Banner Finance Self Service Manual

Contents

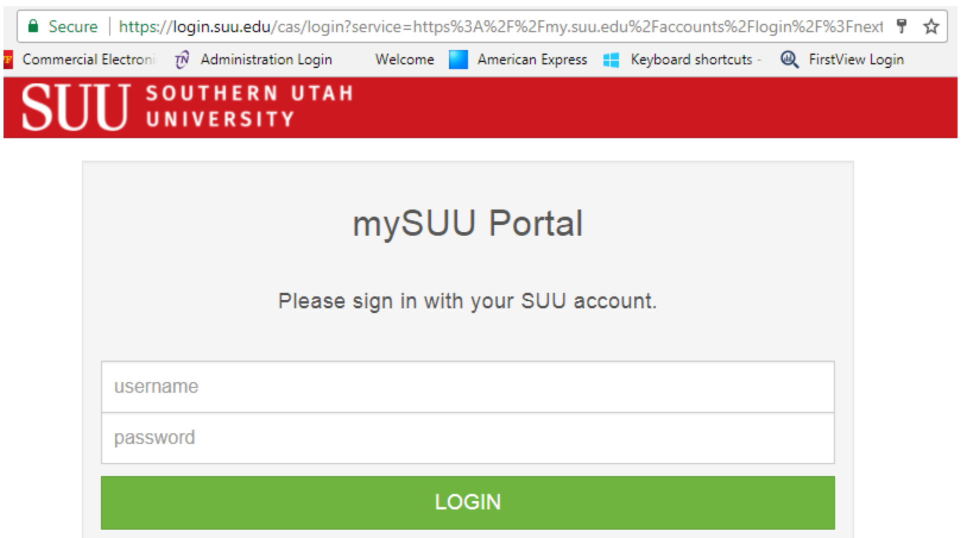
Purpose

The purpose of this training manual is to give users an introduction to Banner Finance Self Service (SSB) at Southern Utah University. The instructions included in this manual are intended to assist you in obtaining information regarding budgets, revenues, expenditures and encumbrances for your areas of fiscal responsibility.

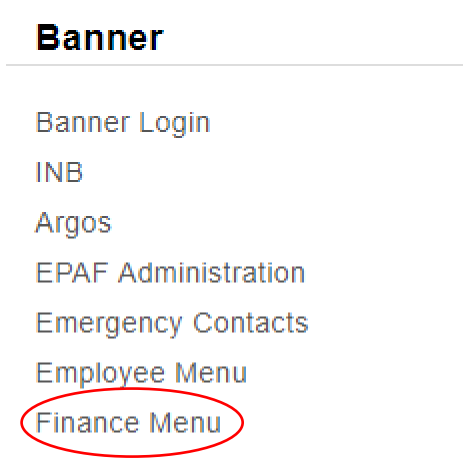
Log On/Off

My SUU Log On:

1. Enter your User Name and Password for my.suu.edu and proceed through the two factor authentication.

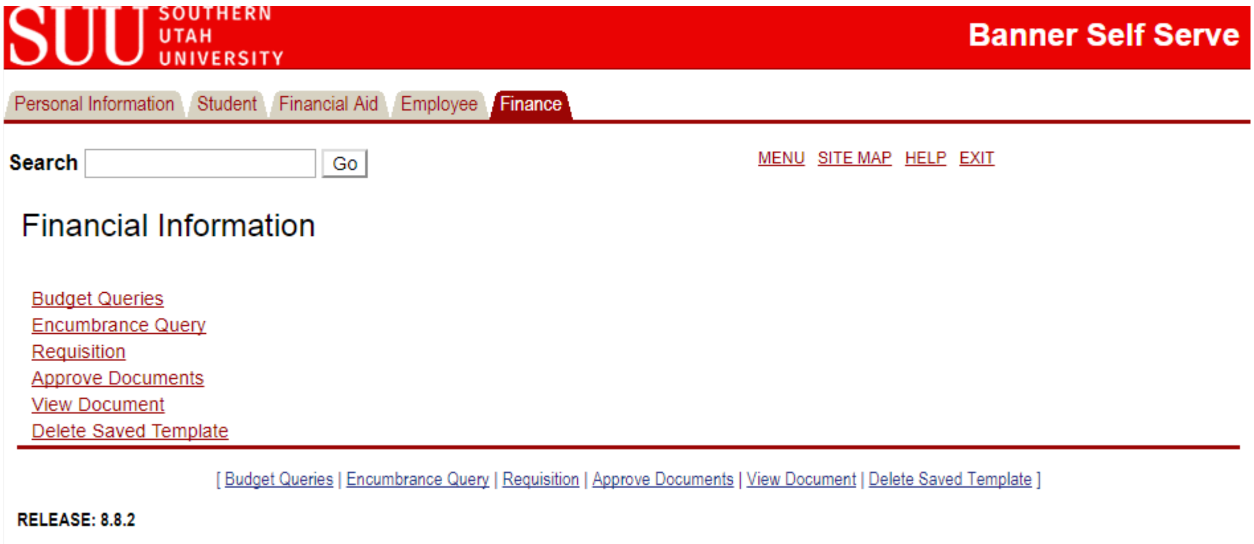


2. Scroll to the middle of the page and on the left side of the screen under Banner, click on the Finance Menu



Finance Self Service

Finance Self Service (SSB) differs from Internet Native Banner (INB) & Banner Admin in drill down capabilities, query types and functions. SSB is most frequently used for budget queries and to view documents by type. As with all Banner systems, your ability to query financial information is based upon your security privileges.



