

Banner Finance Chart of Accounts Supplement Training Workbook

Release 8.0 - April 2008

Updated 7/23/2008



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Revision History Log

Publication Date	Summary
Original Date	New version that supports 8.0 software.
7/23/2008	Updated FTMORGN table.

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Think before you print.

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Introduction



Course goal

This supplemental training material is to be used with the Chart of Accounts Training Workbook.

This supplemental workbook is divided into three sections:

- Introduction
- Set-up
- Day-to-day operations

Course objectives

In this course you will be introduced to

- chart set-up
- navigation in Banner
- running basic accounting reports.

Intended audience

New Banner users who use the chart of accounts.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system.

Naming Conventions

Naming Conventions

All Banner objects adhere to naming conventions, e.g., forms, tables, processes.

Note: Refer to chapter one of the technical reference manuals.

Forms, process, and table naming

The names of all Banner forms (except menu forms), reports, processes, and tables are seven characters long and have this structure:

Example	F	O	A	I	D	E	N
	-	-	-	-	-	-	-
Position Locations	1	2	3	4	5	6	7

Position Location 1

Identifies the primary system owning the form, report, process, or table.

A - Alumni/Development

S - Student

R - Financial Aid

T - Accounts Receivable

F – Finance

V - Voice Response

G – General

H - New Products (Web)

N - Position Control

P - Human Resources/ Payroll/Personnel

W Y Z - Reserved for client-developed new applications built to co-exist with Banner applications

Position Location 2

Identifies the module owning the form, process, or table.

If Position 1 is **F**, the character in Position 2 is:

A - Accounts Payable

R - Research Accounting

B - Budget Develop.

S - Stores Inventory

E - Event Management

T - Validation Form/Table

F - Fixed Assets

U – Utility

G- General

W Y Z - Reserved for client

J - Job Submission

developed forms or modules

L - Letter Generation

used within a Banner application

O – Overall

(character in position 1 not = W,Y, Z)

P – Purchasing

General Position Location 3

Identifies the type of form, report, process, or table.

A – Application

M- Maintenance

B - Base Table (Batch COBOL Process)

I - Inquiry Form

O - Online COBOL Process

V - Validation Table or View

R - Rule Table, Repeating Table, Report or Process

T - General Maintenance Test Pattern

Positions 4, 5, 6, 7

Identifies a unique four-character name for the form, report, process, or table.

Examples:

F O A IDEN

F Finance

O Overall

A Application

IDEN Identification

F T M COAS

F Finance

T Table

M Maintenance

COAS Chart of Accounts

Navigation Short Cuts

Keyboard navigation

BANNER: Field => Record => Block => Form

<i>FUNCTION</i>		<i>FUNCTION</i>	
Next Field	Tab	Next Block	Cntl-PgDown
Previous Field	Shft-tab	Previous Block	Cntl-PgUp
Clear Field	Cntl-U	Clear Block	Shft-F5
Next Record	Down Arrow	Scroll Up	Up Arrow
Previous Record	Up Arrow	Scroll Down	Down Arrow
Enter Query	F7	Copy	F6
Execute Query	F8	Replace	F4
Show Keys	Cntl-F1		
Commit/Save	F-10		
Get List	F-9		

Searching Short Cuts

Flashlight method

Action	Result
Click on Flashlight	Table of Values
Enter F7 then F8	Values in Table
Scroll Thu Data	Find Value
Return Value to Form	Shft-F3
-OR-	
Click on Flashlight	Table of Values
Enter F7	Set for Search
Enter Search String XXX% or XXX%	
Enter F8 to Return Values	Return Values
Return Value to Form	Shft-F3
*remember Auto hint line	

Entering a Buyer -> FTMBUYR

Buyer:

Start Date: Termination Date: Last Activity:

Buyer's Low Value Purchase Order (LVPO) Status:

LVPO Indicator: LVPO Dollar Amount:

Telephone: -

Automatic Buyer Assignment by Commodity

Commodity Commodity Description

Note: These Navigation Samples can be edited for use as "tent cards". The screen shots can be rotated 180 degrees and shown as the back of the card, with the directions occupying the front of the card.

