



Banner Finance

**North Carolina Agricultural and Technical
State University**

Campus Training Manual

Banner 8.0 Version

Banner Finance Training Manual

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TOOLBAR HELP

Following are descriptions of the toolbar icons that are found on Banner forms:

HORIZONTAL TOOLBAR



	Save (F10)	Saves all changes made in a form since the last time you saved. Banner also refers to save as Commit in some messages.
	Rollback (Shift-F7)	Clears all information & returns you to the Key Block of a form.
	Select (Shift-F3)	Enters the highlighted value into the current field of the form you are working from. List of Values uses OK as the select.
	Insert Record (F6)	Inserts a new blank record into a group of existing records.
	Delete Record (Shift-F6)	Removes all information for a record. When you Save, the record will be deleted from the database.
	Enter Query (F7)	Puts the form into query mode & lets you enter search criteria to see what information is already in the database.
	Execute Query (F8)	In query mode, searches the database & displays any records that match the search criteria.
	Cancel Query (Ctrl-Q)	Cancels a query & takes a form out of query mode.
	Previous Record	Moves the cursor to the first enterable field in the record (Shift-Up Arrow) before the current record.
	Next Record (Shift-Down Arrow)	Moves the cursor to the first enterable field in the next record. If the cursor is at the last record, a new record is created.
	Previous Block .(Ctrl-PgUp)	Moves the cursor to the previous information block in a form
	Next Block (Ctrl-PgDn)	Moves the cursor to the next information block in a form. If (Ctrl-PgDn) the next block is in another window of the form, that window will be opened.
	Print (Shift-F8)	Captures the active screen (only what you can see) and prints (Shift-F8) it to your local printer.
	Banner Bookshelf	This documentation contains general information for the Banner system.
	Online Help	Displays the Online Help window for the current form.
	Exit (Ctrl-Q)	In a menu, the Exit command takes you out of Banner. In a (Ctrl-Q) form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.

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Frequently Used Banner Finance Rule Codes & Naming Conventions

Banner Finance Rule Codes

Budget/C&G/General Accounting

- B01 – Original Budget
- B02 – Budget Revision
- BDT – Budget Transfer

Payroll

- CPF – Central Payroll Feed

Purchasing - *(Requisitions are no longer created in Banner Finance; see Aggie Mart Training via the Purchasing Department)*

- REQP – Establish a Requisition
- RCQP – Cancel Requisition
- PORD – Establish a Purchase Order
- POAD – Additional Charge on Purchase Order
- POPN – Purchase Order Open
- POCL – Purchase Order Close
- CORD – Establish Change Order
- COAD – Additional Charge on Change Order
- PCRD – Cancel Purchase Order
- POLQ – Purchase Order Request Liquidation

Accounts Payable

- INEI – Invoice with Encumbrance
- INNI – Invoice without Encumbrance
- ADDI – Additional Charges, Invoice
- ADEI – Additional Charges, Invoice w/ Encumbrance
- CNEI – Cancel Invoice with Encumbrance
- CNNC – Cancel Invoice w/o Encumbrance
- INEC – Credit Memo with Encumbrance
- INNC – Credit Memo w/o Encumbrance
- DTWI – State Withholding on Check
- DNEI – Check, Invoice with Encumbrance
- DNNI – Check, Invoice w/o Encumbrance
- CNEI – Cancel Check, Invoice with Encumbrance
- CNNI – Cancel Check, Invoice w/o Encumbrance

General Accounting

- SP8 – Receipt by Treasure's Office
- JE15 – Journal Voucher between the same fund
- JE16 – Journal Voucher between different funds
- OCD – Other Cash Disbursements
- OCR – Other Cash Receipts

Naming Conventions

Position 1 identifies the primary system owning the form, report, job, or table.

A – Advancement

F – Finance

G – General

P – HR/Payroll/Personnel

R – Financial Aid

S – Student

Position 2 identifies the module owning the form, report, job, or table.

- A – Accounts Payable
- B – Budget Development
- F – Fixed Assets
- G – General Ledger
- O – Operations
- P – Purchasing
- R – Research Accounting

Position 3 identifies the type of form, report, job, or table.

- A – Application
- B – Base Table
- I – Inquiry Form
- M – Maintenance Form
- R – Rule Table/Repeating Table/Report/Process
- V – Validation form/Table/View

Positions 4,5 and 7 uniquely identify the form, report, job, or table.

Frequently Used Finance Forms

We encourage you to use the non-Banner generated forms to assist with transacting your processes with the University. The forms are located on the Business and Finance Website. While at one time or the other all the forms may be used depending on your job responsibilities, the most frequently used ones are:

Authorization for Lecturer, Contractual, and other Personal Services – This form accompanies the purchase requisition for the applicable services.

Banner Access Request Form – Complete this form to gain access to the Banner Funds for which you are responsible. Forward the completed form to the Systems Development Office, Dowdy 2nd Floor.

Budget Revision Form - For revising budgets for the Budget Office, Contracts and Grants Office and the Accounting Office.

Check Request Form – Instructions are on the website as well.

Direct Deposit Authorization Form – The direct deposit process expedites payments and reimbursements to vendors and employees. This form is not used for payroll transactions.

Fund Create Request Form – To create a new non-state Fund.

Internal Salary Authorization Form – This form has been revised to reflect the FOAP and current payroll formats.

J-Initiator Installation Instructions for Banner – You will need administrative rights to your computer to be able to install the J-Initiator, which is needed to run Banner.

Vendor Create/Modify Form – Accompanies purchase requests to Purchasing. A W-9 Form (*Request for Taxpayer identification Number and Certification*) from the vendor is also needed to establish new vendor's Banner ID number.

Additional Banner information is located on the Business and Finance Webpage on the NCA&TSU website. From the NCA&TSU website:

- Click on **Faculty & Staff**
- Click on **Business & Finance**
- Scroll down to and click on **Forms**

banfin@ncat.edu

banfin@ncat.edu

banfin@ncat.edu

A Banner Finance email has been established to assist you, if needed, as you navigate through the Banner Finance Module– banfin@ncat.edu. You will need to have gone through Banner Finance Training to gain access to the Finance Module. To register for training, please access the Banner Registration vehicle on the NCA&TSU Website under the FAC/STAFF/ADMIN link; to Banner, Banner Registration, then choose a Banner Finance session and register.

CHART OF ACCOUNTS

Fund **O**rganization **A**ccount **P**rogram – **FOAP**

	Chart "T"	
	A&T has only	
	one (1) Chart	
FUND		Fund Types
***		Restricted
This is NOT	Where	Unrestricted
an account	Your	General
***	Money	Endowments
	Resides	Plant
		Auxiliary
	Source \$\$\$	Contracts & Grants
		The list goes on...
ORGANIZATION		
University	Who	The
Chancellor		Department
Academic Affairs		Division
Business & Finance		Or Unit
Dev & Univ Relations		Having
Student Affairs		Fiscal
Deans of Sch & Coll		Responsibility
Departments		
ACCOUNT		
	What	
This is your account	The University	Office Supplies
	Spends	Labor Expenses
See "Fund" above	Its money on:	Physical Plant
	Goods	Computers
	And	Travel
	Services	Furniture
		Services
		The list goes on....

PROGRAM		
Instruction	Why	
Research		
Public Service	Money is	
Academic Support	Spent in	
Student Services	Support	
Institutional Support	Of these	
Physical Plant	purposes	
Auxiliary Services		

NOTES: You will see references to the 'FOAPAL' which is the acronym for the entire accounting string. A&T primarily uses the "FOAP" – the **A** stands for Activity which will not be used at this time. The **L** is for Location and is used by our Fixed Asset/Property Management Office.

When you key in your fund, the other elements, with the exception of account, will automatically default or populate for you.

*****PLEASE DO NOT CHANGE THE DEFAULTS*****

If you feel an error has been made, please call the Financial Reporting Office at 256-2298 (Alvenia Uitenham). As a general rule, with few exceptions, no changes are allowed. However, we can advise you on how to resolve or address your concerns.

.....

Office of Budget and Planning

Before Viewing Your Budget

In Banner, the account number is called "[Fund](#)."

[State Funds](#) begin with "1."

[Overhead Funds](#) will begin with "1."

(the exception are [Discretionary Funds](#) which begin with "130")

[Auxiliary, Athletics and Student Activities Funds](#) will begin with "3."

[Contracts and Grants and Gifts](#) will begin with "2."

[Student Organizations and other similar type Funds](#) will begin with "8".

[Capital Improvements](#) will begin with "9."

In Banner, the object code is called "[Account](#)." To query an account, it must be preceded by a 5, 6 or 7.

5 = Revenue Accounts	(for example, 50790)
6 = Salary Accounts	(for example, 61210)
7 = Expense Accounts	(for example, 73100)

Overview of the FOAP - F = Fund O = Organization A = Account P = Program

BANNER			
<u>FUND</u>	<u>ORG</u>	<u>ACCOUNT</u>	<u>PROGRAM</u>
101023	36517	61210	101
170017	41000	73100	170
191122	36500	73100	110
301001	43011	50845	202
302001	64500	61810	201
309002	22501	73900	207

In Banner, the **Fund** is the source (state, overhead, auxiliary, etc.)

