

# **Banner Training**

Finance

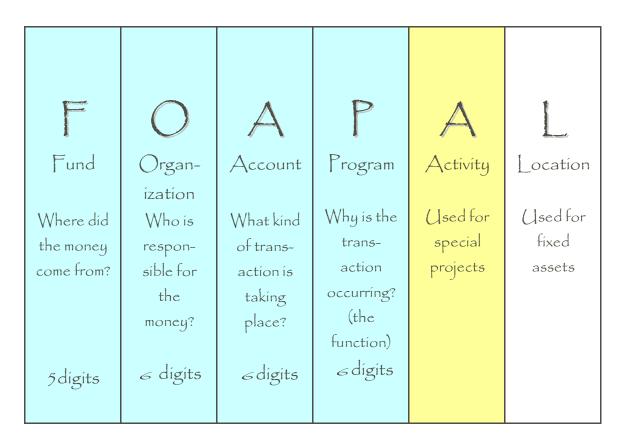
Version 3.0



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### **FOAPAL Elements**



### 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
  - $\circ$  Research
  - Public Services
  - $_{\odot}$  Academic Support
  - Student Services
  - Institutional Support
  - o 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; I00xxxxx – 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 <u>Fund</u>, <u>Organization</u>, <u>Account</u>, <u>Program</u>, <u>Activity</u>, <u>Location</u>.

**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. <u>This means they can only query accounts</u> 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

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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 <u>30 minutes</u>, 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.

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Browse	
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_	e > Budget Queries
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CLICK on the "Type" dropdown to access the three different query types.

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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** <u>cannot drilldown</u> 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.

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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".

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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</u> <u>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-</u> <u>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 Wages64 for Benefits71 for Grant Travel72 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.

Code Lookup	lect Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.
Chart of Accounts Organization Criteria Title Criteria Maximum rows to return	S V %Plan% 1 25 V
Execute Query Exit without Value	]
[Budget Queries   RELEASE: 7.1.0.1	Encumbrance Query   Approve Documents   View Document   Budget Transfer   Multiple Line Budget Transfer   Delete Finance Template ] Powerd by SUNGARD HIGHER EDUCATION

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

Personal Information Finance      Search      Code Lookup      Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.      Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.      Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.      Title          Organization     Employee Ed Asst Plan 12007     ET Plant Materials Center 24110     Employee Ed Asst Plan 12007     ETPIAIN Materials Center 24110     Employee Ed Asst Plan 12007     Extensis Center 24110     Entrality Center 24111     Entrality Center 24111     Senetarium 26602     SFASU Health Plan 30005     Fhysical Plant 30201							le Edit View Favorites Tools
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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 less Expense equals 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>, <u>take out the</u> **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.

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Organization Budget	Status Report			
By Accou	nt			
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As of May 18,	3000			
AS UT Mdy 10,	, 2009			
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Fund All	Program A			
organization 30401 Pocurement Ser	· · · · · · · · · · · · · · · · · · ·			
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Query Results Account Account Title	FY09/PD09 Adjusted Budget F	YN9/PDN9 Year to Date FY	09/PD09 Commitments I	EY09/PD09 Available Balance
670100 Professional Admin Salaries	148.450.18	0.00	0.00	148,450,18
70140 Chudent Employees	12,839.00	0.00	0.00	12,839.00
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670150       Classified Salaries         670220       Longevity Pay         6800A       Employee Benefits Budget Pool         7280       Operations & Maint Budget Pool         773000       Consumables         773150       Food for Teaching and Research	19,412.00 120,499.58 30,180.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 17,508.90 1,050.00	315,009.79 19,412.00 120,499.58 30,180.00 ( 20,088.90) ( 1,050.00)
570150       Classified Salaries         570220       Longevity Pay         6800A       Employee Benefits Budget Pool         7280       Operations & Maint Budget Pool         773000       Consumables         773150       Food for Teaching and Research         773770       Computer Equipment expensed	19,412.00 120,499.58 30,180.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 2,580.00	0.00 0.00 17,508.90 1,050.00 2,650.00	315,009.79 19,412.00 120,499.58 30,180.00 ( 20,088.90) ( 1,050.00) ( 2,650.00)
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The query for a regular fund (non-grant) produced this report. The header information shows the dataenterable 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.

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ldre	ess 🕘 http L27	://banwebte	st.sfasu.edu: fx	9040/test/bwfk	sdld.csv													<b>v &gt;</b>	Go Lir
	/	► B	<del>7</del> ≈ H		J	К	1	М	N	0	P	Q	R	S	т	U	V	W	Х
-			Status Rep	ort	J	n	L	IMI	IN	0	F	Q	R	3		0	V	¥V.	~
	By Accourt		orarus rep	on															
		n ding May 3	1 2009																
	As of May		.,2005	+															
5	r to or telay	10,2000																	
	Chart of A	S																	
		All																	
	Organizati																		
	Account																		
	Program																		
		All																	
	Location																		
13	Commitme	All																	
14																			
15																			
	chart	Fund Type	e 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 B	alance
17			30401	Procureme	670100	Profession	61	Salaries a	60	Personnel	Costs		2009		148450.2	0		148450.2	
18			30401	Procureme	670140	Student Er	61	Salaries a	60	Personnel	Costs		2009	9	12839	0		12839	
19			30401	Procureme	670150	Classified		Salaries a		Personnel	Costs		2009	9	315009.8	0	0	315009.8	
20				Procureme		Longevity F		Salaries a		Personnel			2009	9	19412	0		19412	
21				Procureme		Employee		Benefits		Personnel			2009		120499.6	0		120499.6	
22				Procureme7		Operations		Operating		Expenditu			2009	9	30180	0		30180	
23				Procureme				Operating		Expenditu			2009	9	0	2580		-20088.9	
24				Procureme		Food for Te		Operating		Expenditu			2009	9	0	0		-1050	
25			30401	Procureme		Computer	72	Operating	70	Expenditu	res		2009	9	0	0		-2650	
26	S		30401	Procureme	773780	Controlled	72	Operating	70	Expenditu	res		2009	9	0	0	5367.5	-5367.5	
27																			
28																			
29	Report Tot	al (of all re	cords):												646390.6	2580	26576.4	617234.2	

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.