The **Finance** menu has the following options:

- **Budget Queries** allows users to review budget information, compare fiscal periods and years, and download query data to an excel spreadsheet.
- **Encumbrance Query** allows users to review outstanding encumbrance information.
- **Requisition** allows users to submit requisition to supervisors for Purchasing. (See Purchasing Training)
- **Approve Documents** allows users to view/approve/disapprove pending requisitions and journal entries. This option is not displayed for all users.
- **View Document** allows you to view detail information about a requisition, purchase order, invoice, journal voucher, encumbrance or direct cash receipt. This option is not displayed for all users.
- **Delete Saved Template** allows users to query any combination to retrieve templates or queries for deletion. This option is not displayed for all users.

Note: The menu on the top of the screen allows users to switch between banner modules. The menu at the bottom of the screen allows users to click between Finance menus.

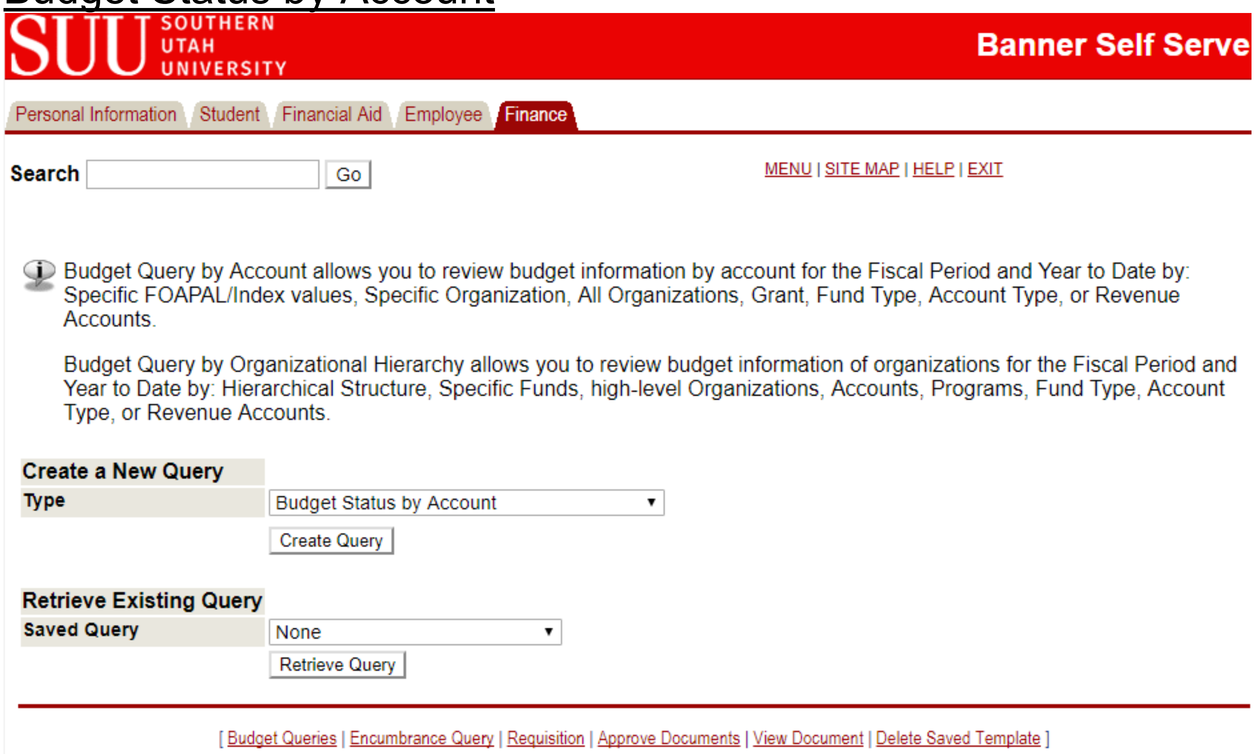
Budget Queries

The **Budget Query** option permits users to access the same information you would review in Banner using the Organization Budget Status Form (FGIBDST) or Executive Summary Form (FGIBDSR). Users can save their queries and retrieve them later for quick reference or customizing. The following types of queries are available:

- **Budget Status by Account** allows users to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAP, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts. There are four levels to a Budget Query by Account: Account Detail, Transactions Detail, Document Detail, and View the Document.
- **Budget Status by Organizational Hierarchy** allows users to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.
- **Budget Quick Query** can be used to review budget information by Adjusted Budget, Year to Date, Encumbrances, and Available Balance by specific FOAP, Organizations or Grants.

Note: Self Service automatically saves your last set of criteria that was used. Queries saved by users cannot be deleted by the user; this must be done by IT. It is also recommended that users do not use the **Shared** option. This will allow all Banner users access to the saved query.