Entering the Fund will default (automatically populate) the Org and Program Fields

In Banner, the **Organization** refers to the department making the expense
(i.e. Accounting, Registrar...)

In Banner, the **Account Number** shows the purpose of the expenditure
(i.e. Supplies, Travel...)

In Banner, **Program** = Category/Area
(i.e. Instruction, Library...)

Viewing Your Budget

Budget Availability – **FGIBAVL**

The FGIBAVL form displays present budget availability. The budget available status includes adjusted budgets, year-to-date activities and commitments that have posted to the system, even requisitions that are not completed. Requisitions that stay in an incomplete or suspended state will reserve funds in that account. You will not be able to use the budget that is being held from this transaction for other transactions. The requisition must be completed or deleted. However, please note the following:

- (1) Transactions which are "In Process" (not posted) are figured in the available balance;
- (2) Budget pool line items display net balances from all related line item accounts;
- (3) You **MUST** enter an account in the **Account** field;
- (4) You do not have the ability to view document details;
- (5) Does not display receipts;
- (6) And does not display detailed transactions.

Chart: Enter "T".

Fiscal Year: Enter the budget fiscal year.

Fund: Enter a fund or double-click on the field to select one.

Account: Enter an account or double-click on the field to select one. This field is required.

NOTE: The **Account** you enter here and all numerically greater accounts will display.

Oracle Developer Forms Runtime - Web: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.0.0.1 (PROD)

Chart: T Fund: 101059 Teacher Education
Fiscal Year: 10 Organization: 37501 Teacher Education
Index: Account: 61110 PA Regular Salaries
Commit Type: Both Program: 101 Instruction

Control Keys ---> Fund: 101059 Organization: 37501 Account: 61110 Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72500	Motor Vehicle Supplies	75.00	0.00	0.00	75.00
72600	Office Supplies	293.00	888.57	0.00	-595.57
72900	Data Processing Supplies	2,250.00	0.00	0.00	2,250.00
73100	Travel & Registration Fees	938.00	809.45	0.00	128.55
73200	Telecommunications	750.00	189.15	0.00	560.85
73400	Printing and Binding	188.00	0.00	0.00	188.00
73500	Repair Services	150.00	0.00	0.00	150.00
73700	Advertising	3,000.00	0.00	0.00	3,000.00
73900	Other Purchased Services	2,250.00	100.00	0.00	2,150.00
74400	Maintenance Agreements	726.00	0.00	0.00	726.00
75100	Office Equipment	563.00	0.00	0.00	563.00
75200	EDP Equipment and Software	3,413.00	0.00	0.00	3,413.00
75300	Educational Equipment	4,125.00	0.00	0.00	4,125.00
75500	Other Equipment	1,181.00	0.00	0.00	1,181.00
Total:		19,902.00	1,987.17	0.00	17,914.83

Account Code: Record: 1/14 <OSC> 1/10

start In... W... 21... Or... W... Ca... Search Desktop 1:30 PM

Enter lowest account number associated with chart

Organization Budget Status – FGIBDST

The FGIBDST displays budget status. Documents which have been completed and posted will appear.

Chart: Enter "T".

Fiscal Year: Enter the budget fiscal year.

Fund: Enter a fund or double-click on the field to select one.

Account: Enter an account or double-click on the field to select one.

NOTE: The **Account** you enter here and all numerically greater accounts will display. If you leave this field blank, all **Accounts** will display.

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.0.0.1 (PROD)

Chart: T
Fiscal Year: 10
Index:
Organization: 37501 Teacher Education
Fund: 101059 Teacher Education
Program: 101 Instruction
Account: 61110 EPA Regular Salaries
Account Type:
Activity:
Location:
☐ Query Specific Account
☒ Include Revenue Accounts
Commit Type: Both

- Check box for non-state accounts
- Uncheck box for state and overhead accounts

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72500	E Motor Vehicle Supplies	75.00	0.00	0.00	75.00
72600	E Office Supplies	293.00	0.00	0.00	293.00
72601	E Office Supplies	0.00	888.57	0.00	-888.57
72900	E Data Processing Supplies	2,250.00	0.00	0.00	2,250.00
72901	E Data Proc Supplies	0.00	0.00	0.00	0.00
73100	E Travel & Registration Fees	938.00	0.00	0.00	938.00
73112	E In-State Ground Trans	0.00	809.45	0.00	-809.45
73200	E Telecommunications	750.00	0.00	0.00	750.00
73201	E Local Telephone	0.00	75.00	0.00	-75.00
73203	E Postage & Box Rental	0.00	114.15	0.00	-114.15
73400	E Printing and Binding	188.00	0.00	0.00	188.00
73500	E Repair Services	150.00	0.00	0.00	150.00
Net Total:		-19,902.00	-1,987.17	0.00	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 1/21 | ... | <OSC> 1/10

Perform a "Control Page Down" or "Next Block."

Note the difference between FGIBAVL and FGIBDST:

Oracle Developer Forms Runtime - Web: Open > FGIBAVL

Budget Availability Status FGIBAVL 8.0.0.1 (PROD)

Chart: T Fund: 101059 Teacher Education
Fiscal Year: 10 Organization: 37501 Teacher Education
Index: Account: 61110 EPA Regular Salaries
Commit Type: Both Program: 101 Instruction

Control Keys ---> Fund: 101059 Organization: 37501 Account: 61110 Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72500	Motor Vehicle Supplies	75.00	0.00	0.00	75.00
72600	Office Supplies	293.00	888.57	0.00	-595.57
72900	Data Processing Supplies	2,250.00	0.00	0.00	2,250.00
73100	Travel & Registration Fees	938.00	809.45	0.00	128.55
73200	Telecommunications	750.00	189.15	0.00	560.85
73400	Printing and Binding	188.00	0.00	0.00	188.00
73500	Repair Services	150.00	0.00	0.00	150.00
73700	Advertising	3,000.00	0.00	0.00	3,000.00
73900	Other Purchased Services	2,250.00	100.00	0.00	2,150.00
74400	Maintenance Agreements	726.00	0.00	0.00	726.00
75100	Office Equipment	563.00	0.00	0.00	563.00
75200	EDP Equipment and Softwa	3,413.00	0.00	0.00	3,413.00
75300	Educational Equipment	4,125.00	0.00	0.00	4,125.00
75500	Other Equipment	1,181.00	0.00	0.00	1,181.00
Total:		19,902.00	1,987.17	0.00	17,914.83

Account Code: Record: 1/14 <OSC> 1/10

Oracle Developer Forms Runtime - Web: Open > FGIBDST

Organization Budget Status FGIBDST 8.0.0.1 (PROD)

Chart: T Organization: 37501 Teacher Education
Fiscal Year: 10 Fund: 101059 Teacher Education
Index: Program: 101 Instruction
☐ Query Specific Account Account: 61110 EPA Regular Salaries
☒ Include Revenue Accounts Account Type:
Commit Type: Both Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72500	E	Motor Vehicle Supplies	75.00	0.00	0.00	75.00
72600	E	Office Supplies	293.00	0.00	0.00	293.00
72601	E	Office Supplies	0.00	888.57	0.00	-888.57
72900	E	Data Processing Supplies	2,250.00	0.00	0.00	2,250.00
72901	E	Data Proc Supplies	0.00	0.00	0.00	0.00
73100	E	Travel & Registration Fees	938.00	0.00	0.00	938.00
73112	E	In-State Ground Trans	0.00	809.45	0.00	-809.45
73200	E	Telecommunications	750.00	189.15	0.00	560.85
73201	E	Local Telephone	0.00	0.00	0.00	0.00
73203	E	Postage & Box Rental	0.00	114.15	0.00	-114.15
73400	E	Printing and Binding	188.00	0.00	0.00	188.00
73500	E	Repair Services	150.00	0.00	0.00	150.00
Net Total:			-19,902.00	-1,987.17	0.00	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 1/21 <OSC> 1/10

If you would like to see further details about a transaction, on the FGIBDST form, highlight the **Acct** field and go to Options, scroll down to Transaction Detail Information (FGITRND).