	Organization Budget Status	Decall F	керогі		
	Summary Year to Date Trans	saction	Report		
	Period Ending May 3	1, 2009			
	As of May 18, 20	09			
Chart of Accour	its: S Stephen F. Austin State (	Jniversit	y Commitment "	Type: All	
Fund:	All		Program:	All	
Organization:	30401 Procurement Service	s	Activity:	All	
Account:	773000 Consumables		Location:	All	
Document List					
	ate Activity Date Document C	ode Ven	ndor/Transacti	on Descrip	ion Amount Rule Class Cor
May 18, 2009	May 18, 2009 10000487	3di		ion beschp	60.00 INEI
May 18, 2009	May 18, 2009 10000 486	5 St	tar Rental, *		1,680.00 INEI
May 18, 2009	May 18, 2009 10000485	5 St	tar Rental, *		840.00 INEI
	all records):				2,580.00

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 Docume						
	ail Transacti					
Document Type:	Invoice	Commitment Typ	e: All			
Document Code:	10000487	Description:	3di			
Transaction Date	: 18-May-200	9				
Association of Test						
Accounting Info		rganization Accou	int Drogram	Activity Loc:	ition Amount Rule	Class Code
S	107550 30	-	_	ACCIVICY LOCA	60.00 INEI	GIG33 COUC
Save Query as						
Related Docum						
Transaction Da		Type Bocume			•	
May 12, 2009	Purchase O			roved		
May 18, 2009	Check Disb	ursement 0100000	9			

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 Orde	r Header					
	r Change# Order Date	e Trans D	ate D	elivery Dat	e Print	Date Tota
P0900808						2, 2009 60.00
	, 12, 200			, 12, 200.	,, 11	_,
Origin:	BANNER					
Complete:	Y Approved:	Y	Т	ype:	Regula	ar
Cancel Reason:			D	Date:		
Requestor:	Diana Boubel	30401	P	rocurement	Services	\$
	936-468-4037	dboubel@	sfasu	i.edu		
Accounting:	Commodity Level		M	latching:	Not Re	equired
Ship to:	Procurement and Prop	erty Srvs				
	2124 Wilson Dr N					
	SFA Box 13030					
	Procurement					
	Nacogdoches, TX 7596	52				
Attention:	Alicia Chrismer					
Contact:	Alicia Chrismer		9	36-468-415	57	
Vendor:	20001009 3di					
	1900 West Loop S Ste					
	Houston, TX 77027-1:	113				
Phone:	713-871-7000	Fax:	7	13-871-725	51	
Currency:						
	r Commodities			Under Daries - E		
Item Commodi	ity Description			Unit Price E		
1 00070077				Addl	Tax	Cost
1 000Z2077	2A INK CARTRIDGE - PR	INTER EA	5	12	60	.00
			.00	.00		60.00
Duration of the						
Purchase Orde			otulo			CEOUR CLION
	ndex Fund Orgn Acc 107550 30401 773		ULV LO	och Proj NSI N	FSusp N	
1 S 09 Total of displaye		000 35		N	N	N
Total of displaye	eu sequences:					
Related Docum	hents					
		Document	Code	Status Ind	icator	
May 18, 2009	Check Disbursement		oouc	otatas ina	ICacOI	
May 18, 2009		10000487		Paid		
may 10, 2009	THYDICE	10000487		Faiu		

Note that the Document Codes in the "**Related Documents**" section at the bottom are <u>blue</u>, 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".

able Balance
ible Balance
ible Balance
able Balance
ible Balance
148,450.18
12.839.00
315.009.79
19,412.00
120,499.58
30,180.00
(20,088.90)
(1,050.00)
(2,650.00)
(5,367.50)
617,234.15
120 30 (20,0 (1,0 (2,0 (5,3)

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

Back • 🔘 -	💌 🛋 🏠 🔎 Sear	ch 👷 Pavorites 🙆 🖂 - 🚵	BH - 2			
iress a http://barw	webtest.sfasu.edu:9040/test/bw/	Rizpou.P_ReportA				💌 🛃 Go
Chart of Accour Fund	All	n State University Commitmen Program	All			
Organization	30401 Procurement		All			
Account	All	Location	All			
uery Results						$\sim$
account Accou		FY09/PD09 Adjusted Budget	FY09/PD09 Year to Date	FY09/PD09 Commitments	FY09/PD09 Available Balance	Percent Unspent
	isional Admin Salaries	148,450.1				
670140 Stude		12,839.0				
670150 Classif		315,009.7				
670220 Longe		19,412.0				
Pool	iyee Benefits Budget	120,499.5				105050725
Pool	tions & Maint Budget	30,180.0			5	100322
773000 Consu		0.0				
773150 Food 1 Resea	for Teaching and rch	0.0	0.0	1,050.0	0 (1,050.00)	0.00
773770 Compl expen	uter Equipment ised	0.0	0.0	2,650.0	( 2,650.00)	0.00
773780 Contro Equipr	olled Computer ment	0.0	0.0	5,367.5	( 5,367.50)	0.00
eport Total (o	f all records)	646,390.5	5 2,580.0	26,576.4	617,234.15	95.49
Save Query a	itional Columns for t	he query		ter Column New	Column Description	$\bigcirc$
					Column Description	
FY09/PD09 Add	opted Budget 🛛 🖉 per	cent of 🕙 FY09/PD09 Adopted	d Budget 💉 FY09/PD09	Adopted Budget 🛛 🖌		
Perform Col	mputation					
Percent Unsper	nt 🗸 📔 Remove Cor	mputation				
	12. Mill					
ercent onsper						
Another Que	TV.					

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 <u>no blue</u> 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.

Personal Information Fin		MENU	SITE MAP	HELP	EXIT
Budget Queries					
<b>Q</b> To create a new query	choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve	Query.			
Create a New Query Type	Budget Quick Query				
Retrieve Existing Query	Create Query				
Retrieve Existing Query Saved Query	Class Demo (Shared)				
[ Budget Queries   RELEASE: 7.2	Encumbrance Query   Approve Documents   View Document   Budget Transfer   Multiple Line Budget Transfer   I	po	nance Tem owered by UNGARD' HIGH		

Bearch	Go				
Report Param	eters				
	Organization Budge	t Status Report			
	By Acco	unt			
	Period Ending A	ug 31, 2009			
	As of May 1	8, 2009			
Chart of Accour	nts S Stephen F. Austin S	tate University Comr	nitment Type All		
und	All	Progr	am All		
Organization	30101 Controllers Offi	ce Activi	ty All		
Account	All	Locat	ion All		
uery Results		A dimensional produces	(and to Date O		usilable Deleves
	sional Admin Salaries	Adjusted Budget 563,885,65		0.00	563,885,65
	ate Administrative Assts	9,000,00	0.00	0.00	9.000.00
670111 Gradu 670140 Stude		32,400.00	0.00	0.00	32,400.00
670150 Classi		340,926.15	0.00	0.00	340,926.15
670220 Longe		19.921.00	0.00	0.00	19.921.00
	yee Benefits Budget Pool	,	0.00	0.00	235,251.02
	tions & Maint Budget Poo		0.00	0.00	112,287.47
771020 In Sta		0.00	2,850.00	0.00	( 2,850.00)
772480 Medica	· ·	0.00	495.00	0.00	( 495.00)
773000 Consu		0.00	100.00	0.00	(100.00)
	fers to E and G	67,215.00	0.00	0.00	67,215.00
Report Total (o		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.