Budget Status by Account

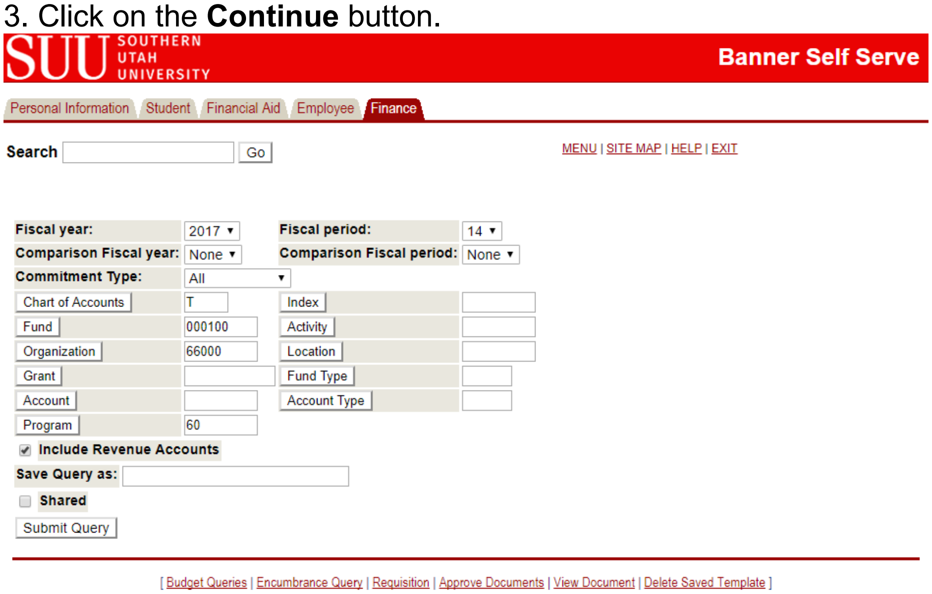


1. Select **Create Query**.

2. Select the Operating Ledger Data columns to display on the report by clicking each column. Below are the suggested columns to choose for display.

Adjusted Budget – This is the current budget of the org. Original Budget +/- Adjustments. Accounted budget allows a user to drill down on the detail.
Year to Date – Year to date activity. This represents actual revenue and expenses posted.
Encumbrances – This amount is equal to all open encumbrances and reservations.
Available Balance – Remaining balance available to spend. This column cannot be drilled down (Total Budget – Year to Date – Commitments).

3. Click on the **Continue** button.



Note: You can click on any item of entry and perform a search for that particular field.

4. Enter the appropriate parameters for your query (you must choose either a valid **Organization** or a valid **Grant** and **Chart of Accounts** to retrieve any data)

a. **Fiscal Year** (required)

b. **Fiscal Period** – if year to date information is required, enter period 14. Period 14 would include the accrual period (Period 01 = July, 02 = August, etc…) (required)

c. **Comparison Fiscal Year** – if this field is selected, **Comparison Fiscal Period** must also be selected (both optional)

d. **Commitment Type** – should always be All.

e. **Chart of Accounts** – should always be T (required).

f. **Fund** – enter fund code (Although this field is optional, if a fund is not entered and an organization has more than one fund associated with it, the report will summarizes all funds).

g. **Organization** – enter organization code (required if **Grant** is not being entered).

h. **Grant** – enter grant code (optional).

Note: If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is Fiscal Year to Date.

i. **Account** – to view all **Accounts** leave blank. To view Non-Salary Expenditure Accounts only, enter 7% (% is a wildcard, which will be discussed later).

j. **Program** – enter program code (optional).

k. **Include Revenue Accounts** – to include, click box.

5. Select **Submit Query** to run the query.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2017			
As of Jul 13, 2017			
Chart of Accounts	T Southern Utah University	Commitment Type	All
Fund	[redacted]	Program	[redacted]
Organization	[redacted]	Activity	All
Account	All	Location	All

View Pending Documents

Pending documents exist

Query Results

Account	Account Title	FY17/PD14 Adjusted Budget	FY17/PD14 Year to Date	FY17/PD14 Encumbrances	FY17/PD14 Available Balance
6140	Professional Staff	622,054.00	607,784.92	0.00	14,269.08
6150	Classified Staff	125,357.00	123,169.67	0.00	2,187.33
6155	Overload Non-teaching	0.00	658.30	0.00	(658.30)
6169	Accrued Vacation Salary	0.00	93.43	0.00	(93.43)
6210	Wages	43,987.00	0.00	0.00	43,987.00
6240	Work Study	0.00	480.00	0.00	(480.00)
6260	Student Wages	0.00	38,595.90	0.00	(38,595.90)

Download All Ledger Columns/Download Selected Ledger Columns

Users can download budget query data to a Microsoft Excel spreadsheet and then edit it, according to their reporting needs. If the **Download All Ledger Columns** option is selected, additional columns will be included in the download that was not on screen. The **Download Selected Ledger Columns** option downloads only the columns that were selected for the query and are viewed on screen.

Compute Additional Columns for Query

The detail screen provides the capability to add "user calculated columns" to a query. The user may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

Note: The User Calculated columns cannot be downloaded into Excel.

There are 4 levels to a Budget Status by account:

1. Account Detail – Totals by account for all columns selected.
2. Transaction Detail – Transaction Date, Activity Date, Document Code, Description, Amount and Rule Class.
3. Document Detail with Related Documents view – Chart of Accounts, Fund, Organization, Account, Amount and Rule Class.
4. View The Document

Drilling Down

A user can view information from the account level, by drilling down through the transaction detail and view any related documents that exist.