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Budget Summary Information [FGIBSUM] X
Organization Encumbrances [FGIOENC] X
Transaction Detail Information [FGITRND] X
Format Display Preferences

Chart: T
Fiscal Year: 10
Index:
Query Specific Account
Include Revenue Accounts
Commit Type: Both

Organization: 37501 Teacher Education
Fund: 101059 Teacher Education
Program: 101 Instruction
Account: 61110 EPA Regular Salaries
Account Type:
Activity:
Location:
Use FGITRND to see further details

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72500	Motor Vehicle Supplies	75.00	0.00	0.00	75.00
72600	Office Supplies	293.00	0.00	0.00	293.00
72601	Office Supplies	0.00	888.57	0.00	-888.57
72900	Data Processing Supplies	2,250.00	0.00	0.00	2,250.00
72901	Data Proc Supplies	0.00	0.00	0.00	0.00
73100	Travel & Registration Fees	938.00	0.00	0.00	938.00
73112	In-State Ground Trans	0.00	0.00	0.00	-809.45
73200	Telecommunications	750.00	0.00	0.00	750.00
73201	Local Telephone	0.00	75.00	0.00	-75.00
73203	Postage & Box Rental	0.00	114.15	0.00	-114.15
73400	Printing and Binding	188.00	0.00	0.00	188.00
73500	Repair Services	150.00	0.00	0.00	150.00
Net Total:		-19,902.00	-1,987.17	0.00	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 1/21 <OSC> 1/10

The FGITRND displays the **Type** and **Document** number.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.0.0.1 (PROD)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

T 10 101059 37501 72500 101 S

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
72500	37501	101	01-JUL-2009	B01	L0000060	ORIGINA BUDGET	75.00	+

Document number


B01 - Original Budget
B02 - Adjusted Budget
BDT - Adjusted Budget

Total: 75.00

Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 1/1 <OSC> 1/10

Budget Queries

FGITRND – Transaction Detail Information: To view all transactions for a Fund code:

- Enter Chart, Year, and Fund. The Org, and Program should automatically populate.
- Delete "Account."
- Perform a "Control Page Down."
- Hit F8 or click on the "Execute Query"  toolbar button.

[illegible]

The **FGITRND** form should look similar to the following:

Oracle Developer Forms Runtime - Web: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.0.0.1 (PROD)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Comm

T 10 101059 37501 101

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
72500	37501	101	01-JUL-2009	B01	L0000060	ORIGINA BUDGET	75.00	+
72600	37501	101	01-JUL-2009	B01	L0000060	ORIGINA BUDGET	293.00	+
72601	37501	101	11-SEP-2009	INEI	I0091231	Office Depot	37.87	+
72601	37501	101	11-SEP-2009	INEI	I0091231	Office Depot	-37.87	-
72601	37501	101	10-SEP-2009	INEI	I0091230	Office Depot	850.70	+
72601	37501	101	10-SEP-2009	INEI	I0091230	Office Depot	-850.70	-
72601	37501	101	26-AUG-2009	PORD	P0015499	Office Depot	888.57	+
72900	37501	101	01-JUL-2009	B01	L0000060	ORIGINA BUDGET	2,250.00	+
72901	37501	101	26-AUG-2009	POLQ	P0015499	Office Depot	-37.87	-
72901	37501	101	26-AUG-2009	POLQ	P0015499	Office Depot	-856.40	-
72901	37501	101	19-AUG-2009	REQP	R0018358	Landa Peterkin	894.27	+
73100	37501	101	01-JUL-2009	B01	L0000060	ORIGINA BUDGET	938.00	+
73112	37501	101	08-OCT-2009	INNI	I0093484	Liles, Robin G.	58.15	+
73112	37501	101	08-OCT-2009	INNI	I0093481	Webb, Tammy T.	26.40	+
73112	37501	101	06-OCT-2009	INNI	I0093315	Waegerle, Dawn C.	11.48	+
73112	37501	101	06-OCT-2009	INNI	I0093314	Petty, Cailisha Lore	78.44	+
73112	37501	101	06-OCT-2009	INNI	I0093293	Whittaker, Tyra N.	67.65	+



Total: 4,686.69

Press Key Dup Item for document query forms; Count Query for encumbrance detail



Record: 1/? 1/10

start In... W... 2 I... Or... DY... Wi... Ca... Search Desktop 2:24 PM

Use the scroll bar to view additional information

Click "Exit"  toolbar button to close the form or click the Rollback  toolbar button to query on any other FOP combination.

To view original budget for a FOAP (Fund, Organization, Account, Program):



- Click Next Block  toolbar button or perform “Control Page Down.”
- Tab to the “Type” field and enter **B01%**.
- Hit F8 or click the Execute Query  toolbar button.

[illegible]



Note: Banner uses the percent sign (%) as a wildcard to query for almost anything and can be used to define a pattern. For example, if you want to see all your organization codes that start with 732, you would enter 732%. You would see 73200, 73201, 73202, etc.

The **FGITRND** form should look similar to the following:

[illegible]



Click the “Exit”  toolbar button to close the form or click the Rollback  toolbar button to query on any other F O A P combination.

To view original budget for a specific budget pool or expenditure account:

- Click the “Next Block”  toolbar button or perform a “Control Page Down”.
- Tab to the Account field and enter budget pool or expenditure code.
- Tab to the Type field and enter **B%**.
- Hit F8 or click on the Execute Query  toolbar button.

The **FGITRND** form should look similar to the following:

[illegible]

Click on the Exit  toolbar button to close the form or click the Rollback  toolbar button to query on any other FOP combination.

Budget Revisions

Review available balance using FGIBAVL before submitting a budget revision request.

Oracle Developer Forms Runtime - Web: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.0.0.1 (PROD)

Chart: T Fund: 101059 Teacher Education
Fiscal Year: 10 Organization: 37501 Teacher Education
Index: Account: 61110 EPA Regular Salaries
Commit Type: Both Program: 101 Instruction

Control Keys ---> Fund: 101059 Organization: 37501 Account: 61110 Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72500	Motor Vehicle Supplies	75.00	0.00	0.00	75.00
72600	Office Supplies	293.00	888.57	0.00	-595.57
72900	Data Processing Supplies	2,250.00	0.00	0.00	2,250.00
73100	Travel & Registration Fees	938.00	809.45	0.00	128.55
73200	Telecommunications	750.00	189.15	0.00	560.85
73400	Printing and Binding	188.00	0.00	0.00	188.00
73500	Repair Services	150.00	0.00	0.00	150.00
73700	Advertising	3,000.00	0.00	0.00	3,000.00
73900	Other Purchased Services	2,250.00	100.00	0.00	2,150.00
74400	Maintenance Agreements	726.00	0.00	0.00	726.00
75100	Office Equipment	563.00	0.00	0.00	563.00
75200	EDP Equipment and Softwa	3,413.00	0.00	0.00	3,413.00
75300	Educational Equipment	4,125.00	0.00	0.00	4,125.00
75500	Other Equipment	1,181.00	0.00	0.00	1,181.00
Total:		19,902.00	1,987.17	0.00	17,914.83

Account Code.
Record: 1/14 <OSC> 1/10

Available balances

Request for Budget Allotment/Revision

Fund: _____ Organization: _____ Program: _____
 Department: _____ Department Head: _____
 Project Director: _____ Award Number: _____

Account	Account Description	Previous Available Budget	Increase	Decrease	Revised Available Budget
73100	Travel	-3,558.00	14,000.00		10,442.00
72600	Office Supplies		35,000.00		
73400	Printing		12,000.00		
73900	Other Current Services			38,000.00	
75100	Office Equipment			15,200.00	
75200	Equipment and Software			7,800.00	
Totals:			\$61,000.00	\$61,000.00	

JUSTIFICATION: (Submit an attachment if more space is needed.)

Department Head	Date	Official Use Only	
Dean or Director	Date	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>
Vice Chancellor	Date	Budget Director	Date
		Contracts and Grants	Date

This information is needed

Debits and credits must be equal

Must have appropriate signatures

This form is used to request a budget revision within a fund.

NOTE: Cannot move communication funds (73200)
Cannot move maintenance funds (74400)

How to Print a Banner Budget

– Current Budget Status

This report displays current budget status. Its contents are also the same as FGITRND.

From main screen, type FGRBDSC and [enter]

Perform a "Control Page Down"

In "Printer" field, type "database"

Perform a "Control Page Down"

Enter the following in the "Values" column:

- Line 1 = enter fiscal year (xx)
- Line 2 = enter Chart of Accounts (T)
- Line 3 = enter fund
- Line 4 = enter fund
- Lines 5, 6, 7 and 8 = leave blank
- Line 9 = will default today's date
(You may change this date if desired)
- Lines 10 and 11 = will default to "Y"
- Line 12 = will default to "Y"
– change to "N"
- Line 13 = leave blank

The top screenshot shows the 'Process Submission Controls' form with the 'Parameter Values' section. The 'Values' dropdown menu is circled in red. The bottom screenshot shows the same form with the 'Save' icon circled in red and a red arrow pointing to the 'Log file' and 'List file' fields in the 'Submission' section, which are labeled 'Log file: fgrbdsc_360089.log' and 'List file: fgrbdsc_360089.lis'.

