

Banner Finance Chart of Accounts Training Workbook

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Think before you print.

Table of Contents

Introduction	5
Process Introduction	7
Chart of Accounts Overview	9
Chart of Accounts Features	11
Banner Finance System Ledgers	13
Other Finance Features	15
Banner Finance Reports	16
Rules and Security	19
Set Up	21
Displaying New Person Fields for Internationalization	23
Creating a New Chart of Accounts	25
Establishing Fiscal Year Parameters	35
Defining Internal Fund and Account Type Codes	38
Creating Level 1 Account Type Codes	47
Creating Account Codes	53
Defining Control Accounts	61
Creating Level 1 and Level 2 Fund Types	67
Developing Fund Codes	71
Defining a Fund Balance Account for a Multiple Fund Balance Institution	76
Creating a Bank ID	79
Defining Bank Codes for the Chart of Accounts	81
Establishing Program Codes	85
Establishing an Activity Code	88
Establishing a Location Code	90
Establishing Organization Codes	92
Creating an Agency Code	95
Creating Account Index Codes	97
Assigning a Financial Manager to the Chart of Accounts	99
Reviewing the Currency Code Maintenance Form	102
Maintaining Overall System Information for the Installation	104
Completing the Chart of Accounts Maintenance Form	106
Creating Attribute Set, Type, and Value Codes	108
Day-to-Day Operations	121
General Accounting Transaction Processing	122
General Encumbrance Processing	123
Making Changes to an Encumbrance	127
Closing/Liquidating Encumbrances	134
Journal Voucher Processing	136
Journal Voucher Processing – Quick Form	141
Journal Voucher Processing – Mass Entry Form	142
Journal Voucher Processing – Copying Existing Journal Voucher	143
Journal Voucher Processing – Journal Voucher Reversal	145
Automatic Journal Voucher Processing	147
Direct Cash Receipts Processing, FGADCSR	151
General Accounting and Budget Query Forms	155
Querying the Budget Availability Status Form, FGIBAVL	157
Querying the Organizational Budget Status Form, FGIBDST	160

Querying the Organizational Budget Summary Form, FGIBSUM	163
Querying the Executive Summary Form, FGIBDSR.....	165
Querying the General Ledger Trial Balance Form, FGITBAL	168
Querying the Trial Balance Summary Form, FGITBSR	170
Querying the Detail Transaction Activity Form, FGITRND	172
Querying the General Ledger Activity Form, FGIGLAC	174
Querying the Journal Voucher Summary Form, FGJVSUM	176
Querying the List of Suspended Journal Vouchers Form, FGJVSCD	178
Querying the List of Automatic Journal Vouchers Form, FGIAUTO.....	179
Querying the Detail Encumbrance Activity Form, FGIENCDA.....	180
Querying the Organizational Encumbrance List Form, FGIOENC	182
Querying the Encumbrance List Form, FGIENCBL	184
Querying the Document Retrieval Inquiry Form, FGIDOCR	185
Querying Direct Cash Receipts Form, FGIDCSR	187
Running the Account Hierarchy Report	188
Running the Fund Hierarchy Report.....	191
Running the Program Hierarchy Report.....	194
Running the Location Hierarchy Report.....	196
Running the Organization Hierarchy Report.....	198
Summary	201
Self Check.....	202
Answer Key for Self Check	211
Appendix.....	222
Forms Job Aid	223

Introduction



Course goal

The Chart of Accounts is a systematic classification of accounts and an essential part of the Banner Finance accounting system. Accounts are developed to be compatible with your organizational structure. The form and content of the Chart of Accounts is arranged to be in agreement with the financial reports that you issue.

The fund, organization, account, and program codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The activity and location codes are used to provide specific performance-related detail for transactions.

This course will introduce you to the Chart of Accounts, and will explain how the Chart of Accounts is related to other parts of Banner's Finance system.

The workbook is divided into these sections:

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

Course objectives

In this course you will learn how to

- create a Chart Code
- create Accounts and Account Type Codes
- create Funds and Fund Type Codes
- create Organizations Codes
- create Program Codes
- create Activity Codes

- create Location Codes
- create a bank ID and defined bank codes
- complete the Chart of Accounts Maintenance Form (FTMCOAS)
- create attribute set, type, and value codes
- process General Accounting Transactions
- produce reports for the Chart of Accounts
- query financial data
- produce financial reports.

Intended audience

Finance Office Administrators and Staff.

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
- administrative rights to create and perform the necessary set up in Banner.

Process Introduction

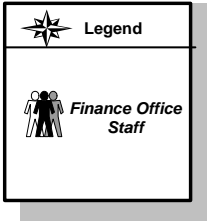
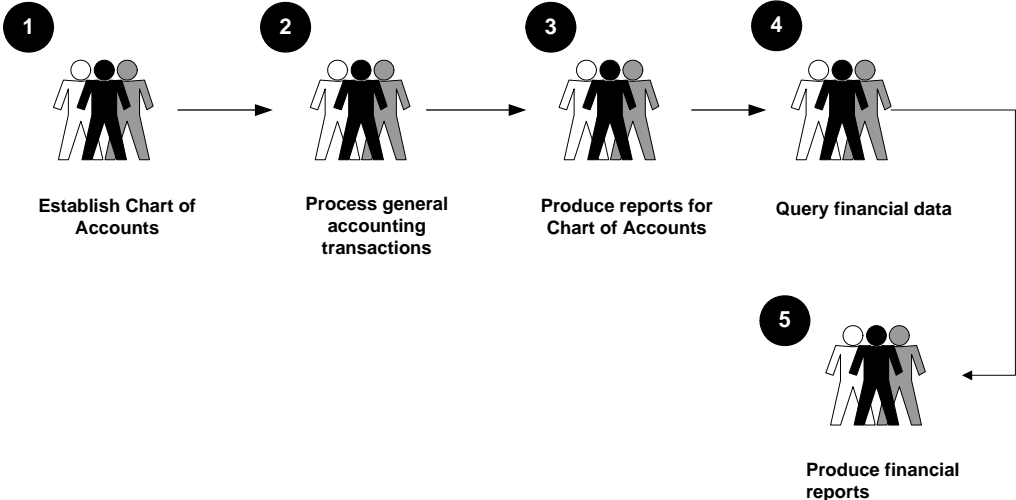
About the process

The Finance Office Staff can

- establish a Chart of Accounts
- process general accounting transactions
- produce reports for the Chart of Accounts
- query financial data
- produce financial reports

Flow diagram

This diagram highlights the processes for using a Chart of Accounts.



What happens

The stages of the process are described in this table.

Stage	Description
Finance Office Staff	
1	Establishes a Chart of Accounts.
2	Processes general accounting transactions.
3	Produces reports for the Chart of Accounts.
4	Queries financial data.
5	Produces financial reports.

Chart of Accounts Overview

Introduction

The Chart of Accounts (COA) is the “key” to Banner Finance. It defines the accounting distribution used on all transactions processed in the Banner Finance module.

The Chart of Accounts code is a one character, alpha/numeric field that uniquely identifies a particular chart. Banner Finance will accommodate multiple charts of accounts – each with a different chart code. It consists of seven elements that are defined as follows:

F O A P A L

Fund

This is a one-to-six-character code that identifies a self-balancing set of accounts and identifies ownership. Balance sheets and revenue/expense reports can be produced for any fund, which can be restricted (permanently or temporarily) or unrestricted. Fund codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes. Examples of fund codes include Current Unrestricted Fund, Sponsored Student Loan Fund, and Fuller Architecture Program Endowment Fund.

Organization

This is a one-to-six-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define “who” spends the money. Organization codes may be established in a hierarchy of up to eight levels for roll-up and reporting purposes. Examples of organization codes include Dean of Behavioral Sciences, School of Engineering, and Business Office. An institution’s organizational chart is a good guideline in setting up these codes.

Account

This is a one-to-six-character code that identifies objects, such as the general ledger accounts (assets, liabilities, control, fund balances) and the operating ledger accounts (income, expenditures, transfers). The account is a line item within an institution’s financial structure. Account codes may be established in a hierarchy of up to four levels for roll-up and reporting purposes. Examples of account codes include Petty Cash, Accounts Payable, Fund Balance, Tuition, and Regular Full Time Salaries.

Program

This is a one-to-six-character code that identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. Examples of program codes include Instruction, Research, and Plant Operations. Most institutions follow the programs defined by the National Association of College and University Business Offices (NACUBO). Program codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes. Examples of program codes include Academic Support, Student Services, and Research.

Activity

This is an optional one-to-six-character code that is non-hierarchical and can be used to further define an object of expenditure, such as, temporary units of work, subsidiary functional classifications, or short duration projects. Activity code examples are: Repair to Student Union Lobby Floor, Bookstore Van, and Computer Lab Printer Cartridge Recycling.

Location

This is an optional one-to-six-character code that identifies physical locations. It is primarily used with, but not limited to, the Fixed Asset module. However, if the Banner Fixed Assets module is used by the institution, then location codes must be defined and are not optional. Location codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes. Examples of location codes are Controller's Office, Athletic Department Offices, and Human Sciences Building.

Account Index

This code is another optional chart of accounts feature. It is a user-defined value for a set of FOAPAL elements that acts as a shortcut to speed data entry by the user. An example of an account index code might be a code used by the campus bookstore for certain transactions that defaults the Fund, Organization, Account, and Program code in order to represent book sales revenue. The index code may consist of up to six alphabetic/numeric characters and can define any combination of the FOAPAL elements.

Chart of Accounts Features

Features

Create Once, Use Everywhere

The Chart of Accounts needs only to be set up once to drive the following Banner Finance functions:

- Accounts Payable
- Budget Development
- Electronic Approvals
- Fixed Assets
- General Ledger
- Endowment Management
- Purchasing
- Research Accounting
- Security
- Stores Inventory

The Banner Chart of Accounts can also be set up to drive the following non-Finance functions:

Position Control and Position Budgeting

- Salary and fringe budgeting
- Salary and fringe encumbering

Payroll

- Salaries and fringe expenditures
- Salary and fringe re-distributions/reallocations

Accounts Receivable

- Student charges and payments
- Non-Student charges and payments
- Financial Aid disbursements

Banner Finance System Ledgers

Introduction

In order to provide maximum flexibility and information capture, the Banner Finance System maintains these ledgers:

- General Ledger
- Operating Ledger
- Encumbrance Ledger
- Grant Ledger.

General Ledger (GL)

The General Ledger maintains information relevant to the organization's "balance sheet." Required COA elements for valid accounting distribution in the General Ledger are: COA, Fund, and Account codes. Transaction activity includes the sum of both periodic debits and credits.

The general ledger contains only balance sheet accounts. These accounts include the following:

Assets	Expenditure control
Liabilities	Transfer control
Fund balance	Budget controls
Fund additions	Encumbrance control
Fund deductions	Revenue control

General ledger control accounts contain the total debits/credits for their respective expenditure, transfer, budget, encumbrance, and revenue transactions. Detail transaction information for control accounts is maintained in the Banner operating ledger.

- Revenue controls (budget, YTD actual for revenue account range)
- Expenditure controls (budget, YTD actual for expenditure account range)
- Transfer controls (budget, YTD actual for transfer account range)
- Encumbrance controls (OPAL reservations or commitments)

Operating Ledger (OPAL)

The operating ledger contains transaction data for departmental operating accounts. Required COA elements for these transactions are fund, organization, account, and program. Optionally, the transactions may also include activity and/or location codes. Examples of operating ledger transactions include:

- Revenues (tuition, fees, fines)
- Expenditures (labor-related costs, supplies, services)
- Transfers (mandatory and non-mandatory).

Transactional data that is entered or maintained in the operating ledger can include budget, YTD actual, encumbrance and grant activity. Operating ledger transactions are linked to their corresponding GL control accounts.

Other Finance Features

Features

Listed below are various other features of the Banner Finance Chart of Accounts module:

- Purchasing/Receiving
- Stores Inventory
- Accounts Payable
- Accounts Receivable
- Budget Development
- Fixed Assets
- Endowment Management.

Banner Finance Reports

Reporting structures

Internal pre-defined values – these include the following:

Fund Types – there are two user-definable levels tied to internally defined fund types. Many reports are available based upon fund type.

Account Types – there are two user-definable levels tied to internally defined account types. Many reports are available based upon account type.

Fund structure – the hierarchical nature of the fund code aids roll-up reporting. Numerous reports are available based upon the fund structure.

Organization structure - the hierarchical nature of the organization code aids roll-up reporting. Various reports are available based upon organizational data.

Account structure - the hierarchical nature of the account code aids roll-up reporting. Both detail and summary reporting is available based upon the account code.

Extensive online queries

Banner offers users the capability to perform comprehensive online queries. The queries are available for the following areas:

- executive level
- transaction level
- source document
- trial balance
- ad hoc queries.

Attribute reporting

This feature extends the “ad-hoc” reporting capabilities of the Banner Finance System. It enables you to

- create user-defined attributes or categories of financial information
- associate attributes to Fund, Organization, Account, Program, Activity, and location codes in the Chart of Accounts structure
- summarize information from multiple levels in a single Chart of Accounts
- support reporting across multiple Charts of Accounts
- use attributes to retrieve and organize financial information in the institution-developed reports.

You can define up to three different levels of attributes. Basic level consists of

- attribute types are the building blocks of this enhancement
- attribute values are an additional, optional level of attributes – they are linked to Attribute types much in the same way that Fund codes are linked to Fund types in the Banner Finance System
- attribute set codes enable you to create pre-defined groups of Attribute types – you can use them either to create an additional hierarchical level of attributes or to simplify data entry (set codes are optional)
- depending on your needs, these levels can have a flat or a hierarchical structure.

After you define Attribute set codes, Attribute types, and/or Attribute values, you associate them to FOAPAL element codes in your Banner Finance System. Then, you can use a reporting tool in conjunction with Banner Object: Access (an additional Banner reporting tool) to create customized reports for your organization. (Refer to the GASB Reporting workbook for more details.)

Attribute set codes, Attribute types, and Attribute values enable you to easily retrieve financial information from the Banner database without having to remember complicated Charts of Accounts structures.

Banner user defaults

Each Banner Finance user has a record on the User Profile Maintenance Form (FOMPROF). This record may be used to assign certain fields to be automatically populated for the user. One of these fields is for the Chart of Accounts code. When a chart code is entered on the user's profile record, the **COA** field on a form will always be populated with that chart code. The user will never need to enter the chart code on a form unless he/she desires to change to a different chart.

Budgeting options

Banner's budgeting options allow users to use various combinations of these methods:

- Hierarchical budgeting
- Pooled budgeting
- Line item budgeting

Hierarchical budgeting

This method of budgeting is used on fund and organization chart of account elements. It allows for the control of budgets at higher levels in the fund and organization hierarchies. Budget checking (NSF) edits the sum of the budgets entered at levels below the control level.

Pooled budgeting

Pooled budgeting is used on the account chart of accounts element. It allows for the control or pooling of budgets at higher levels in the account hierarchy. Budget checking (NSF) edits the sum of the budgets entered at levels below the pooled level.

Line item budgeting

Line item budgeting can be used in combination with the methods listed above or it may be used alone.

Rules and Security

Rule codes

In the Banner system, rule-based processing guides the system in accomplishing its tasks and objectives. Rule codes delivered with Banner Finance are designed to accomplish the following:

- define transactions
- specify edits by transaction
- customize error messages
- specify posting actions.

Although it is not necessary, Banner users can also create their own rule codes in order to achieve unique organizational objectives.

Security options

Banner Finance incorporates extensive security options from which users may select. The security options include these items:

- Form level – controls access to individual forms and processes
- Rule class – determines which users may work with specific rule codes and groups of rule codes
- Organization code – limits users to query, update, and/or no access to specific organizational data
- Fund type/fund – limits users to query, update, and/or no access to specific fund types and/or funds.

Tips and tricks

This document generally indicates that you are to use the Tab key to navigate from field to field. However, if you completely fill a field, in many cases the cursor will automatically skip to the next field. Always check to ensure that you are in the correct field before entering

data! You may also use your mouse for navigation.

Set Up



Section goal

The purpose of this section is to outline the set-up process and detail the Steps to set-up your Banner Chart of Accounts.

Objectives

In this section you will learn how to

- create a Chart Code
- create Accounts and Account Type Codes
- create Funds and Fund Type Codes
- create Organizations Codes
- create Program Codes
- create Activity Codes
- create Location Codes
- create a bank ID and defined bank codes
- complete the Chart of Accounts Maintenance Form (FTMCOAS)
- create attribute set, type, and value codes.

Before you begin

Setting up your Chart of Accounts is critical to using the Banner Finance system. You will only have to create your Chart of Accounts once. To ensure accuracy and ease of set up, you should have an up-to-date, printed copy of your institution's current chart of accounts on hand as reference while completing this workbook. Many people find it easiest to highlight each code as they create it in Banner.

The Banner forms are simple to fill out. This section will walk you through each step in detail. You will also need to decide if you want to display the new person fields for internationalization.

If you are taking this course in a classroom, sample data is provided throughout the workbook for you to use.

Displaying New Person Fields for Internationalization

Introduction

A major initiative of SunGard Higher Education is to make Banner more adaptable for use in different countries and with different languages. This ongoing effort is called internationalization (often abbreviated I18N).

As part of this initiative, Banner Finance 8.0 delivered several new fields in the database. These fields, however, were not visible on the user interface. With Banner Finance 8.3, these new fields can be displayed on forms and reports. This enhancement provides worldwide clients with a more robust, accurate, and efficient method of storing personal data.

New person fields

The following person fields are now available on several Banner Finance Forms and reports:

Field	Length	Description
Last Name Prefix	60 characters	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz")
House Number	10 characters	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation)
Street Line 4	75 characters	Additional street address (no validation)
Telephone Country Code	4 characters	Code that designates the region and country of the telephone number (no validation)

Masked fields

Some users do not need these new fields on Banner forms. For this reason, Banner Finance 8.3 is being delivered with masking rules turned on for these new fields. This means the fields are not displayed on forms when you first upgrade to Banner Finance 8.3. If you want to display the new fields, you can do one of the following:

- Run the gssmask.sql script, delivered with Banner General 8.2, to unmask the new fields. Refer to the *Banner General 8.2 Release Guide* for more details.
- Use the Data Display Mask Rules Form (GORDMSK) to unmask the fields. You can unmask specific fields on specific forms. Refer to the *Banner General Data Security Handbook* for more details.

Masking rules apply only to name fields when they are displayed independently (that is, not concatenated). If fields are concatenated, the masking rules do not apply. It is assumed that the fields where data would normally be entered would be masked, preventing data entry. As a result, no values would be available for display on forms when the fields are concatenated.

Changed forms

Several forms can display the new person fields. Some forms display all new person fields; other forms display some of the new person fields. In general, the new person fields are displayed on forms as follows:

- **Last Name Prefix** is displayed before the **Last Name** field.
- **House Number** is displayed before the **Street Line 1** field.
- **Street Line 4** is displayed after the **Street Line 3** field. (If a form does not include Street Line 3, then Street Line 4 is not included on the form.)
- **Telephone Country Code** is displayed before the **Telephone Area Code** field.

The following forms support the new person fields:

- Entity Name/ID Search (FTIIDEN)
- Finance Person Search (FOIIDEN)
- Detail Encumbrance Activity Form (FGIENCD)

Creating a New Chart of Accounts

Purpose

You can use the Chart of Accounts Code Maintenance Form (FTMCOAS) set up a new Chart of Accounts for your institution and define FOAPAL elements, encumbrance, and budget carry forward information for this new Chart of Accounts code.

Effective date processing

All maintenance forms are in update mode when you enter the form. The third letter of the form name is **M** indicating it is a maintenance form. Each time you enter or change information on these forms, you must tell the system the date you want it to go into effect. Existing records cannot be deleted. You can terminate an existing record by entering a Termination date in that field. To change a record, you must make a copy of the original record, make the changes, and update the effective date field with the current date. If a record has been updated, the Next Change Date field will be valued. To find existing information, you execute queries. The original records are maintained as an audit trail.

The software is delivered with a seed chart of accounts - Chart B. The recommended practice for setting up test charts in a training database environment is to copy the seed data, keeping its effective date and making changes as necessary. It is very important to pay attention to the effective date as it can cause problems when filling out other forms. For example, if you make your effective date Feb 1, 2005, you will not be able to create a fiscal year that has a start date of July 1, 2004, because the chart was not in effect until Feb 1 of the following year (2005).

We assign a unique, one-character identification number or letter to our new chart of accounts. This permits the creation of multiple charts within the Finance system. The use of multiple charts is usually found in academic institutions that have a Foundation. All queries and reports are driven by the chart code. One problem with multiple chart processing is that the system cannot distinguish 1099's by chart code. The vendor ID number stores the 1099 information. Requisitions, PO's, Invoices, and JV's are other document types that store data by the document number rather than the chart.

During the process of setting up your chart, we will set up a user profile for each Finance user and define the chart they will be using on transaction forms on the User Profile Maintenance Form (FOMPROF). This will populate the chart ID into the transaction forms for each user.

Banner form

Chart of Accounts Code Maintenance FTMCOAS 8.0 (BAN8)

Chart of Accounts: [] Active Status Last Activity Date: []

Chart of Accounts Title: []

Effective Date: 12-MAR-2008 [] Termination Date: [] Next Change Date: []

Method of Accounting: A Fiscal Year: [] / [] - [] / []

Interfund Due To Account: []

Interfund Due From Account: []

Require Sets of Attribute Types: Fund Organization Account Program Activity Location

Budget Control Keys

Fund: []

Organization: []

Account: []

Program: []

Control Period: []

Control Severity: []

Encumbrance or Budget: []

Steps

Follow these steps to create a Chart of Accounts name and date information.

1. Access the Chart of Accounts Code Maintenance Form (FTMCOAS).
2. Enter your own unique one-character code in the **Chart of Accounts** field.

Note: This code is the primary identification code for the Chart of Accounts. Each participant in a classroom should enter his/her unique code.

3. Select the **Active Status** checkbox.

Notes: This indicates the current status of a Chart code. When this check box is selected, the chart is active and available for update.

The **Last Activity** field, which is display-only, shows the date when changes were last made to this record.

4. Enter the institution name in the **Title** field.

Notes: This field can contain up to a 35-character description or title of the chart and is a required field.

The **Effective Date** field defaults to the current date. However, if you are converting financial history, you may enter an earlier date. This field is required. Make a note of this date, as you will need it for a later Step.

This date format, DD-MMM-YYYY, is the only format that displays in Banner Finance. However, dates may be keyed in by entering only the day (if in the current month and year), or entering the day and month (if a different month in the current calendar year), or by entering the day, month, and two-digit year (if a different year).

- Entering 23 and tabbing – Banner will display 23-Current Month-Current Year (e.g., 23-OCT-2003)
- Entering 1023 and tabbing— Banner will display 23-OCT-Current Year (e.g., 23-OCT-2003)
- Entering 102303 and tabbing— Banner will display 23-OCT-2003

5. Enter an end date for this record in the **Term** field (optional).

Notes: For this Steps, leave this field blank.

The display-only date in the **Next Change** field shows when your changes will take effect.

6. Enter *A* (Accrual Method) in the **Method of Accounting** field.

Note: This is a 1-character code that signifies the user-specified accrual method of accounting. This field is required. From an accounting perspective, it does not matter what you enter, since this is only an informational field.

7. Enter the beginning and ending month and day for the fiscal year in the **Fiscal Year** field.

Example: If your fiscal year begins July 1, enter *07/01* and *06/30*. This field is required.

Notes: You cannot enter values in the **Interfund Due/To Acct** or **Interfund Due/From Acct** fields until you have defined account codes.

You will define account codes in a later procedure.

The **Require Sets of Attribute Types** check boxes, when selected, indicate that you wish to associate the selected codes to set codes in this Chart of Accounts. This is used in Attribute Reporting.

Steps

The budget control block fields will be used in available balance checking and tells the system how to handle transactions that exceed budget. Budgets are typically controlled at the Fund, Org., and Account level. In the following Steps, we will use these three fields for available budget checking.

1. Access the Budget Control block of FTMCOAS.

Note: The check boxes in this block are used in Available Budget Checking.

2. Enter *Y* in the **Fund** field.
3. Enter *Y* in the **Organization** field.
4. Enter *Y* in the **Account** field.
5. Enter *N* in the **Program** field.
6. Enter *A* in the **Control Period** field.

Notes: This determines the time period of the budget you will be working with.

- A(nnual) - Checks the availability of funds annually, regardless of the fiscal period specified on an accounting entry.
- Q(arterly) - Budgeted funds within a quarter are available at the beginning of that fiscal quarter.
- Y(ear-to-date) - Accumulates the budget for all the fiscal periods up to the transaction date of the entry and checks for availability on that basis.

All of these budget control parameters may be changed for individual fund types or funds. Here we are setting up system-wide defaults only.

The BAVL (Budget Availability) records are built based on the control periods specified in the Chart of Accounts, Fund Type, and Fund Code tables. Therefore, an **Annual** control period creates only one BAVL record and provides the greatest performance.

The Control Period is defined on three forms:

- FTMCOAS – If you have not specified a control period value at the fund code and/or fund type level, the control period value here is used.
- FTMFTYP – Overrides the control period value entered on FTMCOAS
- FTMFUND – Overrides the control period value entered on FTMFTYP

7. Enter *W* (Warning) in the **Control Severity** field.

Note: This identifies the degree of severity allowed for a particular transaction.

IF you enter...	THEN...
<i>W</i>	a warning is issued, and the transaction is allowed.
<i>E</i>	an error message is displayed and the transaction is not permitted if there is no Budget available.

8. Check the **Enc/Bud** box to access the Encumbrance/Budget parameter window. You may also tab through this block into the next block.

Note: What this means is that when the system checks budget; it will look at Fund, Org., and Account, but not at Program. Hence, in the following scenario:

Fund	Org.	Acct.	Prog.	Budget
1000	120	6100	100	\$100
1000	120	6100	200	50
1000	120	6225	100	75
1000	300	6225	20	200

Fund 1000, Org. 120, Acct 6100 will have \$150 budget, regardless of program. If instead, we were checking by Fund and Org., but not by Account or Program, the same combination would have \$225 total budget. If we were only checking by Fund, it would have \$425 budget.

Introduction

The Organization Budget Status Form (FGIBDST) displays the values posted to the operating ledger so you see the total annual budget on this form regardless of the control period. The Budget Availability Status Form (FGIBAVL) displays only those funds available at the time of the query based on the specified control period.

Example: The Control Period is **Quarterly**. Budget entries of \$10 are posted to each fiscal period. A total of \$120 is available during the fiscal year with \$30 being made available at the beginning of each quarter.

It is now the first day of the second quarter. FGIBDST displays \$120 in the Adjusted Budget column, whereas FGIBAVL displays \$60 in the Adjusted Budget column (the sum of the first and second quarter budget). The online budget checking will not allow more than \$60 to be reserved or spent against this budget until the beginning of the third quarter.

Banner form

Organization Budget Status FGIBDST 8.0 (BANB)

Chart:
Fiscal Year:
Index:

Query Specific Account
 Include Revenue Accounts
Commit Type:

Organization:
Fund:
Program:
Account:
Account Type:
Activity:
Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Net Total:					

Parameters of FTMCOAS

The fields on this form are related to year-end processing. The specifics and details are covered in the Year-End Processing training session.

Chart of Accounts Code Maintenance FTMCOAS 8.0 (BAN8)

Chart of Accounts: Active Status Last Activity Date:

Chart of Accounts Title:

Effective Date: 12-MAR-2008 Termination Date: Next Change Date:

Method of Accounting: A Fiscal Year: / - /

Interfund Due To Account:

Interfund Due From Account:

Require Sets of Attribute Types: Fund Organization Account Program Activity Location

Budget Control Keys

Fund:

Organization:

Account:

Program:

Control Period:

Control Severity:

Encumbrance or Budget:

- The **Fund Balance Account** field references a user-specified Fund Balance account used for posting year-end closing entries. This field cannot be entered until account codes are created. This field will be revisited and completed in a later Step.
- The **A/P Accrual Account** field references a user-specified Accounts Payable account to be used for accruals. This field cannot be entered until account codes are created. This field will be revisited and completed in a later Step.
- The **A/R Accrual Account** field references a user-specified Accounts Receivable account to be used for accruals. This field cannot be entered until account codes are created. This field will be revisited and completed in a later procedure.