Action	Keystroke	Notes
Access FTMBUYR Form		
Enter Buyer Code	4 Digit	User Defined Buyer Code
Enter Buyer Description	Free Form Entry	
In Start Date Field	DD-MON-YYYY	If Today's Date = Enter D <Return> If Yes – Maximum PO Process Is Initiated
LPVO* Indicator	Y/N	
LPVO Dollar Amount	Number Amount	
Enter Phone Number	Free Form	
Save Entry	F10	
Select Commodities from Drop Down Options Menu	Perform Search	Optional Assignment of Specific Commodity to Buyer
Select from List	Shft-F3	
Select Organization from Drop Down Options Menu	Perm Search	Optional Assignment of Specific Organization to Buyer
Select from List	Shft-F3	
Save Entry	F10	
*Low Value Purchase Order Limit		

Entering a Person -> FOAIDEN

<i>ACTION</i>	<i>Keystroke</i>	<i>Notes</i>
1. Access FOAIDEN Form		
2. Perform Search		See Search Instructions
3. Type NEXT		Assigns # and Allows Data Entry
4. Select "Name Type"		Entry Optional from List of Values
4. Enter "Name"		Use Data Standards Established
5. Save Record		Can also click on Save Icon
6. Access Next Block		Enter Optional Alternate ID Info
7. Access Address Entry		
8. Enter "Address Type"		Entry Required from List of Values
9. Enter "Address"		
10. Enter "Source"		Entry Optional from List of Values
11. Enter "State"		Entry Required from List of Values
12. Enter "County"		Entry Optional from List of Values
13. Enter "Nation"		Entry Optional from List of Values
14. Enter "Phone"		No Dashes or Spaces
15. Enter "Phone Type"		Entry Required from List of Values
16. Save Record		

Entering a Journal Voucher -> FGAJVCD

Action	Keystroke	Notes
Access FGAJVCD Form		<i>Tab To Move Between Fields</i>
Enter NEXT	Cntl-Page Down	Banner Will Supply JV Number
Date Field	Default Today's	You May Override
Enter "Document Total"	Hash Total	Required Field
"Distribution Total"	Other Option	<i>If Distributing on Percentage Basis</i>
Check NSF or Deferred	Always NSF	<i>Only Deferred if Running in Batch</i>
Access "Transaction Detail"		Use Pull Down Options Menu
Tab to "Journal Type"	Search List Values	Required Field Ordering Org/Dept
Enter FOAPAL Information	Search List Values	Required Field(s)
IF INDEX Entered		Elements Will Default
Enter Amount	Free Form Number	Check Debit or Credit *
Enter Description	Free Form	Note Data Standards if Apply
Enter "Bank Code"	Search List Values	
Enter Optional Information	As Needed	
Down Arrow for Next Line		Enter Next Line As Above
Access "Completion"		Use Pull Down Options Menu
Complete JV	Click "Complete"	Note Number from Hint Line

Entering a Requisition -> FPAREQN

Requisition Entry: Requestor/Delivery Information FPAREQN 8.0 (BAN8)

Requisition: NEXT
Order Date: 13-MAR-2008
Delivery Date:
Commodity Total: 0.00
Transaction Date: 13-MAR-2008
Comments:
Accounting Total: 0.00
Receipt Required: Unspecified

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

Requestor: Student User
Organization:
Phone: **Extension:**
COA: A SCT Institute of Technology Test CA
Email:
Fax:

Ship To: ATHLDR
Street Line 1: 2003 University Dr
Street Line 2: Athletic Headquarters Complex
Street Line 3:
Building: Whitstone **Floor:**
City: Downingtown
State or Province: PA **Zip or Postal Code:** 19399
Nation: United States of America
Telephone: 212 6667799
Contact: Albert E. AthleticDirector
Attention To: Albert E. AthleticDirector