Note "log" and "lis" number

Perform a "Control Page Down"

Save (with "Save" icon on top menu)

Go to "Options," scroll down to "Review Output" (GJIREVO) and click

Note "lis" and "log" number on bottom left of screen

Make sure that the "Number" in the block on the left of screen is same as noted number

Double click in "File Name" – "lis" will be highlighted

Click "OK"

Go to "Options"

Click on "Show Document" (Save and Print File)

Answer "Yes"

The screenshot shows the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJIREVO". The window displays a "Saved Output Review" for "GJIREVO 8.0 (PROD)". The process is "FGRBDSC" and the number is "360089". The file name is "fgrbdsc_360089.lis" and the number of lines is 90. The report is titled "REPORT FGRBDSC" and is for "NC A & T State University". The run date is "10/21/2009". The fiscal year is "10" and the budget status is "Budget Status (Current Period)". The time is "02:55 PM" and the page is "1". The report shows the following data:

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
72500	Motor Vehicle Supplies	75.00	.00	.00	.00	75.00	U
72600	Office Supplies	293.00	.00	.00	.00	293.00	U
72601	Office Supplies	.00	.00	888.57	.00	-888.57	U
72900	Data Processing Supplies	2,250.00	.00	.00	.00	2,250.00	U
72901	Data Proc Supplies	.00	.00	.00	.00	.00	U
TOTAL	Supplies and Materials	2,618.00	.00	888.57	.00	1,729.43	

At the bottom of the window, there is a status bar with the text "Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view." and "Record: 1/7". The Windows taskbar at the bottom shows the start button and several open applications.

If pop-up blocker is on, hold down the "Ctrl" key and click "Yes"

Go to "View" - scroll down to "Text Size" then select "Smaller" or "Smallest"

Go to "File" - scroll down to "Page Set Up" and click - change page orientation to landscape

Click "OK"

Go to "File" - click "Print"

Frequently Viewed Budget Banner Forms

FGIBAVL – Budget Availability Status

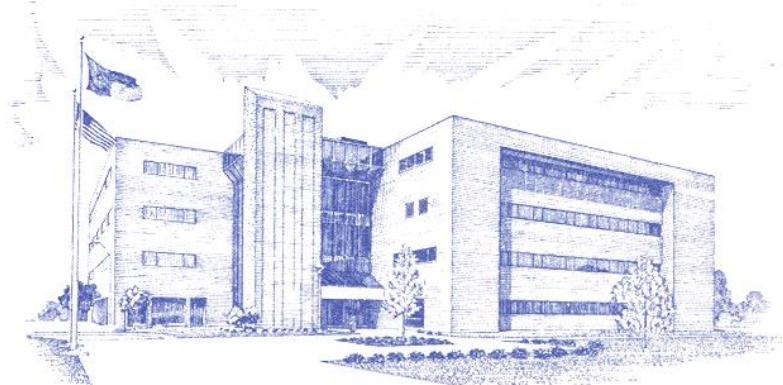
FGIBDST – Organization Budget Status

FGITRND – Detail Transaction Activity

How to Contact Us

Office of Budget and Planning

- Location
 - **Dowdy Administration Building**
2nd Floor, Suite 200
Ext. 4-7631
Fax 4-3827
- Personnel
 - **Akua J. Matherson**
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 - **Tracey E. Smith**
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 - **Tammy J. Wilson**
Accounting Specialist (Salary Control)
tammyj@ncat.edu
 - **Barbara B. Miller**
Accounting Technician
millerb@ncat.edu
 - **Gail Torres**
Administrative Assistant
gailw@ncat.edu



Purchasing Department

Banner Requisition

REQUISITIONING FROM START TO FINISH	
Step 1. Requestor (End-User)	Completes Requisition
Step 2. Purchasing	Reviews requisition and order <An email is sent to the Requestor with a PDF copy of the purchase order.>
Step 3. Vendor	Fills the order
Step 4. Requestor (End-User)	Accepts the order and receive
Step 5. Accounts Payable	Pays the Vendor's invoice once items have been received by requestor

Quick steps in creating a requisition in Banner

Acquaint yourself with the toolbar prior to getting the key strokes down; the toolbar options will help you. Two most commonly used address types for vendors are AP (Accounts Payable) and PO (Purchase Order). The PO type should be used when creating requisitions.

1. On the General Menu screen type (FPAREQN) in the Go field and press enter. Perform a next block or Control page down.
2. Tab to the delivery date and enter a date (preferably 2 weeks from current date)
3. Tab to Organization...enter Org (ex. 32501)
4. Tab to the ship to field and enter CENT (for central receiving)
5. Tab to the attention field and Type Dept/Bldg (the attention to field is limited to 35 characters) Perform a next block
6. Enter vendor code or click the arrow down box to select <i>Entity Name/ID Search FTIIDEN</i> . Search your vendor using a wild card (% sign)
Tip: Search for your vendor prior to creating a requisition. Write down the vendor number and type it in the vendor section of your requisition. This cuts down on the time spent searching a vendor.
7. If found dbl click on vendor to return to the vendor section. Next Block. (If the vendor is not found...perform a next block) In Banner a requisition can be entered without a vendor. Please attach a signed W-9 and vendors create form to your document. Forward to the Purchasing department.
8. Enter the commodity code and tab. (Ex. 204-02) a message box should appear, please click no. Do not type over the commodity description!
9. Go to option, click item text and next block. Enter your description, F10 or click the save icon and exit (X)
10. Tab to the unit of measure (UOM), enter quantity, price and press enter. For multiple lines, press the down arrow on your keyboard and repeat step 10. The amount will populate in the yellow box.
11. Next block to the Accounting section (FOAP)
12. Tab to Fund and type in your fund number. Your organization and Program will populate. Next, tab to account field and type your account number (Ex. 72601)
13. Tab until the total populates in the USD Box
14. Next Block to the Balancing Completion page. (At this time you should record your requisition number)
15. Check Complete Box at the bottom of page (Before completing your requisition, make certain all information is accurate. In Banner, you can not make any changes to your document after it has been completed)

NOTE: Check the bottom of the screen for clues... you will get instructions on what to do, as well as information on what you've done wrong.

In Banner, expenditures and non expenditures cannot be mixed on the same requisition. (i.e. 75202 & 72601.) A separate requisition must be created.

Banner Printing

Printing has never been easier then with Banner 8. The following are quick and easy steps for printing a requisition in Banner:

1. Go to General menu and type **FPARQST** (press enter)
2. Next block or control page down.
3. req_2 will default in the special print field
4. Next block or control page down.
5. Tab over to value and enter Requisition number
6. Next block or control page down. Click the save icon on the toolbar or press F10 on the keyboard.
7. Check the bottom of the page for the list number.
8. The requisition is then sent to the users e-mail address
9. Open your e-mail and print the requisition.

Banner Receiving

In Banner, the end user is responsible for receiving their purchase orders. This is necessary only after you have received your merchandise.

1. Go to the general menu screen. Type **FPARCVD** in the go field and press enter.
2. Type **NEXT** in the receiver document field. **Next Block**
3. Type **GR** in the receiving method field. **Next Block.**
4. If you have a packing slip number, type it in the packing slip field. Otherwise, type N/A. **Next Block**
5. Type the **Purchase Order** number in the PO field, tab to populate the buyer and vendor's information.
6. Click **Options**. Select purchase order items. **Next Block**. Check the add item box. **F10** or click the save icon on the toolbar. Window opens, click **O.K.** Exit. Window opens, click yes. **Next Block**. Tab to current and enter the quantity received. **Tab**.
7. Click **Option**. Select access completion. *At this point you should write down the Y Doc number*
8. Click the complete box.

*If you forget to write down the Y Doc number, check the bottom of the screen or check on **FOIDUCH**.*

Frequently Used Purchasing and Budget (*State and non-state*) Forms

Form ID/Name	Description
FTIIDEN	Entity Name/ID Search Form: From the general menu screen type FTIIDEN in the "go to" field.
FPAREQN	Requisition Form: initiates the procurement process by defining an internal request to acquire goods or services.
FPIREQN	Requisition Inquiry Form: used to query and review the requisition information. You cannot change any information on this form.
FPARCVD	Receiving Goods Form: enables you to enter receipt information for items order through the purchase order processes. You can receive goods based on the quantity
FPIRCVD	Receiving Inquiry: used to query and review receiving document information. You cannot change any information on this form.
FOIDoch	Document History Form: displays the history of purchasing and payment documents. It identifies related documents and provides the status of all documents that are in the process stream for queried documents.
FPIPURR	Purchase Order Query: used to search purchase search open purchase orders
FPIOPOV	Purchase Order by Vendor: used to search purchase orders by vendor I D numbers.
FPIOPOF	Open purchase orders by FOAPAL: used to search open purchase orders by FOAPAL.
FPIORQF	Open requisition by FOAPAL: used to query an open requisitions by FOAPAL
FAIVNDH	Vendor Detail Search: used to search activity such as payments, purchase orders and invoices.
FGIBAVL	Budget Availability Status: used to search State, Overhead and Auxiliary Funds. Revenue accounts begin with 5, Salary accounts begin with 6 and Expense accounts 7.
FGIBDST	Organization Budget Status: used to query activity against your Fund.

FRIGITD	Grant Inception To Date: Research Module - used to search Grants, Contracts, gifts, Capital Improvement and funds that continue for more than one fiscal year.
FRIGTRD	Grant Transaction Detail: Research Module - used to search activity against fund.
FGIENCD	Detail Encumbrance Form: enables you to view all encumbrances on a purchase order.
FPADEL	Requisition Cancel Form: used to cancel requisitions. Please note that a requisition cannot be cancelled once submitted to Purchasing. Contact Purchasing to cancel.