Steps

Follow these steps to complete the process.

1. Select **Parameters** from the **Options** menu of FTMCOAS to navigate to the Parameters block.
2. Enter *J001* in the **Close OP Ledger Code** field.

Note: This field contains a 4-character rule code used in the process that closes the General Ledger accounts to begin the fiscal year-end processing. This is a required field.

3. Enter *E090* in the **Rule Code** field.

Note: This field contains a 4-character code used to roll the open encumbrances at the year-end into the new year.

4. Enter *U* in the **Commit Type** field.

Note: This field determines how the budget associated with open encumbrances is treated during the year-end process.

C = Committed – Encumbrances are treated as prior year encumbrances that roll to the current year. The purpose and budget are identified separately from the current year. Prior year encumbrance control is in the current year.

U = Uncommitted – Encumbrances roll to the current year with no distinction of being prior year. Balance is co-mingled with current year encumbrances.

5. Enter *Y* in the **Budget Roll** field.

Note: This field determines the year-end processing treatment for budgeted funds associated with encumbered values.

IF...	THEN...
Yes	the budget rolls forward.
prior year encumbrances are committed	it must be Yes .
prior year encumbrances are uncommitted	it can be Yes or No
No	the budget does not roll with the prior year encumbrances

6. Enter *U* in the **Budget Disposition** field.

Note: This field determines how remaining budgeted funds are to be treated at the end of the fiscal year if a rolled encumbrance is liquidated in the current year for an amount less than the encumbrance account. The possible values for this field are *U* (Unrestricted), *R* (Restricted), and *N* (No Action).

- **Unrestricted** – For uncommitted encumbrances, if liquidated for less than the encumbrance, the available amount becomes available in the current year. If prior year encumbrances are uncommitted, must be Unrestricted.
- **Restricted** – Any remaining amount after a committed encumbrance is liquidated is not available for use in the current year. It is reclassified to an appropriate account (that would need to be established in step 5).
- **No Action** – Any remaining amount after a committed encumbrance is liquidated is not available for use in the current year. The dollars remain as restricted budget for that line item rather than be reclassified

<u>Committed Encumbrances</u>	<u>Uncommitted Encumbrances</u>
-------------------------------	---------------------------------

Budget Roll – must be Y

Budget roll can be Y or N

Budget disposition- R, U, or N

Budget disposition must be U

7. Enter *100* if 100 is not already the default in the **Percent** field.

Note: The value in this field determines the percentage of the budget to carry forward to the new fiscal year with encumbrances. This must be 100% when encumbrances are being rolled as committed.

8. Enter *J020* in the **Rule Code** field in the Budget Carry Forward Parameters block.

Note: This field determines the accounting treatment of the budget roll process.

9. Enter *P* in the **Budget Type** field.

Note: This field defines the budget as Temporary or Permanent.

10. Enter *O* in the **Budget Class** field.

Note: This field defines whether the rolled budget is to be recorded in the new fiscal year as *O* for Original Budget or *A* for Adjusted Budget.

11. Enter *100* in the **Percent** field.

Notes: This field defines the percentage of the budget to be carried forward.

The Document Roll Parameters block is used to define the entity's year end document roll policies, and includes settings for encumbrances, purchase orders, memo reserve, requisitions, labor encumbrances, and work orders. This is the only form that contains this definition.

The Spending Formula Hierarchy window is used with the Investment Management process and is not covered in this course.

12. Click the **Save** icon.

13. Click the **Exit** icon.

Establishing Fiscal Year Parameters

Introduction

Use the Fiscal Year Maintenance Form (FTMFSYR) to establish the fiscal year accounting period parameters for systems operations within Community College's previously created Chart of Accounts.

Banner form

The screenshot shows the Banner form titled "Fiscal Year Maintenance FTMFSYR 8.0 (BAN8)". The form contains the following fields:

- COA: [Dropdown]
- Fiscal Year: [Dropdown] - [Calendar]
- Last Activity: [Text]
- Periods: [Text]
- Accrual Period: [Dropdown] (Set to "Not Opened")

Below the fields is a table with the following columns:

Fiscal Period	Status	Start Date	End Date	Quarter Indicator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Steps

Follow these steps to complete the process.

1. Access the Fiscal Year Maintenance Form (FTMFSYR).
2. Enter the unique Chart of Accounts code you created in the previous lesson in the **COA** field.
3. Note: The display-only **Last Activity** field shows the last date that any changes were made to this record.

4. Enter the last two digits of the fiscal year you are setting up in the **Fiscal Year** field.
5. Enter the day, month, and year that marks the beginning of the fiscal year in the unlabeled **Fiscal Year Start Date** field.

Notes: Use the standard DD-MMM-YYYY format.

When you enter a fiscal year start date, Banner automatically calculates a fiscal year end date and displays it in the unlabeled Fiscal Year End date field.

The fiscal year start and end dates must match the month and days you entered in the **Fiscal Year** fields on FTMCOAS.

6. Enter *12* in the **Periods** field.

Notes: This specifies the number of accounting periods to be utilized during the fiscal year.

An accounting period is usually defined as one calendar month; however, the option for 13 four-week periods exists.

The **Accrual Period** field is only for period 14, and automatically displays *Not Opened* until year-end processing.

7. Perform a **Next Block** function.
8. Create all of the periods in this fiscal year.

Field/value parameters

The values for each field are described in this table.

Field	Value
Period	The number of periods is usually either 12 (one per month) or 13 (one for each four-week period).
Status	For each period, accept the default of <i>N</i> .
Start Date	For each period, the start date is automatically populated with the first day after the end date of the previous period.
End Date	For each period, the end date is the user-defined end date of the period. If this fiscal year has 12 periods, you will most likely enter the last day of the calendar month for that period. If this fiscal year has 13 periods, you will most likely enter a date that is four weeks after the start date.
Quarter Indicator	If this period represents the end of a quarter, select the check box.

9. Click the **Save** icon.
10. For each period, enter *O (Open)* in the **Status** field. All of the periods should be open in the training database. **Do not open the Accrual Period.**

Notes: The value in this field is used to change the status of individual periods from *N (Not Open)*, to *O (Open)*, to *C (Closed)*. Note that if you open a period, you cannot close it and then reopen it.

You may not reopen a closed period. Periods must be opened and closed in sequence. You may not Open a future fiscal period when preceding periods have a status of Not Open, and you may not Close periods when the preceding periods are still Open. The only exception to this is that you may open period 01 in future fiscal years.

11. Click the **Save** icon.
12. Click the **Exit** icon.

Defining Internal Fund and Account Type Codes

Introduction

You can use the Account Type Validation Form (FTVATYP) and Fund Type Validation Form (FTVFTYP) to define internal fund and account type codes to be used with the Chart of Accounts on the System Data Maintenance Form (FTMSDAT).

Use this process to link the preset internal system values for Fund Type, Account Type, and Transaction Type (Sequence Number) to the new chart of accounts. This is a multi-purpose form; hence, the field names may appear confusing.

Next, establish Internal Pre-Defined Reporting Values for fund type, account type, and sequence number to the new chart of accounts. These internal values come with the software and the easiest way for linking the chart is to copy the setup from the seed data to your chart.

Banner form

The screenshot shows the 'System Data Maintenance FTMSDAT 8.0 (BAN8)' window. The form includes the following fields:

- Entity or Usage Code:** A dropdown menu.
- Optional Code Number 1:** A dropdown menu.
- Attribute Code:** A dropdown menu.
- Optional Code Number 2:** A dropdown menu.
- Level:** A dropdown menu.
- Chart of Accounts:** A dropdown menu.
- Active Status:** A checked checkbox.
- Last Activity Date:** A date input field.
- Effective Date:** A date input field with a calendar icon, showing '12-MAR-2008'.
- Termination Date:** A date input field with a calendar icon.
- Next Change Date:** A date input field.
- Description or Title:** A text input field.
- Short Title:** A text input field.
- Data:** A text input field.

Steps

Follow these steps to define codes for the Account Type Validation Form (FTVATYP) and Fund Type Validation Form (FTVFTYP).

1. Access the System Data Maintenance Form (FTMSDAT).
2. Perform an **Enter Query** function.
3. Enter *FTVATYP* in the **Entity or Usage Code** field.
4. Enter *B n* in the **Chart of Accounts** field.
5. Perform an **Execute Query** function.
6. Insert a new record.
7. Duplicate the record.
8. Verify that *FTVATYP* is displayed in the **Entity or Usage Code** field.

Note: This field contains the 8-character code of the table for which you are establishing a value.

9. Verify that *INTERNAL_ATYP_CODE* is displayed in the **Attribute Code** field.

Note: If it is not, enter it. The value in this field names the column within the specified table.

10. Enter *10* in the **Optional Code Number 1** field.

Note: The value in this field is user-defined codes that applies to the entity and attribute combination. It can be up to 8 characters long.

11. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.

Note: Notice the effective date of the Chart of Accounts code in the **Effective Date** field. This must be the same date as in the **Effective Date** field on the Chart of Accounts Maintenance Form (FTMCOAS). If necessary, change this date.

12. Enter *Asset* in the **Description/Title** field.

Note: This field describes the hierarchy or title appropriate for the record being created. Change this description if desired.

13. Enter *Asset* in the **Short Title** field.

Note: The value in this field is often a shorter version of the entry in the **Description/Title** field. Change this description if desired.

14. Click the **Save** icon.

15. Repeat steps 6-14 for the values in the following tables.

Note: Table 1 lists account types and uses an attribute code of INTERNAL_ATYP_CODE, while Table 2 lists fund types and uses an attribute code of INTERNAL_FTYP_CODE.

Table 1

Entity or Usage Code	Attribute Code	Option Code	Description/Title
FTVATYP	INTERNAL_ATYP_CODE	10	Asset
FTVATYP	INTERNAL_ATYP_CODE	20	Liabilities
FTVATYP	INTERNAL_ATYP_CODE	30	Control Accounts
FTVATYP	INTERNAL_ATYP_CODE	40	Fund Balance
FTVATYP	INTERNAL_ATYP_CODE	50	Revenue
FTVATYP	INTERNAL_ATYP_CODE	60	Labor
FTVATYP	INTERNAL_ATYP_CODE	70	Expenditures
FTVATYP	INTERNAL_ATYP_CODE	80	Transfers
FTVATYP	INTERNAL_ATYP_CODE	90	Fund Additions
FTVATYP	INTERNAL_ATYP_CODE	95	Fund Deductions

Table 2

Entity or Usage Code	Attribute Code	Option Code	Description/Title
FTVFTYP	INTERNAL_FTYP_CODE	10	Current Unrestricted
FTVFTYP	INTERNAL_FTYP_CODE	20	Restricted Funds
FTVFTYP	INTERNAL_FTYP_CODE	30	Auxiliary Funds
FTVFTYP	INTERNAL_FTYP_CODE	40	Loan Funds
FTVFTYP	INTERNAL_FTYP_CODE	50	Quasi-Endowment Funds
FTVFTYP	INTERNAL_FTYP_CODE	60	Endowment Funds
FTVFTYP	INTERNAL_FTYP_CODE	70	Annuity & Life Income Funds
FTVFTYP	INTERNAL_FTYP_CODE	80	Agency Funds
FTVFTYP	INTERNAL_FTYP_CODE	90	Unexpended Plant Funds
FTVFTYP	INTERNAL_FTYP_CODE	92	Renewal and Replacement Funds
FTVFTYP	INTERNAL_FTYP_CODE	94	Retirement of Indebtedness Funds
FTVFTYP	INTERNAL_FTYP_CODE	96	Investment in Plant Fund
FTVFTYP	INTERNAL_FTYP_CODE	BK	Bank Fund

Banner form

System Data Maintenance FTMSDAT 8.0 (BAN8)

Entity or Usage Code:
Optional Code Number 1:
Attribute Code:
Optional Code Number 2: Level:
Chart of Accounts: Active Status Last Activity Date:
Effective Date: Termination Date: Next Change Date:
Description or Title:
Short Title:
Data:

Steps

Follow these steps to define codes for the FTVACTL, FTVFUND, FTVORGN, FTVACCT, FTVPROG, and FTVLOCN tables.

1. While you are still on the System Data Maintenance Form (FTMSDAT), again perform an Enter Query function.
2. Enter *FTVACTL* in the **Entity or Usage Code** field.
3. Enter *SEQUENCE_NUMBER* in the **Attribute Code** field.
4. Enter *B* in the **Chart of Accounts** field.
5. Perform an **Execute Query** function.
6. Perform an **Insert Record** function.
7. Perform a **Duplicate Record** function.
8. Verify that *FTVACTL* is displayed in the **Entity or Usage Code** field.

Note: This field contains the 8-character code of the table for which you are establishing a value.

9. Verify that *SEQUENCE_NUMBER* is displayed in the **Attribute Code** field.

Note: If it is not, enter it. The value in this field names the column within the specified table.

10. Enter *01* in the **Optional Code Number 1** field.

Note: The value in this field is a user-defined code that applies to the entity and attribute combinations. It can be up to 8 characters long.

11. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.

12. Notice the effective date of the Chart of Accounts code in the **Effective Date** field.

Note: This must be the same date as in the **Effective Date** field on the Chart of Accounts Maintenance Form (FTMCOAS). If necessary, change this date.

13. Enter *Adopted Budget* in the **Description or Title** field.

Note: This field describes the hierarchy or title appropriate for the record being created. Change this description if desired.

14. Enter *Adopted Budget* in the **Short Title** field.

Note: The value in this field is often a shorter version of the entry in the **Description/Title** field. Change this description if desired.

15. Review and save the record.

16. Repeat steps 1-11 for the values in Table 3.

Table 3

Entity or Usage Code	Attribute Code	Option Code Number 1	Description/Title
FTVACTL	SEQUENCE_NUMBER	01	Adopted Budget
FTVACTL	SEQUENCE_NUMBER	02	Budget Adjustments
FTVACTL	SEQUENCE_NUMBER	03	YTD Actual
FTVACTL	SEQUENCE_NUMBER	04	Encumbrances
FTVACTL	SEQUENCE_NUMBER	05	Budget Reservations
FTVACTL	SEQUENCE_NUMBER	06	Accounted Budget
FTVACTL	SEQUENCE_NUMBER	07	Temporary Budget

Banner form

System Data Maintenance FTMSDAT 8.0 (BAN8)

Entity or Usage Code: Attribute Code:
Optional Code Number 1: Optional Code Number 2: Level:
Chart of Accounts: Active Status Last Activity Date:
Effective Date: 12-MAR-2008 Termination Date: Next Change Date:
Description or Title:
Short Title:
Data:

Steps

Follow these steps to complete the procedure.

1. Perform an **Enter Query** function.
2. Enter *FTVFUND* in the **Entity or Usage Code** field.
3. Enter *HIER_TITLE* in the **Attribute Code** field.
4. Enter *B* in the **Chart of Accounts** field.

Note: If the query returns no values using *B* as COA, use *A* and retrieve values and desc/title of the Fund Group.

5. Perform an **Execute Query** function.
6. Perform an **Insert Record** function.
7. Perform a **Duplicate Record** function.
8. Verify that *FTVFUND* is displayed in the **Entity or Usage Code** field.

Note: This field contains the 8-character code of the table for which you are establishing a value.

9. Verify that *HIER_TITLE* is displayed in the **Attribute Code** field.

Note: If it is not, enter it. The value in this field names the column within the specified table.

10. Enter *1* in the **Level** field.

Note: This field contains the level number of the descending hierarchy descriptions.

11. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.

12. Notice the effective date of the Chart of Accounts code in the **Dates->Effective** field.

Note: This must be the same date as in the **Dates->Effective** field on the Chart of Accounts Maintenance Form (FTMCOAS). If necessary, change this date.

13. Enter *Fund Group* in the **Description/Title** field.

Note: This field describes the hierarchy or title appropriate for the record being created. Change this description if desired.

14. Enter *Fund Group* in the **Short Title** field.

Note: The value in this field is often a shorter version of the entry in the **Description/Title** field. Change this description if desired.

15. Click the **Save** icon.

16. Repeat this set of steps for the values in Table 4.

Table 4

Entity or Usage Code	Attribute Code	Level	Description/ Title	Short Title
FTVFUND	HIER_TITLE	1	Fund Group	Fund Group
FTVFUND	HIER_TITLE	2	Fund Classification	Fund Classification
FTVFUND	HIER_TITLE	3	Fund Sub Classifications	Fund Sub Class
FTVFUND	HIER_TITLE	4	Continuation Awards	Continuation Awards
FTVFUND	HIER_TITLE	5	Grants and Project Funds	Grants and Projects
FTVORGN	HIER_TITLE	1	President/Board of Regents	President/ Board
FTVORGN	HIER_TITLE	2	Vice Presidents	Vice Presidents
FTVORGN	HIER_TITLE	3	Colleges	Colleges
FTVORGN	HIER_TITLE	4	Schools	Schools

Entity or Usage Code	Attribute Code	Level	Description/ Title	Short Title
FTVORGN	HIER_TITLE	5	Departmental Divisions	Department Divisions
FTVORGN	HIER_TITLE	6	Special Departmental Programs	Special Dept. Progs.
FTVORGN	HIER_TITLE	7	Unclassified Organizations	Unclassified Orgs.
FTVORGN	HIER_TITLE	8	Reserved Future Use	Reserved Future Use
FTVACCT	HIER_TITLE	1	Account Classification	Account Class
FTVACCT	HIER_TITLE	2	Account Object	Account Object
FTVACCT	HIER_TITLE	3	Primary Account	Primary Account
FTVACCT	HIER_TITLE	4	Sub-Account	Sub-Account
FTVPROG	HIER_TITLE	1	Prime Program Classification	Prime Program Class
FTVPROG	HIER_TITLE	2	Functional Programmatic Areas	Functional Programs
FTVPROG	HIER_TITLE	3	Departmental Programs	Departmental Programs
FTVPROG	HIER_TITLE	4	Special Programs	Special Programs
FTVPROG	HIER_TITLE	5	For Future Use	For Future Use
FTVLOCN	HIER_TITLE	1	Main Campus	Main Campus
FTVLOCN	HIER_TITLE	2	Building Location	Building Location
FTVLOCN	HIER_TITLE	3	Building Floor Location	Floor Location
FTVLOCN	HIER_TITLE	4	Classroom	Classroom
FTVLOCN	HIER_TITLE	5	Closets and Storage Areas	Closets and Storage Areas

Creating Level 1 Account Type Codes

Discussion

Create Level 1 and Level 2 account type codes using the Account Type Code Maintenance Form (FTMATYP) in order to organize the numerous accounts.

Only Level 1 account types may be linked to the internal system value. An unlimited number of Level 2 account types may be linked to Level 1 account types.

This is a user-defined scheme. You may use any scheme you like when setting up your own chart; however, Level 1 types and Level 2 types may not duplicate numbers.

Many of the Banner reports allow you to specify through the parameters what level you wish for your report. Some of the query forms may also be done on the level. The significance of the fund and account levels is the reporting, not the general ledger postings (which do not break down by level).

Level 1 Account Types

Represent headings and grand totals.

Example: Assets prints as the heading on the balance sheet and as a grand total at the end of the asset section of the report.

Level 2 Account Types

Represent sub-totals and print on the balance sheet as subordinate to Level 1 account types.

Example: Assets prints with its total below Accts. Receivable.

Define Level 1 account type codes

Define Level 1 external (user defined for reporting totals) account type codes to link your Chart of Accounts to the present internal codes.

Repeat the procedures used to define Level 1 external account type codes to define Level 2 external (report subtotals level) account type codes and link them to the Level 1 external codes we created. You must have at least one Level 2 account type for each Level 1 (even if they are assigned the same title).

Banner form

The screenshot shows the 'Account Type Code Maintenance' window with the following fields and values for the first entry:

- Chart of Accounts: [Dropdown]
- Account Type: [Dropdown]
- Effective Date: 12-MAR-2008
- Internal Account Type: [Dropdown]
- Predecessor Code: [Dropdown]
- Title: [Text Field]
- Active Status:
- Termination Date: [Calendar]
- Last Activity Date: [Text Field]
- Next Change Date: [Text Field]
- Normal Balance: [Text Field]

Steps

Follow these steps to complete the process.

1. Access the Account Type Code Maintenance Form (FTMATYP).
2. Enter the code for your Chart of Accounts in the **Chart of Accounts** field.

Note: This is a required field.

3. Enter *10* in the **Account Type** field.

Note: This field contains a 2-character account type code to be used for

reporting purposes.

4. Enter *Assets* in the **Title** field.

Notes: The **Effective Date** field contains the effective date of the Chart of Accounts code.

5. Enter *10* in the **Internal Account Type** field.

Note: This field contains the internal system value used to let Banner Finance know how and where to process and report transactions.

6. Enter *D* in the **Normal Balance** field.

Notes: This indicates the typical balance in an account. Valid options are *D* (Debit), *C* (Credit), or *0* (Zero Balance).

Although 0 is an option for the Normal Balance, it can cause issues with some reports and internal processing. When in doubt, use Debit.

7. Click the **Save** icon.

8. After entering the above record, use the following Level 1 account type table to enter the remaining Level 1 account type records.

Level 1 account types

Account Type	Title	Internal Account Type	Normal Balance
10	Assets	10	D
20	Liabilities	20	C
30	Control Accounts	30	C
40	Fund Balances	40	C
50	Revenues	50	C
60	Salaries & Wages	60	D
70	Expenditures	70	D
80	Transfers	80	D
90	Fund Additions	90	C
95	Fund Deductions	95	D

Define Level 2 account type codes

After entering the Level 1 account type codes, perform a Rollback function and enter Level 2 account type codes, linking them to the Level 1 codes via the **Predecessor** field.

Steps

Follow these steps to complete the process.

1. Enter your Chart of Accounts code in the **Chart of Accounts** field.

2. Enter *11* in the **Account Type** field.

Note: This selects an account type to be used for reporting purposes. This is a required field.

3. Enter *Cash and Cash Equivalents* in the **Title** field.

Notes: This determines the name of the account type. This is a required field.

The **Effective Date** field contains the effective date of the Chart of Accounts code.

4. Enter *10* in the **Internal Account Type** field.

Notes: This field selects the internal system value used to let Banner Finance know how and where to process and report transactions.

To define a Level 2 account, the **Predecessor Code** field is needed to link the Level 2 codes to the Level 1 codes.

5. Enter *10* in the **Predecessor Code** field.

Note: This field determines which Level 1 account this account will be tied to. This is required for creating hierarchies.

6. Enter *D* in the **Normal Balance** field.

Note: This indicates the usual balance in an account. Valid options are *D* (Debit), *C* (Credit), or *0* (Zero Balance).

7. Click the **Save** icon.

8. Use the **Level 2 account type** table to enter the remaining account type records.

9. Click the **Save** icon.

10. Click the **Exit** icon.

Level 2 account types [Sample]

Account Type	Title	Internal Account Type	Predecessor Code	Normal Balance
11	Cash and Cash Equivalents	10	10	D
12	Accounts Receivable	10	10	D
13	Inventory	10	10	D
14	Investments	10	10	D
15	Plant & Equipment	10	10	D
16	Prepaid Items & Deferred Charges	10	10	D
17	Due from Other Funds	10	10	D
19	Other Assets	10	10	D
21	Accounts Payable	20	20	C
22	Accrued Liabilities	20	20	C
23	Deposits Payable	20	20	C
24	Bond Payable	20	20	C
25	Due to Other Funds	20	20	C
29	Other Liabilities	20	20	C
31	Control Accounts	30	30	C
41	Fund Balance	40	40	C
51	General Income	50	50	C
52	Tuition & Fees	50	50	C
53	Gifts	50	50	C
54	Grants & Contracts	50	50	C
56	Endowment Income	50	50	C

Account Type	Title	Internal Account Type	Predecessor Code	Normal Balance
57	Sales & Service	50	50	C
58	Financial Aid	50	50	C
59	Other Revenues	50	50	C
61	Salaries & Wages	60	60	D
62	Benefits	60	60	D
69	Fringe Benefits	60	60	D
71	Direct Expenditures	70	70	D
73	Services	70	70	D
76	Capital Expenditures	70	70	D
77	Depreciation Expense	70	70	D
78	Other Expenditures	70	70	D
81	Transfers In	80	80	D
82	Transfers Out	80	80	D
91	Fund Additions	90	90	C
96	Fund Deductions	95	95	D

Creating Account Codes

Introduction

The Account Code Maintenance form (FTMACCT) is used to create user-defined account codes, and tie them to the account types previously defined on the Account Type Code Maintenance Form (FTMATYP).

You can set up the account codes to be used in the new chart of accounts. You can link the new account codes to the Level 2 external account types established previously. Up to four hierarchical levels may be established within the account code structure.

Banner form

The screenshot shows the 'Account Code Maintenance' form (FTMACCT 8.0) in the Banner system. The form is organized into several sections:

- Chart of Accounts:** A dropdown menu.
- Account:** A dropdown menu.
- Effective Date:** A date field showing '12-MAR-2008' with a calendar icon.
- Predecessor Account:** A dropdown menu.
- Data Entry:** A dropdown menu set to 'YES'.
- Account Type, Income Type, Account Class:** Three dropdown menus.
- Asset Account, Accumulated Depreciation Account, Depreciation Expense Account, Pool Account, Fringe Account:** Five dropdown menus.
- Fringe Percent:** A text input field.
- Active Status:** A checked checkbox.
- Account Title:** A text input field.
- Termination Date:** A date field with a calendar icon.
- Next Change Date:** A date field with a calendar icon.
- Last Activity Date:** A date field.
- Normal Balance:** A radio button and a text input field.

Steps

Follow these steps to create account codes for the Chart of Accounts.

1. Access the Account Code Maintenance Form (FTMACCT).
2. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.
3. Enter *1100* in the **Account** field.

Note: This field allows entry for up to 6 characters.

4. Enter *Cash & Cash Equivalents* in the **Title** field.

Notes: This field contains the name of the account.

The **Effective Date** field contains the effective date of the Chart of Accounts code.

5. Leave the **Predecessor Account** field blank for this record.

Notes: This field indicates the higher-level account that is linked with this account. This field will be entered when this account is subordinate to another account (higher level).

Each time you enter a predecessor code, Banner validates the account type at commit time against the predecessor account type to ensure consistency with the hierarchy. Click on the exit door to exit the validation screen (FGQACTH) and return to the FTMACCT screen.

6. Enter *N* in the **Data Entry** field.

Note: Select *Y* if this account is used for data entry purposes or *N* for reporting purposes.

7. Enter *11* in the **Account Type** field.

Note: This field establishes the link between the account code and level 2 account types. A level 2 account type entered here references the next higher level to which the level 2 that is being created or modified reports in the hierarchy. The level 2 account type must already exist and be in effect before it can be entered here.

8. Leave the **Income Type** field blank.

Notes: The **Income Type** field is used for expenditure accounts that are used exclusively for 1099 income reporting.

The code entered here will default into the invoice form when this account is referenced for payments.

9. The **Account Class** is used to indicate asset accounts that are Fixed Assets.

10. The **Asset Account** field is used when the expense account code being established is for the acquisition of capital items. Once associated with the account code, this is used for automatic capitalization in the plant fund.

11. Leave the **Depreciation Expense** field blank.

Note: **Depreciation Expense** should be entered for all fixed asset accounts to indicate the expense account to which depreciation should be charged (the debit account in the depreciation transaction).

12. Leave the **Pool Account** field blank for this procedure.

Note: The **Pool Account** field allows you to enter a budget control account for pooling your budgets. Only the pool account will display on BAVL.

13. Leave the **Fringe Account** and **Fringe Percent** fields blank for this procedure.

Note: These fields are information-only fields. These will be used to handle fringe benefit charge-backs in conjunction with H/R - but are not implemented at this point. These fields have NO effect in Banner Finance.