7132	Dues & Fees-Conferences & Seminars	0.00	1,125.00	0.00	(1,125.00)
7135	Dues & Fees-Registration	0.00	136.69	0.00	(136.69)
7260	Maintenance Contracts	0.00	30.00	0.00	(30.00)
7305	Services-General	0.00	2,410.36	1,404.92	(3,815.28)
7315	Services-External Printing	0.00	885.54	0.00	(885.54)
7320	Services-Internal Printing	0.00	307.20	0.00	(307.20)
7340	Computers-Non Capital	0.00	3,953.80	0.00	(3,953.80)

Users can click on any item in "Red" to view the underlying transactions. A new screen will be displayed listing the transactions.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Apr 06, 2017	Apr 07, 2017	J1700642	ITREV-CTLR IT-DUO-2017-016	20.00	JE16
Jan 11, 2017	Jan 17, 2017	J1700438	MTNCTR-CTLR MTN034	100.00	JE16
Jan 05, 2017	Jan 12, 2017	J1700422	PUBLIC-CTLR 1617-CTLR 01	30.00	JE16
Jun 02, 2017	Jun 02, 2017	I0312568	Les Olson Company	11.60	INEI
May 03, 2017	May 03, 2017	I0310352	Business Solutions Group LLC	177.00	INEI
Apr 11, 2017	Apr 11, 2017	I0308891	Business Solutions Group LLC	147.50	INEI
Mar 02, 2017	Mar 02, 2017	I0306515	Les Olson Company	14.85	INEI
Jan 09, 2017	Jan 09, 2017	I0303494	Business Solutions Group LLC	1,144.87	INEI
Jan 03, 2017	Jan 04, 2017	I0303211	Business Solutions Group LLC	177.00	INEI
Dec 08, 2016	Dec 08, 2016	I0302121	Les Olson Company	16.13	INEI
Nov 02, 2016	Nov 02, 2016	I0299678	Business Solutions Group LLC	177.00	ADEI
Nov 02, 2016	Nov 02, 2016	I0299678	Business Solutions Group LLC	(177.00)	DIEI
Nov 02, 2016	Nov 02, 2016	I0299678	Business Solutions Group LLC	177.00	INEI
Nov 02, 2016	Nov 02, 2016	I0299666	Les Olson Company	1,000.00	ADEI
Nov 02, 2016	Nov 02, 2016	I0299666	Les Olson Company	(1,000.00)	DIEI
Screen Total:				2,015.95	
Running Total:				2,015.95	
Report Total (of all records):				2,410.36	

Click on the document code to view the details of that particular transaction. The details of the selected transaction will be displayed.

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0303494	Description:	Business Solutions Group LLC
Transaction Date:	09-Jan-2017		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
T	000100	66000	7305	60			1,144.87	INEI

Save Query as:

Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 03, 2017	Requisition	R1701991	Approved
Jan 04, 2017	Receiving Documents	Y0013209	Completed
Jan 17, 2017	Check Disbursement	!0084056	
Jan 03, 2017	Purchase Order	P1701951	Approved

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Saved Template]

RELEASE: 8.7.0.2

All additional documentation relating to this transaction will be listed at the bottom of the window in the Related Documents section. This section provides the same information available on the **FOIDOCH** form in Banner.

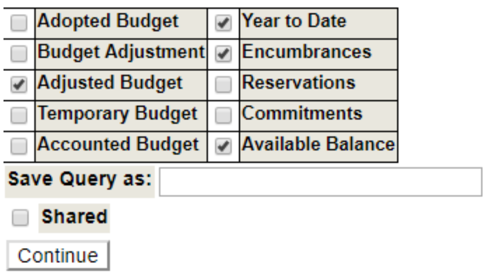
Budget Status by Organizational Hierarchy Query

The Budget Status by Organizational Hierarchy option allows users to review budget information for Organizations by Hierarchical structure; specific Funds, high-level Organizations, Accounts, and Programs; Fund Type; or Account Type.

1. Select **Create Query** with Budget Status by Organizational Hierarchy Query in the selection box.

2. Select the Operating Ledger Data columns to display on the report by clicking each column. Below are the suggested columns to choose for display.

   Queries by Organizational Hierarchy have six levels: External Account Type (Level 1 and 2), Account Detail, Transaction Detail, and Document Detail with Related Document view.



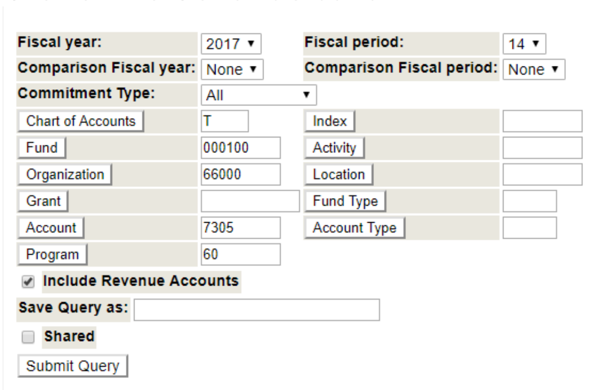
Accounted & Adjusted Budget – This is the current budget of the org. Original Budget +/- Adjustments. Accounted Budget will allow a user to drill down on the detail.

Year to Date – Year to date activity. This represents actual revenue and expenses posted.

Encumbrances – This amount is equal to all open encumbrances and reservations.

Available Balance – Remaining balance available to spend. This column can not be drilled down (Total Budget – Year to Date – Commitments).

3. Click on the **Continue** button.



4. Enter the appropriate parameters for your query
    a. **Fiscal Year** (required)
    b. **Fiscal Period** – if year to date information is required, enter period 14. Period 14 would include the accrual period (Period 01 = July, 02 = August, etc…) (required)
    c. **Comparison Fiscal Year** – if this field is selected, **Comparison Fiscal Period** must also be selected (both optional).
    d. **Commitment Type** – should always be All.
    e. **Chart of Accounts** – should always be T.
    f. **Fund** – leave blank for Organizational Hierarchy reports.
    g. **Organization** – enter Organization Hierarchy code (required if **Grant** is not being entered).
    h. **Account** – to view all **Accounts** leave blank. To view Non-Salary Expenditure **Accounts** only, enter 7% (% is a wildcard, which will be discussed later).
    i. **Program** – leave blank for Organizational Hierarchy reports.
    j. **Include Revenue Accounts** – to include, click box.

