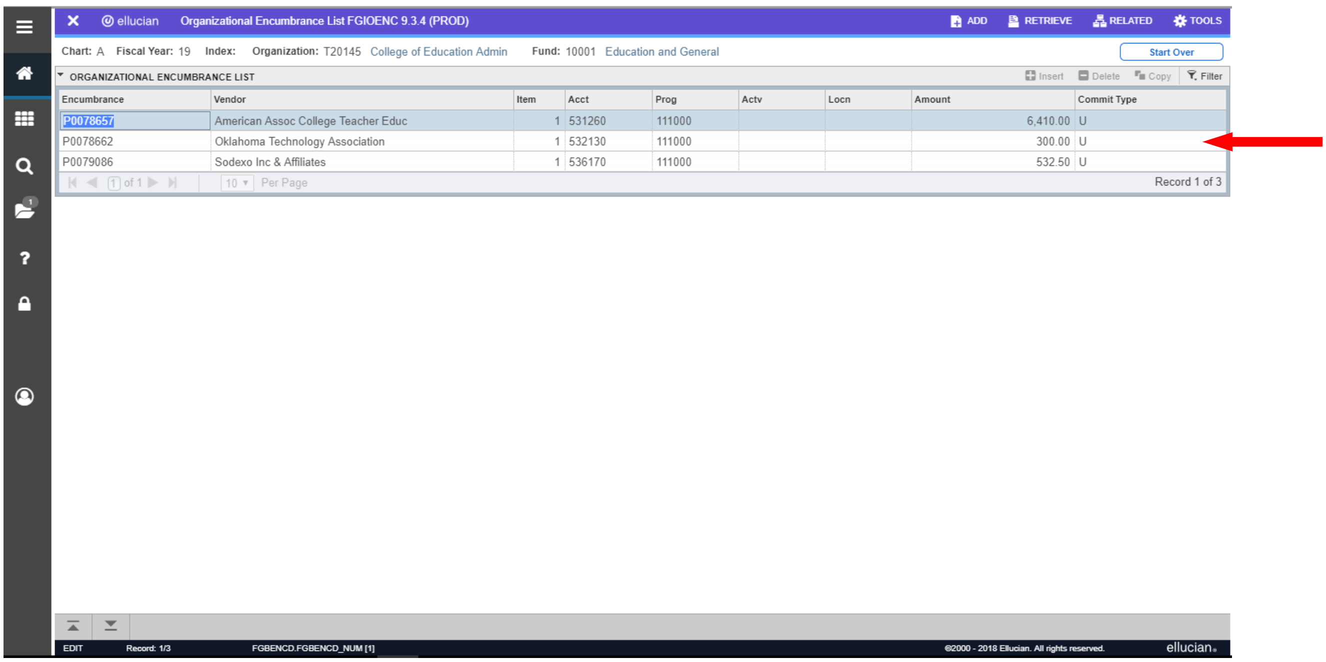
FGIOENC

Finance General Ledger Inquiry Form

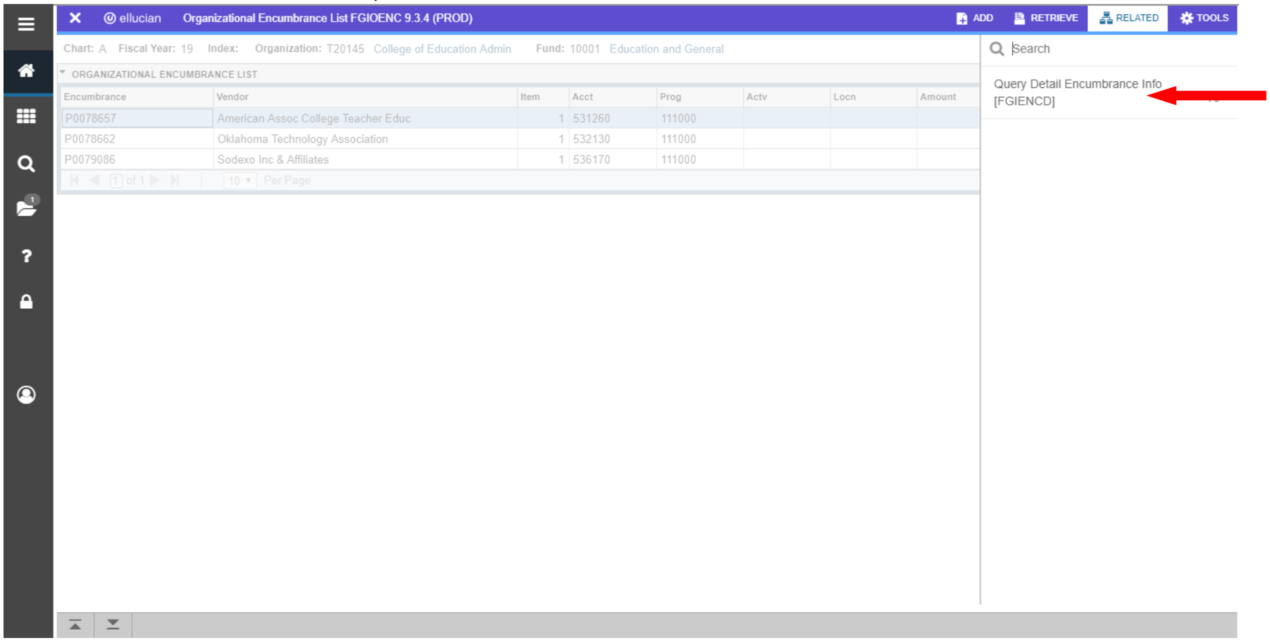
Organizational EnCumbrance List

This screen displays a list of all encumbrances for a specified Organization.

1. At the **General Menu**, type "FGIOENC" in **Search . . .** field and press enter or tab.
2. The **Chart** field defaults to **A**.
3. The **Fiscal Year** field defaults to the current fiscal year.
4. The **Index** field is not used at this time.
5. In the **Organization** field, type in your Organization number.
6. In the **Fund** field, type in your Fund number.
7. Click **Next Section**. **Encumbrance** documents, associated **Vendors**, and remaining **Accounts** are displayed.



- Related forms available in Related menu:
  - **FGIENCD –** Detail Encumbrance Activity (for selected Encumbrance)