Encumbrance Query - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	<u>ar</u>
🔇 Back + 🕤 - 🗷 🗟 🏠 🔎 Search 👷 Favorites 🤣 😥 + 🌺 🔟 + 🛄 鑬	
Address 🗃 http://banwebtest.sfasu.edu:9040/test/bwfkrpgu.P_Encumb_Start	Go Links *
	<u>^</u>
Personal Information Finance Search Go	MENU SITE MAP HELP EXIT
Encumbrance Query	
Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encume must enter a value in the Organization Field or the Grant Field.	brance Query to be successful, you
Existing Query None  Retrieve Query	
Fiscal year     2009 V     Fiscal period       Encumbrance Status     Open V       Commitment Type     All V	
Chart of Accounts     S     Index       Fund     Activity       Organization     Location       Grant     Fund Type	
Account Account Type	
Save Query as:           Shared	
Submit Query	
[Budget Queries   Encumbrance Query   Approve Documents   View Document   Budget Transfer   Multiple Line Budget Transfer RELEASE: 7.2	powered by
Pene 19 Sec 3 19/23 At 6.5" In 32 Col 1 REC TRK EXT OVR D3	🔮 Internet
Page 19 Sec 3 19/23 At 6.5" Ln 32 Col 1 REC TRK EXT OVR UX	

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.

eport Parameters Irganization Encumbrance Status Report Inpen Encumbrance Summary by Document, Account Distribution													
Period Ending May 31, 2009													
As of May 17, 2009													
Chart of Accour	nts S Stephen F.	Austin State University	Commitment Type All										
und Code	All	,	Program Code All										
orgn Code	30401 Procur	ement Services	Activity Code All										
Account Code	773000 Cons	umables	Location Code All										
uery Results													
Document Code	Description	Original Commitments	Encumbrance Adjustments		Encumbrance Liquidations	Year to Date	Current Commitmen		‰ Used	Cmt Type			
0900808	3di	60.00	-	.00		.00	.00	60.00	.00	Uncommitted			
0900811	5 Star Rental, *	4,720.00		.00		.00	.00	4,720.00	.00	Uncommitted			
eport Total (o	f all records)	4,780.00		.00		.00	.00	4,780.00	.00				
Another Que	ry												

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 HRxxxxx 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								MEN	U SITE MAP	HELP	EXIT
4 Select the Docur	ment Number link or	the Document Code	link to display the	entire doo	cument.							
-												
elected Documen												
Encumbrance Deta	il Status Report											
By Document, Acco	ount Distribution											
Period Ending May	31, 2009											
As of May 17, 200	9											
Chart of Accounts	S Stephen F. A	ustin State Univer	sity Commitment 1	Type Unco	mmitted							
Document Number	P0900808		Document Dat	te May	12, 2009							
Fransaction Descript	tion 3di											
ocument Detail												
ocument Rule	Original	Encumbrance	Encumbrance	Year	Item	Sequence	Fund	Organizati	on Account Pr	ogram Activ	ity Loc	ation
Code Class Code	Encumbrance	Adjustments	Liquidations	to Date	Number	Number						
0900808 PORD	60.0	o	10	.00 .0	10	1	1 107550	30401	773000 35			

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

· · · · · · · · · · · · · · · · · · ·				
View Doc	ument			
Purchase Orde	n Lloadon			
	r Header r Change# Order Date	a Trane D	ate Delivery D	ate Drint Date Tot:
P0900808				09 May 12, 2009 60.0
10300000	(ha) 12, 200	, , , , , , , , , , , , , , , , , , ,	2005 114, 12, 20	os (na) 12, 2005 0010
Origin:	BANNER			
Complete:	Y Approved:	Y	Type:	Regular
Cancel Reason:			Date:	
Requestor:	Diana Boubel	30401	Procuremen	t Services
	936-468-4037	dboubel@	⊉sfasu.edu	
Accounting:	Commodity Level		Matching:	Not Required
Ship to:	Procurement and Prop	erty Srvs		
	2124 Wilson Dr N			
	SFA Box 13030			
	Procurement			
	Nacogdoches, TX 7596	52		
Attention:	Alicia Chrismer		000 400 1	
Contact:	Alicia Chrismer		936-468-41	157
Vendor:	20001009 3di			
	1900 West Loop S Ste	400		
	Houston, TX 77027-11			
Phone:	713-871-7000	Fax:	713-871-72	251
Currency:				
Purchase Orde				
Item Commodi	ty Description	U/N	1 Qty Unit Price	
4 00075377			Disc Addl	Tax Cost
1 000Z2077	2A INK CARTRIDGE - PR	INTER EA	5 12	
			.00 .00	60.00
Purchase Orde	r Accounting			
	ndex Fund Orgn Acc	t Prog A	ctv Locn ProiN	SESUSD NSEOVE SUST
1 S 09	107550 30401 773		N	
Total of displaye				
· · · · · · · · · · · · · · · · · · ·				
🔽 No Related	Documents Available			
<b>•</b>				



### **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

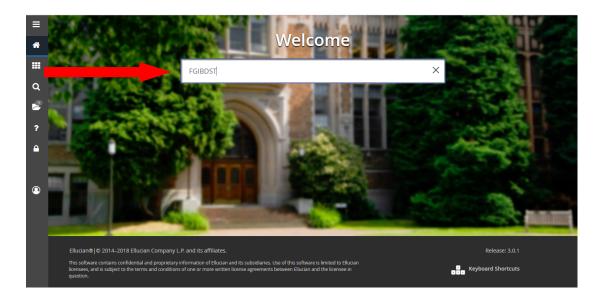
### FGIBDST

#1

### 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:

	×	Organi	zation B	udget Status FGIBDST 9.3.6 (PRE	EPROD)					🔒 ADD	RETRIEVE	뤔 RELATED	🗱 TOOLS
		(	Chart: *	<b>A</b>	)	F	iscal Year: *	19					Go
<b>^</b>		1	Index:		)	Quer	y Specific: *						
							Account						
	Incl	lude Rev		✓		Cor	nmit Type:	Both	-				
		Acco	ounts										
Q		Organiz	ation:		)		Fund:						
-		Pro	gram: (		)		Account:						
2	/	Account	Type:		)		Activity:						
		Loc	ation:		)								
?	Get St	Started: C	omplete	e the fields above and click Go. To	search by name, press TAB	from an ID field, enter your s	earch criteri	a, and then press ENTER.					
<b></b>													
9													
		<b>_</b>											
	50.5	_											ollugion

- 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.