5. Select **Submit Query** to run the query.

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2017			
As of Jul 13, 2017			
Chart of Accounts	T Southern Utah University	Commitment Type	All
Fund	[redacted] State Appropriations	Program	60 Institutional Support
Organization	[redacted]	Activity	All
Account	7305 Services-General	Location	All

View Pending Documents

Pending documents exist

Query Results

Organization	Organization Title	FY17/PD14 Adjusted Budget	FY17/PD14 Year to Date	FY17/PD14 Encumbrances	FY17/PD14 Available Balance
[redacted]	[redacted]	0.00	(2,410.36)	(1,404.92)	3,815.28
66000 Rollup		0.00	(2,410.36)	(1,404.92)	

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

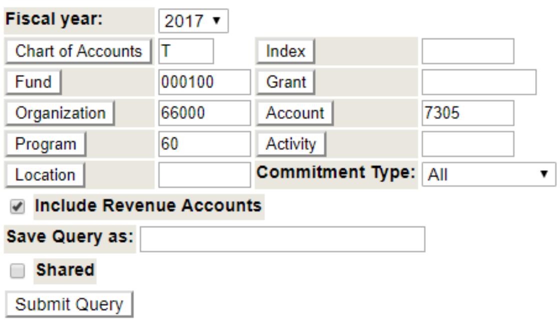
Shared

Note: Drilling down, adding computations and saving output to excel options is also available in the Organization Hierarchy query

Budget Quick Query

The Budget Quick Query is a simplified, quicker version of the Budget Status by Account query, but you are **unable** to drill down. It can be used to review budget information by Adjusted Budget, Year to Date, Encumbrances, and Available Balance by specific FOAP; Organization(s); or grant (This is the same information that appears on FGIBDST in Banner INB).

1. Select **Create Query** with Budget Quick Query in the selection box.



2. Enter the appropriate parameters for your query
    a. **Fiscal Year** (required)
    b. **Chart of Accounts** – should always be T.
    c. **Fund** – enter fund code. (Although this field is optional, if a fund is not entered and an organization has more than one fund associated with it, the report will summarizes all funds).
    d. **Grant** – enter grant code (optional).
    e. **Organization** – enter organization code (required if **Grant** is not being entered).
    f. **Account** – to view all **Accounts** leave blank. To view Non-Salary Expenditure Accounts only, enter 7% (% is a wildcard, which will be discussed later).
    g. **Program** – enter program code (optional).
    h. **Commitment Type** – should always be All.
    i. **Include Revenue Accounts** – to include, click box.
3. Select **Submit Query** to run the query.

Available Balance

Available Balance can be found by running either the **Budget Status By Account** query or the **Budget Quick** query (When using the **Budget Status By Account** option make sure that the Available Balance column is selected). Look for the row containing the Report Total (of all records) in the Available Balance column. This query will provide the same information as **FGIBDST**.

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
5562	Fees-Handling Charge	0.00	337.50	0.00	(337.50)
5589	Fees-Miscellaneous	30,000.00	25,375.00	0.00	4,625.00
5728	Sales-Other	18,000.00	41,994.72	0.00	(23,994.72)
5870	Inter-Department Revenue	0.00	140.00	0.00	(140.00)
6140	Professional Staff	622,054.00	607,784.92	0.00	14,269.08
6150	Classified Staff	125,357.00	123,169.67	0.00	2,187.33
6155	Overload Non-teaching	0.00	658.30	0.00	(658.30)
6169	Accrued Vacation Salary	0.00	93.43	0.00	(93.43)
6210	Wages	58,987.00	0.00	0.00	58,987.00
6240	Work Study	0.00	480.00	0.00	(480.00)
6260	Student Wages	0.00	50,208.05	0.00	(50,208.05)
6300	Benefits	335,305.00	0.00	0.00	335,305.00
6310	Health Insurance	0.00	145,152.00	0.00	(145,152.00)
6320	Dental Insurance	0.00	7,646.00	0.00	(7,646.00)
6330	Life Insurance	0.00	1,035.92	0.00	(1,035.92)
6340	Disability Insurance	0.00	1,224.54	0.00	(1,224.54)
6410	TIAA-CREF	0.00	30,534.24	0.00	(30,534.24)
6420	State Retirement-Cont	0.00	50,039.49	0.00	(50,039.49)
6430	State Retirement-Non	0.00	4,309.06	0.00	(4,309.06)
6440	Fidelity Retirement	0.00	37,963.92	0.00	(37,963.92)
6510	FICA	0.00	54,045.73	0.00	(54,045.73)
6520	Unemployment	0.00	938.81	0.00	(938.81)
6530	Workers Compensation	0.00	2,297.97	0.00	(2,297.97)