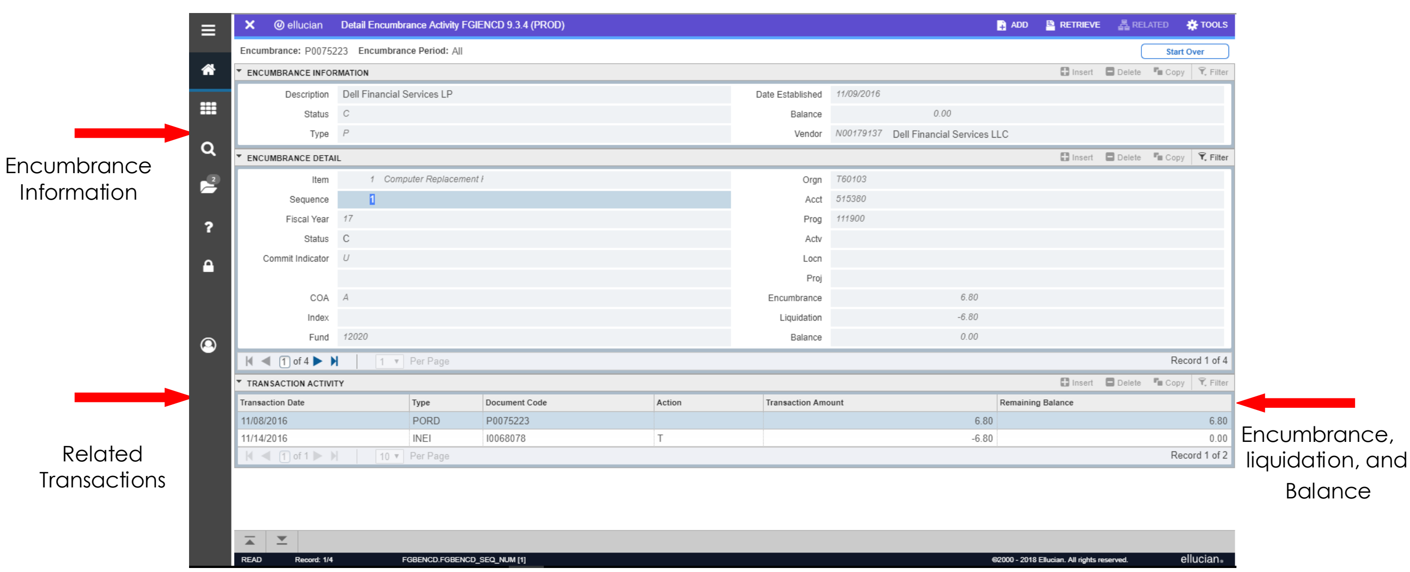


FGIENCD

Finance General Ledger Inquiry Form
Detail Encumbrance Activity

This screen displays detailed transaction activity for a selected original encumbrance entry as well as all transaction activity against the encumbrance.

1. At the **General Menu**, type “FGIENCD” in **Search . . .** field and press enter or tab.
2. In the **Encumbrance** field, type the Encumbrance document number (e.g., P0000009) or select it from the drop down list.
3. Click **Next Section**.
   a. The **Vendor, Date Established**, and original **Balance** of the encumbrance are displayed in the top section of the form.
   b. The original **Encumbrance, Liquidation** amount and **Balance** for each **FOAP(AL)** responsible for payment of the purchase are displayed in the middle section of the form. (Click **Next Section** to view additional encumbrance data if the purchase is distributed to more than one **FOAP(AL).**
   c. All transactions related to the purchase order (original order, change orders, invoices) are displayed in the bottom section of the form.



#6

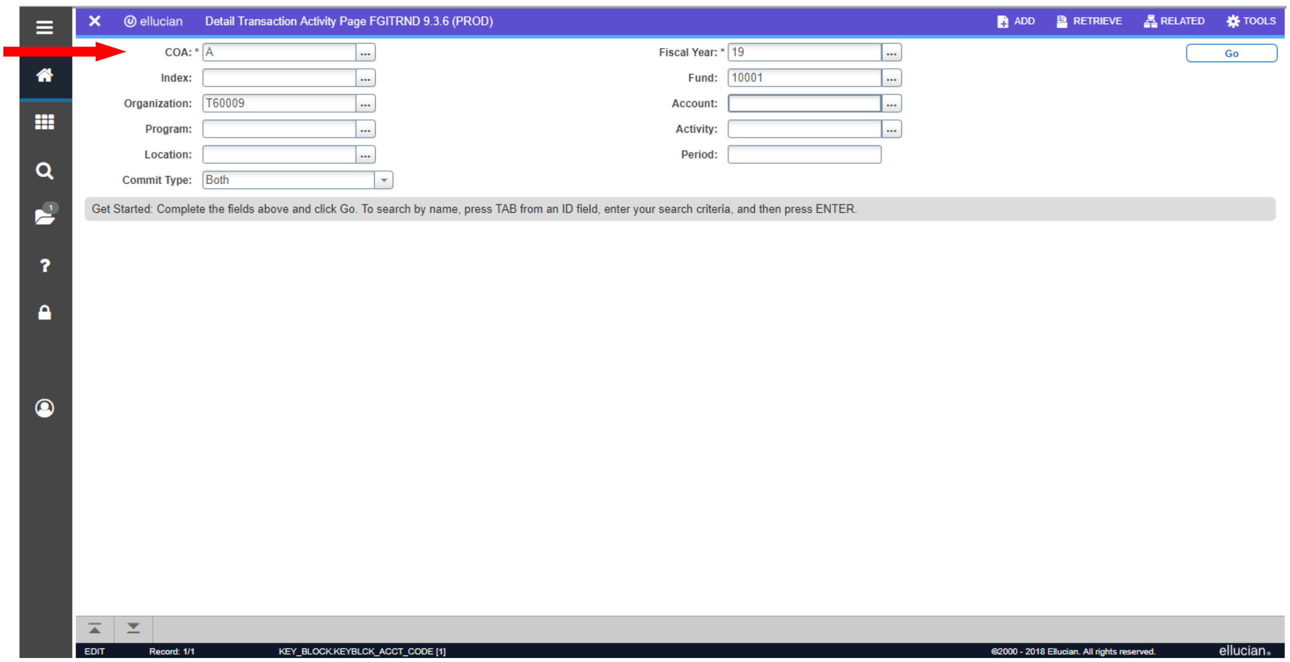
FGITRND

Finance General Ledger Inquiry Form

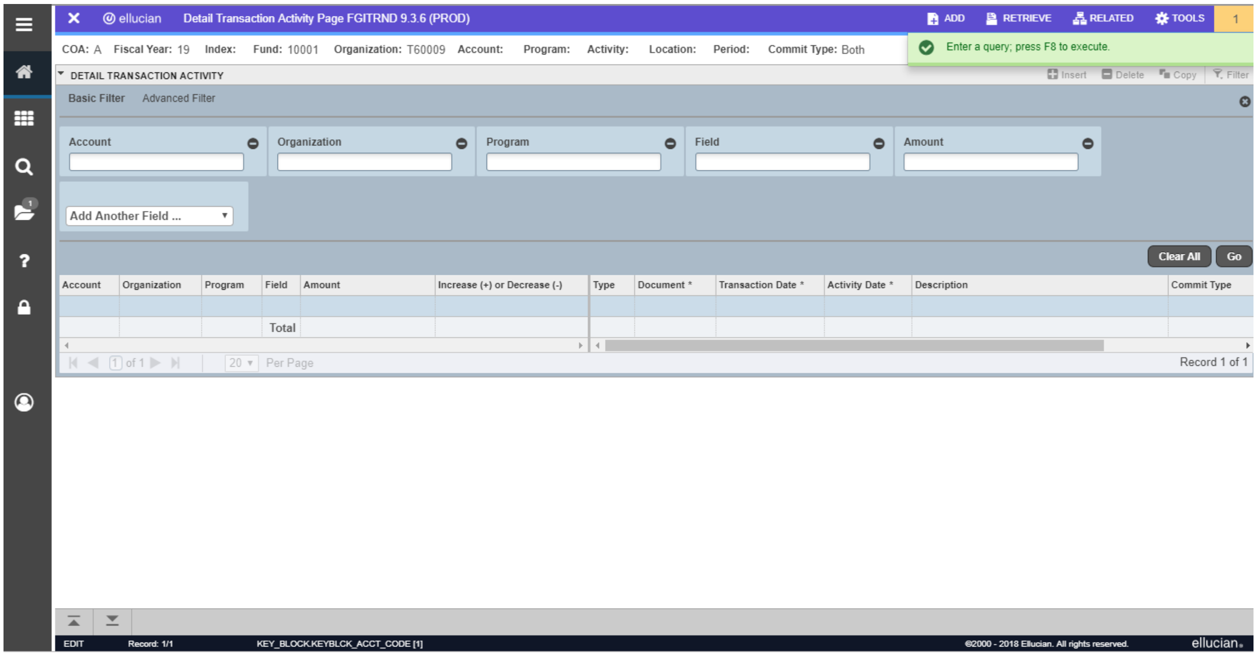
Transaction Detail Activity

This screen displays detailed transaction activity for specified FOAP(AL) elements sorted by account.