Frequently Used Query Forms Related to Purchasing

Keep in mind that all query forms are for review purposes only. As a result, there cannot be any editing using this form. The following is a list of commonly used query forms in Banner along with brief instructions on how to navigate through these forms.

FTIIDEN: Entity Name/ID Search Form is used in searching vendors.

- Enter form in the go menu field and press enter.
- Un-check the vendor box and check all in order to search the entire database.
- Tab to the **last name field**, enter the vendor's name followed by the wild card (%) sign). Execute the query by pressing F8 on your keyboard. A list of ID numbers and names will populate. Select your vendor by name and write down the ID number. (ex. 950121301 SYSTEL) If the vendor has not been set up in the database, they will need to complete and sign a W-9 form. Please attached this completed form along with your requisition and forward to Purchasing.
- Press F7 to cancel query.

Tip: *Create a list of the vendors along with ID numbers you commonly use to refer back to when creating requisitions and check request.*

FOIDOCH: Document History Form.

- Enter Document type such as **Req, PO, Rcv** and etc. *To view a list of all document types, click on arrow beside document type field. A window will open with a list of Doc Types.*
- Tab to Document code and enter the Purchase Order, Requisition, Receiver number and etc. (ex: P0001879) Next Block. All Documents processed against this number will populate.
- If you wish to view the document, highlight it and click option on the toolbar. Select Purchase Order information.
- Next block continuously throughout the document to view.

FPADEL: Requisition Cancel Form. A requisition cannot be cancelled after a PO has been assigned.

- Enter your requisition number and Next Block
- Click on the box to select a reason code
- Click Option to access cancellation

FPIORQF: Open requisition by FOAPAL

- Enter your Fund, Orgn and Account code. Next Block.
- A list of open requisitions will populate.

FPIOPOF: Open purchase orders by FOAPAL

- Enter your **Fund, Orgn** and **Account code**. Next Block
- A list of open purchase orders will populate.

FAIVNDH: Vendor Detail History.

- Enter the vendor ID number. If you don't have it handy, click the down arrow to search. Once you've found the vendor, double click to get back to the detail history page.
- Next block. Payment history and date will populate.

FGIENCD: Detail Encumbrance Form.

- Enter Purchase Order number. Next block
- Encumbrance against this PO will populate. You will be able to view the Purchase order and Invoice information.

How to Contact Us

The Purchasing Department

- Location
 - **Dowdy Administration Building**
2nd Floor, Suite 200
Ext. 334-7555 and 334-7556
Fax 334-7013

PURCHASING STAFF

Director: Ted A. Little talittle@ncat.edu

Assistant Director: Nikki Williams mcwilli2@ncat.edu

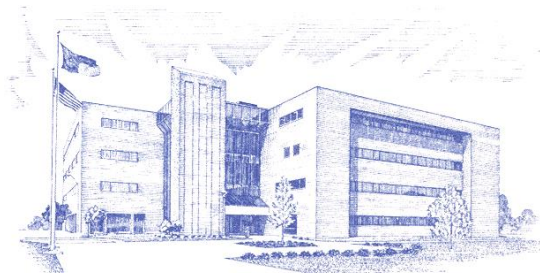
PURCHASING AGENTS

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DATA PROCESSING STAFF

Faye Wynn
fmwynn@ncat.edu



Accounts Payable

RECEIVING GOODS & SERVICES- Form FPARCVD

Oracle Developer Forms Runtime - Web: Open > FPARCVD [Q]

File Edit Options Block Item Record Query Tools Help

Receiving Goods: FPARCVD 8.0 (PROD)

Receiver Document Code: [dropdown]

Receiving Header

Receiving Method: [dropdown]

Carrier: [dropdown] [text field]

Date Received: [calendar icon] [checkbox] Text Exists

Received By: [text field]

Packing Slip

Packing Slip: [dropdown] [checkbox] Text Exists

Bill of Lading: [text field]

Purchase Order

Purchase Order: [dropdown] * Receive Items Adjust Items

Buyer: [text field]

Vendor: [text field]

More...

Enter a Receiver Document Code or NEXT

Record: 1/1

<OSC>

PLEASE RECEIVE YOUR ORDER WITHIN 24 HOURS AFTER DELIVERY

Step 1

From the main menu, type **FPARCVD** in the go to field

Press enter

Key **NEXT** in receiver document code field

Click on **NEXT BLOCK** from the Tool Bar or **ctl-pgDn** using the keyboard

Select method of receiving by clicking on the arrow and choose the appropriate choice.

No information is required for the carrier or received by.

NEXT BLOCK or **ctl-pgDn** to Packing Slip information.

In some cases you will not receive a packing slip for example (catering functions, contractual agreements).

Enter **N/A**

Companies that deliveries office supplies, computer and etc will generally have packing slips.

The number on the packing slip is what you should enter in the Packing Slip filed. It may have other description such as document number or invoice number.

Click on **NEXT BLOCK** from the Tool Bar or **ctl-pgDn** using the keyboard

Enter the purchase order number

TAB

Information will populate.

On the Tool Bar, go to **OPTION**

Select the appropriate choice from the drop down menu:

RECEIVE ALL PURCHASE ORDER ITEMS - if **all** merchandise was delivered select

SELECT PURCHASE ORDER ITEMS - if **NOT** all merchandise was delivered.

Vendor Payment Inquiry

[illegible]

Press **F8** to execute the query

Oracle Developer Forms Runtime - Web: Open > FAIVNDH [Q]

File Edit Options Block Item Record Query Tools Help

Vendor Detail History FAIVNDH 8.0 (PROD)

Vendor: 950035141 Office Depot Selection: All

Fiscal Year: 10 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
479515178-001	10088939	Y	Y	N	P	N	39.48	06-AUG-2009	07-AUG-2009	00443126
479515178-002	10088939	Y	Y	N	P	N	4.38	06-AUG-2009	07-AUG-2009	00443126
476947526-001	10088988	Y	N	N	P	N	839.58	07-AUG-2009	07-AUG-2009	00443126
477826416001	10088989	Y	Y	Y	P	N	-205.38	07-AUG-2009	07-AUG-2009	00443126
477826417001	10088989	Y	Y	Y	P	N	-634.20	07-AUG-2009	07-AUG-2009	00443126
479076408-001	10088990	Y	N	N	P	N	193.76	07-AUG-2009	07-AUG-2009	00443126
479349815001	10088992	Y	N	Y	P	N	-193.76	07-AUG-2009	07-AUG-2009	00443126
481642662001	10089036	Y	N	N	P	N	70.34	07-AUG-2009	12-AUG-2009	00661746
481252712001	10089037	Y	N	N	P	N	527.55	07-AUG-2009	12-AUG-2009	00661746
480927140001	10089038	Y	N	N	P	N	2,391.56	07-AUG-2009	12-AUG-2009	00443312
477403494-001	10089155	Y	N	N	P	N	332.98	10-AUG-2009	12-AUG-2009	00443312
478211161-001	10089156	Y	N	Y	P	N	-117.56	10-AUG-2009	12-AUG-2009	00443312
478211162-001	10089157	Y	N	N	P	N	139.13	10-AUG-2009	12-AUG-2009	00443312
481522547001	10089622	Y	N	N	P	N	101.07	13-AUG-2009	14-AUG-2009	00443458
Total:							3,488.93			

Record: <OSC>

Vendor Detail History form gives past, current and future information on a particular vendor or travel reimbursement. **FAIVNDH** form gives the actual vendor's invoice number, dollar amount, check date, check number, due date if applicable and payment indicators.

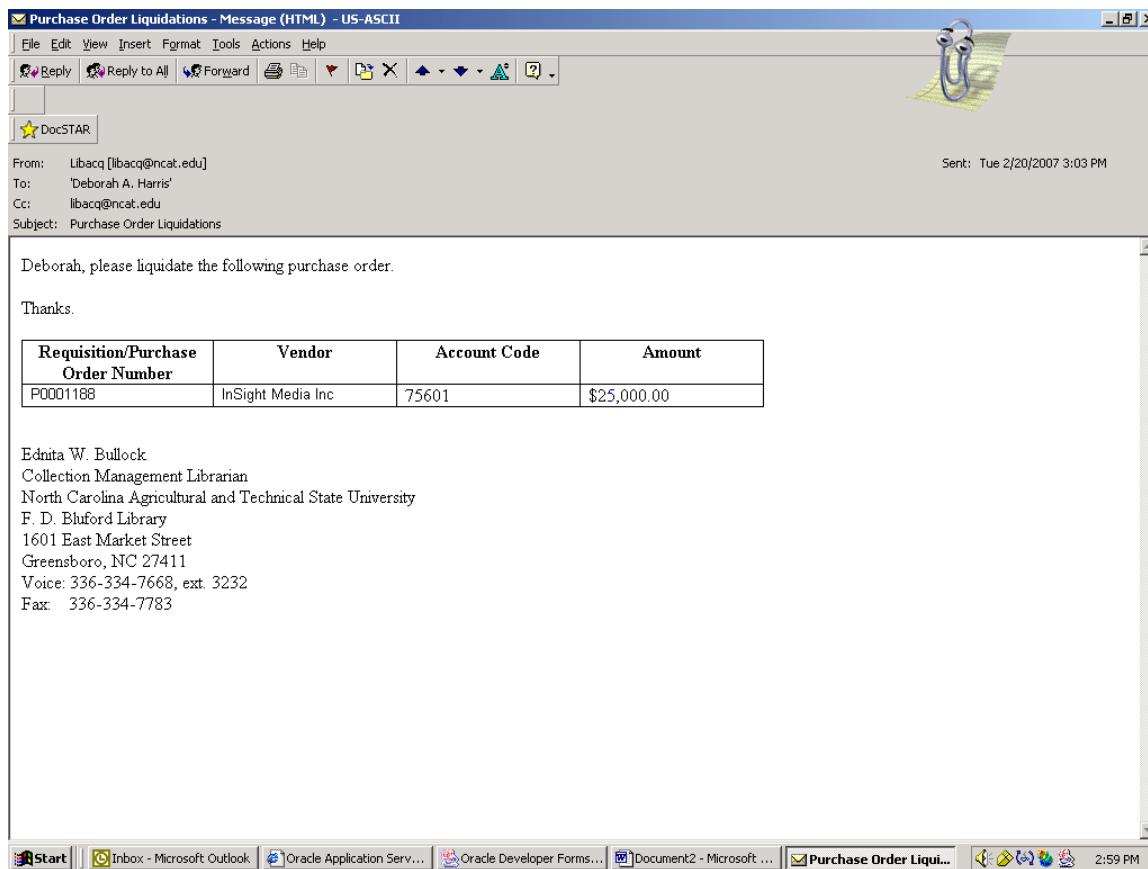
To change to the previous fiscal year:

Click on the Rollback icon from the Tool Bar

Change the fiscal year

NEXT BLOCK or **ctl-pgDn** to display the vendor payment history

Liquidating Encumbrances



If you determine that services or products are no longer available or needed on your purchase order, request a purchase order liquidation to make those funds available for further use. Accounts Payable only liquidates encumbrances when there has been activity on the purchase order and there is a balance remaining. Email your request to Deborah A Harris in the Accounts Payable Department at daharris@ncat.edu.

Please allow 2 to 3 working days for liquidation.

Frequently Used Query Forms Relating to Accounts Payables

FOIDOCH – Document History Form

Oracle Developer Forms Runtime - Web: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDOCH 8.0 (PROD)

Document Type: PO Purchase Order Document Code: P0013758

Requisition	Status
R0016400	A

Bid	Status

Purchase Order	Status
P0013758	A

Issues	Status

Invoice	Status
I0082596	P

Check	Status
00660926	F

Receiver	Status
Y0016591	C

Asset Tag	Status

Asset Adjustment	Status

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

Record: 1/1

start Banner - Nor... Oracle Appl... Oracle Appl... Oracle Appl... Banner Train... Oracle Devel... 9:01 AM

Frequently used DOC TYPES:

Enter **REQ** (requisition), tab, enter DOC code, enter the R0000xxx number

Enter **PO** (purchase order), tab, enter DOC code, enter the purchase order number

REMEMBER TO **NEXT BLOCK** or **ctl-pgDn**

You must know one or the other DOC types in order to obtain any information.

FOIDOCH shows requisition number, purchase order number, Banner's I Doc numbers (Banner invoice number NOT the vendor's), Banner's Y Doc numbers and check numbers applicable to the queried document type.

Status indicators:

(A) – approved

(C) – Completed

(F) – Final Reconciliation

(P) – Paid

(R) – Receipt Required

(X) – Cancelled

There may be several status indicators on your purchase order anytime activity has occurred.

FGIENCD - DETAIL ENCUMBRANCE
Enter the purchase order number to obtain encumbrance information or balance.

No activity on this encumbrance: Status is open.

Oracle Developer Forms Runtime - Web: Open > FGIENCD

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.0 (PROD)

Encumbrance: P0015363 Encumbrance Period: All

Description: Office Depot Status: O Type: P

Date Established: 19-AUG-2009 Balance: 578.75 Vendor: 950035141 Office Depot

Item: 0 Document Accounting Distribution

Sequence: Fiscal Year: 10 Status: O Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj

T 309004 22505 72601 209

Encumbrance: 1,000.00 Liquidation: -421.25 Balance: 578.75

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
19-AUG-2009	PORD	P0015363		1,000.00	1,000.00
08-SEP-2009	INEI	10091027		-104.23	895.77
24-SEP-2009	INEI	10092300		-16.64	879.13
24-SEP-2009	INEI	10092301		-29.10	850.03
24-SEP-2009	INEI	10092302		-34.60	815.43
20-OCT-2009	INEI	10094163		-226.78	588.65
20-OCT-2009	INEI	10094164		-27.49	561.16
20-OCT-2009	INEC	10094166		17.59	578.75

Press Next Record or Previous Record to scroll accounting transaction details

Record: 1/1 <OSC>

Oracle Developer Forms Runtime - Web: Open > FGIENCD

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.0 (PROD)

Encumbrance: P0016251 Encumbrance Period: All

Description: Office Depot Status: C Type: P

Date Established: 08-OCT-2009 Balance: 0.00 Vendor: 950035141 Office Depot

Item: 0 Document Accounting Distribution

Sequence: Fiscal Year: 10 Status: C Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj

T 142001 36513 72301 142

Encumbrance: 843.11 Liquidation: -843.11 Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
08-OCT-2009	PORD	P0016251		843.11	843.11
15-OCT-2009	INEI	10094000	T	-843.11	0.00

Press Next Record or Previous Record to scroll accounting transaction details

Record: 1/1 <OSC>

A completed purchase order: Status closed, Action column (T) PO is totally liquidated.

FAIVNDH – Vendor Detail History (payments)

Oracle Developer Forms Runtime - Web: Open > FAIVNDH [Q]

File Edit Options Block Item Record Query Tools Help

Vendor Detail History FAIVNDH 8.0 (PROD)

Vendor: 950035141 Office Depot Selection: All

Fiscal Year: 10 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
468763306-001	I0093943	Y	N	N	P	N	173.60	14-OCT-2009	15-OCT-2009	00444976
479769084001	I0093945	Y	N	Y	P	N	-173.60	14-OCT-2009	15-OCT-2009	00444976
491531833001	I0093990	Y	N	N	P	N	90.53	15-OCT-2009	16-OCT-2009	00667854
485638821001	I0093992	Y	N	N	P	N	450.36	15-OCT-2009	16-OCT-2009	00445054
491787756001	I0093994	Y	N	N	P	N	74.48	15-OCT-2009	16-OCT-2009	00667854
490737632001	I0094000	Y	N	N	P	N	777.61	15-OCT-2009	16-OCT-2009	00667854
485889882001	I0094001	Y	N	N	P	N	70.59	15-OCT-2009	16-OCT-2009	00667854
491807699001	I0094043	Y	N	N	P	N	149.75	15-OCT-2009	16-OCT-2009	00445054
487476958001	I0094089	Y	N	N	P	N	408.96	16-OCT-2009	16-OCT-2009	00445054
491246655001	I0094091	Y	N	N	P	N	237.11	16-OCT-2009	16-OCT-2009	00445054
491143006001	I0094092	Y	N	N	P	N	181.17	16-OCT-2009	16-OCT-2009	00667854
490530165001	I0094163	Y	N	N	O	N	226.78	20-OCT-2009		
490923294001	I0094164	Y	N	N	O	N	27.49	20-OCT-2009		
490922237001	I0094166	Y	N	Y	O	N	-17.59	20-OCT-2009		
Total:							53,609.27			

FRM-40352: Last record of query retrieved.
Record: 148/148

Vendor Detail History forms give past, current and future information on a particular vendor or travel reimbursement. **FAIVNDH** forms give the actual vendor’s invoice number, dollar amount, check date, check number, due date if applicable and payment indicators.

A check number preceded by an **exclamation mark (!)** indicates that the payment was made by direct deposit to the recipient’s bank account.

How to Contact Us...

