Banner Finance Admin Manual

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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.

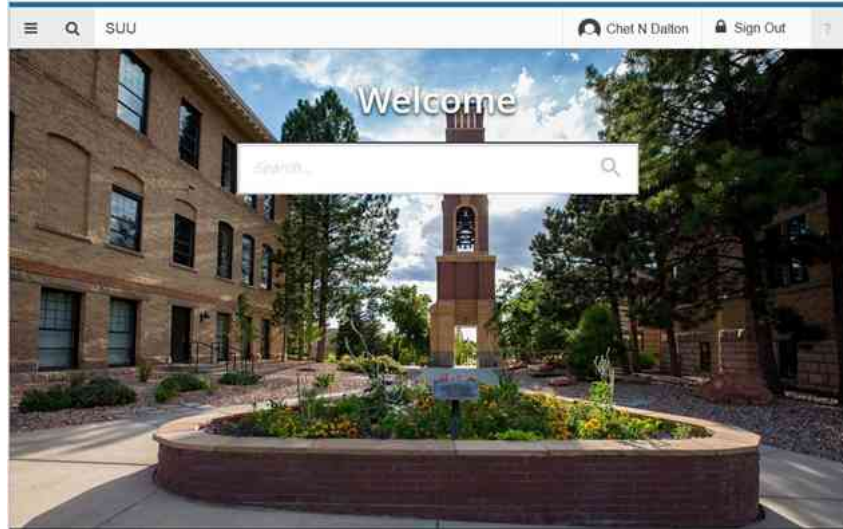2. From the SUU Banner Login page click on Banner Admin.

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

- 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" [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 [RELATED].

- Status indicators display both the status code and status description.

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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

- Enter in your journal voucher document number in the Key Block.

- Click [Go] 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 [RELATED], 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

- 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 ⌐ Go ⌐ 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!

- 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: 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 [Go] 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

- 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 [Go]

- 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 [RELATED] 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

Results Block

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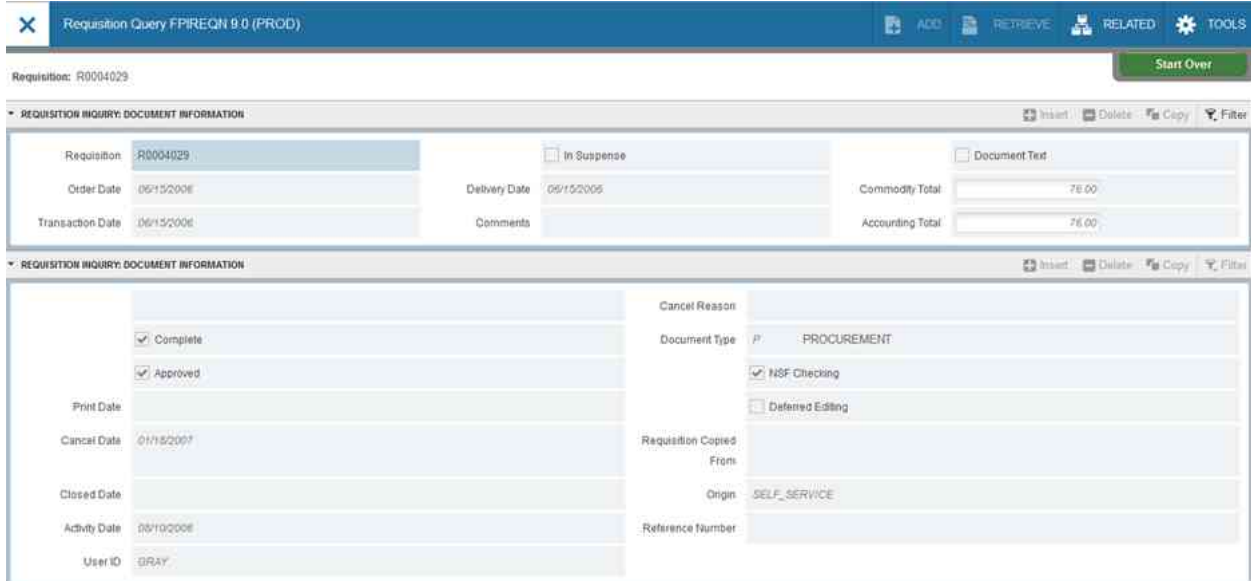
FPIREQN – Requisition Inquiry Form – If you need to review an RQ that has already been submitted, you can use FPIREQN, the inquiry version of the Requisition form.

Key Block

Results Block

- 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 [Go] 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.

FAIINVE - Invoice Inquiry Form – You can use FAIINVE 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 FAAINVE 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.

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

Key Block

Results Block

- Enter the check number & bank code "01" and click [Go]

- 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 FAICHKH and look at the check.

- You can access this form from FOIDOCH. Click on the check number, click on the [RELATED] 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 states 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

Results Block

- 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

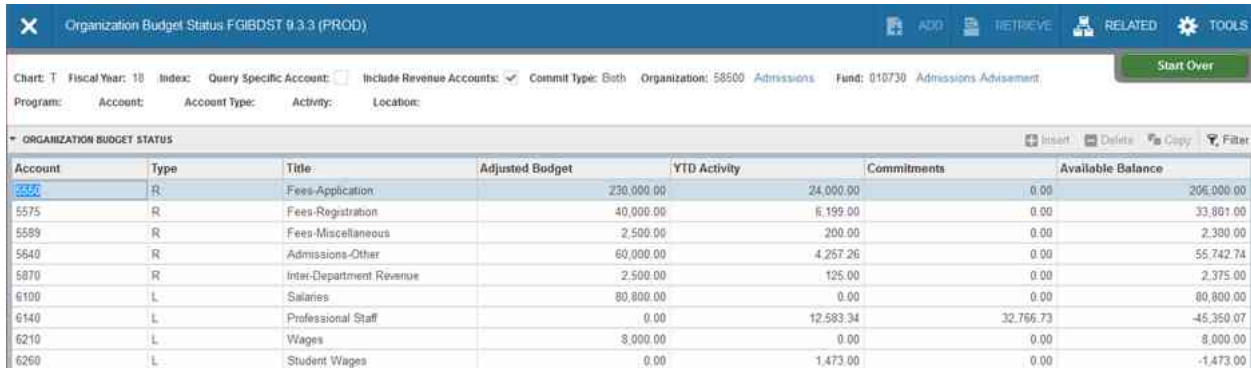| Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6140	L	Professional Staff	645,379.00	131,297.76	503,196.24	10,886.00
6150	L	Classified Staff	132,176.00	26,721.85	101,263.73	4,190.42
6169	L	Accrued Vacation Salary	0.00	6,616.16	0.00	-6,616.16
6210	L	Wages	43,987.00	0.00	0.00	43,987.00
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	TIAA-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	42,685.00	0.00	0.00	42,685.00
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 🔗 RELATED, you will have access to FGIBSUM, FGIOENC and FGITRND.

Key Block

Results Block

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5560	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 ⬛ Go 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 🔗 RELATED, Budget Summary Information. The system will take you to FGIBSUM.

- If you want to view encumbrances, click on 🔗 RELATED, Organization Encumbrances. The system will take you to FGIOENC.

- If you want transaction detail of a specific line item, click on 🔗 RELATED, 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

- Enter the Fund, Organization and Account numbers in the Key Block and click [Go] .

- 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

- Enter in the Organization or Fund or a valid combination of both in the Key Block and click [Go].

- If you want line item details you can click [RELATED], 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

Results Block

- 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 [Go] 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 [RELATED] 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

- 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 [Go] 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 [RELATED] menu.