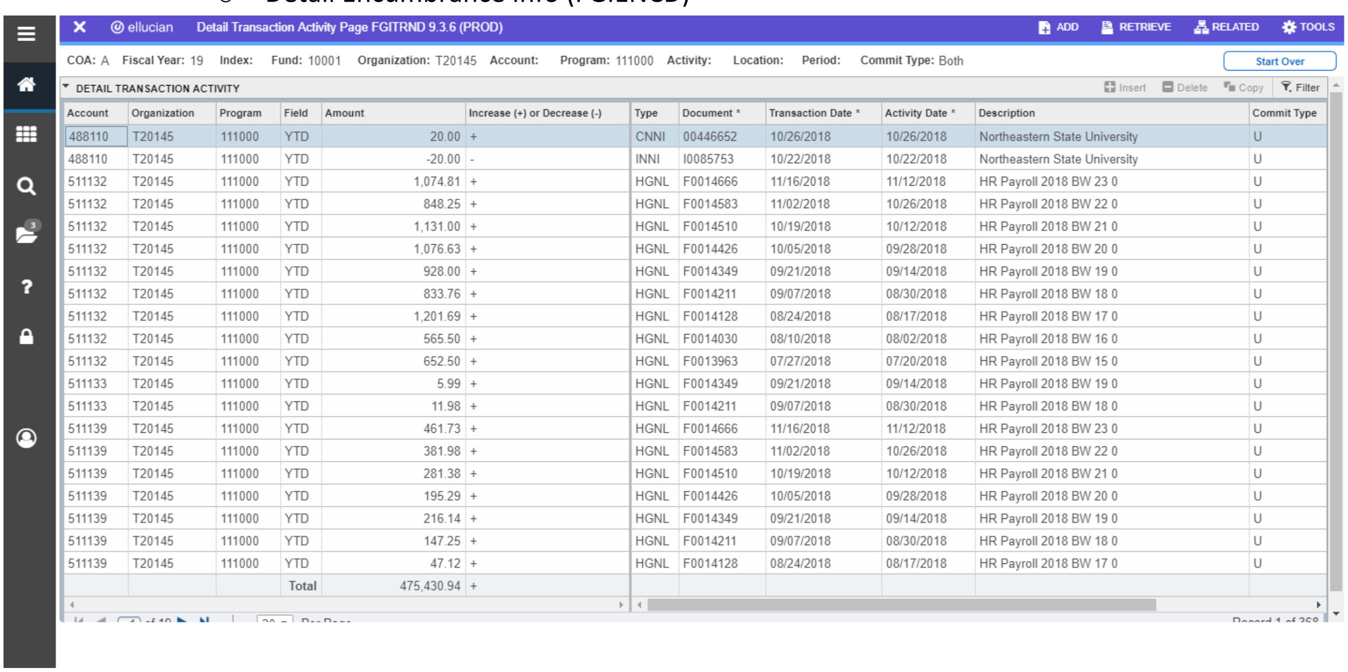
1. At the **General Menu**, type “FGITRND” in **Search. . .** field and press enter or tab.
2. The **Chart** field defaults to **A**.
3. The **Fiscal Year** field defaults to the current fiscal year.
4. Enter one or more elements of the **FOAP(AL)** you wish to view.



5. Click **Next Section**.
6. Click **Go or F8**.
   a. All year-to-date transactions related to the **FOAP(AL)** are displayed. The **Type** field indicates the transaction type for each document.
   b. For the total, select **Query Total for all Records** from the **Options** menu under **Tools**.
   c. To view other information for each transaction such as document number and document description, click on the arrow on the horizontal scroll bar located near the bottom of the form.



- Related forms available in Related menu:
  - Query Document (By Type)
  - Detail Encumbrance Info (FGIENCD)



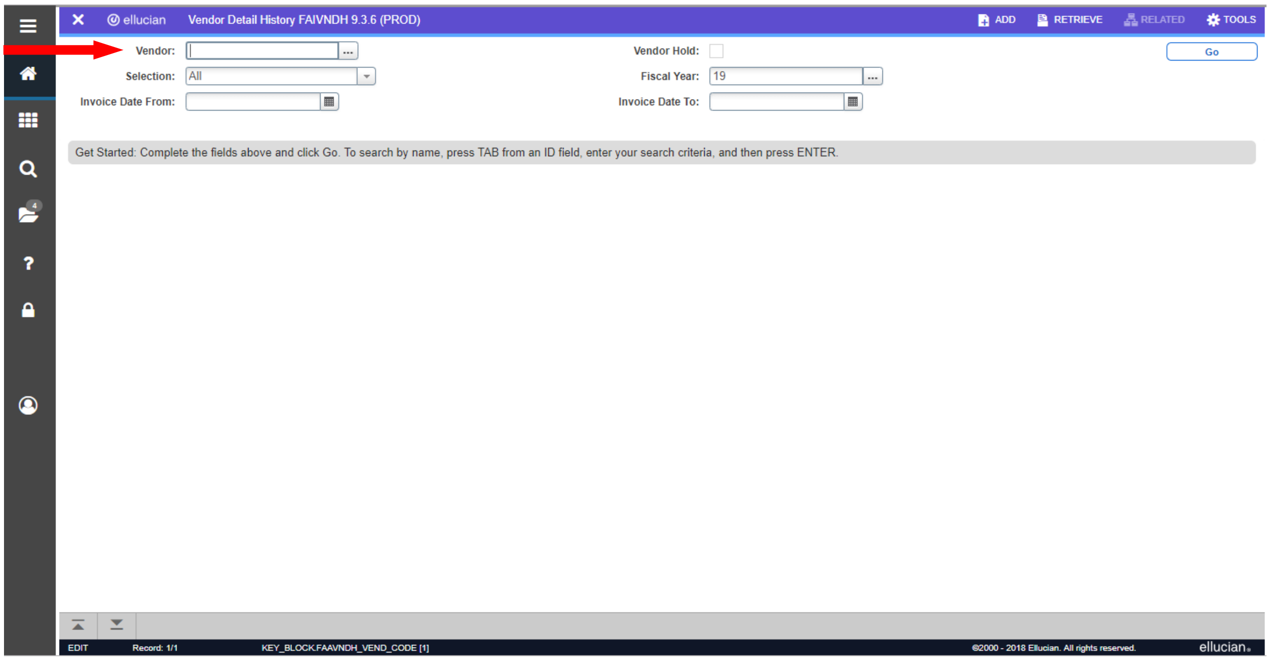
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type
488110	T20145	111000	YTD	20.00	+	CNNI	00446652	10/26/2018	10/26/2018	Northeastern State University	U
488110	T20145	111000	YTD	-20.00	-	INNI	I0085753	10/22/2018	10/22/2018	Northeastern State University	U
511132	T20145	111000	YTD	1,074.81	+	HGNL	F0014666	11/16/2018	11/12/2018	HR Payroll 2018 BW 23 0	U
511132	T20145	111000	YTD	848.25	+	HGNL	F0014583	11/02/2018	10/26/2018	HR Payroll 2018 BW 22 0	U
511132	T20145	111000	YTD	1,131.00	+	HGNL	F0014510	10/19/2018	10/12/2018	HR Payroll 2018 BW 21 0	U
511132	T20145	111000	YTD	1,076.63	+	HGNL	F0014426	10/05/2018	09/28/2018	HR Payroll 2018 BW 20 0	U
511132	T20145	111000	YTD	928.00	+	HGNL	F0014349	09/21/2018	09/14/2018	HR Payroll 2018 BW 19 0	U
511132	T20145	111000	YTD	833.76	+	HGNL	F0014211	09/07/2018	08/30/2018	HR Payroll 2018 BW 18 0	U
511132	T20145	111000	YTD	1,201.69	+	HGNL	F0014128	08/24/2018	08/17/2018	HR Payroll 2018 BW 17 0	U
511132	T20145	111000	YTD	565.50	+	HGNL	F0014030	08/10/2018	08/02/2018	HR Payroll 2018 BW 16 0	U
511132	T20145	111000	YTD	652.50	+	HGNL	F0013963	07/27/2018	07/20/2018	HR Payroll 2018 BW 15 0	U
511133	T20145	111000	YTD	5.99	+	HGNL	F0014349	09/21/2018	09/14/2018	HR Payroll 2018 BW 19 0	U
511133	T20145	111000	YTD	11.98	+	HGNL	F0014211	09/07/2018	08/30/2018	HR Payroll 2018 BW 18 0	U
511139	T20145	111000	YTD	461.73	+	HGNL	F0014666	11/16/2018	11/12/2018	HR Payroll 2018 BW 23 0	U
511139	T20145	111000	YTD	381.98	+	HGNL	F0014583	11/02/2018	10/26/2018	HR Payroll 2018 BW 22 0	U
511139	T20145	111000	YTD	281.38	+	HGNL	F0014510	10/19/2018	10/12/2018	HR Payroll 2018 BW 21 0	U
511139	T20145	111000	YTD	195.29	+	HGNL	F0014426	10/05/2018	09/28/2018	HR Payroll 2018 BW 20 0	U
511139	T20145	111000	YTD	216.14	+	HGNL	F0014349	09/21/2018	09/14/2018	HR Payroll 2018 BW 19 0	U
511139	T20145	111000	YTD	147.25	+	HGNL	F0014211	09/07/2018	08/30/2018	HR Payroll 2018 BW 18 0	U
511139	T20145	111000	YTD	47.12	+	HGNL	F0014128	08/24/2018	08/17/2018	HR Payroll 2018 BW 17 0	U
			Total	475,430.94	+						

