



Banner Finance Admin Manual

Table of Contents

Navigation	1
Starting Banner	1
Parts of a Form	2
Querying Information	3
Chart of Accounts.....	5
Definitions.....	7
Document Detail Forms	9
FOIDoch - Document History Form	9
FGIDOCR - Document Retrieval Inquiry	10
FGIENCD - Detail Encumbrance Activity Form	11
FGIENCB - Encumbrance List Form	12
FAIVNDH - Vendor Detail History Form	13
FPIOPOF - Open Purchase Orders by FOAPAL	14
FPIORQF - Open Requisitions by FOAPAL	15
FPIREQN - Requisition Inquiry Form	16
FPIPURR - Purchase Order Inquiry Form.....	17
FAIINVE - Invoice Inquiry Form	18
FAICHKH - Check Payment History Form	19
Purchasing Cycle	20
Budget and Account Details.....	21
FGIBAVL - Budget Availability Form	21
FGIBDSR - Executive Budget Summary Form.....	22
FGIBDST - Organization Budget Status Form	23
FGITRND - Detail Transaction Activity Form	24
FGIBSUM - Organization Budget Summary Form -	25
FRIGITD – Grant Inception to Date	26
FRIGTRD – Grant Transaction Detail	27

Navigation

Starting Banner


To help ensure that only authorized users use Banner, you must access it from your my.suu.edu portal.

Follow these steps to access Banner Admin:

1. Along the left hand column of your MySUU portal click on Banner Login located under the Banner heading.



Banner

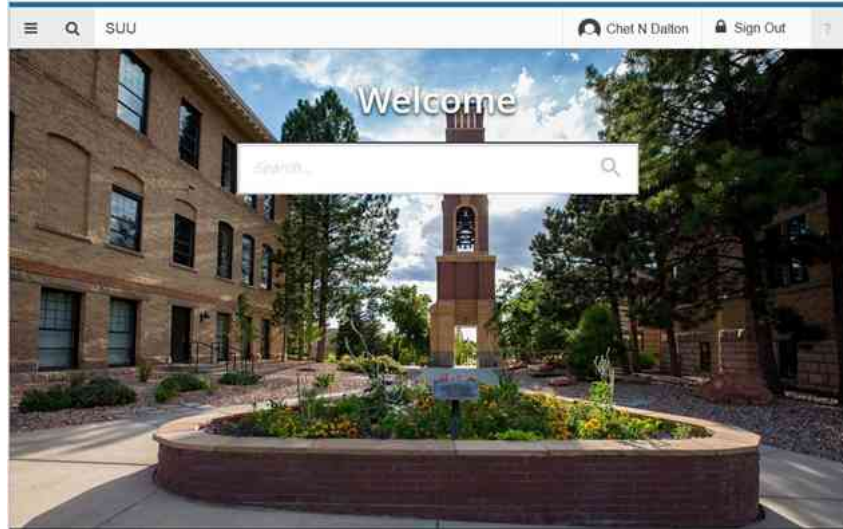
 [Banner Login](#)

2. From the SUU Banner Login page click on Banner Admin.


SUU Banner Links



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



The Banner Menu

You can use the menu structure on the screen to find and access a form, job or menu. Click on the menu Icon  in the upper left corner to get to the Banner screen hierarchy and My Banner menu to find a form you want to open.

Banner Search Menu

You can use direct access by typing the form acronym or use the “Search” function by typing a word associated with the form title.

Parts of a Form



Menu Bar & Tools Icon

The menu bar is on every form and contains buttons that perform common functions. The tools Icon has pull-down menus for other functions. When you move your cursor to an icon and pause, a pop up box appears with the text that describes the function of the button and the keyboard shortcut. A dimmed button is disabled and cannot be clicked.

Title Bar

The title bar shows the following information:

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

Blocks

A block is a section of a form or window that contains related information. If a form or window contains more than one block, each block (except the key block) may be enclosed in a beveled box. You can navigate between blocks using the arrows in the lower left hand corner.



Key Block

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

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

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

When the cursor is in the key block, enterable fields in the key block are enabled. When you leave the key block, enterable fields in the key block are disabled. You can click “Start Over” to change and parameters in the key block fields.

Auto Hint / Status Bar

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

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

Querying Information

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

Query Functions

Use the following functions to perform queries:

- Enter Query (F7) Puts a form into query mode so you can enter search criteria to see what information is already in the database. “Enter a Query” appears in the auto hint bar.
- Execute Query (F8) Searches the database and displays the records that match your search criteria. This function is enabled only if you are in query mode.
- Exit or Cancel Cancels the query and takes the form out of query mode.