≡	× Orga	nization Budget Status	FGIBDST 9.3.6 (PREPROD)				🔒 ADD	RETRIEVE	뤕 RELATED	🗱 TOOL
		Chart: * 🔼		Fiscal Year:	19					Go
☆		Index:		Query Specific:	•					
				Account						
		evenue: 🖌		Commit Type:	Both	-				
		counts								
	Organ	nization:	•••	Fund:						
	P	rogram:		Account:						
	Accou	nt Type:		Activity:						
	Ŀ	ocation:								
?	Get Started	Complete the fields ab	bove and click Go. To search by nar	me, press TAB from an ID field, enter your search criter	a, and then press ENTER.					
•										
	<b>▲</b>									

- 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.

≡	×	Organizatio	on Budg	et Status FGIBDS	T 9.3.6 (PRE	EPROD)			🖬 ADD	RETRIEVE	RELATED	🏶 TOOLS
		Char	rt: * A			Northeastern State University	Fiscal Year:	19				Go
<b>^</b>		Inde	x:				Query Specific: 3					
							Account					
	Inc	lude Revenue					Commit Type:	Both				
		Account										
Q		Organizatio	_	009			Fund:	10001 Ec	ducation and General			
		Program	_	5100		Fiscal Operations	Account:					
2		Account Type	_				Activity:					
		Location	n:									
?	Get S	tarted: Comp	plete the	fields above and	click Go. To	search by name, press TAB from an ID	) field, enter your search criter	a, and then press ENTER.				
-												
<b></b>												
9												
	_	-										
	EDIT	Recor										ellucian
	EDIT	Recor	ra: 1/1		KET_BLOCK KE	EYBLOC_FUND_CODE [1]						enucian

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)

Chart: A Northe	astern State University	Fiscal Year: 19 Index: Query Spe	cific Account: Include Revenue	Accounts: V Commit Type: Both		Start Over
Organization: Te	0009 Office of Budgets	and Accounting Fund: 10001 Education	and General Program: 166100	Fiscal Operations Account:	Account Type: Activity:	
Location:					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
ORGANIZATION	BUDGET STATUS				•	nsert 🗖 Delete 🌆 Copy 🏹 Fil
Account	Туре	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
511132	L	Wages Student Institutional	0.00	1,184.44	0.00	-1,184.4
511150	L	Full Time Professional Salary	119,784.00	19,964.00	0.00	99,820.0
511160	L	Full Time Nonprofessional Salary	110,952.00	17,069.56	0.00	93,882.4
512120	L	Health Insurance Premium	0.00	5,236.64	0.00	-5,236.0
512121	L	Vision Insurance Premium	0.00	65.40	0.00	-65.4
512122	L	Life Insurance Premium	0.00	133.90	0.00	-133.9
512123	L	Disability Insurance Premium	0.00	84.50	0.00	-84.
512124	L	COBRA Administration	0.00	5.50	0.00	-5.5
512211	L	Unemployment Compensation	0.00	59.30	0.00	-59.3
512310	L	Workers Compensation	0.00	238.16	0.00	-238.1
513110	L	FICA Employer	0.00	2,229.24	0.00	-2,229.2
513120	L	Medicare Employer	0.00	521.36	0.00	-521.3
513241	L	OTRS Contribution Tier II	0.00	1,707.26	0.00	-1,707.2
513242	L	OTRS System Retiree Fee	0.00	3,784.34	0.00	-3,784.3
522150	E	Travel Expense Registration	0.00	200.00	0.00	-200.0
531310	E	Premium Paid to Risk Mgmt	0.00	26.28	0.00	-26.2
531520	E	Premiums Insurance	0.00	6.28	0.00	-6.2
536140	E	Office Supplies	0.00	96.19	0.00	-96.1

**▲ ≚** 

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### • 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)

	OU09 Office of Budget	s and Accounting Fund: 10001 Educatio	n and General Program: 166100	Fiscal Operations Account:	Account Type:	4
Location:						Budget Summary Information [FGIBSU
ORGANIZATION	BUDGET STATUS					Organization Encumbrances [FGIOEN
Account	Туре	Title	Adjusted Budget	YTD Activity	Commitments	
		Wages Student Institutional		1,184.44		Transaction Detail Information [FGITR
511150	L	Full Time Professional Salary	119,784.00	19,964.00		
511160	L	Full Time Nonprofessional Salary	110,952.00	17,069.56		
512120	L	Health Insurance Premium	0.00	5,236.64		
512121	L	Vision Insurance Premium	0.00	65.40		
512122	L	Life Insurance Premium	0.00	133.90		
512123	L	Disability Insurance Premium	0.00	84.50		
512124	L	COBRA Administration	0.00	5.50		
512211	L	Unemployment Compensation	0.00	59.30		
512310	L	Workers Compensation	0.00	238.16		
513110	L	FICA Employer	0.00	2,229.24		
513120	L	Medicare Employer	0.00	521.36		
513241	L	OTRS Contribution Tier II	0.00	1,707.26		
513242	L	OTRS System Retiree Fee	0.00	3,784.34		
522150	E	Travel Expense Registration	0.00	200.00		
531310	E	Premium Paid to Risk Mgmt	0.00	26.28		
531520	E	Premiums Insurance	0.00	6.28		
536140	E	Office Supplies	0.00	96.19		

• FGITRND – Default Transaction Activity (for selected Account)

### FGIBSUM

#2

 $F_{\text{inance}}\,G_{\text{eneral Ledger}}\,I_{\text{nquiry Form}}$ 

### 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.

≡	×	Orga	inization	Budget Su	mmary FC	GIBSUM	9.2.2 (F	PREPRO	)D)								🔒 ADD	RETRIEVE	뤕 RELATED	🏶 TOOLS
	С	hart of A	counts: '	* A								Fiscal Year: *	19			)				Go
1.		Orgai	nization:	T60009				Office	of Budgets and Acc	counting		Fund:	10001			Education a	and General			
	0	Commit Ir	idicator:	Uncomn	nitted			-												
	Ge	et Started	Complet	te the field	s above a	nd click	Go. To s	search b	y name, press TAE	3 from an ID fi	eld, enter your	search criteria	i, and thei	n press ENTE	R.					
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9																				
		<b>_</b>																		
	EDIT		Record: 1	1/1		KEY_E	LOCK.EX	ECUTE_B	TN [1]											ellucian

