

# Banner Finance User Guide

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## Introduction

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As a processor of financial information at your installation, you are certain to have diverse needs that vary widely.

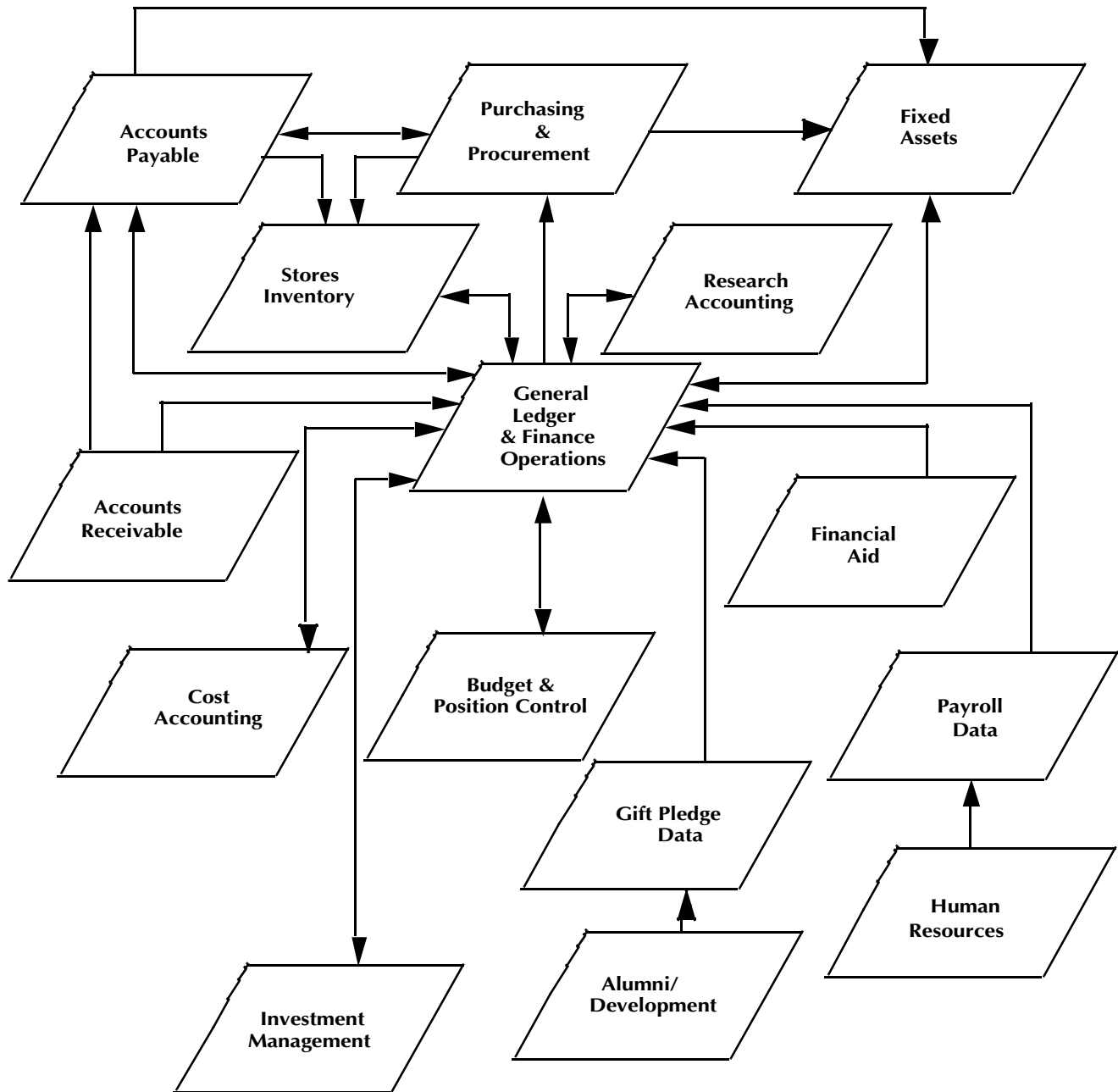
To understand the term *financial information*, you need to do more than maintain your books and financial statements. Although these activities remain critical to the financial condition and stability of your installation, the demand for strategic and operational financial information by executive management, budget analysts, and departmental end-users is equally important.

The Banner Finance System is a system that has both the functionality and flexibility to serve multiple users through a common database of financial information. Banner Finance not only responds to accounting requirements, but also addresses your need for strategic and operational information.

Banner and Oracle give you the advantage of an easy-to-use query language and report writer and also provide direct access to strategic decision-support information. You can easily accomplish Financial Manager ad hoc reporting requirements with the Oracle SQL\*Plus Utility and through the optional FOCUS Express for the Banner product.

Overall, the Banner Finance system provides a comprehensive, integrated financial management system that enables you to track, maintain, and process all of your relevant financial data.

## Finance System Flow Diagram



## Major Features of Banner Finance

---

The Banner Finance System is an online product which utilizes the Oracle Relational Database Management System (RDBMS). The Finance System can function as a stand-alone system or integrate with the Banner Human Resources System, the Banner Financial Aid System, and the Banner Alumni/Development System. This capability enables you to access information that already exists on any of the other systems.

The Banner Finance System is a complete financial information and management system. It delivers the strategic financial data that executives and business officers need in order to make the right fiscal decisions. It meets GAAP requirements and addresses the latest FASB and GASB positions on depreciation accounting and financial reporting. The system distributes purchasing functions to the Purchasing Department and accounts payable and check processing functions to the Accounts Payable Department. Each module is designed for the department it is to serve. SunGard Higher Education delivers full batch and online reporting into your hands.

The Banner Finance system includes the following major features:

- **Comprehensive Reporting** — You can access numerous standard hard copy reports and online inquiry forms.
- **Menu and Help Forms** — Menu and help forms are available to assist you with online documentation, and menus are available to assist infrequent users. Frequent users can navigate throughout the system in Direct Access which allows you to navigate to any form you choose simply by typing in the form name.
- **Online Data Entry** — When you enter data in a field, the system checks it for accuracy (that is, the system subjects the data to the appropriate validation test) before the cursor continues to the next field for update. If the system finds an error, an appropriate error message displays and no database update occurs. After you correct the error, the cursor moves to the next field.
- **Validation Forms** — Validation forms exist to standardize the contents of certain fields and control data input. This feature gives your installation the flexibility to enter values that meet your specific requirements. You do not need to make any coding changes.
- **Maintenance Forms** — Maintenance forms allow you to enter data with ease and assurance. Use these forms to maintain entity data and related information for specific purposes.
- **Complete Audit Trail** — The system provides for tracking data from point of entry through archiving.
- **Processing Rules** — You can format the processing rules for your system. This feature requires some coding.
- **User-defined Security** — The online security system ensures that only authorized users can view and/or update certain (user-specified) data. The security feature accommodates both centralized and decentralized operations.

## Module Descriptions

---

The Banner Finance System meets the complete system requirements of your installation with the following integrated modules:

- General Ledger
- Finance Operations
- Purchasing and Procurement
- Accounts Payable
- Stores Inventory
- Budget and Position Control
- Fixed Assets
- Cost Accounting
- Accounts Receivable
- Investment Management
- Research Accounting

### General Ledger

The General Ledger is the core subsystem of the Finance System. It is fully integrated with each of the other subsystems that comprise the Banner Finance System. General Ledger encompasses fund accounting, chart of accounts, system table maintenance and update, and grants and contract accounting.

### Finance Operations

The Finance Operations module contains a series of forms that help you to manage your Banner Finance System. The functions in this module enable you to specify select global parameters, as well as Access/Approval/Security definitions.

### Purchasing and Procurement

The Purchasing and Procurement subsystem recognizes that purchasing agents face both on-demand and long term buying decisions. The subsystem provides timely and meaningful information to facilitate both decisions. This module also assists in the control of requests and the receipt of goods. The module consists of the following four processes:

1. Requests for goods and services
2. Ordering/Buying

3. Receiving
4. Bids/Contracts

## Accounts Payable

Using the Accounts Payable process, you can significantly contribute to the financial well-being of your installation. The timely payment of vendor invoices enables you to accurately monitor cash-flow, increase investment earnings, and establish good relationships with vendors. The Accounts Payable subsystem is designed to help you achieve each of these goals.

## Stores Inventory

The forms in the Stores Inventory module enable you to manage consumable inventory warehouses. You can use it to maintain one stockroom that issues simple office supplies to departmental users or to maintain multiple warehouse facilities which supply the installation as well as external customers.

## Budget and Position Control

The Budget and Position Control module facilitates the budget preparation process through integration of human resources information with accounting data. This module includes the following features:

- *Position authorization and monitoring*- Enables you to budget by position, create single and pooled positions, control hiring by established, authorized, and funded positions, budget support of unlimited concurrent jobs/assignments, and highlight vacant, canceled, and over-budgeted positions.
- *Position budgeting and expenditure control*- Enables you to budget by dollar, define full-time position equivalency, budget positions with start and end dates, validate labor distribution against chart of accounts, interface optional monthly/pay period of labor dollars, and budget fringe benefits.
- *Personnel services budgeting*- Enables you to budget interactive and batch posting of position dollars, budget active and working year definitions, generate multiple methods of an initial budget for the following year, and budget preparation worksheets.
- *Position History*- Presents online position history for multiple fiscal years, incumbent history, incumbent name, ID, status, and begin and end dates.
- *Reporting*- Enables you to produce reports for staffing of budget summary, roster of approved positions, staff appointments, position status exceptions, and position control budget.

## Fixed Assets

The Fixed Assets module enables you to establish and maintain a record of your fixed and moveable assets. This module is closely integrated with the Payable and Procurement processes to allow you to create intermediate Origination Tag records automatically. The Procurement interface also includes an automatic capitalization feature that works in conjunction with the system-wide Minimum Asset Value.

The Fixed Assets module enables you to assign your own property tag by converting an Origination Tag record into a Permanent Tag record. An optional feature of the this module allows you to create and maintain depreciation records; you may select from a variety of generally accepted depreciation methods and choose one of several first-year options.

Individual financial adjustments may be made to Permanent Tag or Depreciation records; these adjustments originate in the Fixed Assets module and are synchronized between the Fixed Asset Subsidiary Ledger and the General Ledger. This module also includes transfer, history, and reporting capabilities to maintain an accurate inventory of the custody and location of your fixed and moveable assets.

## Cost Accounting

The Cost Accounting subsystem enables you to track, identify, and assign costs that the General Ledger, Purchasing, and Accounts Payable modules generate. This function is useful for responsible accounting purposes as well as for maintaining an internal customer service function. The maintenance/facilities staff can also use the Cost Accounting module to track various jobs and projects.

## Investment Management

The Investment Management module enables any financial entity to successfully monitor invested funds online and provide for equitable distribution(s) of earnings. The system provides the flexibility to track invested funds with or without the use of investment pools which allow diversification while safeguarding principal and maximizing revenue flows. The funds which participate in a pool retain their identity for specific principal and earnings distribution restrictions.

## Research Accounting

The Research Accounting module includes the maintenance and validation forms which enable you to create values used in cost sharing and indirect cost calculations. These forms also permit you to enter sponsor account codes to cross reference to institution accounts for budget display purposes.

The Research Accounting module also includes a Proposals component which is primarily used by researchers and research administrators as a maintenance and tracking tool. Users can enter specific information such as key personnel, agency contact and address, budgets, and indirect cost and cost sharing elements.

Research Accounting Proposals is designed to interrelate with the Grants module so that valuable information may be brought forward to a grant if the proposal is awarded.

## Modules in the User Guide

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In this manual, each module described here appears as a unit within a single chapter, or in some cases, several chapters. Within these chapters, the documentation describes all of the individual forms that you use in that module, the blocks and fields on these forms, and the navigational options within the module as they pertain to the forms.

In addition to the separate module descriptions, this manual contains a “Processing” chapter (Chapter 2) detailing the steps you must take to run the valid processes in each of the modules.

**Note:** For a list of the relevant forms for a module, refer to the table of contents for that chapter or to the index.

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## Introduction

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This chapter contains procedures and processing information for the Banner Finance system. Follow these procedures to run the Finance system and to process your financial data.

The procedures are divided into sections according to their respective module and/or component. For instance, the “Entering Receipt of Goods” procedure appears under the “Receiving Processing” heading.

For more information on a specific topic, refer to the index and to the relevant areas of Section III, “Forms Reference”. This chapter also contains Finance feature overviews which summarize important conceptual information. Read these sections for a general understanding of the respective Banner Finance modules and the functions you can control within them.

## Security

---

One of the initial procedural tasks you perform in Banner Finance should be to set up your security parameters for your system. This section offers an overview on the security capabilities that your system offers.

### Security Overview

The system provides security on three levels:

- Oracle Security provides database security features and auditing capabilities.
- Banner Security provides form, report, and process level security across Banner applications.
- Finance System Security enables you to establish security by user IDs, rule groups and rule classes, forms and process for rule groups, fund and fund types, and organizations.

## Oracle Security

There are three principal aspects of the Oracle security system:

- Password Security — The database administrator (DBA) identifies each Oracle user to the system. The DBA also assigns an initial password to each user.  
Oracle provides further protection for user passwords by providing an optional non-display field for password entry during logon. This prevents unauthorized users from reading your password on the screen as you log on.
- Data Access Security — Oracle's security facilities enable the DBA or data creator to define other users' access rights to the data.
- Security Auditing — The Oracle auditing facility monitors the use of tables and views. This facility also tracks a variety of other user activities.

Refer to your Oracle manuals for more information about these functions.

## Banner Security

When setting up security at your site, use the Security Maintenance Form (GSASECR).

### User IDs and Processing Security

Before establishing security in the Finance System, you need to establish security for your users in the Banner General System.

1. Navigate to the Security Maintenance Form (GSASECR). Use GSASECR to define processing level security for User IDs.
2. To begin establishing security, enter the current user **ID** in the Key Information. Select Next Block. You must specify every form, report, process, and executable job when you establish security for a user ID. Use the **Include** and **Exclude** fields in copy mode.
3. Forms, reports, processes, executable job identifiers, and type indicators display in the Process Information. Change the **Type** indicator to *Q* (Query), *M* (Maintenance), or *E* (Execute) for forms. Change the **Type** indicator to *E* (Executable), *F* (Form), *R* (Report), or *P* (Process) for reports, processes, and executable jobs.
4. Change the **Access** indicator to *Q* (Query), *M* (Maintenance), or *E* (Execute) for forms, reports, processes, or executable jobs. Click or select Save.



## Copy to User Feature

Use GSASECR to copy process level security definitions from one user ID to another user ID.

1. Enter the user ID whose security definition you wish to copy in the **Current User** field. Select Next Item.
2. Specify processes this user may access in the **Include** field. Copy mode enables you to enter *FG %* to include all Finance General Ledger module processes, executable jobs, and reports.
3. Populate the **Type** field to support the include data. Valid entries are *A* (All), *E* (Executable), *F* (Form), *R* (Report), and *P* (Process).
4. Enter the user ID you wish to update in the **Copy to User** field.
5. Specify processes this user ID should not access by populating the **Exclude** field. Select Insert Record. Select Next Block.
6. Forms, reports, processes, executable job identifiers, and type indicators display in the Process Information. Change the **Type** indicator to *Q* (Query), *M* (Maintenance), or *E* (Execute) for forms. Change the **Type** indicator to *E* (Executable), *F* (Form), *R* (Report), or *P* (Process) for reports, processes, and executable jobs.
7. Change the **Access** indicator to *Q* (Query), *M* (Maintenance), or *E* (Execute) for forms, reports, processes, or executable jobs. Click or select Save.

Use the **Include** and **Exclude** fields to delete processes from user IDs defined to the database. Enter the user ID in the **Current User** field. Select Next Item. Populate the **Include** field with those processes you wish to delete. Populate the **Exclude** field with those processes you wish to keep. Delete the record. Select Save.

To delete single records, populate the **Current User** and **Include** fields and select Remove. Select Insert Record (copy mode) in the Copy to User feature.

Refer to the *Security Technical Reference Manual* for additional information about GSASECR.

## Banner Finance System Security

**Note:** The Banner Finance System Security forms are documented in Chapter 7, "Finance Operations."

When setting up security at your site, use the following Banner Finance System Security forms:

- System Control Maintenance Form (FOASYSC)
- User Profile Maintenance Form (FOMPROF)

- Rule Group/Rule Class Security Maintenance Form (FOMRGRC)
- Rule Group Security Maintenance Form (FOMUSRG)
- Form/Process To Rule Group Maintenance Form (FOMPRRG)
- Fund/Fund Type Security Maintenance Form (FOMUSFN)
- Organization Security Maintenance Form (FOMUSOR)

## Indicators

Populate these two required indicators according to site specifications.

Open the System Control Maintenance Form (FOASYSC). Check the **Rule Class Security** indicator and the **Fund and Organization Security** indicator on this form to invoke security at the Rule Class level and the Fund/Org level.

Select the check box labelled **Self Service Budget Development** to enable the Self-Service Budget Development pages and the Fund/Organization security for these pages. Select the **Self Service Budget Development History** check box to enable creation of Budget Development History records that include deleted rows. For detailed information about Finance Self-Service, refer to the *Finance Self-Service User Guide*.

**Note:** There is no check box to turn off self-service budget development fund/org security. To effectively disable it, you can elect to give all users master access in the Self Service Budget Access window on FOMPROF.

## Fund/Organization Security

Once you have completed assigning User ID and processing level security, open the User Profile Maintenance Form (FOMPROF). FOMPROF enables you to establish fund/organization security for user IDs.

1. Enter a valid **User ID** in the Key Information and select Next Block. The descriptive user name displays. The ID you enter must already exist in the database. Select Next Block.
2. Enter the user's primary chart of accounts for which security is being established in the **COA** field. This is a required field.
3. Use the pull-down lists to populate the **Master Fund** and **Master Organization** fields for this user ID. Establish the user ID as having no authority, query only authority, posting authority, or both posting and query authority for the **Master Fund** and **Master Organization**.

**Note:** If you populate the **Master Fund** and **Master Orgn** fields, you do not have to define Funds and Organizations on the Fund/Ftyp Security Maintenance Form (FOMUSFN) and the Organization Security Maintenance Form (FOMUSOR) since this user ID has access to every fund and organization.

You do not have to populate these fields if you uncheck the Fund/Orgn Security Indicator on FOASYSC.

4. Enter a **Budget ID** to associate this user ID with a budget. This field is optional but is useful in establishing budget processing security.
5. Check the **NSF Override** check box to give the user ID the authority to override in situations where funds are insufficient for a document or transaction. Uncheck the check box to withhold this authority.
6. To enable user access to Self-Service Budget Development, select the **Self Service Access** check box. When Budget Development is selected, two other pull-down lists become active.

Use the **Budget Master Fund** pull-down list to specify user access to funds and the **Budget Master Organization** pull-down list to establish user access to organizations. Choices include No Authority (default value), Query Authority, and Both-Query & Posting.

The Invoice and Receiving fields on this form are optional for security purposes but are very useful for transaction processing. For field level help, refer to the “User Profile Maintenance Form” documentation in this chapter.

## Rule Group Security

Open the Rule Group/Rule Class Security Maintenance Form (FOMRGRC). Use this form to associate rule classes to rule groups.

1. Select Enter Query when this form displays. Enter the **Rule Group** code. You may click the Rule Group button or select List to access a rule group list window. Execute the query. The descriptive name displays. Select Next Block.

**Note:** The rule classes must exist in the database before you enter them on this form. Use the Rules Maintenance Form (FTMRUCL) to enter rule classes into the system.

2. Use the Rule Classes Information to enter rule classes associated with the rule group.
3. Click or select Save to add the rule class to the rule group.

## New Rule Group Feature

1. Select FOMRGRC from the Financial System Security Menu (\*FINSECR).
2. Enter a rule group in the **Rule Group** field. Select Next Item.
3. Enter the rule group from which you want to copy rule classes in the **Copy From Rule Group** field.

4. Select Next Block copy the rule classes into the new rule group.
5. Enter the descriptive name of the new rule group in the **Description** field and select Next Block.
6. Associate the desired rule classes with the rule group being established. Click the Rule Class button or select List to access a list of rule classes. Enter additional rule classes for this rule group if required. Select Save.

To delete single records from FOMRGRC, populate the **Rule Group** field and select Next Block to display the rule classes. Go to the desired record and select Remove.

### User ID / Rule Group Security

1. Open the Rule Group Security Maintenance Form (FOMUSRG). Enter the **User ID** for which you are establishing rule group security. Select Next Block.

The data that appears in the Security Information identifies rule groups associated with the current user ID. Use this information to associate rule groups to the user ID.

2. Enter the desired rule groups in the **Rule Group** field. Click the Rule Group button or select List to access a rule group list window. From this window you may select the rule group code you wish to display on FOMUSRG. Rule groups must exist in the system before they are entered on this form. Select Save.

**Note:** Use the Rule Group/Rule Class Security Maintenance Form (FOMRGRC) to associate rule classes with rule groups.

To delete single records from FOMUSRG, populate the **User ID** field and select Next Block to display the rule groups. Go to the desired record and select Remove Record. Click or select Save.

### New User ID Feature

1. Enter the user ID from which you want to copy rule groups in the **User ID** field. A button and List are available.
2. Select Next Item to go to the **Copy User ID** field. Enter the user ID to which you want to copy the rule groups. Select Insert Record. Select Next Block.

Rule groups associated with the current user display in the Security Information. The user ID you entered in the **Copy User ID** field now displays in the User ID field.

3. Add or delete rule groups according to site policy. Click or select Save.

## Form and Process Level Security

Use the Form/Process to Rule Group Maintenance Form (FOMPRRG) to establish a security link from forms, reports, and processes to rule groups.

1. Enter the form, report, process, or executable job name for which you are establishing security in the **Form/Process** field. Select Next Block.
2. The rule groups display in the Security Information supporting form or process level processing. Use the Security Information to associate rule groups with forms, reports, and processes. Rule groups must exist in the system before entry on this form. A button and List are available from the **Rule Group** field if you wish to select a rule group from a list window.

Rule groups must exist in the system before they are entered on this form.

Select Next Item to display the rule group title in the **Title** field. Click or select Save.

The system disables you from posting transactions if you do not associate the required rule groups with forms and processes, so delete records with care.

Use the Rule Group/Rule Class Security Maintenance Form (FOMRGRC) to enter rule groups into the Finance System.

To delete single records, populate the **Form/Process** field and select Next Block to display the rule groups. Go to the desired record and select Remove Record. Click or select Save.

## Form and Process Copy Feature

1. Enter the name of the form or process from which you want to copy rule groups in the **Form/Process** field. Select Next Item.
2. Enter the form or process name to which you want to copy the rule groups in the **New Form/Process** field. Click or select Copy to copy the rule groups into the new form or process.
3. Select Next Block to add more rule groups to the form or process. A button and List are available in the **Rule Group** field. Add or delete rule groups according to site policy. Click or select Save.

## Fund and Fund Type Level Security

Use the Fund/Fund Type Security Maintenance Form (FOMUSFN) to establish a security link between funds and fund types accessible to user IDs.

1. Enter the **User ID** for which you are establishing fund and fund type security. Select Next Block.
2. Enter the charts of accounts, fund types, and funds to which this user has access. A button and List is available in the **COA**, **Fund Type**, and **Fund** fields.

Do not populate fund and fund type to the same record. Use multiple records.

If Self-Service Budget Development is enabled, enter the highest-level **Fund Type** or **Fund** code for this user and select the allowable level of access from the **Self Service Budget Access** pull-down list. Options include *None* (default value), *Query* (view), and *Query&Posting*.

**Note:** For you to have query access in Budget Development Self-Service, you must have at least query access in Finance fund/org security.

3. Use the pull-down list to populate the **Access** field. This field establishes the user ID entered in the Key Information as having posting, query, or both posting and query access. Click or select Save.

### Copy From Existing User Feature

User IDs must exist in the system before entry on this form. Enter user IDs on the User Profile Maintenance Form (FOMPROF).

1. Enter the **User ID** to which you want to copy fund and fund types.
2. Enter the established user ID from which you want to copy fund/fund type designations in the **Copy from User ID** field
3. Use the Include fields (**Include COA Code**, **Include Fund Type**, and **Include Fund**) to designate funds and fund types that you want the system to copy to the new user. Use the Exclude fields (**Exclude COA Code**, **Exclude Fund Type**, and **Exclude Fund**) to designate funds and fund types that you *do not* want the system to copy to the new user.

You may use wildcard characters along with partial values to include or exclude data when you execute the copy function for a user ID. For example, enter *1 %* in the **Include Fund Type** field to copy all fund types that begin with 1.

4. Select Insert Record to copy the charts of accounts, fund types, and funds into the new user ID.
5. The charts of accounts, fund types, funds, and fund titles associated with the user ID appear in the Security Information. Select Next Block to add more charts of accounts, funds, and fund types to the user ID.
6. Use the pull-down list to populate the **Access** field. This field establishes the user ID as having posting, query, or both posting and query access. Click or select Save.

### Remove Record Functionality

You may select Remove Record from the Security Information.

To remove records using the Include and Exclude fields, enter data in the following manner:

- Enter data in the Include fields that you wish to include in the delete function (delete these records).
- Enter data in the Exclude fields that you wish to exclude from the delete function (keep these records).

## Organization Level Security

Use the Organization Security Maintenance Form (FOMUSOR) to establish a security link between organizations accessible to user IDs.

1. Enter the **User ID** for which you wish to establish organization security. Select Next Block.
2. Enter the chart of accounts and organization codes to which this user has access. A button and List are available from the **COA** and **Organization** fields.

If Self-Service Budget Development is enabled, enter the highest-level organization code for this user and select the level of access from the **Self Service Budget Access** pull-down list. The access level you select here applies to all children (also referred to as successors) in the hierarchy of this organization. Options include: None (default value), Query; and Query&Posting.

For you to have access in Budget Development Self-Service, you must have at least query access in Finance fund/org security.

3. Use the pull-down list to populate the **Access** field. This field establishes the user ID as having posting, query, or both posting and query access. Click or select Save.

## New User Feature

User IDs must exist in the system before entry on this form. Enter user IDs on the User Profile Maintenance Form (FOMPROF).

Enter a user ID in the **User ID** field and another established user ID in the **Copy from User ID** field to which you want to copy organizations.

1. Enter the **User ID** to which you want to copy organization codes.
2. Enter the established user ID from which you want to copy organization codes in the **Copy from User ID** field
3. Use the Include fields (**Include COA Code** and **Include Organization**) to designate chart of accounts and organization codes that you want the system to copy to the new user. Use the Exclude fields (**Exclude COA Code** and **Exclude Organization**) to designate chart of accounts and organization codes that you *do not* want the system to copy to the new user.

You may use wildcard characters along with partial values to include or exclude data when you execute the copy function for a user ID. For example, enter 1% in the Include Organization field to copy all organizations that begin with 1.

4. Select Insert Record to copy the charts of accounts and organizations into the new user ID.
5. The charts of accounts, organizations, and organization titles associated with the user ID appear in the Security Information. Select Next Block to add more organizations to the user ID.
6. Use the pull-down list to populate the **Access** field. This field establishes the user ID as having posting, query, or both posting and query access. Click or select Save.

### Remove Record Functionality

You may select Remove Record from the Security Information.

To remove records using the **Include** and **Exclude** fields, enter data in the following manner:

- Enter data in the **Include** fields that you wish to include in the delete function (delete these records).
- Enter data in the **Exclude** fields that you wish to exclude from the delete function (keep these records).

## General Ledger

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### Elements of the FOAPAL String

The FOAPAL is made up of the Fund (F), Organization (O), Account (A), Program (P), Activity (A), and Location (L) codes. 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 more specific performance-related detail for transactions. These codes are not designed to accommodate budgeting purposes.

A detailed description of each FOAPAL element is provided below:

- The Fund Code is the user-assigned alphabetic/numeric designation for a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives in accordance with the prevailing regulations, restrictions, or limitations.

Examples of Fund Codes are: *1001* - Current Unrestricted Fund, *4010* - Sponsored Student Loan Fund, *6101* - Fuller Architecture Program Endowment Fund, etc.



- The Organization Code is the user-assigned alphabetic/numeric designation for departmental/budgetary subdivisions within the larger entity, taken as a whole.

Examples of Organization Codes are: *1101* - Dean of Behavioral Sciences, *2500* - School of Engineering, *12105B* - Business Office, etc.

- The Account Code is the user-assigned alphabetic/numeric designation for individual asset, liability, equity, revenue, expenditure and/or transfer account classifications.

Examples of Account Codes are: *11001* - Demand Cash, *2101* - Accounts Payable, *3501* - Fund Balance, *51003* - Tuition, *6010* - Regular Full Time Salaries, etc.

- The Program Code is the user-assigned alphabetic/numeric designation for group activities, operations or other units directed to attaining specific purposes or objectives.

Examples of Program Codes are *101* - Academic Support, *2700* - Student Services, *8100* - Research, etc.

- The Activity Code is the user-assigned alphabetic/numeric designation for temporary units of work, subsidiary functional classifications, or short duration projects.

Examples of Activity Codes are: *3215* - Repair to Student Union Lobby Floor, *A117* - Bookstore Van # 17, *5432* - Computer Lab Printer Ribbon Recycling, etc.

- The Location Code is the user-assigned alphabetic/numeric designation for physical places or sites. This is primarily used with, but not limited to, the Fixed Asset module.

Examples of Location Codes are: *7651A* - Controller's Office, *4100* - Athletic Department Offices, *1100* - Sciences Building, etc.

## Recommended Order for Chart of Accounts Set-Up

Below is the recommended order of forms for setting up a chart of accounts. All of these forms are described in Chapter 4, "General Ledger."

- Chart of Accounts Maintenance Form (FTMCOAS)
- System Control Fiscal Year Set-Up Form (FTMFSYR)
- System Data Maintenance Form (FTMSDAT)
- Account Type Code Maintenance Form (FTMATYP)
- Account Code Maintenance Form (FTMACCT)
- Currency Code Maintenance Form (GUACURR)
- Installation Control Form (GUAINST)
- Control Account Maintenance Form (FTMACTL)

- (i) Fund Type Maintenance Form (FTMFTYP)
- (j) Fund Code Maintenance Form (FTMFUND)
- (k) Identification Form (FOAIDEN)
- (l) Bank Code Rule Form (GXR BANK)
- (m) Program Code Maintenance Form (FTMPROG)
- (n) Activity Code Maintenance Form (FTMACTV)
- (o) Location Code Maintenance Form (FTMLOCN)
- (p) Organization Code Maintenance Form (FTMORGN)
- (q) Agency Code Maintenance Form (FTMAGCY)
- (r) Account Index Code Maintenance Form (FTMACCI)
- (s) Financial Manager Maintenance Form (FTMFMGR)

## Creating a Chart of Accounts Record

Establish a separate Chart of Accounts record for each installation requiring a set of financial reports. The following areas are important to understand when you are working with the Chart of Accounts Code Maintenance Form (FTMCOAS).

### FTMCOAS — Main Window

1. Use a future **Effective Date**. Some accounts must be set up after you establish the Chart of Accounts record. Once you establish the accounts, enter them into the Chart of Accounts record.
2. The **Interfund Due To Account** and the **Interfund Due From Account** can be the same account. When performing interfund accounting transactions, the system will look for these values on the Chart of Accounts record. Therefore, these accounts should be set up prior to the **Effective Date** (as defined in Step 1) and added to this record.
3. The **Require Sets of Attribute Types** check boxes enable you to associate Attribute Sets rather than individual Attribute Values with a specific type of FOAPAL element (fund, organization, account, program, activity, or location) in this chart of accounts. For each FOAPAL type checked, the FOAPAL Attribute Association Form (FTMFATA) will link attribute sets to codes of that type. If unchecked, FTMFATA will link individual attribute values to codes of that type.
4. The Budget Control Information on this form manages available balance checking when performing accounting transactions. Non-sufficient funds

checking can be performed on any combination of **Fund, Organization, Account, or Program**.

Control Severity refers to the system response to an NSF condition. A severity of *E* (Error) will stop the transaction from progressing. When this condition occurs, an authorized user must either override the budget checking or establish sufficient budget. A severity of *W* (Warning) notifies the user of the NSF condition but allows the transaction. These values can be altered at the fund type or fund code level, thereby permitting different budget checking policies to be enforced at different levels.

## Parameters Window

1. The **Fund Balance Account** is used for the closing entries. As with the interfund accounts, it must be established prior to the Chart Effective Date and added back in.
2. The **Accounts Payable Accrual Account** will be used if cash is disbursed in the accrual period against a prior period expense account. Cash in the current fiscal year will be credited and offset by a debit to current year A/P accrual. The prior year expenses will be debited and offset by a credit to prior year A/P accrual. As with Steps 2 and 4, this account must be established prior to the Chart Effective Date and added back in.
3. The **Accounts Payable Accrual Account** will be used for cash receipts against prior year revenue during the accrual period. Cash in the current fiscal year will be debited and offset by a credit to current year A/R accrual. The prior year revenue will be credited and offset by a debit to prior year A/R accrual. As with Steps 2, 4, and 5, this account must be established prior to the Chart Effective Date and added back in. The Close OP Ledger Code is *J001*.
4. The **Encumbrance** Parameters define the budget policy for those encumbrances which are rolled forward into the next fiscal year. The Encumbrance Parameters Rule Code is *E090*, Year End Encumbrance Roll.
5. An entry of *C* (Committed) in the **Commit Type** field indicates that the encumbrance will be treated in a separate line having been rolled from the prior year. Its balance is reflected in the Prior Year Encumbrance Control account in the current year.

You may alter these parameters at the fund type level.

An entry of *U* (Uncommitted) in the **Commit Type** field indicates that the encumbrance rolls into the current year with no distinction to indicate that it rolled from the prior year. The Encumbrance Control account in the current year reflects the balance.

6. The **Budget Roll** field allows you to specify whether *and* how to roll the budget associated with the encumbrance. If the Commit Type is *C*, this value must be *Y* (Yes). In other words, if the encumbrance is being distinguished as rolling from the prior year, it must come into the current year with its own budget.

If the Commit Type is *U*, the Budget Roll parameter may equal *Y* (Yes) or *N* (No), depending on site policies.

7. **Budget Disposition** specifies what happens to remaining budget if the site liquidates a rolled encumbrance in the current year for less than the encumbrance amount. If the Commit Type is *U* (Uncommitted), the Budget Disposition field must be *U* (Unrestricted). When an Uncommitted encumbrance rolls from the prior year and the site liquidates it for less than the encumbered amount, the remaining budget is available for use in the current year. If the Commit Type is *C* (Committed), the Budget Disposition can be *U* (Unrestricted), *R* (Restricted), or *N* (No Action). The *U* (Unrestricted) option works the same for a *C* (Committed) encumbrance as for an encumbrance that is *U* (Uncommitted).
  - If the **Budget Disposition** is *R* (Restricted), any remaining amount after your site liquidates a *C* (Committed) encumbrance is not available for the current year's use. The system reclassifies the amount to an appropriate account. To take advantage of this option, establish a contingency account (typically a Fund Balance type), and enter it as a posting modifier on the *INEI* (Invoice with Encumbrance) rule class.
  - If encumbrances are being rolled *C* (Committed), you may specify *N* (No Action) in the **Budget Disposition** field. As with *R* (Restricted), any remaining budget dollars will not be available for use in the current year, but the dollars will remain as restricted budget for the line item rather than reclassified to another account.
8. The **Percent** field allows you to specify a portion of the budget to roll with the encumbrances. However, this percentage must be *100%* when the encumbrances are being rolled *C* (Committed).
9. The Budget Carry Forward Parameters refer to remaining balance or unspent budget dollars at the end of the fiscal year. The Budget Carry Forward Rule Code is *J020* (Budget Carry Forward Journal).
10. **Budget Type** refers to *T* (Temporary) or *P* (Permanent) budgets.
11. **Budget Class** refers to *O* (Original) or *A* (Adjusted) budget.
12. Use the **Percent** field to apply a percentage as with encumbrance budgets. Any budget which rolls will roll into the same line item in the new fiscal year.
13. Use the Document Roll Parameters to specify which types of encumbrances will roll at year end. The system allows you to roll the following types of encumbrances: **Encumbrances, Purchase Orders, Memo Reservations, Requisitions, Labor Encumbrances, and Work Orders**. To roll an encumbrance type, check the corresponding box.

You may alter these parameters at the fund type level.

## Establishing Alternatives for Cash Accounts and Bank Funds

The Bank Fund is a special fund created to show the total cash for the installation and the breakdown of where that cash is deposited. By setting up different banks

using the Bank Code Maintenance Form (GXR BANK), you can define the relationships of the cash and cash interfund accounts. This process permits individual cash balances by fund and enables you to see the entity's cash position in total.

## Determining the Cash Accounting Relationships

The cash and cash interfund accounts can be set up differently according to your installation's needs.

- Using one cash account and multiple cash interfund accounts show each fund's cash balance by bank, while the system carries the total cash balance for the installation to the cash account in the bank fund.
- Multiple cash accounts with one cash interfund account will show each fund's claim on the total cash pool as reflected in the cash interfund account in the bank fund.

An advantage of this method is that it enables the installation to maintain additional banks in the bank fund that represent external cash transfers, such as transfers to the State treasurer. The system does not require you to reflect these transfers within any funds other than the bank fund.

## Establishing the Cash Accounting Relationships

**Note:** Steps 2 through 5 below are an integral part of building the Chart of Accounts.

1. Determine the following:
  - (a) the cash account and cash interfund numbers
  - (b) the Bank IDs (for example, *FIRST* for First National)
  - (c) the Bank Code numbers
2. Establish the cash and cash interfund accounts on the Account Code Maintenance Form (FTMACCT).
3. (*Optional*) Establish Bank Fund type on the Fund Type Maintenance Form (FTMFTYP). The Bank Fund can either have its own fund type or it can be a separate fund code within the current unrestricted fund type.
4. Establish the Bank Fund on the Fund Code Maintenance Form (FTMFUND).
5. Establish the banks on the Bank Code Maintenance Form (GXR BANK).

## External Cash — Receipts and Disbursements

You may set up a default bank for each fund record. For any given cash entry, you may override the default. The relationship of cash and cash interfund accounts as identified in the bank table allows the system to post cash to the cash or cash interfund accounts as appropriate within the input fund(s) and to the Bank Fund.

## Internal Cash — Interfund Transfers

Transferring cash between funds will post offsets to the Due To/Due From account and transfer cash between the banks in the bank fund, if appropriate. If you are using the multiple cash accounts method, you can perform transfers within the bank fund to reflect transfers of bank balances.

## Cash Accounts In Foreign Currency

Whenever you enter a foreign currency within the procurement processes, the system automatically calculates the converted amount for use in available balance checking and posting. Use a simple journal entry in the bank fund to record the purchase of the foreign currency itself. We recommend using the routine *JE15* Rule Class. Enter a credit entry to the cash account in the bank fund used to purchase the foreign currency; debit the cash account used for maintaining the balance of the specific foreign currency (referenced on the Currency Code Maintenance Form, GUACURR); debit/credit the difference to the exchange account (also referenced on GUACURR).

## Budget Entries Only to Pool Accounts

### Pooled Budgeting Feature

The system enables you to make budget entries only to account codes designated as pool accounts. This restricts non-budget entries to pool accounts. Banner Finance controls this restriction through a data entry indicator value entered on the Accounts Code Maintenance Form (FTMACCT).

Use the pull-down list to populate the **Data Entry** indicator field on FTMACCT. If you select *BUDGET* from this pull-down list, the system allows only budget entries against this account. The system cannot post non-budget entries to pool accounts and treats these accounts as non-data enterable.

This feature is applicable to all the transaction forms in Banner Finance as well as the Transaction Interface Process (FGRTRNI).

The system determines a budget entry by the process codes that make up the rule class code. If a transaction rule class code contains any of the following process codes: *0010*, *0011*, *0020*, or *0021*, then the system recognizes the rule class as a budget entry, allowing the transaction against the account marked with the data entry indicator *BUDGET*. If the transaction rule class code does not contain one of these process codes, then the system treats the account as non-data enterable. An

online edit-type message displays, and the system stops the cursor in the **Account** code field.

## Multiple Fund Balance Processing

The Multiple Fund Balance feature allows you to close Operating Account Year-to-Date detail to more than one fund balance account at Year End and during Concurrent Year Processing.

This feature is optional. Check the Multiple Fund Balance box on the System Control Maintenance Form (FTMACCT) to initiate this process. The box defaults to unchecked. If the box is unchecked, the system uses the Fund Balance Account defined on the Chart of Accounts Maintenance Form (FTMCOAS) as the default fund balance account to which all operating account year-to-date control activity will close to at year end. This closing of Control Account information takes place in the General Ledger Roll Process (FGRGLRL), Concurrent Year Processing, and in the Close Operating Account Process (FGRCLOP).

To implement this feature, you need to set a few indicators and identify the cross reference fund/account information to one or multiple fund balance accounts. Enter cross reference information on the Fund Balance Account Maintenance Form (FTMFBAL). Determine how best to use this feature based on site policies. You may opt to ignore the feature and post journal entries at year end to adjust values from the default fund balance account to the other fund balance accounts if relatively few of the fund balance accounts are affected at year end. You may choose to implement this feature if a large number of the fund balance accounts are affected; for example, investment fund activity could close to Retained Income, Realized Gains, Realized Losses, and Original Gifts accounts. Once you establish these values, your work is done, except for minor upkeep.

## Implementing Multiple Fund Balance Processing

Implement multiple fund balancing on the following forms:

### System Control Maintenance Form (FOASYSC)

Check the **Multiple Fund Balance** box on FOASYSC to initiate multiple fund balance processing. Remember, if the check box is unchecked, the system uses single fund balance processing. The system closes all Operating Account activity (OPAL) to the fund balance account specified at the chart of accounts level.

### Chart of Accounts Maintenance Form (FTMCOAS)

Make sure that a **Fund Balance Account** is defined in the Parameters Window of the Chart of Accounts Maintenance Form (FTMCOAS). The system uses this account for closing Encumbrance and Budget activity.

## Fund Code Maintenance Form (FTMFUND)

Use the pull-down list to populate the **Multiple Fund Balance Indicator** field on the Fund Code Maintenance Form (FTMFUND). This indicator allows the system to determine the criteria for selecting the correct Fund Balance Accounts. Valid options are *Fund*, *Fund Type*, and *Account*.

## Fund Balance Account Maintenance Form (FTMFBAL)

Open the Fund Balance Account Maintenance Form (FTMFBAL) and specify the Fund Balance Account(s) to which year-to-date Operating Ledger activity should close. Enter all funds for which you have populated the **Multiple Fund Balance Indicator** field on FTMFUND and specify the appropriate level for determining what Fund Balance Account to use and enter the **Fund Balance Account**. Specify Fund Balance Accounts by Fund Type (level I or II), Fund, or Fund and Account.

For funds with the indicator set to *Fund Type*, the system looks for the fund type at level one or level two within FTMFBAL. The system then uses whatever fund balance account you defined for that type. If you previously defined both **Fund Type** levels on this form, the system selects level two over level one.

For funds with the indicator set to *Fund*, the system searches for that fund code within FTMFBAL. The system then closes each Operating Account's year-to-date activity within that fund to the **Fund Balance Account** cross-referenced on FTMFBAL. The system does not search the hierarchy for higher level fund codes.

For funds with the indicator set to *Account*, the system expects either of two situations:

- (a) The fund and each OPAL account that has activity within that fund may be specified with a valid fund balance account. The balance of that OPAL account's YTD activity will close to the defined fund balance account.
- (b) You may specify the fund and a null account with a valid fund balance account. This will handle situations in which the **Multiple Fund Balance Indicator** field is set to *Account* but you have not defined the OPAL account on FTMFBAL, handling any exceptions for ease of data entry.

## Review of Fields

Set the **Multiple Fund Balance** indicator on the System Control Maintenance Form (FOASYSC) as appropriate for single or multiple Fund Balance Processing. Check the box to initiate the feature or uncheck it to bypass the feature.

You must populate the **Fund Balance Account** field in the Parameters Window of the Chart of Accounts Maintenance Form (FTMCOAS) for closing encumbrance and budget control information.

The purpose of the **Multiple Fund Balance Indicator** on the Fund Code Maintenance Form (FTMFUND) is to direct the system to the appropriate Fund



Balance Accounts that will be affected during the Year End Processes and for Concurrent Year Processing.

## Review of Forms and Reports

The Fund Balance Account Maintenance Form (FTMFBAL) enables you to enter and maintain **Fund Balance Account** information relating to **Fund Type**, **Fund**, or **Fund Codes/Account Codes** for a particular Chart of Accounts.

The Fund Balance Account Report (FGRFBAL) provides a hard copy listing of information entered through the Fund Balance Account Maintenance Form. Execute FGRFBAL by the Chart of Accounts Code through a particular As of Date.

## Troubleshooting Notes

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.

## General Ledger Consolidated Postings

The term *Consolidated Postings* refers to the consolidation of the approved, tax, additional, and discount amounts entered on a Purchase Order, a Change Order, or an Invoice. This *net* amount is then posted to the transaction history and detail tables. The Consolidated Posting function eliminates the entry of each separate amount, thereby conserving space in the tables.

*Example:*

The following information is entered on the Invoice/Credit Memo Form (FAAINVE) as a direct pay invoice:

Approved:	\$1000
Discount:	-\$100
Additional:	+ \$50
Tax:	+\$150
<hr/>	
Net:	\$1100

When posting processes this transaction and when the Consolidated Posting box is checked, the system writes an entry for \$1,100 in the transaction history and detail tables with a rule class of INNI.

If the same entry was posted and the Consolidated Posting box was *not* checked, the system would write an entry into the transaction detail table for each individual amount. You would see a rule of INNI with an amount of \$1,000; a rule of DISI (Discount on Invoice) with an amount of \$100; a rule of ADDI (Additional amount on Invoice) with an amount of \$50, and a rule of TAXI (Tax on Invoice) with an amount of \$150.

You must determine if the system should process procurement and payables documents with Consolidated Posting turned on or off. To turn Consolidated Posting on, check the Consolidated Posting indicator, located on the System Control Maintenance Form (FOASYSC).

You must weigh the advantages and disadvantages of using Consolidated Posting. You will most likely want to check the **Consolidated Posting** indicator for the following reasons:

- You need to save disk space.
- You do *not* want to view the break down of discount, additional, and tax amounts.

You will most likely *not* want to check the **Consolidated Posting** indicator for the following reasons:

- You need to view the break down of discount, additional, and tax amounts.
- You want to have additional, discount, or tax amounts posted to a particular account, rather than posting to a particular account (s) on input.

If you want to post to a specific account, an account code is placed on the rule classes as a posting modifier. Posting will only interrogate the posting modifiers on the rules if the **Consolidated Posting** indicator is *not* checked.

Keep in mind that tax liability amounts and rebate amounts are posted individually regardless of whether or not the **Consolidated Posting** indicator is checked. In addition, direct cash receipts, entered on the Direct Cash Receipt Form (FGADCSR), do not interrogate the **Consolidated Posting** indicator, only Purchase/Change Orders and Invoices.

Consolidated Postings are often confused with Summary Postings. Summary Postings allow you to combine the effect of a number of documents awaiting posting into single entries for accounts that you have defined in the System Control Maintenance table.

## General Ledger Summary Postings

### Overview

General Ledger Summary Postings provide the option of specifying General Ledger accounts for which the system stores transactions in summary fashion rather than individual items. For example, if there were ten invoices processed in a posting run, there would be a transaction record created and queryable on the General Ledger Transaction Detail Activity Form (FGIGLAC) for each accounting distribution on the invoices both to the Expenditure Control and the Accounts Payable accounts. The system stores all the detail on the Operating Ledger. For ease of analysis, view the summarized entries in the General Ledger using the query forms.

### Description

Determine which General Ledger accounts you want to store in summary rather than detailed fashion. Typically these would be the cash interfund, Due To/From, Accounts Payable, Control, and similar non-data entry accounts.

**Warning:** It is recommended that you do not use this feature for those General Ledger accounts to which the system may make direct entries (Data Entry Indicator on the Account Code Maintenance Form (FTMACCT) set to Y). Summary postings could create a potential reconciliation problem and jeopardize good internal controls.

Specify these General Ledger accounts to the System Data Validation Table (FTVSDAT) using the System Data Maintenance Form (FTMSDAT). The accounts selected must have an FTVSDAT table entry as follows:

1. In the **Entity or Usage Code** field on FTMSDAT, enter *FGRACTG*.
2. In the **Attribute Code** field, enter *GENL\_ACCT\_CODE*.
3. In the **Optional Code Number 1** field, enter the Account Code for the account that the system is summarizing. This account must be a valid General Ledger Account.
4. Enter the **Chart of Accounts Code**.

After you establish the System Data Validation Table Record, the Posting Process (FGRACTG) creates a new document type, *SUM*, for each posting run. When the system summarizes General Ledger postings, a document code in MMDDHHMI format is generated. All summarized postings in a given posting run have the same generated document code by fund. The system groups summarized postings by document type and debit/credit indicator. For example, if Encumbrance Control is one of the specified accounts for General Ledger summary, then the system summarizes all Purchase Order debit entries for the Encumbrance Control Account and posts to that account.

The system creates a transaction history and detail record for the summarized General Ledger posting. The Item Num field stores the posting year in the format:

FGBTRND\_ITEM\_NUM (Transaction History Detail Table)

FGBTRNH\_ITEM\_NUM (Transaction History Table)

To review the summarized postings on the Document Retrieval Inquiry Form (FGIDOCR), enter the document number in MMDDHHMI format and enter the document type of *SUM*.

The general accounting transaction query forms display all other postings for the original documents for accounts that are not summarized by the system. (Refer to Chapter 5, “General Accounting Transactions” for detailed information on the transaction query forms.) For example, if the Accounts Payable Control account uses summary posting, view the General Ledger Transaction Detail Activity Form (FGIGLAC) and the summarized document number created in the posting run displays the cumulative total dollars posted to the A/P account. On the Operating Accounts Transaction Detail Activity Form (FGITRND), you can view the individual invoice numbers for each accounting distribution.

### Transaction Interface Process (FGRTRNI)

Use the Transaction Interface Process to post transactions to the financial ledgers in the following scenarios:

- You are using Deferred Edit Processing
- You are using Automatic Journal Vouchers
- You have an interface system from which you want to send accounting transactions to Banner Finance
- You are executing the Budget Roll to General Ledger Process (FBRBDRL)
- You are executing one of the following Year End Processes: the End-of-Year Budget Carry Forward Process (FGRBDRL), the Close Operating Account Process (FGRCLOP), or the End-of-Year Encumbrance Carry Forward Process (FGRENRL).

### Deferred Edit Processing

You may initiate Deferred Edit Processing to enhance system performance based on site policy. Deferred edit processing enables you to substitute the time it takes the system to edit a transaction in an entry with the time FGRTRNI takes to edit transactions. Set Deferred Edit Processing at the system level or for each document type.

To control Deferred Edit Processing at the system level, check the **Deferred Edit** box on the System Control Maintenance Form (FOASYSC).

To control Deferred Edit Processing for individual documents, you may check the **Defer Edit** box on individual forms such as:

- Encumbrance/Reservations Maintenance Form (FGAENCB)
- Journal Voucher Entry Form (FGAJVCD)
- Journal Voucher Quick Form (FGAJVCQ)
- Journal Voucher Mass Entry Form (FGAJVCM)
- Invoice/Credit Memo Form (FAAINVE)
- Purchase Order Form (FPAPURR)
- Requisition Form (FPAREQN)

If your site uses Deferred Edit Processing, the system places a transaction record in the appropriate Finance System tables for every completed document. The system forwards these transaction records to the Posting Process (FGRACGT) after you successfully execute FGRTRNI.

The system compiles accounting errors, if there are any, in the Transaction Error Report (FGRTRNR) once FGRTRNI has completed. Correct the errors using the appropriate forms based on the output produced by FGRTRNR. Run the Posting Process (FGRACGT) to post transactions to the financial ledgers.

## Automatic Journal Vouchers

You may process automatic journal vouchers by entering specific information such as the Journal Voucher ID, the submission cycle value, and the submission date on the Automatic Journal Voucher Form (FGAAUTO).

Create specific accounting information and dollar amounts using the Journal Voucher Entry Form (FGAJVCD). Link accounting information to the Automatic Journal Voucher ID.

Once you complete a journal voucher, run FGRTRNI. FGRTRNI analyzes the schedules of each automatic journal voucher to determine if its schedule date has been met. FGRTRNI edits FOAPAL components and rule classes. FGRTRNI updates the next submission date.

The system assigns a unique submission number to each automatic journal voucher. The document number stays consistent. The system forwards documents that pass the FGRTRNI edits to the Approved Document Table (FOBAPPD) and then on to the Posting Process (FGRACGT).

The system lists documents failing the FGRTRNI edits on the Transaction Error Report (FGRTRNR). Correct the errors using the Journal Voucher Entry Form (FGAJVCD). View automatic journal vouchers using the List of Automatic Journals Form (FGIAUTO).

**Note:** FGRTRNI creates submission 1-XXX from submission zero. The number of submissions completed and the number of submissions remaining are

updated on FGAAUTO. The Next Submission Date(s), the Submissions Completed, and the Submissions Remaining are updated as well, *regardless of whether or not errors are found.*

**Note:** FGRTRNR displays the document number and the submission number (#) of the submission in error. You must correct the errors on FGAJVCD, re-complete the document, and either run posting or FORAPPL based on whether the Approval Override Indicator is defined to be on or off for Journal Vouchers on FOASYSC.

## Interfaces

You may interface both Banner systems and non-Banner systems to the Finance System. Use the System Data Maintenance Form (FTMSDAT) to identify the interface systems.

When you enter FTMSDAT, the cursor resides in the Entity/Usage Code field. Enter *FGRTRNI* in this field. Select Next Item. Enter *SYSTEM\_ID* in the Attribute Code field. Select Next Item to move to the **Optional Code Number 1** field. Enter a system ID for the system you wish to interface. For example, the Finance seed data contains the interface ID: PAYROLL. This ID identifies the Payroll Module Interface. The seed data contains definitions for all the Banner systems. Use FTMSDAT to define all the non-Banner systems installed at your site.

Move to the **Data** field. This two-character field accepts the following values. The first character accepts *D* (Detail) or *S* (Summary). Use this character to identify whether the system sends the accounting transaction in detail or summarized format. Use the second character to identify whether the system *R* (Rejects) or *S* (Suspends) transactions if errors occur.

## Budget Development Roll Process

Once you establish an approved budget within the Budget Development module, you may roll the budget to the finance ledgers using the Budget Roll to General Ledger Process (FBRBDRL). After you run FBRBDRL, run FGRTRNI to validate the budget entries. If the budget passes the FGRTRNI edits, the system passes the budget information to the Posting Process (FGRACTG). Posting updates the Finance ledgers.

The system lists documents that fail the FGRTRNI edits on the Transaction Error Report (FGRTRNR). Correct the errors using the Journal Voucher Entry Form (FGAJVCD) or using the Journal Voucher Quick Form (FGAJVCQ).

## End-of-Year Process

Year End Processing consists of four functions:

- The General Ledger Balance Forward Process (FGRGLRL)
- The End-of-Year Encumbrance Carry Forward Process (FGRENRL)
- End-of-Year Budget Carry Forward Process (FGRBDRL)
- The Close Operating Account Process (FGRCLP)

The system requires you to run FGRTRNI to edit the FGRENRL, FGRBDRL, and FGRCLP processes. FGRTRNI validates the FOAPAL components, rule classes, etc.

Once FGRTRNI has successfully completed (no errors encountered), post transactions using the Posting Process (FGRCTG).

The system lists transactions failing the FGRTRNI edits on the Transaction Error Report (FGRTRNR). Correct the errors using the Journal Voucher Entry Form (FGAJVCD) or using the Journal Voucher Quick Form (FGAJVCQ). Post completed documents (using FGRCTG) to update the Finance ledgers.

## Available Balance Process

Banner performs online available balance checking on every transaction that affects expense, labor, or transfer operating ledger accounts. This process does two things:

1. Updates the Available Balance Table (FGBBVL) with the activity for the transaction.
2. Performs non sufficient funds (NSF) checking and provides an appropriate message when applicable.

The Available Balance Table (FGBBVL) holds transaction amounts for budget FOAPALs. For each FOAP, the table holds the following amounts:

- Total adopted budget
- Total adjusted budget
- Total year to date activity
- Total encumbrances on the budget
- Total reservations on the budget

Available Balance = Total Adopted Budget + Total Adjusted Budget - Total Year to Date Activity - Total Encumbrances - Total Reservations

The Budget Availability Status Form (FGIBVL) shows the budget availability for a FOAP as of the current system date. The Rebuild Process (FGRBVL) rebuilds the Available Balance Table (FGBBVL) from the operating ledger and the Back Out Table (FGRBAKO). The Back Out Table holds documents that have updated the Available Balance Table, but have not been posted.

Banner performs online available balance checking only if you select the **NSF Checking** indicator on the System Control Maintenance Form (FOASYSC) for a specific transaction document type.

**Note:** When you post a transaction, Banner always updates the Available Balance Table and displays a warning message if you have exceeded the budget.

Banner will update the Available Balance Table online under the following conditions:

1. The **NSF Checking** indicator is selected for that document type.
2. There are sufficient funds for the transaction, or the NSF Override Indicator is set to *Y* for that transaction, or the Available Balance Control Severity is set to *Warning* for the fund, fund type, or chart.
3. No errors were discovered during available balance processing.

In all other cases, Banner will change the NSF Suspense Indicator in the accounting record to *Y* and it will *not* update the Available Balance Table.

Banner will not complete a transaction if the **NSF Suspense Indicator** = *Y* unless approvals are on. When approvals are on and an NSF condition has been found, Banner will complete the transaction and send it to the approvals process. If you override the NSF condition during approvals processing, Banner will update the Available Balance Table.

When Banner performs online available balance checking, it updates the Available Balance Table (FGBBAVL) with the activity and inserts records in the Back Out Table (FGRBAKO).

The records in the Back Out Table let the posting process know that the Available Balance Table has already been updated for that transaction. This enables the posting process to roll back the update, delete the records in the Back Out Table, perform available balance checking, and update the available balance again.

After the document is successfully posted, Banner deletes all records related to that document from the Back Out Table.

## Forms and C Processes that Perform Available Balance Checking

There are two database packages, FGKABAL.SQL and FGKB AVL.SQL that hold all procedures and functions relevant to available balance processing. These procedures are called from the forms and C processes that perform available balance checking.

The following forms perform online available balance processing.



- Invoice/Credit Memo Cancel Form (FAAINVD)
- Invoice/Credit Memo Form (FAAINVE)
- Budget Maintenance Form (FBABDMN)
- Direct Cash Receipt Form (FGADCSR)
- Encumbrance Maintenance Form (FGAENCB)
- Journal Voucher Entry Form (FGAJVCD)
- Journal Voucher Mass Entry Form (FGAJVCM)
- Journal Voucher Quick Form (FGAJVCQ)
- Change Order Cancel Form (FPACDEL)
- Change Order Form (FPACHAR)
- Purchase/Blanket Order Cancel Form (FPAPDEL)
- Purchase Order Form (FPAPURR)
- Requisition Cancel Form (FPARDEL)
- Requisition Form (FPAREQN)
- Stores Issue/Return Form (FSAISSU)
- Stores Requisition Form (FSAREQN)
- Project Charge Maintenance Form (FTMCHRG)

The following forms perform available balance processing for specific documents when approvals are turned on.

- Direct Cash Receipt Approval Form (FOQDCSR)
- Encumbrance Approval Form (FOQENCB)
- Invoice/Credit Memo Approval Form (FOQINVA)
- Journal Voucher Approval Form (FOQJVCD)
- Purchase Order Approval Form (FOQPACKT)
- Requisition Approval Form (FOQRACT)

The following C processes perform available balance processing.

- Posting Process (FGRACTG.PC)
- Transaction Interface Process (FGRTRNI.PC)

## Available Balance Controls

Banner builds records in the Available Balance Table (FGBBAVL) based on the control methods specified in the Chart of Accounts, Fund Type and Fund Code tables.

The controls and parameters for checking budget availability are:

- Any combination of budgets of Fund, Organization, Account and Program called FOAP key control.
- Budgets can be controlled on an Annual (*A*), Quarterly (*Q*) or Year-to-Date (*Y*) control period.
- The severity of the message when not sufficient budget is available for the transaction can be Error (*E*) or Warning (*W*).
- Budgets can also be controlled at an organization or fund or combination higher in the hierarchical structure. (Hierarchical Budgeting)
- Budgets for detail-level accounts can be controlled at an account higher in the hierarchical structure. (Pooled Budgeting)
- If a fund has a grant associated with it, budget checking will take into consideration the budget for the entire life of the grant.

## FOAP Key Control

Banner contains three forms on which you may enter FOAP key control, control period, and control severity values.

- Fund Code Maintenance Form (FTMFUND)
- Fund Type Form (FTMFTYP)
- Chart of Accounts Maintenance Form (FTMCOAS)

Regardless of which form you use, you must enter all three values on the same form. For example, if you enter a FOAP key control value on the Fund Code Maintenance Form, then you must enter control period and control severity values on that form as well.

FOAP key control, control period, and control severity values on the Fund Code Maintenance Form (FTMFUND) override values on the Fund Type Form (FTMFTYP). Values on the Fund Type Form (FTMFTYP) override values on the Chart of Accounts Maintenance Form (FTMCOAS).

You can select any combination of FOAP keys. For example, if you want to control a budget at the fund level, select only the Fund Key.

## Control Period

You can perform budget availability checking on an annual basis, a quarterly basis, or a year-to-date basis.

- **Control Period Option A** initiates checking the availability of funds annually, regardless of the fiscal period specified on the accounting entry. This creates only one record in the Available Balance Table (FGBBAVL) for a FOAP in one fiscal year. This option provides the greatest performance.
- **Control Period Option Q** implies that budgeted funds within a quarter are available at the beginning of that fiscal quarter.

- **Control Period** Option *Y* accumulates the budget for all the fiscal periods up to the transaction period of the entry and then checks for availability on that basis.

The Organization Budget Status Form (FGIBDST) displays the values posted to the operating ledger. You can 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.

#### *Control Period Example*

In this example, the fund code control period is quarterly and budget entries of \$10.00 are posted to each fiscal period. A total of \$120.00 is available during the fiscal year and \$30.00 is available at the beginning of each quarter.

It is now the first day of the second quarter. The Organization Budget Status Form displays \$120.00 in the **Adjusted Budget** column, whereas the Budget Availability Status Form displays \$60.00 in the **Adjusted Budget** column (the sum of the first and second quarter budget). Online budget checking will not allow you to reserve or spend more than \$60.00 from this budget until the beginning of the third quarter.

### Control Severity

The **Severity Control** indicator determines what happens when the budget is not sufficient to post a transaction.

Error (E)	Banner will not let you complete the transaction. The system will assign an NSF condition to the transaction.
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Once you complete and approve the transaction, the posting process will only provide a warning that the budget is not sufficient.

Warning (W)	Banner will let you complete the transaction. The system will display a warning.
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### Hierarchical Budgetary Control

This function enables you to control budgets at levels in a fund or organization structure that are different from the level of the fund and organization entered on the input transaction.

You can load budgets at lower level funds or organizations and control them at a higher level in the structure. The non-sufficient funds editing will check against the sum of the budgets entered at levels below the control level.

You can also load budgets directly at the control level fund and organization.

Hierarchical budget control can be done in one of 3 ways:

- Control the budget at the same higher level fund.
- Control the budget at the same higher level organization.
- Control budget at various levels using combined budget control.

#### *Budget Control at Same Higher Level Fund*

In this method, the budget of an input fund is controlled by a budget control fund that is within the same hierarchy as the input fund. The budget control fund is entered on the Fund Code Maintenance Form (FTMFUND).

#### *Budget Control at Same Higher Level Organization*

In this method, the budget of an input organization is controlled by a budget control organization that is within the same hierarchy as the input organization. This budget control organization is entered on the record of the input organization on the Organization Code Maintenance Form (FTMORGN).

#### *Combined Budget Control*

This function enables you to define various hierarchical control points for available balance checking depending on the fund and organization combination on input.

For combined budget control to occur, the Combined indicator in the input fund and/or organization record should be set to *Y*.

When the indicator is set to *Y*, Banner will select the budgetary control fund and/or organization from the Hierarchical Budget Control Table (FTVHBUD), where the key is equal to the input fund and organization.

## Pooled Budgeting

This function enables you to load a budget in one account and have other accounts access this account for the available budget. It also enables you to load a budget at lower level accounts and have the sum of those budgets considered as the base amount for non-sufficient funds editing and available balance display on Budget Availability Status Form (FGIBAVL) screens.

To use pooled budgeting, you must indicate which account will be the focal point or pool account on the Account Code Maintenance Form (FTMACCT). The pool account does *not* need to be the same account type as the input account.

## Grant Budgeting

Budgeting for grants is done by budgeting for a fund associated with the grant. Grant funds are budgeted by fiscal year. When Banner performs NSF checking in a

transaction form, the budget for the grant/fund combination in all years is taken into consideration.

If a budget has been rolled from the prior fiscal year to the current fiscal year, then NSF checking is similar to other non-grant funds.

If a budget roll has not taken place, then the budget and available balance for the prior fiscal year is also taken into consideration when checking for an NSF condition in the current fiscal year.

## Effective Date Processing

The General Ledger module enables you to insert records and specify effective dates for these records. General Ledger record types include (but are not limited to) Chart of Accounts, Account Codes, Account Index, Fund Type, Fund, Organization, Program Codes, Location Codes, and Bank Codes.

The effective dates of committed General Ledger records may be changed. If you choose to leave the **Effective Date** field blank, the system defaults the current date. Effective dates are time stamped in the format DD-MON-YYYY HHMISS.

You may enter a **Termination Date** for an existing record to disable it from supporting transactions on or after that date.

To change the effective date for a general ledger record, use the Copy procedure:

1. From the form in which you want to make changes, select Enter Query.
2. Populate those fields on the form that identify which record to copy. For example, on the Fund Code Maintenance Form (FTMFUND), populate the **Chart of Accounts** and **Fund** fields. Select Execute Query to view the fund code records.
3. Select Next Record until the most current record displays. The most current record has no **Next Change Date**.
4. Select Insert Record or Next Record followed by Duplicate Record. Together, these two functions create a space in the form just below the record being duplicated and copy the previous record.
5. Make your changes to the new record. Enter the new effective date, which must be equal to or greater than the system date. Click or select Save.

When you **Save** the new record to the form, the previous record's **Next Change Date** value becomes the current record's effective date.

The Purchasing and Procurement and Accounts Payable modules do not maintain **Next Change Date** fields. Date processing in forms in these modules allows you to update existing records' **Effective Dates** without copying records.

For example, populate the **Agreement** and **Vendor** fields on the Agreement Processing Form (FPAAGRD). Select Next Block. The agreement record displays.

From the **Effective Date** field, select Next Item to go to the **Termination Date** field. Enter the date on which this record will no longer support transactions.

## Pro-Rata Cost Allocation

Banner Finance provides an allocation feature that allows for the distribution of transaction amounts, on a user-defined pro-rata basis, from an Organization/Account/Program string in an originating (*source*) fund to an Organization/Account/Program string in a *target* fund. The corresponding reductions in the source fund, to offset the amounts allocated to the target fund, are recorded in the specified user-defined contra-accounts.

### Defining Allocation Information

The primary allocation parameters are defined on two forms:

- The Fund Code Maintenance Form (FTMFUND) is used to house certain higher level default allocation parameter values for a particular fund.
- The Allocation Charge Maintenance Form (FTMALCH) contains the controlling default allocation values for certain combinations of Organization/Account/Program within a fund.

The values present on the FTMALCH form override those defined on the appropriate fund code records (FTVFUND).

The Fund Code Maintenance Form (FTMFUND — Window 5) defines the Allocation Target Fund, the default source **Contra-Account (Organization/Account/Program)** and the default **Allocation Percentage** on the source Fund record. Any or all of these five fields may contain null values, but if the **Allocation Target Fund** is null, the other fields will not accept values.

1. Enter a valid **Allocation Target Fund** code. The fund title will be displayed automatically.

The **Allocation Target Fund** field *must* be populated for allocations to occur on transactions with this Fund Code.

2. Enter the desired default source **Contra-Account Organization, Account, and/or Program**. Valid entries are accepted in any or all of the three fields. The default source Contra-Account accepts accounts of any Internal Account Type.
3. Enter the default **Allocation Percent**. This field will accept only positive values from 0.00% to 100.00%.

If the default **Allocation Percentage** is 0.00% or null, no allocations will occur on transactions with this Fund Code unless a non-zero percentage is present in the Allocation Charge Maintenance Form (FTMALCH).

The Allocation Charge Maintenance Form (FTMALCH) allows you to define the relationship between the **Allocation Source Organization/Account/Program** string,

or any element thereof, and the Organization/Account/Program string, or any element thereof, in the Contra-Account that will absorb the charge. It also defines the percentage to be allocated to the Target Fund.

When the Pro Rata Allocation Process (FGRPRAP) is run, FTVALCH records will take precedence over FTVFUND records.

1. Enter the source Fund **Chart of Accounts** Code and the source **Fund Code** in the Key Information. The source Fund Title defaults.
2. Enter the **Effective Date** (or use the default of the current date) and the **Termination Date** of the Allocation Charge Control record. The **Next Change Date** will be displayed automatically.
3. The **Allocation Source Organization, Account, and Program** fields are optional. Valid entries are accepted in any or all of the three fields. Any source transaction whose Fund/Organization/Account/Program matches the entries set here will undergo the allocation process with the Contra-Account information specified in the other part of the line.

Only account codes with an Internal Account Type (FTVSDAT) value of 50, 60, or 70 will be accepted in the **Allocation Source Account** field.

Any transactions whose Organization/Account/Program strings or individual elements are not entered in the Allocation Source fields for the source Fund will be allocated using the default Contra Organization/Account/Program and **Percentage** values stored in the source Fund's Fund Code record (FTVFUND). If there are no such values on FTMFUND, the Organization, Account, and/or Program of the original transaction will be used.

4. The **Contra-Account Organization, Account, and Program** fields are also optional. Valid entries are accepted in any or all of the three fields. Although each of these fields is optional, an entry in any of the Contra-Account fields will cause the entire default source Contra-Account Organization/Account/Program string on the Source Fund's Fund Code record (FTVFUND) to be overridden. An entry containing null values for all three of the **Contra-Account Organization/Account/Program** fields will cause the source Contra-Account values stored in the source Fund's Fund Code record (FTVFUND) to be used. The **Contra-Account's Account** field may accept any Internal Account Type value.
5. The **Allocation Percentage** will accept only positive values from 0.00% - 100.00%. This field is optional, but any entry will override the default Allocation Percentage on the source Fund's Fund Code record (FTVFUND). A null value entry means that the Allocation Percent on the source Fund's Fund Code record (FTVFUND) will be used for the allocation. An entry of 0.00% will result in no allocation for the chosen Allocation Source string. Therefore, an entry of 0.00% is *not* equivalent to a null entry, as a null percentage means that an allocation could occur using the default percentage found in the FTVFUND table, while 0.00% means that allocation will *not* occur.

An **Allocation Source Organization/Account/Program** string may not point to more than one set of values for **Contra-Account Organization/Account/Program** string and **Percentage**. The three Contra-Account fields and the **Allocation Percentage** field may not all be null.

The FTVALCH record, by design, allows you to create overlapping (but not duplicate) **Allocation Source Organization/Account/Program** string references. The Pro-Rata Allocation Process recognizes the overlapping Allocation Source account strings and determines the order of precedence in which data will be applied to the allocation. The hierarchy for determining order of precedence moves from the most detailed entry to the least detailed entry as follows:

- (a) FTVALCH specifies Organization, Account, and Program
- (b) FTVALCH specifies Organization and Program
- (c) FTVALCH specifies Organization and Account
- (d) FTVALCH specifies Account and Program
- (e) FTVALCH specifies Organization
- (f) FTVALCH specifies Program
- (g) FTVALCH specifies Account
- (h) No FTVALCH record, use FTVFUND values

For example, if two records on FTMALCH have identical source organizations and programs, but only one of these has a source account, the records are overlapping. The record which contains all three elements fits hierarchy levels (a) and (b); the one with only organization and program fits hierarchy level (b) only. A transaction whose account data matches the organization, account, and program specified in the first of these two records will be allocated with the Contra data found in that record. Such a transaction matches both the (a) and (b) elements in the hierarchy, but the (a) element is chosen over the lower-level (b) element. Another transaction with the same organization and program but a different account will be allocated with the Contra data found in the second of these two records since it only matches the (b) element in the hierarchy.

### Limiting Rule Groups in the Pro-Rata Allocation Process

The Allocation Rule Group Maintenance Form (FTMALRG) allows you to limit the Pro-Rata Allocation Process to certain classes of documents specified by rule group. If there are no entries on FTMALRG, then allocation transactions will be selected without regard to rule groups. If any entries are made on this form, allocations will *only* be made on transactions whose rule classes fall within the specified rule group(s).

This form consists of repeating records with a field for the **Rule Group** and additional fields for **Effective Date**, **Termination Date**, and **Next Change Date**. All entries on this form are optional, and the **Next Change Date** is a non-enterable field. This form will operate on a system-wide basis for all Allocation Charge Control records.



## Running the Pro-Rata Allocation Process (FGRPRAP)

The Pro-Rata Allocation Process inserts entries into FGBTRNI to produce journal vouchers for all of the allocation entries created. The process consists of the following steps:

1. You will be prompted to enter the user-defined parameters for the process. The Allocation Begin Date and Allocation End Date parameters are used to select the transactions that will produce the allocation calculations. These dates will each default to the system date if left blank. The Allocation End Date must be the same as or later than the Allocation Begin Date, and any date later than the system date is considered invalid. The Allocation Transaction Date is the user-defined effective posting date assigned to the transaction. This date will default to the system date if left blank and must be the same as or later than the Allocation End Date.

The Source Funds parameter is optional. An entry or entries here will limit the selection of transactions to those involving these source funds. Any source fund must have a valid entry in the Allocation Target Fund field on the FTVFUND record. If no entry is made in this parameter, all funds will be eligible for allocation.

The only valid entries for the Internal Account Type parameter are 50, 60, or 70. This parameter limits the selection of transactions to those whose account is of one of the Internal Account Types specified. A null value entry will automatically include transactions of all three Internal Account Types in the allocations.

The two Bank Code parameters will not be prompted if you have selected Preview mode.

The Allocation Target Bank Code and Allocation Contra Bank Code parameters define these respective bank codes to supply the appropriate bank fund and account information when the original transaction is a YTD transaction.

A null entry for the Report Execution Mode parameter will default to *P* (Preview). If *P* (Preview) is selected, no updating will take place and only an *as if* report will be produced. An entry of *U* (Update) in the Report Execution Mode parameter will initiate the Pro-Rata Allocation Process. Enter *S* (Summary) in the Report Type parameter to produce the summary version of this report. Enter *D* (Detail) in the Report Type parameter to produce the detailed version of this report. Enter *N* (No Report) in the Report Type parameter to suppress production of a report (unless the Report Execution Mode = Preview). Select the Number of Printed Lines per Page as desired.

2. The system locates all of the Source Fund(s) transactions in the FGBTRND table that meet the criteria of the report parameters entered, contain the appropriate Source Fund records in the FTVFUND or FTVALCH records, and pass through any transaction filters noted in the FTVALRG record.
3. Once the eligible source transactions are located, the process totals all of the transactions with the same combination of Fund, Organization, Account, Program, and Field Codes (for example, *OBD*, *YTD*, etc.). The user-defined Allocation Percentages are then applied to each of the derived totals, creating

a separate Allocated Amount for each derived total line of account distribution.

4. Two sets of transaction distribution postings are developed from the Allocated Amounts for each derived total line of account distribution. The first set represents the *Allocations From* the Source Fund(s). The Organization/Account/Program string for each set of source transactions will be replaced by the appropriate Contra-Account Organization/Account/Program strings from the FTVFUND or FTVALCH records. If no data is found in either of these places, the Organization, Account, and Program from the original transaction will be used. Each *like* Fund/Organization/Account/Program/Field string is made into a transaction with a Rule Class of AC01 - AC07. The *A* in the Rule Class Code stands for *allocation*, the *C* designates Contra-Account, and the 01 through 07 refers to the field indicator of the original transaction.

The second set of transaction distribution entries represents the *Allocations To* the Target Fund(s). The Allocation Target Fund Code(s) on the FTVFUND record(s) will replace the Fund Code(s) of the original transactions. Each like Fund/Organization/Account/Program/Field string is made into a transaction with a Rule Class of AT01 - AT07. The *A* in the Rule Class Code stands for *allocation*, the *T* designates the target fund, and the 01 through 07 refers to the field indicator of the original transaction.

5. Next, each of the eligible transactions used in the Pro Rata Allocation Process is marked with the journal entry number, sequence number, and percentage so that you may request a historical report of the transactions used to develop any allocation entries, and also to prevent their inclusion in any subsequent Pro-Rata Allocation processes. These markers do not appear in the online display or reports.
6. The final step in the Allocation Process is to produce an Allocation Control Report (if selected). The summary version of the report shows the summary totals developed for each Allocation Source record and the Allocated Amounts for each derived total line of account distribution. The detailed version of the report produces the full Fund/Organization/Account/Program account string detail of all the eligible transactions selected to create an allocation entry. The detailed report also includes the summary totals developed for each Allocation Source record and the Allocated Amounts for each derived total line of account distribution.
7. If the Report Execution Mode = *U* (Update), the end result of this process is the creation of journal voucher entries in the FGBTRNI table. The FGRTRNI process must be run in order to produce the journal voucher, and FGRTRNR must be run to determine whether any errors occurred in FGRTRNI. The final step is to run FGRACTG to post the journal entry.

## Running the Pro Rata Allocation Report (FGRPRAR)

The Pro Rata Allocation Report lists the allocations made by FGRPRAP and allows you to re-create a list of the source transactions for any allocation transactions

produced by the Allocation Process. The report consists of the following user-defined parameters:

1. The Allocation Document Number selects the journal voucher document whose allocations will be reported. If this parameter is left blank, the Report Begin/End Dates and the Chart of Accounts will be prompted; otherwise, these parameters will be bypassed.
2. The Report Begin Date and Report End Date determine the range of dates from which allocations are selected. The Report End Date must be the same as or later than the Report Begin Date. Both parameters default to the system date.
3. The Chart of Accounts parameter determines the chart of accounts from which allocations will be reported.
4. The Report Type parameter enables you to select a *S* (Summary) report or a *D* (Detailed) report. The summary version reports the summary totals developed for each set of Allocation Source records and the Allocated Amounts Percentage and Contra Organization, Account, and Program for each derived total line of account distribution. The detailed version reports the Document Number, Organization, Account, Program, and Field of all the eligible transactions selected to create an allocation, in addition to the information on the summary report.

If this parameter is left null, the *S* (Summary) report is produced.

5. Select the Number of Printed Lines per Page as desired.

## Governmental Accounting Standards Board (GASB) Reports Processing

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This section provides you with information you will need to process any of the six reports that comply with statement numbers 34 and 35 of the Governmental Accounting Standards Board (GASB). Attribute reporting enables you to map your Chart of Accounts to the correct columns and rows of the reports, using the seed data provided with the release. You can modify the column title and line item descriptions, as needed, to suit your institution's reporting needs. For samples of GASB reports, refer to Chapter 25, "Reports and Processes".

**Note:** Reporting for GASB will not generate printed output directly, instead it creates a comma separated value (.csv) file. Open this file with a standard spreadsheet tool, such as Microsoft Excel. Within Excel, you can customize each report for transactions unique to your institution and enhance the formatting to produce camera-ready financial statements.

## **GASB 35 Reports**

The following reports are meant for use for public institutions that report only business-type activities.

### **Public Colleges and Universities Business-type Activities Only**

- Statement of Net Assets
- Statement of Revenue, Expenses, and Changes in Net Assets

## **GASB 34 Reports**

The following reports are meant for use by state and local governments and public institutions that report both government and business-type activities.

### **Government Wide Statements**

- Statement of Net Assets
- Statement of Activities

### **Governmental Funds Statements**

- Balance Sheet
- Statement of Revenue, Expenditures, and Changes in Fund Balances

## **GASB Extract Process (FGPGEXT)**

The Data Extract Process is run via job submissions. This process uses the parameters entered to extract the appropriate information from the General Ledger (FGBGENL) and Operating Ledger (FGBOPAL) tables to the table FGWREPT. (These parameters are identified in the table at the end of this section.)

If the extract is run for a Chart and End Date that already exist in the table, all records will be replaced. (Reclassification entries are stored separately and are not affected). If the extract is run in Purge mode (parameter 07), then records for the Chart, End Date, and Report Type(s) indicated are removed and not replaced. If any changes are made to Attribute associations or any additional transactions are posted to the ledgers, the extract must be re-run before the changes are reflected in the reports. (This is not required for reclassification entries via FGARCLE).

If any FOAPAL elements do not have attributes selected, or have duplicate associations, the FGPGEXT process generates error reports. Another report identifies FOAPAL elements intentionally excluded from the GASB statements.

Samples of each of the error reports are included in Chapter 25, “Reports and Processes.”

If there have been transactions directly to Fund Balance accounts (internal ATYP 40) during the period for which the extract is run, the Control Report will show the Net Fund Balance Activity from all funds. This will occur, for example, if Fixed Asset Capitalization is directed to a Fund Balance Account. This may cause an out-of-balance condition between the Operating reports and the Balance Sheet reports unless an equivalent amount of revenue/expense has been excluded from the Operating report. If there is no activity or the transactions net to .00, then there will be no message on the Control Report.

	<i>Parameter</i>	<i>Description</i>
01	Chart of Accounts	Enter Chart for which data is to be extracted (required)
02	End Date of Period Reported	Enter end date for reporting (required) – this is converted to the Fiscal Year and Period in which the date entered falls for purposes of the extract and GASB reporting, and extract includes all data to the end of that period.
03	Include Accrual	Include Accrual (Y/N)
04	Government Wide Financials	Extract for GASB 34 Statement of Net Assets and Statement of Activities (Y/N)
05	Governmental Funds Financials	Extract for GASB 34 Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances (Y/N)
06	Public Inst BTA Financials	Extract for GASB 35 Statement of Net Assets and Statement of Revenues, Expenses, and Changes in Net Assets (Y/N)
07	Processing Mode	Processing Mode:  <i>E</i> – Extract data (replace existing data for Chart FY/Period, and Report Pair(s) indicated.  <i>P</i> – Purge data for Chart, FY/Period, and Report Pair(s) indicated

### **GASB Reclassification Entry Form (FGARCLE)**

Use this form to enter adjusting or reclassifying accounting transactions. The sum of the transaction amounts must equal the amount in the document header.

This form functions similarly to the Journal Voucher Forms (FGAJVCD, FGAJVCM, and FGAJVCQ) using the JE15 rule class (Journal Type). Information collected on this form is not posted to the main ledgers but is used for reporting purposes only. Access this form from the Generate GASB Reports Menu (\*FINGENGB).

### **Queries**

After a document is marked as Complete, it can be viewed in query mode only. You can query on any of the columns in the main block of this form.

## Key Block

Fields	Descriptions
Document Number	Choose the appropriate document number from the LOV or enter a document number. Use NEXT or leave this field blank to have the system generate the next available sequential document number. Press Next Block to go to the Header Block.

## Header Block

Fields	Descriptions
COA	Code for the Chart of Accounts.
Transaction Date	Enter a date within the Fiscal Year and Period for which GASB Statements will be run.
Document Total	Total dollar amount for the document.  <b>Note:</b> The sum of all amounts must equal the total dollar amount entered in the Header block.
Description	Description of the document. Expand this field by selecting the button to the right of the field. You can enter up to 2000 characters. This is a required field.
Fiscal Year	Fiscal year. The system derives this value from the date you entered in the <b>Transaction Date</b> field.
Fiscal Period	Fiscal period. The system derives this value from the date you entered in the <b>Transaction Date</b> field.
Complete	The value in this field indicates if the document is complete: <i>Y</i> for yes, and <i>N</i> for no.  <b>Note:</b> After a document is marked as Complete, it cannot be reopened for editing. It can be viewed in query mode only.

## Detail Block

The document must be balanced (the sum of the debits must equal the sum of the credits) both within the fund and the report type.

- To verify that the debits and credits are in balance for this document, select the Validate Document option in the Options menu. If E appears in the **Status** field, there are errors and the fund, or report, is out of balance as indicated in the status line message.
- To complete a document, select the Complete Document option in the Options menu. Only completed documents are reflected in the GASB Statements.

When you choose this option, the system first verifies that the debits and credits are in balance for this document, then sends you the following message: *This option will complete the document and changes will not be allowed. Do you wish to Continue?* If you choose *Yes*, the system marks this document as Complete (Y).

Fields	Descriptions
Sequence	Sequence number. You can leave this field blank. It will default to the next available number.
Status	Status of the accounting sequence. <i>E</i> means a fund or report pair is out of balance; <i>B</i> means both are balanced (that is, the debits are equal to the credits).
Index	Account Index Code associated with this entry
Fund	Fund code associated with this entry (required). Codes that are not identified as data enterable on the FTMFUND form can be entered here.
Orgn	Organization code associated with this entry. Codes that are not identified as data enterable on the FTMORGN form can be entered here.
	<b>Note:</b> For a General Ledger account entry, you do NOT have to enter a value in this field.
Acct	Account code associated with this entry (required). Codes that are not identified as data enterable on the FTMACCT form can be entered here.



Fields	Descriptions
Prog	<p>Program code associated with this entry. Codes that are not identified as data enterable on the FTMPROG form can be entered here.</p> <p><b>Note:</b> For a General Ledger account entry, you do NOT have to enter a value in this field.</p>
Report Type	From the pull-down list, select a report type to indicate the GASB report pair on which this entry will display.
Description	Description of the transaction. Expand this field by selecting the button to the right of the field. You can enter up to 2000 characters.
Amount	<p>Amount of the adjusting entry</p> <p><b>Note:</b> You cannot enter negative numbers in this field. To indicate a debit or credit, enter the appropriate value in the D/C field.</p>
Debit or Credit	Debit (D) or Credit (C) indicator
Beginning Balance	<p><i>N</i> (no) - This transaction amount is <i>not</i> reflected in the beginning balance amount. This is the default value.</p> <p><i>Y</i> (yes) - For Fund Balance Accounts (internal type 40) the transaction will be reflected in the 'Fund Balance (Net Assets) - Beginning' row of the Operating Statement. This may be necessary to reflect the impact of a prior year reclassification entry in the current year report.</p> <p><b>Note:</b> This indicator may also be set to <i>Y</i> for other internal account types so that all reclassification entries related to the prior year are marked.</p>

### Transaction Reclassification Query Form (FGIRCLE)

Use this query form as an investigative tool to review reclassification entries and trace their impact on the reports. You can use this form to perform a query by document, by attributes, or by FOAP elements. Option links provide access to Query Document (FGARCLE), Trial Balance (FGITBAL) or Budget Status (FGIBDST) forms.

The format of the Header and Detail blocks on this form differ depending on the type of query you choose.

### Key Block

In this block, enter the applicable qualifying information for the type of transactions you want to review.

<b>Fields</b>	<b>Descriptions</b>
Chart	Code for the Chart of Accounts.
Fiscal Year	Fiscal year.
Fiscal Period	Fiscal period.
Report	Statement on which the transaction displays.
Display by Document	Radio button that, when selected, indicates a query of all reclassification documents that satisfy the criteria identified in the preceding fields.
Display by Attributes	Radio button that, when selected, indicates a query by specific attributes, which targets a particular number on a report.
Display by FOAP Elements	Radio button that, when selected, indicates a query by FOAP entered on the reclassification document.

### Document Query - Detail Block

A document query displays all records from the Reclassification Header table that meet the criteria in the Key block. For additional detail about a specific record, choose Query Document from the options menu.

Fields	Descriptions
Document	Document code for the adjusting entry.
Description	Description of the adjusting entry. Expand this field by selecting the button to the right of the field.
Transaction Date	Transaction date.
Document Amount	Amount in 99.99 format.
Status	<i>Y</i> (yes) indicates that the document is complete; <i>N</i> (no) means the document is not complete.

### Attributes Query - Header Block

In this block, enter the **Fund Attribute** and the **Account** or **Program Attribute** (both for Government Wide Statement of Activities) to specify the column and row of a report for which data are to be displayed.

Fields	Descriptions
Fund Attributes	Enter Fund Attribute.
Account Attributes	Enter Account Attribute.
Program Attributes	Enter Program Attribute.  <b>Note:</b> This field displays only for operating ledger reports.
Unadjusted Ledger Amount	Sum of the GASB amounts from the extract table for the criteria in the Key and Header blocks.
Net GASB Amount	Sum of the unadjusted ledger amount and the reclassified GASB amounts displayed on this form.

## Attributes Query - Detail Block

An attribute query shows documents affecting a particular amount on a report as specified by the column and row of the attributes. All documents are shown, but *only* completed documents display a GASB Amount and affect the Net GASB Total.

Fields	Descriptions
Fund	Fund code.
Account	Account code.
Program	Program code.
Organization	Organization code.
Document	Document code for the adjusting entry.
Description	Description of the adjusting entry. Expand this field by selecting the button to the right of the field.
Status	Status of the entry. <i>Y</i> means the document is complete.
G/L Account	General Ledger account code associated with the entry.
Sequence	Sequence.
Transaction Amount	Amount, in 99.99 format, as entered for the adjusting entry.
Debit or Credit	Indicator for the adjusting entry: <i>D</i> (debit); <i>C</i> (credit).
GASB Amount	Amount reflected in the GASB report. Will be blank for incomplete documents.
Total Adjusted GASB Amount	Total of all completed adjusting entries displayed.

## FOAP Query - Header Block

In this block, enter the **Fund** code, **Account** code, and/or **Program** code information to specify the type of transactions you want to review. You must enter a value in at least one of these fields.

Fields	Descriptions
Fund	Fund Code. Double-click in this field to display the Fund Code Validation Form (FTVFUND).
Account	Account Code. Double-click in this field to display the Account Code Validation Form (FTVACCT).
Program	Program Code. Double-click in this field to display the Program Code Validation Form (FTVPROG).

## FOAP Query - Detail Block

An FOAP query displays all GASB transactions based on the selections made in the Key block and Header block. Results shown include FOAP information for each transaction. You can use the information on this form to see the attributes that have been selected to determine the placement of the entry on the GASB report.

Fields	Descriptions
Fund	Fund code.
Account	Account code.
Program	Program code.
Organization	Organization code.
Document	Document code.
Description	Description. To expand this field, select the button to the right of the field.
Sequence	Sequence number.
Status	Status of the entry. <i>Y</i> means the document is complete.

Fields	Descriptions
Fund Attribute	Fund attribute.
Account Attribute	Account attribute.
Program Attribute	Program attribute.
Operating GASB Amount	Amount of a GASB adjustment for an operating account.
GL Account	Account code.
GL Account Attribute	Attribute associated with the G/L account code.
GL GASB Amount	Amount of GASB adjustment for a G/L account, including reclassification entered for a G/L account or the control account associated with reclassification entered for an operating account.
Transaction Amount	Amount in 99.99 format.
Debit or Credit	Indicator for the transaction: <i>D</i> (debit); <i>C</i> (credit).

### **GASB Parameter Form (FGAGASB)**

Use this form to generate GASB reports. Reports are formatted in a comma separated value format file (.csv) that can be opened in a spreadsheet program such as Microsoft Excel.

### **Specifying a Location for the Extract File**

To enter the location for the system to save this file, select the Set GASB reports directory preference option. In the Directory Option window that appears, enter the location where the file should be saved, for example: c:\windows\temp, then select the Save and return to main window option.

**Note:** Client/Server users can use any drive/folder on or mapped to their PC to which they have write access.

WEB Enabled users can use any drive/folder on or mapped to the Forms Server to which they have write access. They must be able to access that location from their PC, either by direct mapping or FTP, in order to retrieve and use the output file.

Citrix users can use any drive/folder on or mapped to the Citrix Server to which they have write access, including the local PC drives. If a Banner session is left active when disconnecting from the Citrix Server, however, the communication with the local drives is severed. After reconnecting to the Citrix Server, you will need to close Banner and start a new session to re-establish the link to local drives for data extract.

If you select the Return to main window option, you will not save any changes you made to the location.

**Note:** If you try to extract the report data to file without first specifying a location, you will receive the following message, *No default data extract location found. Please enter the directory where the GASB report extract file should be saved.*

## Extracting Report Data to File

After you enter parameters (see the following table for details) and make your selections, select the Extract Report Data to File option.

Parameters	Description
Chart of Accounts	Select the appropriate code for the Chart of Accounts from the Chart of Accounts List validation form (FTVCOAS). If you leave this field blank, the GASB report will include information from all charts that have data extracted for the fiscal year and fiscal period selected.
Fiscal Year	Enter the fiscal year to report. Unless you select the Extract Attributes option, you must enter a value in this field.
Fiscal Period	Enter the fiscal period to report. Unless you select the Extract Attributes option, you must enter a value in this field.

Parameters	Description
Report Type	<p>Select the radio button associated with the report you want to generate:</p> <ul style="list-style-type: none"> <li>• GASB 34 Government Wide Statement of Net Assets</li> <li>• GASB 34 Government Wide Statement of Activities</li> <li>• GASB 34 Governmental Funds Balance Sheet</li> <li>• GASB 34 Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances</li> <li>• GASB 35 Statement of Net Assets</li> <li>• GASB 35 Statement of Revenues, Expenses, and Changes in Net Assets</li> </ul>
Data Extract Mode:	<p>Select the radio button associated with the report mode you want:</p> <p>Summary—The report appears in summary form in GASB report format.</p> <p>Detail—The file includes the detail rows from the extract and reclassification tables that were included in the summarized report.</p> <p>Exclusions/Errors—This file includes all the remaining rows from the extract and reclassification tables, that is, the fund, account, and program elements that were excluded or were not associated to an attribute.</p> <p><b>Note:</b> Incomplete reclassification documents are not included in the Exclusions/Errors file. To view these documents, execute a query on the Transaction Reclassification Query Form (FGIRCLE).</p> <p>Attributes—This file includes attribute associations for the selected GASB report.</p>
Expense Classification:	<p>For the statements of revenues and expenses, select a radio button associated with one of the following options:</p> <ul style="list-style-type: none"> <li>• Expense Classification by Account (Object) <i>This is the default value for the GASB 35 Statement of Revenues, Expenses, and Changes in Net Assets.</i></li> <li>• Expense Classification by Program (Function). <i>This is the default value for the GASB 34 Government Funds Statement of Revenues, Expenses, and Changes in Fund Balances.</i></li> </ul>



## Changing Attribute Types and Values

You may wish to customize the order of data and the literals that appear on your GASB reports. While there are restrictions on the changes that can be made to the Attribute Types and Values as delivered, there is also a great deal of flexibility.

- As a general rule, you may insert or delete Attribute Value Codes that are associated with the rows of a report, and may change the descriptions to suit your preferences. The sort of the rows within each section of the report is based on the values. (Values intended to exclude information from reports should all begin with *9999*. Two values have been included in the seed data to avoid defaulting a value, which would occur if using *Sets Required*.)
- Do not insert, delete, or change any Attribute Value Codes that are associated with the columns of a report. You can, if you like, change the descriptions to alter the column headings. These include all the Fund Attributes, as well as the Account Attributes associated with type G4GWE1ER for the columns of the Government Wide Statement of Activities.
- Do not insert, delete, or change any Attribute Type Codes. You can, if you like, change the descriptions to alter the Heading and Subtotal literals for the sections of the reports. The order and placement of the report sections is pre-determined based on the examples from the GASB Statements and cannot be changed.

## Associating FOAPAL elements to Attributes

Account type and fund type associations facilitate the association of Fund and Account codes to attribute types and values. In addition, a hierarchy is included to retrieve attributes for GASB reporting.

### Associations for Fund, Account, and Program codes

- Associations for Fund codes can be based on level 2 fund type, level 1 fund, or low-level fund.
- Associations for Account codes can be based on level 2 account type, one user-designated hierarchy level, or low-level account code.

The account hierarchy is determined from the System Data (FTMSDAT) record with Entity/Usage Code GASB and Attribute Code ACCT\_HIER\_LEVEL. This is initially set to *LEVEL1* with the installation of release 4.2/5.2, but can be changed to any of the following values depending on which is most meaningful for your Chart of Accounts.

- *LEVEL1*—Level 1 Account Code
- *LEVEL2*—Level 2 Account Code
- *PRED*—Predecessor Account

- Associations for Program codes can be made at the level 1 program or low-level program code.

### Retrieval of Attributes for GASB Reporting

- If a match is found at the lowest level, that is, the Fund, Account, or Program used at the time of data entry has been associated to an attribute value, then this value will be used.
- If a match is not found at the lowest level, then the level 1 Fund or Program and the account hierarchy you specified will be used to find an attribute value. If a match is not found at this level, then, for Fund and Account, the level 2 Type (ftvfund\_ftyp\_code and ftvacct\_atyp\_code) is used to find an association.

## Setting up Program / Account Codes

### Program Codes

To accommodate expense reporting by program or function in the operating reports, you may need to set up the following program codes to use in reclassification entries for GASB reporting.

- Interest Expense
- Depreciation Expense
- Capital outlay
- General Revenue
- Enterprise Auxiliary operations (one for each operation to be reported in the 34 Statement of Activities)
- Component Unit operations (one for each row in the GASB 34 Statement of Activities)

### Account Codes

To accommodate other reporting requirements, you may need to set up the following account codes to use in reclassification entries for GASB reporting.

- Invested in capital assets net of related debt with an internal account type of 40
- Fund Balance account codes (internal account type of 40) for each line to be displayed in the Net Assets section of the Statement of Net Assets or Balance Sheet

## Setting up GASB 35 Public Institution Business-type Activity Statements

This section provides you with the association information you will need to set up the GASB 35 Statement of Net Assets and the Statement of Revenue, Expenses, and Changes in Net Assets. Use the FOAPAL Attribute Association Form (FTMFATA) to establish the associations.

### Creating Associations

1. Associate each fund type/code with one attribute value linked to type.
  - G5BAFUND - Public Institution BTA Column - This attribute type determines the column in which the data will be summarized (or excluded).

**Note:** The bank funds should usually be excluded to avoid overstating or understating the cash in the GASB 35 General Ledger statements.

2. Associate each account with an internal ATYP of 10 or 20 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Asset and Liability sections of the Statement of Net Assets (or exclude).
  - G5BAA1CA                      Current Assets
  - G5BAA2NA                      Non-Current Assets
  - G5BAA3CL                      Current Liabilities
  - G5BAA4NL                      Non-Current Liabilities
  - G5BAA9EX                      Exclude Assets/Liabilities
3. Associate each account with an internal ATYP of 30 or 40 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).
  - G5BAN1NA                      Net Assets
  - G5BAN9EX                      Exclude Net Assets
4. Associate each account with an internal ATYP of 50, 60, 70 or 80 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Revenue and Expense sections of the Statement of Revenues, Expenses, and Changes in Net Assets (or exclude).
  - G5BAR1OR                      Operating Revenues
  - G5BAR2OEX                      Operating Expenses
  - G5BAR3NO                      Non-Operating Revenues (Expenses)
  - G5BAR4OT                      Other changes
  - G5BAR9EX                      Exclude operating account

5. Associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).

- G5BAN1NA                      Net Assets
- G5BAN9EX                    Exclude Net Assets

You will also need to associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Other Changes section of the Statement Revenues, Expenses, and Changes in Net Assets (or exclude).

- G5BAR4OT                    Other changes
- G5BAR9EX                    Exclude operating account

6. Associate each program with one attribute value linked to type.
  - G5BAPROG - Program Code Attributes for Expenses - This attribute type summarizes data by program code for expenses only (accounts with Attribute Type G5BAR2OE) when the Expense Classification on FGAGASB is by program. Associate program codes with one or more value in this attribute type.

## Setting up GASB 34 Governmental Funds Statements

This section provides you with the association information you will need to set up the GASB 34 Balance Sheet; and the Statement of Revenues, Expenditures, and Changes in Fund Balances. Use the FOAPAL Attribute Association Form (FTMFATA) to establish the associations.

### Creating Associations

1. Associate each fund type/code with one attribute value linked to type.
  - G4GFFUND - Governmental Funds Column - This attribute type determines the column in which the data will be summarized (or exclude). You may use a maximum of six Major Funds columns in addition to the General Fund and Other Funds columns (total of eight columns).

**Note:** Bank Funds should be excluded to avoid duplicating the totals found in the inter-fund cash accounts.

2. Associate each account with an internal ATYP of 10 or 20 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Asset and Liability sections of the Balance Sheet (or exclude).
  - G4GFA1CA                    Assets

- G4GFA2CL Liabilities
  - G4GFA9EX Exclude Assets/Liabilities
3. Associate each account with an internal of ATYP 30 or 40 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Net Asset section of the Balance Sheet (or exclude).
- G4GFN1NA Net Assets
  - G4GFN9EX Exclude Net Assets
4. Associate each account with an internal ATYP of 50, 60, 70 or 80 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Revenue and Expense sections of the Statement of Revenues, Expenditures, and Changes in Fund Balances (or exclude).
- G4GFR1OR Revenues
  - G4GFR2OE Expenses
  - G4GFR3OS Other Financing Sources (Uses)
  - G4GFR4SI Special Items
  - G4GFR9EX Exclude Operating Accounts
5. Associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Net Asset section of the Balance Sheet (or exclude).
- G4GFN1NA Net Assets
  - G4GFN9EX Exclude Net Assets

You also need to associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Other Changes section of the Statement of Revenues, Expenditures, and Changes in Fund Balances (or exclude).

- G4GFR4SI Special Items
  - G4GFR9EX Exclude Operating Accounts
6. Associate each program with one attribute value linked to type.
- G4GFPROG - Program Code Attributes for Expenses - This attribute summarizes data by program code for expenses only (accounts with attribute type G4GFR2OE) when the Expense Classification on FGAGASB is by program. Associate program codes with one or more value in this attribute type.

## Setting up GASB 34 Government Wide Statements

This section provides you with detailed setup information for the GASB 34 Statement of Net Assets and Statement of Activities. Use the FOAPAL Attribute Association Form (FTMFATA) to establish the associations.

### Creating Associations

1. Associate each fund type/code with one attribute value linked to type.  
**G4GWFUND - Government Wide Column** - This attribute type determines the following:
  - the column in which data will be summarized on the Statement of Net Assets
  - the column in which data will be summarized in the Net (Expense) Revenue and Changes in Net Assets section of the Statement of Activities
  - placement and sub-total breaks in the Functions/Programs section of the Statement of Activities
  - exclude fund from the report

**Note:** Usually, the bank funds should be excluded to avoid overstating or understating the cash in the GASB 34 General Ledger statements.
2. Associate each account with an internal ATYP of 10 or 20 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Asset and Liability sections of the Statement of Activities (or exclude).
  - G4GWA1CA            Assets
  - G4GWA2CI            Liabilities
  - G4GWA9EX            Exclude Assets/Liabilities
3. Associate each account with an internal ATYP of 30 or 40 with an attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Net Asset section of the Statement of Activities (or exclude).
  - G4GWN1NA            Net Assets
  - G4GWN9EX            Exclude Net Assets
4. Associate each account with an internal ATYP of 50, 60, 70 or 80 with one attribute value linked to one of the types in the following list. This will determine in which column data will be summarized in the Expenses - Program Revenues section of the Statement of Activities.
  - G4GWE1ER            Column for Expenses/Revenues
  - G4GWE9EX            Exclude Expenses/Revenues

If a program code has been associated to the value 'GENREV', an additional association for operating accounts is required to the following attribute types.

This will place the summarized data on the designated row within the General Revenue section of the Statement of Activities (or exclude).

- G4GWG1RV General Revenue
- G4GWG9EX Exclude General Revenue

5. Associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one types in the following list. This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).

- G4GWN1NA Net Assets
- G4GWN9EX Exclude Net Assets

You also need to associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one types in the following list. This will place the summarized data on the designated row within the General Revenue section of the Statement of Activities (or exclude).

- G4GWG1RV General Revenue
- G4GWG9EX Exclude General Revenue

6. Associate each program with one attribute value linked to the following attribute type. This will place the summarized data on the designated row in the Functions/Programs section of the Statement of Activities.

- G4GWPROG Program Activities

**Note:** For transactions using a program code associated with an attribute value of *GENREV*, the data will fall through to the General Revenue section where the rows are summarized based on account attributes associated with attribute type G4GWG1RV.

If program codes used at the time of data entry do not reflect the summarization desired for GASB purposes, you may want to use Value 9000WASH Pending reclassification, then use the reclassification form to re-distribute via other program codes.

## Producing GASB Reports

This section provides you with information about how to produce GASB reports. Additional information about these reports is included in the “Reports and Processes” chapter.

1. Update attribute values and types to reflect your GASB report column and row titles on the Attribute Type Maintenance Form (FTMATTT) and the Attribute Value Maintenance Form (FTMATTV).
2. Update the account hierarchy search on the SDAT record using the System Data Maintenance Form FTMSDAT, if necessary.

3. Associate Fund Types/Codes, Account Types/Codes, and Program Codes to the appropriate attributes for GASB reporting using the FOAPAL Attribute Association Form (FTMFATA).
4. Update the General Users Preference Form (GUAUPRF) with the directory in which to save the GASB reports.
5. Run the GASB Reports Extract Process (FGPGEXT). This process requires a Chart Code, As Of date, and Which Group of Reports. The As Of date defines the fiscal period assigned to each record in the extract table.
6. Review the error messages and make any required changes. Rerun the extract process (FGPGEXT).

**Note:** If changes or adjustments are made to the attribute associations or to the ledgers (via JV, Invoice, Encumbrance, etc.) you will need to rerun the extract process FGPGEXT to refresh the extract table data with the new associations.

7. Enter reclassifications on FGARCLE, the Reclassification Entry Form. The transaction date determines the fiscal period for the transaction. It should be the same as the extract process As of Date. If not, the entries will not match up with the extract data and the GASB reports will not be correct.
8. Produce the GASB report file using the GASB reports parameter form, FGAGASB. The data reported are determined by the fiscal year and period parameters. Only data in the extract and reclassification table that match these parameters are included in the report. The resulting CSV file is saved to the directory you specified on GUAUPRF, the User Preference Form.
9. To review the reports, open the CSV file with a spreadsheet program. If adjustments are posted with a JV, you must rerun the extract process FGPGEXT so the adjustments are reflected on the reports. If changes are made to the attribute associations, rerun the extract process FGPGEXT to update the extract table with the new associations.
10. To edit and format the reports, use standard edit and format functions for your spreadsheet program. (Some helpful hints for PC users of Microsoft Excel users are listed below.)

### For PC Users: Helpful Hints for using Microsoft Excel

For additional information and guidance on using the following tips, refer to Microsoft Excel Help.

- To change formatting or width for multiple columns at once, highlight the columns by clicking on the letter in the column heading. Drag across columns



or use shift-click to highlight adjacent columns. Use *ctrl-click* to highlight non-adjacent columns. (Same applies to rows.)

- To change the width of a column or height of a row, hover the cursor over the dividing line in the heading until a bar with arrows on opposite sides appears – click and drag to desired width or height.
- Choose Format-Cells-Number tab and category Number to access the check box to separate thousands with commas and to set the number of decimals to display.
- Choose Format-Cells-Number tab and category Custom to change the number of significant commas and display of 0.

###,##0.0; (###,##0.0);- as a custom format will display *In Thousands* using parentheses around negatives and a dash for zeros.

<i>Source Data</i>	<i>Display</i>
25,485,860.5	25,485.9
-582.992.42	(583.0)
0	-

- To have longer column headings wrap to multiple rows, choose Format-Cells-Alignment tab, and check *Wrap Text* under Text Control. Choose *Right* for Text alignment – Horizontal to have these line up with the numbers which follow.
- To have longer column headings center over multiple columns, highlight all the columns, choose Format-Cells-Alignment tab, and choose *Center Across Selection* for Text alignment – Horizontal. (Headings intended to stretch over multiple columns have been placed in the first of the columns so that this feature may be used.) You may also wish to click the Border tab and put a line across the bottom of the selection.
- You can create and save styles (under Format menu) that incorporate multiple aspects of the formatting and alignment suggestions above, then easily merge and apply the style when you open a new GASB .csv file.
- To change zeros to blank cells for a workbook, choose Tools-Options-View tab, and uncheck **Zero Values**.
- To change zeros to a dash (-) choose Edit-Replace and use 0 for *Find what* and - for *Replace with*. Be sure to check **Find entire cells only** (not necessary if you use custom format to display 0 as dash).

## General Accounting Transactions

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### Creating a Journal Voucher Entry Transaction

Three different forms are available to create a Journal Voucher Transaction entry. Use either the Journal Voucher Entry Form (FGAJVCD) described below, the Journal Voucher Quick Form (FGAJVCQ), or the Journal Voucher Mass Entry Form (FGAJVCM).

**Note:** FGAJVCQ is similar in function to FGAJVCD but contains less detail.

### Using the Journal Voucher Entry Form (FGAJVCD)

Initiate the processing to create a journal voucher entry on the Journal Voucher Entry Form (FGAJVCD). Complete this form as follows:

#### *Key Information*

- Enter an existing journal entry number in the **Document Number** field or allow the system to automatically generate a number by selecting Next Item or by entering *NEXT*.  
You can copy an existing journal voucher by using either the Copy icon or the options menu. An *existing journal voucher* refers to a journal voucher that is either in process or that has already been posted. For more information, refer to “Copy Journal” on page 2-66.
- Use the optional **Submission Number** field to limit access to posted submission numbers.

#### *Copy Journal*

To copy a journal from the journal voucher forms, use the following process.

1. Select the Copy Journal option from the options menu or press the Copy icon.
2. Enter the source journal voucher document number.
3. Enter a new document number, leave this field blank or enter *NEXT* to generate a new document number.
4. Change the transaction date as required (the default value is the current date).
5. You may reverse the entry. Select the **Reverse JV** check box to create the new journal with the opposite sign from the Copy From journal.

6. Optional: Select the **Copy Text** check box to copy header text from the source journal voucher.
7. Select **OK**.

### *Journal Voucher Document Header*

- The **Transaction Date** field defaults to the system date, but you may enter another date.
- Populate the **Document Total** field, which represents the sum of the absolute values of the accounting sequence lines you enter.
- Check the **Redistribute** field if you intend to distribute the dollar amounts on a percentage basis. When using the distribution method, use the Distribution Total in calculating the percentages. If you leave this field blank, the system applies distribution percentages to the Document Total.
- If the **NSF Checking** check box is selected, the system performs NSF checking online. Otherwise, the Posting Process performs the NSF checking.
- The **Defer Edit** indicator defaults to the global setting of the **Defer Edit** indicator on the System Control Table (FSASYSC). If the indicator on FGAVCD defaults to unchecked, it invokes the edits on the rule class for each committed accounting sequence. Select the **Defer Edit** check box to bypass the editing process at the time of transaction entry. If you choose this option, you may complete the document online. A batch program edits the transaction. The system documents errors to an error report file for those documents containing errors.
- Select Next Block or click Transaction Detail to access the Transaction Detail Window and enter the accounting sequences.

### *Transaction Detail Window*

When the **Defer Edit** box is checked, the Document **Status** field remains blank.

The system updates the **Status** indicator field after you save each transaction record. Allowable values are as follows:

<i>A</i>	The transaction is in the process of being edited
<i>E</i>	Error condition due to an edit failure
<i>N</i>	Non-sufficient funds for transaction to proceed
<i>P</i>	Postable

- You may enter a sequence number or allow the system to default the **Sequence** field.
- The **Journal Type** field refers to the Rule Class or Transaction Code for this accounting entry.
- Enter the accounting distribution, starting with the **COA** (Chart of Accounts) Code. (This defaults from your User Profile.)
- Enter the percentage or dollar amount being charged to the accounting distribution in the appropriate fields.

- Along with the FOAPAL values, you must populate the **Debit/Credit** indicator. Depending on the rule class you select, the values are *D*, *C*, or (+), (-).
- Populate the **Description** field.
- Additional fields on this record may be required depending on the nature of the transaction. For example, a cash transaction requires that you enter the **Bank Code**, but a budget rule requires a **Budget Period**.

If you are recording direct changes for a project in the Cost Accounting module, enter the appropriate project code in the **Project** field.

- Save the record after you populate the appropriate fields. The system performs the editing and available balance processes as long as the **Defer Edit** indicator is not checked.
- When you have finished, use the Next Record function to move to the next accounting sequence record.
- Once you have entered all the records for this document, either click Complete or select Complete from the Options menu.

### *Posting*

- The system balances the document when you click or select Complete from the Completion Window.
- The system checks that the absolute values of the individual accounting sequences add up to the **Document Total**.
- The system also verifies any balancing specifications on the rule classes (debits equal credits on two-sided entries).
- If the **Defer Edit** indicator is not checked, go to the appropriate approval forms and approve this document. The system posts completed documents in the next posting run (FGRCTG), and you may review the results from the General Accounting Query forms.

**Note:** To approve documents, you must navigate to the User Approval Form (FOAUAPP) or to the Document Approval Form (FOAINP).

### *Workflow Complete*

If a journal voucher is completed as part of a workflow activity, an Information Alert will display to advise the user of the disposition of the journal voucher. The workflow activity is submitted as complete.

## **Automatic Journal Voucher Process**

Use the Automatic Journal Voucher Process to establish a journal voucher and a schedule for submission to the Posting and Approval Processes. The system creates an automatic journal voucher using the Automatic Journal Maintenance Form (FGAAUTO). Access FGAAUTO from the General Accounting Transaction Forms Menu (\*FINGENLA).

Use the following procedure to create and process an automatic journal voucher:

1. From the Financial Systems Menu (\*FINANCE), select the General Ledger System Menu (\*FINGENLL).
2. From the General Ledger System Menu, select the General Accounting Transaction Forms Menu (\*FINGENLA).
3. From the General Accounting Transaction Forms Menu, select the Automatic Journal Voucher Form (FGAAUTO). When you access this form, the cursor appears in the **Automatic Journal ID** field. If you wish to query information for an existing automatic journal, execute a Dynamic Query with the desired values (select Enter Query, then Execute Query). To create a new automatic journal, enter the ID of the automatic journal and a description in the **Title** field. You may click **Automatic Journal ID** or select List.
4. After entry of the automatic journal description in the **Title** field, use the pull-down lists to populate the **Submission Cycle** field. The submission cycle can be *Monthly*, *Quarterly*, *Annual*, or *On Demand*.

The submission cycle controls how often the system submits a particular automatic journal.

Schedule submissions based on the selected cycle by a combination of the day and the period.

- (a) If you select *Monthly* or *On Demand* submission cycles, the day would need to be either *1* through *31* or *L* for the last day of the month (that is, the first or last day of the month) and do not populate the **Period** field.
- (b) If you select *Quarterly* or *Annual* submission cycles, populate both the **Submission Day** and **Period** fields.

When specifying a **Period**, take note that the system bases the period value on a calendar year and not the fiscal year. An example would be defining a schedule using a *Quarterly* cycle, populate the **Submission Day** field with the 15th of the month and the period value to 03 with a **First/Next Submission** date of *15-OCT-95*. When the system processes this submission, the system populates the **Next Submission** date field with *15-MAR-96* because the 15th day of the 3rd period of the calendar year is the 15th of March 1996. Consider this when using *Quarterly* or *Annual* submission cycles for your Automatic Journal Processes.

5. Enter the desired submission cycle and the appropriate information for the day and period in the respective fields. The system updates the **Last Submission** field after the last submission processes.
6. Go to the **Submissions Total** field. Enter the total number of times the system must submit the journal voucher to the Posting Process (FGRAC TG) for recording in the ledgers. For example, if you selected a *Monthly* submission cycle and you wanted an entry each month, you would enter *12* in the **Submissions Total** field.

Once the **Submissions Total** equals the **Submissions Completed**, run the Transaction Interface process to automatically delete the Automatic Journal ID along with all journal voucher header and detail records associated with the Automatic Journal ID. The system increments the **Submissions Completed** and

**Submissions Remaining** fields after journal submission and completion. You cannot modify these fields.

7. Establish the date for submission by entering a date into the **First/Next Submission** field. This date determines when the system processes the automatic journal. The system updates the **Last Submission** and **Last Reversal** fields when the automatic journals successfully process. For *On Demand*, *Monthly*, and *Quarterly* submission cycles, the system enters the next submission after the first using the date of successful posting for the first submission. Therefore, if there are problems posting the document on the submission day that results in posting after the submission date, you will need to adjust the submission schedule to the cycle originally specified.
8. In the **Reversal** field, indicate whether you want the system to reverse the automatic journal by checking or unchecking the box. If you choose reversals, enter the Day of the reversal and the **Period** based on the selected submission cycle. The criteria used to populate these fields are the same as when you establish a submission schedule.

To illustrate when a reversal would take place, use the previous example of a Quarterly submission with the **Next Submission** date of *15-MAR-96*. If you enter a reversal schedule for Day *01* and Period *04*, the reversal date the system uses for processing is 01-APR-96. This date is the transaction date for posting to the ledgers. After choosing reversal processing and completing the schedule information as appropriate, select Next Block to go to the Journal Voucher Header information.

9. Enter the journal voucher **Document** number, **Description**, and **Document Total**. Use a unique identifying number for the journal that is different from the sequence of numbers that you would normally use for journal vouchers. If you use a number with the sequence type normally used for journal vouchers, type *NEXT* in the **Document** field. Due to the internal system sequencing, problems occur when you subsequently enter journals. The document number used is reusable. Each submission has the same document number. The system assigns a submission number for each journal processing providing a unique internal index.

**Note:** The **Status** field displays the status of the individual journal vouchers associated with the automatic journal voucher. Incomplete journal vouchers need to be addressed via FGJVCDD before the next submission can run.

10. After entering the Journal Voucher Header information, click the Journal Voucher button or select Journal Voucher from the Options Menu. The system creates a header record and opens the Journal Voucher Entry Form (FGJVCDD). Enter the transactions needed to process this document through the accounting system.
11. The system processes transactions through the internal edits. When the information is complete, select Complete from the Options menu to indicate that this document is ready for processing as an automatic journal document.

The system processes documents that process as automatic journals through the Transaction Interface Process (FGRTRNI). FGRTRNI determines which automatic journals to read based on the next submission date on the Automatic Journal Voucher Table (FGBAUTO).

The system processes documents through the Edits and the Available Balance Process where appropriate. If the system encounters errors in the journals during processing, the system writes the errors to the Batch Transaction Error Report Table (FGRTRNR).

12. The Transaction Error Report (FGRTRNR) processes the errors and prints a listing. Approve the error-free documents. To approve documents, you must navigate to the User Approval Form (FOAUAPP) or to the Document Approval Form (FOAAINP).
13. The system calculates the next submission date for the automatic journal and updates the Automatic Journal Voucher Table (FGBAUTO) with the next submission date, the last submission date, and the submissions to date.

## Rule Code Balancing Methods

Rule Code Balancing Methods provide the ability to edit budget entries, ensure that budget entries are balanced, and maintain the ability to use plus (+) and minus (-) symbols. *Method Codes* provide the ability to check that pluses (+) equal minuses (-) in all transactions where you can name both sides of the transaction and specify the rule class code on input.

You may edit budget entries in the Journal Voucher Entry Form (FGAJVCD), the Journal Voucher Quick Form (FGAJVCQ), the Journal Voucher Mass Entry Form (FGAJVCM) and the Transaction Interface Process (FGRTRNI). The specific method codes are as follows:

<i>Method Code Value</i>	<i>Balance Method Parameters</i>
<i>O</i>	The sum of pluses(+) equal minuses(-) within Organization (ORGN), within rule class codes (RUCL) on input
<i>U</i>	The sum of pluses(+) equal minuses(-) within Fund(FUND), within rule class codes (RUCL) on input
<i>A</i>	The sum of pluses(+) equal minuses(-) within Chart (COAS), within rule class codes (RUCL) on input
<i>E</i>	The sum of pluses(+) equal minuses(-) in total, within rule class codes (RUCL) on input

The budget entry rule class codes general design include *I* routines that use pluses (+) and minuses (-) and are established as *self-balancing*. This design is consistent with the nature of the Operating Ledger. Use the Balancing Methods feature to edit

Although balancing edits are intended for use with budget entries, you may use balancing edits with any rule class codes designed to be two-sided.

and balance budget rule class codes that use the plus (+) and minus (-) symbols within organization or fund or chart of accounts.

Use plus (+) and minus (-) symbols as intended for use on transaction forms established for such entries.

These balancing methods are applicable to input on data only. This means, for example, that if a rule class is designed to edit that pluses equal minuses within an organization, then this edit is applied to the organization codes on input. The system does not apply the edit automatically to any posting process codes embedded in the rule class code and subsequently performed during the Posting Process (FGRACTG).

## Processing a Cash Receipt from a Vendor

When cash is received from a vendor, you can use the Direct Cash Receipt Form (FGADCSR) to process the transaction. This form can also be used for processing regular cash receipts that do not come from a vendor. The rule class code or journal type does not need to be entered on this form. The Direct Cash Receipt Form generates a rule class to process the cash receipts.

### Using the Direct Cash Receipt Form

*To use FGADCSR, follow the steps below:*

1. Enter a cash receipt document number in the **Document Number** field.  
  
Leave this field blank or enter *NEXT* to allow the system to automatically generate a document number.
2. Enter a vendor code in the **Vendor Code** field to process cash receipts from a vendor, or you can leave this field blank.  
  
The Vendor description defaults from the **Vendor Code**.
3. The system date defaults in the **Transaction Date** field, but you may override the date.
4. Enter the sum of all the accounting sequences that you will enter in the **Document Total** field.  
  
If a vendor code is entered in the **Vendor** field, a default value will display in the **Collects Tax** field.
5. To perform Non-Sufficient Funds checking online, check the **NSF Checking** box.

A Y will display in the **Document Text Exists** field if text exists on the General Text Entry Form (FOATEXT).



The **Document Status** field displays a *C* if the document is complete or an *I* if the document is incomplete. If the document is complete, you cannot use the Next Block function or navigate to the transaction detail block.

6. If you wish to enter text for the document, click the Document Text button.
7. Select Next Block or click the Transaction Detail button to go to the Transaction Detail Window.

The system updates the **Status** indicator after you save each transaction record. You may receive one of the following values in the **Status** field:

- If an *E* displays, this indicates that an error condition has occurred due to an edit failure.
  - If an *N* displays, this indicates that there are non-sufficient funds for the transaction to proceed.
  - If a *P* displays, this indicates that this document may be posted.
8. Either enter a sequence number or let the system increment a sequence number in the **Sequence** field.
  9. If the vendor refunds involve taxes, enter the appropriate tax group in the Tax Group field. If taxes are not involved, you can leave the **Tax Group** field blank.
  10. Enter the accounting distribution starting from the **COA** (Chart of Accounts) field (defaults from your user profile).

You may *not* enter a value in the **Fiscal Year** field; the fiscal year is updated by the form based on the transaction date entered.

11. Enter the percentage in the **Percent** field or the dollar amount in the **Amount** field that applies to the accounting distribution. If you enter a value in the **Percent** field, then the transaction amount will default in the **Amount** field.

If the tax group is entered, the amount you enter includes taxes if the vendor collects *All or Selected* taxes. These values will default from the vendor. If the vendor collects *All* taxes, the system will perform a reverse calculation to separate the Tax Amount and Rebate Amount (if applicable) based on the tax group. If the vendor collects *Selected* taxes, you must enter the Tax Amount in the Tax Information Window and the system will calculate the Rebate Amount (if applicable). If the vendor collects *No* taxes, the system will calculate the Tax Amount and Rebate Amount based on the total amount of the cash receipt.

12. Enter a + in the **DC** indicator field to process a cash receipt, or enter a — in this field to cancel a cash receipt.
13. If you have NSF Override authority, check **NSF Override** and select Save. Saving approves the NSF condition.

The **Description** field defaults.

14. Enter a value in the **Bank** field.

The **Deposit Number** and **Document Reference Number** are not required fields.

15. A value defaults from the vendor information in the **Currency** field, but you may override this value.
16. If a tax group is entered, you can navigate to the Tax Information Window to view the **Tax Amount** and the **Rebate Amount** that are related to that sequence. If the vendor you enter collects *Selected* taxes, enter the **Tax Amount** in this window.

**Note:** You can only update the Tax Information Window if the vendor collects *Selected* taxes.

17. You can also navigate to the Direct Cash Receipt Summary Form (FGICSUM) to view all the sequences for that document.

**Note:** The system will perform available balance logic if an expense account and tax group are entered.

18. Print the document by clicking the Print Cash Receipt button.

Once you click this button, the system brings you to the Process Submission Control Form (GJAPCTL) to run the Cash Receipts Report (FGRCSR).

19. Select Next Record to enter more sequences, or select Next Block to complete the document.

## Posting Direct Cash Receipts

Select Next Block from the main window of FGADCSR to navigate to the Transaction Detail Window. On the Transaction Detail Window, click the **Completion** button; clicking this button will bring you to the Completion Window. When you click **Complete** on the Completion Window, the system balances the document. The system checks if the amount of all the sequences adds up to the document total. If the approvals are *ON*, the document will be forwarded to the approval process. Otherwise, the document will be forwarded to the posting process.

Since rule classes are not entered on the Direct Cash Receipt Form, the form will generate the *DCSR* rule class to process the cash receipt and *TAXR* to remove the tax liability (if the vendor does not collect taxes). The posting process will generate the rule class *RBTR* to remove the rebates (if applicable). See the following example for actual postings.

*Example: Vendor refunds \$100 which includes taxes from the tax group code TGRP.*

The tax group *TGRP* has two rates: TR1 with 5% and TR2 with 10%. The priority code for both the rates is one.

Scenario 1: The vendor does *not* collect taxes.

To record the cash received from the vendor, use rule class *DCSR*.

DR		\$100	Cash Interfund
	CR	\$100	Expenditure Control Account (the input account for that sequence)

**Note:** Appropriate bank fund entries will be made.

To remove the taxes from the liability account if the vendor does not collect taxes, use rule class *TAXR*.

Tax amount =  $100(15/100)$ :

DR		\$15	Tax Liability
	CR	\$15	Expenditure Control Account (the input account for that sequence)

If *TR2* had a rebate and the rebate was 70% based on the FOAPAL entered:

To remove the rebates from the rebate receivable account, use rule class *RBTR*.

DR		\$7	Expenditure control account (The input account for that sequence)
	CR	\$7	Rebate Receivable

**Note:** The rebate receivable account and the tax liability account will be fetched from the tax rates that belong to the tax group that was entered on the sequence.

Scenario 2: The vendor collects taxes.

To record the cash received from the vendor, use rule class *DCSR*.

DR		\$100	Cash Interfund
	CR	\$100	Expenditure Control Account (the input account for that sequence)

**Note:** Appropriate bank fund entries will be made.

To remove the rebates from the rebate receivable account, use rule class *RBTR*.

DR		\$6.09	Expenditure control account (The input account for that sequence)
	CR	\$6.09	Rebate Receivable

Scenario 3: The tax group is null, so there will be only one posting.

To record the cash received from the vendor, use the rule class *DCSR*.

DR		\$100	Cash Interfund
	CR	\$100	Expenditure Control Account (the input account for that sequence)

**Note:** Appropriate bank fund entries will be made.

## Using the Defaulting Feature in General Accounting Transaction Forms

### Overview

Defaulting logic applies to all Accounting forms. The following General Accounting Transaction forms contain the defaulting feature:

- Journal Voucher Entry Form (FGAJVCD)
- Journal Voucher Mass Entry Form (FGAJVCM)
- Journal Voucher Quick Form (FGAJVCQ)
- Encumbrance/Reservations Maintenance Form (FGAENCB)

### Using the Defaulting Feature

The defaulting capability of Banner Finance is designed to provide more effective data entry. This feature enables you to set default values for funds and organizations in the process of establishing the Chart of Accounts.

- Enter the default **Organization**, **Program**, **Activity**, and **Location** codes using the Fund Code Maintenance Form (FTMFUND).
- Enter the default **Fund**, **Program**, **Activity**, and **Location** codes using the Organization Maintenance Form (FTMORGN).

Once these records exist on the Chart of Accounts, the system defaults these values whenever you enter the account distribution.

- Populate the Default Override field on the Fund Type Maintenance Form (FTMFTYP) to invoke the defaulting feature. Use the pull-down list to select *Fund* or *Organization* for the **Default Override** field. Generally, you populate Restricted type funds to *Fund* for defaulting purposes and Unrestricted type funds to *Organization*.

The forms work as follows when you enter an account distribution.

*Example 1:*

Select Next Item from the **Fund** code field and enter an **Organization** code.

When you select Next Item, Fund code, **Program** code, **Activity**, and **Location** values default from FTMORGN.

*Example 2:*

Enter a **Fund** code on FTMFTYP and select *Fund* in the **Default Override** field. Select Next Item and the default **Organization** code displays. When you accept the Organization default by selecting Next Item, the **Program**, **Activity**, and **Location** codes default from FTMFUND.

*Example 3:*

Enter a **Fund** code on FTMFTYP and select *Fund* in the **Default Override** field. You enter only the **Organization** code as a default value on the Fund Code Maintenance Form (FTMFUND). FTMFUND supplies the Organization Code as in Example 2. The system defaults **Program**, **Activity**, and **Location** default from FTMORGN if originally defined.

**Note:** You always have the option to override defaults.

## Redefaulting FOAPAL Elements

All the transaction entry forms in Banner Finance support FOAPAL (fund, organization, account, program, activity, location) redefaulting. Defaults defined on either the fund, the organization, or the account index records display on entry forms when you enter a value that should trigger a default. This feature is most useful if you have defined defaults.

### Where to Define Defaults

Define FOAPAL default components on the following forms:

- On the Fund Maintenance Form (FTMFUND), you may default the organization, program, activity, and location
- On the Organization Maintenance Form (FTMORGN), you may default the fund, program, activity, and location
- On the Account Index Form (FTMACCI), you may default all components of fund, organization, account, program, activity, and location

### How Redefaulting Works

The following steps show how redefaulting works:

1. Organization, Program, Activity, or Location codes (which have already been defined on the Fund record) are defaulted as you navigate out of the Fund Code field.
2. The system checks the Fund Type of the Fund Code entered for its **Default Override** field.
3. If an Organization is entered which contains default values, the system uses the Default Override Indicator to determine what Program, Activity, and Location code it should default. The system has to determine if it should select one of the codes from the Fund record or the Organization record.

If you leave the **Fund** code field blank and enter the **Organization** code, the system defaults the Fund from the Organization record if a fund was specified on the Organization record.

4. Defaulting takes place from left to right (as with most of our data entry forms) and from top to bottom in our Budget Development Forms (FBABDRQ & FBABDRA). Therefore, if a value is entered in the Fund Code field and you enter an organization code which contains a default fund, the system will not override the initial **Fund** code entered.

## Account Indexes

Account Index defaults may be defined as overridable or not overridable. If default values are overridable, you may change the value but no further redefaulting occurs from that changed value. If default values of an index are not overridable, the system provides a message indicating that the field you are attempting to change can not be updated.

The account index defaults all values, including null values. Redefaulting does not occur when an account index is present. The following scenario serves as an example: (1) You define an index to include a fund code, an organization code, and a program code which are overridable, but no activity code or location code, (2) You change the fund code to one which contains an activity code default. The system does not default the activity code if the account index code is valued.

## How Banner Finance Handles Defaults

You may define a default (such as program code) on both a fund and an organization record, and you may enter this combination of fund and organization on a transaction entry form. In this case, the system determines which component of fund or organization takes precedence in defaulting the program based on the **Default Override** value selected on the Fund Type Maintenance Form (FTMFTYP).

If you have not defined defaults and you change the value of organization code, the system completely clears the values of program, activity, and location. You need to re-enter the program, activity, and location. This feature prevents you from entering improper combinations of FOAPAL values.

The system clears and defaults “default capable” FOAPAL components to the right of the component being changed. The system does not clear FOAPAL data to the left of the component being changed. The system clears and redefaults FOAPAL values only when you change a FOAPAL component that can initiate a default.

<— to the left      to the right—>

fund      organization      account      program      activity      location

The system clears the account code only for changes to the account index code, as the account code is only defaultable from index. Changes to the fund code clear the organization, the program, the activity, and the location. Changes to organization clear the program, the activity, and the location.

### Forms Affected by the Redefaulting Feature

- Invoice/Credit Memo Form (FAAINVE)
- Budget Maintenance Form (FBABDMN)
- Budget Request by Account Form (FBABDRA)
- Budget Request Entry Form (FBABDRQ)
- Encumbrance/Reservations Maintenance Form (FGAENCB)
- Journal Voucher Entry Form (FGAJVCD)
- Journal Voucher Mass Entry Form (FGAJVCM)
- Journal Voucher Quick Form (FGAJVCQ)
- Change Order Form (FPACHAR)
- Purchase Order Form (FPAPURR)
- Requisition Form (FPAREQN)
- Employee Job Form (NBAJOBS)
- Position Definition Form (NBAPOSN)
- Benefit/Deduction Rule Form (PTRBDCA)\*
- Earnings Code Rule Form (PTREARN)\*
- Detail Code Control Form (TFADETC)
- Detail Code Control Form (TSADETC)#
- Miscellaneous Transaction Form (TSAMISC)#

**Note:** \* displays only if you have the Banner Human Resources System installed

# displays only if you have the Banner Student System installed

## Making Adjustments to an Existing Encumbrance

Follow this procedure to adjust committed or uncommitted encumbrances.

1. Open the Encumbrance/Reservations Maintenance Form (FGAENCB).
2. Enter the **Encumbrance Number** to be adjusted. You may only adjust encumbrances that have posted successfully to the ledgers.
3. Select Next Block to enter the Encumbrance Header Information.

### *Encumbrance Header Information*

1. The **Encumbrance Title** is not a required field; you may bypass it.
2. Enter the encumbrance dollar adjustment amount (amount to change the encumbrance BY) in the **Document Total** field. If you want to increase the encumbrance to \$3600.00 from \$3500.00, enter 100.00 in the **Document Total** field.

For example:

<i>Original Encumbrance</i>	<i>Adjustment Amount</i>	<i>Transaction Amount</i>
Amount		Should Be
\$3500.00	\$100.00+	\$100.00

3. Choose the radio button that corresponds to the desired **Encumbrance Type**: Encumbrance, Labor, or Memo.
4. Enter the associated vendor data.
5. Enter from one to eight characters in the **Encumbrance Change** field to uniquely identify this document as a change to an existing encumbrance. When the system posts the document, the encumbrance change number serves as the document number.
6. Select Next Block to access the Transaction Detail Window.

The encumbrance change number is key to the posted document.

### Transaction Detail Data

As you enter adjustment amounts, FGAENCB maintains the document total accordingly. The system adjusts the encumbrance value by that amount when the Posting Process executes.

**Note:** You may delete header or detail records *only* if the system has not posted the encumbrance record to the ledgers.



E020 is the Encumbrance Adjustment Rule Class.

1. Enter the adjustment amount for this accounting distribution in the **Current Encumbrance Amount** field.
2. When you adjust an original encumbrance, you must specify Rule Class *E020* in the **Journal Type** field. Banner Finance includes process codes within the Rule Class used by the Posting Process to handle an adjustment.
3. FGAENCB tracks the amounts you enter in the **Net Amount** field.
4. Select Next Record to proceed to any subsequent distributions.

After you enter the adjustment amount, the **Amount** field is blank and the adjustment displays in the **Current Encumbrance Amount** field. Use this method to handle any corrections/updates to the transaction amounts before you complete and approve adjusted encumbrances. The system clears the transaction amount from the form and performs the required adjustment on the value in the **Current Encumbrance Amount** field.

5. The **Document Total** field contains the adjusted encumbrance amount. In the previous example, the amount that displays is \$3600.00.
6. For committed and uncommitted encumbrances, select *Committed* from the **Commit Type** pull-down list. Select Next Block.

## Completing the Encumbrance

After the system performs the encumbrance adjustments, click Complete or select Complete from the Options menu to complete the document and execute posting according to site requirements. Subsequent changes to the document may not occur until posting is complete. Once you begin to process an adjustment, you cannot reference the associated document number on a subsequent document (such as an invoice) until the system completes, approves, and posts the changes successfully.

**Note:** When you supply an incorrect Rule Class, FGAENCB displays the Transaction Verification Form with your Document Number in the Key Information and error messages in the Error Messages Information. You can process changes to existing encumbrances with the approvals process on.

The following is a *sample* error message:

Encumbrance must exist in prior year to be changed to committed.

## Net Total Fields on General Accounting Query Forms

Totals display on the Organization Budget Status Form (FGIBDST) and the Executive Summary Form (FGIBDSR). In addition, the one-character Account Type field displays a value representing the type of account displayed on these forms. The **Account Type** field contains one of the four OPAL account type values:

- R* for revenue type accounts
- L* for labor type accounts
- E* for expenditure type accounts
- T* for transfer type accounts

### Calculating Totals

When you enter the key components and the system performs a relative query (Query Specific Account box is unchecked), the form calculates the net totals as Revenue - (Labor + Expense + Transfer). FGIBDSR and FGIBDST calculate the Net Total for each of the Detail Information columns: **Adjusted Budget, YTD** (Year-to-Date) **Activity**, and budget **Commitments**. The form does not display a Net Total for the **Available Balance** column since it does not provide meaningful information for relative queries.

When you enter the Key Information components and the system performs a selective query (Query Specific Account box is checked), FGIBDSR or FGIBDST displays the account codes that have activity inclusive to that account type. The Net Totals are a sum of the values displayed and not a calculation. The **Available Balance** total displays for selective queries.

#### *Example 1:*

Enter a valid **Chart, Fiscal Year, Organization, and Fund** and perform the query.

The system displays all account codes with activity within the Key Information components specified. Next to each account code, the value of *R*, *L*, *E*, or *T* defaults in the **Account Type** field. The **Net Totals** for **Adjusted Budget, YTD Activity**, and budget **Commitments** are the result of the computation  $R - (L + E + T)$ . These totals coincide with the values displayed on the Organization Summary Form (FGIBSUM).

#### *Example 2:*

Enter a valid **Chart, Fiscal Year, Organization, Fund**, and an **Expenditure Account Type** and perform the query.

The system displays all account codes with activity within the Key Information components specified. An *E* displays in the **Account Type** field and the totals for **Adjusted Budget, YTD Activity**, budget **Commitments**, and **Available Balance** are the sum of the values displayed.

**Note:** FGIBDSR and FGIBDST compute the Net Totals as  $R - (L + E + T)$  any time the **Query Specific Account** box is unchecked. The totals are the sum or absolute amount when the **Query Specific Account** box is checked.

You cannot query on the **Account Type** field as it is not a database field.

The Net Total fields display the sum of all the records queried.

Although FGIBDSR and FGIBDST are very similar in appearance, keep in mind that FGIBDSR allows for queries at higher level chart components. FGIBDST will not return values for higher level components within the chart hierarchy. The forms return records only if detail exists for the values entered.

## Year-End Processes

### Overview

The Banner Finance Year-End feature incorporates four distinct processes that you schedule using the Year End Ledger Maintenance Form (FGAYRLM):

Since the Banner Finance System lets you keep two fiscal years and multiple accounting periods open simultaneously, you do not need to schedule these processes precisely on the calendar dates that define the fiscal year.

- The first process rolls the General Ledger balances forward into the new fiscal year and opens the accrual period in the prior fiscal year.
- The second process rolls the specified open encumbrances forward into the new fiscal year.
- The third process rolls the specified remaining budget into the new fiscal year.
- The fourth process closes all the operating control accounts in the General Ledger in the prior fiscal year.

### Scheduling Year-End Maintenance

1. Open the Year-End Ledger Maintenance Form (FGAYRLM).
2. Enter the **Chart of Accounts** and **Fiscal Year** you wish to close. A button and List are available in both fields. Select Next Block.
3. Enter the Scheduled Date in the appropriate fields for each category of activity: **Balance Forward**, **Roll Encumbrances**, **Budget Carry Forward**, and **Close Operating Accounts**.
4. Enter a user-defined document number in the **Starting Document Number** field. The first four characters of each document number should be unique for each year-end process. The last four characters must be numeric. The entered document code will be the first code used when creating transactions in the selected year-end process. Enter the date that each process is scheduled to run in the **Scheduled Date** field.

Each process must have its own start document number. Make sure you use unique document numbers for each Chart of Accounts.

Report processing updates the **Ending Document Number** field with the last document code used. The system defaults the **Performed Date** when each of the relevant processes executes.

## Rolling the General Ledger Balances and Opening the Accrual Period

Verify that prior and current fiscal year records exist on the System Control Fiscal Year Set-Up Form (FTMFSYR). Refer to Chapter 4, "General Ledger".

If, for example, your fiscal year calendar is July 1 - June 30 and the current date is July 8, 1996, the prior fiscal year is 96 and the current fiscal year is 97. The **Accrual Period** for both fiscal years should be *Not Opened*. Open accounting Period 01 in the current fiscal year.

Depending on how you wish to handle prior year activity, you have two options with the prior year fiscal year record. Once the General Ledger balances have rolled into the current fiscal year, the accrual period will be open on the prior fiscal year record. As you make adjustments and entries associated with the prior fiscal year, you will use a transaction date from the last fiscal period of the prior year. If you close the last fiscal period, the transaction automatically posts to Period 14, or the accrual period. If you leave the last fiscal period open, the same transaction will post to that period - usually period 12.

Review the Chart of Accounts Maintenance Form (FTMCOAS). Verify that valid accounts are entered in the **Fund Balance Account**, **Accounts Payable Accrual Account**, and **Accounts Receivable Accrual Account** fields in the Parameters Window of FTMCOAS. Refer to Chapter 4, "General Ledger".

## Executing the General Ledger Balance Forward Process

Execute the General Ledger Balance Forward Process (FGRGLRL). This process will:

- Close all prior year control account balances into the fund balance account (from the Parameters Window of the Chart of Accounts Maintenance Form, FTMCOAS) of the current fiscal year, provided the **Multiple Fund Balance** indicator on the System Control Maintenance Form (FOASYSC) is unchecked.
- Interrogate each fund record for its balance indicator (if **Multiple Fund Balance** is checked on the System Control Maintenance Form, FOASYSC). This indicator may equal *FTYP*, *FUND*, or *ACCT*. Using this indicator, the system references the appropriate fund balance account based on the values entered in the Fund Balance Account Maintenance Form (FTMFBAL). The system closes Year-to-Date control account balances to these Fund Balance Accounts.
- Create opening balances for the general ledger accounts in the current fiscal year (Accounting Period 00). Control Accounts do not roll in this process.
- Open the accrual period in the prior fiscal year (Accounting Period 14). The accrual period may remain open for as long as is necessary.

- Generate a hard copy report of FGRGLRL. Refer to Chapter 25, “Reports and Processes”, for procedures for generating reports.
- Update the Date Performed field and the **Ending Document Number** for the G/L Roll Process on the Year-End Maintenance Table (FGBYRLM) and the Year-End Ledger Maintenance Form (FGAYRLM).
- Permit concurrent fiscal year processing.

## Rolling an Encumbrance

Use the Chart of Accounts Code Maintenance Form (FTMCOAS) to define the Encumbrance Roll Parameters and the parameters defining the budget policy for those encumbrances that roll forward into the next fiscal year. These parameters include:

- **Rule Code** field: Enter *E090* (Year End Encumbrance Roll).
- **Commit Type** field: Enter *U* for uncommitted or *C* for committed. Uncommitted encumbrances, when rolled, do not maintain the distinction of being from the prior year. Their balances reflect in the General Ledger Encumbrance Control Account. Committed encumbrances are identified as having been rolled from the prior year. Their balances reflect in the Prior Year Encumbrance Control Account in the current year. Committed encumbrances roll only once; they do not roll a second year.
- **Budget Roll** field: Specify whether to roll the budget associated with the encumbrance. If the Commit Type is *C*, you must enter *Y* in this field. If the encumbrance is being distinguished as rolling from the prior year, it must come into the current year with its own budget. If the Commit Type is *U*, enter either *Y* or *N* in the Budget Roll parameter depending on internal policies.
- **Budget Disposition** field: The value in this field specifies what happens to remaining budget if you liquidate a rolled encumbrance in the current year for less than the encumbrance amount. Valid entries are *U* (Unrestricted), *R* (Restricted), or *N* (No Action).
  - (a) If the Commit Type is *U* (Uncommitted), the **Budget Disposition** field must be *U* (Unrestricted). When an Uncommitted encumbrance rolls from the prior year and you liquidate it for less than the encumbered amount, the remaining budget is available for use in the current year.
  - (b) If the Commit Type is *C* (Committed), the **Budget Disposition** can be *U* (Unrestricted), *R* (Restricted), or *N* (No Action). The *U* (Unrestricted) option works the same for a Committed encumbrance as an Uncommitted encumbrance.
  - (c) If the **Budget Disposition** is *R* (Restricted), any remaining amount after you liquidate a *C* (Committed) encumbrance is not available for the current year's use. The system reclassifies the remaining amount to an appropriate account. To take advantage of this option, establish a contingency account (typically a Fund Balance type) and enter it as a posting modifier on the *INEI* (Invoice with Encumbrance) rule class. If

encumbrances are being rolled *C* (Committed), you have the option to specify *N* (No Action) in the **Budget Disposition** field. As with *R* (Restricted), any remaining budget dollars will not be available for use in the current year, but the dollars will remain as restricted budget for the line item rather than be reclassified to another account.

- The **Percent** field allows you to specify a percentage of the budget to roll with the encumbrances. When the encumbrances are being rolled *C* (Committed), this value must be *100%*.

You may populate these parameters at the Fund Type level on the Fund Type Maintenance Form (FTMFTYP). When rolling the encumbrance, the system will first look at the Fund Type record for these parameters and go to the Chart of Accounts record only if there are no parameters set at the fund type level.

Use the Document Roll Parameters to specify which types of encumbrances roll at fiscal year end.

Ensure that the FTVSDAT table has a record with the following:

- Entity/Usage Code equal to *FGBTRNI*.
- Attribute Code equal to *FGBTRNI\_RUCL\_CODE*.
- **Optional Code Number 1** equal to the Encumbrance Roll Rule *E090*, delivered in the sample data.
- Data field equal to *BD01* rule class to roll the associated budget for the encumbrance.

**Note:** Once you roll an encumbrance into the current fiscal year, you may no longer process a change order or cancellation against that encumbrance in the prior fiscal year. However, you may reference it in the current fiscal year.

Make sure to enter most invoice activity that you want to record in the prior year before running this process. You may process an invoice against a rolled encumbrance in the prior fiscal year; however, that invoice will perform a total liquidation of that encumbrance at the time of posting.

Execute the Roll Open Encumbrances Processes (FGRENRL). Then run the Transaction Interface Process (FGRTRNI) and the Posting Process (FGRCTG) to post the rolled encumbrances to the current fiscal year.

As with the General Ledger Roll process, this process produces a hard copy report listing the encumbrances rolled. Also, it updates the **Performed Date** and the **Ending Document Number** fields on the FGBYRLM Table and FGAYRLM form for the Encumbrance Roll Process.

When you run FGRENRL and there are no documents to be rolled or closed, the **Ending Document Number** field for the Roll Encumbrances record on the Year End Maintenance Form (FGAYRLM) will remain blank since no documents are created.

The **Performed Date** field will be populated to indicate that the process completed successfully, even though no documents were created.

**Note:** Encumbrances which have rolled as *C* (Committed) from the prior fiscal year will not roll into the new fiscal year if they remain open.

## Rolling Prior Year Encumbrances

The Encumbrance/Reservations Maintenance Form (FGAENCB) and its related processing provide maintenance for prior-year encumbrances being rolled into the current fiscal year. The Commit Type features on FGAENCB support the Encumbrance Roll Procedure. Original encumbrances established on FGAENCB will have the encumbrance type default to *Uncommitted*.

To convert an encumbrance from *Uncommitted* to *Committed*, you must have rolled the encumbrance forward from the prior year using the Encumbrance Roll Process (FGRENRL).

- Enter the encumbrance number in the **Encumbrance Number** field of FGAENCB, and select Next Block.
- You have the option of valuing the **Document Total** field in the conversion procedure.
- Enter a unique number in the **Encumbrance Change** field and select Next Block to access the Transaction Detail Window.
- Enter Rule Class *E095* in the **Journal Type** field. This rule class has a process code associated with it for converting the encumbrance, Process Code *E022*. Process Code *E022* will only execute if the encumbrance number exists in the prior year.
- Use the pull-down list to select a **Commit Type** of *Committed*. Select Next Record or Save.

Banner Finance supplies the rule class and process code in the sample data.

FGAENCB enforces the following rules during the conversion process:

- Use the *E095* Rule Class during a conversion because it contains the Process Code *E022*.
- The system successfully posted the encumbrance you are converting in the prior year.
- The **Amount** field must remain NULL.
- You may not modify fields other than **Journal Type** and **Commit Type**.

After you update all encumbrance detail records, select Complete from the options menu. Complete the document and execute the Posting Process (FGRACTG).

After you convert a committed encumbrance, you may adjust it as an uncommitted encumbrance. FGAENCB enforces the following rules during the adjustment process:

- The encumbrance must have been posted to the ledgers in the current year.
- The *E020* (Encumbrance Adjustment) Rule Class must be entered in the **Journal Type** field.
- This encumbrance cannot be converted back to *Uncommitted*.

## Budget Carry Forward

The Budget Carry Forward parameters refer to unexpended dollars at the end of the fiscal year. Any budget which rolls will roll into the same line items in the new fiscal year. Enter these parameters on the Chart of Accounts Code Maintenance Form (FTMCOAS).

1. **Rule Code** field: Enter *J020* (Budget Carry Forward Journal).
2. **Budget Type** field: Refers to *T* (Temporary) or *P* (Permanent) budgets. Specify *T* to roll temporary and permanent budgets. Specify *P* to roll only the permanent budgets.
3. **Budget Class** field: Specify *O* to roll Original budget or *A* to roll Adjusted budget.
4. **Percent** field: The system provides the flexibility to roll a percentage of the budget from 0% to 100%.

You may override these roll parameters at the fund type level by defining their values on the Fund Type Maintenance Form (FTMFTYP). Execute the End-of-Year Budget Carry Forward Process (FGRBDRL). This process will produce a hard copy report and update the **Date Performed** and the **Ending Document Number** fields on the FGBYRLM table and FGAYRLM form for the Budget Roll Process.

**Note:** Execute this process only once. Run the Transaction Interface Process (FGRTRNI) and the Posting Process (FGRACTG) to post the transactions to the current fiscal year.

## Closing Operating Control Accounts

This is the final step in the year-end closing process. The purpose of this process is to close out the control accounts in the General Ledger in the prior fiscal year to fund balance in the prior fiscal year. All control accounts but the Encumbrance Reserve Account will close to Fund Balance.

If Single Fund Balance processing is in effect, the control accounts close to the fund balance account defined on the Chart record. If Multiple Fund Balance processing is in effect, Year-to-Date control accounts are closed to the fund balance accounts defined on FTMFBAL. Non-YTD Control Accounts close to the fund balance account defined on the Chart record.

Make sure that there is a system ID for the job. The sample data provides 'GLCLOSE' on the System Data Validation Table (FTVSDAT) as the system ID.



The Close Operating Accounts Process (FGRCLP) executes only if the following conditions exist:

- all the prior-year fiscal periods are closed
- the accrual period for the prior fiscal year on the System Control Fiscal Year Set-Up Form (FTMFSYR) is open
- the other three year-end process have run successfully

Execute the Close Operating Accounts Process (FGRCLP). Run the Transaction Interface Process (FGRTRNI) and the Posting Process (FGRACTG) to post the transactions. Once FGRACTG executes and the system posts the transactions, you can close the accrual period for the prior fiscal year on the Fiscal Year Maintenance Form (FTMFSYR). You have now completely closed the prior year.

The four year-end processes are:

- (a) General Ledger Balance Forward Process (FGRGLRL)
- (b) Encumbrance Carry Forward Roll Process (FGRENRL)
- (c) End-of-Year Budget Carry Forward Process (FGRBDRL)
- (d) Close Operating Accounts Process (FGRCLP)

## Year-End Processing Checklist

The following is a quick reference to the Year-End Process.

1. *FTMCOAS*: Do the Encumbrance, Budget Carry Forward, and Document Roll Parameters on FTMCOAS accurately reflect your site policies?
2. *FTMCOAS*: Do you have a valid Fund Balance Account entered on FTMCOAS?
3. *FTMCOAS*: The system requires that your Chart of Accounts effective date must be in effect before the year-end jobs are scheduled on the Year End Ledger Maintenance Form (FGAYRLM).
4. *FTMACTL*: If you are planning to roll any of your encumbrances as C (Committed), make sure that the appropriate Prior Year accounts exist.
5. *FTMSDAT*: There must be valid System ID entries for the Encumbrance Roll (ENCROLL), the Budget Carry Forward (BDGTFRWD), and the General Ledger Close (GLCLOSE) processes. There must also be an entry specifying *E090* as the FGBTRNI\_RUCL\_CODE for FGBTRNI.
6. *FTMFSYR*: You must set up your new fiscal year. If you have not already done so, at least the first fiscal period must be open. Also, make sure that Accrual Prd (Period) in both the current and future fiscal years is *Not Opened*.
7. *FGAYRLM*: Schedule your year-end jobs. Run these jobs in the order in which they appear on the form. The first four characters of the document number

must be unique. You must distinguish document numbers for each Chart of Accounts for which you will be running the jobs. You do not need to run any of the year-end jobs to begin processing in the new year.

*Run these processes:*

- (a) Run the Balance Forward Process (FGRGLRL). This will roll the General Ledger account balances forward into the new fiscal year. The Control Accounts from the prior year close to the Fund Balance accounts in the new fiscal year. This opens the Accrual Period.

Each of the following processes insert records into the Transaction Interface Table (FGBTRNI). Therefore, after each process, you must run the Transaction Interface Process (FGRTRNI) to edit the transactions, then the Transaction Error Report (FGRTRNR) to display your errors, if any. Correct your errors and then run the Posting Process (FGRACTG) to post the transactions.

- (b) Run the Roll Open Encumbrances Report/Process (FGRENRL). This rolls the encumbrances you specified on the Chart of Accounts record into the new fiscal year. This process updates the Encumbrance Control and related Offset Accounts in the new year.
- (c) Run the Roll Remaining Budget Balance Report/Process (FGRBDRL). FGRBDRL rolls the remaining budget from the prior year into the new fiscal year according to the parameters defined on the Fund Type or the Chart of Accounts record. The system updates the Budget Control Accounts in the new year. (This is budget that has not already rolled in conjunction with the encumbrance roll.)
- (d) Run the Close General Ledger Report/Process (FGRCLOP). This closes the Control, Fund Additions, and Fund Deductions accounts in the year prior to the Fund Balance account or accounts that you have defined with the exception of the Encumbrance Reserve Account.

8. *FTMFSYR*: Close the Accrual Prd (Period) in the prior fiscal year.

## Concurrent Year Processing

Once the General Ledger balances have rolled, the system will maintain general ledger balances in both the prior and current fiscal years as appropriate.

Current fiscal year transactions require no special recognition other than an Open accounting period. In other words, when entering a transaction for the current fiscal year, use a transaction date in the appropriate accounting period.

Prior year transactions require a date within the last fiscal period of the prior year. As stated previously, if you close the last fiscal period, the system posts these transactions to the accrual period, or Period 14. If the last fiscal period is open, the

transaction will post to the last fiscal period, usually Period 12. Once you open the accrual period, you may close the last fiscal period at any time.

During this period of concurrent fiscal year processing, the Posting Process (FGRACTG) updates the General Ledger balances in both fiscal years.

**Note:** Both the Purchase Order Form (FPAPURR) and the Purchase Order Delete Form (FPAPDEL) support concurrent year processing.

## OPAL Transactions in the Prior Year

Any transactions against operating ledger accounts in the prior fiscal year will update the Control Accounts in the prior fiscal year and Fund Balance in the current fiscal year. For example, a prior year invoice will update Expenditure Control and Accounts Payable in the prior year. In addition, it will update Fund Balance and Accounts Payable in the current year. Remember, since the General Ledger balances are not going to roll again, you must simultaneously update Accounts Payable in both fiscal years.

## General Ledger Transactions in the Prior Year

Any adjustments to prior year general ledger balances will automatically update the same accounts in the current year opening balance.

## Cash Activity in the Prior Year

Ordinarily, cash activity requires no special consideration. Typically, the system processes cash disbursements against Accounts Payable, cash receipts against Accounts Receivable in the current year.

If, however, there is a need either to receive cash in the current year and credit revenue in the prior year, or to disburse cash against a prior year expenditure, there are two special rule classes provided in the sample data for this purpose: *YR10* for cash disbursements and *YR20* for cash receipts. These rule classes have special process codes to maintain cash in the current year while recognizing OPAL activity in the prior year. Use the A/P Accrual Account and A/R Accrual Account in the Parameters Window of the Chart of Accounts Maintenance Form (FTMCOAS) to balance between the two fiscal years.

If you need to use either of these rules, remember that you must use a transaction date in the current fiscal year and you must check the **Accrual** box in the Transaction Detail Window of the Journal Voucher Entry Form (FGAJVCD).

As the system processes cash receipt transactions for prior fiscal year activities, they post to the General Ledger and Operating Ledger as follows:

1. Prior Fiscal Year General Ledger

DR: Year-end Accounts Receivable Accrual by fund, on input

CR: Revenue, Expenditure or Transfer Control Account by fund, on input

2. Prior Fiscal Year Operating Ledger

CR: Revenue, Expenditure or Transfer FOAPAL Distribution, on input

3. Current Fiscal Year General Ledger

DR: Cash in the bank fund

DR: Cash equity in the operating fund

CR: Cash equity in the bank fund

CR: Year-end Accounts Receivable Accrual by fund, on input

4. Current Fiscal Year Operating Ledger

No entries

### Cash Disbursement Activity in the Prior Year

As the system processes cash disbursement transactions for prior fiscal year activities, they post to the General Ledger and Operating Ledger as follows:

1. Prior Fiscal Year General Ledger

DR: Revenue, Expenditure or Transfer Control Account by fund, on input

CR: Year-end Accounts Payable Accrual by fund, on input

2. Prior Fiscal Year Operating Ledger

DR: Revenue, Expenditure or Transfer FOAPAL Distribution, on input

3. Current Fiscal Year General Ledger

DR: Year-end Accounts Payable Accrual by fund, on input

DR: Cash equity in the bank fund

CR: Cash in the bank fund

CR: Cash equity in the operating fund

4. Current Fiscal Year Operating Ledger

No entries

## Creating a Credit Memo in the Prior Year

To support concurrent year processing, the Invoice/Credit Memo Form (FAAINVE) prevents you from creating a Credit Memo in the prior fiscal year against an encumbrance which you have already rolled into the current fiscal year:

In addition, a prior-year invoice against an encumbrance which has already rolled into the current year displays as *F* (Final payment).

## Posting Examples of Liquidations in the Prior Fiscal Year

### Encumbrance Which Has Rolled Committed

A C indicates a committed encumbrance.

Create an invoice in the prior year to liquidate an encumbrance that has already rolled into the current year.

#### Example

Committed Encumbrance for \$200. Liquidate for full amount.

#### Prior Year

DR	Expenditure Control	\$200.	
CR	Accounts Payable		\$200.
DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control		\$200.

#### Current Year

DR	Prior Year Encumbrance Reserve	\$200.
CR	Prior Year Encumbrance Control	\$200.

#### For R (Restricted) or U (Unrestricted) Budget

DR	Prior Year Budgeted Expenditure Control	\$200.
CR	Prior Year Budgeted Change to F/B	\$200.
DR	Fund Balance	\$200.
CR	Accounts Payable	\$200.

#### Example

Committed Encumbrance for \$200. Liquidate for \$150.

#### Prior Year

DR	Expenditure Control	\$150.	
CR	Accounts Payable		\$150.

DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control		\$200.

Current Year

DR	Prior Year Encumbrance Reserve	\$200.	
CR	Prior Year Encumbrance Control		\$200.

DR	Prior Year Budgeted Expenditure Ctl.	\$200.	
CR	Prior Year Budgeted Change to F/B		\$200.

DR	Fund Balance	\$150.	
CR	Accounts Payable		\$150.

*Example*

Committed Encumbrance for \$220. Liquidate for \$250.

Prior Year

DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control		\$200.

DR	Expenditure Control	\$250.	
CR	Accounts Payable		\$250.

Current Year

DR	Prior Year Encumbrance Reserve	\$200.	
CR	Prior Year Encumbrance Control		\$200.

DR	Prior Year Budgeted Expenditure Ctl.	\$200.	
CR	Prior Year Budgeted Change to F/B		\$200.

DR	Fund Balance	\$250.	
CR	Accounts Payable		\$250.

## Encumbrance Which Has Rolled Uncommitted

*Example*

Uncommitted Encumbrance for \$200. Liquidate for full amount.

Prior Year

DR	Expenditure Control	\$200.	
CR	Accounts Payable		\$200.

DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control		\$200.

## Current Year

DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control	\$200.	
DR	Budgeted Expenditure Control	\$200.	
CR	Budgeted Change to F/B		\$200.
DR	Fund Balance	\$200.	
CR	Accounts Payable		\$200.

*Example*

Uncommitted Encumbrance for \$200. Liquidate for \$150.

## Prior Year

DR	Expenditure Control	\$150.	
CR	Accounts Payable		\$150.
DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control	\$200.	

## Current Year

DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control	\$200.	
DR	Budgeted Expenditure Ctl.	\$200.	
CR	Budgeted Change to F/B		\$200.
DR	Fund Balance	\$150.	
CR	Accounts Payable		\$150.

*Example*

Uncommitted Encumbrance for \$220. Liquidate for \$250.

## Prior Year

DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control	\$200.	
DR	Expenditure Control	\$250.	
CR	Accounts Payable		\$250.

## Current Year

DR	Encumbrance Reserve	\$200.	
CR	Encumbrance Control	\$200.	

DR	Prior Year Budgeted Expenditure Ctl	\$200.	
CR	Prior Year Budgeted Change to F/B		\$200.
DR	Fund Balance	\$250.	
CR	Accounts Payable		\$250.

## Creating an Original 1099

Run the following processes after December 31 of the calendar year. For those steps which require a Reporting Year, use the calendar year of each 1099 which you extract. There are no restrictions as to when you may generate a 1099, except those that the IRS imposes.

### Instructions

1. At calendar year end, request the 1099 Report/Withhold Audit Report (FARWHLY).
2. Verify each vendor's distributions to determine if the amounts are correct and whether you should create a 1099 for the vendor.

If you find errors for a vendor, such as Non-employee Compensation that you distributed to Rents, you can use the 1099 Reporting Form (FAA1099) to correct the error. You can also enter additional data. If this vendor has no previous 1099 data, you can enter the data for the vendor's 1099 on this form.

3. Enter Transmitter and Institution (Payer) information on the 1099-MISC Magnetic Tape Transmitter Data Form (FOA1099).
4. Request the Magnetic 1099 File Build (FAM1099) to create the 1099 Tape Summary Audit Report and `irs1099.dat` file.

You can use the audit report to supply the number of payees and amount distribution information that the IRS 4804 form requires. Leave the **Correction Indicator**, **Test Correction Indicator**, and **Correction Date** fields blank.

5. The `irs1099.dat` file can be uploaded directly to the IRS. (See IRS publication 1220 for further instructions.) Leave the **File Type** parameter blank to create a data file that has a carriage return at the end of each 750-character record. Enter *LS* in the **File Type** parameter to create a continuous stream of data to be copied to tape.
6. Create the 1099 forms by running the 1099 Forms Test Patterns (FAT1099) and the 1099 Forms Report (FAB1099). To verify a 1099, you can compare each 1099 to the 1099 Reporting/Withholding Audit Verification Report. Refer to Chapter 25, "Reports and Processes," for more information.



## Creating a Correction 1099

Run these processes after the date of December 31. For those steps that require a Reporting Year, use the calendar year of each 1099 that you extract. There are no restrictions as to when you may create a Correction 1099, outside of those that the IRS imposes.

If you find errors after you send the original 1099 tape and forms to the IRS, you must resend the corrected 1099 as a separate run. To do this, use the 1099 Reporting Form (FAA1099) to correct the errors. Both the 1099 Magnetic Tape File Build (FAM1099) and the 1099 Forms Print (FAB1099) processes use the date on which you make these corrections the Correction As of Date.

1. Request the Magnetic 1099 File Build (FAM1099) to create the 1099 Tape Summary Audit Report.

You may use the audit report to supply the number of payees and amount distribution information that the IRS 4804 form requires.

2. Enter *C* for the Correction Indicator parameter, *C* for the Test Correction Indicator parameter, and the earliest date on which you made corrections for the Correction Date parameter.

The correction date ensures that the system does not include vendors who do not have corrections.

3. Use your site process to create the 1099 tape, or use your site upload facility to upload this file directly to the IRS (see IRS publication 1220 for further instructions).
4. Create the 1099 forms by running the 1099 Forms Test Patterns (FAT1099) and the 1099 Forms Report (FAB1099). Enter the earliest date on which you made corrections for the Correction Date parameter. The correction date ensures that the system does not use vendors who do not have corrections.

## Querying Accounting Data

The General Accounting Query forms enable you to review the accounting data resulting from journal voucher, requisition, purchase order, invoice, and check transactions. These forms always reflect the latest run of the Posting Process (FGRACTG).

### Organization Budget Status Form (FGIBDST)

FGIBDST shows detailed OPAL activity. The **Chart** (of Accounts) and **Fiscal Year** are required fields.

Use the **Query Specific Account** check box to determine which type of account query will be executed.

- Uncheck this check box and enter the desired combination of **Organization**, **Fund**, **Account**, **Program**, **Activity**, or **Location** (FOAPAL values) to query a range of accounts.
- Check this check box and enter the desired combination of **Organization**, **Fund**, **Account**, **Account Type**, **Program**, **Activity**, or **Location** (FOAPAL values) to query a specific account.
- Select Next Block to execute the query and display the accounting detail.

To query further, place the cursor on the relevant field and select List. This takes you to the Detail Transaction Activity Form (FGITRND). Select List to return to the document that created the transaction originally. Select Next Block to display the accounting distribution.

### Executive Summary Form (FGIBDSR)

This form provides a query of operating ledger budget and activity data organized by account. The **Chart** (of Accounts) and **Fiscal Year** are required fields.

Use the **Query Specific Account** check box to determine which type of account query will be executed.

- Uncheck this check box and enter the desired combination of **Organization**, **Fund**, **Account**, **Program**, **Activity**, or **Location** (FOAPAL values) to query a range of accounts.
- Check this check box and enter the desired combination of **Organization**, **Fund**, **Account**, **Account Type**, **Program**, **Activity**, or **Location** (FOAPAL values) to query a specific account.
- Select Next Block to execute the query and display the accounting detail.

To query further, place the cursor on the relevant field. List takes you to the Detail Transaction Activity Form (FGITRND). Select List again to take you to the document that created the transaction originally. Select Next Block to display the accounting distribution.

FGIBDSR enables you to view the roll up of OPAL accounting activity. Unlike FGIBDST, FGIBDSR allows you to enter a high level combination of fund, organization, account, program (FOAPAL values) and view all activity within that hierarchy. This form is called Executive Summary because it is useful for those who want to review aggregate numbers rather than analyze specific accounting transactions.

### Account Type Query on FGIBDST and FGIBDSR

The Organization Budget Status Form (FGIBDST) and Executive Summary Form (FGIBDSR) provide query capability by account type along with the other FOAPAL elements. FGIBDST and FGIBDSR display the **Account Type** and **Description** next to the **Account** field in the Key Information. Querying by account type will return data for all accounts with that account type.

On FGIBDST, you may query by account type alone or refine your query with a combination of **Account** and **Account Type**. Check the **Query Specific Account** box to optimize the query performance of these forms when you use account code in your query criteria. The query option applies to either account type or account code. You may leave either field blank.

You can query at a Level One Account Type and see all accounts with account types at subordinate levels. FGIBDSR retrieves the data and places it in collector tables to summarize. For this reason, you cannot query a combination of account type and account code simultaneously.

As with FGIBDST, unchecking the **Query Specific Account** box is *not* meaningful if the **Account Type** is entered. When you query on account type, the **Query Specific Account** box automatically defaults to checked on FGIBDSR.

Refer to Chapter 25, “Reports and Processes,” for related General Ledger Reports.

## Performing A Query for Specific Date

Searching for a specific date can be accomplished in certain Banner Finance query and maintenance forms by entering the date following by the percent sign (%). The % is necessary to find all records whose dates match the entered date criteria and for all times within that date. As entries are processed through the system or as accounting (FOAPAL) elements are changed, they are both dated and time stamped. Omitting the % sign following the date causes the system to query the tables for entries which are dated and have a null time stamp. The message *Query caused no records to be retrieved* may be returned since entries without a time stamp do not exist.

The Banner Finance fields which may require this search format are **Effective**, **Termination**, **Transaction**, and/or **Activity** dates. These dates include a time stamp (i.e., the current time) which is necessary to ensure that the correct records are used when two or more change records of a given type are created in the same day.

The following example illustrates this search format:

If you are attempting to search for all transaction activity records dated 20-JUL-1997 on the Detail Transaction Activity Form (FGITRND), you would enter the date in the following format:

*20-JUL-1997%*

This search will return all records with this particular date.

## Formatting Display Preferences On Query Forms

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You can now change the way in which Banner displays amounts on the following query forms.

- Budget Availability Status Form (FGIBAVL)
- Executive Summary Form (FGIBDSR)
- Organization Budget Status Form (FGIBDST)
- Organization Budget Summary Form (FGISUM)
- General Ledger Trial Balance Form (FGITBAL)
- Trial Balance Summary Form (FGITBSR)
- Detail Transaction Activity Form (FGITRND)
- Grant Inception To Date Form (FRIGITD)
- Grant Transaction Detail Form (FRIGTRD)
- Archive–Detail Transaction Activity Form (FXITRND)

By default, Banner displays values using 3 significant commas and 2 significant decimal places. Use the following procedure to change the way in which Banner displays values on a form.

1. Access one of the 10 query forms in the above list.
2. Click on Format Display Preferences. Banner will display the Format Display Preferences window.
3. (Optional) Change the selected value in the Significant Commas radio group.
4. (Optional) Change the selected value in the Significant Decimal Digits radio group.
5. Click the Apply button.
6. Click the Close button.

## Research Accounting

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### How to Set Up a Proposal

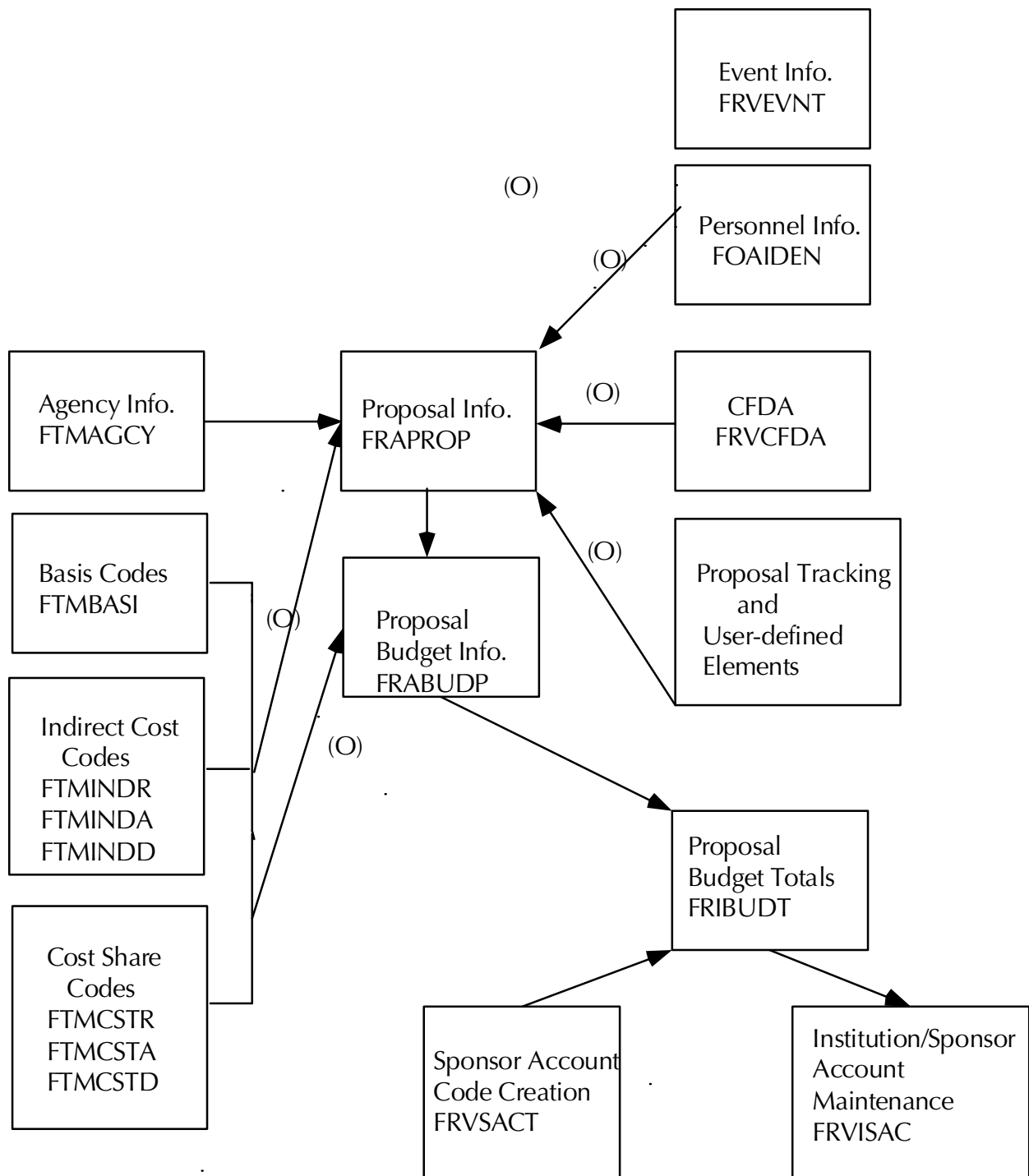
Use the following steps to set up a proposal in the Research Accounting module.

**Note:** These are guidelines and may change according to site policies and procedures.

<i>Item</i>	<i>Form Name</i>	<i>Action</i>
1.	Identification Form (FOAIDEN)	Identify proposal accounts, proposal administrators, and principal investigators to Banner Finance as persons.
2.	Agency Code Maintenance Form (FTMAGCY)	Establish the funding agency codes, contacts, addresses, phone numbers, etc.
3.	Financial Manager Maintenance Form (FTMFMGR)	Establish financial managers, proposal accounts, proposal administrators, principal investigators, and address information.
4.	Cost Share Rate Code Maintenance Form (FTMCSTR)	Define the rate or lump sum amount for cost share calculations.
5.	Cost Share Credit Account Maintenance Form (FTMCSTA)	Establish accounts to which cost share amounts will be credited.
6.	Cost Share Distribution Maintenance Form (FTMCSTD)	Establish the FOAPAL distribution for the recovery of cost share charges.
7.	Indirect Cost Rate Code Maintenance Form (FTMINDR)	Define the rate or lump sum amount for indirect cost (F & A) calculations.
8.	Indirect Cost Charge Code Maintenance Form (FTMINDA)	Establish the accounts and percentages for indirect cost (F & A) calculations.
9.	Indirect Cost Distribution Maintenance Form (FTMINDD)	Establish the FOAPAL distribution for the recovery of indirect charges.
10.	Basis Definition Code Maintenance Form (FTMBASI)	Establish the base for cost share and indirect cost (F & A) calculations.
11.	Sponsor Account Codes Maintenance Form (FRVSACT)	Establish sponsor-required accounts for financial reporting.
12.	Institution/Sponsor Account Codes Maintenance Form (FTMISAC)	Identify the relationship between your account codes and sponsor account codes for automatic reporting.
13.	Proposal Maintenance Form (FRAPROP)	Establish a proposal and track it through implementation.

14.	Proposal Budget Form (FRABUDP)	Establish proposed budget to be submitted to funding agency for approval.
15.	Event Maintenance Form (FRVEVNT)	Establish codes for events.
16.	Proposal Events Assignment Form (FRAEVPA)	Assign event codes to a proposal.

## Proposal Setup Diagram



## How to Set Up a Grant

Use the following steps to set up a grant in the Research Accounting module.

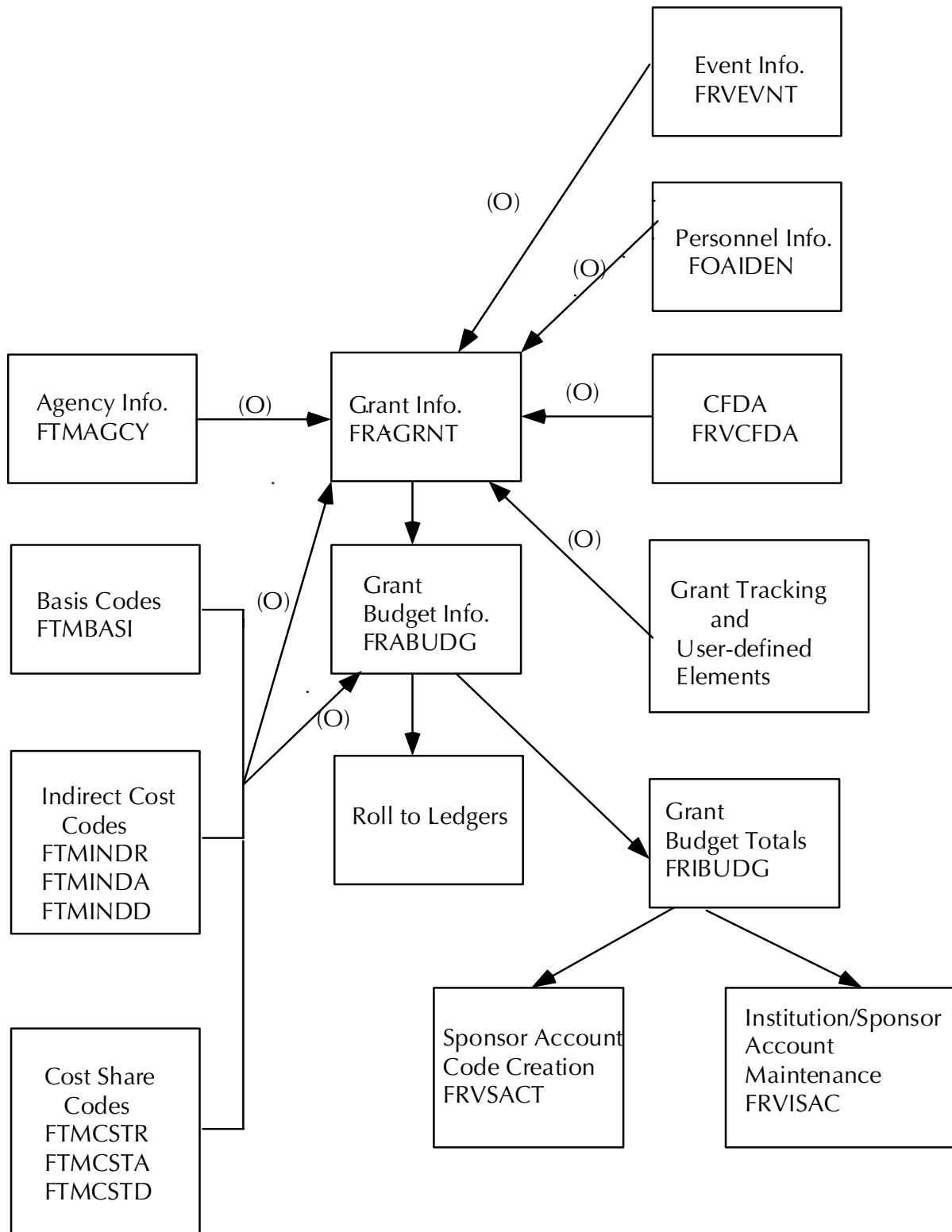
**Note:** These are guidelines and may change according to site policies and procedures.

<i>Item</i>	<i>Form Name</i>	<i>Action</i>
1.	Identification Form (FOAIDEN)	Identify grant accounts, grant administrators, and principal investigators to Banner Finance as persons.
2.	Agency Code Maintenance Form (FTMAGCY)	Establish the granting agency contacts, address, phone numbers, etc.
3.	Financial Manager Maintenance Form (FTMFMGR)	Establish financial managers, grant accounts, grant administrators, principal investigators, and address information.
4.	Cost Share Rate Code Maintenance Form (FTMCSTR)	Define the rate or lump sum amount for cost share calculations.
5.	Cost Share Credit Account Maintenance Form (FTMCSTA)	Establish accounts to which cost share amounts will be credited.
6.	Cost Share Distribution Maintenance Form (FTMCSTD)	Establish the FOAPAL distribution for the recovery of cost share charges
7.	Indirect Cost Rate Code Maintenance Form (FTMINDR)	Define the rate or lump sum amount for indirect cost (F & A) calculations.
8.	Indirect Cost Charge Code Maintenance Form (FTMINDA)	Establish the accounts and percentages for indirect cost (F & A) calculations.
9.	Indirect Cost Distribution Maintenance Form (FTMINDD)	Establish the FOAPAL distribution for the recovery of indirect charges.
10.	Basis Definition Code Maintenance Form (FTMBASI)	Establish the base for cost share and indirect cost (F & A) calculations.
11.	Sponsor Account Codes Maintenance Form (FRVSACT)	Establish sponsor-required accounts for financial reporting.
12.	Institution/Sponsor Account Codes Maintenance Form (FTMISAC)	Identify the relationship between your account codes and sponsor account codes for automatic reporting.



13.	Grant Maintenance Form (FRAGRNT)	Establish a grant.
14.	Fund Code Maintenance Form (FTMFUND)	Establish fund codes and link them to a grant.
15.	Research Accounting Fund Maintenance Form (FRMFUND)	Associate indirect cost (F & A) codes and cost share codes with an existing fund.
16.	Grant Budget Form (FRABUDG)	Establish a budget for the grant.
17.	Event Maintenance Form (FRVEVNT)	Establish codes for events.
18.	Grant Events Assignment Form (FRAEVGA)	Assign event codes to a grant.

## Grant Setup Diagram



(O)=Optional

## How to Set Up Grant Billing

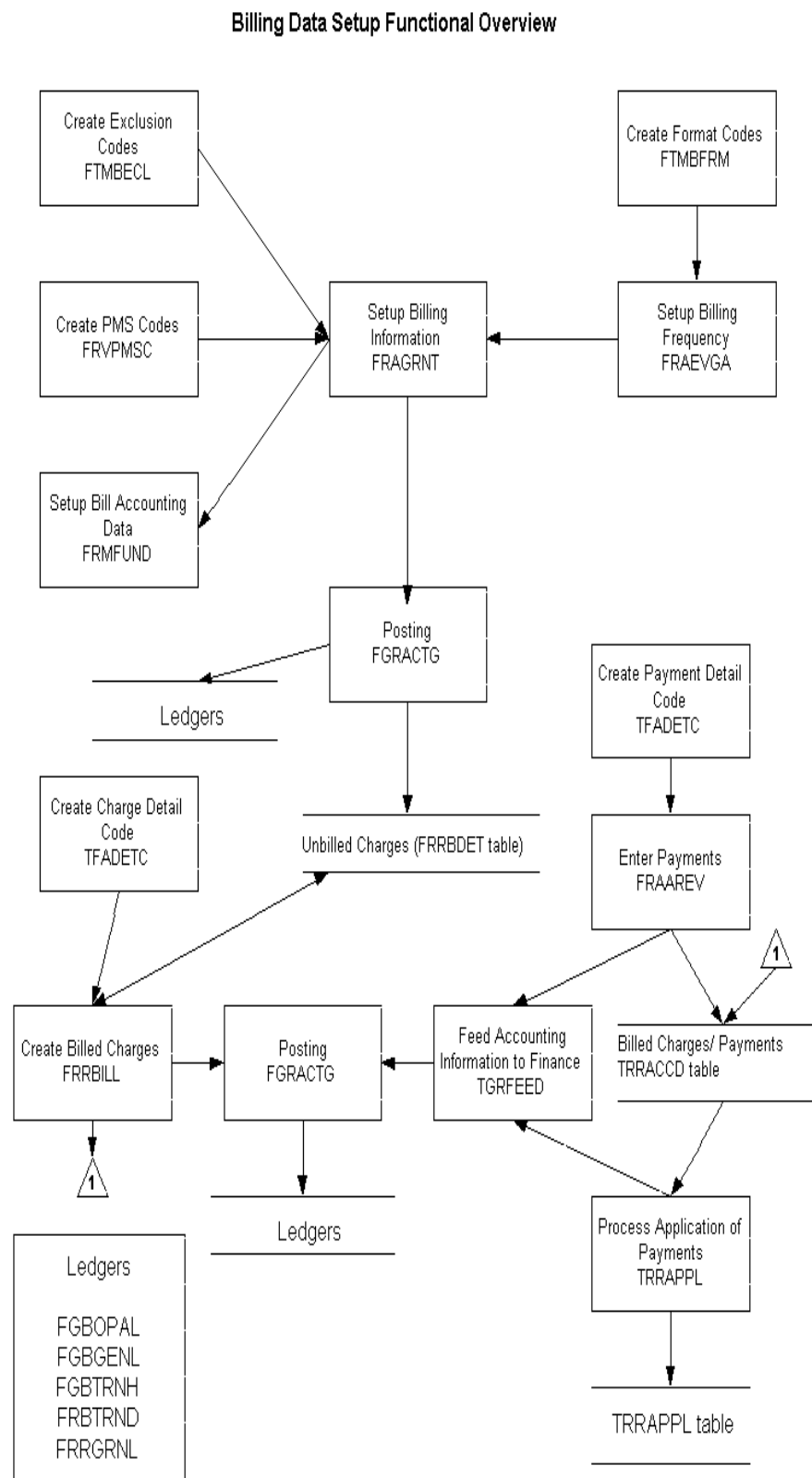
Use the following steps to set up the Grant Billing component of the Research Accounting module.

**Note:** These are guidelines and may change according to site policies and procedures.

<i>Item</i>	<i>Form Name</i>	<i>Action</i>
1.	Research Accounting System Control Form (FRASYSC)	Establish system control records that store general billing information about grants such as payee name, address, and other system-level defaults.
2.	Billing Format Validation Form (FRVBFRM)	Establish format codes to customize bills and reports. SunGard Higher Education delivers standard format codes with Banner.
3.	Grant Billing Format Form (FTMBFRM)	Specify which expenditure groups and subtotals to include in institution-defined format codes.
4.	Billing Exclusion Maintenance Form (FTMBECL)	Establish exclusion codes that automatically place non-allowable accounts and/or account types on hold.
5.	Payment Management System Code Maintenance Form (FRVPMSC)	Establish payment management system codes that link together grants that have the same reimbursement requirements and were received from the same sponsoring agency.
6.	Grant Maintenance Form (FRAGRNT)	Update the Grant Billing Information window.
7.	Research Accounting Fund Maintenance Form (FRMFUND)	Establish a Billed AR account. If you want to use retainage amounts, establish a Retainage AR account.
8.	Detail Code Control Form (TFADETC)	Establish detail codes to process bills for sponsoring agencies and payments from those agencies.
9.	Event Maintenance Form (FRVEVNT)	Establish codes for events such as bills and reports.
10.	Grant Events Assignment Form (FRAEVGA)	Assign event codes to a grant, associate format codes with a grant, and establish billing frequency.

Documentation for the Detail Code Control Form (TFADETC) is available in the *Accounts Receivable User Guide*.

## Grant Billing Setup Diagram



## Trail-in and Trail-out Periods

Project starting and ending dates reside within a grant year. Project starting and ending dates are established by the recipient institution and the sponsoring agency. These dates determine the way in which Banner records the grant year and grant period classification of activity in the grant ledger.

The intervals of time referred to as trail-in and trail-out periods are periods in which you may perform grant activity within a fund before the starting date of a project and past the ending date of a project. Funds can be effective during trail-in and trail-out periods and grant accounting activity may occur before and after the grant year within effective funds.

If you expect to incur costs before the project starting date, you can create a grant fund with an effective date that is earlier than the project starting date. Similarly, if you need to adjust entries after the project ending date, you can create a grant fund with a termination date that is later than the project ending date.

You can also create a period within which only authorized users can post transactions to a fund. If you want authorized users to be able to adjust entries after the fund termination date, you can create a grant fund with an expenditure end date that is later than the termination date.

**Note:** To authorize a user to perform this activity, select the **Post After Expenditure End Date** check box on the User Profile Maintenance Form (FOMPROF).

## Cost Share Calculations

Use the following steps to set up cost share calculations and link them to a proposal or grant.

1. Fill out the Cost Share Rate Code Maintenance Form (FTMCSTR). This form enables you to define the rate or lump sum amount for cost share calculations.
2. Fill out the Cost Share Credit Account Maintenance Form (FTMCSTA). This form enables you to do one of the following.
  - (a) Enter the accounts to which cost share amounts will be credited.
  - (a) Enter a fund code that will be used as an alternate fund to track cost share activity.
3. Fill out the Cost Share Distribution Maintenance Form (FTMCSTD). This form enables you to enter the FOAPAL distribution for the recovery of charges.
4. Fill out the Basis Definition Code Maintenance Form (FTMBASI). This form enables you to define and establish the base for cost share calculations.

5. Fill out the Research Accounting Fund Maintenance Form (FRMFUND). This form enables you to associate cost share codes to a fund.

## Indirect Cost (F & A) Calculations

Use the following steps to set up indirect cost (F & A) calculations and link them to a proposal or grant.

1. Fill out the Indirect Cost Rate Code Maintenance Form (FTMINDR). This form enables you to define the rate for indirect cost (F & A) calculations.
2. Fill out the Indirect Cost Charge Code Maintenance Form (FTMINDA). This form enables you to define the accounts to which you want to post indirect cost (F & A) expenses.
3. Fill out the Indirect Cost Distribution Maintenance Form (FTMINDD). This form enables you to enter the FOAPAL distribution for the recovery of indirect charges.
4. Fill out the Basis Definition Code Maintenance Form (FTMBASI). This form enables you to define and establish the base for indirect cost (F & A) calculations.
5. Fill out the Research Accounting Fund Maintenance Form (FRMFUND). This form enables you to associate indirect cost (F & A) codes to a fund.

## Description of Indirect Cost (F&A) Calculations Diagram

The diagram that follows illustrates the way in which Banner performs indirect cost (F & A) calculations. Assume that this diagram represents an installation's account structure for Labor and Expenditures and that the following values are entered on the appropriate forms.

### FTMINDR

Rate 10%

Memo 5%

**Note:** Assume the negotiated rate of I/C is 10%. The memo of 5% represents the difference between an installation's actual rate (i.e., 15%) and the negotiated rate.

### FTMINDA

Acct	%
7180	100

**Note:** 7180 represents the account code for I/C expenses.

## FTMINDD

Fund	Orgn	Acct	Prog	Actv	Locn	%
1000	210	4333	100	–	–	100

**Note:** This information tells the system which account types or account code ranges fall within the base for I/C calculations. The system allows for Level 1 or Level 2 values in the **Acct Type** field and ranges of accounts within the **Acct Code From** and **To** fields. Location overrides, exclusions, rate overrides, and maximum amounts may be entered.

## FTMBASI

Type = Indirect

**Note:** This distribution represents the credit side of the I/C expense. In this example, an unrestricted fund and a revenue account are referenced.

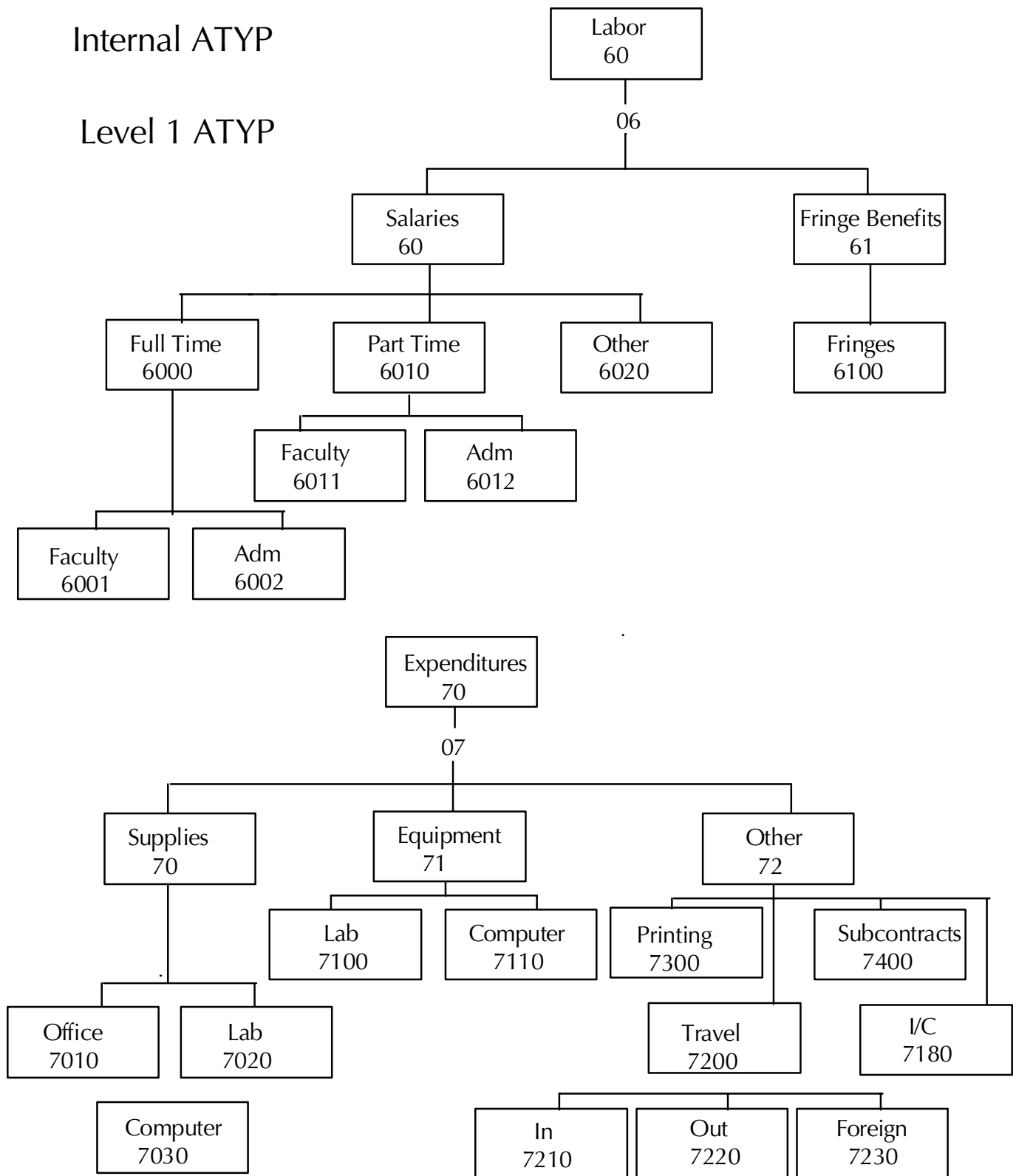
Given the previous code information, transactions are entered against Fund 2000.

<i>Tran</i>	<i>Fund</i>	<i>Orgn</i>	<i>Acct</i>	<i>Prog</i>	<i>Actv</i>	<i>Locn</i>	<i>Amount</i>	<i>Type of transaction</i>
1	2000	210	6011	100	–	–	\$100	Not part of the base
2	2000	210	7010	100	–	–	\$2,000	Normal rate 10% (from INDR) Memo rate 5%
3	2000	210	7400	120	–	–	\$20,000	Normal with Maximum of \$15,000
4	2000	215	7110	130	–	–	\$1,000	Rate overrides N=15%; M=10%
5	2000	210	7300	140	–	–	\$2,500	Exclusion
6	2000	210	7010	100	–	10	\$3,000	Location N=12%; M=5%
7	2000	215	7210	100	–	10	\$4,000	Rate override N=8%; M=5%

## Example of Indirect Cost (F &amp; A) Calculations

Internal ATYP

Level 1 ATYP





## T Accounts

The following example illustrates the effect of indirect cost (F & A), cost share, and revenue recognition on the ledgers.

Your institution has agreed to provide a 25% cost share for salary expenses. The grant will cover indirect costs (F & A) at a rate of 10%. A payroll transaction against this grant will trigger cost share, indirect cost (F & A) recovery, and revenue recognition transactions automatically.

**Note:** This example assumes that you selected *Indirect Cost then Cost Share* from the **Indirect Cost and Cost Share Calculation Order** pull-down list on the System Control Maintenance Form (FOASYS).

- |    |  |         |
|----|--|---------|
| 1. | Record salary expenditure for the grant.                             | \$1,000 |
| 2. | Record indirect cost (F & A) revenue and expense. (system-generated) | \$100   |
| 3. | Record cost share revenue and expense. (system-generated)            | \$275   |
| 4. | Record revenue and unbilled accounts receivable. (system-generated)  | \$825   |

## Online vs. Deferred Grant Accounting Process

Banner enables you to specify whether you want to perform grant accounting calculations on a transaction-by-transaction (online) basis or on a periodic (deferred) basis.

### Online Method

If you elect to use the transaction-by-transaction basis, the associated revenue recognition, indirect cost (F & A), and cost share transactions automatically generate and post every time the system posts grant activity.

This method is very useful when you are first learning to use the Banner Finance system, but it has the disadvantage of creating as many as six additional transactions for a single transaction entry.

To use the online method, ensure that the **Defer Calculations of Indirect Cost and Cost Share** check box is cleared (unchecked) on the System Control Maintenance Form (FOASYSC).

### Deferred Method

If you elect to use the periodic basis, you can record activity against grants and calculate revenue recognition, cost share, and indirect cost (F & A) recovery whenever you choose. You can also specify the transactions, grants, and funds on which you want to perform calculations.

The deferred method effectively reduces the number of transactions in the system and it enables you to perform retroactive indirect cost (F & A) calculations if you receive notification that indirect cost rates have changed.

To use the deferred method, follow these steps.

1. Select the **Defer Calculations of Indirect Cost and Cost Share** check box on the System Control Maintenance Form (FOASYSC).
2. When you are ready to calculate revenue recognition, cost share, and indirect cost (F & A) recovery, run the Grant Accounting Process (FRRGRNT). When you run this process, the system produces entries in the Transaction Input Table (FGBTRNI).
3. Execute the Transaction Interface Process (FGRTRNI). FGRTRNI edits the transactions and creates approved documents for posting.
4. Execute the Posting Process (FGRACTG) to post grant accounting activity.

## How to Create a Grant Budget

The Grant Budget Form (FRABUDG) enables you to create a grant budget either by entering original budget information or by copying an existing proposal or grant budget. Before you use this form, you must have linked one or more grant funds to a grant using the Fund Code Maintenance Form (FTMFUND). The Grant Budget Form uses this information to ensure that you post transactions to the correct fund(s). In the Worksheet window on the Grant Budget Form, you can enter accounts and amounts in the budget. You can also perform indirect cost (F & A) and cost share calculations.

When you create a grant budget, the Grant Budget Form uses the system date as the default transaction date, the Permanent Adopted Budget rule class (BD01), and a budget period of 01. You can change these values.

The Grant Budget Form (FRABUDG) edits the document in which the grant budget is stored: it verifies that the transaction date falls within an open accounting period, validates the FOAPAL elements, and forwards the document to the Transaction Interface Process (FGRTRNI).

The Transaction Interface Process then edits the document and analyzes any posting modifiers that may be present on the rule class. Once the document clears the Transaction Interface Process, Banner posts it to the ledgers.

If your funding changes after the budget has been rolled, you can use the Reversal check box on the Grant Budget Form (FRABUDG) to de-obligate some or all of the budgets linked to a grant.

## Proposal and Grant Events

You can link events or reminders to a proposal or a grant. You can also specify who is responsible for indicating when the event is finished (satisfied) and Banner will send reminders to the responsible person or people. When you associate an event with a proposal or a grant, you can specify when Banner will send reminder notices.

**Note:** Before you can indicate that a person is responsible for an event, you must link that person's Banner user name with the internal identification number that was established on the Identification Form (FOAIDEN). To do this, enter the person's internal identification number in the **ID** field on the User Profile Maintenance Form (FOMPROF).

The Events Messaging Process (FRPMESG) monitors events associated with personnel. This process may be run in sleep/wake mode.

## How to Create Proposal or Grant Events

Use the following steps to create events and link them to a proposal or a grant.

1. Use the Event Code Validation Form (FRVEVNT) to create events for activities such as reports that you need to produce, certifications that you need to perform, and other actions or reminders.
2. (Optional) Use the Event Group Validation Form (FRVEGRP) to group together related events. For example, you can group reports that need to be produced at the same time.
3. Use the Proposal Events Assignment Form (FRAEVPA) to link events to a proposal or use the Grant Events Assignment Form (FRAEVGA) to link events to a grant.

## How to Satisfy an Event

Use the Proposal Events Action Form (FRAEVNP) and/or the Grant Events Action Form (FRAEVNG) to satisfy or cancel events. You can also use these forms to see a list of events for which you are responsible.

## How to Query Events

Use the Proposal Events Inquiry Form (FRIEVNP) and the Grant Events Inquiry Form (FRIEVNG) to view:

- Events linked to a proposal or a grant
- Events linked to a person
- Events linked both to a person and to a proposal or a grant

## Enhancing Descriptions for Proposals and Grants

You can append additional text to the defined status code and event codes descriptions.

### *Alternate Description - Status Code (FRAGRNT, FRAPROP)*

An alternate description field for the status code is available on the Grant Maintenance Form (FRAGRNT) and the Proposal Maintenance Form (FRAPROP). This field holds up to 35 characters. Information you enter into the alternate status field is appended to the status description and then stored in the status history table. If you select the Copy Grant Information or Copy Proposal Information feature from the Options list, this information will copy over to a new grant or proposal.

### *Alternate Description - Event Code (FRAEVGA, FRAEVPA)*

An alternate description field for the event code is available on the Grant Events Assignment Form (FRAEVGA) and the Proposal Events Assignment Form (FRAEVPA). This field holds up to 35 characters. Information you enter into the alternate description field is appended to the event description. Both the event description and the alternate description appear on the Grant and Proposal Inquiry Forms and Reports.

### *Alternate Descriptions Display*

Alternate descriptions for events can display on the following forms. When an alternate description exists for the event, this description is appended to the existing default description when it is viewed on forms or reports.

- Grants Events Assignment (FRAEVGA)
- Grant Event Action Form (FRAEVNG)
- Proposal Event Action Form (FRAEVNP)
- Proposals Events Assignment Form (FRAEVPA)
- Grant Event Inquiry Form (FRIEVNG)
- Proposal Events Inquiry Form (FRIEVNP)
- Grant Inquiry Status History Form (FRIGRST)
- Proposal Status History Inquiry Form (FRIPRST)

### Adding Text to Selected Forms

You can add or update descriptive text on each of forms in the following list. On FRMFUND, the Text option is labelled, *Fund Text or Grant Text*. On FRABUDP and FRABUDG, the Text option is labelled, *Text Information*.

- FRAPROP - Proposal Maintenance Form
  - FRABUDP - Proposal Budget Form
  - FRAGRNT - Grant Maintenance Form
  - FRABUDG - Grant Budget Form
  - FRMFUND - Research Accounting Fund Maintenance Form
1. From within the form, select the Text option from the options menu. After you make this selection, the General Text Entry Form, FOATEXT, will display.
  2. Enter the text and select SAVE.

**Note:** When FOATEXT is called from another form, the following occur:

Text and identifying code are defaulted into the Key block. The document type and document code are carried forward from the calling form.

Rollback capability is disabled to prevent anyone from changing the document type or document code and viewing information for a different grant or proposal. When you access FOATEXT directly, however, you can view or update any type/code combination.

## Entering/Reviewing Agency Funding Information for Grants and Proposals

A check box, labelled **Pass Through Indicator**, displays on both the Grant Maintenance Form (FRAGRNT) and the Proposal Maintenance Form (FRAPROP). This check box is not user-navigable. The system selects this check box when information is available for display on the Pass Through Agency Distribution Information window.

### Viewing Pre-existing Information on the Pass Through Agency Distribution Information Window

When pass through data exist in the proposal and a grant is created from the proposal, the pass through data are copied forward into the fields displayed in this window. You can use the information displayed in this window to track percentages of contributions from different agencies.

### Entering New Information on the Pass Through Agency Distribution Information Window

When this is a new grant or proposal, you may enter information into the fields on this window.

1. From the options menu on FRAGRNT or FRAPROP, select the Pass Through Agency Distribution Information option.
2. On the window that displays, enter the code for the agency (list of values is available) and the percentage of the funding the agency contributed. The sum of all percentages on this window must be less than or equal to 100.00. You cannot enter a value in one of these fields without entering a value in the other field.
3. Select SAVE. The **Pass Through Indicator** check box will now be selected, which indicates that pass through information exists for this proposal or grant.

**Note:** If you select the Copy Grant Information or the Copy Proposal Information feature from the Options list, this information will copy over to a new grant or proposal.

## Grant Billing Detail Table (FRRBDET)

The following is an example of the way in which transactions appear in the Grant Billing Detail Table (FRRBDET) after you post an expenditure against a grant.

Fund	Doc Code	Comp	Status	Exp Acct	Amount	Trans Date
245	J165	D	U	6011	1,000	01-MAR-99
245	J165	I	U	6399	250	01-MAR-99
245	J165	C	U	5065	-50	01-MAR-99
245	J166	D	U	6053	200	10-MAR-99
245	J166	I	U	6399	50	10-MAR-99
245	J166	C	U	5065	-20	10-MAR-99
245	I160	D	U	6101	100	12-MAR-99
245	I160	I	U	6399	25	12-MAR-99
245	I160	C	U	5065	-5	12-MAR-99
245	I161	D	U	6215	50	30-MAR-99
245	I162	D	H	6218	200	30-MAR-99
245	I163	D	H	6275	100	30-MAR-99
245	I165	D	U	6299	2,000	01-APR-99
245	I165	I	U	6399	500	01-APR-99
245	I165	C	U	5065	-100	01-APR-99

## Key:

D = Direct Cost  
 I = Indirect Cost (F & A)  
 C = Cost Share (Matching)  
 U = Unbilled Status  
 H = Hold Status

## Tips

- All expenses charged against a grant fund will be posted to the Billing Detail Table (FRRBDET) with an Unbilled status (U). If you have deferred grant processing turned on, you must run the Deferred Grant Process (FRRGRNT) to post grant expenditures to the Billing Detail Table.

**Note:** The Research Accounting module was designed based on the assumption that revenue is recognized when an expense is incurred.

- Before you post transactions against a grant fund, it is recommended that you run the Fund Exception Report (FRRFEXC) to see if all grant funds have the Accrual Acct and Revenue Acct fields populated on the Fund Code Maintenance Form (FTMFUND). Grant funds that do not have these fields populated will not have rows in the Billing Detail Table (FRRBDET).
- If you create exclusion codes and link them to a grant, Banner will insert transactions involving *excluded* accounts into the Billing Detail Table with a Hold status (H).
- You can view unbilled transactions and hold transactions on the Research Accounting Unbilled Status Control Form (FRABDCN). You can also use this

form to change the status of transactions from unbilled to hold or from hold to unbilled before you run the Research Accounting Billing Process (FRRBILL).

## How to Generate Bills

1. Fill out the Grant Billing Information window on the Grant Maintenance Form (FRAGRNT).
2. Define the billing frequency and bill format code on the Grant Events Assignment Form (FRAEVGA).

**Note:** It is recommended that you assign only one bill format code to each grant.

3. Set up detail codes on the Detail Code Control Form (TFADETC). Documentation for this form is available in the *Accounts Receivable User Guide*.

Example:

<i>Detail Code</i>	<i>Description</i>	<i>Type</i>	<i>Category</i>	<i>Grant Type</i>	<i>Priority</i>	<i>Refund Code</i>
GBIL	Billing	C	GRN	B	999	Cleared
GRWH	Retainage	C	GRN	W	999	Cleared
GCSH	Cash/ Payments	P	GRN	P	999	Cleared
GRRF	Refunds	C	GRN	R	999	Selected
GRTF	Transfers	P	GRN	T	999	Cleared

4. Enter values in the following fields on the Research Accounting Fund Maintenance Form (FRMFUND).
  - Billed AR Account Code
  - Retainage AR Account Code (Optional)
  - Retainage Amount (Optional)
  - Retainage Percentage (Optional)
5. (Optional) Run the Billing Preview Report (FRRINVS) for a specific date to determine which grants will be selected by the Research Accounting Billing Process when you run it for that date.
6. Run the Research Accounting Billing Process (FRRBILL) in *Audit* mode for a specific Billing Format Code and Billing Period To Date.
7. Run the Billing Exception Report (FRRBEXC) to identify exceptions associated with the specified grant or PMS code.
8. Correct any exceptions found in Step 7.
9. Run the Research Accounting Billing Process (FRRBILL) in *Update* mode for a specific Billing Format Code and Billing Period To Date.



**Note:** You must run the Research Accounting Billing Process for PMS codes to create billed charges and obtain letter of credit drawdown to reduce the receivables.

10. Use the following forms to view the billed amounts and print the bills. You can also use these forms to change the billed amounts; however, your changes will not affect the ledgers.
  - Standard Billing 1034 Form (FRA134B)
  - Standard Billing 270 Form (FRA270B)
  - Standard Billing 272 Form (FRA272B)
  - Generic Bill Form (FRAGENB)

If you would like to print more than one bill at a time, use the Run Standard Bills and Reports Form (FRABRUN).

## Creating Generic Bills

Generic bills are user-defined and include information specific to amounts budgeted, billed or retained, based on a group sequence number. When there are no expenses for a billing period, the FRRBILL process produces the bill and updates the Generic Bill Table (FRRGENB) using a group sequence number of 999. If you plan to produce fixed, generic bills with no expenses, use the Grant Billing Format Form (FTMBFRM) to add sequence number 999 to your generic formats. If you do not do this, you will receive the following message on the FRAGENB form, *Invalid group sequence number.*

## Budget Limit Processing

The values entered on the Grant Maintenance Form (FRAGRNT) determine how FRRBILL processes budget limits.

Examples:

On the Grant Maintenance Form (FRAGRNT), if the **Budget Limit Indicator** is set to *Total Budget* and the **Budget Check Source** is the *Grant Ledger*, the billing process will interrogate the Grant Ledger for available budget as of the billing date. It will evaluate the amount of the bill and the cumulative amount (amount previously billed) against the budget amount. It will then interrogate the **Bill If Budget Total Exceeded** indicator to determine if it should bill or if it should produce an exception.

If, instead, the **Budget Limit Indicator** on FRAGRNT is set to *Total Budget* and the **Budget Check Source** is set to *Maximum Billing Amount*, the billing process evaluates the amount of the bill and the cumulative amount against the Amount entered in the **Maximum** field. It will then interrogate the **Bill If Budget Total Exceeded** indicator to determine if it should bill or if it should produce an exception.

## Producing a Fixed Bill with a Deferred Account

The Deferred Account captures the difference between the fixed amount and the unbilled cost amount. You can enter the appropriate account code information in the **Deferred Account Code** field on the Billing window of the Grant Form (FRAGRNT) or in the **Deferred Revenue Account** field on the Research Accounting System Control Form (FRASYSC).

Example 1: For a fixed price bill of \$5,000 with \$0 unbilled charges or costs, the postings are as follows:

DR	Billed A/R \$5,000
CR	Deferred Account \$5,000

Example 2: For a fixed price bill of \$5,000 with \$3,000 unbilled charges/costs, the postings are as follows:

DR	Billed A/R \$5,000
CR	Unbilled A/R \$3,000
CR	Deferred Account \$2,000

At the end of the project, you may have a balance for the Deferred Account, which must be cleared with a manual journal entry.

## How to Print a 1034 Continuation Form

Use the following steps to print a 1034 Continuation Form, which contains detailed information about a standard 1034 bill.

1. Create a generic bill format code and associate that format code with a grant using the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM).
2. Click the Details button on the Standard 1034 Billing Form (FRA134B). Banner will run the Generic Bill Form (FRRGENB) and print a separate page that you must collate with the appropriate bill.

See Chapter 25, "Reports and Processes," for more information about standard 1034 bills.

## Description of the Research Accounting Billing Process (FRRBILL)

The Research Accounting Billing Process (FRRBILL) selects grants that meet the following conditions.

- The billing format matches the Billing Format Code parameter entered by the user.
- The **Due Date** field on the Grant Events Assignment Form (FRAEVGA) is less than or equal to the Period End Date parameter entered by the user.

For each grant that matches these criteria, Banner selects all unbilled transactions with a transaction date that is less than or equal to the billing period end date of the grant.

You can run the Research Accounting Billing Process in *Audit* mode or *Update* mode.

When you run this process in *Audit* mode, Banner identifies any exceptions for the specified grant or PMS code and inserts rows in the Billing Exception Table (FRRBEXC). You can then run the Billing Exception Report (FRRBEXC) to print a list of the exceptions for that grant or PMS code.

When you run the Research Accounting Billing Process in *Audit* mode, Banner checks for the following exceptions:

No Billing Address	The billing address was not entered on the Grant Billing Information window of the Grant Maintenance Form (FRAGRNT).
Trail In Activity	The bill includes expense activity that was incurred <i>before</i> the date in the <b>Project Period</b> field on the Grant Maintenance Form.
Trail Out Activity	The bill includes expense activity that was incurred <i>after</i> the date in the <b>To</b> field on the Grant Billing Information window of the Grant Maintenance Form.
Billing Minimum Not Reached	The total bill amount is less than the value in the <b>Minimum</b> field on the Grant Billing Information window of the Grant Maintenance Form. Banner will not process the bill. You can override this exception on the Research Accounting System Control Maintenance Form (FRASYSC) or the Grant Maintenance Form (FRAGRNT).
Budget Exceeded in Total	The total billed amount is greater than the value in the <b>Maximum</b> field on the Grant Billing Information window of the Grant Maintenance Form. Banner will not process the bill. You can override this exception on the Research Accounting System Control Maintenance Form (FRASYSC) or the Grant Maintenance Form (FRAGRNT).

Line Item Budget Exceeded	The total amount billed for a specific line item is greater than the amount budgeted for that item. Banner will not process the bill. You can override this exception on the Research Accounting System Control Maintenance Form (FRASYSC) or the Grant Maintenance Form (FRAGRNT).
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**Note:** For bills that use a generic or institution-defined format, Banner uses the budget for the expenditure group defined on the Grant Billing Format Form (FTMBFRM) instead of the amount budgeted for the line item.

Expenses Not Included in Format	An expense was posted to an account code that does not belong to an expenditure group defined on the Grant Billing Format Form (FTMBFRM). Banner will not include this expense in the bill.
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Billing Items on Hold	One or more of the expenses has a Hold status (H) in the Billing Detail Table (FRRBDET). Banner will not include any expenses with a Hold status in the bill.
-----------------------	---

**Note:** Use the Unbilled Status Control Form (FRABDCN) to change the status of an expense from hold to unbilled.

After you correct the exceptions identified on the Billing Exception Report (FRRBEXC), run the Research Accounting Billing Process (FRRBILL) in *Update* mode. When you run this process in *Update* mode, Banner will do the following:

- Update the amount in the **Cumulative** field on the Grant Billing Information window of the Grant Maintenance Form (FRAGRNT).
- Update the values in the **Last Invoice Number** field on the Grant Maintenance Form (FRAGRNT). If you billed by **PMS code**, then Banner will also update the value in the **Last Invoice Number** field on the Payment Management System Code Maintenance Form (FRVPMSC).
- Send a document to posting. The starting character of this document is G, the document type is GBL, and the document type sequence number is 75. The

transaction date of this document is the date entered in the Posting Date parameter.

- Change the **Status** field to *S* on the Grant Events Assignment Form (FRAEVGA).
- Insert a row in the Account Charge/Payment Detail Table (TRRACCD) that summarizes billed amounts by grant fund. Use the Research Accounting Payments Entry Form (FRAAREV) to view the summarized amounts.
- Insert rows into the bill format table that corresponds to the format code entered by the user. For example, if you run the Research Accounting Billing Process for bills with the 272 format, Banner will insert rows in the 272 Bill Format Table (FRR272B) for each of the selected grants.
- Change the status of the transaction to *Billed* in the Billing Detail Table (FRRBDET).

### Examples of the Research Accounting Billing Process (FRRBILL)

These examples are based on the following Grant Billing Detail Table (FRRBDET) that was generated after running the Research Accounting Billing Process (FRRBILL).

Fund	Doc Code	Comp	Status	Exp Acct	Amount	Trans Date
245	J165	D	B	6011	1,000	01-MAR-99
245	J165	I	B	6399	250	01-MAR-99
245	J165	C	B	5065	-50	01-MAR-99
245	J166	D	B	6053	200	10-MAR-99
245	J166	I	B	6399	50	10-MAR-99
245	J166	C	B	5065	-20	10-MAR-99
245	I160	D	B	6101	100	12-MAR-99
245	I160	I	B	6399	25	12-MAR-99
245	I160	C	B	5065	-5	12-MAR-99
245	I161	D	B	6215	50	30-MAR-99
245	I162	D	H	6218	200	30-MAR-99
245	I163	D	H	6275	100	30-MAR-99
245	I165	D	U	6299	2,000	01-APR-99
245	I165	I	U	6399	500	01-APR-99
245	I165	C	U	5065	-100	01-APR-99

If you run the Research Accounting Billing Process for the end date of 31-MAR-99 and you use a cost reimbursement schedule, Banner will produce the following journal entries using the specified rule class in the grant fund.

**Billed Accounts Receivable Rule Class (GRBL)**

Transaction	Amount	Account	Form on which Account is Defined
Debit	1600	Billed AR	FRMFUND
Credit	1600	Unbilled AR	FTMFUND

If you run the Research Accounting Billing Process for the period ending on 31-MAR-99 and you use a fixed reimbursement schedule with a fixed bill amount of \$2000, Banner will produce the following journal entries using the specified rule classes in the grant fund.

**Billed Accounts Receivable Rule Class (GRBL)**

Transaction	Amount	Account	Form on which Account is Defined
Debit	2000	Billed AR	FRMFUND
Credit	1600	Unbilled AR	FTMFUND

**Deferred Revenue Rule Class (GRDF)**

Transaction	Amount	Account	Form on which Account is Defined
Credit	400	Deferred	FRAGRNT or FRASYSC

Retainage is calculated for Fixed and Cost Reimbursable bills using either an amount or a percent you defined on FRMFUND. It is also very important for you to specify the retainage account on FRMFUND.

If you run the Research Accounting Billing Process for the period ending on 31-MAR-99 and you enter *10* in the Retainage Percent field on the Research Accounting Fund Maintenance Form (FRMFUND), Banner will produce the following journal entries using the specified rule classes in the grant fund.

**Billed Accounts Receivable Rule Class (GRBL)**

Transaction	Amount	Account	Form on which Account is Defined
Debit	1600	Billed AR	FRMFUND
Credit	1600	Unbilled AR	FTMFUND

**Withholding Accounts Receivable Rule Class (GRWH)**

Transaction	Amount	Account	Form on which Account is Defined
Debit	160	Retainage AR	FRMFUND
Credit	160	Billed AR	FRMFUND

Alternatively, you can generate one bill for all retainage amounts after you run the final bill for a grant. To do this, run the Research Accounting Billing Process and enter *Y* in the Bill Retainage parameter. Banner will sum the retainage amounts in each bill that you generated before the date you entered in the Billing Period To Date and produce the following journal entries using the specified rule class in the grant fund.

**Withholding Accounts Receivable Rule Class (GRWH)**

Transaction	Amount	Account	Form on which Account is Defined
Debit	160	Billed AR	FRMFUND
Credit	160	Retainage AR	FRMFUND

You can also bill a sponsoring agency for amounts that they withheld from payments. To do this, run the Research Accounting Billing Process and enter *Y* in the parameter for bill payment withholding. Banner will summarize all payment withholding amounts that you entered on the Research Accounting Payments Entry Form (FRAAREV) and produce a bill. Banner will not produce journal entries.

## How to Reverse a Bill

After you run the Research Accounting Billing Process (FRRBILL) in *Update* mode and send the bill to the agency, the agency may ask you to adjust the bill. To do this, run the Research Accounting Billing Reversal Process (FRRBREV). This process will reverse the bill and undo the results of the Research Accounting Billing Process.

When you run the Research Accounting Billing Reversal Process, Banner will do the following:

Send a document to posting and produce the following journal entries.

Transaction	Account	Form on which Account is Defined
Debit	Unbilled AR	FTMFUND
Credit	Billed AR	FRMFUND

- Change the Status field on the Grant Events Assignment Form (FRAEVGA) to *P* so you can run the Research Accounting Billing Process again.
- Update the adjustment number (Adj #). For example, when you reverse a bill for the first time, Banner will change the adjustment number to 1.

After you run the Research Accounting Billing Reversal Process, you can change or adjust the charges by posting transactions against the grant fund. Then, you can re-run the Research Accounting Billing Process to generate a new bill.

**Note:** When you re-run the Research Accounting Billing Process, Banner will add 1 to the current adjustment number.

The Grant Billing Detail Table (FRRBDET) contains the most recent adjustment number of each bill. If you want to maintain a detailed history of bill reversals in the Billing Detail History Table (FRRBDTH), select the **Maintain History for Reversal?** check box on the Research Accounting System Control Form (FRASYSC).

## How to Enter Payments Received from a Sponsoring Agency

Use the Research Accounting Payments Entry Form (FRAAREV) to enter payments received from a sponsoring agency. You can enter payments for a **PMS Code** (letter of credit drawdown) or a grant.

### Entering Payments for a PMS Code

Use the following steps to enter payments for a PMS code:

1. Access the Research Accounting Payments Entry Form (FRAAREV).
2. Enter the **PMS Code**.
3. Select the **Distribute To Grants** check box.
4. Enter a detail code in the **Detail Code** field.
5. Enter the **Amount** of the payment.
6. Perform a Next Block function. Banner will distribute the payment to the grants belonging to the specified **PMS Code**.
7. (Optional) Manually change the distribution.
8. Save. Banner will credit the payment to the fund and account entered in the LOC Fund and the **Undistributed Cash Account** fields on the Payment Management System Code Maintenance Form (FRVPMSC).
9. Use the Cashier Session Review Form (TGACREV) to close and finalize the cashiering session. See the *Accounts Receivable User Guide* for more information about cashiering sessions and the Cashier Session Review Form.
10. Use the Application of Payment Process (TRRAPPL) to apply payments to charges.
11. Run the following scripts to feed the transactions to the ledgers.
  - (a) TGRFEED
  - (b) FURFEED
  - (c) FGRTRNI
  - (d) FGRACTG

Banner will produce the following journal entries using the specified rule classes.



## Grant Payment Rule Class (GRPM)

Transaction	Account	Form on which Account is Defined
Debit	Cash Interfund	GMXBANK
Credit	Undistributed Cash Receipt	FRVPMSC

Banner will also post the corresponding cash to the account in the **Cash Receipt Bank Code** field on the Fund Code Maintenance Form (FTMFUND).

**Note:** If you want Banner to post cash to the account in the **Bank** field on the Fund Code Maintenance Form (FTMFUND) instead of the account in the **Cash Receipt Bank Code** field, change the edit code on the GRPM rule class to edit code 2801.

## Grant Application of Payment Rule Class (GRAP)

<i>Transaction</i>	<i>Account</i>	<i>Form on which Account is Defined</i>
Debit	Undistributed Cash Receipts	FRVPMSC
Credit	Billed AR	FRMFUND

**Note:** If the Undistributed Cash Receipt account and the Billed AR account are associated with different funds, Banner will post interfund entries to balance the charge and payment funds.

## Entering Payments for a Grant

Use the following steps to enter payments for a grant:

1. Access the Research Accounting Payments Entry Form (FRAAREV).
2. Enter the **Grant**.
3. Perform a Next Block function.
4. Enter or select a payment detail code in the **Detail Code** field.
5. Enter the **Payment**.
6. (Optional) If you want to apply the payment to a specific transaction, enter the transaction number in the appropriate **Tpay** field. If you want to apply the payment to a specific bill, enter the invoice number in the appropriate **Invoice Number Paid** field.
7. (Optional) Enter a **Fund**.
8. Save. Banner will credit the payment to funds entered in the **Payment Fund Code** and the **Undistributed Cash Receipt Account** fields on the Grant Maintenance Form (FRAGRNT).

**Note:** If you did *not* enter a value in the **Payment Fund Code** field on the Grant Maintenance Form and you entered a value in the Tpay field in Step 6, the fund code will default from the charge associated with the specified Tpay value.

If you did *not* enter a value in the **Payment Fund Code** on the Grant Maintenance Form and you did *not* enter a value in the **Tpay** field in Step 6, then you must enter a value in the **Fund** field in Step 7.

9. Use the Cashier Session Review Form (TGACREV) to close and finalize the cashiering session. See the *Accounts Receivable User Guide* for more information about cashiering sessions and the Cashier Session Review Form.
10. Use the Application of Payment Process (TRRAPPL) to apply payments to charges.
11. Run the following scripts to feed the transactions to the ledgers.
  - (a) TGRFEED
  - (b) FURFEED
  - (c) FGRTRNI
  - (d) FGRACTG

Banner will produce the following journal entries using the specified rule class.

#### Grant Payment Rule Class (GRPM)

<i>Transaction</i>	<i>Account</i>	<i>Form on which Account is Defined</i>
Debit	Cash Interfund	GXRBANK
Credit	Undistributed Cash Receipt	FRAGRNT

Banner will post the corresponding cash to the account in the **Cash Receipt Bank Code** field on the Fund Code Maintenance Form (FTMFUND).

**Note:** If you want Banner to post cash to the account in the **Bank** field on the Fund Code Maintenance Form (FTMFUND) instead of the account in the **Cash Receipt Bank Code** field, change the edit code on the GRPM rule class to edit code 2801.

#### Grant Application of Payment Rule Class (GRAP)

<i>Transaction</i>	<i>Account</i>	<i>Form on which Account is Defined</i>
Debit	Undistributed Cash Receipts	FRAGRNT
Credit	Billed AR	FRMFUND

**Note:** If the Undistributed Cash Receipt account and the Billed AR account are associated with different funds, Banner will post interfund entries to balance the charge and payment funds.

## Tips

- You can enter the amount withheld by a sponsoring agency in the **Withholding Amount** field on the Research Accounting Payments Entry Form (FRAAREV). Select the **Rebill Indicator** check box on the Research Accounting Payments Entry Form if you need to send a bill to the agency for this amount.
- You cannot create charges on the Research Accounting Payments Entry Form (FRAAREV). Charges are created by the Research Accounting Billing Process (FRRBILL). The only charge that you can enter on this form is a refund to the sponsoring agency. To do this, enter a refund detail code in the **Detail Code** field.
- If you received a payment and you do not know the grant for which it is intended, use the Miscellaneous Transaction Form (TFAMISC) to enter the payment and apply that payment to the account in the **Payment Holding Account** field on the Research Accounting System Control Form (FRASYSC). Later, you can use the Research Accounting Payments Entry Form (FRAAREV) to transfer the payment to the appropriate grant using a transfer detail code. Banner will use the GRTF rule class to process this payment.

## How to Reverse Applied Payments

After you run the Application of Payment Process (TRRAPPL), you may need to reverse, or undo, the results. To do this, run the Unapplication of Payments Process (TRRUNAP) or use the Grant Unapplication of Payments Form (FRAUNAP).

**Note:** You cannot reverse payments that have been applied manually on the Research Accounting Payments Entry Form (FRAAREV).

When you run the Unapplication of Payments Process, Banner will produce the following journal entries using the specified rule class.

### Grant Application of Payment Rule Class (GRAP)

<i>Transaction</i>	<i>Account</i>	<i>Form on which Account is Defined</i>
Debit	Billed AR	FRMFUND
Credit	Undistributed Cash Receipts	FRAGRNT or FRVPMSC

## How to Generate Reports

1. Define the reporting frequency and report format code on the Grant Events Assignment Form (FRAEVGA).

**Note:** You can assign more than one report format code to each grant.

2. Run the Research Accounting Report Process (FRRGRPT) for a specific Report Format Code and Reporting Period To Date.

3. Use the following forms to view and print the reports. You can also use these forms to change the amounts on the reports; however, your changes will not affect the ledgers.
  - Standard Report 269 Form (FRA269R)
  - Standard Report 272 Form (FRA272R)
  - Generic Report Form (FRAGENR)

If you would like to print more than one report at a time, use the Run Standard Bills and Reports Form (FRABRUN).

## How to Interface Grant Information from an External System to Banner

You can maintain a proposal and grant information in a system external to Banner while simultaneously maintaining billing and accounting information within the Banner environment. This interface includes the following features:

- Collector tables that hold the data loaded from an external source.
- Processes that insert and update all associated grant tables including grant budget tables, grant billing tables, grant events, and grant user-defined fields.

Codes used to drive the accounting or billing were developed using existing Banner forms. The creation and maintenance of Grant funds, indirect cost, cost share, and billing codes are maintained using existing Banner forms and are not a part of the interface.

### *Before Using the Grant Interface*

You must develop a client-specific program to load data from an external source into the collector tables. After these data are loaded into the collector tables, you can submit the new interface process, at your discretion, using Banner's job submission module.

## Collector Table Basics

### User ID Field

The **User ID** field in all tables defaults to the user id of the person submitting the interface job.

### Activity Date Field

The **Activity Date** in all tables defaults to the system date, when executed.

## Clearing Fields

If a field is populated in Banner prior to the interface and the associated data in the collector table are null, then the Banner field is not updated. For budgets, only new budget detail is loaded through the interface. If budget detail (FRRBUDG) already exists in Banner (for the associated Grant), no updates or new inserts occur. An error message prints that indicates the budget detail was not loaded because it already exists. You can then go into Banner and make small changes or recreate the budget with a new budget code.

## Error Reporting

The process sends the errors to the FRCTRNR collector table. An error report is printed from the error table listing all errors encountered during the process.

An *E* error is classified as a fatal error. No update or insert occurs to any Banner tables referenced in a grant code with a fatal error. Grant codes without errors process through into the Banner grant tables. Data with fatal errors must be fixed before the next execution of the applicable C program.

A *W* error creates a warning message. The value in the collector table is not used in the grant tables although processing continues. Both C programs inform the user if data has been processed with a warning message.

## Grant Interface Processes

The Grant Interface Process (FRPGINF) and Grant Budget Interface Process (FRPBINF) may be run at the host, via job submission, through a job scheduler, or in a sleep/wake process. There is no requirement that it be run on a specific cycle or schedule. The process may be run whenever you want to process grant data from an external source into Banner. For details about these processes, refer to Chapter 25, "Reports and Processes".

## Grant Security Access

If **Fund and Organization Security** on FOASYSC is checked "yes", FRAGRNT Organization security considerations are used in the Grant Interface Process (FRPGINF) when the Organization code is entered on the grant header record in the collector interface table. This level of security affects only the grant header interface.

- The **User ID** of the person submitting the job must be defined on FOMPROF.
- If the **User ID** (on FOMPROF) has "Both" or "Posting" for Master Organization, access is granted and interface processing is continued.
- If the **User ID** (on FOMPROF) has "No Access", information on FOMUSOR determines access to the organization. The user must be granted "Both" or "Posting" access to continue interface processing.

If **Fund and Organization Security** on FOASYSC is checked "yes", FRABUDG Fund and Organization security considerations are used in Grant Budget Interface Process (FRPBINF) when the Index, Fund, and Organization codes are entered on the grant budget header record in the collector interface table. This level of security affects only the grant budget header interface.

- Access, for Funds, is granted if Master Fund is defined as either *Posting* or *Both - Query and Posting* on FOMPROF. If the user has Master Fund defined as *No Authority*, the user must have either *Posting* or *Both* defined as access on FOMUSFN for the fund or hierarchy that contains the fund or the fund type that contains the fund.
- Access, for grant organizations, is granted if the user has defined **Master Organization** as *Posting* or *Both - Query and Posting* on FOMPROF. If the user has **Master Organization** defined as *No Authority*, the user must have either *Posting* or *Both* defined as access on FOMUSOR for the organization or hierarchy that contains the organization.

## Mapping Collector Tables to Grant Tables

The grant interface process maps data elements from collector tables to the grant tables identified here. Detailed information about each table follows this list, along with any applicable default values.

- FRBBUDG—Grant Budget Header Table
- FRBEVNG—Grant Events Code Base Table
- FRBGBIL—Research Accounting Grants Billing Table
- FRBGRNT—Grant Header Table
- FRRBFIX—Sponsored Research Grant Events Fixed Schedule Data Repeating Table
- FRRBUDG—Grant Budget Lines Detail Table
- FRREVNG—Sponsored Research Grant Events Status Repeating Table
- FRRGLOC—Grant Location Repeating Table
- FRRGRPI—Grant Personnel Repeating Table
- FRRPRXG—Sponsored Research Grant Events User Id Repeating Table
- FRRGUSN—Grant User Defined Codes Repeating Table
- FRVGRST—Grant Status History Table

### Grant Budget Header Mapping (to FRBBUDG and FRRBUDG)

Updating this table for new grants must occur after FRBGRNT. For new grants, the FRBBUDG table is updated before FRRBUDG. For existing grants, budget detail may not be updated.

The FRRBUDG table will be updated after FRBBUDG. For additional information, refer to "Grant Budget Lines Mapping (to FRRBUDG)" on page 2-150.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code	FRBBUDG_GRNT_CODE	Subject to same edits as FRBGRNT. Required.	
Grant Budget Code	FRBBUDG_GRNT_BUDG_CODE	Required	If a budget code is entered and it already exists on FRBBUDG for this grant, process displays a warning message that the existing budget information will be overwritten by the interface.
Budget Description	FRRBBUDG_BUDGET_DESC	Required for new budget codes	If a new budget code and description is not entered, process displays an error message.
Budget Type	FRBBUDG_TYPE_CODE	Validated against FTVSDAT. Value is required for new budget codes; default value is W.	If not entered or not valid, process displays warning message and default W.
Budget Begin Date	FRBBUDG_BEG_DATE	If not entered, default value is from FRBGRNT_PROJECT_START_DATE.	
Budget Period End Date	FRBBUDG_END_DATE	If not entered, default value is from FRBGRNT_PROJECT_END_DATE	If entered, must be > Budget Begin Date; if not, process displays warning message and default FRBGRNT_PROJECT_END_DATE.
Budget Year	FRBBUDG_YR		
Budget Reversal	FRBBUDG_REVERSAL_IND		If entered, must be Y
Budget Chart Code	FRBBUDG_COAS_CODE	If not entered, default value is from FRBGRNT_COAS_CODE_IC_CS	Cannot be null if the following fields are not set to null: FRCGRNT_INDR_COST_BASIS_CODE, FRCGRNT_INDR_COST_RATE_CODE, FRCGRNT_INDR_COST_CHRG_CODE, FRCGRNT_INDR_CST_DIST_TO_CODE, FRCGRNT_COST_SHARE_BASIS_CODE, FRCGRNT_COST_SHARE_RATE_CODE, FRCGRNT_COST_SHARE_CREDIT_CODE, FRCGRNT_SHARE_DISTR_CODE.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Budget Indirect Cost Basis Code	FRBBUDG_BASI_CODE_IC	Validated against FRBBASI	If not on FRBBASI, field is set to null and process displays warning message.
Budget Indirect Cost Rate Code	FRBBUDG_INDR_CODE_RATE	Validated against FRVINDR	If not on FRVINDR, field is set to null and process displays warning message.  If not entered, default value is from FRBGRNT_INDR_CODE_RATE.
Budget Indirect Cost Charge Code	FRBBUDG_INDA_CODE_CHARGE	Validated against FRVINDA	If not on FRVINDA, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_INDA_CODE_CHARGE.
Budget Indirect Cost Distribute Code	FRBBUDG_INDD_CODE_DISTR	Validated against FRVINDD	If not on FRVINDD, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_INDD_CODE_DISTR. Same as above.
Budget Cost Share Basis Code	FRBBUDG_BASI_CODE_CS	Validated against FRBBASI	If not on FRBBASI, field is set to null and process displays warning message.  If not entered, default value is from FRBGRNT_BASI_CODE_CS.
Budget Cost Share Rate Code	FRBBUDG_CSTR_CODE_RATE	Validated against FRVCSTR	If not on FRVCSTR, field is set to null and process displays warning message.  If not entered, default value is from FRBGRNT_CSTR_CODE_RATE.
Budget Cost Share Credit Code	FRBBUDG_CSTA_CODE_CHARGE	Validated against FRVCSTA	If not on FRVCSTA, field is set to null and process displays warning message.  If not entered, default value is from FRBGRNT_CSTA_CODE_CHARGE.
Budget Cost Share Distribute Code	FRBBUDG_CSTD_CODE_DISTR	Validated against FRVCSTD	If not on FRVCSTD, field is set to null and process displays warning message.  If not entered, default from FRBGRNT_CSTD_CODE_DISTR.



<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Budget Maximum Funding Amount	FRBBUDG_MAX_FUNDING_AMT		If not entered, default value is from FRBGRNT_MAX_FUNDING_AMT.
Budget Requested Amount	FRBBUDG_REQUESTED_AMT		If not entered, default value is from FRBGRNT_CURRENT_FUNDING_AMT.
Budget Posting Transaction Date	FRBBUDG_TRANS_DATE	Validated that date is within open fiscal period on FRVFSYR, FTVFSPD	If not entered, default value is sysdate. Process performs standard transaction date edits.
Budget Posting Rule Code	FRBBUDG_RUCL_CODE	Validated against FTVRUCL. Validated for Rule Class Security if Rule Class Security turned on in FOBSYSC.	If entered and invalid, or if user has no access to the rule code, process displays warning message.  If not entered, default value is <i>BD01</i> . If user does not have rule code access to <i>BD01</i> , process displays warning message only if Rule Class Security is turned on in FOBSYSC.
Budget Posting Period	FRBBUDG_BUDGET_PERIOD	Must be 01-12.	If not entered, process displays warning message and default Period <i>01</i> . If annual, then it should always be <i>01</i> .

### Default Values for FRBBUDG Fields

These fields are not defined on the collector table, but are defaulted during the upload.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
PARAM VALUE for Calculate Indirect Cost and Cost Share	FRBBUDG_IC_CREDIT_IND	Valid values are null or <i>Y</i>	
PARAM VALUE for Calculate Indirect Cost and Cost Share	FRBBUDG_CS_CREDIT_IND	Valid values are null or <i>Y</i> .	

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
PARM VALUE for Create distribution entries for indirect cost and cost share	FRBBUDG_CS_DISTR_IND	Valid values are null or Y.	
	FRBBUDG_COMPLETE_IND	Y is the default value if parameter indicates to create FGBTRNI; otherwise, field is set to null.	
	FRBBUDG_SUB_DATE	Updated with sysdate when document is written to FGBTRNI.	
	FRBBUDG_DOC_NUM	Updated with the FGBTRNI document number.	
	FRBBUDG_EDIT_DEFER_IND	Field is set to null.	
	FRBBUDG_APPROVAL_IND	If the Complete Indicator is null, field is set to null. If the Complete Indicator is Y, default value is Y.	
	FRBBUDG_NSF_ON_OFF_IND	Field is set to null.	
	FRBBUDG_FSYR_CODE	Fiscal year is defaulted from FRBBUDG_TRANS_DATE. Process accesses FTVFSYR/FTVFSPD with transaction date to determine fiscal year.	
	FRBBUDG_SEQ_NUM_MAIN	System-maintained Sequence. Items 1 and 2 are reserved for the calculated indirect and cost share amounts, respectively. Always reserved whether or not any values are calculated. All other budget line items will begin with 3 and increment by 1.	
	FRBBUDG_SEQ_NUM	System maintained	
	FRRBUDG_STATUS_IND	The line item is updated with P if there are no fatal errors.	

## Grant Events Code Mapping (FRCEVNG to FRBEVNG)

For new grants, updating FRBEVNG will occur after FRBGRNT, and

- Updating FRREVNG will occur after FRBENVG.
- Updating FRRPRXG will occur after FRBENVG.
- Updating FRRBFIX will occur after FRBENVG.

If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. The process uses that information to create the appropriate number of entries in the FRRENVG, FRRPRXG, and FRRBFIX. If Event Header information is being updated, the existing FRREVNG, FRRPRXG, and FRRBFIX records are deleted and new ones inserted based on the header data.

**Note:** The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code Required	FRBEVNG_GRNT_CODE	Subject to same edits as FRBGRNT	
Event Code Required	FRBEVNG_EVNT_CODE	Validated against FRVEVNT	If invalid, process displays an error message.
Number of Days	FRBEVNG_NUM_OF_DAYS		
Begin Date Indicator	FRBEVNG_BEG_DATE_IND	Required if Number of Days has been entered	If entered and Number of Days is not entered, field is set to null and process displays warning message.
Frequency	FRBEVNG_FREQ_IND	Valid values are null, W, B, M, Q, S, and A.  Required if FRVEVNT_TYPE_IND=B and if FRBEVNG_PMT_METHOD _TYPE_IND=C	If null or invalid and FRVEVNT_TYPE_IND = B and if FRBEVNG_PMT_METHOD_TYPE_IN D=C, process displays error message; otherwise, process displays warning message.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Date From	FRBEVNG_DATE_FROM	Date from is equivalent to the Period To date.	If null and if FRVEVNT_TYPE_IND=B, default value is FRBGRNT_PROJECT_START_DATE.  If FRVEVNT_TYPE_IND=B, and if entered and less than FRBGRNT_PROJECT_START_DATE process displays error message.
Date To	FRBEVNG_DATE_TO		If entered, must be $\geq$ Date From. If not, process displays error message.  If null and if FRVEVNT_TYPE_IND=B, default value is FRBGRNT_PROJECT_END_DATE.
# of Days Reminder	FRBEVNG_NUM_OF_DAYS_REMINDER		
Bill Format Code	FRBEVNG_BFRM_CODE	Validated against FRVBFRM	If invalid, process displays warning message.
Payment Method Type	FRBEVNG_PMT_METHOD_TYPE_IND	Valid values are C or F. Required if FRVEVNT_TYPE_IND=B	If null, process displays warning message and default C.

### Grants Billing Information Mapping (FRCGRNT to FRBGBIL)

Updating this table will occur after FRBGRNT. Billing information mapping is optional. A collector table is not required to include any billing information. If included, it must then contain the required fields.

Appropriate edits and validations take place prior to mapping.

FRBGBIL\_COAS\_CODE is defaulted from FRBGRNT. It is not a field that is contained in the collector table for interfacing to FRBGBIL.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code - Required	FRBGBIL_GRNT_CODE	Subject to same edits as FRBGRNT	
PMS Code	FRBGBIL_PMSC_CODE	Validated against FRVPMSC	If invalid, process displays a warning message.
Billing Exclusion Code	FRBGBIL_BECL_CODE	Validated against FRVBECL	If invalid, process displays a warning message.
Budget Limit Indicator	FRBGBIL_BUDGET_LIMIT_IND	Valid values are null, <i>T</i> for Total Budget, <i>L</i> for Line Item Budget, <i>N</i> for No Budget Action Required. Default value is <i>T</i> .	If invalid, process displays a warning message: <i>WARNING Budget Limit Ind was defaulted to (T)otal Budget.</i>
	FRBGBIL_COAS_CODE	No entry allowed. Default value comes from FRBGRNT_COAS_CODE. This field is not retained in the collector table for interfacing to FRBGBIL.	
Payment Fund Code	FRBGBIL_PAYMENT_FUND_CODE	Validated against FTVFUND	If invalid, process displays warning message.  If null and PMS code entered, default value is from FTVPMSC.
Undistributed Cash Receipt Account	FRBGBIL_PAYMENT_ACCT_CODE	Validated against FTVACCT	If invalid, process displays warning message.  If null and PMS code entered, default value is from FTVPMSC.
Last invoice number	FRBGBIL_LAST_INV_SEQ_NO		If null and PMS code entered, default value is from FTVPMSC.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Billing Address Type	FRGBIL_ADDR_TYPE	Validated against STVATYP	If null and Agency Code is on FRBGRNT, default value is from FTVAGCY.  If invalid, field is set to null and process displays warning message.
Billing Address Sequence number	FRGBIL_ADDR_SEQNO	Required if Address Type is entered.	If null and address type is null and Agency Code is on FRBGRNT, default value is from FTVAGCY.  If null and address type is entered, set address type to null and process displays warning message.
Billing Start Date	FRGBIL_BILLING_START_DATE		If null, default value is from FRBGRNT_PROJECT_START_ DATE.
Billing End Date	FRGBIL_BILLING_END_DATE		If null, default value is from FRBGRNT_PROJECT_END_ DATE.  If entered and not greater than project start date, field is set to null and process displays a warning message.
Billing Minimum Amount Limit	FRGBIL_BILLING_MIN_AMT		If entered, must be numeric, value with two decimal places. If not, process displays warning message.
Billing Maximum Amount Limit	FRGBIL_BILLING_MAX_AMT	Defaults from FRBGRNT	If null, default value is from FRBGRNT_MAX_FUNDING_AMT.  If entered, must be numeric value with two decimal places. If not, process displays warning message.
Deferred Account Code	FRGBIL_DEFERRED_ACCT_CODE	Validated against FTVACCT	If invalid, process displays warning message and leaves the account code null.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Billing Cumulative Amount	FRBGBIL_CUMULATIVE_BILLED_AMT		
Refund Clearing Account	FRBGBIL_CLEARING_ACCT_CODE	Validated against FTVACCT	If invalid, process displays warning message and leaves the account code null.
1034 BFRM Extension	FRBGBIL_BFRM_CODE_1034_EXT	Validated against FRVBFRM	If invalid, process displays warning message and field is set to null.
Bill if budget line exceeded?	FRBGBIL_BUD_LINE_EXCEED_IND	Valid values are null, Y, or N	If invalid, process displays warning message and field is set to null.
Bill if budget total exceeded?	FRBGBIL_BUD_TOTAL_EXCEED_IND	Valid values are null, Y, or N	If invalid, process displays warning message and field is set to null
Bill if minimum not reached?	FRBGBIL_MIN_NOT_REACHED_IND	Valid values are null, Y, or N	If invalid, process displays warning message and field is set to null.
Budget Check Source	FRBGBIL_BUD_CHECK_SOURCE_IND	Valid values are null, G, or B	If invalid, process displays warning message and field is set to null.

### Grant Header Table Mapping (FRCGRNT to FRBGRNT)

Collector table FRCGRNT data are mapped to the existing Banner FRBGRNT table. Unless otherwise specified, all fields are optional. Appropriate edits and validations take place prior to mapping.

**Note:** All indirect cost code and cost share code columns must be entered. If these columns are not entered or cannot be defaulted from the proposal, the field is set to null and the process displays a warning message.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code - Required	FRBGRNT_CODE	A grant code must be entered.	If a grant code is entered and it already exists on FRBGRNT, process displays a warning message that the grant exists and it will be updated.
COAS Code - Required when FOASYSC indicates Org Security is on	FRBGRNT_COAS_CODE	Validated against FTVCOAS	If null, default value is from FOMPROF for user id, which means the user id must be defined in FOMPROF. If not on FTVCOAS, process displays invalid chart code error message.
Responsible Organization - Required when FOASYSC indicates Org Security is on	FRBGRNT_COAS_CODE	Validated against FTVCOAS	If not on FTVORGN, process displays invalid organization error message. If the user does not have update access for the Org code entered, process displays an error message
Proposal Code	FRBGRNT_PROP_CODE	Validated against FRBPROP	If not on FRBPROP, process displays an invalid proposal warning message. If a valid proposal value is entered and it is a new grant, process defaults all corresponding fields from the proposal to the grant.
Long Title - Optionally required	FRBGRNT_LONG_TITLE	Can be null if the Short Title is entered. Default is the Short Title if null.	If null and Short Title is null and proposal code is null, process displays an error message. If null and new grant and valid Proposal Code is entered, default value is FRBPROP_LONG_TITLE.
Short Title - Optionally required	FRBGRNT_TITLE	Can be null if the Long Title is entered. Default the first 35 characters from the Long Title.	If null and Long Title is null and proposal code is null, process displays an error message. If null and new grant and valid proposal code is entered, default FRBPROP_TITLE.



<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
No entry allowed	FRBGRNT_PI_PIDM	Not entered, updated from FRRGRPI	
Agency Id Number	FRBGRNT_AGENCY_PIDM	Validated against SPRIDEN.  Validated against FTVAGCY.	If the ID is on SPRIDEN, access FTVAGCY to determine if agency has been set up. If not on FTVAGCY, process displays warning message.
Current Funding Amount	FRBGRNT_CURRENT_FUNDING_AMT		Must be numeric value with two decimal places. If not, process displays warning message.
Cumulative Funding Amount	FRBGRNT_CUM_FUNDING_AMT		Must be numeric value with two decimal places. If not, process displays warning message.
Maximum Funding Amount	FRBGRNT_MAX_FUNDING_AMT		Must be numeric value with two decimal places. If not, process displays warning message.
Grant Status Code	FRBGRNT_STATUS_CODE	Validated against FTVSDAT.  Must update the FRVGRST table.	If not on FTVSDAT, field is set to null and process displays warning error.
Grant Status Date	FRBGRNT_STATUS_DATE		If null and if Status Code is entered, default sysdate.
Grant Expenditure End Date	FRBGRNT_EXPEND_END_DATE	Must be > Grant Project Start Date	If not, field is set to null and process displays warning message.
Grant Termination Date	FRBGRNT_TERM_DATE	Must be > Grant Project Start Date	If not, field is set to null and process displays warning message.
Grant Project Start Date - required	FRBGRNT_PROJECT_START_DATE	Must be < Grant Termination Date  Must be ≤ Grant Project End Date	If null, process displays an error message. If the entered value is different than the one already on FRBGRNT and the grant code is in the grant ledger table (FRRGRNL), then process displays an error message.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Project End Date	FRBGRNT_PROJECT_END_DATE	Must be $\geq$ Grant Project Start Date	If not greater than project start date, field is set to null and process displays a warning message.
Type	FRBGRNT_GRANT_TYPE	Validated against FTVSDAT	If not on FTVSDAT, field is set to null and process displays warning message. If null and new proposal and proposal code entered, default value is from proposal FRBPROP_PROPOSAL_TYPE.
Category	FRBGRNT_CATEGORY	Validated against FTVSDAT	If not on FTVSDAT, field is set to null and process displays warning message.  If null and new proposal and proposal code entered, default value is from proposal FRBPROP_CATEGORY.
Sub Category	FRBGRNT_SUB_CATEGORY	Validated against FTVSDAT	If not on FTVSDAT, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_SUB_CATEGORY.
CFDA Number	FRBGRNT_CFDA_INTERNAL_ID_NO	Validated against FRVCFDA	If not on FRVCFDA, field is set to null and process displays warning message. If null and new grant and proposal code are entered, default value is from proposal FRBPROP_CFDA_INTERNAL_ID_NO.
Sponsor ID	FRBGRNT_SPONSOR_ID		If null and new grant and proposal code entered, default value is from proposal FRBPROP_SPONSOR_ID.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Indirect Cost Basis Code	FRBGRNT_BASI_CODE_IC	Validated against FRBBASI	If not on FRBBASI, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_BASI_CODE_IC
Indirect Cost Rate Code	FRBGRNT_INDR_CODE_RATE	Validated against FRVINDR. Must be valued.	If not on FRVINDER, field is set to null and process displays warning messages. If null and new grant and proposal code entered, default value is from proposal FRBPROP_INDR_CODE_RATE.
Indirect Cost Charge Code	FRBGRNT_INDA_CODE_CHARGE	Validated against FRBINDA. Must be valued.	If not on FRBINDA, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_INDA_CODE_CHARGE.
Indirect Cost Distribute To Code	FRBGRNT_INDD_CODE_DISTR	Validated against FRBINDD. Must be valued.	If not on FRBINDD, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_INDD_CODE_DISTR.
Cost Share Basis Code	FRBGRNT_BASI_CODE_CS	Validated against FRBBASI. Must be valued.	If not on FRBBASI, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_BASI_CODE_CS.
Cost Share Rate Code	FRBGRNT_CSTR_CODE_RATE	Validated against FRVCSTR. Must be valued.	If not on FRVCSTR, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_CSTR_CODE_RATE.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Cost Share Credit Code	FRBGRNT_CSTA_CODE_CHARGE	Validated against FRBCSTA. Must be valued.	If not on FRBCSTA, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_CSTA_CODE_CHARGE.
Cost Share Distribution Code	FRBGRNT_CSTD_CODE_DISTR	Validated against FRBCSTD. Must be valued.	If not on FRBCSTD, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_CSTD_CODE_DISTR.

### Default Values for FRBGRNT Agency fields

These fields are not defined on the collector table, but are defaulted during the interface process if an agency code was entered.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code - Required	FRBGRNT_AGENCY_CONTACT	Default value is from FTVAGCY	Field is set to null, if FRBGRNT_AGENCY_PIDM is null.
	FRBGRNT_AGENCY_ADDR_CODE	Default value is from FTVAGCY.	Field is set to null, if FRBGRNT_AGENCY_PIDM is null.
	FRBGRNT_AGENCY_ADDR_SEQ_NUM	Default value is from FTVAGCY	Field is set to null, if FRBGRNT_AGENCY_PIDM is null.
	FRBGRNT_AGENCY_PHONE_TYPE	Default value is from FTVAGCY	Field is set to null, if FRBGRNT_AGENCY_PIDM is null

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
	FRBGRNT_AGENCY_TELE_SEQNO	Default value is from FTVAGCY	Field is set to null, if FRBGRNT_AGENCY_PIDM is null.
	FRBGRNT_AGENCY_EMAIL		Field is set to null, if FRGRNT_AGENCY_PIDM is null

### Grant Events Code Mapping (FRCEVNG to FRRBFIX)

For new grants, updating FRBEVNG will occur after FRBGRNT.

Updating FRREVNG will occur after FRBENVG.

Updating FRRPRXG will occur after FRBENVG.

Updating FRRBFIX will occur after FRBENVG.

If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. The process uses that information to create the appropriate number of entries in the FRRENVG, FRRPRXG, and FRRBFIX. If Event Header information is being updated, the existing FRREVNG, FRRPRXG, and FRRBFIX records are deleted and new ones inserted based on the header data.

**Note:** The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Fixed Bill Fund	FRRBFIX_FUND_CODE	Validated against FTVFUND.  Required if FRVEVNT_TYPE_IND= <i>B</i> and FRBEVNG_PMT_METHOD_ _TYPE_IND= <i>F</i>	If invalid or null and if FRVEVNT_TYPE_IND= <i>B</i> and FRBEVNT_PMT_METHOD_ _TYPE_IND= <i>F</i> , process displays error message.
Fixed Bill Amount	FRRBFIX_AMOUNT	Required if FRRBFIX_FUND_CODE is valued.	If null or invalid and if FRRBFIX_FUND_CODE is valued, process displays error message.

## Default Values for FRRBFIX Fields

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
	FRRBFIX_EVNT_CODE	Default value is from FRBEVNG	
	FRRBFIX_COAS_CODE	Default value is from FRBGRNT	

**Grant Budget Lines Mapping (to FRRBUDG)**

Updating this table for new grants must occur after FRBGRNT. For new grants, the FRBBUDG table is updated before FRRBUDG. For existing grants, budget detail may not be updated. The FRRBUDG table will be updated after FRBBUDG. For additional information, refer to “Grant Budget Header Mapping (to FRBBUDG and FRRBUDG)” on page 2-134.

FRRBUDG fields are not defined on the collector table but are defaulted during the interface process.

**Note:** The interface duplicates sequence numbering logic found on FRABUDG. Sequence numbering logic is maintained by the system.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code - Required	FRRBUDG_GRNT_CODE	Subject to same edits as FRBBUDG	
Budget Code - Required	FRRBUDG_GRNT_BUDGET_CODE	Subject to same edits as FRBBUDG	
Account Code - Required	FRRBUDG_ACCT_CODE	Validated against FTVACCT.	If not valid, if terminated, not active, or non-data-enterable, process displays error message.
Budget Amount	FRRBUDG_BUDGET_AMT	If null, default value is 0.	
Cost Share Amount	FRRBUDG_COST_SHARE_AMT	May be calculated if Job Submission Parameter to calculate=Y.	

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Budget Chart Code	FRRBUDG_COAS_CODE	Validated against FTVCOAS	If invalid, process displays an error message.  If null, default value is from FRBBUDG_COAS_CODE_DEF.
Budget Index Code	FRRBUDG_ACCI_CODE	Validated against FTVACCI	If invalid, process displays an error message.  If null, default value is from FRBBUDG_ACCI_CODE_DEF.
Budget Fund Code	FRBBUDG_FUND_CODE	Validated against FTVFUND.  Validated for Fund Security only if Fund/ Orgn Security turned on. Then, use the function.	If null, default value is from FRBBUDG_FUND_CODE_DEF.  If null and Budget Index Code entered, default value is from FTVACCI_FUND_CODE.  If not valid, if terminated, not active, or non-data-enterable, process displays an error message.  If the user does not have update access for the fund code entered, process displays an error message.
Budget Organization Code	FRBBUDG_ORGN_CODE	Validated against FTVORGN. Validated for Organization Security.	If null, default value is from FRBBUDG_ORGN_CODE_DEF.  If null and Budget Index Code entered, default value is from FTVACCI_ORGN_CODE.  If not valid, if terminated, not active, or non-data-enterable, process displays error message.  If the user does not have update access for the Org code entered, process displays an error message.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Budget Program Code	FRRBUDG_PROG_CODE	Validated against FTVPROG	<p>If null, default value is from FRBBUDG_PROG_CODE_DEF.</p> <p>If null and Budget Index Code entered, default value is from FTVACCI_PROG_CODE.</p> <p>If not valid, if terminated, not active, or non-data-enterable, process displays error message.</p>
Budget Activity Code	FRRBUDG_ACTV_CODE	Validated against FTVACTV	<p>If null, default value is from FRBBUDG_ACTV_CODE_DEF.</p> <p>If null and Budget Index Code entered, default value is from FTVACCI_ACTV_CODE.</p> <p>If not valid, if terminated, not active, or non-data-enterable, field is set to null and process displays warning message.</p>
Budget Location Code	FRRBUDG_LOCN_CODE	Validated against FTVLOCN	<p>If null, default value is from FRBBUDG_LOCN_CODE_DEF.</p> <p>If null and Budget Index Code entered, default value is from FTVACCI_LOCN_CODE.</p> <p>If not valid, if terminated, not active, or non-data-enterable, field is set to null and process displays warning message.</p>

### Grant Events Code Mapping (FRCEVNG to FRREVNG)

For new grants, updating FRBEVNG will occur after FRBGRNT.

Updating FRREVNG will occur after FRBENVG.

Updating FRRPRXG will occur after FRBENVG.

Updating FRRBFIX will occur after FRBENVG.

If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. The process uses that information to create the appropriate number of entries in the FRRENVG,



FRRPRXG, and FRRBFIX. If Event Header information is being updated, the existing FRREVNG, FRRPRXG, and FRRBFIX records are deleted and new ones inserted based on the header data.

**Note:** The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Responsible User Id	FRREVNG_RESPONSIBLE_USER_ID	Validated against FOMPROF	If invalid, process displays error message.

### Default Values for FRREVNG Fields

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
	FRREVNG_GRNT_CODE	Default value is from FRBEVNG	
	FRREVNG_EVNT_CODE	Default value is from FRBEVNG	
	FRREVNG_SEQ_NUM	System-generated 1-up number based on the frequency of the events.	
	FRREVNG_STATUS_IND	Defaults to <i>P</i>	
	FRREVNG_DUE_DATE	Calculated based on the frequency	
	FRREVNG_APPROVED_BY_USER_ID	Field is set to null.	
	FRREVNG_STATUS_DATE	Field is set to null.	

### Grant Location Information Mapping (FRCGLOC to FRRGLOC)

Updating this table will occur after FRBGRNT. Location mapping information is optional. A collector table is not required to include any location information. If included, it must then contain the required fields.

Appropriate edits and validations take place prior to mapping.

If this is a new grant and proposal code entered for FRBGRNT, default all location information from the proposal. If any location information is entered in the interface table, the data entered are used to override what has been defaulted from the proposal.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code - Required	FRRGLOC_GRNT_CODE	Subject to same edits as FRBGRNT	
Location Code - Required	FRRGLOC_LOCN_CODE	Validated against FTVLOCN	If invalid, process displays an error message.
Location Code Indicator - Required	FRRGLOC_LOCN_RESEARCH_IND	Must be C, O, or B	If invalid, process displays an error message.

### Grant Personnel Information Mapping (FRCGRPI to FRRGRPI)

Updating this table follows the update of FRBGRNT. PI mapping information is optional. The collector table is not required to include any PI information. If included, it must then contain the required fields.

Appropriate edits and validations take place prior to mapping.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code Required	FRRGRPI_GRNT_CODE	Subject to same edits as FRBGRNT_CODE	
PI Organization Code	FRRGRPI_ORGN_CODE	Validated against FTVORGN	If not on FTVORGN, field is set to null and process displays warning message.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
PI Indicator - Required with PI ID	FRRGRPI_ID_IND	Validated against FTVSDAT.  If this field is valued to 001, system updates FRBGRNT_PI_PIDM.	If not on FTVSDAT, process displays error message.
PI ID Number - Required	FRRGRPI_ID_PIDM	Locate ID in SPRIDEN to determine PIDM	If not on SPRIDEN, process displays error message.
PI Salutation	FRRGRPI_SALUTATION		
PI Title	FRRGRPI_TITLE		
PI FTE	FRRGRPI_FTE		
	FRRGRPI_EMPLOYEE_IND	Locate PIDM in PEBEMPL. Value of Y is defaulted if PI Id is an active employee.	
Address Type	FRRGRPI_ADDR_TYPE	Validated against STVATYP	If invalid, field is set to null and process displays warning message.
Address Sequence Number	FRRGRPI_ADDR_SEQNO	Required if Address Type is entered.	If null, and address type is entered, address type is set to null, and process displays warning message.
Phone Type	FRRGRPI_PHONE_TYPE	Validated against STVTELE	If invalid, field is set to null and process displays warning message
Telephone Sequence Number	FRRGRPI_TELE_SEQNO	Required if Phone Type is entered	If null and phone type is entered, address type is set to null, and process displays warning message.
Billing/Report Format Code	FRRGRPI_BFRM_CODE	Validated against FTVBFRM	If invalid, field is set to null. Process displays warning message.

## Grant Events Code Mapping (FRCEVNG to FRRPRXG)

For new grants, updating FRBEVNG will occur after FRBGRNT.

Updating FRREVNG will occur after FRBENVG.

Updating FRRPRXG will occur after FRBENVG.

Updating FRRBFIX will occur after FRBENVG.

If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. The process uses that information to create the appropriate number of entries in the FRRENVG, FRRPRXG, and FRRBFIX. If Event Header information is being updated, the existing FRREVNG, FRRPRXG, and FRRBFIX records are deleted and new ones inserted based on the header data.

**Note:** The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Proxy User ID	FRRPRXG_PROXY_USER_ID	Validated against FOMPROF	If invalid, process displays warning message.

## Default Values for FRRPXRG Fields

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
	FRRPXRG_GRNT_CODE	Default value is from FRBEVNG	
	FRRPXRG_EVNT_CODE	Default value is from FRBEVNG	
	FRRPXRG_EVNT_SEQ_NUM	System-generated 1-up number based on the frequency of the events	
	FRRPXRG_STATUS_IND	Defaults to <i>P</i>	
	FRRPXRG_DUE_DATE	Calculated based on the frequency	
	FRRPXRG_APPROVED_BY_USER_ID	Field is set to null	
	FRRPXRG_STATUS_DATE	Field is set to null	

### Grant User Defined Codes Mapping (FRCGUSN to FRRGUSN)

Updating this table will occur after FRBGRNT. User-defined information mapping is optional. A collector table is not required to include any user-defined fields information. If included, it must then contain the required fields.

Appropriate edits and validations take place prior to mapping.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
Grant Code - Required	FRBGUSN_GRNT_CODE	Subject to same edits as FRBGRNT	
* Literal	FRRGUSN_SDAT_CODE_ATTR	Validated against FRVSDAT	If invalid, process displays a warning message.
* Value	FRRGUSN_SDAT_CODE_OPT_1	Validated against FRVSDAT	If invalid, process displays a warning message.
* If either the Literal or Value field is populated, the other must also exist.			

### Grant Status History Mapping (to FRVGRST)

These fields are not defined on the collector table, but are defaulted during the interface process when a Grant Status Code and Grant Status Date are valued in the collector table.

<i>Temp. Table Column Name</i>	<i>Grant Table and Fields</i>	<i>Column Comments</i>	<i>Error Consequences</i>
	FRVGRST_GRNT_CODE	Same as FRBGRNT_CODE	
	FRVGRST_STATUS_CODE	Same as FRBGRNT_STATUS_CODE	
	FRVGRST_COAS_CODE	Same as FRBGRNT_COAS_CODE	
	FRVGRST_DATE_STATUS	Same as FRBGRNT_STATUS_DATE	

## Finance Operations

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### Currency Conversion Overview

Banner Finance provides the option of dealing with foreign vendors and maintaining cash accounts in foreign currencies. The base currency for the entity, referenced on the General Control Table (GUBINST), is used in all foreign currency calculations. Maintain the currency codes, with daily or periodic rates, using the Currency Table Maintenance Form (GUACURR). The Accounts Receivable, Purchasing and Procurement, Accounts Payable, and General Ledger modules use the foreign currency calculation feature.

Unless otherwise specified, the amounts input will be in the installation's base currency and referenced on the Installation Control Form (GUAINST). When dealing with a foreign vendor, you may enter a currency code in the **Currency Code** field. Use the List function to display the valid currency codes.

For additional information about currency conversion, refer to the following sections:

“Defining Currency Conversion Values” on page 2-158

“Currency Conversion by Module” on page 2-159

“Currency Conversion for Journal Vouchers” on page 2-160

“Currency Conversion Checklist” on page 2-160

“Currency Codes and Conversion” on page 2-292 (Invoice Processing section)

### Defining Currency Conversion Values

To process documents in a foreign currency, certain values must exist on the Currency Conversion Table (GTVCURR). Access the Currency Code Maintenance Form (GUACURR) from the System Functions/Administration Menu (\*GENSYS). A valid currency code must be previously defined; for example, DM for Deutsche Marks. You have the option to produce checks in foreign currencies or using disbursing agents. For those currencies for which the installation is going to produce checks directly, there must be a unique **Accounts Payable Account** and **Exchange Account** as well as a separate **Bank Code**.

When you use disbursing agents, the system records the foreign amounts throughout the procurement process but will produce a summary check to the disbursing agent using the Disbursement Check Report (FABCHKD) which lists the foreign vendors, the currency used, and the amount in the foreign currency for use by the disbursing agent in preparing individual checks. For currencies handled in this manner, there is no need for unique **Accounts Payable Accounts** and **Exchange**

**Accounts** but there must be a Disbursing Agent ID (on FTMVEND). The system considers disbursing agents as vendors. Establish disbursing agents using the Vendor Maintenance Form (FTMVEND) before they are entered on the Currency Code Maintenance Form.

## Currency Conversion by Module

Banner Finance enables you to deal with foreign vendors and to maintain cash accounts in foreign currencies. Use the base currency for the entity, which you reference on the Installation Control Form (GUAINST), in all foreign currency calculations. Maintain one and only one base currency for the entity. Maintain the currency codes, with daily or periodic rates, on the Currency Table Maintenance Form (GUACURR).

Use the currency conversion feature in the following modules:

### *Purchasing and Procurement*

You can specify a foreign currency on requisitions and purchase orders. The system retrieves the appropriate rate from the currency conversion table and converts the input amount (in the foreign currency) to the converted amount for posting purposes. In other words, the system maintains the encumbrances in the base currency of the installation.

### *Accounts Payable*

As with requisitions and purchase orders, you can process invoices and write checks in a foreign currency. The system posts the converted amount, along with the exchange amount (the difference between the foreign or input amount and the converted or base currency amount).

An additional feature in the Accounts Payable module provides the option to use a disbursing agent for foreign vendor activity. This is useful in cases in which the bank is to produce checks to foreign vendors. If a disbursing agent handles a currency transaction, the system accumulates the foreign currency transactions for a specific check run, and writes a check to the disbursing agent in the base currency. In addition, the system produces the Disbursement Check Report (FABCHKD) which identifies the vendors with the foreign currency amounts so that the bank can write the appropriate checks. In these cases, you do not need to calculate or post an exchange amount.

### *General Ledger*

To record purchases of foreign currency, you may reference a foreign currency on the journal voucher. Refer to Chapter 5, "General Accounting Transactions", for details on the Journal Voucher Entry Form (FGAJVCD), the Journal Mass Entry Form (FGAJVCM), the Journal Voucher Quick Form (FGAJVCQ), and related procedures.

*Accounts Receivable*

You can record cash receipts in a foreign currency.

## Currency Conversion for Journal Vouchers

To record purchases of foreign currency, reference a foreign currency on FGJVCD. Enter an existing document number in the **Document Number** field for an encumbrance on FGJVCD, enabling you to liquidate a purchase order using FGJVCD. This is useful for liquidating remaining balances on purchase orders for which proper liquidation through invoice processing did not occur.

If this is final payment, the system populates the **Partial Payment Indicator** on the invoice with a *T* at the time of invoice processing.

## Currency Conversion Checklist

Follow the steps below to ensure that your system processes Currency Conversion correctly:

1. Determine which foreign currencies are to be used by the installation.
2. Decide which are to be handled by disbursing agents and which currency balances will be handled by the installation.
3. For currencies which are handled by disbursing agents:
  - Set up a **Vendor** code for the disbursing agent on the Vendor Maintenance Form (FTMVEND).
  - Set up a cash account for the balance the installation wants to maintain in the Bank Fund for these transactions on the Account Code Maintenance Form (FTMACCT).
  - Set up a disbursing agent bank on the Bank Code Maintenance Form (GXR BANK) so that you can generate checks for foreign vendors in a separate batch job and produce the appropriate report for the disbursing agent to use.
  - Ensure that the **Accounts Payable Account** and **Exchange Accounts** are the same as are used for the regular operations which occur in the base currency.
4. For currencies which are maintained by the installation where checks will be produced in the foreign currency:
  - Set up a cash account for each foreign currency in the Bank Fund.
  - Set up a separate bank account for each foreign currency on the Bank Code Maintenance Form (GXR BANK). Note that there is a **Base Currency** field on GXR BANK. Use future effective dates when setting up currency information. After establishing the currency codes, update the bank code record with the appropriate currency.



- Set up unique **Accounts Payable Account** and **Exchange Accounts** (asset or liability) for each currency on the Account Code Maintenance Form (FTMACCT).
5. Create your currency records using the Currency Code Maintenance Form (GUACURR).

Within Purchasing, when you enter a foreign currency, the system calculates converted amounts for use in available balance checking and posting. Record the purchase of the foreign currency itself with a simple journal entry in the Bank Fund. Use the *JE15* Rule Class. Enter a credit entry to the account in the bank fund used to purchase the foreign currency. Debit the cash account used to maintain the balance of the specific foreign currency (referenced on the Currency Code Maintenance Form, GUACURR); debit/credit the difference to the exchange account (also GUACURR).

## Identifying Persons and Entities in Finance

When you add a person or entity into the Finance database, the system establishes an ID and an internal Personal Identification Number (PIDM). An entity could be a corporation, a bank, a university, a government agency, or a business.

Generally, you define IDs through **ID** or **Key ID** fields of the forms you are using to add persons or entities to the database. IDs display on forms and reports. You may modify ID numbers over time.

You have the capability of allowing the system to generate a sequential number for the person or entity you are adding to the system. The system bases generated ID numbers on the values defined on the Sequence Number Maintenance Form (FOASEQN).

The PIDM is an internal and unique system-generated eight-digit number stored on the Person Identification Table (SPRIDEN). Every person and entity defined to the database, regardless of what form is used to define them, has a PIDM on the SPRIDEN table. The PIDM does not display on forms or reports. Once the system creates a PIDM, you cannot modify it.

## Adding Persons or Entities to Finance with the Identification Form (FOAIDEN)

Generally, you will add persons and entities to the Finance database using the Identification Form (FOAIDEN). FOAIDEN provides you with the capability of assigning system-generated or user-defined ID numbers. Once you define person/entity information on this form, you may modify it. When you save persons/entities to the database, the system creates their PIDM(s).

- The **ID** field on FOAIDEN is required. Enter *NEXT* to have the system generate a sequential ID number. Use existing IDs to display and change a record, or add an ID to the system.
- Select Next Block to go to the Current Identification Information. Notice that the value you entered in Key **ID** field defaults to the **ID** field in the Current Identification Information.
- You cannot supply both person and non-person name information under the same ID.

### Searching the Database for Entities with the Non-Person Name/ID Search Form (FOICOMP)

The Non-Person Name/ID Search Form enables you to query all the entities (non-persons) in the database. This form is in query mode when it displays.

- From the **ID** field on FOAIDEN, select Count Query Hits to access the Non-Person Name/ID Search Form (FOICOMP).
- Select Next Block to execute a query of every entity and ID Number in the database. The entity names display in alphabetical order.
- Enter a possible spelling of the name you want in the **Name** field to narrow your search. If you enter a partial name, use a percent sign (%) as a wild card. This tells the system that you want to view all names containing the letter combination you specify. For example, you can enter *%ton* to view all names ending in *-ton*, *And%* to view all names beginning with *And-*, or *%bel%* to view all names containing the *-bel-* letter combination.
- Select Next Block to execute the query.
- Position the cursor on the value you wish to display on the Identification form. Click or select Exit from that field to populate the Identification form with the ID in the **ID** field.

### Searching the Database for Persons with the Person Name/ID Search Form (FOIIDEN)

This form enables you to query all the persons (non-entities) in the database. You are in query mode when this form displays.

- From the **ID** field on FOAIDEN, select List to access the Person Name/ID Search Form (FOIIDEN).
- Select Next Block to execute a query of every person and ID Number in the database. The entity names display in **Last Name** alphabetical order.
- Enter a possible spelling of the name you want in the **Last Name** and/or **First Name** fields to narrow your search. The system conducts the search based on one or both values as specified. If you enter a partial name, use a percent sign (%) as a wild card. This tells the system that you want to view all names containing the letter combination you specify. For example, you can enter

*%ton* to view all names ending in *-ton*, *And%* to view all names beginning with *And-*, or *%bel%* to view all names containing the *-bel-* letter combination.

Select Next Block to execute the query.

- Position the cursor on the value you wish to display on the Identification Form (FOAIDEN). Select Exit from that field to populate the Identification form with the ID in the **ID** field.
- Select Next Block from the Current Identification Information after you enter the required names. The Previous Identification Information is display only. If you make changes to existing person or entity names, data displays in this block.
- Select Next Block to access the Address Information.

The following are required fields and allowable values:

Validation forms initially display in window format when you click or select **List**. Select Next Block once the window displays to go to the validation form.

- **Type:** Enter the **Address Type** for this individual. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to display STVATYP. Position the cursor on the value you wish to display in the **Type** field. Select Exit from that field to display FOAIDEN with that value in the **Type** field. Select Next Item.
- **Address:** This is the first line of the address for this individual. Enter at least one line in an address. You may enter up to three address lines. For a person or entity, you may define one address for each address type. If multiple addresses exist in the database, you may scroll through them here.

When you save these addresses, the system assigns a sequence number in the **Sequence Number** field. Sequence numbers specifically identify addresses within address types. Select Next Record within the Address Information to add addresses and address types.

- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.
- **State or Province or Nation:** Populate the appropriate fields according to your site policies. The system validates state or province codes using the State/Prov Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the **State or Province** or **Nation** field. Select Exit from that field to display FOAIDEN with that value in the **State or Province** or **Nation** field. Select Next Item.
- **ZIP or Postal Code:** The ZIP or Postal Code in the address. The system validates ZIP or Postal Code using the ZIP/Postal Code Validation Form (GTVZIPC). Select List to display GTVZIPC. Position the cursor on the value you wish to display in the **ZIP or Postal Code** field. Select Exit from that field to display FOAIDEN with that value in the **ZIP or Postal Code** field.

Depending on your sites' policies, the ZIP or Postal Code value may default the corresponding city, state/prov, nation, and county codes. If

your site uses the default feature, go to the **ZIP or Postal Code** field. Enter the ZIP or Postal Code and select Next Item to invoke the default feature.

- Select Next Block when the pop-up window appears to display the entire validation form.
- The address type defaults to the **Telephone Type** field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the **Telephone Type** field. Select Exit from that field to display FOAIDEN with that value in the **Telephone Type** field.
- Select Save.

## Adding Vendors to the Finance Database

The Vendor Maintenance Form (FTMVEND) enables you to add individuals to the database identified as vendors. Use FTMVEND to define persons and corporations as vendors. FTMVEND also enables you to identify persons already defined to the SPRIDEN table as vendors.

Select List from the **Vendor** field to access the Entity Name/ID Search Form (FTIIDEN). FTIIDEN is useful if you are defining an individual or a corporation as a vendor.

## Searching the Database for Vendors

FTIIDEN allows you to query persons/entities defined to the database. This form is in query mode when you access it.

1. If you know the ID number of the vendor, enter it in the **ID Number** field.
2. You may enter a partial name with a wildcard (%) or the entire last name in the **Last Name** field. Enter values in the **First Name** and **Middle Name** fields to narrow the search.
3. The **Entity Ind** field is an entity indicator. To narrow the search, enter *P* (Person) or *C* (Corporation). This form enables you to exit with a person or entity ID number.
4. The **Change Ind** field is a change indicator. The system defaults *N* (Name change) or *I* (Identification change) into this field based upon the last change made to this ID. You may also populate this field before executing a query.
5. The four indicator fields represent **V** (Vendor), **F** (Financial Manager), **A** (Agency) and **I** (Investment Manager). Enter *Y* (Yes) in any of these fields to narrow your search. For example, enter *Y* in the **V** (Vendor) Indicator. Execute the query to display individuals previously defined as vendors. You may enter *A* (All) in any of these four indicators to display all the persons/entities defined to that category. The system defaults *Y* or *N* in the remaining indicator fields, as appropriate. If no query information is entered, the system defaults vendors.

The only form in the Finance system from which you may change IDs and names is the Identification Form (FOAIDEN).

6. Select Exit to display an ID number in the **Vendor** field.

## Using the Vendor Maintenance Form (FTMVEND)

### *Identifying a Vendor as a Corporation*

1. You may enter a one-to-nine character ID number in the **Vendor** field for the vendor being established. Select **Generate ID** to have the system generate a sequential ID number.
2. Select Next Item and enter from one to 60 characters describing the **Corporation**. You may define either **Corporation** or **Last Name**, **First Name** and **Middle Name**.
3. Select Next Block to continue.

### *Identifying a Vendor as an Individual*

1. You may enter a one-to-nine character ID number in the **Vendor** field for the vendor being established. Select **Generate ID** to have the system generate a sequential ID number.
2. Select Next Item twice to bypass **Corporation**.
3. Enter from one to 25 characters in the **Last Name** field. Select Next Item and enter from one to 15 characters in the **First Name** field. Select Next Item and enter from one to 15 characters in the **Middle Name** field.
4. Select Next Block.
5. The following are required fields on FTMVEND and their respective allowable values:
  - **Dates:** Enter the dates that this record is in effect. Use the DD-MON-YYYY format. Leave these fields blank to default the system date.
  - **Collects Taxes:** Populate this field according to your site policies. This field designates which compensating or use taxes the system collects. You may choose to collect all taxes, no taxes, or selected taxes. If you define *Selected* taxes, enter Tax Code(s) in the Taxes Collected Window of FTMVEND.

To enter further information for a vendor, including tax data, select the Vendor Header Additional Information Window from the options menu. Otherwise, select Next Block to display the Vendor Types Window.

- **Vendor Types Code:** This field accepts one or two characters. The system validates vendor type codes using the Vendor Type List Values Form (FTVVTYP). Select List to select a vendor type from a list window. Position the cursor on the value you wish to display in the **Vendor Types Code** field. Select Exit to display FTMVEND with that value in the **Vendor Types Code** field.

Select Next Block to display the Vendor Address Window. The cursor resides in the **Address Type Code** field.

- **Address Type Code:** Enter the address code for this vendor. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to select an address type from a list window. Position the cursor on the value you wish to display in the **Address Type Code** field. Select Exit from that field to display FTMVEND with that value in the **Address Type Code** field. Select Next Item.
- **Sequence Number:** You may define more than one address to a single address type. If you only define one address, that address must have an assigned sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.

## Adding Financial Managers to Finance

The Financial Manager Maintenance Form (FTMFMGR) enables you to add persons identified as financial managers to the Person Identification Table (SPRIDEN) and the Person Address Table (SPRADDR). FTMFMGR also enables you to identify persons already defined to the SPRIDEN table as financial managers.

Enter only persons, not entities, into the system using FTMFMGR. When you enter Select List from the **Financial Manager** field to access the Entity Name/ID Search Form (FTIIDEN).

## Searching the Database for Persons

FTIIDEN allows you to query persons/entities defined to the database.

1. If you know the ID number of the person, enter it in the **ID Number** field or select Generate ID to access the Common Matching Entry Form (GOAMTCH).
2. You may enter a partial name with a wildcard (%) or the entire last name in the **Last Name** field. You may enter values in the **First Name** and **Middle Name** fields to narrow the search.
3. The **Entity Ind** field is an entity indicator. To narrow the search, enter *P* (Person) or *C* (Corporation). This form enables you to query entities, but you may not exit the form with an entity ID to FTMFMGR.
4. The **Change Ind** field is a change indicator. The system defaults *N* (Name change) or *I* (Identification change) into this field based upon the last change made to this ID. You may also populate this field before executing a query.
5. The four indicator fields represent **V** (Vendor), **F** (Financial Manager), **A** (Agency) and **I** (Investment Manager). Enter *Y* (Yes) in any of these fields to narrow your search. For example, enter *Y* in the **F** (Financial Manager) Indicator. Execute the query to display individuals previously defined as

The only form in the Finance system from which you may change IDs and names is the Identification Form (FOAIDEN).

financial managers. You may enter *A* (All) in any of these four indicators to display all the persons/entities defined to that category. The system defaults *Y* or *N* in the remaining indicator fields, as appropriate. If no query information is entered, the system defaults vendors.

6. Select Exit to display an ID identifying a vendor, financial manager, agency or investment manager provided you did not originally define them to the database as corporations. You may have defined the original ID record using FOAIDEN, the Vendor Maintenance Form (FTMVEND), the Agency Code Maintenance Form (FTMAGCY), or the Investment Manager Maintenance Form (FTMIMGR).

### Using the Financial Manager Maintenance Form (FTMFMGR)

You may enter a one-to-nine character ID number in the **Financial Manager** field for a financial manager being established. Select **Generate ID** to have the system generate a sequential ID number. Enter from one to 60 characters describing the financial manager (for example, company name, job title) in the field to the right of the **Financial Manager** field. Select Next Block.

#### *Manager Information*

The following are the required fields in the Manager Information and allowable values:

- **Status:** Valid entries are *A* (Active) and *I* (Inactive). The default is *A*.
- **Title:** Enter from 1 to 35 characters describing the job title of the financial manager you establish.
- **Effective Date:** Enter the date that this record is in effect. Use the DD-MON-YYYY format. Leave this field blank to default the system date.

You may choose to define the organization and location information based on your site policies. The system validates the Default Address Type using the Address Type Code Validation Form (STVATYP). The system supplies a Sequence Number and Last Activity Date. Select Next Block.

#### *Address Information*

The following are the required fields in the Address Information and allowable values:

- **Address Type:** Enter the address type for this individual. The system validates address types using the Address Type Code Validation Form (STVATYP).  
Select List to access STVATYP. Position the cursor on the value you wish to display in the **Type** field. Select Exit from that field to populate FOAIDEN with that value in the **Type** field. Select Next Item.
- **Sequence Number:** You may define more than one address to a single address type. If you only define one address, that address must have an assigned

Validation forms initially display in window format when you select List. Select Next Block once the window displays to go to the validation form.

sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.

- **Address:** This is the first line of the address for this individual. Enter at least one line in an address. You may enter up to three address lines. You may define multiple address types and multiple addresses for each address type for a financial manager.
- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.
- **State or Province or Nation:** Populate the appropriate fields according to your site policies. The system validates state or province codes using the State/Province Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the **State or Province or Nation** field. Select Exit from that field to populate FTMFMGR with that value in the **State or Province or Nation** field. Select Next Item.
- **ZIP or Postal Code:** The ZIP or Postal Code in the address. The system validates ZIP or Postal Code using the ZIP/Postal Code Validation Form (GTVZIPC). Select List to display GTVZIPC. Position the cursor on the value you wish to display in the **ZIP or Postal Code** field. Select Exit from that field to display FOAIDEN with that value in the **ZIP or Postal Code** field.

Depending on your site's policies, the ZIP/Postal Code value may default the corresponding city, state/prov, nation, and county codes. If your site uses the default feature, go to the **ZIP/Postal Code** field. Enter the ZIP/Postal Code and select Next Item to invoke the default feature.

The address type defaults to the **Telephone Type** field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the **Telephone Type** field. Select Exit from that field to access FTMFMGR with that value in the **Telephone Type field**. Select Save.

## Adding Agencies to Finance

The Agency Code Maintenance Form (FTMAGCY) enables you to add agencies and contacts to the database. You may define persons and corporations as agencies. FTMAGCY enables you to identify persons and corporations already defined to the SPRIDEN table as agencies. Select List from the **Agency** field of FTMAGCY to access the Entity Name/ID Search Form (FTIIDEN).

## Searching the Database for Agencies

FTIIDEN allows you to query agencies defined to the database.



1. If you know the ID number of the agency, enter it in the **ID Number** field or select **Generate ID** to access the Common Matching Entry Form (GOAMTCH).
2. You may enter a partial name with a wildcard (%) or the entire last name in the **Last Name** field. Enter values in the **First Name** and **Middle Name** fields to narrow the search. Remember, agencies can be persons.
3. The **Entity Ind** field is an entity indicator. To narrow the search, enter *P* (Person) or *C* (Corporation). This form enables you to exit with a person or entity ID number.
4. The **Change Ind** field is a change indicator. The system defaults *N* (Name change) or *I* (Identification change) into this field based upon the last change made to this ID. You may also populate this field before executing a query.
5. The four indicator fields represent **V** (Vendor), **F** (Financial Manager), **A** (Agency) and **I** (Investment Manager). Enter *Y* (Yes) in any of these fields to narrow your search. For example, enter *Y* in the **A** (Agency) Indicator. Execute the query to display previously defined agencies. You may enter *A* (All) in any of these four indicators to display all the persons/entities defined to that category. The system defaults *Y* or *N* into the remaining indicator fields, as appropriate. If no query information is entered, the system defaults vendors.
6. Select Exit to display an ID in the **Agency** field.

The only form in the Finance system from which you may change IDs and names is the Identification Form (FOAIDEN).

### Using the Agency Code Maintenance Form (FTMAGCY)

You may enter a one-to-nine character ID number in the **Agency** field for a person/agency you wish to establish. Select **Generate ID** to have the system generate a sequential ID number. Enter from one to 60 characters describing the agency in the field to the right of the **Agency** field. Select Next Block.

The **Active Status** field is required. Check the box for Active Status or uncheck the box for Inactive Status. The default is checked (Active).

The **Contact** at the agency is optional. You may define agencies in hierarchies. The Finance sample data provides you with a level one agency hierarchy.

The following are the required fields in the Address Information and allowable values:

Validation forms initially display in window format when you select List. Select Next Block once the window displays to go to the validation form.

- **Address Type:** Enter the address type for this agency. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to display STVATYP. Position the cursor on the value you wish to display in the **Address Type** field. Select Exit from that field to populate FTMAGCY with that value in the **Address Type** field. Select Next Item.
- **Sequence Number:** You may define more than one address to a single address type. If you only define one address, that address must have an assigned

sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.

- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.
- **State or Province or Nation:** Populate the appropriate fields according to your site policies. The system validates state or province codes using the State/Province Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the **State or Province** or **Nation** field. Select Exit from that field to access FTMAGCY with that value in the **State or Province** or **Nation** field. Select Next Item.
- **ZIP or Postal Code:** The ZIP or Postal Code in the address. The system validates ZIP or Postal Code using the ZIP/Postal Code Validation Form (GTVZIPC). Select List to display GTVZIPC. Position the cursor on the value you wish to display in the **ZIP or Postal Code** field. Select Exit from that field to access FOAIDEN with that value in the **ZIP or Postal Code** field.

Depending on your site's policies, the ZIP or Postal Code value may default the corresponding city, state or province, nation and county codes. If your site uses the default feature, go to the **ZIP or Postal Code** field. Enter the ZIP or Postal Code and select Next Item to invoke the default feature.

The address type defaults to the **Telephone Type** field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the **Telephone Type** field. Select Exit from that field to display FTMAGCY with that value in the **Telephone Type** field. Select Save.

## Adding Investment Managers to Finance

The Investment Manager Maintenance Form (FTMIMGR) enables you to add persons identified as investment managers to the Person Identification Table (SPRIDEN) and the Person Address Table (SPRADDR). FTMIMGR also enables you to identify persons already defined to the SPRIDEN table as investment managers.

This form is available only through the Investment Management Module. Select List from the **Investment Manager** field of FTMIMGR to access the Entity Name/ID Search Form (FTIIDEN). FTIIDEN is useful if you are defining a person or a corporation as an investment manager. You may define persons and corporations as investment managers.

## Searching the Database for Investment Managers

FTIIDEN allows you to query investment managers defined to the database.

1. If you know the ID number of the investment manager, enter it in the **ID Number** field.
2. You may enter a partial name with a wildcard (%) or the entire last name in the **Last Name** field. Enter values in the **First Name** and **Middle Name** fields to narrow the search. Investment managers can be persons or corporations (such as banks or investment firms).
3. The **Entity Ind** field is an entity indicator. To narrow the search, enter *P* (Person) or *C* (Corporation). This form enables you to exit the form with a person or entity ID number.
4. The **Change Ind** field is a change indicator. The system defaults *N* (Name change) or *I* (Identification change) into this field based upon the last change made to this ID. You may also populate this field before executing a query.
5. The four indicator fields represent **V** (Vendor), **F** (Financial Manager), **A** (Agency) and **I** (Investment Manager). Enter *Y* (Yes) in any of these fields to narrow your search. For example, enter *Y* in the **I** (Investment Manager) Indicator. Execute the query to display previously defined investment managers. You may enter *A* (All) in any of these four indicators to display all the persons/entities defined to that category. The system defaults *Y* or *N* into the remaining indicator fields, as appropriate. If no query information is entered, the system defaults vendors.
6. Select Exit to display an ID identifying a vendor, financial manager, agency, or investment manager provided you did not originally define them to the database as corporations. You may have defined the original ID record using FOAIDEN, the Vendor Maintenance Form (FTMVEND), the Agency Code Maintenance Form (FTMAGCY), or the Investment Manager Maintenance Form (FTMIMGR).

The only form in the Finance system from which you may change IDs and names is the Identification Form (FOAIDEN).

## Using the Investment Manager Maintenance Form (FTMIMGR)

### Identifying an Investment Manager as a Corporation

You may enter a one-to-nine character ID number in the **Investment Manager** field for an investment manager being established. Enter *NEXT* or click **Generate ID** to have the system generate a sequential ID number. Select Next Item and enter from one to 47 characters describing the Corporation. You may define either Corporation or **Last, First** and **Middle Names**. Select Next Block to the Manager/Corporation Information.

### Identifying an Investment Manager as an Individual

You may enter a one-to-nine character ID number in the **Investment Manager** field for an investment manager being established. Enter *NEXT* or click **Generate ID** to have the system generate a sequential ID number.

Select Next Item twice to bypass **Corporation**. Enter from one to 60 characters in the **Last Name** field. Select Next Item and enter from one to 15 characters in the **First Name** field. Select Next Item and enter from one to 15 characters in the **Middle Name** field. Select Next Block to enter the Manager/Corporation Information.

## Manager/Corporation Information

The following are the required fields in the Manager/Corporation Information and allowable values:

- **Status:** Valid entries are *A* (Active) and *I* (Inactive). The default is *A*.
- **Title:** Enter from one to 35 characters describing the job title or company of the investment manager being established.
- **Effective Date:** Enter the date that this record is in effect. Use the DD-MON-YYYY format. Leave this field blank to default the system date.

Validation forms initially display in window format when you select List. Select Next Block once the window displays to go to the validation form.

You may choose to define the chart of accounts, address and date information, based on site policies. The system validates **Default Address Type** using the Address Type Code Validation Form (STVATYP). The system supplies a **Sequence Number** and **Last Activity Date**. Select Next Block.

## Address Information

The following are the required fields in the Address Information and allowable values.

- **Address Type:** Enter the address type for this investment manager. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to display STVATYP. Position the cursor on the value you wish to display in the **Type** field. Select Exit from that field to access FTMIMGR with that value in the **Type** field. Select Next Item.
- **Sequence Number:** You may define more than one address to a single address type. If you only define one address, that address must have an assigned sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.
- **State or Province or Nation:** Populate the appropriate fields according to your site policies. The system validates state or province codes using the State/Province Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the **State or Province or Nation** field. Select Exit from that field to access FTMIMGR with that value in the **State or Province or Nation** field. Select Next Item.
- **ZIP or Postal Code:** The ZIP or Postal Code in the address. The system validates ZIP or Postal Code using the ZIP/PC Code Validation Form (GTVZIPC). Select List to access GTVZIPC. Position the cursor on the value you wish to display in the **ZIP or Postal Code**. Select Exit from that field to access FOAIDEN with that value in the **ZIP or Postal Code** field.

Depending on your site policies, the ZIP or Postal Code value may default the corresponding city, state or province, nation and county codes. If your site uses the default feature, go to the **ZIP or Postal Code** field. Enter the ZIP or Postal Code and select Next Item to invoke the default feature.

The address type defaults to the **Telephone Type** field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the **Telephone Type** field. Select Exit from that field to display FTMIMGR with that value in the **Telephone Type** field. Click or select Save.

## Adding Customers to Finance

The Customer Maintenance Form (FTMCUST) enables you to identify existing IDs as customers. You may define persons or corporations as customers. Select List from the **Customer** field of FTMCUST to access the Customer Code List Values Form (FTVCUST). FTVCUST is most useful when you are using the Cost Accounting module. Individuals defined as customers must exist in the database before being entered on FTMCUST.

Add customers to Finance using the Identification Form (FOAIDEN) if the individual does not already exist as another person type in the system. FOAIDEN provides you with the capability of assigning system-generated or user-defined ID numbers. Once you define the customer information on this form, you may modify it.

### Using the Identification Form (FOAIDEN)

The following are the required fields on FOAIDEN and allowable values.

- **Key ID:** Enter *NEXT* or click **Generate ID** to have the system generate a sequential ID number. You may use existing IDs or add an ID to the system. Select Next Block to go to the PERSON NAME INFORMATION **Last Name** field. Notice that the value you entered in the Key **ID** field defaults to the **ID** field in the Current Identification Information.
- **Address Type:** Enter the address type for this individual. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to access STVATYP. Position the cursor on the value you wish to display in the **Address Type** field. Select Exit from that field to access FOAIDEN with that value in the **Address Type** field. Select Next Item.
- **Address:** This is the first line of the address for this individual. Enter at least one line in an address. You may enter up to three address lines. You may define more than one address for a person/entity. When you save these addresses, the system assigns a sequence number in the **Sequence Number** field.
- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.

- **State or Province or Nation:** Populate the appropriate fields according to your site policies. The system validates state or province codes using the State/Prov Code Validation Form (STVSTAT). Select List to access STVSTAT. The system validates nation codes with the Nation Code Validation Form (STVNATN). Move the cursor on the value you wish to display in the **State or Province or Nation** field. Select Exit from that field to access FOAIDEN with that value in the **State or Province or Nation** field. Select Next Item.
- **ZIP or Postal Code:** The ZIP/PC in the address. The system validates ZIP or Postal Code with the ZIP/PC Code Validation Form (GTVZIPC). Select List to display GTVZIPC. Place the cursor on the value to display in the **ZIP or Postal Code** field. Select Exit from that field to access FOAIDEN with that value in the **ZIP or Postal Code** field.

Depending on your site's policies, the ZIP or Postal Code value may default the corresponding city, state or province, nation, and county codes. If your site uses the default feature, go to the **ZIP or Postal Code** field. Enter the ZIP or Postal Code and select Next Item to invoke the default feature.

The address type defaults to the **Telephone Type** field. You may override the default. The system validates phone types with the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Move the cursor on the value you wish to display in the **Telephone Type** field. Select Exit from that field to access FOAIDEN with that value in the field. Click or select Save.

### Customer Maintenance Form (FTMCUST)

Validation forms initially display in window format when you select List. Select Next Block once the window displays to navigate to the validation form.

Access the Customer Maintenance Form (FTMCUST). Enter the ID you just created on FOAIDEN in the **Customer** field. List is available for the **Customer** field. Only those IDs defined through FTMCUST appear on the Customer Code List Values Form (FTVCUST). Select Next Item to display the customer name. Select Next Block to go to the Customer Information.

#### *Customer Information*

- **Customer Type:** This field enables you to identify customers as internal or external. For example, an internal customer is a financial manager at your site. Consider all other customers external. This field is informational. By definition a financial manager is an internal customer and the Cost Accounting module controls it accordingly.
- **Effective Date:** Enter the date that this record is in effect. Use the DD-MON-YYYY format. Leave this field blank to default the system date.

#### *Customer Address*

- **Address Type:** Enter the address code for this vendor. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to display STVATYP. Position the cursor on the value you wish to display in

the **Address Code** field. Select Exit from that field to access FTMVEND with that value in the **Address Code** field. Select Next Item.

- **Sequence Number:** You may define more than one address to a single address type. If you only define one address, that address must have an assigned sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.
- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.
- **State or Province or Nation:** Populate the appropriate fields according to your site policies. The system validates state or province codes using the State/Prov Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the **State or Province or Nation** field. Select Exit to access FTMCUST with that value in the **State or Province or Nation** field. Select Next Item.
- **ZIP or Postal Code:** The ZIP or Postal Code in the address. The system validates ZIP or Postal Code using the ZIP/PC Code Validation Form (GTVZIPC). Select List to access GTVZIPC. Position the cursor on the value you wish to display in the **ZIP or Postal Code** field. Select Exit from that field to access FOAIDEN with that value in the **ZIP or Postal Code** field.

Depending on your site policies, the ZIP or Postal Code value may default the corresponding city, state/prov, nation, and county codes. If your site uses the default feature, go to the **ZIP or Postal Code** field. Enter the ZIP or Postal Code and select Next Item to invoke the default feature.

The address type defaults to the **Telephone Type** field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the **Telephone Type** field. Select Exit from that field to access FTMCUST with that value in the **Telephone Type** field. Click or select Save.

## Adding Employees to Finance

The Employee Maintenance Form (FCAEMPL) enables you to identify existing IDs as employees. Select List from the **Employee Number** field of FCAEMPL to access the Employee Code List Form (FCVEMPL). FCVEMPL is most useful when you are using the Cost Accounting module. Individuals defined as employees must exist in the database before being entered on FCAEMPL.

Add employees to Finance using the Identification Form (FOAIDEN). FOAIDEN enables you to assign system-generated or user-defined ID numbers. Once you define the customer information on this form, you may modify it. When you save customer IDs to the database, a PIDM is also created.

## Using the Identification Form (FOAIDEN)

The following are the required fields on FOAIDEN, and the allowable values.

- **Key ID:** Enter *NEXT* to or click **Generate ID** have the system generate a sequential ID number. You may use existing IDs, or you may add an ID to the system. Select Next Block to go to the PERSON NAME INFORMATION **Last Name** field. Notice that the value you entered in the **Key ID** field defaults to the **ID** field in the Current Identification Information.
- **Address Type:** Enter the address type for this employee. Address types are validated on the Address Type Code Validation Form (STVATYP). Select List to access STVATYP. Position the cursor on the value you wish to display in the **Address Type** field. Select Exit from that field to access FOAIDEN with that value in the **Address Type** field. Select Next Item.
- **Address:** This is the first line of the address for this employee. Only one line in an address is required. You may enter up to three address lines. You may define more than one address for an employee. When you save these addresses, the system assigns a sequence number in the **Sequence Number** field.
- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.
- **State or Province or Nation:** Populate the appropriate fields according to your site policies. The system validates state or province codes using the State/Province Code Validation Form (STVSTAT). Select List to access STVSTAT. Nation codes are validated on the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the **State or Province or Nation** field. Select Exit from that field to access FOAIDEN with that value in the **State or Province or Nation** field. Select Next Item.
- **ZIP or Postal Code:** The ZIP or Postal Code in the address. ZIP or Postal Code are validated on the ZIP/Postal Code Validation Form (GTVZIPC). Select List to access GTVZIPC. Position the cursor on the value you wish to display in the **ZIP or Postal Code** field. Select Exit from that field to access FOAIDEN with that value in the **ZIP or Postal Code** field.

Depending on your site's policies, the ZIP or Postal Code value may default the corresponding city, state/prov, nation, and county codes. If your site uses the default feature, go to the **ZIP or Postal Code field**. Enter the ZIP or Postal Code and select Next Item to invoke the default feature.

The address type defaults to the **Telephone Type** field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to access STVTELE. Position the cursor on the value you wish to display in the **Telephone Type** field. Select Exit from that field to access FOAIDEN with that value in the **Phone Type** field. Click or select Save.

## Using the Employee Maintenance Form (FCAEMPL)

Validation forms initially display in window format when you select List. Select Next Block once the window displays to navigate to the validation form.

Access the Employee Maintenance Form (FCAEMPL). Enter the ID you just created on FOAIDEN in the **Employee Number** field. List is available for this field but only employees defined to the Cost Accounting module appear. Select Next Item to display the employee name. Select Next Block to go to the Detail Information.



*Detail Information*

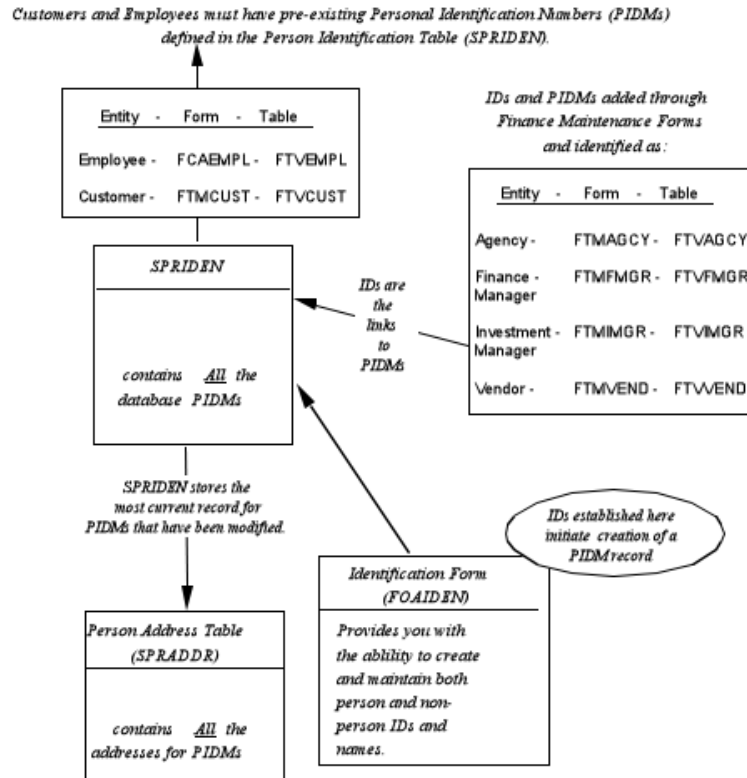
- **Wages:** Enter the employee's annual wages up to 13 digits. The system supplies the decimal point and zeros if the sum is even. Enter the decimal point and the cents if the sum is not even. To successfully add an employee record, you must save at least one field.
- **COA:** Enter the one-character chart of accounts code to which this employee is being established. The system validates Chart of Accounts using the Chart of Accounts List Form (FTVCOAS). Select List to access FTVCOAS. Position the cursor on the value you wish to display in the **COA** field. Select Exit from that field to access FCAEMPL with that value in the **COA** field. Select Next Item.

You may enter only one organization and classification.

**Organization:** Enter from one-to-six characters identifying the organization being established. The system validates organization codes using the Organization Code List Form (FTVORGN). Select List to access FTVORGN. Position the cursor on the value you wish to display in the **Organization** field. Select Exit from that field to access FCAEMPL with that value in the **Organization** field. Select Next Item.

**Classification:** Enter from one-to-four characters identifying the classification (job description) being established. The system validates classification codes using the Classification Code List Form (FTVCLAS). Select List to access FTVCLAS. Position the cursor on the value you wish to display in the **Classification** field. Select Exit from that field to access FCAEMPL with that value in the **Classification** field. Select Next Item to display the code description. Enter only one organization and classification within the organization. Click or select Save.

## ID and PIDM Relationship



## List of ID Definition Tables

The following is the list of tables accessed when you define persons and entities to the Finance database:

- Person Identification Table (SPRIDEN)
- Person Address Table (SPRADDR)
- Agency Validation Table (FTVAGCY)
- Customer Table (FTVCUST)
- Employee Table (FCBEMPL)
- Financial Manager Validation Table (FTVFMGR)
- Investment Manager Table (FTVIMGR)
- Vendor Validation Table (FTVVEND)

## Receiving/Matching Processing

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### Receiving/Matching

#### Overview

The Receiving/Matching feature enables you to control the payment of invoices pending receipt of goods. The System Control Maintenance Form (FOASYSC) and the User Profile Maintenance Form (FOMPROF) contain the fields you populate to establish the Receiving/Matching control parameters.

#### Receiving Feature

On FOMPROF, **Receiving Overage Tolerance** and **Receiving Override** pertain to users who receive goods using the Receiving Goods Form (FPARCVD). These fields enable you to control overshipments or duplicate shipments from vendors.

##### *Receiving Overage Tolerance Field*

Enter the percentage in excess of the ordered quantity that the user has the authority to accept, into the **Receiving Overage Tolerance** field. Your site procedures might authorize a receiving clerk to receive up to 10% over the ordered quantity. Quantities over that limit require further investigation involving Purchasing or other personnel. The receiving clerk will still be able to receive the goods, but the system considers the packing slip document in suspense and flags the document as an exception in the Receiving/Matching Process (FABMATC).