To query information follow these steps.

1. Select the Enter Query Mode (F7)
2. Enter in the search field criteria and the query function options by using the dropdown lists. You can query any field you can access within the form queried.

3. To further define your query you can click on “Add Another Field” and add additional filter criteria.
4. Capitalization matters! Data is matched against the search criteria exactly as you enter them.
5. Select the Execute Query function (F8) or click the “Go” button. The form displays the records that match your search criteria.

To change your search criteria and re-query:

1. With the original matches displayed, click on the “Filter Again” button.
2. Revise your search criteria using the dropdown menus.
3. Select the Execute Query function (F8) or click the “Go” button. The form displays all records that match the revised criteria.

Chart of Accounts

FOAPAL	FUND	ORG	ACCT	PRGM	ACTV	LOCATION
	XXXXXX	XXXXX	XXXX	XX	XXXX	XX

SUU has 1 chart of accounts. **Chart “T”** is the University’s chart of account.

FUND:

- Fund is a 6 digit number and is required for all financial input.
- The fund identifies where the money comes from. There is a separate fund for every grant or contract.
- **A GENERAL RULE** - if your program uses multiple funds and your organization account does not change, your organization and program will automatically default when entering your fund number.
- **FTVFUND** is a form that will list all of the Fund codes.
- **FTIFNDH** is a form that shows the Fund Hierarchy.
- **FGRFNDH** is a report that you can run to show you the Fund Hierarchy.

ORGANIZATION (Org):

- Organization is a 5 digit number and is required for most financial input.
- As a general guideline, organization identifies the area or department you work in. This number will typically remain constant.
- **A GENERAL RULE** - if an organization always uses the same fund, your fund and program code will automatically default when entering the organization into the system.
- There is a hierarchy built into the code for roll up reporting. For data entry you will always use the “data entry level” code.
- **FTVORGN** is a form that will list all of the Org codes.
- **FTIORGH** is a form that shows the Org Hierarchy.
- **FGRORGH** is a report that you can run to show you the Org Hierarchy.

ACCOUNT (Acct):

- Account is a 4 digit number and is required for all financial input.
- There are many different account numbers. You use a specific account number depending on what type of item you are purchasing. **In most cases, average users will only utilize the revenue and expenditure accounts.**

The account numbers in Banner use the following numeric ranges:

- Assets 1XXX
- Liabilities 2XXX
- Net Assets 3XXX
- Control Accounts 4XXX

- Revenue 5XXX
- Salary & Benefits 6XXX
- Expenditures 7XXX
- Transfers 8XXX
- **FTVACCT** is a form that will list all of the Account codes.
- **FTIACTH** is a form that shows the Account Hierarchy.
- **FGRACTH** is a report that you can run to show you the Account Hierarchy.

PROGRAM (Prgm):

- Program is a 2 digit number and is required for most financial input.
- These titles correlate to NACUBO codes.
- The numbers will remain constant on most everything you do and will default based on the organization code entered, but may be overridden.
- **FTVPROG** is a form that will list all of the Program codes.
- **FTIPRGH** is a form that shows the Program Hierarchy.
- **FGRPRGH** is a report that you can run to show you the Program Hierarchy.

ACTIVITY:

- Activity can be up to a 6 place alphanumeric code and is not required for most financial input.
- This code is used to further identify special projects. For example, the different categories with special programs like Generations.
- It is not a required field in most cases.
- **FTVACTV** is a form that will list all of the Activity codes.
- **FTIACTH** is a form that shows the Activity Hierarchy.
- **FGRACTV** is a report that you can run to show you the Activity Hierarchy.

LOCATION:

- Location is a 2 digit alphanumeric code and is not required for most financial input.
- Location codes are used in the Facilities system only.
- **FTVLOCN** is a form that will list all of the Location codes.
- **FTILOCH** is a form that shows the Location Hierarchy.
- **FGRLOCH** is a report that you can run to show you the Location Hierarchy.

Definitions

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

Posting “Type” Explanations

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

Invoice Related Items:

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

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

Purchase Order Related Items:

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

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

Requisition Related Items:

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

Note: all of these items will have a “FLD” value of either RSV or ENC.

Cash Receipt Items:

- DCSR Direct Cash Receipts – Items receipted into the system through the Finance office.

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

Check Items:

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

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

Journal Entry Items:

- BD01 The initial/adopted budget
- BD02 Budget adjustments made by the Budget office.
- JE16 Journal entries prepared by the accounting staff that is a transfer between funds. These entries will affect the cash accounts within each fund.