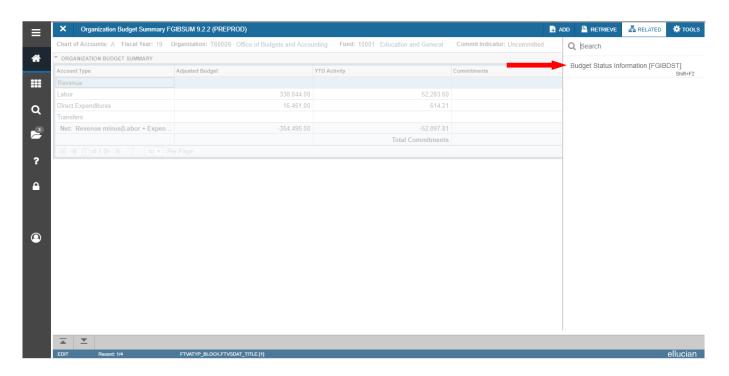
- 4. In the **Organization** field, type in your Organization number.
- 5. In the **Fund** field, type in your Fund number.
- 6. In the **Commit Indicator** field, **Both** should be the default.

≡ [	×	Organizati	on Budget Summary FGI	BSUM 9.2.2 (PREPROD)					🔒 ADD	RETRIEVE	뤏 RELATED	🛠 TOOLS
	Char	t of Accoun	s: * [A			Fiscal Year: *	19					Go
		Organizatio		··· Office of Budge	ts and Accounting	Fund:	10001	Education a	nd General			
	Con	nmit Indicat	or: Uncommitted	-								
	Get St	tarted: Com	plete the fields above an	d click Go. To search by name,	press TAB from an ID field	, enter your search criteri	a, and then press ENTER	2				
Q												
3												
	_	-										
		-	-4-4/4									ollucian

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**.

X Organization Budget Summary FG	GIBSUM 9.2.2 (PREPROD)		ADD	RETRIEVE 🛱 RELATED 🌩 TO
Chart of Accounts: A Fiscal Year: 19 0	Organization: T60009 Office of Budgets and Acco	unting Fund: 10001 Education and General	Commit Indicator: Uncommitted	Start Over
ORGANIZATION BUDGET SUMMARY				🕄 Insert 📮 Delete 🌇 Copy 🏹 I
Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor	338,044.00	52,283.60	0.00	0 285,76
Direct Expenditures	16,451.00	614.21	0.00	0 15,83
Transfers				
Net: Revenue minus(Labor + Expen	-354,495.00	-52,897.81		
		Total Commitments	0.00	0

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



### FGITBAL

#3

### 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.

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	
Tota	I ALL ACCOUNTS	0.00			0.00		
🖌 🛋 🗍 of	1 N Per Page						Record 1
* - denotes am	ount is opposite of Normal Balance						

### FGIOENC

#4

### 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.

Chart: A Fiscal Year: 19	Index: Organization: T20145 College of Education Admin	n Fund	d: 10001 Educa	ation and General					Start Over
ORGANIZATIONAL ENCUMB	RANCE LIST							🖬 Insert	Delete 📲 Copy 🏹 Filter
incumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount		Commit Type
P0078657	American Assoc College Teacher Educ		1 531260	111000				6,410.00	U
P0078662	Oklahoma Technology Association		1 532130	111000				300.00	υ 🧹
P0079086	Sodexo Inc & Affiliates		1 536170	111000				532.50	
🔰 🛋 📋 of 1 🕨 刘	10 V Per Page								Record 1 of 3
<b>x x</b>									

• Related forms available in Related menu:

• **FGIENCD** – Detail Encumbrance Activity (for selected Encumbrance)

×	Ø ellucian	Organization	al Encumbrance	List FGIOE	ENC 9.3.4	(PROD)							add 🖺 Retriev	/E 🛔 REL/	ATED 🔅 TOOI
Chart:	A Fiscal Year	: 19 Index:	Organization:	T20145 C	College of E	Education /	Admin Fu	ind: 10001 E	ducation and Gener	al			Q Search		
* ORGA	ANIZATIONAL EN	CUMBRANCE LI	T										Query Detail E	neumbranes	Info
Encumb	brance	Vendo					Item	Acct	Prog	Actv	Locn	Amount	[FGIENCD]	Incumbrance	
			an Assoc Colle	ge Teacher				1 531260							
P00786		Oklah	oma Technolog	Associatio	on			1 532130	111000						
P00790	086	Sode	o Inc & Affiliate					1 536170	111000						

### 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.

	≡	× @ ellucian	Detail	Encumbrance Activity I	GIENCD 9.3.4 (PROD)	)				ADD	Retrieve	RELATED 🔆 TOOLS	
		Encumbrance: P00752	223 EI	cumbrance Period: All								Start Over	
	*	* ENCUMBRANCE INFOR	RMATION								🖬 Insert 🔲 D	elete 📲 Copy Ϋ, Filter	
		Description	Dell F	inancial Services LP				Date Established	11/09/2016				
	=	Status	С					Balance		0.00			
		Туре	Ρ					Vendor	N00179137	Dell Financial Services LLC			
Encumbrance	Q	* ENCUMBRANCE DETAI	IL								🖬 Insert 🗖 D	elete 📲 Copy Ϋ, Filter	
	2	Item		1 Computer Replacem	ent I			Orgn	T60103				
Information	-	Sequence		0				Acct	515380				
	?	Fiscal Year	17					Prog	111900				
		Status	С					Actv					
	_	Commit Indicator	U					Locn					
								Proj					
		COA	A					Encumbrance		6.80			
		Index	12020					Liquidation		-6.80			
	9		_					Balance		0.00			
		◀ 1 of 4 ► ►		1 V Per Page								Record 1 of 4	
		TRANSACTION ACTIVITY	TΥ	-								elete 📲 Copy 🔍 Filter	
		Transaction Date 11/08/2016		Type PORD	P0075223		Action	Transaction Amo	ount	6.80	ing Balance	6.80	
		11/14/2016		INEI	10068078		т			-6.80		0.00	Encumbrance,
Related		◀ 1 of 1 ► >		10 V Per Page								Record 1 of 2	liquidation, and
Transactions													
													Balance
		READ Record: 1/4		FGBENCD.FGBEN	CD_SEQ_NUM [1]					@2000 - 20	18 Ellucian. All rights reserve	₄ ellucian₀	

### FGITRND

#6

### 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.

=	×	@ ellucian	Detail Transaction Activity Page F	GITRND 9.3.6 (PROD)		🔒 ADD		📇 RELATED	🔅 TOOLS
		COA:	* A	Fiscal Year: *	19				Go
*		Index:		Fund:	10001				
		Organization:	T60009	Account:					
		Program:		Activity:					
Q		Location:		Period:					
~		Commit Type:	Both	*					
2	Get	Started: Comple	te the fields above and click Go. To	search by name, press TAB from an ID field, enter your search criteri	a, and then press ENTER.				
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0									
	-	<b>_</b>							
	EDIT	Record: 1/1	KEY_BLOCK.KEYBLCK_	ACCT_CODE [1]		@2000 - 2018	Ellucian, All rights res	erved.	ellucian

- 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.