FAIVNDH

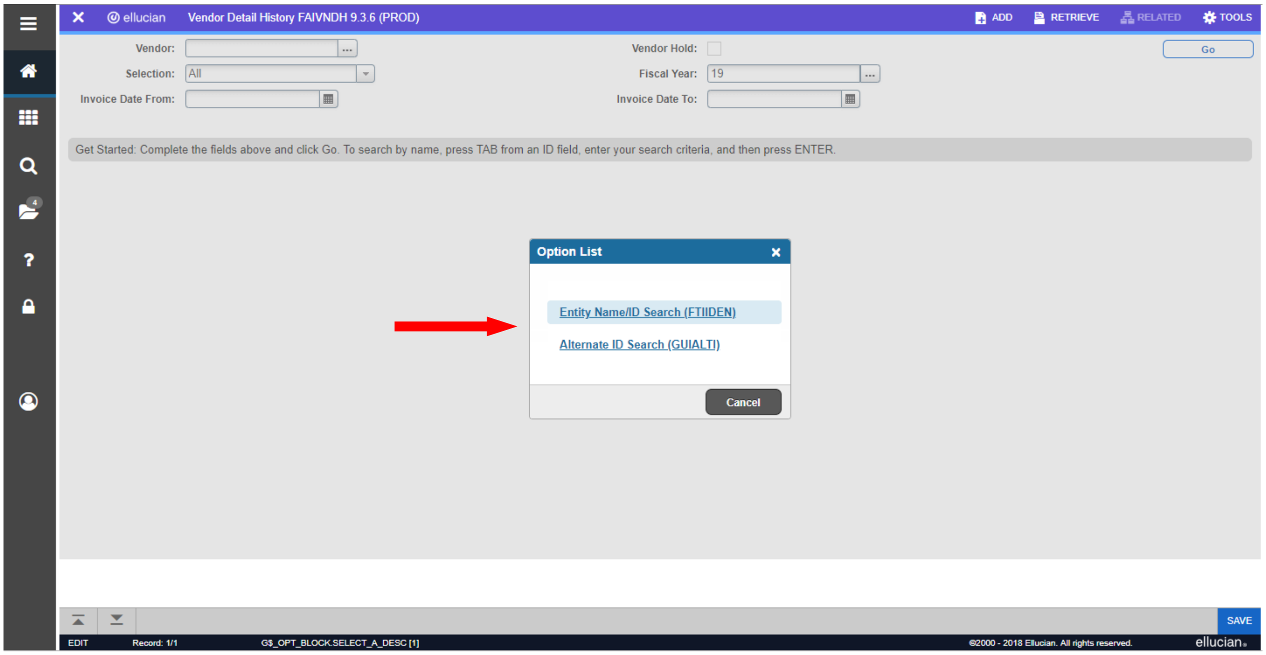
Finance Accounts Payable Inquiry Form
Vendor Detail History

This screen provides a list of vendor invoices, credit memos, and payment transactions for a specified vendor.

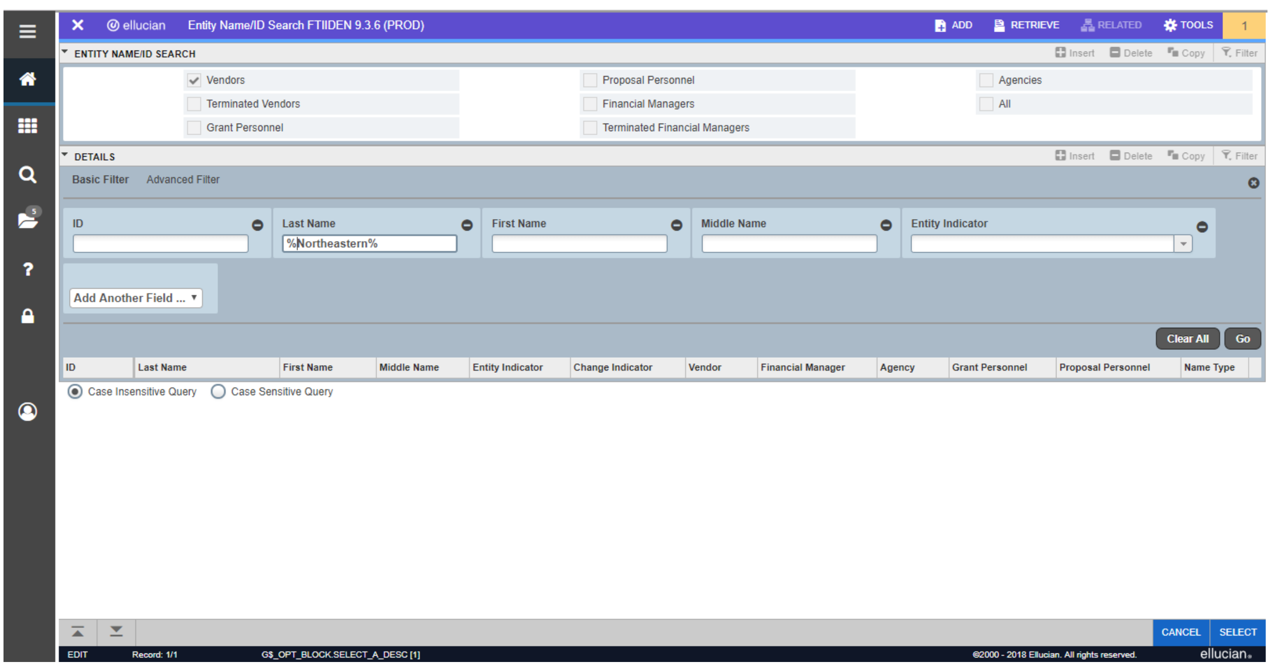
1. At the **General Menu**, type "FAIVNDH" in **Search. . .** field and press enter or tab.
2. In the **Vendor** field, enter the vendor ID or click the drop down box to search on **FTIIDEN**.