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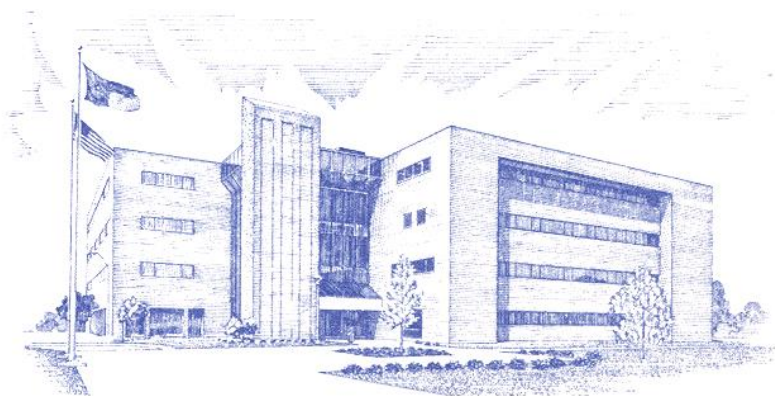
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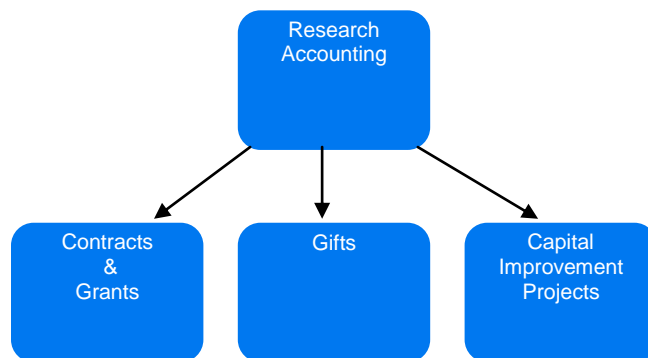
Research Accounting Module

Using Research Accounting to Manage Projects

Overview

Areas managed under the Research Accounting Module

- Contracts & Grants Accounting
- Gifts Accounting (*Current Use*)
- Capital Improvements Accounting



Viewing Your Fund

FRIGITD – Grant Inception-to- Date

Unlike the several general forms for viewing your Fund, FRIGITD is the form to access for viewing your Fund in the Research Module. The Form would display the associated Grant, Fund, Organization (ORG) and Program (PRG) numbers. To see the Fund in its entirety, do not enter an account number. If an account number is entered, the display will be that account number and those numerically greater. It is not necessary to enter an account number on this Form. However, to see the revenue accounts, click on the “Include Revenue Accounts” box locate on the right side of the Form.

Expense accounts - begin with the number 7xxxx

Type – indicates the type of account: R for revenue, L for labor or salary related, and E for Expense

Adjusted Budget – the number represents the original budget and adjustments to the budget of the Fund

Activity – indicates the summation of what's been spent (expenses and labor) or received (revenue and receipts) in the Fund

Commitments – figures represents holds or encumbrances (purchase orders mostly) on the Fund

Available Balance – indicates the amount available after the Activity against the Budget. It derived by:

Budget – Activity – Commitments = Available Balance on each account line.

A negative number on revenue **Available Balance** is a good thing! It indicates that a Budget Revision is needed to allocate the additional revenue/receipts to an expense line for spending. One exception is with Contracts and Grants where the budget (revenue/labor/expenditure accounts) is established when the Contract or Grant Fund is established.

A negative **Available Balance** on an expense account is not a good thing! Submit a Budget Revision to satisfy the deficits or overspending on the account line.

Net Total (*Totals across the bottom row*)–

Adjusted Budget should be “0” because the sum of the expenditure/Labor accounts should equal to the amount of sum of the amounts of the revenue accounts.

Activity – the figure represents the actual cash on the Fund; the revenue less the expenditures/labor amounts. Commitments are not included in this figure.

Commitments – the figure is the summation of the commitments on the Fund.

Available Balance – reading across, the figure as the sum of: the Adjusted Budget *less* the Activity *less* the commitment, which would normally be a negative number.

Uses of Research Accounting

- Means to account for multiple year activities
- Grants are the main vehicle in Research Accounting
- Grants coupled with the Funds carry data forward—inception –to-date

Grants to Funds Relationship

Grants are linked to Funds one of two ways:

One Grant to One Fund

- A specific sponsored project
- A gift donation

Example of One to One Link (*Same Fund number as the Grant number*)

Oracle Developer Forms Runtime - Web: Open > FRIGTD [Q]

File Edit Options Block Item Record Query Tools Help

Grant Inception to Date: FRIGTD 8.5 (PRCO)

Chart of Accounts: Index: 280281 Fund: 280281 Organization: 38113 Grant Year: ☐ Fund Summary ☐ Hierarchy ☐ By Sponsor Account ☒ Include Revenue Accounts

Program: 110 Activity: Location: Account Summary: All Levels

Date From (MM/YY): 07 / 50 Date To (MM/YY): 10 / 12

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
50241 R Fed C & G Direct	24,680.07	24,680.07	0.00	0.00
50840 R Intra Instit Trans	-25.90	-25.90	0.00	0.00
61110 L EPA Regular Salaries	0.00	0.00	0.00	0.00
61210 L SPA Regular Salaries	1,015.41	1,015.41	0.00	0.00
61810 L Social Security	76.82	76.82	0.00	0.00
61820 L State Retirement	72.50	72.50	0.00	0.00
61830 L Medical Insurance	105.98	105.98	0.00	0.00
72300 E Educational Supplies	0.00	0.00	0.00	0.00
72301 E Teaching Supplies	928.26	928.26	0.00	0.00
72900 E Data Processing Supplies	0.00	0.00	0.00	0.00
72902 E Other Supplies	166.91	166.91	0.00	0.00
73100 E Travel & Registration Fees	0.00	0.00	0.00	0.00
73112 E In-State Ground Trans	801.00	801.00	0.00	0.00
73114 E In-State Lodging	1,843.92	1,843.92	0.00	0.00
Net Total:	0.00	0.00	0.00	0.00

Press Key Dup Record for Grant Detail Transactions

Record: 922 <OSC>

9:12 AM 10/20/2012

1. Enter the Fund Number in the Index field
2. Press Tab. The **Grant, Fund, Organization** and **Program** codes will automatically populate.
3. Click the *Include Revenue Accounts* box for these Funds are maintained either by Contracts, Grants or Cash from donors.
4. Click on the Next Block icon or Ctrl-Page Down to populate the activity.
5. Scroll down to see the entire Fund activity.

One Grant to Many Funds

- A project with various phases
- Multiple departments working on same project
- Multiple projects of the same year grouping (*capital improvement projects*)

Example of an One to Many Link (*One Grant linked to Multiple Fund Numbers*)

1. Enter the Grant Number in the Grant field.
2. Check the *Fund Summary* box.
3. Click on the Next Block icon or Ctrl-Page Down to populate the activity.

[illegible]

The next form will look as below however, the form still is FRIGITD for Research Accounting Module data:

Oracle Developer Forms Runtime - Web: Open > FRIGTD [Q]

File Edit Options Block Item Record Query Tools Help

Grant Inception To Date Form: FRIGTD 8.5 (PROD)

Fund Code	Title	Adjusted Budget	Activity	Commitments	Available Balance
900200	Repairs & Renovations	401,806.58	399,460.16	171.42	2,175.00
900210	HVAC Repairs/Replacement	510,540.85	510,540.85	0.00	0.00
900220	Roof Repairs/Replacement	650,085.44	650,085.44	0.00	0.00
900230	Window Replace-Energy Efficiency	250,000.00	250,000.00	0.00	0.00
900240	Imp/Renovations-Space Utilities	307,703.89	307,703.89	0.00	0.00
900250	Advance Planning-2001	123,333.52	123,333.52	0.00	0.00
900260	Utilities Improvements	304,662.60	304,662.60	0.00	0.00
Net Total:		2,548,132.88	2,545,786.46	171.42	2,175.00

Account Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
73503	E Painting Services	11,800.00	11,800.00	0.00	0.00
73508	E Other Repairs	25,732.00	34,893.00	0.00	-9,161.00
73511	E Minor Building Renov	0.00	0.00	0.00	0.00
73702	E Other Advertising	158.44	813.32	0.00	-654.88
73901	E Other Current Services	6,066.88	20,333.18	171.42	-14,437.72
74102	E Building Rental	33,333.28	33,333.28	0.00	0.00
75502	E \$2500-4999/Item	0.00	0.00	0.00	0.00
75825	E Add'l Inspection	0.00	0.00	0.00	0.00
75828	E Contingency	304,415.98	297,987.38	0.00	26,428.60
75852	E Audio-Visual	300.00	300.00	0.00	0.00
Net Total:		401,806.58	399,460.16	171.42	2,175.00

FRM-40735: WHEN_NEW_BLOCK_INSTANCE_TRO trigger raised unhandled exception ORA-01031: insufficient privileges ORA-01031: insufficient privileges

Record: 1/7 | <OSC>

9:15 AM 10/31/2012

Use the scroll bar on the right of the form to review all the Funds attached to the Grant.

As the Fund number change or is highlighted, the applicable budget and transactions will be reflected in the lower portion of the form.

Grants versus Funds-What's the difference?

What does a Grant do?

- Maintains basic information about each project
- Principle Investigator info
- The Sponsor info
- Contract Ref #
- Current & Cumulative funding
- Payment methods
- Billing attributes

What does a Fund do?

- Records the financial activity
- Its effective date must be within the effective date of the Grant
- Budget is recorded on the Fund
- Individual transactions are posted on the Fund

How do I find my information? (*Listed are the most frequently used forms*)

FRIGITD – Grant Inception-To-Date Query (*the main form in Research Accounting for budget and balance information*)

- View account type information
- Adjusted budgets
- Inception-to-Date actual activity
- Encumbrances
- Available balance amounts, by grant or by fund

View account type information (ex. adjusted budgets, inception-to-date actual activity, encumbrances, and available balance amounts.

This form lists all the transactions based on selected criteria. Transactions can be queried by grant, the FOAPAL, year, and specific date range.