14. Enter *D* in the **Normal Balance** field, indicating the usual balance in the account.

15. Select the **Assign Attributes** option from the Options menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to an account code.

16. After reviewing and saving the above record, use the following table to create more account code records.

17. Click the **Save** icon.

18. Click the **Exit** icon.

Account code records [Sample]

Account	Title	Predecessor Acct	Data Entry	Account Type	Normal Balance
1100	Cash and Cash Equivalents		N	11	D
1101	Cash - Operating	1100	Y	11	D
1102	Cash Payroll	1100	Y	11	D
1103	Petty Cash	1100	Y	11	D
1190	Claim on Cash	1100	N	11	D
1200	Accounts Receivable		N	12	D
1210	General Accounts Receivable	1200	Y	12	D
1220	Federal Grants Receivable	1200	Y	12	D
1230	State Grants Receivable	1200	Y	12	D
1240	Miscellaneous Receivable	1200	Y	12	D
1290	Accts Receivable Accrual	1200	Y	12	D
1300	Inventory		N	13	D
1310	Stores Inventory	1300	Y	13	D
1320	Book Store	1300	Y	13	D
1330	Stores	1300	Y	13	D
1400	Investments		N	14	D
1410	Bonds	1400	Y	14	D
1420	Preferred Stocks	1400	Y	14	D
1430	Common Stocks	1400	Y	14	D
1440	Money Market	1400	Y	14	D
1450	Real Estate	1400	Y	14	D
1500	Plant & Equipment		N	15	D
1510	Land	1500	Y	15	D
1520	Buildings & Improvements	1500	Y	15	D
1529	Accum. Deprec. Buildings Optional: a normal balance of D will display as a '-' on statements	1500	Y	15	C
1530	Other Improvements	1500	Y	15	D

Account	Title	Predecessor Acct	Data Entry	Account Type	Normal Balance
1539	Accum. Deprec. Improvements	1500	Y	15	C
1540	Equipment	1500	Y	15	D
1549	Accum. Deprec. Equip.	1500	Y	15	C
1550	Library Books	1500	Y	15	D
1560	Art & Collections	1500	Y	15	D
1590	Construction in Progress	1500	Y	15	D
1700	Due From Other Funds		N	17	D
1701	Due From Other Funds	1700	Y	17	D
1900	Other Assets		N	19	D
1901	Other Assets	1900	Y	19	D
2100	Accounts Payable		N	21	C
2101	Accounts Payable – General	2100	Y	21	C
2104	Accounts Payable, Accrual	2100	Y	21	C
2140	Foreign Currency Exchange	2100	Y	21	C
2200	Accrued Liability		N	22	C
2201	Accrued Liability	2200	Y	22	C
2300	Deposits Payable		N	23	C
2301	Housing Deposits Payable	2300	Y	23	C
2400	Bonds Payable		N	24	C
2401	Bonds Payable	2400	Y	24	C
2500	Due to Other Funds		N	25	C
2501	Due to Other Funds	2500	Y	25	C
2900	Other Liabilities		N	29	C
2910	Interest Payable	2900	Y	29	C
3000	Control Accounts		N	31	C
3011	Revenue Control	3000	N	31	C
3012	Prior Year Revenue Control	3000	N	31	C
3013	Budgeted Revenue Control	3000	N	31	D
3014	Prior Year Budgeted Revenue Control	3000	N	31	D

Account	Title	Predecessor Acct	Data Entry	Account Type	Normal Balance
3021	Expenditure Control	3000	N	31	D
3022	Prior Year Expenditure Control	3000	N	31	D
3023	Budgeted Expenditure Control	3000	N	31	C
3024	Prior Year Budgeted Expense Control	3000	N	31	C
3031	Transfer Control	3000	N	31	D
3032	Prior Year Transfer Control	3000	N	31	D
3033	Budgeted Transfer Control	3000	N	31	C
3034	Prior Year Budgeted Transfer Control	3000	N	31	C
3041	Encumbrance Control	3000	N	31	D
3042	Prior Year Encumbrance Control	3000	N	31	D
3043	Reserve for Encumbrance	3000	N	31	C
3044	Prior Year Reserve for Encumbrance	3000	N	31	C
3048	Reservation Control	3000	N	31	D
3049	Reservation Control Reserve	3000	N	31	C
3051	Budgeted Change to Fund Balance	3000	N	31	D
3052	Prior Year Budgeted Change to F/B	3000	N	31	D
4000	Fund Balance		N	41	C
4110	Fund Balance	4000	N	41	C
4115	Fund Balance - Unrestricted	4000	N	41	C
4120	Fund Balance – Restricted	4000	N	41	C
4125	Fund Balance – Temp Restricted	4000	N	41	C
5000	Revenue		N	51	C
5100	General Income	5000	N	51	C
5110	General Revenue	5000	Y	51	C
5120	Other Revenue	5000	Y	51	C
5200	Tuition & Fees		N	52	C
5210	Fall Term	5200	Y	52	C

Account	Title	Predecessor Acct	Data Entry	Account Type	Normal Balance
5215	Winter Term	5200	Y	52	C
5220	Spring Term	5200	Y	52	C
5225	Summer Term	5200	Y	52	C
5300	Gifts		N	53	C
5310	Scholarships	5300	Y	53	C
5400	Grants & Contracts		N	54	C
5410	NSF Grant	5400	Y	54	C
5415	Department of HHS	5400	Y	54	C
5420	Federal Grants	5400	Y	54	C
5900	Other Revenue		N	59	C
5910	Special Income	5500	Y	59	C
6000	Salaries & Wages		N	61	D
6100	Salaries	6000	Y	61	D
6110	Administrative	6000	Y	61	D
6111	Faculty	6000	Y	61	D
6112	Clerical	6000	Y	61	D
6200	Benefits		N	62	D
6210	Medical	6200	Y	62	D
6220	Dental	6200	Y	62	D
6230	Retirement Insurance	6200	Y	62	D
6240	FICA	6200	Y	62	D
6250	Other Benefits	6200	Y	62	D
7000	Non Labor Expenses		N	71	D
7100	Direct Expenditures	7000	N	71	D
7110	Office Supplies	7100	Y	71	D
7120	Equipment	7100	Y	71	D
7130	Computers	7100	Y	71	D
7140	Travel	7100	Y	71	D
7150	Gas	7100	Y	71	D

Account	Title	Predecessor Acct	Data Entry	Account Type	Normal Balance
7160	Electric	7100	Y	71	D
7180	Copy Center	7100	Y	71	D
7190	Contractual	7100	Y	71	D
7220	Indirect Expense	7200	Y	78	D
7300	Services		N	73	D
7311	Legal Services	7300	Y	73	D
7312	Audit Services	7300	Y	73	D
7314	Photography	7300	Y	73	D
7319	Misc. Contract	7300	Y	73	D
7320	Other Services	7300	Y	73	D
7600	Capital Expenditures		N	76	D
7610	Equipment	7600	Y	76	D
7620	Library Books	7600	Y	76	D
7700	Depreciation Expense		N	77	D
7710	Depreciation Expense	7700	Y	77	D
7800	Other Expenses		N	78	D
7810	Inventory Expense	7800	Y	78	D
7820	Indirect Expense	7800	Y	78	D
8100	Transfers In		N	81	D
8110	Transfer In	8100	Y	81	D
8200	Transfers Out		N	82	D
8210	Transfer Out	8200	Y	82	D
9000	Fund Additions		N	91	C
9100	Fund Addition	9000	Y	91	C
9600	Fund Deductions		N	96	D
9610	Fund Deductions	9500	Y	96	D

Defining Control Accounts

Introduction

You will create and define current and prior year control and offset accounts for the Chart of Accounts. Link your level 1 account types and the internal sequence numbers (transaction codes) with the appropriate control accounts in the new chart of accounts.

The linkages created here will specify the relationship of Revenue, Labor, Expense, and Transfer transactions in the Operating Ledger to the General Ledger (Balance Sheet).

Example: Adopted Budget transactions for Revenue accounts (in the Operating Ledger) will post two entries in the G/L, Budgeted Revenue Control (D) and an offset to Budgeted Change to Fund Balance to balance the entry in the G/L.

The purpose of the control account processing in Banner is to mirror the operating ledger transactions for the Balance sheet. The Control Accounts represent the current fiscal year activity while the Fund Balance Accounts would represent prior year. Each year, when balances are carried forward, Banner wraps up all the control accounts for each specific fund and totals them to the new years fund balance accounts. Then in the new fiscal year, the control accounts begin with a "Zero" balance.

Year-To-Date Actual Control Accounts

Revenue Control_ Every year-to-date actual transaction affecting a *Revenue* account in the Operating Ledger (internal account type of 50) generates an equivalent entry in this General Ledger account.

Expenditure Control - Every year-to-date actual transaction affecting an *Expenditure* account in the Operating Ledger (internal account type of 60 or 70) generates an equivalent entry in this General Ledger account.

Transfer Control_ Every year-to-date actual transaction affecting a *Transfer* account in the Operating Ledger (internal account type of 80) generates an equivalent entry in this General Ledger account.

Note: The NET of these accounts represents the actual year-to-date change to Fund Balance resulting from operations.

Encumbrance Control - Every encumbrance transaction or Budget Reservation (Sequence #5) in the Operating Ledger generates an equivalent entry in this General Ledger account and an offsetting entry to Reserve for Encumbrances.

Banner form

Control Account Maintenance FTMACTL 8.0 (BAN8)

Chart of Accounts: Active Status Last Activity:

Account Type:

Sequence Number:

Effective Date: Termination Date: Next Change Date:

Current Year

Control Account:

Offset Account:

Prior Year

Control Account:

Offset Account:

Steps

Follow these steps to complete the process.

Warning: If this step is not fully completed, the system will not recognize your operating ledger.

1. Access the Control Account Maintenance Form (FTMACTL).
2. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.
3. Enter *50* in the **Account Type** field.

Note: This field selects an account type, as defined on the System Data Maintenance Form (FTMSDAT).

4. Enter *01* in the **Sequence Number** field.

Notes: This field contains a FTVACTL usage code previously defined on the System Data Maintenance Form (FTMSDAT).

The **Effective Date** contains the effective date of the Chart of Accounts code

previously created.

5. Enter *3013* in the **Control Account** field.

Note: This field contains the account number of the General Ledger account representing the accumulated budgetary activity in the OPAL accounts- Revenues, Expenditures, Labor, and Transfers.

6. Enter *3051* in the **Offset Account** field.

Notes: This field defines the current year G/L control account to be used to offset or balance the transaction for a specific operating ledger Level 1 account type.

What you have just defined in Banner Finance. This record states that Adopted Budget transactions for Revenue accounts (in the Operating Ledger) will post to Budgeted Revenue Control and post an offset to Budgeted Change to Fund Balance in the General Ledger.

7. The **Prior Year** section is used whenever any encumbrances are rolled to the new year as Committed.

Note: This includes budgets and expenditures related to the Committed encumbrances. You will not set these up now, but remember to do so before running the year-end processes if you are planning to use the Committed encumbrance feature.

8. After entering and saving the above record, use the following table to create the remaining Control accounts.

9. Click the **Save** icon.

10. Click the **Exit** icon.

Control accounts table [Sample]

Account Type	Title	Sequence Number	Control Account	Offset Account	Control Account PY	Offset Account PY
50	Revenues	01	3013	3051	3014	3052
		02	3013	3051	3014	3052
		03	3011		3012	
		07	3013	3051	3014	3052
60	Labor	01	3023	3051	3024	3052
		02	3023	3051	3024	3052
		03	3021		3022	
		04	3041	3043	3042	3044
		05	3048	3049	3042	3044
		07	3023	3051	3024	3052
70	Direct Expenditures	01	3023	3051	3024	3052
		02	3023	3051	3024	3052
		03	3021		3022	
		04	3041	3043	3042	3044
		05	3048	3049	3042	3044
		07	3023	3051	3024	3052
80	Transfers	01	3033	3051	3034	3052
		02	3033	3051	3034	3052
		03	3031		3032	
		04	3041	3043	3042	3044
		05	3048	3049	3042	3044
		07	3033	3051	3034	3052

Verify your control accounts

To verify that your control accounts in the G/L equal the transactions in the Operating Ledger, use FGIBDST, FGIBDSR, or FGIBSUM and query on the fund code. The query form will display all of the accounts with a total at the bottom. Compare this total to the control account in the General Ledger.

*SDAT Internal Sequence numbers:

01 – Adopted Budget (offset)

02 – Budget Adjustment (offset)

03 – YTD Actual

04 – Encumbrances (offset)

05 – Reservations (offset)

06 – Accounted Budget (offset)

07 – Temporary Budget (offset)

Creating Level 1 and Level 2 Fund Types

Introduction

You can build and develop Level 1 external (user defined) fund types and link them to the preset internal codes. You can also build and develop Level 2 external fund types and link them to the Level 1 external fund types to organize funds within the Chart of Accounts.

Level 1 fund types represent the highest fund group within the fund hierarchy structure that all Level 2 fund types and Level 1 - 4 fund codes will roll up to. Level 2 fund types represent fund sub-groups within the fund hierarchy structure that Levels 1-4 fund codes will roll up to.

Banner form

Fund Type Maintenance FTMFTYP 8.0 (BAN3)

Chart of Accounts: [dropdown] **Title:** [input] **Active Status** **Last Activity:** [input]

Fund Type: [dropdown] **Effective Date:** 12-MAR-2008 [calendar] **Termination Date:** [calendar] **Next Change:** [calendar]

Internal Fund Type: [dropdown] **Predecessor Fund Type:** [dropdown]

Capitalization Fund: [dropdown] **Capitalization Equity Account:** [dropdown]

Default Override: Organization [dropdown]

Encumber Multi Year Labor

	Keys	Budget Control
Fund:	[checkbox]	[input]
Organization:	[checkbox]	[input]
Account:	[checkbox]	[input]
Program:	[checkbox]	[input]
Control Period:	[checkbox] [dropdown]	[input]
Severity Control:	[checkbox] [dropdown]	[input]

Encumbrance Budget Override

Steps

Follow these steps to complete the process.

1. Access the Fund Type Maintenance Form (FTMFTYP).
2. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.
3. Enter *10* in the **Fund Type** field.

Note: This field selects a fund type, as defined on the System Data Maintenance Form (FTMSDAT).

4. Enter *Unrestricted Funds* in the **Title** field.

Note: This field contains a 35-character description of the name of the fund.

5. The **Effective Date** field contains the effective date of the Chart of Accounts code previously created.

6. Enter *10* in the **Internal Fund Type** field.

Note: This field contains a 2-character Usage code previously defined on the System Data Maintenance Form (FTMSDAT).

7. Enter *None* in the **Predecessor Fund Type** field, as this fund type is a Level 1.

Note: This field is used to establish the link between Level 1 and Level 2 fund types. This is a required field for level 2 fund types.

8. The **Capitalization Fund** and **Capitalization Equity Account** fields are used in conjunction with the Asset Account on the Account Code record (see step 5) for automatic capitalization of fixed assets.

9. Select *Organization* from the pull-down list in the **Default Override** field.

Notes: This field is used to determine whether Fund or Organization takes precedence in the event that both default Program. Typically, for Current Unrestricted funds, it is best to let the Organization default the Program. For other types of funds, it is usually best to default from the fund. Budget Control, Control Period, Severity, Encumbrance Override

The Budget Control section consists of six fields, which specify what parameters will be used in available balance checking (if different from that specified at chart level) and how the system will handle transactions, which exceed budget. These are the same fields that we saw on the Chart of Accounts form FTMCOAS, except these are specific to the Level 1 Fund Types.

If these parameters are going to be the same as those set up in an earlier Steps, you may leave all of them blank. Note what you have just entered in Banner Finance.

10. After entering and saving the above record, use the following table to enter the remaining fund types.

Note: The internal fund types are pre-defined on FTMSDAT. We just made our user-defined external types the same, but you can make these different numbers and descriptions.

Warning: The bank should have its own fund created. In theory, it is not part of any of the other funds. It is an accumulation of all of the cash interfunds. If you were to include the bank fund in Current Unrestricted, you would overstate cash because it would include all of the cash interfunds plus the bank fund.

11. Click the **Save** icon.

12. Click the **Exit** icon.

Fund types table [Sample]

Fund Type	Title	Internal Fund Type	Predecessor Fund Type
10	Unrestricted Funds	10	None
20	Restricted Funds	20	None
30	Auxiliary Enterprise Fund	30	None
40	Student Loan Fund	40	None
50	Quasi Endowment Funds	50	None
60	Endowment Funds	60	None
70	Annuity and Life Income Funds	70	None
80	Agency Funds	80	None
90	Plant Funds	96	None
BK	Bank Fund	BK	None

Level 2 Fund types table [Sample]

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

Developing Fund Codes

Introduction

You can define fund codes to encompass your institution's diverse funds, categorizing them using a fund type.

The fund codes represent the funding sources for the institution. Fund codes consist of five levels of hierarchy and are linked to Level 2 fund types (established in a previous topic). The hierarchy is built from the top level down to the last level in the hierarchy. The first level does not report to any other level, while all levels below the first level have a predecessor fund code (the fund that it reports or rolls up to). The key thing to remember when building your fund codes is that you must have a separate fund code for every project (grants), loan, and endowment fund.

Banner form

Fund Code Maintenance FTMFUND 8.0 (BAN8)

Chart of Accounts: **Active Status** **Last Activity Date:**

Grant:

Proposal:

Fund: **Title:**

Effective Date: 12-MAR-2008 **Termination Date:** **Next Change Date:**

Expenditure End Date: **Data Entry**

Fund Type:

Predecessor Fund:

Financial Manager:

Unbilled AR Account:

Revenue Account:

Bank:

Cash Receipt Bank Code:

Capitalization Fund Indicator: Cap Different or No Cap

Capitalization Equity Account:

Capitalization Fund:

Multiple Fund Balance Indicator: (None)

Restriction Indicator: (None)

Defaults:

Organization	Program	Activity	Location
<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>

Steps

Follow these steps to define fund codes for your Chart of Accounts and assign them to a previously created fund type.

1. Access the Fund Code Maintenance Form (FTMFUND).
2. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.

Note: This is a required field.

3. The **Grant** and **Proposal** fields are used in grant accounting and are left blank for this procedure.

4. Enter *9900* in the **Fund** field.

Note: This field contains a code to uniquely identify a fund.

5. Enter *Bank Fund* in the **Title** field.

Note: This field contains the name of the fund.

6. The **Effective Date** field contains the effective date of the Chart of Accounts code previously created.

7. Uncheck the box to signify that this account will be used for reporting in the **Data Entry** field.

Note: Leaving it checked signifies that this account will be used for data entry.

8. Enter *99* in the **Fund Type** field.

Note: This field represents a Fund type previously defined and establishes the link between the fund code and the Level 2 fund types (step 7).

9. Leave the **Predecessor Fund** field blank for this record.

Notes: This field identifies the higher-level fund that this fund is linked to.

In later procedures when the **Predecessor Fund** field is entered, the Fund Hierarchy Form (FGQFNDH) appears on the screen.

10. Select **Continue** in the left navigation pane to return to the previous screen once the displayed fund hierarchy is confirmed.

11. Click **Save** to commit the record and select the **Assign Attributes** option from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to a fund code if you're assigning attributes.
12. After entering and saving the above record, use the following table to enter the remaining fund codes.
13. Click the **Save** icon.
14. Click the **Exit** icon.

Note: For this procedure, we will not be entering data in the remaining fields. What follows is an explanation of each field.

Fund code records [Sample]

Fund code	Title	Data Entry	Fund Type	Predecessor or Fund Code
1000	Current Unrestricted Funds	Unchecked	11	
1010	General Funds	Checked	11	1000
2000	Current Restricted Funds	Unchecked	21	
2110	General Restricted Fund	Checked	21	2000
2120	Other Restricted	Checked	21	2000
2200	Grants and Scholarships	Unchecked	22	
2210	NSF Grant	Checked	22	2200
2220	Department of HHS	Checked	22	2200
2230	Pell Grant	Checked	22	2200
3000	Auxiliary Enterprise	Unchecked	31	
3100	Auxiliary Enterprise	Checked	31	3000
3110	Central Stores	Checked	31	3000
3120	Book Store	Checked	31	3000
4000	Student Loans	Unchecked	41	
4110	Federal Perkins Loan	Checked	41	4000
4120	Stafford Loan	Checked	41	4000
5000	Quasi Endowments	Unchecked	51	
5110	Enrollment Management	Checked	51	5000
6000	Endowments	Unchecked	61	
6110	Endowed Scholarship	Checked	61	6000
6120	Other Endowments	Checked	61	6000
7000	Annuity & Life Income	Unchecked	71	
7110	Annuity Fund	Checked	71	7000
7120	Life Income Fund	Checked	71	7000
8000	Agency Funds	Unchecked	81	None
8110	Expendable Trust	Checked	81	8000
8120	Non-Expendable Trust	Checked	81	8000

Fund code	Title	Data Entry	Fund Type	Predecessor or Fund Code
9100	Unexpended Plant	Unchecked	91	
9110	Physical Plant Operations	Checked	91	9100
9200	Renewal & Replacement	Unchecked	92	
9210	Renewal & Replacement	Checked	92	9200
9300	Retirement of Indebtedness	Unchecked	93	
9310	Building Bond 02-182	Checked	93	9300
9600	Investment in Plant	Unchecked	94	
9610	Investment in Plant	Checked	94	9600
9900	Bank Fund	Unchecked	99	
9910	Bank Fund	Checked	99	9900

Defining a Fund Balance Account for a Multiple Fund Balance Institution

Introduction

The **Multiple Fund Balance Processing** feature allows you to close Revenue, Expense, and Transfer control accounts to more than one fund balance account at year-end and during concurrent year processing. This feature is optional. Implement it on the following forms:

- FOASYSC: Check the **Multiple Fund Balance** checkbox to initiate multiple fund balance processing.
- FTMCOAS: Make sure that a Fund Balance Account is defined in the Parameters Window on this form. The system uses this account for closing encumbrance and budget activity.
- FTMFUND: Use the drop-down list to populate the **Multiple Fund Balance Ind** field on this form. This indicator allows the system to determine the criteria for selecting the correct Fund Balance Accounts.

If you are not using the multiple fund balance feature, the system uses the Fund Balance Account defined on the Chart of Accounts Maintenance Form (Procedure 1) as the default fund balance account to which all operating account year-to-date control activity will close to at year-end.

Banner form

The screenshot shows a web browser window titled "Fund Balance Account Maintenance FTMFBAL_8.0 (BAN8)". Below the title bar, there is a "Chart of Account:" label followed by a dropdown menu. The main content area contains a table with the following columns: Effective Date, Termination Date, Fund Type, Fund, Account, Fund Balance Account, Restriction Indicator, and Next Change Date. Each column has a corresponding input field, and the table is currently empty. A vertical scrollbar is visible on the right side of the table.

Steps

Follow these steps to complete the process.

1. Access the Fund Balance Account Maintenance Form (FTMFBAL).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field.
3. Enter the effective date of this record in the **Effective Date** field.
4. Enter a termination date, if appropriate in the **Termination Date** field. For this procedure, leave this field blank.
5. Enter *21* in the **Fund Type** field.

Note: This field selects a fund type defined on the Fund Type Maintenance Form (FTMFTYP). Funds with this multiple fund balance indicator will look to their fund type Level 2, or, if this is not specified, fund type level 1 to determine the fund balance account into which the operating ledger will be closed.

6. Enter *4120* in the **Fund Balance Account** field.

Note: This field contains a one-to-six-character Fund Balance account code.

7. Enter *T* in the **Restriction Indicator** field.

Note: This field is a restriction indicator that determines what type of Fund/Account combination you want to report on FASB 117 reports. Valid options include *T* (Temporary Restricted), *U* (Unrestricted), and *P* (Permanently Restricted).

On any one line in FTMFBAL, you may either enter the Fund Type (#5) or the Fund and the Account (#8 and #9). To identify both for multiple fund balance processing requires the addition of two separate line items.

8. Enter *2000* in the **Fund** field.

Note: This field selects the fund code name. Funds with this multiple fund balance indicator will look to their fund code to determine the fund balance account into which the operating ledger will be closed.

9. The **Account** field contains a one-to-six-character account code.

Note: For this procedure, use *6100*. Funds with this multiple fund balance indicator will look to the individual account code to determine the fund balance into which the operating ledger will be closed. This option allows you to use multiple fund balance accounts for a single fund.

10. Enter *4125* in the **Fund Balance Account** field.

Note: This field contains a one-to-six-character Fund Balance account code.

11. Enter *T* in the **Restriction Indicator** field.

Notes: This field is a restriction indicator that determines what type of Fund/Account combination you want to report on FASB 117 reports.

Valid options include *T* (Temporary Restricted), *U* (Unrestricted), and *P* (Permanently Restricted).

12. Click the **Save** icon.

13. Click the **Exit** icon.

Note: The Fund Balance Account Report (FGRFBAL) provides a hard copy listing of information entered through the Fund Balance Account Maintenance form. Execute this report through a particular "As of" date.

The Balance Forward Processing Report (FGRGLRL) and the Close Operating Accounts Report (FGRCLOP) stop processing if you have not defined fund balance accounts on FTMFBAL for the indicator referenced on each Fund record. The system stops processing if it finds that the total of the Fund Balance accounts to which it is attempting to close do not equal the amounts in the Operating ledger Control Accounts.

Creating a Bank ID

Introduction

You can create an ID for each of the Banking Institutions that your institution does business with. These ID's will be used in the "Define Bank Accounts" lesson.

Banner form

The screenshot shows a web browser window titled "Person Identification Form - Finance FOAIDEN 8.0 (BAN8)". The interface includes a top navigation bar with tabs for "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "Current Identification" tab is active. Below the navigation bar, there are fields for "ID:" (with a dropdown arrow), "Name Type:" (with a dropdown arrow), and "SSN/SIN/TIN:". To the right of the "ID:" field is a "Generate ID:" button with a plus sign icon. The main form area is divided into two columns. The left column is titled "Person" and contains fields for "Last Name:", "First Name:", "Middle Name:", "Prefix:", "Suffix:", "Preferred First Name:", "Full Legal Name:", and "Marital Status:". The right column is titled "ID and Name Source" and contains fields for "Last Update", "User:", "Activity Date:", "Origin:", "Original Creation", "User:", and "Create Date:". Below the "Person" section is a "Non-Person" section with a "Name:" field and a dropdown arrow.

Steps

Follow these steps to complete the process.

1. Access the Person Identification Form (FOAIDEN).
2. Enter *NEXT* or the bank's tax id number in the **ID** field.

Note: This field identifies the bank, and can contain either a system-generated nine-character code or a client-specified alphanumeric value.

3. Click the **Generate ID** icon.

Result: the Common Matching Entry Form opens.

4. Select a matching rule in the **Matching Rule** field.
5. Enter the name of the bank in the **Non-Person** field.

Note: This is a 60-character description field (Organization-specific value). The name fields are available for an individual represented as a person instead of a corporation.

6. Enter the bank's tax id number in the **SSN/SIN/TIN** field.
7. Enter *BU* in the **Address Type Code** field.

Note: This field contains a 30-character address type code already defined on (STVATYP)

8. Enter the address, city, state, zip code, and phone information in the appropriate fields.
9. Click the **Save** icon
10. Click the **Yes** button.
11. Click the **OK** button.

Result: The Person Identification Form (FOAIDEN) re-opens with the data you entered displayed. Record the ID number for future use.

12. Click the **Exit** icon.

Defining Bank Codes for the Chart of Accounts

Introduction

You can set up the bank codes used by the new chart of accounts and to link each bank code to a cash account and cash interfund account.

In a previous steps, you established a Bank fund. This is a special fund unique to cash processing to facilitate cash management. It is designed to provide a trial balance showing the total cash balance for your institution and the breakdown of where the cash is deposited. It also facilitates the bank reconciliation process. The bank code must be entered on all invoices, cash receipts, and cash interfund transactions. As mentioned previously, it is recommended that you default the bank code on the fund for more efficient processing and error reduction.