COA: A Fiscal Year: 19 Index: Fund: 10001 Organization: T60009 Account: Program: Activity: Location: Period: Commit Type: Both <ul> <li>Enter a query: press F8 to execute.</li> <li>Insert</li> <li>Detete * Copy</li> </ul> Basic Filter <ul> <li>Organization</li> <li>Program</li> <li>Field</li> <li>Amount</li> <li>Organization</li> <li>Program</li> <li>Field</li> <li>Amount</li> <li>Clear At Amount</li> <li>Clear At Anount</li> <li>Clear At Anount</li></ul>					Page FGITRND 9.3.6										🔅 TOOLS
Basic Filter Advanced Filter				und: 10001	Organization: T60	009 Acco	unt: Program:	Activity:	Location:	Period: Commit T	ype: Both	S Enter			
Account Organization Program Pield Amount Increase (-) or Decrease (-) Type Document * Transaction Date * Activity Date * Description Commit 4	DETAIL T	RANSACTION ACT	IVITY									_	🖬 In	nsert 🗖 Delete	Copy T
Add Another Field <ul> <li>Image: Clear All Add Another Field</li> <li>Image: Clear Add Another A</li></ul>	Basic Fil	ter Advanced Fi	ilter												
Add Another Field <ul> <li>Image: Clear All Add Another Field</li> <li>Image: Clear Add Another A</li></ul>							_								
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Account       Organization       Program       Field       Amount       Increase (+) or Decrease (-)       Type       Document *       Transaction Date *       Activity Date *       Description       Commit *         Account       Account       Transaction Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description Date *       Activity Date *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity	Add An	other Field	*												
Account       Organization       Program       Field       Amount       Increase (+) or Decrease (-)       Type       Document *       Transaction Date *       Activity Date *       Description       Commit *         Account       Account       Transaction Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description       Commit *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity Date *       Description Date *       Activity Date *         Account       Transaction Date *       Activity Date *       Activity Date *       Activity															
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				Total											
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#### Related forms available in Related menu: •

- Query Document (By Type)
- Detail Encumbrance Info (FGIENCD)

COA: A	Fiscal Year: 19	Index:	Fund: 10	001 Organization: T201	45 Account: Program: 1	111000 A	ctivity: Loc	ation: Period: Co	ommit Type: Both		Star	rt Ove
DETAIL T	FRANSACTION AC	TIVITY								🖬 Insert 🛛 Delete	📲 Сору	Ŧ, I
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Туре	Document *	Transaction Date *	Activity Date *	Description	Com	nmit T
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	10085753	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

#7

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**.

≡	🗙 🕜 elluciar	Vendor Detail History FAIVNDH 9.3.6 (PR	OD)		🔒 ADD		🚠 RELATED	🔆 TOOLS
	Vend	г	Vendor Hold:					Go
<b>^</b>	Selection	n: All	Fiscal Year:	19				
	Invoice Date Fro	n:	Invoice Date To:	m				
Q	Get Started: Com	plete the fields above and click Go. To search b	y name, press TAB from an ID field, enter your search criter	a, and then press ENTER.				
2								
?								
•								
<b></b>								
0								
	<b>X</b>							
	EDIT Desert		NDE (4)		00000 0040	Clusies All debts are		ollucion

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

≡	🗙 🕜 ellucian	Vendor Detail History FAIVNDH 9.3.6 (PROD)		🔒 ADD	RETRIEVE	뤏 RELATED	🌞 TOOLS
	Vendor:		Vendor Hold:				Go
*	Selection:		Fiscal Year: 19				
	Invoice Date From:		Invoice Date To:				
Q	Get Started: Comple	e the fields above and click Go. To search by name,	press TAB from an ID field, enter your search criteria, and then press ENTER.				
2							
?			Option List X				
<b>A</b>			Entity Name/ID Search (FTIIDEN)				
			Alternate ID Search (GUIALTI)				
0			Cancel				
	<b>▲ ≚</b>						SAVE
	EDIT Record: 1/1	G\$ OPT BLOCK.SELECT A DESC [1]		62000 - 2018	Ellucian, All rights res	erved.	ellucian

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.

≡	<b>X</b> @e	Ilucian	Entity Name/ID S	Search FTIIDEN 9.3	.6 (PROD)								÷	ADD		E 📇 RE	LATED	🏶 TOOLS	1
	* ENTITY NAI	ME/ID SEAR	ксн													🖬 Insert 【	Delete	📲 Сору	Y, Filter
			Vendors					Proposal Per	sonnel						Agencies				
_			Terminated Ve	endors				Financial Mar	nagers						All				
			Grant Personr	nel				Terminated F	inancia	al Managers									
-	* DETAILS															🕄 Insert 【	Delete	Па Сору	Ϋ, Filter
Q	Basic Filter	Advand	ced Filter																0
2	ID		•	Last Name		•	First Name		•	Middle Nar	me	•	Entity I	ndicator				•	
?	Add Anot	her Field .				,													
<b>A</b>																	(	Clear All	60
	ID	Last Nam	ne	First Name	Middle Name	En	tity Indicator	Change Indicator	v	endor	Financial Manager	Age	ncy	Grant P	ersonnel	Proposal Pe	ersonnel	Name 1	Гуре
٢	Case Ins	ensitive Qu	uery 🔘 Case Se	nsitive Query															
	▲ ≚																		SELECT
	EDIT	Record: 1/1	G\$	OPT_BLOCK.SELECT_	A_DESC [1]									620	000 - 2018 Ellucia	n. All rights res	erved.	ell	ucian₌