Action	Keystroke	Notes
Access FPAREQN Form		<i>Tab To Move Between Fields</i>
Enter NEXT	Cntl-Page Down	Banner Will Supply REQ Number
Enter "Dates"	Default Today's	Order, Trans, Required Field
Enter "Delivery Date"	Anticipated	Required Field
Enter "Comments"	Free Form	Optional Field
Enter "Requestor"	Search List Values	Required Field
Enter "COA"	Defaults Chart	Required Field
Enter "Organization"	Search List Values	Required Field Ordering Org/Dept
Enter Contact Information	Free Form	E-Mail; Phone; Fax; Optional Data
Enter "Ship To Field"	Search List Values	Required Field
Enter "Attention To"	Free Form Entry	Required Field
Access "Vendor Information"		Use Pull Down Options Menu
Enter "Vendor"	Search List Values	Select Vendor Info Defaults
Access "Commodity Info"		Use Pull Down Options Menu
	<i>See Next Page</i>	

Requisition Entry: Commodity/Accounting FPAREQN 8.0 (BAN8)

Requisition: R0002492
 Order Date: 13-MAR-2008
 Delivery Date: 28-MAR-2008
 Commodity Total: 0.00

Transaction Date: 13-MAR-2008
 Comments:
 Accounting Total: 0.00
 Receipt Required: Unspecified

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

Item of 0
 U/M Tax Group Quantity X Unit Price = Extended:
 Commodity Description
 Commodity Text
 Item Text
 Add Commodity
 Distribute
 Discount:
 Additional:
 Tax:
 Commodity Line Total:
 Document Commodity Total:

FOAPAL of Remaining Commodity Amount: NSF Override % USD
 NSF Suspense Extended:
 Discount:
 Additional:
 Tax:
 FOAPAL Line Total:
 Document Accounting Total:

COA Year Index Fund Orgn Acct Prog Actv Locn Proj

Action	Keystroke	Notes
From "Commodity Block" Enter "Commodity Code" Enter "Description" Enter "Unit of Measure" Enter "Quantity" Enter "Unit Price" Enter "Additional Amount" Enter "Tax" Access Accounting Block Enter "COA" Enter "FOAPAL" If INDEX Entered Tab Through Optional Fields Access "Balancing/Completion" Click on "Complete"	Search List Values Default Commodity Search List Values Free Form #Items Free Form Free Form Free Form Cntl-Page Down Search List Values Search List Values Free Form	Tab To Move Between Fields Optional Entry – Can Override Desc If No Commodity Entered, Type In Required Field Required Field Required Field Required Field – Banner Computes Optional Field Optional Field – Banner Computes Moves to Accounting Entry Required Field Required Field(s) Elements Will Default Optional Fields For Specific Needs Use Pull Down Options Menu This Completes the Requisition
Note Number	From Hint Line	

Entering a Vendor -> FTMVEND

Vendor Maintenance FTMVEND 8.0 (BAN8)

Vendor: Generate ID:

Corporation:

Last Name: First Name: Middle Name:

Vendor Maintenance | Additional Information | Vendor Types | Address | Taxes Collected

Start Date: Termination Date: Last Activity Date:

Address Defaults

Procurement	Accounts Payable
Type Code: <input type="text"/>	Type Code: <input type="text"/>
Sequence: <input type="text"/>	Sequence: <input type="text"/>

Contact:

Phone:

Collects Taxes:

Owner ID:

Check Vendor:

Discount Code:

Text Exists:

Action	Keystroke	Notes
Access FTMVEND Form		
Enter NEXT		Banner Will Supply Vendor Number
Type "Name"	Free Form	Corporation Name or Person Name
Enter Next Block	Cntl-Page Down	
Today's Date Will Default		May Change Effective Date
Click on "Contact"	Free Form	Enter Contact Information
Address Types	Search List Values	Can Use Other Addresses Optional
Click on "Owner ID" to Enter	Search List Values	Use When DBA Vendor Optional
Click on "Disc Code" to Enter	Search List Values	Use When Disc Code Optional
Access "Address"		Use Pull Down Options Menu
Enter "Address Type"	Search List Values	Required Field
Click on "Sequence Number"	Enter 1 & Tab	Tells Banner 1 st Address
See "Entering a Person"	For Address Entry	
Access "Additional Info" from		Allows Entry of Tax ID, Income Type,
Pull Down Options Menu	Optional Info	Invoice Per Check Info
Access "Text" from the		
Pull Down Options Menu	Optional Info	Allows Entry for Free Form Text
Save Document	F-10	

Set Up



Section goal

The purpose of this section is to help new Banner users understand chart set-up

Objectives

In this section you will learn how to identify chart set-up.