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



Document Detail Forms

FOIDOCH - Document History Form - This form will provide you with an online display of the processing history for a document by a selected document type and code. For example, it will show you that Req # R1602633 was approved, then turned into PO, # P16022607. Invoices were then created (I0288243) and checks were cut (00315133).

Key Block

Results Block

Document Number	Document Type	Status	Status Description
R1602633	Requisition	A	Approved
P1602607	Purchase Order	A	Approved
I0288243	Invoice	P	Paid
00315133	Check Disbursement		
Y0011327	Receiving Documents	C	Completed



- Enter Doc Type in the Key Block. If you are unsure of the code to enter, click on the three dots [...] to display the appropriate list of document types. In the example above we use REQ for requisition. NOTE: Journal docs cannot be viewed here.
- Enter the Doc Code in the Key Block. Depending on the document type, this would be the Req number, the PO number, the invoice number, etc. In the example we use R1602633
- Click the “Go”  button to display search results.
- From here you can see the processing history of your document and drill down into the other documents as necessary by using F3 or by clicking the related button .
- Status indicators display both the status code and status description.

FGIDOCR - Document Retrieval Inquiry – This form can be used to view posted documents such as an approved Journal Voucher, REQ, PO or Invoice.

Key Block

Results Block

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
0	0	1	POLQ	Roy. Ravi Kautilya.	107.12	+ Plus			T		718000	68000	7008	90		
0	0	1	PORD	Roy. Ravi Kautilya.	107.12	+ Plus			T		718000	68000	7008	90		

- Enter in your journal voucher document number in the Key Block.
- Click  to display the Results Block and other document information.
- Notice that there is a check in the Document Text field. This lets you know at a glance there is document text for this voucher.
- If needed, you can view the document text by clicking on , and then select Document Text (FOATEXT).

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

Key Block

Results Block

ENCUMBRANCE INFORMATION	
Description: Req. Rsn Kaaliya	Date Estimated: 0020018
Status: C	Balance: 0.00
Type: P	Vendor: 70007180 - Req. Rsn K

ENCUMBRANCE DETAIL	
Item: 0 - Document Accounting Distribution	Orig: 0000
Sequence: 1	Act: 000
Fiscal Year: 18	Prog: 00
Status: C	Adv:
Commit Indicator: 0	Lev:
ODA: T	Ph:
Item:	Encumbrance: 187.12
Fund: 71800	Liquidation: -187.12
	Balance: 0.00

- In the Key Block Enter the PO number in the Encumbrance field. Click on to search. You can also select the Encumbrance Period if the PO is ongoing. Click to display the Results Block and see the encumbrance information and detail.
- STATUS: The status field will show either an “O” for open, or a “C” for closed.
- TYPE: The type field will show either a “P” for Purchase Order, or an “R” for Requisition.
- FISCAL YEAR: Make sure that the current fiscal year is indicated.
- BALANCE: This field indicates the funds available to be spent against the PO.
- TYPE (in the detailed transactions part of the form): The codes shown here are explained under “Posting “TYPE” Explanations”

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

Encumbrance Number	Type	Description	Current Balance	FY	In Progress	Status	Establish Date	Last Activity Date
127010	E	Kylee Shen - CA	0.00	04		C	02/10/2004	05/05/2005
136509	E	Ona Burley - AZ	0.00	07		C	02/27/2007	02/27/2007
129352	E	Dana Marchant - SUSD Calera	0.00	04		O	10/09/2003	02/19/2004
127156	E	Stephanie Farmer - Cedar Irons St G	0.00	04		O	10/27/2003	05/25/2012
14816	E	Dobson Hill - SLC	0.00	04		C	05/05/2004	07/25/2012
15390	E	Karen Wards - CC	0.00	04		C	05/26/2004	07/25/2012
133882	E	Judy Ulvik - SLC/Ogden	0.00	06		C	05/01/2005	05/01/2005
133467	E	David Christensen - CO	0.00	00		C	06/05/2005	06/06/2005
134338	E	William Pratt - UVSC	0.00	07		C	12/01/2006	12/06/2006
131805	E	W Harold Orms - Escalante	0.00	07		O	06/11/2007	06/27/2007
130819	E	Michael T Benson - SLC	0.00	06		C	01/01/2008	01/02/2008
A	P	CPI	0.00	04		C	02/10/2004	02/10/2004
E0000001	E	Scott Lanning - Springdale	0.00	05		C	12/01/2005	05/04/2005
E0000002	E	Mark Barton - SLC Phoenix, I, V	0.00	05		C	03/31/2005	05/04/2005
E0000004	E	Naki Miller - Richfield	0.00	05		O	03/21/2005	07/19/2005
E0000005	E	Kathy Smith - Cedar City Ken Karals	0.00	05		O	03/31/2005	07/19/2005
E0000006	E	Pratt Toppata - St. George	0.00	05		C	11/30/2005	07/19/2005
E0000007	E	Lynne Brown - Panguitch	0.00	05		O	03/31/2005	07/19/2005
E0000013	E	GA 00 DeFoca	0.00	00		C	09/22/2005	04/11/2006
E0000012	E	Mac Computer Encumbrance	0.00	11		C	04/27/2011	07/11/2011