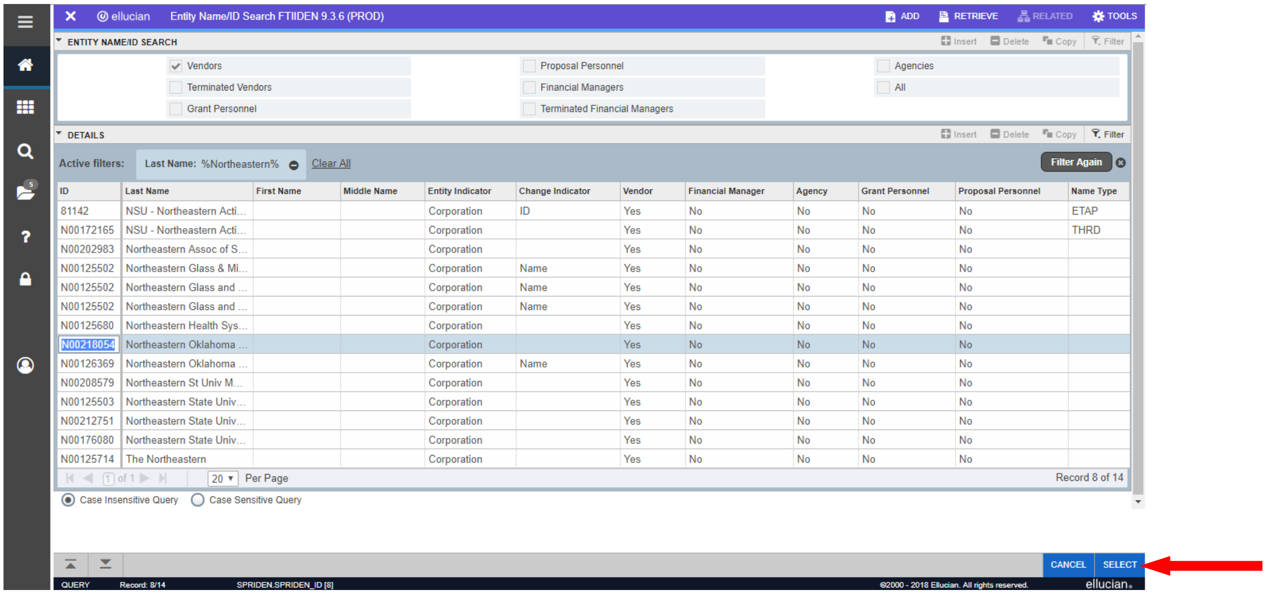
3. Click on the **Entity Name/ID Search Form [FTIIDEN]** option.



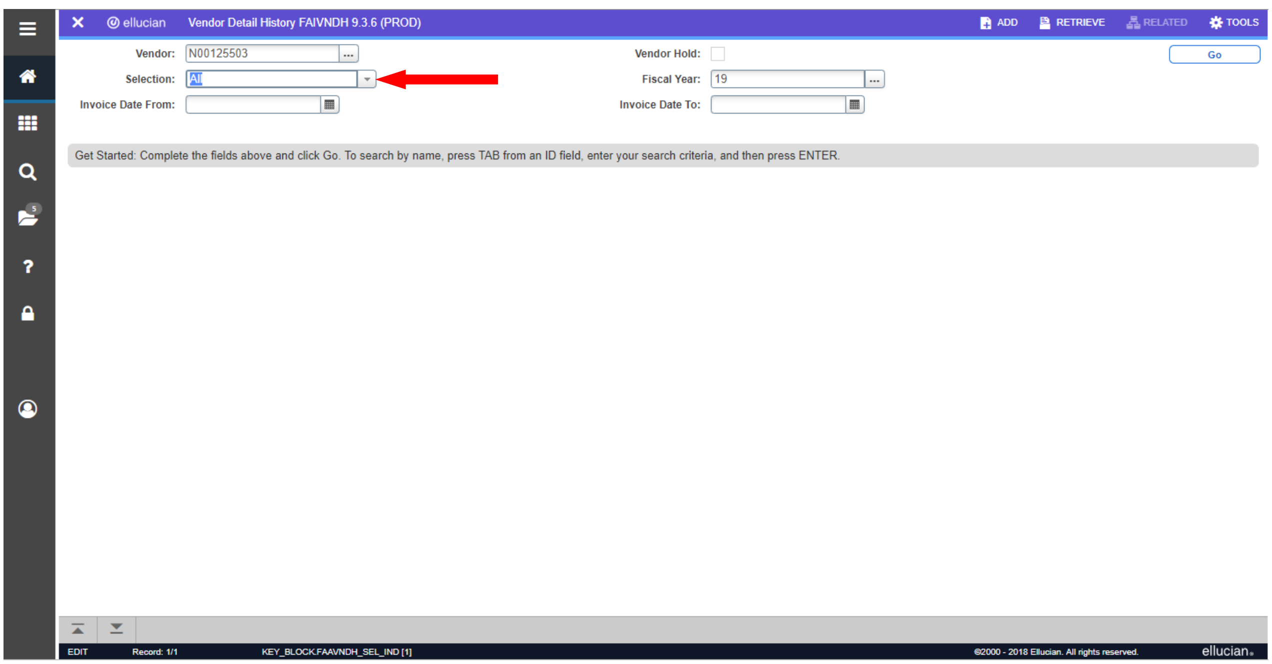
4. In the **Last Name** field on the **Entity Name/ID Search Form [FTIIDEN],** enter the name or part of the name using a percent sign (%) as a wild card before,after, or on either side of the search string. First letter is always capitalized.
5. Click **Go or F8**.



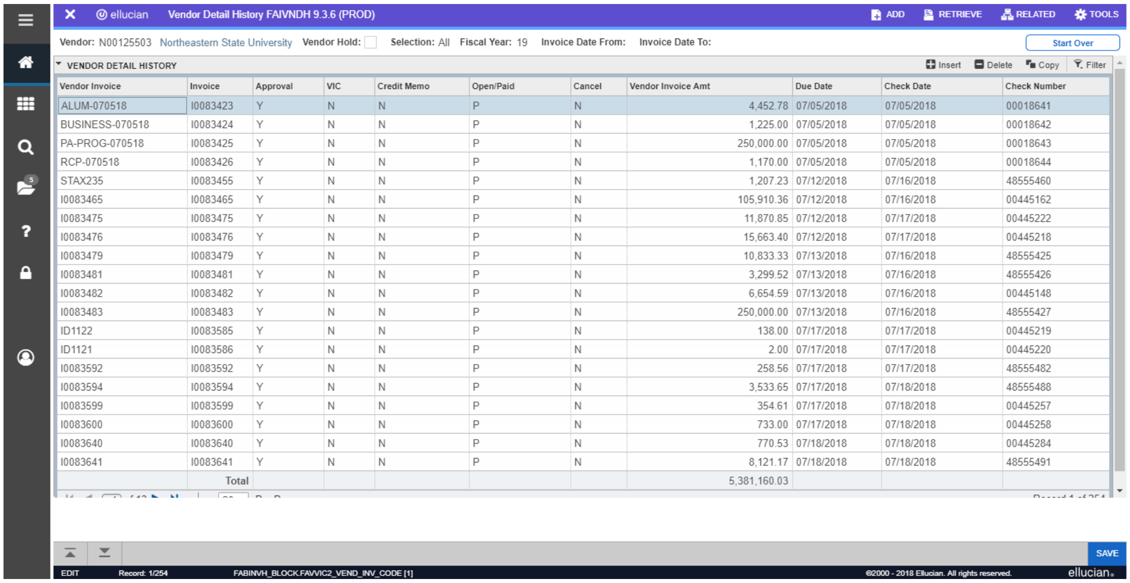
6. Highlight the correct vendor from the list and click **Select**.