We will set up one "Cash Interfund" Account and multiple cash accounts. It is this account residing in the Bank fund that shows the total cash for the institution. We will also set up multiple cash accounts, which are the individual fund's claim on that total cash. For example, you may use one cash account for accounts payable disbursements and another for deposits. Alternatively, you may have different actual bank accounts that need to be kept separate.

Banner form

Bank Code Rules GXR BANK 8.0 (BAN8)

Bank: **Name:**

Effective Date: 12-MAR-2008

Termination Date:

Base Currency:

Bank ID:

Bank Account Number:

Chart of Accounts:

Bank Fund:

Cash Account:

Interfund Account:

ACH Status

Active Status

Next Change Date:

Last Activity:

Steps

Follow these steps to complete the process.

1. Access the Bank Code Rule Form (GXR BANK).

2. Enter your initials in the **Bank** field.

Note: This field contains a unique two-character code to represent a bank and drives the bank reconciliation process.

3. Enter *Operating Cash* as the name for the bank you are defining in the **Name** field.

Notes: The **Effective Date** field should contain the same effective date used through out the chart.

The **Base Currency** field is defined on GUACURR and left blank for this exercise.

4. Enter a unique identification number for the financial organization represented in the **Bank ID** field.

Note: This field contains a nine-character code. Use the ID created in Lesson 10 for Bank ID.

5. Enter *23557631* in the **Bank Account Number** field.

Note: This field contains a 15-character code that the bank uses to recognize you. This is usually the number that is encoded on the checks. A bank can have more than one bank account number.

6. Enter your Chart of Accounts code in the **Chart of Accounts** field.

Note: This links your chart to the bank code.

7. Enter *9910* in the **Bank Fund** field.

Note: This field contains a one-to-six-character code of the fund connected with the financial organization.

8. Enter *1101* in the **Cash Account** field.

Note: This field contains the account number of the organization's cash balances in the bank fund.

9. Enter *1090* in the **Interfund Account** field.

Note: This field contains the account number of the organization's cash balance

in the Operating Ledger.

10. Click the **Save** icon.
11. Perform a **Rollback** function.
12. Enter *02* in the **Bank Code** field for the next cash account.
13. Enter *Payroll Cash* in the **Name** field.
14. Enter *9910* in the **Bank Fund Field** and *1102* in the **Cash Account** field.
15. Enter *1190* in the **Cash Interfund** account
16. Click the **Save** icon.
17. Perform a **Rollback** function.
18. Enter *03* in the **Bank Code** field.
19. Enter *State Treasurer Cash* in the **Name** field
20. Enter *9910* in the **Bank Fund** field and
21. Enter *1103* in the **Cash Account** field.
22. Enter *1190* in the **Cash Interfund** account.
23. Click the **Save** icon.
24. Click the **Exit** icon.

Establishing Program Codes

Introduction

Program Codes may have up to five levels of hierarchy. Program codes define all of the functions that the institution is involved in. While the Organization codes identify *who* is spending the money, the Program codes define *what* the money is being spent on.

Expenditure, encumbrance, revenue, and transfer transactions must have Fund, Organization., Account, and Program codes to post to the Operating Ledger. If you do not track accounting by these elements, you may set up "dummy" organizations and programs. Direct entries to the General Ledger only need Fund and Account.

Banner form

The screenshot shows a software window titled "Program Code Maintenance FTMPROG 8.0 (BAN8)". It contains three rows of data entry fields. The first row is filled with data, while the second and third rows are empty. Each row includes fields for Chart of Accounts, Program, Effective Date, Predecessor Program, Program Title, Termination Date, Active Status, Last Activity Date, and Next Change Date.

Chart of Accounts:	Program:	Effective Date:	Predecessor Program:	Program Title:	Termination Date:	Active Status	Last Activity Date:	Next Change Date:
[Dropdown]	[Dropdown]	12-MAR-2008 [Calendar]	[Dropdown]	[Text]	[Calendar]	<input checked="" type="checkbox"/>	[Text]	[Text]
[Dropdown]	[Dropdown]	[Text] [Calendar]	[Dropdown]	[Text]	[Calendar]	<input type="checkbox"/>	[Text]	[Text]
[Dropdown]	[Dropdown]	[Text] [Calendar]	[Dropdown]	[Text]	[Calendar]	<input type="checkbox"/>	[Text]	[Text]

Steps

Follow these steps to complete the process.

1. Access the Program Code Maintenance Form (FTMPROG).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field.
3. Enter *00* in the **Program** field.

Note: This field contains the code of the program you are Enter. This exercise is creating the "dummy" program.

4. Enter *Non-Programmatic Revenue* in the **Title** field.

Note: This field contains the name of the program you are creating.

5. Enter the effective date of the Chart of Accounts code previously created in the **Effective Date** field.
6. Select the checkbox in the **Data Entry** field to indicates that this program should be used for data entry..
7. Leave the **Predecessor Program** field blank for this record.

Note: This field selects the higher-level program to which this program is linked.

Options – Assign Attributes

FOAPAL Attribute Association FTMFATA 8.0 (BAN8)

Chart of Accounts: ▼

Select FOAPAL element to associate attributes: Fund Orgn Acct Prog Actv Locn Atyp Ftyp

Program Code: ▼ Data Entry:

Predecessor Code:

8. Select **Assign Attributes** from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to a program code.
9. Click the **Save** icon.

10. Repeat steps 2-9 using the following table to enter the remaining program codes.

11. Click the **Exit** icon.

Program code records [Sample]

Program	Description	Data Entry	Predecessor Program
10	Instruction	Checked	
20	Research	Checked	
30	Public Service	Checked	
40	Academic Support	Checked	
50	Student Services	Checked	
60	Instructional Support	Checked	
70	Physical Plant	Checked	
80	Residential Services	Checked	
90	Auxiliary Services	Unchecked	
91	Food Services	Checked	90
92	Residential Services	Checked	90
93	Bookstore	Checked	90

Establishing an Activity Code

Introduction

You can use the Activity Code Maintenance Form (FTMACTV) to describe a new activity code to ensure activities are accurately recorded.

Banner form

The screenshot displays the 'Activity Code Maintenance FTMACTV 8.0 (BAN8)' window. It contains four rows of data entry fields. The first row is populated with data, while the others are empty. Each row includes fields for 'Chart of Accounts', 'Activity', 'Effective Date', 'Active Status', 'Activity Title', 'Termination Date', 'Last Activity Date', and 'Next Change Date'. The 'Active Status' field in the first row is checked, while the others are unchecked. The 'Effective Date' in the first row is '12-MAR-2008'. The 'Activity Title' field in the first row is filled with a long string of characters. The 'Termination Date' field in the first row is empty. The 'Last Activity Date' and 'Next Change Date' fields in the first row are empty. The other rows have empty fields for all these fields.

Steps

Follow these steps to complete the process.

1. Access the Activity Code Maintenance Form (FTMACTV).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field.
3. Enter *1234* in the **Activity** field.

Note: This field contains a unique code to identify the activity you are creating.

4. Enter *Special Activities* in the **Activity Title** field.

Note: This field contains a description of the activity being created.

5. Enter the effective date of the record being created in the **Effective Date** field.
6. Select the **Assign Attributes** option from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to an activity code.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Establishing a Location Code

Introduction

You can use the Location Code Maintenance Form (FTMLOCN) to create a new location code to begin the systematic categorization of your institution's facilities. Location codes are used with fixed assets and plant management.

Banner form

Location Code Maintenance FTMLOCN 8.0 (BAN8)

Chart of Accounts: Active Status Last Activity Date:

Location: Location Title:

Effective Date: 12-MAR-2008 Termination Date: Next Change Date:

Predecessor Location:

Square Footage:

Square Footage Rate:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State / Province:

Zip/Postal Code:

County:

Nation:

Carrier Route:

Delivery Point:

Correction Digit:

Phone Number: - Extension:

Steps

Follow these steps to complete the process.

1. Enter your Chart of Accounts code in the **Chart of Accounts** field.
2. Enter *Arts building* in the **Location Title** field.

Note: This field contains a description of the location being created.

3. Select the **Assign Attributes** option from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to a location code.
4. Click the **Exit** icon.

Establishing Organization Codes

Introduction

You can use the Organization Code Maintenance Form (FTMORGN) to create organization codes for each of the organizations. You can include detailed descriptions and define Chart of Accounts information for each organization.

Banner form

The screenshot shows the 'Organization Code Maintenance FTMORGN 8.0 (BAN8)' window. The form includes the following fields and options:

- Chart of Accounts:** A dropdown menu.
- Active Status**
- Last Activity Date:** A date input field.
- Organization:** A dropdown menu.
- Organization Title:** A text input field.
- Effective Date:** A date input field with a calendar icon, showing '12-MAR-2008'.
- Termination Date:** A date input field with a calendar icon.
- Next Change Date:** A date input field with a calendar icon.
- Data Entry**
- Financial Manager:** A dropdown menu and a text input field.
- Predecessor Organization:** A dropdown menu.
- Default Fund:** A dropdown menu.
- Default Program:** A dropdown menu.
- Default Activity:** A dropdown menu.
- Default Location:** A dropdown menu.
- Budget Control Organization:** A dropdown menu.
- Combination Budget Control**

Steps

Follow these steps to complete the process.

1. Access the Organization Code Maintenance Form (FTMORGN).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field.
3. Enter *001* in the **Organization** field.

Note: This field contains the code of the organization you are creating.

4. Enter *University* in the **Organization Title** field.

Note: This field describes the title of the organization.

5. The **Effective Date** field contains the effective date of the organization record you are creating.

6. Uncheck the **Data Entry** checkbox.

Note: If checked, this checkbox indicates that the organization code is to be used for data entry; if unchecked, it indicates the organization code is to be used for reporting.

7. Leave the **Predecessor Organization** field blank for this record.

Note: This field indicates the higher-level organization to which this organization is linked.

8. Leave the **Default Fund** field blank for this record.

Note: This field indicates the fund that is primarily associated with this fund.

9. Leave the **Default Program** field blank for this record. This field indicates the program that is primarily associated with this program.

10. Select the **Assign Attributes** option from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to an organization code.

11. Click the **Save** icon.

12. Repeat steps 2-11 using the following table to enter the remaining Organization codes.

13. Click the **Exit** icon.

Organization codes [Sample]

Organization	Title	Data Entry	Predecessor Organization	Default Fund	Default Program
1	University	Unchecked			
10	President	Unchecked	1		
100	Office of the President	Checked	10	1010	60
110	V.P.of Finance and Administration	Unchecked	10		
1100	Finance Office	Checked	110	1010	60

Organization	Title	Data Entry	Predecessor Organization	Default Fund	Default Program
1101	Admissions	Checked	110	1010	60
1102	Financial Aid	Checked	110	1010	60
200	Dean of Arts and Sciences	Unchecked	10		
2100	Art	Checked	200	1010	10
2110	Biology	Checked	200	1010	10
2115	Chemistry	Checked	200	1010	10
300	Dean of Humanities	Unchecked	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	Unchecked	10		
4010	Custodial	Checked	400	1010	60
500	Auxiliary Enterprises	Unchecked	10		
5010	Book Store	Checked	500	3120	93

Creating an Agency Code

Introduction

Use the Agency Code Maintenance Form (FTMAGCY) to create an agency code and define identification and address information for it. Agencies are considered entities external to your institution with which you hold reporting relationships. The agency structure is a five-level, user-defined hierarchy.

Banner form

The screenshot shows the Agency Code Maintenance Form (FTMAGCY) in Banner 8.0. The form is titled "Agency Code Maintenance FTMAGCY 8.0 (BAN8)". It features a "Generate ID" button with a key icon. The form is divided into two tabs: "Agency Information" (selected) and "Address". The "Agency Information" tab contains the following fields:

- Agency: [Dropdown] [Text]
- Name Type: [Dropdown]
- Active Status:
- Contact: [Text]
- Contact Phone: [Text] - [Text] Extension: [Text]
- Contact E-mail: [Text]
- Predecessor: [Dropdown] [Text]
- Address Type: [Dropdown]
- Sequence Number: [Text]
- Last Activity Date: [Text]

Steps

Follow these steps to complete the process.

1. Access the Agency Code Maintenance Form (FTMAGCY).

2. Enter *USDA* in the **Agency** field.

Note: This field contains the name of the agency you are describing.

3. Enter a name in the **Contact** field.

Note: This field lists the person or entity to contact within the agency.

4. Select the **Address** tab.

5. Enter *BI* in the **Address Type** field.

Note: This field lists the type of address represented. *BI* will populate in the **Type** field at the bottom of the screen.

6. Enter *01* in the **Sequence Number** field.

Note: This field contains a user-defined sequence of the addresses of the contact.

7. Select the **Address** tab.

8. Enter an address in the **Address** field.

Note: This field contains the address of the agency.

9. Enter a city in the **City** field.

Note: This field contains the city in which the agency resides.

10. Enter a state in the **State/Prov** field.

Note: This field contains the state (or province) in which the agency resides.

11. Enter a zip code in the **ZIP/PC** field.

Note: This field contains the ZIP code of the agency.

12. Click the **Save** icon.

Creating Account Index Codes

Introduction

Use the Account Index Code Maintenance Form (FTMACCI) to construct an Account Index to better facilitate FOAPAL entries into Banner.

Banner form

Account Index Code Maintenance FTMACCI 8.0 (BAN8)

Chart of Accounts: Active Status Last Activity Date:

Account Index: Account Index Title:

Effective Date: 12-MAR-2008 Termination Date: Next Change Date:

Accounting Distribution

Fund: Check to Override

Organization:

Account:

Program:

Activity:

Location:

Steps

Follow these steps to complete the process.

1. Access the Account Index Code Maintenance Form (FTMACCI).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field.
3. Enter *BOOKS* in the **Account Index** field.

Note: This field contains a user-defined name for this account.

4. Enter *Bookstore Revenue* in the **Account Index Title** field.

Note: This field contains a description of the Account Index previously entered.

5. Enter the 9-character code (DD-MON-YYYY) in the **Effective Date** field for the effective date.

6. Enter *3120* in the **Fund** field.

Note: This field specifies the fund code to be used in Available Budget Checking.

7. Enter *5010* in the **Organization** field.

Note: This field specifies the organization code to be used in Available Budget Checking.

8. Enter *5510* in the **Account** field.

Note: This field specifies the account code to be used in Available Budget Checking.

9. Enter *93* in the **Program** field.

Note: This field specifies the program code to be used in Available Budget Checking.

10. Enter *1234* in the **Activity** field.

Note: This field contains a previously defined activity code.

11. Enter *ART101* in the **Location** field.

Note: This field contains a previously created location code.

12. Click all of six of the **Check to Override** checkboxes to override the system-populated FOAPAL elements.

13. Click the **Save** icon.

14. Click the **Exit** icon.

Assigning a Financial Manager to the Chart of Accounts

Introduction

You can use the Financial Manager Maintenance Form (FTMFMGR) to define a financial manager in the Banner Finance System to oversee the newly completed Chart of Accounts.

Banner form

The screenshot shows the 'Financial Manager Maintenance' form (FTMFMGR 8.0 (BAN8)). The form is divided into two tabs: 'Financial Manager Information' (selected) and 'Address'. The 'Financial Manager Information' tab contains the following fields:

- Financial Manager:** A dropdown menu.
- Generate ID:** A button with a lightning bolt icon.
- Last Name:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Title:** A text input field.
- Name Type:** A dropdown menu.
- Effective Date:** A date input field with a calendar icon.
- Termination Date:** A date input field with a calendar icon.
- Last Activity Date:** A date input field.
- Chart of Accounts:** A dropdown menu.
- Assigned Organization:** A dropdown menu.
- Assigned Location:** A dropdown menu.
- Default Address Type:** A dropdown menu.
- Sequence Number:** A text input field.
- Active Status:** A checked checkbox.

Steps

Follow these steps to assign a financial manager to maintain your Chart of Accounts.

1. Access the Financial Manager Maintenance Form (FTMFMGR).
2. Enter *NEXT* in the **Financial Manager** field.

Note: This field identifies the financial manager.

3. Enter a last name in the **Last Name** field.

Note: This field contains the last name of the financial manager you are describing.

4. Enter a name in the **First Name** field.

5. Enter an initial in the **Middle Name** field.

6. Enter a title of the financial manager in the **Title** field.

7. Check the **Active Status** checkbox to signify that the financial manager's record you are creating is active.

Note: The **Effective Date** field contains the effective date of the record you are creating.

8. Enter your Chart of Accounts code in the **Chart of Accounts** field.

9. Enter *1100* in the **Assigned Organization** field.

Note: This field specifies the organization to which the financial manager is assigned.

10. Enter *ART101* in the **Assigned Location** field.

Note: This field specifies the physical location of the organization's financial manager.

11. Enter *BU* in the **Default Address Type** field.

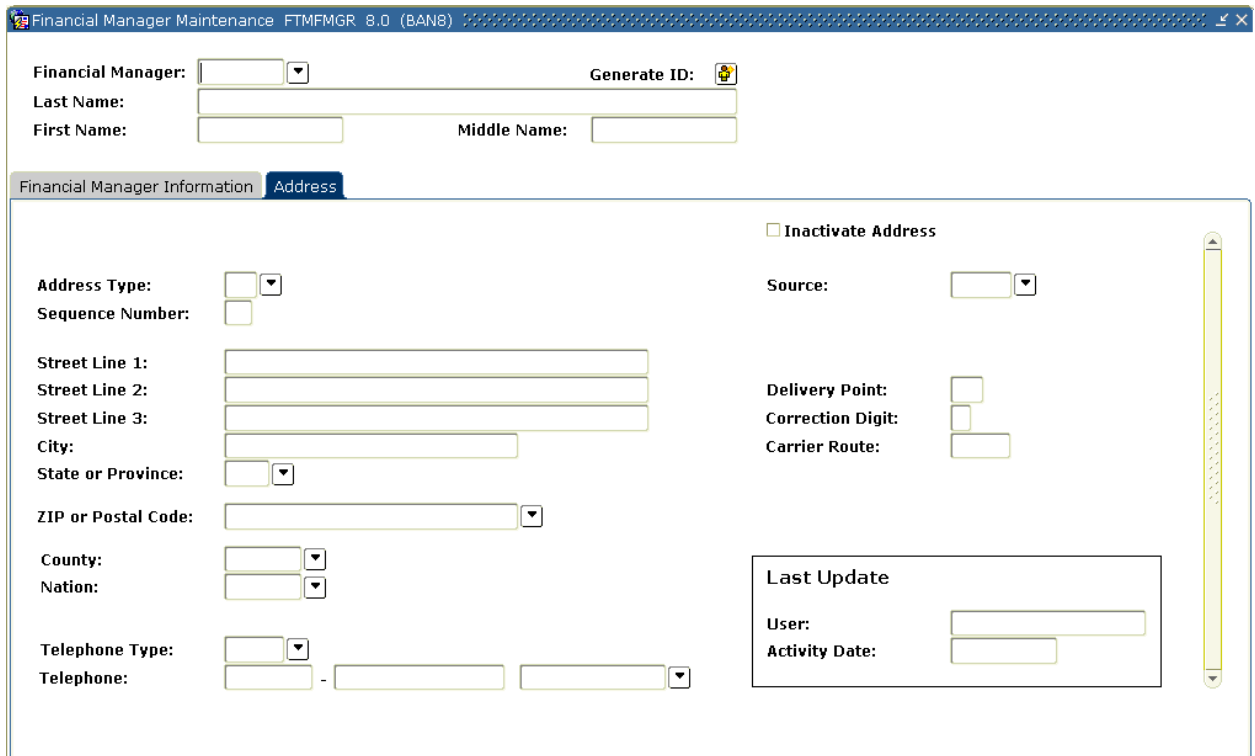
Note: This field contains the address type of the financial manager.

12. Enter *01* in the **Sequence Number** field.


Note: This field specifies a user-defined sequence number edited with the address.

13. Click the **Save** icon.

Address tab



Financial Manager Maintenance FTMFMGR 8.0 (BAN8)

Financial Manager: Generate ID: 

Last Name:

First Name: Middle Name:

Financial Manager Information **Address**

Inactivate Address

Address Type:

Sequence Number:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Telephone Type:

Telephone: -

Source:

Delivery Point:

Correction Digit:

Carrier Route:

Last Update

User:

Activity Date:

14. Select **Address** tab.

15. Enter *BU* in the **Type** field.

Note: This field contains the address type of the financial manager. More than one address may be associated with the Financial Manager.

16. Enter *01* in the **Sequence Number** field.

17. Enter an address in the **Address** field.

Note: This field specifies the address of the financial manager.

18. Enter a city in the **City** field.

19. Enter a state in the **State or Province** field.

20. Enter a zip code in the **ZIP or Postal Code** field.

21. Click the **Save** icon.

22. Click the **Exit** icon.

Reviewing the Currency Code Maintenance Form

Introduction

Use the Currency Code Maintenance Form (GUACURR) to verify that the currency code and conversion data is correct for your Chart of Accounts.

Banner form

Currency Code Maintenance GUACURR 8.0 (BANB)

Currency Code:

Accounts Payable Account:

Exchange Account:

Bank Code:

Disbursing Agent:

Nation:

ISO Currency Code:

Conversion Type:

Effective Date:

Next Change Date:

Termination Date:

Last Activity Date:

Active Status

Conversion Rate	Effective Date	Next Change Date	User ID	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps

Follow these steps to complete the process.

1. Access the Currency Code Maintenance Form (GUACURR).
2. Enter *USD* in the **Currency Code** field.

Note: This field contains the currency code used by your Chart of Accounts.

3. Enter *2101* in the **Accounts Payable Account** field.

Notes: This field identifies the Accounts Payable account code to be used if an entity intends to produce a check in a foreign currency rather than through a disbursing agent.

This form is non-chart specific. In a multi-chart environment, certain account codes must remain consistent between the multiple charts. The Accounts Payable account code is an example of an account code that must remain consistent.

4. Enter *2140* in the **Exchange Account** field.
5. Enter *1* in the **Conversion Rate** field.

Note: This field represents the conversion rate to the base currency amount.

6. Click the **Save** icon.
7. Click the **Exit** icon.

Maintaining Overall System Information for the Installation

Introduction

Use the Installation Control Form (GUAINST) to review the base currency code and make sure it is appropriate for your Chart of Accounts.

Banner form

Installation Controls GUAINST 8.0 (BAN8)

Name: Malain16_Ban8
Address: 4 Country View Rd
Nation: 157 United States of America
Phone: 610 578 5555
Operating/System: UNX
Installation Type: Higher Education
Instance Name: BAN8
Activity Date: 21-FEB-2008

ZIP/Postal Code Length: 5
Maximum Number of Open Forms:
Base Currency: USD All USD
SSN/SIN/TIN Maximum Length: 9
Century Pivot: 40
Default Date Format: MDY
 DMY
 YMD

System/Process Enable Indicators:
 Online Matching Process Enabled
 Workflow Enabled
 SQL Trace Enabled
 Messaging Enabled
 SSN/SIN/TIN Search Enabled

	Release	Date		Release	Date
<input checked="" type="checkbox"/> Advancement	8.0	28-DEC-2007	<input checked="" type="checkbox"/> Finance	8.0	30-DEC-2007
<input checked="" type="checkbox"/> Accounts Receivable	8.0	28-DEC-2007	<input checked="" type="checkbox"/> Human Resources	8.0	30-DEC-2007
<input checked="" type="checkbox"/> Financial Aid	8.0	28-DEC-2007	<input checked="" type="checkbox"/> Position Control	8.0	29-DEC-2007
<input type="checkbox"/> Other Financial Aid			<input checked="" type="checkbox"/> Student	8.0	28-DEC-2007
<input checked="" type="checkbox"/> General	8.0	28-DEC-2007			

Steps

Follow these steps to complete the process.

1. Access the Installation Control Form (GUAINST).
2. Enter an address in the **Address** field.
3. Enter *157* in the **Nation** field.

4. Enter a phone number in the **Phone** field.
5. Select *WNT* from the drop-down list in the **Operating System** field.
Note: This field affects how commands to execute batch jobs are constructed.
6. Select *Higher Education* from the drop-down list in the **Installation** field.
Note: This field provides a description of the organization.
7. Enter *E400* in the **Instance Name** field.
Note: This field contains a four-character, user-defined code.
8. Enter *5* in the **ZIP or Postal Code Length** field.
Note: This field determines the number of positions to use when looking up zip codes on the ZIP/Postal Code Validation Form (GTVZIPC).
9. Enter *USD* in the **Base Currency** field.
10. Enter *10* in the **Maximum Number of Open Forms** field.
Note: This field determines the number of open forms allowed by Banner.
11. Enter *49* in the **Century Pivot** field.
Note: This field contains the two-character number of the year by which the century will default to 20xx as opposed to 19xx (to account for the turn of the millennium).
12. Select *MDY* in the **Date Format** field.
Note: This field determines the date format to be used by Banner.
13. Enter the current release number of the Banner General System in the **General Release** field.
14. Enter the current release number for each Banner System in use at the institution in the **Release** fields in the Installation Information block.
15. Click the **Save** icon.
16. Click the **Exit** icon.

Completing the Chart of Accounts Maintenance Form

Introduction

Use the Chart of Accounts Code Maintenance Form (FTMCOAS) to enter values for multiple **Interfund** and **Account** fields.

Banner form

The screenshot shows the 'Chart of Accounts Code Maintenance FTMCOAS 8.0 (BAN8)' window. The form contains the following fields and options:

- Chart of Accounts:** A dropdown menu.
- Chart of Accounts Title:** A text input field.
- Effective Date:** A date field with a calendar icon, showing '12-MAR-2008'.
- Method of Accounting:** A dropdown menu showing 'A'.
- Active Status:** A checked checkbox.
- Termination Date:** A date field with a calendar icon.
- Fiscal Year:** A field with a slash separator and a dropdown menu.
- Last Activity Date:** A date field.
- Next Change Date:** A date field.
- Interfund Due To Account:** A dropdown menu.
- Interfund Due From Account:** A dropdown menu.
- Require Sets of Attribute Types:** A row of checkboxes for Fund, Organization, Account, Program, Activity, and Location.
- Budget Control Keys:** A section with checkboxes and input fields for Fund, Organization, Account, Program, Control Period, Control Severity, and Encumbrance or Budget.

Steps

Follow these steps to complete the process.

1. Access the Chart of Accounts Code Maintenance Form (FTMCOAS).
2. Perform a query on your Chart of Accounts in the **Chart of Accounts** field. The record previously entered will populate the form
3. Perform an **Insert Record** function.

4. Perform a **Duplicate Record** function.
5. Enter the current date (DD-MM-YYYY) in the **Effective Date** field.
6. Enter *1190* in the **Interfund Due To Account** field.
7. Enter *1190* in the **Interfund Due From Account** field.
8. Enter *Y* in the **Encumbrance or Budget** field.
9. Select **Parameters** from the **Options** menu,
10. Enter *4110* in the **Fund Balance Account** field.

Note: This field contains a user-specified Fund Balance account used for posting year-end closing entries.

11. Enter *2104* in the **Accounts Payable Accrual Account** field.

Note: This field contains a user-specified Accounts Payable account to be used for accruals.

12. Enter *1290* in the **Accounts Receivable Accrual Account** field.

Note: This field contains a user-specified Accounts Receivable account to be used for accruals.

13. Click the **Save** icon.
14. Click the **Exit** icon.

Creating Attribute Set, Type, and Value Codes

Introduction

You can use several forms within the Banner Finance System to set up attribute set codes, types, and values and attach them to the existing FOAPAL codes created in earlier exercises.

You can:

- Define attribute types on the Attribute Type Maintenance Form (FTMATTT)
- (Optional) If you want to use attribute values, define them on the Attribute Value Maintenance Form (FTMATTV)
- (Optional) If you want to use set codes, select the appropriate **Require Sets of Attribute Types** checkboxes on the Chart of Accounts Code Maintenance Form (FTMCOAS)
- (Optional) If you want to use set codes, define them on the Attribute Type Set Maintenance Form (FTMATTS)
- Associate set codes, attribute types, and/or attribute values to FOAPAL codes on the FOAPAL Attribute Association Form (FTMFATA)
- Query FOAPAL code association records on the FOAPAL Attribute Association Query Form (FTIFATA)

Banner form

Use the Attribute Type Maintenance Form (FTMATTT) to create, change, inactivate, delete, and query attribute types. Attribute types are codes that enable you to categorize financial information for reporting purposes.