- If you are using FGIENCD and click on the button to find a PO, you are taken to this screen.
- The DESCRIPTION field shows the vendor name.
- TYPE field: “P” for Purchase Order, “E” for Requisition.
- ST is STATUS. “O” is for open, “C” is for closed.
- To search, you must enter query mode by pressing F7 to clear the screen and display search options. You can search using various fields using the same querying methods utilized in other banner screens.
- For more tips on searching, please see previous info on querying information.

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

Key Block

Results Block

Vendor: T00003296 ProQuest Information and Learning Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Start Over

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
61800255	10315268	Y	N	N	P	N	3,808.00	07/26/2017	27-JUL-2017	00330354
61428073	10317575	Y	N	N	P	N	2,816.11	08/31/2017	31-AUG-2017	00333609
Total							6,624.11			

Record 1 of 2



- **VENDOR:** If you are unsure of the vendor T# number, click on the button. This takes you to FTIIDEN where you can search for the vendor by name. Once you find the vendor, double click on it to bring it into this form. **NOTE: When searching for a business use the Last Name search field.**
- **SELECTION:** Choose “Selection” from the drop down menu. You can choose to see: credit memos, open (displays invoices which have not been paid), paid (displays invoices that have been paid) or all.
- The Fiscal Year defaults to the current fiscal year. You can change it, if needed.
- Click to perform search and display results block.

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

Key Block

Results Block

Purchase Order	Vendor	Item	Commodity	Commodity Description	U/M	Quantity	Unit Price
P0400715	Imaging Concepts, LLC	1	MACA for IR5000	MPL24353	EA	1	1300
P0400715	Imaging Concepts, LLC	2	MACA for KM-1810 (Fiddler's Elementary)	ZH47024291	EA	1	225
P1200296	Entrada	1	Entrada Services for the		LOT	1	5000
P1202252	Utah Academy of Sciences, Arts & Letters	1	2012 Institutional Dues		EA	1	1000

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

FPIORQF - Open Requisitions by FOAPAL - This form is used to retrieve information regarding OPEN requisitions by using your chart information. To use this form enter the portion of the FOAPAL that you want to query

Key Block

Open Requisition by FOAPAL Query FPIORQF 9.0 (PROD)

COA: Index:

Fund: Orgn:

Acct: Prog:

Actv: Locn:

Results Block

COA: T Index: Fund: 000100 Orgn: Acct: Prog: Actv: Locn:

Requisition	Type	Item	Commodity	Commodity Description	U/M	Quantity	Vendor	Unit Price
R0004029	P	1		Toner Cartridge for Canon	EA	2	Imaging Concepts, LLC	38.00
R0004139	P	1		Standing PO - Cell service & equip - P.Safety	LOT	1	Verizon Wireless	2,000.00
R0005347	P	2		FREIGHT	EA	1	Perkin Elmer	438.00
R0005682	P	1		STJUPG	EA	1	Neopost USA Inc	1,006.00
R0801083	P	2		Dakota Dolly	EA	3		150.00
R0802455	P	1		Intel Core 2 Processor E8400 3.0GHz 6M VT	EA	20	Dell Marketing L.P.	846.77

- Enter the parts of the FOAPAL that you would like to query. Entering in just your Organization code will give you a list of all open requisitions for your Organization.
- Click to display results screen.
- You may find old RQs that were never completed. You can delete these REQs by making a request with the purchasing department and providing the REQ number.