Chart of Accounts Code Structure

FTMSDAT

Where Internal Codes are setup. These codes are for reporting purposes. There are 3 processes to complete in this form:

Entity/Usage code = FTVFTYP: Internal Fund Types for reporting and queries

Internal Fund Types	Description	Data= CAFR Fund Group Codes
10	Current Unrestricted	01
20	Current Restricted	01
30	Auxiliary Enterprise	02
40	Loan Fund	01
50	Quasi Endowment	03
60	Endowment Fund	03
70	Annuity & Life Income	03
80	Agency Fund	01
96	Plant Fund	04
BK	Bank Fund	

Entity/Usage code = FTVATYP: Internal Account Types for reporting and queries

Internal Account Types	Description
10	Assets
20	Liabilities
30	Control Accounts
40	Fund Balance
50	Revenue
60	Labor
70	Expenditures
80	Transfer
90	Fund Addition
95	Fund Deduction

Entity/Usage code = FTVACTL: Sequence numbers for Government Reporting 01-07

Internal Fund Types	Description	Data
01	Adopted Budget	OFFSET
02	Budget Adjustments	OFFSET
03	YTD Actual	
04	Encumbrances	OFFSET
05	Budget Reservations	OFFSET
06	Accounted Budget	OFFSET
07	Temporary Budget	OFFSET

Set up notes

All internal fund and account types are driven by the external type codes. These type codes are connected to the funds and accounts. They drive the chart structure known as FOAPAL. The fund types are setup in FTMFTYP.

FTMATYP: External Account Types

External Account Types	Description	Internal Account Types	Predecessor Code	Normal Balance
10	Assets	10		D
11	Cash & Cash Equivalent	10	10	D
12	Accounts Receivable	10	10	D
13	Inventory	10	10	D
14	Notes Receivable	10	10	D
20	Liabilities	20		C
21	Accounts Payable	20	20	C
30	Control Accounts	30		C
31	Control Accounts	30	30	C
40	Fund Balance	40		C
41	Fund Balance	40	40	C
50	Revenue	50		C
51	General Income	50	50	C
52	Tuition & Fees	50	50	C
53	Gifts	50	50	C
54	Grants & Contracts	50	50	C
55	Other Revenue	50	50	C
60	Salaries & Wages	60		D
61	Salaries	60	60	D
62	Benefits	60	60	D
70	Expenditures	70		D
71	Direct Expenditures	70	70	D
80	Transfers	80		D
81	Transfers In	80	80	D
82	Transfer Out	80	80	D
90	Fund Addition	90		C
91	Fund Addition	90	90	C
95	Fund Deduction	95		D
96	Fund Deduction	95	95	D

FTMACCT

External Account Types	Description	Internal Account Types	Predecessor Code	Normal Balance
1000	Assets	11		D
1100	Cash & Cash Equivalent	11	1000	D
1101	National Bank	11	1100	D
1102	Capital Bank	11	1100	D
1103	Petty Cash	11	1100	D
1190	Claim on Cash	11	1100	D
1200	Accounts Receivable	12		D
1210	Accounts Receivable	12	1200	D
1300	Inventory	13		D
1310	Stores Inventory	13	1300	D
1400	Notes Receivable	14		D
1410	Bonds	14	1400	D
2000	Liabilities	21		C
2100	Accounts Payable	21	2000	C
2110	Accounts Payable	21	2100	C
3000	Control Accounts	31		C
3011	Revenue Control	31	3000	C
3012	Prior Year Revenue Control	31	3000	D
3013	Budgeted Revenue Control	31	3000	C
3014	Prior Year Budgeted Revenue Control	31	3000	D
3021	Expenditure Control	31	3000	D
3022	Prior Year Expenditure Control	31	3000	C
3023	Budgeted Expenditure Control	31	3000	C
3024	Prior Year Budgeted Expense Control	31	3000	D
3031	Transfer Control	31	3000	D
3032	Prior Year Transfer Control	31	3000	C
3033	Budgeted Transfer Control	31	3000	C