COA	Attribute Type	Description	Valid for							Status	Activity Date
			All	F	O	A	P	A	L		
#	G4GFA1CA	Assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13-NOV-2001
#	G4GFA2CL	Liabilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13-NOV-2001
#	G4GFA9EX	Exclude Assets/Liabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13-NOV-2001
#	G4GFFUND	Governmental Funds Column	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13-NOV-2001
#	G4GFN1NA	Fund balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GFN9EX	Exclude Net Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GFPROG	Program code attributes for expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GFR1OR	Revenues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GFR2OE	Expenditures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GFR3OS	Other Financing Sources (Uses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GFR4SI	Special Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GFR9EX	Exclude Operating Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWA1CA	Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWA2CL	Liabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWA9EX	Exclude Assets/Liabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWE1ER	Column for Expenses/Revenues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWE9EX	Exclude expenses/revenues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWFUND	Government Wide Column	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWG1RV	General Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWG9EX	Exclude General Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWN1NA	Net Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001
#	G4GWN9EX	Exclude Net Asst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-JUN-2001

Steps

Follow these steps to complete the process.

1. Access the Attribute Type Maintenance Form (FTMATTT).
2. Perform an **Insert Record** function.
3. Enter the Chart of Accounts code you created previously in the **COA** field.
4. Enter *CAMPUS* in the **Attribute Type** field.
5. Enter *Campus-based reporting* in the **Description** field.

Notes: This field contains a user-defined 50-character description of the attribute type code.

The **Valid for All** and **FOAPAL** checkboxes allow you to identify the FOAPAL elements for which the attribute type will be valid. At least one must be checked

for the creation of the record; for this exercise, check *Fund*.

6. Check the **Status** checkbox to identify if the attribute code is active (checked) or inactive (unchecked).
7. When a new code is created, the system will populate the **Activity Date** field with the current system date.

Note: If the description or status of an existing code is updated, this field will be updated with the current system date.

8. Perform **Duplicate Record** functions to create new records.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Banner form

Use the Attribute Value Maintenance Form (FTMATTV) to create, change, inactivate, delete, and query attribute values. Attribute values enable you to categorize financial information for reporting purposes. They are linked to attribute types and are optional.

Attribute Value	Description	Begin Date	End Date	Valid for							Activity Date
				All	Fund	Organization	Account	Program	Activity	Location	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Before using this form, you must define attribute types on the Attribute Type Maintenance Form (FTMATTT).

Steps

Follow these steps to complete the process.

1. Access the Attribute Value Maintenance Form (FTMATTV).
2. Enter your Chart of Accounts code in the **COA** field.
3. Enter *CAMPUS* in the **Attribute Type** field.
4. Access the Value Creation block.
5. Enter *East* in the **Attribute Value** field.
6. Enter *Eastern State Campus Reporting* in the **Description** field.
7. The **Begin Date** field displays the date when the attribute value code is to be active.

Note: When a new code is created, the System populates the field with the current system date, but any valid system date can be entered. This is a required field.

8. The **End Date** field displays the date when the attribute value code is no longer active.

Notes: It must be greater than or equal to the begin date.

The **Valid for All, FOAPAL** checkboxes allow you to identify the FOAPAL elements for which the attribute value code will be valid. At least one must be checked for the creation of a record. For this exercise, *F* (Fund) is already checked. When creating a new record, the settings will be identical to the FOAPAL codes identified as valid for the attribute type code.

When a new code is created, the System will populate the **Activity Date** field with the current system date. If the description, beginning date, or end date of an existing code is updated, this field will be updated with the current system date.

9. Use the **Record Duplicate** function to create new records.
10. Click the **Save** icon.
11. Click the **Exit** icon.

Banner form

Select the appropriate check boxes on the Chart of Accounts Code Maintenance Form (FTMCOAS).

Chart of Accounts Code Maintenance FTMCOAS 8.0 (BAN8)

Chart of Accounts: Active Status Last Activity Date:

Chart of Accounts Title:

Effective Date: 12-MAR-2008 Termination Date: Next Change Date:

Method of Accounting: A Fiscal Year: / - /

Interfund Due To Account:

Interfund Due From Account:

Require Sets of Attribute Types: Fund Organization Account Program Activity Location

Budget Control Keys

Fund:

Organization:

Account:

Program:

Control Period:

Control Severity:

Encumbrance or Budget:

Steps

Follow these steps to complete the process.

1. Access the Chart of Accounts Code Maintenance Form (FTMCOAS).
2. Perform a query on your Chart of Accounts code.

Notes: If you want to use set codes, you must first select the appropriate **Require Sets of Attribute Types** checkboxes on this form.

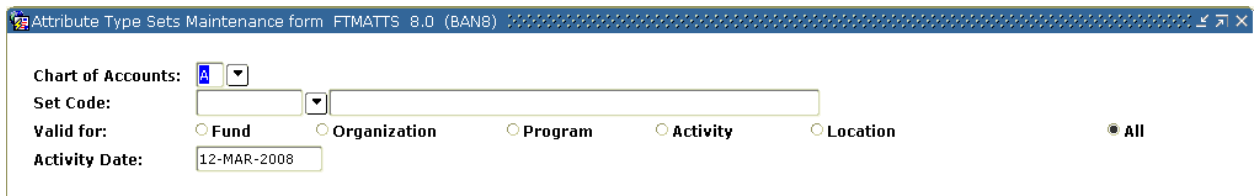
Warning: SunGard Higher Education recommends that you do not change these fields after you use the FOAPAL Attribute Association Form (FTMFATA) to associate set codes with FOAPAL codes. If you must change the fields after associations have been made, first remove the appropriate associations on FTMFATA and then update the fields on the Chart of Accounts Code Maintenance Form (FTMCOAS).

3. Perform an **Insert Record** function.

4. Perform a **Duplicate Record** function.
5. Enter the current date (DD-MM-YYYY) in the **Effective Date** field.
6. Click the **Require Sets of Attribute Types: FOAPAL** check boxes to associate set codes to each of the FOAPAL elements in this Chart of Accounts. The use of set codes is optional.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Banner form

Define set codes on the Attribute Type Set Maintenance Form (FTMATTs).



The screenshot shows a web browser window titled "Attribute Type Sets Maintenance form FTMATTs 8.0 (BAN8)". The form contains the following fields and options:

- Chart of Accounts:** A dropdown menu with a small 'A' icon next to it.
- Set Code:** A text input field with a dropdown arrow on the right.
- Valid for:** A group of radio buttons with labels: Fund, Organization, Program, Activity, Location, and All.
- Activity Date:** A text input field containing the date "12-MAR-2008".

Steps

Follow these steps to complete the process.

1. Access the Attribute Type Set Maintenance Form (FTMATTs).
2. Enter your Chart of Accounts code in the **COA** field.
3. Enter *BASIC* in the **Set Code** field.
4. Enter *Basic Reporting Set* in the **Description** field.

Notes: This field contains a user-defined description of the set code.

The **Valid for:** radio buttons allow you to identify the FOAPAL element (or all FOAPAL elements) for which the set code will be valid. The FOAPAL element or elements selected match the ones checked on FTMCOAS.

When a new code is created, the system will populate the **Activity Date** field with the current system date. If the description or definition of an existing code is updated, this field will be updated with the current system date.

5. Select the **Select Attribute Types to Associate with Set** option in the Navigation Form to access the Attribute Type Selection Form (FTQATTS).

Notes: You cannot access this form (FTQATTS) from Direct Access. It must be called from the FTMATTS form.

The **Attribute Type** field displays the attribute type code (*CAMPUS*, in this exercise) to be included in the set being defined. This code cannot be entered here but must come from the Attribute Type Selection Form (FTQATTS). This code was selected because it met the FOAPAL requirement for sets of attribute types on FTMCOAS.

6. The **Description** field will contain the Description of the attribute type entered on the Attribute Type Maintenance Form (FTMATTT) for the records returned by the query. The **Description** field is display-only.
7. The **Valid for:** check boxes identify the FOAPAL element type for which the attribute type code is valid, as defined on the Attribute Type Maintenance Form (FTMATTT). The **Valid for:** check boxes are display-only.
8. The **Active Status** field displays whether the attribute code is active (checked) or inactive (unchecked). This is a display-only field.
9. Click the **Add** check box if you want to add the attribute type code.

Note: The **Add** check box determines whether the attribute type record should be defined for the set or should be associated to a FOAPAL element (checked).

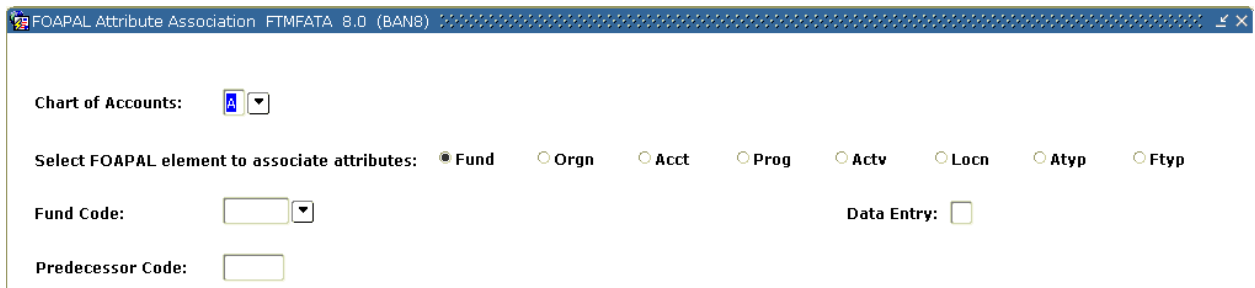
10. Click the **Save** icon.
11. Click the **Exit** icon.

Banner form

Use this form to associate FOAPAL element codes to attribute types, attribute values, and set codes. You can also use this form to update, remove, and query FOAPAL element association records. Before using this form, the following steps must be completed:

- define attribute types on the Attribute Type Maintenance Form (FTMATTT).
- optional -- if you want to use attribute values, define them on the Attribute Value Maintenance Form (FTMATTV).
- optional - if you want to use set codes, select the appropriate **Require Sets of Attribute Types** check boxes on the Chart of Accounts Code Maintenance Form (FTMCOAS).
- optional - if you want to use set codes, define them on the Attribute Type Set Maintenance Form (FTMATTS).

Note: These forms were completed in previous exercises.



The screenshot shows a web browser window titled "FOAPAL Attribute Association FTMFATA 8.0 (BAN8)". The form contains the following fields and options:

- Chart of Accounts:** A dropdown menu with the letter "A" selected.
- Select FOAPAL element to associate attributes:** A row of radio buttons with the following labels: **Fund** (selected), **Orgn**, **Acct**, **Prog**, **Actv**, **Locn**, **Atyp**, and **Ftyp**.
- Fund Code:** A text input field with a dropdown arrow on the right.
- Predecessor Code:** A text input field.
- Data Entry:** A checkbox.

Steps

Follow these steps to complete the process.

1. Access the FOAPAL Attribute Association Form (FTMFATA).
2. Enter the code for the Chart of Accounts in which the FOAPAL element being associated exists in the **Chart of Accounts** field.
3. Select *Fund* from the **Select FOAPAL element to associate attributes** radio buttons. This allows you to associate a FOAPAL element to one or more attributes.
4. Enter *1010* in the **Fund Code** field.

Note: This code is used to identify the FOAPAL code that is being associated.

5. The **Description** field contains the display-only description of the FOAPAL code that is being associated (for this exercise, *General Funds*).
6. If the fund code has a predecessor code, the **Predecessor code** field will automatically display the predecessor code and its description.
7. The **Data Entry** field identifies whether the fund code allows data entry.

Note: This is a display-only field.

8. Perform a **Next Block** function to navigate to the Set Association block.

Note: This block only displays if the FOAPAL element type selected above has been required to use sets on the Chart of Accounts Code Maintenance Form (FTMCOAS). Otherwise, this block is not displayed and you will see the Attribute Association block.

9. Click the **Exit** icon in the **Set Code** field *BASIC*.

Note: If the COA entered above requires the use of sets for the selected FOAPAL element type, then a set code must be defined.

10. The **Description** field contains the user-defined description of the set code entered on the Attribute Type Set Maintenance Form (FTMATTs). (For this exercise, *Basic Reporting Set* is displayed.) This is a display-only field.
11. Perform a **Next Block** function to navigate to the Attribute Type Association block.
12. Enter *CAMPUS* in the **Attribute Type** field.

Notes: This field identifies the attribute type code to be associated with the FOAPAL element.

The description of the pre-existing attribute type code will automatically populate in the **Description** field. This is a display-only field.

13. The display-only **Status** field signifies whether the attribute code is active (checked) or inactive (unchecked).
14. Enter *EAST* in the **Attribute Value** field.

Note: This field identifies the attribute value code to be associated with the FOAPAL element. This is required when attribute value code(s) exist for the specified attribute type code.

15. The **Description** field contains the attribute value code description entered on the Attribute Value Maintenance Form (FTMATTV). (For this exercise, *Eastern State Campus Reporting* will be displayed.) This is a display-only field.

16. The **Begin Date** field displays the date when the attribute value code is to be active.

Note: The **Begin Date** field display-only.

17. The **End Date** field displays the date when the attribute value code is no longer active.

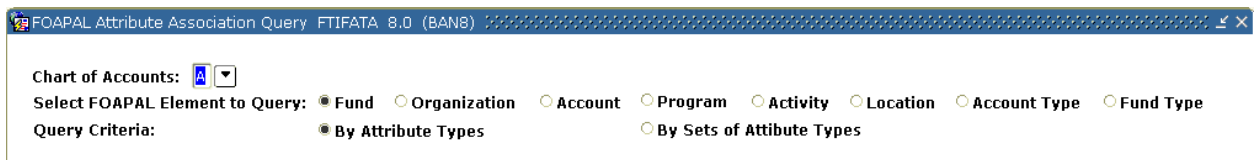
Note: The **End Date** field display-only.

18. Click the **Save** icon.

19. Click the **Exit** icon.

Banner form

Use the FOAPAL Attribute Association Query Form (FTIFATA) to query FOAPAL code association records. You can search for information about FOAPAL codes, set codes, attribute types, and/or attribute values.



The screenshot shows a web browser window titled "FOAPAL Attribute Association Query FTIFATA 8.0 (BAN8)". The interface includes a "Chart of Accounts" dropdown menu with a blue 'A' icon. Below it, the "Select FOAPAL Element to Query" section has radio buttons for "Fund" (selected), "Organization", "Account", "Program", "Activity", "Location", "Account Type", and "Fund Type". The "Query Criteria" section has radio buttons for "By Attribute Types" (selected) and "By Sets of Attribute Types".

Steps

Follow these steps to complete the process.

1. Access the FOAPAL Attribute Association Query Form (FTIFATA).
2. Enter the code for the Chart of Accounts in the **Chart of Accounts** field in which the FOAPAL element types will be queried.
3. The **Select FOAPAL element to query**, radio buttons identify which FOAPAL element will be used to query association records.

Note: For this exercise, click *Fund*.

4. The **Query Criteria** radio buttons identify the type of attribute to query. You can view the association records organized by attribute sets or by attribute type and value. For this exercise, select *By Sets of Attribute Types*.

Note: The form will dynamically display based on the radio button selected here.

5. The **FOAPAL Code** field contains the FOAPAL code that has been associated to a set based on the FOAPAL element selected in the Key block.

Note: This is a display-only field.

6. Perform a **Next Block** function to view the Set Association View block.
7. Enter *1010* in the **Fund Code** field.
8. Perform an **Execute Query** function.

Note: For this exercise, the **Description** field will be populated with "General Funds." This field contains the description of the FOAPAL code that has been associated to a set.

9. The **Set Code** field contains the set code that has been associated to the FOAPAL element selected in the Key block.

Note: This is a display-only field. (For this exercise, *BASIC* should be displayed.)

10. The **Description** field contains the description of the set code entered on the Attribute Type Set Maintenance Form (FTMATTS).

Note: This is a display-only field.

11. Perform a **Rollback** function and select the *By Attribute Types Query Criteria* radio button.

12. Perform a **Next Block** function to view the Attribute Type Association Detail View block.

13. The **Attribute Type** field contains the attribute type that has been associated to the FOAPAL element selected in the Set Association View block. This is a display-only field. (For this exercise, *CAMPUS* should be displayed.)

14. The **Description** field contains the description of the attribute type entered on the Attribute Type Maintenance Form (FTMATTT). This is a display-only field.

15. The **Attribute Value** field contains the attribute value code that has been associated with the attribute type code. This is a display-only field. (For this exercise, *EAST* should be displayed.)

16. The **Description** field contains the attribute value code description entered on the Attribute Value Maintenance Form (FTMATTV). This is a display-only field.

17. Click the **Exit** icon.

Summary of Set Up Procedures

Summary

As a result of completing this section, you have

- created a Chart of Accounts
- created a Chart Code
- created Accounts and Account Type Codes
- created Funds and Fund Type Codes
- created Organizations Codes
- created Program Codes
- created Activity Codes
- created Location Codes
- created a bank ID and defined bank codes
- completed the Chart of Accounts Maintenance Form (FTMCOAS)
- created attribute set, type, and value codes.

Other functions

The Chart of Accounts needs only to be set up once to drive the following Banner Finance functions:

- Accounts Payable
- Budget Development
- Electronic Approvals
- Fixed Assets
- General Ledger
- Endowment Management
- Purchasing
- Research Accounting
- Security
- Stores Inventory

Day-to-Day Operations



Section goal

The purpose of this section is to explain the day-to-day or operational procedures to create, modify, and query the Chart of Accounts at your institution.

Objectives

In this section you will learn how to

- process General Accounting Transactions
- produce reports for the Chart of Accounts
- query financial data
- produce financial reports.

General Accounting Transaction Processing

Introduction

The purpose of the general accounting transaction processing is to provide you with the ability to input the necessary transactions according to the user's needs within the financial environment. These are transactions other than those related to purchase requisitions, purchase orders, invoices, or check processing.

The general accounting transaction forms are as follow:

- Encumbrance
 - Encumbrance/Reservation Maintenance Form (FGAENCB). Used to establish non-purchase order fund reserve, that is, to encumber or reserve funds for future commitments.
- Journal voucher
 - Journal Voucher Entry Form (FGAJVCD). Used to enter journal voucher transactions.
 - Journal Voucher Quick Form (FGAJVCQ). Used to enter journal voucher transactions.
- Automatic journal voucher
 - Automatic Journal Voucher Form (FGAAUTO). Create recurring journal voucher transactions.

General Encumbrance Processing

Introduction

The Encumbrance/Reservation Maintenance Form (FGAENCB) allows you to establish and adjust budget reservation type encumbrances in Banner. Encumbrances are automatically generated within the Purchasing and Procurement module. Sometimes, however, it is necessary to create an encumbrance that is unrelated to a purchase order.

Example: A central stores department may distribute supplies or equipment. Your institution requires the department to encumber a funds anticipated expenses over a certain dollar value. It is important to remember that if you issue a purchase order after the encumbrance exists, it is necessary to liquidate the existing encumbrance to avoid overstating reserved funds.

Banner form

The screenshot shows the 'General Encumbrance Maintenance FGAENCB 8.0 (BAN8)' window. The form includes the following fields and options:

- Encumbrance Number:** A dropdown menu.
- Encumbrance Header:**
 - Encumbrance Description:** A text input field.
 - Document Total:** A text input field.
 - Transaction Date:** A date picker field.
 - Encumbrance Type:** Radio buttons for **Encumbrance**, **Labor**, and **Memo**.
 - Vendor ID:** A dropdown menu followed by a text input field.
 - Encumbrance Change:** A text input field.
 - Title:** A text input field.
 - Date Established:** A date picker field.
 - Document Reference:** A text input field.
- Options:**
 - Distribution**
 - NSF Checking**
 - Deferred Editing**
 - Open Status**
 - Document Text Exists**

Steps

Follow these steps to complete the process.

1. Access the Encumbrance/Reservations Maintenance Form (FGAENCB).
2. Enter a pre-determined encumbrance/reservation number or type *Next* in the **Encumbrance Number** field.

Note: You can also leave the field blank to allow the system to generate the next available number.

3. Perform a **Next Block** function.
4. Enter a description in the **Encumbrance Title** field.
5. Enter the total value of the encumbrance in the **Document Total** field.
6. Enter the date (DD-MM-YYYY) the encumbrance will take effect in the **Transaction Date** field.
7. The **Open Status** check box will be checked for all open encumbrances.
8. Click the radio button for one of the following Encumbrance Type values:
 - Encumbrance- Standard General Encumbrance.
 - Labor - Encumbrance related to payroll.
 - Memo - Memorandum posting.
9. If possible, identify the Vendor ID for whom you are encumbering or reserving funds in the **Vendor ID** field.
10. Leave the **Encumbrance Change** field and **Title** field blank for this exercise.
11. Enter the date you created the encumbrance in the **Date Established** field.
12. Enter a document reference number in the **Document Reference Number** field is optional and may be used to establish additional identification. This may be used for reporting purposes.
13. Perform a **Next Block** function.
14. Tab through the **Sequence Number** field.

Note: Banner will automatically assign a one up number.
15. Enter a E100 for this accounting entry in the **Journal Type** field.

16. Leave the **Project Code** field blank for this example.

Note: The Project Code is used only when encumbrance is related to a Project or Work Order from Cost Accounting.

17. The **Fiscal Year** field will default from date entered on Header Page.

18. The **Current Encumbrance Amount** field is used to inform the user of the current amount of the encumbrance.

Note: The field shows no value when the encumbrance is entered.

19. Enter a valid COA value in the **COA** field.

20. Enter a valid index code in the **Index** field.

Note: This is an optional value.

21. Enter a valid fund code in the **Fund** field.

22. Enter a valid organization code in the **Orgn** field.

23. Enter a valid account code in the **Acct** field.

24. Enter a valid program code in the **Prog** field.

25. Enter a valid activity code in the **Actv** field.

26. Enter a valid location code in the **Locn** field.

27. Enter a percent to be charged to the accounting distribution in the **Percent** field.

Note: This is optional and will default a dollar amount.

28. Enter a dollar amount of the accounting distribution to be charged in the **Amount** field.

Note: You may overwrite what defaults from the use of a Percent.

29. Enter *C* or *U* in the **Commit Type** field.

Note: This determines how an encumbrance that is open at year end will be rolled in terms of the user's ability to distinguish it from a current year encumbrance.

- **C - Committed.** The encumbrance will be treated as a prior year encumbrance that has been rolled to the current year whose purpose and budget have been set aside from the current year's operating budget. Its balance is reflected in the Prior Year Encumbrance Control account in the current year.

- U - Uncommitted. The encumbrance rolls into the current year with no distinction of being from a prior year. Its balance is reflected in the Encumbrance Control Account in the current year. When the commit type is Uncommitted, The budget Disposition must be Unrestricted

30. Click the **NSF Override** check box to override the Budget Checking processing.

31. Perform a **Next Record** function.

32. Repeat Steps 15-31 as required to enter all Accounting Distributions.

Note: The total of all Sequences must equal the Document total entered on the Header page.

33. Perform a **Next Block** function.

34. Click the **Complete** checkbox to process Encumbrance Transaction or click the **In Process** checkbox to save Encumbrance information for future processing.

Making Changes to an Encumbrance

Introduction

Changes to the general encumbrance form include changing the FOAPAL and increasing and decreasing the encumbrance.

Banner form

The screenshot displays the Oracle Developer Forms Runtime - Web: Open > FGAENCB application window. The browser address bar shows the URL: Encumbrance/Reservations Maintenance FGAENCB 7.0 (TSTP). The form contains the following fields and controls:

- Encumbrance Number:** A text input field with a dropdown arrow.
- Encumbrance Header:**
 - Encumbrance Title:** A text input field.
 - Document Total:** A text input field.
 - Transaction Date:** A date picker field.
 - Open Status**
 - Encumbrance Type:** Radio buttons for **Encumbrance**, **Labor**, and **Memo**.
 - Vendor ID:** A text input field with a dropdown arrow.
 - Encumbrance Change:** A text input field.
 - Title:** A text input field.
 - Date Established:** A date picker field.
 - Document Reference:** A text input field.
 - Document Text Exists:** A checkbox.

At the bottom of the form, there is a status bar with the text: "Enter the Document Number; use 'NEXT' or leave field blank to generate number." Below this, it shows "Record: 1/1" and "<OSC>".

Steps – Procedure 1

Follow these steps to increase or decrease the encumbrance

1. Access the Encumbrance Inquiry Form (FGIENCD) to review the encumbrance you want to change.
2. Enter the document number of the encumbrance that you want to change in the **Document Number** field.
3. Click the **Next Block** icon.
4. Review the item number and sequence of number that you would like to change on the encumbrance.

Note: If it is an encumbrance with many sequences, you may use the query function to query the specific sequence you want to change.

5. Click the **Exit** icon.
6. Access the Encumbrance/Reservations Maintenance Form (FGAENCB).
7. Enter the Document Number that you wish to adjust
8. Perform a **Next Block** function.

Oracle Developer Forms Runtime - Web: Open > FGAENCB
File Edit Options Block Item Record Query Tools Help

Encumbrance/Reservations Maintenance FGAENCB 7.0 (TSTF)

Encumbrance Number: E0000016

Encumbrance Header

Encumbrance Title: Decrease Document Total: Transaction Date: 03-JUN-2008
 Open Status

Encumbrance Type: Encumbrance
 Labor
 Memo

Vendor ID: Encumbrance Change: Test Encumbrance
Title: Test Encumbrance
Date Established: 03-JUN-2008
Document Reference: Document Text Exists: N

FRM-40202: Field must be entered.
Record: 1/1 <OSC>

9. Enter the amount that you wish to adjust the encumbrance in the **Document Total** field

Note: To reduce the encumbrance enter a negative number.

10. Enter the encumbrance change number in the **Encumbrance Change** field.

Note: This is user assigned and must be unique. Suggested numbering is to use 'EC', the encumbrance number, leading zero's and a 1 for the first change, 2 for the second change. Example, encumbrance number E0000016, first change number is EC160001, second change is EC160002

11. Enter the description of the encumbrance change in the **Title** field.

12. Perform a **Next Block** function.

Oracle Developer Forms Runtime - Web: Open > FGAENCB
File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAENCB 7.0 (TSTF)

Encumbrance Number: E0000016 Encumbrance Title: Decrease Document Total: 99.00

Status: P Fiscal Year: 08
Sequence: 1 Current Encumbrance Amount: 33,000.00
Journal Type: E100 Original Encumbrance
Project:

COA: N Index: Fund: 200000 Orgn: 100000 Acct: 73303 Prog: 2010 Actv: Locn: Percent: 100

NSF Override Commit Type: Uncommitted Amount:

Enter a sequence number or press NXTFLD and the system will generate one.
Record: 1/2 ... <OSC>

13. Enter E020 in the **Journal Type** Field.

14. Tab to the amount and enter the amount of the change

Note: If you are reducing the encumbrance, enter a negative number. If there is more than one accounting line, you can split the total adjustment amount.

15. Perform a **Next Block** function.

16. Click the **Complete** checkbox to process Encumbrance Transaction or click the **In Process** checkbox to save Encumbrance information for future processing.

17. Click the **Exit** icon.

Steps – Procedure 2

Follow these steps to change the accounting distribution of the encumbrance

1. Access the Encumbrance Inquiry Form (FGIENCD) to review the encumbrance you want to change.
2. Enter the document number of the encumbrance that you want to change in the **Document Number** field.
3. Click the **Next Block** icon.
4. Review the item number and sequence of number that you would like to change on the encumbrance.

Note: If it is an encumbrance with many sequences, you may use the query function to query for the specific sequence you want to change.