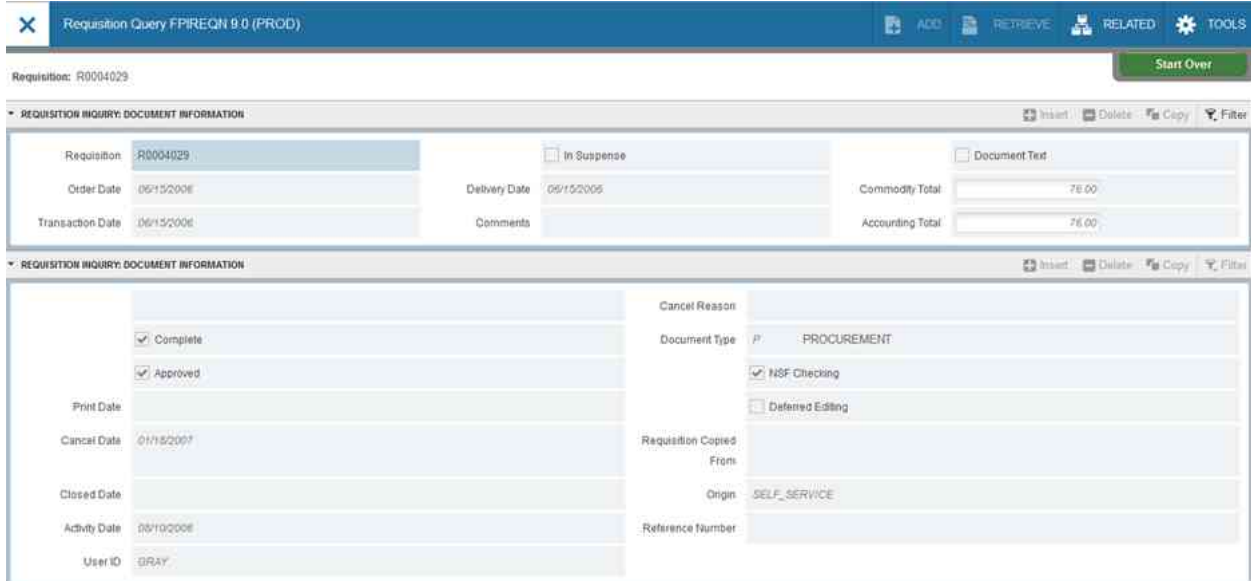
FPIREQN - Requisition Inquiry Form - If you need to review an RQ that has already been submitted, you can use FPIREQN, the inquiry version of the Requisition form.

Key Block



The screenshot shows the 'Key Block' of the FPIREQN application. It features a blue header bar with the text 'Requisition Query FPIREQN 9.0 (PROD)' and navigation icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header is a search area with a 'Requisition:' label, a text input field containing '...', and a green 'Go' button.

Results Block



The screenshot shows the 'Results Block' of the FPIREQN application. It features a blue header bar with the text 'Requisition Query FPIREQN 9.0 (PROD)' and navigation icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header is a search area with a 'Requisition:' label, a text input field containing 'R0004029', and a green 'Start Over' button.

The main content area is divided into two sections, both titled 'REQUISITION INQUIRY: DOCUMENT INFORMATION'. The top section contains a table with the following data:

Requisition	R0004029	<input type="checkbox"/> In Suspense	<input type="checkbox"/> Document Text
Order Date	06/15/2006	Delivery Date	06/15/2006
Transaction Date	06/15/2006	Commodity Total	76.00
		Accounting Total	76.00

The bottom section contains a table with the following data:

<input checked="" type="checkbox"/> Complete	Cancel Reason	
<input checked="" type="checkbox"/> Approved	Document Type	P - PROCUREMENT
Print Date	<input checked="" type="checkbox"/> NSF Checking	
Cancel Date	<input type="checkbox"/> Deferred Editing	
Closed Date	Requisition Copied From	
Activity Date	Origin	SELF_SERVICE
User ID	Reference Number	

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

FPIPURR - Purchase Order Inquiry Form - You can use FPIPURR to review the Purchase Order created from the REQ you submitted.

Key Block

Results Block

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

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

Key Block

Results Block

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

FAICKH - Check Payment History Form - You can use FAICKH to see the payment history of a check.

Key Block

Check Payment History FAICKH 9.0 (PROD)

Check Number: 00315133 Bank: 01

Vendor: Check Vendor: Check Date: Check Amount: Cancel Date: Check Type: Cancel Reason:

Go

Results Block

Check Payment History FAICKH 9.0 (PROD)

Check Number: 00315133 Bank: 01 Wells Fargo Bank NA Vendor: T00007355 Roy, Ravi K. Check Vendor: Check Date: 05/09/2016 Check Type: Batch Check Amount: 107.12

Cancel Date: Cancel Reason:



Start Over

Document Number	Document Type	Net Amount
00288224	Invoice	107.12

Record 1 of 1

Vendor Invoice Code	Vendor Invoice Amount
P1602607	107.12

Record 1 of 1

- Enter the check number & bank code “01” and click 
- If you do not know the check number, go to FOIDOCH, enter the REQ number to get the check number. This form will show you the PO, invoice and check numbers. Then go back to FAICKH and look at the check.
- You can access this form from FOIDOCH. Click on the check number, click on the  menu, Check Information.