FTMACCT, continued

External Account Types	Description	Internal Account Types	Predecessor Code	Normal Balance
3034	Prior Year Budgeted Transfer Control	31	3000	D
3041	Encumbrance Control	31	3000	D
3042	Prior Year Encumbrance Control	31	3000	C
3043	Reserve for Encumbrance	31	3000	C
3044	Prior Year Reserve for Encumbrance	31	3000	D
3048	Reservation Control	31	3000	D
3049	Reservation Control Reserve	31	3000	C
3051	Budgeted Change to Fund Balance	31	3000	D
3052	Prior Year Budgeted Change to F/B	31	3000	C
4000	Fund Balance	41		C
4110	Fund Balance	41	4000	C
5000	Revenue	51		C
5100	General Income	51	5000	C
5110	General Revenue	51	5100	C
5200	Tuition & Fees	52		C
5210	Fall Term	52	5200	C
5215	Winter Term	52	5200	C
5220	Spring Term	52	5200	C
5225	Summer Term	52	5200	C
5300	Gifts	53		C
5310	Scholarships	53	5300	C
5400	Grants & Contracts	54		C
5410	NSF Grant	54	5400	C
5415	Department of HHS	54	5400	C
5420	Federal Grants	54	5400	C
5500	Other Revenue	55		C
5510	Special Income	55	5500	C
6000	Salaries & Wages	61		D

FTMACCT, continued

External Account Types	Description	Internal Account Types	Predecessor Code	Normal Balance
6100	Salaries	61	6000	D
6110	Administrative	61	6100	D
6111	Faculty	61	6100	D
6112	Clerical	61	6100	D
6200	Benefits	62		D
6210	Medical	62	6200	D
6220	Dental	62	6200	D
6230	Retirement Insurance	62	6200	D
6240	FICA	62	6200	D
6250	Other Benefits	62	6200	D
7000	Expenditures	71		D
7100	Direct Expenditures	71	7000	D
7110	Office Supplies	71	7100	D
7120	Equipment	71	7100	D
7130	Computers	71	7100	D
7140	Travel	71	7100	D
7150	Gas	71	7100	D
7160	Electric	71	7100	D
7170	Services	71	7100	D
7180	Copy Center	71	7100	D
7190	Contractual	71	7100	D
7210	Inventory	71	7100	D
7220	Other Expenses	71	7100	D
8100	Transfers In	81		D
8110	Transfer In	81	8100	D
8200	Transfer Out	82		D
8210	Transfer Out	82	8200	D
9000	Fund Addition	91		C
9100	Fund Addition	91	9000	C
9110	Fund Addition	91	9100	C
9500	Fund Deduction	96		D
9610	Fund Deduction	96	9600	D

FTMFTYP: External Fund Types

External Fund Types	Description	Internal Fund Types	Predecessor Code
10	Unrestricted Funds	10	
11	Current Unrestricted	10	10
20	Restricted Funds	20	
21	Current Restricted	20	20
22	Grants & Scholarships	20	20
30	Auxiliary Enterprise	30	
31	Auxiliary Enterprise	30	30
40	Student Loans	40	
41	Student Loans	40	40
50	Quasi Endowments	50	
51	Quasi Endowments	50	50
60	Endowments	60	
61	Endowments	60	60
70	Annuity & Life Income	70	
71	Annuity & Life Income	70	70
80	Agency Fund	80	
81	Agency Fund	80	80
90	Unexpended Plant	90	
91	Unexpended Plant Fund	90	90
92	Renewal & Replacement	92	
93	Renewal & Replacement	92	92
94	Retirement of Indebtedness	94	
95	Retirement of Indebtedness	94	94
96	Investment in Plant	96	
97	Investment in Plant	96	96
BK	Bank Fund	BK	
99	Bank Fund	BK	BK