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

	✓ Vendors				Proposal Perso				Agencies		
	Terminated Ve	ndors			Financial Mana	gers			All		
	Grant Personn	rel			Terminated Fina	ancial Manager	s				
DETAILS										🗄 Insert 📮 Delete 🦷	Copy 🕄 Filter
Active filters	: Last Name: %Northea	stern% 🖕 🖸	lear All								Filter Again 😵
ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
81142	NSU - Northeastern Acti			Corporation	ID	Yes	No	No	No	No	ETAP
N00172165	NSU - Northeastern Acti			Corporation		Yes	No	No	No	No	THRD
N00202983	Northeastern Assoc of S			Corporation		Yes	No	No	No	No	
N00125502	Northeastern Glass & Mi			Corporation	Name	Yes	No	No	No	No	
N00125502	Northeastern Glass and			Corporation	Name	Yes	No	No	No	No	
N00125502	Northeastern Glass and			Corporation	Name	Yes	No	No	No	No	
N00125680	Northeastern Health Sys			Corporation		Yes	No	No	No	No	
N00218054	Northeastern Oklahoma			Corporation		Yes	No	No	No	No	
N00126369	Northeastern Oklahoma			Corporation	Name	Yes	No	No	No	No	
N00208579	Northeastern St Univ M			Corporation		Yes	No	No	No	No	
N00125503	Northeastern State Univ			Corporation		Yes	No	No	No	No	
N00212751	Northeastern State Univ			Corporation		Yes	No	No	No	No	
N00176080	Northeastern State Univ			Corporation		Yes	No	No	No	No	
N00125714	The Northeastern			Corporation		Yes	No	No	No	No	
◀ 1 0	of 1 🕨 刘 🛛 🛛 🚺	Per Page									Record 8 of 14
Case Inse	nsitive Query 🔵 Case Ser	nsitive Query									

- 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).

≡	🗙 🔘 elluciar	Vendor Detail History FAIVNDH 9.3.6 (PROD)	🔒 ADD	🖹 RETRIEVE	🔓 RELATED	🏶 TOOLS
	Vende	: N00125503 Vendor Hold:				Go
*	Selection	Fiscal Year: 19				
	Invoice Date Fro	: Invoice Date To:				
Q	Get Started: Com	lete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.				
2						
?						
<b>a</b>						
9						
	EDIT Record	/1 KEY BLOCK FAAVNDH SEL IND (1)	62000 - 2018	Ellucian All rights rese	eved	ellucian.

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.

VERBOIL DE MIE HIGTOR	Y									insen	Delete	🖷 Сору	Ÿ,
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check E	Date	Ch	eck Number	
ALUM-070518	10083423	Y	N	N	P	N	4,452.78	07/05/2018	07/05/2	2018	00	018641	
BUSINESS-070518	10083424	Y	N	N	P	N	1,225.00	07/05/2018	07/05/2	2018	00	018642	
PA-PROG-070518	10083425	Y	N	N	P	N	250,000.00	07/05/2018	07/05/2	2018	00	018643	
RCP-070518	10083426	Y	Ν	N	P	N	1,170.00	07/05/2018	07/05/2	2018	00	018644	
STAX235	10083455	Y	N	N	P	N	1,207.23	07/12/2018	07/16/2	2018	48	555460	
10083465	10083465	Y	Ν	N	P	N	105,910.36	07/12/2018	07/16/2	2018	00	445162	
10083475	10083475	Y	N	N	P	N	11,870.85	07/12/2018	07/17/2	2018	00	445222	
10083476	10083476	Y	N	N	P	N	15,663.40	07/12/2018	07/17/2	2018	00	445218	
10083479	10083479	Y	N	N	P	N	10,833.33	07/13/2018	07/16/2	2018	48	555425	
10083481	10083481	Y	N	N	P	N	3,299.52	07/13/2018	07/16/2	2018	48	555426	
10083482	10083482	Y	N	N	P	N	6,654.59	07/13/2018	07/16/2	2018	00	445148	
10083483	10083483	Y	N	N	P	N	250,000.00	07/13/2018	07/16/2	2018	48	555427	
ID1122	10083585	Y	N	N	P	N	138.00	07/17/2018	07/17/2	2018	00	445219	
ID1121	10083586	Y	N	N	P	N	2.00	07/17/2018	07/17/2	2018	00	445220	
10083592	10083592	Y	N	N	P	N	258.56	07/17/2018	07/17/2	2018	48	555482	
10083594	10083594	Y	N	N	P	N	3,533.65	07/17/2018	07/18/2	2018	48	555488	
10083599	10083599	Y	N	N	P	N	354.61	07/17/2018	07/18/2	2018	00	445257	
10083600	10083600	Y	N	N	P	N	733.00	07/17/2018	07/18/2	2018	00	445258	
10083640	10083640	Y	N	N	P	N	770.53	07/18/2018	07/18/2	2018	00	445284	
10083641	10083641	Y	N	N	P	N	8,121.17	07/18/2018	07/18/2	2018	48	555491	
	Total						5,381,160.03						

- 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)

VENDOR DETAIL HISTO	RY								View Vendor Invoice [FAIINVE]
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	CI
			N	N		N	4,452.78		Commodity Information [FOICOMM]
BUSINESS-070518	10083424	Y	Ν	N	P	N	1,225.00	07/05/2018	0
PA-PROG-070518	10083425	Y	Ν	N	P	N		07/05/2018	View Invoice Information [FAIVINV]
RCP-070518	10083426	Y	Ν	N	P	N	1,170.00	07/05/2018	0
STAX235	10083455	Y	Ν	N	P	N	1,207.23	07/12/2018	0
10083465	10083465	Y	Ν	N	P	N	105,910.36	07/12/2018	0
10083475	10083475	Y	Ν	N	P	N	11,870.85	07/12/2018	0
10083476	10083476	Y	N	N	Р	N	15,663.40	07/12/2018	0
10083479	10083479	Y	Ν	N	Р	N	10,833.33	07/13/2018	0
10083481	10083481	Y	Ν	N	Р	N		07/13/2018	0
10083482	10083482	Y	Ν	N	Р	N	6,654.59	07/13/2018	0
10083483	10083483	Y	Ν	N	Р	N		07/13/2018	0
ID1122		Y	Ν	N	Р	N	138.00	07/17/2018	0
ID1121	10083586	Y	Ν	N	Р	N	2.00	07/17/2018	
	10083592	Y	N	N	Р	N	258.56	07/17/2018	0
10083594	10083594	Y	N	N	Р	N		07/17/2018	0
10083599	10083599	Y	Ν	Ν	Р	N	354.61	07/17/2018	0
10083600	10083600	Y	Ν	Ν	Р	N		07/17/2018	0
10083640	10083640	Y	Ν	N	Р	N		07/18/2018	0
10083641	10083641	Y	Ν	N	P	N	8,121.17	07/18/2018	0
	Tota	al					5,381,160.03		
14 -4 C C C C C N	M L Con								

### FOIDOCH Finance Operation Inquiry Form Document History

#8

- 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.