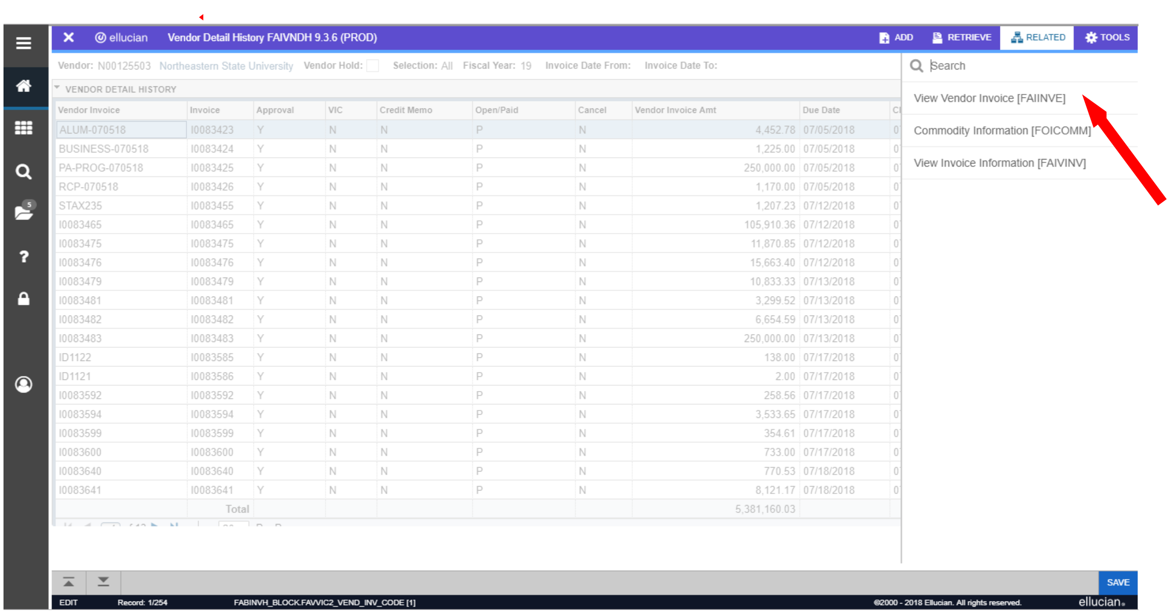
7. The **Fiscal Year** field defaults to the current fiscal year.
8. In the **Selection** field, select the type of invoice to view (All, Credit Memo, Open, Paid).



9. Click **Next Section or Go**. All invoices meeting the specified criteria are displayed with payment information. Highlight a specific **Check Number** and click the box with the down arrow to go to the **Check Payment History Form [FAICHKH]** to see all invoices paid on that check.



- Related screens available in Related menu:
    - **FAIINVE** – Invoice/Credit Memo Query (select query document [by type] for selected invoice)
    - **FOICOMM** - Commodity Information (for commodity description on selected invoice.
    - **FAIVINV** – Vendor Invoice Query (for invoice header and detail for selected invoice)



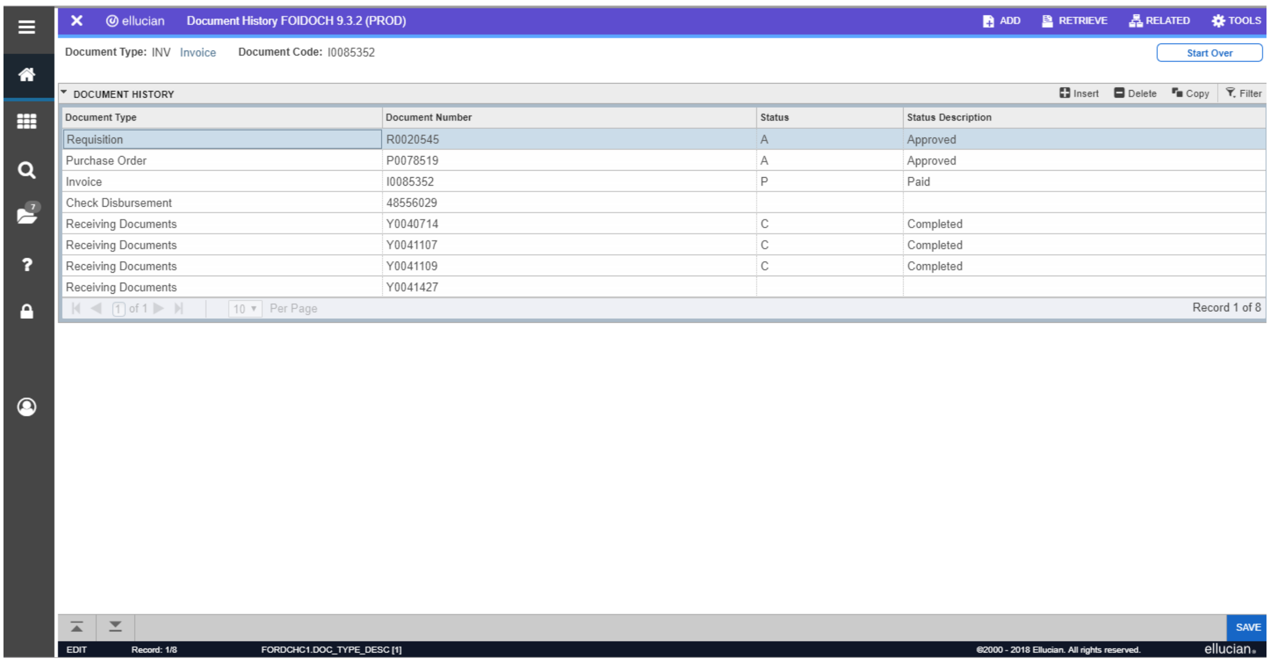
#8

FOIDOCH

Finance Operation Inquiry Form
Document History

- **This screen displays the processing history for a specified document by a selected document type and code**
- **Access to this screen is limited by security class**

1. At the **General Menu**, type “FOIDOCH” in **Search . . .** field and press enter.
2. In the **Document Type** field, enter "REQ" for requisition, “PO” for purchase order, “INV” for invoice, or click the drop down menu to select from all types.
3. In the **Document Code** field, enter the Banner document number.
4. Click **Next Section or Go**.


ellucian Document History FOIDOCH 9.3.2 (PROD)