5. Click the **Exit** icon.
6. Access the Encumbrance/Reservations Maintenance Form (FGAENCB).
7. Enter the Document Number that you wish to adjust
8. Perform a **Next Block** function.

Oracle Developer Forms Runtime - Web: Open > FGAENCB

File Edit Options Block Item Record Query Tools Help

Encumbrance/Reservations Maintenance FGAENCB 7.0 (TSTF)

Encumbrance Number: E0000016

Encumbrance Header

Encumbrance Title: Decrease Document Total: Transaction Date: 03-JUN-2008

Open Status

Encumbrance Type: Encumbrance Labor Memo

Vendor ID: Encumbrance Change: Title: Test Encumbrance

Date Established: 03-JUN-2008 Document Reference: Document Text Exists: N

FRM-40202: Field must be entered.
Record: 1/1 <OSC>

9. Enter the zero in the **Document Total** field
10. Enter the encumbrance change number in the **Encumbrance Change** field.
 Note: This is user assigned and must be unique. Suggested numbering is to use 'EC', the encumbrance number, leading zero's and a 1 for the first change, 2 for the second change.
 Example, encumbrance number E0000016, first change number is EC160001, second change is EC160002
11. Enter the description of the encumbrance change in the **Title** field.
12. Perform a **Next Block** function.

Oracle Developer Forms Runtime - Web: Open > FGAENCB

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAENCB 7.0 (TSTF)

Encumbrance Number: E0000016 Encumbrance Title: Decrease Document Total: 99.00

Status: P Fiscal Year: 08
 Sequence: Current Encumbrance Amount: 33,000.00
 Journal Type: E100 Original Encumbrance
 Project:

COA: N Index: Fund: 200000 Orgn: 100000 Acct: 73303 Prog: 2010 Actv: Locn: Percent: 100

NSF Override Commit Type: Uncommitted Amount:

Enter a sequence number or press NXTFLD and the system will generate one.

Record: 1/2 ... <OSC>

13. Enter E100 in the **Journal Type** Field
14. For the FOAPAL that you are no longer want enter a negative amount in the **Amount** field that equal to the amount in the **Current Amount** field.
15. Perform a **Next Record** function.
16. Enter E100 in the **Journal Type** Field
17. Enter in the new accounting distribution.
18. Enter in a positive amount in the **Amount** field.
19. Perform a **Next Block** function.
20. Click the **Complete** checkbox to process Encumbrance Transaction or click the **In Process** checkbox to save Encumbrance information for future processing.
21. Click the **Exit** icon.

Closing/Liquidating Encumbrances

Introduction

There are two main ways of liquidating and closing encumbrances;

- Use the invoice form to enter an invoice against an encumbrance. This method is covered in detail in the invoice processing module of Accounts Payable.
- Use a journal voucher and apply the E032 rule code to liquidate the encumbrance.

Steps

Follow these steps to use a journal voucher to liquidate an encumbrance.

1. Access the Encumbrance Inquiry Form (FGIENCD) to review the encumbrance you want to change.
2. Enter the document number of the encumbrance that you want to change in the **Document Number** field.
3. Click the **Next Block** icon.
4. Review the item number and sequence of number that you would like to change on the encumbrance.

Note: If it is an encumbrance with many sequences, you may use the query function to query for the specific sequence you want to change.

5. Click the **Exit** icon.
6. Access the Detail Journal Voucher Form (FGAJVCD)
7. Create a new document number / journal voucher number and click the **Next Block** icon.

Note: You are now in the detail block of your journal voucher.

8. Enter rule code E032 – encumbrance liquidation rule code. Used to liquidate and close an encumbrance or a sequence within an encumbrance.

9. Type in the **F-O-A-P-A-L** elements that you want to use on your encumbrance as they appear on your original encumbrance.

Note: To fully liquidate an encumbrance or particular encumbrance sequence, type in the total encumbrance value or total sequence dollar value.

10. Tab over to the **Encumbrance Number** field of the journal voucher form and input the document number of the encumbrance to which you are making changes.
11. Tab over to the **Item Number** field and enter your item number from your original encumbrance
12. Tab over to the **Sequence** field and enter the sequence number from your original encumbrance.
13. Tab through to the **Document Reference** field and enter a document reference number (this is an optional field).
14. Tab through to the **Adjustment type** field and select a suitable adjustment from the list of values provided.
15. Tab to the **Dr/Cr** field of your journal and put in a 'plus' +.
16. Click the **Next Block** icon to access the completion block
17. Click the **Complete** icon.
18. Run posting to post your document.
19. Access the Encumbrance Inquiry Form (FGIENCD) to review your changes.

Journal Voucher Processing

Introduction

Banner provides three Journal Voucher Forms, the Journal Voucher Entry Form (FGAJVCD), the Journal Voucher Quick Form (FGAJVCQ) and the Journal Voucher Mass Entry Form (FGAJVCM). Use the Journal Voucher forms to enter various transactions such as cash, receipts, budget entries, accruals, correcting/adjusting entries. The rule codes used on these forms specify the transaction type and the proper accounting activity associated with the entry. The form you choose depends on your preference; however there are differences.

Form	Description
Journal Voucher Entry Form (FGAJVCD)	Structured horizontally, with unlimited entries per document. This form can be used to process all transaction types.
Journal Voucher Quick Form (FGAJVCQ)	Structured vertically, with unlimited entries per document. You cannot use this form to enter encumbrance activities, bank deposits, reference other documents, or accrual entries, because these fields do not exist on the form.
Journal Voucher Mass Entry Form (FGAJVCM)	Structured vertically, listing twelve entries per page, unlimited entries per document. You cannot use this form to enter encumbrance activities, reference other documents, or accrual entries because these fields do not exist on the form.

Banner form

Journal Voucher Entry FGAJVCD 8.0 (BAN8)

Document Number: Submission Number:

Journal Voucher Document Header

Transaction Date:

Redistribute
 NSF Checking
 Defer Edit

Document Total:
Distribution Total:
Document Text Exists:
Document Status:
Create Source:

Steps

Follow these steps to complete the process.

1. Access the Journal Voucher Entry Form (FGAJVCD).
2. Enter a pre-determined Journal Voucher number in the **Document Number** field, type *NEXT*, or leave the field blank to allow the system to generate the next available number.
3. Banner will automatically assign a number in the **Submission Number** field.
4. Perform a **Next Block** function.
5. Verify the date in the **Transaction Date** field.

Notes: The Transaction Date will default to the system date, but it may be overridden. This is the date when the transaction will post to the ledgers and must be in an open fiscal period.

6. Enter the total in the **Document Total** field.

Note: This total represents the sum of the absolute values of the accounting sequences entered. (Required)

7. Click the **Redistribute** checkbox if you want to distribute the dollar amounts on a percentage basis.
8. Enter an amount in the **Distribution Total** field.

Note: This is used in redistributing detail totals by percentages. If left blank, Banner applies the distribution percentages to the Document Total.

9. The **NSF Checking** checkbox will be checked when turned on.

Note: Banner controls the checkbox on the System Maintenance Form (FOASYSC). If checked on FOASYSC, then you cannot override NSF at transaction entry time.

10. The **Defer Edit** checkbox indicates when editing will occur.

Note: The system default is valued on the System Control Maintenance Form (FOASYSC).

11. View the **Document Text Exists** field.

Note: A Y (Yes) in this box indicates that text exists for this document; an N (No) indicates that it does not. To enter text for this document, select

Document Text (FOATEXT) from the **Options** menu.

12. Perform a **Next Block** function.

Result: Banner updates the status of the document after you commit each transaction record in the **Document Status** field.

Note: If the **Defer Edit** checkbox in the Journal Voucher Document Header area is checked, this field remains blank.

13. Tab through the **Sequence Number** field.

Note: Banner will automatically assign the next number. If the **Sequence** field contains a sequence number, you can access the **Journal Voucher Summary Query (FGIJSUM)** through the **Options** menu.

14. Enter a Journal Type (Rule Code) for this accounting entry in the **Journal Type** field.

Examples: JE16 Interfund Transfer, JE15 Intrafund Transfer, CR05 Cash Receipts, BD01 Original Budget, BD02 Budget Adjustment). The transaction type will determine the fields in which you enter data.

A cash transaction will require a bank code to be entered; a budget entry requires a budget period. When you respond to the required fields, save the data. Unless the Defer Edit indicator is checked, the system will perform the editing and the available balance processing.

15. Enter a valid COA value in the **COA** field.

16. Enter a valid index code in the **Index** field.

Note: This is an optional value.

17. Enter a valid fund code in the **Fund** field.

18. Enter a valid organization code in the **Orgn** field.

19. Enter a valid account code in the **Acct** field.

20. Enter a valid program code in the **Prgm** field.

21. Enter a valid activity code in the **Actv** field

22. Enter a valid location code in the **Locn** field.

Note: This is an optional field.

23. Enter a project in the **Project** field if the transaction is related to a project from the Cost Accounting Module or leave the field blank.

24. Enter a percent to be charged to the accounting distribution in the **Percent** field.

Note: This is optional and will default a dollar amount.

25. Enter a dollar amount of the accounting distribution to be charged in the **Amount** field.

Note: You may overwrite what defaults from the use of a Percent.

26. Enter a value in the **Debit/Credit** field.

Note: The valid values are determined by Rule Code and may be +, -, D or C. (The CR05, BD01 and BD02 will use +/- and the JE15 and JE16 will use D/C.)

27. Click the **NSF Override** check box to override the Budget Checking processing.

Note: This will post a transaction when Budget is not available therefore creating an over budget condition.

28. Enter a description for the transaction being processed in the **Description** field.

29. Enter a valid bank code in the **Bank Code** field.

Note: This is necessary for cash transactions and may default from the fund record or rule code, if the rule class has the appropriate edit.

30. Enter the bank deposit number associated with a cash receipt transaction in the **Deposit** field.

31. Verify the encumbrance number and the sequence of an existing encumbrance to be adjusted or liquidated as a result of this detail transaction in the **Encumbrance Number** field.

Note: Valid with E020, E032 and other Encumbrance Rule Codes

32. For General Accounting Encumbrances (FGAENCB), the **Item** field defaults to zero.

Note: For Procurement Commitments, specify the item number from the document.

33. Enter a valid Sequence number for the Accounting Distribution to be adjusted/liquidated in the **Sequence** field.

Note: This will default to 1, however it may be overridden.

34. Select a valid action for the encumbrance in the **Action** field.

Note: This may be Total Liquidation, Partial Liquidation or Adjustment. The rule code used must support this selection.

35. Select U (Uncommitted) or C (Committed) encumbrance in the **Commit** field.

36. Enter a user-defined number providing additional identification for the transaction in the **Document Reference** field.

Note: This is an optional field.

37. Enter a valid budget period for transaction in the **Budget Period** field.

Note: This is only required on Budget Rule Codes such as BD01, BD02, BD03 and BD04

38. Click the **Accrual** checkbox.

Note: If checked, Banner generates transactions for both prior and current fiscal years. This only to be used for cash activity related to operating ledger accounts during one accrual period.

39. Leave the **Currency** field blank.

Notes: If the transaction is related to a currency transaction other than the base currency referenced on the Installation Control Form (GUACURR), enter the foreign currency.

If you enter a foreign currency, the Currency Conversion button activates. If you click it, Banner displays the Currency Conversion window, which displays the amounts in both the input currency and the converted currency.

40. Enter a valid date in the **Gift Date** field for all Endowment transactions.

Note: This gift date will be used in the Banner Endowment Module. It is required only when the Account Code used in the FOAPAL is marked with a 'U' in Account Class.

41. A number should be entered in the **Number of Units** field when entry is to override the Endowment Module Unitization process.

Note: This is necessary for loading Legacy data.

42. Perform a **Next Record** function.

43. Repeat Steps 15-42 as required to enter all Accounting Distributions.

Note: The total of all Sequences must equal the Document total entered on the Header page.

44. Perform a **Next Block** function.

45. Click the **Complete** checkbox to process Journal Voucher Transaction or click the in **Process** checkbox to save JV information for future processing.

Journal Voucher Processing – Quick Form

Introduction

All processing is the same as Steps above for the Journal Voucher Entry Form (FGAJVCD). The Quick form does not allow for certain types of processing such as Encumbrance liquidations or Accrual postings.

Banner form

The screenshot shows a web browser window titled "Journal Voucher Entry FGAJVCD 8.0 (BAN8)". The form contains the following fields and options:

- Document Number:** A text input field with a dropdown arrow.
- Submission Number:** A text input field with a small icon to its right.
- Journal Voucher Document Header** (Section Header)
- Transaction Date:** A date input field with a calendar icon.
- Document Total:** A text input field.
- Distribution Total:** A text input field.
- Document Text Exists:** A checkbox.
- Document Status:** A checkbox.
- Create Source:** A text input field.
- Options:** Three checkboxes: Redistribute, NSF Checking, and Defer Edit.

Steps

Follow these steps to complete the process.

1. Access the Journal Voucher Quick Form (FGAJVCQ).
2. Refer to steps in the previous lesson for processing information.

Journal Voucher Processing – Mass Entry Form

Introduction

All processing is the same as steps above for the Journal Voucher Entry Form (FGAJVCD). The Mass form does not allow for certain types of processing such as Encumbrance liquidations or Accrual postings.

Banner form

The screenshot displays the 'Journal Voucher Mass Entry' form. At the top, there is a 'Document Number' field. Below this, the form is divided into two main sections: 'Journal Voucher Document Header' and 'Default Values'. The 'Journal Voucher Document Header' section includes fields for 'Transaction Date', 'Document Total', and checkboxes for 'NSF Checking', 'Deferred Edit', and 'Text Exists'. The 'Default Values' section includes dropdown menus for 'Type' and 'Bank', and text input fields for 'Description', 'Deposit', 'Budget Period', and 'Currency'. Below these sections is the 'Journal Voucher Detail' table, which has columns for 'Seq', 'Type', 'Status', 'COA', 'Index', 'Fund', 'Orgn', 'Acct', 'Prog', 'Actv', 'Locn', 'Proj', 'Percent', 'Amount', and 'D/C'. The table contains 15 rows of empty input fields for each column. A scrollbar is visible on the right side of the table.

Steps

Follow these steps to complete the process.

1. Access the Journal Voucher Mass Entry Form (FGAJVCM).
2. Refer to steps in the previous lesson for processing information.

Journal Voucher Processing – Copying Existing Journal Voucher

Introduction

Once in a while you may have entries that are duplicated on a regular basis and are not necessarily recurring entries. The copy feature of the journal voucher entry forms enables you to copy a journal from an existing completed journal.

Steps

1. Access the Journal Voucher Entry form – FGAJVCQ, FGAJVCD, FGAJVCM

The screenshot shows the 'Journal Voucher Quick' window for FGAJVCQ 8.0. At the top, there is a 'Document Number' field with a dropdown arrow and a copy icon. Below this is the 'Journal Voucher Document Header' section, which includes a 'Transaction Date' field with a calendar icon, a 'Document Total' field, and three checkboxes: 'NSF Checking', 'Deferred Edit', and 'Document Text Exists'.

2. Put in a document number or type *NEXT* in the **Document Number** field for the system to generate a document number.
3. Click on the **Copy** icon and a copy screen will pop-up.

This screenshot shows the same 'Journal Voucher Quick' window, but with the 'Document Number' field containing the text 'NEXT'. A 'Copy' dialog box is overlaid on top. The dialog box has two sections: 'Copy From' and 'Copy To'. The 'Copy From' section has a 'Document Number' dropdown and a 'Submission' field with the value '0'. The 'Copy To' section has a 'Document Number' field, a 'Transaction Date' field with the value '30-APR-2008', and two checkboxes: 'Reverse JV' and 'Copy Text'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

4. Enter the journal number you want to copy your voucher from in the **Copy From** field and click **OK**. You may also click on the list of values and select from a PREVIOUSLY COMPLETED or a PREVIOUSLY POSTED list of journal vouchers.
5. Refer to steps in the previous lesson for processing information.

Journal Voucher Processing – Journal Voucher Reversal

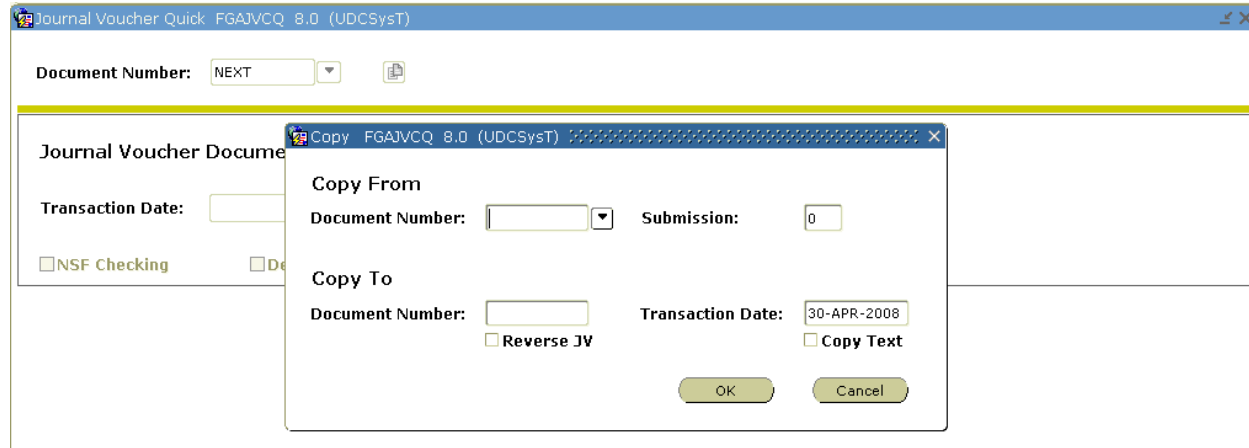
Introduction

Clerical errors or erroneous accounting can sometimes result in unwanted or incorrect journal vouchers. Banner Finance system allows you to reverse such vouchers using the journal voucher reversal option.

Steps

Follow these steps to complete the procedure.

1. Access the Journal Voucher Entry From –FGAJVCQ, FGAJVCD or FGAJVCM.
2. Put in your journal document number or type in *Next* in the **Document Number** field.
3. Click on the **Copy/reverse** icon and pop up will appear.



4. Type in the document number that you want to reverse in the **Copy To** or **Copy From** fields.
5. Click on the **Reverse JV** check box and click OK.
6. Click the **Next Block** icon.
7. Click the **Next Block** icon again or use the **Options** menu to ACCESS COMPLETION block.

8. Complete your journal.
9. Run posting and visit the FGIDOCR to review your journal.

Automatic Journal Voucher Processing

Introduction

The Automatic Journal Voucher process is designed to establish the submission of routine and recurring journal vouchers to the posting and approval process. Automatic journal vouchers may be processed for the purpose of charge backs, postage or duplication, or for journal entries that are made at the end of the month and include numerous line items. The journal entries made at the end of the month may be reversed at the beginning of the next month. Documents attached to the Auto Journal Vouchers differ from the normal JV's in that changes may be made to documents that are already completed and approved.

Note: The **Status** field shows if individual journal vouchers associated with the Automatic JV are incomplete.

Banner form

Automatic Journal ID:

Automatic Journal Detail

Title: Automatic JV Hold?

Submission Cycle: Period:

Submission Day: Completed: Remaining:

Submissions Total: Last Submission:

First/Next Submission:

Reversal --> Day: Period: Remaining:

Reversals Total: Completed: Last Reversal:

First/Next Reversal:

Document	Submission Number	Journal Voucher Header Description	Document Total	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps

Follow these steps to create and process an Automatic Journal Voucher.

1. Access the Automatic Journal Voucher Form (FGAAUTO).
2. Enter an automatic journal ID in the **Automatic Journal ID** field.

Note: This is a three-character field tied to document numbers listed below in the Journal Voucher Header area.
3. Perform a **Next Block** function.
4. Enter a title of the automatic journal in the **Title** field.
5. Enter an (H) in the **Automatic JV Hold?** Field to put the transaction on Hold or leave blank.

Note: Leave blank for this example.

6. Select the frequency of document submissions in the **Submission Cycle** field.

Note: Valid options are:

- Monthly
- Quarterly
- Annual
- On Demand

Enter *Monthly* for this example.

7. Enter the Day the Auto JV is to be processed in the **Submission Day** field.

Note: This is used to designate a specific day of the month or the last day of the month. Valid days are 1-31 and L for last day of the month. (For Submission Cycle of Monthly, Annually or On Demand, enter Day only. For Quarterly, day and Period are required)

8. Enter the period to begin Auto JV submission in the **Period** field.

Note: This is required for Monthly and Quarterly.

9. Identify the number of times the Journal Voucher should be submitted in the **Submissions Total** field.

Example: If you wanted a monthly submission for one year, the Submission Cycle would be Monthly and the Submission Total would be 12.

Note: This may be changed after submission process has begun.

10. The **Completed** field shows the number of prior submissions processed.

Note: This is updated by Banner.

11. The **Remaining** field displays the number of remaining submissions.

Note: This is updated by Banner.

12. The **First/Next Submission** field displays the date when the submission is to be performed.

Note: Banner will update this automatically for all Monthly, Quarterly and Annually submissions.

13. The **Last Submission** field is populated by the system after the last submission is processed.

14. The **Last Reversal** checkbox indicates whether the original transaction needs to be reversed.

Note: If the box is checked, Banner generates an exact reversal of the original posting according to the following reversal posting schedule.

15. Enter the Day the Auto JV is to be reversed in the **Reversal Day** field.

Note: This is used to designate a specific day of the month or the last day of the month. Valid days are 1-31 and L for last day of the month. (For Submission Cycle of Monthly, Annually or On Demand, enter Day only. For Quarterly, day and Period are required)

16. Enter the period to begin Auto JV reversal in the **Period** field.

Note: This is required for Monthly and Quarterly.

17. Enter the number of times this auto journal should be reversed in the **Reversals Total** field.

18. The **Completed** field displays how many reversals have been completed.

Note: This is updated by Banner.

19. The **Remaining** field displays how many reversals remain.

20. The **First/Next Reversal** field displays the date when reversal is to be performed.

Note: Banner will update this automatically for all Monthly, Quarterly and Annually reversals.
21. The value in the **Last Reversal** field is generated by the systems after the last reversal is processed.
22. Perform a **Next Block** function.
23. Enter a unique document number in the **Document** field that you want to post.

Note: This number must be supplied and should not be system generated. This number will be re-usable. Each submission uses the same journal voucher document number with a system assigned submission number providing a unique internal index.
24. Tab through the **Submission Number** field to have Banner assign the next sequence number to this document.
25. Enter a description in the **Description** field.
26. Enter the total for the Journal Voucher in the **Document Total** field.
27. Click the **Details** button to automatically transfer to the Journal Voucher Entry Form and complete the details.

Note: Completion of the document indicates that the Automatic JV is ready for processing within the established submission parameters.
28. Automatic Journals can only be approved by running the
29. Transaction Interface Process (FGRTRNI) and the Transaction Error Report (FGRTRNR).

Direct Cash Receipts Processing, FGADCSR

Introduction

The Direct Cash Receipts process is designed to record cash receipts.

Banner form

Direct Cash Receipt FGADCSR 8.0 (BAN8)

Document Number:
Vendor Code:

Document Header

Transaction Date:
Collects Tax:

NSF Checking Document Text Exists: Document Status:

Steps

Follow these steps to create and process a Direct Cash Receipts.

1. Access the Direct Cash Receipts Form (FGADCSR).
2. Enter a pre-determined Direct Cash Receipts number in the **Document Number** field, type *NEXT*, or leave the field blank to allow the system to generate the next available number.
3. Enter a vendor code, if applicable.
4. Perform a **Next Block** function.

5. Verify the date in the **Transaction Date** field.

Notes: The Transaction Date will default to the system date, but it may be overridden. This is the date when the transaction will post to the ledgers and must be in an open fiscal period.

6. Enter the total in the **Document Total** field.

Note: This total represents the sum of the absolute values of the accounting sequences entered. (Required)

7. A value defaults into the Collects Tax field if applicable to a selected vendor.
8. Click the **NSF Override** check box to override the Budget Checking processing.
9. View the **Document Text Exists** field.

Note: A Y (Yes) in this box indicates that text exists for this document; an N (No) indicates that it does not. To enter text for this document, select **Document Text (FOATEXT)** from the **Options** menu.

10. Enter **NEXT** field.

Result: Banner updates the status of the document after you commit each transaction record in the **Document Status** field.

11. Tab through the **Sequence Number** field.

Note: Banner will automatically assign the next number.

12. Enter a valid COA value in the **COA** field.

13. Enter a valid index code in the **Index** field.

Note: This is an optional value.

14. Enter a valid fund code in the **Fund** field.

15. Enter a valid organization code in the **Orgn** field.

16. Enter a valid account code in the **Acct** field.

17. Enter a valid program code in the **Prgm** field.

18. Enter a valid activity code in the **Actv** field.

19. Enter a valid location code in the **Locn** field.

Note: This is an optional field.

20. Enter a percent to be charged to the accounting distribution in the **Percent** field.

Note: This is optional and will default a dollar amount.

21. Enter a dollar amount of the accounting distribution to be charged in the **Amount** field.

Note: You may overwrite what defaults from the use of a Percent.

22. Enter a value, +/-, in the **Debit/Credit** field.

23. Click the **NSF Override** check box to override the Budget Checking processing.

Note: This will post a transaction when Budget is not available therefore creating an over budget condition.

24. Enter a description for the transaction being processed in the **Description** field.

25. Enter a valid bank code in the **Bank Code** field.

Note: This is necessary for cash transactions and may default from the fund record or rule code, if the rule class has the appropriate edit.

26. Enter the bank deposit number associated with a cash receipt transaction in the **Deposit** field.

27. Enter a user-defined number providing additional identification for the transaction in the **Document Reference** field.

Note: This is an optional field.

28. Leave the **Currency** field blank.

Notes: If the transaction is related to a currency transaction other than the base currency referenced on the Installation Control Form (GUACURR), enter the foreign currency.

If you enter a foreign currency, the Currency Conversion button activates. If you click it, Banner displays the Currency Conversion window, which displays the amounts in both the input currency and the converted currency.

29. Perform a **Next Record** function.

30. Repeat Steps 15-29 as required to enter all Accounting Distributions.

Note: The total of all Sequences must equal the Document total entered on the Header page.

31. Perform a **Next Block** function.

32. Click the **Complete** checkbox to process Direct Cash Receipts Transaction or click the in **Process** checkbox to save cash receipts information for future processing.

General Accounting and Budget Query Forms

Introduction

The purpose of the General Accounting and Budget query forms is to review how end users can query transactions in Banner. You can use budget query, transaction inquiry, encumbrance inquiry, or document inquiry forms.

Budget query forms

- Budget Availability Status Form (FGIBAVL)
- Organizational Budget Status Form (FGIBDST)
- Organizational Budget Summary Form (FGIBSUM)
- Executive Summary Form (FGIBDSR)

General Ledger inquiry forms

- General Ledger Trail Balance Form (FGITBAL)
- Trial Balance Summary Form (FGITBSR)

Transaction inquiry forms

- Operating Accounts Transaction Detail Form (FGITRND)
- General Ledger Transaction Detail Transaction Form (FGIGLAC)
- Journal Voucher Summary Form (FGIJSUM)
- List of Suspended Journal Vouchers Form (FGIJVCD)
- List of Automatic Journal Vouchers Form (FGIAUTO)

Encumbrance inquiry forms

- Detail Encumbrance Activity Form (FGIENC D)
- Organizational Encumbrance List Form (FGIOENC)
- Encumbrance List Form (FGIENCB)

Document inquiry forms

- Document Retrieval Inquiry Form (FGIDOCR)

Querying the Budget Availability Status Form, FGIBAVL

Introduction

You can query the status of accounts for transaction processing using the Budget Availability Status Form (FGIBAVL). The form provides current information on adjusted budget, year-to-date activity, budget reservations, and available balance for selected index, fund, organization, account, and program combinations.