##### *Receiving Override Field*

Depending on site procedures, one method for handling the Receiving Overage condition is to override the suspense flag. Enter *Y* in the **Receiving Override** field for those users, typically a supervisor, who have the authority to override a suspense as the result of an overshipment.

The Invoice/Credit Memo Form (FAAINVE) used to pay purchase orders uses these control parameters. The Receiving Goods Form (FPARCVD), Receiving/Matching Status Query Form (FAIIREC), and Receiving/Matching Detail Query Form (FPIIREC) facilitate management of the receiving function.

## Invoicing Feature

Enter the dollar threshold for paying invoices without evidence of receipt in the **Invoice Amount Requiring Receipt** field of the System Control Maintenance Form (FOASYSC). This is the dollar amount for which the system requires receiving information to pay the invoice.

**Note:** All invoices that reference Standing types of purchase orders bypass the Receiving/Matching Process, despite the invoice amount. The Receiving/Matching Process uses the quantity of a commodity to match an item for payment. Standing type purchase orders use only dollar amount, not quantity.

### *Invoice Overage Tolerance and Invoice Tolerance Amount Fields*

The **Invoice Overage Tolerance** field on FOMPROF represents the percentage of dollars over the original Purchase Order amount that the Invoice form user, usually an A/P clerk, can pay an invoice. Unlike the Receiving Overage Tolerance, this value takes into account the amount (quantity x unit price) rather than just quantity. In the **Invoice Tolerance Amount** field on FOMPROF, enter the dollar amount limit for overpayments.

The overage and amount fields work together. For example, your site's policies may stipulate that A/P clerks can pay up to 10% more than the ordered amount (quantity x unit price), not to exceed \$100.00. In this case you would enter *10* in the **Invoice Overage Tolerance** field and *100* in the **Invoice Tolerance Amount** field.

If the approved amount plus the previously paid amount on the invoice is greater than the ordered amount, FAAINVE checks the values in both the **Invoice Overage Tolerance** and **Invoice Tolerance Amount** fields. FAAINVE calculates the lower amount and determines whether the user has the authority to complete the invoice. For example, with these fields populated with 10% and \$100.00 the invoice approved amount is \$10,500.00 with an ordered amount of \$10,000.00. Although the overage amount as a percentage is less than 10%, the invoice form still prevents the invoice from being completed because the amount in dollars exceeds the \$100.00 specified in the **Invoice Tolerance Amount** field on FOMPROF.

If you impose no limits on overage payments, leave these fields blank. If all overpayments require further scrutiny, enter *0* (zero) in these fields. The system uses these two fields together. If you enter a value for one field, you must enter a value for the other field. If you do not enter values in both fields, the system assumes that a blank value prevails.

## Establishing Users for the Process

Once you have determined the appropriate limits for the individuals processing invoices, you will need to establish a user, typically the A/P supervisor, who has the authority to override an overage condition.

For this hypothetical user, enter *Y* in the **Invoice Tolerance Override** field on FOMPROF. Once the system recognizes an overage condition, this user may enter *Y* in the **Tolerance Override** field on the Invoice/Credit Memo Form (FAAINVE) and complete the invoice if site-defined policies allow.

### *Completing the Invoice*

If the total dollars on the invoice are less than the dollar amount in the **Invoice Tolerance Amount** field at document completion time, the invoice form sets **Receipt Required** to “N” (No) and marks the invoice as complete.

- If you have turned approvals processing on for invoices, the system forwards the document to the Approvals in Process Table (FOBAINP).
- If you have not turned approvals processing on for invoices, the system forwards the document to the Approved Documents Table (FOBAPPD).

If the total dollar amount on the invoice is greater than the value in the **Invoice Amount Requiring Receipt** field, the system sets **Receipt Required** to “Y” (Yes) and marks the invoice equal to “R” (Receipt Required). If authorized, the user can override the Receipt Required value. (For additional information, see “Using the Receipt Required Field”.) This status means that the invoice is awaiting matching before completion. When an invoice has this status, you may re-enter it to update or delete information. If the invoice references a Standing type purchase order, the system marks the invoice equal to C (Complete) thus bypassing the Receiving/Matching Process. Enter zero (0) in the **Amount Requiring Receipt** field on FOASYSC to ensure that all invoices require evidence of receipt before payment. If you do not want to control payment of invoices based on receiving data, leave this field blank.

The *R* status is the signal to the Receiving Matching Process (FABMATC) to find the receiving information for the invoice. FABMATC performs a three-way match of the purchase order, packing slips, and invoice and produces an audit report. The PO Receiving Status Report (FPRRCST) displays the receiving status. The Document History Form (FOIDCH) displays the receiving document associated with a purchase order and/or invoice. Click in the Receiving window of FOIDCH and click Document Inquiry or select Duplicate Item to access the Receiving Goods Query Form (FPIRCVD). The invoice status options include *R*.

### *Choosing to use these Optional Features*

It is important to remember that these features are strictly optional. Depending on your policies and procedures, you may elect to control payment of invoices based on receipt of goods by entering a value in the **Invoice Amount Requiring Receipt** field on FOASYSC but not control for either overshipments or overpayments.

You can choose to control overshipments in the receiving function by valuing the **Receiving Overage Tolerance** field on FOMPROF, but permit completion for all invoices regardless of any overage conditions.

In some cases, you might determine that appropriate procedures dictate that no one can override either a Receiving Overage condition or an Invoice Tolerance Overage

condition and that the correct procedure is to re-enter the documents and only approve those quantities or amounts that are equal to the limits set. Under these circumstances, no users would have the **Invoice Tolerance Override** or **Receiving Override** fields populated on FOMPROF.

## Document Level Matching

Document Level Matching gives you the option of using the system default for matching with an optional Receipt Required override at the document level, despite the document's amount.

Document identification (for those items that require matching/receiving at an institutional level) allows departments to perform the following tasks:

- Identify specific purchases, beginning with the procurement process, where the associated invoices require receiving/matching prior to payment.
- Permit the enterprise level matching default to be overridden on a case-by-case basis.

Approval queue criteria (chart, fund type, fund, organization, account type, account, and program) are used without modification to route the invoice to the appropriate personnel for approval.

## Using the Receipt Required Field

The **Receipt Required** field is a display-only field that appears *only* if document level matching is enabled, based on the value in FOASYSC. The value in this field indicates whether invoices associated with this document will require matching.

The amount for which a receipt is required is entered on the System Control Maintenance Form (FOASYSC) in the appropriate field for the document type: Requisition Amount Requiring Receipt, Purchase Order Amount Requiring Receipt, or Invoice Amount Requiring Receipt. This value sets the Receipt Required value on the first document in a linked series of documents. Subsequent linked documents are initiated with the same Receipt Required value as the predecessor document. If you have permission to override this value, as established on FOMPROF, you can override this operation.

When document level matching is enabled, the **Receipt Required** field displays on the form for each document type: FPAREQN, FPAPURR, and FAAINVE. If you have the authority, as defined on FOMPROF, you can override the value that appears in this field.

When document level matching is enabled, the document must be set to either *Yes Receipt Required* or *No Receipt Required* to be completed.

Information about the Receipt Required value specific to each document type is included in the following sections.

### *Requisitions*

The Receipt Required value on the requisition is applied to the document as a whole. Any purchase orders assigned to that requisition include, by default, a matching Receipt Required value. Authorized users can override the default value.

### *Purchase Orders*

1. Multiple requisitions may be assigned to a single purchase order. If the Receipt Required value on any requisition is set to *Receipt Required*, the associated purchase order is also set to *Receipt Required*, even if other requisitions on the purchase order are set to *No Receipt Required*. Authorized users can override the default value.
2. The Receipt Required value on the purchase order is applied to the document as a whole. Any invoice processed against that purchase order includes, by default, a matching Receipt Required value. Authorized users can override the default value.
3. All invoices that reference Standing types of purchase orders bypass the Receiving/Matching Process, despite the invoice amount. The Receiving/Matching Process uses the quantity of a commodity to match an item for payment. Standing type purchase orders use only dollar amount, not quantity.

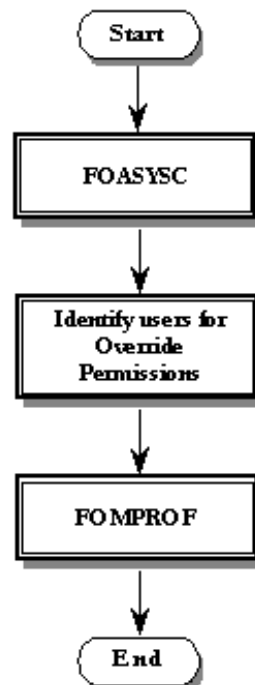
### *Invoices*

1. When an invoice is marked complete, the wrap-up routine checks to see if the enterprise-level matching requirement is more restrictive than the Receipt Required value defaulted from the purchase order. If the value is *No Receipt Required*, and if the invoice amount is greater than or equal to the Invoice Amount Requiring Receipt amount on the System Control Maintenance Form (FOASYSC), the wrap-up routine sets the value to *Receipt Required*. The wrap-up routine sends the user a message that the value has been reset. With appropriate permissions, the user can change the value back to its original value of *No Receipt Required*. This process ensures that institutional policies are not overridden unintentionally.
2. All invoices that reference Standing types of purchase orders bypass the Receiving/Matching Process, despite the invoice amount. The Receiving/Matching Process uses the quantity of a commodity to match an item for payment. Standing type purchase orders use only dollar amount, not quantity.

## Banner Document Level Matching Setup

This section includes a flowchart for the setup of Document Level Matching and a detailed description of each step in the flow.

**Note:** A database level definition defaults *U-Unspecified* in the Receipt Required columns. This ensures that any existing process, including locally created scripts and enhancement, will inherit a valid default value of *U-Unspecified* for Receipt Required when inserting new records, without modifications to code.



1. Create an effective dated record using the Procurement Processing Information window of the System Control Maintenance Form (FOASYSC). Define the following:
  - Document Level Matching start point (requisition, purchase order, or no Document Level Matching).
  - Receipt Required threshold (amount requiring receipt).

**Note:** A separate threshold field is provided for **Requisitions**, **Purchase Order**, and **Invoices**. Threshold amount fields do not accept data if **Document Level Matching** is disabled.

The **Requisition Amount Requiring Receipt** field will accept a value only if the Document Level Matching start point is Requisition.



The **Purchase Order Amount Requiring Receipt** field will accept a value only if the Document Level Matching start point is either Requisition or Purchase Order.

The **Invoice Amount Requiring Receipt** field will accept a value without regard to the Document Level Matching start point.

A value in the **Invoice Amount Requiring Receipt** and a Document Level Matching start point of No Document Level matching results in Enterprise (System) Level Matching at the Invoice level.

2. Identify users to be granted Receipt Required override permissions (per document type) and define Receipt Required override authorization rules on the User Profile Maintenance Form (FOMPROF) to reflect intended user capabilities. Repeat this process for all document types and desired users.

## Banner Invoicing with Document Level Matching

This section includes a flowchart that outlines the process of Document Level Matching and a description of each step in the process. The example discussed here assumes the user is beginning with a requisition. If, instead, you begin at the purchase order or invoice level, then only that portion of the flow applies.

1. Designate the matching process.
  - If approvals for requisitions is enabled, the requisition is sent through approvals processing before being posted.
  - If approvals for requisitions is disabled, the document is sent directly to the posting job.
2. The Posting Process (FGRACTG) posts the requisition.

**Note:** A user who has the proper authority on FOMPROF can use the Receipt Required Value Maintenance Form (FPARRIM) to change the value of the **Receipt Required** field.

3. Assign requisition line items to a purchase order using the Purchase Order Assignment Form (FPAPOAS). The Receipt Required value from the requisition is used as a default value for the purchase order header that is created on this form.
  - (a) If there are multiple requisitions to a single purchase order, the most restrictive value is defaulted into the purchase order.
  - (b) If no Receipt Required value is on the Requisition, the purchase order is created with the value of *Unspecified*.

A one-to-one relationship may exist between requisition and purchase order, or items from multiple requisitions may exist within a single purchase order.

**Note:** Users may not directly change the value on this form, but if authorized, can use the Purchase Order Form or the Receipt Required Indicator Maintenance form to override the value later.

4. Define the matching process via the pull-down list using the Purchase Order Form (FPAPURR). The value in the **Receipt Required** field is set initially to the most restrictive case found on associated requisitions.

If document level matching is not used for requisitions or there is no associated requisition, the document will be initiated with a value of "Unspecified".

Accessing the Balancing/Completion window will set the **Receipt Required** field to match based on the system value. For example, if FOASYSC Purchase Order Amount Requiring Receipt = \$500 and the purchase order total is \$600, then the Receipt Required value is automatically set to *Receipt Required*.

**Note:** An authorized FOMPROF user (cleared for Purchase Order override) may update the value that is either defaulted or set by the form's trigger.

- If approvals for purchase orders is enabled, the purchase order follows approvals processing prior to being posted.
- If approvals for purchase orders is disabled, the document is sent to the posting job.

5. The Posting Process (FGRACTG) posts the purchase order.

**Note:** A user who has the proper authority on FOMPROF can use the Receipt Required Value Maintenance Form (FPARRIM) to change the value of the **Receipt Required** field.

6. Open the Invoice/Credit Memo Form (FAAINVE).

Authorized users can override the default setting in this window.

- (a) When you access this form for the first time, the display-only field in the header reflects the value from the underlying purchase order. This value may change when you access the Balancing/Completion window.
- (b) The Invoice wrap-up routine checks the Receipt Required value and updates the field to the most restrictive case.

For example, if the Invoice Amount Requiring Receipt is \$500, the default value for Receipt Required from the purchase order is *No Receipt Required*, and the Invoice amount is \$600. The wrap-up routine resets the Receipt Required value to *Receipt Required*. A message indicates this change, and if you have been granted override authority, you can reset the value to *No Receipt Required* and complete the document.

- (c) If authorized, you can override the existing Receipt Required value.

When the document is marked complete, the system tests the value of the FAAINVE Receipt Required flag to determine the value to set for the Invoice Complete indicator as follows:

- If the Receipt Required flag is set to *Receipt Required*, the invoice complete indicator is set to *R* and the invoice is forwarded to the matching process.
- If the Receipt Required flag is set to *No Receipt Required*, the invoice complete indicator is set to *Y* and the invoice is forwarded to approvals or posting as appropriate.

If you leave this document in process and return to it later the new display only field in the header reflects the value that was saved.

7. If the Complete indicator is *R* (Receiving Required), open the Receiving Goods Form (FPARCVD) to create a receiving document. Continue with Step 8.

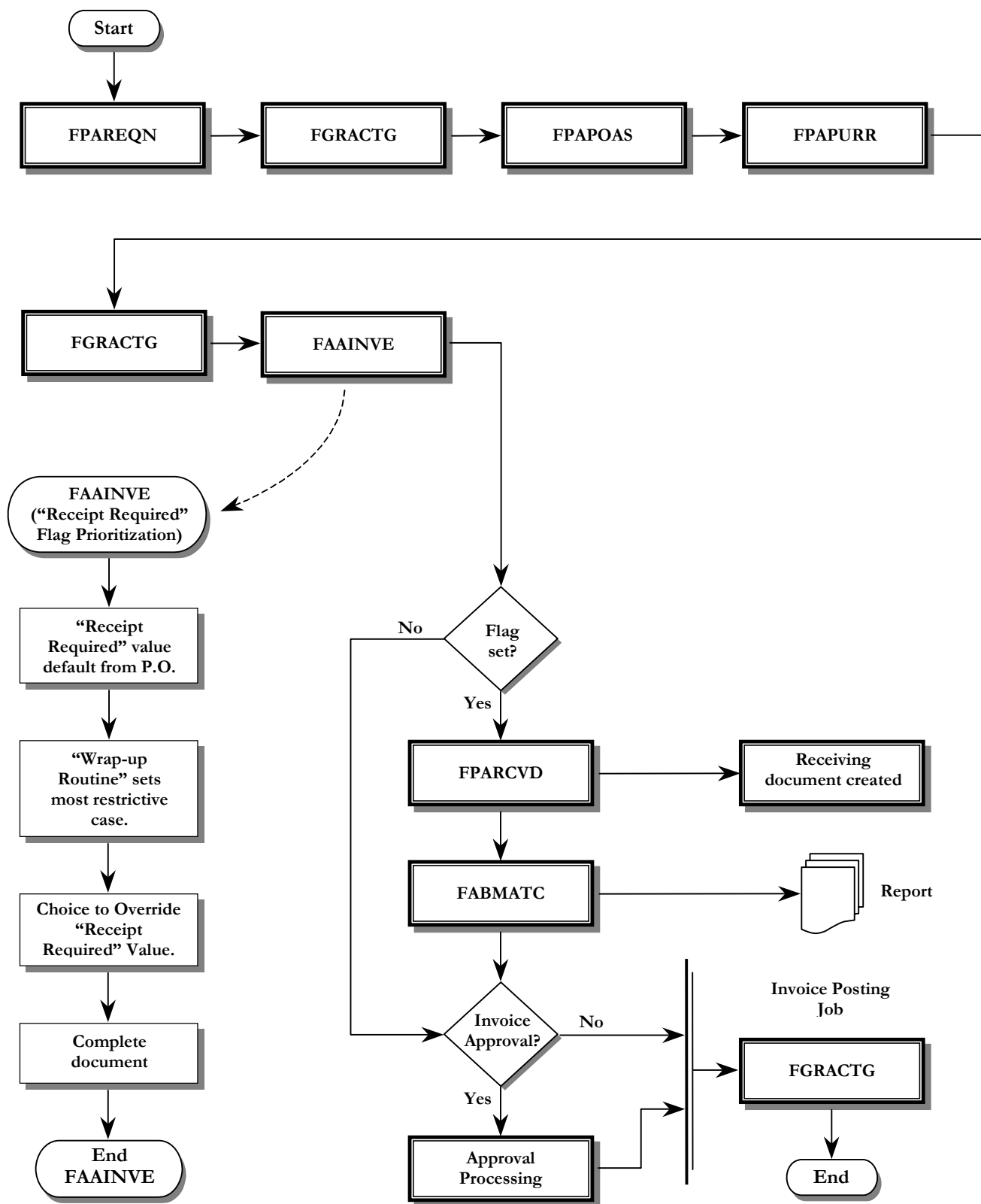
If the Complete indicator is *Y* (No Receipt Required), the document will be forwarded to the appropriate process. Continue with Step 9.

8. The Matching/Receiving Process (FABMATC) executes and compares Invoice and Purchase Order quantities/amounts. If sufficient quantities have been received, the invoice is forwarded to the approvals or posting process as appropriate.

The Matching/Receiving Process produces a report that lists unmatched and matched documents. Use this report to review and investigate potential receiving/invoicing problems.

**Note:** A user who has the proper authority on FOMPROF can use the Receipt Required Value Maintenance Form (FPARRIM) to change the value of the **Receipt Required** field.

9. The Posting Process (FGRACTG) posts the Invoice. After successful posting, the Invoice is available for payment.



## Internal Vendor Order Processing

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Internal Vendor Order Processing includes a standardized interface process that enables internal vendors to charge other departmental and organizational customers for goods and services provided. Charges for internal vendor purchase are made directly to the appropriate accounts in the general ledger at the time of payment release. Unlike external vendor transactions, internal vendor transactions are not invoiced.

This process enables you to upload a file of expense, revenue, GL, encumbrance liquidation and adjustment transactions from internal vendors or other sources. The file is posted to the Banner Finance General and Operating Ledgers. Text associated with the transactions is also loaded.

### Security Considerations

Banner baseline object level security is used to identify which User IDs are permitted to run the FUPLOAD, FURFEED, GUPDELT, FGRTRNI, GURDETL, FOMFSEQ, and GURTEXT processes.

Fund level security is not invoked, since GURFEED documents do not route through Fund/Organization security.

Interface transactions that error during FGRTRNI and/or FGRACTG processing will be available as incomplete Journal Vouchers, for correction. As with *normal*JV processing, staff responsible for correcting journal entries will need appropriate permissions, such as fund/organization, rule class, and user class as per site usage.

### Internal Controls

You will need to develop procedures for internal controls, to perform the following:

- Ensure the upload process functions in accordance with your site's policy.
- Provide a document numbering schema that does not conflict with document numbers created during the load process.

**Note:** Documents assigned numbers during the load process will not load successfully if another document exists in Banner Finance transaction history (FGBTRNH, FGBJVCH, and GURFEED).

## Things to Remember about Internal Vendor Order Processing

- Internal Vendor Order Processing does not perform inventory tracking functions and does not affect the Stores Inventory module.
- The requesting department decides if the purchase is to be filled by an Internal Vendor and would complete the appropriate form outside of Banner.
- The client is responsible for writing the extract process for each internal vendor used to select the appropriate interdepartmental charges and create data files that can be uploaded to Banner.
- Data files uploaded to Banner must conform to a standard fixed file format as provided by SunGard Higher Education and accessible to the FUPLOAD process.
- Maintenance of upload files is site-specific.
- Transactions that include a Fixed Asset account will, through FGRCTG processing, create a record in the Temporary Origination Tag Table (FFBOTAG) if the System Control Form (FOASYSC) is set to process Journal Vouchers for fixed assets.
- Transactions processed through this enhanced upload/interface are created as completed and approved documents.
- Transactions processed through this enhanced interface are assigned the next available document number, using the two-digit document number prefix according to the System ID, if a document number is not present in the upload file.
- The necessary level of detail in the interfaced transactions (in addition to that required by system processing) is defined by the client and must facilitate future processing within Banner Finance and the Fixed Asset module.
- No encumbrance establishment will occur, only liquidations and adjustments to encumbrances established within Banner Finance.
- Budget processing transactions will not occur.
- Transactions requiring vendor pidm or one-time vendor codes will not occur.
- Tax processing will not occur.
- Currency conversion will not occur.

## Internal Vendor Setup

1. Open the System Data Maintenance Form (FTMSDAT) to define all System IDs used in this process. Enter the following for each System ID:
  - Entity/Usage Code – *FGBTRNI*
  - Attribute Code – *SYSTEM\_ID*
  - Optional Code #1 – *SYSTEM\_ID* (user-defined value)
  - Effective Date – As desired
  - Description/Title – As desired
  - Short Title – As desired

- Data Field – Two alpha characters, as shown in the following chart.

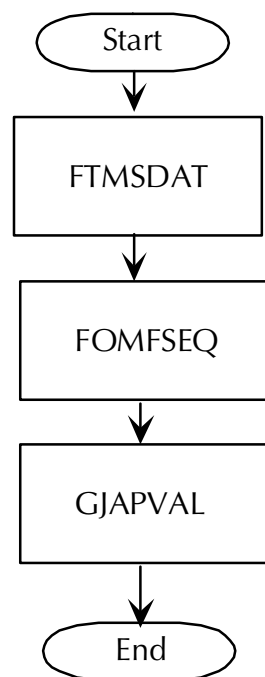
FOMFSEQ relationships are not necessary for a System\_ID where the document number is supplied in the upload file.

Character	Description	Allowable Values
First character	Determines format	<i>D</i> - Detail <i>S</i> - Summary
Second character	Transactions	<i>R</i> - Rejects <i>S</i> - Suspends

2. Optional) Open the Document Number Management Form (FOMFSEQ) to create any system ID/document number relationship, where FUPLOAD is expected to create the document number.
3. (Optional) Open the Parameter Value Validation Form (GJAPVAL) and enter the System ID(s) established in Step One in the Parameter 01 Value.

**Note:** If any one System ID Parameter Value is entered here, all System IDs that will be used by FUPLOAD must also be entered here.

### Internal Vendor Setup - Process Flow



## Internal Vendor Order Process

Data must conform to specific GURFEED population requirements. For detailed file-related details, refer to Chapter 25, "Finance Upload to GURFEED Process (FUPLOAD)" section.

1. Create an input file to include related internal vendor charges.
2. Execute the Finance Upload to GURFEED Process (FUPLOAD) to save valid internal charge records. Data load confirmation (document numbers and record count) and related errors are listed in the resulting report.

If you run FUPLOAD in Audit mode,

The load process continues until all records are read and passed through the edit process.

- All associated records are validated.
- Edited rows are not committed (to GURFEED or GURTEXT).
- A resulting FUPLOAD Report is generated.

If you run FUPLOAD in Update mode,

Some required GURFEED table columns are not included on the various input file record types but are system-generated.

- Individual input file documents are validated as follows:
  - (a) The System ID from the selected document's header record is compared to the input file's system ID parameter.
  - (b) The header record's Doc. Code is verified. If a Doc. Code does not exist, a Doc. Code is generated. If the Doc. Code is currently in use, an error is generated and the record is not committed.
  - (c) The header record's Transaction Date is checked for an open fiscal period based on the chart of accounts on the detail record.
  - (d) The detail record's encumbrance data are validated. If the encumbrance type is *L*, encumbrance validation is bypassed.
  - (e) The document's trailer record is validated.
  - (f) The document's text record sequence numbers are system-generated (starting at number 10, incrementing by 10, for each new document).
- Successfully validated data are written directly to GURFEED/GURTEXT. Documents that do not pass validation tests are noted in the FUPLOAD Report.
- When document validation is complete, a resulting FUPLOAD Report (.lis and .log) is generated.
- If the input file's permissions are configured to accept changes, the file's extension is updated to *processed* to indicate job status. For example, if the

It is possible to have successful and unsuccessful documents in the same file.



original input file's name was `filename.prn`, it is changed to `filename.processed`. Maintenance of upload files is site-specific.

- Any errors noted in the FUPLOAD report should be corrected in the Internal Vendor data file or, preferably, within the system used to generate the Internal Vendor data file. Specific correction methods are site-specific.
  - Corrected internal vendor data are resubmitted to Finance Upload to GURFEED Process (FUPLOAD) for additional processing.
3. (Optional) Execute the Document Detail Report (GURDETL) to review GURFEED data.

If document data are considered invalid, execute the Document Code Delete Process (GUPDELT) to remove invalid document(s).

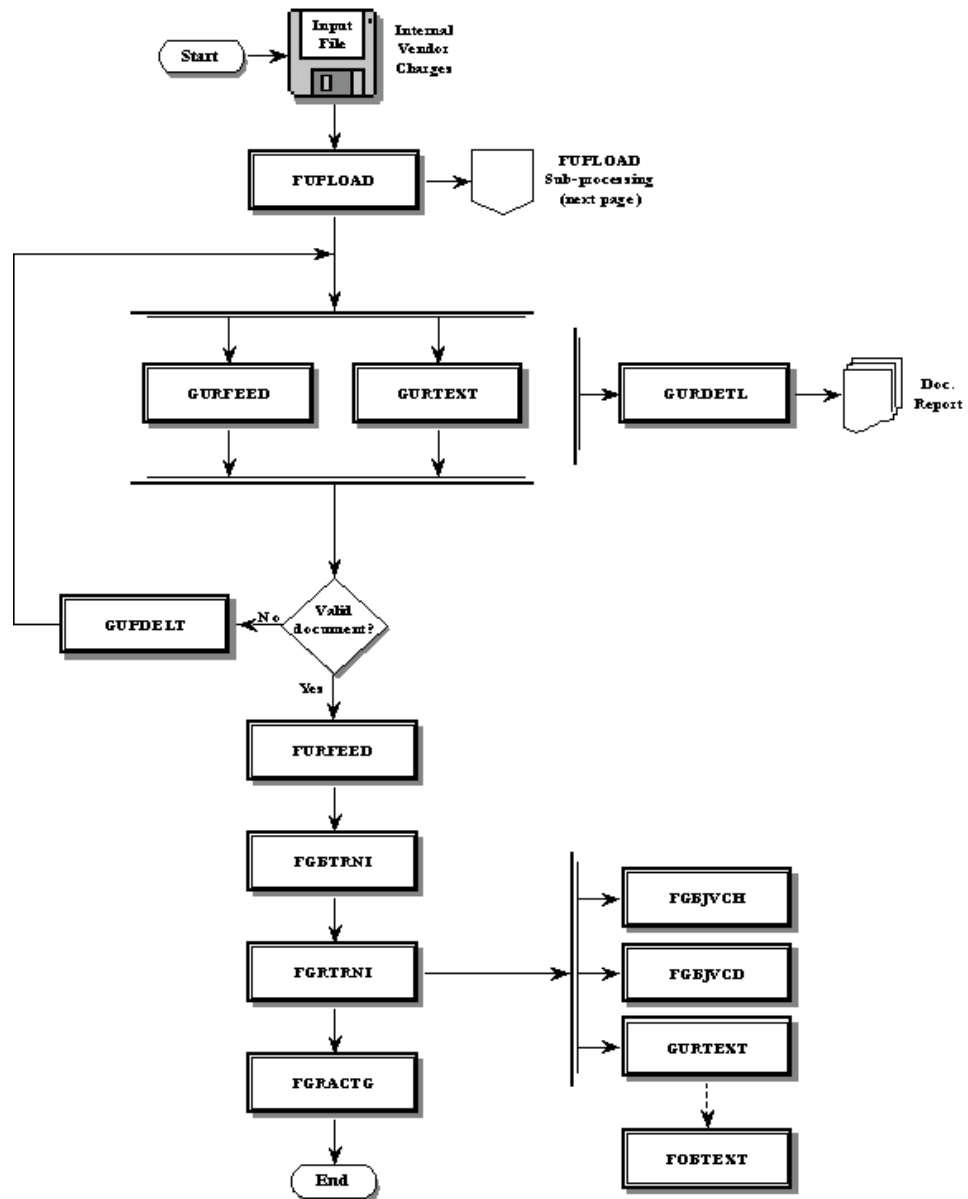
**Caution:** It is recommended that access to the Document Code Delete Process (GUPDELT) be restricted to staff members responsible for maintenance of data in the GURFEED and GURTEXT tables. Caution should be exercised when selecting a document for removal. This process can be used for any document in GURFEED, not just those from FUPLOAD. As such, AR, Advancement, and HR information could be deleted without chance of recovery.

4. Execute the Finance Feed Sweep Process (FURFEED) to identify valid data for further processing.
  - If document data are considered invalid, via FURFEED view mode, execute the Document Code Delete Process (GUPDELT) to remove invalid documents.
  - If document data are considered valid, GURFEED data are loaded via FURFEED select mode, through FGBTRNI to the FGBTRNI table.
5. Execute the Interface Process (FGRTRNI) to populate FGBJVCH and FGBJVCD. The FOBTEXT table is loaded from records in GURTEXT.

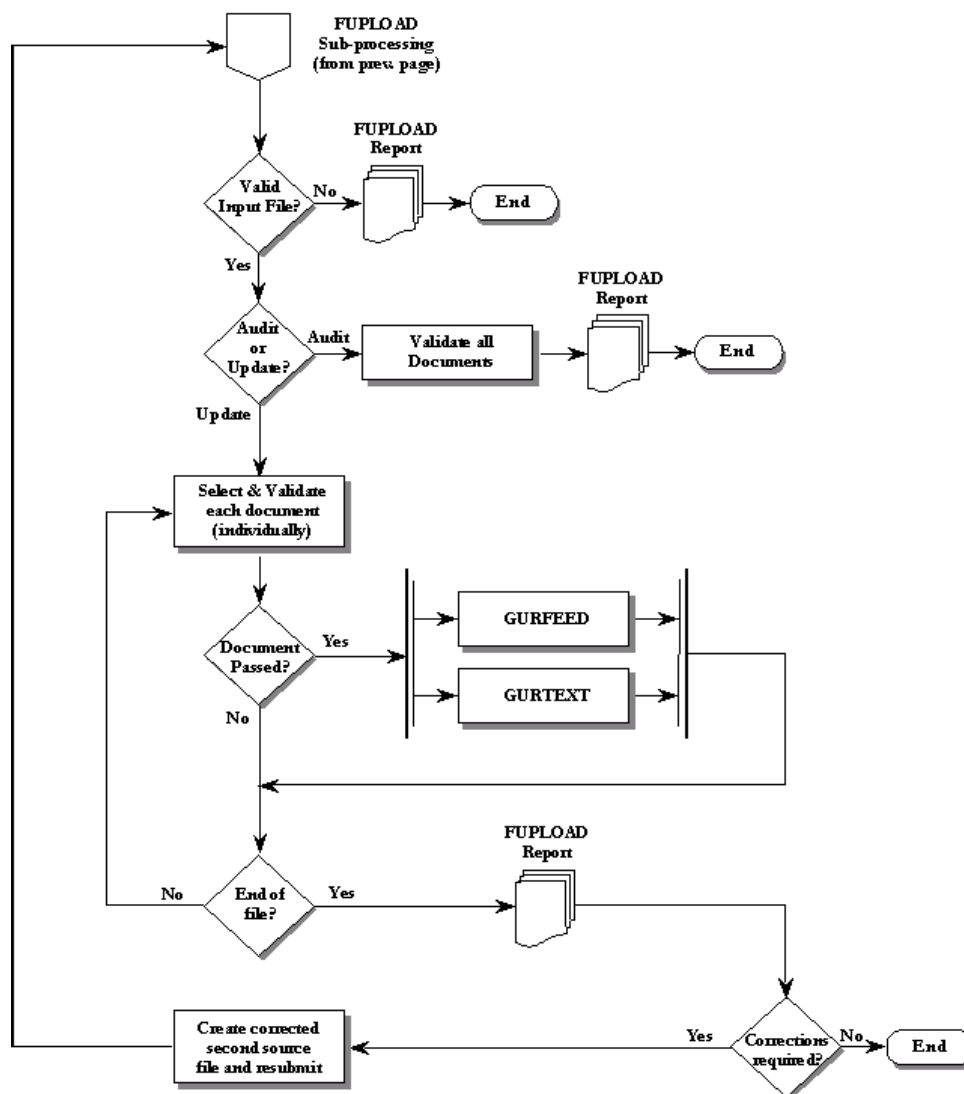
**Note:** Documents that fail FGRTRNI edits are presented as incomplete Journal Vouchers in Banner Finance for user correction and completion. Documents that interface successfully are submitted for posting as Journal Vouchers.

6. Execute the Posting Process (FGRACGTG) to store accounting data from Finance transactions to the appropriate Banner Finance ledgers.

## Internal Vendor Order Processing - Process Flow (1 of 2)



## Internal Vendor Order Processing - Process Flow (2 of 2)



## Approvals Processing

### Overview

This overview identifies the forms and fields you need to define for minimum approvals processing. Approval forms include:

- Finance Approval Menu (\*FINAPPR)
- User Approval Form (FOAUAPP)
- Document Approval Form (FOAAINP)

- Approvals Notification Form (FOIAINP)
- Document Approval History Form (FOIAPPH)
- Approval History Form (FOIAPHT)
- Approval Queue Routing Codes Form (FOMAQRC)
- Approval Queue Maintenance Form (FTMAPPQ)

**Note:** You can only approve or disapprove documents on the User Approval Form (FOAUAPP) and the Document Approval Form (FOAAINP). The Originating User can disapprove a document using the Document by User Form (FOADOCU). When you disapprove (that is, deny) a document, the system inserts a record with a queue of DENY into the history table.

Finance documents are created online in document entry forms. These documents include Journal Vouchers, Automatic Journal Vouchers, Encumbrances, Purchase Orders, Requisitions, Change Orders, Invoice/Credit Memos.

Documents are distributed by the Approvals Process (FORAPPL) to all required approval queues based on accounting information. Account information may include the following:

- Chart of Accounts
- Fund
- Fund Type
- Organization
- Account
- Account Type
- Program

The routing criteria determine which queue the system will use to route a document. After determining the initial routing queue, the system distributes the document to all the appropriate queues/levels necessary for final approval based on total document amount.

## Required Forms and Fields

### *Approval Queue Maintenance Form (FTMAPPQ)*

The required fields in the Key Information of this form are Queue ID, Description, and Queue Limit. The queue contains levels of approval necessary with appropriate approval limits by level.

Once you establish approval queues using the Approval Queue Maintenance Form (FTMAPPQ), define the routings. The Approval Queue Routing Codes Form (FOMAQRC) displays the Queue ID in the Key Information. Selecting Next Block automatically queries the routing detail information.

*Approval Queue Routing Codes Form (FOMAQRC)*

The required fields on this form are **Document Type**, **Rule Group**, and **Chart of Accounts**.

*System Control Maintenance Form (FOASYSC):*

- Populate the **Approval Override Indicator**, by document type, with *N* to initiate the Approval Process.
- Populate the **Approval Override Indicator**, by document type, with *I* to initiate the Implied Approval Process.
- Populate the **Approval Override Indicator**, by document type, with *Y* to bypass the Approval Process.

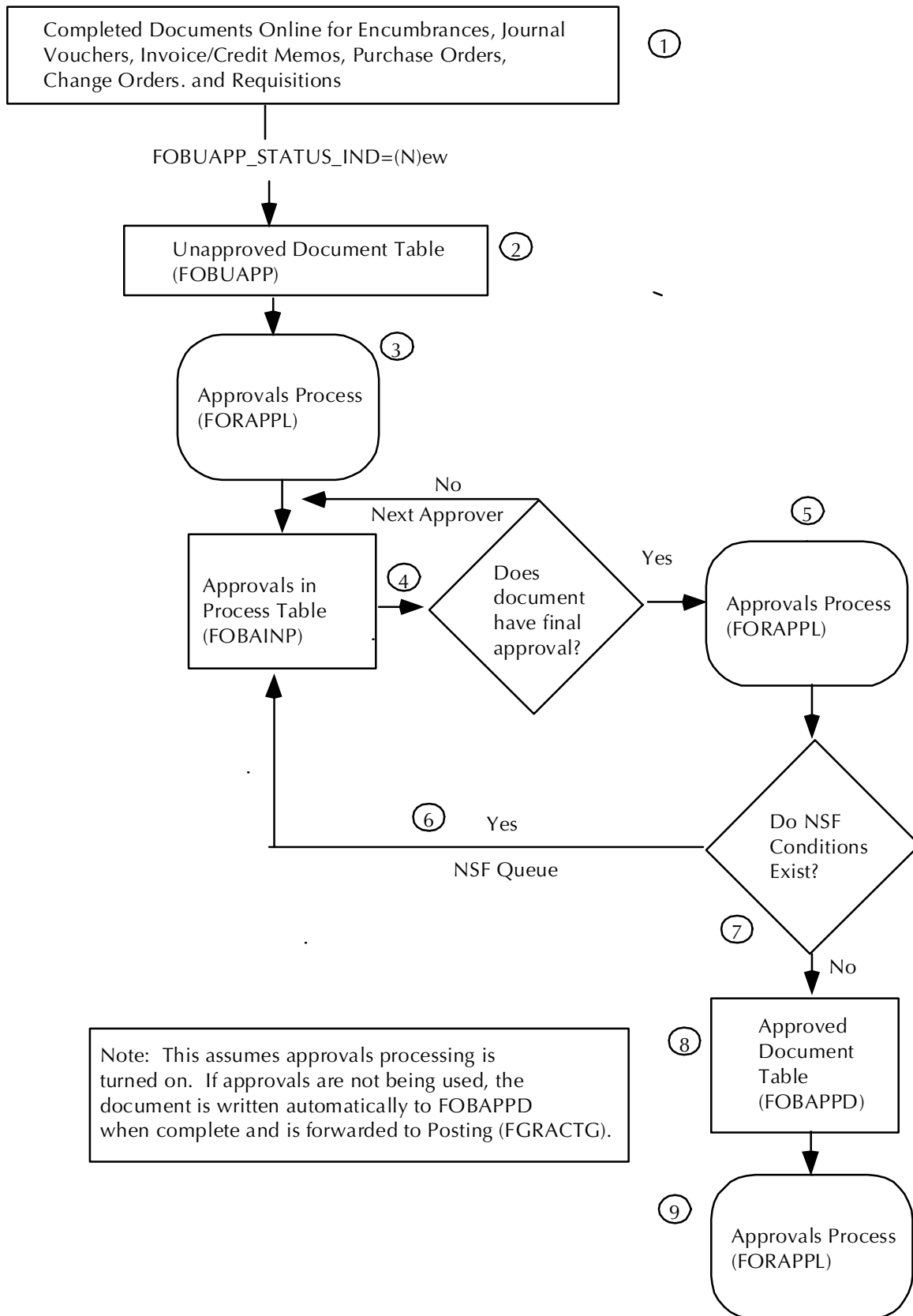
*User Profile Maintenance Form (FOMPROF):*

Enter the **User ID** and **User Name** for which you want to establish **NSF Override Authority** in the Key Information. Select Next Block and go to the **NSF Override** check box. Select the **NSF Override** check box to provide override authority.

The NSF Checking Indicator enables you to control NSF Checking by document type at time of entry. The following document types have the NSF Checking indicator: Journal Vouchers, Encumbrances, Requisitions, Purchase Orders, Change Orders, and Invoices. The default for this indicator is checked, which directs the system to perform NSF Checking when you enter any of these documents. If the box is unchecked, NSF Checking by document type will be delayed until posting.

## Approvals Process Flow

The approvals process flow appears on the following page.



## Approvals Process Flow Narrative

1. Complete documents using the appropriate online forms for encumbrances, journal vouchers, automatic journal vouchers, invoice/credit memos, purchase orders, change orders, and requisitions.
2. When you complete the document, the system inserts a *new* row into the Unapproved Document Table (FOBUAPP).
  - Status Indicator `FOBUAPP_STATUS_IND=N`.
  - The Status Indicator does not recognize revised documents. Revised documents are *new* upon completion.
  - The Unapproved Document Table (FOBUAPP) contains records for new documents based on document type, change sequence number, and submission number
  - The Approvals Process (FORAPPL) creates records for documents and inserts the records in the Approvals in Process Table (FOBAINP).
  - The system enters documents into all the appropriate queues based on data items, such as document type and document amount.
  - Once a document successfully processes through FORAPPL, all queue(s) and level(s) required for approval are determined. Once determined, they are unaffected by changes in queue routing (defined on FOMAQRRC) and queue limits (defined on FTMAPPQ).
  - If the approval criteria are satisfied, the Approvals Process distributes the document into the appropriate queues. A document may appear in more than one queue.

If you have not satisfied approval criteria, FORAPPL issues an error message and the record of this document remains in the Unapproved Document Table (FOBUAPP). The Approvals Process generates all approval-type error message.

Update the document using the appropriate online approval forms. You cannot modify a completed document unless FORAPPL denies approval. An example of approval criteria not being satisfied is an NSF condition.

Re-save the document for approval.

- You may view the online queues and review the commodities in the documents before you approve documents.
  - You may transfer to the document detail from the Document Approval Form (FOAAINP) and from the User Approval Form (FOAUAPP).
  - View the documents listed in the queues on the Document Approval Form (FOAAINP).
  - The system deletes records in the Approvals in Process Table (FOBAINP) when you have satisfied all approval levels for a completed document.
3. The system checks documents' NSF conditions before they are inserted into the Approved Document Table (FOBAPPD). The system reserves the NSF Queue for approved documents with NSF errors only.

4. FORAPPL transfers documents with NSF conditions to the Approvals in Process Table (FOBAINP).
5. If no NSF condition exists, the Approvals Process deletes the record in the Unapproved Document Table (FOBUAPP) and inserts a record in the Approved Document Table (FOBAPPD).
6. The Posting Process (FGRACTG) updates the finance ledgers with document accounting information.

## Cancelling a Document after Final Approval

You may cancel approved documents from the following forms:

- Invoice/Credit Memo Cancel Form (FAAINVD) for invoice/credit memos
- Requisition Cancel Form (FPARDEL) for requisitions
- Purchase/Blanket Order Cancel Form (FPAPDEL) for purchase and blanket orders
- Change Order Cancel Form (FPACDEL) for change orders

## Overview

The following is an overview for canceling a requisition:

When you create a requisition on the Requisition Form (FPAREQN), you may select Remove Record from the **Request** field and remove an incomplete document. To complete a document, enter the required data items and go to the Posting Control Information. Enter *Y* in the **Complete** field and select Next Block.

If you select Remove Record from the Requisition Commodity Information, you remove only the commodity and its accounting data. If you select Remove Record from the Key Information, you remove the document.

An authorized approver may deny (that is, disapprove) approval of this document. Approve or deny documents using the User Approval Form (FOAUAPP) and the Document Approval Form (FOAINP). The Originating User can disapprove a document using the Document by User Form (FOADOCU). If the system denies a document, the document status is *Incomplete*. The Incomplete status enables you to use the Remove Record function from FPAREQN to remove the document.

After final approval, the system updates the General Ledger for the total amount of the requisition. To cancel the document, access the Requisition Cancel Form (FPARDEL). Use FPARDEL to cancel a requisition document after the system has approved it. Once you save the canceled document, the system updates the General Ledger with a negative amount equal to the amount of the requisition. The system adjusts the available balance.

**Note:** You cannot modify completed and approved documents.



## Approval Queue Set-up Example

The following is an example of an approval queue definition:

### Using the Approval Queue Maintenance Form (FTMAPPQ)

In this example, Queue ID *PCH*, Purchasing Office, Level 1 approver (RBOYLE) can approve documents up to \$49,999.99. Documents greater than this value proceed to Level 2 (MTRAINER) as the next approver. MTRAINER, the chief purchasing officer may approve documents up to \$99,999.99.

Access the Approval Queue Maintenance Form (FTMAPPQ). To establish a queue, specify the following.

- |    |             |   |
|----|-------------|---|
| a. | Queue ID    | Enter the approval code ID that you wish to create or maintain.   |
| b. | Queue Title | Enter descriptive information for the queue.  |
| c. | Queue Limit | Enter the queue dollar limit. This amount should be equal to the approval limit of the user at the highest level of the queue. This dollar limit defines the upper limit for document approval by any individual user within the queue. |

### Approval Queue Form Notes

The **Queue Limit** field should be less than or equal to the dollar amount being approved by the highest level approver in the queue. It is this dollar amount in the **Queue Limit** field that acts as the trigger to move a document into the next queue. The queue limit may be less than the approval limit for any or all queue levels. Any document amount that exceeds the queue limit will look for a next queue for approval. If the document meets the criteria for moving forward to the next queue” it will be immediately available for approval by the next queue. Approval by the previous queue is not a prerequisite.

If everything for this queue should automatically go on to the **Next Queue** field, regardless of amount, set the **Queue Limit** field to zero.

Select Next Block to the FORAQUS Information. Use these fields to define levels of approval authority at various dollar amounts.

The lowest level approver within a queue should start at level 1. The approvals process searches for the lowest level approver. Multiple approvers may exist at a given level; however, all approvers at the same level require the same approval amount.

The lowest level approver can view all documents that come into the queue while each successive user only sees those documents with a dollar value higher than the

limit of the last approver. View documents from the User Approval Form (FOAUAPP) and the Document Approval Form (FOAAINP).

The higher level approvers are now able to see if all subordinate levels have already approved the document. The higher levels are now able to “force” the lower level(s) of approval. The approver displays as the approvers of the lower level if they do so.

## Approval Queue Examples

For example, enter a document for \$1500.00 into the system on 6/28/96. The system routes it to queue *Q1*.

Q1 is defined as follows: Queue limit is \$10,000.

Queue level 1 is \$1,000.

Queue level 2 is \$5,000.

Queue level 3 is \$10,000.

Queue level 1 has User ID FIMSUSR1; effective 06/01/96.

Queue level 1 has User ID FIMSUSR2; effective 07/01/96 terminated 07/31/96.

Queue level 2 has User ID FIMSUSR3; effective 06/01/96.

Queue level 3 has User ID FIMSUSR4; effective 06/01/96.

The system writes two records to the Document Approval Form (FOAAINP) for the document indicating that the system requires Queue Q1 level 1 and Queue Q1 level 2 approval.

On 06/29/96, only FIMSUSR1 can approve level 1 and FIMSUSR3 can approve level 2.

For the month of July, FIMSUSR2 can approve level 1.

**Note:** FIMSUSR3 can force level 1 approval if desired, even though FIMSUSR3 is not at level 1.

If you reduce Q1's limit of \$10,000 to \$1,000, it has no effect on the routing of this document because the routing is already determined.

If FIMSUSR1 has its approval privileges terminated as of 06/28/96, it could not approve on 06/29/96.

**Warning:** This would mean that no one could approve level 1 until FIMSUSR2 became valid on 07/01/94. Again FIMSUSR3 could force approval.

The Approval Queue definitions and limits determine who is the “next approver.”

The system discards duplicate records from the Approvals in Process Table (FOBAINP). Records present in the Approval Process (FORAPPL) remain unaffected by changes in queue level amounts or user amounts. The system reads these queue values when FORAPPL executes.

The Approvals Notification Form (FOIAINP) displays when you initially request a Banner Finance form. The Approvals Notification Form (FOIAINP) displays documents for which you are the next approver by Document Type and Document Count.

FOIAINP displays documents at the lowest approval level for the user currently logged on. Enter *Y* at the Transfer to Approval Screen prompt and select Enter to access the User Approval Form (FOAUAPP).

## Queue Routing Set-up Example

The following is an example of a routing queue definition.

Once you establish the Approval Queues using the Approval Queue Maintenance Form (FTMAPPQ), define the routing. The Approval Queue Routing Codes Form (FOMAQRC) enables you to establish routing paths for documents by Document Type, Rule Group, and Chart of Accounts. Optionally, you may define a variety of accounting information to the route.

A queue may have more than one routing criterion.

Enter a valid queue ID. The description will display. List is available. Select Next Block to query routing criteria for the queue ID.

The required fields on this form are **Document Type**, **Rule Group**, and **Chart of Accounts**. The following fields further define your routing criteria.

**Fund** - The system validates fund codes using the Fund Validation Table (FTVFUND). List is available. If you enter a high level fund, the system routes its subordinate funds to this queue unless a more specific queue definition exists containing the subordinate fund or a fund closer in the hierarchy.

**Fund Type** - The system validates fund type codes using the Fund Type Validation Table (FTVFTYP). List is available. You may enter either Level 1 or 2 Fund Types. Use these fund type levels to differentiate the routing of Unrestricted and Restricted Funds, if applicable at your site.

**Orgn** - The system validates organization codes using the Organization Validation Table (FTVORGN). List is available. Populate this field to route documents for approval based on departmental requirements.

**Acct** - The system validates account codes using the Account Validation Table (FTVACCT). List is available. Define this field to further specify document routings.

**Acct Type** - The system validates account type codes using the Account Type Validation Table (FTVATYP). List is available. Define this field to further specify

document routings. Use an account type code to route certain types of accounts (for example, Capital Equipment Purchases).

**Prog** - The system validates program codes using the Program Validation Table (FTVPROG). List is available. Populate this field to route documents for approval based on departmental requirements.

For example, if a queue contains a Fund and another queue contains an Organization, and you enter a document with both values defined, the system routes the document to the queue defined with the Fund versus the Organization. Define the precedence by the order of the values as displayed on FOMAQRC. Fund takes precedence over Fund Type. Fund and Fund Type take precedence over Organization. Organization takes precedence over Account.

The system uses the following selection criteria when an exact match does not exist:

- (a) Any combination of fund, organization, and account match. Fund has a higher selection criteria than organization, and organization has a higher selection criteria than account for those records that have the same number of matches.
- (b) The fund matches on this form and the transaction awaiting approval.
- (c) The organization matches on this form and the transaction awaiting approval.
- (d) The account matches on this form and the transaction awaiting approval.
- (e) There are no matches. However, the system matches the record that is the least number of levels away from the transaction. (Specify levels using the validation forms for fund, organization, and account.) Fund has a higher selection criteria than organization, and organization has a higher selection criteria than account for those records that are the same number of levels away from the transaction.

## Direct Cash Receipt Approvals

The Approval Process allows you to route Direct Cash Receipt documents. To accommodate this feature and to invoke rule classes, the rule group *DCRG* contains the following rule classes which were established for the *DCR* document type:

*DCSR* - Direct Cash Receipt

*RBTR* - Return Rebate Cash Receipt

*TAXR* - Remove Tax Liability on Cash Receipt

## Recommended Procedure

1. Verify that the rule classes (*DCSR*, *RBTR*, *TAXR*) are part of your production seed data.
2. Verify that a new Direct Cash Receipt Rule Group (*DCRG*) is valid in your production seed data and that the rule classes listed above are linked to this rule group on the Rule Group/ Rule Class Security Maintenance Form (*FOMRGRC*).
3. Create new approval queues for routing Direct Cash Receipts through the Approval Queue Maintenance Form (*FTMAPPQ*).
4. Set up approval routing criteria for the new approval queues on the Approval Queue Routing Codes Form (*FOMAQRC*).
5. Click the Approval Override button on the System Control Maintenance Form (*FOASYSC*) to go to the Approval Override Information Window.
6. On the Approval Override Information Window, select an option from the Cash Receipts pull-down list to run the document through or to bypass the approvals process.

## Document Level and Commodity Level Accounting

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### Document Level Accounting

Document Level Accounting enables you to assign account distributions at the document level, rather than to specific commodities. This means you have less data to enter and spend less time processing documents. For a large document, which you may charge entirely to the same accounting distribution or distributions, this means you only have to enter the distributions once per document, instead of for each commodity record. In addition, when you assign accounting distributions at the document level rather than commodity level, fewer records are stored on the transaction history tables and document accounting tables.

### Document Level Parameters

You can select the **Document Level Accounting** check box in the Invoice/Credit Memo Header window of the Invoice/Credit Memo Form (*FAAINVE*), or in the Commodity/Accounting window on the Invoice/Credit Memo Form (*FPAREQN*) or the Purchase Order Form (*FPAPURR*).

If you select the **Document Level Accounting** check box, the system expects and manages accounting distributions for the document in total. When you make

changes to commodities, such as quantity or unit prices changes, the resulting change in dollars is shared by all the accounting distributions, depending on the amount and percentage each accounting record owns of the document total.

**Note:** On the Change Order Form (FPACHAR), the **Document Level Accounting** check box default value comes from the purchase order. The indicator displays as selected or cleared and cannot be changed.

Do not mix the two types of accounting (Document Level Accounting and Commodity Level Accounting) within documents or between documents.

If you clear the **Document Level Accounting** check box, you must assign accounting distributions to specific commodities (Commodity Level Accounting). The check box default is selected, even for purchase orders you create from rush orders. This indicator field governs the processing of the entire document. Once you create accounting records, you can no longer switch the **Document Level Accounting** indicator. If you decide to change from Document Level Accounting to Commodity Level Accounting (or vice versa), delete the existing accounting records, return to the Commodity block of the Commodity/Accounting window and reset the indicator.

**Note:** With two different types of document processing available, it is very important to understand that you cannot mix the two types within documents or between documents.

If you create a requisition as a Document Level Accounting document that you roll into a purchase order, that purchase order becomes a Document Level Accounting document.

Conversely, if you create a requisition that is a Commodity Level Accounting document, the purchase order must be a commodity level purchase order. On each of the document forms, the system displays error messages to indicate whether a conflict exists.

Once you choose between Document and Commodity Level Accounting, enter the commodity items. Regardless of the accounting method, you enter commodities the same way. To create all of your commodity items first and move from one commodity to another, use Next Record and Previous Record. Alternatively, you can create one or more commodity records, select Next Block, and enter the Accounting Block of Commodity/Accounting window in order to specify the account distribution(s) for the document.

## Establishing Commodity Level Accounting

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For new purchase orders, requisitions, or invoices, you can set the default accounting level to Commodity Level Accounting instead of Document Level Accounting. If your site currently uses Document Level Accounting as the default, and you want to continue this practice, you do not have to do anything.

**Note:** The level you choose cannot be changed after the accounting sequences are created.

## Using Commodity Level Accounting at the Local Level

You can choose to use Commodity Level Accounting for all documents (Requisitions, Purchase Orders, Invoices) or selectively for specific documents.

### For All Documents

To set up Commodity Level Accounting for all procurement documents, perform the following steps.

**Note:** The effective date you enter on FTMSDAT establishes the initial date that Commodity Level Accounting goes into effect. For example, if you enter a past or current date on FTMSDAT, all documents created from then on will use Commodity Level Accounting. If, instead, you enter a future date on FTMSDAT, Commodity Level Accounting will not take effect until that date.

1. Access the System Data Maintenance Form (FTMSDAT).
2. In the Entity or Usage Code field, enter ALL\_DOCS.
3. In the Attribute Code field, enter ACCOUNTING\_LEVEL.
4. In the Data field, enter Commodity\_Level.
5. Save.

You can turn off this setting on FTMSDAT by terminating the record or changing the record status to inactive.

### For Specific Documents

To set up Commodity Level Accounting for specific documents only, perform the following steps.

**Note:** The effective date you enter on FTMSDAT establishes the initial date that Commodity Level Accounting goes into effect. For example, if you enter a past or current date on FTMSDAT, all documents created from then on will use Commodity Level Accounting. If, instead, you enter a future date on FTMSDAT, Commodity Level Accounting will not take effect until that date.

1. Access the System Data Maintenance Form (FTMSDAT).
2. In the **Entity or Usage Code** field, enter the type of document for which you want to use Commodity Level Accounting.
  - (a) REQ for requisitions

- (b) PO for purchase orders, rush orders and blanket orders
  - (c) INVOICE for invoices
3. In the **Attribute Code** field, enter ACCOUNTING\_LEVEL.
  4. In the **Data** field, enter either Commodity\_Level or Document\_Level.
  5. Save.

You can turn off this setting on FTMSDAT by terminating the record or changing the record status to inactive.

## Commodity Level vs. Document Level Accounting

### Invoice Accounting Distribution window (FAAINVE)

Once you enter the Invoice Accounting Distribution window on FAAINVE, some distinctions between Commodity Level and Document Level Accounting documents become apparent.

If you assign accounting distributions to the document in total, the item number associated with any accounting distribution on the document is zero. Therefore, at the top of the Invoice Accounting Distribution window, you do not see a value in the **Item** number field, and the **Commodity** field reads 'Document Acctg Distribution.' If the document uses Commodity Level Accounting, these fields display the specific item number and description for the commodity.

If you select the **Document Level Accounting** check box, you do not have to enter the dollar amounts when you enter the account distribution. The system incorporates a redistribution process into the Wrap-Up routine, which allocates and enters the amounts to the account distributions based on the sum of the commodity dollar amounts. If you process the document with Commodity Level Accounting (for example, the **Document Level Accounting** check box cleared), you must enter amounts when you create the accounting distributions, with the exception of the Requisition. For additional information, refer to "Automatic Accounting Redistribution" on page 2-211.

For both kinds of documents, enter amounts as specific dollar amounts or with assigned percentages. Once you enter a percentage in this window, the system stores it in the database. If the amount on the commodity changes, the Wrap-Up process recalculates the amounts based on these stored percentages. For additional information, refer to the section entitled "Automatic Accounting Redistribution" on page 2-211.

Once you create the accounting records, select Next Block to go to the Balancing/Completion window and complete the document.



## Encumbrances and Invoices

You can use the Invoice Credit/Memo Form (FAAINVE) to liquidate an encumbrance created using the Encumbrance Maintenance Form (FGAENCB). Unlike Purchase Orders, you create these encumbrances without commodity items.

Select General Encumbrance from the **Invoice Type** pull-down list on the main window of FAAINVE. When you bring an encumbrance into FAAINVE, the system automatically creates an item when you move from the Invoice/Credit Memo Header window into the Commodity Information window.

For this reason, an Invoice that liquidates an encumbrance that you create in the Encumbrance Maintenance Form (FGAENCB) must be a commodity level accounting document. Refer to an encumbrance that you create with the Encumbrance Maintenance Form as a General Accounting Encumbrance.

## Accounts Receivable and Invoices

On Invoices which you create for refunds by Accounts Receivable processing, the **Document Level Accounting** check box default value is cleared, indicating a Commodity Level Accounting document.

## Commodity/Accounting window (FPAPURR, FPAREQN, FPACHAR)

Once you enter the Accounting block of Commodity/Accounting window on FPAPURR, FPAREQN, or FPACHAR, some distinctions between Commodity Level and Document Level Accounting documents become apparent.

The **Document Level Accounting** indicator is visible at the top of the window to act as a visual reminder of what type of processing you have selected for the document.

Based on the type of processing selected, the Commodity/Accounting window dynamically redisplay with fields appropriate for working within the selected processing type. For details, refer to the following table.

	Fields Displayed	Notes
<b>Document Level Accounting - Fields Displayed</b>	Commodity Line Total  Document Commodity Total  Document Accounting Total  Remaining Commodity Amount	Be sure the amount in the <b>Document Commodity Total</b> field equals the amount in the <b>Document Accounting Total</b> field.  <b>Remaining Commodity Amount</b> displays the difference between the net total of all commodities entered on the document and the net total of accounting distributions entered on the document.
<b>Commodity Level Accounting - Fields Displayed</b>	Commodity Line Total  Commodity Accounting Total  Remaining Comm Amount	Be sure the amount in the <b>Commodity Line Total</b> field equals the amount displayed in the <b>Commodity Accounting Total</b> field for each commodity entered.  <b>Remaining Comm Amount</b> displays the difference between the net total of the currently selected commodity and the net total of all the accounting distributions entered for the selected commodity.

### Completing the Document

For both Document Level and Commodity Level Accounting documents, you can enter amounts as specific dollar amounts or with assigned percentages. Once you enter a percentage in the Accounting Block of Commodity/Accounting window, the system stores it in the database. If you enter a specific dollar amount the percentage is calculated and stored in the database. Therefore, if the amount on the commodity changes, the Wrap-Up routine recalculates the amounts based on these stored percentages. For additional information, refer to the section entitled "Automatic Accounting Redistribution" on page 2-211.

Once you create the accounting records, select Next Block to access the Balancing/Completion window and complete the document.

## Automatic Accounting Redistribution

Automatic reallocation of amounts occurs at the accounting level when you make a change to an existing commodity record on a document. This eliminates the need to adjust accounting distributions when you make a change in quantity or unit price to a commodity record. The system automatically distributes this change to the accounting distributions based on the percentage of the total held by each accounting distribution.

**Note:** For this process to automatically recalculate the amounts based on the stored percentages, the total of the percentages (either assigned or calculated) must equal 100%. Until the percentages are set to 100%, you will be required to manually update the Accounting amounts or assigned percentages for each accounting distribution entered.

For Document Level Accounting, the percentage is based on document total. For Commodity Level Accounting, you change the total related to the specific commodity.

## Automatic Accounting Redistribution Wrap-Up Routine

The Wrap-Up routine accommodates currency conversion calculations and also prevents rounding problems encountered when you process certain kinds of tax-related transactions.

The Wrap-Up routine includes two processes:

1. The first process examines the amounts for all the accounting records for a specific commodity and determines if the detailed accounting amounts add up to the summary amounts on the commodity record. If not, a rounding error must be corrected. The process corrects the rounding error and sends you a message that states that the system has corrected a rounding error.
2. The second process calls the Available Balance process, if appropriate. If the Available Balance process determines that there are insufficient funds, the system sets the NSF Suspense flag on the accounting record to Y.

## Automatic Accounting Reallocation

Use the **Access Completion** check box (in conjunction with the suspense indicators on the commodity and accounting records) to determine when to allocate amounts automatically to accounting distributions. In the Purchase Order Form (FPAPURR), Change Order Form (FPACHAR) and Requisition Form (FPAREQN), the **Access Completion** check box is replaced with a **Distribute** check box since the Commodity and Accounting blocks exist on the same window. The fundamental difference between these two check boxes is that **Access Completion** only completes its related processes when used in conjunction with the Next Block function. The **Distribute**

process completes its related function when used in conjunction with either Next Block or the link to the Balancing/Completion window.

When you first create a commodity record, the **Access Completion/Distribute** check box is left cleared until you create accounting distributions. Once you create accounting distributions, the **Access Completion/Distribute** check box default value is selected.

Differences in accounting reallocation functionality between the two types of document processing are explained in the following sections entitled “Allocating Document Level Accounting Records” on page 2-212 and “Allocating Commodity Level Accounting Records” on page 2-213.

**Note:** For this process to automatically recalculate the amounts based on the stored percentages, the total of the percentages (either assigned or calculated) must equal 100%. Until the percentages are set to 100%, you will be required to manually update the Accounting amounts or assigned percentages for each accounting distribution entered.

## Allocating Document Level Accounting Records

If a commodity record exists and accounting records exist for the document when you initially query the commodity, the **Access Completion/Distribute** check box default value is selected.

If you select Next Block at this point and select the **Access Completion/Distribute** check box, the system automatically allocates the change of the new dollar amount to the accounting distributions. If using the **Access Completion** check box, it then automatically opens the Balancing/Completion window. It is not necessary to go to the Accounting window to manually reallocate the amounts in this case. If using Distribute, it navigates to Accounting block and displays the updated dollar amounts.

To change unit prices on multiple commodity records on a Document Level Accounting document, make the change to the first commodity and select Next Record to add or change the next commodity. Executing Next Record saves your changes and takes you to the next commodity, but does not reallocate the change at this time. Once you complete your changes, leave **Access Completion/Distribute** selected, and then select Next Block or click on the Balancing/Completion link to allow the system to distribute the changes.

If you prefer to enter specific accounting amounts, leave **Access Completion/Distribute** cleared. When you select Next Block in this case, the system does not automatically allocate the amounts. You can distribute the amounts among the accounting distributions as you wish.

Once you make the desired changes, select Next Block from the Accounting window or click on the Balancing/Completion link to access the Balancing/Completion window and complete the document.

## Allocating Commodity Level Accounting Records

Accounting amounts are reallocated differently for Commodity Level Accounting documents.

Like Document Level Accounting, the **Access Completion/Distribute** check box remains cleared until you create accounting records. The system automatically selects the **Access Completion/Distribute** check box once you create an accounting record. The system reallocates accounting amounts when you select Next Block in a Commodity Level Accounting document.

Since the system links accounting records to specific commodity items, you must invoke the Wrap-Up routine when you move from one commodity record to the next. You may still clear the **Access Completion/Distribute** check box and select Next Block to enter the Accounting window and allocate the amounts manually.

## Request Processing

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**Note:** For information about Finance e-procurement, please refer to the *Finance e-Procurement for HigherMarkets Banner Handbook*.

### Creating a Requisition

To create a requisition, access the Requisition Form (FPAREQN) from the Request Processing Menu (\*FINREQST). Use this form to create and maintain the header, commodity, and accounting information for requisitions.

You have two options when you create the accounting information for the requisition. Document Level Accounting enables you to assign accounting distributions to the document in total. Commodity Level Accounting enables you to assign account distributions to individual commodities.

The advantages of Document Level Accounting are reduced data entry time and a reduced number of records stored in the requisition accounting and transaction history tables.

**Note:** You must retain the accounting method that you choose for a given requisition through all subsequent related documents.

### Entering Key Information

The Key Information in FPAREQN contains the requisition number, the vendor ID, and the vendor name.

1. Assign a request number, or enter *NEXT* in the **Request** field to have the system generate one.
2. The **Vendor** and the Vendor Name (Unlabeled) fields are optional. Several options are available for entry of vendor information:
  - To assign a vendor to the header, tab to the **Vendor** field and type the vendor code.
  - To recommend a vendor, leave the **Vendor** field blank and type a recommended name in the **Vendor** name field.
  - To create a vendor or add address information, select Count Hits when the cursor is in the **Vendor** field to access the Vendor Maintenance Form (FTMVEND). This option may be unavailable if you do not have access privileges to this form.
  - To search for a vendor, click the **Vendor** button or select List from the **Vendor** field to use the Vendor Name Search feature.
3. Select Next Block to enter the Requestor Window.

### Requestor/Delivery Window

1. The **Transaction Date** defaults to the system date, but you can override it.
2. The **Delivery Date**, **Requestor**, **Chart of Accounts**, and **Organization** fields are required. The **Delivery Date** must be later than the **Transaction Date**. You may select List from the **Chart of Accounts** and **Organization** fields.

The **Cancel** date and **Printed** indicator fields are non-enterable.

3. The **Document Level Accounting** box defaults to checked, which enables you to assign accounting distributions to the requisition in total, rather than to the individual commodities. To select Commodity Level Accounting, uncheck this box.
4. To create requisition header text, click **Document Text** or select the corresponding menu option to access the Procurement Text Entry Form (FOAPOXT).
5. Click or select Save and select Next Block to go to the Requisition Commodity Data Window. To enter the Vendor Information Window, select the corresponding menu option.

### Vendor Information Window

1. The **Vendor** and Vendor Name (Unlabeled) fields default from the Key Information. The **Address Type** and **Sequence** fields default, but you can enter

information into both fields. The combination of these fields must be valid for you to save the record.

If a new vendor which is not on FTIIDEN is entered in the **Vendor** name field, you cannot specify an address.

2. To select a currency code, click the **Currency** code button or select List from that field. The currency code defaults if the selected vendor uses foreign currency.
3. Click or select Save and select Next Block to go to the Requisition Commodity Data Window. To enter the Document Indicators Window, select the corresponding menu option.

## Document Indicators Window

1. Check the **NSF Checking** box to have the system perform budget checking online. If NSF Checking is activated on the System Control Maintenance Form (FOASYSC), you may not uncheck it here.
2. If the **Deferred Editing** box is unchecked, ongoing editing of the document is performed by the system. Check this box to activate the deferred editing feature. This feature speeds up system processing, but disables the system from displaying online errors immediately.
3. The **In Suspense** indicator displays the status of the requisition. If the document is in suspense (as shown by a *Y* in this indicator), the document contains one or more errors which must be resolved before the document is completed.
4. Click or select Save and select Next Block to enter commodity data.

## Entering Commodity Data on the Requisition

### Commodity/Accounting Window

1. Enter the **Commodity** code, the commodity **Description**, or both. You may choose from the following options while in these fields:
  - To select a commodity from the Commodity Validation Form (FTVCOMM), click on the Commodity button or select List from the **Commodity** field. To select a commodity from the Commodity Alpha Search Form (FPIACOM), tab to the **Description** field and use the button or List.
  - To access the Vendor Products Query Form (FPIVPRD) and view the vendor commodity relationships, click on the Commodity button or select Count Hits from the **Commodity** field. If an agreement exists with a vendor other than the vendor you specify, a message displays.

2. The **U/M** is a required field. To select from a list of unit of measure codes, click on the U/M button or select List.
3. Specify the **Quantity** and **Unit Price** for the commodity. If an agreement exists with the vendor, these fields default to the quantity and unit price specified in the agreement. To access the Currency Conversion Window (which you can only access when you enter a foreign currency in the Vendor Information Window), select Count Hits from either the **Quantity** or **Unit Price** fields. The system calculates the extended price.
4. The **Delivery Date** defaults from the header, but you may change it here. Select from *Standard*, *Modified*, and *Ignore* in the **Text Usage** field.
5. To view the commodity text, click the **View Commodity Text** button or select the menu option. If you wish to create text for this item on the requisition, click the Line Item Text button or select the menu option.
6. Click or select Save. Select Next Record to enter additional commodity records.
7. If you check the **Access Completion** box, you may change commodity amount information after you create accounting records, and the form will automatically reallocate the commodity amounts to the accounting records. You cannot access the **Access Completion** box until accounting records exist for the commodity. When accounting records exist, the field defaults to checked. To make a change to the commodity amount, select Next Block. This navigates you to the Balancing/Completion Window.

The Wrap-up routine recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance process. Wrap-up only occurs when you navigate from the Requisition Commodity Data Window to the Balancing/Completion Window (when accounting records exist) or from the Requisition Accounting Data Window to the Balancing/Completion Window if the **Document Level Accounting** box has been checked. If the requisition is a Commodity Level Accounting document, Wrap-up also occurs when you go from the Requisition Accounting Data Window back to the Requisition Commodity Data Window.

If you wish to reallocate the accounting amounts manually, uncheck the **Access Completion** box and select Next Block to access the Requisition Accounting Data Window.

You may go to the following areas from this window:

- To access the Commodities for Review Query Form (FOICOMM), click Review Commodities or select the menu option.
- To access the Vendor Products Query Form (FPIVPRD), select Count Hits from the **Commodity Code** field.
- To access the Currency Conversion Window, select Count Hits from the **Quantity** field.



- To access the General Text Entry Form (FOATEXT), select View Commodity Text or select the menu option.
- To access the Procurement Text Entry Form (FOAPOXT), select Line Item Text or select the menu option.
- To access either the Balancing/Completion Window or the Requisition Accounting Data Window, select Next Block. You can only access the Balancing/Completion Window from this window when accounting records exist for the commodity. When accounting records exist, the **Access Completion** box defaults to checked.
- To access the Requisition Accounting Data Window when accounting records already exist, uncheck the **Access Completion** box and select Next Block.

## Requisition Commodity Supplemental Data Window

This window is used primarily to add or view shipping location information.

1. The vendor or recommended vendor defaults from the header. The Address Code also defaults, but may be changed here. You can specify the **Sequence** number for each commodity record for those vendors already on the Entity Name/ID Search Form (FTIIDEN).
2. Enter the **Ship To** code. A button and List are available to select a code from a list window.
3. You may enter a **Currency** code in this window if the vendor uses a currency other than your installation's base currency.

## Default Vendor Window

Use this window to change the vendor for a specified commodity on the requisition. The default **Vendor** code and name default, but may be changed here. To scroll through multiple commodities, use Next Record and Previous Record from within the Requisition Commodity Data Window.

When you enter additional commodity records, the vendor you specify in the previous commodity record defaults into the Key Information. To retrieve the header vendor, use the Clear Block function.

To select a vendor previously assigned to a commodity on this requisition:

1. Select Previous Record or Next Record (from within the Requisition Commodity Data Window) to scroll to the desired commodity record.
2. Access the Default Vendor Window using the Options menu.
3. Place the cursor in the **Vendor** field.
4. Select Exit with Value.

5. Scroll to the next new commodity record.

The system defaults the vendor you select.

## Entering Accounting Data on the Requisition

The values in the commodity **Item** and **Commodity** description fields for requisitions using Document Level Accounting are different than requisitions with Commodity Level Accounting.

If the requisition uses Document Level Accounting, the accounting distribution(s) pertain to the entire requisition document rather than to an individual commodity.

If **Document Level Accounting** is selected, the commodity **Item** field is blank and the **Commodity** description field reads *Document Acctg Distribution*. For a Commodity Level Accounting requisition, the **Item** field is populated with an item number, and the **Commodity** description field displays the description for that item.

To enter accounting data in the Requisition Accounting Data Window:

1. Enter the **COA**, **Fund**, **Orgn**, **Acct**, **Prog**, and **Amt** fields. If you use an account **Index**, the system checks the Override indicators when you save.
2. You can also enter **Actv** (Activity), **Locn** (Location), and **Proj** (Project) codes.
3. You can create multiple accounting sequences and distribute the amounts on a percentage or amount basis.

Several options are available for entering accounting information:

- You can save the record without entering amounts. When you execute, the redistribution function from the Requisition Commodity Data Window assigns the extended amounts equally among the entered account distributions.
- You can manually enter the dollar amounts.
- You can enter the percentages and have the form calculate the amounts.

*If the **Document Level Accounting** box is checked:*

When you select Next Block from the Requisition Commodity Data Window to execute the redistribution function, the system redistributes the total of all commodity items to the accounting records using the percentages previously entered for each account distribution.

*If the **Document Level Accounting** box is unchecked:*

If this is a commodity level requisition, the system redistributes only the specific commodity amount among the assigned accounting sequences that use the entered percentages.

**Note:** Use either all dollar amounts or all percentages on the account sequences for each commodity. To take advantage of commodity automatic redistribution of amounts by percent, use percentages. If you did not use a percentage to originally derive the amount, the system

redistributes the commodity amount equally among its account distributions.

You can move from one accounting sequence to another with the Next Record and Previous Record functions. To view the available budget, select Block Menu from any of the FOAPAL fields to access the Budget Availability Form (FGIBAVL). Select Next Block to access the Balancing/Completion Window.

**Note:** The FOAPAL fields are the **Fund, Organization, Account, Program, Activity, and Location** fields.

Several navigation options are available when you enter accounting information from this window:

- To access the Currency Conversion Window, click Currency Conversion or select Count Hits.
- To view the Commodities and Accounting for Review Query Form (FOICACT), click View Accounting or select the menu option.
- To view the Budget Availability Form (FGIBAVL), click Budget Availability or select Block Menu from any of the FOAPAL fields.
- To advance to the Balancing/Completion Window, select Next Block.

The system performs the Available Balance process after you enter and save all the accounting records for a commodity or a document (depending on which type of accounting was selected). The **NSF Suspense** indicator shows *A* while you enter accounting records. If you receive an insufficient funds message, and if you have authorization to override the budget, check the **NSF Override** box and recommit the record.

To enter additional commodities, select Previous Block to return to the Requisition Commodity Data Window. If the requisition uses Document Level Accounting, Wrap-Up does not occur at this time. If the requisition uses Commodity Level Accounting, Wrap-Up occurs when you select Previous Block.

**Note:** Remember that when you return to the Requisition Commodity Data Window, the **Access Completion** box is checked. If you select Next Block once you create the commodity record, the system executes the Wrap-Up routine and opens the Balancing/Completion Window.

If you need to enter additional accounting records or reallocate the amounts manually, uncheck the **Access Completion** box and select Next Block to access the Requisition Accounting Data Window. Once you complete the accounting records, select Next Block to access the Balancing/Completion Window.

## Entering Currency Conversion Information on the Requisition

Unless you specify otherwise, all entered amounts are in the base currency of your installation. To verify this currency, refer to the Installation Control Form (GUAINST).

When you select a foreign vendor, you can enter a currency code in the **Currency Code** field in the Requisition Commodity Supplemental Data Window. Select List to select from a Currency Code Validation Window. When you enter an established vendor, the vendor's currency code defaults into this field.

The system calculates the converted amount (by dividing the input amount by the exchange rate) at both the commodity and accounting levels.

The system uses the converted amount for Available Balance checking and posts this amount to the ledgers.

To view the converted amounts, navigate to the Currency Conversion Window. To access this window, select Count Hits from either the **Quantity** or **Unit Price** fields in the Requisition Commodity Data Window or from anywhere within the Requisition Accounting Data Window.

## Currency Conversion and Document Level Accounting

When commodities are brought forward from a requisition in the Currency Conversion process, the accounting distributions are brought forward based on the proportionate amounts of the commodity to the document total.

Document Level Accounting means that no specific relationship exists with a commodity and an accounting distribution.

For example, assume that you have a requisition with two commodities, each valued at \$100.00. If the requisition has two accounting distributions at the document level, it brings forward \$100.00 of accounting distributions if one of the two items is assigned to a purchase order. The system distributes the \$100.00 of accounting distributions based on the percentage of the document total each accounting distribution holds.

## Automatic Accounting Redistribution

The system reallocates amounts at the accounting level when you change an existing commodity record on a document. This eliminates the need to adjust accounting distributions when you make a change in quantity or unit price to a commodity record. The system distributes this change to the accounting distributions based on the percentage of the total each accounting distribution holds.

Changes to commodity records occur in the Requisition Form (FPAREQN), Purchase Order Form (FPAPURR), and Change Order Form (FPACHAR). For additional information, refer to the reference information for each of these forms.

This feature is available for both Document Level Accounting and Commodity Level Accounting document processing. For Document Level Accounting, this percentage is based on document total; for Commodity Level Accounting, this percentage is based on the total as it relates to the specific commodity that you change.

## Wrap-Up Routine

This routine accommodates currency conversion calculations and tax calculations, as well as online budget availability checking. It includes two processes:

- The first process examines the amounts for all the accounting records for a specific commodity and determines if the detailed accounting amounts add up to the summary amounts on the commodity record. If they do not add up, a

rounding error occurs. This process corrects the rounding error and sends a message that a rounding error has been corrected.

- The second process calls the Available Balance process, if appropriate. If this process determines that there are insufficient funds, it sets the NSF Suspense flag on the accounting record to *Y*.

An additional process enables you to save accounting changes automatically on the basis of commodity changes without reentering the Requisition Accounting Data Window. When appropriate (see below), the first process reallocates the sum of the commodity amounts to the accounting distributions based either on an equal allocation (if no percentages appear in the accounting records or if you use stored percentages).

Remember, when you enter accounting information, you may reallocate the amounts on a percentage basis. Also, when you create a purchase order from this requisition, the system calculates the proportions of the accounting to the commodity and stores them as percentages in the purchase order.

## Automatic Reallocation

In the Commodity Data Window of each of the purchasing forms, there is an **Access Completion** check box to facilitate the automatic reallocation process. This check box, in conjunction with the suspense indicators on the commodity and accounting records, determines when to allocate amounts automatically to the accounting distributions.

If no accounting distributions exist, the **Access Completion** check box defaults to unchecked. You cannot check this check box until you create accounting distributions. The system automatically checks the **Access Completion** check box once you create accounting distributions, the box defaults to checked each time a commodity record displays regardless of the type of document processing selected. However, the functionality for Document Level Accounting is slightly different than for Commodity Level Accounting.

### *Document Level Accounting*

If a commodity record exists and accounting records exist for the document when you first query the commodity, the **Access Completion** box is checked. If you make a change to the commodity (for example, if you change the unit price), the commodity Suspense indicator displays *Y*. If you select Next Block with the **Access Completion** box checked, the system automatically reallocates the change in terms of the new amount to the accounting distributions and opens the Balancing/Completion Window. You do not need to reallocate the amounts manually in the Accounting Data Window.

To make changes to unit prices on multiple commodity records on a Document Level Accounting document, change the first commodity record and select Next Record to add or change the next commodity. This saves your changes and takes you to the next commodity record, but it does not automatically reallocate the change at this time.

Once you complete all your changes, select Next Block to have the system distribute the changes. If you prefer to enter specific amounts for the accounting, uncheck the **Access Completion** box. When you select Next Block at this point, the automatic redistribution does not take place, and the Accounting Data Window opens.

Distribute the amounts among the accounting distributions as desired. When you complete the changes, select Next Block to open the Balancing/Completion Window and complete the document.

#### *Commodity Level Accounting*

The allocation process for Commodity Level Accounting documents differs somewhat from Document Level Accounting. As with Document Level Accounting, the **Access Completion** box remains unchecked until accounting records are created, and you cannot access the check box. Once you create an accounting record, the system automatically checks the **Access Completion** check box. However, unlike the Document Level Accounting, the system automatically reallocates accounting amounts when you select Next Block or Next Record in a Commodity Level Accounting document.

Since the system links accounting records to specific commodity items, you should invoke the Wrap-Up routine when you move from one commodity record to the next. You may still uncheck the **Access Completion** check box. Select Next Block to enter the Accounting Data Window and allocate the amounts manually.

Whether you use Commodity Level or Document Level Accounting on the Requisition Form (FPAREQN), you can leave the amounts on the Accounting Window blank, and the form will automatically allocate the amounts.

When you incorporate this additional process into Wrap-Up, you can enter accounting distributions without entering dollar amounts on Document Level Accounting documents.

## Purchase Order Processing

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**Note:** For information about Finance e-procurement, please refer to the *Finance e-Procurement for HigherMarkets Banner Handbook*.

### Issuing a Purchase Order

Use the Purchase Order Form (FPAPURR) to create and issue purchase orders. Access this form from the Purchase Order Processing Menu (\*FINPO).

You can create a purchase order with either a general ledger account or an expense account. However, you cannot combine these two different accounts on the same purchase order. If you create a purchase order from a requisition, you must designate it as an expense purchase order.

If you create the purchase order with Document Level Accounting, assign accounting distributions to the purchase order document in total. If you create the purchase order with Commodity Level Accounting, you may assign account distributions to specific commodities, if necessary.

Document Level Accounting has the following advantages:

- Reduced data entry time.
- Fewer records stored by the system in the purchase order accounting and transaction history tables.

**Note:** If you create a purchase order from an existing requisition, you must use the same method of accounting that you used on the requisition.

## Entering Purchase Order Key Information

Enter the following information in the main window of FPAPURR:

1. Enter the purchase order number in the Key Information or enter *NEXT* to have the system generate a document number.
2. Enter the number of the vendor from whom you wish to order the goods in the **Vendor** field.
3. If the purchase order is associated with a blanket order, enter the **Blanket Order** number. List is available for this field.

Select Next Block to default the vendor and all header information from the blanket order.

You can navigate to additional forms from the **Vendor** and **Name** (unlabeled) fields:

- Select List from the **Vendor** or the **Vendor Name** (unlabeled) field to access the Entity Name/ID Search Form (FTIIDEN).
- If you need to establish a new vendor for this purchase order, select Count Hits from the **Vendor** field to access the Vendor Maintenance Form (FTMVEND). You may only navigate to this form if you have the proper access privileges.

## Purchase Order Header Information Window

1. Enter the **Order Date**, the **Transaction Date**, and the **Delivery Date**. The Order and Transaction dates default to the current date, but you may override them.

The **Canceled** and **Printed** dates default and are unenterable. The Canceled date defaults from the requisition if the purchase order was created from a requisition.

2. The **Buyer** and **Ship Code** fields are required for completion of the document. List windows are available for each of these fields.

3. The Discount Code defaults for the vendor you specify, but you may override this value.
4. Enter any additional charges in the **Additional Amount** field.
5. If you create the purchase order from a requisition, a *Y* appears in the **PO Created from Req indicator** box.
6. The **Requisition Document Text** exists indicator shows *Y* if text is attached to this document.
7. The **Document Level Accounting** box defaults to checked, but you can uncheck it if you did not create the purchase order from a requisition. Check the **Document Level Accounting** box to assign accounting distributions to the purchase order document in total rather than to individual commodities. Uncheck this box to assign accounting records to specific commodities. For purchase orders created from requisitions, the **Document Level Accounting** box is populated by the value used on the requisition and cannot be changed.
8. Click **Document Text** or select Block Menu to modify or add text. When you save this record, the system includes the text in the purchase order.

### Purchase Order Header Supplemental Data Window

All fields in this window are optional. You may enter the following codes in the appropriate fields in this window:

- Freight on Board
- Tax Group
- Class
- Carrier
- Currency Code

### Document Indicators Window

1. When the **NSF Checking** feature is deactivated on the System Control Maintenance Form (FOASYSC), you can check the **NSF Checking** box here to perform budget checking online.
2. If the **Deferred Editing** box is unchecked, ongoing editing of the document is performed by the system. Check this box to activate the deferred editing feature. This feature speeds up system processing, but disables the system from displaying online errors immediately.
3. The **Rush Order** indicator displays a *Y* if the purchase order was created from a rush order on the Rush Order Form (FPARORD).



4. The **In Suspense** indicator displays the status of the requisition. If the document is in suspense (as shown by a *Y* in this indicator), the document contains one or more errors which must be resolved before the document is completed.

## Commodity/Accounting Window

You may choose one of several options from the **Commodity** fields:

- To select a commodity, select List from the **Commodity** field to access the Commodity Validation Form (FTVCOMM). You may also select Next Item to enter the **Description** field. Select List from the **Description** field to access the Commodity Alpha Search Form (FPIACOM).
- To access the Vendor Products Validation Form (FPVVPRD), select Count Hits from the **Commodity** field. This form displays a list of commodities which are available from the requested vendor.
- To access the Vendor Products Query Form (FPIVPRD), select Execute Query from the **Commodity** field. This form displays a list of vendors that offer a particular commodity. If an agreement exists with a vendor other than the vendor that you select, a message displays.

**Note:** When the purchase order is associated with a blanket order, you may check the **Select BO** box to select items from the blanket order into the purchase order. If the purchase order is not associated with a blanket order, you cannot access the **Select BO** field. Instead, the system navigates you to the **Commodity** field in the Purchase Order Commodity Data Window, where you enter the desired commodity.

1. To add a commodity code to the Commodity Table, enter the new code and description, then enter *Y* in the **Add** field. The system updates the FTVCOMM table when you save the commodity record.
2. The **U/M** field is required. The unit of measure defaults from the commodity, but you may change it if desired.
3. The **Tax Group** defaults if the system has taxes turned on.
4. Enter the **Quantity** and **Unit Price**. The system calculates the **Extended Amount**.
5. The system automatically calculates the **Discount** amount if a discount code was entered in the Purchase Order Header Information Window. If not, you can manually enter a **Discount** amount here if desired.
6. The system calculates the **Tax** Amount based on the commodity tax group.

The **Net Amount** is also system-calculated. This amount may be negative; however, you will receive a message alerting you that the net amount is less than zero in this case.

7. The **Access Completion** box enables you to move directly to the document completion process from the Purchase Order Commodity Data Window once accounting records have been created. You cannot check the **Access Completion** box until accounting records exist for the commodity. When accounting records exist, the box defaults to checked. If you change the commodity information and select Next Block with the **Access Completion** box checked, the form opens the Balancing/Completion Window. The Wrap-Up routine recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance process.

**Note:** When the Purchase Order is associated with a Blanket Order, the **Blanket Order Remaining Balance** field displays the amount that remains for either the entire Blanket Order, or the amount that remains for a specific commodity. To determine the definition of the value, refer to the **Document Control Indicator** on the Blanket Order Form (FPABLAR) or on the Blanket Order Activity Form (FPIBLAR).

Wrap-Up only occurs when you navigate from the Purchase Order Commodity Data Window to the Balancing /Completion Window (when accounting records exist) or from the Purchase Order Accounting Data Window to the Balancing/Completion Window if Document Level Accounting was selected. If the purchase order is a Commodity Level Document, Wrap-up also occurs when you navigate from the Purchase Order Accounting Data Window back to the Purchase Order Commodity Data Window.

**Note:** To reallocate the accounting amounts manually, uncheck the **Access Completion** box and select Next Block to access the Purchase Order Accounting Data Window.

You may navigate to the following areas from this window:

- To access the Currency Conversion Window (which is only accessible when you enter a foreign currency), select Count Hits from either the **Quantity** or **Unit Price** fields.
- To access the Tax Distribution Window, select Next Set of Records from anywhere in this window. You can only access this window when the Tax Processing indicator on FOASYSC has been set to Y.
- If text is attached to the entered commodity, click View Commodity Text or select the menu option to access the General Text Entry Form (FOATEXT).
- To add text for the commodity, click Line Item Text or select the menu option to access the Procurement Text Entry Form (FOAPOXT).
- If accounting records do not exist, select Next Block to enter the Purchase Order Accounting Data Window. To access the Purchase Order Accounting Data Window when accounting records exist, uncheck the **Access Completion** box and then select Next Block.
- To access the Balancing/Completion Window when accounting records exist and the **Access Completion** box is checked, select Next Block.

## Purchase Order Accounting Data Window

The commodity **Item** and **Commodity** description fields differ depending upon whether Document Level Accounting or Commodity Level Accounting was selected. This difference exists because Document Level Accounting distribution(s) pertain to the entire purchase order document, rather than to an individual commodity. If Document Level Accounting was selected, the commodity **Item** field appears blank or null, and the commodity **Description** field reads 'Document Acctg Distribution.' For a Commodity Level purchase order, the **Item** field is populated with an item number and the commodity **Description** field displays that item's description.

Enter the accounting distributions that relate to each commodity item. Select Next Item to navigate to the **Extended** amount field.

You have several options at this point:

- If this document was created with Document Level Accounting, you can save the record without entering any amounts. If the document was created with Commodity Level Accounting, you must enter the accounting amounts manually.
- You can manually enter the dollar amounts.
- You can enter percentages and allow the form to calculate the amounts.

*If the **Document Level Accounting** box is checked:*

When you select Next Block from the Purchase Order Commodity Data Window to execute the redistribution function, the system redistributes the total of all commodity items to the accounting records that use the percentages you enter for each account distribution.

*If the **Document Level Accounting** box is unchecked:*

The system only redistributes the specific commodity amount among the assigned accounting sequences that use the percentages you enter.

**Note:** Use either all dollar amounts or all percentages on the account sequences for each commodity. To take advantage of automatic accounting redistribution of amounts by percent, use percentages. If you did not originally use a percentage to derive the amount, the system redistributes the commodity amount equally among its account distributions.

To move from one accounting sequence to another, use Next Record and Previous Record.

You may navigate to the following areas from this window:

- To access the Budget Availability Status Form (FGIBAVL), select Block Menu from any of the FOAPAL fields.
- To access the Commodities and Accounting for Review Query Form (FOICACT), click View Accounting or select the menu option.

- To transfer to the Currency Conversion Window, click Currency Conversion or select Count Hits.
- To transfer to the Balancing/Completion Window, select Next Block.

The system performs Available Balance checking after you enter and save all the accounting records for a commodity or a document (depending upon whether Document Level Accounting or Commodity Level Accounting was selected). The **NSF Suspense** indicator is set to *A* while you enter accounting records.

If you already entered all your commodities and accounting records, select Next Block to navigate to the Balancing/Completion Window. This form invokes the Wrap-Up routine that automatically allocates the accounting amounts (if these are null), corrects any rounding problems, and calls the Available Balance process. For Document Level purchase orders, the system allocates the sum of all the commodities. For commodity level purchase orders, the system only allocates the amounts for specific commodities. If you receive an insufficient funds message, and if you have authorization to override the budget, check the **NSF Override** box and save the record.

To enter additional commodities, select Previous Block to return to the Commodity Data Window and continue to add commodities. If the document uses Document Level Accounting, Wrap-Up does not occur at this time. If the document uses Commodity Level Accounting, Wrap-up occurs when you select Previous Block.

**Note:** When you return to the Commodity Data Window, the **Access Completion** box is checked. When you create additional commodity records, you may select Next Block to execute the Wrap-Up routine and navigate to the Balancing/Completion Window.

To enter additional accounting records or to manually reallocate the amounts:

1. Uncheck the **Access Completion** box.
2. Select Next Block to navigate to the Purchase Order Accounting Data Window.
3. Once you complete the accounting records, select Next Block to access the Balancing/Completion Window.

## Date Processing

Even though you may roll encumbrances from a prior year if the accrual period is still open, you can also enter a transaction date for the purchase order into the prior year. The system treats this purchase order as if you had rolled it as a committed encumbrance. The system posts this balance to the general ledger for the prior year for which you enter this transaction.

## Using Currency Conversion

Unless you specify otherwise, all amounts are entered in the installation's base currency. This currency is referenced on the Installation Control Form (GUAINST).

When you select a foreign vendor, enter a currency code in the **Currency Code** field in the Purchase Order Supplemental Data Window. Click the button or select List to select a currency code from a list window. When you enter an established vendor, the associated vendor's currency code defaults into the field from the vendor record. The system calculates the converted amount (input amount divided by the exchange rate) at both the commodity and accounting levels. The system uses the converted amount for available balance checking and posts this amount to the ledgers.

To view the converted amounts:

1. Open the Currency Conversion Window.
2. Select Count Hits from either the **Quantity** or **Unit Price** fields in the Purchase Order Commodity Data Window or from anywhere within the Purchase Order Accounting Data Window.

## Entering Commodity Tax Information

If you use the tax features of Banner Finance, then you must check the Tax Processing On box on the System Control Maintenance Form (FOASYSC) and also select a Default Tax Group Code.

You can establish tax groups at the Ship-To or commodity levels. At the header level, the system looks to the Ship Code for a tax group. If no tax group exists on the Ship Code, the system uses the default tax group on the System Control Maintenance Form (FOASYSC). At the commodity level, the form looks for a tax group on the commodity record (FTVCOMM). If a tax group does not exist, the tax group defaults from the header.

Other options for commodity tax information:

- You should always set up a no-tax group on the tax group table to use when you do not want to tax either an entire document or certain commodities on a document.
- You can view the tax calculations and how the system distributes them by selecting Next Set of Records from either the Commodity Data Window or the Accounting Data Window.
- You can calculate tax rates in a simple or compounded manner at the commodity level.

Determine if the document is in balance before you attempt to complete it.

## Completing a Document

The final window on FPAREQN is the Balancing/Completion Window. If the document is in balance and you wish to mark the document complete, click or select Complete. When you complete the document, you return to the main window and can enter a new document.

In the completion process, the form calculates the percentage allocation of the accounting relative to either the document or commodities (depending on type of accounting selected). It then stores this percentage, subsequent change order, or invoice activity and uses the stored percentages when reallocating commodity or document amounts.

Once you complete and approve a purchase order, post it in the next posting run. You can review the encumbrance activity using the forms on the General Accounting Query Forms Menu (\*FINGENLQ). Any changes you make to a completed purchase order must be performed through the Change Order process.

## Creating a Change Order

Access the Change Order Form (FPACHAR) from the Change Order Processing Menu (\*FINCO). Use this form to revise header, commodity, and accounting information on the current purchase order or blanket order.

There are some important exceptions when you revise purchase order information using the Change Order Form. You cannot change the **Vendor**, the **Document Level Accounting** indicator, or **Currency** code with a change order. In addition, you cannot change an Expense Purchase Order to a G/L Purchase Order or vice versa.

The **Document Level Accounting** box in the Change Order Header Information Window indicates whether the purchase order or change order document assigns account distributions to the entire document in total or to specific commodities.

## Creating the Change Order

The main window contains the **Purchase Order** and **Blanket Order** number fields.

1. Enter the number of the purchase order or the blanket order which you wish to revise. A button and List are available for both fields. To revise a blanket order, leave the **Purchase Order** field blank.
2. Enter **NXT** in the **Change Sequence Number** field to have the system generate the next available change sequence number. You cannot generate a new change order sequence number until you complete, approve, and post the previous purchase order and/or blanket order.
3. If you need to revise the entire order, check the **Change All** box. Select Next Block to access the Change Order Header Information Window. To select specific line items from the order to modify, check the **Select Items** box. If

**Select Items** is checked, Next Block navigates you to the Purchase Order Item Selection Form (FPQCHAP) to select items. You can also access FPQCHAP by checking the **Select Item** box in the Change Order Commodity Data Window and selecting Next Item.

## Change Order Header Information Window

A copy of the current header information defaults into this window; you may update the fields as necessary.

1. The purchase order **Order Date** field represents the date associated with the change order. It defaults to the system date, but may be changed. The purchase order date from the original purchase order remains unchanged.
2. The **Transaction Date** is a required field that determines the fiscal period. It defaults to the system date, but also may be changed.
3. The **Buyer** code and **Ship Code** are required fields. If you change the **Discount** code, the system adjusts all items automatically for the new order.
4. The **Document Level Accounting** indicator defaults from the original order and cannot be changed. If this field shows *Y*, then Document Level Accounting is in effect. Document Level Accounting enables you to assign an account distribution(s) to the document in total. If this field shows *N*, then Commodity Level Accounting is in effect which enables you to assign different account distributions to each commodity.
5. If Document Level Accounting is in effect and you wish to change only the accounting distribution, you may check the Change Accounting Only box, which permits changes to the accounting distribution information only.

**Note:** Because you cannot process a procurement document without both a commodity and an accounting record, the form automatically brings in a commodity from the purchase order. This results in the system creating a commodity record for the change order, even though no changes were made to the commodity. When you query the Purchase/Blanket/Change Order Form (FPIPURR) for the specific change, a commodity record displays with zero amounts.

6. Click Document Text or select Block Menu to access the Procurement Text Entry Form (FOAPOXT).

If you are changing only the header information on this order, select Previous Block to access the Balancing/Completion Window and complete the change order.

## Change Order Header Supplemental Data Window

In this window, optional information such as the **FOB Code**, the chart of accounts **Class Code**, and the **Carrier** may be changed. The **Currency** code cannot be changed.

If the current record has header text, you may copy it into the change order by checking the **Copy Text from Current** box and selecting Save.

## Vendor Information Window

The **Vendor** and **Name** (unlabeled) fields default and may not be changed. You can enter and change information in both the vendor **Address Code** and **Sequence Number** fields, but the combination of these fields must be valid for you to save the record.

## Document Indicators Window

1. Check the **NSF Checking** box to have the system perform budget checking online.
2. If the **Deferred Editing** box is unchecked, ongoing editing of the document is performed by the system. Check this box to activate the deferred editing feature. This feature speeds up system processing, but disables the system from displaying online errors immediately.

## Change Order Commodity Data Window

Use this window to revise the commodity information. The order and vendor information defaults.

1. You may check the **Select Item** box and select Next Item to navigate to the Purchase Order Item Selection Form (FPQCHAP) and select individual commodity items. The Purchase Order Item Selection Form lists the items from the original order. To select all of the items, check the **Change All** box and click or select Save. To choose a specific item, check the box at the right of the item record and click or select Save. To return to the Change Order Form, select Exit. Select Next Block to access the commodity data.

If **Select Item** is not checked, you may select Next Block to access the commodity information.

2. Enter the **Item** number if you know it, or select Next Item to enter or change the **Commodity** code (or the commodity **Description** if you do not specify a commodity code). You have several navigation options from the commodity fields:
  - Select List from the **Commodity** code field to access the Commodity Validation Form (FTVCOMM) and select a commodity.
  - Select Count Hits from the **Commodity** code field to access the Vendor Products Validation Form (FPVVPRD). This form displays a list of commodities which are available from the requested vendor.
  - Select Execute Query from the **Commodity** code field to access the Vendor Products Query Form (FPIVPRD). This form displays a list of



vendors who offer a particular commodity. If an agreement exists with a vendor other than the vendor you first select, a message displays.

- If you click the Commodity button, an Option List enables you to choose one of the three forms mentioned above.
- Click Description or select List from that field to access the Commodity Alpha Search Form (FPIACOM).

To add a commodity code to the Commodity Table, enter the new code and description, then enter *Y* in the **Add** field. The system updates the FTVCOMM table when you save the commodity record.

3. The **U/M** field is required. Once you enter the commodity, the unit of measure defaults from the commodity, and if you desire, you can change it.
4. As with a purchase order, the system requires the **Tax Group** field when you set the Tax Processing indicator is activated on the System Control Maintenance Form (FOASYSC). You can change the tax group at the commodity level, if necessary.
5. You may enter or modify the **Quantity** and **Unit Price**. The Extended Amount is calculated automatically.
6. The system calculates the discount amounts, provided you enter a discount code in the Change Order Header Information Window. If not, you may enter a Discount Amount manually in this window.
7. The system calculates the Tax Amount based on the commodity tax group.
8. The **Blanket Order Remaining Balance** field displays only when the change order is associated with a blanket order or the purchase order you enter is associated with a blanket order. When this field displays, the amount shown can either represent the remaining balance for the entire blanket order document or the amount that remains for a specific commodity. The definition of the displayed amount depends on the value in the **Document Control** indicator on the Blanket Order Form (FPABLAR). You cannot enter any changes to the purchase order that exceed the Remaining Blanket Order balance.
9. If line item text exists on the original order, you may attach it to change order by checking the **Copy Text From Current** box and selecting Save. If you wish to review or edit line item text, click **Line Item Text** or select the menu option to access the Procurement Text Entry Form (FOAPOXT).
10. The **Access Completion** box enables you to move directly to the document completion process from the Change Order Commodity Data Window when accounting records have been created. You cannot check the **Access Completion** box until accounting records exist for the commodity. When accounting records exist, the box defaults to checked. If you change the commodity information and select Next Block with the **Access Completion** box checked, the form opens the Balancing/Completion Window. The Wrap-Up routine recalculates the accounting amounts based on the new commodity

amount, corrects any rounding problems, and calls the Available Balance process.

Wrap-Up occurs when you navigate from the Change Order Commodity Data Window to the Balancing/Completion Window (when accounting records exist) or from the Change Order Accounting Data Window to the Balancing/Completion Window if the document uses Document Level Accounting. If the purchase order is a Commodity Level Document, Wrap-up also occurs when you navigate from the Change Order Accounting Data Window to the Change Order Commodity Data Window. To reallocate the accounting amounts manually, uncheck the **Access Completion** box and select Next Block to access the Change Order Accounting Data Window.

You may navigate to the following areas from the Change Order Commodity Data Window:

- To navigate to the Tax Distribution Window (which you can only access when the **Tax Processing Indicator** is set to *Y*), select Next Set of Records from anywhere within this window.
- To access the Currency Conversion Window (which you can only access when you enter a foreign currency), select Count Hits from either the **Quantity** or **Unit Price** fields.
- To navigate to the Change Order Accounting Data Window, uncheck the **Access Completion** box and select Next Block.
- To save commodity amount changes automatically to the Change Order Accounting Data Window and transfer to the Balancing/Completion Window, check the **Access Completion** box and select Next Block.
- To view the commodities you wish to review and/or approve, click Review Commodities or select Block Menu to access the Commodities for Review Query Form (FOICOMM).
- To access the General Text Entry Form (FOATEXT), click **View Commodity Text** or select the menu option.
- To access the Procurement Text Entry Form (FOAPOXT) to create and edit line item text, click Line Item Text or select the menu option.

## Change Order Accounting Data Window

The accounting data for existing commodities displays in this window.

You cannot enter information in the **Sequence Number** field. Also, you cannot enter information in the FOAPAL fields for an account sequence which exists on the current order. If you need a new FOAPAL sequence, delete (or zero out) the old amount on the old FOAPAL, select Insert Record, and enter all of the new accounting information.

The system generates a new sequence number when you save the record. If you use an account index, the system checks Override Indicators when you save the record.

You can create multiple accounting sequences and distribute the amounts on a percentage or amount basis.

You have the following options when you enter accounting information:

- You can save the record without entering amounts. When you execute redistribution from the Change Order Commodity Data Window, the system assigns the extended amounts equally among the number of account distributions that you enter. If the document uses Document Level Accounting, the system distributes all commodity amounts. If this is a Commodity Level change order, the system only distributes the specific commodity amount among the assigned accounting sequences.
- You can manually enter the dollar amounts.
- You can manually enter the percentages.

*If the **Document Level Accounting** box is checked:*

When you select Next Block in the Change Order Commodity Data Window to execute the redistribution function, the system redistributes the total of all commodity items to the accounting records using the percentages you enter for each account distribution.

*If the **Document Level Accounting** box is unchecked:*

The system only redistributes the specific commodity amount among the assigned accounting sequences based on the percentages you enter.

Move from one accounting sequence to another using the Next and Previous Record functions. To view the available budget, select Block Menu from any of the FOAPAL fields to access the Budget Availability Status Form (FGIBAVL).

Select Next Block to access the Balancing/Completion Window. If you receive an insufficient funds message and you have authorization to override the budget, check the NSF Override box and click or select Save again to recommit the record.

You may navigate to the following areas from this window:

- To navigate to the Currency Conversion Window, select Count Hits.
- To access the Balancing/Completion Window, select Next Block.
- To view the available balance, click Budget Availability or select Block Menu from any of the FOAPAL fields to access the Budget Availability Status Form (FGIBAVL).
- To view the accounting records, click View Accounting or select the menu option to access the Commodities and Accounting for Review Query Form (FOICACT).

## Currency Conversion Window

As with the other procurement documents, the system calculates the converted amount (input amount divided by the exchange rate) at both the commodity and accounting levels. Banner Finance uses the converted amount for available balance checking; this is the amount that posts to the ledgers.

To view the converted amounts, navigate to the Currency Conversion Window. Select Count Hits from either the **Quantity** or **Unit Price** fields in the Change Order Commodity Data Window or from anywhere within the Change Order Accounting Data Window.

## Entering Commodity Tax Information

If you use the tax features of Banner Finance, enter the Default Tax Group Code on the System Control Maintenance Form (FOASYSC) to create a default tax group. You can establish tax groups at the Ship-To or commodity levels. When the header record is created, the system looks to the Ship Code for a tax group. If none exists, the form defaults in the Default Tax Group from FOASYSC. At the commodity level, the form looks to the commodity for a tax group. If there is no commodity tax group, it defaults from the header. You should always set up a no-tax group in the Tax Group Table to use when either an entire document or certain commodities on a document are not to be taxed.

You can view the tax calculations and see how the system distributes them by selecting Next Set of Records from either the Commodity or Accounting Data Windows. You can direct the Banner Finance system to calculate tax rates in a simple or compounded manner at the commodity level. Refer to Chapter 16, "Accounts Payable Table Maintenance" for further details.

## Completing the Change Order

The Balancing/Completion Window displays summary information. The amounts that display on the Balancing /Completion Window reflect summary information for the entire order (items that you did not change in addition to items you changed or added).

Click or select Complete to complete this document and return to the main window.

## Querying a Change Order

Special conditions exist when you query an unposted change order on the Purchase/Blanket/Change Order Query Form (FPIPURR). The value for several fields varies depending upon whether you completed, approved, and posted the change order, and whether Document Level Accounting was used on the original document.

If the change order has not yet been posted, the **Total Amount** field in the Key Information on FPIPURR will differ from the amount you enter on the change order by the additional charge amounts, regardless of whether Document Level or Commodity Level Accounting is in effect.

If the change order has not yet been posted and Document Level Accounting is in effect, the following fields will differ:

- In the Accounting Data Window, the **Commodity Amount** fields reflect the amount of the current commodity totals. The **Accounting Amount** fields reflect the change to amounts prior to posting and the actual change, subsequent to posting.
- In the Balancing/Completion Window, the Header, Commodity, and Status columns reflect the current commodity amounts rather than the total purchase order consolidated amounts and status.

Once you post the change order, these fields reflect the changes.

## Creating a Blanket Order

Banner Finance enables you to control spending against a blanket order either at the Document total or Item level. The Purchase Order Form (FPAPURR), Change Order Form (FPACHAR), and Invoice/Credit Memo Form (FAAINVE) display the Blanket Order Remaining Balance in the commodity window when appropriate.

If you exceed the Blanket Order Amount, you receive an error in the Purchase Order Form (FPAPURR) and a warning in the Invoice/Credit Memo Form (FAAINVE). On the Change Order Form (FPACHAR), you can reduce or increase the blanket order but you receive an error if you attempt to reduce the Remaining Balance below the current Remaining Balance.

These forms, in addition to the cancellation forms (FPAPDEL, FPACDEL, and FAAINVD) also update the Blanket Order Remaining Balance Table (FPRBLAO). This table provides the information that appears on the Blanket Order Activity Form (FPIBLAR). The Purchase/Blanket/Change Order Query Form (FPIPURR) and the Invoice/Credit Memo Query Form (FAIINVE) display the Blanket Order Remaining Balance.

## Blanket Order Balance Information

Note that the system issues blanket orders for gross rather than net amounts. All validation against the Blanket Order Remaining Balance is against the approved amount (quantity x unit price), not inclusive of taxes or discounts.

The Posting Process (FGRACTG) updates the Remaining Balance column of the new Blanket Order Remaining Balance Table (FPRBLAO). Prior to the posting update, the Pend column on the Blanket Order Activity Form (FPIBLAR) shows Y.

Once the system posts a document associated with a blanket order, this field appears null, unless the posted document is a cancellation. Cancellations display a *C* in the Pend column.

The Blanket Order Remaining Balance that displays on the transaction forms always includes pending as well as posted activity. However, the two situations listed below may create confusion. Keep in mind:

- Regardless of whether you control the blanket order at the Document total or Item level, the Posting Process (FGRACTG) updates the *item* Remaining Balance. This means that if you control a blanket order at the Document total level, the Blanket Order Remaining Balance for a given item could be negative and display as such, even though the overall balance is positive.
- When you create a purchase order or an invoice directly against a blanket order, the Blanket Order Remaining Balance displays once you create the transaction.

Both types of transactions reduce the Blanket Order Remaining Balance by the amount of the transaction.

## Processing an Invoice Against a Purchase Order

### Blanket Order Remaining Balance

An invoice against a purchase is slightly different than an unencumbered invoice. At the point when you process an invoice against a purchase order, the system has already adjusted the Blanket Order Remaining Balance to reflect the purchase order. The Posting Process (FGRACTG) determines if the invoice amount is greater than the purchase order amount for the item for which you pay. If this is so, the system adjusts the Blanket Order Remaining Balance to reflect the difference. If the invoice amount is less than or equal to the purchase order item amount, there is no adjustment to the Blanket Order Remaining Balance.

The result is that when you pay for an invoice against a purchase order against a blanket order, the **Blanket Order Remaining Balance** field does not display on the invoice form. Also, when you query the activity on the Blanket Order Activity Form (FPIBLAR), the invoice record shows a Transaction Amount of 0.00 prior to when you post the invoice. Once the invoice posts, the **Transaction Amount** field reflects any adjustments you make during the posting process.

### Termination Date

The system uses the **Termination Date** to determine whether or not a blanket order is still open. You can change this date with the Change Order Form (FPACHAR) as long as the new Termination Date is not earlier than the dates of the existing purchase order or invoice activity against the blanket order. This means that a blanket order can have a balance of zero and the Invoice/Credit Memo Form will

not prevent you from paying invoices against the blanket order. If this occurs, the **Blanket Order Remaining Balance** field appears highlighted on the Invoice/Credit Memo Form (FAAINVE).

## Determining the Remaining Balance of a Blanket Order

### Blanket Order Remaining Balance

The **Blanket Order Remaining Balance** field in the Purchase Order Commodity Data Window or Currency Conversion Window of FPAPURR displays the remaining balance of the blanket order and Purchase/Blanket/Change Order Query Form (FPIPURR) only when a purchase order is accountable to a blanket order.

When you enter a quantity in a purchase order or you change a unit price, FPAPURR checks the remaining balance of the blanket order. Based on the type of document control, FPAPURR determines if you will exceed this balance. If it appears that you may exceed the blanket order by the new amount (quantity x unit price), an error message displays and you are unable to enter this item.

If the new amount is acceptable (i.e., does not exceed the total amount or item level) the remaining balance of the blanket order redisplay to reflect the change.

The system performs blanket order checking twice: once when you calculate the commodity extended amount, and again when you complete the purchase order. This enables other documents to access the same blanket order between the time you enter the purchase order commodity and the time that you complete it. Once you complete the document, the system updates the remaining balance of the blanket order, and you may not make any other modifications.

### Posting the Purchase Order

When the document is complete, the system places a record in the Blanket Order Remaining Balance Table (FPRBLAO). FPRBLAO calculates the remaining balance of the blanket order. In this scenario, FPRBLAO determines that you created a document against a blanket order, and it has not posted. Therefore, the system does not update the remaining balance of the blanket order in the Purchase Order Detail Goods Table (FPRPODT). Once you execute posting, the system executes FPRBLAO and FPRPODT to reflect the document remaining balance.

If the purchase order does not pass the approvals process, the system deletes the record in FPRBLAO, and removes the document amounts from the blanket order balances that remain. Once the purchase order is complete, the system inserts a record into FPRBLAO.

**Note:** Remaining balances that display on blanket order, purchase order and change order windows display in foreign currency, not base currency, if

you use currency codes. Remaining balances display specific to document total control and item control.

You can review the activity for the blanket order or the purchase order on the Blanket Order Activity Form (FPIBLAR).

## Commodity Level Accounting with a Purchase Order

When you assign requisition line items to a purchase order, the accounting distributions are brought forward based on the amounts. Based on these amounts, the system computes percentage relationships.

- Since commodities are brought forward as individual line items on the purchase order, then the amounts and percentages are exactly the same as the requisition.

## Assigning Requisitions to a Purchase Order

Commodity codes affect how you transfer commodities from requisitions to purchase orders. When you enter a requisition, a detail commodity code represents the specific item you intend to purchase and ensures that the commodity transfers to the purchase order as a unique item.

If you use a high level commodity code, the text feature can explain the specific item you intend to purchase. This text ensures that a unique item appears in the purchase order, provided that you exercise the Copy Text option in the Purchase Order Assignment Form (FPAPOAS).

If you do not use a commodity code, then you should probably enter a description and possibly additional text. This free form description ensures, in most cases, that a distinctly identified item appears in the purchase order.

The Purchase Order Assignment Form provides the capability for a buyer to select items from a single requisition or multiple requisitions for inclusion in a particular purchase order.

## Opening/Closing Items on a Purchase Order or a Requisition

Use this procedure to open/close one or more items on a purchase order document or a requisition document. You can also use this procedure to open or close the entire document.

1. Access the Encumbrance Open/Close Form (FPAEOCD).
2. Enter the code for a document in the **Document Number** field. If you want the system to generate a document code for you, enter *NEXT*.

**Note:** All document codes created by this form begin with an asterisk (\*).



3. Perform a Next Block function.
4. Select the action you want to perform from the untitled pull-down list.
5. (Optional) Enter a new **Document Transaction Date**.
6. Perform a Next Block function.
7. Enter the document number of the purchase order or requisition.
8. (Optional) Select the **Close All Items** check box if you want to close all items associated with the specified requisition or purchase order.

Select the **Reopen All Items** check box if you want to reopen all items associated with the specified requisition or purchase order.

**Note:** The title of this check box depends on the action you selected in Step 4.

9. (Optional) Select the **Change Encumbrance** check box if you want to change the encumbrance amount for the document.

If you want to close all of the items on a requisition or purchase order document or you want to close the last open item on a document, you must select the **Change Encumbrance** check box and enter the appropriate encumbrance change amounts.

10. Perform a Next Block function to access the Commodity Information window and other windows required to perform the action you selected in Step 4. These windows will be stacked and visible simultaneously.
11. Select the check boxes of the items you want to reopen or close.

If you selected the **Close All Items** or **Reopen All Items** check box in Step 8, Banner will automatically select the check boxes of the appropriate items.

12. (Optional) Perform a Next Block function to access to Accounting Information window. This window appears only when you select the Change Accounting check box on the main window.

You must fill out the Accounting Information window if you want to close an entire purchase order or requisition document, or if you want to close the last open item on a document.

13. Click Complete in the Options menu to complete the document and submit it for posting.

## Procurement Card (PCard) Processing

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PCard processing integrates Procurement Card transactions with Banner Finance. Institutions that use this process will be able to perform the following tasks.

- Credit card assignment (default FOAPAL, Cardholder, Business Manager, and Account Manager for each PCard).
- Payment cutoff schedule for different credit cards such as American Express, Visa, Discover, and MasterCard.
- Override default FOAPAL and date fields and change vendors on the Purchase Card Transaction: Document Information Form (FAAINVT).

This section highlights the types of information you will need to enter into Banner to set up PCard. For additional information about specific PCard processes, such as the Purchase Card Transaction Process (FAPCARD) and the Invoice Feed Process (FAPINVT), please refer to Chapter 25, "Reports and Processes."

**Note:** Some information will not need to be user-defined since it was provided with the seed data delivered with the release. For information about seed data, refer to the *Banner Finance 6.0 Release Guide*.

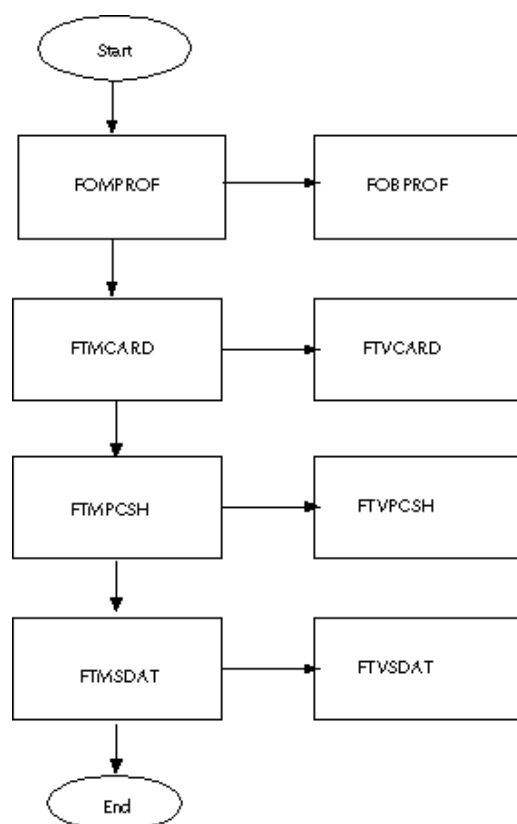
### Things to Consider before Using PCard Processing

You must create a process (such as SQL\*Loader or Pro\*C) that reads a bank PCard flat file containing American Express or other credit card company information, then loads data into the Banner Temporary Purchase Card Transaction file (FATCARD). It is recommended that only one bank file be loaded into FATCARD for processing at any one time.

If you use taxes, the "NT" tax group code is inserted automatically into the invoice for tax purposes. The Finance Refund Checks Interface (FURAPAY) process already handles this, as does the Invoice Generation Process (FAPINVT) modeled after FURAPAY.

- Taxes are not used. The transaction detail is at the "total dollar" level and is not itemized.
- Currency conversion is not used. Conversion information is passed into the bank files. Because the base currency transaction amount is always loaded, there is no need to include the converted information for the foreign amount.

## PCard Setup Process Flow



## PCard Setup Process Flow - Description

1. On FOMPROF, you can select the **Purchase Card Override** check box to establish authority for a user to update the information on FAAINVT.  
  
**Note:** Although an account manager or business manager must have a user profile established on FOMPROF, they do not require this override authorization since this would not limit the transactions they can process.
2. On FTMCARD, you can assign the account manager and create the relationship between the cardholder and the PCard, default FOAPAL information, establish daily limits, etc. You can also associate text and important information to individual cards.
3. On FTMPCSH, establish the payment schedule for the card.
4. You can use the System Data Maintenance Form (FTMSDAT) to create Seed Data on the System Data Validation Form (FTVSDAT). Refer to the “Configure Banner” on page 2-244 section for additional information.

## How to Initialize PCard

The following three steps are required to enable PCard Processing.

1. Configure Banner
2. Load PCard Data from the bank file.
3. Run Purchase Card Transaction process (FAPCARD).

### Configure Banner

Configuration and implementation of the PCard interface requires initial data entry to include credit card definition, payment scheduling, cardholder information and defaults, and PCard override capabilities by user ID. You will also need to translate the company numbers provided on the bank flat file into campus codes

### Banner Objects Involved in PCard Setup

- Purchase Card Maintenance Form (FTMCARD)
- Payment Cutoff Schedule Maintenance Form (FTMPCSH)
- User Profile Maintenance Form (FOMPROF)
- System Data Maintenance (FTMSDAT)

### Company Numbers/Campus Codes (FTMSDAT)

These numbers are user defined; a different company number can exist for each campus.

A liability fund, monthly liability clearing account, and daily liability clearing account are defined for each company/campus. These are used to generate liability journal vouchers from the Purchase Card Transaction Process (FAPCARD).

### SDAT Entry to Identify Liability Fund by Campus

<i>Column Name</i>	<i>Value</i>
Entity/Usage Code (FTVSDAT_Sdat_Code_Entity)	FAPCARD
Attribute Code (FTVSDAT_Sdat_Code_Attr)	LIABILITY_FUND

<i>Column Name</i>	<i>Value</i>
<b>Optional Code #1</b> (FTVSDAT_Sdat_Code_Opt_1)	<b>COMPANY/CAMPUS CODE</b> (user defined)
<b>Chart of Account</b> (FTVSDAT_Coas_Code)	<b>B</b> (user defined)
<b>Title</b> (FTVSDAT_Title)	<b>Campus Liability Fund</b>
<b>Short Title</b> (FTVSDAT_Short_title)	<b>Campus Fund</b>
<b>Data</b> (FTSDAT_Data)	<b>1105</b> (user defined)

### SDAT Entry to Identify Monthly Liability Account by Campus

<i>Column Name</i>	<i>Value</i>
<b>Entity/Usage Code</b> (FTVSDAT_Sdat_Code_Entity)	<b>FAPCARD</b>
<b>Attribute Code</b> (FTVSDAT_Sdat_Code_Attr)	<b>MONTHLY_LIABILITY_ACCT</b>
<b>Optional Code #1</b> (FTVSDAT_Sdat_Code_Opt_1)	<b>COMPANY/CAMPUS CODE</b> (user defined)
<b>Chart of Account</b> (FTVSDAT_Coas_Code)	<b>B</b> (user defined)
<b>Title</b> (FTVSDAT_Title)	<b>Campus Monthly Liability Acct</b>
<b>Short Title</b> (FTVSDAT_Short_title)	<b>Month Clear Acct</b>
<b>Data</b> (FTSDAT_Data)	<b>2111</b> (user defined)

## SDAT Entry to Identify Daily Liability Account by Campus

<i>Column Name</i>	<i>Value</i>
<b>Entity/Usage Code</b> (FTVSDAT_Sdat_Code_Entity)	<b>FAPCARD</b>
<b>Attribute Code</b> (FTVSDAT_Sdat_Code_Attr)	DAILY_LIABILITY_ACCT
<b>Optional Code #1</b> (FTVSDAT_Sdat_Code_Opt_1)	<b>COMPANY/CAMPUS CODE</b> (user defined)
<b>Chart of Account</b> (FTVSDAT_Coas_Code)	<b>B (user defined)</b>
<b>Title</b> (FTVSDAT_Title)	Campus Daily Liability Acct
<b>Short Title</b> (FTVSDAT_Short_title)	Daily Clear Acct
<b>Data</b> (FTSDAT_Data)	2211 (user defined)

**Processing Options**

You can configure this enhancement to produce one of three different types of output.

1. Liability journal vouchers and zero payment invoices
2. Liability and direct charge journal vouchers only
3. Direct payment invoices and no journal voucher

**Liability Journal and Zero Payment Invoices***Setup Information*

Set the FAPCARD\_System\_ID in SDAT to C.

Set the FAPINVT \_System\_ID in SDAT to A or N and Z (for example, AZ or NZ).

*Processing Detail*

The journal voucher debits the daily clearing account and credits the monthly clearing account in the liability fund as defined on the SDAT records for the company/campus. The zero payment invoice debits the expense FOAPAL on the Purchase Card Transaction: Document Information Form, FAAINVT (defaults from the Purchase Card Maintenance Form, FTMCARD) and credits the daily clearing account. Payment to the bank is made using a normal invoice to debit the monthly clearing account.

Monthly clearing acts to provide the total outstanding liability on all PCard transactions at any point in time. The daily summary from the activity is credited to this account. The sum of the daily summary activity represents the total amount due the bank on all received transactions, month to date.

Posting the invoiced amount from the bank as received and due clears this account to the system accounts payable account from where the check or wire is cut.

The daily clearing account acts to relate the number of transactions that have yet to post to the operating ledgers. This is the debit side of the monthly clearing entry. All individual items ultimately relieve the daily summary debit as they post, generating a credit from the individual transaction whose debit is the appropriate department's expense as entered/defaulted on the Purchase Card Transaction Maintenance Form (FAAINVT).

	Accounts Payable	Monthly Clearing	Daily Clearing	Departmental Expense
Daily Summary (JV)		10,000	10,000	
Individual Charge (INV)			1.50	1.50
Individual Charge (INV)			1.50	1.50
Individual Charge (INV)			1.50	1.50
Monthly Invoice (INV)	3,000,000	3,000,000		

*Liability Journal Only**Setup Information*

Set the FAPCARD\_System\_ID in SDAT to S.

**Note:** Do not execute the Invoice Feed process (FAPINVT).

*Processing Detail*

The journal voucher debits the expense FOAPAL defined on the cardholder record on the Purchase Card Maintenance Form (FTMCARD) and credits the monthly clearing account defined on the SDAT record for the company/campus. Invoices are not processed. Payment to the bank is made using a normal invoice to debit the monthly clearing account.

**Invoices Only***Setup Information*

- Set the FAPCARD\_System\_ID in SDAT to *N*.
- Set the FAPINVT\_System\_ID in SDAT to *A* or *N* and *N* (for example, *AN* or *NN*).

*Processing Detail*

The Purchase Card Transactions process (FAPCARD) does not produce a journal voucher. Normal direct pay invoices are generated by the Invoice Feed process (FAPINVT).

These invoices debit the FOAPALs entered on the Purchase Card Transaction: Document Information Form, FAAINVT (defaults from the Purchase Card Maintenance Form, FTMCARD) and credit the normal accounts payable account.

These invoices also generate checks payable to the vendor specified on FAAINVT. If payment is to be made to the bank, verify that the bank is either the vendor or the check vendor on FAAINVT.

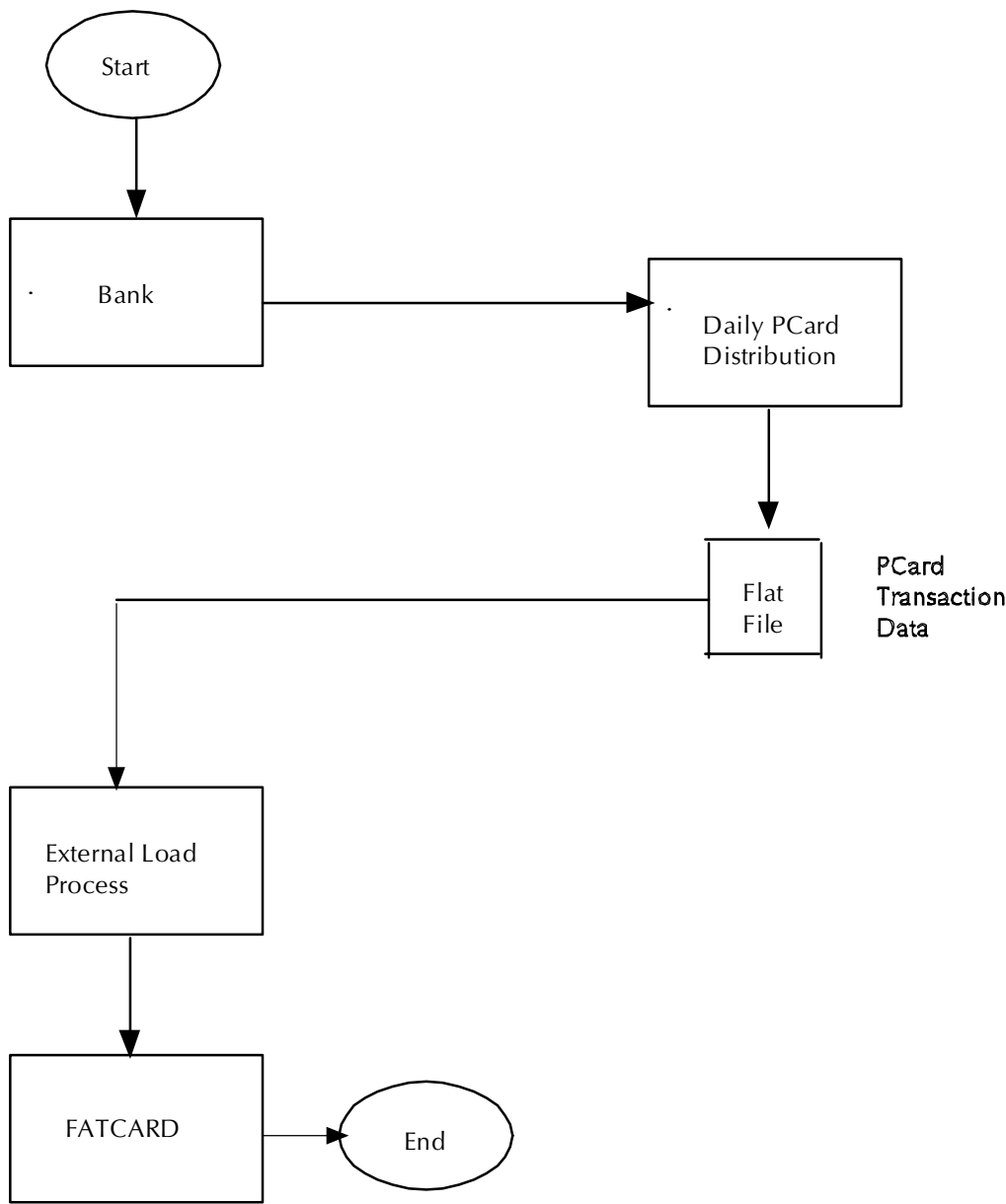
**Load PCard Data**

PCard control and detail records are transmitted to you daily by the bank of record. Data received varies according to credit card type: Visa, Master Card, American Express, or Discover.

It is expected that you will populate the Temporary Purchase Card Transaction file (FATCARD) with your own process, such as SQL\*Loader, C, etc. It is recommended that only one bank file be loaded into FATCARD for processing at any one time.



PCard Load Process Flow



## Run PCard Process

PCard processing involves the following three steps.

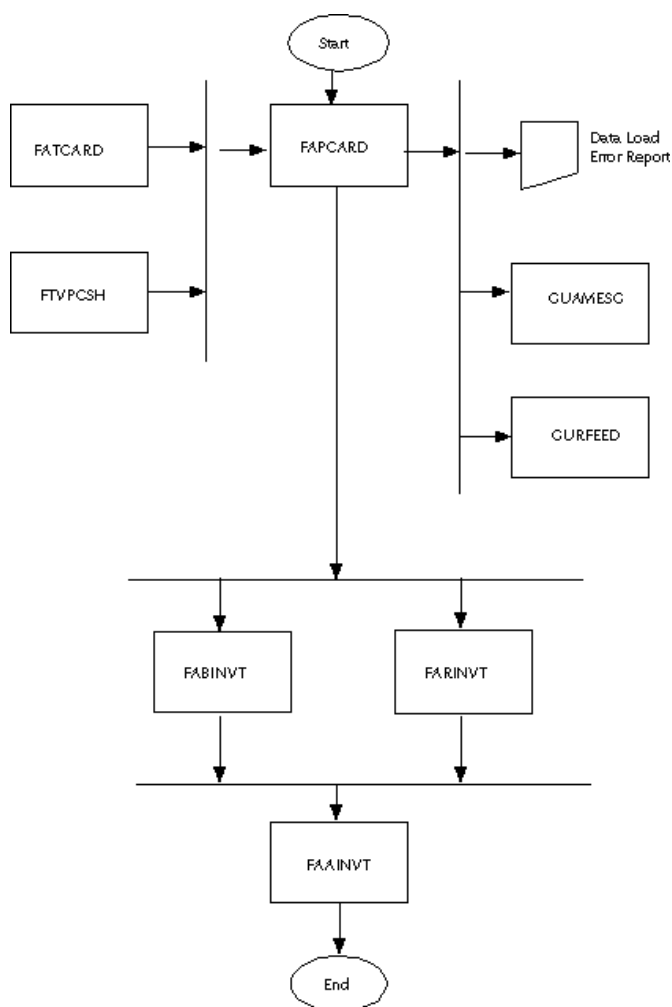
1. Data Validation
2. Invoice Generation
3. Payment Posting

### Data Validation and Journal Voucher Generation

The following Banner objects are involved in PCard Data Validation.

- FAAINVT—Purchase Card Transaction Maintenance Form
- FABINVT—Purchase Card Transactions Header Table
- FAPCARD—Purchase Card Transactions Process
- FARINVT—Purchase Card Transactions Accounting Table
- FATCARD—Temporary Purchase Card Transactions Table
- FTVPCSH—Purchase Card Payment Cutoff Schedule Table
- FTVSDAT—System Data Validation Table
- GUAMESG—General Message
- GURFEED—Finance Transaction Input Table

## FAPCARD Process Flow

*FATCARD Validation*

The Purchase Card Transaction Process (FAPCARD) validates the FATCARD table for sum and duplication errors.

- If errors are found, a report is produced and the transactions are not processed.
- If errors are not found, the transactions are loaded into the FABINVT and FARINVT tables, and the appropriate journal voucher, if any, is entered into the GURFEED table for standard interface processing (SYSTEM ID equals FAPCARD).

**Note:** The FATCARD population step does not have to be performed if you only want to create invoices. FABINVT and FARINVT tables can be populated directly. You can also set up parameters that do not generate a journal voucher and still populate the FATCARD table using the Data Validation feature.

Any account or business manager can view any PCard transaction. However, changes (correct FOAPALs or redistribute FOAPALs) can only be made for those PCard Transactions that belong to them. Additional security is added to provide specially designated users (override check box on the User Profile Maintenance Form, FOMPROF) the ability to change anything on the PCard Transaction that can be changed.

The system calculates the payment due date using data found in the payment schedule table (FTVPCSH). The account manager is notified via GUAMESG as soon as the FATCARD table has been validated and processed.

If you have access to the Purchase Card Transaction: Documentation Information Form (FAAINVT), you can perform the following actions.

- Correct transactions that are missing FOAPAL elements.
- Change the feed to finance date.
- Change the vendor.
- Split account distributions.

The system also analyzes the one-time vendor status. The Vendor ID can be linked on this form to allow a feed to a real vendor instead of a one-time vendor. Quick Navigation is allowed to the Vendor Maintenance Form (FTMVEND) to create a vendor.

### *Journal Voucher Generation*

Liability journal vouchers are generated for GURFEED population based on the SYSTEM\_ID in SDAT as follows:

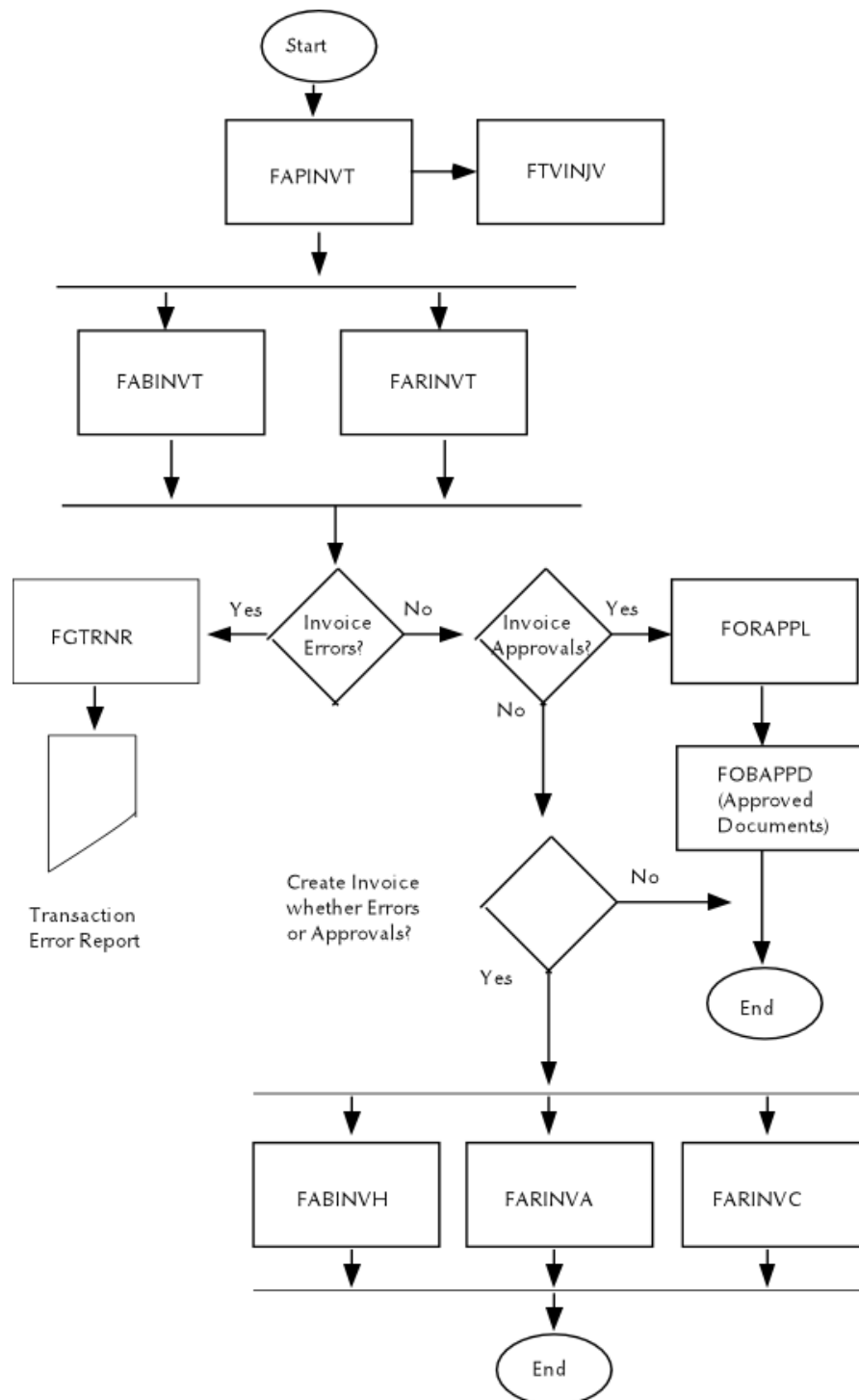
- Generate liability JV with pre-defined fund and clearing accounts in SDAT.
- Generate liability JV with expense FOAPAL as defined on the cardholder record (Purchase Card Maintenance Form, FTMCARD) and liability account defined in SDAT.
- Do not generate liability JV.

### Invoice Generation

The following Banner objects are used in PCard Invoice Generation.

- FABINVH—Invoice Header Table
- FABINVT—Purchase Card Transactions Header Table
- FAPINVT—Invoice Feed Process
- FARINVA—Invoice Accounting Table
- FARINVT—Purchase Card Transactions Accounting Table
- FGRTRNR—Transaction Error Report
- FOBAPPD—Approved Document Table
- FOBUAPP—Unapproved Document Table
- FORAPPL—Approval Process
- FTVSDAT—System Data Validation Table

## FAPINVT Process Flow



The batch Invoice Feed Process (FAPINVT) is used to generate invoices in Banner Finance. Transactions are extracted from FABINVT/FARINVT and populated directly into the invoice tables FABINVH, FARINVC, and FARINVA. This is done based on feed date. Run this job nightly via standard sleep/wake functionality.

This program is modeled after the FURAPAY process without the Accounts Receivable requirements and provides the ability to perform the following functions:

- Create a normal payment voucher.
- Create a zero payment voucher.
- Initiate bank payment via a check run or ACH.  
When an ACH vendor is attached to the purchase transaction, ACH information defaults into the invoice table (FABINVH).
- Use approvals processing.
- Populate the payment due date, invoice date, and transaction posting date fields.
- Use one-time vendors.
- Provide data for the reconciliation of daily suspense accounts that are first debited by a journal voucher and credited by the invoice transaction.

The Zero Payment Invoice/Credit Memo does not generate a check to the merchant. This feature is intended for clients who pay the bank at the end of the month but who do not pay the merchant. This process records information by vendor to track purchasing information via a setting on the System Data Validation Form (FTVSDAT).

## Payment Posting - Zero Payment Invoices

The Posting Process (FGRACTG) identifies and manages zero payment invoices. This process posts the debit and credit side of the invoice accounting lines and marks the zero payment invoice as paid.

**Note:** No check will ever be attached to zero payment invoices marked as *Paid*.

### *Details*

A zero payment invoice is required to use the processes associated with the INNI, INNC, and DNNI rule class codes. The invoice must be marked as *P* (paid). This prohibits the invoice from being picked up on the invoice selection report.

Since the Zero Payment invoice ultimately has a zero dollar amount—with a positive amount reflected in the expense line and a minus amount for the campus fund and liability account—such an invoice would remain in perpetuity as never being paid or selected for check processing, especially one-time vendors.

The process, Mark Zero Payment Invoices as Paid, values the following indicators to *P* (Paid): FABINVH\_OPEN\_PAID\_IND, FARINVC\_OPEN\_PAID\_IND, and FARINVA\_OPEN\_PAID\_IND.

The Posting Process processes the Zero Payment Invoice as if it had been selected for checks processing/accounting and marked as paid.

## PCard Forms

This section includes detailed descriptions of each form used in PCard processing.

### Purchase Card Transaction Maintenance Form (FAAINVT)

This form's security should be managed via normal Oracle role security. Two levels of control are provided using this form, one for account or business managers, and the other for specially designated users.

Any user can view any PCard Transaction through normal role security. However, only the account/business manager can make changes, such as to correct FOAPALs or redistribute FOAPALs, for those PCard Transactions that belong to them. Additional security is added to provide specially designated users (FOMPROF override check box) the ability to change anything on the PCard Transaction that can be changed.

#### Account/Business Managers

Account/business managers can perform all of the following functions

- Correct transactions missing FOAPAL elements.
- Change the feed date.
- Split account distributions.
- Determine vendor status.
- Use quick navigation to FTMVEND to create a vendor.

#### Specially Designated Users

Specially designated users, with an override capability assigned on the User Profile Maintenance Form (FOMPROF), can perform all the functions of account or business managers.

### Document Information Window - Key Block

In this block, you can enter cardholder name and other information for the cardholder whose information you would like to review. Select Next Block to review additional information about this cardholder's account. To review all transactions for the type specified, leave these fields null.

Fields	Descriptions
Cardholder ID	Identification number and name for the cardholder.
Responsible Organization	Code for the responsible organization.

Fields	Descriptions
Account Manager ID	Account Manager ID.
Business Manager ID	Business Manager ID.
Type	Type of transactions. From the pull-down list, choose one of the following: Fed Transactions, Not Fed Transactions, All Transactions.

### Document Information Window - Cardholder Information Block

This block repeats the information from the Key Block, and provides additional information about the cardholder's account number and card type. More than one cardholder may be reviewed, depending on the selection criteria in the Key Block. To review transaction information, select Next Block.

Fields	Descriptions
Cardholder ID	Number and name associated with this account.
Card Account Number	Credit card number.
Start Date	Month and year of card's effective date.
Expiration Date	Month and year of card's expiration date.
Card Type	Abbreviation for card, for example, <i>MC</i> represents Master Card.
Card Status Code	Status of card from FTMCARD.
Card Description	Description from FTMCARD.
Account Manager ID	Account Manager ID code.



<b>Fields</b>	<b>Descriptions</b>
Business Manager ID	Business Manager ID code.
Responsible Organization	Code for the organization responsible for the purchase of commodities or services.

### Document Information Window - Transaction Information Block

This block contains specific information relevant to the transaction and vendor from whom the cardholder purchased commodities.

<b>Fields</b>	<b>Descriptions</b>
Vendor	Code and name for a vendor
Check Vendor	Alternative payee to the vendor.
One Time	Check box that indicates this vendor will not be paid on a recurring basis.
Credit Memo	Check box that indicates this is a credit to be applied to the cardholder's account, for example, credit from the vendor for a returned item.
Address Type	Two-character code identifying the type of address.
Sequence	Sequence number for this address.
Street Line 1	First line of the street address for this vendor.
Street Line 2	Second line of the street address for this vendor.
Street Line 3	Third line of the street address for this vendor.
City	City for this vendor's address.
State or Province	State or province for this vendor's address.

<b>Fields</b>	<b>Descriptions</b>
ZIP or Postal Code	ZIP or postal code for this vendor's address.
Nation	Nation for this vendor's address.
Reference Number	Transaction reference number from the bank file.
SIC	Standard Industry Code from the bank file.
Document	Invoice number assigned by FAPINVT.
Bank Post Date	Date that transaction was posted by the bank.
Feed Date	Date on or after which the transaction will be processed by FAPINVT as specified by the parameter in that process.
Payment Due Date	Invoice payment due date. Feed date may not follow this date.
Invoice Date	Date the purchase was made. This information comes from the bank file.
Transaction Amount	Purchase transaction amount.

### Accounting Information Window - Key Block

This window displays relevant information for the cardholder. Select Next Block to access the default FOAPAL elements that apply to the specified transaction amount.

<b>Fields</b>	<b>Descriptions</b>
Cardholder ID	Number and name associated with this account.
Card Account Number	Credit card number.
Vendor	Code and name for a vendor

<b>Fields</b>	<b>Descriptions</b>
Transaction Amount	Amount of purchase transaction.

### Accounting Information Window - Default Accounting Distribution

This window displays the default FOAPAL elements that apply to the specified transaction amount. Select Next Block to review or change the accounting associated with this transaction.

<b>Fields</b>	<b>Descriptions</b>
COA	Code representing the chart of accounts. The default value comes from FTMCARD.
Index	Code representing a pre-determined combination of FOAPAL elements associated with the transaction. The default value comes from FTMCARD.
Fund	Fund code associated with the transaction. The default value comes from FTMCARD.
Orgn	Organization code associated with the transaction. The default value comes from FTMCARD.
Acct	Account code associated with the transaction. The default value comes from FTMCARD.
Prog	Program code associated with the transaction. The default value comes from FTMCARD.
Actv	Activity code associated with the transaction. The default value comes from FTMCARD.
Locn	Location code where the specific activity took place associated with the displayed invoices. The default value comes from FTMCARD.
Proj	Code representing the specific project for which the purchase was made. The default value comes from FTMCARD.

<b>Fields</b>	<b>Descriptions</b>
Bank	Bank code associated with the transaction. The default value comes from FTMCARD.

### Accounting Information Window - Transaction Information Block

This block displays the default accounting string for the cardholder identified in the Key block. Designated users or account/business managers identified on FTMCARD can make changes to the FOAPAL elements displayed here.

<b>Fields</b>	<b>Descriptions</b>
Sequence	Sequence number for the invoice.
COA	Code for the specified chart of accounts.
Index	Code representing a pre-determined combination of FOAPAL elements associated with the invoice.
Fund	Fund code associated with the invoice.
Orgn	Organization code associated with the invoice.
Acct	Account code associated with the invoice.
Prog	Program code associated with the invoice.
Actv	Activity code associated with the invoice.
Locn	Location code associated with the invoice.
Proj	Code representing the specific project associated with the invoice.
Bank	Bank code associated with the invoice
Percent	Check box that indicates that this invoice represents a percentage of the total transaction amount listed in the Key block.

Fields	Descriptions
Amount or Percent	Dollar amount or percentage associated with this invoice.

### Purchase Card Maintenance Form (FTMCARD)

This form stores and associates the cardholder for each card issued, default FOAPAL information, an account manager (person to be notified), and other key information. Most of this form's stored data is informational only.

#### Things to Remember:

- Both the account manager and the business manager must be pre-defined on the User Profile Maintenance Form (FOMPROF) but do not need the override box checked.
- Cardholder ID and Sponsor ID must be pre-defined in the SPRIDEN table.
- The use of Fund/Orgn security is not enforced on this maintenance form for setup.
- Standard defaulting logic applies for all FOAPAL elements.

#### Key Block

In this block, enter the User ID and account number for the account you want to review/ establish/maintain. Select Next Block.

Fields	Descriptions
Cardholder ID	Number and name associated with this account. Required field.
Card Account Number	Credit card number. Required field.

#### Detail Block

This block contains detailed information about the cardholder account you entered in the Key Block.

Fields	Descriptions
Status	Status of card. Check the LOV for allowable values. Required field.
Start Date	Month and year of card's effective date. Required field.
Expiration Date	Month and year of card's expiration date. Required field.
Card Type	Abbreviation for card. Check the LOV for allowable values. Required field.
Mother Maiden Name	Cardholder's mother's maiden name. Required field.
Account Manager	User ID and name of account manager. Required field.
Business Manager	User ID and name of business manager.
Sponsored Card	Check box that indicates if this account is sponsored.
Multiple Cards	Check box that indicates if multiple cards exist for this cardholder.
Sponsor ID	User ID and name of sponsor, if applicable. Required field if <b>Sponsored Card</b> check box is selected.
Card Descriptor	Text description for this account. Required field if <b>Multiple Cards</b> check box is selected.
COAS	Code representing the chart of accounts. Required field.
Index	Code representing a pre-determined combination of FOAPAL elements associated with this account.
Fund	Fund code associated with this account. Required field.
Organization	Organization code associated with this account.
Account	Account code associated with this account. Required field.

<b>Fields</b>	<b>Descriptions</b>
Program	Program code associated with this account.
Activity	Activity code associated with this account.
Location	Location code associated with this account.
Project	Code representing the specific project for which purchases can be made.
Bank	Bank code.
Responsible Organization	Code for the organization ultimately responsible for payments on this account.
Merchant Category Code	Merchant Category Code
Single Purchase Limit	Dollar amount limit for a single purchase.
Spending Limit	Maximum dollar amount that can be charged to this account.
Allowable Transactions: Daily	Number of transactions permitted for this account per day.
Allowable Transactions: Monthly	Number of transactions for this account permitted per month.
Lag Days	Number of days allowed for review of this transaction. Defaults from FTVSDAT but may be overridden. Used in the calculation of the Feed Date for FAAINVT. Required field.

### **Payment Cutoff Schedule Maintenance Form (FTMPCSH)**

PCard payment cutoff schedule information is managed on this form using the FTVPCSH table. The key to this form is the credit card company defined on the System Data Maintenance Form (FTMSDAT), and the calendar year. Payment cutoff schedule information for credit card companies is entered using date per month. The system uses this information with the PCard Interface Process

(FAPCARD) to calculate the payment due date on the invoice (that is, the cutoff date plus the cycle days defined on SDAT).

A copy function is provided in the form's Key Block to duplicate an existing payment schedule from a prior year or credit card company to a new year or credit card company. The system calculates the difference in the year being copied "from" into the year being copied "to" and adds the appropriate year to the **Start Date**, **End Date**, and **Payment Cutoff Date**.

This form is modeled after the Fiscal Year Maintenance Form (FTMFYSR) and permits different payment schedule cutoff dates per year for American Express. This format is based on a calendar year, not a fiscal year, which allows for any changes in cutoff dates during the year(s).

This should be a highly secured form using normal Oracle role security.

### Key Block

In this block, enter the name of the credit card company and the year for which you want to review or maintain the schedule.

Fields	Descriptions
Card Type	Abbreviation for card. Check the LOV for allowable values. Required field.
Year	Calendar year. Required field.

### Detail Block

This block identifies cut-off dates and due dates for payments to be made to the credit card company you identified in the Key Block.

Fields	Descriptions
Period	Period of the calendar year for which payment is made.
Start Date	Start date of this period.
End Date	End date of this period.



Fields	Descriptions
Payment Cutoff Date	Statement cutoff date.
Due Date	Invoice payment due date calculated from the payment cutoff date and the cycle days on SDAT.

### Purchase Card Query Form (FAICARD)

This form displays much of the same information maintained through the Purchase Card Maintenance form (FTMCARD) but, for security purposes, excludes the **Mother's Maiden Name** field. It also includes transaction history information about the card.

**Note:** Field name labels that appear in parentheses in the following table do not display on the form.

Fields	Descriptions
Cardholder ID	Cardholder ID and name
Card Account Number	Card account number
Card Type	Card type (for example, <i>MC</i> , <i>Visa</i> )
Status	Card status: <i>A</i> (Active); <i>I</i> (Inactive); <i>E</i> (Expired); <i>L</i> (Lost); <i>S</i> (Stolen); <i>T</i> (Terminated)
Start Date	Card start date
Expiration Date	Card expiration date
Account Manager	Account manager ID and name.
Business Manager	Business manager ID and name.
Sponsored Card	If selected, card is sponsored.

Fields	Descriptions
Multiple Cards	If selected, multiple cards exist for this user ID.
Sponsor ID	ID and name of card sponsor.
Card Descriptor	Used primarily when cardholder ID has more than one card
COA	Default value for Chart of Accounts (COA) code used in generating payments for card transactions.
Index	Default value for Account Index Code used in generating payments for card transactions.
Fund	Default value for Fund Code used in generating payments for card transactions.
Organization	Default value for Organization Code used in generating payments for card transactions.
Account	Default value for Account Code used in generating payments for card transactions.
Program	Default value for Program Code used in generating payments for card transactions.
Activity	Default value for Activity Code used in generating payments for card transactions.
Location	Default value for Location Code used in generating payments for card transactions.
Project	Default value for Project Code used in generating payments for card transactions.
Bank	Bank associated with the purchase card.
Responsible Organization	Organization ultimately responsible for payment of expenses charged to this card.
Merchant Category	Merchant Category Code

Fields	Descriptions
Spending Limit	Maximum dollar amount permitted for this card.
Single Purchase Limit	Maximum single purchase dollar amount for this card.
Allowable Transactions Daily	Maximum number of transactions allowed on this card per day. Field will accept a value up to 9999.
Allowable Transactions Monthly	Maximum number of transactions allowed on this card per month. Field will accept a value up to 99999.
Lag Days	Number of days in which card transaction is available for review and/or edit in FAAINVT.
Cumulative Spending	Total dollar figure for card transactions. Display-only field.
Number of transactions	Number of transactions waiting to be fed. Display-only field.
Total Amount	Total dollar amount of transactions waiting to be fed.

### Transaction History

**Note:** Field name labels that appear in parentheses in the following table do not display on the form.

Fields	Descriptions
Cardholder ID	Cardholder ID and name specified in Cardholder Information window. Display-only field.
Card Account Number	Card account number specified in Cardholder Information window. Display-only field.
Transaction Displayed	Total of transactions displayed. Display-only field.

Fields	Descriptions
Invoice Document Number	Invoice number. Display-only field.
Invoice Date	Date of purchase. Display-only field.
Vendor Name	Display-only field
Original Transaction Amount	Display-only field
Feed (Indicator)	Display-only field. Allowable values include: <i>F</i> - Fed to Invoice for payment; <i>N</i> - Not yet fed to invoice for payment.

### Merchant Category Code Validation Form (FTVMCAT)

This form is used to establish valid merchant category codes and their descriptions. To access the values from this form, request an LOV in the **Merchant Category** field on the Purchase Card Maintenance Form (FTMCARD).

Fields	Descriptions
Merchant Category Code	User-defined code.
Description	Description of the merchant category code.
Activity Date	Last activity date for this code.

### User Profile Maintenance Form (FOMPROF)

This form includes a check box for **Purchase Card Override** authority (the FOBPROF table). Normally, only an account manager can adjust the accounting distribution to correct or redistribute amounts on the Purchase Card Transaction form (FAAINVT). This override feature allows the specified user ID to perform account manager functions, including changes to the feed date, vendor, and expense account distribution on any PCard transaction.

**Note:** Account and business managers entered on the Purchase Card Maintenance Form (FTMCARD) do not require this override authorization, since this would not limit the transactions they can process.

## Entity Name/ID Search Form (FTIDEN)

When this form is called from either the Purchase Card Maintenance Form (FTMCARD) or the Purchase Card Transaction: Document Information Form (FAAINVT), the **All** check box in the Key block is selected. This enables the system to search for all records in SPRIDEN.

## Bid Processing

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### Creating Bids from Requisitions

The first step in creating a bid from a requisition is to create a bid with the Bid Creation Form (FPACTBD). You do this by consolidating information from existing requisitions.

1. Enter a buyer code in the **Buyer Code** field. Click Buyer Code or select List to display a list of buyer codes. You may only select a buyer that has open requests. Select Exit with Value to retrieve a buyer. Select Next Block.
2. In the **Bid Number** field, type *NEXT* to generate a new bid number or click Number or select List to select from a list of existing bids.

To continue the bid process, access the Bid Header Form (FPABIDH). Enter the bid number you established on the Bid Header Form (you may click **Bid Number** or select List to view a list of existing bid numbers) and enter a bid description.

1. Verify that the Buyer and Commodity windows default from FPACTBD and that the **Effective Date** defaults to the system date.
2. Enter the **Effective Date** (if different from system date) and the **Termination Date**.
3. Enter *Y* in the **Approved/Printable** field.

Continue the bid process using the Prospective Bidders Form (FPAPRBD).

1. Verify that the **Bid Number** and **Description** fields default from FPABIDH.
2. Verify that the commodity information associated with this bid defaults into the commodity information on this form.

3. From the **Vendor** field, click Vendor or select List to enter a vendor code.
4. Additional prospective vendors are added in the same manner as the first vendor; enter the bid number and vendor code for each additional vendor.

Continue the bid process using the Process Submission Control Form (GJAPCTL).

1. In the **Process** field, enter *FPTBIDD* (Print Bid Form Test Patterns Process). Verify that List Fields, Execute Query, and Exit with Value are available.
2. Select *Submit* on the Hold/Submit indicator.
3. Enter Alternate User ID and Alternate Password.
4. Verify that a bid test pattern is printed.
5. Using GJAPCTL, enter *FPABIDD* (Bid Form Print Process) in the **Process** field. Verify that List Fields, Execute Query, and Exit with Value are available. Select *Submit* on the Hold/Submit indicator. Enter Alternate User ID and Alternate Password.
6. Verify that you printed the Requests for Bids (RFB).

## Receiving Processing

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### Creating a Receipt of Goods

Enter a receipt of goods on the Receiving Goods Form (FPARCVD). To enter a receipt of goods:

1. Access FPARCVD from the Receiving Process Menu (\*FINRECV). Use this form to enter or update receiving header and detail information on a packing slip.
2. Enter the receiver document code number or type NEXT to have the system generate a number for you. Click the search button or request a List to select an existing receiver document and packing slip number.
3. To create or view comments associated with the receiver document, click the View Receiving Text link to access the General Text Entry Form (FOATEXT).
4. Select Next Block.

The **Receiving Method** and **Carrier** fields are optional. The **Date Received** and the **Received By** fields automatically default into the form.

5. Enter the **Date Received**. This is a required field.

6. Select Next Block to enter packing slip information.

## Entering Packing Slip Information

1. Enter the **Packing Slip** number. All purchase orders on the packing slip must have the same vendor. You may click the search button or request a List to select from a list window.

**Bill of Lading** is an optional field.

2. To create or view comments associated with the packing slip, select the View Packing Slip Text link to access the General Text Entry Form (FOATEXT).
3. Select Next Block to enter purchase order information.

## Entering Purchase Order Information

Purchase orders are not required to be closed out prior to invoicing. As a result, invoicing may be performed before receiving.

1. Enter the **Purchase Order** number for the purchase order associated with the packing slip. This is a required field.

You may navigate to one of the following areas from the **Purchase Order** field:

- To access the Purchase Order Validation Form (FPIPOHD) click on the search button, or select List.
- To view the open purchase orders click on the search button or select Next Set of Records to access the Open Purchase Orders by Vendor Form (FPIPOOV).
- To access the Purchase/Blanket/Change Order Query Form (FPIPURR), click on the search button or select Count Hits. This form enables you to view a specific purchase order document.

2. Click Receive All Purchase Order Items link if all the items on the purchase order are being received for the first time all at once. Receiving detail records are then created for all the items on the purchase order. In addition, the system creates or updates all temporary fixed asset tags at this time.

Select Next Record to enter another purchase order.

3. If you only receive a few items from this packing slip or if you are unaware of the item number, click Select Purchase Order Items link to access the Receiving Goods PO Item Selection Form (FPCRCVP).

This form displays all the items on the purchase order that you have not yet received on this packing slip.

To select the desired items, select Next Block and select the **Add Item** check box next to the items you wish to receive.

The system creates detail items with a blank quantity.

The **Quantity/Amount** and **Quantity/Amount Accepted** fields on FPCRCVP are updated once the corresponding fields are updated in the Commodity Window of FPARCVD.

4. Identify whether receiver document is to **Receive Items** or **Adjust Items** by selecting the appropriate radio group button. *Receive Items* functionality enters the receiver information into the system as normal *positive* transaction. The *Adjust Items* functionality enters receiver information into the system as a reverse or *negative* transaction to allow for correction of previously received amounts. The *Adjust Items* functionality may only be used when a previously received amount exists and may not be for an amount greater than the previously received amount.

## Commodity Window

All records that have been selected to exist on the packing slip display in the Commodity window of the Receiving Goods Form (FPARCVD). Use the scroll bar or Next Record and Previous Record to scroll through the existing records. The Commodity Window will display in one of two formats based on the Purchase Order Type of the purchase order document selected to be received. When the purchase order is a Regular Type the Commodity window displays based on quantity. When the purchase order is a Standing Type the Commodity window displays based on dollar amount.

To enter information on the receiving detail record in the Commodity Window of the Receiving Goods Form (FPARCVD):

1. Scroll through the items to find the commodity you are receiving.
2. Select Next item to navigate to the **FOB** field.
3. Select the **Final Received** check box in order to indicate this receiver document is intended to be the final receiver entered against the referenced purchase order. This indicator is carried forward and displayed on the Invoice/Credit Memo Form (FAAINVE).
4. Select Next Item and enter the **Current - Quantity - Received** field. If receiver document is against a Standing Type purchase order, enter the **Current - Amount - Received** in the field.
5. The **U/M** (Unit of Measure) default value comes from the purchase order. If the unit of measure for the goods being received is different than that of the purchase order, enter the received quantity and the received unit of measure. The form converts the quantity into the unit of measure from the purchase order, as long as you make an equivalency entry on the Equivalency Maintenance Form (FTMEQUL). If no entry exists, an error message displays to notify you when you attempt to enter the quantity.



6. If items are rejected at delivery time, enter the **Current - Quantity - Rejected** and the corresponding unit of measure for the rejected quantity. If the receiver document is against a Standing Type purchase order this field is not displayed.
7. The Suspense indicator appears selected when the received quantity exceeds the tolerance specified in the **Receiving Overage Tolerance** field on the User Profile Form (FOMPROF).
8. If you have override authority (refer to the **Receiving Override** field on FOMPROF to verify this), select the **Override** box and click or select Save. The Suspense indicator then appears cleared and you can use the record in the Receiving/Matching Process.

If the commodity received is a stock item from an inventory purchase order, you must enter the primary location; you may also enter the sublocation. Otherwise, the **Primary Location** and **Sub Location** fields are not enterable.

You may also refer to the following fields:

- The **To Date - Quantity - Received** field shows the total quantity received across all packing slips. If the receiver document is against a Standing Type purchase order, the **To Date - Amount - Received** is displayed in the field.
- The **To Date - Quantity - Rejected** field shows the quantity rejected at the time of delivery across all packing slips. If the receiver document is against a Standing Type purchase order, this field is not displayed.
- The **To Date - Quantity - Returned** field indicates the quantity returned at a later date across all return codes. If the receiver document is against a Standing Type purchase order, this field is not displayed.
- The **To Date - Quantity - Accepted** field shows the total quantity accepted across all packing slips. If the receiver document is against a Standing Type purchase order, this field is not displayed.
- The **To Date - Quantity - Ordered** field shows the original ordered quantity from the purchase order. If the receiver document is against a Standing Type purchase order, the **To Date - Amount - Ordered** is displayed in this field.

To enter returns, use the Returned Goods Form (FPARTRN).

## Accounts Payable

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### Running Banner Bank Reconciliation

The Banner Finance System enables you to reconcile the checks, deposits, and bank-related transactions that you have processed to records that your installation maintains. All checks produced through the Check Processes update the Check

Table (FABCHKS). All entries (including checks and deposits) produced through the system are stored in the Transaction Detail Table (FGBTRND).

When you execute the Bank Reconciliation Report (FARBREC), it produces an outstanding check and deposit register. Although checks exist in both FGBTRND and FABCHKS, checks are not displayed twice on this report because they exist as values in the System Data Maintenance Table (FTVSDAT) that tell the system to exclude them. Anytime a bank code is used on a journal voucher (that is, interfaces), these entries will appear as deposits on this report unless you have excluded them on FTVDSAT (see “Preventing Inclusion of Journal Voucher Rule Classes”).

## Running Banner Bank Reconciliation

You can manually enter the records that your installation maintains, or the records can be interfaced via electronic media. A description of the reconciliation process and the appropriate forms and reports follows.

### *Bank Reconciliation Process*

1. Select the Accounts Payable System Menu (\*FINAP) from the Main Financial Systems Menu (\*FINANCE).
2. Access the Bank Tape Reconciliation Form (FAABREC) from the Accounts Payable Menu (\*FINAP).

Use FAABREC to manually enter bank activity information from the bank statement or to view information downloaded to the bank tape table. If bank activity is interfaced via electronic media, the interfaced information appears on this form.

3. Enter information into the Bank Tape Reconciliation Form by indicating the **Bank** code for the bank account you need to reconcile. Click Bank or select List to select a bank code from a list window.

**Note:** The system automatically retrieves the bank account number for both this bank account and your cash account.

4. Select Next Item to go to the **Status Selection** field.
5. Select *All*, *Reconciled only*, or *Not reconciled* in the **Status Selection** field.
  - *All* displays all check and deposit entries.
  - *Reconciled only* displays the entries from the bank which reconciles to your institution's records.
  - *Not reconciled* only displays entries for which there is no corresponding bank or institution matches.
6. Select Next Block to enter detail information.

**Note:** Before entering data, make sure that the **Bank Account Number** matches the bank account number on your bank statement.

7. Beginning with the first row of the **Document** column, enter data from the bank statement as follows:
  - **Document** - The document number for the transaction that appears on the bank statement.
  - **Transaction Type** - Each transaction type is categorized as follows: *Check*, *Deposit*, *Other*, or *Unknown*. Use the appropriate transaction type to indicate the type of entry.
  - **Transaction Date** - The transaction date that appears on the bank statement.
  - **Description** - A description of the transaction.
  - **Amount** - The amount of the transaction that appears on the bank statement.
  - **Internal Document Code** - This is the document number that appears in your own records. For checks, this should be the same document number. Other transaction types may have different numbers. The system is able to reconcile transactions with differing internal and external document codes. The system copies the **Document** number into the **Internal Document Code**. Note that this references the **Deposit** field for cash receipt transactions on the Journal Voucher Entry Form (FGAJVCD). If you enter cash receipts without a value in the **Deposit** field on FGAJVCD, you cannot reconcile your receipts without processing an adjusting journal. The same is true if you use the Journal Voucher Quick Form (FGAJVCQ) to process cash receipts, as this field does not exist on the form. This value defaults if left blank.
  - **Status** indicator - An unenterable field. The system displays an *R* as you reconcile items.
8. After you enter all the information, run the Bank Reconciliation Report Process (FARBREC).

This process matches records, updates the **Status** indicator field on the Bank Tape Reconciliation Form (FAABREC) with an *R* as appropriate, and then prints a report (FARBREC).

FARBREC contains fields similar to those on the Bank Tape Reconciliation Form, with the addition of a column to indicate the bank amount. Also the **Status** indicator field displays as Recon Ind. The system does *not* enter a value in this field for items that you reconcile. Items that you do not reconcile show an indicator value of:

*G* If your amount is greater than bank amount.

*L* If your amount is less than bank amount.

*N* If there is no matching record.

To complete the Bank Reconciliation Process:

1. After each iteration of this job, make the appropriate adjustments on the Bank Tape Reconciliation Form and/or your records, until you reconcile all your items.
2. Run the Bank Reconciliation Balance Report (FARBBAL) to produce a summarized statement.
3. Run the Bank Reconciliation Activity Aging Report (FARAAGE). This report provides an aging of reconciling items.

For additional information on each of the reports mentioned above, refer to the reports documentation in Chapter 25, "Reports and Processes."

## Preventing Inclusion of Journal Voucher Rule Classes

You can prevent certain journal voucher rule classes from being included in bank reconciliation by creating a record in the FTVSDAT table. Create this record by following these steps:

1. Enter *FABCHKA* in the **Entity/Usage Code** field.
2. Enter *EVENT\_CODE* in the **Attribute Code** field.
3. Enter the names that you have assigned for each rule class in the Option Code #1 and #2 fields.

For example: You may want to use *OMIT1* or *OMIT2* in the Option Code #1 field and a single alpha character, such as *D*, in the Option Code #2 field.

4. Type *Omit\_from\_Bank\_Reconciliation* in the **Description/Title** field.
5. Make sure that the rule class that you wish to exclude is displayed in the **Data** field.

## Populating the Bank Tape Table

When you feed information electronically, you must populate the **Internal Document** field with an appropriate value. Although this field is not required in the Bank Tape Table (FABBKTP), it is required in the Collector Table (FABBRCC).

## Creating a New Vendor

Access the Vendor Maintenance Form (FTMVEND) from the Accounts Payable Table Menu (\*FINAPTAB). This form enables you to create new vendors, or to modify existing vendor data (except for vendor name).

To change the vendor name, use the Identification Form (FOAIDEN).

To add a new vendor:

1. Enter the assigned **Vendor** number or select Generate ID to access GOAMTCH.
2. Enter the name of the **Corporation** or the **Last Name** and **First Name** of the individual.
3. Select Next Block to enter detail information.

The default **Procurement Type Code** and the **Accounts Payable Type Code** fields are optional fields which streamline data entry on the procurement documents. If specified, the default **Procurement Type Code** defaults when you select the vendor for a requisition or purchase order. The **Accounts Payable Type Code** defaults on the Invoice/Credit Memo Form (FAAINVE).

**Note:** These fields only specify that a default *exists*; you need to create these addresses in the Address Window of the Vendor Maintenance Form (FTMVEND).

4. Select *Collects All Taxes*, *Collects No Taxes*, or *Collects Selected Taxes* from the **Collects Taxes** pull-down list.
5. The **Owner ID** and owner name (unlabeled) fields are used to establish owner vendor information for “Doing Business As” (DBA) vendors.

If a vendor operates multiple business under the heading “Doing Business As,” the owner vendor is created as a 1099 vendor. When the DBA vendor is subsequently created, the owner vendor’s ID number is entered in the **Owner ID** field. The owner vendor’s name and tax identification number will now be referenced on the vendor records and 1099s of the affiliated DBA vendors.

6. Select Next Block to access to the Vendor Types Window or Additional Information to access the Additional Information Window.

### Additional Information Window

1. Enter the **Tax ID** number for the vendor. The **Federal Withholding** and **State Withholding** fields are optional.

**Note:** For the amounts you enter in the withholding fields to be effective, rule classes DDWI, DTWI, CDWI, and CTWI must be updated with a posting modifier on the G010 processing code for your site’s withholding liability account. A withholding fund may also be entered.

2. The **Income Type** and **Base Currency** code fields are optional. Use the Search feature or select List to view a list of valid codes for each field.
3. You may classify the vendor as a *Domestic Carrier* or a *Foreign Carrier*, as an *In State Vendor* or *Out of State Vendor*, and may select *One invoice per check* or *Many invoices per check*.

## Vendor Types Window

The Vendor Types Window of the Vendor Maintenance Form specifies the vendor type codes associated with the vendor. A vendor may have multiple vendor types.

To use this window:

1. Use the Search feature for the **Code** field or select List to select from a list of vendor type codes.
2. Select Save.
3. Select Next Block to access the Address Window.

## Address Window

The Address Window enables you to define the appropriate vendor address and phone number information. A specific vendor may be assigned multiple address codes and sequences.

To use this window:

1. Enter the desired **Address Type** and **Sequence Number**, and enter the address associated with these codes.
2. If you specified either of the optional Address Type Codes in the main window of FTMVEND, enter the address information for those defaults in this window.

The **City** field and either the **State or Province** or the **Nation** field is required. When you enter **State or Province**, the **ZIP or Postal Code** field is also required. In addition, **Telephone Type** and **Telephone** number fields are available. The **Telephone Type** field defaults from the address type, but is enterable.

3. Use the Search feature for **Telephone Type** or select List to view a list of valid codes.

You can enter the primary phone number in the **Telephone** number field; however, to view or add additional phone numbers for an address code and sequence, you must access the Telephone Validation Form (STVTELE).

4. Select Save and select Next Block to access the Taxes Collected Window.

**Note:** To delete an address, use the Identification Form (FOAIDEN).

## Taxes Collected Window

Use the Taxes Collected Window to define which taxes you wish to collect. This window is only accessible when you define a vendor that Collects Selected Taxes on the header window.

To use this window:

1. Enter the appropriate tax code(s). Select the Search feature for the **Tax Code** field or select List to select a valid tax code.

The invoice process uses these values to determine which tax amounts to pay to the vendor and which tax amounts to pay to the Taxing Authority.

2. Enter the **Effective Date**, which is a required field.
3. Select Save to complete the form.

**Note:** To validate the newly created information, use the Entity Name/ID Search Form (FTIIDEN). Refer to Chapter 15, "Invoice Processing," for more information.

## Establishing Tax Information

To control tax calculations in Banner Finance on a system-wide basis, select the **Tax Processing** field on the System Control Maintenance Form (FOASYSC) and supply a Default Tax Group Code in the Tax Processing Information Window. If you set these values, the system calculates all taxes on all purchase orders and invoices.

Access both the Tax Rate Code Maintenance Form (FTMTRAT) and the Sales/Use Tax Group Maintenance Form (FTMTGRP) from the Accounts Payable Table Menu (\*FINAPTAB).

## Using the Tax Rate Code Maintenance Form (FTMTRAT)

Use the Tax Rate Code Maintenance Form (FTMTRAT) to establish the individual tax rates applicable to your installation.

The **Tax Rate**, Description (Unlabeled), **Rate**, **Priority**, and **Pay Tax To** fields are required. The **Active Status** box defaults from the system. When the Active Status box is unchecked (inactive), the **Last Activity Date** field defaults. The **Effective Date** defaults to the system date.

Explanations for several tax parameters you may set on this form appear below.

**Note:** After you enter all of the desired data on this form, remember to click or select Save.

## Compounding Taxes

To support cases in which the system calculates taxes in a compounded manner, there is a **Priority** field, which is required. To compound taxes, assign a number to each tax rate. This number should denote the order in which the system calculates taxes. For example, if you compute Duty first, the priority number is *1*. Another tax

rate, Federal Sales Tax, is to include Duty in its calculation. Therefore, the Federal Sales Tax priority is 2.

### Including Additional Charges

Ordinarily, the system only calculates taxes for the Approved Amount (quantity x unit price). However, if you check the **Include Additional Charges** box, the additional charges will be added to the Approved Amount to compute taxes.

### Including Discounts

Ordinarily, the system calculates taxes for the Approved Amount (quantity x unit price). However, if you check the **Include Discount** box, the discount amount will be deducted from the Approved Amount to compute taxes.

### Establishing a Taxing Authority ID

In cases where the vendor does not collect taxes, but you remit them directly to a governing body instead, you can establish a taxing authority identification code. Enter this ID number in the **Taxing Authority ID** field. You maintain valid values as vendors. If the Pay Tax To? value is either *C* (Pay Vendor if a Collector) or *T* (Always Pay Tax to Taxing Authority), you must enter a Taxing Authority ID.

### Identifying to Whom You Pay Taxes

Use the **Pay Tax To** field to specify to whom you intend to pay taxes, and when. To pay taxes to the vendor in all cases, enter *V*. To pay taxes only to those vendors who are tax collectors, enter *C*. Finally, to pay only to the taxing authority, enter *T*. If you specify either *C* or *T*, be sure to enter a valid Taxing Authority ID.

### Specifying a Liability Accounting Distribution

When you pay taxes to a taxing authority, specify an accounting distribution to record the liability when the invoice or direct cash receipt posts. For an invoice, the system draws the tax amount that awaits payment to the taxing authority out of the accounts payable account and records it in the liability account that you create for this purpose. For a direct cash receipt, this process is reversed.

To specify this type of accounting distribution:

1. Click Accounting Information or select the menu option to access the Tax Rate Accounting Information Window.
2. Enter the **Chart of Accounts** and **Fund** codes in the respective fields.
3. Enter the **Liability Account** field if the **Pay Tax To** field displays either a *C* or a *T*.



## Specifying a Default Rebate Accounting Distribution

You may enter the default rebate percentage and accounting distribution for the system to calculate rebates at the time the invoice is created. If you have more than one rebate percentage associated with the same tax rate, you must enter the multiple rebate percentages using the Rebate Maintenance Form (FTMREBT) and associate each rebate percentage with individual or combined FOAP (Fund, Organization, Account, Program) attributes. The FOAPAL on the Invoice/Credit Memo Form (FAAINVE) or the Direct Cash Receipt Form (FGADCSR) will be matched with the data on FTMREBT to retrieve the appropriate rebate percentage; if there is no match, the rebate percentage on the Tax Rate Code Maintenance Form (FTMTRAT) will be used as the default rebate percentage to calculate rebate amounts.

## Establishing Multiple Rebate Percentages

### Using the Rebate Maintenance Form (FTMREBT)

The default rebate accounting distribution on FTMTRAT must be set up before you can insert records on FTMREBT for the tax rate.

Use the Rebate Maintenance Form (FTMREBT) to establish multiple rebate percentages for a tax rate and associate each rebate percentage with individual or combined FOAP attributes. An invoice or direct cash receipt will use the rebate percentage that most closely matches the transaction FOAP.

Enter the Tax Rate code in the key block and select Next Block. The Effective Date defaults to the system date. The **Tax Rate Code Description** and the **Tax Rate Code Percent** will default from the Tax Rate Code Maintenance Form (FTMTRAT), and they cannot be overridden. **Rebate Percent** is a required field. The Chart of Accounts related to the FOAP attributes for this percentage should be entered. The rebate accounting distribution will default from FTMTRAT and can be overridden.

### Specifying Distribution Information

The FOAP ranges associated with the **Rebate Percent** entered on the header block will be entered in the Distribution Information Window. If a value is entered in the **From** field and if the **To** field is left blank, then the **To** field is the same as the **From** field.

When a rebate percentage must be determined for an invoice or a direct cash receipt, the data on FTMREBT is scanned and the **Rebate Percent** is selected whose FOAP best matches the document's FOAP. On FTMREBT, any FOAP specification that has a single element (with nothing in the **To** field) is considered a better match to the document than a range specification; a narrow range produces a better match than a wide range.

The Fund is checked first; if more than one row qualifies with the same priority, the Organization is checked. If this does not result in a unique selection, the Account is then checked. Finally, if necessary, the Program is checked.

Once an FTMREBT row is chosen in this way, any remaining FOAP elements in that row that were not needed for selection are scanned to make sure that they do not conflict with the document's FOAP. For example, an invoice with a Fund of 1000 and an Organization of 120 cannot match an FTMREBT row where the Fund is 1000 but the Organization is 250.

Nested ranges can be specified on FTMREBT. A nested range is one whose From and To values fall on or within those of another range. Examples of nested ranges are 1000-1500 and 1100-1300. Any number between 1000-1099 and 1301-1500 should match the 1000-1500 range, but any number from 1100-1300 would match the narrower 1100-1300 range.

Overlapping ranges can also be specified on the form, but this is not recommended because it leads to ambiguities that are not necessarily resolved in the desired way. Examples of overlapping ranges are 1000-1500 and 1300-1700, where the numbers from 1300-1500 could fall into either group. Any set of overlapping ranges can be specified for clarity. In the above example, you should decide which group the numbers between 1300-1500 belong to, and respecify the ranges as either 1000-1300 and 1301-1700 or as 1000-1500 and 1501-1700.

Example: The Tax Rate *TRI* has eight different rebate percentages. The default rebate percentage on FTMTRAT is 70%, and there are seven different rebate percentages on FTMREBT associated with the FOAP attributes.

**Note:** Please refer to the following table.

<i><b>Rebate Percentage</b></i>	<i><b>Fund</b></i>		<i><b>Orgn</b></i>		<i><b>Acct</b></i>		<i><b>Prog</b></i>	
	<i><b>From</b></i>	<i><b>To</b></i>	<i><b>From</b></i>	<i><b>To</b></i>	<i><b>From</b></i>	<i><b>To</b></i>	<i><b>From</b></i>	<i><b>To</b></i>
57.14	1000							
52	1000	1020	111				100	120
50	1000				6000			
45	1000	1020	111					
42					6100	6170		
60			125					
65	2222		165				100	120

The following table shows the percentages that are retrieved by the form based on the FOAPAL on the invoice:

<i>FOAPAL on the Invoice or Direct Cash Receipt</i>				<i>Rebate</i>
<i>Fund</i>	<i>Orgn</i>	<i>Acct</i>	<i>Prog</i>	<i>Percentage</i>
1000	120	6000	100	50
1000	120	6111	100	57.14
1010	111	6120	115	52
1010	111	6160	145	45
2000	125	7120	100	60
2010	120	6160	125	42
2422	120	7220	150	70 (default)

## Creating Tax Groups

Once you establish the tax rates, you can create the tax groups. The first tax group you should establish is for items which are not taxed.

To create a tax group:

1. Establish a tax group, and check the **Non-Taxable** indicator on the Sales/Use Tax Group Maintenance Form (FTMTGRP).

You should reference this group on documents or items for which you do not have the system calculate taxes.

2. Uncheck the **Non-Taxable** indicator for all other tax groups.
3. Once you create the tax group, select Next Block to enter the rates appropriate for this tax group.
4. Enter the **Tax Group** code, or click Code or select List to select a valid code from a list window.

Enter the tax rates associated with this tax group as established on the Tax Rate Code Maintenance Form (FTMTRAT).

5. Once you establish the tax groups, update the System Control Maintenance Form (FOASYSC) with the default tax group.

### Associating Tax Groups

You can associate tax groups with the **Ship To Codes** on the Ship To Address Maintenance Form (FTMSHIP) and/or with Commodity Codes. On a given document, the system retrieves the tax group from the Ship-To Code. If there is no tax group for the Ship-To Code, the system uses the Default Tax Group from FOASYSC. For a given commodity, the first source of a tax group is the commodity record (maintained on FTMCOMM). If there is no commodity tax group, the form uses the tax group from the header. You can override tax groups at the header and commodity levels.

## Invoice Processing

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### Issuing an Invoice

#### Selecting the Invoice Type

When you create an invoice, you need to specify which type of invoice you wish to use. To do this, select *Direct Pay*, *Regular*, or *General Encumbrance* from the Invoice Type pull-down list (unlabeled). As well you must specify if you wish to utilize the vendor invoice consolidation functionality to enter more than one vendor invoice per Invoice Document by checking the Multiple check box.

- *Direct Pay* - Use a direct pay invoice when you do not reference a purchase order. Direct pay is the default invoice type.
- *Regular* - Use a regular invoice when you reference a purchase order created previously through the Purchase Order Form (FPAPURR). Vendor invoice consolidation may only be utilized if purchase order is defined as Regular type.
- *General Encumbrance* - Use a general encumbrance invoice when you reference a General Accounting Encumbrance created previously through the Encumbrance/Reservations Maintenance Form (FGAENCB). Vendor invoice consolidation may not be used when processing General Encumbrance invoices.

#### Choosing Document or Commodity Level Accounting

You have two options when you enter accounting information for an invoice.

Document Level Accounting enables you to assign account distributions to an invoice document in total. To use Document Level Accounting, check the

**Document Level Accounting** box in the Invoice/Credit Memo Header Window of the invoice form.

Document Level Accounting has two significant advantages:

1. Reduces the amount of time it takes to enter data.
2. Reduces the number of records that the system stores in the invoice accounting and transaction history tables.

Use Commodity Level Accounting to assign account distributions to individual commodities, if necessary. To use Commodity Level Accounting, uncheck the **Document Level Accounting** box.

**Note:** If you issue an invoice created from a purchase order, you must use the accounting method used on the purchase order throughout the document.

## Using the Invoice/Credit Memo Form (FAAINVE)

The Invoice/Credit Memo Form (FAAINVE) provides the basis for all Accounts Payable processing activities. The form accommodates Direct Pay (an invoice that does not involve a purchase order), Regular (an invoice that involves a purchase order), and General Encumbrance (a general accounting encumbrance created through FGAENCG is referenced on the invoice). This form also accommodates additional charges or discounts, currency conversion, and taxes. Access this form from the \*FININVS Menu.

**Note:** Purchase orders are not required to be closed out prior to invoicing. As a result, invoicing may be performed before receiving.

## Entering Key Information for the Invoice

To enter the Key Information:

1. Enter the invoice **Document Number** or enter *NEXT* to have the system generate one.

Click **Document Number** or select List to select an existing invoice document from the Invoice/Credit Memo List Form (FAINVL).

2. Select Next Item to specify if vendor invoice consolidation will be utilized in processing the invoice. Check the **Multiple** check box if you wish to use this functionality.
3. Select Next Item to specify the type of invoice you wish to create.
4. If a regular invoice is being created without using the vendor invoice consolidation functionality, enter *Y* in the **Select POs** box to select items from

the purchase order for invoicing. Selection of items to be paid on a regular invoice with vendor invoice consolidation will be done later in the invoice process.

5. Select Next Block to access the Invoice/Credit Memo Purchase Order Selection Form (FAQINVP).
6. To pay the entire purchase order referenced without using the vendor invoice consolidation functionality, enter *Y* in the **Invoice All** box. This creates the invoice from the entire purchase order, including the Commodity and Accounting records.

If the transaction is a Credit Memo, and you do not wish to Invoice All items, leave the **Select POs** and **Invoice All** fields blank in the Key Information. Instead, proceed with the remainder of the Key Information and Header windows. Purchase Order items may then be selected in the Commodity Information (Regular) Window by entering a *Y* in the **Select PO** field and selecting Next Item.

7. Enter the **Vendor Number** for Direct Pay invoice. Field defaults for Regular and General Encumbrance invoices and may not be changed.

To enter a one-time vendor, leave the **Vendor** number field blank, and enter the vendor's name.

8. Select Count Hits from the **Vendor** field to access the Vendor Maintenance Form (FTMVEND).
9. Select Next Block to go to the Invoice/Credit Memo Header Window.

### Invoice/Credit Memo Header Window

1. The **Invoice** and **Transaction Date** fields default to the system date but may be changed.
2. The **Document Level Accounting** box defaults to checked. You may alter this field if the invoice is not based on a purchase order or a General Accounting Encumbrance. Check the **Document Level Accounting** box to assign the accounting distributions to the invoice document in total rather than to individual commodities. Uncheck this box to assign the account distributions to specific commodities.
3. The invoice Check Vendor defaults from the vendor entered in the Key Information. You may also enter a **Discount Code**.
4. The system calculates the **Payment Due** date if **Discount Code** is entered. You can use this date or enter a payment due date equal to or greater than the invoice date.

5. The **Bank** code is optional in this window; however, the **Bank** code is required in the Accounting Distribution Window if left blank here. The 1099 Vendor box defaults from FTMVEND.
6. If applicable, you may enter the **Vendor Invoice Number**.

#### *Navigation Options*

- To access the General Text Entry Form (FOATEXT), select the Document Text link. Use this form to enter text or change existing text for an invoice document.
- To go to the appropriate Commodity Information Window (either the Direct Pay/General Encumbrance Commodity Information Window or the Regular Commodity Information Window), select Next Block.

### Document Indicators Window

1. Check the **Recurring Payables** box if you wish this invoice to be paid to the vendor on a regular recurring basis. To modify this information, refer to the Recurring Payables Form (FAARUIV).

Refer to "Setting Up a Recurring Payable" on page 2-295.

2. Check the **Installments** box if the invoice will be paid on an installment basis. The **Installments** indicator can be checked only if the **Recurring** payable indicator is also checked. This indicator is used by the Fixed Assets module to capitalize the purchase order amount when checked.
3. The **NSF On/Off** box defaults from the **Non-Sufficient Funds Checking** box on the System Control Maintenance Form (FOASYSC). You may check this box if it is unchecked, but you may not uncheck it.
4. Check the **Deferred Edit** box to activate the Deferred Editing feature. This speeds up your system processing time. However, it also disables the system from displaying online errors immediately.

If you use Deferred Editing, you cannot view your errors until you run the Editing feature in the batch processes FGRTRNI and FGRTRNR.

5. The **Grouping** pull-down list indicates whether you wish to group related invoices. This indicator defaults from the Vendor Maintenance Form (FTMVEND). Select *M* to combine many invoices on one check. Select *I* to use one check per invoice.
6. Check the **Hold** box if you wish to save your changes to this invoice, but not pay it immediately.
7. Select Next Block to access the Commodity Information Window (for the specified invoice type). To access one of the other Header Information windows, select the corresponding menu option.

## Commodity Information Window

If you selected *Direct Pay* or *General Encumbrance* in the **Type of Invoice** field, navigate to the Direct Pay/General Encumbrance Commodity Information Window.

To use this window for a *Direct Pay* or *General Encumbrance* invoice:

1. Enter the **Commodity** code or the desired **Description**. A button and List are available for both fields.
2. Enter the approved amount, discount, and tax if appropriate. The system calculates discount and tax amounts if you enter the discount code and/or tax group.
3. Select Next Block to navigate to the Invoice Accounting Distribution Window.

If you selected *Regular* in the **Type of Invoice** field, navigate to the Regular Commodity Information Window. The commodity information defaults from the purchase order, but this information may be changed. The system increments the item number.

To use this window for a Regular invoice:

1. Enter the commodity information or create a new commodity if necessary.  
  
If you pay against a purchase order, the commodity items display.
2. Enter the approved unit price and quantity.
3. The **Ordered Quantity** amount defaults from the purchase order. The accepted quantity displays if the receiving process receives the item. If the approved quantity equals the ordered quantity, the **Final Payment Ind** field defaults to *F*. Clear this field if you anticipate more invoices for the item. If this is the final payment, even though the approved quantity is less than the ordered quantity, enter *F* in this field.

Both Commodity Information Windows include an **Access Completion** box which enables you to redistribute accounting amounts based on changes to commodity amounts. Therefore, you do not have to re-enter the Invoice Accounting Distribution Window. When you first enter the Commodity Information Window, you cannot access the **Access Completion** box until accounting records exist. When accounting records exist for the commodity, the box defaults to checked. If you make a change to the commodity amount and select Next Block while this box is checked, the form opens the Balancing Completion Window.

The Wrap-up process recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance Process. If you choose to access the Invoice Accounting Distribution Window instead of the Balancing Completion Window, uncheck the **Access Completion** box and select Next Block.



You may navigate to one of the following areas:

- To access the Accounting Tax Distribution Window, select Next Set of Records. You can only access this window when you use the Tax Processing feature.
- To access the Commodities for Review Query Form (FOICOMM), click Commodity Query or select Block Menu.
- To access the Currency Conversion Window, select Count Hits from the **Approved** field. You can only access this window when you use a foreign currency.

## Invoice Accounting Distribution Window

The commodity **Item** and **Commodity** description fields differ depending upon whether Document Level Accounting or Commodity Level Accounting was selected. This difference exists because Document Level Accounting distribution(s) pertain to the entire invoice document, rather than to an individual commodity. If Document Level Accounting was selected, the commodity **Item** field appears blank or null, and the **Commodity** description field reads *Document Acctg Distribution*. For a Commodity Level invoice, the **Item** field is populated with an item number and the **Commodity** description field displays that item's description.

If this is a regular invoice, the accounting information defaults from the purchase order. It may be corrected in this window.

Enter accounting distributions that relate to either each commodity item or to the invoice in total. Select Next Item to go to the **Approved Amount** field, and enter the dollar amounts or use percentages to calculate the accounting amounts. If you pay against a purchase order, confirm each accounting sequence, and make any changes to the required amount.

Several options are available when you enter accounting information. You can:

- Check the **Document Level Accounting** box in the Invoice/Credit Memo Header Window and save the record without entering the amounts. When you execute the redistribution function from the Commodity Information Window, the system assigns the extended amounts equally among the account distributions you enter. If the **Document Level Accounting** box is unchecked, enter the accounting amounts.
- Manually enter the dollar amounts.
- Enter the percentages and allow the form to calculate the amounts.

*If the **Document Level Accounting** check box is checked:*

Select Next Block from the Commodity Information Window to execute the redistribution function. The system redistributes the total of all commodity items to the accounting records that use the percentages you previously entered for each account distribution.

*If the **Document Level Accounting** box is unchecked:*

The system redistributes specific commodity amounts among the assigned accounting sequences that use the percentages you previously entered for each account distribution.

**Note:** Use either all dollar amounts or all percentages on the account sequences. If you do not use a percentage to derive the amount originally, the system redistributes the commodity amount equally among its account distributions.

You may navigate to one of the following areas from this window:

- To view additional account distributions, select Next Record.
- To access the Balancing Completion Window, click Completion or select Next Block.
- To access the Commodities and Accounting for Review Query Form (FOICACT), click Accounting Query or select the menu option.
- To access the Currency Conversion Window, select Count Hits. You can only access this window when you use a foreign currency.
- To access the Budget Availability Form (FGIBAVL), click Budget Availability or select Block Menu. This enables you to view the available budget for the account distribution which you enter.

## Balancing the Invoice

The system executes Available Balance checking after you enter and save all the accounting records for a commodity or a document (depending on whether the **Document Level Accounting** box is checked or unchecked). The system sets the **NSF Suspense** indicator to A while you enter accounting records.

**Note:** To move from one accounting sequence to another, select Next Record.

After you have entered all the commodities and accounting records, select Next Block to access the Balancing Completion Window.

This form invokes the Wrap-Up routine, which allocates the accounting amounts (if these are blank), corrects any rounding problems, and calls the Available Balance Process. If you receive an insufficient funds message and have authorization to override the budget, enter Y in the **NSF Override** box and recommit the record.

For Document Level Accounting Invoices, the system allocates the sum of all the commodities. For Commodity Level invoices, the system only allocates the amounts for each specific commodity.

To process multiple commodity items and their associated accounting distributions:

1. Select Previous Block from the Invoice Accounting Distribution Window to return to the Commodity Information Window.
2. Select Next Record on the Commodity Information Window to enter the next commodity item.

When the **Document Level Accounting** box is checked, Wrap-Up does not occur at this time. For a Commodity Level Accounting document, Wrap-Up occurs when you select Previous Block at this point.

**Note:** When you return to the Commodity Information Window, the **Access Completion** box is checked. This means that when you create commodity records, if you select Next Block, the system executes the Wrap-Up routine and opens the Balancing Completion Window.

3. If you need to enter additional accounting records or reallocate the amounts manually, uncheck the **Access Completion** box and select Next Block to access the Invoice Accounting Distribution Window. Once you complete the accounting records, select Next Block to access the Balancing Completion Window.

## Entering Taxes

**Note:** This feature only displays for installations that use the tax process.

If the tax process is in use, you may wish to see how the system distributes the paid taxes to the taxing authorities based on the invoice's tax group. Select the menu option from the Invoice Accounting Distribution Window to access the Accounting Tax Distribution Window. This window displays the tax distribution which you can change, as long as the total tax distribution does not exceed the tax amount on the accounting distribution. Select Next Block to access the Balancing Completion Window.

## Balancing the Document

Use the Balancing Completion Window to determine if the document is in balance before you attempt to complete the document. If the document is in balance and you are ready to mark the document complete, click or select Complete. The cursor returns to the **Invoice Document Number** field in the main window so that you may enter new invoices.

To save the data and exit the document, click or select In Process and complete it at a later date.

## Currency Codes and Conversion

Unless you specify otherwise, the amounts that you input appear in the installation's base currency referenced on the Installation Control Form (GUAINST). When you deal with a foreign vendor, you can enter a currency code in the **Currency Code** field in the Additional Information Window, if the vendor's currency has not defaulted from the vendor record or if the purchase order currency does not match the requested reimbursement currency. Click **Currency** or select List to display the valid currency codes.

- For regular invoices, the currency code default value comes from the purchase order. This ensures that the currency for the payment matches the currency on the order.

You can change the currency code in the invoice from the code used on the purchase order. If you change the currency code, you receive a warning message that the invoice currency does not match the purchase order currency.

If you change the currency on the invoice so that it is not the same as the currency on the purchase order, you will need to calculate the conversion for input manually, since automatic currency conversion calculations do not occur in this uncommon situation.

For example, if a purchase order is in US dollars and the vendor wants to be paid in euros, you will have to manually calculate the exchange rate from dollars to euros. There are many currency converters available on the Web to simplify this process, when needed.

- For direct pay and general encumbrance transactions, the currency default value comes from the vendor record. A warning message appears if a direct pay is processed and the default vendor currency is changed to another currency.

At the commodity and accounting levels, the system calculates the converted amount (input amount divided by the exchange rate). From either the **Approved** field in the Commodity Information Window or from any field in the Invoice Accounting Distribution Window, select Count Hits to view the amounts converted to base currency in the Currency Information Window. Remember, the base currency amount is used for available balance checking, and this is the amount that posts to the ledgers.

## Invoices for Purchase Orders

You can process invoices against a purchase order even when prior invoices for the same purchase order are in the posting queue. Invoicing is permitted until the purchase order is closed.

If a prior invoice is determined to be a total liquidation, any subsequent invoices will roll back in posting.

The invoice process is prohibited *only* when any of the following occur.

- The purchase order or encumbrance has not been posted or is closed.
- The purchase order has been cancelled.
- The document references a blanket order that is not complete or is terminated.

A warning message displays after the purchase order is referenced in the Key Block when other invoices are in process, or when other invoices are in matching for the referenced purchase order.

Previously invoiced columns are updated for invoices that are in approvals, matching, or both. When these prior invoices have been completed, the net quantity remaining to be invoiced becomes the default value in the invoiced and approved columns. The calculation used is as follows:

$$\text{Order Quantity} - \text{Previously Invoiced Quantity} = \text{Net Quantity}$$

If a purchase order has been fully invoiced, but not closed, the values in the previously invoiced columns default to zero.

## Bank Code Edits

An accounting sequence must have a bank code or it cannot be saved to the database. If you try to save an accounting sequence without a bank code, you receive an error message stating that the bank code is required.

If the bank code indicated is different than the default bank code for the currency established on the Currency Maintenance Form (GUACURR) and no disbursing agent is indicated, a warning message displays when the invoice is completed or put in process. You can either cancel the completion and return to the invoice to update the bank code(s), or complete the invoice.

Mismatches between the bank code on the header record and accounting records are flagged as errors when you navigate to the Completion block (either from the Accounting block or from the Commodity block) when the **Access Completion** check box is checked. This helps you to avoid potential problems when posting check batches.

- If a bank code exists on the header, all accounting sequences must have the same bank code.
- If a bank code is *not* on the header, each accounting sequence can have a different bank code.
- If the bank code on the header has changed, bank codes on all the accounting records can be updated to the new code.

## Using a One-Time Vendor

You have the option to create invoices and write checks to vendors without having to create a permanent vendor record on the Vendor Maintenance Form (FTMVEND).

Ordinarily, you enter a vendor number in the **Vendor** field of the Key Information. However, to indicate a One-Time Vendor, follow these steps:

1. Enter the vendor name.

The absence of a value in the **Vendor** field cues the system to handle all the updates and restrictions appropriately.

2. Select Next Block.

The cursor bypasses the **Address Code** and **Sequence Number** fields, and goes directly to the **Address** field.

3. Enter the street address (**City, State or Province, and ZIP or Postal Code**).

The form updates new columns on the Invoice Header Table (FABINVH).

**Note:** If your site updates the ZIP/PC Code Validation Table (GTVZIPC), then you may leave the **City** and **State or Province** fields blank. Enter a valid **ZIP or Postal Code** and the form defaults the **City** and **State or Province**.

Follow the instructions for the remainder of the direct pay invoice process. The following restrictions apply:

- If your site uses Tax Processing, a One-Time Vendor can collect all taxes or no taxes, but cannot collect selected taxes. The only place to define which taxes you wish to collect is in the Vendor Table, which necessitates a permanent vendor record.
- Pay a One-Time Vendor in base, not foreign, currency.
- A One-Time Vendor cannot be a 1099 vendor.

## Viewing Vendor Invoice Detail Information

1. Access the Vendor Invoice Query Form (FAIVINV).
2. Enter a vendor ID code in the **Vendor** field. A list is available if the vendor ID code is not known.
3. Perform a Next Block function to navigate to the Document Information block. The block is placed in query mode upon entry.
4. Enter any known document information. All fields accept query criteria including wildcards (% and \*), the greater than sign(>), and the less than sign

(<). All fields may be left blank to query all vendor invoices for the specified vendor ID code.

5. Perform an Execute Query function. Invoice document detail information will be returned based on query criteria. If multiple records are returned, use the Next Record function to scroll through records. The Commodity Detail block will update with appropriate information as you access each record.
6. Perform a Next Block function to access the Commodity Detail block.
7. Click Vendor Invoice Commodity Detail in the navigation frame to view additional information regarding a commodity on the Vendor Invoice Commodity Detail window.

**Note:** To perform another query, navigate to the Document Information block, perform an Enter Query function, and enter the new search criteria.

## Viewing Vendor Invoice Information

1. Access the Multiple Vendor Invoice Query Form (FAQMINV).
2. (Optional) Perform a Next Record function when multiple vendor invoices exist to select the desired record.
3. Perform a Next Block function to access the commodity records.
4. Click Commodity Detail in the navigation frame to view additional information about the commodity on the Multiple Vendor Invoice Commodity Detail window.

## Setting Up Recurring Payables

Create a recurring payable in Banner Finance to pay the same amount to the same vendor at regular intervals. For instance, rent or an annuity are types of recurring payables.

### Setting Up a Recurring Payable

1. Create the recurring invoice with the Invoice/Credit Memo Form (FAAINVE).
2. Create a header record as you would for any other invoice.

Check the **Recurring** box in the Document Indicators Window.

3. Enter the commodity and accounting data and complete the invoice.

The recurring payable posts as a normal invoice in the next posting run. If you use approvals, it proceeds through the approvals process as any other invoice.

4. Specify the submission parameters.

Access the Recurring Payables Form (FAARUIV) to enter the submission criteria which determine when you create and post checks for the recurring payable. Once you complete the invoice, a record exists on the Recurring Payables Form with the invoice **Document Number**, **Vendor** code and name, and the **Next Submission Date**. This record displays the Payment Due date as entered on the invoice.

5. Enter the submission parameters:

**Submission Days** allows you to enter a number to represent the number of days between submissions. For example, if you need to generate your recurring payable every ten days, you would enter *10* in this field.

Alternatively, you can select *Monthly*, *Quarterly*, *Yearly*, *Semi-Annually*, *Bi-Weekly*, or *Weekly* from the **Submission Indicator** pull-down list. For example, you usually pay rent monthly, so you would select *Monthly* in this field.

**Note:** You may enter either **Submission Days** or the **Submission Indicator**, but not both.

6. Finally, enter the maximum number of submissions in the **Maximum Submissions** field.

For example, the maximum number of submissions for rent is likely to be twelve, as you pay rent once a month (twelve times a year).

## Subsequent Processing

When you run the Check Selection Process (FABCHKS), the system adheres to the parameters established on the Recurring Payables Form (FAARUIV) as you select invoices for payment.

When you cut a check for your recurring payable, the check process produces the check. Then, submit the next invoice for posting.

In addition, the check process updates the **Submissions to Date** field on the Recurring Payables Form (FAARUIV). If the **Submissions to Date** equal the **Maximum Submissions**, the system marks the invoice as *P* (Paid), so that the online check processing feature no longer selects the invoice for checks.

## Cancelling a Recurring Payable

If you create a recurring payable but do not process any checks, you should cancel the invoice with the Invoice/Credit Memo Cancel Form (FAAINVD) as you would any other invoice. This cancellation transaction does not update the Recurring Payables Form (FAARUIV). Therefore, you should update the **Maximum Submissions** number on that form to reflect that there should be no more submissions.



To cancel a check associated with a recurring payable, use the Check Cancellation Form (FAACHKS). When you cancel the check, the form does not permit you to select the **Re-establish Payable?** option. To ensure that all the accounting transactions related to this process are correct, you must cancel the recurring invoice as well as the check.

## Creating a Zero Amount Payable

For a Direct Pay Invoice, you may enter a commodity with a negative amount. However, the total amount of the payable must be zero or greater than zero. If you have one commodity with a negative amount in the **Net Amount** field, then you should have another commodity with a positive value in the **Net Amount** field which will make the total amount of the payable zero or greater than zero.

## Stores Inventory

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### Stores Inventory Request Overview

The procurement process within Banner Finance provides the Requisition Form (FPAREQN) for you to order commodity items. Alternatively, the Stores Requisition Form (FSAREQN) allows you to enter stock type commodities *only* in order to make direct requests for stores items. Both of these forms share the same database tables.

When you create a requisition document on the procurement Requisition Form (FPAREQN), an indicator is set that defines this document as a procurement requisition. This document is then processed through the normal functions of bids, buyer assignment, and purchase order assignments. When you generate a request for stores items from the Stores Requisition Form (FSAREQN), the document is defined as a stores request. This prevents the system from using the stores request in both the bids process and the buyer assignment process.

### Stores Inventory Issues/Returns Overview

#### Issues

The Stores Issue/Return Form (FSAISSU) enables you to issue stock items from the stockroom or inventory warehouse. You may issue two kinds of issues: an issue against a stores request or a direct issue without a user-requested stores requisition.

After the goods are issued, the departmental budget reflects this issue by means of a debit to the expense account entered in the issue. The stockroom reduces the onhand quantity by location with the issued quantity of the item, and the inventory account is credited appropriately.

## Returns

Frequently, you need to return goods to a stockroom either because you order the wrong item, order too many items, or an item is defective. You want the departmental budget to reflect this return by means of a credit to the expense account charged in the original issue. Additionally, the stockroom needs to update the onhand quantity with the returned quantity of the item and to have the inventory account debited appropriately. The Stores Inventory Issue/Return feature enables both of these processes to occur.

## Entering Cost Adjustments to Physical Inventory

Before you can adjust quantities or unit costs in the Stores Inventory system, you must restrict the system so that it does not post issue, transfer, invoice, and receipt documents for the stores item until you complete and post the adjustment.

To restrict the system in this way, you will need to perform the following steps.

1. Access the Inventory Adjustment System Control Form (FSASYSA).
2. Enter or select a **Primary Location** or a **Commodity Code**, or both, in the Key Information.
3. Select Next Block to go to the Inventory Adjustment Action Information.
4. Select **Cost** for cost adjustments in progress, **Quantity** for inventory quantity adjustments in progress, or **End** to end adjustments in progress.
5. Select Next Block to view the adjustment history for the commodity.

At this point, all stores inventory items selected in the Key Information are restricted from creating issue, transfer, invoice, and receipt documents.

## Determining Inventory Adjustment Status

The system date defaults into the **Adjustment Start Date** field to indicate when to process adjustments. Also, the system sets the Status indicator on the Stores Commodity Location List Form (FSISTKL) to a status of *I* for Inventory Quantity Adjustments In Progress or *T* for Cost Adjustments in Progress. Before you can create any stores documents, the system checks this indicator. You can create documents only when the Status indicator is null.

After you complete and post all adjustments to quantity and/or cost, the stores item accepts issues, transfers, invoices and receipts. When you create these documents, the system resets the **Status** indicator on FSISTKL to null. To complete this function, choose **End** (for End adjustments in progress) in the Inventory Adjustment Action Information on FSASYSA. The system date defaults into the **Adjustment End Date** field to indicate when adjustments for the inventory selected can no longer occur.

## Adjustment Requirements

The system can only process adjustments when all stores items for selected inventory have a null status. This means that all prior adjustments have been completed, posted, and returned to a null adjustment status. Likewise, before a stores items or location can end adjustments, all stores items must have been *R* (Reconciled) or must still have an *I* (Inventory Quantity Adjustments in Progress) status or Cost(*T*) Adjustments in Progress status.

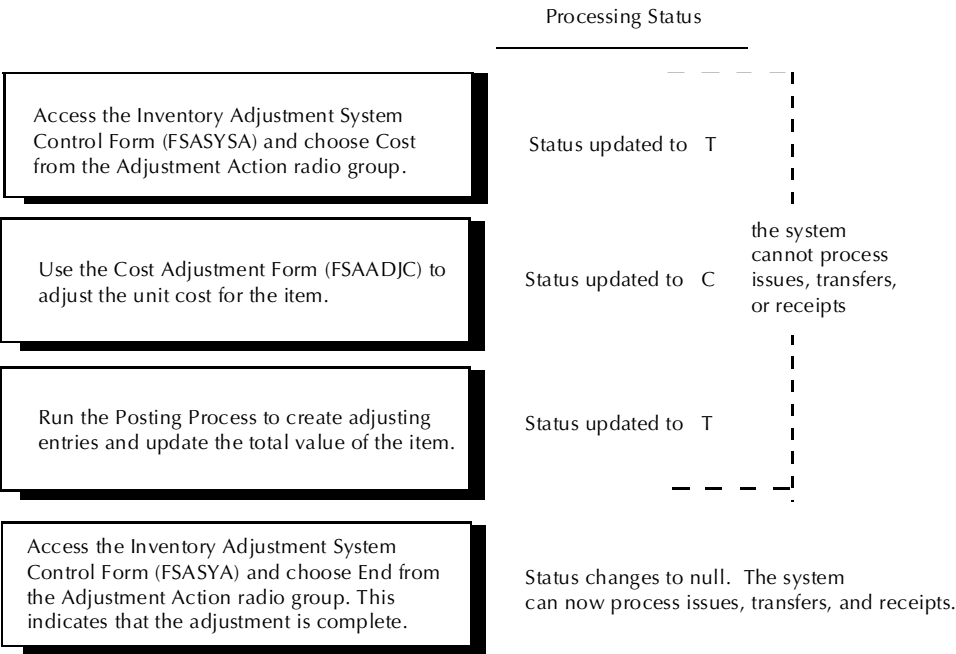
An item can have a status of *R* (Reconciled) if a quantity adjustment has occurred, and the document for the adjustment has been completed and posted from the Adjustment to Quantity/Inventory Reconciliation Form (FSAADJQ). You can also adjust an item to *I* (In progress) status if it has never been counted, or a Cost (*T*) adjustment has been created and posted. Refer to the adjustment status listed on the Physical Inventory Discrepancy Report (FSRPIDR) in Chapter 25, “Reports and Processes.”

You can only start an adjustment period again when the prior adjustment system control record (FSASYSA) has an adjustment end date. Multiple adjustment periods display with the most recent period first. Once you choose *Quantity* or *Cost* from the Adjustment Action radio group to insert records; you may not delete them.

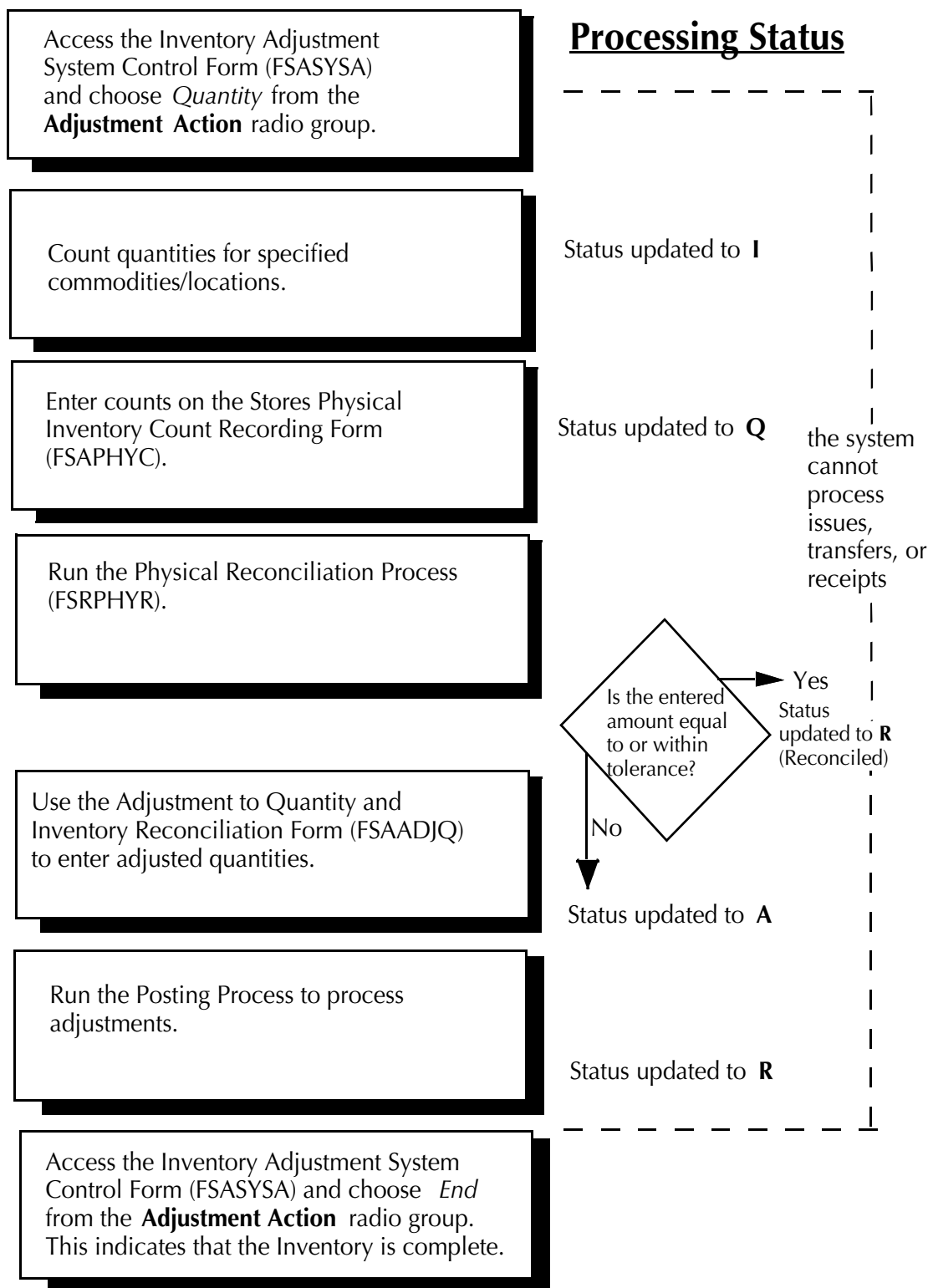
For physical inventory adjustment for all stock items, use the **Physical Inventory All** indicator on the Inventory System Control Maintenance Form (FSASYSC) to set the status to *I* (Inventory Quantity Adjustments in Progress) on all stock items.

**Note:** You can only start adjustments to a stores item for a primary location, for a commodity code, or for a specific commodity code at a primary location. However, if you select the latter and you wish to view just the adjustment periods for that primary location, the periods that the system displays only represent prior entries to this form by primary location.

Processing Status Changes During Cost Adjustment



## Processing Status Changes During Physical Inventory Adjustment



## Using Stores Issues and Returns

The Stores Issue/Return Form (FSAISSU) functions in the same manner as the Credit Memo in the Accounts Payable module. The **Return** check box on this form functions in the same way as the Credit Memo indicator on the header of the Invoice/Credit Memo Form (FAAINVE). Select the **Return** check box on the Stores Issue/Return Form to flag the current document as a return. The check box defaults to unchecked. You may return goods against a requisition or return them directly without reference to a requisition.

If you reference a requisition, the Key Information provides an edit to ensure that the requisition is open. If the requisition is closed, you receive a message stating that the requisition is closed and that you may not proceed.

**Note:** This applies to both issues *and* returns.

If the requisition is open, you may select all items or selected items from FPIRQST. All open items display here, and you can select Exit with Value to select the appropriate items to return. Those items already closed through full issue activity do *not* display in this form.

A Direct Return is a return in which no requisition is referenced. Use a Direct Return if the original requisition is not known or if that requisition or the relevant item on that requisition is closed.

Indicate which commodity to return in the Issue/Return Commodity Information on the Stores Issue/Return Form.

## Entering ABC Classification Tolerances

ABC classification is an industry-defined classification associated with inventory. Use ABC classifications to classify items within inventory valuation. For example, an *A* classification not only represents 20% of the inventory items within a site, but also represents 80% of the entire value of the inventory within this same site. These representations are strictly user-defined.

Typically, the top 20% of inventory items comprise approximately 80% of the inventory investment. When you classify items based on their relative value, you can support various kinds of inventory analysis. If you use this optional classification system, the system reflects it in the Physical Inventory report sort features.

You can also assign a percentage of tolerance for physical inventory processing to the ABC classification code on the System Data Maintenance Form (FTMSDAT). Refer to the field definitions for this form in Chapter 4, "General Ledger".

Use *A*, *B*, or *C* for each field to get the corresponding FTMSDAT entry. Enter the tolerance percentage in the **Data** field of FTMSDAT. Use this tolerance percentage when you run physical inventory to determine if you wish to have the system automatically reconcile these percentage amounts when you run the batch physical

inventory process. The system then reconciles any items that are counted and found to be within this tolerance percent of the system count.

## Using the Valuation Process

The current philosophy of valuations is that the current unit price is always a running weighted average of the cost of goods received to-date.

If you know the invoice price at the time you receive the goods, the system uses this price to calculate the new net unit price. If the invoice price is not available, the system uses the purchase order net unit price to determine the new unit price of inventory, and makes an adjustment when the invoice is processed, if necessary.

Issued goods always use the current unit price, regardless of whether the goods are invoiced yet. Any unit price adjustments which take place after you issue goods only affect the unit price of future issues. They do not affect any issues which have already taken place.

## Posting Processes for Stores Inventory

### Purchasing Inventory from Outside Vendors

*Example:* The Stockroom or Purchasing Department requisitions the purchase of stockroom inventory.

Use the procurement Requisition Form (FPAREQN) to create a requisition document.

Based on the fact that the commodity selected is identified as a Stock item on the Commodity Validation Form (FTVCOMM), the Inventory Fund and Acct default in the following order: FTVINVM, FTVSHIP, FSBSYSC. If you use Document Level Accounting, the first commodity is searched for a fund and account. Since these are G/L accounts, the system treats the requisition as an inventory or G/L requisition, and no accounting entries take place.

If you decide to override the account with an expense account, the requisition produces the normal accounting entries (Rule code = *REQP*). This requisition eventually becomes a purchase order with the same type of accounts as on the requisition. If G/L accounts are referenced on the purchase order, there are not accounting entries.

*Example:* The Purchasing Department chooses to enter purchase orders without requisitions.

The Purchase Order Form (FPAPURR) recognizes that the item is a stock item based on the Stock indicator on FTVCOMM. The accounting defaults the Inventory Fund and Account from FTVINVM, then FTVSHIP, then FSBSYSC. If document level accounting is in effect, then the first commodity is searched for

a fund and account. As was true with the requisition, G/L accounts on the purchase order result in no postings to the ledgers.

## Purchasing Inventory Within a Department

Follow these steps:

1. Use the Stock Requisition Form (FSAREQN) to reserve stock quantities and the associated amounts.
2. Enter the expense FOAPAL to charge against your budget.

The accounting on this form does not default from any Stores related tables. When this document posts a Stores request for \$300.00, it results in the following General Ledger postings:

Dr: \$300.00 Budgeted Reservations Control

Cr: \$300.00 Offset to Budgeted Reservations Control

A sum of \$300.00 posts to the encumbrance ledger with that expense account, and a \$300.00 budget reservation posts to the operating ledger.

A rule class code *REQS* for the Stores Requisition contains the same process codes as *REQP*. The two rule classes provide additional flexibility (for example, you could choose to debit Encumbrance Control with Procurement Requisitions and Budgeted Reservations Control with Stock Requisitions) which allows analysis on posted entries.

## Issuing Stock Against a Requisition

When the stockroom issues the stock, access the Stores Issue/Return Form (FSAISSU). The expense FOAPAL defaults into this form from the Stores Requisition Form (FSAREQN). The system posts the following General Ledger entries:

### *Operating Fund*

Dr: Expenditure Control (for requisitioner org)

Cr: Interfund Due/To Acct.

Dr: Offset to Budgeted Reservations Control

Cr: Budgeted Reservations Control

In addition, the system updates the OPAL and Encumbrance ledgers as follows:



*Inventory Fund*

Dr: Interfund Due/From Acct (extended quantity X unit cost)

Cr: Inventory Account

If you apply an external rate and the warehouse is a profit center, the General Ledger entry is:

*Operating Fund*

Dr: Expenditure Control (quantity X unit cost)

Dr: Expenditure Control (quantity X external rate)

Cr: Interfund Due/To Acct. (same as Debit amount)

Dr: Offset to Budgeted Reservations Control (Requisition amount)

Cr: Budgeted Reservations Control (Requisition amount)

In addition, the OPAL and Encumbrance ledgers are updated:

*Inventory Fund*

Dr: Interfund Due/From Acct (quantity X unit cost)

Dr: Interfund Due/From Acct (quantity X external rate)

Cr: Inventory Account (quantity X unit cost)

Cr: Revenue Control based on Stockroom Income (quantity X external rate)

**Note:** You cannot use an external rate if the location is not defined as a profit center.

## Issuing Stock Directly with No Requisition

When the stockroom issues the stock, follow these steps:

1. Access the Stores Issue/Return Form (FSAISSU).
2. Input the FOAPAL values.

The system posts the following General Ledger entries:

*Operating Fund*

Dr: Expenditure Control (for requisitioner org)

Cr: Interfund Due/To Acct.

In addition the OPAL ledger is updated:

*Inventory Fund*

Dr: Interfund Due/From Acct (extended quantity X unit cost)

Cr: Inventory Account

If an external rate has been applied and the warehouse is a profit center, the General Ledger entry is:

*Operating Fund*

Dr: Expenditure Control (quantity X unit cost)

Dr: Expenditure Control (quantity X external rate)

Cr: Interfund Due/To Acct.(same as Debit amount)

In addition the OPAL ledger is updated:

*Inventory Fund*

Dr: Interfund Due/From Acct (quantity X unit cost)

Dr: Interfund Due/From Acct (quantity X external rate)

Cr: Inventory Account (quantity X unit cost)

Cr: Revenue Control based on Stockroom Income (quantity X external rate)

The rule class for this activity must contain an Operating Ledger (OPAL) routine to record the expense (routine process code 0030), but no liquidation process code. In addition, a process code exists in the G (General ledger) series to select the appropriate Inventory Fund and Account based on the established values on FTVINVM, FTVSHIP, and FSBSYSC. The routine to recognize revenue might be a user-defined modification to the existing 0030 process code since this is an OPAL rather than G/L activity.

## Stores Inventory Returns

### Returning Stock Against an Open Requisition

Perform the steps in the following list.

1. Use the Stores Issue/Return Form (FSAISSU) to return stock.
2. Select the **Return** check box.

The expense FOAPAL defaults into this form from the Stores Requisition Form (FSAREQN).

The system posts the following General Ledger entries:

*Operating Fund*

Dr: Interfund Due/To Acct.

Cr: Expenditure Control (for requisitioner org)

Dr: Budgeted Reservations Control

Cr: Offset to Budgeted Reservations Control

The system also updates the OPAL and Encumbrance ledgers as follows:

*Inventory Fund*

Dr: Inventory Account

Cr: Interfund Due/From Acct (extended quantity x unit cost)

If you apply an external rate, and the warehouse is a profit center, the General Ledger entry is:

*Operating Fund*

Dr: Interfund Due/To Acct. (same as Debit amount)

Cr: Expenditure Control (quantity x unit cost)

Cr: Expenditure Control (quantity x external rate)

Dr: Budgeted Reservations Control (Requisition amount)

Cr: Offset to Budgeted Reservations Control (Requisition amount)

The system also updates the OPAL and Encumbrance ledgers as follows:

*Inventory Fund*

Dr: Inventory Account (quantity x unit cost)

Dr: Revenue Control based on Stockroom Income (quantity x external rate)

Cr: Interfund Due/From Acct (quantity x unit cost)

Cr: Interfund Due/From Acct (quantity x external rate)

**Note:** The Request Return Rule Class *ISEC* supports this activity and is the opposite of the rule class you use when you issue against a requisition.

## Returning Stock Directly with No Requisition

Perform the steps in the following list.

1. Access the Stores Issue/Return Form (FSAISSU) to return stock.
2. Check the Return box.
3. On a direct return, enter the expense FOAPAL.

The system posts the following General Ledger entries:

### *Operating Fund*

Dr: Interfund Due/To Acct.

Cr: Expenditure Control (for requisitioner org)

The system also updates the OPAL ledger as follows:

### *Inventory Fund*

Dr: Inventory Account

Cr: Interfund Due/From Acct (extended quantity X unit cost)

If you apply an external rate, and the warehouse is a profit center, the General Ledger entry is:

### *Operating Fund*

Dr: Interfund Due/To Acct.(same as Debit amount)

Cr: Expenditure Control (quantity X unit cost)

Cr: Expenditure Control (quantity X external rate)

The system also updates the OPAL ledger as follows:

### *Inventory Fund*

Dr: Inventory Account (quantity X unit cost)

Dr: Revenue Control based on Stockroom Income (quantity X external rate)

Cr: Interfund Due/From Acct (quantity X unit cost)

Cr: Interfund Due/From Acct (quantity X external rate)

**Note:** The rule class for this activity is the opposite of the rule class for a direct issue.

## Transferring Stock Locations

When you move stock from one location to another, you may not know if an accounting entry should occur. An accounting entry should contain a debit to the location that receives the stock and a credit to the location that loses the stock with an offset to the interfund accounts in each fund.

To transfer the location of stock, your account records must meet one of the following conditions:

- Inventory Fund and Inventory Account are specified on FTVINVM. No accounting entry is required.
- Inventory Fund and Inventory Account are null on FTVINVM. Look at the two location codes on FTVSHIP:
  - (a) If the Primary locations are the same, no accounting entry is required.
  - (b) If the Primary locations are different and if the Inventory Fund and Inventory Account for both locations are null, no accounting entry is required.
  - (c) If the Primary locations are different, and if the Inventory Fund and Inventory Account for each location is populated, the accounting entry is:

Dr: Inventory Fund and Account for Location receiving Stock

Cr: Inventory Fund Inventory Transfers In Account

Dr: Inventory Fund Inventory Transfers Out Account

Cr: Inventory Fund and Account for Location losing Stock.

- (d) If the **Primary** locations are different, and if the **Inventory Fund** and **Inventory Account** for one location is populated and the other is null, the accounting entry uses the **Inventory Fund** and **Account** from FSBSYSC for the location which has null in these fields.

For example, if the receiving location **Inventory Fund** and **Account** is null, and the losing location is populated, the accounting entry is:

Dr: Inventory Fund and Account from FSBSYSC

Cr: Inventory Fund Inventory Transfers In from FSBSYSC

Dr: Inventory Fund Inventory Transfers Out

Cr: Inventory Fund and Account from FTVSHIP

**Note:** You must expand these conditions to take into account the options of having either the Inventory Fund or the Inventory Account, but not both, populated in each case.

## Receiving Inventory at the Dock

When the dock receives goods, the system completes a receiving document. The Inventory Fund and Account are known by the system because you specify them on the purchase order. The Ship Code defaults from the purchase order into the receiving document, but you can override it. The Inventory Fund and Account appear in the accounting entry, based on the Receiving location. The accounting entry is:

Dr: Inventory Fund and Account (Purchase Order Extended Amount)

Cr: Valuation Clearing (from FSBSYSC) (Purchase Order Extended Amount)

## Paying for Inventory in Accounts Payable

When you invoice goods in Accounts Payable, follow these steps:

1. Calculate any difference between the net purchase order amount and the net invoiced amount.

The accounting entry is:

Dr: Valuation Clearing Account for the net invoice amount

Cr: Accounts Payable for the net invoice amount

2. Debit or Credit the Inventory Fund and Account for the difference between the net purchase order price and the net invoice amount.

## Making Adjustments to Cost

When you make adjustments to the unit cost of an item, the adjustment process determines every location for the item, and at each location, calculates the change in value at that location.

*Example:* An item has a unit cost of \$2.00.

- Location A has a quantity of 10.
- Location B has a quantity of 5.

The cost is adjusted to \$1.90.

This results in the value of the inventory is:

- Location A changes from \$20.00 to \$19.00.
- Location B changes from \$10.00 to \$9.50.

The resulting entry is:

Location A	Inventory Fund	
	Dr: Valuation Clearing	\$1.00
	Cr: Inventory Account	\$1.00
Location B	Inventory Fund	
	Dr: Valuation Clearing	\$.50
	Cr: Inventory Account	\$.50

If the resulting value increases rather than decreases, then the entry is a debit to the inventory account and a credit to the valuation clearing account.

## Budget Development

### Maintaining a Budget

Once you approve an operating budget and roll it into Banner Finance, use the following two methods to maintain the budget:

Some Budget Development tasks can be performed with Self-Service Finance. For details, please refer to the *Self-Service Finance User Guide*.

1. Through the entry of journal voucher transactions, either through the Journal Voucher Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ), directly into Banner Finance to increase/decrease or otherwise adjust the budget dollars.

In this case, only the financial ledgers reflect the budget changes. The budget files remain intact with the approved data.

2. Through the use of the Budget Maintenance Form (FBABDMN) which updates the budget files and provides these changes to the financial ledgers using a journal voucher transaction.

### Budget Maintenance Form (FBABDMN)

This form enables you to update the budget amounts for the current fiscal year in the Budget Line Item Table (FBBBLIN) and the Distributed Budget Table (FBRDIST) while at the same time maintaining the budget amounts in the operating ledger for budgets that are already in effect.

The Budget Maintenance Form enables you to create and edit standard journal voucher transactions with budget rule classes. FBABDMN displays the budget amounts currently in the Distributed Budget Table (FBRDIST) and in the Operating Ledger Account Table (FGBOPAL). The system creates journal voucher transactions for all budget changes and writes those changes to the Journal Voucher Transaction Table (FGBJVCD).

When you complete a document, the system applies the journal voucher budget transaction amounts to both budget tables (FBBBLIN and FBRDIST). The journal voucher document is then ready for the approval process and posting to the financial ledgers.

Edit and process the journal vouchers the same way you enter the vouchers on the Journal Voucher Form (FGAJVCD). Since a separate form is used to maintain the budget, the Security Administrator can employ additional security for FBABDMN to limit which users can change the actual budget tables. For additional information, refer to “Security” on page 2-7 and related procedures in this chapter.

**Warning:** Use of FBABDMN is entirely optional. FBABDMN enables you to maintain the budget during the fiscal year using the Budget Development Module and not just through Banner. Once you roll a budget and phase to Banner Finance and close the phase, begin the maintenance stage for the budget using the Budget Maintenance Form.

## Using the Budget Maintenance Form

### Key and Header Information

1. Enter a document number in the **Document** field or enter *NEXT* to have the system assign a document number. Select Next Field.

The system checks the document number to verify that it was created on the Budget Maintenance Form. FBABDMN does not allow you to view or update documents created on the Journal Voucher Entry Form (FGAJVCD) and the Journal Voucher Quick Form (FGAJVCQ).

2. Populate the **Description** (Unlabeled) field. The system uses the description for each of the journal voucher detail records created. All of the detail records are updated when this field is changed.
3. Enter the **Document Total**. The system uses the document total at completion time to ensure that the document is in balance. The document total is a “hash” total of all the amounts and does not consider the sign.
4. Enter the **Transaction Date**. The system uses the transaction date for each journal voucher detail created. When the date changes, the system re-checks the available balance for all detail records based on the new transaction date.



5. Populate the **Budget ID**, **Budget Phase**, and **Duration Code** fields. Once these fields are entered, you may not modify them for this document. Enter a closed phase for the budget. The budget must have already been rolled to the operating ledger.
6. The **Document Text Exists** field contains *Y* if the document has associated text. To view or add text, click Document Text or select the menu option.

The system writes a journal voucher transaction header record. If you delete the record, the system deletes the header and all of the document details.

### Transaction Detail Information

1. Enter the **Journal Type**. The journal type you enter must support the Duration Code selected in the header.
2. The **Reference** number field is optional.
3. The **COA** (Chart of Accounts), **Index**, **Fund**, **Organization**, **Account**, **Program**, **Activity**, and **Location** values are entered and edited here. You cannot proceed to the next window unless these values are validated by the system.

All of the journal voucher transactions created for this document use these same FOAPAL values. You may change any of these values at any time and all of the detail transactions will be updated when you select Next Block. One document will contain only the changes for all budget periods for a single line item. Multiple budget line items will not be contained in a single document.

### Budget Maintenance Window

These fields are display only and show the **Adjusted Budget**, **Year to Date** expenditures, **Commitments**, and the **Available Budget** for this line item in the Operating Ledger Account Table (FGBOPAL) for the current fiscal year.

Values in the **Budget**, **Adjustments**, and the **Total Budget** fields are displayed from the Distributed Budget Table (FBRDIST).

The Period (Budget Period), Transaction Amount, +/- indicator (Debit/Credit Indicator), Override (Available Balance Override), and the Status (Transaction Status) indicators are displayed from the Journal Voucher Transaction Table (FGBJVCD). You may update the **Transaction Amount**, **+/- Indicator**, and the **Override** fields.

One line displays in these fields for each Period that currently exists in the Distributed Budget Table for this line item. You may then enter transaction amounts to increase or decrease the budget for any or all of these periods. You may enter new periods and amounts for any valid periods (13 or 14, depending on whether the fiscal year is divided into months or into four week periods) in the current fiscal year. You may add new budget periods but you may not change an existing period to

another. You must adjust the existing period so the net of the change is zero and add a new period.

For each period record entered or adjusted, an available balance edit will be performed. You can override a non-sufficient fund edit by entering *Y* in the **Override** (Available Balance Override) field.

The **Status** (Transaction Status) field displays a *P* for Postable or an *N* for Non-Sufficient fund error.

If you select Remove Record on a transaction record, the system does not delete the record. Instead, the system zeroes out the transaction amount. When you complete the document, the system automatically deletes journal voucher details with transaction amount of zero.

Click Completion or select Next Block to access the Balancing/Completion Window.

### Balancing/Completion Window

You may complete a document if all the transactions have a *P* (Postable) status and the total of the transaction amounts, regardless of sign, match the Document Total in the main window. When you complete a document, the system applies the journal voucher transaction amounts to the Budget Line Item and Distributed Budget Tables.

Click or select Complete to have the system edit the document and submit it to posting. Click or select In Process to have the system save the work done on this form but not submit the document to posting. Selecting the In Process function allows you to research the document for any open issues before sending it to posting.

### Navigation in FBABDMN

When you open FBABDMN, you are positioned in the **Document Number** field. Enter a document number or type *NEXT*, and select Next Field to enter the Document Header fields. From the Document Header, Next Block takes you to the Transaction Detail Information fields. From the Transaction Detail Information, select Next Block to access the Budget Maintenance Window to enter journal voucher details or Previous Block to return to the Document Header.

Click Completion or select Next Block from the Budget Maintenance Window to access the Balancing/Completion Window. Approve documents from the User Approval Form (FOAUAPP), and the Document Approval Form (FOAAINP).

Click Rollback or select Clear Form in FBABDMN to return to the Key Information fields.

The system uses an edit with the Journal Voucher forms that prohibits you from accessing a document created from the Budget Maintenance form. Journal

vouchers you create through the Budget Maintenance form carry the budget ID for which the change is applicable. If you try to access a document through the journal voucher forms that contains the budget ID, the system denies access to the document through FBABDMN and following error message displays:

Document was created on Budget Maintenance (FBABDMN). Cannot update here.

FBABDMN accumulates saved and unsaved budgets. The FTVOBPH\_ACCUM\_PY\_BUDG\_IND is accessible on the Operating Budget Phase Table (FTVOBPH). Valid entries are:

- Y (Yes), accumulate *both* committed and uncommitted budgets
- N (No), accumulate *only* uncommitted budgets
- blank, *do not* accumulate budgets

#### Form Notes

- This form will not support deferred edit based upon the unique updating requirements of the budget and finance tables. The system automatically edits the distribution components in the Transaction Detail fields so that you may update the records to Budget Line Item Table (FBBBLIN) and the Distributed Budget Table (FBRDIST) before navigating to the Journal Voucher Detail information fields.
- FBABDMN performs available balance and transaction edit processing. The edits use work pages 90 through 92. The available balance process uses work page 99. If you use the print feature to obtain a hard copy of this form, the system will ask if you want to print all pages of the form.

Be particularly careful in answering this question. If you enter Y (Yes), the system prints *all* 99 pages of the form, most of them blank.

## Budget Development Cycle

### Overview

This overview contains the sequence of events to enter and maintain a budget in the Budget Development module. An example depicting the sequence of these events displays in the Budget Development and Maintenance Time Line.

1. Establish budget IDs and phases for the new budget year on the Operating Budget Maintenance Form (FTMOBUD).

Create new phases as necessary throughout the budget process.

2. Create an approved phase and enter an activation date.

The activation date enables the system to calculate what the budget year is for that budget ID.

You may create a base for your new budget phases by rolling budget information from the Operating Ledger (OPAL) or from any other existing budget phase.

3. To roll into a budget you must enter parameters on the Budget Process Control Parameters Form (FBABPRC).
4. Execute the Budget Build Process (FBRBDBB) to build or change line items for a budget phase.
5. Generate the Budget Worksheet Report (FBRWKSH).

FBRWKSH displays up to three phases of budget information as well as current and prior fiscal year budgets.

6. Enter and update the budget using the Budget Request Form (FBABDRQ).
7. Review budget items online using the Budget Query Form (FBIBUDG).

You may perform mass change operations over all or part of a budget phase. You may change budget amounts by a percentage or a fixed amount. Populate these parameters using the Mass Budget Change Form (FBAMCHG).

8. Execute the Mass Change Process (FBRMCHG) to update the budget line items.

You may delete specific account and fund types from a budget phase.

9. Set up parameters using the Budget Process Control Parameters Form (FBABPRC). List all the account and fund types you want the system to delete.
10. Execute the Budget Parameter Update Process (FBRBDBB).

FBRBDBB deletes the selected account and fund types from both the Budget Line Item Table (FBBBLIN) and the Distributed Budget Table (FBRDIST).

Repeat steps 1 through 10 as necessary, updating and adjusting the budget until you have one phase that is your approved budget.

11. Verify that the activation date and finance rule class is in your approved budget phase.
12. Generate the Approved Budget Report (FBRAPPR).
13. Distribute approved budget phase amounts over selected periods.
14. Create parameter cards to distribute the budget using the Budget Distribution Parameter Form (FBABDDS).
15. Execute the Budget Distribution Process (FBRBDDS) to distribute amounts in the Line Item Table (FBBBLIN) and into the Distributed Budget Table (FBRDIST).

Execute the Budget Distribution Process (FBRBDDS) since the system rolls the budget into OPAL from the Distributed Budget Table.

16. Generate the Approved Distributed Budget Report (FBRAPPD).

FRAPPD displays your distributed budget amounts and compares them to current and prior fiscal year amounts.

17. Adjust the distributed amounts in the **Period** fields on the Budget Distribution by Amount Form (FBABDDA).

FBABDDA will update both the distributed amounts (in the Distributed Budget Table, FBRDIST), and the annualized amount (in the Budget Line Item Table, FBBBLIN). This ensures that the amounts in both these files match.

18. Repeat steps 13 through 17 until the distributed budget is correct and ready to be rolled into the General Ledger System.
19. When you are ready to roll your budget into the Operating Ledger, create a parameter card using the Budget Process Control Parameters Form (FBABPRC) to activate the approved budget.

## Phase Activation Data

On the Phase Activation Data Window, populate the Permanent Rule Code, **Temporary Rule Code**, and **Description** fields. You may enter a percentage if you wish to roll less than 100%. Leave the **Rerun Budget Roll** field blank unless the transactions on the previous budget roll failed the transaction edits and you are re-running that roll. When re-running a budget roll, enter *R* in the **Rerun Budget Roll** field.

The system calculates the transaction amount based on the percentage entered; multiplied by the budget line item amount; less any amount that you successfully rolled to the ledgers.

### *Example:*

You have a budget line item for \$100.00.

Roll 15% of the budget. A transaction is created for \$15.00 and successfully updates the ledgers.

Roll the budget a second time with 40%. The transaction created is for \$25.00. This is 40% of 100.00, which is \$40.00; less the previous transaction of \$15.00; yielding a total of \$25.00.

20. Execute the Budget Roll to General Ledger Process (FBRBDRL) to create the budget roll transactions on the Transaction Input Table (FGBTRNI).

21. Execute the Transaction Process (FGRTRNI), which reads and edits the transactions on FGBTRNI.
22. Generate the Transaction Error Report (FGRTRNR).

### Budget Transaction Error Processing

23. If there are any errors in the budget transactions, you must correct the line items in the budget and then rerun the Budget Roll Process (FBRBDRL).
24. When you repeat the roll process due to a failed transaction, enter *R* in the **Rerun** budget roll field.

This indicates that the last budget roll was not successful and that you are repeating the budget roll. If the **Rerun** budget roll field does not display *R*, the system generates incorrect transaction amounts on your budget roll transactions. You can rerun the budget roll as many times as is necessary until all your transactions are valid.

You may run or rerun the budget roll as many times as necessary. If you do roll the budget in several steps, remember your final roll must equal 100%.

25. When the Budget Roll Process completes, navigate to FTMOBUD and enter *C* (Closed) in the **Status** field in the **Budget Phase** data fields.

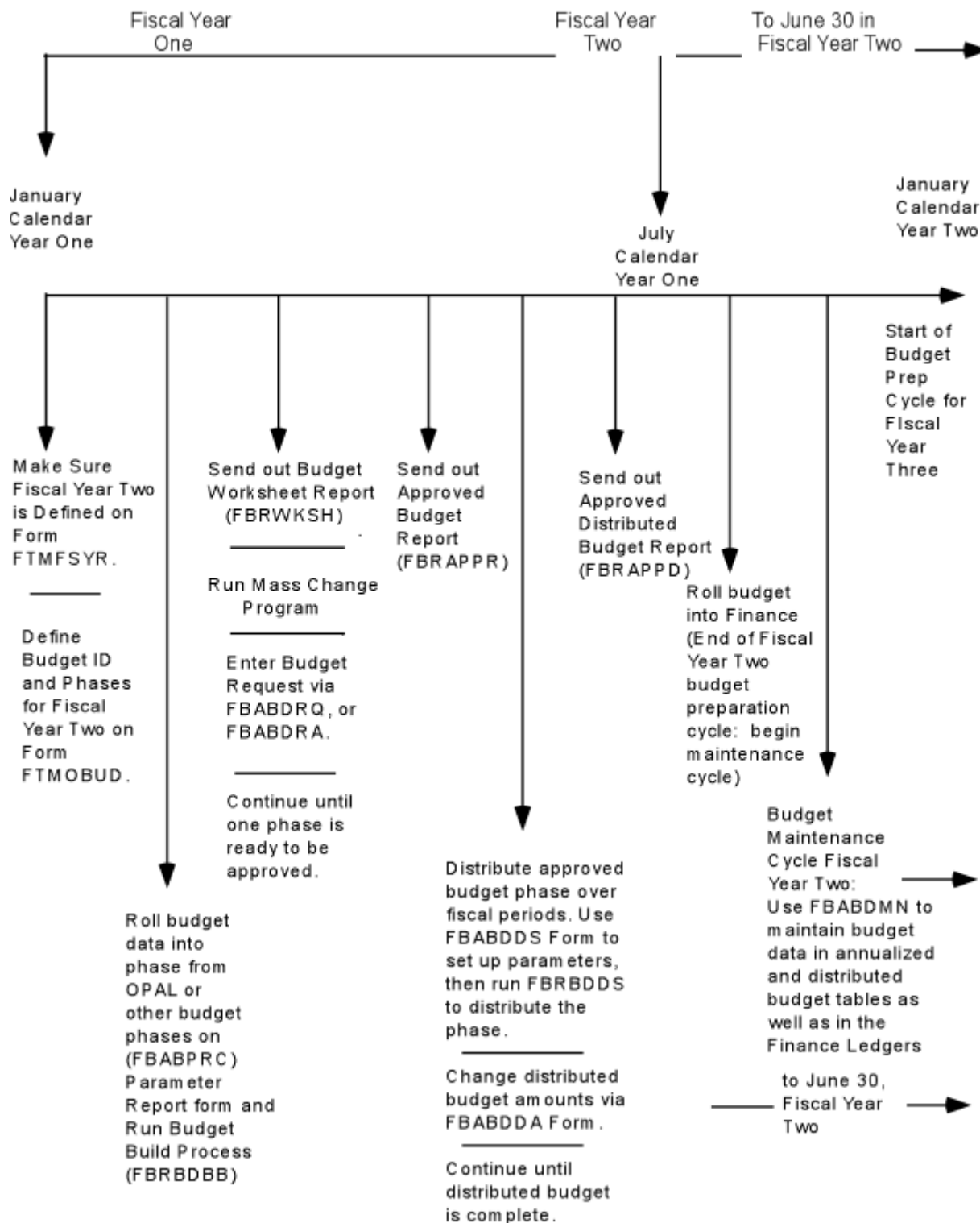
Populating **Status** with *C* prevents you from running the roll process against this phase *and* allows you to start using the Budget Maintenance Form (FBABDMN) if you need to maintain your budgets during the current year.

26. To keep the budget tables current with the OPAL ledgers, enter original budget and budget adjustment transactions on the Budget Maintenance Form (FBABDMN) instead of on the Journal Voucher Form (FGAJVCD).

FBABDMN updates OPAL, the operating ledger and the Budget Line Item Table (FBBBLIN), and the Distributed Budget Table (FBRDIST).

## Budget Development and Maintenance Time Line Example

July 1, Fiscal Year One, through June 30, Fiscal Year Two



## Establishing Initial Budget Phases

There are three ways to load the initial budget phase:

- Use the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ).
- Use the Budget Request By Account Form (FBABDRA) or the Budget Request Form (FBABDRQ).
- Provide current budget detail or summary data to Banner Finance through the Generic Feed Table (GURFEED) and/or the Finance Feed Table (FGBTRNI).

## Establishing Subsequent Fiscal Year Budget Phases

You may create subsequent years' budget phases from two different sources: the Operating Ledger or the Budget Phase data.

### *Operating Ledger:*

1. Roll Prior or Current Fiscal Years Operating Ledger Budget Balances into Future Fiscal Year Budget Phase (Action Indicator on FBABPRC equals *O* (Opal)). The following steps are guidelines and may change according to site policies and procedures.
2. Create a new budget phase using the Operating Budget Maintenance Form (FTMOBUD).
3. Using the Budget Process Control Parameter Form (FPABPRC), establish the appropriate action for the budget phase (Action Indicator equals *O* (Opal)). Enter the required Opal Source Data on FPABPRC that includes the Chart of Accounts and the Fiscal Year. Enter the additional parameters on FPABPRC. Use caution when you check the Overwrite File box.
4. Execute the Budget Build Process (FBRBDBB).
5. Query the results on the Budget Query Form (FBIBUDG).

### *Budget Phase data:*

1. Roll Prior or Current Fiscal Years Budget Phase into Future Fiscal Year Budget Phase (Action Indicator on FBABPRC equals *B* (Budget Line)). The following steps are guidelines and may change according to site policies and procedures.
2. Create a new budget phase using the Operating Budget Maintenance Form (FTMOBUD). Define the Base Budget ID and Base Budget Phase from which the new phase is being created.
3. Using the Budget Process Control Parameter Form (FPABPRC), establish the appropriate action for the budget phase (Action Indicator equals *B* (Budget Line)). Budget Source Data will default to FPABPRC from the values entered



on FTMOBUD. Enter the additional parameters on FPABPRC. Use caution when you check the Overwrite Files box.

4. Execute the Budget Build Process (FBRBDBB).
5. Query the results on the Budget Query Form (FBIBUDG).

## Rolling Phase to Phase Within Budget IDs

Create and roll new budget phases within a budget ID through the budget life cycle as required, or create new phases to generate budget models under different conditions (Action Indicator on FBABPRC equals *B* (Budget Line)). The following steps are guidelines and may change according to site policies and procedures.

1. Create a new budget phase using the Operating Budget Maintenance Form (FTMOBUD). Define the Base Budget ID and Base Budget Phase from which the new phase is being created.
2. Using the Budget Process Control Parameter Form (FPABPRC), establish the appropriate action for the budget phase (Action Indicator equals *B* (Budget Line)). Budget Source Data will default to FPABPRC from the values entered on FTMOBUD. Enter the additional parameters on FPABPRC. Use caution when you check the Overwrite File box.
3. Execute the Budget Build Process (FBRBDBB).
4. Query the results on the Budget Query Form (FBIBUDG).

## Change Line Item Within a Phase

You may change a single budget line item within any phase using either the Budget Request By Account Form (FBABDRA) or the Budget Request Form (FBABDRQ). You may change the line by a dollar amount or percentage. Using a percentage requires the combination of the percentage amount entered in the **Change Amount** field in combination with a *P* (Percent) in the **Percent** field.

If you leave the **Percent** field blank, you are indicating to the system a change in dollar amounts.

The system does not require you to execute an update process after you change the line item record. Click or select Save to record the changes.

## Mass Change Budgets Example

Fund 103000 (level 1)		Fund 103001 (level 2)	
	Budget Amounts:		Budget Amounts:
Org: 200 (line item #1)	\$10,000.00	Org: 200 (line item #5)	\$10,000.00
Org: 220 (line item #2)	\$5,000.00	Org: 220 (line item #6)	\$5,000.00
Org: 225 (line item #3)	\$4,000.00	Org: 225 (line item #7)	\$4,000.00
Org: 228 (line item #4)	\$2,000.00	Org: 228 (line item #8)	\$2,000.00
<div> Account: 6010  Program: 610  Activity: 10  Location: 101 </div>		<div> Account: 6010  Program: 610  Activity: 10  Location: 101 </div>	

Execute the Budget Mass Change Process (FBRMCHG). FBRMCHG provides you with the hardcopy results of the mass budget change based on the parameters entered on FBAMCHG.

The Finance system does not delete the parameter records entered on FBAMCHG. These records remain in the database and you may use them again to mass change budgets. You must review, update, or delete these parameter records before FBRMCHG executes again.

**Note:** The Finance system performs *all* the changes from the prior set of parameter records defined to FBRMCHG when you save a new set of parameter records. This is why it is so important to review and delete unwanted parameter records.

### Example:

For example, define parameter record #1 to increase a fund and its associated organizations by \$100.00. Execute the change without deleting parameter record #1. Parameter record #1 remains in the database. If you increase that fund and its associated organizations by \$50.00 using mass budget change parameter records, the total effect to that funds budget will be an increase of \$150.00.

To view existing FBAMCHG records, clear the form and select Enter Query and then Execute Query. Scroll through existing parameter records. Delete a parameter records as necessary. Modify existing parameter records when they display. Click or select Save to record the modifications to the database. Query the results on the Budget Query Form (FBIBUDG).

If the Change all the budgets within box is unchecked, the system applies the budget change ONLY to line items that match Org 220, Fund 103000, Account 6010, Program 610, and Activity 10. Refer to line item #2 since that is the only item to match all the FOAPAL values that you enter.

If the Change all the budgets within box is checked in this example, the system changes the budget line items 2, 3, 4, 6, 7, and 8. The system changes the budget items since these funds and organizations are equal or “down” the hierarchy for the FOAPAL values that you enter.

The mass change does not effect Line items 1 and 5. These two line items are part of Organization 200, which is outside (above) Organization 220. The parameter record definition contains Organization 220.

Generate the following Budget reports to provide information on budget changes. To review sample output, refer to Chapter 25, “Reports and Processes.”

FBRAPPR	Approved Budget Report - Displays the approved budget phase along with the prior year, current year, and the variance of the approved budget to the current amounts.
FBRMCHG	Budget Mass Change Process - Use this process to change budget line items by an amount or a percentage. Create parameters used to execute this process from the Mass Budget Change Form (FBAMCHG).
FBRWKSH	Budget Worksheet Report - Displays up to three budget phases with current year and prior year budget amounts from the budget file.

## Merging Budgets

### Rolling Multiple Phases into a Final Phase

You may establish fraction phases (i.e., multiple phases) during the development cycle and merge phases into the final phase in pieces (Action indicator on FBABPRC equals *B* (Budget Line)). You have the option to insert new records from multiple phases into the final phase of the budget *without* overwriting records or overwriting the budget table records.

1. On FPABPRC, enter the budget ID, phase, and chart of accounts.
2. Set the Action Indicator to *B* (Budget Line).
3. Enter the base budget ID in the Budget Source Data parameters. Use these parameters to enter the existing budget phase information.
4. Enter the base budget ID. An example would be an operating or general ledger.
5. Enter the base budget phase. This is one of your fraction or individual phases.
6. Enter the base chart of accounts.

## Rolling Approved Budget Phase to OPAL

You may roll the approved budget phase to the new fiscal years OPAL budget ledger when needed. Enter *A*(Activate) in the Action Indicator on FBABPRC. The following steps are guidelines and may change according to site policies and procedures.

1. Execute the Approved Budget Report (FBRAPPR).
2. Build the Budget Distribution Parameter Form (FBABDDS) to define the budget roll distributions for the Operating Ledger.
3. Execute the Budget Distribution Parameter Report (FBRBDDS) to distribute budget amounts in the Line Item Table (FBBBLIN) *into* the Distributed Budget Table (FBRDIST).
4. Execute the Approved Distributed Budget Report (FBRAPPD).
5. Review the following:  
  
Using the System Control Fiscal Year Set-Up Form (FTMFSYR), verify the period into which you want to roll the budget exists and has an *Open* Status.
6. Verify on the System Data Maintenance Form (FTMSDAT), the Entity/Usage Code: *FGBTRNI* contains an Optional Code #1: equal to *BUDGET* for the Attribute Code: *SYSTEM\_ID*.
7. Verify on the Sequence Number Maintenance Form (FOASEQN), the **Document Type** code and **Document Prefix** code fields equal *L*. *L* specifies Budget Line Item. Be sure to enter the **Maximum Sequence 7** field.
8. Close all open budget phases except the final phase in the Operating Budget Maintenance Form (FTMOBUD). Confirm that the final phase contains an activation date and valid Finance Budget Rule Class Code *BD01*. You may roll future dated activation dates. For example, on June 30 you roll July 1 effective dated budget detail. If you closed a phase and you need to make corrections, change the Status back to *Open*.
9. Use the Budget Process Control Parameter Form (FBABPRC) to establish the appropriate action for the final budget phase. Set the **Action** indicator to *A* (*Activate*). Enter the permanent rule code, temporary rule code, percentage rolled, and description on FBABPRC. Leave rerun budget roll blank unless a document from a previous roll failed and you are rerunning the budget.
10. Execute the Budget Roll to General Ledger Process (FBRBDRL).
11. Execute the Transaction Interface Process (FGRTRNI).
12. Execute the Transaction Error Report (FGRTRNR). This report displays the error messages for those transactions that do not successfully pass edits or available balance processing.

13. If required, correct errors in the Budget Development module using the Budget Request By Account Form (FBABDRA) or Budget Request Form (FBABDRQ).

Most errors will be caused by one or more of the FOAPAL elements being non-data enterable or one or more of the FOAPAL elements reaching its termination date.

14. To rebuild the Distributed Budget Table (FBRDIST), repeat Steps 1 through 4 *and* 10 through 13.

When you have completed your budget entries, set the Action Indicator on the Budget Process Control Parameter Form (FBABPRC) to A(Activate) and initiate the Budget Roll Process (FBRBDRL).

Repeat Steps 9 through 12.

15. Execute the Posting Process (FGRACTG) and confirm the posting(s) using Budget Availability Status Form (FGIBAVL) or the Organization Budget Status Form (FGIBDST).

## Deleting a Phase by Account Type and Fund Type

You may delete segments of any budget phase. The system organizes these segments into the chart of accounts defined fund types and account types (Level 2 only). This enables building of budget models by funding source or account for easier global phase manipulations and projections. The following steps are guidelines and may change according to site policies and procedures.

1. Using the Budget Process Control Parameter Form (FPABPRC), establish the appropriate action for the budget phase. Set the Action Indicator to *D* (Delete). Delete Options parameters require Type Indicator *F* (Fund) and/or *A* (Account) in conjunction with the Level 2 fund type and account type being deleted.
2. Execute the Budget Build Process (FBRBDBB).
3. Query the results on the Budget Query Form (FBIBUDG).

## Investment Management

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The Investment Management system enables a financial entity to account for endowments and permits equitable distribution of earnings and realized gains/losses. Earnings of each investment pool are allocated based on each endowment's equity in the pool.

The features of this system enable inquiries to assist management in achieving investment objectives. Use the Fund Code Maintenance Form (FTMFUND) to

define endowment and pool funds. Use the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ) to enter transactions that are related to the endowment and pool fund.

### **Unitization Process**

The Unitization Process allows you to maintain the participation of funds in the pool using either the unitized method or the averaged daily balance method. This process also enables you to revalue the pool when a new unit value is entered.

### **Distribution of Income Process**

The Distribution of Income Process allows you to calculate the spendable amount per year for an endowment fund. The spendable amount can also be updated using the Spendable Amount Maintenance Form (FIASPND).

### **Income Allocation Subprocess**

Use the Income Allocation Subprocess to distribute cash income and realized gains/losses from the pool to the endowment fund that participates in the pool.

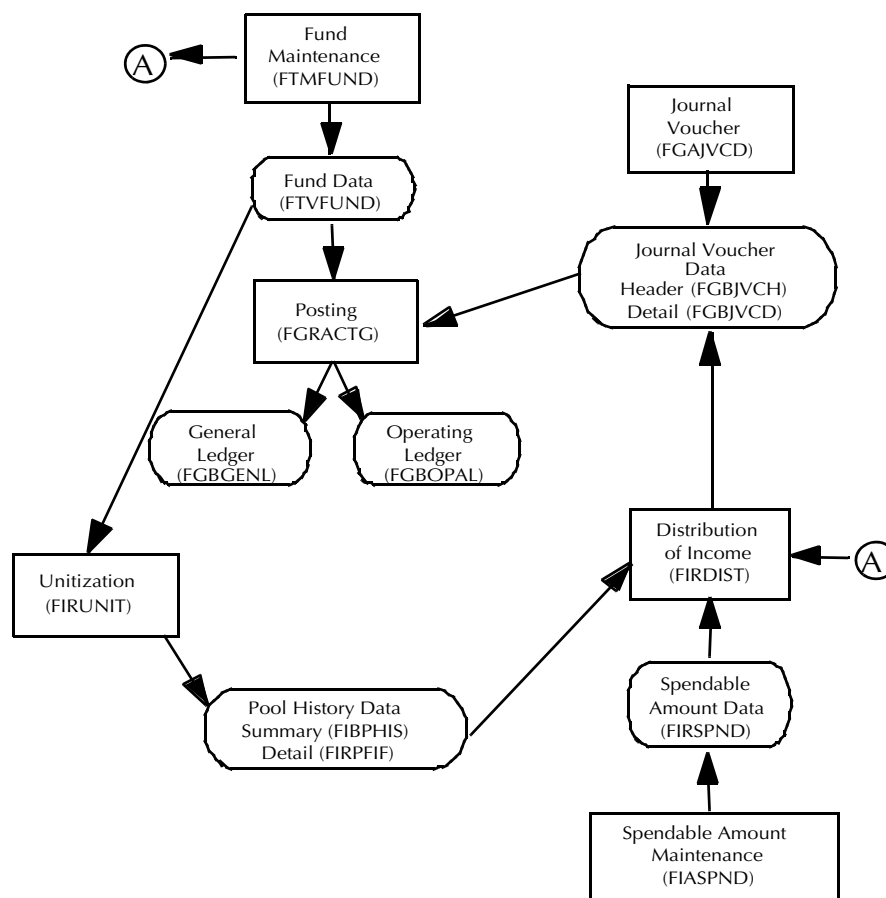
### **Spending Formula Subprocess**

Use the Spending Formula Subprocess to move monies from the endowment fund to a spendable income fund based on the hierarchy defined on the Fund Code Maintenance Form (FTMFUND) or the Chart of Accounts Code Maintenance Form (FTMCOAS).

### **Invest/Disinvest Subprocess**

Use the Invest/Disinvest Subprocess to invest the excess or to disinvest the deficit amount based on the distribution indicator defined on the Fund Code Maintenance Form (FTMFUND).

## Investment Management Process Flow



## Cash Gifts

### 1. Example: Gift of \$10,000 cash to investment fund A

Please see Chapter 5, "General Accounting Transactions", for additional information on the Journal Voucher Entry Form (FGAJVCD) and the Journal Voucher Quick Form (FGAJVCQ).

- (a) Enter on the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ) typically using rule class *CR05*.
- (b) If you do not enter the pool fund on the transaction:

DR		\$10,000	Cash interfund in investment fund A plus normal bank fund postings
	CR	\$10,000	Fund additions in investment fund A (account on input)

- (c) If investment fund A *directly* invests into pool fund 1, enter the pool fund code in the **Pool COA/Fund** field. Enter *IMCI* into the **Rule Class** field, and enter *C* into the **Debit/Credit** indicator field on one of the journal voucher forms (FGAJVCD or FGAJVCQ). The system posts the following along with the above postings:

DR		\$10,000	Pooled funds account in investment fund A (denoted on the pool fund record)
	CR	\$10,000	Cash interfund in investment fund A plus normal bank fund postings

DR		\$10,000	Cash interfund in pool fund 1 plus normal bank fund postings
	CR	\$10,000	Pooled fund balance in pool fund 1 (denoted on the pool fund record)

#### Additional Information

- The journal voucher forms (FGAJVCD and FGAJVCQ) support the entry of a pool fund and a chart of accounts for the pool fund. The pool fund may be in a separate chart from the investment fund.
- If investment fund A disinvests from pool fund 1, enter the same information with the **Debit/Credit** indicator field equal to *D*. As a result, the above postings reverse.
- Rule class *IMTF* posts the cash transfer from the investment fund to the pool fund (only the postings from part c in example 1 above).

#### 2. Example: Transfer \$1,000 between two investment funds in a pool

- (a) On either the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ), enter investment fund A (the fund with the additional investment) in the **Fund** code field. Enter pool fund 1 in the **Pool COA/Fund** field. Enter *IMTR* into the **Rule Class** field, and enter *C* in the **Debit/Credit** indicator field. The system posts the following:

DR		\$1,000	Pooled funds account in investment fund A (denoted on the pool fund record)
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	CR	\$1,000	Cash interfund in investment fund A plus normal bank fund postings
	CR	\$1,000	Fund Additions in investment fund A (account on input)
DR		\$1,000	Cash interfund in investment fund A plus normal bank fund postings
DR		\$10,000	Cash interfund in pool fund 1 plus normal bank fund postings
	CR	\$10,000	Pooled fund balance in pool fund 1 (denoted on the pool fund record)

- (b) On either the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ), enter investment fund *B* (the fund deducing the investment) in the **Fund** code field. Enter pool fund *1* in the **Pool COA/Fund** field. Enter *IMTR* into the **Rule Class** field, and enter *D* into the **Debit/Credit** indicator field. The system posts the following:

DR		\$1,000	Cash interfund in investment fund B plus normal bank fund postings
DR		\$1,000	Fund Additions in investment fund B (account on input)
	CR	\$1,000	Pooled funds account in investment fund B (denoted on the pool fund record)
	CR	\$1,000	Cash interfund in investment fund B plus normal bank fund postings
DR		\$10,000	Pooled fund balance in pool fund 1 (denoted on the pool fund record)
	CR	\$10,000	Cash interfund in pool fund 1 plus normal bank fund postings

**Note:** You may substitute an Operating Ledger Account for the Funds Addition Account as the account on input.

3. Example: Remove all or a portion of an investment from the pool and generate a realized gain/loss for an investment fund
  - (a) On either the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ), the rule class *IMRA* has a process code indicating whether all units/dollars are being withdrawn from the pool. If they are, enter an amount of zero. Enter a value for the investment fund in the **Fund** code field, and enter a value for the pool in the **Pool COA/Fund** field. *Use caution* with the zero posting indicator logic currently in the system. The zero posting indicator must equal *Y* on the Rules Maintenance Form (FTMRUCL) for the *IMRA* rule class.

- (b) Use the journal voucher to remove a portion of a fund's investment in the pool. You must enter an amount. Enter the investment fund in the **Fund** code field, and enter the pool in the **Pool COA/Fund** field. The rule class *IMRP* provides the sign.
- (c) The system calculates realized gains and losses for examples 1 and 2.

## Pool Income

Example: Pool fund A earned an income of \$1000

- Enter on either the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ) using the rule class *CR05*.
- Enter the pool fund code.
- Populate the **Debit/Credit** field with a +.

DR		Cash interfund in pool fund A (plus normal bank fund postings)
	CR	Income account in pool fund A

## Pool Expenses

Example: Pool fund A incurred an expense of \$1000

- Enter on either the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ) using the rule class *CR05*.
- Enter pool fund code.
- Populate the **Debit/Credit** field with a -.

DR		Expense account in pool fund A
	CR	Cash interfund in pool fund A (plus normal bank fund postings)

## Distribution of Income

This section provides detailed postings of transactions for the distribution of income and for the spendable return. All of these transactions are journal vouchers.

1. The amount of income distributed is the net of all the income accounts and the expense accounts of the pool. The system posts the following under the generated rule class *IMDI*:

DR		Contra Income Account in the pool fund (denoted on the pool fund record)
	CR	Cash Interfund in the pool fund

DR		Cash Interfund in the investment fund
	CR	Income Account in the investment fund (denoted on the investment fund record)

2. When distributing realized gains, the system posts the following under the generated rule class *IMDI*:

DR		Contra Realized Gains in the pool fund (denoted on the pool fund record)
	CR	Cash Interfund in the pool fund

DR		Cash Interfund in the investment fund
	CR	Realized Gains in the investment fund (denoted on the investment fund record)

3. When distributing realized losses, the system posts the following under the generated rule class *IMDI*:

DR		Cash Interfund in the pool fund
	CR	Contra Realized Losses in the pool fund (denoted on the pool fund record)

DR		Realized Losses in the investment fund (denoted on the investment fund record)
	CR	Cash Interfund in the investment fund

Once the system distributes the income and gains, the process checks for the existence of a spending formula for each of the investments (Spendable

Return Indicator = *Y* on the investment). If a spending formula is not being used, go to example 11. If a spending formula is being used, the system calculates the spendable return amount for the period. Each of the following examples will go through the fields in the spending hierarchy denoted on *either* the Chart of Accounts Code Maintenance Form (FTMCOAS) or on the Fund Code Maintenance Form (FTMFUND).

4. If the formula is using current year income, the system posts the following under the generated rule class *IMDI*:

DR		Transfer Current Year Income Account in the investment fund (denoted on the investment fund record or chart of accounts)
	CR	Cash Interfund in the investment fund

DR		Cash Interfund in the designated Spendable Income Fund
	CR	Spendable Income in the designated Spendable Income Fund (denoted on investment fund record)

5. If the formula is using prior year income, the system posts the following under the generated rule class *IMDI*:

DR		Transfer Prior Year Income Account in the investment fund (denoted on the investment fund record or chart of accounts)
	CR	Cash Interfund in the investment fund

DR		Cash Interfund in the designated Spendable Income Fund
	CR	Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)

**Note:** The Distribution of Income Process never distributes more monies than the prior income account contains on the Operating Ledger. The system always checks this feature.

6. If the formula is using realized gains, the system posts the following under the generated rule class *IMDI*:

DR		Transfer Realized Gains Account in the investment fund (denoted on the investment fund record or chart of accounts)
	CR	Cash Interfund in the investment fund

DR		Cash Interfund in the designated Spendable Income Fund
	CR	Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)

7. If the formula is using prior year realized gains, the system posts the following under the generated rule class *IMDI*:

DR		Transfer Prior Year Realized Gains Account in the investment fund (denoted on the investment fund record or chart of accounts)
	CR	Cash Interfund in the investment fund

DR		Cash Interfund in the designated Spendable Income Fund
	CR	Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)

The Distribution of Income Process never distributes more monies than the realized gains and losses accounts contain.

Once the system distributes all monies in the spending formula, the Distribution of Income Process checks the total monies distributed toward the spendable amount.

8. If the total amount distributed is *greater* than the spendable amount per period, the system transfers the amount in excess back to the investment. The system posts the following under the generated rule class *IMDI*:

DR		Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)
	CR	Cash Interfund in the designated Spendable Income Fund

DR		Cash Interfund in the investment fund
	CR	Transfer Current Year Income Account in the investment fund (denoted on the investment fund record or chart of accounts)

9. If the total amount distributed is *equal* to the spendable amount, the Distribution of Income Process proceeds to number 11.
10. If the total amount distributed is *less than* the spendable amount, then the system uses *unrealized gains* to cover the amount of spendable income not yet distributed. The system posts the following under the generated rule class *IMDI*:

DR		Transfer From Account in the investment fund (denoted on investment fund record)
	CR	Cash Interfund in the investment fund

DR		Cash Interfund in the designated Spendable Income Fund
	CR	Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)

Once the system completes the spending formula, the system checks the Income Distribution Indicator and the Realized Gain/Loss Distribution Indicator to determine what to do with either the excess or loss of unrealized gains. The fund has three options:

- The excess or loss can remain in the investment: a value of *DN*
  - The excess or loss can invest or disinvest units in the pool: a value of *DU*
  - The excess or loss can increase or decrease the value of the pool: a value of *DV*
11. If you enter *DN* for either distribution indicator, the system takes *No Action*.
  12. If you enter *DU* for either distribution indicator, the investment may use a different fund to invest or disinvest the units in the pool. Define the new fund in a field on the fund table called the FFE (Fund Functioning as an Endowment) fund. The process will create a cash receipt journal with the FFE fund as the input fund and the pool fund. The system posts the following when investing the excess under the generated rule class *IMDT* to the investment fund and *IMDU* to the FFE fund and pool:

DR		Transfer Current Year Income or Transfer Realized Gains Account in the investment fund (denoted on the investment fund record or chart of accounts)
	CR	Cash Interfund in the investment fund plus the normal bank fund postings

DR		Cash Interfund in the FFE fund plus the normal bank fund postings
	CR	Funds Additions Account in the FFE fund (denoted on investment fund record)

DR		Pooled funds in the FFE fund (defined on the pool fund record)
	CR	Cash Interfund in the FFE fund plus the normal bank fund postings

DR		Cash Interfund in the pool fund plus the normal bank fund postings
	CR	Pooled fund balance in the pool fund (defined on the pool fund record)

13. If you do not enter a value in the **FFE Fund** field, the system creates a journal voucher with the investment fund in the **Input Fund** field and with the pool fund in the **Pool Fund** field. The system posts the following when investing the excess under the generated rule class *IMDT* to the investment fund and *IMDU* to the investment fund and pool:

DR		Transfer Current Year Income or Transfer Realized Gain Account in the investment fund (denoted on the investment fund record or chart of accounts)
	CR	Cash Interfund in the investment fund plus the normal bank fund postings

DR		Cash interfund in the investment fund plus the normal bank fund postings
	CR	Fund additions in the investment fund (denoted on investment fund record)

DR		Pooled funds in the investment fund (denoted on pool fund record)
	CR	Cash interfund in the investment fund plus the normal bank fund postings

DR		Cash interfund in the pool fund plus the normal bank fund postings
	CR	Pooled fund balance in the pool fund (denoted on pool fund record)

14. If either distribution indicator equals *DV*, then *all funds in the pool fund must equal DV*. When this occurs, the system takes the money out of the Transfer Current Year Income or Transfer Realized Gain Account to prevent the system from distributing money to a designated fund. The system does not consider the transfer of this money to the pool fund to be part of a fund's participation in the pool, and it will not increase the number of units in the pool for the fund giving the money. The system reclassifies money as a fund addition to the pool fund. The system posts the following under the generated rule class *IMDT*:

DR		Transfer Current Year Income or Transfer Realized Gain Account in the investment fund (denoted on the investment fund record or chart of accounts)
	CR	Cash Interfund in the investment fund plus the normal bank fund postings

DR		Cash Interfund in the pool fund plus the normal bank fund postings
	CR	Fund Additions Account in the pool fund (denoted on pool fund record)



15. If your installation is not using a spending formula, you still have the option of using the money distributed to the investment from the pool to either invest or disinvest units in the pool, to increase or decrease the unit value, or to leave the money in the investment. If you choose to invest or disinvest units or increase or decrease the unit value, the postings will be the same as examples 12, 13, and 14.
16. If the Distribution Indicator is set to anything other than *DU*, *DV*, *DN*, or null, the Distribution of Income Process produces an error.

## Fixed Assets

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The Fixed Assets module includes transfer, history, and reporting capabilities to enable you to establish and maintain a record of your fixed and moveable assets. For a process flow for this module and additional information about Fixed Assets forms, please refer to Chapter 20, "Fixed Assets".

### Establishing the Commodity and Accounting Structure for Fixed Assets

The key to taking full advantage of the Fixed Assets module lies in the extent to which you define the supporting structure of the Commodity, Fund, and Account records. This section shows you how to create the appropriate records in the recommended sequence.

The development of the record structure consists of three segments:

- Account Code connection
- Fund Code configuration
- Commodity Code set-up

#### Account Code Connection

You will create the appropriate Account Code connections on the Account Code Maintenance Form (FTMACCT) in the initial segment of defining the record structure for Commodity, Fund, and Account records. This step is required if you intend to use the Automatic Capitalization Process.

This step is required only if you intend to use the Depreciation Process.

1. Establish account codes for Accumulated Depreciation and Depreciation Expense. The Accumulated Depreciation account codes must have an Internal Account Type of *10* and an Account Class of *F*. The Depreciation Expense account codes must have an Internal Account Type of *40*, *60*, *70*, *90*, or *95*. This set-up makes it possible to use an Equity, Labor, Direct Expense, Fund

Addition, or Fund Deduction account code for posting the offset to the Accumulated Depreciation account code entry.

2. Next, create the Fixed Asset account codes for your fixed and moveable assets. The Fixed Asset Account codes must have an Internal Account Type of *10* and an Account Class of *F*. You may enter both the Accumulated Depreciation and Depreciation Expense account codes in the appropriate fields while you are creating the Fixed Asset Account code, or you may add them later. This step links the Accumulated Depreciation and Depreciation Expense account codes directly to the Fixed Asset account code.
3. You are now ready to establish your Capital Expenditure account codes. The Capital Expenditure account codes must have an Internal Account Type of *60*, *70* or *80*. You may enter a Fixed Asset Account Code in the Asset Account field while you are creating the Capital Expenditure account code or after the record is established. This step links the Fixed Asset account code to the Capital Expenditure account. The Automatic Capitalization Process uses this link between the Capital Expenditure account code and the Fixed Asset account code to determine the debit account code for the capitalization transaction.

The following example shows how these account codes interrelate. Assume you created the following account code records:

Account: 1831 - Accumulated Depreciation (Account Class: *F*)

Account: 7631 - Depreciation Expense

Account: 1830 - Vehicles (Account Class: *F*)

Account: 7530 - Capital Expenditure - Vehicles

The account code record for the Fixed Asset account code establishes the connection between the Fixed Asset account code and the related Accumulated Depreciation and Depreciation Expense account codes as follows:

Account: 1830 - Vehicles

Account Class: *F*

Accumulated Depreciation Account: 1831

Depreciation Expense Account: 7631

The link between the Fixed Asset account code and the Capital Expenditure account code is created on the account code record of the Capital Expenditure account code as depicted in the following example:

Account: 7530 - Capital Expense - Vehicles

Asset Account: 1830 - Vehicles

It is important to create these account code records before the fund code records are established because they are an integral part of the fund code configuration.

4. The final step to complete the account code segment of the set-up is to create account codes for the Equity Account offset to the capitalization debit entry and Gain/Loss on Sale/Disposal. A distinguishing characteristic of these remaining account codes is that they are used in developing the fund code configuration.

Once the account codes for the debit side are in place, the focus shifts to the account codes for the credit portion of the automatic capitalization transaction. The credit entry is typically charged to an Equity, Fund Addition, or Fund Deduction Account Code. Therefore, these accounts must have an Internal Fund Type of 40, 90, or 95.

The last item in the account code creation phase is to set up account codes for Gain on Disposal/Sale and Loss on Disposal/Sale. These account codes will be used when the Sale of Asset function is performed in the Adjustment Process. You may create a single account code for both Gain and Loss, or you may establish a separate account code for each. These accounts must have an Internal Account Type of 40, 50, 60, 70, 90, or 95.

## Fund Code Configuration

The next phase of the commodity and accounting structure is to define the fund code configuration. You must define the elements of the configuration that apply to your situation if you intend to use the Automatic Capitalization, Origination Tag Extraction, Adjustment, or Depreciation Processes. This configuration is in reality a hierarchy composed of (in order of precedence) the Fund Code Maintenance Form (FTMFUND), the Fund Type Maintenance Form (FTMFTYP), and the Fixed Asset System Control Form (FFASYSC). It is a hierarchy because these default values are more global in nature than the account codes. These values may be unique to individual funds, to groups of funds at the fund type level, or to an entire chart of accounts. Thus, you may adjust the Fund Code configuration to conform to the unique qualities of your chart of accounts.

1. Begin defining the fund code configuration for the Fixed Assets module on the Fund Code Maintenance Form (FTMFUND). Each of the Fixed Asset processes that require values from the fund code configuration look to the fund code first to find these values. Therefore, any values established on the fund code will override similar values created on the Fund Type Maintenance Form (FTMFTYP) and the Fixed Asset System Control Form (FFASYSC).

First, create your Capitalization or Plant Fund codes. This step is essential because these funds will be connected to the source fund codes where the original acquisitions will take place in the next step. You may establish this connection by selecting the appropriate value from the Capitalization Fund Ind (Indicator) pull-down list. The valid values for this indicator are as follows:

- (a) *Cap Different or No Cap* — The source fund code does not equal the Capitalization fund code. This is the usual case for most fund accounting applications. The fund code entry in the Capitalization Fund field must have an Internal Fund Type of 96 when this option is selected.

This selection also applies to situations where Capitalization is not used. The system assumes that you will not be using the automatic defaulting features and processes of the Fixed Assets module when you select this option and do not to make an entry in the Capitalization Fund field.

**Note:** The Capitalization Fund field is automatically set to the Fund Code of the Fund Code record when the *Cap Fund Same As Source Fund* selection is made.

All other funds should have the Capitalization Fund Ind indicator set to *Cap Different or No Cap* (the default value), and values for the Capitalization Fund and Cap Equity Account fields should be entered as needed.

**Note:** You may leave the Capitalization Fund and Cap Equity Account fields blank if you do not intend to use the automatic capitalization feature for a particular fund or group of funds. Failure to follow this recommendation may result in inappropriate transaction postings from the Fixed Asset Adjustment Form (FFAADJF).

- (b) *Cap Fund Same As Source Fund* — The source fund code and the Capitalization fund code are the same. This option is intended primarily for those funds that exist on self-generated revenues and therefore have the option to account for fixed and moveable asset acquisitions within their own funds. The Capitalization fund code is automatically set to the source fund code when this selection is entered.

We recommend that you do *not* set the Capitalization Fund Ind indicator to *Cap Fund Same As Source Fund* on any funds with an Internal Fund Type of 96 on the Fund Code Maintenance Form (FTMFUND). Funds with an Internal Fund Type of 96 are typically used for Plant/General Fixed Asset Account Group funds. You should also not enter a value in the Capitalization Fund and Cap Equity Account fields for these funds. Only Auxiliary Enterprise/Proprietary funds should have the Capitalization Fund Ind indicator set to *Cap Fund Same As Source Fund*, and then the value for the Cap Equity Account field should be provided accordingly.

2. The next step is to enter the Capitalization Equity Account. This account is created in the account code definition phase and must be valid for the Capitalization fund code. The Capitalization Equity Account is the credit or offset account for the automatic capitalization asset entry. This account code must have an Internal Account Type of 40, 90, or 95.

The following example illustrates how the fund code values work with the account code values.

Assume the following values for the fund and account codes:

Fund Code: 3101 - Central Maintenance Fund

Capitalization Fund Code Indicator: Source Fund different from Capitalization Fund

Capitalization Fund: 9601 - Plant Fund

Capitalization Equity Account: 3801 - Investment in Fixed Assets

Account: 1830 - Vehicles

Account Class: *F*

Accumulated Depreciation Account: 1831

Depreciation Expense Account: 7631

Account: 7530 - Capital Expense - Vehicles

Asset Account: 1830 - Vehicles

The accounting distribution on the Invoice/Credit Memo Form (FAAINVE) appears as follows:

Fund	Organization	Account	Program
3101	125	7530	21

Assuming an asset cost of \$1,000.00, the Automatic Capitalization posting would appear as follows:

Fund	Organization	Account	Program	Amount	Dr/Cr
9601		1830		1,000.00	D
9601		3801		1,000.00	C

Notice how the fund and account code records work together to supply the Automatic Capitalization Process with the necessary data to complete the capitalization posting. In this example, the Capitalization Fund (*9601*) and Capitalization Equity Account (*3801*) are taken from the Source fund code record (*3101*), while the Fixed Asset account code (*1830*) is taken from the Capital Expense account code record (*7530*).

3. The remaining fields to be defined on the Fund Code Maintenance Form for the capitalization funds are located in Window 6. These values deal strictly with the Depreciation and Adjustment Processes. The Depreciation/Posting Indicator allows you to select from three possible values:
  - (a) You may elect to record depreciation in the Fixed Assets module and the General Ledger.
  - (b) You may choose to record memo depreciation in the Fixed Assets module only.
  - (c) You may decide not to allow depreciation. This is a default value for all fixed or moveable assets that only need to be established on the Capitalization or Plant Fund code records.

You are not required to establish this value on each capitalization fund code record. Any value established here may be changed on the Fixed Asset Depreciation Form (FFADEPR) for each individual fixed or moveable asset.

The Expense/Equity Account Default Indicator only applies when you choose to depreciate and post to the General Ledger. It allows you to select whether the Depreciation Expense account code or the Capitalization Equity Account will default to the Fixed Asset Depreciation Form (FFADEPR). You are not expected to enter those account values here on the Fund Code Maintenance Form (FTMFUND).

4. The Gain Account and Loss Account codes, which were created previously in the account code creation segment, also apply to the source fund codes. These codes also apply to the Capitalization fund code if it is the same as the source Fund Code. The Adjustment Process uses these account codes when the Sale of Asset function is selected. The gain or loss on sale is automatically calculated by the Adjustment Process, which looks for these account codes for posting that gain or loss. You may create a single account code for both Gain and Loss, or you may establish separate values for each account code. As previously stated, the account codes must have an Internal Account Type of 40, 50, 60, 70, 90, or 95.
5. The default Orgn (Organization), Prog (Program), Actv (Activity), and/or Locn (Location) codes are used by both the Depreciation and Adjustment Processes. The Depreciation Process takes these values from the Capitalization fund code record and uses them as defaults for the Depreciation Expense Account distribution on the Fixed Asset Depreciation Form (FFADEPR). You may override these values on an asset-by-asset basis on FFADEPR. The Adjustment Process takes these values from the source fund code records and uses them to complete the accounting distribution for the Gain or Loss account codes for the *Sale of Assets* adjustment function.

Any values defined on a fund type apply to all the fund codes for that fund type, except where the values are defined at the fund code level.

The same values may be defined on the Level I and/or Level II Fund Type Codes (on FTMFTYP). The fund type values override any similar values that are established on the Fixed Asset System Control Maintenance Form (FFASYSC). The only exceptions that affect establishing the fund type records is that there is no Capitalization Fund Indicator and the Capitalization Fund must have an Internal Fund Type of 96.

You must complete the Fixed Assets System Control Maintenance Form for each Chart of Accounts record you employ.

6. The last step in the fund code configuration is to complete the Fixed Asset System Control Maintenance Form (FFASYSC). The values defined here take precedence only when no similar values are defined on the fund code and fund type records.

The only exceptions that affect establishing this record is that there is no Capitalization Fund Indicator and the Capitalization Fund must have an Internal Fund Type of 96 only.

## Commodity Code Set-Up

An *origination tag* initially serves as the identifier for the temporary master record of any fixed or moveable asset. The origination tag is an automatically-generated or manually-created unique number. Origination tags refer to individual units, so that if a quantity of 20 is invoiced on one item, each item has a unique origination tag number. The origination tag number remains with the asset record even after it is turned into a permanent record and provides an internal reference point/index. The term *temporary tag* (used prior to release 2.1.11) is now obsolete.

The Fixed Asset Origination Tag Extraction Process (FFPOEXT) provides a consistent method of creating origination tag entries for the Asset Master record from the Procurement and Payables modules. Refer to Chapter 25, "Reports and Processes" for more information about FFPOEXT.

A *permanent tag* is the unique user-created or system-generated asset tag identifier which is permanently assigned to the asset.

The creation of the Fixed Asset commodity codes on the Commodity Maintenance Form (FTMCOMM) is the last piece of the commodity and accounting structure. Be aware that commodity codes alone cannot force the Automatic Capitalization Process to create capitalization entries, but they may trigger the establishment of Fixed Asset Master *Origination Tag* records. Only a properly designed account code structure can produce both capitalization postings and Fixed Asset Master Origination Tags. If you wish to emphasize the use of commodity codes over accounts, you may devise a simpler structure of accounts than those who use the reverse strategy. The Fixed Assets module is flexible enough to accommodate either approach.

To designate a commodity code as a Fixed Asset commodity, check the Fixed Asset indicator. When such a commodity code is used in the Procurement or Payable Processes, a record is automatically inserted in the Origination Tag Collector Table (FFBOTAG) as soon as the payable is posted. This entry will be converted into a Fixed Asset Master Origination Tag when the Fixed Asset Origination Tag Extraction Process is run.

You have the option to enter a value in whole years in the Default Useful Life field. This default value is designed to act as a 'standard' value for useful life and is defaulted into the Fixed Asset Depreciation Form (FFADEPR) at the time it is created. This value may be overridden on FFADEPR on an asset-by-asset basis. You may also specify a default Expense Account Code value in the Default Account Code field. This value defaults into the accounting structure and will be used each time the commodity code is used in the Procurement or Payable Processes.

The Finance System Control Maintenance Form (FOASYSC) contains a value and an indicator that must be set to enable the Automatic Capitalization and Origination Tag Extraction Processes. The Minimum Asset Value field allows you to establish the floor or threshold value for the creation of capitalization amounts. It is invoked when an invoice involving a Fixed Asset is posted. The other field is an indicator which determines when Origination Tag Extract records will be created. You may elect to create Origination Tag Extract records only at the time invoices are posted, or you may elect to allow creation of the Origination Tag Extract records when either invoices or receiving documents are posted. You may also elect on this form to submit your Fixed Asset Adjustment documents through the approvals process. The approval queues and levels may be established alone or as part of a system-wide document approvals structure.

**Note:** If you elected to allow creation of the Origination Tag Extract records when either invoices or receiving documents are posted, receiving documents will not be considered for the Automatic Capitalization Process. Also be aware that Origination Tag Extract records created from receiving documents cannot be directly converted into a *Permanent Tag* record. Only Origination Tag Extract records created from invoices can be capitalized and converted into Permanent Tag records.

## Integration of Fixed Assets with the Procurement and Payable Processes

The most significant impact of Fixed Assets on the Procurement Process occurs when Fixed Asset-related commodities and accounting distributions are mixed with commodities and accounting distributions that are *not* related to Fixed Assets on any of the procurement documents (requisition, purchase order, etc.). The system displays a warning message telling you that invoicing will not produce complete Origination Tag data or Automatic Capitalization entries. You can avoid this by choosing one of the following options:

- Use commodity-based accounting.
- Complete the Origination Tag records on the Fixed Asset Master Maintenance Form (FFAMAST) and capitalize the records on the Fixed Asset Adjustment Form (FFAADJF).
- Use a General Encumbrance document (on FGAENCB) to feed Fixed Asset data to the Payable Process. To do this, enter a Fixed Asset-related accounting distribution on the document, then reference the encumbrance on an invoice. The invoice will use the information to produce the appropriate Origination Tag data and, if applicable, the Automatic Capitalization entries.

The Payable Process is tightly coordinated with two different processes: the Origination Tag Process and the Automatic Capitalization Process.

1. The Origination Tag Process is a two-stage process that creates the temporary Fixed Asset Master records.
2. The Automatic Capitalization Process records the appropriate entries in the General Ledger to recognize the acquisition of capital assets.

**Note:** While Origination Tag records may be created without Automatic Capitalization, it is not possible for the reverse situation to occur.

The initial stage of the Origination Tag Process and the Automatic Capitalization Process is invoked at the time an invoice is posted. These processes are triggered by the use of Fixed Asset-related commodities and/or accounting distributions. An invoice with an appropriate Fixed Asset-related accounting distribution can produce both Origination Tag records and Automatic Capitalization entries. Conversely, the use of Fixed Asset-related commodity codes alone can only produce Origination Tag records. A Fixed Asset-related accounting distribution is required for Automatic Capitalization to take place. If your emphasis is on commodity-based accounting, you need only establish a very simple accounting structure to take full advantage of the Automatic Capitalization Process.

The effect of the Matching Process on this process is to produce collector table entries only as invoices and receiving documents are matched and posted.

The product of the Automatic Capitalization Process is merely a companion entry to the invoice posting.



## Origination Tag Process

The two-stage Origination Tag Process is more sophisticated.

### Part 1 - Origination Tag Creation Matrix

The first stage is set in motion when an invoice is posted. The process automatically examines the invoice commodity and accounting records and applies the Origination Tag Creation Matrix to see if any fixed or moveable assets are present. This process also uses the Origination Tag Creation Matrix to determine the type and composition of the Origination Tag records to be created. The first stage then completes its task by making the appropriate entries in the Origination Tag collector table (FFBOTAG). Each of these entries carries an Invoice Capitalization Tag Indicator which will direct the second stage of the process as to how to handle the entry.

### Origination Tag Creation Matrix

	Minimum Number of Accounting Distributions on the Invoice	Available Account Code Choices			Fixed Asset Commodity Code (For Creating Origination Tag Records)	Minimum Asset Value* (For Creating Capitalization Entries)	FARINVC Cap Tag Indicator
		Fixed Asset Related Expense Account Code	Fixed Asset Related Asset Account Code	Non-Fixed Asset Account Code			
1	1	X			N/A	> =	C
2	1	X			N/A	<	T
3	1		X		N/A	N/A	C
4	2	X	X		N/A	> =	C
5	2	X	X		N/A	<	I
6	2	X		X	N/A	N/A	I
7	2		X	X	N/A	N/A	I
8	3	X	X	X	N/A	N/A	I
9	1			X	Y	N/A	T
10	1			X	N	N/A	N

11	1	X			N/A	N/A	M
12	1		X		N/A	N/A	M
13	2	X	X		N/A	N/A	M
14	2	X		X	N/A	N/A	M
15	2		X	X	N/A	N/A	M
16	3	X	X	X	N/A	N/A	M
17	1			X	Y	N/A	M
<p>N/A - Not Applicable</p> <p>C - Create Capitalization Entries and Origination Tag Records</p> <p>T - Create Origination Tag Records Only</p> <p>I - Create Origination Tag Records Only with Incomplete Funding Source and/or Capitalization Information</p> <p>* - The absolute value applies to the commodity unit price, including any discounts, additional amounts, and/or taxes. An absolute value is an amount for which the minus or plus sign is ignored.</p>							

### *Part 2 - Origination Tag Extraction Process*

The Origination Tag Extraction Process (FFPOEXT) is the second of the two stages and may be executed on demand. It scans the Origination Tag collector table (FFBOTAG) and creates Origination Tag records based on the Invoice Capitalization Tag Indicator contained in each invoice record, as illustrated in the Origination Tag Extraction Matrix shown on the following page. Individual Fixed Asset Master Origination Tag records are created for each unit of a commodity's quantity. For example, assume the following Fixed Asset-related commodity information is on an invoice:

Commodity Code	Description	Quantity	Unit Cost
COM1	Desk	3	\$2,000.00
COM2	Chair	2	\$1,000.00

The Origination Tag Extraction Process would produce five (5) Fixed Asset Master Origination Tag records as follows:

Origination Tag #	Description	Cost
T00000001	Desk	\$2,000.00
T00000002	Desk	\$2,000.00
T00000003	Desk	\$2,000.00
T00000004	Chair	\$1,000.00
T00000005	Chair	\$1,000.00

**Note:** Although not demonstrated here, the Origination Tag Extraction Process includes Taxes, Tax Rebates, Discounts, and Additional Amounts in calculating the unit cost assigned to be the cost in each Fixed Asset Master Origination Tag record.

The only exception to this calculation occurs when recurring payables and the installments feature are used. Tax Rebates are not included in the cost calculation under these circumstances because the Extraction Process obtains the unit price information from the purchase order instead of the invoice. The purchase order unit price does not include the tax rebate because it is not calculated until you reach the invoice stage. It is easy to reflect the tax rebate as an adjustment to the resulting Permanent Tag records on the Fixed Asset Adjustment Form (FFAADJF).

### Origination Tax Extraction Matrix

	Information Derived From Invoice/Extraction Process					Origination Tag Information Populated In Master Record (FFBMAST, FFRMASF, & FFRMASA)		
	FARINVC Cap Tag Indicator	Available Account Code Choices			Fixed Asset Commodity Code (For Creating Origination Tag Records)	Funding Source Window (FFAMAST)	Master Record Capitalization Window	Capitalization Direct Asset Indicator
		Fixed Asset Related Expense Account Code	Fixed Asset Related Asset Account Code	Non- Fixed Asset Account Code				
1	T	N/A	N/A	N/A	N/A	COST	ZERO \$	N/A
2	N	N/A	N/A	N/A	N/A	NONE	NONE	N/A
3	C	X			N/A	COST	COST	N/A
4	C		X		N/A	COST	COST	Y
5	I	X			N/A	COST	ZERO \$	N/A
6	I		X		N/A	COST	COST	Y
7	I			X	Y	COST	ZERO \$	N/A
8	I			X	N	NONE	NONE	N/A

9	M	X			N/A	COST	ZERO \$	N/A
10	M		X		N/A	COST	COST	Y
11	M			X	Y	COST	ZERO \$	N/A
12	M			X	N	NONE	NONE	N/A
<p>N/A - Not Applicable  C - Create Capitalization Entries and Origination Tag Records  T - Create Origination Tag Records Only  I - Create Origination Tag Records Only with Incomplete Funding Source and/or Capitalization Information  M - Used only for Credit Memos that are related to Fixed Asset Account Codes or Commodity Codes. See the Origination Tag Extraction Process Matrix for more details on how this indicator code affects the creation of Origination Tag Records.  * - The absolute value applies to the commodity unit price, including any discounts, additional amounts, and/or taxes. An absolute value is an amount for which the minus or plus sign is ignored</p>								

## Fixed Assets and Payables — Miscellaneous Topics

This section covers the remaining Fixed Asset related payables topics.

### *Credit Memos*

Credit memos are synchronized with the Fixed Assets module. You may reference a credit memo to an open Fixed Asset-related purchase order to allow a reference to any previously created origination tag records. However, once the credit memo becomes an origination tag, it is your responsibility to attach the new origination tag record to the existing origination tag asset record.

### *Cancellation of Checks and Invoices*

The cancellation of checks and invoices will cause the system to change the System Status of origination and permanent tag records to *C* (Cancelled). This enables you to track and report these items separately. These asset records can also be deleted on the Fixed Asset Master Delete Form (FFAFDEL) if they have not been capitalized or adjusted.

### *Direct Capitalization*

Direct Capitalization occurs when an invoice containing an asset account (Account Class *F*) is posted. The system ignores the minimum asset value and recognizes this as a capitalization entry. The Automatic Capitalization Process does not attempt to create additional capitalization postings.

The impact on the Fixed Asset master record (FFBMAST, FFRMASE, FFRMASA) of the origination tag is two-fold. A *Y* is displayed in the Cap Ind (Capitalization Indicator) in the Master Information Window to signify that a capitalization entry is present for the asset. The second effect occurs in the Capitalization Information Window. There, the Direct Asset Ind (Indicator) is also set to *Y*. This window allows

you to fill in any missing capitalization values by using the New Sequence function. Click the button and add any missing values.

### *Multiple Tax Rebate Distribution and Capitalization*

The Multiple Tax Rebate Distribution feature for the Tax Rate Maintenance Form (FTMTRAT) poses an issue for the automatic capitalization process. The automatic capitalization process obtains the appropriate per unit cost, discount, additional amount, tax amount, and tax rebate amount from the Commodity block of the Invoice/Credit Memo Form (FAAINVE). Therefore, the tax rebate used for capitalization may differ from the tax rebate used to arrive at the expensed amount, since the rebate may vary for different accounting distributions. You may make the appropriate adjustments to the capitalized amounts using the Write Up/Down Adjustment function on the Fixed Asset Adjustment Form (FFAADJF).

## **Attachments and Components**

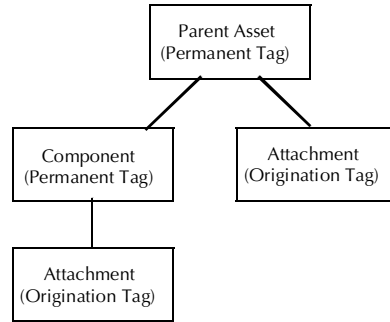
The Fixed Assets module allows you to append additional asset records to existing permanent tags in order to identify a subordinate asset as an attachment or component of the parent asset.

An Origination Tag record can be designated as an *attachment* to indicate an integral relationship between the parent and subordinate assets. An attachment is combined with the Primary Asset record and is accounted for and depreciated along with the Primary Asset tag.

**Note:** An uncanceled attachment can only be combined with an uncanceled Primary Tag record. Likewise, only capitalized origination tag records can be attached to a capitalized Permanent Tag record.

You may also associate one Permanent Tag record to another by appointing the subordinate record as a *component* of the primary record. A component is associated with a Primary Asset record but is separately accounted for and depreciated.

The following diagram illustrates the relationship between a parent asset and its attachments and components. Note that you may append an attachment to a component, but you may not append a component to another component or an attachment to another attachment.



## Depreciation in the Fixed Assets Module

### Implementation Procedures for Depreciation of Fixed Assets

You must create Depreciation Maintenance records on FFADEPR for any fixed or movable assets that are depreciable. This will help ensure that the appropriate accounting treatment (Nonprofit or Proprietary) will occur for depreciable assets on the Fixed Asset Adjustment Form (FFAADJF). This is particularly important when using the following adjustment functions: *Sale of Asset*, *Write Off*, *Write Up/Down Adjustment*, *Depreciation Adjustment*, and *Record Past Depreciation*. Each of these functions look for the existence of a Depreciation Maintenance record to make decisions about recording the adjustments directly against the General Ledger asset accounts or as Operating Ledger revenues or expenses.

The Accumulated Depreciation amounts and the Salvage Value displayed in the Capitalization Window of the Fixed Asset Master record (FFAMAST) and the Depreciation Maintenance record (FFADEPR) are maintained only as current values. This means that no history, aside from the accounting transactions, is maintained for any changes made to these values. Any change to Accumulated Depreciation and/or Salvage Value will not affect calculations of depreciation for a prior period. Changes will only be considered for current or future depreciation runs.

### Creating the Framework for Depreciating Your Assets

**Note:** As with the Fixed Asset accounting structure discussed previously, it is recommended that you employ the steps outlined in the following paragraphs.

1. The first step is to create your depreciation method codes. On the Fixed Asset Depreciation Code Maintenance Form (FTMDEPR), you can assign two-character codes to the desired combinations of Internal Depreciation Code (Straight Line (SL), Sum-of-the-years'-digits (SY), Declining Balance (DB), or Double Declining Balance (DD)), and First Year Option (First half half/Second half none (HN), Full Year (FY), Half Year (HF), or Proportional (PR)).

The Title field, which is required, allows you to provide your own descriptive title for the depreciation method. For example, you may choose to create a depreciation method code *SP* that combines the Straight Line (*SL*) depreciation method with the Proportional (*PR*) first year option. Valid combinations are displayed in the table below.

Internal Depreciation Code	First Year Option
DD, DB, SL	HN, FY, HF, PR
SY	HN, FY, HF

2. You may choose to establish standard default values for Depreciation Method Code and Useful Life (in whole years) on the Fixed Asset Type Code Maintenance Form (FTMASTY). The Commodity Code Form (FTMCOMM) also contains a field for specifying a default Useful Life (also in whole years).

If you establish default values for **Useful Life** on both FTMASTY and FTMCOMM, the value entered on FTMCOMM takes precedence on the Fixed Asset Depreciation Form (FFADEPR).

If specified, these default values appear when you open the Fixed Asset Depreciation Form (FFADEPR) to complete your depreciation information.

3. Next, use the Fixed Asset Depreciation Form (FFADEPR) to define depreciation attributes for each asset, where appropriate. This step enables you to take advantage of the Fixed Assets module's defaulting capabilities to automatically populate the Depreciation Method code, Useful Life, and depreciation account distributions from the Chart of Accounts structure and the Capitalization Information Window on the master record (FFRMASA). You may also override any of the default values at the time you are creating a record or at any time prior to running the Depreciation Process.

The remaining necessary information is the Frequency Factor (select *Monthly*, *Quarterly*, *Semi-Annual*, or *Annual*), Salvage Value, and Start Date.

The Remaining Periods field is system-calculated after you enter values in the Frequency Factor and Useful Life fields. While the Useful Life is always reflected in whole years, the Remaining Periods value is calculated using the Useful Life, First Year Option, Start Date, and the Frequency Factor and subtracting depreciation periods that have already occurred.

You may override any default values in the Asset Depreciation Expense Distribution information, except for the COA (Chart of Accounts) and Fund codes. These default values come from the Capitalization Information Window of the Fixed Asset Master Maintenance Form (FFAMAST). You must use the appropriate General Ledger adjustment function on the Fixed Asset Adjustment Form (FFAADJF) to change the COA and/or Fund code values.

4. The final step is to run the Depreciation Process (FFPDEPR). A variety of parameters enable you to limit the records that will be considered for the process.

You may run the process in audit or update mode. Both modes will produce a report, but only the update mode will amend the appropriate depreciation-

Depreciation records that contain account distributions split across two or more charts of accounts cannot be automatically depreciated. You may use the *Depreciation Adjustment* function on the Fixed Asset Adjustment Form (FFAADJF) to handle this situation.

related records. The Chart of Accounts is a required parameter. You may enter one or more charts, but the Chart of Account records must have identical Fiscal Year records (FTVFSYR).

The process will calculate depreciation for any open periods from the Last Depreciation Date up to the Depreciation Date you specify in the process parameters, with the exception of prior period or “catch-up” depreciation. In this case, you must run the Depreciation Process to calculate and (where appropriate) post this prior depreciation before the asset record will be considered for current depreciation. This date can only be entered in the form of month and year.

**Note:** Only one year of prior period depreciation can be calculated and posted per run. This limitation applies because the accounting usually differs for postings in either the prior year or in the current year.

Any depreciation record that is incomplete or is split across two or more charts will be flagged for errors by the Depreciation Process. The process will proceed to completion for all of the other records.

All of the depreciation calculations are calculated on a monthly basis. The resulting depreciation charges are converted to the appropriate quarterly, semi-annual, or annual values. The Proportional (*PR*) first year option will take the appropriate number of months in the first year of depreciation, based on the Depreciation Start Date (FFADEPR), regardless of the frequency factor selected. The remaining proportional number of months from the first year will provide for an additional depreciation period to be added to the asset's Remaining Life, in the case of the *Annual* frequency factor. This will allow for the final depreciation period.

You must run the Posting Process (FGRACTG) to post the depreciation entries in the form of a journal voucher. The depreciation journal entries are treated as Adjustment transactions in the Fixed Assets module and are therefore prefixed with an *M*. The Depreciation Process will update the Remaining Periods and Last Depreciation Date and display them on the Fixed Asset Depreciation Form (FFADEPR), and the Accumulated Depreciation Amount on FFADEPR is updated by the Posting Process. The Accumulated Depr (Depreciation) field for each account distribution in the Capitalization Information Window of the Fixed Asset Master Maintenance Form (FFAMAST) is updated at this time.

## Transfers in the Fixed Assets Module

The Fixed Asset Transfer Form (FFATRAN) is used when it is necessary to create a replacement Permanent Tag for an existing Permanent Tag master record. Initiate the creation of the replacement tag on the Fixed Asset Transfer Form (FFATRAN) by selecting the Transfer option for the existing Permanent Tag number. Then select the Additional option and you may enter the new Permanent Tag number. You will be able to view both the old Permanent Tag record and the new Permanent Tag record on the FFATRAN form.



## Adjustments in the Fixed Assets Module

### Using the Fixed Asset Adjustment Form (FFAADJF)

Twelve (12) adjustment actions or functions are available on the Fixed Asset Adjustment Form (FFAADJF). Some of these functions are equipped with additional features designed to accommodate special situations involving those functions. This section explains each of the functions and illustrates how the special features work.

All of the functions, except for the *Record Past Depreciation* function, create journal voucher documents that are posted to the operating and/or general ledgers. The *Record Past Depreciation* function only creates adjustments to the Fixed Assets module because it assumes such a posting has already taken place in the ledgers.

The Fixed Asset Adjustment Form consists of five separate windows:

- Main Window (header information)
- Adjustment Accounting Distribution Window
- Accounting Defaults Window
- Adjustment Revenue Distribution for Sale of Asset Window
- Adjustment Balancing/Completion Window

Most of the functions employ only the main window and the Balancing/Completion Window. The Adjustment Revenue Distribution for Sale of Asset Information Window applies only to the *Sale of Asset* function. The Adjustment Accounting Distribution Window and the Accounting Defaults Window only apply to the General Ledger adjustment functions.

#### *Entering Header Information*

The Fixed Asset Adjustment Form is capable of accepting adjustments to many assets on a single adjustment document. The only limitation is that all asset tags entered on the same adjustment document must use the same adjustment function.

In the first two blocks of the main window, the navigation is the same for all of the functions.