FTMFUND

Funds	Description	Fund Type	Predecessor Code	Data Entry
1000	Unrestricted Funds	11		N
1010	General Funds	11	1000	Y
2000	Restricted Funds	21		N
2110	General Restricted Fund	21	2000	Y
2120	Other Restricted	21	2000	Y
2200	Grants & Scholarships	22		N
2210	NSF Grant	22	2200	Y
2220	Department of HHS	22	2200	Y
2230	Pell Grant	22	2200	Y
3000	Auxiliary Enterprise	31		N
3100	Auxiliary Enterprise	31	3000	Y
3110	Central Stores	31	3000	Y
3120	Book Store	31	3000	Y
4000	Student Loans	41		N
4110	Federal Perkins Loan	41	4000	Y
4120	Stafford Loan	41	4000	Y
5000	Quasi Endowments	51		N
5110	Enrollment Management	51	5000	Y
6000	Endowments	61		N
6110	Special Scholarship	61	6000	Y
6120	Other Endowments	61	6000	Y
7000	Annuity & Life Income	71		N
7110	Annuity Fund	71	7000	Y
7120	Life Income Fund	71	7000	Y
8000	Agency Funds	81		N
8110	Expendable Trust	81	8000	Y
8120	Non-Expendable Trust	81	8000	Y
9100	Unexpended Plant	91		Y
9200	Renewal & Replacement	93		Y
9300	Retirement of Indebtedness	95		Y
9600	Investment In Plant	97		Y
9900	Bank Fund	99		N
9910	Bank Fund	99	9900	Y

FTMORGN

Organization	Title	Data Entry	Predecessor Organization	Default Fund	Default Program
1	University	Not checked			
10	President	Not checked	1		
100	Office of the President	Checked	10	1010	60
110	VP of Finance and Administration	Not Checked	10		
1100	Finance Office	Checked	110	1010	60
1101	Admissions	Checked	110	1010	60
1102	Financial Aid	Checked	110	1010	60
200	Dean of Arts and Sciences	Not checked	10		
2100	Art	Checked	200	1010	10
2110	Biology	Checked	200	1010	10
2115	Chemistry	Checked	200	1010	10
300	Dean of Humanities	Not checked	10		
3101	Sociology	Checked	300	1010	10
3102	Psychology	Checked	300	1010	10
3103	History	Checked	300	1010	10
3104	Speech	Checked	300	1010	10
400	Support Staff	Not checked	10		
4010	Custodial	Checked	400	1010	60
500	Auxiliary Enterprises	Not checked	10		
5010	Book Store	Checked	500	3120	93

FTMPROG

Program Code	Organization	Predecessor	Data Entry
10	Instruction		Y
20	Research		Y
30	Public Service		Y
40	Academic Support		Y
50	Student Services		Y
60	Instructional Support		Y
70	Physical Plant		Y
80	Residential Services		Y
90	Auxiliary Services		Y

Day-to-Day Operations



Section goal

The purpose of this section is to provide you with the knowledge and practice to run basic accounting reports.

Objectives

In this section you will learn how to

- navigate in Banner
- run basic accounting reports.

General Accounting Query Forms

Budget Status

- FGIBAVL – Budget Availability Status Form
- FGIBDST – Organizational Budget Status Form
- FGIBDSR – Executive Summary Form
- FGIBSUM – Organization Budget Summary Form

General Ledger

- FGITBAL – General Ledger Trial Balance Form (By Fund)
- FGITBSR – Trial Balance Summary Form (More Options)
- FGIGLAC – General Ledger Activity Form

Operating Ledger and Document Level

- FGITRND – Detail Transaction Activity Form
- FGIDOCR – Document Retrieval Inquiry Form
- FOIDOCH – Document History Form
- FGIJSUM – Journal Voucher Summary Form (Not Posted)
- FGIJVCD – List of Suspended Journal Vouchers Form

Trial Balance Summary Form (FGITBSR)

Introduction

The values entered in the Key Information fields determine the level of detail that the system displays below in the balance information fields. You may query one item at a time. Gives more options. Requires Fund or Fund Type. Fund Type and Account Type options are both at Level 1 and Level 2.

Banner Form

Trial Balance Summary FGITBSR 8.0 (BAN8)

COA: SCT Institute of Technology Test CA Fiscal Year:

Fund: OR Fund Type:

Account: OR Acct Type:

Acct Type	Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Notes

Due to the number of records in the Transaction History Detail Table (FGBTRND), the total for all records is not displayed automatically when the query is executed as it is in the FGIBDST and FGIBDSR forms. Click the Total button or select Duplicate Record to display the last record retrieved by the query and to display the total for all records retrieved by the query.