ADD RETRIEVE RELATED TOOLS

Document Type: INV Invoice Document Code: I0085352

Start Over

DOCUMENT HISTORY

Insert Delete Copy Filter

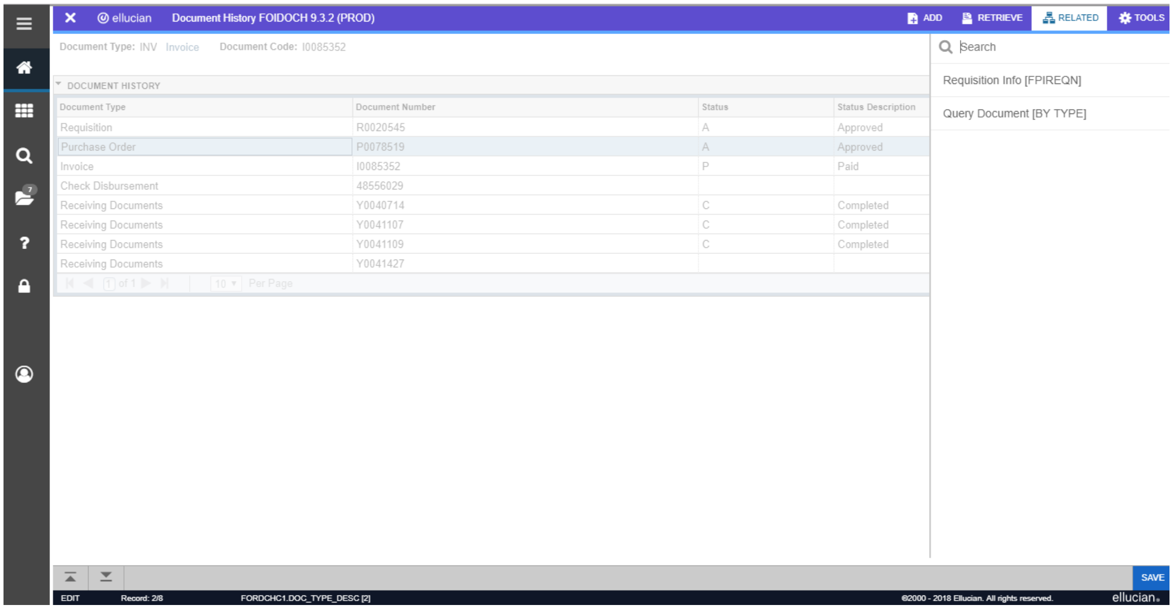
Document Type	Document Number	Status	Status Description
Requisition	R0020545	A	Approved
Purchase Order	P0078519	A	Approved
Invoice	I0085352	P	Paid
Check Disbursement	48556029		
Receiving Documents	Y0040714	C	Completed
Receiving Documents	Y0041107	C	Completed
Receiving Documents	Y0041109	C	Completed
Receiving Documents	Y0041427		

1 of 1 10 Per Page Record 1 of 8

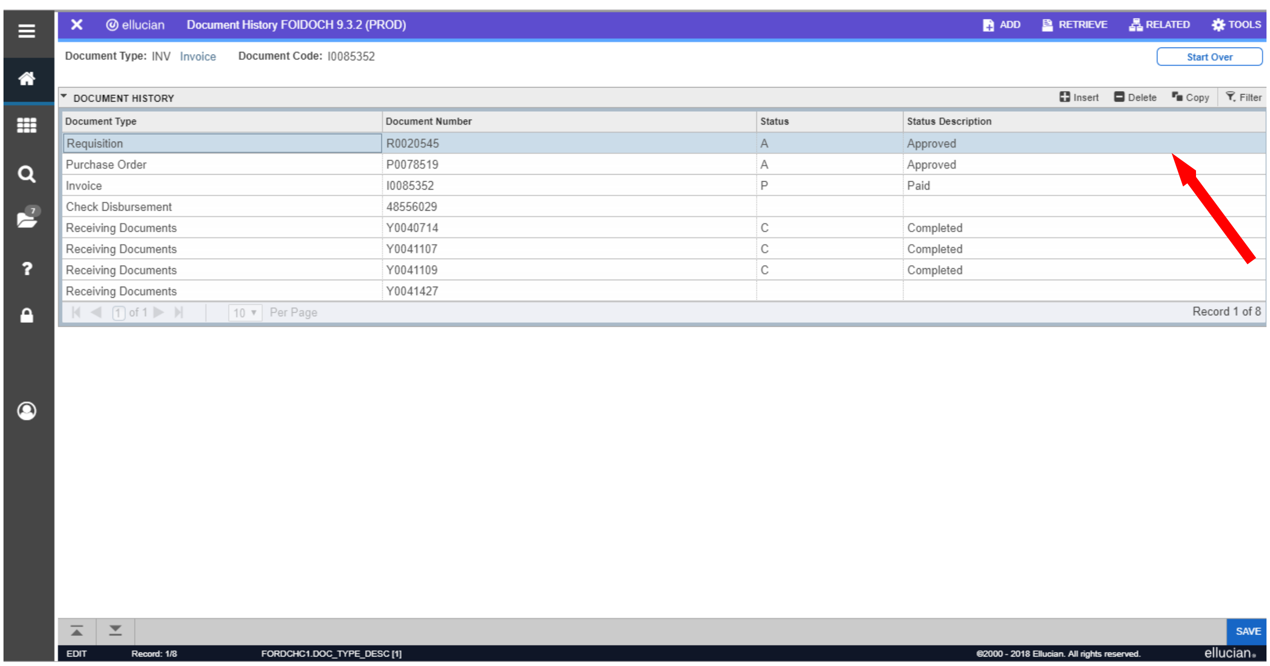
SAVE

EDIT Record: 1/8 FORDCHC1.DOC_TYPE_DESC [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

5. All entries related to the specified document are displayed. Use the **Related** menu to query the document selected.



6. The **Status** field for each document listed indicates its current status, such as open, approved, or canceled. Select **View Status Indicators** in the **Tools** menu for a list of codes.