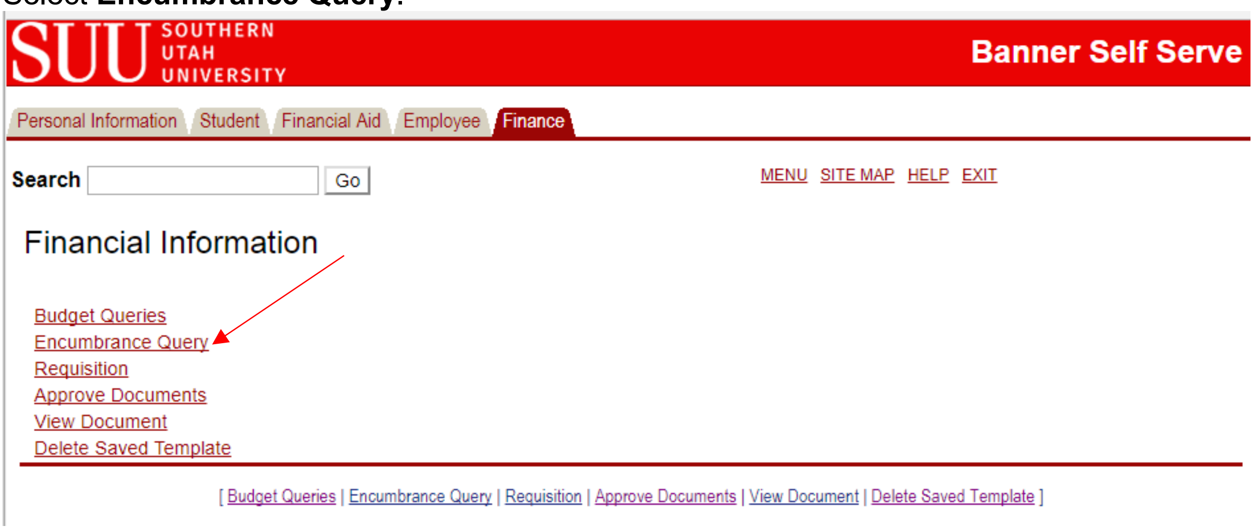
Using Wildcards in Queries

Users can enter a (%) as a wildcard which stands for any number of character(s). A wildcard can be used to search for specific data (i.e. To view all Non-Salary Expenditure accounts, enter 7%).

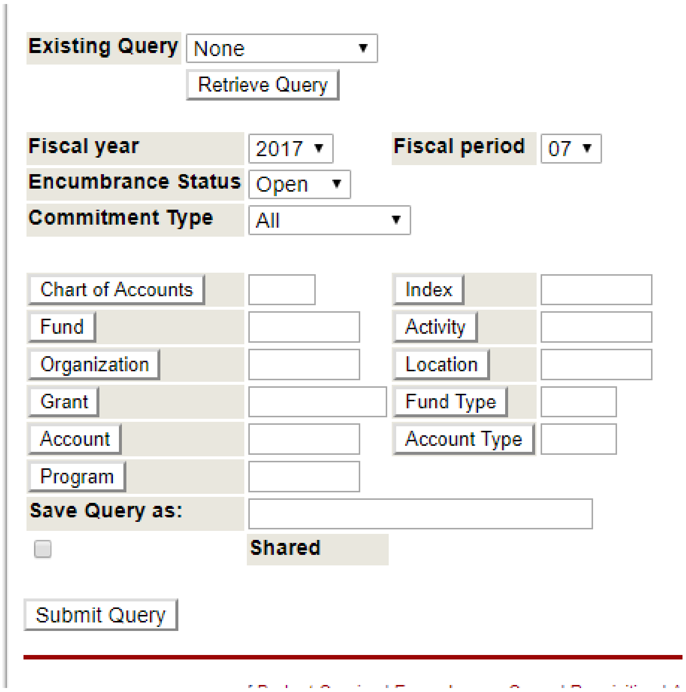
Encumbrance Query

The Encumbrance Query allows users to view encumbrance information by account for specified FOAPAL parameters (Fund, Organization, Account, and Program). The "Organization" or "Grant" fields are required to submit a query. The Encumbrance Query is similar to the online forms **FGIOENC** (Organizational Encumbrance Listing) or **FGIENCD** (Query by PO#).

1. Select **Encumbrance Query**.



2. Enter the appropriate parameters for your query



a. **Fiscal Year** (required)
b. **Fiscal Period** - if year to date information is required, enter period 14. Period 14 would include the accrual period (Period 01 = July, 02 = August, etc…). (required)
c. **Encumbrance Status** – Open, Closed or All
d. **Commitment Type** - All
e. **Chart of Accounts** – should always be T.
f. **Fund** – enter fund code (Although this field is optional, if a fund is not entered and an organization has more than one fund associated with it, the report will summarizes all funds).
g. **Organization** – enter organization code (required if **Grant** is not being entered).
h. **Grant** – enter grant code (optional).
i. **Account** – to view all **Accounts** leave blank. To view Non-Salary Expenditure **Accounts** only, enter 7% (% is a wildcard, which will be discussed later).
j. **Program** – enter program code (optional).

3. Click **Submit Query**

Report Parameters

Organization Encumbrance Status Report			
Open Encumbrance Summary by Document, Account Distribution			
Period Ending Jan 31, 2017			
As of Jul 13, 2017			
Chart of Accounts	T Southern Utah University	Commitment Type	All
Fund Code	[redacted]	Program Code	60 Institutional Support
Orgn Code	[redacted]	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
6140	PR170001	Encumbrance Salaries (Orig)	606,409.92	1,375.00	(354,489.12)	354,489.12	253,295.80	58.32	Uncommitted
6150	PR170001	Encumbrance Salaries (Orig)	123,961.20	(791.53)	(72,560.77)	72,560.77	50,608.90	58.91	Uncommitted
6155	PR170001	Encumbrance Salaries (Orig)	658.30	0.00	(658.30)	658.30	0.00	100.00	Uncommitted
7305	P1700617	Business Solutions Group LLC	147.50	0.00	(147.50)	147.50	0.00	100.00	Uncommitted
7305	P1700931	Business Solutions Group LLC	177.00	0.00	(177.00)	177.00	0.00	100.00	Uncommitted
7305	P1701192	TURN Community Services Inc	500.00	0.00	(52.50)	52.50	447.50	10.50	Uncommitted
7305	P1701453	Business Solutions Group LLC	177.00	0.00	(177.00)	177.00	0.00	100.00	Uncommitted
7305	P1701824	Les Olson Company	1,000.00	0.00	(16.13)	16.13	983.87	1.61	Uncommitted
7305	P1701888	Business Solutions Group LLC	177.00	0.00	(177.00)	177.00	0.00	100.00	Uncommitted
7305	P1701951	Business Solutions Group LLC	1,144.87	0.00	(1,144.87)	1,144.87	0.00	100.00	Uncommitted
Report Total (of all records)			734,352.79	583.47	(429,600.19)	429,600.19	305,336.07	58.45	