Complimentary report available through job submission: FGRGLTA

Notes

Complimentary report available through job submission : FGRODTA

Document Retrieval Form (FGIDOCR)

Introduction

The Document Retrieval Inquiry Form provides online query capability for all transactions processed by the system. Information displayed includes the Trans (Transaction) Date, Description, Amount, and the accounting. You may look at a submission number for a particular automatic journal voucher by entering the Document number, the Sub Num (Submission Number), and the Document Type. If you enter a null submission number, all posted submissions of an automatic journal voucher are queried, put in the specific submission number to only see that particular submission postings. This is a query-only form. You may query most of the fields in the Detail Information block.

Banner form

Document: P0000011 Submission Number: 0 Document Type: PO

Header Information

Transaction Date: 08-JUL-1989 Fiscal Year: 90 Fiscal Period: 01 Items: 4 Commit Type: Text Exists: N

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	1	1	PORD	LAB Discount	2,200.00	+					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
A		1000	135	6330	100						

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	1	1	PODS	LAB Discount	220.00	+					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
A		1000	135	6330	100						

Notes

See the next page for a sample of line 1 that you see above.

Access document posting

By selecting **Access Document Postings** from the **Options** menu, you can see, for each summary line the posting to the ledgers. These posting can act much like T-Accounting.

Document Postings FGQDOCP 8.0 (BAN8)

Document Number	Document Type	Item Number	Sequence Number	Rule Class	Transaction Date	Fiscal Year	Posting Period
P0000011	PO	1	1	PORD	08-JUL-1989	90	01

Process Code	Ledger Type	Field	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
E117	E	ORG	A		1000	135	6330	100		
Transaction Amount:					2,200.00		Debit/Credit:		+	
E117	G	DR	A		1000	135	3040	100		
Transaction Amount:					2,200.00		Debit/Credit:		D	
E117	G	CR	A		1000	135	3050	100		
Transaction Amount:					2,200.00		Debit/Credit:		C	
E117	O	ENC	A		1000	135	6330	100		
Transaction Amount:					2,200.00		Debit/Credit:		+	
Transaction Amount:							Debit/Credit:			
Transaction Amount:							Debit/Credit:			

Document History Form (FOIDOCH)

Introduction

The Document History Form provides an online display of the processing history for a document by a selected document type and code. Enter the Doc (Document) Type and select Next Item. Enter the document code. You may click the Doc Code button or select List to select an existing code from the validation form that corresponds to the specified document type. Select Next Block. The Document History windows display. You may scroll through multiple values for each window. Click Status to access the Status Indicators Window. Document Inquiry opens the query form for the specified type of document. For example, if the Doc Type is INV (invoice), clicking Document Inquiry accesses the Invoice/Credit Memo Query Form (FAIINVE). This form is designed to be used for Purchasing and Payables related queries.

Banner form

Document History FOIDOCH 8.0 (BAN8)

Document Type: PO Purchase Order

Document Code: 00000031

Document Type	Status
Requisition	
Requisition	
Requisition	
Requisition	
Requisition	

Document Type	Status
Bid	
Bid	
Bid	
Bid	
Bid	

Document Type	Status
Purchase Order	
00000031	
Purchase Order	
Purchase Order	
Purchase Order	

Document Type	Status
Invoice	
Invoice	
Invoice	
Invoice	
Invoice	

Document Type	Status
Check	
Check	
Check	
Check	
Check	

Document Type	Status
Return	
Return	
Return	
Return	
Return	

Document Type	Status
Asset Tag	
Asset Tag	
Asset Tag	
Asset Tag	
Asset Tag	

Document Type	Status
Asset Adjustment	
Asset Adjustment	
Asset Adjustment	
Asset Adjustment	
Asset Adjustment	

Document Type	Status
Issues	
Issues	
Issues	
Issues	
Issues	

Document Type	Status
Receiver	
Receiver	
Receiver	
Receiver	
Receiver	

Suspended Journal Voucher List Form (FGIJVCD)

Introduction

Use the List of Suspended Journal Vouchers Form to view an online query of pending journal vouchers in the system.

Reasons for suspended journals

The following are the three reasons why a journal entry may appear on this form:

- the posting process has not yet run
- the entry has been completed (has passed all edits, but has not yet been approved)
- the entry is in a suspended state and must be investigated in order to complete it.