1. Enter the adjustment document number or *NEXT* for a system-generated number in the Document Code field. This field is required.
2. Select the desired Function Type from the pull-down list. This field is required.
3. Select Next Block and enter the document Description or justification and the Trans (Transaction) Date, which are required fields.

**Note:** Adjustments cannot be dated prior to the capitalization date of any asset on the adjustment document.

4. The Text Exists indicator notifies you whether additional text exists for the adjustment. If you wish to add text, click Document Text or use the menu option.
5. You may enter a user-defined cross-reference document number in the optional Document Reference field.

It is only necessary to complete the entries in these first two header blocks once per adjustment document. The Asset Data block enables you to make a nearly unlimited number of entries on a single document.

The navigation in the Asset Data block and the subsequent windows in the Fixed Asset Adjustment Form will vary depending on the function you selected. Notice that the number of fields as well as some of the field names will change dynamically from function to function. This provides the necessary flexibility to accommodate the unique circumstances of each kind of adjustment.

The Fixed Asset Adjustment Form works on a concept similar to that of commodity-based accounting used in the Procurement/Payable forms. The impact is that it primarily affects navigation and form handling. You must provide all of the necessary information for an asset adjustment before using the Next Record function to enter the next asset record to be adjusted. You may need to use the Next Block function to navigate to the Accounting Distribution and/or Revenue Distribution windows of the Fixed Asset Adjustment Form (FFAADJF). The system will not prompt you to use the Next Block function to complete the information for the asset record that you are adjusting. If you attempt to complete the adjustment document without completing the information necessary for the asset records, you will receive an error or warning message as appropriate to indicate that your records are incomplete. The system will not allow you to complete an adjustment document which contains incomplete adjustment records.

The following guidelines that follow assume that you have successfully completed entry in the appropriate fields of the first two blocks of header information in the main window. When you select Next Block, you navigate to the Ptag (Permanent Tag) Code field.

#### *Balancing/Completion Window*

The Balancing/Completion Window will be the last window you will access in any adjustment document. It is described here for ease of reference since it is common to all adjustment functions.

Navigation in the Balancing/Completion Window is the same for all functions. You may elect to complete the document, or mark it In Process to save the data and return to it later and complete it. Completed adjustment documents will go through the Approval Process (FORAPPL) if you elect to establish the requisite approval information. The Posting Process (FGRACTG) will accept the completed and approved adjustment documents, if applicable, and make the appropriate entries in the ledgers.

**Note:** The Ptag field will display the name Otag (Origination Tag) only for the *Capitalization of Origination Tag* function. This is the only adjustment function available for Origination Tags.

## Function Types on the Fixed Asset Adjustment Form (FFAADJF)

The Fixed Asset Adjustment Form is designed to recognize valid data for each specific adjustment type. Some adjustment types require very specific input. Refer to the Automatic Hint for guidance on unique issues that may apply to each adjustment type.

### *Sale of Asset*

The first function is the *Sale of Asset*. This function allows you to dispose of an asset when cash proceeds from the sale are involved. The function will produce entries to reverse the balances in the asset and accumulated depreciation accounts, calculate and record any gain or loss, and make the appropriate cash and interfund cash postings for the sale proceeds. This function is available only for capitalized assets.

1. The Ptag (permanent tag) field is the starting point and is a required entry. When you enter an asset tag in this field, the asset's Description and Net Book Value are displayed.
2. Select Next Item to move to the Disposal field, where you must supply a disposal method code. Click the button or select List to select from a list of disposal method codes.
3. Select Next Item to move to the Amount field. Enter the selling price of the asset in this required field. Notice that an Automatic Hint message appears to inform you that you cannot access the Balancing/Completion Window. This is a reminder to select Next Block.
4. Selecting Next Block saves the account distributions without the necessity of navigating to the Adjustment Accounting Distribution Window and moves you to the Balancing/Completion Window, except in cases where the Source Fund and Capitalization Fund codes differ. If this is the case, the system moves into the Adjustment Revenue Distribution for Sale of Asset Window. The system focuses on this difference because this may indicate that the gain should be reflected in the records of the Source Fund or other funds rather than the Capitalization Fund. Reverting to this window allows you to decide where the gain will be recorded. Since there is no decision to make when the Source Fund and Capitalization Fund codes are the same, you will navigate directly to the Balancing/Completion Window in this case.

The Adjustment Accounting Distribution Window is not accessible for the Sale of Asset function.

The Adjustment Revenue Distribution for Sale of Asset Window is divided into two blocks. The first block displays the default account distribution values and the pro rata share of the gain for each affected accounting distribution. Select an account distribution from this block and select Next Block to access the second block. In this block, you distribute the gain for the selected account distribution to any number of account distributions. Return to the first block and select the next account distribution until the gain is fully distributed for each of the originating default account distributions displayed in the first block. You must select Previous Block from the first (top) block if you intend to enter another Permanent Tag for the *Sale of Asset* function. Select the Complete Block button or menu option to access the Balancing/Completion Window.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

#### *Write Off*

The next function is the *Write Off*. This function handles write-offs with or without accumulated depreciation. The function produces entries that reverse the balances of the asset and accumulated depreciation accounts. This function is available only for capitalized assets.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description and Net Book Value.

You cannot access the Amount field when using this function because the system assumes that the entire cost of the asset will be written off.

2. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *Write Off* function, if necessary.
3. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
4. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You must complete the Depreciation Method Code on the FFADEPR form before adjusting the asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

#### *Write Up/Down Adjustments*

The *Write Up/Down Adjustments* function is next on the list of available functions. This function allows you to adjust the value of an asset up or down, whether accumulated depreciation is involved or not. This function is available only for capitalized assets.

A write down to an asset that depreciates is credited to accumulated depreciation. A write down to an asset that does not depreciate is credited to the asset cost. A write up, regardless of whether the asset is depreciable or not, is debited to the asset cost.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description and Net Book Value.
2. Select Next Item to move to the Amount field. Enter the amount *by which* you want to adjust the asset in this field. Please note that a write down amount *must* be preceded by a minus (-) sign.
3. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *Write Up/Down Adjustments* function, if necessary.
4. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
5. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You must complete the Depreciation Method Code on the FFADEPR form before adjusting the asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

#### *Permanent Tag Capitalization*

The Permanent Tag Capitalization function allows you to capitalize an asset that either came through the Procurement Process as uncanceled or was entered as a gift/donation.

Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Permanent Tag must be completed. Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Cost, and Net Book Value.
2. Select Next Record to save the header and accounting distribution records and select another Permanent Tag for the *Permanent Tag Capitalization* function, if necessary.
3. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
4. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a capitalized asset.
- The Trans (Transaction) Date should be less than or equal to the system date.

*Origination Tag Capitalization*

The Origination Tag Capitalization function allows you to capitalize a preliminary asset record that either came through the Procurement Process as uncapitalized or was entered as a gift/donation.

Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Origination Tag must be completed.

Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

The purpose of this function is to prepare an uncapitalized origination tag for attachment to a capitalized permanent tag.

1. The Otag (origination tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Cost, and Net Book Value.
2. Select Next Record to save the header and accounting distribution records and enter another Origination Tag for the *Origination Tag Capitalization* function, if necessary.
3. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
4. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a capitalized asset.
- You cannot adjust an Origination Tag with a Permanent Tag.
- The Trans (Transaction) Date should be less than or equal to the system date.

*Depreciation Adjustment*

The Depreciation Adjustment function allows you to adjust accumulated depreciation up or down for depreciable assets. This function is available only for capitalized assets.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Net Book Value, Salvage Value, and Net Depreciable Value.
2. Select Next Record to move to the Amount field, where you enter the amount *by which* you want to adjust accumulated depreciation for the asset. Please note if you want to adjust accumulated depreciation down, the adjustment amount *must* be preceded by a minus (-) sign.
3. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *Depreciation Adjustment* function, if necessary.
4. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
5. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You must complete the Depreciation Method Code on the FFADEPR form before adjusting the asset.
- You cannot Adjust Depreciation until you run the Depreciation Process (FFPDEPR).

The *depreciation post code* is used to determine whether depreciation entries are posted to both the Fixed Assets module and the General Ledger, posted to the Fixed Assets module only, or not posted at all.

- You cannot adjust an asset which does not have a Depreciation Post Code of *P*.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date must be greater than the Last Depreciation Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

### *Record Past Depreciation*

The Record Past Depreciation function allows you to update an asset's master record (FFBMAST) and depreciation maintenance record (FFBMAST) for past depreciation already recorded in the ledgers.

This function is only available for capitalized assets that have not been previously depreciated or adjusted in the Fixed Assets module. It will not create postings for the ledgers. You may use the Depreciation Process (FFPDEPR) instead to post past depreciation to both the ledgers and the Fixed Assets module.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Net Book Value, Salvage Value, and Net Depreciable Value.
2. Select Next Record to move to the Amount field. Enter the amount of prior depreciation you wish to record for the asset in this field.
3. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *Record Past Depreciation* function, if necessary.
4. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
5. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You must complete the Depreciation Method Code on the FFADEPR form before adjusting the asset.
- You cannot adjust an asset which does not have a Depreciation Post Code of *P*.
- You cannot record Past Depreciation before the Capitalization Date.
- If the asset has previous adjustments or recorded depreciation, you cannot Record Past Depreciation.
- The Trans (Transaction) Date should be less than or equal to the system date.

*GL Change - Asset Account*

The *GL Change - Asset Account* function is the first of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. The function will reverse the asset balance in the original account and record the balance in the new asset account. Any accumulated depreciation for the asset will automatically be reclassified to the accumulated depreciation account associated with the new asset account.

Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Origination Tag must be completed. Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Cost, and Net Book Value.

You may not access the Amount field because this function only allows you to reclassify the Asset Account code.

2. Select Next Block to move to the Asset Account Code field in the Adjustment Accounting Distribution Window. Enter the new or destination asset account code.

You may use the Options Menu or the Accounting Defaults button to access the Accounting Defaults Window. In this window, you may view the default capitalization accounting values prior to making any changes. You must acknowledge the OK button before you can perform any other actions.

3. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.
4. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *GL Change - Asset Account* function, if necessary.
5. Select Next Block from the Adjustment Accounting Distribution Window to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
6. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

*GL Change - Equity Account*

The *GL Change - Equity Account* function is the second of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. The function will reverse the asset balance in the original equity account and record the balance in the new equity account.



Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Origination Tag must be completed. Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Cost, and Net Book Value.

You may not access the Amount field because this function only allows you to reclassify the Equity Account code.

2. Select Next Block to move to the Equity Account Code field in the Adjustment Accounting Distribution Window. Enter the new or destination equity account Code.

You may use the Options menu or the Accounting Defaults button to access the Accounting Defaults Window. In this window, you may view the default capitalization accounting values prior to making any changes. You must exit from this window before you can perform any other actions.

3. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.
4. Select Next Record to save the header and accounting distribution records and to enter another Permanent Tag for the *GL Change - Equity Account* function, if necessary.
5. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
6. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

#### *GL Change - Fund Code*

The *GL Change - Fund Code* function is the third of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. This function will reverse the asset account balances in the original fund and record the balance in the same account in the new fund. Any accumulated depreciation for the asset will be reclassified automatically to the same accumulated depreciation account in the new fund.

Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Origination Tag must be completed. Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Cost, and Net Book Value.

You may not access the Amount field because this function only allows you to reclassify the Fund code.

2. Select Next Block to move to the Fund code field in the Adjustment Accounting Distribution window. Enter the new or destination fund code.

You may use the Options menu or the Accounting Defaults button to access the Accounting Defaults Window. In this window, you may view the default capitalization accounting values prior to making any changes. You must exit from this window before you can perform any other actions.

3. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.
4. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *GL Change - Fund Code* function, if necessary.
5. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
6. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

#### *GL Change - Fund and Equity*

The *GL Change - Fund and Equity* function is the fourth of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. The function will reverse the asset and equity account balances in the original fund and record the balances in the same asset account and new equity account of the new fund. Any accumulated depreciation for the asset will be reclassified automatically to the same accumulated depreciation account in the new fund.

Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Origination Tag must be completed. Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Cost, and Net Book Value.  
  
You may not access the Amount field because this function only allows you to reclassify the Fund and Equity Account codes.
2. Select Next Block to move to the Fund code field in the Adjustment Accounting Distribution Window. Enter the new or destination fund code.
3. Select Next Item to move to the Equity Account code field. Enter the new or destination equity account code.

You may use the Options menu or the Accounting Defaults button to access the Accounting Defaults window. In this window, you may view the default capitalization accounting values prior to making any changes. You must exit from this window before you can perform any other actions.

4. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.
5. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *GL Change - Fund and Equity* function, if necessary.
6. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
7. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

#### *GL Change - Cap Amount/Account*

Any adjustment made to an asset's cost amount using the *GL Change - Cap Amount/Account* function (GLCE) updates the asset's original cost. This function is unlike the other adjustments, which create new historical records to record the adjustment. The function should therefore not be used to update the cost amount of an asset after depreciation has commenced for that asset.

The *GL Change - Cap Amount/Account* function is the last of the five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. It is similar to a general journal entry in that there are almost no restrictions. You may change the Fund, Asset Account, Equity Account, and/or the Cost, simultaneously or separately. Any change to an Asset Account will also cause the same change in the associated Accumulated Depreciation Account.

**Warning:** Exercise caution in the use of this function since there are virtually *no* restrictions on it.

The function will reverse the balances in the originating fund and/or accounts (Rule Class *GLRE*) and record the balances in the new fund and/or accounts (Rule Class *GLCE*). If you use the function to change only the asset cost and/or accumulated depreciation amount, only those changes will be reflected (Rule Class *GLCE*); no reclassifications will take place.

Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Origination Tag must be completed. Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Cost, and Net Book Value.  
  
You may not access the Amount field here; changes to the asset cost or depreciation amount must take place in the Adjustment Accounting Distribution Window.
2. Select Next Block to move to the Adjustment Accounting Distribution Window. You may access the Fund, Asset Account, Equity Account, Amount, and Depreciation Amount fields and enter new values in any or all of them.

**Note:** The entries you make in the Amount and Depreciation Amount fields are *not* the amounts *by which* you will adjust, but the amounts you will adjust *to*.

You may use the Options menu or the Accounting Defaults button to access the Accounting Defaults Window. In this window, you may view the default capitalization accounting values prior to making any changes. You must exit from this window before you can perform any other actions.

3. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.
4. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *GL Change - Cap Amount/Account* function, if necessary.
5. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
6. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You cannot adjust a Permanent Tag record that has attachments without first detaching the attachments. The attachments can be re-attached after the adjustment is completed using the *Origination Tag - Update Asset* option on the Fixed Asset Master Maintenance Form (FFAMAST).
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

## Using the Fixed Asset DTAG Processing Form (FFADTGP)

This section contains information about posting debits or credits to Fixed Assets, querying adjustment documents, and capitalizing non-invoice fixed assets expense accounting line items.

### Post a Debit to Fixed Assets - Available Options

1. Create an origination tag (Otag).  
On the FFADTGP form, select the Create action, enter missing procurement information, then select Perform Action to create an Otag in the Fixed Assets module. The system inserts funding source records and capitalization records into the Fixed Assets module.
2. Update an Otag or Ptag.

On the FFADTGP form, select the Update action, enter the number for the tag, then select Perform Action to update data for the tag in the Fixed Assets module. The system will insert a new funding source record for a positive amount into the Fixed Assets module.

- If the Dtag has been capitalized, the system creates a new set of capitalization records by duplicating the existing records and inserting a new record based on the document source FOAPAL and the Dtag amount.
- If the Dtag has not been capitalized, then no capitalization changes will be made.

### 3. Clear/Offset a Dtag.

On the FFADTGP form, select the Offset action. Enter the offsetting Dtag and select Perform Action. This marks both Dtags as resolved and does not update any fixed asset records. The referenced Dtag must have a pending status (that is, not resolved or incomplete) and be for the same amount but with an opposite sign.

## Post a Credit to Fixed Assets - Available Options

### 1. Delete an Otag.

On the FFADTGP form, select the Delete action, enter the Otag number, and reconfirm the deletion on the deletion form that pops up automatically. Select Perform Action to delete an uncapitalized Otag from the Fixed Assets module.

Only uncapitalized Otags can be deleted.

### 2. Inactivate an Otag or Ptag.

On the FFADTGP form, select the Inactivate action and enter the tag number.

**Note:** You can do this only if the tag is active and the sum of the net book value and the Dtag entry is zero. The system will insert a new funding source record for a negative amount. If the Dtag has been reverse capitalized, the system creates a new set of capitalization records by duplicating the existing records and inserting a new record for a negative amount based on the document source FOAPAL and the Dtag amount.

### 3. Update an Otag or Ptag.

On the FFADTGP form, select the Update action. Enter the tag number. Select Perform Action. The system will insert a new funding source record for a negative amount. If the Dtag has been reverse capitalized, the system will create a new set of capitalization records by duplicating the existing records and inserting a new record for a negative amount based on the document source FOAPAL and the Dtag amount.

### 4. Clear/Offset a Dtag.

On the FFADTGP form, select the Offset action, enter the appropriate Dtag, and select Perform Action. This marks both Dtags as cleared and does not update any fixed asset records. The referenced Dtag must have a pending

status and be for the same amount but with an opposite sign (for example, debit vs. credit).

## Querying Adjustment Documents

Posted adjustment documents may be viewed on the Fixed Asset Adjustment Query Form (FFIADJF). A validation list of adjustment documents is available on the Fixed Asset Adjustment List Form (FFIADJL). Finally, a listing of adjustment documents by Permanent Tag or Permanent Tag adjustments by document is available on the Fixed Asset Adjustment History Form (FFIADJH).

You may also view the posted journal entries on the Document Retrieval Inquiry Form (FGIDOCR). The adjustment documents are identified by an *M* prefix.

## Capitalizing Non-Invoice Fixed Asset Expense Accounting Entries

You can enter a Journal Voucher (JV), Direct Cash Receipt, or Stores Inventory transaction to capitalize Fixed Asset expense accounting line items. See the process flow entitled “Capitalization for Non-Invoice Documents - Process Flow”. These transactions will be processed through the FFBOTAG table if the following criteria are met.

### *Requirements for FFBOTAG Table Entries*

- The document tag feed indicator in the system control table (FOBSYSC) must be set to Y for the document type.
- The rule class for the accounting sequence must have a process code of O030 or O031.
- The account must be associated with a fixed asset account in the FTVACCT table. (That is, FTVACCT\_ACCT\_CODE\_ASSET must be populated.)

### *Requirements for Capitalization*

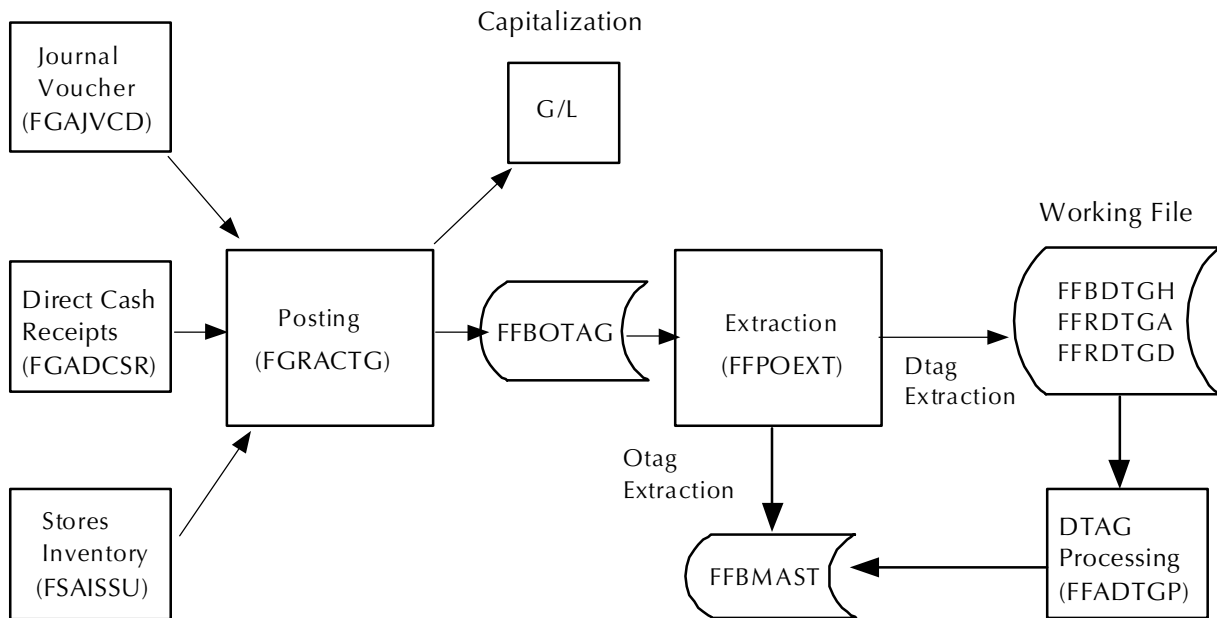
**Note:** Capitalization can be either positive or negative depending on whether the transaction amount is a debit or a credit.

When any of the following conditions are met, the transaction amount on an accounting line item will be capitalized, and the FFBOTAG Cap Indicator will be set to Y.

1. When the preceding requirements for FFBOTAG Table Entries are met,
  - And the absolute value of the amount for the accounting sequence equals or exceeds the capitalization threshold amount set in the system control table (FOBSYSC), the amount will be capitalized.
  - And capitalization did not occur in the year-to-date posting because the absolute amount was less than the threshold amount, and the rule class includes a process code of G073, the amount will be capitalized.

2. When the preceding requirements for FFBOTAG Table Entries are *not* met, because the document tag feed indicator in the system control table is set to N but the account is associated with a fixed asset account,
  - If the rule class has a process code of G073, the amount will be capitalized but no entries will be recorded in the FFBOTAG table.

### Capitalization for Non-Invoice Documents - Process Flow



Otag = Origination tag  
 Ptag = Permanent tag  
 Dtag = Document tag

### Process Flow Description

1. Access the Finance System Control Form (FOASYSC) and select documents (such as journal vouchers, direct cash receipts, and stores issues) for which a capitalization entry should be made and a Dtag working file record created.

For all documents marked as “include” on FOASYSC, the Posting Process (FGRACTG) creates capitalization entries to the General Ledger with a process code of G073 for any transaction with a Fixed Asset expense account code.

Capitalization takes place when the absolute value for the dollar amount of the transaction exceeds, or equals, the minimum capitalization amount and is for the amount of the transaction.

Credit entries result in a capitalization reversal entry to the General Ledger when the absolute value of the transaction amount meets or exceeds the minimum capitalization amount specified on FOASYSC.

2. Access one of the following forms: Journal Voucher, Stores Issues, and Direct Cash Receipts.
3. Enter the required information. If the account code is a fixed asset expenditure account, you may want to enter related purchasing information, such as purchase order number, invoice, or issue ticket, as document text.
4. Complete the documents, then post them by running the Posting Process (FGRACTG). During the posting process, the system will make the appropriate capitalization entries and insert a record into the temporary tag table (FFBOTAG).
5. Run the Fixed Asset Origination Tag Extract Process (FFPOEXT). This process inserts a record into the Dtag tables (FFBDTGH, FFRDTGA, and FFRDTGD) to create fixed asset working file entries known as document tags, or Dtags.
6. Access the Fixed Asset Dtag Processing Form (FFADTGP). You can perform the following tasks:
  - Create new origination tags (Otags) in the Fixed Assets module.
  - Update existing tags with additional funding source records and a new set of capitalization records
  - Clear/offset other Dtags.
  - Delete existing Otags, if they are uncapitalized.
  - Inactivate existing Ptags/Otags.
  - Enter additional Dtag records and adjust the Dtag amount to create multiple fixed asset entries from one financial transaction. The sum of all Dtag amounts must equal the original transaction amount.

**Caution:** Although it is possible to add non-capitalized Dtags to capitalized Otags, this is not recommended since this may create an out-of-balance condition between the Fixed Asset detail records and the General Ledger and may also impact depreciation calculations.



## Cost Accounting

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### Preparing the Cost Accounting Billing Process

#### Overview of the Billing Process

The Cost Accounting Billing Process calculates customer charges and creates the appropriate transaction ledger entries for a project. These charges are based upon the number of units (i.e., hours) which you recorded for this project in a particular billing cycle.

This process also performs the following functions:

- Creates a charge to the customer expense account distribution that you define on the Project Charge Maintenance Form (FTMCHRG). It also liquidates part of the encumbrance (if one exists) and creates an income entries for a project.
- Calculates a charge for every customer account distribution.
- Creates journal table entries.
- Creates billing detail table entries.
- Updates the employee, inventory, equipment, and project/customer tables.
- Deletes the project detail records after the system updates the ledgers.

#### Before Running the Billing Process

Before you run the billing cycle, complete the Cost Accounting Batch Parameter Maintenance Form (FCAPARM) using *BILL* as the Process Code.

You can select from the following options when you run the billing process:

- Selectively for a specific project
- For all projects for a specific chart of accounts
- For all projects for a specific organization

This process also enables you to select and process project detail entries by date. Enter the parameters you wish to use to control this billing run.

Check the box to activate the Update Database indicator on the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). When this box is unchecked, the billing process runs in an audit mode. You may view the results of this audit run using the Cost Accounting Billing Report (FCBBILL). This enables you to determine the results of the cost accounting billing process without updating the database.

To run the billing process and update the ledgers:

1. Complete another entry on FCAPARM.
2. Check the Update Database box.
3. Enter a Document Number.
4. Run the batch billing process. Use the guidelines provided in the following section.

## Running the Billing Process

Certain functions require the Update Database box on the Cost Accounting Batch Parameter Maintenance Form (FCAPARM) to be checked.

The Cost Type and Unit fields also influence these functions. Enter this information on the Cost Accounting Maintenance Form (FCAACCT).

The system calculates a charge for each customer account distribution associated with a percentage of the project. This calculation is a result of selected project detail table entries created for this project's billing cycle. The system calculates this charge as follows:

- The cost type from the project detail is used to access the defining table for the association of internal rates to a cost type for the Rate Code/Cost Type Maintenance Form (FTMRTCT).
- The rate codes are used to access the defining table for the internal rate value for an organization. The Project/Customer Rate Maintenance Form (FTMCRAT) defines any external rate values for the customer for this project in place of the internal rate code.
- If an external rate exists, the system applies it to the base rate, then multiplies it by the number of units to derive a total amount charge. If an external rate is not present, the system multiplies the internal rate value by the number of units to derive a total amount charge.

These charges appear on three tables which are entered by project. These tables are:

- Project/Customer Charges Table (FCBPRJC) — The system summarizes and stores charges as an amount and number of units by rate type by customer.
- Project History Table (FCBPHST) — The system stores charges as a rate and number of units by internal rate code by billing date.
- Project/Customer Charges Validation Table (FTVCHRG) — The system summarizes and stores charges as a billed amount by account distribution.

The system creates journal table entries with a rule class code of *BILL*, *BILE*, or *BILI* for processing by FGRTRNI. If the customer's account distribution is encumbered, the rule class is *BILE*. Otherwise, it is *BILL*. The system accepts a rule class code of

*BILL* for the income account distribution defined on the Project Maintenance Form (FTMPROJ).

The document number for these transactions is the Document Number entered on the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). The accounting processes for the rule class codes partially liquidate the encumbrance set aside for the customer(s) account(s) if previously encumbered, and debit their expense account(s). The servicers account receives a credit to record revenue, defined on the Project Maintenance Form (FTMPROJ). The transaction description for the debit entry is "Customer Charge from CA Billing" and the transaction description for the credit entry is "Project Recovery from CA Billing." If the Memo Project box is checked, the system does not create any transactions for the general ledger.

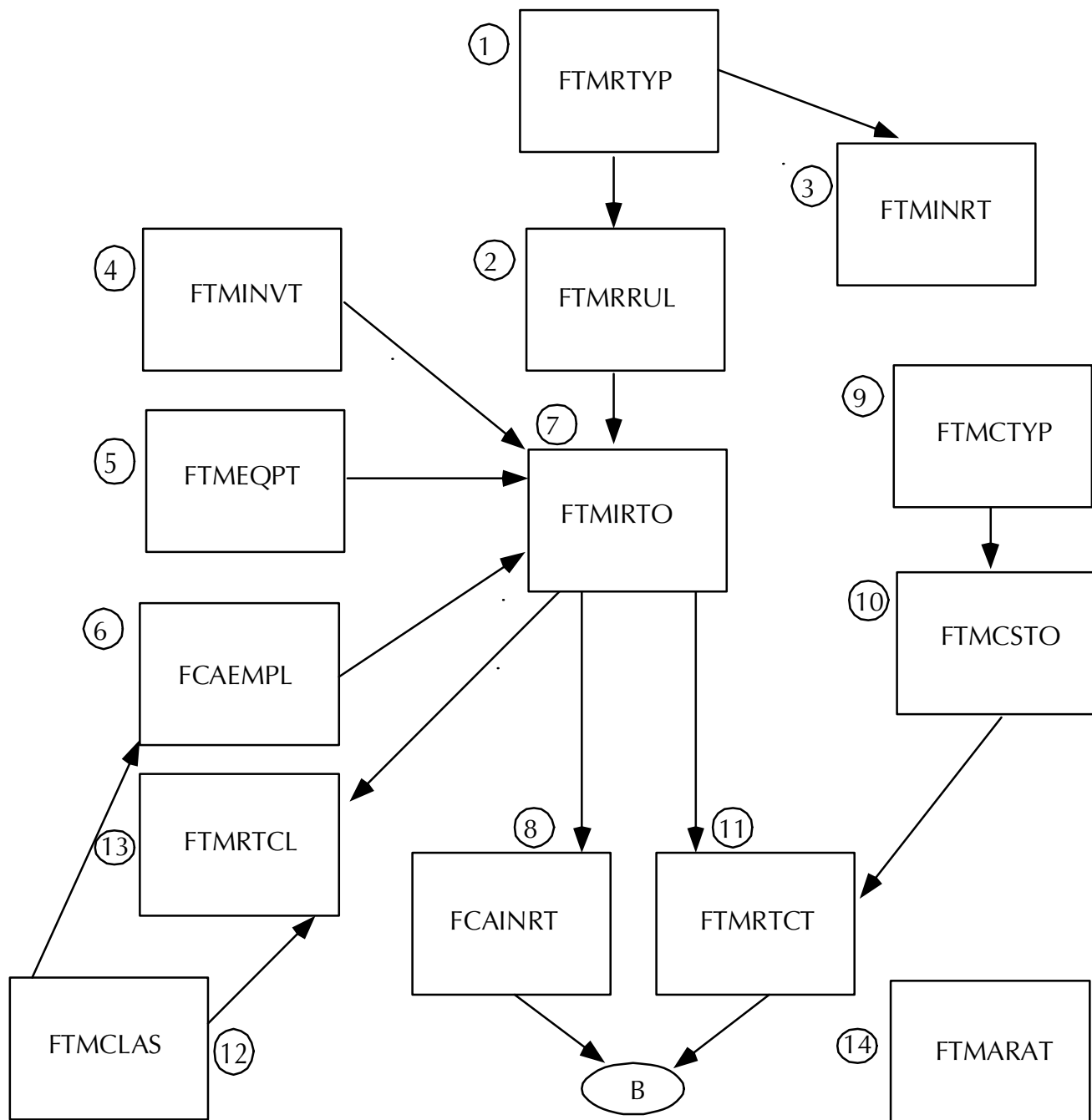
The system creates transaction entries for the Billing Detail Table (FCTBDTR). You can then run the Billing Detail Report (FCRDBTR) at your discretion.

The system deletes the project detail records, as they represent the units to bill for this billing cycle and deletes the Cost Accounting Parameter Table (FCAPARM) for the billing process to conclude the billing cycle process.

The Billing Detail Report (FCRBDTR) displays all detailed transactions posted against a specific customer's accounts from the first billing run to the last billing run.

The Billing Summary and Billing Detail Reports are informational reports only. The billing process does not produce an actual bill but instead provides data with which you create a bill. The billing process actually bills the customer's account distribution as it creates ledger transactions.

## Rate Forms Process Flow



## Setting Up Rates For Cost Accounting

The Cost Accounting Module has several different forms to maintain rates and support both manual and automatic rate calculations. The forms listed below are used to establish rates. Refer to the form process flow on the previous page to see a graphic flow of how these forms integrate in the cost accounting rates process.

*FTMRTYP — Rate Type Code Maintenance Form*

This form enables you to establish the high level rate definitions required at an installation. The rate types delivered with the system (such as *DL* for Direct Labor) have sequence numbers associated with them. The automatic rate programs use these sequence numbers. Leave the seed data on this table as delivered; do *not* alter this data.

*FTMRRUL — Rate Type Rule Maintenance Form*

This maintenance form is comparable to the System Data Maintenance Form associated with the General Ledger module.

This form maintains the rate types which form the core of the Cost Accounting rate facility. It sets various flags used by the automatic rate calculation jobs and also forces specific fields required on input forms depending on the rate (for example, Labor Codes require Employee ID numbers). Do *not* change any data on this form.

*FTMINRT — Internal Rate Code Maintenance Form*

Internal Rate codes specify the kind of rate associated with a cost. For example, internal rate codes could be assigned to distinguish clerical and system analyst labor. Internal rate codes are linked in this form to the rate types already established in the Rate Type Code Maintenance Form (FTMRTYP). In this example, both the clerical and system analyst internal rate codes would be associated with the *Direct Labor* rate type.

*FTMINVT — Inventory Code Maintenance Form*

This form establishes inventory codes which can be associated with a servicing organization. The Unit Price, Estimated Units Used, and Actual Units values are used in the automatic rate calculation program for inventory.

*FTMEQPT — Equipment Tag Maintenance Form*

Use this form to create equipment tags to use with cost types that relate to equipment rentals. The automatic rate calculation program uses the detail in this form for equipment.

*FCAEMPL — Employee Maintenance Form*

Use this form to establish an employee ID to use on work orders. The ID must exist on the system prior to being referenced on this form. Use the hours, wages, benefits and classification information in the automatic rate calculation program for *Direct Labor* and *Indirect Labor* rate calculations.

*FTMIRTO — Rate Code by Organization Maintenance Form*

Use this form to establish the valid rate codes (established on FTMINRT) used with the servicing organization.

*FCAINRT — Internal Rate Maintenance Form*

This form enables you to create the actual rate value associated with a rate code and organization.

**Note:** Establish a rate of \$1.00 for direct charges (Internal Rate Code *DGCL*) for all your organizations from the financial ledgers. The system requires this form if you do not use automatic rate calculation. If you use automatic rate calculation, the system populates this form.

*FTMCTYP — Cost Type Code Maintenance Form*

Cost types are the codes used to input actual cost accounting charges. These codes can represent one or more cost factors associated with a unit of work. An example of a cost type is a type of job, such as painting.

*FTMCSTO — Cost Type by Organization Maintenance Form*

Use this form to enter the cost types (established on FTMCTYP) which are used for each servicing organization. For example, the maintenance department manages the painting activity, so the cost type for painting is associated with the maintenance department on this form.

*FTMRTCT — Rate Code by Cost Type/Organization Maintenance Form*

Use this form to associate one or more rates to a cost type for the servicing organization. A painting cost type might include the cost of the painter's hourly rate, plus the cost associated with the equipment, plus an overhead factor to cover the cost of a supervisor, plus the time to complete related paperwork.

*FTMCLAS — Classification Code Maintenance Form*

It is only necessary to maintain this form if you use the automatic rate calculation process. You can establish different employee classifications which you later reference to specific employee IDs.

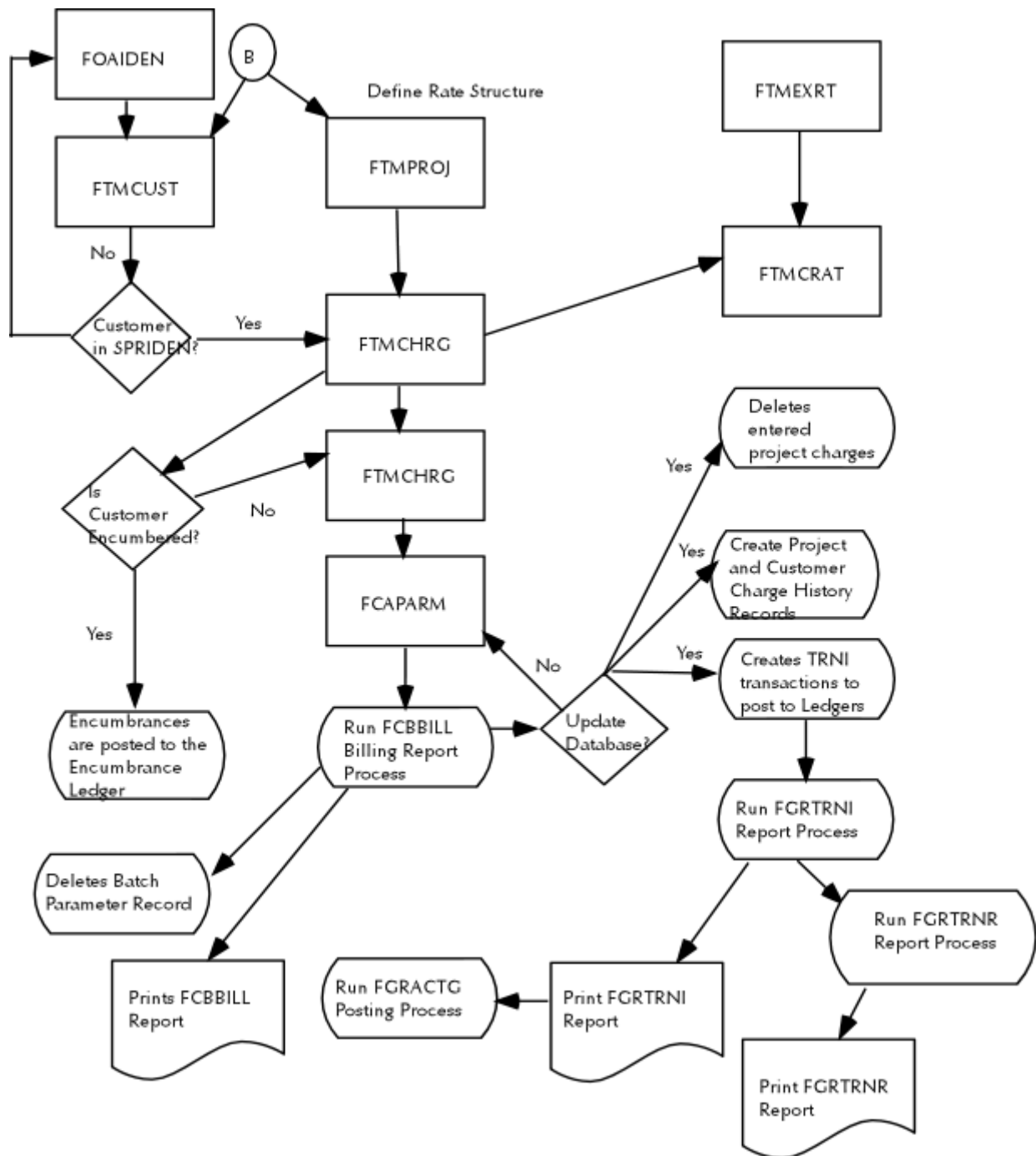
*FTMRTCL — Rate Code/Classification by Org Maintenance Form*

This form is required only if you use automatic rate calculations. The form is used to associate a servicing organization with rate codes and employee classifications.

*FTMARAT — Rate Account Maintenance Form*

This form is only required if you use automatic rate calculations. This form establishes the account codes which are associated with the Inventory Handling, Material Management, and Equipment Rental rate indicators. If an account is not established for each of these rate types, the automatic rate calculation process does not work for that rate type.

## Defining Project/Work Orders and Enter Costs Process Flow



## Establishing A Project Work Order

To create a project work order, you must first create a customer or use a customer that already exists on your system. Refer to the instructions for the Customer Maintenance Form (FTMCUST) if you need to create a valid customer.

There are two steps to establish a project: you must create a project work order and create the accounting distribution for a customer. The process involves the Project Maintenance Form (FTMPROJ) and the Project Charge Maintenance Form (FTMCHRG).

### Creating a Project Work Order

To create a project work order, access the Project Maintenance Form (FTMPROJ).

1. Enter the Project Code and project Title. Click Project Code or select List to select a project code from a list window.

Select Next Block.

2. The Start Date field defaults to the system date, but you may override it.
3. Enter the Termination Date for the project.

The Last Activity Date defaults if you are modifying an existing project.

4. Use the Memo Project check box to designate whether the project is a memo status project type. If you check this check box, the charges to the project do not affect the ledgers. This merely keeps track of project charges within the Cost Accounting module.

To enter text for this project, click Project Text or select the menu option to access the General Text Entry Form (FOATEXT).

5. The COA and Orgn fields are required. Use the COA (Chart of Accounts) field to access and validate the IFOAPAL fields that you enter on the form. The Orgn field represents the organization you must access when you process internal rates and cost types. When you enter and process project charges, you can only use those rates and cost types that are defined to this organization.
6. The IFOAPAL fields (Index, Fund, Orgn (Organization), Acct (Account), Prog (Program), Actv (Activity), and Locn (Location)) represent the income account distribution of the servicer. The system credits this account distribution with the revenue this project creates.

### Creating and Maintaining Customer Accounting Distribution for a Project

Once the project work order is completed, access the Project Charge Maintenance Form (FTMCHRG). Use the Project/Work Order Maintenance Menu (\*FINCAPC) or click Customer Charge or select Count Hits from FTMPROJ. Use FTMCHRG to create and maintain customer accounting distributions for each project. You must define at least one customer before you can collect charges against a project.



1. Enter the desired Project Number in the Key Information. Click Project or select List to select a project number from a list window.
2. The system defaults the project name and populates the Tran (Transaction) Date with the current date. You may enter a new transaction date for which to post encumbrance transactions to the ledgers.

Select Next Block to access the account distribution data and enter customer information.

3. The Customer ID is a required field. You must predefine the customer within cost accounting on the Customer Maintenance Form (FTMCUST). For additional information, refer to “Adding Customers to Finance”.
4. Enter the expense account distribution that you intend to charge against when you process project charges. These fields are required when the Memo Project box on FTMPROJ is unchecked. Only the Fund and Acct (Account) fields are required when the customer is an external customer. A button and List is available for each of the FOAPAL fields.
5. The Percent field represents the allocation of charges for the project that this customer is to receive. This is a required field.

**Note:** The total of all the customer percentages must equal 100%.

6. The Max Billable field is a required field only when the Encumber box is checked. This field represents the total encumbrance dollar amount for this account distribution. The Max Billable field is not related to the percent allocation for project charges.

The system defines an internal customer if this customer is defined as a financial manager within the Finance system. Otherwise, the customer is considered an external customer.

7. Check the Encumber box to mark the project as an encumbrance if you are authorized to do so.
8. The NSF Override box is a non-sufficient funds override indicator. Check this box to override the budget if you are authorized to do so.
9. Click or select Save to save the project charge information.
10. Before you complete the project, the sum of all the customer percentages must equal 100%. Check the Complete box and click or select Save.

When you complete this form, the system posts an approval record to the Approved Document Table (FOBAPPD) to signal that a project document is waiting to be posted only if the customer was encumbered. Run the Posting Process (FGRACGT) to post the encumbrances defined to the project.

Once you post the project, only the percentage distribution may be changed.

**Warning:** Do not try to create and bill a project in the same day. You must establish the postings for the project encumbrance prior to any billing runs.

## Defining Additional External Rates for a Project/Work Order

This is an optional process which enables you to change the rate values for customers by project. To begin this process, access the Project/Customer Rate Maintenance Form (FTMCRAT) from the Rate Structure Maintenance Menu (\*FINCARS). Use this form to override the rate value of any internal rate code previously defined on the Internal Rate Maintenance Form (FCAINRT). You must define these rates before you run the billing process.

1. Enter the Project and Customer codes in the Key Information. A button and List is available for each. Select Next Block to access the rate information fields.
2. Enter the internal Rate Code(s) that need a rate different than those defined for this project's organization on the Internal Rate Maintenance Form (FCAINRT) and the Organization/Rate Code Maintenance Form (FTMIRTO). This is a required field.

**Note:** These changes *only* affect the customer entered in the Key Information. Enter the inventory or equipment code with the internal rate code as required. The displayed base rate is the rate that is in effect as of the system date. To view rate amounts for this internal rate code for other dates, access the Internal Rate Maintenance Form (FCAINRT). This form enables you to view changes to the rate for a specific internal rate code over time.

3. The Inventory Code and Equipment Tag Number are required.
4. Enter the external rate Code. This is a required field. The system applies the amount or % factor for this external rate code to the base rate of the internal rate code and displays it on the form as an external rate. Predefine this amount or % factor for the external rate code on the External Rate Code Maintenance Form (FTMEXRT).
5. You can enter the Effective Date or use the system date, which is the default. The Effective Date determines when the system applies the defined external rate to the base rate. You may change the external rate for the base code, provided the Effective Date is greater than the system date.
6. You can terminate the external rate as long as the Termination Date is greater than the Effective Date and equal to or greater than the current date. This form emulates effective date processing without the next change date.

## Entering Project Charges

There are two methods to create project charges.

- You can enter the units used for a cost type on the Cost Accounting Maintenance Form (FCAACCT). This creates project detail table entries.
- Alternatively, you may use the invoice process documents and the journal voucher process.

### Using the Cost Accounting Maintenance Form (FCAACCT)

Access the Cost Accounting Maintenance Form (FCAACCT) from the Project/Work Order Maintenance Menu (\*FINCAPC). Use this form to enter costs for a project by cost type.

1. Enter the Project code in the Key Information. The system defaults the project name. Select Next Block to access the project charge information.
2. Enter the Cost Type. The cost type must be previously defined to the organization on the Rate Code/Cost Type Maintenance Form (FTMRTCT). For additional information, refer to “Establishing Cost Types for an Organization” on page 2-383.
3. Under certain conditions, the Employee Number, Inventory Code, and Equipment Tag Number fields are required.

**Note:** You must set the respective Required indicator on the Rate Type Rules Maintenance Form (FTMRRUL) for all three of the fields listed above.

The Employee Number field is required when you enter a cost type associated with a direct or indirect labor rate. You must predefine the employee number on the Employee Maintenance Form (FCAEMPL). Click the button or select List for a list of valid values. Once you run the billing process, the system adds the number of units to the employee records for actual direct or indirect hours, depending upon whether the cost type is related to a labor or indirect labor rate.

The Inventory Code field is required when the cost type is associated with an inventory handling rate. You must predefine the inventory code on the Inventory Code Maintenance Form (FTMINVT). Click the button or select List for a list of valid values. Once you run the billing process, the system updates the number of units you enter for this inventory item on the inventory record.

The Equipment Tag number is required when you use a cost type associated with an equipment rate. You must predefine the equipment tag number on the Equipment Maintenance Form (FTMEQPT). Click the button or select List for a list of valid values. Once you run the billing process, the system updates the number of units you enter for the equipment on the equipment record for the project's organization.

4. Enter the number of Units to record the charge, such as the number of hours an employee worked per week. The Units value can represent anything you can describe as a unit (for example; hours, dollars, gallons).

5. The Transaction Date defaults to the system date, but you may override it.

**Warning:** Do not enter a future date in the Transaction Date field because you may want to terminate the internal rate code during the time between the date of entry and the billing process run date. If you terminate the internal rate, the system does not create a charge.

6. Select Next Record to save the current transaction.

You can enter any one of the project detail entries repeatedly for the same transaction date or for a different transaction date. You can delete or modify each entry or any of its values until you run the billing process. After you run the billing process, the system converts the project detail entries into charges for the project and deletes them in preparation for a new billing cycle. For additional information, refer to “Running the Billing Process” on page 2-370.

## Entering Charges Using Journal Vouchers or Invoices

You may need to track costs which occur outside of the Cost Accounting environment, such as when you pay for an item or service with the invoicing process. In order to support tracking costs for a project, both the Invoice/Credit Memo Form (FAAINVE) and the journal voucher distribution forms (FGAJVCD and FGAJVCQ) carry an enterable project code on the accounting distribution. When you enter an invoice or a journal entry for a project, you must enter the project code on the forms. The project code is carried forward from the purchase order if the invoice pays a purchase order.

When you run the Posting Process (FGRACTG) for these documents, project detail entries are created for each account distribution. These table entries contain a hard coded cost type of *DC*, and you can view them on the Cost Accounting Maintenance Form (FCAACCT) by transaction date. You can delete or modify these project detail entries, or you can leave them as they are until you run the billing process.

Prior to entering the direct charges for projects on either the invoice or journal voucher forms, you must define a cost type of *DC* on the Cost Type by Organization Maintenance Form (FTMCSTO). This code is associated with an internal rate code of *DCGL* (direct charge from general ledger). You must define this internal rate on the following forms:

1. On the Internal Rate Code Maintenance Form (FTMINRT) to associate it to a rate type of *DC*.
2. On the Organization/Rate Code Maintenance Form (FTMIRTO) as a valid internal rate code to use with an organization.
3. On the Internal Rate Maintenance Form (FCAINRT) for this project's organization. This code is associated with a rate value of *1*.

## Establishing Rate Codes for an Organization

Use the Internal Rate Maintenance Form (FCAINRT) to define a rate value for an internal rate code. These internal rate codes maintain different rates for different periods of time.

Before you can define rate values on this form, you must complete the following:

1. Establish the rate type and rate rules on the Rate Type Rules Maintenance Form (FTMRRUL).
2. Define an internal rate code and relate it to a rate type on the Internal Rate Code Maintenance Form (FTMINRT).
3. Populate the Organization/Rate Code Maintenance Form (FTMIRTO) to recognize the above internal rate code, and any inventory or equipment which may relate to it, by organization.

## Establishing Rate Types and Rate Rules

When you receive the test database, SunGard Higher Education provides seed data table entries for the Rate Type Cost Validation table (FTVRTYP). These rate types and rate rules are the core data the Cost Accounting module requires to run automatic rate calculations.

The rate calculation indicators on the Rate Type Rules Maintenance Form (FTMRRUL) have a special meaning for each delivered rate type. On this form you can control, at a system level, whether or not to allow automatic rate calculations to occur. For example, the rate type of *DL* (Direct Labor) has a rate calculation indicator set to *Y*. You must set this indicator to *Y* for the automatic rate calculation process for Direct Labor to occur.

Most of the rate type codes have their respective rate calculation indicators to control running the automatic rate calculation process. These rate calculation indicators will not affect any newly defined rate types. However, if you want to define rate types for use other than in automatic rate calculation, you may do so on the Rate Type Cost Maintenance Form (FTMRTYP).

The indicators for employee, inventory, and equipment on the Rate Type Rules Maintenance Form (FTMRRUL) determine whether this information is required on the Cost Accounting Maintenance Form (FCAACCT) when a cost type is entered. New rate types entered on the Rate Type Code Maintenance Form (FTMRTYP) may use these required indicators. Once you associate a rate type to an internal rate code, you cannot change the rules.

## Creating Internal Rate Codes

Internal rate codes are defined on the Internal Rate Code Maintenance Form (FTMINRT). Use this form to create an internal rate code and relate it to a rate type.

For example, we define an internal rate code of *DLCL*, direct labor clerical and associate it to a rate type of *DL*, direct labor. This internal rate code must now follow the rules set for the rate type of *DL*.

To create the internal rate code:

1. Select Insert Record and enter a descriptive four-position code in the Internal Rate code field.
2. Enter a Short Description and a Long Description.
3. Enter a valid Rate Type. Click the button or select List for a list of valid values.
4. Click or select Save to save the internal rate code. Select Next Record to save the internal rate code and to enter another new internal rate code.
5. You can delete an internal rate code until the point at which it is assigned to an organization. You can modify the Short Description and Long Description at any point. Once you associate this internal rate code to an organization, you cannot change its Rate Type.

### Assigning Internal Rate Codes to an Organization

Use the Organization Rate/Code Maintenance Form (FTMIRTO) to assign internal rate codes to an organization. The organization may only use these assigned internal rate codes to create charges for projects.

To assign internal rate codes to an organization:

1. Enter a valid COA (Chart of Accounts) code and Organization code in the Key Information. Click the button or select List for a list of valid values for each.  
  
Select Next Block to default the existing internal rate codes associated with the specified Chart of Accounts and Organization.
2. Enter an internal rate code in the Rate code field. Click the button or select List for a list of valid values. This rate code must be previously defined on the Internal Rate Code Maintenance Form (FTMINRT). The system defaults the Description.
3. If the internal rate code is associated to a rate type that requires an inventory code, the Inventory code is required. Click the button or select List for a list of valid values. To define this inventory code to the organization, use the Inventory Code Maintenance Form (FTMINVT).
4. If the internal rate code is associated to a rate type that requires an equipment code, the Equipment Tag code is required. Click the button or select List for a list of valid values. You must define this equipment code to the organization using the Equipment Tag Maintenance Form (FTMEQPT).

5. Select Next Record to save the table entry and assign another internal rate code.

You may delete the internal rate code, provided you do not assign a rate value to it.

## Establishing Rate Values for Internal Rate Codes

Use the Internal Rate Maintenance Form (FCAINRT) to define rate values to internal rate codes for an organization.

This is the final step to establish rate codes in cost accounting.

1. Enter a valid Chart of Accounts, Organization Code, internal Rate Code, and appropriate Inventory Code or Equipment Tag No in the Key Information. Click the button or select List for a list of valid values for each of these fields. Select Next Block.
2. Enter the actual Internal Rate value to be used for the above internal rate code combination.
3. The Effective Date is enterable and defaults to the system date. Use the Effective Date, Termination Date, and Next Change Date fields to assign, change, or terminate the rates as desired.

Since the rates may change over time, use the Effective Date functionality within this form. Once an internal rate code value is terminated you may not reactivate it.

Different organizations may maintain different rate values for shared internal rate codes. For example, you may charge clerical labor rate in the accounting office at \$15.00 per hour (unit), while you may charge clerical labor from the budgeting department at \$14.00 per hour (unit).

## Establishing Cost Types for an Organization

A cost type is similar to a job classification. Cost types enable you to record one or more rate charges for each job.

To establish cost types, you must access three different forms: the Cost Type Code Maintenance Form (FTMCTYP), the Cost Type by Organization Maintenance Form (FTMCSTO), and the Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT).

The following functions are required to establish cost types:

- Define the cost type code itself on FTMCTYP.
- Define this cost type as a valid code for an organization on FTMCSTO.
- Associate the cost type to one or more internal rate codes on FTMRTCT.

## Defining a Cost Type for an Organization

Access the Cost Type Maintenance Form (FTMCTYP) from the Rate Structure Maintenance Menu (\*FINCARS). Use this form to create a meaningful cost type with descriptive definitions. You can delete the cost type until it is assigned to an organization. However, you can modify the short and full descriptions at any time.

Refer to the form instructions in Chapter 21, "Cost Accounting", for detailed information on how to use this form.

## Organizational Recognition of Cost Type Rate Codes

Access the Cost Type by Organization Maintenance Form (FTMCSTO) from the Organization Maintenance Menu (\*FINCARD). Use this form to assign cost type codes to an organization. You may only use these cost types when you create charges for projects. You can delete a cost type as long as you do not assign an internal rate code to it on the Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT).

Refer to the form instructions in Chapter 21, "Cost Accounting", for detailed information on how to use this form.

## Assigning Internal Rate Codes to a Cost Type

Access the Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT) from the Organization Maintenance Menu (\*FINCARD). Use this form to define one or more internal rate codes to a cost type for an organization. This is the last requirement before you can use a cost type to charge against a project.

The Effective Date defaults to the system date but may be changed. Once the code is in effect, the termination date must be greater than or equal to the system date. The Termination Date represents the last date on which you can use the code. To reactivate this code, you must make a new table entry for the same code with a new effective date that is greater than its prior termination date and greater than or equal to the system date. The only time you may delete a table entry is if the effective date is greater than the system date.

You can assign more than one internal rate code to a cost type. By doing this, you have the ability to include overhead costs for a particular type of job. If you assign two internal rate codes, the system calculates two charges for this cost type: one for the overhead cost and one for the other labor type of cost.

Different organizations can share internal rate codes and each can maintain different rate values. For instance, you can charge clerical labor rate in the accounting office at \$15.00 per hour (unit), whereas you can charge clerical labor from the budgeting department at \$14.00 per hour (unit).



## Entering Charges from Invoices with Internal Rate Codes

If you expect to enter charges from invoices and or journal vouchers, you must make an association for a cost type of Direct Charge, *DC* to an internal rate code of Direct Charge General Labor, *DCGL*. Make this association for each organization that uses direct charges.

If you do not make this association for direct charges, the billing process does not recognize a cost type of *DC*, and the system does not record these charges in the ledgers or in the project charges, history, or billing reports. For additional information, refer to “Entering Project Charges” on page 2-378.

## Direct and Indirect Labor Rate Codes Process

Use the Automatic Rate Calculation process to create or update direct and indirect labor internal rate codes with a valued rate. Use this process instead of or in addition to manual entry of the valued rates on the Internal Rate Maintenance Form (FCAINRT). Below is an ordered list of forms and reports which support this process.

- *FTMCLAS* — Use the Classification Code Maintenance Form to define classifications.
- *FTMIRTO* — Use the Rate Code by Organization Maintenance Form to define internal rate codes to an organization.
- *FTMRTCL* — Use the Rate Code/Classification by Org Maintenance Form to define an organization's internal rate code to a classification.
- *FOAIDEN* — Use the Identification Form to define employees to the system.
- *FCAEMPL* — Use the Employee Maintenance Form to define employees, organizations, and classifications to the Cost Accounting module.
- *FCAPARM* — Use the Cost Accounting Batch Parameter Maintenance Form to define the Batch Parameter “Rate” process and to set the Direct Labor Rate and Indirect Labor Rate to Y.
- *FCBLABR* — Use the Labor Rate Calculation Report to produce the Labor Rate Calculations Report to list the calculations of a direct or indirect labor rate for employees in an organization associated with classification code.

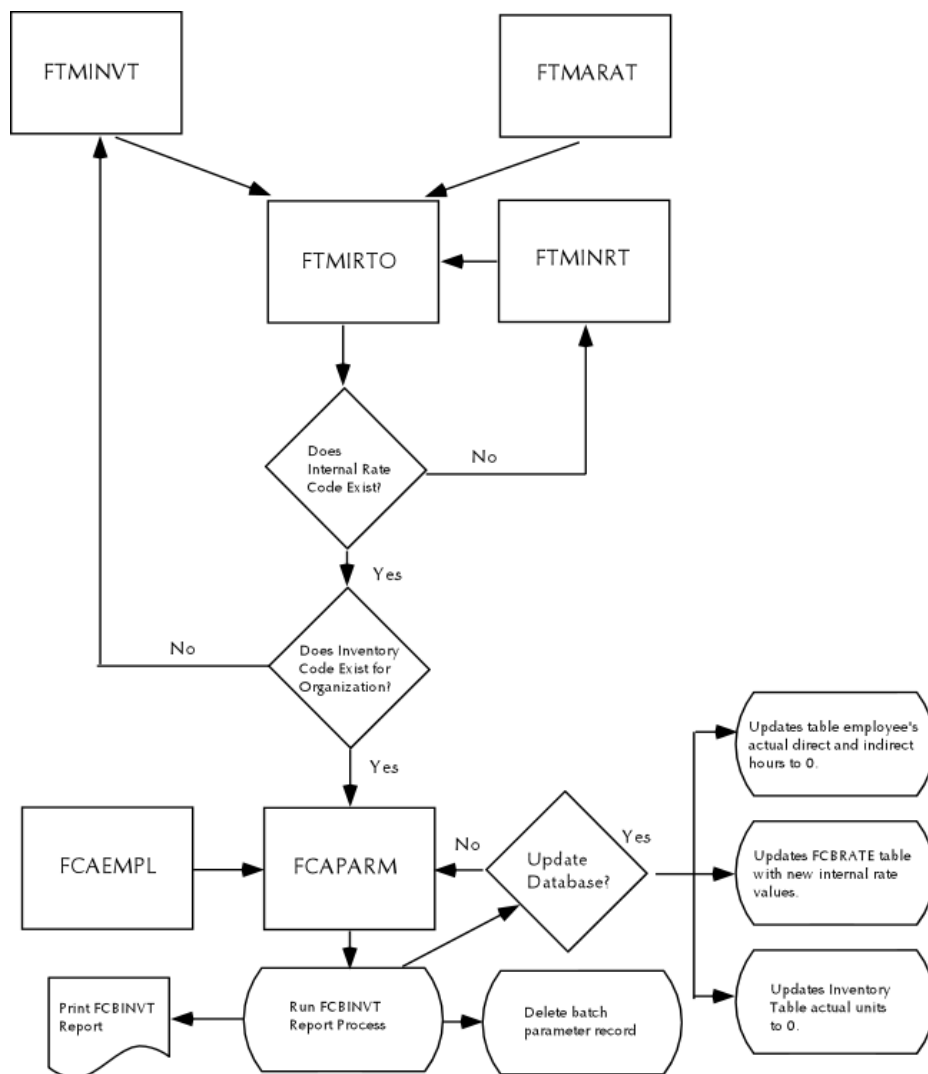
## Automatic Rate Calculations for Inventory Process

The following forms and reports support this process:

- *FTMINVT* — Use the Inventory Code Maintenance Form to define inventory for the organization.
- *FTMARAT* — Use the Rate Account Maintenance Form to define budgeted inventory accounts.
- *FTMIRTO* — Use the Rate Code by Organization Maintenance Form to define internal rate codes to an organization.

- *FCAEMPL* — Use the Employee Maintenance Form to define employees and to assign chart and organization.
- *FCAPARM* — Use the Cost Accounting Batch Parameter Maintenance Form to define the Batch Parameter Rate process, and to set the Inventory Rate Calculations to *Y*.
- *FCBINVT* — Run the Inventory Handling Rate Calculation Report to list the results for the inventory handling rate calculation for all employee and inventory items associated with an organization.

## Automatic Rate Calculations for Inventory Process Flow



## Automatic Rate Calculation for Equipment Process

Use this process to automatically create or update equipment internal rate codes with a valued rate. Use this process instead of or in addition to manual entry of the valued rates on the Internal Rate Maintenance Form (FCAINRT). Below is a list of the forms and reports which support this process.

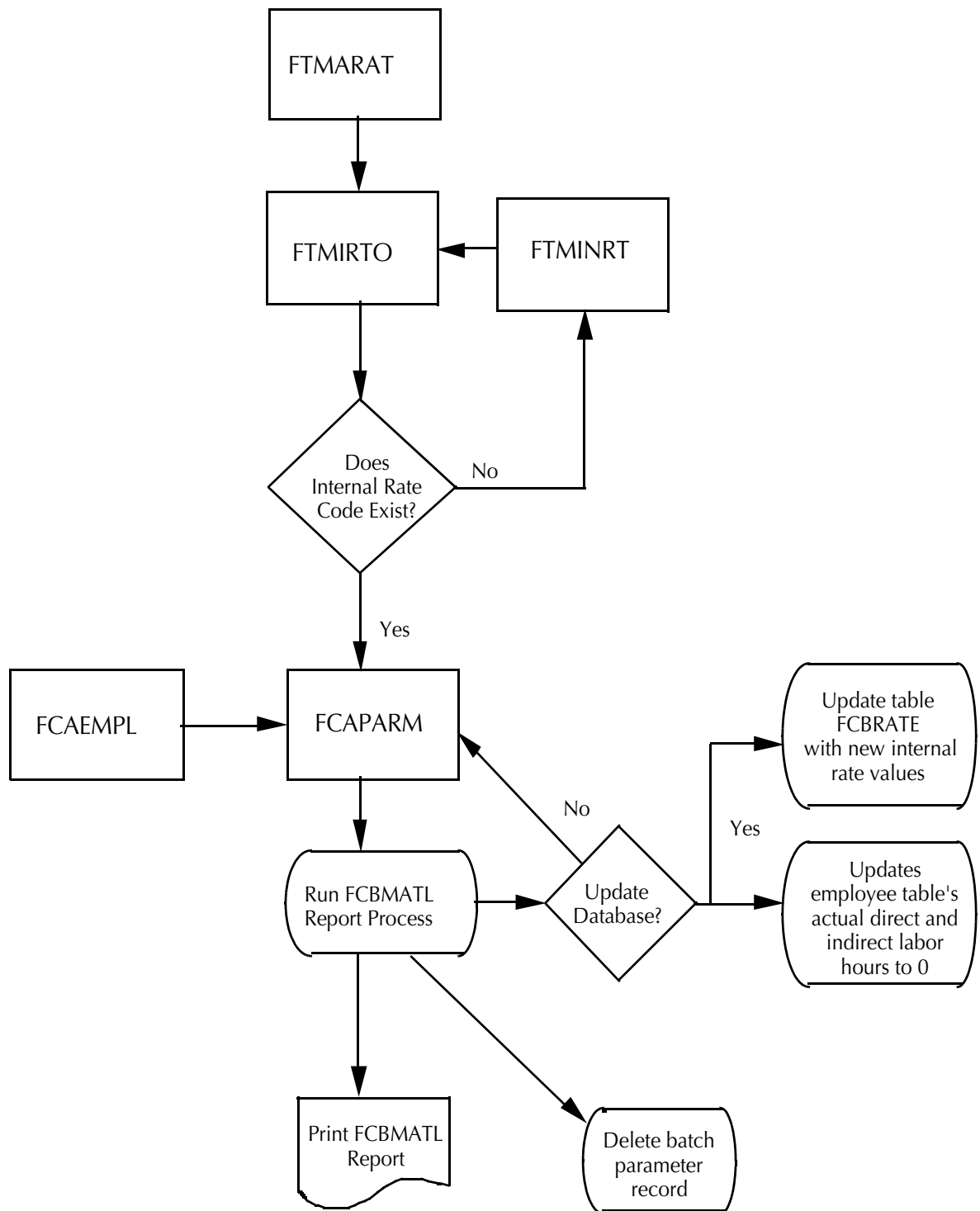
- *FTMEQPT* — Use the Equipment Tag Maintenance Form to define equipment to an organization.
- *FTMARAT* — Use the Rate Account Maintenance Form to define budgeted Equipment Accounts.
- *FTMIRTO* — Use the Rate Code by Organization Maintenance Form to define internal rate codes to an organization.
- *FCAEMPL* — Use the Employee Maintenance Form to define employees and to assign chart and organization.
- *FCAPARM* — Use the Cost Accounting Batch Parameter Maintenance Form to define a Batch Parameter Rate process and to set the Equipment Rate Calculation to Y.
- *FCBEQPT* — Run the Equipment Rental Rate Calculation Report to list the results of the equipment rental rate calculations for all employees and inventory items for an associated organization.

## Automatic Rate Calculations for Material Management Process

Use this process to create or update material management internal rate codes with a valued rate. Use this process instead of or in addition to manual entry of the valued rates on the Internal Rate Maintenance Form (FCAINRT). Below is a list of the forms and reports which support this process.

- *FTMARAT* — Use the Rate Account Maintenance Form to define budgeted Material Management Accounts.
- *FTMIRTO* — Use the Rate Code Maintenance by Organization Form to define internal rate codes to an organization.
- *FCAEMPL* — Use the Employee Maintenance Form to define employees and to assign chart and organization.
- *FCAPARM* — Use the Cost Accounting Batch Parameter Maintenance Form to define a Batch Parameter Rate process and to set Material Management Rate Calculation to Y.
- *FCBMATL* — Run the Material Management Rate Calculation Report to list the results of the material management rate calculation process for all employees and material management accounts associated with an organization.

## Automatic Rate Calculations for Material Management Process Flow



## Archive/Purge

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### Archive Capability

The archive process copies data from the production current tables into the production archive table structure and removes the data from the production current database. Data which resides on the archive tables can be purged when outdated or no longer needed. Archive capability is provided for FGBTRNH and FGBTRND by fiscal year(s) and chart(s).

The archive process can be performed in either audit mode or update mode. The database is not changed if the archive is performed in audit mode. If the archive is performed in update mode, the database will be archived. A report detailing transaction activity (FOPARCP) is available in either mode. The report will contain record counts to indicate how many records were read, how many were archived, and how many remain.

Partial transaction archival may be performed for transactions which contain multiple charts on a transaction or multiple years on a transaction relative to concurrent year processing.

Optional indicators can be used to include or exclude grant data or bank reconciliation data in the archive process. An exceptions indicator on the report will indicate transactions that were bypassed relative to grant data, non-reconciled checks, or partial transactions.

By using optional scripts provided in the installation guide, any database changes made for a new release or interim release can be applied to the archived data.

### Restore Capability

The restore process reestablishes previously archived data into the production current tables. Purged data cannot be restored. Restore capability is provided for FGBTRNH and FGBTRND by fiscal year(s) and chart(s).

The restore process can be performed in either audit mode or update mode. The database is not changed if the restore process is performed in audit mode. If the restore process is performed in update mode, the archived data will be restored. A report detailing transaction activity (FOPARCR) is available in either mode. The report will contain record counts to indicate how many records were read, how many were restored, and how many remain.

Partial transaction restoration may be performed for transactions which contain multiple charts on a transaction or multiple years on a transaction relative to concurrent year processing.

## Purge Capability

The purge process deletes data from the production current tables or production archive tables. Purge capability is provided for FGBTRNH and FGBTRND by fiscal year(s) and chart(s).

The purge process can be performed in either audit mode or update mode. The database is not changed if the purge is performed in audit mode. If the purge is performed in update mode, the database will be purged. A report detailing transaction activity (FOPARCP) is available in either mode. The report will contain record counts to indicate how many records were read, how many were purged, and how many remain.

Partial transaction purges may be performed for transactions which contain multiple charts on a transaction or multiple years on a transaction relative to concurrent year processing.

Optional indicators can be used to include or exclude grant data or bank reconciliation data in the purge process. An exceptions indicator on the report will indicate transactions that were bypassed relative to grant data, non-reconciled checks, or partial transactions.

## Automated Clearing House

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For information about using Automated Clearing House to process student refunds, see the *Banner Accounts Receivable User Guide*.

## Processing Payments by Check Only

This example illustrates how to pay Accounts Payable invoices by check.

1. Identify which vendor invoices should be paid before processing payments. Invoices must be completed, approved, and posted.
2. To review a list of invoices for payment by date and bank code, run the Invoice Selection Report (FARINVS). The invoice's due date can be less than or equal to the payment date.
3. Use the Batch Check Print Form (FAABATC) to select the Bank Code that will be the source of the withdrawals, and then click on the **Check** radio button. Do not select the other buttons: **Direct Deposit** or **Direct Deposit & Check**. Then enter the check date, the check numbers for printing, and print a test pattern for check stock alignment. When ready, select the **Print Check** icon.
4. Run the Batch Check Process (FABCHKS), which allows you to select invoices for payment.

5. Run the Check Print Process (FABCHKP) process, to print the checks.
6. Run the Check Register Process (FABCHKR) to print a register of the checks. This will be your audit trail.
7. If you are satisfied with the quality and accuracy of the checks printed, then proceed to Step 8. If you are not satisfied, you may rerun the check printing process by returning to Step 4 and restarting the Batch Check process. You may rerun the check printing procedure (Steps 2 through 6) as many times as needed, prior to running Step 8.
8. Now that you are satisfied with your checks, run the Batch Check Accounting Process (FABCHKA) to create the cash disbursement transactions for your accounting ledgers.
9. After you have created the cash disbursements, you can post them to your ledgers by running the Posting Program (FGRACTG).
10. Distribute checks as you normally do.

### Processing Payments by Direct Deposit Only

This example illustrates how to pay Accounts Payable invoices by direct deposit.

1. Identify which vendor invoices should be paid before processing payments. Invoices must be completed, approved, and posted.
2. To review a list of invoices for payment by date and bank code, run the Invoice Selection Report (FARINVS). The invoice's due date can be less than or equal to the payment date. You must enter bank information for this vendor/invoice.
3. Use the Batch Check Print Form (FAABATC) to select a bank for payment, and then click on the **Direct Deposit** radio button. Do not select the other buttons: **Check** or **Direct Deposit & Check**. You can then enter the check (payment) date.
4. Run the Batch Check process (FABCHKS), to select invoices for payment. The system does this by comparing the invoices to be paid, to the date parameters you entered in Step 2.
5. If you are operating in the United States, run the Direct Deposit File Creation Process (FAPDIRD) to create a file containing payments records that conform to NACHA standards. If you are operating in Canada, run the Canadian Direct Deposit File Creation Process (FAPCDIR), to create a file containing payment records that conform to CPA standards.
6. Run the Direct Deposit File Register Process (FAPTREG) to print a register of the payments. This will be your audit trail of the direct deposit payments.
7. If you would like to create advice for the payments made via direct deposit, you can run the Batch Direct Deposit Advice Print Process (FARDIRD), and print

the advice forms. You can send these forms as verification of payment to the party who received funds via direct deposit.

8. Now that you are satisfied with your direct deposit payments, run the Batch Check Accounting Process (FABCHKA), to create the cash disbursement transactions for your accounting ledgers.
9. After you have created the cash disbursements, you can post them to your ledgers by running the Posting Program (FGRACTG).
10. Send the Direct Deposit File to your bank or clearing house for processing. You may want to send the Direct Deposit File Register along with the file. If you are operating in Canada, send the Canadian Direct Deposit File to your bank or clearing house for processing.
11. If you printed Direct Deposit Advice forms, you can distribute these to the appropriate parties.

## Processing Payments by Check and Direct Deposit

This process enables you to make payments using both checks and direct deposit. This option allows you to save time by not having to process check and direct deposit payments separately. This example shows you how to pay Accounts Payable invoices.

1. Identify which vendor invoices should be paid, just as you would if you were paying by check. This is done by marking the invoices completed, approved, and then posted. Also, the Due Date for the invoice must be within the range for invoices to be paid.
2. To review a list of invoices for payment by date and bank code, run the Invoice Selection Report (FARINVS). The invoice's due date can be less than or equal to the payment date. You must enter bank information for this vendor/invoice.
3. Use the Batch Check Print Form (FAABATC) to select a bank for payment, and then click the **Direct Deposit & Check** radio button. Do not select the other buttons: **Check** or **Direct Deposit**. You can then enter the check date, the check numbers for printing.
4. Run the Batch Check Process (FABCHKS), which allows you to select invoices for payment. The system does this by reviewing the invoices to be paid, to the date parameters you entered in Step 2.
5. Run the FABCHKP process to print the checks.
6. If you are operating in the United States, run the Direct Deposit File Creation Process (FAPDIRD) to create a file containing payment records that conform to NACHA standards. If you are operating in Canada, run the Canadian Direct Deposit File Creation Process (FAPCDIR), to create a file containing payment records that conform to CPA standards.



7. Run the Direct Deposit Transmittal Register Process (FAPTREG) to print a register of the payments. This will be your audit trail of the direct deposit payments.
8. If you would like to create advices for the payments made via direct deposit, you can run the Batch Direct Deposit Advice Print Process (FARDIRD), to print the advice forms. You can send these forms as verification of payment to the party who received their funds via direct deposit.
9. If you are satisfied with the quality and accuracy of the printed checks and the advice notices, then proceed to the next step. If you are not satisfied, you may rerun the check printing process by returning to Step 4, and restarting the Batch Check process. You may rerun the check printing procedure as many times as needed.
10. Run the Check Register Process (FABCHKR) to print a register of the checks. This will be your audit trail of the printing.
11. Now that you are satisfied with your payments, run the Batch Check Accounting Process (FABCHKA), to create the cash disbursement transactions for your accounting ledgers.
12. After you have created the cash disbursements, post them to your ledgers by running the Posting Program (FGRACTG).
13. Send the Direct Deposit File to your bank or clearing house for processing. You may want to send the Direct Deposit File Register along with the file. If you are operating in Canada, send the Canadian Direct Deposit File to your bank or clearing house for processing.
14. If you printed Direct Deposit Advice forms, you can distribute these to the appropriate parties.
15. You can distribute checks as you normally do.

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# Interfaces

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## Introduction

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This chapter details the interfaces from other Banner systems to the Banner Finance system. Information in this chapter also explains the application forms, rule forms, reports, and processes used in the interface between the Human Resources and Finance Systems. It includes detailed instructions for performing interfaced budget and payroll transactions.

## Interface to the Banner Finance System

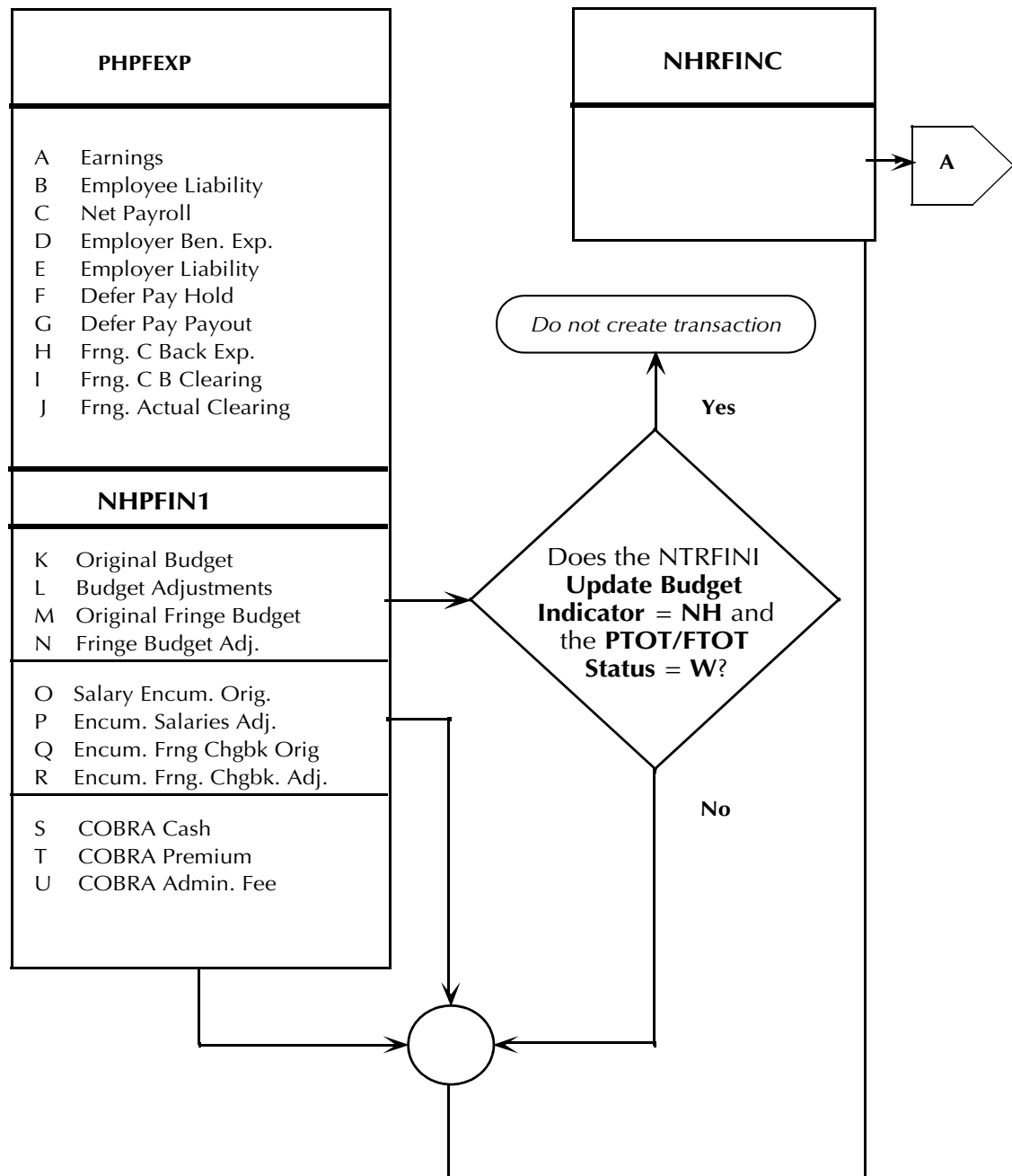
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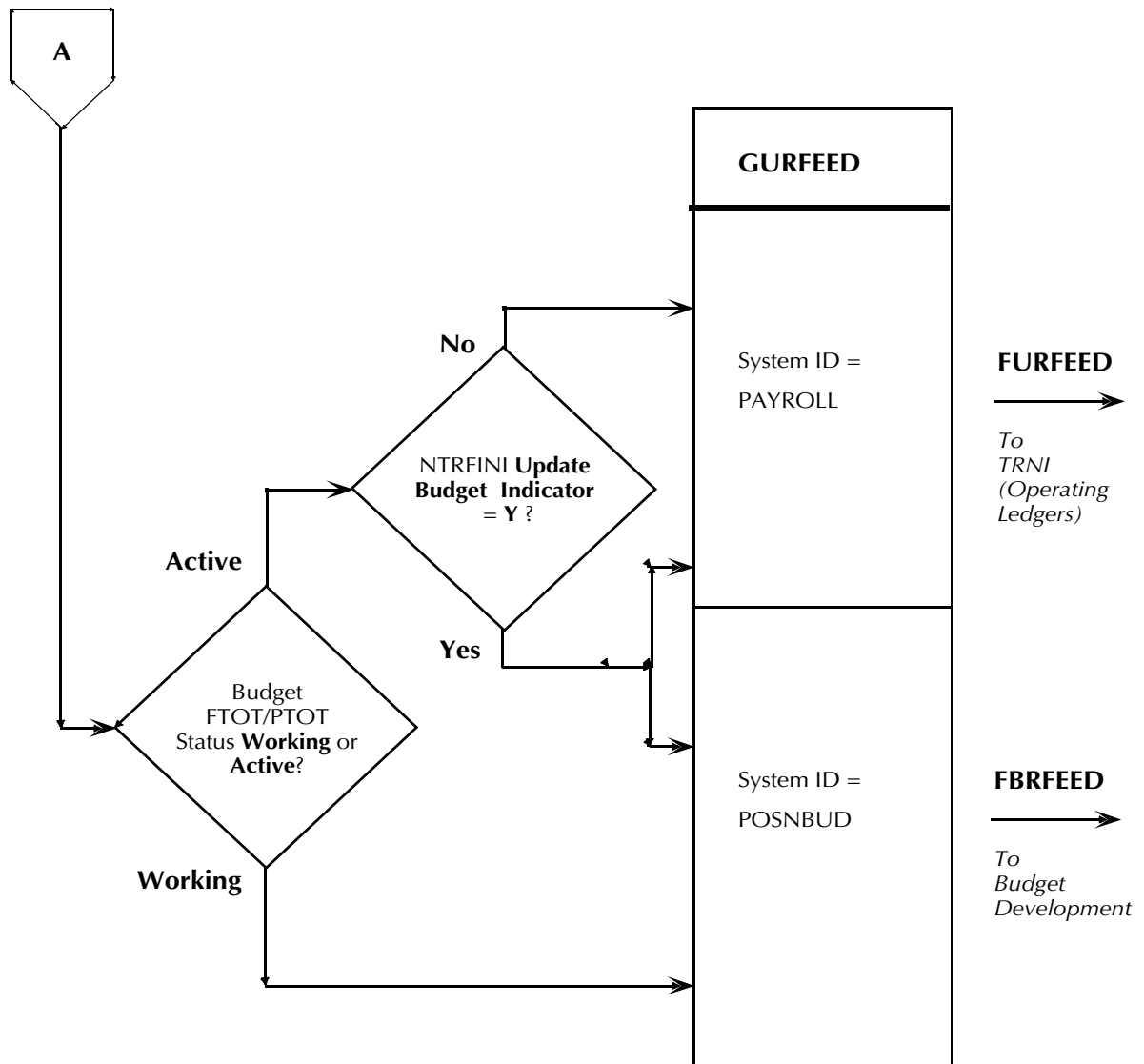
This section identifies and explains the application forms, rule forms, reports, and processes used in the interface with the Banner Finance System. It includes detailed process flowcharts and step-by-step procedure checklists. Because this section is presented primarily from the perspective of the Human Resources user, there is limited explanation of the feeds after they hit the Finance System.

Following is a list of this section's subsections and a brief description of the information contained in each.

- *Banner Human Resources/Finance Interface Flow Summary* provides a visual representation of the data flow between Human Resources and Finance.
- The *HR/Finance Set Up Rules Form (NTRFINI)* provides detailed instructions for completing the form that sets up the Human Resources/Finance interface.
- *Establishing and Feeding Original Budgets* lists the rule forms, application forms, batch processes, and the process flow required to set up and feed original salary and fringe budgets in Banner.
- *Budget Modeling* specifies the rule forms, application forms, batch processes, and process flow that prepare the system for the establishment and feeds of budget models.
- *Processing Wage/Salary Adjustments* specifies the rule/application forms and batch processes necessary to update employee salary and wage information, update encumbrances, and feed encumbrances to Banner Finance.
- *Approving Working Budgets* explains the process for approving a working budget.
- *Feeding Payroll Transactions* provides procedures for feeding payroll transactions.
- *Processing COBRA Transactions* provides information on the Human Resources/Finance COBRA Interface.
- *Budget Development and Maintenance Time Line* charts the fiscal-year cycle of budget preparation and approvals that parallels the corresponding Position Control activities.

## Banner Human Resources/Finance Interface Flow Summary





## HR/Finance Set up Rules Form (NTRFINI)

Before you can use the interface with Banner Finance, you must define interface transaction rules on the HR/Finance Set up Rules Form (NTRFINI). NTRFINI establishes interface rules, defines the accounting distribution for net pay and deferred pay, and validates rule class codes against the Finance System Rule Class Code Form (FTMRUCL).

**Note:** Because this chapter is about the interface with Banner Finance, it discusses only the version of NTRFINI that appears when Banner Finance is installed.

*To establish the rules governing your HR/Finance interface, follow the steps below.*

1. Access NTRFINI. All defined records are retrieved. (This requires a brief delay in processing).
2. At **Fiscal Year**, enter the fiscal year for which you are setting up an interface to Finance. The value you enter must be predefined on the Fiscal Year Form (NBAFISC). The system displays the year's start and end dates in the **From** and **To** fields.

**Note:** Once this form is completed for the first time, you can use the Copy Year function from this field to copy the data to ensuing fiscal years.

3. The **COA** field displays the Chart of Accounts code to be applied to the labor distributions found on the Distribution Information Window. This field takes its default value from the Fiscal Year Form (NBAFISC).
4. The fiscal year's active status is displayed in the **Active** check box. If it is selected, the fiscal year shown is the currently active fiscal year as defined on NBAFISC. If it is not selected, this year is not the currently active fiscal year.
5. At **Finance Fiscal Year**, enter the Finance System fiscal year for which you are setting up the interface. If Banner Finance is installed, the value you enter must be predefined on the Finance Fiscal Year Form (FTMFSYR). The system displays the year's start and end dates in the **From** and **To** fields. Note that the end date should match the one that appears for the Human Resources fiscal year in Step 2.
6. At **Bank**, enter the code of the bank you use to issue payroll checks and direct deposits. The value you enter in this field must be predefined on the Bank Code Rules Form (GXR BANK).
7. Set the **Feed Budget to Finance Budget Development** check box as follows:

<i>Selected</i>	Update the Banner Finance Budget Development module with all original and adjusted budget entries (for both working and active salary and fringe budgets).
-----------------	--

<i>Unselected</i>	Do not feed original and adjusted salary and fringe budgets to the Banner Finance Budget Development module. Active budgets (original and adjusted) are fed to the operating ledger with the Payroll system's ID.
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8. Use the Next Item function to move to the **Finance Rule Class Code** fields. For each field, enter the Banner Finance System rule class code the system should



use for validation. The codes you enter must be predefined on the Banner Finance System's Rule Class Code Maintenance Form (FTMRUCL).

9. Save. The system saves your new or revised rules.

## Distribution Information Window

The Distribution Information Window displays the accounting distributions that control the processing of Human Resource accounting transactions.

### Instructions

1. At **Net Distribution**, indicate the **Index** and FOAPAL (**Fund, Orgn, Account, Program, Activity** and **Location**) distribution to be used in the interface. If you want to default the FOAPAL components, enter a Banner Finance Index code at the **Index** field.

The Net Distribution fields should be blank except for **Fund** which contains your bank fund, and **Account** which contains the general ledger account code of your Payroll Clearing Account. The sample data delivered with your Human Resources application includes a Payroll Clearing Account value of *1060*. This value corresponds to the posting modifier set up in your Human Resources System rule classes on FTMRUCL. (If you do not want to use *1060*, the Account Maintenance Form (FTMACCT) can be used to establish an equivalent account code for your institution. If you use a value other than *1060*, you must also change the posting modifier on your Human Resources rules classes on FTMRUCL to reflect your new Payroll Clearing Account value.)

2. At **Deferred Pay**, indicate the FOAPAL (**Index, Fund, Orgn, Account, Program, Activity**, and **Location**) deferred pay distribution to be used in the interface. If you want to default the FOAPAL components, enter a Banner Finance Index code at the **Index** field.

The **Deferred Pay** fields should be blank except for **Fund** and **Account**, which contain the fund and account used for the accrual of deferred pay liability. Use the Fund Code Maintenance Form (FTMFUND) and the Account Code Maintenance Form (FTMACCT) to establish the appropriate fund and account for this purpose.

3. At **Fringe Clearing**, enter the accounting distribution (fund and account) where the actual fringe expense will be debited and the fringe chargeback amount will be credited.

## Fringe Chargeback Rules Window

The Fringe Chargeback Rules Window collects fringe chargeback data for use in the interface.

1. At **Matching FOAPAL Components**, specify which components of the FOAPAL are to be considered in the matching of external funding sources. The values you enter in these fields will guide the fringe encumbrance and expense process. For each component (**Fund, Orgn, Account, Program, Activity, and Location**), select the box for Yes or leave it unselected for No.
2. When you run your payroll, NBPBUDM and PHPFEXP use the values entered at **Calculate or Process Fringe Encumbrances Fringe Calculation Method**, and **Override External Rate with Installation Rate?** to determine how to encumber, liquidate encumbrances, and expense fringe benefits.
3. Go to the **Recalculate All Salary or Fringe Encumbrances?** box. When you make changes for this fiscal year to the Fringe Rate Definition and Labor Distribution Override Rule Form (NTRFBLD), this field is updated to checked status (that is, to Yes). The next time NBPBUDM is run, it looks at this indicator and recalculates all encumbrance values. If NBPBUDM is run in process mode, it resets the indicator to unselected status (that is, to No).

## Establishing and Feeding Original Budgets

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Budgets establish guidelines to assist in managing fiscal responsibilities and ensuring solvency. One of the largest budget items is labor, which encompasses salaries/wages and fringe benefits. Before you initiate a labor budget, you must complete the forms outlined below. In addition, you must run batch jobs to post original budget transactions to Finance.

### Rule Forms

Before you enter position data into the Banner Human Resources System, you must complete several rule forms in the Finance and Human Resources systems. The forms that impact your ability to establish and feed original labor budgets are listed below.

**Note:** Some of the data defined on the forms below is predefined as Banner Finance sample data.

### Finance

You must complete the following Finance forms:

FTMCOAS	Establishes the Chart of Accounts for the installation.
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FTMFUND	Establishes valid funds for labor expenditures. A <i>fund</i> is defined, in layperson's terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (e.g., grants) or unrestricted (for example, general).
FTMORGN	Establishes valid organizations for labor expenditures. An <i>organization</i> represents a department within the installation.
FTMACCT	Establishes valid accounts for labor expenditures. <i>Accounts</i> are line items within a site's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
FTMPROG	Establishes valid programs for labor expenditures. <i>Programs</i> enable you to define a method of pulling transactions across organizations and accounts. Examples include instruction, research, and plant operations. Most educational institutions use programs defined by the National Association of College and University Business Offices (NACUBO).
FTMACTV	Establishes valid activities for labor expenditures. An <i>activity</i> is an accounting element for use in tracking non-budget-control financial affairs. An example of an activity is the YMCA's use of your site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. <i>Locations</i> represent a building and room number.
FTMSDAT	Establishes the system ID as <i>PAYROLL</i> . The <i>PAYROLL</i> system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process. ( <b>Note:</b> The <i>PAYROLL</i> ID is included as part of the Banner Finance seed data.)
FTMFSYR	Defines the fiscal year and fiscal periods.
FTMOBUD	Establishes valid budget phases within budget IDs for budget development purposes.
FTMRUCL	Defines valid Finance System rule class codes that identify the journal type being maintained for transactions from Human Resources. These defined rule classes are used on the HR/Finance Setup Form (NTRFINI).

**Note:** When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter the fund, organization, account, and program. Activity and location are always optional entries in Banner Human Resources and Finance.

## Human Resources

When the Human Resources System is first implemented, the following rule forms must be completed prior to the building of the Position Definition Form (NBAPOSN) and the Position Budget Form (NBAPBUD). Data contained in specific fields on these rule forms drives certain batch processes in the budget roll process.

The following rule forms must be completed:

NTRFBLD	Contains three windows for entering fringe rate information. The Fringe Labor Distribution Override block in the main window is used for entering the installation fringe rate by employee class and the labor distribution override data for internal fringe benefits. The next two windows provide information on external fringe benefits. The External Funding Source Fringe Rate Definition Window is used for entering the external funding source fringe rate labor distributions on which the system is to match when performing labor distribution overrides for external fringe benefits. (The system obtains the rules for the match from the NTRFINI rule form.) The External Fringe Labor Distribution Override Window is used for entering an overriding labor distribution by employee class for each matching FOAPAL from the External Funding Source Fringe Rate Definition Window.
NTRFINI	Uses predefined rule class codes from FTMRUCL in the Finance System for Human Resources transactions. It influences accounting distribution for such items as salary expense, employee/employer liabilities, net pay, deferred pay, and COBRA.

It is important to take note of the **Feed Budget to Finance Budget Development** check box on NTRFINI and the contents of the **Status** field on the Position Salary Budgets Window of the Position Budget Form (NBAPBUD).

If the NTRFINI **Feed Budget to Finance Budget Development** check box is selected and the NBAPBUD **Status** field is set to *Approved*, original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments are passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers in Finance (as PAYROLL transactions).

If the NTRFINI **Feed Budget to Finance Budget Development** check box is not selected, these transaction types are posted only to the live ledgers, regardless of the contents of the NBAPBUD **Status** field.

If the NBAPBUD **Status** field is set to *Working*, the transactions are passed only to the Budget Development module, regardless of the setting of the NTRFINI **Feed Budget to Finance Budget Development** check box.

## Position Control

NTRSGRP	Specifies the active salary group code for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and/or steps for each salary group, salary table, and grade.
NTRBROL	Establishes step increases/decreases by employee class for use in budgeting salaries/wages in the budget roll process.
NTRFRNG	Collects parameters for use in budgeting fringe benefit costs in the budget roll process.

## Application Forms

The following application forms are used to enable Banner's position budgeting features and to create and maintain position budgeting information.

## Position Control

NBAFISC	Defines the parameters of the fiscal year. Fiscal year begin and end dates default from the FTMFSYR form in Finance.
NBAPOSN	Defines and maintains all positions from a Human Resources perspective.
NBAPBUD	Defines position totals, fringe totals, and position labor distributions. It provides the ability to monitor position expenditures versus budgeted amounts, allows you to perform budget modeling via budget ID and phase, and displays expended and remaining fringe benefit totals. Organizational budget transfers are also initiated on this form. <i>When creating a new position budget, you must enter a Budget ID and Phase in the Position Totals block for proper feed to the Budget Development module.</i> This form's Budget Roll Indicator determines the amounts used in the Human Resources budget roll process.
NBAJOBS	Contains salary, salary encumbrance, and fringe encumbrance information that (depending on the NBAPBUD Budget Roll Indicator value) may be used in the budgeting and encumbering processes.

## Batch Processes

By reading position budgeting records, the following batch processes determine if there are original budgets or NBAPBUD position-total adjustments/changes that have not been interfaced to Finance.

NHPFIN1	Extracts data for budgeting (and for budget modeling, encumbrances, and COBRA payments) for the Finance interface. This process generates budget transactions and inserts records into NHRFINC. Original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments are passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers in Finance (as PAYROLL transactions) if the <b>Feed Budget to Finance Budget Development</b> box on NTRFINI is selected. If the <b>Feed Budget to Finance Budget Development</b> box is not selected, these transaction types are posted only to the live ledgers (as PAYROLL transactions). <i>In either case, only budgets in approved status are passed to the live ledgers.</i> Salary encumbrances and COBRA transactions are posted only to the live ledgers. All of these transactions are passed to Finance via NHPFIN2.
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Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

NHPFIN2

This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table.

**Note:** GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Transactions to GURFEED

As noted above, if the **NTRFINI Feed Budget to Finance Budget Development** box is selected, any changes to the **Budgeted Amount** field of the NBAPBUD Position Total block are flagged for concurrent interface to the Budget Development module and the Operating Ledgers. You must then submit the following process to feed to the Budget Development module. This step must be performed before you submit processes to feed transactions to the Banner Finance live ledgers.

FBRFEED

Selects budget transactions from GURFEED when the System ID is POSNBUD and creates and/or updates records to insert in to the Budget Development area of Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts. This program must be run only if the **Feed Budget to Finance Budget Development** box on NTRFINI is selected and the System ID is POSNBUD.

To post the transactions to the live ledgers, submit the following processes.

FURFEED

Selects records from GURFEED when the System ID is PAYROLL. It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI) and updates the Finance ledgers.

FGTRTRI

Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

FGTRTRNR

Produces an error report that displays the system edits of suspended documents from the FGTRTRI process.

**FGRACTG** Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

If the **NTRFINI Feed Budget to Finance Budget Development** box is not selected, changes to the **Budgeted Amount** field in the Position Total block of NBAPBUD will be flagged for interface only to the Operating Ledgers in the Finance System. Thus, you should not run FBRFEED and should run only FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.

## Process Flow

1. Complete all rule and application forms described above.
2. For original *budget* processing, only forms up to and including NBAPOSN and NBAPBUD must be completed to place a recently created (but not filled) position in the budget module.
3. Once an employee is hired to fill the position and an actual salary is known, you may choose to adjust the original budget on NBAPBUD to reflect the salary of the new incumbent and to post the encumbrance to Banner Finance and to the NBAPBUD Position Total block. *Encumbrances must be posted to Finance prior to feeding payroll transactions to Finance.*
4. Run the following batch programs to feed budgets and budget adjustments to Finance.

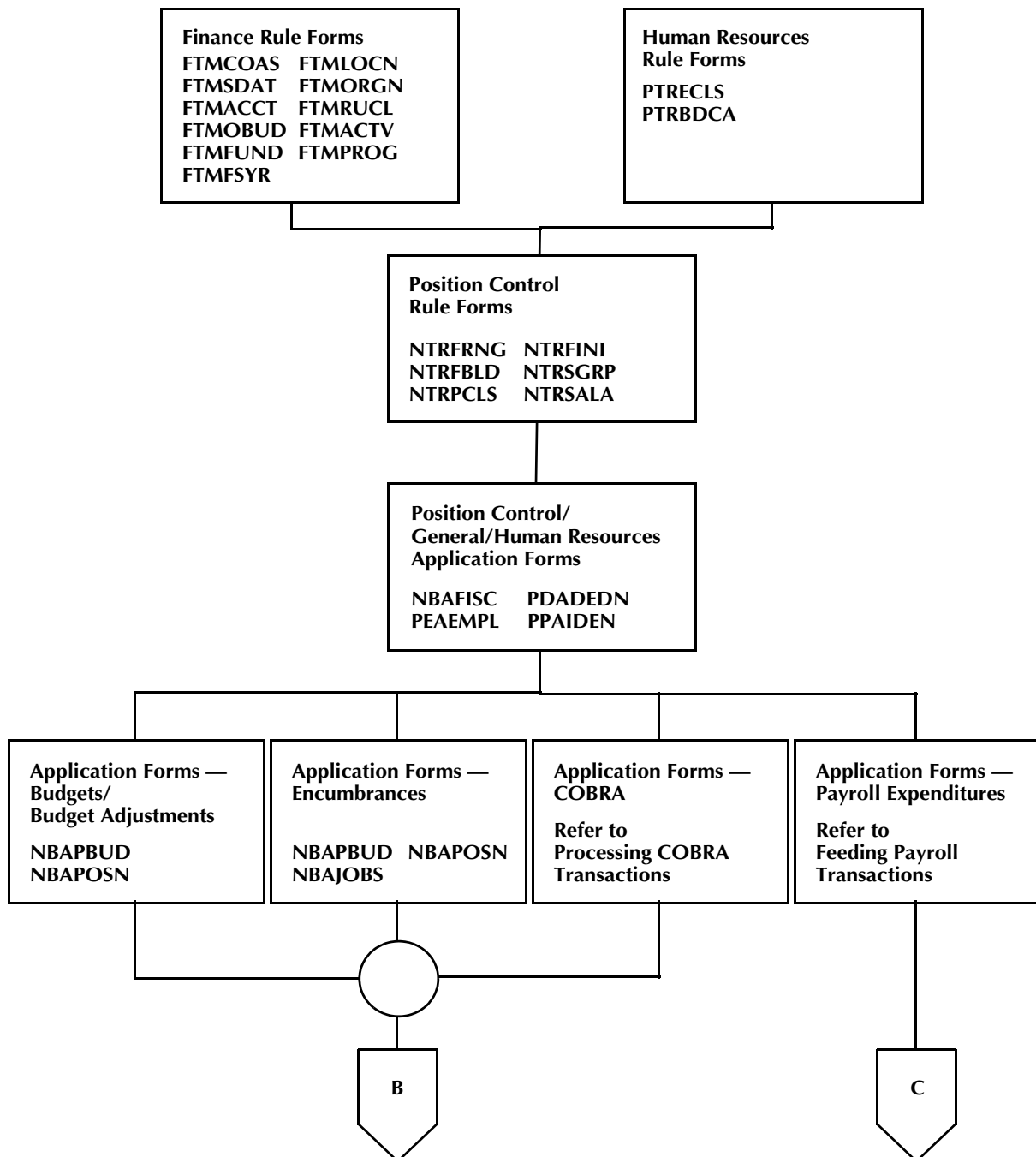
<i>Process Name</i>	<i>Comments/Special Instructions</i>
NHPFIN1	Enter <i>Y</i> for the Budget Processing parameter.
NHPFIN2	Do not enter a parameter value for Expenditure Payroll Id.
<p><b>Note:</b> The Expenditure Payroll Id parameter does not appear if no Payroll expenditure transactions exist.)</p>	
FBRFEED	Only if <b>NTRFINI Feed Budget to Finance Budget Development</b> box is selected.
FURFEED	
FGRTRNI	
FGRTRNR	
FGRACTG	

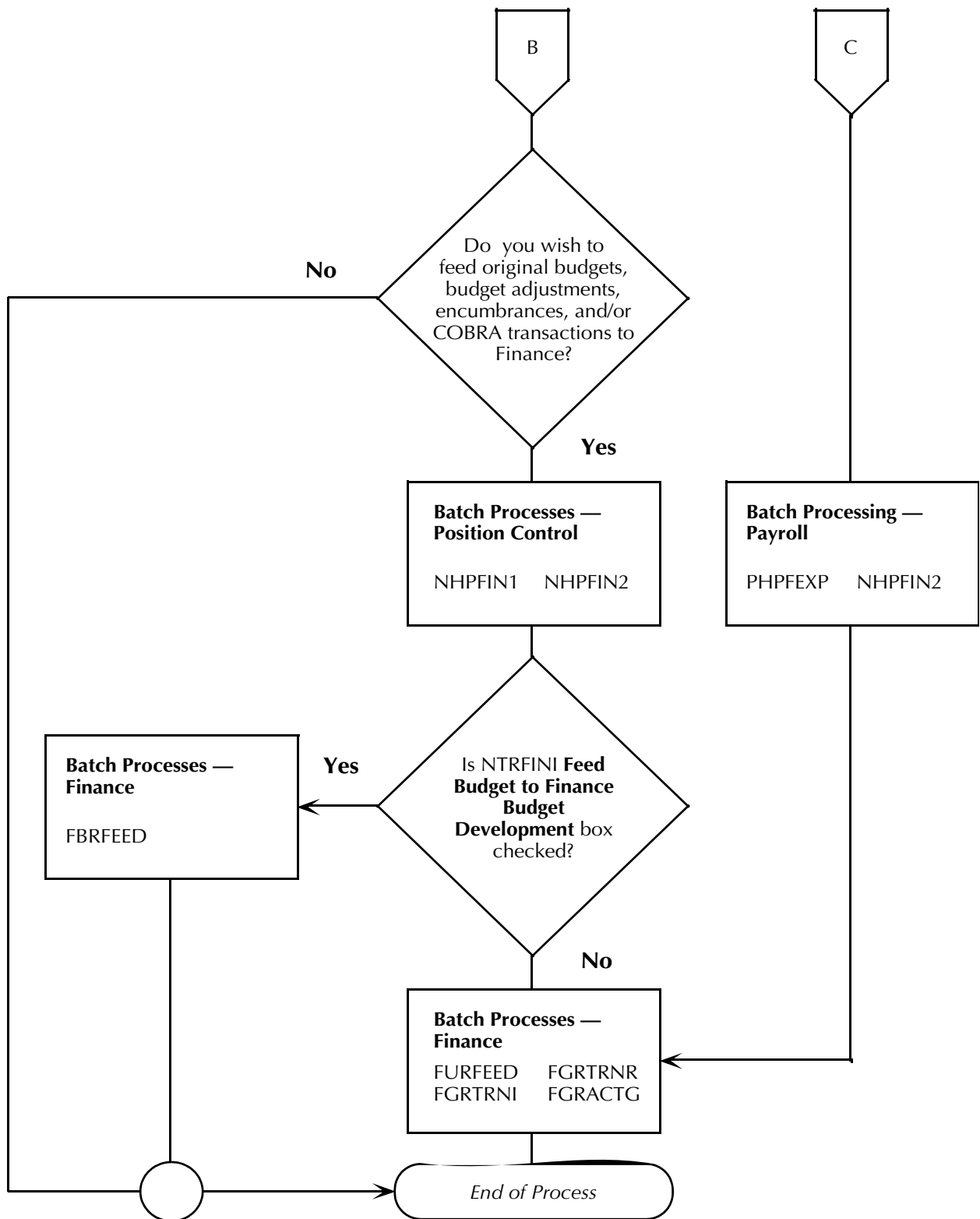


## Budget Maintenance Checklist: Establishing & Feeding Original Budgets

<i>Step</i>	<i>Form Or Process</i>	<i>Description</i>	
1	NTRFINI	Verify criteria for Fringe Budgeting.	
2	NTRFRNG or  NTRFBLD	Establish criteria for the computation of original fringe budgets for filled and vacant positions under the actual method.  Establish criteria for the computation of original fringe budgets based on salary budget under the charge back method.	
3	NBAPOSN	Define position (budgeted entity).	
4	NBAPBUD	Define position salary budget, premium earnings budget, and position labor distribution.	
5	NBPBUDM (Charge Back Method only)	Run process using the Budget Processing option. Specify processing of Active budgets. Calculates fringe budget amounts under the charge back method.	
6	NHPFIN1	Run process using the Budget Processing option. Extracts data for original budgets for the Finance Interface based on COA, Fiscal Year, Budget ID and Budget Phase. Generates Budget transactions for original budgets and inserts records into NHRFINC.	
7	NHPFIN2	Run process to extract original budget transactions from the NHRFINC table. Optionally inserts records into GURFEED (collector table),	
8	Various	Run desired Position Control Reports.	
9	Finance Feed	Run Finance processes to post to Operating Ledgers in Banner Finance (after NHPFIN2 has been used to populate the GURFEED table). (FBRFEED, FURFEED, FGRTRNI, FGRTRNR, FGRACTG)	

## Establishing and Feeding Original Budgets Flow Diagram





## Budget Modeling

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One of the features of Banner Position Control and Budgeting is its ability to provide an avenue for wage/salary and fringe budgeting for specified fiscal years. A variety of options enable you to create what-if scenarios on proposed budget adjustments to salaries and fringe benefits.

Each created model can then be fed to the Budget Development module within the Banner Finance System to be included in overall Budget Development.

To prepare the system for budget modeling, you must complete the forms outlined below. Once budgets have been created, several batch processes must be run to feed the budget transactions to Finance.

### Rule Forms

By the time you are ready to do budget modeling, you should already have completed the Finance and Human Resources rule/control forms listed under *Establishing and Feeding Original Budgets*. They are repeated below for your convenience. Additional required forms are explained below under the Position Control heading.

#### Finance

You must complete the following Finance forms:

FTMCOAS	Establishes the Chart of Accounts for the installation
FTMFUND	Establishes valid funds for labor expenditures. A <i>fund</i> is defined, in layperson's terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (e.g., grants) or unrestricted (for example, general).
FTMORGN	Establishes valid organizations for labor expenditures. An <i>organization</i> represents a department within the installation.
FTMACCT	Establishes valid accounts for labor expenditures. <i>Accounts</i> are line items within a site's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
FTMPROG	Establishes valid programs for labor expenditures. <i>Programs</i> enable you to define a method of pulling transactions across organizations and accounts. Most educational institutions use programs defined by NACUBO (for example, <i>Instruction</i> ).

FTMACTV	Establishes valid activities for labor expenditures. An example of an <i>activity</i> is a number assigned to the YMCA for using your site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. <i>Locations</i> represent a building and room number.
FTMSDAT	Establishes the system ID as PAYROLL or POSNBUD. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process. The POSNBUD system ID feeds budget transactions to the Budget Development module via the FURFEED process. <b>Note:</b> Both the PAYROLL and POSNBUD IDs are included as part of the Banner Finance seed data.
FTMFSYR	Defines the fiscal year and fiscal periods.
FTMOBUD	Establishes valid budget phases within budget IDs for budget development purposes.
FTMRUCL	Defines valid Finance System rule class codes that identify the journal type being maintained for transactions from Human Resources. These defined rule classes are used on the HR/Finance Set up Rules Form (NTRFINI).

**Note:** When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter the fund, organization, account, and program. Activity and location are always optional entries in Banner Human Resources.

### Position Control

NTRSGRP	Specifies the active salary group code for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and/or steps for each salary table and grade.
NTRPCLS	Creates and associates position classes with employee classes, employee skill levels, position groups, and salary/wage ranges.
NTRSTRL	Establishes the parameters used in the mass salary update process (NBPMASS) to roll data from one salary group to another.

NTRBROL	Provides parameters for rolling the current Human Resources budget into the new fiscal year. Users must complete this parameter form, which determines how budgets are computed for the Human Resources budget roll/budget modeling process. You may choose to increase or decrease the base budget amounts (defined for each employee class in NBAPBUD) to be used in the Human Resources budget roll process by a specified percentage on this rule form.
NTRFBLD	Enables you to define rules for calculating fringe budgets, encumbrances, and fringe expenses. This functionality is used when you choose to "charge back" accounts based on a percent versus the actual amount. It allows for the definition of installation fringe rates and external funding source fringe rates. It also contains the overriding labor distributions used for posting fringe amounts based on earnings defined when the fringe indicator on the Earnings Code Rule Form (PTREARN) is set to <i>Yes</i> .
NTRFRNG	Enables you to establish budgets for fringe benefits that have employer contributions. These parameters are specified by employee class, deduction, and plan code and can be entered in terms of percentages or flat amounts.  The <b>Budget Indicator</b> on this rule form determines how fringe budgets are calculated and what type of fringe calculations are performed in the budget roll process.
NTRFINI	Uses predefined rule class codes from the FTMRUCL form in the Finance System for Position Control and Payroll transactions. It determines accounting distributions for such items as salary expense, employee/employer liabilities, net pay, deferred pay, COBRA, etc. It is important to take note of the <b>Feed Budget to Finance Budget Development</b> check box. When this box is selected, budget transactions will continue to be interfaced to the Budget Development module of the Finance System (as well as to the operating ledgers) after the position budgets have been approved in the Position Control module. This enables the budget development area to stay in sync with the Position Control module.  Please keep in mind that data transferred to the Finance System from the Position Control module always posts to the operating ledgers. Only when the <b>Feed Budget to Finance Budget Development</b> check box is selected will the budget transactions also post to the Budget Development area of Finance.

## Application Forms

The following application forms enable you to use the budget modeling features of Banner.

### Position Control

NBAFISC	Defines the parameters of the fiscal year. Fiscal year begin and end dates default from the FTMFSYR form in Finance.
NBAPOSN	Defines and maintains all positions (budgeted entities).
NBAPBUD	Defines position totals, fringe totals, and position labor distributions. It provides the ability to monitor position expenditures versus budgeted amounts, allows you to perform budget modeling via budget ID and phase, and displays expended and remaining fringe benefit totals. Organizational budget transfers are also initiated on this form.

**Note:** When creating a new position budget, you must enter a Budget ID and Phase in the Position Totals block for proper feed to the Budget Development module.

To roll budgets to future fiscal periods, choose from the following budget roll options by employee class.

Current Budget	Roll current budgeted amounts, plus or minus the employee class increase/decrease parameter.
Range Midpoint	Roll the salary range midpoint times the position appointment percent times the <i>greater</i> of the following:  the number of budgeted FTE or the number of incumbent FTE  The salary range midpoint reflects probable salary/rate and may not be the mathematical midpoint of the range.
Remaining Budget	Roll the remaining budget amount.
Zero	Roll a zero amount (for zero-based budgeting).

Current Salary Roll:

- (a) the sum of annual salaries for NBAJOBS records that have a step equal to zero
- (b) the sum of step value in the new/specified salary group for NBAJOBS records that have a step greater than zero and a salary indicator of *S* for the table/grade/step combination associated with the job
- (c) the sum of the annualized step values in the new/specified salary group for NBAJOBS records with a step greater than zero and an NTRSALA salary indicator of *H* for the table/grade/step combination associated with the job

Vacant positions use the Range Midpoint method and job appointment percent is applied to *b* and *c* above. Positions selected must have active or frozen status and cannot have end dates prior to the new fiscal year.

Current Encumbrance Roll the sum of all active salary encumbrances, plus or minus the employee class increase/decrease parameter. (For vacant positions, the Range Midpoint method is used.)

Actual Expenditure Payment money that has been allocated for a position. The actual expenditure for the position total for the current year.

If *Current Salary* or *Current Encumbrance* is chosen, vacant positions will be rolled using the *Range Midpoint* of the salary table and grade assigned to each position on NBAPOSN multiplied by the number of vacant FTEs.

NBAJOBS Contains salary and salary encumbrance information that (depending on the budget roll indicator value used in PTRECLS) may be used in the budgeting and encumbering processes.



## General Person

**PPAIDEN** Provides a person's initial point of entry into the system and identifies basic biographic and demographic data on applicants, employees, beneficiaries, and COBRA persons/dependents/beneficiaries.

## Human Resources

**PEAEMPL** Establishes basic employee information such as status, leave balances, review dates, termination and leave dates, etc. This form must be completed prior to NBAJOBS.

**PDAEDN** Establishes deductions and contributions for benefits and taxes, and employee specified withholdings. These records may be used when creating fringe budgets for filled positions.

## Batch Processes

The following batch processes will be run to prepare the system for the actual budget modeling process.

## Finance

**FBRBDBB** Rolls budget from the current year's Operating Ledger to the initial budget phase or from phase to phase.

## Position Control

**NBPMASS** This program posts changes to NBAJOBS, calculates automatic step increases (and posts changes to NBAJOBS if desired), and updates NTRSALA table entries by a percent or amount.

For budget modeling, NBPMASS must be run prior to the Budget Roll Process to create new salary table entries on NTRSALA for the new salary group being entered as a parameter on NBPBROL.

Parameters for this job are:

- Report or Process *P* (Process)
- Process Type *U* (Update table/grade steps)
- Salary Group to roll from
- New Salary Group to roll to

Select the Process Type *U* and enter remaining parameters as prompted.

The following batch process reads the parameters established on NTRBROL and NTRFRNG and actually creates each requested budget model.

**NBPBROL** Allows you to roll current position and fringe budgets (using Actual Method) to proposed position and fringe budgets (in working status) to single or multiple budget phases (explained in this section); to roll the adopted position and fringe budgets to approved status for the new fiscal year (see *Approving Working Budgets*); and to delete the working budgets no longer needed (see *Approving Working Budgets*). Results of this process are posted to the Position Totals block of NBAPBUD.

**Note:** You may overwrite a previously-used Budget ID and Phase.

Parameters include the following:

- Report Choice:
  - Roll Budgets to Working Status
  - Roll Working Budgets to Approved Status
  - Delete Working Budgets No Longer Needed
- Chart of Accounts Code
- New Fiscal Year
- Current Fiscal Year
- Budget ID
- Budget Phase
- Salary Group Code (New)

The batch processes below read position budgeting records to determine if there are original budgets or adjustments/changes to position total records on NBAPBUD that have not been interfaced to Finance.

**NHPFIN1** Extracts data for budget models (and for position budgeting, encumbrances and COBRA payments) for the Finance Interface. This process generates budget transactions for the new working budgets and inserts records into NHRFINC. They are then passed through to the Budget Development module in Finance.

Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

**NHPFIN2** This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table.

**Note:** GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID

**FBRFEED** Selects budget transactions off GURFEED and creates and/or updates records to insert in to the Budget Development area of Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts.

## Reports

**NBRBWRK** Produces a budget worksheet for salary budget modeling.

Parameters include the following:

- COA Code
- Previous Fiscal Year
- Proposed Fiscal Year
- Budget ID
- Budget Phase
- Average Percent Raise

## Process Flow

1. Complete the rule and application forms described above. Take special note of the following:
  - If you are rolling salary and fringe budgets based on budgeted amounts, median of salary, range, or zero amount, only NBAPOSN and NBAPBUD must be completed.
  - If you are rolling salary and fringe budgets based on remaining budgets, actual annual salaries, or salary encumbrances, NBAPOSN, NBAPBUD, PPAIDEN, PEAEMPL, and NBAJOBS must be completed.
  - PDAEDN must be completed if you wish to base fringe budgets on actual deduction records.
2. Ensure you have the new fiscal year defined on NBAFISC. The current year should have a selected **Active** check box. The **Active** check box for all other fiscal years should not be selected.
3. Complete the NTRSGRP rule form. Ensure that all salary tables on NTRSALA are represented on NTRSGRP for the new salary group code.
4. Establish the budget roll parameters for salary (NTRBROL) and fringe (NTRFRNG and NTRFBLD) budgeting.
5. Run the following batch processes as noted.

<i>Process Name</i>	<i>Comments/Special Instructions</i>
NBPMASS	Process Type = <i>U</i> . You must have already completed NTRSGRP with a new salary group code. Complete NTRSTRL, specifying how each salary table is to be rolled.
NBPBUDM	
NTRBROL	Enter <i>R</i> in the Report Choice parameter and complete the remaining parameters.
NBPBUDM	
NBRBWKR (Optional)	Enter <i>N</i> in the Current Budget parameter and complete the remaining parameters.

6. (Optional) Make manual adjustments to the Position Total block of NBAPBUD to handle “exceptions” to the mass roll process.
7. (Optional) To feed the budget model to the Budget Development module, run the following processes:

<i>Process Name</i>	<i>Comments/Special Instructions</i>
NHPFIN1	Enter <i>Y</i> for Budget Processing.
NHPFIN2	Enter parameters as desired.
FBRFEED	Enter parameters as desired.

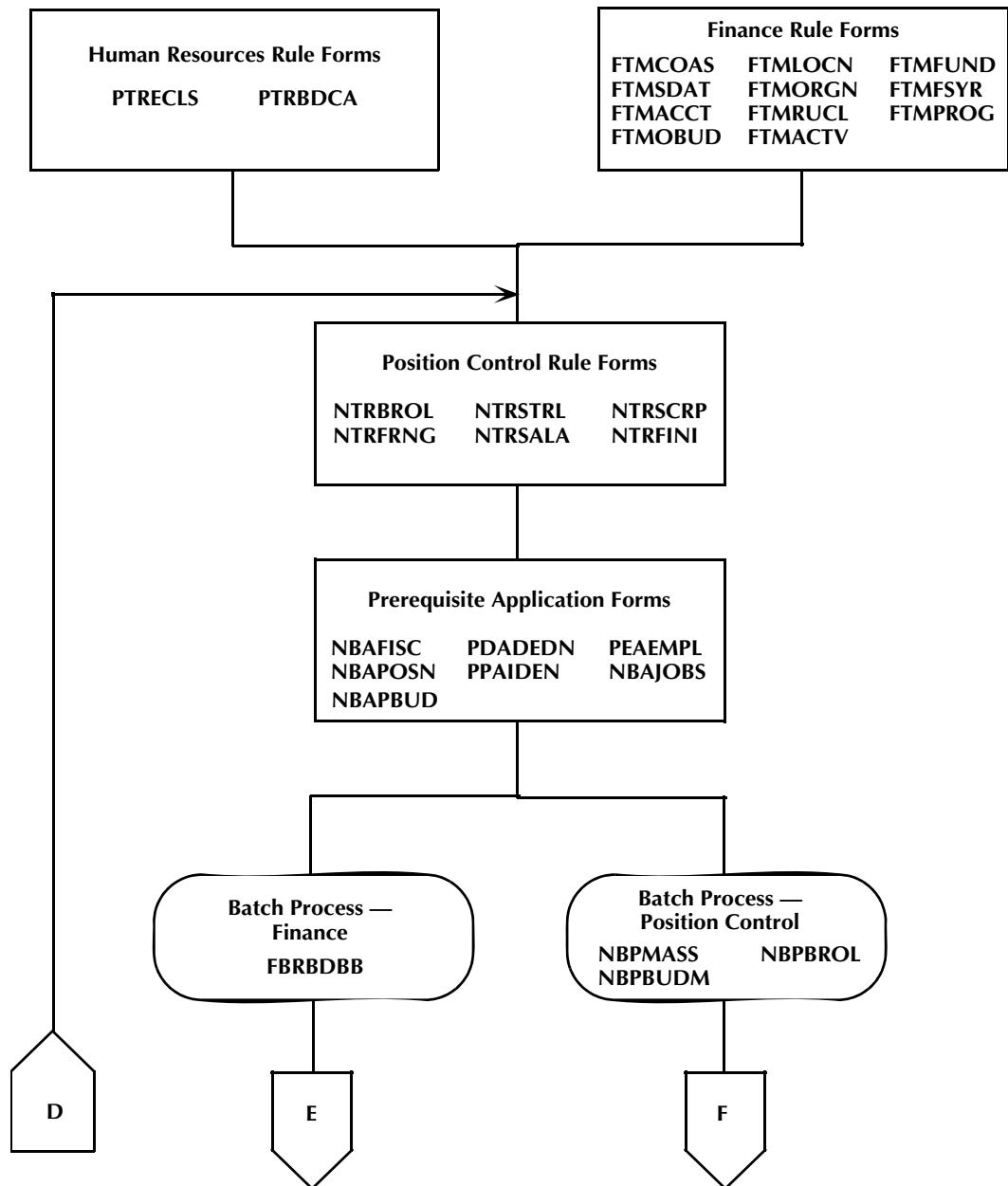
8. (Optional) Produce an additional model or models.

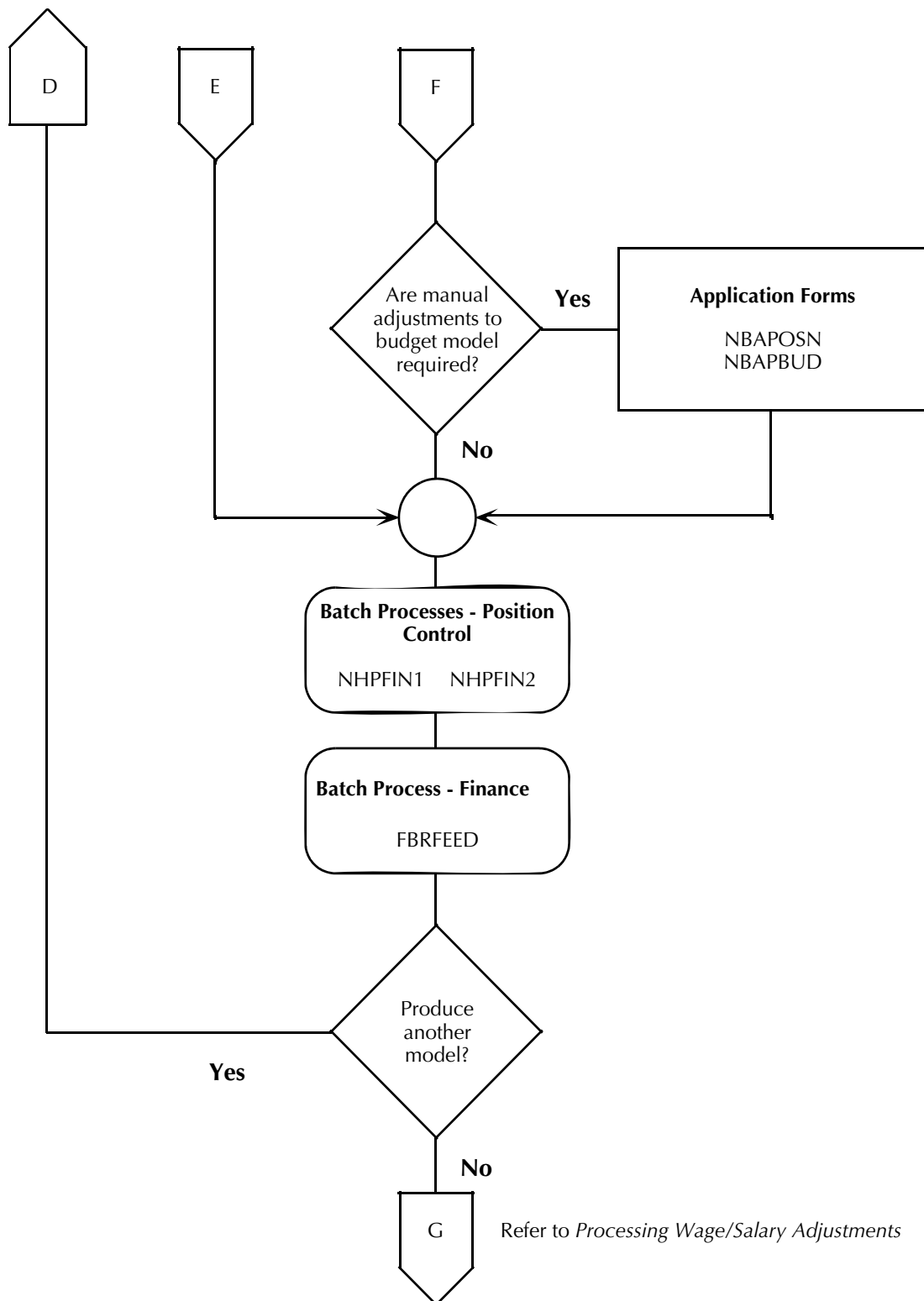
### Budget Maintenance Checklist: Budget Modeling

<i>Step</i>	<i>Form Or Process</i>	<i>Description</i>	
1	NBAFISC	Establish new Fiscal Year.	
2	NTRSGRP	Establish new Salary Groups for all existing salary tables.	
3	NTRSTRL	Establish criteria for updating pay plans/salary tables on NTRSALA.	
4	NBPMASS	Run process using the <i>U</i> (update table/grade/step) option.	
5	NTRBROL	Establishes criteria for rolling salary budgets as well as premium earnings budgets.	
6	NTRFINI	Verify criteria that determines Fringe Budgeting.	

<i>Step</i>	<i>Form Or Process</i>	<i>Description</i>	
7	NTRFRNG or	Establish/verify criteria for rolling fringe budgets for filled and vacant positions under the actual method.	
	NTRFBLD	Establish/verify criteria for rolling fringe budgets based on salary budget under the charge back method.	
8	NBPBROL	Run process using the <i>R</i> (roll a budget) option. Rolls new salary, premium earning, and fringe budgets (under the actual method) into working status.	
9	NBPBUDM (Charge Back Method only)	Run the process using the Budget Processing option. Specify working budgets, COA, Fiscal Year, Budget ID, and Budget Phase for the working budgets being calculated. Calculates fringe budget amounts under the charge back method.	
10	NHPFIN1	Run the process using the Budget Processing option. Extracts data for working budgets for the Finance Interface based on COA, Fiscal Year, Budget ID, and Budget Phase. Inserts working budget transaction records into NHRFINC.	
11	NHPFIN2	Run the process to extract working budget transactions from the NHRFINC table. Optionally inserts transactions into GURFEED (collector table).	
12	Various	Run desired Position Control reports.	
13	Finance Feed	Run Finance Processes to post to Budget Development in Banner Finance (after NHPFIN2 has been used to populate the GURFEED table). (FBRFEED)	

## Budget Modeling Flow Diagram







## Processing Wage/Salary Adjustments

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The mass processing of wage and/or salary adjustments typically occurs after budgets are determined for the new year. Through the use of rule forms and batch processes, the system creates new jobs records reflecting increases/decreases to current job records by salary table and posts resulting changes in encumbrances to the Finance System.

When an employee is assigned to a specific assignment (or job), a salary encumbrance for the fiscal year is calculated (or entered, depending on the rules established on PTRECLS) on NBAJOBS. This salary encumbrance is the value of the encumbrance which is posted to the Finance System and to the Position Total block of the Position Budget Form (NBAPBUD) through batch processes explained in this section. Organizational budget transfers and budget adjustments (on NBAPBUD) and certain changes made to NBAJOBS are reflected in the same manner.

### Rule Forms

#### Position Control

NTRSGRP	Specifies the active salary group code for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and/or steps for each salary group, table, and grade.
NTRJINC	Establishes parameters used in the Mass Salary Update Process (NBPMAS) to implement step and salary increases.
NTRHROL	Establish parameters used in Mass Salary Update Process (NBPMAS) to update encumbrance hours.
NTRCROL	Establish parameters used in Mass Salary Update Process (NBPMAS) to update contract start/end dates.

## Application Forms

### Position Control

**NBAJOBS** Contains salary and salary encumbrance information by assigned job(s) per employee. The current step and rates from each job record will be used in the mass salary/wage adjustment process.

**Note:** Completion of NBAPOSN, NBAPBUD, PPAIDEN, and PEAEMPL is necessary before a job can be assigned to an employee on NBAJOBS.

## Batch Processes

The following batch processes apply the rules established in NTRJINC to create new job records reflecting increased/decreased wages/salaries, update encumbrances, and feed the new encumbrances to Finance.

### Position Control

**NBPMASS** This program posts changes to NBAJOBS, calculates automatic step increases (and posts changes to NBAJOBS if desired), and updates NTRSALA table entries by a percent or amount.

Parameters for this job are:

- Report or Process *P* (Process)
- Process Type *J* (Update job records)
- Salary Group to use
- Job Change Reason Code
- Personnel Change Date
- Use Population Selection (Y/N)
- Selection ID (*Y* only)
- Creator ID (*Y* only)
- Application (*Y* only)

For the purpose of processing mass salary changes, select Process Type *J*.

**NHPFIN1** Extracts data for encumbrances (and for budgeting, budget modeling, and COBRA transactions) for the Finance Interface. This process generates encumbrance transactions and inserts records into NHRFINC. They are then passed through to the Finance System by NHPFIN2.

Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

NHPFIN2 This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table.

**Note:** GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID

If you have made manual adjustments to the budgeted amounts as a result of the mass salary process, it may be desirable to send the budget adjustments to Finance.

If the NTRFINI **Feed Budget to Finance Budget Development** box is selected, any changes to the **Budgeted Amount** field of the Position Total block on NBAPBUD will be flagged for interface to both the Budget Development module and to the Operating Ledgers concurrently. You would then submit the following process to feed to the Budget Development module prior to submitting the processes to feed transactions to the live ledgers in Banner Finance.

FBRFEED Selects budget transactions from GURFEED (with a system ID of *POSNBUD*) and creates and/or updates records to insert into the Budget Development area of Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts. It will also *update* only the Finance-distributed budget table FBRDIST. Updates to FBRDIST will be reflected in Period 1 of the distributed budget.

To post the encumbrance transactions (and budget adjustments, if any) to the live ledgers, submit the following processes.

FURFEED Selects records from GURFEED based on the System ID of *PAYROLL*. It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI).

FGRTRNI Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

FGRTRNR	Produces an error report that displays the system edits of suspended documents from the FGRTRNI process.
FGRACTG	Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

If the NTRFINI **Feed Budget to Finance Budget Development** box is not selected, changes to the **Budgeted Amount** field in the Position Total block of NBAPBUD will be flagged for interface only to the Operating Ledgers in the Finance System. Thus, you should not run FBRFEED and run only FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.

## Process Flow

1. Complete all rule and application forms described above.
2. Be sure that a new Salary Group (NTRSGRP) and new Salary Table (NTRSALA) have been created (see *Budget Modeling*) for the period in which the mass increases will be effective.
3. Be sure to complete NTRJINC with the desired information for salary and wage increases.
4. Run the following batch process:

<i>Process Name</i>	<i>Comments/Special Instructions</i>
NBPMASS	Run NBPMASS using the Process Type Value of <i>J</i> to update the jobs records.

It is recommended that you run NBPMASS for the first time using the Report Mode of *R*, which will calculate and print changes to be made after you audit and approve results. If desired, make changes to NTRJINC and rerun NBPMASS in Report Mode *R* until desired results are realized.

Once the audit is complete, run NBPMASS once again using the Report Mode of *P* to actually perform the database updates.

5. Since this is a mass update program, it is expected that some manual adjustments to NBAJOBS will be necessary to handle exception employees. Prior to updating and feeding new encumbrances, these adjustments should be made.
6. Should you choose to make the budgeted amounts exactly the same as the new salary amounts, these budget adjustments should be made at this time on the Position Total block of NBAPBUD.

**Note:** Updating job records does not automatically cause a change to budgeted amounts (wages or fringes) on NBAPBUD.

7. If you are updating job records with an effective date that falls within a fiscal year that is not currently active (as noted on NBAFISC), you should not proceed any further. Updating and posting encumbrances should not be done until working budgets (discussed in *Budget Modeling*) are approved (see *Approving Working Budgets*). Approving a working budget (through NBPBROL) causes the NBAFISC **Active** box to change to selected status for the approved fiscal year and to unselected for all other years. Only after this approval is completed will salary encumbrance calculations and encumbrance transactions be sent to Finance be correct.

If the effective date of the mass salary updates fall within a currently active year, submit the following jobs.

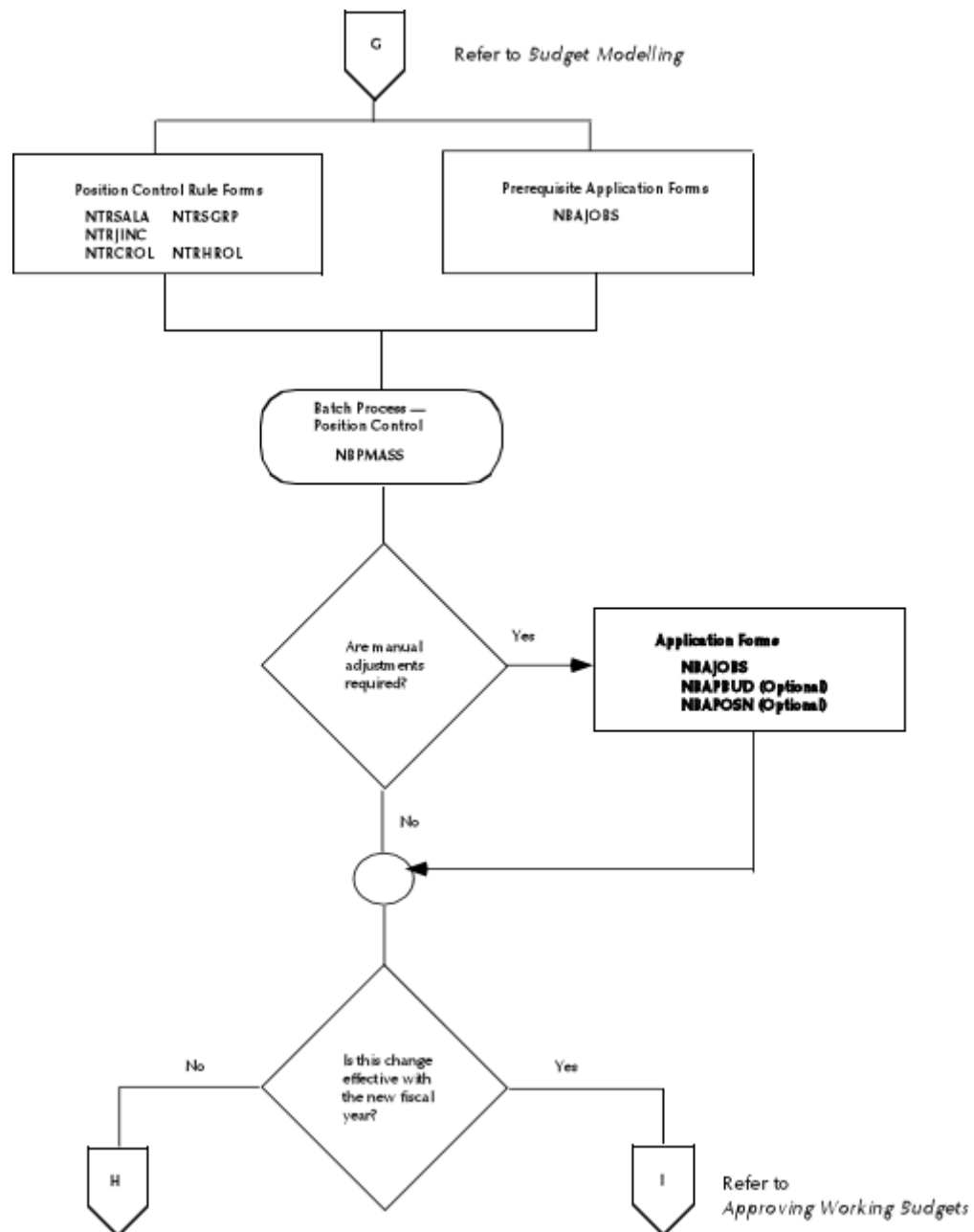
<i>Process Name</i>	<i>Comments/Special Instructions</i>
NBPBUDM	Use the <i>Y</i> option for encumbrance processing to calculate the new salary encumbrances for the current fiscal year.
NHPFIN1	Enter a <i>Y</i> for the Encumbrance Processing parameter option. If you made changes to budgeted amounts since the last feed to Finance, you may opt to enter a <i>Y</i> for the Budget Processing parameter option.
NHPFIN2	Complete parameter options as desired.
FBRFEED (Optional)	If you ran NHPFIN1 with the parameter option of <i>Y</i> for Budget Processing, run this program with desired parameter options. Otherwise, do not submit this job.
FURFEED	Complete parameter options as desired.
FGTRTRI	Complete parameter options as desired.
FGTRTRNR	Complete parameter options as desired.
FGTRACTG	Complete parameter options as desired.

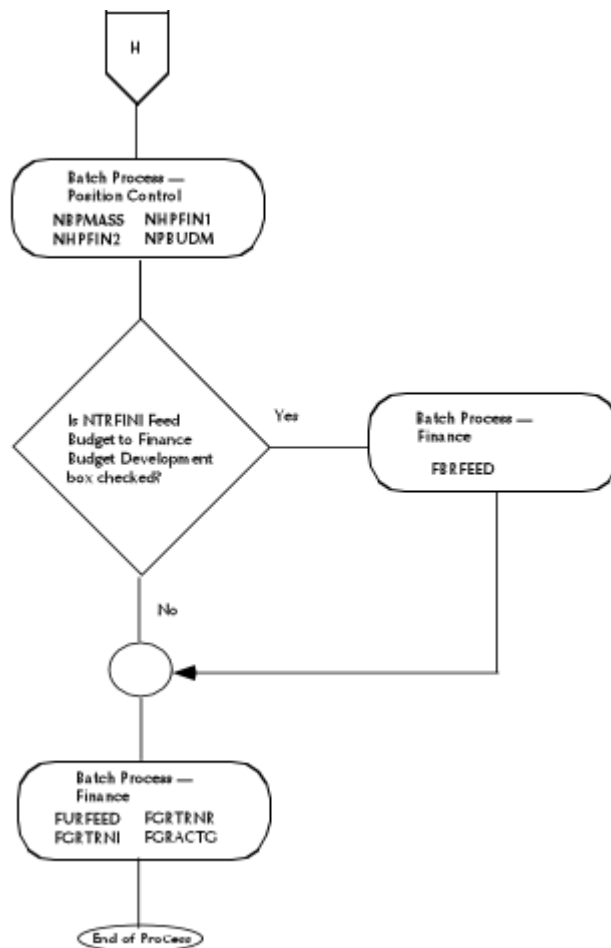
### Budget Maintenance Checklist: Processing Wage/Salary Adjustments

**Note:** Complete the following steps only if salary adjustments are to be processed with the first day of the new fiscal year.

<i>Step</i>	<i>Form Or Process</i>	<i>Description</i>	
1	NTRCROL (If using System Generated Salary Encumbrance)	Establish parameters used in Mass Salary Update Process (NBPMAS) to update Contract Start/End dates.	
2	NTRHROL (If using Encumbrance Hours Input)	Establish parameters used in Mass Salary Update Process (NBPMAS) to update Encumbrance Hours.	
3	NTRJINC	Establish parameters used in Mass Salary Update Process (NBPMAS) to implement step and salary adjustments.	
4	NBPMAS	Run process using the <i>J</i> (update <j> records) option.	
5	NBAJOBS	Make necessary adjustments to Job Records of exception employees (e.g., red-circled employees).	
6	NBPBUDM	Run process entering <i>Y</i> at the Encumbrance Processing prompt.	
7	NHPFIN1	Run process using the following parameters:  COBRA Processing: (Y/N) <i>N</i> Budget Processing: (Y/N) <i>N</i> Encumbrance Processing (Y/N) <i>Y</i>  Extracts approved encumbrance data and inserts records into NHRFINC.	
8	NHPFIN2	Extracts encumbrance and adjustment transactions from the NHRFINC table. Inserts transactions into GURFEED (collector table).	
9	Various	Run desired Position Control reports.	
10	Finance Feed	Run Finance processes to post adjustments to Operating Ledgers. FBRFEED, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.	

## Processing Wage/Salary Adjustments Flow Diagram





## Approving Working Budgets

Once budget modeling is complete, manual adjustments to rolled budgeted amounts have been made on the Position Total block of NBAPBUD, and a selected working budget is ready to be approved, you must complete the processes explained in this section.

Ideally, an approved budget will be determined by the beginning of the new fiscal year. Human Resources and Finance personnel must work together to coordinate the processes and ensure that both systems have the same approved fiscal year. Once a budget model is accepted, it must be approved in the Position Control module and in the Finance System via separate batch processes.



## Application Forms

When position data is first entered in the Banner Human Resources System, several preliminary rule forms must be completed in both the Finance and Human Resources Systems. These forms are listed below.

### Finance

FBABPRC	Establishes a record for each phase of the budget process for which a roll from another phase is required. This form defines the Base Budget and/or Phase from which each phase will be created or rolled. This form also provides for the <i>deletion</i> of any phase or the <i>activation</i> of the phase that is to be rolled to the General Ledger. The parameters entered on this form are used to run two RPTs: FBRBDBB and FBRBDRL.
FBABDDS	Distribute all or part of the budget over budget periods. ( <b>Note:</b> If only the <i>annual</i> budget is used for budget reporting and available balance checking, there is no need to use the distribution feature.) Enter the FOAPAL combination to be distributed. RPT <i>FBRBDDS</i> must then be run to actually distribute the budget.
NTRCROL	Establish parameters used in Mass Salary Update Process (NBPMAS) to update Contract Start/End dates (if using system-generated salary encumbrance).
NTRHROL	Establish parameters used in Mass Salary Update Process (NBPMAS) to update Encumbrance Hours (if using encumbrance hours input).

## Batch Processes

The following batch processes will approve a working budget and close the current active budget on NBAPBUD, update encumbrances on the jobs records (NBAJOBS) for the new fiscal year, post the new encumbrances to Finance, and set the **Active** box on NBAFISC to unselected status for the fiscal year just ending and selected status for the fiscal year just beginning.

## Position Control

**NBPBROL** Allows you to roll the adopted position and fringe budgets to approved status for the new fiscal year, to roll current position and fringe budgets to proposed position and fringe budgets (in working status) to single or multiple budget phases (see *Budget Modeling*), and to delete the working budgets no longer needed. Results of this process are posted to the Position Totals block of NBAPBUD.

Parameters include the following:

- Report Choice:
  - Roll Budgets to Working Status
  - Roll Working Budgets to Approved Status
  - Delete Working Budgets No Longer Needed
- Chart of Accounts Code
- New Fiscal Year
- Current Fiscal Year
- Budget ID
- Budget Phase
- Salary Group Code (New)

**NBPMASS** This program updates contract start/end dates and/or encumbrance hours for the fiscal year entered in the parameters (for system-generated salary encumbrances only) and posts changes to NBAJOBS. In addition, it calculates automatic step increases (and posts changes to NBAJOBS if desired), updates NTRSALA table entries by a percent or amount, and updates job records with new table/grade combinations (if desired).

Parameters for this job are:

- Report or Process
- Process Type
  - J(Update Jobs)
  - U(Update Table/Grade/Steps)
  - D(Roll Contract Dates)
  - E(Roll Encumbrance Hour)
- Job Change Reason Code
- Personnel Change Date
- Salary Group(FROM)
- Salary Group (TO)

**NHPFIN1** Extracts data for encumbrances and budget adjustments (and for budget modeling, budgeting and COBRA transactions) for the Finance interface. This process generates budget transactions and inserts records into NHRFINC. Original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments will be passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers (as PAYROLL transactions) in Finance if the **Feed Budget to Finance Budget Development** box on NTRFINI is selected. If the **Feed Budget to Finance Budget Development** box is not selected, these transaction types will only be posted to the live ledgers (as PAYROLL transactions). Salary encumbrances and COBRA transactions are posted only to the live ledgers. All of these transactions are passed to Finance through NHPFIN2.

Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

**NHPFIN2** This process extracts the encumbrance, budget and COBRA transactions from the NHRFINC table and inserts them into the GURFEED table.

**Note:** GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID

**NBPBUDM** Run process entering *Y* at the **Process Encumbrance** prompt.

**Note:** Make sure that the **Fringe Rate Rules Change** indicator on the Finance Setup Rule Form (NTRFINI) is set to *Y*.

## Finance

FBRBDDS	Distributes the budget based on parameters entered on FBABDDS.
FBRBDRL	Rolls the final budget phase into the new fiscal year Operating Ledger.  If you are rolling current year budget into your first phase, define Action as <i>O</i> for OPAL and enter the COA code and Fiscal Year. Use <i>B</i> for a phase to phase roll. <i>A</i> and <i>D</i> are used for activation and deletion respectively.
FURFEED	Selects records from GURFEED when the System ID is <i>PAYROLL</i> . It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI) and updates the Finance ledgers.
FGTRTRNI	Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).
FGTRTRNR	Produces an error report that displays the system edits of suspended documents from the FGTRTRNI process.
FGRACRG	Selects approved documents from the FGTRTRNI process and posts the transactions to the ledgers in the Finance System.

## Process Flow

Ideally, on the first day of the new fiscal year, there will be a budget to be approved for that fiscal year.

When working budgets are rolled to Approved status in the Position Control module, the status of currently active budgets changes from *A* to *C* and the status of the chosen working budget changes to *A*. In addition, you may choose to delete all other working budgets or to leave them indefinitely. The current fiscal year is made inactive and the approved fiscal year active in the NBAFISC **Active** box.

1. Complete the FBABPRC and FBABDDS forms to establish parameters for the necessary batch process in finance to approve a budget.
2. Run the following batch processes.

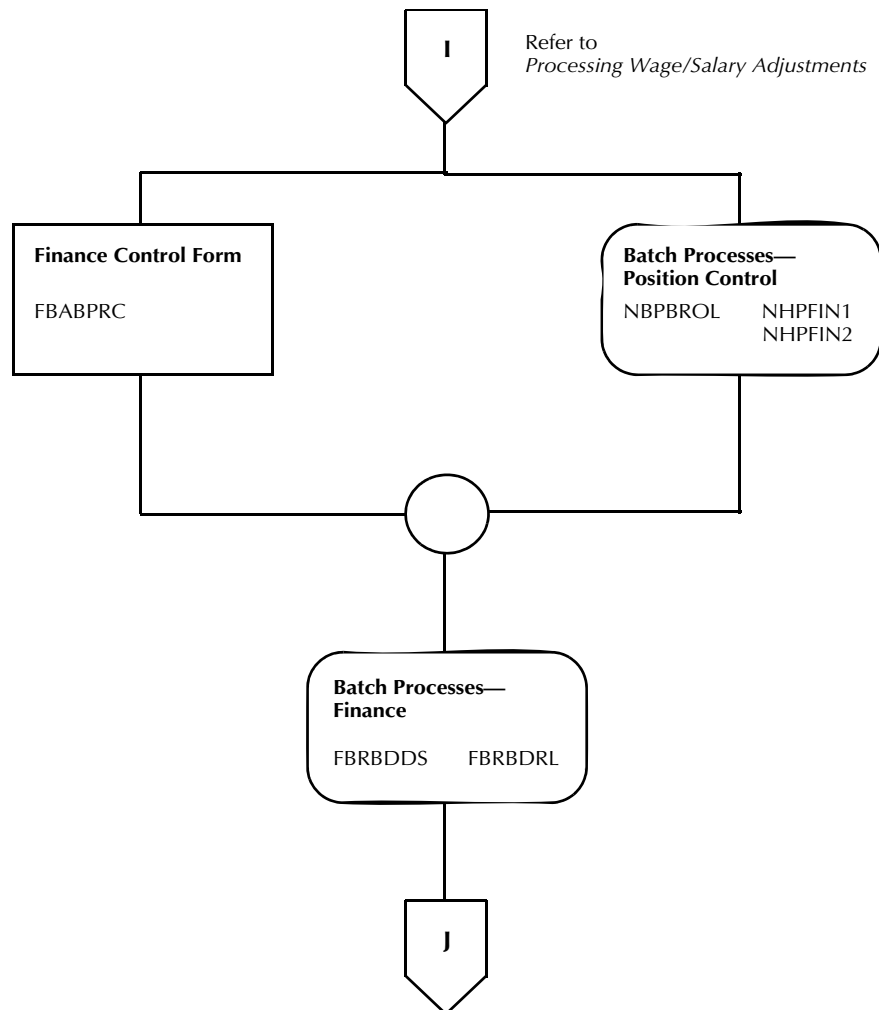
<i>Process Name</i>	<i>Comments/Special Instructions</i>
NBPBROL	Use the Report Choice of A to roll a working budget to approved status.  Enter the Budget ID and Phase of the working budget to be approved.  <b>Note:</b> Through this process, the <b>Active</b> box of NBAFISC for the fiscal year just ending is changed from selected to unselected. The <b>Active</b> box for the fiscal year just beginning is changed from unselected to selected status.
FBRBDDS	Complete parameter options as desired.
FBRBDRL	Complete parameter options as desired.
NBPBUDM	Enter Y in the Encumbrance Processing parameter.
NHPFIN1	Enter Y in the Encumbrance Processing parameter.
NHPFIN2	Complete parameter options as desired.
FURFEED	Complete parameter options as desired.
FGTRTRI	Complete parameter options as desired.
FGFRNR	Complete parameter options as desired.
FGTRACTG	Complete parameter options as desired.
NBPBROL (Optional)	If you wish to delete all working budgets, submit this process by entering Y at the Delete Working Budgets No Longer Needed parameter.

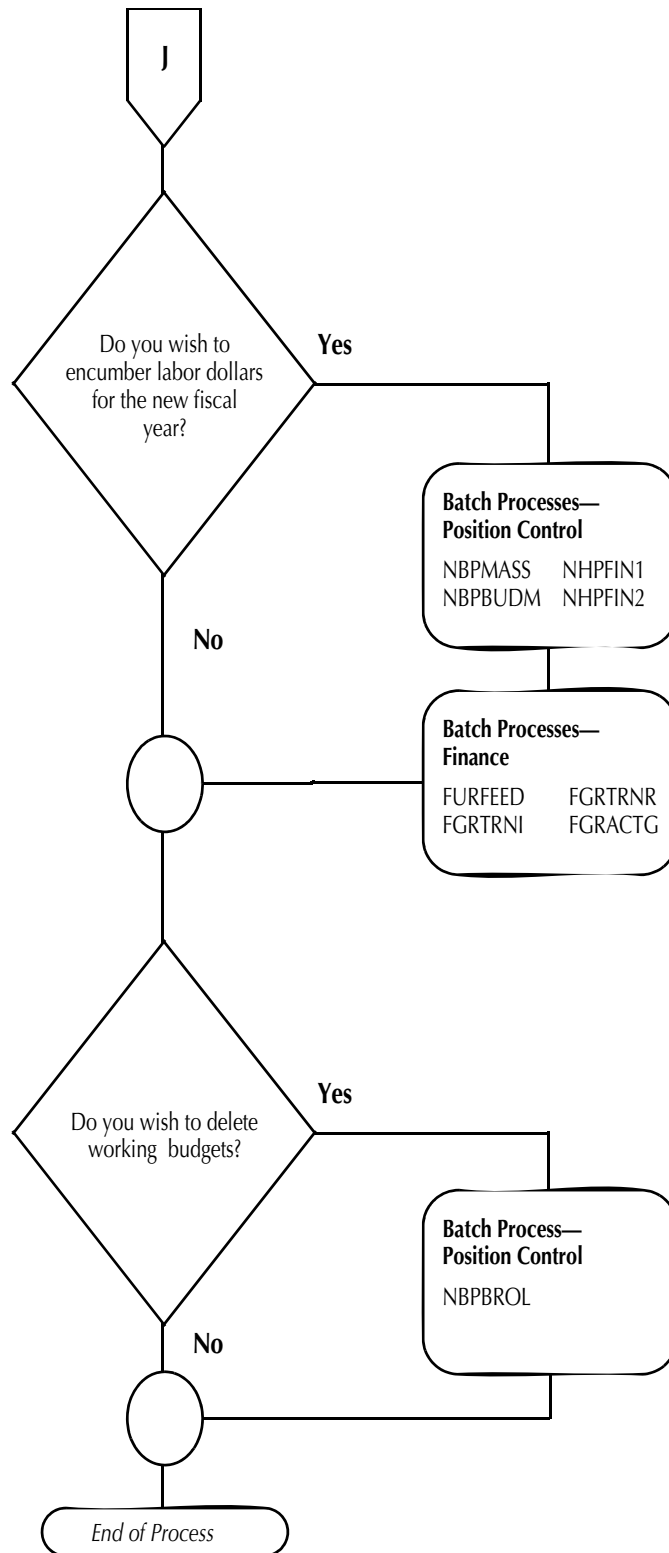
### Budget Maintenance Checklist: Approving a Working Budget

<i>Step</i>	<i>Form Or Process</i>	<i>Description</i>	
<b>Note:</b> Complete Steps 1–3 to ensure that there are no outstanding budgets and/or encumbrances to post for the fiscal year coming to a close.			
1	NBPBUDM (Charge Back Method only)	Run the process using the budgeting and encumbering options for <i>Active</i> Budgets.	

<i>Step</i>	<i>Form Or Process</i>	<i>Description</i>	
2	NHPFIN1	Run process using the following parameters:  COBRA Processing: (Y/N) <i>N</i> Budget Processing: (Y/N) <i>N</i> Encumbrance Processing (Y/N) <i>Y</i>  Extracts unposted encumbrance and budgets amounts and inserts records into NHRFINC for the fiscal year coming to a close.	
3	NBPBROL (Optional)	Run process using the <i>A</i> (approve a budget) option. Run process using the <i>D</i> (delete working budgets) option.	
<b>Note:</b> Complete Steps 4–11 only if salary adjustments <i>are not</i> to be processed effective with the first day of the new fiscal year.			
4	NTRCROL	<i>If using System Generated Salary Encumbrance</i> Establish parameters used in Mass Salary Update Process (NBPMASS) to update Contract Start/End dates.	
5	NTRHROL	<i>If using Encumbrance Hours Input</i> Establish parameters used in Mass Salary Update Process (NBPMASS) to update Encumbrance Hours.	
6	NBPMASS	Run process using the update Contract Start/End dates and/or update Encumbrance Hours.	
7	NBPBUDM	Run process entering <i>Y</i> at the Encumbrances Processing prompt.	
8	NHPFIN1	Run process using the following parameters:  COBRA Processing: (Y/N) <i>N</i> Budget Processing: (Y/N) <i>N</i> Encumbrance Processing (Y/N) <i>Y</i>  Extracts approved budget and encumbrance data and inserts records into NHRFINC.	
9	NHPFIN2	Extracts encumbrance and budget transactions from the NHRFINC table. Inserts transactions into GURFEED (collector table).	
10	Various	Run desired Position Control Reports.	
11	Finance Feed	Run Finance processes to post approved budgets to Live Ledgers. FBRFEED, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG. Finance must approve the budget so that it moves from budget development to the operating ledger.	

## Approving Working Budgets Flow Diagram







## Feeding Payroll Transactions

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A position labor distribution hierarchy allows the desired position labor distributions to default to application forms through various levels of the personnel and payroll processes. The default hierarchy flows as follows:

NBAPBUD	Defines the labor distribution that will be used to post to the Finance System. Labor distributions may be split, but the total percentage must be equal to 100.
NBAJOBS	The values in the Position Labor Distribution block default from NBAPBUD but can be overridden at this level.
PHAHOUR	The values shown on this form default from the Job Labor Distribution block on NBAJOBS. The accounting distributions that default can be overridden at payroll entry time. After payroll is processed, Payroll could choose to do a payroll adjustment (termed <i>Redistribute</i> in Banner HR) to redistribute labor distribution transactions to alternate accounts from pay events that have or have not been interfaced to Finance. This is accomplished by accessing PHAHOUR from the PHAADJT form.

During the actual feed to Banner Finance, the following Banner Human Resources rule forms allow you to post transactions to labor distributions for specific earn codes and/or deductions other than the labor distribution on PHAHOUR.

PTRBDCA	The Benefit/Deduction Labor Distribution block enables users to post fringe liabilities (employer and/or employee) and expenses to different labor distribution(s) other than those defaulting from PHAHOUR during the feed to Finance. The override is by employee class and COA code for each deduction code.
PTREARN	The Employee Class Labor Distribution block allows you to define labor distributions for specific earn codes by employee class. For example, if the client wishes to charge all overtime to a different Fund, Organization, Account, Program, Activity, and/or Location, that information would be entered on this form and would be considered in the Finance feed.

An employee's *pay events* (e.g., adjustments and manual checks) are assigned dispositions ranging from 05 to 70 to indicate where they are in the multiple step payroll process. The following dispositions are associated with the interfacing of payroll expenses through to the Finance System.

60	Awaiting Finance Extract
62	Awaiting Finance Interface
70	Complete

All *pay events* related to a particular payroll (as identified by Year, Pay ID, and Pay Number) must reach disposition 60 in order to be extracted and subsequently passed to the Finance System. This includes various adjustments (e.g., voids, reissues, and redistributions) that are often processed some time after the main payroll run. In these cases, a payroll run may contain more than one pay event (and therefore more than one disposition) for an employee. For example, an employee may have an original pay event at disposition 70 and, because of the adjustment, have another pay event at a lower disposition. The objective is to get all dispositions for original pay events and adjustments to 70, which ensures that all payroll transactions have been posted to Finance.

The **Expend Budget with Earning Value?** check box on PTREARN controls whether or not a particular earning is added to the earnings expended amount on NBAPBUD.

The **Gross Salaries Rule Class** (HGRS or HGNL) controls encumbrance liquidation. This can be overridden on PTREARN.

Through the payroll process, year-to-date totals are updated for each employee by job(s), by earning code, and/or by deduction code. Each payroll (designated by year, pay ID, and pay number) is then fed to the Finance System. The manner in which financial transactions post to the Banner Finance System from the Human Resources module depends on the rule classes developed in Finance and indicated on NTRFINI.

There are two options for selective encumbrance liquidation processing:

- to bypass encumbrance liquidation on selected types of earnings
- to bypass encumbrance liquidation entirely

To bypass *encumbrance liquidation on selected types of earnings*, follow these steps:

1. Go to the Earnings Code Rule Form (PTREARN) and enter the earnings code in the **Earnings Code** field.
2. Go to the **Earnings Code Rule Class** field at the bottom of the form. Enter the rule class *HGNL* and then Save. This rule class directs the HR Finance Expenditures Extract Program (PHPFEXP) and the Finance Posting Program (FGRACGT) to do everything that the existing HGRS rule class does, but to skip the encumbrance liquidation step.

Because the HGNL rule class overrides the NTRFINI default rule class governing salary expenditures, you do not have to enter a value in this field for every earnings code. Only enter a value for an earnings codes that should use a rule class different from the NTRFINI default. For example, you may choose

to leave regular pay (REG) as it is and install the HGNL override on PTREARN only for overtime pay (OT). When subsequent payrolls are run and fed from Human Resources to Finance, the encumbered amount for the position (specified in the Position Total block of NBAPBUD) is not reduced; the payroll encumbrance on the Finance side is not reduced when the transaction is posted.

To *bypass encumbrance liquidation entirely*, access NTRFINI and substitute HGNL for HGRS. In this case, you do not have to specify any overrides on PTREARN. Encumbrances are not reduced on either the Human Resources or the Finance sides.

## Rule Forms

### Finance

You must complete the following Finance forms:

FTMCOAS	Establishes the Chart of Accounts for the installation.
FTMFUND	Establishes valid funds for labor expenditures. A fund is defined, in layperson's terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (e.g., grants) or unrestricted (e.g., general).
FTMORGN	Establishes valid organizations for labor expenditures. An organization represents a department within the installation.
FTMACCT	Establishes valid accounts for labor expenditures. Accounts are line items within an installation's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
FTMPROG	Establishes valid programs for labor expenditures. Programs enable an installation to define a way of pulling transactions across organizations and accounts.
FTMACTV	Establishes valid activities for labor expenditures. Example: A number assigned to the YMCA for using the site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. Locations represent a building and room number.
FTMSDAT	Establishes the system ID as <i>PAYROLL</i> . The <i>PAYROLL</i> system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process.
FTMFSYR	Defines the fiscal year and fiscal periods.

FTMOBUD	Establishes valid budget phases within budget IDs for budget development purposes.
FTMRUCL	Defines valid Finance System rule class codes that are being maintained for transactions from Human Resources. Banner Human Resources uses these rule class codes on NTRFINI in the Position Control module. Banner Finance uses them with transaction processing codes from other sources in the Budget Development module.

**Note:** When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter fund, organization, account, and program. Activity and location are always optional entries in Banner Human Resources.

## Human Resources

Several rule forms must be completed to run payrolls in Banner Human Resources. For detailed information, refer to the “Rule Forms” chapter and the “Time Entry and Payroll Processing” chapter in the *Human Resources User Guide*.

## Position Control

NTRSGRP	Defines the salary group for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and/or steps for each salary group, table, and grade.
NTRPCLS	Creates and associates position classes with employee classes, employee skill levels, position groups, and salary/wage ranges. This rule form must be completed prior to completing NBAPOSN.

## Application Forms

There are several application forms which must be completed to run a payroll cycle. It is important to note that the Banner Human Resources System allows you to override specific labor distributions by earn code (PTREARN) and by benefit/deduction code (PTRBDCA). This ensures that specified earnings and benefits/deductions can be charged to accounts which are different from the accounts where individual position labor expenses are charged. For example, if you charge all overtime to a central organization or account, the appropriate entry must be made on PTREARN for the overtime earn code.

In the Position Control module, NTRFINI determines accounting distributions for salary expenses, employee/employer liabilities, net pay, deferred pay, etc., through the use of rule classes established on FTMRUCL.

## Batch Processes

The following batch processes feed payroll expenses (including adjustments) to the Finance System.

### Human Resources

**PHPFEXP** Generates labor distributions based on the rules set up in Banner Human Resources. Updates the position totals encumbrance and expended amounts on NBAPBUD. This is a COBOL process that must be run from the host command or at the system level. It is run when the pay event disposition is at disposition 60 (Awaiting Finance Extract) and takes the pay event to disposition 62 (Awaiting Finance Interface).

Parameters include the following:

- Payroll Year
- Payroll ID
- Payroll Number

## Position Control

**NHPFIN2** Extracts the labor, fringe benefits, and net pay distributions and inserts them into a table called GURFEED. This process is run when the pay event is at disposition 62 (Awaiting Finance Interface) and takes the pay event to disposition 70 (Complete).

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID

## Finance

**FURFEED** Selects records from GURFEED where the System ID is PAYROLL and inserts the records into the Finance Interface Table (FGBTRNI).

**FGTRNI** Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

**FGTRNR** Produces an error report which displays the system edits of suspended documents from the FGTRNI process.

**FGRCTG** Selects approved documents from the FGTRNI process and posts the transactions to the ledgers in the Finance System.

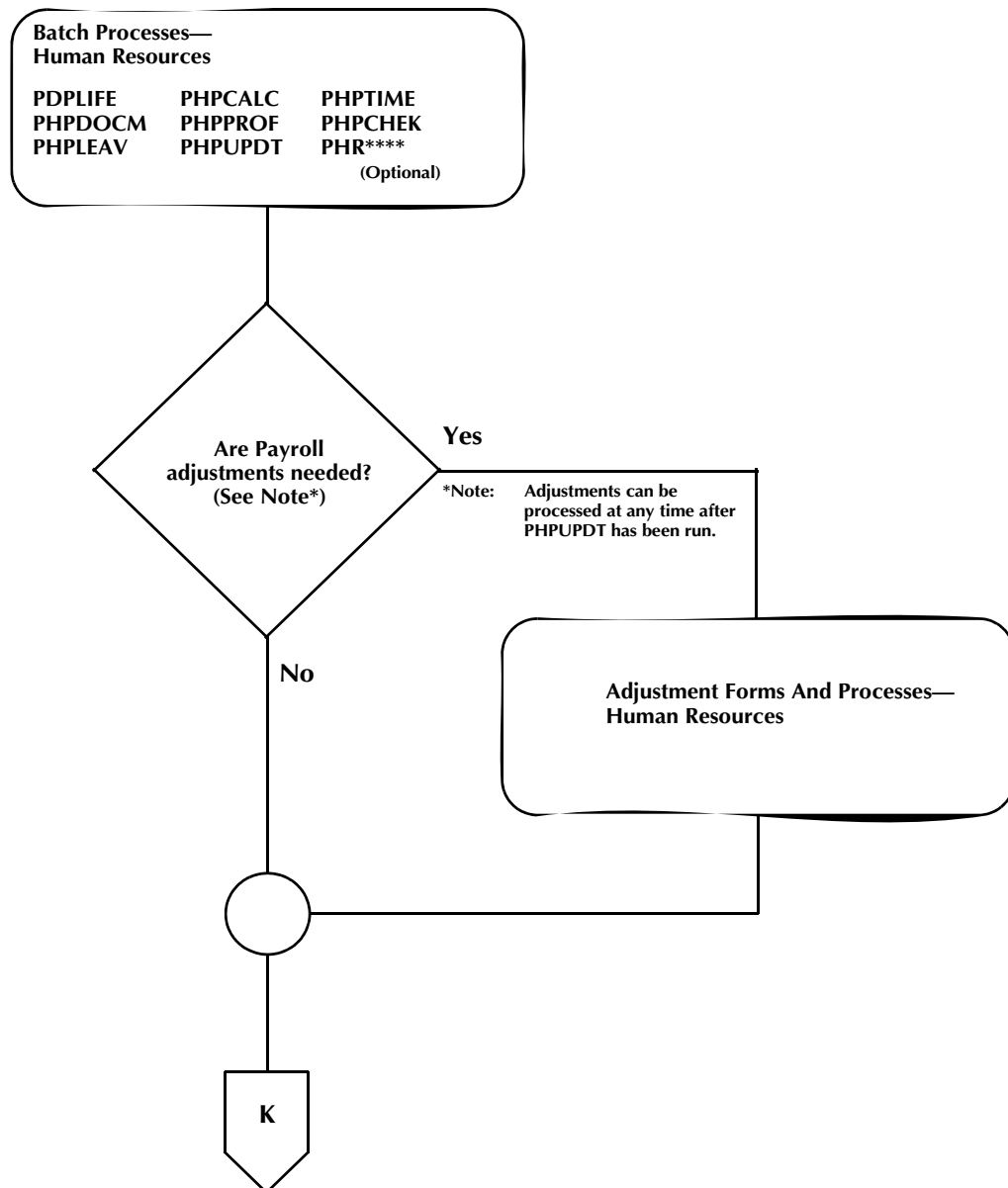
## Process Flow

1. Ensure that all rule forms in Finance, Human Resources, and Position Control have been completed.
2. Run the payroll process and/or payroll adjustments completely through PHPUPDT. (The disposition will equal 60).
3. Submit NHPFIN1, NHPFIN2, FURFEED, FGTRNI, FGTRNR, and FGRCTG to extract new or changed budget and encumbrance transactions and post them to Finance.
4. Submit PHPFEXP, NHPFIN2, FURFEED, FGTRNI, FGTRNR, and FGRCTG to process payroll expenditures.
5. Use the Organization Budget Status Form (FGIBDST), the Detail Encumbrance Activity Form (FGIENCD), and the Detail Transaction Activity Form (FGITRND) to reconcile the payroll to the Finance feed.

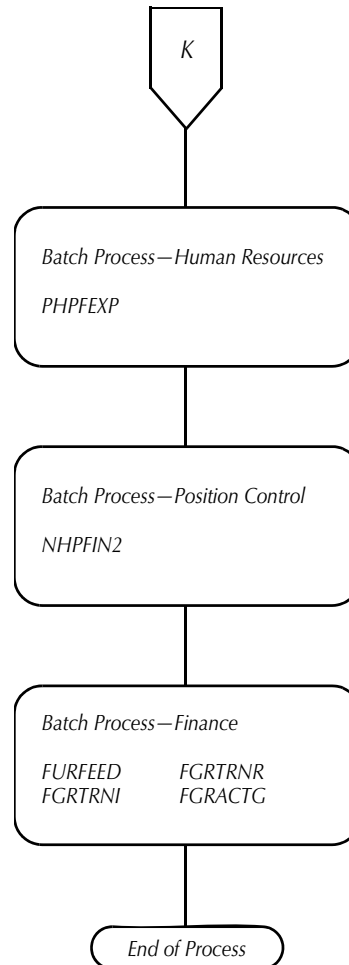
## Payroll Feed Checklist

<i>Step</i>	<i>Form Or Process</i>	<i>Description</i>	
1	NTRFINI	Establish/verify Finance Rule Classes used in the Interface process. Defines net, fringe and deferred pay distributions.	
2	PHPFEXP	Run process using the Year, Pay ID, Pay Number. The process uses amounts calculated by Payroll Calculation Process (PHPCALC) and assigns the appropriate rule classes as established on NTRFINI (above). Populates the Finance Interface Collector table (NHRFINC) in detail broken down by earn code and deduction code within each rule class.	
3	NHPFIN2	Run process to extract labor, fringe benefit, and net pay distribution from NHRFINC. Formats journal entry for submission to Finance with system ID and time stamp. Journal entry inserted into GURFEED. Produces a detailed audit report of the submitted transactions. Primary source document for reconciliation of Payroll to Finance.	
4	Various	Run desired reports.	
5	Finance Feed	Run Finance processes to post transactions to the Operating Ledgers. (FURFEED, FGRTRNI, FGRTRNR, FGRACTG)	

## Feeding Payroll Transactions Flow Diagram







## Processing COBRA Transactions

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is the federal act requiring employers to extend medical coverage to individuals who lose their eligibility to participate in the employer's group health plan through certain qualifying events. Continuation of health coverage is administered separately by the employer and includes an administrative fee.

Please note that posting of COBRA transactions to the Finance System does not create receivable transactions.

## Rule Forms

Below is a list of rule forms that apply to the actual feeding of COBRA transactions. It does not include all rule forms pertaining to this module.

### Finance

You must complete the following Finance forms:

FTMCOAS	Establishes the Chart of Accounts for the installation.
FTMFUND	Establishes valid funds for labor expenditures. A <i>fund</i> is defined, in layperson's terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (e.g., grants) or unrestricted (e.g., general).
FTMORGN	Establishes valid organizations for labor expenditures. An <i>organization</i> represents a department within the installation.
FTMACCT	Establishes valid accounts for labor expenditures. <i>Accounts</i> are line items within a site's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
FTMPROG	Establishes valid programs for labor expenditures. <i>Programs</i> enable you to define a method of pulling transactions across organizations and accounts. Most educational institutions use programs defined by NACUBO (e.g., <i>Instruction</i> ).
FTMACTV	Establishes valid activities for labor expenditures. An example of an <i>activity</i> is a number assigned to the YMCA for using your site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. <i>Locations</i> represent a building and room number.
FTMSDAT	Establishes the system ID as PAYROLL or POSNBUD. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process. The POSNBUD system ID feeds budget transactions to the Budget Development module via the FURFEED process. ( <b>Note:</b> Both the PAYROLL and POSNBUD IDs are included as part of the Banner Finance seed data.)
FTMFSYR	Defines the fiscal year and fiscal periods.
FTMOBUD	Establishes valid budget phases within budget IDs for budget development purposes.

**FTMRUCL** Defines valid Finance System rule class codes that identify the journal type being maintained for transactions from Human Resources. These defined rule classes are used on the HR/Finance Setup Form (NTRFINI).

**Note:** When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter fund, org, account, and program. Activity and location are always optional entries in Banner Human Resources.

## Position Control

**NTRFINI** Uses predefined rule class codes from FTMRUCL in the Finance System for Human Resources transactions. It determines accounting distributions for such items as salary expense, employee/employer liabilities, net pay, deferred pay, COBRA, etc.

## Batch Processes

The manner in which the financial transactions for COBRA post in Banner Finance from Human Resources depends on the Finance System rule class codes specified on NTRFINI.

**Note:** Do *not* post COBRA payments to Finance without first discussing system setup with a financial consultant.

## Position Control

**NHPFIN1** Extracts data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Finance Interface. This process generates COBRA transactions and inserts records into NHRFINC. They are then passed through to the Finance System by NHPFIN2.

Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

NHPFIN2 This process extracts the transactions from the NHRFINC table and inserts them into the GURFEED table.

**Note:** GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.)

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID

## Finance

FURFEED Selects records from GURFEED based on the System ID you specify and inserts the records into the Finance Interface Table (FGBTRNI) to update the Finance ledgers.

FGTRNI Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

FGTRNR Produces an error report which displays the system edits of suspended documents from the FGTRNI process.

FGRCTG Selects approved documents from the FGTRNI process and posts the transactions to the ledgers in the Finance System.

## Process Flow

1. Complete all rule and application forms as noted above.
2. Once the system has been set up to have the payments interfaced to Finance, submit the following batch processes.

<i>Process Name</i>	<i>Comments/Special Instructions</i>
NHPFIN1	Enter <i>Y</i> at the COBRA Processing parameter.
NHPFIN2	Complete parameter options as desired.
FURFEED	Complete parameter options as desired.
FGTRNI	Complete parameter options as desired.

<i>Process Name</i>	<i>Comments/Special Instructions</i>
FGRTRNR	Complete parameter options as desired.
FGRACTG	Complete parameter options as desired.

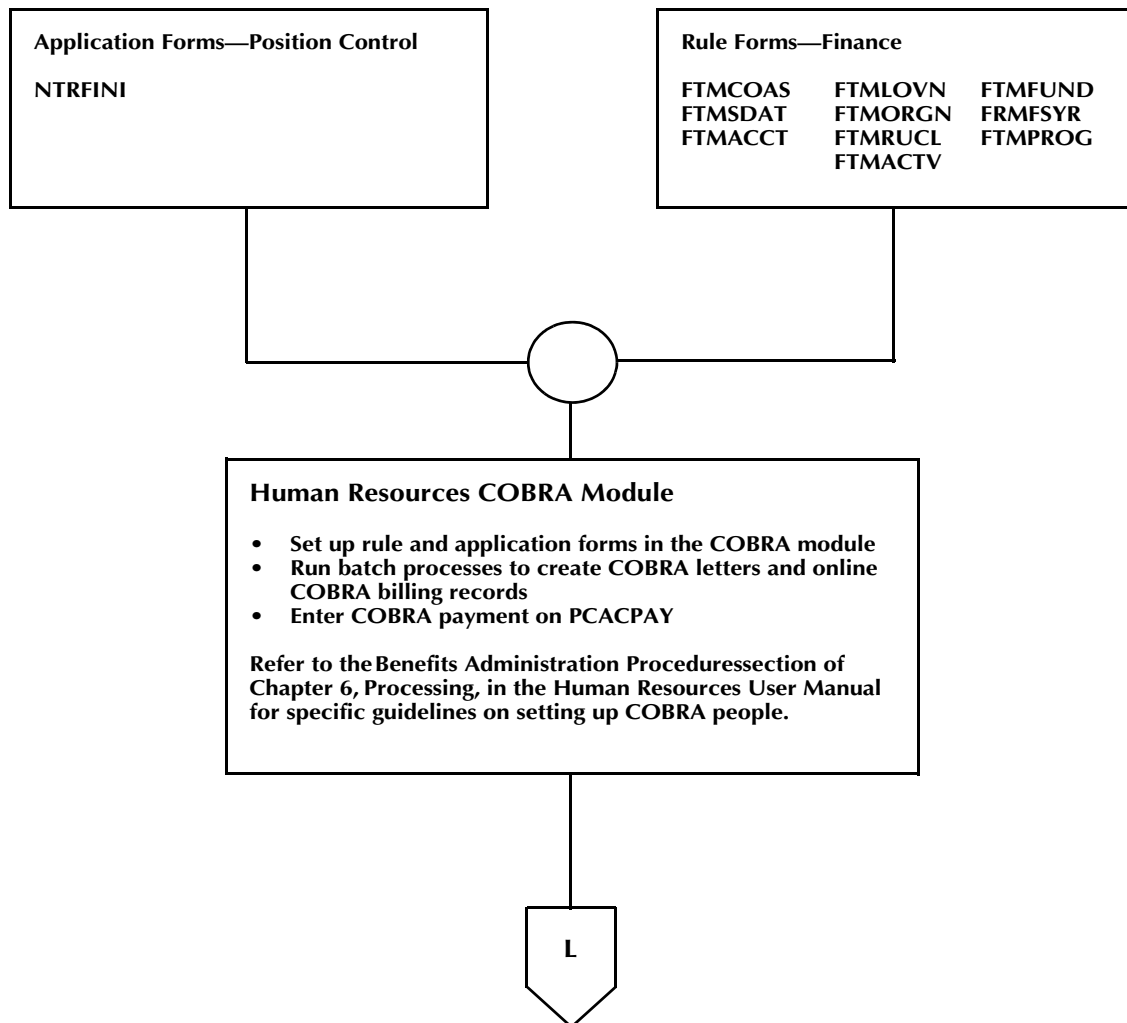
## COBRA Feed Checklist

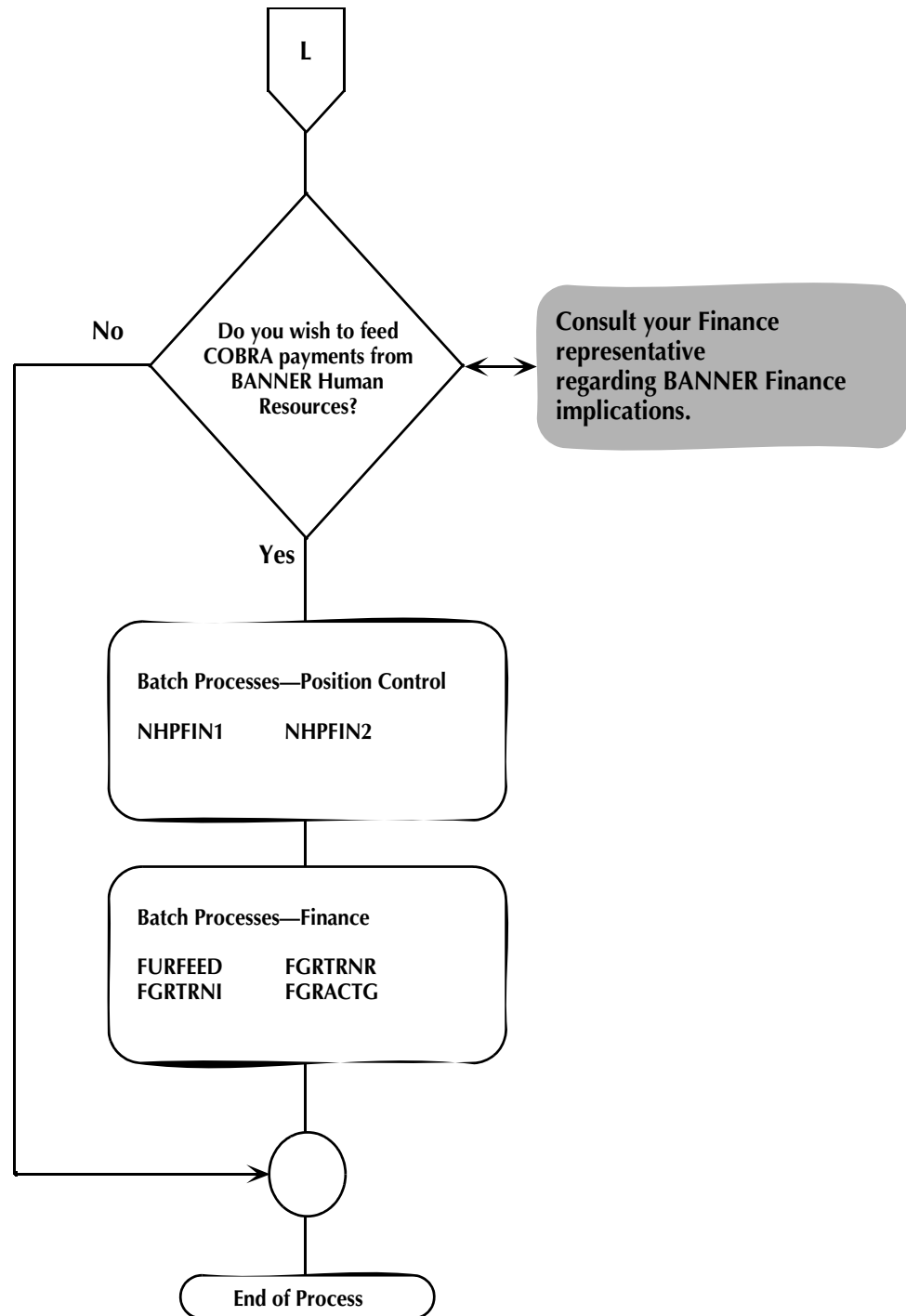
**Warning:** The manner in which the financial transactions for COBRA post in Banner Finance from Human Resources depends on the Finance System rule class codes specified on NTRFINI.

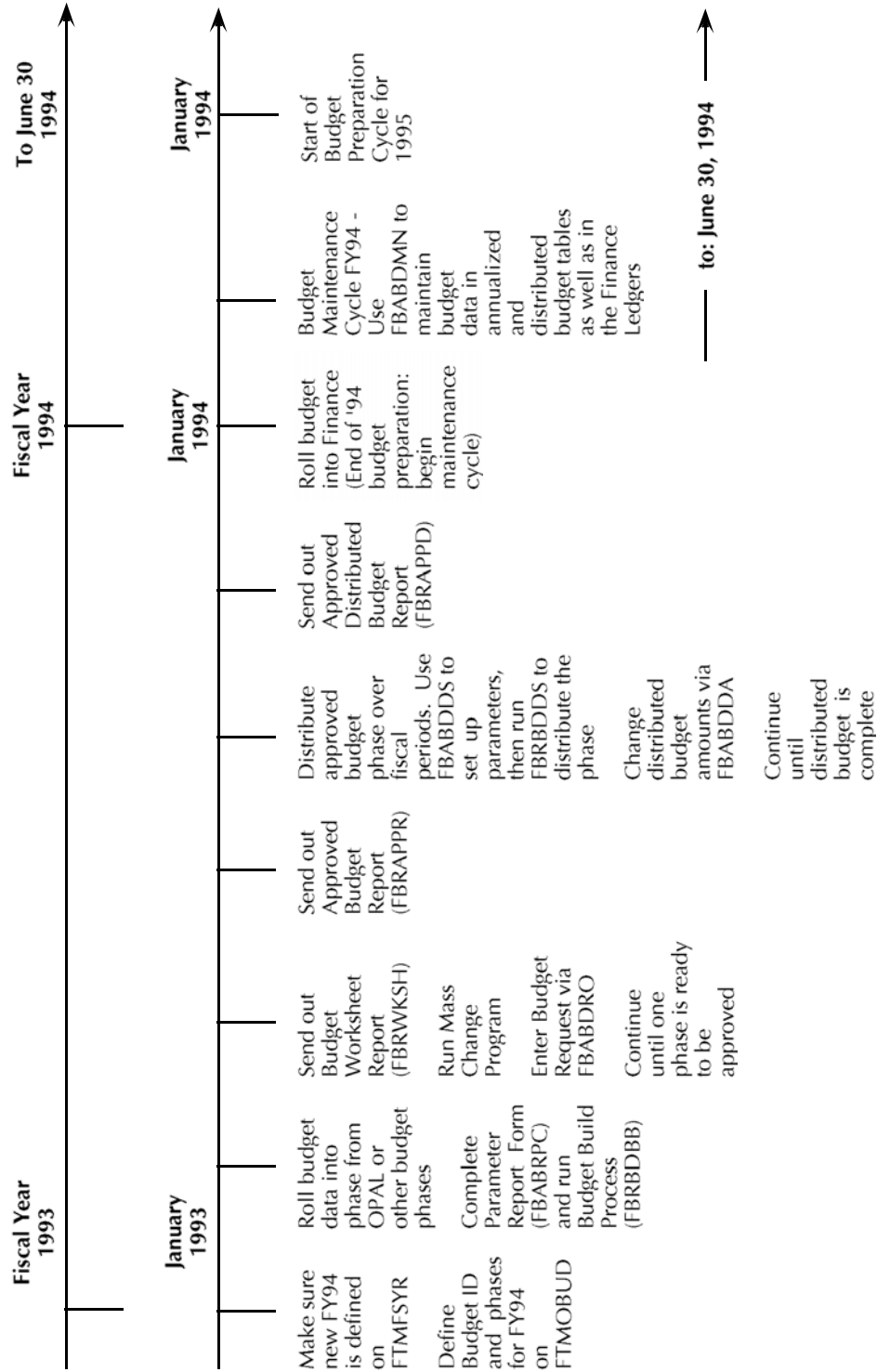
**Note:** Do not post COBRA payments to Finance without first discussing system setup with a financial consultant.

<i>Step</i>	<i>Form Or Process</i>	<i>Description</i>	
1	NHPFIN1	Extracts data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Finance Interface. This process generates COBRA transactions and inserts records into NHRFINC.	
2	NHPFIN2	Extracts the transactions from the NHRFINC table and inserts them into the GURFEED table.	
3	Finance Feed	Selects records from GURFEED based on the System ID you specify and insert the records into the Finance Interface Table (FGBTRNI) to update the Finance ledgers. Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD). Produces an error report which displays the system edits of suspended documents. Selects approved documents and posts the transactions to the ledgers in the Finance System. (FURFEED, FGRTRNI, FGRTRNR, and FGRACTG)	

## Processing COBRA Transactions Flow Diagram









## Installments/Feed to Finance

As shown in the flowchart at the beginning of this section, both Banner Human Resources and Advancement feed to Finance the transactions relating to the deductions. These transactions cannot be posted twice. This process is similar to the way FICA deductions are handled between Banner Human Resources and Finance. Finance personnel must enter a transaction to offset a liability account and produce an accounts payable check. This ensures that the money gets to the correct “bank” and fund.

*Payroll deduction gifts are fed to Finance via the following procedure:*

1. Human Resources captures the deduction amount used to create a gift/installment payment in Advancement. The deduction creates a credit to a liability account when Human Resources feeds the same deduction to Finance.
2. Finance creates a transaction to offset the liability. This may result in a check being produced.
3. Finance creates a second transaction to credit Accounts Receivable and debit Cash Receipt.
4. Advancement feeds the same gift/installment payment with a gift/payment type (such as rule class) that will debit Accounts Receivable and credit the actual designation of the gift/installment payment.

**Note:** A sample rule class, *ASDE*, is delivered to be used with the gift/payment type for payroll deduction gifts.

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# General Ledger

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## Introduction

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The General Ledger is the core of the Banner Finance System. This module supports complete fund accounting including grant and encumbrance accounting. The system maintains both general and subsidiary ledgers to support comprehensive query and reporting capabilities. The Finance system enables you to define accounting transactions that reflect specific business approaches.

This chapter describes the menus and forms you need to establish the following:

- chart of accounts system-wide controls
- specific chart of accounts codes and hierarchies
- chart of accounts-related entities
- general accounting transaction guidelines
- grants and contracts

### Query Capabilities of General Ledger

The General Ledger module provides extensive financial information query capability. For example, the Executive Summary Form (FGIBDSR) provides administrators with hierarchical summaries of financial information. Any component or combination of components of the chart of accounts may be queried from the Executive Summary Form. A key feature of the query forms is the ability to navigate to additional levels of supporting information with function keys and buttons. Another example of a useful query is viewing accounting transactions charged to a particular organization and fund. The Detail Transaction Activity Form (FGITRND) provides this capability. In query mode, you can execute ad hoc queries based on specific fields and/or greater than or less than values.

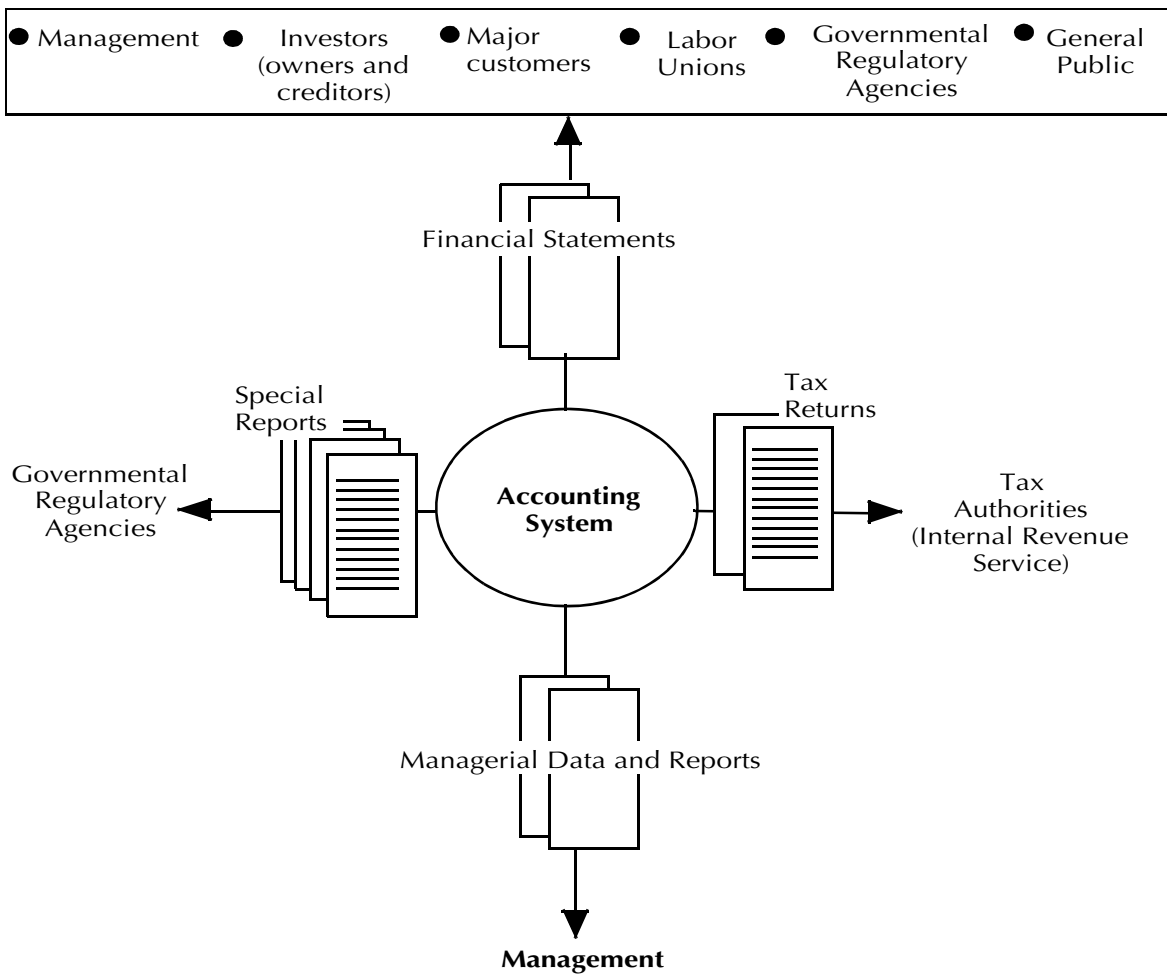
### Additional Information

For additional information about the General Ledger module, refer to the following chapters:

- Chapter 2, “Processing”
- Chapter 5, “General Accounting Transactions”
- Chapter 6, “Automated Clearing House”
- Chapter 7, “Finance Operations”
- Chapter 25, “Reports and Processes”

## General Accounting System Overview

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## Menu Navigation Tables - General Ledger System Menu (\*FINGENLL)

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

The General Ledger System Menu includes the following six menus. Each menu contains additional options that are described in this chapter or in Chapter 5, “General Accounting Transactions,” as noted.

*FINCHRTS	<p>Chart of Accounts System Control Menu</p> <p>Provides access to the forms that build and maintain table values for your Banner Finance System. For additional information, refer to “Chart of Accounts System Control Menu (*FINCHRTS)” on page 4-6.</p>
*FINCHRTA	<p>Chart of Accounts Account Codes Menu</p> <p>Provides access to the forms used to establish accounting entities and codes for use in reporting and management. For additional information, refer to “Chart of Accounts Account Codes Menu (*FINCHRTA)” on page 4-6.</p>
*FINENTTY	<p>Chart of Accounts Entity Maintenance Menu</p> <p>Provides access to the forms that define the entities with which your installation has financial dealings. For additional information, refer to “Chart of Accounts Entity Maintenance Menu (*FINENTTY)” on page 4-10.</p>
*FINGENLA	<p>General Accounting Transaction Forms Menu</p> <p>Provides access to the forms used to establish information in the general accounting tables to record financial activity. For additional information, refer to “General Accounting Query Forms Menu (*FINGENLQ)” in Chapter 5, “General Accounting Transactions.”</p>
*FINGENLQ	<p>General Accounting Query Forms Menu</p> <p>Provides access to the forms used to request an online display of specific financial reports and data. For additional information, refer to “General Accounting Query Forms Menu (*FINGENLQ)” in Chapter 5, “General Accounting Transactions.”</p>
*FINGENGB	<p>Generate GASB Reports Menu</p> <p>Enables you to develop financial statements that comply with statement numbers 34 and 35 of the Governmental Accounting Standards Board (GASB). For additional information, refer to “Generate GASB Reports Menu (*FINGENGB)” in Chapter 5, “General Accounting Transactions.”</p>

## Chart of Accounts System Control Menu (\*FINCHRTS)

Access this menu from the General Ledger System Menu (\*FINGENLL). For additional information, refer to “Chart of Accounts Reporting and System Control Forms” on page 4-11.

FTMACTL	Control Account Maintenance Form Enables you to create and maintain revenue, expense, transfer, and encumbrance control accounts in Finance.
FTMFMGR	Financial Manager Maintenance Form Enables you to view demographic data about each financial manager and to establish budgetary responsibility for grants, funds, and organizations.
FTMFSYR	Fiscal Year Maintenance Form Enables you to establish fiscal year accounting periods.
FTMHBUD	Hierarchical Budget Maintenance Form Enables you to establish hierarchical budgetary relationships for the organizations within your facility.
FTMRUCL	Rules Maintenance Form Enables you to define transaction processing rules, processes, and edits which determine how Banner Finance processes your transactions.
FTMSDAT	System Data Maintenance Form Enables you to maintain information integral to the processing or maintenance of various transactions and/or reports within Finance.
FTVFSYR	System Control Fiscal Year Validation Form Enables you to view fiscal years defined to the system.
FTVHBUD	Hierarchical Budget Control Validation Form Enables you to view fund and organization accounting hierarchies defined to the system.
FTVSDAT	System Data Validation Form Enables you to view entity codes defined to the system.

## Chart of Accounts Account Codes Menu (\*FINCHRTA)

Access this menu from the General Ledger System Menu (\*FINGENLL). For additional information, refer to “Chart of Accounts Account Codes Forms” on page 4-19.



FTMACCI	Account Index Code Maintenance Form Enables you to 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 Enables you to establish an object of expenditure accounts.
FTMACTV	Activity Code Maintenance Form Enables you to create activity codes that describe financial activity (e.g., auditing).
FTMATYP	Account Type Code Maintenance Form Enables you to define account types linked to user-defined account codes. This provides Finance with a definition of each account (for example, asset, liability, expense, etc.).
FTMCOAS	Chart of Accounts Code Maintenance Form Enables you to define and maintain FOAPAL (Fund, Organization, Account, Program, Activity, Location) code data for each chart of accounts.
FTMFBAL	Fund Balance Account Maintenance Form Enables you to cross reference fund balance accounts to fund types, fund codes, and account codes for a single chart of accounts.
FTMFTYP	Fund Type Maintenance Form Enables you to establish fund types linked to user-defined fund codes.
FTMFUND	Fund Code Maintenance Form Enables you to establish fund codes for a specific chart of accounts.
FTMLOCN	Location Code Maintenance Form Enables you to establish location codes.
FTMORGN	Organization Code Maintenance Form Enables you to establish organization codes representing functions and departments within your site.
FTMPROG	Program Code Maintenance Form Enables you to establish program codes.
FTMALCH	Allocation Charge Maintenance Form Enables you to define the relationship between the Allocation Source and the Contra-Account and to specify the percentage to be allocated to the Target Fund.

FTMALRG	Allocation Rule Group Maintenance Form Enables you to include or exclude certain classes of documents, by Rule Group, from the Allocation Process.
*FINCHRTQY	Chart of Accounts Hierarchy Query Menu Provides access to the forms used to query the hierarchical relationships originally established using the corresponding Chart of Accounts Account Code maintenance forms.
*FINCHRTQ	Chart of Accounts Maintenance Query Menu Provides access to the validation forms you may use to query the various components in a chart of accounts.
*FINATTRB	Chart of Accounts Attribute Maintenance Menu  Enables you to access the forms that enable you to assign attributes to FOAPAL element codes in your chart of accounts.

### Chart of Accounts Hierarchy Query Menu (\*FINCHRTQY)

Access this menu from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

FTIFNDH	Fund Hierarchy Query Form Provides an online view of the hierarchical relationship between funds defined using the Fund Code Maintenance Form (FTMFUND).
FTIORGH	Organization Hierarchy Query Form Provides an online view of the hierarchical relationship between organizations defined using the Organization Code Maintenance Form (FTMORGN).
FTIACCTH	Account Hierarchy Query Form Provides an online view of the hierarchical relationship between accounts defined using the Account Code Maintenance Form (FTMACCT).
FTIPRGH	Program Hierarchy Query Form Provides an online view of the hierarchical relationship between programs defined using the Program Code Maintenance Form (FTMPROG).
FTILOCH	Location Hierarchy Query Form Provides an online view of the hierarchical relationship between locations defined using the Location Code Maintenance Form (FTMLOCN).

## Chart of Accounts Maintenance Query (\*FINCHRTQ)

Access this menu from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

FTVACCI	Account Index Code Validation Form Enables you to view account index codes defined to the system.
FTVACCT	Account Code Validation Form Enables you to view account codes defined to the system.
FTVACTV	Activity Code Validation Form Enables you to view account codes defined to the system.
FTVATYP	Account Type Validation Form Enables you to view account types defined to the system.
FTVCOAS	Chart of Accounts Validation Form Enables you to view the chart of accounts defined to the system.
FTVFTYP	Fund Type Validation Form Enables you to view the fund types defined to the system.
FTVFUND	Fund Code Validation Form Enables you to view the fund codes defined to the system.
FTVLOCN	Location Code Validation Form Enables you to view the location codes defined to the system.
FTVORGN	Organization Code Validation Form - Finance Enables you to view the organization codes defined to the system.
FTVPROG	Program Code Validation Form Enables you to view the program codes defined to the system.

## Chart of Accounts Attribute Maintenance Menu (\*FINATTRB)

Access this menu from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

FTMATTT	Attribute Type Maintenance Form Enables you to create, change, inactivate, delete, and query attribute types.
FTMATTS	Attribute Type Sets Maintenance Form Enables you to create, update, move, and query set codes. Set codes enable you to create groups of attribute types.
FTMATTV	Attribute Value Maintenance Form Enables you to create, change, inactivate, delete, and query attribute values.

FTMFATA	FOAPAL Attribute Association Form Enables you to associate FOAPAL element codes to attribute types, attribute values, and set codes.
FTIFATA	FOAPAL Attribute Association Query Form Enables you to query FOAPAL element association records.

### Chart of Accounts Entity Maintenance Menu (\*FINENTTY)

Access this menu from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

FTMAGCY	Agency Code Maintenance Form Enables you to create and maintain a list of agencies external to your installation for reporting purposes.
FTIAGYH	Agency Hierarchy Query Form Provides an online view of the hierarchical relationship established for external agencies using the Agency Code Maintenance Form (FTMAGCY).
FTMEELC	Internal Element Code Maintenance Form Enables you to specify elements (account, account index, fund, organization, program, activity, location) of the account structure to use in the creation of reports for internal agencies.
FTMEELI	External Report Code Maintenance Form Enables you to specify elements (account, account index, fund, organization, program, activity, location) of the account structure used in the creation of reports for external agencies.
FTMEENT	External Entity Code Maintenance Form Enables you to create and maintain external entities for external agencies that receive financial reports.
FTMEELT	External Report Translation Code Maintenance Form Enables you to link internal elements together with the Internal Chart of Accounts Program Code for translation of financial data into the external agency's reporting format.
FTFMGR	Financial Manager Maintenance Form Enables you to view and maintain demographic data about each financial manager and to establish budgetary responsibility for grants, funds, and organizations.
FTVEELI	External Report Code Validation Form Enables you to view internal element codes and external entity codes by chart of accounts.

FTVEELT	External Report Translation Code Validation Form Enables you to view internal element codes, external entity codes, and translation titles by chart of accounts.
FTVFMGR	Financial Manager Validation Form Enables you to view financial manager identification numbers, names, and status.

## Chart of Accounts Reporting and System Control Forms

---

This section contains flowcharts for Chart of Accounts Reporting, plus examples and descriptions for each Chart of Accounts System Control form within the General Ledger module.

Forms in this segment are listed in the order that they appear on the Chart of Accounts System Control Menu (\*FINCHRTS). Each form contains a description and instructions on how to use the form.

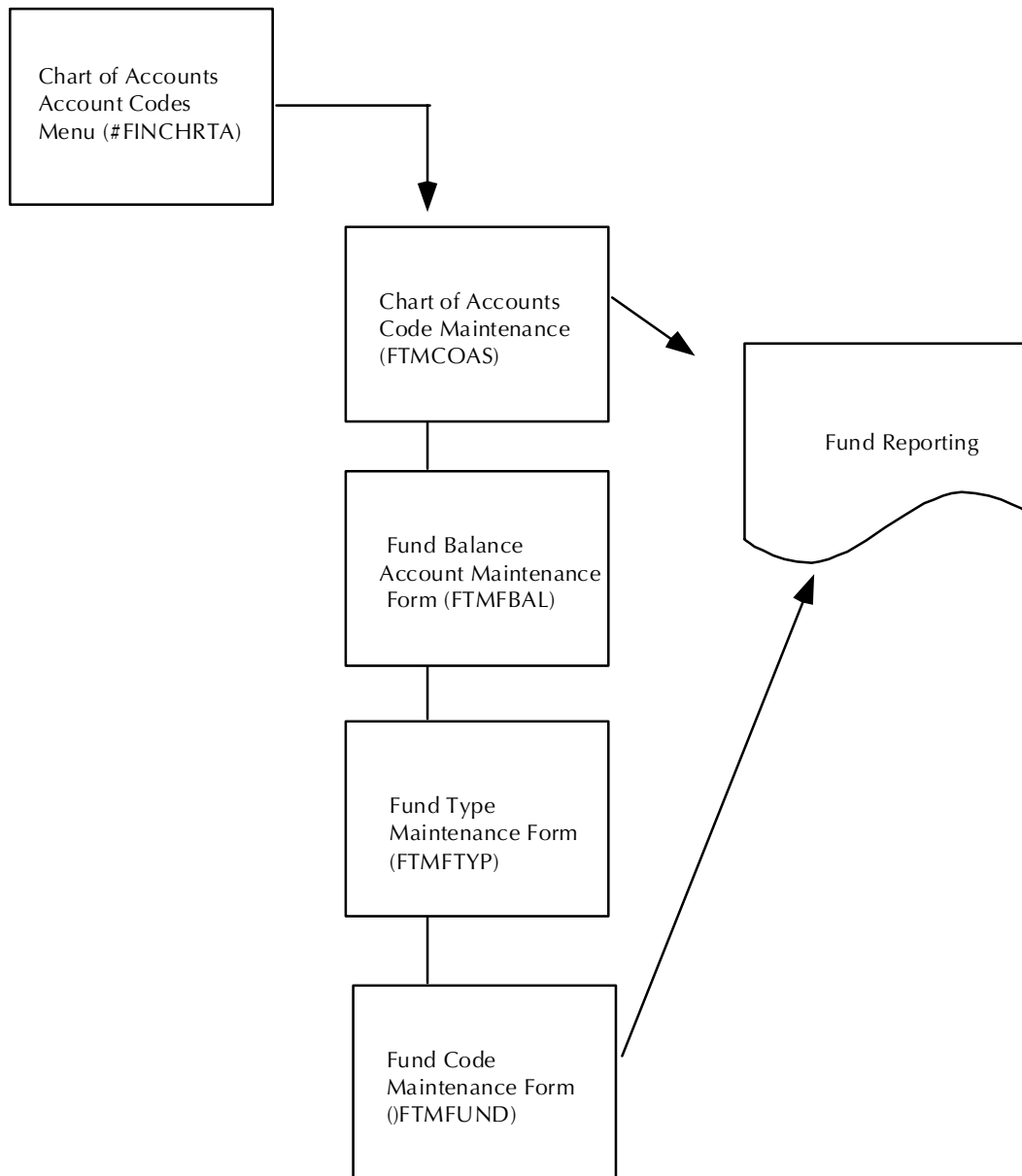
### *Chart of Accounts Assignment Privileges*

The forms on the Chart of Accounts System Control Menu (\*FINCHRTS) provide the framework within which all the accounting processes operate, so you should take care in deciding who should have security to access them. The System Data Maintenance, Control Account Code Maintenance, and Rules Maintenance forms should be restricted to high-level use within your installation.

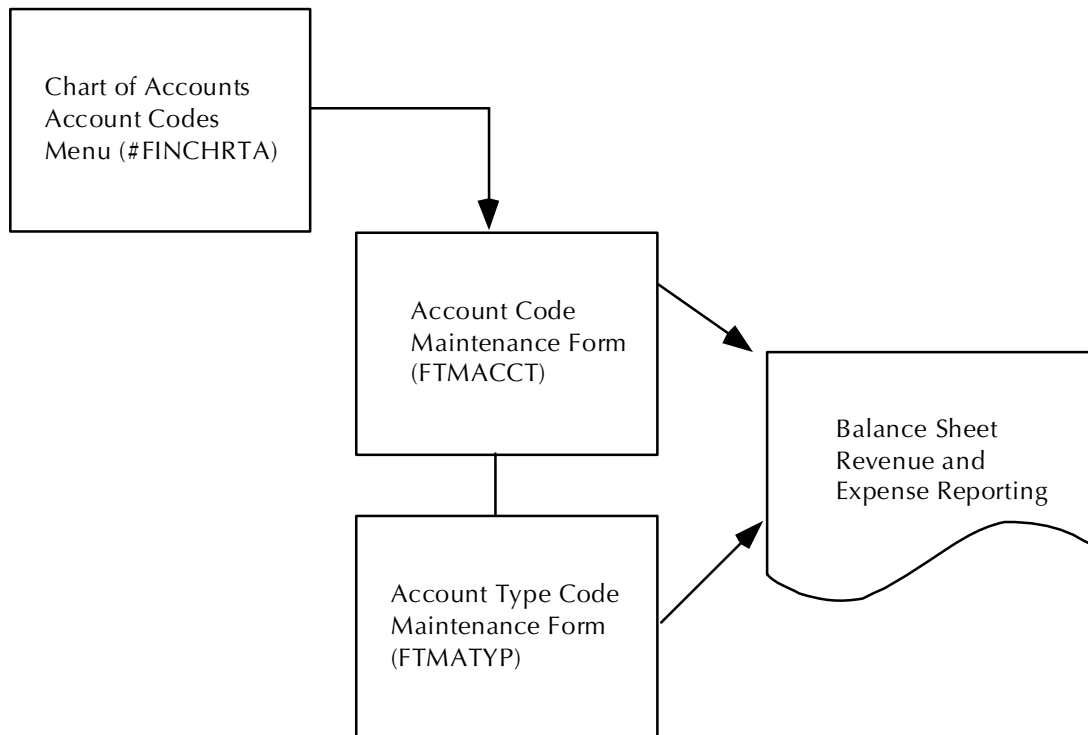
### *Chart of Accounts Reporting Flowcharts*

The following flowcharts show you the path of forms to follow as you process reports for your chart of accounts data.

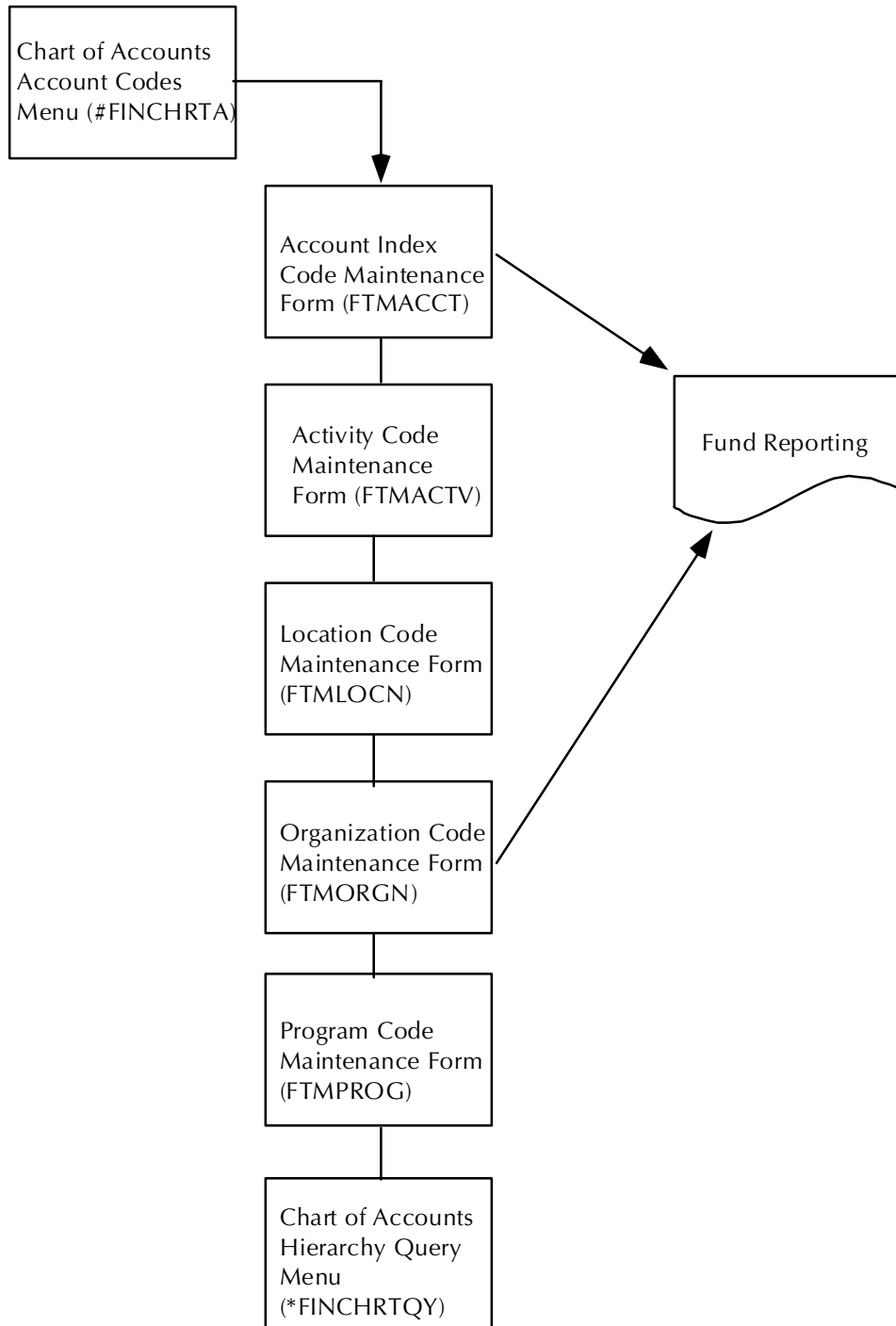
## Fund Reporting within \*FINCHRTA



## Revenue and Expense Reporting within \*FINCHRTA



## Management Reporting within \*FINCHRTA





## Control Account Maintenance Form (FTMACTL)

---

Use the Control Account Maintenance Form to create and maintain revenue, expense, transfer, and encumbrance control accounts in Finance. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

Establish pre-defined sequence numbers for posting current and prior year revenues, expenditures, and transfer transactions on this form.

You must define account codes on the Account Code Maintenance Form (FTMACCT) before you can use this form.

## Financial Manager Maintenance Form (FTFMGR)

---

Use the Financial Manager Maintenance Form to view demographic data about each financial manager and to establish budgetary responsibility for grants, funds, and organizations. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

If the code entered in the **Financial Manager** field does not exist or if you enter *NEXT* to generate a sequential ID number, enter the financial manager's name. When you save data from this form, an Identification Record is created in SPRIDEN with the financial manager code and name.

Enter the code for the financial manager. If the number already exists in the Identification Table (SPRIDEN), the associated name displays. You may not modify the ID number if it already exists in the Identification Table. Use the Identification Form (FOAIDEN) to update existing persons. To view a list of existing names, select the Search feature from the **Financial Manager** field or request a list. The system displays the Entity Name/ID Search Form (FTIIDEN).

### Address Window

Enter the address information for the financial manager on the Financial Manager Address window. To access this window, select the Address tab. You must enter the **Address Type**, **Sequence Number**, and **State or Province** or **Nation**.

## Fiscal Year Maintenance Form (FTMFSYR)

---

Use the Fiscal Year Maintenance Form to establish your fiscal year accounting periods. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

Enter the Chart of Accounts code in the **COA** field. Enter the Fiscal Year in the **Fiscal Year** field. Enter the fiscal year beginning and ending dates, then enter the number of fiscal periods in the **Periods** field. Select *Not Opened* for the **Accrual Period** field and select Next Block. Use the Save function to save the fiscal year information.

To display existing Fiscal Year data, select Enter Query. Enter the Chart of Accounts code in the **COA** field, enter the Fiscal Year in the **Fiscal Year** field and select Execute Query.

## Hierarchical Budget Maintenance Form (FTMHBUD)

---

Use the Hierarchical Budget Maintenance Form to establish hierarchical budgetary relationships for the organizations within your facility. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

You can double-click in the **Chart of Accounts** field or select the Search feature to access the Chart of Accounts List (FTVCOAS).

## Rules Maintenance Form (FTMRUCL)

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Use the Rules Maintenance Form to define transaction processing rules, processes, and edits which determine how Banner Finance processes your transactions. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

You can determine valid values for the **Rule Class** field by either using the Search feature for the field or requesting the List function. The system displays the Rule Class List (FTVRUCL). Determine valid values for the **Balancing Method** field by either using the Search feature for the field or requesting the List function. The system displays the System Data List Form (FOQSDLV).

This form includes windows for rule class edit detail, rule class process code detail, and rule class posting modifiers detail.

### Rule Class Edit Details Window

Use this window to determine the edit data for the Rule Class you wish to create. To access this window, select Rule Class Edit Information from the options menu.

Select Save to commit this data to your system.

## Rule Class Process Code Detail Window

Use this window to enter the processing information the system should use when you post an entry using this Rule Class. To access this window, select *Process Code Detail Information* from the options menu. Select Save to commit this information.

## Rule Class Posting Modifiers Detail Window

Use the fields in the Rule Class Posting Modifiers Detail Window to enter the Chart of Accounts and FOAPAL data for this rule class. To access this window, select *Posting Modifiers* from the options list on the Rule Class Edit Details window.

Enter the Chart of Accounts and all required FOAPAL elements. You can determine valid values for the account and each of the FOAPAL elements by double-clicking in the associated field or requesting a list. The listings displayed for each of these fields are specified below:

<i>Field</i>	<i>List Displayed</i>
Chart of Accounts	Chart of Accounts List (FTVCOAS)
Account Index	Account Index Code List (FTVACCI)
Fund	Fund Code Validation Form (FTVFUND)
Organization	Organization Code Validation Form - Finance (FTVORGN)
Account	Account Code Validation Form (FTVACCT)
Program	Program Code Validation Form (FTVPROG)
Activity	Activity Code Validation Form (FTVACTV)
Location	Location Code Validation Form (FTVLOCN)

Select *Process Code Detail Information* from the options list to enter the process code data for this rule class.

## System Data Maintenance Form (FTMSDAT)

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Use the System Data Maintenance Form (FTMSDAT) to maintain information integral to the processing or maintenance of various transactions and/or reports within Finance. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

### *Functions of FTMSDAT*

FTMSDAT has multiple functions, including the following:

- FTMSDAT enables you to identify interfaces to Banner and non-Banner systems.
- FTMSDAT enables you to define internal values (also referenced as codes) for fund types, account types, control accounts, and internal sequence/transaction numbers.

- FTMSDAT defines specific system-invoked rule classes and other system standard validation information such as status indicators, depreciation frequency indicators, or bill formats.

You may also use FTMSDAT to link chart of account codes established on the Chart of Accounts Maintenance Form (FTMCOAS) to internal system values initially defined to the system on FTMSDAT. In addition, you may add new values to customize chart of account queries and reports.

The following required entity codes and their attributes ensure proper system operation and reporting. Use the maintenance forms indicated to establish and maintain these codes.

- Account Type Code Maintenance Form (FTMATYP)
- Fund Type Maintenance Form (FTMFTYP)
- Control Account Maintenance Form (FTMACTL)

FTMSDAT also provides the ability to summarize transactions on an account basis, thereby limiting the number of transactions made to specific control accounts.

**Caution:** It is recommended that you limit access of FTMSDAT to systems administrators, project leaders, and accounting department managers.

## System Control Fiscal Year Validation Form (FTVFSYR)

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Use the System Control Fiscal Year Validation Form to view fiscal years defined to the system. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

This is a query-only form.

## Hierarchical Budget Control Validation Form (FTVHBUD)

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Use the Hierarchical Budget Control Validation Form to view fund and organization accounting hierarchies defined to the system. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

This is a query-only form.

## System Data Validation Form (FTVSDAT)

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Use the System Data Validation Form to view entity codes defined to the system. Access this form from the Chart of Accounts System Control Menu (\*FINCHRTS).

This is a query-only form.

## Chart of Accounts Account Codes Forms

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This section provides you with descriptions for each form within the Chart of Accounts Account Codes maintenance feature of the General Ledger module.

Forms in this segment are listed in the order that they appear on the Chart of Accounts Account Codes Menu (\*FINCHRTA). Each form contains a description and instructions on how to use the form.

**Note:** You can also use the Chart of Accounts Account Codes Menu to access the Chart of Accounts Hierarchy Query Menu (\*FINCHRTQY) and the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

## Account Index Code Maintenance Form (FTMACCI)

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Use the Account Index Code Maintenance Form to establish an account index code that provides a short keying sequence for user-defined fund, organization, account, program, activity, and location (FOAPAL) combinations. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

Enter the **Chart of Accounts** and all required FOAPAL elements. You can determine valid values for the account and each of the FOAPAL elements by double-clicking in the associated field or selecting the Search feature. The listings displayed for each of these fields are as follows:

<i>Field</i>	<i>List Displayed</i>
Chart of Accounts	Chart of Accounts List (FTVCOAS)
Account Index	Account Index Code List (FTVACCI)
Fund	Fund Code Validation Form (FTVFUND)
Organization	Organization Code Validation Form - Finance (FTVORGN)
Account	Account Code Validation Form (FTVACCT)
Program	Program Code Validation Form (FTVPROG)
Activity	Activity Code Validation Form (FTVACTV)
Location	Location Code Validation Form (FTVLOCN)

*FOAPAL Defaulting Feature*

The FOAPAL defaulting logic used in the procurement forms (requisition, purchase order, change order, and invoice) also applies to general ledger, encumbrance, and journal voucher forms. FOAPAL values display immediately once you enter these forms.

## Account Code Maintenance Form (FTMACCT)

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Use the Account Code Maintenance Form to establish an object of expenditure accounts. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

Enter the **Chart of Accounts** code. To view a list of valid values for the **Chart of Accounts** field, double-click in the field or use the Search feature. The system displays the Chart of Accounts List (FTVCOAS).

Enter the **Account** code. To view a list of valid values for the **Account** field, double-click in the field or use the Search feature. The system displays the Account Code Validation Form (FTVACCT).

*Fixed Assets Processing*

The **Account Class** Code identifies Asset Account Codes (i.e., account codes with an Internal Account Type = 10) as a particular type of asset. Currently, the only acceptable values are *F* for Fixed Assets or null. While not normally a required field, the **Account Class** is required for any Fixed Asset or Accumulated Depreciation account code.

The **Asset Account** code is used in making capitalization entries.

The **Asset Account** defines the Fixed Asset account code that is related to an Expenditure Account Code (Internal Account Type = 60, 70, or 80). Entries in this field must have an Internal Account Type of 10 and an Asset Account Class of *F*.

The **Accumulated Depreciation Account** is the General Ledger account code to which the offset to depreciation expense is to be posted for this asset. This field is used to relate an Accumulated Depreciation Asset Account Code (Internal Account Type = 10) to a Fixed Asset Account Code. The Depreciation Process uses this code in creating depreciation postings.

The **Depreciation Expense Account** field relates a Depreciation Expenditure Account Code (Internal Account Type 40, 60, 70, 90, or 95) to a Fixed Asset Account Code to provide the offset Account Code for the postings created in the Depreciation Process.

## Fund Codes for Endowed Funds and Spendable Income Funds

To unitize additions and deductions to an account, you must ensure that the **Account Type** on this form matches the **Gift Account Type** on the Pool Code

Maintenance Form (FNMPOOL). You must also enter a *U* in the **Account Class** field on this form for each account. For additional information, refer to the *Endowment Management Handbook*.

### FTMFATA Form - Access from FTMACCT

Select *Assign Attributes* from the options list to access the FOAPAL Attribute Association Form (FTMFATA). Use FTMFATA to associate set codes, attribute types, and attribute values to a fund code.

## Activity Code Maintenance Form (FTMACTV)

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Use the Activity Code Maintenance Form to create activity codes that describe financial activity (e.g., auditing). Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

You do not have to establish these codes for transaction processing purposes.

### FTMFATA Form - Access from FTMACTV

Select *Assign Attributes* from the options list to access the FOAPAL Attribute Association Form (FTMFATA). Use FTMFATA to associate set codes, attribute types, and attribute values to an activity code.

## Account Type Code Maintenance Form (FTMATYP)

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Use the Account Type Code Maintenance Form to define account types linked to user-defined account codes. This provides Finance with a definition of each account (for example, asset, liability, expense, etc.). Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

This form is also used to link the account type to the internal account type defined in the System Data Maintenance Form (FTMSDAT). Link only a level one account type to each internal system value. You may link an unlimited number of level two account types to the level one account type record.

From the options list, you can link to the FOAPAL Attribute Association Form (FTMFATA) where you can assign attributes to an account type code.

## Chart of Accounts Code Maintenance Form (FTMCOAS)

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Use the Chart of Accounts Code Maintenance Form to define and maintain FOAPAL (Fund, Organization, Account, Program, Activity, Location) code data for each chart of accounts. Access this form from the Investment Management Table Menu (\*FINIMTABLES) or from the Chart of Accounts Account Codes Menu (\*FINCHRTA). When you add Chart of Accounts, InterFund, Accrual, and Fund Balance Accounts to the chart, update this form.

Each chart of accounts code identifies a separate and distinct entity-accounting relationship within the installation. The Chart of Accounts Code Maintenance Form consists of three windows. The main window identifies the chart of account and global budget control parameters. It also contains six check boxes that enable you to associate attribute sets rather than individual attribute values with a specific type of FOAPAL element (fund, organization, account, program, activity, or location) in this chart of accounts. For each FOAPAL type selected, the FOAPAL Attribute Association Form (FTMFATA) will link attribute sets to codes of that type. If unselected, FTMFATA will link individual attribute values to codes of that type.

**Caution:** It is recommended that you do not change these check boxes after you use the FOAPAL Attribute Association Form (FTMFATA) to associate set codes with FOAPAL element codes. If you must change the fields after associations have been made, first remove the appropriate associations on FTMFATA, then update the fields on FTMCOAS.

The **Budget Control** keys enable you to define budget control performance based on the Account Index and Fund, Organization, Account, and Program values. The **Budget Control** keys indicate whether the system uses the data element(s) in Available Balance Checking.

The **Control Period** field accepts one of the following values:

<i>A</i>	to indicate the Total Annual Budget for available balance checking for budget control purposes
<i>Q</i>	to indicate the Year-to-End of Quarter Budget for available balance checking for budget control purposes
<i>Y</i>	to indicate the Year-to-Date Budget for available balance checking for budget control purposes

The **Control Severity** field issues the following messages:

<i>E</i>	Exceeding Budget Generates Error
<i>W</i>	Warning



## Parameters Window

To access this window, either move to the **Encumbrance/Budget** field on the main window and press Enter; or select *Parameters* from the options menu. You can also select Next Block from the main window to access the Parameters Window. Use this window to specify global year-end account and roll-over parameters.

You may choose to roll encumbrances to the upcoming fiscal year as committed or uncommitted. You have the option of assigning the entire chart of accounts (fund, organization, account, program) as committed or uncommitted or selectively assign the fund types.

A committed encumbrance is a prior year encumbrance that you roll to the current year whose purpose and budget you set *apart* from the current year's operating budget. A committed encumbrance contains a commitment indicator of *C* and the budget line item on the Operating Ledger also contains a *C* in the commitment indicator.

## Spending Formula Hierarchy Window

The Spending Formula Hierarchy Window enables you to specify accounting structures supporting Investment Management module processing and posting. To access this window, press Enter from the **Work Order** field in the Parameters Window, or select *Spending Formula* from the options menu.

### *Spending Formula Hierarchy*

Enter the accounting fields *before* you enter the Fund Code Maintenance Form (FTMFUND). As long as you enter the accounting structure on FTMCOAS, you may enter a *different* accounting structure on FTMFUND. This hierarchy is optional.

### *Current Year Income*

Use this indicator to identify the order in which the system distributes spending amounts from different sources to unrestricted funds to cover the spendable amount. The **Utilizing Spendable Return** on Window 4 of the Fund Code Maintenance Form (FTMFUND) must equal *Y* if a value displays in the **Current Year Income** field.

### *Current Year Income Account/Organization/Program*

Use these fields to indicate the transfer account structure to which the system distributes spending amounts from the investment fund to cover the spendable amount.

### *Prior Year Retained Income*

Use this indicator to identify the order in which the system distributes spending amounts from different sources to unrestricted funds to cover the spendable amount. The **Utilizing Spendable Return** on Window 4 of FTMFUND must equal *Y* if a value displays in the **Prior Year Retained Income** field.

*Prior Year Retained Income Account/Organization/Program*

Use these fields to indicate the transfer account structure to which the system distributes spending amounts from the investment fund to cover the spendable amount.

*Realized Gains/Losses*

Use this indicator to identify the order in which the system distributes spending amounts from different sources to unrestricted funds to cover the spendable amount. The **Utilizing Spendable Return** on Window 4 of FTMFUND must equal *Y* if a value displays in the **Realized Gains/Losses field**.

*Realized Gains/Losses Account/Organization/Program*

Use these fields to indicate the transfer account structure to which the system distributes spending amounts from the investment fund to cover the spendable amount.

*Prior Year Realized Gains/Losses*

Use this indicator to identify the order in which the system distributes spending amounts from different sources to unrestricted funds to cover the spendable amount. The **Utilizing Spendable Return** on Window 4 of FTMFUND must equal *Y* if a value displays in the **Prior Year Realized Gains/Losses field**.

*Prior Year Realized Gains/Losses Account/Organization/Program*

Use these fields to indicate the transfer account structure to which the system distributes spending amounts from the investment fund to cover the spendable amount.

## Fund Balance Account Maintenance Form (FTMFBAL)

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The Fund Balance Account Maintenance Form (FTMFBAL) provides you with the ability to cross reference fund balance accounts to fund types, fund codes, and account codes for a single chart of accounts. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

In addition to Fund data, the related **Effective Date**, **Termination Date**, and **Next Change Date** also display.

Use the **Restriction Indicator** to determine what type of Fund/Account combination you wish to report on your FASB117 Reports. Possible values for the Restriction Indicator include:

- T* - Temporarily Restricted
- U* - Unrestricted
- P* - Permanently Restricted

For funds with the indicator set for **Fund Type**, the system looks for the fund type at level one or level two within FTMFBAL. The system then uses whatever fund balance account you previously defined for that type. If by chance you previously defined both Fund Type levels on this form, the system selects level two over level one.

## Fund Type Maintenance Form (FTMFTYP)

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Use the Fund Type Maintenance Form to establish fund types linked to user-defined fund codes. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

Use the **Fund Type** to provide your system with a definition of each fund for proper categorization (Current Funds, Current Restricted Funds, Auxiliary Funds, etc.).

From the options menu, you can link to the FOAPAL Attribute Association Form (FTMFATA) where you can assign attributes to a fund type code.

### *Fixed Assets Processing*

The **Capitalization Fund** is a Fund Code which represents a Plant or Fixed Asset Account Group. This field is used in making capitalization entries and must contain a fund code with an Internal Fund Type of 96.

The **Capitalization Equity Account** code acts as the offset Account Code for the capitalization entries. This Account Code must be an Internal Account Type 40, 90, or 95.

### *FOAPAL Default Feature*

When you enter **Default Override** you have two options. Specify *F* to have the fund type definition defaults take precedence in FOAPAL fields. Specify *O* to have the organization code definition defaults take precedence in FOAPAL fields.

For example, in the Current Unrestricted Funds, the organization frequently determines fund and program, whereas in the Restricted Funds the grant fund determines the organization and program. After you enter the fund or account code, the FOAPAL values default. You may then accept all of the defaulted values or override them.

The **Control Period** field accepts one of the following values:

<i>A</i>	to indicate the Total Annual Budget for available balance checking for budget control purposes
<i>Q</i>	to indicate the Year-to-End of Quarter Budget for available balance checking for budget control purposes
<i>Y</i>	to indicate the Year-to-Date Budget for available balance checking for budget control purposes

The **Control Severity** field issues the following messages:

<i>D</i>	Dual rules by Fund/Organization Combination, allow the transaction to proceed
<i>E</i>	Exceeding Budget Generates Error
<i>M</i>	Mixed YTD - Warning; Annual Error
<i>W</i>	Warning

## Encumbrance/Budget Roll Overrides Window

The Encumbrance/Budget Roll Overrides Window enables you to define budget and encumbrance roll and budget override parameter values for a fund type. These values override the values established at the Chart of Accounts level. To access this window, select View Overrides from the options menu.

Refer to the documentation for the Chart of Accounts Code Maintenance Form (FTMCOAS) for more information.

### *Encumbrance Overrides Information*

The Encumbrance Override fields enable you to roll committed and uncommitted encumbrances into the next fiscal year. You must specify the correct Journal Type for original and adjusted encumbrances as follows:

- Rule Class *E010* is the correct **Journal Type** for Post Original Encumbrances.
- Rule Class *E020* is the correct **Journal Type** for Adjusted Encumbrances.
- Rule Class *E095* is the correct **Journal Type** when an encumbrance satisfies the conditions for being a Committed Encumbrance.

Within the Encumbrance Overrides, the **Journal Type** entry must be *E090* (Encumbrance Carry Forward Journal) to roll encumbrances. A committed encumbrance is a prior-year encumbrance that rolls to the current year whose purpose and budget is set apart from the current year's operating budget. The encumbrance contains a commitment indicator of *C* and the budget line item on the Operating Ledger also contains a *C* in the commitment indicator.

## Fixed Asset Data Window

The Fixed Asset Data Window is used to define certain default values related to fixed assets. To access this window, select *Fixed Asset Information* from the options menu.

The **Depreciation or Posting Indicator** indicates whether depreciation entries are posted to both the Fixed Assets module and the General Ledger, posted only to the Fixed Assets module, or not posted at all.

The **Expense or Equity Account Default Indicator** sets the value for the kind of account code that will be used to process Depreciation entries. This account code

will be either an OPAL (Internal Account Type 60 or 70) or GL Account Code (Internal Account Type 10, 40, 90, or 95). This indicator signals the Depreciation Process to use the appropriate depreciation rule class.

The **Gain Account** and **Loss Account** fields define the account codes used for posting a gain or loss on the sale or other disposal of a Fixed Asset, respectively. The codes entered in these fields may be an Internal Account Type 40, 50, 60, 70, 90, or 95.

You may set Fixed Asset Fund Defaults for **Organization**, **Program**, **Activity**, and **Location** to be used in making depreciation, gain, or loss postings on the capitalization fund record or gain/loss postings on the source fund record.

## Fund Code Maintenance Form (FTMFUND)

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The Fund Code Maintenance Form enables you to establish fund codes for a specific chart of accounts.

A fund code defines a self-balancing set of accounts.

Access the Fund Code Maintenance Form from the Chart of Accounts Account Codes Menu (\*FINCHRTA) or the Investment Management Table Menu (\*FINIMTABLES).

FTMFUND supports standard Effective Date Processing for funds.

The **Capitalization Fund Indicator** allows you to determine the Fund destination for capitalization entries. Select from the following two options:

- *Cap Different or No Cap* - Select this option when the capitalization entries are made in a fund that is separate and distinct from the source or acquiring fund. If you select this option, the **Capitalization Fund** field is required and the entry in that field must have an Internal Fund Type of 96.
- *Cap Fund Same As Source Fund* - This option assumes that capitalization entries are made within the source or acquiring fund. This may apply to funds that exist on self-generated revenue. If you select this option, the system populates the **Capitalization Fund** field with the source fund code. There are no restrictions on fund type when this option is selected.

The **Capitalization Equity Account** code acts as the offset account code for the capitalization entries. This code must have an Internal Account Type of 40, 90, or 95. The **Capitalization Fund** is a fund code which represents a Plant or Fixed Asset Account Group to be used in making capitalization entries. An entry in this field must be an Internal Fund Type of 96 unless it is a system-supplied entry.

### *Restriction Indicator*

Use the **Restriction Indicator** to determine what type of Fund/Account combination you wish to report on your FASB117 Reports. Possible values for the **Restriction Indicator** include:

T - Temporarily Restricted  
 U - Unrestricted  
 P - Permanently Restricted

## FTMFATA Form - Access from FTMFUND

Select *Attribute Information* from the options menu to access the FOAPAL Attribute Association Form (FTMFATA) from this form. Use FTMFATA to associate set codes, attribute types, and attribute values to a fund code.

## FTMFUND Window 2

The **Chart of Accounts**, **Fund**, and fund **Title** values default from Window 1 of this form. Use this window to define budget parameters and construction project information. To access this window, select *Budget Information* from the options menu.

## FTMFUND Window 3

Window 3 of the Fund Code Maintenance Form contains fields that specifically support the Investment Management module. To access this window, select *Investment Information* from the options menu. This window enables you to enter an investment pool fund and associate an existing fund to a pool fund.

## FTMFUND Window 4

Window 4 of the Fund Code Maintenance Form contains fields that specifically support the Investment Management module. To access this window, select *Spending Formula Information* from the options menu. This window enables you to define spending formula information. The Spending Formula Hierarchy is defined in detail in the documentation for the Chart of Accounts Code Maintenance Form (FTMCOAS).

## FTMFUND Window 5

Window 5 of the Fund Code Maintenance Form contains fields that specifically support pro-rata allocation. To access this window, select *Pro-Rata Allocation Information* from the options menu. This window enables you to specify the Allocation **Target Fund**, the default Source Contra-Account (Organization/Account/Program) and the default Allocation Percentage (**Percent**) on the Source Fund record. Entries to any or all five fields are optional and may contain null values.

The default Source **Contra-Acct** (Account) may accept accounts of any Internal Account Type value. The **Percent** field will accept only positive values from 0.00% to 100.00%. The Allocation **Target Fund** field must be populated for allocations to occur. If the Default Source Contra-Account (Organization/Account/Program) fields are null, the allocation will occur using the data on the Allocation Charge

Maintenance Form (FTMALCH) if present; otherwise, the Organization/Account/Program of the original transaction will be used. If the Default Allocation Percentage is 0.00% or null, no allocations will occur unless the percentage is defined on FTMALCH.

To view valid values for each of the fields in the chart below, double-click in the field or request a list. The chart specifies the forms displayed when you take either of these two actions.

<i>Field</i>	<i>List Displayed</i>
Target Fund	Fund Code Validation Form (FTVFUND)
Contra-Orgn	Organization Code Validation Form - Finance (FTVORGN)
Contra-Acct	Account Index Code List (FTVACCI)
Contra-Prog	Program Code Validation Form (FTVPROG)

## FTMFUND Window 6

Window 6 of the Fund Code Maintenance Form defines certain default values related to fixed assets. To access this window, select *Fixed Asset Information* from the options menu.

The **Depreciation/Posting Indicator** determines whether depreciation entries are posted to both the Fixed Assets module and the General Ledger, posted to the Fixed Assets module only, or not posted at all.

The **Expense/Equity Account Default Indicator** sets the value for the kind of account code that will be used to process Depreciation entries. This account code will be either an OPAL (Internal Account Type 60 or 70) or GL Account Code (Internal Account Type 10, 40, 90, or 95). This indicator signals the Depreciation Process to use the appropriate depreciation rule class.

The **Gain Account** and **Loss Account** fields define the account codes used for posting a gain or loss on the sale or other disposal of Fixed Assets, respectively. The codes in these fields may be an Internal Account Type 40, 50, 60, 70, 90, or 95.

You may set Fixed Asset Fund Defaults for **Organization**, **Program**, **Activity**, and **Location** to be used in making depreciation, gain, or loss postings on the capitalization fund record or gain/loss postings on the source fund record.

## Location Code Maintenance Form (FTMLOCN)

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Use the Location Code Maintenance Form to establish location codes. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

A location code provides further definition to the account structure for financial data reporting. You do not have to establish these codes for transaction processing purposes.

To view valid entries for the **Location** field, select the Search feature for the field. To view valid entries for the **Predecessor Location** field, select the Search feature for the field. In both cases, the system displays the Location Code Validation Form (FTVLOCN).

Select *View Hierarchy* from the option list to access the Location Hierarchy Form (FGQLOCH) from this form. You can then return to the FTMLOCN form by selecting *Continue* from the options list.

Select *Assign Attributes* from the options list to access the FOAPAL Attribute Association Form (FTMFATA) from this form. Use FTMFATA to associate **set codes**, attribute types, and attribute values to a location code.

## Organization Code Maintenance Form (FTMORGN)

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Use the Organization Code Maintenance Form to establish organization codes representing functions and departments within your site. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

To view valid entries for the **Organization** field, select the Search feature for the field or request a list. To view valid entries for the **Predecessor Organization** field, double-click in the field or request a list. For each of these fields, the system displays the Organization Code Validation Form - Finance (FTVORGN).

Select View Hierarchy from the options menu to access the Organization Hierarchy Form (FGQORGH). To return to the FTMORGN form, select *Continue* from the options list.

Select Assign Attributes from the options menu to access the FOAPAL Attribute Association Form (FTMFATA) from this form. Use FTMFATA to associate set codes, attribute types, and attribute values to an organization code.

## Program Code Maintenance Form (FTMPROG)

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Use the Program Code Maintenance Form to establish program codes. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

A program code represents an objective within your site (such as a particular training course or safety program).

To view valid entries for the **Program** field, select the Search feature for the field or request a list. To view valid entries for the **Predecessor Program** field, select the



Search feature for the field or request a list. For each of these fields, the system displays the Program Code Validation Form (FTVPROG).

Select View *Hierarchy* from the options list to access the Program Hierarchy Form (FGQPRGH) from this form. You can return to the FTMPROG form by selecting *Continue* from the navigation frame.

Select *Assign Attributes* from the options list to access the FOAPAL Attribute Association Form (FTMFATA) from this form. Use FTMFATA to associate *set codes*, attribute types, and attribute values to a program code.

## Allocation Charge Maintenance Form (FTMALCH)

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Use the Allocation Charge Maintenance Form to define the relationship between the Allocation Source and the Contra-Account and to specify the percentage to be allocated to the Target Fund. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

The Key Block contains the Source Fund **Chart of Accounts Code**, the Source **Fund Code** and source fund **Title**. The form will not allow you to continue if the Allocation **Target Fund** field on the Source Fund's FTMFUND record is null.

The Allocation Source **Organization**, **Account**, and **Program** fields are optional. Valid entries are accepted in any or all of the three fields. Only Account Codes with an Internal Account Type (FTVATYP) value of 50, 60, or 70 will be accepted in the Allocation Source **Account** field. Any transaction whose Organization, Account, or Program cannot be found in the **Allocation Source** fields of FTMALCH will be allocated using the default Source Contra-Account Organization/Account/Program and Allocation Percentage values on the Source Fund's Fund Code record (FTMFUND) if present. Otherwise, the transaction will be allocated using the Organization, Account, and Program of the original transaction.

The Source Contra-Account **Organization**, **Account**, and **Program** fields are optional. Valid entries are accepted in any one or any combination of the three fields. Although each of these fields are optional, entries in any of Source Contra-Account fields will override the entire default Source Contra-Account **Organization**, **Account**, and **Program** values on the Source Fund's Fund Code record (FTMFUND). Any entry containing null values for all three of the Source Contra-Account **Organization**, **Account**, and **Program** fields will default to the Source Contra-Account values in the Source Fund's Fund Code record (FTMFUND). The Source Contra-Account field may accept accounts of any Internal Account Type value.

An Allocation Source **Organization**, **Account**, and **Program** string may not point to more than one Source Contra-Account **Organization**, **Account**, and **Program** string and/or Allocation Percentage. Although any of the three Source Contra-Account fields and the Allocation **Percentage** field may be null, these fields may not *all* be null.

The Allocation **Percentage** field will accept only positive values from 0.00% - 100.00%. Entry in this field is optional, but any entry will override the default Allocation Percentage on the Source Fund's Fund Code record (FTMFUND). A null value entry will default to the Allocation Percentage on the Source Fund's Fund Code record (FTMFUND). An entry of 0.00% will result in no allocation for the chosen Allocation Source string. Therefore, an entry of 0.00% is *not* equivalent to a null entry, as a null percentage means that an allocation will occur using the default percentage found on FTMFUND, but 0.00% means that allocation will *not* occur.

You can determine valid values for the account and each of the FOAPAL elements by double-clicking in the associated field or requesting a list. The listings displayed for each of these fields are specified below:

<i>Field</i>	<i>List Displayed</i>
Chart of Accounts	Chart of Accounts List (FTVCOAS)
Fund Code	Fund Code Validation Form (FTVFUND)
Orgn	Organization Code Validation Form Finance (FTVORGN)
Acct	Account Code Validation Form (FTVACCT)
Prog	Program Code Validation Form (FTVPROG)

## Allocation Rule Group Maintenance Form (FTMALRG)

---

Use the Allocation Rule Group Maintenance Form to include or exclude certain classes of documents, by Rule Group, from the Allocation Process. Access this form from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

This form consists of repeating records with a field for the **Rule Group** and additional fields for **Effective Date**, **Termination Date**, and **Next Change Date**. All entries on this form are optional.

If there are any effective entries on this form, allocations will only be performed on transactions belonging to the specified rule group. If there are no entries, rule groups will not be considered in selecting transactions for allocation. This form will operate on a system-wide basis for all Allocation Charge Control records.

To view a list of valid values for the **Chart of Accounts** field, either double-click in the field or request a list. The system then displays the Chart of Accounts List (FTVCOAS).

To view a list of valid values for the **Rule Group** field, either double-click in the field or request a list. The system then displays the Rule Group List.

## Chart of Accounts Hierarchy Query Forms

---

This section provides you with examples and descriptions for each form within the Chart of Accounts Hierarchy Query feature of the General Ledger module.

Forms in this segment are listed in the order that they appear on the Chart of Accounts Hierarchy Query Menu (\*FINCHRTQY).

Each form contains a description and instructions on how to use the form.

### Fund Hierarchy Query Form (FTIFNDH)

---

Use the Fund Hierarchy Query Form to obtain an online view of the hierarchical relationship between funds defined using the Fund Code Maintenance Form (FTMFUND). Access this form from the Chart of Account Hierarchy Query Menu (\*FINCHRTQY).

This is a query-only form.

### Organization Hierarchy Query Form (FTIORGH)

---

Use the Organization Hierarchy Query Form to obtain an online view of the hierarchical relationship between organizations defined using the Organization Code Maintenance Form (FTMORGN). Access this form from the Chart of Account Hierarchy Query Menu (\*FINCHRTQY).

This is a query-only form.

### Account Hierarchy Query Form (FTIACTH)

---

Use the Account Hierarchy Query Form to obtain an online view of the hierarchical relationship between accounts defined using the Account Code Maintenance Form (FTMACCT). Access this form from the Chart of Account Hierarchy Query Menu (\*FINCHRTQY).

This is a query-only form.

## Program Hierarchy Query Form (FTIPRGH)

---

Use the Program Hierarchy Query Form to obtain an online view of the hierarchical relationship between programs defined using the Program Code Maintenance Form (FTMPROG). Access this form from the Chart of Accounts Hierarchy Query Menu (\*FINCHRTQY).

This is a query-only form.

## Location Hierarchy Query Form (FTILOCH)

---

Use the Location Hierarchy Query Form to obtain an online view of the hierarchical relationship between locations defined using the Location Code Maintenance Form (FTMLOCN). Access this form from the Chart of Accounts Hierarchy Query Menu (\*FINCHRTQY).

This is a query-only form.

## Chart of Accounts Maintenance Query Forms

---

This section provides you with examples and descriptions for each form within the Chart of Accounts Maintenance Query feature of the General Ledger module.

Forms in this section are listed in the order that they appear on the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

Each form contains a description and instructions on how to use the form.

## Account Index Code Validation Form (FTVACCI)

---

Use the Account Index Code Validation Form to view account index codes defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Account Code Validation Form (FTVACCT)

---

Use the Account Code Validation Form to view account codes defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Activity Code Validation Form (FTVACTV)

---

Use the Activity Code Validation Form to view activity codes defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Account Type Validation Form (FTVATYP)

---

Use the Account Type Validation Form to view account types defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Chart of Accounts Validation Form (FTVCOAS)

---

Use the Chart of Accounts Validation Form to view the charts of accounts defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Fund Type Validation Form (FTVFTYP)

---

Use the Fund Type Validation Form to view the fund types defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Fund Code Validation Form (FTVFUND)

---

Use the Fund Code Validation Form to view the fund codes defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Location Code Validation Form (FTVLOCN)

---

Use the Location Code Validation Form to view the location codes defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Organization Code Validation Form - Finance (FTVORGN)

---

Use the Organization Code Validation Form - Finance to view the organization codes defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Program Code Validation Form (FTVPROG)

---

Use the Program Code Validation Form to view the program codes defined to the system. Access this form from the Chart of Accounts Maintenance Query Menu (\*FINCHRTQ).

This is a query-only form.

## Chart of Accounts Attribute Maintenance Menu

---

This section contains a brief summary of the Attribute Reporting process, and a description of each of the Attribute Reporting forms.

Forms in this section are listed in the order that they appear on the Chart of Accounts Attribute Maintenance Menu (\*FINATTRB).

## Attribute Reporting - Overview

Attribute reporting extends the *ad hoc* reporting capabilities of the Banner Finance System and enables you to:

- Create user-defined attributes, or categories of financial information
- Associate attributes to fund, organization, account, program, activity, and location codes (also called FOAPAL element codes) in your institution's chart of accounts structure
- Summarize information from multiple levels in a single chart of accounts
- Summarize information from multiple charts of accounts
- Use attributes to retrieve and organize financial information in client-developed reports

## Defining different levels of attributes

You can define up to three different levels of attributes. Depending on your needs, these levels can have a flat or a hierarchical structure. The basic level consists of *attribute types*; they 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. *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.

## Associating codes, types, and values to FOAPAL element codes

After you define set codes, attribute types, and/or attribute values, you need to associate them to FOAPAL element codes in your Banner Finance System. Then, you can use a reporting tool in conjunction with Object:Access to create customized reports for your institution. 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.

For example, you can create an attribute type, called *AUX*, for auxiliary enterprise reporting and define the following attribute values for this attribute type:

<i>Attribute Value</i>	<i>Description</i>
BOOK	Bookstore reporting
FOOD	Food service reporting
ATHCONS	Athletic event concessions reporting

After you link FOAPAL element codes to this attribute type and the appropriate attribute value, you can easily create financial reports for these auxiliary enterprises, even if they don't exist in the same hierarchical structure defined by your chart of accounts.

### Attribute Type Maintenance Form (FTMATTT)

---

Use this form to create, change, inactivate, delete, and query *attribute types*. Attribute types are codes that enable you to categorize financial information for reporting purposes.

### Attribute Type Set Maintenance Form (FTMATTS)

---

Use this form to create, update, remove, and query set codes. *Set codes* enable you to create groups of attribute types. Whenever you associate a set code to a FOAPAL element code, the system will associate each attribute type in the set to the FOAPAL element code as well. Set codes are optional.

Prior to using this form, you must define attribute types on the Attribute Type Maintenance Form (FTMATTT). You must also specify the FOAPAL element types to which you want to link a set code by selecting the appropriate **Require Sets of Attribute Types** check boxes on the Chart of Accounts Code Maintenance Form (FTMCOAS).

### Attribute Value Maintenance Form (FTMATTV)

---

Use this form 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 they are optional.

Prior to using this form, you must define attribute types on the Attribute Type Maintenance Form (FTMATTT).

### FOAPAL Attribute Association Form (FTMFATA)

---

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. Use the radio buttons: **FTYP** (fund type) and **ATYP** (account type) to associate set codes, attribute types, and attribute values to a fund type or an account type.



Before using this form, you must complete the following steps.

- 1 Define attribute types on the Attribute Type Maintenance Form (FTMATTT).
- 2 (Optional) If you want to use attribute values, define them on the Attribute Value Maintenance Form (FTMATTV).
- 3 (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).
- 4 (Optional) If you want to use set codes, define them on the Attribute Type Set Maintenance Form (FTMATTS).

## FOAPAL Attribute Association Query Form (FTIFATA)

---

Use this form to query FOAPAL element association records. You can search for information about FOAPAL element codes, set codes, attribute types, and/or attribute values. Use the radio buttons: **Account Type** and **Fund Type** to query about asset codes, attribute types, and attribute values associated with a fund type or account type code.

## Attribute Type Selection Form (FTQATTS)

---

Use this form to add attribute types to a set or to associate attribute types to a FOAPAL element code. You can also use this form to view a list of attribute types and the FOAPAL element types for which they are valid.

**Note:** You cannot access this form from Direct Access. It must be called from another form in Banner.

## Chart of Accounts Entity Maintenance Forms

---

Once you establish internal system controls with the forms on \*FINCHRTS and create entity account structures with the forms on \*FINCHRTA, you are ready to define the entities with which your installation has financial dealings, including external entities. The Chart of Accounts Entity Maintenance forms provide this capability.

This section provides you with examples and descriptions for each form in the Chart of Accounts Entity Maintenance feature of the General Ledger module.

Forms in this section are listed in the order that they appear on the Chart of Accounts Entity Maintenance Menu (\*FINENTTY).

Each form contains a description and instructions on how to use the form.

### Agency Code Maintenance Form (FTMAGCY)

---

Use the Agency Code Maintenance Form to create and maintain a list of agencies external to your installation for reporting purposes. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY). This form uses tabs to simplify information access.

**Note:** You can have multiple address sequences per address type on this form.

Generate an ID by selecting the **Generate ID** button or by entering *Generated*. The Common Matching Entry Form (GOAMTCH) displays.

**Note:** The GOAMTCH form does not display if you are exempt from Common Matching. For detailed information about the Common Matching process, please refer to the *General User Guide*.

Enter the external agency code in the **Agency** field. If the code entered in the **Agency** field does not exist, enter the agency name. When you save data from this form, an Identification Record exists in SPRIDEN for the agency number and agency name.

If the agency code already exists in the Identification Table (SPRIDEN), the associated name displays. You may not modify the agency code number if it already exists in the Identification Table (SPRIDEN). Use the Identification Form (FOAIDEN) to update existing persons and/or entities.

To view valid entries for the **Agency** or **Predecessor** field, select the Search feature for the field or request a list. The system then displays the Entity Name/ID Search Form (FTIIDEN).

To access the Agency Hierarchy Form (FGQAGYH), select *Hierarchy Information* from the options menu. To return to FTMAGCY from the FGQAGYH form, select *Continue* from the options menu.

## Agency Hierarchy Query Form (FTIAGYH)

---

Use the Agency Hierarchy Query Form to obtain an online view of the hierarchical relationship established for external agencies using the Agency Code Maintenance Form (FTMAGCY). Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY).

This is a query-only form.

## Internal Element Code Maintenance Form (FTMEELC)

---

Use the Internal Element Code Maintenance Form to specify elements (account, account index, fund, organization, program, activity, location) of the account structure that you use in the creation of reports for internal agencies. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY).

Enter the **Chart of Accounts**. To view a list of valid values, double-click in the field or request a list. The system then displays the Chart of Accounts List (FTVCOAS).

You can also either enter or select an **Internal Element**. To view a list of valid values, select the Search feature for the field or request a list. The system then displays the Internal Element List (FTVEEOC).

The **Title** is required. A **Termination Date** is optional. Select Save once you enter all your information.

## External Report Codes Maintenance Form (FTMEELI)

---

Use the External Report Codes Maintenance Form to specify elements (account, account index, fund, organization, program, activity, location) of the account structure used in the creation of reports for external agencies. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY).

Enter the chart of accounts and entity information as desired. A list of valid entries for the **Chart of Accounts**, **External Entity**, or **Internal Element** field is available by double-clicking in the associated field or by requesting a list. To view a list of valid values for the **External Code** field, select the Search feature for the field. Select Save when you have entered all your information.

The following chart specifies the lists displayed for each of the fields noted above:

<i>Field</i>	<i>List Displayed</i>
Chart of Accounts	Chart of Accounts List (FTVCOAS)
External Entity	External Entity List (FTVEENT)

<i>Field</i>	<i>List Displayed</i>
Internal Element	Internal Element List ((FTVEELC)
External Code	External Report Code List (FTVEELI)

## External Entity Code Maintenance Form (FTMEENT)

---

Use the External Entity Code Maintenance Form to create and maintain external entities for external agencies that receive financial reports. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY).

Enter the **Chart of Accounts** or select the Search feature or request a list to display a list of values. You may also either enter or select an **External Entity**. The **Title** is required. A **Termination Date** is optional. Select **Save** once you have entered all your information.

## External Report Translation Code Maintenance Form (FTMEELT)

---

Use the External Report Translation Code Maintenance Form to link internal elements together with the Internal Chart of Accounts Program Code for translation of financial data into the external agency's reporting format. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY).

FTMEELT employs the elements created on the following forms:

- Internal Element Code Maintenance Form (FTMEELC)
- External Report Codes Maintenance Form (FTMEELI)
- External Entity Codes Maintenance Form (FTMEENT)

## Financial Manager Maintenance Form (FTMFMGR)

---

Use the Financial Manager Maintenance Form to view and maintain demographic data about each financial manager and to establish budgetary responsibility for grants, funds, and organizations. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY) or the Chart of Accounts System Control Menu (\*FINCHRTS). This form uses tabs to simplify access of information.

**Note:** You can have multiple address sequences per address type on this form.

Generate an ID by selecting the **Generate ID** button or by entering *Generated*. The Common Matching Entry Form (GOAMTCH) displays.

**Note:** The GOAMTCH form does *not* display if you are exempt from Common Matching. For detailed information about the Common Matching process, please refer to the *General User Guide*.

If the code entered in the **Financial Manager** field does not exist, enter the financial manager's name. When you save data from this form, an Identification Record is created in SPRIDEN with the financial manager code and name.

Enter the code for the financial manager. If the number already exists in the Identification Table (SPRIDEN), the associated name displays. You may not modify the ID number if it already exists in the Identification Table. Use the Identification Form (FOAIDEN) to update existing persons. To view a list of existing names, select the Search feature from the **Financial Manager** field or request a list. The system displays the Entity Name/ID Search Form (FTIIDEN).

### Address Window

Enter the address information for the financial manager on the Financial Manager Address window. To access this window, select the Address tab. You must enter the **Address Type**, **Sequence Number**, and **State or Province** or **Nation**.

## External Report Code Validation Form (FTVEELI)

---

Use the External Report Code Validation Form to view internal element codes and external entity codes by chart of accounts. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY).

This is a query-only form.

## External Report Translation Code Validation Form (FTVEELT)

---

Use the External Report Translation Validation Form to view internal element codes, external entity codes, and translation titles by chart of accounts. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY).

This is a query-only form.

## Financial Manager Validation Form (FTVFMGR)

---

Use the Financial Manager Validation Form to view financial manager identification numbers, names, and status. Access this form from the Chart of Accounts Entity Maintenance Menu (\*FINENTTY). This is a query-only form.

## List of General Ledger, Fund, and Grant Reports and Processes

---

The following reports and processes support General Ledger processing. Refer to Chapter 25, “Reports and Processes,” for descriptions, parameter listings, and sample output of these reports.

FGPGEXT	GASB Extract Process—Generates GASB reports by extracting information from the General Ledger and Operating Ledger tables to the FGWREPT table.
FGRACCI	Account Index Report—Displays account index information by Account Index code for a specific chart of accounts.
FGRACTG	Posting Process—This process generates the postings to the financial ledgers for those transactions that the system edited, completed, and approved. You may execute this process using a sleep/wake routine. This is the only program that updates finance ledgers.
FGRACTH	Account Hierarchy Report—Displays the hierarchical structure of the account codes by account types for a specific chart of accounts.
FGRACTV	Activity Codes Report—Hard copy report sorted by activity code. Displays activity code information within a specific chart of accounts.
FGRBAVL	Available Balance Rebuild Process—Run this process upon request and rebuild the Budget Availability Table when necessary. The system bases the budget rebuild process on the entire FOAPAL distribution for that budget.
FGRGRBD	Grant Rebuild Process—Run this process upon request to rebuild the Grant Ledger Table (FRRGRNL) when necessary. The FGRGRBD process also makes extensive updates to the database since it deletes and rebuilds the entire FRRGRNL table.
FGRBDRL	Roll Remaining Budget Balance Report—Hard copy report of the remaining budget (prior year) balances that the system carries forward into the current fiscal year.
FGRBDSC	Budget Status (Current Period) Report—Hard copy report sorted by account within organization.
FGRBLSH	Balance Sheet Report—Hard copy report sorted by account within fund.
FGRBIEX	Bank I/F Exception Report—Balances the cash interfund account for each bank fund to the cash interfund accounts of the funds which have a claim on the bank fund when run in summary mode. In detail mode, the report prints each document which caused the exception condition.
FGRCASH	Bank Interfund Account Control Report—Balances cash interfund account for each bank fund to the interfund accounts of the funds that have a claim on the bank fund.

FGRCOBS	Combined Balance Sheet Report—Displays a balance sheet for all fund types and account groups.
FGRCREF	Combined Statement of Revenues (Expenditures, and Changes in Fund Balance) Report—Displays fund type values for all governmental fund types and values for expendable trust funds for revenues, expenditures and changes.
FGRCSBA	Combined Statement of Revenues (Expenditures, and Changes in Fund Balance) Report—Displays budgeted and actual amounts including variances.
FGRCSRE	Combined Statement of Revenues (Expenses, and Changes in Retained Earnings/Fund Balance) Report—Displays amounts for all proprietary fund types and trust funds for a specified account level.
FGRCSRP	Cash Receipts Reports—Prints header and detail information for selected direct cash receipts.
FGRCBSR	Combining Balance Sheets Report—Displays values for fund type and fund levels with totals for both current and prior years.
FGRCGBS	Comparative Balance Sheets Report—Displays values for a specified fund type for assets, liabilities, and fund balances within the current and prior years.
FGRCSSR	General Fund Combining Statement of Revenues, Expenditures, and Changes in Fund Balance Report—Displays values for a specified fund type and totals for both current and prior years.
FGRCSCF	Comparative Statements of Revenues, Expenditures, and Changes in Fund Balances Report — Displays values for a specified fund type for current and prior years.
FGRCGBA	Comparative Statements of Revenues, Expenditures, and Changes in Fund Balances Report—Budgeted and Actual — Reports budget and budget values as well as favorable or unfavorable variances.
FGRCGBA	Statement of Changes in Fund Balance Report—Hard copy report sorted by fund by organization.
FGRCHNA	Statement of Changes in Net Assets Report—This report, in conjunction with FGRCUNA, fulfills the Financial Accounting Standards Board's requirements for a Statement of Activities. The primary purpose of this report is to provide relevant information about the effects of transactions that change the amount and nature of net assets.
FGRCLOP	Close General Ledger Report—Closing the operating ledger for the fiscal year.
FGRCSRP	Cash Receipts Report—This report prints header and detail information for selected cash receipts. FGRCSRP can be used to print comprehensive information for one or more cash receipt based on the Document Number, Transaction Date, or Vendor Code.

FGRCTRL	GL/Subsidiary Ledger Control Report—Displays the general ledger amount and operating account ledger.
FGRCUNA	Statement of Revenue Expenditure Net Asset Report—This report, in conjunction with FGRCHNA, fulfills the Financial Accounting Standards Board's requirements for a Statement of Activities. The primary purpose of this report is to provide relevant information about the effects of transactions that change the amount and nature of unrestricted net assets.
FGRENRL	Roll Open Encumbrances Report—Hard copy report of the remaining open encumbrances (prior year) that the system carries forward into the current fiscal year.
FGRFAAC	Fund/Account Activity Report—Prints a balance for all funds and/or accounts, a range of funds and/or accounts, or specific funds and/or accounts within a chart of accounts and fiscal year.
FGRFBAL	Fund Balance Account Report—Hard copy output of the fund balance account information maintained using the Fund Balance Account Maintenance form (FTMFBAL).
FGRFITD	Inception to Date Activity Report—Hard copy output including inception to date activity for account codes within funds.
FGRFNDH	Fund Hierarchy Report—Displays the hierarchical structure of the fund code within a fund type for a specified chart of accounts.
FGRFPSN	Statement of Financial Position Report—The primary purpose of this report is to provide relevant information about an organization's assets, liabilities, and net assets for a specific date.
FGRGLRL	Balance Forward Report—Closes all prior year control account balances into the fund balance. Creates open balances in the current fiscal year (accounting period 01). Opens the accrual period in the prior fiscal year.
FGRGLTA	General Ledger Detail Transaction Report—Details accounting transaction activity and displays beginning and ending account balances for the specified period. This report sorts by account within fund.
FGRIDOC	Incomplete Document Report—Identifies incomplete documents.
FGRJVL	Journal Voucher Listing Report—This report prints header and detail information for selected pending journal vouchers. This report can be used to print comprehensive information for one or more pending journal vouchers based on the journal voucher number, transaction date, status, journal type, or user ID.
FGRLOCH	Location Hierarchy Report—Displays the hierarchical relationship within the location code.
FGRODTA	Organization Detail Activity Report—Displays expense budget, and encumbrance activity for the specified period. This report sorts by account within organization.



FGROPNE	Open Encumbrances Report—Displays header information and remaining encumbered or reserved balance amounts for selected purchase orders, requisitions, and general encumbrances.
FGRORGH	Organization Hierarchy Report—Displays the hierarchical relationship within the organization code structure.
FGRPDTA	Program Detail Activity Report—Displays expense, budget, and encumbrance activity and shows beginning and ending balances for the specified period. This report sorts by program within organization.
FGRPRAP	Pro-Rata Allocation Process—Prepares allocations for existing transactions based on user-defined parameters. The process also creates totals for all of the eligible transactions and, if requested, produces an Allocation Control Report.
FGRPRAR	Pro-Rata Allocation Report—Allows the user to re-create a list of the source transactions for any allocation transactions produced by the Allocation Process.
FGRPRGH	Program Hierarchy Report—Displays the hierarchical relationship within the program code.
FGRREOB	Statement of Revenues, Expenditures, Other Changes Report—Compares actual activity for revenues and expenditures to the budgeted activity to date.
FGRREOC	Statement of Revenues, Expenditures, Other Changes Report —Compares actual activity for revenues and expenditures for the budgeted activity for the prior fiscal year.
FGRTAXR	Statement of Taxes and Rebates Report—Prints tax and rebate information related to invoices and direct cash receipts in Summary, Detail, or Both modes.
FGRTBAL	Trial Balance Report—Prints a trial balance for all funds, a range of funds, or specific funds within a chart of account and fiscal year.
FGRTBEX	Trial Balance Exception Report—Designed to analyze all funds for potential out of balance conditions. When run in summary mode, it displays any out of balance funds for each Chart of Accounts. In detail mode, the report provides a list of all documents that are associated with that out of balance fund.
FGRTOFR	Due To/Due From Control Report—Displays the fund code, description, due to balance, due from balance and the difference for a specific chart of account and fiscal year.
FGRTRNH	Daily Transaction Control Report—Displays the daily transaction information by activity date, document type, and number.
FGRTRNI	Interface Process—This process creates records in the Transaction Input Table (FGBTRNI). This process internally documents transactions that have failed budget edits and NSF checking.

FGTRNR	Transaction Error Report—Displays the error messages for those transactions that do not successfully pass edits or the available balance processing in the Transaction Interface Process (FGTRNI).
FORAPPL	Approval Process—Interrogates the records in the Approvals in Process Table (FOBAINP), as well as the queue and routing information, and sends the entry for the document to the next approver.

# General Accounting Transactions

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## Introduction

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Accounting Transactions are one component of the General Ledger module. The forms contained in this module enable you to reserve budget funds for future activity. This module enables you to roll remaining encumbrances into the next fiscal year as committed funds. This module also enables you to perform accounting transactions in the prior year. You may make journal entries through these forms and update the General Ledger. The journal maintenance forms enable you to specify routine or recurring journal transactions. You may query and list pending journal vouchers. Initiate your year-end processes through this module. Site policies determine how you use the four year-end processes.

### Additional Information

For additional information about the General Ledger module, refer to the following chapters:

- Chapter 2, “Processing”
- Chapter 4, “General Ledger”
- Chapter 6, “Automated Clearing House”
- Chapter 7, “Finance Operations”
- Chapter 25, “Reports and Processes”

## Menu Navigation Tables - General Ledger System Menu (\*FINGENLL)

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

The General Ledger System Menu includes the following six menus. Each menu contains additional options that are summarized and described in this chapter or in Chapter 4, “General Ledger.”

*FINCHRTS	Chart of Accounts System Control Menu (*FINCHRTS) For additional information, refer to Chapter 4, “General Ledger.” This menu provides access to the forms that build and maintain table values for your Banner Finance System.
*FINCHRTA	Chart of Accounts Account Codes Menu (FINCHRTA) For additional information, refer to Chapter 4, “General Ledger.” This menu provides access to the forms used to establish accounting entities and codes for use in reporting and management.

*FINENTTY	Chart of Accounts Entity Maintenance Menu (*FINENTTY) For additional information, refer to Chapter 4, “General Ledger.” This menu provides access to the forms that define the entities with which your installation has financial dealings.
*FINGENLA	“General Accounting Transaction Forms Menu (*FINGENLA)” on page 5-4 Provides access to the forms used to establish information in the general accounting tables to record financial activity.
*FINGENLQ	“General Accounting Query Forms Menu (*FINGENLQ)” on page 5-5 Provides access to the forms used to request an online display of specific financial reports and data.
*FINGENGB	“Generate GASB Reports Menu (*FINGENGB)” on page 5-7 Enables you to develop financial statements that comply with statement numbers 34 and 35 of the Governmental Accounting Standards Board (GASB).

### General Accounting Transaction Forms Menu (\*FINGENLA)

Access this menu from the General Ledger System Menu (\*FINGENLL).

FGADCSR	“Direct Cash Receipt Form (FGADCSR)” on page 5-9 Enables you to process the transaction when cash is received from a vendor. This form can also be used to process regular cash receipts that do not come from a vendor.
FGAENCB	“Encumbrance/Reservations Maintenance Form (FGAENCB)” on page 5-10 Enables you to encumber or reserve funds for future commitments.
FGAJVCD	“Journal Voucher Entry Form (FGAJVCD)” on page 5-12 Enables you to make journal entries into the Finance ledgers.
FGAJVCQ	“Journal Voucher Quick Form (FGAJVCQ)” on page 5-21 Provides a quicker way to enter journal vouchers.
FGAJVCM	“Journal Voucher Mass Entry Form (FGAJVCM)” on page 5-16 Enables you to enter multiple journal entries into the Finance ledgers.
FGAAUTO	“Automatic Journal Voucher Form (FGAAUTO)” on page 5-24 Enables you to specify routine or recurring journal transactions for the Finance ledgers, such as month-end accruals. You can also use the entries you make on this form for reversing journal transactions.

FGIAUTO	<p>“List of Automatic Journal Vouchers Form (FGIAUTO)” on page 5-26</p> <p>Enables you to view an online query of defined automatic journal entries within the system.</p>
FGIJVCD	<p>“List of Suspended Journal Vouchers Form (FGIJVCD)” on page 5-27</p> <p>Enables you to view an online query of pending journal vouchers in the system.</p>
FGAYRLM	<p>“Year End Maintenance Form (FGAYRLM)” on page 5-27</p> <p>Enables you to schedule the processes to close your fiscal year.</p>
FUAMAIL	<p>“Mail Form - Finance (FUAMAIL)” on page 5-28</p> <p>Enables you to display and maintain correspondence for a person.</p>

### General Accounting Query Forms Menu (\*FINGENLQ)

Access this menu from the General Ledger System Menu (\*FINGENLL).

FGIBDSR	<p>“Executive Summary Form (FGIBDSR)” on page 5-28</p> <p>Provides an online query of operating ledger budget and activity data organized by account.</p>
FGICSUM	<p>“Direct Cash Receipt Summary Form (FGICSUM)” on page 5-29</p> <p>Enables you to view the details of a direct cash receipt document in summary form. If a direct cash receipt has been posted, this form allows you to view the corresponding posting details.</p>
FGIDCSR	<p>“Direct Cash Receipt Inquiry Form (FGIDCSR)” on page 5-29</p> <p>Enables you to query cash receipts.</p>
FGIDOCR	<p>“Document Retrieval Inquiry Form (FGIDOCR)” on page 5-30</p> <p>Provides online query capability for all transactions processed by the system.</p>
FGIGLAC	<p>“General Ledger Activity Form (FGIGLAC)” on page 5-31</p> <p>Enables you to view detailed transaction activity for General Ledger accounts by account number in an online summary.</p>
FGIJSUM	<p>“Journal Voucher Summary Form (FGIJSUM)” on page 5-31</p> <p>Provides an online summary of journal voucher transactions that are not yet posted.</p>
FGITBAL	<p>“General Ledger Trial Balance Form (FGITBAL)” on page 5-33</p> <p>Provides an online display of a trial balance.</p>

FGITBSR	“Trial Balance Summary Form (FGITBSR)” on page 5-33 Enables you to query and display budget detail for specific funds and accounts.
FGITRND	“Detail Transaction Activity Form (FGITRND)” on page 5-34 Enables you to display an online view of detailed transaction activity for operating ledger accounts.
*FINGBUDQ	“General Budget Query Forms Menu (*FINGBUDQ)” on page 5-6 Provides access to the forms which enable you to perform general budget queries.
*FINGENCQ	“General Encumbrance Query Forms (*FINGENCQ)” on page 5-6 Provides access to the forms which enable you to perform general encumbrance queries.

### General Budget Query Forms Menu (\*FINGBUDQ)

Access this menu from the General Ledger System Menu (\*FINGENLL).

FGIBAVL	“Budget Availability Status Form (FGIBAVL)” on page 5-36 Enables you to view an online query of the budget availability for a selected fund, organization, account, and program combination.
FGIBDSR	“Executive Summary Form (FGIBDSR)” on page 5-36 Provides an online query of operating ledger budget and activity data organized by account.
FGIBDST	“Organization Budget Status Form (FGIBDST)” on page 5-37 Enables you to view an online query of the budget availability by organization code.
FGIBSUM	“Organization Budget Summary Form (FGIBSUM)” on page 5-37 Enables you to view summarized budget information by user-defined account type for a selected organization/fund combination.

### General Encumbrance Query Forms (\*FINGENCQ)

Access this menu from the General Ledger System Menu (\*FINGENLL).

FGIENCB	“Encumbrance List Form (FGIENCB)” on page 5-38 Provides an online summary of all encumbrances including encumbrance type, description, current balance, and status.
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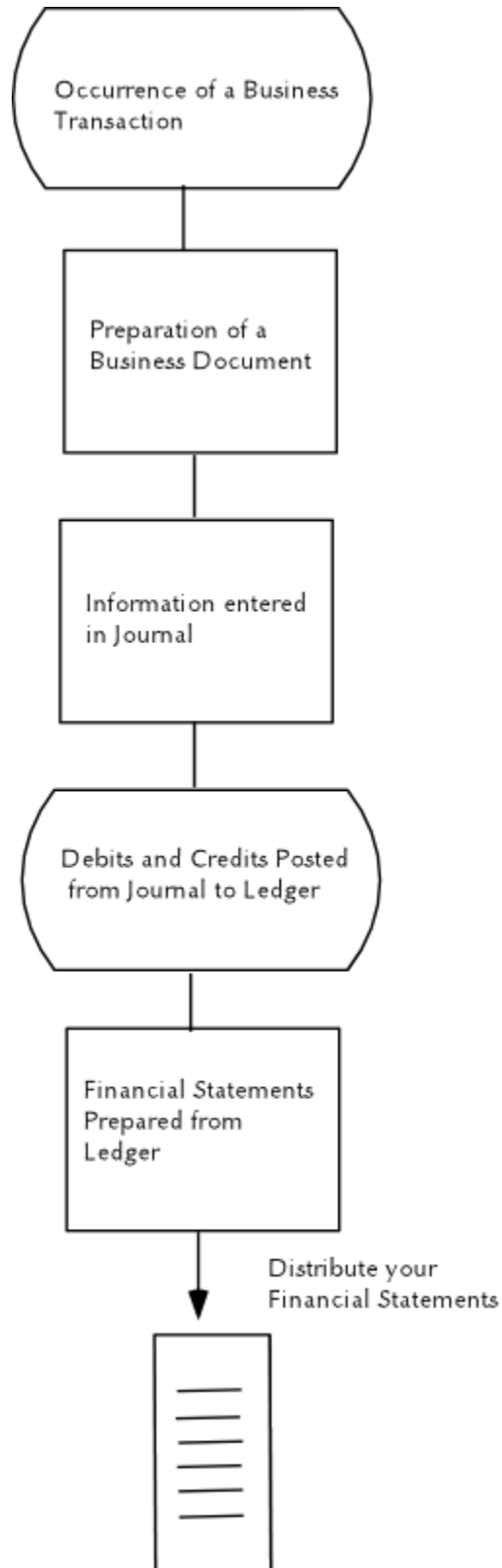
FGIENC	“Detail Encumbrance Activity Form (FGIENC)” on page 5-38 Provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.
FGIOENC	“Organizational Encumbrance List Form (FGIOENC)” on page 5-38 Displays an online list of all encumbrances by organization.

### **Generate GASB Reports Menu (\*FINGENGB)**

Access this menu from the General Ledger System Menu (\*FINGENLL).

FGPGEXT	“GASB Extract Process (FGPGEXT)” on page 5-39 Process that uses the parameters entered to extract appropriate information from the General Ledger (FGBGENL) and Operating Ledger (FGBOPAL) tables to the FGWREPT table.
FGARCLE	“Reclassification Entry Form (FGARCLE)” on page 5-40 Enables you to enter adjusting or reclassifying accounting transactions.
FGIRCLE	“Reclassification Query Form (FGIRCLE)” on page 5-40 Enables you to review reclassification entries and trace their impact on the reports.
FGAGASB	“GASB Parameter Form (FGAGASB)” on page 5-40 Enables you to generate GASB reports that can be opened in a spreadsheet program such as Microsoft Excel.

## Journal Process Overview



## General Accounting Transaction Forms

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This section provides you with examples and descriptions for each form within the Transaction Accounting feature of the General Ledger module.

Forms in this section flow in the order that they appear on the General Accounting Transaction Menu (\*FINGENLA). Each form contains a description and instructions on how to use the form.

For more detailed information on how to use these forms, refer to the “General Accounting Transactions” section in Chapter 2, “Processing.”

### Direct Cash Receipt Form (FGADCSR)

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When cash is received from a vendor, you can use the Direct Cash Receipt Form to process the transaction. This form can also be used to process regular cash receipts that do not come from a vendor. You do not need to enter a rule class code or journal type on this form. The Direct Cash Receipt Form generates a rule class to process the cash receipts. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

The **Document Number**, **Transaction Date**, and **Document Total** fields are all required on this form. If you do not enter or select a **Document Number**, the system will supply a **Document Number** when this document is saved. To choose an existing vendor, you may use the Search feature or select List. If a **Vendor Code** is entered, then the vendor description will default. If a vendor code is entered in the **Vendor** field, and select Next Block, a value defaults in the **Collects Tax** field. The date in the **Transaction Date** field will default to the system date, but you may change this date.

You may select the **NSF Checking** box to perform non-sufficient funds checking online. If the document is complete, a *C* displays in the **Document Status** field; if a document is incomplete, an *I* displays. If document text exists on the General Text Entry Form (FOATEXT), a *Y* displays in the **Document Text Exists** field.

#### Transaction Detail Window

The Transaction Detail Window displays the FOAPAL information for the specified Direct Cash Receipt document. For a new document, you may specify the data for each of the transaction detail information fields.

This form will create appropriate reversing entries to reverse taxes and rebates based on the **Tax Group** entered for that sequence and the **Vendor Code** entered in the Key Block on the main window.

## Currency Conversion Window

You can access this window from the **Currency** field by selecting Count Hits, or by selecting Currency Information from the Options menu on the Transaction Detail Window.

**Note:** You can only access this window when you use a foreign currency.

The Currency Conversion Window displays the amounts in both the input currency and the converted currency.

## Tax Information Window

Select Tax Information from the options list on the Transaction Detail Window to access the window shown below. This window allows you to view the tax and rebate amounts that are related to the FOAPAL sequence.

**Note:** You must enter a tax group to navigate to the Tax Information Window.

## Completion Window

Select **Complete** to send this Direct Cash Receipt document to the posting or approvals process. To save data without sending it to the posting or approvals process, select **In Process**.

**Note:** The Complete and In Process buttons are navigable.

After you complete this form, it becomes query-only, and you may not make any changes.

## Edit Error Messages Window

After FGADCSR edits the data that has been entered, it reports any errors detected in this window.

## Encumbrance/Reservations Maintenance Form (FGAENCB)

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Use the Encumbrance/Reservations Maintenance Form to encumber or reserve funds for future commitments. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

**Note:** Use the Detail Encumbrance Activity Form (FGIENCD) to query existing encumbrances.

*Encumbrances and Purchase Orders*

The system automatically generates encumbrances within the Purchasing and Procurement module. However, you may create an encumbrance that is unrelated to a purchase order. For example, a consulting contract may exist as opposed to a purchase order for services. Use FGAENCB to reserve or encumber the funds for the contract. 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.

*Encumbrances and Invoices*

Use the Invoice/Credit Memo Form (FAAINVE) to liquidate an existing encumbrance. Unlike purchase orders, you create these invoice encumbrances without commodity items. When you enter encumbrances into FAAINVE, the system automatically creates an item when you navigate to any other window in the form.

For this reason, an invoice that is liquidating an encumbrance created in FGAENCB must be a commodity level accounting document. An encumbrance created in FGAENCB is referred to as a General Accounting Encumbrance.

Complete all necessary information for the encumbrance. Select Document Indicators from the options list to open the Document Indicators Window. Select Document Text from the options list to open the General Text Entry Form (FOATEXT).

## Document Indicators Window

Select the **Distribution** box to have the system use no reservations. **NSF Checking** appears selected if you are using the Non-Sufficient Funds flagging feature. Select the **Deferred Editing** box to postpone verification until after posting.

## Transaction Detail Window

Enter the accounting information for the encumbrance. Enter the rule class in the **Journal Type** field associated with the type of encumbrance. Enter the transaction accounting information in the appropriate fields. When you save the accounting record, the system updates the **Status** indicator.

See Chapter 4, "General Ledger," for more information on the Chart of Account Codes Maintenance Form (FTMCOAS) and the Fund Type Maintenance Form (FTMFTYP).

## Completion Window

To send this encumbrance document to the posting or approvals process, select **Complete**. To save data without sending it to the posting or approvals process, select **In Process**.

**Note:** The Complete and In Process buttons are navigable.

After you complete this form, it becomes query-only, and you may not make any changes.

## Journal Voucher Entry Form (FGAJVCD)

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Use the Journal Voucher Entry Form to make journal entries into the Finance ledgers. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

### Key Block

**Note:** You can copy an existing journal voucher by selecting the copy icon or by selecting Copy Journal from the options menu.

Fields	Descriptions
Document Number	Enter the document number. To see a list of existing documents, use the Search feature or choose List.
Submission Number	<p>This field is optional. Entering a Submission Number allows you to limit access to submission numbers which have already posted and provides you with the capability to correct entries which may have failed the edit process of FGRTRNL.</p> <p>Select Next Block to access the Journal Voucher Document Header information.</p>

### Journal Voucher Header Information

Fields	Descriptions
Transaction Date	The <b>Transaction Date</b> defaults to the current date. Use Next Item to navigate through the optional fields.
Redistribute	<p>Select this check box if you want to distribute the dollar amounts on a percentage basis.</p> <p>If this check box is left blank, distribution percentages are applied to the Document Total.</p>

Fields	Descriptions
NSF Checking	<p>Checked when NSF checking is in effect.</p> <p>If this check box is selected on FOASYSC, you cannot override NSF Checking at transaction entry time.</p>
Defer Edit	<p>Editing is deferred when this check box is selected.</p> <p>The default value is entered on FOASYSC.</p>
Document Total	The <b>Document Total</b> field is required. This total represents the sum of the absolute values of the accounting sequences entered.
Distribution Total	The value in this field is used in redistributing detail totals by percentages. If this field is left blank, distribution percentages are applied to the Document Total.
Document Text Exists	<p>This indicator is valued to <i>Y</i> if text associated with this document has been entered. To enter text for this document, select Document Text from the Options menu.</p> <p>After changes are made to text entries, this indicator immediately reflects the status.</p>
Document Status	<p>After you commit each transaction, Banner updates the document status.</p> <p>If the <b>Defer Edit</b> check box is checked, this field remains blank.</p>
Create Source	Source of information for this journal voucher.

### Transaction Detail Window

The Transaction Detail Window displays the FOAPAL information for the specified journal voucher document. For a new document, you may specify the data for each of the transaction detail information fields.

**Note:** To print the Journal Voucher Listing Report (FGRJVLRL) directly from the Transaction Detail Window of the Journal Voucher Entry Form (FGAJVCD), select Print Journal Voucher from the options menu. This transfers you to the job submission Process Submission Control Form (GJAPCTL) where you can print the Journal Voucher Listing Report.

Fields	Descriptions
Status	Status of the document.
Sequence	Sequence number. Banner automatically assigns the next available sequence number.
Journal Type	Rule code for this accounting entry.
COA	Chart of accounts
Index	Index code
Fund	Fund code
Orgn	Organization code
Acct	Account code
Prog	Program code
Actv	Activity code
Locn	Location code
Project	Enter a project in this field if the transaction is related to a project from the Cost Accounting Module. You can leave this field blank.
Percent	Percent to be changed to the accounting distribution.
Amount	Amount of the accounting distribution to be changed.
Debit/Credit	Values are determined by the rule code: <i>D</i> , <i>C</i> , <i>+</i> , or <i>-</i> .
NSF Override	Select this box to override Budget Checking processing.
Description	Description of the transaction
Bank Code	Bank code.



Fields	Descriptions
Deposit	Bank deposit number associated with a cash receipt transaction.
Encumbrance Number	This number, along with the item number and sequence number, must be entered for encumbrance adjustments or liquidations.
Item Number	Default value is 0 for General Accounting Encumbrances.
Sequence	Default value is 1. You can key over this value.
Action	Action for the encumbrance. The rule code used must support your selection.
Commit Type	Type of encumbrance: <i>U</i> (uncommitted) or <i>C</i> (committed)
Document Reference	User-defined number. This is an optional field.
Budget Period	Budget period.
Accrual Indicator	If checked, Banner generates transactions for both prior and current fiscal years.
Currency	This field can be left blank. If the transaction is related to a currency other than the base currency (referenced on GUACURR), enter the foreign currency in this field. The Currency Conversion button activates. Click this button to display the Currency Conversion window.
Gift Date	This field enables you to enter the legal date of a gift or transfer to an endowed fund. You must enter a value in this field if the transaction will be unitized.
Number of Units	<p>This field enables you to manually enter the number of units that a transaction will buy in a unitized pool. Use the <b>Number of Units</b> field if you do not want Banner to automatically calculate the number of units when you run the Unitization Process (FNPUNTZ).</p> <p>For additional information about endowed funds, refer to the <i>Banner Finance Endowment Management Handbook</i>.</p>

### Currency Conversion Window

You can access this window from the **Currency** field by selecting Count Hits, or by selecting Currency Information from the Options menu on the Transaction Detail Window.

**Note:** You can only access this window when you use a foreign currency.

The Currency Conversion Window displays the amounts in both the input currency and the converted currency.

### Completion Window

Select Access Completion from the options menu to post this journal voucher document. The Complete and In Process buttons are navigable.

After you complete this form, it becomes query-only, and you may not make any changes.

Fields	Descriptions
Complete	Select this button to post the document.
In Process	Select this button to save data without posting the document.

### Edit Error Messages Window

Use this window to create customized error messages, along with associated field and sequence information for your system.

## Journal Voucher Mass Entry Form (FGAJVCM)

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Use the Journal Voucher Mass Entry Form to enter multiple journal entries into the Finance ledgers. You cannot use this form for encumbrance liquidations or accrual postings. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

This form contains all the fields that exist on the Journal Voucher Quick Form (FGAJVCQ), and displays each sequence in a single line to make it easier to read and to use. This form also allows the entry of default values to simplify data entry. These default values are included in the journal voucher sequences where they may be overridden.

## Key Block

**Note:** You can copy an existing journal voucher by using the icon in the header or by selecting Copy Journal from the options menu.

Fields	Descriptions
Document Number	Document number. To have the system generate a document number, enter <i>NEXT</i> or leave this field blank.

## Journal Voucher Document Header

Fields	Descriptions
Transaction Date	Date of the transaction. Default value is the system date. Required.
Document Total	Total dollar amount available for this document. Required.
NSF Checking	Select this check box to enable online checking of non-sufficient funds.  If this check box is selected on FOASYSC, you cannot override NSF Checking at transaction entry time.
Deferred Edit	Select this check box to postpone edit processing.  If you try to change the <b>Deferred Edit</b> field after accounting records are created, the system will reset the value in this field to the pre-existing value.
Text Exists	A Y displays in this field if descriptive text exists for this document on the General Text Entry Form (FOATEXT). You can access FOATEXT from the Options menu.

## Default Values

Values you enter in the fields in this section automatically display in the Journal Voucher Detail section when a new record is initiated.

<b>Fields</b>	<b>Descriptions</b>
Type	Rule class
Description	Description of the document
Bank	Bank code
Deposit	Deposit number
Budget Period	Budget period
Currency	This field can be left blank. If the transaction is related to a currency other than the base currency referenced on GUACURR, enter the foreign currency in this field.

## Journal Voucher Detail

This block contains FOAPAL information, and other information associated with the journal voucher. Values you entered in the Defaults block display here automatically. You can change these values.

<b>Fields</b>	<b>Descriptions</b>
Seq	Sequence number. You can enter a value in this field, or let the system generate a number.
Type	Rule class type. Default value comes from the Defaults block. You can change this value. Required.
Status	Status of the transaction.
COA	Chart of Accounts code. Default value comes from the User Profile. You can change this value. Required.
Index	Index code. Select a value from the Account Index Code List (FTVACCI).

Fields	Descriptions
Fund	Fund code. Select a value from the Fund Code Validation Form (FTVFUND). Required.
Orgn	Organization code. Select a value from the Organization Code Validation Form - Finance (FTVORGN).
Acct	Account code. Select a code from the Account Code Validation Form (FTVACCT). Required.
Prog	Program code. Select a code from the Program Code Validation Form (FTVPROG).
Actv	Activity code. Select a code from the Activity Code Validation Form (FTVACTV).
Locn	Location code. Select a code from the Location Code Validation Form (FTVLOCN).
Proj	Project code. Select a code from the Project Code Validation Form (FTVPROJ).
Percent	Percent of the document total to be calculated for this transaction.
Amount	Dollar amount for this transaction.
D/C	Indicates if the value is a debit ( <i>D</i> ) or a credit ( <i>C</i> ). Based on the rule type, it may also be appropriate to enter a plus sign (+) or a minus sign (-).
NSF Override	Select to override Available Balance checking (if authorized).
Description	Description of the transaction. Default value comes from the Defaults block. You can change this value.
Bank	Bank code. Default value comes from the Defaults block or the Fund Code. You can change this value.
Deposit	Deposit number. Default value comes from the Defaults block. You can change this value.

Fields	Descriptions
Budget Period	Budget period. Default value comes from the Defaults block. You can change this value.
Currency	Currency type. Default value comes from the Defaults block. You can change this value.
Gift Date	Legal date of the gift or transfer to the endowment. Required if the transaction will be unitized.
Number of Units	Number of units in the unitized pool. Leave null to calculate using the Unitization Process (FNPUNTZ).

### Currency Conversion Window

You can access this window from the **Currency** field by selecting Count Hits, or by selecting Currency Information from the Options menu on the Transaction Detail Window.

**Note:** You can only access this window when you use a foreign currency.

The Currency Conversion Window displays the amounts in both the input currency and the converted currency.

### Completion Window

Select Access Completion from the options menu to post this journal voucher document. The Complete and In Process buttons are navigable.

After you complete this form, it becomes query-only, and you may not make any changes.

Fields	Descriptions
Complete	Select this button to post the document.
In Process	Select this button to save data without posting the document.

## Journal Voucher Quick Form (FGAJVCQ)

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Use the Journal Voucher Quick Form for a quicker way to enter journal vouchers. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

You cannot reference encumbrances for adjustment on FGAJVCQ. You may only enter descriptive information for the accounting detail on this form.

**Note:** If you try to access an existing document with this form, the system first checks for transactions related to a specific encumbrance, as these must be updated using the FGAJVCD form.

### Key Block

**Note:** You can copy an existing journal voucher by selecting the copy icon or by selecting Copy Journal from the options menu.

Fields	Descriptions
Document Number	Document number. To have the system generate a document number, enter <i>NEXT</i> or leave this field blank.

### Journal Voucher Document Header

Fields	Descriptions
Transaction Date	Date of the transaction. Default value is the system date. Required.
Document Total	Total dollar amount available for this document. Required.
NSF Checking	Select this check box to enable online checking of non-sufficient funds.
Deferred Edit	Select this check box to postpone edit processing.  If you try to change the <b>Deferred Edit</b> field after accounting records are created, the system will reset the value in this field to the pre-existing value.

Fields	Descriptions
Document Text Exists	The <b>Document Text Exists</b> indicator is valued to <i>Y</i> if text associated with this document has been entered. After changes are made to text entries, this indicator immediately reflects the status

### Transaction Detail Window

The **Document Number** defaults from the main window. Select Next Block.

**Note:** To print the Journal Voucher Listing Report (FGRJVLR) directly from the Transaction Detail Window of the Journal Voucher Quick Form (FGAJVCQ), select Print Journal Voucher from the options list. This transfers you to the job submission Process Submission Control Form (GJAPCTL) where you can print the Journal Voucher Listing Report.

Fields	Descriptions
Sequence	Sequence number. Banner automatically assigns the next available sequence number.
Currency	This field can be left blank. If the transaction is related to a currency other than the base currency (referenced on GUACURR), enter the foreign currency in this field. The Currency Conversion button activates. Click this button to display the Currency Conversion window.
Status	Status of the document.
Journal Type	Rule code for this accounting entry.
Chart	Chart of accounts
Index	Index code
Fund	Fund code
Organization	Organization code
Account	Account code. Required.
Program	Program code



Fields	Descriptions
Activity	Activity code
Location	Location code
Project	Enter a project in this field if the transaction is related to a project from the Cost Accounting Module. You can leave this field blank.
Percent	Percent to be changed to the accounting distribution.
Amount	Amount of the accounting distribution to be changed.
D/C	Values are determined by the rule code: <i>D</i> , <i>C</i> , <i>+</i> , or <i>-</i> .
NSF Override	Select this box to override Budget Checking processing.
Description	Description of the transaction
Bank	Bank code. May default from the fund record or rule code.
Budget Period	Budget period. Required only for Budget Rule Codes such as BD01, BD02, BD03, and BD04.
Gift Date	This field enables you to enter the legal date of a gift or transfer to an endowed fund. You must enter a value in this field if the transaction will be unitized.
Number of Units	<p>This field enables you to manually enter the number of units that a transaction will buy in a unitized pool. Use the <b>Number of Units</b> field if you do not want Banner to automatically calculate the number of units when you run the Unitization Process (FNPUNTZ).</p> <p>For additional information about endowed funds, refer to the <i>Banner Finance Endowment Management Handbook</i>.</p>

### Currency Conversion Window

You can access this window from the **Currency** field by selecting Count Hits, or by selecting Currency Information from the Options menu on the Transaction Detail Window.

**Note:** You can only access this window when you use a foreign currency.

The Currency Conversion Window displays the amounts in both the input currency and the converted currency.

### Completion Window

To access this window, select Access Completion from the Options menu. The **Complete** and **In Process** buttons are navigable.

After you complete this form, it becomes query-only, and you may not make any changes.

Fields	Descriptions
Complete	Select this button to post the document.
In Process	Select this button to save data without posting the document.

### Document Balancing Form (FGQDOCB)

---

This form opens when you attempt to complete a document on the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ) with a **Journal Type** code that has a balancing method of Chart, Fund, or Total and with debits and credits unbalanced.

This is a query-only form.

### Automatic Journal Voucher Form (FGAAUTO)

---

Use the Automatic Journal Voucher Form to specify routine or recurring journal transactions for the Finance ledgers, such as month-end accruals. You can also use the entries you make on this form for reversing journal transactions. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

**Note:** You must run the Transaction Interface Process (FGRTRNI) to approve automatic journals — this is the only method you can use. The Transaction Error Report (FGRTRNR) contains errors identified by FGRTRNI.

Fields	Descriptions
Automatic Journal ID	Code and description for the journal ID.  Use the Search feature to select an <b>Automatic Journal ID</b> or use List. Select Next Block. The associated information defaults into the Automatic Journal Detail information fields. You may modify this information as desired. Select Next Block to access the Journal Voucher Header information fields.
Title	Description of the Journal ID (repeated from the header).
Automatic JV Hold?	Valid values for the <b>Automatic JV Hold?</b> field include <i>H</i> (Hold) or <i>N</i> (Null).
Submission Cycle	Frequency of document submissions. Options are: <i>Monthly</i> , <i>Quarterly</i> , <i>Annual</i> , <i>On Demand</i> .
Submission Day	Day the journal voucher is to be processed. Use this field to designate a specific day of the month. Valid days are <i>1-31</i> , and <i>L</i> for the last day of the month.
Submissions Total	Total number of times this journal ID should be submitted. For example, if you want a monthly submission for one year, enter <i>Monthly</i> as the Submission Cycle and <i>12</i> as the Submission total. This value may be changed after the submission process has begun.
First/Next Submission	Date submission is performed. Updated automatically for the following types of submissions: <i>Monthly</i> , <i>Quarterly</i> , <i>Annually</i> .
Period	Period to begin automatic journal voucher submissions. Required if the Submission cycle is <i>Quarterly</i> .
Completed	Number of prior submissions processed.
Remaining	Number of submission remaining.
Last Submission	Date the last submission is processed. This field is populated by the system.
Reversal Day	Day the journal voucher is to be reversed. Use this field to designate a specific day of the month. Valid options are <i>1-31</i> , and <i>L</i> for the last day of the month.

Fields	Descriptions
Reversals Total	Number of times this journal should be reversed.
First/Next Reversal	Date the reversal is to be performed. Banner automatically updates this field for all Monthly, Quarterly, and Annual reversals.
Period	Period that automatic journal voucher reversals begin.
Completed	Number of reversals that have been completed.
Remaining	Number of reversals remaining.
Last Reversal	Date of the last reversal. The value in this field is system-generated.
Document	A list of valid document codes is available from the pull-down list.
Submission Number	Submission number.
Journal Voucher Header Description	Description for the journal voucher
Document Total	Total for the journal voucher
Status	Status of the individual vouchers associated with the automatic journal voucher. Incomplete journal vouchers need to be addressed via FGJVCDD before the next submission can run.

### List of Automatic Journal Vouchers Form (FGIAUTO)

---

Use the List of Automatic Journal Vouchers Form to view an online query of defined automatic journal entries within the system. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

This is a query-only form.

## List of Suspended Journal Vouchers Form (FGIJVCD)

---

Use the List of Suspended Journal Vouchers Form to view an online query of pending journal vouchers in the system. Access this form from the General Accounting Transactions Menu (\*FINGENLA). This is a query-only form.

### *Reasons for Suspended Journals*

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

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

Fields	Descriptions
Document	Document number
Submission	Submission number
Description	Description of the transaction
Transaction Date	Date of the transaction
Status	Total dollar amount available for this transaction

## Year End Maintenance Form (FGAYRLM)

---

Use the Year End Maintenance Form to schedule the processes to close your fiscal year. You may modify the **Starting Document Number** field for all four Year-End Processes. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

FGAYRLM should reflect the policies regarding the year end closing process, schedule dates for rolling fund balances forward, rolling encumbrances, budget carry forward, and the closing of operating accounts in the prior fiscal year.

For more information on the extended functionality of FGAYRLM, refer to “Year- End Processes” in Chapter 2, “Processing.”

## Mail Form - Finance (FUAMAIL)

---

Use the Mail Form to display and maintain correspondence for a person. Access this form from the General Accounting Transactions Menu (\*FINGENLA).

Before you can reference a person on this form, you must first add the person to the system through the Identification Form within any Banner product installed at your site.

Use the Identification Form (FOAIDEN) to identify users for the Finance system. An explanation of the FOAIDEN form appears in Chapter 7, “Finance Operations.” Refer to Chapter 2, “Processing,” for information on how to enter individuals into the system.

## General Accounting Query Forms

---

This section provides you with examples and descriptions for each form within the Accounting Query feature of the General Ledger module.

Forms in this section flow in the order that they appear on the General Accounting Query Forms Menu (\*FINGENLQ). The General Accounting Query Forms Menu provides access to the forms used to request an online display of specific financial reports and data.

Each form contains a description and instructions on how to use the form.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

## Executive Summary Form (FGIBDSR)

---

The Executive Summary Form provides an online query of operating ledger budget and activity data organized by account. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ).

After you execute a query on this form, the queried information may be displayed by the highest level within your chart structures; this is the important distinction between this form and the other general accounting query forms. The Executive

Summary Form allows you to query Budget, YTD (Year-to-Date), and Commitment information for high level Organization, Fund, Program, and Location elements.

The information is displayed by account code for the values queried. Therefore, it does not provide roll-up capability for high level account codes.

When you execute a query, the system queries all records for the full total. To advance to the next record, select Next Set of Records.

You have the option of specifying an accounting distribution for the query. Refer to the “Net Total Fields on General Accounting Query Forms” in Chapter 2, “Processing,” for more details.

## Direct Cash Receipt Summary Form (FGICSUM)

---

Use the Direct Cash Receipt Summary Form to view the details of a direct cash receipt document in summary form. If a direct cash receipt has been posted, this form allows you to view the corresponding posting details. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ), or by selecting Access Transaction Summary Info from the options list on the Transaction Window on the Direct Cash Receipt Form (FGADCSR).

### Tax Information Window

Use the Tax Information Window to view tax activity for direct cash receipts. To access the Tax Information Window, select Tax Information from the options menu.

**Note:** If the direct cash receipt has been posted, you cannot view tax activity on the Direct Cash Receipt Form (FGADCSR).

## Direct Cash Receipt Inquiry Form (FGIDCSR)

---

Use the Direct Cash Receipt Inquiry Form to query cash receipts using the **Document**, **Description**, **Vendor**, **Amount**, **Transaction Date**, and **Status** fields. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ) or by using the Search feature for **Document Number** on the Direct Cash Receipts Form (FGADCSR).

When a query is executed, the **Total** field displays the total of the first 12 records retrieved by the query. Select Next Set of Records to display the next 12 records retrieved by the query and to update the **Total** to include the first 24 rows. Select Duplicate Item for a total of all the records.

## Document Retrieval Inquiry Form (FGIDOCR)

---

The Document Retrieval Inquiry Form provides online query capability for all transactions processed by the system. Information displayed includes the **Transaction Date**, **Description**, **Amount**, and the accounting distribution. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ).

You may look at a submission number for a particular automatic journal voucher by entering the **Document** number, the **Submission Number**, and the **Document Type**.

If you enter a zero in the **Submission Number** field, no records are queried. The submission is the template that you create and modify, but it does not exist in the Transaction History Detail tables.

If you enter a null submission number, all posted submissions of an automatic journal voucher are queried.

This is a query-only form. You may query most of the fields in the Detail Information block.

## List of Transaction History Documents Form (FGQDOCN)

---

The List of Transaction History Documents Form displays valid document numbers, document type, commit type (if applicable), vendor description, transaction date, and activity date.

**Note:** This form can be accessed only from the Document Retrieval Inquiry Form (FGIDOCR) by using the Search feature for the **Document** field or by selecting List from the **Document** field. This form cannot be accessed directly from a menu.

This is a query-only form.

## Document Postings Form (FGQDOCP)

---

The Document Postings Form displays the postings of each sequence number.

**Note:** This form can be reached only from the Document Retrieval Inquiry Form (FGIDOCR) by selecting Access Document Postings from the options list or by selecting Duplicate Item from the **Item** field. It cannot be reached directly from a menu.

This form provides a listing of all transactions posted to a fund and organization. The query may be further restricted by account, program, activity, or location, and



by accounting period. This form is used to analyze specific activity to an account. Because of the retrieval options available, this query is a useful tool for retrieving transaction information about a particular account.

This is a query-only form.

## General Ledger Activity Form (FGIGLAC)

---

Use the General Ledger Activity Form to view detailed transaction activity for General Ledger accounts by account number in an online summary. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ), or by selecting Query General Ledger Activity Info from the options list on the General Ledger Trial Balance Form (FGITBAL).

Enter the **Chart** of Accounts code. The **Period** Number, **Fiscal Year**, and Account **Index** are required. Use the Search feature or select List to see a list of available values for all key information fields except the **Period** Number.

Select Next Block. The General Ledger activity defaults. The General Ledger activity information fields are query only. List is available from the **Account** and **Type** fields.

When a query is executed, the **Total** field displays the total of the positive and negative amounts of the first ten records retrieved by the query. Select Next Set of Records to display the next ten records retrieved by the query and to update the **Total** to include the first 20 rows.

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

**Caution:** The query should be carefully formulated to ensure that the **Total** field will display a relevant amount.

## Journal Voucher Summary Form (FGIJSUM)

---

The Journal Voucher Summary Form provides an online summary of journal voucher transactions that are not yet posted. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ).

Use this form to view journal voucher transactions by individual accounting distribution.

## Key Block

<b>Fields</b>	<b>Descriptions</b>
Document	Document number. To see a list of existing documents, use the Search feature or choose List.
Submission	Submission number.
Transaction Date	Date of the transaction. Default value is the system date. Required.
Document Total	Total dollar amount available for this document. Required.

## Detail Block

<b>Fields</b>	<b>Descriptions</b>
Status	Status of the transaction.
Sequence	Sequence number. You can enter a value in this field, or let the system generate a number.
Type	Rule class type. Default value comes from the Defaults block. You can change this value. Required.
COA	Chart of Accounts code. Default value comes from the User Profile. You can change this value. Required.
Index	Index code. Select a value from the Account Index Code List (FTVACCI).
Fund	Fund code. Select a value from the Fund Code Validation Form (FTVFUND). Required.
Orgn	Organization code. Select a value from the Organization Code Validation Form - Finance (FTVORGN).
Acct	Account code. Select a code from the Account Code Validation Form (FTVACCT). Required.

<b>Fields</b>	<b>Descriptions</b>
Prog	Program code. Select a code from the Program Code Validation Form (FTVPROG).
Actv	Activity code. Select a code from the Activity Code Validation Form (FTVACTV).
Locn	Location code. Select a code from the Location Code Validation Form (FTVLOCN).
Transaction Amount	Dollar amount for this transaction.
Debit/Credit	Indicates if the value is a debit ( <i>D</i> ) or a credit ( <i>C</i> ). Based on the rule type, it may also be appropriate to enter a plus sign (+) or a minus sign (-).

## General Ledger Trial Balance Form (FGITBAL)

---

The General Ledger Trial Balance Form provides an online display of a trial balance. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ).

Use this form to obtain a trial balance for each fund for all accounts, account types, or account codes. Every account balance always displays a debit or credit indicator. Asterisks display if the account balance differs from the normal balance.

## Trial Balance Summary Form (FGITBSR)

---

Use the Trial Balance Summary Form to query and display budget detail for specific funds and accounts. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ).

The values entered in the Key Information fields determine the level of detail that the system displays below in the balance information fields. You may query one item at a time.

## Detail Transaction Activity Form (FGITRND)

---

Use the Detail Transaction Activity Form to display an online view of detailed transaction activity for operating ledger accounts. Access this form from the General Accounting Query Forms Menu (\*FINGENLQ).