Oracle Developer Forms Runtime - Web: Open > FRIGITD [Q]

File Edit Options Block Item Record Query Tools Help

Grant Inception to Date FRIGITD 8.0 (PROD)

Chart of Accounts: T Grant: 203331 Seimens Building Tech Grant Year: ☐
 Index: Fund: 203331 Organization: 38105 Fund Summary ☐
 Program: 142 Activity: Location: By Sponsor Account ☐
 Account Type: Account Summary: All Levels Include Revenue Accounts ☒
 Date From (MM/YY): 04 / 09 Date To (MM/YY): 10 / 09

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
50260 R Restr Private Gift	35,000.00	35,000.00	0.00	0.00
61110 L EPA Regular Salaries	1,500.00	1,500.00	0.00	0.00
61410 L Non-Student Reg Wage	2,500.00	0.00	0.00	2,500.00
61450 L Undergraduate Hourly Wage	0.00	0.00	0.00	0.00
61810 L Social Security	0.00	114.75	0.00	-114.75
71990 E Purchased Contractual Services	0.00	0.00	0.00	0.00
71991 E Fee-Contracted Ser	5,000.00	5,000.00	0.00	0.00
72300 E Educational Supplies	1,301.25	0.00	0.00	1,301.25
72301 E Teaching Supplies	6,473.75	5,740.62	733.13	0.00
72900 E Data Processing Supplies	100.00	0.00	0.00	100.00
73100 E Travel & Registration Fees	3,775.00	0.00	0.00	3,775.00
73101 E Travel Advance	0.00	0.00	0.00	0.00
73900 E Other Purchased Services	6,204.00	0.00	0.00	6,204.00
73901 E Other Current Services	761.00	5,826.79	1,408.50	-6,474.29
Net Total:	7,385.00	16,817.84	-2,141.63	-7,291.21

FRM-40735: WHEN_NEW_BLOCK_INSTANCE_TRG trigger raised unhandled exception ORA-01031: insufficient privileges ORA-01031: insufficient privileges

Record: 1/7 <OSC>

1. Navigate to the Grant Inception-To-Date Form using the Go Prompt on the main menu.
2. **Type FRIGITD** in Go Prompt and press enter. The form above will appear.
3. Enter the COA "T".
4. Enter the **Grant** code and press the **Tab** key.
5. Press the Tab key until cursor appears in the **Fund** field.
6. **Enter** the Fund code and press the Tab key.

7. The **Orgn** and **Prog** will automatically populate.
8. If either is incorrect, click in the field and correct them.
9. Leave Acct field blank.
10. If desired, specify YR and Period if not current fiscal year.
11. Check "Include Revenue Account".
12. Click **on** NEXT BLOCK **from the Tool Bar or** **ctl-pgDn using the keyboard**

Note: You will be able to see all transactions against the grant based on parameters.
If you are querying specifically for on account, after step 12, press F7 to enter a query, type the account to query, F8 to execute the query.

13. Click the **Exit** icon (*black X*) when finished.

FRIGRNT –Grant Code Query

Query on known information about a grant to find unknown information.

This form allows you to query on known information about a grant to find the unknown information. The search must be based on at least one key field.

Oracle Developer Forms Runtime - Web: Open > FRIGRNT [Q]

File Edit Options Block Item Record Query Tools Help

Grant Code Inquiry FRIGRNT 8.0 (PROD)

Grant:

Principal Investigator ID:

Agency:

Current Amount: Cumulative Amount: Maximum Amount:

Status: Status Date:

Project Start Date: Project End Date: Sponsor ID:

Responsible Organization:

Grant:

Principal Investigator ID:

Agency:

Current Amount: Cumulative Amount: Maximum Amount:

Status: Status Date:

Project Start Date: Project End Date: Sponsor ID:

Responsible Organization:

Grant:

Principal Investigator ID:

Agency:

Current Amount: Cumulative Amount: Maximum Amount:

Status: Status Date:

Project Start Date: Project End Date: Sponsor ID:

Responsible Organization:

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

1. Enter **FRIGRNT**
2. Click **Enter Query** button, *Search by something you know*
 - a. Grant Code
 - b. PI ID
 - c. Agency
 - d. Current \$
 - e. Cumulative \$
 - f. Maximum \$
 - g. Status
 - h. Status Date
 - i. Project Start Date
 - j. Project End Date
 - k. Sponsor ID#
 - l. Responsible
3. Execute Query (*F8 or use the tool bar*)

FRIGTRD – Grant Detail Transactions Query

- By Fund, transactions view – inception to date
- Transactions can be queried:
 - a. By Grant
 - b. FOAPAL
 - c. Year
 - d. Specific Date Ranges

View transactions posted to the grant or a specific fund. The transactions can be reviewed based on the following criteria: date, account, organization, program, activity date, transaction date, type, document, etc.

The form can be accessed directly by entering the from name in the “go to” field on the main menu or from options on the FRIGITD form.

Account	Organization	Program	Activity Date	Type	Document	Description	Field	Amount	Increase (+) or Decrease (-)
50260	38105	142	21-MAY-2009	B01	GFT00031	Seimens	OBD	35,000.00	+
50260	38105	142	07-APR-2009	JE16	J0004231	Seimens Building Tech	YTD	35,000.00	+
Total:								70,000.00	+

1. Navigate to the Grant Transaction Detail Inquiry Form using the Go Prompt on the main menu.
2. **Type FRIGTRD** in Go Prompt and press enter. The form above will appear.
3. Enter the COA **"T"**.
4. **Enter** the **Grant** Code and press the Tab key.
5. Press the Tab key until cursor appears in the **Fund** Field.
6. **Enter** the Fund code and press the Tab key.
7. The **Orgn** and **Prog** will automatically populate.
8. If either is incorrect, click in the field and correct them.
9. Leave Account field blank.
10. If desired for a specific query date range, specify YR and Period.
11. **Click** the **Next Block** icon.
12. **Click** the **Execute Query** icon to display all account transactions.

Note: You will be able to see all transactions against the grant based on parameters.

If you want to query specifically on one account or a specific field, follow steps through Step 11, then:

- a. enter in the appropriate field what you want to display
 - b. Use the wildcard (%) if appropriate
 - c. **Click** the **Execute Query** icon to display all account transactions.
13. Click the **Exit** icon when finished.

FRIPSTG – Grant Personnel Query

Provides a list of all grants for a given PI

Monitor grant activity by Personnel ID

The screenshot shows the 'Grant Personnel Inquiry' form in the Oracle Developer Forms Runtime environment. The window title is 'Oracle Developer Forms Runtime - Web: Open > FRIPSTG [Q]'. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The form title is 'Grant Personnel Inquiry: FRIPSTG 8.0 (PROD)'. Below the title is a 'Personnel ID' field with a dropdown arrow. The main data area is a table with the following columns: Grant, Description, Proposal, Maximum Amount, Status, and Status Date. The table has 15 rows of data. At the bottom of the table is a 'Total:' field. Below the table is a status bar with the text 'Enter Proposal Personnel ID List is available.' and 'Record: 1/1'. The Windows taskbar at the bottom shows the Start button, Internet Explorer, Banner Training Manu..., and Oracle Developer For... with a system clock showing 9:36 AM.

Grant	Description	Proposal	Maximum Amount	Status	Status Date

1. Navigate to the Principal Investigator Inquiry Form using the Go Prompt on the main menu.
2. Type **FRIPSTG** in Go Prompt and press enter. The form above will appear.
3. To search for the Personnel ID, **click** the down arrow to the right of the ID field.

4. **Tab** to the **Last Name** field.
5. Enter the Last Name (entire name or use wildcards).

Note: Wildcards may be used to stand in for an unknown letter in a name. The percent character (%) represents any number of unspecified characters. The underscore character (_) represents one occurrence of an unspecified character.

6. **Click** the Execute Query icon.
7. Double click on the ID of the person you are searching. You will return to the previous form with name & ID.
8. **Click** the Next Block icon to view record.
9. **Click** the Exit icon when finished.

FRIASTG – Grant Agency Query

Monitor grant activity by Agency

Monitor grant activity by agency

1. Navigate to the Grant Agency Inquiry Form using the Go Prompt on the main menu.
2. Type **FRIASTG** in Go Prompt and **press** enter. The form below will appear. **Click** on the down arrow to the right of the field.

6. **Double click** on the ID of the Agency you are searching. You will then be returned to the previous form with the selected Agency and ID.
7. Click the **Next Block** icon to view record.
8. Click the **Exit** icon when finished

FRIORGH - Grant Organization Query

View grants associated with the same organization

1. Navigate to the Grant Organization Inquiry form using the *Go Prompt* on the main menu.
2. Type **FRIORGH** in Go Prompt and press **enter**. The form above will appear.
3. **Enter** the **COA (always T)** code and **press** the Tab key.
4. Enter **Organization** code or press F9 to display the list of codes (*or double click in the block*); choose code, choose **SELECT** from the tool bar (*or double click on the wanted code*).
5. **Click** the Next Block icon.
6. The following items will be displayed: Grant Code, Description, Status, Date, Project Start Date
7. **Click** the Exit icon when finished.

Research Accounting

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