Banner form

Document	Submission	Description	Amount	Transaction Date	Status
#123456	0		200.00	18-JUL-2002	I
100	0	test	100.00	11-JAN-2005	I
474';LOK	0	test	100.00	01-MAR-2002	C
474';LOK	3	test	100.00	01-MAY-2002	C
8	0		1.00	08-AUG-2002	I
825A	0	test 1-36704521	5.00	25-AUG-2006	C
A0303123	0	unrestricted	20.00	12-MAR-2003	I
A0303124	0	Biomedical Research Center	99.00	12-MAR-2003	I
A0303126	0	unrestricted	100.00	12-MAR-2003	I
A0303127	0	Biomedical Research Center	200.00	12-MAR-2003	I
ANO1	0	soemthing automatic	500.00	06-AUG-2001	C
AUTO001	6	testing auto jv	650.00	12-DEC-2001	I
AUTO002	6	testing again	400.00	12-DEC-2001	I
AUTO003	6	testing 3rd	300.00	12-DEC-2001	I
AUTO004	6	4th	200.00	12-DEC-2001	I
BDCF0250	0	BUDGET CARRY FORWARD	-402,193,599.38	01-JUL-2003	I
BF000003	0	BUDGET CARRY FORWARD	595,864.51	01-JUL-2003	I
CANDO1	1	something	1,500.00	27-SEP-2001	I
CFH00001	0	Connie's Test Auto JV	1,000.00	09-JAN-2002	C
CFH00001	5	Connie's Test Auto JV	1,000.00	09-MAY-2002	C
DLB00002	0	test	20.00	25-MAR-2002	C
DONNA	0	ssss fff	100.00	01-DEC-2004	I

Journal Ledger Posting Process

Introduction

When Posting Budget entries using BD01, BD02, BD03, BD04 you will sometimes see double postings in the transaction details. This is due to the setup of step 3 in the Chart of Accounts process. In FTMSDAT one item you will be doing is creating FTVACTL which are the sequence numbers used for budget reporting and querying.

The sequence numbers in FTVACTL are

1. = Original Budget
2. = Budget Adjustments
3. = YTD Actual
4. = Encumbrances
5. = Budget Reservations
6. = Accounted Budget
7. = Temporary Budget

If the rule codes BD01, BD02, BD03, BD04 have one of the following process codes in it, then the following sequence numbers are affected and the posting will show the following posting codes in the detailed transactions:

process code 0010 posts to fields 01 and 06 (OBD and ACT)

process code 0020 posts to fields 02 and 06 (ABD and ACT)

process code 0011 posts to fields 01, 06, and 07 (OBD, ACT, and TMP)

process code 0021 posts to fields 02, 06, and 07 (ABD, ACT, and TMP)

Multiple Fund Balance (FTMFBAL) Example

Example

Assume three FB Accounts: Unrestricted, Temporarily Restricted, and Permanently Restricted

Most funds will use FTYP (Fund Type); i.e. the fund will look to its fund type to figure out which fund balance account to use.

A few funds will use FUND; i.e. the fund will close to a single fund balance account that is different from others within its fund type. For example, within plant funds you may have some that close to FB-Unrestricted and some that close to FB-Temporarily Restricted.

A few funds (endowment for example) may use ACCT; i.e. the fund's revenues (and expenses) will be analyzed as to which FB Account to close into. For endowment, gifts to the permanent endowment will close to FB-Permanently Restricted, while reinvested earnings will close to FB-Unrestricted (or Temp).

For FTYP and FUND, the FTMFBAL form is pretty straight-forward.

For ACCT, you enter the form in "exception" mode. For example, if fund 61000 is an endowment and account 4500 is gifts, then you would list out fund 61000 with no account and the unrestricted fund balance account; then list out fund 61000 account 4500 and the permanently restricted fund balance. The blank account would cover all accounts not otherwise listed out. Note that form/table does not read hierarchy.

Warning: Please Note: the Fund Additions (ATYP 90) and Fund Deductions ATYP 95) accounts ALWAYS close to the FB account listed on FTMACCT. Pay particular attention if you make heavy use of these accounts.