The **Organization** and **Fund** fields are queryable.

The transaction information displays the FOAPAL, sorted by account for posted activity. Use the horizontal scroll bar to view the Document **Description**, **Commit Type**, **Fund**, **Activity**, and **Location** fields.

When a query is executed, the **Total** field displays the total of the positive and negative amounts of the first ten records retrieved by the query. Select Next Set of Records to display the next ten records retrieved by the query and to update the **Total** to include the first 20 rows.

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

**Caution:** The query should be carefully formulated to ensure that the **Total** field will display a relevant amount.

## Approved Document Query Form (FOIAPPD)

---

Use this form to view and query approved Banner Finance transactions that have not yet been posted. After documents are posted, they will no longer appear on this form.

**Note:** This form can only be accessed through Direct Access. It does not appear on any menu.

Depending on the type of transaction you are querying, you may navigate to one of the following forms to query detail information about that specific document. Select *Query Document* from the options menu, enter your query, and Banner will access the appropriate form:

- Requisition Inquiry Form (FPIREQN)–Requisitions
- Purchase/Blanket Order Inquiry Form (FPIPURR)–Purchase orders
- Invoice/Credit Memo Query Form (FAIINVE)–Invoices
- Check Payment History Form (FAICHHK)–Check cancellations

- Check Payment History Form (FAICHKH)–Check disbursements
- Project Maintenance Form (FTMPROJ)–Projects
- Journal Voucher Summary Form (FGIJSUM)–Journal documents
- Stores Issue/Return Query Form (FSIISSQ)–Issues
- Receiving Goods Query Form (FPIRCVD)–Receiving documents
- Stores Transfers List Validation Form (FSITRAN)–Stores transfers
- Encumbrance List Form (FGIENCB)–Encumbrances
- Stores Adjustment Document List Form (FSIADJL)–Inventory adjustments
- Fixed Asset Adjustment Query Form (FFIADJF)–Fixed assets accounting adjustments
- Direct Cash Receipt Inquiry Form (FGIDCSR)–Direct cash receipts

Fields	Descriptions
Document Type	Code that identifies the type of document (for example, <i>INV</i> for an invoice).
Document Type Description	Description of the document type code.
Document Number	Number assigned to the transaction by the Banner process associated with that type of transaction.
Submission Number	Number of times that the transaction has been submitted. This number only applies to reusable or recurring transactions.
User ID	ID of the user who originally created the transaction.
Bank Code	User-defined code of the bank associated with the transaction. This code is used only for certain types of cash transactions.
Activity Date	Date on which the transaction was created.

## General Budget Query Forms

This section provides you with descriptions for each form within the General Budget Query feature of the General Ledger module. Forms in this section flow in the order that they appear on the General Budget Query Forms Menu (\*FINGBUDQ).

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

**Note:** The Executive Summary Form (FGIBDSR) can be accessed from either the General Budget Query Forms Menu (\*FINGBUDQ) or from the General Accounting Query Forms Menu (\*FINGENLQ). This form is documented with the General Accounting Query Forms portion of this chapter.

## Budget Availability Status Form (FGIBAVL)

---

Use the Budget Availability Status Form to view an online query of the budget availability for a selected fund, organization, account, and program combination. Access this form from the General Budget Query Forms Menu (\*FINGBUDQ).

Use FGIBAVL to ensure an adequate balance for transaction processing. Data displays by account code line item.

## Executive Summary Form (FGIBDSR)

---

The Executive Summary Form provides an online query of operating ledger budget and activity data organized by account. Access this form from either the General Accounting Query Forms Menu (\*FINGENLQ) or the General Budget Query Form (\*FINGBUDQ).

After you execute a query on this form, the queried information may be displayed by the highest level within your chart structures; this is the important distinction between this form and the other general accounting query forms. The Executive Summary Form allows you to query Budget, YTD (Year-to-Date), and Commitment information for high level Organization, Fund, Program, and Location elements.

The information is displayed by account code for the values queried. Therefore, it does not provide roll-up capability for high level account codes.

When you execute a query, the system queries all records for the full total. To advance to the next record, select Next Set of Records.

You have the option of specifying an accounting distribution for the query. Refer to the “Net Total Fields on General Accounting Query Forms” section in Chapter 2, “Processing,” for more details.

## Organization Budget Status Form (FGIBDST)

---

Use the Organization Budget Status Form to view an online query of the budget availability by organization code. Access this form from the General Budget Query Forms Menu (\*FINGBUDQ).

Data displays by account code line item for any combination of fund, organization, account, account type, program, activity, and location (FOAPAL).

When you execute a query, the system queries all records for the full total. Select Next Set of Records until you see a *Last Row of Record Queried* message.

Refer to the “Net Total Fields on General Accounting Query Forms” section in Chapter 2, “Processing,” for more details.

## Organization Budget Summary Form (FGIBSUM)

---

Use the Organization Budget Summary Form to view summarized budget information by user-defined account type for a selected organization/fund combination. Access this form from the General Budget Query Forms Menu (\*FINGBUDQ) or by selecting Budget Summary Information from the options list on the Organization Budget Status Form (FGIBDST).

FGIBSUM provides an online view of the organization's budget, year-to-date activity, reserve, and available balance summarized by major category type (Revenue, Labor, Direct Expenditures and Transfers, or other user-defined type).

## General Encumbrance Query Forms

---

This section provides you with examples and descriptions for each form within the General Encumbrance Query feature of the General Ledger module.

Forms in this section flow in the order that they appear on the General Encumbrance Query Forms Menu (\*FINGENCQ).

Each form contains a description and instructions on how to use the form.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

## Encumbrance List Form (FGIENCB)

---

The Encumbrance List Form provides an online summary of all encumbrances including encumbrance type, description, current balance, and status. Access this form from the General Encumbrance Query Forms Menu (\*FINGENCQ).

This is a query-only form.

## Detail Encumbrance Activity Form (FGIENCD)

---

The Detail Encumbrance Activity Form provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance. Access this form from the General Encumbrance Query Forms Menu (\*FINGENCQ).

This is a query-only form.

## Organizational Encumbrance List Form (FGIOENC)

---

The Organizational Encumbrance List Form displays an online list of all encumbrances by organization. Access this form from the General Encumbrance Query Forms Menu (\*FINGENCQ).

This is a query-only form

## Generate GASB Reports Menu

---

This section provides you with descriptions for each form within the Generate GASB Reports feature of the General Ledger module.

Forms in this section flow in the order that they appear on the Generate GASB Reports Menu (\*FINGENGB).

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."



## GASB Extract Process (FGPGEXT)

---

The Data Extract Process is run via job submissions. The process uses the parameters you enter on the GASB Extract Process form to extract the appropriate information from the General Ledger (FGBGENL) and Operating Ledger (FGBOPAL) tables to a new table FGWREPT. These parameters are identified in the following chart. For additional information about this process, refer to Chapter 2, “Processing,” and Chapter 25, “Reports and Processes.”

Access this form from the Generate GASB Reports Menu (\*FINGENGB).

	<i>Parameter</i>	<i>Description</i>
01	Chart of Accounts	Enter Chart for which data is to be extracted (required)
02	End Date of Period Reported	Enter end date for reporting (required) – this is converted to the Fiscal Year and Period in which the date entered falls for purposes of the extract and GASB reporting, and extract includes all data to the end of that period.
03	Include Accrual	Include Accrual (Y/N)
04	Government Wide Financials	Extract for GASB 34 Statement of Net Assets and Statement of Activities (Y/N)
05	Governmental Funds Financials	Extract for GASB 34 Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances (Y/N)
06	Public Inst BTA Financials	Extract for GASB 35 Statement of Net Assets and Statement of Revenues, Expenses, and Changes in Net Assets (Y/N)

## 07 Processing Mode

## Processing Mode:

*E* – Extract data (replace existing data for Chart FY/Period, and Report Pair(s) indicated.

*P* – Purge data for Chart, FY/Period, and Report Pair(s) indicated

## Reclassification Entry Form (FGARCLE)

---

Use the Reclassification Entry Form (FGARCLE) to enter adjusting or reclassifying accounting transactions. The sum of the transaction amounts must equal the amount in the document header.

This form functions similarly to the Journal Voucher Forms (FGAJVCD and FGJVCQ) using the JE15 rule class (Journal Type). Information collected on this form is not posted to the main ledgers but is used for reporting purposes only. For detailed information about this form, refer to Chapter 2, “Processing.”

Access this form from the Generate GASB Reports Menu (\*FINGENGB).

## Reclassification Query Form (FGIRCLE)

---

Use the Reclassification Query Form (FGIRCLE) as an investigative tool to review reclassification entries and trace their impact on the reports. You can use this form to perform a query by document, by attributes, or by FOAP elements. Option links provide access to Query Document (FGARCLE), Trial Balance (FGITBAL) or Budget Status (FGIBDST) forms. The format of the Header and Detail blocks on this form differ depending on the type of query you choose. For detailed information about this form and how to generate GASB reports, refer to Chapter 2, “Processing.”

Access this form from the Generate GASB Reports Menu (\*FINGENGB).

## GASB Parameter Form (FGAGASB)

---

Use the GASB Parameter Form (FGAGSB) to generate GASB reports. Reports are formatted in a comma separated value format file (.csv) that can be opened in a spreadsheet program such as Microsoft Excel.

After you enter parameters (see the following table for details) and make your selections, select Extract report data to file from the options menu. For additional detailed information about this form, refer to the “Governmental Accounting Standards Board (GASB) Reports Processing” section in Chapter 2, “Processing.”

Access this form from the Generate GASB Reports Menu (\*FINGENGB).

<b>Parameters</b>	<b>Description</b>
Chart of Accounts	Select the appropriate code for the Chart of Accounts from the Chart of Accounts List validation form (FTVCOAS). If you leave this field blank, the GASB report will include information from all charts that have data extracted for the fiscal year and fiscal period selected.
Fiscal Year	Enter the fiscal year to report. Unless you select the Extract Attributes option, you must enter a value in this field.
Fiscal Period	Enter the fiscal period to report. Unless you select the Extract Attributes option, you must enter a value in this field.

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# Automated Clearing House

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## Introduction

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The Banner Automated Clearing House (ACH) module enables you to make payments to vendors, students, and employees using direct deposit transactions rather than conventional checks. This functionality works in conjunction with Banner's check processing feature, giving you a choice in payment options. The Automated Clearing House application can be used with the Finance product (for payments to vendors); with the Human Resources product (for payroll processing); and with the Accounts Receivable product, in conjunction with the Finance product, for the payment of refunds. (For information about using ACH to process student refunds, see Chapter 4, "Student Accounts Receivable Procedures" in the *Accounts Receivable User Guide*).

Banner provides the capability of producing checks, direct deposit payments, or both. For details on how this application works, and the steps involved in producing payments, see Chapter 2, "Processing."

A clearing house is a large financial institution that the Federal Deposit Insurance Corporation (FDIC) has licensed for transferring funds between banks, and other clearing houses. The clearing houses form an electronic network across the country, ensuring that financial transactions pass securely and efficiently. The network communicates using standard record formats, which are created by the National Automated Clearing House Association (NACHA).

In order for a clearing house to pass funds from one place to another, it needs to know who is making the payments by direct deposit (i.e., your institution), and who will receive the payment. In ACH terms, since you are making the payment from your bank account, you are the *originator*. The clearing house needs to know who your bank is, so the funds can be withdrawn from your account. Your bank is known as the *immediate origin*. From there, the funds can move to the clearing house, also known as the *immediate destination*.

Lastly, the clearing house needs information on the *recipient*, the party who will receive the payment. You must identify the recipient's name and their bank information. When you create direct deposit payments in Banner, the system will create a direct deposit file, which will contain all the information the clearing house will need to transfer the funds. You can then send the direct deposit file to your bank for processing. Banner provides a *Remittance Advice* feature, which enables you to print advices for the direct deposit payments.

# Standards

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## National Automated Clearing House Association Standards

For institutions operating in the United States, Banner formats records to the standards of the National Automated Clearing House Association (NACHA) for 1998 and 1999. These standards define the record layouts for data, including the Direct Deposit Header Label record, the Company/Batch Header record, and the File Header record. The Banner Automated Clearing House module conforms to these standards. Banner uses the CTX format, for corporate vendors, and the PPD format, for payments to individuals/students/employees/non-corporate vendors. For a copy of the NACHA standards, please contact the National Automated Clearing House Association (NACHA), 607 Herndon Parkway, Suite 200, Herndon, VA 20170.

## Canadian Payment Association Standards

For institutions operating in Canada, Banner formats records to the standards of the Canadian Payment Association (CPA). Banner uses the CPA-005 credit file format, with a transaction code of 450 for all recipients of payments from the Banner Finance product. For a copy of the CPA standards, please contact your local bank.

# Menu Navigation Tables

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Finance Operations Menu (\*FINOPER).

FOMPROF	<p>“Finance User Profile Form (FOMPROF)”</p> <p>Used to establish fund/organizational security for users by user ID. ”</p> <p>For detailed information about this form, refer to Chapter 7, “Finance Operations.”</p>
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Access this menu from the Finance System Menu (\*FINANCE).

FAABATC	<p>“Batch Check Print Form (FAABATC)” on page 6-6</p> <p>Enables you to enter parameters for the payment process, and then to initiate the processes that will make payments via check or direct deposit.</p>
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Access this menu from the Accounts Payable System Menu (\*FINAP).

FAAINVE “Invoice/Credit Memo Form (FAAINVE)” on page 6-9  
 Enables you to create invoice documents.  
 For detailed information about this form, refer to Chapter 15,  
 “Invoice Processing.”

Access this menu from the System Functions/Administration Menu (\*GENSYS).

GXRBank “Bank Code Rules Form (GXRBank)” on page 6-9  
 Enables you to create bank code records for your institution’s  
 bank accounts, and to link bank funds and bank accounts with  
 your cash accounts.  
 For additional information about this form, refer to the *General  
 User Guide*.

GXIBank “Bank Code Query Form (GXIBank)” on page 6-13  
 Displays historical information for the bank code records.  
 For additional information about this form, refer to the *General  
 User Guide*.

GXVDIRD “Bank Routing Number Validation Form (GXVDIRD)” on page  
 6-14  
 Used to enter and validate bank routing information stored in  
 Banner’s databases.  
 For additional information about this form, refer to the *General  
 User Guide*.

GXADIRD “Direct Deposit Recipient Form (GXADIRD)” on page 6-14  
 Used to identify the recipient or entity that will be receiving  
 payments via direct deposit.  
 For additional information about this form, refer to the *General  
 User Guide*.

## Automated Clearing House Forms

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This section provides you with examples and descriptions for each Automated Clearing House form.

Forms in this section flow in the order that they appear on the following menus:

- Financial System Security (\*FINSECR)
- Accounts Payable (\*FINAP)
- Banking and Currency (\*GENCURRE)

Each form contains a description and instructions on how to use the form.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

### Finance User Profile Form (FOMPROF)

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This form is used to establish fund/organizational security for users by user ID. After you associate the user name with the user ID, you can associate other security options, including: Chart of Accounts, Master Fund, and Automated Clearing House options.

If you are using the direct deposit feature, you will need to determine which of your system users can have access to the fields which affect direct deposit operations.

Select the **ACH Override** check box if you want the user to be able to use the ACH override feature, which will stop an invoice from being paid via direct deposit. Instead, the payment will be made by check.

For additional information about this form, refer to Chapter 7, “Finance Operations.”

### Batch Check Print Form (FAABATC)

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The Batch Check Print Form enables you to enter parameters for the payment process, and then initiate the processes that will make payments via check or direct deposit. You will select the bank to be used, and the mode of payment (Check, Direct Deposit, or both).

**Note:** Check runs can be restarted, but not direct deposit runs. You can restart Check runs if you are processing by Check or by Direct Deposit & Check.

**Warning:** If your process is incomplete, it is recommended that you finish the complete payment process before you attempt to restart a Check run or a Direct Deposit & Check run.

Access this form from the Accounts Payable System Menu (\*FINAP).

Fields	Descriptions
Bank	Code representing the bank from which you issue checks. If you do not know the bank code, request a List. This takes you to the Bank Code List Window.  (lookup)      List      Bank Code List Window
Payment Method Radio Group	Indicates the method used for payment.  <i>Check</i> Payment made by check. <i>Direct Deposit</i> Payment made by direct deposit. <i>Direct Deposit &amp; Check</i>  Payment made by both direct deposit and check.
Check Date	Date assigned to the check. Default value is the current date, but it may be overwritten.
STARTING Check Number	Check number initiating the sequence of checks. Enter an alphabetical character in the first position of this field and numbers for the remaining seven positions. Required.
Last GOOD Check Number	Check number of the last good check prior to a restart. This field is prompted if you perform a restart.
RESTART Check Number	Check number representing the restart point of the check sequence. This field is prompted if you perform a restart.
Print Test Pattern	Select this icon if you want to print test patterns to align the check stock. You may print any number of test patterns until the check stock is aligned properly.

**Note:** This icon appears when **Check** or **Direct Deposit & Check** is selected as the payment method from the radio group.

Fields	Descriptions
Print Check	<p>Select this icon after you have aligned the check stock using <b>Print Test Pattern</b>. The system navigates you through a series of processes involved in check printing, starting with FABCHK1.</p> <p><b>Note:</b> This icon appears when <b>Check</b> is selected as the payment type from the radio group.</p>
Create Direct Deposit File	<p>This check box indicates whether you want to create the direct deposit flat file that will be transmitted to your banking institution. The system will navigate you through a series of processes involved in direct deposit payment, beginning with FABCHKS.</p> <p><i>Selected</i>                      Create the direct deposit flat file.</p> <p><i>Cleared</i>                      Do not create direct deposit flat file.</p> <p><b>Note:</b> This check box appears when <b>Direct Deposit</b> is selected from the payment method radio group.</p>
Print Direct Deposit Advice	<p>Once the direct deposit file has been verified, check box indicates whether you want to print direct deposit advice notices by running FARDIRD. Running this process is an optional step in direct deposit processing.</p> <p><i>Selected</i>                      Print direct deposit advice notices.</p> <p><i>Cleared</i>                      Do not print direct deposit advice notices.</p> <p><b>Note:</b> This check box appears when <b>Direct Deposit</b> is selected from the payment method radio group.</p>
Print Check and Create Direct Deposit File	<p>This check box indicates whether you want to print checks and process direct deposits. After aligning the check stock using the Print Test Pattern box, the system will navigate you through a series of processes involved in check printing and direct deposit processing, beginning with FABCHKS.</p> <p><i>Selected</i>                      Print checks and process direct deposits.</p> <p><i>Cleared</i>                      Do not print checks and process direct deposits.</p> <p><b>Note:</b> This check box appears when <b>Direct Deposit &amp; Check</b> is selected from the payment method radio group.</p>
<p>Select Save to begin the Batch Check Processing process. The system automatically transfers you to the Process Submission Control Form (GJAPCTL).</p>	

## Invoice/Credit Memo Form (FAAINVE)

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For detailed information about this form, please refer to Chapter 15, “Invoice Processing.”

## Bank Code Rules Form (GXRBank)

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This form enables you to create bank code records for your institution’s bank accounts. You can also link bank funds, and bank accounts, with your cash accounts.

Before direct deposit can transfer funds from your bank to another bank, you must create a bank code record (in the Direct Deposit Rules window) for each account that you may withdraw funds from. This information will be included in the Direct Deposit Header Label record, the Company/Batch Header record, and the Header record for the file sent to the clearing house.

### Main Window

Fields	Descriptions
Active Status	The <b>Active Status</b> check box indicates if the bank is active (selected) or inactive (cleared).
Last Activity	The <b>Last Activity</b> field indicates the date when the bank code record was last updated.
Bank	<p>The <b>Bank</b> field is a two-character, user-defined field which you may use to identify a bank in Banner. Use the Search feature to call a list of values for the existing bank codes. You can then select a bank code and return to the GXRBank form.</p> <p>(button)      List      Bank Code List (GXVBANK)</p>
Name	The <b>Name</b> field defines the name you want to be associated with this bank code, up to a maximum of 35 alpha-numeric characters.
Effective Date	The <b>Effective Date</b> field is the date the bank code record is effective, or valid for use.

Fields	Descriptions
Termination Date	The <b>Termination Date</b> field indicates when a bank code record is no longer valid. It could be a date that has already occurred, or a date that will occur in the future. If you want a bank code to be valid only for a certain length of time, you can enter an <b>Effective Date</b> (when you can start using the bank code), and a <b>Termination Date</b> (when the bank code can no longer be used).
Next Change Date	The <b>Next Change Date</b> field is the date when the record was most recently modified. The next change date indicates that a record has been updated. This allows you to create a series of records for one bank code, based on dates.
Base Currency	<p>The <b>Base Currency</b> field is the currency code, which identifies the type of currency which would normally be associated with this account. For example: USD for United States Dollars.</p> <p>(lookup)            List            Currency Code Validation Form (GTVCURR)</p>
Bank ID	<p>The <b>Bank ID</b> field is the identification number for the bank, as defined by SPRIDEN. This is a nine-character field.</p> <p>(button)            List            Non-Person Search Form (SOACOMP)</p> <p><b>Note:</b> When you save a bank code, Banner creates an identification record in the Identification table (SPRIDEN) for the bank ID and the bank name. You can not modify the bank ID number if it already exists in the Identification table. Use the Identification Form (FOAIDEN) to update existing bank names.</p>
Bank Account Number	<p>The <b>Bank Account Number</b> field is the actual, unique bank account number for this record.</p> <p><b>Note:</b> If you have multiple accounts at one bank, then separate bank codes need to be created for each account.</p>

Fields	Descriptions		
Chart of Accounts	<p>The <b>Chart of Accounts</b> field is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which is developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.</p> <p>(lookup)      List      Chart of Accounts List Form (FTVCOAS)</p>		
Bank Fund	<p>The <b>Bank Fund</b> field indicates the account that represents the accumulation (or total) of all your cash accounts within your Chart of Accounts. The description of the fund account will also be displayed.</p> <p>(lookup)      List      Fund Code Validation Form (FTVFUND)</p>		
Cash Account	<p>The <b>Cash Account</b> field is the account defined for your cash transactions within your Chart of Accounts.</p> <p>(lookup)      List      Account Code Validation Form (FTVACCT)</p>		
Interfund Account	<p>The account number you want identified as your interfund account. The interfund account acts as a intermediate account, which can hold money temporarily before that money would be sent on to the final destination accounts.</p> <p>(lookup)      List      Account Code Validation Form (FTVACCT)</p> <p><b>Note:</b> If your site has Banner Finance installed, the <b>Chart of Accounts</b>, <b>Bank Fund</b>, <b>Cash Account</b>, and <b>Interfund Account</b> fields will be active and navigable. You must enter these fields if the bank code will be used with the Banner Finance product. If you do not have Banner Finance installed, then these fields will not be active and navigable.</p>		
ACH Status	<p>The check box is used to indicate if a bank account can have funds withdrawn and sent to the payee via direct deposit. A selected check box indicates that the bank is active, and a cleared check box indicates that the bank is not active.</p>		

## Direct Deposit Rules Window

Immediate Destination Information – The Immediate Destination is the Clearing House, that will receive the Direct Deposit File from the Immediate Origin (your bank). This information is available through your bank or clearing house.

Fields	Descriptions
Destination ID	This is the identification number of the clearing house which will receive the funds being sent via direct deposit.
Destination Name	This is the name of the clearing house which will receive the funds being sent via direct deposit.
Immediate Origin Information	The bank where you send the direct deposit file.
Origin ID	This is the identification number of the bank where you send the direct deposit file.
Origin Name	This is the name of the bank where you send the direct deposit file.
Short Name	The direct deposit file only allows for names with a maximum length of sixteen characters. This field allows you to either create a sixteen character name for the immediate origin bank, or the field will default to the first 16 characters of the origin name.
Originating Information	This refers to information the clearing house needs to know about your institution.
Originating Bank Routing Number	This is the routing number for the account from which direct deposit disbursements will be deducted.
Organization ID Number	This field will capture your institution's identification number for direct deposit processing. Your institution's identification number can be your IRS employer ID number, or your Data Universal Systems (DUS) number, or you can create your own number.
IRS Employer ID (EIN)	Select this option if you are using your employer identification number supplied by the Internal Revenue Service (IRS).



Fields	Descriptions
Data Universal Systems	Select this option if you are using your DUS identification number.
User Assigned	Select this option if you are using your own unique identification number here.

## Bank Code Query Form (GXIBANK)

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This form retains and displays historical information for the bank code records. This form displays the bank code records by Chart of Account and Bank Code. You can scroll through the available records on this form.

**Note:** This form replaced the Finance Bank Code Validation Form (FTVBANK).

Fields	Descriptions
COA	This is a valid Chart of Accounts code, used within Banner. This field displays in alphanumeric sorting sequence (0 – 9, A – Z).
Bank Code	This is a two-character, user-defined field, which you may use to identify a bank in Banner. This field displays in alphanumeric sorting sequence (0 – 9, A – Z).
Account Name	The name of the bank or institution associated with this particular bank code. This field has a query length of 35 characters, with a display length of 20 characters.
Status	This field indicates the status of this bank code record, either <i>A</i> for Active or <i>I</i> for Inactive.
Effective Date	This is the date when this bank code record is effective, or valid for use.
Termination Date	The termination date indicates when a bank code record is no longer valid. It could be a date that has already occurred, or a date that will occur in the future. If you want a bank code to be valid only for a certain length of time, you can enter an effective date (when you can start using the bank code), and a termination date (when the bank code can no longer be used).

## Bank Routing Number Validation Form (GXVDIRD)

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This form is used to enter and validate bank routing information stored in Banner. When the Bank Routing Number Validation Form is run it will display on a scrolling screen, all the bank routing numbers available, along with the name of the bank and the activity date.

If you will be making payments by direct deposit, then you must first enter bank routing information here, which will then be used when creating a direct deposit recipient record. The direct deposit recipient record is created using the Direct Deposit Recipient Form (GXADIRD). A direct deposit recipient record cannot be created without the proper bank routing information.

Fields	Descriptions
Bank Routing Number	This is the routing number for the recipient's bank, which is needed to send funds to the recipient's bank via Direct Deposit. This 17-character field displays records by alphanumeric sorting sequence (0 – 9, A – Z).
Bank Name	This field contains the name of the bank associated with the routing number. This field has a maximum of 35 alpha-numeric characters.
Activity Date	This is the date when the bank routing record was created or last updated.

## Direct Deposit Recipient Form (GXADIRD)

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This form is used to identify the recipient, or the entity that will be receiving payments via direct deposit. This form specifies the bank and bank account where the recipient has requested money be deposited. This information will create the detail records in the direct deposit file that is sent to the bank/clearing house.

Access privileges to various fields on this form depend on the Banner products you are permitted to access. Certain fields can be accessed or seen by a Human Resources user only (defined on the User Codes Rule Form, PTRUSER). Other fields can be accessed by an Accounts Payable user only (defined on the TBBUPRF or FOBPROF table). This means the same bank record can be used differently by Human Resources and Accounts Payable users. If a user can access both products, the user can access all fields.

Bank routing information must first be entered using the Bank Routing Number Validation Form (GXVDIRD).

For Accounts Payable disbursements to vendors: The form enables you to make a vendor eligible for direct deposit payments. Information that is entered on this form will be stored in the Recipient Direct Deposit Table (GXRDIRD). A vendor may have multiple bank accounts for payments of different invoices. This form allows you to create multiple addresses for these different payments.

Fields	Descriptions
ID	<p>Enter the identification number of the recipient. Banner will verify the number and will display the recipient's name in the adjoining field. If you do not know a recipient's number, you can search for a recipient using the Search feature. The Search feature will allow you to search for a person (using List for Person - SOAIDEN) or for a non-person (using Non Person Search - SOACOMP).</p> <p>(button)      List      List for Person Form (SOAIDEN) or Non-Person Search Form (SOACOMP)</p>
Bank Routing	<p>This is the routing number for the recipient's bank, which is needed to send funds to the recipient's bank via direct deposit.</p> <p>(lookup)      List      Bank Routing Number Validation Form (GXVDIRD)</p> <p><b>Note:</b> Bank routing information must first be entered using the Bank Routing Number Validation Form (GXVDIRD).</p>
Address Type	<p>This is the address type that the bank account is associated with. If you leave this field null (blank), the account information will be assumed valid for all unspecified address types.</p> <p>(lookup)      List      Address Summary Form (SOADDRQ)</p> <p><b>Note:</b> The <b>Address Type</b> and <b>Address Sequence</b> fields are only navigable if your site has Banner Finance installed, and if the user has appropriate security access.</p>

Fields	Descriptions
Address Sequence	<p>This is the sequence number associated with the Address Type. If you leave the Address Type null, then no Address Sequence will be allowed. This field is required only if the Address Type is not null.</p> <p><b>Note:</b> The <b>Address Type</b> and <b>Address Sequence</b> fields are only navigable if your site has Banner Finance installed, and if you have appropriate access to these fields.</p>
Accounts Payable	<p>Select this check box if the recipient is eligible for Accounts Payable disbursements.</p> <p><b>Note:</b> Access to this field is restricted by Banner products and user access. The Accounts Payable check box can be accessed only by users of Banner Finance.</p>
Payroll	<p>Select this check box if the recipient is eligible for Payroll disbursements.</p> <p><b>Note:</b> Access to this field is restricted by Banner products and user access. The HR check box can be accessed only by users of Banner Human Resources. In the case of users of both Finance and Human Resources, they can access both fields if they have the appropriate user access.</p>
Account Number	<p>This is the recipient's bank account, which will receive disbursements via direct deposit.</p>
Direct Deposit Status	<p>This is the recipient's direct deposit status. Valid entries are: <i>Prenote</i>, <i>Active</i>, and <i>Inactive</i>.</p> <p>If the Direct Deposit Status is <i>Active</i>, payment will be received via Direct Deposit.</p> <p>If the Status is <i>Prenote</i>, a prenotification, or test record will be created. While the record retains a Prenote status, payments will be made by check.</p> <p>If the Direct Deposit Status is <i>Inactive</i>, no Direct Deposit processing will take place. Payments made to Inactive accounts will occur through regular check processing.</p>
Checking	<p>Radio button that you can select to indicate a checking account.</p>

Fields	Descriptions
Savings	Radio button that you can select to indicate a savings account.

## List of Automated Clearing House Reports and Processes

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The following reports and process contain information that is maintained within the Automated Clearing House module.

Refer to Chapter 25, “Reports and Processes,” for descriptions, parameter listings, and sample output for the following reports and processes:

- Batch Check Accounting Process (FABCHKA)
- Batch Disbursement Register Process (FABCHKR)
- Batch Check Process (FABCHKS)
- Direct Deposit Advice Print (FARDIRD)
- Canadian Direct Deposit Tape (FAPCDIR)
- Check Print Process (FABCHKP)
- Direct Deposit File Creation (FAPDIRD)
- Direct Deposit Transmittal Register Process (FAPTREG)

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# Finance Operations

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## Introduction

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This chapter describes the Finance Operations module and the Financial System Security and the Finance Approval components. When you define global database parameters to the system and assign security to users at your site, you will use the forms documented in this chapter. Features supported by the Finance Operations module and the Financial System Security component follow.

- Establishment of database security and user profile set-up
- Rule group and rule class security
- Fund, fund type, and organization level security
- Journal voucher, encumbrance, invoice, requisition, purchase order, and change order approvals
- General person identification, name/ID, and entity searches
- System-wide sequence number generation and maintenance for documents and reports
- Finance reports with query capability

## Menu Navigation Table

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**Note:** If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Finance System Menu (\*FINANCE).

FOICOMP	“Finance Non-Person Search Form (FOICOMP)” on page 7-6 Enables you to query companies, entities, and IDs other than those for individuals.
FOIDCH	“Document History Form (FOIDCH)” on page 7-8 Provides an online display of the processing history for a document by a selected document type and code.
FOIDEN	“Finance Person Search Form (FOIDEN)” on page 7-9 Enables you to make an online alphanumeric phonetic query of the name or ID for an individual person in your system.

FOAIDEN	“Person Identification Form - Finance (FOAIDEN)” on page 7-11 Enables you to establish and maintain an ID number for a person or entity.
FTMDTYP	“Document Type Maintenance Form (FTMDTYP)” on page 7-21 Enables you to define document type codes and descriptions.
FOASEQN	“Sequence Number Maintenance Form (FOASEQN)” on page 7-22 Enables you to create and maintain system-generated sequence numbers for documents and other numbered items by code and description.
FOMFSEQ	“Document Code Maintenance Form (FOMFSEQ)” on page 7-23 Enables you to set up document code prefixes and sequence numbers.
FTIIDEN	“Entity Name/ID Search Form (FTIIDEN)” on page 7-23 Enables you to search the Finance database for specific persons, entities, and ID numbers.
*FINSECR	“Financial System Security Menu (*FINSECR)” on page 7-4 Provides access to the forms you need to establish system wide parameters, security user IDs, and access privileges to the data in the Finance System.
*FINAPPR	“Finance Approval Menu (*FINAPPR)” on page 7-5 Provides access to the forms used to define and maintain approvals processing.

### Financial System Security Menu (\*FINSECR)

Access this menu from the Finance Operations Menu (\*FINOPER).

FOMPROF	“User Profile Maintenance Form (FOMPROF)” on page 7-27 Enables you to establish a user's global security access and overage allowances.
FOASYSC	“System Control Maintenance Form (FOASYSC)” on page 7-36 Use this form to create and maintain global database values.
FOMRGRC	“Rule Group/Rule Class Security Maintenance Form (FOMRGRC)” on page 7-46 Enables you to link rule classes to rule groups.
FOMPRRG	“Form/Process to Rule Group Maintenance Form (FOMPRRG)” on page 7-47 Enables you to link rule groups to forms and processes.

FOMUSFN	<p>“Fund/Fund Type Security Maintenance Form (FOMUSFN)” on page 7-47</p> <p>Enables you to define fund and/or fund type codes to user IDs.</p>
FOMUSOR	<p>“Organization Security Maintenance Form (FOMUSOR)” on page 7-50</p> <p>Enables you to establish user-organization security access.</p>
FOMUSRG	<p>“Rule Group Security Maintenance Form (FOMUSRG)” on page 7-52</p> <p>Enables you to establish rule group-user ID relationships.</p>
FUVPROF	<p>“User Profile List Form (FUVPROF)” on page 7-53</p> <p>Provides an online list of all of the users currently assigned to your system along with their corresponding user ID number, their assigned chart of accounts, and the most recent activity date recorded by the user.</p>
FPAEPRC	<p>“E-Procurement Interface Preferences Control (FPAEPRC)” on page 7-54</p> <p>Enables you to identify the elements your institution intends to integrate with an e-procurement system, and to indicate preferences for e-procurement requisitions and purchase orders.</p>

## Finance Approval Menu (\*FINAPPR)

Access this menu from the Finance Operations Menu (\*FINOPER).

FOAUAPP	<p>“User Approval Form (FOAUAPP)” on page 7-56</p> <p>Provides an online list of unapproved documents by document type.</p>
FOAAINP	<p>“Document Approval Form (FOAAINP)” on page 7-78</p> <p>Provides a display of all the queues/levels responsible for the approval of a specified document.</p>
FOIAINP	<p>“Approvals Notification Form (FOIAINP)” on page 7-80</p> <p>Provides a list of documents that you need to approve if the system shows your user ID to be the <i>next</i> approver.</p>
FOIAPPH	<p>“Document Approval History Form (FOIAPPH)” on page 7-81</p> <p>Provides an online display of the approval history for a specified document.</p>
FOIAPHT	<p>“Approval History Form (FOIAPHT)” on page 7-82</p> <p>Provides an online display of documents sorted by document code.</p>

FOMAQRC	<p>“Approval Queue Routing Codes Form (FOMAQRC)” on page 7-83</p> <p>Enables you to establish routing paths for documents by document type, rule group, and chart of accounts.</p>
FTMAPPQ	<p>“Approval Queue Maintenance Form (FTMAPPQ)” on page 7-86</p> <p>Enables you to establish document approval queues and optionally associate next queues.</p>
FTVAPPQ	<p>“Approval Queue Validation Form (FTVAPPQ)” on page 7-89</p> <p>Enables you to view valid approval IDs, descriptions, and queue limits.</p>
FOADOCU	<p>“Document by User Form (FOADOCU)” on page 7-88</p> <p>Displays an online list of all documents for a specific user.</p>

## Finance Operations Forms

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This section provides you with examples and descriptions for each form within the Finance Operations module.

Forms in this section flow in the order that they appear on the Finance Operations Menu (\*FINOPER). The Finance Operations Menu provides access to the forms and submenus used for Finance System management, approvals processing, and security.

Each form contains a description, instructions on how to use the form, and essential field information

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

### Finance Non-Person Search Form (FOICOMP)

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The Finance Non-Person Search Form enables you to query companies, entities, and IDs other than those for individuals. Access this form from the Finance Operations Menu (\*FINOPER).

Enter a possible spelling of the name you want in the **Name** field. Select Execute Query, or select Search. All matching names default. You may query any of the fields.

If you enter a partial name, use the percent sign (%) as a wildcard. This tells the system that you want to view all names containing the letter combination you specify. For example, enter %ton to view all names ending in -ton, enter And% to view all

names beginning with *And-*, or enter *%bel%* to view all names containing the *-bel-* letter combination.

This query-only form opens in query mode.

Fields	Descriptions
ID	Banner ID of the company or entity you want to look up. If you do not know the ID number, you may enter a portion of the identification number with the percent sign (%) as a wildcard. The system will display all ID numbers with the specified combination. for example, <i>123%</i> .
Name	Name of the company or entity you want to look up. If you do not know the name you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, enter <i>ALL%</i> to retrieve all records beginning with <i>ALL</i> .
Change Type	Indicates whether the user wants to retrieve a listing of companies that have had a change in their Name ( <i>N</i> ) or ID number ( <i>I</i> ).
Birthdate	Birthdate of a company or entity. Enter the date in DD-MMM-YYYY format and execute query to retrieve all records with that specific birthdate. If you don't know the date, use the (%) as a wildcard. For example, enter " <i>%%-%%-%%-1997</i> " to retrieve all records with birthdates of 1997.
Name Type	Code representing the name type. If you do not know the name type, request a List or double click the field. This takes you to the Name Type Validation list (GTVNTYP). Select a name type and execute a query to retrieve all names in that category.
	(lookup)      List      Name Type Validation list (GTVNTYP)

## Name Search by Soundex Window

Use the Soundex Search Window if you know the approximate spelling of the non-person entity for which you want to search. Access this window by selecting Name Search by Soundex in the options list.

Fields	Descriptions
Sounds Like... Name	Text string representing the name you want to retrieve. Enter a possible spelling or portion of a name and select execute query. to retrieve all records that contain or resemble the text string.

## Document History Form (FOIDOCH)

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The Document History Form provides an online display of the processing history for a document by a selected document type and code. Access this form from the Finance Operations Menu (\*FINOPER).

In addition to the Finance Operations Menu (\*FINOPER), you can access the Document History Form from the following Finance System menus:

- Accounts Payable Query Menu (\*FINAPQRY)
- Purchasing Query Menu (\*FINPOQRY)
- Stores Inventory System Menu (\*FINSTORES)

Enter the **Document Type** and select Next Item. Enter the **Document Code**. Select Next Block.

The Document History windows display. You may scroll through multiple values for each window.

**Note:** To refresh the window and query a new document, select Redisplay.

Select View Status Indicators in the options list to access the Status Indicators Window. Select the Information link in the options list to open the query form for the specified type of document. For example, if the Document Type is *INV* (invoice), select *Invoice* Information from the options list to access the Invoice/Credit Memo Query Form (FAIINVE).

FOIDOCH displays windows with related document numbers for Requisitions, Bids, Purchase Orders, Change Orders, Issues, Invoices, Checks, Returns, Receiving Documents, Fixed Asset Adjustments, Fixed Asset Origination Tags and Fixed Asset Permanent Tags.

The system displays a window for all of the valid document types. Each purchasing and payable transaction that relates to the specified document number appears within the window of the appropriate document type. For example, enter an invoice document number. The system displays the invoice number, request, and purchase order for a transaction that has these documents as part of its processing flow.

If necessary, you can use the scroll bar or select Next Record to scroll through the list of documents. You can navigate through these windows by selecting Next and Previous Block or by clicking on the desired window.

In addition to the document number, the system indicates the status of each document. For instance, a purchase order with an *A* indicates that the document has an approved status.

Fields	Descriptions
Document Type	Code representing the type of document. If you do not know the document type, request a List or use the Search feature to access the Document Type List Form (FTVDTYP).
Document Code	Code representing the document. If you do not know the document code, request a List or use the Search feature.

### Status Indicators Window

In addition to the document number, the system displays an indicator for each document which denotes its current status. The status code appears in the one-character column to the right of the document number in each window.

Select View Status Indicators from the options list of the main window of FOIDDOCH to access the Status Indicators Window. The Status Indicators Window provides a list of each status code indicator and its corresponding definition.

## Finance Person Search Form (FOIDEN)

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Use the Finance Person Search Form to make an online alphanumeric phonetic query of the name or ID for an individual person in your system. Access this form from the Finance Operations Menu (\*FINOPER). This is a query-only form.

**Note:** To view all names in the Finance database, leave the name fields blank and execute the search. To narrow your query, enter a value in the name fields.

### Search Identifiers

*N* displays in the **Change Type** field signifying a name change was made to that record. *I* displays in the **Change Type** field signifying an ID change occurred to that record.

Fields	Descriptions
ID	Banner ID number of the person you want to look up. If you do not know the ID number, you may enter a portion of the identification number with the percent sign (%) as a wildcard. The system will display all ID numbers with the specified combination. for example: <i>123%</i> .
Last Name	Last name of the person you want to look up.If you do not know the person's last name you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, <i>Hen %; %der%; %son.</i>
First Name	First name of the person you want to look up. If you do not know the person's first name, you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, <i>B %</i> will display all first names beginning with <i>B</i> .
Middle Name	Middle name of the person you want to look up. If you do not know the person's middle name, you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example <i>C %</i> will display all middle names (or initials) beginning with <i>C</i> .
Change Type	Indicates wether the user wants to retrieve a listing of persons that have had a change in their Name ( <i>N</i> ) or ID number ( <i>I</i> ).
Birthdate	Birthdate of the person on record. Display only.
Name Type	Code representing the name type. If you do not know the name type, request a List or use the Search feature to access the Name Type Validation List (GTVNTYP). Select a name type from the list and execute a query to retrieve all names in that category.

### Name Search by Soundex Window

Use the Soundex Search Window if you know the approximate spelling of the non-person entity for which you want to search. Access this window by selecting Name Search by Soundex in the options list.



Fields	Descriptions
Sounds Like... Name	Text string representing the name you want to retrieve. Enter a possible spelling or portion of a name and select execute query. to retrieve all records that contain or resemble the text string.

## Person Identification Form - Finance (FOAIDEN)

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Use the Identification Form to capture biographic/demographic information for all person/non-person associated with the institution, and to establish and maintain an ID number for a person or entity. Access this form from the Finance Operations Menu (\*FINOPER). The information maintained in this module is specific to the person/non-person and does not relate to their involvement at the institution.

This form includes tabs to simplify access to all available information.

In addition to FOAIDEN, you may use the following forms to define persons/entities to the Finance system:

- Employee Maintenance Form (FCAEMPL)
- Agency Code Maintenance Form (FTMAGCY)
- Customer Maintenance Form (FTMCUST)
- Financial Manager Maintenance Form (FTMFMGR)
- Investment Manager Maintenance Form (FTMIMGR)
- Vendor Maintenance Form (FTMVEND)

### Key Block

The Key Block captures all the key information required for the rest of the form. A valid identification number must be entered before moving to any other block in the form. If the identification number entered does not exist, select the Generate ID button to assign an ID number.

Fields	Descriptions
ID	<p>Banner ID number of the individual or entity. Enter NEXT to have the system assign the next available sequential number.</p> <p>Use the Search feature to search for an individual or company from the Finance Person Search Form (FOIIDEN), the Finance Non-Person Search Form (FOICOMP), or the Alternate ID Search Form (GUIALTI).</p>
Generate ID	Select Generate ID to assign an ID number.

### Current Identification Window

This window maintains the current identification number and name information for a person or entity. Access this window by entering information in the Key Block and performing a Net Block function, selecting Current Identification from the options menu, or by selecting the appropriate tab.

You must enter both first and last names for a new person, or enter a name for a non-person or entity. You cannot supply both person and non-person name information under the same ID. Current information may be changed by overtyping the identification number or name.

Select Save when you finish entering the person or entity information.

Fields	Descriptions
ID	ID number of the individual or entity.
Name Type	Code representing the name type. If you do not know the name type, request a List or use the Search feature. This will take you to the Name Type Validation List (GTVNTYP). Select a name type from the list and execute query to retrieve all names in that category.
SSN/SIN/TIN	Person's Social Security Number, Social Insurance Number, or Tax File Number.
Person: Last Name	Individual's last name. Required when creating a new record. This field is active and may be overwritten if you are making changes to an existing record. 60-character limit.

Fields	Descriptions
Person: First Name	Individual's first name. Required when creating a new record. This field is active and may be overwritten if you are making changes to an existing record. 15-character limit.
Person: Middle Name	Individual's middle name. Optional when creating a new record. This field is active and may be overwritten if you are making changes to an existing record. 15-character limit.
Person: Prefix	Prefix for the individual's name, for example, <i>Mr.</i> , <i>Miss</i> , <i>Ms.</i> , <i>Mrs.</i> This field is active and may be overwritten if you are making changes to an existing record. Optional. 20-character limit.
Person: Suffix	Individual's suffix of name, for example, <i>Jr.</i> , <i>Sr.</i> This field is active and may be overwritten if you are making changes to an existing record. Optional. 20-character limit.
Person: Preferred First Name	Individual's Preferred First Name. This field is active and may be overwritten if you are making changes to an existing record. Optional. 20-character limit.
Person: Full Legal Name	Individual's Full Legal Name. This field is active and may be overwritten if you are making changes to an existing record. Optional. 20-character limit.
Person: Marital Status	Individual's Marital Status, for example, <i>Single</i> , <i>Married</i> , <i>Divorced</i> , <i>Widowed</i> . This field is active and may be overwritten if you are making changes to an existing record. Optional. 20-character limit.
Non-Person Name	Company's or entity's name (required, however you cannot supply both person and non-person name information under the same ID.) 60-character limit.
Last Update: User	ID for the user who last updated this information.
Last Update: Activity Date	Date that the user last updated this information.
Last Update: Origin	Form used to enter changed information.

Fields	Descriptions
Original Creation: User	ID for the user who initially created a record for this person. Display only.
Original Creation: Create Date	Date the user initially created a record for this person. Display only.

### Alternate Identification Window

Use this window to display alternate identification information, such as aliases, nicknames, or previous IDs. Access this window by selecting Alternate Identification from the options menu, or by selecting the Alternate Identification tab.

Select Save when you finish entering the alternate name information.

Fields	Descriptions
Name Type	Code representing the alternate name type. If you do not know the name type, request a List or use the Search feature to access the Name Type Validation List (GTVNTYP). Select a name type from the list and execute query to retrieve all names in that category.
Change Type	Pull down list options indicate whether the user wants to make a change to a person's Name or ID number.
ID	Alternate ID number of an individual or entity.
Last Name	Alternate last name of an individual.
First Name	Alternate first name of an individual.
Middle Name	Alternate middle name of an individual.
Origin	Form used to enter changed information. Display only.
User	ID for the user who last updated this information. Display only.
Activity Date	Date of the last activity in a record.

Fields	Descriptions
Create User	ID for the user who initially created a record for this person. Display only.
Create Date	Date the user initially created a record for this person. Display only.

### Address Information Window

Use this window to maintain address information for a person. A person may have multiple addresses distinguished by address type. Use the **Inactivate Address** to inactivate an address and keep the record for historical purposes. Each address must consist of an address type, one street line, a city, and either a state or a nation.

Access this window by selecting Address Information from the options menu, or by choosing the appropriate tab. Select Save when you finish entering the address information.

Fields	Descriptions
From Date	Date the address becomes effective. Default value is the current date but it may be overwritten. Blank means always effective.
To Date	Date the address is no longer effective. Leave this field blank if the address is always effective.
Inactivate Address	Check box indicates whether the address type is no longer active. <i>Selected</i> This address is inactive <i>Cleared</i> This address is active.
Address Type	Code representing the address type. If you do not know the address type, request a List or use the Search feature to access the Address Type Validation window (STVATYP) or the Address Information Query Form (FOQADDR).
Sequence Number	Allows you to establish more than one address for the same address type. The sequence number increments whenever more than one address of the same type exists.
Street Line 1 Street Line 2 Street Line 3	Street address of an individual or entity. You may use the additional lines to include apartment, number, building name or number, floor, etc. First line is required.

<b>Fields</b>	<b>Descriptions</b>
City	City of an individual or entity. Required.
State or Province	State or province of an individual or entity. If you do not know the state or province, request a List or use the Search feature to access the State/Province Code Validation window (STVSTAT). Required. Three-character limit.
ZIP or Postal Code	ZIP or Postal Code of an individual or entity. If you do not know the ZIP or Postal Code, request a List or use the Search feature to access the ZIP/Postal Code Validation Form (GTVZIPC).
County	County of an individual or entity. If you do not know the county, request a List or use the Search feature to access the County Code Validation list (STVCNTY).
Nation	Nation of an individual or entity. If you do not know the nation, request a List or use the Search feature to access the Nation Validation list (STVNATN).
Telephone Type	Code representing the phone type. If you do not know the phone type, request a List or uses the Search feature to access the Telephone Type Validation Form (STVTELE).
Telephone	Area code, phone number and extension of an individual or entity. If you do not know the phone number or would like to establish a phone number for this specific address, request a List or use the Search feature.
Source	Identifies how you obtained the address. If you do not know the source, request a List or use the Search feature to access the Address Source Code Validation (STVASRC).
Delivery Point	Postal carrier-specified code representing the delivery point associated with this address.
Correction Digit	Postal carrier-specified code representing the correction digit associated with this address.
Carrier Route	Postal carrier-specified code representing the carrier route associated with this address.
User	Banner User ID number of the person who created this record.

<b>Fields</b>	<b>Descriptions</b>
Activity Date	Date of the last activity in a record.

### Telephone Window

Select Telephone from the options menu or choose the appropriate tab to display telephone information.

<b>Fields</b>	<b>Descriptions</b>
Telephone Type	Type of phone line associated with the person. Choices come from the Telephone Type Validation list (STVTELE).
Telephone	Phone number.
Primary	Check box that indicates if this is a primary phone number.
Unlisted	Check box that indicates if this phone number is unlisted.
Inactivate	Check box that indicates if this phone number is no longer valid.
International Access	International access code.
Comment	Comments associated with this record.
Address Type	Type of address associated with this phone number. Choices come from the Address Type Validation List (STVATYP).
Sequence	Number that indicates an address for this address type.
Activity Date	Date this information was last updated. Display only.
User	ID of the user who last updated this information. Display only.

### Biographical Window

Select Biographical from the options menu or choose the appropriate tab to access biographical information for the person.

<b>Fields</b>	<b>Descriptions</b>
Gender	Radio group that indicates the gender of the individual: Male, Female, or Not Available.
Birth Date	Person's date of birth.
Age	Person's age.
SSN/SIN/TIN	Person's Social Security Number, Social Insurance Number, or Tax File Number.
Confidential	Check box that indicates if the person's information is confidential.
Deceased	Check box that indicates if the person is deceased.
Deceased Date	Date the person died.
Citizenship	Code representing the person's citizenship. Choices come from the Citizen Type Validation list (STVCITZ).
Marital Status	Code representing the person's marital status. Choices come from the Marital Status Validation list (STVMRTL).
Religion	Code representing the person's religious affiliation. Choices come from the Religion Code Validation list (STVRELG).
Legacy	Code representing the person's legacy. Choices come from the Legacy Code Validation list (STVLGCY).
Ethnicity	Code representing the person's ethnic background. Choices come from the Ethnic Code Validation list (STVETHN).
New Ethnicity	Additional choices for ethnicity: Hispanic or Latino, Not Hispanic or Latin, or None.
Ethnicity and Race Confirmed	Check box that indicates that ethnicity and race have been confirmed.
Confirmed Date	Date of confirmation.



Fields	Descriptions
Veteran File Number	Person's veteran file number.
Veteran Category	<p>Pull-down list that identifies the person's military service era.</p> <p><i>Other Eligible Veteran Only</i> - Eligible veteran who did not serve in Vietnam.</p> <p><i>Vietnam Veteran Only</i> - Vietnam veteran who does not meet the criteria for other eligible veterans.</p> <p><i>Both Vietnam and Other Eligible Veteran</i> - Vietnam veteran who meets the criteria for other eligible veterans.</p> <p><i>None</i> - Person with no military record.</p>
Active Duty Separation Date	Date the person left the military.
Last Update: User	ID of the user who last updated this information. Display only.
Last Update: Activity Date	Date this information was last updated. Display only.
Race	Race of the person. Choices come from the Race Rules Form (GORRACE).
User	ID of the user who entered this information. Display only.
Activity Date	Date this information was last updated. Display only.

### E-mail Window

Select E-Mail from the options menu or choose the appropriate tab to display the user's e-mail address and related information.

Fields	Descriptions
E-mail Type	Type of e-mail. Choices come from the E-mail Type Validation Form (GTVEMAL).
E-mail Address	Person's e-mail address.

Fields	Descriptions
Preferred	Check box that indicates that e-mail is the person's preferred way to receive information.
Inactivate	Check box that indicates that this e-mail address is no longer valid.
Display on Web	Check box that indicates that this e-mail address should be displayed on the Web.
URL	Relevant URL.
Comment	Comments associated with this information.
Activity Date	Date this information was last updated.
User	ID of the user who last updated this information.

### Emergency Contact Window

Select Emergency Contact from the options menu or choose this tab to display the person's emergency contact information.

Fields	Descriptions
Priority	Priority of this contact person in relation to other contacts provided. Allowable values are 1-9.
Contact Last Name	Last name of the contact.
First Name	First name of the contact.
Middle Initial	Middle initial for the contact.
Relationship	Relationship of the emergency contact to the person.
Address Type	Type of address.

<b>Fields</b>	<b>Descriptions</b>
Street Line 1 Street Line 2 Street Line 3	Street address
City	City for this address.
State or Province	State or Province for this address.
ZIP or Postal Code	ZIP or Postal Code for this address.
Nation	Nation for this address.
Telephone	Phone number associated with this address.
Last Update: User	ID of the user who last updated this information. Display only.
Last Update: Activity Date	Date that this information was last updated. Display only.

## Document Type Maintenance Form (FTMDTYP)

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Use the Document Type Maintenance Form to define document type codes and descriptions. Access this form from the Finance Operations Menu (\*FINOPER).

Execute a query to display all the existing document type codes in your system. Make any changes to the codes or descriptions as desired. Select Save when you finish.

<b>Fields</b>	<b>Descriptions</b>
Document Type	System assigned code representing types of documents in the system.
Description	Description of the document types.

Fields	Descriptions
Sequence Number	Sequential number assigned by the system to each record. The initial record is assigned sequence 0. Thereafter, each new record is assigned the next sequential number. In this way, the system builds a history of records which may be queried on this form. Query allowed; update not allowed.
Activity Date	Date this record was created or last updated.

## Sequence Number Maintenance Form (FOASEQN)

---

Use the Sequence Number Maintenance Form to create and maintain system-generated sequence numbers for documents and other numbered items by code and description. Commodities and budget line items are examples of numbered items you may have in the system.

Access this form from the Finance Operations Menu (\*FINOPER).

Enter the sequence numbers and letters you wish to define to the type and prefix values. Execute a query to scroll through existing sequence number definitions.

Fields	Descriptions
Document Type	User-assigned alphanumeric code representing the type of transaction.
Document Prefix	User-assigned alphanumeric code representing the type of transaction.
Description	Description of the transaction group.
Activity Date	Date this record was created or last updated.
Maximum Sequence 7	Number of positions available after the prefix. If populated, the number represents the last record used.
Maximum Sequence 8	The number of positions available after the prefix. If populated, the number represents the last record used.

Fields	Descriptions
Maximum Sequence 15	The number of positions available after the prefix. If populated, the number represents the last record used.

## Document Code Maintenance Form (FOMFSEQ)

---

Use this form to establish a document code prefix and a starting / next document number. Access this form from the Finance Operations Menu (\*FINOPER).

**Note:** The starting/next document number is for a System ID that uses FUPLOAD to assign document codes to externally fed documents. The actual System ID is stored on the System Data Validation Form (FTVSDAT).

Fields	Descriptions
System ID	Enter System ID.
Document Number Prefix	Enter Document Number Prefix (two uppercase alphabetic characters)
Description	Enter Document Number Prefix Description (35 alphanumeric characters)
Maximum Sequence Number	Enter Sequence Number.
Activity Date	System-generated.

## Entity Name/ID Search Form (FTIIDEN)

---

Use the Entity Name/ID Search Form to search the Finance database for specific persons, entities, and ID numbers. Access this form from the Finance Operations Menu (\*FINOPER).

If you accessed this form from an ID field on another form and have located the name/ID you want, position the cursor on the ID number and Select.

**Note:** Use this form when you want to use a general Execute Query to search the database for vendors. To view all names in the Finance database, leave the name fields blank and execute the search. To narrow your query, enter values in the name fields.

#### *Terminated Entities or Persons*

*T* displays in these indicator fields to indicate that the person or entity has been terminated from their position as vendor or financial manager.

**Note:** *T* never displays in the A (Agency) or P (Proposal personnel) columns because you cannot assign an agency a termination date.

If an entity does not exist in your system, *N* displays in the appropriate column. If it does exist, a *Y* displays.

To query for terminated vendors or financial managers, enter *T* in the respective column while the form is in query mode. If you enter *T* in the agency column, the form functions as if you entered *Y* in this column. When you query for terminated vendors or financial managers, the form only selects those records with a termination date that is not greater than the current system date.

**Note:** When the V, F, A, and P columns are left null, the default that is displayed is *V* (Vendors).

Fields	Descriptions
Check boxes	Indicates which category you want to conduct your search.
<i>Vendors</i>	Select if you want to search for a vendor.
<i>Terminated Vendors</i>	Select if you want to search for a Terminated Vendor
<i>Grant Personnel</i>	Select if you want to search for Grant Personnel
<i>Proposal Personnel</i>	Select if you want to search for Proposal personnel
<i>Financial Managers</i>	Select if you want to search for Financial Managers
<i>Terminated Financial Managers</i>	Select if you want to search for Terminated Financial Managers.
<i>Agencies</i>	Select if you want to search for Agencies.
<i>All</i>	Select if you want to search all categories.

Fields	Descriptions
ID Number	Banner ID of the person or entity you want to look up. If you do not know the ID number, you may enter a portion of the identification number with the percent sign (%) as a wildcard. The system will display all ID numbers with the specified combination. for example, <i>123%</i> .
Last Name	Last name of the person you want to look up.If you do not know the person's last name you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, <i>Hen %; %der%; %son.</i>
First Name	First name of the person you want to look up. If you do not know the person's first name, you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, <i>B %</i> will display all first names beginning with <i>B</i> .
Middle Name	Middle name of the person you want to look up. If you do not know the person's middle name, you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example <i>C %</i> will display all middle names (or initials) beginning with <i>C</i> .
Entity Ind	Indicator identifies the result of your Entity search.  <i>P</i> Person            This entity is a person. <i>C</i> Company        This entity is a company.
Change Ind	Indicates whether the entity has had a change.  <i>N</i> Name            This entity has had a change of name. <i>I</i> ID Number      This entity has had a change of ID number.
V	Indicator identifies the result of your entity search as a Vendor.  <i>Y</i> Yes              This entity is a vendor. <i>N</i> No                This entity is not a vendor.

Fields	Descriptions
F	Indicator identifies the result of your entity search as a Financial Manager. YYes                This entity is a financial manager. NNo                This entity is not a vendor.
A	Indicator identifies the result of your entity search as an Agency. YYes                This entity is an agency. NNo                This entity is not an agency.
G	Indicator identifies the result of your entity search as Grant Personnel. YYes                This entity is grant personnel. NNo                This entity is not grant personnel.
P	Indicator identifies the result of your entity search as Proposal Personnel. YYes                This entity is proposal personnel. NNo                This entity is not proposal personnel.
Type	Code representing the name type. If you do not know the name type, request a List. This takes you to the Name Type Validation list (GTVNTYP). Select a name type and execute query to retrieve all names in that category. List                Name Type Validation list (GTVNTYP)

### Soundex Search Window

Use the Soundex Search window to enter a possible spelling of the last or first name of the entity you want to look up.

Fields	Descriptions
Sounds like... Last Name	Text string representing the last name you want to retrieve. Enter a possible spelling or portion of a name and select execute query. to retrieve all records that contain or resemble the text string.



Fields	Descriptions
First Name	Text string representing the first name you want to retrieve. Enter a possible spelling or portion of a name and select execute query. to retrieve all records that contain or resemble the text string.

## Financial System Security Forms

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This section provides you with examples and descriptions for each form within the Financial System Security feature of the Finance Operations module. Security includes fund level security, fund type level security, rule group level security, and organization level security. Forms in this section flow in the order that they appear on the Financial System Security Menu (\*FINSECR).

Each form contains a description, instructions on how to use the form, essential field information, and a navigational guide. For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

### User Profile Maintenance Form (FOMPROF)

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Use this form to set up and maintain the security profiles and overage allowances of Banner Finance users.

#### Key block

Use the Key block to select the user ID for which you want to set up or change information.

Fields	Descriptions / Buttons
User ID	Oracle ID of the user for which you want to set up or change information. Choices come from the User Profile List Form (FUVPROF).

## User Information Window

Select the User Information tab to associate a user ID with name, Chart of Accounts, master fund, master organization, privileges, NSF information, and procurement information.

Fields	Descriptions / Buttons
User Name	<p>Name of the user.</p> <p>Column: FOBPROF_USER_NAME</p>
Budget ID	<p>Code that identifies an operational budget. Choices come from the Operating Budget (FTVOBUD) list.</p> <p>Column: FOBPROF_BUD_ID</p>
COA (Chart of Accounts)	<p>Code identifying an accounting or reporting entity. Choices come from the Chart of Accounts (FTVCOAS) list.</p> <p>Column: FOBPROF_COAS_CODE</p>
Organization	<p>Organization code for the user ID specified in the Key block. Choices come from the Organization Code Validation Form (FTVORGN).</p> <p><b>Note:</b> Banner uses this value in purchasing documents.</p> <p>Column: FOBPROF_REQUESTOR_ORGN_CODE</p>
Master Fund	<p>Pull-down list that indicates the user's fund authority. Choices are:</p> <p><i>Query Authority</i>—The user can only query fund information.</p> <p><i>Posting Authority</i>—The user can only post fund information.</p> <p><i>Both-Query and Posting</i>—The user can both query and post fund information.</p> <p><i>No Authority</i>—The user cannot query or post fund information.</p> <p>Column: FOBPROF_MASTER_FUND_IND</p>

Fields	Descriptions / Buttons
Master Organization	<p>Pull-down list that indicates the user's organization authority. Choices are:</p> <p><i>Query Authority</i>—The user can only query organization information.</p> <p><i>Posting Authority</i>—The user can only post organization information.</p> <p><i>Both-Query and Posting</i> (default)—The user can both query and post organization information.</p> <p><i>No Authority</i>—The user cannot query or post organization information.</p> <p>Column: FOBPROF_MASTER_ORGN_IND</p>
ID	ID of the user responsible for satisfying proposal and/or grant events to which you want to link the user specified in the Key block. Choices come from the Person Search Form (FOIIDEN).
Phone	<p>Telephone number of the user, including area code.</p> <p><b>Note:</b> Banner uses this value in purchasing documents.</p> <p>Column: FOBPROF_REQUESTOR_PHONE_AREA, FOBPROF_REQUESTOR_PHONE_NUMBER</p>
Extension	<p>User's phone extension.</p> <p>Column: FOBPROF_REQUESTOR_PHONE_EXT</p>
Fax	<p>User's FAX number.</p> <p>Column: FOBPROF_REQUESTOR_FAX_AREA, FOBPROF_REQUESTOR_FAX_NUMBER</p>
Extension	<p>Extension associated with the user's FAX number.</p> <p>Column: FOBPROF_REQUESTOR_FAX_EXT</p>
Email	<p>User's email address.</p> <p>Column: FOBPROF_REQUESTOR_EMAIL_ADDR</p>

Fields	Descriptions / Buttons
NSF Override	<p>Check box that indicates whether users are authorized to bypass funding deficiencies. Choices are:</p> <p><i>Selected</i>–User can bypass funding deficiencies</p> <p><i>Cleared</i>–User cannot bypass funding deficiencies</p> <p>Column: FOBPROF_NSF_OVERRIDE</p>
Expenditure End Date Posting	<p>Check box that indicates whether the user has the authority to post any transactions that occur during the grant termination period (the time span between the grant fund termination date and the expenditure end date as defined on the Fund Code Maintenance Form (FTMFUND)). This date may be later than the fund termination date. Choices are:</p> <p><i>Selected</i>–The user can post transactions that occur during the grant termination period.</p> <p><i>Cleared</i> (default)–The user cannot post transactions that occur during the grant termination period.</p> <p>Column: FOBPROF_EXP_END_POST_AUTH_IND</p>
Post in Accrual Period	<p>Check box that indicates whether the user can post transactions to the accrual period for the prior fiscal year. Choices are:</p> <p><i>Selected</i>–The user can post transactions to the accrual period for the prior fiscal year.</p> <p><i>Cleared</i> (default)–The user cannot post transactions to the accrual period for the prior fiscal year.</p> <p>Column: FOBPROF_ACCRUAL_POST_AUTH_IND</p>
EDI Override (Electronic Data Interchange Override)	<p>Check box that indicates whether the user can override electronic data interchange processing. Choices are:</p> <p><i>Selected</i>–The user can override electronic data interchange processing.</p> <p><i>Cleared</i>–The user cannot override electronic data interchange processing.</p> <p>Column: FOBPROF_EDI_OVERRIDE_IND</p>

Fields	Descriptions / Buttons
ACH Override (Automated Clearinghouse Override)	<p>Check box that indicates whether the user can override automated clearing house processing. Choices are:</p> <p><i>Selected</i>—The user can override automated clearing house processing.</p> <p><i>Cleared</i>—The user cannot override automated clearing house processing.</p> <p>Column: FOBPROF_ACH_OVERRIDE_IND</p>
Purchase Card Override	Check box that indicates whether the user can override purchase card processing.
Self Service Access	Check box that indicates if the user can access Finance Self-Service.
Self-Service Budget Access	Check box that indicates has the authority to access Budget information.
Budget Master Fund	Pull-down list that specifies user's access to funds.
Budget Master Organization	Pull-down list that establishes user's access to organizations.

### Procurement Maintenance Window

Select the Procurement Maintenance tab to set up tolerance information for invoices that exceed original orders. You can also select default Ship To address information for the user.

Fields	Descriptions / Buttons
Invoice Restrictions	<p>Pull-down list that indicates the types of invoices to which a user has access. Choices are:</p> <p><i>All Invoices</i>—The user can access all types of invoices.</p> <p><i>Direct Pay Invoices Only</i>—The user can access only direct pay invoices.</p> <p><i>General Encumbrances Only</i>—The user can access only general encumbrance invoices.</p> <p><i>Purchase Order Invoices Only</i>—The user can access only purchase order invoices.</p> <p><i>Regular and General Invoices</i>—The user can access only regular and general invoices.</p> <p><i>Direct and General Invoices</i>—The user can access only direct and general invoices.</p> <p><i>Direct and Regular Invoices</i>—The user can access only direct and regular invoices.</p> <p><i>No Invoices</i>—The user cannot access any type of invoice.</p> <p>Column: FOBPROF_USER_INV_PRIV</p>
Invoice Overage Tolerance	<p>Percentage over the original purchase order dollar amount for which the user has authorization to accept. For example, a user can accept an order that is 10% over the purchase order amount of \$10,000. This field must be used in conjunction with the <b>Invoice Tolerance Amount</b> field.</p> <p>If your institution does not set tolerance limits, leave this field blank. Conversely, if you do not want users to accept any orders that are in excess, enter 0.</p> <p><b>Note:</b> When determining whether a user can accept an order, Banner uses the smallest dollar amount in either the <b>Invoice Overage Tolerance</b> field or the <b>Invoice Tolerance Amount</b> field.</p> <p>Column: FOBPROF_TOLERANCE</p>

Fields	Descriptions / Buttons
Invoice Tolerance Amount	<p>Maximum dollar amount over the original purchase order amount for which the user has authorization to accept. For example, a user can accept an order up to \$100 more than the purchase order amount. This field must be used in conjunction with the <b>Invoice Overage Tolerance</b> field.</p> <p>If your institution does not set tolerance limits, leave this field blank. Conversely, if you do not want users to accept any orders that are in excess, enter 0.</p> <p><b>Note:</b> In determining whether a user can accept an order, Banner uses the smallest dollar amount in either the <b>Invoice Overage Tolerance</b> field or the <b>Invoice Tolerance Amount</b> field.</p> <p>Column: FOBPROF_MAX_TOLERANCE_AMT</p>
Invoice Tolerance Override	<p>Check box that indicates whether the user has authorization to override the limits in the <b>Invoice Tolerance Amount</b> and the <b>Invoice Overage Tolerance</b> fields. This user is typically a supervisor. Choices are:</p> <p><i>Selected</i>—The user can override the limits in the <b>Invoice Tolerance Amount</b> and the <b>Invoice Overage Tolerance</b> fields.</p> <p><i>Cleared</i> (default)—The user cannot override the limits in the <b>Invoice Tolerance Amount</b> and the <b>Invoice Overage Tolerance</b> fields.</p> <p>Column: FOBPROF_TOL_OVERRIDE_IND</p>
Invoice Receipt Required Override	<p>If selected, indicates that the user has authority to change the receipt required value on the Invoice Form (FAAINVE).</p>
Ship To	<p>Default ship-to address for the user. Choices come from the Ship-To (FTVSHIP) list.</p> <p>Column: FOBPROF_REQUESTOR_SHIP_CODE</p>
Address (untitled)	<p>Default ship-to address for the user.</p>
Building (untitled)	<p>Building name and/or number of the user's ship-to address.</p>
Floor (untitled)	<p>Floor number of the user's ship-to address.</p>

Fields	Descriptions / Buttons
Contact (untitled)	Contact person at the ship-to address. Column: FOBPROF_FTVSHIP_CONTACT
Requisition Receipt Required Override	If selected, indicates that the user has authority to change the receipt required value on the Requisition form (FPAREQN).
Purchase Order Receipt Required Override	If selected, indicates that the user has authority to change the receipt required value on the Purchase Order form (FPAPURR).
Receiving Quantity Overage Tolerance	Percentage over the original purchase order quantity for which the user has authorization to accept.  If your institution does not set tolerance limits, leave this field blank. Conversely, if you do not want users to accept any orders that are in excess, enter 0.  <b>Note:</b> This field pertains only to those institutions that receive goods using the Receiving Goods Form (FPARCVD).  Column: FOBPROF_RCVD_TOLERANCE_QTY
Receiving Quantity Tolerance	Maximum number over the original purchase order quantity for which the user has authorization to accept.  If your institution does not set tolerance limits, leave this field blank. Conversely, if you do not want users to accept any orders that are in excess, enter 0.  <b>Note:</b> This field pertains only to those institutions that receive goods using the Receiving Goods Form (FPARCVD).  Column: FOBPROF_RCVD_TOLERANCE_AMT



Fields	Descriptions / Buttons
Receiving Override	<p>Check box that indicates whether the user has authorization to override the limits in the <b>Receiving Quantity Overage Tolerance</b> and the <b>Receiving Quantity Tolerance</b> fields. This user is typically a supervisor. Choices are:</p> <p><i>Selected</i>—The user can override the limits in the <b>Receiving Quantity Overage Tolerance</b> and the <b>Receiving Quantity Tolerance</b> fields.</p> <p><i>Cleared</i> (default)—The user cannot override the limits in the <b>Receiving Quantity Overage Tolerance</b> and the <b>Receiving Quantity Tolerance</b> fields.</p> <p>Column: FOBPROF_RCVD_OVERRIDE_IND</p>
Receiving Amount Overage Tolerance	<p>Maximum percentage above the charge on a standing order that the user has the authority to accept.</p> <p>For example, a package of pencils arrives at the Admissions Office with a charge of \$25, which is 7% more than the anticipated price on the standing order. If you entered <i>10</i> in the <b>Receiving Amount Overage Tolerance</b> field, then the user can accept the package. However, if you entered <i>5</i> in the <b>Receiving Amount Overage Tolerance</b> field, then the user cannot accept the package.</p> <p>Column: FOBPROF_RCVD_TOLERANCE_PCT</p>
Receiving Amount Tolerance	<p>Dollar amount above the charge on a standing order that the user has the authority to accept.</p> <p>For example, a package of pens arrives at the Admissions Office with a charge of \$30, which is \$12 more than the anticipated price on the standing order. If you entered <i>15</i> in the <b>Receiving Amount Overage Tolerance</b> field, then the user can accept the package. However, if you entered <i>10</i> in the <b>Receiving Amount Overage Tolerance</b> field, then the user cannot accept the package.</p> <p>Column: FOBPROF_RCVD_TOLERANCE_AMT_PCT</p>

### To set up a Research Accounting user's security access

1. Access the User Profile Maintenance Form (FOMPROF).
2. Enter a **User ID**.
3. Go to the next block.

- 4. Enter the **User Name**.
- 5. Enter the **COA** code.
- 6. (Optional) Select the **Post After Expenditure End Date** check box to authorize the user to enter transactions during the grant termination period.
- 7. (Optional) Select the **Post in Accrual Period** check box to authorize the user to post transactions to the accrual posting period.
- 8. Enter the ID.
- 9. Save.

**System Control Maintenance Form (FOASYSC)**

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Use this form to create and maintain global database values. With this form, users of the Research Accounting module can control the posting of indirect cost and cost share transactions to the grant ledger and the order in which Banner processes indirect costs and cost sharing

Main window

Use this window to maintain general system control settings.

Use the System Information block to maintain system control settings.

Fields	Descriptions / Buttons
Effective Date	Date on which the set of values specified on this form becomes effective. Column: FOBSYSC_EFF_DATE
Termination Date	Date on which the set of values specified on this form expires. Column: FOBSYSC_TERM_DATE
Next Change Date	Next change date of the set of values specified on this form. Column: FOBSYSC_NCHG_DATE
Last Activity Date	Date of the last update to this form. Column: FOBSYSC_ACTIVITY_DATE

Fields	Descriptions / Buttons
Active Status	<p>Check box that indicates whether the specified set of values is active. Choices are:</p> <p><i>Selected</i> (default)–This set of values is active.</p> <p><i>Cleared</i>–This set of values is not active.</p> <p>Column: FOBSYSC_STATUS_IND</p>
Interchart Due To Account	<p>Account which will be credited automatically in an interchart transaction. Choices come from the Account Code Validation Form (FTVACCT).</p> <p>Column: FOBSYSC_ACCT_CODE_COAS_DUE_TO (code)</p>
Interchart Due From Account	<p>Account which will be debited automatically in an interchart transaction. Choices come from the Account Code Validation Form (FTVACCT).</p> <p>Column: FOBSYSC_ACCT_CODE_COAS_DUE_FROM (code)</p>
Federal Employer ID	<p>Government-assigned tax ID for the institution.</p> <p>Column: FOBSYSC_FEDERAL_EMPLOYER_ID</p>
Multiple Fund Balance	<p>Check box that indicates whether multiple fund balance processing is enabled. Choices are:</p> <p><i>Selected</i>–Multiple fund balance processing is enabled.</p> <p><i>Cleared</i> (default)–Multiple fund balance processing is disabled.</p> <p>Column: FOBSYSC_MULTIPLE_FB_ACCT_IND</p>
Rule Class Security	<p>Check box that indicates whether security processing will be done on a rule class basis. Choices are:</p> <p><i>Selected</i>–Security processing will be done on a rule class basis.</p> <p><i>Cleared</i> (default)–Security processing will not be done on a rule class basis.</p> <p>Column: FOBSYSC_RUCL_SECURITY_IND</p>

Fields	Descriptions / Buttons
Fund and Organization Security	<p>Check box that indicates whether fund/organization security will be used in Banner Finance. Choices are:</p> <p><i>Selected</i>–Fund/organization security will be used in Banner Finance.</p> <p><i>Cleared</i> (default)–Fund/organization security will not be used in Banner Finance.</p> <p>Column: FOBSYSC_FUND_ORG_SECURITY_ID</p>
Consolidated Posting	<p>Check box that indicates whether Banner will consolidate discount, additional, and extended amounts in procurement documents into one amount in the ledgers. Choices are:</p> <p><i>Selected</i> (default)–Consolidate amounts in procurement documents.</p> <p><i>Cleared</i>–Do not consolidate amounts in procurement documents.</p> <p>Column: FOBSYSC_CONSOL_POST_IND</p>
Deferred Edit	<p>Check box that indicates whether transaction edit processing will be deferred to the Transaction Interface Process.</p> <p><i>Selected</i>–Editing on transaction processing will be deferred.</p> <p><i>Cleared</i> (default)–Editing on transaction processing will not be deferred.</p> <p>Column: FOBSYSC_EDIT_DEFER_IND</p>
Self Service Budget Development	<p>Selecting this check box enables the Finance Self-Service Budget Development pages and the Fund/Organization security for these pages.</p>
Self Service Budget Development History	<p>Selecting this check box enables creation of audit history records for Finance Self-Service that include deleted rows.</p>

### Approval Override Information window

Use this window to select how approvals will be processed for different types of Banner Finance documents.

The value you select for each document type determines how Banner will route a document of that type through the approval process until it can be posted.

Fields	Descriptions / Buttons
Requisitions	<p>Pull-down list that indicates the type of approval processing for requisitions. Choices are:</p> <p><i>Bypass Approvals</i>—The approvals process will be bypassed for requisitions.</p> <p><i>Explicit Approvals</i>—You can approve requisitions.</p> <p><i>Implicit Approvals</i>—Requisitions will be approved if they exist in an approval queue, but not by the originator of the requisition.</p> <p>Column: FOBSYSC_APPR_OVERRIDE_IND_REQ</p>
Purchase Orders	<p>Pull-down list that indicates the type of approval processing for purchase orders. Choices are:</p> <p><i>Bypass Approvals</i>—The approvals process will be bypassed for purchase orders.</p> <p><i>Explicit Approvals</i>—You can approve purchase orders.</p> <p><i>Implicit Approvals</i>—Purchase orders will be approved if they exist in an approval queue, but not by the originator of the purchase order.</p> <p>Column: FOBSYSC_APPR_OVERRIDE_IND_PO</p>
Change Orders	<p>Pull-down list that indicates the type of approval processing for change orders. Choices are:</p> <p><i>Bypass Approvals</i>—The approvals process will be bypassed for change orders.</p> <p><i>Explicit Approvals</i>—You can approve change orders.</p> <p><i>Implicit Approvals</i>—Change orders will be approved if they exist in an approval queue, but not by the originator of the change order.</p> <p>Column: FOBSYSC_APPR_OVERRIDE_IND_CO</p>
Journal Vouchers	<p>Pull-down list that indicates the type of approval processing for journal vouchers. Choices are:</p> <p><i>Bypass Approvals</i>—The approvals process will be bypassed for journal vouchers.</p> <p><i>Explicit Approvals</i>—You can approve journal vouchers.</p> <p><i>Implicit Approvals</i>—Journal vouchers will be approved if they exist in an approval queue, but not by the originator of the journal voucher.</p> <p>Column: FOBSYSC_APPR_OVERRIDE_IND_JV</p>

Fields	Descriptions / Buttons
Encumbrances	<p>Pull-down list that indicates the type of approval processing for encumbrances. Choices are:</p> <p><i>Bypass Approvals</i>—The approvals process will be bypassed for encumbrances.</p> <p><i>Explicit Approvals</i>—You can approve encumbrances.</p> <p><i>Implicit Approvals</i>—Encumbrances will be approved if they exist in an approval queue, but not by the originator of the encumbrance.</p> <p>Column: FOBSYSC_APPR_OVERRIDE_IND_ENC</p>
Invoices	<p>Pull-down list that indicates the type of approval processing for invoices. Choices are:</p> <p><i>Bypass Approvals</i>—The approvals process will be bypassed for invoices.</p> <p><i>Explicit Approvals</i>—You can approve invoices.</p> <p><i>Implicit Approvals</i>—Invoices will be approved if they exist in an approval queue, but not by the originator of the invoice.</p> <p>Column: FOBSYSC_APPR_OVERRIDE_IND_INV</p>
Fixed Assets	<p>Pull-down list that indicates the type of approval processing for fixed assets. Choices are:</p> <p><i>Bypass Approvals</i>—The approvals process will be bypassed for fixed assets.</p> <p><i>Explicit Approvals</i>—You can approve fixed assets.</p> <p><i>Implicit Approvals</i>—Fixed assets will be approved if they exist in an approval queue, but not by the originator of the fixed asset.</p> <p>Column: FOBSYSC_APPR_OVERRIDE_IND_FA</p>
Cash Receipts	<p>Pull-down list that indicates the type of approval processing for cash receipts. Choices are:</p> <p><i>Bypass Approvals</i>—The approvals process will be bypassed for cash receipts.</p> <p><i>Explicit Approvals</i>—You can approve cash receipts.</p> <p><i>Implicit Approvals</i>—Cash receipts will be approved if they exist in an approval queue, but not by the originator of the cash receipt.</p> <p>Column: FOBSYSC_APPR_OVERRIDE_IND_DCR</p>

## Non-Sufficient Funds Override Information window

Use this window to indicate which types of documents Banner will examine for non-sufficient funds (NSF). If you select NSF checking for a type of document, Banner will check for non-sufficient funds whenever you enter data for a document of that type.

**Note:** Non-sufficient funds checking is not available for fixed asset adjustment documents.

Fields	Descriptions / Buttons
Issue NSF Checking	<p>Check box that indicates whether Banner will check issue documents for non-sufficient funds. Choices are:</p> <p><i>Selected</i>—Banner will check issue documents for non-sufficient funds.</p> <p><i>Cleared</i>—Banner will not check issue documents for non-sufficient funds.</p> <p>Column: FOBSYSC_ISS_NSF_ON_OFF_IND</p>
Journal Voucher NSF Checking	<p>Check box that indicates whether Banner will check journal voucher documents for non-sufficient funds. Choices are:</p> <p><i>Selected</i>—Banner will check journal voucher documents for non-sufficient funds.</p> <p><i>Cleared</i>—Banner will not check journal voucher documents for non-sufficient funds.</p> <p>Column: FOBSYSC_JV_NSF_ON_OFF_IND</p>
Encumbrance NSF Checking	<p>Check box that indicates whether Banner will check encumbrance documents for non-sufficient funds. Choices are:</p> <p><i>Selected</i>—Banner will check encumbrance documents for non-sufficient funds.</p> <p><i>Cleared</i>—Banner will not check encumbrance documents for non-sufficient funds.</p> <p>Column: FOBSYSC_ENC_NSF_ON_OFF_IND</p>
Requisition NSF Checking	<p>Check box that indicates whether Banner will check requisition documents for non-sufficient funds. Choices are:</p> <p><i>Selected</i>—Banner will check requisition documents for non-sufficient funds.</p> <p><i>Cleared</i>—Banner will not check requisition documents for non-sufficient funds.</p> <p>Column: FOBSYSC_REQ_NSF_ON_OFF_IND</p>

Fields	Descriptions / Buttons
Purchase Order NSF Checking	<p>Check box that indicates whether Banner will check purchase order documents for non-sufficient funds. Choices are:</p> <p><i>Selected</i>—Banner will check purchase order documents for non-sufficient funds.</p> <p><i>Cleared</i>—Banner will not check purchase order documents for non-sufficient funds.</p> <p>Column: FOBSYSC_PO_NSF_ON_OFF_IND</p>
Invoice NSF Checking	<p>Check box that indicates whether Banner will check invoice documents for non-sufficient funds. Choices are:</p> <p><i>Selected</i>—Banner will check invoice documents for non-sufficient funds.</p> <p><i>Cleared</i>—Banner will not check invoice documents for non-sufficient funds.</p> <p>Column: FOBSYSC_INV_NSF_ON_OFF_IND</p>
Fixed Assets NSF Checking	<p>Check box that indicates whether Banner will check fixed asset documents for non-sufficient funds. Choices are:</p> <p><i>Selected</i>—Banner will check fixed asset documents for non-sufficient funds.</p> <p><i>Cleared</i>—Banner will not check fixed asset documents for non-sufficient funds.</p> <p>Column: FOBSYSC_FA_NSF_ON_OFF_IND</p>
Cash Receipts NSF Checking	<p>Check box that indicates whether Banner will check cash receipt documents for non-sufficient funds. Choices are:</p> <p><i>Selected</i>—Banner will check cash receipt documents for non-sufficient funds.</p> <p><i>Cleared</i>—Banner will not check cash receipt documents for non-sufficient funds.</p> <p>Column: FOBSYSC_DCR_NSF_ON_OFF_IND</p>

### Tax Processing Information window

Use this window to activate tax processing for Banner Finance.

**Warning:** Activating taxes on your system has widespread ramifications. Do not activate this feature unless you are certain you want to use it.



Fields	Descriptions / Buttons
Tax Processing On	<p>Check box that indicates whether Banner will automatically process taxes. Choices are:</p> <p><i>Selected</i>—Banner will automatically process taxes.</p> <p><i>Cleared</i>—Banner not will automatically process taxes.</p> <p><b>Warning:</b> Activating taxes on your system has widespread ramifications. Do not activate this feature unless you are certain you want to use it.</p> <p>Column: FOBSYSC_TAX_PROCESSING_IND</p>
Default Tax Group Code	<p>Tax group code for Banner Finance. Choices come from the Tax Group list.</p> <p>Column: FOBSYSC_TGRP_CODE_DEFAULT (code)</p>
Tax Override Amount	<p>Dollar amount over the estimated tax amount that users are authorized to pay.</p> <p>Column: FOBSYSC_TAX_OVERRIDE_AMT</p>
Tax Override Percentage	<p>Percentage over the estimated tax amount that users are authorized to pay.</p> <p>Column: FOBSYSC_TAX_OVERRIDE_PCT</p>

### Grant Processing Information window

Use this window to establish grant processing information for Banner Finance.

**Note:** This window refers only to the Research Accounting component of Banner.

Fields	Descriptions / Buttons
Defer Calculations of Indirect Cost and Cost Share	<p>Check box that indicates whether indirect cost and cost share will be deferred. Choices are:</p> <p><i>Selected</i>—Calculations of indirect cost and cost share will be deferred and will not be performed by the posting process for each transaction.</p> <p><i>Cleared</i>—Calculations of indirect cost and cost share will be performed by the posting process for each transaction.</p> <p><b>Note:</b> If you select this check box, use the Deferred Grant Process (FRRGRNT) to calculate indirect cost and cost share.</p> <p>Column: FOBSYSC_DEFER_GRANT_IND</p>
Indirect Cost and Cost Share Calculation Order	<p>Pull-down list that indicates the processing order of grant calculations. Choices are:</p> <p><i>Indirect Cost then Cost Share</i> (default)—Indirect cost processing will occur before cost share processing.</p> <p><i>Cost Share then Indirect Cost</i>—Cost share processing will occur before indirect cost processing.</p> <p>Column: FOBSYSC_IC_CS_ORDER_IND</p>

## Procurement Processing Information window

Use this window to set the procurement processing information for Banner Finance.

Fields	Descriptions / Buttons
Document Level Matching	<p>Use this check box to indicate where you want the matching process to begin.</p> <p><i>Purchase Order Document Level</i></p> <p><i>Requisition Document Level</i></p> <p><i>No Document Level</i></p> <p>If you choose Purchase Order as the starting point, then amounts for purchase order and invoice must be specified.</p> <p>If you choose Requisition as the starting point, then amounts for requisition, purchase order, and invoice need to be specified.</p>

Fields	Descriptions / Buttons
Requisition Amount Requiring Receipt	Minimum amount of a requisition for which receipt of goods is required for payment.
Purchase Order Amount Requiring Receipt	Minimum amount of a purchase order for which receipt of goods is required for payment.
Invoice Amount Requiring Receipt	Minimum amount of an invoice for which receipt of goods is required for payment. Column: FOBSYSC_INVOICE_RCVD_AMT
Automatic Buyer Assignment	Check box that indicates whether Banner will automatically assign buyers. Choices are:  <i>Selected</i> —Banner will automatically assign buyers.  <i>Cleared</i> —Banner will not automatically assign buyers.  Column: FOBSYSC_AUTO_BUYR_IND

To turn on deferred grant processing:

1. Access the System Control Maintenance Form (FOASYSC).
2. Select the appropriate control record by scrolling through the date information.
3. Go to the Grant Processing Information window.
4. Select the **Defer Calculations of Indirect Cost and Cost Share** check box.
5. Choose the order in which indirect cost and cost share information will be processed by selecting it from the **Indirect Cost and Cost Share Calculation Order** pull-down list.
6. Save.

## Rule Group/Rule Class Security Maintenance Form (FOMRGRC)

---

Use the Rule Group/Rule Class Security Maintenance Form to link rule classes to rule groups. Access this form from the Financial System Security Menu (\*FINSECR).

For new rule groups, the system requires you enter a title. Save the title before you attempt to copy rule classes.

Fields	Descriptions
Rule Group	User-defined code representing the rule group being created or maintained. If you do not know the code, request a List. This takes you to the Rule Group List (FTVRUGR).  (button)      List      Rule Group List (FTVRUGR)
Copy From Rule Group	Code representing an existing rule group. Enter the code to copy its rule classes to a new group. If you do not know the rule group, Request a List. This brings you to the Rule Group List (FTVRUGR).  (lookup)      List      Rule Group List (FTVRUGR)
Rule Group Description	Description of the rule group.
Rule Class	Codes representing the rule classes being assigned to a new rule group or currently assigned to an existing rule group. If you do not know the codes representing the classes you want to assign to a rule group, request a List. This takes you to the Rule Class List (FTVRUCL).  (lookup)      List      Rule Class List (FTVRUCL)  <b>Note:</b> Assign a Rule Class to only one rule group. Banner will not know which rule group to process when locating approval queues.
Description	Description of the rule class
Activity Date	Date of the last activity in a record.
User ID	Identification number representing the user who created the Rule Group.

## Form/Process to Rule Group Maintenance Form (FOMPRRG)

---

Use the Form/Process to Rule Group Maintenance Form to link rule groups to forms and processes. Access this form from the Financial System Security Menu (\*FINSECR).

Select Copy Information or Delete Information from the options list depending on the function you want to perform. Select Save when you are finished.

Fields	Descriptions
Form/Process	Form or process name to be linked to the designated rule class(es). If you are establishing a new form or process/rule group with rule classes already established for a form or process, you can copy the rule classes to the new form or process. Enter the name of the form or process to copy from in the <b>Form/Process</b> field.
New Form/Process	Name of the new form or process. Select Copy from the options list to copy the rule groups from the <b>Form/Process</b> field to the new form or process.
Rule Group	User-defined code representing the Rule Classes to be associated with the new form or process. If you do not know the code, request a List. This takes you to the Rule Group List (FTVRUGR). (lookup)      List      Rule Group List (FTVRUGR)
Title	Description or title of each rule group.
Activity Date	Date of the last activity in a record.
User ID	Identification number representing the user who created the Rule Group.

## Fund/Fund Type Security Maintenance Form (FOMUSFN)

---

Use the Fund/Fund Type Security Maintenance Form to define fund and/or fund type codes to user IDs. Access this form from the Financial System Security Menu (\*FINSECR).

Fields	Descriptions
User ID	<p>Banner ID of the user as established on the User Profile Maintenance Form (FOMPROF). If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF). If you are establishing a new user with fund/fund type designations already established for an existing user, you can copy the fund/fund type designations using Copy from User ID.</p> <p>(lookup)      List      User Profile List (FOBPROF)</p>
Copy from User ID	<p>Banner ID of the user with fund/fund type designations you want to copy. If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF).</p> <p>(lookup)      List      User Profile List (FOBPROF)</p>
Include COA Code	<p>Code representing the Chart of Accounts you want to <i>include</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS). You may use wildcard characters in this field.</p> <p>(lookup)      List      Chart of Accounts List (FTVCOAS)</p>
Exclude COA Code	<p>Code representing the Chart of Accounts you want to <i>exclude</i> from the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS). You may use wildcard characters in this field.</p> <p>(lookup)      List      Cart of Accounts List (FTVCOAS)</p>
Include Fund Type	<p>Code representing the Fund Type you want to <i>include</i> in the copied information. If you do not know the Fund Types, request a List. This takes you to the Fund Type List (FTVFTYP). You may use wildcard characters in this field.</p> <p>(button)      List      Fund Type List (FTVFTYP)</p>
Exclude Fund Type	<p>Code representing the Fund Type you want to <i>exclude</i> in the copied information. If you do not know the Fund Types, request a List. This takes you to the Fund Type List (FTVFTYP). You may use wildcard characters in this field.</p> <p>(button)      List      Fund Type List (FTVFTYP)</p>

Fields	Descriptions
Include Fund	<p>Code representing the Fund you want to <i>include</i> in the copied information. If you do not know the Fund Types, request a List. This takes you to the Fund Code Validation Form (FTVFUND). You may use wildcard characters in this field.</p> <p>(button)            List            Fund Code Validation Form (FTVFUND).)</p>
Exclude Fund	<p>Code representing the Fund you want to <i>exclude</i> in the copied information. If you do not know the Fund, request a List. This takes you to the Fund Code Validation Form (FTVFUND). You may use wildcard characters in this field.</p> <p>(button)            List            Fund Code Validation Form (FTVFUND).</p>
COA	<p>Code representing the chart of accounts assigned to the user ID. If you do not know the chart of accounts or would like to add to the User ID, request a List. This brings you to the Chart of Accounts List (FTVCOAS).</p> <p>(lookup)            List            Chart of Accounts List (FTVCOAS)</p>
Fund Type	<p>Code representing the fund type assigned to the User ID. If you do not know the fund type or would like to add to the user ID, request a List. This takes you to the Fund Type List (FTVFTYP).</p> <p>(lookup)            List            Fund Type List (FTVFTYP)</p>
Fund	<p>Code representing the fund assigned to the user ID. If you do not know the fund or would like to add to the user ID, request a List. This takes you to the Fund Code Validation Form (FTVFUND).</p> <p>(lookup)            List            Fund Code Validation Form (FTVFUND)</p>
Title	Title or description of the fund.
Access	<p>Indicates how the user may access fund and fund type information.</p> <p><i>Query</i>            The user has query authority.</p> <p><i>Posting</i>            The user has posting authority.</p> <p><i>Both</i>            The user has both query and posting authority.</p>

Fields	Descriptions
Self Service Budget Access	<p>Indicates the level of access the user has for this fund/fund type. Values include the following:</p> <p><i>None (default)</i> The user cannot access fund/fund type information.</p> <p><i>Query</i> The user has query authority.</p> <p><i>Query &amp; Posting</i> The user has both query and posting authority.</p> <p><b>Note:</b> Enter the highest level code that defines the user's access. You can enter a value in this field only if Self-Service Budget Development is enabled. If not, <i>None</i> displays in this field.</p>
Activity Date	Date of the last activity in a record.

## Organization Security Maintenance Form (FOMUSOR)

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Use the Organization Security Maintenance Form to establish user-organization security access. Access this form from the Financial System Security Menu (\*FINSECR).

Fields	Descriptions
User ID	<p>Banner ID of the user as established on the User Profile Maintenance Form (FOMPROF). If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF). If you are establishing a new user-organization relationship with organization codes already established for an existing user, you can copy the organization codes using Copy from User ID.</p> <p>(lookup)      List      User Profile List (FOBPROF)</p>
Copy from User ID	<p>Banner ID of the user with fund/fund type designations you want to copy. If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF).</p> <p>(lookup)      List      User Profile List (FOBPROF)</p>



Fields	Descriptions
Include COA Code	Code representing the chart of accounts you want to <i>include</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS). You may use wildcard characters in this field.  (lookup)      List      Cart of Accounts List (FTVCOAS)
Exclude COA Code	Code representing the chart of accounts you want to <i>exclude</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS). You may use wildcard characters in this field.  (lookup)      List      Cart of Accounts List (FTVCOAS)
Include Organization	Code representing the organization you want to <i>include</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Organization Code Validation Form (FTVORGN). You may use wildcard characters in this field.  (lookup)      List      Organization Code Validation Form (FTVORGN)
Exclude Organization	Code representing the organization you want to <i>exclude</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Organization Code Validation Form (FTVORGN). You may use wildcard characters in this field.  (lookup)      List      Organization Code Validation Form (FTVORGN)
COA	Code representing the chart of accounts assigned to the user ID. If you do not know the chart of accounts or would like to add to the User ID, request a List. This brings you to the Chart of Accounts List (FTVCOAS).  (lookup)      List      Chart of Accounts List (FTVCOAS)
Organization	Code representing the organization assigned to the user ID.
Description	Description of the organization.

Fields	Descriptions
Access	Indicates how the user may access organization type information. <i>Query</i> The user has query authority. <i>Posting</i> The user has posting authority. <i>Both</i> The user has both query and posting authority.
Self Service Budget Access	Indicates the level of access the user has for this organization and for all its successors. Values include the following: <i>None (default)</i> The user cannot access organization information. <i>Query</i> The user has query authority. <i>Query &amp; Posting</i> The user has both query and posting authority.
	<b>Note:</b> Enter the highest level code that defines the user's access. You can enter a value in this field only if Self-Service Budget Development is enabled. If not, <i>None</i> displays in this field.
Activity Date	Date of the last activity in a record.

## Rule Group Security Maintenance Form (FOMUSRG)

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Use the Rule Group Security Maintenance Form to establish rule group-user ID relationships. Access this form from the Financial System Security Menu (\*FINSECR).

Fields	Descriptions
User ID	Banner ID of the user as established on the User Profile Maintenance Form (FOMPROF). If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF). If you are establishing a new user-rule group relationship with rule group codes already established for an existing user, you can copy the rule group codes using Copy User ID.  (lookup)              List                      User Profile List (FOBPROF)

Fields	Descriptions
Copy User ID	Banner ID of the user with rule group relationships you want to copy. If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF). (lookup)      List      User Profile List (FOBPROF)
Rule Group	Code representing the rule group to be associated with the user. If you do not know the code, request a List. This takes you to the Rule Group List (FTVRUGR). (lookup)      List      Rule Group List (FTVRUGR)
Description	Description of the rule group.
Activity Date	Date of the last activity in a record.
User ID	Identification number representing the user who created the Rule Group.

## User Profile List Form (FUVPROF)

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The User Profile List Form gives you an online list of all of the users currently assigned to your system along with their corresponding User ID number, their assigned chart of accounts, and the most recent activity date recorded by the user. Access this menu from the Finance Security Menu (\*FINSECR).

This form is query-only.

Fields	Descriptions
COA	Code representing the Charts of Accounts assigned to the users in your system.
User ID	Banner of the users in your system.
User Name	Names or titles of the users in your system.
Activity Date	Date of the last activity in a record.

## E-Procurement Interface Preferences Control (FPAEPRC)

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Use this form to specifically identify rule classes, tax group, buyer code, and approvals processing for all Banner documents created by the integration with an external e-procurement system.

For additional information, refer to the *Finance e-Procurement for HigherMarkets Banner Handbook*.

### Elements for Message Synchronization

Fields	Descriptions
Requisition Purchase Order Chart Index Fund Organization Account Program Activity Location Commodity Vendor Telephone	The fields displayed in this block display values established on the Banner Message Aware Entity Rules form (GURMESG).  These fields are non-navigable and are display-only.

### e-procurement Requisition Preferences

For each field in this block, you can change the values to reflect custom rule classes for requisitions created by e-procurement.

**Note:** For requisitions created by the messaging integration from an external e-procurement system, the values entered on FPAEPRC for requisition approvals processing will override values on FOASYSC for requisitions.

Fields	Descriptions
Approved Rule Class	Rule class default for the requisition's approved amount.

Fields	Descriptions
Discount Rule Class	Rule class default for the requisition's discount amount.
Additional Rule Class	Rule class default for the requisition's additional amount.
Tax Rule Class	Rule class default for the requisition's tax amount.
Approval Override	Type of approval processing for e-procurement requisitions. Choices include Bypass Approvals, Explicit Approvals, and Implicit Approvals.

### e-procurement Purchase Order Preferences

For each field in this block, you may change the values to reflect custom rule classes for purchase orders created by e-procurement.

**Note:** For purchase orders created by the messaging integration from an external e-Procurement system, the values entered on FPAEPRC for purchase order approvals processing will override values on FOASYSC for purchase orders.

Fields	Descriptions
Approved Rule Class	Rule class default for the purchase order's approved amount.
Discount Rule Class	Rule class default for the purchase order's discount amount.
Additional Rule Class	Rule class default for the purchase order's additional amount.
Tax Rule Class	Rule class default for the purchase order's tax amount.
Buyer Code	Buyer code. Choices come from the Buyer Code List (FTVBUYR).
Approval Override	Type of approval processing for e-procurement purchase orders. Choices include Bypass Approvals, Explicit Approvals, and Implicit Approvals.

# Finance Approval Forms

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This section provides you with examples and descriptions for each form within the Approvals feature of the Finance Operations module.

Forms in this section flow in the order that they appear on the Finance Approval Menu (\*FINAPPR).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

## User Approval Form (FOAUAPP)

---

FOAUAPP allows direct approval of a document or navigation to summary information of a document for review and subsequent approval. Use the User Approval Form to obtain an online list of unapproved documents by document type. Access this form from the Financial Approval Menu (\*FINAPPR).

Fields	Descriptions
User ID	Banner ID and name of the user. Leave this field blank to display all documents awaiting approval for all approval IDs.
Document	Number representing the document you want to query. Leave blank to view all documents assigned to this user. You may also query one or more document by entering a document number or by entering the % (wildcard).
Next Approver	Check box that, when selected, limits the number of documents that will display on the form. <div><div>Selected</div>Only documents for which the user has approval authority in the next required queue appear on this form.<div>Cleared</div>All documents display on this form.</div>

Fields	Descriptions
NSF	Check box indicates whether a non-sufficient funds condition exists for a specific transaction or document.  <i>Selected</i> A non-sufficient funds condition exists. <i>Cleared</i> A non-sufficient fund condition does not exist.
Document Type	Code representing the type of document.
Document Number	Number of the document.
Change Sequence	Change sequence number associated with change orders and encumbrances.
Submission	Submission number associated with journal vouchers and invoices.
Originating User	Banner ID number of the user who completed the document.
Document Amount	Transaction amount of the document.
Queue Type	Code indicates the status of a document.  <i>DOC</i> The document is in a user-defined document approval queue awaiting approval. <i>NSF</i> The document is awaiting NSF override processing and the system has routed it to the NSF queue. If the document is awaiting NSF override processing, select Detail to override NSF.
Next Approver	Indicates whether the user is the next approver for a document in the approval queue.  <i>Y</i> The user is the next approver. <i>N</i> The user is not the next approver.
Approve	If you have approval authority, select Approve to override an NSF condition or approve and complete the document.
Disapprove	Select Disapprove to disapprove the document.

Fields	Descriptions
Detail	Select Detail to check the NSF Override for individual document types.
Queue	Button, that when selected, enables you to access the Document Approval Form (FOAAINP), and display all the queues/levels responsible for the approval of a specified document.

#### *Document Type Approval Detail*

Select Detail to navigate to the individual document type approval forms. From the document approval forms, you may view detail or override NSF conditions.

**Note:** This function is not available for Fixed Assets approvals.

If a document is awaiting NSF override, invoke the override by transferring to the detail forms and entering **Y** in the **Budget Availability Override** field.

When you navigate to one of the individual document type approval forms, the cursor resides in the **Budget Availability Override** field. Select Previous Block to navigate to the **Item** field. Select Count Hits to display the Commodities for Review Query Form (FOICOMM). FOICOMM displays all items associated with the document.

Select Queues to navigate to the Document Approval Form (FOAAINP). The Document Number and the Document Type display.

#### *Summary Information for Document Approval*

Select the Detail button to navigate to one of the following approval forms to view the accounting details of the specific document you wish to approve.

- Encumbrance documents transfer you to the Encumbrance/Reservations Approval Form (FOQENCB)
- Journal Voucher documents transfer you to the Journal Voucher Approval Form (FOQJVC)
- Purchase Order documents transfer you to the Purchase Order Approval Form (FOQPACT)
- Invoice/Credit Memo documents transfer you to the Invoice/Credit Memo Approval Form (FOQINVA)
- Requisition documents transfer you to the Requisition Approval Form (FOQRACT)
- Fixed Assets documents transfer you to the Fixed Assets Approval Form (FOQFACT)
- Direct Cash Receipt documents transfer you to the Direct Cash Receipt Approval Form (FOQDCSR).



**Note:** You cannot approve documents from the previously listed forms. Approve documents from FOAUAPP or the Document Approval Form (FOAAINP).

You may wish to view text for Bids, Requisitions, Agreements, Purchase Orders, and Fixed Assets from approval forms. Navigate to the Procurement Text Entry Form (FOAPOXT) to display text for Bids, Requisitions, Agreements, Purchase Orders, and Change Orders. Navigate to the General Text Entry Form (FOATEXT) to display text for Encumbrance/Reservations, Journal Vouchers, Fixed Asset Adjustments, and Direct Cash Receipts.

Access FOAPOXT and FOATEXT from the Enter Selection prompt from any menu or submenu.

### Document Disapproval Text Entry Window

If you select Disapprove on the main window, the message *DOCUMENT IS DISAPPROVED* displays. You may change the text of this message to more accurately represent the reason for disapproving a document.

Select OK to accept the disapproval reason, disapprove the document, and return to the FOAUAPP main window. Select Cancel to clear the disapproval message and return to the main window without disapproving the document.

## Encumbrance/Reservations Approval Form (FOQENCB)

---

Use the Encumbrance/Reservations Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for encumbrance document types. It cannot be reached directly from a menu.

Use this form to view the summary details of an encumbrance document awaiting approval. FOQENCB displays current information for an Encumbrance/Reservation including document number and description.

**Note:** You cannot approve documents from FOQENCB. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Fields	Descriptions
Encumbrance Number	Document number of the encumbrance

Fields	Descriptions
Description	Title or description of the encumbrance.
Transaction Date	Date the transaction was processed and posted to the ledgers.
Document Total	Total amount of the document.
Sequence Number	Account sequence number.
Journal Type	Code and name of the rule class entered to process this transaction.
COA	Code representing the chart of accounts responsible for this transaction.
Fiscal Year	Fiscal year this transaction was processed.
Index	Code representing the index assigned to this transaction.
Fund	Code representing the fund from which the encumbrance is paid.
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the encumbrance.
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the encumbrance will be drawn.
Program	Code representing the group activities, operations or other units directed to attaining specific objectives to which the encumbrance will be applied.
Activity	Code representing a temporary unit of work or short duration project within a program to which the encumbrance will be applied.
Location	Code representing the physical location or site in which the specific activity will take place.

Fields	Descriptions	
Project	Code representing the project for cost accounting tracking purposes	
Current Encumbrance Amount	Amount of the encumbrance for this transaction.	
Amount	Amount of the transaction.	
NSF	Indicates whether a non-sufficient fund condition exists with this document.	
	Y Yes	This document has a non-sufficient funds condition attached.
	N No	This document does not have a non-sufficient funds condition attached.
NSF Override	Check box indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.	
	Selected	User has NSF override authority.
	Cleared	User does not have NSF override authority.

#### *View Text Capability*

You may view text associated with an invoice by selecting Text Information from the options list. This takes you to the General Text Entry Form (FOATEXT).

## Invoice/Credit Memo Approval Form (FOQINVA)

---

Use the Invoice/Credit Memo Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for invoice document types. It cannot be reached directly from a menu.

Use this form to view the summary details of an invoice/credit memo document awaiting approval. FOQINVA displays current information for an invoice/credit memo including document number and net amount. FOQINVA enables you to view the document detail and override a non-sufficient funds condition if it exists.

You cannot approve documents from FOQINVA. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

<b>Fields</b>	<b>Descriptions</b>
Document Number	Document number of the invoice.
Credit Memo	Credit Memo indicator. Indicates whether the invoice document is a credit memo.
	Y Yes                      The document is a credit memo.
	N No                      The document is not a credit memo
Vendor	Name of the vendor on the invoice document.
Item	Line item number of the commodity on the invoice.
Commodity	Description of the commodity on the invoice.
Transaction Date	Date the transaction was processed and posted to the ledgers.
Sequence Number	Accounting sequence number.
COA	Code representing the chart of accounts responsible for this transaction.
Fiscal Year	Fiscal year this transaction was processed.
Index	Code representing the index assigned to this transaction.
Fund	Code representing the fund from which the encumbrance is paid.
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the invoice.
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the invoice will be drawn.

<b>Fields</b>	<b>Descriptions</b>
Program	Code representing the group activities, operations or other units directed to attaining specific objectives to which the purchase on the invoice will be applied.
Activity	Code representing a temporary unit of work or short duration project within a program to which the purchase on the invoice will be applied.
Location	Code representing the physical location or site in which the specific activity will take place.
Project	Code representing the project for cost accounting tracking purposes
Bank	Code representing the financial institution from which funds will be drawn to pay the invoice.
Bank Description	Name of the financial institution from which funds will be drawn to pay the invoice.
Income Type	Code represents the type of income as provided by the IRS for 1099 invoices.
Previously Paid	Total amount paid on previous invoices.
To Be Paid	Total amount to be paid.
Invoiced	Total amount of this invoice.
Approved	Total amount of this invoice approved for payment.
Discount	Total amount of discounts as established with the vendor to be deducted from this invoice.
Tax	Total amount of taxes as established with the vendor's tax group, to be added to the total cost of the commodities on this invoice.
Additional	Additional amount to be added to individual commodity items or to the total extended cost of the invoice to allow for surplus charges, for example, shipping.

Fields	Descriptions
Net	Net amount of the invoice.
NSF	Indicates whether a non-sufficient fund condition exists with this document.
	Y Yes This document has a non-sufficient funds condition attached.
	N No This document does not have a non-sufficient funds condition attached.
NSF Override	Check box indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.
	Selected User has NSF override authority.
	Cleared User does not have NSF override authority.

From the **Item** field you may scroll through the commodities associated with this invoice. Select Count Hits from the **Item** field to navigate to the Commodities for Review Query Form (FOICOMM). You may also select View Commodities from the options list.

#### *View Text Capability*

You may view text associated with an invoice. Select Query Document from the options list to access the Invoice/Credit Memo Query Form (FAINVE). Select Next Block from FAINVE.

#### *Document Level Accounting Distribution*

You may assign the same accounting distribution (FOAPAL) for all the commodities in the invoice on the Invoice/Credit Memo Form (FAAINVE).

**Note:** When you enter an invoice into Finance through the Invoice/Credit Memo Form and the same accounting distribution applies to all the items listed in the invoice, the system invokes Document Accounting Distribution processing when you view the document from FOQINVA.

When you navigate to FOQINVA, the **Item** field remains blank when Document Accounting Distribution applies.

There are limits to viewing the commodities listed in the invoice with Document Accounting Distribution. You cannot scroll through the individual commodity items on FOQINVA. If you are unfamiliar with the commodity items, navigate to the Commodities for Review Query Form (FOICOMM) to display all the items

associated with the invoice. Select View Commodities from the options list to display FOICOMM.

## Direct Cash Receipts Approval Form (FOQDCSR)

---

Use the Direct Cash Receipts Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for direct cash receipt document types. It cannot be reached directly from a menu.

Use this form to view the summary details of direct cash receipts awaiting approval. FOQDCSR displays current information for a direct cash receipt including document number and line item description.

**Note:** You cannot approve documents from FOQDCSR. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAINP).

Fields	Descriptions
Document	Document number of the direct cash receipt.
Transaction Date	Date the transaction was processed and posted to the ledgers.
Document Total	Total amount of the cash receipt.
Vendor	Code and name representing the vendor associated with this cash receipt.
Sequence Number	Accounting sequence number.
Tax Group	Code representing the vendor's tax group.
Bank	Code representing the financial institution from which funds will be drawn to pay the invoice.

Fields	Descriptions
Status Indicator	Indicate whether the cash receipt can be posted. <i>P</i> Postable      This cash receipt can be posted. <i>N</i> NSF      This cash receipt has a non-sufficient funds condition attached and cannot be posted.
Debit or Credit	Indicates the status of payment. +      Cash has been received -      The cash receipt has been cancelled
COA	Code representing the chart of accounts responsible for this transaction.
Fiscal Year	Fiscal year this transaction was processed.
Index	Code representing the index assigned to this transaction.
Fund	Code representing the fund from which the encumbrance is paid.
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the invoice.
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the invoice will be drawn.
Program	Code representing the group activities, operations or other units directed to attaining specific objectives to which the purchase on the invoice will be applied.
Activity	Code representing a temporary unit of work or short duration project within a program to which the purchase on the invoice will be applied.
Location	Code representing the physical location or site in which the specific activity will take place.
Description	Description of this sequence.



Fields	Descriptions
Document Reference	Document reference number used for this sequence.
NSF Override	Check box indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check <b>NSF Override</b> and select Save. Saving overrides the non-sufficient funds condition.
	<i>Selected</i> User has NSF override authority.
	<i>Cleared</i> User does not have NSF override authority.
Amount	Total amount of the cash receipt.

## Journal Voucher Approval Form (FOQJVCD)

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Use the Journal Voucher Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for journal voucher document types. It cannot be reached directly from a menu.

Use this form to view the summary details of a journal voucher awaiting approval. FOQJVCD displays current information for a journal voucher including document number and line item description.

**Note:** You cannot approve documents from FOQJVCD. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Fields	Descriptions
Document	Document number of the journal voucher
Submission Number	Submission number if this is a recurring journal voucher.
Transaction Date	Date the transaction was processed and posted to the ledgers.

Fields	Descriptions
Document Total	Total amount of the journal voucher.
Sequence Number	Sequence number of the encumbrance you are liquidating.
Journal Type	Code representing the rule class for this accounting entry.
Budget Period	Budget period used to post the budget amount.
Accrual	Indicate whether the document sequence should be posted in the accrual period. This is only valid when a journal type of YR10 or YR20 is entered.
Bank	Code representing the financial institution associated with this transaction.
COA	Code representing the chart of accounts responsible for this transaction.
Index	Code representing the index assigned to this transaction.
Fund	Code representing the fund from which the journal voucher is paid.
Orgn	Code representing the specific person, organization or other subdivision of a fund responsible for the journal voucher.
Acct	Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the journal voucher will be drawn.
Prog	Code representing the group activities, operations or other units directed to attaining specific objectives to which the purchase on the journal voucher will be applied.
Actv	Code representing a temporary unit of work or short duration project within a program to which the purchase on the journal voucher will be applied.
Locn	Code representing the physical location or site in which the specific activity will take place.

Fields	Descriptions
Amount	Amount of the transaction.
Debit/Credit	Indicates whether this transaction is a Debit or Credit. + This transaction is a debit. - This transaction is a credit.
Description	Description of this accounting sequence.
Document Reference	Document Reference number.
Deposit Number	Number assigned to the deposit associated with this journal voucher.
Encumbrance Number	Document number for the encumbrance.
Encumbrance Sequence	Sequence number for the encumbrance.
Encumbrance Action	Code representing the action for an encumbrance if total or partial. Used only if this was used to liquidate an encumbrance.
NSF (Status)	Indicates whether a Non-sufficient Funds condition is attached to this document. <i>P</i> Postable This document is postable, a non-sufficient funds condition does not exist. <i>N</i> NSF A non-sufficient funds condition exists. If you have override authority, you may select the NSF Override check box to override this condition.
NSF Override	Check box that indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check <b>NSF Override</b> and select Save. Saving overrides the non-sufficient funds condition. <i>Selected</i> User has NSF override authority. <i>Cleared</i> User does not have NSF override authority.

*View Text Capability*

You may view text associated with an invoice. Select Text Information from the options list to access the General Text Entry Form (FOATEXT).

## Purchase Order Approval Form (FOQPACT)

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Use the Purchase Order Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for purchase order document types. It cannot be reached directly from a menu.

Use this form to view the summary details of a purchase order document awaiting approval. FOQPACT displays current information for a purchase order including document number and total amount.

**Note:** You cannot approve documents from FOQPACT. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

From the **Item** field, you may scroll through the commodities associated with this invoice. Select Count Hits from the **Item** field or select the Review Commodities button to navigate to the Commodities for Review Query Form (FOICOMM).

If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.

*View Text Capability*

You may view text associated with an invoice. Select the Document Inquiry button to access the Purchase/Blanket/Change Order Query Form (FPIPURR).

*Document Level Accounting Distribution*

You have the option of assigning the same accounting distribution (FOAPAL) for all the commodities in the purchase order on the Purchase/Blanket Order Form (FPAPURR).

**Note:** When you enter a purchase order into Finance on the Purchase/Blanket Order Form and the same accounting distribution applies to all the items listed in the purchase order, the system invokes Document Accounting Distribution processing when you view the document from FOQPACT.

When you navigate to FOQPACT the **Item** field remains blank when Document Accounting Distribution applies. The **Total** field contains the purchase order total for that particular accounting record when Document Accounting Distribution applies.

There are limits when you view the commodities listed in the purchase order with Document Accounting Distribution. You cannot scroll through the individual commodity items on FOQPACT. If you are unfamiliar with the commodity items, navigate to the Commodities for Review Query Form (FOICOMM) to display all the items associated with the requisition. Select Review Commodities to display FOICOMM.

<b>Fields</b>	<b>Descriptions</b>
Purchase Order	Document number of the purchase order.
Change Sequence	Sequence number assigned if the original purchase order has been changed.
Vendor	Code and name of the vendor from who the services or commodities are purchased.
Item	Line item number of the commodity as it appears on the purchase order.
Commodity	Description of the commodity.
Transaction Date	Date the transaction was processed or posted to the ledgers.
Sequence Number	Accounting sequence number.
COA	Code representing the chart of accounts responsible for the payment of this purchase order.
Fiscal Year	Fiscal year this transaction was processed.
Index	Code representing the index assigned to this transaction.
Fund	Code representing the fund from which the purchase order is paid.
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the purchase order.

Fields	Descriptions
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the purchase order will be drawn.
Program	Code representing the group activities, operations or other units directed to attaining specific objectives to which the commodities or services on the purchase order will be applied.
Activity	Code representing a temporary unit of work or short duration project within a program to which the commodities or services on the purchase order will be applied.
Location	Code representing the physical location or site in which the specific activity will take place.
Extended Amount	Total extended cost of the commodities on the purchase order.
Discount Amount	Total discounts as established with the vendor, to be deducted from the extend cost of the commodities.
Tax Amount	Total tax amount as established by the vendor's tax group, to be added to the extended cost of the commodities.
Additional Amount	Total additional amount to be added to the extended cost of the commodities to allow for surplus charges, for example, shipping.
Total	Total amount of the purchase order.
Project	Code representing the project for cost accounting tracking purposes
NSF	Indicates whether a non-sufficient fund condition exists with this document.
	YYes This document has a non-sufficient funds condition attached.
	NNo This document does not have a non-sufficient funds condition attached.

Fields	Descriptions
NSF Override	Check box indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.
<i>Selected</i>	User has NSF override authority.
<i>Cleared</i>	User does not have NSF override authority.

## Requisition Approval Form (FOQRACT)

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Use the Requisition Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for requisition document types. It cannot be reached directly from a menu.

Use this form to view the summary details of a requisition document awaiting approval. FOQRACT displays current information for a requisition including document number and net amount.

**Note:** You cannot approve documents from FOQRACT. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

From the **Item** field you may scroll through the commodities associated with this invoice. Select Count Hits from the **Item** field to navigate to the Commodities for Review Query Form (FOICOMM). You may also select the Review Commodities button.

Fields	Descriptions
Request	Document number of the requisition.
Number of Items	Number of items on the requisition.
Item	Line item number of the commodities as listed on the requisition.
Commodity	Description of the commodity.

Fields	Descriptions
Net	Total net dollar amount of the commodities on the requisition.
Vendor	Code and name of the vendor from whom the commodities or services are purchased.
Sequence Number	Accounting sequence number.
COA	Code representing the chart of accounts responsible for the payment of the requisition.
Fiscal Year	Fiscal year this transaction was processed.
Index	Code representing the index assigned to this transaction.
Fund	Code representing the fund from which the requisition is paid.
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the requisition.
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the requisition will be drawn.
Program	Code representing the group activities, operations or other units directed to attaining specific objectives to which the commodities or services on the requisition will be applied.
Activity	Code representing a temporary unit of work or short duration project within a program to which the commodities or services on the requisition will be applied.
Location	Code representing the physical location or site in which the specific activity will take place.
Project	Code representing the project for cost accounting tracking purposes



Fields	Descriptions
NSF	Indicates whether a non-sufficient fund condition exists with this document.  <div> <div>Y Yes</div> <div>This document has a non-sufficient funds condition attached.</div> </div> <div> <div>N No</div> <div>This document does not have a non-sufficient funds condition attached.</div> </div>
NSF Override	Check box indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.  <div> <div>Selected</div> <div>User has NSF override authority.</div> </div> <div> <div>Cleared</div> <div>User does not have NSF override authority.</div> </div>
Amount	Total net dollar amount of the commodities on the requisition.

#### *View Text Capability*

You may view text associated with a requisition. Select Document Query from the options list to access the Requisition Query Form (FPIREQN). Select Next Block after FPIREQN displays.

#### *Document Level Accounting Distribution*

You have the option of assigning the same accounting distribution (FOAPAL) for all the items in the requisition on the Requisition Form (FPAREQN).

**Note:** When you enter a requisition into Finance on the Requisition Form and the same accounting distribution applies to all the items listed in the requisition, the system invokes Document Accounting Distribution processing when you view the requisition on FOQRACT.

When you navigate to FOQRACT, the **Item** field remains blank when Document Accounting Distribution applies.

There are limits to viewing the items listed in the requisition with Document Accounting Distribution. You cannot scroll through the individual commodity items on FOQRACT. If you are unfamiliar with the commodity items, navigate to the Commodities for Review Query Form (FOICOMM) to display all the items associated with the requisition. Select View Commodities to display FOICOMM.

## Fixed Assets Approval Form (FOQFACT)

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Use the Fixed Assets Approval Form in conjunction with the Finance Approvals process.

**Note:** You cannot approve documents from FOQFACT. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Use this form to view the summary details of a fixed asset adjustment document awaiting approval. FOQFACT displays current information for a fixed asset adjustment including document number. FOQFACT enables you to view the document detail and override a non-sufficient funds condition if it exists.

**Note:** You can access this form only by selecting the Detail button from the User Approval Form (FOAUAPP) for fixed assets document types. This form cannot be accessed directly from a menu.

Fields	Descriptions
Document	Document number and description of the Fixed Asset.
Number of Items	Number of items on the adjustment.
Function Code	Code representing the function of the current adjustment document.
Item	Line number of the item on the fixed asset.  From the <b>Item</b> field, you may scroll through the assets associated with this adjustment.
Permanent Tag	Description of the adjustment.
Sequence Number	Accounting sequence number.
COA	Code representing the chart of accounts responsible for the adjustment.
Fiscal Year	Fiscal year this transaction was processed.
Index	Code representing the index assigned to this transaction.

Fields	Descriptions
Fund	Code representing the fund from which the fixed asset is paid.
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the fixed asset.
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the fixed asset will be drawn.
Program	Code representing the group activities, operations or other units directed to attaining specific objectives to which the commodities or services on the fixed asset will be applied.
Activity	Code representing a temporary unit of work or short duration project within a program to which the commodities or services on the fixed asset will be applied.
Location	Code representing the physical location or site in which the specific activity will take place.
Project	Code representing the project for cost accounting tracking purposes
NSF	Indicates whether a non-sufficient fund condition exists with this document.  <div> <div>YYes</div> <div>This document has a non-sufficient funds condition attached.</div> </div> <div> <div>NNo</div> <div>This document does not have a non-sufficient funds condition attached.</div> </div>
NSF Override	Check box indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.  <div> <div>Selected</div> <div>User has NSF override authority.</div> </div> <div> <div>Cleared</div> <div>User does not have NSF override authority.</div> </div> <p><b>Note:</b> <b>NSF Override</b> does not apply to fixed asset adjustment documents because the adjustments are not affected by available balance checking.</p>

Fields	Descriptions
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Amount	Total net dollar amount of the commodities on the requisition.
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*View Text Capability*

You may view text associated with a fixed asset adjustment. Select Query Document from the options list to access the Fixed Asset Adjustment Query Form (FFIADJF). Select Next Block from FFIADJF.

## Document Approval Form (FOAAINP)

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Use the Document Approval Form to display all the queues/levels responsible for the approval of a specified document. Access this form from the Finance Approval Menu (\*FINAPPR). You may also access this form by selecting the Queues button from the User Approval Form (FOAUAPP).

Fields	Descriptions
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Document	Number of the document you want to approve. This field will be populated if you navigated to this form by selecting the Approve button on FOAUAPP.
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Type	Code representing the type of document. If you do not know the document type or if you want to assign a new document type to this number, request a List. This takes you to the Document Type List (FTVDTYP). This field will be populated if you navigated to this form by selecting the Approve button on FOAUAPP.
	(lookup)      List      Document Type List (FTVDTYP)

Change Sequence	Sequential number assigned to a change when querying change orders or encumbrance changes.
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Submission	Submission number associated with journal vouchers.
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Queue ID	Code representing the queue associated with the document awaiting review.
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Queue Description	Description of the queue.
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Fields	Descriptions
Queue Level	Code representing the level of the approval in the queue.
Approval Level	Indicates whether a document will be approved. + This document will be approved. <i>blank</i> This document is awaiting review.
Queue	Listing of documents in the queue.
Level	Level of the documents in the queue awaiting approval.
User	The user associated with the document awaiting approval.
In suspense	Indicates whether the document is in suspense if it is incomplete, not yet approved, or rolled back in the posting process. Y The document is in suspense. N The document is not in suspense.
Detail	Select <b>Detail</b> to navigate to the individual document type approval forms.
Approve	Button used to approve the document.
Disapprove	Button used to disapprove the document. For information about the window that displays, refer to “Document Disapproval Text Entry Window” on page 7-80.

Select Approval History from the options list to access the Approval History Form (FOIAPHT).

When no records exist for a document in the Approvals in Process Table (FOBAINP), the Approvals Process (FORAPPL) checks documents for NSF item indicators.

- If no NSF indicator flags exist, the system deletes the record of this document from the Unapproved Document Table (FOBUAPP) and inserts a record into the Approved Document Table (FOBAPPD).
- If NSF indicator flags exist, FORAPPL issues a warning message. The system routes documents to the NSF Queue for final approval. The system then adds a record of this document to the Approvals in Process Table (FOBAINP). To override NSF, select the Detail button or use the options menu on the main window to access the appropriate approval form. After NSF override, the system deletes the record.

## Document Disapproval Text Entry Window

If you select Disapprove on the main window, the Document Disapproval Text Entry Window appears and the following message displays: *A DOCUMENT IS DISAPPROVED*. You may change the text of this message to more accurately represent the reason for disapproving a document.

Select OK to accept the disapproval reason, disapprove the document, and return to the main window of FOAAINP.

Select Cancel to clear the disapproval message and return to the main window without disapproving the document.

## Approvals Notification Form (FOIAINP)

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The Approvals Notification Form (FOIAINP) displays automatically after you request any of the Banner Finance forms. You may also access FOIAINP from the Finance Approval Menu (\*FINAPPR). You can use this form at any time to display all documents that await your approval. FOIAINP provides a list of documents that you need to approve if the system shows your user ID to be the *next* approver.

**Note:** The Number of Documents on FOIAINP corresponds to the documents for which you are the next approver.

FOIAINP is one of the first forms that you see in Banner Finance. For FOIAINP to display, both of the following conditions must exist:

- Your installation must use the Approvals Process.
- Unapproved documents exist and you as an approver are the *next* approver for these documents.

Fields	Descriptions
Number of Documents	Number of documents per type, awaiting approval.
Document Type	Type of document awaiting approval.
Message	Status of unapproved documents.

### *User Approval Form Information*

If you transfer to the User Approval Form (FOAUAPP), you may see a greater number of documents for your user ID than the number specified on FOIAINP.

Select User Approval from the options list to transfer to the User Approval Form (FOAUAPP) to view and approve documents. Select Exit to display the form that you requested before the system automatically displayed FOIAINP. When you select Exit, it neither discards nor approves the listed documents.

**Note:** You can *only* approve or disapprove documents on the User Approval Form (FOAUAPP) and the Document Approval Form (FOAAINP). The Originating User can disapprove a document using the Document by User Form (FOADOCU). When you disapprove (that is, deny) a document, the system inserts a record with a queue of DENY into the history table. Refer to the *Processing* chapter to review approval procedures.

## Document Approval History Form (FOIAPPH)

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The Document Approval History Form provides an online display of the approval history for a specified document. Access this form from the Finance Approvals Menu (\*FINAPPR).

You may also access FOIAPPH from the Document Approval Form (FOAAINP) or the User Approval Form (FOAUAPP) by selecting the Approval History button.

Fields	Descriptions
Document Code	Code representing the document you want to look up.
Document Type	Type of document associated with the document code.
Change Sequence	Sequential number assigned to a change when querying change orders or encumbrance changes.
Submission Number	Submission number associated with journal vouchers.
Queue ID	Code representing the queue where the document awaited approval.
Queue Level	Level in the queue where the document was approved.
Approver's Name	Name of the user who approved the document.
Approved Date	Date the document was approved.

Fields	Descriptions
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Originating User    User who originated the document.

Name                      Originating user's name.

When no records exist for a document in the Approvals in Process Table (FOBAINP), the Approvals Process (FORAPPL) checks documents for NSF item indicators. If no NSF indicator flags exist, the system deletes the record of this document from the Unapproved Document Table (FOBUAPP). The system inserts a record into the Approved Document Table (FOBAPPD).

If NSF indicator flags exist, FORAPPL issues a warning message. The system routes documents to the NSF Queue for final approval. The system adds a record of this document to the Approvals in Process Table (FOBAINP). Upon NSF override, the system deletes the record.

## Approval History Form (FOIAPHT)

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The Approval History Form provides an online display of documents sorted by Document Code. A document that has been denied appears with a queue ID of DENY. You can access this form from the Finance Approval Menu (\*FINAPPR).

Fields	Descriptions
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Document Code    Code representing the document you want to look up. If you do not know the document number, you may enter a portion of the number using the percent sign (%) as a wildcard.

Document Type    Type of document associated with the document number.

Change  
Sequence              Sequential number assigned to a change when querying change orders or encumbrance changes.

Queue ID              Code representing the queue where the document awaited approval.

Queue Level              Level in the queue where the document was approved.

Approver's ID              ID number of the user who approved the document.



Fields	Descriptions
Approver's Name	Name of the person who approved the document.
Approved Date	Date the document was approved.
Submission Number	Submission number associated with journal vouchers.
Originating User	User who originated the document.

Submission numbers are only valid if you are querying journal vouchers and automatic journal vouchers. Change sequence numbers are only valid if you are querying change orders, purchase orders, and encumbrance changes.

## Approval Queue Routing Codes Form (FOMAQRC)

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The Approval Queue Routing Codes Form enables you to establish routing paths for documents by document type, rule group, and chart of accounts. Access this form from the Finance Approval Menu (\*FINAPPR).

You may define a variety of accounting information to the route. A queue may have more than one routing criterion.

Enter the **Queue ID** field. The approval process matches the fund, organization, and account identified on FOMAQRC with the fund, organization, and account specified on the transaction being approved.

The following fields in this block further define your routing criteria

Fields	Descriptions
Queue ID	Code representing the queue where you want to place the document is awaiting approval. If you do not know the Queue ID, request a List. This takes you to the Approval Queue ID List (FTVAPPQ).
(lookup)	List      Approval Queue ID List (FTVAPPQ)

Fields	Descriptions
Document Type	<p>Code representing the type of document that you want to route to this queue. If you do not know the queue, request a List. This takes you to the Document Type List (FTVDTYP).</p> <p>(lookup)      List      Document Type List (FTVDTYP)</p>
Rule Group	<p>Code representing the rule group containing the rule classes used by this document. If you do not know the rule group, request a List. This takes you to the Rule Group List (FTVRUGR).</p> <p>(lookup)      List      Rule Group List (FTVRUGR)</p>
Chart of Accounts	<p>Code representing the chart of accounts assigned to this document. All codes using this chart of accounts will be routed to this queue. If you do not know the chart of accounts, request a List. This takes you to the Rule Group List (FTVCOAS).</p> <p>(lookup)      List      Rule Group List (FTVCOAS)</p>
Fund	<p>Code representing the fund assigned to this document. If you do not know the fund, request a List. This takes you to the Fund Code Validation Form (FTVFUND). The system validates fund codes using the Fund Validation Table (FTVFUND). If you enter a high level fund, the system routes its subordinate funds to this queue unless a more specific queue definition exists containing the subordinate fund or a fund closer in the hierarchy.</p> <p>(lookup)      List      Fund Code Validation Form (FTVFUND)</p>
Fund Type	<p>Code representing the fund type assigned to this document. If you do not know the fund type, request a List. This takes you to the Fund Type List (FTVFTYP). The system validates fund type codes using the Fund Type Validation Table (FTVFTYP). You may enter either Level 1 or Level 2 Fund Types. Use these fund type levels to differentiate routing unrestricted and restricted funds, if applicable.</p> <p><b>Note:</b> You cannot enter both a fund and a fund type.</p> <p>(lookup)      List      Fund Type List (FTVFTYP)</p>

Fields	Descriptions
Organization	<p>Code representing the organization assigned to this document. If you do not know the organization, request a List. This takes you to the Organization Code Validation Form (FTVORGN). The system validates organization codes using the Organization Validation Table (FTVORGN). Enter this field to route documents for approval based on departmental requirements.</p> <p><b>Note:</b> You cannot enter both a fund and a fund type.</p> <p>(lookup)      List      Organization Code Validation Form (FTVORGN)</p>
Account	<p>Code representing the account assigned to this document. If you do not know the account, request a List. This takes you to the Account Code Validation Form (FTVACCT). The system validates organization codes using the Account Validation Table (FTVACCT). Define this field to further specify document routines. Use an account type code to route certain types of accounts (e.g., capital equipment purchases).</p> <p><b>Note:</b> You cannot enter both an account and an account type.</p> <p>(lookup)      List      Account Code Validation Form (FTVACCT)</p>
Account Type	<p>Code representing the account type assigned to this document. If you do not know the account type, request a List. This takes you to the Account Type List (FTVATYP). The system validates account type codes using the Account Type Validation Table (FTVATYP). Define this field to further specify document routines. Use an account type code to route certain types of accounts (e.g., capital equipment purchases).</p> <p><b>Note:</b> You cannot enter both an account and an account type.</p> <p>(lookup)      List      Account Type List (FTVATYP)</p>
Program	<p>Code representing the account type assigned to this document. If you do not know the account type, request a List. This takes you to the Program Code Validation Form (FTVPROG). The system validates program codes using the Program Validation Table (FTVPROG). Enter this field to route documents for approval based on departmental requirements.</p> <p>(lookup)      List      Program Code Validation Form (FTVPROG)</p>

If one queue contains a fund and another queue contains an organization and you enter a document with both values defined, the system routes the document to the queue defined with the fund versus the organization.

FOMAQRC defines the precedence by the order of the values displayed. Fund takes precedence over fund type. Fund and fund type take precedence over organization. Organization takes precedence over account. Account takes precedence over program code.

The system uses the following selection criteria when an exact match does not exist:

- Any combination of fund, organization, and account match. Fund has a higher selection criteria than organization, and organization has a higher selection criteria than account for those records that have the same number of matches.
- The fund matches on this form and the transaction is awaiting approval.
- The organization matches on this form and the transaction is awaiting approval.
- The account matches on this form and the transaction is awaiting approval.
- The program matches in this form and the transaction is awaiting approval.
- There are no matches. However, the system matches the record that is the fewest number of levels away from the transaction.

**Note:** Specify levels using the validation forms for fund, organization, account, and program. Fund has a higher selection criteria than organization, and organization has a higher selection criteria than account. Account has a higher selection criterion than program for those records that are the same number of levels away from the transaction.

## Approval Queue Maintenance Form (FTMAPPQ)

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Use the Approval Queue Maintenance Form to establish document approval queues and optionally associate next queues. Access this form from the Finance Approval Menu (\*FINAPPR).

You may associate an unlimited number of levels to a queue ID.

Fields	Descriptions
Queue ID	ID number of the queue you want to define.

Fields	Descriptions
Queue Limit	Dollar amount that triggers further document routing to appropriate queues for approval by document total amount. The dollar amount in the <b>Queue Limit</b> field generally equals the amount of the last approver (highest level approver) within the queue. Define additional provers in the queue.
Next Queue	If you enter 0 (zero) in the <b>Queue Limit</b> field, the system automatically looks for a value in the Next Queue, regardless of the approval limits of the levels defined for this queue. The system routes documents to approval levels in that next queue. If a next queue does not exist, the Approval Process (FORAPPL) issues an error message that there are no levels defined to approve this document. View these error messages using FORAPPL output.
Effective Date	Date the approver level becomes effective.
Termination Date	Date the approver level becomes disabled.
Level	Level of the approver
User ID	Banner ID of the user as established on the user profile maintenance form used to associate the approval queue with the user. If you do not know the User ID, request a List. This takes you to the User Profile List Form (FUVPROF)
	(lookup)      List      User Profile List Form (FUVPROF)
Name	Names or titles of the members of the queue.
Approval Limit	Maximum dollar amount the user can approve.
Next Change Date	Date representing a change to this level, for example, user ID or approval limit changes.

There may be an unlimited number of levels assigned to a queue ID. To remove all levels associated with a queue ID, select Delete from the detail block. You cannot delete individual levels. Copy the record and enter the termination date in the **Termination Date** field to inactivate the level.

To change an approval level, insert a record and then duplicate the record. Enter the changes and select Save.

To query established queue IDs, enter a query. Enter the queue ID and execute the query.

*NSF Queue*

Documents already approved but still containing an NSF condition may not obtain final approval until you satisfy this condition. The system routes these documents to a hard coded NSF queue and to the pre-defined levels for that queue. Define NSF queue levels using FTMAPPQ, the same as any other system approval queue.

Since the system uses the NSF queue globally for all documents, *you do not have to establish routing criteria* using the Approval Queue Routing Codes Form (FOMAQRC).

The only requirement is that the user ID defined within the NSF Queue has NSF override capability as established on the User Profile Maintenance Form (FOMPROF).

**Document by User Form (FOADOCU)**

---

Use the Document by User Form to display a list of documents originated by a specific user. If a document is pending approval, the originating user can deny the document and change the status to *Incomplete* in order to make corrections or delete. You can access this form from the Finance Approval Menu (\*FINAPPR).

Fields	Descriptions
Original User ID	ID for the user for whom you want to display documents.
COA	Chart of accounts
Fiscal Year	Fiscal year
Document Type	Allowable values are as follows: <i>REQ</i> Requisition <i>PO</i> Purchase Order <i>ENC</i> General Encumbrance <i>INV</i> Invoice <i>JV</i> Journal Voucher <i>blank</i> All documents

Fields	Descriptions
Document	Number representing the document you want to query. To view all documents assigned to this user, leave this field blank. To query one or more specific documents, either enter a document number or the wildcard (%).
Status	Status of the documents you want displayed. To display all documents, leave this field blank.
Activity Date From	Beginning activity date for which documents can be displayed.
Activity Date To	Ending activity date for which documents can be displayed.
Status	Status for this document.
Document Type	Type of this particular document.
Document Code	Code that represents this document.
Change Sequence	Sequence number associated with change orders that apply to this document.
Submission	Submission number associated with journal vouchers and invoices that apply to this document.
Description	Short description of this document.
Activity Date	Date associated with this document.
Document Amount	Amount of the transaction.
Deny Document	Button that indicates, when highlighted, that the document is pending approval. Select to deny and re-open the document.

## Approval Queue Validation Form (FTVAPPQ)

---

Use the Approval Queue Validation Form to view valid approval IDs, descriptions, and queue limits. Access this form from the Finance Approval Menu (\*FINAPPR).

This is a query-only form.

Fields	Descriptions
Queue ID	ID number of the queue you want to define
Description	Description of the documents awaiting review.
Next Queue	ID number of the next queue.
Queue Limit	Established dollar amount reflecting the limit to which a document is subject for review.
	<b>Note:</b> 999999999.99 represents infinity.
Approval Required	Indicates whether the document is to be reviewed for approval YYes This document is to be reviewed for approval. NNo This document does not need to be reviewed for approval.



# Purchasing and Procurement

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## Introduction

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This chapter introduces the Purchasing and Procurement components in Banner Finance.

Use the forms and procedures in this module to handle two distinct purchasing functions: on-demand requests and long-term buying decisions. The Purchasing feature provides timely and accurate information essential to support both of these decision-making processes. It also enables you to control the request for and the receipt of goods.

## Menu Navigation Table - Purchasing & Procurement System Menu (\*FINPURCH)

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access the Purchasing & Procurement System Menu from the Finance System Menu (\*FINANCE).

*FINREQST	Request Processing Menu Provides access to the forms used to process purchase requests. For additional information, refer to Chapter 9, "Request Processing".
*FINPO	Purchase Order Processing Menu Provides access to the forms used to create and modify purchase orders. For additional information, refer to Chapter 10, "Purchase Order Processing".
*FINBIDD	Bid Processing Menu Provides access to the forms used to identify and process requisitions which you must send out for bids due to internal policy or government regulations. For additional information, refer to Chapter 11, "Bid Processing".
*FINRECV	Receiving Processing Menu Provides access to the forms used to manage the receipt and distribution of goods. For additional information, refer to Chapter 12, "Receiving Processing".
*FINPOTAB	Procurement Maintenance Menu Provides access to the forms used to create validation and maintenance tables for the Purchasing and Procurement module. For additional information, refer to Chapter 13, "Purchase Order Table Maintenance".

FOICOMM	<p>“Commodities for Review Query Form (FOICOMM)” on page 8-4</p> <p>Displays all the commodities for a specified procurement document.</p>
FOICACT	<p>“Commodities and Accounting for Review Query Form (FOICACT)” on page 8-6</p> <p>Displays the accounting distribution (or FOAPAL information) for a given commodity for a document.</p>

## Purchasing and Procurement Forms

---

This section provides you with examples and descriptions for each form within the Purchasing and Procurement module.

Forms in this section flow in the order that they appear on the Purchasing and Procurement System Menu (\*FINPURCH). The Purchasing and Procurement System Menu provides access to the subsidiary functions of the Banner purchasing function. These include the purchasing, requisitions, ordering, bid processing, and receiving function forms. The subsequent menus also contain the forms used to maintain, validate, and query the purchasing data in your system.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

### Commodities for Review Query Form (FOICOMM)

---

The information on FOICOMM is valuable and frequently used throughout all aspects of the Banner Finance product.

The Commodities for Review Query Form (FOICOMM) is a query-only form that displays all the commodities for a specified procurement document. You can access this form unvalued from the menu or using Direct Access, or you can access it from multiple forms in Banner Finance. This is usually indicated by a Commodity Query button on that form. When you call this form from another form, select Exit to retrieve commodity information back to the original form. Use the scroll bar to scroll through multiple commodities.

#### Key Block

Use this block to enter information to access the Commodity List Block.

Fields	Descriptions
Document Type	<p>The type of document for which you wish to display commodities.</p> <p><i>REQ</i>                      Requisition</p> <p><i>INV</i>                      Invoice</p> <p><i>ISS</i>                      Stores Inventory Issue</p> <p><i>PO</i>                      Purchase Order</p>
Document Number	<p>Number representing the document to be queried. If you do not know the number of the document you want to query, request a List. This takes you to the form corresponding to the Document Type.</p> <p>(button)              List                      (if Doc Type = <i>INV</i>): Invoice/ Credit Memo List Form (FAIINVL) (if Doc Type = <i>ISS</i>): Issue/ Return List Validation Form (FSIISSU) (if Doc Type = <i>PO</i>): Purchase Order Validation Form (FPIPOHD) (if Doc Type = <i>REQ</i>): Requisition Validation Form (FPIRQST)</p>
Change Sequence Number	<p>Change sequence identifier representing change orders if PO was entered in the <b>Document Type</b> field.</p>
Vendor	<p>Corporation name or first and last name of the vendor associated with the selected document.</p>
Transaction Date	<p>Date the transaction was processed or recorded to the ledgers.</p>

## Commodity List Block

This block displays commodities based on the values entered in the Key Block. The fields in this block are display-only.

Fields	Descriptions
Vendor Invoice Number	The unique vendor's invoice code for a vendor entered on the Banner Invoice document.
Item	Item Number. The system-generated number assigned to each commodity as it is entered on the document forms.
Commodity Description	Description of the commodities on the selected document.  <b>Note:</b> The <b>Commodity Description</b> field is displayed by the system from the FTVCOMM table. If the commodity code does not exist, the system will get the description from the FPRREQD, FPRPODT, or FARINVC tables.
Quantity	Quantity of the commodity entered on the selected document.
Amount	The total cost amount of the commodity entered on the selected document.

## Commodities and Accounting for Review Query Form (FOICACT)

The Commodities and Accounting for Review Query Form (FOICACT) is a query-only form which displays the accounting distribution (or FOAPAL information) for a given commodity for a document.

You can access this form unvalued from the menu or using Direct Access, or you can access this form from multiple forms in Banner Finance. This is usually indicated by an Account Data (or similar terminology) button on that form.

**Note:** When you use Document Level Accounting, this form displays all the accounting distributions for the document.

Select Exit to return to the form from which you called FOICACT.

## Key Block

Enter values in this block to display the accounting distribution or FOAPAL information for a given commodity.

Fields	Descriptions
Document Type	The type of document for which you wish to display commodities. <div> <div><i>REQ</i></div> <div>Requisition</div> </div> <div> <div><i>INV</i></div> <div>Invoice</div> </div> <div> <div><i>ISS</i></div> <div>Stores Inventory Issue</div> </div> <div> <div><i>PO</i></div> <div>Purchase Order</div> </div>
Document Number	Number representing the document to be queried. If you do not know the number of the document you want to query, request a List. This takes you to the form corresponding to the Document Type. <div> <div>(button)</div> <div>List</div> <div> <div>(if Doc Type = <i>INV</i>): Invoice/ Credit Memo List Form (FAIINVL)</div> <div>(if Doc Type = <i>ISS</i>): Issue/ Return List Validation Form (FSIISSU)</div> <div>(if Doc Type = <i>PO</i>): Purchase Order Validation Form (FPIPOHD)</div> <div>(if Doc Type = <i>REQ</i>): Requisition Validation Form (FPIRQST)</div> </div> </div>
Change Sequence Number	Change sequence identifier representing change orders if PO was entered in the <b>Document Type</b> field.
Vendor	Corporation name or first and last name of the vendor associated with the selected document.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Currency	Currency type and description used for the document.

## Commodity List Block

This block displays commodities based on the values entered in the Key Block. The fields in this block are display-only.

Fields	Descriptions
Change Sequence Number	Change sequence identifier representing change orders if PO was entered in the <b>Document Type</b> field.
Vendor	Corporation name or first and last name of the vendor associated with the selected document.
Item	Item Number. The system-generated number assigned to each commodity as it is entered on the document forms.
Commodity Description	Description of the commodities on the selected document.
Quantity	Quantity of the commodity entered on the selected document.
Amount	The total cost amount of the commodity entered on the selected document.

## Account Data List Block

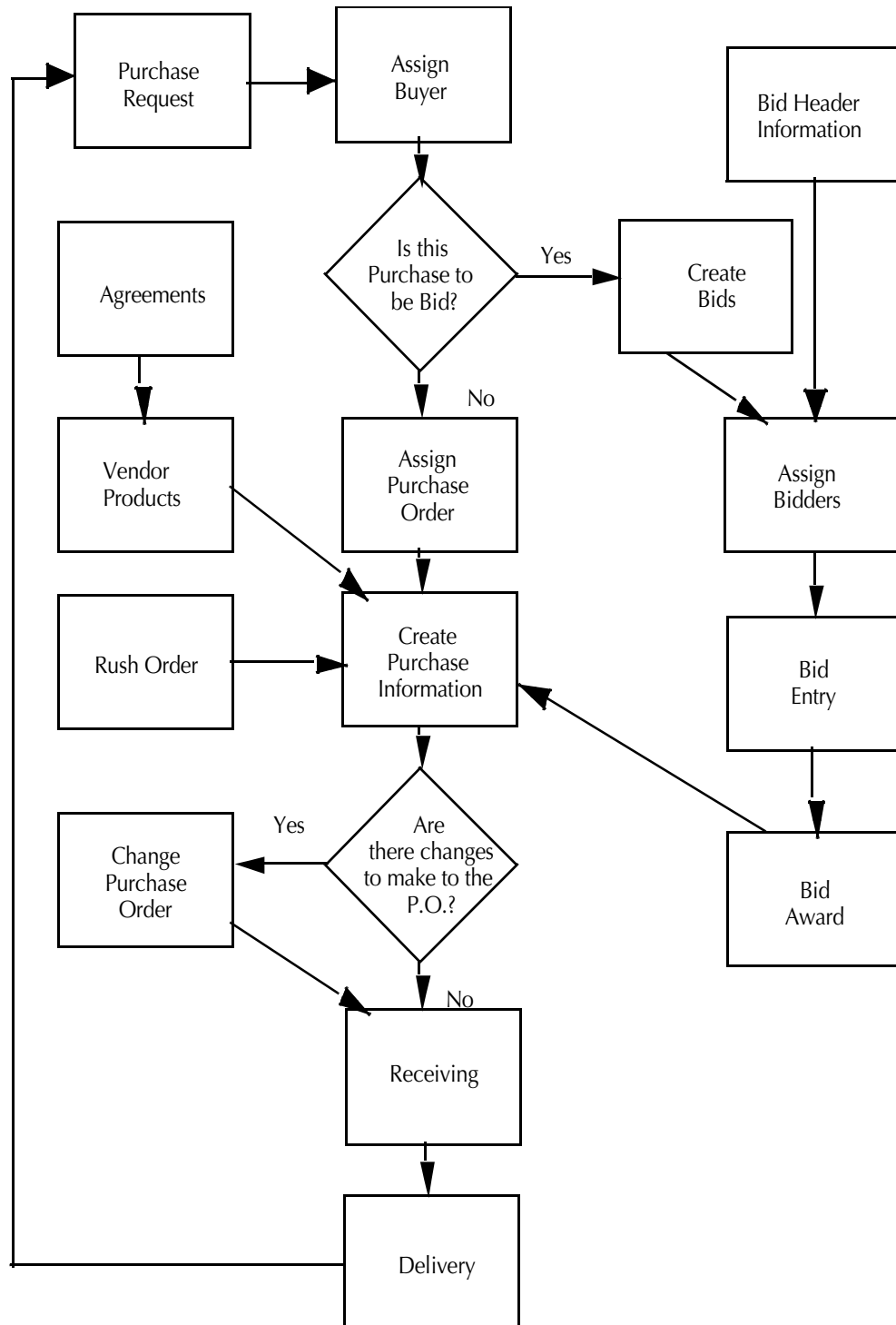
This block displays accounting information based on the values entered in the Key Block. The fields in this block are display-only.

Fields	Descriptions
Sequence	Sequential number assigned by the system to each accounting distribution.
COA	Chart of Accounts. Code representing the Chart of Accounts that is responsible for payment of the invoice.
Fiscal Year	Fiscal year this transaction was processed.
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.



<b>Fields</b>	<b>Descriptions</b>
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the purchase of commodities or services.
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the encumbrance will be drawn.
Program	Code representing the group activities, operations or other units directed to attaining specific objectives to which the encumbrance will be applied.
Activity	Code representing a temporary unit of work or short duration project within a program to which the encumbrance will be applied.
Location	Code representing the physical location or site in which the specific activity will take place.
Project	Code representing the project for cost accounting tracking purposes
Amount	Total cost amount of the document assigned to this accounting distribution.
Percent	Percentage of the accounting distribution amount to the commodity amount.

## Purchasing and Procurement System Workflow



## List of Purchasing and Procurement Reports and Processes

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You can obtain information from the Purchasing and Procurement System module on the following reports:

FPABIDD	Bid Form Print Report — Prints either a specific bid or all bids which have been approved but not printed.
FPACORD	Change Order Form Print Report — Prints a specific purchase order which has a change order associated with it, or prints all of the change orders which have been completed, approved, and posted but have not printed.
FPAPORD	Purchase Order Print Report — Prints a specific purchase/change order or all orders which have been approved and posted but have not printed.
FPARQST	Requisition Form Print Report — Prints a specific requisition or all requisitions which have been approved and posted but have not printed.
FPRBEVL	Bid Evaluation Report — Summary of bid data to compare vendor unit pricing on a particular bid.
FPRDELV	Delivery Log Report — Displays delivery and routing of goods you received.
FPROPNP	Open Purchase Orders Report — Hard copy report of open purchase orders that the system sorts by purchase order number on a specified date.
FPROPNR	Open Request Report — Hard copy report of open requisitions that the system sorts by requisition number as of a particular date.
FPRRCDL	Receiving and Delivery Report — Used to determine the status of received and delivered commodities versus ordered commodities.
FPRRCST	PO Receiving Status Report — Lists purchase orders that have packing slips but have not yet been invoiced.
FPRVCAT	Vendor Products Catalog Report — Displays vendor numbers, names, and prices based on your purchasing history. The system sorts this report by commodity.
FPRVVOL	Vendor Volumes Report — Displays commodity purchase history by vendor.

Refer to Chapter 25, “Reports and Processes,” for report samples.

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# Request Processing

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## Introduction

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This chapter discusses the Request Processing component of the Purchasing and Procurement module.

The system supports both decentralized and centralized approaches to purchasing. You may enter requisitions online and eliminate the need to pass documents through the various offices. An electronic approval process allows documents to be approved online. To assist you when you select a vendor, a Vendor Products query displays all vendors that provide a particular commodity and unit price information. If the commodity is also available via a purchasing agreement, the system also shows you the agreement number.

You can execute a query for a vendor type (such as minority vendors or small business vendors) as well as for all vendors.

You may choose to have the system automatically assign requisitions to buyers based on commodity, department, or date of last activity. Data from the requisition automatically moves forward through the purchase order process. The buyer may include any additional text attached to the requisition.

## Menu Navigation Table

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Purchasing and Procurement System Menu (\*FINPURCH).

FPAREQN	“Requisition Form (FPAREQN)” on page 9-5 Enables you to initiate the procurement process and to define the requestor, vendor, commodity, and accounting information.
FSAREQN	“Stores Requisition Form (FSAREQN)” on page 9-24 Enables you to issue requests for stores stock items.
FPIREQN	“Requisition Query Form (FPIREQN)” on page 9-31 Displays purchase requisitions which are completed, approved, closed, cancelled, or in process.
FPARDEL	“Requisition Cancel Form (FPARDEL)” on page 9-47 Enables you to cancel a requisition document.
FPIREQS	“Requisition Suspense List Form (FPIREQS)” on page 9-50 Displays all requisitions that are in suspense at either the header level or the commodity level.

FPAABUY	“Buyer Assignment Form (FPAABUY)” on page 9-51 Used to assign procurement requests to buyers on the basis of internal policies and procedures.
FPIORQF	“Open Requisitions by FOAPAL Form (FPIORQF)” on page 9-52 Provides an online list of open requisitions by accounting distributions. This includes any combination of fund, organization, account, program, activity, and location (FOAPAL).
FPAPOAS	“Purchase Order Assignment Form (FPAPOAS)” on page 9-55 Enables you to consolidate and/or assign completed and approved requisitions to a purchase order. The relative accounting percentages are retained.
FPIVPRD	“Vendor Products Query Form (FPIVPRD)” on page 9-57 Enables you to query vendor/commodity relationships.
FPVVPRD	“Vendor Products Validation Form (FPVVPRD)” on page 9-58 Enables you to view the commodities linked with a selected vendor.
FPAAGR	“Agreement Processing Form (FPAAGR)” on page 9-59 Enables you to enter and maintain purchase agreements with vendors for requisitions.
FPIRQST	“Requisition Validation Form (FPIRQST)” on page 9-62 Provides a list of all requisitions.
FPICOMS	“Requisition Commodity Summary Form (FPICOMS)” on page 9-63 Displays commodity detail and accounting information for all open requisitions for a specified buyer.

## Request Processing Forms

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This section provides you with examples and descriptions for each form within the Request Processing feature of the Purchasing and Procurement module.

Forms in this section flow in the order that they appear on the Request Processing Menu (\*FINREQST). Requests for supplies, equipment, and services normally originate within departments or organizations. The forms on this menu enable you to review the request, make any necessary changes, and assign a purchase order number.

Each form contains a description, instructions on how to use the form, and essential field information. For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”



## Requisition Form (FPAREQN)

---

Use this form to initiate the procurement process and to define the requestor, vendor, commodity, and accounting information. Enter the items and accounting distributions for a purchase requisition on this form. Access this form from the Request Processing Menu (\*FINREQST). The Requisition Form uses tabs to simplify information access.

**Note:** You can either assign the account distributions to the requisition document in total or to individual commodities using the **Document Level Accounting** check box in the Requestor Window. You must use the type of accounting that you establish on the requisition throughout all the related documents.

### Key Block

The Requisition Form uses tabs to simplify information access. The form opens to the Key Block with the cursor in the **Requisition** field. You can use the Search feature to retrieve an established request number from the Requisition Validation Form (FPIRQST). Type *NEXT* in the **Request** field to have the system generate a new request number. Select Next Item.

Fields	Descriptions
Requisition	<p>Code representing the requisition you want to retrieve. If you do not know the requisition number, request a List. This takes you to the Requisition Validation Form (FPIRQST).</p> <p>To create a new requisition, enter NEXT and select Next Block.</p> <p>To copy existing vendor information onto a new requisition, select the Copy button to access the Copy Function Window.</p> <p>(button)      List      Requisition Validation Form (FPIRQST)</p>

### Copy Window

Use this window to copy Vendor Information from an existing requisition already in the system.

Fields	Descriptions
Requisition	Code representing the requisition containing the vendor information you want to copy.
Vendor	Name of the vendor supplying the commodities or services.

### Requestor/Delivery Information Window

This window identifies the requestor, the chart of accounts, and the organization, and to enter or view document text.

**Note:** You must enter the **Transaction Date**, the **Delivery Date**, **Requestor**, **Chart of Accounts**, and **Organization** fields before you can complete and approve the requisition.

Select Next Item or choose the **Requestor** field and enter the name and (if desired) the phone number of the requestor.

To add text to this document, select Document Text from the options menu to access the Procurement Text Entry Form (FOAPOXT). Enter the desired text and select Exit.

Select Next Block or use the tab to access the Vendor Information Window.

Fields	Descriptions
Requisition	Code representing the requisition.
Order Date	Date the requisition was entered.
Transaction Date	Transaction Date. Date the transaction was processed or recorded to the ledgers. Default Value is today's date, but it may be overwritten provided that it is in an open accounting period.
Delivery Date	Date the commodities on this purchase are to be delivered. The <b>Delivery Date</b> is required, and must be later than the transaction date.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .

Fields	Descriptions
In Suspense	<p>Check box indicates whether the user wants to suspend this requisition.</p> <p><i>Selected</i>            This requisition has been suspended.</p> <p><i>Cleared</i>            This requisition is active.</p>
Document Text	<p>Check box indicates whether text exists associated with the requisition.</p> <p><i>Selected</i>            Text exists attached to the requisition.</p> <p><i>Cleared</i>            Text does not exist attached to the requisition.</p>
Document Level Accounting	<p>Check box indicates whether you want to use document level accounting. Document level accounting enables you to assign account distributions to a document instead of to each commodity on the document.</p> <p><i>Selected</i>            Use document level accounting. (Default)</p> <p><i>Cleared</i>            Use commodity level accounting.</p>
Requestor	<p>Name of the person entering the requisition. Default value is the user but may be overwritten. This field is required to complete the document.</p>
COA	<p>Code representing the Chart of Accounts that is responsible for payment of the invoice. The Chart of Accounts is required. If you do not know the chart of accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS).</p> <p>(button)            List            Chart of Accounts List (FTVCOAS)</p>
Organization	<p>Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. The organization code must be entered.</p> <p>If you do not know the requestor's organization, request a List. This takes you to the Organization Code Validation Form (FTVORGN).</p> <p>(button)            List            Organization Code Validation Form (FTVORGN)</p>
Email	<p>E-mail address of requestor.</p>

Fields	Descriptions
Phone	Phone number of the requestor. This field may also include area code.
Extension	Phone extension of the requestor.
Fax	Fax number of the requestor.
Extension	Fax extension of the requestor.
Ship To	Code representing the location of delivery. If you do not know the Ship To location, request a List. This takes you to the Ship To List (FTVSHIP). (button)      List      Ship To List (FTVSHIP)
Street Line 1	Street address (line 1) where the commodities on the requisition will be delivered.
Street Line 2	Street address (line 2) of the delivery address.
Street Line 3	Street address (line 3) of the delivery address.
Building	Building number of the delivery address.
Floor	Floor of the delivery address.
City	City of the delivery address
State or Province	State or Province of the delivery address.
ZIP or Postal Code	ZIP or Postal Code of the delivery address.
Telephone	Phone number of the contact person at the point of delivery.
Extension	Phone extension of the contact person at the point of delivery.
Contact	Name of the contact person at the point of delivery.

Fields	Descriptions
Attention To	Name of the person you wish to receive the delivery. This value comes from the name in the <b>Contact</b> field but may be overwritten.
Receipt Required	<p>This display-only field appears <i>only</i> if document level matching is enabled, and indicates whether invoices associated with this document will require matching.</p> <ul style="list-style-type: none"> <li>If a Requisition is created using the Copy function, the Requisition will have the same Receipt Required value as the Requisition copied from.</li> <li>If a Requisition is not created through the Copy function, the initial Receipt Required value will display <i>Unspecified</i>.</li> </ul> <p>This field displays one of the following values:</p> <p><i>Receipt Required</i></p> <p>Invoice requires a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>No Receipt Required</i></p> <p>Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i></p> <p>No match specified.</p>

## Vendor Information Window

This window displays the default purchasing address code and sequence from the Vendor Maintenance Form (FTMVEND).

The vendor defaults, and the cursor appears in the **Address Code** field. An address code defaults, but you may enter another. Enter the optional information in each of these fields as desired. Since a vendor may have multiple effective addresses, you may select Sequence Number or choose List to view or select a different billing address. You may also specify a currency code. Select Currency Code or choose List to access the Currency Code Validation Window and select the code you wish to use. If the vendor uses foreign currency, this information defaults from the Vendor Maintenance Form (FTMVEND).

If you select and view an existing requisition, the vendor defaults. For a new requisition, you can specify or select a vendor if desired. If you know the number of the vendor you wish to use, type it in the **Vendor** field. You may select Vendor or choose List to query and retrieve a vendor number from the Entity Name/ID Search Form (FTIIDEN). Select Next Block to access the Requestor Window.

If desired, you may enter or leave blank the Vendor number, the vendor name, or both.

Select the Document Information menu option to access the Document Information Window. Select Next Block to access the Commodity/Accounting Window.

Fields	Descriptions
Vendor	Code and name of the vendor supplying the commodities or services. If you do not know the vendor's code, request a List. This takes you to the Entity Name/ID Search (FTIIDEN) to choose an existing vendor or the Vendor Maintenance Form (FTMVEND) to create a new vendor.  <div> <div>(button)</div> <div>List</div> <div>Entity Name/ID Search (FTIIDEN)</div> </div> <div> <div>(button)</div> <div>List</div> <div>Vendor Maintenance Form (FTMVEND)</div> </div>
Address Type	Code representing the vendor address type.
Sequence	Account Type Sequence Number. The internal account type predefined on the FTVSDAT table used for collecting data on financial reports.
Street Line 1 Street Line 2 Street Line 3	Street address, where the commodities on the requisition will be delivered.
City	City where the commodities on the requisition will be delivered.
State or Province	State or province where the commodities on the requisition will be delivered.
Zip or Postal Code	ZIP or Postal Code where the commodities on the requisition will be delivered.
Nation	Nation where the commodities on the requisition will be delivered.
Phone	Area code and phone number of the vendor.
Extension	Phone extension of the vendor.

Fields	Descriptions
Fax	Fax number of the vendor.
Extension	Fax extension of the vendor.
Contact	Name or title of the primary contact for the vendor.
Email	E-mail address of the contact person at the point of delivery.
	<b>Note:</b> This field is limited to 100 characters.
Discount	Code representing the discount terms established with the vendor. If you do not know the terms, request a List. This takes you to the Discount Terms List (FTVDISC).
	(button)      List      Discount Terms List (FTVDISC)
Tax Group	Code and title of the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the vendor's tax group, request a List. This takes you to the Tax Group List.
	<b>Note:</b> This is a required field for document completion if tax processing is invoked at the system level.
	(button)      List      Tax Group List
Currency	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution. If you do not know the vendor's currency, request a List. This takes you to the Currency Code Validation (FTVCURR).
	(button)      List      Currency Code Validation (FTVCURR)

## Document Information Window

Use the Document Information Window to apply broad Finance System features to the requisition. The indicators in the check boxes default, but you may activate or deactivate them here.

When you finish, Save your changes and select Next Block to access the Commodity/Accounting Information Window.

Fields	Descriptions
NSF Checking	<p>Check box indicates whether the user wants to activate non-sufficient funds checking.</p> <p><i>Selected</i>                      Activate non-sufficient funds checking.</p> <p><i>Cleared</i>                      Do not activate non-sufficient funds checking.</p> <p>This value comes from the Requisition NSF Checking check box on the System Control Form (FOASYSC). You may override only the cleared default option on this window. To activate the NSF Checking feature, select this box. If NSF Checking is activated on the System Control Form, you may not clear it here.</p>
Deferred Editing	<p>Select this check box to activate the Deferred Editing feature. This feature speeds up your system processing time; however, it also disables the system from displaying online errors immediately.</p> <p><i>Selected</i>                      Activate deferred editing.</p> <p><i>Cleared</i>                      Do not activate deferred editing.</p> <p>The Deferred Editing box default value is cleared. When this box is cleared, ongoing editing continues to occur.</p> <p><b>Note:</b> If you choose Deferred Editing, you cannot view document errors until you run the Editing feature in a batch process, such as FGTRNI.</p>
Requisition Copied From	Code representing the original requisition containing the vendor information.

### Commodity/Accounting Window

Enter descriptive and quantitative information about the requested commodity in the Commodity/Accounting Window.

Use this window to define the commodity items. The cursor appears in the **Commodity** field. Enter the commodity code if you know it and if you use commodity codes. Otherwise, select Commodity or choose List to select one from a Commodity Code List. You may leave this field blank. The **Description** and **U/M** fields are required for each commodity; they default when you select a commodity code, but you may enter commodity information without entering a commodity code.

The **Quantity** and **Unit Price** fields are required to complete and approve the document.



Fields	Descriptions
Item	Item number of the commodities on the requisition.
of	Number of commodities on the requisition.
U/M	Unit of Measure. Code representing the unit of measure of the commodity. If you do not know the unit of measure code, request a List. This takes you to the Unit of Measure List (FTVUOMS).  (button)      List      Unit of Measure List (FTVUOMS)
Tax Group	Code and title of the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the vendor's tax group, request a List. This takes you to the Tax Group List.  <b>Note:</b> This is a required field for document completion if tax processing is invoked at the system level.  (button)      List      Tax Group List
Quantity	Quantity of a specific item to be ordered. Calculates with the <b>Unit Price</b> field to establish the extended cost.
Unit Price	Price of the commodity per unit, calculates with the <b>Quantity</b> field to establish the extended cost.
Extended	Extended Cost. Total extended cost of the commodity based on the quantity times unit price.
Discount	If a discount code is present in the header, this amount will be calculated.
Additional	Additional charge amount. Can be either a positive or a negative amount.
Tax	Tax amount. Calculated from the tax group on the item.
Commodity Line Total	Total amount of the current commodity record calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount.

Fields	Descriptions
Document Commodity Total	Total amount of all the commodities entered on the document.
Commodity	Code representing the commodity.
Description	Description of the commodity, but may be overwritten in the Original Commodity Information pop-up window.  <b>Note:</b> Place your cursor over the Commodity Description to call the Original Commodity Description window where you can read or modify the description.
Commodity Text	Check box indicates whether the user wants to attach text to a specific commodity.  <i>Selected</i> Attach text to the commodity <i>Cleared</i> Do not attach text to the commodity.
FOAPAL	Code representing the specific accounting distribution, displays with the <b>of</b> field, for example, FOAPAL 7 of 9.
of	Total number of accounting distributions (FOAPALs) associated with this record, displays with the <b>FOAPAL</b> field, for example, FOAPAL 7 of 9.
Remaining Commodity Amount	Difference between the commodity and accounting FOAPAL totals when a Next Field function is performed from the FOAPAL data entry area. The amount displayed depends on the level of accounting used; document level accounting displays the amount for the document as a whole, commodity level accounting displays the amount for the specific commodity selected.

Fields	Descriptions
COA	<p>Chart of Accounts. Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List window (FTVCOAS).</p> <p>(button)      List      Chart of Accounts List window (FTVCOAS)</p>
Year	<p>Fiscal Year Code. Code representing the fiscal year using the transaction date.</p>
Index	<p>Account Index Code. Code representing a pre-determined combination of FOAPAL elements. If you do not know the Account Index Code, request a List. This takes you to the Account Index Code List (FTVACCI).</p> <p>(button)      List      Account Index Code List (FTVACCI)</p>
Fund	<p>Code representing the fund from which the purchase of specific commodities or services is paid. If you do not know the Fund Code, request a List. This takes you to the Fund Code Validation Form (FTVFUND).</p> <p>(button)      List      Account Index Code List (FTVACCI)</p>
Orgn	<p>Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the Organization Code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).</p> <p>(button)      List      Organization Code Validation Form (FTVORGN).</p>

Fields	Descriptions	
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn. If you do not know the Account Code, request a List. This takes you to the Account Code Validation Form (FTVACCT).	
	(button)	List Account Code Validation Form (FTVACCT)
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Program Code Validation Form (FTVPROG).	
	(button)	List Program Code Validation Form (FTVPROG)
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Activity Code Validation Form (FTVACTV).	
	(button)	List Activity Code Validation Form (FTVACTV)
Locn	Location. Code representing the physical location or site in which the specific activity will take place. If you do not know the Program Code, request a List. This takes you to the Location Code Validation Form (FTVLOCN).	
	(button)	List Location Code Validation Form (FTVLOCN)
Proj	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes. If you do not know the Program Code, request a List. This takes you to the Project Code List Window.	
	(button)	List Project Code List Window.

Fields	Descriptions
NSF Override	Check box indicates whether the user wants to deactivate the non-sufficient funds checking feature.  <i>Selected</i> Deactivate the non-sufficient funds checking feature.  <i>Cleared</i> Non-sufficient funds checking feature remains active.
NSF Suspense	Check box indicates whether Non-sufficient funds checking has been suspended.  <i>Selected</i> Non-sufficient funds checking has been suspended.  <i>Cleared</i> Non-sufficient funds checking is active.
Extended	Check box indicates whether the user wants to calculate a dollar amount of extended costs based on a percentage.  <i>Selected</i> Calculate extended costs based on a percentage.  <i>Cleared</i> Calculate extended costs based on dollar amount.
Discount	Check box indicates whether the user wants to calculate a dollar amount of discounts based on a percentage.  <i>Selected</i> Calculate discounts based on a percentage.  <i>Cleared</i> Calculate discounts based on a dollar amount.
Additional	Check box indicates whether the user wants to calculate a dollar amount of additional charges based on a percentage.  <i>Selected</i> Calculate additional charges based on a percentage.  <i>Cleared</i> Calculate additional charges based on a dollar amount.
Tax	Check box indicates whether the user wants to calculate a dollar amount of taxes based on a percentage.  <i>Selected</i> Calculate taxes based on a percentage.  <i>Cleared</i> Calculate taxes based on a dollar amount.
FOAPAL Line Total	Total amount of the current FOAPAL line record (Accounting distribution) calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount.

Fields	Descriptions
Document Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document. This field appears only when the Doc Acctg check box is selected.
Commodity Accounting Total	Total amount of all accounting distributions (FOAPALs) entered for the current commodity record when using commodity level accounting.
<b>Note:</b> This field appears only when the <b>Document Level Accounting</b> check box is cleared.	

### Commodity Supplemental Information Window

Use the Commodity Supplemental Information Window to further identify and describe the requested commodity. The main purpose of this window is to enable you to add or view the shipping location information.

The **Delivery Date** and **Text Usage** fields default, but you may change them.

**Note:** If you entered a vendor in the Key Information, the attached purchasing information defaults here, including the ship-to code.

The Address defaults. Select Next Item to access the **Ship To** field. Enter a ship-to code for the commodity if desired. Save. Select Next Block or use a tab or the options menu to access another window.

Fields	Descriptions
Delivery Date	Date the commodities on this purchase are to be delivered.
Text Usage	Pull-down list identifies which text associated with a commodity should print.
<i>Standard</i>	Print standard text. (default)
<i>Modified</i>	Print text that has been modified on the Procurement Text Entry Form (FOAPOXT)
<i>Ignore</i>	Do not print any text.

Fields	Descriptions
Ship To	Code representing the location of delivery. If you do not know the Ship To location, request a List. This takes you to the Ship To List (FTVSHIP).
	List Ship To List (FTVSHIP)
Address	Street address where the commodities will be delivered.
Building	Building name or number where the commodities will be delivered.
Floor	Floor number where the commodities will be delivered.
Contact	Name or title of the primary contact at the delivery location.

## Agreement Information Window

The Agreement Information Window is a display-only window that shows the agreement information for a requisition commodity with an attached agreement. You can only access this window if you first create an agreement on the Agreement Processing Form (FPAAGR).

You can only access this window by selecting the menu option or by choosing the Agreement Information button from the Commodity/Accounting Window.

## Currency Conversion Window

Use the Currency Conversion Window of the Requisition Form to determine the converted and original commodity code extended amounts. This is a display-only window which you may access only when you enter a foreign currency in the Vendor Information Window.

To access this window, select Count Hits from the **Quantity** field in the Commodity/Accounting Window.

When you call this window from the Commodity/Accounting Window and you have **Document Level Accounting** checked, the **Item** field appears blank or null and the Commodity description appears.

The document and accounting distribution information defaults. This window is display only. You may not update any of these fields.

Select Exit to return to the Commodity/Accounting Window.

<b>Fields</b>	<b>Descriptions</b>
Requisition	Code representing the requisition.
Vendor	Name of the vendor providing the commodities or services.
Item	Line item number of the commodity as it appears on the requisition.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Commodity	Description of the commodity.
Seq#	Sequential number assigned by the system to each accounting distribution.
COA	Chart of Accounts. Code representing the Chart of Accounts that is responsible for payment of the invoice.
Yr	Fiscal Year. Code representing the fiscal year using the transaction date.
Index	Account Index.
Fund	Code representing a pre-determined combination of FOAPAL elements.
Orgn	Organization. Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.



Fields	Descriptions
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Location. Code representing the physical location or site in which the specific activity will take place.
Proj	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Currency Code	Code and description of currency used to pay this invoice.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Amount Input	Total cost of the commodity <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Amount Converted	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount Amount Input	Total amount of the discount <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount Amount Converted	Total amount of the discount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Input	Total additional amount <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Converted	Total additional amount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax Amount Input	Total amount of taxes <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

Fields	Descriptions
Tax Amount Converted	Total amount of taxes <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Input	Net amount of commodity <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Converted	Net amount of commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

### Balancing/Completion Window

The Balancing/Completion Window displays the header, commodity, and currency information and summarizes the requisition totals. It serves as a convenient double check of the commodity and accounting tables. These totals must be equal before you can complete the requisition.

**Note:** The **Input** field displays the amount as entered, regardless of whether it is a foreign currency.

To complete and post this requisition, select **Complete**. To exit the form, but maintain the data for this requisition, select **In Process**.

Select **Next Block** to return to the Requestor/Delivery Information Window.

Fields	Descriptions
Vendor	Code and name of the vendor supplying the commodities or services.
Requestor	Code representing the requisition and the name of the associated requestor.
COA	Code and description of the Chart of Accounts responsible for payment of the invoice.
Organization	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.

Fields	Descriptions
Currency	Code and description of the currency used by the vendor if foreign to your institution's domestic currency.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Commodity Record Count	Total number of commodity records entered on this document.
Input Amount	Total cost of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the current exchange rate.
Converted Amount	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the current exchange rate.
Approved Amount	Approved amount of this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Discount Amount	Discount amount deducted from this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Additional Amount	Additional amount added to this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Tax Amount	Tax amount added to this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Complete	Select this button to complete and save the requisition.
In Process	Select this button to save the requisition without completing it.

Fields	Descriptions
Receipt Required	<p>This field indicates whether invoices associated with this document will require matching, and appears <i>only</i> if document level matching is enabled.</p> <p>If document level matching is in effect, this value in this field defaults from the <b>Requisition Amount Requiring Receipt</b> field on the System Control Maintenance Form (FOASYSC).</p> <p>If you have permission to update the document type, as defined on the User Profile Maintenance Form (FOMPROF), you can use the pull-down list in this window to change the value in this field.</p> <p>This field displays one of the following values:</p> <p><i>Receipt Required</i></p> <p>Invoice requires matching among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>No Receipt Required</i></p> <p>Invoice does not require matching among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i></p> <p>No match specified.</p> <p><b>Note:</b> The Receipt Required value can be initiated at the Requisition level, but may be overridden in subsequent processing.</p>

## Stores Requisition Form (FSAREQN)

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Use the Stores Requisition Form to issue requests for stores stock items. Access this form from the Request Processing Menu (\*FINREQST).

Once this document is completed and approved, the system creates a reservation for the requesting organization (which you enter on this form) and updates the stock reserved quantity with the requisitioned quantity within stores.

Document level accounting is the default for Stores Inventory. Commodity level accounting is not allowed.

You may cancel a Stores requisition as long as there are no issues against it. Use the Requisition Cancel Form (FPARDEL) to delete a Stores requisition. You cannot cancel individual requisition items; you must cancel the entire document.

**Note:** You cannot use this form to modify or complete any documents created on FPAREQN.

Enter a requisition number and select Next Block.

The transaction date defaults to the current date, but you may enter a new one. Select Next Item and enter the required Delivery date. The Ship To code is required; you may select this button or choose List to select from a list of valid shipping locations.

The Y or N value in the **Document Text Exists** field indicates whether text exists for this document. Select the Document Text button to access the Procurement Text Entry Form (FOAPOXT). There you may view this text and revise or add to it. Select Next Item to default the associated shipping address information.

The NSF Checking box defaults to unchecked. Check this box to activate the non-sufficient funds checking feature for this requisition. Select Next Block to access the Commodity data fields.

#### *Commodity Data*

Enter the commodity items and quantity information. The **Commodity** and **Quantity** fields are required to complete the document. You may select the Commodity button or choose List to select from a list of valid existing codes for each. The commodities default from the Stores Inventory Validation Form (FTVINVM).

When you select a commodity, the description and unit of measure default along with the commodity code. The U/M defaults from the inventory issued unit of measure, and you may not modify it. You must enter the Quantity requested to default the Extended Cost.

You cannot complete a requisition without the commodity data.

If there are multiple items attached to this stores requisition, you may scroll through the list of them. Select Next Block to access the Accounting Data information fields.

#### *Accounting Data*

Enter the accounting distribution data (i.e., FOAPAL elements) to be charged for this requisition. You may enter the value of each distribution directly or have the system calculate them as a percentage of the total. The **COA, Year, Fund, Orgn, Acct, Prog,** and **Amount** fields are required.

You may check the **NSF Override** box to have the chosen account override the non-sufficient funds checking feature. You may also enter a distribution percentage in the **Percent** field to divide the charge between multiple account distributions. If multiple accounting distributions are attached to this requisition, you may scroll through the list of them.

To access the Commodities and Accounting for Review Query Form (FOICACT), select View Accounting. Select Next Block to access the Balancing/Completion Window.

Fields	Descriptions
Request	Code representing the requisition. Enter a number or <i>NEXT</i> to have the system generate one. To view a list of existing requisitions, request a List. This takes you to the Requisition Validation Form (FPIRQST).  (button)      List      Requisition Validation Form (FPIRQST)
Transaction Date	Date the transaction was processed or posted to the lodgers. The transaction date default value is the current date, but you may enter a new one.
Delivery Date	Date the commodities on the requisition are to be delivered.
Cancel Date	Populates only if you are viewing a requisition number that you have already created and cancelled. Display only.
Requestor	Name of the person who created the requisition. Optional.
Phone	Phone number of the person who created the requisition. Optional.
Extension	Phone extension of the person who created the requisition. Optional.
Ship To	Code representing the location of delivery.
Address	Street address of the location of delivery.
Building	Building name or number of the location of delivery.
Floor	Floor number of the location of delivery.
Document Text Exists	Indicates whether document text exists for this requisition.  YYes      Text exists for this requisition. NNo      Text does not exist for this requisition. (default)

Fields	Descriptions
NSF Checking	Check box indicates whether the non-sufficient funds checking feature has been activated.  <i>Selected</i> The non-sufficient funds checking feature has been activated.  <i>Cleared</i> The non-sufficient funds checking feature has not been activated.
In Suspense	Indicates whether this requisition is in suspense.  <i>Y</i> Yes            This requisition is in suspense. <i>N</i> No            This requisition is active.
Printed	Indicates whether this requisition has been printed.  <i>Y</i> Yes            This requisition has been printed. <i>N</i> No            This requisition has not been printed.
Item	Line item number of the commodity as it appears on the requisition.
Commodity	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Stores Inventory Validation From (FTVINVM).  (button)            List            Stores Inventory Validation From (FTVINVM)
(Description)	Description of the commodity.
U/M	Code representing the unit of measure of the commodity.
Quantity	Quantity of the commodity ordered.
Extended Cost	Total amount of the commodity based on the unite price time quantity.
Suspense	Indicates whether this commodity is in suspense.  <i>Y</i> Yes            This commodity is in suspense. <i>N</i> No            This commodity is active.
Sequence Number	Sequential number assigned by the system to each accounting distribution.

Fields	Descriptions
Accounting Record Count	Total number of accounting records entered on this document.
Chart of Accounts	<p>Chart of Accounts. Code representing the Chart of Accounts that is responsible for payment of the invoice. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List window (FTVCOAS).</p> <p>(button)      List      Chart of Accounts List window (FTVCOAS)</p>
Year	Fiscal Year Code. Code representing the fiscal year using the transaction date.
Index	<p>Account Index Code. Code representing a pre-determined combination of FOAPAL elements. If you do not know the Account Index Code, request a List. This takes you to the Account Index Code List (FTVACCI).</p> <p>(button)      List      Account Index Code List (FTVACCI)</p>
Fund	<p>Code representing the fund from which the purchase of specific commodities or services is paid. If you do not know the Fund Code, request a List. This takes you to the Account Index Code List (FTVACCI).</p> <p>(button)      List      Account Index Code List (FTVACCI)</p>
Organization	<p>Organization. Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the Organization Code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).</p> <p>(button)      List      Organization Code Validation Form (FTVORGN).</p>



Fields	Descriptions
Account	<p>Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn. If you do not know the Account Code, request a List. This takes you to the Account Code Validation Form (FTVACCT).</p> <p>(button)      List      Account Code Validation Form (FTVACCT)</p>
Program	<p>Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Program Code Validation Form (FTVPROG).</p> <p>(button)      List      Program Code Validation Form (FTVPROG)</p>
Activity	<p>Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Activity Code Validation Form (FTVACTV).</p> <p>(button)      List      Activity Code Validation Form (FTVACTV)</p>
Location	<p>Location. Code representing the physical location or site in which the specific activity will take place. If you do not know the Program Code, request a List. This takes you to the Location Code Validation Form (FTVLOCN).</p> <p>(button)      List      Location Code Validation Form (FTVLOCN)</p>
Project	<p>Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes. If you do not know the Program Code, request a List. This takes you to the Project Code List Window.</p> <p>(button)      List      Project Code List Window.</p>

Fields	Descriptions
NSF Override	Check box indicates whether the user wants to deactivate the non-sufficient funds checking feature.  <i>Selected</i> Deactivate the non-sufficient funds checking feature.  <i>Cleared</i> Do not deactivate the non-sufficient funds checking feature.
Suspense	Indicates whether this accounting record is in suspense.  <i>Y</i> Yes This accounting record is in suspense.  <i>N</i> No This accounting record is active.
NSF Suspense	Indicates whether the non-sufficient funds checking feature is in suspense.  <i>Y</i> Yes This the non-sufficient funds checking feature is in suspense.  <i>N</i> No This the non-sufficient funds checking feature is active.
Percent	Percentage of the total amount of the requisition to be allocated to the current accounting distribution (FOAPAL). The system calculates and populates the <b>Amount</b> field. Leave blank to enter specific amount.
Amount	Total amount of the requisition to be allocated to the current accounting distribution (FOAPAL). The system calculates and populates the Amount if you entered a percent in the <b>Percent</b> field.

### Balancing/Completion Window

Use this window to complete this requisition.

Select Rollback to create or view another requisition.

Fields	Descriptions
Commodity	Total dollar amount of the commodity records on this requisition.

Fields	Descriptions
Accounting	Total dollar amount of the accounting records on this requisition.
Complete	Select the Complete button to complete the requisition. The commodity and accounting totals must be balanced to complete the requisition.
In Process	Select the In Process button to save the data without completing the requisition.

## Requisition Query Form (FPIREQN)

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The Requisition Query Form is a query-only form which consists of seven windows. It displays purchase requisitions which are completed, approved, closed, cancelled, or in process. Access this form from the Request Processing Menu (\*FINREQST).

**Note:** The Requisition Query Form serves as a companion query form for the Requisition Form (FPAREQN). Use FPIREQN to query requisitions created on FPAREQN.

All information attached to the requisition defaults into the various fields and windows on this form. Additional navigational options in each window enable you to view related information.

All fields are protected against update.

The Key Information displays the header information for a requisition, including the request number you wish to query and the total amount for the request (according to the most recent activity on FPAREQN).

Enter the request number if you know it. Otherwise, select Request or choose List from the **Request** field to select one from the Requisition Validation Form (FPIRQST). The Request Total defaults once you enter the request number. Select Next Block to open the Requestor Window.

Fields	Descriptions
Requisition	Code representing the requisition you want to look up. If you do not know the requisition number, request a List. This takes you to the Requisition Validation Form (FPIRQST).
(lookup)	List Requisition Validation Form (FPIRQST)

### Document Information Window

The Document Information Window displays the information about the creation and status of the requisition.

Select Next Block to access the Requisition Commodity/Accounting Data Window or use the menu option to open the Vendor Information Window.

Fields	Descriptions
Requisition	Code representing the requisition.
Order Date	Date the requisition was placed.
Transaction Date	Date the transaction was processed or posted to the ledgers.
Delivery Date	Date the commodities on the requisition are to be delivered.
Comments	Instructions or requests that may be attached to this requisition, for example, <i>Need ASAP</i> .
Commodity Total	Total amount of the commodity record on the requisition.
Accounting Total	Total amount of the accounting record on the requisition.
In Suspense	Check box indicates whether this requisition is in suspense.
	<i>Selected</i> This requisition is in suspense.
	<i>Cleared</i> This requisition is active.

Fields	Descriptions
Document Text	Check box indicates whether text exists associated with the requisition. <i>Selected</i> Text exists attached to the requisition. <i>Cleared</i> Text does not exist attached to the requisition.
Complete	Check box indicates whether this requisition is complete. <i>Selected</i> This requisition is in complete. <i>Cleared</i> This requisition is incomplete.
Approved	Check box indicates whether this requisition is approved. <i>Selected</i> This requisition is in approved. <i>Cleared</i> This requisition is not approved.
Print Date	Date this requisition was printed.
Cancel Date	Date this requisition was cancelled.
Closed Date	Date this requisition was closed.
Activity Date	Date this requisition was created or last updated.
User ID	Banner ID number of the user who created this requisition
Cancel Reason	Code and description of the reason this requisition was cancelled.
Document Type	Indicates the type of requisition. <i>S</i> Stores            This is a store requisition. <i>P</i> Procurement    This is a procurement requisition.
NSF Checking	Check box indicates whether the non-sufficient fund checking feature has been activated for this requisition. <i>Selected</i> The non-sufficient funds checking feature is active. <i>Cleared</i> The non-sufficient funds checking feature is inactive.

Fields	Descriptions
Deferred Editing	Check box indicates whether the deferred editing feature has been activated for this requisition.  <i>Selected</i> The deferred editing feature is active. <i>Cleared</i> The deferred editing feature is inactive.
Requisition Copied From	Code representing the original requisition from which vendor information was copied.
Origin	Origin of the requisition.
Reference Number	Reference number associated with the requisition.
Receipt Required	<p>This display-only field appears <i>only</i> if document level matching is enabled, and indicates whether invoices associated with this document will require matching.</p> <ul style="list-style-type: none"> <li>• If document level matching is in effect, this field displays the current value stored in the <b>Receipt Required</b> field on FPAREQN.</li> <li>• If document level matching is not in effect but there is a Receipt Required value of either <i>Receipt Required</i> or <i>No Receipt Required</i>, on FPAREQN, that value will display in this field.</li> </ul> <p>This field displays one of the following values:</p> <p><i>Receipt Required</i></p> <p>Invoice requires a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>No Receipt Required</i></p> <p>Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i>                No match specified.</p>

### Requestor/Delivery Information Window

The Requestor Information Window displays the commodity data and the assigned buyer/purchase order information. Use this window to obtain information about the individual who created the requisition.

If Document Text Exists displays *Y*, you may use the menu option or select Block Menu to access the Procurement Text Entry Form (FOAPOXT). If the **Document Level Accounting** field shows *Y*, then this document uses commodity level accounting.

Select Next Block to access the Requisition Commodity Data Window or use the menu option to open the Vendor Information Window.

Fields	Descriptions
Requisition	Code representing the requisition.
Order Date	Date the requisition was entered.
Transaction Date	Transaction Date. Date the transaction was processed or recorded to the ledgers.
Delivery Date	Date the commodities on this purchase are to be delivered.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .
In Suspense	Check box indicates whether this requisition has been suspended.  <i>Selected</i> This requisition has been suspended. <i>Cleared</i> This requisition is active.
Document Text	Check box indicates whether text exists associated with the requisition.  <i>Selected</i> Text exists attached to the requisition. <i>Cleared</i> Text does not exist attached to the requisition.
Commodity Total	Total cost of the commodities on the requisition.
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.
Requestor	Name of the person who created the requisition.
COA	Code and description of the Chart of Accounts that is responsible for payment of the invoice.

Fields	Descriptions
Organization	Code and name of the specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Email	E-mail address of requestor.
Telephone	Phone number of the requestor.
Extension	Phone extension of the requestor.
Fax Number	Fax number of the requestor.
Extension	Fax extension of the requestor.
Ship To	Code representing the location of delivery.
Address	<b>Street</b> address, <b>City</b> , <b>State or Province</b> , <b>ZIP or Postal Code</b> and <b>Nation</b> where the commodities on the requisition will be delivered.  <b>Note:</b> These fields may include additional information such as building name or number, location, floor or department.
Telephone	Phone number of the contact person at the point of delivery.
Extension	Phone extension of the contact person at the location of delivery.
Contact	Name of the contact person at the location of delivery.
Attention To	Name of the person you wish to receive the delivery.

### Vendor Information Window

The Vendor Information Window displays the vendor data attached to this requisition.

You may select Vendor or choose List from the **Vendor** field if you wish to view the Vendor Validation list. Select Next Block to access the Requisition Commodity Data Window.



Fields	Descriptions
Requisition	Code representing the requisition.
Order Date	Date the requisition was entered.
Transaction Date	Transaction Date. Date the transaction was processed or recorded to the ledgers.
Delivery Date	Date the commodities on this purchase are to be delivered.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .
In Suspense	Check box indicates whether this requisition has been suspended.  <i>Selected</i> This requisition has been suspended. <i>Cleared</i> This requisition is active.
Document Text	Check box indicates whether text exists associated with the requisition.  <i>Selected</i> Text exists attached to the requisition. <i>Cleared</i> Text does not exist attached to the requisition.
Commodity Total	Total cost of the commodities on the requisition.
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.
Vendor	Code and name of the vendor providing the commodities or services.
Address Code	Code representing the vendor address type.
Sequence Number	Account Type Sequence Number. The internal account type predefined on the FTVSDAT table used for collecting data on financial reports.

Fields	Descriptions
Address	<b>Street</b> address, <b>City</b> , <b>State or Province</b> , <b>ZIP or Postal Code</b> and <b>Nation</b> where the commodities on the requisition will be delivered.  <b>Note:</b> These fields may include additional information such as Building name or number, location, floor or department.
Telephone	Area code and phone number of the vendor.
Extension	Phone extension of the vendor.
Fax Number	Fax number of the vendor.
Extension	Fax extension of the vendor.
Contact	Name or title of the primary contact for the vendor.
Email	E-mail address of the contact person at the point of delivery.
Discount	Code and description of the discount terms established with the vendor.
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Currency	Code and description of currency used to pay this invoice.

### Commodity/Accounting Information Window

This window displays the commodity data attached to this requisition. All information defaults from the commodity information entered on the Requisition Form (FPAREQN).

A scroll bar is available for you to scroll through each of the commodity records attached to the requisition.

Select Next Block to access the Accounting block. Select the Commodity Supplemental Data menu option to access the Requisition Commodity Supplemental Data Window. If agreement information exists and you wish to view

it, select Agreement Information or use the menu option to access the Agreement Information Window.

The Accounting block displays the accounting distribution information for the requisition. You can view the accounting distribution(s) for either the requisition document in total or for the individual commodities.

If the requisition was created using document level accounting, you may use the scroll bar or Next Record to scroll through the FOAPAL distributions for each separate document on the requisition.

If the Document Level Accounting box has been selected in the Requestor Window of the Requisition Form (FPAREQN), the **Item** field is blank or null and the commodity **Description** field displays the message *Document Acctg Distribution*. If this box is cleared, the **Item** field is populated and the commodity description displays.

Select Commodity Supplemental Information from the options list to access the Commodity Supplemental Information Window.

Fields	Descriptions
Requisition	Code representing the requisition.
Order Date	Date the requisition was entered.
Delivery Date	Date the commodities on this purchase are to be delivered. The Delivery Date is required, and must be later than the transaction date.
Transaction Date	Date the transaction was processed or recorded to the ledgers. Default Value is today's date but it may be overwritten provided that it is in an open accounting period.
In Suspense	Check box indicates whether the user wants to suspend this requisition. <i>Selected</i> This requisition has been suspended. <i>Cleared</i> This requisition is active.
Document Text	Check box indicates whether text exists associated with the requisition. <i>Selected</i> Text exists attached to the requisition. <i>Cleared</i> Text does not exist attached to the requisition.

Fields	Descriptions
Document Accounting	Check box indicates whether accounting distributions have been assigned to the requisition in total rather than to individual commodities.  <i>Selected</i> Accounting distributions have been assigned to the requisition in total.  <i>Cleared</i> Accounting distributions have been assigned to each commodity.
Item	Item number of the commodities on the requisition.
of	Number of commodities on the requisition.
U/M	Code representing the unit of measure of the commodity.
Tax gROUP	Code and title of the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Quantity	Quantity of a specific item to be ordered. Calculates with the <b>Unit Price</b> field to establish the extended cost.
Unit Price	Price of the commodity per unit. Calculates with the <b>Quantity</b> field to establish the extended cost.
Extended	Extended Cost. Total extended cost of the commodity based on the quantity times unit price.
Commodity	Code representing the commodity.
Description	Description of the commodity.
Commodity Text	Check box indicates whether text exists for a specific commodity.  <i>Selected</i> Text exists for this specific commodity  <i>Cleared</i> Text does not exist for this specific commodity
Closed	Check box indicates whether commodity is closed.  <i>Selected</i> This commodity is closed.  <i>Cleared</i> This commodity is open.

Fields	Descriptions
Item Text	Check box indicates whether text exists for a specific item. <i>Selected</i> Text exists for this specific item. <i>Cleared</i> Text does not exist for this specific item.
Suspense	Check box indicates whether the commodity is in suspense. <i>Selected</i> Distribute commodity amounts. <i>Cleared</i> Do not distribute commodity amounts. (Default)
Discount	Dollar amount of discount terms established with the vendor, to be deducted from the total extended cost of the requisition.
Additional	Additional amount to be added to the total extended cost of the requisition to allow for surplus charges, for example, shipping.
Tax	Tax amount based on the terms established by the vendor's tax group to be added to the total extended cost of the requisition.
Commodity Line Total	Total amount of the current commodity record calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount.
Document Commodity Total	Total amount of all the commodities entered on the document.
FOAPAL	Code representing the specific accounting distribution, displays with the <b>of</b> field, for example, FOAPAL 7 of 9.
of	Total number of accounting distributions (FOAPALs) associated with this record, displays with the <b>FOAPAL</b> field, for example, FOAPAL 7 of 9.
Suspense	Check box indicates whether this FOAPAL distribution is in suspense. <i>Selected</i> This FOAPAL distribution is in suspense. <i>Cleared</i> This FOAPAL distribution is active.
COA	Chart of Accounts. Code representing the Chart of Accounts that is responsible for payment of the invoice.

Fields	Descriptions
Year	Fiscal Year Code. Code representing the fiscal year using the transaction date.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements.
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.
Organization	Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Account	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Program	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Activity	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Location	Location. Code representing the physical location or site in which the specific activity will take place.
Project	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
NSF Override	Check box indicates whether the non-sufficient funds checking feature has been activated.
	Y Yes      The non-sufficient funds checking feature has been activated.
	N No      The non-sufficient funds checking feature has not been activated.

Fields	Descriptions
NSF Suspense	Check box indicates whether non-sufficient funds checking has been suspended.  <i>Selected</i> Non-sufficient funds checking has been suspended.  <i>Cleared</i> Non-sufficient funds checking is active.
Extended	Total extended cost of this FOAPAL distribution.
Discount	Total discount amount deducted from this FOAPAL distribution.
Additional	Total additional amount added to this FOAPAL distribution.
Tax	Total tax amount added to this FOAPAL distribution.
FOAPAL Line Total	Total amount of the current FOAPAL line record (Accounting distribution) calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount.
Document Accounting Total	Total amount of all accounting distributions (FOAPALs) entered for the current commodity record when using commodity level accounting.

### Commodity Supplemental Information Window

This window displays additional information about the commodity on the requisition including the attached currency conversion code (if the requisition is for a foreign vendor).

Select Next Block to access the Requisition Accounting Data Window.

Fields	Descriptions
Delivery Date	Date the commodities on the requisition are to be delivered.
Text Usage	Identifies which text associated with a commodity should print.  <i>Standard</i> Print standard text. (default)  <i>Modified</i> Print text that has been modified on the Procurement Text Entry Form (FOAPOXT)  <i>Ignore</i> Do not print any text.

<b>Fields</b>	<b>Descriptions</b>
Ship To	Code representing the location of delivery.
Address	Street address where the commodities will be delivered.
Building	Building name or number where the commodities will be delivered.
Floor	Floor number where the commodities will be delivered.
Contact	Name or title of the primary contact at the delivery location.
Assigned Buyer	Code and name of the buyer assigned to this requisition.
Bid Assigned	Number of the bid assigned to this requisition.
Assigned to Purchase Order	Purchase order to which this requisition is assigned.
Purchase Order Item Number	Purchase order line item number of a specific commodity.

### Agreement Information Window

The Agreement Information Window displays the agreement information attached to the requisition. This information defaults from the Agreement Processing Form (FPAAGRDR).

Select Next Block to access the Requisition Accounting Data Window.

<b>Fields</b>	<b>Descriptions</b>
Agreement	Code and terms of the agreement.
Min Qty	Minimum quantity of a commodity to be ordered.
Unit Price	Unit price of the commodity.
Part Number	Part number of the commodity.



## Currency Conversion Window

The Currency Conversion Window displays the original input commodity amount and the converted amount information for the requisition. You can only access this window if you entered a foreign currency on the requisition in the Currency Conversion Window of the Requisition Form (FPAREQN).

To access this window, select Currency Conversion or choose the corresponding menu option from the Requisition Accounting Data Window.

Select Exit to return to the Requisition Accounting Data Window.

Fields	Descriptions
Requisition	Code representing the requisition.
Vendor	Name of the vendor providing the commodities or services.
Item	Line item number of the commodity as it appears on the requisition.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Commodity	Description of the commodity.
Sequence Number	Sequential number assigned by the system to each accounting distribution.
COA	Chart of Accounts. Code representing the Chart of Accounts that is responsible for payment of the invoice.
Year	Fiscal Year. Code representing the fiscal year using the transaction date.
Index	Account Index.
Fund	Code representing a pre-determined combination of FOAPAL elements.
Organization	Organization. Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.

Fields	Descriptions
Account	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Program	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Activity	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Location	Location. Code representing the physical location or site in which the specific activity will take place.
Project	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Currency Code	Code and description of currency used to pay this invoice.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Amount Input	Total cost of the commodity <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Amount Converted	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount Amount Input	Total amount of the discount <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount Amount Converted	Total amount of the discount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Input	Total additional amount <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

Fields	Descriptions
Additional Amount Converted	Total additional amount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax Amount Input	Total amount of taxes <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax Amount Converted	Total amount of taxes <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Input	Net amount of commodity <i>prior</i> to a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Converted	Net amount of commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

## Requisition Cancel Form (FPARDEL)

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Use the Requisition Cancel Form to cancel a requisition document. Access this form from the Request Processing Menu (\*FINREQST).

Before you can cancel a requisition, you must complete, approve, and post that requisition. Otherwise, you will receive an error message when you attempt to proceed with this form.

**Note:** To delete a partially completed requisition, use the Requisition Form (FPAREQN).

### Key Block

Enter the requisition code of the document you wish to cancel. Select Next Block to access the detail information.

Fields	Descriptions
Request Code	Code representing the completed, approved and posted requisition you want to cancel. If you do not know the requisition number, request a List. This takes you to the Requisition Validation Form (FPIRQST).
(button)	List Requisition Validation Form (FPIRQST)

### Requisition Window

The system displays the summarized data for this requisition. If you desire online NSF checking, select the **NSF Checking** check box. All other fields are display only and update protected.

To open the Cancel Date Window, select the tab, select Next Block, or select Access Cancel Date from the options menu.

Fields	Descriptions
Request Code	Code representing the completed, approved and posted requisition you want to cancel. If you do not know the requisition number, request a List. This takes you to the Requisition Validation Form (FPIRQST).
(button)	List Requisition Validation Form (FPIRQST)
NSF Checking	Check box indicates whether the user wants to activate the (online) Non-Sufficient Funds checking feature.
	<i>Selected</i> Activate the Non-Sufficient Funds checking feature.
	<i>Cleared</i> Do not activate the Non-Sufficient Funds checking feature.
Request Date	Date the requisition was entered.
Transaction Date	Date the transaction was processed or recorded to the ledgers.

<b>Fields</b>	<b>Descriptions</b>
Request Type	Indicates the type of requisition. <i>P</i> Procurement This is a purchase requisition. <i>S</i> Stores Inventory Requisition This is a stores inventory requisition.
Delivery Date	Date the commodities on the requisition are to be delivered.
Vendor	Code and name of the vendor supplying the commodities.
Origin	Origin of the requisition.
Extended Amount	Total extended amount of the requisition.
Discount Amount	Total amount of discounts as established with the vendor, to be subtracted from the total extended cost of the requisition.
Tax Amount	Total amount of taxes as established tax group, to be added to the total extended cost of the requisition.
Additional Charges	Total amount of surplus charges to be added to the total extended cost of the requisition.
Net Amount	Total amount of the requisition calculated as extended amount, less discounts, plus taxes and additional charges.

### Cancel Date Window

Use the Cancel Date Window to complete your cancellation of this requisition. Access this window by selecting the tab, or by choosing Access Cancel Date from the options menu.

<b>Fields</b>	<b>Descriptions</b>
Record Count: Accounting	Total number of accounting records entered on this document.

Fields	Descriptions
Record Count: Commodity	Total number of commodity records entered on this document.
Cancel Date	Date the system records the cancellation. Default value is the current date but may be overwritten with any date within an open fiscal year period.
Reason Code	Code and description representing the reason this purchase order may have been cancelled. If you do not know the cancel reason code, request a list. This takes you to the Cancellation Reason Code list.
	(lookup)      List      Cancellation Reason Code list
Make Cancellation Permanent	Enables you to permanently cancel this document.

## Requisition Suspense List Form (FPIREQS)

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Use the Requisition Suspense List Form (FPIREQS) to display all requisitions that are in suspense at either the header level or the commodity level. Access this form from the Request Processing Menu (\*FINREQST).

All fields are display only and display the information when you enter the form. If necessary, you may scroll through the list of suspended requisitions.

If you know the requisition code, you may use Enter Query and Execute Query to query a specific requisition.

Fields	Descriptions
Requisition Code	Code representing the requisition.
Requisition Type	Indicates the type of requisition.
	S Stores      This is a store requisition.
	P Procurement      This is a procurement requisition.
Requestor Name	Name of the person who initiated the request.

Fields	Descriptions
Requisition Date	Date the requisition was created or entered.
(Request Level) Header	Indicates whether the header items are in suspense. Y Yes                      Header items are in suspense. N No                      Header items are not in suspense.
(Request Level) Commodity	Number of commodity records in suspense.
(Request Level) Account	Number of accounting records in suspense.

## Buyer Assignment Form (FPAABUY)

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Purchasing management uses the Buyer Assignment Form to assign procurement requests to buyers on the basis of internal policies and procedures. Access this form from the Request Processing Menu (\*FINREQST).

Enter the Buyer, Chart of Accounts, Organization, or Commodity Code according to your policy and procedure requirements. You may select the button or choose List to access code lists for each. The Chart of Accounts is required; all subsequent fields are optional. All unassigned procurement requisitions display when you select Next Block.

Select Save to commit the buyer record.

Fields	Descriptions
Buyer	Code representing the person granted purchasing authority. If you do not know the buyer code, request a List. This takes you to the Buyer Code List window. (lookup)                      List                      Buyer Code List Window
Chart of Accounts	Code representing the chart of accounts responsible for the purchase. If you do not know the chart of accounts, request a List. This takes you to the Chart of Accounts List Window. (lookup)                      List                      Chart of Accounts List Window

Fields	Descriptions		
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the organization code, request a List. This takes you to the Organization Code Validation Form.		
	(lookup)	List	Organization Code Validation Form (FTVORGN)
Commodity Code	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation Window (FTVCOMM).		
	(button)	List	Commodity Code Validation Window (FTVCOMM)
Description	Description of the commodity. If you do not know the name or code of the commodity, Request a List. This takes you to the Commodity Alpha Search Form (FPIACOM), where you can search for the commodity by description.		
	(button)	List	Commodity Alpha Search Form (FPIACOM)

## Open Requisitions by FOAPAL Form (FPIORQF)

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The Open Requisitions by FOAPAL Form provides an online list of open requisitions by accounting distributions. This includes any combination of fund, organization, account, program, activity, and location (FOAPAL). Access this form from the Request Processing Menu (\*FINREQST).

An open requisition is a requisition which has not been assigned to a purchase order or which has been posted but not cancelled.

The system displays a list of open requisitions, including commodity and vendor information. If necessary, you may scroll through the list of requisitioned commodities.

Select Count Hits to access the Requisition Query Form (FPIREQN) or select Block Menu to access the Commodities For Review Query Form (FOICOMM).

**Note:** If you select this form from a menu or Direct Access, the Select option is disabled.



Fields	Descriptions
COA	<p>Code representing the chart of accounts responsible for this purchase. If you do not know the chart of accounts code, request a List. This takes you to the Chart of Accounts List window.</p> <p>(lookup)      List      Chart of Accounts List Window</p>
Index	<p>Account Index Code. Code representing a pre-determined combination of FOAPAL elements. If you do not know the Account Index Code, request a List. This takes you to the Account Index Code List (FTVACCI).</p> <p>(lookup)      List      Account Index Code List (FTVACCI)</p>
Fund	<p>Code representing the fund from which the purchase of specific commodities or services is paid. If you do not know the Fund Code, request a List. This takes you to the Account Index Code List (FTVACCI).</p> <p>(lookup)      List      Account Index Code List (FTVACCI)</p>
Orgn	<p>Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the Organization Code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).</p> <p>(lookup)      List      Organization Code Validation Form (FTVORGN).</p>
Acct	<p>Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn. If you do not know the Account Code, request a List. This takes you to the Account Code Validation Form (FTVACCT).</p> <p>(lookup)      List      Account Code Validation Form (FTVACCT)</p>

Fields	Descriptions
Prog	<p>Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Program Code Validation Form (FTVPROG).</p> <p>(lookup)      List      Program Code Validation Form (FTVPROG)</p>
Actv	<p>Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Activity Code Validation Form (FTVACTV).</p> <p>(lookup)      List      Activity Code Validation Form (FTVACTV)</p>
Locn	<p>Location. Code representing the physical location or site in which the specific activity will take place. If you do not know the Program Code, request a List. This takes you to the Location Code Validation Form (FTVLOCN).</p> <p>(lookup)      List      Location Code Validation Form (FTVLOCN)</p>
Requisition	Code representing the requisition.
Type	<p>Indicates the type of requisition.</p> <p><i>S</i> Stores      This is a store requisition.</p> <p><i>P</i> Procurement      This is a procurement requisition.</p>
Item	Line item number of the commodity as it appears on the document.
Commodity	Code representing the commodity.
(Description)	Description of the commodity.
U/M	Unit of measure of the commodity.
Quantity	Quantity of the commodity ordered.
Vendor	Name of the vendor supplying the commodity.

Fields	Descriptions
Unit Price	Price per unit of the commodity.

## Purchase Order Assignment Form (FPAPOAS)

Use the Purchase Order Assignment Form to consolidate and/or assign completed and approved requisitions to a purchase order. The relative accounting percentages are retained. A requisition must be open, completed, approved, and assigned to a buyer before the record will display on this form. Access this form from the Request Processing Menu (\*FINREQST).

This form defaults the information entered on the Purchase Order Form (FPAPURR).

Enter a buyer code. Select Next Item.

Save the form to complete this record and assign the requisition items to a purchase order. A purchase order can be assigned at the overall request level or at the line item/commodity level. The purchase order number may be user-entered or assigned by the system.

When you have finished entering data and are satisfied with the purchase order assignment, select Save to commit this assignment to your purchasing records.

You *cannot* combine Document Level Accounting with Commodity Level Accounting requisitions on the same purchase order.

Fields	Descriptions
Buyer	Code representing the buyer. The buyer code is validated against the buyer table (FTMBUYR). If you do not know the buyer code, request a List. This takes you to the Buyer Code List Window. (lookup)      List      Buyer Code List window
Assign by (Radio Group)	Identifies the purchasing authority of the buyer. <i>Document</i> The buyer is assigned to the entire document. <i>Item</i> The buyer is assigned to specific items.
Requisition	Code representing the requisition.

Fields	Descriptions
Item	<p>Line item number. This number is system-generated. The purchase order table is scanned for the purchase order number entered. If found, the next available line item is entered into the <b>Item</b> field. If not found, the system begins assignment with <i>1</i>.</p> <p><b>Note:</b> This field displays only when the <b>Item</b> radio button is selected.</p>
Commodity Description	<p>Description of the item from the requisition.</p> <p><b>Note:</b> This field displays only when the <b>Item</b> radio button is selected.</p>
Purchase Order	<p>Code representing the purchase order you wish to assign the requisition to.</p> <p><b>Note:</b> To have the system generate a new purchase order number, enter <i>NEXT</i> and select Save. To assign subsequent requisition items to the same purchase order number, enter quotation marks (") in the <b>Purchase Order</b> field.</p> <p>If this field is left blank, the requisition will be ignored by the system and will display the next time the user accesses this form.</p>
PO Item	<p>Purchase order item number to assign to this line item.</p> <p><b>Note:</b> This field displays only when the <b>Item</b> radio button is selected.</p>
Text Exists	<p>The value in this field indicates if additional text has been entered for this item.</p> <p><b>Note:</b> This field displays only when the <b>Item</b> radio button is selected.</p>
Text Option	<p>This field is enabled when the value in the <b>Text Exists</b> field is set to Y (Yes).</p> <p><b>Note:</b> This field displays only when the <b>Item</b> radio button is selected.</p>
Vendor	<p>Code, and name, for the vendor supplying the commodities.</p>

Fields	Descriptions
Document Level Accounting	Indicates whether this document is at Document Level Accounting.
	Y Yes This document is at document level accounting.
	N No This document is at commodity level accounting.

## Vendor Products Query Form (FPIVPRD)

---

Use the Vendor Products Query Form to query vendor/commodity relationships. Access this form from the Request Processing Menu (\*FINREQST).

Enter the vendor type and commodity code for the desired commodity if you know them. If not, you may select Vendor Type and Commodity or choose List to open list windows and select a code for each. Select Next Block.

The system displays the commodities that match the query data entered in the header. If necessary, you may scroll through the list of vendors.

Fields	Descriptions
Vendor Type	Code representing the type of vendor. If you do not know the vendor type, request a List. This takes you to the Vendor Type List window.
(lookup)	List Vendor Type List Window
	<b>Note:</b> Enter all to retrieve commodities for all vendor types.
Commodity	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM).
(lookup)	List Commodity Code Validation Form (FTVCOMM)
Vendor	Code representing the vendor.
Vendor Name	Corporation or first and last name of the vendor.
Unit of Measure	Unit of measure of the commodity.

Fields	Descriptions
Unit Price	Price per unit of the commodity.
Agreement	Code representing an agreement that may exist between your purchasing department and the vendor for the commodity entered in the header information.

## Vendor Products Validation Form (FPVVPRD)

---

Use the Vendor Products Validation Form to view the commodities linked with a selected vendor. Access this form from the Request Processing Menu (\*FINREQST).

Enter the vendor code. Select Next Block.

The system displays the commodities which are linked to the vendor entered in the header. If necessary, you may scroll through the list of commodities.

Fields	Descriptions
Vendor	Code and name of the vendor supplying the commodities. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN)
(button)	List Entity Name/ID Search Form (FTIIDEN)
Commodity	Code representing the commodity.
(Commodity Description)	Description of the commodity.
U/M	Unit of measure of the commodity.
Unit Price	Price per unit of the commodity.
Agreement Number	Code representing an agreement that may exist between your purchasing department and the vendor.
Part Number	Part number assigned to the commodity.

Fields	Descriptions
Effective Date	Date the vendor/commodity relationship became effective based on either a purchase or an agreement.
Termination Date	Date the vendor/commodity relationship is no longer effective due to the termination of an agreement.
Last Activity Date	Date the vendor/commodity relationship was last updated with new pricing information.
Next Change Date	Date when a new vendor/commodity relationship record will become effective.

## Agreement Processing Form (FPAAGRDR)

---

Use the Agreement Processing Form to enter and maintain purchase agreements with vendors for requisitions. Access this form from the Request Processing Menu (\*FINREQST).

The Agreement Processing Form consists of two windows. Enter the agreement header data in the Key Information.

To begin, enter the agreement code if you know it or enter *NEXT* to have the system generate a new agreement number. Select Next Item. Enter the vendor code for the vendor you wish to use for this agreement; you may select Vendor or choose List to access the Entity Name/ID Search Form (FTIIDEN) and select an existing vendor. Select Next Block.

If you entered an existing agreement number, the agreement information defaults into the data fields. You may update the terms of the agreement, including the Effective and Termination dates, the Buyer, the Address Code, and the Sequence No (Sequence Number). You may select any of these buttons or choose List from the respective fields to see a list of valid codes.

Select Next Block to access the Commodity Items Window and enter commodity information for the agreement.

Fields	Descriptions
Agreement	Code representing the agreement between your purchasing department and the vendor. If you do not know the agreement number, request a List. This takes you to the Agreement List Window. (button) List Agreement List Window
Vendor	Code and name of the vendor. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN). (button) List Entity Name/ID Search Form (FTIIDEN)
Effective Date	Date the agreement between your purchasing department and the vendor becomes effective.
Termination Date	Date the agreement between your purchasing department and the vendor is no longer effective.
Activity Date	Date this agreement was created or last updated
Buyer	Code representing the buyer. If you do not know the buyer code, request a List. This takes you to the Buyer Code List window. (lookup) List Buyer Code List window
Address Code	Code representing the vendor's address type. If you do not know the address code, request a List. This takes you to the Address Type Validation Window. (button) List Address Type Validation Window.
Sequence Number	Sequential number representing the selected address for the vendor. If you do not know the sequence number, request a List. This takes you to the Address Information Query Form (FOQADDR). (button) List Address Information Query Form (FOQADDR)
Address	Street address of the vendor. You may use the additional lines to include more detailed information, for example, building name or number, suite or floor.



<b>Fields</b>	<b>Descriptions</b>
City	City of the vendor.
State/Province	State or province of the vendor.
ZIP/Postal Code	Zip or Postal Code of the Vendor.
Contact	Primary contact at the vendor.
Text Exists	Indicates whether text exists attached to this agreement. Y Yes                      Text exists for this agreement N No                      Text does not exist for this agreement
Exist	Indicates whether a phone number exists for the vendor. Y Yes                      A phone number exists for this vendor N No                      A phone number does not exist for this vendor
Primary Type	Code representing the primary phone number type.
Area and Number	Area code and phone number for the vendor.
Extension	Phone extension for the vendor.

### Commodity Items Window

The Commodity Items Window of the Agreement Processing Form displays existing vendor-commodity relationships for you to view and/or update.

Enter the commodity code. Select Next Item.

When you have finished, Save this agreement record.

<b>Fields</b>	<b>Descriptions</b>
Commodity	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM). (lookup)                      List                      Commodity Code Validation Form (FTVCOMM)

Fields	Descriptions
Max Dollars	Maximum dollar amount allocated for this specific commodity as established with the vendor.
Amount to Date	Total dollar amount extended to date for the specific commodity.
Min Quantity	Minimum quantity of the commodity to be purchased.
Unit of Measure	Unit of measure of the commodity. If you do not know the unit of measure, request a List. This take s you to the Unit of Measure List window. (lookup)      List      Unit of Measure List Window
Unit Price	Price per unit of the commodity.
Part Number	Part number of the commodity.

## Requisition Validation Form (FPIRQST)

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Refer to the Requisition Validation Form for a list of all requisitions. Access this form from the Request Processing Menu (\*FINREQST).

All fields are display only and are populated when you enter the form. If necessary, you may scroll through the list of available requisitions.

You can query the **Vendor** field to locate all requisitions for a selected vendor. With the form in query mode, enter a vendor code in the **Vendor** field and select Execute Query.

**Note:** The **Vendor** field is not navigable unless the form is in query mode.

Fields	Descriptions
Request Number	Code representing the requisition.
Requestor Name	Name of the person who created the requisition.
Request Date	Date the requisition was placed

Fields	Descriptions
Request Type	Indicates the type of requisition. <i>S</i> Stores      This is a stores requisition. <i>P</i> Purchase      This is a purchase requisition.
Delivery Date	Date the commodities on the requisition are to be delivered.
Organization	Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
(Organization Title)	Name of the specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Completed	Indicated whether this requisition is completed. <i>Y</i> Yes      This requisition is completed. <i>N</i> No      This requisition is not completed.
Approved	Indicated whether this requisition is approved. <i>Y</i> Yes      This requisition is approved <i>N</i> No      This requisition is not approved.
Vendor	Code representing the vendor.
(Vendor Name)	Corporation name or first and last name of the vendor supplying the commodities.
Origin	Origin of the requisition.
Reference Number	Reference number associated with the requisition.

## Requisition Commodity Summary Form (FPICOMS)

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The Requisition Commodity Summary Form displays commodity detail and accounting information for all open requisitions for a specified buyer. Access this form from the Request Processing Menu (\*FINREQST).

This form provides summary information for the commodities associated with each requisition assigned to a buyer.

The **Buyer Code** is a required field. Select Next Block to view all open requisitions for the specified buyer.

**Note:** If no open requisitions exist for the specified buyer, you may not proceed to the detail information.

The system displays a summary of requisition commodity information for each commodity from open requisitions for the specified buyer. Use Next Record and Previous Record to scroll through the commodity records. Select Accounting Detail or choose Next Block to view accounting records for the commodities.

Fields	Descriptions
Buyer Code	Code representing the buyer. If you do not know the buyer code, request a List. This takes you to the Buyer Code List window. (lookup)      List      Buyer Code List window
Request	Code representing the requisitions.
Item	Line item number of the commodity as it appears on the document.
Commodity	Code representing the commodity.
(Description)	Description of the commodity.
Vendor	Code and name of the vendor.
Requestor	Name of the person who created the requisition.
Organization	Name of the specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Phone	Phone number of the requestor.
Text Exists	Check box indicates whether text exists with this requisition. <i>Selected</i> Text exists with this requisition. <i>Cleared</i> Text does not exist with this requisition.

Fields	Descriptions
Document Level	Check box indicates whether this requisition is at document level accounting.  <i>Selected</i> This requisition is at document level accounting.  <i>Cleared</i> This requisition is at commodity level accounting.
Deliver By	Date the commodities are to be delivered.
Days	Number of days until the item is requested to be delivered. A negative number represents the number of days that have passed since the requested delivery date.
Delivery	Ship To code entered on the requisition associated with the commodity item being viewed.
U/M	Unit of measure of the commodity.
Quantity	Quantity of a specific item to be ordered. Calculates with the <b>Unit Price</b> field to establish the extended cost.
Unit Price	Price per unit of the commodity. Calculates with the <b>Quantity</b> field to establish the extended cost
Extended Price	Total extended cost of the commodity based on the quantity times unit price.

### Accounting Detail Information window

The Accounting Detail Information window displays multiple accounting records associated with the commodity displayed in the commodity information.

This window displays the fiscal year, index, FOAPAL elements, project, amount, and percentage for each commodity accounting record. Use Next Record and Previous Record to scroll through the commodity accounting records.

<b>Fields</b>	<b>Descriptions</b>
Year	Fiscal Year Code. Code representing the fiscal year using the transaction date.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements.
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.
Organization	Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Account	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn
Program	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Activity	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Location	Location. Code representing the physical location or site in which the specific activity will take place.
Project	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Amount	Total dollar amount of this requisition.
Percent	Reflects the percentage of the accounting distribution amount to the commodity amount.

# Purchase Order Processing

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## Introduction

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This chapter discusses the Purchase Order Processing component of the Purchasing and Procurement module.

Use the forms and procedures in this chapter to have the system automatically assign requisitions to buyers based on commodity, department, or last date of activity. You can also use these forms to manually assign requisitions.

Buyers can choose to consolidate several requests into a single purchase order. You can assign multiple account distributions to each purchase order line item. Descriptive information, such as vendor name and address, shipping instructions, and special instructions, is maintained on tables and available for automatic inclusion on the purchase order document. You can also append unlimited text to line items if desired.

Extensive query parameters for purchase orders are provided, including how to query by buyer, vendor, or any component of the chart of accounts.

## Menu Navigation Table

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

### Purchase Order Processing (\*FINPO)

Access this menu from the Purchasing and Procurement Menu (\*FINPURCH).

FPAPURR	“Purchase Order Form (FPAPURR)” on page 10-7 Enables you to create or modify purchase orders.
FPABLAR	“Blanket Order Form (FPABLAR)” on page 10-31 Enables you to consolidate multiple purchasing documents into a unified or blanket order document.
FPAPDEL	“Purchase/Blanket Order Cancel Form (FPAPDEL)” on page 10-41 Enables you to cancel a posted purchase order or a completed blanket order.
FPIPORS	“Purchase Order Suspense List Form (FPIPORS)” on page 10-44 Displays a list of purchase orders that are in suspense and require additional work to complete and approve.
FPARORD	“Rush Order Form (FPARORD)” on page 10-45 Enables you to enter basic summary purchase data for a rush order entry.

FOACLAU	“Clause Entry Form (FOACLAU)” on page 10-47 Enables you to create and maintain clauses for requisitions, purchase orders, and blanket orders.
FOAPOXT	“Procurement Text Entry Form (FOAPOXT)” on page 10-48 Enables you to enter text at the Header level or Commodity level. This form is used to enter text for requisitions, bids, purchase orders, blanket orders, and agreements.
FOATEXT	“General Text Entry Form (FOATEXT)” on page 10-50 Enables you to define all text entries for Finance System documents other than bids, agreements, requisitions, purchase orders, and blanket orders.
FOICLAU	“Clause List Form (FOICLAU)” on page 10-52 Displays a list of established clauses.
*FINCO	“Change Order Processing Menu (*FINCO)” on page 10-4 Provides access to the forms used to maintain and manage the purchasing change function.
*FINPOQRY	“Purchasing Query Menu (*FINPOQRY)” on page 10-4 Provides access to the forms used to obtain information on purchase orders and blanket orders online.

### Change Order Processing Menu (\*FINCO)

Access this menu from the Purchase Order Processing Menu (\*FINPO).

FPACHAR	“Change Order Form (FPACHAR)” on page 10-53 Enables you to revise data on an already completed purchase order.
FPACDEL	“Change Order Cancel Form (FPACDEL)” on page 10-80 Enables you to cancel a change order which you previously completed and posted.

### Purchasing Query Menu (\*FINPOQRY)

Access this menu from the Purchase Order Processing Menu (\*FINPO).

FPIBLAR	“Blanket Order Activity Form (FPIBLAR)” on page 10-82 Enables you to check the various activities against a blanket order, including purchase orders, change orders, invoices, and credit memos.
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FPIPURR	<p>“Purchase/Blanket/Change Order Query Form (FPIPURR)” on page 10-85</p> <p>Displays purchasing requisitions which are completed, approved, closed, cancelled, or in process.</p>
FPIOPOB	<p>“Open Purchase Orders by Buyer Form (FPIOPOB)” on page 10-108</p> <p>Provides an online display of open purchase orders for a specified buyer.</p>
FPIOPOV	<p>“Purchase Orders by Vendor Form (FPIOPOV)” on page 10-109</p> <p>Provides an online display of open purchase orders by vendor.</p>
FPIOPOF	<p>“Open Purchase Orders by FOAPAL Form (FPIOPOF)” on page 10-110</p> <p>Provides an online display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL).</p>
FOIDOCH	<p>“Document History Form (FOIDOCH)” on page 10-113</p> <p>Displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select.</p>
FTICOMH	<p>“Commodity Hierarchy Query Form (FTICOMH)” on page 10-116</p> <p>Provides an online display of commodity hierarchy relationships. This form serves as a visual representation of predecessor commodity codes to help define associative commodity data.</p>
FPIPOHD	<p>“Purchase Order Validation Form (FPIPOHD)” on page 10-116</p> <p>Enables you to view summary information for all purchase orders defined to the system. Use this form to select available, uncommitted purchase orders for further processing using the purchasing features.</p>
FPIBORD	<p>“Blanket Order Validation Form (FPIBORD)” on page 10-118</p> <p>Enables you to view blanket order codes defined to the system. Use this form to view summary information for all existing blanket orders.</p>
FPIACOM	<p>“Commodity Alpha Search Form (FPIACOM)” on page 10-119</p> <p>Enables you to process an identifying search of commodity description codes currently on the system.</p>

FTVCOMM	“Commodity Validation Form (FTVCOMM)” on page 10-120 Enables you to view commodity codes and associated descriptions defined to the system. Use this form to verify or more often to select a commodity code to process using the purchasing features. You can also verify relevant information attached to the commodity, including unit of measure, start and termination dates, and Fixed Asset and Stores Inventory indicators.
FTVSHIP	“Ship To Validation Form (FTVSHIP)” on page 10-121 Enables you to view ship-to codes defined to the system. Use this form to verify shipping locations for purchasing commodity deliveries.
FPIORD	“Rush Order Validation Form (FPIORD)” on page 10-122 Enables you to display a list of existing purchase orders which have been designated as rush orders.

## Purchase Order Processing Forms

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This section provides you with examples and descriptions for each form within the Purchase Order Processing feature of the Purchasing and Procurement module.

Forms in this section flow in the order that they appear on the Purchase Order Processing Menu (\*FINPO).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

### Purchase Order Processing Information

Since purchases are usually initiated with the request process, much of the information on a purchase order originates with the request forms. The forms on this menu enable you to create a purchase order from a requisition and modify the request information as you desire. You can create a purchase order independent from any requisition.

You can also create a rush order to reserve a purchase order number and process the purchase order with the reserved number when the information is available.

Purchase Order Form (FPAPURR)

The Purchase Order Form enables you to enter information to create or modify purchase orders. This form includes tabs to simplify information access. Access this form from the Purchase Order Processing Menu (\*FINPO).

This form calculates percentage distributions, based on accounting sequences from a requisition. It also calculates currency conversion amounts when you purchase from a foreign vendor.

**Note:** To activate the Non-Sufficient Funds checking feature for purchase orders, you must select the **Purchase Order NSF Checking** check box on the System Control Maintenance Form (FOASYSC). If the **System Control** check box is selected, you may not clear the **NSF Checking** check box in the Document Indicators Window of this form.

Key Block

You must enter a purchase order code in this block. To generate a new purchase order code, enter NEXT in the **Purchase Order** field and perform the Next Block function. The system will assign the next available purchase order code to this record.

You can use the copy function button to copy vendor information from an existing purchase order onto a new purchase order.

Fields	Descriptions		
Purchase Order	Code representing the purchase order. To create a new purchase order, enter a number or <i>NEXT</i> to have the system generate the next available sequential document number.		
	To change an existing purchase order that is not yet completed, enter the purchase order number. If you do not know the number of the purchase order you want to change, request a List. This takes you to the Purchase Order Validation Form (FPIPOHD).		
	(button)	List	Purchase Order Validation Form (FPIPOHD)

Copy Function Window

Use the Copy Function Window to copy Vendor Information from an existing Purchase Order already in the system. Access this window by selecting the Copy button in the Key Block.

Fields	Descriptions
Copy From Purchase Order	Posted purchase order number from which you wish to retrieve and copy vendor information.
Vendor	Name of the vendor supplying the commodities or services.

Purchase Order Document Information Entry Window

After you enter a purchase order code and press Next Block, the Purchase Order Document Information Entry Window displays. Use this window to establish or review Purchase Order, Blanket Order and Buyer information for a new or existing purchase order.

You may select specific items or all items to bring from the blanket order into the purchase order.

You can select individual items from a blanket order that you previously created on a purchase order. When you enter a blanket order number in the **Purchase Order** field you will retrieve information specific to the blanket order, such as the vendor or ship code.

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Blanket Order	Code representing the blanket order. To assign the purchase order to a blanket order, enter the desired blanket order number and perform a Next Block. If you do not know the blanket order number, request a List. This takes you to the Blanket Order Validation Form (FPIBOHD). <div>(button)      List      Blanket Order Validation Form (FPIBOHD)</div>
Order Type	Pull down list defines the type of purchase order. Regular (Default) This is a regular purchase order. Standing      This is a standing purchase order.
Order Date	Date the purchase order was entered. Default value is the system date but may be overwritten.
Transaction Date	Date the transaction was processed or recorded to the ledgers. Default value is the system date but may be overwritten.

Fields	Descriptions
In Suspense	<p>Check box indicating whether this purchase order is in suspense.</p> <p><i>Selected</i>              This purchase order is in suspense.</p> <p><i>Cleared</i>              This purchase order is active.</p>
Delivery Date	Date the commodities on the purchase order are to be delivered. Default value is the requisition date but it may be overwritten and must be greater than the order date.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .
Document Text	<p>Check box that indicates whether text exists attached to the purchase order.</p> <p><i>Y</i>Yes              Text exists with this purchase order.</p> <p><i>N</i>No              Text does not exist with this purchase order.</p>
Commodity Total	Total cost of the commodities on the requisition.
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.
Receipt Required	<p>This field indicates whether invoices associated with this document will require matching, and displays <i>only</i> if document level matching is enabled for Purchase Orders or Requisitions based on the value in FOASYSC.</p> <ul style="list-style-type: none"> <li>When a new document is first created, with no associated Requisitions or where matching is not on for Requisitions, the <b>Receipt Required</b> field will display <i>Unspecified</i>.</li> <li>If a Purchase Order is created using the Copy function, the new Purchase Order will have the same Receipt Required value as the Purchase Order Copied From.</li> </ul> <p>Values that may appear in this field include the following:</p> <p><i>Receipt Required</i></p> <p>Invoice requires a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p>

Fields	Descriptions
Receipt Required (continued)	<p><i>No Receipt Required</i></p> <p>Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i> No match specified.</p>
Document Level Accounting	<p>Check box indicates whether you want to use document level accounting.</p> <p><i>Selected</i> Use document level accounting. (Default)</p> <p><i>Cleared</i> Use commodity level accounting.</p>

### Document Information Window

Fields	Descriptions
PO Created from Requisition	<p>Check box indicates whether this purchase order was created from a requisition.</p> <p><i>Selected</i> This purchase order was created from a requisition.</p> <p><i>Cleared</i> This purchase order was not created from a requisition.</p>
Requisition Document Text	<p>Pull-down list indicates whether the user wants to copy text attached to the requisition.</p> <p><i>None</i> (Default)</p> <p>Text does not exist with this requisition.</p> <p><i>Copy Document Text</i></p> <p>Copy text from the requisition onto the purchase order.</p>
Buyer Code	<p>Code and name of the buyer granted purchasing authority of a purchase order. If you do not know the buyer code, request a List. This takes you to the Buyer Code List (FTVBUYR).</p> <p>(button) List Buyer Code List (FTVBUYR)</p>
BO Termination Date	Date the blanket order terminates.



Fields	Descriptions
Rush Order	<p>Check box indicates whether this is a rush order.</p> <p><i>Selected</i> This is a rush order</p> <p><i>Cleared</i> This is not a rush order.</p>
NSF Checking	<p>Check box indicates whether the user wants to activate the (online) Non-Sufficient Funds checking feature.</p> <p><i>Selected</i> To activate the Non-Sufficient Funds checking feature.</p> <p><i>Cleared</i> Non-sufficient funds checking feature remains inactive.</p> <p><b>Note:</b> If this feature is activated on the System Control Maintenance Form (FOASYSC), you may not clear this check box.</p>
Deferred Editing	<p>Check box indicates whether the Deferred Editing feature is active, which defers editing of the transaction until posting. This speeds up your system processing time.</p> <p><i>Selected</i> The Deferred Editing feature is active.</p> <p><i>Cleared</i> Ongoing editing continues to occur.</p> <p><b>Warning:</b> Activating the Deferred Editing feature disables the immediate display of online errors. You cannot view your errors until you run the editing feature in the batch processes FGRTRNI and FGRTRNR.</p>
Purchase Order Copied From	<p>Code representing the original purchase order from which this purchase order was copied.</p> <p><b>Note:</b> This field will be populated only if this purchase order was copied.</p>

### Purchase Order Requestor/Delivery Information Window

Specify the delivery date, discount rate, and additional amount in this window. If the purchase order has been posted, the posting date displays. If the purchase order has been cancelled, the cancel date displays.

Use the Purchase Order Requestor/Delivery Information Window to enter the information about the purchasing agent for this purchase order. Access this window by selecting Next Block at the end of the Document Information Entry window.

The **Buyer** and **Ship Code** fields are required.

If you wish to attach text to this purchase order or modify existing text (if the field shows *Y*), select Document Text or choose Block Menu to access the Procurement Text Entry Form (FOAPOXT).

Fields	Descriptions
Requestor	Name of the person who entered the requisition. Default value is the user but may be overwritten.
COA	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. If you do not know the chart of accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS).  (button)      List      Chart of Accounts List (FTVCOAS)
Organization	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the organization, request a List. This takes you to the Organization Code Validation Form (FTVORGN).  (button)      List      Organization Code Validation Form (FTVORGN)
Email	E-mail address of requestor.  <b>Note:</b> This field is limited to 100 characters.
Phone	Area code and phone number of the requestor.
Extension	Phone extension of the requestor.
Fax	Fax number of the requestor.
Extension	Fax extension of the requestor.

Fields	Descriptions
Ship To	Code representing the location of delivery If you do not know the Ship To code, request a List. This takes you to the Ship To List (FTVSHIP). (button)      List      Ship To List (FTVSHIP)
Street Line 1	Street address (line 1) of the delivery.
Street Line 2	Street address (line 2) of the delivery.
Street Line 3	Street address (line 3) of the delivery.
Building	Building number for the delivery.
City	City for the delivery.
State or Province	State or Province for the delivery.
ZIP or Postal Code	ZIP or Postal Code for the delivery.
Nation	Nation
Phone	Area code and phone number of the location of delivery.
Extension	Phone extension of the location of delivery.
Contact	Name or title of the primary contact at the location of delivery.
Attention To	Name of the person you wish to receive the delivery. This value comes from the contact name field but may be overwritten.

### Vendor Information Window

Use the Purchase Order Vendor Information Entry window to enter Vendor information to this purchase order. Access this window by selecting Next Block at the end of the Requestor/Delivery Window.

When you select Next Item, the address information for the vendor defaults. Select Next Block to access the Purchase Order Commodity /Accounting Window, or use the menu options to access the desired window.

Fields	Descriptions		
Vendor	Code and corporation name or first and last name of the vendor supplying the commodities or services. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search form (FTIIDEN) if you want to retrieve an existing vendor, or the Vendor Maintenance Form (FTMVEND) if you want to create a new vendor record.		
	(button)	List	Entity Name/ID Search (FTIIDEN)
	(button)	List	Vendor Maintenance Form (FTMVEND)
	<p><b>Note:</b> The <b>Vendor</b> field populates if you accessed an existing purchase order or if this purchase order was copied from an existing purchase order in the Copy Function window</p>		
Address Type	Code representing the vendor address type. If you do not know the address type code, request a List. This takes you to the Address Information Query Form (FOQADDR).		
	(button)	List	Address Information Query Form (FOQADDR)
Address Sequence	Sequential number assigned by the system to each accounting distribution.		
	(button)	List	Address Information Query Form (FOQADDR)
Street Line 1	Street address (line 1) of the vendor.		
Street Line 2	Street address (line 2) of the vendor.		
Street Line 3	Street address (line 3) of the vendor.		
Building	Building number for the delivery.		
City	City for the delivery.		

Fields	Descriptions
State or Province	State or Province for the delivery.
ZIP or Postal Code	ZIP or Postal Code for the delivery.
Nation	Nation
Telephone	Area code and phone number of the vendor.
Extension	Phone extension of the vendor.
Fax	Area code and fax number of the vendor.
Extension	Fax extension of the vendor.
Contact	Name or title of the primary contact for the vendor.
Email	E-mail address of the primary contact for the vendor.
Discount	Code representing the discount terms established with the vendor. If you do not know the discount code, request a List. This takes you to the Discount Terms List (FTVDISC). (button)      List      Discount Terms List (FTVDISC)
FOB Code	Code representing payment status of freight, for example, <i>PD/Prepaid Freight</i> or <i>RC/Receiver Responsible</i> . If you do not know the discount code, request a List. This takes you to the Discount Terms List (FTVDISC). (button)      List      FOB Code List (FTVFOBS)
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the tax group, request a List. This takes you to the Tax Group List. (button)      List      Tax Group List

**Note:** This field is required for document completion if tax processing is invoked at the system level.

Fields	Descriptions
Class Code	Code and description of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i> . If you do not know the class code, request a List. This takes you to the Purchase Order Classification List (FTVPCLS).  (button)      List      Purchase Order Classification List (FTVPCLS)
Disbursing Agent	Indicates whether a disbursing agent will be used to create the foreign currency checks for this invoice.  <i>Selected</i> A disbursing agent will be used to create the foreign currency checks for this invoice.  <i>Cleared</i> A disbursing agent will not be used to create the foreign currency checks for this invoice.
Carrier	ID number and name of the shipping carrier. If you do not know the carrier code, request a List. This takes you to the Carrier List.  (button)      List      Carrier List (FTVCARR)
Currency	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution. If you do not know the currency code, request a List. This takes you to the Currency Code Validation Form (GTVCURR).  (button)      List      Currency Code Validation Form (GTVCURR)

### Commodity/Accounting Window

Use the Commodity block to enter commodity information for the purchase order.

If you create a *fresh* purchase order (for example, you have not created a blanket order or a requisition), the header information fields default. Otherwise, this information defaults from the source document (blanket order or requisition).

You can't access the Access Completion box until accounting records exist for the commodity.

The Wrap-Up routine recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance Process.

Use the Accounting block to enter accounting information for the purchase order document in total or for individual commodities.

**Note:** If the **Document Level Accounting** check box in the Purchase Order Header Information Window is selected, the system does not link any item to a specific accounting distribution. As a result, the **Item** field on

the Purchase Order Accounting Data Window is blank or null and the commodity **Description** field displays the message: *Document Acctg Distribution*.

When the **Document Level Accounting** check box is cleared, the **Item** field is populated on this window, and the commodity **Description** field displays the commodity's description.

The cursor appears in the **COA** field. Select Next Item to move through the fields.

Select Next Block to access the Balancing/Completion Window.

Fields	Descriptions
Item	<p>Line item number assigned to each commodity as it is entered on the document forms.</p> <p>The <b>Item</b> field displays with the <b>of</b> field, for example, Item 7 of 9.</p> <p><b>Note:</b> This field is blank for invoices that use Document Level Accounting.</p>
of	<p>Maximum number of commodity line on the purchase order.</p> <p>The <b>of</b> field displays with the <b>Item</b> field, for example, Item 7 of 9.</p>
U/M	<p>Code representing the unit of measure of the commodity. If you do not know the unit of measure, request a List. This takes you to the Unit of Measure List (FYVUOMS)</p> <p>(button)      List      Unit of Measure List (FTVUOMS)</p>
Tax Group	<p>Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the tax group code, request a List. This takes you to the Tax Group List.</p> <p>(button)      List      Tax Group List</p>
Quantity	Quantity of the commodity purchased.
Amount	<p>Dollar amount of services.</p> <p><b>Note:</b> This field is only visible when standing purchase order type was selected in the <b>Document Type</b> field.</p>

Fields	Descriptions
Unit Price	<p>Unit price of the commodity, calculates with the <b>Quantity</b> field to establish the extended cost.</p> <p>Zero dollar (\$0) entry is permitted for the entry of a quantity, however Requisition Rule Class must be set to allow zero dollar postings for functionality to work.</p>
Extended	Total extended cost of the commodity based on the quantity times unit price.
Discount	Dollar amount of discount terms established with the vendor, to be deducted from the total extended cost of the purchase order.
Additional	Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping.
Tax	Tax amount based on the terms established by the vendor's tax group.
Commodity Line Total	<p>Net amount of one commodity record calculated by quantity times unit price, minus discounts, plus or minus additional charges, plus tax.</p> <p>The <b>Commodity Line Total</b> may be negative; however, a message will be displayed alerting you that the net amount is less than zero.</p>
Document Commodity Total	<p>Total net amount of all commodity records calculated by quantity times unit price, minus discounts, plus or minus additional charges, plus tax.</p> <p>The <b>Document Commodity Total</b> may be negative; however, a message will be displayed alerting you that the net amount is less than zero.</p> <p><b>Note:</b> This field is visible only if the <b>Document Accounting</b> check box is selected.</p>



Fields	Descriptions
Commodity	<p>Code representing the commodity. If you do not know the commodity code, request a List.</p> <p>(button)      List      Commodity Validation (FTVCOMM)</p> <p>(button)      List      Vendor Products Validation (FPVVPRD)</p> <p>(button)      List      Vendor Products Query (FPIVPRD)</p>
Description	<p>Description of the commodity but may be overwritten.</p> <p>If you enter a new description, tab through the commodity information until you return to the commodity <b>Description</b> field. The system calls the Original Commodity Description Window where you can read the original commodity description in its entirety.</p> <p><b>Note:</b> If you change the commodity description, the new description will be stored in the FPRPODT_COMM_DESC field that is currently used for Commodity descriptions entered without a Commodity Code and stored in the Purchase Order document itself. If this document is created from a requisition, this field defaults from FPBREQH_COMM_DESC.</p>
Commodity Text	<p>Check box indicates whether text is attached to the commodity.</p> <p><i>Selected</i>      Text exists with this commodity.</p> <p><i>Cleared</i>      Text does not exist with this commodity.</p>
Item Text	<p>Check box indicates whether text is attached to a specific item.</p> <p><i>Selected</i>      Text exists with this item.</p> <p><i>Cleared</i>      Text does not exist with this item.</p>
Add Commodity	<p>Check box indicates whether you want to add a newly created commodity to the database.</p> <p><i>Selected</i>      Add the new commodity to the database.</p> <p><i>Cleared</i>      Do not add the new commodity to the database.</p>

Fields	Descriptions
Distribute	<p>Check box indicates whether the user wants to automatically distribute any commodity amounts that have been entered on the document since the last accounting update.</p> <p><i>Selected</i>                Distribute commodity amounts.</p> <p><i>Cleared</i>                Do not distribute commodity amounts. (Default)</p> <p><b>Note:</b> If cleared, the Key Next Block function navigates to the Accounting Block and allows you to manually enter the amounts as desired to make the Commodity and Accounting Totals balance.</p>
BO Balance	<p>If this purchase order is referencing a blanket order, this field represents the total remaining balance on a blanket order after the purchase order is processed.</p> <p><b>Note:</b> This field is visible only if this purchase order is assigned to a blanket order.</p>
FOAPAL	Code representing the specific accounting distribution, displays with the <b>of</b> field, for example, FOAPAL 7 of 9.
of	Maximum number of FOAPAL strings. This field displays with the <b>FOAPAL</b> field, for example, FOAPAL 7 of 9.
Remaining Commodity Amount	Difference between the commodity and accounting FOAPAL totals when a Next Field function is performed from the FOAPAL data entry area. The amount displayed depends on the level of accounting used; document level accounting displays the amount for the document as a whole, commodity level accounting displays the amount for the specific commodity selected.
COA	Code representing the Chart of Accounts that is responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
Yr	Code representing the fiscal year using the transaction date.

Fields	Descriptions		
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements. If you do not know the Account Index Code, request a List. This takes you to the Account Index Code List (FTVACCI).		
	(button)	List	Account Index Code List (FTVACCI)
Fund	Code representing the fund from which the purchase of specific commodities or services is paid. If you do not know the Fund Code, request a List. This takes you to the Account Index Code List (FTVACCI).		
	(button)	List	Account Index Code List (FTVACCI)
Orgn	Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the Organization Code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).		
	(button)	List	Organization Code Validation Form (FTVORGN)
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn. If you do not know the Account Code, request a List. This takes you to the Account Code Validation Form (FTVACCT).		
	(button)	List	Account Code Validation Form (FTVACCT)
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Program Code Validation Form (FTVPROG).		
	(button)	List	Program Code Validation Form (FTVPROG)

Fields	Descriptions
Actv	<p>Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Activity Code Validation Form (FTVACTV).</p> <p>(button)      List      Activity Code Validation Form (FTVACTV)</p>
Locn	<p>Location. Code representing the physical location or site in which the specific activity will take place. If you do not know the Program Code, request a List. This takes you to the Location Code Validation Form (FTVLOCN).</p> <p>(button)      List      Location Code Validation Form (FTVLOCN)</p>
Proj	<p>Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes. If you do not know the Program Code, request a List. This takes you to the Project Code List Window.</p> <p>(button)      List      Project Code List Window</p>
NSF Override	<p>Check box indicates whether you want to deactivate the non-sufficient funds checking feature.</p> <p><i>Selected</i>      Deactivate the non-sufficient funds checking feature.</p> <p><i>Cleared</i>      Non-sufficient funds checking feature remains active.</p>
NSF Suspend	<p>Check box indicates whether non-sufficient funds checking has been suspended.</p> <p><i>Selected</i>      Non-sufficient funds checking has been suspended.</p> <p><i>Cleared</i>      Non-sufficient funds checking is active.</p>
Extended	<p>Check box indicates how you want to calculate the extended costs.</p> <p><i>Selected</i>      Calculate extended costs based on a percentage.</p> <p><i>Cleared</i>      Calculate extended costs based on dollar amount.</p>

Fields	Descriptions
% Discount	Check box indicates whether you want to calculate a dollar amount of discounts based on a percentage.  <i>Selected</i> Calculate discounts based on a percentage. <i>Cleared</i> Calculate discounts based on a dollar amount.
Additional	Check box indicates whether you want to calculate a dollar amount of additional charges based on a percentage.  <i>Selected</i> Calculate additional charges based on a percentage. <i>Cleared</i> Calculate additional charges based on a dollar amount.
Tax	Check box indicates whether you want to calculate a dollar amount of taxes based on a percentage.  <i>Selected</i> Calculate taxes based on a percentage. <i>Cleared</i> Calculate taxes based on a dollar amount.
FOAPAL Line Total	Total amount of the current FOAPAL line record (Accounting distribution) calculated as follows: Extended Cost less Discount Amount plus Additional Amount plus Tax Amount.
Document Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.  This field appears only when the <b>Document Accounting</b> check box is selected.
Commodity Accounting Total	Total amount of all accounting distributions (FOAPALs) entered for the current commodity record when using commodity level accounting.  This field appears only when the <b>Document Accounting</b> check box is cleared.
Currency Flag	Code representing the currency used by the vendor appears in bold text over the accounting column. For example USD/United States Dollars, CAD/Canadian Dollars.

### Agreement Information Window

Use the Agreement Information Window to view the vendor agreement specific data if an agreement exists with the vendor for this purchase order.

This is a display-only window.

To access the Tax Distribution Window, select the menu option or Next Set of Records. Select Next Block to access the Purchase Order Accounting Data Window.

<b>Fields</b>	<b>Descriptions</b>
Agreement	Code and terms of the agreement between your purchasing department and the vendor.
Min. Qty	Minimum quantity of a commodity to be ordered according to the terms of the agreement.
Unit Price	Price per unit of the commodity according to the terms of the agreement.
Part Number	Part number of the commodity.

### Tax Distribution Window

The Tax Distribution Window shows the distribution of individual taxes within the tax group code and the amounts involved in the calculations for the purchase order.

This is a display-only window. You can only access this window when Tax Processing is activated.

<b>Fields</b>	<b>Descriptions</b>
Purchase Order	Code representing the purchase order.
Trans Date	Date the transaction was processed and posted to the ledgers.
Blanket Order	Code representing the blanket order.
Vendor	Name of the vendor supplying the commodities or services.
Item	Line item number of the commodity as it appears on the document.
Commodity Desc	Description of the commodity.

Fields	Descriptions
Commodity Tax Group	Code and title representing the group of tax rates that should be applied to this request if
Extended	Total extended cost of the commodity.
Discount	Total amount of discounts as established with the vendor, to be deducted from the total extended cost of the commodity.
Additional Charges	Total amount to be added to the extended cost of a commodity to allow for surplus charges, for example, shipping.
Code	Code representing the tax group.
PrtY	Denotes the order in which tax rates will be applied when the system is calculating compound taxes.
Description	Description of the tax group.
Taxable Amount	Taxable amount of the purchase order.
Tax Amount	Total amount of taxes applied to the commodity.
Total Tax Amount	Total tax amount on the purchase order.

### Currency Conversion Window

The Currency Conversion Window displays the input and converted dollar amounts from the Purchase Order Commodity Data Window or the Purchase Order Accounting Data Window.

You can access the Currency Conversion Window only if you enter a foreign currency for this document.

To access this window, select Count Hits from either the **Unit Price** or **Quantity** field in the Purchase Order Commodity Data Window. You can also access this window by selecting Count Hits from anywhere within the Purchase Order Accounting Data Window.

**Note:** If you selected document level accounting for this purchase order (in the Purchase Order Header Information Window), the **Item** field is blank or null, and the commodity **Description** field displays *Document Acctg Distribution* when you access this window from the Purchase Order Accounting Data Window. The system does not link any specific item to a specific accounting distribution.

All fields in the Currency Conversion Window are display-only except the **Currency Code**. Select Currency Code or choose List from that field to see a list of available currency codes. Not all codes will be accepted; you may receive an error message if a currency code is not valid.

Select Exit to return to the window from which you accessed the Currency Conversion Window (either the Purchase Order Commodity Data Window or the Purchase Order Accounting Data Window).

Fields	Descriptions
Requisition	Code representing the requisition.
Vendor	Name of the vendor providing the commodities or services.
Item	Line item number of the commodity as it appears on the requisition.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Commodity	Description of the commodity.
Sequence Number	Sequential number assigned by the system to each accounting distribution.
COA	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
Year	Fiscal Year. Code representing the fiscal year using the transaction date.
Index	Account Index.
Fund	Code representing a pre-determined combination of FOAPAL elements.



Fields	Descriptions
Orgn	Organization. Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Location. Code representing the physical location or site in which the specific activity will take place.
Proj	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Currency Code	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Amount Input	Total cost of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Amount Converted	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount Amount Input	Total amount of the discount <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

Fields	Descriptions
Discount Amount Converted	Total amount of the discount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Input	Total additional amount <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Converted	Total additional amount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax Amount Input	Total amount of taxes <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax Amount Converted	Total amount of taxes <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Input	Net amount of commodity <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Converted	Net amount of commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

### Balancing/Completion Window

The Balancing/Completion Window displays the total dollar amount of the document and the status (balanced or out-of-balance) at the header level, commodity level, and accounting level.

The **Currency Code** field displays a value if the purchase order was entered in a foreign currency.

The Complete and In Process buttons are navigable.

If the levels balance, select Complete to complete the purchase order.

If you wish to save this purchase order document but are not ready to send it to the posting process, select *In Process*. Then you may access this document and view or update the purchase order later on.

After you complete the purchase order, the system recalculates the percentage distributions for use in subsequent invoice activity.

Fields	Descriptions
Vendor	Code and name of the vendor supplying the commodities or services.
Requestor	The name of the requestor associated with the purchase order.
COA	Code and description of the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
Orgn	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Deliver by	Date the commodities on the requisition are to be delivered.
Blanket Order	Code representing the blanket order.  <b>Note:</b> This field displays only if the purchase order is assigned to a blanket order.
Currency Code	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Commodity Record Count	Total number of commodity records entered on this document.
Amount Input	Total cost of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the current exchange rate.
Amount Converted	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the current exchange rate.

Fields	Descriptions
Approved Amounts	Approved amount of this purchase order at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Discount Amounts	Discount amount deducted from this purchase order at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Additional Amounts	Additional amount added to this purchase order at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Tax Amounts	Tax amount added to this purchase order at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Complete	Select this button to complete and post the purchase order.
In Process	Select this button to save the purchase order without posting it.
Receipt Required	<p>This field indicates whether invoices associated with this document will require matching. This field displays only if document level matching is enabled for Purchase Orders or Requisitions based on the value in FOASYSC.</p> <p>If you have permission to update the document type, as defined on the User Profile Maintenance Form (FOMPROF), you can use the pull-down list in this window to change the value in this field.</p> <p><b>Note:</b> When document level matching is enabled, the document must be set to either <i>Yes Receipt Required</i> or <i>No Receipt Required</i> to be completed.</p> <p>This field displays one of the following values:</p> <p><i>Receipt Required</i></p> <p>Invoice requires a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>No Receipt Required</i></p> <p>Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i></p> <p>No match specified.</p>

## Blanket Order Form (FPABLAR)

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A blanket order is a contract to order a certain dollar amount of goods from a specific vendor.

The Blanket Order Form consists of a main window and eight additional windows. Use this form to consolidate multiple purchasing documents into a unified or blanket order document. Access this form from the Purchase Order Processing Menu (\*FINPO).

Enter the blanket order header information in the Key Information.

**Note:** Create blanket orders only from purchase orders, not from requisitions.

The main window of this form contains the header information fields. Enter the blanket order number if you wish to specify one, or enter *NEXT* to have the system generate a new number. Otherwise, select Blanket Order or choose List to select one.

Select Next Item and enter a vendor if you know the vendor number. Otherwise, select Vendor or choose List to access the Entity Name/ID Search Form (FTIIDEN) and select a vendor.

Select Next Block to access the Blanket Order Header Information Window.

Fields	Descriptions
Blanket Order	Code representing a blanket order. Enter the number of the blanket order you wish to create or retrieve, or enter <i>NEXT</i> to have the system generate a new number. If you do not know the blanket order number, request a List. This takes you to the Blanket Order Validation Form (FPIBORD).  (button)      List      Blanket Order Validation Form (FPIBORD)
Total Amount	Total amount of the blanket order.
Vendor	Code and name of the vendor supplying the commodities or services. If you do not know the vendor's code, request a List. This takes you to the Entity Name/ID Search (FTIIDEN) to choose an existing vendor or the Vendor Maintenance Form (FTMVEND) to create a new vendor.  (button)      List      Entity Name/ID Search (FTIIDEN)  (button)      List      Vendor Maintenance Form (FTMVEND)

Blanket Order Header Information Window

Use the Blanket Order Header Information Window to enter the significant information about the purchasing agent for this purchase order.

In this window you may also specify the order and cancellation dates for the purchase order, as well as the relevant location and discount codes.

The **Order Date** defaults to the current date. The Termination date is required and must be later than the current date.

The **Buyer Code** and **Ship Code** fields are required. A button and List are available for these fields and for the optional Discount Code.

Be aware that if your system has no tax groups on the Ship To Code Table, the tax group defaults from the System Control Maintenance Form (FOASYSC). If necessary, you can override the default code. If taxes are activated on FOASYSC but this transaction does not require a tax amount, enter a nontaxable group code here.

You may specify an additional dollar amount to prepare for contingency costs such as shipping and handling.

To access the Blanket Order Commodity Data Window, select Next Block. To access the Shipping Detail Window, use the menu option.

*Document Control*

Use Document Control to specify dollar limits on a blanket order.

You have the option to apply dollar amount limits using the Document Control feature for a blanket order. If you select the *Document Control at TOTAL* menu option, then the dollar limit is applied to the blanket order as a whole. If you specify the *Document Control at ITEM* menu option, then the dollar limit is applied to *each item* you attach to the blanket order. For instance, you may want to specify a total limit of \$1000.00, but you may want to set an item limit at \$100.00.

*Blanket Order Document Text*

If the **Document Text Exists** field shows *N*, no text exists for this document. If you wish to attach text to this blanket order or modify existing text (if the field shows *Y*), select the Document Text button or choose Block Menu to access the Procurement Text Entry Form (FOAPOXT).

Fields	Descriptions
Order Date	Date the blanket order was entered.
Termination Date	Date the blanket order is no longer effective.

Fields	Descriptions
Buyer Code	<p>Code and name of the person granted purchasing authority on the blanket order. If you do not know the buyer code, request a List. This takes you to the Buyer Code List (FTVBUYR).</p> <p>(button)      List      Buyer Code List (FTVBUYR)</p>
Discount Code	<p>Code and terms of discounts established with the vendor. If you do not know the discount code, request a List. This takes you to the Discount Terms List (FTVDISC).</p> <p>(button)      List      Discount Terms List (FTVDISC)</p>
Additional Amount	<p>Additional amount to be added to individual commodity items (or to the total extended cost of the blanket order) to allow for surplus charges, for example, shipping.</p>
Document Control	<p>Specifies dollar limits on a blanket order. For example, you may want to specify a total limit of \$1000.00, but you may want to set an item limit at \$100.00.</p> <p><i>Document Control at Total</i></p> <p>The dollar limit is applied to the blanket order as a whole.</p> <p><i>Document Control at Item</i></p> <p>The dollar limit is applied to each item you attach to the blanket order.</p>
Tax Group	<p>If your system has no tax groups on the Ship To Code Table, the value for this field defaults from the System Control Maintenance Form (FOASYSC). You can override the default code, if necessary.</p> <p>If taxes are activated on FOASYSC but this transaction does not require a tax amount, enter a nontaxable group code here.</p>
Classification Code	<p>Code and description of shipping classifications for the blanket order. If you do not know the classification code, use the Search feature or request a List. This takes you to the Purchase Order Classification List Window (FTVPCLS).</p>

Fields	Descriptions
Currency Code	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution. If you do not know the vendor's currency, use the Search feature or request a List. This takes you to the Currency Code Validation Form (FTVCURR).
Stock Items	<p>Check box indicates whether the user wants to process this blanket order for Stores Inventory stock items.</p> <p><i>Selected</i>            Process this blanket order for Stores Inventory stock items.</p> <p><i>Cleared</i>            Process this blanket order for normal procurement items.</p>
Document Accounting	<p>Check box that identifies the type of accounting in effect. You can change this indicator.</p> <p><i>Selected</i>            Document Accounting is in place.</p> <p><i>Cleared</i>            Commodity Level Accounting is in place.</p> <p>The value in this field follows the default setting for Purchase Order (PO) or All Documents (ALL_DOCS) as defined on the System Data Maintenance Form (FTMSDAT) for the Attribute Code (ACCOUNTING_LEVEL).</p> <p><b>Note:</b> For information about Commodity Level Accounting, refer to Chapter 2, "Processing."</p>
Document Text	<p>Indicates whether text exists with this document.</p> <p><i>Y</i>Yes            Text exists with this document.</p> <p><i>N</i>No            Text does not exist with this document.</p>

## Shipping Detail Window

Use the Shipping Detail Window to enter additional relevant information for the purchase order, such as the freight data and the purchase order class code for the commodity.

If this is a foreign vendor, you may wish to specify a Currency Code on this window.

Because this is supplemental data, all fields are optional. Select Next Item to navigate through the fields. A button and List are available for each field.

If tax processing is not activated, the Tax Group is disabled.



Select the Stock Items box to process this blanket order for Stores Inventory stock items.

When you get to the last field in this window, you may use Next Item to open the Vendor Information Window to continue entering the basic header information for this purchase order. Otherwise, select Next Block to access the Blanket Order Commodity Data Window.

Fields	Descriptions
Order Date	Date the blanket order was entered.
FOB Code	Code representing payment status of freight, for example, <i>PD/Prepaid Freight</i> or <i>RC/Receiver Responsible</i> . If you do not know the freight code, request a List. This takes you to the FOB Code List Window.  (button)                      List                      FOB Code List Window
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the tax group, request a List. This takes you to the Tax Group List Window.  (button)                      List                      Tax Group List Window
Class Code	Code and description of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i> . If you do not know the classification code, request a List. This takes you to the Purchase Order Classification List Window.  (button)                      List                      Purchase Order Classification List Window.
Currency Code	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution. If you do not know the vendor's currency, request a List. This takes you to the Currency Code Validation (FTVCURR).  (button)                      List                      Currency Code Validation (FTVCURR)

Fields	Descriptions
Stock Items	Check box indicates whether the user wants to process this blanket order for Stores Inventory stock items.
<i>Selected</i>	Process this blanket order for Stores Inventory stock items.
<i>Cleared</i>	Process this blanket order for normal procurement items.

## Vendor Information Window

Use the Vendor Information Window to change or view relevant information about the vendor for this blanket order.

You may change the Address Code or the Sequence No for this document. The remaining fields are display-only.

To access the Vendor Shipping Information Window, select Next Item or the menu option. To access the Blanket Order Commodity Data Window, select Next Block or the menu option.

Fields	Descriptions
Address Code	Code representing the vendor address type. If you do not know the address code, request a List. This takes you to the Address Type Validation Window.
(button)	List Address Type Validation Window.
Sequence Number	Sequential number representing the selected address for the vendor (or check vendor) for this invoice. If you do not know the sequence number, request a List. This takes you to the Address Information Query Form (FOQADDR).
(button)	List Address Information Query Form (FOQADDR)
City	City of the vendor.
State or Province	State or province of the vendor.
ZIP or Postal Code	ZIP or postal code of the vendor.

<b>Fields</b>	<b>Descriptions</b>
Contact	Name or title of the primary contact for the vendor.
Phone	Area code and phone number of the vendor.
Extension	Phone extension of the vendor.

### Vendor Shipping Information Window

This is a display-only window that shows the shipping location information for the commodities on this blanket order.

Use the menu options to access the desired window or select Next Block to access the Blanket Order Commodity Data Window.

<b>Fields</b>	<b>Descriptions</b>
Ship Code	Code representing the location of delivery.
Address	Street address of the location of delivery.
Building	Building name or number at the location of delivery.
Floor	Floor number of the location of delivery.
City	City of the location of delivery.
State or Province	State or province of the location of delivery.
ZIP or Postal Code	ZIP or postal code of the location of delivery.
Contact	Name or title of the primary contact at the location of delivery.

### Blanket Order Commodity Data Window

Use the Blanket Order Commodity Data Window to enter commodity information for a blanket order.

The header information fields default. The cursor appears in the **Commodity** field. Select Commodity or choose Count Hits to select a commodity code; the Description and U/M (unit of measure) default. You may also select Execute Query to access the Vendor Products Query Form (FPIVPRD).

Enter the Quantity and the Unit Price of this commodity. Once you enter the price, the system automatically calculates the Extended Amount. The remaining amount fields default to zero. You may enter a Discount Amount and/or Additional Amount to factor into this purchase order if you did not enter them in the header.

To access the Completion Window, select Next Block.

If you plan to return to this blanket order and complete it later, you may wish to **Save** your entries for this document at this point.

Fields	Descriptions		
Item	Line item number of the commodity as it appears on the document. Displays with the <b>of</b> field, for example, Item 7 of 9.		
of	Maximum number of items on the document. Displays with the <b>Item</b> field, for example, Item 7 of 9.		
Commodity	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the following forms. Select the Vendor Products Validation Form (FPVVPRD) if you want to retrieve a product specific to the vendor. Select Vendor Products Query Form (FPIVPRD) if you want to query a product specific to this vendor or select Commodity Code Validation Form (FTVCOMM) for a listing of all commodities on the database.		
	(button)	Count Hits	Vendor Products Validation Form (FPVVPRD)
	(button)	Execute Query	Vendor Products Query Form (FPIVPRD)
	(button)	List	Commodity Code Validation Form (FTVCOMM)
Description	Description of the commodity. If you do not know the commodity code and wish to retrieve the commodity by description, request a List. This takes you to the Commodity Alpha Search Form (FPIACOM).		
	(button)	List	Commodity Alpha Search Form (FPIACOM)

Fields	Descriptions
U/M	Code representing the unit of measure of the commodity. If you do not know the unit of measure, request a List. This takes you to the Unit of Measure List window.  (button)      List      Unit of Measure List window.
Description	Description of the unit of measure
Add	Indicates whether the user wants to add a newly created commodity to the database.  YYes      Add the commodity to the database. NNo      Do not add the commodity to the database.
Quantity	Quantity of the commodity ordered, calculates with the <b>Unit Price</b> field to establish the extended amount.
Unit Price	Price per unit of the commodity, calculates with the <b>Quantity</b> field to establish the extended amount.
Extended Amount	Total cost of the commodity calculated by quantity times unit price.
Text Usage	Pull-down list identifies which text associated with a commodity should print.  <i>Standard</i> Print standard text. (default) <i>Modified</i> Print text that has been modified on the Procurement Text Entry Form (FOAPOXT) <i>Ignore</i> Do not print any text.
Commodity Text Exists	Check box indicates whether text exists with this commodity.  YYes      Text exists with this commodity. NNo      Text does not exist with this commodity.
Line Item Text Exists	Check box indicates whether text exists with this line item.  YYes      Text exists with this line item. NNo      Text does not exist with this line item.

Fields	Descriptions
Suspense	Check box indicates whether this commodity is in suspense.
YYes	This commodity is in suspense.
NNo	This commodity is not in suspense.

### Agreement Information Window

Use the Agreement Information Window to view the vendor agreement-specific data if an agreement exists with the vendor for this blanket order.

This is a display-only window.

To access the Currency Conversion Information Window, select the menu option or select Next Set of Records. Select Next Block to access the Completion Window.

Fields	Descriptions
Agreement	Code representing the agreement between your purchasing department and the vendor.
Min Qty	Minimum quantity of a commodity to be ordered as established in the agreement.
Unit Price	Price per unit of the commodity.
Part Number	Part number of the commodity.

### Currency Conversion Information Window

The Currency Conversion Information Window displays the input and converted amounts from the Blanket Order Commodity Data Window.

To access this window, select Currency Conversion or choose Count Hits from the **Quantity** field on the Blanket Order Commodity Data Window. To return to the Blanket Order Commodity Data Window, select Exit.

**Note:** You can only access this window when you enter a foreign currency in the Blanket Order Header Information Window.

Fields	Descriptions
Item	Line item number of the commodity as it appears on the document.
Commodity	Description of the commodity.
Currency Code	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Amount Input	Total cost of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Amount Converted	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

### Completion Window

Use the Completion Window to complete the blanket order and send it to posting.

The Complete and In Process buttons are navigable.

If you are satisfied with all of the information on the blanket order, select Complete to complete the blanket order.

If you wish to save this blanket order but do not want to send it to the posting process, select *In Process*. Then you may still view or update this blanket order later.

After you complete the blanket order, the system recalculates the amount distributions in your records. You may use these distributions in subsequent invoice activity.

### Purchase/Blanket Order Cancel Form (FPAPDEL)

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Use the Purchase/Blanket Order Cancel Form to cancel a posted purchase order or a completed blanket order. Access this form from the Purchase Order Processing Menu (\*FINPO).

## Key Block

Enter the code for the purchase order or blanket order you want to cancel. Choose Next Block.

Fields	Descriptions
Purchase Order	Code representing the purchase order you want to cancel. If you do not know the purchase order number, request a List. This takes you to the Purchase Order Validation Form (FPIPOHD).  (button)                      List                      Purchase Order Validation Window (FPIPOHD)
Blanket Order	Code representing the blanket order. If you do not know the blanket order number, request a List. This takes you to the Blanket Order Validation Form (FPIBOHD).  (button)                      List                      Blanket Order Validation Form (FPIBOHD)

## Purchase Order Window

The summarized document data for the purchase order or blanket order defaults into the fields in this window. To access the Cancel Date Window, select Cancel Date from the options menu, select the tab, or choose Next Block.

Fields	Descriptions
NSF Checking	Check box indicates whether you want to activate the (online) Non-Sufficient Funds checking feature.  <i>Selected</i> To activate the Non-Sufficient Funds checking feature.  <i>Cleared</i> Non-sufficient funds checking feature remains inactive.  <b>Note:</b> If this feature is activated on the System Control Maintenance Form (FOASYSC), you may not clear this check box.
Ordered Date	Date the purchase order was entered.
Delivery Date	Date the commodities on the purchase order are to be delivered.



Fields	Descriptions
Vendor	Code and name of the vendor supplying the commodities or services.
Origin	Origin of the purchase order.
Blanket Order Remaining Balance	Represents the amount that remains for the entire blanket order document or the amount that remains for a specific commodity. To determine the definition of this field, refer to the Document Control menu list on the Blanket Order Form (FPABLAR) or the Blanket Order Activity Form (FPIBLAR).  <b>Note:</b> The <b>Blanket Order Remaining Balance</b> field only displays when the purchase order is associated with a blanket order.
Extended Amount	Total dollar amount of the purchase order.
Discount Amount	Total discount amount based on the discount terms established with the vendor.
Tax Amount	Total amount of tax withheld by the respective sales/use tax group.
Additional Charges	Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping.
Net Amount	Total amount of the purchase order calculated as extended amount, less discounts, plus taxes and additional charges.

### Cancel Date Window

Use this window to complete your cancellation of this purchase order or blanket order.

Fields	Descriptions
Record Count: Accounting	Total number of accounting records entered on this document.

Fields	Descriptions
Record Count: Commodity	Total number of commodity records entered on this document.
Cancel Date	Date the system records the cancellation. Default value is the current date, but may be overwritten with any date within an open fiscal year period.
Reason Code	Reason for the cancellation.
Make Cancellation Permanent	Select this button to complete the cancellation of this document. To avoid completing this cancellation, select Rollback or choose Previous Block.

## Purchase Order Suspense List Form (FPIPORS)

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The Purchase Order Suspense List Form displays a list of purchase orders that are in suspense and require additional work to complete and approve. Access this form from the Purchase Order Processing Menu (\*FINPO).

The Vendor Name and related purchase order data default when you enter this form. If necessary, you may scroll through the list of suspended purchase orders.

You may enter and execute a query for a specified PO Code.

**Note:** If you access this form from a menu, the Select option is disabled.

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Vendor Name	Name of the vendor supplying the commodities or services.
Purchase Order Date	Date the purchase order was entered.
Class Code	Code and description of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i> .

Fields	Descriptions
Purchase Order Level Header	Indicates whether the purchase order header is in suspense. YYes                      The purchase order header is in suspense. NNo                        The purchase order header is active.
Purchase Order Level Commodity	Total number of commodity records on the document that are in suspense.
Purchase Order Level Account	Total number of accounting records on the document that are in suspense.

## Rush Order Form (FPARORD)

Use the Rush Order Form to enter basic summary purchase data for a rush order entry. Access this form from the Purchase Order Processing Menu (\*FINPO).

**Note:** This form establishes the default setup for a Purchase Order (PO) or All Documents (ALL\_DOCS) as defined on the System Data Maintenance Form (FTMSDAT) for the Attribute Code ACCOUNTING\_LEVEL.

Once you know the detail for the rush order, you can create a regular purchase order using the Purchase Order Form (FPAPURR).

To begin, enter a purchase order number. Select Next Block. Enter the Vendor and Buyer Codes.

Select Save to complete this rush order record as a purchase order.

Fields	Descriptions
Purchase Order Code	Code representing the purchase order. Enter <i>NEXT</i> to have the system generate a new purchase order number. If you do not know the purchase order code, request a List. This takes you to the Rush Order Validation Form (FPIRORD). (button)                      List                      Rush Order Validation Form (FPIRORD).
Last Activity Date	Date this record was last updated. <b>Note:</b> The Last Activity Date populates if you select an existing purchase order with a rush order already attached.

Fields	Descriptions
Vendor Code	Code and name of the vendor supplying the commodities or services. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN) if you want to retrieve an existing vendor or the Vendor Maintenance Form (FTMVEND) if you want to create a vendor.
	(button)      List      Entity Name/ID Search Form (FTIIDEN)
	(button)      List      Vendor Maintenance Form (FTMVEND)
Buyer Code	Code representing the buyer. If you do not know the buyer code, request a List. This takes you to the Buyer Code List window.
	(button)      List      Buyer Code List window
Area Code	Area code for the buyer.
Phone Number	Phone number for the buyer.
Extension	Phone extension for the buyer.
Purchase Order Date	Date the rush order was entered.
Expiration Date	Date the rush order expires, must be later than the current date.
Maximum Amount	Maximum dollar amount you wish to allocate for this purchase order.
Classification Code	Code and name of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i> . If you do not know the classification code, request a List. This takes you to the Purchase order Classification List Window. Optional.
	(button)      List      Purchase Order Classification List Window

Fields	Descriptions
Chart of Accounts	<p>Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. If you do not know the chart of accounts, request a List. This takes you to the Chart of Accounts List Window. Optional.</p> <p>(button)      List      Chart of Accounts List Window</p> <p><b>Note:</b> If you enter the Organization Code, then the Chart of Accounts is required.</p>
Organization Code	<p>Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the organization code, request a List. This takes you to the Organization Code Validation Form (FTVORGN). Optional.</p> <p>(button)      List      Organization Code Validation Form (FTVORGN)</p>

## Clause Entry Form (FOACLAU)

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Use the Clause Entry Form to create and maintain clauses for requisitions, purchase orders, and blanket orders. Access this form from the Purchase Order Processing Menu (\*FINPO).

Enter the clause number. Select Next Block.

Select Save to complete this document and commit the clause to your system records.

Fields	Descriptions
Clause Number	<p>Code representing the clause you want to edit. If you do not know the clause code, request a List. this takes you to the Clause List Form (FOICLAU).</p> <p>(button)      List      Clause List Form (FOICLAU)</p>

Fields	Descriptions
Default Increment	Increment of line numbers that identifies a string of text and specifies its order of appearance. The default value is 10 but it may be overwritten. The line number default value is based on the default increment selected in the header. If necessary, you may scroll through clause text fields.
Description	Description of the clause but may be overwritten.
Clause Text	Text associated with a clause but may be overwritten.
Line	Number that identifies a string of text and specifies its order of appearance.

## Procurement Text Entry Form (FOAPOXT)

Use the General Text Entry Form (FOATEXT) to enter text for all other Finance document types.

Use the Procurement Text Entry Form to enter text at the Header level or Commodity level. This form is used to enter text for requisitions, bids, purchase orders, blanket orders, and agreements. Access this form from the Purchase Order Processing Menu (\*FINPO).

The Text Type, Code, Change Sequence, and Item default from the procurement document (Requisition, Bid, Blanket Order, Purchase Order, or Agreement) from which you accessed this form. Select Text Type or choose List to access the Document Type List Window for a complete list of available document types available for the **Text Type** field.

**Note:** If the document type specified is *Bid*, text may be entered on this form for individual bid items or for the bid header. When you enter an Item #, the system checks to ensure that a valid bid item number has been entered. To edit or view the bid header text, leave the **Item Number** field blank.

Select the Copy Commodity Text box to copy the standard commodity text online for this commodity.

Select Next Item to navigate through these fields.

### *Entering or Modifying Text*

Select Next Block to access the **Text** field. You may enter or modify text information in this field. You may reference clauses; use the **Clause Number** field. To print this text, select the Print box. The system calculates the line number based on the default increment specified in the header.

If desired, you may scroll through the text fields.

Select Save to commit this record, and attach the entered text to the specified procurement document.

Fields	Descriptions
Text Type	<p>Code representing the type of document for which you wish to edit or review text. If you do not know the text type, request a List. This takes you to the Document Type List (FTVDTYP).</p> <p>Valid text types for this form are PO (Purchase Order/Blanket Order/Change Order), REQ (Requisition), BID (Request for Bid), and AGR (Agreement).</p> <p>(lookup)      List      Document Type List (FTVDTYP)</p>
Code	<p>Code representing the specific document number for which you wish to edit/review text. This code must be valid for the text type selected. If you do not know the document code, request a List. This will take you to the appropriate list form for the text type selected.</p> <p>(button)      List      Appropriate list form for Text Type selected.</p>
Change Sequence	Number representing the change order sequence of a purchase order for which you wish to edit/review text.
Item Number	Line item number of the commodity as it appears on the document.
Vendor	Code and name of the vendor supplying the commodities or services. The <b>Vendor</b> field populates only when you create an agreement.
Commodity Description	Description of the commodity.

Fields	Descriptions
Modify Clause	<p>Code representing the clause you wish to edit. Use the <b>Modify Clause</b> field to bring in a predefined clause that you wish to modify for the procurement of this commodity.</p> <p>If you do not know the clause code, request a List. This takes you to the Clause List Form (FOACLAU).</p> <p>(lookup)              List              Clause List Form (FOACLAU)</p> <p><b>Note:</b> You may copy in clause text by entering a clause in the <b>Modify Clause</b> field and selecting Insert Record.</p>
Copy Commodity Text	<p>Check box indicates whether the user wants to copy the text associated with a commodity.</p> <p><i>Selected</i>              Copy commodity text.</p> <p><i>Cleared</i>              Do not copy commodity text.</p>
Default Increment	<p>Increment of line numbers that identifies a string of text and specifies its order of appearance. The default value is 10 but it may be overwritten.</p>
Text	<p>Text associated with a commodity.</p>
Clause Number	<p>Code representing a clause.</p>
Print	<p>Check box indicates whether the user wants to print the text associated with a commodity.</p> <p><i>Selected</i>              Print commodity text.</p> <p><i>Cleared</i>              Do not print commodity text.</p>
Line	<p>Number that identifies a string of text and specifies its order of appearance.</p>

## General Text Entry Form (FOATEXT)

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Use the General Text Entry Form to define all text entries for Finance System documents other than bids, agreements, requisitions, purchase orders, and blanket orders. Access this form from the Purchasing Order Processing Menu (\*FINPO).



Use the Procurement Text Entry Form (FOAPOXT) to enter text for requisitions, bids, purchase orders, blanket orders, and agreements.

Enter the Document Type. Select Next Item.

Enter a document code.

**Note:** If you select a document Code for a procurement document, you will receive an error message recommending that you use the Procurement Text Entry Form (FOAPOXT).

Select Save to commit and post this record, and to attach the entered text to the specified document.

Fields	Descriptions
Type	Code representing the type of document for which you wish to edit or review text. If you do not know the text type, request a List. This takes you to the Document Type List (FTVDTYP).  (lookup)      List      Document Type List (FTVDTYP)
	<b>Note:</b> Use the FOAPOXT form to view text associated with Requisition, Purchase Order/Blanket Order/Change Order, Request for Bid, or Agreement.
Code	Code representing the specific document number for which you wish to edit/review text. This code must be valid for the text type selected. If you do not know the document code, request a List. This will take you to the appropriate list form for the text type selected.  (button)      List      Appropriate list form for Text Type selected.
Default Increment	Increment of line numbers that identifies a string of text and specifies its order of appearance. The default value is 10 but it may be overwritten.
Text	Text associated with a document.
Print	Check box indicates whether the user wants to print the text associated with a commodity.  <i>Selected</i> Print commodity text. <i>Cleared</i> Do not print commodity text.
Line	Number that identifies a string of text and specifies its order of appearance.

**Note:** Not all available document types are included in the above grid. Refer to the Automatic Hint on this form for further assistance.

## Clause List Form (FOICLAU)

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The Clause List Form displays a list of established clauses. Access this form from the Purchase Order Processing Menu (\*FINPO).

This is a display-only form. The fields are populated when you enter the form. You may enter and execute a query for a specific Clause code.

**Note:** If you access this form from a menu, the Select option is disabled.

Fields	Descriptions
Clause	Code representing the clause you want to query.
Description	Description of the clause.
Activity Date	Date this record was created or last updated.

## Change Order Processing Forms

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This section provides you with examples and descriptions for each form within the Change Order Processing feature of the Purchasing and Procurement module.

Forms in this section flow in the order that they appear on the Change Order Processing Menu (\*FINCO).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

You can only process changes to a purchase order if that purchase order has been completed and posted.

To see a list of available purchase orders that are on your system, refer to the Purchase Order Validation Form (FPIPOHD). This form also indicates whether a purchase order has been completed.

## Change Order Form (FPACHAR)

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Use the Change Order form to revise data on an already completed purchase order or blanket order. Access this form from the Change Order Processing Menu (\*FINCO).

**Note:** You cannot revise the following items on a completed purchase order:

- Vendor
- Currency code
- Document level accounting indicator

### Key Block

In this block, you enter either a purchase order or blanket order. To generate a new change order, enter NXT in the **Change Sequence Number** field. The purchase or blanket order you choose must have been completed, approved, and posted. When you choose Next Block, the system assigns the next available sequence number to this record.

Fields	Descriptions
Purchase Order	Code representing the purchase order you want to change. If you do not know the purchase order number, request a List. This takes you to the Purchase Order Validation Form (FPIPOHD).  (button)      List      Purchase Order Validation Form (FPIPOHD)
Blanket Order	If the purchase order is assigned to a blanket order, the blanket order number displays in the <b>Blanket Order</b> field.
Change Sequence Number	Number representing the change sequence. Enter <i>NXT</i> to generate a new change sequence number.  <b>Note:</b> To revise a blanket order rather than a purchase order, leave the <b>Purchase Order</b> field blank, type <i>NXT</i> in the <b>Change Sequence</b> field and enter the Blanket Order number.

## Change Order Document Information Window

Use the Change Order Document Information Window to alter the initial purchasing information from the purchase order. You may alter the dates that display. You may also change the buyer, discount, and shipping data.

The cursor appears in the **Order Date** field. You may change this field, the **Transaction Date**, and the **Delivery Date**. The Cancelled and Printed dates default and are display-only.

Select Next Item to move through the fields on the window.

You may also add additional text to the original purchase order. Select Document Text or choose Block Menu to access the Procurement Text Entry Form (FOAPOXT). Add the desired text, save it, and Exit to return to the Change Order Header Information Window.

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Blanket Order	Code representing the blanket order.
Change Seq	Number representing the change sequence.
Order Date	Date the purchase order was entered. Default value is the system date but may be overwritten.
Transaction Date	Date the transaction was processed or recorded to the ledgers. Default value is the system date but may be overwritten.
Delivery Date	Date the commodities on the purchase order are to be delivered. Default value is the requisition date but it may be overwritten and must be greater than or equal to the current date.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .
Commodity Total	Total cost of the commodities on the requisition.
	<b>Note:</b> For each commodity record, the system multiplies the unit price entered (up to four decimal places) by the quantity and then rounds the result to two decimals for display in the form.

Fields	Descriptions
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.
In Suspense	Check box indicating whether this purchase order is in suspense. <i>Selected</i> This purchase order is in suspense. <i>Cleared</i> This purchase order is active.
Document Text	Indicates whether text exists attached to the purchase order. <i>Y</i> Yes              Text exists with this purchase order. <i>N</i> No              Text does not exist with this purchase order.
Change Accounting Only	Check box that indicates if you want to change only the accounting information of the purchase order. <i>Selected</i> Change accounting information only. <i>Cleared</i> Change both commodity and accounting information as desired. (Default)
Purchase Order Type	Identifies the type of purchase order. <i>Regular</i> This is a <i>regular</i> purchase order. <i>Standing</i> This is a <i>standing</i> purchase order.
Original Document Text	Pull-down list indicates whether the user wants to copy text from an existing document into a new document. <i>None</i> Do not copy text from the original document. (Default) <i>Copy Document Text</i> Copy text from the original document.
Buyer Code	Code and name of the person granted purchasing authority of a purchase order. If you do not know the buyer code, request a List. This takes you to the Buyer Code List Window. (button)              List              Buyer Code List Window
Blanket Order Termination Date	Date the blanket order is no longer effective.

Fields	Descriptions
NSF Checking	Check box indicates whether the user wants to activate the (online) Non-Sufficient Funds checking feature.  <i>Selected</i> To activate the Non-Sufficient Funds checking feature.  <i>Cleared</i> Non-sufficient funds checking feature remains inactive.
Rush Order	Check box indicates whether this is a rush order.  <i>Selected</i> This is a rush order.  <i>Cleared</i> This is not a rush order.
Deferred Editing	Check box indicates whether the Deferred Editing feature is active, which defers editing of the transaction until posting. This speeds up your system processing time.  <i>Selected</i> The Deferred Editing feature is active.  <i>Cleared</i> Ongoing editing continues to occur.  <b>Warning:</b> Activating the Deferred Editing feature disables the immediate display of online errors. You cannot view your errors until you run the Editing feature in the batch processes FGRTRNI and FGTRNR.
Origin	Origin of the purchase order.
Reference Number	Reference number associated with the purchase order.

### Change Order Requestor/Delivery Window

Specify the delivery date, discount rate, and additional amount in this window. If the purchase order has been posted, the posting date displays. If the purchase order has been cancelled, the cancel date displays.

Use the Change Order Entry Document/Requestor Information Window to enter the information about the purchasing agent for the purchase order you are changing. Access this window by selecting Next Block from the Document Information Window or by choosing Requestor/Delivery Information from the options menu.

The **Buyer** and **Ship Code** fields are required.

If you wish to attach text to this purchase order or modify existing text (if the field shows Y), select Document Text or choose Block Menu to access the Procurement Text Entry Form (FOAPOXT).

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Blanket Order	Code representing the blanket order.
Change Seq	Number representing the change sequence.
Order Date	Date the purchase order was entered.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Delivery Date	Date the commodities on the purchase order are to be delivered.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .
Commodity Total	Total cost of the commodities on the requisition.
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.
In Suspense	Check box indicating whether this purchase order is in suspense. <i>Selected</i> This purchase order is in suspense. <i>Cleared</i> This purchase order is active.
Document Text	Indicates whether text exists attached to the purchase order. <i>Selected</i> Text exists with this purchase order. <i>Cleared</i> Text does not exist with this purchase order.
Requestor	Name of the person who entered the requisition. Default value is the user but may be overwritten.

Fields	Descriptions
COA	<p>Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. If you do not know the chart of accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS).</p> <p>(button)      List      Chart of Accounts List (FTVCOAS)</p>
Organization	<p>Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the organization, request a List. This takes you to the Organization Code Validation Form (FTVORGN).</p> <p>(button)      List      Organization Code Validation Form (FTVORGN)</p>
Email	<p>E-mail address of requestor.</p> <p><b>Note:</b> This field is limited to 100 characters.</p>
Phone	Area code and phone number of the requestor.
Extension	Phone extension of the requestor.
Fax	Fax number of the requestor.
Extension	Fax extension of the requestor.
Ship To	<p>Code representing the location of delivery. If you do not know the Ship To code, request a List. This takes you to the Ship To List (FTVSHIP).</p> <p>(button)      List      Ship To List (FTVSHIP)</p>
Street Line 1	Street address (line 1) for the delivery.
Street Line 2	Street address (line 2) for the delivery.
Street Line 3	Street address (line 3) of the delivery.



Fields	Descriptions
Building	Building number for the delivery.
City	City for the delivery.
State or Province	State or Province for the delivery.
ZIP or Postal Code	ZIP or Postal Code for the delivery.
Nation	Nation
Phone	Area code and phone number of the location of delivery.
Extension	Phone extension of the location of delivery.
Contact	Name or title of the primary contact at the location of delivery.
Attention To	Name of the person you wish to receive the delivery. This value comes from the <b>Contact</b> field but may be overwritten.

### Change Order Commodity Supplemental Information

Use the Change Order Header Supplemental Data Window to change additional relevant information for the purchase order, such as the freight data, the chart of accounts class code, and the choice of carrier for the commodity.

Because this is supplemental data, all fields are optional.

Remember that you cannot change the **Currency Code** on a change order.

Select the desired menu option to access another window. You may wish to access the Vendor Information Window to continue to change the basic header information for this purchase order.

Fields	Descriptions
Delivery Date	Date the commodities on the purchase order are to be delivered.

Fields	Descriptions
Text Usage	Pull-down list identifies which text associated with a commodity should print.
	<i>Standard</i> Print standard text.(default)
	<i>Modified</i> Print text that has been modified on the Procurement Text Entry Form (FOAPOXT)
	<i>Ignore</i> Do not print any text.
Ship Code	Code and location where the commodities will be delivered. If you do not know the ship code, request a List. This takes you to the Ship To List (FTVSHIP).
	(button) List Ship To List (FTVSHIP)
Address	Street address of the location of delivery.
Building	Building name or number at the location of delivery.
Floor	Floor number of the location of delivery.
Contact	Name or title of the primary contact at the location of delivery.

### Vendor Information Window

Use the Vendor Information Window to view and change relevant information about the vendor for this purchase order.

The vendor information defaults when you open the window. The cursor is in the **Address Code** field. Enter a new or existing address code.

After you enter the relevant vendor and specific purchase order information, you may decide to access the Document Indicators Window before you change any commodity data.

Select Next Block to access the Change Order Commodity Data Window or use the menu options to access another window.

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Blanket Order	Code representing the blanket order.

Fields	Descriptions
Change Seq	Number representing the change sequence.
Order Date	Date the purchase order was entered. Default value is the system date but may be overwritten.
Transaction Date	Date the transaction was processed or recorded to the ledgers. Default value is the system date but may be overwritten.
Delivery Date	Date the commodities on the purchase order are to be delivered. Default value is the requisition date but it may be overwritten and must be equal to or greater than the <b>Order Date</b> .
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i>
Commodity Total	Total cost of the commodities on the requisition.
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.
In Suspense	Check box indicating whether this purchase order is in suspense. <i>Selected</i> This purchase order is in suspense. <i>Cleared</i> This purchase order is active.
Document Text	Indicates whether text exists attached to the purchase order. <i>Selected</i> Text exists with this purchase order. <i>Cleared</i> Text does not exist with this purchase order.
Vendor	Code and name of the vendor supplying the commodities or services.
Address Code	Code representing the vendor address type. If you do not know the address type code, request a List. This takes you to the Address Information Query Form (FOQADDR). (button)                      List                      Address Information Query Form (FOQADDR)

Fields	Descriptions
Sequence Number	Sequential number assigned by the system to each accounting distribution.  (button)      List      Address Information Query Form (FOQADDR)
Address	Street address of the vendor.  <b>Note:</b> Use the additional lines to include more detail, for example, building name or number, location, floor or department.
Telephone	Area code and phone number of the vendor.
Extension	Phone extension of the vendor.
Fax Number	Area code and fax number of the vendor.
Extension	Fax extension of the vendor.
Contact	Name or title of the primary contact for the vendor.
Email	E-mail address of the primary contact for the vendor.
Discount	Code representing the discount terms established with the vendor. If you do not know the discount code, request a List. This takes you to the Discount Terms List (FTVDISC).  (button)      List      Discount Terms List (FTVDISC)
FOB Code	Code representing payment status of freight, for example, <i>PD/Prepaid Freight</i> or <i>RC/Receiver Responsible</i> . If you do not know the discount code, request a List. This takes you to the Discount Terms List (FTVDISC).  (button)      List      FOB Code List (FTVFOBS)

Fields	Descriptions
Tax Group	<p>Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the tax group, request a List. This takes you to the Tax Group List.</p> <p>(button)      List      Tax Group List</p> <p><b>Note:</b> This field is required for document completion if tax processing is invoked at the system level.</p>
Disbursing Agent	<p>Indicates whether a disbursing agent will be used to create the foreign currency checks for this invoice.</p> <p><i>Selected</i>      A disbursing agent will be used to create the foreign currency checks for this invoice.</p> <p><i>Cleared</i>      A disbursing agent will not be used to create the foreign currency checks for this invoice.</p>
Class Code	<p>Code and description of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i>. If you do not know the class code, request a List. This takes you to the Purchase Order Classification List (FTVPCLS).</p> <p>(button)      List      Purchase Order Classification List (FTVPCLS)</p>
Carrier	<p>ID number and name of the shipping carrier. If you do not know the carrier code, request a List. This takes you to the Carrier List.</p> <p>(button)      List      Carrier List (FTVCARR)</p>
Currency	<p>Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution. If you do not know the currency code, request a List. This takes you to the Currency Code Validation Form (GTVCURR).</p> <p>(button)      List      Currency Code Validation Form (GTVCURR)</p>

### Change Order Commodity/Accounting Data Window

Use the Change Order Commodity/Accounting Data Window to change the commodity information for the selected purchase order.

This window is used to revise the purchase order commodities for the change order. When you enter the form, the header information defaults but the commodity

information fields are empty. Select Next Block to populate the fields with the data drawn from the selected purchase order.

To access the Change Order Accounting Data Window (unless Access Completion is selected), select Next Block. Accounting records must already exist for the purchase order for you to access this window.

#### *Blanket Orders on a Change Order*

The **Blanket Order Remaining Balance** field displays only when you create the change order to update a blanket order or when the entered purchase order is associated with a blanket order.

When this field displays, the amount can represent either the total balance of the entire blanket order or the amount that remains for a specific commodity. The definition of the amount that displays relates to the value in the Document Control indicator on the Blanket Order Form (FPABLAR).

**Note:** You cannot enter changes into the system which exceed either the remaining document blanket order balance or the remaining commodity blanket order balance.

#### *Selecting Individual Items*

When you open this window, you may choose to change only specific commodity information for individual commodities attached to the purchase order. To use this feature, select the Select Item box. Select Next Item to access the Purchase Order Item Selection Form (FPQCHAP) and select individual commodity items to change one at a time. Select Next Block.

#### *Changing Commodity Information*

The header information fields default. The cursor is in the **Commodity** field. You may use a change order to change the commodities attached to a purchase order. If you wish to change the commodity, you have several navigation options from this field:

- Select Commodity or choose List to access the Commodity Validation Form (FTVCOMM).
- Select Count Hits to access the Vendor Products Validation Form (FPVVPRD).
- Select Execute Query to access the Vendor Products Query Form (FPIVPRD).

If taxes are activated, the **Tax Group** field defaults from the commodity table.

Enter the Quantity and the Unit Price of the commodity that you have changed. If the commodity has not changed, you may still change the Quantity and the Unit Price. Once you enter the price, the system automatically calculates the Extended Amount. The remaining amount fields default to zero.

You may enter a Discount Amount and/or Additional Amount to factor into this purchase order if you did not enter them in the header.

You may wish to Save your entries for this changed document at this point.

#### *Adding Text*

If line item text exists on the original purchase order, you may choose to attach this text to the change order. select the Copy Text from Current box to attach the text. If you wish to review this text first, select Line Item Text to access the Procurement Text Entry Form (FOAPOXT).

#### *Access Completion*

The Access Completion box enables you to direct the system to automatically redistribute the accounting amounts based on the changes you make to the commodity amounts. This feature allows you to navigate immediately to the document completion process so that you do not have to re-enter the Change Order Accounting Data Window.

When you first enter the Change Order Commodity Data Window, you cannot access the Access Completion box until accounting records exist for the commodity. When accounting records exist, the box defaults to selected. If you change the commodity amount and select Next Block, the form automatically opens the Balancing/Completion Window.

The Wrap-Up routine recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance Process.

### Change Order Commodity Accounting Window

Use the Change Order Commodity Accounting Window to change accounting distribution information for a particular commodity or for the entire document.

The fields are populated when you open the window. The data defaults from the accounting distribution associated with either the purchase order document or the individual commodity.

You can only access the **COA** field when you create a new accounting distribution. If this is the case, you may use the Search feature or choose List for each of the FOAPAL elements. Select Next Item to move through the fields.

To reallocate the accounting amounts, navigate to the Accounting amount fields and enter the new amounts. To change the accounting distribution, enter 0 in the Accounting amount fields to delete the current accounting sequence. Select Insert Record to add the new accounting sequence. You may also enter the percentage distribution for the extended dollar amount for the purchase order. Once you enter the percentage, the calculated amounts default in the Accounting fields.

If you have been assigned the appropriate user privileges, you may change or override the Non-Sufficient Funds checking feature on this window by selecting the **NSF Override** check box.

*Document Level vs. Commodity Level Accounting*

The data displayed in this window differs slightly depending on whether you used document level accounting or commodity level accounting on the selected purchase order document.

If you selected the **Document Level Accounting** check box in the Purchase Order Header Information Window of FPAPURR, the **Item** field is blank or null, and the **Commodity** field displays the message *Document Acctg Distribution*.

If this box on FPAPURR is cleared (meaning that Commodity Level Accounting is in effect), the **Item** field on this window is populated and the commodity description is shown.

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Blanket Order	Code representing the blanket order.
Change Sequence Number	Number representing the change sequence.
Order Date	Date the purchase order was entered.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Delivery Date	Date the commodities on the purchase order are to be delivered.
Document Accounting	Check box indicates whether the user wants to use document level accounting.  <div> <i>Selected</i>            Use document level accounting. (Default)  <i>Cleared</i>            Use commodity level accounting. </div>
	<b>Note:</b> You cannot alter Document Accounting on a change order.
In Suspense	Check box indicates whether this purchase order is in suspense.  <div> <i>Selected</i>            This purchase order is in suspense.  <i>Cleared</i>            This purchase order is active. </div>



Fields	Descriptions
Document Text	<p>Indicates whether text exists attached to the purchase order.</p> <p><i>Selected</i>                      Text exists with the purchase order.</p> <p><i>Cleared</i>                      Text does not exist with the purchase order.</p>
Item	<p>Line item number assigned to each commodity as it is entered on the document forms.</p> <p>The <b>Item</b> field displays with the <b>of</b> field, for example, Item 7 of 9.</p> <p><b>Note:</b> This field is blank for invoices that use Document Level Accounting.</p>
of	<p>Maximum number of commodity line on the purchase order.</p> <p>The <b>of</b> field displays with the <b>Item</b> field, for example, Item 7 of 9.</p>
U/M	<p>Code representing the unit of measure of the commodity. If you do not know the unit of measure, request a List. This takes you to the Unit of Measure List (FYVUOMS)</p> <p>(button)                      List                      Unit of Measure List (FTVUOMS)</p>
Tax Group	<p>Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the tax group code, request a List. This takes you to the Tax Group List.</p> <p>(button)                      List                      Tax Group List</p>
Quantity	Quantity of the commodity purchased.
Amount	<p>Dollar amount of services.</p> <p><b>Note:</b> This field is only visible when standing purchase order type was selected in the <b>Document Type</b> field.</p>
Unit Price	<p>Unit price of the commodity, calculates with the <b>Quantity</b> field to establish the extended cost.</p> <p><b>Note:</b> Zero dollar (\$0) entry is permitted for the entry of a quantity, however Requisition Rule Class must be set to allow zero dollar postings for functionality to work.</p>

Fields	Descriptions
Extended Cost	Total extended cost of the commodity based on the quantity times unit price.
Commodity	<p>Code representing the commodity. If you do not know the commodity code, request a List.</p> <p>(button)      List      Commodity Validation (FTVCOMM)</p> <p>(button)      List      Vendor Products Validation (FPVVPRD)</p> <p>(button)      List      Vendor Products Query (FPIVPRD)</p>
Description	<p>Description of the commodity; may be overwritten.</p> <p>Tip: If you enter a new description, tab through the commodity information until you return to the commodity <b>Description</b> field. The system calls the Original Commodity Description Window where you can read the original commodity description in its entirety.</p> <p><b>Note:</b> If you change the commodity description, the new description will be stored in the FPRPODT_COMM_DESC field that is currently used for Commodity descriptions entered without a Commodity Code and stored in the Purchase Order document itself. If this document is created from a requisition, this field defaults from FPBREQH_COMM_DESC.</p>
Commodity Text	<p>Check box indicates whether text is attached to the commodity.</p> <p><i>Selected</i>      Text exists with this commodity</p> <p><i>Cleared</i>      Text does not exist with this commodity</p>
Item Text	<p>Check box indicates whether text is attached to a specific item.</p> <p><i>Selected</i>      Text exists with this item.</p> <p><i>Cleared</i>      Text does not exist with this item.</p>
Add Commodity	<p>Check box indicates whether the user wants to add a newly created commodity to the database.</p> <p><i>Selected</i>      Add the new commodity to the database.</p> <p><i>Cleared</i>      Do not add the new commodity to the database.</p>

Fields	Descriptions
Distribute	<p>Check box indicates whether the user wants to automatically distribute any commodity amounts that have been entered on the document since the last accounting update.</p> <p><i>Selected</i>                Distribute commodity amounts.</p> <p><i>Cleared</i>                Do not distribute commodity amounts. (Default)</p> <p><b>Note:</b> If cleared, the Key Next Block function navigates the user to the Accounting Block and allows the user to manually enter the amounts as desired to make the Commodity and Accounting Totals balance.</p>
Discount Amount	Dollar amount of discount terms established with the vendor, to be deducted from the total extended cost of the or purchase order.
Additional Amount	Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping.
Tax Amount	Tax amount based on the terms established by the vendor's tax group.
Commodity Line Total	<p>Net amount of one commodity record calculated by quantity times unit price, minus discounts, plus or minus additional charges, plus tax.</p> <p>The <b>Commodity Line Total</b> may be negative; however, a message will be displayed alerting you that the net amount is less than zero.</p>
Document Commodity Total	<p>Total net amount of all commodity records calculated by quantity times unit price, minus discounts, plus or minus additional charges, plus tax.</p> <p>For each commodity record, the system multiplies the unit price entered (up to four decimal places) by the quantity and then rounds the result to two decimals for display in the form.</p> <p>The <b>Document Commodity Total</b> may be negative; however, a message will be displayed alerting you that the net amount is less than zero.</p> <p><b>Note:</b> This field is visible only if the <b>Document Accounting</b> check box is selected.</p>

Fields	Descriptions
BO Balance	<p>If this purchase order is referencing a blanket order, this field represents the total remaining balance on a blanket order after the purchase order is processed.</p> <p><b>Note:</b> This field is visible only if this purchase order is assigned to a blanket order.</p>
FOAPAL	Code representing the specific accounting distribution, displays with the <b>of</b> field, for example, FOAPAL 7 of 9.
of	Maximum number of FOAPAL strings. This field displays with the <b>FOAPAL</b> field, for example, FOAPAL 7 of 9.
Remaining Commodity Amount	Difference between the commodity and accounting FOAPAL totals when a Next Field function is performed from the FOAPAL data entry area. The amount displayed depends on the level of accounting used; document level accounting displays the amount for the document as a whole, commodity level accounting displays the amount for the specific commodity selected.
COA	Code representing the Chart of Accounts that is responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
Year	Code representing the fiscal year using the transaction date.
Index	<p>Account Index Code. Code representing a pre-determined combination of FOAPAL elements. If you do not know the Account Index Code, request a List. This takes you to the Account Index Code List (FTVACCI).</p> <p>(button)      List      Account Index Code List (FTVACCI)</p>

Fields	Descriptions
Fund	<p>Code representing the fund from which the purchase of specific commodities or services is paid. If you do not know the Fund Code, request a List. This takes you to the Account Index Code List (FTVACCI).</p> <p>(button)      List      Account Index Code List (FTVACCI)</p>
Orgn	<p>Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the Organization Code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).</p> <p>(button)      List      Organization Code Validation Form (FTVORGN).</p>
Acct	<p>Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn. If you do not know the Account Code, request a List. This takes you to the Account Code Validation Form (FTVACCT).</p> <p>(button)      List      Account Code Validation Form (FTVACCT)</p>
Prog	<p>Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Program Code Validation Form (FTVPROG).</p> <p>(button)      List      Program Code Validation Form (FTVPROG)</p>
Actv	<p>Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Activity Code Validation Form (FTVACTV).</p> <p>(button)      List      Activity Code Validation Form (FTVACTV)</p>

Fields	Descriptions
Locn	<p>Location. Code representing the physical location or site in which the specific activity will take place. If you do not know the Program Code, request a List. This takes you to the Location Code Validation Form (FTVLOCN).</p> <p>(button)      List      Location Code Validation Form (FTVLOCN)</p>
Proj	<p>Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes. If you do not know the Program Code, request a List. This takes you to the Project Code List Window.</p> <p>(button)      List      Project Code List Window.</p>
NSF Override	<p>Check box indicates whether the user wants to deactivate the non-sufficient funds checking feature.</p> <p><i>Selected</i>      Deactivate the non-sufficient funds checking feature.</p> <p><i>Cleared</i>      Non-sufficient funds checking feature remains active.</p>
NSF Suspend	<p>Check box indicates whether non-sufficient funds checking has been suspended.</p> <p><i>Selected</i>      Non-sufficient funds checking has been suspended.</p> <p><i>Cleared</i>      Non-sufficient funds checking is active.</p>
% Extended	<p>Check box indicates whether the user wants to calculate a dollar amount of extended costs based on a percentage.</p> <p><i>Selected</i>      Calculate extended costs based on a percentage.</p> <p><i>Cleared</i>      Calculate extended costs based on dollar amount.</p>
% Discount	<p>Check box indicates whether the user wants to calculate a dollar amount of discounts based on a percentage.</p> <p><i>Selected</i>      Calculate discounts based on a percentage.</p> <p><i>Cleared</i>      Calculate discounts based on a dollar amount.</p>

Fields	Descriptions
% Additional	<p>Check box indicates whether the user wants to calculate a dollar amount of additional charges based on a percentage.</p> <p><i>Selected</i> Calculate additional charges based on a percentage.</p> <p><i>Cleared</i> Calculate additional charges based on a dollar amount.</p>
% Tax	<p>Check box indicates whether the user wants to calculate a dollar amount of taxes based on a percentage.</p> <p><i>Selected</i> Calculate taxes based on a percentage.</p> <p><i>Cleared</i> Calculate taxes based on a dollar amount.</p>
Currency Flag	Code representing the currency used by the vendor appears in bold text over the accounting column. For example, USD/United States Dollars, CAD/Canadian Dollars.
FOAPAL Line Total	Total amount of the current FOAPAL line record (Accounting distribution) calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount.
Document Accounting Total	<p>Total amount of all accounting distributions (FOAPALs) entered on the document.</p> <p><b>Note:</b> This field appears only when the <b>Document Accounting</b> check box is selected.</p>
Commodity Accounting Total	<p>Total amount of all accounting distributions (FOAPALs) entered for the current commodity record when using commodity level accounting.</p> <p><b>Note:</b> This field appears only when the <b>Document Accounting</b> check box is cleared.</p>

### Agreement Information Window

Use the Agreement Information Window to view the vendor agreement-specific data if an agreement exists with the vendor for this purchase order.