Document Type: INV Invoice Document C	code: 10085352		
Document type: INV INVOICE Document C	.ode: 10085352		Start Over
DOCUMENT HISTORY			🚦 Insert 🗖 Delete 📲 Copy 🦷
Document Type	Document Number	Status	Status Description
Requisition	R0020545	А	Approved
Purchase Order	P0078519	A	Approved
Invoice	10085352	P	Paid
Check Disbursement	48556029		
Receiving Documents	Y0040714	С	Completed
Receiving Documents	Y0041107	С	Completed
Receiving Documents	Y0041109	С	Completed
Receiving Documents	Y0041427		
K ◀ 1 of 1 ► N 10 ▼ Per P	99-		Record
			rieuu

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

	y FOIDOCH 9.3.2 (PROD)		🔒 -	ADD 🖺 RETRIEVE	A RELATED	🔅 то
Document Type: INV Invoice Docum	ient Code: 10085352			Q Search		
▼ DOCUMENT HISTORY				Requisition Info [F	PIREQN]	
Document Type	Document Number	Status	Status Description	Query Document	IBY TYPE1	
Requisition	R0020545	A	Approved	Query Document		
		A				
Invoice	10085352	P	Paid			
Check Disbursement	48556029					
Receiving Documents	Y0040714		Completed			
Receiving Documents	Y0041107		Completed			
Receiving Documents	Y0041109		Completed			
Receiving Documents	Y0041427					

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.

X @ ellucian Document History F	FOIDOCH 9.3.2 (PROD)		👔 ADD 🚊 RETRIEVE 📠 RELATED 🌞 TOO
Document Type: INV Invoice Documen	t Code: 10085352		Start Over
* DOCUMENT HISTORY			🖬 Insert 📮 Delete 🎽 Copy 🏹 F
Document Type	Document Number	Status	Status Description
Requisition	R0020545	А	Approved
Purchase Order	P0078519	A	Approved
Invoice	10085352	P	Paid
Check Disbursement	48556029		
Receiving Documents	Y0040714	С	Completed
Receiving Documents	Y0041107	С	Completed
Receiving Documents	Y0041109	С	Completed
Receiving Documents	Y0041427		
	Page		Record 1 d



### **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**.

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Shift+f Ctrl+
Shift+f Ctrl+
Ctrl+
Ctrl+
Shift+H
Shift+F
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2. The file will automatically download to your browser.

COA: A	Fiscal Year: 19	Index: F	und: 10	001 Organization: T6000	09 Account: 536140 Pro	gram:	Activity: Loc	ation: Period: C	ommit Type: Both			C	Start C	Ver
DETAIL T	RANSACTION ACT	TIVITY									🖬 Insert	Delete	₽∎ Сору	👻 Filt
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Туре	Document *	Transaction Date *	Activity Date *	Description			Commit	Туре
536140	T60009	166100	YTD	32.73	+	JE16	PC000207	10/31/2018	11/12/2018	PCard SUNDANCE O	FFICE		U	
536140	T60009	166100	YTD	13.98	+	JE16	PC000207	10/31/2018	11/12/2018	PCard AMZN MKTP U	JS*M81DR9FB1		U	
536140	T60009	166100	YTD	141.96	+	JE16	PC000207	10/31/2018	11/12/2018	PCard SUNDANCE O	FFICE		U	
536140	T60009	166100	YTD	81.58	+	JE16	PC000204	09/16/2018	09/28/2018	PCard SUNDANCE O	FFICE		U	
536140	T60009	166100	YTD	56.95	+	JE16	PC000203	08/31/2018	09/10/2018	PCard SUNDANCE O	FFICE		U	
536140	T60009	166100	YTD	31.19	+	JE16	PC000201	07/31/2018	08/09/2018	PCard SUNDANCE O	FFICE		U	
536140	T60009	166100	YTD	65.00	+	JE16	PC000200	07/16/2018	07/26/2018	PCard J.D. YOUNG			U	
			Total	423.39	+									

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         Cut         Calibri           Copy - term         Format Painter         B         I           Chipboard         F         F         I         B           A         19         I         Index'         A         19           A         19         Index'         A         19         Index'         A         19           JAccou 'organization' Program         Sabiult (Toooog)         166100         Sabiult (Toooog)         166100           Sabiult (Toooog)         166100         Sabiult (Toooog)         166100         Sabiult (Toooog)         166100	alibri I U -		A → A → = = = = = = = = = = = = = = = =	G 'Program' 'Descriptio PCard SUN PCard SUN PCard SUN	H 'Activity' 'Commit' U U U U	Irap Text Ierge & Cent I (Location) Fund 10001 10001 10001	er + \$ 151 'Period'	reral v % v 500 Number K	L 'Transaction """	onal Form ing - Tab Styles M 'Field' YTD YTD	N	O 'Increase (	P P P P P	t dear	50	lter + Select +	T	yn in β	Sha
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Image: CoAl         IFiscal Year'         'Index'           A         19         'Index'           Accou Organization 'Prograf Sa6144 (T60009         166100           Sa6144 (T60009         166100	ex' 'Fund' 10001 grai 'Activi 100 ##### 100 ##### 100 #####	'Organization' T60009 it 'Type' # JE16 # JE16 # JE16 # JE16 # JE16	'Account' 536140 'Documen PC000207 PC000207 PC000207 PC000204	'Program' 'Descriptio PCard SUN PCard AMZ PCard SUN PCard SUN	'Activity' 'Commit U U U U	'Location' 'Fund' 10001 10001 10001 10001	'Period'	'Commit Type'	'Transactio	'Field' YTD YTD	'Amount' 32.73	'Increase ( +			R	S	T	U	
A         19           'Accou' Organizatior 'Program           \$3614(T60009         166100	10001 gra 'Activi 100 ##### 100 ##### 100 ##### 100 #####	T60009 it 'Type' # JE16 # JE16 # JE16 # JE16 # JE16	536140 'Documen PC000207 PC000207 PC000207 PC000204	Descriptio PCard SUN PCard AMZ PCard SUN PCard SUN	Commit U U U U	'Fund' 10001 10001 10001 10001			******	YTD YTD	32.73	+	+) or Decre	ase (-)'					
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