- Chart, FY and FOAP are required
- FOAP values must be data enterable
- Account is the *starting* point for display, not only for that account
- Displays Unapproved and Unposted transactions

Banner form

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Total:					

Steps

Follow these steps to complete the process.

1. Access the Budget Availability Status Form (FGIBAVL).

Note: This form will display all activity including in process and not posted transactions.

2. Enter the Chart of Accounts that you want to query in the **Chart** field.

Note: This should default from the user profile (FOMPROF)

3. Enter the fiscal year that you want to query in the **Fiscal Year** field.

4. Enter the index code that you want to query in the **Index** field.

Note: This will default certain pieces of the FOAPAL. This is optional.

5. Enter the fund code you want to query in the **Fund** field.

6. Enter the organization code you want to query in the **Organization** field.

7. Enter the account code you want to query in the **Account** field.

8. Enter the program code you want to query in the **Program** field.

9. Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the **Commit type** field.

10. Verify the values in the **Control Key -->** fields.

- Fund: Displays the value budget is controlled on.
- Organization: Displays the value budget is controlled on.
- Account: Displays the value budget is controlled on.
- Program: Displays the value budget is controlled on.

Note: For Steps 5 – 8, you must enter a value for the pieces of FOAP that budget is being controlled on. If any piece of the Control Keys is null, then budget is not being checked on this piece.

11. Perform a **Next Block** function.

12. View the results of your query.

13. Click the **Exit** icon.

Querying the Organizational Budget Status Form, FGIBDST

Introduction

You can use the Organizational Budget Status Form (FGIBDST) to query the organizational status of accounts on adjusted budget, year-to-date activity, budget commitments, and available balance for selected index, fund, organization, account, program, activity, and location combinations.

- Chart and FY are required
- Any FOAPAL selection must be data enterable
- Account Type is level 2 only
- Displays Approved and Posted transactions

Banner form

Organization Budget Status FGIBDST 8.0 (BAN8)

Chart: Fund:
 Fiscal Year: Organization:
 Index: Program:
 Query Specific Account Account:
 Include Revenue Accounts Account Type:
 Commit Type: Activity:
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Net Total:					

Steps

Follow these steps to complete the process.

1. Access the Organizational Budget Status Form (FGIBDST).
Note: This form will only display posted transactions.
2. Enter the Chart of Accounts that you want to query in the **Chart** field.
Note: This should default from the user profile (FOMPROF)
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the index code that you want to query in the **Index** field.
Note: This will default certain pieces of the FOAPAL. This is optional.
5. Enter the organization code you want to query in the **Organization** field.
6. Enter the fund code you want to query in the **Fund** field.
7. Enter the program code you want to query in the **Program** field.
8. Enter the account code you want to query **Account** field.
9. Enter the account type you want to query in the **Account Type** field.
10. Enter the activity code you want to query in the **Activity** field.
11. Enter the location code you want to query in the **Location** field.
12. Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the **Commit Type** field.
13. Click the **Query Specific Account** check box if you want to query a single account or a single account type.
Note: If you check this box, then Account code or Acct Type is required.
14. Click the **Include Revenue Accounts** check box if you want to review information for Revenues.
Note: If you check this box, the total of Budget Availability will be NULL since revenues should offset expenses.
15. Perform a **Next Block** function.

16. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

17. Click the **Exit** icon.

Steps

Follow these steps to complete the process.

1. Access the Organizational Budget Summary Form (FGIBSUM).

Note: This form will only display posted transactions.

2. Enter the Chart of Accounts that you want to query in the **Chart** field.
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the organization you want to query in the **Organization** field.
5. Enter the fund code you want to query in the **Fund** field.
6. Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the **Commit Type** field.
7. Perform a **Next Block** function.
8. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

9. Click the **Exit** icon.

Querying the Executive Summary Form, FGIBDSR

Introduction

The Executive Summary Form (FGIBDSR) lets you query for the highest level of the account structure hierarchy for adjusted budget, year-to-date activity, budget commitments and available balance for selected index, fund, organization, account, program, activity and location combinations.

- Chart and FY are required
- FOAPL selections can be either data or non-data enterable
- Account Type can be a level 1 or 2
- Displays only Approved and Posted transactions

Banner form

Executive Summary FGIBDSR 8.0 (BAN8)
⏪ ⏩

Chart: ▼

Fiscal Year: ▼

Index: ▼

Query Specific Account

Include Revenue Accounts

Commit Type: ▼

Organization: ▼

Fund: ▼

Program: ▼

Account: ▼

Account Type: ▼

Activity: ▼

Location: ▼

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Net Total:					

Steps

Follow these steps to complete the process.

1. Access the Executive Summary Form (FGIBDSR).
Note: This form will only show posted transactions.
2. Enter the Chart of Accounts that you want to query in the **Chart** field.
Note: This should default from the user profile (FOMPROF).
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the index code that you want to query in the **Index** field.
Note: This will default certain pieces of the FOAPAL. This is optional.
5. Enter the organization you want to query in the **Organization** field.
6. Enter the fund code you want to query in the **Fund** field.
7. Enter the program code you want to query in the **Program** field.
8. Enter the account code you want to query in the **Account** field.
9. Enter the account type you want to query in the **Account Type** field.
10. Enter the activity code you want to query in the **Activity** field.
11. Enter the location code you want to query in the **Location** field.
12. Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the **Commit Type** field.
13. Check the **Query Specific Account** checkbox if you want to query a single account or a single account type.
Note: If you check this box, then Account code or Account Type is required.
14. Check the **Include Revenue** checkbox if you want to review information for Revenues.
Note: If you check this box, the total of Budget Availability will be NULL since revenues should offset expenses.
15. Perform a **Next Block** function.

16. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

17. Click the **Exit** icon.

Querying the General Ledger Trial Balance Form, FGITBAL

Introduction

The General Ledger Trial Balance Form (FGITBAL) lets you query the General Ledger account balances for selected funds, account types, and account code combinations.

- Chart, FY and Fund are required
- Funds must be data enterable
- Account types can be both level 1 and 2
- Account code must be data enterable
- Account code queries only that code

Banner form

The screenshot shows the 'General Ledger Trial Balance FGITBAL 8.0 (BAN8)' window. At the top, there are search criteria: 'Chart:' with a dropdown menu, 'Fiscal Year:' with '08' selected, 'Fund:' with a dropdown, 'Account:' with a dropdown, and 'Account Type:' with a dropdown. Below these is a table with the following columns: 'Account', 'Description', 'Beginning Balance', 'D/C *', 'Current Balance', and 'D/C *'. The table has 15 empty rows. At the bottom left is a 'Total:' row with input fields. At the bottom right is a vertical scrollbar. A note at the bottom center reads '* - denotes amount is opposite of Normal Balance'.

Steps

Follow these steps to complete the process.

1. Access the General Ledger Trial Balance Form (FGITBAL).

Note: This form will only display posted transaction.

2. Enter the Chart of Accounts that you want to query in the **Chart** field.

Note: This should default from the user profile (FOMPROF).

3. Enter the fiscal year that you want to query in the **Fiscal Year** field.

4. Enter the fund code you want to query in the **Fund** field.

5. Enter the account type you want to query in the **Account Type** field.

6. Enter the account code you want to query in the **Account** field.

7. Perform the **Next Block** Function

8. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

9. Click the **Exit** icon.

Querying the Trial Balance Summary Form, FGITBSR

Introduction

The Trial Balance Summary Form (FGITBSR) lets you query the General Ledger account balances for selected funds, account types, and account code combinations. This enables viewing of values at higher levels within the Fund hierarchy.

- Chart, FY and Fund are required
- Fund can be either data or non-data enterable
- Fund type can be level 1 or 2
- Account type can be level 2 or 2

Banner form

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

* - denotes amount is opposite of Normal Balance

Total:

Current Fund Balance:

Steps

Follow these steps to complete the process.

1. Access the Trial Balance Summary Form (FGITBSR).

Note: This form will only display posted transaction.

2. Enter the Chart of Accounts that you want to query in the **Chart** field.

Note: This should default from the user profile (FOMPROF).

3. Enter the fiscal year that you want to query in the **Fiscal Year** field.

4. Enter the fund code you want to query in the **Fund** field.

5. Enter the account type you want to query in the **Account Type** field.

6. Enter the account code you want to query in the **Account** field.

7. Perform the **Next Block** Function

8. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

9. Click the **Exit** icon.

Querying the Detail Transaction Activity Form, FGITRND

Introduction

You can use the Detail Transaction Activity Form (FGITRND) to query the detailed transaction activity for selected operating ledger account combinations. This is for Operating Accounts only.

Banner form

The screenshot shows the 'Detail Transaction Activity FGITRND 8.0 (BANS)' window. At the top, there are search criteria fields: COA (dropdown), Fiscal Year (08), Index, Fund, Organization, Account, Program, Activity, Location, Period, Query Type, and Commit Type. Below this is a table with the following columns: Account, Organization, Program, Activity Date, Type, Document, Field, Amount, and Increase (+) or Decrease (-). The table contains multiple rows of empty input fields. At the bottom right of the table area, there is a 'Total:' label followed by an empty input field.

Steps

Follow these steps to complete the process.

1. Access the Detail Transaction Activity Form (FGITRND).

Note: This form will only display posted transactions.

2. Enter the Chart of Accounts that you want to query in the **Chart** field.

Note: This should default from the user profile (FOMPROF)

3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the index code that you want to query in the **Index** field.

Note: This will default certain pieces of the FOAPAL. This is optional.

5. Enter the fund code you want to query in the **Fund** field.
6. Enter the organization you want to query in the **Organization** field.
7. Enter the account code you want to query in the **Account** field.
8. Enter the program code you want to query in the **Program** field.
9. Enter the activity code you want to query in the **Activity** field.
10. Enter the location code you want to query in the **Location** field.
11. Enter the period you want to query in the **Period** field.
12. Enter an 'S' in the **Query Type** field to query a specific account.

Note: When selecting a specific account, the Account must be entered. Banner will populate an 'R' for all accounts if nothing is entered.

13. Enter the type of encumbrances to review Null (for Both), 'U' for Uncommitted, or 'C' for Committed) in the **Commit Type** field.
14. Perform a **Next Block** function.
15. Perform a **Query Execute** to retrieve data.
16. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

17. Click the **Exit** icon.

Querying the General Ledger Activity Form, FGIGLAC

Introduction

You can use the General Ledger Activity Form (FGIGLAC) to query the detail transaction activity for selected general ledger account combinations. This is for Balance Sheet Accounts only.

- Chart, FY and Fund are required
- Fund must be data enterable
- Account (optional) must be data enterable

Banner form

The screenshot shows the FGIGLAC 8.0 (BAN8) Banner form. At the top, there are several input fields: Chart (dropdown), Fund (dropdown), Period (text), Account (dropdown), Fiscal Year (dropdown with '08'), and Index (dropdown). Below these fields is a table with the following columns: Account, Transaction Date, Type, Document, Description, Amount, and D/C. The table contains 20 empty rows. At the bottom right of the table, there is a 'Total:' label followed by an empty text box and a checkbox.

Steps

Follow these steps to complete the process.

1. Access the General Ledger Activity Form (FGIGLAC).

Note: This form will only display posted transaction.

2. Enter the Chart of Accounts that you want to query in the **Chart** field.

Note: This should default from the user profile (FOMPROF).

3. Enter the fiscal period that you want to query in the **Period** field.

4. Enter the fiscal year you want to query in the **Fiscal Year** field.

5. Enter the Index code you want to query in the **Index** field.

6. Enter the fund code you want to query in the **Fund** field.

7. Enter the account code you want to query in the **Account** field.

8. Perform the **Next Block** function.

9. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

10. Click the **Exit** icon.

Querying the Journal Voucher Summary Form, FGIJSUM

Introduction

You can query the journal vouchers that have not been posted using the Journal Voucher Summary Form (FGIJSUM).

Note: You cannot insert, update, or delete information on this query form.

Banner form

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
											Total:	<input type="text"/>

Steps

Follow the steps to complete the process.

1. Access the Journal Voucher Summary Form (FGIJSUM).

Note: This form will only include Journal Vouchers that are not completed.

2. Enter a valid journal voucher number in the **Document** field.

3. Enter a valid submission number in the **Submission** field.

Note: This will automatically populate by Banner when Zero.

4. Perform a **Next Block** function

5. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

6. Click the **Exit** icon.

Querying the List of Suspended Journal Vouchers Form, FGIJVCD

Introduction

The List of Suspended Journal Vouchers Form (FGIJVCD) lists all incomplete Journal Vouchers.

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
AN01	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

Steps

Follow these steps to complete the process.

1. Access the List of Suspended Journal Vouchers Form (FGIJVCD).

Note: This form will only display those Journal Vouchers that are not posted.

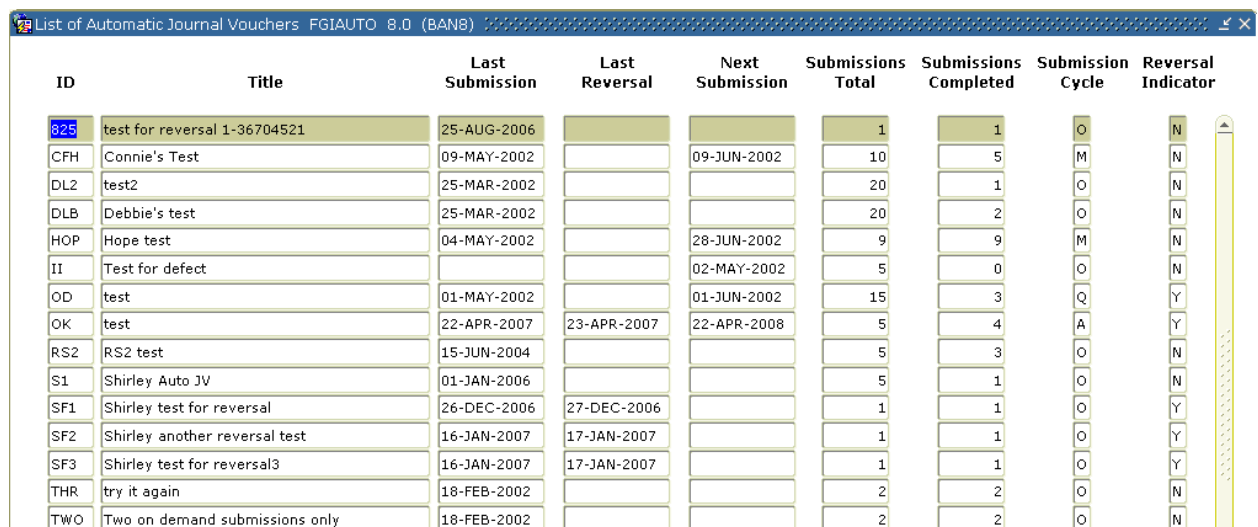
2. View the results of your query.
3. Click the **Exit** icon.

Querying the List of Automatic Journal Vouchers Form, FGIAUTO

Introduction

Use the List of Automatic Journal Vouchers Form (FGIAUTO) to view a list of existing recurring journal vouchers.

Banner form



ID	Title	Last Submission	Last Reversal	Next Submission	Submissions Total	Submissions Completed	Submission Cycle	Reversal Indicator
825	test for reversal 1-36704521	25-AUG-2006			1	1	O	N
CFH	Connie's Test	09-MAY-2002		09-JUN-2002	10	5	M	N
DL2	test2	25-MAR-2002			20	1	O	N
DLB	Debbie's test	25-MAR-2002			20	2	O	N
HOP	Hope test	04-MAY-2002		28-JUN-2002	9	9	M	N
II	Test for defect			02-MAY-2002	5	0	O	N
OD	test	01-MAY-2002		01-JUN-2002	15	3	Q	Y
OK	test	22-APR-2007	23-APR-2007	22-APR-2008	5	4	A	Y
RS2	RS2 test	15-JUN-2004			5	3	O	N
S1	Shirley Auto JV	01-JAN-2006			5	1	O	N
SF1	Shirley test for reversal	26-DEC-2006	27-DEC-2006		1	1	O	Y
SF2	Shirley another reversal test	16-JAN-2007	17-JAN-2007		1	1	O	Y
SF3	Shirley test for reversal3	16-JAN-2007	17-JAN-2007		1	1	O	Y
THR	try it again	18-FEB-2002			2	2	O	N
TWO	Two on demand submissions only	18-FEB-2002			2	2	O	N

Steps

Follow these steps to complete the process.

1. Access the List of Automatic Journal Vouchers Form (FGIAUTO).

Note: This form lists all Automatic Journal Vouchers and there status.

2. View the results of your query.
3. Click the **Exit** icon.

Querying the Detail Encumbrance Activity Form, FGIENCD

Introduction

You can use the Detail Encumbrance Activity Form (FGIENCD) to query the detail transaction activity for an encumbrance.

Banner form

The screenshot shows the 'Detail Encumbrance Activity FGIENCD 8.0 (BAN3)' window. It contains several input fields for search criteria:

- Encumbrance: []
- Encumbrance Period: All
- Description: []
- Date Established: []
- Balance: []
- Status: []
- Type: []
- Vendor: []
- Item: []
- Sequence: []
- Fiscal Year: []
- Status: []
- Commit Indicator: []
- COA: []
- Index: []
- Fund: []
- Orgn: []
- Acct: []
- Prog: []
- Actv: []
- Locn: []
- Proj: []
- Encumbrance: []
- Liquidation: []
- Balance: []

Below the search criteria is a table with the following columns:

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]

Steps

Follow these steps to complete the process.

1. Access the Detail Encumbrance Activity Form (FGIENCD).

Note: This form will only display posted transactions.

2. Enter a valid document number in the **Encumbrance** field.
3. Perform a **Next Block** function.
4. View the results of your query.
5. Click the **Exit** icon.

Querying the Organizational Encumbrance List Form, FGIOENC

Introduction

The Organizational Encumbrance List Form (FGIOENC) allows you to query on all open encumbrances by organization for selected index, fund or organization combinations.

Banner form

The screenshot shows a web browser window titled "Organizational Encumbrance List FGIOENC 8.0 (BAN8)". At the top, there are search filters for "Chart" (with a dropdown arrow), "Fiscal Year" (set to "08"), "Index" (with an input field and a dropdown arrow), "Organization" (with an input field and a dropdown arrow), and "Fund" (with an input field and a dropdown arrow). Below the filters is a table with the following columns: "Encumbrance", "Vendor", "Item", "Acct", "Prog", "Actv", "Locn", "Amount", and "Commit Type". The table contains multiple empty rows for data entry. A vertical scrollbar is visible on the right side of the table.

Steps

Follow these steps to complete the process.

1. Access the Organizational Encumbrance List Form (FGIOENC).

Note: This form will only display posted transactions.

2. Enter the Chart of Accounts that you want to query in the **Chart** field.

Note: This should default from the user profile (FOMPROF).

3. Enter the fiscal year that you want to query in the **Fiscal Year** field.

4. Enter the index code that you want to query in the **Index** field.

Note: This will default certain pieces of the FOAPAL. This is optional.

5. Enter the organization you want to query in the **Organization** field.

6. Enter the fund code you want to query in the **Fund** field.

7. Perform the **Next Block** function.

8. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

9. Click the **Exit** icon.

Querying the Encumbrance List Form, FGIENCB

Introduction

The Encumbrance List Form (FGIENCB) allows you to query on all encumbrances listing encumbrance type, description, current balance and status.

Banner Form

Encumbrance Number	Type	Description	Current Balance	*	Status	Establish Date	Last Activity Date
80001671	R	test			O	21-NOV-2002	21-NOV-2002
0123456	P	Iyer, Suraj			O	14-MAR-2000	14-MAR-2000
133554	P	Bardwell Corporation			O	07-OCT-2005	07-OCT-2005
4524	R	fimsusr			C	28-APR-2003	28-APR-2003
70000758	P	Mike & Sons Supplies			C	30-JUN-1997	30-JUN-1997
70000759	P	The Computer Store			C	30-JUN-1997	30-JUN-1997
80000755	P	ABC Office Supplies			C	30-JUN-1997	30-JUN-1997
90000756	P	ABC Office Supplies			C	30-JUN-1997	30-JUN-1997
90000757	P	Drake Associates			O	30-JUN-1997	30-JUN-1997
99999999	R	fimsusr			O	15-JUN-2004	15-JUN-2004
A90-004	R	David Burke			C	08-MAR-1991	08-MAR-1991
A90-006	R	Lauren Thompson			C	08-MAR-1991	08-MAR-1991
CH1	L	correct f0000387 seq 159			O	28-JUN-2005	28-JUN-2005
E0000001	E	test			O	26-JAN-1996	26-JAN-1996
E0000002	E	terst		*	O	31-JAN-1996	06-SEP-2005
E0000003	E	aaa		*	O	02-APR-1996	02-APR-1996
E0000004	E	yest for delta		*	O	06-MAY-1996	28-MAY-1996
E0000005	E			*	O	06-MAY-1996	27-AUG-1996
E0000006	E			*	O	06-MAY-1996	27-AUG-1996
E0000007	E			*	O	06-MAY-1996	27-AUG-1996
E0000008	E	test			O	21-MAY-1996	21-MAY-1996

* denotes documents containing unposted changes

Steps

Follow these steps to complete the process.

1. Access the Encumbrance List Form (FGIENCB).
2. View the results of your query.
3. Click the **Exit** icon.

Querying the Document Retrieval Inquiry Form, FGIDOCR

Introduction

Use the Document Retrieval Inquiry Form (FGIDOCR) to query any posted journal voucher.

Banner form

Document Retrieval Inquiry FGIDOCR 8.0 (BAN8)

Document: Submission Number: Document Type:

Header Information

Transaction Date: Fiscal Year: Fiscal Period: Items: Commit Type: Text Exists:

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps

Follow these steps to complete the process.

1. Access the Document Retrieval Inquiry Form (FGIDOCR).

Note: This form will only display posted transactions.

2. Enter a valid document number in the **Document** field.

3. The **Submission Number** field will display the submission number associated with the document.

Note: Banner will update this field.

4. The **Document Type** field will populate with the document type associated with the transaction.

5. Perform a **Next Block** function.

6. View the results of your query.

Note: Use the **Options** menu to access additional query forms supporting the detail on this form.

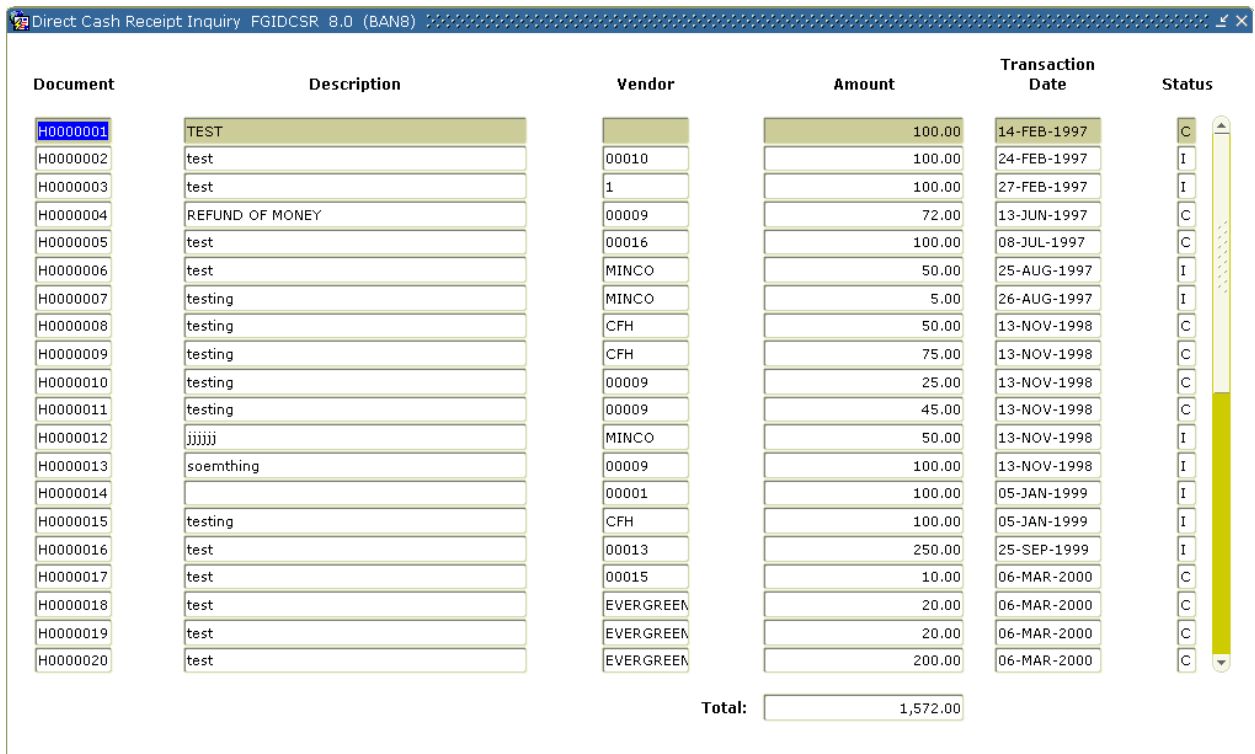
7. Click the **Exit** icon.

Querying Direct Cash Receipts Form, FGIDCSR

Introduction

Use the Direct Cash Receipts Inquiry Form (FGIDCSR) to query any posted cash receipts.

Banner form



The screenshot shows a window titled "Direct Cash Receipt Inquiry FGIDCSR 8.0 (BAN8)". The window contains a table with the following columns: Document, Description, Vendor, Amount, Transaction Date, and Status. The table lists 20 rows of data, with the first row highlighted in blue. A "Total:" label is positioned at the bottom right of the table, with a value of 1,572.00.

Document	Description	Vendor	Amount	Transaction Date	Status
H0000001	TEST		100.00	14-FEB-1997	C
H0000002	test	00010	100.00	24-FEB-1997	I
H0000003	test	1	100.00	27-FEB-1997	I
H0000004	REFUND OF MONEY	00009	72.00	13-JUN-1997	C
H0000005	test	00016	100.00	08-JUL-1997	C
H0000006	test	MINCO	50.00	25-AUG-1997	I
H0000007	testing	MINCO	5.00	26-AUG-1997	I
H0000008	testing	CFH	50.00	13-NOV-1998	C
H0000009	testing	CFH	75.00	13-NOV-1998	C
H0000010	testing	00009	25.00	13-NOV-1998	C
H0000011	testing	00009	45.00	13-NOV-1998	C
H0000012	jjjjjj	MINCO	50.00	13-NOV-1998	I
H0000013	soemthing	00009	100.00	13-NOV-1998	I
H0000014		00001	100.00	05-JAN-1999	I
H0000015	testing	CFH	100.00	05-JAN-1999	I
H0000016	test	00013	250.00	25-SEP-1999	I
H0000017	test	00015	10.00	06-MAR-2000	C
H0000018	test	EVERGREEN	20.00	06-MAR-2000	C
H0000019	test	EVERGREEN	20.00	06-MAR-2000	C
H0000020	test	EVERGREEN	200.00	06-MAR-2000	C

Total: 1,572.00

Steps

Follow these steps to complete the process.

1. Access the Direct Cash Receipts Form (FGIDCSR).
2. View the results of your query.
3. Click the **Exit** icon.

Running the Account Hierarchy Report

Introduction

Run the Account Hierarchy Report (FGRACTH) to generate a report showing the hierarchy of the accounts that have been entered.

Banner form

Process: Parameter Set:

Printer Control
Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Chart of Accounts"/>	<input type="text" value="A"/>
<input type="text" value="02"/>	<input type="text" value="As of Date (DD-MON-YYYY)"/>	<input type="text" value="12-MAR-2008"/>
<input type="text" value="03"/>	<input type="text" value="Acct Type"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 1 TYPE: Character O/R: Required M/S: Single

Submission
 Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to complete the process.

1. Access the Account Hierarchy Report (FGRACTH).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Required?	Parameter	Description
yes	Chart of Accounts	Enter the one-character code of the Chart of Accounts that you previously created.
	As of Date	Date from which information to run the report will be gathered.
	Account Type	Enter 11. This parameter contains a 30-character code for the account type reported. <u>Note:</u> Entering 11 will generate a hierarchy report for the Cash and Cash Equivalent accounts only. If you wanted the entire account hierarchy, you would leave this parameter field blank.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.