This is a display-only window. You cannot use a change order to alter any agreement information for a purchase order.

Select Next Block to access the Change Order Accounting Data Window or Previous Block to return to the Change Order Commodity Data Window.

Fields	Descriptions
Agreement	Code and description of the agreement between your purchasing department and the vendor.
Min Qty	Minimum quantity of a commodity to be ordered according to the agreement.
Unit Price	Price per unit of the commodity.
Part Number	Part number of the commodity.

### Tax Distribution Window

The Tax Distribution Window shows the distribution of individual taxes within the tax group code and the amounts involved in the calculations for the purchase order.

This is a display-only window. You can only access this window when your system has taxes activated on the System Control Maintenance Form (FOASYSC).

**Caution:** Be aware of the significance of activating features on FOASYSC. Refer to the System Control Maintenance Form (FOASYSC) in Chapter 7, "Finance Operations."

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Change Sequence Number	Number representing the change sequence.
Blanket Order	Code representing the blanket order.
Vendor	Code and name of the vendor supplying the commodities or services.
Item	Line item number of the commodity as it appears on the document.



Fields	Descriptions
Commodity	Description of the commodity.
Commodity Tax Group	Code and title representing group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Extended	Total extended amount of the purchase order.
Discount	Discount amount based on the discount terms established with the vendor.
Additional Charge	Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping.
Code	Code representing the tax group.
Priority	Denotes the order in which tax rates will be applied when the system is calculating compound taxes.
Description	Description of the tax group.
Taxable Amount	Taxable amount of the purchase order.
Tax Amount	Total amount of taxes applied to the commodity.
Total Tax Amount	Total tax amount on the purchase order.

### Currency Conversion Window

The Currency Conversion Window displays the amounts that you enter or convert from the Change Order Commodity Data Window or the Change Order Accounting Data Window. You can only access this window when you use a foreign currency on the original purchase order.

**Note:** If you use your base currency on your original purchase order, you cannot convert it to a foreign currency on the change order.

The **Blanket Order Remaining Balance** field appears only when the purchase order is associated with a blanket order. The displayed amount can represent either the remaining balance for the entire blanket order document or the amount that remains for a specific commodity. The definition of this amount depends on the

type of document tracking entered in the **Document Control** field on the Blanket Order Form (FPABLAR).

All fields on the Currency Conversion Window are display only, except the Currency Code. Select Exit to return to the window from which you accessed this window (either the Change Order Commodity Data Window or the Change Order Accounting Data Window).

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Change Sequence Number	Number corresponding to the change of information in a specific document. Enter zero (0) to view the original Purchase or Blanket Order.
Blanket Order	Code representing the blanket order.
Vendor	Name of the vendor supplying the commodities
Item	Line item number of the commodity as it appears on the requisition.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Commodity	Description of the commodity.
Sequence Number	Sequential number assigned by the system to each accounting distribution.
COA	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
Year	Fiscal Year. Code representing the fiscal year using the transaction date.
Index	Account Index. Code representing a pre-determined combination of FOAPAL elements.

Fields	Descriptions
Fund	Code representing a pre-determined combination of FOAPAL elements.
Orgn	Organization. Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Location. Code representing the physical location or site in which the specific activity will take place.
Proj	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Currency Code	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Input Amount	Total cost of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Converted Amount	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount Amount Input	Total amount of the discount <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

Fields	Descriptions
Discount Amount Converted	Total amount of the discount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Input	Total additional amount <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Converted	Total additional amount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax Amount Input	Total amount of taxes <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax Amount Converted	Total amount of taxes <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Input	Net amount of commodity <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Converted	Net amount of commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

### Balancing/Completion Window

The Balancing/Completion Window displays the total dollar amount of the change order document and the status (balanced or out-of-balance) at the header level, commodity level, and accounting level.

The Complete and In Process buttons are navigable.

If the levels balance at the Header, Commodity and Accounting Levels, select Complete or choose Save to complete and post the change order. If you wish to save this change order but do not want to send it to the posting process, select In Process. Then you may still select and view or update this change order.

After you complete the change order, the system recalculates the percentage distributions. You may use these distributions in subsequent invoice activity.

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Change Sequence Number	Number corresponding to the change of information in a specific document. Enter zero (0) to view the original Purchase or Blanket Order.
Blanket Order	Code representing the blanket order.
Vendor	Code and name of the vendor supplying the commodities or services.
Currency	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Amount Input	Total cost of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the current exchange rate.
Amount Converted	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the current exchange rate.
Approved Amounts	Approved amount of this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Discount Amounts	Discount amount deducted from this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Additional Amounts	Additional amount added to this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Tax Amounts	Tax amount added to this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.

## Change Order Cancel Form (FPACDEL)

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Use the Change Order Cancel Form to cancel a change order which you previously completed and posted. Access this form from the Change Order Processing Menu (\*FINCO).

### Key Block

Enter the purchase order number. Select Next Item to access the **Change Sequence Number** field. The Change Sequence Number is required. Select Next Block to populate the change order information fields.

**Note:** Even after you process a change order for a purchase order, the purchase order number remains the same, and it is still referred to as a purchase order.

Fields	Descriptions
Purchase Order	Code representing the purchase order you want to cancel. If you do not know the purchase order number, request a List. This takes you to the Purchase Order Validation Form (FPIPOHD).  (button)                      List                      Purchase Order Validation Window (FPIPOHD)
Change Sequence Number	Number corresponding to the change of information in a specific document. Enter zero (0) to view the original Purchase or Blanket Order.
Blanket Order	Code representing the blanket order. If you do not know the blanket order number, request a List. This takes you to the Blanket Order Validation Form (FPIBOHD).  (button)                      List                      Blanket Order Validation Form (FPIBOHD)

### Change Order Window

Summarized data for the change order displays in this window. Select Next Block or select the tab to access the Cancel Date Window.

**Note:** The **Blanket Order Remaining Balance** field only displays when the change order document is associated with a blanket order or when the purchase order entered is associated with a blanket order. If this field

displays, the amount can either indicate the remaining balance for a specific commodity or the remaining balance of the entire blanket order.

Fields	Descriptions
NSF Checking	Check box indicates whether the user wants to activate the (online) Non-Sufficient Funds checking feature.
	<i>Selected</i> Activate the Non-Sufficient Funds checking feature.
	<i>Cleared</i> Non-sufficient funds checking feature remains inactive.
Ordered Date	Date the purchase order was entered.
Delivery Date	Date the commodities on the purchase order are to be delivered.
Vendor	Code and name of the vendor supplying the commodities or services.
Origin	Origin of the purchase order.
Extended Amount	Total dollar amount of the purchase order.
Discount Amount	Total discount amount based on the discount terms established with the vendor.
Tax Amount	Total amount of tax withheld by the respective sales/use tax group.
Additional Charges	Additional amount to be added to individual commodity items to allow for surplus charges, such as shipping.
Net Amount	Net amount of the purchase order.

### Cancel Date Window

Use the Cancel Date Window to complete your cancellation of this change order.

**Note:** You can only cancel change orders in a specific reverse sequence. For example, if two changes exist on a purchase order, you cannot cancel the first change until you cancel the second change.

Fields	Descriptions
Record Count: Accounting	Total number of accounting records entered on this document.
Record Count: Commodity	Total number of commodity records entered on this document.
Cancel Date	Date the system records the cancellation. Default value is the current date, but may be overwritten with any date within an open fiscal year period.
Reason Code	Reason for the cancellation.
Make Cancellation Permanent	Select this button to complete the cancellation of this document. To avoid completing this cancellation, select Rollback or choose Previous Block.

## Purchasing Query Forms

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This section provides you with examples and descriptions for each form within the Purchasing Query feature of the Purchasing and Procurement module.

Forms in this section flow in the order that they appear on the Purchasing Query Menu (\*FINPOQRY).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Blanket Order Activity Form (FPIBLAR)

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The Blanket Order Activity Form is an inquiry form used to check the various activities against a blanket order, including purchase orders, change orders, invoices, and credit memos.

Enter the blanket order number to be queried. The Vendor, Order Date, Term (Termination) Date, and the original and remaining amounts for that blanket order default. Select Next Block.



The commodity information for this blanket order defaults. If necessary, you may scroll through this information.

#### *Transaction Information*

To populate the transaction information fields for this blanket order, select Next Block from the **Commodity** field. The commodity code, amount, description, and remaining amount default into the appropriate fields. You may scroll through other commodities for this blanket order.

These fields show the documents issued against the blanket order for this specific commodity. You can query the **Transaction Date**, **Type**, or **Document Code** fields.

Fields	Descriptions
Blanket Order	Code representing the blanket order you want to query. If you do not know the blanket order number, request a List. This takes you to the Blanket Order Validation Form (FPIBORD). (button)      List      Blanket Order Validation Form (FPIBORD)
Vendor	Code and name of the vendor supplying the commodities or services.
Order Date	Date the blanket order was entered.
Termination date	Date the blanket order is no longer effective.
Document Control Indicator	Indicates whether the accounting method is by the total document or by commodity. T Total      The accounting method is by the total document. I Item      The accounting method is by the commodity.
Original Blanket Amount	Total dollar amount of the blanket order prior to any purchases placed against it.
Remaining Blanket Amount	Total dollar amount of the blanket order after purchases to date. The value displayed in this field is determined by the accounting method shown in the <b>Document Control Indicator</b> field.
Item	Line item number of the commodity as it appears on the document.

Fields	Descriptions
Commodity	Code and description of the commodity.
Original Commodity Total	Original dollar amount intended to be paid for a specific commodity on the blanket order.
Commodity Remaining Balance	Remaining dollar amount to be paid for a specific commodity on the blanket order after purchases to date.
Transaction Date	Date the transaction was processed and posted to the ledgers.
Type	Identifies the type of document associated with the document code.
Document Code	Code representing the document.
Change Sequence	Number presenting the change order sequence of the blanket order which you wish to review.
Action	Reflects the direction in which the transaction affects the remaining balance. +                      This transaction <i>increases</i> the remaining balance -                      This transaction <i>decreases</i> the remaining balance.
Pending	Indicates whether this document awaits posting. <i>Y</i> Yes                      This document awaits posting <i>Blank</i> This document has been posted.
Transaction Amount	Total dollar amount of this transaction.
Remaining Balance	Total remaining balance after this transaction has been posted.

## Purchase/Blanket/Change Order Query Form (FPIPURR)

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The Purchase/Blanket/Change Order Query Form is a query-only form that displays purchasing requisitions which are completed, approved, closed, cancelled, or in process. Access this form from the Purchasing Query Menu (\*FINPOQRY).

This form serves as a companion query form for the Purchase Order Form (FPAPURR), the Blanket Order Form (FPABLAR), and the Change Order Form (FPACHAR). Each of these three forms is used to *create* purchasing documents. On FPIPURR, you *query* information about purchase order, blanket order, or change order documents created on the three forms listed above.

All information attached to the purchase, blanket, or change order document defaults into the various fields and windows on this form. You also have additional navigational options on each window to view related information.

All fields are protected against update.

### Key Block

#### *Header Information*

The Key Block displays the header information from the purchasing document, including the Purchase Order number you wish to query. The Total Amount is displayed for the purchase order according to the most recent activity for this document.

Enter the purchase order number if you know it. Otherwise, select **Purchase Order** or choose List to select one from the Purchase Order Validation Form (FPIPOHD). Select Next Item and enter the change sequence number. **Change Sequence Number** is an optional field. If you leave it blank, the query displays the most recent purchase order including any changes made on a change order.

#### *Viewing A Change Order*

**Note:** When you query a change order that has not yet been posted, the amount that displays in the **Total Amount** field differs from the amount entered in the Change Order. The amounts differ by the additional charge amounts.

Fields	Descriptions
Purchase Order	Code representing the purchase order you want to query. If you do not know the number of the purchase order, request a List. This takes you to the Purchase Order Validation Form (FPIPOHD).  (button)                      List                      Purchase Order Validation Form (FPIPOHD)
Blanket Order	Code representing the blanket order you want to query. If you do not know the number of the blanket order, request a List. This takes you to the Purchase Order Validation Form (FPIPOHD).  (button)                      List                      Blanket Order Validation Form (FPIBORD)

**Note:** If the purchase order entered is valid and a blanket order is associated with this purchase order, the blanket order displays. If the **Purchase Order** is left blank, you can enter a value in the **Blanket Order** field.

Change Sequence Number                      Number representing the change order sequence of the document you want to query.

To view a change order, enter the **Change Sequence Number** along with the purchase order or blanket order number and select Next Block.

To view the original order, enter a zero (0) in the **Change Sequence Number** field.

### Purchase/Blanket Order Inquiry: Document Information Window

The Purchase Order Header Information Window displays the initial date information from the purchase order. You can also view the assigned buyer and any additional discount or dollar amount information.

**Note:** If the purchase order is not attached to a blanket order, the **Blanket Order Termination Date** field will be blank.

Select Next Block to access the Requestor/Delivery Window.

Fields	Descriptions
Purchase Order	Code representing the purchase order you want to query.
Blanket Order	Code representing the blanket order, displays only when a purchase order is assigned to a blanket order.
Change Sequence Number	Number representing the change order sequence of the document you want to query.
Order Date	Date the purchase order was entered.
Transaction Date	Date the transaction was processed and posted to the ledgers.
In Suspense	Check box indicating whether this purchase order is in suspense. <i>Selected</i> This purchase order is in suspense. <i>Cleared</i> This purchase order is active.
Delivery Date	Date the commodities on the purchase order are to be delivered.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .
Document Text	Indicates whether text exists attached to the purchase order. <i>Selected</i> Text exists attached to the purchase order. <i>Cleared</i> Text does not exist attached to the purchase order.
Commodity Total	Total cost of the commodities on the requisition.
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.

Fields	Descriptions
Receipt Required	<p>This display-only field indicates whether invoices associated with this document will require matching, and appears <i>only</i> if document level matching is enabled.</p> <ul style="list-style-type: none"> <li>• If document level matching is in effect, this field displays the current value stored in the <b>Receipt Required</b> field from FPAPURR.</li> <li>• If document level matching is not in effect but a Receipt Required value of either <i>Receipt Required</i> or <i>No Receipt Required</i> was entered on FPAPURR, that value will display in this field.</li> </ul>
Complete	<p>Indicates whether a purchase order has been completed.</p> <p><i>Selected</i>            This purchase order has been completed</p> <p><i>Cleared</i>            This purchase order has not been completed.</p>
Approved	<p>Indicates whether a purchase order has been approved.</p> <p><i>Selected</i>            This purchase order has been approved</p> <p><i>Cleared</i>            This purchase order has not been approved.</p>
Print Date	Date the purchase or was printed, if applicable.
Cancel Date	Date the purchase order was cancelled, if applicable.
Closed Date	Date the purchase order was closed, if applicable.
Activity Date	Date the document was last updated.
User ID	Banner ID number of the user.
Type	<p>Defines the type of purchase order.</p> <p><i>Regular</i>            This is a regular purchase order.</p> <p><i>Standing</i>            This is a standing purchase order.</p>
Cancel Reason	Code and description of the reason for cancellation.

Fields	Descriptions
Purchase Order Created From Requisition	Indicates whether this purchase order was created from a requisition. <i>Selected</i> This purchase order was created from a requisition. <i>Cleared</i> This purchase order was not created from a requisition.
Requisition Document Text	Indicates whether text exists with the purchase order. <i>Selected</i> Text exists with this purchase order. <i>Cleared</i> Text does not exist with this purchase order.
Buyer Code	Code and name of the buyer granted purchasing authority on the purchase order.
Blanket Order Termination Date	Date the blanket order is no longer effective.
Rush Order	Indicates whether this purchase order is a rush order. <i>Selected</i> This purchase order is a rush order. <i>Cleared</i> This purchase order is not a rush order.
NSF Checking	Indicates whether the Non-Sufficient Funds feature has been activated on this purchase order. <i>Selected</i> The non-sufficient funds checking feature has been activated on this purchase order. <i>Cleared</i> The non-sufficient funds checking feature has not been activated on this purchase order.
Deferred Editing	Indicates whether the deferred editing feature has been activated on this purchase order. <i>Selected</i> The deferred editing feature has been activated. <i>Cleared</i> The deferred editing feature has not been activated.
Purchase Order Copied From	Code representing the original purchase order from which this purchase order was copied.
Origin	Origin of the purchase order.

Fields	Descriptions
Reference Number	Reference number associated with the purchase order.

### Requestor/Delivery Window

The Requestor Delivery Window displays the freight, tax, carrier, purchase order classification, and currency information codes for the document.

Fields	Descriptions
Purchase Order	Code representing the purchase order you want to query.
Blanket Order	Code representing the blanket order, displays only when a purchase order is assigned to a blanket order.
Change Sequence Number	Number representing the change order sequence of the document you want to query.
Order Date	Date the purchase order was entered.
Transaction Date	Date the transaction was processed and posted to the ledgers.
In Suspense	Check box indicating whether this purchase order is in suspense. <i>Selected</i> This purchase order is in suspense. <i>Cleared</i> This purchase order is active.
Delivery Date	Date the commodities on the purchase order are to be delivered.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .
Document Text	Indicates whether text exists attached to the purchase order. <i>Selected</i> Text exists attached to the purchase order. <i>Cleared</i> Text does not exist attached to the purchase order.



Fields	Descriptions
Commodity Total	Total cost of the commodities on the requisition.
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.
Receipt Required	<p>This display-only field indicates whether invoices associated with this document will require matching, and appears <i>only</i> if document level matching is enabled.</p> <ul style="list-style-type: none"> <li>• If document level matching is in effect, this field displays the current value stored in the <b>Receipt Required</b> field from FPAPURR.</li> <li>• If document level matching is not in effect but a Receipt Required value of either <i>Receipt Required</i> or <i>No Receipt Required</i> was entered on FPAPURR, that value will display in this field.</li> </ul>
Requestor	Name of the person who entered the request.
COA	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
Organization	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Email	Email address of the requestor.
Phone	Phone number of the requestor.
Extension	Phone extension of the requestor.
Fax Number	Fax number of the requestor.
Extension	Fax extension of the requestor.

<b>Fields</b>	<b>Descriptions</b>
Ship To	Code representing the location of delivery.
Street Line 1	Street address (line 1) for the delivery.
Street Line 2	Street address (line 2) for the delivery.
Street Line 3	Street address (line 3) of the delivery.
Building	Building number for the delivery.
City	City for the delivery.
State or Province	State or Province for the delivery.
ZIP or Postal Code	ZIP or Postal Code for the delivery.
Nation	Nation
Telephone	Phone number of the location of delivery.
Extension	Phone extension of the location of delivery.
Contact	Name or title of the primary contact person at the location of delivery.
Attention To	Name of the person intended to receive the delivery. May be the same as the contact person.

### Vendor Window

The Vendor Window displays the vendor data attached to this purchase order as entered on the Purchase Order Form (FPAPURR) or modified on the change order.

Select Next Block to access the Commodity/Accounting Window. You may select one of the menu options to view the additional vendor and shipping information attached to this document.

Fields	Descriptions
Purchase Order	Code representing the purchase order you want to query.
Blanket Order	Code representing the blanket order, displays only when a purchase order is assigned to a blanket order.
Change Sequence Number	Number representing the change order sequence of the document you want to query.
Order Date	Date the purchase order was entered.
Transaction Date	Date the transaction was processed and posted to the ledgers.
In Suspense	Check box indicating whether this purchase order is in suspense. <i>Selected</i> This purchase order is in suspense. <i>Cleared</i> This purchase order is active.
Delivery Date	Date the commodities on the purchase order are to be delivered.
Comments	Instructions or requests attached to a requisition, for example, <i>Need ASAP</i> .
Document Text	Indicates whether text exists attached to the purchase order. <i>Selected</i> Text exists attached to the purchase order. <i>Cleared</i> Text does not exist attached to the purchase order.
Commodity Total	Total cost of the commodities on the requisition.
Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.

Fields	Descriptions
Receipt Required	<p>This display-only field indicates whether invoices associated with this document will require matching, and appears <i>only</i> if document level matching is enabled.</p> <ul style="list-style-type: none"> <li>If document level matching is in effect, this field displays the current value stored in the <b>Receipt Required</b> field from FPAPURR.</li> <li>If document level matching is not in effect but a Receipt Required value of either <i>Receipt Required</i> or <i>No Receipt Required</i> was entered on FPAPURR, that value will display in this field.</li> </ul>
Vendor	Code and name of the vendor supplying the commodities or services.
Address Code	Code representing the address type.
Sequence Number	Sequential number representing the selected address for the vendor for this invoice.
Address	<p>Street address of the vendor.</p> <p><b>Note:</b> These fields may also include more detail information, for example, building name or number, floor, city, state or province, ZIP or Postal Code and nation.</p>
Street Line 1	Street address (line 1) of the vendor.
Street Line 2	Street address (line 2) of the vendor.
Street Line 3	Street address (line 3) of the vendor.
Building	Building number of the vendor.
City	City of the vendor.
State or Province	State or Province of the vendor.
ZIP or Postal Code	ZIP or Postal Code of the vendor.

Fields	Descriptions
Nation	Nation
Telephone	Phone number of the vendor.
Extension	Phone extension of the vendor.
Fax Number	Fax number of the vendor.
Extension	Fax extension of the vendor.
Contact	Name or title of the primary contact at the vendor.
Email	Email address of the vendor.
Discount	Code and terms of discounts established with the vendor.
FOB Code	Freight On Board. Code representing payment status of freight, for example, <i>PD/Prepaid Freight</i> or <i>RC/Receiver Responsible</i> .
Tax Group	Code and title representing the group of tax rates that should be applied to this request if
Disbursing Agent	Indicates whether a disbursing agent will be used to create the foreign currency checks for this invoice.  <div> <div>YYes</div> <div>A disbursing agent will be used to create the foreign currency checks for this invoice.</div> </div> <div> <div>NNo</div> <div>A disbursing agent will not be used to create the foreign currency checks for this invoice.</div> </div>
Class Code	Code and description of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i> .
Carrier	ID number and name of the shipping carrier.
Currency	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.

Commodity/Accounting Data Window

The Commodity Data Window displays the commodity data attached to this purchasing document. All information defaults from the commodity information entered on the purchase, blanket, or change order forms (FPAPURR, FPABLAR, and FPACHAR). You may scroll through each of the commodity records attached to the document.

Use the menu options to access the desired window or select Next Block to access the Accounting Data Window.

Accounting Data Window

The Accounting Data Window of the Purchase/Blanket/Change Order Query Form displays the accounting distribution information for a queried document. It also displays the commodity and accounting dollar amounts.

You can view information for either the purchase order document in total or for individual commodities. You may scroll through these records.

**Note:** If the Document Level Accounting box in the Purchase Order Header Information Window shows *Y* (that is, if you selected this box on the Purchase Order Form, FPAPURR), the system does not link any item to a specific accounting distribution. As a result, the **Item** field on the Accounting Data Window is blank or null, and the commodity **Description** field displays the message *Document Acctg Distribution*. When the Document Level Accounting shows *N* (that is, the box is cleared), the **Item** field is populated in this window, and the commodity **Description** field displays the commodity description.

When you use this form to query a change order that has not yet been posted and Document Level accounting is in effect, the Commodity Amount fields reflect the current commodity totals. The Accounting Amount fields reflect the changes to the amounts prior to posting. Once the change order is posted, the fields display the actual change.

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Blanket Order	Code representing the blanket order.

**Note:** This field displays only if the purchase order is assigned to a blanket order.

Fields	Descriptions
Change Sequence Number	Number corresponding to the change of information in a specific document.
Order Date	Date the purchase order was entered.
Delivery Date	Date the commodities on the purchase order are to be delivered.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
In Suspense	Check box indicates whether this purchase order is in suspense. <i>Selected</i> This purchase order is in suspense. <i>Cleared</i> This purchase order is active.
Document Text	Indicates whether text exists attached to the purchase order. <i>Selected</i> Text exists with the purchase order. <i>Cleared</i> Text does not exist with the purchase order.
Document Accounting	Check box indicates whether the user wants to use document level accounting. <i>Selected</i> Use document level accounting. <i>Cleared</i> Use commodity level accounting.
Item	Line item number assigned to each commodity as it is entered on the document forms.  The <b>Item</b> field displays with the <b>of</b> field, for example, Item 7 of 9.  <b>Note:</b> This field is blank for invoices that use Document Level Accounting.
of	Maximum number of commodity line on the purchase order.  The <b>of</b> field displays with the <b>Item</b> field, for example, Item 7 of 9.
U/M	Code representing the unit of measure of the commodity.
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.

Fields	Descriptions
Quantity	Quantity of the commodity purchased.
Amount	Dollar amount of services.  <b>Note:</b> This field is only visible when standing purchase order type was selected in the <b>Document Type</b> field.
Unit Price	Unit price of the commodity, calculates with the <b>Quantity</b> field to establish the extended cost.
Extended	Total extended cost of the commodity based on the quantity times unit price.
Discount	Dollar amount of discount terms established with the vendor, to be deducted from the total extended cost of the purchase order.
Additional	Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping.
Tax	Tax amount based on the terms established by the vendor's tax group.
Commodity Line Total	Net amount of one commodity record calculated by quantity times unit price, minus discounts, plus or minus additional charges, plus tax.
Document Commodity Total	Total net amount of all commodity records calculated by quantity times unit price, minus discounts, plus or minus additional charges, plus tax.  <b>Note:</b> This field is visible only if the <b>Document Accounting</b> check box was selected on FPAPURR.
Commodity	Code representing the commodity.
Description	Description of the commodity.
Commodity Text	Check box indicates whether text is attached to the commodity.  <div> <i>Selected</i> Text exists with this commodity </div> <div> <i>Cleared</i> Text does not exist with this commodity </div>



Fields	Descriptions
Closed	<p>Check box indicates whether this purchase order is closed.</p> <p><i>Selected</i>            This purchase order is closed.</p> <p><i>Cleared</i>            This purchase order is open.</p>
Item Text	<p>Check box indicates whether text is attached to the item.</p> <p><i>Selected</i>            Text exists with this item</p> <p><i>Cleared</i>            Text does not exist with this item</p>
Suspense	<p>Check box indicates whether this commodity is in suspense.</p> <p><i>Selected</i>            This commodity is in suspense.</p> <p><i>Cleared</i>            This commodity is active.</p>
BO Balance	<p>If this purchase order is referencing a blanket order, this field represents the total remaining balance on a blanket order after the purchase order is processed.</p> <p><b>Note:</b> This field is visible only if this purchase order is assigned to a blanket order.</p>
FOAPAL	Code representing the specific accounting distribution, displays with the <b>of</b> field, for example, FOAPAL 7 of 9.
of	Maximum number of FOAPAL strings. This field displays with the <b>FOAPAL</b> field, for example, FOAPAL 7 of 9.
COA	Code representing the Chart of Accounts that is responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
NSF Override	<p>Check box indicates whether the non-sufficient funds checking feature has been deactivated.</p> <p><i>Selected</i>            Non-sufficient funds checking feature has been deactivated.</p> <p><i>Cleared</i>            Non-sufficient funds checking feature remains active.</p>

Fields	Descriptions
NSF Suspense	Check box indicates whether Non-sufficient funds checking has been suspended.  <i>Selected</i> Non-sufficient funds checking has been suspended.  <i>Cleared</i> Non-sufficient funds checking is active.
Year	Code representing the fiscal year using the transaction date.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements.
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.
Orgn	Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Location. Code representing the physical location or site in which the specific activity will take place.
Proj	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Currency Flag	Code representing the currency used by the vendor appears in bold text over the accounting column. For example USD/United States Dollars, CAD/Canadian Dollars.

<b>Fields</b>	<b>Descriptions</b>
Extended	Total extended cost of the commodities or services.
Discount	Total amount of discounts as established with the vendor, to be deducted from the total extended cost of the purchase order.
Additional	Total amount to be added to the extended cost of a commodity to allow for surplus charges, for example, shipping.
Tax	Total amount of taxes to be added to the cost of the commodities based on the terms of the tax group.
FOAPAL Line Total	Total amount of the current FOAPAL line record (Accounting distribution) calculated as Extended Cost less Discount Amount plus Additional Amount plus Tax Amount.
Document Accounting Total	Total amount of all accounting distributions (FOAPALs) entered on the document.  This field appears only when the Document Accounting check box is selected.

### Agreement Information Window

Use the Agreement Information Window to view the vendor agreement-specific data if an agreement exists with the vendor for the queried purchase order.

To access the Tax Distribution Window, select the menu option or Next Set of Records. Select Next Block to access the Accounting Data Window.

<b>Fields</b>	<b>Descriptions</b>
Agreement	Code and terms of the agreement between your purchasing department and the vendor.
Min. Qty	Minimum quantity of a commodity to be ordered according to the terms of the agreement.
Unit Price	Price per unit of the commodity according to the terms of the agreement.

Fields	Descriptions
Part Number	Part number of the commodity.

### Tax Distribution Window

The Tax Distribution Window of the Purchase/Blanket/Change Order Query Form displays the distribution for individual taxes within the tax group code and the amounts that the tax calculations involve.

This data defaults from the tax data entered in the Tax Distribution Window of the Purchase Order Form (FPAPURR) or altered in the same window of the Change Order Form (FPACHAR).

**Note:** You can access this window only when Tax Processing is activated on the System Control Maintenance Form (FOASYSC).

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Transaction Date	Date the transaction was processed and posted to the ledgers.
Blanket Order	Code representing the blanket order.
Vendor	Name of the vendor supplying the commodities or services.
Item	Line item number of the commodity as it appears on the document.
Commodity Description	Description of the commodity.
Commodity Tax Group	Code and title representing the group of tax rates that should be applied to this request if
Extended	Total extended cost of the commodity.
Discount	Total amount of discounts as established with the vendor, to be deducted from the total extended cost of the commodity.

Fields	Descriptions
Additional Charges	Total amount to be added to the extended cost of a commodity to allow for surplus charges, for example, shipping.
Code	Code representing the tax group.
Priority	Denotes the order in which tax rates will be applied when the system is calculating compound taxes.
Description	Description of the tax group.
Taxable Amount	Taxable amount of the purchase order.
Tax Amount	Total amount of taxes applied to the commodity.
Total Tax Amount	Total tax amount on the purchase order.

### Currency Conversion Window

The Currency Conversion Window of the Purchase/Blanket/Change Order Query Form displays the amounts that you enter and convert from the Commodity Data or Accounting Data Windows. To access this form, select Count Hits from either the Commodity Data Window or the Accounting Data Window.

You can only access this window when you enter a foreign currency on the Purchase Order Form (FPAPURR). Remember, you cannot change a base currency to a foreign currency on the Change Order Form (FPACHAR).

To return to the window from which you opened this window (either the Commodity Data Window or the Accounting Data Window), select Exit.

### Blanket Order Information

The **Blanket Order Remaining Balance** field only displays when the queried purchase order is associated with a blanket order. If this field displays, the amount that appears can represent either the balance that remains for the entire blanket order, or the amount that remains for a specific commodity.

To determine the definition of this field, refer to the Document Control menu list on the Header Information Window of the Blanket Order Form (FPABLAR) or the **Document Control Indicator** on the Blanket Order Activity Form (FPIBLAR).

Fields	Descriptions
Purchase Order	Code representing the requisition.
Blanket Order	Code representing the blanket order.
Type	Indicates the type of purchase order. <i>Regular</i> This is a regular purchase order. <i>Standing</i> This is a standing purchase order.
Vendor	Name of the vendor providing the commodities or services.
Item	Line item number of the commodity as it appears on the requisition.
Commodity	Description of the commodity.
Sequence Number	Sequential number assigned by the system to each accounting distribution.
COA	Chart of Accounts. Code representing the Chart of Accounts that is responsible for payment of the invoice.
Year	Fiscal Year. Code representing the fiscal year using the transaction date.
Index	Account Index.
Fund	Code representing a pre-determined combination of FOAPAL elements.
Orgn	Organization. Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.

Fields	Descriptions
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Location. Code representing the physical location or site in which the specific activity will take place.
Proj	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Currency Code	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Amount Input	Total cost of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Amount Converted	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount Amount Input	Total amount of the discount <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount Amount Converted	Total amount of the discount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Input	Total additional amount <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional Amount Converted	Total additional amount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

Fields	Descriptions
Tax Amount Input	Total amount of taxes <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax Amount Converted	Total amount of taxes <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Input	Net amount of commodity <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Net Amount Converted	Net amount of commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Blanket Order Remaining Balance Input	Remaining balance on the blanket order <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Blanket Order Remaining Balance Converted	Remaining balance on the blanket order <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

### Balancing/Completion Window

The Balancing/Completion Window displays the total dollar amount of the document and the status (balanced or out-of-balance) for the header level, commodity level, and accounting level.

**Note:** When you query a change order that you have not yet posted and Document Level Accounting is in effect, the Header, Commodity, and Status columns are affected. The amounts that display reflect the current commodity amounts, rather than the total purchase order consolidated amounts. Once you post them, the amounts reflect the actual changes.

Fields	Descriptions
Purchase Order	Code representing the purchase order.
Change Sequence Number	Number corresponding to the change of information in a specific document.



Fields	Descriptions
Blanket Order	Code representing the blanket order.
Vendor	Name of the vendor supplying the commodities or services.
Currency	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.
Exchange Rate	Current exchange rate between domestic and foreign currencies.
Input	Total cost of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the current exchange rate.
Converted	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the current exchange rate.
Approved Amount	Approved amount of this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Discount Amount	Discount amount deducted from this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Additional Amount	Additional amount added to this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Tax Amount	Tax amount added to this requisition at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Complete	Indicates whether this purchase order is complete. YYes                      This purchase order is complete. NNo                        This purchase order is active.
Approved	Indicates whether this purchase order is approved. YYes                      This purchase order is approved. NNo                        This purchase order is not approved.

# Open Purchase Orders by Buyer Form (FPIOPOB)

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The Open Purchase Orders by Buyer Form provides an online display of open purchase orders for a specified buyer. Access this form from the Purchasing Query Menu (\*FINPOQRY).

Enter the code of the buyer you want to query if you know it. Otherwise, select Buyer or choose List to select a buyer from the Buyer Code List Window. Select Next Block to access the Detail information.

The system displays an online summary of purchasing and commodity data for each purchase order assigned to the buyer you specify. If desired, you may scroll through this list. The purchase order information that appears on this form is display only. You may not update any of these fields.

You have the option to view further related purchase order or commodity information. Select **Purchase Order** code or choose List to access the Purchase Order Validation Form. To access the Commodities for Review Query Form (FOICOMM), select Count Hits from the **Purchase Order** field. This enables you to view all the commodities on a specific purchase order.

Fields	Descriptions
Buyer	Code representing the buyer you want to query, If you do not know the buyer code, request a List. This takes you to the Buyer Code List Window.  (lookup)      List      Buyer Code List Window
Purchase Order	Code representing the purchase order.
Change Number	Number corresponding to the change of information in a specific document.
Commodity	Code representing the commodity.
(Description)	Description of the commodity.
U/M	Unit of measure of the commodity.
Quantity	Quantity of the commodity that has been ordered.
Vendor	Code representing the vendor supplying the commodities or services.

Fields	Descriptions
(Vendor Name)	Name of the vendor supplying the commodities or services.

## Purchase Orders by Vendor Form (FPIOPOV)

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The Purchase Orders by Vendor Form provides an online display of purchase orders by vendor. Access this form from the Purchasing Query Menu (\*FINPOQRY).

Enter the desired vendor code. Otherwise, select Vendor or choose List to select an existing vendor from the Entity Name/ID Search Form (FTIIDEN). Use the radio group to indicate the status of the documents you wish to review, and set the Fiscal Year. Select Next Block to display the purchase order information attached to that vendor.

A list of all purchase order information attached for the specified vendor displays. Select Code or choose List to access the Purchase/Blanket/Change Order Query Form (FPIPURR) and query a specific purchase order.

If necessary, you may scroll through the list of purchase orders.

Fields	Descriptions
Vendor	Code and name of the vendor supplying the commodities or services. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).  (button)      List      Entity Name/ID Search Form (FTIIDEN)
Status Radio Group	Radio group identifies the status of purchase orders the user wants to query.  <i>Open</i> Query all open purchase orders for this vendor. <i>Closed</i> Query all closed purchase orders. <i>Cancelled</i> Query all cancelled purchase orders. <i>Incomplete</i> Query all incomplete purchase orders. <i>All</i> Query all purchase orders.

Fields	Descriptions
Fiscal Year	Fiscal year the purchase order was entered. If you do not know the fiscal year, request a List. This takes you to the System Code Fiscal Year List.  (button)      List      System Code Fiscal Year List
COA	Chart of accounts code.
Organization	Code representing the specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the organization code, request a List. This takes you to the Organization Code Validation Form. (FTVORGN).  (lookup)      List      Organization Code Validation Form. (FTVORGN)
Purchase Order Code	Code representing the purchase order.
Commodity	Code representing the commodity.
Description	Description of the commodity.
Date	Date the commodities were ordered.
U/M	Unit of measure of the commodity on the purchase order.
Quantity	Quantity of the commodity on the purchase order (Regular PO).
Amount	Dollar amount for the commodity (Standing PO).

## Open Purchase Orders by FOAPAL Form (FPIOPOF)

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The Open Purchase Orders by FOAPAL Form provides an online display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL). Access this form from the Purchasing Query Menu (\*FINPOQRY).

The format of this form resembles that of the Open Purchase Orders by Buyer Form (FPIPOB), but here you select criteria by the specified FOAPAL input values, as opposed to by the assigned buyer.

Enter the desired fund, organization, account, program, activity, and location combination. Use the Search feature or select List to see a list of valid values for each of the FOAPAL elements. When you have entered information in the desired combination of fields, select Next Block.

A summary of purchase and commodity information for those purchase orders that meet the specified criteria defaults. If necessary, you may scroll through this list. The purchase order information that appears on this form is display only. You may not update any of these fields.

To access the Commodities for Review Query Form (FOICOMM), select Count Hits from the **Purchase Order** field. This form displays all the commodities that exist on the purchase order.

Fields	Descriptions		
COA	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. If you do not know the chart of accounts, request a List. This takes you to the Chart of Accounts List Window.		
	(lookup)	List	Chart of Accounts List Window
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements. If you do not know the Account Index Code, request a List. This takes you to the Account Index Code List (FTVACCI).		
	(lookup)	List	Account Index Code List (FTVACCI)
Fund	Code representing the fund from which the purchase of specific commodities or services is paid. If you do not know the Fund Code, request a List. This takes you to the Account Index Code List (FTVACCI).		
	(lookup)	List	Account Index Code List (FTVACCI)

Fields	Descriptions		
Orgn	<p>Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the Organization Code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).</p>		
	(lookup)	List	Organization Code Validation Form (FTVORGN)
Acct	<p>Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn. If you do not know the Account Code, request a List. This takes you to the Account Code Validation Form (FTVACCT).</p>		
	(lookup)	List	Account Code Validation Form (FTVACCT)
Prog	<p>Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Program Code Validation Form (FTVPROG).</p>		
	(lookup)	List	Program Code Validation Form (FTVPROG)
Actv	<p>Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Activity Code Validation Form (FTVACTV).</p>		
	(lookup)	List	Activity Code Validation Form (FTVACTV)
Locn	<p>Location. Code representing the physical location or site in which the specific activity will take place. If you do not know the Program Code, request a List. This takes you to the Location Code Validation Form (FTVLOCN).</p>		
	(lookup)	List	Location Code Validation Form (FTVLOCN)

Fields	Descriptions
Proj	Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes. If you do not know the Program Code, request a List. This takes you to the Project Code List Window. (lookup)      List      Project Code List Window.
Purchase Order	Code representing the purchase order.
Item	Line item number of the commodity as it appears on the document.
Commodity	Code representing the commodity.
)Description)	Description of the commodity.
U/M	Unit of measure of the commodity.
Quantity	Quantity of the commodity on the purchase order.
Vendor	Name of the vendor supplying the commodities or services.
Unit Price	Price per unit of the commodity.

## Document History Form (FOIDOCH)

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The Document History Form displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select. Access this form from the Purchasing Query Menu (\*FINPOQRY).

To refresh the window and query a new document, select Redisplay.

Enter the Doc (Document) Type and select Next Item. Enter the document code. You may select the Doc Code button or choose List to select an existing code from the validation form that corresponds to the specified document type. If you enter *PO* as the document type and select List, you can access the Purchase Order Validation Form (FPIPOHD) from the **Document Code** field. Select Next Block.

FOIDOCH displays windows with related document numbers for Requisitions, Bids, Purchase Orders, Change Orders, Fixed Asset Adjustments, Fixed Asset Origination Tags, Fixed Asset Permanent Tags, Issues, Invoices, Checks, Returns, and Receiving Documents. The system displays a window for all of the valid document types. Each purchasing and payable transaction that relates to the specified document number

appears within the window of the appropriate document type. If necessary, you can use the scroll bar or select Next Record to scroll through the list of documents.

You can navigate through these windows by selecting Next and Previous Block or by clicking on the desired window. Once the cursor appears in a given window, select Document Inquiry or choose List to navigate to the detail validation form or the query form for that document.

In addition to the document number, the system indicates the status of each document. For instance, an *A* indicates that the document has an active status.

Fields	Descriptions		
Document Type	Type of document you want to look up. If you do not know the document type, request a List. This takes you to the Document Type List Window.		
	List	Document Type List Window.	
Document Code	Code representing the document. If you do not know the document code, request a List. This takes you to the respective window determined by the selection made in the <b>Document Type</b> field.		
	(button)	List	if Doc Type = <i>REQ</i> : Requisition Validation Form (FPIRQST)
	(button)	List	if Doc Type = <i>BID</i> : Request for Bid List Validation Form (FTIBIDS)
	(button)	List	if Doc Type = <i>PO</i> : Purchase Order Validation Form (FPIPOHD)
	(button)	List	if Doc Type = <i>ISS</i> : Issue/Return List Validation Form (FSIISU)
	(button)	List	if Doc Type = <i>INV</i> : Invoice/Credit Memo List Form (FAIINV)



Fields	Descriptions		
Document Code (continued)	(button)	List	if Doc Type = <i>CHK</i> : Check Number Validation Form (FTICHKS)
	(button)	List	if Doc Type = <i>RTN</i> : Returned Goods Validation List Form (FPIRTRN)
	(button)	List	if Doc Type = <i>FAS</i> : Fixed Asset List Form (FFIFALV)
	(button)	List	if Doc Type = <i>FAA</i> : Fixed Asset Adjustments List Form (FFIADJL)
	(button)	List	if Doc Type = <i>RCV</i> : Receiver/Packing Slips Validation Form (FPIPKSL)
Untitled	Document Code. Code representing the document.		
Status	Status Indicator. Indicates the status of each displayed document. <i>A</i> Approved <i>C</i> Completed <i>F</i> Final Reconciliation <i>P</i> Paid <i>R</i> Receipt Required <i>S</i> Suspended <i>O</i> Open <i>X</i> Cancelled <i>V</i> Void <i>H</i> Hold <i>T</i> Tagged Permanently		

### Status Indicators Window

In addition to the document number, the system displays an indicator for each document which denotes its current status. The status code appears in the one-character column to the right of the document number in each window.

Select Status from the main window of FOIDCH to access the Status Indicators Window. The Status Indicators Window provides a list of each status code indicator and its corresponding definition.

## Commodity Hierarchy Query Form (FTICOMH)

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The Commodity Hierarchy Query Form provides an online display of commodity hierarchy relationships. This form serves as a visual representation of predecessor commodity codes to help define associative commodity data. Access this form from the Purchasing Query Menu (\*FINPOQRY).

Enter the commodity code. Select Next Block to default the hierarchy information.

The system displays the predecessor commodity of the queried commodity code. The system also displays the hierarchical relationship of the commodity and related commodity codes.

This form is query only.

Fields	Descriptions
Commodity	Code and description of the commodity you want to look up. If you do not know the commodity, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM).  (lookup)      List      Commodity Code Validation Form (FTVCOMM)
Predecessor Commodity	Code and description of the commodity in a hierarchical relationship to the queried commodity.

## Purchase Order Validation Form (FPIPOHD)

---

Use the Purchase Order Validation Form to view summary information for all purchase orders defined to the system. Use this form to select available, uncommitted purchase orders for further processing using the purchasing features. Access this form from the Purchasing Query Menu (\*FINPOQRY).

This form is query only. Select Execute Query to default all open purchase orders on your system, or select Enter Query to obtain information on a specific purchase order number.

Fields	Descriptions
PO	Code representing the purchase order.
Change Sequence	Number corresponding to the change of information in a specific document.
Blanket	Code representing the blanket order.
Class	Code and description of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i> .
Buyer Name	Name of the person granted purchasing authority on the purchase order.
PO Date	Date the purchase order was entered.
Delivery date	Date the commodities on the purchase order are to be delivered.
Vendor	Code representing the vendor supplying the commodities or services.
(Vendor Name)	Name of the vendor supplying the commodities or services.
Origin	Origin of the purchase order.
Reference Number	Reference number associated with the purchase order.
Completed	Indicates whether the purchase order is completed. YYes This purchase order is completed. NNo This purchase order is not completed.
Approved	Indicates whether this purchase order is approved. YYes This purchase order is approved. NNo This purchase order is not approved.
Amount	Total amount of the purchase order.

Blanket Order Validation Form (FPIBORD)

Use the Blanket Order Validation Form to view blanket order codes defined to the system. Use this form to view summary information for all existing blanket orders. Access this form from the Purchasing Query Menu (\*FINPOQRY).

This information defaults from the Blanket Order Form (FPABLAR).

The value in the **Document Control** field indicates whether the accounting method used on the blanket order was by *T* (Total) or *I* (Item).

This form is query only. Select Execute Query to default all open blanket orders on your system, or select Enter Query to obtain information on a specific blanket order number.

Fields	Descriptions
Code	Code representing the blanket order.
Change Sequence	Number corresponding to the change of information in a specific document.
Buyer Name	Name of the person granted purchasing authority on the blanket order.
Order date	Date the blanket order was entered.
Termination Date	Date the blanket order is no longer effective.
Amount	Total dollar amount of the blanket order.
Vendor Name	Name of the vendor supplying the commodities or services.
Document Control	Identifies the accounting method used on the blanket order as either <i>T</i> (Total), or <i>I</i> (Item).
Completed	Document Control Indicator. Indicates whether the blanket order is completed.  YYes            This blanket order is completed. NNo            This blanket order is not completed.

Fields	Descriptions
Approved	Document Control Indicator. Indicates whether the blanket order is approved.
YYes	This blanket order is approved.
NNo	This blanket order is not approved.
Canceled	Document Control Indicator. Indicates whether the blanket order is canceled.
YYes	This blanket order is canceled.
NNo	This blanket order is not canceled.

## Commodity Alpha Search Form (FPIACOM)

---

Use the Commodity Alpha Search Form to process an identifying search of commodity description codes currently on the system. Access this form from the Purchasing Query Menu (\*FINPOQRY).

In the **Search Value** field, enter an alphanumeric string that most closely resembles a description of the desired commodity item. Select Next Block to direct the system to return all commodity descriptions that contain the word, or an approximation of the word, that you entered.

For example, if you enter the word *FURNITURE* in the **Search Value** field, the system returns all commodity descriptions that currently exist on the system which contain the word *FURNITURE*, such as *FURNITURE, Office*.

When the form defaults the matching commodities, the attached commodity information also defaults. You may scroll through these commodity descriptions.

**Note:** Enter a commodity description when you enter a commodity on the Commodity Maintenance Form (FTMCOMM). The descriptions on this form and on the Commodity Validation Form (FTVCOMM) default from FTMCOMM.

Fields	Descriptions
Search Value	Description of the commodity. Enter an alphanumeric string that most closely resembles a description of the desired commodity item.

Fields	Descriptions
Commodity Code	Code representing the commodity.
Stock	Indicates whether this commodity is a Store inventory stock item. YYes This is a stores inventory stock commodity. NNo This is not a stores inventory stock commodity.
Description	Description of the commodity.
U/M	Unit of measure of the commodity.
Effective Date	Date the commodity was added to the database.
Activity Date	Date the commodity record was last updated.

### Commodity Validation Form (FTVCOMM)

---

Use the Commodity Validation Form to view commodity codes and associated descriptions defined to the system. Use this form to verify or more often to select a commodity code to process using the purchasing features. You can also verify relevant information attached to the commodity, including unit of measure, start and termination dates, and Fixed Asset and Stores Inventory indicators. Access this form from the Purchasing Query Menu (\*FINPOQRY).

The fields on this form are display-only. You may use Enter Query and Execute Query to query a specific commodity code.

**Note:** Enter the commodity description when you enter a commodity on the Commodity Maintenance Form (FTMCOMM). The descriptions on this form and on the Commodity Alpha Search Form (FPIACOM) default from FTMCOMM.

Fields	Descriptions
Commodity Code	Code representing the commodity.
Description	Description of the commodity.

Fields	Descriptions
U/M	Unit of measure of the commodity.
Fixed Asset	Indicates whether this commodity is a fixed asset. Y Yes            This commodity is a fixed asset. N No            This commodity is not a fixed asset.
Stock	Indicates whether this commodity is a store inventory stock item. Y Yes            This commodity is a store inventory stock item N No            This commodity is not a store inventory stock item
Start Date	Date this commodity was added to the database.
Termination Date	Date this commodity is no longer available.

## Ship To Validation Form (FTVSHIP)

---

Use the Ship To Validation Form to view ship-to codes defined to the system. Use this form to verify shipping locations for purchasing commodity deliveries. Access this form from the Purchasing Query Menu (\*FINPOQRY).

The fields on this form are display-only. You may use Enter Query and Execute Query to query a specific ship-to code.

Fields	Descriptions
Ship To Code	Code representing the location of delivery.
Contact Name	Name or title of the primary contact at the location of delivery.
Effective Date	Date the location of delivery goes into effect.
Termination Date	Date the location of delivery is no longer effective.
Phone Number	Phone number of the location of delivery.

Fields	Descriptions
Building	Building name or number of the location of delivery.
Floor	Floor number of the location of delivery.

## Rush Order Validation Form (FPIORD)

---

Use the Rush Order Validation Form to display a list of existing purchase orders which have been designated as rush orders. Access this form from the Purchasing Query Menu (\*FINPOQRY).

This form displays the purchase order number and buyer code and name for all rush orders. Use the horizontal scroll bar to view the Vendor Name, Delivery Date, Purchase Order Date, Expiry Date, Complete Indicator, Approval Indicator, Cancel Indicator, Class, and Max (Maximum) Amount. This is a display-only form.

Fields	Descriptions
Order Code	Code representing the rush order.
Buyer Code	Code representing the person granted purchasing authority on the rush order.
Buyer Name	Name of the person granted purchasing authority on the rush order.
Vendor Name	Name of the vendor supplying the commodities or services.
Deliver By	Date the commodities are to be delivered.
Purchase Order Date	Date the purchase order was entered.
Expiry Date	Date the purchase order is no longer effective.
Complete	Indicates whether the purchase order is completed.
	Y Yes                      This purchase order is completed.
	N No                        This purchase order is not completed.



Fields	Descriptions
Approval	Indicates whether the purchase order is approved. YYes                This purchase order is approved. NNo                This purchase order is not approved.
Cancel	Indicates whether the purchase order is canceled. YYes                This purchase order is canceled. NNo                This purchase order is not canceled.
Class	Code and description of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i> .
Max Amount	Maximum dollar amount allowed for the rush order.

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# Bid Processing

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## Introduction

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This chapter contains the information you need to use the forms in the Bid Processing feature.

A comprehensive bid process is provided within the Purchasing and Procurement module to facilitate the tracking of bids from creation through award. You can also use the system to determine prospective bidders.

The system helps you evaluate proposals by recording bidder responses. When you select a proposal for award, the system assigns a purchase order number.

Based on internal policies or governmental regulations, you must often send requests for bids. This feature provides the functions necessary to isolate those requisitions. Use the forms in this feature to assign bid numbers, produce the requesting document for the vendors under consideration, evaluate vendor pricing information, and award the bid with a purchase order number.

Use the forms in this chapter to enter the information you need to process a bid from start to finish.

## Menu Navigation Table

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the **Direct Access** prompt.

Access this menu from the Purchasing and Procurement Menu (\*FINPURCH).

FPACTBD	<p>“Bid Creation Form (FPACTBD)” on page 11-4</p> <p>Enables you to consolidate existing requisitions into a single bid. In addition, this form provides a mechanism for you to track bid requests.</p>
FPABIDH	<p>“Bid Header Form (FPABIDH)” on page 11-5</p> <p>Enables you to establish a bid for items that you request.</p>
FPAPRBD	<p>“Prospective Bidders Form (FPAPRBD)” on page 11-6</p> <p>Enables you to identify bidders who participate in the bid process. When you complete the form, generate the bid documents. You can then send these documents directly to the vendors for price information.</p>
FPABIDE	<p>“Bid Entry Form (FPABIDE)” on page 11-7</p> <p>Enables you to enter vendor pricing data to make bid comparisons.</p>
FPIBIDC	<p>“Bid Comparison Query Form (FPIBIDC)” on page 11-7</p> <p>Provides an online display of comparative vendor data.</p>

FPABAWD	“Bid Award Form (FPABAWD)” on page 11-8 Enables you to assign a vendor for each commodity and to assign a purchase order number.
FTIABID	“Bid Alpha Search Form (FTIABID)” on page 11-9 Provides an alphanumeric bid search capability based on a portion of the Bid Description.
FTIBIDS	“Request For Bid List Validation Form (FTIBIDS)” on page 11-9 Provides a list of all the bids in the purchasing system.
FTMBCLS	“Bid Classification Maintenance Form (FTMBCLS)” on page 11-9 Enables you to define criteria for bid classification codes.

## Bid Processing Forms

---

This section provides you with examples and descriptions for each form within the Bid Processing feature of the Purchasing and Procurement module.

Forms in this section flow in the order that they appear on the Bid Processing Menu (\*FINBIDD).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

### Bid Creation Form (FPACTBD)

---

Use the Bid Creation Form to consolidate existing requisitions into a single bid. In addition, this form provides a mechanism for you to track bid requests. Access this form from the Bid Processing Menu (\*FINBIDD).

The system updates this form from the Buyer Assignment Form (FPAABUY). A requisition must exist for a buyer before you can assign a bid.

The buyer or another designated employee assigns a bid number to an open requisition, after which the bid appears on the subsequent Bid Processing forms.

You cannot change a bid once you award it.

Enter the buyer code for the open purchase request if you know it. Otherwise, select List to access the Buyer Code List Window and select a buyer code. Select Next Block. The system displays all open requests for the specified buyer in commodity code order.

The **Text Exists** field indicates whether or not text exists for the requisition commodity item. You may use the **Text Option** field to copy the commodity text from the requisition item to the corresponding bid item. Enter a *C* in the **Text Option** field to copy the requisition commodity text, an *I* to ignore the requisition commodity text, or a *V* to view the requisition commodity text. Select List from the **Text Option** field to access the Requisition Query Form (FPIREQN).

Use this form to assign a bid number for requests you intend to bid. To have the system generate a number, enter *NEXT* in the **Bid Number** field. You may also use the Search feature to view a list of existing bids.

The **Document Accounting** field indicates whether you used Document Level or Commodity Level Accounting on the requisition. A *Y* in this field indicates that you used Document Level Accounting, and an *N* indicates that you used Commodity Level Accounting. You can combine Document Level Accounting with Commodity Level Accounting requisitions on the same bid.

All requisition commodities are assigned separate **Item** numbers on a bid. This applies even if separate bid items have the same commodity code or null commodity codes in cases where a description only is entered.

## Bid Header Form (FPABIDH)

---

Use the Bid Header Form to establish a bid for items that you request. Access this form from the Bid Processing Menu (\*FINBIDD).

For bids created as a result of the requisition process, enter the bid number previously established on the Bid Creation Form (FPACTBD), use the Search feature or select List to view a list of existing bids.

You can also create a new bid number. To have the system generate a new bid number, enter *NEXT* in the **Bid Number** field and assign this bid a title. To access the Bid Alpha Search Form (FTIABID), search from the bid title (unlabeled) field. Select Next Block.

For bids that you create from a requisition, the Buyer and Commodity data defaults from the purchase request. Bids that you do not create from a request require you to enter the buyer and commodity data. Select List to choose from a list of existing buyer codes. In either case, you must enter the **Bid Term** (Termination) **Date**. Click **Bid Class** and **FOB** or select List from the respective field to view lists of bid classification codes and FOB codes. Approve the bid in the **Approved/Printable** field. Select Next Block to access the Commodity data.

For bids you create from requests, the commodity data displays. Modify this information as necessary, and/or add more commodity data for the bid. You must enter the **Commodity Code** to complete this form. Click **Code** or select List to access a list of commodities.

The **Description** displays when you select Next Item. You may also edit or view text for each individual commodity by entering a *Y* in the option box in the **Text** field. The field to the right of this option box indicates whether or not text exists for this item. When you enter a *Y* in the option box in the **Text** field, you are transferred to the Procurement Text Entry Form (FOAPOXT). The current bid number and bid item number default on FOAPOXT.

Once you finish entering the data for this bid, select **Save** to commit the bid to your records.

## Prospective Bidders Form (FPAPRBD)

---

Use the Prospective Bidders Form (FPAPRBD) to identify bidders who participate in the bid process. When you complete the form, generate the bid documents. You can then send these documents directly to the vendors for price information. Access this form from the Bid Processing Menu (\*FINBIDD).

You may enter a new bid number or click **search** to select a number from the Request For Bid List Validation Form (FTIBIDS) or the Bid Alpha Search Form (FTIABID). Alternatively, you may select List from the **Bid Number** field to access FTIBIDS or Count Hits from the **Bid Number** field to access FTIABID. The bid description and number of bid items default when you select Next Item.

Enter the vendor code for the vendor that you wish to participate in the bidding process. You may select Count Hits from the **Vendor** field to select one from the Entity Name/ID Search Form (FTIIDEN) or select List from the **Vendor** field to view a List of Assigned Vendors. The **Vendor** button gives you the option to navigate to FTIIDEN or the List of Assigned Vendors.

The vendor information defaults when you select Next Item, but you may change it. Select Duplicate Item from the **Phone Type** field to access the Telephone Form (FOATELE). Check the **Select All** box to indicate that the specified vendor is a prospective bidder for all items associated with the bid.

Additional prospective vendors are added in the same manner as the first vendor; enter the bid number and vendor code for each additional vendor. Select Next Block or Next Item from the **Select All** box to access the Commodity information.

The commodity and purchase information is displayed for each commodity associated with the specified bid number. Up to eight commodities can be displayed at one time. If necessary, you can scroll through the additional commodities using Next Record.

To indicate that the specified vendor is bidding on an individual commodity, enter a *Y* in the **Ind** field.

**Note:** If the bid was created from a requisition, then all vendors associated with the bid are already considered prospective bidders. Therefore, when a



vendor assigned to the requisition is pulled in through this form, the **Ind** field will default to *Y* for all commodities.

Select **Save** to create a vendor bid detail record for each commodity with a value of *Y* in the **Ind** field.

## Bid Entry Form (FPABIDE)

---

Use the Bid Entry Form to enter vendor pricing data to make bid comparisons. Access this form from the Bid Processing Menu (\*FINBIDD).

Enter the bid number if you know it. Otherwise, click Search or select List to select one from the Request For Bid List Validation Form (FTIBIDS). Select Next Block. The Vendor and Commodity data attached to this bid defaults. Select Next Block again to move from the Vendor information to the Commodity information.

The Previous Record and Next Record functions automatically navigate to the **Unit Price** field.

If necessary, you may use Previous Record and Next Record to scroll through the list of commodities. You may enter or update the amount in the **Unit Price** field. To access the Procurement Text Entry Form (FOAPOXT), enter a *Y* in the **Text** field.

Select Insert Record to create an alternative bid item. When you create a bid alternative item, you may enter the commodity information, quantity, unit of measure, unit price, and delivery date. Alternative items are numbered in increments of .01. For example, the first bid alternative item for Item 1 would be Item 1.01.

If you are satisfied with the pricing data, select **Save** to commit this data to your system records.

## Bid Comparison Query Form (FPIBIDC)

---

The Bid Comparison Query Form provides an online display of comparative vendor data. Access this form from the Bid Processing Menu (\*FINBIDD).

Enter the bid number if you know it. Otherwise, click **Bid Number** or select List to select from the Bid Header List Window. The title defaults.

Select Next Block to access the Commodity data. The commodity and vendor information defaults from the Bid Entry Form (FPABIDE). This is a query-only form; you may not update it.

Select Next Block to access the Vendor data. If necessary, you may scroll through both the list of commodities and the list of vendors attached to the specified bid number.

## Bid Award Form (FPABAWD)

---

Use the Bid Award Form (FPABAWD) to assign a vendor for each commodity and to assign a purchase order number. Access this form from the Bid Processing Menu (\*FINBIDD).

Enter the bid number if you know it. Otherwise, click **Search** or select List to select one from the Bid Header List Window. The bid title defaults.

**Note:** You cannot award a bid unless you have checked the **Approved/Printable** check box on the Bid Header Form (FPABIDH).

Enter the vendor number if you know it. Otherwise, use the Search feature or select List to select one from the Entity Name/ID Search Form (FTIIDEN). If you enter only the vendor number, select Next Item to default the vendor name. Select Next Block to access the Commodity data. The Commodity information defaults. If necessary, you may scroll through the list of commodities attached to this bid.

If you leave the **Vendor** field blank, the system displays all the vendors who compete for each item. Check the **Award** box to assign the vendor you desire for each item.

You can have the system assign the next sequential purchase order number by entering *NEXT* in the **Purchase Order** field, or you may enter a **Purchase Order** number yourself if you know it. Otherwise, use the Search feature or select List to select one from the Purchase Order Validation Form (FPIPOHD). All selected bid items will be assigned to the same purchase order number. If you enter a **Purchase Order** number or *NEXT* for a selected bid item, all subsequent selected bid items will be assigned to that same purchase order unless another purchase order number or *NEXT* is entered in the **Purchase Order** field for that bid item.

When you **Save** this record, the system awards all the items for the bid to the vendor that you specify in the header.

**Note:** Once you complete an award for a bid, you cannot change the **Award** field display.

Bids may or may not be associated with requisitions. If the bid comes from a requisition, document and commodity level requisitions may be combined onto the same commodity level purchase order.

Consolidation from requisition to bid is accommodated; consolidation from bid to purchase order is not accommodated.

## Bid Alpha Search Form (FTIABID)

---

The Bid Alpha Search Form provides an alphanumeric bid search capability based on a portion of the Bid Description. Access this form from the Bid Processing Menu (\*FINBIDD).

Enter the alphanumeric string search value. Select Next Block.

The system displays all entries that contain or approximate the string search value entered. Select **Rollback** to run another search.

## Request For Bid List Validation Form (FTIBIDS)

---

The Request for Bid List Validation Form provides a list of all unawarded bids in the purchasing system. Access this form from the Bid Processing Menu (\*FINBIDD).

The fields default the commodity information attached to each bid once you enter the form. If necessary, you may scroll through this list of existing bids.

You may use Enter Query and Execute Query to obtain related data on specific bids. You can run queries on the **Bid Number**, **Item**, and **U/M** fields.

## Bid Classification Maintenance Form (FTMBCLS)

---

The Bid Classification Maintenance Form is used to define criteria for bid classification codes. Access this form from the Bid Processing Menu (\*FINBIDD).

Organizations that handle multiple types of bids may use bid classification codes to further identify the bid being processed. Bid classification codes can be assigned to an individual bid using the Bid Header Form (FPABIDH).

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# Receiving Processing

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## Introduction

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This chapter discusses the Receiving feature of the Purchasing and Procurement module.

Use the forms and procedures in this chapter to record the receipt of goods and to process receiving data in a user-specified format. You can record the receipt of goods in a centralized mode or a decentralized mode. The receiving forms can also be used to receive stock items into Stores Inventory.

When you enter the purchase order number, the system retrieves the pertinent information previously established on the purchase order. Enter the quantity received and/or rejected for each item you order, or for the entire order.

Upon entry, receipts are immediately available to Accounts Payable and to the invoice process. If you do not know the purchase order number at the time that you receive goods, you can perform an online inquiry of all open purchase orders by vendor. You can then select the appropriate purchase order to use with the Receiving Goods Form (FPARCVD).

The Receiving functions of the Banner Finance System provide a streamlined and accurate method for processing your Purchasing and Procurement data.

## Menu Navigation Table

---

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Purchasing and Procurement Menu (\*FINPURCH).

FPARCVD	“Receiving Goods Form (FPARCVD)” on page 12-5 Enables you to enter or view receipt information from a packing slip or receiving document.
FPIRCVD	“Receiving Goods Query Form (FPIRCVD)” on page 12-7 Enables you to view committed receiving documents.
FPIOPOV	“Purchase Orders by Vendor Form (FPIOPOV)” on page 12-8 Provides an online display of purchase orders by vendor.
FPIOPOB	“Open Purchase Orders by Buyer Form (FPIOPOB)” on page 12-9 Provides an online display of open purchase orders for a specified buyer.

FPIOPOF	<p>“Open Purchase Orders by FOAPAL Form (FPIOPOF)” on page 12-9</p> <p>Provides an online display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL).</p>
FAIIREC	<p>“Receiving/Matching Status Query Form (FAIIREC)” on page 12-9</p> <p>Displays invoices for which your installation awaits the receipt of goods. This form also displays the related purchase order and packing slip documents for the specified invoice.</p>
FPIIREC	<p>“Receiving/Matching Detail Query Form (FPIIREC)” on page 12-10</p> <p>Displays detailed quantity and amount information for invoice commodity records which await the receipt of goods.</p>
FPADELV	<p>“Delivery Log Form (FPADELV)” on page 12-11</p> <p>Enables a central receiving department to manage supply deliveries effectively. Use this form to verify the delivery and receipt of goods that have been ordered and received.</p>
FPARTRN	<p>“Returned Goods Form (FPARTRN)” on page 12-11</p> <p>Identifies returned goods and the reason for returning them. Use this form to create a return transaction code number or modify existing return transaction information.</p>
FPIRTRN	<p>“Returned Goods Validation List Form (FPIRTRN)” on page 12-12</p> <p>Provides a list for verification of returned goods and associated identifier codes.</p>
FPIPKSL	<p>“Receiver/Packing Slips Validation Form (FPIPKSL)” on page 12-13</p> <p>Enables you to display or select receiver document codes and the associated packing slip and purchase order document codes.</p>
FPARRIM	<p>“Receipt Required Indicator Form (FPARRIM)” on page 12-13</p> <p>Enables you to update the Receipt Required Indicator on selected documents. You can also use this form to query by document type and document code and display selected values from the document.</p>

## Receiving Processing Forms

---

This section provides you with examples and descriptions for each form within the Receiving Processing feature of the Purchasing and Procurement module.



Forms in this section flow in the order that they appear on the Receiving Processing menu (\*FINRECV).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Receiving Goods Form (FPARCVD)

---

Use the Receiving Goods Form to enter or view receipt information from a packing slip or receiving document. You can only perform receiving transactions against approved purchase orders. Access this form from the Receiving Processing Menu (\*FINRECV).

**Note:** You may receive one or more packing slips within the same document, provided the same vendor is used for the entire document.

If physical inventory or cost adjustments are in progress, the system does not allow you to receive any of the stock items which are currently being adjusted.

Enter the Receiving Method, Carrier, and Date Received in the initial Receiver Header fields. You may need this information in your records for verification. Enter the receiver document code number or enter *NEXT* to have the system assign one. You may also select Receiver Document Code or choose List to view the Receiver/Packing Slips Validation Form (FPIPKSL) and select a receiver document and packing slip number.

If you wish to view attached text or enter new text, select Receiving Text to access the General Text Entry Form (FOATEXT). Select Next Block to access the Packing Slip information.

Enter the Packing Slip number and the Bill of Lading. You may select Packing Slip or choose List to select an existing receiver document and packing slip code from the Receiver/Packing Slips List Window. Again, you may enter or view text associated with the packing slip. Select Packing Slip Text to access the General Text Entry Form (FOATEXT). Select Next Block to access the Purchase Order information.

The **Purchase Order** number field is required. Select Purchase Order or choose List to access the Purchase Order List Validation Form (FPIPOHD) and select a purchase order number. The **Buyer** and **Vendor** fields default from the purchase order.

*Item Selection for Receipt*

If you wish to receive all of the items associated with the specified purchase order, select **Receive All**. If your installation has previously received any of the items, you cannot use this option.

To select individual items from the purchase order, choose **Select PO Items** or select the corresponding menu option to access the **Receiving Goods PO Item Selection Form (FPCRCVP)**. If necessary, you may scroll through the list of purchase order items.

*Fixed Assets Processing*

Be aware that the system creates an origination tag for this form if the **Fixed Asset Feed Code** on the **System Control Maintenance Form (FOASYSC)** is set to *Receiving & Invoice* and if one of two conditions exist:

- If you check the **Fixed Asset** box on the **Commodity Maintenance Form (FTMCOMM)**.
- If there is an asset account associated with the expense account on the purchase order or invoice for this commodity.

Select **Next Block** to access the **Commodity Window**.

**Commodity Window**

Use the **Commodity Window** of the **Receiving Goods Form** to enter commodity information for this receiving document. To access this window, select **Next Block** from the **Purchase Order** information in the main window.

The header fields display the information entered in the main window of this form. The commodity information defaults from the purchase order if you chose **Receive All** or **Select PO Items** in the **Purchase Order** information in the main window. Otherwise, enter the purchase order item number in the **Item** field, which is a required field. Select **Next Item** to retrieve the commodity information. If desired, you can scroll through the commodity **Description** field.

In the **Current - Quantity - Received** field, enter the quantity received for this item on the packing slip. The **U/M** field defaults from the purchase order. If the unit of measure for the goods received is different than the unit of measure on the purchase order, enter the received quantity and the received unit of measure. The form converts the quantity into the unit of measure for the purchase order if an equivalency is entered on the **Equivalency Maintenance Form (FTMEQUL)**.

If you reject items at delivery time, enter the **Current - Quantity - Rejected** field. Enter the corresponding unit of measure for the rejected items. The **Primary Location** and **Sub Location** fields are required if the item received is a stock item and the ordering account is a general ledger account. The **Primary Location** defaults from the **Ship Code** on the purchase order. Use the **Search** feature or choose **List** from these fields to access a list of available location codes.

## Asset Information Window

Use the Asset Information Window of the Receiving Goods Form to enter make, model, and manufacturer information for a fixed asset commodity. To access this window, select Next Block from the Commodity Window.

The information entered here defaults into the Acquisition Information Window on the Fixed Asset Master Maintenance Form (FFAMAST). Select OK to add this information to the commodity record, or select Cancel.

## Completion Window

Use the Completion Window of the Receiving Goods Form to save and complete this receiving document.

The Complete and In Process buttons are navigable.

To complete and post the document, select Complete or Save. Once you complete the document, you can make no further changes to it. If further changes are necessary, enter a new receiver document referencing the same packing slip and purchase order. You can query this information on the Receiving Goods Query Form (FPIRCVD).

If you wish to maintain this data in your records but do not wish to complete and post the receipt at this time, select *In Process*. You can access this information again using the identical receiver document code.

## Receiving Goods PO Item Selection Form (FPCRCVP)

---

Use the Receiving Goods PO Item Selection Form to select purchase order item records from a completed and approved purchase order into a receiving document or packing slip.

**Note:** This form can be reached only by selecting the Select PO Items button or selecting the corresponding option from the options menu from the main window of the Receiving Goods Form (FPARCVD). It cannot be reached directly from a menu.

Select the **Receive All** check box to receive all items from the selected purchase order. To select individual items for receiving, select Next Block to access the Purchase Order Commodity Information and select the **Add Item** check box for each item to be received.

## Receiving Goods Query Form (FPIRCVD)

---

Use the Receiving Goods Query Form to view committed receiving documents. Access this form from the Receiving Processing Menu (\*FINRECV).

Enter the Receiver Document Code if you know it. Otherwise, select Receiver Document Code or choose List to select a document from the Receiver/Packing Slips Validation Form (FPIPKSL).

Select Next Block to access the Receiver Information. The information defaults from the Receiving Goods Form (FPARVCD). This is a query-only form; you may not update it. Select Next Block to go to the Packing Slip Information. If necessary, you may use Next Record and Previous Record to scroll through the list of packing slips. Select Next Block to go to the Purchase Order Information.

### Commodity Detail Information Window

The Commodity Detail Information Window of the Receiving Goods Query Form displays commodity information for the receiving document specified in the Key Information.

All fields are display only.

### Asset Information Window

Use the Asset Information Window of the Receiving Goods Form to view make, model, and manufacturer information for a fixed asset commodity. To access this window, select Asset Information or choose Next Block from the Commodity Detail Information Window.

Select OK to return to the Commodity Detail Information Window.

## Purchase Orders by Vendor Form (FPIOPOV)

---

The Purchase Orders by Vendor Form provides a display of purchase orders or blanket orders assigned to a specific vendor. Access this form from the Receiving Processing Menu (\*FINRECV).

Enter the desired vendor code. You may select Vendor or choose List to select an existing vendor from the Entity Name/ID Search Form (FTIIDEN). Select Next Block to display the purchase order information attached to that vendor.

A list of purchase order information attached to the specified vendor displays. Select Code or choose List to access the Purchase/Blanket/Change Order Query Form (FPIPURR) and query a specific purchase order by purchase order code number.

You may scroll through the list of purchase orders.

## Open Purchase Orders by Buyer Form (FPIOPOB)

---

The Open Purchase Orders by Buyer Form provides a display of open purchase orders for a specified buyer. Access this form from the Receiving Processing Menu (\*FINRECV).

Enter the desired buyer code if you know it. Otherwise, select Buyer or choose List to select from a list of valid buyers on your system. Select Next Block to default the attached purchase order information.

The system displays an online summary of purchasing and commodity data for each purchase order assigned to the specified buyer. If necessary, you may scroll through the list of purchase orders.

For more information about a specific purchase order, select PO Code or choose List to access the Purchase Order Validation Form (FPIPOHD).

## Open Purchase Orders by FOAPAL Form (FPIOPOF)

---

The Open Purchase Orders by FOAPAL Form provides an online list of open purchase orders for any combination of fund, organization, account, program, activity, and/or location (FOAPAL). Access this form from the Receiving Processing Menu (\*FINRECV).

Enter the desired combination of fund, organization, account, program, activity, location, and project. If desired, you may select the button or choose List for each FOAPAL element to open a list window. Select Next Block to default the purchase order information that conforms to the accounting distribution you entered.

This form displays a summary of purchasing and commodity information. Its format resembles that of the Open Purchase Order by Buyer Form (FPIOPOB), but FPIOPOF selects open purchase orders according to the specified FOAPAL values. If necessary, you may scroll through the list of purchase orders and commodities.

To access the Commodities for Review Query Form (FOICOMM), select Count Hits from the **Purchase Order** field. This form displays all the commodities which are on the specified purchase order.

## Receiving/Matching Status Query Form (FAIIREC)

---

The Receiving/Matching Status Query Form displays invoices for which your installation awaits the receipt of goods. This form also displays the related purchase order and packing slip documents for the specified invoice. Access this form from the Receiving Processing Menu (\*FINRECV).

Enter a vendor code if you know it. Otherwise, select Vendor or choose List to access the Entity Name/ID Search Form (FTIIDEN) and choose an existing vendor. If you entered only the vendor number or if the vendor number defaults, select Next Item to default the vendor name. Select Next Block to default the receiving data attached to that vendor.

#### *Invoice/Receiving Information*

The Invoice/Receiving Data information displays those invoices that still await the receipt of goods. The form automatically changes to query mode when you move to the Invoice/Receiving Data information. You may refine the query by payment due dates, invoice dates, and/or invoice documents. Enter the desired criteria in the appropriate field and select Execute Query. The system only displays those invoices that match the specified criteria.

Select Next Record, Previous Record, or Next Set of Records from the **Invoice** field to query the invoices. The **Purchase Orders** field queries against the Invoice Commodity Table. Select Next Record from the **Purchase Orders** field to display the Purchase Order number on each of the invoice commodity records. The corresponding receiver documents and packing slips associated with the Purchase Order item on each of the invoice commodity records also display.

The **Packing Slips** and **Receiving Documents** fields query against the Receiving Detail Table. Select Next Record from the **Packing Slips** field to display all the packing slips for the displayed purchase order and the corresponding item. To redisplay the purchase order on each of the invoice commodity records, select Previous Record from the **Purchase Orders** field. If you select Previous Record from the **Packing Slips** or **Receiving Documents** fields, the system redisplay all packing slips for the displayed purchase order and its corresponding item. Whenever the system redisplay the value of the **Packing Slips** field due to a requery or other action, the system also redisplay the value in the **Receiving Documents** field.

When you select Next Record in the **Receiving Documents** field, the system displays the next Receiver Document/Packing Slip combination for the displayed purchase order. Previous Record displays the previous Receiver Document/Packing Slip for the displayed purchase order. Select List from the **Receiving Document** field to access the Receiving Goods Query Form (FPIRCVD).

**Note:** You cannot enter information in the **Packing Slips** field if it is blank.

To access the Receiving Goods Query Form (FPIRCVD), select List from the **Receiving Documents** or **Packing Slips** fields.

## Receiving/Matching Detail Query Form (FPIIREC)

---

Use the Receiving/Matching Detail Query Form (FPIIREC) to query and display detailed quantity and amount information for invoice commodity records which are

awaiting the receipt of goods. Access this form from the Receiving Processing Menu (\*FINRECV).

This form displays all invoices which are still awaiting the receipt of goods. To refine the query, enter the **Invoice Number** or **Invoice Item**. Select Execute Query. If desired, you may scroll through the list of receiving commodities.

To access the Invoice/Credit Memo Query Form (FAINVE), select List or Count Hits from the **Invoice Number** field. To access the Purchase/Blanket/Change Order Query Form (FPIPURR), select List or Count Hits from the **Purchase Order** field.

## Delivery Log Form (FPADELV)

---

A central receiving department uses the Delivery Log Form to manage supply deliveries effectively. Use this form to verify the delivery and receipt of goods that have been ordered and received. Access this form from the Receiving Processing Menu (\*FINRECV).

To verify deliveries on this form, the purchase order you select must have been created from a requisition.

Enter the original purchase order number if you know it. Otherwise, select Purchase Order or List to access the Purchase Order Validation Form (FPIPOHD). The **Item** number field is required. Select Next Block to default the attached requisition data.

The commodity information defaults from the requisition. The system calculates the **Quantity** field from the Returned Goods and Received Goods tables. Select Next Block to access the Delivery information.

The Delivery Date defaults to the current date, but you may enter another date. Enter the quantity of goods delivered to your site location and the unit of measure for the goods.

**Note:** The Qty Accepted (entered in the Requisition information) must not exceed the number entered in the **Quantity Received** field (in the Delivery information).

Select Unit of Measure or List to access a list of valid unit of measure codes. Both the **Unit of Measure** and **Quantity** fields are required to save the delivery data.

Select Save to commit this information to your receiving records.

## Returned Goods Form (FPARTRN)

---

The Returned Goods Form identifies returned goods and the reason for returning them. Use this form to create a return transaction code number or modify existing

return transaction information. Access this form from the Receiving Processing Menu (\*FINRECV).

- You do not use this form with the Stores Inventory forms.
- You cannot issue a return against a purchase order which has not yet been received. You will receive an error message if you attempt to do so.

Enter a return transaction code number or enter *NEXT* to have the system generate a new one. Otherwise, select Return Code or choose List to access the Returned Goods Validation List Form (FPIRTRN) and select one. Specify the purchase order number for the returned items. You may also select Purchase Order Code to access the Purchase Order Validation Form (FPIPOHD) and select an existing purchase order. The selected purchase order must have been returned for return information to default; otherwise, you will receive an error message.

Select Next Block to default the vendor information for the specified return code. All fields except Bill of Lading default from the purchase order. Enter the bill of lading number upon return of the goods.

If you do not enter a Purchase Order Code, the Returned Goods and Document Text options are disabled.

Select Returned Goods to access the Returned Goods/Receiving Adjustment Commodity Window to designate which commodities you are returning.

If you are satisfied with the information on this form, select Save to commit the data to your records.

### Returned Goods/Receiving Adjustment Window

The Returned Goods/Receiving Adjustment Window displays a list of itemized returned commodities. Use this window to specify the items to be returned.

In the **Item** field, specify the original purchase order item number for the goods returned; this is a required field. All commodity information defaults from the purchase order. If desired, you may scroll the list of commodities. Enter the return Reason code and the Quantity Returned.

The system uses the Returned Goods and Received Goods tables to calculate the **To-Date Returned** and **To-Date Quantity Received-Rejected** fields. The **U/M** field defaults from the purchase order.

## Returned Goods Validation List Form (FPIRTRN)

---

The Returned Goods Validation List Form provides a list for verification of returned goods and associated identifier codes. Access this form from the Receiving Processing Menu (\*FINRECV).



This form is query only. The fields default when you enter the form.

## Receiver/Packing Slips Validation Form (FPIPKSL)

---

Use the Receiver/Packing Slips Validation Form to display or select receiver document codes and the associated packing slip and purchase order document codes. Access this form from the Receiving Processing Menu (\*FINRECV).

When you access this form using Direct Access or the menu, the Select button is disabled.

Select Count Hits from either the **Receiver Document or Packing Slip** field to access the Receiving Goods Query Form (FPIRCVD). Select Count Hits from the **Purchase Order** field to access the Purchase/Blanket/Change Order Query Form (FPIPURR).

The **Receiver Document**, **Packing Slip**, and **Purchase Order** fields are queryable.

## Receipt Required Indicator Form (FPARRIM)

---

Use this form to update the Receipt Required Indicator on selected documents. You can also use this form to query by document type and document code and display selected values from the document.

On initial entry, this field displays the current value of the Receipt Required indicator on the document. You can update the Receipt Required value if the following conditions are true.

1. You have been granted permission to override the Receipt Required value, as established in the User Profile Maintenance Form (FOMPROF).
2. You have Fund/Organization posting permissions that would have allowed you to create this document.
3. The document meets the conditions specified for that document type.

### Required Conditions for Requisitions

The following conditions are required to allow update and query for a Requisition:

- The document must be completed and not cancelled.
- The document is still open (not assigned to a Purchase Order).

## Required Conditions for Purchase Orders

The following conditions are required to allow update and query for a Purchase Order:

- The Purchase Order must be a Regular order, not a Standing Order or a Blanket Order.
- The document must be completed and not cancelled.
- The document is still open (not invoiced or rolled to the new year).

**Note:** A change to the Receipt Required value results in all of the change sequence numbers for this purchase order being updated. For example, if the Purchase Order has three change sequences (*null*, *0*, and *1*), updating that Purchase Order would update the Receipt Required value on all three records.

## Required Conditions for Invoices

The following conditions are required to allow update and query for an Invoice:

- The invoice must be a Regular invoice (that is, not a Direct invoice; it should be associated with a Purchase Order).
- The invoice cannot be a credit memo.
- The document must be completed and not cancelled.
- The current Invoice Status must be awaiting receiving/matching.

**Note:** Invoices may not be changed from *No Receipt Required* to *Receipt Required* because an invoice that has been completed as *No Receipt Required* has already been forwarded to either approvals or posting. Those transactions cannot be rolled back by this form.

# Purchase Order Table Maintenance

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## Introduction

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This chapter discusses the table maintenance forms in the Purchasing and Procurement module.

Banner Finance provides a number of user-controlled tables which allow user-specific definitions for items such as ship-to-locations, commodity structures, units of measure, and return reason codes.

For example, the Commodity Maintenance Form (FTMCOMM) enables you to define a commodity hierarchy structure, as well as the object of expenditure for use through the purchasing/receiving and invoicing process. In addition, the Ship To Address Maintenance Form (FTMSHIP) supports internal delivery locations, as well as vendor delivery points.

Use the forms in this chapter to maintain data and to keep your records current.

## Menu Navigation Table

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

### Procurement Maintenance Menu (\*FINPOTAB)

Access this menu from the Purchasing and Procurement Menu (\*FINPURCH).

FTMBUYR	“Buyer Code Maintenance Form (FTMBUYR)” on page 13-6 Enables authorized users to create and designate buyer definitions and restrictions. You may also view and change existing buyer data on this form.
FTMCOMM	“Commodity Maintenance Form (FTMCOMM)” on page 13-9 Enables you to create and maintain commodity codes and default account relationships.
FTMCRSN	“Cancellation Reason Code Form (FTMCRSN)” on page 13-12 The Cancellation Reason Code form enables you to maintain a list of codes that indicate why orders for goods were cancelled
FTMEQUL	“Equivalency Maintenance Form (FTMEQUL)” on page 13-12 Provides a cross-reference between the requisition unit of measure, the purchase order unit of measure, and the receiving unit of measure. For every code, you may define an equivalent unit of measure and the corresponding number of equivalent units.
FTMFOBS	“FOB Code Maintenance Form (FTMFOBS)” on page 13-13 Enables you to create, maintain, and query the freight-on-board (FOB) codes used on procurement forms.
FTMPCLS	“Purchase Order Classification Maintenance Form (FTMPCLS)” on page 13-14 Enables you to define criteria for additional classification of a purchase order. This is especially useful when you purchase goods that require special handling or security, such as hazardous substances. If desired, this classification may appear on your printed order.
FTMRCMT	“Receiving Method Maintenance Form (FTMRCMT)” on page 13-15 Enables you to create and maintain method-of-receipt codes for goods and services. Use these codes to track how you receive purchased commodities so that you can take appropriate action when you handle a receipt.
FTMRRSN	“Return Reason Maintenance Form (FTMRRSN)” on page 13-15 Enables you to create and maintain reason codes for returns on received goods. This enables you to manage and record returns of goods and materials to vendors.

FTMSHIP	“Ship To Address Maintenance Form (FTMSHIP)” on page 13-16 Enables you to establish departmental or central routings for deliveries. This list is user-defined, so you may update and maintain it as desired.
FTMUOMS	“Unit of Measure Maintenance Form (FTMUOMS)” on page 13-20 Enables you to create and maintain a uniform set of unit of measure codes to facilitate the purchase and receipt of goods.
FTMVPRD	“Vendor Products Maintenance Form (FTMVPRD)” on page 13-21 Enables you to link vendors with commodities to create an electronic catalog. This form also provides you with the agreement numbers for vendor contractual references.
FTVFTRM	“Freight Terms Code Validation Form (FTVFTRM)” on page 13-23 Enables you to define Freight Terms containing purchase order delivery instructions for use with EDI processing.
*FINPRENC	“Procurement Encumbrance Maintenance Menu (*FINPRENC)” on page 13-5

### **Procurement Encumbrance Maintenance Menu (\*FINPRENC)**

Access this menu from the Purchasing and Procurement Menu (\*FINPURCH).

FPAEOCD	“Encumbrance Open/Close Form (FPAEOCD)” on page 13-23 Enables you to manage encumbrances created by requisitions and purchase orders.
FPIEOCL	“Encumbrance Open/Close List Form (FPIEOCL)” on page 13-35

## **Purchase Order Table Maintenance Forms**

---

This section provides you with examples and descriptions for each form within the Purchase Order Tables feature of the Purchasing and Procurement module.

Forms in this section flow in the order that they appear on the Procurement Maintenance Menu (\*FINPOTAB). Use the forms on this menu to view, maintain, and change data for the purchasing and procurement feature of the Banner Finance system.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

Buyer Code Maintenance Form (FTMBUYR)

Use this form to link buyers to commodity-organization combinations for increased effectiveness of the purchase management function within the installation.

Only authorized users may use the Buyer Code Maintenance Form to create and designate buyer definitions and restrictions. You may also view and change existing buyer data on this form. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

This form also gives you the option to use the Automatic Buyer Assignment feature. To use this feature, check the **Automatic Buyer Assignment** box on the System Control Maintenance Form (FOASYSC). Be aware of the significance of altering system-wide control features.

Specify the buyer code and the buyer name. You may assign a commodity and/or organizational relationship. Select Next Block.

Select **Assign Commodities** from the options menu or select Next Block to access the Automatic Buyer Assignment By Commodity Window. Select **Assign Organizations** from the options menu to access the Automatic Buyer Assignment by Organization Window.

When you finish, select **Save** to complete and post this record.

Fields	Descriptions
Buyer	Code and name of the buyer record you want to create or maintain. If you want to access an existing record and do not know the buyer code, request a List. This takes you to the Buyer Code List Window.  (button)                      List                      Buyer Code List Window
Start Date	Date the Buyer becomes authorized to purchase. The default value is the system date but it may be overwritten.
Termination Date	Date the Buyer becomes inactive or can no longer be used.
Last Activity Date	Date this record was created or last updated.



Fields	Descriptions	
LVPO Indicator	Indicates whether this is a Low Value Purchase Order.	
	N No	Buyer does not have any dollar amount limits on the purchase orders they are authorized to process.
	Y Yes	Buyer has dollar amount limits on the purchase orders they are authorized to process. This limit is defined in the <b>LVPO</b> (Low Value Purchase Order) field.
LVPO Dollar Amount	Dollar amount limit this buyer is authorized to spend.	
Telephone	Area code, phone number, and extension of the buyer.	

### Automatic Buyer Assignment by Commodity Window

Use the Automatic Buyer Assignment by Commodity Window to associate specific commodity codes to the buyer when automatic buyer assignment is selected. Requisition items with this commodity code will automatically be assigned to the appropriate buyer. This hastens the purchasing process.

Enter a commodity code, if you know which code you wish to assign. Otherwise, use the Search feature for Commodity or select List. If necessary, you may scroll though the list of assigned commodities. Select Next Block to access the Automatic Buyer Assignment By Organization Window.

Fields	Descriptions		
Commodity	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Commodity Code List Window.		
	(button)	List	Commodity Code List Window.
Commodity Description	Description of the commodity.		

### Automatic Buyer Assignment By Organization Window

Use the Automatic Buyer Assignment By Organization Window to automatically assign organization information to associate specific organization codes for this

buyer. When automatic buyer assignment is selected, requisition items distributed to an organization will automatically be assigned to the appropriate buyer.

Enter the chart of accounts, and organization codes if you know which codes you wish to assign. Otherwise, use the Search feature for **COA** or **Organization** or select List to select from a list of codes. If necessary, you may scroll through the list of assigned organizations.

**Note:** If a requisition item consists of a specific commodity that has been assigned to a buyer and an accounting distribution whose organization has been assigned to another buyer, the system uses the organization-associated buyer as the first value for automatic assignment.

When you finish, select **Save** to complete and post this record.

Fields	Descriptions
COA	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, & program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. If you do not know the Chart of Accounts code, request a List. This takes you to the Chart of Accounts List Window.
	(button)      List      Chart of Accounts List Window
Organization	Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the organization code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).
	(button)      List      Organization Code Validation Form (FTVORGN)
Organization Title	Name of the specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.

## Commodity Maintenance Form (FTMCOMM)

---

Use the Commodity Maintenance Form to create and maintain commodity codes and default account relationships. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

Specify the commodity code or enter *NEXT* to have the system generate one. Otherwise, use the Search feature for **Commodity Code** or select List to select one from the Commodity Validation Window. Select Next Block.

Select Next Block to access the **Commodity Account** information fields.

### *Entering Commodity Account Information*

Use these fields to specify which account or object code to charge when you use this commodity in a procurement transaction. This feature streamlines the data entry process.

To access the Stores Inventory Maintenance Form (FTRINVM), select *View Stores Inventory* from the options menu.

To access the Commodity Hierarchy Query Form (FTICOMH), select *View Hierarchy Information* from the options menu.

To access the General Text Entry Form (FOATEXT), select *Commodity Text* from the options menu.

Fields	Descriptions
Commodity Code	<p>Code representing the commodity you want to create or maintain. To create a new commodity, enter the code or next to have the system generate the next available sequential number.</p> <p>To edit or review an existing commodity, enter the commodity code. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM).</p> <p>(button)      List      Commodity Code Validation Form (FTVCOMM)</p>
Commodity Description	Description of the commodity. Default value comes from the Commodity Code Validation Form but may be overwritten.

Fields	Descriptions
Unit of Measure Code	<p>Code representing the unit of measure of the commodity. Default value comes from the Commodity Code Validation Form but may be overwritten. If you do not know the unit of measure, request a List. This takes you to the Unit of Measure List Window.</p> <p>(lookup)      List      Unit of Measure List Window.</p>
Predecessor Commodity	<p>Code and description of the commodity in a hierarchical relationship to the queried commodity. If you do not know the predecessor commodity code, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM).</p> <p>(lookup)      List      Commodity Code Validation Form (FTVCOMM)</p>
Tax Group	<p>Code and title representing the group of tax rates that should be applied to this commodity. If you do not know the tax group code, request a List. This takes you to the Tax Group List Window.</p> <p>(lookup)      List      Tax Group List Window</p>
Override Taxes	<p>If you enter a tax group, check box indicates whether the user wants to override the tax amounts when processing a procurement document.</p> <p><i>Selected</i>      Override taxes.</p> <p><i>Cleared</i>      Do <b>not</b> override taxes.</p>
Fixed Asset	<p>Check box indicates whether this commodity is a fixed asset.</p> <p><i>Selected</i>      This commodity is a fixed asset.</p> <p><i>Cleared</i>      This commodity is <b>not</b> a fixed asset.</p> <p><b>Note:</b> A commodity may either be a Fixed Asset or a Stores Inventory stock item, but not both.</p>
Stock Item	<p>Check box indicates whether this commodity is a stores inventory stock item.</p> <p><i>Selected</i>      This commodity is a stores inventory stock item.</p> <p><i>Cleared</i>      This commodity is <b>not</b> a stores inventory stock item.</p> <p><b>Note:</b> A commodity may either be a Fixed Asset or a Stores Inventory stock item, but not both.</p>

Fields	Descriptions
Start Date	Date this commodity becomes effective.
End Date	Date this commodity is no longer effective.
Useful Life	Define a default value for the useful life of a Fixed Asset commodity. The value entered here defaults into the <b>Useful Life</b> field on the Depreciation Maintenance Form (FFADEPR).
Last Activity Date	Date this record was created or last updated.
Text Exist	Indicates whether text exists with this commodity.  Y Yes                      Text exists with this commodity. N No                      Text does not exist with this commodity.
Chart Of Accounts	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, & program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts. If you do not know the chart of accounts, request a List. This takes you to the Chart of Accounts List Window.  (lookup)              List                      Chart of Accounts List Window
Accounts	Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn. If you do not know the account code, request a List. This takes you to the Account Code Validation Form (FTVACCT).  (lookup)              List                      Account Code Validation Form (FTVACCT)
Description	Description or title of the Chart of Accounts or Account.

**Note:** Commodity text may be viewed and copied in to any purchase order, blanket order, or requisition document.

## Cancellation Reason Code Form (FTMCRSN)

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The Cancellation Reason Code form enables you to maintain a list of codes that indicate why orders for goods were cancelled. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

Fields	Descriptions
Reason Code	Code representing the reason for cancellation. This field has a maximum of four characters.
Description	Description of the reason for the cancellation.
Start Date	Date the cancellation was put into effect. Required.
Termination Date	Date the reason for the cancellation is no longer effective. Optional.
Activity Date	Date this record was created or last updated. Default value is the current date.

## Equivalency Maintenance Form (FTMEQUL)

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The Equivalency Maintenance Form provides a cross-reference between the requisition unit of measure, the purchase order unit of measure, and the receiving unit of measure. For every code, you may define an equivalent unit of measure and the corresponding number of equivalent units. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

Fields	Descriptions
Entered Code	Code representing the unit of measure of the commodity, for example, <i>GAL</i> = Gallons. If you do not know the unit of measure code, request a List. This takes you to the Unit of Measure List Window.
	(lookup)      List      Unit of Measure List Window

Fields	Descriptions
Equivalent U/M	Code representing the <i>equivalent</i> unit of measure of the commodity, for example, QTS = Quarts. If you do not know the unit of measure code, request a List. This takes you to the Unit of Measure List Window.
	(lookup)      List      Unit of Measure List Window
Equivalent Units	Equivalent units of measure of the commodity within the unit entered in the <b>Entered Code</b> field, for example, <b>4 QTS</b> in a <b>GAL</b> .

## FOB Code Maintenance Form (FTMFOBS)

Use the FOB Code Maintenance Form to create, maintain, and query the freight-on-board (FOB) codes you use on procurement forms. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

The FOB codes that have already been created appear when you enter the form. If necessary, you may scroll through the list of FOB codes.

To create a new **FOB Code** for your shipping records, type the FOB code number you wish to use. Select Next Item and enter a **Description**.

Select **Save** to complete and commit this code to your system.

The **Activity Date** defaults to the current date.

Fields	Descriptions
FOB Code  (Freight on Board)	Code representing payment status of freight, for example, <i>PD/Prepaid Freight</i> or <i>RC/Receiver Responsible</i> .
Description	Description of the freight on board status.
EDI Equivalent Codes: X12	ASC (Accredited Standards Committee) X12 code representing the unit of measure. If you do not know the ANSI X12 standard code, request a List. This takes you to the EDI/ISO Standard Code Validation Form (GTVSCOD).
	(lookup)      List      EDI/ISO Standard Code Validation Form (GTVSCOD)

Fields	Descriptions
EDI Equivalent Codes: EDIFACT	EDIFACT (United Nations Electronic Data Interchange Standards for Administration, Commerce and Transport) standard code representing the unit of measure. If you do not know the EDIFACT standard code, request a List. This takes you to the EDI/ISO Standard Code Validation Form (GTVSCOD).  (lookup)                      List                      EDI/ISO Standard Code Validation Form (GTVSCOD)
Activity Date	Date this record was created or last updated.

### Purchase Order Classification Maintenance Form (FTMPCLS)

Use the Purchase Order Classification Maintenance Form to define criteria for additional classification of a purchase order. This is especially useful when you purchase goods that require special handling or security, such as hazardous substances. If desired, this classification may appear on your printed order. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

The classification codes and descriptions currently on your system appear once you enter the form. If necessary, you may scroll through the list of classification codes.

Select **Save** to complete and commit this code to your system.

Fields	Descriptions
Class Code	Code and name of shipping classifications for the commodity, for example, <i>A/Hazardous Substance</i> .  To enter a new <b>Class Code</b> , type the character you wish to use as the identifying code. Select Next Item.
Description	Description of the classification.  <b>Note:</b> Try to keep the classification code descriptions concise.
Effective Date	Date this classification becomes effective. Required.
Termination Date	Date this classification is no longer effective. Optional.



Fields	Descriptions
Activity Date	Date this record was created or last updated. Default value is the current date.

## Receiving Method Maintenance Form (FTMRCMT)

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Use the Receiving Method Maintenance Form to create and maintain method-of-receipt codes for goods and services. Use these codes to track how you receive purchased commodities so that you can take appropriate action when you handle a receipt. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

Use method-of-receipt codes in conjunction with purchasing documents.

The classification codes and descriptions currently on your system appear once you enter the form. If necessary, you may scroll through the list of receiving methods.

Enter a new **Receiving Code**. Select Next Item.

Fields	Descriptions
Receiving Code	Code representing the receiving method. This field has a maximum of four characters.
Description	Description of the receiving method. You may want to simply use the name of the courier service.
Effective Date	Date the receiving method becomes effective. Required.
Termination Date	Date the receiving method is no longer effective. Leave blank to indicate indefinite period. Optional.
Activity Date	Date this record was created or last updated. Default value is the current date.

Select **Save** to complete and commit this code to your system.

## Return Reason Maintenance Form (FTMRRSN)

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Use the Return Reason Maintenance Form to create and maintain reason codes for returns on received goods. This enables you to manage and record returns of goods

and materials to vendors. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

Enter a new return **Reason Code**. Select Next Item.

Select **Save** to complete and commit this code to your system.

Fields	Descriptions
Reason Code	Code representing the reason for return. This field has a maximum of four characters.
Description	Description of the return reason.
Effective Date	Date the reason for return becomes effective. Required.
Termination Date	Date the reason for return is no longer effective. Optional.
Activity Date	Date this record was created or last updated. Default value is the current date.

**Ship To Address Maintenance Form (FTMSHIP)**

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Use the Ship To Address Maintenance Form to establish departmental or central routings for deliveries. This list is user-defined, so you may update and maintain it as desired. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

Enter the ship-to code you intend to assign. Select Next Block.

Enter a query to display any previously defined routing information. To create and maintain a ship-to code, make the appropriate entries.

Select **Save** if you wish to commit this Ship To Code address to your system at this point.

To access the Inventory Information Window, select **Inventory Information** from the options menu or select Next Block.

Fields	Descriptions
Ship To Code	Code representing the location of delivery.  <b>Note:</b> If you use an existing code, the location code information populates these fields. If you create a new ship-to code, then enter the information as desired.
Last Activity Date	Date the record was created or last updated.
Address Line 1	Street address of the location of delivery. You may use the additional lines to include more detailed information, for example, department, dock, warehouse, etc.
Address Line 2	Street address of the location of delivery. You may use the additional lines to include more detailed information, for example, department, dock, warehouse, etc.
Address Line 3	Street address of the location of delivery. You may use the additional lines to include more detailed information, for example, department, dock, warehouse, etc.
Building	Building name or number of the location of delivery.
Floor	Floor number of the location of delivery.
City	City of the location of delivery.
State/Province	Code representing the state or province of the location of delivery. If you do not know the state or province code, request a List. This takes you to the State/Province Code Validation Window.  (lookup)      List      State/Province Code Validation Window
ZIP/Postal Code	ZIP or postal code of the location of delivery. If you do not know the ZIP or postal code, request a List. This takes you to the ZIP/Postal Code Validation Form (FTVZIPC).  (button)      List      ZIP/Postal Code Validation Form (FTVZIPC)

Fields	Descriptions
Nation	Code representing the nation of the location of delivery. If you do not know the nation code, request a List. This takes you to the Nation Validation window (STVNATN).  (lookup)      List      Nation Validation window (STVNATN)
Route	Route number of the location of delivery.
Carrier Route	User-defined code representing the carrier route for bar code reading purposes.
Delivery Point	User-defined code representing the delivery point address for bar code reading purposes.
Correction Digit	User-defined correction digit code representing the address for bar code reading purposes.
Next Change Date	Date of the next effective dated record. This field will be blank for the most recent record.
Effective Date	Date the Ship To code becomes effective.
Termination Date	Date the Ship To code is no longer effective.
Contact	Name or title of the primary contact at the Ship To location.
Phone Number	Phone number of the primary contact at the Ship To location.
Extension	Phone extension of the primary contact at the Ship To location.
Tax Group Code	Code representing the group of tax rates that should be applied to this invoice.

### Inventory Information Window

Use the fields on this window to further specify the shipping location for a received commodity.

Select **Ship To Information** from the options menu or select the menu option to return to the main window of this form. Select **Save** to commit this Ship To Code address to your system.

Fields	Descriptions		
Location Type	Code representing the location type. If you do not know the location type code, request a List. This takes you to the System Data List Form (FOQSDLV).		
	(lookup)	List	System Data List Form (FOQSDLV)
Inventory Fund	Code and title of the fund from which the purchase of specific inventory items is paid. If you do not know the Inventory Fund code, request a List. This takes you to the Fund Code Validation Form (FTVFUND).		
	(button)	List	Find Code Validation Form (FTVFUND)
Inventory Account	Code and title of the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of inventory items will be drawn. If you do not know the Inventory Account code, request a List. This takes you to the Account Code Validation Form (FTVACCT).		
	(button)	List	Account Code Validation Form (FTVACCT)
Warehouse Organization	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the organization code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).		
	(button)	List	Organization Code Validation Form (FTVORGN)
Warehouse Program	Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. If you do not know the program code, request a List. This takes you to the Program Code Validation Form (FTVPROG).		
	(button)	List	Program Code Validation Form (FTVPROG)

Fields	Descriptions
Profit Center	Check box indicates whether the user wants to use a profit center.
	<i>Selected</i> Use a profit center
	<i>Cleared</i> Do <b>not</b> use a profit center

Unit of Measure Maintenance Form (FTMUOMS)

Use the Unit of Measure Maintenance Form to create and maintain a uniform set of unit of measure codes to facilitate the purchase and receipt of goods. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

A list of the existing unit of measure codes appears when you enter the form.

Enter a new unit of **Measure Code**. Select Next Item. Enter the **Description**, **Effective Date**, **Termination Date** and **Activity Date**.

Select **Save** to commit this code to your system.

Fields	Descriptions
Unit of Measure Code	Two or three character user-defined code representing the unit of measure.
	<b>Note:</b> You must use a unique code when you create a new record on this form.
Description	Description of the unit of measure.
EDI EquivalentX12	ASC (Accredited Standards Committee) X12 code representing the unit of measure. If you do not know the ANSI X12 standard code, request a List. This takes you to the EDI/ISO Standard Code Validation Form (GTVSCOD).
	(lookup) List EDI/ISO Standard Code Validation Form (GTVSCOD)

Fields	Descriptions
EDI Equivalent EDIFACT	EDIFACT (United Nations Electronic Data Interchange Standards for Administration, Commerce and Transport) standard code representing the unit of measure. If you do not know the EDIFACT standard code, request a List. This takes you to the EDI/ISO Standard Code Validation Form (GTVSCOD).  (lookup)      List      EDI/ISO Standard Code Validation Form (GTVSCOD)
Effective Date	Date this unit of measure becomes effective. Required.
Termination Date	Date this unit of measure is no longer effective. Optional.
Last Activity Date	Date this record was created or last updated.

## Vendor Products Maintenance Form (FTMVPRD)

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Use the Vendor Products Maintenance Form to link vendors with commodities to create an electronic catalog. This form also provides you with the agreement numbers for vendor contractual references. Access this form from the Procurement Maintenance Menu (\*FINPOTAB).

Enter the vendor identification number if you know it. Otherwise, use the Search feature for Vendor or select List to access the Entity Name/ID Search Form (FTIIDEN). If you only enter the vendor number, select Next Item to default the vendor name. Select Next Block.

The system displays any existing agreement or product data that you previously defined for this vendor. If necessary, you may scroll through this list of commodities. Enter the commodity code linked to the vendor if you know it. The commodity code must already exist in the Commodity Validation Table. You may select List or use the Search feature to view the Commodity Code List Window and select a commodity.

To add a new commodity to the vendor products catalog, select Next Record.

Fields	Descriptions
Vendor	Code and name of the vendor supplying the commodities or services. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).  (button)                      List                      Entity Name/ID Search Form (FTIIDEN)
Commodity	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM).  (lookup)                      List                      Commodity Code Validation Form (FTVCOMM)
U/M	Code representing the unit of measure of the commodity. If you do not know the unit of measure code, request a List. This takes you to the Unit of Measure List Window.  (lookup)                      List                      Unit of Measure List Window
Unit Price	Price per unit of the commodity.
Agreement	Code representing the terms of the agreement if an agreement was established with the vendor for this commodity on the Agreement Processing form (FPAAGR). Display only.
Part Number	Catalog part number of the commodity.
Effective Date	Date the vendor commodity becomes effective. Default value is the current date, but may be overwritten.
Termination Date	Date the vendor agreement is no longer effective.
Next Change (Date)	Date of the next effective dated record. This field will be blank for the most recent record.
Last Activity (Date)	Date this record was created or last updated.



## Freight Terms Code Validation Form (FTVFTRM)

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Use this form to define Freight Terms containing purchase order delivery instructions for use with EDI processing. Access this form from the Purchase Order Table Maintenance Menu (\*FINPOTAB).

Fields	Descriptions
Freight Terms Code	Two-character user-defined code for goods.
Description	Enter the description of the Freight Terms Code you are defining.
EDI Equivalent Codes X12	Select an X12 Standard Code that best describes your user-defined code from the list (GTVSCOD).
EDI Equivalent Codes EDIFACT	Select an EDIFACT Standard Code that best describes your user-defined code from the list (GTVSCOD).
Activity Date	Date this record was created or last updated.

## Encumbrance Open/Close Form (FPAEOCD)

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Use this form to manage encumbrances created by requisitions and purchase orders. This form enables you to do the following.

- Reopen closed purchase orders
- Close purchase orders left open in error (regardless of previous activity)
- Close requisitions left open (when not assigned to a purchase order)

This form may be used to open or close a single item on a purchase order or requisition as well as the entire document. You can also determine the amount of encumbrance that will be affected when you reopen a purchase order (document or item), close a purchase order, or close requisition items.

To identify when an encumbrance has been changed by the Encumbrance Open/Close Form (FPAEOCD), look for the following rule groups.

<i>RQCL</i>	Requisition Close
<i>POP</i>	Purchase Order Open

*POCL*                      Purchase Order Close

When working with documents that have been rolled, you must process the document with a transaction date that is in the same fiscal year as the encumbrance. For example, if you want to close an encumbrance that was created in Fiscal Year 99 and then rolled into Fiscal Year 00, you must process the transaction in Fiscal Year 00 even though the original transaction date of the document is in Fiscal Year 99.

Additional restrictions apply to encumbrances that have been rolled committed. Reopening a rolled committed encumbrance is not allowed due to issues related to the carry-over of the committed budget amounts

**Warning:** It is recommended that only users who have a clear understanding of encumbrances and their use in the Banner Finance system be allowed to use this form. The reasons for this recommendation follow.

- Although the Encumbrance Open/Close Form (FPAEOCD) will not allow users to create an out of balance entry or otherwise negatively impact the system, it will allow users to create entries that might adversely affect the use of the encumbrance.
- This form is protected only by form security. It does not incorporate the use of fund/organization security, rule group security, or role security.
- This form does not route documents to approvals.

Main Window

Use this window to enter the following types of information.

- Type of action you want to perform (opening or closing)
- Type of document on which you want to perform the action (requisition or purchase order)
- Document number of the requisition or purchase order

Fields	Descriptions
Document Number	Number that represents a document. Enter <i>NEXT</i> if you want Banner to generate a new document number for you.  Choices come from the Encumbrance Open/Close List Form (FPIEOCL).

**Note:** All document numbers created by this form begin with an asterisk (\*).

Fields	Descriptions
Action (untitled)	<p>Pull-down list indicating the action you want to perform. Choices include:</p> <p><i>Close Requisition or Commodity (default)</i></p> <p><i>Close PO document or Commodity</i></p> <p><i>Open PO document or Commodity</i></p> <p><b>Note:</b> The value you select from this pull-down list determines which fields appear on your screen. For example, the <b>Purchase Order Number</b> field will not appear on your screen if you select <i>Close Requisition or Commodity</i>.</p>
Document Transaction Date	Date on which you want Banner to post the document. The default value is the system date. It can be changed.
Requisition Number	<p>This field appears only when you select <i>Close Requisition or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Document number of the requisition you want to close. Choices come from the Requisition Validation Form (FPIRQST).</p>
OR	
Purchase Order Number	<p>This field appears only when you select <i>Close PO document or Commodity</i> or <i>Open PO document or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Document number of the purchase order you want to open or close. Choices come from the Purchase Order Validation Form (FPIPOHD).</p>
Requisition Transaction Date	<p>This field appears only when you select <i>Close Requisition or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Transaction date of the requisition.</p>
OR	
Purchase Order Transaction Date	<p>This field appears only when you select <i>Close PO document or Commodity</i> or <i>Open PO document or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Transaction date of the purchase order.</p>
Vendor	Code and name of the vendor associated with the requisition or purchase order.

Fields	Descriptions
Requisition Text Exist	<p>This field appears only when you select <i>Close Requisition or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Indicates whether text was entered for the requisition.</p> <p><i>Y</i> Text was entered for the requisition.</p> <p><i>N</i> Text was <b>not</b> entered for the requisition.</p>
OR	
Purchase Order Text Exist	<p>This field appears only when you select <i>Close PO document or Commodity</i> or <i>Open PO document or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Indicates whether text was entered for the purchase order.</p> <p><i>Y</i> Text was entered for the purchase order.</p> <p><i>N</i> Text was <b>not</b> entered for the purchase order.</p>
Close All Items	<p>This field appears only when you select <i>Close PO or Commodity</i> or <i>Close Requisition or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Indicates whether you want to close all items in the document.</p> <p><i>Selected</i> Close all items in the document.</p> <p><i>Cleared (default)</i> Do <b>not</b> close all items in the document.</p>
OR	
Open All Items	<p>This field appears only when you select <i>Open PO or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Indicates whether you want to open all items in the document.</p> <p><i>Selected</i> Open all items in the document.</p> <p><i>Cleared (default)</i> Do <b>not</b> open all items in the document.</p>
Change Accounting	<p>Indicates whether you want to adjust the amount of the encumbrance for the document and access the Accounting Information block on the Commodity/Accounting window.</p> <p><i>Selected</i> Adjust the amount of the encumbrance.</p> <p><i>Cleared</i> Do <b>not</b> adjust the amount of the encumbrance.</p>

**Note:** You may be required to select this check box.

You may return to this check box and select it at any time.

## Commodity/Accounting Information Window

Use this window to specify which document items you want to open or close. You can also use this window to adjust the document's encumbrance, FOAPAL records, and amounts.

This window displays up to four blocks:

- **Commodity Accounting**  
The fields that appear on this block depend on the value you selected from the **Action** pull-down list (untitled) on the main window.
- **Requisition Commodity Information**  
This block appears only when you select *Close Requisition or Commodity* from the **Action** pull-down list (untitled) on the main window.
- **Purchase Order Commodity Information**  
This block appears only when you select *Close PO document or Commodity* or *Open PO document or Commodity* from the **Action** pull-down list (untitled) on the main window.
- **Accounting Information**  
This block appears only when you select the **Change Accounting** check box on the main window.

### *Commodity Accounting Block*

This block provides a summary of the information you entered on the main window.

**Note:** The fields that appear on this block depend on the value you selected from the **Action** pull-down list (untitled) on the main window.

Fields	Descriptions
Document Number	Document number of the encumbrance.
(untitled)	Indicates the action you want to perform. This value comes from the <b>Action</b> pull-down list (untitled) on the main window. It cannot be changed.
Document Transaction Date	Date on which you want Banner to post the document. This value comes from the <b>Document Transaction Date</b> field on the main window. It cannot be changed.

Fields	Descriptions
Requisition Number	<p>This field appears only when you select <i>Close Requisition or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Document number of the requisition. This value comes from the <b>Requisition Number</b> field on the main window. It cannot be changed.</p>
OR	
Purchase Order Number	<p>This field appears only when you select <i>Close PO document or Commodity</i> or <i>Open PO document or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Document number of the purchase order. This value comes from the <b>Purchase Order Number</b> field on the main window. It cannot be changed.</p>
Type	<p>This field appears only when you select <i>Close PO document or Commodity</i> or <i>Open PO document or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Indicates the type of purchase order.</p> <p><i>Regular</i> - This is a regular purchase order.</p> <p><i>Standing</i> - This is a standing purchase order.</p>
Requisition Transaction Date	<p>This field appears only when you select <i>Close Requisition or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Transaction date of the requisition. This value comes from the <b>Requisition Transaction Date</b> field on the main window. It cannot be changed.</p>
OR	
Purchase Order Transaction Date	<p>This field appears only when you select <i>Close PO document or Commodity</i> or <i>Open PO document or Commodity</i> from the <b>Action</b> pull-down list (untitled).</p> <p>Transaction date of the purchase order. This value comes from the <b>Purchase Order Transaction Date</b> field on the main window. It cannot be changed.</p>
Vendor	<p>Code and name of the vendor associated with this requisition. This value comes from the <b>Vendor</b> field on the main window. It cannot be changed.</p>

Fields	Descriptions
Document Level Accounting	Indicates whether the document was created with document-level accounting or commodity-level accounting.
	<i>Selected</i> The document was created with document-level accounting.
	<i>Cleared</i> The document was created with commodity-level accounting.

#### *Requisition Commodity Information Block*

Use this block to review summary commodity and other related information for the specified requisition and to select items for closure.

**Note:** This block appears only when you select *Close Requisition or Commodity* from the **Action** pull-down list (untitled) on the main window.

This block contains a list of all items in the requisition document and their current status. You may close items that are open (**Status** = *O*). If you selected the **Close All Items** check box on the main window, Banner will automatically select all items that are open (**Status** = *O*) for closure.

If you want to adjust the encumbrance of a document that was created with commodity-level accounting, be sure to access all of the accounting distributions by performing a Next Block function to the Accounting Information block from each of the selected commodity records. If the encumbrance was created with document-level accounting, then Banner displays the same accounting distributions for each commodity.

**Note:** You cannot access the Accounting Information block for documents that contain General Ledger (GL) accounting distribution FOAPAL strings. These documents are not encumbered and do not require adjustment.

Fields	Descriptions
Requisition Item	Line item number assigned to each commodity on the requisition.
of	Total number of commodities on the requisition document.
Commodity	Code representing the commodity.
Description	Description of the commodity. If the requisition contains an overwritten commodity description, this field will display the overwritten description.

Fields	Descriptions
Quantity	Quantity of the commodity purchased on the requisition document.
Unit Price	Unit price of the commodity entered on the requisition document.
Net Amount	Net amount of the commodity entered on the requisition document. <b>Quantity</b> times <b>Unit Price</b> , less <b>Discount Amount</b> , plus or minus <b>Additional Amount</b> , plus <b>Tax Amount</b> .
Text Exists	Indicates whether text was entered for the commodity item. <i>Y</i> Text was entered for the commodity. <i>N</i> Text was <b>not</b> entered for the commodity.
U/M	Code representing the unit of measure of the commodity.
Status	Current status of the commodity item. <i>O</i> The item is open. <i>C</i> The item is closed.
Close	Indicates whether you want to close a commodity item. <i>Selected</i> Close the item. <i>Cleared</i> Do <b>not</b> close the item. Leave it open.

**Note:** If you selected *Close Requisition or Commodity* from the **Action** pull-down list (untitled) on the main window, you may close items that are open (**Status** = *O*).

#### *Purchase Order Commodity Information Block*

Use this block to review summary commodity and other related information for the specified purchase order and to select items to close or open.

**Note:** This block appears only when you select *Close PO document or Commodity* or *Open PO document or Commodity* from the **Action** pull-down list (untitled) on the main window.

This block contains a list of all items in the purchase order document and their current status. If you selected *Close PO document or Commodity* from the **Action** pull-down list (untitled) on the main window, you may close items that are open (**Status** = *O*). If you selected *Open PO document or Commodity* from the **Action**



pull-down list (untitled) on the main window, you may open items that are closed (**Status = C**).

If you selected the **Close All Items** check box on the main window, Banner will automatically select all items that are open (**Status = O**) for closure.

If you want to adjust the encumbrance of a document that was created with commodity-level accounting, be sure to access all of the accounting distributions by performing a Next Block function to the Accounting Information block from each of the selected commodity records. If the encumbrance was created with document-level accounting, then Banner displays the same accounting distributions for each commodity.

**Note:** You cannot access the Accounting Information block for documents that contain General Ledger (GL) accounting distribution FOAPAL strings. These documents are not encumbered and do not require adjustment.

Fields	Descriptions
Purchase Order Item	Line item number assigned to each commodity on the purchase order.
of	Total number of commodities on the purchase order document.
Code	Code representing the commodity.
Description	Description of the commodity. If the purchase order contains an overwritten commodity description, this field will display the overwritten description.
Unit Price	Unit price of the commodity entered on the purchase order document.
Quantity Ordered	This field appears only for <b>regular</b> purchase orders. Quantity of the purchased commodity.
Invoiced Quantity	This field appears only for <b>regular</b> purchase orders. Quantity of the purchased commodity that has been invoiced to date. This amount reflects the quantities entered on completed, approved, and posted invoices.
Net Amount Ordered	Net amount of the commodity on the purchase order document. <b>Quantity times Unit Price, less Discount Amount, plus or minus Additional Amount, plus Tax Amount.</b>

Fields	Descriptions
Net Amount Invoiced	Net amount of the commodity that has been invoiced to date. Calculated from all completed, approved and posted invoices. <b>Quantity</b> times <b>Unit Price</b> , less <b>Discount Amount</b> , plus or minus <b>Additional Amount</b> , plus <b>Tax Amount</b> .
Text Exists	Indicates whether text was entered for the commodity item. <i>Y</i> Text was entered for the commodity. <i>N</i> Text was <b>not</b> entered for the commodity.
U/M	Code representing the unit of measure of the commodity.
Status	Current status of the commodity item. <i>O</i> The item is open. <i>C</i> The item is closed.
Close	Indicates whether you want to close a commodity item. <i>Selected</i> Close the item. <i>Cleared</i> Do <b>not</b> close the item. Leave it open.  <b>Note:</b> If you selected <i>Close PO document or Commodity</i> from the <b>Action</b> pull-down list (untitled) on the main window, you may close items that are open ( <b>Status</b> = <i>O</i> ).
OR	
Open	Indicates whether you want to open a commodity item. <i>Selected</i> Open the item. <i>Cleared</i> Do <b>not</b> open the item. Leave it closed.  <b>Note:</b> If you selected <i>Open PO document or Commodity</i> from the <b>Action</b> pull-down list (untitled) on the main window, you may open items that are closed ( <b>Status</b> = <i>C</i> ).

#### Accounting Information Block

Use this block to make adjustments to the encumbrance amount of a document. To do this, you must enter the amount you want to subtract from or add to the encumbrance in the **Adjust Encumbrance By** field. For example, if the current encumbrance amount is \$50.00 and you want to reduce the encumbrance to \$30.00, you must enter *20.00* in the **Adjust Encumbrance By** field. Similarly, if you want to

increase the current encumbrance amount from \$50.00 to \$90.00, you must enter *40.00* in the **Adjust Encumbrance By** field.

You cannot use this form to increase the current amount of an encumbrance to a level greater than its original amount. Instead, you must use this form to open the purchase order document and then use the Change Order Form (FPACHAR) to increase the amount of the encumbrance.

When you close the last open item in a document, you must decrease the encumbrance amount of the document to zero. You cannot reduce an encumbrance by more than its current amount as this would create a negative encumbrance balance.

**Note:** This block appears only when you select the **Change Accounting** check box on the main window.

Fields	Descriptions
Sequence	Number assigned to the accounting distribution on the document.
of	Total number of accounting distributions in the document.
COA	Code representing the chart of accounts for the encumbrance.
Year	Current fiscal year of the encumbrance.
Index	Code representing a predetermined combination of FOAPAL elements.
Fund	Code representing the fund to which the encumbrance is linked.
Orgn	Code representing the organization to which the encumbrance is linked.
Acct	Code representing the account to which the encumbrance is linked.
Prog	Code representing the program to which the encumbrance is linked.
Actv	Code representing the activity to which the encumbrance is linked.

Fields	Descriptions
Locn	Code representing the location to which the encumbrance is linked.
Original Encumbrance	Original amount of the encumbrance.
Current Encumbrance	Current amount of the encumbrance. Original encumbrance amount plus or minus any adjustments due to purchase orders, change orders, invoices, etc.
Adjust Encumbrance By	<p>Dollar amount you want to subtract from or add to the encumbrance.</p> <p>When closing a document or commodity, this value will be subtracted from the current encumbrance. For example, if the current encumbrance amount is \$100.00 and you want to reduce the encumbrance to \$75.00, you must enter <i>25.00</i> in the <b>Adjust Encumbrance By</b> field.</p> <p>When opening a document or commodity, this value will be added to the current encumbrance. For example, if the current encumbrance amount is \$170.00 and you want to increase the encumbrance to \$200.00, you must enter <i>30.00</i> in the <b>Adjust Encumbrance By</b> field.</p>

### Error Messages Window

Use this window to view errors in your document. All of the errors displayed on this window must be resolved before you can complete the document.

**Note:** This window is similar to the Error window on the Journal Voucher Entry Form (FGAJVCD).

Fields	Descriptions
Item	<p>If the document uses commodity-level accounting, this field contains the line item number of the commodity item.</p> <p>If the document uses document-level accounting, this field contains a zero.</p>
Sequence	Number assigned to the accounting distribution on the document.

Fields	Descriptions
Error Messages	Error that applies to the <b>Item</b> and <b>Sequence</b> fields.

## Encumbrance Open/Close List Form(FPIEOCL)

---

Use this form to view open and closed documents and the encumbrances associated with them. This field is display-only.

Fields	Descriptions
Document	Number that represents the document.
Encumbrance	Number of the encumbrance associated with the document.
Status	Action to be performed by the document.
Transaction Date	Date the document will be posted to the ledgers.
Complete	Indicator that specifies if the document is complete.

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## Introduction

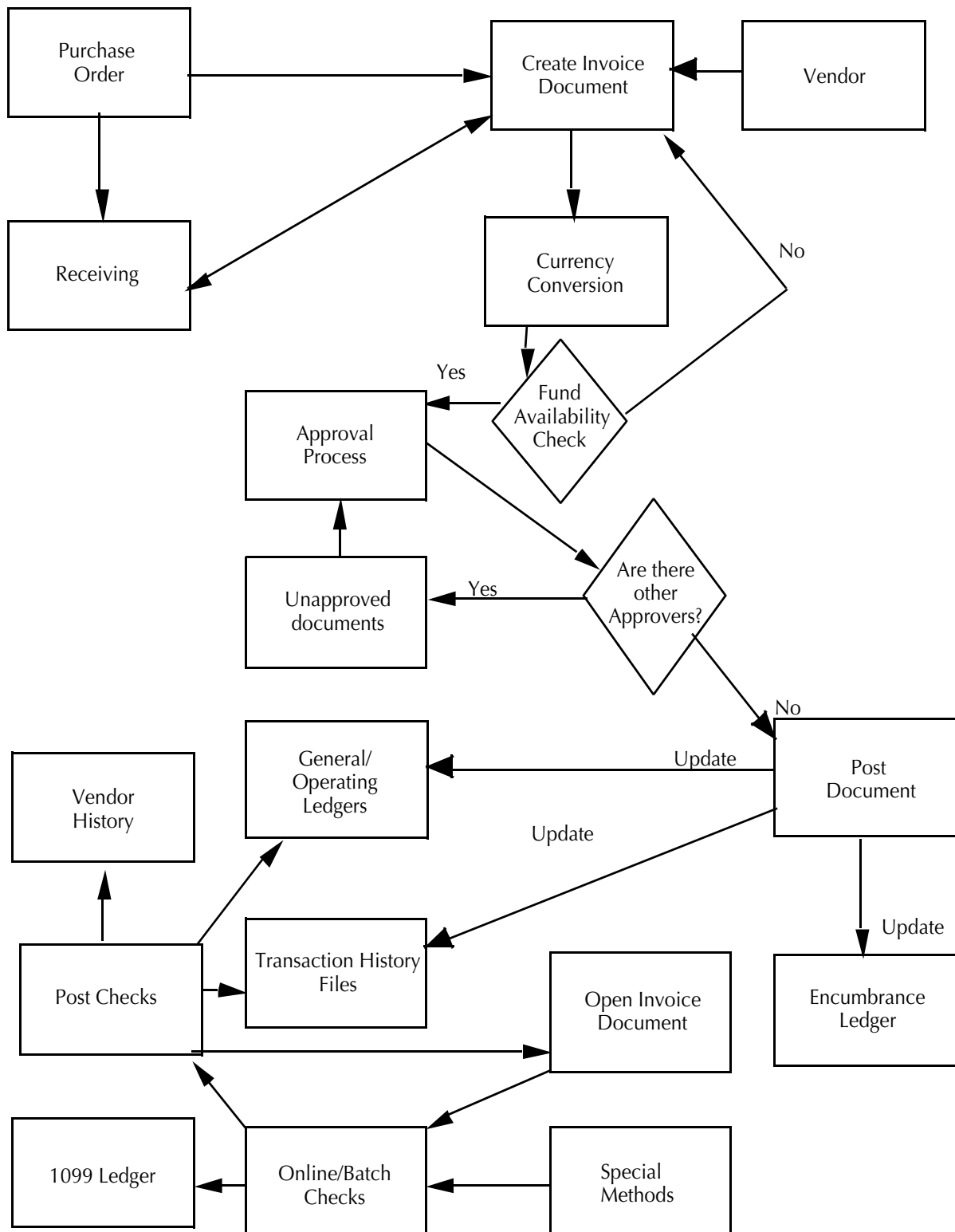
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Use the features of the Accounts Payable module to manage the Accounts Payable process efficiently. You can process invoices, maintain vendor data, and direct the system to calculate discount and payment schedules automatically. This module also utilizes system-wide Finance features such as document level accounting and tax disbursements.

This chapter includes introductory data entry and processing material for the Accounts Payable module.

For additional information, refer to Chapter 15, “Invoice Processing,” and Chapter 16, “Accounts Payable Table Maintenance.”

## Accounts Payable Process Flow



## Menu Navigation Table

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

### Accounts Payable Menu (\*FINAP)

Access this menu from the Finance System Menu (\*FINANCE).

*FININVS	Invoice/Credit Memo Processing Menu Provides access to the forms you need to manage and pay vendor invoices and credit memos. See Chapter 15, "Invoice Processing."
FAABATC	"Batch Check Print Form (FAABATC)" on page 14-10 Enables you to create and enter the parameters for checks.
FAACHKS	"Check Cancellation Form (FAACHKS)" on page 14-12 Enables you to cancel a check which has been previously created and posted.
FAAONLC	"Online Check Print Form (FAAONLC)" on page 14-16 Enables you to generate a single check online or to record a manual check. Process a non-batch generated check for a specific invoice.
FAABREC	"Bank Tape Reconciliation Form (FAABREC)" on page 14-17 Enables you to enter bank reconciliation information or adjustments from the bank for bank reconciliation.
FAA1099	"1099 Reporting Form (FAA1099)" on page 14-19 Provides an online display of 1099 information for a vendor for a specific reporting year. You may also make adjustments to the income type and reported amounts.
*FINAPQRY	"Accounts Payable Query Menu (*FINAPQRY)" on page 14-6 Provides access to the forms used to query payment transactions, activities, and other related information.
*FINAPVAL	"Accounts Payable Validation Menu (*FINAPVAL)" on page 14-8 Provides access to the forms used to view and select the data you use and maintain throughout the payables process.
*FINAPTAB	Accounts Payable Table Maintenance Menu Provides access to the forms you need for payables management and reporting. See Chapter 17, "Accounts Payable Table Maintenance."
*FINPCARD	"Purchase Card Processing Menu (*FINPCARD)" on page 14-9 Provides access to forms that enable you to set up payment schedules and FOAPAL information for credit cards from different companies.

## Accounts Payable Query Menu (\*FINAPQRY)

Access this menu from the Accounts Payable System Menu (\*FINAP).

FAARUIV	<p>“Recurring Payables Form (FAARUIV)” on page 14-22</p> <p>Provides an online list of Recurring Payables documents. Use this form to establish or change dates for a recurring invoice.</p>
FAIVNDH	<p>“Vendor Detail History Form (FAIVNDH)” on page 14-23</p> <p>Provides an online list of vendor invoice/credit memo/payment transactions for all vendors in the system including terminated vendors.</p>
FAICHKH	<p>“Check Payment History Form (FAICHKH)” on page 14-26</p> <p>Enables you to view summary information about check transactions.</p>
FTICHKS	<p>“Check Number Validation Form (FTICHKS)” on page 14-28</p> <p>Provides an online display of check transaction activity.</p>
FAINVE	<p>Invoice/Credit Memo Query Form</p> <p>Displays accounting, commodity, currency conversion, and tax information about a specified invoice. See Chapter 16, “Invoice Processing”.</p>
FAINVL	<p>Invoice/Credit Memo List Form</p> <p>Provides a list of invoice transactions by status. See Chapter 16, “Invoice Processing”.</p>
FAIIREC	<p>“Receiving/Matching Status Query Form (FAIIREC)” on page 14-29</p> <p>Displays invoices for which your installation awaits the receipt of goods. This form also displays the related purchase order and packing slip documents for the specified invoice.</p>
FPIIREC	<p>“Receiving/Matching Detail Query Form (FPIIREC)” on page 14-31</p> <p>Displays detailed quantity and amount information for invoice commodity records which await the receipt of goods.</p>
FOIDoch	<p>“Document History Form (FOIDoch)” on page 14-33</p> <p>Displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select.</p>
FOIVEND	<p>“Vendor List Form (FOIVEND)” on page 14-33</p> <p>Displays a list of vendor codes defined to the system. Use this form to select vendors to associate or process through purchasing and payable transactions.</p>
FAIVHIS	<p>“Vendor History Query Form (FAIVHIS)” on page 14-34</p> <p>Enables you to display and query invoice/credit memo history information for a selected vendor by fiscal year.</p>

FAIVINV	“Vendor Invoice Query Form (FAIVINV)” on page 14-36 Enables you to view detailed information about a vendor invoice even when the invoice document number is unknown.
FPARRIM	Receipt Required Form (FPARRIM) Enables you to update the Receipt Required Indicator on selected documents. You can also use this form to query by document type and document code and display selected values from the document. For details, refer to Chapter 13, “Receiving Processing”.
*FINCOMMQR	“Commodity Query Menu (*FINCOMMQR)” on page 14-7 Provides access to the forms used to view and select the data used and maintained throughout the payables process.

**Note:** Documentation for the “Multiple Vendor Invoice Query Form (FAQMINV)” is also included in this section for ease of reference, although you cannot access this form from the Accounts Payable Query Menu (FINAPQR).

### Commodity Query Menu (\*FINCOMMQR)

Access this menu from the Accounts Payable Query Menu (\*FINAPQR).

FTICOMH	“Commodity Hierarchy Query Form (FTICOMH)” on page 14-43 Provides an online display of commodity hierarchy relationships. This form serves as a visual representation of predecessor commodity codes to help define associative commodity data.
FOICOMM	“Commodities for Review Query Form (FOICOMM)” on page 14-44 Displays all the commodities for a specified procurement document.
FOICACT	“Commodities and Accounting for Review Query Form (FOICACT)” on page 14-45 Displays the accounting distribution (or FOAPAL information) for a given commodity for a document.

## Accounts Payable Validation Menu (\*FINAPVAL)

Access this menu from the Accounts Payable System Menu (\*FINAP).

FTVDISC	<p>“Discount Terms Validation Form (FTVDISC)” on page 14-49</p> <p>Enables you to view existing discount information defined to the system. If you wish to apply a discount to a transaction, you can use this form to view a list of established discounts, along with their codes, descriptions, and percentage amounts.</p>
FTVTRAT	<p>“Tax Rate Code Validation Form (FTVTRAT)” on page 14-50</p> <p>Enables you to view existing tax rate information defined to the system.</p>
FTVTGRP	<p>“Sales/Use Tax Group Validation Form (FTVTGRP)” on page 14-50</p> <p>Enables you to view existing tax group information defined to the system.</p>

## Accounts Payable Table Maintenance (\*FINAPTAB)

Access this menu from the Accounts Payable System Menu (\*FINAP).

FTMDISC	<p>Discount Terms Maintenance Form</p> <p>Enables you to add, change, or terminate vendor discount codes. Detailed information about this form is included in Chapter 16, “Accounts Payable Table Maintenance.”</p>
FTMITYP	<p>1099 Income Type Code Maintenance Form</p> <p>Provides a list of income classifications to use with the U.S. Governmental 1099 form. Detailed information about this form is included in Chapter 16, “Accounts Payable Table Maintenance.”</p>
FTMREBT	<p>Rebate Maintenance Form</p> <p>Enables you to establish multiple rebate percentages for a tax rate and associate each rebate percentage with individual or combined FOAP (Fund, Organization, Account, and Program) attributes. Detailed information about this form is included in Chapter 16, “Accounts Payable Table Maintenance.”</p>
FTMTRAT	<p>Tax Rate Code Maintenance Form</p> <p>Enables you to establish the individual tax rates applicable to your installation. Detailed information about this form is included in Chapter 16, “Accounts Payable Table Maintenance.”</p>
FTMVEND	<p>Vendor Maintenance Form</p> <p>Enables you to add, change, or terminate vendor information. Consists of a main window and four additional windows. Detailed information about this form is included in Chapter 16, “Accounts Payable Table Maintenance.”</p>

FTMVTYP	Vendor Type Code Maintenance Form Enables you to add, change, or delete vendor type designations. Detailed information about this form is included in Chapter 16, “Accounts Payable Table Maintenance.”
FTMTGRP	Sales/Use Tax Group Maintenance Form Enables you to add and maintain sales/use tax groups in order to calculate tax on purchasing and payment documents. Detailed information about this form is included in Chapter 16, “Accounts Payable Table Maintenance.”

### Purchase Card Processing Menu (\*FINPCARD)

Access this menu from the Accounts Payable System Menu (\*FINAP).

FTMCARD	“Purchase Card Maintenance Form (FTMCARD)” on page 14-51 Enables you to associate a cardholder for each credit card issued, and set up default FOAPAL information, an account manager, and other key information.
FTMPCSH	“Payment Cutoff Schedule Maintenance Form (FTMPCSH)” on page 14-54 Enables you to establish payment cutoff dates for credit card companies.
FAAINVT	“Purchase Card Transaction Maintenance Form (FAAINVT)” on page 14-55 Enables authorized users to perform account manager functions and make changes to feed date, vendor information, and expense account distributions for PCard transactions.
FTVMCAT	“Merchant Category Code Validation Form (FTVMCAT)” on page 14-61 This form is used to establish valid merchant category codes and their descriptions.
FAICARD	“Purchase Card Query Form (FAICARD)” on page 14-61 This form displays much of the same information maintained through the Purchase Card Maintenance form (FTMCARD) but, for security purposes, excludes the <b>Mother’s Maiden Name</b> field

## Accounts Payable Forms

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This section provides you with examples and descriptions for each form within the Accounts Payable Processing feature of the Accounts Payable module.

Forms in this section flow in the order that they appear on the Accounts Payable Menu (\*FINAP).

Each form contains a description, instructions on how to use the form, essential field information, and a navigational guide.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

**Note:** For documentation on the Invoice/Credit Memo Processing Menu and its associated forms, refer to Chapter 16, "Invoice Processing."

## Batch Check Print Form (FAABATC)

---

Use the Batch Check Print Form to create and enter the parameters for checks. Access this form from the Accounts Payable System Menu (\*FINAP).

Fields	Descriptions
Bank	Code representing the bank from which you issue checks. If you do not know the bank code, request a List. This takes you to the Bank Code List Window.  (lookup)      List      Bank Code List Window
Payment Method Radio Group	Indicates the method used for payment. <i>Check</i> Payment made by check. <i>Direct Deposit</i> Payment made by direct deposit. <i>Direct Deposit &amp; Check</i> Payment made by both direct deposit and check.
Check Date	Date assigned to the check. Default value is the current date, but it may be overwritten.
STARTING Check Number	Check number initiating the sequence of checks. Enter an alphabetical character in the first position of this field and numbers for the remaining seven positions. Required.
Last GOOD Check Number	Check number of the last good check prior to a restart. This field is prompted if you perform a restart.



Fields	Descriptions
RESTART Check Number	Check number representing the restart point of the check sequence. This field is prompted if you perform a restart.
Print Test Pattern	<p>Select this icon if you want to print test patterns to align the check stock. You may print any number of test patterns until the check stock is aligned properly.</p> <p><b>Note:</b> This icon appears when <b>Check</b> or <b>Direct Deposit &amp; Check</b> is selected as the payment method from the radio group.</p>
Print Check	<p>Select this icon after you have aligned the check stock using <b>Print Test Pattern</b>. The system navigates you through a series of processes involved in check printing, starting with FABCHK1.</p> <p><b>Note:</b> This icon appears when <b>Check</b> is selected as the payment type from the radio group.</p>
Create Direct Deposit File	<p>Check box indicates whether you want to create the direct deposit flat file that will be transmitted to your banking institution. The system will navigate you through a series of processes involved in direct deposit payment, beginning with FABCHK5.</p> <p><i>Selected</i>                      Create the direct deposit flat file.</p> <p><i>Cleared</i>                      Do not create direct deposit flat file.</p> <p><b>Note:</b> This check box appears when <b>Direct Deposit</b> is selected from the payment method radio group.</p>
Print Direct Deposit Advice	<p>Once the direct deposit file has been verified, you can use this check box to indicate whether you want to print direct deposit advice notices by running FARDIRD. Running this process is an optional step in direct deposit processing.</p> <p><i>Selected</i>                      Print direct deposit advice notices.</p> <p><i>Cleared</i>                      Do not print direct deposit advice notices.</p> <p><b>Note:</b> This check box appears when <b>Direct Deposit</b> is selected from the payment method radio group.</p>

Fields	Descriptions
Print Check and Create Direct Deposit File	Check box indicates whether you want to print checks and process direct deposits. After aligning the check stock using <b>Print Test Pattern</b> , the system will navigate you through a series of processes involved in check printing and direct deposit processing, beginning with FABCHKS.
<i>Selected</i>	Print checks and process direct deposits.
<i>Cleared</i>	Do not print checks and process direct deposits.

**Note:** This check box appears when **Direct Deposit & Check** is selected from the payment method radio group.

Select Save to begin the Batch Check Processing process. The system automatically transfers you to the Process Submission Control Form (GJAPCTL).

## Printing Checks

The following processes are involved in printing checks:

- FABCHK1 and FABCHKR, or
- FABCHKS, FABCHKP, and FABCHKR

Refer to Chapter 25, "Reports and Processes" for more information.

## Check Cancellation Form (FAACHKS)

Use the Check Cancellation Form to cancel a check which has been previously created and posted. Access this form from the Accounts Payable System Menu (\*FINAP).

To review the invoice accounting records associated with the check, select Invoice Accounting to access the Invoice Accounting Window. You may also select Cancel Date or choose Next Block to enter the check cancellation date and save the cancellation.

Fields	Descriptions
Check	Number representing the check to be cancelled. This check document must have been posted. If you do not know the check number, request a List. This takes you to the Check Number Validation Form (FTICHKS).
(button)	List      Check Number Validation Form (FTICHKS)

<b>Fields</b>	<b>Descriptions</b>
Bank	Code representing the bank from which you issue checks. If you do not know the bank code, request a List. This takes you to the Bank Code List Window. The system populates the bank code associated with the selected check number.  List Bank Code List Window
Vendor	Code and name representing the vendor associated with the check that is to be cancelled. Display only.
Check	Code and name representing a check vendor if a check vendor was entered to override the vendor supplied on the invoice header for check payment.
Address	Street address for the vendor associated with the check that is to be cancelled. Display only.
City	City for the vendor associated with the check that is to be cancelled. Display only.
State/Prov	State or province for the vendor associated with the check that is to be cancelled. Display only.
ZIP/PC	ZIP or Postal Code for the vendor associated with the check that is to be cancelled. Display only.
Date	Date of the check that is to be cancelled. Display only.
Amount	Amount of the check that is to be cancelled. Display only.

### Invoice Accounting Window

The Invoice Accounting Window displays the invoice document numbers, the document amount, and the accounting distribution associated with each invoice.

All fields are display only. You may not change any data in this window.

<b>Fields</b>	<b>Descriptions</b>
Document	Code representing the invoice for which the online or manual check will be generated.

Fields	Descriptions
Document Amount	Total amount of the invoice.
Non-Vendor Taxes	Tax amounts payable on the invoice which are not collected by the vendor. Display only.
COA	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, & program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
Seq	Sequence Number. The sequential number assigned by the system to each accounting distribution.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements.
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.
Orgn	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Code representing the physical location or site where the specific activity will take place.

Fields	Descriptions
Net Amount	Net total for this invoice document.

### Cancel Date Window

Use the Cancel Date Window to enter the date on which you wish to cancel the specified check. You may also decide if you wish to re-establish this payment at this time.

Fields	Descriptions
Re-establish Payable	<p>Check box indicates whether the user wants to the payables associated with the canceled check.</p> <p><i>Selected</i>      The system reverses the Complete and Approved indicators on the associated invoices. This enables you to re-enter the invoice and make changes to the existing data. The system reverses the cash, reverses the expense, and re-establishes the encumbrance if the document is a regular invoice.</p> <p><i>Cleared</i>      You cannot re-enter the invoice, and the system cancels the invoice. Once again, the system reverses the cash, reverses the expense, and re-establishes the encumbrance if the document is a regular invoice.</p>
Cancel Date	Date the specified check will be cancelled. The default value is the current date, but you may enter a different date. The system checks that the date is within an open fiscal period and that the cancel date is greater than the check date.

To complete the cancellation of the specified check, select *Process Cancellations* from the options menu.

You may select Header Information or Invoice Accounting or use Next Block or Previous Block to return to the respective window and review any information you wish to verify before you complete this cancel action.

## Online Check Print Form (FAAONLC)

---

Use the Online Check Print Form to generate a single check online or to record a manual check. Process a non-batch generated check for a specific invoice. Access this form from the Accounts Payable System Menu (\*FINAP).

**Note:** The system prints an online check when you run the check print jobs. You can use the manual check option to record the accounting information for a check that you prepare outside the system.

Fields	Descriptions
Document Number	Code representing the invoice document for which the online or manual check will be generated. If you do not know the invoice number, request a List. This takes you to the Invoice Credit/Memo List Form (FAAINVL).  (button)      List      Invoice/Credit Memo List Form (FAAINVL)
Purchase Order Number	Code representing the purchase order associated with this invoice. Defaults from the invoice record.
Vendor	Code and name of the vendor associated with the check. If this check is for a one-time vendor, the <b>Vendor number</b> field is blank and only the vendor name is displayed. Default value comes from the invoice record.
Check	Code and name of the check vendor if a check vendor was entered to override the vendor supplied on the invoice header for check payment. Default value comes from the invoice record.
Bank	Code and name representing the bank associated with this check. Default value comes from the invoice record.
Approved Amount	Approved Amount. The amount which has been approved for payment on this invoice. Default value comes from the invoice record.
Discount Amount	Total discount amount based on the discount terms established with the vendor if a Discount Code was entered on this invoice. Default value comes from the invoice record.
Tax Amount	Tax amount imposed on the invoice based on the terms established by the vendor's tax group. Default value comes from the invoice record.

Fields	Descriptions
Additional Charges	Additional amount to be added to the invoice to allow for surplus charges, for example, shipping. Default value comes from the invoice record.
Federal Withholding	Amount of federal withholding paid on the invoice document. System-calculated from the invoice record.
State Withholding	Amount of state withholding paid on the invoice document. System-calculated from the invoice record.
Check Amount	System-calculated net amount of the check. Default value comes from the invoice record.
Check Number	Number representing the check. Enter the check number, or accept the default value from the invoice record.
Check Date	Date the check was issued. Enter the check date, or accept the default value of the current date.
Radio Group	Indicates whether the users wants to record a manual check in the system or generate an electronic check. <i>Manual Check</i> Record a manual check in your system. <i>Online Check</i> Generate a single check online
Print Test Pattern	Select this icon to print test patterns to align the check stock. You may print any number of test patterns until the check stock is aligned properly.
Process/Print Check	Select this icon after you have aligned the check stock using <b>Print Test Pattern</b> . The system navigates you through a series of processes involved in check printing, starting with FABCHK1.

## Bank Tape Reconciliation Form (FAABREC)

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Use the Bank Tape Reconciliation Form to enter bank reconciliation information or adjustments from the bank for bank reconciliation. Access this form from the Accounts Payable System Menu (\*FINAP).

You can use this form to enter bank reconciliation information manually, or you can view information downloaded to the bank tape table.

Select an invoice document status from the Status Selection pull-down list. Select Next Block. The **Bank Acct Number** and **Cash Acct Number** default values come from the bank information.

Enter the reconciliation information, including the **Document** number, transaction **Type**, transaction **Date**, **Description**, and **Amount**. You may have multiple reconciliation documents for each bank. If necessary, you may scroll through this list of reconciliation documents.

When you finish entering the reconciliation information, select Save to commit this information to your account records.

Fields	Descriptions
Bank	Code representing the bank holding the bank account you wish to reconcile. If you do not know the bank code, request a List. This takes you to the Bank Code List Window. (button)      List      Bank Code List Window
Status Selection	Pull down list identifies the status of invoices. <i>All</i> Select all invoices. <i>Reconciled Only</i> Selected only reconciled invoices. <i>Not Reconciled</i> Select only non-reconciled invoices.
Bank Acct Number	User-defined code representing the bank account. Default value comes from the Bank Code Rules Form (GXR BANK).
Cash Acct Number	Code representing the internal account identified on GXR BANK as the cash account.
Document	Code representing the check or deposit.
Type	Pull-down list identifies the type of transaction associated with the document code. <i>Check</i> This transaction is a check. <i>Deposit</i> This transaction is a deposit. <i>Other</i> This transaction is neither a check nor deposit. <i>Unknown</i> This transaction is not identified.
Date	Date the transaction was processed.
Description	Description of the transaction.



Fields	Descriptions
Amount	Amount of the transaction.
Internal Doc Code	Internal document code assigned to each document type to identify and process financial activity.
Status Ind	Indicates the reconciliation status of the respective documents.
	<i>R</i> Reconciled
	<i>(null)</i> Not reconciled

## 1099 Reporting Form (FAA1099)

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The 1099 Reporting Form provides an online display of 1099 information for a vendor for a specific reporting year. You may also make adjustments to the income type and reported amounts. Access this form from the Accounts Payable System Menu (\*FINAP).

Enter the vendor code. Select Vendor or choose List to select one from the Entity Name/ID Search Form (FTIIDEN). The system defaults detailed information for each transaction including the Check #, Reported Amount, and withholding information. You may enter and/or update information in all fields on this form.

### 1099 Reporting ID - How to Update

Choose from two options in the options menu.

- Select Mass Update Reporting IDs to update the 1099 Reporting ID of each record in the Detail block to match the 1099 Reporting ID in the Key block.
- Select Update Reporting ID to update the 1099 Reporting ID of the record where the cursor resides to match the 1099 Reporting ID in the Key block.

Fields	Descriptions
Vendor	Code and name of the vendor. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).
	(button) List Entity Name/ID Search Form (FTIIDEN)
Year	Calendar year for 1099 reporting. Required.

Fields	Descriptions
Owner Vendor ID	<p>Code and name representing the owner vendor. The Owner Vendor ID number and name fields are query-only and are populated if the selected vendor is created as a <i>Doing Business As</i> (DBA) vendor on the Vendor Maintenance Form (FTMVEND). If you do not know the owner vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).</p> <p>(button)      List      Entity Name/ID Search Form (FTIIDEN)</p>
1099 Reporting ID	<p>Social security number or tax identification number for a 1099 vendor. Default value comes from the <b>Tax ID</b> field on the Vendor Maintenance Form (FTMVEND).</p> <p><b>Note:</b> If you <i>do not</i> change the default value, the system displays all transactions for the vendor in the Detail block, even if this is not the same vendor identified in the Key block.</p> <p>If you <i>do</i> change the default value, the system displays only transactions in which the <b>1099 Reporting ID</b> matches the <b>1099 Reporting ID</b> in the Key block.</p>
Document	Code representing the invoice that incurred the 1099 transaction.
Check Date	Date of the check for the 1099 transaction.
Check Number	Check number associated with the 1099 transaction.
Income Type	<p>Code representing the income type. If you do not know the income type, request a List to select from a list of IRS provided categories. This takes you to the Income Type Code List Window.</p> <p>(button)      List      Income Type Code List Window</p>
Bank	<p>Code representing the bank from which you issue checks. Default value is the bank code associated with the selected check number. If you do not know the bank code, request a List. This takes you to the Bank Code List Window.</p> <p>(lookup)      List      Bank Code List Window</p>
Bank Name	Name of the bank associated with the selected check number. Display only.

<b>Fields</b>	<b>Descriptions</b>
Reported Amount	Amount of the transaction for 1099 reporting purposes.
1099 Reporting ID	The 1099 Reporting IDs associated with each record or transaction. These values come from the 1099 Tax Detail Table (FAB1099). You can change these values.
Federal Withheld	Amount of federal withholding for this transaction.
State Withheld	Amount of state withholding for this transaction.
Federal Previously Paid	Sum total of federal withholding for all 1099 transactions using this vendor.
State Previously Paid	Sum total of state withholding for all 1099 transactions using this vendor.

### Totals Information Window

The Totals Information Window displays the totals for 1099 information by vendor and reporting year.

Select Save to commit this information to your account records.

<b>Fields</b>	<b>Descriptions</b>
Reported Amount	Amount of the transaction for 1099 reporting purposes.
Federal Withheld	Amount of federal withholding for this transaction.
State Withheld	Amount of state withholding for this transaction.
Federal Previously Paid	Sum total of federal withholding for all 1099 transactions using this vendor.
State Previously Paid	Sum total of state withholding for all 1099 transactions using this vendor.

# Accounts Payable Query Forms

This section provides you with examples and descriptions for each form within the Accounts Payable Query feature of the Accounts Payable module.

Forms in this section flow in the order that they appear on the Accounts Payable Query Menu (\*FINAPQRY).

Each form contains a description, instructions on how to use the form, and field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Recurring Payables Form (FAARUIV)

The Recurring Payables Form provides an online list of Recurring Payables documents. Use this form to establish or change dates for a recurring invoice. Access this form from the Invoice/Credit Memo Processing Menu (\*FININVS).

If you use this form to establish a recurring payable but do not define any parameters, the system ignores the invoice for checks in each check run.

### Establishing a Recurring Invoice

Establish a recurring invoice on the Invoice/Credit Memo Form (FAAINVE) by selecting the Recurring check box in the Document Indicators Window. Once you establish the recurring invoice, you must define the submission schedule and maximum submissions on FAARUIV. If you do not define the submission schedule, then the system will not process any checks until you enter and validate the required recurring data.

### Instructions

The form displays all recurring payables invoice documents currently on your system and the date parameters assigned to each. If necessary, you may scroll through this list.

Select Save to commit this recurring payable information to your Accounts Payable records.

Fields	Descriptions
Document Number	Code representing the invoice document for the recurring payable.

Fields	Descriptions												
Vendor	Code and name representing the vendor assigned to the invoice.												
Submission Days	<p>Number of days between submissions.</p> <p><b>Note:</b> Leave this field blank if you decide to specify a schedule from the <b>Submission Indicator</b> pull-down list.</p>												
Submission Indicator	<p>Pull-down list indicates the frequency of payment.</p> <table> <tr> <td><i>Monthly</i></td><td>Payment made every month.</td></tr> <tr> <td><i>Quarterly</i></td><td>Payment made every three months.</td></tr> <tr> <td><i>Yearly</i></td><td>Payment made every twelve months.</td></tr> <tr> <td><i>Semi-Annually</i></td><td>Payment made every six months.</td></tr> <tr> <td><i>Bi-Weekly</i></td><td>Payment made every two weeks.</td></tr> <tr> <td><i>Weekly</i></td><td>Payment made every week.</td></tr> </table> <p><b>Note:</b> Leave the indicator blank if you decide to enter a value in the <b>Submission Days</b> field.</p>	<i>Monthly</i>	Payment made every month.	<i>Quarterly</i>	Payment made every three months.	<i>Yearly</i>	Payment made every twelve months.	<i>Semi-Annually</i>	Payment made every six months.	<i>Bi-Weekly</i>	Payment made every two weeks.	<i>Weekly</i>	Payment made every week.
<i>Monthly</i>	Payment made every month.												
<i>Quarterly</i>	Payment made every three months.												
<i>Yearly</i>	Payment made every twelve months.												
<i>Semi-Annually</i>	Payment made every six months.												
<i>Bi-Weekly</i>	Payment made every two weeks.												
<i>Weekly</i>	Payment made every week.												
Next Submission Date	Date for the next submission of payment. System-calculated based on the Payment Due Date from the Invoice/Credit Memo Form (FAAINVE) and the submission schedule set by the <b>Submission Days</b> field or <b>Submission Indicator</b> pull-down list.												
Maximum Submissions	Maximum number of times this payment will occur.												
Submissions To Date	Reflects how many payments have been made to the listed vendor since this recurring payable began. This field is updated automatically after submission of each payment.												

## Vendor Detail History Form (FAIVNDH)

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The Vendor Detail History Form provides an online list of vendor invoice/credit memo/payment transactions for all vendors in the system including terminated vendors. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

Enter the vendor, or select Vendor to choose a vendor code from the Entity Name/ID Search Form (FTIIDEN). Select an invoice Selection option from the pull-down list. When you select Next Block, the system defaults all of the specified

invoice information. These fields are display only. You may not change any of this information.

**Note:** When invoice information is entered on the header, the commodity, and the accounting windows of the Invoice/Credit Memo Form (FAAINVE), and the status of the invoice is *Incomplete*, the invoice will display on FAIVNDH.

When invoice information is entered on the header and commodity windows, but not on the accounting window of the Invoice/Credit Memo Form (FAAINVE), and the invoice has a status of *Incomplete*, the invoice will not display on FAIVNDH.

## Key Block

Fields	Descriptions
Vendor	Code and name representing the vendor for which you wish to display transaction history. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).  (button)      List      Entity Name/ID Search Form (FTIIDEN)
Selection	Pull-down list identifies which invoices will be displayed  <i>All</i> Display all invoices associated with the specified vendor.  <i>Credit Memo</i> Display only the credit memo invoices associated with the specified vendor.  <i>Open</i> Display only those invoices that have not been paid to the specified vendor.  <i>Paid</i> Display only those invoices that have been paid to the specified vendor.
Fiscal Year	Fiscal year associated with the invoices to be displayed.
Invoice Date From	Beginning date of invoice range.
Invoice Date To	Ending date of invoice range. You can use the <b>Invoice Date From</b> and <b>Invoice Date To</b> fields to query invoices that have dates that fall between the two dates entered.

## Detail block

Fields	Descriptions
Vendor Invoice	Code representing the vendor invoice recorded on the invoice document. If you do not know the vendor invoice code, request a List. This takes you to the following forms: <div> <div>(button)</div> <div>List</div> <div>Invoice/Credit Memo Query Form (FAINVE)</div> </div> <div> <div>(button)</div> <div>Count Hits</div> <div>Commodities for Review Query Form (FOICOMM)</div> </div>
Invoice	Code representing the invoice document.
Indicators: Approval	Indicates whether the invoice document is approved. <div> <div>YYes</div> <div>The document has been approved.</div> </div> <div> <div>NNo</div> <div>The document has not been approved.</div> </div>
Indicators: VIC (Vendor Invoice Code)	Indicates whether there is a Vendor Invoice Code associated with this document.
Indicators: Credit Memo	Indicates whether the invoice document is a credit memo. <div> <div>YYes</div> <div>The document is a credit memo.</div> </div> <div> <div>NNo</div> <div>The document is not a credit memo.</div> </div>
Indicators: Open/Paid	Indicates whether the invoice has been paid. <div> <div>OOpen</div> <div>The invoice is unpaid.</div> </div> <div> <div>PPaid</div> <div>The invoice is paid.</div> </div>
Indicators: Cancel	Indicates whether the invoice document has been cancelled. <div> <div>YYes</div> <div>The document has been cancelled.</div> </div> <div> <div>NNo</div> <div>The document has <i>not</i> been cancelled.</div> </div>
Vendor Invoice Amt	Total invoice amount as calculated by the system.  <b>Note:</b> For each commodity record, the system multiplies the unit price entered (up to four decimal places) by the quantity and then rounds the result to two decimals for display in the form.

Fields	Descriptions
Due Date	Date payment is due or date the payment was made, depending on the status of the invoice.  <b>Note:</b> If a check number is displayed in the <b>Check Number</b> field, the invoice has been paid.
Check Date	Date the check was received.
Check Number	Number representing the check used to pay the invoice. If you do not know the check number, request a List. This takes you to the Check Payment History Form (FAICKH).  (button)      List      Check Payment History Form (FAICKH)
Total	Total amount of the invoices associated with this vendor for the specified fiscal year.

## Check Payment History Form (FAICKH)

The Check Payment History Form enables you to view summary information about check transactions. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

Enter a check number. Select **Check Number** or choose List to select one from the Check Number Validation Form (FTICKS). The **Bank** code defaults. Select Next Block. The existing data for the specified check displays.

Select Next Block to default the invoice document information. The form displays invoices for which you have written a check and displays the vendor invoice code if you entered it on the invoice. More than one document may be attached to a check. If necessary, you may scroll through this list of documents.

Fields	Descriptions
Check Number	Number of the check for which you wish to view payment history information. If you do not know the check number, request a List. This takes you to the Check Number Validation Form (FTICKS).  (button)      List      Check Number Validation Form (FTICKS)



Fields	Descriptions
Bank	Code representing the bank associated with the selected check. Default value comes from the <b>Check Number</b> . If you do not know the bank code, request a List. This takes you to the Bank Code List Window.  (button)                      List                      Bank Code List Window
Vendor	Code representing the vendor to whom the check was written. Displays after you select Next Block from the Key Information.
Check Vendor	Code and name of the check vendor if an override vendor was supplied for check payment. Displays after you select Next Block from the Key Information.
Check Date	Date the specified check was issued. Displays after you select Next Block from the Key Information.
Check Type	Indicates the type of check associated with the respective Check Number. Displays after you select Next Block from the Key Information.  <i>B</i> Batch Type. Create these checks through the Batch Check Print Form (FAABATC) and submit them in a delayed batch process.  <i>O</i> Online Type. Print online checks immediately through the Online Check Print Form (FAAONLC).  <i>M</i> Manual Type. Issue a handwritten check and record the check information through FAAONLC.  <i>T</i> Test Type. This indicates that the check is a test pattern check.  <i>V</i> Void
Cancel Date	Date the specified check was cancelled if the check was cancelled using FAACHKS. Displays after you select Next Block from the Key Information.
Check Amount	Amount paid to the vendor on the specified check. Displays after you select Next Block from the Key Information.
Document Number	Code representing the invoice document associated with the selected check.

Fields	Descriptions
Document Type	Identifies the type of invoice document.
	<i>Invoice</i> This document is an invoice.
	<i>Credit Memo</i> This document is a credit memo.
Vendor's Invoice Code	Code representing the vendor's invoice if it was recorded on the invoice document.
Net Amount	Net total for this invoice document.

### Check Number Validation Form (FTICHKS)

Select Count Hits if you wish to access the Check Payment History Form (FAICHHK) and obtain more information about a specific check.

The Check Number Validation Form provides an online display of check transaction activity. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

The fields on this form are display only. You may use Enter Query and Execute Query to query specific check data and related information.

You may query the following fields: **Check Number**, **Bank Code**, **Cancel Indicator**, **Check Date**, **Check Amount**, and **Check Type**.

Fields	Descriptions
Check Number	Pre-printed number of the check you wish to query.
Bank Code	Code representing the bank associated with the <b>Check Number</b> .
Payee Name	Name of the person or organization to whom the check was paid.
Cancel Indicator	Indicates whether or not the check has been cancelled.
	<i>Y</i> Yes The check has been cancelled.
	<i>N</i> No The check has not been cancelled.
Check Date	Date the check was issued.
Check Amount	Dollar amount of the check.

Fields	Descriptions
Check Type	Indicates the type of check associated with the respective Check Number. Displays after you select Next Block from the Key Information.
<i>B</i>	Batch Type. Create these checks through the Batch Check Print Form (FAABATC) and submit them in a delayed batch process.
<i>O</i>	Online Type. Print online checks immediately through the Online Check Print Form (FAAONLC).
<i>M</i>	Manual Type. Issue a handwritten check and record the check information through FAAONLC.
<i>T</i>	Test Type. This indicates that the check is a test pattern check.
<i>V</i>	Void

## Receiving/Matching Status Query Form (FAIIREC)

To redisplay the purchase order on each of the invoice commodity records, select Previous Record from the **Purchase Orders** field. If you select Previous Record from the **Packing Slips** or **Receiving Documents** fields, the system redisplay all packing slips for the displayed purchase order and its corresponding item. Whenever the system redisplay the value of the Packing Slips field due to a query or other action, the system also redisplay the value in the Receiving Documents field.

The Receiving/Matching Status Query Form displays invoices for which your installation awaits the receipt of goods. This form also displays the related purchase order and packing slip documents for the specified invoice. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

### Key Block

In the Key Block, enter a vendor code if you know it. You may select **Vendor** or choose List to select an existing vendor from the Entity Name/ID Search Form (FTIIDEN). If you enter the vendor number or accept the default, select Next Item to default the vendor name. Select Next Block to default the receiving data attached to that vendor.

Fields	Descriptions
Vendor	Code and name representing the vendor for whom you wish to display invoice/receiving data. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).
(button)	List Entity Name/ID Search Form (FTIIDEN)

### Invoice/Receiving Data Block

The Invoice/Receiving Data information displays those invoices that still await the receipt of goods. The form automatically changes to query mode when you move to the Invoice/Receiving Data information. You may refine the query by entering a **Payment Due date**, **Invoice Date**, and/or **Invoice** document. Enter the desired criteria in the appropriate field(s) and select Execute Query. The system displays only those invoices that match the specified criteria.

To access the Receiving Goods Query Form (FPIRCVD), select List from the **Receiving Documents** or **Packing Slips** fields.

Fields	Descriptions
Vendor	Code and description representing the vendor associated with the invoice/receiving data. Display only.
Payment Due Date	Date the vendor requires payment. Queryable.
Invoice Date	Date the invoice was created or goes into effect. Queryable.
Invoice	Code representing the invoice document. Queryable. If you do not know the invoice code, request a List. This takes you to the following forms:
(button)	List Invoice/Credit Memo Query Form (FAIINVE)
(button)	Count Hits Receiving/Matching Detail Query Form (FPIIREC)

**Note:** Select Next Record, Previous Record, or Next Set of Records from this field to query the invoices.

Fields	Descriptions
Invoice Amount	Total amount of the invoice. Display only.
Purchase Orders	Code representing the purchase order document referenced by this invoice. If you do not know the purchase order number, request a List. This takes you to the Purchase/Blanket/Change Order Query Form (FPIPURR).  (button)                      List                      Purchase/Blanket/Change Order Query Form (FPIPURR)  <b>Note:</b> Select Next Record from this field to display the purchase order number on each of the invoice commodity records.
Receiving Documents	Code representing the corresponding receiver documents associated with the purchase order item on each of the invoice commodity records. Select Next Record from this field to display the next receiver document/packing slip combination for the displayed purchase order. Previous Record displays the previous receiver document/packing slip for the displayed purchase order.
Packing Slips	Code representing the corresponding receiver documents associated with the purchase order item on each of the invoice commodity records. Select Next Record from this field to display all the packing slips for the displayed purchase order and the corresponding item.  <b>Note:</b> You cannot enter information in the <b>Packing Slips</b> field if it is blank.

## Receiving/Matching Detail Query Form (FPIIREC)

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Use the Receiving/Matching Detail Query Form (FPIIREC) to display detailed quantity and amount information for invoice commodity records which await the receipt of goods. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

This form displays all invoices awaiting receipt of goods. To refine the query, enter the **Invoice Number** or **Invoice Item**. Select Execute Query to begin the query. If necessary, you may scroll through the list of receiving commodities.

To access the Invoice/Credit Memo Query Form (FAIINVE), select Count Hits from the **Invoice Number** field. To access the Purchase/Blanket/Change Order Query Form (FPIPURR), select Count Hits from the **Purchase Order** field.

Fields	Descriptions
Invoice Number	Code representing the invoice. If you do not know the invoice number, request a List. This takes you to the Invoice/Credit Memo List Form (FAIINVL). Queryable.  (button)              List              Invoice/Credit Memo List Form (FAIINVL)
Invoice Item	Code representing the commodity on the invoice. Queryable.
Commodity Description	Description of the commodity. This field is scrollable.
Purchase Order	Code representing the purchase order referenced by this invoice. If you do not know the purchase order number, request a List. This takes you to the Purchase Order Validation Form (FPIPOHD). Queryable.  (button)              List              Purchase Order Validation Form (FPIPOHD)
Purchase Order Item	Line item number of the commodity as it appears on the purchase order. Queryable.
Approved Quantity	Quantity of the commodity approved for payment on this invoice.
Approved Unit Price	Unit price for the commodity that was approved on the invoice.
Purchase Order Quantity	Quantity of the commodity ordered on the purchase order.
Purchase Order Unit Price	Unit price for the commodity as entered on the purchase order.
Quantity Accepted	Quantity of the commodity accepted for payment.
Previously Invoiced	Quantity of the commodity that was invoiced on an earlier document.

## Document History Form (FOIDUCH)

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The Document History Form displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

To refresh the window and query a new document, select Redisplay.

Enter the Doc (Document) Type and select Next Item. Enter the document code. You may select the Doc Code button or choose List to select an existing code from the validation form that corresponds to the specified document type. If you enter *CHK* as the document type and select List, you can access the Check Number Validation Form (FTICHKS) from the **Doc Code** field. Select Next Block.

FOIDUCH displays windows with related document numbers for Requisitions, Bids, Purchase Orders, Change Orders, Fixed Asset Adjustments, Fixed Asset Origination Tags, Fixed Asset Permanent Tags, Issues, Invoices, Checks, Returns, and Receiving Documents. The system displays a window for all of the valid document types. Each purchasing and payable transaction that relates to the specified document number appears within the window of the appropriate document type. If necessary, you can use the scroll bar or select Next Record to scroll through the list of documents.

You can navigate through these windows by selecting Next and Previous Block or by clicking on the desired window. Once the cursor appears in a given window, select Document Inquiry or choose List to navigate to the detail validation form or the query form for that document.

In addition to the document number, the system indicates the status of each document. For instance, an *A* indicates that the document has an active status.

### Status Indicators Window

In addition to the document number, the system displays an indicator for each document which denotes its current status. The status code appears in the one-character column to the right of the document number in each window.

Select Status from the main window of FOIDUCH to access the Status Indicators Window. The Status Indicators Window provides a list of each status code indicator and its corresponding definition.

## Vendor List Form (FOIVEND)

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Use the Vendor List Form to display a list of vendor codes defined to the system. Use this form to select vendors to associate or process through purchasing and payable transactions. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

This is a query-only form. You may use **Enter Query** and **Execute Query** to query information for a specific vendor. All fields are queryable.

Fields	Descriptions
Vendor Number	Code representing a vendor.
Vendor Name	Corporation name or first and last name of the vendor.
Effective Date	Date the vendor record became effective.
Termination Date	Date the vendor record is not available for use. If blank, the vendor is available for indefinite use on your system.
Contact Name	Name or title of the primary contact for the vendor.

## Vendor History Query Form (FAIVHIS)

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Use the Vendor History Query Form to display and query invoice/credit memo history information for a selected vendor by fiscal year. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

Enter the vendor code. You may select **Vendor** or choose **List** to select a vendor code from the Entity Name/ID Search Form (FTIIDEN). When you select **Next Block**, the system defaults the following information for the selected vendor by fiscal year:

- Total number and amount of credit memos
- Total number and amount of open invoices
- Total number and amount of paid invoices

This form enables you to query the vendor history information. For example, you may only want to view historical information for a certain fiscal year, or you may want to view all years in which a certain vendor had more than a selected number of credit memos.

To perform a query, select **Enter Query**. You may enter values using the percent sign (%) as a wild card or the less than (<) or greater than (>) symbols in the **Number** and **Amount** fields. Execute the query to view the requested information.

Select **Credit Memos**, **Open Invoices**, or **Paid Invoices** (or select the corresponding menu options) to view the invoice numbers and amounts for the invoices/credit memos that make up the total number and amount displayed for each fiscal year shown on FAIVHIS.



Fields	Descriptions
Vendor	Code and name of the vendor for whom you wish to display historical information. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).  (button)      List      Entity Name/ID Search Form (FTIIDEN)
Fiscal Year	Fiscal Year Code. Identifies the fiscal year(s) for which vendor history records are displayed.
Credit Memos Number	Number of credit memos for the respective fiscal year.
Credit Memos Amount	Total dollar amount of credit memos for the respective fiscal year.
Open Invoices Number	Number of open invoices for the respective fiscal year.
Open Invoices Amount	Total dollar amount of open invoices for the respective fiscal year.
Paid Invoices Number	Number of paid invoices for the respective fiscal year.
Paid Invoices Amount	Total dollar amount of paid invoices for the respective fiscal year.

### Detail Query Window

The Detail Query Window displays when you select the menu option or select the button for Credit Memos, Open Invoices, or Paid Invoices.

The information displayed in this window represents credit memos, open invoices, or paid invoices for that fiscal year according to which option or button you chose. This window also enables you to query the invoices and amounts displayed. To perform a query, select Enter Query while the Detail Query Window is open. You may enter values using the percent sign (%) as a wild card or the less than (<) or greater than (>) symbols in the Invoice and Amount (unlabeled) fields. Execute the query to view the requested information.

Fields	Descriptions
Invoice	Code representing the invoice document associated with a credit memo, open invoice, or paid invoice. If you do not know the invoice code, request a List. This takes you to the Invoice/Credit Memo Query Form (FAINVE).  (button)      List      Invoice/Credit Memo Query Form (FAINVE)
Amount (unlabeled)	Total invoice amount as calculated by the system for each invoice document.
Appr Ind	Approval Indicator. Indicates whether the invoice document is approved.  YYes      The document has been approved. NNo      The document has not been approved.
Complete Ind	Complete Indicator. Indicates whether the invoice document has been completed.  YYes      The document has been completed. NNo      The document has not been completed.
Cancel Ind	Cancellation Indicator. Indicates whether the invoice document has been cancelled.  YYes      The document has been cancelled. NNo      The document has not been cancelled.

## Vendor Invoice Query Form (FAIVINV)

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Use this form to view detailed information about a vendor invoice—even when the invoice document number is not known. This form enables you to search by vendor invoice number, vendor invoice date, vendor invoice total, and invoice document number.

This form is designed to display invoice information for all payment types. When an invoice document is entered using Vendor Invoice Consolidation functionality, the Vendor Invoice Query Form will display each separate vendor invoice number that references the same invoice document number; all displayed commodity data will relate to the vendor invoice number. If the invoice document was *not* entered using the Vendor Invoice Consolidation functionality, the commodity detail will be related to the invoice document as a whole.

## Main Window

Fields	Descriptions
Vendor	Vendor ID and name of vendor.
Document Number	Invoice Document Number. If more than one vendor invoice number exists for a given invoice document number, the invoice document number will be displayed for each vendor invoice number entered on the document.
Vendor Invoice Number	Vendor invoice number recorded on the invoice document.
Vendor Invoice Date	Date on which the vendor invoice was created or became effective.
Vendor Invoice Total	Gross total of the vendor invoice.
Document Date	Date that the invoice document was created or became effective.  For invoice documents entered using the Vendor Invoice Consolidation functionality, this value comes from the Invoice Date field on the Invoice/Credit Memo Header window of the Invoice/Credit Memo Form (FAAINVE).
Document Total	Gross total of the invoice document.
PO or Encumbrance Number	Document number of the purchase order or encumbrance referenced on the invoice.
Open or Paid	Indicates the status of the invoice.  <i>O</i> The invoice is open.  <i>P</i> The invoice has been paid.
Hold	Indicates whether the invoice has been deferred.  <i>Y</i> The invoice has been deferred.  <i>N</i> The invoice has not been deferred.

**Note:** Use the Payment Control Form (FAAPAYC) to change the hold status of the invoice document.

<b>Fields</b>	<b>Descriptions</b>
Cancel	Indicates whether the invoice document has been cancelled. Y                      The invoice has been cancelled. N                      The invoice has not been cancelled.
Item	Document item number assigned to each commodity.
Commodity	Code representing the commodity.
Description	Name or description of the commodity.
U/M	Unit of measure associated with the commodity.
Quantity	Quantity of the commodity approved on this invoice. This field does not appear on the screen when the invoice is being paid against a standing purchase order.
Unit Price	Price per unit of the commodity approved on this invoice. This field does not appear on the screen when the invoice is being paid against a standing purchase order.
Amount	Dollar amount of the commodity approved on this invoice. This field appears on the screen only when the invoice is being paid against a standing purchase order.

### Vendor Invoice Commodity Detail Window

<b>Fields</b>	<b>Descriptions</b>
Item	Document item number assigned to each commodity.
Commodity	Code representing a commodity.
Desc	Name or description of the commodity.
U/M	Unit of measure associated with the commodity.
Quantity	Quantity of the commodity approved on this invoice.

Fields	Descriptions
Unit Price	Price per unit of the commodity approved on this invoice.
Amount	Dollar amount of the commodity approved on this invoice. This field appears on the screen only when the invoice is being paid against a standing purchase order.
Extended Amt	Extended Amount. Quantity times Unit Price. Banner calculates this value. It cannot be changed.  If the invoice is being paid against a standing purchase order, this field contains the value in the <b>Amount</b> field.
Discount Amt	Discount amount associated with this item.
Additional Amt	Additional amount associated with this item.
Tax Amt	Amount of tax imposed on this item.
Item Net Amt	Net total amount for this item.
Tol. Override	Tolerance Override indicator. Indicates whether an authorized user permitted differences in Unit Price and/or Quantity between the purchase order and the invoice document.  Y Differences between the purchase order and the invoice document are permitted.  (blank) Differences between the purchase order and the invoice document are not permitted.  <b>Note:</b> Use the User Profile Maintenance Form (FOMPROF) to designate authorized users.
Final Pay	Final Payment indicator. Indicates whether a final or a partial payment was made on the item.  F A final payment was made.  (blank) A partial payment was made.
Tax Group	Code associated with the sales/use tax group to which the item belongs.

## Multiple Vendor Invoice Query Form (FAQMINV)

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Use this form to view detailed information about vendor invoices that were created using Vendor Invoice Consolidation (VIC) functionality.

You cannot access this form from Direct Access. This form is available only through other forms in the Accounts Payable module.

**Note:** Use the Vendor's Invoice List Form (FAQVINV) to view detailed information about vendor invoices that were not created using Vendor Invoice Consolidation functionality. For additional information, see Chapter 15, "Invoice Processing."

### Main Window

Fields	Descriptions
Document#	Invoice document number.
Vendor Name	Name of the vendor assigned to the invoice document.
Invoice Date	Date on which the invoice was created or became effective.  This value comes from the Invoice Date field on the Invoice/Credit Memo Header window of the Invoice/Credit Memo Form (FAAINVE).
PO/Enc#	Document number of the purchase order or encumbrance referenced on the invoice.
Document Total	Net total of all vendor invoices entered on the invoice document.
Open/Paid	Indicates the status of the invoice.  <i>O</i> The invoice is open.  <i>P</i> The invoice has been paid.
Vendor Inv#	Vendor invoice number recorded on the invoice document by using Vendor Invoice Consolidation functionality.
Vendor Inv Date	Date on which the vendor invoice was created or became effective.

<b>Fields</b>	<b>Descriptions</b>
Vendor Inv Total	Gross total of the vendor invoice.
Item	Document item number assigned to a commodity.
Commodity	Code representing a commodity.
Description	Name or description of the commodity.
U/M	Unit of measure associated with the commodity.
Approved Quantity	Quantity of the commodity approved on this invoice.
Approved Unit Price	Price per unit of the commodity approved on this invoice.

### Multiple Vendor Invoice Commodity Detail Window

<b>Fields</b>	<b>Descriptions</b>
Item	Document item number assigned to the commodity.
Commodity	Code representing a commodity.
Description	Name or description of the commodity.
U/M	Unit of measure associated with the commodity.
Quantity	Quantity of the commodity approved on this invoice.
Unit Price	Price per unit of the commodity approved on this invoice.
Extended Amt	Extended Amount. Quantity times Unit Price.
Discount Amt	Discount amount associated with this item.
Additional Amt	Additional amount associated with this item.

Fields	Descriptions
Tax Amt	Amount of taxes imposed on this item.
Item Net Amt	Net total amount for this item.
Tol. Override	<p>Tolerance Override indicator. Indicates whether an authorized user permitted differences in Unit Price and/or Quantity between the purchase order and the invoice document.</p> <p><i>Y</i> Differences between the purchase order and the invoice document are permitted.</p> <p><i>(blank)</i> Differences between the purchase order and the invoice document are not permitted.</p> <p><b>Note:</b> Use the User Profile Maintenance Form (FOMPROF) to designate authorized users.</p>
Final Pay	<p>Final Payment indicator. Indicates whether a final or partial payment was made on the item.</p> <p><i>F</i> A final payment was made.</p> <p><i>(blank)</i> A partial payment was made.</p>
Tax Group	Code associated with the sales/use tax group to which the item belongs.

## Accounts Payable Commodity Query Forms

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This section provides you with examples and descriptions for each form within the Accounts Payable Commodity Query feature of the Accounts Payable module.

Forms in this section flow in the order that they appear on the Commodity Query Menu (\*FINCOMMQRY).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."



## Commodity Hierarchy Query Form (FTICOMH)

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The Commodity Hierarchy Query Form provides an online display of commodity hierarchy relationships. This form serves as a visual representation of predecessor commodity codes to help define associative commodity data. Access this form from the Commodity Query Menu (\*FINCOMMQR).

Enter the commodity code. You may select **Commodity** or choose List to select from a list of valid commodity codes. The system defaults the commodity description. Select Next Block to default the hierarchy information.

The system displays the **Predecessor Commodity** of the requested commodity code. The system also displays the hierarchical relationship of the commodity and related commodity codes.

This is a query-only form.

Fields	Descriptions
Commodity	Code representing the commodity for which you wish to display the hierarchical relationships. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM).
(lookup)	List Commodity Code Validation Form (FTVCOMM)
Description (unlabeled)	Description of the commodity.
Predecessor Commodity	Displays the commodity code immediately above the commodity entered in the Key Information in the commodity hierarchy.
Description (unlabeled)	Description of the Predecessor Commodity.
Commodity (unlabeled)	The unlabeled Commodity fields below the Predecessor Commodity field store up to seven levels of the Commodity Hierarchy from the most general commodity to the most specific commodity of the chosen commodity type.
Description (unlabeled)	The unlabeled description fields below the Predecessor Commodity description fields store up to seven commodity descriptions associated with the displayed commodity codes.

# Commodities for Review Query Form (FOICOMM)

The information on FOICOMM is valuable and frequently used throughout all aspects of the Banner Finance product.

The Commodities for Review Query Form (FOICOMM) is a query-only form that displays all the commodities for a specified procurement document. You can access this form unvalued from the menu or using Direct Access, or you can access it from multiple forms in Banner Finance. This is usually indicated by a Commodity Query button on that form. When you call this form from another form, select Exit to retrieve commodity information back to the original form.

The **Document Type** field is a required field. Select Next Item to go to the **Document Number** field and enter the desired document number if you know it, select the Search feature, or select List. Select Next Block.

The system populates the Vendor and Transaction Date fields and navigates you to the Commodity List Information. The Item, Commodity Description, Quantity, and Amount all default. Use the scroll bar to scroll through multiple commodities.

Fields	Descriptions	
Document Type	Type of document for which you wish to display commodities. Required.	
	<i>REQ</i>	Requisition
	<i>INV</i>	Invoice
	<i>ISS</i>	Issue
	<i>PO</i>	Purchase Order
Document Number	Code representing the document to be queried. If you do not know the document number, request a List. This takes you to the appropriate validation form depending on the value entered in the <b>Document Type</b> field. Required.	
	(button)	List  (if Doc Type = <i>INV</i> ): Invoice/ Credit Memo List Form (FAINVL) (if Doc Type = <i>ISS</i> ): Issue/ Return List Validation Form (FSIISU) (if Doc Type = <i>PO</i> ): Purchase Order Validation Form (FPIPOHD) (if Doc Type = <i>REQ</i> ): Requisition Validation Form (FPIRQST)

Fields	Descriptions
Change Sequence Number	If the selected document is a purchase order which has change orders associated with it, this field displays the change sequence identifier.
Vendor	Name of the vendor supplying the commodities or services. Display only.
Transaction Date	Transaction date of the selected document. Display only.
Item	Item Number. Line item number of the commodity as it appears on the document.
Commodity Description	Description of the commodity.  The <b>Commodity Description</b> field is displayed by the system from the FTVCOMM table. If the commodity code does not exist, the system will get the description from the FPRREQD, FPRPODT, or FARINVC tables
Quantity	Quantity of the commodity entered on the selected document.
Amount	Total cost amount of the commodity entered on the selected document.

## Commodities and Accounting for Review Query Form (FOICACT)

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The Commodities and Accounting for Review Query Form (FOICACT) is a query-only form which displays the accounting distribution (or FOAPAL information) for a given commodity for a document.

You can access this form unvalued from the menu or by using Direct Access, or you can access this form from multiple forms in Banner Finance. This is usually indicated by an Account Data (or similar terminology) button on that form.

The **Document Type** field is a required field. Select Next Item to go to the **Document Number** field and enter the desired document number if you know it, select the Search feature, or select List.

Select Next Block. The system defaults the Commodity List and Account Data List Information. This information is display only. Use the scroll bars to scroll through multiple commodities. The Account Data List information displays the accounting data for the commodity that appears in the Commodity List information.

**Note:** When you use Document Level Accounting, this form displays all the accounting distributions for the document.

## Key Block

Fields	Descriptions
Document Type	Type of document for which you wish to display commodities. Required.  <div><div><i>REQ</i></div><div>Requisition</div></div> <div><div><i>INV</i></div><div>Invoice</div></div> <div><div><i>ISS</i></div><div>Issue</div></div> <div><div><i>PO</i></div><div>Purchase Order</div></div>
Document Number	Code representing the document to be queried. If you do not know the document number, request a List. This takes you to the appropriate validation form depending on the value entered in the <b>Document Type</b> field. Required.  <div><div>(button)</div><div>List</div><div>(if Doc Type = <i>INV</i>): Invoice/ Credit Memo List Form (FAIINV) (if Doc Type = <i>ISS</i>): Issue/ Return List Validation Form (FSIISU) (if Doc Type = <i>PO</i>): Purchase Order Validation Form (FPIPOH) (if Doc Type = <i>REQ</i>): Requisition Validation Form (FPIRQST)</div></div>
Change Sequence	If the selected document is a purchase order which has change orders associated with it, this field displays the change sequence identifier.
Vendor	Name of the vendor supplying the commodities or services. Display only.
Transaction Date	Transaction date of the selected document. Display only.

## Commodity List Block

This block displays commodities based on the values entered in the Key Block. The fields in this block are display-only.

Fields	Descriptions
Item	Item Number. Line item number of the commodity as it appears on the document.
Commodity Description	Description of the commodity item(s) entered on the selected document.  The <b>Commodity Description</b> field is displayed by the system from the FTVCOMM table. If the commodity code does not exist, the system will get the description from the FPRREQD, FPRPODT, or FARINVC tables.
Quantity	Quantity of the commodity entered on the selected document.
Amount	Total cost amount of the commodity entered on the selected document.

## Account Data List

This block displays accounting information based on the values entered in the Key Block. The fields in this block are display-only.

Fields	Descriptions
Sequence	Sequential number assigned by the system to each accounting distribution. Display only.
COA	Code representing the Chart of Accounts responsible for payment of the invoice. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, and program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.
Fiscal Year	Fiscal Year Code. Set by the system using transaction date. Display only.

Fields	Descriptions
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.
Organization	Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Program	Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Activity	Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Location	Code representing the physical location or site where the specific activity will take place.
Project	Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Amount	Total cost amount of the document assigned to this accounting distribution.
Percent	Reflects the percentage of the accounting distribution amount to the commodity amount.

## Accounts Payable Validation Forms

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This section provides you with examples and descriptions for each form within the Accounts Payable Validation feature of the Accounts Payable module.

Forms in this section flow in the order that they appear on the Accounts Payable Validation Menu (\*FINAPVAL).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Discount Terms Validation Form (FTVDISC)

---

Use the Discount Terms Validation Form to view existing discount information defined to the system. If you wish to apply a discount to a transaction, you can use this form to view a list of established discounts, along with their codes, descriptions, and percentage amounts. Access this form from the Accounts Payable Validation Menu (\*FINAPVAL).

This is a query-only form. You may use Enter Query and Execute Query to query a specific discount code.

Fields	Descriptions
Discount Code	Code representing the discount terms established with the vendor.
Description	Description of the discount terms established with the vendor.
Month End	Indicates whether the discount is valid through the end of the month.
	YYes            The discount is valid through the end of the month.
	NNo            The discount is not valid through the end of the month. Default.
Days	Discount Days. Number of days within the discount term at which the discount may be taken.
Discount Percent	Percentage of the discount as established with the vendor.
Effective Date	Date the Discount Code became effective.
Termination Date	Date the Discount Code is no longer available for use.

## Tax Rate Code Validation Form (FTVTRAT)

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Use the Tax Rate Code Validation Form (FTVTRAT) to view existing tax rate information defined to the system. Access this form from the Accounts Payable Validation Menu (\*FINAPVAL).

When you need to enter tax data for a transaction, you can use this form to view a list of established tax rate codes along with their descriptions and rate amounts.

This is a query-only form. You may use Enter Query and Execute Query to query a specific tax rate code.

Fields	Descriptions
Tax Rate Code	Code representing the tax rate. Use tax rate codes to establish sales/use tax groups which calculate the appropriate tax to process purchasing and payables documents.
Description	Description of the tax rate.
Tax Rate	Sales or use tax withholding rate. Expressed as a percent.
Effective Date	Date the Tax Rate Code became effective.
Termination Date	Date the Tax Rate Code is no longer available for use.

## Sales/Use Tax Group Validation Form (FTVTGRP)

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Use the Sales/Use Tax Group Validation Form to view existing tax group information defined to the system. Access this form from the Accounts Payable Validation Menu (\*FINAPVAL).

If you wish to attach a tax group to a transaction, you can use this form to view a list of established groups along with their codes, descriptions, and rate amounts.

The fields on this form are display only. You may use Enter Query and Execute Query to query a specific tax group code.

Fields	Descriptions
COA	Code representing the Chart of Accounts valid for this tax group. The chart of accounts is the aggregation of FOAPAL elements (fund, organization, account, program, activity, & program) in Banner which are developed to uniquely reflect the organization's structure and to enable financial reporting. All FOAPAL elements in Banner must be linked to a specific Chart of Accounts.



Fields	Descriptions
Tax Group Code	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Description	Description of the tax group.
Tax Rate	Sales or use tax withholding rate. Expressed as a percent.
Effective Date	Date the Tax Group Code became effective.
Termination Date	Date the Tax Group Code is no longer available for use.

## Purchase Card Processing Forms

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This section provides you with descriptions for each form within the Purchase Card Processing feature of the Accounts Payable module.

Forms in this section appear in the order that they are listed on the Purchase Card Processing Menu (\*FINPCARD).

For additional information about how to use these forms, refer to Chapter 2, "Processing."

## Purchase Card Maintenance Form (FTMCARD)

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This form stores and associates the cardholder for each card issued, default FOAPAL information, an account manager (person to be notified), and other key information. Most of this form's stored data is informational only.

### Things to Remember about FTMCARD

- Both the account manager and the business manager must be pre-defined on the User Profile Maintenance Form (FOMPROF) but do not need the override box checked.
- Cardholder ID and Sponsor ID must be pre-defined in the SPRIDEN table.
- The use of Fund/Orgn security is not enforced on this maintenance form for setup.
- Standard defaulting logic applies for all FOAPAL elements.

## Key block

In this block, enter the User ID and account number for the account you want to review/ establish/maintain. Select Next Block.

Fields	Descriptions
Cardholder ID	Number and name associated with this account. Required field.
Card Account Number	Credit card number. Required field.

## Detail Block

This block contains detailed information about the cardholder account you entered in the Key Block.

Fields	Descriptions
Status	Status of card. Check the LOV for allowable values. Required field.
Start Date	Month and year of card's effective date. Required field.
Expiration Date	Month and year of card's expiration date. Required field.
Card Type	Abbreviation for card. Check the LOV for allowable values. Required field.
Mother Maiden Name	Cardholder's mother's maiden name. Required field.
Account Manager	User ID and name of account manager. Required field.
Business Manager	User ID and name of business manager.
Sponsored Card	Check box that indicates if this account is sponsored.

Fields	Descriptions
Multiple Cards	Check box that indicates if multiple cards exist for this cardholder.
Sponsor ID	User ID and name of sponsor, if applicable. Required field if <b>Sponsored Card</b> check box is selected.
Card Descriptor	Text description for this account. Required field if <b>Multiple Cards</b> check box is selected.
COAS	Code representing the chart of accounts. Required field.
Index	Code representing a pre-determined combination of FOAPAL elements associated with this account.
Fund	Fund code associated with this account. Required field.
Organization	Organization code associated with this account.
Account	Account code associated with this account. Required field.
Program	Program code associated with this account.
Activity	Activity code associated with this account.
Location	Location code associated with this account.
Project	Code representing the specific project for which purchases can be made.
Bank	Bank code.
Responsible Organization	Code for the organization ultimately responsible for payments on this account.
Merchant Category Code	Merchant Category Code
Single Purchase Limit	Dollar amount limit for a single purchase.
Spending Limit	Maximum dollar amount that can be charged to this account.

Fields	Descriptions
Allowable Transactions: Daily	Number of transactions permitted for this account per day.
Allowable Transactions: Monthly	Number of transactions for this account permitted per month.
Lag Days	Number of days allowed for review of this transaction. Defaults from FTVSDAT but may be overridden. Used in the calculation of the Feed Date for FAAINVT. Required field.

### Payment Cutoff Schedule Maintenance Form (FTMPCSH)

---

PCard payment cutoff schedule information is managed on this form using the FTVPCSH table. The key to this form is the credit card company defined on the System Data Maintenance Form (FTMSDAT), and the calendar year. Payment cutoff schedule information for credit card companies is entered using date per month. The system uses this information with the PCard Interface Process (FAPCARD) to calculate the payment due date on the invoice (that is, the cutoff date plus the cycle days defined on SDAT).

A copy function is provided in the form's Key Block to duplicate an existing payment schedule from a prior year or credit card company to a new year or credit card company. The system calculates the difference in the year being copied *from* into the year being copied *to* and adds the appropriate year to the Start Date, End Date, and Payment Cut-off date.

This form is modeled after the Fiscal Year Maintenance Form (FTMFSYR) and permits different payment schedule cutoff dates per year for American Express. This format is based on a calendar year, not a fiscal year, which allows for any changes in cutoff dates during the year(s).

This should be a highly secured form using normal Oracle role security.

#### Key block

In this block, enter the name of the credit card company and the year for which you want to review or maintain the schedule.

<b>Fields</b>	<b>Descriptions</b>
Card Type	Abbreviation for card. Check the LOV for allowable values. Required field.
Year	Calendar year. Required field.

### Detail Block

This block identifies cut-off dates and due dates for payments to be made to the credit card company you identified in the Key Block.

<b>Fields</b>	<b>Descriptions</b>
Period	Period of the calendar year for which payment is made.
Start Date	Start date of this period.
End Date	End date of this period.
Payment Cutoff Date	Statement cutoff date.
Due Date	Invoice payment due date calculated from the payment cutoff date and the cycle days on SDAT.

## Purchase Card Transaction Maintenance Form (FAAINVT)

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This form's security should be managed via normal Oracle role security. Two levels of control are provided using this form, one for account or business managers, and the other for specially designated users.

### Account/Business Managers

Account/business managers can perform all of the following functions

- Correct transactions missing FOAPAL elements.
- Change the feed date.

- Split account distributions.
- Determine vendor status.
- Use quick navigation to FTMVEND to create a vendor.

**Note:** Any user can view any PCard Transaction through normal role security. However, only the account/business manager can make changes, such as to correct FOAPALs or redistribute FOAPALs, for those PCard Transactions that belong to them. Additional security is added to provide specially designated users (FOMPROF override check box) the ability to change anything on the PCard Transaction that can be changed.

Specially Designated Users

Specially designated users, with an override capability assigned on the User Profile Maintenance Form (FOMPROF), can perform all the functions of account or business managers.

Document Information Window - Key Block

In this block, you can enter cardholder name and other information for the cardholder whose information you would like to review. Select Next Block to review additional information about this cardholder’s account. To review all transactions for the type specified, leave these fields null.

Fields	Descriptions
Cardholder ID	Identification number and name for the cardholder.
Responsible Organization	Code for the responsible organization.
Account Manager ID	Account Manager ID.
Business Manager ID	Business Manager ID.
Type	Type of transactions. From the pull-down list, choose one of the following: <i>Fed Transactions</i> , <i>Not Fed Transactions</i> , <i>All Transactions</i> .

## Document Information Window - Cardholder Information Block

This block repeats the information from the Key Block, and provides additional information about the cardholder's account number and card type. More than one cardholder may be reviewed, depending on the selection criteria in the Key Block. To review transaction information, select Next Block.

Fields	Descriptions
Cardholder ID	Number and name associated with this account.
Card Account Number	Credit card number.
Start Date	Month and year of card's effective date.
Expiration Date	Month and year of card's expiration date.
Card Type	Abbreviation for card, for example, <i>MC</i> represents Master Card.
Card Status Code	Status of card from FTMCARD.
Card Description	Description from FTMCARD.
Account Manager ID	Account Manager ID code.
Business Manager ID	Business Manager ID code.
Responsible Organization	Code for the organization responsible for the purchase of commodities or services.

## Document Information Window - Transaction Information Block

This block contains specific information relevant to the transaction and vendor from whom the cardholder purchased commodities.

Fields	Descriptions
Vendor	Code and name for a vendor
One Time	Check box that indicates this vendor will not be paid on a recurring basis.
Check Vendor	Alternative payee to the vendor.
Credit Memo	Check box that indicates this is a credit to be applied to the cardholder's account, for example, credit from the vendor for a returned item.
Address Type	Two-character code identifying the type of address.
Sequence	Sequence number for this address.
Street Line 1 Street Line 2 Street Line 3	Street address for this vendor.
City	City for this vendor's address.
State or Province	State or province for this vendor's address.
ZIP or Postal Code	ZIP or postal code for this vendor's address.
Nation	Nation for this vendor's address.
Reference Number	Transaction reference number from the bank file.
SIC	Standard Industry Code from the bank file.
Document	Invoice number assigned by FAPINVT.
Bank Post Date	Date that transaction was posted by the bank.
Feed Date	Date on or after which the transaction will be processed by FAPINVT as specified by the parameter in that process.



<b>Fields</b>	<b>Descriptions</b>
Payment Due Date	Invoice payment due date. Feed date may not follow this date.
Invoice Date	Date the purchase was made. This information comes from the bank file.
Transaction Amount	Purchase transaction amount.

### Accounting Information Window - Key Block

This window displays relevant information for the cardholder, including the default FOAPAL elements that apply to the specified transaction amount. Select Next Block to review or change the accounting associated with this transaction.

<b>Fields</b>	<b>Descriptions</b>
Cardholder ID	Number and name associated with this account.
Card Account Number	Credit card number.
Vendor	Code and name for a vendor
Transaction Amount	Amount of purchase transaction.
COA	Code representing the chart of accounts. The default value comes from FTMCARD.
Index	Code representing a pre-determined combination of FOAPAL elements associated with the transaction. The default value comes from FTMCARD.
Fund	Fund code associated with the transaction. The default value comes from FTMCARD.
Orgn	Organization code associated with the transaction. The default value comes from FTMCARD.

<b>Fields</b>	<b>Descriptions</b>
Acct	Account code associated with the transaction. The default value comes from FTMCARD.
Prog	Program code associated with the transaction. The default value comes from FTMCARD.
Actv	Activity code associated with the transaction. The default value comes from FTMCARD.
Locn	Location code where the specific activity took place associated with the displayed invoices. The default value comes from FTMCARD.
Proj	Code representing the specific project for which the purchase was made. The default value comes from FTMCARD.
Bank	Bank code associated with the transaction. The default value comes from FTMCARD.

### Accounting Information Window - Transaction Information Block

This block displays the default accounting string for the cardholder identified in the Key Block. Designated users or account/business managers identified on FTMCARD can make changes to the FOAPAL elements displayed here.

<b>Fields</b>	<b>Descriptions</b>
Sequence	Sequence number for the invoice.
COA	Code for the specified chart of accounts.
Index	Code representing a pre-determined combination of FOAPAL elements associated with the invoice.
Fund	Fund code associated with the invoice.
Orgn	Organization code associated with the invoice.
Acct	Account code associated with the invoice.

<b>Fields</b>	<b>Descriptions</b>
Prog	Program code associated with the invoice.
Actv	Activity code associated with the invoice.
Locn	Location code associated with the invoice.
Proj	Code representing the specific project associated with the invoice.
Bank	Bank code associated with the invoice
Percent	Check box that indicates that this invoice represents a percentage of the total transaction amount listed in the Key Block.
Amount or Percent	Dollar amount or percentage associated with this invoice.

### Merchant Category Code Validation Form (FTVMCAT)

This form is used to establish valid merchant category codes and their descriptions. To access the values from this form, request an LOV in the Merchant Category field on the Purchase Card Maintenance Form (FTMCARD).

<b>Fields</b>	<b>Descriptions</b>
Merchant Category Code	User-defined code.
Description	Description of the merchant category code.
Activity Date	Last activity date for this code.

### Purchase Card Query Form (FAICARD)

This form displays much of the same information maintained through the Purchase Card Maintenance form (FTMCARD) but, for security purposes, excludes the Mother's Maiden Name field. It also includes transaction history information about the card.

**Note:** Field name labels that appear in parentheses in the following table do not display on the form.

Fields	Descriptions
Cardholder ID	Cardholder ID and name
Card Account Number	Card account number
Card Type	Card type (for example, <i>MC</i> , <i>Visa</i> )
Status	Card status: <i>A</i> (Active); <i>I</i> (Inactive); <i>E</i> (Expired); <i>L</i> (Lost); <i>S</i> (Stolen); <i>T</i> (Terminated)
Start Date	Card start date
Expiration Date	Card expiration date
Account Manager	Account manager ID and name.
Business Manager	Business manager ID and name.
Sponsored Card	If selected, card is sponsored.
Multiple Cards	If selected, multiple cards exist for this user ID.
Sponsor ID	ID and name of card sponsor.
Card Descriptor	Used primarily when cardholder ID has more than one card
COA	Default value for Chart of Accounts (COA) code used in generating payments for card transactions.
Index	Default value for Account Index Code used in generating payments for card transactions.
Fund	Default value for Fund Code used in generating payments for card transactions.

<b>Fields</b>	<b>Descriptions</b>
Organization	Default value for Organization Code used in generating payments for card transactions.
Account	Default value for Account Code used in generating payments for card transactions.
Program	Default value for Program Code used in generating payments for card transactions.
Activity	Default value for Activity Code used in generating payments for card transactions.
Location	Default value for Location Code used in generating payments for card transactions.
Project	Default value for Project Code used in generating payments for card transactions.
Bank	Bank associated with the purchase card.
Responsible Organization	Organization ultimately responsible for payment of expenses charged to this card.
Merchant Category	Merchant Category Code
Spending Limit	Maximum dollar amount permitted for this card.
Single Purchase Limit	Maximum single purchase dollar amount for this card.
Allowable Transactions Daily	Maximum number of transactions allowed on this card per day. Field will accept a value up to 9999.
Allowable Transactions Monthly	Maximum number of transactions allowed on this card per month. Field will accept a value up to 99999.
Lag Days	Number of days in which card transaction is available for review and/or edit in FAAINVT.

Fields	Descriptions
Cumulative Spending	Total dollar figure for card transactions. Display-only field.
Number of Transactions	Number of transactions waiting to be fed. Display-only field.
Total Amount	Total dollar amount of transactions waiting to be fed.

### Transaction History

**Note:** Field name labels that appear in parentheses in the following table do not display on the form.

Fields	Descriptions
Cardholder ID	Cardholder ID and name specified in Cardholder Information window. Display-only field.
Card Account Number	Card account number specified in Cardholder Information window. Display-only field.
Transaction Displayed	Total of transactions displayed. Display-only field.
Transaction Details - Invoice Document Number	Invoice number. Display-only field.
Invoice Date	Date of purchase. Display-only field.
Vendor Name	Display-only field
Original Transaction Amount	Display-only field
Feed (Indicator)	Display-only field. Allowable values include: <i>F</i> - Fed to Invoice for payment; <i>N</i> - Not yet fed to invoice for payment.

## List of Accounts Payable Reports and Processes

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You can obtain information on the Accounts Payable module from the following reports and processes. For additional information, refer to Chapter 25, “Reports and Processes.”

FAB1099	1099 Forms Report— Creates 1099 forms for selected vendors to be reported to the IRS.
FABCHKA	Batch Check Accounting Process — Takes all check information and creates accounting data which will be posted in the next posting run.
FABCHKD	Disbursement Check Report — Lists checks written to disbursing agents.
FABCHKP	Check Print Process — Shows the output of a standard check.
FABCHKR	Batch Check Register Process — Produces hard copy output generated after the execution of the Batch Check Print processing (FABCHKP) and before execution of the Batch Check Accounting Process (FABCHKA). The Batch Check Register Report contains a listing of only those check numbers printed from the FABCHKP process.
FABCHKS	Batch Check Process — Selects the checks and information pertaining to the current check job.
FABMATC	Receiving Matching Process — Matches invoice information to receiving information.
FAM1099	1099 Tape Summary Audit Report — Builds the magnetic 1099 tape file and a summary audit report.
FAPCARD	Purchase Card Transactions Process —Processes PCard data, generates a liability journal voucher, populates the PCard invoice tables, and notifies the account manager identified on the Purchase Card Maintenance Form (FTMCARD).
FAPINVT	Invoice Feed Process—Moves transactions from the PCard Transaction Interface tables into the invoice tables.
FARAAGE	Bank Reconciliation-Activity Aging Report — Aging report of bank reconciling items.
FARBBAL	Bank Reconciliation Balance Report — Presents a hard copy of the bank reconciliation.

FARBREC	Bank Reconciliation Report — Presents a hard copy report of bank reconciling items.
FARCHKR	Check Register Report — Lists checks by check number and date.
FARCSHR	Cash Requirements Report — Displays the predicted cash requirements for your banks based on accounts payable data.
FARIAGE	Invoice Aging Report — Displays unpaid invoices in date sequence. Invoice totals appear in 30-day periods.
FARINVS	Invoice Selection Report — Displays checks to be printed on next check run.
FARIREC	Invoices Awaiting Receiver Report — Lists invoice, commodity, and receiver information for invoices awaiting the final receiving/matching process.
FARVALP	Vendor Alphabetical Listing Report — Lists vendors in alphabetical order.
FARVHST	Vendor History Report — Displays payment activity for a particular vendor.
FARVNUM	Vendor Numerical Listing Report — Lists vendors in numerical order.
FARWHLD	1099 Reporting/Withholding Status Report — Indicates the Federal and state government withholding tax and reporting data by vendor for purchases which are subject to the IRS 1099 reporting requirements.
FARWHLY	1099 Reporting/Withholding Audit Report — Indicates the Federal and state government withholding tax and reporting data by vendor, for purchases which are subject to the IRS 1099 reporting requirements. You can use this report to verify the accuracy of distributions made to each vendor with income type.
FAT1099	1099 Forms Test Patterns — Prints out test patterns for 1099 forms.



# Invoice Processing

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## Introduction

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This chapter contains the information you need to process vendor invoices through the Accounts Payable module.

The forms described in this chapter enable you to process invoicing data online after you receive vendor invoices. If a receipt references a purchase order number, the system retrieves the purchase order information and compares the ordered amount to the vendor's invoice amount. As invoices are processed, the system liquidates associated encumbrances automatically.

You may process total or partial payments against an encumbrance. You may also process credit memos and recurring payables using the forms in this chapter.

You can view invoice documents online. You can hold invoices for payment or cancel them on demand. At each interval in the process, the system automatically creates operating and general ledger entries.

## Menu Navigation Table

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

### Invoice/Credit Memo Processing Menu (\*FININVS)

Access this menu from the Accounts Payable Menu (\*FINAP).

FAAINVE	<p>“Invoice/Credit Memo Form (FAAINVE)” on page 15-5</p> <p>Enables you to create invoice documents. This form accommodates Direct invoice transactions (invoices that do not involve a purchase order), Regular invoice transactions (invoices that involve a purchase order), and General Encumbrance invoice transactions (invoices that liquidate a General Accounting Encumbrance).</p>
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**Note:** Since you can access the Vendor Invoice Consolidation Form (FACICON) from FAAINVE, information about this form is also included here.

Documentation for the following form is also included in this chapter:

“Invoice/Credit Memo List Form (FAINVL)” on page 15-75

FAAINVD	<p>“Invoice/Credit Memo Cancel Form (FAAINVD)” on page 15-77</p> <p>Enables you to cancel an invoice that you have completed, approved, and posted.</p>
FAIOINF	<p>“Open Invoices by FOAPAL Form (FAIOINF)” on page 15-79</p> <p>Provides an online display of open invoices by any combination of chart of accounts, index, fund, organization, account, program, activity, and location (FOAPAL). This form only displays those invoices that meet the specified FOAPAL criteria.</p>
FAAPAYC	<p>“Payment Control Form (FAAPAYC)” on page 15-82</p> <p>Enables you to modify payment due dates and assign or remove holds on completed invoice documents.</p>
FAARUIV	<p>“Recurring Payables Form (FAARUIV)” on page 15-84</p> <p>Provides an online list of Recurring Payables documents. Use this form to establish or change dates for a recurring invoice.</p>

## Invoice Processing Forms

This section provides examples and descriptions for each form within the Invoice Processing feature of the Accounts Payable module.

Forms in this section flow in the order that they appear on the Invoice Processing Menu (\*FININVS).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Invoice/Credit Memo Form (FAAINVE)

The Invoice/Credit Memo Form is the basis for all Accounts Payable payment processing activities. It accommodates Direct invoice transactions (invoices that do not involve a purchase order), Regular invoice transactions (invoices that involve a purchase order), and General Encumbrance invoice transactions (invoices that liquidate a General Accounting Encumbrance). Access this form from the Invoice/Credit Memo Processing Menu (\*FININVS).

When you create an invoice from a purchase order, you must maintain the method of accounting on the invoice that was used on the purchase order. However, you can use this form to reallocate accounting amounts based on the percentage distributions from the purchase order.

Use the header of this form to assign a document number and a vendor for the invoice. You can also view and modify existing incomplete invoices by entering an existing invoice document number.

### Specifying an Invoice Type and Choosing a Vendor

To create an invoice, specify the type of invoice you wish to use. Select an option from the Invoice Type pull-down list (unlabelled). You may select from Direct Pay, Regular, or General Encumbrance.

#### *Direct Pay*

Use a direct pay invoice type when you do not reference a purchase order. Direct Pay is the default invoice type.

Fields	Descriptions
Document	<p>Code representing the invoice.</p> <p>To create a new invoice, enter the invoice number or enter <i>NEXT</i> to have the system generate one. Required.</p> <p>To look up an existing invoice, enter the invoice number. If you do not know the invoice number, request a List. This takes you to the Invoice/Credit Memo List.</p> <p>(button)      List      Invoice/Credit Memo List Form (FAIINVL)</p>

Fields	Descriptions
Multiple	<p>Check box indicates if you want to use the Vendor Invoice Consolidation functionality, which enables you to assign more than one vendor invoice to this document.</p> <p><i>Selected</i> Assign more than one vendor invoice to this document.</p> <p><i>Cleared</i> Assign only one vendor invoice to this document. (Default)</p> <p><b>Note:</b> Refer to Chapter 2, "Processing," for more information on using one-time vendors.</p>
Invoice Type (untitled)	<p>Determines which type of invoice document will be created. Required.</p> <p><i>Direct Pay</i> Use a direct pay invoice type when you do not reference a purchase order. (Default)</p> <p><i>Regular</i> Use a regular invoice type when you reference a purchase order previously created on the Purchase Order Form (FPAPURR).</p> <p><i>General Encumbrance</i></p> <p>Use a general encumbrance invoice type when you reference a General Accounting Encumbrance previously created using the Encumbrance/Reservations Maintenance Form (FGAENCB).</p>
Vendor	<p>Code and name of the vendor supplying the commodities or services. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search form (FTIIDEN) if you want to retrieve an existing vendor, or the Vendor Maintenance Form (FTMVEND) if you want to create a new vendor record.</p> <p>(button) List Entity Name/ID Search (FTIIDEN)</p> <p>(button) List Vendor Maintenance Form (FTMVEND)</p> <p><b>Note:</b> To enter a one-time Vendor, leave the <b>Vendor (number)</b> field blank, and enter the Vendor's name in the <b>Vendor Description</b> field (untitled). For more information about processing one-time Vendors please see Chapter 2, "Processing."</p>

**Purchase Order** Code representing the purchase order associated with this invoice. Required. If you do not know the purchase order number, request a List. This takes you to the Purchase Order Validation Form (FPIPOHD). Required when *Regular* is selected as the invoice type.

(button)      List      Purchase Order Validation Form (FPIPOHD)

**Note:** This field appears only when *Regular* is selected from the Invoice Type pull-down list and regardless of the selection status of the **Multiple** check box.

Current functionality only allows processing of payments against Standing Order Purchase Orders with the **Multiple** check box cleared.

If the **Multiple** check box is selected, Regular invoice type is selected, and the Purchase Order number entered is a Standing Order, the check box will automatically be reset to cleared.

**Select PO Items** Indicates whether the user wants to select individual items from the purchase order to be invoiced.

*Y*Yes      Enter *Y* and select Next Block to access the Invoice/Credit Memo PO Selection Form (FAQINVP) to select items from the purchase order for invoicing.

*Blank*      Invoice all open items.

If the transaction is a Credit Memo and you do not wish to Invoice All items, leave the **Select POs** and **Invoice All** fields blank. Instead, proceed with the remainder of the Key Information and Header windows. Purchase Order items may then be selected in the Commodity Information/Regular window by entering a *Y* in the **Select POs** field and selecting Next Item.

**Note:** This field appears only when *Regular* is selected from the Invoice Type pull-down list and the **Multiple** check box is cleared.

Invoice All                      Indicates whether the user wants to invoice all open items from the referenced purchase order.

Y Yes                      Invoice all open items on the referenced purchase order.

Blank

**Note:** This field appears only when *Regular* is selected as the invoice type.

Encumbrance                      Code representing the General Accounting Encumbrance document referenced on this invoice. If you do not know the encumbrance number, request a List. This takes you to the Encumbrance List Form (FGIENCB).

List                      Encumbrance List Form (FGIENCB)

**Note:** This field appears only when *General Encumbrance* is selected from the Invoice Type pull-down list. Current functionality only allows processing for General Encumbrance payments with the **Multiple** check box cleared. If the **Multiple** check box is selected and General Encumbrance invoice type is selected, the check box will automatically be reset to cleared.

**Note:** Several of the windows you will access from this point will differ slightly based on the type of invoice specified.

Select Next Block to access the Invoice/Credit Memo Header Window.

If the transaction is a Credit Memo and you do not wish to Invoice All items, leave the **Select POs** and **Invoice All** fields blank in the Key Information. Instead, proceed with the remainder of the Key Information and Header windows. Purchase Order items may then be selected in the Commodity Information — Regular Window by entering a Y in the **Select POs** field and selecting Next Item.

Invoice/Credit Memo Header Window

Use the Invoice/Credit Memo Header Window of the Invoice/Credit Memo Form (FAAINVE) to enter date, discount, and text information for the invoice.

To access the Commodity Information Window, select Next Block.

Fields	Descriptions
Invoice Date	Date the invoice was created or goes into effect. Default value is the system date but may be overwritten. The invoice date may be back dated or future dated, but must be equal to or prior to the transaction date.



Fields	Descriptions
Transaction Date	Date the transaction will be recorded to the ledgers. Default value is the system date but may be overwritten.
Document Accounting	<p>Check box indicates whether the user wants to use document level accounting.</p> <p><i>Selected</i>            Use document level accounting. (Default for <i>Direct Pay</i> invoice types)</p> <p><i>Cleared</i>            Use commodity level accounting. (Default for <i>General Encumbrance</i> invoice types)</p> <p>Default value for <i>Regular</i> invoice types comes from the setting as entered on the Purchase Order for Regular invoice types.</p> <p><b>Note:</b> Once the accounting level has been set and accounting distribution(s) have been created, you cannot change accounting level.</p>
Check Vendor	<p>Code and name of the check vendor. If you do not know the check vendor code, request a List. This takes you to the Vendor List Form (FOIVEND).</p> <p>A check vendor is used if</p> <ul style="list-style-type: none"> <li>the primary vendor requires that checks be written to a third party</li> <li>a check vendor was entered to override the vendor supplied at the header level for check payment.</li> </ul> <p><b>Note:</b> The address information for the Vendor entered in the <b>Check Vendor</b> field populates the Address fields in this window.</p>
Address Code	<p>Code representing the vendor address type. If you do not know the address code, request a List. This takes you to the Address Type Validation Window.</p> <p>(button)            List            Address Type Validation Window.</p>

Fields	Descriptions
Sequence Number	<p>Sequence number used in combination with the Address Code value to represent the selected address for the vendor (or check vendor) for this invoice. This value comes from the Accounts Payable default address entered on the Vendor Maintenance Form (FTMVEND).</p> <p>If no Accounts Payable default address exists but a Purchase Order default address exists on FTMVEND, the form will use the Purchase Order default value. The default value may be overwritten.</p> <p>If neither a Accounts Payable nor a Purchase Order default address exists, the field will not be populated and you will be required to enter a valid address sequence. If you do not know the sequence number, request a List. This takes you to the Address Information Query Form (FOQADDR).</p> <p>(button)              List              Address Information Query Form (FOQADDR)</p>
Address Line 1	<p>First line of the street address of the vendor (or check vendor). The address information for the vendor you supply in the <b>Vendor</b> field populates the Address fields in this window.</p> <p><b>Note:</b> This is a display-only field unless entering a one-time Vendor.</p>
Address Line 2	Second line of the street address of the vendor.
Address Line 3	Third line of the street address of the vendor.
City	City of the vendor. This is a display only field unless entering a one-time vendor.
State or Province	<p>Code representing the state or province of the vendor. If you do not know the state or province code, request a List. This takes you to the State/Province Code Validation Window. This is a display only field unless entering a one-time Vendor.</p> <p>(button)              List              State/Province Code Validation Window</p> <p><b>Note:</b> The search feature is enabled only if the invoice uses a one-time vendor.</p>

Fields	Descriptions
ZIP or Postal Code	<p>ZIP or postal code of the vendor. If you do not know the ZIP or postal code, request a List. This takes you to the ZIP/Postal Code Validation Form (GTVZIPC). This is a display-only field unless entering a one-time vendor.</p> <p>(button)      List      ZIP/Postal Code Validation Form (GTVZIPC)</p> <p><b>Note:</b> The search feature is enabled only if the invoice uses a one-time vendor.</p>
Nation	<p>Nation of the vendor. If you do not know the nation, request a List. This takes you to the Nation Validation Window (STVNATN). This is a display-only field unless entering a one-time vendor.</p> <p>(button)      List      Nation Validation Window (STVNATN)</p> <p><b>Note:</b> The search feature is enabled only if the invoice uses a one-time vendor.</p>
Collects Tax	<p>Indicating whether the vendor for this invoice document collects taxes.</p> <p>A All Taxes      This vendor collects all taxes.</p> <p>S Selected Taxes      This vendor collects selected taxes.</p> <p>N No Taxes      This vendor collects no taxes.</p>
Discount Code	<p>Code representing the discount terms established with the vendor. Default value comes from the Vendor Maintenance Form (FTMVEND) but may be overwritten. If you do not know the discount code, request a List. This takes you to the Discount Terms List Window.</p> <p>(button)      List      Discount Terms List Window</p>
Payment Due	<p>Date the vendor requires payment. This field is populated by the system if a discount code defaults or is entered. Required.</p>

Fields	Descriptions
Receipt Required	<p>This field displays only if document or enterprise level matching is enabled, based on values in FOASYSC. The value in this field indicates if the invoice requires matching.</p> <ul style="list-style-type: none"> <li>If document level matching is on, the value of the <b>Receipt Required</b> field is pulled from the Purchase Order Form (FPAPURR).</li> <li>If enterprise level matching is on, the initial value <i>Unspecified</i> is displayed and is updated by the wrap-up routine.</li> <li>If document or enterprise level matching is on, you may not update and complete the document that has a value of <i>Unspecified</i>. The value must be set to either <i>Receipt Required</i> or <i>No Receipt Required</i> to be completed.</li> </ul> <p>The value in this field is compared to the derived value computed using the Invoice Amount Requiring Receipt amount on the System Control Maintenance Form (FOASYSC). If the initial value is <i>Unspecified</i>, the <b>Receipt Required</b> field is set to the value calculated using FOASYSC. If there is a difference between the existing value and the calculated value, the <b>Receipt Required</b> field is set to the more restrictive value.</p> <p>If you have receipt required override authority for this document type established on the User Profile Maintenance Form (FOMPROF), you may update the <b>Receipt Required</b> indicator. You may query on this field.</p> <p>This field may display one of the following values:</p> <p><i>Receipt Required</i></p> <p>Invoice requires a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>No Receipt Required</i></p> <p>Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i></p> <p>No Match specified.</p>
Bank	<p>Code representing the bank where funds will be drawn for the payment of commodities or services. Optional in this window; however, the Bank code is required in the Invoice Accounting Distribution Window if left blank here.</p> <p>(button)      List      Bank Code List Window</p>

Fields	Descriptions
Vendor Invoice	<p>Code representing the vendor's invoice number. If you do not know the vendor's invoice number, request a List. This takes you to the Vendor's Invoice List Form (FAQVINV). Optional.</p> <p>(button)                      List                      Vendor's Invoice List Form (FAQVINV)</p> <p>Select the Vendor Invoice search button to access the Vendor's Invoice List Form (FAQVINV), if referenced Vendor Invoice was entered without using Vendor Invoice Consolidation functionality. For additional information regarding Vendor's Invoice List Form (FAQVINV), see "Vendor's Invoice List Form (FAQVINV)" on page 15-86. If referenced Vendor Invoice was entered using Vendor Invoice Consolidation, then the search feature will access Multiple Vendor Invoice Query Form (FAQMINV).</p> <p><b>Note:</b> This button is enabled only if the vendor invoice number matches an existing vendor invoice number.</p>
Direct Deposit Status	<p>Indicates whether the vendor has been set up to receive direct deposit payments.</p> <p>YYes                      This vendor has direct deposit.</p> <p>NNo                      This vendor does not have direct deposit.</p> <p>The indicator is flagged based on information defined in the Direct Deposit Recipient Form (GXADIRD).</p>
1099 Tax ID	<p>Social security number or tax identification number for a 1099 vendor.</p>
Credit Memo	<p>Check box indicates whether this invoice document is a credit memo.</p> <p><i>Selected</i>                      This is a credit memo invoice</p> <p><i>Cleared</i>                      This is not a credit memo invoice.</p> <p><b>Note:</b> All Vendor Invoices entered will be posted as Credit Memos when the <b>Multiple</b> check box is selected.</p>
1099 Vendor	<p>Check box identifies this vendor as a 1099 vendor.</p> <p><i>Selected</i>                      This is a 1099 vendor.</p> <p><i>Cleared</i>                      This is not a 1099 vendor</p>

Fields	Descriptions
Direct Deposit Override	Check box indicates whether the authorized user wants to override the vendor's direct deposit status. This check box would be used to pay a direct deposit Vendor with a check on an individual Invoice document basis. Privileges to use this check box are granted for a user via the User Profile Maintenance Form (FOMPROF).  <i>Selected</i> Override vendor's direct deposit status. <i>Cleared</i> Do not override vendor's direct deposit status.
Text Exists	Indicates whether text exists attached to the invoice.  <i>Y</i> Yes                      Text exists with this invoice. <i>N</i> No                        Text does not exist with this invoice. (Default)

### Additional Information Window

Use the Additional Information Window of the Invoice/Credit Memo Form (FAAINVE) to specify tax and currency data for this invoice. Indicate whether a vendor collects taxes or uses a foreign currency in this window. You can enter or change information in the **Tax Group** and **Currency** fields.

The tax information defaults from the Vendor Information Form (FTMVEND).

**Note:** Tax processing must be activated on the System Control Maintenance Form (FOASYSC) for the tax information to appear.

To access the Commodity Information Window for the invoice type specified, select Next Block. To access the Vendor Address Window or one of the other Header Information windows, select the corresponding menu option.

Fields	Descriptions
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the tax group code, request a List. This takes you to the Tax Group List Window.  (button)                List                      Tax Group List Window

Fields	Descriptions
Currency	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution. Default value comes from the vendor's currency entered on the Vendor Maintenance Form (FTMVEND), but may be overwritten. If you do not know the currency code, request a List. This takes you to the Currency Code Validation Window.  (button)      List      Currency Code Validation Window
Disbursing Agent	Indicates whether a disbursing agent will be used to create the foreign currency checks for this invoice.  Y Yes      A disbursing agent will be used to create the foreign currency checks for this invoice.  N No      A disbursing agent will not be used to create the foreign currency checks for this invoice.
Income Type	Code and description of the income type. The default value comes from Vendor Maintenance Form (FTMVEND). If you do not know the income type, request a List. This takes you to the Income Type Code List Window. Required for 1099 vendors.  (button)      List      Income Type Code List Window
Additional Check Vendor Information: Carrier Route	Carrier route code of the delivery address for bar code reading purposes.  <b>Note:</b> The Additional Check Vendor Information fields are navigable only if this invoice uses a one-time vendor.
Additional Check Vendor Information: Delivery Point	User-defined code representing the delivery point address for bar code reading purposes.
Additional Check Vendor Information: Correction Digit	User-defined correction digit code representing the address for bar code reading purposes.

### Vendor Address Window

Use the Vendor Address Window of the Invoice/Credit Memo Form (FAAINVE) to verify the address for this vendor.

The address information defaults from the vendor information entered on the Vendor Maintenance Form (FTMVEND). This window is display only; you cannot update any information.

<b>Fields</b>	<b>Descriptions</b>
Type	Code representing the address type for the selected address for this vendor (or check vendor).
Sequence Number	Sequential number associated with the selected address for the vendor (or check vendor) for this invoice.
Address	Street address of the vendor for this invoice.
City	City of the vendor for this invoice.
State or Province	State or province of the vendor for this invoice.
ZIP or Postal Code	ZIP Code or postal code of the vendor for this invoice.

### Invoice Status Window

Use the Invoice Status Window of the Invoice/Credit Memo Form (FAAINVE) to verify the status of the specified invoice document.

This window is display only; you cannot update any information.

<b>Fields</b>	<b>Descriptions</b>
Open or Paid	Indicates whether the invoice has been paid. <i>O</i> Open            The invoice is unpaid. <i>P</i> Paid             The invoice is paid.
Complete	Indicates whether or not the invoice document has been completed. <i>Y</i> Yes. The document has been completed. <i>N</i> No. The document has not been completed.



Fields	Descriptions
Approved	Indicates whether or not the invoice document is approved. <i>Y</i> Yes. The document has been approved. <i>N</i> No. The document has not been approved.
Suspense	Indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process. <i>Y</i> This invoice document is in suspense. <i>N</i> This invoice document is not in suspense.
NSF or Suspense	Indicates whether the invoice document is in suspense due to non-sufficient funds. The value in this field defaults from FOASYSC. <i>Y</i> The document is in NSF suspense. <i>N</i> The document is not in NSF suspense.

### Document Indicators Window

Use the Document Indicators Window of the Invoice/Credit Memo Form (FAAINVE) to apply broad Finance System features to the invoice. The indicators in the check boxes default, but you may activate or deactivate them here.

Fields	Descriptions
Recurring	Check box indicates whether the user wants this invoice to be paid to the vendor on a regular recurring basis. <i>Selected</i> Pay the vendor on a regular recurring basis. <i>Cleared</i> Pay the vendor once per invoice.

**Note:** To modify information for a recurring payable, use the Recurring Payables Form (FAARUIV).

Fields	Descriptions
Installments	<p>Check box indicates whether a fixed asset will be purchased under an installment plan. This indicator signals the Fixed Asset Origination Tag Extraction Process (FFPOEXT) to use the commodity amount from the purchase order as the basis for the asset cost. In this way, the full amount of the asset may be capitalized, which eliminates the need to create additional records for the amount associated with each installment.</p> <p><i>Selected</i> Fixed asset will be purchased under an installment plan.</p> <p><i>Cleared</i> Fixed asset will be purchased and paid in full.</p> <p><b>Note:</b> The Installments indicator can be selected only if the Recurring payable indicator is also selected.</p>
NSF On/Off	<p>Check box indicates whether the user wants to activate the Non-sufficient funds checking feature. The default value comes from the <b>Invoice NSF Checking</b> check box on the System Control Maintenance Form (FOASYSC). You may select this check box if it is cleared, but you may not clear it if it is selected.</p> <p><i>Selected</i> Activate the Non-Sufficient Funds checking feature.</p> <p><i>Cleared</i> Non-Sufficient Funds checking feature remains inactive.</p>
Deferred Edit	<p>Indicates whether the user wants to activates the deferred editing feature. Default value comes from the System Control Maintenance Form (FOASYSC).</p> <p><i>Selected</i> Activate the Deferred Editing feature. This speeds up your system processing time. However, it also disables the system from displaying online errors immediately. You cannot view your errors until you run the Editing feature in the batch processes FGRTRNI and FGRTRNR.</p> <p><i>Cleared</i> Online editing continues to occur.</p>
Hold	<p>Check box indicates whether the user wants to disregard the Payment Due date and defer payment until the hold is removed using the Payment Control Form (FAAPAYC).</p> <p><i>Selected</i> Disregard payment due date and defer payment.</p> <p><i>Cleared</i> Pay invoice upon receipt.</p>

Fields	Descriptions
Grouping	Indicates whether the user wants to group related invoices. Default value comes from the Vendor Maintenance Form (FTMVEND).
<i>M</i>	Combine many invoices on one check.
<i>1</i>	Use one check per invoice.

### Commodity Information Window

Use the Commodity Information Window of the Invoice/Credit Memo Form (FAAINVE) to enter commodity information for direct payments, such as travel expense reimbursements. This window displays payment commodity information.

To access the Invoice Accounting Distribution Window (when the Access Completion box is cleared), select Next Block. To access the Commodity Taxes Distribution Window (when your system has taxes turned on), select the corresponding menu option or select Next Set of Records. To access the Balancing Completion Window, select Access Completion or select Next Block. To access the Currency Information Window (when you use a foreign currency), select Count Hits from the **Approved** field.

*For Direct Pay/General Encumbrance Invoice Type*

Fields	Descriptions
Document	Code representing the invoice.
Vendor	Code and name of the vendor supplying the commodities or services.
Encumbrance	Code representing the General Accounting Encumbrance referenced to this invoice.
	<b>Note:</b> This field only appears when referencing a General Encumbrance invoice.
Item	Line item number of the commodity as it appears on the document. Displays with the <b>of</b> field, for example, Item 7 of 9. Queryable but protected against update.
of	The total number of items on the invoice document. Displays with the <b>Item</b> field, for example, Item 7 of 9.

Fields	Descriptions
Commodity	<p>Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM). Required if <b>Description</b> is not entered.</p> <p>(button)            List            Commodity Validation Form (FTVCOMM)</p>
Description (untitled)	<p>Description of the commodity. If you do not know the commodity code and wish to retrieve the commodity by description, request a List. This takes you to the Commodity Alpha Search Form (FPIACOM). Required if <b>Commodity</b> is not entered.</p> <p>(button)            List            Commodity Alpha Search Form (FPIACOM)</p>
Tax Group	<p>Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you do not know the tax group, request a List. This takes you to the Tax Group List Window.</p> <p>(button)            List            Tax Group List Window</p>
Reverse Calculation	<p>When this check box is selected, Banner uses the tax group and discount codes to <i>reverse calculate</i> the other fields when an amount is keyed in the <b>Net Amount</b> field. This convenient feature is useful in situations where there is a restricted amount of money to spend; you can have the system use the net amount entered to calculate the approved amount, as well as the discount and tax amounts (if any).</p> <p><b>Note:</b> This feature is available for General Encumbrance and Direct Pay invoices.</p>
Approved	<p>Amount which has been approved for payment on this invoice. Required.</p>
Discount	<p>Discount amount based on the discount terms established with the vendor.</p> <p><b>Note:</b> This field displays an amount if a Discount Code was entered in the header window. You may enter a discount amount in this field if the <b>Discount Code</b> field was left blank in the header window.</p>

Fields	Descriptions
Additional	<p>Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping.</p> <p>You may enter additional amounts in this field even if the <b>Additional Amt</b> field was left blank in the header window.</p>
Tax	Dollar amount of taxes calculated upon the taxable amount of the commodity based on terms established by each tax rate.
Net	Net amount of the commodity calculated as extended cost, less discounts, plus additional charges, plus taxes.
Currency Flag (Untitled)	Identifies the denomination of currency used by the vendor, for example USD/United States Dollars, CAD/Canadian Dollars. Displays to the right of the <b>Net</b> field.
Suspense	<p>Indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process.</p> <p><i>Y</i>Yes            The document is in suspense.</p> <p><i>N</i>No             The document is not in suspense.</p>
Open or Paid	<p>Indicates whether the invoice has been paid.</p> <p><i>O</i>Open           The invoice is unpaid.</p> <p><i>P</i>Paid            The invoice is paid.</p>
Final Payment	<p>Indicates whether this is a final payment on this item.</p> <p><i>Y</i>Yes            This is a final payment on this item.</p> <p><i>Null/Blank</i>     This is a partial payment on this item.</p> <p><b>Note:</b> This field only appears when referencing a General Encumbrance invoice.</p>
Hold	<p>Check box indicates whether the user wants to disregard the Payment Due date and defer payment until the hold is removed using the Payment Control Form (FAAPAYC).</p> <p><i>Selected</i>        Disregard payment due date and defer payment.</p> <p><i>Cleared</i>         Pay invoice upon receipt.</p>

Fields	Descriptions
Access Completion	Check box indicates whether the user wants to move directly to the document completion process without navigating to the Invoice Accounting Distribution window to enter accounting data.
	<i>Selected</i> Move directly to the document completion process.
	<i>Cleared</i> Move to the Invoice Accounting Distribution window to review or adjust accounting data.
<p><b>Note:</b> You cannot access the <b>Access Completion</b> check box until accounting records exist for the commodity. When accounting records exist, the default value is selected. If you change the commodity amount and select Next Block, the form automatically opens the Balancing Completion Window.</p>	

*For Regular Invoice Type*

All of the commodity information defaults from the purchase order. You may override this information.

Fields	Descriptions
Document	Code representing the referenced document.
Vendor	Code and name of the vendor supplying the commodities or services.
Select PO	Indicates whether the user wants to select individual items from the purchase order to be invoiced.
	<i>Y</i> Yes Enter Y and select Next Item to access the Invoice/Credit Memo PO Selection Form (FAQINVP) to select items from the purchase order for invoicing.
	<i>Blank</i> Invoice all open items.
<p><b>Note:</b> This field appears only when <i>Regular</i> is selected as the invoice type.</p>	
PO #	Code representing the purchase order document referenced by this invoice.

Fields	Descriptions
PO Item	Line item number of the item as it appears on the purchase order document.
Comm. Record Count	Total number of items currently invoiced on this document.
Invoice Item	Line item number of the commodity as it appears on the invoice document.
Remaining Addl	System-calculated running total of the remaining additional cost based on the <b>Additional Amt</b> field in the header window and the amounts assigned to individual commodities in this window.
Commodity	Code representing the commodity. If you do not know the commodity code, request a List. This takes you to the Commodity Code Validation Form (FTVCOMM). Required if <b>Desc</b> is not entered. (button)      List      Commodity Code Validation Form (FTVCOMM)
Desc	Description of the commodity. If you do not know the commodity code and wish to retrieve the commodity by description, request a List. This takes you to the Commodity Alpha Search Form (FPIACOM). Required if <b>Commodity</b> is not entered. (button)      List      Commodity Alpha Search Form (FPIACOM)
U/M	Unit of measure of the commodity. If you do not know the unit of measure, request a List. This takes you to the Unit of Measure List Window. (button)      List      Unit of Measure List Window
Add	Check box indicates whether the user wants to add the commodity to the FTMCOMM table. <i>Selected</i> Add the displayed commodity to the FTVCOMM table. <i>Cleared</i> Do not add the displayed commodity to the FTVCOMM table.

Fields	Descriptions
Tax Group	Code and title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.  (button)                      List                      Tax Group List Window
Ordered	The Ordered Quantity, Unit Price, and Extended Price of the commodity. Default values come from the purchase order. These totals will <i>not</i> be reduced by previous invoices.
Prev Invcd	The Quantity and Extended Price of the commodity which has been previously invoiced.
Accepted	The Quantity of the commodity accepted.  <b>Note:</b> The <b>Accepted</b> , <b>Invoiced</b> , and <b>Approved</b> fields do not need to be the same.
Invoiced	The Quantity invoiced. You may enter a different Unit Price for invoiced items.
Approved	The Quantity of the commodity approved for payment on this invoice and the Unit Price of the commodity. The Extended Price is system-calculated.
Discount	Discount amount based on the discount terms established with the vendor if a Discount Code was entered in the header window.  <b>Note:</b> You may enter a discount amount in this field if the <b>Discount Code</b> field was left blank in the header window.
Additional	Additional Amount. Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping.  <b>Note:</b> You may enter additional amounts in this field even if the <b>Additional Amt</b> field was left blank in the header window.
Tax	Amount of taxes of each commodity based on the terms established by the vendor's tax group.



Fields	Descriptions
Net	<p>Net total for the individual commodity items.</p> <p><b>Note:</b> For each commodity record, the system multiplies the unit price entered (up to 4 decimal places) by the quantity and then rounds the result to two decimals for display in the form.</p>
Currency Flag (Untitled)	Identifies the denomination of currency used by the vendor, for example USD/United States Dollars, CAD/Canadian Dollars. Displays to the right of the <b>Net</b> field.
Tol. (Tolerance) Override	<p>Indicates whether the user (authorized to do so on the User Profile Maintenance Form (FOMPROF) wants to allow for differences in price between the purchase order and the invoice.</p> <p><i>Y</i>Yes            Allow for differences in price between the purchase order and the invoice.</p> <p><i>Blank</i>            Do not accept differences in price between the purchase order and the invoice.</p>
Hold	<p>Check box indicates whether the user wants to disregard the Payment Due date and defer payment until the hold is removed using the Payment Control Form (FAAPAYC).</p> <p><i>Selected</i>            Disregard payment due date and defer payment.</p> <p><i>Cleared</i>            Pay invoice upon receipt.</p>
Final Payment Ind	<p>Indicates whether this is a final payment on this item.</p> <p><i>Y</i>Yes            This is a final payment on this item.</p> <p><i>Blank</i>            This is a partial payment on this item.</p>
Last Receiver	<p>Indicates the status of the last receiver document completed against the referenced purchase order.</p> <p><i>F</i>            Last receiver was marked as final receiver.</p> <p><i>P</i>            Last receiver was not marked as final receiver.</p> <p><i>Blank</i>            No completed receivers exists for the referenced purchase order.</p>

Fields	Descriptions
Suspense	Indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process.
Y Yes	The document is in suspense.
N No	The document is not in suspense.
Open/Paid	Indicates whether the invoice has been paid.
O Open	The invoice is unpaid.
P Paid	The invoice is paid.
Access Completion	Check box indicates whether the user wants to move directly to the document completion process without navigating to the Invoice Accounting Distribution window to enter accounting data.
Selected	Move directly to the document completion process.
Cleared	Move to the Invoice Accounting Distribution window to review or adjust accounting data.

**Note:** You cannot access the Access Completion check box until accounting records exist for the commodity. When accounting records exist, the default value is selected. If you change the commodity amount and select Next Block, the form automatically opens the Balancing Completion Window.

## Commodity Taxes Distribution Window

Use the Commodity Taxes Distribution Window of the Invoice/Credit Memo Form (FAAINVE) to view tax information, including tax amounts to pay and tax authorities, by item.

**Note:** Only installations that use the Tax Processing feature can access this window. If your installation uses Tax Processing, select this window from the Commodity Information Window.

This window displays the allocation of taxes to the separate taxing authorities (if there are more than one) based on a combination of taxing priority and tax rates.

Select Next Block to access the Invoice Accounting Distribution Window, or select Previous Block to return to the Commodity Information Window.

Fields	Descriptions
Item	Line item number of the commodity as it appears on the invoice document.
Commodity	Description of the commodity.
Tax Group	Title representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Tax Override	Tax amount that will override the system-calculated amount.
Extended	Amount that has been approved for payment on this invoice.
Discount	Discount amount if a Discount Code was entered in the header window. You may enter a discount amount in this field if the <b>Discount Code</b> field was left blank in the header window.
Additional Charges	Additional amount to be added to individual commodity items or to the total extended cost of the requisition to allow for surplus charges, for example, shipping. You may enter additional amounts in this field even if the <b>Additional Amt</b> field was left blank in the header window.
Code	Code representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level.
Priority	Priority code indicates the order in which taxes are calculated. 1                      Compute Duty first. 2                      Compute Federal Sales Tax, which includes Duty in its calculation.
Description	Description of the tax rate code.
Taxable Amount	Amount upon which the tax calculation is based.
Tax Amount	Dollar amount of taxes calculated upon the taxable amount of the commodity based on terms established by each tax rate.
Total Tax Amount	Total amount of tax imposed by all applicable tax rates within the tax group.

Invoice Accounting Distribution Window

Use the Invoice Accounting Distribution Window of the Invoice/Credit Memo Form (FAAINVE) to enter the accounting distributions which you assign to either the invoice document in total or to individual commodities. This window displays tax information. Use this window to enter, view, or change amounts associated with an accounting distribution.

If you use Document Level Accounting, the system does not link any specific item to a specific accounting distribution. As a result, the **Item** field is blank or null, and the Commodity description displays as above. When you do not use Document Level Accounting, the **Item** field is populated and the commodity descriptions display.

If you selected a regular invoice, the commodity and accounting information defaults from the purchase order.

To access the Currency Information Window, select Count Hits. You can only access the Currency Information Window when you use a foreign currency. To access the Accounting Tax Distribution Window, select the corresponding menu option or select Next Set of Records. For a commodity level accounting invoice, you can access the Accounting Tax Distribution Window as soon as you save the accounting sequence. However, for document level invoices, you can only access this window after you navigate to the Balancing Completion Window and navigate back to the Invoice Accounting Distribution Window.

Fields	Descriptions
Document	Code representing the invoice.
Vendor	Code and name of the vendor supplying the commodities or services.
Item	Line item number of the commodity as it appears on the invoice document.
Commodity	Description of the commodity.
Transaction Date	Date the transaction was processed or recorded to the ledgers.
Commodity Record Count	Number of items currently invoiced on this document.
Accounting Record Count	Number of accounting records currently on this invoice document.
Sequence Number	Sequential number assigned by the system to each accounting distribution.
COA	Code representing the Chart of Accounts responsible for payment of the invoice.

Fields	Descriptions
Year	Fiscal Year Code. Code representing the fiscal year using the transaction date.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements. If you do not know the Account Index Code, request a List. This takes you to the Account Index Code List (FTVACCI).  (button)      List      Account Index Code List (FTVACCI)
Fund	Code representing the fund from which the purchase of specific commodities or services is paid. If you do not know the Fund Code, request a List. This takes you to the Account Index Code List (FTVACCI).  (button)      List      Account Index Code List (FTVACCI)
Orgn	Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services. If you do not know the Organization Code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).  (button)      List      Organization Code Validation Form (FTVORGN).
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn. If you do not know the Account Code, request a List. This takes you to the Account Code Validation Form (FTVACCT).  (button)      List      Account Code Validation Form (FTVACCT)
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Program Code Validation Form (FTVPROG).  (button)      List      Program Code Validation Form (FTVPROG)

Fields	Descriptions
Actv	<p>Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied. If you do not know the Program Code, request a List. This takes you to the Activity Code Validation Form (FTVACTV).</p> <p>(button)      List      Activity Code Validation Form (FTVACTV)</p>
Locn	<p>Location. Code representing the physical location or site in which the specific activity will take place. If you do not know the Program Code, request a List. This takes you to the Location Code Validation Form (FTVLOCN).</p> <p>(button)      List      Location Code Validation Form (FTVLOCN)</p>
Proj	<p>Project. Code representing the specific project for which the purchase was made for cost accounting tracking purposes. If you do not know the Program Code, request a List. This takes you to the Project Code List Window.</p> <p>(button)      List      Project Code List Window.</p>
Bank	<p>Code and name of the bank where funds will be drawn for the payment of commodities or services. Default value comes from the header information. If left blank in the Invoice/Credit Memo Header Window, this field must be entered in this window. If you do not know the bank code, request a List. This takes you to the Bank Code List Window.</p> <p>(button)      List      Bank Code List Window</p>
Income Type	<p>Code and description representing the income type for this vendor as defined by the classifications to use with the U.S. Governmental 1099 form. Required for 1099 vendors. If you do not know the income type code, request a List. This takes you to the Income Type Code List Window. Default value comes from the Vendor Maintenance Form (FTMVEND).</p> <p>(button)      List      Income Type Code List Window</p>
Currency Code	<p>Code representing the denomination of currency used by the vendor, for example USD/United States Dollars, CAD/Canadian Dollars.</p>

Fields	Descriptions
Approved Commodity	Approved amount for the Commodity.
Approved %	Enter <i>P</i> in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation, or bypass the % column and enter a dollar amount in the Accounting column.
Approved Accounting	Approved dollar amount to be allocated to the accounting distribution or enter <i>P</i> in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation.
Discount Commodity	Discount amount for the Commodity based on the terms established with the vendor.  A value displays in this field if a Discount Code was entered in the Commodity Information Window and cannot be changed.
Discount %	Enter <i>P</i> in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation, or bypass the % column and enter a dollar amount in the Accounting column.
Discount Accounting	Discount amount to be allocated to the accounting distribution or enter <i>P</i> in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation.
Additional Commodity	Additional amount to be added to Commodity items to allow for surplus charges, for example, shipping.
Additional %	Enter <i>P</i> in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation, or bypass the % column and enter a dollar amount in the Accounting column.
Additional Accounting	Discount amount to be allocated to the accounting distribution or enter <i>P</i> in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation.
Tax Commodity	The tax amount for the Commodity defaults from the Commodity Information Window and cannot be changed.

Fields	Descriptions
Tax %	Enter <i>P</i> in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation, or bypass the % column and enter a dollar amount in the Accounting column.
Tax Accounting	Tax amount to be allocated to the accounting distribution or enter <i>P</i> in the % column and a percentage in the Accounting column to have the system calculate a percentage allocation.
Net	The net total for the Accounting column.
NSF Override	Indicates whether the user wants to deactivate the non-sufficient funds checking feature.  <div> <i>Y</i> Deactivate the non-sufficient funds checking feature.  <i>N</i> The non-sufficient funds checking feature remains active. </div>
Suspense	Indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process.  <div> <i>Y</i> The document is in suspense.  <i>N</i> The document is not in suspense. </div>
NSF Suspense	Indicates whether the invoice document is suspense due to non-sufficient funds.  <div> <i>Y</i> The document is in NSF suspense.  <i>N</i> The document is not in NSF suspense. </div>

### Accounting Tax Distribution Window

Use the Accounting Tax Distribution Window of the Invoice/Credit Memo Form (FAAINVE) to view the desired tax amounts and codes for this invoice. Access this window by selecting *Tax Distribution Information* from the Options menu while you are in the Invoice Accounting Distribution Window. The proper rebate data will be obtained from the multiple rebate information on the Rebate Maintenance Form (FTMREBT), if applicable. Otherwise, the default rebate data from the Tax Rate Code Maintenance Form (FTMTRAT) will be used.

You can have multiple tax rates on one invoice. If necessary, you may scroll through this list of rate/codes.



To access the Balancing Completion Window, select Next Block. To access the Currency Information Window, select the corresponding menu option.

Fields	Descriptions
Tax Group	Code and title representing the group of tax rates that should be applied to this invoice.
Total Tax	Total amount of tax imposed by all applicable tax rates within the tax group.
Code	Code representing the tax rate identifies the sales or use tax groups which calculate the appropriate tax for processing purchasing and payables documents.
Priority	Priority code indicates the order in which taxes are calculated. 1               Compute Duty first. 2               Compute federal sales tax, which includes Duty in its calculation.
Description	Description of the tax rate identified in the <b>Code</b> field.
Rate	Sales or use tax withholding rate, expressed as a percent.
Tax Amount	Amount of tax withheld by the respective sales or use tax group. Based on the invoice amount and the value in the <b>Rate</b> field.
Rebate%	Percentage of tax to be rebated.
Rebate Amount	Amount of tax to be rebated.

### Currency Information Window

Use the Currency Information Window of the Invoice/Credit Memo Form (FAAINVE) to view the currency conversion data for the specified invoice.

**Note:** You can access this window only when you use a foreign currency in the document. To access this window, select Count Hits from the Invoice Accounting Distribution Window or from the **Approved** field in the Commodity Information Window.

This window displays the amounts in both the input currency and the converted currency from either the commodity or the accounting windows of this form. Select Exit to return to the window from which you called the Currency Information

Window (either the Commodity Information Window or the Invoice Accounting Distribution Window).

<b>Fields</b>	<b>Descriptions</b>
Item	Line item number of the commodity as it appears on the invoice document.
Commodity	Description of the commodity.
Tran Date	Date the transaction was processed or recorded to the ledgers.
Seq#	Sequential number assigned by the system to each accounting distribution.
COA	Code representing the Chart of Accounts responsible for payment of the invoice.
Yr	Fiscal Year Code set by the system using transaction date.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements.
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.
Orgn	Organization. Code and name of a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.

Fields	Descriptions
Locn	Location. Code representing the physical location or site in which the specific activity will take place.
Project	Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Currency	The currency code and description for the invoice. This will be the vendor's default currency on the Vendor Maintenance Form (FTMVEND), unless you changed the Currency Code in the Additional Information Window of this form.
Exch. Rate	Current exchange rate between domestic and foreign currencies.
Amount (Input)	Amount of the commodity <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Amount (Converted) (Result)	Total cost of the commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount (Input)	Amount of the discount <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Discount (Converted) (Result)	Amount of the discount <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional (Input)	Amount of additional charges <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Additional (Converted) (Result)	Amount of additional charges <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Tax (Input)	Tax amount <i>prior to</i> a currency conversion based on the exchange rate entered in the <b>Exchange Rate</b> field.
Tax (Converted) (Result)	Tax amount <i>after</i> a currency conversion based on the exchange rate entered in the <b>Exchange Rate</b> field applied to the amount entered in the <b>Tax Amount Input</b> field.

Fields	Descriptions
Net Amount (Input)	Net amount <i>prior to</i> a currency conversion based on the exchange rate entered in the <b>Exchange Rate</b> field.
Net Amount (Converted) (Result)	Net amount <i>after</i> a currency conversion based on the exchange rate entered in the <b>Exchange Rate</b> field applied to the amount entered in the <b>Tax Amount Input</b> field.

### Balancing Completion Window

Use the Balancing Completion Window of the Invoice/Credit Memo Form (FAAINVE) to verify that the document is in balance at the header, commodity, and accounting levels.

This matrix provides summary invoice/credit memo information for each window of this form (i.e., each aspect of the invoice).

The Complete and In Process buttons are navigable.

Select Next Block to return to the main window of this form or Previous Block to return to the Accounting Tax Distribution Window.

Fields	Descriptions
Input	Dollar amount of the invoice in domestic currency.
Exchange Rate	Rate used for conversions between foreign currency units and domestic currency units. This field displays if this invoice uses foreign currency.
Converted	Invoice amount converted into foreign currency based on the amounts entered in the <b>Input</b> and <b>Exchange Rate</b> fields. This field displays if this invoice uses foreign currency.
Approved	Amount approved for payment on this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Discount	Discount amount associated with this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Tax	Amount of tax applied to this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.

Fields	Descriptions
Additional	Additional amounts associated with this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Complete	Select the Complete button if all of the Status amounts are in balance.
In Process	Select the In Process button if you want to close the Balancing Completion window without completing the invoice.
Receipt Required	<p>This field indicates if the invoice requires matching. This field displays only if document- or enterprise-level matching is enabled, based on values on FOASYS.</p> <p>If you have permission to update the document type, as defined on the User Profile Maintenance Form (FOMPROF), you can use the pull-down list to change the value that displays. Choices include the following.</p> <p><i>Receipt Required</i></p> <p>Invoice requires a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>No Receipt Required</i></p> <p>Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i></p> <p>No Match specified.</p>

## Vendor Invoice Consolidation Form (FACICON)

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**Note:** This form does not appear on the Invoice/Credit Memo Processing Menu (\*FININVS) but it has been included in this chapter for ease of reference.

You cannot open this form from Direct Access. When appropriate, Banner automatically opens this form in place of the Commodity window on the Invoice/Credit Memo Form (FAAINVE).

Use this form to process multiple invoices from the same vendor within the same invoice document. This functionality is available for *Direct Pay* and *Regular* invoice types; *General Encumbrances* are not allowed. In addition, standing purchase orders

cannot be referenced when using Vendor Invoice Consolidation (VIC) functionality. There are two versions of this form:

- One appears when you select *Direct Pay* from the Invoice Type pull-down list (untitled) on the main window of the Invoice/Credit Memo Form.
- The other appears when you select *Regular* from the Invoice Type pull-down list (untitled) on the main window of the Invoice/Credit Memo Form (FAAINVE). Both versions of the form are described below.

### Main Window—Version 1

The following fields appear when you select the **Multiple** check box and enter *Direct Pay* in the Invoice Type pull-down list (untitled) on the main window of the Invoice/Credit Memo Form (FAAINVE).

Fields	Descriptions
Vendor Invoice	Vendor invoice number to be recorded on the invoice document.  If the vendor invoice number entered is a duplicate, you may use the Search button to view the duplicate vendor invoice from either the Vendor's Invoice List Form (FAQVINV) or the Multiple Vendor Invoice Query Form (FAQMINV).
Vendor Invoice Date	Date on which the invoice was created or became effective. The default value is the system date. It can be changed.
Vendor Invoice Total	Net total amount for the current vendor invoice.
Document	Invoice document number. This value comes from the Document field on the Invoice/Credit Memo Form (FAAINVE).
Document Total	Net total of all vendor invoices entered on the invoice document.
__of__	Identifies the number of the vendor invoice that is currently being viewed as well as the total number of vendor invoices that exist for the invoice document.
Document Item	System-generated number assigned to each commodity.

Fields	Descriptions
Commodity	<p>Code representing a commodity. You cannot enter a value in this field if you entered a value in the <b>Description</b> field. (See below.)</p> <p>Select the Search button to access the Commodity Validation Form (FTVCOMM) to choose from a list of commodities already in the system.</p>
Description	<p>Description of the commodity. You cannot enter a value in this field if you entered a value in the <b>Commodity</b> field.</p> <p>Select the Search button to access the Commodity Alpha Search Form (FPIACOM) on which you may enter an approximate description to retrieve all commodities that contain the specific alpha string entered.</p>
Approved Amount	Amount approved for payment on this vendor invoice.
F/P	<p>Final Payment indicator. Indicates whether this is a final or a partial payment.</p> <p><i>F</i> This is a final payment.</p> <p><i>(blank)</i> This is a partial payment.</p> <p>This value comes from Banner. It cannot be changed.</p>
Discount Amount	Discount amount for the invoice. Calculated based on the value you entered in the <b>Discount Code</b> field on the Invoice/Credit Memo Header window of the Invoice/Credit Memo Form (FAAINVE). If the <b>Discount Code</b> field is blank, the <b>Discount Amount</b> field can be changed.
Additional Amount	Amount to allow for surplus charges to individual commodity items on this invoice.
Tax Group	<p>Code associated with the sales/use tax group to which the vendor on this invoice belongs.</p> <p>Use the Search feature to access the Tax Group list.</p>
Tax Amount	Tax amount for the individual commodity item. Calculated based on the value you entered in the <b>Tax Group</b> field.
Net Amount	Net total of the individual commodity item.

Fields	Descriptions
Access Completion	<p>This check box enables you to navigate directly to the document completion process so that you do not have to enter accounting data. You cannot select the <b>Access Completion</b> check box until accounting records exist for the commodity.</p> <p>When accounting records exist, the default value is <i>Selected</i>. You can change the value in the <b>Approved Amount</b> field and perform a Next Block function to open the Balancing Completion window.</p>
Vendor Invoice Total Amounts: Approved	Total approved amount for the current vendor invoice.
Vendor Invoice Total Amounts: Discount	Total discount amount for the current vendor invoice.
Vendor Invoice Total Amounts: Additional	Total additional amount for the current vendor invoice.
Vendor Invoice Total Amounts: Tax	Total tax amount for the current vendor invoice.
Vendor Invoice Total Amounts: Net	Net total amount for the current vendor invoice.

### Main Window—Version 2

The following fields appear when you select the **Multiple** check box and enter *Regular* in the Invoice Type pull-down list (untitled) on the main window of the Invoice/Credit Memo Form (FAAINVE).

**Note:** When entering a regular pay invoice type, only one purchase order number can be referenced per invoice document.



Fields	Descriptions
Vendor Inv	Vendor invoice number to be recorded on the invoice document.  If the vendor invoice number entered is a duplicate, you may use the Search feature to view the duplicate vendor invoice from either the Vendor's Invoice List Form (FAQVINV) or the Multiple Vendor Invoice Query Form (FAQMINV).
Vendor Inv Date	Date on which the invoice was created or became effective.
Invoice All	This check box enables you to include all open items for the referenced purchase order.
Vendor Inv Total	Net total amount for the current vendor invoice.
Document	Invoice document number. This value comes from the <b>Document</b> field on the Invoice/Credit Memo Form (FAAINVE).
Document Total	Net total of all vendor invoices entered on the invoice document.
PO	Identifies the purchase order document referenced on the current invoice document.
__Of__	Identifies the number of the vendor invoice that is currently being viewed as well as the total number of vendor invoices that exist for the invoice document.
Add	This check box enables you to include the commodity item for payment on the current vendor invoice. When you select the <b>Invoice All</b> check box, Banner automatically selects the <b>Add</b> check box. It can be changed.  You may clear this check box to remove previously-selected items from the invoice; however, you will lose any changes that were made to the commodity record (for example, updated quantity and additional amount).
Doc Item	Document Item Number. System-generated number assigned to each commodity.
PO Item	Purchase Order Item Number. Line item on purchase order for the displayed commodity.

Fields	Descriptions
Commodity	<p>Code representing a commodity. You cannot enter a value in this field if you entered a value in the <b>Description</b> field. (See below.)</p> <p>This value comes from the purchase order. It can be changed. Select the Search button to access the Commodity Validation Form (FTVCOMM) to choose from a list of commodities already in the system.</p>
Description	<p>Description of the commodity. You cannot enter a value in this field if you entered a value in the <b>Commodity</b> field.</p> <p>This value comes from the purchase order. It can be changed. Use the Search feature to access the Commodity Alpha Search Form (FPIACOM) on which you may enter an approximate description to retrieve all commodities that contain the specific alpha string entered.</p>
Txt	<p>Line Item Text Exists indicator. Indicates whether text was entered for the line item on the purchase order.</p> <p>Y                      Text was entered for the line item. To view the text, select Purchase Order Line Item in the options list.</p> <p>N                      Text was <i>not</i> entered for the line item.</p>
Accepted Quantity	<p>Quantity of the commodity that was accepted in the shipment for which this vendor invoice was created. The default value is 0. It can be changed.</p> <p>If receiver documents have been completed for this commodity, the total of all receiver documents will appear in the <b>Accepted Quantity</b> field. It cannot be changed.</p>
Approved Quantity	<p>Quantity of the commodity approved for payment on this vendor invoice. The default value is 0. It can be changed.</p>
U/M	<p>Unit of measure associated with the commodity. This value comes from the purchase order. It can be changed.</p> <p>Use the Search feature to access the Unit of Measure list.</p>
Unit Price	<p>Price per unit. This value comes from the purchase order. It can be changed.</p>
Approved Amount	<p>Approved amount of the commodity. <b>Approved Quantity</b> times <b>Unit Price</b>. Banner calculates this value. It cannot be changed.</p>

Fields	Descriptions
F/P	<p>Final Payment indicator. Indicates whether this is a final or a partial payment.</p> <p><i>F</i> This is a final payment.</p> <p><i>(blank)</i> This is a partial payment.</p> <p>The default value is blank. It can be changed.</p>
L/R	<p>Last Receiver indicator. Indicates the status of the last receiver document completed against the purchase order.</p> <p><i>F</i> The last receiver was a final receiver.</p> <p><i>P</i> The last receiver was <i>not</i> a final receiver.</p> <p><i>(blank)</i> There are no receivers for this purchase order.</p>
T/O	<p>Tolerance Override indicator. Enables authorized users to override differences in <b>Unit Price</b> and/or <b>Approved Quantity</b> between the purchase order and the invoice document.</p> <p><i>Y</i> Override differences between the purchase order and the invoice document.</p> <p><i>(blank)</i> Do <i>not</i> override differences between the purchase order and the invoice document.</p> <p><b>Note:</b> Use the User Profile Maintenance Form (FOMPROF) to designate authorized users.</p>
Discount Amount	<p>Discount amount for the invoice. Calculated based on the value you entered in the <b>Discount Code</b> field on the Invoice/Credit Memo Header window of the Invoice/Credit Memo Form (FAAINVE). If the <b>Discount Code</b> field is blank, the <b>Discount Amount</b> field can be changed.</p>
Additional Amount	<p>Amount to allow for surplus charges to individual commodity items on this invoice.</p>
Tgrp	<p>Tax Group Code. Code associated with the sales/use tax group to which the vendor on this invoice belongs.</p> <p>Use the Search feature to access the Tax Group list.</p>
Tax Amount	<p>Tax amount for the individual commodity item. Calculated based on the value you entered in the <b>Tgrp</b> field.</p>
Net Amount	<p>Net total of the individual commodity item.</p>

Fields	Descriptions
Access Completion	<p>This check box enables you to navigate directly to the document completion process so that you do not have to enter accounting data. You cannot select the <b>Access Completion</b> check box until accounting records exist for the commodity.</p> <p>When accounting records exist, the default value is <i>Selected</i>. You can change the value in the <b>Approved Amount</b> field and perform a Next Block function to open the Balancing Completion window.</p>
Ordered	Ordered quantity from the purchase order.
Prev Invcd	Previously Invoiced Quantity. Banner calculates this value based on all completed and posted invoice documents that reference the same purchase order. It cannot be changed.
Curr Invcd	Current Invoiced Quantity. Banner calculates this value based on all vendor invoices entered in the current invoice document. It cannot be changed.
Approved	Total approved amount for the current vendor invoice.
Discount	Total discount amount for the current vendor invoice.
Additional	Total additional amount for the current vendor invoice.
Tax	Total tax amount for the current vendor invoice.
Net	Net total amount for the current vendor invoice.

## Invoice/Credit Memo Query Form (FAINVE)

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The Invoice/Credit Memo Query Form is a query-only form that displays accounting, commodity, currency conversion, and tax information about a specified invoice. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

You may not be able to access certain windows of this form. This depends on the type of invoice selected (Direct Pay, Regular, or General Encumbrance) and the information entered in the invoice.

Enter the invoice number in the **Document** field. Select **Next Block** to access the Invoice/Credit Memo Header Window.

Fields	Descriptions
Document	Code representing the invoice. To look up an existing invoice, enter the invoice number. If you do not know the invoice number, request a List. This takes you to the Invoice/Credit Memo List.  (button)      List      Invoice/Credit Memo List Form (FAIINV L)
Multiple	Check box indicates whether Vendor Invoice Consolidation functionality has been utilized to assign more than one purchase order to this invoice.  <i>Selected</i> More than one purchase order has been assigned to this invoice.  <i>Cleared</i> Only one purchase order has been assigned to this invoice. (Default)
Invoice Type (unlabeled)	Identifies the type of invoice document.  <i>Direct Pay</i> Direct pay invoice type does not reference a purchase order.  <i>Regular</i> Regular invoice type references a purchase order created on the Purchase Order Form (FPAPURR).  <i>General Encumbrance</i>  General encumbrance invoice type references a General Accounting Encumbrance created using the Encumbrance/Reservations Maintenance Form (FGAENCB).
Purchase Order	Code representing the purchase order associated with this invoice.  <b>Note:</b> This field only appears if this invoice has been identified as a purchase order in the <b>Invoice Type</b> field.

Fields	Descriptions
Encumbrance #	Code representing the General Accounting Encumbrance referenced to this invoice.  <b>Note:</b> This field only appears if this invoice has been identified as a General Encumbrance in the <b>Invoice Type</b> field.
Vendor	Code and name of vendor supplying the commodities or services. This field is blank if the invoice uses a one-time vendor.

### Invoice/Credit Memo Header Window

The Invoice/Credit Memo Header Window of the Invoice/Credit Memo Query Form (FAIINVE) displays information including the vendor, address code, and discount code.

Select Next Block to access the Commodity Information Window for the specified invoice type. To access one of the Header Information windows, select the corresponding menu option.

Fields	Descriptions
Invoice Date	Date the invoice was created or goes into effect. Default value is the system date but may be overwritten, back dated or future dated, but must be equal to or prior to the Transaction date. Default value is the system date.
Transaction	Date the transaction was processed and recorded to the ledgers.
Document Accounting	Check box indicates whether accounting distributions are assigned to the invoice in total or to individual commodities.  <i>Selected</i> This invoice is at document level accounting, accounting distributions are assigned to the invoice in total.  <i>Cleared</i> This invoice is at commodity level accounting, accounting distributions are assigned to individual commodities.

Fields	Descriptions
Check Vendor	Code and name of the check vendor.  <p><b>Note:</b> A check vendor is used if the primary vendor requires that checks be written to a third party, or</p> <p>A check vendor was entered to override the vendor supplied at the header level for check payment.</p>
Address Code	Code representing the vendor address type.
Sequence Number	Sequential number representing the selected address for the vendor (or check vendor) for this invoice.
Collects Tax	Indicating whether the vendor for this invoice document collects taxes.  <p>A All Taxes      This vendor collects all taxes.</p> <p>S Selected Taxes  <p style="padding-left: 100px;">This vendor collects selected taxes.</p> <p>N No Taxes      This vendor collects no taxes.</p></p>
Street Line 1	Street address (line 1) for the vendor or check vendor.
Street Line 2	Street address (line 2) for the vendor or check vendor.
Street Line 3	Street address (line 3) for the vendor or check vendor.
City	City of the vendor.
State or Province	Code representing the state or province of the vendor.
ZIP or Postal Code	ZIP or postal code of the vendor.
Nation	Nation of the vendor.
Discount Code	Code representing the discount terms established with the vendor.
Payment Due	Date the vendor requires payment.

Fields	Descriptions
Receipt Required	<p>This field displays only if document- or enterprise-level matching is enabled, based on the values in FOASYSC. The value in this field indicates if the invoice requires matching.</p> <ul style="list-style-type: none"> <li>If either document- or enterprise-level matching is enabled, the current value stored in the <b>Receipt Required</b> field is displayed.</li> <li>If both document- and enterprise-level matching types are disabled, this field does not display.</li> <li>If both document- and enterprise-level matching types are disabled but there is a Receipt Required value (<i>Receipt Required</i> or <i>No Receipt Required</i>), that value is displayed.</li> </ul> <p>This field may display one of the following values:</p> <p><i>Receipt Required</i></p> <p>Invoice requires a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>No Receipt Required</i></p> <p>Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i> No match specified.</p>
Bank	Bank Code. Code representing the bank where funds will be drawn for the payment of commodities or services.
Vendor Invoice	<p>Code representing the vendor's invoice number.</p> <p>When the <b>Vendor Invoice</b> field is populated with <i>MULTIPLE</i>, this identifies that the document was entered using Vendor Invoice Consolidation functionality.</p>
1099 Tax ID	Social security number or tax identification number for a 1099 vendor.
Income Type	Code and description representing the income type for this vendor as defined by the classifications to use with the U.S. Governmental 1099 form.



Fields	Descriptions
1099 Vendor	Check box indicates whether the document has been marked as a 1099 Invoice document. <i>Selected</i> This is a 1099 Invoice document. <i>Cleared</i> This is not a 1099 Invoice document.
Credit Memo	Check box indicates whether this invoice document is a credit memo. <i>Selected</i> This is a credit memo invoice <i>Cleared</i> This is not a credit memo invoice.
Text Exists	Check box that indicates whether text exists with this invoice. <i>Y</i> Yes Text exists with this invoice. <i>N</i> No Text does not exist with this invoice.
Direct Deposit Status	Check box that indicates if the invoice was paid by direct deposit.
Direct Deposit Override	Check box that indicates if the direct deposit feature was overridden.
User ID	ID of the user who last modified the invoice.
Activity Date	Date on which the invoice was last changed.

### Vendor Address Window

The Vendor Address Window of the Invoice/Credit Memo Query Form (FAINVE) displays the address for this vendor.

The address information defaults from the vendor information entered on the Vendor Maintenance Form (FTMVEND).

Fields	Descriptions
Type	Code representing the address type for the vendor.
Sequence Number	Sequential number associated with the selected address for the vendor.

Fields	Descriptions
Address	Street address of the vendor. These fields may include additional information such as building name or number, location, floor or department.
City	City of the vendor.
State or Province	State or province of the vendor.
Zip/Postal Code	ZIP Code or Postal Code of the vendor.
Nation	Nation of the vendor.

### Invoice Status Window

Use the Invoice Status Window of the Invoice/Credit Memo Query Form (FAINVE) to verify the status of the specified invoice document.

Fields	Descriptions
Open/Paid	Indicates whether the invoice has been paid. <i>O</i> Open      The invoice is not paid. <i>P</i> Paid      The invoice is paid.
Complete	Indicates whether or not the invoice document has been completed. <i>Y</i> Yes      The document has been completed. <i>N</i> No      The document has not been completed.
Approved	Indicates whether or not the invoice document is approved. <i>Y</i> Yes      The document has been approved. <i>N</i> No      The document has not been approved.
Cancelled	Indicates whether or not the invoice document has been cancelled. <i>Y</i> Yes      The document has been cancelled. <i>N</i> No      The document has not been cancelled.

Fields	Descriptions
Suspense	Indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process. Y Yes                This invoice document is in suspense. N No                This invoice document is not in suspense.
NSF Suspense	Indicates whether the invoice document is in suspense due to non-sufficient funds. Y Yes                The document is in NSF suspense. N No                The document is not in NSF suspense.

### Header Additional Information

The Header Additional Information Window of the Invoice/Credit Memo Query Form (FAINVE) displays the tax collection and amount information for the specified invoice. If the invoice is in a foreign currency, this window also displays the foreign currency and the currency code.

Fields	Descriptions
Collects Taxes	Indicating whether the vendor for this invoice document collects taxes. A All Taxes                This vendor collects all taxes. S Selected Taxes This vendor collects selected taxes. N No Taxes                This vendor collects no taxes.
Tax Group	Code and title representing the group of tax rates that should be applied to this invoice if Tax Processing is on at the system level. The system uses the Tax Group in calculating the tax on this invoice document.
Override Tax Amount	Amount that may have been entered on the invoice to override the system-calculated tax.
Currency	Code and description of currency used to pay this invoice if the vendor uses a currency foreign to your institution.

Fields	Descriptions
Disbursing Agent	If this invoice uses foreign currency, this field indicates whether or not a disbursing agent will be used to create the foreign currency checks.  Y Yes                      A disbursing agent will be used. N No                      A disbursing agent will not be used.
Origin Code	Identification number associated with the financial institution.
Delivery Point	Postal carrier-specified code representing the delivery point associated with the vendor address.
Correction Digit	Postal carrier-specified code representing the correction digit associated with the vendor address.
Carrier Route	Postal carrier-specified code representing the carrier route associated with the vendor address.

### Document Indicators Window

The Document Indicators Window of the Invoice/Credit Memo Query Form (FAIINVE) displays the Finance system features that defaulted or were set when the invoice was created.

Fields	Descriptions
Recurring	Check box indicates whether this invoice is to be paid to the vendor on a regular recurring basis.  <i>Selected</i> Pay the vendor on a regular recurring basis. <i>Cleared</i> Pay the vendor once per invoice.

Fields	Descriptions
Installment	<p>Check box indicates whether a fixed asset will be purchased under an installment plan. This indicator signals the Fixed Asset Origination Tag Extraction Process (FFPOEXT) to use the commodity amount from the purchase order as the basis for the asset cost. In this way, the full amount of the asset may be capitalized, which eliminates the need to create additional records for the amount associated with each installment.</p> <p><i>Selected</i>              Fixed asset will be purchased under an installment plan.</p> <p><i>Cleared</i>              Fixed asset will be purchased and paid in full.</p>
NSF On/Off	<p>Check box indicates whether the non-sufficient funds checking feature has been activated.</p> <p><i>Selected</i>              Activate the Non-Sufficient Funds checking feature.</p> <p><i>Cleared</i>              Non-Sufficient Funds checking feature remains inactive.</p>
Deferred Edit	<p>Indicates whether the deferred editing feature has been activated.</p> <p><i>Selected</i>              The Deferred Editing feature has been activated.</p> <p><i>Cleared</i>              Online editing continues to occur.</p>
Grouping	<p>Indicates whether related invoices will be grouped onto one check.</p> <p><i>M</i>                      Combine many invoices on one check.</p> <p><i>I</i>                        Use one check per invoice.</p>
Hold	<p>Check box indicates whether the Payment Due date has been disregarded and payment deferred until the hold is removed using the Payment Control Form (FAAPAYC).</p> <p><i>Selected</i>              Disregard payment due date and defer payment.</p> <p><i>Cleared</i>              Pay invoice upon receipt.</p>

## Commodity Information Window

The Commodity Information Window of the Invoice/Credit Memo Query Form (FAIINVE) displays the commodity information for the specified invoice.

*For Direct Pay or General Encumbrance Invoice Types*

This window is accessed when the specified invoice is a direct pay or general encumbrance invoice. A direct pay invoice is an invoice that is not associated with a purchase order. A general encumbrance invoice references a General Accounting Encumbrance.

Fields	Descriptions
Document	Code representing the referenced document.
Vendor	Code and name of the vendor supplying the commodities or services.
Item	Line item number of the commodity as it appears on the document. Displays with the <b>of</b> field, for example, Item 7 of 9.
of	Total number of commodities on the referenced document. Displays with the <b>Item</b> field, for example, Item 7 of 9.
Commodity	Code and description of the commodity.
Tax Group	Code and title representing the group of tax rates that should be applied to this request.
Fixed Asset Status	Indicates whether the purchase is a fixed asset. <i>N</i> Non Fixed Asset This purchase is not a fixed asset. <i>T</i> Tagged This purchase is a tagged item. <i>C</i> Tagged/Capitalized This purchase is a tagged/capitalized item.
Approved	Amount that has been approved for payment on this Invoice.
Discount	Discount amount based on the discount terms established with the vendor.
Additional	Additional amount to be added to the extended cost of the commodity to allow for surplus charges, for example, shipping.
Tax	Dollar amount of taxes calculated upon the taxable amount of the commodity based on terms established by each tax rate.

Fields	Descriptions
Net	Net amount of the commodity calculated as extended cost, less discounts, plus additional charges, plus taxes.
Currency Flag (untitled)	Identifies the denomination of currency used by the vendor, for example USD/United States Dollars, CAD/Canadian Dollars. Displays to the right of the <b>Net</b> field.
Suspense	Indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process.  Y Yes                      This invoice document is in suspense. N No                      This invoice document is not in suspense.
Open/Paid	Indicates whether the invoice has been paid.  O Open                    The invoice is unpaid. P Paid                    The invoice is paid.
Hold	Indicates whether the Payment Due date is disregarded and payment will be deferred until the hold is removed using the Payment Control Form (FAAPAYC).  Y Yes                      Disregard payment due date and defer payment. N No                      Pay invoice upon receipt.

*For Regular Invoice Type*

This window is accessed when the specified invoice is a regular invoice (an invoice that references a purchase order).

To access the Accounting Amounts Window, select Next Block.

Fields	Descriptions
Document	Code representing the referenced document.
Vendor	Code and name of the vendor supplying the commodities or services.
Purchase Order	Code representing the purchase order.
PO Item	Line item number of the commodity as it appears on the purchase order.

Fields	Descriptions
Invoice Item	Line item number of the commodity as it appears on the invoice.
Commodity Record Count	Number of items currently invoiced on this document.
Commodity	Code and description of the commodity.
U/M	Unit of measure of the commodity.
Fixed Asset Status	Indicates whether the purchase is a fixed asset. <i>N</i> Non Fixed Asset This purchase is not a fixed asset. <i>T</i> Tagged This purchase is a tagged item. <i>C</i> Tagged/Capitalized This purchase is a tagged/capitalized item.
Tax Group	Code and title representing the group of tax rates that should be applied to this invoice.
Quantity Ordered	Ordered quantity of the commodity.
Unit Price Ordered	Price per unit of the ordered commodity.
Amount Ordered	Dollar amount of the ordered commodity. <p><b>Note:</b> This field is displayed in place of the <b>Quantity</b> and <b>Unit Price</b> fields when the invoice is being paid against a Standing Purchase Order.</p>
Extended Price Ordered	Extended price of the commodity, calculated by quantity times unit price.
Quantity Accepted	Quantity of the commodity that was accepted in the shipment.
Unit Price Accepted	Price per unit of the commodity.



Fields	Descriptions
Amount Accepted	Dollar amount of the commodity that was accepted in the shipment.  <b>Note:</b> This field is displayed in place of the <b>Quantity</b> and <b>Unit Price</b> fields when the invoice is being paid against a Standing Purchase Order.
Extended Cost Accepted	Extended price of the commodity, calculated by quantity times unit price.
Quantity Invoiced	Quantity of the commodity that has been invoiced.
Unit Price Invoiced	Price per unit of the commodity.
Amount Invoiced	Dollar amount of the commodity that has been invoiced.  <b>Note:</b> This field is displayed in place of the <b>Quantity</b> and <b>Unit Price</b> fields when the invoice is being paid against a Standing Purchase Order.
Extended Price Invoiced	Extended price of the commodity, calculated by quantity times unit price.
Quantity Approved	Quantity of the commodity approved for payment on this invoice.
Unit Price Approved	Approved price per unit of the commodity.
Amount Approved	Approved dollar amount of the commodity.  <b>Note:</b> This field is displayed in place of the <b>Quantity</b> and <b>Unit Price</b> fields when the invoice is being paid against a Standing Purchase Order.
Extended Price Approved	Approved extended price of the commodity, calculated by quantity times unit price.
Discount	Dollar amount of discounts as established with the vendor, to be deducted from the total extended cost of the commodity.

Fields	Descriptions
Additional	Additional amount to be added to extended cost of the commodity to allow for surplus charges, for example, shipping.
Tax	Dollar amount of taxes calculated upon the taxable amount of the commodity based on terms established by each tax rate.
Net	Net extended price of the commodity calculated by extended cost less discounts, plus additional charges, plus taxes.
Tolerance Override Indicator	Indicates whether an authorized user has allowed for differences in price between the purchase order and the invoice.  YYes            An authorized user has allowed for differences.  NNo            An authorized user has not allowed for differences
Hold Indicator	Indicates whether the Payment Due date is disregarded and payment will be deferred until the hold is removed using the Payment Control Form (FAAPAYC).  YYes            Disregard payment due date and defer payment.  NNo            Pay invoice upon receipt.
Final Payment Indicator	Indicates whether this is a final payment on the invoice.  FFinal            This is a final payment.  Blank            This is a partial payment.
Last Receiver Indicator	Indicates the status of the last receiver document completed against the referenced purchase order at the time the Invoice was processed.  P                Last receiver was not marked as the final receiver.  Blank            No completed receivers exists for the referenced purchase order.
Suspense Indicator	Indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process.  YYes            This invoice document is in suspense.  NNo            This invoice document is not in suspense.

Fields	Descriptions
Open/Paid Indicator	Indicates whether the invoice has been paid. <i>O</i> Open      The invoice is unpaid. <i>P</i> Paid      The invoice is paid.
Text Exists	Check box indicates whether text exists for the commodity. <i>Selected</i> Text exists with this commodity. <i>Cleared</i> Text does not exist with this commodity.

**Note:** You can view the commodity text by selecting Purchase Order Item Text from the Options menu.

### Vendor Invoice Consolidation window

Use the Vendor Invoice Consolidation window in the Invoice/Credit Memo Query Form (FAINVE) to view commodity information for Invoice documents that were entered using the Vendor Invoice Consolidation functionality.

For more information on using Vendor Invoice Consolidation functionality please see Chapter 2, "Processing."

**Note:** This window displays when both the **Multiple** check box and Direct Pay invoice type have been selected.

Select Next Block to access the Balancing/Completion Window.

Fields	Descriptions
Vendor Inv	Vendor invoice number recorded on the invoice document
Vendor Inv Date	Date the vendor invoice was created or became effective.
Vendor Inv Total	Net total amount of the vendor invoice that is currently active.
Document	Code representing the invoice.
Document Total	Net total amount of all like invoices consolidated on this document.

Fields	Descriptions
PO Number	Code representing the purchase order.  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.
Invoice (Untitled)	Vendor invoice currently being viewed. Displays with the <b>of</b> field, for example, 7 of 9.
of	Total number of invoices consolidated onto this document. Displays with the untitled field, for example, 7 of 9.
Item	System-generated number assigned to each commodity on the invoice document.
PO Item	Line item of the commodity as it appears on the purchase order.  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.
Commodity	Code representing the commodity.
Description	Description of the commodity.
Txt	Check box indicates whether text exists with this line item.  <i>Selected</i> Text exists with this line item.  <i>Cleared</i> Text does not exist with this line item.  Tip: You can view the line item text by selecting Purchase Order Line Item Text from the Options menu.  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.
Accepted Quantity	Quantity of ordered commodities accepted in this shipment.  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.
Approved Quantity	Quantity of commodities approved on this order.  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.

Fields	Descriptions
U/M	Unit of measure of the commodities.  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.
Unit Price	Price per unit of the commodity.  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.
Approved Amount	Total dollar amount approved for payment on this invoice.
F/P (Final Payment Indicator)	Indicates whether the final payment has been made on an item. <i>F</i> Final      This is a final payment. <i>Blank</i> This is a partial payment.
L/R (Last Receiver Indicator)	Indicates the status of the last receiver document completed against the referenced purchase order. <i>F</i> Last receiver was marked as final receiver. <i>P</i> Last receiver was not marked as final receiver. <i>Blank</i> No completed receivers exists for the referenced purchase order.  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.
T/O (Last Receiver Indicator)	Indicates whether an authorized user has allowed for differences in price between the purchase order and the invoice. <i>Y</i> Yes      An authorized user has allowed for differences. <i>N</i> No      An authorized user has not allowed for differences  <b>Note:</b> This field displays only when both the <b>Multiple</b> check box and <i>Regular</i> invoice type have been selected.
Discount Amount	Discount amount to be deducted from individual commodity items based on the discount terms established with the vendor.
Additional Amount	Additional amount to be added to individual commodity items to allow for surplus charges, for example, shipping.

Fields	Descriptions
Tgrp	Code and title representing the group of tax rates that should be applied to this commodity item.
Tax Amount	Dollar amount of taxes calculated upon the taxable amount of the commodity based on terms established by each tax rate.
Net Amount	Net amount of the commodity calculated as extended cost, less discounts, plus additional charges, plus taxes.
Fixed Asset Status	Indicates whether the purchase is a fixed asset. <i>N</i> Non Fixed Asset This purchase is not a fixed asset. <i>T</i> Tagged This purchase is a tagged item. <i>C</i> Tagged/Capitalized This purchase is a tagged/capitalized item.
Approved (Vendor Invoice Total Amounts)	Amount approved for payment on this vendor invoice.
Discount (Vendor Invoice Total Amounts)	Discount amount to be deducted from this vendor invoice based on the discount terms established with the vendor.
Additional (Vendor Invoice Total Amounts)	Additional amount to be added to this vendor invoice to allow for surplus charges, for example, shipping.
Tax (Vendor Invoice Total Amounts)	Amount of taxes applied to this vendor invoice based on the terms established by the vendor's tax group.
Net (Vendor Invoice Total Amounts)	Net amount of this vendor invoice calculated as extended cost, less discounts, plus additional charges, plus taxes.

### Commodity Tax Distribution Window

The Commodity Tax Distribution Window of the Invoice/Credit Memo Query Form (FAIINVE) displays tax information, including the tax code and the tax amount for each commodity.

**Note:** Only installations that use the tax processing features can access this window.

This window displays the allocation of taxes to the separate taxing authorities (if there are more than one) based on a combination of taxing priority and tax rates.

Select Next Block to access the Balancing/Completion Window.

Fields	Descriptions
Item	Line item number of the commodity as it appears on the invoice document.
Commodity	Description of the commodity.
Tax Group	Code and title representing the group of tax rates that should be applied to this commodity.
Extended	Amount that has been approved for payment on this invoice.
Discount	Discount amount to be deducted from this invoice based on the discount terms established with the vendor.
	<b>Note:</b> This field displays if a Discount Code was entered on this invoice.
Additional Charges	Additional amount to be added to this invoice to allow for surplus charges, for example, shipping.
Code	Code and title representing the group of tax rates that should be applied to this commodity.
Priority	Priority code indicates the order in which taxes are calculated.
	1                      Compute Duty first.
	2                      Compute Federal Sales Tax, which includes Duty in its calculation.
Description	Description of the tax rate code.
Taxable Amount	Dollar amount of the commodity that is taxable.
Tax Amount	Dollar amount of taxes calculated upon the taxable amount of the commodity based on terms established by each tax rate.

Fields	Descriptions
Total Tax Amount	Total amount of tax imposed by all applicable tax rates within the tax group.

### Accounting Distribution Window

The Accounting Distribution Window of the Invoice/Credit Memo Query Form (FAIINVE) displays the accounting distribution assigned to the invoice document in total or for the specified commodity.

**Note:** When you use Document Level Accounting, the **Item** field is blank or null and the Commodity description displays the *Document Acctg Distribution* message.

Fields	Descriptions
Commodity Record Count	Number of items currently invoiced on this document.
Commodity	Description of the commodity. Displays the message <i>Document Acctg Distribution</i> if Document Level Accounting was used on the invoice.
Accounting Record Count	Number of accounting records currently on this invoice document.
Transaction Date	Date the transaction was processed and recorded to the ledgers.
Item	Line item number of the commodity as it appears on the document. This field is blank for invoices that use Document Level Accounting.
Sequence	Sequential number assigned by the system to each accounting distribution.
COA	Code representing the Chart of Accounts responsible for payment of the invoice.
Yr	Code representing the fiscal year using the transaction date.
Index	Code representing a pre-determined combination of FOAPAL elements.



Fields	Descriptions
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.
Orgn	Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn.
Prog	Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Code representing the physical location or site in which the specific activity will take place.
Proj	Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Commit Type	Indicates whether this invoice document references a committed encumbrance.  <div> <i>C</i>                      The document references a committed encumbrance. </div> <div> <i>U</i>                      The document references an uncommitted encumbrance. </div>
Bank	Code and name of the bank where funds will be drawn for the payment of commodities or services.
Income Type	If this is a 1099 invoice, code representing the income type for this vendor as defined by the classifications to use with the U.S. Governmental 1099 form.

## Accounting Amounts Window

The Accounting Amounts Window of the Invoice/Credit Memo Query Form (FAINVE) displays the accounting amounts per account distribution.

Fields	Descriptions
Commodity Record Count	Number of items currently invoiced on this document.
Commodity	Description of the commodity. Displays the message <i>Document Acctg Distribution</i> if Document Level Accounting was used on the invoice.
Accounting Record Count	Number of accounting records currently on this invoice document.
Transaction Date	Date the transaction was processed and recorded to the ledgers.
Item	Line item number of the commodity as it appears on the document. This field displays 0 for invoices that use Document Level Accounting.
Sequence	Sequential number assigned by the system to the transaction.
COA	Code representing the Chart of Accounts responsible for payment of the commodity or service.
Yr	Fiscal Year Code. Set by the system using transaction date.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements.
Fund	Code representing the fund from which the commodity or service will be paid.
Orgn	Code representing the specific person, organization or other subdivision of a fund responsible for the commodity or service.
Acct	Account. Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds will be drawn for payment of this commodity or service.

Fields	Descriptions				
Prog	Program. Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.				
Actv	Activity. Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.				
Locn	Location. Code representing the physical location or site in which the specific activity will take place.				
Proj	Code representing the specific project for which the purchase was made for cost accounting tracking purposes.				
Commit Type	Indicates whether this invoice document references a committed encumbrance. <table> <tr> <td><i>C</i></td><td>The document references a committed encumbrance.</td></tr> <tr> <td><i>U</i></td><td>The document references an uncommitted encumbrance.</td></tr> </table>	<i>C</i>	The document references a committed encumbrance.	<i>U</i>	The document references an uncommitted encumbrance.
<i>C</i>	The document references a committed encumbrance.				
<i>U</i>	The document references an uncommitted encumbrance.				
Bank	Code and name of the bank where funds will be drawn for the payment of commodities or services.				
Income Type	Code and description of the income type. The default value comes from Vendor Maintenance Form (FTMVEND). If you do not know the income type, request a List. This takes you to the Income Type Code List Window. Required for 1099 vendors.				
Approved (Commodity)	Dollar amount approved for the specific commodity displayed in the <b>Commodity</b> and <b>Item</b> fields. When the <b>Commodity</b> field identifies the document as Document Acctg Distribution (Document Level Accounting), the <b>Commodity Approved</b> field displays the dollar amount that has been approved for <i>all</i> of the commodities on this invoice.				

Fields	Descriptions
Approved (Accounting)	Dollar amount approved for the specific commodity displayed in the <b>Commodity</b> and <b>Item</b> fields that have been processed. When the <b>Commodity</b> field identifies the document as Document Acctg Distribution (Document Level Accounting), the <b>Accounting Approved</b> field displays the dollar amount that has been approved for <i>all</i> of the commodities on this invoice that have been processed.
Discount (Commodity)	Dollar amount of discounts for the specific commodity displayed in the <b>Commodity</b> and <b>Item</b> fields. When the <b>Commodity</b> field identifies the document as Document Acctg Distribution (Document Level Accounting), the <b>Commodity Discount</b> field displays the dollar amount that has been discounted for <i>all</i> of the commodities on this invoice.
Discount (Accounting)	Dollar amount of discounts for the specific commodity displayed in the <b>Commodity</b> and <b>Item</b> fields that have been processed. When the <b>Commodity</b> field identifies the document as Document Acctg Distribution (Document Level Accounting), the <b>Accounting Discount</b> field displays the dollar amount that has been discounted for <i>all</i> of the commodities on this invoice that have been processed.
Tax (Commodity)	Dollar amount of taxes on the specific commodity displayed in the <b>Commodity</b> and <b>Item</b> fields. When the <b>Commodity</b> field identifies the document as Document Acctg Distribution (Document Level Accounting), the <b>Commodity Tax</b> field displays the dollar amount t of taxes on <i>all</i> of the commodities on this invoice.
Tax (Accounting)	Dollar amount of taxes on the specific commodity displayed in the <b>Commodity</b> and <b>Item</b> fields that have been processed. When the <b>Commodity</b> field identifies the document as Document Acctg Distribution (Document Level Accounting), the <b>Accounting Tax</b> field displays the dollar amount of taxes on <i>all</i> of the commodities on this invoice that have been processed.
Additional (Commodity)	Dollar amount of additional charges on the specific commodity displayed in the <b>Commodity</b> and <b>Item</b> fields. When the <b>Commodity</b> field identifies the document as Document Acctg Distribution (Document Level Accounting), the <b>Commodity Additional</b> field displays the dollar amount t of additional charges on <i>all</i> of the commodities on this invoice.

Fields	Descriptions
Additional (Accounting)	Dollar amount of additional charges on the specific commodity displayed in the <b>Commodity</b> and <b>Item</b> fields that have been processed. When the <b>Commodity</b> field identifies the document as Document Acctg Distribution (Document Level Accounting), the <b>Accounting Additional</b> field displays the dollar amount of additional charges on <i>all</i> of the commodities on this invoice that have been processed.
Net	Net total of all commodities on the invoice that have been processed.
Currency Flag (untitled)	Identifies the denomination of currency used by the vendor, for example USD/United States Dollars, CAD/Canadian Dollars.
Partial/Total Liquidation	Indicates whether the invoice document represents a partial or total liquidation.  <i>P</i> Partial      The invoice represents a partial liquidation. <i>T</i> Total        The invoice represents a total liquidation.
NSF Override	Indicates whether the user wants to deactivate the non-sufficient funds checking feature.  <i>Y</i> Yes          Deactivate the non-sufficient funds checking feature. <i>N</i> No          The non-sufficient funds checking feature remains active.
Suspense	Suspense Indicator. Indicates whether the invoice document is incomplete, not yet approved, or rolled back in the posting process.  <i>Y</i> Yes          The document is in suspense. <i>N</i> No          The document is not in suspense.
NSF Suspense	Non-Sufficient Funds Suspense Indicator. Indicates whether the invoice document is in suspense due to non-sufficient funds.  <i>Y</i> Yes          The document is in NSF suspense. <i>N</i> No          The document is not in NSF suspense.

## Accounting Tax Distribution Window

The Accounting Tax Distribution Window of the Invoice/Credit Memo Query Form (FAINVE) displays tax rate information for the specified invoice. Included are the tax amounts to pay and the tax code for the accounting distribution defined for that vendor.

**Note:** Only installations that use the tax processing feature can access this window. Tax processing must be activated on the System Control Maintenance Form (FOASYSC).

Select Previous Block to access the Commodities Information Window.

Fields	Descriptions				
Tax Group	Code and title representing the group of tax rates that should be applied to this invoice.				
Acctg Seq	Sequential number assigned by the system to each accounting distribution.				
Total Tax	Total amount of tax imposed by all applicable tax rates within the tax group.				
Code	Tax Rate Code. Identifies the sales or use tax groups which calculate the appropriate tax for processing purchasing and payables documents.				
Priority	Priority code indicates the order in which taxes are calculated. <table> <tr> <td>1</td><td>Compute Duty first.</td></tr> <tr> <td>2</td><td>Compute federal sales tax, which includes Duty in its calculation.</td></tr> </table>	1	Compute Duty first.	2	Compute federal sales tax, which includes Duty in its calculation.
1	Compute Duty first.				
2	Compute federal sales tax, which includes Duty in its calculation.				
Description	Description of the tax rate associated with the <b>Code</b> field.				
Rate	Sales or use tax withholding rate, expressed as a percent.				
Tax Amount	Amount of tax withheld by the respective sales or use tax group, based on the invoice amount and the value in the <b>Rate</b> field.				
Rebate%	Percentage of tax to be rebated.				
Rebate Amount	Amount of tax to be rebated.				

## Currency Conversion Window

The Currency Conversion Window of the Invoice/Credit Memo Query Form (FAIINVE) displays the amounts in both the input currency and the converted currency from either the commodity window or the accounting windows of this form.

Select Count Hits from either of the commodity windows to access this window. You can only access this window when you use a foreign currency.

Select Next Block to return to the window from which you accessed the Currency Conversion Window (either the Commodity or the Accounting window).

Fields	Descriptions
Item	Line item number of the commodity as it appears on the invoice document.
Commodity	Description of the commodity. Displays the message <i>Document Acctg Distribution</i> if Document Level Accounting was used on the invoice.
Transaction Date	Date the transaction was processed and recorded to the ledgers.
Sequence	Sequential number assigned by the system to each accounting distribution.
COA	Code representing the Chart of Accounts responsible for payment of the invoice.
Yr	Fiscal Year Code. Set by the system using transaction date.
Index	Account Index Code. Code representing a pre-determined combination of FOAPAL elements.
Fund	Code representing the fund from which the purchase of specific commodities or services is paid.
Orgn	Code representing the specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services.
Acct	Code representing the specific account from which funds for the purchase of this commodity or service will be drawn.

Fields	Descriptions
Prog	Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied.
Actv	Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied.
Locn	Code representing the physical location or site in which the specific activity will take place.
Proj	Code representing the specific project for which the purchase was made for cost accounting tracking purposes.
Commit Type	Indicates whether this invoice document references a committed encumbrance.  <div> <i>C</i>                      The document references a committed encumbrance. </div> <div> <i>U</i>                      The document references an uncommitted encumbrance. </div>
Currency Code	Code and description of the currency used to pay this invoice if foreign to your institution's base currency.
Exchange Rate	Rate used for conversions between domestic and foreign currency.
Input Amount	Total cost of the commodity or document <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Converted Amount	Total cost of the commodity or document <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Input Discount	Total amount of discounts deducted from the commodity or document <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.



Fields	Descriptions
Converted Discount	Total amount of discounts deducted from the commodity or document <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Input Tax	Total amount of taxes added to the commodity or document <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Converted Tax	Total amount of taxes added to the commodity or document <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Input Additional	Total amount of additional charges added to the commodity or document <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Converted Additional	Total amount of additional charges added to the commodity or document <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Input Net Amount	Net total of the commodity or document <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Converted Net Amount)	Net total of the commodity or document <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.

### Balancing/Completion Window

The Balancing/Completion Window of the Invoice/Credit Memo Query Form (FAIINVE) displays whether a document is in balance at the header, commodity, and accounting levels.

This matrix of fields provides summary invoice/credit memo information for each window (for example, each aspect of an invoice).

Select Next Block to go to the main window of this form or Previous Block to access the Accounting Amounts Window.

Fields	Descriptions
Input Amount	Total amount of the invoice <i>prior to</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Exchange Rate Amount	Rate of exchange used for conversions between domestic and foreign currency units.
Converted Amount	Total amount of the invoice <i>after</i> a currency conversion of domestic amounts based on the exchange rate in the <b>Exchange Rate</b> field.
Approved	The amount approved for payment on this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Discount	The discount amount associated with this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Tax	The amount of tax imposed on this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Additional	Displays any additional amounts associated with this invoice at the Header, Commodity, and Accounting levels. The Status column indicates whether the amounts are in balance.
Complete	Indicates whether or not the invoice document has been completed. YYes            The document has been completed. NNo            The document has not been completed.
Approved	Indicates whether or not the invoice document is approved. YYes            The document has been approved. NNo            The document has not been approved.

Fields	Descriptions
Receipt Required	<p>The value in this field indicates if the invoice requires matching. This field displays only if document- or enterprise-level matching is enabled, based on the values in FOASYSC.</p> <ul style="list-style-type: none"> <li>If either document- or enterprise-level matching is enabled, the current value stored in the <b>Receipt Required</b> field is displayed.</li> <li>If both document- and enterprise-level matching types are disabled, this field does not display.</li> <li>If both document- and enterprise-level matching types are disabled but there is a Receipt Required value (<i>Receipt Required</i> or <i>No Receipt Required</i>), that value is displayed.</li> </ul> <p>If you have permission to update the document type, as defined on the User Profile Maintenance Form (FOMPROF), you can use the pull-down list to change the value that displays. Choices include the following.</p> <p><i>Receipt Required</i></p> <p>Invoice requires a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>No Receipt Required</i></p> <p>Invoice does not require a match among the Purchase Order, Invoice, and Receiving documents prior to payment.</p> <p><i>Unspecified</i></p> <p>No match specified.</p>

## Invoice/Credit Memo List Form (FAIINVL)

**Note:** This form does not appear on the Invoice/Credit Memo Processing Menu (\*FININVS). It has been moved to this chapter for easy reference. This form appears on the Accounts Payable Query Menu (\*FINAPQRY).

This is a query-only form. You may not change any of the information in these fields.

The Invoice/Credit Memo List Form provides a list of invoice transactions by status. Access this form from the Accounts Payable Query Menu (\*FINAPQRY).

This form displays invoices for one of the following statuses: *Open*, *Paid*, *Suspense*, or *Hold*. To select an invoice status, select the radio button to the left of the desired type of invoice status and select Next Block. A list of all the invoices on your system that match the specified status appears. The invoice and related purchase order information defaults.

You may use Enter Query and Execute Query to query a specific **Invoice** Number or **Purchase Order/Encumbrance** Number, or you may query the **Credit Memo, Completed**, or **Approved** indicator(s). You may choose **Invoice** Number or **Purchase Order/Encumbrance** Number or select List to access the respective query form to select a specific invoice or purchase order.

To access the Requisition Query Form (FPIREQN), select Block Menu.

## Key Block

The radio group you select in this block determines the status of the invoice documents to be displayed on this form. After you select a status, perform Next Block.

Fields	Descriptions
Invoice Status (radio group)	Determines the status of the invoice documents to be displayed on this form.
<i>Open</i>	Displays all invoices on your system that have not been paid.
<i>Paid</i>	Displays all invoices on your system that have been paid.
<i>Suspense</i>	Displays all invoices on your system that are in suspense.
<i>Hold</i>	Displays all invoices on your system that are on hold.

## Detail Block

Fields	Descriptions
Invoice	Code representing the invoice. If you do not know the invoice number, request a List. This takes you to either of the following options:
(button)	List Invoice/Credit Memo Query Form (FAINVE)
(button)	List Commodities for Review Query Form (FOICOMM)

Fields	Descriptions
Purchase Order/ Encumbrance	Code representing the purchase order or general encumbrance. If you do not know the purchase order or encumbrance codes, request a List. This takes you to either of the following options:  (button)      List      Purchase/Blanket/Change Order Query Form (FPIPURR) if type = PO <i>or</i> Detail Encumbrance Activity Form (FGIENCD) if type = Encumbrance  (button)      List      Commodities for Review Query Form (FOICOMM)
Vendor ID	Banner ID number of the vendor supplying the commodities or services.
Vendor Name (untitled)	Name of the vendor supplying the commodities or services.
Credit Memo	Indicates whether or not the invoice document is a credit memo.  Y Yes      The document is a credit memo.  N No      The document is not a credit memo.
Completed	Indicates whether or not the document has been completed.  Y Yes      The document has been completed.  N No      The document has not been completed.
Approved	Indicates whether or not the document is approved.  Y Yes      The document has been approved.  N No      The document has not been approved.
Invoice Total	Total dollar amount of the invoice.

## Invoice/Credit Memo Cancel Form (FAAINVD)

---

Use the Invoice/Credit Memo Cancel Form to cancel an invoice that you have completed, approved, and posted. Access this form from the Invoice/Credit Memo Processing Menu (\*FININVS).

**Note:** The **Blanket Order Remaining Balance** field only displays when the purchase order for the invoice is associated with a blanket order. This field represents the available amount remaining on the blanket order.

Fields	Descriptions
Invoice	Code representing the invoice to be cancelled. If you do not know the invoice number, request a List. This takes you to the Invoice/Credit Memo List Form (FAIINVL).  (button)      List      Invoice/Credit Memo List Form (FAIINVL)
Purchase Order	Code representing the purchase order associated with the invoice to be cancelled. Default value comes from the invoice record.
Invoice Date	Date the invoice to be cancelled was created or goes into effect.
NSF Checking	Check box indicates whether the user wants to activate the online non-sufficient funds checking feature.  <i>Selected</i> Activate the online non-sufficient funds checking feature.  <i>Cleared</i> Do not activate the online non-sufficient funds checking feature.
Pmt Due Date	Date the vendor requires payment.
Vendor Invoice #	Vendor's invoice number if it was recorded on the invoice document.
Vendor	Code and name of the vendor supplying the commodities or services.
Approved Amt	Amount approved for payment on this invoice.
Discount Amt	Total discount amount based on the discount terms established with the vendor.
Tax Amt	Tax amount based on the terms established by the vendor's tax group.
Add'l Charges	Additional amount to be added to the invoice to allow for surplus charges, for example, shipping

Fields	Descriptions
Net Amount	Net amount of the invoice calculated as extended cost, less discounts, plus additional charges, plus taxes.

### Cancel Date Window

The **Cancel Date** field defaults to the current date, but you may enter a different cancel date. If you change the cancel date, the new date must be within an open fiscal period and must be greater than the invoice transaction date.

Fields	Descriptions
Commodity	Total number of commodity items currently invoiced on this document.
Accounting	Total number of accounting records currently on this invoice document.
Cancel Date	Date the cancellation of the invoice will be recorded. Default value comes from the system date.

## Open Invoices by FOAPAL Form (FAIOINF)

---

The Open Invoices by FOAPAL Form provides an online display of open invoices by any combination of chart of accounts, index, fund, organization, account, program, activity, and location (FOAPAL). This form only displays those invoices that meet the specified FOAPAL criteria. Access this form from the Invoice/Credit Memo Processing Menu (\*FININVS).

The invoice information that appears on this form defaults from the data entered for each invoice on the Invoice/Credit Memo Form (FAAINVE).

### Key Block

Enter the desired COA (Chart of Accounts), Index, Fund, Organization, Account, Program, Activity, and Location combination. You may use the Search feature or choose List to see a list of valid values for each of the FOAPAL elements. Once you enter the information in the desired combination of fields, select Next Block.

Fields	Descriptions
COA	Code representing the Chart of Accounts responsible for payment of the invoices you wish to display.
Index	Code representing a pre-determined combination of FOAPAL elements associated with the invoices you wish to display. If you do not know the index code, request a List. This takes you to the Account Index Code Window.  (lookup)      List      Account Index Code List Window
Fund	Code representing the fund associated with the invoices you wish to display from which the purchase of specific commodities or services is paid. If you do not know the fund code, request a List. This takes you to the Fund Code Validation Form (FTVFUND).  (lookup)      List      Fund Code Validation Form (FTVFUND)
Organization	Code representing a specific person, organization or other subdivision of a fund responsible for the purchase of the commodities or services associated with the invoices you wish to display. If you do not know the organization code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).  (lookup)      List      Organization Code Validation Form (FTVORGN)
Account	Code representing the specific individual asset, liability, equity, revenue, expenditure, or transfer account classifications within a fund from which funds for the purchase of this commodity or service will be drawn associated with the invoices you wish to display. If you do not know the account code, request a List. This takes you to the Account Code Validation Form (FTVACCT).  (lookup)      List      Account Code Validation Form (FTVACCT)



Fields	Descriptions
Program	Code representing the group activities, operations, or other units directed to attaining specific purposes or objectives to which the commodity or service will be applied that are associated with the invoices you wish to display. If you do not know the program code, request a List. This takes you to the Program Code Validation Form (FTVPROG).  (lookup)      List      Program Code Validation Form (FTVPROG)
Activity	Code representing the specific temporary units of work, subsidiary functional classifications, or short duration projects within the program to which the commodity or service will be applied that are associated with the invoices you wish to display. If you do not know the activity code, request a List. This takes you to the Activity Code Validation Form (FTVACTV).  (lookup)      List      Activity Code Validation Form (FTVACTV)
Location	Code representing the physical location or site where the specific activity will take place that is associated with the invoices you wish to display. If you do not know the location code, request a List. This takes you to the Location Code Validation Form (FTVLOCN).  (button)      List      Location Code Validation Form (FTVLOCN)

### Invoice/Commodity Block

The invoice and commodity information for the invoices that meet the specified criteria is summarized. If necessary, you may scroll through this list.