Purchasing Cycle

When looking at budget and accounting details, it is important to understand the many steps that occur when you purchase something, or “The Life of a Purchase Requisition.”

1. Once a REQ is created it immediately reserves budgeted funds and is sent for appropriate approvals.
2. Once the REQ is approved a PO is created and funds are immediately encumbered for future disbursement
3. Purchasing prints and sends the PO to the company we are purchasing from to order goods or services.
4. Once we receive the item or the services is performed purchasing updates the status as “received”
5. The company sends us an invoice requesting payment which is sent to Accounts Payable
6. Accounts Payable matches the vendor invoice with the PO that was created. They then create an internal INVOICE which removes the money from the PO.
7. Banner takes the money from the PO and puts it into the internal INVOICE
8. The internal Invoice is sent to accounting, requesting a check to be cut to pay the vendor invoice. Accounting cuts the check and mails it.
9. The check is cashed by the vendor removing the money from the internal leaving the invoice with a zero balance.

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

Budget and Account Details

FGIBAVL - Budget Availability Form - provides the most current budget balance available. This includes information not included in FGIBDST. FGIBAVL also includes requisitions and other transactions that have not been approved, i.e., they have been created but not yet posted through the approval queue process. This allows a requisition to reserve funds as soon as it is entered.

Key Block

Budget Availability Status FGIBAVL 9.0 (PROD)

Chart: T Fiscal Year: 18
Index: Commit Type: Both
Fund: 000100 State Appropriations Organization: Program: 60 Institutional Support
Account: 720 Operating Expense
Control Fund: Control Organization:
Control Account: Control Program:
Pending Documents:

Results Block

Budget Availability Status FGIBAVL 9.0 (PROD)

Chart: T Fiscal Year: 18 Index: Commit Type: Both Fund: 000100 State Appropriations Organization: Program: 60 Institutional Support
Account: 720 Operating Expense Control Fund: 000100 Control Organization: 68000 Control Account: 720 Control Program:
Pending Documents:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
720	Operating Expense	58,085.00	4,777.64	-133.00	53,174.36	<input type="checkbox"/>
	Total	58,085.00	4,777.64	-133.00	53,174.36	

Record 1 of 1

- Enter in the Fund, Organization and Account numbers in the Key Block. In this screen you must indicate an account. For expenses use account roll up code 720 to check Operating Expense budget. You may click the box to include or exclude pending documents.
- Click **Go** to display Results Block.
- This screen provides summary information only and the user may not drill down to view detail, other screens or reports will be necessary if detailed activity is required.


FGIBDSR - Executive Budget Summary Form - This form displays the Adjusted Budget, Year to Date Activity and Commitments (i.e., requisitions, purchase orders, etc) resulting in the available budget.

Key Block

Results Block

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6140	L	Professional Staff	645,379.00	131,297.76	503,195.24	10,886.00
6150	L	Classified Staff	132,176.00	26,721.85	101,263.73	4,190.42
6169	L	Accrued Vacation Salary	0.00	6,616.16	0.00	-6,616.16
6210	L	Wages	43,907.00	0.00	0.00	43,907.00
6260	L	Student Wages	0.00	7,007.20	0.00	-7,007.20
6280	L	Nonstudent Noncontract	0.00	956.48	0.00	-956.48
6300	L	Benefits	59,566.00	0.00	0.00	59,566.00
6310	L	Health Insurance	0.00	32,143.00	0.00	-32,143.00
6320	L	Dental Insurance	0.00	1,886.50	0.00	-1,886.50
6330	L	Life Insurance	0.00	216.65	0.00	-216.65
6340	L	Disability Insurance	0.00	303.35	0.00	-303.35
6410	L	TAA-CREF	0.00	6,637.20	0.00	-6,637.20
6420	L	State Retirement-Cont	0.00	9,956.18	0.00	-9,956.18
6430	L	State Retirement-Non	0.00	780.23	0.00	-780.23
6440	L	Fidelity Retirement	0.00	8,739.16	0.00	-8,739.16
6510	L	FICA	0.00	12,376.86	0.00	-12,376.86
6520	L	Unemployment	0.00	207.20	0.00	-207.20
6530	L	Workers Compensation	0.00	503.12	0.00	-503.12
7049	E	Current Expense	42,085.00	0.00	0.00	42,085.00
7050	E	Advertising	0.00	150.00	0.00	-150.00
Net Total			939,193.00	251,126.54	604,591.97	