Result: The Auto hint line displays the job submission number for the report log and list file.

8. Once the process has run, check the Auto Hint line.

Note: It should indicate that two files were created: a Log file and a List file. The filenames are in the format *process_number.type*, where:

- *process* is the name of the report run (for this exercise, FGRACTH)
- *number* is the process number of the report run
- *type* is the type of file created (*.log* for Log, *.lis* for List)

9. Select the **Review Output** option from the Navigation Frame to Access the Saved Output Review Form (GJIREVO) to view the report.



10. Enter *FGRACTH* in the **Process** field.

Note: This field specifies the name of the job previously run.

11. Enter the process number from the Auto Hint line in the **Number** field.

Note: This field specifies the number of the job.

12. Double-click in the **File Name** field to view the available output files.

Note: The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix. This field specifies the name of the file produced because of running the job. Select the file for your process with the .lis suffix to display the report output.

Running the Fund Hierarchy Report

Introduction

Run the Fund Hierarchy Report (FGRFNDH) to generate a summary of the hierarchy of funds.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". The form contains the following sections:

- Process:** A dropdown menu set to "FGRFNDH" and a text field containing "Fund Hierarchy Report".
- Parameter Set:** A dropdown menu.
- Printer Control:** A dropdown menu for "Printer", a text field for "Special Print", a text field for "Lines" containing "55", and a text field for "Submit Time".
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains the following data:

Number	Parameters	Values
01	Chart of Accounts	A
02	As of Date (DD-MON-YYYY)	12-MAR-2008
03	Fund Type Code	
04	Lines per page	55
- Submission:** A checkbox for "Save Parameter Set as", a text field for "Name", a text field for "Description", a radio button for "Hold", and a radio button for "Submit".

LENGTH: 1 TYPE: Character O/R: Required M/S: Single

Steps

Follow these steps to complete the process.

1. Access the Fund Hierarchy Report (FGRFNDH).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

- Enter these parameter values.

Req?	Parameter	Description
yes	Chart of Accounts	Enter the 1-character code previously created for the Chart of Accounts.
	As of Date	Date from which information to run the report shall be gathered.
	Fund Type Code	Enter 27. Fund type code reported. (In this example, entering 27 will generate a hierarchy report for the Current Restricted funds only. If you wanted the entire fund hierarchy, you would leave this parameter field blank.)

- Click the **Save Parameter Set as** checkbox.
- Enter a name and description in the **Name** and **Description** fields.
- Click the **Submit** radio button.
- Click the **Save** icon to execute the report.

Result: The Auto hint line displays the job submission number for the report log and list file.

- Once the process has run, check the Auto Hint line.

Note: It should indicate that two files were created: a Log file and a List file. The filenames are in the format *process_number.type*, where:

- process* is the name of the report run (for this exercise, FGRACTH)
 - number* is the process number of the report run
 - type* is the type of file created (.log for Log, .lis for List)
- Select the **Review Output** option from the Navigation Frame to Access the Saved Output Review Form (GJIREVO), where you may view the report.

10. Enter *FGRFNDH* in the **Process** field.

Note: This field specifies the name of the job previously run.

11. Enter the process number from the Auto Hint line in the **Number** field.

This field specifies the number of the job.

12. Double-click in the **File Name** field to view the available output files.

Note: The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix. This field specifies the name of the file produced because of running the job. Select the file for your process with the .lis suffix to display the report output.

Running the Program Hierarchy Report

Introduction

The Program Hierarchy Report (FGRPRGH) lets you run a report listing the program codes in the Chart of Accounts.

Banner form

The screenshot shows a Banner form window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)".

- Process:** FGRPRGH (dropdown) and Program Hierarchy Report (text field)
- Parameter Set:** (empty dropdown)
- Printer Control:**
 - Printer:** (empty dropdown)
 - Special Print:** (empty text field)
 - Lines:** 55 (text field)
 - Submit Time:** (empty text field)
- Parameter Values:**

Number	Parameters	Values
01	Chart of Accounts	A
02	As of Date (DD-MON-YYYY)	12-MAR-2008
03	Program Code	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
- Submission:**
 - Save Parameter Set as
 - Name:** (empty text field)
 - Description:** (empty text field)
 - Hold
 - Submit

Steps

Follow these steps to complete the process.

1. Access the Program Hierarchy Report (FGRPRGH).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Req?	Parameter	Description
yes	Chart of Accounts	Enter the 1-character code previously created for the Chart of Accounts.
	As of Date	Date from which information to run the report shall be gathered.
	Program Code	Leave this field blank to generate a report for the entire program hierarchy.
	Hold/Submit	Enter <i>S</i> . Determines the report status.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.
8. Once the process has run, check the Auto Hint line.

Note: It should indicate that two files were created: a Log file and a List file. The filenames are in the format *process_number.type*, where:

- *process* is the name of the report run (for this exercise, FGRACTH)
 - *number* is the process number of the report run
 - *type* is the type of file created (*.log* for Log, *.lis* for List)
9. Select the **Review Output** option from the **Options** menu to navigate to the Saved Output Review Form (GJIREVO) to view the report.
10. Enter *FGRPRGH* in the **Process** field.
11. Enter the process number from the Auto Hint line in the **Number** field.

Note: This field specifies the number of the job.

12. Double-click to view the available output files in the **File Name** field. The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix.

Note: This field specifies the name of the file produced because of running the job. Select the file for your process with the *.lis* suffix to display the report output.

13. Click the **Exit** icon.

Running the Location Hierarchy Report

Introduction

Run the Location Hierarchy Report (FGRLOCH) to view a list of all the locations in your institution.

Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Chart of Accounts"/>	<input type="text" value="A"/>
<input type="text" value="02"/>	<input type="text" value="As of Date (DD-MON-YYYY)"/>	<input type="text" value="12-MAR-2008"/>
<input type="text" value="03"/>	<input type="text" value="Location Code"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter chart of accounts to be reported.

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to complete the process.

1. Access the Location Hierarchy Report (FGRLOCH).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

- Enter these parameter values.

Req?	Parameter	Description
yes	Chart of Accounts	Enter the 1-character code previously created for the Chart of Accounts.
	Effective Date	Date from which information to run the report shall be gathered.
	Location Code	Enter <i>ART101</i> . Location code reported. If you leave this field blank, you would generate a report for the entire location hierarchy.
	Hold/Submit	Enter <i>S</i> . Determines the report status.

- Click the **Save Parameter Set as** checkbox.
- Enter a name and description in the **Name** and **Description** fields.
- Click the **Submit** radio button.
- Click the **Save** icon to execute the report.
- Once the process has run, check the Auto Hint line.

Note: It should indicate that two files were created: a Log file and a List file. The filenames are in the format *process_number.type*, where:

- process* is the name of the report run (for this exercise, FGRACTH)
 - number* is the process number of the report run
 - type* is the type of file created (*.log* for Log, *.lis* for List)
- Select the **Review Output** option from the **Options** menu to navigate to the Saved Output Review Form (GJIREVO) to view the report.
 - Enter *FGRLOCH* in the **Process** field.
 - Enter the process number from the Auto Hint line in the **Number** field.

Note: This field specifies the number of the job.
 - Double-click in the **File Name** field to view the available output files.
 - Click the **Exit** icon.

Running the Organization Hierarchy Report

Introduction

Run the Organization Hierarchy Report (FGRORGH) to view a list of all organizations in your Chart of Accounts.

Introduction

The screenshot shows a software window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". It contains several sections for configuring a report submission:

- Process:** A dropdown menu set to "FGRORGH" and a text field containing "Organization Hierarchy Report".
- Parameter Set:** A dropdown menu.
- Printer Control:** A "Printer:" dropdown menu, a "Special Print:" text field, a "Lines:" text field with the value "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains the following data:

Number	Parameters	Values
01	Chart of Accounts	A
02	As of Date (DD-MON-YYYY)	12-MAR-2008
03	Organization	

Below the table, it says: "LENGTH: 1 TYPE: Character O/R: Required M/S: Single Enter chart of accounts to be reported."

- Submission:** A checkbox for "Save Parameter Set as", a "Name:" text field, a "Description:" text field, a radio button for "Hold", and a radio button for "Submit".

Steps

Follow these steps to complete the process.

1. Access the Organization Hierarchy Report (FGRORGH).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Req?	Parameter	Description
yes	Chart of Accounts	Enter the 1-character code previously created for the Chart of Accounts.
	Effective Date	Date from which information to run the report shall be gathered.
	Organization	Enter <i>001</i> . This report will return all the organization codes that are associated with organization <i>001</i> . If you leave this field blank, you would obtain an organization hierarchy for all organizations in the College.
	Hold/Submit	Enter <i>S</i> . Determines the report status.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.
8. Once the process has run, check the Auto Hint line.

Note: It should indicate that two files were created: a Log file and a List file. The filenames are in the format *process_number.type*, where:

- *process* is the name of the report run (for this exercise, FGRACTH)
 - *number* is the process number of the report run
 - *type* is the type of file created (*.log* for Log, *.lis* for List)
9. Select the **Review Output** option from the **Options** menu to navigate to the Saved Output Review Form (GJIREVO) to view the report.
 10. Enter *FGRORGH* in the **Process** field.

Note: This field contains the name of the job previously run.

11. Enter the process number from the Auto Hint line in the **Number** field.

Note: This field specifies the number of the job.

12. Double-click in the **File Name** field to view the available output files.

Note: The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix. This field specifies the name of the file produced because of running the job. Select the file for your process with the .lis suffix to display the report output.

13. Click the **Exit** icon.

Summary

Summary

By completing this section you have

- processed General Accounting transactions
- produced reports for the Chart of Accounts
- queried financial data
- produced financial reports.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

What is the function of the Chart of Accounts Maintenance Form (FTMCOAS)?

Question 2

What are the “Keys” which are established in the Budget Control block of the Chart of Accounts Maintenance Form (FTMCOAS), and what does entering a *Y* or *N* indicate?

Question 3

The **Close Operating Ledger Rule Class** field in the Parameters block on the Chart of Accounts Maintenance Form (FTMCOAS) is a required field. What does this code represent?

Question 4

What does the Encumbrance Parameters block define?

Question 5

The Budget Carry Forward Parameters block allows the definition of the following rules. What does each rule indicate?

Budget Type:

Budget Class:

Question 6

What are the six things defined on the Fiscal Year Maintenance Form (FTMFSYR)?

Question 7

The Chart of Accounts code must exist and be in effect before it can be used on the Account Type Validation Form (FTVATYP).

True or False

Question 8

What is entered in the **Entity/Usage Code** field?

Question 9

Where on the System Data Maintenance Form (FTMSDAT) do you identify the name of the column within the specified table?

Question 10

What is defined in the Optional Code #1 field?

Question 11

The Account Type Code Maintenance Form (FTMATYP) requires that what three things must be established and in effect?

Question 12

What is needed to define a Level 2 account?

Question 13

User-defined account codes are created on the Account Code Maintenance Form (FTMACCT), and are tied to account types defined on what form?

Question 14

How do you access the FOAPAL Attribute Association Form (FTMFATA)?

Question 15

The Control Account Maintenance Form (FTMACTS) allows you to establish what?

Question 16

If a particular amount (which is identified by the Sequence Number) requires an offset account, how is this indicated?

Question 17

Fund Codes must be established and in effect before any Fund Types may be established in the system.

True or False

Question 18

List three features supported on the Fund Type Maintenance Form (FTMFTYP).

Question 19

Why is it important to establish Fund codes?

Question 20

List the five features supported on the Fund Code Maintenance Form.

Question 21

The Fund Balance Account Maintenance Form (FTMFBAL) provides you with the ability to cross reference fund balance accounts to what three things for a single chart of accounts?

Question 22

Where on the Fund Balance Account Maintenance Form (FTMFBAL) do you indicate what type of Fund/Account combination you want to report on FASB 117 reports?

Question 23

A Bank ID must exist on the General Person table before being entered on the Person Identification Form (FOAIDEN).

True or False

Question 24

If the Bank ID code already exists in the General Person table, the name will be displayed but will not be updateable.

True or False

Question 25

What is the purpose of the **Bank Account Number** field?

Question 26

Define the following:

Bank Fund:

Cash Account:

Interfund Account:

Question 27

What do program codes represent?

Question 28

What are the three required fields on the Program Code Maintenance Form (FTMPROG)?

Question 29

How are Activity codes used?

Question 30

Location codes are maintained in a ____ level hierarchy structure.

Question 31

All levels of the hierarchy must be used?

True or False

Question 32

Entering the **Square Footage/Square Footage Rate** fields provides additional information to the system for what subsequent use?

Question 33

What is the maximum number of levels in an organization?

Question 34

The Financial Manager ID must be in the General Person Identification Table (SPAIDEN).

True or False

Question 35

If Fund, Predecessor Organization, Program, Location, or Budget Control Organization code(s) are entered, they must ____ and ____.

Question 36

What is the function of the Agency Code Maintenance Form (FTMAGCY)?

Question 37

The Agency structure is a maximum ____ level user defined hierarchy.

Question 38

What do Account Index codes represent?

Question 39

What designation are you providing by entering one or all of the values in the Accounting Distribution block of the Account Index Code Maintenance Form (FTMACCI)?

Question 40

What do the **Interfund DueTo/Due From** fields indicate?

Question 41

The Fund Balance Account (entered in the Parameters block) used for what?

Question 42

What do the attribute types that are set up on the Attribute Type Maintenance Form (FTMATTT) enable you to do?

Question 43

Attribute values, which are linked to attribute types and are optional, are set up on the Attribute Value Maintenance Form (FTMATTV).

True or False

Question 44

Set codes, attribute types, and/or attribute values are associated to FOAPAL codes on what form?

Question 45

Where can you search for information about FOAPAL codes, set codes, attribute types, and/or attribute values?

Question 46

The Currency code table contains many attributes that describe each currency code and allow the system to know how to treat each currency code.

True or False

Question 47

The Currency Code Maintenance Form (GUACRR) is non-chart specific. In a multi-chart environment, certain codes must remain consistent. This form contains two such code fields. What are they?

Question 48

The Financial Manager Maintenance Form (FTMFMGR) is used to identify financial managers and principal investigators in the system. They must be established using this form before what can happen?

Question 49

A manager is assigned to what three things on the Financial Manager Maintenance Form (FTMFMGR)?

Question 50

What is the function of the Installation Control Form (GUAINST)?

Question 51

Where will the name entered in the **Name** field appear?

Question 52

Where do you enter the current release number for each Banner System at the institution?

Answer Key for Self Check

Question 1

What is the function of the Chart of Accounts Maintenance Form (FTMCOAS)?

The Chart of Accounts Maintenance Form allows the establishment and maintenance of the Charts of Accounts for the institution. It is also used to define the institution policies and system control rules for the operation of the financial system.

Question 2

What are the “Keys” which are established in the Budget Control block of the Chart of Accounts Maintenance Form (FTMCOAS), and what does entering a *Y* or *N* indicate?

The Budget Control “Keys” are Funds, Organization, Account, and Program. By entering a value of *Y*- Yes, or *N*- No, the user indicates what level of budget control is to be enforced for all budgets within the chart of accounts.

Question 3

The **Close Operating Ledger Rule Class** field in the Parameters block on the Chart of Accounts Maintenance Form (FTMCOAS) is a required field. What does this code represent?

This four-character alpha/numeric code represents the rule used in the process that closes the operating ledger at the end of the year.

Question 4

What does the Encumbrance Parameters block define?

Encumbrance Parameters are entered to define to the system how encumbrance values recorded during the year are to be treated in the year-end process.

Question 5

The Budget Carry Forward Parameters block allows the definition of the following rules. What does each rule indicate?

Budget Type: indicates whether the budget is treated as a temporary or a permanent budget.

Budget Class: indicates whether the budget is to be recorded in the new fiscal year as an Original Budget or an Adjusted Budget.

Question 6

What are the six things defined on the Fiscal Year Maintenance Form (FTMFSYR)?

Fiscal Year dates

Number of periods

Period status

Start and end dates

Fiscal Quarter indicators

Accrual period

Question 7

The Chart of Accounts code must exist and be in effect before it can be used on the Account Type Validation Form (FTVATYP).

False. The Account Type Validation Form is used to set up the account type codes. They will be linked to the Chart of Accounts code later.

Question 8

What is entered in the **Entity/Usage Code** field?

The form or table that identifies the entity.

Question 9

Where on the System Data Maintenance Form (FTMSDAT) do you identify the name of the column within the specified table?

The Attribute Code field identifies the column name.

Question 10

What is defined in the Optional Code #1 field?

The Optional Code #1 field contains a user-defined, eight-character code, which applies to the entity and attribute combination.

Question 11

The Account Type Code Maintenance Form (FTMATYP) requires that what three things must be established and in effect?

Chart of Accounts

Internal Account Type

Predecessor Code

Question 12

What is needed to define a Level 2 account?

The Predecessor Code.

Question 13

User-defined account codes are created on the Account Code Maintenance Form (FTMACCT), and are tied to account types defined on what form?

The Account Type Code Maintenance Form (FTMATYP).

Question 14

How do you access the FOAPAL Attribute Association Form (FTMFATA)?

Select Assign Attributes from the Options menu.

Question 15

The Control Account Maintenance Form (FTMACTS) allows you to establish what?

The Control Account Maintenance Form (FTMACTS) allows you to establish a relationship among various budget, actual, and encumbrance amounts found on the Operating Ledger and the control accounts found on the General Ledger.

Question 16

If a particular amount (which is identified by the Sequence Number) requires an offset account, how is this indicated?

A value of *OFFSET* is entered in the Data field on the System Data Table (accessed via the System Data Maintenance Form (FTMSDAT)).

Question 17

Fund Codes must be established and in effect before any Fund Types may be established in the system.

False. Fund Types must be established and in effect before any Fund Codes may be established in the system.

Question 18

List three features supported on the Fund Type Maintenance Form (FTMFTYP).

Budget Control definitions

Fixed Asset Capitalization

Fiscal Year End Processing

Question 19

Why is it important to establish Fund codes?

The Fund code is a primary component of the overall accounting structure and is required on all accounting transactions.

Question 20

List the five features supported on the Fund Code Maintenance Form.

Budget Control definitions

Fixed Asset Capitalization

Grant Accounting

Multiple Fund Balance definition

Defaulting of Organization, Program, Activity and Location codes

Question 21

The Fund Balance Account Maintenance Form (FTMFBAL) provides you with the ability to cross reference fund balance accounts to what three things for a single chart of accounts?

Fund types

Fund codes

Account codes

Question 22

Where on the Fund Balance Account Maintenance Form (FTMFBAL) do you indicate what type of Fund/Account combination you want to report on FASB 117 reports?

The Rest(riktion) Ind.

Question 23

A Bank ID must exist on the General Person table before being entered on the Person Identification Form (FOAIDEN).

False. If a new ID code is entered on the Person Identification Form (FOAIDEN) that does not exit on the General Person table, a General Person record will be created, assigning a new PIDM to the vendor.

Question 24

If the Bank ID code already exists in the General Person table, the name will be displayed but will not be updateable.

True

Question 25

What is the purpose of the **Bank Account Number** field?

This field contains a 15-character code that the bank uses to recognize you. This is the number that is encoded on checks.

Question 26

Define the following:

Bank Fund: A code which uniquely identifies a fiscal entity

Cash Account: The account number and title of the installments cash balances in the bank fund

Interfund Account: The account number and title of the installments cash balance in each operating ledger

Question 27

What do program codes represent?

Program codes represent functional classifications of financial activity such as Instruction, Research, and Public Support.

Question 28

What are the three required fields on the Program Code Maintenance Form (FTMPROG)?

Chart of Accounts

Program code

Program title

Question 29

How are Activity codes used?

An Activity code is an optional code in the accounting distribution and may be used to further delineate financial activity of the institution.

Question 30

Location codes are maintained in a ___ level hierarchy structure.

Five

Question 31

All levels of the hierarchy must be used?

False.

Question 32

Entering the **Square Footage/Square Footage Rate** fields provides additional information to the system for what subsequent use?

This information is used in cost studies.

Question 33

What is the maximum number of levels in an organization?

Eight.

Question 34

The Financial Manager ID must be in the General Person Identification Table (SPAIDEN).

True.

Question 35

If Fund, Predecessor Organization, Program, Location, or Budget Control Organization code(s) are entered, they must ____ and ____.

If Fund, Predecessor Organization, Program, Location, or Budget Control Organization code(s) are entered, they must exist and be in effect.

Question 36

What is the function of the Agency Code Maintenance Form (FTMAGCY)?

The Agency Code Maintenance Form (FTMAGCY) to create and maintain a list of agencies external to your installation for reporting purposes.

Question 37

The Agency structure is a maximum ____ level user defined hierarchy.

Five.

Question 38

What do Account Index codes represent?

Index codes represent “short hand” codes, which may be used to reduce the keystrokes necessary to enter an accounting distribution in the system.

Question 39

What designation are you providing by entering one or all of the values in the Accounting Distribution block of the Account Index Code Maintenance Form (FTMACCI)?

By entering one or all of the values in the Accounting Distribution block, you are providing a designation of the default accounting distributions that will be automatically brought to the transaction entry when the Account Index code is entered.

Question 40

What do the **Interfund DueTo/Due From** fields indicate?

The Chart Due To/Due From accounts are entered to indicate to the system which accounts are to be used when the automatic posting of due to/due from accounts is to occur. This allows the user to debit one fund and credit another fund without having to enter the offsetting due to/due from accounts.

Question 41

The Fund Balance Account (entered in the Parameters block) used for what?

The Fund Balance Account may be used for journal entry and for the posting account when the operating account ledger is closed at year-end.

Question 42

What do the attribute types that are set up on the Attribute Type Maintenance Form (FTMATTT) enable you to do?

Attribute types enable you to categorize financial information for reporting purposes.

Question 43

Attribute values, which are linked to attribute types and are optional, are set up on the Attribute Value Maintenance Form (FTMATTV).

True.

Question 44

Set codes, attribute types, and/or attribute values are associated to FOAPAL codes on what form?

FOAPAL Attribute Association Form (FTMFATA).

Question 45

Where can you search for information about FOAPAL codes, set codes, attribute types, and/or attribute values?

FOAPAL Attribute Association Query Form (FTIFATA).

Question 46

The Currency code table contains many attributes that describe each currency code and allow the system to know how to treat each currency code.

True.

Question 47

The Currency Code Maintenance Form (GUACRR) is non-chart specific. In a multi-chart environment, certain codes must remain consistent. This form contains two such code fields. What are they?

A/P Account

Exchange Rate

Question 48

The Financial Manager Maintenance Form (FTMFMGR) is used to identify financial managers and principal investigators in the system. They must be established using this form before what can happen?

A financial manager must be established using the Financial Manager Maintenance Form (FTMFMGR) before assigning a manager to an organization or fund/grant.

Question 49

A manager is assigned to what three things on the Financial Manager Maintenance Form (FTMFMGR)?

Chart of Accounts

A home organization

A home location

Question 50

What is the function of the Installation Control Form (GUAINST)?

The Installation Control Form (GUAINST) maintains overall system information for the installation.

Question 51

Where will the name entered in the Name field appear?

The name entered in the Name field will be used in all standard form headings and standard report headings.

Question 52

Where do you enter the current release number for each Banner System at the institution?

The current release number for each Banner System at the institution is entered on the Installation Control block, which is accessed by selecting Installation Control from the Options menu.

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
FGAAUTO	Automatic Journal Voucher	specify routine or recurring journal transactions for the Finance ledgers, such as month-end accruals.
FGAENCB	Encumbrance/Reservations Maintenance Form	encumber or reserve funds for future commitments.
FGAJVCD	Journal Voucher Entry Form	make journal entries into the Finance ledgers.
FGAJVCO	Journal Voucher Quick Form	enter a journal voucher quickly. The Quick form does not allow for certain types of processing such as Encumbrance liquidations or Accrual postings.
FGIAUTO	List of Automatic Journal Voucher Form	view an online query of defined automatic journal entries within the system.
FGIBAVL	Budget Availability Status Form	view an online query of the budget availability for a selected fund, organization, account, and program combination.
FGIBAVL	Budget Availability Status Form	view an online query of the budget availability for a selected fund, organization, account, and program combination.
FGIBDSR	Executive Summary Form	Access an online query of operating ledger budget and activity data organized by account.
FGIBDST	Organizational Budget Status Form	view an online query of the budget availability by organization code.
FGIBSUM	Organizational Budget Summary Form	view summarized budget information by user-defined account type for a selected organization/fund combination.
FGIDOCR	Document Retrieval Inquiry Form	Access an online query capability for all transactions processed by the system.

Form	Full Name	Use this Form to...
FGIENCD	Detail Encumbrance Activity Form	view an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.
FGIGLAC	General Ledger Transaction Detail Form	view detailed transaction activity for General Ledger accounts by account number in an online summary.
FGIJSUM	Journal Voucher Summary Form	view an online summary of journal voucher transactions that are not yet posted.
FGIJVCD	List of Suspended Journal Voucher Forms	view an online query of pending journal vouchers in the system.
FGIOENC	Organizational Encumbrance List Form	view an online list of all encumbrances by organization.
FGITBAL	General Ledger Trial Balance Form	view an online display of a trial balance.
FGITRND	Detail Transaction Activity Form	display an online view of detailed transaction activity for operating ledger accounts.
FTIFATA	FOAPAL Attribute Association Query Form	query FOAPAL element association records. You can search for information about FOAPAL element codes, set codes, attribute types, and/or attribute values.
FTMACCI	Account Index Code Maintenance Form	establish an account index code that provides a short keying sequence for user-defined fund, organization, account, program, activity, and location (FOAPAL) combinations.
FTMACCT	Account Code Maintenance Form	establish an object of expenditure accounts.
FTMACTL	Control Account Maintenance Form	create and maintain revenue, expense, transfer, and encumbrance control accounts in Finance.
FTMACTV	Activity Code Maintenance Form	create activity codes that describe financial activity (e.g., auditing).
FTMAGCY	Agency Code Maintenance Form	create and maintain a list of agencies external to your installation for reporting purposes.

Form	Full Name	Use this Form to...
FTMATTS	Attribute Type Set Maintenance Form	create, update, remove, and query set codes. Set codes enable you to create groups of attribute types.
FTMATTT	Attribute Type Maintenance Form	create, change, inactivate, delete, and query attribute types.
FTMATTV	Attribute Value Maintenance Form	create, change, inactivate, delete, and query attribute values.
FTMATYP	Account Type Code Maintenance Form	define account types linked to user-defined account codes.
FTMCOAS	Chart of Accounts Code Maintenance Form	to define and maintain FOAPAL (Fund, Organization, Account, Program, Activity, Location) code data for each chart of accounts.
FTMFATA	FOAPAL Attribute Association Form	associate FOAPAL element codes to attribute types, attribute values, and set codes.
FTMFMGR	Financial Manager Maintenance Form	view demographic data about each financial manager and to establish budgetary responsibility for grants, funds, and organizations.
FTMFTyp	Fund Type Maintenance Form	establish fund types linked to user-defined fund codes.
FTMFUND	Fund Code Maintenance Form	establish fund codes for a specific chart of accounts.
FTMLOCN	Location Code Maintenance Form	establish location codes.
FTMORGN	Organization Code Maintenance Form	establish organization codes representing functions and departments within your site.
FTMPROG	Program Code Maintenance Form	establish program codes.
FTMSDAT	System Data Maintenance Form	maintain information integral to the processing or maintenance of various transactions and/or reports within Finance.
GUACURR	Currency Code Maintenance Form	establish and maintain the currency codes used in the system.

Form	Full Name	Use this Form to...
GUAINST	Installation Control Form	enter and maintain overall system information for your institution.
GXR BANK	Bank Code Rule Form	define bank codes for your institution's bank accounts, link bank funds and bank accounts with your cash accounts, and define Automatic Clearing House (ACH) information for your institution's bank accounts.