**Note:** The invoice information queried on this form is display only. You may not update any of these fields.

To access the Commodities for Review Query Form (FOICOMM), select Count Hits from the **Invoice Code** field. This displays all the commodities included on the selected invoice.

Fields	Descriptions
Invoice Code	The unique document number associated with the open invoice.

Fields	Descriptions
Item	Line item number of the commodity as it appears on the invoice.
Commodity	Code representing the invoiced commodity.
Description	Description of the commodity.
Quantity	Quantity of the commodity that was ordered on this invoice.
U/M	Unit of measure of the commodity.
Vendor	Name of the vendor supplying the commodities or services.
Unit Price	Price per unit of the commodity.

### Payment Control Form (FAAPAYC)

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Use the Payment Control Form to modify payment due dates and assign or remove holds on completed invoice documents. Access this form from the Invoice Processing Menu (\*FININVS).

#### Key Block

Enter the document number of the invoice you want to view or modify. All invoice data defaults into the associated fields. Select Next Block.

Fields	Descriptions
Invoice	Code representing the invoice document to be viewed or changed. If you do not know the document number, request a List. This takes you to the Invoice/Credit Memo List Form (FAIINV).
(button)	List Invoice/Credit Memo List Form (FAIINV)
Invoice Amount	Unpaid amount remaining for the <i>entire</i> invoice document.

Fields	Descriptions
Purchase Order	Code representing the purchase order associated with the invoice to be viewed or changed. Default value comes from the invoice record.
Commodity Record Count	Number of commodity items currently invoiced on this document.

### Invoice Information Block

The **Payment Due date** and **Hold** check box are the only fields that you can modify. Change the **Payment Due date** if necessary and select Next Item to access the **Hold** check box. Select this box to delay payment to the displayed vendor for this invoice. Select Next Block to access the commodity information fields.

Clear the **Hold** check box to remove any existing holds.

Fields	Descriptions
Invoice Date	Date the invoice was created or goes into effect.
Payment Due Date	Date the vendor requires payment.
Hold	Check box indicates whether this invoice is on hold. <i>Selected</i> This invoice is on hold. <i>Cleared</i> This invoice is not on hold.
Discount Code	Code and terms of discounts established with the vendor.
Vendor	Code and name of the vendor supplying the commodities or services.
Check Vendor	Code and name of the check vendor. A check vendor is used if: <ul style="list-style-type: none"> <li>the primary vendor requires that checks be written to a third party</li> <li>a check vendor was entered to override the vendor supplied at the header level for check payment.</li> </ul>

Fields	Descriptions
Bank	Code and name of the bank where funds will be drawn for the payment of commodities or services.

### Commodity Information Block

An invoice may have more than one commodity attached. If necessary, you may scroll through the list of commodities.

Select Save to commit the changes made on this form to your Accounts Payable records.

Fields	Descriptions
Invoice Item Number	Line item number of the commodity as it appears on the invoice.
Purchase Order Item Number	Line item number of the commodity as it appears on the purchase order.
Hold	Check box indicates whether this invoice is on hold. <i>Selected</i> This invoice is on hold. <i>Cleared</i> This invoice is not on hold.
Commodity	Code and description of the commodity.

## Recurring Payables Form (FAARUIV)

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The Recurring Payables Form provides an online list of Recurring Payables documents. Use this form to establish or change dates for a recurring invoice. Access this form from the Invoice/Credit Memo Processing Menu (\*FININVS).

If you use this form to establish a recurring payable but do not define any parameters, the system ignores the invoice for checks in each check run.

The form displays all recurring payables invoice documents currently on your system and the date parameters assigned to each. If necessary, you may scroll through this list.

Select **Save** to commit this recurring payable information to your Accounts Payable records.

#### *Establishing a Recurring Invoice*

Establish a recurring invoice on the Invoice/Credit Memo Form (FAAINVE) by selecting the **Recurring** check box in the Document Indicators Window. Once you establish the recurring invoice, you must define the submission schedule and maximum submissions on FAARUIV. If you do not define the submission schedule, then the Batch Check process (FABCHKS) will never select the Invoice for payment.

**Note:** If you pay an on-line check against a recurring invoice, the **Next Submission Date** and **Submissions to Date** fields are *not* updated.

Fields	Descriptions
Document Number	Code representing the invoice document for the recurring payable.
Vendor	Code and description of the vendor supplying the commodities or services.
Submission Days	Number of days between submissions.  <b>Note:</b> Leave this field blank if you decide to specify a schedule from the <b>Submission Indicator</b> pull-down list.
Submission Indicator	Pull-down list indicates the frequency of payment.  <div> <i>Weekly</i>                Schedule payments for once a week. </div> <div> <i>Bi-Weekly</i>            Schedule payments for every two weeks </div> <div> <i>Monthly</i>              Schedule payments for once a month. </div> <div> <i>Quarterly</i>            Schedule payments for every three months. </div> <div> <i>Semi Annually</i>      Schedule payments for every six months. </div> <div> <i>Yearly</i>                Schedule payments for once a year </div> <b>Note:</b> Leave the indicator blank if you decide to enter a value in the <b>Submission Days</b> field.
Next Submission Date	Date of the next submission of payment. System-calculated based on the Payment Due Date from the Invoice/Credit Memo Form (FAAINVE) and the submission schedule set by the <b>Submission Days</b> field or <b>Submission Indicator</b> pull-down list.

Fields	Descriptions
Maximum Submissions	Maximum number of times this payment will occur.
Submissions To Date	Number of payments made to the listed vendor since this recurring payable began. This field is updated automatically after submission of each payment.

## Vendor's Invoice List Form (FAQVINV)

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The Vendor's Invoice List Form enables you to view vendor invoice information in the event that a duplicate vendor invoice number is detected.

This form is accessible only if a vendor invoice number which matches an existing vendor invoice number is entered in the **Vendor Inv #** field in the Invoice/Credit Memo Header Window of the Invoice/Credit Memo Form (FAAINVE).

**Note:** This form can be reached only by selecting the Vendor Inv # button from the Invoice/Credit Memo Header Window of the Invoice/Credit Memo Form (FAAINVE). It cannot be reached directly from a menu.

Fields	Descriptions
Vendor Invoice#	Vendor invoice number recorded on the invoice document.
Vendor Name	Name of the vendor assigned to the invoice.
Document #	Code representing the invoice document.
PO/Enc#	Code representing the purchase order or general encumbrance associated with this invoice.
Invoice Date	Date the invoice was created or goes into effect.
Open/Paid (Indicator)	Indicates whether the invoice has been paid. <i>O</i> Open            The invoice is unpaid. <i>P</i> Paid            The invoice is paid.
Item	Line item number of the commodity as it appears on the document.
Commodity	Code representing the commodity.
Description	Description of the commodity.

Fields	Descriptions
U/M	Unit of measure of the commodity.
(Approved) Quantity	Quantity of the commodity that was approved on this invoice.
(Approved) Unit Price	Price per unit of the commodity that was approved on this invoice.

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# Accounts Payable Table Maintenance

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## Introduction

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This chapter describes the Accounts Payable maintenance forms, which you use to enter and revise information on vendor information and accounts payable information. You also use these forms to maintain valuable data for tax processing purposes.

The data entered on these forms is stored on the Accounts Payable tables. You can enter, change, and (in many cases) delete data on these forms and tables.

## Menu Navigation Table

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Accounts Payable System Menu (\*FINAP).

FTMDISC	“Discount Terms Maintenance Form (FTMDISC)” on page 16-4 Enables you to add, change, or terminate vendor discount codes.
FTMITYP	“1099 Income Type Code Maintenance Form (FTMITYP)” on page 16-5 Provides a list of income classifications to use with the U.S. Governmental 1099 form.
FTMREBT	“Rebate Maintenance Form (FTMREBT)” on page 16-6 Enables you to establish multiple rebate percentages for a tax rate and associate each rebate percentage with individual or combined FOAP (Fund, Organization, Account, and Program) attributes. An invoice or direct cash receipt uses the rebate percentage specified on this form that most closely matches the transaction FOAP.
FTMTRAT	“Tax Rate Code Maintenance Form (FTMTRAT)” on page 16-11 Enables you to establish the individual tax rates applicable to your installation.
FTMVEND	“Vendor Maintenance Form (FTMVEND)” on page 16-16 Enables you to add, change, or terminate vendor information. Consists of a main window and four additional windows.
FTMVTYP	“Vendor Type Code Maintenance Form (FTMVTYP)” on page 16-24 Enables you to add, change, or delete vendor type designations.

FTMTGRP	<p>“Sales/Use Tax Group Maintenance Form (FTMTGRP)” on page 16-25</p> <p>Enables you to add and maintain sales/use tax groups in order to calculate tax on purchasing and payment documents.</p>
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## Accounts Payable Table Maintenance Forms

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This section provides examples and descriptions for each form within the Accounts Payable Table Maintenance feature of the Accounts Payable module.

Forms in this section flow in the order that they appear on the Accounts Payable Table Maintenance Menu (\*FINAPTAB).

Each form contains a description, instructions on how to use the form, and essential field information.

For more details on using these forms, refer to Chapter 2, “Processing.”

### Discount Terms Maintenance Form (FTMDISC)

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Use the Discount Terms Maintenance Form to add, change, or terminate vendor discount codes. Access this form from the Accounts Payable Table Maintenance Menu (\*FINAPTAB).

- Select Next Record from the **Discount Code** field to navigate through the discount codes in your system.
- Select Insert Record from the **Discount Code** field to add a new record.

The discount description and term information defaults for existing discount codes. All of these fields are optional, and you can enter new information in any of them. Select Next Item to move through the fields.

**Note:** Remember to use effective date processing when you modify codes that are already in effect.

Fields	Descriptions
Discount Code	Code representing the discount terms established with the vendor. If you do not know the discount code, request a List. This takes you to the Discount Terms List Window. Required.
(button)	List Discount Terms List Window

Fields	Descriptions				
Description	Description of the discount terms established with the vendor. Field displays descriptions for existing discount codes. Required.				
Month End Discount	Determines whether the discount is valid through the end of the month. <table> <tr> <td>Y Yes</td><td>The discount is valid through the end of the month.</td></tr> <tr> <td>N No</td><td>The discount is <i>not</i> valid through the end of the month. Default.</td></tr> </table>	Y Yes	The discount is valid through the end of the month.	N No	The discount is <i>not</i> valid through the end of the month. Default.
Y Yes	The discount is valid through the end of the month.				
N No	The discount is <i>not</i> valid through the end of the month. Default.				
Discount Days	Number of days within the discount term at which the discount may be taken.				
Net Days	Defines the number of days within which payment is due to the vendor.				
Percent	Percentage of the discount. Required.				
Effective Date	Date the <b>Discount Code</b> becomes effective. Default value is the system date but it may be overwritten.				
Termination Date	Date this record is no longer available for use.				
Next Change Date	Displays the date for the next effective dated record. This field will be blank for the most recent record.				
Last Activity Date	Indicates the last time the record was changed. Display only.				

Select **Save** to commit these changes to the specified discount code in your records.

## 1099 Income Type Code Maintenance Form (FTMITYP)

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The 1099 Income Type Code Maintenance Form provides a list of income classifications to use with the U.S. Governmental 1099 form. Access this form from the Accounts Payable Table Maintenance Menu (\*FINAPTAB).

This form is display only. You cannot change or add information on this form. The income types are as follows:

- Rents
- Royalties
- Other Income
- Fishing Boat Proceeds
- Medical and Health Care Payments
- Non-employee Compensation
- Excess Golden Parachute Payments (EPP)
- Substitute Payments/Dividends Interest
- Crop Insurance Proceeds
- Gross Proceeds Paid to Attorney
- Section 409A Deferrals
- Section 409A Income

Fields	Descriptions
Income Type	Code representing an income classification.
Description	Description of the income code.
Activity Date	Indicates the last time the record was changed. Display only.

## Rebate Maintenance Form (FTMREBT)

Use the Rebate Maintenance Form (FTMREBT) to establish multiple rebate percentages for a tax rate and associate each rebate percentage with individual or combined FOAP (Fund, Organization, Account, and Program) attributes. An invoice or direct cash receipt uses the rebate percentage specified on this form that most closely matches the transaction FOAP. Access this form from the Accounts Payable Table Maintenance Menu (\*FINAPTAB).

The default rebate accounting distribution on FTMTRAT must be set up before you can insert records on FTMREBT for the tax rate.

The **Tax Rate Code** should be entered in the Key Information. The Chart of Accounts related to the FOAP attributes for this percentage should be entered.

Fields	Descriptions
Tax Rate Code	Code representing the tax rate for which the rebate percentage(s) are being established. If you do not know the tax rate code, request a List. This takes you to the Tax Rate Code Validation Form (FTVTRAT).
(lookup)	List Tax Rate Code Validation Form (FTVTRAT)

Fields	Descriptions
Effective Date	Date this record becomes effective. Default value is to the system date but it may be overwritten.
Termination Date	Date this record is no longer available for use.
Next Change	Next Change Date. Displays the date for the next effective dated record. This field will be blank for the most recent record.
Tax Rate Code Description	Description of the tax rate. Default value comes from the Tax Rate Code Maintenance Form (FTMTRAT) and cannot be overridden.
Tax Rate Code Percent	Tax rate percentage associated with the tax rate code. Default value comes from the Tax Rate Code Maintenance Form (FTMTRAT) and cannot be overridden.
Rebate Percent	Percentage of tax to be rebated. Required.
COA	Code representing the chart of accounts for which the tax rebates are valid. If you do not know the chart of accounts code, request a List. This takes you to the Chart of Accounts List (FTVCOAS). (lookup)      List      Chart of Accounts List (FTVCOAS)
Rebate Accounting Distribution: COA	Code representing the chart of accounts that will receive the rebate. Default value comes from FTMTRAT but can be overridden. If you do not know the chart of accounts code, request a List. This takes you to the Chart of Accounts List (FTVCOAS). (button)      List      Chart of Accounts List (FTVCOAS)
Rebate Accounting Distribution: Fund	Code representing the fund that will receive the rebate. Default value comes from FTMTRAT but can be overridden. If you do not know the fund code, request a List. This takes you to the Fund Code Validation Form (FTVFUND). (button)      List      Fund Code Validation Form (FTVFUND)

Fields	Descriptions
Rebate	Code representing the account that will receive the rebate.
Accounting Distribution: Receivable Account	Default value comes from FTMTRAT but can be overridden. If you do not know the fund code, request a List. This takes you to the Account Code Validation Form (FTVACCT).
	(button)      List      Account Code Validation Form (FTVACCT)

### Distribution Information Window

The Distribution Information Window allows you to enter distribution ranges for the **Fund**, **Organization**, **Account**, and **Program** fields. A range requires you to enter a value in both the **From** and **To** fields. To enter a specific **Fund**, **Organization**, **Account**, or **Program**, you are only required to enter a value in the **From** field.

Fields	Descriptions
Fund From	Code representing the first fund in the range of funds associated with the rebate percentage in this record. If you do not know the fund code, request a List. This takes you to the Fund Code Validation Form (FTVFUND).
	(button)      List      Fund Code Validation Form (FTVFUND)
Fund To	Code representing the last fund in the range of funds associated with the rebate percentage in this record. If you do not know the fund code, request a List. This takes you to the Fund Code Validation Form (FTVFUND).
	(button)      List      Fund Code Validation Form (FTVFUND)
Organization From	Code representing the first organization in the range of organizations associated with the rebate percentage in this record. If you do not know the organization code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).
	(button)      List      Organization Code Validation Form (FTVORGN)



Fields	Descriptions
Organization To	Code representing the last organization in the range of organizations associated with the rebate percentage in this record. If you do not know the organization code, request a List. This takes you to the Organization Code Validation Form (FTVORGN).  (button)            List            Organization Code Validation Form (FTVORGN)
Account From	Code representing the first account in the range of accounts associated with the rebate percentage in this record. If you do not know the account code, request a List. This takes you to the Account Code Validation Form (FTVACCT).  (button)            List            Account Code Validation Form (FTVACCT)
Account To	Code representing the last account in the range of accounts associated with the rebate percentage in this record. If you do not know the account code, request a List. This takes you to the Account Code Validation Form (FTVACCT).  (button)            List            Account Code Validation Form (FTVACCT)
Program From	Code representing the first program in the range of programs associated with the rebate percentage in this record. If you do not know the program code, request a List. This takes you to the Program Code Validation Form (FTVPROG).  (button)            List            Program Code Validation Form (FTVPROG)
Program To	Code representing the last program in the range of programs associated with the rebate percentage in this record. If you do not know the program code, request a List. This takes you to the Program Code Validation Form (FTVPROG).  (button)            List            Program Code Validation Form (FTVPROG)

### Copy Window

The Copy Window enables you to copy data from one **Tax Rate Code, COA, Rebate Percent** combination to the current **Tax Rate Code, COA, Rebate Percent** combination being entered. Information is copied based on the effective date specified on the form.

*To use the copy feature of this form:*

1. Select Perform Copy from the options menu or Duplicate Item from the Distribution Information Window.
2. Enter a value in the **Tax Rate Code**, **COA**, and **Rebate Percent** fields; List is available for the **Rebate Percent** field.
3. To copy the **Tax Rate Code** from another tax rate code combination to the current tax rate code combination, select the OK button or Save.

If you change your mind and do not wish to use the Copy Window, select the Cancel button or Exit.

Fields	Descriptions
Tax Rate Code	Code representing the tax rate from which you wish to copy.
COA	Code representing the chart of accounts from which you wish to copy.
Rebate Percent	Rebate percent from which you wish to copy. If you do not know the rebate percent, request a List. This takes you to the Rebate Percent List Window.
	(button)      List      Rebate Percent List Window

### Error Messages Window

The Error Messages Window appears when you attempt to copy records that are not valid, and it displays the errors found.

To exit this window, select the Cancel button or Exit.

Fields	Descriptions
Fund From	Code representing the first fund in the range of funds within the FOAP combination.
Fund To	Code representing the last fund in the range of funds within the FOAP combination.
Fund Error	If an error occurs for a specific fund code within the displayed FOAP combination, the error will be defined in this field.

Fields	Descriptions
Organization From	Code representing the first organization in the range of organizations within the FOAP combination.
Organization To	Code representing the last organization in the range of organizations within the FOAP combination.
Organization Error	If an error occurs for a specific organization code within the displayed FOAP combination, the error will be defined in this field.
Account From	Code representing the first account in the range of accounts within the FOAP combination.
Account To	Code representing the last account in the range of accounts within the FOAP combination.
Account Error	If an error occurs for a specific account code within the displayed FOAP combination, the error will be defined in this field.
Program From	Code representing the first program in the range of programs within the FOAP combination.
Program To	Code representing the last program in the range of programs within the FOAP combination.
Program Error	If an error occurs for a specific program code within the displayed FOAP combination, the error will be defined in this field.

## Tax Rate Code Maintenance Form (FTMTRAT)

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Use the Tax Rate Code Maintenance Form to establish the individual tax rates applicable to your installation. Access this form from the Accounts Payable Table Maintenance Menu (\*FINAPTAB). Select Next Item to move through the fields.

You can use this window to specify the liability accounting distribution and the default rebate accounting distribution and percentage.

When you enter the **Rebate Percent** and the accounting distribution, the system calculates the amount whenever you create an invoice or a direct cash receipt.

If you need to enter more than one rebate percentage for this tax rate, select **Rebate Maintenance** from the options menu. On the Rebate Maintenance Form (FTMREBT), you can associate each rebate percentage with individual or combined FOAP attributes.

Select Save to commit this tax rate information to your records.

For additional information, refer to "Using the Tax Rate Code Maintenance Form (FTMTRAT)" in Chapter 2, "Processing."

Fields	Descriptions
Tax Rate Code	Code representing a tax rate. Enter a tax rate code or select an existing code. If you do not know the tax rate code, request a List. This takes you to the Tax Rate Code List Window. Required.
	<p><b>Note:</b> Use tax rate codes to establish sales/use tax groups which calculate the appropriate tax to process purchasing and payables documents.</p> <p>(button)      List      Tax Rate Code List Window</p>
Description (untitled)	Description of the tax rate. Required.
Last Activity Date	Date this record was created or last updated. Display only.
Tax Rate	Sales or use tax withholding rate. Expressed as a percent. Required.
Priority	Priority code indicates the order in which taxes are calculated. Required.
	<p><i>Priority 1</i>      Compute Duty first.</p> <p><i>Priority 2</i>      Compute federal sales tax, which includes Duty in its calculation.</p>
Active Status	Check box indicates whether the user wants to activate this tax rate code record.
	<p><i>Selected</i>      Activate this tax rate code record.</p> <p><i>Cleared</i>      Deactivate this tax rate code record.</p>
Effective Date	Date this record becomes effective. Default value is the system date but it may be overwritten.
Termination Date	Date this record is no longer available for use.

Fields	Descriptions
Next Change Date	Date for the next effective dated record. This field will be blank for the most recent record.
Include Additional Charges	Check box indicates whether the user wants to include any additional charges allocated to the commodity when computing the tax amount.  <i>Selected</i> Taxes include additional charges. <i>Cleared</i> Taxes do not include additional charges.
Include Discount	Check box indicates whether the user wants to deduct discount amounts from the <b>Approved Amount</b> to compute taxes.  <i>Selected</i> Deduct discount amounts from the approved amount. <i>Cleared</i> Do not deduct discount amounts from the approved amount.
Taxing Authority ID	Code representing a taxing authority. A taxing authority is used the vendor does not collect taxes and you remit taxes directly to a governing body instead. Maintain valid values as vendors. You must enter a <b>Taxing Authority ID</b> if the <b>Pay Tax To</b> value is either <i>C</i> (Pay Vendor if a Collector) or <i>T</i> (Always Pay Tax to Taxing Authority). If you do not know the taxing authority code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).  (button)                List                        Entity Name/ID Search Form (FTIIDEN)
Taxing Authority Name and Address (untitled)	Name and address of the taxing authority.

Fields	Descriptions	
Pay Tax To?	Code representing the party to whom you intend to pay taxes and when. If you do not know the tax collecting party, request a List. This takes you to the System Data List Form (FOQSDLV). Required.	
	V Vendor	Pay taxes to the vendor in all cases
	C Collectors	Pay taxes only to those vendors who are tax collectors.
	T Taxing Authority	Pay only to the taxing authority
	<b>Note:</b> If you specify either <i>C</i> or <i>T</i> , be sure to enter a valid Taxing Authority ID.	
	(button) List	System Data List Form (FOQSDLV)

### Liability Accounting Distribution block

When you pay taxes to a taxing authority, specify an accounting distribution to record the liability when the invoice or direct cash receipt posts.

Fields	Descriptions	
Chart of Accounts	Code representing the chart of accounts for the liability account distribution. If you do not know the chart of accounts code, request a List. This takes you to the Chart of Accounts List Window.	
	(lookup) List	Chart of Accounts List Window
Fund	The fund code for the liability account distribution.	
	(button) List	Fund Code Validation Form (FTVFUND)

Fields	Descriptions
Liability Account	<p>Code and description of the liability account. If you do not know the liability account code, request a List. This takes you to the Account Code Validation Form (FTVACCT).</p> <p>This field is only required if you enter <i>C</i> or <i>T</i> in the <b>Pay Tax To</b> field on the main window of this form. For an invoice, the system draws the tax amount that awaits payment to the taxing authority out of the accounts payable account and records it in the liability account that you create for this purpose. For a direct cash receipt, this process is reversed.</p> <p>(button)      List      Account Code Validation Form (FTVACCT)</p>
Rebate Percent	Percentage of tax to be rebated.

### Default Rebate Accounting Distribution block

Fields	Descriptions
Chart of Accounts	<p>Code representing the chart of accounts for the default rebate account distribution. If you do not know the chart of accounts code, request a List. this takes you to the Chart of Accounts List Window. Optional.</p> <p>(lookup)      List      Chart of Accounts List Window</p>
Fund	<p>Code representing the fund for the default rebate account distribution. If you do not know the fund code, request a List. This takes you to the Fund Code Validation Form (FTVFUND). Optional.</p> <p>(button)      List      Fund Code Validation Form (FTVFUND)</p>
Receivable Account	<p>Code representing the account that will receive the rebate. If you do not know the receivable account code, request a List. This takes you to the Account Code Validation Form (FTVACCT). Required when you enter the <b>Rebate Percent</b>.</p> <p>(button)      List      Account Code Validation Form (FTVACCT)</p>

## Vendor Maintenance Form (FTMVEND)

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The Vendor Maintenance Form consists of a main window and four additional windows that you can access via tabs. Use this form to add, change, or terminate vendor information. Access this form from the Accounts Payable Table Maintenance Menu (\*FINAPTAB).

### Key block

Fields	Descriptions
Vendor	Code representing the vendor supplying the commodities or services. If you do not know the vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).  <b>Note:</b> Enter <i>NEXT</i> to have the system generate a new vendor. (button)      List      Entity Name/ID Search Form (FTIIDEN)
Generate ID	Button that, when selected, brings up the GOAMTCH form. This form does not display if you are exempt from Common Matching. For detailed information about Common Matching, please refer to the <i>General User Guide</i> .
Corporation	Corporation name of the vendor supplying the commodities or services. If you enter a corporation name in this field, you may not enter a <b>Last Name</b> and <b>First Name</b> .
Last Name	If the vendor is not a corporation, the last name of the vendor supplying the commodities or services. You must enter both the first and last names; <b>Middle Name</b> is optional.
First Name	If the vendor is not a corporation, the first name of the vendor supplying the commodities or services. You must enter both the first and last names; <b>Middle Name</b> is optional.
Middle Name	If the vendor is not a corporation, the middle name of the vendor. Optional.
Start Date	Date this record becomes effective. Default value is the system date but it may be overwritten.



Fields	Descriptions
Termination Date	Date this record is no longer available for use. Leave this field blank for indefinite use of this vendor on your system. Optional.
Last Activity Date	Date this record was created or last updated. Populates only if you view an existing vendor record that has been changed. Display only.

Enter the optional **Addresses** information as desired to streamline data entry on the procurement documents. These fields only specify the defaults. To create these addresses manually, use the Vendor Address Window of this form.

### Vendor Maintenance tab

Use this window to view or change vendor profile information.

Fields	Descriptions
Procurement Type Code	<p>If specified here, this address <b>Type Code</b> populates when you select the vendor for a requisition, purchase order, or blanket order. If you do not know the type code, request a List. This takes you to the Address Type Validation Window.</p> <p>(lookup)      List      Address Type Validation Window</p>
Procurement Sequence	<p>If specified here, this <b>Sequence #</b> populates when you select the vendor for a requisition, purchase order, or blanket order. Optional.</p>
Accounts Payable Type Code	<p>If specified here, this address <b>Type Code</b> populates when you select the vendor on the Invoice/Credit Memo Form. If you do not know the type code, request a List. This takes you to the Address Type Validation Window. Optional.</p> <p>(lookup)      List      Address Type Validation Window</p>
Accounts Payable Sequence	<p>If specified here, this <b>Sequence #</b> populates when you select the vendor on the Invoice/Credit Memo Form. Optional.</p>
Contact	Name or title of the primary contact for the vendor.
Phone	Telephone number for the contact.
Extension	Telephone extension for the contact.

Fields	Descriptions
Collects Taxes	<p>Pull-down list indicates whether the vendor collects taxes.</p> <p><i>Collects All Taxes</i> The vendor collects all taxes</p> <p><i>Collects No Taxes</i> The vendor collects no taxes</p> <p><i>Collects Selected Taxes</i> The vendor collects only selected taxes</p>
Owner ID	<p>ID number and name of the owner of the vendor corporation, used in creating <i>Doing Business As</i> (DBA) vendors. The owner vendor must first be created as a 1099 vendor. When a DBA vendor is subsequently created, the <b>Owner ID</b> number must be entered from the owner vendor's record. The owner vendor's federal tax ID number and income type defaults into the DBA vendor's record. If you do not know the Owner ID, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN).</p> <p>(button)            List            Entity Name/ID Search Form (FTIIDEN)</p> <p><b>Note:</b> You can create an owner vendor record for vendors who operate multiple businesses under the heading <i>Doing Business As</i> and reference the owner's Federal Tax ID to each of the affiliated vendor records and 1099s.</p>
Check Vendor	<p>Code representing a check vendor if the vendor requires that you make checks out to a third party. If you do not know the check vendor code, request a List. This takes you to the Entity Name/ID Search Form (FTIIDEN). Optional.</p> <p>(button)            List            Entity Name/ID Search Form (FTIIDEN)</p>
Discount Code	<p>Code representing discount terms as established with the vendor. If you do not know the discount code, request a List. This takes you to the Discount Terms List Window. Optional.</p> <p>(lookup)            List            Discount Terms List Window</p>
Text Exists	<p>Document Text Exists. Indicates whether text exists for this vendor record. Display only.</p> <p>Y Yes            Text exists for this vendor.</p> <p>N No            Text does <b>not</b> exist for this vendor. Default.</p>

## Additional Information Window

Use the Additional Information Window to enter further classification data for a vendor, including tax data.

Fields	Descriptions
Tax ID	Vendor's taxpayer identification number.
Income Type	Code and description of the income type as defined by the classifications to use with the U.S. Governmental 1099 form. If you do not know the income type code, request a List. This takes you to the Income Type Code List Window (FTVITYP). Optional. (lookup)      List      Income Type Code List Window
Federal Withholding	Federal Withholding Percent. The withholding percentage used for federal tax reporting purposes. Withheld at the time a check is written for this vendor. Optional.
State Withholding	State Withholding Percent. The withholding percentage used for state tax reporting purposes. Withheld at the time a check is written for this vendor. Optional.
Base Currency	Code representing the currency used by this vendor if foreign to your institution's domestic currency. If you do not know the currency code, request a List. This takes you to the Currency Code Validation Window. Optional. (lookup)      List      Currency Code Validation Window
Name Type	Code representing the type of name used to identify this vendor. If you do not know the name type, request a List. This takes you to the Name Type Validation (GTVNTYP). (lookup)      List      Name Type Validation (GTVNTYP)
SSN/SIN/TIN	Vendor's Social Security Number, Social Insurance Number, or Tax Field Number.

Fields	Descriptions
Carrier Type (radio group)	<p>Radio group identifies the vendor as foreign or domestic.</p> <p><i>Domestic Carrier</i> This is a foreign vendor.</p> <p><i>Foreign Carrier</i> This is a foreign vendor</p> <p><i>None</i> If you do not wish to select either option, you can choose the <b>None</b> radio button.</p>
State Indicator (radio group)	<p>Radio group identifies the vendor as operating In State or Out of State.</p> <p><i>In State Vendor</i> This vendor operates within the state</p> <p><i>Out of State Vendor</i> This vendor operates out of state</p> <p><i>None</i> If you do not wish to select either option, you can choose the <b>None</b> radio button.</p>
Invoice Grouping (pull- down list)	<p>Pull-down list indicates the vendor's payment requirements.</p> <p><i>I</i> One invoice per check</p> <p>The vendor requires each invoice to be paid with a separate check</p> <p><i>M</i> Many invoices per check</p> <p>The vendor will allow multiple invoices to be grouped and paid on a single check.</p> <p><i>E</i> E-Procurement Vendor (No, Yes)</p>

Select the **Vendor Maintenance** tab to return to the main window. To access the Vendor Types Window, select the tab or choose Next Block.

### Vendor Types Window

Use the Vendor Types Window of the Vendor Maintenance Form to specify the vendor type code for the vendor you create.

Fields	Descriptions
Code	Two-character code representing the type of vendor. If you do not know the vendor type, request a List. This takes you to the Vendor Type List Window.
	(button)              List              Vendor Type List Window
Description (untitled)	Description of the vendor type.

Select Next Block, or the appropriate tab, to access the Vendor Address Window.

### Address Window

Use the Address Window of the Vendor Maintenance Form to enter address and phone information for a vendor. You can assign multiple address codes and sequences to a specific vendor.

You may assign multiple addresses, sequence numbers, and registration numbers to a specific vendor.

If you specified the optional default Address Code(s) and Type(s) in the main window, enter the address information for those specified defaults in this window.

Fields	Descriptions
Address Type	Two-character code representing the address type associated with the selected address for this vendor. If you do not know the address type, request a List. This takes you to the Address Type Validation Window.
	(button)              List              Address Type Validation Window
Sequence Number	Sequential number associated with the selected address for this vendor.
Street Line 1	First line of the address for this vendor.
Street Line 2	Second line of the address for this vendor.
Street Line 3	Third line of the address for this vendor.
City	City for the selected address type/sequence number combination for this vendor. Required.

Fields	Descriptions
User	Identification number of the user who entered or last updated this record. Display only.
State or Province	State or province for the selected address type/sequence number combination for this vendor. If you do not know the state or province, request a List. This takes you to the State/Province Code Validation Window  (lookup)      List      State/Province Code Validation Window
ZIP or Postal Code	ZIP or Postal Code for the selected address type/sequence number combination for this vendor. Required if the <b>State or Province</b> field is entered. If you do not know the ZIP or Postal code, request a List. This takes you to the ZIP/Postal Code Validation Form (GTVZIPC).  (button)      List      ZIP/Postal Code Validation Form (GTVZIPC)
Activity Date	Date this record was created or last updated. Display only.
County	County for the selected address type/sequence number combination for this vendor. If you do not know the county, request a List. This takes you to the County Code Validation Window.  (lookup)      List      County Code Validation Window
Nation	Nation for the selected address type/sequence number combination for this vendor. If you do not know the county, request a List. This takes you to the Nation Validation Window.  (lookup)      List      Nation Validation Window
Telephone Type	Code representing the type of phone line (for example, mobile or business). Default value comes from the address type, but it may be overwritten. If you do not know the phone type code, request a List or use the Search feature to access the Telephone window of the Person Identification Form - Finance (FOAIDEN).
Fax Number	FAX number.associated with the primary telephone number.

Fields	Descriptions
Inactivate Status	Check box identifies the status of the address. <i>Selected</i> This address is inactive. <i>Cleared</i> This address is active.
Source	Source for this address information. Choices come from the Address Source Code Validation form (STVASRC).
Delivery Point	Postal carrier-specified code representing the delivery point associated with this address.
Correction Digit	Postal carrier-specified code representing the correction digit associated with this address.
Carrier Route	Postal carrier-specified code representing the carrier route associated with this address.
Registration Number	Goods and Services Tax identification for the specified <b>address Type Code and Sequence Number</b> combination for this vendor. Optional.
Last Update: User	ID for the user who last updated this record.
Last Update: Activity Date	Date this record was created or last updated.

To access the Taxes Collected Window, select **Next Block** or choose the appropriate tab. Select **Save** to commit this vendor to your records.

### Taxes Collected Window

Use the Taxes Collected Window of the Vendor Maintenance Form to establish tax collection data for a vendor. You can only access this window when you define a vendor that *Collects Selected Taxes* in the main window.

When you collect taxes, the system uses the set of records that you enter to calculate the total tax due on transactions that involve this vendor.

You can either **Save** the vendor record and commit it to your records at this point, or select **Next Block** to return to the main window.

Fields	Descriptions
Tax Code	Code representing the tax rate associated with this vendor. If you do not know the tax code, request a List. This takes you to the Tax Rate Code List Window. Required. (button)      List      Tax Rate Code List Window
Description (untitled)	Description of the tax rate. Default value comes from the tax rate code record.
Rate	Sales or use tax withholding rate. Expressed as a percent. Defaults from the tax rate code record.
Effective Date	Date the <b>Tax Code</b> becomes associated with this vendor. Default value comes the system date but it may be overwritten. Required.
Termination Date	Date a particular tax rate is no longer collected by this vendor.

## Vendor Type Code Maintenance Form (FTMVTYPE)

Use the Vendor Type Code Maintenance Form to add, change, or delete vendor type designations. Access this form from the Accounts Payable Table Maintenance Menu (\*FINAPTAB).

A list of the existing vendor type codes on your system displays when you enter the form. If necessary, you can scroll through this list. You can use the Enter Query and Execute Query functions to query a specific vendor type code.

To enter a new vendor type, select Next Record at the bottom of the existing list. Once you have entered the desired information, select **Save** to commit this vendor type code to your records.

Fields	Descriptions
Vendor Type	Vendor Type Code. Two-character code representing the vendor type.
Description	Description of the vendor type code.
Effective Date	Date on which the <b>Vendor Type</b> code becomes effective. Default value is the system date but it may be overwritten.
Termination Date	Date this vendor type is no longer available for use.



Fields	Descriptions
Last Activity Date	Date this record was created or last updated. Display only.

## Sales/Use Tax Group Maintenance Form (FTMTGRP)

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Use the Sales/Use Tax Group Maintenance Form to add and maintain sales/use tax groups in order to calculate tax on purchasing and payment documents. Access this form from the Accounts Payable Table Maintenance Menu (\*FINAPTAB).

Fields	Descriptions
Tax Group Code	User-specified code representing the group of tax rates that should be applied to this request if Tax Processing is on at the system level. If you want to look up but do not know an existing tax group code, request a List. This takes you to the Tax Group List Window.  (button)      List      Tax Group List Window
Active Status	Check box indicates whether the tax group is active in your system.  <i>Selected</i> The tax group is active on your system. <i>Cleared</i> The tax group is <i>not</i> active on your system.
Tax Group Title	Description or title of the tax group. Required.
Chart of Accounts	Code representing the chart of accounts that is valid for this tax group. If you do not know the chart of accounts, request a List. This takes you to the Chart of Accounts List Window. Optional.  (button)      List      Chart of Accounts List Window
Non Taxable	Check box indicates whether the tax group computes tax.  <i>Selected</i> This tax group does <i>not</i> compute tax. <i>Cleared</i> This tax group does compute tax.

**Note:** Use a non-taxable tax group when you do not compute tax for a purchase.

Fields	Descriptions
Effective Date	Date the <b>Tax Group Code</b> becomes effective. Default value is the system date but it may be overwritten.
Termination Date	Date this record is no longer available for use. Optional.
Next Change Date	Date for the next effective dated record. This field will be blank for the most recent record.
Last Activity Date	Date this tax group record was created or last updated. Display only.
Tax Code	Code representing the tax rate associated with this tax group for calculation. If you do not know the tax rate code, request a List. This takes you to the Tax Rate Code List Window. (button)      List      Tax Rate Code List Window  <b>Note:</b> Establish these tax rates initially on the Tax Rate Code Maintenance Form (FTMTRAT).
Tax Rate Title (untitled)	Description or title of the tax rate. Default value comes from the tax rate code record.
Priority Code	Priority code indicates the order in which taxes are calculated. Default value comes from the tax rate code record. <i>Priority 1</i> Compute Duty first. <i>Priority 2</i> Compute federal sales tax, which includes Duty in its calculation.
Rate	Sales or use tax withholding rate. Expressed as a percent. Defaults from the tax rate code record.
Rebate Percent	If a tax rate does <i>not</i> have multiple rebate percentages defined on the Rebate Maintenance Form (FTMREBT) but <i>does have</i> the default rebate percentage defined on the Tax Rate Code Maintenance Form (FTMTRAT), this field displays the default rebate percentage. If the tax rate has one or more rebates defined on FTMREBT, then the word <i>Multiple</i> displays in this field.  <b>Note:</b> Select the Rebates button to view these rebates on the Rebates Window.

Fields	Descriptions
Activity Date	Date this tax rate record was created or last updated. Display only.

Select **Save** to commit this tax group to your records.

### Rebate Information Window

To access this window, select **Rebate Information** from the options menu.

Fields	Descriptions
Tax Rate	Code representing the tax rate associated with this tax group for calculation. Default value comes from the corresponding record in the main window.
Default Rebate Percent	Default rebate percentage as defined on the Tax Rate Code Maintenance Form (FTMTRAT).
Rebate Percent	Rebate percentage(s) as defined on the Rebate Maintenance Form (FTMREBT).
Effective Date	Date the <b>Rebate Percent</b> became effective.

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# Stores Inventory

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## Introduction

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The forms in the Stores Inventory module enable you to manage stock inventory warehouses. Use this module to maintain one stockroom that issues simple office supplies to departmental users or to maintain multiple warehouse facilities that supply the installation.

### Using the Stores Inventory Module

The stock item for Stores Inventory is the commodity code. In addition to average unit cost and onhand quantities, an item master record can also contain reorder point, safety stock, ABC classification, and other information to enhance an installation's ability to manage inventory in a cost effective manner. You can maintain stock items in multiple locations and assign them to specific rack/shelf/bin designations (sub locations) within a warehouse (primary location).

Customers of the stockroom can obtain inventory at the stockroom window. Departments can enter stockroom requests that reserve their stock items immediately. The stockroom personnel can view the unfilled orders, issue the stock, and direct the system to automatically record the appropriate accounting entries. Within the stockroom itself, maintenance forms support any activity that moves stock items, transfers stock to different locations, and receives new items. You can also define stockrooms or warehouses as profit centers, so that in addition to the inventory issue accounting transactions, there is an additional entry to record Warehouse Income.

### Stores Inventory System Controls

The Stores Inventory system assigns values to inventory at the time you receive any items (on an average unit cost basis) based on the invoice price if the goods have been invoiced or based on the purchase order price if the goods have not been invoiced. If invoicing occurs after receipt, the system makes adjustments to the value of the stock. Items are issued on an average unit cost.

You can control the Physical Inventory Process at the system level, so that once Physical Inventory begins, the system does not process any receipts, invoices, transfers, or issues. You can also control this process at the commodity or location level.

The Physical Inventory worksheets are distributed by location to facilitate the counting process. The system also provides reconciliation forms, and there is a batch process to automatically calculate the reconciliation entry.

## Menu Navigation Table

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

### Stores Inventory (\*FINSTORES)

Access this menu from the Finance System Menu (\*FINANCE).

FSASYSC	Inventory System Control Maintenance Form Enables you to define inventory control parameters at the system level.
FSAREQN	Stores Requisition Form Enables you to issue requests for stores stock items.
FSATRAN	Stores Stock Transfers Form Enables you to record movement of stock between locations after the warehouse receives the stock by stores receiving. Use this form to introduce stock received by the standard receiving process into the stores inventory process.
FSAISSU	Stores Issue/Return Form Enables you to enter issues or returns of stock items.
FSAPREQ	Stores Inventory Low Stock List Form Enables you to view and maintain a list of all stock that the system finds to be at the user defined point of reorder.
FSASYSA	Inventory Adjustment System Control Form Enables you to control adjustments to either quantity or unit cost of a Stores Inventory item by location or stock item.
FSAPHYC	Stores Physical Inventory Count Recording Form Enables you to record the physical inventory count for each commodity, location, and sublocation.
FSAADJQ	Adjustment To Quantity/Inventory Reconciliation Form Enables you to reconcile discrepancies in the physical inventory process. The data that appears on this form only specifies those items in your inventory that maintain a discrepancy between the recorded on-hand count and the physical count .
FSAADJC	Stores Adjustment to Unit Cost Form Enables you to make adjustments to the unit cost of a stores item.
FOADEST	Stores Inventory Distribution Initialization Form Enables you to enter a printer identification for the specific user who signs on to the system. You may enter a printer identification for issues only.



FSASTKQ	Stores Quick Quantity Entry Form Enables you to quickly enter quantity information for stores stock locations by primary locations or sublocations.
FSASTKC	Stores Quick Cost Entry Form Enables you to quickly enter or adjust unit cost information by stock commodity.
*FINSIQRY	Stores Inventory Query Menu Provides access to the forms you use to verify stores inventory data in your system.
*FINSITAB	Stores Inventory Table Maintenance Menu Provides access to the forms you use to view and maintain the table support data used in the Stores Inventory system.

### Stores Inventory Query (\*FINSIQRY)

Access this menu from the Stores Inventory System Menu (\*FINSTORES).

FSIOSRO	Open Stores Request Form Enables you to view a list of open Stores requisitions by Organization, Commodity, or Organization/Commodity.
FSIISU	Issue/Return List Validation Form Enables you to select stores issues or returns.
FSITRAN	Stores Transfers List Validation Form Enables you to select stores transfers.
FSIADJL	Stores Adjustment Document List Form Enables you to select stores physical inventory reconciliation documents.
FOIDCH	Document History Form Displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select.
FSISTKL	Stores Commodity Location List Form Enables you to select stores commodity locations. Refer to this form frequently to determine the status of any given commodity.
FSIISQ	Stores Issue/Return Query Form Serves as a companion query form for the Stores Issue/Return Form (FSAISSU). Use this form to query information about the issues or returns created on FSAISSU.

FTVCOMM	<p>Commodity Validation Form</p> <p>Enables you to view commodity codes and associated descriptions defined to the system. Use this form to verify or, more often, to select a commodity code to process through the stores inventory features. You can also verify relevant information attached to the commodity such as unit of measure, start and termination dates, and Stores Inventory indicators.</p>
FTVINVM	<p>Stores Inventory Validation Form</p> <p>Enables you to view commodity codes defined as stock items and to verify that they have been assigned to the Stores Inventory system. You can also use it to verify effective dates and termination dates for a commodity's active period.</p>
FTVSHIP	<p>Ship To Validation Form</p> <p>Enables you to view ship-to codes defined to the system. Use this form to verify shipping locations for stores inventory requisition deliveries.</p>

### Stores Inventory Table Maintenance (\*FINSITAB)

Access this menu from the Stores Inventory System Menu (\*FINSTORES).

FTMCOMM	<p>Commodity Maintenance Form</p> <p>Enables you to create and maintain commodity codes and default expense account relationships.</p>
FTRINVM	<p>Stores Inventory Maintenance Form</p> <p>Enables you to define and display basic information about a commodity defined as a stock item.</p>
FTMSHIP	<p>Ship To Address Maintenance Form</p> <p>Enables you to establish departmental routings for deliveries. This list is user-defined, so you may update and maintain it as desired.</p>
FTMEXRT	<p>External Rate Maintenance Form</p> <p>Enables you to verify and maintain a list of external rate codes to support both the Cost Accounting module and the Stores Inventory module.</p>

## Stores Inventory Forms

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FTMCOMM	Commodity Maintenance Form Enables you to create and maintain commodity codes and default expense account relationships.
FTRINVM	Stores Inventory Maintenance Form Enables you to define and display basic information about a commodity defined as a stock item.
FTMSHIP	Ship To Address Maintenance Form Enables you to establish departmental routings for deliveries. This list is user-defined, so you may update and maintain it as desired.
FTMEXRT	External Rate Maintenance Form Enables you to verify and maintain a list of external rate codes to support both the Cost Accounting module and the Stores Inventory module.

This section provides you with examples and descriptions for each form within the Stores Inventory module.

Forms in this section flow in the order that they appear on the Stores Inventory System Menu (\*FINSTORES). Use these forms to create, track, and transfer inventory items. You can also view and adjust inventory status, as well as the data associated with an inventory item.

Each form contains a description, instructions on how to use the form and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

### Inventory System Control Maintenance Form (FSASYSC)

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Use the Inventory System Control Maintenance Form to define inventory control parameters at the system level. Access this form from the Stores Inventory System Menu (\*FINSTORES).

The system uses the fund and account parameters that you define on this form in relevant accounting transactions.

When the system uses the values in the **Inventory Fund** and **Inventory Account** fields for posting transactions in Stores Inventory, it first looks for these values on the

commodity record. If these values have not been defined at either the commodity or the ship code level, the system uses the codes that you enter here on the system control table.

#### *Instructions*

The **Effective Date** default value is the current date, but you can enter a new date. Select Next Item and enter the optional **Termination Date** date for these inventory parameters.

The **Active Status** check box default value is to selected to indicate that these inventory parameters are currently active on your system. Clear the check box to deactivate these parameters. Select Next Item.

#### *Inventory Funds and Accounts*

You may use the Search feature for each field or request a List to select from a list of valid values for each field. When you enter the specified code in the field on the left column on the form, the attached code description populates the corresponding indicator field on the right column.

Enter the **Inventory Fund** code. This field identifies the fund for the system to use to record inventory into, within, and out of stores inventory. The **Inventory Transfers In Account** field and the **Inventory Transfers Out Account** field represent transfers in and out from one inventory location to another inventory location within Stores Inventory. These fields are used solely for Stores transfers transactions. The **Inventory Account** field identifies the account for the system to use to record inventory into, within, and out of stores inventory.

**Note:** Remember Chart of Accounts compatibility when you select a fund.

The **Valuation Clearing Account** serves two purposes. First, when goods are received, the system credits this account using the existing purchase order price to obtain the extended cost. The invoice debits the **Valuation Clearing Account** using the invoice price. The system calculates the difference between the net purchase order and invoice prices and makes an adjusting entry to this account to offset the adjustment to the asset account (into which the stock was received). Once all the items that are received here have been invoiced, the system should show a balance of zero.

Your balance should be zero after you invoice all items.

Use the **Valuation Clearing Account** in the Physical Inventory Reconciliation process and the Cost Adjustment process. It acts as a display field for the offset amount to the Inventory Adjustments that you create on the Adjustment to Quantity/Inventory Reconciliation Form (FSAADJQ) and the Stores Adjustment to Unit Cost Form (FSAADJC). For instance, if you debit your inventory through an adjustment, the **Valuation Clearing Account** field indicates the inverse amount to credit this amount to the system.

The **Stockroom Income Account** field identifies the account for the system to use for credit when you apply an overhead amount to an inventory issue.

All of these account fields must represent at least one account identified in the account code table (FTVACCT) and must be valid in at least one chart (this also applies to fund codes). If an entered account code is not valid across all charts, the system displays a warning message.

### *Physical Inventory*

The **Physical Inventory All** check box indicates whether the physical inventory process is occurring for all defined stock items. Select this check box if you only want functions that process physical inventory to occur. If this check box is cleared, only functions other than physical inventory may occur.

**Note:** Be aware that when you select the **Physical Inventory All** check box, it turns the inventory status indicator to *I* in the Stock Location Tables throughout the Stores Inventory module.

You may control the physical inventory process by location or commodity on the Inventory Adjustment System Control Form (FSASYSC).

## Stores Requisition Form (FSAREQN)

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Use the Stores Requisition Form to issue requests for stores stock items. Access this form from the Stores Inventory Menu (\*FINSTORES).

Once this document is completed and approved, the system creates a reservation for the requesting organization (which you enter on this form) and updates the stock reserved quantity with the requisitioned quantity within stores.

Document level accounting is the default for Stores Inventory. Commodity level accounting is not allowed.

You may cancel a Stores requisition as long as there are no issues against it. Use the Requisition Cancel Form (FPARDEL) to delete a Stores requisition. You cannot cancel individual requisition items; you must cancel the entire document.

Enter a new request number or enter *NEXT* to have the system generate one. To view a list of existing requisitions, use the Search feature for the **Request** field or request a List to access the Requisition Validation Form (FPIRQST). Select Next Block.

**Note:** You cannot use this form to modify or complete any documents created on FPAREQN.

### Requestor block

The transaction date default value is the current date, but you may enter a new one. Select Next Item and enter the required **Delivery Date**. The **Cancel Date** is display only and populates only if you are viewing a requisition number that you have already created and canceled. The **Requestor**, **Phone** number, and **Extension** fields are optional. The **Ship To** code is required; you may use the Search feature or request a List to select from a list of valid shipping locations.

The *Y* or *N* value in the **Document Text Exists** field indicates whether text exists for this document. Select **Document Text** from the options menu to access the Document Text Entry Form (FOAPOXT). On FOAPOXT you may view this text and revise or add to it. Select Next Item to retrieve the associated shipping address information.

The **NSF Checking** check box default value is *cleared*. Select this check box to activate the non-sufficient funds checking feature for this requisition. Select Next Block to access the Commodity Data fields.

## Commodity Data block

Enter the commodity items and quantity information. The **Commodity** and **Quantity** fields are required to complete the document. You may use the Search feature for each field or request a List to select from a list of valid existing codes for each. The commodity default values come from the Stores Inventory Validation Form (FTVINVM).

When you select a commodity, the description and unit of measure fields populate along with the commodity code. The **U/M** field default value comes from the inventory issued unit of measure, and may not be changed. You must enter the **Quantity** requested to populate the **Extended Cost field**.

You cannot complete a requisition without the commodity data.

If multiple items are attached to this stores requisition, you may scroll through the multiple listings. Select Next Block to access the Accounting Data information fields.

## Accounting Data block

Enter the accounting distribution data (for example, FOAPAL elements) to be charged for this requisition. You may enter the value of each distribution directly or have the system calculate them as a percentage of the total. The **Chart of Accounts, Year, Fund, Organization, Account, Program, and Amount** fields are required.

You may select the **NSF Override** check box to have the chosen account override the non-sufficient funds checking feature. You may also enter a distribution percentage in the **Percent** field to divide the charge between multiple account distributions. If multiple accounting distributions are attached to this requisition, you may scroll through the multiple listings.

To access the Commodities and Accounting for Review Query Form (FOICACT), select **Accounting Information** from the options menu. Select Next Block to access the Balancing/Completion Window.

## Balancing/Completion Window

Use this window to complete this requisition.

The **Complete** and **In Process** buttons are navigable.

To save the data without completing the requisition, select **In Process**.

Select Rollback to create or view another requisition.

## Stores Stock Transfers Form (FSATRAN)

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Use the Stores Stock Transfers Form (FSATRAN) to record movement of stock between locations after the warehouse receives the stock by stores receiving. Use this form to introduce stock received by the standard receiving process into the stores inventory process. Access this form from the Stores Inventory System Menu (\*FINSTORES).

If physical inventory or cost adjustments are being processed for a commodity/location, you may not use transfers for that adjusted commodity/location. When you complete this document, the system adds the transfer quantity to the onhand quantity of the new location and subtracts from the onhand quantity of the old location.

To make an adjustment, you must create a new transfer.

After you complete this document, you may not make any changes to it. However, you may use this document as a query for completed transfers. If this form is used to query a transfer, a warning message may appear to inform you that the transfer is completed and changes are not allowed. You may not process a cancellation on this form. If you must make an adjustment, you need to enter another transfer.

### *Stock Transfers*

There are two different types of stock transfers by default.

- *Stock transfer within one stockroom:* You can move stock within the same primary location from one sublocation (for example, rack, shelf, or bin) to another sublocation. The net effect increases the stock on hand quantity in the new location and decreases the quantity in the previous location.
- *Stock transfer between stockrooms:* You can move stock from one warehouse sublocation to another warehouse sublocation. In this case, you may have an accounting entry as well. If you designate different inventory accounts based upon Primary Location code, then this transfer generates a credit to the old Primary Location code and a debit to the new one.

### *Instructions*

Enter the transfer number or enter *NEXT* to have the system generate a transfer number. To view an existing transfer document, use the Search feature for the **Transfer** field or request a List to access the Stores Transfers List Validation Form (FSITRAN). If the transfer number that you enter already exists, the system queries and displays all existing header information, commodity information, and transfer information. This information populates the commodity and transfer information fields. Select Next Item. The **Transaction Date** default value is the current date, but you may enter a new date.

If this is a transfer for a receiving item, enter the receiving number in the **Receiver Document** field. Use the Search feature for the **Receiver Document** field or request a List to select one from the Receiver/Packing Slips Validation Form (FPIPKSL). Select Next Block. The system displays all items from the receiver document in the Commodity fields, and the system displays the primary and sublocation that appears on the Receiver Document.

If you do not enter a **Receiver Document**, the system queries all Stores Commodity Location records which match the requested commodity. If you enter a **Receiver Document**, the system displays only the Stock Location record that matches each item received for stores.

To view existing text or add new text to this document, select **Document Text** from the options menu to access the General Text Entry Form (FOATEXT).

#### *Commodity Information*

If you do not use the commodities from a receiving document on this transfer, you may enter the desired commodities. Use the Search feature for the **Commodity** field or request a List to select from the Commodity Code List Window. The commodity must be in stock in your current inventory to be transferred. If there are no items of this commodity currently in stock, you will receive an error message.

You may use multiple transfer commodity records for each header record. If necessary, you may scroll through the list of commodities on this transfer document. Select Next Block to access the Transfer Information fields.

**Note:** If you create a transfer from a receiver document, you may delete commodity records, but you may not add them. You may either delete or add records if the transfer is created without a receiver document.

#### *Transfer Information*

When you select Next Block from the Commodity fields, the existing stock location information populates the **From - Primary** and **Sub Location** fields. The transfer **To** location fields also appear. To simplify processing, the data in the transfer **From** location fields also populate the Transfer To Location information. You can only specify one transfer location for each location **Sequence** number (this field populates when you view existing transfer records).

If the location that displays in the **From Primary** and **Sub Location** fields is defined as the default location, the system places an asterisk (\*) in the unlabeled field to the left of **From - Primary Location**.

**Note:** The Transfer To information does not appear until you enter the header and commodity information and select Next Item from the Transfer **From** fields.

Sublocations are optional. You cannot enter the sublocation without the primary location.

Enter the location to which you wish to transfer this stock commodity in the **Transfer To** fields. The primary location is required, but the sublocation is optional. You may use the Search feature for the **Primary** field or request a List to select a location from



either the Ship To Information Validation Form (FTVSHIP) or the Stores Commodity Location List Form (FSISTKL). For the **Sub Location**, select Count Hits to access FSISTKL.

Enter the number of the commodity in stock to transfer in the **Transfer Quantity** field. The number that you transfer cannot exceed the number available. If you attempt to transfer more than the amount available, you receive an error message. The **Suspense** indicator field is system-generated and displays *Y* if that transfer document is held in suspense due to missing or erroneous inventory accounting data.

Select **Complete** from the options menu to complete this transfer and save the transfer document to your Stores Inventory records. You may not make any changes once you complete this transfer document.

## Stores Issue/Return Form (FSAISSU)

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Use the Stores Issue/Return Form to enter issues or returns of stock items. Access this form from the Stores Inventory System Menu (\*FINSTORES).

You may use this form to create issues from existing requisitions or enter issues directly. If the issue is created from an existing request, information is copied from the request directly into the issue. If the issue is entered directly, the appropriate data must be entered on this form.

Once you enter a commodity code, the system calculates unit cost for that commodity. You may use an external rate code to override this unit cost if the warehouse is defined as a profit center. The external rate may default from the commodity code table or may be applied on this form. The Stores Issue/Return form also enables you to issue items from one or multiple locations. If you issue an item from more than one location, these locations must all be profit centers or must all *not* be profit centers, as long as you define them uniformly.

All issue documents use Document Level Accounting for entry of accounting information.

You can complete the document from any point on the form. If a rate or quantity changes, the form will automatically calculate the accounting impact.

This form can also be used to enter return documents. The **Return** check box in the Header Information indicates whether the document is an issue (cleared) or a return (selected). A single document may not contain both issues and returns.

The onhand quantity of the stores commodity is adjusted once the document is completed.

If physical inventory or cost adjustments are occurring, no issues or returns for the item being adjusted can occur.

**Note:** You do not use the approvals process for stores issue/return documents.

*Instructions*

Enter the **Issue** number or enter *NEXT* to have the system generate one. To retrieve an issue number from the Issue/Return List Validation Form (FSIISSU), use the Search feature for the **Issue** field or request a List.

Select Next Item and enter the stores **Request Number** associated with the issue. You may use the Search feature for the **Request Number** field or request a List to select a request from the Requisition Form (FPIRQST). Select Next Item.

Select the **Issue All Items** check box to generate Issue Commodity Detail records automatically for all items on the selected request.

Select Next Block to navigate to the Header Information block. The system date populates the **Issue Date** and **Transaction Date** fields, but you may enter new dates. Select the **Return** indicator check box if the document is a return. This indicator may not be changed if account distributions are assigned to the document. Select the **NSF Checking** check box to have the system check for non-sufficient funds at the time of data entry. The **Requestor** and **Ship to** fields populate and may not be changed if this document is created from a requisition. Select the **Select Items** check box to select specific items from the specified request. When you select this check box, you automatically navigate to the Issue Requisition Selection Form (FSCISSR) where you select individual items from the requisition.

Select Next Block to enter the Commodity Information block. If this document is created from a request, the commodity information default values come from FPAREQN. The system populates the **Item** (number) field. Enter a commodity code if no request is associated with this document.

Use the Search feature for the **Commodity** field or request a List to select a commodity code from the Stores Inventory Validation Form (FTVINVM).

**Note:** Use Next Record and Previous Record to scroll through multiple commodities. There are no scroll bars for these fields.

If this document is a return, you may enter a valid issue number in the **Returned Issue** field, or use the Search feature or request a List to select one from the Issue/Return List Validation Form (FSIISSU). When this field is populated, the form adds back the returned items at their original cost.

With an issue document, you may choose to apply an external rate to the unit cost of the commodity item, or you may retain the stores commodity code defaulted external rate if one exists.

Enter the external rate code in the **External Rate** field or use the Search feature or request a List to select one from a list window.

**Note:** The unlabeled row of fields at the bottom of the Commodity Information is populated only with data that is retrieved from a request.

Select Next Block to access the Location Information block. The stock location records for the commodity code(s) for this document display. If the primary location that displays is the default location you defined, the **Default** check box is selected. Enter or change the quantity issued or returned in the **Issue or Return Quantity** fields. The system calculates and displays the total Issue/Return quantity

each time you enter or delete a quantity. The **Accounting Total** and **Commodity Total** are displayed at the bottom of the Location Information block. These totals are updated automatically based on accounting percentages when you enter the Commodity Information or Location Information fields.

Whenever you make changes or navigate out of the Location Information block, you will be prompted to save your changes.

**Note:** Use Next Record and Previous Record to scroll through multiple stock locations. There are no scroll bars for these fields.

If this document is the first issue or return completed in your Banner session, the Stores Inventory Distribution Initialization Form (FOADEST) will be automatically accessed upon completion so that you may select a printer.

Select **Accounting Information** from the options menu to access the Commodities and Accounting for Review Query Form (FOICACT). Select **Document Text** to access the General Text Entry Form (FOATEXT).

Select Next Block to access the Accounting Information.

#### *Accounting Information*

Use the Accounting Information fields to enter accounting distribution data for the document. Access the Accounting Information by selecting Next Block from the Location Information.

When you access the Accounting Information, it appears on top of the Commodity and Location Information.

In the Accounting Information fields, you may enter accounting (FOAPAL elements) distributions associated with this document. Values for each distribution may be entered directly or may be entered as a percentage of the total in the **Percent** field.

The **Chart of Accounts, Year, Fund, Organization, Account, Program, and Amount** fields are required. You may select the **NSF Override** check box to have the chosen account override the non-sufficient funds checking feature.

Select Next Block to return to the Header Information or select Previous Block to return to the Location Information.

#### Balancing/Completion Window

Use this window to complete this issue/return document.

The **Complete** and **In Process** buttons are navigable.

To save the data without completing the issue, select **In Process**.

Select Rollback to create or view another issue.

## Stores Inventory Low Stock List Form (FSAPREQ)

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Refer to the Stores Inventory Low Stock List Form to view and maintain a list of all stock that the system finds to be at the user defined point of reorder. Access this form from the Stores Inventory System Menu (\*FINSTORES).

You may delete these stock items or leave them in the system as a reminder that you must reorder them. Neither deleting nor ordering these items is an automatic process. The items listed on this form only serve as a guide to what inventory items you need to reorder.

The form populates the fields with all existing stock inventory commodities at the low/reorder amount when you enter the form.

The **Reserved Quantity** is the quantity reserved by departments but not yet issued. The **Onhand Quantity** amount represents the current quantity on hand totaled from the Stock Locations tables for this commodity code. The **Onorder Quantity** is the quantity to which purchase orders already exist. The **Reorder Quantity** is the minimum quantity that you must reorder. After you review this information, if you decide to order the stock, you must either generate a purchase requisition or a purchase order.

Use the choices from the options menu to access the Purchase Order Form (FPAPURR) and the Requisition Form (FPAREQN). To remove an item from the Low Stock List, position the cursor on the item and select Remove Record.

**Note:** This record is system-generated. If a record already exists in this table for stock to be ordered, then the issue process does not generate another reorder table record until you delete this one.

## Inventory Adjustment System Control Form (FSASYSA)

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Use the Inventory Adjustment System Control Form to control adjustments to either quantity or unit cost of a Stores Inventory item by location or stock item. Access this form from the Stores Inventory System Menu (\*FINSTORES).

Enter the primary location code, commodity code, or both. Use the Search feature for the **Primary Location** field or request a List to select a ship to location from either the Ship To List Form (FTVSHIP) or the Inventory Validation Form (FSISTKL). Use the Search feature for the **Commodity Code** field or request a List to select a commodity from the Stores Inventory List or the Commodity Location List. Select Next Block to access the Inventory Adjustment Action Information options.

### *Inventory Adjustment Options*

The Inventory Adjustment Action Information displays the options you may apply to the specified inventory item. To choose an option, select the appropriate radio button.

- Choose *Cost* to begin cost adjustments.
- Choose *Quantity* to begin quantity adjustments.
- Choose *End* to end adjustments in progress.

**Note:** Choosing *Quantity* as the adjustment action results in a status of *I* on the Stores Commodity Location List Form (FSISTKL). *Cost* results a status of *T* on this form.

Select Next Block. The adjustment history for this commodity displays. If necessary, you may scroll through these records.

Select Save to commit this adjustment to your Stores Inventory records.

Once you choose to begin adjustments by location, commodity, or a combination thereof, you must use the same keys to end the adjustment.

## Stores Physical Inventory Count Recording Form (FSAPHYC)

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Use the Stores Physical Inventory Count Recording Form to record the physical inventory count for each commodity, location, and sublocation. Access this form from the Stores Inventory System Menu (\*FINSTORES).

The system stores the count quantity on the Inventory Stock Locations record (FTVSTKL). You may want to access the Stores Inventory Commodity Location Form (FSISTKL) before you use the Stores Physical Inventory Count Recording Form to verify which sublocations have been flagged for a physical inventory count. Refer to the Stores Commodity Location List Form (FSISTKL) for more information.

Only the **Primary Location** code field is required. Use the Search feature for the **Primary Location** field or request a List to select one from the Ship-To List Form (FTVSHIP). If you only enter the **Primary Location**, the system retrieves all commodities in all sublocations in that location. If you enter the **Primary Location** and **Sub Location**, the system retrieves all sublocations starting with the specified sublocation.

If you enter the **Commodity Code**, the system limits your queries to that specific commodity. Use the Search feature for the **Commodity Code** field or request a List to select a stores commodity from the Stores Inventory Validation Form (FTVINVM). Select Next Block to populate the Recording Information fields.

All of the recording information fields are display only, except for the inventory count field for each. Enter the desired inventory quantity for each location/commodity in the **Count Quantity** field. Only those locations which await a physical inventory count display in the Recording Information fields.

Select Save to commit this inventory count to your Stores Inventory records.

## Adjustment To Quantity/Inventory Reconciliation Form (FSAADJQ)

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Use the Adjustment to Quantity/Inventory Reconciliation Form to reconcile discrepancies in the physical inventory process. The data that appears on this form only specifies those items in your inventory that maintain a discrepancy between the recorded on-hand count (**System Quantity**) and the physical count (**Count Quantity**). Access this form from the Stores Inventory System Menu (\*FINSTORES).

**Note:** Before you can use this form, you need to take a physical inventory count and enter the results on the Stores Physical Inventory Count Recording Form (FSAPHYC).

Take a physical inventory count before you use this form.

Enter the reconciliation document code or enter *NEXT* to have the system assign one. To view an existing adjustment to quantity document, use the Search feature for the **Reconciliation Number** field or request a List to select one from the Stores Adjustment Document List Form (FSIADJL). Enter a **Transaction Date** or accept the system's current date default.

To view those locations awaiting reconciliation and select some (or all) of those locations for reconciliation, select the **Select Items** check box to access the Inventory Reconciliation Location Selection Form (FSCSTKL).

Enter the primary location and sublocation. Use the Search feature for the **Primary Location** field or request a List to select an existing stock location from the Ship to List Window. The primary location is required, but the sublocation is optional. The **Suspense** indicator value is *Y* (Suspended) if you view an existing adjustment to quantity record that could not be completed.

**Note:** If you choose, you can execute a query based on the Suspense Indicator.

Enter the stock commodity you intend to reconcile. Use the Search feature for the **Commodity** field or request a List to select a stock commodity from the Stores Inventory Validation Form (FTVINVM). When you select a commodity, the attached information displays.

Multiple inventory adjustment detail records may exist for each Inventory Adjustment Header record (you may scroll through them).

The **System Quantity** displays. Enter the actual stock amount in the **Count Quantity** field and select Next Item. The system-calculated adjusted stock quantity appears in the **Adjusted Quantity** field.

The **Adjustment Amount** shows the difference in dollar cost based on the unit cost attached to the specified commodity.

If you include multiple inventory adjustments on one record, the system-calculated cumulative adjustment amount for this reconciliation document number appears in the **Document Adjustment Amount** field.

You may enter text to associate with this transaction or commodity. Select **Document Text** from the options menu to access the General Text Entry Form (FOATEXT).

Select Next Block to access the Completion Window.

## Balancing/Completion Window

Select **Complete** to post this reconciliation and save this adjustment document to your Stores Inventory records. To save the data without posting the record, select **In Process**.

The **Complete** and **In Process** buttons are navigable.

After you complete this form, it becomes query-only, and you may not make any changes.

Once you complete this document, run posting. The posting program processes each entry that you make in the Adjustment Detail Information and creates the proper accounting records for the discrepancies in the quantities to the general ledger.

When you post this document, the system updates the recorded on-hand **System Quantity** (field with the adjusted quantity, and clears the **Count Quantity** field in the Stock Locations table (FTVSTKL).

## Stores Adjustment to Unit Cost Form (FSAADJC)

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Use the Stores Adjustment to Unit Cost Form to make adjustments to the unit cost of a stores item. Access this form from the Stores Inventory System Menu (\*FINSTORES).

You may not view or change quantity type adjustment documents on this form. You also cannot make adjustments to an adjustment document after it has been completed.

Enter the adjustment document number or enter *NEXT* to have the system generate one. To view an existing stores unit cost adjustment document, use the Search feature for the **Adjustment Document Number** field or request a List to select one from the Stores Adjustment Document List Form (FSIADJL). Select Next Item. The **Transaction Date** default value is the current date, but you may enter a new one. Select Next Block to access the Unit Cost Adjustment Information fields.

Enter a commodity number. You may use the Search feature for the **Commodity** field or request a List to select one from the Stores Inventory Validation Form (FTRINVM). The associated commodity information displays.

The **Total Value Amount**, **Onhand Quantity**, and **Unit Cost** are retrieved from existing records or previous adjustment records. Enter the dollar amount for which you wish to adjust the unit cost for the specified commodity in the **Adjusted Unit Cost** field. Select **Save**.

The new system-calculated amount total for the current selection of inventory of that commodity appears in the **Adjustment Amount** field.

You can have multiple unit cost adjustment records on one adjustment document. If necessary, you may scroll through these records. The cumulative costs for the adjustments that appear on this document appear in the **Document Adjustment Amount** field.

You may enter text to associate with this transaction or commodity. Select **Document Text** from the options list to access the General Text Entry Form (FOATEXT).

Select Next Block to access the Balancing/Completion Window.

Before you can adjust a unit cost, you must restrict the stores item so that issue, transfer, and receipt documents are not created until you complete and post the adjustment. Use the Inventory Adjustment System Control Form (FSASYSA) to restrict stores items for this purpose. Enter the commodity codes that you wish to adjust on FSASYSA and choose *Cost* from the Adjustment Action radio group to update the status to *T* (Cost Adjustments In Progress). At this point, you can no longer create or complete issue, transfer, and receipt documents for the specified commodity code.

### Balancing/Completion Window

Select **Complete** to post this reconciliation and save this adjustment document to your Stores Inventory records. To save the data without posting the record, select **In Process**.

The **Complete** and **In Process** buttons are navigable.

After you complete this form, it becomes query-only, and you may not make any changes.

## Stores Inventory Distribution Initialization Form (FOADEST)

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Use the Stores Inventory Distribution Initialization Form to enter a printer identification for the specific user who signs on to the system. You may enter a printer identification for issues only.

Enter the name of the printer to which you wish to assign your issues. You may use the Search feature for the **Issues** field or request a List to select a valid printer from the Printer Validation Window.



## Printer Validation Window

After you enter the printer ID, select **OK** to continue.

The system now selects this printer for any Stores issues ticket that you print.

## Stores Quick Quantity Entry Form (FSASTKQ)

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Use the Stores Quick Quantity Entry Form to quickly enter quantity information for stores stock locations by primary locations or sublocations. Access this form from the Stores Inventory System Menu (\*FINSTORES).

**Note:** No accounting transactions are created when this form is used. This form is intended to facilitate quick entry of stock quantities for installations who may be converting from another stores inventory system to the Banner Finance Stores Inventory System.

**Warning:** Due to this form's capability to quickly alter or remove records without affecting the ledgers, it should be used with extreme caution. High security should be enforced to restrict access to authorized users.

Prior to using this form, stock commodities must be created and identified on the Commodity Maintenance Form (FTMCOMM) and the Stores Inventory Maintenance Form (FTRINVM). Stores locations must be created within the system by entry on the Stores Inventory Maintenance Form (FTRINVM), the Receiving Goods Form (FPARCVD), or the Stores Stock Transfers Form (FSATRAN).

Since only one field on this form is enterable, the Next Item command executes a Next Record to facilitate quicker entry.

The **Stock Quantity** field, which is the only enterable field on the form. All other fields on the form are display only, and all fields are queryable.

The only records displayed are those which have a status value of null which indicates that no type of physical inventory is being performed on these items or locations.

The form has a delete capability which may only be used to remove records with quantities of zero. This capability enables an installation to clear out old or obsolete locations. The form does not prompt you to confirm your intent to delete by selecting Delete a second time; the record is deleted once Delete is selected.

## Stores Quick Cost Entry Form (FSASTKC)

---

Use the Stores Quick Cost Entry Form to quickly enter or adjust unit cost information by stock commodity. Access this form from the Stores Inventory System Menu (\*FINSTORES).

**Note:** No accounting transactions are created when this form is used. This form is intended to facilitate quick entry of total value amounts for commodities (by entering unit cost) for installations who may be converting from another stores inventory system to the Banner Finance Stores Inventory System.

**Warning:** Due to this form's capability to quickly alter or remove records without affecting the ledgers, it should be used with extreme caution. High security should be enforced to restrict access to authorized users.

Prior to using this form, stock commodities must be created and identified on the Commodity Maintenance Form (FTMCOMM) and the Stores Inventory Maintenance Form (FTRINVM). Stores locations must be created within the system by entry on the Stores Inventory Maintenance Form (FTRINVM), the Receiving Goods Form (FPARCVD), or the Stores Stock Transfers Form (FSATRAN).

Since only one field on this form is enterable, the Next Item command executes a Next Record to facilitate quicker entry.

When you access FSASTKC, the cursor appears in the **Unit Price** field, which is the only enterable field on the form. All other fields on the form are display only, and all fields are queryable except **Unit Price** and **Stock Quantity**.

The only records displayed are those which have a status value of null in all locations for a stock item which indicates that no type of physical inventory is being performed on these items.

The form calculates the **Total Value** amount of the stock commodity as **Unit Price** multiplied by **Stock Quantity**. If the **Stock Quantity** is zero, the **Total Value** amount will be zero. Changing the **Unit Price** of a zero **Stock Quantity** results in no change. In this case, use the Stores Quick Quantity Entry Form (FSASTKQ) to change the quantity to a non-zero value, then use FSASTKC to store the cost.

## Stores Inventory Query Forms

---

This section provides you with examples and descriptions for each form within the Stores Inventory Query feature of the Stores Inventory module

Forms in this section flow in the order that they appear on the Stores Inventory Query Menu (\*FINSIQRY).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Open Stores Request Form (FSIOSRO)

---

Use the Open Stores Request Form to view a list of open Stores requisitions by Organization, Commodity, or Organization/Commodity. Access this form from the Stores Inventory Query Menu (\*FINSIQRY).

Enter the **COA** (Chart of Accounts) and **Organization** from which you wish to request the commodity. You may double-click the fields or request a List to select from a list of valid values for each. Select Next Block.

A list of all open requisitions for the organization appears, including the commodity information attached to each requisition. If necessary, you may scroll through this list of requisitions. The **Request Code** and **Commodity Code** fields are queryable. Select Count Hits from either field to access the Requisition Query Form (FPIREQN).

The fields on this form are display only. You may use Enter Query and Execute Query to query a specific issue.

## Issue/Return List Validation Form (FSIISSU)

---

Use the Issue/Return List Validation Form to select stores issues or returns. Access this form from the Stores Inventory Query Menu (\*FINSIQRY) or by selecting List from the Stores Issue/Return Form (FSAISSU).

The fields on this form are display only. You may use Enter Query and Execute Query to query a specific issue.

## Stores Transfers List Validation Form (FSITRAN)

---

Use the Stores Transfers List Validation Form to select stores transfers. Access this form from the Stores Inventory Query Menu (\*FINSIQRY) or by selecting List from the Stores Transfers Form (FSATRAN).

The fields on this form are display only. You may use Enter Query and Execute Query to query a specific issue.

## Stores Adjustment Document List Form (FSIADJL)

---

Use the Stores Adjustment Document List Form to select stores physical inventory reconciliation documents. Access this form from the Stores Inventory Query Menu

(\*FINSIQRY) or by selecting List from the Adjustment To Quantity/Inventory Reconciliation Form (FSAADJQ) or the Stores Adjustment To Unit Cost Form (FSAADJC).

When you access this form from another form, you may want to select the reconciliation code for an item. To do this, move the cursor to the line of the item you desire or double click that item and choose **Select**.

The fields on this form are display only. You may use Enter Query and Execute Query to query a specific issue.

The value in the adjustment **Type** indicator shows which type of adjustment document is established for an item. *Q* (Quantity) indicates this is a quantity adjustment document. *C* (Cost) indicates that this is a cost adjustment document.

## Document History Form (FOIDOCH)

---

The Document History Form displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select. Access this form from the Stores Inventory Query Menu (\*FINSIQRY).

If you enter an Issue or Return document type and document code in the header, the form displays the request number and requisition status related to the Issue/Return. request a List from the header to view the Issue/Return List Validation Form (FSIISSU).

To refresh the window and query a new document, select **Redisplay**.

Enter the **Document Type** and select Next Item. If you do not know the Document Type code, use the Search feature for the **Document Type** field or request a List to select from a valid list of document types. For Document Code, you may use the Search feature for this field or request a List to select an existing code from the validation form that corresponds to the specified document type. Enter the document code. Select Next Block.

FOIDOCH displays windows with related document numbers for Requisitions, Bids, Purchase Orders, Change Orders, Fixed Asset Adjustments, Fixed Asset Origination Tags, Fixed Asset Permanent Tags, Issues, Invoices, Checks, Returns, and Receiving Documents. The system displays a window for all of the valid document types. Each purchasing and payable transaction that relates to the specified document number appears within the window of the appropriate document type. If necessary, you can use the scroll bar or select Next Record to scroll through the list of documents.

If you enter a stores request in the header, the system displays all issues and/or returns associated with the document.

You can navigate through these windows by selecting Next and Previous Block or by clicking on the desired window. Once the cursor appears in a given window, you can navigate to the detail validation form or the query form for that document by

selecting the applicable information item (e.g., Invoice Information if you are in the Invoice block) from the options menu or by selecting Duplicate Item.

In addition to the document number, the system displays an indicator for each document which denotes its current status. The status code appears in the one-character column to the right of the document number in each window. For example, an *A* indicates that the document has an active status.

## Status Indicators Window

Select **View Status Indicators** from the options menu in the main window of FOIDoch to access the Status Indicators Window. The Status Indicators Window provides a list of each status code indicator and its corresponding definition.

## Stores Commodity Location List Form (FSISTKL)

---

All fields on this form are queryable.

Use the Stores Commodity Location List Form to select stores commodity locations. Refer to this form frequently to determine the status of any given commodity. Access this form from the Stores Inventory Query Menu (\*FINSIQRY).

To select an item, move the cursor to the line of the desired item and choose **Select**. When you select an item to another form, the system defaults the commodity code, primary location, and sub location.

The **Status** field indicates the current inventory status of this **Commodity Code** and is used throughout the Stores Inventory system to control transaction processing. The status indicators are as follows:

<i>Status Indicator</i>	<i>Description</i>
I	The physical inventory process is activated (FSASYSC or FSASYSA) and awaits a physical count.
T	The cost adjustment process is activated (FSASYSA) and awaits a cost adjustment or a cost adjustment has been posted.
Q	The quantity count of physical inventory has been entered (FSAPHYC).
C	The cost adjustment has been entered (FSAADJC).
A	The adjustment of system quantity (physical count reconciliation) has been entered (FSAADJQ).

<i>Status Indicator</i>	<i>Description</i>
R	The Commodity/Location has been reconciled by batch (FSRPHYR), or posting has processed the FSAADJQ document for physical inventory adjustments. The Commodity/Location is not currently being adjusted or inventoried.
Null	No adjustments in progress. All transactions referencing this table can be processed.

## Stores Issue/Return Query Form (FSIISSQ)

---

The Stores Issue/Return Query Form is a query-only form. Access this form from the Stores Inventory Query Menu (\*FINSIQRY).

The Stores Issue/Return Query Form serves as a companion query form for the Stores Issue/Return Form (FSAISSU). Use FSIISSQ to query information about the issues or returns created on FSAISSU.

All information attached to the issue or return defaults into the various fields on this form.

All fields are protected against update.

Enter the **Issue** number if you know it. You can also use the Search feature for the **Issue** field or request a List to select one from the Issue/Return List Validation Form (FSAISSU). Select Next Block to enter the Commodity Information fields.

**Note:** The Header Information default values come from FSAISSU; you cannot enter these fields.

Use the scroll bar or Previous Record and Next Record to scroll through multiple commodities.

Select Next Block to view the Location Information. Use the scroll bar or Previous Record and Next Record to scroll through information for multiple locations. Select Next Block to view the Accounting Information.

### *Accounting Information*

Access the Accounting Information by selecting Next Block from the Location Information or selecting **Accounting Information** from the options menu.

Use the scroll bar or Previous Record and Next Record to scroll through multiple accounting distributions. Select Next Block to return to the Commodity Information or Previous Block to return to the Location Information.

## Commodity Validation Form (FTVCOMM)

---

Use the Commodity Validation Form to view commodity codes and associated descriptions defined to the system. Use this form to verify or, more often, to select a commodity code to process through the stores inventory features. You can also verify relevant information attached to the commodity such as unit of measure, start and termination dates, and Stores Inventory indicators. Access this form from the Stores Inventory Query Menu (\*FINSIQRY).

The fields on this form are display only. You may use Enter Query and Execute Query to query a specific commodity code.

**Note:** Enter the commodity description when you enter a commodity on the Commodity Maintenance Form (FTMCOMM). The descriptions on this form (and on the Commodity Alpha Search Form (FPIACOM)) default from FTMCOMM.

## Stores Inventory Validation Form (FTVINVM)

---

Use the Stores Inventory Validation Form to view commodity codes defined as stock items and to verify that they have been assigned to the Stores Inventory system. You can also use it to verify effective dates and termination dates for a commodity's active period. Access this form from the Stores Inventory Query Menu (\*FINSIQRY).

The fields on this form are display only. You may use Enter Query and Execute Query to query a specific Stores Inventory commodity.

## Ship To Validation Form (FTVSHIP)

---

Use the Ship To Validation Form to view ship-to codes defined to the system. Use this form to verify shipping locations for stores inventory requisition deliveries. Access this form from the Stores Inventory Query Menu (\*FINSIQRY).

The fields on this form are display only. You may use Enter Query and Execute Query to query a specific ship-to code.

## Stores Inventory Table Maintenance Forms

---

This section provides you with examples and descriptions for each form within the Stores Inventory Table Maintenance feature of the Stores Inventory module.

Forms in this section flow in the order that they appear on the Stores Inventory Table Maintenance Menu (\*FINSITAB).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

## Commodity Maintenance Form (FTMCOMM)

---

Use the Commodity Maintenance Form to create and maintain commodity codes and default expense account relationships. Access this form from the Stores Inventory Table Maintenance Menu (\*FINSITAB).

You must establish inventory items as valid commodities on the Commodity Maintenance Form (FTMCOMM) and store them in the FTVCOMM table.

If the commodity is part of a hierarchy, you do not have to define the predecessor commodity as a stock item. Stock items and non-stock items may be mixed within a hierarchy.

You may mix stock and non-stock items within a hierarchy.

Enter the actual stores inventory values on the Stores Inventory Maintenance Form (FTRINVM).

The **Stock Item** indicator enables you to facilitate the query process by distinguishing stock and non-stock items.

Specify the commodity code or enter *NEXT* to have the system generate one. Otherwise, use the Search feature for the **Commodity Code** or request a List to select one from the Commodity Code List Window. Select Next Block.

### *Entering Commodity Information*

The **Commodity Description** and ordering **Unit of Measure Code** display. You may enter new information in either field. Use the **Unit of Measure Code** search feature or request a List to view a list of alternative unit of measure codes.

The **Predecessor Commodity** and **Tax Group** fields are optional. Use the search feature for these fields or request a List to select from a valid List for each. If you enter a tax group, use the **Override Taxes** check box to indicate whether to override this tax group when you process a procurement document. Be sure to select the **Stock Item** check box to mark the commodity as a Stores Inventory stock item. This check box default value is cleared (inactive). If you mark the item as a stock item, you cannot mark it as a **Fixed Asset** item and vice versa.

If desired, you can specify a **Start Date** or **End Date** for the effective period for the data attached to this commodity.



You may define a default value for the useful life of a Fixed Asset commodity in the **Useful Life** field. The value entered here defaults into the **Useful Life** field on the Depreciation Maintenance Form (FFADEPR).

Select Next Block to access the Commodity Account information fields.

Once you define the commodity as a stock item, select Count Hits to transfer the commodity to the Stores Inventory Maintenance Form.

#### *Entering Commodity Account Information*

Use these fields to specify which account or object to charge when you use this commodity in a procurement transaction. This feature streamlines the data entry process.

Enter the chart of accounts and/or the account you wish to assign. Select the **Chart of Accounts** search feature or request a List to view a list of available codes for each. If necessary, you may scroll through the list of accounts.

## Stores Inventory Maintenance Form (FTRINVM)

---

Use the Stores Inventory Maintenance Form to define and display basic information about a commodity defined as a stock item. Access this form from the Stores Inventory Table Maintenance Menu (\*FINSITAB).

This form also maintains the default inventory location for a stock item, as well as the Chart of Accounts, Inventory Fund, and Inventory Account. You can also use this form to define the safety stock quantity, reorder point quantity, and minimum replenishment quantity, and to define the ABC classification for this commodity (refer to “Entering ABC Classification Tolerances” in Chapter 2, *Processing*).

**Note:** You can only associate stock items with General Ledger inventory accounts.

Enter the commodity code. You may use the **Commodity** search feature or request a List to select one from the Stores Inventory Validation Form (FTVINVM). You may also select Count Hits from the **Commodity** field to access the Commodity Data Validation Form (FTVCOMM). Use the latter form to determine if a commodity has stock status, but not stock specific data. The **Commodity** field is required. Select Next Block to access the Inventory Information fields.

The existing information associated with the specified commodity displays. Select Next Item to move through the fields. All fields (except for the **Last Activity** date field) are enterable.

#### *Inventory Information*

The **Effective Date** identifies the date that the information about this stock item becomes effective. This date default value comes from FTMCOMM, but you may

enter a new date. You may enter a termination date to indicate the date that you wish this stock commodity to become inactive.

The **Chart of Accounts** is required. **Inventory Fund**, **Inventory Account**, **Issued U/M**, and **Sub-Location** are optional. Enter the **Primary Location** and **External Rate**. You may use the Search feature for the respective fields or request a List to select a valid code for each. The **Safety Stock Quantity** is the amount of stock required to cover the Purchasing lead time for an item. The **Reorder Point Quantity** is the quantity amount you wish to reach to trigger the system to notify you to reorder this commodity.

If you enter a default primary and sublocation that does not currently exist in the Stock Location table (FTVSTKL), the system creates one with these defaults. Enter the **External Rate** code only if this commodity is to be sold at a profit or loss through a profit center location.

You cannot specify a termination date or render the commodity inactive if stock locations are going through inventory adjustment.

The **Issued U/M** (unit of measure) field is required. The value you enter in the **Issued U/M** field must be valid on the Unit of Measure Validation Form (FTVUOMS). The default value comes from FTMCOMM. List is available.

Select **Save** and **Exit**. You can enter a default inventory location for a Stock Item (the location must be valid on FTVSHIP). You can also enter a Chart of Account and Inventory Fund and Inventory Account relationship for a Stock Item. To terminate the stores item, place a date in the termination date.

Use the quantity fields to enter or change the safety, reorder, and minimum reorder quantities for a stock item, along with its ABC classification.

When you are satisfied with the data on this form, select **Save** to commit this commodity information to your Stores Inventory records.

## Ship To Address Maintenance Form (FTMSHIP)

---

Use the Ship To Address Maintenance Form to establish departmental routings for deliveries. This list is user-defined, so you may update and maintain it as desired. Access this form from the Stores Inventory Table Maintenance Menu (\*FINSITAB).

Enter the ship to code you intend to assign. Use the Search feature for the **Ship To Code** or request a List to see a list of ship codes available for this field. Select Next Block.

If you use an existing code, the location code information defaults into these fields. If you create a new Ship To Code, then enter the information as desired. You may double-click the **State/Province**, **Nation** and **Tax Group Code** fields or select the **ZIP/Postal Code** search feature to see lists of these values.

A query results in the display of any previously defined routing information. To create and maintain a ship-to code, make the appropriate entries.

Select **Save** if you wish to commit this Ship To Code address to your system at this point.

You may also further define this location with inventory information. Select **Inventory Information** from the options menu or select Next Block to access the Inventory Information Window.

### Inventory Information Window

Use the fields on this window to further specify the shipping location data elements for a received commodity.

Enter the **Location Type**. You may double-click the Location Type field or request a List to select from a list of values. Each field is optional, and you can use the Search feature or request a List for each. If you wish to define the specified location as a profit center, select the **Profit Center** check box. If you select this check box, the **Warehouse Organization** and the **Warehouse Program** fields are required.

Select **Ship To Information** from the options menu to return to the main window of this form. Select **Save** to commit this Ship To Code address to your system.

## External Rate Maintenance Form (FTMEXRT)

---

Use the External Rate Maintenance Form to verify and maintain a list of external rate codes to support both the Cost Accounting module and the Stores Inventory module. Access this form from the Stores Inventory Table Maintenance Menu (\*FINSITAB); or if you are in Cost Accounting, you may access it from the Rate Structure Table Menu (\*FINCARS).

External Rate Codes use the same type of effective date processing as the account distribution codes.

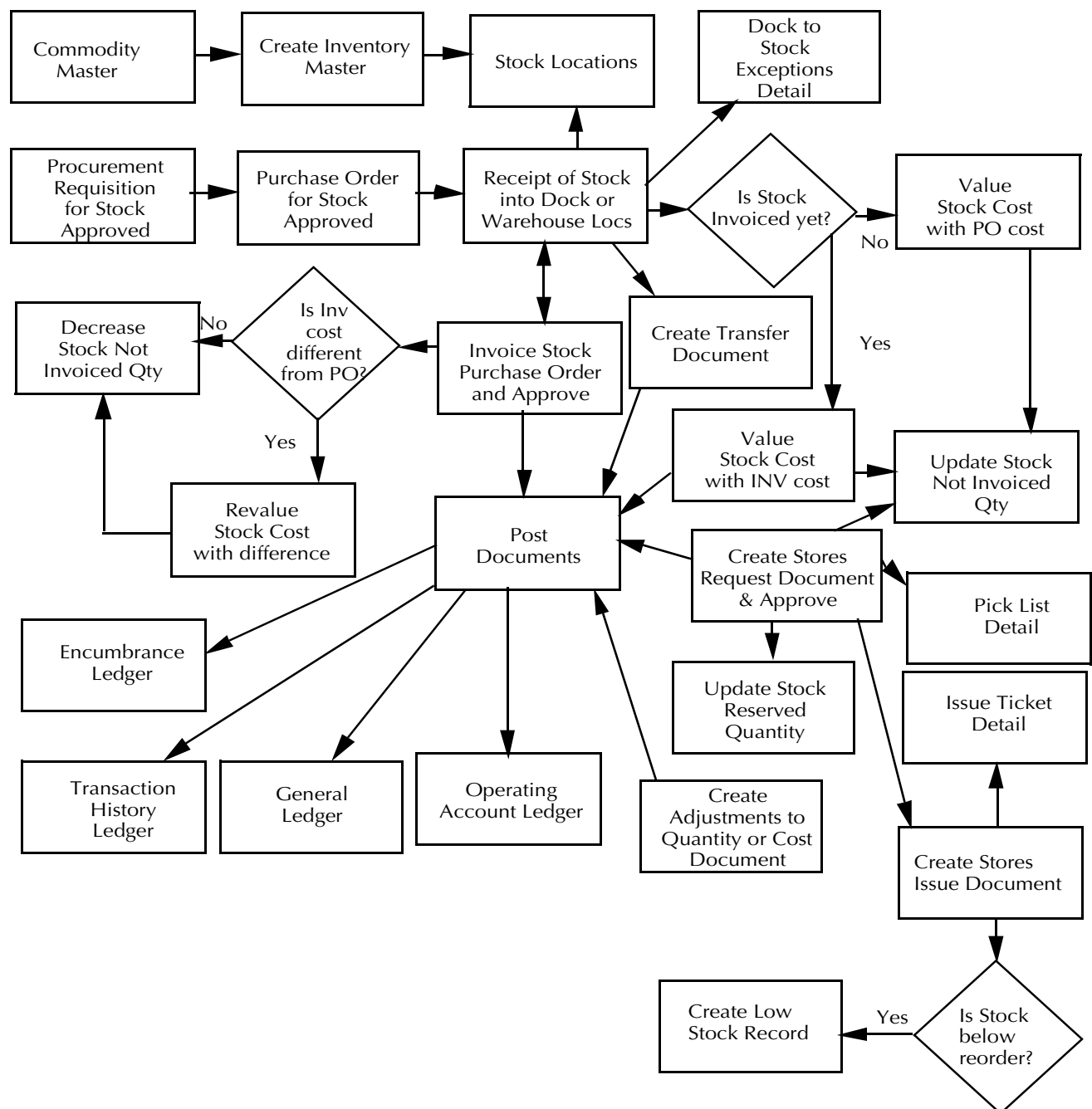
The form appears with a list of each external rate code on your system. To view the information for a specific rate, enter the external rate code if you know it. Otherwise, use the Search feature for the **External Rate** field or request a List to select an existing one from the External Rate Code List Window. Select Next Block. The associated data for the specified external rate code defaults into the information fields.

To create a new external rate code, select Clear Block. Enter the three-character external rate code you wish to use. Select Next Item to move through the fields. Enter the **Short Description** and the **Long Description** for the new external rate code. You are required to enter either an adjusted percent amount or a dollar figure for the rate.

The **Effective Date** default value is the current date, but you may enter a new one. The **Termination Date** is optional. The **Next Change** date displays only if you view a previously existing rate code that has been modified.

Select Save to commit this external rate code to your Stores Inventory records.

## Stores Inventory Process Flow



## List of Stores Inventory Reports and Processes

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You can obtain information from the Stores Inventory module on the following reports:

FSRDTLG	Daily Transaction Listing Report — This report provides you with all activity that changed overall balances of stock in the Stores Inventory System for a defined date range. The system lists all receipts of stock first. Issues list afterward with the “issued to” department or organization.
FSRINVL	Inventory Listing Report — This report contains on-hand commodity quantities by location. Depending upon the parameter values, the report may print all commodities for all locations sorted by commodity and location, one commodity across all locations, one commodity in a subset of location, or all commodities for one location.
FSRISST	Issue Ticket Report — When stock is issued from the stockroom, generate this report to accompany the goods. The Issue Ticket Report contains a list of the commodity code, description, quantity, quantity remaining to be issued (backordered), and location. Use this report to print return issue documents. Generally, you print this report after the issue/return has been created and completed online.
FSRLWSR	Stores Low Stock Report — This report lists all stock items whose on-hand quantity plus on order quantities has fallen below the pre-defined reorder point quantity or have fallen below a range defined as a percentage of the reorder point quantity.
FSROPNR	Open Stores Requisitions Report — Generate this report to display the status of requests for stock items, goods, and services that are not fully satisfied. Open requests display as of a specific date and are sorted by requisition number. The system displays all open requisitions unless you use the optional parameters to selectively define the report listing.
FSROUTP	Stores Outstanding Purchases Report — This report lists all open purchase order items for stock items. You may select one commodity code on which to report or report all commodities.

FSRPHYR	Physical Inventory Process Report — This report automatically marks all those items whose system inventory count does not vary from the physical inventory count by an amount greater than the system defined tolerance for that commodity as reconciled. Before you run this process, assign all stock commodities an ABC classification on the Stores Inventory Maintenance Form (FTMINVM). Assign a tolerance percentage to the ABC classifications using the System Data Maintenance Form (FTMSDAT).
FSRPICK	Pick List Report — This list contains all open stores requests by a user-defined commodity, location, or commodity/location combination. Use this report after you create a stores request, and print this report just before the issue. This report enables warehouse personnel to pick items to satisfy a request.
FSRPIDR	Physical Inventory Discrepancy Report — This report lists all items whose system inventory count does not match the physical inventory count. The system automatically performs a wildcard search using the sublocation, if entered. If only the primary location (warehouse) is entered, all discrepancies within that warehouse are reported. If you enter a primary location and sublocation, all locations that match the primary location and sublocation (rack/shelf/bin) are returned.
FSRPIWS	Physical Inventory Worksheet — This list contains all items by specific location(s). The purpose of the report is facilitate the recording of count quantities. All locations print that have not yet been counted or reconciled based upon the values you enter. The system automatically performs a wildcard search using the sublocation, if entered. If you only enter the primary location, all discrepancies within that primary location (warehouse) are reported. If you enter a primary location and sublocation (rack/shelf/bin), all locations matching these parameters are reported.
FSRPUTL	Stores Put List Report — This list contains all items from a packing list and their default location in order for warehouse personnel to determine where to put the incoming stores. You may sort this report by receiver document number, packing list, or by commodity code. The system lists all stock locations that may contain the commodity.

FSRSTEX	Dock to Stock Exceptions Report — This report lists all items for a specific primary <i>ship to</i> location that have been received by the central receiving process but have not yet been introduced into the Stores Inventory System. The receiving information that prints is accepted quantity, remaining dock quantity, receipt date, receiver document number and packing slip number, purchase order number, and the order amount. The system scans the central receiving document for all stock commodities that have not been transferred over to the Stores warehouses.
FSRSUPC	Supply Catalog Report — This report gives a list of all stock commodities that are currently active sorted by commodity code. Each commodity is checked to be sure that it is still active and has not terminated.

Refer to the Stores Inventory section of Chapter 25, “Reports and Processes,” for more information about these reports.

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# Budget and Position Control

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## Introduction

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Budget Development is an online, integrated component of Banner Finance that enhances efficiency and analytical capability in the budget development process. Department managers and budget office personnel can jointly enter and update budget data for future periods. The budget office can monitor departmental requests as they occur and update recommended allocations based on established guidelines.

The Budget Development module can be used as a development and modeling tool. In addition, the module can be used to update the budget at any time throughout the fiscal year in response to events that affect resources. This provides for tighter budgetary control and ensures synchronization between the Budget Development and General Ledger modules.

## Budget Development Highlights

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**User-defined Budget Periods** — You can set up an unlimited number of budget IDs (for example, fiscal years) and phases within a budget ID using the Operating Budget Maintenance Form (FTMOBUD).

**Dynamic Budget Queries** — A flexible query is available to allow you to retrieve data by any component of the chart of accounts and to review the status of budget requests. You may specify which components of the chart of accounts are retrieved and which phases are displayed.

**Forecasting and Modeling** — You may develop budget forecasts using base-year budgets defining prior, current, or future year. The Budget Process Control Parameters Form (FBABPRC) allows you to specify the source of the initial data for each budget ID and phase. For example, the source may be current year data from the operating ledgers or budget data from another phase.

**Mass Budget Change** — You can apply mass budget changes to the budget model for:

- a selected range of budget units
- individual classifications of accounts or all accounts within a classification
- selected line items of revenue, expenditure, or transfers

Budget Development also includes these features:

- maintenance of current year budget
- distribution of budget to periods by percentage or amount
- unit budgets for performance measurement

Self-Service Finance - Many budget functions can now be performed through the Finance Self-Service product. For information about accessing Finance Self-Service and how to use the available features and functions, please refer to the *Finance Self-Service User Guide*.

## Menu Navigation Table

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

### Budget and Position Control (\*FINBUDG)

Access this menu from the Finance System Menu (\*FINANCE).

FTMOBUD	Operating Budget Maintenance Form Enables you to create and maintain budget identification and phase data.
FBIBUDG	Budget Query Form Enables you to view comparative budget phase data.
FBABDRA	Budget Request by Account Form Enables you to create new budget requests or change existing requests supporting development of the next fiscal period's budget in an all-encompassing data-entry mode.
FBABDRQ	Budget Request Form Enables you to enter a budget request for a particular combination of Fund, Organization, Account, Program, Activity, and Location (FOAPAL).
FBABDMN	Budget Maintenance Form Enables you to update budget amounts in the Budget Development module and the General Ledger for the current fiscal year simultaneously. This feature, which is only available for Budget IDs that have been activated, can calculate committed and uncommitted budgets together, or it can calculate budgets separately by commit type.
FBABDDS	Budget Distribution Parameter Form Enables you to distribute budget amounts to periods by a specified percentage.

FBABDDA	Budget Distribution by Amount Form Enables you to distribute budget amounts to periods by specified dollar amounts.
FBAMCHG	Mass Budget Change Form Enables you to make global changes within a specified budget phase. You must execute the Budget Mass Change Process (FBRMCHG) to implement these changes.
FBABPRC	Budget Process Control Parameter Form Enables you to set up a parameter record for the required budget action for each phase of the budget process.
FTVOBUD	Operating Budget Validation Form Enables you to query budget IDs, their titles, number of years budgeted to each budget, and the period type for the budget.
FTVOBPH	Budget Phase Validation Form Enables you to query budget phases for budget IDs and chart of accounts.
*FINPOSN	Position Control Processing Menu Provides access to the forms used to define employee positions and apply them to your budget.

### Position Control Processing (\*FINPOSN)

Access this menu from the Budget and Position Control System Menu (\*FINBUDG).

NBAPOSN	Position Definition Form Enables you to define and maintain all positions, regular earnings totals, premium earnings totals, fringe totals, and position labor distributions.
NBIPINC	Position Incumbent List Form Enables you to view a list of position incumbents by fiscal year as of a user-specified date.
NBIPLST	Position List By Position Classification Form Enables you to view a list of all the positions assigned to a position classification.
NBIPORG	Position List By Organization Form Enables you to view a list of positions defined for a specified organization.

NTRFINI	HR/Finance Set up Rules Form Enables you to capture the Banner Finance rule class codes used for Human Resources transactions.
NBAJOBS	Employee Jobs Form Enables you to maintain information on a job as defined for a specified employee, including position, job description, start and end dates, status, hours, and salary information.
*FPCBUDGET	Budget and Position Control Inquiry Forms Menu Provides access to the functional query forms that support fringe charge back processing, position budget history, premium earnings budget history, position budget totals, job labor distribution, and general employee status information.
*FINPRULE	Position Control Rule Forms Menu Provides access to the Position Control Rule forms. For details, see Chapter 19, "Position Control Rule Tables."

### Position Control Rule Forms (\*FINPRULE)

Access this menu from the Position Control Processing Menu (\*FINPOSN).

NBAFISC	Fiscal Year Form Enables you to define the parameters of a fiscal year for purposes of position control.
NBAPBUD	Position Budget Form Enables you to define position and budget information for a particular position number, employee class, and fiscal year.
NBAJFTE	Job FTE/Salary Calculations and Tracking Form Captures basis information for a job and calculates the Annualized FTE and FTE Base Salary for that job.
NBIBTOT	Position Budget Totals Inquiry Form Enables you to query budget totals for regular salaries, premium earnings (such as overtime), and fringe benefits.
NBIBHSC	Fringe Charge Back Budget History Inquiry Form Enables you to query fringe charge back budget totals.
NBIBHSF	Fringe Actual Budget History Inquiry Form Enables you to query fringe actual totals.
NBIBHSR	Premium Earnings Budget History Inquiry Form Enables you to query premium earnings budget totals.

NBIBHSP	Position Budget History Inquiry Form Enables you to query position budget totals.
NBIJLHS	Labor Distribution Change History Form Enables you to query the labor distribution history for a specified employee and assignment.
NBIJLST	Employee Job Inquiry Form Enables you to query job information by employee.
NBIWKSH	Work Schedule Hours Inquiry Form Enables you to view the total hours worked by the employee for each day of the month in a particular year.

## Budget and Position Control System Forms

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This section provides you with examples and descriptions for each form within the main menu of the Budget and Position Control module.

The Budget Development module enhances efficiency and analytical capability in the budget development process. This module enables department managers and budget office personnel to jointly enter and update budget data for future fiscal year budgeting requirements.

The budget office can then monitor departmental requests as they occur and update recommended allocations based on established guidelines.

### Budget Development

Budget development provides continual maintenance of budgets throughout the fiscal year, so it serves not only as a developmental and modeling tool, but also as the mechanism for revising and adjusting allocations in response to events that affect resources. This provides tighter budgetary control and ensures synchronization between the Budget Development and General Ledger modules.

The Budget Development module uses these forms in conjunction with human resources information, in most cases provided by the Banner Human Resources System and accounting information provided by other Finance modules.

Budget Development works in tandem with Position Control to oversee your site's work force while enabling you to effectively manage your financial resources.

Forms in this section flow in the order that they appear on the Budget and Position Control System Menu (\*FINBUDG).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

## Operating Budget Maintenance Form (FTMOBUD)

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Use the Operating Budget Maintenance Form to create and maintain budget identification and phase data. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

This form allows you to establish an unlimited number of user-defined budget IDs and budget phases with budget IDs. Phases within budget IDs enable you to define distinct versions of the budget, such as

- general guidelines
- budget office recommendations
- departmental requests
- tentative, final approved, and temporary budget phases used to develop models and projections

Enter budget information such as **Budget ID** and periods budgeted for budget queries.

Enter the budget phase and budget status. Use the fields provided to specify summary and comparative data. In addition, use these fields to specify budget and finance rule posting of complete budget amounts and an activation date.

### Budget Phase Information Window

Select the **Allow Summary Codes** check box to enter budgets for accounts that are not data enterable. This item is optional.

Select the **Display Comparative Data** check box to have the system populate the Key Information data of the Budget Request Entry Form (FBABDRQ). The default data indicates whether the system displays operating ledger data for comparison to the budget amounts. This item is optional.

Select the **Accumulate Budget** check box to have the system populate the Key Information data of the Budget Request Entry Form (FBABDRQ). The **Accumulate Budget** check box indicates whether the comparative data retrieved is to be an exact match to the FOAPAL data. Leave this check box cleared to have the system retrieve comparative data as a single line item that is an exact match for the FOAPAL fields. This data populates the **Accumulate Budgets on Entered Keys** check box on FBABDRQ. The **Accumulate Budget** check box on FTMOBUD is optional.



When you select **Accumulate Budget**, the system accumulates comparative data from multiple line items that match the entered FOAPAL items. For example, leave the activity and location blank and the comparative data displays for the same fund, organization, account, program, and any activity and location.

The **Accumulate Prior Year Budget** check box indicates whether to roll uncommitted and committed budgets together or uncommitted budgets only when rolling a budget from the previous year to the current year. This item is optional.

Select **Accumulate Prior Year Budget** to combine uncommitted *and* committed budgets when rolling the Operating Ledger budget into this phase. Leave the check box cleared to roll only committed budget from the Operating Ledger (OPAL).

## Budget Query Form (FBIBUDG)

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Use the Budget Query Form to view comparative budget phase data. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

The Budget Query Form consists of a main window and two additional windows. Enter the **Budget ID**, **Chart of Accounts**, FOAPAL components, budget phases, and budget values on this form. If you do not know the values request a List for each field. Lists of values are available.

The **Budget ID**, **Chart of Accounts**, and **Phase 1** fields are required.

Select Next Block to access the Budget Data Information Window.

### Budget Data Information Window

The Budget Data Information Window queries the records based on the budget data you entered on the form. The **Budget** and title default.

Select Next Block to access the Budget Total Information Window.

### Budget Total Information Window

The Budget Total Information Window provides the total dollar amounts of each queried budget phase you entered *initially*. If you modified the query in the Budget Data Information Window, those changes are not reflected in this window.

## Budget Request by Account Form (FBABDRA)

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Use the Budget Request by Account Form to create new budget requests or change existing requests supporting development of the next fiscal period's budget in an

all-encompassing data-entry mode. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

The various amounts that you enter on this form can represent various levels of budget requests, from finance director requests to departmental management requests for specific revenue and expenditure line items.

You may view comparative data concerning the budget amount for the current fiscal year on the Operating Ledger table. The Account Entry Information displays all related budget data for the requested line item.

Enter values in the **Budget ID**, **Phase**, **COA**, and **Fund** fields before proceeding. Entering FOAPAL values refines a budget through several phases. The **Account** code is optional, permitting a query of several accounts. Enter FOAPAL data for each budget request. The **Budget ID** and **Phase** must already exist to initiate budget requests, and the **Phase** must include an activation date.

Enter budget requests on the Operating Budget Maintenance Form (FTMOBUD). The **Budget ID** value supplies FBABDRA with a fiscal year for which the budget is being developed and the current fiscal year that the system uses to access current budget data. To display comparative data, select the **Display Comparative Data** check box.

**Note:** The Key Information also displays current year budget data for reference purposes. Because it involves some background processing, the default for **Display Comparative Data** is to display matching data.

The **Accum. Budgets on Entered Keys** check box indicates whether the comparative data retrieved for a specified account is to include values that match the entered FOAPAL set of values. For example, you may leave the **Activity** and **Location** fields blank and still gather comparative data for the same **Fund**, **Organization**, **Account**, **Program**, and any **Activity** and **Location** when this check box is selected. Leave the check box cleared to have the system retrieve an exact match for **Activity** and **Location**. The default is to find an exact match.

The Account Entry Information allows you to enter multiple budget requests for separate accounts using a quick data entry mode. Upon entering new accounts, rule edits verify the following items:

- The budget is being developed for a defined fiscal period.
- All required fields on this form have been entered.
- The data is validated for any user-defined edits.
- The accounts are operating accounts.

The system performs an automatic query which retrieves any existing request records matching the FOAPAL values you supplied. If the **Display Comparative Data** check box is selected, the value of the current budget year displays in the **Current Year** field. The account description is retrieved from the Account Table (FTVACCT) for display purposes, and the form retrieves the current amount requested from the

Budget Line Item Table (FBBBLIN). If you add text describing this request, then *Y* displays in the **Text** field. You may only add text to a request when it is first created.

The value in the **Duration** field represents the duration of the budget request. The value in the **Duration** field may be either *P* (Permanent) or *T* (Temporary). The **Duration** field is a unique key factor for this item, so you can have two records with the same account number: one with Permanent duration, and one with Temporary duration.

For a new request, enter a value in the **Account**, **Current Amount**, and **Change Amount** fields.

Enter data for existing records in the **Change Amount** fields. Enter data for new records in the **Account** and **Description** fields. Enter an amount for new requests and changes to requests. In the **Percent** field, enter *P* to increment the changed amount by a percent, or leave this field blank to indicate amount increments. Define **Duration** as *P* for permanent budget or *T* for temporary budget.

With a new request or an existing request, the **Current Amount** field cannot be left blank before you commit the budget request.

## Budget Request Entry Form (FBABDRQ)

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Use the Budget Request Entry Form to enter a budget request for a particular combination of Fund, Organization, Account, Program, Activity, and Location (FOAPAL). Access this form from the Budget and Position Control System Menu (\*FINBUDG).

The Budget Request Entry Form also specifies budget phase and provides a comparative display of selected prior and current year budget and accounting data.

Enter the appropriate **Budget ID**, **Budget Phase**, and desired FOAPAL combination for a particular request. The **Accumulate Budgets on Entered Keys** check box indicates whether the comparative data retrieved for a specified account is to include values that match the entered FOAPAL set of values.

For example, you may leave the **Activity** and **Location** fields blank and still gather comparative data for the same **Fund**, **Organization**, **Account**, **Program**, and any **Activity** and **Location** when this check box is selected. Leave the check box cleared to have the system retrieve an exact match for **Activity** and **Location**. The default is to find an exact match. To display comparative data, select the **Display Comparative Data** check box.

## Budget Maintenance Form (FBABDMN)

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Use the Budget Maintenance Form to update budget amounts in the Budget Development module and the General Ledger for the current fiscal year simultaneously. This feature, which is only available for Budget IDs that have been activated, can calculate committed and uncommitted budgets together, or it can calculate budgets separately by commit type. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

Select the **Accumulate Prior Year Budget** check box on the Operating Budget Maintenance Form (FTMOBUD) if you want the system to accumulate both committed and uncommitted budgets. Do not select this check box if you do not wish to accumulate budget data.

Enter a document number in the **Document** field. Leave this field blank or enter *NEXT* to generate a sequential document number. If you leave the **Document** field blank, the system assigns a document number at commit time. The system checks the document number to see if FBABDMN created it.

**Note:** FBABDMN does not allow you to view or update documents originally created on the Journal Voucher forms (FGAJVCD and FGAJVCQ).

In the Transaction Detail information, the **Fund** and **Account** fields are required.

### *Journal Voucher Listing Report*

To print the Journal Voucher Listing Report (FGRJVLRL) directly from the main window of the Budget Maintenance Form (FBABDMN), select **Print Journal Voucher** from the options menu. This transfers you to the job submission Process Submission Control Form (GJAPCTL) where you can print the Journal Voucher Listing Report.

### Budget Maintenance Window

To access this window, select **Budget Maintenance Information** from the options menu or select Next Block from the main window.

Refer to Chapter 2, "Processing", for details on the functions of the additional windows in this form.

### Balancing/Completion Window

To access this window, select **Access Completion** from the options menu or select **Complete** from the options menu on the Budget Maintenance Window.

If you select **Complete** the system edits the document and submits it to posting. If you select **In Process**, the system saves the work done on this form but does not submit the document to posting. Selecting **In Process** allows you to research the document for any open issues before sending it to posting.

## Document Verification Window

The Document Verification Window appears and displays a message if errors are found.

Select **Exit** to exit this window and correct the errors.

## Budget Distribution Parameter Form (FBABDDS)

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Use the Budget Distribution Parameter Form to distribute budget amounts to periods by a specified percentage. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

Use the Budget Distribution Summary Process (FBRBDDS) in conjunction with the Budget Distribution Parameter Form (FBABDDS). Refer to Chapter 25, "Reports and Processes," for more information on FBRBDDS.

Distributes all the budgets within processing, distributes budget line items at their defined level, and also distributes line items at any subordinate levels within the relevant hierarchy.

Enter the budget data, FOAPAL values, duration, period type, and measurement type. When you select the **Distribute all the budgets within** check box, you must run the associated Budget Distribution Summary Process (FBRBDDS). FBRBDDS provides hardcopy output of the budget data, FOAPAL values, and distribution you have processed.

When you execute a budget distribution and request a redistribution of the budget, select the **Redistribution** check box. The system *zeros* existing distribution records in the database but does not remove records from the database.

## Distribution Parameter Information Window

To access this window, select **Distribution Budget by Period** from the options menu or select Next Block from the main window. Use this window to allocate budgeted funds to conform to previously established organizational spending patterns. If you distribute 100% of all budgeted funds for a single FOAPAL, the form processes the data online, eliminating the need to run the summary.

Specify the **Start Period**, **Number of Periods**, and **Distribution %** (percentage) for the budget. Values for **Start Period** must be unique. If you qualify a fiscal year in two periods, your start periods may be 01 and 02. You cannot qualify the two periods as 01 and 01. The system performs an edit on the start period values to ensure that they are unique when committed.

The system validates the number you enter in the **Number of Periods** field based on the **Period Type** entered on the main window. Period Type A (Annual) allows you to define only one period in the distribution. Period Type Q (Quarterly) allows you to define from one to four periods in the distribution. Period Type P (Period) allows you to define from one to 13 periods in the distribution.

*Percentage Data*

Your distribution percentages must add up to 100% based on the number of periods defined.

When you save your budget distribution, the system performs an automatic Rounding Process if a round-off amount remains. The system adds any round-off amount to the first period.

When you are finished entering period and percentage records, save the records. If this is the only distribution you wish to define, exit the form. If you have another budget distribution, select Next Block to navigate back to the main window where you may add subsequent distributions.

## Budget Distribution by Amount Form (FBABDDA)

---

Use the Budget Distribution by Amount Form to distribute budget amounts to periods by specified dollar amounts. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

Specify the **Budget ID**, **Phase**, and desired FOAPAL combination.

The system displays the period and amount for each period as determined by previously defined budget and period data using the Budget Distribution Parameter Form (FBABDDS). Enter changes to a period in the appropriate record of the **Change to Amount** column. The **Change to Amount** column recalculates to reflect your changes. Changes entered in this column also affect amounts displayed on the Budget Request Entry Form (FBABDRQ).

## Mass Budget Change Form (FBAMCHG)

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Use the Mass Budget Change Form to make global changes within a specified budget phase. You must execute the Budget Mass Change Process (FBRMCHG) to implement these changes. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

Enter the **Budget ID**, **Phase**, and **Chart of Accounts**. Entry of a FOAPAL combination is optional based on the scope of the change being made. To change the entire budget, do not enter these fields. For example, to change all funds within a budget, leave the **Fund** field blank.

Enter *P* (Permanent Budget) or *T* (Temporary Budget) in the **Duration** field. Enter *A* (Annual), *Q* (Quarter), or *P* (Period) in the **Period Type** field. Measurement type may be *D* (Dollars), *H* (Hours), or a user-defined value. The **Measurement Type** and

**Period Type** values default to this form from the Operating Budget Maintenance Form (FTMOBUD).

Select the **Change all the Budgets within** check box to apply the budget change (mass change) to *all* line items that match the FOAPAL values entered *and* for all FOAPAL values that are under the hierarchy of the FOAPAL values. Leave this check box cleared to change only the budget line items for the FOAPAL values displayed.

If the **Change all the Budgets within** check box is left cleared and a percentage is entered in the **Change Percent** field, the percentage increase applies *only* to line items that match the specific FOAPAL codes.

Specify the **Change Amount** *or* **Change Percent** value that you wish to use when you execute mass change; do not enter both.

**Caution:** Use caution when you enter a negative percentage amount in the **Change Percent** field.

The following items illustrate a mass budget change by a negative percentage that yields an unexpected result.

- A previous mass change increased a budget's total from \$200.00 to \$210.00.
- You specify -5 % in the **Change Percent** field.
- The change decreases \$210.00 by -5 % yielding \$199.50.
- You expected to decrease \$200.00 by -5 % yielding \$190.00. Instead, you decreased the new total by \$10.50.

When you modify by percentage, positive or negative, the system modifies the absolute budget total. The previous change by ten dollars affects the result when you modify by percentage.

Select **Save** to invoke a change by amount or by percentage.

## Budget Process Control Parameters Form (FBABPRC)

---

Use the Budget Process Control Parameters Form to set up a parameter record for the required budget action for each phase of the budget process. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

**Note:** Establish budget phases using the Operating Budget Maintenance Form (FTMOBUD).

When you access FBABPRC, the system checks FOBSYSC to determine if the Self-Service Budget module is enabled. If so, the following warning message displays: *WARNING - Self Service Budget Development enabled. This form will not use the Self Service Budget fund/org security, check for lock/unlock status, or insert audit records.*

Select **Cancel** to exit the form or **Continue** to proceed. If you select **Continue**, the system places the cursor in the first field of the Key block.

Specify one of the following budget actions in the **Action** field:

<i>Opal</i>	Supports rolling budgets from existing current operating ledger (OPAL) budget to a phase
<i>Budget Line</i>	Supports rolling phase to phase within a budget ID or from a different budget ID
<i>Copy Budget Line by FOAPAL</i>	Copies records meeting the criteria you enter (in the next block) into the specified ID and phase.

When you select this option, you can enter a level 1 fund or account type and the Budget Build Process (FBRBDBB) will hierarchically perform the copy.

**Note:** For some FOAPAL elements or other parameters, entering a value for one element sometimes means that another cannot be entered. See the following chart for details.

<i>Activate</i>	Supports rolling the adopted budget phase into the OPAL ledger
<i>Delete</i>	Supports deletion by individual account types and/or fund types. The more FOAPAL elements you define to your account and fund types during chart of accounts set up, the more flexibility you have in providing segmented phases for projections and modeling
<i>Remove by FOAPAL</i>	Deletes FOAPAL values from the Budget ID, Phase, and Chart of Accounts specified in the Key block.

## Restrictions

*FOAPAL Element/ Other Parameters*      *Restrictions*

Fund Type	If this field contains a value, you cannot enter a Fund Code. The fund type may be either a level 1 or level 2.
Fund (Code)	If this field is valued, you cannot enter a Fund Type.
Account Type	If this field contains a value, you cannot enter an Account Code. The external account type may be either a level 1 or level 2.



*FOAPAL Element/ Other Parameters      Restrictions*

Account (Code)	If this field is valued, you cannot enter an Account Type.
Include Labor Accounts	If the Account Type field contains a value, this parameter cannot be selected.
Include Perm Adjustments	When this check box is selected, adjustments that have been made through the Budget Maintenance Form (FBABDMN) after activation are included.

Use the Budget Build Process (FBRBDBB) in conjunction with Budget Process Control parameter actions Opal, Budget Line, Copy by FOAPAL, Delete, and Remove by FOAPAL.

The system creates distributed budget records only from OPAL elements because the Budget Line Item Table (FBBBLIN) contains the annualized budget amount per FOAPAL and has no breakdown by budget periods.

Use the Budget Roll Process (FBRBDRL) in conjunction with Budget Process Control parameter action A (Activate).

Budgets with an **Action** Indicator of *B* (Budget Line) include the Budget Source Data parameters. Budgets with **Action** Indicator of *O* (OPAL) include the OPAL Source Data parameters.

Enter the **Budget ID**, **Phase**, and **COA**. Select a value from the **Action** field and specify the scope of the budget action to take: *O* (OPAL), *B* (Budget Line), *A* (Activate), or *D* (Delete). Select Next Block to access the corresponding window.

## Operating Ledger Source Data Window

This window opens after you select *Opal* from the **Action** pull-down list on the main window.

Enter the **Chart of Accounts** and **Fiscal Year** being used as a base in the OPAL Source Data parameters. Select options for the inclusion/exclusion of data in the new phase using the additional parameters.

### *Additional Parameters*

Define the additional parameters based on site requirements. Select the appropriate check box to initiate the parameter.

**Include Original:** If you are rolling budget phases from the operating ledger, you may want to include original budgets.

**Include Temporary:** If you are rolling budget phases from the operating ledger, you may want to include temporary budgets.

**Overwrite File:** This option applies to both operating ledgers and line items. To insert new or additional records, leave the check box cleared. To replace existing files with current operating ledger and line items, select the check box.

**Include Labor Accounts:** Select the check box to include a labor account type with the budget line items in the phase you are merging.

**Include Adjustments:** If you are rolling budget phases from the operating ledger, you may want to include adjusted budgets.

**Build Distributed Budget:** Select this check box to insert budget records into both the Distributed Budget Table (FBRDIST) and the Budget Line Item Table (FBBBLIN). Leave this check box cleared to insert budget records into the Budget Line Item Table (FBBBLIN) only. Use caution if you select this check box since the budget records populate two database tables.

**Insert New Records:** Select the check box if you have new records to insert from the phase you are merging.

You may enter multiple base budget phases (create multiple records) before you roll or merge them into the final phase. To complete the merge, run the Budget Build Process (FBRBDBB).

## Budget Source Data Window

This window opens after you select *Budget Line* from the **Action** pull-down list on the main window.

Enter the **Base Budget ID**, **Base Budget Phase**, and **Base COA** for the system to use as a base in the Budget Source Data parameters. Select options for the inclusion/exclusion of data in the new phase using the additional parameters.

### *Additional Parameters*

Define the additional parameters based on site requirements. Select the appropriate check box to initiate the parameter.

**Include Original:** If you are rolling budget phases from the operating ledger, you may want to include original budgets.

**Include Temporary:** If you are rolling budget phases from the operating ledger, you may want to include temporary budgets.

**Overwrite File:** This option applies to both operating ledgers and line items. To insert new or additional records, leave the check box cleared. To replace existing files with current operating ledger and line items, select the check box.

**Include Labor Accounts:** Select the check box to include a labor account type with the budget line items in the phase you are merging.

**Include Adjustments:** If you are rolling budget phases from the operating ledger, you may want to include adjusted budgets.

**Build Distributed Budget:** Select this check box to insert budget records into both the Distributed Budget Table (FBRDIST) and the Budget Line Item Table (FBBBLIN). Leave this check box cleared to insert budget records into the Budget Line Item Table (FBBBLIN) only. Use caution if you select this check box since the budget records populate two database tables.

**Insert New Records:** Select the check box if you have new records to insert from the phase you are merging.

You may enter multiple base budget phases (create multiple records) before you roll or merge them into the final phase. To complete the merge, run the Budget Build Process (FBRBDBB).

### Phase Activation Data Window

This window opens after you select *Activate* from the **Action** pull-down list on the main window.

Enter **Permanent Rule Code**, **Temporary Rule Code**, **Percentage Rolled**, **Rerun budget roll** indicator, and **Description** in the Phase Activation Data parameters.

### Delete Options Window

This window opens after you select *Delete* from the **Action** pull-down list on the main window.

Enter the **Fund or Account Type Indicator** and **Fund or Account Type Code** for fund and accounts using the Delete Options parameters.

## Operating Budget Validation Form (FTVOBUD)

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Use the Operating Budget Validation Form to query budget IDs, their titles, number of years budgeted to each budget, and the period type for the budget. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

This form is query-only.

## Budget Phase Validation Form (FTVOBPH)

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Use the Budget Phase Validation Form to query budget phases for budget IDs and chart of accounts. Access this form from the Budget and Position Control System Menu (\*FINBUDG).

This form is query-only.

## Position Control Introduction

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Position Control is a component of Budget Development that allows you to define position classifications and apply them to your budget. This component is fully integrated with the Banner Finance System. It enhances budgeting capabilities and ensures consistency by supporting the full range of functions necessary for position administration, including:

- budget preparation and monitoring
- position control and staffing
- position classification
- account distribution

### Position Control Highlights

**Position Classification** — You can organize positions by user-defined position classifications. These classifications determine salary ranges and EEO groupings. An applicant can apply for a position classification rather than a specific position. The Position List By Position Classification Form (NBIPLST) displays all the positions assigned to a position classification.

**Position Monitoring** — The system stores data on all employees assigned to a position. Highlighted positions include vacant, cancelled, and over-budgeted. The Position Incumbent List Form (NBIPINC) shows position incumbents as of a user-specified date. This form provides data on past and present incumbents of each position and on total occupied FTEs for each position.

### Position Budgeting Highlights

Creating and maintaining a salary and fringe benefit budget requires a flexible system to accommodate the variety of employment and funding needs. The position budgeting components of the Position Control module provide this capability.

**Budget Preparation** — Position Control provides an interactive process that supports the preparation of personnel services and fringe benefit budgets. The

system rolls positions forward to the next budget year according to current budget, zero-based amount, midpoint salary, remaining budget, or summary of current salaries. You may make online changes to the budget at any time before you adopt the budget. This process also supports fringe benefit budgeting. The system uses data on an employee's actual insurance carrier to project the site's annual cost for benefits and employer-paid taxes for each employee. Position and labor distribution features maintain data on budgeted amounts and FTEs.

**Budget Monitoring** — This component provides the tools necessary to monitor position expenditures versus budget amounts, as well as compliance within budget limits. The system calculates:

- position encumbrances on a per-employee assignment basis
- the amount being encumbered as the anticipated labor expense for the fiscal year.

Use the Position Definition Form (NBAPOSN) to collect basic information about a position (for example, who authorized it, what position it reports to, and its salary range). NBAPOSN displays amounts budgeted, encumbered, expended, and remaining in a given fiscal year and provides for budget modeling capabilities using the budget identification and phase codes.

## Position Control Processing Forms

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This section provides you with examples and descriptions for each form within the Position Control Processing feature of the Position Control module.

Forms in this section flow in the order that they appear on the Position Control Processing Menu (\*FINPOSN).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

**Note:** The forms on the Position Control Rule Forms Menu (\*FINPRULE) are documented in Chapter 19, "Position Control Rules Tables."

## Position Definition Form (NBAPOSN)

---

The Position Definition Form defines all positions. Positions are defined within a position classification by fiscal year.

The Position Budget function provides you with access to the Position Budget Definition Form (NBAPBUD). NBAPBUD enables you to define position budgets by fiscal year, regular earnings totals (budgeted, encumbered, expended, and remaining), premium earnings totals, fringe benefits, and position labor distributions. You can also use it to monitor position expenditures and compare them to their budgeted amounts. (Note that position expenditures and encumbrances are calculated outside of this form.)

All positions are created on NBAPOSN with an *Inactive* status. A position cannot be activated until it is created on NBAPBUD. The position status can be updated only on NBAPBUD, from which it defaults to NBAPOSN. However, positions identified for issuing one-time payments on the Installation Rule Form (PTRINST) cannot be changed to a *non-active* status on NBAPBUD unless you remove the position from PTRINST. Any attempt to update the position to a “non-active” status results in the display of the following message: *\*ERROR\* Position is used for one-time payments, status may not be changed.*

The main window enables you to enter basic information about the position, to identify what position it reports to, associate the position with a job progression family to enable seniority tracking by marking the **Accrue Seniority** indicator for a specific position, view a description of the salary group associated with the position, and the salary guidelines defaulted from the Position Class and Employee Class rule forms. The position group code defaults when the position class code is entered or changed. The work schedule code defaults from the Employee Class Rule Form (PTRECLS) and can be overridden here.

The probationary period, bargaining unit and the job location for a position can also be specified. The probationary period information defaults from the corresponding field in NTRPCLS, and can be overridden here.

When the probationary period for a particular position is changed on NBAPOSN, a record recording that change will be added to the associated Position History Form (NBIPOSH).

**Note:** A change to the value in the **Probationary Period** field on NTRPCLS will not change information already established on NBAPOSN or NBAJOBS. The change will only be reflected on newly created positions and jobs. Any changes to the **Probationary Period** field on NBAPOSN or NBAJOBS must be done manually. In addition, any changes made at the job or position level will not affect the values on NTRPCLS.

By default, the bargaining unit code and description are drawn from NTRPCLS. However, you may override the default values by entering a bargaining unit code from the Bargaining Unit Validation Form (PTVBARG). The system displays a description of the code you select. Valid values for the job location of a position are listed in the Job Location Form (PTRJBLN). Display these values by double-clicking in the **Job Location** field.

**Note:** A change to the **Bargaining Unit** field on NTRPLCS will **not** change previously established information on NBAPOSN. Changes to this field

will only be reflected in the forms for newly created positions and jobs. Similarly, a change to the default value for this field on NBAPOSN will not affect the originally entered value on NTRPCLS.

The **Bargaining Unit** field can be accessed only at sites where HR is installed.

Salary group descriptions are maintained in the Salary Group Rule Form (NTRSGRP). The system populates the **Salary Group Description** field only when the **Salary Group** and **Salary Table** fields are specified on the form.

When you enter or change information in any fields in the Compensation/Classification Information section of the main window, the system displays the Compensation/Classification Change Date window.

The Compensation/Classification Change Date window is displayed immediately after you use the Save function. The date displayed here indicates when the change is to go into effect. The default is the current date. You can, however, override this date. The date you enter must be less than or equal to the current date.

To exit the Compensation/Classification Change Date window of NBAPOSN, click on or tab to the OK button. All new or changed data is saved in the record. In addition, data entered in the following fields is captured and saved for display on the Position History Form (NBIPOSH): **Position Number**, **Position Class**, **Position Title**, **Employee Class**, **Salary Table**, **Salary Grade**, **Salary Step**, **Reports To**, and **Appointment %**, and **Position Group**. In addition, your User ID is displayed in the last field of the form. The change date and exempt indicator default based on the Compensation/Classification Change Date and the Position Class Code, respectively. You can see the changes you made by accessing Position History from the Options menu of NBAPOSN or from the Position Management Menu (\*HRSPPOSITION).

## Regulatory Information Window

The Regulatory Information window collects Federal Occupation, National Occupation, College Instructional Program, and Dictionary of Occupational Titles data for local site reporting purposes. To access this window, select *Regulatory Information* from the options menu.

**Note:** The California Pension section of this window is related to California STRS/PERS processing. For further information, please refer to the *Human Resources User Guide, Appendix B, California STRS/PERS*.

## Comments Window

The Comments window allows you to enter information related to the position. To access this window, select *Comments* from the options menu.

## Position Class History Form (NBICLSH)

---

The Position Class History Form displays a history of the changes made to a specified position class in the Position Class Rule Form (NTRPCLS). The changes are shown in descending order by date; that is, the most current change is shown first, and the information originally entered for the position is shown last. Records can be deleted from the NBICLSH form. Record inserts and updates are, however, not allowed.

When the probationary period for a particular position class is changed on NTRPCLS, a record recording that change will be added to the associated Position Class History Form (NBICLSH).

The **Probationary Period** field specifies the number of probationary days or months in the probationary period for the position class, and the **Bargaining Unit** field specifies the bargaining unit for the position class.

Similarly, when the **Accrue Seniority** check box is marked on NBAPOSN, the corresponding check box on NBICLSH is marked if Earn codes associated with the Position Class are eligible to accrue seniority hours.

## Position Incumbent List Form (NBIPINC)

---

The Position Incumbent List Form lists position incumbents by fiscal year as of a user-specified date. It provides data on past and present incumbents of each position, future incumbents by the effective job date, and total occupied FTEs for each position. Data provided for each incumbent includes identification number, name, job begin/end dates, and employee status.

Fields	Descriptions
FTE	Full Time Equivalency (FTE) for the position. If the Job FTE/ Salary Calculations and Tracking Form (NBAJFTE) has an Annualized FTE value of zero or greater, the NBIPINC form will utilize that value for this field. However, if there is no NBAJFTE record, NBIPINC will look to the Employee Jobs Form (NBAJOBS) for an FTE value. The field display includes four decimal places.

## Position List by Position Classification Form (NBIPLST)

---

The Position List by Position Classification Form displays all the positions assigned to a position classification. Fields displayed include position number, position title, status, begin/end dates, type of position, and number of budgeted and filled FTEs.



<b>Fields</b>	<b>Descriptions</b>
Budget FTE	Proposed FTE for the position. The information for this field comes from the corresponding field on the Position Budget Form (NBAPBUD).
Annualized FTE	A calculation of FTE using the Position Budget Basis, Position Annual Basis, and Job Appointment %. (If the Job FTE/Salary Calculations and Tracking Form (NBAJFTE) has an Annualized FTE value of zero or greater, the NBIPLST form will utilize that value for this field. Otherwise, the field is blank. The field display includes four decimal places.

### Position List by Organization Form (NBIPORG)

---

The Position List by Organization Form provides a list of positions defined for a specified organization. Positions appear in sequence according to defined Position Number. Position FTE totals appear for each position.

<b>Fields</b>	<b>Descriptions</b>
Budget FTE	Proposed FTE for the position. The information for this field comes from the corresponding field on the Position Budget Form (NBAPBUD).
Annualized FTE	A calculation of FTE using the Position Budget Basis, Position Annual Basis, and Job Appointment %. (If the Job FTE/Salary Calculations and Tracking Form (NBAJFTE) has an Annualized FTE value of zero or greater, the NBIPLST form will utilize that value for this field. Otherwise, the field is blank. The field display includes four decimal places.

### Position History Form (NBIPOSH)

---

The Position History Form displays a history of the changes made to a specified position via the Position Definition Form (NBAPOSN). The changes are shown in descending order by date; that is, the most current change is shown first, and the information originally entered for the position is shown last. Records can be deleted from the NBIPOSH form. Record inserts and updates are, however, not allowed.

When the probationary period and/or bargaining unit information for a particular position is changed on NBAPOSN, a record recording that change will be made to the fields, **Probationary Period**, **Bargaining Unit**, and **Job Location**, in the associated Position History Form (NBIPOSH).

The **Probationary Period** field specifies the number of probationary days or months at the position level, the **Bargaining Unit** field specifies the bargaining unit for the position and the **Job Location** field specifies the location of the position.

When seniority tracking for positions is considered, the **Accrue Seniority** check box appears marked on this form based on the corresponding field on the Position Definition Form (NBAPOSN). Similarly, the **Job Progression** code associated with the position is also recorded which defaults from the corresponding field on the Position Class Rule Form (NTRPCLS).

## HR/Finance Set Up Rule Form (NTRFINI)

---

The HR/Finance Set Up Rule Form Rule defines rules for interfacing transactions to your finance system. It also defines the accounting distribution for net pay and deferred pay. The version shown above defines rules for interfacing to Banner Finance. If your interface is to a non-Banner Finance system, refer to the non-Banner Finance version. When Banner Finance is installed, rule class codes are validated against the Finance System Rule Class Code Form (FTMRUCL).

To view all the **Finance Rule Class Code** fields, move the vertical scroll bar located at their right or use the Next Item function.

### *Instructions*

1. Access NTRFINI. All defined records are retrieved. (This requires a brief delay in processing). The cursor positions itself at the record corresponding to the active fiscal year as currently defined on NBAFISC. If no active fiscal year is defined, a warning message is displayed. Use the Next Record and Previous Record functions to navigate to previously defined records or to create a new record.
2. At **Fiscal Year**, enter the fiscal year for which you are setting up an interface to Finance. The value you enter must be predefined on the Fiscal Year Form (NBAFISC). To view a list of previously defined fields, use the Search feature for the **Fiscal Year** field. The system displays the year's start and end dates in the **From** and **To** fields.

**Note:** Once this form is completed for the first time, you can select *Copy Prior Year* from the options menu to copy the data across to ensuing fiscal years.

3. If Banner Finance System is installed at your site, the **COA** field displays the Chart of Accounts code to be applied to the labor distributions found on the Distribution Information window. This field takes its default value from the

Fiscal Year Form (NBAFISC). You can override this value. To view a list of valid codes, use the Search feature for the **COA** field.

4. The fiscal year's active status is displayed in the **Active** check box. If it is checked, the fiscal year shown is the currently active fiscal year as defined on NBAFISC. If it is not checked, this year is not the currently active fiscal year.
5. At **Finance Fiscal Year**, enter the Finance System fiscal year for which you are setting up the interface. If Banner Finance is installed, the year you enter must be defined on the Finance Fiscal Year Form (FTMFSYR). To view a list of valid values, use the Search feature for the **Finance Fiscal Year** field. The year's start and end dates are displayed in the **From** and **To** fields. The end date should match the one that appears for the Human Resources fiscal year in Step 2.
6. At **Bank**, enter the code of the primary bank you use to issue payroll checks and direct deposits. The value you enter in this field must be predefined on the Bank Code Rule Form (GXR BANK). To view a list of valid codes, double-click in the **Bank** field.
7. Set the **Feed Budget to Finance Budget Development** check box as follows:
 

<i>checked</i>	Update the Banner Finance Budget Development module with all original and adjusted budget entries (for both working and active salary and fringe budgets).
<i>unchecked</i>	Do not feed original and adjusted salary and fringe budgets to the Banner Finance Budget Development module. Active budgets (original and adjusted) are fed to the operating ledger with the Payroll system's ID.
8. Move to the **Finance Rule Class Code** fields. For each field, enter the Banner Finance System rule class code the system should use for validation. The codes you enter must be defined in the Finance system's Rule Class Code Maintenance Form (FTMRUCL). To view a list of valid codes, double-click in the **Finance Rule Class Code** field.
9. Perform the Save function. The system saves your new or revised rules.

## Distribution Information Window

The Distribution Information window displays the accounting distributions that control the processing of Human Resource accounting transactions. To access this window, select *Distribution* from the options menu.

### Instructions

1. At **Net Distribution**, indicate the **Index** and FOAPAL (**Fund**, **Orgn**, **Account**, **Program**, **Activity**, and **Location**) distribution to be used in the interface. If you want to default the FOAPAL components, enter a Banner Finance Index code in **Index**. To view a list of valid values for a particular **Net Distribution** field, use the Search feature for the field.

**Note:** The Net Distribution fields should be blank except for **Fund**, which contains your bank fund, and **Account**, which contains the general ledger account code of your Payroll Clearing Account. The sample data delivered with Banner Human Resources includes a Payroll Clearing Account value of 1060. This value corresponds to the posting modifier set up in the Banner Human Resources rule classes. (If you do not want to use 1060, you can establish an equivalent account code for your institution on the Account Maintenance Form (FTMACCT).)

*If you use a value other than 1060, you must also change the posting modifier on your Human Resources rules classes to reflect your new Payroll Clearing Account value.)*

2. At **Deferred Pay**, indicate the FOAPAL (**Index**, **Fund**, **Orgn**, **Acct**, **Prog**, **Actv**, and **Locn**) deferred pay distribution to be used in the interface. If you want to default the FOAPAL components, enter a Banner Finance Index code in **Index**. To view a list of valid values for a particular Deferred Pay field, use the Search feature for the field.

**Note:** The Deferred Pay fields should be blank except for **Fund** and **Acct**, which contain the fund and account used for the accrual of deferred pay liability. Use the Fund Code Maintenance Form (FTMFUND) and the Account Code Maintenance Form (FTMACCT) to establish the appropriate fund and account for this purpose.

3. At **Fringe Clearing**, enter the accounting distribution (fund and account) where the actual fringe expense will be debited and the fringe charge-back amount will be credited. To view valid values for the **Fund** field or the **Account** field in the **Fringe Clearing** record, use the Search feature for the field.

## Fringe Chargeback Rules Window

The Fringe Chargeback Rules window collects fringe chargeback data for use in the interface. To access this window, select *Fringe Rules* from the options menu.

### Instructions

1. At **Matching FOAPAL Components**, specify which components of the FOAPAL are to be considered in the matching of external funding sources. The values you enter in these fields will guide the fringe encumbrance and expense process. For each component (**Fund, Orgn, Account, Program, Activity, and Location**), select the check box for Yes or leave it deselected for No.
2. When you run your payroll, NBPBUDM and PHPFEXP use the values entered at **Calculate or Process Fringe Encumbrances Fringe Calculation Method**, and **Override External Rate with Installation Rate** to determine how to encumber, liquidate encumbrances, and expense fringe benefits.
3. Go to the **Recalculate All Salary or Fringe Encumbrances** check box. When you make changes for this fiscal year to the Fringe Rate Definition and Labor Distribution Override Rule Form (NTRFBLD), this field is updated to selected status (that is, to Yes). The next time NBPBUDM is run, it looks at this indicator and recalculates all encumbrance values. If NBPBUDM is run in process mode, it resets the indicator to deselected status (that is, to No).

## Employee Jobs Form (NBAJOBS)

---

Use the Employee Jobs Form to maintain information on a job as defined for a specified employee, including position, job description, start and end dates, status, hours, and salary information. Access this form from the Position Control Processing Menu (\*FINPOSN).

NBAJOBS supports mass salary-step increases, allows for deferred salary payments, and allows you to specify a future effective date for salary changes. This form also maintains the dollar amounts and labor distribution account numbers used for encumbering and expending.

If you enter a position/suffix combination that does not exist for this employee, the system displays the following message: *Warning! This job is not assigned to this employee. Do you want to set it up?*

When you select **OK**, the **Enter values for job set-up** window appears.

This window collects the position begin date, contract type (Primary, Secondary, or Overload), and salary step. It displays the rate and annual salary associated with that step and allows you to designate them to be set up for deferred pay. (If you use Step Zero, you can enter rate or annual salary data.) When you select **OK**, the job is created using default information from the position and employee class. When you

return to the main window, select Next Block to continue defining this position for this employee.

### Job Detail Information Window

The Job Detail Information Window collects compensation, pay plan, and encumbrance information. Use this window to implement salary changes and specify the FTE allocation of this employee in this position.

### Select Effective Date to Query Window

The Select Effective Date to Query Window displays the effective-dated jobs detail records associated with this employee. Data for the effective date you select is displayed when you return to the Job Detail Information Window.

### Deferred Pay Information Window

The Deferred Pay Information Window enables you to set up deferred pay. It displays the **Per Pay Salary, Factor**, number of **Pays**, and the **Deferred Amount** per pay.

### Create New Date Record Window

The Create New Date Record Window enables you to add a new effective date record in the Job Detail Window. You can use this window for future change implementation.

### Payroll Default Information Window

The Payroll Default Information Window collects timesheet and premium pay data.

### Miscellaneous Job Information Window

The Miscellaneous Job Information Window contains general job data, including U.S. federal EEO information and supervisory, location, and Workers' Compensation identifiers.

You may select from a list of valid values for all fields with buttons.

### Excluded Deductions/Benefits Window

Use the Excluded Deductions/Benefits Window to exclude benefits and deductions from this job definition.

## Default Earnings Code Window

Use the Default Earnings Code Window to establish the earnings code that defaults to this employee's timesheet.

## Work Schedules Window

Use the Work Schedules Window to maintain work schedule information. Note that a default earnings time period for the base earn code cannot overlap a work schedule time period.

## Create New Date Record Window

The Create New Date Record Window enables you to add a new effective dated work schedule in the Work Schedule Window. You can use this window for future change implementation. Work schedules can be copied from the Work Schedule Rule Form (NTRWKSH) by entering the work schedule code at **Copy From**.

## Job Labor Distribution Window

Use the Job Labor Distribution Window to enter labor distribution data. Base this data on the FOAPAL element distribution.

Use the horizontal scroll bar or select Next Item to access the **Project** and **Cost** fields.

# Budget and Position Control Inquiry Forms

---

This section provides you with examples and descriptions for each form within the Inquiry forms feature of the Position Control module.

Forms in this section flow in the order that they appear on the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET)

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Fiscal Year Form (NBAFISC)

---

Use the Fiscal Year Form to define the parameters of a fiscal year for purposes of position control. Access this form from the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET).

You can define fiscal years for an unlimited number of active and working budgets. You must define your fiscal year with this form before you use the Position Definition Form (NBAPOSN).

## Position Budget Form (NBAPBUD)

---

Use the Position Budget Form to define position and budget information for a particular position number, employee class, and fiscal year. Access this form from the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET).

Use this form to identify a position, specify its status and type, specify the salary type for the position, and authorize the position.

**Note:** Define positions within a position classification by fiscal year.

Enter values in the **Fiscal Year** and **Position No** (number) fields. Select Next Block to access the introductory position information.

### Position Salary Budgets Window

The Position Salary Budgets Window displays amounts budgeted, encumbered, and expended in a given fiscal year. This form provides budget modeling capabilities via the budget identification and phase code. It also provides premium earnings totals by earnings code.

### Fringe Charge Back Information Window

The Fringe Charge Back Information Window displays fringe budgeting and encumbering data. It enables you to enter a new FOAPAL for fringe residual posting.

**Note:** The Fringe Charge Back Information window appears only if the value entered at the NTRFINI **Fringe Calculation Method** field is *All* or *Exception Only*. If you entered *None* on NTRFINI, the Actual Fringe Benefits Total window appears instead.



## Actual Fringe Benefits Total Window

The Actual Fringe Benefits Total Window displays fringe budgeting and encumbering data.

Use the horizontal scroll bar or select Next Item to access the **Budget To be Posted** field.

**Note:** The Actual Fringe Benefits Total window appears only if the value entered at the NTRFINI **Fringe Calculation Method** field is *None*. If you entered *All* or *Exception Only* on NTRFINI, the Fringe Charge Back Information window appears instead.

## Premium Earnings Totals Window

The Premium Earnings Totals Window enables you to specify premium earnings by earnings code and amount. Except for base pay or non-cash earnings, any earnings code assigned to this position can be designated as premium earnings.

Use the horizontal scroll bar or select Next Item to access the **Budget To be Posted** field.

## Position Labor Distribution Window

Use this window to enter salary and budget source information for a specified position.

Use the horizontal scroll bar below the **Acct** and **Prog** fields or select Next Item to access the **Actv**, **Locn**, **Project**, and **Cost** fields.

Use the horizontal scroll bar below the **Salary Budget** and **Percent** fields or select Next Item to access the **To Be Posted** field.

## Job FTE/Salary Calculations and Tracking Form (NBAJFTE)

---

The Job FTE/Salary Calculations and Tracking Form captures basis information for a job and calculates the Annualized FTE and FTE Base Salary for that job. The form can be called as a navigation item from within the Employee Jobs Form (NBAJOBS) or as an independent item. Security access to this form is based on the setup of the User Codes Rule Form (PTRUSER), the Organization Security Form (PSAORGN), and the Employee Class Security Form (PSAECLS). Time sheet organization security is used

For detailed information about this form, refer to the *Human Resources User Guide*.

## Position Budget Totals Inquiry Form (NBIBTOT)

---

Use the Position Budget Totals Inquiry Form to query budget totals for regular salaries, premium earnings (such as overtime), and fringe benefits. Access this form from the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET).

For this form to be useful, you must establish budget information through the Position Definition Form (NBAPOSN).

## Fringe Charge Back Budget History Inquiry Form (NBIBHSC)

---

Use the Fringe Charge Back Budget History Inquiry Form to query fringe charge back budget totals. Access this form from the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET).

Enter the **Position** code and the remaining data as desired. Select Next Block. The budget data defaults.

## Fringe Actual Budget History Inquiry Form (NBIBHSF)

---

Use the Fringe Actual Budget History Inquiry Form to query fringe actual totals. Access this form from the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET).

Enter the **Position** code and the remaining data as desired. Select Next Block. The budget data defaults.

## Premium Earnings Budget History Inquiry Form (NBIBHSR)

---

Use the Premium Earnings Budget History Inquiry Form to query premium earnings budget totals. Access this form from the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET).

Enter the **Position** code and the remaining data as desired. Select Next Block. The budget data defaults.

## Position Budget History Inquiry Form (NBIBHSP)

---

Use the Position Budget History Inquiry Form to query position budget totals. Access this form from the Position Control Inquiry Forms Menu (\*FPCBUDGET).

Enter the **Position** code and the remaining data as desired. Select Next Block. The budget data defaults.

## Labor Distribution Change History Form (NBIJLHS)

---

Use the Labor Distribution Change History Form to query the labor distribution history for a specified employee and assignment. Access this form from the Position Control Inquiry Forms Menu (\*FPCBUDGET).

Use the horizontal scroll bar or select Next Item to access the **Enc Val** field.

You can enter a free-form explanation in the **Change Reason** field.

## Employee Job Inquiry Form (NBIJLST)

---

Use the Employee Job Inquiry Form to query job information by employee. Access this form from the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET).

Use the horizontal scroll bar or select Next Item to access the **Job Type** and **Employer Code** fields.

This form lists the primary, secondary, and overtime positions occupied by a specific employee.

## Work Schedule Hours Inquiry Form (NBIWKSH)

---

Use the Work Schedule Hours Inquiry Form to view the total hours worked by the employee for each day of the month in a particular year. Access this form from the Budget and Position Control Inquiry Forms Menu (\*FPCBUDGET).

When an employee has a work schedule, the weekday, day in the schedule, and total hours worked are displayed for each day in the month.

When an employee has no work schedule for a particular day, the hours per day you enter on the Employee Job Form (NBAJOBS) are displayed for weekdays, and a zero displays for Saturdays and Sundays. This form is query-only.

## List of Budget Development and Position Control Reports and Processes

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The following reports contain information you maintain in the Budget Development module.

Refer to Chapter 25, “Reports and Processes,” for descriptions, parameter listings, and sample output.

### *Budget Development Reports and Processes*

FBRAPPD	Approved Distributed Budget Report — Displays the distributed budget by period, current year budget, prior year budget, and variance of the current year to the budget year.
FBRAPPR	Approved Budget Report — Displays the approved budget phase along with the prior year, current year, and variance of the approved budget to the current amounts.
FBRBDBB	Budget Build Process — Builds or changes line items for a budget phase. Creates/updates line items from another budget phase or from the operating ledger. You may delete line items by account for fund type. Enter the parameters used to execute this process on the Budget Process Control Parameters Form (FBABPRC).
FBRBDDS	Budget Distribution Summary — Provides a hard copy summary of the offline process used to distribute amounts from the budget line item table into periodic amounts in the distribution table.
FBRBDRL	Budget Roll to General Ledger Process — Rolls budget amounts into the Finance Ledgers.
FBRFEED	Finance Budget Feed Process — Sends Position Control budget information from the Position Control module into the Finance Budget tables.
FBRMCHG	Budget Mass Change Process — Changes budget line items by an amount or a percentage. Enter these report parameters using the Mass Budget Change Form (FBAMCHG).
FBRWKSH	Budget Worksheet Report — Displays up to three budget phases with current year and prior year budget amounts from the budget file.

### *Position Control Reports and Processes*

NBPBROL	Budget Roll Process Report — Executes budget roll (including fringe benefits) from one fiscal year to another. The system posts results to the Position Totals Block of the Position Definition Form (NBAPOSN).
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NBPBUDM	Budget Maintenance Process — Spreads budget amounts to position labor distributions.
NBPMASS	Mass Salary Table Update Report — Calculates contract value for fiscal year entered. Calculates automatic step increases. Updates groups of Table/Grade combinations by amount or percentage and updates job records with new table/grade combination.
NBRBWRK	Budget Worksheet Report — Displays budget phases with current year and prior year budget amounts from the budget file. This report sorts by organization, fund, program, activity, location, and account.
NBRPCLS	Position Class Listing Report — Lists defined position classes and salary guidelines.
NBRPINC	Position Class Incumbent Report — Lists incumbents of positions in each position class.
NBRPOSN	Position Report — Lists active, frozen, and/or cancelled positions for a specified date range.
NBRPSTA	Position Status Exception Report — Lists exception status positions (i.e., over budget, vacant, cancelled, frozen, under-encumbered, or over-filled).
NHPFIN1	Finance Interface Extract Report — Extracts data for Finance System interface and updates the position totals with encumbered amounts.
NHPFIN2	Finance Interface Report — Shows information extracted and passed to the Finance System. This report is most useful when you have specific payroll data in your system.
NHRBDST	Budget Distribution Report — Shows budgetary information for selected FOAPALs.
NHRDIST	Organization Distribution Payroll Distribution Report — Shows summary and detail reports.
NHRECRT	Effort Certification Report — Shows FOAPAL information for specified grants or funds.
NHREDST	Employee Distributions Report — Shows the sum of selected earnings and/or benefits distributed to each FOAPAL for each employee's position. Also shows the percent of the selected earnings and/or benefits represented by the reported sum, and the percent of the employee's total earnings and/or benefits represented by the sum of all earnings and/or benefits distributed to the FOAPAL.
NHRSDST	Employee Payroll Summary by Organization Report — Shows up to eight columns of earnings and benefit data for selected FOAPAL distributions. Each column can contain hours or amounts for a specific earning, benefit, or charge back, or for all earnings and/or benefits.

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## Introduction

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Use the Position Control module to define the position classifications for your site and apply them to your budget. It supports the full range of functions necessary for position administration, including budget preparation and monitoring, position control and staffing, position classification, and account distribution.

The values you define to the Position Control tables using the rule forms documented in this chapter determine position processing. Use the information in this chapter in conjunction with the material in Chapter 18, "Budget and Position Control."

## Menu Navigation Table

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### Position Control Rule Forms Menu (\*FINPRULE)

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Position Control Processing Menu (\*FINPOSN).

NTRPCLS	Position Class Rules Form Enables you to create an employee position class and associate it with salary guidelines, employee class, and employee skill level.
NTRSALA	Salary/Rate Structure Rules Form Enables you to define rules for salaries or hourly rates.
NTRSGRP	Salary Group Rules Form Enables you to define active and inactive salary groups for each table.
NTRFRNG	Fringe Budgeting Rules Form Enables you to establish budget benefits and deductions by employee class.
NTRBROL	Budget Roll Process Parameter Rules Form Enables you to establish parameters for rolling the current budget into the new fiscal year.
NTRJINC	Mass Job Salary Increase Roll Rules Form Enables you to establish the parameters used in the Mass Salary Table Update Process (NBPMASS) to implement step increases and salary increases.

NTRSTRL	Mass Salary Table Roll Rules Form Enables you to establish the parameters used in the Mass Salary Table Update Process (NBPMASS) to roll data from one salary group to another.
NTRWKSH	Work Schedule Rules Form Enables you to enter work scheduling information for employees.
NTRCROL	Contract Dates Roll Parameter Rules Form Enables you to establish date ranges for use in rolling contract dates via the NBPMASS Roll Contract ( <i>D</i> ) Dates option.
NTRFBLD	Fringe Charge Back Rules Form Enables you to define rules for calculating fringe budgets, encumbrances, and fringe expenses.
NTRHROL	Encumbrance Hours Roll Parameter Rules Form Enables you to establish the roll indicator and effective date for use in rolling encumbrance hours via the NBPMASS Roll ( <i>E</i> ) Encumbrance Hours option. Establish parameters by employee class.
FTMECLS	Employee Class Maintenance Form Enables you to create employee classes and associate them with an earnings code, contract information, and a budget.
*FPCVALD	Position Control Validation Forms Menu Provides access to the validation forms that enable you to define standard occupational work codes.

## Validation Forms Menu Navigation Table

### Position Control Validation Forms Menu (\*FPCVALD)

Access this menu from the Position Control Rules Forms Menu (\*FINPRULE).

NTVDOTT	Dictionary of Occupational Titles Code Validation Form Enables you to identify and maintain Dictionary of Occupational Titles Code records.
NTVPFOC	Federal Occupational Code (FOC) Validation Form Enables you to identify and maintain Federal Occupational Code records.
NTVPNOC	National Occupational Category Code (NOC) Validation Form Enables you to identify and maintain National Occupational Code records.

NTVWKSH	<p>Work Schedule Code Validation Form</p> <p>Enables you to define work schedule codes for use on the Position Definition Form (NBAPOSN), the Employee Class Rules Form (PTRECLS), the Employee Jobs Form (NBAJOBS), and the Employee Class Maintenance Form (FTMECLS).</p>
---------	---

## Position Control Rule Forms

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This section provides you with examples and descriptions for each form within the Position Control Rule Forms feature of the Budget and Position Control module.

The forms in this section flow in the order that they appear on the Position Control Rule Forms Menu (\*FINPRULE).

Each form contains a description, instructions on how to use the form and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Position Class Rules Form (NTRPCLS)

---

Use the Position Class Rules Form to create a position class and associate it with salary guidelines, employee class, and employee skill level. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

The salary guidelines you define on this form are the default values for the Position Definition Form (NBAPOSN) and the Employee Jobs Form (NBAJOBS). Refer to Chapter 18, "Budget and Position Control," for more information on NBAPOSN and NBAJOBS.

When you enter or change information in any fields in the data section of the main window, the system displays the Compensation/Classification Change Date Window.

This window is displayed immediately after you use the Save function. The date displayed indicates when the change is to go into effect. The default value is the current date. You can, however, override this date. The date you enter must be less than or equal to the current date.

To exit the Compensation/Classification Change Date window, select or tab to the **OK** button. All new or changed data is saved in the record.

## California Pension Information Window (For NTRPCLS)

The California Pension Information window is related to California STRS/PERS processing.

## Salary/Rate Structure Rules Form (NTRSALA)

---

Use the Salary/Rate Structure Rules Form to define rules for salaries or hourly rates. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

A salary/rate rule defines a salary table and includes salary grade and ranges, hourly or salaried status, and rate or salary steps with their associated amounts. The values you define on NTRSALA are the default values for the Position Class Rules Form (NTRPCLS).

## Salary Group Rules Form (NTRSGRP)

---

Use the Salary Group Rules Form to define active and inactive salary groups for each table. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

This form is query-only.

## Fringe Budgeting Rules Form (NTRFRNG)

---

Use the Fringe Budgeting Rules Form to establish budget benefits and deductions by employee class. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

You may define budget parameters either as amounts or percentages.

## Budget Roll Process Parameter Rules Form (NTRBROL)

---

Use the Budget Roll Process Parameter Rules Form to establish parameters for rolling the current budget into the new fiscal year. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

Enter a value in the **Fiscal Year** field; you may use the **Fiscal Year** search feature or request a List. This takes you to the Fiscal Year Form (NBAFISC). Select a Fiscal Year and then select Next Block.

Enter a value in the **Employee Class** field. You may use the search feature for the **Employee Class** or request a List. This takes you to the Employee Class Query Form (PTQECLS).

## Mass Job Salary Increase Rules Form (NTRJINC)

---

Use the Mass Job Salary Increase Rules Form to establish the parameters used in the Mass Salary Table Update Process (NBPMASS) to implement step increases and salary increases. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

Enter a fiscal year code. To select an existing code, use the search feature for the **Roll Using Salary Group** field or request a List. This takes you to the Salary Group Rules Form (NTRSGRP). Select a code, then select Next Block.

The Mass Job information displays. Select Next Block to access each successive information block. You may add or change the information for all fields except **Activity Date**.

For additional information on the NBPMASS process, refer to Chapter 25, “Reports and Processes.”

## Mass Salary Table Roll Rules Form (NTRSTRL)

---

Use the Mass Salary Table Roll Rules Form to establish the parameters used in the Mass Salary Table Update Process (NBPMASS) to roll data from one salary group to another. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

For additional information on NBPMASS, refer to Chapter 25, “Reports and Processes.”

## Work Schedule Rules Form (NTRWKSH)

---

Use the Work Schedule Rules Form to enter work scheduling information for employees. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

Use the Work Schedule Rules Form to assign a **Work Schedule Code** that defines the days, shifts, and number of hours an employee should work. This data must comply with the Fair Labor Standards Act.

## Contract Dates Roll Parameter Rules Form (NTRCROL)

---

Use the Contract Dates Roll Parameter Rules Form to establish date ranges for use in rolling contract dates via the NBPMASS Roll Contract (*D*) Dates option. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

Use NTRCROL to enter the different combinations of *from* and *to* Contract Begin and End dates.

If you use the Roll Contract (*D*)Dates option, you must establish parameters on this form before running the Mass Salary Table Update Process (NBPMASS).

## Fringe Charge Back Rules Form (NTRFBLD)

---

Use the Fringe Charge Back Rules Form to define rules for calculating fringe budgets, encumbrances, and fringe expenses. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

The functionality for this form is important when you choose to “charge” accounts based on a percentage versus the actual amount. NTRFBLD allows for the definition of installation fringe rates and external funding source fringe rates.

The Fringe Charge Back Rule Form also contains the overriding labor distributions used for posting fringe amounts based on earnings defined when fringe indicators on the Earnings Code Rule Form (PTREARN) are initiated.

### External Funding Source Fringe Rate Definition Window

The External Funding Source Fringe Rate Definition Window enables you to specify effective-date external funding source fringe rates.

Use the horizontal scroll bar or select Next Item to access the **Actv** and **Locn** fields.

### Select Effective Date to Query Window

The Select Effective Date to Query Window appears when you select the View function from the External Funding Source Fringe Rate Definition Window. (Note that it does not appear when you select the View function from the main window). If you select a date from this window, the system returns to the main window and displays the labor distribution data of the date you selected.

To view existing future changes without selecting a date, select the Cancel function.

## External Fringe Labor Distribution Override Window

The External Fringe Labor Distribution Override Window enables you to perform effective-date external funding labor distribution overrides.

Use the horizontal scroll bar or select Next Item to access the **Locn** field.

## Create New Date Record Window

The Create New Date Record window collects the effective date of future-change transactions.

- If you access it from the root window, the date you enter becomes the effective date of your labor distribution override.
- If you access it from the External Funding Source Fringe Rate Definition window, the date you enter becomes the effective date of your new external funding source fringe rates for this FOAPAL.
- If you access it from the External Fringe Labor Distribution Override window, the date you enter becomes the effective date of your overriding external fringe labor distribution.

Enter the **New Effective Date**, and select **OK** or select **Save**. This commits this date to your system and establishes a future change.

Use the *DD-MON-YEAR* format.

## Confirmation of Delete Window

The confirmation of delete window enables you to confirm or cancel the deletion of a record.

## Encumbrance Hours Roll Parameter Rules Form (NTRHROL)

---

The Encumbrance Hours Roll Parameter Rules Form establishes the roll indicator and effective date for use in rolling encumbrance hours via the NBPMAS Roll (*E*) Encumbrance Hours option. Establish parameters by employee class. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

If you use the Roll (*E*) Encumbrance Hours option, you must establish parameters on this form before running the Mass Salary Table Update Process (NBPMAS).

Use the **Employee Class** search feature or request a List. This takes you to the Employee Class Query Form (PTQECLS).

## Employee Class Rules Form (FTMECLS)

---

Use the Employee Class Rules Form to create employee classes and associate them with an earnings code, contract information, and a budget. Access this form from the Position Control Rule Forms Menu (\*FINPRULE).

**Note:** This form displays if your site does not have the Banner Human Resources system installed.

The system uses the value for this code on the Position Definition Form (NBAPOSN) when you create a position referencing an employee class defined here.

Work schedule and description fields enable you to define a full schedule that an employee will work including days, shifts, and number of hours on a given shift. Define work schedules to the system using the Work Schedule Code Validation Form (NTVWKSH).

The system does not require a work schedule code to complete a transaction.

## Position Control Validation Forms

---

This section provides you with examples and descriptions for each Position Control validation form within the Budget and Position Control module.

Forms in this segment flow in the order that they appear on the Position Control Validation Forms Menu (\*FPCVALD).

Each form contains a description, instructions on how to use the form, and essential field information.

## Dictionary of Occupational Titles Code Validation Form (NTVDOTT)

---

Use the Dictionary of Occupational Titles Code Validation Form to identify and maintain Dictionary of Occupational Titles Code records. Access this form from the Position Control Validation Forms Menu (\*FPCVALD).

The Position Definition Form (NBAPOSN) uses the values entered on NTVDOTT to validate Dictionary of Occupational Titles Code entries.

## Federal Occupational Code (FOC) Validation Form (NTVPFOC)

---

Use the Federal Occupational Code (FOC) Validation Form to identify and maintain Federal Occupational Code records. Access this form from the Position Control Validation Forms Menu (\*FPCVALD).



The Position Definition Form (NBAPOSN) uses the values that you enter on this form to validate Federal Occupational Code entries.

## National Occupational Category Code (NOC) Validation Form (NTVPNOC)

---

Use the National Occupational Category Code (NOC) Validation Form to identify and maintain National Occupational Code records. Access this form from the Position Control Validation Forms Menu (\*FPCVALD).

The Position Definition Form (NBAPOSN) uses the values entered on this form to validate National Occupational Code entries.

## Work Schedule Code Validation Form (NTVWKSH)

---

Use the Work Schedule Code Validation Form to define work schedule codes for use on the Position Definition Form (NBAPOSN), the Employee Class Rules Form (PTRECLS), the Employee Jobs Form (NBAJOBS), and the Employee Class Maintenance Form (FTMECLS). Access this form from the Position Control Validation Forms Menu (\*FPCVALD).

The codes you define on this form are originally entered on the Work Schedule Rules Form (NTRWKSH).

## List of Position Control Reports and Processes

---

The following reports and processes contain information you maintain in the Position Control module.

Refer to Chapter 25, “Reports and Processes,” for descriptions, parameter listings, and sample output. Position Control uses the following Budget Development reports and processes:

- Approved Distributed Budget Report (FBRAPPD)
- Approved Budget Report (FBRAPPR)
- Budget Build Process (FBRBDBB)
- Distribution Process Summary (FBRBDDS)
- Budget Roll to General Ledger (FBRBDRL)
- Finance Budget Feed Process (FBRFEED)
- Budget Mass Change Process (FBRMCHG)
- Budget Worksheet Report (FBRWKSH)

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# Fixed Assets

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## Introduction

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The Fixed Assets module enables you to establish and maintain a record of your fixed and moveable assets. This module is closely integrated with the Procurement and Payables Processes to allow you to create intermediate Origination Tag records automatically. The Procurement interface includes an automatic capitalization feature that works in conjunction with the system-wide Minimum Asset Value. Alternatively, you may enter and capitalize Origination Tag records directly into the Fixed Assets module if a fixed or moveable asset does not flow through the Procurement Process.

Another feature of the Fixed Assets module enables you to assign your own property tag by converting an Origination Tag record into a Permanent Tag record. Other Origination Tag records can be designated as *Attachments* to indicate an integral relationship between the parent and subordinate records. You may also associate one Permanent Tag record to another by appointing the subordinate record as a *Component* of the primary record.

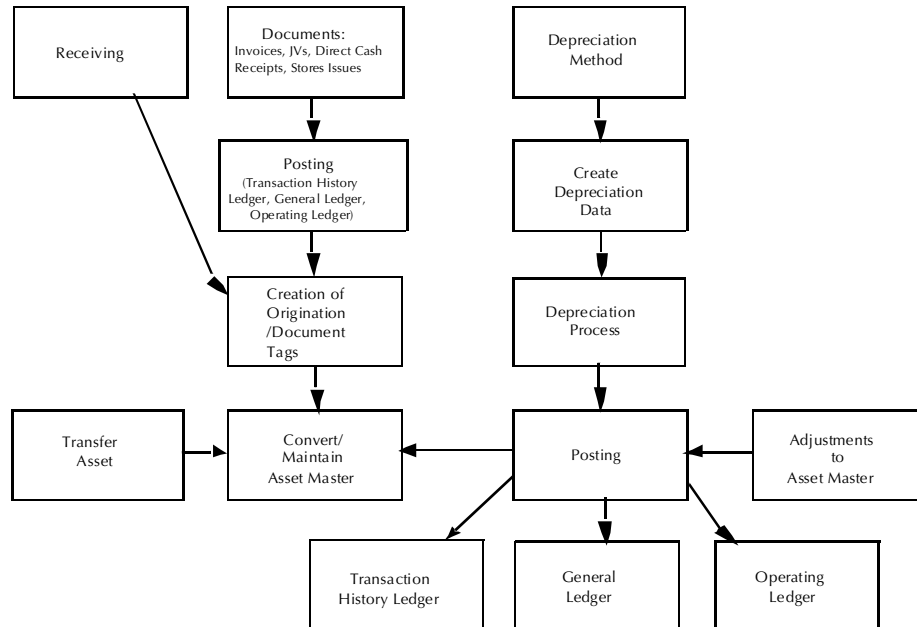
An optional feature of the Fixed Assets module allows you to create and maintain Depreciation records. You may select from a variety of generally accepted depreciation methods and choose one of several first-year options. Individual financial adjustments to Permanent Tag or Depreciation records originate in the Fixed Assets module and are synchronized between the Fixed Asset Subsidiary Ledger and the General Ledger.

This module also includes transfer, history, and reporting capabilities to maintain an accurate inventory of the custody and location of your fixed and moveable assets. Several reports are available to provide various levels of detail about the Fixed Asset and Depreciation records on your system.

### Things to Consider

- Manual intervention may be required when assets have multiple funding sources or capitalization records. This occurs when one record is less than the minimum capitalization amount or when an asset has been partially capitalized.
- Online journal voucher entries are intended to correct the funding source and certain transactions that affect Fixed Assets, such as direct cash receipts. Journal vouchers should not be used to adjust the value of existing assets or to record the disposal or sale of assets. These actions should be performed on the Fixed Asset Adjustment Form (FFAADJF).

## Fixed Asset Process Flow



## Fixed Asset Master Elements

The codes in the following tables are created by and validated against the System Data Maintenance Table (FTVSDAT).

1. Table 1 depicts the field and its cross-reference to the values defined on this table. The codes in the Optional #1 column have been created for your use. These codes may not be altered or deleted at your site

Table 1.

<i>Form</i>	<i>Field</i>	<i>SDAT Entity/Usage Code</i>	<i>Attribute Code</i>	<i>Optional #1</i>	<i>Short Title</i>
FFAMAST	System Status Code	FFBMAST	System_ Status_ Code	<i>C</i> <i>D</i> <i>G</i> <i>H</i> <i>I</i> <i>J</i>  <i>M</i> <i>N</i>  <i>O</i>  <i>R</i> <i>U</i> <i>V</i>	Cancelled Invoice Disposed Gifts Source Cash Receipt Invoiced Source Journal Voucher  Converted Complete Non-Banner Procured Assets  Converted From Old System  Received Source Stores Issue  Converted Incomplete
FTMACCT	Account Class	FTVACCT	Acct_Class_ Code	<i>F</i>	Fixed Assets

2. Table 2 depicts codes which you should set up prior to using the Fixed Assets module.

Use the System Data Maintenance Form (FTMSDAT) to define the User Input Attribute literals, codes, and descriptions of codes.

These codes may be altered, used as provided, or deleted at your site to suit your needs.

Table 2.

<i>Form</i>	<i>Field</i>	<i>SDAT Entity/ Usage Code</i>	<i>Attribute Code</i>	<i>Optional #1</i>	<i>Short Title</i>
FFAMAST	User Status Code	FFBMAST	User_Status_ Code	<i>F</i>  <i>G</i>  <i>L</i>  <i>T</i>	Funded by Foundation  Funded by Grant  Loaned Equipment  Trackable Item Only
FFAMAST	User Input Attribute on FTMSDAT	FASSETS	User provided. Entered in <b>Attribute Code</b> field on FTMSDAT form; appears in User Attributes in FFAMAST User Fields Window.	User provided. Entered in <b>Optional Code #1</b> field on FTMSDAT form; appears in <b>Code</b> field in FFAMAST User Fields Window.	User provided. Entered in <b>Description/Title</b> field on FTMSDAT form; appears in <b>Description</b> field in FFAMAST User Fields Window.

3. Table 3 shows the Origination Tag and Permanent Tag prefixes and beginning sequential numbers. These values are delivered with the system. You may insert the desired tag number for the initial tag in the series in the Max Seq 8 field for Origination and/or Permanent tag types.

**Note:** Max Seq 8 means that the tags are a maximum of nine characters in length. The 8 refers to the fact that the prefix takes up the first of the nine positions, leaving the remaining eight to be assigned sequentially.

Table 3.

<i>Form</i>	<i>Type</i>	<i>Prefix</i>	<i>Description</i>	<i>Max Seq 8</i>
FOASEQN	N	N	Permanent Tag	0
	T	T	Origination Tag	0
	D	D	Document Tag	0



## Menu Navigation Tables - Finance Asset System Menu (\*FINASSET)

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access the Finance Asset System Menu from the Finance System Menu (\*FINANCE).

FFPOEXT	<p><b>Fixed Asset Origination Tax Extraction Process</b></p> <p>Provides a consistent method of creating origination tag entries for the Asset Master record from the Procurement and Payables modules. The report created by this process functions as an audit trail that describes the Origination tags to be created. For additional information, refer to Chapter 25, "Reports and Processes."</p>
FFAMAST	<p>"Fixed Asset Master Maintenance Form (FFAMAST)" on page 20-11</p> <p>Enables you to create fixed or moveable asset records, to convert origination tags to permanent tags, or to update existing asset records.</p>
FFIMAST	<p>"Fixed Asset Master Query Form (FFIMAST)" on page 20-28</p> <p>Enables you to query fixed or moveable asset records.</p>
FFRMAST	<p>"Fixed Asset Master Report"</p> <p>Produces a printed record of asset master details, funding source information, capitalization information, and depreciation information appearing on the Asset Master record for selected assets. For additional information, see Chapter 25, "Reports and Processes".</p>
FFRAGRP	<p><b>Fixed Asset/Asset Group Report</b></p> <p>Allows you to select a specified asset master record or a group of asset master records that are associated as attachments or components. This report shows all of the data elements which appear in the FFRMAST report. For additional information, see Chapter 25, "Reports and Processes".</p>
FFADTGP	<p>"Fixed Asset Dtag Processing Form (FFADTGP)" on page 20-39</p> <p>Form that can be used to create a fixed asset tag, update an existing asset tag, inactivate a permanent tag, delete a tag, or to offset one document tag (Dtag) against another Dtag.</p>
FFIDTAG	<p>"DTAG Document Listing Form (FFIDTAG)" on page 20-44</p> <p>Query form used to identify documents with Dtags.</p>

FFRDTGA	<p>“Dtag Aging Report”</p> <p>This report displays the aging of Pending Dtags as of a given cutoff date. Information displays on the report by document type (Journal Voucher, Direct Cash Receipts, Stores Issues) and provides a breakdown of the account over different periods, such as 31-60 days, 61-90 days, and over 90 days. For additional information, see Chapter 25, “Reports and Processes”.</p>
FFRDTGT	<p>“Dtag Transaction Report”</p> <p>This report displays Dtag transaction information as specified in the parameters of the report. For additional information, refer to Chapter 25, “Reports and Processes”.</p>
FFIFALV	<p>“Fixed Asset List Form (FFIFALV)” on page 20-46</p> <p>Provides an online display of fixed assets. You may choose to sort the list by permanent tag number or origination tag number.</p>
FFIPROC	<p>“Fixed Asset Procurement Query Form (FFIPROC)” on page 20-47</p> <p>Provides access to purchase order, invoice, and receiving data for fixed assets.</p>
FFADEPR	<p>“Fixed Asset Depreciation Form (FFADEPR)” on page 20-49</p> <p>Allows you to specify the asset depreciation methodology and account distribution for recording depreciation.</p>
FFATRAN	<p>“Fixed Asset Transfer Form (FFATRAN)” on page 20-54</p> <p>Enables you to record responsible entity information when you physically move an asset or recognize a change in accountability.</p>
FFAADJF	<p>“Fixed Asset Adjustment Form (FFAADJF)” on page 20-60</p> <p>Enables you to capitalize accounting transactions (Recognition of Acquisitions). The form also supports Adjustments (Write-Downs, Write-Ups), Retirements (Disposals), and Sale of Assets (Write-Offs). This form is also used to make General Ledger changes to support FOAPAL source changes made on the Fixed Asset Master Maintenance Form (FFAMAST).</p>
FFIADJF	<p>“Fixed Asset Adjustment Query Form (FFIADJF)” on page 20-74</p> <p>Provides an online query of adjustment documents in the Fixed Assets module.</p>
FFIADJH	<p>“Fixed Asset Adjustment History Form (FFIADJH)” on page 20-80</p> <p>Lists all adjustment documents created in the Fixed Assets module. This list is sorted by asset tag or adjustment document number, according to the selection you make.</p>
FFIADJL	<p>“Fixed Asset Adjustment List Form (FFIADJL)” on page 20-82</p> <p>Lists all adjustment documents created in the Fixed Assets module by document number.</p>

FFAFDEL	<p>“Fixed Asset Master Delete Form (FFAFDEL)” on page 20-83</p> <p>Enables you to remove Fixed Asset Master records from the FFBMAST, FFRMASF, and FFRMASA tables without creating accounting entries. Only assets that have not been capitalized or assets which are included on a cancelled invoice will appear on this form.</p>
*FINASMNT	<p>“Fixed Asset Table Maintenance Menu (*FINASMNT)” on page 20-9</p> <p>Provides access to the forms used to establish validation tables for the data used in the Fixed Assets module. This includes data for method of procurement and disposal, asset type and condition, depreciation method, and ownership of fixed assets.</p>

### Fixed Asset Table Maintenance Menu (\*FINASMNT)

Access the Fixed Asset Table Maintenance Menu from the Fixed Asset System Menu (\*FINASSET).

FFASYSC	<p>“Fixed Asset System Control Maintenance Form (FFASYSC)” on page 20-85</p> <p>Enables you to define funds and accounts that default into transactions needed to support accounting in the Fixed Assets module. The form lists records in descending order by effective date.</p>
FFVACON	<p>“Fixed Asset Condition Code Maintenance Form (FFVACON)” on page 20-87</p> <p>Enables you to create and maintain codes which denote the condition of an asset.</p>
FFVACQM	<p>“Fixed Asset Acquisition Code Maintenance Form (FFVACQM)” on page 20-88</p> <p>Enables you to create and maintain a set of codes that describe how your assets are acquired.</p>
FFVTTST	<p>“Fixed Asset Title To Code Maintenance Form (FFVTTST)” on page 20-88</p> <p>Enables you to create and maintain a list of codes to represent the legal title for an asset.</p>
FFVDISP	<p>“Fixed Asset Disposal Method Code Maintenance Form (FFVDISP)” on page 20-89</p> <p>Enables you to establish and maintain a list of codes to identify asset disposal methods.</p>

FTMASTY	<p>“Fixed Asset Type Code Maintenance Form (FTMASTY)” on page 20-89</p> <p>Enables you to create and maintain codes that identify assets by type or group. You can also assign default values for depreciation method and useful life length.</p>
FTMDEPR	<p>“Fixed Asset Depreciation Code Maintenance Form (FTMDEPR)” on page 20-91</p> <p>Enables you to create and maintain a list of user-titled depreciation methods and associated first-year option codes.</p>
FTVASTY	<p>“Fixed Asset Type Code Validation Form (FTVASTY)” on page 20-93</p> <p>Enables you to view a list of classification descriptions and codes for the assets in your records.</p>
FTVDEPR	<p>“Fixed Asset Depreciation Code Validation Form (FTVDEPR)” on page 20-93</p> <p>Enables you to view a list of depreciation method descriptions and codes for the assets in your records.</p>
FFVSDAT	<p>“Fixed Asset User Defined System Codes Validation Form (FFVSDAT)” on page 20-94</p> <p>Enables you to create user-defined codes, assign values to them, and organize them into groups.</p>

## Fixed Asset Forms

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This section provides you with examples and descriptions for each form within the Fixed Assets module.

You can use the forms in this module to create assets manually or to convert interim records into permanent records. The Fixed Assets module supports asset transfers, calculation and maintenance of depreciation records, and financial adjustments to asset master or depreciation records.

Forms in this section flow in the order that they appear on the Fixed Asset System Menu (\*FINASSET). Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

## Fixed Asset Master Maintenance Form (FFAMAST)

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Use the Fixed Asset Master Maintenance Form to create fixed or moveable asset records, to convert origination tags to permanent tags, or to update existing asset records. Access this form from the Fixed Asset System Menu (\*FINASSET).

This form consists of a main window and six additional windows for entry of asset details and user-defined attributes. Use the main window of this form to enter the tag number and select the action to be taken.

Fields	Descriptions
Asset Tag	<p>Enter the desired Origination or Permanent tag number. This tag number will be updated according to the entries you make on this form. If you intend to select <i>Gifts/Donations</i> from the Action pull-down list, you may enter <i>NEXT</i> to have the system generate an Origination tag number. Required.</p> <p>(button)      List      Fixed Asset List Form (FFIFALV)</p> <p>(button)      Count Hits      Fixed Asset Procurement Query Form (FFIPROC)</p>
Action	<p>Determines what action will be performed on the selected Asset Tag. Default = <i>Convert to permanent tag</i>. Required.</p> <p><i>Convert to permanent tag</i>      Converts an existing origination tag number to a permanent tag number. You may enter asset details while converting.</p> <p><i>Permanent Tag - Update Asset</i>      Used when you wish to update a permanent tag with asset details at a later date. The tag number entered may only be a permanent tag.</p> <p><i>Origination Tag - Update Asset</i>      Used when you wish to update an origination tag with asset details at a later date. The tag number entered should be an origination tag. This function is also used to attach an origination tag record to a permanent tag record.</p> <p><i>Gifts/Donations</i>      Enters a new asset master record. Enter <i>NEXT</i> in the <b>Asset Tag</b> field to have the system generate the next origination tag number in sequence.</p>

<i>New Tag, Non-Procurement</i>	Creates a new tag. This option is intended for assets imported from a prior system. This could also be used to record information in the Fixed Asset system for the assets that have been capitalized directly in the General Ledger via journal voucher if not using the FFADTGP form
<i>Disposal of Uncapitalized Tag</i>	This option is intended for uncapitalized permanent or origination tags. The system status is updated to <i>D</i> , and the <b>Disposal Method</b> and <b>Disposal Date</b> fields in the Acquisition Information Window are required. This action is for informational purposes; no accounting entries are generated.

Master Information Window

Permanent tag numbers may not be updated here. You must use the Fixed Asset Transfer Form (FFATRAN).

The Master Information Window of the Fixed Asset Master Maintenance Form contains the data associated with the asset tag including the commodity information, component or attachment type, asset type, status, and cost data.

Fields	Descriptions	
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset. Display only. Defaults from Master Information Window.	
Permanent Tag	If you are creating a permanent tag, enter a unique number in this field or enter <i>NEXT</i> for a system-generated number. Required if <i>Convert to permanent tag</i> was selected in Action field in main window; optional if <i>Gifts/Donations</i> was selected. Otherwise, this field is display only.	
	(button) List	Fixed Asset List Form (FFIFALV)
	(button) Count Hits	Fixed Asset Procurement Query Form (FFIPROC)

**Note:** To change the Permanent Tag assigned to an origination tag record, use the Fixed Asset Transfer Form (FFATRAN).

Fields	Descriptions
Primary Tag	<p>Primary Permanent Tag Number. Enter the <i>permanent tag</i> number of the parent asset in this field. Required when an asset is attached to an existing Permanent Tag record or is designated as a component of an existing Permanent Tag record, otherwise optional.</p> <p><b>Note:</b> An attachment may be linked or unlinked to a parent asset at any time using this form. A component may be linked or unlinked to a parent asset <i>only</i> by using the Fixed Asset Transfer Form (FFATRAN).</p> <p>(button)      List      Fixed Asset List Form (FFIFALV)</p> <p>(button)      Count Hits      Fixed Asset Procurement Query Form (FFIPROC)</p>
Subordinate Type	<p>Indicates whether this asset is a component of or attachment to another asset. Default = <i>None</i>.</p> <p><b>Note:</b> See Chapter 2, "Processing," for system rules concerning attachments and components.</p> <p><i>Component of</i>      Indicates that this asset is associated with another asset as a component of that asset. A component is associated with a Primary Asset record but is separately accounted for and depreciated.</p> <p><i>Attached to</i>      Indicates that this asset is an attachment to another asset. An Origination Tag record can be designated as an attachment to indicate an integral relationship between the parent and subordinate assets. An attachment is combined with the Primary Asset record and is accounted for and depreciated along with the Primary Asset tag.</p> <p><i>None</i>      Indicates that this asset is not an attachment or component.</p>
Origination Tag Date	<p>Date on which an origination tag is created. If <i>Gifts/Donations</i> was selected in <b>Action</b> field in the main window, the Origination Tag Date is the date on which the tag is created .Display only.</p>

Fields	Descriptions
Permanent Tag Date	System date on which an origination tag number is converted to a permanent tag number. If <i>Gifts/Donations</i> was selected in the <b>Action</b> field in the main window, the Permanent Tag Date is the date on which the asset is created. Display only.
Last Adjustment Date	Last date the asset was adjusted using the FFAADJF form or the depreciation process. Display only.
Origination Tag Cancel Date	This field is populated if the invoice or check associated with this asset has been cancelled or when the tag is inactivated using the FFADTGP form. Display only.
Asset Description	A descriptive title for the asset. Defaults the commodity description, which may be overridden and supplied by the user. Required.  (button)      List      Commodity Alpha Search Form (FPIACOM)
Commodity	Enter a commodity code (which defaults the commodity description) if a new tag is being created. Otherwise, this field is carried forward from the Procurement or Payables Process and is display only.  (button)      List      Commodity Validation Form (FTVCOMM)
Unit of Measure	Enter the unit of measure associated with the commodity if a new tag is being created. Otherwise, this field is carried forward from the Procurement or Payables Process and is display only.  (button)      List      Unit of Measure List Window
Asset Type	User-defined code which describes an asset category for grouping, reporting, and depreciation purposes. Required. Defaults the Depreciation Method and Useful Life, which can be overridden on the Fixed Asset Depreciation Form (FFADEPR).  (button)      List      Fixed Asset Type Code Validation Form (FTVASTY)



Fields	Descriptions																								
User Status Code	<p>User-defined and supplied code that identifies the current state of the asset. You must define the codes on the System Data Values Maintenance Form (FTMSDAT). The Entity is FFBMAST and the Attribute is User_Status_Code. Optional.</p> <p><b>Note:</b> To change the User Status Code, use the Fixed Asset Transfer Form (FFATRAN).</p> <p>(button)      List      System Data List Form (FOQSDLV)</p>																								
Capitalization Indicator	<p>A system-supplied indicator which signifies that an asset record created in the automatic capitalization/tag creation process has been capitalized by that process or has been subsequently capitalized using the Fixed Asset Adjustment Form (FFAADJF).</p> <p><b>Note:</b> This is actually stored as a date field.</p>																								
System Status Code	<p>Shows the current system status of the fixed asset master record. Display only. Possible values for this field are:</p> <table> <tr><td><i>C</i></td><td>Cancelled invoice</td></tr> <tr><td><i>D</i></td><td>Disposed</td></tr> <tr><td><i>G</i></td><td>Gifts</td></tr> <tr><td><i>H</i></td><td>Source Cash Receipt</td></tr> <tr><td><i>I</i></td><td>Invoiced</td></tr> <tr><td><i>J</i></td><td>Source Journal Voucher</td></tr> <tr><td><i>M</i></td><td>Converted Complete</td></tr> <tr><td><i>N</i></td><td>Non-Banner Procured Assets</td></tr> <tr><td><i>O</i></td><td>Converted from Old System</td></tr> <tr><td><i>R</i></td><td>Received</td></tr> <tr><td><i>U</i></td><td>Source Stores Issues</td></tr> <tr><td><i>V</i></td><td>Converted Incomplete</td></tr> </table>	<i>C</i>	Cancelled invoice	<i>D</i>	Disposed	<i>G</i>	Gifts	<i>H</i>	Source Cash Receipt	<i>I</i>	Invoiced	<i>J</i>	Source Journal Voucher	<i>M</i>	Converted Complete	<i>N</i>	Non-Banner Procured Assets	<i>O</i>	Converted from Old System	<i>R</i>	Received	<i>U</i>	Source Stores Issues	<i>V</i>	Converted Incomplete
<i>C</i>	Cancelled invoice																								
<i>D</i>	Disposed																								
<i>G</i>	Gifts																								
<i>H</i>	Source Cash Receipt																								
<i>I</i>	Invoiced																								
<i>J</i>	Source Journal Voucher																								
<i>M</i>	Converted Complete																								
<i>N</i>	Non-Banner Procured Assets																								
<i>O</i>	Converted from Old System																								
<i>R</i>	Received																								
<i>U</i>	Source Stores Issues																								
<i>V</i>	Converted Incomplete																								
Text Exists	<p>Document Text Exists. Indicates whether text exists for this asset. Display only. Default is <i>N</i> (No).</p> <table> <tr><td><i>Y</i></td><td>Text exists for this asset.</td></tr> <tr><td><i>N</i></td><td>Text does not exist for this asset.</td></tr> </table>	<i>Y</i>	Text exists for this asset.	<i>N</i>	Text does not exist for this asset.																				
<i>Y</i>	Text exists for this asset.																								
<i>N</i>	Text does not exist for this asset.																								

Fields	Descriptions
Tag in Use	Indicates that the asset record is being adjusted or depreciated by another user or process.
Gift Indicator	System-supplied field which is updated when the <i>Gift</i> action is selected to create an origination or permanent tag record. This field is intended to allow separate identification of gift/donation items for ad hoc reporting purposes.  Y                      The item is a gift/donation. N                      The item is not a gift/donation.
Insurance Value	User-defined amount that is intended to represent the insurable value of the asset in dollars. Optional.
Market Value	User-defined and supplied market value of the asset in dollars. Optional.
Replacement Value	User-defined estimate of the replacement cost of the asset in dollars. Optional.
Book Value	User-defined and supplied book value of the asset in dollars. Optional.
Cost	The unadjusted historical cost of the asset. If the asset is capitalized, the value is system-calculated from the capitalization record values (FFRMASA and Capitalization Information Window); otherwise, this field displays the funding source record values (FFRMASF). Display only.
Total Cost	The original or historical cost of an asset plus (or minus for credit memos) the original cost of any attachments. System-calculated, display only.
Net Book Value	The original or historical cost of an asset plus adjustments less accumulated depreciation. System-calculated, display only.
Total Net Book Value	The total cost of the asset including its attachments plus or minus adjustments less accumulated depreciation for the primary asset and all attachments. System-calculated, display only.

## Acquisition Information Window

Use the Acquisition Information Window of the Fixed Asset Master Maintenance Form to view or enter acquisition information for an asset, including the acquisition method, make, model, manufacturer, and in-service date.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset. Display only. Defaults from Master Information Window.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset. Display only. Defaults from Master Information Window.
Description (untitled)	A descriptive title for the asset. Display only. Defaults from Master Information Window.
Acquisition Method	User-defined code that describes the means by which an asset is acquired. Optional. (button)      List      Fixed Asset Acquisition Code Maintenance Form (FFVACQM)
Acquisition Date	The user-supplied date on which the asset is acquired. Optional.
Make	The user-supplied brand or style of the asset, which defaults from the Receiving Goods Form (FPARCVD) if supplied there. Optional.
Model	The user-supplied model number of the asset, which defaults from the Receiving Goods Form (FPARCVD) if supplied there. Optional.
Manufacturer	The user-supplied manufacturer's name for the asset, which defaults from the Receiving Goods Form (FPARCVD) if supplied there. Optional.
Serial Number or VIN	The serial number or Vehicle Identification Number (VIN) of the asset. Optional.
Part Number or Vehicle Tag	User-supplied field designed for vehicle license plate number or any other external reference number. Optional.

Fields	Descriptions
User Reference Number	A user-defined number used for ad hoc or external referencing purposes to provide additional identification for the asset. Optional.
Barcode Number	The barcode number assigned to the asset by the user. May be used to assist in asset tracking. Optional.
In Service Date	The user-defined date on which the asset was placed in service. Optional.
Last Inventory Date	The user-defined date on which the asset was last inventoried. Optional.
Percentage Used	The user-defined percentage of use for the asset. Optional.
Work In Progress	<p>A user-defined, ad hoc field used to indicate if the asset is a work in progress. For example:</p> <p>Y                      The asset is a work in progress.</p> <p>N                      The asset is not a work in progress.</p>
Condition Code	<p>User-defined code which describes the physical condition of the asset at the time of purchase. Optional.</p> <p><b>Note:</b> To change the Condition code, use the Fixed Asset Transfer Form (FFATRAN).</p> <p>(button)              List                      Fixed Asset Condition Code Maintenance Form (FFVACON)</p>
Title To	<p>User-defined code which represents the title-to designation of the asset. Optional.</p> <p><b>Note:</b> To change the Title To code, use the Fixed Asset Transfer Form (FFATRAN).</p> <p>(button)              List                      Fixed Asset Title To Code Maintenance Form (FFVTTST)</p>
Disposal Method	User-defined code which indicates the means by which the asset was disposed of. Display only. Updated when the asset is disposed using the Fixed Asset Adjustment Form (FFAADJF).

Fields	Descriptions
Disposal Date	The date the asset was sold, involuntarily converted, or otherwise disposed of. Display only. Updated when the asset is disposed using the Fixed Asset Adjustment Form (FFAADJF).

### Procurement Information Window

Use the Procurement Information Window of the Fixed Asset Master Maintenance Form to view procurement information and to view or add custodian information for an asset.

**Note:** You cannot change existing data on this form. You must use the Fixed Asset Transfer Form (FFATRAN) to change transfer data.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset. Display only. Defaults from Master Information Window.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset. Display only. Defaults from Master Information Window.
Description (untitled)	A descriptive title for the asset. Display only. Defaults from Master Information Window.
Vendor	The vendor code for the vendor from whom the asset was acquired. Display only.
Vendor Description (untitled)	The vendor name of the vendor from whom the asset was acquired. Display only.
Purchase Order	Purchase Order Code. The unique purchase order number associated with this asset. Created in Procurement. Display only.
Purchase Item	Purchase Order Item Number. The line item number of the commodity in the purchase order associated with this asset. Display only.
Receiver	The unique receiving document number associated with this asset. Created in Receiving. Display only.

Fields	Descriptions
Receiver Date	The transaction date for the receiving document. If the asset is a <i>Gift/Donation</i> , enter the date the asset was received in this field. Otherwise, this field is display only.
Invoice	The unique invoice document number associated with the asset. Display only.
Invoiced Date	The transaction date for the invoice document associated with the asset. Display only.
Submission Number	The submission number associated with a recurring payable. Display only.
Invoice Item	The line item number of the commodity in the invoice document associated with this asset. Display only.
Cancel Date	Invoice Cancel Date. This field is populated if the invoice or check associated with this asset has been cancelled. Display only.
Credit Memo	Indicates whether the tag created for a commodity originated from a credit memo. Display only.
Installment	Y displays in this field if the asset is procured using the installment option at invoice time.
Recurring	Y displays in this field if the asset is procured using the recurring payables option at invoice time.
Other Source Data: Document	Non-invoice document number of the other source, such as Journal Voucher, that originally created the tag. This information is created when a non-invoice document tag (Dtag) is processed using the FFADTGP form.
Other Source Data: Type	Non-invoice document type of the other source, such as Journal Voucher, Cashiers receipt, or Stores Issue.
Other Source Data: Sequence	Sequence number for the other source that created the document tag.
Other Source Data: Document Tag Date	The date when the document tag information for this record on the table was entered or last updated.

Fields	Descriptions
Other Source Data: Submission Number	The submission number, if applicable, of the Non-invoice document that created the origination tag.
Date	Transfer date. The date on which the asset is moved from one responsible entity to another. Display only. The Transfer Data information displays the most recent information from the Fixed Asset Transfer Form (FFATRAN). Entries may only be made here if the Transfer Data fields are not populated.
COA	Responsible Chart of Accounts Code. The chart of accounts which is responsible for the asset.  <p><b>Note:</b> An entry may be made in this field and all subsequent fields in this window if not already populated. Any other change to these fields must be made on the Fixed Asset Transfer Form (FFATRAN). These fields always display the most recent responsible entity information.</p> <div>(button)      List      Chart of Accounts List Window</div>
Organization	Responsible Organization Code. The organization which is responsible for the asset. Refer to the note in the <b>COA</b> field for this window for data entry information.  <div>(button)      List      Organization Code Validation Form (FTVORGN)</div>
Location	Responsible Location. The code which represents the physical location of the asset. Refer to the note in the <b>COA</b> field for this window for data entry information.  <div>(button)      List      Location Code Validation Form (FTVLOCN)</div>
Grant	Responsible Grant Code. The primary grant code which funded the asset. Refer to the note in the <b>COA</b> field for this window for data entry information.  <div>(button)      List      Grant Validation Form (FTVGRNT)</div>

Fields	Descriptions
Custodian ID	Responsible Custodian Identification Number. The party responsible for the asset. Refer to the note in the <b>COA</b> field for this window for data entry information.  (button)                      List                      Person Search Form (FOIIDEN)
Equipment Manager	Responsible Equipment Manager. An additional designation for responsible party. The Equipment Manager may be seen as a higher level designation than the custodian, although no formal hierarchy exists in the system. Refer to the note in the <b>COA</b> field for this window for data entry information.  (button)                      List                      Person Search Form (FOIIDEN)

### Funding Source Window

Use the Funding Source Window of the Fixed Asset Master Maintenance Form to identify the funding source information for an asset.

If Funding Source records exist, this window displays all sequences for the selected tag.

The funding source information defaults from the Invoice Accounting Distribution Window of the associated invoice document. If *Gift/Donation* is selected in the Action field in the main window, new records may be entered. Funding source information may be changed at any time.

**Note:** You are responsible for making the appropriate reclassification journal entries in the operating and/or general ledgers if you elect to make changes to the funding source information. In addition, you must use the Fixed Asset Adjustment Form (FFAADJF) to synchronize the capitalization records with the funding source records where appropriate.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset. Display only. Defaults from Master Information Window.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset. Display only. Defaults from Master Information Window.
Description (untitled)	Asset Description. A descriptive title for the asset. Display only. Defaults from Master Information Window.



Fields	Descriptions
Sequence	Sequence Number. Sequential number assigned to each account distribution originating from the invoice or gift/donation entries. System-generated. Query allowed.
COA	<p>Chart of Accounts Code.</p> <p><b>Note:</b> The chart of accounts and all other fields in the accounting distribution default from the Invoice/Credit Memo Form (FAAINVE) unless Action = <i>Gift/Donation</i>. Incomplete records can be corrected on this form.</p> <p>(button)      List      Chart of Accounts List Window</p>
Index	<p>Account Index Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.</p> <p>(button)      List      Account Index Code List Window</p>
Fund	<p>Fund Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.</p> <p>(button)      List      Fund Code Validation Form (FTVFUND)</p>
Orgn	<p>Organization Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.</p> <p>(button)      List      Organization Code Validation Form (FTVORGN)</p>
Acct	<p>Account Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.</p> <p>If the asset is a <i>Gift/Donation</i>, the Account Code must have an Account Class of <i>F</i> associated with it.</p> <p>(button)      List      Account Code Validation Form (FTVACCT)</p>
Prog	<p>Program Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.</p> <p>(button)      List      Program Code Validation Form (FTVPROG)</p>

Fields	Descriptions
Actv	Activity Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.  (button)            List            Activity Code Validation Form (FTVACTV)
Locn	Location Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.  (button)            List            Location Code Validation Form (FTVLOCN)
Proj	Project Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.  (button)            List            Project Code List Window
Cost	Original Cost. Refer to the note in the <b>COA</b> field for this window for defaulting information.
Document	The document number that originally created the funding source entry.
Attachment Origination Tag	The origination tag number of an attachment record. This field only applies to attachments. The purpose is to identify the accounting distributions with the appropriate origination tag.
Percentage	Percentage of the accounting distribution. System-calculated.

### Capitalization Information Window

If capitalization records exist, this window displays all sequences for the selected tag with the most recent set of sequences on top.

Use the Capitalization Information Window of the Fixed Asset Master Maintenance Form to view the capitalization accounting distribution and related information. You may only enter information in this window (after you select New Sequence) when you select the *Gift/Donation* option in the main window or prior to using the capitalization function on the Fixed Asset Adjustment Form (FFAADJF). The Accumulated Depr Acct may be entered or changed at any time prior to depreciation. No other changes are allowed here. Any other changes to the capitalization accounting distribution must be made through the Fixed Asset Adjustment Form (FFAADJF).

This window maintains the history of all changes made to the capitalization accounting distribution and related information.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset. Display only. Defaults from Master Information Window.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset. Display only. Defaults from Master Information Window.
Description (untitled)	Asset Description. A descriptive title for the asset. Display only. Defaults from Master Information Window.
Change Sequence	Change Sequence Number. Display only. If <i>Gifts/Donations</i> is selected in the Action field in the main window, the default for this field is 0. This change sequence keeps track of any changes made to the capitalization accounting distributions, either in this window or through the Fixed Asset Adjustment Form (FFAADJF). You may query this field to view previous sets of change sequences.
COA	Chart of Accounts Code for the automatic capitalization account distribution. Enterable when New Sequence selected; otherwise, display only. (button)      List      Chart of Accounts List Window
Capitalization Fund	Capitalization Fund Code. The fund code to which the automatic capitalization entry is made. Enterable when New Sequence selected; otherwise, display only. (button)      List      Fund Code Validation Form (FTVFUND)
Equity Account	Equity Account Code. The fund equity account to which the offset for the automatic capitalization entry is posted. Must be internal account type 40, 90, or 95. Enterable when New Sequence selected; otherwise, display only. (button)      List      Account Code Validation Form (FTVACCT)

Fields	Descriptions
Asset Account	<p>Asset Account Code. The associated fixed asset account to which capitalization is posted. Must be a Fixed Asset account code (Account Class <i>F</i>). Enterable when New Sequence selected; otherwise, display only.</p> <p>(button)      List      Account Code Validation Form (FTVACCT)</p>
Accumulated Depreciation Account	<p>The asset contra-account to which the offset for the depreciation expense is posted. You may change the Accumulated Depreciation Account if the asset has not yet been depreciated. Must be a Fixed Asset account code (Account Class <i>F</i>). Enterable when New Sequence selected; otherwise, display only.</p> <p>(button)      List      Account Code Validation Form (FTVACCT)</p>
Bank Code	<p>The <i>Sale of Asset</i> function on the Fixed Asset Adjustment Form (FFAADJF) uses this bank code to default the correct cash account and interfund entries for the proceeds of the sale. This field defaults from the invoice or may be entered by the user (when New Sequence selected) if not populated.</p>
Sequence	<p>Capitalization Accounting Distribution Sequence Number. Sequential number assigned by the system for each capitalization account distribution within a set or change sequence. You may query this field to view previous sets of sequences.</p>
Direct Asset Indicator	<p>This indicator is set when an asset is capitalized directly, i.e., when it is charged to a Fixed Asset account code (Account Class <i>F</i>) on the invoice.</p>
Attachment Origination Tag	<p>The origination tag number of an attachment record. This field only applies to attachments. The purpose is to identify the accounting distributions with the appropriate origination tag.</p>
Cost	<p>The unadjusted historical cost of the asset. Enterable for Action = <i>Gifts/Donations</i>. Display only for all other actions.</p>
Adjusted Cost	<p>System-calculated as the original cost or total cost (including attachments) plus or minus any adjustments. Display only.</p>
Percentage	<p>Percentage of the total asset cost for an accounting distribution. System-calculated.</p>

Fields	Descriptions
Accumulated Depreciation	System-calculated life-to-date depreciation expense for the asset.
Depreciation or Posting Indicator	Indicates whether the account distribution sequence is eligible for depreciation. The value defaults from either FTMFUND, FTMFTYP, or FFASYSC in that order. Display only. Possible values for this field are:  <i>P</i> Depreciation & Post — Post to both the General Ledger and Fixed Assets. <i>M</i> Memo Depreciation — Post to Fixed Assets only. <i>N</i> No Depreciation — No calculation or posting.
New Sequence	You may only enter information in this window by selecting New Sequence when you select the Gift/Donation option in the main window or prior to using the capitalization function on the Fixed Asset Adjustment Form (FFAADJF).

### User Fields Window

The User Fields Window of the Fixed Asset Master Maintenance Form allows user-defined Fixed Asset attributes. These user-defined attributes must be defined as valid fields on the System Data Maintenance Form (FTMSDAT). No editing is permitted in these fields, and they can be used only for ad hoc reporting.

Before using this window, be sure you have already defined the standard user-defined attributes on the System Data Maintenance Form (FTMSDAT). The Entity is FASSETS.

Refer to Table 2 in the “Fixed Asset Master Elements” section of this chapter for information on how to set up the User Attribute title, code, and description for the entity FASSETS.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset. Display only. Defaults from Master Information Window.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset. Display only. Defaults from Master Information Window.
Asset Description (untitled)	A descriptive title for the asset. Display only. Defaults from Master Information Window.

Fields	Descriptions
User Attributes	The user-defined Fixed Asset attribute title created in FTVSDAT. Display only.
(button)	List System Data Validation Form (FTVSDAT)
Code	User Defined Attribute Code. The user-defined Fixed Asset attribute code as defined in FTVSDAT. Entries in this field are validated against the FTVSDAT table.
(button)	List System Data List Form (FOQSDLV)
Description (untitled)	User Defined Attribute Descriptions. Descriptive information for the entered Fixed Asset attribute codes from FTVSDAT.

## Fixed Asset Master Query Form (FFIMAST)

Use the Fixed Asset Master Query Form to query fixed or moveable asset records. Access this form from the Fixed Asset System Menu (\*FINASSET).

All fields are display only and may be queried.

This form consists of a main window and six additional windows for querying asset details and user-defined attributes. Use the main window of this form to select the tag number to query.

Fields	Descriptions
Asset Tag	Enter the desired Origination or Permanent tag number to be queried.
(button)	List Fixed Asset List Form (FFIFALV)
(button)	Count Hits Fixed Asset Procurement Query Form (FFIPROC)

### Master Information Window

The Master Information Window of the Fixed Asset Master Query Form contains the data associated with the asset tag including the commodity information, component or attachment type, asset type, status, and cost data.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset.
Primary Tag	Primary Permanent Tag Number. The permanent tag number of the parent asset.
Subordinate Type	Indicates whether this asset is a component of or attachment to another asset.
	<i>Component of</i> Indicates that this asset is associated with another asset as a component of that asset. A component is associated with a Primary Asset record but is separately accounted for and depreciated.
	<i>Attached to</i> Indicates that this asset is an attachment to another asset. An Origination Tag record can be designated as an attachment to indicate an integral relationship between the parent and subordinate assets. An attachment is combined with the Primary Asset record and is accounted for and depreciated along with the Primary Asset tag.
	<i>None</i> Indicates that this asset is not an attachment or component.
Origination Tag Date	Date on which an origination tag was created .
Permanent Tag Date	System date on which an origination tag number is converted to a permanent tag number. If <i>Gifts/Donations</i> was selected in the <b>Action</b> field on FFAMAST, the <b>Permanent Tag Date</b> is the date on which the asset is created.
Last Adjustment Date	Last date the asset was adjusted using the FFAADJF form or the depreciation process. Display only.
Origination Tag Cancel Date	This field is populated if the invoice or check associated with this asset has been cancelled or when the tag is inactivated using the FFADTGP form. Display only

Fields	Descriptions
Asset Description	A descriptive title for the asset.
Commodity	Commodity code and description.
Unit of Measure	The unit of measure associated with the commodity.
Asset Type	User-defined code which describes an asset category for grouping, reporting, and depreciation purposes.
User Status Code	User-defined and supplied code that identifies the current state of the asset.
Capitalization Indicator	A system-supplied indicator which signifies that an asset record created in the automatic capitalization/tag creation process has been capitalized by that process or has been subsequently capitalized using the Fixed Asset Adjustment Form (FFAADJF).
	<b>Note:</b> This is actually stored as a date field.
System Status Code	Shows the current system status of the fixed asset master record. Possible values for this field are:
	<i>C</i> Cancelled invoice
	<i>D</i> Disposed
	<i>G</i> Gifts
	<i>H</i> Source Cash Receipt
	<i>I</i> Invoiced
	<i>J</i> Source Journal Voucher
	<i>M</i> Converted Complete
	<i>N</i> Non-Banner Procured Assets
	<i>O</i> Converted from Old System
	<i>R</i> Received
	<i>U</i> Source Stores Issues
	<i>V</i> Converted Incomplete
Text Exist	Document Text Exists. Indicates whether text exists for this asset.
	<i>Y</i> Text exists for this asset.
	<i>N</i> Text does not exist for this asset.



Fields	Descriptions
Tag in Use	Indicates that the asset record is being adjusted or depreciated by another user or process.
Gift Indicator	System-supplied field which is updated when the <i>Gift</i> action is selected to create an origination or permanent tag record. This field is intended to allow separate identification of gift/donation items for ad hoc reporting purposes.  Y                      The item is a gift/donation. N                      The item is not a gift/donation.
Insurance Value	User-defined amount that is intended to represent the insurable value of the asset in dollars.
Market Value	User-defined and supplied market value of the asset in dollars.
Replacement Value	User-defined estimate of the replacement cost of the asset in dollars.
Book Value	User-defined and supplied book value of the asset in dollars.
Total Cost	The original or historical cost of an asset plus (or minus for credit memos) the original cost of any attachments.
Cost	The unadjusted historical cost of the asset.
Net Book Value	The original or historical cost of an asset plus adjustments less accumulated depreciation.
Total Net Book Value	The total cost of the asset including its attachments plus or minus adjustments less accumulated depreciation for the primary asset and all attachments.

### Acquisition Information Window

Use the Acquisition Information Window of the Fixed Asset Master Query Form to view acquisition information for an asset, including the acquisition method, make, model, manufacturer, and in-service date.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset.
Description (untitled)	Asset Description. A descriptive title for the asset.
Acquisition Method	User-defined code which describes the means by which an asset is acquired.
Acquisition Date	The user-defined date on which the asset is acquired.
Make	The user-supplied brand or style of the asset, which defaults from the Receiving Goods Form (FPARCVD) if supplied there.
Model	The user-supplied model number of the asset, which defaults from the Receiving Goods Form (FPARCVD) if supplied there.
Manufacturer	The user-supplied manufacturer's name for the asset, which defaults from the Receiving Goods Form (FPARCVD) if supplied there.
Serial Number or VIN	The serial number or Vehicle Identification Number (VIN) of the asset.
Part Number or Vehicle Tag	User-supplied field designed for a vehicle license plate number or any other external reference number.
User Reference Number	A user-defined number used for ad hoc or external referencing purposes to provide additional identification for the asset.
Barcode Number	The barcode number assigned to the asset by the user. May be used to assist in asset tracking.
In Service Date	The user-defined date on which the asset was placed in service.
Last Inventory Date	The user-defined date on which the asset was last inventoried.

<b>Fields</b>	<b>Descriptions</b>
Percentage Used	The user-defined percentage of use for the asset.
Work In Progress	A user-defined, ad hoc field used to indicate if the asset is a work in progress. For example: <div> <div>Y</div> <div>The asset is a work in progress.</div> </div> <div> <div>N</div> <div>The asset is not a work in progress.</div> </div>
Condition	User-defined code which describes the physical condition of the asset at the time of purchase.
Title To	User-defined code which represents the title-to designation of the asset.
Disposal Method	User-defined code which indicates the means by which the asset was disposed of. Updated when the asset is disposed using the Fixed Asset Adjustment Form (FFAADJF).
Disposal Date	The date the asset was sold, involuntarily converted, or otherwise disposed of. Updated when the asset is disposed using the Fixed Asset Adjustment Form (FFAADJF).

### Procurement Information Window

Use the Procurement Information Window of the Fixed Asset Master Query Form to view procurement and custodian information for an asset.

<b>Fields</b>	<b>Descriptions</b>
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset.
Description (untitled)	Asset Description. A descriptive title for the asset.
Vendor Code	The vendor code for the vendor from whom the asset was acquired.

Fields	Descriptions
Description (untitled)	The vendor name of the vendor from whom the asset was acquired.
Purchase Order	Purchase Order Code. The unique purchase order number associated with this asset.
Receiver	The unique receiving document number associated with this asset.
Invoice Code	The unique invoice document number associated with the asset.
Invoiced Date	The transaction date for the invoice document associated with the asset.
Credit Memo	Indicates whether the tag created for a commodity originated from a credit memo.
Purchase Item	Purchase Order Item Number. The line item number of the commodity in the purchase order associated with this asset.
Receiver Date	The date the asset was received.
Invoice Item	The line item number of the commodity in the invoice document associated with this asset.
Cancel Date	Invoice Cancel Date. This field is populated if the invoice or check associated with this asset has been cancelled.
Installments	Y displays in this field if the asset is procured using installment option at invoice time.
Submission Number	The submission number associated with a recurring payable.
Recurring	Y displays in this field if the asset is procured using recurring payables option at invoice time.
Other Source Data: Document	Non-invoice document number of the other source, such as Journal Voucher, that originally created the tag. This information is created when a non-invoice document tag (Dtag) is processed using the FFADTGP form.

Fields	Descriptions
Other Source Data: Type	Non-invoice document type of the other source, such as Journal Voucher, Cashiers receipt, or Stores Issue.
Other Source Data: Sequence	Sequence number for the other source that created the document tag.
Other Source Data: Document Tag Date	The date when the document tag information for this record on the table was entered or last updated.
Other Source Data: Source Submission	The submission number, if applicable, of the Non-invoice document that created the origination tag.
Date	The date on which the asset is moved from one responsible entity to another. The Transfer Data information displays the most recent information from the Fixed Asset Transfer Form (FFATRAN). Entries may only be made here if the Transfer Data fields are not populated.
COA	Responsible Chart of Accounts Code. The chart of accounts which is responsible for the asset.
Organization	Responsible Organization Code. The organization which is responsible for the asset.
Location	Responsible Location. The code which represents the physical location of the asset.
Grant	Responsible Grant Code. The primary grant code which funded the asset.
Custodian ID	Responsible Custodian Identification Number. The party responsible for the asset.
Equipment Manager	Responsible Equipment Manager. An additional designation for responsible party. The Equipment Manager may be seen as a higher level designation than the custodian, although no formal hierarchy exists in the system.

## Funding Source Window

Use the Funding Source Window of the Fixed Asset Master Query Form to query the funding source information for an asset.

If Funding Source records exist, this window displays all sequences for the selected tag.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset.
Description (untitled))	Asset Description. A descriptive title for the asset.
Sequence	Sequence Number. Sequential number assigned to each account distribution originating from the invoice or gift/donation entries.
COA	Chart of Accounts Code.
	<b>Note:</b> All fields in the accounting distribution come from the invoice document unless Action = <i>Gift/Donation</i> or any changes were made on FFAMAST.
Index	Account Index Code. Refer to the note: in the <b>COA</b> field for this window for defaulting information.
Fund	Fund Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.
Orgn	Organization Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.
Acct	Account Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.
Prog	Program Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.
Actv	Activity Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.

Fields	Descriptions
Locn	Location Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.
Proj	Project Code. Refer to the note in the <b>COA</b> field for this window for defaulting information.
Cost	Original Cost. Refer to the note in the <b>COA</b> field for this window for defaulting information.
Document	The document number that originally created the funding source entry.
Attachment Origination Tag	The origination tag number of an attachment record. This field only applies to attachments. The purpose is to identify the accounting distributions with the appropriate origination tag.
Percentage	Percentage of the accounting distribution.

### Capitalization Information Window

Use the Capitalization Information Window of the Fixed Asset Master Query Form to view the capitalization accounting distribution and related information.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset.
Description (untitled)	Asset Description. A descriptive title for the asset.
Change Sequence	Change Sequence Number. If the asset is a <i>Gift/Donation</i> , the default for this field is 0. This change sequence keeps track of any changes made to the capitalization accounting distributions, either on the Capitalization Information Window of FFAMAST or through the Fixed Asset Adjustment Form (FFAADJF). You may query this field to view previous sets of change sequences.

Fields	Descriptions
Sequence	Capitalization Accounting Distribution Sequence Number. Sequential number assigned by the system for each capitalization account distribution within a set or change sequence. You may query this field to view previous sets of sequences.
Direct Asset Indicator	This indicator is set when an asset is capitalized directly, i.e., when it is charged to a Fixed Asset account code (Account Class <i>F</i> ) on the invoice.
COA	Chart of Accounts Code for the automatic capitalization account distribution.
Capitalization Fund	Capitalization Fund Code. The fund code to which the automatic capitalization entries will be made.
Equity Account	Equity Account Code. The fund equity account to which the offset for the automatic capitalization entry is posted.
Asset Account	Asset Account Code. The associated fixed asset account to which capitalization is posted.
Accumulated Depreciation Account	The asset contra-account to which the offset for the depreciation expense is posted.
Bank Code	The <i>Sale of Asset</i> function on the Fixed Asset Adjustment Form (FFAADJF) uses this bank code to default the correct cash account and interfund entries for the proceeds of the sale.
Attachment Origination Tag	The origination tag number of an attachment record. This field only applies to attachments. The purpose is to identify the accounting distributions with the appropriate origination tag.
Cost	The unadjusted historical cost of the asset.
Adjusted Cost	The original cost or total cost (including attachments) plus or minus any adjustments.
Percentage	Percentage of the total asset cost for an accounting distribution.
Accumulated Depreciation	System-calculated life-to-date depreciation expense for the asset.



Fields	Descriptions
Depreciation/ Posting Indicator	Indicates whether the account distribution sequence is eligible for depreciation. Possible values for this field are:  <div> <div><i>P</i></div> <div>Depreciation &amp; Post — Post to both the General Ledger and Fixed Assets.</div> </div> <div> <div><i>M</i></div> <div>Memo Depreciation — Post to Fixed Assets only.</div> </div> <div> <div><i>N</i></div> <div>No Depreciation — No calculation or posting.</div> </div>

### User Fields Window

The User Fields Window of the Fixed Asset Master Query Form allows you to view user-defined Fixed Asset attributes.

Fields	Descriptions
Origination Tag	Unique identifier for the temporary master record of any fixed or moveable asset.
Permanent Tag	The unique user-created or system-generated permanent tag number assigned to the asset.
Asset Description (untitled)	A descriptive title for the asset.
User Attributes	The user-defined Fixed Asset attribute titles created in FTVSDAT.
Code	User Defined Attribute Code. The user-defined Fixed Asset attribute code as defined in FTVSDAT.
Description	User Defined Attribute Description. Descriptive information for the entered Fixed Asset attribute codes from FTVSDAT.

## Fixed Asset Dtag Processing Form (FFADTGP)

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You can use this form to perform the following functions:

- Create a fixed asset tag.
- Update an existing asset tag.

- Inactivate a permanent tag.
- Delete a tag.
- Offset one document tag (Dtag) against another Dtag.

Access this form from the Fixed Asset System Menu (\*FINASSET). Refer to Chapter 2, "Processing," for further information on using the Fixed Asset DTAG Processing Form (FFADTGP)

### Key Block - FFADTGP

Enter a document number, type, and the Dtag status, then perform a Next Block.

Fields	Descriptions
Document	Non-invoice document number.
Type	Document type of the source document: <i>Journal Voucher, Direct Cash Receipt, Stores Issues.</i>
Submission Number	Submission number of the document.
Document Tag Status	Dtag status: <i>Pending, Resolved, All.</i>

### Accounting Block - FFADTGP

The Accounting Block displays the accounting records with Dtags that meet the criteria entered in the Key Block. Select Next Record to review all the accounting lines and the related Dtags in the Detail Block. Perform Next Block to access the Detail Block and process Dtags.

Fields	Descriptions
Sequence	Sequence number for the transactions within the document which has the capital outlay expense accounting. This is a display-only field.
COA	Code for the chart of accounts. This is a display-only field.

<b>Fields</b>	<b>Descriptions</b>
Index	Code representing a pre-determined combination of FOAPAL elements associated with the tag. This is a display-only field.
Fund	Fund code associated with the Dtag. This is a display-only field.
Orgn	Organization code associated with the Dtag. This is a display-only field.
Acct	Account code associated with the Dtag. This is a display-only field.
Prog	Program code associated with the Dtag. This is a display-only field.
Actv	Activity code associated with the Dtag. This is a display-only field.
Locn	Location code associated with the Dtag. This is a display-only field.
Transaction Amount	The dollar amount of the transaction associated with this account distribution. This is a display-only field.
Debit/Credit	Debit (+)/credit(-) indicator. This is a display-only field.
(x) of (x)	Sequence numbers and count of the transactions associated with the specific document and criteria selected in the Key Block.
Status	Status of the accounting record: O (Open); C (Closed). This is a display-only field.
Encumbrance	Encumbrance number referenced if the journal voucher or cash receipt affects an existing encumbrance. This value is copied from FGBTRNH when the Dtag is created. This is a display-only field.
Document Reference	Document reference number that provides additional identification for the encumbrance. This value is copied from FGBTRNH when the Dtag is created. This is a display-only field.
Deposit	Deposit number assigned to the journal voucher or cash receipt transaction. This value is copied from FGBTRNH when the Dtag is created. This is a display-only field.

Fields	Descriptions
Description	Description of the transaction document.

### Detail Block - FFADTGP

The system displays the Dtags associated with the transaction displayed/selected in the Accounting Block. Select the appropriate action from the pull-down menu, enter tag information (required), and appropriate procurement information (optional), then select one of the following choices from the options menu.

- Validate Action Logic - validates the action selected and the information entered for a specific row.
- Validate Sequence for Balance - validates that all Dtag amounts equal the accounting transaction amount.
- Perform Action - updates the Fixed Asset tables appropriately for the action selected.

**Note:** You can insert additional Dtags, but the sum of all Dtag amounts must equal the original document transaction amount.

Fields	Descriptions
Sequence	Dtag sequence number
Code	Unique identifier for the Dtag.
Status	System-maintained status code of the Dtag: <i>P</i> =Pending, <i>R</i> =Resolved, <i>I</i> =In Process.
Action	Action you want to perform on this Dtag: <i>Create</i> , <i>Update</i> , <i>Delete</i> , <i>Inactive</i> , <i>Offset</i> .
Cap	Indicator specifying if the Dtag was capitalized when the document was posted. This is a display-only field.
Origination Tag	The unique identification number for the asset. If the action field contains <i>Update</i> , <i>Inactive</i> , or <i>Delete</i> , you must enter a valid Otag number in this field or a valid Ptag number in the Ptag field. If the action field contains <i>Create</i> , the system will create the Otag number automatically.

Fields	Descriptions
Permanent Tag	A unique user-defined or system-generated number for the asset. If the action field contains <i>Update</i> , <i>Inactivate</i> , or <i>Delete</i> , you must enter a valid Ptag number in this field or a valid Otag number in the Otag field.
Offsetting Dtag	Offsetting Dtag number. Required for the Offset action.
Description	Description of the Dtag. This information defaults from the transaction description and can be changed.
Procurement Data - Purchase Order	Purchase order number created in procurement that is associated with this asset.
Procurement Data - Item	Line item number of the commodity in the purchase order number associated with this asset.
Procurement Data - Invoice	Invoice number created in accounts payable that is associated with this asset.
Procurement Data - Item	Line item number of the commodity in the invoice number associated with this asset.
Other Source Data - Document	Document number of the other source, such as Journal Voucher, that created the Otag.
Other Source Data - Type	Document type of the other source, such as Journal Voucher, that created the Otag.
Other Source Data - Sub	Submission number of the other source that created the Otag.
Other Source Data - Seq	Sequence number for the other source that created the Otag.
Amount	Amount associated with the Dtag.
Total	Total amount for Dtags associated with the selected accounting sequence.

# DTAG Document Listing Form (FFIDTAG)

Use this query form to identify documents with Dtags. You can use the Key Block to select documents by Doc Type or by Dtag Status. In addition, you can specify the sort order in which documents will be listed. Access this form from the Fixed Asset System Menu (\*FINASSET).

**Note:** You can also access this form by selecting LOVs on the DTAG Processing form (FFADTGP).

## Key Block - FFIDTAG

Enter the values on which you want to search, or the order by which you want to sort, and select Next Block.

Fields	Descriptions
Document Type	Document type: <i>Journal Voucher, Direct Cash Receipt, Stores Issues, All</i> (default value).
Document Tag Status	Status of the Dtag: <i>Pending</i> (default value), <i>Resolved, All</i> .
Sort Order	Sort order for the display: <i>Document Tag Date</i> (default value), <i>Type of Document, Number of Document, Ascending Document Tag, Permanent Tag and Origination Tag, Chart of Accounts, Fund, Organization, Location</i> .

## Detail Block - FFIDTAG

Fields	Descriptions
Document Tag Date	Date the Dtag was created.
Type	Dtag type: <i>Journal Voucher, Direct Cash Receipt, Stores Issues</i> .
Document	Document number.

Fields	Descriptions
Transaction Date	Transaction date.
Document Tag	Dtag number.
Status	Dtag status: <i>P</i> =Pending, <i>R</i> =Resolved, <i>I</i> =In Process.
Tag	Tag number associated with the original asset or tag (Dtag, Otag, or Ptag) modified by the Dtag. If the status is <i>P</i> (Pending), this field will be left blank.
Action	Action performed on this Dtag: <i>UPDT</i> =Update, <i>CRET</i> =Create, <i>DELT</i> =Delete, <i>INAC</i> =Inactivate, <i>OFST</i> =Offset.
COA	Code for the chart of accounts. This is a display-only field.
Fund	Fund code associated with the Dtag. This is a display-only field.
Orgn	Organization code associated with the Dtag. This is a display-only field.
Acct	Account code associated with the Dtag. This is a display-only field.
Prog	Program code associated with the Dtag. This is a display-only field.
Locn	Location code associated with the Dtag. This is a display-only field.
Encumbrance	Encumbrance number referenced if the document affects an existing encumbrance. This is a display-only field.
Document Reference	Document reference number. This is a display-only field.
Deposit	Deposit number. This is a display-only field.
Amount	Amount associated with the Dtag.

## Fixed Asset List Form (FFIFALV)

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The Fixed Asset List Form provides an online display of fixed assets. You may choose to sort the list by permanent tag number or origination tag number. Access this form from the Fixed Asset System Menu (\*FINASSET).

All fields are display only and may be queried.

Fields	Descriptions
Tag Option (radio group)	Select the Permanent Tag radio button to display a list of values for all the permanent tags sorted in descending order by permanent tag number. Select the Origination Tag radio button to display a list of values for all the origination tags sorted in descending order by origination tag number. The default is Permanent Tag.
Permanent Tag	Permanent Tag Number. The unique user-created or system-generated permanent tag number assigned to the asset.
Origination Tag	Origination Tag Number. Unique identifier for the temporary master record of any fixed or moveable asset.
Asset Description	A descriptive title for the asset.
Capitalization Indicator	<p>A system-supplied indicator which signifies that an asset record created in the automatic capitalization/tag creation process has been capitalized by that process or has been subsequently capitalized using the Fixed Asset Adjustment Form (FFAADJF). To use this field in query mode:</p> <p>Enter <i>Y</i>            Displays all asset records that have been capitalized.</p> <p>Enter <i>N</i>            Displays all asset records that have not been capitalized.</p> <p>Leave field <i>null</i>    Displays all asset records.</p>
User Status	User Status Code. User-defined and supplied code that identifies the current state of the asset.



Fields	Descriptions
System Status	Shows the current system status of the fixed asset master record. Possible values for this field are:  <i>C</i> Cancelled invoice <i>D</i> Disposed <i>G</i> Gifts <i>H</i> Source Cash Receipt <i>I</i> Invoiced <i>J</i> Source Journal Voucher <i>M</i> Converted Complete <i>N</i> Non-Banner Procured Assets <i>O</i> Converted from Old System <i>R</i> Received <i>U</i> Source Stores Issues <i>V</i> Converted Incomplete
Primary Asset Tag	Primary Asset Tag Number. The primary tag number appears on the attachment/component records of the subordinate asset(s). When a query is executed from this field, all components and/or attachments are displayed along with the primary asset tag.
Subordinate Type	Indicates the relationship of a primary asset to a subordinate asset. Displays <i>C</i> (Component), <i>A</i> (Attachment), or null.

## Fixed Asset Procurement Query Form (FFIPROC)

The Fixed Asset Procurement Query Form provides access to purchase order, invoice, and receiving data for fixed assets. Access this form from the Fixed Asset System Menu (\*FINASSET).

All fields are display only and may be queried.

The form opens in query mode. Enter the desired query and select Execute Query. The retrieved records are sorted by Origination Tag (Origination Tag Number).

Fields	Descriptions
Origination Tag	Origination Tag Number. Unique identifier for the temporary master record of any fixed or moveable asset.

Fields	Descriptions
Permanent Tag	Permanent Tag Number. The unique user-created or system-generated permanent tag number assigned to the asset.
Description	Asset Description. A descriptive title for the asset.
Origination Tag Cancel Date	Date the origination tag was cancelled.
Purchase Order	Purchase Order Number. The unique purchase order number associated with this asset. Created in Procurement.
Invoice	Invoice Number. The unique invoice number associated with this asset. Created in Accounts Payable.
Receiver	Receiving Document Number. The unique receiving document number associated with this asset.
Vendor	Vendor Code. The vendor code for the vendor from whom the asset was acquired.
Other Sources	Non-invoice document number of the other source, such as Journal Voucher, that originally created the tag
Type	Non-invoice document type of the other source, such as Journal Voucher, Cashiers receipt, or Stores Issue.
Submission Num	The submission number, if applicable, of the document that created the origination tag
Serial Number/ VIN	The serial number or Vehicle Identification Number (VIN) of the asset.
Asset Type	Asset Type Code. User-defined code which describes an asset category for grouping, reporting, and depreciation purposes.
Organization	Responsible Organization Code. The organization which is responsible for the asset.
Location	Physical Location. The code which represents the physical location of the asset.

Fields	Descriptions
Cost	The unadjusted historical cost of the asset.

## Fixed Asset Depreciation Form (FFADEPR)

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The Fixed Asset Depreciation Form allows you to specify the asset depreciation methodology and account distribution for recording depreciation. Access this form from the Fixed Asset System Menu (\*FINASSET).

This form is designed to ensure that accounting information for the depreciation expense posting and accumulated depreciation information for General Ledger posting are properly defined. This form also validates other user-defined fields that are required for the depreciation method chosen.

Fields	Descriptions
Permanent Tag	Permanent Tag Number. Enter the permanent tag number assigned to the asset to be depreciated.
(button)	List Fixed Asset List Form (FFIFALV)
Asset Description (no label)	A descriptive title for the asset. Display only.

### Asset Depreciation Information

Fields	Descriptions
Primary Tag	Primary Asset Tag Number. If the Permanent Tag number entered is a component of another asset, the permanent tag number of the parent asset is displayed in this field.
Subordinate Type	Displays C (Component) if the selected asset is a component of another asset; otherwise, the field is null. This field will not display an A (Attachment) because attachments are combined with the Primary Asset tag record.

Fields	Descriptions
System Status	Shows the current system status of the fixed asset master record. Required. Possible values for this field are: <ul style="list-style-type: none"> <li><i>C</i> Cancelled invoice</li> <li><i>D</i> Disposed</li> <li><i>G</i> Gifts</li> <li><i>H</i> Source Cash Receipt</li> <li><i>I</i> Invoiced</li> <li><i>J</i> Source Journal Voucher</li> <li><i>M</i> Converted Complete</li> <li><i>N</i> Non-Banner Procured Assets</li> <li><i>O</i> Converted from Old System</li> <li><i>R</i> Received</li> <li><i>U</i> Source Stores Issues</li> <li><i>V</i> Converted Incomplete</li> </ul>
Depreciation Method	Depreciation Method Code. A user-defined designation for the combination of internal depreciation method code and first year option associated with an asset. Required when Start Date is populated. Cannot be updated once depreciation has commenced. <div style="margin-left: 40px;"> <div>(button)</div> <div>List</div> <div>Fixed Asset Depreciation Code Validation Form (FTVDEPR)</div> </div>
Useful Life	The user-defined estimated life of the asset stated in whole years. Required when Start Date is populated. <p><b>Note:</b> This field can be updated only under certain conditions.</p>

Fields	Descriptions
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Frequency	Select an option to determine the periodic basis for the depreciation calculation. Required when Start Date is populated. Cannot be updated once depreciation has commenced. See the table below for valid combinations of internal depreciation code, first year option, and frequency factor.
(A)nnual	Indicates that this asset will be depreciated annually.
(S)emi-Annual	Indicates that this asset will be depreciated semi-annually.
(M)onthly	Indicates that this asset will be depreciated monthly.
(Q)uarterly	Indicates that this asset will be depreciated quarterly.

Refer to the documentation for the Fixed Asset Depreciation Code Maintenance Form (FTMDEPR) for more information.

Internal Depreciation Code (FTMDEPR)	First Year Option (FTMDEPR)	Allowed Frequency Factor (FFADEPR)
DD, DB, SL, SY	HN, FY, HF	A
DD, DB, SL	PR	Q, A, S, M

Remaining Periods	The number of available depreciation periods as of the Last Depreciation Date. This field is the number of periods available for depreciation based on Useful Life, First Year Option, Start Date, and Frequency Factor chosen, less elapsed depreciation periods. System-calculated, display only.
Salvage Value	Enterable field. Cannot be entered or updated with a value greater than the Total Net Book Value. <i>Can</i> be updated after depreciation has commenced.
Total Adjusted Cost	The original cost (or total cost if attachments exist) plus or minus any adjustments for the permanent tag number entered. Display only.
Start Date	Depreciation Start Date. The user-defined date on which you want the asset to begin depreciating. Cannot be updated once depreciation has commenced.

Accumulated Depreciation	Sum of all accumulated depreciation amounts for the Permanent Tag entered; however, only records being depreciated are included in this total. Records for which memo or no depreciation is calculated are not included. Includes attachments. Display only, system-calculated.
Last Depreciation Date	Indicates the last time the asset and depreciation information was updated by the depreciation process. Display only; updated by the depreciation process.
Total Net Book Value	Total cost of the asset in the Permanent Tag # field including its attachments plus or minus adjustments less accumulated depreciation for the primary asset and all attachments. System-calculated, display only.
Last Activity Date	The date that the record was last updated by the user. Display only.

Refer to "Fund Code Configuration" in Chapter 2, "Processing", for defaulting information.

### Asset Depreciation Expense Distribution

Fields	Descriptions
Sequence	Sequence Number. Sequential number assigned by the system to the depreciation expense account distributions. Display only.
COA	Chart of Accounts Code. The chart of accounts code to which the automatic capitalization entries will be made. No update is allowed to the chart of accounts code on this form. The chart of accounts code defaults from the Capitalization Information record (FFRMASA) for the Fixed Asset Master record (FFBMAST) of the asset. Any changes made to the chart of accounts code in the master record will be reflected here.
Fund	Capitalization Fund Code. The fund code to which the automatic depreciation entries will be made. No update is allowed to the fund code on this form. The fund code defaults from the Capitalization Information record (FFRMASA) for the Fixed Asset Master record (FFBMAST) of the asset. Any changes made to the fund code in the master record will be reflected here.
Organization	Organization Code. The organization code to which the automatic depreciation entries will be made. Update allowed. (button)      List      Organization Code Validation Form (FTVORGN)

Fields	Descriptions		
Account	Account Code. This is the account code for the depreciation expense half of the depreciation posting. It may contain an expense account code (Internal Account Type 60 or 70) or an equity account (Internal Account Type 40, 90, or 95). Update allowed.		
	(button)	List	Account Code Validation Form (FTVACCT)
Program	Program Code. The program code to which the automatic depreciation entries will be made. Update allowed.		
	(button)	List	Program Code Validation Form (FTVPROG)
Activity	Activity Code. The activity code to which the automatic depreciation entries will be made. Update allowed.		
	(button)	List	Activity Code Validation Form (FTVACTV)
Location	Location Code. The location code to which the automatic depreciation entries will be made. Update allowed.		
	(button)	List	Location Code Validation Form (FTVLOCN)
Posting Code	Used to determine if the account distribution sequence is eligible for depreciation. Values default from either FTMFUND, FTMFTYP, or FFASYSC and may be overridden by the user. Cannot be changed after depreciation has started except in the case of attachments with new sequence records attached via the Fixed Asset Master Maintenance Form (FFAMAST). Possible values for this field are:		
	(P)ost Deprec	Post to both the General Ledger and Fixed Assets.	
	(M)emo Deprec	Post to Fixed Assets only. Amounts for Memo Depreciation appear only on the Capitalization accounting distribution on the Fixed Asset Master record (FFBMAST).	
	(N)o Deprec	No calculation or posting.	

# Fixed Asset Transfer Form (FFATRAN)

The Fixed Asset Transfer Form (Additional Information Window) is also used to change a permanent tag number, user status code, condition code, or title-to code.

Use the Fixed Asset Transfer Form to record responsible entity information when you physically move an asset or recognize a change in accountability. You can also use this form to change a permanent tag number, user status code, condition code, or title-to code. The system retains a history of these changes.

Access this form from the Fixed Asset System Menu (\*FINASSET).

When you enter the **Permanent Tag** of an asset in the **Key Information** on this form and select **Next Block**, the current location and accountability information for the selected asset displays under the **To** heading.

When you select **Next Block** from the **Key Information**, all transfers for this tag are listed in descending chronological order. Use **Previous Record** and **Next Record** to scroll through the transfer records.

To create a new transfer record, select **Transfer Information** from the options menu and the current location and accountability information appear under the **From** heading. You are now able to enter the new location and accountability information for this asset in the fields under the **To** heading.

Fields	Descriptions
Permanent Tag	Enter the permanent tag number for the asset you are transferring. Required.  (button)      List      Fixed Asset List Form (FFIFALV)  (button)      Count Hits      Fixed Asset Procurement Query Form (FFIPROC)
Origination Tag	The origination tag number associated with the asset whose permanent tag number was entered in the Permanent Tag # field. Display only.
Asset Description	A descriptive title for the asset. Display only.
Sequence Num	Sequence Number. The sequential number assigned by the system to each transfer. The initial record is assigned sequence 0. Thereafter, each new transfer is assigned the next sequential number. In this way, the system builds a history of transfers which may be queried on this form. Query allowed; update not allowed.



Fields	Descriptions
User ID	User Identification Number. The sign-on identification of the individual user who is performing the transfer. Display only.
Activity Date	Last Activity Date. Display only. If a new record, the system date displays.
COA From	From Responsible Chart of Accounts. The chart of accounts from which the asset is being transferred. Display only.  <b>Note:</b> On the initial record, the From accountability fields are blank. When you select the Transfer function, these fields are populated with the appropriate existing data.
Orgn From	From Responsible Organization. The organization code from which the asset is being transferred. Display only.
Locn From	From Physical Location. The location code from which the asset is being transferred. Display only.
Grant From	From Responsible Grant Code. The grant code from which the asset is being transferred. Display only.
Custodian From	From Custodian Identification Number/Name. The ID number and name for the custodian from whom the asset is being transferred. Display only.
Multiple Phone	From Phone Number. Used when custodian has more than one phone number. Display only.  Y Multiple phone numbers exist for this custodian.  (null) Multiple phone numbers do not exist for this custodian.
Phone	From Phone. The telephone number for the custodian from whom the asset is being transferred. Display only.
Type	From Type. The telephone type (e.g., <i>Business</i> , <i>Home</i> , etc.) for the custodian from whom the asset is being transferred. Display only.

Fields	Descriptions		
COA To	To Responsible Chart of Accounts. The chart of accounts to which the asset is being transferred. Required. Entry allowed only when Transfer Information selected from options menu.		
	(button)	List	Chart of Accounts List Window
Orgn To	To Responsible Organization. The organization code to which the asset is being transferred. Required. Entry allowed only when Transfer Information selected from options menu.		
	(button)	List	Organization Code Validation Form (FTVORGN)
Locn To	To Physical Location. The location code to which the asset is being transferred. Required. Entry allowed only when Transfer Information selected from options menu.		
	(button)	List	Location Code Validation Form (FTVLOCN)
Grant To	To Responsible Grant Code. The grant code to which the asset is being transferred. Entry allowed only when Transfer Information selected from options menu.		
	(button)	List	Grant Validation Form (FTVGRNT)
Custodian To	To Custodian Identification Number/Name. The ID number and name for the custodian to whom the asset is being transferred. Entry allowed only when Transfer Information selected from options menu.		
	(button)	List	Person Search Form (FOIIDEN)
Multiple Phone	To Phone Numbers. Used when custodian has more than one phone number. Display only.		
	Y	Multiple phone numbers exist for this custodian.	
	(null)	Multiple phone numbers do not exist for this custodian.	
Phone	To Phone. The telephone number for the custodian to whom the asset is being transferred. Display only.		

Fields	Descriptions
Type	To Type. The telephone type (e.g., <i>Business</i> , <i>Home</i> , etc.) for the custodian to whom the asset is being transferred. Display only.
Transfer Document	Transfer Document Number. An external reference number for the user's convenience. Entry allowed only when Transfer Information selected from options menu. Optional.
Transfer Date	The effective date of the transfer. Entry allowed when Transfer Information selected from options menu. The system date is the default. Required.
Text Exists	Document Text Exists. Indicates whether text exists for this asset. Display only. Default is <i>N</i> (No). <i>Y</i> Text exists for this asset. <i>N</i> Text does not exist for this asset.
Transfer Reason	A brief description to explain why the asset is being transferred. Required.
Equipment Manager	Responsible Equipment Manager. An additional designation for responsible party. The Equipment Manager may be seen as a higher level designation than the custodian, although no formal hierarchy exists in the system. Entry allowed when Transfer Information selected from options menu. Override of default permitted. Optional. (button)              List                      Person Search Form (FOIIDEN)
Permanent Tag	Permanent Tag Number. Defaults from master record. Entry allowed only when Transfer Information selected from options menu. Required. (button)              List                      Fixed Asset List Form (FFIFALV) (button)              Count Hits              Fixed Asset Procurement Query Form (FFIPROC)

Fields	Descriptions	
Primary Tag	<p>Primary Asset Tag Number. Enter the permanent tag number of the asset which is the owner of this asset (i.e., the asset being transferred is an attachment or component). Entry allowed when Transfer Information selected from options menu. Optional.</p> <p><b>Note:</b> Enter the permanent tag number of the parent asset in this field to establish a component relationship. Null the field to dissociate a component from a parent asset.</p>	
	(button)	List Fixed Asset List Form (FFIFALV)
	(button)	Count Hits Fixed Asset Procurement Query Form (FFIPROC)
Subordinate Type	Displays <i>None</i> or <i>C</i> (Component) to indicate whether this asset is a component of another asset. Display only.	
User Status	<p>User Status Code. User-defined and supplied code that identifies the current state of the asset. You must define the codes on the System Data Values Maintenance Form (FTMSDAT). The Entity is FFBMAST and the Attribute is User_Status_Code. Entry allowed only when Transfer Information selected from options menu. Optional.</p>	
	(button)	List System Data List Form (FOQSDLV)
Condition Code	<p>The user-defined code which describes the asset condition category. Entry allowed only when Transfer Information selected from options menu.</p>	
	(button)	List Fixed Asset Condition Code Maintenance Form (FFVACON)
Title-to	<p>Title-to Code. The user-defined code which describes the title-to designation category. Entry allowed only when Transfer Information selected from options menu.</p>	
	(button)	List Fixed Asset Title To Code Maintenance Form (FFVTTST)

Fields	Descriptions
System Status	Shows the current system status of the fixed asset master record. Display only. Possible values for this field are: <ul style="list-style-type: none"> <li><i>C</i> Cancelled invoice</li> <li><i>D</i> Disposed</li> <li><i>G</i> Gifts</li> <li><i>H</i> Source Cash Receipt</li> <li><i>I</i> Invoiced</li> <li><i>J</i> Source Journal Voucher</li> <li><i>M</i> Converted Complete</li> <li><i>N</i> Non-Banner Procured Assets</li> <li><i>O</i> Converted from Old System</li> <li><i>R</i> Received</li> <li><i>U</i> Source Stores Issues</li> <li><i>V</i> Converted Incomplete</li> </ul>
Disposal Code	User-defined code which indicates the means by which the asset was disposed of. Display only. Updated when the asset is disposed using the Fixed Asset Adjustment Form (FFAADJF).
Disposal Date	The date the asset was sold, involuntarily converted, or otherwise disposed of. Display only. Updated when the asset is disposed using the Fixed Asset Adjustment Form (FFAADJF).

# Fixed Asset Adjustment Form (FFAADJF)

You may enter an unlimited number of tags for the same function type on a single adjustment document.

Use the Fixed Asset Adjustment Form to capitalize accounting transactions (Recognition of Acquisitions). The form also supports Adjustments (Write-Downs, Write-Ups), Retirements (Disposals), and Sale of Assets (Write-Offs). This form is also used to make General Ledger changes to support FOAPAL source changes made on the Fixed Asset Master Maintenance Form (FFAMAST). Access this form from the Fixed Asset System Menu (\*FINASSET).

**Note:** All processing on this form is determined by the selection you make from the Function Type pull-down list. Refer to Chapter 2, "Processing", for specific instructions for each available function type.

Fields	Descriptions
Document Code	Enter <i>NEXT</i> or a specific document code to uniquely identify the adjustment document. Required.  (button)                      List                      Fixed Asset Adjustment List Form (FFIADJL)
Function Code	Function Type Code. Select the desired function type from the pull-down list to determine the rule class code to set for the accounting transactions. Once a Function Type is selected and the header record is saved, the function code cannot be changed. The entire document must be deleted in order to change function types. Required.  <b>Note:</b> Refer to Chapter 2, "Processing", for specific instructions for each function type.  <i>Sale of Asset</i> This function type assigns the function code <i>DISP</i> which encompasses the following rule class codes:  <i>DISN</i> Dispose of asset which has no depreciation.  <i>DISP</i> Dispose of asset which has depreciation.  <i>DISR</i> Distribute revenue while disposing of asset for which the capitalization fund is different from the source fund.

<i>Write Off</i>	This function type assigns the function code <i>WOFF</i> which encompasses the following rule class codes:	
	<i>WOFD</i>	Write off asset that has depreciation.
	<i>WOFF</i>	Write off asset that does not have depreciation.
<i>Write up/down adjustments</i>	This function type assigns the function code <i>WRIT</i> which encompasses the following rule class codes:	
	<i>WRID</i>	Write down the value of an asset which has depreciation.
	<i>WRIT</i>	Write up the value of any asset <i>or</i> write down the value of an asset which does not have depreciation.
<i>Permanent tag capitalization</i>	This function type assigns the function code <i>SCAP</i> which encompasses the following rule class code:	
	<i>SCAP</i>	Capitalization of a permanent tag record that is not originally capitalized in the automatic capitalization process. This function is typically used for gifts/donations.
<i>Origination tag capitalization</i>	This function type assigns the function code <i>SCAO</i> which encompasses the following rule class code:	
	<i>SCAO</i>	Capitalization of an origination tag record that is not originally capitalized in the automatic capitalization process.
<i>Depreciation adjustment</i>	This function type assigns the function code <i>ADPR</i> which encompasses the following rule class code:	
	<i>ADPR</i>	Adjust accumulated depreciation up or down.

<i>Record past depreciation</i>	<p>This function type assigns the function code <i>DEPP</i> which encompasses the following descriptor:</p> <p><i>DEPP</i> Record depreciation that was not previously recorded. This is normally used for assets that were not originally recorded at the time of their actual acquisition.</p> <p><b>Note:</b> <i>DEPP</i> does not appear on the rule class table (FTVRUCL); it is merely a placeholder. No postings are sent to the General Ledger when this function type is used.</p>
<i>GL Change - Asset Account</i>	<p>This function type assigns the function code <i>GLAS</i> which encompasses the following rule class code:</p> <p><i>GLAS</i> Reclassify the asset and accumulated depreciation within the same fund for an asset.</p>
<i>GL Change - Equity Account</i>	<p>This function type assigns the function code <i>GLEQ</i> which encompasses the following rule class code:</p> <p><i>GLEQ</i> Reclassify the equity account within the same fund for an asset.</p>
<i>GL Change - Fund Code</i>	<p>This function type assigns the function code <i>GLCF</i> which encompasses the following rule class code:</p> <p><i>GLCF</i> Reclassify an asset from one fund to another within the same asset and accumulated depreciation accounts.</p>
<i>GL Change - Fund and equity</i>	<p>This function type assigns the function code <i>GLFE</i> which encompasses the following rule class code:</p> <p><i>GLFE</i> Reclassify an asset from one fund and equity account to another within the same asset and accumulated depreciation accounts.</p>



*GL Change -  
Cap amount/  
account*

This function type assigns the function code *GLCE* which encompasses the following rule class code:

*GLCE* Allows you to reclassify the capitalization fund, equity account, asset account (including any accumulated depreciation), and the cost amounts. This is similar to a free-form journal entry.

**Note:** It is recommended that this function be employed with care because there are virtually no restrictions on it.

*GLRE* Reverses the previous accounting distributions when the change capitalization amount and account function (*GLCE*) is performed.

*No Posting to  
G/L*

*NCAP* Indicates that this accounting transaction should not be posted to the General Ledger.

This function type assigns the function code *NCAP* which encompasses the following descriptor. *NCAP* allows you to capitalize a permanent tag that was previously recorded. This function is primarily used for assets which have already been recorded in the General Ledger.

**Note:** *NCAP* is a placeholder and does not appear on the rule class table (FTVRUCL). No postings are sent to the General Ledger when this function type is used.

*Reverse Cap for  
Ptag*

*RCAP*

Reverses capitalization of a permanent tag record.

This function type assigns the function code *RCAP* which encompasses the following rule class code. *SCAP* allows you to reverse the capitalization entry for a permanent tag. If the asset has been depreciated, the following message displays, *You cannot reverse Capitalize if adjustment has occurred*. This function is used for permanent tags that have been capitalized in error.

*Reverse Cap for  
Otag*

*RCAO*

Reverses capitalization of an origination tag record.

This function type assigns the function code *RCAO* which encompasses the following rule class code. *SCAO* allows you to reverse the capitalization entry for an origination tag. If the asset has been depreciated, the depreciation entries will also reverse. This function is used for origination tags that have been capitalized in error.

Fields	Descriptions
Description	Document Description. Enter the reason for or a description of the intended adjustment transaction.
Text Exists	Document Text Exists. Indicates whether text exists for this transaction. Display only. Default is <i>N</i> (No).  <i>Y</i> Text exists for this transaction. <i>N</i> Text does not exist for this transaction.
Transaction Date	The date that you want this transaction to be posted to the ledgers.
Document Reference	Document Reference Number. This field may be used to provide a cross-reference to any other document number. The reference document may be a Banner document or an externally created document. Optional.
Suspense	Suspense Indicator. Indicates whether the document is incomplete, not yet approved, or rolled back in the posting process.  <i>Y</i> The document is in suspense. <i>N</i> The document is not in suspense.
Item	Item Number. System-generated number which is assigned to each asset tag as it is entered on this form for adjustment. Queryable; not enterable.
of	The total number of items in the adjustment document.

Fields	Descriptions
Permanent Tag (Origination Tag)	<p>Permanent Tag Code/Origination Tag Code. Enter the permanent tag number (or origination tag number if the Otag Capitalization function type, <i>SCAO</i>, or the Reverse Otag capitalization function type, <i>RCAO</i>, is selected) for the asset you intend to adjust. You may enter an unlimited number of tags for the same function type on a single adjustment document. Required.</p> <p><b>Note:</b> If you wish to change this asset tag, you must delete the record and re-enter it. This step is necessary because the original asset tag entry populates accounting distribution information in the Adjustment Accounting Distribution Window. This secondary data can only be removed by deleting the data that appears on the header.</p> <p>(button)      List      Fixed Asset List Form (FFIFALV)</p> <p><b>Note:</b> This field will appear as <b>Permanent Tag</b> unless the Origination tag capitalization function, <i>SCAO</i>, or the Reverse Otag capitalization function, <i>RCAO</i>, is selected, in which case it appears as <b>Origination Tag</b>.</p>

Fields	Descriptions
Disposal Method	<p>User-defined code which indicates the means by which the asset was disposed of. An entry is required only when the <i>Sale of Asset</i> or <i>Write Off</i> functions are performed. Otherwise, this field is not enterable.</p> <p>(button)      List      Fixed Asset Disposal Method Code Maintenance Form (FFVDISP)</p>
Net Book Value	The original or historical cost of an asset plus or minus adjustments less accumulated depreciation. System-calculated, display only.
Amount	Enter the adjustment amount, where appropriate, for the requested adjustment function. This field may or may not enterable depending upon the Function Type you selected. Refer to Chapter 2, "Processing," for more details.

Fields	Descriptions
Suspense	Suspense Indicator. Indicates whether the document is incomplete, not yet approved, or rolled back in the posting process.  Y                      The document is in suspense. N                      The document is not in suspense.
Access Completion	Select the check box to skip the Adjustment Accounting Distribution Window and navigate directly to the Adjustment Balancing/Completion Window.  This field is only accessible for the GL change functions. For all other function types, this box is automatically checked.

### Adjustment Accounting Distribution Window

Use the Adjustment Accounting Distribution Window of the Fixed Asset Adjustment Form to make the appropriate capitalization account distribution/amount changes allowed by the General Ledger adjustment functions.

The Adjustment Accounting Distribution Window is not accessible for the *Sale of Asset* function.

Fields	Descriptions
Document Code	The document code for the current adjustment document. Display only. Defaults from the main window of FFAADJF.
Ptag Code (Otag Code)	The permanent tag number (or origination tag number if the Otag Capitalization function type, <i>SCAO</i> , or the Reverse Otag capitalization function type, <i>RCAO</i> , is selected) for the asset being adjusted. Display only. Defaults from the main window of FFAADJF.  <b>Note:</b> This field will appear as Ptag Code unless the Origination tag capitalization function type, <i>SCAO</i> , or the Reverse Otag capitalization function type, <i>RCAO</i> , is selected, in which case it appears as Otag Code.
Item	Item Number. System-generated number which is assigned to each asset tag as it is entered on this form for adjustment. Display only. Defaults from the main window of FFAADJF.
Trans Date	Transaction Date. The date that you entered for this transaction to be posted to the ledgers. Display only. Defaults from the main window of FFAADJF.

Fields	Descriptions
Asset Data Record Count	The total number of asset tags entered on the adjustment document. System-calculated, display only.
Accounting Record Count	Number of Sequence records. System-calculated by summing the number of account distribution records for an asset item. Display only.
Remaining Asset Data	The adjustment amount that remains to be allocated from the entered asset tag records.
Seq #	Sequence Number. System-generated or defaulted from the asset master detail records depending on function. Display only, queryable.
COA	Chart of Accounts Code. Defaults from Fixed Asset Master capitalization record (FFRMASA). May or may not be changed depending on Function Type. (button)      List      Chart of Accounts Validation Form (FTVCOAS)
Yr	Fiscal Year Code. Set by system using transaction date. Display only.
Cap Fund	Capitalization Fund Code. Defaults from Fixed Asset Master capitalization record (FFRMASA). May or may not be changed depending on Function Type. (button)      List      Fund Code Validation Form (FTVFUND)
Acct	Capitalization Asset Account Code. Defaults from Fixed Asset Master capitalization record (FFRMASA). May or may not be changed depending on Function Type. (button)      List      Account Code Validation Form (FTVACCT)
Equity Acct	Capitalization Equity Account Code. Defaults from Fixed Asset Master capitalization record (FFRMASA). May or may not be changed depending on Function Type. (button)      List      Account Code Validation Form (FTVACCT)

Fields	Descriptions
Amount	Enter a <i>change to</i> amount (may not be less than zero) for the appropriate function ( <i>GL Change - Cap amount/account</i> ). This field may not be enterable depending upon the Function Type you selected. Refer to Chapter 2, "Processing," for more details.
Suspense	Suspense Indicator. Indicates whether the document is incomplete, not yet approved, or rolled back in the posting process.  Y                      The document is in suspense. N                      The document is not in suspense.
Depreciation Amount	Enter the amount to adjust depreciation <i>to</i> for the appropriate function ( <i>GL Change - Cap amount/account</i> ).
Accounting Percentage Total	Total percentage for all account distribution amounts for the asset tag record. Displayed for each asset tag entered on the adjustment document, one asset at a time. System-generated, display only.
Accounting Total	Total amounts (cost or accumulated depreciation) for all account distributions for the asset tag record. Displayed for each asset tag entered on the adjustment document, one asset at a time. System-generated, display only.

### Accounting Defaults Window

The Accounting Defaults Window displays accounting distributions for an adjustment as they exist prior to any change. This window is only accessible for the General Ledger adjustment function types.

Fields	Descriptions
Seq#	Capitalization Accounting Distribution Sequence Number. Sequential number assigned by the system for each capitalization account distribution. Query allowed. Display only.
COA	Chart of Accounts Code for the capitalization account distribution. Display only.
Cap Fund	Capitalization Fund Code. The fund code where the automatic capitalization entry has been made. Display only.

Fields	Descriptions
Asset	Asset Account Code. The associated fixed asset account where capitalization has been posted. Display only.
Equity	Equity Account Code. The fund equity account where the offset for the automatic capitalization entry was posted. Display only.
Amount	The current unadjusted historical cost of the asset.
Depreciation Amount	System-calculated life-to-date depreciation for the asset.
Select OK to exit this window.	

### Adjustment Revenue Distribution for Sale of Asset Window

If the Source Fund and Capitalization Fund codes are the same, you will navigate directly to the Balancing/Completion Window.

The Adjustment Revenue Distribution for Sale of Asset Window is only accessible if the Function Type is *Sale of Asset* and the Source Fund and Capitalization Fund codes differ. The system focuses on this difference because this may indicate that the gain should be reflected in the records of the Source Fund or other funds rather than the Capitalization Fund. This window allows you to decide where the gain will be recorded.

Refer to Chapter 2, "Processing", for more detailed information.

When this window is accessed, you will be in the Selling Price block which displays the default account distribution values and the pro-rata share of the gain for each affected accounting distribution. Select an account distribution from this block and select Next Block.

When you select Next Block, you navigate to the Revenue Distribution block. In this block, you distribute the gain for the selected account distribution to any number of account distributions. Return to the Selling Price block and select the next account distribution until the gain is fully distributed for each of the originating default account distributions displayed in the Selling Price block.

The pointer next to the **Revenue** field in the Selling Price block indicates which distribution in the Selling Price block is being processed in the Revenue Distribution block.

You are permitted to enter the same default distributions from the Selling Price block into the Revenue Distribution block. You must complete the Revenue Distribution block for each account distribution in the Selling Price block before you can complete the document.



## Selling Price block

Fields	Descriptions
Selling Price	Defaults from Amount field in the main window of this form. Display only.
Seq	The default sequence number from the Asset Master Capitalization Information Window (FFRMASA). Display only.
COA	Chart of Accounts Code. The chart(s) of accounts associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA). Display only.
Fund	Fund Code. The fund code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA). Display only.
Orgn	Organization Code. The organization code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA). Display only.
Acct	Account Code. The account code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA). Display only.
Prog	Program Code. The program code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA). Display only.
Actv	Activity Code. The activity code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA). Display only.
Locn	Location Code. The location code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA). Display only.
Percentage	The percentage of the total cost of the asset applicable to the particular accounting distribution. Defaults from the Asset Master Capitalization Information Window (FFRMASA). Display only.
Revenue	System-calculated as the Selling Price multiplied by the <b>Percentage</b> . Display only.

Fields	Descriptions		
Seq	System-assigned sequential number for the user-selected revenue distribution.		
Fund	Fund Code. User-selected destination fund for revenue distribution.		
	(button)	List	Fund Code Validation Form (FTVFUND)
Orgn	Organization Code. User-selected destination organization for revenue distribution.		
	(button)	List	Organization Code Validation Form (FTVORGN)

### Revenue Distribution block

Complete the Revenue Distribution block for each account distribution in the Selling Price block.

Fields	Descriptions		
Acct	Account Code. User-selected destination account for revenue distribution.		
	(button)	List	Account Code Validation Form (FTVACCT)
Prog	Program Code. User-selected destination program for revenue distribution.		
	(button)	List	Program Code Validation Form (FTVPROG)
Actv	Activity Code. User-selected destination activity for revenue distribution.		
	(button)	List	Activity Code Validation Form (FTVACTV)
Locn	Location Code. User-selected destination location for revenue distribution.		
	(button)	List	Location Code Validation Form (FTVLOCN)

Fields	Descriptions
Bank	Bank Code. User-selected bank code associated with revenue distribution.  (button)      List      Bank Code Validation Form (FTVBANK)
Percentage	Enter the percentage of the total cost of the asset applicable to the selected accounting distribution. If you enter an amount in the <b>Revenue</b> field, the <b>Percentage</b> field is system-calculated.
Revenue	Enter the amount of the total cost of the asset applicable to the selected accounting distribution. If you enter an amount in the <b>Percentage</b> field, the <b>Revenue</b> field is system-calculated.

### Adjustment Balancing/Completion Window

Use the Adjustment Balancing/Completion Window of the Fixed Asset Adjustment Form to complete the adjustment document and forward it to the posting or approval process.

Fields	Descriptions
Document Code	The document code for the current adjustment document. Display only. Defaults from main window of FFAADJF.
Transaction Date	Transaction Date. The date that you entered for this transaction to be posted to the ledgers. Display only. Defaults from main window of FFAADJF.
Asset Data Record Count	The total number of asset tags entered on the adjustment document. System-calculated, display only.
Asset	Total of adjustment amounts from the asset master record (FFBMAST) for the entire adjustment document.
Accounting	Total of adjustment amounts for all of the accounting distribution records.

## Error Messages Window

Most of the error messages appear at the bottom of the screen. Those that are not trapped during entry are displayed on the Error Messages Window. The fields in this window that display depend upon the type of error message.

Fields	Descriptions
Function Code	The function type of the current adjustment document.
Permanent Tag	The permanent tag number.
Item	Item number of the asset in the Asset Data block.
Sequence	Sequence number that identifies the Error Message.
Error Message	A description of the error which caused the alert.

## Fixed Asset Adjustment Query Form (FFIADJF)

Use the Fixed Asset Adjustment Query Form for an online query of adjustment documents in the Fixed Assets module. Access this form from the Fixed Asset System Menu (\*FINASSET).

All fields on this form are display only except the **Document Code**.

Fields	Descriptions
Document Code	Enter the code for the desired adjustment document. Select Next Block to execute the query.
(button)	List Fixed Asset Adjustment List Form (FFIADJL)
Function Type	Function Type Code. The function type which was used to determine the rule class code to set for the accounting transactions for the selected adjustment document.
	<i>DISP</i> Sale of asset.
	<i>WOFF</i> Write off.
	<i>WRIT</i> Write up/down adjustments.
	<i>SCAP</i> Permanent tag capitalization.
	<i>SCAO</i> Origination tag capitalization.

Fields	Descriptions
<i>ADPR</i>	Depreciation adjustment.
<i>DEPP</i>	Record past depreciation.
<b>Note:</b> <i>DEPP</i> does not appear on the rule class table (FTVRUCL); it is merely a placeholder. No postings are sent to the General Ledger when this function type is used.	
<i>GLAS</i>	GL Change - Asset Account.
<i>GLEQ</i>	GL Change - Equity Account.
<i>GLCF</i>	GL Change - Fund Code.
<i>GLFE</i>	GL Change - Fund and Equity.
<i>GLCE</i>	GL Change - Cap Amount/Account.
<i>NCAP</i>	No Posting to G/L.
<i>RCAP</i>	Reverse Capitalization for PTAG.
<i>RCAO</i>	Reverse Capitalization for OTAG.
<b>Note:</b> Refer to the <b>Function Code</b> field in the documentation for the Fixed Asset Adjustment Form (FFAADJF) for the associated rule classes for each function type code.	

### Adjustment Header Information Window

Use the Adjustment Header Information Window of the Fixed Asset Adjustment Query Form to display the information that was used to create the adjustments.

Fields	Descriptions
Description	Document Description. The reason for or a description of the adjustment transaction.
Text Exists	Document Text Exists. Indicates whether text exists for this asset.
<i>Y</i>	Text exists for this asset.
<i>N</i>	Text does not exist for this asset.

Fields	Descriptions
Complete	Complete Indicator. Indicates whether or not the document has been completed.  Y Yes. The document has been completed. N No. The document has not been completed.
Transaction Date	The date that this transaction was posted to the ledgers.
Document Reference	Document Reference Number. Provides a cross-reference to any other document number. The reference document may be a Banner document or an externally created document.
Approved	Approval Indicator. Indicates whether or not the document has been through the approval process and is approved.  Y Yes. The document has been approved and forwarded to posting. N No. The document has not been approved.
Item	Item Number. System-generated number which is assigned to each asset tag as it is entered on this form for adjustment.
of	The total number of items in the adjustment document.
Permanent Tag	The permanent tag number (or origination tag number if the Otag Capitalization function type was selected) for the asset which was adjusted on this document.  <b>Note:</b> This field will display an origination tag number if the SCAO (Origination tag capitalization) function was selected.
Suspense	Suspense Indicator. Indicates whether the document is in suspense.  Y The document is in suspense. N The document is not in suspense.
Disposal Code	Displays a code if the <i>Sale of Asset</i> or <i>Write Off</i> functions were performed on this document.
Net Book Value	The original or historical cost of an asset plus or minus adjustments less accumulated depreciation.

Fields	Descriptions
Amount	The adjustment amount (if any) for the selected adjustment document.

### Adjustment Accounting Distribution Window

Use the Adjustment Accounting Distribution Window of the Fixed Asset Adjustment Query Form to display the accounting distribution information that supports the adjustment transaction.

Fields	Descriptions
Document Code	The document code for the current adjustment document.
Ptag Code	The permanent tag number (or origination tag number if the Otag Capitalization function type was selected) for the asset which was adjusted on this document.  <b>Note:</b> This field will display an origination tag number if the SCAO (Origination tag capitalization) function was selected.
Item	Item Number. System-generated number which is assigned to each asset tag as it is entered on this form for adjustment.
Trans Date	Transaction Date. The date that this transaction was posted to the ledgers.
Asset Data Record Count	The total number of asset tags entered on the adjustment document.
Accounting Record Count	Number of sequence records. System-calculated by summing the number of account distribution records for an asset item.
Seq #	Sequence Number. System-generated or defaults from the asset master detail records depending on function. Queryable.
COA	Chart of Accounts Code.
Yr	Fiscal Year Code.
Fund	Fund Code.

Fields	Descriptions
Acct	Displays the Capitalization Asset Account Code <i>or</i> the Capitalization Equity Account Code.
Amount	The amount of the adjustment made on the adjustment document.
Suspense	Suspense Indicator. Indicates whether the document is in suspense.  Y                      The document is in suspense. N                      The document is not in suspense.
Sale/ Depreciation Amount	Depending on the function, this field will display either the allocated selling price or the accumulated depreciation. If the function <i>GL Change - Cap amount/account</i> was selected on the Fixed Asset Adjustment Form (FFAADJF), this field displays the amount depreciation was adjusted to.
Accounting Percentage Total	Total percentage for all account distribution amounts for the asset tag record. Displayed for each asset tag entered on the adjustment document, one asset at a time.
Accounting Total	Total amounts (cost or accumulated depreciation) for all account distributions for the asset tag record. Displayed for each asset tag entered on the adjustment document, one asset at a time.

### Adjustment Revenue Distribution of Sale of Asset Window

If the adjustment document you are querying has a Function Type of *DISP* (Sale of Asset), you may use the Adjustment Revenue Distribution of Sale of Asset Window of the Fixed Asset Adjustment Query Form to view the distribution of the gain to the account distributions.

Fields	Descriptions
Selling Price	The Amount entered for the sale of the asset.
Seq	The default sequence number from the Asset Master Capitalization Information Window (FFRMASA).



Fields	Descriptions
COA	Chart of Accounts Code. The chart(s) of accounts associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA).
Fund	Fund Code. The fund code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA).
Orgn	Organization Code. The organization code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA).
Acct	Account Code. The account code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA).
Prog	Program Code. The program code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA).
Actv	Activity Code. The activity code associated with the default account distribution(s). Defaults from the Asset Master Capitalization Information Window (FFRMASA).
Locn	Location Code. The location code associated with the default account distribution(s). Defaults from the Asset master Capitalization Information Window (FFRMASA).
Amt Pct	The percentage of the total cost of the asset applicable to the particular accounting distribution. Defaults from the Asset master Capitalization Information Window (FFRMASA).
Revenue	The Selling Price multiplied by the <b>Amt Pct</b> .
Seq	System-assigned sequential number for the revenue distribution selected by the user.
Fund	Fund Code. The destination fund for revenue distribution selected by the user.

The Revenue Distribution block shows the user-selected distribution of the gain to the account distributions.

Fields	Descriptions
Orgn	Organization Code. The destination organization for revenue distribution selected by the user.
Acct	Account Code. The destination account for revenue distribution selected by the user.
Prog	Program Code. The destination program for revenue distribution selected by the user.
Actv	Activity Code. The destination activity for revenue distribution selected by the user.
Locn	Location Code. The destination location for revenue distribution selected by the user.
Bank	Bank Code. The bank code associated with revenue distribution as selected by the user.
Amt Pct	The percentage of the total cost of the asset applicable to the selected accounting distribution.
Revenue	The amount of the total cost of the asset applicable to the selected accounting distribution.

## Fixed Asset Adjustment History Form (FFIADJH)

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Use the Fixed Asset Adjustment History Form to list all adjustment documents created in the Fixed Assets module. This list is sorted by asset tag or adjustment document number, according to the selection you make. Access this form from the Fixed Asset System Menu (\*FINASSET).

Unless the **Function** Type is SCAO (Origination tag capitalization), the tag number displayed in the **Asset Tag** field will be a permanent tag number.

Select Next Record or Previous Record to scroll through the document listing. All data fields are display only and queryable.

Fields	Descriptions
Display by: (radio group)	The choice you make here determines how adjustment documents will be sorted for display.
Document	Document Code. The document number of the Fixed Asset adjustment transaction.
Description	Document Transaction Description. A descriptive title explaining the reason for the adjustment document.
Function	<p>Function Type Code. The function type which was used to determine the rule class code to set for the accounting transactions for the selected adjustment document.</p> <p><i>DISP</i>            Sale of asset.</p> <p><i>WOFF</i>           Write off.</p> <p><i>WRIT</i>           Write up/down adjustments.</p> <p><i>SCAP</i>           Permanent tag capitalization.</p> <p><i>SCAO</i>           Origination tag capitalization.</p> <p><i>ADPR</i>           Depreciation adjustment.</p> <p><i>DEPP</i>           Record past depreciation.</p> <p><b>Note:</b> <i>DEPP</i> does not appear on the rule class table (FTVRUCL); it is merely a placeholder. No postings are sent to the General Ledger when this function type is used.</p> <p><i>GLAS</i>           GL Change - Asset Account.</p> <p><i>GLEQ</i>           GL Change - Equity Account.</p> <p><i>GLCF</i>           GL Change - Fund Code.</p> <p><i>GLFE</i>           GL Change - Fund and Equity.</p> <p><i>GLCE</i>           GL Change - Cap Amount/Account.</p> <p><i>NCAP</i>           No Posting to GL.</p> <p><i>RCAP</i>           Reverse Capitalization for PTAG.</p> <p><i>RCAO</i>           Reverse Capitalization for OTAG.</p> <p><b>Note:</b> Refer to the <b>Function Code</b> field in the documentation for the Fixed Asset Adjustment Form (FFAADJF) for the associated rule classes for each function type code.</p>

Fields	Descriptions
Date	Transaction Date. The transaction date for the adjustment that is used to post transactions to the ledgers.
Asset Tag	The unique user-created or system-generated permanent tag number assigned to the asset <i>except</i> when the Function = <i>SCAO</i> , in which case the origination tag number is displayed in this field.

## Fixed Asset Adjustment List Form (FFIADJL)

Use the Fixed Asset Adjustment List Form to list all adjustment documents created in the Fixed Assets module by document number. Access this form from the Fixed Asset System Menu (\*FINASSET).

Select Next Record or Previous Record to scroll through the document listing. All fields are display only and queryable.

Fields	Descriptions
Document	Document Code. The journal voucher code for the adjustment document. This posts to the general ledger as a journal voucher with a prefix of <i>M</i> .
Description	Document Transaction Description. A descriptive title explaining the reason for the adjustment document.
Function	Function Type Code. The function type which was used to determine the rule class code to set for the accounting transactions for the selected adjustment document.
	<i>DISP</i> Sale of asset.
	<i>WOFF</i> Write off.
	<i>WRIT</i> Write up/down adjustments.
	<i>SCAP</i> Permanent tag capitalization.
	<i>SCAO</i> Origination tag capitalization.
	<i>ADPR</i> Depreciation adjustment.
	<i>DEPP</i> Record past depreciation.

**Note:** *DEPP* does not appear on the rule class table (FTVRUCL); it is merely a placeholder. No postings are sent to the General Ledger when this function type is used.

Fields	Descriptions	
Function (cont.)	<i>GLAS</i>	GL Change - Asset Account.
	<i>GLEQ</i>	GL Change - Equity Account.
	<i>GLCF</i>	GL Change - Fund Code.
	<i>GLFE</i>	GL Change - Fund and Equity.
	<i>GLCE</i>	GL Change - Cap Amount/Account.
	<i>NCAP</i>	No Posting to GL.
	<i>RCAP</i>	Reverse Capitalization for PTAG.
	<i>RCAO</i>	Reverse Capitalization for OTAG.
	<b>Note:</b> Refer to the <b>Function Code</b> field in the documentation for the Fixed Asset Adjustment Form (FFAADJF) for the associated rule classes for each function type code.	
Date	Transaction Date. The transaction date for the adjustment that is used to post transactions to the ledgers.	
Completed	Complete Indicator. Indicates whether or not the document has been completed.	
	<i>Y</i>	Yes. The document has been completed.
	<i>N</i>	No. The document has not been completed.
Approved	Approval Indicator. Indicates whether or not the document has been through the approval process and is approved.	
	<i>Y</i>	Yes. The document has been approved and forwarded to posting.
	<i>N</i>	No. The document has not been approved.

### Fixed Asset Master Delete Form (FFAFDEL)

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Use the Fixed Asset Master Delete Form to remove Fixed Asset Master records from the FFBMAST, FFRMASF, and FFRMASA tables without creating accounting entries. Only assets that have not been capitalized or assets which are included on a cancelled invoice will appear on this form. Access this form from the Fixed Asset System Menu (\*FINASSET).

All fields on the form are display only and queryable except for the **Mark For Delete** check box.

The form opens in query mode. Enter the desired query and select **Execute Query**. The assets retrieved by the query are sorted by **Origination Tag Code**.

To delete one or more assets, select the **Mark for Delete** check box to the right of each asset to be deleted and choose **Delete All** from the **Options** menu. Select **Delete All** a second time to delete the selected assets. You are asked to acknowledge a message stating that the asset(s) and all corresponding details will be deleted. The form then returns to query mode. Select **Enter Query** to execute the query again using your prior search criteria, or enter and execute a new query.

**Note:** If a Fixed Asset Master record (contained in FFBMAST, FFRMASE, FFRMASA) is created, converted to a permanent tag, and has an adjustment performed on it before the invoice is canceled, the asset will display on this form. However, it may *not* be deleted because adjustment records exist for this asset. If you attempt to delete this asset, you will receive a warning message and the system will uncheck the check box.

Fields	Descriptions
Origination Tag	Origination Tag Code. Unique identifier for the temporary master record of any fixed or moveable asset.
Permanent Tag	Permanent Tag Code. The unique user-created or system-generated permanent tag number assigned to the asset.
Asset Description	A descriptive title for the asset.
Invoice	Invoice Number. The unique invoice number associated with the asset. Created in Accounts Payable.
Item	Invoice Number Line Item. The line item number of the commodity in the invoice number associated with this asset.
Purchase Order	Purchase Order Number. The unique purchase order number associated with this asset. Created in Procurement.
Mark for Delete	Check box that, when selected, enables the user to delete this asset.

## Fixed Asset Table Maintenance Forms

This section provides you with examples and descriptions for each form within the Fixed Asset Table Maintenance feature of the Fixed Assets module.

Forms in this section flow in the order that they appear on the Fixed Asset Table Maintenance Menu (\*FINASMNT).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing,"

## Fixed Asset System Control Maintenance Form (FFASYSC)

Use the Fixed Asset System Control Maintenance Form to define funds and accounts that default into transactions needed to support accounting in the Fixed Assets module. The form lists records in descending order by effective date. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

Select Next Record to view past-dated records or Previous Record to scroll forward to view more recent records than the displayed record. To create a new effective-dated record, select Insert Record and Duplicate Record to copy the last record into the current record. Change the fund and/or accounts as desired and **Save**.

**Note:** When asset, equity, and other accounts and capitalization funds are used on posting transactions in Fixed Assets, these codes are taken, in order of precedence, first from the Fund Code Maintenance records (FTVFUND), then from the Fund Type Maintenance records (FTVFTYP). If these values are not located in either of these records, only then are the values entered on this form used. Refer to "Fund Code Configuration" in Chapter 2, "Processing," for more details.

Fields	Descriptions
COA	Chart of Accounts code. You must set up a control record for each chart of accounts that will be used in the Fixed Assets module.  (button)      List      Chart of Accounts Validation Form (FTVCOAS)
Active Status	Select this box to activate this series of funds and accounts for the chart of accounts. Uncheck to de-activate.
Last Activity Date	Display only. This field is updated with the system date when you insert or modify a record.
Effective Date	Represents the date on which the attributes listed begin to be used as defaults.
Termination Date	The date as of which this record is unavailable for use.

Fields	Descriptions
Next Change Date	For the current record, no value is displayed in this field. For the immediate previous record, the date of the last change made to this record is displayed.
Capitalization Fund	Capitalization Fund Code. The fund code to which the automatic capitalization entries will be made. The code in this field should be an Internal Account Type 96.  (button)      List      Fund Code Validation Form (FTVFUND)
Capitalization Equity Account	The account to which the offset for the automatic capitalization entry is posted. The code in this field may be an Internal Account Type 40, 90, or 95.  (button)      List      Account Code Validation Form (FTVACCT)
Gain Account	Gain Account Code. Defines the account code used for posting a gain on the sale or other disposal of a fixed asset. The code in this field may be an Internal Account Type 40, 50, 60, 70, 90, or 95.  (button)      List      Account Code Validation Form (FTVACCT)
Loss Account	Loss Account Code. Defines the account codes used for posting a loss on the sale or other disposal of a fixed asset. The code in this field may be an Internal Account Type 40, 50, 60, 70, 90, or 95.  (button)      List      Account Code Validation Form (FTVACCT)
Depreciation/ Posting Indicator	Used to determine if the account distribution sequence is eligible for depreciation. The values will default into FFADEPR and the Capitalization Information Window of FFAMAST from either FTMFUND, FTMFTYP, or FFASYSC in that order. You may override these default values prior to running depreciation. The indicator cannot be changed after depreciation has started, except when attachments with new sequence records are attached via the Fixed Asset Master Maintenance Form (FFAMAST). Possible values for this field are:  <i>Depreciation &amp; Post</i> Post to both the General Ledger and Fixed Assets.  <i>Memo Depreciation</i> Post to Fixed Assets only  <i>No Depreciation</i> No calculation or posting



Fields	Descriptions
Expense/Equity Account Default Indicator	Allows you to select whether the Depreciation Expense account code or the Capitalization Equity Account will default to the Fixed Asset Depreciation Form (FFADEPR). Only applies when you choose to depreciate and post to the General Ledger. Select <i>Depreciation Expense Account</i> , <i>Equity Account</i> , or <i>None</i> . Optional.

**Note:** The **Fixed Asset Fund Defaults** fields are used for depreciation or gain/loss account distributions to provide complete FOAPALs for OPAL account entries.

Fields	Descriptions
Organization	Fixed Asset Default Organization. (button) List Organization Code Validation Form (FTVORGN)
Program	Fixed Asset Default Program. (button) List Program Code Validation Form (FTVPROG)
Activity	Fixed Asset Default Activity. (button) List Activity Code Validation Form (FTVACTV)
Location	Fixed Asset Default Location. (button) List Location Code Validation Form (FTVLOCN)

## Fixed Asset Condition Code Maintenance Form (FFVACON)

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Use the Fixed Asset Condition Code Maintenance Form to create and maintain codes which denote the condition of an asset. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

<b>Fields</b>	<b>Descriptions</b>
Condition Code	User-defined code which represents the condition of a fixed asset.
Description	Describes the asset condition associated with the Condition Code.
Activity Date	The system date on which this record was entered or last updated. Display only. Default = system date.

### Fixed Asset Acquisition Code Maintenance Form (FFVACQM)

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Use the Fixed Asset Acquisition Code Maintenance Form to create and maintain a set of codes that describe how your assets are acquired. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

<b>Fields</b>	<b>Descriptions</b>
Acquisition Code	User-defined code which represents the method by which a fixed asset was acquired.
Description	Describes the method of acquisition associated with the Acquisition Code.
Activity Date	The system date on which this record was entered or last updated.

### Fixed Asset Title To Code Maintenance Form (FFVTTST)

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Use the Fixed Asset Title To Code Maintenance Form to create and maintain a list of codes to represent the legal title for an asset. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

<b>Fields</b>	<b>Descriptions</b>
Title-to Code	User-defined code which represents the title-to designation of a fixed asset.

<b>Fields</b>	<b>Descriptions</b>
Description	Describes the title-to designation associated with the Title-To Code.
Activity Date	The system date on which this record was entered or last updated.

### Fixed Asset Disposal Method Code Maintenance Form (FFVDISP)

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Use the Fixed Asset Disposal Method Code Maintenance Form to establish and maintain a list of codes to identify asset disposal methods. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

<b>Fields</b>	<b>Descriptions</b>
Disposal Code	User-defined code which represents a method of disposal of a fixed asset.
Description	Describes the disposal method associated with the Disposal Code.
Activity Date	The system date on which this record was entered or last updated.

### Fixed Asset Type Code Maintenance Form (FTMASTY)

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Use the Fixed Asset Type Code Maintenance Form to create and maintain codes that identify assets by type or group. You can also assign default values for depreciation method and useful life length. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

<b>Fields</b>	<b>Descriptions</b>
Active Status	Check this box to mark the selected asset type as a valid, active asset type. Uncheck to de-activate.
Last Activity Date	Indicates the last time the record was changed. Display only.

Fields	Descriptions
Asset Type	Enter the asset type code you wish to create or modify. (button)      List      Asset Type Code List Window
Title	Enter the title for the asset type to be associated with the asset type code.
Effective Date	Defines the date on which the asset type becomes effective. Defaults to the system date but may be changed.
Termination Date	The date on or after which this record is not available for use.
Next Change Date	Displays the date for the next effective dated record. This field will be blank for the most recent record.
Depreciation Method Code	Enter a valid two-character depreciation method code which you previously defined on FTMDEPR for the selected combination of Internal Depreciation Code and First Year Option. If a Depreciation Method Code is entered here, it later defaults into the Fixed Asset Depreciation Form (FFADEPR) when this Asset Type is entered. The code may be overridden on FFADEPR. Optional. (button)      List      Depreciation Code List Window
	<b>Note:</b> This field allows you to supply default values that will be carried forward to FFADEPR from the asset type entered on the Asset master record (FFBMAST).
Useful Life	The user-defined estimated life of an asset stated in whole years. If Useful Life is entered here, it defaults into the Fixed Asset Depreciation Form (FFADEPR) when this Asset Type is entered. The useful life may be overridden on FFADEPR. Optional.  <b>Note:</b> This field allows you to supply default values that will be carried forward to FFADEPR from the asset type entered on the Asset master record (FFBMAST).

## Fixed Asset Depreciation Code Maintenance Form (FTMDEPR)

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Use the Fixed Asset Depreciation Code Maintenance Form to create and maintain a list of user-titled depreciation methods and associated first-year option codes. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

Fields	Descriptions
Active Status	Select this box to mark the selected depreciation method code as a valid, active depreciation method code. Uncheck to de-activate.
Last Activity	Last Activity Date. Indicates the last time the record was changed. Display only.
Depreciation Method Code	Enter the two-character code you wish to use for the selected combination of Internal Depreciation Code and First Year Option. Must exist on FTVDEPR.  (button)          List          Depreciation Code List Window
Title	Enter the title for the depreciation method to be associated with the depreciation method code.
Effective Date	Defines the date on which the depreciation method code becomes effective. Defaults to the system date but may be changed.
Termination Date	The date on or after which this record is not available for use.
Next Change Date	Displays the date for the next effective dated record. This field will be blank for the most recent record.
Internal Depreciation Code	Pre-defined code which represents the method of depreciation used. Default = <i>Straight Line</i> . Required.  <b>Note:</b> Refer to the table on the following page for acceptable combinations of Internal Depreciation Code and First Year Option.

<i>Declining Balance</i>	(DB) - This depreciation method calculates a rate equal to 1.5 times the straight line rate.
<i>Double Declining Balance</i>	(DD) - This depreciation method calculates a rate equal to 2 times the straight line rate.
<i>Straight Line</i>	(SL) - This depreciation method calculates the rate by dividing 100% by the number of years in the useful life.
<i>Sum of the Years Digits</i>	(SY) - This depreciation method calculates the rate using a fraction of the year of depreciation as the numerator and the sum of the years' digits as the denominator.

Example:

Useful Life = 3 years

Depreciation Rates:

Year 1:  $3 / (3+2+1)$

Year 2:  $2 / (3+2+1)$

Year 3:  $1 / (3+2+1)$

Fields	Descriptions
First Year Option	Determines how depreciation will be performed in the first year of an asset's useful life. Default = <i>Full Year</i> . Required.
<i>1st Half - 1/2 Yr/2nd Half None</i>	First half half/Second half none (HN).
<i>Full Year</i>	Full year in first year (FY).
<i>Half Year</i>	Half year in first year (HF).
<i>Proportional</i>	Proportional (PR) - Depreciation will be calculated based on the number of available periods from the date of purchase. For example, if an asset is acquired in the third month of a fiscal year, the asset will be depreciated for 10 months (assuming a frequency factor of <i>Monthly</i> ).

Internal Depreciation Code	First Year Option
DD, DB, SL	HN, FY, HF, PR
SY	HN, FY, HF

## Fixed Asset Type Code Validation Form (FTVASTY)

---

Use the Fixed Asset Type Code Validation Form to view a list of classification descriptions and codes for the assets in your records. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

This form is query only. You may use the Enter Query and Execute Query functions to query a specific Asset Type. You may query all fields on this form.

Fields	Descriptions
Asset Type	A code which identifies assets by type or group.
Title	The title for the asset type which is associated with the asset type code.
Status	Indicates whether the record is active or inactive. A Active record. / Inactive record, not available for use.
Effective Date	The date on which the asset type became effective.
Termination Date	The date on or after which this record is not available for use.

## Fixed Asset Depreciation Code Validation Form (FTVDEPR)

---

Use the Fixed Asset Depreciation Code Validation Form to view a list of depreciation method descriptions and codes for the assets in your records. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT).

This form is query only. You may use the Enter Query and Execute Query functions to query a specific depreciation code. You may query all fields on this form.

Fields	Descriptions
Depreciation Method Code	The user-defined, two-character code for the selected combination of Internal Depreciation Code and First Year Option.

Fields	Descriptions
Title	The title for the depreciation method which is associated with the depreciation method code.
Status	Indicates whether the record is active or inactive.  <div> <i>A</i>                      Active record.  <i>I</i>                      Inactive record, not available for use. </div>
Effective Date	The date on which the depreciation method code became effective.
Termination Date	The date on or after which this record is not available for use.

### Fixed Asset User Defined System Codes Validation Form (FFVSDAT)

---

Use the Fixed Asset User Defined System Codes Validation Form to create user-defined codes, assign values to them, and organize them into groups. Access this form from the Fixed Asset Table Maintenance Menu (\*FINASMNT)

Fields	Descriptions
Literal	User-defined code that describes a group of values. For example, you can use the literal, "category," to identify a grouping of asset classifications.
Value	User-defined code. For example, you can use the value, "FGF," to represent an asset that was obtained through Federal grant funding.
Title	Long description of the value (for example, Federal Funding from National Institute of Health Care).
Short Title	Short description of the value (for example, Federal Funding).
Data	User-defined code that can be used in addition to the code you entered in the <b>Value</b> field. For example, if you purchased an asset with funding from a grant, you can enter the starting date of the grant in this field.



## List of Fixed Asset Reports and Processes

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The following reports and processes support Fixed Asset processing. Refer to Chapter 25, “Reports and Processes,” for descriptions, parameter listings, and sample output.

FFRDTGA	DTAG Aging Report - This report displays the aging of Pending Dtags as of a given cutoff date. Information displays on the report by document type (Journal Voucher, Direct Cash Receipts, Stores Issues) and provides a breakdown of the account over different periods, such as 31-60 days, 61-90 days, and over 90 days.
FFRDTGT	DTAG Transaction Report - This report displays Dtag transaction information as specified in the parameters of the report.
FFPDEPR	Depreciation Process — Calculates depreciation for any open periods from the Last Depreciation Date up to the Depreciation Date you specify in the process parameters. A variety of parameters enable you to limit the records that will be considered for the process.
FFPOEXT	Fixed Asset Origination Tag Extract — This process provides a consistent method to create origination tag entries for the Asset Master record from the Procurement module and prevents origination tags from being generated before the invoice has been approved or when a transaction rolls back in posting or matching process. The report created in this process functions as an audit trail which describes the Origination tags to be created.
FFRAGRP	Fixed Asset/Asset Group Report — Allows you to select a specified asset master record or a group of asset master records that are associated as attachments or components. This report shows all of the data elements which appear in the FFRMAST report.
FFRMAST	Fixed Asset Master Report — Produces a printed record of asset master details, funding source information, capitalization information, and depreciation information appearing on the Asset Master record for selected assets.
FFRPROC	Fixed Asset Procurement Report — Produces a single-line printed display of the procurement and payable information related to an asset master record for each selected asset.
FFRPROP	Fixed Asset Property Report — This report may be used when taking a physical inventory of your fixed and moveable assets. It produces a single-line display of the responsible party information from the Asset Master record (FFBMAST) for each selected asset.

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# Cost Accounting

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## Introduction

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The material in this chapter contains the information you need to run the Cost Accounting processes. Use the Cost Accounting module to automate the process of charging customers for services rendered. Customers may be internal or external to your institution. Develop charge rates with the intent of recovering both direct and indirect costs incurred in the delivery of services or development of a program.

The essential features of Cost Accounting are:

- Development of charge rates based on estimates of costs incurred during future billing periods.
- Collection of service/product delivery data by customer and cost accounts.
- Billing of customers and recording of appropriate accounting entries.

### Cost Accounting Processes

As you receive requests for service, you create a customer record. This record contains all the data you need to service and bill a customer. The system utilizes this data to encumber the funds of the requestor department if required. As billing occurs, the system automatically performs the appropriate accounting. This includes creating interfund transactions where required and updating the external customer records.

The recovery process is responsible for the extension of rates and service delivery data to arrive at a recovery amount. Once the system calculates these amounts, it records them on a customer file for billing and on a cost account file for analysis.

Use the forms in this chapter to enter and maintain costs for wages, fringe expenses, labor, and other materials according to your specified parameters for your cost accounting and project management needs.

## Menu Navigation Table

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Finance System Menu (\*FINANCE).

**\*FINCAPC**

**Project/Work Order Maintenance Menu**

Provides access to the forms you need to establish, maintain, and process work order information.

*FINCARS	Rate Structure Maintenance Menu Provides access to the forms on which you establish validation table values to use in cost accounting and project management processes.
*FINCARD	Organization Maintenance Menu Provides access to the forms you need to define rate accounting and processing data.

### Project/Work Order Maintenance (\*FINCAPC)

Access this menu from the Cost Accounting Menu (\*FINCOST).

FTMPROJ	Project Maintenance Form Enables you to create and maintain project information and to assign accounting data.
FTMCHRG	Project Charge Maintenance Form Enables you to maintain customer accounting distribution data for each project.
FTMCUST	Customer Maintenance Form Enables you to create, view, and maintain customer profile information.
FCAACCT	Cost Accounting Maintenance Form Enables you to enter or change project charges by the unit. You can also add cost element usage information on this form.
FCAPARM	Cost Accounting Batch Parameter Maintenance Form Enables you to specify parameters for cost accounting billing or automatic rate calculations.
FCIPTOT	Project Cost Totals Form Provides an online summary report of the total costs for a particular project.
FCIPSUM	Project Cost Summary Form Summarizes the total costs for a project for a specified customer.
FCICSUM	Customer Cost Summary Form Summarizes the customer costs for a project.

## Rate Structure Maintenance (FINCARS)

Access this menu from the Cost Accounting Menu (\*FINCOST).

FTMRTYP	Rate Type Code Maintenance Form Enables you to create and maintain a list of rate types for the development of internal rate codes.
FTMCTYP	Cost Type Code Maintenance Form Enables you to create and maintain a cost type code which corresponds to a cost factor (e.g., direct labor). Use these cost types to enter changes on the Cost Accounting maintenance forms.
FTMINRT	Internal Rate Code Maintenance Form Enables you to create and maintain valid internal rate cost codes (such as clerical or management labor) and assign a rate type code or cost factor (such as direct labor).
FTMEXRT	External Rate Maintenance Form Enables you to create and maintain a list of external rate codes. This form is also used to define the actual percentage or amount to adjust an internal rate value.
FTMCLAS	Classification Code Maintenance Form Enables you to define and maintain a list of employee work classification codes used in automatic rate calculations for direct and indirect labor.
FTMRRUL	Rate Type Rule Maintenance Form Enables you to set a system level for automatic rate calculations for each rate type.
FTMCRAT	Project/Customer Rate Maintenance Form Enables you to override an internal rate value for a particular customer within a project.

## Organization Maintenance (\*FINCARD)

Access this menu from the Cost Accounting Menu (\*FINCOST).

FTMEQPT	Equipment Tag Maintenance Form Enables you to monitor equipment usage for cost accounting purposes. Organizations can share equipment, but the form maintains a separate record for each organization.
FTMINVT	Inventory Code Maintenance Form Enables you to monitor inventory costs and usage for a particular commodity. Organizations can share inventory, but the form maintains a separate record for each organization.

FCAEMPL	Employee Maintenance Form Enables you to enter employees and maintain wage cost data for an employee attached to a cost accounting project.
FCAINRT	Internal Rate Maintenance Form Enables you to create and maintain internal rate values for cost elements. Use this rate for billing, unless you identify an external rate value for the cost element.
FTMRTCT	Rate Code by Cost Type/Organization Maintenance Form Enables you to assign one or more internal rate codes to a specific cost type-organization combination.
FTMIRTO	Rate Code by Organization Maintenance Form Enables you to assign rate codes to a specific organization. The rate type you define for the internal rate code determines whether you wish to require a user to enter the Inventory code or Equipment Tag number.
FTMRTCL	Rate Code/Classification by Org Maintenance Form Enables you to assign and classify labor internal rate codes for a particular organization.
FTMCSTO	Cost Type by Organization Maintenance Form Enables you to assign cost types to a specific organization.
FTMARAT	Rate Account Maintenance Form Enables you to assign rate accounts for the organization and to maintain the processing features for the account. You must define an account for a rate type to run the automatic rate calculation for this process.

Access this menu from the Cost Accounting Menu (\*FINCOST).

FTVCUST	Customer Validation Form Enables you to view a list of customer codes and names used as customers in the Cost Accounting system.
FTVEQPT	Equipment Tag Validation Form Enables you to view a list of equipment that has been tagged and assigned to a specific cost accounting organization.
FTVINVT	Inventory Code Validation Form Enables you to view a list of inventory codes for items that have been assigned to a specific cost accounting organization.
FTVPROJ	Project Validation Form Enables you to view a list of projects that have been created and saved in your Cost Accounting records.



FCVEMPL	Employee Code List Form Enables you to view a list of employee codes and the charts of accounts and organizations to which the employees are assigned.
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## Cost Accounting Forms

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The Cost Accounting Menu (\*FINCOST) provides access to all of the Cost Accounting submenus. These menus include cost accounting entry and maintenance forms, as well as query and validation forms. Refer to the Menu Navigation Table for additional information on each of the submenus and associated forms.

## Project/Work Order Maintenance Forms

---

This section provides you with examples and descriptions for each form within the Project/Work Order Maintenance feature of the Cost Accounting module.

Forms in this section flow in the order that they appear on the Project/Work Order Maintenance Menu (\*FINCAPC). Use these forms to create and maintain both customer profile data, as well as project/customer accounting data. You may also maintain project and customer summary costs with the forms on this menu.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

### Project Maintenance Form (FTMPROJ)

---

Use the Project Maintenance Form to create and maintain project information and to assign accounting data. Access this form from the Project/Work Order Maintenance Menu (\*FINCAPC).

Enter the desired project code, use the Search feature for the **Project Code** or select List to select a code from the Project Code List Window. Select Next Item to enter or default the title. Select Next Block. The **Start Date** field defaults to the current date, but you may change it. Select Next Item and enter the **Termination Date** for this project. The **Last Activity Date** defaults only if you view a previously existing project that has been modified.

Select the **Memo Project** check box to mark this record as an accounting project memo entry. If you check this box, then the system does not create any entries when you run the billing process. If text exists, you may select **Project Text** to view the General Text Entry Form (FOATEXT). Both the **Chart of Accounts** and the **Organization** fields are required. The **Organization** field represents the organization which accesses the internal rate codes. You may use the Search feature or select List to view a list of valid codes for each field.

You may also wish to enter the servicer income accounting distribution information in the IFOAPAL fields. The IFOAPAL fields include **Index**, **Fund**, **Organization**, **Account**, **Program**, **Activity**, and **Location**. These fields are required if you do not mark this record as a memo project. You may use the Search feature or select List to view a list of valid codes for each IFOAPAL element.

Select **Save** to commit this project to your Cost Accounting records.

- To identify the accounting distributions to encumber, select **Customer Charge Information** from the options menu or select Count Hits to access the Project Charge Maintenance Form (FTMCHRG).

## Project Charge Maintenance Form (FTMCHRG)

---

Use the Project Charge Maintenance Form to maintain customer accounting distribution data for each project. Access this form from the Project/Work Order Maintenance Menu (\*FINCAPC).

Enter the project number if you know it. Otherwise, use the Search feature or select List to select one from the Project Code List Window. The system defaults to the current date in the **Transaction Date** field, but you may enter a new date. Select Next Block to access the account distribution data.

The required fields are **Customer**, all of the FOAPAL elements, **Percent** (which is the percentage to be charged), and **Maximum Billable** (the maximum dollar amount you may encumber to this project). Allocate charges to the project through the **Percent** field. You may use the Search feature or select List to view a list of valid codes for the customer, index, and all of the FOAPAL elements. You may enter multiple customer distributions for each project. The percentage amount must always total 100%.

**Note:** External customers only require a fund and an account number.

### *Non-Sufficient Funds Checking Feature*

You may also select **Encumber** to mark this project as an encumbrance or the **NSF Override** check box to use the non-sufficient checking funds feature with this project. Be aware that only a financial manager may mark a project as an encumbrance.

If necessary, you may scroll through the project information fields. Select **Save** to commit this project charge information to your Cost Accounting records. Once you save a project, you may only change the percentage charges for it thereafter.

## Customer Maintenance Form (FTMCUST)

---

Use the Customer Maintenance Form to create, view, and maintain customer profile information. This form uses tabs to simplify information access. Access this form from the Project/Work Order Maintenance Menu (\*FINCAPC).

Enter a customer number to create a new customer. Otherwise, use the Search feature or select List to access either the Person Search Form (FOIIDEN) or the Customer Validation Form (FTVCUST). This person/customer must be defined in the General Person Table (SPRIDEN). FTVCUST only displays those customers defined to the Cost Accounting module. Select Next Item to default the **Name** field (untitled). Select Next Block to access the customer data fields.

If the customer you enter in the header is not defined, use the Identification Form (FOAIDEN) to define this customer as a person or a corporation.

The **Customer Type** field is for your information only. The **Start Date** defaults to the current date, but you can enter a new one. Leave the **End Date** field blank until you no longer need the customer record. The **Last Activity Date** only appears if you view a previously existing record that has been modified. You can enter the **Chart of Accounts, Organization, and Contact** fields, but these fields are for information only.

Select Next Block or use the tab to access the Address Window.

### Address Window

Use this window to create new addresses or to view or edit existing addresses.

The **Address Type** and **Sequence Number** are required fields when you add a new address. Enter the customer street address (**Street Line 1, Street Line 2, Street Line 3**). The **User** and **Activity Date** fields reflect the last date and user who added or updated this customer information. Enter the **State or Province, County, ZIP or Postal Code**, and **Nation** information. You may use the Search feature or select List to select from a list of valid codes for each. The **Telephone Type** field defaults from the customer address type, but you may enter a new one.

You can maintain more than one address sequence for a customer.

When you finish entering the customer information, select **Save** to commit this customer to your Cost Accounting records.

## Cost Accounting Maintenance Form (FCAACCT)

---

Use the Cost Accounting Maintenance Form to enter or change project charges by the unit. You can also add cost element usage information on this form. Access this form from the Project/Work Order Maintenance Menu (\*FINCAPC).

Enter the completed project number if you know it. Otherwise, use the Search feature for **Project** or select List to select one from the Project Code List Window. The project description automatically displays. Select Next Block to access the project charge information.

Enter the cost type. Use the Search feature for **Type** or select List to select a valid code from the Project Code List Window. The **Employee Number**, **Inventory Code**, and **Equipment Tag Number** fields are optional, and each field has a list window available. Based on the system settings on the Rate Type Rule Maintenance Form (FTMRRUL), the system may require each one of these fields.

Enter the units of each cost factor in the **Units** field. The **Transaction Date** defaults to the current date, but you may enter another date.

If necessary, you may scroll through the list of charges attached to this project. Select Save to commit this project and any changes made to it to your Cost Accounting records.

**Note:** We strongly recommend that you do not enter a future **Transaction Date** for charges entered on this form. The system will allow rate codes to be terminated as of the current date. The transaction will not be completed if the rate code is terminated prior to the future transaction date.

## Cost Accounting Batch Parameter Maintenance Form (FCAPARM)

---

Use the Cost Accounting Batch Parameter Maintenance Form to specify parameters for cost accounting billing or automatic rate calculations. Access this form from the Project/Work Order Maintenance Menu (\*FINCAPC).

*Using BILL or RATE*

You can review these processes without updating the ledgers.

In the **Process Code** field, enter *BILL* to use the billing calculation process or *RATE* to use the rate calculation process. Select Next Block. The code that you enter in the **Process Code** field affects the required project information fields on this form.

When you enter *BILL*, the **Update Database** field is required. Once you review the charges, check the **Update Database** box. When you select this box, you must also enter a value in the **Document Number** field.

When you enter *RATE*, the only required field is the **Update Database** box, which you select to activate. Both **Chart of Accounts** and **Organization** are optional fields.

However, if you do not enter either of these fields, the system automatically calculates internal rate values for all internal rate codes.

### *Project Information*

Use the **Project**, **Chart of Accounts**, and **Organization** fields to selectively process detail transactions according to specific accounting data. You can enter either the project code *or* the chart of accounts and organization; you may not enter all three fields. If you wish to use the **Fiscal Year** field, then you must classify by the accounting elements.

When you enter *BILL*, assign a **Document Number**. The **Transaction Date** field is required and defaults to the system date if you do not enter any date. You must also enter the **Start Date** and **End Date** fields as search criteria to select which project detail records to process. The **Start Date** defaults to the current date. The **End Date** defaults to the date *31-DEC-2099* if you do not enter a specific date.

When you enter *RATE*, select which Rate Calculation to run.

Use **1**, **2**, **3**, **4**, and **5** below Customer Address Type Codes to specify additional parameters for each type of data. You may use the Search feature or select List to select from a list of valid codes for each. These fields are for information only.

## Project Cost Totals Form (FCIPTOT)

---

The Project Cost Totals Form is a query-only form that provides an online summary report of the total costs for a particular project. Access this form from the Project/Work Order Maintenance Menu (\*FINCAPC).

Enter the project number to be queried. Use the Search feature for **Project** or select List to select an existing project from the Project Code List Window. Select Next Block to default the attached project rate information.

The system displays the project costs organized by rate type. You may scroll through this list of rates, if necessary. The **Project Totals** field displays the total costs incurred by the project up to the current date.

You may not update these fields. Select **Rollback** to query the costs for another project.

## Project Cost Summary Form (FCIPSUM)

---

The Project Cost Summary Form is a query-only form that summarizes the total costs for a project for a specified customer. Access this form from the Project/Work Order Maintenance Menu (\*FINCAPC).