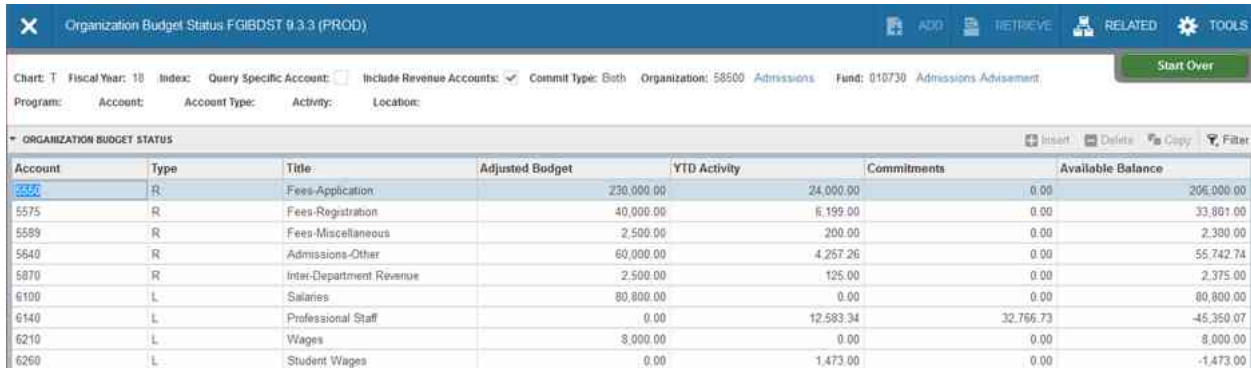
- Enter in the FOAPAL info in the Key Block and click **Go** to display Results Block. You may query individual funds or an entire organization. NOTE: It is recommended to remove the program code when querying to include any transactions with program errors.
- You can see details by clicking on **RELATED**, Transaction Detail Information (FGITRND). Depending on where your cursor is when you select this you will get different information!
- If you click in the Adjusted Budget column, then click on **RELATED**, Transaction Detail, you will see this screen -showing you the adopted budget and budget adjustments.
- If you click in the YTD Activity column then click on **RELATED**, Transaction Detail, you will all YTD information excluding all budget and encumbrance data.
- If you click in the Commitments column then click on **RELATED**, Transaction Detail you will see information about REQs and POs.

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





Key Block



Results Block



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5552	R	Fees-Application	230,000.00	24,000.00	0.00	206,000.00
5575	R	Fees-Registration	40,000.00	6,199.00	0.00	33,801.00
5589	R	Fees-Miscellaneous	2,500.00	200.00	0.00	2,300.00
5640	R	Admissions-Other	60,000.00	4,257.26	0.00	55,742.74
5870	R	Inter-Department Revenue	2,500.00	125.00	0.00	2,375.00
6100	L	Salaries	80,800.00	0.00	0.00	80,800.00
6140	L	Professional Staff	0.00	12,583.34	32,766.73	-45,350.07
6210	L	Wages	8,000.00	0.00	0.00	8,000.00
6260	L	Student Wages	0.00	1,473.00	0.00	-1,473.00


- Enter in the Organization number. The Fund and Account numbers are optional.
- Click  to display Results Block
- Please note, this form displays all information that has been posted to the accounting ledgers. This does not display any transactions that have not been approved and posted. To see the total of all transactions, including those in the approval queues you must use FGIBAVL.
- If you want a higher level account type summary of a cost center, click on , Budget Summary Information. The system will take you to FGIBSUM.
- If you want to view encumbrances, click on , Organization Encumbrances. The system will take you to FGIOENC.
- If you want transaction detail of a specific line item, click on , Transaction Detail (FGITRND). Depending on where your cursor is when you click on Transaction Detail, you will get different results. See the explanation for FGIBDSR.

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

Key Block

Results block

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Description	Commit Type	Fund #	Activity	Location	Tr
5550	58500	50	YTD	-50.00	-	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	15.00	+	CA1	F0130190	Undergrad Readmission Fee	U	010730			09
5550	58500	50	YTD	15.00	+	CA1	F0130190	Undergrad Readmission Fee	U	010730			09
5550	58500	50	YTD	15.00	+	CA1	F0130190	Undergrad Readmission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09
5550	58500	50	YTD	50.00	+	CA1	F0130190	Undergrad Admission Fee	U	010730			09

- Enter the Fund, Organization and Account numbers in the Key Block and click  .
- This form automatically enters query mode to further define your search. If no additional criteria is wanted Press F8 to execute the query.
- This screen is used when finding transactions to be moved to another FOAP via revenue or expenditure transfer request.