Another Query

Note: To drill down to, click on the document code

The Encumbrance Summary Report displays the following information:

Header Information

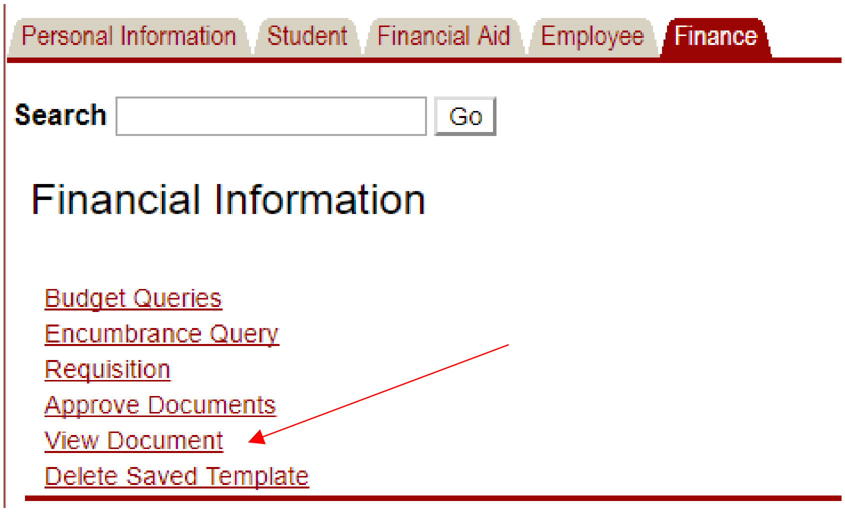
- Ending date of the fiscal period for which the report is generated
- Chart of Accounts
- FOAP Elements entered on Parameters Screen

Detail Information

- Account
- Document Code
- Description (Vendor or Encumbrance Description)
- Original Encumbrance Amount
- Encumbrance Adjustments
- Encumbrance Liquidations
- Year to Date Amount
- Current Commitments

- Percentage Used
- Screen Total
- Running Total Report Total

View Document



The **View Document** form allows a user to view detail information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt). Users also have the option to display commodity text for purchase orders, requisitions, and invoices. This form is similar to the online Document Retrieval Form, FGIDOCR.

1. Select **View Document.**
2. **Choose Type** of document (Requisition, Purchase Order, Invoice, Journal Voucher, Encumbrance or Direct Cash Receipt) from drop-down box.
3. Enter **Document Number** (if known)
4. Click on **View Document**

To find a document that you don't have a number for:

1. Click **View Document.**
2. Choose the type of Document to view from the drop-down box.
3. Click the **Document Number** button to navigate to the Document Lookup form.
4. Your ID will appear in the **User ID** field.
5. Enter as much information as possible.
6. Click **Execute Query.**

Banner Finance Self-Service FAQ’s

Banner Finance Self Service Frequently Asked Questions

- Who has access to Banner Finance Self Service?
- How can I view my Budget allocation?
- How can I compare my Budget allocation this year to last year?
- How can I get a Grant Inception to Date report?
- How do I see a list of invoices by Vendor?
- How can I find a check number for a paid invoice in Banner?

Who has access to Banner Finance Self Service?
All users with access to Banner INB will have access to Banner Finance Self Service.

How can I view my Budget?

1. Choose the **Budget Queries** menu item.
2. Select **Budget Status by Account.**
3. Click **Create Query.**
4. Choose **Adjusted Budget.**
5. Click on the **Continue** button.
6. Select the **Fiscal Year** (18).
7. Select the **Fiscal Period** (14).
8. Enter **Chart of Accounts** (T).
9. Enter **Fund.**
10. Enter **Organization.**
11. Enter **Account** (optional, enter to view a specific account only).
12. Enter **Program Code.**
13. Click **Submit Query**.

How can I compare my Budget allocations this year to last year?

1. Choose the **Budget Queries** menu item.
2. Select **Budget Status by Account.**
3. Click **Create Query.**
4. Choose **Adjusted Budget**.
5. Click on the **Continue** button.
6. Select the **Fiscal Year** (2018)
7. Select the **Fiscal Period** (7 – enter period to compare).
8. Select the **Comparison Fiscal Year** (2017).
9. Select the **Comparison Fiscal Period** (7 enter same period to compare as above).
10. Enter **Chart of Accounts** (T).
11. Enter **Fund.**
12. Enter **Organization.**
13. Enter **Account** (optional, enter to view a specific account only).
14. Enter **Program Code.**
15. Click **Submit Query**.

How can I get a Grant Inception to Date report?