Enter the project number if you know it. Otherwise, use the Search feature for **Project Number** or select List to select a project from the Project Code List Window. Select Next Block.

The customer defaults into the **Customer** field, and the associated rate information for the project defaults into the information fields. A project may have more than one customer attached to it. Select Next Record from the **Customer** field to view each customer attached to the specified project.

The **Customer Totals** and **Project Totals** fields display the total costs incurred by each customer and the project up to the current date. To display an additional customer, either enter the customer number or select Next Record. If necessary, you may scroll through this list of costs.

This is a query-only form. Select **Rollback** to query another project.

## Customer Cost Summary Form (FCICSUM)

---

The Customer Cost Summary Form summarizes the customer costs for a project. Access this form from the Project/Work Order Maintenance Menu (\*FINCAPC).

Enter the customer number if you know it. Otherwise, use the Search feature for **Customer** or select List to select an existing customer from the Customer Validation Form (FTVCUST). Select Next Block to default the rate and cost information.

The project defaults into the **Project Code** field, and the associated rate information for the project defaults into the information fields. A customer may be attached to more than one project. Select Next Record from the **Project Code** field to view each project to which the specified customer is attached.

The **Customer Totals** and **Project Totals** fields display the total costs incurred by each customer and the project up to the current date. To display an additional project, either enter the project number or select Next Record. If necessary, you may scroll through this list of costs.

This is a query-only form. Select **Rollback** to query another project.

## Rate Structure Maintenance Forms

---

This section provides you with examples and descriptions for each form within the Rate Structure Maintenance feature of the Cost Accounting module.

Forms in this section flow in the order that they appear on the Rate Structure Maintenance Menu (\*FINCARS).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

## Rate Type Code Maintenance Form (FTMRTP)

---

Use the Rate Type Code Maintenance Form to create and maintain a list of rate types for the development of internal rate codes. Access this form from the Rate Structure Maintenance Menu (\*FINCARS).

The form appears with a list of all existing rate type codes currently on your system. If necessary, you may scroll through this list. You may use the Enter Query and Execute Query functions to query a specific rate type code, or you can create a new rate type code. You can also use the Search feature for **Rate Type** or select List to select from a list of existing rate type codes.

To create a new rate type code, select Next Record at the bottom of the existing list or Insert Record. Enter the two-character rate type code you wish to use. Then enter the **Short Description** and **Long Description** fields for the rate type code. Enter an unused **Sequence Number**. Select **Save** to commit this rate type to your Cost Accounting records.

A **Rate Type** code corresponds to a cost factor, such as Direct Labor. The system uses the **Sequence Number** that appears for the defined rate type in automatic rate calculations. Any new rate types that you define to cost accounting need a sequence number to determine the display order for rates within the query forms.

You may modify the short and long rate descriptions at any time.

You may delete a rate type up until the time you assign it to an internal rate on the Internal Rate Code Maintenance Form (FTMINRT).

## Cost Type Code Maintenance Form (FTMCTYP)

---

Use the Cost Type Code Maintenance Form to create and maintain a cost type code which corresponds to a cost factor (e.g., direct labor). Use these cost types to enter changes on the Cost Accounting maintenance forms. Access the Cost Type Code Maintenance form from the Rate Structure Maintenance Menu (\*FINCARS).

The form appears with a list of all existing cost type codes currently on your system. If necessary, you may scroll through this list. You may use the Enter Query and Execute Query functions to query a specific cost type code, or you can create a new cost type code.

To create a new cost type code, select **Next Record** at the bottom of the existing list, or **Insert Record**. Enter the two-character cost type code you wish to use. Then enter the **Short Description** and **Long Description** fields for the cost type code. Select **Save** to commit this cost type to your Cost Accounting records.

Internal rate codes are associated with cost types on the **Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT)**.

You may delete a cost type at any point until it is assigned to an organization on the **Cost Type by Organization Form (FTMCSTO)**. You may modify the short and long descriptions at any time.

## Internal Rate Code Maintenance Form (FTMINRT)

---

Use the Internal Rate Code Maintenance Form to create and maintain valid internal rate cost codes (such as clerical or management labor) and assign a rate type code or cost factor (such as direct labor). Access this form from the **Rate Structure Maintenance Menu (\*FINCARS)**.

The form appears with a list of all existing internal rate codes currently on your system. If necessary, you may scroll through this list. You may use the **Enter Query** and **Execute Query** functions to query a specific internal rate code, or you can create a new internal rate code.

To create a new internal rate code, select **Next Record** at the bottom of the existing list or select **Insert Record**. Enter the internal rate code you wish to use. Then enter the **Short Description** and **Long Description** fields for the internal rate code. Select **Save** to commit this internal rate to your Cost Accounting records.

Once you assign an internal rate code to an organization on the **Rate Code by Organization Maintenance Form (FTMIRTO)**, you cannot delete or change it. You can still change the short description and the long description.

## External Rate Maintenance Form (FTMEXRT)

---

Use the External Rate Maintenance Form to create and maintain a list of external rate codes. This form is also used to define the actual percentage or amount to adjust an internal rate value. Access this form from the **Rate Structure Table Menu (\*FINCARS)**.

To create a new external rate code, select **Clear Record**. Enter the three-character external rate code you wish to use. Select **Next Item** to move through the fields. Enter the **Short Description** and the **Long Description** for the new external rate code. You are required to enter either an adjusted percentage amount or a dollar figure for the rate.



External Rate Codes use the same type of effective date processing as the account distribution codes.

The **Effective Date** defaults to the current date, but you may enter another date. The **Termination Date** is optional. The **Next Change** date defaults only the existing rate code that has been modified.

Select **Save** to commit this external rate code to your Cost Accounting records. These codes are used on the Project/Customer Rate Maintenance Form (FTMCRAT).

## Classification Code Maintenance Form (FTMCLAS)

---

Use the Classification Code Maintenance Form to define and maintain a list of employee work classification codes used in automatic rate calculations for direct and indirect labor. Access this form from the Rate Structure Maintenance Menu (\*FINCARS).

The form appears with a list of all existing classification codes currently on your system. If necessary, you may scroll through this list. You may use the Enter **Query** and Execute **Query** functions to query a specific classification code, or you can create a new one.

To create a new classification code, select **Next Record** at the bottom of the existing list or **Insert Record**. Enter the four-character classification code you wish to use. Then enter the **Short Description** and **Full Description** fields for the classification code. Select **Save** to commit this classification code to your Cost Accounting records.

Once you assign a classification code to an organization, you cannot delete it. You can still change the short description and the full description.

## Rate Type Rule Maintenance Form (FTMRRUL)

---

Use the Rate Type Rule Maintenance Form to set a system level for automatic rate calculations for each rate type. Access this form from the Rate Structure Maintenance Menu (\*FINCARS).

The form appears with a list of all existing rate type codes on your system, along with the calculation rate indicators currently assigned to each. If necessary, you may scroll through this list.

You cannot change the rate type indicators once you set them.

The level you set denotes the cost elements in the automatic rate calculation of an internal rate code. Once you associate a rate type with an internal rate code, you can no longer change the indicators. The values in the **Rate Type Code** fields are previously defined on the Rate Type Code Maintenance Form (FTMRTYP). You cannot change, delete, or add these codes on this form.

Use this form only to assign calculation rates to rate types. Refer to the codes below to see how you should define the indicators. You can update and define the following Rate Calculation Indicators:

- **Direct Labor**
- **Indirect Labor**
- **Inventory Handling**
- **Material Management**
- **Equipment Rental**

The **Employee Number**, **Inventory Code**, and the **Equipment Code** fields indicate whether this information is required on the Cost Accounting Maintenance Form (FCAACCT) when you use the associated Rate Type. You may update these fields. Select **Save** to commit the changes to your Cost Accounting records.

## Project/Customer Rate Maintenance Form (FTMCRAT)

---

Use the Project/Customer Rate Maintenance Form to override an internal rate value for a particular customer within a project. Access this form from the Rate Structure Maintenance Menu (\*FINCARS).

Enter the project and customer numbers, if you know them. Otherwise, use the Search feature for **Project** or **Customer** or select List to select a valid value for each. Both fields are required. Select Next Block to access the rate information fields.

Enter the internal rate code in the field indicated. The internal rate code you select must be defined to the servicing organization used on the project specified in the header. You may use the Search feature for **Rate Code** or select List to select from a list of valid internal rate codes. You also have this option for the **Inventory Code** and **Equipment Tag Number** fields. **Inventory Code** and **Equipment Tag Number** are required based upon the system settings on the Rate Type Rule Maintenance Form (FTMRRUL). The system displays the base rate based upon the other fields you wish to enter.

After you complete these fields, enter the **External Rate Code** and apply it to the customer/project combination. The system automatically calculates and displays the external rate. The current date defaults into the **Effective Date** field. You can change this date if necessary.

When you finish entering the rate data, select **Save** to commit the new rate to your Cost Accounting records. This new rate will now be used for this project whenever the associated customer is billed.

## Organization Maintenance Forms

---

This section provides you with examples and descriptions for each form within the Organization Maintenance feature of the Cost Accounting module.

Forms in this section flow in the order that they appear on the Organization Maintenance Menu (\*FINCARD).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

### Equipment Tag Maintenance Form (FTMEQPT)

---

Use the Equipment Tag Maintenance Form to monitor equipment usage for cost accounting purposes. Organizations can share equipment, but the form maintains a separate record for each organization. Access this form from the Organization Maintenance Menu (\*FINCARD).

You must define a piece of equipment to your organization before you can utilize it anywhere else in the Cost Accounting system.

Enter the **Chart of Accounts** and **Organization** codes. Enter an equipment tag number to create a new one. You may use the Search feature for each field or select List to view a list of valid values for each. When you select List from the **Equipment Tag Number** field, the system only displays those codes previously defined in Cost Accounting. Select Next Block.

Enter the **Long Description** and **Short Description** for the equipment. The **Start Date** field defaults the current date; you can override this date. The **Termination Date**, **Labor Cost**, and **Maintenance**, **Supplies**, and **Depreciation** amounts are optional. Use them to further classify this piece of equipment. You can also enter the **Available Machine Hours** and the **Actual Machine Hours** used. You must enter at least one of these fields before the system stores the equipment information.

**Note:** The system updates the **Actual Machine Hours** field when you run the billing process and resets it to zero when you run the equipment automatic calculation labor rates process.

Select **Save** to commit this equipment tag to your Cost Accounting records.

### Inventory Code Maintenance Form (FTMINVT)

---

Use the Inventory Code Maintenance Form to monitor inventory costs and usage for a particular commodity. Organizations can share inventory, but the form maintains

You must define an inventory item to your organization before you can utilize it anywhere else in the cost accounting system.

a separate record for each organization. Access this form from the Organization Maintenance Menu (\*FINCARD).

Enter the **Chart of Accounts** and **Organization** codes. Enter an **Inventory Code** to create a new one. You may use the Search feature for each field or select List to view a list of valid values for each. When you select List from the **Inventory Code** field, the system only displays those codes you previously define in Cost Accounting. Select Next Block.

Enter the **Long Description** and **Short Description** for the equipment. The **Start Date**, **Termination Date**, and **Unit Price** amounts are optional. Use them to further classify this inventory.

You can also enter the **Estimated Units Used** and the **Actual Units** used. You must enter at least one of these fields before the system stores the equipment information. This is useful for tracking and future planning of inventory.

**Note:** The system updates the **Actual Units** field from the billing process and resets it to zero when you run the automatic inventory handling rate calculation process.

Select **Save** to commit this inventory code and information to your Cost Accounting records.

## Employee Maintenance Form (FCAEMPL)

---

Use the Employee Maintenance Form to enter employees and maintain wage cost data for an employee attached to a cost accounting project. Access this form from the Organization Maintenance Menu (\*FINCARD).

Enter the **Employee Number** if you know it. Otherwise, use the Search feature for this field or select List to select one from the Employee Code List Form (FCVEMPL). This form displays only those employees defined to Cost Accounting. You must first predefine this employee on the General Person Table (SPRIDEN). Select Next Block to default the associated information that exists for the specified employee.

Enter or change the wage, benefits, and leave time data for the employee. In addition, enter the available and actual direct and indirect hourly data for the employee.

**Note:** The system updates **Actual Direct Hours** and the **Actual Indirect Hours** fields after you run the billing process. The system sets these fields to zero when you run the automatic labor rates calculation process.

Enter the assigned **COA** (chart of accounts) and **Organization** for the employee. You should also specify the employee's job **Classification**. You may use the Search feature for each field or select List to view a list of valid values for each.

When you finish entering the employee data, select **Save** to commit this information to your Cost Accounting records.

## Internal Rate Maintenance Form (FCAINRT)

---

Use the Internal Rate Maintenance Form to create and maintain internal rate values for cost elements. Use this rate for billing, unless you identify an external rate value for the cost element. Access this form from the Organization Maintenance Menu (\*FINCARD).

Internal Rate Values use the same type of effective date processing that the account distribution codes use in the Finance system.

Enter the **Chart of Accounts** and **Organization Code**. Enter the internal **Rate Code** associated with the internal rate. The system requires the **Inventory Code** and **Equipment Tag Number** fields if you set the rate rules indicator accordingly on the Rate Type Rules Maintenance Form (FTMRRUL). You may use the Search feature for each field or select List to view a list of valid values for all of these fields. Select Next Block.

Any existing rate values attached to the specified cost elements in the header display. You may terminate a rate, assign a rate, or change the rate by entering the desired data in the date fields. The **Next Change Date** defaults only if you view a previously existing internal rate code that has been modified.

When you finish entering the internal rate data, select **Save** to commit this internal rate to your Cost Accounting records.

## Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT)

---

Use the Rate Code by Cost Type/Organization Maintenance Form to assign one or more internal rate codes to a specific cost type-organization combination. Access this form from the Organization Maintenance Menu (\*FINCARD).

Enter the desired **COA** (chart of accounts) code, **Organization** code, and **Cost Type**. You may use the Search feature for each field or select List to view a list of valid values for each. Select Next Block.

Any existing internal rate codes assigned to the specified cost type display. Enter or select the internal rate code you wish to associate with the cost type you specified in the header. You may use the Search feature for the **Rate** field or select List to select an existing internal rate code from the Organization/Rate Code List Window.

The **Effective Date** defaults to the current date, but you may change it. You may also enter a date in the **Termination Date** field. This field enables you to terminate the internal rate code for this cost type.

Select **Next Record** to save this table entry, and enter another internal rate code if desired.

Select **Save** to commit this internal rate code assignment to your Cost Accounting Records.

## Rate Code by Organization Maintenance Form (FTMIRTO)

---

Use the Rate Code by Organization Maintenance Form to assign rate codes to a specific organization. The rate type you define for the internal rate code determines whether you wish to require a user to enter the **Inventory** code or **Equipment Tag** number. Access this form from the Organization Maintenance Menu (\*FINCARD).

Enter the chart of accounts and organization code. You may use the Search feature for the **COA** or **Organization** fields or select List to view a list of valid values for each. Select **Next Block** to default the existing internal rate codes associated with the specified header codes.

Enter the internal **Rate**, **Inventory**, and **Equipment Tag** code as desired. You may use the Search feature for each field or select List to view a list of valid values for each. If necessary, you may scroll through this list of internal rate codes.

Once you have selected all the internal rate codes that you wish to assign to the specified organization, select **Save** to commit this rate code assignment to your Cost Accounting records.

You must assign an internal rate code to an organization before you can assign it to a cost type in the Rate Code/Cost Type Maintenance Form (FTMRTCT).

**Note:** If the internal rate code has a rate type of equipment rental, then you must enter an equipment tag number.

## Rate Code/Classification by Org Maintenance Form (FTMRTCL)

---

Use the Rate Code/Classification by Org Maintenance Form to assign and classify labor internal rate codes for a particular organization. Access this form from the Organization Maintenance Menu (\*FINCARD).

**Note:** This information is used only in the batch auto rates calculation process.

Enter the **COA** (chart of accounts) and **Organization** code. You may use the Search feature for each field or select List to view a list of valid values for each. Select **Next Block** to default the existing internal rate codes associated with the specified header codes.

Enter the **Internal Rate** and the **Classification** code to which you wish to assign it. You may use the Search feature for each field or select List to view a list of valid values for each. If necessary, you may scroll through this list of internal rate codes and employee classification codes.

Once you have selected all the internal rate codes that you wish to assign to the specified employee classification, select **Save** to commit this rate code assignment to your Cost Accounting records.

You can assign the same classification to more than one internal rate code. However, you can only assign the internal rate code to one employee classification.

## Cost Type by Organization Maintenance Form (FTMCSTO)

---

Use the Cost Type by Organization Maintenance Form to assign cost types to a specific organization. Access this form from the Organization Maintenance Menu (\*FINCARD).

Enter the **COA** (chart of accounts) code and **Organization** code. You may use the Search feature for these fields or select List to view a list of valid values for each. Select Next Block.

The entire list of cost type codes and descriptions for the organization specified in the header defaults. If necessary, you may scroll through this list. To add another cost type, select Insert Record and enter the cost type code(s) you wish to associate with the organization specified in the **Organization** field. You may use the Search feature for the **Cost Type** field or select List to select from the Cost Type Code List Window. The system defaults the short and full description.

Select Next Record to save the table entry and to enter another cost type code. When you finish assigning cost types to the specified organization, select **Save** to commit these organization and cost type changes to your Cost Accounting records.

You may delete a cost type unless an internal rate code has been assigned to it on the Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT).

## Rate Account Maintenance Form (FTMARAT)

---

Use the Rate Account Maintenance Form to assign rate accounts for the organization and to maintain the processing features for the account. You must define an account for a rate type to run the automatic rate calculation for this process. Access this form from the Organization Maintenance Menu (\*FINCARD).

Use this form only for the automatic rate calculation processes for equipment, inventory, and material management.

Enter the **Chart of Accounts** code and **Organization** code. You may use the Search feature for each field or select List to view a list of valid values for each. Select Next Block.

The entire list of assigned accounts for the organization specified in the header defaults. If necessary, you may scroll through this list. To add another account, select Insert Record and enter the account code(s) you wish to associate with the organization specified in the **Organization** field. You may use the Search feature for the **Account** field or select List to select an account code. Enter the accounts to access the year-to-date adopted budget and budget adjustment amounts for the operation ledger.

#### *Changing Rate Information*

You also use this form to view or change rate information for an account. Select or deselect the Rate Indicator boxes to activate or deactivate the rate processing features for each account as desired. Select the **Inventory Handling** box to apply the invoice handling rate. Select the **Material Management** box to apply the materials management rate. Select the **Equipment Rental** box to apply the equipment rental rate. Set these rate calculation indicators to indicate the inclusion of this account and its year-to-date adopted budget and budget adjustment amounts in the rate account calculation.

**Note:** You may only set one rate indicator per account.

## Cost Accounting Query Forms

---

This section provides you with examples and descriptions for each form within the Cost Accounting Query feature of the Cost Accounting module.

Forms in this section flow in the order that they appear on the Cost Accounting Query Menu (\*FINCOSTQ). Reference these validation forms from the maintenance forms throughout the module, and select the valid data on these forms to use throughout the cost accounting processes.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."



## Customer Validation Form (FTVCUST)

---

Use the Customer Validation Form to view a list of customer codes and names used as customers in the Cost Accounting system. Access this form from the Cost Accounting Query Menu (\*FINCOSTQ).

This form is query only. You may use the Enter Query and Execute Query functions to query a specific customer code.

## Equipment Tag Validation Form (FTVEQPT)

---

Use the Equipment Tag Validation Form to view a list of equipment that has been tagged and assigned to a specific cost accounting organization. Access this form from the Cost Accounting Query Menu (\*FINCOSTQ).

This form is query only. You may use the Enter Query and Execute Query functions to query a specific equipment tag number.

## Inventory Code Validation Form (FTVINVT)

---

Use the Inventory Code Validation Form to view a list of inventory codes for items that have been assigned to a specific cost accounting organization. Access this form from the Cost Accounting Query Menu (\*FINCOSTQ).

This form is query only. You may use the Enter Query and Execute Query functions to query a specific inventory code.

## Project Validation Form (FTVPROJ)

---

Use the Project Validation Form to view a list of projects that have been created and saved in your Cost Accounting records. Access this form from the Cost Accounting Query Menu (\*FINCOSTQ).

This form is query only. You may use the Enter Query and Execute Query functions to query a specific project code.

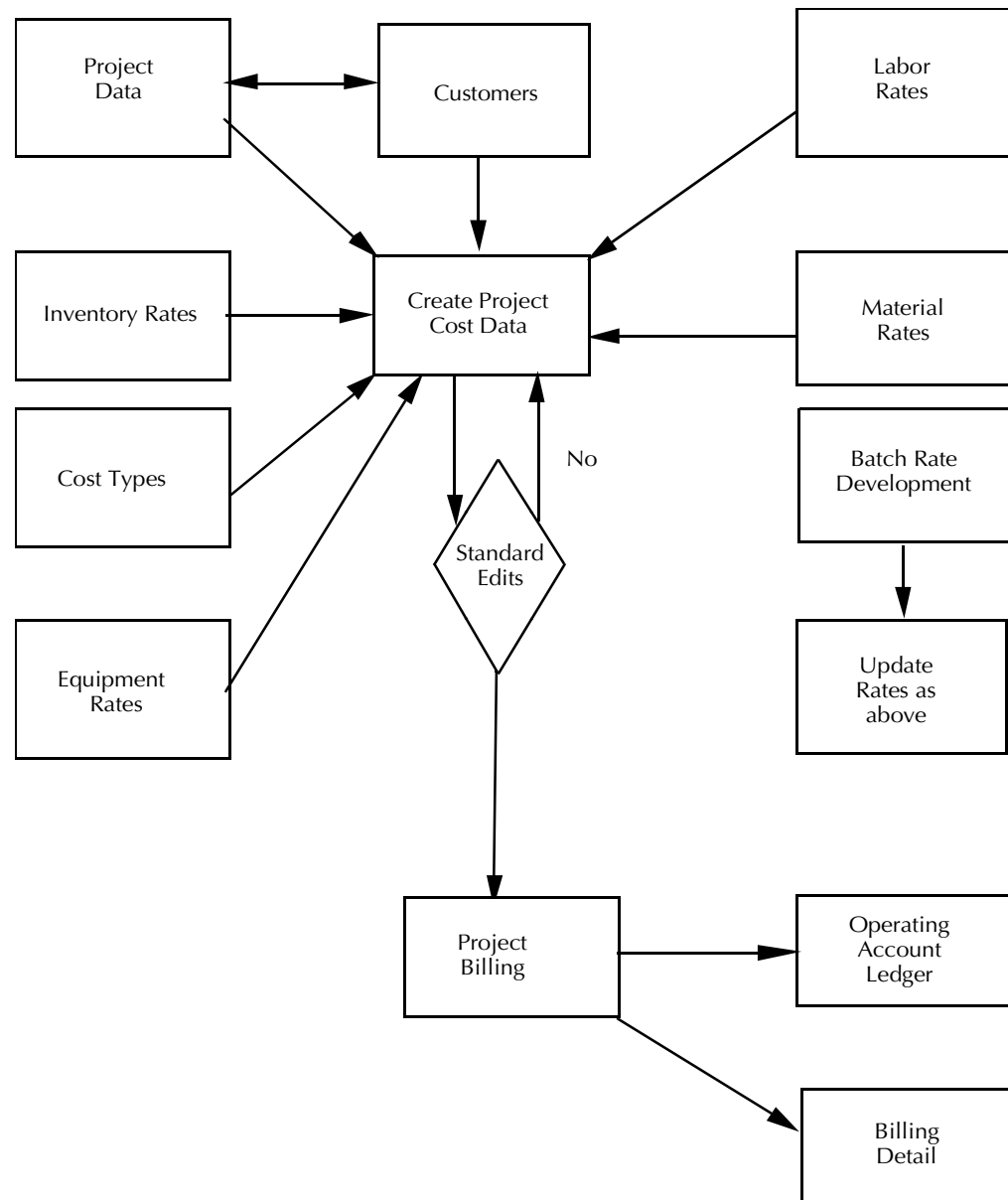
## Employee Code List Form (FCVEMPL)

---

Use the Employee Code List Form to view a list of employee codes and the charts of accounts and organizations to which the employees are assigned. Access this form from the Cost Accounting Query Menu (\*FINCOSTQ).

This form is query only. You may use the Enter Query and Execute Query functions to query a specific chart of accounts, organization, or employee code.

## Cost Accounting Process Flow



## List of Cost Accounting Reports and Processes

---

You can obtain information collected on the Cost Accounting module from the following reports and processes.

FCBBILL	Cost Accounting Billing Process
FCBEQPT	Equipment Rental Rate Calculation Report
FCBINVT	Inventory Handling Rate Calculation Report
FCBLABR	Labor Rate Calculation Report
FCBMATL	Material Management Rate Calculation Report
FCRBDTR	Cost Accounting Billing Detail Report
FCRSCHD	C/A Rate Schedule Report
FCRVARA	C/A Variance Analysis Report

Refer to Chapter 25, “Reports and Processes,” for a sample of each report.

# Archive/Purge

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## Introduction

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Banner Finance has the capability of archiving, purging, and restoring data relative to the transaction history (FGBTRNH) and transaction detail (FGBTRND) tables. By reducing the number of records stored in the database, this capability can improve performance and increase available disk space.

**Warning:** Archive/Purge should *only* be performed on a production database by your installation's database administrator using the guidelines provided in the *Finance TRM Supplement*.

## Menu Navigation Table

---

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Finance System Menu (\*FINANCE).

FXITRND	Archive — Detail Transaction Activity Form Enables you to display an online view of detailed transaction activity for operating ledger accounts for archived documents.
FXIGLAC	Archive — General Ledger Activity Form Enables you to view detailed transaction activity for General Ledger accounts of archived documents by account number in an online summary.
FXIENCD	Archive — Detail Encumbrance Activity Form Provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance for archived documents.
FXIDOCR	Archive — Document Retrieval Inquiry Form Provides online query capability for all archived transactions processed by the system. Information displayed includes vendor description, account number, and amount.

## Archive/Purge Forms

---

This section provides you with examples and descriptions for each form within the Archive/Purge feature of Banner Finance.

Forms are presented in the order that they appear on the Archive Menu (\*FINARCH).

Each form contains a description, instructions on how to use the form, and essential field information.

For detailed information on the Archive/Purge processes, refer to Chapter 2, “Processing” and Chapter 25, “Reports and Processes.”

## Archive — Detail Transaction Activity Form (FXITRND)

---

Use the Archive — Detail Transaction Activity Form to display an online view of detailed transaction activity for operating ledger accounts for archived documents. Access this form from the Archive Menu (\*FINARCH).

### *Key Information*

Enter the desired FOAPAL combination (Fund, Organization, Account, Program, Activity, Location) that you wish to query. The **Query Type** field defaults to *S* for Specific Account when you enter an account code. Otherwise, the query mode defaults to *R* for Relative Starting Point. You may select *C* (Committed) or *U* (Uncommitted) in the **Commit Type** field to display only the selected type of records. This form displays both Committed and Uncommitted accounting records when the **Commit Type** field is left blank. Select Next Block.

### *Detail Information*

The system is in query mode when you enter the Detail Information.

Use the fields in the Detail Information to refine your query, then select Execute Query to retrieve data or Exit to cancel the query. Details display in Account, Program, and descending date order.

The **Organization** and **Fund** fields are queryable.

The transaction information displays the FOAPAL, sorted by account for posted activity. Use the horizontal scroll bar to view the **Document**, **Description**, **Commit Type**, **Fund**, **Activity**, and **Location** fields.

When a query is executed, the **Total** field displays the total of the positive and negative amounts of the first ten records retrieved by the query. Select Next Set of Records to display the next ten records retrieved by the query and to update the **Total** to include the first 20 rows.

Due to the number of records in the Transaction History Detail Table (FGBTRND), the total for all records is not displayed automatically when the query is executed. Select Duplicate Record to display the last record retrieved by the query and to display the total for all records retrieved by the query.

**Caution:** The query should be carefully formulated to ensure that the **Total** field will display a relevant amount.



## Archive — General Ledger Activity Form (FXIGLAC)

---

Use the Archive — General Ledger Activity Form to view detailed transaction activity for General Ledger accounts of archived documents by account number in an online summary. Access this form from the Archive Menu (\*FINARCH).

Enter the **Chart of Accounts** code. The **Fiscal Year** and **Fund** are required. Select List to see a list of available values for all Key Information fields except the **Period** Number.

Select Next Block. The General Ledger activity defaults. The General Ledger activity information fields are query only. List is available from the **Account** and **Type** fields.

## Archive — Detail Encumbrance Activity Form (FXIENCD)

---

The Archive — Detail Encumbrance Activity Form provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance for archived documents. Access this form from the Archive Menu (\*FINARCH).

This is a query-only form. Enter the encumbrance number to view the activity. List is available. Select Next Block.

The system displays all accounting and vendor data, including year-to-date posted transaction activity. The **Balance** field calculations summarize the balances for the most current fiscal year for the encumbrance. The system displays the fiscal year containing the summarized balances in the Detail Information.

## Archive — Document Retrieval Inquiry Form (FXIDOCR)

---

The Archive — Document Retrieval Inquiry Form provides online query capability for all archived transactions processed by the system. Information displayed includes vendor description, account number, and amount. Access this form from the Archive Menu (\*FINARCH).

Enter the **Document** number and document **Type**. List is available from both fields. Select Next Block to populate the following fields with the data for the selected document: **Text Exists**, **Transaction Date**, **Fiscal Year**, **Period**, **Items**, and **Commit Type**. If the **Text Exists** indicator shows a Y, you may view the document text by selecting **Document Text** from the options menu.

Refer to Chapter 10, "Purchase Order Processing" for detailed information about FOATEXT and FOAPOXT.

Text for Requisitions, Purchase Orders, Bids, Agreements, and Change Orders displays on the Procurement Text Entry Form (FOAPOXT). Text for all other documents displays on the General Text Entry Form (FOATEXT).

The transaction detail for the selected document is displayed in the Detail Information. The system assigns the online display for Purchasing and Procurement documents the same accounting sequence number for each of the amounts (extended, discount, additional, tax) for each accounting distribution within each commodity. For example, FXIDOCR shows the various amounts all with the same sequence number. When viewing these types of documents, the sequence number and the associated rule class code (**Journal Type** field) help you determine which amount is being displayed.

## Archive — List of Transaction History Documents Form (FXQDOCN)

---

The Archive — List of Transaction History Documents Form displays valid document numbers, document type, commit type (if applicable), vendor description, transaction date, and activity date.

**Note:** This form can be reached only by selecting List from the **Document** field on the Archive — Document Retrieval Inquiry Form (FXIDOCR). It cannot be reached directly from a menu.

This is a query-only form.

Choose **Select** or select Exit With Value from the **Document** field of this form to populate the Archive — Document Retrieval Inquiry Form with the selected document number.

Use the Enter Query and Execute Query functions from the **Document** and **Document Type** fields to display valid documents in your system. You may request a display of documents which are *U* (Uncommitted) or *C* (Committed) using the **Commit Type** field.

## Archive — Documents Posting Form (FXQDOCP)

---

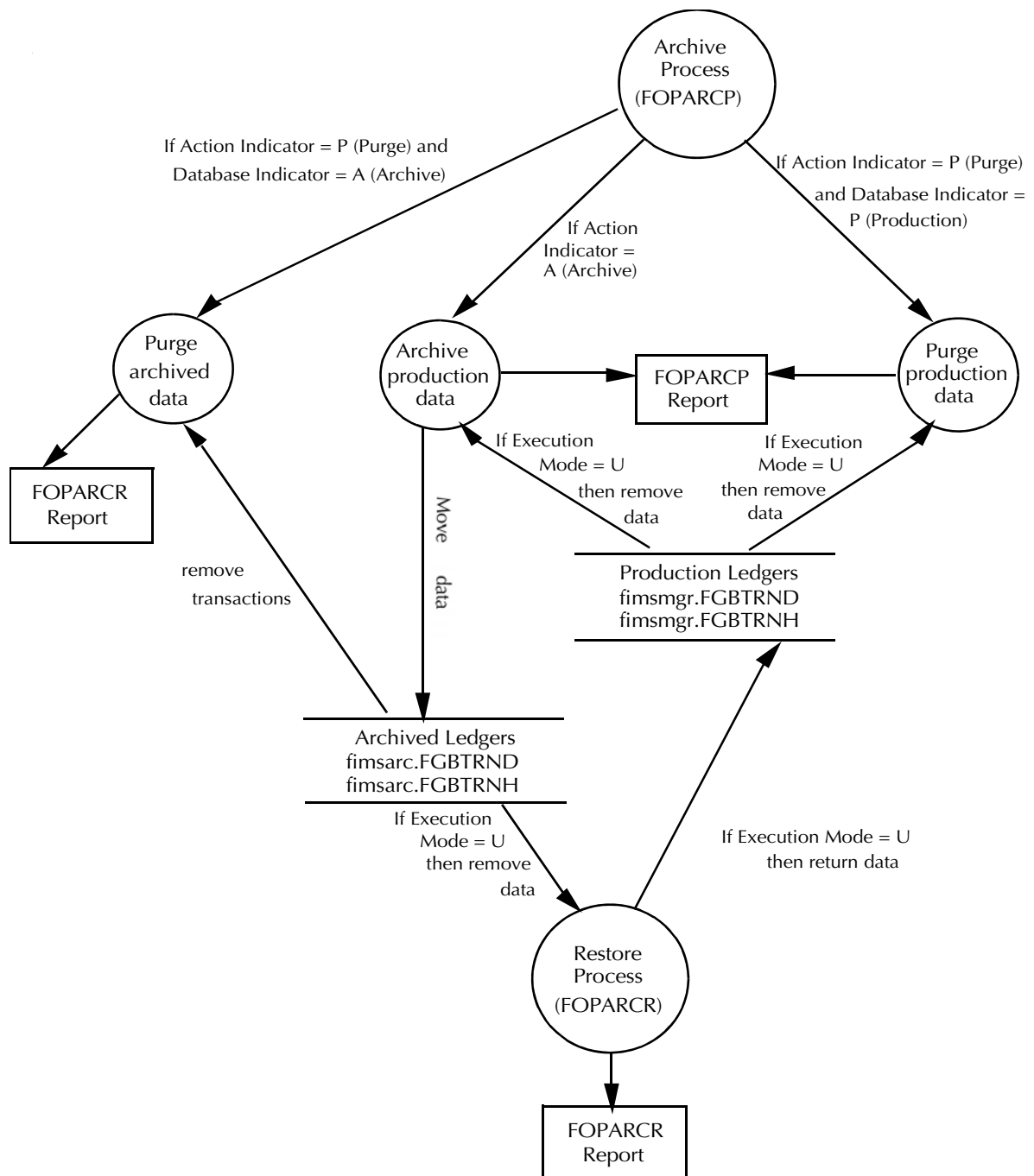
The Archive — Documents Posting Form displays the postings of each sequence number.

**Note:** This form can be reached only by selecting Duplicate Item from the **Item** field on the Archive — Document Retrieval Inquiry Form (FXIDOCR). It cannot be reached directly from a menu.

This is a query-only form.

This form provides a listing of all transactions posted to a fund and organization. The query may be further restricted by account, program, activity, or location, and by accounting period. This form is used to analyze specific activity to an account. Because of the retrieval options available, this query is a useful tool for retrieving transaction information about a particular account.

## Archive/Purge Process Flow



## List of Archive/Purge Reports and Processes

---

The following processes support Archive/Purge:

FOPARCP	Archive/Purge Process — The Archive process is the method by which data is copied from the production current tables into another table structure. Data which resides on the archive tables can be purged when it is outdated or no longer needed. The Purge process deletes data from the production current or production archive tables. A database indicator is included among the parameters to determine which database will be purged.
FOPARCR	Restore Process — The Restore Process reestablishes previously archived data into the production current tables. The restored data will be removed from the production archive tables as part of the Restore Process. Purged data cannot be restored. The Restore Process consists of a series of user enterable parameters that control which data will be restored.

Refer to Chapter 25, “Reports and Processes,” for descriptions, parameter listings, and sample output.

# Investment Management

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## Introduction

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The Investment Management system enables a financial entity to account for endowments and permits equitable distribution of earnings and realized gains/losses. Earnings of each investment pool are allocated based on each endowment's equity in the pool.

The features of this system enable inquiries to assist management in achieving investment objectives. Use the Fund Code Maintenance Form (FTMFUND) in Chapter 4, "General Ledger," to define endowment and pool funds. Use the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ) in Chapter 5, "General Accounting Transactions," to enter transactions that are related to the endowment and pool fund.

## Menu Navigation Table

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If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt.

Access this menu from the Finance System Menu (\*FINANCE).

*FINIMTABLES	Investment Management Table Menu Provides access to the forms needed to enter, maintain, and query investment management maintenance data.
*FINIMQRY	Investment Management Query Menu Provides access to the Investment Pool Query Form (FIIPPOOL) and the Investment Pool Hierarchy Form (FIIPHIS).

### Investment Management Table Menu (#FINIMTABLES)

Access this menu from the Investment Management Menu (\*FININVEST).

FTMCOAS	Chart of Accounts Code Maintenance Form Enables you to define and maintain FOAPAL (Fund, Organization, Account, Program, Activity, Location) code data for each chart of accounts.
FTMFUND	Fund Code Maintenance Form Enables you to establish fund codes for a specific chart of accounts.
FOMPROF	User Profile Maintenance Form Enables you to establish a user's global security access and overage allowances.
FIASPND	Spendable Amount Maintenance Form Enables you to maintain the spendable amount for an investment fund. You may enter many accounting records with varying Activity Dates.

### Investment Management Query Menu (\*FINIMQRY)

Access this menu from the Investment Management Menu (\*FININVEST).

FIIPPOOL	Investment Pool Query Form Displays summarized information for a pool fund as well as detailed information for individual investment funds involved in the pool.
FIIPHIS	Investment Pool History Query Form Displays detailed information for individual investment funds involved in the pool.

## Investment Management Table Forms

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This section provides you with examples and descriptions for each form within the Investment Management Table feature of the Investment Management module.

Forms in this section flow in the order that they appear on the Investment Management Table Menu (\*FINIMTABLES).

Each form contains a description and instructions on how to use the form.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."



## Chart of Accounts Code Maintenance Form (FTMCOAS)

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Use the Chart of Account Code Maintenance Form to define and maintain FOAPAL (Fund, Organization, Account, Program, Activity, Location) code data for each chart of accounts. Access the form displayed below from the Investment Management Table Menu (\*FINIMTABLES) or from the Chart of Accounts Account Codes Menu (\*FINCHRTA).

Each chart of account code identifies a separate and distinct entity-accounting relationship within the installation. The Chart of Accounts Code Maintenance Form consists of three windows. The main window identifies the chart of account and global budget control parameters.

When you add Chart of Accounts, InterFund, Accrual, and Fund Balance Accounts to the chart, update this form.

### Budget Control Keys block

The Budget Control keys enable you to define budget control performance based on the Account Index and Fund, Organization, Account, and Program values. The Budget Control keys indicate whether the system uses the data element(s) in Available Balance Checking.

The **Control Period** field accepts one of the following values:

enter <i>A</i>	to indicate the Total Annual Budget for available balance checking for budget control purposes
enter <i>Q</i>	to indicate the Year-to-End of Quarter Budget for available balance checking for budget control purposes
enter <i>Y</i>	to indicate the Year-to-Date Budget for available balance checking for budget control purposes

The **Control Severity** field issues the following messages:

enter <i>D</i>	Dual rules by Fund/Organization combination, allows the transaction to proceed
enter <i>E</i>	Exceeding Budget Generates Error
enter <i>M</i>	Mixed YTD - Warning; Annual Error
enter <i>W</i>	Warning

Once you enter all the required data, select Next Field to access the Parameters Window.

## Parameters Window

To access this window, select Parameters from the options menu. Use the Parameters Window to specify global year-end account and roll-over parameters.

You may choose to roll encumbrances to the upcoming fiscal year as committed or uncommitted. You have the option of assigning the entire chart of accounts (fund, organization, account, program) as committed or uncommitted or selectively assign the fund types.

A committed encumbrance is a prior year encumbrance that you roll to the current year whose purpose and budget you set *apart* from the current year's operating budget. A committed encumbrance contains a commitment indicator of *C* and the budget line item on the Operating Ledger also contains a *C* in the commitment indicator.

## Spending Formula Hierarchy Window

The Spending Formula Hierarchy Window enables you to specify accounting structures supporting Investment Management module processing and posting. To access this window, select Spending Formula from the options menu

**Note:** Enter the accounting fields *before* you enter the Fund Code Maintenance Form (FTMFUND). As long as you enter the accounting structure on FTMCOAS, you may enter a *different* accounting structure on FTMFUND. This hierarchy is optional.

Fields	Descriptions
Current Year Income	Use this indicator to identify the order in which the system distributes spending amounts from different sources to unrestricted funds to cover the spendable amount. The <b>Utilizing Spendable Return</b> on Window 4 of the Fund Code Maintenance Form (FTMFUND) must equal <i>Y</i> if a value displays in the <b>Current Year Income</b> field.
Current Year Income Account/ Organization/ Program	Use these fields to indicate the transfer account structure to which the system distributes spending amounts from the investment fund to cover the spendable amount.
Prior Year Retained Income	Use this indicator to identify the order in which the system distributes spending amounts from different sources to unrestricted funds to cover the spendable amount. The <b>Utilizing Spendable Return</b> on Window 4 of FTMFUND must equal <i>Y</i> if a value displays in the <b>Prior Year Retained Income</b> field.

Fields	Descriptions
Prior Year Retained Income Account/ Organization/ Program	Use these fields to indicate the transfer account structure to which the system distributes spending amounts from the investment fund to cover the spendable amount.
Realized Gains/ Losses	Use this indicator to identify the order in which the system distributes spending amounts from different sources to unrestricted funds to cover the spendable amount. The <b>Utilizing Spendable Return</b> on Window 4 of FTMFUND must equal Y if a value displays in the <b>Realized Gains/Losses field</b> .
Realized Gains/ Losses Account/ Organization/ Program	Use these fields to indicate the transfer account structure to which the system distributes spending amounts from the investment fund to cover the spendable amount.
Prior Year Realized Gains/ Losses	Use this indicator to identify the order in which the system distributes spending amounts from different sources to unrestricted funds to cover the spendable amount. The <b>Utilizing Spendable Return</b> on Window 4 of FTMFUND must equal Y if a value displays in the <b>Prior Year Realized Gains/Losses field</b> .
Prior Year Realized Gains/ Losses Account/ Organization/ Program	Use these fields to indicate the transfer account structure to which the system distributes spending amounts from the investment fund to cover the spendable amount.

## Fund Code Maintenance Form (FTMFUND)

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The Fund Code Maintenance Form enables you to establish fund codes for a specific chart of accounts.

A fund code defines a self-balancing set of accounts.

Access the Fund Code Maintenance Form from the Chart of Accounts Account Codes Menu (\*FINCHRTA) or the Investment Management Table Menu (\*FINIMTABLES).

FTMFUND supports standard Effective Date Processing for funds.

The **Capitalization Fund Ind** (Indicator) allows you to determine the Fund destination for capitalization entries. Select from the following two options:

- *Cap Different or No Cap* - Select this option when the capitalization entries are made in a fund that is separate and distinct from the source or acquiring fund. If you select this option, the **Capitalization Fund** field is required and the entry in that field must have an Internal Fund Type of 96.
- *Cap Fund Same As Source Fund* - This option assumes that capitalization entries are made within the source or acquiring fund. This may apply to funds that exist on self-generated revenue. If you select this option, the system populates the **Capitalization Fund** field with the source fund code. There are no restrictions on fund type when this option is selected.

The **Cap Equity Acct** code acts as the offset account code for the capitalization entries. This code must have an Internal Account Type of 40, 90, or 95. The **Capitalization Fund** is a fund code which represents a Plant or Fixed Asset Account Group to be used in making capitalization entries. An entry in this field must be an Internal Fund Type of 96 unless it is a system-supplied entry.

Select Next Field from the **Window** field to access the subsequent windows for this form or enter the desired window number in the **Window** box and press Enter.

#### *Restriction Indicator*

Use the **Restriction Ind** (Indicator) to determine what type of Fund/Account combination you wish to report on your FASB117 Reports. Possible values for the **Restriction Ind** include:

*T* - Temporarily Restricted  
*U* - Unrestricted  
*P* - Permanently Restricted

### FTMFUND Window 2

The **Chart of Accounts**, **Fund**, and fund **Title** values default from Window 1 of this form. Use this window to define budget parameters and construction project information.

Select Next Field from the **Window** field to access the subsequent windows for this form, or enter the desired window number in the **Window** box and press Enter.

### FTMFUND Window 3

Window 3 of the Fund Code Maintenance Form contains fields that specifically support the Investment Management module. This window enables you to enter an investment pool fund and associate an existing fund to a pool fund.

Select Next Field from the **Window** field to access the subsequent windows for this form, or enter the desired window number in the **Window** box and press Enter.

#### FTMFUND Window 4

Window 4 of the Fund Code Maintenance Form contains fields that specifically support the Investment Management module. This window enables you to define spending formula information. The Spending Formula Hierarchy is defined in detail in the documentation for the Chart of Accounts Code Maintenance Form (FTMCOAS).

Select Next Field from the **Window** field to access the subsequent windows for this form, or enter the desired window number in the **Window** box and press Enter.

#### FTMFUND Window 5

Window 5 of the Fund Code Maintenance Form contains fields that specifically support pro-rata allocation. This window enables you to specify the Allocation **Target Fund**, the default Source Contra-Account (Organization/Account/Program) and the default Allocation Percentage (**Percent**) on the Source Fund record. Entries to any or all five fields are optional and may contain null values.

The default Source **Contra-Acct** (Account) may accept accounts of any Internal Account Type value. The **Percent** field will accept only positive values from 0.00% to 100.00%. The Allocation **Target Fund** field must be populated for allocations to occur. If the Default Source Contra-Account (Organization/Account/Program) fields are null, the allocation will occur using the data on the Allocation Charge Maintenance Form (FTMALCH) if present; otherwise, the Organization/Account/Program of the original transaction will be used. If the Default Allocation Percentage is 0.00% or null, no allocations will occur unless the percentage is defined on FTMALCH.

Select Next Field from the **Window** field to access the other windows for this form, or enter the desired window number in the **Window** box and press Enter.

#### FTMFUND Window 6

Window 6 of the Fund Code Maintenance Form defines certain default values related to fixed assets.

The **Depreciation/Posting Indicator** determines whether depreciation entries are posted to both the Fixed Assets module and the General Ledger, posted to the Fixed Assets module only, or not posted at all.

The **Expense/Equity Account Default Indicator** sets the value for the kind of account code that will be used to process Depreciation entries. This account code will be either an OPAL (Internal Account Type 60 or 70) or GL Account Code

(Internal Account Type *10, 40, 90, or 95*). This indicator signals the Depreciation Process to use the appropriate depreciation rule class.

The **Gain Account** and **Loss Account** fields define the account codes used for posting a gain or loss on the sale or other disposal of Fixed Assets, respectively. The codes in these fields may be an Internal Account Type *40, 50, 60, 70, 90, or 95*.

You may set Fixed Asset Fund Defaults for **Orgn** (Organization), **Prog** (Program), **Actv** (Activity), and **Locn** (Location) to be used in making depreciation, gain, or loss postings on the capitalization fund record or gain/loss postings on the source fund record.

Select Next Field from the **Window** field to access the subsequent windows for this form, or enter the desired window number in the **Window** box and press Enter.

## User Profile Maintenance Form (FOMPROF)

---

The User Profile Maintenance Form displays after you select it from the Investment Management Table Menu (\*FINIMTABLES) or from the Financial System Security Menu (\*FINSECR). This form establishes a user's global security access and overage allowances.

Associate the **User Name** with the **User ID**. Associate the User ID with the data in the following fields: **Budget ID**, **COA**, **Master Fund**, **Master Organization**, and **NSF Override**.

### *Invoicing Feature*

Enter the dollar value threshold for paying invoices without evidence of receipt using the System Control Maintenance Form (FOASYSC) in the **Invoice Amount Requiring Receipt** field. This is the dollar amount that the system requires receiving information to pay the invoice.

The **Invoice Overage Tolerance** field represents the percentage of dollars over the original purchase order amount over which the Invoice/Credit Memo Form (FAAINVE) user, usually an A/P clerk, can pay an invoice. This value takes into account the amount (that is, quantity x unit price). In the **Invoice Tolerance Amount** field, enter the dollar amount limit for overpayments.

The overage and amount fields work together. For example, your site's policies may stipulate that A/P clerks can pay up to 10% more than the ordered amount (quantity x unit price), not to exceed \$100.00. In this case, enter *10* in the **Invoice Overage Tolerance** field and enter *100* in the **Invoice Tolerance Amount** field.

The Invoice/Credit Memo Form (FAAINVE) which is used to pay purchase orders uses these control parameters. The Receiving Goods Form (FPARCVD), the Receiving/Matching Status Query Form (FAIIREC), and the Receiving/Matching Detail Query Form (FPIIREC) facilitate management of the receiving function.

If the approved amount plus the previously paid amount on the invoice is greater than the ordered amount, FFAINVE checks the values in both the **Invoice Overage Tolerance** and **Invoice Tolerance Amount** fields. FFAINVE then calculates the lower amount and determines whether the user has the authority to complete the invoice. Using the previous example, with fields valued with 10% and \$100.00, the invoice approved amount is \$10,500.00 with an ordered amount of \$10,000.00. Even though the overage amount as a percentage is less than 10%, the invoice form will still prevent the invoice from being completed because the amount in dollars exceeds the \$100.00 specified in the **Invoice Tolerance Amount** field.

If you impose no limits on overage payments, leave these fields blank. If all overpayments require further scrutiny, enter 0 (zero) in these fields. The system uses these two fields together. If you enter a value for one field, you must enter a value for the other field. If you do not enter values in both fields, the system assumes that the blank value prevails.

#### *Receiving Feature*

On FOMPROF, the **Receiving Overage Tolerance** and **Receiving Override** fields pertain to those users who receive goods using the Receiving Goods Form (FPARCVD). These fields enable you to control overshipments or to duplicate shipments from vendors. For example, enter the percentage in excess of the ordered quantity that the user has the authority to accept into the **Receiving Quantity Overage Tolerance** field. Your site procedures might authorize a receiving clerk to receive up to 10% over the ordered quantity. Quantities over that limit, however, require further investigation involving Purchasing or other personnel. The receiving clerk will still be able to receive the goods, but the system considers the packing slip document in suspense and flags the document as an exception in the Receiving/Matching Process (FABMATC).

Depending on your site's procedures, you may choose to handle the Receiving Overage condition by overriding the suspense flag. Select the **Receiving Override** box to enable those users, typically a supervisor, to override a suspense as the result of an overshipment.

#### *Investment Management Overrides*

The Investment Management Override indicators are optional when you use the Investment Management module. Select these override indicators for the established User ID. You may leave these indicators blank. NULL equals N (No).

## **Spendable Amount Maintenance Form (FIASPND)**

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Access the Spendable Amount Maintenance Form from the Investment Management Table Menu (\*FINIMTABLES). This form enables you to maintain the spendable amount for an investment fund. You may enter many accounting records with varying Activity Dates.

Security is defined on the User Profile Maintenance Form (FOMPROF).

Enter or query data using the **Spendable Amount** and **Distributed Spendable Amount** fields. Your user ID security must provide you with override authority to update these fields. Select the box to the left of the **Spendable Amount** or the **Distributed Spendable Amount** field on the User Profile Maintenance Form (FOMPROF) if you need override capability.

The Distribution of Income Report Process (FIRDIST) calculates the **Distributed Spendable Amount** value and the **Distributed Period End Date**.

Fields	Descriptions
Chart of Accounts	Responsible Chart of Accounts code. (button) List Chart of Accounts List
Fiscal Year	Enter the two-digit fiscal year in this field. (button) List System Control Fiscal Year List
Investment Fund	The Investment Fund Code should be entered in this field, and a description will be displayed. (button) List Fund Code Validation Form (FTVFUND)
Spendable Amount	The spendable amount that must be satisfied for the fiscal year.
Distributed Spendable Amount	The amount that was distributed during the last execution of the spending formula process. Summing this column for a fiscal year will equal the total amount that was distributed to the current fund for the year.
Distributed Period End Date	Displays the date on which the spendable amount was distributed to the current fund.
Activity Date	The Activity Date indicates the date on which the spending formula process was actually executed.
Total	Indicates the total distributed spendable amount for the fiscal year.



## Investment Management Query Forms

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This section provides you with examples and descriptions for each form within the Investment Management Query feature of the Investment Management module.

Forms in this section flow in the order that they appear on the Investment Management Query Menu (\*FINIMQRY).

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

### Investment Pool Query Form (FIIPPOOL)

---

Access the Investment Pool Query Form (FIIPPOOL) from the Investment Management Query Menu (\*FINIMQRY). This is a query-only form. This form displays summarized information for a pool fund as well as detailed information for individual investment funds involved in the pool.

The **Chart of Accounts** and **Pool Fund** are required fields on this form; List is available for both of these fields. Enter the Chart of Accounts and the Pool Fund to perform a query. The **Pool Fund** description and the **Pool Method** field values default from the Fund Code Maintenance Table (FTVFUND). A value for the **Last Activity** field is system generated. Select Next Block to access the Investment Pool Summary Information Window.

See the following pages for additional information on windows 2 and 3.

The **Chart of Accounts** and the **Pool Fund** values entered determine what displays in the additional windows of this form. When you select Next Block, Window 2 of the form displays if the pooling method is *U* (Unitized). Window 3 of the form displays if the pooling method is *A* (Averaged daily balance).

**Note:** When you access FIIPPOOL from the Fund Code Maintenance Form (FTMFUND), FTMFUND automatically defaults the Chart of Accounts and the Pool Fund values.

Fields	Descriptions
Chart of Accounts	Responsible Chart of Accounts code. (button)      List      Chart of Accounts List

Fields	Descriptions
Pool Fund	Enter the pool fund code in this field. (button)      List      Fund Code Validation Form (FTMFUND)
Last Activity	This field displays the last date on which activity occurred.
Pool Method	Displays <i>A</i> for the Averaged method or <i>U</i> for the Unitized method. This value will default based on the pool fund entered.
Pool Fund Unit Value	Indicates the value of the unit in the pool.
Investment Pool Summary	Provides investment pool summary information according to the pool method you chose (Averaged or Unitized). (button)      Next Block      Investment Pool Summary Information Window

## Window 2- Investment Pool Summary Information Window (Unitized)

Window 2 displays if the pool fund is using the Unitized Pooling Method. You may enter and execute queries from the **COA** and **Fund** fields.

This window contains the unit value of the pool fund, the total number of units contained in the pool fund, and the total value of the investment funds in the pool fund.

This window consists of multiple rows of records containing the chart of accounts, the investment fund, the description of the investment fund, the percentage the investment fund has in the pool, the number of units for the investment fund, and the total value associated with the investment fund. Scroll through the list of records by selecting Next Record or Previous Record. Select Next Set of Records to view the next screen of records. Select Previous Block to access the main window.

Fields	Descriptions
COA	Displays responsible Chart of Accounts code.
Fund	Displays the endowment fund participating in the pool defined on the main window.
Percentage of Pool	Indicates the percentage of the fund's participation in the pool.

<b>Fields</b>	<b>Descriptions</b>
Number of Units	Indicates the number of units owned by this endowment fund.
Total Value	The total value associated with the investment fund.
Spendable	Indicates the spendable amount per year.
Distributed Spendable	The amount that was already distributed as a result of the execution of the spending formula process.
Totals	Displays the total of all the endowment funds that participate in the pool.

### Window 3- Investment Pool Summary Information Window (Averaged)

Window 3 displays if the pool fund is using the Averaged Daily Balance Pooling Method. You may enter and execute queries from the **COA** and the **Fund** fields.

The Investment Pool Summary Information Window (Averaged) displays the total value of the investment funds in the pool fund.

This window displays multiple rows of records containing charts of accounts, investment funds, descriptions of investment funds, percentages of the investment funds in the pool, and the total value of the investment fund. Scroll through the list of records by selecting Next Record or Previous Record. Select Next Set of Records to view the next screen of records. Select Previous Block to access the main window.

<b>Fields</b>	<b>Descriptions</b>
COA	Displays responsible Chart of Accounts code.
Fund	Displays the endowment fund participating in the pool defined on the main window.
Percentage of Pool	Indicates the percentage of the fund's participation in the pool.
Total Value	The total value associated with the investment fund.
Spendable	Indicates the spendable amount per year.
Distributed Spendable	The amount that was already distributed as a result of the execution of the spending formula process.

Fields	Descriptions
Total	Displays the total of all the endowment funds that participate in the pool.

## Investment Pool History Query Form (FIIPHIS)

Access the Investment Pool Query Form (FIIPHIS) from the Investment Management Query Menu (\*FINIMQRY). This is a query-only form. This form displays detailed information for individual investment funds involved in the pool.

The **Chart of Accounts** and **Pool Fund** are required fields on this form; List is available for both of these fields. Enter the Chart of Accounts and the Pool Fund to perform a query. The **Pool Fund** description and the **Pool Method** field values default from the Fund Code Maintenance Table (FTVFUND). **Last Activity** is system generated. Select Next Block to access the Investment Pool Detail Information Window.

See the following pages for additional information on windows 2 and 3.

The **Chart of Accounts** and the **Pool Fund** values entered determine what displays in the Investment Pool Detail Window. After you select Next Block, Window 2 of the form displays if the pooling method is *U* (Unitized). Window 3 of the form displays if the pooling method is *A* (Averaged daily balance).

Fields	Descriptions
Chart of Accounts	Responsible Chart of Accounts code. (button) List Chart of Accounts List
Pool Fund	Enter the pool fund code in this field. (button) List Fund Code Validation Form (FTVFUND)
Last Activity	The last date that activity occurred displays in this field.
Pool Method	An <i>A</i> indicates the Averaged method, and a <i>U</i> indicates the Unitized method. This value will default based on the pool fund entered.
Pool Detail	Provides investment pool detail information according to the pool method (Averaged or Unitized). (button) Next Block Investment Pool Detail Information Window

## Window 2- Investment Pool Detail Information Window (Unitized)

Window 2 displays if the pool fund is using the Unitized Pooling Method. You may query from the **Chart of Accounts** and **Fund** fields.

This window contains multiple rows of records containing the chart of accounts, investment fund, transaction date, description of the investment fund, unit value of the pool fund on the date the transaction took place, number of units bought into the pool, and transaction amount. Scroll through the list of records by choosing Next Record or Previous Record. Select Next Set of Records to view the next screen of records. Select Previous Block to access the main window.

Fields	Descriptions
Chart of Accounts	Displays the responsible Chart of Accounts code.
Fund	Displays the investment fund code.
Transaction Date	Displays the transaction date that the investment was made in the pool.
Description	Displays a description for the investment fund.
Unit Value	Displays the value of each unit in the pool.
Number of Units	Displays the number of units invested in the pool.
Transaction Amount	Displays the amount of the transaction.

## Window 3- Investment Pool Detail Information Window (Averaged)

Window 3 displays if the pool fund is using the Averaged Daily Balance Pooling Method. You may query from the **Chart** and the **Fund** fields.

This window displays multiple rows of records containing chart of accounts, investment funds, descriptions of investment funds, transaction date, and transaction amount. Scroll through the list of records by selecting Next Record or Previous Record. Select Next Set of Records to view the next screen of records. Select Previous Block to access the main window.

Fields	Descriptions
Chart of Accounts	Displays the responsible Chart of Accounts code.
Fund	Displays the investment fund code.
Description	Displays a description for the investment fund.
Transaction Date	Displays the transaction date that the investment was made in the pool.
Transaction Amount	Displays the amount of the transaction.

## List of Investment Management Reports

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The following reports support Investment Management processing:

FIRBVAL	IMM Treasurer's Cash/Unit Ledger Report — The Treasurer's Cash/Unit Ledger Report tracks an investment fund's daily balance in the pool. Two reports will run: one for the unitization pooling method and one for the averaged daily balance pooling method. For each report, the beginning balance transactions for the specified period and the ending balance are shown.
FIRDIST	Distribution of Income Report — The Distribution of Income Report allows you to distribute cash income and realized gains/losses from a pool fund to the funds that participate in the pool. You can distribute income separately from realized gains/losses by defining the frequency of distribution on the pool fund record and by entering the appropriate parameter during execution. Define the frequency of the distribution on the pool fund record. Valid options for distribution frequency are <i>M</i> (Monthly), <i>Q</i> (Quarterly), <i>S</i> (Semi-annually), and <i>A</i> (Annually).
FIRLINK	Linkage to Fund Report — The Linkage to Fund Report prints a comparison between the linkage fund and any additional linked fund(s).
FIRPVAL	Change in Valuation — This report tracks summary information for a pool fund over a specified period. It shows the market value of the pool fund at the beginning of the period, at the end of the period, and at the same period of the previous year.

FIRRDST	Redistribution of Income — This report produces a hard copy output of the corrected amount of distribution of income or gains that the system redistributes among funds participating in a pool.
FIRUNIT	Unitization Process — The Unitization Process maintains a fund's participation in an investment pool regardless of whether the fund is using the unitized method or an averaged daily balance method. The records contained in the Pool Collector Table (FIBPOOL) drive this process. This process allows you to update the unit value of a selected pool. If you select the update option, the system updates the unit value(s) and the unitization process does not occur. You may execute this process using the sleep/wake process.

Refer to Chapter 25, “Reports and Processes,” for descriptions, parameter listings, and sample output.

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## Introduction

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The Research Accounting module enables you to track grants from the time you submit a proposal to a funding agency through the award and disbursement process. This module also enables you to perform accounting, reporting, and billing functions after you receive a grant award.

*Proposals* and *Grants* are maintenance and tracking tools primarily used by researchers and research administrators. These components enable you to set up proposals and/or grants that include information such as key personnel, funding agency contact, and funding agency address. You can also create proposal and/or grant budgets and perform indirect cost (F & A) and cost share calculations.

*Grant Billing* enables users to track grant expenditures (billed and unbilled) and payments received from sponsoring agencies. It also enables you to generate bills and reports for sponsoring agencies in the standard formats (for example, 272) as well as in formats defined by your institution. In addition, you can use this component to process payments received from sponsoring agencies.

## Research Accounting Master Elements

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Several codes on the Proposal Maintenance Form are created through and validated against the System Data Maintenance Table (FTVSDAT).

The following table depicts the field on the Proposal Maintenance Form (FRAPROP) and its cross reference to the values defined on this table. You will see in the *Optional #1* column that certain examples were created for your use. These codes may be altered, used as provided, or deleted at your site to suit your needs.

<i>Form</i>	<i>Field</i>	<i>SDAT Entity/ Usage Code</i>	<i>Attribute Code</i>	<i>Optional #1</i>	<i>Short Title</i>
FRAPROP	Status Code	PRBPROP	Status_Code	A	Awarded
				D	Declined
				N	New
				O	Open
				R	Re-submitted
				S	Submitted
	Proposal Type	FRBPROP	Proposal_Type	A	Agreement
				C	Contract
				G	Grant
	Category	PRBPROP	Category	F	Federal
				N	Non Federal
				R	Other Restricted
	Sub Category	FRBPROP	Sub_Category	CORP	Corporation
				FNDT	Foundation
				FRGN	Foreign
	Indicator	FRRPRPI	ID_Indicator	001	Project Director
				002	Grant Analyst

## Menu Navigation Tables

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The Research Accounting menu can be accessed from the \*FINANCE menu, and includes the following menus. Each menu contains forms that are described in this chapter.

### Research Accounting (\*FINRESEARCH)

Access this menu from the Finance System Menu (\*FINANCE).

*FINRESMAINT	Research Accounting Table Maintenance Provides access to the maintenance and validation forms within the Research Accounting module.
*FINRESPROP	Research Accounting Proposal Provides access to the forms needed to create, maintain, and query proposals and proposal budgets.
*FINRESGRANT	Research Accounting Grants Menu Provides access to the forms needed to create, maintain, and query grants and grant budgets.
*FINRESGRBILL	Research Accounting Grant Billing Menu Provides access to the forms needed to create, maintain, and query bills and reports.
*FINRESARGRBILL	Grant Billing Accounts Receivable Menu Provides access to the forms needed to enter payments received from sponsoring agencies and apply those payments to grants.

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the menus. To use Direct Access, enter the seven-letter name of a form at the Direct Access prompt.

### Research Accounting Table Maintenance (\*FINRESMAINT)

Access this menu from the Research Accounting Menu (\*FINRESEARCH).

FTMBASI	Basis Definition Code Maintenance Form Enables you to define and establish the base for indirect cost (F & A) and cost sharing calculations. The basis may be linked to a proposal for calculations within the Proposal Budget Form (FRABUDP).
FTMINDR	Indirect Cost Rate Code Maintenance Form Enables you to define the indirect cost (F & A) rate.

FRHINDR	Indirect Cost Rate History Form Enables you to query a history of changes on indirect cost (F & A) rates.
FTMINDA	Indirect Cost Charge Code Maintenance Form Enables you to enter the accounts and percentages for overhead charge calculations. Indirect Cost Charge Accounts represent the debit side of the posting transaction for indirect costs (F & A) to the grant fund.
FTMINDD	Indirect Cost Distribution Maintenance Form Enables you to enter the FOAPAL distribution for the recovery of indirect charges. This form creates transactions used for the credit side of indirect costs (F & A) in the ledgers. All of the FOAPAL elements are defined on this form.
FTMCSTR	Cost Share Rate Code Maintenance Form Enables you to enter Cost Share Rate Codes and their related descriptions. This form is also used to record the rate or lump sum amount for cost share calculations.
FTMCSTA	Cost Share Credit Code Maintenance Form Enables you to enter the accounts to which cost share amounts are to be credited or to enter a fund code that can be used as an alternate fund to track cost share activity.
FTMCSTD	Cost Share Distribution Maintenance Form Enables you to define the FOAPAL elements used to reflect the cost (or debit) side of the cost share calculations on the unrestricted fund.
FRASYSC	Research Accounting System Control Form Enables you to create and maintain system control records that store general billing information about grants such as payee name, address, and other system-level defaults.
FTMBECL	Billing Exclusion Maintenance Form Enables you to create and define exclusion codes that automatically restrict billing and place non-allowable accounts on hold.
FTMBFRM	Grant Billing Format Form Enables you to define existing format codes that customize bills and reports.
*FINRESVAL	Research Accounting Table Validation Menu Provides access to all of the Research Accounting validation forms.



## Research Accounting Table Validation (\*FINRESVAL)

Access this menu from the Research Accounting Table Maintenance Menu (\*FINRESMAINT).

FRVBASI	Basis Code Validation Form Provides a list of defined basis codes for query purposes.
FRVCFDA	Catalog of Federal Domestic Assistance Codes Form Enables you to view and define Federal Domestic Assistance Program Codes. These codes are directly related to federal proposals or grants.
FRVEVNT	Event Code Validation Form Provides a list of defined event codes for query purposes.
FRVINDA	Indirect Cost Charge Code Validation Form Enables you to view or select Indirect Cost Charge codes. This form is used for query and selection only.
FRVINDD	Indirect Cost Distribution Code Validation Form Enables you to view or select Indirect Cost Distribution Codes. This form is used for query and selection only.
FRVINDR	Indirect Cost Rate Code Validation Form Enables you to view or select Indirect Cost Rate Codes. This form is used for query and selection only.
FRVISAC	Institution/Sponsor Account Maintenance Form Enables you to cross reference Institution Account Codes and Institution Account Types to Sponsor Identified Account codes. By allowing this cross reference, reports and queries may be enhanced to view proposal budgets from an agency's point of reference.
FRVLCLA	Grants Labor Clearing Accounts Validation Form Enables you to create clearing accounts for labor and grant transactions.
FRVSACT	Sponsor Account Code Maintenance Form Enables you to define and view Sponsor Account codes.
FRVSDAT	Research Accounting User Codes Validation Form Enables you to create user-defined literals and attributes on the Proposal Maintenance Form (FRAPROP) and the Grant Maintenance Form (FRAGRNT).
FRVBECL	Billing Exclusion Validation Form Provides a list of defined exclusion codes for query purposes.

FRVPMSC	Payment Management System Code Maintenance Form Enables you to create and maintain payment management system codes that link together grants that have the same reimbursement requirements and were received from the same sponsoring agency.
FRVBFRM	Billing Format Validation Form Enables you to create, view, and query format codes.

### **Research Accounting Proposal (\*FINRESPROP)**

Access this menu from the Research Accounting Menu (\*FINRESEARCH).

*FINPROPOSAL	Proposal Maintenance Menu Provides access to the forms which allow you to create a proposal or enter budget iterations for a proposal.
*FINPROPQUERY	Proposal Query Menu Provides access to the query forms which allow you to retrieve proposal information.
*FINPROPEVENT	Proposal Events Menu Provides access to the forms which allow you to create and maintain proposal events.

### **Proposal Maintenance (\*FINPROPQUERY)**

Access this menu from the Research Accounting Proposal Menu (\*FINRESPROP).

FRAPROP	Proposal Maintenance Form Enables you to enter or update proposal information. This form is also used to maintain information such as key personnel, agency information, and cost code information for indirect cost (F & A) and cost share calculations on the proposal.
FRABUDP	Proposal Budget Form Enables you to enter and track proposal budgets. This form supports budget iterations which may be developed for the entire length of the project or for each year within the project period.
FOAETXT	Entity Text Entry Form Enables you to view, add, change, or delete text associated with an event.

## Proposal Query (\*FINPROPQUERY)

Access this menu from the Research Accounting Proposal Menu (\*FINRESPROP).

FRIASTP	Proposal Agency Inquiry Form Enables you to monitor proposal activity by agency.
FRIBDSP	Proposal Budget Distribution Inquiry Form Enables you to view proposal budget distributions.
FRIBUDP	Proposal Budget Codes Inquiry Form Enables you to view general information about proposal budgets.
FRIBUDT	Proposal Budget Totals Inquiry Form Enables you to perform an online query of summarized budget data by account number, sponsor account number, account title, or account types for each proposal budget code. FRIBUDT displays cost sharing and sponsor funded amounts information.
FRIEVNP	Proposal Events Inquiry Form Provides a list of proposal events for query purposes.
FRIKPRO	Proposal Title Search Form Enables you to search for a proposal by the words and/or characters in the proposal's title. This form queries both the long and the short title of a proposal, but it only displays the 35 character short title.
FRIPROP	Proposal Codes Inquiry Form Enables you to display a list of all proposal codes.
FRIPRST	Proposal Status History Inquiry Form Enables you to view proposal status history information.
FRIPSTP	Proposal Personnel Inquiry Form Enables you to monitor proposal activity by Personnel ID.

## Proposal Events (\*FINPROPEVENT)

Access this menu from the Research Accounting Proposal Menu (\*FINRESPROP).

FRVEVNT	Event Code Validation Form Enables you to view, add, change, or delete an event.
FRVEGRP	Event Group Validation Form Enables you to group together defined event codes.

FRAEVPA	Proposal Events Assignment Form Enables you to assign defined event codes and event group codes to a proposal.
FRAEVNP	Proposal Event Action Form Enables you to monitor events associated with a proposal.

## **Research Accounting Grants (\*FINRESGRANT)**

Access this menu from the Research Accounting Menu (\*FINRESEARCH).

FRAGRNT	Grant Maintenance Form Enables you to enter or update grant information. This form is also used to maintain information such as key personnel, agency information, and cost code information for indirect cost (F & A) and cost share calculations on the grant.
FRABUDG	Grant Budget Form Enables you to enter and track grant budgets. This form supports budget iterations which may be developed for the entire length of the project or for each year within the project period.
FOAETXT	Entity Text Entry Form Enables you to view, add, change, or delete text associated with an event.
FRMFUND	Research Accounting Fund Maintenance Form Enables you to associate indirect cost codes and cost share codes to a fund.
*FINGRNTQUERY	Grant Inquiry Menu Provides access to the query forms which allow you to retrieve grant information.
*FINGRNTEVENT	Grant Events Menu Provides access to the forms which allow you to create and maintain grant events.

## **Grant Query (\*FINGRNTQUERY)**

Access this menu from the Research Accounting Grants Menu (\*FINRESGRANT).

FRIASTG	Grant Agency Inquiry Form Enables you to monitor grant activity by agency.
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FRIBDSG	Grant Budget Distribution Inquiry Form Enables you to view grant budget distributions.
FRIBUDG	Grant Budget Codes Inquiry Form Enables you to view general information about grant budgets.
FRIBUTG	Grant Budget Totals Form Enables you to perform an online query of summarized budget data by account number, sponsor account number, account title, or account types for each grant budget code. FRIBUTG displays cost sharing and sponsor funded amounts information.
FRIEVNG	Grant Event Inquiry Form Provides a list of grant events for query purposes.
FRIGITD	Grant Inception to Date Form Enables you to view account type information, including adjusted budgets, inception-to-date actual activity, encumbrance, and available balance amounts.
FRIGRNT	Grant Code Inquiry Form Enables you to display a list of all proposal codes.
FRIGRST	Grant Status History Inquiry Form Enables you to view grant status history information.
FRIGTRD	Grant Transaction Detail Form Provides a list of transactions from the Transaction Detail Table for query purposes.
FRIKGNT	Grant Title Search Form Enables you to search for a grant by the words and/or characters in the grant's title. This form queries both the long and the short title of a grant, but it only displays the 35 character short title.
FRIMEMO	Grant Memo Ledger Inquiry Form Enables you to track the amount of lost overhead.
FRIORGH	Grant Organization Inquiry Form Enables you to view grants by organization.
FRIPSTG	Grant Personnel Inquiry Form Enables you to monitor grant activity by Personnel ID.

## Grant Events (\*FINGRNTEVENT)

Access this menu from the Research Accounting Grants Menu (\*FINRESGRANT).

FRVEVNT	Event Code Validation Form Enables you to view, add, change, or delete an event.
FRVEGRP	Event Group Validation Form Enables you to group together defined event codes.
FRAEVGA	Grant Events Assignment Form Enables you to assign defined event codes and event group codes to a grant.
FRAEVNG	Grant Event Action Form Enables you to monitor events associated with a grant.

## Research Accounting Grant Billing (\*FINRESGRBILL)

Access this menu from the Research Accounting Menu (\*FINRESEARCH).

FRABDCN	Research Accounting Unbilled Status Control Form Enables you to monitor unbilled grant expenditures and the associated grant overhead. This form also enables you to change the status of an item from unbilled to hold or from hold to unbilled.
FRA134B	Standard Billing 1034 Form Enables you to view and print bills in the standard 1034 format. You can also use this form to enter bills from your legacy system.
FRA269R	Standard Report 269 Form Enables you to view and print reports in the standard 269 format. You can also use this form to enter reports from your legacy system.
FRA270B	Standard Billing 270 Form Enables you to view and print bills in the standard 270 format. You can also use this form to enter bills from your legacy system.
FRA272B	Standard Billing 272 Form Enables you to view and print bills in the standard 272 format. You can also use this form to enter bills from your legacy system.

FRA272R	Standard Report 272 Form Enables you to view and print reports in the standard 272 format. You can also use this form to enter reports from your legacy system.
FRAGENB	Generic Bill Form Enables you to view and print bills in a user-defined format. You can also use this form to enter bills from your legacy system.
FRAGENR	Generic Report Form Enables you to view and print reports in a user-defined format. You can also use this form to enter reports from your legacy system.
FRABRUN	Run Standard Bills and Reports Form Enables you to print bills and reports. You can also use this form to enter bills and reports from your legacy system.
*FINRESGRBILLQ	Research Accounting Grant Billing Query Menu Provides access to the query forms which allow you to retrieve grant billing information.

### Research Accounting Grant Billing Query (\*FINRESGRBILLQ)

Access this menu from the Research Accounting Grant Billing Menu (\*FINRESGRBILL).

FRIBDET	Research Accounting Billing Detail Inquiry Form Enables you to view billed expenditures, unbilled expenditures, and associated grant overhead throughout the billing cycle.
FRI134B	Standard Bill Inquiry 134B Form Enables you to view bills in the standard 1034 format.
FRI272B	Standard Bill Inquiry 272B Form Enables you to view bills in the standard 272 format.
FRIGENB	Generic Inquiry Bill Form Enables you to view bills in a user-defined format.
FRIGENR	Generic Inquiry Report Form Enables you to view reports in a user-defined format.
FRI270B	Standard Bill Inquiry 270B Form Enables you to view bills in the standard 270 format.

## Grant Billing Accounts Receivable (\*FINRESARGRBILL)

Access this menu from the Research Accounting Menu (\*FINRESEARCH).

TEADETC	Detail Code Control Form Enables you to establish detail codes to process bills for sponsoring agencies and payments from those agencies.
FRAAREV	Research Accounting Payments Entry Form Enables you to enter payments received from sponsoring agencies.
FRACOLL	Grant Billing Collections Form Enables you to track collection efforts for specific bills on a grant.
FRAUNAP	Research Accounting Unapplication of Payments Form Enables you to unapply payments that have been applied incorrectly.
*FINRESARGRBQ	Grant Billing Accounts Receivable Query Menu Provides access to the query forms which allow you to retrieve payment information for grants.
*FINRESARGBVAL	Grant Billing Accounts Receivable Validation Menu Provides access to the form needed to view billing collection codes.

## Grant Billing Accounts Receivable Query (\*FINRESARGRBQ)

Access this menu from the Grant Billing Accounts Receivable Menu (\*FINRESARGRBILL).

FRIAPPL	Application of Payment History Inquiry Form Enables you to view information about payments that have been applied to charges.
FRIGSUM	Research Accounting Grant Summary Review Form Enables you to view summary information about charges and payments associated with a grant or payment management system code.
FRIBILL	Research Accounting Billing Inquiry Form Enables you to view billing information for a grant or payment management system code.



## Grant Billing Accounts Receivable Validation (\*FINRESARGRBVAL)

Access this menu from the Grant Billing Accounts Receivable Menu (\*FINRESARGRBILL).

FRVCOLL	Grant Billing Collections Validation Form Enables you to create and maintain collection codes.
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## Research Accounting Table Maintenance Forms

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This section provides you with examples and descriptions for each form on the Research Accounting Table Maintenance form (\*FINRESMAINT). Forms in this section appear in the order that they appear on the menu.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

### Basis Definition Code Maintenance Form (FTMBASI)

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Use this form to define and establish a base code for cost calculations. Base codes identify general ledger accounts for which cost sharing or indirect costs should be calculated.

**Note:** To create an indirect cost code, you must complete the following forms:

- Indirect Cost Rate Code Maintenance Form (FTMINDR)
- Indirect Cost Charge Code Maintenance Form (FTMINDA)
- Indirect Cost Distribution Maintenance Form (FTMINDD)
- Basis Definition Code Maintenance Form (FTMBASI)

**Note:** When using cost sharing, you must complete the following forms:

- Cost Share Rate Code Maintenance Form (FTMCSTR)
- Cost Share Credit Account Code Maintenance Form (FTMCSTA)
- Cost Share Distribution Maintenance Form (FTMCSTD)
- Basis Definition Code Maintenance Form (FTMBASI)

## Main window

Use the main window to define and establish a base code for cost calculations.

Use the Key block to enter a new basis code, change an existing basis code, or to find a defined basis code.

Use the Description block to add a description to the basis definition code and to define a basis type.

<b>Fields</b>	<b>Descriptions</b>
Basis Definition Code	User-defined code that indicates the way in which indirect cost or cost share will be calculated.
Description	Description of the basis definition code. Column: FRVBASI_DESC
Text	Indicates whether text exists for this event on the Entity Text Entry Form (FOAETXT). Choices: Y—There is text attached to this event. N—There is no text attached to this event.
Basis Type	Indicates whether calculations will be based on indirect cost or cost share. Column: FRVBASI_TYPE

## Apply To Information window

Use this window to set effective and termination dates for cost share or indirect cost calculations and to further define account, location, and override information.

## Chart of Accounts block

Use this block to set effective and termination dates for cost share or indirect cost calculations.

<b>Fields</b>	<b>Descriptions</b>
Chart of Accounts	User-defined code identifying an accounting or reporting entity. Column: FRBBASI_COAS_CODE

Fields	Descriptions
Effective Date	Effective date of the indirect cost or cost share calculation process. Column: FRBBASI_EFF_DATE
Termination Date	Date when this code should no longer be used. Column: FRBBASI_TERM_DATE
Next Change Date	Date when the current record became effective and the prior record ceased to be effective. Column: Not a base table item

### Accounting Information block

Use the Accounting Information block to further define account, location, and override information.

Fields	Descriptions
Account Type	User-defined code that indicates the type of account for reporting purposes (for example, assets, liabilities, or expenditures).  <b>Note:</b> If you enter a value in this field, do not enter values in the <b>Account Code To</b> and <b>Account Code From</b> fields. Column: FRRBASI_ATYP_CODE
Account Code From	First account code in a series that you want to include in cost calculations.  <b>Note:</b> If you enter a value in this field and the <b>Account Code To</b> field, do not enter a value in the <b>Account Type</b> field. Column: FRRBASI_ACCT_CODE_FROM

Fields	Descriptions
Account Code To	<p>Last account code in a series that you want to include in cost calculations.</p> <p><b>Note:</b> If you enter a value in this field and the <b>Account Code From</b> field, do not enter a value in the <b>Account Type</b> field.</p> <p>Column: FRRBASI_ACCT_CODE_TO</p>
Location Code From	<p>First location code in a series that you want to include in cost calculations.</p> <p>Column: FRRBASI_LOCN_CODE_FROM</p>
Location Code To	<p>Last location code in a series that you want to include in cost calculations.</p> <p>Column: FRRBASI_LOCN_CODE_TO</p>
Exclude	<p>Indicates whether to exclude a specific account type or range of accounts from cost calculations.</p> <p>Choices:</p> <p><i>Y</i>—Exclude account(s) from cost calculations.</p> <p><i>N</i>—Include account(s) in cost calculations.</p> <p>Column: FRRBASI_EXCLUDE_IND</p>
Rate Overrides	<p>Rate that overrides the percentage entered in the <b>Rate</b> field on the following forms:</p> <ul style="list-style-type: none"> <li>• Indirect Cost Rate Code Maintenance Form (FTMINDR)</li> <li>• Cost Share Rate Code Maintenance Form (FTMCSTR).</li> </ul> <p>Column: FRRBASI_RATE_OVERRIDE</p>
Memo Overrides	<p>Rate that overrides the percentage entered in the <b>Memo Rate</b> field on the following forms:</p> <ul style="list-style-type: none"> <li>• Indirect Cost Rate Code Maintenance Form (FTMINDR)</li> <li>• Cost Share Rate Code Maintenance Form (FTMCSTR).</li> </ul> <p>Column: FRRBASI_MEMO_RATE_OVERRIDE</p>
Maximum Amount	<p>Maximum amount of funds committed by the sponsoring agency.</p> <p>Column: FRRBASI_MAX_AMOUNT</p>

<b>Fields</b>	<b>Descriptions</b>
Cost Share Credit Account	User-defined code that represents the account or accounts that will reflect the credit side of the C/S calculations in the grant fund.  Column: FRRBASI_CSTA_CODE

### Copy window

Use this window to copy existing basis code information to this basis code.

Use the Copy block to select a basis definition code and Chart of Accounts from which to copy information.

<b>Fields</b>	<b>Descriptions</b>
Basis Definition Code Copy From	Basis definition code from which you are copying information. Choices come from the Basis Code Validation Form (FRVBASI).
Chart of Accounts Copy From	Chart of Accounts from which you are copying information.

### Error window

This window displays any error messages attached to account types, account codes, or location codes.

<b>Fields</b>	<b>Descriptions</b>
Account Type	User-defined code that indicates the type of account for reporting purposes (for example, assets, liabilities, or expenditures).
Account Type Error	Error message attached to the account type.
Account Code	Account code for the grant budget line item.
Account Code Error	Error message attached to the account code.

Fields	Descriptions
Location Code	User-defined code associated with the physical location or site in which an activity will take place.
Location Code Error	Error message attached to the location code.

### To establish the base for individual cost calculations

1. Access the Basis Definition Code Maintenance Form (FTMBASI).
2. Enter a Basis Definition Code.
3. Go to the Description block.
4. Enter a description.
5. In the **Basis Type** field, choose Indirect Cost from the pull-down list.
6. Save.
7. Go to the Accounting Information window.
8. Enter the Chart of Accounts code.
9. Enter the Effective Date.
10. Enter a level 1 or level 2 external Account Type which relates to internal account types of Labor (60), Expense (70), or Transfer (80).
11. Enter an Account Code From and an Account Code To.

**Note:** The account code does not have to be data enterable and does not need to be valid. Either account type or account range is required.

12. Enter a Cost Share Credit Account Code.
13. Save, then exit.
14. Go to the Copy window.
15. Enter a Basis Definition Code.
16. Go to the next block.
17. Enter the effective date.

Tip: Use Copy From to view existing codes.

18. To copy the basis code from one indirect cost distribution to the current basis code, select it, then select the OK button. If you change your mind and do not want to use the Copy window, select the Cancel button.
19. Save.

### To set up cost codes for cost share calculations

1. Access the Basis Definition Code Maintenance Form (FTMBASI).
2. Enter a Basis Definition Code.
3. Go to the Description block.
4. Enter a description.
5. In the **Basis Type** field, choose Cost Share from the pull-down list.
6. Save.
7. Go to the Accounting Information window.
8. Enter the Chart of Accounts code.
9. Enter the Effective Date.
10. Enter a level 1 or level 2 external Account Type which relates to internal account types of Labor (60), Expense (70), or Transfer (80).
11. Enter an Account Code From and an Account Code To.

**Note:** The account code does not have to be data enterable and does not need to be valid. Either account type or account range is required.

12. Enter a Cost Share Credit Account Code.
13. Save.

## Indirect Cost Rate Code Maintenance Form (FTMINDR)

---

Use this form to define an indirect cost rate code, which is a user-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense. You can create an indirect cost rate code or a lump sum amount for indirect cost calculations.

To create an indirect cost code, you must complete the following forms:

- Indirect Cost Rate Code Maintenance Form (FTMINDR)
- Indirect Cost Charge Code Maintenance Form (FTMINDA)

- Indirect Cost Distribution Maintenance Form (FTMINDD)
- Basis Definition Code Maintenance Form (FTMBASI)

## Main window

Use this window to define an indirect cost rate code. You can create an indirect cost rate code or a lump sum amount for indirect cost calculations.

Use the Key block to enter an indirect cost rate code.

Use the Description block to enter a description of the indirect cost rate code.

Use the Rate Information block to define an indirect cost rate. You can create an indirect cost rate or a lump sum amount for indirect cost calculations.

**Note:** To create an indirect cost code, you must complete the following forms:

- Indirect Cost Rate Code Maintenance Form (FTMINDR)
- Indirect Cost Charge Code Maintenance Form (FTMINDA)
- Indirect Cost Distribution Maintenance Form (FTMINDD)
- Basis Definition Code Maintenance Form (FTMBASI)

## Key block

Fields	Descriptions
Indirect Cost Rate Code	<p>User-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense. You must enter a value in this field if an indirect cost basis code, an indirect cost charge account, or an indirect cost distribution code is entered.</p> <p>Choices come from the Indirect Cost Rate Code Validation Form (FRVINDR).</p> <p>Column: Not a base table item</p>

## Description block

Fields	Descriptions
Description	<p>Description of the indirect cost rate code.</p> <p>Column: FRVINDR_DESC</p>



Fields	Descriptions
Text	<p>Indicates whether text exists for this event on the Entity Text Entry Form (FOAETXT).</p> <p>Choices:</p> <p>Y—There is text attached to this event.</p> <p>N—There is no text attached to this event.</p> <p>Column: Not a base table item</p>

### Rate Information block

Fields	Descriptions
Rate	<p>Percentage rate at which indirect cost should be calculated.</p> <p>Column: FRRINDR_INDIRECT_RATE</p>
Memo Rate	<p>Difference between the institution actual indirect cost rate and the negotiated indirect cost rate actually received. A memo rate is also called <i>waived overhead</i> or <i>indirect foregone</i>.</p> <p>For example, if your standard indirect cost rate is 40%, but you negotiated a rate of 30% with the sponsor, you may wish to enter the indirect rate as 30%, and a memo rate of 10%. The system will calculate an additional 10% rate based on the negotiated rate and store that amount in the memo ledger for you to query at any time, once the posting has been processed.</p> <p>Column: FRRINDR_MEMO_RATE</p>
Effective Date	<p>Effective date of the indirect cost rate.</p> <p>Column: FRRINDR_EFF_DATE</p>
Maximum Amount	<p>Maximum amount of indirect cost expenses. Once the grant has incurred expenses that meet this amount, Banner will no longer calculate indirect cost for expenses.</p> <p>Column: FRRINDR_MAX_AMT</p>
Memo Maximum Amount	<p>Lump sum amount for waived overhead. If memo calculations are performed and posted to the memo ledger, they will only be calculated up to the maximum amount.</p> <p>Column: FRRINDR_MEMO_MAX_AMT</p>

Fields	Descriptions
Termination Date	Date when this indirect cost rate should no longer be used. Column: FRRINDR_TERM_DATE
Next Change	Date when the current indirect cost rate became effective and the prior indirect cost rate ceased to be effective.
Activity Date	Effective date of the indirect cost rate code. Column: FRRINDR_ACTIVITY_DATE
Federal Negotiated Rate	Check box that indicates whether the indirect cost rate was federally negotiated. Choices: <i>Selected</i> —Indirect cost rate was federally negotiated. <i>Cleared</i> —Indirect cost rate was not federally negotiated. Column: FRRINDR_FED_NEG_RATE_IND

### To create indirect cost rate codes

**Note:** This is step one of a four-step process. See overview for more information.

1. Access the Indirect Cost Rate Code Maintenance Form (FTMINDR).
2. Enter an Indirect Cost Rate Code.
3. Go to the Description block.
4. Go to the Rate Information block.
5. Enter the Rate.
6. (Optional) Enter any other cost rate information.
7. Save.

### To create an indirect cost memo rate

1. Access the Indirect Cost Rate Code Maintenance Form (FTMINDR).
2. Enter an Indirect Cost Rate Code.
3. Go to the Description block.

4. Go to the Rate Information block.
5. Enter a Rate.
6. Enter a Memo Rate.
7. (Optional) Enter any other rate information.
8. Save.

## Indirect Cost Rate History Form (FRHINDR)

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Use this form to perform queries on the indirect cost rates in the Research Accounting Grants application.

### Main window

Use the Key block to enter the indirect cost rate code for which you want to perform a query.

Use the Cost Rate Information block to view or query detailed information about an indirect cost rate code.

### Key block

Fields	Descriptions
Indirect Cost Rate Code	User-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense. This code is validated against the Indirect Cost Rate Code Maintenance Form (FTMINDR). Choices come from the Indirect Cost Rate Code Validation Form (FRVINDR).  Column: Not a base table item

### Cost Rate Information block

Fields	Descriptions
Rate	Percentage rate at which the indirect cost should be calculated.  Column: FHRINDR_INDIRECT_RATE

Fields	Descriptions
Maximum Amount	<p>Maximum amount of indirect cost expenses. Once the grant has incurred expenses that meet this amount, Banner2000 will no longer calculate indirect cost for expenses of this type.</p> <p>Column: FHRINDR_MAX_AMT</p>
Memo Rate	<p>Difference between the institution actual indirect cost rate and the negotiated indirect cost rate actually received. The memo rate is also called <i>waived overhead</i> or <i>indirect foregone</i>.</p> <p>For example, if your standard indirect cost rate is 40%, but you negotiated a rate of 30% with the sponsor, you may wish to enter the indirect rate as 30%, and a memo rate of 10%. The system will calculate an additional 10% rate based on the negotiated rate and store that amount in the memo ledger for you to query at any time, once the posting has been processed.</p> <p>Column: FHRINDR_MEMO_RATE</p>
Memo Maximum Amount	<p>Lump sum amount for waived overhead. If memo calculations are performed and posted to the memo ledger, Banner will only accept calculations up to the maximum amount.</p> <p>Column: FHRINDR_MEMO_MAX_AMT</p>
Federal Negotiated Rate	<p>Check box that indicates whether the indirect cost rate was federally negotiated.</p> <p>Choices:</p> <p><i>Selected</i>—Indirect cost rate was federally negotiated.</p> <p><i>Cleared</i>—Indirect cost rate was not federally negotiated.</p> <p>Column: FHRINDR_FED_NEG_RATE_IND</p>
Activity Date	<p>Effective date of the indirect cost rate code.</p> <p>Column: FHRINDR_ACTIVITY_DATE</p>
Effective Date	<p>Effective date of the indirect cost rate.</p> <p>Column: FHRINDR_EFF_DATE</p>
Termination Date	<p>Date when this indirect cost rate code should no longer be used.</p> <p>Column: FHRINDR_TERM_DATE</p>

Fields	Descriptions
Next Change Date	Date when the current record became effective and the prior record ceased to be effective.  Column: Not a base table item

To perform a query on an indirect cost rate code

1. Access the Indirect Cost Rate History Inquiry Form (FRHINDR).
2. Enter an **Indirect Cost Rate Code**.
3. Go to the next block to view the indirect cost rate information associated with the code.

## Indirect Cost Charge Code Maintenance Form (FTMINDA)

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Use this form to enter the accounts and percentages for overhead charge calculations. To create an indirect cost code, you must complete the following forms:

- Indirect Cost Rate Code Maintenance Form (FTMINDR)
- Indirect Cost Charge Code Maintenance Form (FTMINDA)
- Indirect Cost Distribution Maintenance Form (FTMINDD)
- Basis Definition Code Maintenance Form (FTMBASI)

### Main window

Use this window to find and establish indirect cost charge codes.

Use the Key block to enter a new indirect cost charge code, change an existing code, or find a defined code.

Use the Description block to add a description and text to the indirect cost charge code.

## Key block

Fields	Descriptions
Indirect Cost Charge Code	<p>User-defined code that represents the account to which you want to charge indirect costs. You must enter a value in this field if you enter an indirect cost rate code or an indirect cost distribution code.</p> <p>Choices come from the Indirect Cost Charge Code Validation Form (FRVINDA).</p>

## Description block

Fields	Descriptions
Description	<p>Description of the indirect cost charge code.</p> <p>Column: FRVINDA_DESC</p>
Text	<p>Indicates whether text exists for this event on the Entity Text Entry Form (FOAETXT).</p> <p>Choices:</p> <p>Y-There is text attached to this event.</p> <p>N-There is no text attached to this event.</p>

## Charge Accounts Information window

Use this window to set effective and termination dates, and to further define the charge account and percent information.

## Chart of Accounts Dates block

Use this block to set effective, termination and next change dates.

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>Column: FRBINDA_COAS_CODE</p>

Fields	Descriptions
Effective Date	Effective date of the indirect cost charge code. Column: FRBINDA_EFF_DATE
Effective Term Date	Termination date of the indirect cost charge code. Column: FRBINDA_TERM_DATE
Next Change	Date when the current record became effective and the prior record ceased to be effective.

### Chart of Accounts Information block

Use this block to establish the percentage of the indirect cost that should be charged against accounts. The percentage for all accounts must equal 100.

Fields	Descriptions
Charge Account	Account code to which indirect costs are charged. The value entered in this field is validated against the Chart of Accounts. Examples of a charge account code might be Labor (60) and Expense (70). Column: FRRINDA_CHARGE_ACCT
Account Title	Title of the charge account.
Percent	Percentage of the indirect cost that should be charged against this account. The percentage for all accounts must equal 100. Column: FRRINDA_PERCENT_OF_CHARGE
Total Percent	Total percentage for all accounts. This value must be equal to 100.  <b>Note:</b> As you enter percentages in the <b>Percent</b> field, the system totals the entries in the <b>Total Percent</b> field. You may enter one account at 100%, or multiple accounts that total 100%, but the value in this field must equal 100% before the information on this form can be saved.

## Copy window

Use this window to copy indirect cost charge information from an existing code to the current indirect cost charge code.

Fields	Descriptions
Indirect Cost Charge Code	<p>User-defined code that represents the account to which you want to charge indirect costs. Banner will copy information from this code. The default value comes from the Indirect Cost Charge Code field on the Main window. It can be changed.</p> <p>Choices come from the Indirect Cost Charge Code Validation Form (FRVINDA).</p>
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity. Banner will copy this code to the new indirect cost charge code.</p> <p>The default value is the default Chart of Accounts code established for your user ID on the User Profile Definition Form (FOMPROF). It can be changed, but Banner will prevent you from executing the copy function if it is not valid.</p>

## Error window

Use this window to view error messages attached to charge accounts.

Use the Error block to view error messages attached to charge accounts.

Fields	Descriptions
Charge Account	Account code to which indirect costs are charged. Examples of a charge account code might be Labor (60) and Expense (70).
Error	Error message attached to the charge account.

## To set up cost codes for indirect cost calculations

1. Access the Indirect Cost Charge Code Maintenance Form (FTMINDA).
2. Enter an Indirect Cost Charge Code.
3. Enter a description.
4. Go to the Charge Accounts Information window.
5. Enter the Chart of Accounts code.



6. Enter the Effective Date for this code.
7. Enter the Charge Account code(s).
8. Enter the percent of indirect cost to be posted against the charge account.

**Note:** As you enter percentages in this field, the system totals the entries in the **Total Percent** field. You may enter one account at 100%, or multiple accounts that total 100%, but the value in the **Total Percent** field must equal 100% before the information on this form can be saved.

9. Save.

## Indirect Cost Distribution Maintenance Form (FTMINDD)

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Use this form to enter the FOAPAL distribution for the recovery of indirect charges. This form will create transactions used for the credit side of indirect costs in the ledgers. All of the FOAPAL elements are defined by this form.

To create an indirect cost code, you must complete the following forms:

- Indirect Cost Rate Code Maintenance Form (FTMINDR)
- Indirect Cost Charge Code Maintenance Form (FTMINDA)
- Indirect Cost Distribution Maintenance Form (FTMINDD)
- Basis Definition Code Maintenance Form (FTMBASI)

### Main window

Use this window to enter the indirect cost distribution code and description, and to view whether text exists for the code. From this window you can navigate to the following related forms:

- Indirect Cost Rate Code Maintenance Form (FTMINDR)
- Indirect Cost Charge Code Maintenance Form (FTMINDA)
- General Text Entry Form (FOATEXT)
- Basis Definition Code Maintenance Form (FTMBASI)

### Key block

Use this block to enter the indirect cost distribution code.

Fields	Descriptions
Indirect Cost Distribution Code	<p>User-defined code that represents the credit side of indirect cost calculations. You must enter a value in this field if you entered an indirect cost basis code, an indirect cost rate code, or an indirect cost charge code.</p> <p>Choices come from the Indirect Cost Distribution Code Validation Form (FRVINDD).</p> <p>Column: Not a base table item</p>

### Description block

Use this block to enter the indirect cost distribution description and to view whether text exists for the code.

Fields	Descriptions
Description	<p>Description of the indirect cost distribution code.</p> <p>Column: FRVINDD_DESC</p>
Text	<p>Indicates whether text exists for this event on the Entity Text Entry Form (FOAETXT).</p> <p>Choices:</p> <p>Y-There is text attached to this event.</p> <p>N-There is no text attached to this event.</p>

### Distribution Information window

Use this window to enter the Chart of Accounts and related date and distribution information.

### Date Block

Use this block to enter the Chart of Accounts and date information.

Fields	Descriptions
Chart of Accounts	User-defined code identifying an accounting or reporting entity. Column: FRBINDD_COAS_CODE
Effective	Effective date of the code. Column: FRBINDD_EFF_DATE
Termination Date	Termination date. Date on which no further transaction activity will be permitted for the fund. Column: FRBINDD_TERM_DATE
Next Change	Date when the current record became effective and the prior record ceased to be effective.

### Distribution Information block

Use this block to enter distribution information.

Fields	Descriptions
Index	User-defined code that represents a pre-determined combination of FOAPAL elements. Column: FRRINDR_ACCI_CODE
Fund	User-defined code that represents a fund from which grant expenses are paid.  <b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund. Column: FRRINDR_FUND_CODE
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.  Choices come from the Organization Code Validation Form (FTVORGN). Column: FRRINDR_ORGN_CODE

Fields	Descriptions
Account	Account code for the grant budget line item. Column: FRRINDR_ACCT_CODE
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives. Column: FRRINDR_PROG_CODE
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal. Column: FRRINDR_ACTV_CODE
Location	User-defined code associated with the physical location or site in which an activity will take place.  The code must be defined on the Location Code Validation Form (FTVLOCN) prior to using it on this form.  This value comes from the Proposal Maintenance Form (FRAPROP) if a proposal code was referenced. Column: FRRINDR_LOCN_CODE
Percent	Percentage of the indirect cost that should be charged against this account. The percentage for all accounts must equal 100. Column: FRRINDR_PERCENT_OF_DIST
Total Percent	Running total of the percentages entered for each charge or credit account. You may not save the indirect cost distribution code information until this value equals 100.

### Copy window

Use this window to copy distribution information from an existing indirect cost distribution code to the current indirect cost distribution code.

Fields	Descriptions
Indirect Cost Distribution Code	<p>User-defined code that represents the credit side of indirect cost calculations. Banner will copy distribution information from this code.</p> <p>The default value comes from the <b>Indirect Cost Distribution Code</b> field on the Main window. It can be changed.</p> <p>Choices come from the Indirect Cost Distribution Code Validation Form (FRVINDD).</p>
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity. Banner will copy this code to the new indirect cost distribution code.</p> <p>The default value is the default Chart of Accounts code established for your user ID on the User Profile Definition Form (FOMPROF). It can be changed, but Banner will prevent you from executing the copy function if it is not valid.</p>

### Error window

This window appears if you try to copy records that are not valid, and displays the errors found.

Fields	Descriptions
Index Code	User-defined code that represents a pre-determined combination of FOAPAL elements.
Index Error	Error associated with the index code.
Fund Code	User-defined code that represents a fund from which grant expenses are paid.
Fund Error	Error associated with the fund code.
Organization Code	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.
Organization Error	Error associated with the organization code.

Fields	Descriptions
Account Code	Account code for the grant budget line item.
Account Error	Error associated with the account code.
Program Code	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Program Error	Error associated with the program code.
Activity Code	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.
Activity Error	Error associated with the activity code.
Location Code	User-defined code associated with the physical location or site in which an activity will take place.
Location Error	Error associated with the location code.

### To set up cost codes for indirect cost calculations

**Note:** This is step three of a four-step process. See overview for more information.

1. Enter an Indirect Cost Distribution Code.
  2. Go to the next block.
  3. Enter a Description. If you selected an existing code in step 1, the default value appears.
  4. Enter date information.
  5. Enter distribution information
- OR
6. Copy distribution information from an existing indirect cost distribution code.
  7. Save.

### To enter date information

1. Go to the Distribution Information window.
2. Enter the Chart of Accounts code.
3. Enter the Effective date for the code.
4. (Optional) Enter the Termination date.
5. Return to the set up cost codes for indirect cost calculations procedure.

### To enter distribution information

1. Go to the Distribution Information block.
2. (Optional) Enter a valid Index code.
3. Enter a valid Fund code.
4. (Optional) Enter a valid Organization code.
5. Enter a valid Account code.
6. (Optional) Enter a valid Program code.
7. (Optional) Enter a valid Activity code.
8. (Optional) Enter a valid Location code.
9. Enter the Percent for each accounting distribution.

**Note:** You can enter one account at 100%, or many accounts at different percentages that total 100%. The value in the **Total Percent** field must equal 100%, or the form cannot be saved.

10. Return to set up cost codes for indirect cost calculations procedure.

### To copy information

1. Go to the Copy window.
2. Enter an Indirect Cost Distribution Code.
3. Enter a Chart of Accounts code.
4. Select OK.

**Note:** If you change your mind and do not want to use the Copy window, select Cancel.

- 5. Return to the set up cost codes for indirect cost calculations procedure.

**Cost Share Rate Code Maintenance Form (FTMCSTR)**

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Use this form to enter cost share rate codes, and their related descriptions. This form can also record the rate or lump sum amount for cost share calculations.

**Note:** When using cost sharing, you must complete the following forms:

- Cost Share Rate Code Maintenance Form (FTMCSTR)
- Cost Share Credit Account Code Maintenance Form (FTMCSTA)
- Cost Share Distribution Maintenance Form (FTMCSTD)
- Basis Definition Code Maintenance Form (FTMBASI)

**Key Block**

Use this block to enter the cost share rate code.

Fields	Descriptions
Cost Share Rate Code	User-defined code that represents the percentage rate the institution must contribute towards the expense. You must enter a value in this field if you enter a cost share base code, a cost share credit account code, or a cost share distribution code.  Choices come from the Cost Share Rate List (FRRCSTR).

**Cost Share Information block**

Use this block to enter a description and to view whether text is associated with the code.

Fields	Descriptions
Description	Description of the cost share rate code.  Column: FRVCSTR_DESC



Fields	Descriptions
Text	Indicates whether text exists for this event on the Entity Text Entry Form (FOAETXT).  Choices:  Y—There is text attached to this event.  N—There is no text attached to this event.

### Activity Codes block

Use this block to enter rate information.

Fields	Descriptions
Rate	Percentage rate at which the cost share should be calculated.  Column: FRCSTR_RATE
Maximum Amount	Maximum amount of indirect cost expenses. Once the grant has incurred expenses that meet this amount, Banner will no longer calculate indirect cost for expenses of this type.  Column: FRCSTR_MAX_AMT
Memo Rate	Difference between the institution's actual indirect cost rate and the negotiated indirect cost rate received from a sponsoring agency. A memo rate is also called "waived overhead" or "indirect foregone."  For example, if your standard indirect cost rate is 40%, but you negotiated a rate of 30% with the sponsor, you may wish to enter the indirect rate as 30%, and the memo rate as 10%. The system will calculate an additional 10% rate based on the negotiated rate and store that amount in the memo ledger for you to query at any time, once the posting has been processed.  Column: FRCSTR_MEMO_RATE
Memo Maximum Amount	Lump sum amount for waived overhead. If memo calculations are performed and posted to the memo ledger, Banner will only accept calculations up to the maximum amount.  Column: FRCSTR_MEMO_MAX_AMT
Effective Date	Effective date of the rate.  Column: FRCSTR_EFF_DATE

Fields	Descriptions
Termination Date	Date on which no further transaction activity will be permitted for the fund.  Column: FRCSTR_TERM_DATE
Next Change	Date when the current record became effective and the prior record ceased to be effective.

## Cost Share Credit Code Maintenance Form (FTMCSTA)

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Use this form to enter the accounts to which cost share amounts are to be credited, or to enter a fund code that can be used as an alternate fund to track cost share activity.

**Note:** When using cost sharing, you must complete the following forms:

- Cost Share Rate Code Maintenance Form (FTMCSTR)
- Cost Share Credit Account Code Maintenance Form (FTMCSTA)
- Cost Share Distribution Maintenance Form (FTMCSTD)
- Basis Definition Code Maintenance Form (FTMBASI)

### Main window

Use this window to enter the accounts to which cost share amounts are to be credited.

### Key block

Use this block to enter the cost share credit account code that will be used to calculate cost share.

<b>Fields</b>	<b>Descriptions</b>
Cost Share Credit Code	<p>User-defined code that represents the credit side of the cost share calculations in the grant fund. This field is required if you enter a cost share base code, a cost share credit account code, or a cost share distribution code.</p> <p>Choices come from the Cost Share Credit Account List (FRBCSTA).</p> <p>Column: Not a base table item</p>

### Cost Share Information block

Use this block to enter a description for the code and to view whether text exists for the code.

<b>Fields</b>	<b>Descriptions</b>
Description	<p>Description of the cost share credit account code.</p> <p>Column: FRVCSTA_DESC</p>
Text	<p>Indicates whether text exists for this event on the Entity Text Entry Form (FOAETXT). Choices:</p> <p><i>Y</i>—There is text attached to this event.</p> <p><i>N</i>—There is no text attached to this event.</p>

### Cost Share Credit Information window

Use this window to enter the Chart of Accounts code that will be used to validate the cost share credit account codes. You can also enter date and fund information.

### Cost Share Credit Information block

Use this block to enter the Chart of Accounts code that will be used to validate the cost share credit account codes. You can also enter date information.

<b>Fields</b>	<b>Descriptions</b>
Chart of Accounts	User-defined code identifying an accounting or reporting entity. Column: FRBCSTA_COAS_CODE
Effective Date	Effective date of the code. Column: FRBCSTA_EFF_DATE
Termination Date	Date on which no further transaction activity will be permitted for the fund. Column: FRBCSTA_TERM_DATE
Next Change	Date when the current record became effective and the prior record ceased to be effective. Column: Not a base table item

### Account Information block

Use this block to enter fund information.

<b>Fields</b>	<b>Descriptions</b>
Alternate Fund	Fund code to which cost share credits will be charged. If you leave this field blank, cost share credits will be charged to the same grant fund as the expense. Column: FRCSTA_ALTERNATE_FUND
Account	Account code for the grant budget line item. Column: FRCSTA_CREDIT_ACCT
Percent	Percentage of the indirect cost that should be charged against this account. The percentage for all accounts must equal 100. Column: FRCSTA_PERCENT_OF_CHARGE
Total Percent	Running total of the percentages entered for each credit account. You may not save this code until the percentages equal 100.

## Copy window

Use this window to copy cost share credit account information from another cost share credit account code.

Fields	Descriptions
Cost Share Credit Account	<p>User-defined code that represents the account or accounts that will reflect the credit side of the cost share calculations in the grant fund. Banner will copy information from this code.</p> <p>The default value comes from the Cost Share Credit Acct Code field on the Main window. It can be changed.</p> <p>Choices come from the Cost Share Credit Account (FRBCSTA) list.</p>
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity. Banner will copy this code to the cost share credit account code.</p> <p>The default value is the default Chart of Accounts code established for your user ID on the User Profile Definition Form (FOMPROF). It can be changed, but Banner will prevent you from executing the copy function if it is not valid.</p>

## Error window

This window appears if you try to copy records that are not valid and displays the errors found.

Fields	Descriptions
Fund Code	<p>User-defined code that represents a fund from which grant expenses are paid.</p> <p><b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.</p>
Fund Error	Error associated with the fund code.
Account Code	Account code for the grant budget line item.
Account Error	Error associated with the account code.

### To set up cost codes for cost share calculations

1. Access the Cost Share Credit Code Maintenance Form (FTMCSTA).
2. Enter a Cost Share Credit Account Code.
3. Go to the Cost Share Information block.
4. Enter a Description.
5. Enter cost share credit information (see related procedure).

OR

Enter copy information (see related procedure).

6. Save.

### To enter cost share credit information

1. Go to the Cost Share Credit Information window.
2. Enter the Chart of Accounts code.
3. Enter the Effective date for the code.
4. (Optional) Enter the Termination date.
5. The **Next Change** field is automatically updated to display the date the code was modified.
6. Go to the Account Information block.
7. (Optional) Enter an Alternate Fund code.
8. Enter the Account code(s) that will be used by processes to reflect cost share credits.
9. Enter the Percent at which the cost share credit should be posted against the credit account.

**Note:** You may enter one account at 100%, or multiple accounts that total 100%. The Total Percent value must equal 100%, or it cannot be saved.

10. Return to the set up cost codes for cost share calculations procedure.

### To enter copy information

1. Go to the Copy window.
2. Enter a Cost Share Credit Account Code.

3. Enter a Chart of Accounts code.
4. Select OK to copy the cost share credit account information from another cost share credit account code.

**Note:** If you change your mind and do not want to use the Copy window, select Cancel.

5. Return to the set up cost codes for cost share calculations procedure.

## Cost Share Distribution Maintenance Form (FTMCSTD)

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Use this form to enter the FOAPAL elements used for the cost or debit side of the cost share calculations on the grant fund.

**Note:** When using cost sharing, you must complete the following forms:

- Cost Share Rate Code Maintenance Form (FTMCSTR)
- Cost Share Credit Account Code Maintenance Form (FTMCSTA)
- Cost Share Distribution Maintenance Form (FTMCSTD)
- Basis Definition Code Maintenance Form (FTMBASI)

### Key block

Use this block to enter the cost share distribution code.

Fields	Descriptions
Cost Share Distribution Code	User-defined code that represents the debit side of the cost share calculations reflected in the unrestricted or general fund.  Choices come from the Cost Share Distribution List (FRBCSTD).

**Note:** If you enter a cost share base code or a cost share credit account code, you must enter a value in this field.

### Cost Share Information block

Use this block to enter the cost share distribution description and to view whether text is associated with the code.

<b>Fields</b>	<b>Descriptions</b>
Description	Description of the code. Column: FRVCSTD_DESC
Text	Indicates whether text exists for this code on the Entity Text Entry Form (FOAETXT). Choices: Y-There is text attached to this event. N-There is no text attached to this event.

### Distribution Information window

Use this window to enter the Chart of Accounts code, related date information, and source information.

### Distribution Information block

Use this block to enter the Chart of Accounts code and related date information.

<b>Fields</b>	<b>Descriptions</b>
Chart of Accounts	User-defined code identifying an accounting or reporting entity. Column: FRBCSTD_COAS_CODE
Effective Date	Effective date of the code. Column: FRBCSTD_EFF_DATE
Termination Date	Date on which no further transaction activity will be permitted for the fund. Column: FRBCSTD_TERM_DATE
Next Change	Date when the current record became effective and the prior record ceased to be effective.

### Distribution Source block

Use this block to enter distribution source information.



Fields	Descriptions
Index	<p>User-defined code that represents a pre-determined combination of FOAPAL elements.</p> <p>Column: FRCSTD_ACCI_CODE</p>
Fund	<p>User-defined code that represents a fund from which grant expenses are paid.</p> <p>Column: FRCSTD_FUND_CODE</p> <p><b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.</p>
Organization	<p>User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.</p> <p>Choices come from the Organization Code Validation Form (FTVORGN).</p> <p>Column: FRCSTD_ORGN_CODE</p>
Account	<p>Account code for the grant budget line item.</p> <p>Column: FRCSTD_ACCT_CODE</p>
Program	<p>User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.</p> <p>Column: FRCSTD_PROG_CODE</p>
Activity	<p>User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.</p> <p>Column: FRCSTD_ACTV_CODE</p>
Location	<p>User-defined code associated with the physical location or site in which an activity will take place.</p> <p>The code must be predefined on the location table (FTVLOCN).</p> <p>This value comes from the Proposal Maintenance Form (FRAPROP) if a proposal code was referenced.</p> <p>Column: FRCSTD_LOCN_CODE</p>

Fields	Descriptions
Percent	Percentage of the indirect cost that should be charged against this account. The percentage for all accounts must equal 100.  Column: FRCSTD_PERCENT_OF_DIST
Total Percent	Running total of the percentages entered for each charge or credit account. You may not save this code until the percentages equal 100.

### Copy window

Use this window to copy cost share distribution information from an existing cost share distribution code to the current cost share distribution code.

Fields	Descriptions
Cost Share Distribution Code	User-defined code that represents the debit side of the cost share calculations reflected in the unrestricted or general fund. Banner will copy distribution information from this code.  The default value comes from the Cost Share Distribution Code field on the Main window. It can be changed.  Choices come from the Cost Share Distribution List (FRBCSTD).
Chart of Accounts	User-defined code identifying an accounting or reporting entity. Banner will copy this code to the new cost share distribution code.  The default value is the default Chart of Accounts code established for your user ID on the User Profile Definition Form (FOMPROF). It can be changed, but Banner will prevent you from executing the copy function if it is not valid.

### Error window

This window appears if you try to copy records that are not valid, and displays the errors found.

Fields	Descriptions
Index Code	User-defined code that represents a pre-determined combination of FOAPAL elements.

Fields	Descriptions
Index Error	Error associated with the index code.
Fund Code	User-defined code that represents a fund from which grant expenses are paid.  <b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.
Fund Error	Error associated with the fund code.
Organization Code	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.
Organization Error	Error associated with the organization code.
Account Code	Account code for the grant budget line item.
Account Error	Error associated with the account code.
Program Code	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Program Error	Error associated with the program code.
Activity Code	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.
Activity Error	Error associated with the activity code.
Location Code	User-defined code associated with the physical location or site in which an activity will take place.
Location	Error associated with the location code.

### To set up cost codes for cost share calculations

1. Access the Cost Share Distribution Maintenance Form (FTMCSTD).
2. Enter a Cost Share Distribution Code.
3. Go to the Cost Share Information block.
4. Enter a Description of the code.
5. Enter distribution information (see related procedure).

OR

Enter copy information (see related procedure).

6. Save.

### To enter distribution information

1. Go to the Distribution Information window.
2. Enter the Chart of Accounts code that will be used to validate the distribution account codes.
3. Enter the Effective date.
4. (Optional) Enter the Termination date.
5. Go to the Distribution Source block.
6. Enter a valid Fund code.
7. Enter a valid Account code.

**Note:** **Index**, **Organization**, **Program**, **Activity**, and **Location** are optional fields.

8. Enter the Percent for each accounting distribution. You may enter a single account at 100% or multiple accounts that total 100%. If the **Total Percent** field does not equal 100, the code cannot be saved.
9. Save.
10. Return to the set up cost codes for cost share calculations procedure.

### To enter copy information

1. Access the Cost Share Distribution Maintenance Form (FTMCSTD).
2. Go to the Copy window.

3. Enter a Cost Share Distribution Code.
4. Enter a Chart of Accounts code.
5. Select OK.

**Note:** If you change your mind and do not want to use the Copy window, select Cancel.

6. Return to the set up cost codes for cost share calculations procedure.

## Grant System Control Maintenance Form (FRASYSC)

---

Use this form to create a system control record for grant billing by chart of account.

### Key block

Use this block to create a system control record for grant billing by chart of account. The control record keeps payee information, accounting information, and effective and termination date information.

Fields	Descriptions
COA (Chart of Accounts)	Code associated with the chart of accounts that is responsible for payment of the invoice. Column: FRRSYSC_COAS_CODE (code). Choices come from the Chart of Accounts list of values.
Last Activity Date	Date this record was created or last modified. Column: FRRSYSC_ACTIVITY_DATE
Effective Date	Date on which you want this record to become effective. Column: FRRSYSC_EFF_DATE
Termination Date	Date this record terminates. Column: FRRSYSC_TERM_DATE
Next Change Date	Date on which the record was changed. Column: Not a base table item Source: This value is supplied by Banner. It cannot be changed.

<b>Fields</b>	<b>Descriptions</b>
Payee Name	Name of the institution or recipient organization. Column: FRRSYSC_PAYEE_NAME
Address Line 1, Address Line 2, Address Line 3	Address of the institution or recipient organization. Column: FRRSYSC_STREET_LINE_1 FRRSYSC_STREET_LINE_2 FRRSYSC_STREET_LINE_3
City	City of the institution or recipient organization. Column: FRRSYSC_CITY
State or Province	State or Province of the institution or recipient organization. Column: FRRSYSC_STAT_CODE Choices come from the State/Province Code list of values.
ZIP or Postal Code	ZIP or Postal Code of the institution or recipient organization. Column: FRRSYSC_ZIPC_CODE Choices come from the ZIP/Postal Code Validation Form (GTVZIPC).
County	Code and name of the county of the institution or recipient organization. Column: FRRSYSC_CNTY_CODE Choices come from the County Code Validation list of values.
Nation	Code and name of the nation of the institution or recipient organization. Column: FRRSYSC_NATN_CODE Choices come from the Nation Validation list of values.
Refund Clearing Account	Account used to process refunds to an agency. Column: FRRSYSC_CLEARING_ACCT_CODE Choices come from the Account Code Validation Form (FTVACCT).

Fields	Descriptions
Deferred Revenue Account	<p>Account used to post the difference between fixed billing amounts and actual costs. You can override this account on the Grant Maintenance Form (FRAGRNT).</p> <p>Column: FRRSYSC_DEFERRED_ACCT_CODE</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p>
Payment Holding Account	<p>Account to which grant payments are posted when you enter them on the Miscellaneous Transaction Form (TFAMISC). If you post a payment to this account, use a transfer detail code on the Grant Payments Entry Form (FRAAREV) to transfer the payment to a grant fund.</p> <p>Column: FRRSYSC_TRN_ACCT_CODE_SUSP</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p>
Payment Holding Fund	<p>Fund to which grant payments are posted when you enter them on the Miscellaneous Transaction Form (TFAMISC). If you post a payment to this fund, use a transfer detail code on the Grant Payments Entry Form (FRAAREV) to transfer the payment to a grant fund.</p> <p>Column: FRRSYSC_TRN_FUND_CODE_SUSP</p> <p>Choices come from the Fund Code Validation Form (FTVACCT).</p>
Bill If Budget Line Exceeded?	<p>Check box that indicates whether you want to generate a bill if the budget has been exceeded for a specific line item. You can override this value on the Grant Maintenance Form (FRAGRNT).</p> <p>Column: FRRSYSC_BUD_LINE_EXCEED_IND</p> <p>Choices are:</p> <p><i>Selected</i> - Bill if a line item expense has exceeded the budget limit.</p> <p><i>Cleared</i> (default) - Do not bill if a line item expense has exceeded the budget limit.</p>

Fields	Descriptions
Bill If Budget Total Exceeded?	<p>Check box that indicates whether you want to generate a bill if the total expense of all line items exceeds the budget. You can override this value on the Grant Maintenance Form (FRAGRNT).</p> <p>Choices:</p> <p><i>Selected</i> - Bill if the total expense of all line items exceeds the budget.</p> <p><i>Cleared</i> (default) - Do not bill if the total expense of all line items exceeds the budget limit.</p>
Bill If Minimum Not Reached?	<p>Check box that indicates whether you want to generate a bill if expenses are less than the minimum budget limit. You can override this value on the Grant Maintenance Form (FRAGRNT).</p> <p>Column: FRRSYSC_MIN_NOT_REACHED_IND</p> <p>Choices are:</p> <p><i>Selected</i> - Bill if expenses are less than the minimum budget limit.</p> <p><i>Cleared</i> (default) - Do not bill if expenses are less than the minimum budget limit.</p>
Maintain History for Reversal?	<p>Check box that indicates whether you want Banner to store a detailed history of all bill reversals in the Billing Detail History Table (FRRBDTH).</p> <p>Column: FRRSYSC_REVERSAL_HISTORY_IND</p> <p>Choices are:</p> <p><i>Selected</i> - Store a detailed history of all bill reversals.</p> <p><i>Cleared</i> (default) - Do not store a detailed history of bill reversals.</p>

### To create a new system control record

1. Access the Grant System Control Maintenance Form (FRASYSC).
2. Perform an Insert Record function. Banner will clear all of the fields on the form except for the **Effective Date** field.
3. Enter values in the appropriate fields.
4. Save.



To change the system control record

1. Access the Grant System Control Maintenance Form (FRASYSC).
2. Perform a Duplicate Record function.
3. Enter new values in the appropriate fields.
4. Enter a date in the **Effective Date** field. You may enter today's date or a future date.
5. Save.

## Billing Exclusion Maintenance Form (FTMBECL)

---

Use this form to create user-defined exclusion codes that enable you to do the following:

- Restrict billing to allowable expenditure account codes
- Automatically place non-allowable accounts on hold

### Main window

Use this window to create user-defined exclusion codes that enable you to:

- Restrict billing to allowable expenditure account codes
- Automatically place non-allowable accounts on hold

### Key block

Use the Key block to define a new exclusion code or modify an existing exclusion code.

Fields	Descriptions
Exclusion Code	Exclusion code that you want to define or modify. Choices come from the Billing Exclusion Validation Form (FRVBECL).

### Description block

Use the Description block to enter or view a description of an exclusion code.

Fields	Descriptions
Description	Description of the exclusion code. This value comes from the Description field on the Billing Exclusion Validation Form (FRVBECL). It can be changed. Column: FRVBECL_CODE
Activity Date	Date on which the exclusion code was created or modified. This value comes from the <b>Activity Date</b> field on the Billing Exclusion Validation Form (FRVBECL). Column: FRVBECL_ACTIVITY_DATE

### Exclusion Definition window

Use this window to enter accounting information about the exclusion code.

If you enter information in the **Account Type** and **Account Type Description** fields in this window, do not enter information in the **Account Range Start** and **Account Range End** fields. If you enter information in the **Account Range Start** and **Account Range End** fields in this window, do not enter information in the **Account Type** and **Account Type Description** fields.

Fields	Descriptions
COA (Chart of Accounts)	Chart of Accounts code. Choices come from the Chart of Accounts (FTVCOAS) list. Column: FRRBECL_COAS_CODE
Account Type	Account type code and description. Choices come from the Account Type Validation Form (FTVATYP). Column: FRRBECL_ATYP_CODE
Account Range Start	First account code in a series associated with the exclusion code. Choices come from the Account Code Validation Form (FTVACCT). Column: FRRBECL_ACCT_CODE_FROM

Fields	Descriptions
Account Range End	<p>Last account code in a series associated with the exclusion code.</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p> <p>Column: FRRBECL_ACCT_CODE_TO</p>
Activity Date	<p>Date on which the associated COA, ATYP, ATYP Description, Account Range Start, and Account Range Date fields were entered or modified.</p> <p>Column: FRRBECL_ACTIVITY_DATE</p>

### To view a billing exclusion code

1. Access the Billing Exclusion Maintenance Form (FTMBECL).
2. Enter the Exclusion Code.
3. Perform two Next Block functions. Banner will display the exclusion information.

### To create a billing exclusion code

1. Access the Billing Exclusion Maintenance Form (FTMBECL).
2. Enter a new Exclusion Code.
3. Perform a Next Block function.
4. (Optional) Enter a description of the exclusion code.
5. Perform a Next Block function.
6. Enter the expenses you want to exclude.

**Note:** You cannot enter both Account Type and Account Range information for the same record.

7. Save.

### To access the Fund Code Maintenance Form (FTMFUND)

1. Access the Billing Exclusion Maintenance Form (FTMBECL).
2. Enter the Exclusion Code.

3. Perform two Next Block functions. Banner will display the exclusion information.
4. Select Fund Detail Information from the options menu.

#### To access the Grant Maintenance Form (FRAGRNT)

1. Access the Billing Exclusion Maintenance Form (FTMBECL).
2. Enter the Exclusion Code.
3. Perform two Next Block functions. Banner will display the exclusion information.
4. Select Grant Detail from the options menu.

#### To delete an exclusion code record

1. Access the Billing Exclusion Maintenance Form (FTMBECL).
2. Enter the Exclusion Code.
3. Perform two Next Block functions.
4. Select the record you want to delete.
5. Select Remove from the Record pull-down menu.
6. Save.

### Grant Billing Format Form (FTMBFRM)

---

Use this form to set up user-defined codes that enable you to customize the format of bills and reports.

This form enables you to do the following:

- define expenditure groups based on the requirements of your institution
- define summary groups for subtotals of related expenditure groups.

**Note:** Do not use this form to define standard formats for bills and reports (for example, 269A, 270, 272, and 1034).

## Key block

Use this block to specify the format you want to view or modify.

<b>Fields</b>	<b>Descriptions</b>
Billing or Report Format Code	User-defined code and description of the format. Choices come from the Billing Format Validation Form (FRVBFRM).
Type Indicator	Indicates whether this format applies to a bill or report.  This value comes from the <b>Type</b> field on the Billing Format Validation Form (FRVBFRM).  Choices:  <i>B</i> Bill—The format applies to a bill.  <i>R</i> Report—The format applies to a report.m

## Subtotal Definition block

Use this block to create new summary groups or view existing summary groups. Summary groups are subtotals of related expenditure groups.

<b>Fields</b>	<b>Descriptions</b>
Subtotal Sequence Number	Number that specifies the order in which you want the summary groups to appear in the bill or report. You must enter subtotal sequence numbers in ascending order (for example, 3, 4, 5, 6).  If you leave this field blank, the system will assign a value of 1 to the first subtotal sequence number and add 1 to each subsequent entry in the list.  Column: FRRBFRS_SUBTOTAL_SEQ_NO
Description	Description of the summary group.  Column: FRRBFRS_SUBTOTAL_DESC
Activity Date	Date on which you created or modified the summary group.  Column: FRRBFRS_ACTIVITY_DATE

## Group Assignment window

Use this window to do the following:

- Define expenditure groups
- Specify which expenditure groups you want to include in each summary group
- Enter accounting information for each expenditure group.

Expenditure Group block

Use this block to define expenditure groups and specify which expenditure groups you want to include in each summary group.

Fields	Descriptions
Group Sequence Number	Number that specifies the order in which you want the expenditure groups to appear in the bill or report. You must enter subtotal sequence numbers in ascending order (for example, 3, 4, 5, 6).  Column: FRRBFMR_GROUP_SEQ_NO
Group Description	Description of the expenditure group.  Column: FRRBFMR_GROUP_DESC
Subtotal Sequence Number	Subtotal sequence number of the summary group to which you want to link this expenditure group.  For example, if the summary group <i>Salaries and Related Costs</i> has a subtotal sequence number of 1 and you want to link the <i>Salaries</i> and <i>Fringe Benefits</i> expenditure groups to this summary group, then you would enter 1 in the <b>Sub Total Seq No.</b> field of the <i>Salaries</i> and <i>Fringe Benefits</i> groups.  Choices come from the subtotal sequence number list.  Column: FRRBFMR_SUBTOTAL_SEQ_NO

Accounting Information block

Use this block to enter or modify accounting information for each expenditure group.

**Note:** If you enter values in the **Account Type Code** and **Account Type Title** fields, do not enter values in the **Account Range Start** and **Account Range End** fields. Similarly, if you enter values in the **Account Range Start** and **Account Range End** fields, do not enter values in the **Account Type Code** and **Account Type Title** fields.

**Warning:** Before you enter accounting information for an expenditure group, you must position the cursor (>>) next to that expenditure group in the Expenditure Group block (FRRBFMR).

Fields	Descriptions
COA (Chart of Accounts)	User-defined code identifying an accounting or reporting entity. Choices come from the Chart of Accounts (FTVCOAS) list. Column: FRRBFRA_COAS_CODE
Account Type Code	User-defined code that indicates the type of account for reporting purposes (for example, assets, liabilities, or expenditures). Choices come from the Account Type Validation Form (FTVATYP). Column: FRRBFRA_ATYP_CODE
Account Type Title	Description of the account type. This value comes from the <b>Title</b> field on the Account Type Validation Form (FTVATYP).
Account Range Start	First account code in a series that you want to associate with an expenditure group. Choices come from the Account Code Validation Form (FTVACCT). Column: FRRBFRA_ACCT_CODE_FROM
Account Range End	Last account code in a series that you want to associate with an expenditure group. Choices come from the Account Code Validation Form (FTVACCT). Column: FRRBFRA_ACCT_CODE_TO
Activity Date	Date on which you created or modified the associated line of accounting information. Column: FRRBFRA_ACTIVITY_DATE

### To set up a billing or report format code

1. Access the Billing/Report Format Maintenance Form (FTMBFRM).
2. Enter a billing or report format code.

3. Go to the next block.
4. Enter summary group information.
5. Enter expenditure group information.
6. Enter accounting information for each expenditure group.
7. Save.

## Research Accounting Table Validation Forms

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This section provides you with examples and descriptions for each form on the Research Accounting Table Validation form (\*FINRESVAL). Forms in this section appear in the order that they appear on the menu.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

### Basis Code Validation Form (FRVBASI)

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Use this form to view, add, change, or delete a base code for cost calculations. Base codes identify general ledger accounts for which cost sharing or indirect costs should be calculated.

#### Main window (FRVBASI)

Use this window to view, add, change, or delete a base code for cost calculations.

Fields	Descriptions
COA (Chart of Accounts)	User-defined code identifying an accounting or reporting entity. Column: FRBBASI_COAS_CODE
Basis Code	User-defined code that indicates the way in which indirect cost or cost share will be calculated. Column: FRBBASI_CODE
Description	Description of Basis Code.



Fields	Descriptions
Type	Code that indicates whether this is a cost share account or an indirect cost account.  Choices: <i>C</i> Cost Share—This is a cost share account. <i>I</i> Indirect Cost—This is an indirect cost account.
Effective Date	Effective date of the basis code.  Column: FRBBASI_EFF_DATE
Termination Date	Date when this code should no longer be used.  Column: FRBBASI_TERM_DATE
Nchg Date (Next Change Date)	Date when the current record became effective and the prior record ceased to be effective.

## Catalog of Federal Domestic Assistance Codes Form (FRVCFDA)

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Use this form to view, add, change, and track Federal Domestic Assistance program codes for a proposal or a grant. These codes are directly related to federal proposals or grants. These codes will be provided as base data. You can also associate your institution's agency code with the default federal agency name.

### Main window

Use this window to view and define Federal Domestic Assistance program codes.

Fields	Descriptions
CDFA Code (Catalog of Federal Domestic Assistance)	Code representing a Federal Departmental program.  Column: FRVCFDA_CFDA_CODE
CFDA Title	Description of the CFDA code.  FRVCFDA_TITLE

Fields	Descriptions
Status	User-defined code indicating the status of the Category of Federal Domestic Assistance (CFDA) number. Choices: I Inactive–The CFDA number is inactive. A Active (default)–The CFDA number is active. Column: FRVCFDA_STATUS
Federal Agency	Name of the federal agency responsible for this program. Column: FRVCFDA_FEDERAL_AGENCY_NAME
Agency	Code of the sponsoring agency associated with this grant.

To view and define Federal Domestic Assistance Program codes

1. Access the Catalog of Federal Domestic Assistance Codes Form (FRVCFDA).
2. Enter a CFDA code.
3. Enter the title of the code.
4. (Optional) Enter the status of the code.

## Event Code Validation Form (FRVEVNT)

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Use this form to view, add, change, and delete event codes. An event might be a billing or reporting event.

Main window

Fields	Descriptions
Event Code	User-defined event identification number. Column: FRVEVNT_CODE
Description	Description of the event code. Column: FRVEVNT_DESC

Fields	Descriptions
Type	Code indicating the type of event.
Desc	<p>Description of the type of event. When you enter a type code, the description associated with the code appears.</p> <p><i>E</i> Event—This is an event.</p> <p><i>B</i> Bill—This is a bill.</p> <p><i>R</i> Report—This is a report.</p> <p>Column: FRVEVNT_TYPE_IND</p>
Activity Date	<p>Date on which the event code was created or modified.</p> <p>Banner updates this field with the system date when you save the record. It cannot be changed.</p> <p>Column: FRVEVNT_ACTIVITY_DATE</p>

#### To create an event code

1. Access the Event Code Validation Form (FRVEVNT).
2. Enter an event code.
3. Enter a description.
4. Enter the Type code.
5. Save.

### Indirect Cost Charge Code Validation Form (FRVINDA)

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Use this form to view, add, change, or delete the accounts and percentages for overhead charge calculations.

#### Main window

Fields	Descriptions
COA (Chart of Accounts)	<p>User-defined code identifying an accounting or reporting entity.</p> <p>Column: FRVINDA_COAS_CODE</p>

Fields	Descriptions
Code	<p>User-defined code that represents the account to which you want to charge indirect costs. This code is validated against the Indirect Cost Charge Code Maintenance Form (FTMINDA).</p> <p>Choices come from the Indirect Cost Charge Code Validation Form (FRVINDA).</p> <p><b>Note:</b> If you enter an indirect cost rate code or an indirect cost distribution code, you must enter a value in this field.</p> <p>Column: FRVINDA_CODE</p>
Indirect Cost Charge Description	Description of the user-defined code that represents the account to which you want to charge indirect costs.
Effective Date	<p>Effective date of the indirect cost charge code.</p> <p>Column: FRVINDA_EFF_DATE</p>
Termination Date	<p>Date on which no further transaction activity will be permitted.</p> <p>Column: FRVINDA_TERM_DATE</p>
Nchg Date (Next Change)	Date when the current indirect cost charge code became effective and the prior code ceased to be effective.

### To view indirect cost charge codes

1. Access the Indirect Cost Charge Code Validation Form (FRVINDA).
2. The entire list of codes in the system will appear.

### To select indirect cost charge codes

1. Access the Indirect Cost Charge Code Validation Form (FRVINDA).
2. Select the code you want. If necessary, use the scrollbar to view the entire list.
3. Double-click in the field to carry the code back to the original form.

**Note:** The Select function is only active when you access this form by choosing LIST from the **Indirect Cost Charge Code** field of another form.

## Indirect Cost Distribution Code Validation Form (FRVINDD)

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Use this form to view, add, change, or delete the FOAPAL distribution for the recovery of indirect charges. This form will maintain transactions used for the credit side of indirect costs in the ledgers.

### Main window

Use this window to view, add, change, or delete the FOAPAL distribution for the recovery of indirect charges.

Fields	Descriptions
COA (Chart of Accounts)	User-defined code identifying an accounting or reporting entity. Column: FRBINDD_COAS_CODE
Code	User-defined code that represents the credit side of indirect cost calculations. This code is validated against the Indirect Cost Distribution Maintenance Form (FTMINDD).  <b>Note:</b> If you enter an indirect cost basis code, an indirect cost rate code, or an indirect cost charge code, you must enter a value in this field. Column: FRBINDD_CODE
Indirect Cost Distribution Description	Description of the Indirect Cost Distribution Code.
Effective Date	Effective date of the indirect cost distribution code. Column: FRBINDD_EFF_DATE
Termination Date	Date on which no further transaction activity will be permitted. Column: FRBINDD_TERM_DATE
Nchg Date (Next Change Date)	Date when the current indirect cost distribution code became effective and the prior code ceased to be effective.

To view indirect cost distribution codes

1. Access the Indirect Cost Distribution Code Validation Form (FRVINDD).
2. Use the scroll bar, if necessary, to view the entire list of codes in the system.

To select indirect cost distribution codes

1. Access the Indirect Cost Distribution Code Validation Form (FRVINDD).
2. Select or tab into the **Code** field to select the code. Use the scroll bar, if necessary, to view the entire list of codes in the system.
3. Double-click in the field or perform the Select function to carry the code back to the original form.

**Note:** The Select function is only active when you access this form by choosing LIST from the **Indirect Cost Distribution Code** field of another form.

**Indirect Cost Rate Code Validation Form (FRVINDR)**

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Use this form to view, add, change, and delete indirect cost rates. You can maintain an indirect cost rate, or a lump sum amount for indirect cost calculations.

Main window

Use this window to view, add, change, and delete indirect cost rates.

Fields	Descriptions
Code	User-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense. This code is validated against the Indirect Cost Rate Code Maintenance Form (FTMINDR).
	<b>Note:</b> You must enter a value in this field if you enter an indirect cost basis code, an indirect cost charge account, or an indirect cost distribution code.
	Column: FRRINDR_CODE (code)
Indirect Cost Rate Description	Description of the user-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense.

Fields	Descriptions
Effective Date	Effective date of the indirect cost rate code. Column: FRRINDR_EFF_DATE
Termination Date	Date when this code should no longer be used. Column: FRRINDR_TERM_DATE
Rate	Percentage rate at which indirect cost should be calculated. Column: FRRINDR_INDIRECT_RATE
Memo Rate	Difference between the institution actual indirect cost rate and the negotiated indirect cost rate actually received. A memo rate is also referred to as <i>waived overhead</i> or <i>indirect foregone</i> .  For example, if your standard indirect cost rate is 40%, but you negotiated a rate of 30% with the sponsor, you may wish to enter the indirect rate as 30%, and a memo rate of 10%. The system will calculate an additional 10% rate based on the negotiated rate and store that amount in the memo ledger for you to query at any time, once the posting has been processed Column: FRRINDR_MEMO_RATE
Fed Neg (Federal Negotiated Rate Indicator)	Check box that indicates whether the indirect cost rate was federally negotiated. Choices:  <i>Selected</i> —Indirect cost rate was federally negotiated.  <i>Cleared</i> —Indirect cost rate was not federally negotiated. Column: FRRINDR_FED_NEG_RATE_IND

### To view indirect cost rate codes

1. Access the Indirect Cost Rate Code Validation Form (FRVINDR).
2. Use the scroll bar, if necessary, to view the entire list of codes in the system.

To select indirect cost rate codes

1. Access the Indirect Cost Rate Code Validation Form (FRVINDR).
2. Select or tab into the appropriate **Code** field to select the indirect cost rate code. Use the scroll bar, if necessary, to view the entire list of codes in the system.
3. Double click in the field or perform a Select function to carry the code back to the original form.

**Note:** The Select function is only active when you access this form by choosing LIST from the **Indirect Cost Rate Code** field of another form.

**Institution/Sponsor Account Maintenance Form (FRVISAC)**

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Use this form to link:

- Accounts established by your institution to accounts established by a sponsoring agency
- Account types established by your institution to accounts established by a sponsoring agency

Main window

Use the Key block to enter a sponsoring agency.

Fields	Descriptions
Agency	Code and name of the sponsoring agency. Choices come from the Entity Name/ID Search Form (FTIIDEN).

Institution Account Cross Reference window

Use this window to link accounts established by your institution to accounts established by a sponsoring agency.



<b>Fields</b>	<b>Descriptions</b>
COA (Chart of Accounts)	User-defined code identifying an accounting or reporting entity. Choices come from the Chart of Accounts (FTVCOAS) list. Column: FRVISAC_COAS_CODE
Institution Account	Code and title of the institution's account. Choices come from the Account Code Validation Form (FTVACCT). Column: FRVISAC_ACCT_CODE
Sponsor Account	Code and description of the sponsoring agency's account. Choices come from the Sponsor Account Code Maintenance Form (FRVSACT). Column: FRVISAC_SACT_CODE

### Institution Account Type Cross Reference window

Use this window to link account types established by your institution to accounts established by a sponsoring agency.

<b>Fields</b>	<b>Descriptions</b>
COA (Chart of Accounts)	User-defined code identifying an accounting or reporting entity. Choices come from the Chart of Accounts (FTVCOAS) list. Column: FRVISAT_COAS_CODE
Institution Account	User-defined code and description indicating the type of account (for example, assets, liabilities, or expenditures). Choices come from the Account Type (FTVATYP) list. Column: FRVISAT_ATYP_CODE (code)
Sponsor Account	Code and description of the sponsoring agency's account. Choices come from the Sponsor Account Code Maintenance Form (FRVSACT). Column: FRVISAT_SACT_CODE

To cross-reference sponsor account codes to the institution account codes

**Note:** You must first create a table of sponsor account codes before you can cross-reference the sponsor account codes to institution account codes.

1. Access the Institution/Sponsor Account Maintenance Form (FRVISAC).
2. Enter the Agency code.
3. Go to the Institution Account Cross Reference window.
4. Enter the COA code.
5. Enter the Institution Account code.
6. Cross-reference this code with a sponsor account code predefined on the Sponsor Account Code Maintenance Form (FRVSACT).

**Note:** Each account code must be unique, but you can map as many of these to the same sponsor account code as necessary.

7. Go to the Institution Account Type Cross-Reference window.
8. Enter a COA code.
9. Enter an Institution Account Type Code that is defined on FTMATYP.
10. Cross-reference this code with a sponsor account code predefined on the Sponsor Account Code Maintenance Form (FRVSACT). Each account type must be unique, but you may map as many of these to the same sponsor account code as necessary.
11. Save.

## Grants Labor Clearing Accounts Validation Form (FRVLCLA)

---

Use this form to establish clearing accounts, either by labor account or account type, for institutions that use both the Position Control module for setting up labor budgets and the Grant Budget Form (FRABUDG) for setting up grant budgets.

### Main window

Use this window to establish clearing accounts.

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>The default value is the default Chart of Accounts code for your user ID on the User Profile Definition Form (FOMPROF). It can be changed, but Banner will prevent you from saving the record if it is not valid.</p> <p>Choices come from the Chart of Accounts (FTVCOAS) list.</p> <p>Column: FRVLCAC_COAS_CODE</p>
Account	<p>Account code for the grant budget line item.</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p> <p>Column: FRVLCAC_ACCT_CODE</p>
Title	Description of the account code.
Clearing Account	<p>Account code that will offset transactions created by Research Accounting. If you use the Banner Position Management module, use this account code to prevent Position Management and Research Accounting from duplicating labor transactions.</p> <p>Before you designate the account as a clearing account, you must establish it on the Account Code Maintenance Form (FTMACCT) as a labor account (for example, 60) with a date entry indicator of <i>Y</i> (Yes) or <i>B</i> (Budget).</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p> <p>Column: FRVLCAC_ACCT_CODE_CLEAR</p>
Description	Description of the Clearing Account code.

### Grants Labor Account Type Cross Reference window

Use this window to cross-reference account types with clearing accounts.

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>The default value is the default Chart of Accounts code for your user ID on the User Profile Definition Form (FOMPROF). It can be changed, but Banner will prevent you from saving the record if it is not valid.</p> <p>Choices come from the Chart of Accounts (FTVCOAS) list.</p> <p>Column: FRVLCAT_COAS_CODE</p>
Account Type	<p>User-defined code that indicates the type of account for reporting purposes (for example, assets, liabilities, or expenditures).</p> <p>Choices come from the Account Type (FTVATYP) list.</p> <p>Column: FRVLCAT_ATYP_CODE</p>
Title	Description of the Account Type.
Clearing Account	<p>Account code that will offset transactions created by Research Accounting. If you use the Banner Position Management module, use this account code to prevent Position Management and Research Accounting from duplicating labor transactions.</p> <p>Before you designate the account as a clearing account, you must establish it on the Account Code Maintenance Form (FTMACCT) as a labor account (for example, 60) with a date entry indicator of <i>Y</i> (Yes) or <i>B</i> (Budget).</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p> <p>Column: FRVLCAT_ACCT_CODE_CLEAR</p>
Description	Description of the Clearing Account code.

### To establish a clearing account by labor account type

1. Access the Grants Labor Clearing Accounts Validation Form (FRVLCLA).
2. Enter the Chart of Accounts code.
3. Enter an Account.

**Note:** Labor accounts display a value of 60 in the **Internal Type** field of the Account Code Validation Form (FTVAACCT).

4. Select a Clearing Account.
5. Go to the Grants Labor Account Type Cross Reference window.
6. Enter the Chart of Accounts code.
7. Enter the Account Type code.
8. Enter the Clearing Account code.
9. Save.

## Sponsor Account Code Maintenance Form (FRVSACT)

---

Use this form to view or modify the account codes linked to a sponsoring agency. You can also use this form to select an account code for entry into a form or process.

### Key block

Use this block to enter the sponsoring agency.

Fields	Descriptions
Agency	Code and name of a sponsoring agency. Choices come from the Entity Name/ID Search Form (FTIIDEN).

### Sponsor Account Code block

Use this block to view or modify the account codes linked to a sponsoring agency.

Fields	Descriptions
Sponsor Account	Account code established by the sponsoring agency. Column: FRVSACT_SACT_CODE
Description	Description of the sponsoring agency's account code. Column: FRVSACT_SACT_DESC

To create a table of sponsor account codes

1. Access the Sponsor Account Code Maintenance Form (FRVSACT).
2. Enter the Agency code.
3. Select next block to view the currently-defined sponsor accounts.
4. Enter the agency-defined account codes.
5. Save.

**Note:** You must first create a table of sponsor account codes before you can cross-reference the sponsor account codes to institution account codes.

## Research Accounting User Codes Validation Form (FRVSDAT)

---

Use this form to create user-defined codes, assign values to them, and organize them into groups. You can use these codes on the Proposal Maintenance Form (FRAPROP) and the Grant Maintenance Form (FRAGRNT).

Main window

Fields	Descriptions
Literal	User-defined code that describes a group of values. For example, a grant involving tree testing might use a literal value such as TEST_TYPE.  Column: FRVSDAT_SDAT_CODE_ATTR
Value	User-defined code. For example, a grant involving tree testing might feature values such as <i>S</i> for spruce tree testing and <i>F</i> for fir tree testing.  Column: FRVSDAT_SDAT_CODE_OPT_1
Title	Long description (for example, spruce tree testing or fir tree testing) of the value.  Column: FRVSDAT_TITLE
Short Title	Short description (for example, spruce or fir) of the value.  Column: FRVSDAT_SHORT_TITLE

Fields	Descriptions
Data	User-defined code that can be used in addition to the code you entered in the <b>Value</b> field. For example, you may want to use the code STT (in addition to the code S) to represent spruce tree testing.  Column: FRVSDAT_DATA

To create a user-defined code for use in the Research Accounting module

1. Access the Research Accounting User Codes Validation Form (FRVSDAT).
2. Enter the literal.
3. Enter the value.
4. Enter the long title.
5. Enter the short title, or leave this field blank and the system will create one for you.
6. Save.

## Billing Exclusion Validation Form (FRVBECL)

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Use this form to query user-defined exclusion codes. User-defined exclusion codes enable you to do the following:

- Restrict billing to allowable expenditure account codes
- Automatically place non-allowable accounts on hold

### Main window

Use this window to query user-defined exclusion codes. You can query by exclusion code, by description, or by date.

Fields	Descriptions
Exclusion Code	Exclusion code. This value comes from the <b>Exclusion Code</b> field on the Billing Exclusion Maintenance Form (FTMBECL).  Column: FRVBECL_CODE

Fields	Descriptions
Description	Description of the exclusion code. This value comes from the Desc field on the Billing Exclusion Maintenance Form (FTMBECL).  Column: FRVBECL_DESC
Activity Date	Date on which the exclusion code was created or modified.  This value comes from the <b>Activity Date</b> field on the Billing Exclusion Maintenance Form (FTMBECL).  Column: FRVBECL_ACTIVITY_DATE

#### To view exclusion codes

1. Access the Billing Exclusion Validation Form (FRVBECL).
2. Scroll through the list of exclusion codes.

#### To search for an exclusion code

1. Access the Billing Exclusion Validation Form (FRVBECL).
2. Select Enter from the Query pull-down menu to clear the screen.
3. Enter the Exclusion Code.
4. Select Execute from the Query pull-down menu. Banner will display the requested exclusion code.

## Payment Management System Code Maintenance Form (FRVPMSC)

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Use this form to create or modify user-defined payment management system (PMS) codes. PMS codes enable you to link together multiple grants that have the same reimbursement requirements and were received from the same sponsoring agency.

Once you create a PMS code on this form, you must associate it with the appropriate grants using the Billing Information window of the Grant Maintenance Form (FRAGRNT).

**Note:** If you want to delete a PMS code from this form, you must first de-link the PMS code and its associated grants using the Billing Information window of the Grant Maintenance Form (FRAGRNT).



## Main window

Fields	Descriptions
PMS Code (Payment Management System Code)	User-defined payment management system (PMS) code and description. PMS codes enable you to link together multiple grants that have the same reimbursement requirements and were received from the same sponsoring agency.  Column: FRVPMSC_CODE
Description (untitled)	Description of the PMS Code.  Column: FRVPMSC_DESC
Chart of Accounts	Chart of Accounts code for the letter of credit fund. Choices come from the Chart of Accounts (FTVCOAS) list.  Column: FRVPMSC_COAS_CODE
Letter of Credit Fund	Code of the fund to which payments on this letter of credit will be posted.  Choices come from the Fund Code Validation Form (FTVFUND).  <b>Note:</b> When you associate a grant with this PMS code using the Billing Information window of the Grant Maintenance Form (FRAGRNT), the Letter of Credit Fund code entered here will appear as the default value for the <b>Payment Fund Code</b> field for that grant. It cannot be changed on FRAGRNT.  Column: FRVPMSC_LOC_FUND_CODE
Description (untitled)	Description of the Letter of Credit Fund.

Fields	Descriptions
Undistributed Cash Account	<p>Account code for the undistributed cash account to which payments will be credited.</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p> <p><b>Note:</b> When you associate a grant with this PMS code using the Billing Information window of the Grant Maintenance Form (FRAGRNT), the Undistributed Cash Account code entered here will appear as the default value for the Undistributed Cash Account field for that grant. It cannot be changed on FRAGRNT.</p> <p>Column: FRVPMSC_ACCT_CODE_RECEIPTS</p>
Letter of Credit Number	<p>User-defined code that identifies the letter of credit. Banner will print this number on Standard Form 272.</p> <p>Column: FRVPMCS_LOC_NO</p>
Letter of Credit Limit	<p>Maximum amount that you can draw on the letter of credit. The system does not use this value; it is for informational purposes only.</p> <p>Column: FRVPMSC_LOC_LIMIT</p>
Last Invoice Number	<p>Number of the last invoice associated with this payment management system code.</p> <p><b>Note:</b> If you are converting from a legacy system, enter the number of the last invoice that was generated by your legacy system. The Research Accounting Billing Process (FRRBILL) will update this number when run in Update mode for the PMS code.</p> <p>Column: FRVPMSC_LAST_INV_SEQ_NO</p>
Agency	<p>Code and description of the sponsoring agency associated with the letter of credit.</p> <p>Choices come from the Entity Name/ID Search Form (FTIIDEN).</p>
Description	Description of the sponsoring agency.

<b>Fields</b>	<b>Descriptions</b>
Activity Date	Date on which you created or modified the payment management system code.  Column: FRVPMSC_ACTIVITY_DATE

### To create a payment management system code

1. Access the Payment Management System Code Maintenance Form (FRVPMSC).
2. Perform an Insert Record function.
3. Enter a PMS Code.
4. Enter a Chart of Accounts code.
5. Enter a Letter of Credit Fund.
6. Enter an Undistributed Cash Account.
7. Enter the Last Invoice Number.
8. Enter the Agency.
9. (Optional) Enter any other information.
10. Save.

### To view payment management system codes

1. Access the Payment Management System Code Maintenance Form (FRVPMSC).
2. Scroll through the list of payment management system codes.

### To search for a specific payment management system code

1. Access the Payment Management System Code Maintenance Form (FRVPMSC).
2. Perform an Enter Query function.
3. Enter information in the fields that you want use as the basis of your search.

Tip: You can use the percent sign (%) as a wild card.

4. Perform an Execute Query function. Banner will display all PMS codes that match your search criteria.

### To change a payment management system code

1. Access the Payment Management System Code Maintenance Form (FRVPMSC).
2. Select the PMS code that you want to change.
3. Enter changes.
4. Save.

### To delete a payment management system code

1. Access the Grant Maintenance Form (FRAGRNT).
2. Enter a grant that is linked to the PMS code you want to change.
3. Go to the Billing Information window.
4. Go to the next block.
5. Delete the PMS code.
6. Save.
7. Repeat steps 2 through 6 for each grant that is linked to the PMS code you want to change.
8. Access the Payment Management System Code Maintenance Form (FRVPMSC).
9. Select the PMS code that you want to delete.
10. Perform a Remove Record function.
11. Save.

## Billing/Report Validation Form (FRVBFRM)

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Use this form to add, view, and query billing format and report format codes.

If you want to add a format code record using this form, you will not be able to create all the fields needed using this form. To complete the new format code record, you must start the new record in the FRVBFRM form, and then use the Billing/Report Format Maintenance Form (FTMBFRM) to add the rest of the fields to the record.

## Main window

Fields	Descriptions
Billing/Report Format Code	User-defined code that specifies the format of a bill or report. Column: FRVBFRM_CODE
Description	Description of the bill or report to which this format code applies. Column: FRVBFRM_DESC
System Req (System Requirement)	Indicates whether the format code is a standard format that is hard-coded in the system and delivered as seed data (for example, 270B and 1034).  Choices:  <i>Selected</i> —The format code is hard-coded in the system.  <i>Cleared</i> (default)—The format code is not hard-coded in the system. Column: FRVBFRM_SYSTEM_REQ_IND
Type	Indicates whether this format code applies to a bill or report.  Choices:  <i>B</i> Bill—This format code applies to a bill.  <i>R</i> Report—This format code applies to a report. Column: FRVBFRM_TYPE_IND
Activity Date	Date on which the format code was created or modified. Column: FRVBFRM_ACTIVITY_DATE

## To view billing and report format codes

1. Access the Billing/Report Validation Form (FRVBFRM).
2. Scroll through the list of format codes.

## To search for a billing or report format code

1. Access the Billing/Report Validation Form (FRVBFRM).
2. Select Enter from the Query pull-down menu to clear the screen.

3. Enter the Format Code.
4. Select Execute from the Query pull-down menu. Banner will display the requested format code.

### To add a new billing or report format code

1. Access the Billing/Report Validation Form (FRVBFRM).
2. Select Insert from the Record pull-down menu.
3. Enter information into the fields for the new format code.
4. Save.
5. Access the Billing/Report Format Maintenance Form (FTMBFRM).
6. Enter information into the fields for the new format code.
7. Save.

## Research Accounting Proposal Forms

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This section provides you with examples and descriptions for each form from the Research Accounting Proposal Menu (\*FINRESPROP). Forms in this section appear in the order that they appear on the menu.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

### Proposal Maintenance Form (FRAPROP)

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This form uses tabs to simplify navigation. Use this form to enter or update proposal information, as well as maintain the following types of information.

- Agency information
- Key personnel information
- Cost code information for indirect cost and cost share calculations on the proposal

**Note:** When using fund/organization security, access to this form is controlled by the Responsible Organization code entered on the proposal. Without this code, you will be denied access to this form.

## Key Block

Fields	Descriptions
Proposal Code	<p>To create a new proposal code, enter a unique proposal code.</p> <p><i>or</i></p> <p>Type NEXT for a system-generated proposal code.</p> <p>To search for an existing proposal code, choose List of Proposal Codes (FRIPROP) from the Options List.</p> <p>To search for an existing proposal by title, choose Proposal Title Search Form (FRIKPRO) from the Options List.</p>
Text Exists	<p>Indicates whether text exists for this proposal on the Entity Text Entry Form (FOAETXT). This field is used for informational purposes only.</p> <p>Choices:</p> <p><i>Y</i>- There is text attached to this proposal.</p> <p><i>N</i>- There is no text attached to this proposal.</p>

## Main window

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>The default value comes from the User Profile Maintenance Form (FOMPROF). It can be changed.</p> <p>Choices come from the Chart of Accounts List (FTVCOAS).</p> <p>Column: FRBPROP_COAS_CODE</p>

Fields	Descriptions
Responsible Organization	<p>Code that represents the administrative office responsible for this proposal.</p> <p>Choices come from the Organization Code Validation Form (FTVORGN).</p> <p><b>Note:</b> This field is required when using fund/organization security, which prevents departments from viewing information outside their user access. If your institution uses fund/organization security, only authorized users can access the proposal information.</p> <p>Column: FRBPROP_ORGN_CODE_RESP_OFFICE</p>
Long Title	<p>Full title of the research proposal.</p> <p>Column: FRBPROP_LONG_TITLE</p>
Title	<p>Title of the research proposal.</p> <p>The default value is the first 35 characters of the <b>Long Title</b> field.</p> <p>Column: FRBPROP_TITLE</p>
Agency	<p>User-defined code and name of the sponsoring agency to which the proposal was submitted.</p> <p>Choices come from the Entity Name/ID Search Form (FTIIDEN).</p> <p><b>Note:</b> Create a new agency code on the Agency Code Maintenance Form (FTMAGCY).</p>
Principal Investigator ID	<p>Identification code of the principal investigator. Validated against the Entity Name/ID Search Form (FTIIDEN).</p> <p>Choices come from the Entity Name/ID Search Form (FTIIDEN).</p>
Amount Requested	<p>Total amount of money requested in the proposal, including direct and indirect costs.</p> <p>Column: FRBPROP_REQUESTED_AMT</p>



Fields	Descriptions
Pass Through Indicator	<p>Check box that, when marked, identifies this proposal as having pass-through information. This is a display-only field.</p> <p><i>Selected</i> - This proposal has pass-through information.</p> <p><i>Cleared</i> - This proposal does not have any pass-through information.</p>
Original Date	<p>Date on which the proposal was originally prepared.</p> <p>The default value for a new proposal is the current date. It can be changed.</p> <p>Column: FRBPROP_ORIG_PREP_DATE</p>
Due Date	<p>Deadline for submitting the proposal to the sponsoring agency. This date must be greater than the <b>Original Date</b>.</p> <p>Column: FRBPROP_DUE_DATE</p>
Submit Date	<p>Date on which the proposal was submitted to the sponsoring agency.</p> <p>Column: FRBPROP_SUBMITTED_DATE</p>
Status	<p>User-defined status code and description for the proposal (for example, pending, submitted, granted, or declined). If the code is not defined, Banner displays an error message.</p> <p><b>Note:</b> You must define status codes on the System Data Validation Form (FTVSDAT).</p> <p>Choices come from the System Data List Form (FOQSDVLV).</p> <p><b>Warning:</b> If you enter a value in this field, you must enter a value in the <b>Date</b> field.</p> <p>Column: FRBPROP_STATUS_CODE</p>
Alternate Description	<p>Contains an alternative description of the status entered by the user.</p> <p>Free-form description up to 35 characters long.</p> <p>Column: FRBPROP_ALTERNATE_STATUS_DESC</p>

Fields	Descriptions
Status Date	<p>Date on which the status was achieved.</p> <p><b>Warning:</b> : If you entered a value in the <b>Status Code</b> field, you must enter a value in this field.</p> <p>Column: FRBPROP_STATUS_DATE</p>
Project Start Date	<p>Start date for the project period of the grant. Defines the setup of the grant or award year in the FGBGRNT table. This value cannot be changed once transactions have been posted to the grant ledger.</p> <p>Column: FRBPROP_PROJECT_START_DATE</p>
Project End Date	<p>End date for the project period of the grant.</p> <p>Column: FRBPROP_PROJECT_END_DATE</p>
Grant	<p>User-defined or system-assigned grant identification code associated with the proposal. This value will be updated once the proposal is awarded and will be referenced on the Grant Maintenance Form (FRAGRNT).</p> <p>Choices come from the Grant Code Inquiry Form (FRIGRNT).</p> <p>Column: FRBPROP_GRNT_CODE</p>
Budget Start Date	<p>Proposed start date of the budget period.</p> <p>Column: FRBPROP_BUDG_PRD_START_DATE</p>
Budget End Date	<p>Proposed end date of the budget period.</p> <p>Column: FRBPROP_PROJECT_END_DATE</p>
Expected Date	<p>Date by which you expect a decision regarding the proposal from the sponsor. This date must be greater than the Due Date.</p> <p>Column: FRBPROP_EXPECTED_GRANT_DATE</p>
Related Proposal, Description (untitled)	<p>Code and description of the original proposal from which the current proposal was copied.</p> <p>The default value comes from the proposal code entered on the Copy window of this form.</p> <p><b>Note:</b> This field only displays information if the current proposal was copied from another proposal.</p> <p>Column: FRBPROP_PROP_CODE_RELATED</p>

Fields	Descriptions
Probability Rate	<p>Estimated probability of receiving funding for this proposal. This value is expressed as a percentage.</p> <p>Column: FRBPROP_PROBABILITY_RATE</p>
Proposal Type	<p>User-defined code indicating the type of proposal (for example, a grant, contract, or cooperative agreement).</p> <p><b>Note:</b> You must define proposal types on the System Data Validation Form (FTVSDAT).</p> <p>Choices come from the System Data List Form (FOQSDLV).</p> <p>Column: FRBPROP_PROPOSAL_TYPE</p>
Category	<p>User-defined category of the sponsored program to which the proposal belongs (for example, federal, non-federal, or restricted).</p> <p><b>Note:</b> You must define categories on the System Data Validation Form (FTVSDAT).</p> <p>Choices come from the System Data List Form (FOQSDLV).</p> <p>Column: FRBPROP_CATEGORY</p>
Sub Category	<p>User-defined code identifying subcategories within a proposal (for example, corporation, foundation, or state).</p> <p><b>Note:</b> You must define subcategories on the System Data Validation Form (FTVSDAT).</p> <p>Choices come from the System Data List Form (FOQSDLV).</p> <p>Column: FRBPROP_SUB_CATEGORY</p>
CFDA Number (Catalog of Federal Domestic Assistance)	<p>Code representing a Federal Departmental Program.</p> <p>Choices come from the Catalog of Federal Domestic Assistance Codes Form (FRVCFDA).</p>
Sponsor ID	<p>External reference number of the sponsoring agency. This value is used for ad hoc reports and bills.</p> <p>Column: FRBPROP_SPONSOR_ID</p>

Proposal Agency Information window

Use this window to view address and telephone information associated with the sponsoring agency. You can also enter the name of the agency contact on this window.

If an agency has multiple addresses and you want to display a different address than appears, then change the value in the **Address Type** or **Sequence Number** field.

If an agency has multiple telephone numbers and you want to display a different number than appears, then change the value in the **Phone Type** field.

**Note:** If you want to change the default address and telephone values associated with this proposal, you must save after you make the changes. If you want to permanently change the address and telephone number associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).

Fields	Descriptions
Agency	User-defined code and name of the sponsoring agency to which the proposal was submitted.  The default value comes from the <b>Agency</b> field on the Main window.
Contact	Name or title of the contact person at the sponsoring agency.  The default value is the contact information associated with the agency on the Agency Code Maintenance Form (FTMAGCY). It can be changed.  Column: FRBPROP_AGENCY_CONTACT
Predecessor	ID and name of the agency's predecessor.  The default value is the predecessor information associated with the agency on the Agency Code Maintenance Form (FTMAGCY).

Fields	Descriptions
Address Type	<p>Code indicating the type of agency address (for example, billing address or permanent address).</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p>Choices come from the Address Information Query Form (FOQADDR).</p> <p><b>Note:</b> If there are multiple address types for the agency and you want to change the default address type associated with this proposal, you must save after you make the changes. If you want to permanently change the address associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).</p> <p>Column: FRBPROP_AGENCY_ADDR_CODE</p>
Sequence Number	<p>Sequence number of an address for agencies with multiple addresses (for example, three different billing addresses).</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p>Choices come from the Address Information Query Form (FOQADDR).</p> <p><b>Note:</b> If there are multiple addresses within the same address type for the agency, and you want to change the default address associated with this proposal, you must save after you make the changes. If you want to permanently change the address associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).</p> <p>Column: FRBPROP_AGENCY_ADDR_SEQ_NUM</p>
Phone Number Exists	<p>Indicates whether a telephone number exists for the sponsoring agency.</p> <p>Choices:</p> <p>Y- Phone number exists</p> <p>N- Phone number does not exist</p>

Fields	Descriptions
Phone Type	<p>Identifies the type of telephone line (for example, business phone number or personal phone number).</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p>Choices come from the Telephone Type Validation List (STVTELE).</p> <p><b>Note:</b> If there are multiple telephone numbers for the agency and you want to change the default telephone number associated with this proposal, you must save after you make the changes. If you want to permanently change the telephone number associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).</p>
Number	<p>Sponsoring agency's telephone number including area code.</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p><b>Note:</b> Changes to information in this field must be made on the Agency Code Maintenance Form (FTMAGCY).</p>
Extension	<p>Sponsoring agency's telephone extension number.</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p><b>Note:</b> Changes to information in this field must be made on the Agency Code Maintenance Form (FTMAGCY).</p>

### Location window

Use this window to track the locations where research is being conducted. Location codes entered here are validated based on the Chart of Accounts code entered on the Main window or the Proposal Indirect and Cost Share Information window.

Fields	Descriptions
Location	<p>User-defined code and description associated with the physical location or site in which an activity will take place.</p> <p><b>Note:</b> The code must be predefined on the Location Table (FTVLOCN).</p> <p>Choices come from the Location Code Validation Form (FTVLOCN).</p> <p>Column: FRRPLOC_LOCN_CODE</p>
Research Code	<p>Code for the physical location of the research.</p> <p>Choices:</p> <p><i>On Campus</i> - Research is conducted on campus.</p> <p><i>Off Campus</i> - Research is conducted off campus.</p> <p>Column: FRRPLOC_LOCN_RESEARCH_IND</p>

### Cost Code window

Use this window to enter indirect cost and cost share codes that may be used on the Proposal Budget Form (FRABUDP) for automatic calculations of these values.

The cost codes entered here specify the values that the system will use to calculate indirect cost, cost share, and fringe benefit amounts. Although these amounts are informational on the proposal, they will be carried forward to the proposal budget for automatic calculations on the Proposal Budget Form (FRABUDP).

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>Choices come from the Chart of Accounts List (FTVCOAS).</p> <p>Column: FRBPROP_COAS_CODE_IC_IS</p>

Fields	Descriptions
Indirect Cost Basis	<p>User-defined code and description that represent a list of accounts used in indirect cost calculations. Banner automatically calculates indirect cost when you charge an expense to an account on this list. Validated against the Basis Definition Code Maintenance Form (FTMBASI).</p> <p>Choices come from the Basis Code Validation Form (FRVBASI).</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values for the other indirect cost codes on this window.</p>
Indirect Cost Rate Code	<p>User-defined code and description that represent the percentage rate the sponsoring agency must contribute toward the expense. Validated against the Indirect Cost Rate Code Maintenance Form (FTMINDR).</p> <p>Choices come from the Indirect Cost Rate Code Validation Form (FRVINDR).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Indirect Cost Basis</b> field.</p> <p>Column: FRBPROP_INDR_CODE_RATE</p>
Indirect Cost Charge Account Code	<p>User-defined code and description that represent the account to which you want to charge indirect costs. Validated against the Indirect Cost Charge Code Maintenance Form (FTMINDA).</p> <p>Choices come from the Indirect Cost Charge Validation Form (FRVINDA).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Indirect Cost Basis</b> field.</p> <p>Column: FRBPROP_INDA_CODE_CHARGE (code).</p>
Indirect Cost Distribute To Code	<p>User-defined code and description that represent the credit side of indirect cost calculations. Validated against the Indirect Cost Distribution Maintenance Form (FTMINDD).</p> <p>Choices come from the Indirect Cost Distribution Code Validation Form (FRVINDD).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Indirect Cost Basis</b> field.</p> <p>Column: FRBPROP_INDD_CODE_DISTR</p>



Fields	Descriptions
Cost Share Basis	<p>User-defined code and description that represent a list of accounts used in cost share calculations. Banner automatically calculates cost share when you charge an expense to an account on this list. Cost share is the amount of money that an institution agrees to contribute, in addition to the funds received from a sponsoring agency. Validated against the Basis Definition Code Maintenance Form (FTMBASI).</p> <p>Choices come from the Basis Code Validation Form (FRVBASI).</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values for the other cost share codes on this window.</p> <p>Column: FRBPROP_BASI_CODE_CS.</p>
Cost Share Rate Code	<p>User-defined code and description that represent the percentage rate the institution must contribute toward an expense. Validated against the Cost Share Rate Code Form (FTMCSTR).</p> <p>Choices come from the Cost Share Rate List (FRRCSTR).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Cost Share Basis</b> field.</p> <p>Column: FRBPROP_CSTR_CODE_RATE</p>
Cost Share Credit Account Code	<p>User-defined code and description that represent the credit side of the cost share calculations. Validated against the Cost Share Credit Account Form (FTMCSTA).</p> <p>Choices come from the Cost Share Credit Account List (FRBCSTA).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Cost Share Basis</b> field.</p> <p>Column: FRBPROP_CSTA_CODE_CHARGE. (code)</p>
Cost Share Distribute From Code	<p>User-defined code and description that represent the debit side of the cost share calculations reflected in the Unrestricted or General Fund. Validated against the Cost Share Distribution Code Form (FTMCSTD).</p> <p>Choices come from the Cost Share Distribution List (FRBCSTD).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Cost Share Basis</b> field.</p> <p>Column: FRBPROP_CSTD_CODE_DISTR</p>

Fields	Descriptions
Fringe Rate	Percentage, up to 100, that will be used to calculate the fringe amount of labor accounts for a proposal budget. The value entered here will be used in budget calculations on the Proposal Budget Form (FRABUDP).  Column: FRBPROP_FRINGE_RATE

### Personnel Information window

Use this window to identify the ID and name of each person associated with the proposal. From this window you can also track a person's title, salutation, or full-time equivalency.

When associating a person with this proposal, the person must have a valid ID within the system. You must also enter a value in the **Indicator** field to track the person's position with respect to the proposal.

Fields	Descriptions
ID	Identification number and name of the person with whom you want to associate the proposal. The default value comes from the <b>Principal Investigator ID</b> field on the Main window.  Choices come from the Person Search Form (FOIIDEN).  <b>Note:</b> If you did not specify a principal investigator ID on the Main window, that field will be automatically updated if you enter an ID with an Indicator value of <i>001</i> on this window.  If you entered a principal investigator ID on the Main window and you subsequently remove it from this window, the system will automatically remove the principal investigator ID value from the Main window.

Fields	Descriptions
Indicator	<p>User-defined code and description that indicates the person's level of responsibility on the grant project. For example, <i>001 Principal Investigator</i> indicates that this person has first, or primary, responsibility for the grant project. The value <i>001</i> can only be associated with one ID, and should be reserved for the principal investigator. All other values can be used more than once.</p> <p>Choices come from the System Data List Form (FOQSDLV).</p> <p><b>Note:</b> If you did not specify a principal investigator ID on the Main window, that field will be automatically updated if you enter an ID with an Indicator value of <i>001</i> on this window.</p> <p>If you entered a principal investigator ID on the Main window and you subsequently remove it from this window, the system will automatically remove the principal investigator ID value from the Main window.</p> <p>Column: FRRPRPI_ID_IND</p>
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>The default value comes from the Chart of Accounts code entered on the Main window.</p> <p>Column: FRRPRPI_COAS</p>
Organization	<p>User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.</p> <p>Choices come from the Organization Code Validation Form (FTVORGN).</p> <p>Column: FRRPRPI_ORGN_CODE</p>
Salutation	<p>Preferred salutation for the individual (for example, Professor or Doctor).</p> <p>Column: FRRPRPI_SALUTATION</p>
Title	<p>Title of the individual (for example, M.D. or Ph.D.).</p> <p>Column: FRRPRPI_TITLE</p>

Fields	Descriptions
Full-time Equivalency	Proportion of time that an individual spends working on the proposal. Entries in this field cannot be greater than 1.00.  Column: FRRPRPI_ID_IND_LBT
Employee	Indicates whether the individual is an employee. Validated against the NBRJOBS table.  Choices:  Y- The person is an employee.  N- The person is not an employee.  <b>Note:</b> A Y will automatically appear if the ID you associate with the proposal is known to the system as an employee.  Column: FRRPRPI_EMPLOYEE_IND

### User Defined Data window

Use this window to set up custom user codes for information that you want to track. For example, if the proposal involves different types of tree testing, you can associate the codes for these types of testing with the proposal. The selected information can be used for ad hoc reporting.

**Note:** Standard attributes for the proposal must be defined on the Research Accounting User Codes Validation Form (FRVSDAT) before using this window.

Fields	Descriptions
Literal	User-defined attribute used to track specified information on a proposal. For example, a proposal involving tree testing might feature literal values such as Spruce tree testing and Fir tree testing.  <b>Note:</b> Standard attributes for the proposal must be defined on the Research Accounting User Codes Validation Form (FRVSDAT) before using this window.  Choices come from the Research Accounting User Codes Validation Form (FRVSDAT).  Column: FRRPUSN_SDAT_CODE_ATTR

Fields	Descriptions
Value	User-assigned Research Accounting code associated with a Literal.
	<p><b>Note:</b> Standard attributes for the proposal must be defined on the Research Accounting User Codes Validation Form (FRVSDAT) before using this window.</p> <p>Choices come from the Research Accounting User Codes Validation Form (FRVSDAT).</p> <p>Column: FRRPUSN_SDAT_CODE_OPT_1</p>

### Copy window

Use this window to copy information from an existing proposal to the new proposal.

**Note:** The Copy feature can be used only if no information has been entered for the new proposal.

Fields	Descriptions
Copy From Proposal Code	<p>Code of the existing proposal from which you want to copy proposal information.</p> <p>To search for an existing proposal by code, choose List of Proposal Codes (FRIPROP) from the Options List.</p> <p>To search for an existing proposal by title, choose Proposal Title Search Form (FRIKPRO) from the Options List.</p>

### Pass Through Agency Distribution Information window

Use this window to view available pass-through information for proposals.

Fields	Descriptions
Agency Code/ Agency Name	<p>Name of the originating agency providing the grant requested in this proposal.</p> <p>Choices come from the Agency Code List (FTVAGCY).</p> <p>Column: FRRPRPT_AGENCY_CODE</p>

Fields	Descriptions
Percentage	Percentage of federal funding provided for the grant by the listed agency. Column: FRRPRPT_FEDERAL_FUND_PERCENT

### To create a proposal

1. Access the Proposal Maintenance Form (FRAPROP).
2. Enter the Proposal Code  
  
OR  
Enter NEXT for a system-generated Proposal Code.
3. Go to the next block.
4. Enter the Chart of Accounts code where transactions will be posted.
5. Enter the Long Title of the proposal.
6. (Optional) Enter the Agency code.
7. Enter the Project Start Date.
8. (Optional) Enter any other available proposal information on the Main window.
9. (Optional) Enter agency information.
10. (Optional) Enter the research location.
11. (Optional) Enter cost information.
12. (Optional) Enter personnel information.
13. (Optional) Enter user-defined information.
14. Save.

### To copy information from an existing proposal to the new proposal

1. Access the Proposal Maintenance Form (FRAPROP).
2. Enter a new unique Proposal Code.  
  
OR

Enter NEXT for a system-generated proposal code.

3. Go to the next block.
4. Go to the Copy window.
5. Enter the code of the proposal from which you want to copy.
6. Select OK.
7. Save.

To change the default agency information associated with the proposal

1. Access the Proposal Maintenance Form (FRAPROP).
2. Enter a Proposal Code.
3. Go to the next block.
4. Go to the Proposal Agency window.
5. (Optional) Enter an Agency Contact.
6. (Optional) If an agency has multiple address types and you want to change the default address type associated with this proposal, change the value in the **Address Type** field.
7. (Optional) If an agency has multiple addresses for the same address type and you want to change the default address associated with this proposal, change the value in the **Sequence Number** field.
8. (Optional) If an agency has multiple telephone numbers and you want to change the default telephone number associated with this proposal, change the value in the **Phone Type** field.
9. Save to keep any changes.

**Note:** If you want to permanently change the address and telephone number associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).

## Proposal Budget Form (FRABUDP)

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Use this form to create proposal budgets. There are three ways to create a proposal budget:

- By manually entering budget information on this form
- By copying information from an existing budget
- By consolidating multiple budgets into a single budget

When copying information from existing proposal budgets, you can change the information as needed prior to saving the new proposal budget.

## Key Block

Use this block to specify the proposal and budget code.

Fields	Descriptions
Proposal	<p>User-defined or system-assigned identification code and title of a proposal.</p> <ul style="list-style-type: none"> <li>• To search for a proposal using the Proposal Code Inquiry Form (FRIPROP), select Proposal Inquiry (FRIPROP) from the Options list.</li> <li>• To search for a proposal/budget code combination using the Proposal Budget Codes Inquiry Form (FRIBUDP), select Proposal/Budget Inquiry (FRIBUDP) from the Options list.</li> </ul>
Budget Code	<p>User-defined code of a proposal budget.</p> <ul style="list-style-type: none"> <li>• To create a new budget code, enter a budget code.</li> <li>• To select an existing budget code, choices come from the Proposal Budget Code (FRBBUDP) list.</li> </ul>

## Budget Header Window

Use this window to enter information about the proposal budget. Select the tab or select Next Block to access the Budget Detail Window.

Fields	Descriptions
Budget Description	<p>Description of the proposal budget</p> <p>Column: FRBBUDP_BUDGET_DESC</p>



Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity associated with the proposal budget. Choices come from the Chart of Accounts (FTVCOAS) list.</p> <p>Column: FRBBUDP_COAS_CODE</p>
Select Budgets	<p>Check box that indicates whether you want to use existing budget information to create budget detail lines in the new budget. Checking this check box will take you to the Proposal Budget Selection Form (FRCBSEL), where you can either copy an existing proposal budget or consolidate the information from multiple proposal budgets into the new budget. Choices are:</p> <p><i>Selected</i> – Use existing budget information as the basis for this one.</p> <p><i>Cleared</i> (default) – Do not use existing budget information as the basis for this one.</p>
Budget Begin Date	<p>Start date of the budget.</p> <p>Column: FRBBUDP_BEG_DATE</p>
End Date	<p>End date of the budget.</p> <p>Column: FRBBUDP_END_DATE</p>
Duration	<p>Number of months between the start and end dates of the budget period. Banner calculates this value based upon the values entered in the <b>Budget Begin Date</b> and <b>End Date</b> fields.</p>
Submission Date	<p>Date on which the proposal was submitted to the sponsoring agency.</p> <p>Column: FRBBUDP_SUB_DATE</p>
Year	<p>Year of the budget. For example, you might enter 98 to indicate fiscal year 1998, or 1 to indicate that this is the first budget year for the proposal. This field is for information purposes only.</p> <p>Column: FRBBUDP_YR</p>

Fields	Descriptions
Type	<p>User-defined code that indicates the type of budget. This value comes from the System Data Validation Form (FTVSDAT). Choices are:</p> <p><i>A</i> Approved – The budget has been approved. The status for the budget code can no longer be changed.</p> <p><i>W</i> Working (default) – The status for the budget code can be changed.</p> <p><i>S</i> Submitted – The budget has been submitted for approval, but is not yet approved.</p> <p>Column: FRBBUDP_TYPE_CODE</p>
Indirect Cost Basis Code	<p>User-defined code and description that represent a list of accounts used in indirect cost calculations. Banner automatically calculates indirect cost when you charge an expense to an account on this list. Validated against the Basis Definition Code Maintenance Form (FTMBASI).</p> <p>Choices come from the Basis Code Validation Form (FRVBASI).</p> <p>Column: FRBBUDP_BASI_CODE_IC</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values for the other indirect cost codes on this window.</p>
Indirect Cost Rate Code	<p>User-defined code and description that represent the percentage rate the sponsoring agency must contribute toward the expense. Validated against the Indirect Cost Rate Code Maintenance Form.</p> <p>Choices come from the Indirect Cost Rate Code Validation Form (FRVINDR).</p> <p>Column: FRBBUDP_INDR_CODE_RATE</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values for the other indirect cost share codes on this window.</p>

Fields	Descriptions
Cost Share Basis Code	<p>User-defined code and description that represent a list of accounts used in cost share calculations. Banner automatically calculates cost share when you charge an expense to an account on this list. Cost share is the amount of money that an institution agrees to contribute, in addition to the funds received from a sponsoring agency. Validated against the Basis Definition Code Maintenance Form (FTMBASI).</p> <p>Choices come from the Basis Code Validation Form (FRVBASI).</p> <p>Column: FRBBUDP_BASI_CODE_CS</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values for the other cost share codes on this window.</p>
Cost Share Rate Code	<p>User-defined code and description that represent the percentage rate the institution must contribute towards the expense. Validated against the Cost Share Rate Code Form (FTMCSTR).</p> <p>Choices come from the Cost Share Rate List (FRCSTR).</p> <p>Column: FRBBUDP_CSTR_CODE_RATE</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values for the other cost share codes on this window.</p>
Fringe Rate	<p>Percentage, up to 100, that will be used to calculate the fringe amount of labor accounts for a proposal budget.</p> <p>Column: FRBBUDP_FRINGE_RATE</p>
Total Requested Amount	<p>Total amount of money requested from the sponsoring agency.</p> <p>Column: FRBBUDP_REQUESTED_AMT</p>

### Budget Detail Window

Use this window to enter multiple budget line items.

Fields	Descriptions
Account	<p>Account identification code.</p> <p>If you want to search for an account code, use the Search feature to access the Account Code Validation Form (FTVACCT).</p> <p>If you want to create a budget detail line without using an account code, leave the <b>Account</b> field blank and enter a title.</p> <p>Column: FRRBUDP_ACCT_CODE</p>
Title	<p>Title associated with the account identification code.</p> <p>If you enter an account code, the title comes from the <b>Title</b> field on the Account Code Maintenance Form (FTMACCT). It can be changed.</p>
Proposed Budget	<p>Amount of money requested from a sponsoring agency for the account line item.</p> <p>Column: FRRBUDP_PROP_BUDGET_AMT</p>
Cost Sharing	<p>Amount of money an institution agrees to contribute toward the account line item.</p> <p>Column: FRRBUDP_COST_SHARE_AMT</p>
Project Value	Sum of the budget and cost share.
Totals	Total budget amount from the proposal in whole dollars.
Cost Sharing Total (untitled)	Total amount of money an institution agrees to contribute, in addition to the funds received from a sponsoring agency.
Project Value Total (untitled)	Sum of the budget and cost share.

### To create a proposal budget

1. Access the Proposal Budget Form (FRABUDP).
2. Enter the Proposal code.
3. Enter the Budget Code.
4. Go to the next block.

5. (Optional) Use an existing budget to create budget detail lines in the new budget.
6. (Optional) Enter the Year.
7. (Optional) Enter the Type of budget.
8. (Optional) Enter the Fringe Rate.
9. Go to the Proposal Budget Detail window to enter budget detail information.
10. Save.

To use existing budget information to create budget detail lines in the new budget

**Note:** You cannot choose the Select Budgets check box if you have already created budget line items for this budget code.

1. Choose the Select Budgets check box. Banner will open the Proposal Budget Selection Form (FRCBSEL).
2. Query to find the budget(s) you want to copy.
3. Select the Select check box for the budget(s) you want to copy.

**Note:** If you choose more than one budget, Banner will consolidate the budget information into your new budget.

4. Select Create Budget Detail from the options menu. Banner will create a budget detail line in your new budget and return you to the Proposal Budget Form (FRABUDP).
5. Make any changes.
6. Save.
7. (Optional) Return to enter proposal and budget information.

## Entity Text Entry Form (FOAETXT)

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Use this form to create text and associate it with grant, proposal, and PMS codes. For example, you can create a message that Banner will print on all grant bills of a certain format, or for a PMS code associated with a specific principal investigator.

**Note:** This form is used to enter text for only grant and proposal documents. To enter text for bids, agreements, requisitions, purchase orders, and blanket orders, use the Procurement Text Entry Form (FOAPOXT). To

enter text for all other documents in Banner Finance, use the General Text Entry Form (FOATEXT).

Main window

Use this window to create text and associate it with grant, proposal, and PMS documents. For example, you can create a message that Banner will print on all grant bills of a certain format.

Use the Key block to select the type of grant or proposal documents for which you want to create text. Use the Text block to create or edit text for the document(s) specified in the Key block.

Fields	Descriptions
Primary Type	<p>Category of document associated with the text. For example, you can select <i>GRT</i> to associate the text with grants. Choices include the following.</p> <p><i>PRO</i>—Primary type is a proposal.</p> <p><i>GRT</i>—Primary type is a grant.</p> <p><i>PMS</i>—Primary type is all grants within a PMS code.</p> <p><b>Note:</b> Although the Document Type list displays many primary type codes, the only valid values for this form are <i>PRO</i>, <i>GRT</i>, and <i>PMS</i>.</p>
Code	<p>Grant, proposal, or PMS code with which you want to associate text. If you entered <i>PRO</i> in the <b>Primary Type</b> field, choices come from the Proposal Codes Inquiry Form (FRIPROP). If you entered <i>GRT</i> in the <b>Primary Type</b> field, choices come from the Grant Codes Inquiry Form (FRIGRNT). If you entered <i>PMS</i> in the <b>Primary Type</b> field, choices come from the Payment Management System Code Maintenance Form (FRVPMSC).</p>
Default Increment	<p>Increment between text line numbers. Line numbers identify strings of text and specify their order of appearance. The default value is 10. It can be changed.</p>

Fields	Descriptions
Secondary Type	<p>Category of grant, proposal, or PMS code document associated with the text. For example, you can select <i>BFM</i> to associate the text with all grants that use a specified billing format.</p> <p>If you enter a value in this field, you cannot enter a value in the <b>ID</b> field.</p> <p>Choices are:</p> <p><i>BFM</i>–Secondary type is a billing and report format.</p> <p><i>EVT</i>–Secondary type is an event.</p> <p><b>Note:</b> Although the Document Type list displays many secondary type codes, the only valid values for this form are <i>BFM</i> and <i>EVT</i>.</p>
Code	<p>Billing format code or event code with which you want to associate text.</p> <p>If you entered <i>PRO</i> in the <b>Primary Type</b> field and <i>EVT</i> in the <b>Secondary Type</b> field, choices come from the Proposal Events Inquiry Form (FRIEVNP).</p> <p>If you entered <i>GRT</i> in the <b>Primary Type</b> field and <i>BFM</i> in the <b>Secondary Type</b> field, choices come from the Billing Format Validation Form (FRVBFRM).</p> <p>If you entered <i>GRT</i> in the <b>Primary Type</b> field and <i>EVT</i> in the <b>Secondary Type</b> field, choices come from the Grant Event Inquiry Form (FRIEVNG).</p> <p>If you entered <i>PMS</i> in the <b>Primary Type</b> field and <i>BFM</i> in the <b>Secondary Type</b> field, choices come from the Billing Format Validation Form (FRVBFRM).</p>
Sequence	<p>Sequence number of the event code for the proposal or grant.</p> <p>If you entered <i>PRO</i> in the <b>Primary Type</b> field, choices come from the Proposal Events Inquiry Form (FRIEVNP).</p> <p>If you entered <i>GRT</i> in the <b>Primary Type</b> field, choices come from the Grant Event Inquiry Form (FRIEVNG).</p> <p>This field is active only if you entered <i>EVT</i> in the <b>Secondary Type</b> field.</p>
ID	<p>ID of an individual associated with the grant (such as a principal investigator). Choices come from Grant Personnel list.</p> <p><b>Note:</b> You cannot enter a value in this field if you entered a value in the <b>Secondary Type</b> field.</p>

Fields	Descriptions
Text	Text that you want to associate with the document(s) specified in the Key block. Column: FOBETXT_TEXT
Print	Check box that indicates whether to print the selected text. Choices are: <i>Selected</i> -Banner will print the text on the specified document(s). <i>Cleared</i> -Banner will not print the text on the specified document(s). Column: FOBETXT_PRT_IND
Line	Number that identifies a string of text and specifies its order of appearance. Column: FOBETXT_SEQ_NUM

### To create text for a grant and bill/report format combination

1. Access the Entity Text Entry Form (FOAETXT).
2. Enter *GRT* in the **Primary Type** field.
3. Enter the grant code in the **Code** field.
4. Enter *BFM* in the **Secondary Type** field.
5. Enter the bill/report format code in the **Code** field.
6. Go to the next block.
7. Enter the text.
8. Select the **Print** check box.
9. Save.

**Note:** This text will appear in the remarks section of 270B and 272 bills and reports, on generic bills and reports, and on the SF1034 form.

### To create text for a PMS code and bill/report format combination

1. Access the Entity Text Entry Form (FOAETXT).
2. Enter *PMS* in the **Primary Type** field.



3. Enter the PMS code in the **Code** field.
4. Enter *BFM* in the **Secondary Type** field.
5. Enter the bill/report format code in the **Code** field.
6. Go to the next block.
7. Enter the text.
8. Select the **Print** check box.
9. Save.

**Note:** This text will appear in the remarks section of 270B and 272 bills and reports, on generic bills and reports, and on the SF1034 form.

## Proposal Agency Inquiry Form (FRIASTP)

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Use the Proposal Agency Inquiry Form (FRIASTP) to monitor proposal activity by agency or by hierarchical agency.

### Key block

Fields	Descriptions
Agency	User-defined code and name of the sponsoring agency to which the proposal was submitted.  Choices come from the Entity Name/ID Search Form (FTIIDEN).

### Proposal block

Fields	Descriptions
Proposal	User-defined or system-assigned identification code and title of a proposal.  This value comes from the Proposal Maintenance Form (FRAPROP).  Column: FRBPROP_CODE

Fields	Descriptions
Description	Description of a proposal. Column: FRBPROP_TITLE
Status	Status of the event. Column: FRBPROP_STATUS_CODE
Status Date	Date on which the status was last updated. Column: FRBPROP_STATUS_DATE
Submitted Date	Date on which the proposal was submitted to the sponsoring agency. Column: FRBPROP_SUBMITTED_DATE
Agency	User-defined code and name of the sponsoring agency to which the proposal was submitted.
Grant	User-defined or system-assigned grant identification code. Column: FRBPROP_GRNT_CODE
Amount Requested	Total amount of money requested in the proposal. Column: FRBPROP_REQUESTED_AMT
Total	Sum of the grant proposal.

#### To monitor proposal activity by agency

1. Access this form from the Proposal Query Menu (\*FINPROPQUERY).
2. Enter or select an Agency code in the Agency field.
3. Select Next Block.

### Proposal Budget Distribution Inquiry Form (FRIBDSP)

---

Use this form to view budget distributions.

## Key block

Use this block to enter the proposal or proposal/budget that you are querying.

<b>Fields</b>	<b>Descriptions</b>
Proposal	Proposal identification code and title.  This value comes from the Proposal Maintenance Form (FRAPROP).
Type	Code representing the type of proposal.
COA (Chart of Accounts)	Code identifying an accounting or reporting entity.
Budget Code	Proposal budget identification code.
Account	Account identification code and description.

## Distribution Information block

Use the Distribution Information block to view information about your proposal or proposal/budget, and to view totals for proposed budget, cost sharing, and project value.

<b>Fields</b>	<b>Descriptions</b>
Account	Account identification code and title.  Column: FRRBUDP_ACCT_CODE
Title	Title for account identification code.  Column: FRRBUDP_ACCT_TITLE
Budget	Proposal budget identification code and description.  Column: FRRBUDP_BUDGET_CODE
Description	Description of the proposal budget identification code.
Type	Code representing the type of proposal.  Column: FRRBUDP_TYPE_CODE

Fields	Descriptions
Proposed Budget	Amount of money requested from a sponsoring agency for the account line item. Column: FRRBUDP_PROP_BUDGET_AMT
Cost Sharing	Amount of money an institution agrees to contribute toward the account line item. Column: FRRBUDP_COST_SHARE_AMT
Project Value	Sum of the amounts in the <b>Proposed Budget</b> field and the <b>Cost Sharing</b> field for the account line item.
Total Proposed Budget	Total amount of money requested from a sponsoring agency.
Total Cost Sharing	Total amount of money an institution agrees to match.
Total Project Value	Sum of the amount of money requested from a sponsoring agency and the amount of money the institution agrees to contribute.

### To view budget distributions

1. Access the Proposal Budget Distribution Inquiry Form (FRIBDSP).
2. Enter a budget code and an account code or leave the budget code blank and enter the type to view line items for multiple budgets of that type. The stacked canvas also lets you further refine the query.
3. This will link you to the Proposals Budget Totals Form (FRIBUDT).
4. When you have finished your query, select Exit.

## Proposal Budget Codes Inquiry Form (FRIBUDP)

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Use this form to view general information about proposal budgets.

### Main window

Use this window to view general information about proposal budgets.

Fields	Descriptions
Proposal	Proposal identification code. This value comes from the <b>Proposal</b> field on the Proposal Budget Form (FRABUDP). Column: FRBBUDP_PROP_CODE.
Description (untitled)	Description of proposal identification code. This value comes from the <b>Proposal</b> field on the Proposal Budget Form (FRABUDP). Column: Not a base table item.
Budget Code	Proposal budget identification code. This value comes from the <b>Budget Code</b> field on the Proposal Budget Form (FRABUDP). Column: FRBBUDP_BUDGET_CODE
Description	Description of the proposal budget identification code. This value comes from the <b>Budget Description</b> field on the Proposal Budget Form (FRABUDP). Column: FRBBUDP_BUDGET_DESC
COA (Chart of Accounts)	Code identifying an accounting or reporting entity. This value comes from the <b>Chart of Accounts</b> field on the Proposal Budget Form (FRABUDP). Column: FRBBUDP_COAS_CODE
Type	Code representing the type of budget. This value comes from the <b>Type</b> field on the Proposal Budget Form (FRABUDP). Column: FRBBUDP_TYPE_CODE.
Begin Date	Start date of the proposal budget. This value comes from the <b>Budget Begin Date</b> field on the Proposal Budget Form (FRABUDP). Column: FRBBUDP_BEG_DATE
End Date	End date of the proposal budget. This value comes from the <b>End Date</b> field on the Proposal Budget Form (FRABUDP). Column: FRBBUDP_END_DATE
Project Value	Sum of the amount of money requested from a sponsoring agency and the amount of money the institution agrees to contribute.

To view general information about proposal budgets

1. Access the Proposal Budget Codes Inquiry Form (FRIBUDP). Banner automatically displays a list of proposals and general information about their budgets.
2. View the proposal budget information.

### Proposal Budget Totals Inquiry Form (FRIBUDT)

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Use this form to perform an online query of a proposal's budget. This form enables you to view summarized budget data, account information, cost sharing amounts, and sponsor funded amounts.

#### Main window (FRIBUDT)

Use this window to perform an online query of a proposal's budget. This window enables you to view summarized budget data, account information, cost sharing amounts, and sponsor funded amounts.

#### Key block

Use this block to specify the following information.

- The proposal you want to query
- The budget you want to query
- The way in which you want Banner to display account information and budget totals
- 

Fields	Descriptions
Proposal	Proposal identification code and title. Column: Not base table items (code and title) To search for an existing proposal code, choose Proposal Inquiry (FRIPROP) from the Options List. To search for an existing proposal by budget code, choose Proposal/Budget Inquiry (FRIBUDP) from the Options List.
Proposal Budget Code	Proposal budget identification code and title.Choices come from the Budget Code List (FRBBUDP).

Fields	Descriptions
Display By	<p>Radio group indicating the way Banner should display account information and budget totals.</p> <p>Choices are:</p> <p><i>Institution (default)</i> - Display in order by account code.</p> <p><i>Sponsor</i> - Display in order by sponsoring agency code.</p> <p><i>Title</i> - Display in order by account title.</p> <p><i>Account Type Level 2</i> - Summarize and display only accounts that are rolled into their account types at level 2.</p> <p><i>Account Type Level 1</i> - Summarize and display only accounts that are rolled into their account types at level 1.</p>

### Account Information block

Use this block to view cost sharing amounts and sponsor funded amounts for accounts in the proposed budget.

Fields	Descriptions
Account Code or Type	<p>Code and description of an account code or account type. This value comes from the <b>Type</b> field on the Proposal Budget Form (FRABUDP).</p> <p>Column: FRRBUDC_ACCT_CODE</p>
Title	<p>Description of an account code or account type.</p> <p>Column: FRRBUDC_ACCT_TITLE</p>
Proposed Budget	<p>Amount of money requested from a sponsoring agency for the account line item. This value comes from the <b>Proposed Budget</b> field on the Proposal Budget Form (FRABUDP).</p> <p>Column: FRRBUDC_PROP_BUDG_AMT</p>
Cost Sharing	<p>Amount of money an institution agrees to match for the account line item. This value comes from the <b>Cost Sharing</b> field on the Proposal Budget Form (FRABUDP).</p> <p>Column: FRRBUDC_COST_SHARE_AMT</p>

Fields	Descriptions
Project Value	Sum of the amounts in the <b>Proposed Budget</b> field and the <b>Cost Sharing</b> field for the account line item.  This value comes from the <b>Project Value</b> field on the Proposal Budget Form (FRABUDP).
Total Proposed Budget	Total amount of money requested from a sponsoring agency.
Total Cost Sharing	Total amount of money an institution agrees to contribute, in addition to the funds requested from a sponsoring agency.
Total Project Value	Sum of the amounts in the <b>Total Proposed Budget</b> field and the <b>Total Cost Sharing</b> field.

To view proposal budget data in order by account code

1. Access the Proposal Budget Totals Form (FRIBUDT).
2. Enter the **Proposal Code**.
3. Enter the **Proposal Budget Code**.
4. Select the Institution option from the **Display by** radio group.
5. Perform a Next Block function and view the proposal budget data.

To view proposal budget data in order by agency code

1. Access the Proposal Budget Totals Form (FRIBUDT).
2. Enter the **Proposal Code**.
3. Enter the **Proposal Budget Code**.
4. Select the Sponsor option from the **Display by** radio group.
5. Perform a Next Block function and view the proposal budget data.

To view proposal budget data in order by account title

1. Access the Proposal Budget Totals Form (FRIBUDT).
2. Enter the **Proposal Code**.



3. Enter the **Proposal Budget Code**.
4. Select the Title option from the **Display by** radio group.
5. Perform a Next Block function and view the proposal budget data.

To view proposal budget data by accounts summarized at level 2

1. Access the Proposal Budget Totals Form (FRIBUDT).
2. Enter the **Proposal Code**.
3. Enter the **Proposal Budget Code**.
4. Select the Account Type Level 2 option from the **Display by** radio group.
5. Perform a Next Block function and view the proposal budget data.

To view proposal budget data by accounts summarized at level 1

1. Access the Proposal Budget Totals Form (FRIBUDT).
2. Enter the **Proposal Code**.
3. Enter the **Proposal Budget Code**.
4. Select the Account Type Level 1 option from the **Display by** radio group.
5. Perform a Next Block function and view the proposal budget data.

## Proposal Events Inquiry Form (FRIEVNP)

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Use this form to view proposal events.

### Main window

Use this form to view proposal events by one of the following:

- User identification code
- Proposal code
- Both user identification code and proposal code

### Key block

Use this block to specify a user identification code and a proposal code.

Fields	Descriptions
User ID	Oracle identification code and name of the user responsible for completing an event. Choices come from the User Profile List Form (FUVPROF).
Proposal	Proposal identification code and title. Choices come from the Proposal Codes Inquiry Form (FRIPROP). Column: PROP_CODE

### Event Description block

Use this block to view a list of proposal events and general information about them.

Fields	Descriptions
Event	Event identification code. This value comes from the <b>Event Code</b> field on the Proposal Events Assignment Form (FRAEVPA). Column: FRREVNP_EVNT_CODE
Description (untitled)	Description of the event identification code.
Sequence	System-generated number based on the occurrence of an event within the same proposal code. This value comes from the <b>Sequence Number</b> field on the Proposal Events Assignment Form (FRAEVPA). Column: FRREVNP_SEQ_NUM
Status	Status of the proposal event. This value comes from the <b>Status</b> field on the Proposal Events Assignment Form (FRAEVPA). Column: FRREVNP_STATUS_IND Choices are: <i>P (Pending)</i> - The event is pending. <i>S (Satisfied)</i> - The event has been satisfied. <i>C (Cancelled)</i> - The event has been cancelled.

Fields	Descriptions
Due Date	<p>Date the event needs to be created or completed. This value comes from the <b>Due Date</b> field on the Proposal Events Assignment Form (FRAEVPA).</p> <p>Column: FRREVNP_DUE_DATE</p>
Responsible User	<p>Identification code and name of the user responsible for creating or completing the event. This value comes from the default <b>Responsible User ID</b> field on the Proposal Events Assignment Form (FRAEVPA).</p> <p>Column: FRREVNP_RESPONSIBLE_USER_ID.</p>
Title	<p>Name of the user responsible for creating or completing the event.</p>
Proxy	<p>Identification number of the secondary user responsible for creating or completing the event. This value comes from the default <b>Proxy User ID</b> field on the Proposal Events Assignment Form (FRAEVPA).</p>
Approved By	<p>Code of the person who satisfied or cancelled the event. This value comes from the <b>Approved By</b> field on the Proposal Event Action Form (FRAEVNP).</p> <p>Column: FRREVNP_APPROVED_BY_USER_ID</p>
Name (untitled)	<p>Name of the person who satisfied or cancelled the event.</p>
Status Date	<p>Date the event was satisfied or completed. This value comes from the <b>Status Date</b> field on the Proposal Event Action Form (FRAEVNP).</p> <p>Column: FRREVNP_STATUS_DATE</p>
Proposal	<p>Proposal identification code and title. This value comes from the <b>Proposal Code</b> field on the Proposal Events Action Form (FRAEVNP).</p> <p>Column: FRREVNP_PROP_CODE</p>
Title (Untitled)	<p>Title for the proposal identification code.</p>

To view all proposal events assigned to a user

1. Access the Proposal Events Inquiry Form (FRIEVNP).
2. Enter the **User ID**.
3. Perform a Next Block function. Banner will display event information.

To view all events for a specific proposal

1. Access the Proposal Events Inquiry Form (FRIEVNP).
2. Enter the **Proposal**.
3. Perform a Next Block function. Banner will display event information.

To view events assigned to a user for a specific proposal

1. Access the Proposal Events Inquiry Form (FRIEVNP).
2. Enter the **User ID**.
3. Enter the **Proposal**.
4. Perform a Next Block function. Banner will display event information.

**Proposal Title Search Form (FRIKPRO)**

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Use this form to search for a proposal by the words or characters in the proposal title.

Key block

Fields	Descriptions
Search Value	Keyword(s) or character(s) used to search for a proposal. You can use wildcard characters (for example, % or *).

Proposal List block (FRBPROP)

Use this block to review the list of proposals retrieved from the search value.

Fields	Descriptions
Proposal Code	Proposal identification code and title. Column: FRBPROP_CODE
Grant	Grant identification code. Column: FRBPROP_GRNT_CODE
Status	Status and description of the proposal. Column: FRBPROP_STATUS_CODE
Title	Title or description of the proposal. Column: FRBPROP_TITLE
Status Date	Date of the proposal. Column: FRBPROP_STATUS_DATE

To search or query for a proposal by the words or characters in the proposal title

1. Access the Proposal Title Search Form (FRIKPRO).
2. Enter any part of the proposal title that you know in the **Search Value** field.  
  
For example, if the only word in the proposal title that you know is Nuclear, enter the following in the **Search Value** field using the % sign as a wildcard character: *%Nuclear%*. Banner will retrieve all proposal titles containing this text string.
3. Perform Next Block. Use the scroll bar to view the entire list of entries, if necessary.
4. Select the proposal you want to query.

## Proposal Codes Inquiry Form (FRIPROP)

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Use this form to query proposals and view general information about them.

## Main window

Fields	Descriptions
Proposal	Proposal identification code. This value comes from the <b>Proposal Code</b> field on the Proposal Maintenance Form (FRAPROP). Column: FRBPROP_CODE
Description (untitled)	Description of proposal identification code Column: FRBPROP_TITLE
Principal Investigator ID	Identification code of the principal investigator. This value comes from the <b>Principal Investigator ID</b> field on the Proposal Maintenance Form (FRAPROP).
Name (untitled)	Name of the principal investigator.
Agency	Code for the sponsoring agency to which the proposal was submitted.  This value comes from the <b>Agency</b> field on the Proposal Maintenance Form (FRAPROP).
Name (untitled)	Name of the sponsoring agency to which the proposal was submitted.
Amount Requested	Total amount of money requested from the sponsoring agency.  This value comes from the <b>Amount Requested</b> field on the Proposal Maintenance Form (FRAPROP). Column: FRBPROP_REQUESTED_AMT
Origination Date	Date on which the proposal was originally prepared.  This value comes from the <b>Original Dates</b> field on the Proposal Maintenance Form (FRAPROP). Column: FRBPROP_ORIG_PREP_DATE
Grant	Grant identification code.  This value comes from the <b>Grant</b> field on the Proposal Maintenance Form (FRAPROP). Column: FRBPROP_GRNT_CODE

Fields	Descriptions
Chart of Accounts Code (untitled)	<p>Code identifying an accounting or reporting entity.</p> <p>This value comes from the <b>Chart of Accounts</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_COAS_CODE</p>
Responsible Organization	<p>Code of a specific organization or other subdivision responsible for this proposal.</p> <p>This value comes from the <b>Organization</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_ORGN_CODE_RESP_OFFICE</p>
Description (untitled)	<p>Description of a specific organization or other subdivision responsible for this proposal.</p>
Category	<p>Code representing the type of proposal.</p> <p>This value comes from the <b>Proposal Type</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Choices come from the System Data List Form (FOQSDLV).</p> <p>Column: FRBPROP_CATEGORY</p>
Sponsor ID	<p>Identification number of the sponsoring agency to which the proposal was submitted.</p> <p>This value comes from the <b>Sponsor ID</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_SPONSOR_ID</p>
Status	<p>Status of the proposal.</p> <p>This value comes from the <b>Status</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Choices come from the System Data List Form (FOQSDLV).</p> <p>Column: FRBPROP_STATUS_CODE</p>
Status Date	<p>Date on which the status was last updated.</p> <p>Column: FRBPROP_STATUS_DATE</p>

Fields	Descriptions
Project Start Date	<p>Start date for the project period of the proposal.</p> <p>This value comes from the <b>Project Start Date</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_PROJECT_START_DATE</p>
Project End Date	<p>End date for the project period of the proposal.</p> <p>This value comes from the <b>Project End Date</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_PROJECT_END_DATE</p>
Submit Date	<p>Date on which the proposal was submitted to the sponsoring agency.</p> <p>This value comes from the <b>Submit Date</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_SUBMITTED_DATE</p>

To query proposals and view general information about them

1. Access the Proposal Codes Inquiry Form (FRIPROP).
2. (Optional) To refine your query, enter search criteria.
3. Select Execute from the Query pull-down menu. Banner will display a list of proposals and general information about them.

## Proposal Status History Inquiry Form (FRIPRST)

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Use the Proposal Status History Inquiry Form (FRIPRST) to view proposal status history information.

Key block

Fields	Descriptions
Proposal	<p>Proposal identification code.</p> <p>Column: PROP_CODE</p>



Fields	Descriptions
Title	Title of the proposal.

### Proposal block

Fields	Descriptions
Status	Status of the proposal. Column: FRVPRST_STATUS_CODE
Title	Description of the status.
Date	Date of the status. Column: FRVPRST_DATE_STATUS

### To view proposal status history information

1. Access the Proposal Status History Inquiry Form (FRIPRST).
2. Enter a Proposal.
3. Go to the next block to view information displayed in the **Status**, **Title**, and **Date** fields.

## Proposal Personnel Inquiry Form (FRIPSTP)

---

Use this form to monitor proposal activity by Personnel ID.

### Key block

Use this block to select the employee whose proposal activity you wish to monitor.

Fields	Descriptions
Personnel ID	Identification code of a person associated with the proposal. Choices come from the Entity Name/ID Search Form (FTIIDEN).

Fields	Descriptions
Name (untitled)	Name of a person associated with the proposal.

### Proposal List block

Use this block to monitor the proposal activity of a specific employee.

Fields	Descriptions
Proposal	<p>Proposal identification code.</p> <p>This value comes from the <b>Proposal Code</b> field of the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_CODE</p>
Description	<p>Description of the proposal identification code.</p> <p>Column: FRBPROP_TITLE</p>
Grant	<p>Grant identification code.</p> <p>This value comes from the <b>Grant</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_GRNT_CODE</p>
Total Value	<p>Sum of the amount of money requested from a sponsoring agency and the amount of money the institution agrees to contribute.</p> <p>This value comes from the <b>Amount Requested</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_REQUESTED_AMT</p>
Status	<p>Status of the proposal.</p> <p>This value comes from the <b>Status</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_STATUS_CODE</p>
Status Date	<p>Status date of the proposal.</p> <p>This value comes from the <b>Status Date</b> field on the Proposal Maintenance Form (FRAPROP).</p> <p>Column: FRBPROP_STATUS_CODE</p>

Fields	Descriptions
Total	Total of all proposals associated with the Personnel ID.

To monitor proposal activity by personnel ID

1. Access the Proposal Personnel Inquiry Form (FRIPSTP).
2. Enter the ID of the person whose proposal activity you wish to monitor in the **Personnel ID** field.
3. Go to the next block to display all proposals associated with the employee. Use the scroll bar, if necessary, to view the entire list of proposals.

## Event Code Validation Form (FRVEVNT)

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Use this form to view, add, change, and delete event codes. An event might be a billing or reporting event.

Main window

Fields	Descriptions
Event Code	User-defined event identification number. Column: FRVEVNT_CODE
Description	Description of the event code. Column: FRVEVNT_DESC
Type	Code indicating the type of event.
Desc	Description of the type of event. When you enter a type code, the description associated with the code appears. <i>E</i> Event—This is an event. <i>B</i> Bill—This is a bill. <i>R</i> Report—This is a report. Column: FRVEVNT_TYPE_IND

Fields	Descriptions
Activity Date	<p>Date on which the event code was created or modified.</p> <p>Banner updates this field with the system date when you save the record. It cannot be changed.</p> <p>Column: FRVEVNT_ACTIVITY_DATE</p>

### To create an event code

1. Access the Event Code Validation Form (FRVEVNT).
2. Enter an event code.
3. Enter a description.
4. Enter the type code.
5. Save.

## Event Group Validation Form (FRVEGRP)

---

Use this form to create event groups by associating events (such as billing events) with an event group code. You can then associate the event group codes with a grant (on the Grant Events Assignment Form (FRAEVGA)), or a proposal (on the Proposal Events Assignment Form (FRAEVPA)).

You can also change the events associated with an existing event group code.

**Note:** Create event codes on the Event Code Validation Form (FRVEVNT).

### Key block

Use this block to create a new event group code or select an existing event group code.

Fields	Descriptions
Event Group Code	User-defined code that represents a group of events. Choices come from the Event Group (FRVEGRP) list.

## Group Description block

Use this block to create or change the description for the event group code.

<b>Fields</b>	<b>Descriptions</b>
Description	Description of the event group code. Column: FRVEGRP_DESC

## Event Code block

Use this block to select the events that you want to associate with the event group code.

<b>Fields</b>	<b>Descriptions</b>
Event Code	User-defined code that represents an event. Choices come from the Event Code Validation Form (FRVEVNT). Column: FRREGRP_EVNT_CODE
Description	Description of the Event Code.

## To create an event group code

1. Access the Event Group Maintenance Form (FRVEGRP).
2. Enter an Event Group Code.
3. Go to the next block.
4. Enter a Description.
5. Save.
6. Go to the next block.
7. Select the Event Code(s) that you want to associate with the event group code.
8. Save.

# Grant Events Assignment Form (FRAEVGA)

---

Use this form to assign events (such as reporting or billing events) to a grant. You can assign either single events or groups of events to a grant.

## Key block

Use this block to select the grant to which you want to assign events, and to specify whether you want to assign a single event or a group of events to it.

Fields	Descriptions
Grant Code	User-defined or system-assigned identification code and title of a grant. Choices come from the Grant Code Inquiry Form (FRIGRNT).
Description (untitled)	Description of a grant.
Agency	Sponsoring agency for the grant.
PMS Code	Payment management system code. This code enables you to link together multiple grants that have the same reimbursement requirements and were received from the same sponsoring agency.
Event Management, Group Management	Radio group that indicates whether you are assigning a single event or a group of events to the grant. Choices are: <i>Event Management</i> – Assign a single event to the grant. <i>Group Management</i> – Assign a group of events to the grant.

**Note:** Use the Event Group Validation Form (FRVEGRP) to group together defined event codes.

## Group/Event Management window

Use this window to assign event group codes to the grant. This window appears if you selected the Group Management radio button in the Key block.

Fields	Descriptions
Event Group Code	<p>User-defined code that represents a group of events. Choices come from the Event Group List (FRVEGRP).</p> <p>Column: FRREVGG_EGRP_CODE</p> <p><b>Note:</b> Use the Event Group Validation Form (FRVEGRP) to group together defined event codes.</p>
Description	Description of the Event Group Code.

### Event Assignment window

Use this window to assign event codes to the grant. This window appears if you selected the **Event Management** radio button in the Key block.

### Data Entry block

Fields	Descriptions
Event Code	<p>User-defined event identification number. Choices are:</p> <p>To search all event codes, select List of Event Codes (FRVEVNT) from the Options list.</p> <p>To search assigned event codes, select List of Assigned Events (FRVEVNT) from the Options list.</p> <p>Column: FRBEVNG_EVNT_CODE</p> <p><b>Note:</b> If you are creating a billing event, you must select an event code that has a type code <i>B</i> on the Event Code Validation Form (FRVEVNT). If you are creating a reporting event, you must select an event code that has a type code <i>R</i> on FRVEVNT. If you are creating some other regular event, you must select an event code that has a type code <i>E</i> on FRVEVNT.</p>
Alternate Description	<p>Alternate description of the Event Code. This alternate description will append to the event code description.</p> <p>COLUMN: FRBEVNG_ALTERNATE_EVNT_DESC</p>

Fields	Descriptions
Number of Days Reminder	<p>Number of days before the event is due that Banner will remind the user to satisfy that event.</p> <p>Banner displays reminder messages on the General Message Form (GUAMESG). When the Event Management Report Process (FRPMESG) is run, Banner will generate reminder messages for the appropriate events.</p> <p>Column: FRBEVNG_NUM_OF_DAYS_REMINDER</p> <p><b>Note:</b> Billing events are satisfied when the Research Accounting Billing Process (FRRBILL) is run in Update mode. Reporting events are satisfied when the Research Accounting Report Process (FRRGRPT) is run. Regular events (with a type code <i>E</i>) must be satisfied manually using the Grant Event Action Form (FRAEVNG).</p>
Number of Days	<p>Number of days after the Begin Date that you want the event to occur. This field is used for one-time events.</p> <p>Column: FRBEVNG_NUM_OF_DAYS</p> <p><b>Note:</b> If you enter a value in this field, you must also select a value in the <b>Begin Date</b> field.</p>
Begin Date	<p>Pull-down list that indicates at which point of the grants period you want the event to begin. This field is used for one-time events. Choices are:</p> <p><i>None</i> (default) – Use this value if you are not specifying number of days.</p> <p><i>Before Begin Date</i> – The event will occur before the start of the grants period.</p> <p><i>Before End Date</i> – The event will occur before the end of the grants period.</p> <p><i>After Begin Date</i> – The event will occur after the start of the grants period.</p> <p><i>After End Date</i> – The event will occur after the end of the grants period.</p> <p>Column: FRBEVNG_BEG_DATE_IND</p> <p><b>Note:</b> If you select a value for this field, you must also enter a value in the <b>Number of Days</b> field.</p>



Fields	Descriptions
Date From	<p>Start date of the event period. This field is used for recurring events.</p> <p>Column: FRBEVNG_DATE_FROM</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values in the <b>Date To</b> and <b>Frequency</b> fields.</p>
Date To	<p>End date of the event period. This field is used for recurring events.</p> <p>Column: FRBEVNG_DATE_TO</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values in the <b>Date From</b> and <b>Frequency</b> fields.</p>
Frequency	<p>Pull-down list that indicates the frequency of the event. This field is used for recurring events.</p> <p>You cannot use the weekly or bi-weekly values for report or bill events. Choices are:</p> <p>None (default) – The event does not recur on a regular basis.</p> <p><i>Weekly</i> – The event occurs every week.</p> <p><i>Bi-Weekly</i> – The event occurs every two weeks.</p> <p><i>Monthly</i> – The event occurs every month.</p> <p><i>Quarterly</i> – The event occurs every three months.</p> <p><i>Semi-Annually</i> – The event occurs twice a year.</p> <p><i>Annually</i> – The event occurs once a year.</p> <p>Column: FRBEVNG_FREQ_IND</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values in the <b>Date From</b> and <b>Date To</b> fields.</p>
Payment Method Type Ind	<p>Payment method for Billing-only events.</p> <p>Choices are: <i>Cost Reimbursement</i> or <i>Fixed</i></p>
Period To	<p>Represents the start of a billing cycle. Will default from the <b>Date From</b> field. If overwritten, will change the <b>Date From</b> value.</p>
Bill Format	<p>Identifies the format of the bill. Formats are validated against FRVBFRM.</p>

<b>Fields</b>	<b>Descriptions</b>
Default Responsible User ID	Oracle ID of the individual primarily responsible for creating or completing an event. Banner will use this ID for all events in the Event Information block; however, the ID can be overridden for specific events.
Default Proxy User ID	Search feature that enables you to select the ID of a second person authorized to review or satisfy an event.
Default Fixed Schedule	If selected, allows you to define the fixed amount and the fund that will be affected for fixed type bills. These values will default for all bill sequences. May be overridden for specific event sequences.

### Event Information block

Use the Event Information block to view information about the event.

<b>Fields</b>	<b>Descriptions</b>
Sequence	Sequence number of the event occurrence. Column: FRREVNG_SEQ_NUM
Responsible User ID	ID number of the user responsible for creating or completing the event. Column: FRREVNG_RESPONSIBLE_USER_ID
Name (untitled)	Name of the user responsible for creating or completing the event.

Fields	Descriptions
Due Date	<p>Date the event needs to be created or completed. Banner generates this date based on the values entered in the <b>Date To</b> and <b>Frequency</b> fields.</p> <p>Column: FRREVNG_DUE_DATE</p> <p>You may change an event's due date for a specific sequence, for example, if an event falls on a weekend or an event is requested a few days earlier. There are a few rules for what the form will allow.</p> <ol style="list-style-type: none"> <li>1. The <b>Due Date</b> must be greater than the last sequence's due date and before the due date of the next sequence.</li> <li>2. If you wish to continue an event schedule, you cannot add additional sequences. You may, however, change the <b>Date To</b> of the event to a later date, which will create the new sequences(s) automatically.</li> <li>3. You cannot change the due date of a sequence if it is satisfied.</li> </ol>
Text	<p>Indicates whether text exists for this event on the Entity Text Entry Form (FOAETXT). Choices are:</p> <p><i>Y</i> – There is text attached to this event.</p> <p><i>N</i> – There is no text attached to this event</p>
Status	<p>Status of the event. Choices are:</p> <p><i>P</i> Pending (default) – The event is pending.</p> <p><i>S</i> Satisfied – The event has been satisfied. Billing events are satisfied when the Research Accounting Billing Process (FRRBILL) has been run in Update mode. Reporting events are satisfied when the Research Accounting Report Process (FRRGRPT) is run. Regular events (with a type code <i>E</i>) must be satisfied manually using the Grant Event Action Form (FRAEVNG).</p> <p><i>C</i> Cancelled – The event has been cancelled.</p> <p>Column: FRREVNG_STATUS_IND</p>

### Proxy Default window

Use this window to specify the default proxy ID for processing. Access this window by using the Search feature for the Proxy User ID on the Event Assignment window.

**Note:** You can specify one proxy for each event code using this window. If you want to specify a different proxy for each occurrence of the event, go to the Proxy window.

Fields	Descriptions
Proxy User ID	ID of a second person authorized to create or complete an event. Banner uses this ID for all events in the Event Information block; however, the ID can be overridden for specific events.
Name	Name associated with the Proxy User ID.

### Proxy window

Use this window to enter different proxies for each event occurrence.

**Note:** If you want to specify a default proxy to use for all occurrences of the event, then you can use the Proxy Default window.

Fields	Descriptions
Sequence Number	Sequence number of the user responsible for creating or completing this occurrence of the event. Column: FRRPRXG_EVNT_SEQ_NUM
Proxy ID	ID of the user responsible for creating or completing this occurrence of the event. This value comes from the User Profile List Form (FUVPROF). Column: FRRPRXG_PROXY_USER_ID
Name	Name of the user.

### To assign events to a grant

1. Access the Grant Events Assignment Form (FRAEVGA).
2. Enter the Grant Code.
3. Select the Event Management radio button.
4. Go to the next block.
5. Enter an Event Code.

6. Enter values in the **Date From**, **Date To**, and **Frequency** fields.

OR

Enter values in the **Number of Days** and **Begin Date** fields.

7. Enter the **Responsible User ID**.

Banner will automatically create event sequences with due dates based on the values in the **Date From**, **Date To**, and **Frequency** fields.

8. Save.

To assign events to a PMS Code

1. Access FRAEVGA.
2. Enter the PMS code.
3. Check the **Process All Grants** check box.
4. Select the **Event Management** radio button.
5. Go to the next block.
6. Displayed in the top block is a list of all grants associated to the PMS code entered. If you want to assign an event to all codes, simply go to the next block.
7. Enter an event code.
8. Enter values in the **Date From**, **Date To**, and **Frequency** fields.

OR

Enter values in the **Number of Days** and **Begin Date** fields.

9. Enter **Payment Method Type** if this is a Bill event.
10. Enter the **Bill Forms** code.
11. Enter a **Responsible User ID**.
12. Optionally, select a default fixed schedule if you are defining a fixed billing event. This will enable you to enter the fixed amount and the fund code for use in the billing process.
13. Save. Event sequences will be created for you based on the information you entered.

# Grant Event Action Form (FRAEVNG)

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Use this form to monitor grant events.

## Main window

This window displays the status of an event for a grant.

## Key block

Use this block to enter the particular grant code that you are querying.

Fields	Descriptions
Grant Code	Grant identification code. Choices come from the Grant Codes Inquiry Form (FRIGRNTP).
Description (untitled)	Description of the grant identification code.

## Event Information block

This block displays basic descriptive information about an event within a grant.

Fields	Descriptions
Sequence Number	System-generated number based on the occurrence of an event within the same grant code. This value comes from the Grant Events Assignment Form (FRAEVGA). Column: FRREVNG_SEQ_NUM
Event	Code and description of an event. Column: FRREVNG_EVNT_CODE
Due Date	Date the event needs to be created or completed. Column: FRREVNG_DUE_DATE

Fields	Descriptions
Responsible User ID	ID number of the user responsible for creating or completing the event. This value comes from the Grant Events Assignment Form (FRAEVGA).  Column: FRREVNG_RESPONSIBLE_USER_ID
Status	Status of the event. Choices are:  <i>P</i> Pending – The event is pending.  <i>S</i> Satisfied – The event has been satisfied.  <i>C</i> Cancelled –The event has been cancelled.  Column: FRREVNG_STATUS_IND
Approved By	User who satisfied or cancelled the event.  Column: FRREVNG_APPROVED_BY_USER_ID
Date	Date the event was approved.  Column: FRREVNG_STATUS_DATE

### To query a grant for event information

1. Access the Grant Event Action Form (FRAEVNG).
2. Enter the grant code.
3. Select next block. Your information will then default.
4. Exit.

## Proposal Events Assignment Form (FRAEVPA)

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Use this form to assign events (such as reporting or billing events) to a proposal. You can assign either single events or groups of events to a proposal.

### Key block

Use this block to select the proposal to which you want to assign events, and to specify whether you want to assign a single event or a group of events to it.

Fields	Descriptions
Proposal	User-defined or system-assigned identification code and title of a proposal. Choices come from the Proposal Codes Inquiry Form (FRIPROP).
Description (untitled)	Description of a proposal.
Event Management, Group Management	Radio group that indicates whether you are assigning a single event or a group of events to the proposal. Choices are: <i>Event Management</i> – Assign a single event to the proposal. <i>Group Management</i> – Assign a group of events to the proposal.
<b>Note:</b> Use the Event Group Validation Form (FRVEGRP) to group together defined event codes.	

### Group/Event Management window

Use this window to assign event group codes to the proposal. This window appears if you selected the Group Management radio button in the Key block.

Fields	Descriptions
Event Group Code	User-defined code that represents a group of events. Choices come from the Event Group List (FRVEGRP).  Column: FRREVG_P_EGRP_CODE
<b>Note:</b> Use the Event Group Validation Form (FRVEGRP) to group together defined event codes.	

Description	Description of the Event Group Code.
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### Event Assignment window

Use this window to assign event codes to the proposal. This window appears if you selected the **Event Management** radio button in the Key block.



## Data Entry block

Fields	Descriptions
Event Code	<p>User-defined event identification number. Choices are:</p> <p>To search all event codes, select List of Event Codes (FRVEVNT) from the Options list.</p> <p>To search assigned event codes, select List of Assigned Events (FRVEVNT) from the Options list.</p> <p>Column: FRBEVNP_EVNT_CODE</p> <p><b>Note:</b> If you are creating a billing event, you must select an event code that has a type code <i>B</i> on the Event Code Validation Form (FRVEVNT). If you are creating a reporting event, you must select an event code that has a type code <i>R</i> on FRVEVNT. If you are creating some other regular event, you must select an event code that has a type code <i>E</i> on FRVEVNT.</p>
Alternate Description	Alternate description of the Event Code.
Number of Days Reminder	<p>Number of days before the event is due that Banner will remind the user to satisfy that event.</p> <p>Banner displays reminder messages on the General Message Form (GUAMESG). When the Event Management Report Process (FRPMESG) is run, Banner will generate reminder messages for the appropriate events.</p> <p>Column: FRBEVNP_NUM_OF_DAYS_REMINDER</p> <p><b>Note:</b> Billing events are satisfied when the Research Accounting Billing Process (FRRBILL) is run in Update mode. Reporting events are satisfied when the Research Accounting Report Process (FRRGRPT) is run. Regular events (with a type code <i>E</i>) must be satisfied manually using the Proposal Event Action Form (FRAEVNP).</p>

## Event Date block

Use this block to specify reminder, frequency, date, user, and format information about the event.

Fields	Descriptions
Number of Days	<p>Number of days after the Begin Date that you want the event to occur. This field is used for one-time events.</p> <p>Column: FRBEVNP_NUM_OF_DAYS</p> <p><b>Note:</b> If you enter a value in this field, you must also select a value in the <b>Begin Date</b> field.</p>
Begin Date	<p>Pull-down list that indicates at which point of the proposal period you want the event to begin. This field is used for one-time events. Choices are:</p> <p>None (default) – Use this value if you are not specifying number of days.</p> <p><i>Before Begin Date</i> – The event will occur before the start of the proposal period.</p> <p><i>Before End Date</i> – The event will occur before the end of the proposal period.</p> <p><i>After Begin Date</i> – The event will occur after the start of the proposal period.</p> <p><i>After End Date</i> – The event will occur after the end of the proposal period.</p> <p>Column: FRBEVNP_BEG_DATE_IND</p> <p><b>Note:</b> If you select a value for this field, you must also enter a value in the <b>Number of Days</b> field.</p>
Date From	<p>Start date of the event period. This field is used for recurring events.</p> <p>Column: FRBEVNP_DATE_FROM</p> <p>For billing and reporting events, the default value comes from the <b>Billing Period From Date</b> field on the Proposal Maintenance Form (FRAPROP), if a value exists there. It can be changed.</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values in the <b>Date To</b> and <b>Frequency</b> fields.</p>

Fields	Descriptions
Date To	<p>End date of the event period. This field is used for recurring events.</p> <p>Column: FRBEVNP_DATE_TO</p> <p>For billing and reporting events, the default value comes from the <b>Billing Period To Date</b> field on the Proposal Maintenance Form (FRAPROP), if a value exists there. It can be changed.</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values in the <b>Date From</b> and <b>Frequency</b> fields.</p>
Frequency	<p>Pull-down list that indicates the frequency of the event. This field is used for recurring events.</p> <p>You cannot use the weekly or bi-weekly values for report or bill events. Choices are:</p> <p>None (default) – The event does not recur on a regular basis.</p> <p><i>Weekly</i> – The event occurs every week.</p> <p><i>Bi-Weekly</i> – The event occurs every two weeks.</p> <p><i>Monthly</i> – The event occurs every month.</p> <p><i>Quarterly</i> – The event occurs every three months.</p> <p><i>Semi-Annually</i> – The event occurs twice a year.</p> <p><i>Annually</i> – The event occurs once a year.</p> <p>Column: FRBEVNP_FREQ_IND</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values in the <b>Date From</b> and <b>Date To</b> fields.</p>
Responsible User ID	<p>Oracle ID of the individual primarily responsible for creating or completing an event. Banner will use this ID for all events in the Event Information block; however, the ID can be overridden for specific events.</p>
Proxy User ID	<p>Search feature that enables you to select the ID of a second person authorized to review or satisfy an event.</p>

## Event Information block

Use the Event Information block to view information about the event.

Fields	Descriptions
Sequence Number	Sequence number of the event occurrence. Column: FRREVNP_SEQ_NUM
Responsible User ID	ID number of the user responsible for creating or completing the event. Column: FRREVNP_RESPONSIBLE_USER_ID
Name	Name of the user responsible for creating or completing the event.
Due Date	Date the event needs to be created or completed. Banner generates this date based on the values entered in the <b>Date To</b> and <b>Frequency</b> fields. Column: FRREVNP_DUE_DATE
Text	Indicates whether text exists for this event on the Entity Text Entry Form (FOAETXT). Choices are:  Y – There is text attached to this event.  N – There is no text attached to this event
Status	Status of the event. Choices are:  P Pending (default) – The event is pending.  S Satisfied – The event has been satisfied. Billing events are satisfied when the Research Accounting Billing Process (FRRBILL) has been run in Update mode. Reporting events are satisfied when the Research Accounting Report Process (FRRGRPT) is run. Regular events (with a type code “E”) must be satisfied manually using the Proposal Event Action Form (FRAEVNP).  C Cancelled – The event has been cancelled. Column: FRREVNP_STATUS_IND

### Proxy Default window

Use this window to specify the default proxy ID for processing. Access this window by using the Search feature for the Proxy User ID on the Event Assignment window.

**Note:** You can specify one proxy for each event code using this window. If you want to specify a different proxy for each occurrence of the event, go to the Proxy window.

Fields	Descriptions
Proxy User ID	ID of a second person authorized to create or complete an event. Banner uses this ID for all events in the Event Information block; however, the ID can be overridden for specific events.
Name	Name associated with the Proxy User ID.

### Proxy window

Use this window to enter different proxies for each event occurrence.

**Note:** If you want to specify a default proxy to use for all occurrences of the event, then you can use the Proxy Default window.

Fields	Descriptions
Sequence Number	Sequence number of the user responsible for creating or completing this occurrence of the event.  Column: FRRPRXP_EVNT_SEQ_NUM
Proxy ID	ID of the user responsible for creating or completing this occurrence of the event. This value comes from the User Profile List Form (FUVPROF).  Column: FRRPRXP_PROXY_USER_ID
Name	Name of the user.

### To assign events to a proposal

1. Access the Proposal Events Assignment Form (FRAEVPA).
2. Enter the Proposal Code.
3. Select the Event Management check box.
4. Go to the next block.
5. Enter an Event Code.
6. Enter values in the **Date From**, **Date To**, and **Frequency** fields.

OR

Enter values in the **Number of Days** and **Begin Date** fields.

- 7. Enter the **Responsible User ID**.
- 8. Banner will automatically create event sequences with due dates based on the values in the **Date From**, **Date To**, and **Frequency** fields.
- 9. Save.

**Proposal Event Action Form (FRAEVNP)**

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Use this form to monitor proposal events.

Main window

This window displays the status of an event for a proposal.

Key block

Use this block to enter the particular proposal code that you are querying.

Fields	Descriptions
Proposal Code	Proposal identification code. Choices come from the Proposal Codes Inquiry Form (FRIPROP).
Description (untitled)	Description of the proposal identification code.

Event Information block

This block displays basic descriptive information about an event within a proposal.

Fields	Descriptions
Sequence Number	System-generated number based on the occurrence of an event within the same proposal code. This value comes from the Proposal Events Assignment Form (FRAEVPA). Column: FRREVNP_SEQ_NUM
Event	Code and description of an event. Column: FRREVNP_EVNT_CODE
Due Date	Date the event needs to be created or completed. Column: FRREVNP_DUE_DATE
Responsible User ID	ID number of the user responsible for creating or completing the event. This value comes from the Grant Events Assignment Form (FRAEVGA). Column: FRREVNP_RESPONSIBLE_USER_ID
Status	Status of the event. Choices are: <i>P</i> Pending – The event is pending. <i>S</i> Satisfied – The event has been satisfied. <i>C</i> Cancelled –The event has been cancelled. Column: FRREVNP_STATUS_IND
Approved By	User who satisfied or cancelled the event. Column: FRREVNP_APPROVED_BY_USER_ID
Status Date	Date the event was approved. Column: FRREVNP_STATUS_DATE

### To query a proposal for event information

1. Access the Proposal Event Action Form (FRAEVNP).
2. Enter the proposal code.
3. Select next block. Your information will then default.
4. Exit.

# Research Accounting Grants Forms

This section provides you with examples and descriptions for each form on the Research Accounting Grants menu (\*FINRESGRANT). Forms in this section appear in the order that they appear on the menu.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, “Processing.”

## Grant Maintenance Form (FRAGRNT)

Use this form to enter or update grant information, as well as maintain the following:

- Agency information
- Key personnel information
- Cost code information for indirect cost and cost share calculations on the grant

**Note:** When using fund/organization security, access to this form is controlled by the Responsible Organization code entered on the grant. Without this code, you will be denied access to this form.

Tabs on this form simplify navigation.

### Key block

Use this block to enter the **Grant** and **Proposal** codes, and to view whether **Text Exists**.

Fields	Descriptions
Grant	<p>Code that represents a unique grant within the system.</p> <p>To create a new grant code, enter a unique grant code or type NEXT for a system-generated grant code.</p> <p>To search for an existing grant code, choose List of Grant Codes (FRIGRNT) from the Options List.</p> <p>To search for an existing grant by title, choose Grant Title Search Form (FRIKGNT) from the Options List.</p>



Fields	Descriptions
Proposal	<p>Code that represents a proposal associated with the grant.</p> <p>To search for a proposal code, choose List of Proposal Codes (FRIPROP) from the Options List.</p> <p>To search for a proposal by title, choose Proposal Title Search Form (FRIKPRO) from the Options List.</p>
Text Exists	<p>Indicates whether text exists for this grant on the Entity Text Entry Form (FOAETXT). If text was created for the proposal, it is copied forward to the grant.</p> <p>Choices are:</p> <p><i>Y</i>- There is text attached to this grant.</p> <p><i>N</i>- There is no text attached to this grant.</p>

### Main window

Use this window to enter the grant code, the associated proposal code, the Chart of Accounts where transactions will be posted, and any other related grant information.

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>Column: FRBGRNT_COAS_CODE</p> <p>The default value comes from the User Profile Maintenance Form (FOMPROF). It can be changed.</p> <p>Choices come from the Chart of Accounts List (FTVCOAS).</p>
Responsible Organization	<p>Code that represents the administrative office responsible for this grant.</p> <p>Column: FRBGRNT_ORGN_CODE_RESP_OFFICE</p> <p><b>Note:</b> This field is required when using fund/organization security, which prevents departments from viewing information outside their user access. If your institution uses fund/organization security, only authorized users can access the grant information.</p>
Long Title	<p>Full title of the research grant.</p> <p>Column: FRBGRNT_LONG_TITLE</p>

Fields	Descriptions
Title	<p>Title of the research grant.</p> <p>Column: FRBGRNT_TITLE</p> <p>The default value is the first 35 characters of the <b>Long Title</b> field.</p>
Agency	<p>Code and name of the sponsoring agency associated with this grant. You can create a new agency code on the Agency Code Maintenance Form (FTMAGCY).</p> <p>Choices come from the Entity Name/ID Search Form (FTIIDEN).</p>
Principal Investigator ID	<p>Identification code of the principal investigator. Validated against the Entity Name/ID Search Form (FTIIDEN).</p> <p>Choices come from the Entity Name/ID Search Form (FTIIDEN).</p>
Project Start Date	<p>Start date for the project period of the grant. Defines the setup of the grant or award year in the FGBGRNT table. This value cannot be changed once transactions have been posted to the grant ledger.</p> <p>Column: FRBGRNT_PROJECT_START_DATE</p>
Project End Date	<p>End date for the project period of the grant.</p> <p>Column: FRBGRNT_PROJECT_END_DATE</p>
Proposal	<p>Code that represents a proposal associated with the grant.</p> <p>Column: FRBGRNT_PROP_CODE</p> <p>The default value comes from the <b>Proposal</b> field on the Key block.</p>
Termination Date	<p>Date on which no further transaction activity will be permitted for the fund.</p> <p>Column: FRBGRNT_TERM_DATE</p>
Expenditure End Date	<p>End date for the expenditure activity period. This date may be later than the fund termination date. Posting activity occurs up to this date only for users with the requisite authorization on the User Profile Maintenance Form (FOMPROF).</p> <p>Column: FRBGRNT_EXPEND_END_DATE</p>

Fields	Descriptions
Status	<p>User-defined status code for the grant (for example, pending, submitted, granted, or declined). If the code is not defined, Banner displays an error message.</p> <p><b>Note:</b> You must define status codes on the System Data Validation Form (FTVSDAT).</p> <p>Column: FRBGRNT_STATUS_CODE</p> <p>Choices come from the System Data List Form (FOQSDVLV).</p>
Status Date	<p>Date on which the status was achieved.</p> <p>Column: FRBGRNT_STATUS_DATE</p>
Current Amount	<p>Amount currently funded for the grant. This field is used for informational purposes only.</p> <p>Column: FRBGRNT_CURRENT_FUNDING_AMT</p>
Cumulative Amount	<p>The amount received from the sponsoring agency to date. This field is used for informational purposes only.</p> <p>Column: FRBGRNT_CUM_FUNDING_AMT</p>
Maximum Amount	<p>Maximum amount of funds committed by the sponsoring agency. This field is used for informational purposes only.</p> <p>Column: FRBGRNT_MAX_FUNDING_AMT</p>
Related Grant	<p>Code and description of the original grant from which the current grant was copied.</p> <p>Column: FRBGRNT_GRNT_CODE_RELATED</p> <p>The default value comes from the grant code entered on the Copy window of this form.</p> <p><b>Note:</b> This field displays information only if the current grant was copied from another grant.</p>
Grant Type	<p>User-defined code indicating the type of grant (for example, a grant, contract, or cooperative agreement).</p> <p>Prerequisite: You must define grant types on the System Data Validation Form (FTVSDAT).</p> <p>Choices come from the System Data List Form (FOQSDLV).</p>

Fields	Descriptions
Category	<p>User-defined category of the sponsored program to which the grant belongs (for example, federal, non-federal, or restricted).</p> <p><b>Note:</b> You must define categories on the System Data Validation Form (FTVSDAT).</p> <p>Column: FRBGRNT_CATEGORY</p> <p>Choices come from the System Data List Form (FOQSDLV).</p>
Sub Category	<p>User-defined code identifying subcategories within a grant (for example, corporation, foundation, or state).</p> <p><b>Note:</b> You must define subcategories on the System Data Validation Form (FTVSDAT).</p> <p>Column: FRBGRNT_SUB_CATEGORY</p> <p>Choices come from the System Data List Form (FOQSDLV).</p>
CFDA Number (Catalog of Federal Domestic Assistance)	<p>Code representing a Federal Departmental Program.</p> <p>Choices come from the Catalog of Federal Domestic Assistance Codes Form (FRVCFDA).</p>
Sponsor ID	<p>Grant identification code assigned by the sponsoring agency.</p> <p>Column: FRBGRNT_SPONSOR_ID</p>

### Grant Agency window

Use this window to view address and telephone information associated with the sponsoring agency. You can also enter the name of the agency contact on this window.

If an agency has multiple addresses and you want to display a different address than appears, then change the value in the **Address Type** or **Address Sequence** field.

If an agency has multiple telephone numbers and you want to display a different number than appears, then change the value in the **Phone Type** field.

**Note:** If you want to change the default address and telephone values associated with this grant, you must save after you make the changes. If you want to permanently change the address and telephone number associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).

Fields	Descriptions
Agency	Code for the sponsoring agency associated with this grant. This value comes from the <b>Agency</b> field on the Main window.
Name (untitled)	Name of the sponsoring agency associated with this grant.
Contact	Title of the contact person at the sponsoring agency. Column: FRBGRNT_AGENCY_CONTACT The default value is the contact information associated with the agency on the Agency Code Maintenance Form (FTMAGCY). It can be changed.
Name (untitled)	Name of the contact person at the sponsoring agency.
Predecessor	ID for the agency's predecessor. The default value is the predecessor information associated with the agency on the Agency Code Maintenance Form (FTMAGCY).
Name (untitled)	Name of the agency's predecessor.
Address Type	Code indicating the type of agency address (for example, billing address or permanent address). Column: FRBGRNT_AGENCY_ADDR_CODE The default value comes from the Agency Code Maintenance Form (FTMAGCY). Choices come from the Address Information Query Form (FOQADDR).  <b>Note:</b> If there are multiple address types for the agency and you want to change the default address type associated with this grant, you must save after you make the changes. If you want to permanently change the address associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).

Fields	Descriptions
Address Sequence	<p>Sequence number of an address for agencies with multiple addresses (for example, three different billing addresses).</p> <p>Column: FRBGRNT_AGENCY_ADDR_SEQ_NUM</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p>Choices come from the Address Information Query Form (FOQADDR).</p> <p>If there are multiple addresses within the same address type for the agency, and you want to change the default address associated with this grant, you must save after you make the changes. If you want to permanently change the address associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).</p>
Street Line 1 Street Line 2 Street Line 3	<p>Sponsoring agency's address.</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p><b>Note:</b> Changes to information in this field must be made on the Agency Code Maintenance Form (FTMAGCY).</p>
City	<p>Sponsoring agency's city.</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p><b>Note:</b> Changes to information in this field must be made on the Agency Code Maintenance Form (FTMAGCY).</p>
State or Province	<p>Sponsoring agency's state or province.</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p><b>Note:</b> Changes to information in this field must be made on the Agency Code Maintenance Form (FTMAGCY).</p>
Zip or Postal Code	<p>Sponsoring agency's ZIP or postal code.</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p><b>Note:</b> Changes to information in this field must be made on the Agency Code Maintenance Form (FTMAGCY).</p>

Fields	Descriptions
Phone Number Exists	<p>Indicates whether a telephone number exists for the sponsoring agency.</p> <p>Choices are:</p> <p><i>Y</i>- Telephone number exists.</p> <p><i>N</i>- Telephone number does not exist.</p>
Phone Type	<p>Identifies the type of telephone line (for example, business phone number or personal phone number).</p> <p>Column: FRBGRNT_AGENCY_PHONE_TYPE</p> <p>This value comes from the <b>Contact Phone</b> field on the Agency Maintenance Form (FTMAGCY). It can be changed.</p> <p>Choices come from the Telephone Type Validation (STVTELE) List.</p> <p><b>Note:</b> If there are multiple telephone numbers for the agency and you want to change the default telephone number associated with this grant, you must save after you make the changes. If you want to permanently change the telephone number associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).</p>
Number	<p>Sponsoring agency's telephone number including area code.</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p><b>Note:</b> Changes to information in this field must be made on the Agency Code Maintenance Form (FTMAGCY).</p>
Extension	<p>Sponsoring agency's telephone extension number.</p> <p>The default value comes from the Agency Code Maintenance Form (FTMAGCY).</p> <p><b>Note:</b> Changes to information in this field must be made on the Agency Code Maintenance Form (FTMAGCY).</p>
PhoneSequence Number	<p>Sequence number of a telephone number for agencies with multiple telephone numbers.</p> <p>Column: FRBGRNT_AGENCY_TELE_SEQNO</p>

## Location window

Use this window to track the locations where research is being conducted. Location codes are validated based on the Chart of Accounts code entered in the Main window or on the Grant Indirect and Cost Share Information window.

Fields	Descriptions
Location	<p>User-defined code associated with the physical location or site in which an activity will take place.</p> <p>The code must be predefined on the location table (FTVLOCN).</p> <p>Column: FRRGLOC_LOCN_CODE</p> <p>This value comes from the Proposal Maintenance Form (FRAPROP) if a proposal code was referenced.</p> <p>Choices come from the Location Code Validation Form (FTVLOCN).</p>
Description (untitled)	Description of the location.
Research Code	<p>Code for the physical location of the research.</p> <p>Column: FRRGLOC_LOCN_RESEARCH_IND</p> <p>Choices are:</p> <p><i>On Campus</i> - Research is conducted on campus.</p> <p><i>Off Campus</i> - Research is conducted off campus.</p>

## Cost Code window

Use this window to enter indirect cost and cost share codes that may be used on the Grant/Award Budget Form (FRABUDG) for automatic calculations of these values.

The cost codes entered here specify the values that the system will use to calculate indirect cost, cost share, and fringe benefit amounts.

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>Column: FRBGRNT_COAS_CODE_IC_CS</p> <p>Choices come from the Chart of Accounts List (FTVCOAS).</p>



Fields	Descriptions
Indirect Cost Basis	<p>User-defined code that represents a list of accounts used in indirect cost calculations. Banner automatically calculates indirect cost when you charge an expense to an account on this list. Validated against the Basis Definition Code Maintenance Form (FTMBASI).</p> <p>Column: FRBGRNT_BASI_CODE_IC</p> <p>Choices come from the Basis Code Validation Form (FRVBASI).</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values for the other indirect cost codes on this window.</p>
Indirect Cost Rate Code	<p>User-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense. Validated against the Indirect Cost Rate Code Maintenance Form (FTMINDR).</p> <p>Column: FRBGRNT_INDR_CODE_RATE</p> <p>Choices come from the Indirect Cost Rate Code Validation Form (FRVINDR).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Indirect Cost Basis</b> field.</p>
Indirect Cost Charge Account Code	<p>User-defined code that represents the account to which you want to charge indirect costs. Validated against the Indirect Cost Charge Code Maintenance Form (FTMINDA).</p> <p>Column: FRBGRNT_INDA_CODE_CHARGE</p> <p>Choices come from the Indirect Cost Charge Code Validation Form (FRVINDA).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Indirect Cost Basis</b> field.</p>
Indirect Cost Distribute To Code	<p>User-defined code that represents the credit side of indirect cost calculations. Validated against the Indirect Cost Distribution Maintenance Form (FTMINDD).</p> <p>Column: FRBGRNT_INDD_CODE_DISTR</p> <p>Choices come from the Indirect Cost Distribution Code Validation Form (FRVINDD).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Indirect Cost Basis</b> field.</p>

Fields	Descriptions
Cost Share Basis	<p>User-defined code that represents a list of accounts used in cost share calculations. Banner automatically calculates cost share when you charge an expense to an account on this list. Cost share is the amount of money that an institution agrees to contribute, in addition to the funds received from a sponsoring agency. Validated against the Basis Definition Code Maintenance Form (FTMBASI).</p> <p>Column: FRBGRNT_BASI_CODE_CS</p> <p>Choices come from the Basis Code Validation Form (FRVBASI).</p> <p><b>Note:</b> If you enter a value in this field, you must also enter values for the other cost share codes on this window.</p>
Cost Share Rate Code	<p>User-defined code that represents the percentage rate the institution must contribute towards the expense. Validated against the Cost Share Rate Code Form (FTMCSTR).</p> <p>Column: FRBGRNT_CSTR_CODE_RATE</p> <p>Choices come from the Cost Share Rate List (FRRCSTR).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Cost Share Basis</b> field.</p>
Cost Share Credit Account Code	<p>User-defined code that represents the credit side of the cost share calculations in the grant fund. Validated against the Cost Share Credit Account Form (FTMCSTA).</p> <p>Column: FRBGRNT_CSTA_CODE_CHARGE</p> <p>Choices come from the Cost Share Credit Account List (FRBCSTA).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Cost Share Basis</b> field.</p>
Cost Share Distribute From Code	<p>User-defined code that represents the debit side of the cost share calculations reflected in the unrestricted or general fund. Validated against the Cost Share Distribution Code Form (FTMCSTD).</p> <p>Column: FRBGRNT_CSTD_CODE_DISTR</p> <p>Choices come from the Cost Share Distribution List (FRBCSTD).</p> <p><b>Note:</b> You must enter a value in this field if you entered a value in the <b>Cost Share Basis</b> field.</p>

## Personnel window

Use this window to identify the ID and name of each person associated with the grant. From this window you can also track a person's **Title**, **Salutation**, **Organization** information, or **Full Time Equivalency**.

Fields	Descriptions
ID	<p>Identification number and name of the person with whom you want to associate the grant.</p> <p>The default value comes from the <b>Principal Investigator ID</b> field on the Main window.</p> <p>Choices come from the Person Search Form (FOIIDEN).</p> <p><b>Note:</b> If you did not specify a principal investigator ID on the Main window, that field will be automatically updated if you enter an ID with an Indicator value of <i>001</i> on this window.</p> <p>If you entered a principal investigator ID on the Main window and you subsequently remove it from this window, the system will automatically remove this value from the Main window.</p>
Name (untitled)	Name of the person with whom you want to associate the grant.
Indicator	<p>User-defined code and description that indicates the person's level of responsibility on the grant project. For example, <i>001 Principal Investigator</i> indicates that this person has first, or primary, responsibility for the grant project. The value <i>001</i> can only be associated with one ID, and should be reserved for the principal investigator. All other values can be used more than once.</p> <p>Column: FRRGRPI_ID_IND</p> <p>Choices come from the System Data List Form (FOQSDLV).</p> <p><b>Note:</b> If you did not specify a principal investigator ID on the Main window, that field will be automatically updated if you enter an ID with an Indicator value of <i>001</i> on this window.</p> <p>If you entered a principal investigator ID on the Main window and you subsequently remove it from this window, the system will automatically remove this value from the Main window.</p>

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>The default value comes from the <b>Chart of Accounts</b> code entered on the Main window.</p>
Organization	<p>User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.</p> <p>Column: FRRGRPI_ORGN_CODE</p> <p>Choices come from the Organization Code Validation Form (FTVORGN).</p>
Salutation	<p>Preferred salutation (for example, Professor or Doctor) of the person you entered in the <b>ID</b> field.</p> <p>Column: FRRGRPI_SALUTATION</p> <p>This value comes from the <b>Salutation</b> field on the Proposal Maintenance Form (FRAPROP).</p>
Title	<p>Title (for example, M.D. or Ph.D.) of the person you entered in the <b>ID</b> field.</p> <p>Column: FRRGRPI_TITLE</p> <p>Source: This value comes from the <b>Title</b> field on the Proposal Maintenance Form (FRAPROP).</p>
Address Type	<p>Identifies the address of the person you entered in the <b>ID</b> field.</p> <p>Column: FRRGRPI_ADDR_TYPE</p> <p>Choices come from the Address Information Query Form (FOQADDR).</p>
Address Sequence Number	<p>Sequence number of an address for agencies with multiple addresses (for example, three different billing addresses).</p> <p>Column: FRRGRPI_ADDR_SEQNO</p> <p>Choices come from the Address Information Query Form (FOQADDR).</p>

Fields	Descriptions
Phone Type	<p>Identifies the phone number of the person you entered in the ID field.</p> <p>Column: FRRGRPI_PHONE_TYPE</p> <p>This value comes from the <b>Contact Phone</b> field on the Agency Maintenance Form (FTMAGCY). It can be changed.</p> <p>Choices come from the Telephone Type Validation (STVTELE) list.</p>
PhoneSequence Number	<p>Sequence number of a telephone number for agencies with multiple telephone numbers (for example, three different billing telephone numbers).</p> <p>Column: FRRGRPI_TELE_SEQNO</p>
Billing or Report Format	<p>Code that specifies the format of a bill or report. This field enables Banner to print the name, ID, and phone number of the person responsible for this grant on bills and reports.</p> <p>Column: FRRGRPI_BFRM_CODE</p>
Full Time Equivalency	<p>Proportion of time that the person you entered in the <b>ID</b> field spends working on the grant. Entries in this field cannot be greater than 1.00.</p> <p>Column: FRRGRPI_FTE</p> <p>If you copied the grant from a proposal, this value comes from the FTE field on the Proposal Maintenance Form (FRAPROP).</p>
Employee	<p>Value indicating whether the person you entered in the <b>ID</b> field is an employee. Validated against the NBRJOBS table.</p> <p>Column: FRRGRPI_EMPLOYEE_IND</p> <p>Choices are:</p> <p>Y- The person is an employee</p> <p>N- The person is not an employee</p> <p><b>Note:</b> A Y will automatically appear if the ID you associate with the proposal is known to the system as an employee.</p>

## Billing window

Use this window to enter billing information associated with the grant.

Fields	Descriptions
PMS Code (Payment Management System Code)	<p>User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.</p> <p>Column: FRBGBIL_PMSC_CODE</p> <p>Choices come from the Payment Management System Code Maintenance Form (FRVPMSC).</p>
BillingExclusion Code	<p>User-defined code representing a list of accounts to be excluded from billing. If you charge an expense to one of these accounts, Banner will automatically place the charge on hold.</p> <p>Column: FRBGBIL_BECL_CODE</p> <p>Choices come from the Billing Exclusion Validation Form (FRVBECL).</p>
Budget Limit Indicator	<p>Pull-down list that indicates whether you want Banner to perform budget checking.</p> <p>Column: FRBGBIL_BUDGET_LIMIT_IND</p> <p>Choices are:</p> <p><i>Total Budget</i> - Compare total expenses to the maximum billing amount.</p> <p><i>Line Item Budget</i> - Compare line item expenses to the line item budget. You can specify which budget to use in the <b>Budget Check Source</b> field.</p> <p><i>No Budget Action Required</i> - Do not perform budget checking.</p>
Payment Fund Code	<p>Fund to which grant payments are posted when you enter them on the Grant Payments Entry Form (FRAAREV). If you do not enter a value in this field, Banner will post payments to the charge fund.</p> <p>Column: FRBGBIL_PAYMENT_FUND_CODE</p> <p>If the grant is associated with a PMS code, this value comes from the <b>Letter of Credit Fund</b> field on the Payment Management System Maintenance Form (FRVPMSC). It cannot be changed.</p> <p>Choices come from the Fund Code Validation Form (FTVFUND).</p>

Fields	Descriptions
Undistributed Cash Receipt Account	<p>Account to which grant payments are posted when you enter them on the Grant Payments Entry Form (FRAAREV).</p> <p>Column: FRBGBIL_PAYMENT_ACCT_CODE</p> <p>If the grant is associated with a PMS code, this value comes from the <b>Undistributed Cash Account</b> field on the Payment Management System Maintenance Form (FRVPMSC). It cannot be changed.</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p>
Refund Clearing Account	<p>Account used to process refunds to an agency. If you do not enter a value in this field, Banner will use the account in the <b>Refund Clearing Account</b> field on the Grant System Control Maintenance Form (FRASYSC) to process refunds.</p> <p>Column: FRBGBIL_CLEARING_ACCT_CODE</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p>
Billing Address Type	<p>Code that represents the billing address type of the sponsoring agency.</p> <p>Column: FRBGBIL_ADDR_TYPE</p> <p>Choices come from the Address Information Query Form (FOQADDR).</p>
Sequence Number	<p>Sequence number of an address for agencies with multiple addresses (for example, three different billing addresses).</p> <p>Column: FRBGBIL_ADDR_SEQNO</p> <p>Choices come from the Address Information Query Form (FOQADDR).</p>
Last Invoice Number	<p>Unique number identifying the most recent invoice for this grant generated by the Research Accounting Billing Process (FRRBILL) or your legacy billing system.</p> <p>Column: FRBGBIL_LAST_INV_SEQNO</p>

Fields	Descriptions
1034 Billing Format Extension	<p>Format code that defines the 1034 continuation form. (Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define the format of a 1034 continuation form.)</p> <p>Column: FRGBIL_BFRM_CODE_1034_EXT</p> <p>Choices come from the Billing Format Validation Form (FRVBFRM).</p> <p><b>Caution:</b> Enter a value in this field if you want to generate a 1034 continuation form and you entered the 1034 bill format code in the <b>Bill Format</b> field on the Grant Events Assignment Form (FRAEVGA). Otherwise, leave this field blank.</p>
Bill If Budget Line Exceeded?	<p>Indicates whether to generate a bill if the line item expense exceeds the budget.</p> <p>Column: FRGBIL_BUD_LINE_EXCEED_IND</p> <p>Choices are:</p> <p><i>Y (Yes)</i> - A bill will be generated if the line item expense exceeds the budget.</p> <p><i>N (No)</i> - A bill will not be generated if the line item expense exceeds the budget.</p> <p><i>Cleared</i> - If you do not enter a value in this field, Banner will use the value you entered in the <b>Bill If Budget Line Exceeded?</b> field on the Grant System Control Maintenance Form (FRASYSC).</p>
Bill If Minimum Not Reached?	<p>Indicates whether to generate a bill if the expense is less than the minimum amount.</p> <p>Column: FRGBIL_MIN_NOT_REACHED_IND</p> <p>Choices are:</p> <p><i>Y</i> - A bill will be generated if the expense is less than the minimum amount.</p> <p><i>N</i> - A bill will not be generated if the expense is less than the minimum amount.</p> <p><i>Cleared</i> - If you do not enter a value in this field, Banner will use the value you entered in the <b>Bill If Minimum Not Reached?</b> field on the Grant System Control Maintenance Form (FRASYSC).</p>



Fields	Descriptions
Bill If Budget Total Exceeded?	<p>Indicates whether to generate a bill if the total expense exceeds the budget.</p> <p>Column: FRGBIL_BUD_TOTAL_EXCEED_IND</p> <p>Choices</p> <p><i>Y</i> - A bill will be generated if the total expense exceeds the budget.</p> <p><i>N</i> - A bill will not be generated if the total expense exceeds the budget.</p> <p><i>Cleared</i> - If you do not enter a value in this field, Banner will use the value you entered in the <b>Bill If Budget Total Exceeded?</b> field on the Grant System Control Maintenance Form (FRASYSC).</p>
Budget Check Source	<p>Pull-down list that indicates the budget to which you want to compare line item expenses.</p> <p>Column: FRGBIL_BUD_CHECK_SOURCE_IND</p> <p>Choices:</p> <p><i>Grant Budget Tables</i> - Compare line item expenses to the line item budget entered on the Grant Budget Form (FRABUDG).</p> <p><i>Grant Ledger</i> - Compare line item expenses to the line item budget in the grant ledger.</p> <p><b>Caution:</b> Enter a value in this field only if you selected Line Item Budget from the <b>Budget Limit Indicator</b> pull-down list.</p>
Billing Start Date	<p>Start date of the billing period.</p> <p>Column: FRGBIL_BILLING_START_DATE</p>
Billing End Date	<p>End date of the billing period.</p> <p>Column: FRGBIL_BILLING_END_DATE</p>
Minimum	<p>Amount that unbilled expenditures need to exceed for bills to be generated.</p> <p>Column: FRGBIL_BILLING_MIN_AMT</p> <p>The default value is 0. It can be changed.</p>

Fields	Descriptions
Cumulative	<p>Total amount billed to date.</p> <p>Column: FRBGBIL_CUMULATIVE_BILLED_AMT</p> <p><b>Note:</b> Banner updates this amount each time you run the Grant Billing Process (FRRBILL) in Update mode.</p>
Maximum	<p>Maximum amount you can bill the sponsoring agency. If you selected Total Budget from the <b>Budget Limit Indicator</b> pull-down list, Banner compares total expenses to the value you enter in this field.</p> <p>Column: FRBGBIL_BILLING_MAX_AMT</p>
Deferred Account Code	<p>Account used to post the difference between fixed billing amounts and actual costs. (If you do not enter a value in this field, Banner will use the account in the <b>Deferred Revenue Account</b> field on the Grant System Control Maintenance Form (FRASYSC) to post differences between fixed billing amounts and actual costs.)</p> <p>Column: FRBGBIL_DEFERRED_ACCT_CODE</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p>

### User Defined Data window

Use this window to set up custom user codes for information that you want to track. For example, if the proposal involves different types of tree testing, you can associate the codes for these types of testing with the grant. The selected information can be used for ad hoc reporting.

Standard attributes for the grant must be defined on the System Data Maintenance Form (FTMSDAT) before using this window.

Fields	Descriptions
Literal	<p>User-defined attribute used to track specified information on a grant. For example, a grant involving tree testing might feature literal values such as <i>Spruce tree testing</i> and <i>Fir tree testing</i>.</p> <p>Standard attributes for the proposal must be predefined on the System Data Maintenance Form (FTMSDAT).</p> <p>Column: FRRGUSN_SDAT_CODE_ATTR</p> <p>Choices come from the Research Accounting User Codes Validation Form (FRVSDAT).</p>
Value	<p>User-assigned Research Accounting code associated with a <b>Literal</b>.</p> <p>Standard attributes for the proposal must be predefined on the System Data Maintenance Form (FTMSDAT).</p> <p>Column: FRRGUSN_SDAT_CODE_OPT_1</p> <p>Choices come from the Research Accounting User Codes Validation Form (FRVSDAT).</p>

### Copy window

Use this window to copy information from an existing grant to the new grant.

**Note:** The Copy feature can be used only if no information has been entered for the new grant.

Fields	Descriptions
Copy From Grant Code	<p>Code of the existing grant from which you want to copy information.</p> <p>To search for an existing grant by code, choose List of Grant Codes (FRIGRNT) from the Option List.</p> <p>To search for an existing grant by title, choose Grant Title Search Form (FRIKGNT) from the Option List.</p>

Fields	Descriptions
Pass Through	<p>Check box that indicates that this grant has <i>pass through</i> information in the pass through window. This is a display-only field.</p> <p>Choices are:</p> <p><i>Selected</i> - This grant has pass-through information.</p> <p><i>Cleared</i> - This grant does not have any pass-through information.</p>

### Pass Through Agency Distribution Info window

This window displays information about a previously entered original funding source and the percentage of funding it will provide.

Fields	Descriptions
Agency Code	<p>Name of the agency providing the grant.</p> <p>Column: FRRAGPT_AGENCY_CODE</p> <p>Choices come from the Agency Code List (FTVAGCY).</p>
Agency Name	Name of the agency providing the grant.
Percentage	<p>Percentage of federal funding for the grant contributed by the listed agency.</p> <p>Column: FRRAGPT_FEDERAL_FUND_PERCENT</p>
Total	Total of percentage amounts.

### To create a grant

1. Access the Grant Maintenance Form (FRAGRNT).
  2. Enter the **Grant** code.
- OR
- Enter NEXT for a system-generated **Grant** code.
3. (Optional) Enter the **Proposal** code associated with the grant.
  4. Go to the next block. If a proposal code was entered in step 3, information for the proposal code appears as the default for the grant.

5. Enter the **Chart of Accounts** code where transactions will be posted.
6. Enter the **Long Title** of the grant.
7. Enter the **Project Start Date**.
8. (Optional) Enter any other available grant information in the Main window.
9. (Optional) Enter the **Grant Agency** information.
10. (Optional) Enter the **Location** information.
11. (Optional) Enter **Cost** information.
12. (Optional) Enter **Personnel** information.
13. (Optional) Enter **Billing** information.
14. (Optional) Enter **User-defined** information.
15. Save.

To create a new grant using existing proposal information

1. Access the Grant Maintenance Form (FRAGRNT)
2. Enter a new unique **Grant** code.  
  
OR  
  
Enter *NEXT* for a system-generated **Grant** code.
3. Enter the **Proposal** code you want to use to create the grant.
4. Save.

To copy information from an existing grant to the new grant

1. Access the Grant Maintenance Form (FRAGRNT).
2. Enter a new unique **Grant** code.  
  
OR  
  
Enter *NEXT* for a system-generated **Grant** code.
3. Go to the next block.
4. Go to the Copy window.

5. Enter the code of the grant from which you want to copy information in the **Copy From Grant Code** field.
6. Select OK.
7. Save.

To change the default agency information associated with the grant

1. Access the Grant Maintenance Form (FRAGRNT).
2. Enter a **Grant** code.
3. Go to the next block.
4. Go to the Grant Agency Information window.
5. (Optional) Enter an agency **Contact**.
6. (Optional) If an agency has multiple address types and you want to change the default address type associated with this grant, change the value in the **Address Type** field.
7. (Optional) If an agency has multiple addresses for the same address type and you want to change the default address associated with this grant, change the value in the **Sequence Number** field.
8. (Optional) If an agency has multiple telephone numbers and you want to change the default telephone number associated with this grant, change the value in the **Phone Sequence Number** field.

**Note:** If you want to permanently change the address and telephone number associated with the agency, you must do so on the Agency Code Maintenance Form (FTMAGCY).

9. Save to keep any changes.

To indicate who is responsible for bills and reports for the grant

1. Access the Grant Maintenance Form (FRAGRNT).
2. Enter the **Grant** code.
3. Go to the next block.
4. Go to the Personnel information window.
5. Enter information for the person who is responsible for the grant. Banner will print this information on the bill or report you enter in step 6.

6. Enter the format code of a bill or report that you associated with this grant on the Grant Events Assignment Form (FRAEVGA).
7. (Optional) Perform a Next Record function and repeat steps 5 and 6 for each bill or report format code associated with the grant.
8. Save.

## Grant Budget Form (FRABUDG)

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Use this form to create grant budgets. There are three ways to create a grant budget:

- By manually entering grant budget information on this form
- By copying information from a proposal budget
- By copying information from another grant budget

When copying information from a grant or proposal budget, you can change the budget information as needed prior to saving the new grant budget.

### Main window

Use this window to enter or copy information for the grant budget.

### Key block

Use this block to select a grant and budget code. If you want to copy budget information from another grant or proposal, select the Copy From button.

Fields	Descriptions
Grant	<p>User-defined or system-assigned grant identification code. Choices are:</p> <p>To search for a grant using the Grant Code Inquiry Form (FRIGRNT), select Grant Inquiry (FRIGRNT) from the Options list.</p> <p>To search for a grant/budget code combination using the Grant Budget Codes Inquiry Form (FRIBUDG), select Grant/Budget Inquiry (FRIBUDG) from the Options list.</p>

Fields	Descriptions
Budget Code	<p>User-defined code that identifies a grant budget.</p> <p>To create a new budget code, enter a budget code.</p> <p>To select an existing budget code, choices come from the Grant Budget Code (FRBBUDG) list.</p>

### Grant Budget block

Use this block to enter or change budget information and FOAPAL elements for the grant budget line items.

Fields	Descriptions
Proposal	<p>User-defined code for a proposal.</p> <p>Column: FRBBUDG_PROP_CODE</p> <p>If you copied budget information from a proposal, this value is the proposal you selected. This field is display-only.</p>
Budget Code	<p>User-defined code that identifies a proposal budget.</p> <p>Column: FRBBUDG_BUDGET_CODE</p> <p>If you copied budget information from a proposal, this value is the selected budget code associated with the proposal. This field is display-only.</p>
Budget Description	<p>Description of the grant budget.</p> <p>Column: FRBBUDG_GRNT_BUDG_DESC</p>
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity associated with the grant budget. Choices come from the Chart of Accounts (FTVCOAS) list.</p> <p>Column: FRBBUDG_COAS_CODE</p>
Budget Begin Date	<p>Start date of the budget period.</p> <p>Column: FRBBUDG_BEG_DATE</p>
End Date	<p>End date of the budget period.</p> <p>Column: FRBBUDG_END_DATE</p>



Fields	Descriptions
Duration	<p>Number of months between the start and end dates of the budget period.</p> <p>Banner calculates this value based upon the values entered in the <b>Budget Begin Date</b> and <b>End Date</b> fields.</p>
Submission Date	<p>Date the grant budget code was completed and posted to the ledgers.</p> <p>Column: FRBBUDG_SUB_DATE</p> <p><b>Note:</b> This field is display-only.</p>
Year	<p>Year of the budget. For example, you might enter 98 to indicate fiscal year 1998, or 1 to indicate that this is the first budget year for the grant. This field is for information purposes only.</p> <p>Column: FRBBUDG_YR</p>
Type	<p>User-defined code indicating the type of budget. Choices are:</p> <p>A Active – The budget is rolled to the ledgers. The status for the budget code can no longer be changed.</p> <p>WWorking (default) – The status for the budget code can be changed.</p> <p>Column: FRBBUDG_TYPE_CODE</p> <p>This value comes from the System Data Validation Form (FTVSDAT).</p>
Transaction Date	<p>Date used to post the transaction to the ledger and to edit and validate codes within the system.</p> <p>Column: FRBBUDG_TRANS_DATE</p> <p>The default value is the system date. It can be changed.</p>
Maximum Funded Amount	<p>Amount that has been committed by the sponsoring agency. This amount is used for informational purposes only.</p> <p>Column: FRBBUDG_MAX_FUNDING_AMT</p> <p>This value comes from the <b>Maximum Amount</b> field on the Grant Maintenance Form (FRAGRNT).</p> <p><b>Note:</b> This field is display-only.</p>

Fields	Descriptions
Total Requested Amount	<p>Total amount requested from a sponsoring agency in the proposed budget.</p> <p>Column: FRBBUDG_REQUESTED_AMT</p> <p>This value comes from the Proposal Budget Form (FRABUDP) if a proposal was referenced.</p> <p><b>Note:</b> This field is display-only.</p>
Reversal	<p>Check box that indicates whether the grant budget will post to the ledgers in reverse. This enables you to back out all or part of a previously rolled budget. Choices are:</p> <p><i>Selected</i> – Entries will post to the grant budget ledger as reverse transactions.</p> <p><i>Cleared</i> (default) – Entries will post to the grant budget ledger as positive transactions.</p> <p>Column: FRBBUDG_REVERSAL_IND</p>
Chart of Accounts	<p>Default user-defined code identifying an accounting or reporting entity for the grant budget line items. Choices come from the Chart of Accounts (FTVCOAS) list.</p> <p>Column: FRBBUDG_COAS_CODE_DEF</p> <p>The default value is the default Chart of Accounts code established for your user ID on the User Profile Definition Form (FOMPROF). It can be changed, but Banner will prevent you from saving the record if it is not valid.</p>
Index	<p>Default user-defined code that represents a pre-determined combination of FOAPAL elements for the grant budget line items. Choices come from the Account Index Code (FTVACCI) list.</p> <p>Column: FRBBUDG_ACCI_CODE_DEF</p>
Fund	<p>Default user-defined code that represents a fund from which grant expenses are paid for the grant budget line items. Choices come from the Fund Code Validation Form (FTVFUND).</p> <p>Column: FRBBUDG_FUND_CODE_DEF</p> <p><b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.</p>

Fields	Descriptions
Organization	<p>Default user-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services for the grant budget line items. Choices come from the Organization Code Validation Form (FTVORGN).</p> <p>Column: FRBBUDG_ORGN_CODE_DEF</p>
Program	<p>Default user-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives for the grant budget line items. Choices come from the Program Code Validation Form (FTVPROG).</p> <p>Column: FRBBUDG_PROG_CODE_DEF</p>
Activity	<p>Default user-defined code that specifies a temporary unit of work or a short duration project within a grant for the grant budget line items. Choices come from the Activity Code Validation Form (FTVACTV).</p> <p>Column: FRBBUDG_ACTV_CODE_DEF</p>
Location	<p>Default user-defined code associated with the physical location or site in which an activity will take place for the grant budget line items. Choices come from the Location Code Validation Form (FTVLOCN).</p> <p>Column: FRBBUDG_LOCN_CODE_DEF</p>

## Worksheet window

Use this window to enter or change budget line items for the grant.

Use the Button Control block to view the grant budget information selected on the Main window.

Use the Proposal/Grant Budget Line Items block to view and select proposal budget line items that you want to copy to the new grant budget. You can query on the Seq field to find the appropriate proposal budget line item. If you are not copying grant budget information from a proposal, no budget line items will appear.

**Note:** Fields in the Proposal/Grant Budget Line Items block are display-only.

Use the Grant Budget Line Items block to enter or change grant budget line items. To enter a new line item, go to the next blank line.

Fields	Descriptions
Grant	User-defined or system-assigned grant identification code. This value comes from the <b>Grant</b> field on the Main window.
Grant Budget	Code that identifies the grant budget. This value comes from the <b>Budget Code</b> field on the Main window.
Maximum Funded Amount	Amount that has been committed by the sponsoring agency. This amount is used for informational purposes only. This value comes from the <b>Maximum Funded Amount</b> field on the Main window.
Proposal	User-defined code for a proposal. Source: This value comes from the <b>Proposal</b> field on the Main window.
Proposal Budget	User-defined code that identifies a proposal budget. This value comes from the <b>Budget Code</b> field on the Main window.
Total Requested Amount	Total amount requested from a sponsoring agency in the proposed budget. This value comes from the Proposal Budget Form (FRABUDP).
Sequence Number	Unique number assigned to each proposal budget line item. You can query on this field to find the appropriate proposal budget line item, or you can choose View Next Proposal Item or View Previous Proposal Item from the Options menu to scroll through the proposal budget codes. Column: FRRBDGP_SEQ_NUM  <b>Note:</b> If you are not copying grant budget information from a proposal, a value of 0 will appear in this field.
Account	Account code for the proposal budget line item. Column: FRRBDGP_ACCT_CODE  <b>Note:</b> If you are not copying grant budget information from a proposal, this field will be blank.

Fields	Descriptions
Budget	<p>Dollar amount of the proposal budget line item.</p> <p>Column: FRRBDGP_PROP_BUDGET_AMT</p> <p><b>Note:</b> If you are not copying grant budget information from a proposal, the message <i>NO PROPOSAL LINKS</i> will appear in this field.</p>
Cost Share	<p>Amount of money an institution agrees to contribute toward the proposal budget line item, in addition to the funds received from a sponsoring agency.</p> <p>Column: FRRBDGP_COST_SHARE_AMT</p> <p><b>Note:</b> If you are not copying grant budget information from a proposal, this field will be blank.</p>
Project Value	<p>Sum of the budget and cost share for the proposal budget line item.</p> <p><b>Note:</b> If you are not copying grant budget information from a proposal, this field will be blank.</p>
Account	<p>Account code for the grant budget line item. Choices come from the Account Code Validation Form (FTVACCT).</p> <p>Column: FRRBUDG_ACCT_CODE</p>
Description (untitled)	<p>Description of account code.</p> <p>Column: DISPLAY_ACCT_TITLE</p>
Budget	<p>Dollar amount for the grant budget line item.</p> <p>Column: FRRBUDG_BUDGET_AMT</p>
Cost Share	<p>Amount of money an institution agrees to contribute toward the grant budget line item, in addition to the funds received from a sponsoring agency.</p> <p>Column: FRRBUDG_COST_SHARE_AMT</p>
Project Value	<p>Sum of the budget and cost share for the grant budget line item.</p>
Budget Total	<p>Total budget amount for the grant budget line items.</p>

Fields	Descriptions
Cost Share Total	Total amount of money an institution agrees to contribute for the grant budget line items, in addition to the funds received from a sponsoring agency.
Project Value Total	Sum of the budget and cost share totals.
Chart of Accounts	User-defined code identifying an accounting or reporting entity for the grant budget line item. Choices come from the Chart of Accounts (FTVCOAS) list.  Column: FRRBUDG_COAS_CODE
Index	User-defined code that represents a pre-determined combination of FOAPAL elements for the grant budget line item. Choices come from the Account Index Code (FTVACCI) list.  Column: FRRBUDG_ACCI_CODE
Fund	User-defined code that represents a fund from which grant expenses are paid for the grant budget line item. Choices come from the Fund Code Validation Form (FTVFUND).  Column: FRRBUDG_FUND_CODE  <b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services for the grant budget line item. Choices come from the Organization Code Validation Form (FTVORGN).  Column: FRRBUDG_ORGN_CODE
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives for the grant budget line item. Choices come from the Program Code Validation Form (FTVPROG).  Column: FRRBUDG_PROG_CODE

Fields	Descriptions
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant for the grant budget line item. Choices come from the Activity Code Validation Form (FTVACTV).  Column: FRRBUDG_ACTV_CODE
Location	User-defined code associated with the physical location or site in which an activity will take place for the grant budget line item. Choices come from the Location Code Validation Form (FTVLOCN).  Column: FRRBUDG_LOCN_CODE
Status	Code indicating the status of the grant budget line item. Banner places a value in this field before you post the item to the ledgers. Choices are:  <i>E</i> Error – Some error for the grant budget line item exists, so the grant budget cannot be posted to the ledgers.  <i>N</i> Non-Sufficient Funds – Sufficient funds for the grant budget line item do not exist.  <i>P</i> Postable – The grant budget may be posted to the ledgers.  Column: FRRBUDG_STATUS_IND
Grand Project Value Total	Sum of the budget and cost share totals for the entire grant budget.

### Posting window

Use this window to complete the budget process.

Use the Posting block to complete the budget process.

Fields	Descriptions
Grant	User-defined or system-assigned grant identification code.  This value comes from the <b>Grant</b> field on the Main window.
Budget Code	User-defined code that identifies a grant budget.  This value comes from the <b>Budget Code</b> field on the Main window.

Fields	Descriptions
Fiscal Year	Two-digit code that represents the year of the grant budget. Column: FRBBUDG_FSYR_CODE Source: This value comes from the <b>Transaction Date</b> field on the Main window.
Budget Period	Period for the grant budget. Column: FRBBUDG_BUDGET_PERIOD
Rule Class	Rule class code of the budget. Choices come from the Rule Class Validation (FTVRULP) list. Column: FRBBUDG_RUCL_CODE

### Copy From window

Use this window to copy a proposal budget or an existing grant budget to the new budget code.

Fields	Descriptions
What type of copy is to be performed?	Radio group that indicates whether to copy a proposal or grant budget. Choices are: Grant Budget – A grant budget will be copied. Proposal Budget – A proposal budget will be copied. Column: COPY_GRNT_OR_PROP
Grant	User-defined or system-assigned grant identification code from which you want to copy budget information.  To search for a grant using the Grant Code Inquiry Form (FRIGRNT), select Grant Inquiry (FRIGRNT) from the Options list.  To search for a grant/budget code combination using the Grant Budget Codes Inquiry Form (FRIBUDG), select Grant/Budget Inquiry (FRIBUDG) from the Options list.
Budget Code	User-defined code identifying the grant budget from which you want to copy information. Choices come from the Grant Budget Code (FRBBUDG) list.



Fields	Descriptions
Proposal	<p>User-defined code for the proposal from which you want to copy budget information.</p> <p>To search for a proposal using the Proposal Code Inquiry Form (FRIPROP), select Proposal Inquiry (FRIPROP) from the Options list.</p> <p>To search for a proposal/budget code combination using the Proposal Budget Codes Inquiry Form (FRIBUDP), select Proposal/Budget Inquiry (FRIBUDP) from the Options list.</p>
Budget Code	<p>User-defined code identifying the proposal budget from which you want to copy information. Choices come from the Proposal Budget Code (FRBBUDP) list.</p>
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity for the new grant budget. Choices come from the Chart of Accounts (FTVCOAS) list.</p> <p>Column: COPY_COAS_CODE_DEF</p> <p>The default value is the default Chart of Accounts code associated with your user ID on the User Profile Definition Form (FOMPROF).</p>
Index	<p>User-defined code that represents a pre-determined combination of FOAPAL elements for the new grant budget. Choices come from the Account Index Code (FTVACCI) list.</p> <p>Column: COPY_ACCI_CODE_DEF</p>
Fund	<p>User-defined code that represents a fund from which grant expenses are paid for the new grant budget. Choices come from the Fund Code Validation Form (FTVFUND).</p> <p>Column: COPY_FUND_CODE_DEF</p> <p><b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.</p>
Organization	<p>User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services for the new grant budget. Choices come from the Organization Code Validation Form (FTVORGN).</p> <p>Column: COPY_ORGN_CODE_DEF</p>

Fields	Descriptions
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives for the new grant budget. Choices come from the Program Code Validation Form (FTVPROG).  Column: COPY_PROG_CODE_DEF
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal for the new grant budget. Choices come from the Activity Code Validation Form (FTVACTV).  Column: COPY_ACTV_CODE_DEF
Location	User-defined code associated with the physical location or site in which an activity will take place for the new grant budget. Choices come from the Location Code Validation Form (FTVLOCN).  Column: COPY_LOCN_CODE_DEF
Transaction Date	Date used to post the transaction to the ledger and to edit and validate codes within the system.  Column: COPY_TRANS_DATE

### Grant Cost Codes window

Use this window to review and change any grant cost codes that you want to use with the grant budget.

**Note:** Use the fields on this window if you want Banner to perform indirect cost and cost share calculations for the grant budget.

Fields	Descriptions
Indirect Cost Basis Code	<p>User-defined code that represents a list of accounts used in indirect cost calculations for the grant budget. Banner automatically calculates indirect cost when you charge an expense to an account on this list. Choices come from the Basis Code Validation Form (FRVBASI).</p> <p>Column: FRBBUDG_BASI_CODE_IC</p> <p>The default value is the indirect cost basis code associated with the grant on the Basis Definition Code Maintenance Form (FTMBASI). It can be changed.</p> <p><b>Note:</b> This field is required if an indirect cost rate code, an indirect charge account code, or an indirect cost distribution code is entered.</p>
Indirect Cost Rate Code	<p>User-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense for the grant budget. Choices come from the Indirect Cost Rate Code Validation Form (FRVINDR).</p> <p>Column: FRBBUDG_INDR_CODE_RATE</p> <p>The default value is the indirect cost rate code associated with the grant on the Indirect Cost Rate Code Maintenance Form (FTMINDR). It can be changed.</p> <p><b>Note:</b> This field is required if an indirect charge account code, an indirect cost basis code, or an indirect cost distribution code is entered.</p>
Indirect Cost Charge Code	<p>User-defined code that represents the account to which you want to charge indirect costs for the grant budget. Choices come from the Indirect Cost Charge Code Validation Form (FRVINDA).</p> <p>Column: FRBBUDG_INDA_CODE_CHARGE</p> <p>The default value is the indirect cost charge code associated with the grant on the Indirect Cost Charge Code Maintenance Form (FTMINDA). It can be changed.</p> <p><b>Note:</b> This field is required if an indirect cost rate code, an indirect cost basis code, or an indirect cost distribution code is entered.</p>

Fields	Descriptions
Indirect Cost Distribution Code	<p>User-defined code that represents the credit side of indirect cost calculations for the grant budget. Choices come from the Indirect Cost Distribution Code Validation Form (FRVINDD).</p> <p>Column: FRBBUDG_INDD_CODE_DISTR</p> <p>The default value is the indirect cost distribution code associated with the grant on the Indirect Cost Distribution Code Maintenance Form (FTMINDD). It can be changed.</p> <p><b>Note:</b> This field is required if an indirect cost basis code, an indirect cost rate code, or an indirect cost charge code is entered.</p>
Cost Share Basis Code	<p>User-defined code that indicates the way in which cost share will be calculated for the grant budget. Choices come from the Basis Code Validation Form (FRVBASI).</p> <p>Column: FRBBUDG_BASI_CODE_CS</p> <p>The default value is the cost share basis code associated with the grant on the Basis Definition Code Maintenance Form (FTMBASI). It can be changed.</p> <p><b>Note:</b> This field is required if a cost share distribution code, a cost share rate code, or a cost share credit account code is entered.</p>
Cost Share Rate Code	<p>Percentage rate at which cost share should be calculated for the grant budget. Choices come from the Cost Share Rate (FRRCSTR) list.</p> <p>Column: FRBBUDG_CSTR_CODE_RATE</p> <p>The default value is the cost share rate code associated with the grant on the Cost Share Rate Code Maintenance Form (FTMCSTR). It can be changed.</p> <p><b>Note:</b> This field is required if a cost share credit account code, a cost share basis code, or a cost share distribution code is entered.</p>

Fields	Descriptions
Cost Share Credit Account Code	<p>User-defined code that represents the account or accounts that will reflect the credit side of the cost share calculations in the grant budget fund. Choices come from the Cost Share Credit Account (FRBCSTA) list.</p> <p>Column: FRBBUDG_CSTA_CODE_CHARGE</p> <p>The default value is the cost share credit account code associated with the grant on the Cost Share Credit Code Maintenance Form (FTMCSTA). It can be changed.</p> <p><b>Note:</b> This field is required if a cost share rate code, a cost share basis code, or a cost share distribution code is entered.</p>
Cost Share Distribution Code	<p>Distribution code that will be used for cost share calculations for the grant budget. Choices come from the Cost Share Distribution (FRBCSTD) list.</p> <p>Column: FRBBUDG_CSTD_CODE_DISTR</p> <p>The default value is the cost share distribution code associated with the grant on the Cost Share Distribution Maintenance Form (FTMCSTD). It can be changed.</p> <p><b>Note:</b> This field is required if a cost share rate code, a cost share basis code, or a cost share credit account code is entered.</p>
Credit Indirect Cost	<p>Check box that indicates whether to credit the indirect cost credit account when you post items from the grant budget to the ledger. Choices are:</p> <p><i>Selected</i> – Credit the indirect cost credit account when you post to the ledger.</p> <p><i>Cleared</i> – Do not credit the indirect cost credit account when you post to the ledger.</p> <p>Column: FRBBUDG_IC_CREDIT_IND</p> <p><b>Note:</b> You cannot select this check box if you entered data in any of the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Indirect Cost Basis Code</b></li> <li>• <b>Indirect Cost Rate Code</b></li> <li>• <b>Indirect Cost Credit Account Code</b></li> <li>• <b>Indirect Cost Distribution Code</b></li> </ul>

Fields	Descriptions
Credit Cost Share	<p>Check box that indicates whether to credit the cost share credit account when you post items from the grant budget to the ledger. Choices are:</p> <p><i>Selected</i> – Credit the cost share credit account when you post to the ledger.</p> <p><i>Cleared</i> – Do not credit the cost share credit account when you post to the ledger.</p> <p>Column: FRBBUDG_CS_CREDIT_IND</p> <p><b>Note:</b> You cannot select this check box if you entered data in any of the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Cost Share Basis Code</b></li> <li>• <b>Cost Share Rate Code</b></li> <li>• <b>Cost Share Credit Account Code</b></li> <li>• <b>Cost Share Distribution Code</b></li> </ul>
Distribute Cost Share	<p>Check box that indicates whether to distribute cost share when posting the grant budget. Choices are:</p> <p><i>Selected</i> – Distributes cost share when posting the grant budget.</p> <p><i>Cleared</i> – Does not distribute cost share when posting the grant budget.</p> <p>Column: FRBBUDG_CS_DISTR_IND</p> <p><b>Note:</b> You cannot select this field if you have not entered values in the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Cost Share Basis Code</b></li> <li>• <b>Cost Share Rate Code</b></li> <li>• <b>Cost Share Credit Account Code</b></li> <li>• <b>Cost Share Distribution Code</b></li> </ul>

### Grant Budget Summary window

Use this window to view all the line items for the grant budget. You can query on specific fields using standard query functions. Banner will display totals information for the line items in your query.

Fields	Descriptions
Account	<p>Account code for the grant budget line item.</p> <p>Column: FRRBUDG_ACCT_CODE</p>

Fields	Descriptions
Description (untitled)	Description of the account code/
Budget	Budget amount for the grant budget line item. Column: FRRBUDG_BUDGET_AMT
Cost Share	Amount of money an institution agrees to contribute, in addition to the funds received from a sponsoring agency for the grant budget line item. Column: FRRBUDG_COST_SHARE_AMT
Project Value	Sum of the budget and cost share for the grant budget line item.
Budget Total	Total budget amount from the grant budget line items displayed.
Cost Share Total	Total cost share amounts for the grant budget line items displayed.
Project Value Total	Sum of the budget and cost share totals for the grant budget line items displayed.
Chart of Accounts	User-defined code identifying an accounting or reporting entity. Column: FRRBUDG_COAS_CODE
Index	User-defined code that represents a pre-determined combination of FOAPAL elements for the grant budget line item. Column: FRRBUDG_ACCI_CODE
Fund	User-defined code that represents a fund from which grant expenses are paid for the grant budget line item. Column: FRRBUDG_FUND_CODE
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services for the grant budget line item. Column: FRRBUDG_ORGN_CODE

Fields	Descriptions
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives for the grant budget line item.  Column: FRRBUDG_PROG_CODE
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant for the grant budget line item.  Column: FRRBUDG_ACTV_CODE
Location	User-defined code associated with the physical location or site in which an activity will take place for the grant budget line item.  Column: FRRBUDG_LOCN_CODE
Status	User-defined status code for the grant budget line item.  Column: FRRBUDG_STAT_CODE

### Grant Budget Line Correction window

Use this window to view any errors for the grant budget line items prior to posting the budget. This window appears if you try to save budget information that is not valid.

**Note:** You cannot make changes to the grant budget line items using this window. To make corrections, return to the Worksheet window.

Fields	Descriptions
Sequence	Sequence number identifying the grant budget line item.  Column: FRRBUDG_SEQ_NUM_MAIN
Account	Account code for the grant budget line item.  Column: FRRBUDG_ACCT_CODE
Project Value	Sum of the budget and cost share amounts for the grant budget line item.
Total Project Value	Sum of the budget and cost share totals for the grant budget.



Fields	Descriptions
Chart of Accounts	User-defined code identifying an accounting or reporting entity. Column: FRRBUDG_COAS_CODE
Index	User-defined code that represents a pre-determined combination of FOAPAL elements. Column: FRRBUDG_ACCI_CODE
Fund	User-defined code that represents a fund from which grant expenses are paid. Column: FRRBUDG_FUND_CODE  <b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services. Column: FRRBUDG_ORGN_CODE
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives. Column: FRRBUDG_PROG_CODE
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal. Column: FRRBUDG_ACTV_CODE
Location	User-defined code associated with the physical location or site in which an activity will take place. Column: FRRBUDG_LOCN_CODE
Status	Status code for the grant budget line item. A value of <i>E</i> (Error) indicates that some error exists. Banner will not post a grant budget that contains line items with the value <i>E</i> in this field. Column: FRRBUDG_STATUS_IND

## Indirect Cost Credit window

Use this window to view and enter indirect cost credit information for the grant budget. Access this window from the Worksheet window.

Fields	Descriptions
Fund	<p>User-defined code that represents a fund from which grant expenses are paid.</p> <p>Column: FRRINDD_FUND_CODE</p> <p><b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.</p>
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.
Account	<p>Account code for the grant budget line item.</p> <p>Column: FRRINDD_ACCT_CODE</p>
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.
Location	User-defined code associated with the physical location or site in which an activity will take place.
Percent	<p>Percentage of the indirect cost that should be charged against this indirect cost credit line item. The percentage for all indirect cost credits must equal 100.</p> <p>Column: FRRINDD_PERCENT_OF_DIST</p>
Amount	Amount of the indirect cost credit code line item.
Total Amount	Total amount of the indirect cost credit for the grant budget.

## Cost Share Credit window

Use this window to view and enter cost share credit information for the grant budget. Access this window from the Worksheet window.

Fields	Descriptions
Fund	User-defined code that represents a fund from which grant expenses are paid.  <b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.
Account	Account code for the cost share credit line item.  Column: FRCSTA_CREDIT_ACCT
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.
Location	User-defined code associated with the physical location or site in which an activity will take place.
Percent	Percentage of the cost share credit that should be charged against this account. The percentage for all cost share credit line items must equal 100.  Column: FRCSTA_PERCENT_OF_CHARGE
Amount	Amount of the cost share credit for the line item.
Total Amount	Total amount of the cost share credit for the grant budget.

### Cost Share Distribution window

Use this window to view cost share distribution information.

Fields	Descriptions
Fund	<p>User-defined code that represents a fund from which grant expenses are paid.</p> <p>Column: FRCSTD_FUND_CODE</p> <p><b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.</p>
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.
Account	<p>Account code for the cost share line item.</p> <p>Column: FRCSTD_ACCT_CODE</p>
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant.
Location	User-defined code associated with the physical location or site in which an activity will take place.
Percent	<p>Percentage of the cost share that should be charged against this line item. The percentage for all cost share amounts must equal 100.</p> <p>Column: FRCSTD_PERCENT_OF_DIST</p>
Amount	Amount of the cost share line item.
Total Amount	Total amount of the cost share line items for the grant budget.

### To create a new grant budget

1. Access the Grant Budget Form (FRABUDG).
2. Enter the Grant code.
3. Enter a new Budget Code.

4. Go to the next block.
5. Enter a description.
6. Enter a Chart of Accounts.
7. Enter beginning and end dates for the budget.
8. (Optional) Enter any other grant budget information.
9. (Optional) Select the **Reversal** check box if you want to use this budget code to reverse posted budget information.
10. Enter default accounting information including the COA, Index, Fund, Organization, Program, Activity, and Location.
11. Save.
12. Go to the Worksheet window.
13. Enter or change any grant budget line items.
14. Save.
15. Go to the Posting window.
16. Change the fiscal year, budget period, or rule class code, if necessary.
17. Select the Complete button to post the budget to the ledgers.

#### To copy a proposal budget to a new budget code

1. Access the Grant Budget Form (FRABUDG).
2. Enter the Grant code.
3. Enter a new Budget Code.
4. Select the Copy From button. Banner will display the Copy window.
5. Select the **Proposal Budget** radio button.
6. Enter the proposal code from which you want to copy budget information.
7. Enter the budget code from which you want to copy information.
8. Enter the Chart of Accounts code.
9. Enter accounting information including the Index, Fund, Organization, Program, Activity, Location, and Transaction Date.
10. Select the Copy button.

11. Enter a description for the new budget code.
12. Make any changes to the new budget.
13. Save.
14. Go to the Worksheet window.
15. Enter or change budget line items for the grant budget by first selecting the corresponding proposal budget line item in the Proposal/Grant Budget Line Items block and then making any changes in the Grant Budget Line Items block. You can use standard query functions in the Proposal/Grant Budget Line Items block to view different line items for the proposal budget.
16. Save.
17. Go to the Posting window.
18. Change the fiscal year, budget period, or rule class code, if necessary.
19. Select the Complete button to post the budget to the ledgers.

#### To copy a grant budget to a new budget code

1. Access the Grant Budget Form (FRABUDG).
2. Enter the Grant code.
3. Enter a new Budget Code.
4. Select the Copy From button. Banner will display the Copy window.
5. Select the **Grant Budget** radio button.
6. Enter the grant code from which you want to copy budget information.
7. Enter the budget code from which you want to copy information.
8. Enter the Chart of Accounts code.
9. Enter accounting information including the Index, Fund, Organization, Program, Activity, Location, and Transaction Date.
10. Select the Copy button.
11. Enter a description for the new budget code.
12. Make any changes to the new budget.
13. Save.
14. Go to the Worksheet window.

15. Enter or change budget line items for the new budget.
16. Save.
17. Go to the Posting window.
18. Change the fiscal year, budget period, or rule class code, if necessary.
19. Select the Complete button to post the budget to the ledgers.

## Research Accounting Fund Maintenance Form (FRMFUND)

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Use this form to associate indirect cost and cost share codes with an existing grant fund. These codes and the associated grant fund information control the posting of transactions to the General Ledger. The codes entered on this form override the codes entered on the Grant Maintenance Form (FRAGRNT).

With this form you can:

- Define indirect cost and cost share codes
- Associate pre-defined codes with the grant fund

**Note:** Access to this form is restricted through role security.

### Main window

Use this window to enter pre-defined indirect cost codes, pre-defined cost share codes, and billing information for an existing grant fund.

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity. This code will be used to validate the cost codes entered on this form. The default value comes from your user profile record.</p> <p>Choices come from the Chart of Accounts (FTVCOAS) list.</p> <p>Column: FRVFUND_COAS_CODE</p>
Fund	<p>User-defined code and description of a fund from which grant expenses are paid.</p> <p>Choices come from the Fund Code Validation Form (FTVFUND).</p> <p>Column: FRVFUND_CODE</p>

Fields	Descriptions
Grant	<p>Code and description of the grant associated with this fund.</p> <p>This value comes from the Grant field on the Fund Code Maintenance Form (FTMFUND).</p>
Effective Date	<p>Effective date of the code.</p> <p>The default value is the system date. It can be changed.</p> <p>Column: FRVFUND_EFF_DATE</p>
Termination Date	<p>Termination date of the grant. No transaction activity is allowed after this date without user access from the User Profile Maintenance Form (FOMPROF).</p> <p>Column: FRVFUND_TERM_DATE</p>
Next Change Date	<p>Date when the current fund became effective and the prior fund ceased to be effective.</p>
Budget Period Start Date	<p>Start date of the budget period for this fund.</p> <p>Column: FRVFUND_BUDG_PRD_START_DATE</p>
Budget Period End Date	<p>End date of the budget period for this fund.</p> <p>Column: FRVFUND_BUDG_PRD_END_DATE</p>
Indirect Cost Basis	<p>User-defined code that represents a list of accounts used in indirect cost calculations. Banner automatically calculates indirect cost when you charge an expense to an account on this list. This code is validated against the Basis Definition Code Maintenance Form (FTMBASI).</p> <p>Choices come from the Basis Code Validation Form (FRVBASI).</p> <p><b>Note:</b> If you enter an indirect cost rate code, indirect charge account code, or indirect cost distribution code, you must enter a value in this field.</p> <p>Column: FRVFUND_BASI_CODE_IC</p>



Fields	Descriptions
Indirect Cost Rate Code	<p>User-defined code that represents the percentage rate the sponsoring agency must contribute towards the expense. This code is validated against the Indirect Cost Rate Code Maintenance Form (FTMINDR).</p> <p>Choices come from the Indirect Cost Rate Code Validation Form (FRVINDR).</p> <p><b>Note:</b> If you enter an indirect cost basis code, an indirect cost charge account, or an indirect cost distribution code, you must enter a value in this field.</p> <p>Column: FRVFUND_INDR_CODE_RATE</p>
Indirect Cost Charge Account Code	<p>User-defined code that represents the account to which you want to charge indirect costs. This code is validated against the Indirect Cost Charge Code Maintenance Form (FTMINDA).</p> <p>Choices come from the Indirect Cost Charge Code Validation Form (FRVINDA).</p> <p><b>Note:</b> If you enter an indirect cost rate code or an indirect cost distribution code, you must enter a value in this field.</p> <p>Column: FRVFUND_INDA_CODE_CHARGE</p>
Indirect Cost Distribute to Code	<p>User-defined code that represents the credit side of indirect cost calculations. This code is validated against the Indirect Cost Distribution Maintenance Form (FTMINDD).</p> <p>Choices come from the Indirect Cost Distribution Code Validation Form (FRVINDD).</p> <p><b>Note:</b> If you enter an indirect cost basis code, an indirect cost rate code, or an indirect cost charge code, you must enter a value in this field.</p> <p>Column: FRVFUND_INDD_CODE_DISTR</p>

Fields	Descriptions
Cost Share Basis	<p>User-defined code that represents a list of accounts used in cost share calculations. Banner automatically calculates cost share when you charge an expense to an account on this list. Cost Share is the amount of money that an institution agrees to contribute, in addition to the funds received from a sponsoring agency. This code is validated against the Basis Definition Code Maintenance Form (FTMBASI).</p> <p>Choices come from the Basis Code Validation Form (FRVBASI).</p> <p>Column: FRVFUND_BASI_CODE_CS</p>
Cost Share Rate Code	<p>User-defined code that represents the percentage rate the institution must contribute towards the expense. This code is validated against the Cost Share Rate Code Form (FTMCSTR).</p> <p>Choices come from the Cost Share Rate List (FRRCSTR).</p> <p><b>Note:</b> You must enter a value in this field if you enter a cost share base code, a cost share credit account code, or a cost share distribution code.</p> <p>Column: FRVFUND_CSTR_CODE_RATE</p>
Cost Share Credit Account Code	<p>User-defined code that represents the credit side of the cost share calculations in the Grant fund. This code is validated against the Cost Share Credit Account Form (FTMCSTA).</p> <p>Choices come from the Cost Share Credit Account List (FRBCSTA).</p> <p><b>Note:</b> You must enter a value in this field if you enter a cost share base code, a cost share credit account code, or a cost share distribution code.</p> <p>Column: FRVFUND_CSTA_CODE_CHARGE</p>
Cost Share Distribute From Code	<p>User-defined code that represents the debit side of the cost share calculations reflected in the Unrestricted or General Fund. This code is validated against the Cost Share Distribution Code Form (FTMCSTD).</p> <p>Choices come from the Cost Share Distribution List (FRBCSTD).</p> <p><b>Note:</b> You must enter a value in this field if you enter a cost share base code, a cost share credit account code, or a cost share distribution code.</p> <p>Column: FRVFUND_CSTD_CODE_DISTR</p>

## Billing Information window

Use this window to enter billing information for an existing fund.

Fields	Descriptions
Chart of Accounts	<p>User-defined code identifying an accounting or reporting entity.</p> <p>This value comes from the <b>Chart of Accounts</b> field on the Main window.</p>
Fund	<p>User-defined code that represents a fund from which grant expenses are paid.</p> <p>This value comes from the <b>Fund</b> field on the Main window.</p> <p><b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.</p>
Grant	<p>Code and description of the grant associated with this fund.</p> <p>This value comes from the <b>Grant</b> field on the Main window.</p>
Billed Accounts Receivable	<p>Code representing the billed Accounts Receivable account for this fund.</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p> <p><b>Note:</b> Tip: When you run the Research Accounting Billing Process (FRRBILL) in Update mode, Banner will debit this account.</p> <p>When you run the Research Accounting Billing Process (FRRBILL) in Update mode, Banner will credit the retainage amount to this account.</p> <p>Column: FRVFUND_BILLED_AR_ACCT_CODE</p>
Cash Receipt Bank Code	<p>Designates the specific bank where cash receipts will be deposited.</p> <p>This value comes from the <b>Cash Receipt Bank Code</b> field on the Fund Code Maintenance Form (FTMFUND).</p>
Revenue Account	<p>Code representing the revenue account for this fund.</p> <p>This value comes from the <b>Revenue Account</b> field on the Fund Code Maintenance Form (FTMFUND).</p>

Fields	Descriptions
Unbilled Accounts Receivable	<p>Code representing the unbilled Accounts Receivable account for this fund.</p> <p>This value comes from the <b>Unbilled Accrual Account</b> field on the Fund Code Maintenance Form (FTMFUND).</p> <p><b>Note:</b> When you run the Research Accounting Billing Process (FRRBILL) in Update mode, Banner will credit this account.</p>
Retainage Accounts Receivable	<p>Code representing the retainage Accounts Receivable account for this fund.</p> <p>Choices come from the Account Code Validation Form (FTVACCT).</p> <p><b>Note:</b> When you run the Research Accounting Billing Process (FRRBILL) in Update mode, Banner will debit the retainage amount from this account.</p> <p>Use the Research Accounting Billing Process (FRRBILL) to generate a bill for retainage amounts.</p> <p>Column: FRVFUND_WHOLDING_AR_ACCT_CODE</p>
Retainage Amount	<p>Amount of money temporarily withheld from the fund.</p> <p><b>Caution:</b> Do not enter a value in this field if you entered a value in the <b>Retainage Percent</b> field.</p> <p><b>Note:</b> Use the Research Accounting Billing Process (FRRBILL) to generate a bill for retainage amounts.</p> <p>Column: FRVFUND_WITHHOLDING_AMT</p>
Retainage Percent	<p>Percentage of the fund that has been temporarily withheld.</p> <p><b>Caution:</b> Do not enter a value in this field if you entered a value in the <b>Retainage Amount</b> field.</p> <p><b>Note:</b> Use the Research Accounting Billing Process (FRRBILL) to generate a bill for retainage amounts.</p> <p>Column: FRVFUND_WITHHOLDING_PERCENT</p>

### To create a new Research Accounting fund

1. Access the Research Accounting Fund Maintenance Form (FRMFUND).
2. Perform an Insert Record function. Banner will clear all of the fields on the form except for the **Effective Date** field.
3. Enter values in the appropriate fields.
4. Save.

### To change a Research Accounting fund

1. Access the Research Accounting Fund Maintenance Form (FRMFUND).
2. Perform a Duplicate Record function.
3. Enter new values in the appropriate fields.
4. Enter a date in the **Effective Date** field. You may enter today's date or a future date.
5. Save.