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

Key Block

Results Block

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue	142,000.00	43,031.50	0.00	98,968.40
Labor	229,789.00	63,165.07	113,525.72	52,097.21
Expenditures	68,338.00	19,449.31	790.76	48,697.93
Transfers	4,150.00	4,150.00	0.00	0.00
Net: Revenue minus(Labor + Expense ...	-159,877.00	-43,732.78	-43,732.78	114,317.48
		Total Commitments	114,317.48	

- Enter in the Organization or Fund or a valid combination of both in the Key Block and click .
- If you want line item details you can click , Budget Status Information. The system will take you to the form FGIBDST.
- This screen will allow for inquiry of a Fund/Organization displaying revenue where appropriate and two lines for expenditures (personnel related expenses (6XX) and general expenses (7XXX).) The screen displays budget, actual expenditures and commitments (i.e., requisitions, purchase orders and encumbrances) resulting in budget balance availability.
- The “Net” line is a calculation of Revenue less Labor, less Direct Expenditures, less Transfers. If the Fund does not have revenue, such as with the E&G fund, then the net total will appear negative. Merely disregard the negative and use the Net total as your total.

FRIGITD – Grant Inception to Date - FRIGITD provides an online view of the Organization’s budget, Inception to Date activity, Reserve and Available Balance summarized. The detail can be viewed with period parameters.

Key Block

The screenshot shows the 'Grant Inception to Date FRIGITD 9.3.3 (PROD)' interface. It features a search form with the following fields and options:



- Chart of Accounts: T
- Grant Year: []
- Fund: []
- Program: []
- Location: []
- Account: []
- Date From (MM/YY): [] / []
- Include Revenue:
- Accounts:
- Hierarchy:
- By Sponsor Account:
- Grant: []
- Index: []
- Organization: 65000
- Activity: []
- Account Type: []
- Account Summary: All Levels
- Date To (MM/YY): [] / []
- Exclude Indirect:
- Costs:
- Fund Summary:

A 'Go' button is located at the top right of the form.

Results Block

The screenshot shows the 'GRANT INCEPTION TO DATE' results table. The table has the following columns: Account, Type, Description, Adjusted Budget, Activity, Commitments, and Available Balance. The data is as follows:

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
5510	L	Wages	12,000.00	0.00	0.00	12,000.00
6260	L	Student Wages	0.00	0.00	3,499.81	-3,499.81
6300	L	Benefits	0.00	1,215.00	0.00	1,215.00
6510	L	FICA	0.00	0.00	135.41	-135.41
6520	L	Unemployment	0.00	0.00	4.21	-4.21



- Enter Chart of Accounts as “T” in the Key Block.
- Enter in the grant Number or Index and press Tab.
- Note: When the grant year changes, a new grant number and fund number and Index will be created.
- The Date from and to fields will default to the Grant Period. Next Block (Ctrl Page Down). If you would like to review the grant data for a different period of time (within the grant period), enter these dates.
- Click  to execute the query.
- This screen will allow for inquiry of the grant displaying revenue (5XXX) and (personnel related expenses (6XXX) and general expenses (7XXX).) The screen displays budget, actual expenditures and commitments (i.e., requisitions, purchase orders and encumbrances) resulting in budget balance availability.
- The Grant Transaction Detail can be accessed from the  menu.

FRIGTRD – Grant Transaction Detail - The FRIGTRD form provides a detailed list of transactions based on the values keyed. This form can be viewed by entering period parameters.

Key Block

Results Block

Account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	Transaction Date	Field	Amount
59100	59100	30	11/21/2016	BDO2	J1700324	069100115/B0170190 Grant	U	304117			11/21/2016	ABO	

- Enter Chart of Accounts as “T” in the Key Block.
- Enter in the grant Number or Index and press Tab.
- Note: When the grant year changes, a new grant number and fund number and Index will be created.
- The Date From and To fields will default to the Grant Period. Next Block (Ctrl Page Down). If you would like to review the grant data for a different period of time (within the grant period), enter these dates.
- Click  to execute the query.
- This screen will allow for inquiry of the grant displaying revenue (5XXX) and (personnel related expenses (6XXX) and general expenses (7XXX).) The screen displays budget, actual expenditures and commitments (i.e., requisitions, purchase orders and encumbrances) resulting in budget balance availability.
- Document detail can be accessed from the  menu.