1. Choose the **Budget Queries** menu item.
2. Select **Budget Status by Account.**
3. Click **Create Query.**
4. Choose the Data Columns you want to display.
5. Enter your **Chart of Accounts** Code.
6. Enter your **Grant number** in the Grant Field.
7. Click **Submit Query**.

How can I get a list of invoices by Vendor?

1. Choose the **View Documents** menu item.
2. Click **Create Query.**
3. Select **Invoice.**
4. Click the **Document Number** title button to go to the search screen.
5. Remove the **User ID** (default is you).
6. Enter the Vendor's Banner number in the **Vendor** field.
7. Leave the default values in the remainder of the fields.
8. Click **Execute Query.**

How can I find a check number for a paid invoice in Banner?

1. Choose the **View Documents** menu item.
2. Click **Create Query.**
3. Select **Invoice.**
4. The **Related Documents** section will display any check information that is available for that document. The **Document Code** for Check Disbursement is the check number.

Glossary of Terms

Account
The account code is a four digit number which classifies how the money is spent. This is the third set of numbers in a FO**A**P.

Accounts that begin with a 5 = Revenue
Accounts that begin with a 6 = Labor
Accounts that begin with a 7 = Expenses

Adjusted and Accounted Budgets
Original Budget allocation given at the beginning of the Fiscal Year plus all adjustments.

Available Balance Remaining balance available to spend. Original Budget less expenditures less commitments.

Chart of Accounts (COAS) This field is required on any forms where it is present. The value for the university is T.

Encumbrances The budget set aside to cover purchase orders.

Fiscal Period A number designating the month in the Fiscal Year. 01 = July, 02 = August, etc.. To view fiscal year to date information enter 14.

Fiscal Year The fiscal year runs from July 1st – June 30th. i.e. Fiscal Year 2018 begins July 1, 2017 and ends June 30, 2018.

FOAP This is the acronym used by Banner to capture financial transactions and facilitate retrieval of information. The budget number consists of four components, Fund, Organization, Account, and Program. Combined they provide a very powerful reporting tool.

Fund
A fund code is a five digit number that identifies the funding source. The fund code is the first set of numbers in a **F**OAP.

Organization (Org) The org code, short for Organization Code, is a five digit number that identifies the budgetary unit (department) responsible for managing the funds. The organization code is the second set of number in a F**O**AP

NSF Checking Non-Sufficient funds checking. This feature checks to determine if there is an available budget.

Program The program code is a two digit number that defines the program category under which a particular unit budget falls. (e.g. instruction, academic support, student services, institutional support, physical plant, auxiliary, etc…) This is the last set of numbers in a FOA**P**.
Year to Date Actual Revenue and/or Expenses accumulated for the fiscal year

Rule Code Description Table

Rule Code	Rule Code Description	Rule Code	Rule Code Description
ABD	Adjusted Budget	INNC	Credit Memo without Encumbrance
BD01	Permanent Adopted Budget	INNI	Invoice without Encumbrance
BD02	Permanent Budget Adjustments	JE15	General Journal Entry (Intra-Fund)
BD04	Temporary Budget Adjustment	JE16	General Journal Entry (Inter-Fund)
CSH1	Banner Student Charges	JE25	General Journal Entry (Inter-Chart)
CNEC	Cancel Check - C/M w encumbrance	MISC	Departmental Deposit at Bursars
CNEI	Cancel Check - Invoice w encumbrance	OBD	Original Budget
CNNC	Cancel check - C/M w/o encumbrance	OEN	Original Encumbrance
CNNI	Cancel Check - Invoice w/o encumbrance	PCLQ	Cancel PO - Reinstate Request
CORD	Establish Change Order	PCRD	Cancel Purchase Order
CR05	Cash Receipt Entry	POBC	Purchase Order Batch Close
CSS2	Banner Student Payment	POCL	Purchase Order Close (FPAEOCD)
DCSR	Direct Cash receipt	POLQ	Purchase Order-Request Liquidation
DNEC	Check - C/M w encumbrance	POPN	Purchase Order Open (FPAEOCD)
DNEI	Check - Invoice w encumbrance	PORD	Establish Purchase Order
DNNC	Check - C/M w/o encumbrance	PRTC	Printing Costs
DNNI	Check - Invoice w/o encumbrance	PTGC	Postage Costs
E010		Post Original Encumbrance	
E020		Encumbrance Adjustment	
E031	Partial Liquidation	RCQP	Cancel Requisition
E032	Encumbrance Liquidation	REQP	Requisition – Reservation
E090	Year End Encumbrance Roll	REF1	Banner Student Refunds
ENC	Encumbrance	SUPC	Staples Costs
FT01	Journal Entry Made by Accounting	TELC	Telephone Charges
HEEL	Payroll - Employee Liability	MINV	Maintenance Inventory
HERL	Payroll - Employer Liability	BKST	Bookstore Charges
HENA	Payroll – Encumbrance Adjustment	FLTC	Fleet/Gas Charges

HENC	**Payroll – Salary Encumbrance**
HGNL	**Payroll - Gross Exp. No Liquidation**
HGRB	**Payroll - Gross Benefit Expense**
HGRS	**Payroll – Gross Salary Expense**
HNET	**Payroll - Net Pay**
ICEC	**Cancel Credit Memo w/ Encumbrance**
ICEI	**Cancel Invoice with Encumbrance**
ICEP	**Cancel Invoice with Encumbrance**
ICNI	**Cancel Invoice without Encumbrance**
INEC	**Credit Memo with Encumbrance**
INEI	**Invoice with Encumbrance**