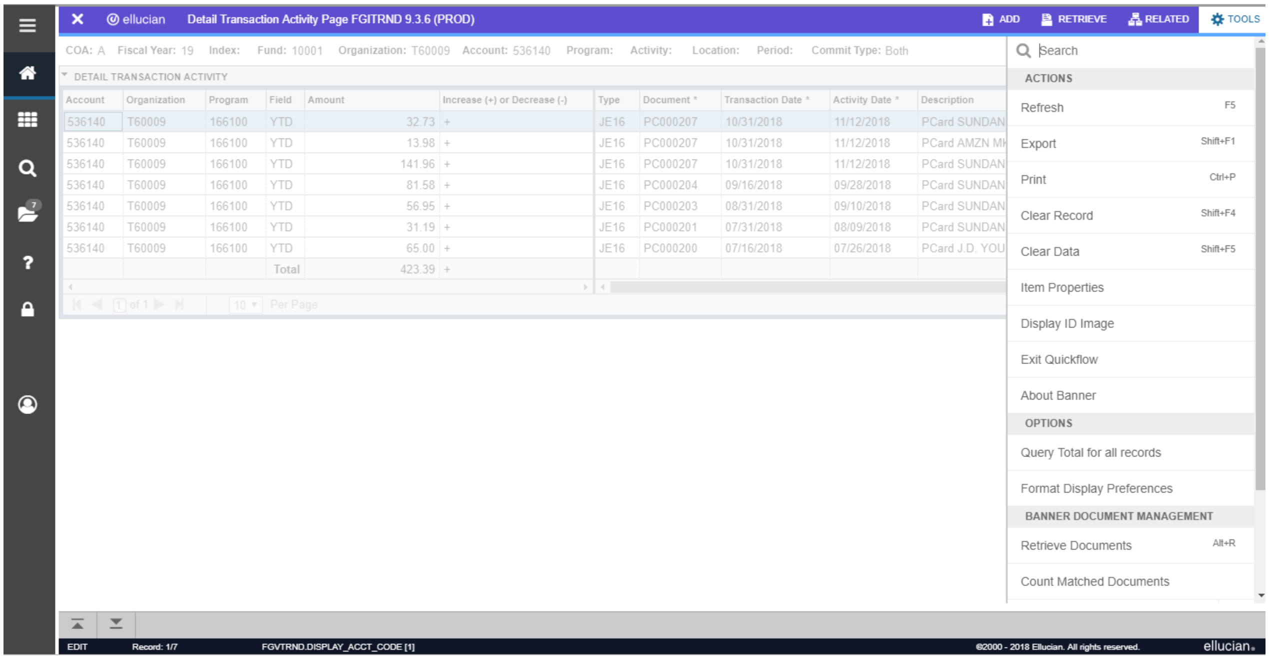


Exporting to Excel

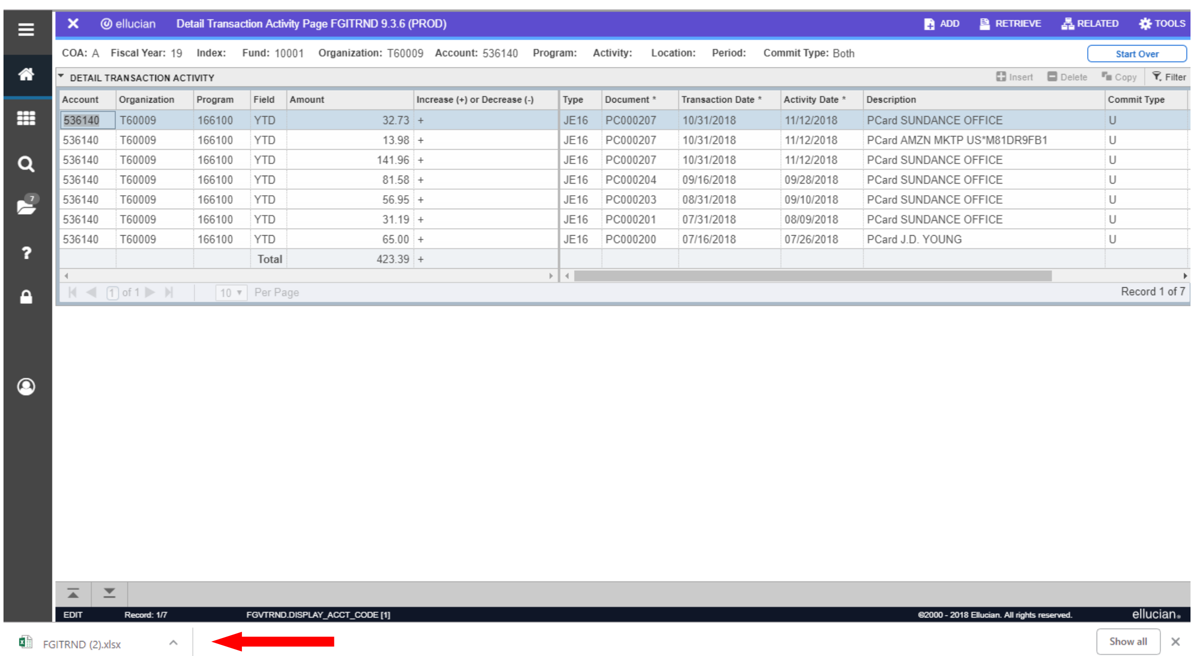
Exporting data from Banner into an Excel document can be a very useful technique to organize data so that it can be manipulated. It also allows one to save data to the hard drive for easy access.

The instructions following use the example of the FGITRND form, but any data from a Banner inquiry can be exported to Excel using the same steps.

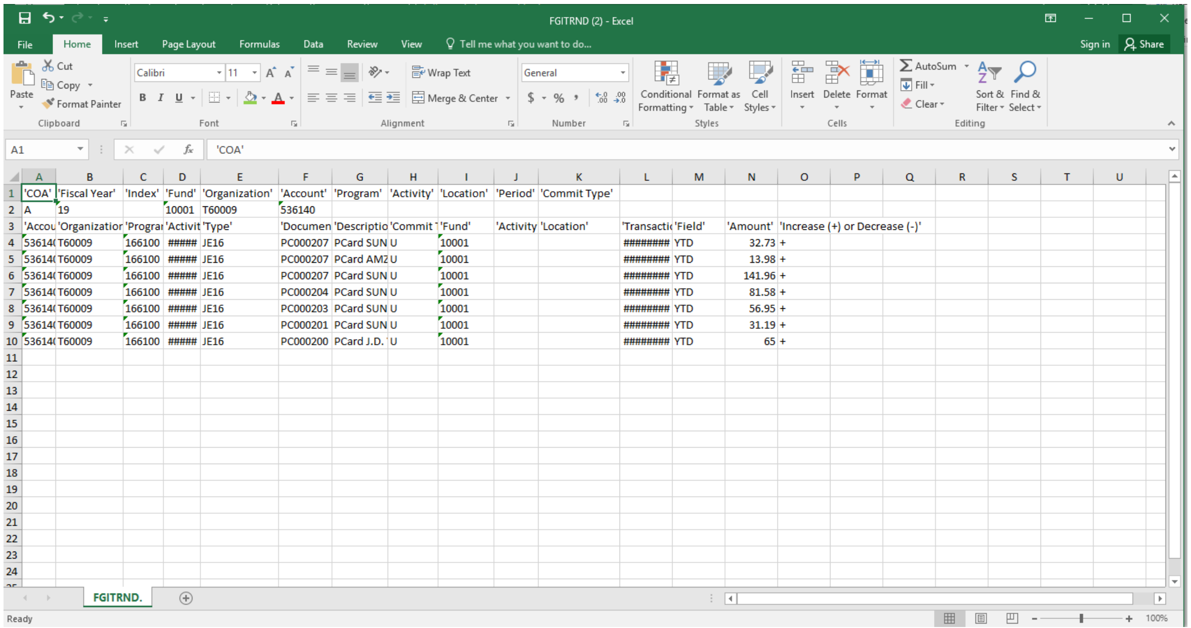
1. Once you have populated the data block with the information you need, click on the **Tools** menu, and choose **Export**.



2. The file will automatically download to your browser.



5. Open the file from your browser or the download folder on your computer. At this point, you can adjust the columns, add titles and headings, add formulas, and format the document however best suits your needs.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	'COA'	'Fiscal Year'	'Index'	'Fund'	'Organization'	'Account'	'Program'	'Activity'	'Location'	'Period'	'Commit Type'				
2	A	19		10001	T60009	536140									
3	'Accou	'Organizatior	'Prograı	'Activit	'Type'	'Documen	'Descriptio	'Commit '	'Fund'	'Activity	'Location'	'Transacti	'Field'	'Amount'	'Increase (+) or Decrease (-)'
4	53614(	T60009	166100	#####	JE16	PC000207	PCard SUN	U	10001			########	YTD	32.73	+
5	53614(	T60009	166100	#####	JE16	PC000207	PCard AMZ	U	10001			########	YTD	13.98	+
6	53614(	T60009	166100	#####	JE16	PC000207	PCard SUN	U	10001			########	YTD	141.96	+
7	53614(	T60009	166100	#####	JE16	PC000204	PCard SUN	U	10001			########	YTD	81.58	+
8	53614(	T60009	166100	#####	JE16	PC000203	PCard SUN	U	10001			########	YTD	56.95	+
9	53614(	T60009	166100	#####	JE16	PC000201	PCard SUN	U	10001			########	YTD	31.19	+
10	53614(	T60009	166100	#####	JE16	PC000200	PCard J.D.	U	10001			########	YTD	65	+