## Grant Agency Inquiry Form (FRIASTG)

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Use this form to view and query grant activity associated with a specific agency. From this form you can navigate to the following forms to view information about a specific grant or proposal:

- Proposal Maintenance Form (FRAPROP)
- Grant Maintenance Form (FRAGRNT)
- Grant Inception To Date Form (FRIGITD)

### Main window

Use this window to view and query grant activity associated with a specific agency. From this window you can navigate to the following forms to view information about a specific grant or proposal:

- Proposal Maintenance Form (FRAPROP)
- Grant Maintenance Form (FRAGRNT)
- Grant Inception To Date Form (FRIGITD)

Fields	Descriptions
Agency	Code and name of a sponsoring agency. Choices come from the Entity Name/ID Search Form (FTIIDEN).
Grant	User-defined or system-assigned grant identification code. Column: FRBGRNT_CODE
Description	Description of the grant. Column: FRBGRNT_TITLE
Status	Status of the grant. This value comes from the Grant Maintenance Form (FRAGRNT). Choices: <i>Submitted</i> - The proposal has been submitted. <i>Awarded</i> - The grant has been awarded. <i>Re-submitted</i> - The proposal has been re-submitted for review. Column: FRBGRNT_STATUS_CODE
Status Date	Status date of the grant. Column: FRBGRNT_STATUS_DATE
Project Start Date	Start date for the project period of the grant. Column: FRBGRNT_PROJECT_START_DATE
Agency	Code of the sponsoring agency associated with the grant.
Proposal	User-defined code for a proposal. This value comes from the Proposal Maintenance Form (FRAPROP). Column: FRBGRNT_PROP_CODE
Maximum Amount	Maximum amount of funds committed by the sponsoring agency. Column: FRBGRNT_MAX_FUNDING_AMT

<b>Fields</b>	<b>Descriptions</b>
Total	Total amount of funds committed by the sponsoring agency for the selected grant(s).

To monitor grant activity

1. Access the Grant Agency Inquiry Form (FRIASTG).
2. Enter the Agency for which you want to view grant activity.
3. Go to the next block.
4. Activity for all the grants associated with the agency will appear. You can narrow your search by performing standard query functions on the fields in this block.

## **Grant Budget Distribution Inquiry Form (FRIBDSG)**

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Use this form to view budget distributions for a grant.

Main window (FRIBDSG)

Use this window to view budget distributions for a grant.

Key block

Use the key block to select a grant.

<b>Fields</b>	<b>Descriptions</b>
Grant	User-defined or system-assigned grant identification code.
Budget Code	User-defined code that identifies a grant budget.

Fields	Descriptions
Type	<p>User-defined code indicating the type of budget.</p> <p>Source: This value comes from the System Data Validation Form (FTVSDAT). It can be changed.</p> <p>Choices are:</p> <p><i>A (Active)</i> - The budget is rolled to the ledgers. The status for the budget code can no longer be changed.</p> <p><i>W (Working)</i> (default) - The status for the budget code can be changed.</p>
Chart of Accounts	User-defined code identifying an accounting or reporting entity.
Index	User-defined code that represents a pre-determined combination of FOAPAL elements.
Fund	User-defined code that represents a fund from which grant expenses are paid. You may link more than one fund to a grant; however, you may not link more than one grant to a fund.
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.
Account	Grant budget line item for the Column: Not a base table item
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.
Location	User-defined code associated with the physical location or site in which an activity will take place.

### Grant Information block

Use the Grant Information block to view information associated with the grant, and to view the proposed budget, cost sharing, and project value totals.



Fields	Descriptions
Account	Account code for the Grant Budget line item. Column: FRRBUDG_ACCT_CODE
Title	Title for the account code.
Class	Code that indicates whether this is a cost share account or an indirect cost account.  Choices are: <i>I (Indirect Cost)</i> - This is an indirect cost account. <i>C (Cost Share)</i> - This is a cost share account.
Fund	User-defined code that represents a fund from which grant expenses are paid. Column: FRRBUDG_FUND_CODE  <b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services. Column: FRRBUDG_ORGN_CODE
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives. Column: FRRBUDG_PROG_CODE
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal. Column: FRRBUDG_ACTV_CODE
Location	User-defined code associated with the physical location or site in which an activity will take place. Column: FRRBUDG_LOCN_CODE
Budget	Code that identifies the grant budget. Column: FRRBUDG_GRNT_BUDG_CODE

Fields	Descriptions
Description	Description of the grant budget code.
Type	<p>User-defined code indicating the type of budget.</p> <p>This value comes from the System Data Validation Form (FTVSDAT).</p> <p>Choices are:</p> <p><i>A (Active)</i> - The budget is rolled to the ledgers. The status for the budget code can no longer be changed.</p> <p><i>W (Working)</i> - (default) - The status for the budget code can be changed.</p>
Proposed Budget	<p>Amount granted by the funding agency for the account line item.</p> <p>Column: FRRBUDG_BUDGET_AMT</p>
Cost Sharing	<p>Dollar amount the institution must contribute toward the expense.</p> <p>Column: FRRBUDG_COST_SHARE_AMT</p>
Project Value	Sum of the budget and cost share amounts.
Proposed Budget Totals	Total amount granted by the funding agency for the account line item.
Cost Sharing Totals	Total dollar amount the institution must contribute toward the expense.
Project Value Totals	Total of the budget and cost share amounts.

### To view budget distributions

1. Access the Grant Budget Distribution Inquiry Form (FRIBDSG).
2. Enter a **Grant** code.
3. Enter a **Budget Code**.
4. Enter the **Index** code.
5. Enter the **Fund** code.

6. Enter the **Organization** code.
7. Enter the **Account** code.
8. Enter the **Program** code.
9. Enter the **Activity** code.
10. Enter the **Location** code.
11. Go to the Grant Information block.
12. Enter the **Account** code. The budget distribution information will display.
13. Exit.

## Grant Budget Codes Inquiry Form (FRIBUDG)

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Use this form to view and query grant budget information.

### Main window

Use this window to view and query grant budget information.

Fields	Descriptions
Grant	User-defined or system-assigned grant identification code. Column: FRBBUDG_GRNT_CODE
Title	Title of the grant identification code.
Budget	Code that identifies the grant budget. Column: FRBBUDG_GRNT_BUDG_CODE
Description	Description of the grant budget code. Column: FRBBUDG_GRNT_BUDG_DESC
Proposal	User-defined or system-assigned proposal identification code and title. Column: FRBBUDG_PROP_CODE  This value comes from the Proposal Maintenance Form (FRAPROP).

Fields	Descriptions
Description	Description of the proposal identification code.
Proposal Budget	User-defined code that represents a budget iteration of a proposal. Column: FRBBUDG_BUDGET_CODE
Description	Description of the proposal budget code.
COA (Chart of Accounts)	User-defined code identifying an accounting or reporting entity. Column: FRBBUDG_COAS_CODE
Project Value	Sum of the budget and cost share amounts.
Type	User-defined code indicating the type of budget. Column: FRBBUDG_TYPE_CODE  This value comes from the System Data Validation Form (FTVSDAT). It cannot be changed.  Choices are:  <i>A (Active)</i> - The budget is rolled to the ledgers. The status for the budget code can no longer be changed.  <i>W (Working)</i> - (default) - The status for the budget code can be changed.
Begin Date	Start date of the budget period. Column: FRBBUDG_BEG_DATE
End Date	End date of the budget period. Column: FRBBUDG_END_DATE

### To view grant budget information

1. Access the Grant Budget Codes Inquiry Form (FRIBUDG).
2. All grants in the system will appear initially. You can narrow your search by querying on specific fields using standard query functions.

## Grant Budget Totals Form (FRIBUTG)

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Use this form to view grant budget totals by account code or account type.

### Main window

Use this window to view grant budget totals by account code or account type.

### Key block

Use the Key block to select a grant and a grant budget code for which you want to view budget information and to specify how Banner will display the information.

Fields	Descriptions
Grant	<p>User-defined or system-assigned grant identification code.</p> <p>To search using the Grant Codes Inquiry Form (FRIGRNT), choose Grant Inquiry (FRIGRNT) from the Options list.</p> <p>To search using the Grant/Budget Codes Inquiry Form (FRIBUDG), choose Grant/Budget Inquiry (FRIBUDG) from the Options list.</p>
Description (untitled)	Description of the grant identification code.
Grant Budget Code	<p>User-defined code and description that represents a grant budget.</p> <p>Choices come from the Grant Budget Code (FRBBUDG) list.</p>
Description (untitled)	Description of the grant budget code.

Fields	Descriptions
Display By	<p>Radio group that indicates the display order of account codes or account types.</p> <p>Choices are:</p> <p><i>Institution (default)</i> - Display all budget lines in account code order.</p> <p><i>Sponsor</i> - Display all budget lines on which the sponsor account meets both of the following criteria:</p> <ul style="list-style-type: none"> <li>The sponsor account was entered on the Sponsor Account Code Maintenance Form (FRVSACT).</li> <li>The sponsor account was cross-referenced to your institution account or account type on the Institution/Sponsor Account Maintenance Form (FRVISAC).</li> </ul> <p><i>Account Type Level 2</i> - Display lines within the grant budget containing accounts that are rolled into their account types at level 2. Incomplete grant budget line items that contain a title appear alphabetically after the account types.</p> <p><i>Account Type Level 1</i> - Display lines within the grant budget containing accounts that are rolled into their account types at level 1. Incomplete grant budget line items that contain a title appear alphabetically after the account types.</p>

### Budget Information block

Use the Budget Information block to view grant budget information and to view grant budget totals for the account codes or account types in your query. You can query on the **Account Code or Type** field to limit the information displayed.

Fields	Descriptions
Account Code or Type	<p>User-defined code of either the account or the account type.</p> <p>Column: FRRBUDC_ACCT_CODE</p>
Title	<p>Title of the account code or type.</p> <p>Column: FRRBUDC_ACCT_TITLE</p>
Proposed Budget	<p>Amount granted by the funding agency for the account line item.</p> <p>Column: FRRBUDC_PROP_BUDGET_AMT</p>

Fields	Descriptions
Cost Sharing	Dollar amount the institution must contribute toward the expense. Column: FRRBUDC_COST_SHARE_AMT
Project Value	Sum of the budget and cost share amounts.
Total Proposed Budget	Total amount granted by the funding agency for the items in your query.
Total Cost Sharing	Total dollar amount the institution must contribute toward the expense.
Total Project Value	Total budget and cost share amount.

To view grant budgets by account code or account type

1. Access the Grant Budget Totals Form (FRIBUTG).
2. Enter a **Grant** code.
3. Enter a **Grant Budget Code**.
4. Select either **Institution, Sponsor, Account Type Level 2**, or **Account Type Level 1**.
5. Go to the next block.
6. All account codes and account types associated with the information you selected in the Key block will appear. You can narrow your search by querying on the **Account Code or Type** field using standard query functions.

## Grant Event Inquiry Form (FRIEVNG)

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Use this form to view and query event codes for a grant or all grants associated with a PMS code. From this form, you can determine valid personnel for the Research Accounting application.

You can view events by:

- User ID
- Grant code

- PMS code
- Both user ID and grant code
- Both user ID and PMS code

### Main window

Use this window to view and query event codes for a grant or all grants associated with a PMS code.

### Key block

Use this block to select a user ID, or a grant or PMS code. You can also select a combination of user ID and grant or PMS code.

<b>Fields</b>	<b>Descriptions</b>
User ID	<p>Oracle ID and name of the user responsible for creating or completing an event.</p> <p>Choices come from the User Profile List Form (FUVPROF).</p>
Grant	<p>User-defined or system-assigned grant identification code and title.</p> <p>Column: GRNT_CODE</p> <p>Choices come from the Grant Code Inquiry Form (FRIGRNT).</p>
PMS Code	<p>User-defined code of multiple grants from the same sponsoring agency that have the same reimbursement requirements.</p> <p>Choices come from the Payment Management System Code Maintenance Form (FRVPMSC).</p>

### Event Description block

Use this block to view the event codes associated with the user ID and/or the grant or PMS code specified in the Key block.

<b>Fields</b>	<b>Descriptions</b>
Event	<p>User-defined event identification number.</p> <p>Column: FRREVNG_EVNT_CODE</p>



Fields	Descriptions
Description	Description of the event.
Sequence	<p>System-generated number based on an occurrence of an event within the same grant code.</p> <p>Column: FRREVNG_SEQ_NUM</p> <p>This value comes from the Grant Events Assignment Form (FRAEVGA).</p>
Status	<p>Status of the event.</p> <p>Column: FRREVNG_STATUS_IND</p> <p>Choices are:</p> <p><i>P (Pending)</i> - The event is pending.</p> <p><i>S (Satisfied)</i> - The event has been satisfied.</p> <p><i>C (Cancelled)</i> - The event has been cancelled.</p>
Due Date	<p>Date the event needs to be created or completed.</p> <p>Column: FRREVNG_DUE_DATE</p>
Status Date	<p>Date of the event.</p> <p>Column: FRREVNG_STATUS_DATE</p>
Grant	<p>User-defined or system-assigned grant identification code.</p> <p>Column: FRREVNG_GRNT_CODE</p>
Description	Description of the grant.
Responsible User	<p>User responsible for creating or completing the event.</p> <p>Column: FRREVNG_RESPONSIBLE_USER_ID</p> <p>This value comes from the Grant Events Assignment Form (FRAEVGA).</p>
Title	Responsible user's title.
Proxy	<p>ID of the secondary user responsible for creating or completing the event.</p> <p>This value comes from the User Profile List Form (FUVPROF).</p>

Fields	Descriptions
Approved By	User who satisfied or cancelled the event. Column: FRREVNG_APPROVED_BY_USER_ID

To view event codes for a user ID, grant code, or PMS code

1. Access the Grant Events Inquiry Form (FRIEVNG).
2. (Optional) Enter a **User ID**.
3. (Optional) Enter a **Grant** code.  
  
OR  
(Optional) Enter a **PMS** code.
4. Go to the Event Description block. All event codes associated with the user ID, grant code, or PMS code will appear initially. You can narrow your search by performing queries on specific fields using standard query functions.

## Grant Code Inquiry Form (FRIGRNT)

Use this form to view and query valid grant codes.

### Main window

Use this window to view and query valid grant codes.

Fields	Descriptions
Grant	User-defined or system-assigned grant identification code. Column: FRBGRNT_CODE
Name (untitled)	Name associated with the grant code.
Principal Investigator ID	Identification code, first name, and last name of the principal investigator.
Agency	Code and name of the sponsoring agency associated with this grant.

Fields	Descriptions
Name (untitled)	Name of the sponsoring agency associated with the grant.
Current Amount	Amount currently funded for the grant. This amount is used for informational purposes only. Column: FRBGRNT_CURRENT_FUNDING_AMT
Cumulative Amount	The amount received from the sponsoring agency to date. Column: FRBGRNT_CUM_FUNDING_AMT
Maximum Amount	Amount that has been committed by the sponsoring agency. This amount is used for informational purposes only. Column: FRBGRNT_MAX_FUNDING_AMT  This value comes from the <b>Maximum</b> field on the Grant Maintenance Form (FRAGRNT).
Status	User-defined status code for the grant (for example, pending, submitted, granted, or declined). Column: FRBGRNT_STATUS_CODE  <b>Note:</b> Status codes are defined on the System Data Validation Form (FTVSDAT).
Status Date	Status code and its corresponding date reflect the current status of a proposal or grant. Column: FRBGRNT_STATUS_DATE
Project Start Date	Start date for the project period of the grant. Column: FRBGRNT_PROJECT_START_DATE
Project End Date	End date for the project period of the grant. Column: FRBGRNT_PROJECT_END_DATE
Sponsor ID	Grant identification code assigned by the sponsoring agency. This value is used for bills and reports. Column: FRBGRNT_SPONSOR_ID

Fields	Descriptions
Responsible Organization	<p>Chart of Accounts code, code, and description associated with the administrative office responsible for this grant.</p> <p>Column: FRBGRNT_COAS_CODE (COA code)</p> <p>Column: FRBGRNT_ORGN_CODE_RESP_OFFICE (code)</p>

### To view and query grant codes

1. Access the Grant Codes Inquiry Form (FRIGRNT).
2. Perform an Execute Query function.
3. All grants in the system will appear. You can narrow your search by performing queries on specific fields using standard query functions.

## Grant Status History Inquiry Form (FRIGRST)

---

Use this form to view and query historical information for a grant. Information is displayed in chronological order, from the earliest date to the most recent date.

### Main window

Use this window to view and query historical information for a grant. Information is displayed in chronological order, from the earliest date to the most recent date.

### Key block

Use this block to select a grant.

Fields	Descriptions
Grant	<p>User-defined or system-assigned grant identification code.</p> <p>Column: GRNT_CODE</p> <p>Choices come from the Grant Code Inquiry Form (FRIGRNT).</p>
Description (untitled)	Description of the grant identification code.

## Grant Status Information block

Use this block to view historical information for a grant. Information is displayed in chronological order, from the earliest date to the most recent date.

Fields	Descriptions
Status	User-defined status code for the grant.  Column: FRVGRST_STATUS_CODE  This value comes from the System Data Validation Form (FTVSDAT).
Title	Description of the grant status code.
Date	Status date for the grant.  Column: FRVGRST_DATE_STATUS

## To view and query grant history information

1. Access the Grant Status History Query Form (FRIGRST).
2. Enter a **Grant** code.
3. Go to the next block.
4. All historical information for the grant will appear initially. You can narrow your search by performing queries on specific fields using standard query functions.

## Grant Transaction Detail Form (FRIGTRD)

---

Use this form to view and query a detailed list of transactions for a grant. The transactions are listed by key values, which you can select in the Key block of this form.

### Main window

Use this window to view and query a detailed list of transactions for a grant. The transactions are listed by key values, which you can select in the Key block of this form.

## Key block

Use this block to select a Chart of Accounts and grant code. If desired, you can narrow your search by specifying index, fund, organization, account, program, activity, location, and/or date information.

Fields	Descriptions
COA (Chart of Accounts)	User-defined code identifying an accounting or reporting entity. Choices come from the Chart of Accounts Validation Form (FTVCOAS).
Grant	User-defined or system-assigned grant identification code.  To search for a grant code using the Grant Code Inquiry Form (FRIGRNT), select List of Grant Codes from the Options list.  To search for a grant code by title, select Grant Title Search Form (FRIKGNT) from the Options list.
Index	User-defined code that represents a pre-determined combination of FOAPAL elements.  Choices come from the Account Index Code Validation Form (FTVACCI).
Fund	User-defined code that represents a fund from which grant expenses are paid.  Choices come from the Fund Code Validation Form (FTVFUND).  <b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.  Choices come from the Organization Code Validation Form (FTVORGN).
Account	Account code for the grant budget line item.  Choices come from the Account Code Validation Form (FTVACCT).

<b>Fields</b>	<b>Descriptions</b>
Program	User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.  Choices come from the Program Code Validation Form (FTVPROG).
Activity	User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.  Choices come from the Activity Code Validation Form (FTVACTV).
Location	User-defined code associated with the physical location or site in which an activity will take place.  Choices come from the Location Code Validation Form (FTVLOCN).
Commit (Commitment)	Code that represents the type of commitment for this grant.
Year	Year of the grant to query on. Leave this field blank to retrieve information about a grant from its start date to the current date.
Period	Period of the grant to query on. Leave this field blank to query on all periods.
Date From	Start date of the grant period.
Date To	End date of the grant period.

### Account Information block

Use this block to view and query a detailed list of grant transactions from the Transaction Detail table. You can narrow your search using standard query functions.

<b>Fields</b>	<b>Descriptions</b>
Account	Account code for the grant budget line item.  Column: FRVGTRD_ACCT_CODE

Fields	Descriptions
Organization	<p>User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.</p> <p>Column: FRVGTRD_ORGN_CODE</p>
Program	<p>User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.</p> <p>Column: FRVGTRD_PROG_CODE</p>
Activity Date	<p>The date the transaction was processed.</p> <p>Column: TRND_ACTIVITY_DATE</p>
Type	<p>Rule class code used to process the transaction.</p> <p>Column: FRVGTRD_RUCL_CODE</p>
Document	<p>Code and description of the document where the transaction is recorded.</p> <p>Column: FRVGTRD_DOC_CODE (code). FRVGTRD_TRANS_DESC (desc).</p>
Commit (Commitment)	<p>Code that represents commitment type.</p> <p>Column: FRVGTRD_CMT_TYPE</p>
Fund	<p>User-defined code that represents a fund from which grant expenses are paid.</p> <p>Column: FRVGTRD_FUND_CODE</p> <p><b>Caution:</b> You may link more than one fund to a grant; however, you may not link more than one grant to a fund.</p>
Activity	<p>User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.</p> <p>Column: FRVGTRD_ACTV_CODE</p>
Location	<p>User-defined code associated with the physical location or site in which an activity will take place.</p> <p>Column: FRVGTRD_LOCN_CODE</p>



Fields	Descriptions
Transaction Date	Date used to post the transaction to the ledger and to edit and validate codes within the system. Column: FRVGTRD_TRANS_DATE
Field	Represents the field within the ledger that has been affected by the transaction. Column: FRVGTRD_FIELD_DESC Choices are: <i>OBD Original Budget</i> - The original budget has been affected. <i>ADB Adjusted Budget</i> - The adjusted budget has been affected. <i>ENC Encumbrance</i> - The encumbrance has been affected. <i>YTD Year-to-date Activity</i> - The year-to-date activity has been affected.
Amount	Amount of the transaction. Column: FRVGTRD_TRANS_AMT
Increase (+) or Decrease (-)	Indicates whether an amount is an increase or decrease. Column: FRVGTRD_DR_CR_IND Choices are: - ( <i>Debit</i> ) Decrease—The amount is a decrease. + ( <i>Credit</i> ) Increase—The amount is an increase.
Total Amount	Total transaction amount for the grant.
Total Increases or Decreases	Total debit/credit amount for the grant.

### Grant Information window (FRIGTRD)

Use this window to view supplemental information about the grant.

Fields	Descriptions
Agency	Code and name of the sponsoring agency associated with the grant.

Fields	Descriptions
PI/Manager	Name of the principal investigator or manager associated with the grant.
Project Period	Start date for the project period of the grant. Defines the setup of the grant or award year in the FGBGRNT table. This value cannot be changed once transactions have been posted to the grant ledger.
To	End date of the grant project period.

To view and query a detailed list of transactions

1. Access the Grant Transaction Detail Form (FRIGTRD).
2. Enter a **Chart of Accounts** code.
3. Enter the **Grant** code.
4. (Optional) Enter information to narrow your search, such as the **index, fund, organization, account, program, activity, location, year, period, and dates**.
5. Go to the next block.
6. All transactions associated with the values you entered in the Key block will appear initially. You can narrow your search by performing queries on specific fields using standard query functions.

## Grant Title Search Form (FRIKGNT)

---

Use this form to search for a grant if you lack the grant code or title of the grant. You can use words, characters, or a combination of both to search for the title of a grant.

**Note:** You can search using % as a wild card character.

### Main window

Use this window to search for a grant if you lack the grant code or title of the grant.

## Key block

Use this block to search for words, characters, or a combination of both in the title of the grant.

Fields	Descriptions
Search Value	Keyword(s) or character(s) used to search for a grant. Banner retrieves grants containing the Search Value in the title. You can use wild card characters (for example, % or *).

## Grant Information block

This block displays information about the grant.

Fields	Descriptions
Grant	User-defined or system-assigned grant identification code.
Proposal Code	User-defined code for a proposal.
Status	User-defined status code for the grant (for example, pending, submitted, granted, or declined). If the code is not defined, Banner displays an error message.  Column: FRBGRNT_STATUS_CODE  <b>Note:</b> You must define status codes on the System Data Validation Form (FTVSDAT).
Title	Description for the status code.  FRBGRNT_TITLE
Status Date	Date of the grant.  Column: FRBGRNT_STATUS_DATE

To search for a grant document

1. Access the Grant Title Search Form (FRIKGNT).
2. Enter any part of the title that you know in the **Search Value** field. For example, if the only word you know in the grant's title is *cancer*, enter *%cancer%* in the field, using % as a wild card character.
3. Go to the Grant Information block to display the grant documents retrieved by the search.

After you enter the key word, use the Count Query Hits function to determine the number of records that will be found. If the number is large, you may want to further narrow your search.

4. Exit.

**Grant Memo Ledger Inquiry Form (FRIMEMO)**

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Use this form to track the amount of a grant's waived overhead, or *memos*, as defined on the Basis Definition Code Maintenance Form (FTMBASI).

**Note:** This form does not display budget or commitment information.

Main window

Use this window to enter the Chart of Accounts and grant code for which you want to view information. You can narrow your search by specifying year, index, fund, organization, program, activity, location, account type, account, summary, and/or date information.

Fields	Descriptions
Chart of Accounts	User-defined code identifying an accounting or reporting entity. Choices come from the Chart of Accounts (FTVCOAS) list.
Grant	Code and description of the grant you want to query. Choices come from the Grant Code Inquiry Form (FRIGRNT).
Grant Year	Year for which you want to retrieve grant information. Leave this field blank to retrieve information about a grant from its start date to the current date.

Fields	Descriptions
Index	<p>User-defined code that represents a pre-determined combination of FOAPAL elements.</p> <p>Choices come from the Account Index Code (FTVACCI) list.</p>
Fund	<p>User-defined code that represents a fund from which grant expenses are paid.</p> <p>Choices come from the Fund Code Validation Form (FTVFUND).</p>
Organization	<p>User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.</p> <p>Choices come from the Organization Code Validation Form (FTVORGN).</p>
Fund Summary	<p>Check box that indicates whether to summarize ledger activity by fund for a grant that is linked to multiple funds.</p> <p>Choices:</p> <p><i>Selected</i>–View ledger activity summarized by fund.</p> <p><i>Cleared</i> (default)–View ledger activity by grant.</p>
Program	<p>User-defined code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.</p> <p>Choices come from the Program Code Validation Form (FTVPROG).</p>
Activity	<p>User-defined code that specifies a temporary unit of work or a short duration project within a grant or proposal.</p> <p>Choices come from the Activity Code Validation Form (FTVACTV).</p>
Location	<p>User-defined code associated with the physical location or site in which an activity will take place.</p> <p>Choices come from the Location Code Validation Form (FTVLOCN).</p>

Fields	Descriptions
Account Type	User-defined code that indicates the type of account (for example, assets, liabilities, or expenditures) that you want to query.  Choices come from the Account Type Validation Form (FTVATYP).
Account	User-defined code representing the account that you want to query.  Choices come from the Account Code Validation Form (FTVACCT).
Account Summary	Pull-down list that indicates how Banner will display account information.  Choices:  <i>Level 1 Acct Types</i> —Account information is displayed in a roll-up fashion by level (account types of 50 Revenue, 60 Labor, 70 Expense, and 80 Transfer).  <i>Level 2 Acct Types</i> —Account information is rolled to its external account type and displayed.  <i>All Levels</i> (default)—Account information is displayed as it has been posted to each account in the grant ledger.
Date From (MM)	First month in the grant period you want to query.
Date From (YY)	First year in the grant period you want to query.
Date To (MM)	Last month in the grant period you want to query.
Date To (YY)	Last year in the grant period you want to query.

### Grant Information window

Use this window to view agency, principal investigator, and project period information for the grant specified in the Key block.

Fields	Descriptions
Agency	Code and name of the sponsoring agency associated with this grant.

<b>Fields</b>	<b>Descriptions</b>
Principal Investigator/Manager	Name of the principal investigator or manager associated with the grant.
Project Period From	Start date for the project period of the grant.
Project Period To	End date for the project period of the grant.

### Grant Summary Activity by Fund Code window

Use this window to view summary information by fund code for a grant linked to multiple funds. This window appears if you selected the **Fund Summary** check box in the Key block.

<b>Fields</b>	<b>Descriptions</b>
Fund Code	User-defined code of a fund from which grant expenses are paid. Column: FRVMBLF_FUND_CODE
Description	Description of the fund code. Column: FRVMBLF_TITLE
Activity Amount	Total amount posted to an account in the memo ledger since the beginning of the current year. Column: FRVMBLF_YTD_ACTV_AMT
Net Total	Sum of the memo amounts listed in the Activity column.

### Account Code block

Use the Account Code block to view account information for the grant specified in the Key block.

Fields	Descriptions
Account Code	User-defined code representing an account. Column: FRVMBAL_ACCT_CODE
Account Type	User-defined code and description of an account type. Column: FRVMBAL_INT_ATYP_DESC
Description	Description of the account type. FRVMBAL_TITLE
Activity Amount	Total amount posted to an account in the memo ledger since the beginning of the current year. Column: FRVMBAL_YTD_ACTV_AMT
Net Total	Sum of the memo amounts listed in the <b>Activity</b> field.

### To track the memo amount for a grant

1. Access the Grant Memo Ledger Inquiry Form (FRIMEMO).
2. Enter the Chart of Accounts code.
3. Enter the Grant code.
4. (Optional) Narrow your search by specifying year, index, fund, organization, program, activity, location, account type, account, summary, and/or date information.
5. (Optional) Select the **Fund Summary** check box to summarize ledger activity by fund.
6. Go to the next block.
7. All memo activity for the specified grant and key information will appear initially. You can narrow your search by performing queries on specific fields using standard query functions.

## Grant Organization Inquiry Form (FRIORGH)

---

Use this form to view and query grants associated with an organization code.



## Key block

Use the Key block to specify the Chart of Accounts and organization code for which you want to view grant information.

Fields	Descriptions
COA	<p>User-defined or system-assigned grant identification code.</p> <p>The default value is the default Chart of Accounts code associated with your user ID on the User Profile Maintenance Form (FOMPROF). It can be changed, but Banner will prevent you from continuing if it is not valid.</p> <p>Choices come from the Chart of Accounts (FTVCOAS) list.</p>
Organization	<p>User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services.</p> <p>Choices come from the Organization Code Validation Form (FTVORGN).</p>

## Grant Information block

Use the Grant Information block to view and query grant information associated with the organization code specified in the Key block, and to view the total maximum amount for the grants in your query.

Fields	Descriptions
Grant	<p>User-defined or system-assigned grant identification code.</p> <p>Column: FRBGRNT_CODE</p>
Description	<p>Description of the grant identification code.</p> <p>FRBGRNT_TITLE</p>
Status	<p>User-defined status code for the grant (for example, pending, submitted, granted, or declined). If the code is not defined, Banner displays an error message.</p> <p>Column: FRBGRNT_STATUS_CODE</p>
Date	<p>Date of the grant.</p> <p>Column: FRBGRNT_STATUS_DATE</p>

Fields	Descriptions
Project Start	Start date for the project period of the grant. Column: FRBGRNT_PROJECT_START_DATE
Organization	User-defined code associated with a specific person, organization, or other subdivision of a fund responsible for purchasing commodities or services. Column: FRBGRNT_ORGN_CODE_RESP_OFFICE
Description	Description of the code.
Proposal	User-defined code for a proposal. This value comes from the Proposal Maintenance Form (FRAPROP). Column: FRBGRNT_PROP_CODE
Maximum Amount	Maximum amount of indirect cost expenses. Once the grant has incurred expenses that meet this amount, Banner will no longer calculate indirect cost for expenses of this type. Column: FRBGRNT_MAX_FUNDING_AMT
Total	Total maximum amount for the grants in your query.

### To query grants for a particular organization code

1. Access the Grant Organization Query Form (FRIORGH).
2. Enter the Chart of Accounts code.
3. Enter the Organization code.
4. Go to the next block.
5. All grants associated with the organization code will appear initially. You can narrow your search by performing queries on specific fields using standard query functions.

## Grant Personnel Inquiry Form (FRIPSTG)

---

Use this form to view and query grant activity by personnel ID.

## Key block

Use this block to enter the personnel ID for which you want to view grant activity.

<b>Fields</b>	<b>Descriptions</b>
Personnel ID	ID number of the principal investigator or other key personnel. Choices come from the Entity Name/ID Search Form (FTIIDEN).
Name (untitled)	Name of the principal investigator.

## Grant Information block

Use the Grant Information block to view information about the grants associated with the personnel ID in the Key block, and to view the total of all grant maximum amounts in your query.

<b>Fields</b>	<b>Descriptions</b>
Grant	User-defined or system-assigned grant identification code. Column: FRBGRNT_CODE
Description	Description of the grant identification code. Column: FRBGRNT_TITLE
Proposal	Code that represents a unique proposal within the system. Column: FRBGRNT_PROP_CODE
Maximum Amount	Maximum amount of indirect cost expenses. Once the grant has incurred expenses that meet this amount, Banner will no longer calculate indirect cost for expenses of this type. Column: FRBGRNT_MAX_FUNDING_AMT
Status	User-defined status code for the grant (for example, pending, submitted, granted, or declined). If the code is not defined, Banner displays an error message. Column: FRBGRNT_STATUS_CODE

Fields	Descriptions
Status Date	Date of the grant. Column: FRBGRNT_STATUS_DATE
Total	Total of all grant maximum amounts in your query.

### To monitor grant activity by personnel ID

1. Access the Grant Personnel Inquiry Form (FRIPSTG).
2. Enter the Personnel ID.
3. Go to the next block.
4. All grants associated with the personnel ID will appear initially, in the order that the status changes occurred (earliest to most recent). You can narrow your search by performing queries on specific fields using standard query functions.

## Research Accounting Grant Billing Forms

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This section provides you with examples and descriptions for each form on the Research Accounting Grant Billing menu (\*FINRESGRBILL). Forms in this section appear in the order that they appear on the menu.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing."

## Research Accounting Unbilled Status Control Form (FRABDCN)

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Use this form to control the selection of unbilled grant expenditures and the associated grant overhead before you run the billing process. This form does not generate an accounting entry in the ledgers.

This form enables you to do the following:

- Query and update the Billing Detail Status Table (FRRBDET)
- Manually change the billing status of an item from unbilled to hold or from hold to unbilled

- Navigate to the General Text Entry Form (FOATEXT) to enter text indicating that an item has been placed on hold or released from hold

If you place a direct expense on hold, the system will automatically place the corresponding indirect cost and cost share on hold.

If you change the status of a direct expense from hold to unbilled, the system will not automatically change the status of the corresponding indirect cost and cost share. You need to do this manually.

## Main window

Use this window to do the following:

- Query and update the Billing Detail Status Table (FRRBDET)
- Manually change the billing status of an item from unbilled to hold or from hold to unbilled
- Navigate to the General Text Entry Form (FOATEXT) to enter text indicating that an item has been placed on hold or released from hold

If you place a direct expense on hold, the system will automatically place the corresponding indirect cost and cost share on hold.

If you change the status of a direct expense from hold to unbilled, the system will not automatically change the status of the corresponding indirect cost and cost share. You need to do this manually.

## Key block

Use the Key block to specify the fund, grant, or Payment Management System (PMS) code that you want to query or update.

<b>Fields</b>	<b>Descriptions</b>
Grant	User-defined or system-assigned grant identification code and title. Choices come from the Grant Code Inquiry Form (FRIGRNT).
PMS Code (Payment Management System Code)	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements. Choices come from the Payment Management System Code Maintenance Form (FRVPMSC).

<b>Fields</b>	<b>Descriptions</b>
Agency	Code of the sponsoring agency.  This value comes from the Grant Maintenance Form (FRAGRNT).
Agency Name (untitled0)	Name of the sponsoring agency.
COA (Chart of Accounts)	User-defined code identifying an accounting or reporting entity. Choices come from the Chart of Accounts Validation Form (FTVCOAS).  This value comes from the User Profile Maintenance Form (FOMPROF). It can be changed.
Fund	User-defined code that represents a fund from which grant expenses are paid. Choices come from the Fund Code Validation Form (FTVFUND).

### Status Information block

Use this block to view information about a grant and/or modify the status of an expense, and to view the total dollar amount of all transactions listed on this form.

<b>Fields</b>	<b>Descriptions</b>
Grant	User-defined or system-assigned grant identification code and title.  Column: FRRBDET_GRNT_CODE
Fund	User-defined code that represents a fund from which grant expenses are paid.  Column: FRRBDET_FUND_CODE

Fields	Descriptions
Status	<p>Status of the expense. Choices are:</p> <p><i>Unbilled</i> – This option changes the status of the associated expense to unbilled.</p> <p><i>Hold</i> – This option changes the status of the associated expense to hold.</p> <p>Column: FRRBDET_BILL_STATUS</p> <p><b>Note:</b> If you place a direct expense on hold, the system will automatically place the corresponding indirect cost and cost share on hold.</p> <p>If you change the status of a direct expense from hold to unbilled, the system will not automatically change the status of the corresponding indirect cost and cost share. You need to do this manually.</p>
Document Code	<p>Document code for an expense that was posted against the grant.</p> <p>Column: FRRBDET_DOC_CODE</p>
Transaction Date	<p>Date that the associated transaction was posted to the ledgers.</p> <p>Column: FRRBDET_TRANS_DATE</p>
Billing Period Date	<p>Date that specifies the bill on which you want to include the associated expense.</p> <p>Column: FRRBDET_BILLING_PERIOD_DATE</p>
Hold Date	<p>Date that the associated item was placed on hold.</p> <p>Column: FRRBDET_HOLD_DATE</p>
Release Date	<p>Date that the status of the associated expense was changed from hold to unbilled.</p> <p>Column: FRRBDET_RELEASE_DATE</p>
Account	<p>Account code for the associated expense.</p> <p>Column: FRRBDET_ACCT_CODE</p>

Fields	Descriptions
Account Class Code	Code that represents the type of expense. Choices are: <i>D</i> – The item is a direct expense. <i>I</i> – The item is an indirect cost. <i>C</i> – The item is a cost share. Column: FRRBDET_ACCT_CLASS_CODE
Item Number	Item number of the transaction. Column: FRRBDET_ITEM_NUM
Sequence Number	Sequence number of the transaction. Column: FRRBDET_SEQ_NUM
Description	Description of the document in which the transaction is stored. Column: FRRBDET_TRANS_DESC
Sponsor Account	Account code of the sponsoring agency. Column: FRRBDET_SPONSOR_ACCT_CODE
Amount	Dollar amount of the transaction. Column: FRRBDET_TRANS_AMT
Total	Total dollar amount of all transactions listed on this form.

### To query and update the billing status detail for a grant

1. Access the Unbilled Status Control Form (FRABDCN).
2. Enter the Grant. Banner will display billing information on your screen.
3. Enter the Chart of Accounts.
4. Enter the Fund.
5. Go to the next block. Banner will display grant information.
6. (Optional) If you want to change a field, enter the change.
7. Save.



### To change the status of a bill

1. Access the Unbilled Status Control Form (FRABDCN).
2. Enter the Grant. Banner will display billing information on your screen.
3. Enter the Chart of Accounts.
4. Enter the Fund.
5. Go to the next block function. Banner will display grant information.
6. (Optional) If you want to change a grant's status, enter the change.
7. Save.

### To query and update the billing status detail for a PMS code

1. Access the Unbilled Status Control Form (FRABDCN).
2. Enter the Grant. Banner will display billing information on your screen.
3. Enter the Fund.
4. Go to the next block. Banner will display grant information.
5. (Optional) If you want to change a field, enter the change.
6. Save.

### To enter or review comments on the General Text Entry Form (FOATEXT)

1. Access the Unbilled Status Control Form (FRABDCN).
2. Enter the Grant. Banner will display billing information on your screen.
3. Click on Text to access the General Text Entry Form (FOATEXT).
4. (Optional) Type your comments.
5. (Optional) Save.

## **Standard Billing 1034 Form (FRA134B)**

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Use this form to view, print, and change grant bills in the standard 1034 format. You can also use this form to enter data from your legacy billing system.

Before you view, print, or modify a bill, you must run the Research Accounting Billing Process (FRRBILL).

- If you run the Research Accounting Billing Process in *Audit* mode, you can use this form to view and print bills. You can view bills by grant or by payment management system (PMS) code.
- If you run the Research Accounting Billing Process in *Update* mode, you can also use this form to change the billed amount. When you change the billed amount on this form, Banner will not post the change to the ledgers.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

Main window

Use this window to view, print, and change grant bills in the standard 1034 format. You can also use this window to enter data from your legacy billing system.

Key block

Use this block to enter or select a grant and a bill invoice number.

Fields	Descriptions
Grant	User-defined or system-assigned grant identification code and title. Choices come from the Grant Code Inquiry Form (FRIGRNT).
Bill Invoice	Unique number that identifies a bill. If you want to view an existing bill, enter the bill invoice number. If you want to search for an existing bill, use the Search feature to access the Standard Billing 1034 Query Form (FRI134B). If you want to enter a bill from your legacy system, enter a new bill invoice number.

Fields	Descriptions
Adjustment Number (untitled)	<p>Number of times the bill has been adjusted. Banner adds 1 to the adjustment number each time you reverse or re-run a bill.</p> <p>For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2.</p> <p>If you selected a Bill Invoice from the Standard Billing 1034 Query Form (FRI134B), this value comes from the <b>Adjustment Number</b> field on that form.</p> <p>If you want to view an existing bill, enter the adjustment number.</p> <p>If you want to search for an existing bill, use the Search feature to access the Standard Billing 1034 Query Form (FRI134B).</p> <p>If you want to enter a bill from your legacy system, enter a new adjustment number.</p>

### Billing Information window

Fields	Descriptions
Grant	<p>User-defined or system-assigned grant identification code.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the <b>Grant</b> field in the Key block.</p> <p>Choices come from the Grant Code Inquiry Form (FRIGRNT).</p> <p>Column: FRR134B_GRNT_CODE</p>
Update Indicator	<p>Indicates whether you can use the Standard Billing 1034 Form (FRA1034) to update the bill. Choices are:</p> <p><i>Y</i>Yes–You can use Standard Billing 1034 Form to update the bill.</p> <p><i>N</i>No–You cannot use Standard Billing 1034 Form to update the bill.</p> <p><b>Note:</b> If you use this form to update a bill, Banner will not update the ledgers.</p> <p>Column: FRR134B_UPDATE_IND</p>

Fields	Descriptions
Date Submitted	<p>Date on which the Research Accounting Billing Process (FRRBILL) or your legacy system generated the bill.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the Bill Date parameter of the Research Accounting Billing Process (FRRBILL).</p> <p>Column: FRR134B_DATE_SUBMITTED</p>
Final Indicator	<p>Indicates whether this is the final bill for the grant.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the Final or Partial Payment parameter of the Research Accounting Billing Process (FRRBILL).</p> <p>Choices are:</p> <p><i>Y</i>Yes—This is the final bill.</p> <p><i>N</i>No—This is not the final bill.</p> <p>Column: FRR134B_FINAL_IND</p>
Voucher Number	<p>Bill invoice number. Unique number that identifies a bill.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the <b>Bill Invoice</b> field in the Key block. It can be changed.</p> <p>If you want to enter a bill from your legacy system, enter a new bill invoice number.</p> <p>Column: FRR134B_BILL_INV_SEQ_NO</p>
Complete Indicator	<p>Indicates whether the bill has been posted to the ledgers. Choices are:</p> <p><i>Y</i>Yes—The bill has been posted to the ledgers.</p> <p><i>N</i>No—The bill has not been posted to the ledgers.</p> <p>Column: FRR134B_COMPLETE_IND</p>
Agency	<p>Code and name of the sponsoring agency associated with this grant. This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).</p>
Address	<p>Street address of the agency that sponsored this grant.</p> <p>This value comes from the <b>Address</b> field on the Agency Code Maintenance Form (FTMAGCY).</p>

Fields	Descriptions
City	City of the agency that sponsored this grant. This value comes from the <b>City</b> field on the Agency Code Maintenance Form (FTMAGCY).
State or Province	State or province of the agency that sponsored this grant. This value comes from the <b>State or Province</b> field on the Agency Code Maintenance Form (FTMAGCY).
Zip or Postal Code	ZIP or Postal Code of the agency that sponsored this grant. This value comes from the <b>Zip or Postal Code</b> field on the Agency Code Maintenance Form (FTMAGCY).
Contract Number	Grant identification code assigned by the sponsoring agency. This value comes from the <b>Sponsor ID</b> field on the Grant Maintenance Form (FRAGRNT).
Payee's Name	Name of the institution that will receive the payment (for example, Banner University). This value comes from the <b>Payee Name</b> field on the Research Accounting System Control Form (FRASYSC).
Bill Amount	Amount of the bill.  If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the Research Accounting Billing Process (FRRBILL). It can be changed.  If you want to enter a bill from your legacy system, enter a new amount.  <b>Note:</b> If you change the billed amount, Banner will not post the change to the ledgers.
Address	Street address of the institution that will receive the payment. This value comes from the <b>Address</b> field on the Research Accounting System Control Form (FRASYSC).
City	City of the institution that will receive the payment. This value comes from the <b>City</b> field on the Research Accounting System Control Form (FRASYSC).

Fields	Descriptions
State or Province	<p>State or province of the institution that will receive the payment.</p> <p>This value comes from the <b>State or Province</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Zip or Postal Code	<p>ZIP or Postal Code of the institution that will receive the payment.</p> <p>This value comes from the <b>ZIP or Postal Code</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Period From	<p>Start date of the billing period.</p> <p>Banner uses the information in the <b>Date From, Frequency, Date To,</b> and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p> <p>Column: FRR134B_PERIOD_FROM_DATE</p>
Period To	<p>End date of the billing period.</p> <p>Banner uses the information in the <b>Date From, Frequency, Date To,</b> and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p> <p>Column: FRR134B_PERIOD_TO_DATE</p>
PMS Code (Payment Management System Code)	<p>User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.</p> <p>This value comes from the <b>PMS Code</b> field on the Grant Maintenance Form (FRAGRNT).</p>

### To view a standard 1034 bill for a grant

1. Access the Standard Billing 1034 Form (FRA134B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.

To print a standard 1034 bill for a grant

1. Access the Standard Billing 1034 Form (FRA134B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Select Bill 1034 from the options menu. Banner will display billing information on your screen.
6. Select **Run Report** to print the bill.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

To add text to the Articles or Services section of a 1034 bill

1. Access the Standard Billing 1034 Form (FRA134B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block.
6. Select Text Information from the options menu to access the Entity Text Entry Form (FOAETXT).
7. Type the text.
8. Save.

**Note:** Banner prints the long title of the grant in this section automatically.

To change an amount on a standard 1034 bill

1. Access the Standard Billing 1034 Form (FRA134B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.

6. Enter a new value in the **Amount** field.
7. Save.

**Note:** If you change the billed amount, Banner will not post the change to the ledgers.

### To change a billed amount in the ledgers

1. Use the Research Accounting Billing Reversal Process (FRRBREV) to reverse the bill.
2. Adjust the appropriate transactions.
3. Re-run the Research Accounting Billing Process (FRRBILL) in Update mode.

### To print a 1034 continuation form

1. Create a generic bill format code and associate that format code with a grant on the Grant Billing window of the Grant form. The generic format can be created using the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM).
2. Run the billing process for the 1034 format.
3. Access the Standard Billing 1034 Form (FRA134B).
4. Enter the **Grant**.
5. Enter the **Bill Invoice**.
6. Enter the **Adjustment Number**.
7. Go to the next block. Banner will display billing information on your screen.
8. Select Bill 1034 from the options menu to review or print the bill.
9. If you specified a generic format for the continuation, you will see a Details button. Banner will run the Generic Bill Form (FRRGENB) and print a separate page that you must collate with the appropriate bill.

**Caution:** To print the continuation, Oracle Reports must be installed on your computer. You cannot print the continuation from a web-enabled form.

### To enter data from a legacy billing system

1. Access the Standard Billing 1034 Form (FRA134B).
2. Enter a **Grant**.



3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block.
6. The **Date Submitted** field will default to the system date.
7. Enter a value in the **Bill Amount** field.
8. Enter values in the **Period From** and **Period To** fields.
9. Save.

**Note:** Banner will not post this data to the ledgers.

## Standard Report 269 Form (FRA269R)

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Use this form to view, print, and change grant reports in the standard 269 format. Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT). You can then view amounts in the report by grant or by payment management system (PMS) code.

You can also use this form to enter data from your legacy billing system.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print this report from a web-enabled form.

### Main window

Use this window to view, print, and change grant reports in the standard 269 format. Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT). You can then view amounts in the report by grant or by payment management system (PMS) code.

You can also use this window to enter data from your legacy billing system.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print this report from a web-enabled form.

### Key block

Use this block to enter the grant for which you want to view information.

Fields	Descriptions
Grant	User-defined or system-assigned grant identification code and title. Item 5 on standard form 269. Choices come from the Grant Code Inquiry Form (FRIGRNT).

### Grant Information block

Use the Grant Information block to view information about the grant.

Fields	Descriptions
Grant	<p>User-defined or system-assigned grant identification code and title. Item 5 on standard form 269.</p> <p>The default value comes from the <b>Grant</b> field in the Key block. Choices come from the Grant Code Inquiry Form (FRIGRNT).</p> <p>Column: FRR269R_GRNT_CODE</p>
Final Indicator	<p>Indicates whether this is the final report for a grant.</p> <p>This value comes from the Final Report parameter on the Research Accounting Report Process (FRRGRPT).</p> <p>Choices are:</p> <p><i>Y</i>Yes—This is the final report.</p> <p><i>N</i>No—This is not the final report.</p> <p>Column: FRR269R_FINAL_IND</p>
Period From	<p>Start date for the reporting period. Item 8 on standard form 269.</p> <p>Banner uses the information in the <b>Date From</b>, <b>Frequency</b>, <b>Date To</b>, and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p> <p>Column: FRR269R_PERIOD_FROM_DATE</p>
Period To	<p>End date for the reporting period. Item 8 on standard form 269.</p> <p>Banner uses the information in the <b>Date From</b>, <b>Frequency</b>, <b>Date To</b>, and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p> <p>Column: FRR269R_PERIOD_TO_DATE</p>

Fields	Descriptions
Sponsor ID	Grant identification code assigned by the sponsoring agency. Item 2 on standard form 269. This value comes from the <b>Sponsor ID</b> field on the Grant Maintenance Form (FRAGRNT).
Cash Basis	Check box that indicates whether the grant is cash or accrual basis. This value comes from the Chart of Accounts Codes Maintenance Form (FTMCOAS). Choices are:  <i>Selected</i> —Cash basis accounting.  <i>Cleared</i> —Accrual basis accounting.
PMS Code	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements. This value comes from the <b>PMS Code</b> field on the Grant Maintenance Form (FRAGRNT).
Grant Period From	Start date of the grant funding. This value comes from the <b>Billing Start Date</b> field on the Billing window of the Grant Maintenance Form (FRAGRNT).
Period To	End date of the grant funding. This value comes from the <b>Billing End Date</b> field on the Billing window of the Grant Maintenance Form (FRAGRNT).
Employer ID	Tax identification number of the institution that will receive the payment. Item 4 on standard form 269. This value comes from the <b>Federal Employee ID</b> field on the System Control Maintenance Form (FOASYSC).
Agency	Name of the sponsoring agency associated with this grant. Item 1 on standard form 269. This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).
Recipient Organization	Name of the institution that receives payments. Item 3 on standard form 269. This value comes from the <b>Payee Name</b> field on the Research Accounting System Control Form (FRASYSC).
Address	Street address of the institution that receives payments. Item 3 on standard form 269. This value comes from the <b>Address</b> field on the Research Accounting System Control Form (FRASYSC).

Fields	Descriptions
City	City of the institution that receives payments. Item 3 on standard form 269. This value comes from the <b>City</b> field on the Research Accounting System Control Form (FRASYSC).
State or Province	State or province of the institution that receives payments. Item 3 on standard form 269. This value comes from the <b>State or Province</b> field on the Research Accounting System Control Form (FRASYSC).
Zip or Postal Code	ZIP or postal code of the institution that receives payments. Item 3 on standard form 269. This value comes from the <b>ZIP or Postal Code</b> field on the Research Accounting System Control Form (FRASYSC).
Date Submitted	<p>Date on which the Research Accounting Report Process (FRRGRPT) or your legacy system generated the report.</p> <p>This value comes from the Reporting Period To Date parameter of the Research Accounting Report Process (FRRGRPT).</p> <p>Column: FRR269R_DATE_SUBMITTED</p>

### Transaction Details window (PMS)

Use this window to view standard 269 reports summarized by PMS code.

Use the PMS Total block to view standard 269 reports summarized by PMS code.

Fields	Descriptions
PMS Code	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements. This value comes from the <b>PMS Code</b> field on the Main window.
Period to date	End date of the report request period. This value comes from the <b>Period To</b> field on the Main window.
Total outlays previously reported	Total expenses from the prior reporting period for all grants associated with the PMS code. Item 10a, column I on standard form 269.

Fields	Descriptions
Total outlays this period	Total expenses from the current reporting period for all grants associated with the PMS code. Item 10a, column II on standard form 269.
Total outlays cumulative	Total expenses from the current and prior reporting periods for all grants associated with the PMS code. Item 10a, column III on standard form 269.
Recp share of outlays previously reported (Recipient share of outlays previously reported)	Amount of cost share from the prior reporting period for all grants associated with the PMS code. Item 10b, column I on standard form 269.
Recp share of outlays this period (Recipient share of outlays this period)	Amount of cost share from the current reporting period for all grants associated with the PMS code. Item 10b, column II on standard form 269.
Recp share of outlays cumulative (Recipient share of outlays cumulative)	Amount of cost share from the current and prior reporting periods for all grants associated with the PMS code. Item 10b, column III on standard form 269.
Federal share of outlays	Net value of the grant sponsor's expenses for the current and all prior funding periods for all grants associated with the PMS code. Banner calculates this value by subtracting the Cumulative Recipient Share of Outlays from the Cumulative Total Outlays.
Total unliquidated obligations	Total amount of encumbrances and reservations for the current and all prior funding periods for all grants associated with the PMS code. Item 10d, column III on standard form 269. The default value is zero.

**Note:** You must manually enter this amount.

Fields	Descriptions
Recipient share of unliquidated obligations	Total amount of the grant recipient's encumbrances and reservations for the current and all prior funding periods for all grants associated with the PMS code. Item 10e, column III on standard form 269. The default value is zero.  <b>Note:</b> You must manually enter this amount.
Federal share of unliquidated obligations	Total of the grant sponsor's unliquidated obligations for the current and all prior funding periods for all grants associated with the PMS code. Item 10f, column III on standard form 269. Banner calculates this value by subtracting the <b>Recipient Share of Unliquidated Obligations</b> from the <b>Total Unliquidated Obligations</b> .
Total Federal share	Total of the grant sponsor's expenses, encumbrances, and reservations for the current and all prior funding periods for all grants associated with the PMS code. Sum of lines c and f on standard form 269.
Total Federal funds authorized for this funding period	Total budget authorized by the grant sponsor for the current and all prior funding periods for all grants associated with the PMS code. Item 10h, column III on standard form 269.
Unobligated balance	Total unobligated funds authorized by the grant sponsor for the current and all prior funding periods for all grants associated with the PMS code. Item 10i, column III on standard form 269. Banner calculates this value by subtracting line h from line g on standard form 269.
Direct expense amount	Cumulative total expenses for all grants associated with the PMS code.
Indirect expense amount	Cumulative total indirect expenses for all grants associated with the PMS code. Item 11c on standard form 269. You must manually enter this amount.
Federal share amount	Cumulative total federal share of indirect costs for all grants associated with the PMS code. Item 11d on standard form 269.

## Report Amounts window

Use this window to view standard 269 reports for a grant.

Fields	Descriptions
Grant Code	User-defined or system-assigned grant identification code and title. This value comes from the <b>Grant</b> field in the Grant Information block on the Main window.
Period To Date	End date of the report request period. This value comes from the <b>Period To</b> field on the Main window.
Total Outlays Previously Reported	Total expenses from the prior reporting period for the grant. Item 10a, column I on standard form 269.
Total Outlays This Period	Total expenses from the current reporting period for the grant. Item 10a, column II on standard form 269. Column: FRR269R_CURR_TOTAL_OUTLAYS
Cumulative Total Outlays	Cumulative total expenses from the current and all prior reporting periods for the grant. Item 10a, column III on standard form 269.
Recipient Share of Outlays Previously Reported	Amount of cost share from the prior reporting period for the grant. Item 10b, column I on standard form 269.
Recipient Share of Outlays This Period	Amount of cost share from the current reporting period for the grant. Item 10b, column II on standard form 269. Column: FRR269R_CURR_RECP_OUTLAYS
Cumulative Recipient Share of Outlays	Cumulative amount of cost share from the current and all prior reporting periods for the grant. Item 10b, column III on standard form 269.
Federal Share of Outlays	Net value of the grant sponsor's expenses for the current and all prior funding periods for the grant. Banner calculates this value by subtracting the <b>Cumulative Recipient Share of Outlays</b> from the <b>Cumulative Total Outlays</b> .

Fields	Descriptions
Total Unliquidated Obligations	<p>Total amount of encumbrances and reservations for the current and all prior funding periods for the grant. Item 10d, column III on standard form 269. The default value is zero.</p> <p><b>Note:</b> You must manually enter this amount.</p> <p>Column: FRR269R_ENC_AMT</p>
Recipient Share of Unliquidated Obligations	<p>Total amount of the grant recipient's encumbrances and reservations for the current and all prior funding periods for the grant. Item 10e, column III on standard form 269. The default value is zero.</p> <p><b>Note:</b> You must manually enter this amount.</p> <p>Column: FRR269R_RECP_SHARE_AMT</p>
Federal share of Unliquidated Obligations	<p>Total of the grant sponsor's unliquidated obligations for the current and all prior funding periods for the grant. Item 10f, column III on standard form 269. Banner calculates this value by subtracting the <b>Recipient Share of Unliquidated Obligations</b> from the <b>Total Unliquidated Obligations</b>.</p>
Total Federal Share	<p>Total of the grant sponsor's expenses, encumbrances, and reservations for the current and all prior funding periods for the grant. Sum of lines c and f on standard form 269.</p>
Total Federal Funds Authorized for this Funding Period	<p>Total budget authorized by the grant sponsor for the current and all prior funding periods for the grant. Item 10h, column III on standard form 269.</p> <p>Column: FRR269R_BUDGET_AMT</p>
Unobligated Balance of Federal Funds	<p>Total unobligated funds authorized by the grant sponsor for the current and all prior funding periods for the grant. Item 10i, column III on standard form 269. Banner calculates this value by subtracting line h from line g on standard form 269.</p>



Fields	Descriptions
Rate Type Indicator	<p>Indicates the type of rate used for indirect cost calculations.</p> <p>Choices are:</p> <p><i>P</i>—Provisional rate</p> <p><i>R</i>—Predetermined rate</p> <p><i>F</i>—Final rate</p> <p><i>X</i>—Fixed rate</p> <p>Column: FRR269R_RATE_TYPE_IND</p>
Indirect Cost Rate	<p>Percentage rate at which indirect costs are calculated. The default value is blank, since a grant may have multiple indirect cost rates.</p> <p>Column: FRR269R_IC_RATE</p>
Direct Expense Amount	<p>Cumulative total expenses for all periods for the grant.</p> <p>Column: FRR269R_DIRECT_EXP</p>
Indirect Expense Amount	<p>Cumulative total indirect expenses for all periods for the grant. Item 11d on standard form 269. You must manually enter this amount.</p> <p>Column: FRR269R_INDIRECT_EXP</p>
Federal Share Amount	<p>Cumulative total federal share of indirect costs for all periods for the grant. Item 11e on standard form 269.</p> <p>Column: FRR269R_FED_SHARE_AMT</p>

### To view a standard 269 report for a grant

1. Access the Standard Report 269 Form (FRA269R).
2. Enter the **Grant** for which you want to view information.
3. Go to the next block. Banner will display billing information on your screen.

### To print a standard 269 report for a grant

1. Access the Standard Report 269 Form (FRA269R).
2. Enter the **Grant** for which you want to print information.

3. Go to the next block. Banner will display billing information on your screen.
4. Select Report 269 from the options menu to print the report.

#### To view grants by PMS total

1. Access the Standard Report 269 Form (FRA269R).
2. Enter the **Grant** for which you want to view information.
3. Go to the next block.
4. Select PMS Report Amounts.
5. The PMS total information will appear on the Transaction Details window.

#### To view grants by federal status

1. Access the Standard Report 269 Form (FRA269R).
2. Enter the **Grant** for which you want to view information.
3. Go to the next block.
4. Select Report Amounts from the options menu.
5. The federal status information will appear on the Report Amounts window.

#### To add text to the Remarks section of a 269 report

1. Access the Standard Report 269 Form (FRA269R).
2. Enter the **Grant**.
3. Go to the next block. Banner will display billing information on your screen.
4. Select Text Information from the options menu to access the Entity Text Entry Form (FOAETXT).
5. Type the text.
6. Save.

**Note:** Banner prints the long title of the grant in this section automatically.

To enter data from a legacy billing system

1. Access the Standard Report 269 Form (FRA269R).
2. Enter the **Grant**.
3. Go to the next block.
4. Enter the **Period From** and **Period To** dates.
5. Enter the **Date Submitted**.
6. Select Report Amounts from the options menu and the Transaction Details window (Grant) will appear.
7. Enter amounts in the **Total Outlays, Recipient Share of Outlays, Total Unliquidated Obligations, Recipient Share of Unliquidated Obligations, and Total Federal Funds Authorized for this Funding Period** fields.
8. Save.

## Standard Billing 270 Form (FRA270B)

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Use this form to view, print, and change grant bills in the standard 270 format. You can also use this form to enter data from your legacy billing system.

Before you view, print, or modify a bill, you must run the Research Accounting Billing Process (FRRBILL). If you run the Research Accounting Billing Process in Audit mode, you can use this form to view and print bills. You can view bills by grant or by payment management system (PMS) code.

If you run the Research Accounting Billing Process in Update mode, you can also use this form to change the billed amount. When you change the billed amount on this form, Banner will not post the change to the ledgers.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

**Note:** Prior to using the Grant Billing module, you must enter data from your legacy system.

### Main window

Use this window to view, print, and change grant bills in the standard 270 format. You can also use this window to enter data from your legacy billing system.

Before you view, print, or modify a bill, you must run the Research Accounting Billing Process (FRRBILL). If you run the Research Accounting Billing Process in

Audit mode, you can use this window to view and print bills. You can view bills by grant or by payment management system (PMS) code.

If you run the Research Accounting Billing Process in Update mode, you can also use this window to change the billed amount. When you change the billed amount on this form, Banner will not post the change to the ledgers.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

Key block

Use this block to enter or select a grant and a bill invoice number.

Fields	Descriptions
Grant	User defined or system-assigned grant identification code and title. Choices come from Grant Code Inquiry Form (FRIGRNT).
Bill Invoice	Unique number that identifies a bill.  If you want to view an existing bill, enter the bill invoice number.  If you want to search for an existing bill, use the Search feature to access the Standard Billing 270 Query Form (FRI270B).  If you want to enter a bill from your legacy system, enter a new bill invoice number.
Adjustment Number (untitled)	Number of times the bill has been adjusted. Banner adds 1 to the adjustment number each time you reverse or re-run a bill.  For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2.  If you selected a Bill Invoice from the Standard Billing 270 Query Form (FRI270B), this value comes from the <b>Adjustment Number</b> field on that form.  If you want to view an existing bill, enter the adjustment number.  If you want to search for an existing bill, use the Search feature to access the Standard Billing 270 Query Form (FRI270B).  If you want to enter a bill from your legacy system, enter a new adjustment number.

## Information block

Fields	Descriptions
Grant	<p>User defined or system-assigned grant identification code and title.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the <b>Grant</b> field in the Key block.</p> <p>Choices come from the Grant Code Inquiry From (FRIGRNT).</p> <p>Column: FRR270B_GRNT_CODE (code)</p>
Bill Invoice	<p>Unique number that identifies a bill.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the <b>Bill Invoice</b> field in the Key block. It can be changed.</p> <p>If you want to enter a bill from your legacy system, enter a new bill invoice number.</p> <p>Column: FRR270B_BILL_INV_SEQ_NO</p>
Bill Adjustment Number (untitled)	<p>Number of times the bill has been adjusted. Banner adds 1 to the adjustment number each time you reverse or re-run a bill.</p> <p>For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the <b>Adjustment Number</b> field in the Key block. It can be changed.</p> <p>If you want to enter a bill from your legacy system, enter a new adjustment number.</p> <p>Column: FRR270B_BILL_INV_ADJ_NO</p>
PMS Code (Payment Management System Code)	<p>User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements. This value comes from the <b>PMS Code</b> field on the Grant Maintenance Form (FRAGRNT).</p>

Fields	Descriptions
Update Indicator	<p>Indicates whether you can use the Standard Billing 270 Form (FRA270B) to update the bill. Choices are:</p> <p><i>Y</i>Yes–You can use Standard Billing 270 Form to update the bill.</p> <p><i>N</i>No–You cannot use Standard Billing 270 Form to update the bill.</p> <p>Column: FRR270B_UPDATE_IND</p> <p><b>Note:</b> If you use this form to update a bill, Banner will not update the ledgers.</p>
Advance Indicator	<p>Indicates whether the institution will receive an advanced payment for this bill. Item 1a on standard form 270.</p> <p>This value comes from the Advance/Reimbursement Payment parameter on the Research Accounting Billing Process (FRRBILL).</p> <p>Choices are:</p> <p><i>Y</i>Yes–The institution will receive an advanced payment.</p> <p><i>N</i>No–The institution will receive a reimbursement payment.</p> <p>Column: FRR270B_ADVANCE_IND</p>
Final Indicator	<p>Indicates whether this is the final bill for the grant. Item 1b on standard form 270.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the Final or partial Payment parameter of the Research Accounting Billing Process (FRRBILL).</p> <p>Choices are:</p> <p><i>Y</i>Yes–This is the final bill.</p> <p><i>N</i>No–This is not the final bill.</p> <p>Column: FRR270B_FINAL_IND</p>
Complete Indicator	<p>Indicates whether the bill has been posted to the ledgers.</p> <p>Column: FRR270B_COMPLETE_IND</p> <p>Choices are:</p> <p><i>Y</i>Yes–The bill has been posted to the ledgers.</p> <p><i>N</i>No–The bill has not been posted to the ledgers.</p>

Fields	Descriptions
Date Submitted	<p>Date on which the Research Accounting Billing Process (FRRBILL) or your legacy system generated the bill. If you entered an existing Bill Invoice in the Key block, this value comes from the Bill Date parameter of the Research Accounting Billing Process (FRRBILL).</p> <p>Column: FRR270B_DATE_SUBMITTED</p>
Cash or Accrual	<p>Indicates whether billed expenses are cash basis or accrual basis. Item 2 on standard form 270. This value comes from the <b>Method of Accounting</b> field on the Chart of Accounts Code Maintenance Form (FTMCOAS). It cannot be changed.</p> <p>Values are:</p> <p>C Cash–Cash basis accounting.</p> <p>A Accrual–Accrual basis accounting.</p>
Employer ID	<p>Tax identification number of the institution that will receive the payment. Item 6 on standard form 270. This value comes from the <b>Federal Employer ID</b> field on the Grant System Control Maintenance Form (FOASYSC).</p>
Sponsor ID	<p>Grant identification code assigned by the sponsoring agency. Item 4 on standard form 270. This value comes from the <b>Sponsor ID</b> field on the Grant Maintenance Form (FRAGRNT).</p>
Agency	<p>Name of the sponsoring agency associated with this grant. This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).</p>
Payee's Name	<p>Name of the institution that will receive the payment (for example, Banner University). Item 9 standard form 270. This value comes from the <b>Payee Name</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Address	<p>Street address of the institution that will receive the payment. Item 9 on standard form 270. This value comes from the <b>Address</b> field on the Research Accounting System Control Form (FRASYSC).</p>
City	<p>City of the institution that will receive the payment. Item 9 on standard form 270. This value comes from the <b>City</b> field on the Research Accounting System Control Form (FRASYSC).</p>

Fields	Descriptions
State or Province	State or province of the institution that will receive the payment. Item 9 on standard form 270. This value comes from the <b>State or Province</b> field on the Research Accounting System Control Form (FRASYSC).
Zip or Postal Code	ZIP or postal code of the institution that will receive the payment. Item 0 on standard form 270. This value comes from the <b>ZIP or Postal Code</b> field on the Research Accounting System Control Form (FRASYSC).
Period From	Start date of the billing period. Item 8 on standard form 270.  Banner uses the information in the <b>Date From, Frequency, Date To, and Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.  Column: FRR270B_PERIOD_FROM_DATE
Period To	End date of the billing period. Item 8 on standard form 270.  Banner uses the information in the <b>Date From, Frequency, Date To, and Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.  Column: FRR270B_PERIOD_TO_DATE

### Bill Amounts window

Use this window to view, print, and change standard 270 bills for a grant. You can also use this window to enter data from your legacy billing system.

Before you view, print, or modify a bill, you must run the Research Accounting Billing Process (FRRBILL). If you run the Research Accounting Billing Process in Audit mode, you can use this window to view and print bills.

If you run the Research Accounting Billing Process in Update mode, you can also use this window to change billed amounts. When you change billed amounts on this form, Banner will not post your changes to the ledgers.

This window displays current and cumulative billing information for the grant; however, Banner prints only cumulative billing information on standard form 270.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.



Fields	Descriptions
Grant Code	User-defined or system-assigned grant identification code. This value comes from the <b>Grant</b> field in the Key block.
Bill Invoice	Bill invoice and adjustment numbers generated by the Research Accounting Billing Process (FRRBILL) or your legacy billing system. These values come from the <b>Bill Invoice</b> and <b>Adjustment Number</b> fields in the Key block.
Total Program Outlays-to-date Current	<p>Total expenses for the grant from the current billing period. Banner does not print this amount on standard form 270.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p> <p>Column: FRR270B_CURRENT_OUTLAYS</p>
Total Program Outlays-to-date Cumulative	<p>Total expenses for the grant from the current and all prior billing periods. Item 11a on standard form 270.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p>
Cumulative Program Income/Current	<p>Income received for the grant from the current billing period. Banner does not print this amount on standard form 270. The default value is zero. You must manually enter a value other than zero.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p> <p>Column: FRR270B_CUM_PROGRAM_INCOME</p>
Cumulative Program Income/Cumulative	<p>Total income received for the grant from the current and all prior billing periods. Item 11b on standard form 270.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p>
Net Program Outlays	Net value of expenses from the current and all prior billing periods for the grant. Item 11c on standard form 270. Banner calculates this value by subtracting line b from line a on standard form 270.

Fields	Descriptions
Estimated Net Cash Outlays/ Current	Advance amount for the current billing period. Banner does not print this amount on standard form 270. The default value is zero.  <b>Note:</b> You must manually enter this amount.  Column: FRR270B_EST_NET_CASH
Estimated Net Cash Outlays for Advance Period/ Cumulative	Total advance amount for the current and all prior billing periods for the grant.
Total (Current/ Cumulative)	Total of net expenses and advance amounts for the current and all prior billing periods for the grant. Banner calculates this value by subtracting line d from line c on standard form 270.
Non-Federal Share of Amount on line e/ Current	Amount of cost share for the grant from the current billing period. Banner does not print this amount on standard form 270.  <b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.  Column: FRR270B_NON_FED_SHARE_AMT
Non-Federal Share of Amount on line e/ Cumulative	Total amount of cost share for the grant from the current and all prior billing periods. Item 11f on standard form 270.
Federal Share of Amount on line e	Total expenses less cost share for all billing periods. Item g on standard form 270.
Federal Payments Previously Requested	Total amount previously requested for which the federal agency is responsible. Item 11h on standard form 270.

Fields	Descriptions
Federal Share Now Requested/ Current	<p>Total amount requested from the federal agency for the current billing period. Banner does not print this amount on standard form 270.</p> <p><b>Note:</b> If you are entering the first record for a grant from your legacy billing system, enter the sum of lines h (federal payments previously requested) and i (federal share now requested).</p> <p>Column: FRR270B_FED_SHARE_REQUESTED</p>
Federal Share Now Requested/ Cumulative	<p>Total amount requested from the federal agency for the current and all prior billing periods. Item 11i on standard form 270.</p> <p><b>Note:</b> If you are entering the first record for a grant from your legacy billing system, enter the sum of lines h (federal payments previously requested) and i (federal share now requested).</p>
Advances – First Month	<p>Total amount of the advance required by the first month. Item 11j on standard form 270. The default value is zero. You must manually enter a value other than zero.</p> <p>Column: FRR270B_ADV_FIRST_MONTH</p>
Advances – Second Month	<p>Total amount of the advance required by the second month. Item 11j on standard form 270. The default value is zero. You must manually enter a value other than zero.</p> <p>Column: FRR270B_ADV_SECOND_MONTH</p>
Advances – Third Month	<p>Total amount of the advance required by the third month. Item 11j on standard form 270. The default value is zero. You must manually enter a value other than zero.</p> <p>Column: FRR270B_ADV_THIRD_MONTH</p>
Estimated Federal Cash Outlays – Advance Period	<p>Estimated federal cash outlays that will be made during the period covered by the advance. Item 12a on standard form 270. The default value is zero. You must manually enter a value other than zero.</p> <p>Column: FRR270B_ADV_EST_FED_CASH</p>

Fields	Descriptions
Estimated Federal Cash Balance on Hand – Advance	Estimated balance of federal cash on hand at the beginning of the advance period. Item 12b on standard form 270. The default value is zero. You must manually enter a value other than zero. Column: FRR270B_ADV_FED_CASH_ON_HAND
Amount Requested	Amount requested during the period covered by the advance. Banner calculates this value by subtracting standard form 270 line 12b from line 12a.

### Computation Amount of Reimbursement or Advances Requested by Payment Management System Code window

Use this window to view standard 270 bills summarized by PMS code. You cannot modify billing information by PMS code on this form.

**Caution:** Before you can view bills by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.

Fields	Descriptions
PMS Code (Payment Management System Code)	User-defined code that enables you to link together multiple grants from the same sponsoring agency and that have the same reimbursement requirements. This value comes from the <b>PMS Code</b> field on the Main window.
Period to date	End date of the report request period.
Total Program Outlays Current	Total expenses from the current billing period for all grants associated with the PMS code.
Total Program Outlays Cumulative	Total expenses from the current and all prior billing periods for all grants associated with the PMS code.
Cumulative Program Income/Current	Income from the current billing period received for all grants associated with the PMS code.
Cumulative Program Income/Cumulative	Income from the current and all prior billing periods received for all grants associated with the PMS code.

Fields	Descriptions
Net Program Outlays	Net value of expenses from the current and all prior billing periods for all grants associated with the PMS code. Banner calculates this value by subtracting line b from line a.
Estimated Net Cash Outlays/ Current	Advance amount from the current billing period for all grants associated with the PMS code.
Estimated Net Cash Outlays/ Cumulative	Advance amount from the current and all prior billing periods for all grants associated with the PMS code.
Total	Total of net expenses and advance amounts for the current and all prior billing periods for all grants associated with the PMS code. Banner calculates this value by subtracting line d from line c.
Non-Fed Share of Amount on line e Current (Non-Federal Share of Amount on line e Current)	Amount of cost share for all grants associated with the PMS code from the current billing period.
Non-Fed Share of Amount on line e Cumulative (Non-Federal Share of Amount on line e Cumulative)	Amount of cost share for all grants associated with the PMS code from the current and all prior billing periods.
Federal Share of Amount on line e	Total expenses less cost share for all billing periods for all grants associated with the PMS code.

Fields	Descriptions
Fed Payments Previously Requested (Federal Payments Previously Requested)	Total amount previously requested for which the federal agency is responsible for all grants associated with the PMS code.
Federal Share Now Requested/ Current	Total amount requested from the federal agency for the current billing period for all grants associated with the PMS code.
Federal Share Now Requested/ Cumulative	Total amount requested from the federal agency for the current and all prior billing periods for all grants associated with the PMS code.
Advances – First Month	Total amount of the advance required by the first month for all grants associated with the PMS code.
Advances – Second Month	Total amount of the advance required by the second month for all grants associated with the PMS code.
Advances – Third Month	Total amount of the advance required by the third month for all grants associated with the PMS code.
Estimated Federal Cash Outlays – Advance Period	Estimated federal cash outlays that will be made during the period covered by the advance for all grants associated with the PMS code.
Estimated Federal Cash Balance on Hand – Advance	Estimated federal cash outlays that will be made during the period covered by the advance for all grants associated with the PMS code.
Amount Requested	Amount requested during the period covered by the advance for all grants associated with the PMS code.

To view a standard 270 bill for a grant

1. Access the Standard Billing 270 Form (FRA270B).
2. Enter the **Grant**.

3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.

#### To print a standard 270 bill for a grant

1. Access the Standard Billing 270 Form (FRA270B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.
6. Select Bill 270 from the options menu to print the bill.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enable form.

#### To view billed amounts summarized by PMS Total

1. Access the Standard Billing 270 Form (FRA270B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.
6. Select PMS Amounts from the options menu and the Computation Amount of Reimbursement/Advancements Requested by Payment Management System Code window will appear.
7. Click on Bill Header to return to the previous window.

#### To view by individual grant

1. Access the Standard Billing 270 Form (FRA270B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.

4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.
6. Select Bill Amounts from the options menu and the Bill Amounts window will appear.

#### To enter program income

1. Access the Standard Billing 270 Form (FRA270B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.
6. Select Bill Amounts from the options menu and the Bill Amounts window will appear.
7. Enter the amount in the **Cumulative Program Income/Current** field.
8. Save.

#### To enter cash outlays

1. Access the Standard Billing 270 Form (FRA270B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.
6. Select Bill Amounts from the options menu and the Bill Amounts window will appear.
7. Enter the amount in the **Total Program Outlays-to-date/Current** field.
8. Save.

#### To enter data from a legacy billing system

1. Access the Standard Billing 270 Form (FRA270B).
2. Enter the **Grant**.



3. Enter the **Bill Invoice number**.
4. Enter the **Adjustment Number**.
5. Go to the next block.
6. Enter the **Period From** and **Period To** dates.
7. Enter the **Date Submitted**.
8. Select Bill Amounts from the options menu and the Bill Amounts window will appear.
9. Enter amounts in the **Total Program Outlays-to-date, Cumulative Program Income, Estimated Net Cash Outlays for Advance Period, Non-Federal Share of Amount on line e**, and **Federal Share Now Requested** fields.

**Note:** If you are entering the first record in the table for this grant, add the amount in the **Federal Payments Previously Requested** (line h) field to the amount in the **Federal Share Now Requested** field.

10. Save.

## Standard Billing 272 Form (FRA272B)

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Use this form to view, print, and change grant bills in the standard 272 format. You can also use this form to enter data from your legacy billing system.

Before you view, print, or modify a bill, you must run the Research Accounting Billing Process (FRRBILL). If you run the Research Accounting Billing Process in Audit mode, you can use this form to view and print bills. You can view billed amounts by grant or by Payment Management System (PMS) code.

If you run the Research Accounting Billing Process in Update mode, you can also use this form to change billed amounts. When you change billed amounts on this form, Banner will not post your changes to the ledgers.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

### Main window

Use this window to view and print grant bills in the standard 272 format. Before you view or print a bill, you must run the Research Accounting Billing Process (FRRBILL). You can view billed amounts by grant or by Payment Management System (PMS) code.

You can also use this window to enter data from your legacy billing system.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

## Key block

Use the key block to enter or select a grant and a bill invoice number.

Fields	Descriptions
Grant	User-defined or system-assigned grant identification code and title. Item 5 on standard form 272. Choices come from the Grant Code Inquiry Form (FRIGRNT).
Bill Invoice	<p>Unique number that identifies a bill. If you want to view an existing bill, enter the bill invoice number.</p> <p>If you want to search for an existing bill, use the Search feature to access the Standard Billing 272 Query Form (FRI272B).</p> <p>If you want to enter a bill from your legacy system, enter a new bill invoice number.</p>
Adjustment Number (untitled)	<p>Number of times the bill has been adjusted. Banner adds 1 to the adjustment number each time you reverse or re-run a bill.</p> <p>For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2.</p> <p>If you selected a Bill Invoice from the Standard Billing 272 Query Form (FRI272B), this value comes from the <b>Adjustment Number</b> field on that form.</p> <p>If you want to view an existing bill, enter the adjustment number.</p> <p>If you want to search for an existing bill, use the Search feature to access the Standard Billing 272 Query Form (FRI272B).</p> <p>If you want to enter a bill from your legacy system, enter a new adjustment number.</p>

## Information block

Fields	Descriptions
Grant	<p>User-defined or system-assigned grant identification code and title. Item 5 on standard bill 272. If you entered an existing Bill Invoice in the Key block, this value comes from the <b>Grant</b> field in the Key block.</p> <p>Choices come from the Grant Code Inquiry Form (FRIGRNT).</p> <p>Column: FRR272B_GRNT_CODE (code)</p> <p>DISPLAY_GRANT_TITLE (title)</p>
Last Invoice	<p>Unique number that identifies a bill. If you entered an existing Bill Invoice in the Key block, this value comes from the <b>Bill Invoice</b> field in the Key block.</p> <p>If you want to enter a bill from your legacy system, enter a new bill invoice number.</p> <p>Column: FRR272B_BILL_INV_SEQ_NO</p>
Last Adjustment Number (untitled)	<p>Number of times the bill has been adjusted. Banner adds 1 to the adjustment number each time you reverse or re-run a bill.</p> <p>For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the <b>Adjustment Number</b> field in the Key block.</p> <p>If you want to enter a bill from your legacy system, enter a new adjustment number.</p> <p>Column: FRR272B_BILL_INV_ADJ_NO</p>
Update Indicator	<p>Indicates whether you can use the Standard Billing 272 Form (FRA272B) to update the associated bill.</p> <p>Choices are:</p> <p><i>Y</i>Yes–You can use the Standard Billing 272 Form to update the bill.</p> <p><i>N</i>No–You cannot use the Standard Billing 272 Form to update the bill.</p> <p><b>Note:</b> If you use this form to update a bill, Banner will not update the ledgers.</p> <p>Column: FRR272B_UPDATE_IND</p>

Fields	Descriptions
Final Indicator	<p>Indicates whether this is the final bill for a grant.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the Final or Partial Payment parameter of the Research Accounting Billing Process (FRRBILL).</p> <p>Choices are:</p> <p><i>Y</i>Yes—This is the final bill.</p> <p><i>N</i>No—This is not the final bill.</p> <p>Column: FRR272B_FINAL_IND</p>
Period From	<p>Start date of the billing period. Item 10 on standard form 272.</p> <p>Banner uses the information in the <b>Date From</b>, <b>Frequency</b>, <b>Date To</b>, and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p> <p>Column: FRR272B_PERIOD_FROM_DATE</p>
Period To	<p>End date of the billing period. Item 10 on standard form 272.</p> <p>Banner uses the information in the <b>Date From</b>, <b>Frequency</b>, <b>Date To</b>, and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p> <p>Column: FRR272B_PERIOD_TO_DATE</p>
Complete Indicator	<p>Indicates whether the bill has been posted to the ledgers.</p> <p>Column: FRR272B_COMPLETE_IND</p> <p>Choices are:</p> <p><i>Y</i>Yes—The bill has been posted to the ledgers</p> <p><i>N</i>No—The bill has not been posted to the ledgers</p>
Sponsor ID	<p>Grant identification code assigned by the sponsoring agency. Item 4 on standard form 272. This value comes from the <b>Sponsor ID</b> field on the Grant Maintenance Form (FRAGRNT).</p>
Agency	<p>Code and name of the sponsoring agency associated with this grant. This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).</p>

Fields	Descriptions
Payee's Name	<p>Name of the institution that will receive the payment (for example, Banner University). Item 2 on standard form 272.</p> <p>This value comes from the <b>Payee Name</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Address	<p>Street address of the institution that will receive the payment. Item 2 on standard form 272.</p> <p>This value comes from the <b>Address</b> field on the Research Accounting System Control Form (FRASYSC).</p>
City	<p>City of the institution that will receive the payment. Item 2 on standard form 272.</p> <p>This value comes from the <b>City</b> field on the Research Accounting System Control Form (FRASYSC).</p>
State or Province	<p>State or province of the institution that will receive the payment. Item 2 on standard form 272.</p> <p>This value comes from the <b>State or Province</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Zip or Postal Code	<p>Zip or Postal Code of the institution that will receive the payment. Item 2 on standard form 272.</p> <p>This value comes from the <b>ZIP or Postal Code</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Employer ID	<p>Tax identification number of the institution that will receive the payment. Item 3 on standard form 272.</p> <p>This value comes from the <b>Federal Employee ID</b> field on the System Control Maintenance Form (FOASYSC).</p>
Letter of Credit Number	<p>User-defined code associated with the letter of credit. You can print this number on bills and reports that use standard format 272. Item 6 on standard form 272.</p> <p>This value comes from the <b>Letter of Credit Number</b> field on the Payment Management System Code Maintenance Form (FRVPMSC).</p>

Fields	Descriptions
PMS Code (Payment Management System Code)	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.  This value comes from the <b>PMS Code</b> field on the Grant Maintenance Form (FRAGRNT).
Date Submitted	Date on which the Research Accounting Billing Process (FRRBILL) or your legacy system generated the bill. Item 15 on standard form 272.  If you entered an existing Bill Invoice in the Key block, this value comes from the Bill Date parameter of the Research Accounting Billing Process (FRRBILL).  Column: FRR272B_DATE_SUBMITTED

### Status of Federal Cash by PMS Code window

Use this window to view standard 272 bills summarized by PMS code.

**Caution:** Caution: Before you can view bills by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.

Fields	Descriptions
PMS Code	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements. This value comes from the <b>PMS Code</b> field in the Bill Information block.
Period to date	End date of the billing period. This value comes from the <b>To</b> field in the Bill Information block.
Cash on Hand Beginning	Ending balance of the previous bill. Calculated for all grants linked to this PMS code. Item 11a on standard form 272.  <b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.

Fields	Descriptions
Letter of Credit Withdrawals	<p>Amount of payments received from the sponsoring agency during the period of this bill. Calculated for all grants linked to this PMS code. Item 11b on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Check Payments Amount	<p>Amount of treasury check payments received during the period of this bill. Calculated for all grants linked to this PMS code. Item 11c on Standard Form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Total Receipts	<p>Sum of values in the <b>Letter of Credit Withdrawals</b> and <b>Check Payments Amount</b> fields. Calculated for all grants linked to this PMS code. Item 11d on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Total Cash Available	<p>Sum of values in the <b>Cash on Hand Beginning</b> and <b>Total Receipts</b> fields. Calculated for all grants linked to this PMS code. Item 11e on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Gross Disbursement	<p>Amount billed to the sponsoring agency. Total expenses incurred during the period of this bill. Calculated for all grants linked to this PMS code. Item 11f on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>

Fields	Descriptions
Federal Share Amount	<p>Federal share of program income. Calculated for all grants linked to this PMS code. Item 11g on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Net Disbursement	<p>Remainder of the value in the <b>Gross Disbursement</b> field minus the <b>Federal Share Amount</b> field. Calculated for all grants linked to this PMS code. Item 11h on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.item</p>
Previous Adjustment Amount	<p>Amounts adjusted during previous billing periods. Calculated for all grants linked to this PMS code. Item 11i on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Period Cash on Hand	<p>Value of the <b>Total Cash Available</b> field minus the <b>Net Disbursement</b> field plus the <b>Previous Adjustment Amount</b> field. Calculated for all grants linked to this PMS code. Item 11j on Standard Form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Interest Income	<p>Amount of interest income. Calculated for all grants linked to this PMS code. Item 13a on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Advances Amount	<p>Amount of advances made by your institution to secondary recipients. Calculated for all grants linked to this PMS code. Item 13b on standard form 272.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>



## Status of Federal Cash (by Grant Code) window

Use this window to view, print, and change standard 272 bills for a grant. You can also use this window to enter data from your legacy billing system.

Before you view, print, or modify a bill, you must run the Research Accounting Billing Process (FRRBILL). If you run the Research Accounting Billing Process in Audit mode, you can use this window to view and print bills.

If you run the Research Accounting Billing Process in Update mode, you can also use this window to change billed amounts. When you change billed amounts on this window, Banner will not post your changes to the ledgers.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

Fields	Descriptions
Grant Code	User-defined or system-assigned grant identification code. This value comes from the <b>Grant</b> field in the Key block.
Bill Invoice	Bill invoice and adjustment numbers generated by the Research Accounting Billing Process (FRRBILL) or your legacy billing system. These values comes from the <b>Bill Invoice</b> and <b>Adjustment Number</b> fields in the Key block.
Cash on Hand Beginning of Report Period	Ending balance of the previous bill. Item 11a on standard form 272.  <b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.
Letter of Credit Withdrawals	Amount of payments received from the sponsoring agency during the period of this bill. Item 11b on standard form 272.  <b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.  Column: FRR272B_LOC_WITHDRAWALS
Treasury Check Payments	Amount of Treasury check payments received during the period of this bill. Item 11c on Standard Form 272. The default value is 0. It can be changed.  <b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.  Column: FRR272B_CHECK_PAYMENT_AMT

Fields	Descriptions
Total Receipts	<p>Sum of values in the <b>Letter of Credit Withdrawals</b> and <b>Check Payments Amount</b> fields. Item 11d on standard form 272.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p>
Total Cash Available	<p>Sum of values in the <b>Cash on Hand Beginning of Report Period</b> and <b>Total Receipts</b> fields. Item 11e on standard form 272.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p>
Gross Disbursements	<p>Amount billed to the sponsoring agency. Total expenses incurred during the period of this bill. Item 11f on standard form 272.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p> <p>Column: FRR272B_GROSS_DISBURSEMENTS</p>
Federal Share of Program Income	<p>Federal share of program income. Item 11g on standard form 272. The default value is 0. It can be changed.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p> <p>Column: FRR272B_FED_SHARE_AMT</p>
Net Disbursements	<p>Remainder of the value in the <b>Gross Disbursements</b> field minus the <b>Federal Share of Program Income</b> field. Item 11h on standard form 272.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p>
Adjustments of Prior Period	<p>Amounts adjusted during previous billing periods. Item 11i on standard form 272.</p> <p>The default value is 0. It can be changed.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p> <p>Column: FRR272B_PREV_ADJ_AMT</p>

Fields	Descriptions
Cash on Hand End of Period	<p>Value of the <b>Total Cash Available</b> field minus the <b>Net Disbursements</b> field plus the <b>Adjustments of Prior Period</b> field. Item 11j on Standard Form 272.</p> <p><b>Note:</b> If the value in this field is greater than zero, you must enter a value in the Days field.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p> <p>Column: FRR272B_PERIOD_CASH_ON_HAND</p>
Number of Days	<p>Number of days for the cash requirements. Item 12 on standard form 272.</p> <p><b>Note:</b> You must enter a value in this field if the value in the <b>Period Cash on Hand</b> field is greater than zero.</p> <p>Column: FRR272B_NO_OF_DAYS</p>
Interest Income	<p>Amount of interest income. Item 13a on standard form 272. The default value is 0. It can be changed.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p> <p>Column: FRR272B_INTEREST_INCOME</p>
Advances Amount	<p>Amount of advances made by your institution to secondary recipients. Item 13b on standard form 272. The default value is 0. It can be changed.</p> <p><b>Note:</b> If you change this amount, Banner will not post the change to the ledgers.</p> <p>Column: FRR272B_ADVANCES_AMT</p>

To view a standard 272 bill for a grant

1. Access the Standard Billing 272 Form (FRA272B).
2. Enter the Grant.
3. Enter the Bill Invoice.
4. Enter the Adjustment Number.
5. Go to the next block. Banner will display billing information on your screen.

6. Select Federal Status Information from the options menu. Banner will display billed amounts on your screen.

#### To print a standard 272 bill for a grant

1. Access the Standard Billing 272 Form (FRA272B).
2. Enter the Grant.
3. Enter the Bill Invoice.
4. Enter the Adjustment Number.
5. Go to the next block. Banner will display billing information on your screen.
6. Select Bill 272 from the options menu to print the bill.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

#### To view billed amounts summarized by PMS Code

1. Access the Standard Billing 272 Form (FRA272B).
2. Enter the Grant.
3. Enter the Bill Invoice.
4. Enter the Adjustment Number.
5. Go to the next block. Banner will display billing information on your screen.
6. Select PMS Amounts. Banner will display billed amounts summarized by PMS code.

**Caution:** Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.

#### To add text to the Remarks section of a 272 bill

1. Access the Standard Billing 272 Form (FRA272B).
2. Enter the Grant.
3. Enter the Bill Invoice.
4. Enter the Adjustment Number.
5. Go to the next block.

6. Select Text Information from the options menu to access the Entity Text Entry Form (FOAETXT).
7. Type the text.
8. Save.

### To change billed amounts on a standard 272 bill

1. Access the Standard Billing 272 Form (FRA272B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block. Banner will display billing information on your screen.
6. Select Status of Federal Cash from the options menu. Banner will display billed amounts on your screen.
7. Enter new values in the appropriate fields.
8. Save.

**Note:** If you change a billed amount, Banner will not post the change to the ledgers.

### To change billed amounts in the ledgers

1. Use the Research Accounting Billing Reversal Process (FRRBREV) to reverse the bill.
2. Adjust the appropriate transactions.
3. Re-run the Research Accounting Billing Process (FRRBILL) in Update mode.

### To enter data from a legacy billing system

1. Enter preliminary information about the bill.
2. Enter data from the bill.

**Note:** Banner will not post this data to the ledgers.

To enter preliminary information about the bill

1. Access the Standard Billing 272 Form (FRA272B).
2. Enter the **Grant**.
3. Enter the **Bill Invoice**.
4. Enter the **Adjustment Number**.
5. Go to the next block.
6. Enter a value in the **Last Invoice** field.
7. Enter a value in the **Last Adjustment Number** field.
8. Enter a value in the **Final Indicator** field.
9. Enter values in the **Period From** and **Period To** fields.
10. Select Status of Federal Cash from the options menu.
11. Enter values in the **Letter of Credit Withdrawals** and **Gross Disbursements** fields. The remainder of the **Gross Disbursements** minus the **Letter of Credit Withdrawals** must equal the amount in item 11a on the last bill for the PMS code. Entering data in these fields enables Banner to calculate the **Cash on Hand Beginning of Report Period** field. (You cannot enter this value directly.)
12. Save.
13. Exit.
14. Return to the enter data from a legacy billing system procedure.

**Note:** Banner will not post this data to the ledgers.

To enter data from the bill

1. Access the Standard Billing 272 Form (FRA272B).
2. Enter the Grant.
3. Enter the Bill Invoice.
4. Enter the Adjustment Number.
5. Go to the next block.
6. Select Status of Federal Cash from the options menu.
7. Enter values in the appropriate fields. Use the amounts on the last bill for the PMS code.

8. Save.

**Note:** Banner will not post this data to the ledgers.

## Standard Report 272 Form (FRA272R)

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Use this form to view, print, and change grant reports in the standard 272 format. Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT). You can then view amounts in the report by grant or by Payment Management System (PMS) code.

You can also use this form to enter data from your legacy billing system.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

### Key block

Fields	Descriptions
Grant	User defined or system-assigned grant identification code and title. Item 2 on standard form 272. Choices come from Grant Code Inquiry Form (FRIGRNT).

### Main window

Fields	Descriptions
Grant	User defined or system-assigned grant identification code and title. Item 5 on standard form 272. This value comes from the <b>Grant</b> field in the Key block.  Column: FRR272R_GRNT_CODE (code)
Date Submitted	Date on which the Research Accounting Report Process (FRRGRPT) or your legacy system generated the bill. Item 15 on standard form 272. This value comes from the Reporting Period To Date parameter of the Research Accounting Report Process (FRRGRNT).  Column: FRR272R_DATE_SUBMITTED

Fields	Descriptions
PMS Code	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.
Final Indicator	<p>Indicates whether this is the final report for a grant. This value comes from the Final Report parameter of the Research Accounting Report Process (FRRGRPT).</p> <p>Choices are:</p> <p>YYes—This is the final report.</p> <p>NNo—This is not the final report.</p> <p>Column: FRR272R_FINAL_IND</p>
Employer ID	Tax identification number of the institution that will receive the payment. Item 3 on standard form 272. This value comes from the <b>Federal Employee ID</b> field on the System Control Maintenance Form (FOASYSC).
Letter of Credit Number	User-defined code associated with the letter of credit. You can print this number on bills and reports that use standard format 272. Item 6 on standard form 272. This value comes from the <b>Letter of Credit Number</b> field on the Payment Management System Code Maintenance Form (FRVPMSC).
Sponsor ID	Grant identification code assigned by the sponsoring agency. Item 4 on standard form 272. This value comes from the <b>PMS Code</b> field on the Grant Maintenance Form (FRAGRNT). This value comes from the <b>Sponsor ID</b> field on the Grant Maintenance Form (FRAGRNT).
Agency	Code and name of the sponsoring agency associated with this grant. This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).
Payee's Name	Name of the institution that receives payments (for example, Banner University). Item 2 on standard form 272. This value comes from the <b>Payee Name</b> field on the Research Accounting System Control Form (FRASYSC).
Address	Street address of the institution that receives payments. Item 2 on standard form 272. This value comes from the <b>Address</b> field on the Research Accounting System Control Form (FRASYSC).



Fields	Descriptions
City	City of the institution that receives payments. Item 2 on standard form 272. This value comes from the <b>City</b> field on the Research Accounting System Control Form (FRASYSC).
State or Province	State or province of the institution that will receive the payment. Item 2 on standard form 272. This value comes from the <b>State or Province</b> field on the Research Accounting System Control Form (FRASYSC).
Zip or Postal Code	Zip or Postal Code of the institution that will receive the payment. Item 2 on standard form 272. This value comes from the <b>ZIP or Postal Code</b> field on the Research Accounting System Control Form (FRASYSC).
Period From	Start date of the reporting period. Item 10 on standard form 272. Banner uses the information in the <b>Date From, Frequency, Date To</b> , and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.  Column: FRR272R_PERIOD_FROM_DATE
Period To	End date of the reporting period. Item 10 on standard form 272. Banner uses the information in the <b>Date From, Frequency, Date To</b> , and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.  Column: FRR272R_PERIOD_TO_DATE

### Status of Federal Cash (by Grant) window

Use this window to view, print, and change standard 272 reports for a grant. Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT).

You can also use this form to enter data from your legacy billing system.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

Fields	Descriptions
Grant Code	User defined or system-assigned grant identification code and title. Item 5 on standard form 272. This value comes from the <b>Grant</b> field in the Key block.  Column: FRR272R_GRNT_CODE (code)
Period to Date	End date of the reporting period. This value comes from the <b>To</b> field in the Report Information block.
Cash on Hand Beginning of Report Period	Ending balance of the previous report. Item 11a on standard form 272.
Letter of Credit Withdrawals	Amount of payments received from the sponsoring agency during the period of this report. Item 11b on standard form 272.  Column: FRR272R_LOC_WITHDRAWALS
Treasury Check Payments	Amount of Treasury check payments received during the period of this report. Item 11c on Standard Form 272. The default value is 0. It can be changed.  <b>Note:</b> If you change this amount, Banner will not post the changes to the ledgers.  Column: FRR272R_CHECK_PAYMENT_AMT
Total Receipts	Sum of values in the <b>Letter of Credit Withdrawals</b> and <b>Treasury Check Payments</b> fields. Item 11d on standard form 272.
Total Cash Available	Sum of values in the <b>Cash on Hand Beginning of Report Period</b> , and <b>Total Receipts</b> fields. Item 11e on standard form 272.
Gross Disbursements	Total expenses incurred during the period of this report. Item 11f on standard form 272.  Column: FRR272R_GROSS_DISBURSEMENTS
Federal Share of Program Income	Federal share of program income. Item 11g on standard form 272. The default value is 0. It can be changed.  <b>Note:</b> If you change this amount, Banner will not post the changes to the ledgers.  Column: FRR272R_FED_SHARE_AMT

Fields	Descriptions
Net Disbursements	Remainder of the value in the <b>Gross Disbursements</b> field minus the <b>Federal Share Amount</b> field. Item 11h on standard form 272.
Adjustments of Prior Period	Amounts adjusted during previous reporting periods. Item 11i on standard form 272. The default value is 0. It can be changed. If you change this amount, Banner will not post the changes to the ledgers.  Column: FRR272R_PREV_ADJ_AMT
End of Period Cash on Hand	Value of the <b>Total Cash Available</b> field minus the <b>Net Disbursements</b> field plus the <b>Previous Adjustment Amount</b> field. Item 11j on Standard Form 272.  If the value in this field is greater than zero, you must enter a value in the <b>Days</b> field.  <b>Note:</b> If you change this amount, Banner will not post the changes to the ledgers.  Column: FRR272R_PERIOD_CASH_ON_HAND
Days	Number of days for the cash requirements. Item 12 on standard form 272. You must enter a value in this field if the value in the <b>Period Cash on Hand</b> field is greater than zero.  Column: FRR272R_NO_OF_DAYS
Interest Income	Amount of interest income. Item 13a on standard form 272. The default value is 0. It can be changed.  If you change this amount, Banner will not post the changes to the ledgers.  Column: FRR272R_INTEREST_INCOME
Amount of Advances	Amount of advances made by your institution to secondary recipients. Item 13b on standard form 272. The default value is 0. It can be changed.  <b>Note:</b> If you change this amount, Banner will not post the changes to the ledgers.  Column: FRR272R_ADVANCES_AMT

### Status of Federal Cash by PMS Code window

Use this window to view standard 272 reports summarized by PMS code.

Before you can view reports by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.

Fields	Descriptions
PMS Code	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements. This value comes from the <b>PMS Code</b> field in the Report Information block.
Period to Date	End date of the reporting period. This value comes from the <b>To</b> field in the Report Information block.
Cash on Hand Beginning of Report Period	Ending balance of the previous report. Calculated for all grants linked to this PMS code. Item 11a on standard form 272.  <b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.
Letter of Credit Withdrawals	Amount of payments received from the sponsoring agency during the period of this report. Calculated for all grants linked to this PMS code. Item 11b on standard form 272.  <b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.
Treasury Check Payments	Amount of treasury check payments received during the period of this report. Calculated for all grants linked to this PMS code. Item 11c on Standard Form 272.  <b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.
Total Receipts	Sum of values in the <b>Letter of Credit Withdrawals</b> and <b>Treasury Check Payments</b> fields. Calculated for all grants linked to this PMS code. Item 11d on standard form 272.  <b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.

Fields	Descriptions
Total Cash Available	<p>Sum of values in the <b>Cash on Hand, Beginning of Report Period</b>, and <b>Total Receipts</b> fields. Calculated for all grants linked to this PMS code. Item 11e on standard form 272.</p> <p><b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.</p>
Gross Disbursements	<p>Total expenses incurred during the period of this report. Calculated for all grants linked to this PMS code. Item 11f on standard form 272.</p> <p><b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.</p>
Federal Share Amount	<p>Federal share of program income. Calculated for all grants linked to this PMS code. Item 11g on standard form 272.</p> <p><b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.</p>
Net Disbursements	<p>Remainder of the value in the Gross Disbursements field minus the Federal Share Amount field. Calculated for all grants linked to this PMS code. Item 11h on standard form 272.</p> <p><b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.</p>
Previous Adjustment Amount	<p>Amounts adjusted during previous reporting periods. Calculated for all grants linked to this PMS code. Item 11i on standard form 272.</p> <p><b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.</p>

Fields	Descriptions
Period Cash on Hand	<p>Value of the <b>Total Cash Available</b> field minus the <b>Net Disbursements</b> field plus the <b>Previous Adjustment Amount</b> field. Calculated for all grants linked to this PMS code. Item 11j on Standard Form 272.</p> <p><b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.</p>
Interest Income	<p>Amount of interest income. Calculated for all grants linked to this PMS code. Item 13a on standard form 272.</p> <p><b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.</p>
Advances Amount	<p>Amount of advances made by your institution to secondary recipients. Calculated for all grants linked to this PMS code. Item 13b on standard form 272.</p> <p><b>Caution:</b> Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.</p>

### To view a standard 272 report for a grant

1. Access the Standard Report 272 Form (FRA272R).
2. Enter the Grant.
3. Go to the next block. Banner will display report information on your screen.
4. Select Status of Federal Cash from the options menu. Banner will display amounts on your screen.

### To print a standard 272 report for a grant

1. Access the Standard Report 272 Form (FRA272R).
2. Enter the Grant.
3. Go to the next block.
4. Select Report 272 from the options menu to print the report.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

### To view amounts summarized by PMS code

1. Access the Standard Report 272 Form (FRA272R).
2. Enter the **Grant**.
3. Go to the next block.
4. Select PMS Amounts. Banner will display amounts summarized by PMS code.

**Caution:** Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.

### To add text to the Remarks section of a 272 report

1. Access the Standard Report 272 Form (FRA272R).
2. Enter the **Grant**.
3. Go to the next block.
4. Select Text Information from the options menu to access the Entity Text Entry Form (FOAETXT).
5. Type the text.
6. Save.

### To change amounts on a standard 272 report

1. Access the Standard Report 272 Form (FRA272R).
2. Enter the **Grant**.
3. Go to the next block.
4. Select Status of Federal Cash from the options menu. Banner will display amounts on your screen.
5. Enter new values in the appropriate fields.
6. Save.

**Note:** If you change an amount, Banner will not post the change to the ledgers.

To enter data from a legacy billing system

1. Enter preliminary information about the report.
2. Enter data from the report.

**Note:** Banner will not post this data to the ledgers.

To enter preliminary information about the report

1. Access the Standard Report 272 Form (FRA272R).
2. Enter the **Grant**.
3. Go to the next block.
4. Enter values in the **Period From** and **Period To** fields.
5. Enter a value in the **Final Indicator** field.
6. Select Federal Status of Cash from the options menu.
7. Enter values in the **Letter of Credit Withdrawals** and **Gross Disbursements** fields. The remainder of the **Gross Disbursement** minus the **Letter of Credit Withdrawals** must equal the amount in item 11a on the last report for the PMS code. Entering data in these fields enables Banner to calculate the **Cash on Hand Beginning of Report Period** field. (You cannot enter this value directly.)
8. Save.
9. Exit.
10. Return to the enter data from a legacy billing system procedure.

**Note:** Banner will not post this data to the ledgers.

## Generic Bill Form (FRAGENB)

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Use this form to view, print, and change grant bills in a generic format. Generic formats are defined by your institution and contain one or more expenditure groups (for example, salaries and travel). Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

Before you view, print, or modify a bill, you must run the Research Accounting Billing Process (FRRBILL). If you run the Research Accounting Billing Process in Audit mode, you can use this form to view and print bills. You can view billed



amounts by grant or by payment management system (PMS) code. You can also view detailed information about each expenditure group in the bill.

If you run the Research Accounting Billing Process in Update mode, you can use this form to change billed amounts. When you change billed amounts on this form, Banner will not post your changes to the ledgers.

You can also use this form to enter data from your legacy billing system.

**Note:** This form displays budgeted and current billing information; however, the printed bill displays budgeted, previous, current, and cumulative billing information.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

## Key block

Use this block to enter or select a grant, bill format, and bill invoice number.

Fields	Descriptions
Grant	Grant identification code and title. Choices come from the Grant Code Inquiry Form (FRIGRNT).  Column: Not base table items (code and title)
Bill Format	Bill format identification code and description. Choices come from the Billing Format Validation Form (FRVBFRM).
Bill Invoice	Unique number that identifies a bill.  If you want to view an existing bill, enter the bill invoice number.  If you want to search for an existing bill, use the Search feature to access the Generic Billing Query Form (FRIGENB).  If you want to enter a bill from your legacy system, enter a new bill invoice number.

Fields	Descriptions
Bill Adjustment Number (untitled)	<p>Number of times the bill has been adjusted. Banner adds 1 to the adjustment number each time you reverse or re-run a bill.</p> <p>For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2.</p> <p>If you selected a Bill Invoice from the Generic Billing Query Form (FRIGENB), this value comes from the <b>Adjustment Number</b> field on that form.</p> <p>If you want to view an existing bill, enter the adjustment number.</p> <p>If you want to search for an existing bill, use the Search feature to access the Generic Billing Query Form (FRIGENB).</p> <p>If you want to enter a bill from your legacy system, enter a new adjustment number.</p>

### Bill Information block

The Bill Information block displays budgeted and current billing information; however, the printed bill displays budgeted, previous, current, and cumulative billing information.

**Note:** Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

Fields	Descriptions
Grant	<p>Grant identification code.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the <b>Grant</b> field in the Key block.</p> <p>Choices come from the Grant Code Inquiry Form (FRIGRNT).</p> <p>Column: FRRGENB_GRNT_CODE</p>

Fields	Descriptions
Bill Invoice Number	<p>Unique number that identifies a bill.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the <b>Bill Invoice</b> field in the Key block.</p> <p>If you want to enter a bill from your legacy system, enter a new bill invoice number.</p> <p>Column: FRRGENB_BILL_INV_SEQ_NO</p>
Bill Adjustment Number (untitled)	<p>Number of times the bill has been adjusted. Banner adds 1 to the adjustment number each time you reverse or re-run a bill.</p> <p>For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the <b>Adjustment Number</b> field in the Key block.</p> <p>If you want to enter a bill from your legacy system, enter a new adjustment number.</p> <p>Column: FRRGENB_BILL_INV_ADJ_NO</p>
PMS Code (Payment Management System Code)	<p>User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.</p> <p>This value comes from the <b>PMS Code</b> field on the Grant Maintenance Form (FRAGRNT).</p>
Update Indicator	<p>Indicates whether you can use the Generic Billing Form (FRAGENB) to update the bill.</p> <p>Choices:</p> <p><i>Y</i>Yes–You can use the Generic Billing Form to update the bill.</p> <p><i>N</i>No (default)–You cannot use the Generic Billing Form to update the bill.</p> <p><b>Note:</b> If you use this form to update a bill, Banner will not update the ledgers.</p> <p>Column: FRRGENB_UPDATE_IND</p>

Fields	Descriptions
Final Indicator	<p>Indicates whether this is the final bill for the grant.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the Final or Partial Payment parameter of the Research Accounting Billing Process (FRRBILL).</p> <p>Choices:</p> <p><i>Y</i>Yes—This is the final bill.</p> <p><i>N</i>No—This is not the final bill.</p> <p>Column: FRRGENB_FINAL_IND</p>
Complete Indicator	<p>Indicates whether the bill has been posted to the ledgers.</p> <p>Choices:</p> <p><i>Y</i>Yes—The bill has been posted to the ledgers.</p> <p><i>N</i>No—The bill has not been posted to the ledgers.</p> <p>Column: FRRGENB_COMPLETE_IND</p>
Bill Format	<p>Bill format identification code and description.</p> <p>This value comes from the <b>Bill Format</b> field in the Key block. It can be changed.</p> <p>Choices come from the Billing Format Validation Form (FRVBFRM).</p> <p>Column: FRRGENB_BFRM_CODE (code)</p>
Group Sequence Number	<p>Sequence number and description of an expenditure group (for example, salaries or supplies).</p> <p>This value comes from the <b>Group Sequence Number</b> field on the Grant Billing Format Form (FTMBFRM).</p> <p>Choices come from the Group Sequence Number list of values.</p> <p>Column: FRRGENB_GROUP_SEQ_NO (code)</p>
Sponsor ID	<p>Externally-defined grant identification code and name of the sponsoring agency.</p> <p>This value comes from the <b>Sponsor ID Number</b> and <b>Agency</b> fields on the Grant Maintenance Form (FRAGRNT).</p>
Agency	<p>Code and name of the sponsoring agency associated with this grant. This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).</p>

Fields	Descriptions
Payee's Name	<p>Name of the institution that will receive the payment (for example, Banner University).</p> <p>This value comes from the <b>Payee Name</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Address	<p>Street address of the institution that will receive the payment.</p> <p>This value comes from the <b>Address</b> field on the Research Accounting System Control Form (FRASYSC).</p>
City	<p>City of the institution that will receive the payment.</p> <p>This value comes from the <b>City</b> field on the Research Accounting System Control Form (FRASYSC).</p>
State or Province	<p>State or province of the institution that will receive the payment.</p> <p>This value comes from the <b>State or Province</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Zip or Postal Code	<p>ZIP or Postal Code of the institution that will receive the payment.</p> <p>This value comes from the <b>ZIP or Postal Code</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Employer ID	<p>Tax identification number of the institution that will receive the payment.</p> <p>This value comes from the <b>Federal Employee ID</b> field on the System Control Maintenance Form (FOASYSC).</p>
Bill Amount	<p>Amount billed for the expenditure group.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the Research Accounting Billing Process (FRRBILL). It can be changed.</p> <p>If you want to enter a bill from your legacy system, enter a new amount.</p> <p><b>Note:</b> If you change the billed amount, Banner will not post the change to the ledgers.</p> <p>Column: FRRGENB_BILL_AMT</p>

Fields	Descriptions
Budget Amount	<p>Dollar amount budgeted for the expenditure group.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the Research Accounting Billing Process (FRRBILL).</p> <p>If you want to enter a bill from your legacy system, enter a new amount.</p> <p>Column: FRRGENB_BUDGET_AMT</p>
Retainage	<p>Amount withheld from the bill for the expenditure group.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the Research Accounting Billing Process (FRRBILL).</p> <p>If you want to enter a bill from your legacy system, enter a new amount.</p> <p>Column: FRRGENB_WITHHOLDING_AMT</p>
Period From	<p>Start date of the billing period.</p> <p>Banner uses the information in the <b>Date From, Frequency, Date To</b>, and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p> <p>If you want to enter a bill from your legacy system, enter a new date.</p> <p>Column: FRRGENB_PERIOD_FROM_DATE</p>
Period To	<p>End date of the billing period.</p> <p>Banner uses the information in the <b>Date From, Frequency, Date To</b>, and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p> <p>If you want to enter a bill from your legacy system, enter a new date.</p> <p>Column: FRRGENB_PERIOD_TO_DATE</p>

Fields	Descriptions
Date Submitted	<p>Date on which the Research Accounting Billing Process (FRRBILL) or your legacy system generated the bill.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the Bill Date parameter of the Research Accounting Billing Process (FRRBILL).</p> <p>If you want to enter a bill from your legacy system, enter a new date.</p> <p>Column: FRRGENB_DATE_SUBMITTED</p>

### Summary Information block

Use this window to view total billed amounts for all expenditure groups. You can view billed amounts summarized by grant or by payment management system (PMS) code. This block displays budgeted and current billing information; however, the printed bill displays budgeted, previous, current, and cumulative billing information.

Fields	Descriptions
Group Sequence Number	<p>Sequence number and description of an expenditure group (for example, salaries or supplies).</p> <p>This value comes from the <b>Group Sequence Number</b> field on the Grant Billing Format Form (FTMBFRM).</p> <p>Column: FRRGENB_GROUP_SEQ_NO (code)</p>
Budget Amount	<p>Dollar amount budgeted for the expenditure group.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the Research Accounting Billing Process (FRRBILL). It can be changed.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>

Fields	Descriptions
Bill Amount	<p>Amount billed for the expenditure group.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the Research Accounting Billing Process (FRRBILL). It can be changed.</p> <p>If you want to enter a bill from your legacy system, enter a new amount.</p> <p><b>Note:</b> If you change the billed amount, Banner will not post the change to the ledgers.</p> <p>Column: FRRGENB_BILL_AMT</p>
Budget Amount	<p>Dollar amount budgeted for the expenditure group.</p> <p>If you entered an existing Bill Invoice in the Key block, this value comes from the Research Accounting Billing Process (FRRBILL). It can be changed.</p> <p>If you want to enter a bill from your legacy system, enter a new amount.</p> <p>Column: FRRGENB_BUDGET_AMT</p>
Retainage	<p>Amount withheld from the bill for the expenditure group.</p> <p>If you entered an existing <b>Bill Invoice</b> in the Key block, this value comes from the Research Accounting Grant Billing Process (FRRBILL). It can be changed.</p> <p><b>Caution:</b> Before you can view billed amounts by PMS code, you must run the Research Accounting Billing Process (FRRBILL) for that PMS code.</p>
Grant Total Budget Amount	Total amount budgeted for all expenditure groups linked to a grant.
Grant Total Bill Amount	Total amount billed for all expenditure groups linked to a grant.
Grant Total Retainage	Total amount withheld from bills for all expenditure groups linked to a grant.
PMS Total Bill Amount	Total amount billed for all expenditure groups linked to a PMS code.



Fields	Descriptions
PMS Total Budget Amount	Total amount budgeted for all expenditure groups linked to a PMS code.
PMS Total Retainage	Total amount withheld from bills for all expenditure groups linked to a PMS code.

### To view billed amounts for an expenditure group

1. Access the Generic Billing Form (FRAGENB).
2. Enter the **Grant** code.
3. Enter the **Bill Format**.
4. Enter the **Bill Invoice**.
5. Go to the next block. Banner will display information about the bill.

### To view detailed information about each expenditure group associated with a PMS code

1. Access the Generic Billing Form (FRAGENB).
2. Enter the **Grant** code.
3. Enter the **Bill Format**.
4. Enter the **Bill Invoice**.
5. Go to the next block. Banner will display information about the bill.
6. Select PMS Summary Information from the options menu. Banner will display billed amounts for each expenditure group linked to the PMS code.

### To view billed amounts for all expenditure groups

1. Access the Generic Billing Form (FRAGENB).
2. Enter the **Grant** code.
3. Enter the **Bill Format**.
4. Enter the **Bill Invoice**.
5. Go to the next block. Banner will display billing information on your screen.

6. Select Summary Information from the options menu. Banner will display billed amounts for each expenditure group linked to the grant.

### To print a generic bill for a grant

1. Access the Generic Billing Form (FRAGENB).
2. Enter the Grant code.
3. Enter the Bill Format.
4. Enter the Bill Invoice.
5. Go to the next block.
6. Select Generic Bill to print the bill.

**Caution:** To print this bill, Oracle Reports must be installed on your computer. You cannot print bills from a web-enabled form.

### To add text to the Remarks section of a generic bill

1. Access the Generic Billing Form (FRAGENB).
2. Enter the Grant code.
3. Enter the Bill Format.
4. Enter the Bill Invoice.
5. Go to the next block.
6. Select Text Information from the options menu to access the Entity Text Entry Form (FOAETXT).
7. Type the text.
8. Save.

### To change billed amounts on a generic bill

1. Access the Generic Billing Form (FRAGENB).
2. Enter the Grant code.
3. Enter the Bill Format.
4. Enter the Bill Invoice.

5. Go to the next block.
6. Enter the **Group Sequence Number**.
7. Enter new values in the appropriate fields.
8. Save.

**Note:** If you change a billed amount, Banner will not post the change to the ledgers.

### To change billed amounts in the ledgers

1. Use the Research Accounting Billing Reversal Process (FRRBREV) to reverse the bill.
2. Adjust the appropriate transactions.
3. Re-run the Research Accounting Billing Process (FRRBILL) in Update mode.

### To enter data from a legacy billing system

1. Access the Generic Billing Form (FRAGENB).
2. Enter the Grant code.
3. Enter the Bill Format.
4. Enter values in the **Bill Invoice** and **Bill Adjustment Number** fields.
5. Go to the next block.
6. Enter a value in the **Group Sequence Number** field.
7. Enter a value in the **Bill Amount** field.
8. (Optional) Enter a value in the **Budget Amount** field.
9. (Optional) Enter a value in the **Retainage** field.
10. Enter values in the **Period From** and **Period To** fields.
11. Enter a value in the **Date Submitted** field.
12. Select Summary Information.
13. For each expenditure group in the bill, enter values in the following fields.
  - **Group Sequence Number**
  - **Bill Amount**

- (Optional) **Budget Amount**
- (Optional) **Retainage**

14. Save.

**Note:** Banner will not post this data to the ledgers.

## Generic Report Form (FRAGENR)

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Use this form to view, print, and change grant reports in a generic format or a Canadian standard format. Generic formats are defined by your institution and contain one or more expenditure groups (for example, salaries and travel). Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT). You can view reported amounts by grant or by Payment Management System (PMS) code. You can also view detailed information about each expenditure group in the report format.

You can also use this form to enter data from your legacy billing system.

**Note:** This form displays budgeted and current amounts; however, the printed report displays budgeted, previous, current, and cumulative amounts.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

### Main window

Use this window to view, print, and change grant reports in a generic format or a Canadian standard format. Generic formats are defined by your institution and contain one or more expenditure groups (for example, salaries and travel). Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

### Key block

Use this block to enter or select a grant and report format.

Fields	Descriptions
Grant	Grant identification code and title. Choices come from the Grant Code Inquiry Form (FRIGRNT).
Report Format	Report format identification code and description. Choices come from the Generic Report Query Form (FRIGENR).

### Report Information block

Use this block to view, print, and change grant reports in a generic format or a Canadian standard format. Generic formats are defined by your institution and contain one or more expenditure groups (for example, salaries and travel). Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT).

In this block, you can view and change report information (for example, payee's name and sponsor ID) and reported amounts for an expenditure group. You can also use this form to enter data from your legacy billing system.

This block displays budgeted and current amounts; however, the printed report displays budgeted, previous, current, and cumulative amounts.

Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

Fields	Descriptions
Grant	Grant identification code. Column: FRRGENR_GRNT_CODE The default value comes from the <b>Grant</b> field in the Key block. Choices come from the Grant Code Inquiry Form (FRIGRNT).
PMS Code (Payment Management System Code)	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements. This value comes from the <b>PMS Code</b> field on the Grant Maintenance Form (FRAGRNT).

Fields	Descriptions
Final Indicator	<p>Indicates whether this is the final report for the grant.</p> <p>Column: FRRGENR_FINAL_IND</p> <p>This value comes from the Final Report parameter of the Research Accounting Report Process (FRRGRPT).</p> <p>Choices are:</p> <p><i>Y (Yes)</i> - This is the final report.</p> <p><i>N (No)</i> - This is not the final report.</p>
Report Format	<p>Report format identification code and description.</p> <p>Column: FRRGENR_BFRM_CODE</p> <p>This value comes from the <b>Report Format</b> field in the Key block.</p> <p>Choices come from the Generic Report Query Form (FRIGENR).</p>
Group Sequence Number	<p>Sequence number and description of an expenditure group (for example, salaries or supplies).</p> <p>Column: FRRGENR_GROUP_SEQ_NO</p> <p>This value comes from the <b>Group Sequence Number</b> field on the Grant Billing Format Form (FTMBFRM).</p> <p>Choices come from the Group Sequence Number list of values.</p>
Sponsor ID	<p>Externally-defined identification code of the sponsoring agency.</p> <p>This value comes from the <b>Sponsor ID Number</b> fields on the Grant Maintenance Form (FRAGRNT).</p>
Agency	<p>Externally-defined identification name of the sponsoring agency.</p> <p>This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).</p>
Payee's Name	<p>Name of the institution that receives payments (for example, Banner University).</p> <p>This value comes from the <b>Payee Name</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Address	<p>Street address of the institution that receives payments.</p> <p>This value comes from the <b>Address</b> field on the Research Accounting System Control Form (FRASYSC).</p>

Fields	Descriptions
City	<p>City of the institution that receives payments.</p> <p>This value comes from the <b>City</b> field on the Research Accounting System Control Form (FRASYSC).</p>
State	<p>State or province of the institution that receives payments.</p> <p>This value comes from the <b>State or Province</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Zip or Postal Code	<p>ZIP or Postal Code of the institution that receives payments.</p> <p>This value comes from the <b>ZIP or Postal Code</b> field on the Research Accounting System Control Form (FRASYSC).</p>
Employer ID	<p>Tax identification number of the institution that will receive the payment.</p> <p>This value comes from the <b>Federal Employee ID</b> field on the System Control Maintenance Form (FOASYSC).</p>
Report Amount	<p>Amount reported for the expenditure group.</p> <p>Column: FRRGENR_BILL_AMOUNT</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT). It can be changed.</p> <p>If you want to enter a report from your legacy system, enter a new amount.</p>
Budget Amount	<p>Dollar amount budgeted for the expenditure group.</p> <p>Column: FRRGENR_BUDGET_AMT</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT).</p> <p>If you want to enter a report from your legacy system, enter a new amount.</p>

Fields	Descriptions
Retainage	<p>Amount withheld from bills for the expenditure group.</p> <p>Column: FRRGENR_WITHHOLDING_AMT</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT).</p> <p>If you want to enter a report from your legacy system, enter a new amount.</p> <p><b>Note:</b> If you entered the Canadian standard report format in the <b>Report Format</b> field, this field is labeled <b>MRC/NSRC Amount</b> instead of <b>Retainage</b>.</p>
Period From	<p>Start date of the reporting period.</p> <p>Column: FRRGENR_PERIOD_FROM_DATE</p> <p>Banner uses the information in the <b>Date From</b>, <b>Frequency</b>, <b>Date To</b>, and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p>
Period To	<p>End date of the reporting period.</p> <p>Column: FRRGENR_PERIOD_TO_DATE</p> <p>Banner uses the information in the <b>Date From</b>, <b>Frequency</b>, <b>Date To</b>, and <b>Due Date</b> fields on the Grant Events Assignment Form (FRAEVGA) to calculate this value.</p>
Date Submitted	<p>Date on which the Research Accounting Report Process (FRRGRPT) or your legacy system generated the report.</p> <p>Column: FRRGENR_DATE_SUBMITTED</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT).</p> <p>If you want to enter a report from your legacy system, enter a new date.</p>

### Grant Expenditure Groups Information block

Use this block to view and print grant reports in a generic format. Generic formats are defined by your institution and contain one or more expenditure groups (for example, salaries and travel). In this block, you can view reported amounts for all expenditure groups.

This block displays budgeted and current amounts; however, the printed report displays budgeted, previous, current, and cumulative amounts.



You cannot access this block for Canadian standard reports.

Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

**Caution:** Before you view or print a report, you must run the Research Accounting Report Process (FRRGRPT).

To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

Fields	Descriptions
Group Sequence Number	<p>Sequence number and description of an expenditure group (for example, salaries or supplies).</p> <p>Column: FRRGENR_GROUP_SEQ_NO (code)</p> <p>This value comes from the <b>Group Sequence Number</b> field on the Grant Billing Format Form (FTMBFRM).</p>
Report Amount	<p>Amount reported for the expenditure group.</p> <p>Column: FRRGENR_BILL_AMOUNT</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT). It can be changed.</p> <p>If you want to enter a report from your legacy system, enter a new amount.</p>
Retainage	<p>Amount withheld from bills for the expenditure group.</p> <p>Column: FRRGENR_WITHHOLDING_AMT</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT).</p> <p>If you want to enter a report from your legacy system, enter a new amount.</p>
Budget Amount	<p>Dollar amount budgeted for the expenditure group.</p> <p>Column: FRRGENR_BUDGET_AMT</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT).</p> <p>If you want to enter a report from your legacy system, enter a new amount.</p>

Expenditure Group Totals block

Use this block to view total reported amounts for all expenditure groups in a generic format or a Canadian standard format. You can view total reported amounts by grant or by Payment Management System (PMS) code.

This block displays budgeted and current amounts; however, the printed report displays budgeted, previous, current, and cumulative amounts.

Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

**Caution:** Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.

To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

Fields	Descriptions
Total Report Amount	Total amount reported for all expenditure groups linked to a grant.
Total Retainage	Total amount withheld from bills for all expenditure groups linked to a grant.
Total Budget Amount	Total amount budgeted for all expenditure groups linked to a grant.

Canadian Expenditure Groups Information block

Use this block to view, print, and change grant reports in the Canadian standard format. Generic formats are defined by your institution and contain one or more expenditure groups (for example, salaries and travel). You can also use this block to enter data from your legacy billing system.

In this block, you can view and change reported amounts for each expenditure group in the report format. Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT).

This block displays budgeted and current amounts; however, the printed report displays budgeted, previous, current, and cumulative amounts.

You can only access this block for Canadian standard reports.

Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

Fields	Descriptions
Group Sequence Number	<p>Sequence number and description of an expenditure group (for example, salaries or supplies).</p> <p>Column: FRRGENR_GROUP_SEQ_NO (code)</p> <p>This value comes from the <b>Group Sequence Number</b> field on the Grant Billing Format Form (FTMBFRM).</p> <p><b>Note:</b> You can only access this field for Canadian standard reports.</p>
Report Amount	<p>Amount reported for the expenditure group.</p> <p>Column: FRRGENR_BILL_AMOUNT</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT). It can be changed.</p> <p>If you want to enter a report from your legacy system, enter a new amount.</p> <p><b>Note:</b> You can only access this field for Canadian standard reports.</p>

### Canadian Expenditure Group Totals block

Use this block to view, print, and change grant reports in the Canadian standard format. Generic formats are defined by your institution and contain one or more expenditure groups (for example, salaries and travel). You can also use this block to enter data from your legacy billing system.

In this block, you can view and change reported amounts for each expenditure group in the report format. Before you view, print, or modify a report, you must run the Research Accounting Report Process (FRRGRPT).

This block displays budgeted and current amounts; however, the printed report displays budgeted, previous, current, and cumulative amounts.

You can only access this block for Canadian standard reports.

Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

Fields	Descriptions
Previous Balance	<p>Ending balance of the last reporting period. Summarized for all expenditure groups.</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT).</p> <p><b>Note:</b> You can only access this field for Canadian standard reports.</p>
Budget Amount	<p>Total amount budgeted in the current reporting period for all expenditure groups.</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT).</p> <p><b>Note:</b> You can only access this field for Canadian standard reports.</p>
MRC or SERC Amount	<p>MRC or SERC amount for the current reporting period.</p> <p>The default value is 0. It can be changed.</p> <p><b>Note:</b> You can only access this field for Canadian standard reports.</p>
Total Funds	<p>Sum of values in the <b>Previous Balance</b>, <b>Budget Amount</b>, and <b>MRC/NSERC Amount</b> fields.</p> <p><b>Note:</b> You can only access this field for Canadian standard reports.</p>
Total Expenses	<p>Total expenses for the current reporting period. Summarized for all expenditure groups.</p> <p>This value comes from the Research Accounting Report Process (FRRGRPT).</p> <p><b>Note:</b> You can only access this field for Canadian standard reports.</p>

Fields	Descriptions
Curr Balance (Current Balance)	Value in the <b>Total Funds</b> field minus the value in the <b>Total Exp</b> field.  This value comes from the Research Accounting Report Process (FRRGRPT).
<b>Note:</b> You can only access this field for Canadian standard reports.	

### PMS Expenditure Groups Information block

Use this block to view and print reports in a generic format or a Canadian standard format. Generic formats are defined by your institution and contain one or more expenditure groups (for example, salaries and travel). In this block, you can view reported amounts for each expenditure group associated with a Payment Management System (PMS) code.

This block displays budgeted and current amounts; however, the printed report displays budgeted, previous, current, and cumulative amounts.

Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

**Caution:** Before you can view reported amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.

To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

Fields	Descriptions
Group Sequence Number	Sequence number and description of an expenditure group (for example, salaries or supplies).  Column: FRRGENR_GROUP_SEQ_NO (code).  This value comes from the <b>Group Sequence Number</b> field on the Grant Billing Format Form (FTMBFRM).
Report Amount	Amount reported for the expenditure group.  This value comes from the Research Accounting Report Process (FRRGRPT). It can be changed.

Fields	Descriptions
Retainage	Amount withheld from bills for the expenditure group.  This value comes from the Research Accounting Report Process (FRRGRPT).
Budget Amount	Dollar amount budgeted for the expenditure group.  This value comes from the Research Accounting Report Process (FRRGRPT).

### Expenditure Group Totals block

Use this block to view total reported amounts for all expenditure groups in a generic format or a Canadian standard format. You can view total reported amounts by grant or by Payment Management System (PMS) code.

This block displays budgeted and current amounts; however, the printed report displays budgeted, previous, current, and cumulative amounts.

Use the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM) to define generic formats and associate them with grants.

**Caution:** Before you can view amounts by PMS code, you must run the Research Accounting Report Process (FRRGRPT) for that PMS code.

To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

Fields	Descriptions
Total Report Amount	Total amount reported for all expenditure groups linked to a PMS code.
Total Retainage	Total amount withheld from bills for all expenditure groups linked to a PMS code.
Total Budget Amount	Total amount budgeted for all expenditure groups linked to a PMS code.

To view billed amounts for an expenditure group

1. Access the Generic Report Form (FRAGENR).
2. Enter the **Grant**.
3. Enter the **Report Format**.
4. Go to the next block. Banner will display report information on your screen.

To view detailed information about each expenditure group associated with a PMS code

1. Access the Generic Report Form (FRAGENR).
2. Enter the **Grant**.
3. Enter the **Report Format**.
4. Go to the next block. Banner will display report information on your screen.
5. Select PMS Information from the options menu. Banner will display reported amounts for each expenditure group linked to the PMS code.

To view billed amounts for all expenditure groups

1. Access the Generic Report Form (FRAGENR).
2. Enter the **Grant**.
3. Enter the **Report Format**.
4. Go to the next block.
5. Select Summary Information from the options menu. Banner will display reported amounts for each expenditure group linked to the grant.

To print a generic report for a grant

1. Access the Generic Report Form (FRAGENR).
2. Enter the **Grant**.
3. Enter the **Report Format**.
4. Go to the next block.
5. Select Generic Report from the options menu to print the report.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

To print a Canadian standard report for a grant

1. Access the Generic Report Form (FRAGENR).
2. Enter the **Grant**.
3. Enter the **Report Format**.
4. Go to the next block.
5. Select Canadian Report from the options menu to print the report.

**Caution:** To print this report, Oracle Reports must be installed on your computer. You cannot print reports from a web-enabled form.

To add text to the Remarks section of a generic report

1. Access the Generic Report Form (FRAGENR).
2. Enter the **Grant**.
3. Enter the **Report Format**.
4. Go to the next block.
5. Select Text Information from the options menu to access the Entity Text Entry Form (FOAETXT).
6. Type the text.
7. Save.

To change reported amounts on a generic report or a Canadian standard report

1. Access the Generic Report Form (FRAGENR).
2. Enter the **Grant**.
3. Enter the **Report Format**.
4. Go to the next block.
5. Enter the **Group Sequence Number**.
6. Enter new values in the appropriate fields.



7. Save.

To enter data from a legacy billing system

1. Access the Generic Report Form (FRAGENR).
2. Enter the **Grant**.
3. Enter the **Report Format**.
4. Go to the next block.
5. Enter a value in the **Group Sequence Number** field.
6. Enter a value in the **Report Amount** field.
7. (Optional) Enter a value in the **Budget Amount** field.
8. (Optional) Enter a value in the **Retainage** field.
9. Enter values in the **Period From** and **Period To** fields.
10. Enter a value in the **Date Submitted** field.
11. Select Summary Information from the options menu.
12. For each expenditure group in the bill, enter values in the following fields.
  - **Group Sequence Number**
  - **Report Amount**
  - (Optional) **Budget Amount**
  - (Optional) **Retainage**
13. Save.

## Run Standard Bills and Reports (FRABRUN)

---

Use this form to print the following grant bills and reports. When you run the various Grant Billing Oracle reports from this form, the report parameters display in a pull-down list. Choose from the available values in this list to produce the desired bill or report.

**Note:** If you choose, you can also enter parameters directly on the Job Submission form (GJAPCTL) to run these reports. These parameters enable you to specify output format and type, and choose to run the report while you wait or behind the scenes.

For additional information, refer to the documentation for each of these reports in Chapter 25, “Reports and Processes”. Additional detailed information is also available in the *General User Guide*.

- Standard 1034 bills
- Standard 270 bills
- Standard 272 bills
- Generic bills
- Standard 269 reports
- Standard 272 reports
- Standard CNSF reports
- Generic reports

**Caution:** To print bills and reports, Oracle Reports must be installed on your computer. You cannot print bills or reports from a web-enabled form.

### To print grant bills and reports

1. Access the Standard Bills and Reports Form (FRABRUN).
2. Select a button to generate the appropriate bill or report.

**Warning:** Before you print a bill, you must run the Research Accounting Billing Process (FRRBILL). Before you print a report, you must run the Research Accounting Report Process (FRRGRPT).

## Research Accounting Billing Detail Inquiry Form(FRIBDET)

---

Use this form to view and query different types of grant billing information. This form displays both summary and detail information for a single grant or all grants associated with a payment management system (PMS) code.

You can view the following types of information:

- Expenditure details
- Unbilled charges
- Hold charges
- Billed charges
- Payment detail
- Payment Management System (PMS) summary

## Key block

Use this block to select the grant(s) for which you want to view billing information. You can choose a specific grant or all the grants associated with a PMS code.

Fields	Descriptions / Buttons
Grant	<p>User-defined or system-assigned grant identification code and title.</p> <p>To search for an existing grant code, choose List of Grant Codes (FRIGRNT) from the Option List.</p> <p>To search for an existing grant by title, choose Grant Title Search Form (FRIKGNT) from the Option List.</p>
PMS Code (Payment Management System Code)	<p>User-defined code that enables you to link together multiple grants from the same sponsoring agency and that have the same reimbursement requirements.</p> <p>Choices come from the Payment Management System Maintenance Form (FRVPMSC).</p>
Agency	<p>Code and name of a sponsoring agency associated with the grant.</p> <p>This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).</p>
COA (Chart of Accounts)	<p>User-defined code identifying an accounting or reporting entity.</p> <p>The default value comes from the <b>Chart of Accounts</b> field on the Grant Maintenance Form (FRAGRNT).</p> <p>Choices come from the Chart of Accounts Validation Form (FTVCOAS).</p>
Fund	<p>Fund code associated with the grant.</p> <p>Choices come from the Fund Code Validation Form (FTVFUND).</p>

## Grants block

Use this block to view the grant(s) entered in the Key block. If you entered a PMS code in the Key block, you can scroll through the displayed grants associated with that PMS code, and select the grant(s) for which you want to view payment information.

To select a **Grant** field in the Grants block when multiple grants are displayed, position the cursor (>) next to the appropriate grant. Some windows and blocks on this form display information only about the selected grant.

<b>Fields</b>	<b>Descriptions / Buttons</b>
Grant	User-defined or system-assigned grant identification code. Column: FRBGRNT_CODE (code).  This value(s) comes from the <b>Grant</b> field in the Key block if you entered a grant code, or from the <b>Grant</b> field on the Grant Maintenance Form (FRAGRNT) if you entered a PMS code in the Key block.
Description	Description of the system-assigned grant identification code. Column: FRBGRNT_TITLE (title)

### Totals block

Use this block to view activity totals for the selected grant(s).

<b>Fields</b>	<b>Descriptions / Buttons</b>
Total Expenditures	Total expenditures less cost share. This value is the result of subtracting cost share from the sum of direct and indirect expenses for the grant(s).
Total Billed	Total amount of billed charges.
Total Payments	Total value of payments received.
Total Unbilled	Total amount of charges not yet billed to the sponsoring agency.
Total Retainage Withholding	Total amount of charges withheld from bills.
Total Transfers	Total of transfer amounts.
Total On-Hold	Total amount of charges that are on hold.
Total Payment Withholding	Total amount withheld from payments by the sponsoring agency.

Fields	Descriptions / Buttons
Total Refunds	Total of refund amounts.

### Unbilled Charge Detail window

Use this window to view unbilled charges for the grant(s) displayed in the Key block.

To view more detailed information about an unbilled charge, or to place an unbilled charge on hold, use the Unbilled Status Control Form (FRABDCN).

Fields	Descriptions / Buttons
Grant	<p>User-defined or system-assigned grant identification code and title.</p> <p>Column: FRRBDET_GRNT_CODE</p> <p>This value(s) comes from the <b>Grant</b> field in the Key block if you entered a grant code, or from the <b>Grant</b> field on the Grant Maintenance Form (FRAGRNT) if you entered a PMS code in the Key block.</p>
Fund	<p>User-defined code of a fund linked to a grant.</p> <p>Column: FRRBDET_FUND_CODE</p> <p>This value comes from the <b>Fund</b> field in the Key block.</p>
Document Code	<p>Document identification code.</p> <p>Column: FRRBDET_DOC_CODE</p>
Transaction Date	<p>Date of the transaction.</p> <p>Column: FRRBDET_TRANS_DATE</p>
Account	<p>Account code for the charge.</p> <p>Column: FRRBDET_ACCT_CODE</p>
Class Code	<p>User-defined code that indicates the type of account (for example, <i>D</i> for direct expenses, <i>I</i> for indirect expenses, or <i>C</i> for cost share).</p> <p>Column: FRRBDET_ACCT_CLASS_CODE</p>

Fields	Descriptions / Buttons
Item Number	Number identifying an item within the document. Column: FRRBDET_ITEM_NUM This value comes from the Unbilled Status Control Form (FRABDCN).
Sequence Number	Number identifying an item within the document. Column: FRBDET_SEQ_NUM (code). This value comes from the Unbilled Status Control Form (FRABDCN).
Description	Description of the item identified by the Sequence Number. Column: FRRBDET_TRANS_DESC (description).
Sponsor Account	Account code of the sponsoring agency.
Amount	Dollar amount of the charge. Column: FRRBDET_TRANS_AMT
Total	Sum of charges for the specified grant(s).

### On-Hold Charge Detail window

Use this window to view charges that have been placed on hold for the grant(s) displayed in the Key block.

To view more detailed information about a charge that has been placed on hold, or to remove a hold, use the Unbilled Status Control Form (FRABDCN).

### Billed Charge Detail block

Use this block to specify the grant billing period that you want to query.

Fields	Descriptions / Buttons
Billing Start Period	Start date of the billing period.
Billing End Period	End date of the billing period.

Fields	Descriptions / Buttons
Last Bill Date	Date of the last bill.
Last Bill Amount	Dollar amount of the last bill.

### Billed Invoice Detail block

Use this block to view invoices associated with the grant and to select the invoice for which you want to view detailed information. To select an invoice, position the cursor (>>) next to the appropriate invoice, and Banner will display information about that invoice in the Account block.

**Note:** Banner displays only the most recent invoice for each bill in this block. If a bill has been reversed, you can view the adjusting entries by positioning the cursor (>>) next to the appropriate record and then performing a Next Block function. Banner will display the adjusting entries for the bill in the Account block.

Fields	Descriptions / Buttons
Invoice Number	Invoice number of the bill. Column: TRRACCD_BILL_INV_SEQ_NO
Adjustment Number	Number of times the bill has been adjusted. Column: TRRACCD_BILL_INV_ADJ_NO  An adjustment number other than zero indicates that the bill has been adjusted.
Bill Date	Date of the bill. Column: TRRACCD_BILL_DATE  This value comes from the Bill Date parameter of the Research Accounting Process (FRRBILL).
Detail Code	Detail code used by the Research Accounting Billing Process (FRRBILL) to create the charge. A detail code is a group of payment or charge attributes established on the Detail Code Control Form (TFADETC or TSADETC). Column: TRRACCD_DETAIL_CODE

Fields	Descriptions / Buttons
Document	Document code created by the TGRFEED script. Column: TRRACCD_FEED_DOC_CODE
Fund	User-defined code of a fund linked to a grant. Column: TRRACCD_FUND_CODE This value comes from the <b>Fund</b> field in the Key block.
Transaction Number	Transaction number generated by the Accounts Receivable module. Column: TRRACCD_TRAN_NUMBER (number).
Description	Description of the transaction. Column: TRRACCD_DESC (description).
Feed Indicator	Indicates whether the Application of Payments Process (TRRAPPL) has fed the transaction to Banner Finance. Column: TRRACCD_ACCT_FEED_IND Choices are: <i>F (Fed)</i> - The transaction has been fed to Finance. <i>Y (Ready to Feed)</i> - Application of Payments Process (TRRAPPL) has not been fed into Finance.
Retainage Amount	Amount withheld from the bill. Column: TRRACCD_WITHHOLDING_AMT
Amount	Billed dollar amount of the transaction. Column: TRRACCD_AMOUNT
Balance	Amount of the billed charge less any payments. If the balance amount is not equal to the billed amount, then a payment has been applied to the charge. Column: TRRACCD_BALANCE
Total Retainage Amount	Sum of the values in the Retainage Amount column for the specified grant.
Total Amount	Sum of the values in the Amount column for the specified grant.



<b>Fields</b>	<b>Descriptions / Buttons</b>
Total Balance	Sum of the values in the Balance column for the specified grant.

### Account block

Use this block to view details about the selected invoice.

To select an invoice, position the cursor (>>) next to the appropriate invoice in the Billed Invoice Detail block.

<b>Fields</b>	<b>Descriptions / Buttons</b>
Document	Document code created by the posting process. Column: FRRBDET_DOC_CODE
Fund	User-defined code of a fund linked to a grant. Column: FRRBDET_FUND_CODE  Choices come from the Fund Code Validation Form (FTVFUND).
Transaction Date	Date the charge was billed. Column: FRRBDET_TRANS_DATE
Account	Account code for the billed charge. Column: FRRBDET_ACCT_CODE
Class Code	User-defined code that indicates the type of account (for example, <i>D</i> for direct expenses, <i>I</i> for indirect expenses, or <i>C</i> for cost share). Column: FRRBDET_ACCT_CLASS_CODE  This value comes from the Unbilled Status Control Form (FRABDCN).
Item Number	Number identifying a billed item within the document. Column: FRRBDET_ITEM_NUM
Sequence Number	Number identifying an item within the document. Column: FRRBDET_SEQ_NUM

Fields	Descriptions / Buttons
Description	Description of the item.
Sponsor Account	Account code of the sponsoring agency.
Amount	Dollar amount of the billed charge.
Total	Sum of the billed charges in the specified invoice.

### History Charges Detail window

Use this window to view charge information from older versions of a bill.

When you run a bill for the first time, Banner assigns an adjustment number of 0 to that bill. Each time you reverse or re-run a bill, Banner adds 1 to the adjustment number. If you selected the **Maintain History for Reversal?** check box on the Research Accounting System Control Form (FRASYSC), Banner stores detailed information about each version of the bill. This window enables you to view that information.

**Note:** You can view this window only if you selected the **Maintain History for Reversal?** check box on the Research Accounting System Control Form (FRASYSC).

### History Charges block

Use this block to view charge information from older versions of a bill.

Fields	Descriptions / Buttons
Document	Document code created by the posting process.
Fund	User-defined code of a fund linked to a grant.
Transaction Date	Date the charge was billed. Column: FRRBDTH_TRANS_DATE
Account	Account code for the billed charge. Column: FRRBDTH_ACCT_CODE

Fields	Descriptions / Buttons
Account Class Code	User-defined code that indicates the type of account (for example, <i>D</i> for direct expenses, <i>I</i> for indirect expenses, or <i>C</i> for cost share).  Column: FRRBDTH_ACCT_CLASS_CODE
Item Number	Number identifying a billed item within the document.  Column: FRRBDTH_ITEM_NUM
Sequence Number	Number identifying an item within the document.  Column: FRBDTH_SEQ_NUM  This value comes from the Unbilled Status Control Form (FRABDCN).
Sponsor Account	Account code of the sponsoring agency.
Amount	Dollar amount of the billed charge.  Column: FRRBDTH_TRANS_AMT
Total	Sum of the billed charges in the specified invoice.

### Payment Detail window

Use this window to view payment information for the selected grant(s).

Fields	Descriptions / Buttons
Transaction Number	Transaction number generated by the Research Accounting Billing Process (FRRBILL).  Column: TRRACCD_TRAN_NUMBER
Fund	User-defined code of the fund to which the payment was credited.  Column: TRRACCD_FUND_CODE
Payment Date	Date of the payment  Column: TRRACCD_TRANS_DATE

Fields	Descriptions / Buttons
Detail Code	<p>Detail code used by the Research Accounting Billing Process (FRRBILL) to create the charge. A detail code is a group of payment or charge attributes established on the Detail Code Control Form (TFADETC or TSADETC).</p> <p>Column: TRRACCD_DETAIL_CODE</p>
Document	<p>Document code created by the posting process.</p> <p>Column: TRRACCD_FEED_DOC_CODE</p>
Description	<p>Description of the document code.</p> <p>Column: TRRACCD_DESC</p>
Invoice Number Paid	<p>Invoice number of the bill.</p> <p>Column: TRRACCD_PAID_INV_SEQ_NO</p>
Adjustment Number Paid	<p>Number of times that the bill has been adjusted.</p> <p>Column: TRRACCD_PAID_INV_ADJ_NO</p> <p>An adjustment number other than zero indicates that the bill has been adjusted.</p>
Withholding Amount	<p>Amount withheld from a payment by the sponsoring agency.</p> <p>Column: TRRACCD_WITHHOLDING_AMT</p>
Amount	<p>Amount of the payment.</p> <p>Column: TRRACCD_AMOUNT</p>
Balance	<p>Amount of the billed charge less any payments. If the balance amount is not equal to the billed amount, then a payment has been applied to the charge.</p> <p>Column: TRRACCD_BALANCE</p>
Total Withholding Amount	<p>Sum of the values in the Withholding Amount column.</p>
Total Amount	<p>Sum of the values in the Amount column.</p>
Total Balance	<p>Sum of the values in the Balance column.</p>

To view billing detail information for a grant(s)

1. Access the Research Accounting Billing Detail Inquiry Form (FRIBDET).
2. Enter a **grant** code to query a single grant.

OR

Enter a **PMS** code to query all grants associated with that PMS code.

3. Go to the next block. Summary information about the grant(s) will appear.

To select a **Grant** field in the Grants block when multiple grants are displayed, position the cursor (>>) next to the appropriate grant. Some windows and blocks on this form display information only about the selected grant.

4. (Optional) Select Expenditure Detail Information from the options menu to view detailed expenditure information on the Grant Inception to Date Form (FRIGITD).
5. (Optional) Select Unbilled Charge Detail from the options menu to view unbilled charge information for the grant(s).
6. (Optional) Select On-Hold Charge Detail from the options menu to view bills placed on hold for the grant(s).
7. (Optional) Go to the History Charges window to view charge information from older versions of a bill.
8. (Optional) Select Payment Detail from the options menu to view detailed payment information for the grant(s).
9. (Optional) Select PMS Summary Information from the options menu to view billing information summarized by PMS code.

## Grant Billing Accounts Receivable Forms

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This section provides you with examples and descriptions for each form on the Grant Billing Accounts Receivable menu (\*FINRESARGRBILL). Forms in this section appear in the order that they appear on the menu.

Each form contains a description, instructions on how to use the form, and essential field information.

For more detailed information on how to use these forms, refer to Chapter 2, "Processing".

## Research Accounting Payments Entry Form (FRAAREV)

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Use this form to enter and review grant payments that are received from sponsoring agencies. You can enter a payment for a single grant, or distribute a payment to all grants associated with a PMS code.

You can also use this form to query payment and charge transactions for a grant or PMS code.

**Note:** Charges are created by the Research Accounting Billing Process (FRRBILL) and cannot be created on this form. The only charge that you can enter on this form is a refund to the sponsoring agency.

When you enter a payment, Banner inserts the data into the TRRACCD table and creates an open cashiering session in Accounts Receivable. Once the cashiering session is finalized, the Accounting Feed Process (TGRFEED) selects the transactions and inserts them into the GURFEED table. The Finance Feed Sweep Process (FURFEED) then selects all the related transactions from GURFEED and feeds them into Finance. Lastly, the Posting Process (FGRACTG) in Banner Finance generates the appropriate accounting entries for the payments.

To close and finalize a cashiering session, use the Cashier Session Review Form (TGACREV).

### Key block

Use the Key block to select the grant(s) for which you want to enter or query payment information. You can choose a specific grant or all grants associated with a PMS code.

If you are entering a payment for a specific grant, choose the grant and proceed to the next block to enter the payment.

If you are entering or querying payments for a PMS code, you can specify a detail code and amount for the grants associated with that PMS code. If you are entering a payment for a PMS code, select the **Distribute to Grants** check box.

Fields	Descriptions / Buttons
Grant	<p>User-defined or system-assigned grant identification code and title. Choices are:</p> <p>To search for an existing grant code, choose List of Grant Codes (FRIGRNT) from the Option list.</p> <p>To search for an existing grant by title, choose Grant Title Search Form (FRIKGNT) from the Option list.</p>
Agency	<p>Code and name of a sponsoring agency associated with the grant. Choices come from the Entity Name/ID Search Form (FTIIDEN).</p> <p>The default value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).</p>
PMS Code (Payment Management System Code)	<p>User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements. Choices come from the Payment Management System Maintenance Form (FRVPMSC).</p>
Distribute to Grants	<p>Check box that indicates whether the payment will be distributed to all grants associated with the PMS code. Choices are:</p> <p><i>Selected</i> – Distribute payment to all grants associated with the specified PMS code.</p> <p><i>Cleared</i> – Do not distribute payment to all grants associated with the specified PMS code.</p>
Detail Code	<p>Code indicating the type of payment (for example, a cash payment). A detail code is a group of payment or charge attributes established on the Detail Code Control Form (TFADETC or TSADETC). Choices come from the Detail Code Control Form (TFADETC or TSADETC).</p> <p>Only detail codes with a category of <i>GRN</i> on the Detail Code Control Form (TFADETC or TSADETC) may be used on this form.</p>

Fields	Descriptions / Buttons
Amount (Sign)	<p>Pull-down list that indicates the value of the charge for which you want to search. For example, if you receive a check for \$5000 from an unfamiliar source, you can query for a grant with an outstanding balance of \$5000 or less by specifying &lt;= in this field and 5000 in the <b>Amount</b> field. Choices are:</p> <p>= (Equal to) – Payment is the amount specified in the <b>Amount</b> field.</p> <p>&lt; (Less than) – Payment is less than the amount specified in the <b>Amount</b> field.</p> <p>&gt; (Greater than) – Payment is more than the amount specified in the <b>Amount</b> field.</p> <p>&lt;= (Less than or equal to) – Payment is less than or equal to the amount specified in the <b>Amount</b> field.</p> <p>&gt;= (Greater than or equal to) – Payment is greater than or equal to the amount specified in the <b>Amount</b> field.</p> <p><b>Note:</b> This field is used for query purposes only.</p>
Amount (untitled)	<p>This field has two purposes:</p> <ul style="list-style-type: none"> <li>• If you are entering a payment that will be distributed to the grants associated with a PMS code, use this field to enter the amount of the payment.</li> <li>• If you are querying, use this field in conjunction with the <b>Amount (Sign)</b> field to search for all payment and charge transactions for the grant or PMS code that fall within the range specified by these two fields.</li> </ul>
User	User ID of the person entering the payment information.

## Account Details block

Use the Account Details block to enter and query payments for the selected grant(s).

If you are entering a payment to distribute to the grants associated with a PMS code, Banner will automatically distribute the payment based on the charges to these grants when you access this block. You can then make any changes.

If you are entering payments for a single grant, you can enter payments for different detail codes in this block.

You can view specific groups of payments by using standard query functions.



**Note:** Banner applies any overpayment to the last grant in the PMS code.

You can also use this block to view summary balance information about the grant(s) in your query.

Fields	Descriptions / Buttons
Transaction Number	<p>Transaction number of the payment.</p> <p>Column: TRRACCD_TRAN_NUMBER</p> <p>Banner generates this number when you save the record. It is the result of adding 1 to the transaction number of the most recent payment transaction for the grant.</p>
Grant	<p>User-defined or system-assigned grant identification code and title.</p> <p>Column: TRRACCD_GRNT_CODE</p> <p>This value comes from the <b>Grant</b> field in the Key block if you entered a grant code in the Key block, or from the <b>Grant</b> field on the Grant Maintenance Form (FRAGRNT) if you entered a PMS code in the Key block.</p>
Detail Code	<p>Code indicating the type of payment (for example, a cash payment). A detail code is a group of payment or charge attributes established on the Detail Code Control Form (TFADETC or TSADETC). Choices come from the Detail Code Control Form (TFADETC or TSADETC).</p> <p>Column: TRRACCD_DETAIL_CODE</p> <p><b>Note:</b> Only detail codes with a category of <i>GRN</i> on the Detail Code Control Form (TFADETC or TSADETC) may be used on this form.</p>
Charge	<p>Amount of the charge.</p> <p>This value is generated by the Research Accounting Billing Process (FRRBILL).</p> <p><b>Note:</b> You cannot enter charge transactions on this form.</p>
Payment	Amount of the payment.

Fields	Descriptions / Buttons
Balance	<p>Result of the charge amount less the corresponding payment amount.</p> <p>Column: TRRACCD_BALANCE</p> <p><b>Note:</b> If the Application of Payment Process (TRRAPPL) is not run after entering payment values, this field will display a non-zero amount, the <b>Payment</b> field will display a negative amount, and the <b>Charge</b> field will display a positive amount.</p> <p>If the Application of Payments Process (TRRAPPL) is run, the <b>Payment</b> field will display zero, and the <b>Charge</b> field will display the net payment value.</p>
Transaction Date	<p>Date of the transaction.</p> <p>Column: TRRACCD_TRANS_DATE</p> <p>The default value is the system date. It can be changed.</p>
Invoice Number	<p>Invoice number of the bill. This number is assigned by the Research Accounting Billing Process (FRRBILL) when run in Update mode.</p> <p>Column: TRRACCD_BILL_INV_SEQ_NO</p>
Adjustment Number	<p>Number of times a bill has been adjusted.</p> <p>Column: TRRACCD_BILL_INV_ADJ_NO</p> <p><b>Note:</b> An adjustment number other than zero indicates that the bill has been adjusted.</p>
Transaction Number Paid	<p>Transaction number of the charge to which this payment has been applied. If you want to apply the payment to a specific charge transaction, you can enter the transaction number of that charge in this field.</p> <p>Column: TRRACCD_TRAN_NUMBER_PAID</p> <p>The default value is blank. If you want to apply the payment to a specific charge transaction, enter the transaction number of that charge in this field.</p>

Fields	Descriptions / Buttons
Invoice Number Paid	<p>Invoice number of the bill to which the payment has been applied. If you want to apply the payment to a specific invoice, you can enter the number of that invoice in this field.</p> <p>If you are entering a payment that will be distributed to the grants associated with a PMS code, Banner will populate this field automatically. You can change this value.</p> <p>Column: TRRACCD_PAID_INV_SEQ_NO</p> <p>If you are entering a payment for a single grant, the default value is blank.</p> <p>If you are entering a payment that will be distributed to the grants associated with a PMS code, Banner will populate this field automatically. You can change this value.</p>
Adjustment Number Paid	<p>Number of adjustments made to the bill to which the payment has been applied. If you want to apply the payment to a specific invoice adjustment number, you can enter that adjustment number in this field.</p> <p>If you are entering a payment that will be distributed to the grants associated with a PMS code, Banner will populate this field automatically. You can change this value.</p> <p>Column: TRRACCD_PAID_INV_ADJ_NO</p> <p>If you are entering a payment for a single grant, the default value is blank.</p> <p>If you are entering a payment that will be distributed to the grants associated with a PMS code, Banner will populate this field automatically. You can change this value.</p> <p><b>Note:</b> An adjustment number other than zero indicates that the bill has been adjusted.</p>
Withholding Amount	<p>Amount withheld from the payment by the sponsoring agency. You must manually enter this amount.</p> <p>Column: TRRACCD_WITHHOLDING_AMT</p>
Payment ID	<p>Credit card, check, or wire number used to identify the payment source.</p> <p>Column: TRRACCD_PAYMENT_ID</p>

Fields	Descriptions / Buttons
Fund	<p>Fund code associated with the grant. Choices come from Fund Code Validation Form (FTVFUND).</p> <p>Column: FUND_CODE</p> <p>If you are entering a payment that will be distributed to the grants associated with a PMS code, this value comes from the Payment Management System Code Validation Form (FRVPMSC).</p> <p>If you are entering a payment for a specific grant, this value comes from the Billing Information window of the Grant Maintenance Form (FRAGRNT), if one exists.</p> <p>If no fund code exists on the Billing Information window of FRAGRNT, then this value comes from the fund associated with the <b>Transaction Number Paid</b> or the <b>Invoice Number Paid</b>, if you entered one of these values for the payment.</p> <p>If no fund code exists on the Billing Information window of FRAGRNT and you have not entered either a <b>Transaction Number Paid</b> or <b>Invoice Number Paid</b> for the payment, then you must select a fund code.</p>
Rebill Indicator	<p>Check box that indicates whether the sponsoring agency requires a bill for the withholding amount on the payment. If the agency requires a bill for this amount, you can run the Research Accounting Billing Process (FRRBILL) at some later time with the Payment Withholding option set to <i>Y</i>, and Banner will produce a bill. Choices are:</p> <p><i>Selected</i> – Agency requires a bill for the withholding amount.</p> <p><i>Cleared</i> – Agency does not require a bill for the withholding amount.</p> <p>Column: TRRACCD_REBILL_IND</p>
Query Balance	Summary balance of all charges and payments for the specified grant(s) in your query with effective dates less than or equal to the system date.
Grant Balance	<p>Summary balance of all charges and payments for the grant with effective dates less than or equal to the system date.</p> <p><b>Note:</b> Banner calculates this amount only if you entered a single grant in the Key block.</p>

<b>Fields</b>	<b>Descriptions / Buttons</b>
PMS Balance (Payment Management System Balance)	Summary balance of all charges and payments for grants associated with the PMS code with effective dates less than or equal to the system date.  <b>Note:</b> Banner calculates this amount only if you entered a PMS code in the Key block.
Agency Balance	Summary balance of all charges to and payments from the sponsoring agency with effective dates less than or equal to the system date. Banner calculates this amount for the grant(s) in your query.
Retainage Withholding Balance	Summary balance of all amounts withheld from charges with effective dates less than or equal to the system date. Banner calculates this amount for the grant(s) in your query.
Payment Withholding Balance	Summary balance of all amounts withheld from payments with effective dates less than or equal to the system date. Banner calculates this amount for the grant(s) in your query.

### Supervisor window

Use this window to make adjustments to a closed cashier session.

**Note:** This window is accessible only to supervisors. If cashiers are assigned to supervisors via the Accounts Receivable Billing Control Form (TGACTRL), then only the supervisors associated with the cashier may make adjustments.

<b>Fields</b>	<b>Descriptions / Buttons</b>
Cashier	User ID of the cashier.  <b>Note:</b> If cashiers are assigned to supervisors via the Accounts Receivable Billing Control Form (TGACTRL), then only the supervisors associated with the cashier may make adjustments.
Session	ID of the session you want to change.

### To enter a payment for a grant

1. Access the Grant Payments Entry Form (FRAAREV).
2. Enter the Grant.
3. Go to the next block. Banner will display payments for the grant.
4. Perform an Insert Record function.
5. Enter a detail code for the payment.
6. Enter the payment amount.
7. Enter the fund code. See the source information for this field for more details.
8. (Optional) Enter any additional payment information.
9. Save.

### To enter a payment for a PMS Code

1. Access the Grant Payments Entry Form (FRAAREV).
2. Enter the PMS Code.
3. Select the **Distribute to Grants** check box to distribute the payment to all grants associated with the PMS code.
4. Enter a detail code for the payment in the Key block.
5. Enter the payment amount in the Key block.
6. Go to the next block. Banner will distribute the payment to the grants associated with the PMS code.
7. (Optional) Manually change the distribution and/or the Paid Invoice Sequence Number.
8. Save.

### To query payments/charges for a grant

1. Access the Grant Payments Entry Form (FRAAREV).
2. Enter the Grant.
3. (Optional) Enter a detail code and/or an amount sign and amount.
4. Go to the next block. Banner will display all payments/charges that match the criteria you entered in the Key block.

5. Narrow your search by performing queries on the desired fields using standard query functions.

### To query payments/charges for a PMS code

1. Access the Grant Payments Entry Form (FRAAREV).
2. Enter the PMS Code.
3. (Optional) Enter a detail code and/or an amount sign and amount.
4. Go to the next block. Banner will display all payments/charges that match the criteria you entered in the Key block.
5. Narrow your search by performing queries on the desired fields using standard query functions.

### To enter a payment when you are unsure of its origin

1. Access the Miscellaneous Transaction Form (TFAMISC).
2. Enter a detail code for the payment.
3. Enter *C* in the **Debit or Credit** field.
4. Enter the amount of the payment in the **Currency Amount** field.
5. Enter the Payment Holding Account code from the Grant System Control Maintenance Form (FRASYSC) in the **Account** field.
6. Enter the Payment Holding Fund code from the Grant System Control Maintenance Form (FRASYSC) in the **Fund** field.
7. Go to the next record.
8. Enter a charge detail code.
9. Enter *D* in the **Debit or Credit** field.
10. Enter the amount of the payment in the **Currency Amount** field.
11. Enter the fund and account codes.
12. Save. Banner will post the payment to the Payment Holding Account and Payment Holding Fund entered on the Grant System Control Maintenance Form (FRASYSC).
13. When you know the payment's origin, go to the steps to transfer a payment to a grant fund.

**Note:** Alternatively, you can query for charges that match the payment by selecting an Amount Sign and entering the amount of the payment on the Grant Payments Entry Form (FRAAREV). Go to the next block, and Banner will display charges that match your search criteria. If you see the appropriate charge, you can then enter the payment using the steps to enter a payment for a grant.

To transfer a payment to a grant fund

- 1. Access the Grant Payments Entry Form (FRAAREV).
- 2. Enter the Grant to which you want to apply the payment.
- 3. Go to the next block. Banner will display all payments that match the criteria you entered in the Key block.
- 4. Perform an Insert Record function.
- 5. Enter a transfer detail code.
- 6. Enter the amount of the payment.
- 7. Enter a fund. See the source information for this field for more details.
- 8. Save. Banner will automatically create a credit entry for the grant fund and a debit entry for the payment holding account and payment holding fund defined on the Grant System Control Maintenance Form (FRASYSC).

Grant Billing Collections Form (FRACOLL)

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Use this form to enter outstanding bills that are associated with a grant.

Key Block

Use the Key block to specify the grant for which you want to enter outstanding bills.

Fields	Descriptions / Buttons
Grant	User-defined or system-assigned grant identification code and title. Choices come from the Grant Code Inquiry Form (FRIGRNT).



Fields	Descriptions / Buttons
Agency	Code and name of the sponsoring agency.  This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).
Sponsor ID	Grant identification code assigned by the sponsoring agency.  This value comes from the <b>Sponsor ID</b> field on the Grant Maintenance Form (FRAGRNT).
Contact	Name of the contact person at the sponsoring agency.  This value comes from the <b>Contact</b> field on the Agency Code Maintenance Form (FTMAGCY).
Phone	Telephone number of the contact person at the sponsoring agency.  This value comes from the <b>Contact Phone</b> field on the Agency Code Maintenance Form (FTMAGCY).
Extension	Extension of the contact person at the sponsoring agency.  This value comes from the <b>Contact Phone</b> field on the Agency Code Maintenance Form (FTMAGCY).

### Collection Detail Block

Use this block to enter information about outstanding bills and phone calls to the sponsoring agency.

Fields	Descriptions / Buttons
Contact Date	Date on which the contact was made.  Column: TRRCOLL_CONTACT_DATE  The default value is the system date. It can be changed.

Fields	Descriptions / Buttons
Bill Invoice Number	<p>Number that identifies the outstanding bill.</p> <p>Choose the format of the bill on the Billing Format Validation Form (FRVBFRM). Banner will then display one of the following forms from which you can choose the bill invoice number.</p> <ul style="list-style-type: none"> <li>• Generic Inquiry Bill Form (FRIGENB)</li> <li>• Standard Bill Inquiry 134B Form (FRI134B)</li> <li>• Standard Bill Inquiry 270B Form (FRI270B)</li> <li>• Standard Bill Inquiry 272B Form (FRI272B)</li> </ul> <p>Column: TRRCOLL_BILL_INV_SEQ_NO</p>
Adjustment Number	<p>Number of times the outstanding bill was adjusted. Banner adds 1 to the adjustment number each time you reverse or re-run a bill.</p> <p>For example, the first time you run a bill, the adjustment number is 0. If you reverse that bill, the adjustment number changes to 1. When you re-run the bill, the adjustment number changes to 2.</p> <p>Column: TRRCOLL_BILL_INV_ADJ_NO</p>
Amount	<p>Amount that you need to collect from the sponsoring agency.</p> <p>Column: TRRCOLL_AMT</p>
Collection	<p>Collection code and description associated with the outstanding bill. Choices come from the Grants Billing Collections Validation Form (FRVCOLL).</p> <p>Column: TRRCOLL_CODE (code)</p>
User ID	<p>Identification code of the user who contacted the sponsoring agency.</p> <p>Column: TRRCOLL_USER_ID</p> <p>The default value is the identification code of the current user.</p>
Contact	<p>Name of the person at the sponsoring agency.</p> <p>Column: TRRCOLL_CONTACT</p> <p>This value comes from the <b>Contact</b> field in the Key block. It can be changed.</p>

Fields	Descriptions / Buttons
Phone	<p>Telephone number of the person at the sponsoring agency.</p> <p>Column: TRRCOLL_CONTACT_PHONE_AREA TRRCOLL_CONTACT_PHONE_NUMBER</p> <p>This value comes from the <b>Phone</b> field in the Key block. It can be changed.</p>
Extension	<p>Extension of the person at the sponsoring agency.</p> <p>Column: TRRCOLL_CONTACT_PHONE_EXT</p> <p>This value comes from the <b>Extension</b> field in the Key block. It can be changed.</p>
Detail	<p>Notes and comments about the call to the sponsoring agency.</p> <p>Column: TRRCOLL_DESCRIPTION</p>
Status	<p>Status of the collection effort. Choices are:</p> <p><i>O</i> (Open) – The collection effort is open. The bill has not been paid in full.</p> <p><i>C</i> (Closed) – The collection effort is closed. The bill has been paid in full.</p> <p>Column: TRRCOLL_STATUS_IND</p> <p><b>Note:</b> When you enter <i>C</i> in this field, Banner automatically updates the status of all open records associated with the bill.</p>

### To record collection efforts for a grant bill

1. Enter the Grant.
2. Go to the next block.
3. Enter the Date.
4. Enter the bill invoice number.
5. Enter the amount that you need to collect.
6. Enter the collection code.
7. (Optional) Change the name, phone number, or extension of the person you called.

- 8. (Optional) Change the status of the collection effort.
- 9. Save.

Research Accounting Unapplication of Payments Form (FRAUNAP)

Use this form to unapply grant payments that have been applied during the Application of Payment Process (TRRAPPL). Payments are displayed by grant. You can unapply either a single payment or all payments from a specific date forward.

Use the Unapplication of Payments Process (TRRUNAP) to unapply payments in batch.

**Note:** You cannot unapply payments that have been manually applied on the Grant Payments Entry Form (FRAAREV). Payments have been applied manually if the **Transaction Number Paid** field on the Grant Payments Entry Form (FRAAREV) has been populated.

Key block

Use the Key block to enter the grant for which you want to unapply payments.

Fields	Descriptions / Buttons
Grant	User-defined or system-assigned grant identification code and title. Choices come from the Grant Code Inquiry Form (FRIGRNT).
Agency	Code and name of the sponsoring agency associated with the grant. This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).
User	ID of the user. This value is the identification code of the current user.

Applied Payments block

Use the Applied Payments block to view payments for the grant. You can also view negative charges in this block.

Fields	Descriptions / Buttons
Detail Code	Detail code and description of the payment. This value comes from the Research Accounting Payments Entry Form (FRAAREV). Column: TRRACCD_DETAIL_CODE
Description	Description of the payment. Column: TRRACCD_DESC
Transaction Number	Transaction number of the payment. This value comes from the Research Accounting Payments Entry Form (FRAAREV). Column: TRRACCD_TRAN_NUMBER
Applied Payments Date	Transaction date of the payment. This value comes from the Research Accounting Payments Entry Form (FRAAREV).
Charge or Payment	Indicates whether the transaction is a charge or payment. A negative charge is the only type of charge displayed on this form. This value comes from the Research Accounting Payments Entry Form (FRAAREV).
Amount	Amount of the payment or negative charge transaction. This value comes from the Research Accounting Payments Entry Form (FRAAREV). Column: TRRACCD_AMOUNT
Balance	Balance of the payment line item. This value comes from the Research Accounting Payments Entry Form (FRAAREV). Column: TRRACCD_BALANCE

### Unapplication of Payments block

Use the Unapplication of Payments block to unapply payments by transaction number or date.

**Note:** You cannot unapply payments that have been applied manually on the Grant Payments Entry Form (FRAAREV).

Fields	Descriptions / Buttons
Transaction Number	<p>Transaction number of the payment you want to unapply.</p> <p><b>Note:</b> You cannot unapply payments that have been applied manually on the Research Accounting Payments Entry Form (FRAAREV).</p> <p>Column: TRAN_NUMBER</p>
Unapplication of Payments Applied Date	<p>Start date of the period for which you want to unapply payments. Banner will unapply any payments that were applied from this date forward.</p> <p>Column: UNAPPLY_DATE</p>

### To unapply a single payment

1. Access the Grant Unapplication of Payments Form (FRAUNAP).
2. Enter the grant for which you want to unapply a payment.
3. Go to the next block.
4. Scroll through the payments and find the transaction number of the payment you want to unapply.
5. Go to the Unapplication of Payments block.
6. Enter the transaction number of the payment you want to unapply in the **Transaction Number** field.
7. Save.

**Note:** You cannot unapply a payment that has been applied manually on the Grant Payments Entry Form (FRAAREV).

### To unapply all payments that were applied on or after a certain date

1. Access the Grant Unapplication of Payments Form (FRAUNAP).
2. Enter the grant for which you want to unapply a payment.
3. Go to the next block.
4. Go to the Unapplication of Payments block.

5. Enter the start date of the period for which you want to unapply payments in the **Unapplication of Payments Applied Date** field.
6. Save.

**Note:** You cannot unapply a payment that has been applied manually on the Grant Payments Entry Form (FRAAREV).

## Application of Payment History Inquiry Form (FRIAPPL)

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Use this form to view and query information about grant payments that have been applied to charges as a result of the Application of Payment Process (TRRAPPL). You can view applied payments by grant or PMS code.

If desired, you can restrict your query to include only applied payments from a particular sponsoring agency.

**Note:** Use the Grant Payments Entry Form (FRAAREV) to manually apply payments to specific charges.

### Main window

Use this window to view and query information about grant payments that have been applied to charges as a result of the Application of Payment Process (TRRAPPL). You can view applied payments by grant or PMS code.

If desired, you can restrict your query to include only applied payments from a particular sponsoring agency.

### Key block

Fields	Descriptions / Buttons
Grant	User-defined or system-assigned grant identification code and title.  Choices come from the Grant Code Inquiry Form (FRIGRNT).

Fields	Descriptions / Buttons
Agency	<p>Code and name of the sponsoring agency associated with the grant.</p> <p>The default value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).</p> <p>Choices come from the Entity Name/ID Search Form (FTIIDEN).</p>
PMS Code (Payment Management System Code)	<p>User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.</p> <p>Choices come from the Payment Management System Maintenance Form (FRVPMSC).</p>

### Grant Description block

Fields	Descriptions / Buttons
Grant	<p>User-defined or system-assigned grant identification code.</p> <p>This value(s) comes from the <b>Grant</b> field in the Key block if you entered a single grant, or from the <b>Grant</b> field on the Grant Maintenance Form (FRAGRNT) if you entered a PMS code in the Key block.</p> <p>Column: FRGBIL_GRNT_CODE (code)</p>
Grant Title	Title of the grant identification code.

### Detail block

Fields	Descriptions / Buttons
Payment Detail Code	<p>Detail code of the payment (for example, a cash payment).</p> <p>This value is the detail code associated with the payment on the Grant Payments Entry Form (FRAAREV).</p> <p>Column: TRVAPPL_PAY_DETAIL_CODE (code)</p>



Fields	Descriptions / Buttons
Payment Transaction Number	<p>Transaction number of the payment. Banner generates this number when you enter the payment on the Grant Payments Entry Form (FRAAREV).</p> <p>This value is generated by Banner when you enter the payment on the Grant Payments Entry Form (FRAAREV).</p> <p>Column: TRVAPPL_PAY_TRAN_NUMBER</p>
Payment Description	<p>Description of the payment.</p> <p>Column: TRVAPPL_PAY_DESCRIPTION</p>
Payment Transaction Date	<p>Transaction date of the charge.</p> <p>This value is the transaction date associated with the charge on the Grant Payments Entry Form (FRAAREV).</p> <p>Column: TRVAPPL_CHG_TRANS_DATE</p>
Charge Detail Code	<p>Detail code of the charge to which the payment was applied (for example, a non-term based charge).</p> <p>This value is assigned by Banner during the Research Accounting Billing Process (FRRBILL) and can be viewed on the Grant Payments Entry Form (FRAAREV).</p> <p>Column: TRVAPPL_CHG_DETAIL CODE</p>
Charge Transaction Number	<p>Transaction number of the charge.</p> <p>This value is assigned by Banner during the Research Accounting Billing Process (FRRBILL) and can be viewed on the Grant Payments Entry Form (FRAAREV).</p> <p>Column: TRVAPPL_CHG_TRAN_NUMBER</p>
Charge Description	<p>Description of the charge.</p> <p>Column: TRVAPPL_CHG_DESCRIPTION (description</p>
Charge Transaction Date	<p>Transaction date of the charge.</p> <p>This value is the transaction date associated with the charge on the Grant Payments Entry Form (FRAAREV).</p> <p>Column: TRVAPPL_CHG_TRANS_DATE</p>

Fields	Descriptions / Buttons
Feed Document Code	<p>Document code created when the transaction is fed to your finance system.</p> <p>Column: TRVAPPL_FEED_DOC_CODE</p>
Feed Indicator	<p>Accounting feed indicator. Indicates whether the payment has been fed to your finance system.</p> <p>Column: TRVAPPL_ACCT_FEED_IND</p> <p>Choices:</p> <p><i>F</i>- Application of Payments Process (TRRAPPL) has fed the payment to your finance system.</p> <p><i>Y</i>- The payment is ready for the Application of Payments Process (TRRAPPL) to feed to your finance system.</p>
Direct Pay	<p>Direct Payment Indicator. Indicates whether the payment was applied manually using the Grant Payments Entry Form (FRAAREV) or by Banner during the Application of Payments Process (TRRAPPL).</p> <p>Choices:</p> <p><i>Y</i>- Payment was applied manually.</p> <p><i>N</i>- Payment was applied by Banner.</p> <p>Column: TRVAPPL_DIRECT_PAY_IND</p>
Feed Date	<p>Date the Application of Payments Process (TRRAPPL) fed the payment to your finance system. This field is blank if the value in the Feed field is <i>Y</i>.</p> <p>Column: TRVAPPL_FEED_DATE</p>
Amount	<p>Amount of the payment that has been applied.</p> <p>This value is the applied amount associated with the payment on the Grant Payments Entry Form (FRAAREV).</p> <p>Column: TRVAPPL_AMOUNT</p>

Fields	Descriptions / Buttons
Re-Application Indicator	<p>Indicates whether the payment has been reapplied. If a payment was reapplied, it was first unapplied either in batch using the Unapplication of Payment Process (TRRUNAP), or online using the Unapplication of Payment Form (FRAUNAP).</p> <p>Choices:</p> <p>Y- The payment was reapplied.</p> <p>N- The payment was applied once.</p> <p>Column: TRVAPPL_REAPPL_IND</p>
Apply Date	<p>Date the Application of Payments Process (TRRAPPL) was run.</p> <p>Column: TRVAPPL_ACTIVITY_DATE</p>
Bill Invoice Number	<p>Invoice number of the bill. This number is assigned by the Research Accounting Billing Process (FRRBILL) when run in Update mode.</p> <p>Column: TRVAPPL_BILL_INV_SEQ_NO</p>
Bill Invoice Adjustment Number (untitled)	<p>Number of times the bill has been adjusted.</p> <p><b>Note:</b> An adjustment number other than zero indicates that the bill has been adjusted.</p> <p>Column: TRVAPPL_BILL_INV_ADJ_NO</p>

### To view payment information for a grant

1. Access the Grant Application of Payment Query Form (FRIAPPL).
2. Enter the Grant.
3. Go to the next block. Banner will display detail information for the grant.
4. Scroll down to view all of the payments.

### To query payments for a grant

1. Access the Grant Application of Payment Query Form (FRIAPPL).
2. Enter the Grant.
3. Go to the next block. Banner will display detail information for the grant.

4. Select Enter from the Query pull-down menu.
5. Enter the detail code for the grant payment.
6. Select Execute from the Query pull-down menu. Banner will display the requested payment.

To view payment information for grants associated with a PMS code

1. Access the Grant Application of Payment Query Form (FRIAPPL).
2. Enter a PMS code.
3. Go to the next block.
4. Scroll through the displayed grants associated with that PMS code, and select the grant(s) for which you want to view payment information.

## Grant Summary Query Form (FRIGSUM)

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Use this form to view and query billing information in summary format for a single grant or all grants associated with a PMS code. This form also displays aging information about unpaid bills.

### Main window

Use this window to view and query billing information in summary format for a single grant or all grants associated with a PMS code. This window also displays aging information about unpaid bills.

You can access detail information about the grant by navigating to the Grant Payments Entry Form (FRAAREV) from this form.

**Note:** This window displays billing information as of the last date the Research Accounting Billing Process (FRRBILL) was run.

### Key block

Use this block to enter the grant or PMS code for which you want to view information.

<b>Fields</b>	<b>Descriptions / Buttons</b>
Grant	User-defined or system-assigned grant identification code and title.  Choices come from the Grant Code Inquiry Form (FRIGRNT).
PMS Code (Payment Management System Code)	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.  Choices come from the Payment Management System Code Maintenance Form (FRVPMSC).
Agency	Code and name of the sponsoring agency associated with this grant.  The default value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).  Choices come from the Entity Name/ID Search Form (FTIIDEN).

### Summary Balance block

Use this block to view summary information about the selected grant or PMS code.

<b>Fields</b>	<b>Descriptions / Buttons</b>
Unbilled or Held	Sum of all unbilled expenses and expenses that are on hold for the grant or PMS code.
0 - 30 Billed	Sum of all unpaid bills that are aged less than 30 days. Banner calculates aging based on the number of days that have elapsed since the billed date generated by the Research Accounting Billing Process (FRRBILL).
31 - 60 Billed	Sum of all unpaid bills that are aged between 31 and 60 days. Banner calculates aging based on the number of days that have elapsed since the billed date generated by the Research Accounting Billing Process (FRRBILL).
61 - 90 Billed	Sum of all unpaid bills that are aged between 61 and 90 days. Banner calculates aging based on the number of days that have elapsed since the billed date generated by the Research Accounting Billing Process (FRRBILL).

Fields	Descriptions / Buttons
Over 90 Billed	Sum of all unpaid bills that are aged beyond 90 days. Banner calculates aging based on the number of days that have elapsed since the billed date generated by the Research Accounting Billing Process (FRRBILL).
Total Billed	Sum of the amounts in the <b>31 - 60 Billed</b> , <b>61 - 90 Billed</b> , and <b>Over 90 Billed</b> fields.
Payment Withholding	Total amount withheld from payments by the sponsoring agency.
Gross Billing	Total amount billed to the sponsoring agency since the grant or PMS code's inception.
Retainage Withholding	Total amount withheld from bills by the institution.
Net Billing	Result of the <b>Gross Billing</b> amount less the <b>Retainage Withholding</b> amount.
Payments	Sum of all payments received from the sponsoring agency.
Transfers	Sum of all transfers.
Refunds	Sum of all refund amounts.
Net Due	Net amount due from the sponsoring agency.
Unbilled Charges	Sum of charges that have not yet been billed to the sponsoring agency.
Total Outstanding	Total amount outstanding from the sponsoring agency. This amount is the sum of the <b>Net Due</b> amount and the <b>Unbilled Charges</b> amount.
Held Charges	Total charges that have been held from the billing process, for example, unallowable expenses.
Grand Total	Total amount of all billed and unbilled expenses less any payments. This amount is the sum of the <b>Total Outstanding</b> amount and the <b>Held Charges</b> amount.

To query a summary version of a grant

1. Access the Grant Summary Query Form (FRIGSUM).
2. Enter the **Grant** code.
3. Go to the next block. The billing information will appear on your screen.

If you would like to see detail information about the grant, Grant Detail Information from the options menu. The Grants Payment Entry Form (FRAAREV) will appear.

To query a summary version by PMS code

1. Access the Grant Summary Query Form (FRIGSUM).
2. Enter the **PMS Code**.
3. Go to the next block. The billing information will appear on your screen.

## Grant Billing Query Form (FRIBILL)

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Use this form to view and query bills by grant or PMS code. You can query on any field that does not contain a value that is calculated by Banner.

Key block

Use the Key block to select the grant or PMS code that you want to query. Use the Bill Information block to view and query grant bills. This block displays detail about billed amounts as well as totals for unbilled charges and charges that are on hold.

Fields	Descriptions / Buttons
Grant	User-defined or system-assigned grant identification code and title.  Column: DISPLAY_GRNT_CODE (code) DISPLAY_GRNT_TITLE (title)  Choices come from the Grant Code Inquiry Form (FRIGRNT).

Fields	Descriptions / Buttons
PMS Code (Payment Management System Code)	User-defined code that enables you to link together multiple grants from the same sponsoring agency that have the same reimbursement requirements.  Column: DISPLAY_PMSC_CODE  Choices come from the Payment Management System Code Maintenance Form (FRVPMSC).
Fund Code	Fund associated with the grant.  Column: DISPLAY_FUND_CODE  Choices come from the Fund Code Validation Form (FTVFUND).
Agency	Code and name of the sponsoring agency with the grant.  Column: DISPLAY_AGENCY_CODE (code). DISPLAY_AGENCY_NAME (name)  This value comes from the <b>Agency</b> field on the Grant Maintenance Form (FRAGRNT).

### Total block

Use the Total block to view the total billed and unbilled amounts and amounts that are on hold for the grant or PMS code.

Fields	Descriptions / Buttons
Fund Code	Fund associated with the grant.  Column: TRVACCD_FUND_CODE
Grant Code	User-defined or system-assigned grant identification code and title.  Column: TRVACCD_GRNT_CODE
Invoice Number	Unique number that identifies a bill.  Column: TRVACCD_BILL_INV_SEQ_NO
Adjustment Number	Number of times the bill has been adjusted. A number other than zero indicates that the bill has been adjusted.  Column: TRVACCD_BILL_INV_ADJ_NO



Fields	Descriptions / Buttons
Bill Date	Date the bill was created. Column: TRVACCD_BILLED_DATE
Aging	Number of days that an unpaid bill is aged. Banner calculates aging based on the number of days that have elapsed since the billed date generated by the Research Accounting Billing Process (FRRBILL). Column: DISPLAY_AGING
Bill Amount	Amount of the bill. Column: TRVACCD_BILLED_AMOUNT
Outstanding	Amount of the unpaid portion of the bill. Column: TRVACCD_OUTSTANDING
Paid	Amount of the bill that has been paid. Column: DISPLAY_PAID
Total Outstanding	Sum of the unpaid portions of the bill.
Total Paid	Sum of the amounts that have been paid.
Total Billed	Sum of all billed amounts for the grant or PMS code. Column: DISPLAY_BILL_TOTAL
Total On-Hold	Sum of all amounts that were placed on hold for the grant or PMS code. Column: DISPLAY_ONHOLD
Total Unbilled	Sum of all amounts that have not yet been billed for the grant or PMS code. Column: DISPLAY_UNBILLED

To query a group of grants associated with a PMS code

1. Access the Grant Billing Query Form (FRIBILL).
2. Enter a **PMS Code**.

3. (Optional) Enter a **Fund** code.
4. Go to the next block.
5. The billing information for the PMS code will appear.

**Note:** You can narrow your search by performing standard query functions on any field that does not contain a value calculated by Banner.

To query a specific grant

1. Access the Grant Billing Query Form (FRIBILL).
2. Enter a **Grant Code**.
3. (Optional) Enter a **Fund** code.
4. Go to the next block.
5. The billing information for the grant will appear.

**Note:** You can narrow your search by performing standard query functions on any field that does not contain a value calculated by Banner.

## Research Accounting Processes

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The following processes are available in the Research Accounting module.

FGRGRBD	Grant Rebuild Process– Enables you to rebuild the grant ledger from the Transaction Detail Table (FGBTRND).
FRRBILL	Research Accounting Billing Process– Enables you to generate billing amounts and post transactions to the ledgers.
FRRBREV	Research Accounting Billing Reversal Process– Enables you to reverse, or undo, bills that you ran in Update mode (Execution Mode = U) in the Research Accounting Billing Process (FRRBILL).
FRRGRNT	Deferred Grant Process– Enables you to define when you want Banner to perform indirect cost (F & A), cost share, and revenue recognition calculations.
FRRGRPT	Research Accounting Report Process– Enables you to generate data for Grant Billing reports.

TRRAPPL	Application of Payment Process– Enables you to apply payments to charges by grant.
TRRUNAP	Unapplication of Payments Process– Enables you to reverse, or undo, payments that have been applied to grant charges.

Refer to Chapter 25, “Reports and Processes” for descriptions, parameter listings, and sample output.

## Research Accounting Reports

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The following reports are available in the Research Accounting module.

FGRGLEX	Grant Ledger Exception Report– Prints a list of all transactions that exist in the Transaction Detail Table (FGBTRND), but <i>not</i> the Grant Ledger (FRRGRNL).
FRR134B	Standard 1034 Billing Form– Prints a bill in the standard 1034 format. To run this bill, Oracle Reports must be installed on your computer. This bill will not run from a web-enabled form.
FRR269R	Standard 269 Report Form– Prints grant billing information in the standard 269 format. To run this report, Oracle Reports must be installed on your computer. This report will not run from a web-enabled form.
FRR270B	Standard 270 Billing Form– Prints a bill in the standard 270 format. To run this bill, Oracle Reports must be installed on your computer. This bill will not run from a web-enabled form.
FRR272B	Standard 272 Billing Form– Prints a bill in the standard 272 format. To run this bill, Oracle Reports must be installed on your computer. This bill will not run from a web-enabled form.
FRR272R	Standard 272 Report Form– Prints grant billing information in the standard 272 format. To run this report, Oracle Reports must be installed on your computer. This report will not run from a web-enabled form.
FRRABUD	Agency Budget Report– Prints a list of budget activity for grants received from the specified sponsoring agency.
FRRBDEX	Billing Detail Exception Report– Prints a list of all documents that are stored in the Transaction Detail Table (FGBTRND), but <i>not</i> the Billing Detail Table (FRRBDET).

FRRBEXC	Billing Exception Report– Prints a list of all grants that have exceptions associated with them.
FRRBUDG	Grant Budget Report– Prints budget information, including indirect cost (F & A) and cost share amounts, for a specific grant.
FRRCNSF	Canadian Standard Report Form– Prints grant billing information in a format customized for Canadian institutions. To run this report, Oracle Reports must be installed on your computer. This report will not run from a web-enabled form.
FRRCONV	Research Accounting Conversion Report– Prints indirect cost (F & A) and cost share data from the Grants module to facilitate your conversion to the Research Accounting module.
FRREVNG	Grant Events Report– Prints a list of events associated with a grant.
FRREVP	Proposal Events Report– Prints a list of events associated with a proposal.
FRRFEXC	Fund Exception Report– Prints a list of all grant funds that <i>do not</i> have information stored in the <b>Accrual Acct</b> and <b>Revenue Acct</b> fields on the Fund Code Maintenance Form (FTMFUND).
FRRGBFY	Grant Budget Status Report– Prints a list of grant activity within the specified fiscal year.
FRRGENB	Generic Bill Form– Prints bills in a format customized by your institution on the Billing/Report Format Maintenance Form (FTMBFRM). To run this bill, Oracle Reports must be installed on your computer. This bill will not run from a web-enabled form.
FRRGENR	Generic Report Form– Prints grant billing information in a format customized by your institution on the Billing/Report Format Maintenance Form (FTMBFRM). To run this report, Oracle Reports must be installed on your computer. This report will not run from a web-enabled form.
FRRGITD	Grant Inception to Date Report– Prints grant account activity information from the General Ledger.
FRRINDC	Grant Expenditures Report– Prints the total expenditures for the specified grant(s) by FOAPAL.
FRRINVS	Grant Billing Preview Report– Prints a list of all grants that will be selected by the Research Accounting Billing Process (FRRBILL) when it's run on the specified date.
TRRAGES	Grant Aging Analysis Report– Prints information about the aging of billed receivables.

TRRCOLL	Collections Report– Prints information about collection efforts that have been entered on the Grant Billing Collections Form (TRACOLL).
TRRRCON	Grant Reconciliation Report– Reconciles data between the Accounts Receivable module and the Finance module for Grant Billing transactions only.
TRRUNPL	Unapplied Payments Listing– Prints a list of all payments that have not been applied to charges and their corresponding fund codes.

Refer to Chapter 25, “Reports and Processes” for descriptions, parameter listings, and sample output.

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# Reports and Processes

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## Introduction

---

This chapter contains information about reports generated by the Banner Finance System, as well as reports for GASB enhancements that you can open with a spreadsheet tool such as Microsoft Excel. The following table outlines the contents of this chapter.

Naming Conventions	An explanation of the seven-character naming convention that applies to all Banner reports follows this introduction.
Attribute Reporting	A brief discussion of the ad hoc reporting capabilities of the Banner Finance system.
Reports Description	A brief explanation of each report's contents and functionality follows each report heading throughout this chapter.
Report Parameters	<p>The following information is provided with all report parameters:</p> <ul style="list-style-type: none"> <li>• Parameter name</li> <li>• Indicator stating if a parameter is required or optional</li> <li>• Brief description of each parameter</li> <li>• Valid values that must be entered for each required parameter, if applicable</li> </ul>
Report Sample	<p>A sample report follows each set of report parameters. The report sample provides you with a complete picture of the report. Most samples include the following information:</p> <ul style="list-style-type: none"> <li>• Data page(s)</li> <li>• Detailed, itemized report data</li> <li>• Summary page</li> <li>• Grand totals of all data categories</li> </ul>

**Note:** Sample reports are presented in alphabetical order by the report's seven-character name.

## Job Submission

Job Submission enables you to execute a report without having to exit the application and return to the operating system. You do not have to know the operating system commands to execute and print the report. A "report" refers to any

Banner SQL\* report program. Each report produces actual report output or is written to be a process (for example, posting).

## Special Print Samples

Due to differences in vendor pre-printed form requirements, sample output is not provided with the following reports and processes in this manual:

- Check Print Process (FABCHKP)
- Batch Check Process (FABCHKS)
- Bid Form Print (FPABIDD)
- Change Order Form Print (FPACORD)
- Purchase Order Form Print (FPAPORD)
- Requisition Form Print (FPARQST)

## Naming Conventions

---

A seven-character name is associated with all Banner reports and processes. Each letter of this report name corresponds to its numbered position depicted in the following example:

Position Locations:

<u>F</u>	<u>B</u>	<u>R</u>	<u>F</u>	<u>E</u>	<u>E</u>	<u>D</u>
1	2	3	4	5	6	7

**Note:** Use W, Y, or Z as the first character for new client-developed applications built to coexist with Banner Finance. For client-developed forms or modules used within a Banner application, use the system identifier as the first character (for example, *F*= Finance). Use W, Y, or Z as the second character.

**Position 1:** Identifies the primary system owning the report as:

<i>A</i>	=	Alumni/Development
<i>B</i>	=	Property Tax
<i>C</i>	=	Courts
<i>D</i>	=	Cash Drawer
<i>F</i>	=	Finance
<i>G</i>	=	General
<i>K</i>	=	Work Management
<i>L</i>	=	Occupational Tax and License
<i>M</i>	=	MICRO-FAIDS
<i>N</i>	=	Position Control

<i>O</i>	=	Customer Contact
<i>P</i>	=	Human Resources/Payroll/Personnel
<i>Q</i>	=	Electronic Work Queue
<i>R</i>	=	Financial Aid
<i>S</i>	=	Student
<i>T</i>	=	Accounts Receivable
<i>U</i>	=	Utilities
<i>V</i>	=	Voice Response
<i>X</i>	=	Records Indexing
<i>W,Y,Z</i>	=	Reserved for client-developed applications built to co-exist with Banner applications

If *W*, *Y*, or *Z* appears as the first character of the report name, refer to the **Note**, above.

**Position 2:** Identifies the application module owning the report. If the character in Position 1 is *F*, then the character in Position 2 is:

<i>A</i>	=	Accounts Payable
<i>B</i>	=	Budget Development
<i>C</i>	=	Cost Accounting
<i>F</i>	=	Fixed Assets
<i>G</i>	=	General Ledger
<i>I</i>	=	Investment Management
<i>O</i>	=	Operations
<i>P</i>	=	Purchasing and Procurement
<i>R</i>	=	Research Accounting
<i>S</i>	=	Stores Inventory
<i>T</i>	=	Table
<i>U</i>	=	Utilities
<i>X</i>	=	Archive/Purge
<i>W,Y,Z</i>	=	Reserved for client-developed forms or modules used within a Banner application (character in position 1 does not = <i>W</i> , <i>Y</i> , or <i>Z</i> )

**Position 3:** Identifies the type of report:

<i>A</i>	=	Application, Input, or Update Form
<i>B</i>	=	Base Table
<i>I</i>	=	Inquiry Form
<i>M</i>	=	Maintenance Form
<i>Q</i>	=	Query Form accessed from another form
<i>P</i>	=	Process
<i>R</i>	=	Rule Table
	=	Repeating Table
	=	Report or Process
<i>V</i>	=	Validation Table View

**Positions 4 - 7:** Identifies the unique four-character abbreviation of the report name.

For example, FBRFEED (Finance Budget Feed Process) is named as follows:

<i>F</i>	=	Finance
<i>B</i>	=	Budget Development
<i>R</i>	=	Report
<i>FEED</i>	=	Feed Process



## Accounts Payable Module

---

This section provides you with a description of each report in the Accounts Payable module. After each report description, you will find a table consisting of related parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FABCHKD will follow FABCHKA.

## 1099 Forms Print (FAB1099)

---

### Description

This report creates 1099 forms for selected vendors for reporting to the IRS. Forms print two to a page.

Refer to Chapter 16, “Accounts Payable Table Maintenance,” for more information on the 1099 Income Type Maintenance Code Form (FTMITYP). FTMITYP contains the income type codes necessary for 1099 reporting. Income type codes are supplied in the seed data. Descriptions for the income type codes are standardized by the U. S. Government. Income types include:

- Box 1 (rents)  
Should only print if  $\geq 600$
- Box 2 (Royalties)  
Should only print if  $\geq 10$
- Box 3 (Other income)  
Should only print if  $\geq 600$
- Box 5 (Fishing Boat)  
Any amount
- Box 6 (Medical and health care pmts)  
Should only print if  $\geq 600$
- Box 7 (non-employee compensation )  
Should only print if  $\geq 600$
- Box 8 (Substitute pmts in lieu of div/int)  
Should only print if  $\geq 10$
- Box 10 (Crop Insurance)  
Should only print if  $\geq 600$
- Box 13 (Excess Golden parachute pmts)  
Any amount
- Box 14 (Gross proceeds to an attorney)  
Any amount
- Box 15a (Section 409A Deferrals)  
Should only print if  $\geq 600$
- Box 15b (Section 409A Income)  
Any amount

Parameters	Name	Required?	Description	Values
	Printer Type (1)Dot, (2)Laser	Yes	Indicates the type of printer used.	1 = Dot matrix printer 2 = Laser printer
	Reporting Year (YYYY)	Yes	Calendar 1099 reporting year	YY
	Correction as of Date	No	<p>Earliest date corrections were made to a vendor after the original 1099s were produced.</p> <p><b>Note:</b> Populate this parameter for correction runs only.</p>	DD-MON-YYYY
	Combine or Separate Amounts	Yes	<p>Enter <i>S</i> to combine amount for rents and prizes over \$599.99. The remaining amounts report separately.</p> <p>Enter <i>C</i> to combine amounts for rents, prizes, medical, and health care benefits, and non-employee compensation. Based on the combined amount, the system determines whether a 1099 should be generated.</p> <p>The remaining amounts report separately.</p>	<p>C = Combined amount S = Separate amount</p>

## Report Sample

Banner University Systems & Computer Technology Four Country View Road Malvern PA 19355 610-555-6666 x7777		10000.01	
		20000.02	
		30000.03	69000.08
23-1701520	01-1222333	50000.05	60000.06
NNNN vendor w/ck vendor		221000.22	80000.08
ap address no po address			100000.11
Allmighty CA 17112			
		130000.13	140000.13
		69000.08 PA	
150000.15	151000.15		

## Batch Check Accounting Process (FABCHKA)

**Description** Listed below are the four processes comprising the Banner Finance Batch Check writing process. Before executing a check processing cycle, you must *complete* the Batch Check Print Form (FAABATC) or the Online Check Print Form (FAAONLC).

<i>Descriptive Name</i>	<i>Process Identifier</i>	<i>Main Purpose</i>	<i>Additional Notes</i>
Batch Check Process	FABCHKS	Selects the invoices to be paid	This process produces no output.
Check Print Process	FABCHKP	Prints the checks	You may combine FABCHKS and FABCHKP into the FABCHK1 process.
Batch Disbursement Register Process	FABCHKR	Produces the check register	This process produces output.
Batch Check Accounting Process	FABCHKA	Creates the cash disbursements for the checks written in FABCHKP	This process produces no output.  After FABCHKA has completed, execute the Posting Program (FGRACTG) to post the checks to the ledgers.

**Note:** These procedures are only examples of how to run checks at your installation. Due to potential differences in site specific modifications *and* the operating system installed at your site, these procedures may not run exactly as delivered. Please modify them to your site specific standards as is necessary.

Execute these four individual check processes individually to accomplish selecting invoices to be paid, printing checks, producing the check register, and creating the accounting for checks.

FABCHK1 is an alternative method to executing FABCHKS and FABCHKP.

Just as a report submitted through the Process Parameter Entry Form (GJAPCTL), FABCHK1 executes the Batch Check Process (FABCHKS) and the Check Print Process (FABCHKP). FABCHK1 selects and creates the check print file. After FABCHK1 completes successfully, you *must* execute by the Batch Disbursement Register Process (FABCHKR) and Batch Check Accounting Process (FABCHKA).

You cannot combine all four of these procedures into one procedure for the following reasons:

- a procedure within job submission can only point to one printer; FABCHKP and FABCHKR may require different printers because of the special forms requirement of the check print.
- you cannot execute FABCHKA unless FABCHKP succeeds.

The definition of FABCHK1 appears on the GJAJOB form as a procedure. When you enter FABCHK1 in the **Job Name** field, GJAPCTL submits FABCHK1.

If you do not wish to send the output to the printer after you execute the procedure (a parameter option on GJAPCTL), the output resides in your home directory. Refer to your site operating procedures at this time.

**Caution:** If you rewrite scripts to execute the above procedures, you must modify the reports themselves. Within the reports, hardcode the report name and the procedure name. To execute the report with another script name, you must include the new script name in the JOBNAME1 variable within the report.

#### *Currency Conversion*

If you use foreign currency for a given invoice, *and* the **Disbursing Agent** Indicator on the Invoice/Credit Memo Form (FAAINVE) equals Y (Yes), run FABCHKD *before* FABCHKA. Please refer to the Disbursement Check Report (FABCHKD) for a detailed description.

If you use a foreign currency and the **Disbursing Agent** Indicator on FAAINVE equals *N* (No), FABCHKD processes as follows:

- calculates exchange rate at time of check run
- computes new invoice amount at the base currency
- compares the new amount to the existing invoice amount
- posts the difference to an exchange rate account
- checks to ensure that the disbursing agent process has run to completion before deleting temporary records

This process creates accounting records and writes a record to the Approved Document Table (FOBAPPD). You may execute FABCHKA from the Batch Check Print Form (FAABATC) or through Job Submission.

**Note:** This process does not produce output.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Parameter Sequence Number	No	System-generated via Job Submission	
	Number of Printed Lines per Page	Yes	The number of printed lines on a page.	Default = 55

## Disbursement Check Report (FABCHKD)

---

### Description

The Disbursement Check Report will report all checks written to disbursing agents when a foreign currency is required for payment. FABCHKD selects invoices with currencies from the check run for which the **Disbursing Agent** Indicator on FAAINVE is set to *Y* (Yes). The check number and name of the foreign currency are printed in the page heading, and the detail information for each vendor is shown in the main body of the report.

For each vendor, as identified by the vendor name and address, a list of invoices to be paid is printed along with the gross amount, discounts, tax amount, and net amount (in the foreign currency) for each invoice.

After the list of invoices is printed for each vendor, a model check is printed which contains the total net amount, the total net amount spelled out, the vendor name and address, and is in the form of the check that will be issued from the disbursing agent to the vendor.

Each currency code begins on a new page. When a new currency code is encountered, the total net amount is printed at the end of the previous currency page.

When performing the batch check writing process, FABCHKD should be run *after* the Batch Check Selection Process (FABCHKD) and the Batch Check Printing Process (FABCHKP). FABCHKD should be run *before* the Batch Check Accounting Report (FABCHKA). If checks are written to a disbursing agent and FABCHKD is not run before FABCHKA, an error condition will be reported in FABCHKA.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Parameter Sequence Number	No	System-generated via Job Submission	
Number of Printed Lines per Page	Yes	The number of printed lines on a page.	Default = 55



## Report Sample (Page 1 of 3)

REPORT: FABCHKD		Development		RUN DATE: 07/03/1996	
CHECK NO: C1111110		Disbursement Check Report		TIME: 12:17 PM	
DISB AGENT: Canadian National Bank		CHECK RUN: 06/25/1996		PAGE: 1	
CURRENCY: French Francs					

PAYEE/VENDOR NAME	<--- INVOICE NUMBERS --->		<----- APPROVED AMOUNTS ----->			
	INTERNAL	VENDOR'S	GROSS	DISCOUNT/ PREV PAID	WITHHOLDING/ ADDL CHRG/TAX	NET
LAB Discount	J1000004	CCC	4,444.00	.00	.00	4,444.00
	J1000005	CCC	50.00	.00	.00	50.00

Four Thousand Four Hundred Ninety-Four & 00/100\*\*\*\*\*

\*\*\*\*\*4,494.00

LAB Discount  
2200 Devereaux Ave.  
Chicago IL 20045

## Report Sample (Page 2 of 3)

REPORT: FABCHKD	Development	RUN DATE: 07/03/1996
CHECK NO: C1111110	Disbursement Check Report	TIME: 12:17 PM
DISB AGENT: Canadian National Bank	CHECK RUN: 06/25/1996	PAGE: 2
CURRENCY: French Francs		

PAYEE/VENDOR NAME	<--- INVOICE NUMBERS --->		<----- APPROVED AMOUNTS ----->			
	INTERNAL	VENDOR'S	GROSS	DISCOUNT/ PREV PAID	WITHHOLDING/ ADDL CHRG/TAX	NET
Laboratory Supplies, Inc.	J1000003	BBB	2,222.00	.00	.00	2,222.00

Two Thousand Two Hundred Twenty-Two & 00/100\*\*\*\*\*

\*\*\*\*\*2,222.00

Laboratory Supplies, Inc.  
445 Washington LN  
Ambler PA 19033

## Report Sample (Page 3 of 3)

REPORT: FABCHKD	Development	RUN DATE: 07/03/1996
CHECK NO: C1111110	Disbursement Check Report	TIME: 12:17 PM
DISB AGENT: Canadian National Bank	CHECK RUN: 06/25/1996	PAGE: 3
CURRENCY: French Francs		

CURRENCY TOTAL      7,827.00

## Check Print Process (FABCHKP)

---

**Description** The Check Print Process enables you to print checks. Use the Batch Check Print Form (FAABATC) or the Online Check Print Form (FAAONLC) to specify the parameters for a printed check. FABCHKP prints a '#' symbol in an address, if required. Names on checks appear in the following format: Name Prefix, First Name, Middle Initial, Last Name, Suffix (for example, Mr. Stephen L. Gibson, Jr.).

### Currency Conversion

**Note:** The following pertains to the printing of checks only, and not to direct deposit payments.

The Check Print Process (FABCHKP) and the Batch Disbursement Register Process (FABCHKR) print an invoice's converted dollar amount as the check amount if currency conversion is being used and the invoice's **Disbursing Agent** Indicator on FAAINVE is set to *Y* (Yes). For a given invoice, if foreign currency is used and the **Disbursing Agent** Indicator on FAAINVE is set to *N* (No), FABCHKP prints the currency on the check (for example, French Francs).

**Note:** Report output will vary based on your pre-printed form requirements.

Parameters	Name	Required?	Description	Values
	Parameter Sequence Number	No	System-generated via Job Submission	
	Number of Printed Lines per Page	Yes	The number of printed lines on a page.	Default = 55

## Batch Disbursement Register Process (FABCHKR)

---

### Description

This process produces a hard copy output generated after the execution of the Batch Check Print Process (FABCHKP) and before the Batch Check Accounting Process (FABCHKA). The Batch Check Register Report contains a listing (a register) of only those check numbers printed from the FABCHKP process.

**Note:** The following pertains to the printing of checks only, and not to direct deposit payments.

The Check Print Process (FABCHKP) and the Batch Disbursement Register Process (FABCHKR) print an invoice's converted dollar amount as the check amount if currency conversion is being used and the invoice's **Disbursing Agent** Indicator on FAAINVE is set to *Y* (Yes). For a given invoice, if foreign currency is used and the **Disbursing Agent** Indicator on FAAINVE is set to *N* (No), FABCHKP prints the currency on the check (for example, French Francs).

**Note:** Prerequisites - When processing payments by Check Only: You must have run the Batch Check Process (FABCHKS), and the Check Print Process (FABCHKP) prior to running the Batch Disbursement Register Process (FABCHKR). When processing payments by Direct Deposit or by Check and Direct Deposit: You must have run the Batch Check Process (FABCHKS), and either the Direct Deposit File Creation Process (FAPDIRD) or the Canadian Direct Deposit Tape Process (FAPCDIR), prior to running the Batch Disbursement Register Process (FABCHKR).

**Note:** The Batch Check Print Process, FABCHKP, is the actual printing of checks on special check forms.

## Report Sample

REPORT FABCHKR FISCAL YEAR 96 BANK: T1 First National Bank			Development Batch Check Register Check Run: 05/02/1996			RUN DATE: 05/02/1996 TIME: 03:47 PM PAGE: 1		
CHECK NUMBER	PAYEE/VENDOR NAME	<--- INVOICE NUMBERS ---> INTERNAL VENDOR'S	<----- APPROVED AMOUNTS -----> GROSS DISCOUNT/ PREV PAID	WITHHOLDING/ ADDL CHG/TAX	NET	CHK TYP IND		
00000004	Laboratory Supplies, Inc.	I0000015	\$200.00	\$20.00	\$0.00	\$180.00	B	
00000005	Laboratory Supplies, Inc.	I0000016	\$233.00	\$23.30	\$0.00	\$209.70	B	
00000006	Laboratory Supplies, Inc.	I0000017	\$344.00	\$34.40	\$0.00	\$309.60	B	
00000007	Laboratory Supplies, Inc.	I0000018	\$200.00	\$20.00	\$0.00	\$180.00	B	
00000008	Laboratory Supplies, Inc.	I0000019	\$234.00	\$23.40	\$0.00	\$210.60	B	
00000009	Laboratory Supplies, Inc.	I0000020	\$300.00	\$30.00	\$0.00	\$270.00	B	
BANK TOTAL						\$1,359.90		

## Batch Check Process (FABCHKS)

---

**Description** This process enables you to select items for payment by check or direct deposit. It does this by evaluating invoices to be paid, within the date and bank parameters specified.

The Batch Check process supplies the name of the party who will be receiving payment (via check or direct deposit) to the Check Print Process (for checks), or to the Direct Deposit Creation Processes (FAPDIRD or FAPCDIR). This enables the checks/direct deposits to print by the party's name, in alphabetic order.

Names on checks appear in the following format: Name Prefix, First Name, Middle Initial, Last Name, Suffix (i.e., Mr. Stephen L. Gibson, Jr.). Invoices which have not yet been posted cannot be selected for the check process. If there are no parameters on the Recurring Payables Form (FAARUIV), FABCHKS ignores the recurring invoice until those parameters are correctly established. If a Document Level invoice has one or more commodities on hold, FABCHKS will not select any portion of that invoice for checks.

FABCHKS supplies the vendor name to the Check Print Process (FABCHKP). This enables the checks to print in vendor name order. While the Batch Disbursement Register Process (FABCHKR) lists checks in check number order by default, it is also in vendor name order since the check numbers were assigned by vendor name.

### *Currency Conversion*

**Note:** The following pertains to the printing of checks only, and not to direct deposit payments.

The Batch Check Process (FABCHKS) prints a payment's converted dollar amount as the check amount if currency conversion is being used and the payment's Disbursing Agent indicator on the Invoice/Credit Memo Query Form (FAAINVE) is set to *Y* (Yes). For a given payment, if foreign currency is used and the payment's Disbursing Agent indicator on the Invoice/Credit Memo Query Form (FAAINVE) is set to *N* (No), then the Batch Check process will print the currency on the check.

**Note:** This process does not produce output.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Parameter Sequence Number	No	System-generated via Job Submission	
	Number of Printed Lines per Page	Yes	The number of printed lines on a page.	Default = 55

## Receiving Matching Process (FABMATC)

---

### Description

The Receiving Matching Process matches invoice information to receiving information. The report displays invoices that are completely matched, invoices awaiting receipts, and invoices that require further analysis in order for a match to be completed.

The control parameters determine the processing of the Receiving Goods Form (FPARCVD) and the Invoice/Credit Memo Form (FAAINVE). FABMATC uses the information entered into the documents and governs the actual payment of the invoice. The receiver document number is obtained from the Packing Slip Header Table (FPBRCDT).

The Receiving Matching Process control parameters appear on the User Profile Maintenance Form (FOMPROF).

Those invoices which have receiving data that is not in suspense will have the **Complete** indicator reset from *R* (Receipt required) to *Y* (Yes). If approvals are turned on for Invoices, the document will be forwarded to the Approvals in Process Table (FOBAINP) and will be processed according to the approval queue and routing criteria which apply. If approvals are not turned on for invoices, the document will be forwarded to the Approved Documents Table (FOBAPPD) to be processed in the next posting run.

Those invoices which either do not have sufficient receiving quantities or which have receiving data that is in suspense will retain a status of *R* and be evaluated the next time the Receiving/Matching Process is run.

There will be some invoices with no receiving information because the purchase was for something which was not formally received, like a service. Your site policy might be to create a packing slip document for the purchase. Alternatively, if there is no receiving information against a Purchase Order, the Invoice/Credit Memo Form (FAAINVE) enables you to enter the **Quantity Accepted** field to record that an item has been received for the purposes of completing the invoice.

In some cases, there will be a timing issue. If the invoice has been processed in Accounts Payable before the goods have been received or processed, it might be an expediter's job to follow-up and ensure that the goods have been shipped from the vendor from which the receiving is performed. The invoices on the second and third sections of the report must be reviewed. The invoices being held up because of receiving information in suspense cannot be marked complete until the suspense condition is resolved or overridden. The invoices with insufficient or no receiving data will remain on the report until the



receiving data is entered either because the goods finally arrived or by updating the invoice itself with the receiving information.

You can run this process as often as local procedures can accommodate. It would be to your advantage to run it at least once prior to the posting run prior to the check run. This would ensure that all of the current matched invoices get posted and selected by the check process.

There are three sections to this report.

<b>Section One</b>	Invoices Matched and Completed	Listing of invoices that have been matched and marked complete.
<b>Section Two</b>	Receiving Analysis	Listing of invoices that are associated with receiving information which is in suspense. Typically, the quantity received exceeds the Receiving Tolerance amount.
<b>Section Three</b>	Invoices Awaiting Receipts	Listing of invoices that either have no receiving at all or the received quantity is less than the invoice approved quantity.

Parameters	Name	Required?	Description	Values
	Parameter Sequence Number	No	System-generated via Job Submission	
	Number of Printed Lines per Page	Yes	The number of printed lines on a page.	Default = 55

## Report Sample (Page 1 of 3)

REPORT FABMATC		Development Receiving Matching Process Invoices Matched and Completed			PAGE: 1 RUN DATE: 01/18/1996 RUN TIME: 02:09	
PM						
VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	APPROVED TOTAL	
00010	National Supplies, Inc.	I0000227	01/01/1996	01/31/1996	5000.00	
00010	National Supplies, Inc.	I0000229	01/01/1996	01/31/1996	5500.00	
00011	Office Furniture Warehouse	I0000232	01/01/1996	01/31/1996	6000.00	
00011	Office Furniture Warehouse	I0000237	01/01/1996	01/31/1996	6500.00	

## Report Sample (Page 2 of 3)

REPORT FABMATC				Development Receiving Matching Process Receiving Analysis				PAGE: 2 RUN DATE: 01/18/1996 RUN TIME: 12:35 PM									
VENDOR NUMBER 00010		VENDOR NAME National Supplies, Inc.															
INVOICE NUMBER I0000112		INVOICE DATE 01/01/1996		PAYMENT DUE DATE 01/31/1996		APPROVED TOTAL 6000.00											
INV COMMODITY ITEM DESCRIPTION		PO NUMBER		PO ITEM		PO U/P		QUANTITY ORDERED		PREVIOUSLY INVOICED		QUANTITY RETURNED		QUANTITY APPROVED		APPROVED U/P	
1 Computer Software		P0000545		1		1000.0000		5.00		.00		0.00		6.00		1000.0000	
		RECEIVER RDN22		DCMNT		PACKING SLIP HALPACK132A2		USER ID FIMSUSR						QTY RCVD 5.00		QTY REJD .00	
INVOICE NUMBER I0000113		INVOICE DATE 01/03/1996		PAYMENT DUE DATE 01/31/1996		APPROVED TOTAL 4000.00											
INV COMMODITY ITEM DESCRIPTION		PO NUMBER		PO ITEM		PO U/P		QUANTITY ORDERED		PREVIOUSLY INVOICED		QUANTITY RETURNED		QUANTITY APPROVED		APPROVED U/P	
1 Printer		P0000556		1		2000.0000		2.00		.00		.00		2.00		2000.0000	
		RECEIVER RDN23		DCMNT		PACKING SLIP HALPACK132A3		USER ID FIMSUSR						QTY RCVD 2.00		QTY REJD .00	

## Report Sample (Page 3 of 3)

REPORT FABMATC				Development Receiving Matching Process Invoices Awaiting Receipts				PAGE: 3 RUN DATE: 01/18/1996 RUN TIME: 12:35 PM									
VENDOR NUMBER 00010		VENDOR NAME National Supplies, Inc.															
INVOICE NUMBER I0000112		INVOICE DATE 01/01/1996		PAYMENT DUE DATE 01/31/1996		APPROVED TOTAL 6000.00											
INV COMMODITY ITEM DESCRIPTION 1 Computer Software		PO NUMBER P0000545		PO ITEM 1		PO U/P 1000.0000		QUANTITY ORDERED 5.00		PREVIOUSLY INVOICED .00		QUANTITY AVAILABLE .00		QUANTITY APPROVED 6.00		APPROVED U/P 1000.0000	
INVOICE NUMBER I0000113		INVOICE DATE 01/03/1996		PAYMENT DUE DATE 01/31/1996		APPROVED TOTAL 4000.00											
INV COMMODITY ITEM DESCRIPTION 1 Printer		PO NUMBER P0000556		PO ITEM 1		PO U/P 2000.0000		QUANTITY ORDERED 2.00		PREVIOUSLY INVOICED .00		QUANTITY AVAILABLE .00		QUANTITY APPROVED 2.00		APPROVED U/P 2000.0000	

## 1099 Tape Summary Audit Report (FAM1099)

---

### Description

This report provides a file to be copied to tape for 1099 reporting. This report assists in the completion of the IRS (4804) Transmittal of Information Returns Reported on Magnetic Media form. Both Number of Payees and Amounts within Income Type are required to complete the form.

Parameter values for FAM1099 are obtained from the Institution and Transmitter windows on the FOA1099 form. FAM1099 builds the magnetic 1099 tape file and a summary audit report. The report indicates the number of records (by record type) created on the 1099 tape, the number of payees, and the summary of amounts by distribution amount within income type (Non-employee Compensation, etc.). FAM1099 provides total dollar and record amounts.

Refer to Chapter 16, "Accounts Payable Table Maintenance," for more information on the 1099 Income Type Maintenance Code Form (FTMITYP). FTMITYP contains the income type codes necessary for 1099 reporting. Income type codes are supplied in the seed data. Descriptions for the income type codes are standardized by the U. S. Government. Income types include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Box 1 (rents)<br/>Should only print if <math>\geq 600</math></li></ul>        | <ul style="list-style-type: none"><li>• Box 8 (Substitute pmts in lieu of div/int)<br/>Should only print if <math>\geq 10</math></li></ul> |
| <ul style="list-style-type: none"><li>• Box 2 (Royalties)<br/>Should only print if <math>\geq 10</math></li></ul>     | <ul style="list-style-type: none"><li>• Box 10 (Crop Insurance)<br/>Should only print if <math>\geq 600</math></li></ul>                   |
| <ul style="list-style-type: none"><li>• Box 3 (Other income)<br/>Should only print if <math>\geq 600</math></li></ul> | <ul style="list-style-type: none"><li>• Box 13 (Excess Golden parachute pmts)<br/>Any amount</li></ul>                                     |
| <ul style="list-style-type: none"><li>• Box 5 (Fishing Boat)<br/>Any amount</li></ul>                                 | <ul style="list-style-type: none"><li>• Box 14 (Gross proceeds to an attorney)<br/>Any amount</li></ul>                                    |

- Box 6 (Medical and health care pmts)  
Should only print if >=600
- Box 7 (non-employee compensation )  
Should only print if >=600
- Box 15a (Section 409A Deferrals)  
Should only print if >=600
- Box 15b (Section 409A Income)  
Any amount

**Parameters**

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Reporting Year	Yes	Calendar 1099 reporting year	YY
Prior Year Indicator	No	Enter <i>Y</i> if you are reporting data for a previous tax year.	Y = Yes N = No
Combine or Separate Amounts	Yes	Enter <i>S</i> to combine amount for rents and prizes over \$599.99. The remaining amounts report separately.  Enter <i>C</i> to combine amounts for rents, prizes, medical and health care benefits, and non-employee compensation. Based on the combined amount, the system determines whether a 1099 should be generated.  The remaining amounts report separately.	S = Separate amount C = Combine amount

Parameters (cont.)	Name	Required?	Description	Values
	Test/Correction/ Replacement	No	Identifies the type of file.	C = Correction T = Test R = Replacement Blank = Original
	Correction as of Date	No	Earliest date corrections were made to a vendor after the original 1099s were produced.  <b>Note:</b> Populate this parameter for correction runs only.	DD-MON-YYYY
	Not used at this time	No		
	Not used at this time	No		
	File Type	No	Leave blank to create a data file that has a carriage return at the end of a 750-character record. Enter LS to create a continuous stream of data to be copied to tape.	LS = Tape cartridge Blank = Asynchronous

## Report Sample

REPORT FAM1099  
REPORT YEAR 2005

Banner University  
1099 Tape Summary Audit Report

RUN DATE: 10/05/2005  
TIME: 10:04 AM  
PAGE: 1

Record Type count		
<u>TYPE</u>	<u>COUNT</u>	<u>AMOUNT</u>
T records	1	
A records	1	
B records	15	
C records	1	
F records	1	
PAYEES	15	
Total Distributions		
AMOUNT 1	Rents	10,300.01
AMOUNT 2	Royalties	20,000.02
AMOUNT 3	Other Income	36,100.03
AMOUNT 4	Federal Income Tax Withheld	81,423.53
AMOUNT 5	Fishing Boat Proceeds	50,599.05
AMOUNT 6	Medical and Health Care	60,899.06
AMOUNT 7	Nonemployee Compensation	443,693.65
AMOUNT 8	Substitute Payments	80,000.08
AMOUNT A	Crop Insurance	100,609.11
AMOUNT B	Excess Golden Parachute	130,020.13
AMOUNT C	Gross Proceeds for Legal Services	140,030.13
AMOUNT D	Section 409A Deferrals	152,383.15
AMOUNT E	Section 409A Income	152,420.14



## Purchase Card Transactions Process (FAPCARD)

---

### Description

The Temporary Purchase Card Transaction Table (FATCARD) is populated before the Purchase Card Transactions Process (FAPCARD) is run. FATCARD receives daily PCard transactions. These data can contain several summary records for each company/campus representing different posting days. For a diagram of the FAPCARD process flow, refer to Chapter 2, "Processing."

The FAPCARD process includes four steps.

#### 1. Performing Edits on FATCARD Data

The first set of functions performs sum and duplication edits on the data found in FATCARD.

Transaction totals received from the bank are compared (Record Types 1 and 2). The resulting totals are expected to be equal. The control file's company codes and bank post dates are then compared against previously fed information to ensure there are no duplicates.

If sum or duplication errors exist, an error report is written. You must call the bank in question about the problem. All records in FATCARD for the System ID being processed must be removed.

If no summary or duplication errors exist, the Purchase Transaction Fed Control Table (FABFEDC) is updated and the process continues.

#### 2. Generating a Liability Journal Voucher

The second part of this process performs an extrapolation of FOAPAL for each card transaction, summarizes by company or campus the amount of transactions being processed, and generates a liability Journal Voucher as indicated on the FTVSDAT record. The Transaction Date is the Processing Date (SYSDATE).

#### 3. Populate PCard Invoice Tables

The process populates the FABINVT and FARINVT tables. Two key dates are used:

- **Feed Sweep Date.** Date used to determine when invoices should be pulled and fed into Finance. The purpose of this date is to provide the account managers with enough time to perform edits. This date is based on the date the bank flat file was processed plus the user-defined lag days defined in the FTVCARD table. (The feed sweep date becomes the Invoice Transaction posting date for Banner Finance.)
  - **Payment Due Date.** Date based on the payment cutoff date in the Payment Cutoff Schedule (FTMPCSH) plus the specified number of cycle days defined in the FTVSDAT table.
4. Notification is sent via GUAMESG to the account manager defined on the Purchase Card Maintenance Form (FTMCARD).

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	System ID	Yes	System ID used to process records in the Temporary Purchase Card Transaction Table (FATCARD).	Any valid system ID
	System Date Time Stamp	No	System date and time in one of the following formats:  YYYYDDMMHHMMSS  YYYYDDMM	Any valid system date and time
	Duplicate Override? (Y/N)	Yes	Indicator that lets you continue processing if duplicate data are found.	Y = Yes  N = No

## Report Sample (Page 1 of 2)

17-JAN-2002 03:47:36 PM		Development Load of Purchase Card Interface Transactions AS OF 17-JAN-2002				PAGE 1 FAPCARD	
SYSTEM ID:		FAPCARD					
SYSTEM TIMESTAMP:		20020117040404					
CARD TYPE:		MC					
CAMPUS	POST DATE	TOTAL AMOUNT	COUNT	SUM AMOUNT	SUM COUNT	MESSAGE	
5301	13-JAN-2002	253723.00	10	253723.00	10	Counts and Amounts match successfully	
REPORT TOTALS:		253723.00	10	253723.00	10		
DUPLICATE STATUS							
CAMPUS	POST DATE	OVERRIDE	DUPLICATE STATUS				
5301	13-JAN-2002	N	No duplications found				
BATCH STATUS: FATCARD File successfully processed.							

**Report Sample (Page 2 of 2)**

17-JAN-2002 03:47:36 PM	Development Load of Purchase Card Interface Transactions AS OF 17-JAN-2002	PAGE 2 FAPCARD
* * * REPORT CONTROL INFORMATION * * *		
System ID: FAPCARD System Timestamp: 20020117 Duplicate Override Indicator: N Number of records processed: 10		

## Canadian Direct Deposit Tape Process (FAPCDIR)

---

**Description** This process, for Canadian institutions, enables you to create a file of direct deposit transactions to send to your bank/clearing house. The file can be saved as a flat file on disk or other media (tape).

The Canadian Direct Deposit Tape Process (FAPCDIR) will review the system for direct deposit payments. The process will then create batches of records, following Canadian Payment Association (CPA) standard record formats. The resulting file can then be sent to the bank/clearing house for processing.

**Note:** You must run the Batch Check Process (FABCHKS) before running the Canadian Direct Deposit Tape Process (FAPCDIR).

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Bank Code			

## Direct Deposit File Creation Process (FAPDIRD)

---

### Description

This process enables you to create a file of direct deposit transactions that you will send to your bank/clearing house. The file can be saved as a flat file on disk or other media (tape).

The Direct Deposit File Creation Process (FAPDIRD) will review the system for payments to be made via direct deposit. The process will then create batches of records, following National Automated Clearing House Association (NACHA) standard record formats. The resulting file can then be sent to the bank/clearing house for processing.

**Note:** You must run the Batch Check Process (FABCHKS) before running the Direct Deposit Creation Process (FAPDIRD).

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Debit transaction 27 required?	Yes	If this transaction is valued to Y(es), FAPDIRD creates the 627 record for total debits in the FAPDIRD.115 output. With the creation of this record, the file can be sent to an originating bank that differs from the destination bank.	N(o) (default value) Y(es)

## Invoice Feed Process (FAPINVT)

---

### Description

The Invoice Feed Process moves invoice transactions directly from the PCard Transaction Interface tables (FABINVT/FARINVT) into the invoice tables (FABINVH, FARINVC, and FARINVA). For a diagram of this process, refer to Chapter 2, “Processing.”

PCard invoices FARINVT and FABINVT are selected based on a parameter-driven feed date, and include the following functions.

- Run on demand.
- Generate an invoice document number from FOBSEQN, where the prefix is set to S.
- Feed records from FABINVT/FARINVT into tables FABINVH/FARINVC/FARINVA based on a feed date parameter.
- Feed one-time vendors.
- Use Invoice Approvals Process (optional). (This is defined on the System\_ID record in SDAT.)
- Feed a Payment Due Date and Invoice Date.
- Feed Zero Payment vouchers.
- Feed multiple accounting line distributions.
- Feed Check Vendor.
- Update the PCard Invoice Table (FABINVT) with the generated invoice document number and mark the transaction as being (F)ed.

**Note:** Do not run this process if the Purchase Card Transactions Process (FAPCARD) was run with an option of S, as shown in the following chart.

The S option generates a journal voucher with a debit to the incoming source expense from FTVCARD, a credit to the source fund, and a liability account found on the System Data Validation Form (FTVSDAT) defined by campus/company. The full FOAPAL must be defined on FTVCARD and used as is.

<i>Column Name</i>	<i>Value</i>
Entity/Usage Code (FTVSDAT_Sdat_Code_Entity)	FAPCARD
Attribute Code (FTVSDAT_Sdat_Code_Attr)	SYSTEM_ID
Optional Code #1(FTVSDAT_Sdat_Code_Opt_1)	FAPCARD
Title (FTVSDAT_Title)	Purch Code
Short Title (FTVSDAT_Short_title)	Purch Card
Data (FTSDAT_Data)	S

**Parameters**

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
System Id	Yes	System Identifier	Any valid System ID
Feed Sweep Date	Yes	Date used to determine when invoices should be pulled and fed into Finance.	Any valid date in YYYYMMDDHHSS format



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Bank Code	Yes	Code used to identify the bank. The value of this field is included in both the invoice header and accounting records.	Any valid two-character bank code. If not valued, defaults to a value from the fund.
	Transaction Date	No	Used for the invoice header transaction date and to calculate the fiscal period for the accounting records.	Any valid date. If not valued, will default to the value of the <b>Feed Sweep Date</b> .

## Report Sample

\* \* \* REPORT CONTROL INFORMATION - FAPINVT - Current Release 5.4 \* \* \*

REPORT : FAPINVT

Development  
Invoice Feed Process

RUN DATE : 15-JAN-2002  
RUN TIME : 02:26:51

System ID : FAPINVT  
Feed Sweep Date : 15-JAN-2002  
Bank Code : U1

## Direct Deposit Transmittal Register Process (FAPTREG)

---

### Description

This process enables you to create a listing of the summary control totals for the transactions contained in the Direct Deposit File. The register should be sent to your bank/clearing house, along with the Direct Deposit File.

Some of the information that will appear on the register include: Company Name, Dollar Amount, Date of Transmission, and Hash totals.

**Note:** Before running the Direct Deposit Transmittal Register Process (FAPTREG), you must run either the Direct Deposit File Creation Process (FAPDIRD), or the Canadian Direct Deposit File Creation Process (FAPCDIR).

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Direct Deposit Date	Yes	The date as entered in the Batch Check Print Form (FAABATC).	DD-MON-YYYY
Bank Code	Yes	The code for the bank entered in the Batch Check Print Form (FAABATC).	

## Bank Reconciliation - Activity Aging Report (FARAAGE)

---

**Description** This is a report of outstanding checks and deposits, displayed as outstanding activity in 30 day periods from less than one month to over 120 days.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Standard Date, DD-MON-YYYY	Yes	The reconciliation date for this report (i.e., from this date back).	DD-MON-YYYY
	Check Bank	Yes	The check bank code for the reconciliation.	

## Report Sample

REPORT FARAAGE	Development				RUN DATE: 04/23/1996	
BANK: 03 Third National Bank		Bank Reconciliation - Activity Aging				TIME: 02:52 PM
ACCOUNT: 16-1200-03-9874		As of 04/23/1996				PAGE: 1
<----- OUTSTANDING ACTIVITY AGING ANALYSIS ----->						
	UP TO 30 DAYS	31 TO 60 DAYS	61 TO 90 DAYS	91 TO 120 DAYS	OVER 120 DAYS	TOTAL OUTSTANDING
DEPOSITS:	\$100.00	\$ .00				\$100.00
CHECKS:	\$386.82	\$169.35				\$556.17

## Bank Reconciliation Balance Report (FARBBAL)

---

**Description** FARBBAL is a hard copy report of the bank reconciliation.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Recon. Date, DD-MON-YYYY	Yes	The reconciliation date for this report; (i.e., from this date back).	MM-DD-YYYY
	Bank Code	Yes	The bank code for the reconciliation.	
	Balance	No	The suggested (expected) balance amount.	

## Report Sample

REPORT FARBBAL	Development	RUN DATE: 05/02/1996
BANK: 03 Third National Bank	Bank Reconciliation Balance	TIME: 02:31 PM
ACCOUNT: 16-1200-03-9874	As of 05/02/1996	PAGE: 1
BEGINNING GENERAL LEDGER BALANCE		\$28.06
ADD: OUTSTANDING CHECKS	\$556.17	
MISC. CASH DISBURSEMENTS	\$ .00	
	-----	
TOTAL CREDITS	\$556.17	\$556.17
LESS: DEPOSITS IN-TRANSIT	\$100.00	
MISC. CASH RECEIPTS	\$ .00	
	-----	
TOTAL DEBITS	\$100.00	\$100.00
CURRENT BALANCE		-----
BALANCE PER BANK STATEMENT		\$484.23
		\$ .00
		-----
UNRECONCILED AMOUNT		\$484.23

## Bank Reconciliation Report (FARBREC)

---

### Description

FARBREC provides a hard copy report of bank reconciling items. If the bank tape contains checks which have cleared after the date entered in the Reconciliation Date Parameter, these checks will be treated as *not* having cleared. If a check has been cancelled after the date entered in the Reconciliation Date Parameter, it will still display as a current check.

If a bank mistakenly sends the same check number twice, Bank Reconciliation will reconcile the first occurrence of that check but will leave the other occurrence as an unreconciled item.

Refer to Chapter 14, "Accounts Payable Processing," for detailed information on the Bank Tape Reconciliation Form (FAABREC) and related procedures.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Reconciliation Date	Yes	The reconciliation date for this report (i.e., from this date back).	MM-DD-YYYY
Bank Code	Yes	The bank code for the reconciliation.	
Type of Reconciliation	No	Type of Reconciliation options.	F = Final reconciliation R = Regular reconciliation



## Check Register Report (FARCHKR)

---

**Description** FARCHKR lists checks by check number and date for a specific date range. This report sorts by bank code, check number, and vendor name.

The Check Register displays vendor/payee name, corresponding invoice numbers, and check amounts. In addition, it displays vendor check totals, invoice totals, and a total amount of each bank. Populate the **From Range Date** and the **To Range Date** parameters to print a cumulative check report. FARCHKR prints cancelled checks if the check cancellation date is less than the date specified in the Range of Dates parameters. If, however, the check was cancelled after the reporting period, it will display as not cancelled.

For a given invoice, if foreign currency is used and the **Disbursing Agent** Indicator on FAAINVE is set to *N* (No), FARCHKR prints the currency description on the check register (for example, French Francs).

One-time vendor information is included.

**Note:** A vendor number does *not* display in the Payee/Vendor Number column for one-time vendors.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
"From" Range Date, DD-MON-YYYY	Yes	The beginning date of the check register.	DD-MON-YYYY
"To" Range Date, DD-MON-YYYY	Yes	The end date of the check register.	DD-MON-YYYY

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Bank Code	No	Bank code for the specific bank.	Any valid bank code.
	Report layout option [A/V]	No	This parameter determines how the report output will display.	A = Accounting Distribution (default value) V = Vendor Invoice Layout

## Report Sample (Page 1 of 2)

REPORT FARCHKR FISCAL YEAR 96 BANK: T1 First National Bank CURRENCY: UNITED STATES DOLLARS				Development Check Register From 01/01/1996 To 04/01/1996				RUN DATE: 08/19/1996 TIME: 02:40 PM PAGE: 1			
CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER ---> VENDOR'S	INTERNAL	FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
R5555552	02/20/1996	00005	Mail Order LAB Equipment		RL00NE43	1000	215	6310	620		1,200.00
R5555553	02/20/1996		National Good Line Inc.		RL00NE44	1000	215	6310	620		100.00
R6666660	02/20/1996		AutoCorp		RL00NE60	1000	215	6310	620		100.00
R6666661	02/20/1996	00005	Mail Order LAB Equipment		RL00NE61	1000	215	6310	620		120.00
R6666662	02/20/1996		Air Corp		RL00NE62	1000	215	6310	620		200.00
R6666663	02/20/1996	00005	Mail Order LAB Equipment		RL00NE63	1000	215	6310	620		200.00
R8888880	02/20/1996		Oxford Computer Inc.		RL00NE80	1000	215	6310	620		100.00
R8888881	02/20/1996		VIP Computer Inc.		RL00NE81	1000	215	6310	620		100.00
R8888882	02/20/1996		VIP Computer Inc.		RL00NE82	1000	215	6310	620		200.00
R9999999	02/21/1996	00012	National Laboratory Supplies		RL0FRM30	1000	215	6310	620		110.00
S1111111	01/17/1996	00009	ABC Office Supplies Limited		I000784	1000	215	6310	620		1,100.00
S1111112	01/17/1996	PC1111111	Ace Hardware Service		PJC00041	103000	120	6010	620		10.00

## Report Sample (Page 2 of 2)

REPORT FARCHKR		Development		RUN DATE: 08/19/1996						
FISCAL YEAR 96		Check Register		TIME: 02:40 PM						
BANK: T1 First National Bank		(cont.)		PAGE: 2						
CURRENCY: UNITED STATES DOLLARS		From 01/01/1996 To 04/01/1996								
CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER ---> VENDOR'S	INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
S1111113	01/17/1996	PC1111111	Ace Hardware Service		PJC00031	103000	120	6010	620	55.00
S1111114	01/17/1996	PC1111111	Ace Hardware Service		PJC00042	103000	120	6010	620	1.00
S1111115	01/17/1996	PC1111111	Ace Hardware Service		PJC00043	103000	120	6010	620	1.00
S1111116	01/17/1996	PC1111111	Ace Hardware Service		PJC00044	103000	120	6010	620	11.00
S1111117	01/17/1996	PC1111111	Ace Hardware Service		PJC00045	103000	120	6010	620	16.50
S1111118	01/17/1996	00012	National Laboratory Supplies		I0000001	1000	215	6310	620	1,100.00
T0000002	02/26/1996		Voided Check							
T0000003	03/01/1996		Voided Check							
T0000010	03/01/1996	00001 00016	Laboratory Supplies Inc. Fitzpatrick Davies Brown CPA		GLIN2191	1000	220	6111	620	500.00
T0000011	03/01/1996	00001 00016	Laboratory Supplies Inc. Fitzpatrick Davies Brown CPA		GLINV219	1000	220	6111	620	1,000.00
UNITED STATES DOLLARS BANK TOTAL										=====
										6,224.50

## Cash Requirements Report (FARCSHR)

---

**Description** This report displays, by bank code and name, predicted cash requirements for an installation's bank(s) based on payment due dates.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Date	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date
	First Range Number of Days	No	The number of days for the first range.	0-99
	Second Range Number of Days	No	The number of days for the second range.	0-99
	Third Range Number of Days	No	The number of days for the third range.	0-99

## Report Sample (Page 1 of 2)

REPORT FARCSHR FISCAL YEAR 96		Development Cash Requirements Report As Of 05/03/1996				RUN DATE: 05/03/1996 TIME: 02:15 PM PAGE: 1	
		<----- AMOUNT TO BE PAID WITHIN ----->					
BANK NO	NAME	10 DAYS	EXPIRED DISCOUNT	20 DAYS	EXPIRED DISCOUNT	30 DAYS	EXPIRED DISCOUNT
-----		-----	-----	-----	-----	-----	-----
T1	First National Bank	\$106.30	\$10.00	\$106.30	\$10.00	\$106.30	\$10.00

## Report Sample (Page 2 of 2)

REPORT FARCSHR FISCAL YEAR 96		Development Cash Requirements Report As Of 05/03/1996				RUN DATE: 05/03/1996 TIME: 02:15 PM PAGE: 2	
		<----- AMOUNT TO BE PAID WITHIN ----->					
BANK NO	NAME	10 DAYS	EXPIRED DISCOUNT	20 DAYS	EXPIRED DISCOUNT	30 DAYS	EXPIRED DISCOUNT
GRAND TOTAL		\$106.30	\$10.00	\$106.30	\$10.00	\$106.30	\$10.00

## Batch Direct Deposit Advice Print Process (FARDIRD)

---

**Description** This process enables you to print direct deposit remittance advice forms. The advice form can be sent to the party who will be receiving payment by direct deposit. The printing of direct deposit advices is not required.

**Note:** Prerequisites: You must run the Direct Deposit File Creation Process (FAPDIRD) or the Canadian Direct Deposit Tape Process (FAPCDIR) before running the Direct Deposit Advice Print Process (FARDIRD).

**Note:** This process produces output: Direct Deposit Remittance Advices.

Invoice Aging Report (FARIAGE)

**Description**      This report provides an aging of open invoices from 30 to 120 days and over. This aids in the management of the Accounts Payables process.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Date	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date



## Report Sample

REPORT FARIAGE			Development Invoice Aging Report As Of 05/08/1996				RUN DATE: 05/08/1996 TIME: 02:05 PM PAGE: 1		
INVOICE DATE	VENDOR/PAYEE NUMBER NAME	INVOICE	PAYMENT DUE DATE	<----- AMOUNT OVER ----->					IND
				30 DAYS	60 DAYS	90 DAYS	120 DAYS		
10/26/1989	350000002 Energy System	I0000005	10/26/1989				\$2,345.00		
10/27/1989	310000002 BANNER CORP.	I0000010	10/27/1989				\$13,000.00		
	389000001 Spellman, Sam J.	F1	10/27/1989				\$375.00		H
		S1	10/27/1989				\$62.50		H
10/30/1989	310000002 BANNER CORP.	I0000012	10/30/1989				\$250,000.00		
TOTAL				\$ .00	\$ .00	\$ .00	\$265,782.50		

## Invoice Activity Report (FARINVA)

---

### Description

The Invoice Activity Report enables you to print detail and summary invoice activity information for a specified period of time, bank vendor, or user. This report gathers the total amount of invoices processed by each person during the specified time period, as well as the total amount of invoices processed on each day during the specified time period, and the total amount of invoices by bank code during the specified period of time.

This report enables you to:

- Obtain a listing and total amount of all invoices by bank code during a specified time period
- Obtain a listing and total amount of all invoices for a particular vendor during a specified time period
- Obtain a listing and total amount of all invoices for and processed by a specific individual during a specified time period

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
From Invoice Activity Date	Yes	The beginning of a time period for which the invoice activity information will be printed. This field is mandatory and cannot be left blank.	DD-MON-YYYY
To Invoice Activity Date	Yes	The ending of a time period for which the invoice activity information will be printed. This field is mandatory and cannot be left blank.	DD-MON-YYYY
Bank Code	No	Code used to identify banks. Populating this parameter will limit this report to one bank.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	User ID	No	The user identification code. Populating this parameter will limit the report to one user.	
	Vendor ID	No	The vendor identification code. Populating this parameter will limit the report to one vendor.	

## Report Sample

FARINVA 3.0  
FISCAL YEAR 96

Development  
Invoice Activity Report  
18-OCT-1995 through 20-OCT-1995

08-NOV-1995 03:44:48 PM  
PAGE: 1

BANK SL First National Bank

USER ID	ACTIVITY DATE	VENDOR/PAYEE NUMBER	NAME	DUE DATE	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	ST	C	A	H/S/C
FIMSUSR	10/19/1995	00010	LAB Corporation	10/18/1995	I000100	10/18/1995	\$321.59	0	N	N	N N Y
				10/19/1995	I0000100	10/19/1995	\$533.18	0	N	N	N N Y
				10/19/1995	I0000101	10/19/1995	-\$533.18	0	N	N	N N Y
						TOTAL DATE	\$321.59				
	10/20/1995	00010	LAB Corporation	10/20/1995	I0000896	10/20/1995	\$1,151.00	0	N	N	N N N
						TOTAL DATE	\$1,151.00				
						TOTAL USER	\$1,472.59				
						TOTAL BANK	\$1,472.59				

## Invoice Selection Report (FARINVS)

---

### Description

This report displays the invoices which will be paid on the next check run based on payment due dates. This report sorts by bank code and includes invoice amount and check amount for each vendor, as well as the total bank invoice amount and check amount. The discount amount is deducted from the invoice amount regardless of the number of remaining discount days. State and Federal taxes are deducted from the check amount if the invoice's 1099 Indicator is set to Y.

The invoice amount is the net amount found on the Invoice/Credit Memo Query Form (FAIINVE). The check amount is the dollar amount to be used by the Check Printing Process FABCHKP.

One-time vendor information is included.

**Note:** A vendor number does *not* display in the Payee/Vendor Number column for one-time vendors.

This report selects and prints invoices for specified bank codes. By allowing you to specify bank codes, this report can be used to select and print invoices that appear in the next check run which can be run for one bank code at a time. If no bank code is specified, then all invoices will be selected and printed as normal, regardless of the bank code.

Parameters	Name	Required?	Description	Values
	Next Check Run, DD-MON-YYYY	Yes	The date for the next check run. This date identifies invoices that will be paid in the next check run. If this parameter is blank, the current date is used.	DD-MON-YYYY
	Bank Code	No	Code used to identify banks. Populating this parameter will limit this report to one bank.	

## Report Sample

REPORT FARINVS		Development Invoice Selection Report Next Check Run: 01/01/1996				RUN DATE: 08/19/1996 TIME: 12:48 PM PAGE: 1	
BANK 01							
VENDOR/PAYEE NUMBER NAME		DUE DATE	INVOICE NUMBER DATE		INVOICE AMOUNT	CHECK AMOUNT	
-----		-----	-----		-----	-----	
00009	ABC Office Supplies Limited	06/07/1996	I0001178	05/07/1996	\$1,000.00	\$1,000.00	
		05/31/1996	I0001276	05/21/1996	\$2,143.36	\$2,143.36	
TOTAL VENDOR					\$3,143.36	\$3,143.36	
	Ace Hardware Service	08/11/1996	PJC00052	08/11/1996	\$150.00	\$150.00	
	Allen, Roberta, Marie.	09/10/1996	S0000054	09/10/1996	\$5.00	\$5.00	
	Arnold, Hap	07/31/1996	S0000052	07/31/1995	\$20.00	\$20.00	
817856001	Capriotti, June	08/13/1996	S0000125	08/13/1996	\$30.00	\$30.00	
00006	Computer Warehouse	05/30/1996	HAL00031	05/20/1996	\$8.10	\$8.10	
		05/31/1996	HAL00032	05/21/1996	\$22.50	\$22.50	
		06/06/1996	HAL00035	05/27/1996	\$14.40	\$14.40	
		07/05/1996	HAL00037	06/04/1996	\$2.00	\$2.00	
		05/31/1996	HAL00041	05/21/1996	\$13.00	\$13.00	
		06/10/1996	HAL00042	06/05/1996	\$200.00	\$200.00	
		06/10/1996	HAL00043	06/05/1996	\$100.00	\$100.00	
		06/10/1996	HAL0004A	06/05/1996	\$100.00	\$100.00	
		07/02/1996	HALCA001	06/22/1996	\$45.00	\$45.00	
		06/30/1996	HALCA01A	06/22/1996	\$100.00	\$100.00	
		05/23/1996	I0001209	05/13/1996	\$ .90	\$ .90	
		05/25/1996	I0001226	05/15/1996	\$1.80	\$1.80	
		05/25/1996	I0001227	05/15/1996	\$2.70	\$2.70	
TOTAL VENDOR					\$610.40	\$610.40	
159489559	Gibson, Stephen, L.	12/24/91	S0000067	12/24/91	\$20.00	\$20.00	

## Invoices Awaiting Receiver Report (FARIREC)

---

### Description

This report lists invoice, commodity, and receiving information for invoices awaiting the final receiving/matching process. Invoice data includes invoice number, invoice date, and payment due. Commodity data includes commodity item and amount due. Receiving data includes the purchase order and packing slip number. The receiver document number is obtained from the Packing Slip Header Table (FPBRCDT).

Invoices that have had their **Complete Indicator** set to *Y* and are required display an *R* upon query in the **Complete Indicator** field. The *R* identifies that the invoice is awaiting the receiving/matching process. The *R* is updated to *Y* by the system when the Invoice/Receiving Matching Process is complete for that invoice.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Vendor Code	No	The vendor code for which you want to list outstanding invoices. More than one vendor code may be entered.	
Payment Due As of Date	No	Invoice records with a payment due date that is less than or equal to date specified will be retrieved. Default is the current date which will retrieve all invoices awaiting the Invoice/Receiving Matching Process.	DD-MON-YYYY Default = current date

## Report Sample

FARIREC		Development Invoices Awaiting Receiver Report As Of 25-OCT-1996				25-OCT-1996 09:57 AM PAGE: 1			
VENDOR/PAYEE NUMBER	NAME	INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	ITEM NUM	NET AMOUNT DUE	PO NUMBER	RECEIVER DOCUMENT	PACKING SLIP
00006	Computer Warehouse	TGKI0502	23-JUN-1996	03-JUL-1996	1	163.43	TGKP0502		
						=====			
		VENDOR TOTAL				163.43			
00006	Computer Warehouse	TGKI0503	23-JUN-1996	03-JUL-1996	1	227.07	TGKP0503		
						=====			
		VENDOR TOTAL				227.07			
00006	Computer Warehouse	TGKI0504	23-JUN-1996	03-JUL-1996	1	834.44	TGKP0504		
						=====			
		VENDOR TOTAL				834.44			



## Open Invoice Report (FAROINV)

---

### Description

The Open Invoice Report provides details of the invoices and credit memos that were/are open based on the **As of Date** selected by the user. When the report is executed using an **As of Date** prior to the current system date, the invoices or credit memos displayed will include any subsequent check information as well as any cancelled invoice, credit memos, and/or checks. When necessary, the report appropriately displays the amount of taxes not paid to the vendor (indicated when the TAXL code appears in the SRCE column rather than the INVC code) along with the invoice amount.

The report includes invoices and credit memos that are *open* based on the **As of Date** entered by the user. Invoices or credit memos that are *paid* as of the current date but were *open* based on the **As of Date** are also included with the related check information provided. As well any invoices or credit memos that have been cancelled as of the current date but were *open* based on the **As of Date** are provided. An invoice may appear several times on the report showing its various iterations when the invoice itself or subsequent checks have been cancelled and reestablished or when the invoice includes taxes not paid to the vendor (TAXL). When invoices are reported more than once based on the **As of Date** entered by the user, it is important to look at the check number, check date, cancel date and/or source information to correctly evaluate the current status of the invoice document and its amount.

Due to known issues related to maintenance of transaction history for recurring payables, this report will only reflect the first submission of a recurring invoice and its related activity. Subsequent submissions will not be included in the report regardless of payment status for the **As of Date** entered.

The Cancel Date column on the report serves two purposes. When an invoice has been paid and the subsequent check cancelled (with or without reestablishing the invoice) then this date reflects the check cancellation date. If the invoice has not been paid and the invoice itself has been cancelled (with or without reestablishing the invoice), then this date reflects the date of the invoice cancellation.

There are several issues of note when the report generated contains data for invoices that have been cancelled and reestablished. There are two mechanisms for canceling and reestablishing invoices. If the invoice has not been paid, the invoice may be cancelled with or without reestablishment on the Invoice/Credit Memo Cancellation Form (FAAINVD). If the invoice has been paid then the invoice may be cancelled with or without reestablishment on the Check Cancellation Form (FAACHKS). The issues outlined below regarding cancellation and reestablishment are the same for either mechanism unless stated specifically.

- When an invoice is cancelled with a cancellation transaction date greater than the invoice's original transaction and reestablished invoice is re-completed and re-posted with the same transaction date as the original posting, the invoice will appear twice as of that date. For example, an invoice is posted with a transaction date of 01/02/2000 and is cancelled and reestablished on 01/10/2000. The user then re-completes and re-posts the invoice leaving the transaction date of 01/02/2000. When the Open Invoice Report is run as of 01/02/2000 the invoice will be listed twice once showing that it has been cancelled and once showing it has been reestablished and is awaiting payment. If the report is run as of 01/10/2000 the invoice will be reported only once as original iteration of the invoice is now cancelled as of 01/10/2000 and is no longer open.
- When an invoice has been ***paid*** and the check has been cancelled and the invoice reestablished the check amount will be used for the invoice amount as the invoice amount may be changed when the invoice is re-completed and re-posted.
- When a previously ***unpaid*** invoice is cancelled and reestablished, no amount will display in the invoice amount field as the invoice amount may be changed when the invoice is re-complete and re-posted.
- When an invoice has been cancelled the TAXL amount may not display if the invoice has been reestablished. The TAXL amount will only display when the invoice has not been reestablished or until the reestablished invoice is re-completed and re-posted. Once the reestablished invoice is re-complete and re-posted the TAXL amount is overwritten with the amount for the new iteration of the invoice and therefore can no longer displayed the amounts for previous iterations of invoices.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of accounts for which you want to create a report.	
	As of Date	Yes	Specifies which invoices and credit memos you want to include in the report. Banner prints information about invoices and credit memos that were open on the <b>As of Date</b> .	DD-MON-YYYY Default = system date
	Fund Type Code	No	Indicates which fund type you want to include in the report.	

Parameters (cont.)	Name	Required?	Description	Values
	Fund Option	No	Indicates the way in which you want to enter fund codes.	<p>A = Automatically enter all fund codes. (default value)</p> <p>R = Enter a range of fund codes.</p> <p>W = Search for specific fund codes using a wildcard.</p> <p>S = Enter specific fund codes.</p>
	From Fund		First fund code in a series. Enter only if <b>Fund Option = R.</b>	
	To Fund		Last fund code in a series. Enter only if <b>Fund Option = R.</b>	
	Fund		Fund codes that you would like to include in the report. Enter only if <b>Fund Option = W</b> or <b>S</b> . You may use a wildcard (%) if <b>Fund Option = W.</b>	

## Report Sample (Page 1 of 2)

FAR0INV 4.1		Banner University Open Invoice Report AS OF 16-NOV-1999				12/31/99 13:01:19 PAGE 1									
COAS: B		Banner University													
FTYP: 10		Unrestricted													
FUND: 1110		Current Education and General													
VENDOR		INVOICE	CM	TRAN	DATE	INVOICE	AMOUNT	CHECK NUMBER	CHECK DATE	CANCEL DATE	ORGN	ACCT	PROG	SRCE	
National Supplies		I0000076			11/16/99		600.00				11002	7210	10	INVC	
National Supplies		I0000078			11/16/99		300.00				11002	7520	10	INVC	
National Supplies		I0000086			11/23/99		100.00				11002	7210	10	INVC	
FUND Total:		-----													
		1,000.00													
FUND: 1200		Current Designated													
Office Max		I0000082			11/22/99		3,000.00				11005	7510	10	INVC	
Office Max		I0000083			11/22/99		150.00				11005	7210	10	INVC	
Office Max		I0000084			11/22/99		325.86				11005	7510	10	INVC	
Office Max		I0000085			11/22/99		4,501.00				11005	7510	10	INVC	
FUND Total:		-----													
		7,976.86													
FTYP Total:		-----													
		8,976.86													
Grand Total:		-----													
		8,976.86													

**Report Sample (Page 2 of 2)**

FAR0INV 4.1

Banner University  
Open Invoice Report  
AS OF 16-NOV-1999

12/31/99 13:01:19  
PAGE 1

\* \* \* REPORT CONTROL INFORMATION \* \* \*

PARAMETER SEQUENCE NUMBER: 14803  
CHART OF ACCOUNTS: B  
AS OF DATE: 16-NOV-1999  
FTYP: ALL  
FUND: 1110  
FUND: 1200  
NUMBER OF PRINTED LINES PER PAGE: 55

## Vendor Alphabetical Listing Report (FARVALP)

---

**Description** This report lists vendors in alphabetical order. This report includes the vendor's contact information as well as Discount Code, Group Tax Code, and Tax ID. Vendor Type Codes are initially defined on the Vendor Type Code Maintenance Form (FTMVTYP). Discount codes are initially defined on the Discount Terms List Values Form (FTVDISC).

Parameters	Name	Required?	Description	Values
	Vendor Type 1	No	Number one vendor type code selection	
	Vendor Type 2	No	Number two vendor type code selection	
	Vendor Type 3	No	Number three vendor type code selection	
	Vendor Type 4	No	Number four vendor type code selection	
	Vendor Type 5	No	Number five vendor type code selection	
	Vendor Type 6	No	Number six vendor type code selection	
	Vendor Type 7	No	Number seven vendor type code selection	
	Vendor Type 8	No	Number eight vendor type code selection	
	Vendor Type 9	No	Number nine vendor type code selection	
	Vendor Type 10	No	Number ten vendor type code selection	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	1099 Vendors only (Y/N)	No	Determines display of 1099 vendors only. Options are <i>Y</i> to display only 1099 vendors or <i>N</i> for a display that is not limited to 1099 vendors.	Y = Yes N = No (default value)
	Vendor Grouping Indicator	No	Determines vendor groupings. Options are <i>1</i> for one vendor group selection or <i>M</i> for multiple vendor group selections.	1 or M

## Report Sample

REPORT FARVALP		Banner University Vendor Alphabetical Listing			RUN DATE: 12/04/1996 TIME: 10:11 AM PAGE: 1	
VENDOR/ PAYEE NAME	VENDOR/ PAYEE NO	CONTACT	VENDOR TYPES		DISC CODE	GROUP TAX ID
-----					----	-----
1099 Vendor - Income Type = NC @00000166						1 1112
ADDRESS TYPE		STREET 1/CITY - STATE - ZIP		STREET 2/COUNTRY	STREET 3/PHONE - EXTENSION	
-----		-----		-----	-----	
Mailing		1234 Any Street Smallville OH 11111				
ABC Office Supplies Limited 00009		Pat Farrel		SB	1	
ADDRESS TYPE		STREET 1/CITY - STATE - ZIP		STREET 2/COUNTRY	STREET 3/PHONE - EXTENSION	
-----		-----		-----	-----	
Billing		1 Kelly Drive Philadelphia PA 19103		United States of America	215-345-3187	
Business		1 ABC Drive Philadelphia PA 19103		United States of America	215-345-3187	
Aaman Company, Limited 47777777		Margaret Ternowchek			1	
ADDRESS TYPE		STREET 1/CITY - STATE - ZIP		STREET 2/COUNTRY	STREET 3/PHONE - EXTENSION	
-----		-----		-----	-----	
Billing		780 Smith Court Ambler PA 19033				
Permanent		888 Abby Lane Chicago IL 60202				
Business		111 Albion Way Aurora AK 60202		Andrews Hall	Suite A1	



## Vendor History Report (FARVHST)

---

**Description** This report shows payment activity data for a vendor including check number, check date, invoice number and invoice date, PO number, invoice and check amounts, and vendor total. Vendor activity is displayed on a range of dates basis.

One-time vendor information is included. Note that a vendor number does *not* display in the Payee/Vendor Number column for one-time vendors.

Parameters	Name	Required?	Description	Values
	Start Date, DD-MON-YYYY	Yes	The starting activity date from which you want to report.	DD-MON-YYYY
	End Date, DD-MON-YYYY	No	The ending activity date to which you want to report.	DD-MON-YYYY
	Vendor Selection Option	No	The type of vendor.	1 = Specific vendor 2 = One-time vendor 3 = All vendors
	Vendor Code	No*	* Required only for specific vendors (that is, when Vendor Selection Option parameter is set to 1).	Any valid vendor code.

## Report Sample

REPORT FARVHST FISCAL YEAR 1996		Banner University Vendor History Report 01/01/1996 - 05/01/1996					RUN DATE: 08/19/1996 TIME: 12:35 PM PAGE: 1		
VENDOR/PAYEE NUMBER NAME		BK	CHECK NUMBER DATE	<--- INVOICE NUMBER ---> VENDOR'S INTERNAL		INVOICE DATE	PO NUMBER	INVOICE AMOUNT	CHECK AMOUNT
<hr/>									
00006	Computer Warehouse	US	E1113817 01/10/1996		I0000775	01/09/1996	P0000796	\$318.00	\$318.00
	Allen, Roberta, Marie.	T1	P0000037 01/17/1996		I000784	01/10/1996		\$1,100.00	\$1,100.00
		T1	S1111111 01/17/1996		I000784	01/10/1996		\$1,100.00	\$1,100.00
		US	E1113815 01/10/1996		91INV022	12/04/1995		\$10.00	\$10.00
		US	E1113950 02/24/1996		I0000908	02/24/1996		\$70.00	\$70.00
									<hr/>
	VENDOR TOTAL								\$2,280.00
	Arnold, Hap	AA	H0000001 03/02/1996		I0000837	01/16/1996		\$100.00	\$100.00
		T1	B0000002 01/18/1996		I0000679	12/11/1995	P0000742	\$270.00	\$270.00
		T1	B0000003 01/18/1996		I0000680	12/11/1995	P0000742	\$400.00	\$400.00
									<hr/>
	VENDOR TOTAL								\$770.00
	Houbson, Leslie	US	E1113810 01/08/1996		I0000769	01/08/1996		\$100.00	\$100.00
		US	E1113901 02/03/1996		I0000836	01/16/1996	P0000863	-\$50.00	
					I0000845	01/17/1996	P0000863	\$100.00	\$50.00
									<hr/>
	VENDOR TOTAL								\$150.00

## Vendor Numerical Listing Report (FARVNUM)

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**Description** This report lists the vendors in numerical order by ID number. FARVNUM includes the vendor's contact information and Discount Code, Group Tax Code, and Tax ID.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Vendor Type 1	No	Number one vendor type code selection	
	Vendor Type 2	No	Number two vendor type code selection	
	Vendor Type 3	No	Number three vendor type code selection	
	Vendor Type 4	No	Number four vendor type code selection	
	Vendor Type 5	No	Number five vendor type code selection	
	Vendor Type 6	No	Number six vendor type code selection	
	Vendor Type 7	No	Number seven vendor type code selection	
	Vendor Type 8	No	Number eight vendor type code selection	
	Vendor Type 9	No	Number nine vendor type code selection	
	Vendor Type 10	No	Number ten vendor type code selection	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	1099 Vendors only	No	Determines display of 1099 vendors only. Options are <i>Y</i> to display only 1099 vendors or <i>N</i> for a display that is not limited to 1099 vendors.	Y = Yes N = No (default value)
	Vendor Grouping Indicator (Y/N)	No	Determines vendor groupings. Options are <i>1</i> for one vendor group selection or <i>M</i> for multiple vendor group selections.	1 or M

## Report Sample

REPORT FARVNUM		Banner University Vendor Numerical Listing			RUN DATE: 12/04/1996 TIME: 10:26 AM PAGE: 1	
VENDOR/PAYEE NUMBER	NAME/CHECK NAME	CONTACT	VENDOR TYPES		DISC CODE	GROUP TAX ID
00003	Mike & Sons Supplies	Bill Burke	MN		01	M
	ADDRESS TYPE	STREET 1/CITY - STATE - ZIP	STREET 2/COUNTRY		STREET 3/PHONE - EXTENSION	
	Business	456 Cambria Ave Philadelphia PA 19107	United States of America		215-754-4500	
00004	Lydon's Chemistry Equipment	Mitch Lydon			1	
	ADDRESS TYPE	STREET 1/CITY - STATE - ZIP	STREET 2/COUNTRY		STREET 3/PHONE - EXTENSION	
	Business	2438 St. Vincent Street Philadelphia PA 19111	United States of America		215-342-1700	
00005	Mail Order LAB Equipment	Dennis Cowley			1	
	ADDRESS TYPE	STREET 1/CITY - STATE - ZIP	STREET 2/COUNTRY		STREET 3/PHONE - EXTENSION	
	Billing	1450 Rodeo Drive Los Angeles CA 34567	United States of America		576-432-7831	243
	Mailing	456 Topeka Blvd Ventura CA 34500	United States of America		987-390-9800	

## 1099 Reporting/Withholding Status Report (FARWHLD)

---

**Description** This report indicates U.S. Federal Government and appropriate State Government withholding tax and reporting data by vendor for those purchases subject to the IRS 1099 form reporting requirements. Columns include amounts for reportable, withheld, and paid over to the taxing authority.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Reporting Year, (YY)	Yes	Calendar 1099 reporting year	YY
	As of Date, DD-MON-YYYY	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date

## Report Sample (Page 1 of 2)

REPORT FARWHL REPORT YEAR 96		Banner Development Environment 1099 Reporting/Withholding Status Report As Of 08/10/1996				RUN DATE: 08/13/1996 TIME: 03:14 PM PAGE: 1	
VENDOR/PAYEE RPT_ID NAME	REPORTABLE	<----- WITHHELD -----> FEDERAL STATE		<----- PAID OVER -----> FEDERAL STATE		BALANCE	
	Alex R. Banta	\$5,135.80	\$410.00	\$205.00	\$ .00	\$ .00	\$615.00
sasi-2	ABC Corporation	\$11,901.00	\$123.90	\$247.80	\$ .00	\$ .00	\$371.70
	Textile Corporation						
	TOTAL ALL VENDORS	\$17,036.80	\$533.90	\$452.80	\$ .00	\$ .00	\$986.70
TOTAL FEDERAL BALANCE							\$533.90
TOTAL STATE BALANCE							\$452.80

## Report Sample (Page 2 of 2)

REPORT FARWHL	Banner Development Environment	RUN DATE: 08/13/1996
	1099 Reporting/Withholding Status Report	TIME: 03:14 PM
	As Of 08/10/1996	PAGE: 2
* * * REPORT CONTROL INFORMATION * * *		
RPTNAME: FARWHL		
PARAMETER SEQUENCE NUMBER:		
REPORTING YEAR: 96		
AS OF DATE: 08/10/1996		
NUMBER OF PRINTED LINES PER PAGE: 55		

## 1099 Reporting/Withholding Audit Report (FARWHLY)

---

**Description** This report contains the U.S. Federal Government and appropriate State Government withholding tax and reporting data by vendor for those purchases subject to the IRS 1099 Form reporting requirements. Columns include **Reportable Amounts**, **Federal** and **State Withheld**, and **Federal** and **State Paid Over** amounts all within income type. Use this report to verify the accuracy of distributions made to each vendor within income type. This report sorts by vendor ID.

Parameters	Name	Required?	Description	Values
	Reporting Year, (YY)	Yes	Calendar 1099 reporting year	YY
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date



## Report Sample (Page 1 of 2)

REPORT FARWHLY REPORT YEAR 96		Banner Development Environment 1099 Reporting/Withholding Audit Report As Of 08/10/1996				RUN DATE: 08/13/1996 TIME: 03:13 PM PAGE: 1	
VENDOR/PAYEE RPT_ID NAME	ITYP	REPORTABLE	<----- WITHHELD ----->		<----- PAID OVER ----->		BALANCE
			FEDERAL	STATE	FEDERAL	STATE	
Alex R. Banta ABC Corporation	RE	\$5,135.80	\$410.00	\$205.00	\$ .00	\$ .00	\$615.00
Textile Corporation	PR	\$11,901.00	\$123.90	\$247.80	\$ .00	\$ .00	\$371.70
TOTAL ALL VENDORS		\$17,036.80	\$533.90	\$452.80	\$ .00	\$ .00	\$986.70
TOTAL FEDERAL BALANCE							\$533.90
TOTAL STATE BALANCE							\$452.80

## Report Sample (Page 2 of 2)

REPORT FARWHLY	Banner Development Environment	RUN DATE: 08/13/1996
	1099 Reporting/Withholding Status Report	TIME: 03:13 PM
	As Of 08/10/1996	PAGE: 2
* * * REPORT CONTROL INFORMATION * * *		
RPTNAME: FARWHLY		
PARAMETER SEQUENCE NUMBER:		
REPORTING YEAR: 96		
AS OF DATE: 08/10/1996		
NUMBER OF PRINTED LINES PER PAGE: 55		

## 1099 Forms Test Patterns (FAT1099)

---

**Description** This process prints test patterns for 1099 forms, two forms per page. A sample test pattern is provided following the parameters.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Print Test Pattern- 1, 2, or N	No	Enter <i>Y</i> to print test patterns, or enter <i>N</i> to suppress printing.	Y = Yes N = No

## Sample Test Pattern

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX

XXXXXXXXXX      XXXXXXXXXXXXX  XXXXXXXXXXXXX XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXX XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX      X  XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX XX
XXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXX
```

## Budget Development Module

---

This section provides you with a description of each report in the Budget Development module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FBRAPPR will follow FBRAPPD.

## Approved Distributed Budget Report (FBRAPPD)

**Description** The Approved Distributed Budget Report lists the distributed approved budget, the distributed current year budget, the distributed prior year budget, and the variance from the approved to the current budget. This report is sorted by organization, fund, program, activity, location, and account.

Parameters	Name	Required?	Description	Values
	Budget Year	Yes	The two-digit budget year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	No	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Budget ID	Yes	The Budget ID for reporting.	
	Print Net Totals	No	Enter <i>Y</i> to print net totals.	Y = Yes (default value) N = No
	Specific Organization	No	The organization for reporting.	
	Organization Level	No	The organization level for the specific organization, if entered. Enter <i>E</i> for As Exists or a value from <i>1</i> to <i>8</i> for a specific organization level. Amounts will be rolled to this level in the report.	E = as exists (default value) or 1-8 = specific organization level

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Specific Fund	No	The fund used for reporting.	
	Fund Level	No	The fund level for the specific fund, if entered. Enter <i>E</i> for As Exists or a value from 1 to 5 for a specific fund level. Amounts will be rolled to this level in the report.	E = as exists (default value) or 1-5 = specific fund level
	Specific Program	No	The program for reporting.	
	Program Level	No	The program level for the specific program, if entered. Enter <i>E</i> for As Exists or a value from 1 to 5 for a specific program level. Amounts will be rolled to this level in the report.	E = as exists (default value) or 1-5 = specific program level
	Specific Activity	No	The activity for reporting.	
	Specific Location	No	The location for reporting.	
	Location Level	No	The location level for the specific location, if entered. Enter <i>E</i> for As Exists or a value from 1 to 5 for a specific location level. Amounts will be rolled to this level in the report.	E = as exists (default value) or 1-5 = specific location level

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Specific Account	No	The account for reporting.	
	Account Level	No	The account level for the specific account, if entered. Enter <i>E</i> for As Exists or a value from <i>1</i> to <i>4</i> for a specific account level. Amounts will be rolled to this level in the report.	E = as exists (default value) or 1-4 = specific account level

## Report Sample (Page 1 of 3)

03/08/1997 12:06:04		Banner University				PAGE 1	
BUDGET YEAR 96		Approved Distributed Budget				FBRAPPD	
		Operating Budget for FY 96					
		As of 30-oct-1995					
ORGANIZATION: 101		Office of the Provost					
FUND: 102000		Current Operating Funds					
Prog/ Actv/ Locn	CODE TITLE	APPROVED BUDGET 1996	CURRENT YEAR BUDGET 1995	PRIOR YEAR BUDGET	***** VARIANCE *****		
400	Academic Support Program				APPROVED BUDGET TO		
01	Executive Management				CURRENT YEAR		
10	Old Campus				AMOUNT	PERCENT	
ACCOUNT	TITLE	PERIOD					
5000	Salary & Wages	1	587,666.66	.00	.00	587,666.66	.000
		2	587,666.67	.00	.00	587,666.67	.000
		3	587,666.67	.00	.00	587,666.67	.000
TOTAL: Salary & Wages			1,763,000.00	.00	.00	1,763,000.00	.000
TOTAL: Academic Support Program							
	Total revenues		.00	.00	.00	.00	.000
	Total labor		1,763,000.00	.00	.00	1,763,000.00	.000
	Total expense		.00	.00	.00	.00	.000
	Total transfers		.00	.00	.00	.00	.000
	Total net		-1,763,000.00	.00	.00	-1,763,000.00	.000
600	Institutional Administration						
01	Executive Management						
10	Old Campus						
5000	Salary & Wages	1	133,000.00	.00	.00	133,000.00	.000
		2	133,000.00	.00	.00	133,000.00	.000
		3	133,000.00	.00	.00	133,000.00	.000
***** CONTINUED ON NEXT PAGE *****							



## Report Sample (Page 2 of 3)

***** CONTINUED FROM PREVIOUS PAGE *****					
TOTAL: Salary & Wages	399,000.00	.00	.00	399,000.00	.000
TOTAL: Institutional Administration					
Total revenues	.00	.00	.00	.00	.000
Total labor	399,000.00	.00	.00	399,000.00	.000
Total expense	.00	.00	.00	.00	.000
Total transfers	.00	.00	.00	.00	.000
Total net	-399,000.00	.00	.00	-399,000.00	.000
TOTAL: Current Operating Funds					
Total revenues	.00	.00	.00	.00	.000
Total labor	2,162,000.00	.00	.00	2,162,000.00	.000
Total expense	.00	.00	.00	.00	.000
Total transfers	.00	.00	.00	.00	.000
Total net	-2,162,000.00	.00	.00	-2,162,000.00	.000

## Report Sample (Page 3 of 3)

03/08/1997 12:06:04  
BUDGET YEAR 96

Banner University  
Approved Distributed Budget  
Operating Budget for FY 96  
AS OF 30-oct-1995

PAGE 2  
FBRAPPD

ORGANIZATION: 101 Office of the Provost  
FUND: 102000 Current Operating Funds

Prog/ Actv/ Locn	CODE TITLE	APPROVED BUDGET 1996	CURRENT YEAR BUDGET 1995	PRIOR YEAR BUDGET	***** VARIANCE ***** APPROVED BUDGET TO CURRENT YEAR AMOUNT PERCENT
600	Institutional Administration				
01	Executive Management				
10	Old Campus				
ACCOUNT	TITLE	PERIOD			
TOTAL:	Office of the Provost				
	Total revenues	.00	.00	.00	.00 .000
	Total labor	2,162,000.00	.00	.00	2,162,000.00 .000
	Total expense	.00	.00	.00	.00 .000
	Total transfers	.00	.00	.00	.00 .000
	Total net	-2,162,000.00	.00	.00	-2,162,000.00 .000

## Approved Budget Report (FBRAPPR)

**Description** The Approved Budget Report lists the approved budget, the current year budget, the prior year budget, and the variance from the approved to the current budget. This report is sorted by organization, fund, program, activity, location, and account.

Parameters	Name	Required?	Description	Values
	Budget Year	Yes	The two-digit budget year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	No	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Budget ID	Yes	The Budget ID for reporting.	
	Print Net Totals	Yes	Enter <i>Y</i> to print net totals.	Y = Yes (default value) N = No
	Specific Organization	No	The organization for reporting.	
	Organization Level	No	The organization level for the specific organization, if entered. Enter <i>E</i> for As Exists or a value from <i>1</i> to <i>8</i> for a specific organization level. Amounts will be rolled to this level in the report.	E = (as exists) (default value) or 1-8 = (specific organization level)
	Specific Fund	No	The fund used for reporting.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fund Level	No	The fund level for the specific fund, if entered. Enter <i>E</i> for As Exists or a value from 1 to 5 for a specific fund level. Amounts will be rolled to this level in the report.	E = (as exists) (default value) or 1-5 = (specific fund level)
	Specific Program	No	The program for reporting.	
	Program Level	No	The program level for the specific program, if entered. Enter <i>E</i> for As Exists or a value from 1 to 5 for a specific program level. Amounts will be rolled to this level in the report.	E = (as exists) (default value) or 1-5 = (specific program level)
	Specific Activity	No	The activity for reporting.	
	Specific Location	No	The location for reporting.	
	Location Level	No	The location level for the specific location, if entered. Enter <i>E</i> for As Exists or a value from 1 to 5 for a specific location level. Amounts will be rolled to this level in the report.	E = (as exists) (default value) or 1-5 = (specific location level)
	Specific Account	No	The account used for reporting.	
	Account Level	No	The account level for the specific account, if entered. Enter <i>E</i> for As Exists or a value from 1 to 4 for a specific account level. Amounts will be rolled to this level in the report.	E = (as exists) (default value) or 1-4 = (specific account level)

## Report Sample (Page 1 of 2)

03/08/91 10:14:09		Banner University			PAGE 1	
BUDGET YEAR 96		Approved Budget			FBRAPPR	
		Operating Budget for FY 96				
		AS OF 30-oct-1995				
ORGANIZATION: 101		Office of the Provost				
FUND: 102000		Unrestricted Funds				
Prog/ Actv/ Locn	CODE TITLE	APPROVED BUDGET 1996	CURRENT YEAR BUDGET 1995	PRIOR YEAR BUDGET	***** VARIANCE ***** APPROVED BUDGET TO CURRENT YEAR AMOUNT	***** PERCENT
400	Academic Support Program					
01	Executive Management					
10	Old Campus					
ACCOUNT	TITLE					
5000	Salary & Wages	1,763,000.00	.00	.00	1,763,000.00	.000
TOTAL:	Old Campus	1,763,000.00	.00	.00	1,763,000.00	.000
TOTAL:	Executive Management	1,763,000.00	.00	.00	1,763,000.00	.000
TOTAL:	Academic Support Program					
	Total revenues	.00	.00	.00	.00	.000
	Total labor	1,763,000.00	.00	.00	1,763,000.00	.000
	Total expense	.00	.00	.00	.00	.000
	Total transfers	.00	.00	.00	.00	.000
	Total net	-1,763,000.00	.00	.00	-1,763,000.00	.000
TOTAL:	Current Operating Funds					
	Total revenues	.00	.00	.00	.00	.000
	Total labor	1,763,000.00	.00	.00	1,763,000.00	.000
	Total expense	.00	.00	.00	.00	.000
	Total transfers	.00	.00	.00	.00	.000
	Total net	-1,763,000.00	.00	.00	-1,763,000.00	.000

## Report Sample (Page 2 of 2)

03/08/91 10:14:09		Banner University			PAGE 2	
BUDGET YEAR 96		Approved Budget			FBRAPPR	
		Operating Budget for FY 96				
		AS OF 30-OCT-1995				
ORGANIZATION: 101		Office of the Provost				
FUND: 102000		Unrestricted Funds				
Prog/ Actv/ Locn	CODE TITLE	APPROVED BUDGET 1996	CURRENT YEAR BUDGET 1995	PRIOR YEAR BUDGET	***** VARIANCE ***** APPROVED BUDGET TO CURRENT YEAR AMOUNT	***** PERCENT
600	Institutional Administration					
01	Executive Management					
10	Old Campus					
ACCOUNT		TITLE				
TOTAL:	Office of the Provost					
	Total revenues	.00	.00	.00	.00	.000
	Total labor	2,162,000.00	.00	.00	2,162,000.00	.000
	Total expense	.00	.00	.00	.00	.000
	Total transfers	.00	.00	.00	.00	.000
	Total net	-2,162,000.00	.00	.00	-2,162,000.00	.000

## Budget Build Process (FBRBDBB)

---

**Description** This process is used to build phases and distributed budget records according to the parameters entered on the Budget Process Control Parameter Form (FBABPRC).

**Note:** If any of these parameters are null, then all values will be included.

Phases may be created based on the Operating Ledger (FGBOPAL) or the Budget Line Item Table (FBBBLIN). This process produces no output.

For additional information, refer to Chapter 18, “Budget and Position Control.”

## Distribution Process Summary (FBRBDDS)

---

<b>Description</b>	FBRBDDS provides a summary of the off-line process used to distribute amounts from the budget line item table into periodic amounts in the distribution table. This process produces no output.
--------------------	---



## Budget Roll to General Ledger (FBRBDRL)

---

**Description** FBRBDRL rolls budget amounts into the finance ledgers. Enter values in the parameters for the budget roll on the Budget Process Control Parameter Form (FBABPRC). When you execute FBRBDRL, records are written to the Transaction Input Table (FGBTRNI). Generate these two reports to view any errors encountered during the budget roll process:

- Interface Process (FGRTRNI)
- Transaction Error Report (FGRTRNR)

## Report Sample

07/01/1995 08:29:17	Banner University Budget Roll to General Ledger As of 01-JUL-1995	PAGE 1 FBRBDRL
* * * REPORT CONTROL INFORMATION * * *		
BUDGET ID: FY93 BUDGET PHASE: FINAL CHART OF ACCOUNTS: A PERMANENT RULE CODE: BD01 TEMPORARY RULE CODE: BD03 ROLL PERCENTAGE: 100.000 REPEAT ROLL INDICATOR: DESCRIPTION: budg roll DOCUMENT CODE: L0000042 SYSTEM ID: BUDGET SYSTEM DATE: 19930701082917 ACTIVATION DATE: 01-JUL-1995 TRANSACTION HEADER AMOUNT: 225220.00		
PARAMETER SEQUENCE NUMBER: NUMBER OF PRINTED LINES PER PAGE: 55  COUNT OF INSERTS TO FGBTRNI: 8423  RECORD COUNT: 1		

## Finance Budget Feed Process (FBRFEED)

---

### Description

This process is used to move Position Control budget information from the Position Control module into the Finance Budget tables. All FOAPAL data is transferred between modules. Both the Budget Line Item Table (FBBBLIN) and the corresponding Distribute Table (FBRDIST) are affected by the FBRFEED process. FBRFEED reads the GURFEED table which has data supplied by the Finance Interface Process, NHPFIN2. FBRFEED decides which budget module tables to update.

Enter new Position Control information on the Position Definition Form (NBAPOSN). Specify Active or Working Budgets in the Fringe Total Block. Both Active and Working Budgets are sent to the Finance Budget Tables when this process is run.

Run the Finance Interface Extract Process NHPFIN1. Run the Finance Interface Process NHPFIN2. NHPFIN2 configures the records into GURFEED format. Run the FBRFEED process.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Report Mode	No	Report Mode options are: <i>V</i> to examine the data that will be processed, or <i>S</i> to actually run the updates.	S or V
Process ALL Indicator	No	Process ALL Indicator options are: <i>Y</i> to process all records or <i>N</i> to process selected records.	Y = Yes N = No
Time Stamp	No	Enables direct specific processing. A date value only processes all batches for that day; a specific timestamp will do only that one process.	DD-MON-YYYY[HH24MISS]

## Report Sample

PAGE 1		Banner University			RUN DATE 11/18/1996	
REPORT : FBRFEED		Finance Budget Feed Process			RUN TIME 04:14 PM	
SYSTEM ID	TIMESTAMP	DOCUMENT	DESCRIPTION	AMOUNT	COUNT	
-----	-----	-----	-----	-----	-----	
POSNBUD	19911114132318	F0000748	Banner HR / Position Batch Header	25455.94	1	
POSNBUD	19911115170601	F0000754	Banner HR / Position Batch Header	515810.40	3	
REPORT TOTALS:				541266.34	4	4 TRANSACTIONS
LINE ITEM INSERTS:					0	
LINE ITEM UPDATES:					3	
DISTRIBUTION UPDATES:					1	

## Budget Mass Change Process (FBRMCHG)

---

**Description** This process permits you to make global budget changes, by organization, to adjust budget items by flat amounts or percentages. Parameters used by this process are defined on the Mass Budget Changes Form (FBAMCHG).

## Report Sample

04/26/1996 19:46:19												Banner University Budget Mass Change Process As of 26-APR-1996		PAGE 1 FBRMCHG	
BUDG ID	BUDG PHASE	COA	INDEX	ORGN	FUND	PROG	ACCT	ACTV	LOCN	DUR	DIST W/IN	AMOUNT		PCT	
MANT91	M91P1	T		125	1000	111	1010	410	1001	P	N			10.000	
MANT91	M91P2	T		125	1000	111	1010	410	1001	P	N			5.000	

## Budget Worksheet Report (FBRWKSH)

**Description** This report displays up to three budget phases with current year and prior year budget amounts from the budget file. This report is sorted by organization, fund, program, activity, location, and account. Use this as a worksheet for the new year's budget.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Budget Year	Yes	The two digit budget year to report.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	Budget ID	Yes	The Budget ID for reporting.	
	Budget Phase 1	No	The first budget phase for reporting.	
	Budget Phase 2	No	The second budget phase for reporting.	
	Budget Phase 3	No	The third budget phase for reporting.	
	As of Date (DD-MON-YYYY)	No	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Print Net Totals	No	Enter <i>Y</i> to print net totals.	Y = Yes (default value) N = No
	Specific Organization	No	The organization for reporting.	
	Specific Fund	No	The fund for reporting.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Specific Program	No	The program for reporting.	
	Specific Activity	No	The activity for reporting.	
	Specific Location	No	The location for reporting.	
	Specific Account	No	The account for reporting.	



## Report Sample (Page 1 of 2)

03/07/91 11:03:50  
BUDGET YEAR 96

Banner University  
Budget Worksheet  
Fiscal Year '96 Budget  
AS OF 05-feb-1995

PAGE 1  
FBRWKSH

ORGANIZATION: 103 Vice President for Administration  
FUND: 103000 Current Operating Funds - unrestrict

	PRIOR YEAR 1990	CURRENT YEAR 1991	PHASE 1:	PHASE 2:	PHASE 3:
-----					
PROGRAM:					
610	Executive Management				
ACTIVITY:					
01	Executive Management				
LOCATION:					
16	Vice President Admin - Suite 10				
ACCOUNT:					
6111	Office Supply Accounts	4,000.00	.00	.00	.00
6310	Capital Purchases - Computers	100,800.00	.00	.00	.00
6330	Capital Purchases - Lab Equipment	4,000.00	.00	.00	.00
6340	Capital Purchases - Vehicles	18,500.00	.00	.00	.00
6410	Utilities Expense - Electric	10,600.00	.00	.00	.00
PROGRAM TOTAL:					
	Total Revenue	.00	.00	.00	.00
	Total Labor	.00	.00	.00	.00
	Total Expense	137,900.00	.00	.00	.00
	Total Transfers	.00	.00	.00	.00
	Total Net	-137,900.00	.00	.00	.00

\*\*\*\*\* CONTINUED ON NEXT PAGE \*\*\*\*\*

## Report Sample (Page 2 of 2)

***** CONTINUED FROM PREVIOUS PAGE *****						
PROGRAM:						
640	General Administration					
ACTIVITY:						
	Activity not budgeted					
LOCATION:						
	Location not budgeted					
ACCOUNT:						
6111	Office Supply Accounts	.00	950.00	.00	.00	.00
PROGRAM TOTAL:						
	Total Revenue	.00	.00	.00	.00	.00
	Total Labor	.00	.00	.00	.00	.00
	Total Expense	.00	950.00	.00	.00	.00
	Total Transfers	.00	.00	.00	.00	.00
	Total Net	.00	-950.00	.00	.00	.00
FUND TOTAL:						
	Total Revenue	.00	.00	.00	.00	.00
	Total Labor	.00	.00	.00	.00	.00
	Total Expense	137,900.00	950.00	.00	.00	.00
	Total Transfers	.00	.00	.00	.00	.00
	Total Net	-137,900.00	-950.00	.00	.00	.00

## Cost Accounting Module

---

This section provides you with a description of each report in the Cost Accounting module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FCBEQPT will follow FCBBILL.

## Cost Accounting Billing Process (FCBBILL)

---

### Description

The Cost Accounting Billing Report prints a summary of all billing charges by project and by project rate type for the current billing cycle. Category rate types list in order of the sequence assigned on the Rate Type Code Maintenance Form (FTMRTYP). All of the internal rate codes associated with the category rate types list the following:

- Current billing rate
- Number of units charged for this billing cycle
- Any prior billing charges for that rate code
- Current billing charge

If no charges occurred during this billing cycle for a rate type, only Previous Billing and Total Billing columns display. Totals display for each rate type which are previous and total billing amounts. Customer and project totals display for the following columns:

- Previous Billing
- Current Billing
- Total Billing

FTBBILL takes into account a start and end date for project billing transactions.

If the Update Database indicator is set to *N*, the report is generated in a test mode which produces FCBBILL without updating the database. Set the indicator to *Y* to generate FCBBILL and to do the following:

- Create Billing Detail Report records
- Create history records for the Project History Table (FCBPHST)
- Create charge records for the Project/Customer Charges Table (FCBPRJC)

- Create Transaction Input Table (FGBTRNI) records
- Update inventory, equipment, and employee database fields

The parameter table entry for this billing cycle is deleted at the end of report execution. The parameter table entry is always deleted whether this report is run in test mode or database update mode. All detail charges entered on the Cost Accounting Maintenance Form (FCAACCT) that were selected for projects processed during this billing cycle are deleted. Submit this report through the Job Submission feature or define parameters on the Cost Accounting Batch Parameter Maintenance Form (FCAPARM).

**Note:** The Document Number parameter is required when the Update Database indicator is populated with *Y*. If you specify *N* for the Update Database Indicator, then Document Number is optional. The Update Database indicator will not accept a null value. After you run the billing process in update mode, conclude the billing run by executing the Transaction Interface Process (FGRTRNI).

This list of parameters is only accessible through the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). If you submit this report through Job Submission you will be prompted for only two parameters: Parameter Sequence Number and Number of Printed Lines Per Page.

**Note:** You may want to review the detailed procedures in Chapter 21, “Cost Accounting.”

## Report Sample

REPORT FCBILL FISCAL YEAR 1992		Banner University Billing Report			RUN DATE: 11/08/91 TIME: 11:04 AM PAGE: 1	
CUSTOMER #:	310					
CUSTOMER NAME:	Johnson, John					
CUSTOMER ADDRESS:	Business Center					
	Malvern PA 19355					
CUSTOMER CHARGE %	100.000					
PROJECT CODE:	M126					
PROJECT DESC:	Office Renovation					
START DATE:	05-NOV-91					
END DATE:						
CATEGORY	RATE CODE	RATE	UNITS	PREVIOUS BILLING	CURRENT BILLING	TOTAL BILLING
Direct Labor				.00		
	DLOH	5.000	40.00		200.00	
	DLST	20.000	40.00		800.00	
						1000.00
Equipment Rental				.00		
	REQP	7.000	6.00		42.00	
	REQP	15.000	1.00		15.00	
						57.00
Inventory Handling				.00		
	INHD	18.000	5.00		90.00	
	INHD	22.000	4.00		88.00	
						178.00
CUSTOMER TOTAL				.00	1235.00	1235.00
PROJECT TOTAL				.00	1235.00	1235.00

## Equipment Rental Rate Calculation Report (FCBEQPT)

---

### Description

This report displays the results of the equipment rental rate calculations for all employees and equipment within an organization.

The automatic labor rate calculation process for equipment rental provides the ability to calculate a new rate value for internal rate codes associated to rate types of Equipment Rental. This new rate value is stored in the Internal Rates Table (FCBRATE) with a new effective date. This process also produces a paper report listing all items used to perform the calculations as well as the resulting valued rates.

The final process of this report resets the equipment actual machine hours in the Equipment Validation Table (FTVEQPT) to zero and resets the employee's actual direct hours and actual indirect hours in the Employee Table (FCBEMPL) to zero. The organization's current year uncommitted budget for all defined equipment handling accounts is used in the calculations to derive a new rate value.

This list of parameters is only accessible through the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). If you submit this report through Job Submission, you will be prompted for only two parameters: Parameter Sequence Number and Number of Printed Lines Per Page.

## Report Sample (Page 1 of 3)

REPORT FCBEQPT  
FISCAL YEAR 1992

Banner University  
Equipment Rental Rate Calculation

RUN DATE: 12/06/91  
TIME: 11:26 AM  
PAGE: 1

COA: T TITLE: Banner University

ORGANIZATION: 165 TITLE: Mechanical Engineering

RATE CODE : REQP DESC : Equipment Rental

EMPLOYEE#	NAME	WAGES	BENEFITS	TOTAL LABOR	AVAILABLE HRS DIRECT INDRCT	VAC	SICK	HOL	OTHER	PRODUCTIVE HOURS DIRECT INDIRECT
213450066	Butler, Nora A.	40,000.00	1,000.00	41,000.00	2,080	80	96	96		2,080.00 0.00
777010005	Smith, Lisa B.	30,000.00	1,500.00	31,500.00	2,080 2,080	120	96	96		2,080.00 2,080.00
777010007	Dean, Thomas R.	60,000.00	3,000.00	63,000.00	2,080	120	96	96		2,080.00 0.00
777010008	Evans, Ruth W.	55,000.00		55,000.00	2,080	160	96	96		2,080.00 0.00
777010011	Adams, Eugene M.	40,000.00	1,000.00	41,000.00	2,080	40	80	96	8	1,856.00 0.00
777010027	Smith, Joshua	55,000.00	175.00	55,175.00	2,080 0	80	96	96	16	1,792.00 0.00
777010028	Smith, Jane	2,000.00	300.00	2,300.00	80 10	4	6	8	0	64.00 8.00
TOTAL ORGANIZATION		282,000.00	6,975.00	288,975.00	12,560 2,090	604	566	584	24	12,032.00 2,088.00
DIRECT LABOR RATE		0.191								
INDIRECT LABOR RATE		1.102								
ACCOUNT	TITLE			AMOUNT						
6180	Indirect Cost Charges			160.00						
6400	Utilities Expense			15.00						
TOTAL OTHER COSTS				175.00						

\*\*\*\*\* CONTINUED ON NEXT PAGE \*\*\*\*\*



## Report Sample (Page 2 of 3)

***** CONTINUED FROM PREVIOUS PAGE *****								
EQUIP NO	DESCRIPTION	LABOR	MAINTENANCE	SUPPLIES	DEPRECIATION	MACHINE COSTS	HOURS AVAIL	RATE
PS0000002	paint sprayer type 2	1,000.00	20.00	5.00	350.00	1,375.00	300.00	41.788
PS0000003	paint sprayer type 3	500.00	30.00	12.00	200.00	742.00	270.00	36.232
PS0000004	paint sprayer type 4	400.00	10.00	5.00	300.00	715.00	200.00	28.378
PS0000005	paint sprayer type 5	700.00	35.00	20.00	375.00	1,130.00	500.00	64.268
PS0000001	Sears Fine Quality Paint Sprayer #1	500.00	20.00	10.00	50.00	580.00	100.00	18.202

## Report Sample (Page 3 of 3)

REPORT FCBEQPT FISCAL YEAR 1992		Banner University Equipment Rental Rate Calculation					RUN DATE: 12/06/91 TIME: 11:26 AM PAGE: 2	
COA:	T	TITLE: Banner University						
ORGANIZATION:	165	TITLE: Mechanical Engineering						
RATE CODE :	REQP	DESC : Equipment Rental						
EQUIP NO	DESCRIPTION	LABOR	MAINTENANCE	SUPPLIES	DEPRECIATION	MACHINE COSTS	HOURS AVAIL	RATE
PS-000001	Paint Sprayer Fine Quality	1,000.00	10.00	10.00	200.00	1,220.00	50.00	30.601
	TOTAL ORGANIZATION	4,100.00	125.00	62.00	1,475.00	5,762.00	1,420.00	

## Inventory Handling Rate Calculation Report (FCBINVT)

---

**Description** This report displays the result of the inventory handling rate calculation for all employee and inventory items associated with an organization.

The automatic labor rate calculation process for inventory handling provides the ability to calculate a new rate value for internal rate codes associated to rate types of inventory handling. This new rate value is stored in the Internal Rates Table (FCBRATE) with a new effective date. This process also produces a paper report listing all items used to perform the calculations as well as the resulting valued rates. The final process of this report resets the inventory actual units in the Inventory Validation Table (FTVINVT) to zero and resets the employee's actual direct hours and actual indirect hours in the Employee Table (FCBEMPL) to zero. The organization's current year uncommitted budget for all defined inventory handling accounts is used in the calculations to derive a new rate value.

This list of parameters is only accessible through the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). If you submit this report through Job Submission, you will be prompted for only two parameters: Parameter Sequence Number and Number of Printed Lines Per Page.

## Report Sample

REPORT FCBINVT		Banner University										RUN DATE: 12/06/1997	
FISCAL YEAR 97		Inventory Handling Rate Calculation										TIME: 03:51 PM	
												PAGE: 1	
COA: T		TITLE: Banner University											
ORGANIZATION: 165		TITLE: Mechanical Engineering											
RATE CODE : INHD		DESC : Inventory Handling											
EMPLOYEE#	NAME	WAGES	BENEFITS	TOTAL LABOR	AVAILABLE HRS		VAC	SICK	HOL	OTHER	PRODUCTIVE HOURS		
					DIRECT	INDRCT					DIRECT	INDIRECT	
213450066	Butler, Nora A.	40,000.00	1,000.00	41,000.00	2,080		80	96	96		2,080.00	0.00	
777010005	Smith, Lisa B.	30,000.00	1,500.00	31,500.00	2,080	2,080	120	96	96		2,080.00	2,080.00	
777010007	Dean, Thomas R.	60,000.00	3,000.00	63,000.00	2,080		120	96	96		2,080.00	0.00	
777010008	Evans, Ruth W.	55,000.00		55,000.00	2,080		160	96	96		2,080.00	0.00	
777010011	Adams, Eugene M.	40,000.00	1,000.00	41,000.00	2,080		40	80	96	8	1,856.00	0.00	
777010027	Smith, Joshua	55,000.00	175.00	55,175.00	2,080	0	80	96	96	16	1,792.00	0.00	
777010028	Smith, Jane	2,000.00	300.00	2,300.00	80	10	4	6	8	0	64.00	8.00	
TOTAL ORGANIZATION		282,000.00	6,975.00	288,975.00	12,560	2,090	604	566	584	24	12,032.00	2,088.00	
		DIRECT LABOR RATE	0.191										
		INDIRECT LABOR RATE	1.102										
ACCOUNT	TITLE		AMOUNT										
6180	Indirect Cost Charges		160.00										
6400	Utilities Expense		15.00										
TOTAL OTHER COSTS		175.00											
INVENTORY	DESCRIPTION		UNIT PRICE	ESTIMATED UNITS		RATE							
LB-PAINT	Light Blue Paint		25.00	100		26.761							
DB-PAINT	Dark Blue Paint		20.00	100		21.761							

## Labor Rate Calculation Report (FCBLABR)

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### Description

This report is designed to display results for the calculation of a direct or indirect labor rate for employees within an organization associated with classification codes. Labor rates are printed for each rate code.

The automatic rate calculation process for direct and indirect labor provides the ability to calculate a new rate value for internal rate codes associated to rate types of direct labor and indirect labor. This new rate value is stored in the Internal Rates Table (FCBRATE) with a new effective date. This process also produces a paper report listing all items used to perform the calculations as well as the resulting valued rates. The final function of this report resets the employee's actual direct hours and actual indirect hours in the Employee Table (FCBEMPL) to zero.

This list of parameters is only accessible through the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). If you submit this report through Job Submission, you will be prompted for only two parameters: Parameter Sequence Number and Number of Printed Lines Per Page.

## Report Sample

REPORT FCBLABR FISCAL YEAR 97			Banner University Labor Rate Calculation					RUN DATE: 12/03/1997 TIME: 04:21 PM PAGE: 1			
COA:	T	TITLE: Banner University									
ORGANIZATION:	165	TITLE: Mechanical Engineering									
RATE CODE:	DLOH	DESC : Direct Labor Overhead									
CLASS CODE:	CLER	DESC : Clerical Employee Classification									
EMPLOYEE#	WAGES	NAME BENEFITS	TOTAL LABOR	AVAILABLE HRS DIRECT INDRCT	VAC	SICK	HOL	OTHER	PRODUCTIVE HOURS DIRECT INDIRECT		
777010005	Smith, Lisa B. 30,000.00	1,500.00	31,500.00	2,080 2,080	120	96	96		2,080.00	2,080.00	
777010028	Smith, Jane 2,000.00	300.00	2,300.00	80 10	4	6	8	0	64.00	8.00	
RATE TOTAL	32,000.00	1,800.00	33,800.00	2,160 2,090	124	102	104	0	2,144.00	2,088.00	
LABOR RATE		15.765									

## Material Management Rate Calculation Report (FCBMATL)

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### Description

This report is designed to display the results of the material management rate calculation process for all employees and material management accounts associated with an organization.

The automatic labor rate calculation process for material management provides the ability to calculate a new rate value for internal rate codes associated to rate types of material management. This new rate value is stored in the Internal Rates Table (FCBRATE) with a new effective date. This process also produces a paper report listing all items used to perform the calculations as well as the resulting valued rates. The final function of this report resets the employee's actual direct hours and actual indirect hours in the Employee Table (FCBEMPL) to zero. The organization's current year uncommitted budget for all defined material management accounts is used in the calculations to derive a new rate value.

This list of parameters is only accessible through the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). If you submit this report through Job Submission, you will be prompted for only two parameters: Parameter Sequence Number and Number of Printed Lines Per Page.

## Report Sample

REPORT FCBMATL		Banner University					RUN DATE: 12/10/1997	
FISCAL YEAR 97		Material Management Rate Calculation					TIME: 10:08 AM	
							PAGE: 1	
COA: T		TITLE: Banner University						
ORGANIZATION: 165		TITLE: Mechanical Engineering						
RATE CODE : MMTS		DESC : MECH Material Management						
EMPLOYEE#	NAME	AVAILABLE HRS		VAC	SICK	HOLDY	OTHER	PRODUCTIVE
		DIRECT	INDRCT					HOURS
213450066	Butler, Nora A.	2,080		80	96	96		2,080.00
777010005	Smith, Lisa B.	2,080	2,080	120	96	96		4,160.00
777010007	Dean, Thomas R.	2,080		120	96	96		2,080.00
777010008	Evans, Ruth W.	2,080		160	96	96		2,080.00
777010011	Adams, Eugene M.	2,080		40	80	96	8	1,856.00
777010027	Smith, Joshua	2,080	0	80	96	96	16	1,792.00
777010028	Smith, Jane	80	10	4	6	8	0	72.00
TOTAL ORGANIZATION		12,560	2,090	604	566	584	24	14,120.00
ACCOUNT	TITLE	AMOUNT						
6180	Indirect Cost Charges	2485.00						
6400	Utilities Expense	15.00						
TOTAL OTHER COSTS		2500.00						
MATERIAL MANAGEMENT RATE		0.177						

## Cost Accounting Billing Detail Report (FCRBDTR)

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### Description

The Billing Detail Report prints billing details by project, cost type, and rate code. Maximum billing amount and charge percentage are printed for each customer. All cost types and employee name, inventory code, or equipment code charged for a project are displayed along with the internal rate code and dollar rate amount (or external rate code and dollar amount). The number of units and billed amount charged to the cost type and rate code display. The Billed Date prints for each rate code displayed. If a document reference number is associated with an internal rate code, it displays under rate code along with the document type code.

This report is generated when *Y* is entered in the Update Database indicator on the Cost Accounting Billing Report (FCBBILL). FCRBDTR displays all of the transactions from the project's inception to the last billing cycle run of the project.



## Report Sample

REPORT FCRBDTR				Banner University Billing Detail Report				RUN DATE: 11/08/1997 TIME: 11:05 AM PAGE: 1			
CUSTOMER NUMBER	CUSTOMER NAME			MAX BILLABLE AMOUNT	CHARGE PERCENT						
310	Johnson, John			25000.00	100.000						
PROJECT: M126		DESC: Office Renovation									
COST TYPE	TRANS DATE	EMPLOYEE/ NAME	INVENTORY/ DESC		EQUIPMENT/ DESC						
EL	08-NOV-1996				PS-000001 Paint Sprayer Fine Quality						
		RATE CODE	INTERNAL RATE	EXTERNAL RATE	CODE	EXTERNAL RATE	UNITS	BILLED	AMOUNT	BILLED DATE	
		REQP Eqpmnt Ren	7.000				6.00	42.00		08-NOV-1996	
		REQP Eqpmnt Ren	15.000				1.00	15.00		08-NOV-1996	
COST TYPE	TRANS DATE	EMPLOYEE/ NAME	INVENTORY/ DESC		EQUIPMENT/ DESC						
IN	08-NOV-1996		OW-PAINT Off White Paint								
		RATE CODE	INTERNAL RATE	EXTERNAL RATE	CODE	EXTERNAL RATE	UNITS	BILLED	AMOUNT	BILLED DATE	
		INHDL Inv Handle	18.000				5.00	90.00		08-NOV-1996	
		INHDL Inv Handle	22.000				4.00	88.00		08-NOV-1996	
COST TYPE	TRANS DATE	EMPLOYEE/ NAME	INVENTORY/ DESC		EQUIPMENT/ DESC						
LB	08-NOV-1996	777010005 Brown, Lisa R.									
		RATE CODE	INTERNAL RATE	EXTERNAL RATE	CODE	EXTERNAL RATE	UNITS	BILLED	AMOUNT	BILLED DATE	
		DLOH DL Ovrhead	5.000				40.00	200.00		08-NOV-1996	
		DLST DL Standar	20.000				40.00	800.00		08-NOV-1996	

## C/A Rate Schedule Report (FCRSCHD)

---

**Description**      The Cost Accounting Rate Schedule Report prints all internal and external rates within each rate type by chart of accounts and organization code. Supply an As of Date to generate this report.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Date (DD-MON-YYYY)	No	The date to select for reporting.	DD-MON-YYYY  Default = current date

## Report Sample

REPORT FCRSCHD FISCAL YEAR 97		Banner University C/A Rate Schedule Report As Of 11/07/1997				RUN DATE: 11/07/1997 TIME: 12:11 PM PAGE: 1	
Chart of Accounts: T Organization: 165 Mechanical Engineering							
RATE TYPE		INTERNAL RATE CODE DESCRIPTION	EXTERNAL RATE CODE DESCRIPTION	INTERNAL RATE	ADJUSTMENT AMOUNT	PERCENT	EXTERNAL RATE
Direct Labor		DLDT DL Dbltime	M0 Noop	40.000	.00		40.000
		DLDT DL Dbltime	P50 Add 50	40.000		50.000	60.000
		DLOH DL Ovrhead		5.000			
		DLOT DL Ovrtime	M0 Noop	30.000	.00		30.000
		DLOT DL Ovrtime	P25 Add 25	30.000		25.000	37.500
		DLSA DL Sys Ana		40.000			
		DLSR DL Sr Sys		50.000			
		DLST DL Standar	M0 Noop	20.000		.000	20.000
		DLST DL Standar	M0 Noop	22.000		.000	20.000
		DLST DL Standar	M0 Noop	24.000		.000	20.000
Indirect Labor		ILOH IL Ovrhead		5.000			
Inventory Handling		INHD Inv Handle	P1P Add 1 Per	18.000		1.000	18.180
		INHD Inv Handle	P25 Add 25	18.000		25.000	22.500
		INHD Inv Handle		7.000			
		INHD Inv Handle		22.000			
Equipment Rental		REQP Eqpmnt Ren		7.000			
		REQP Eqpmnt Ren	M0 Noop	15.000	.00		15.000
		REQP Eqpmnt Ren	P1P Add 1 Per	15.000			

C/A Variance Analysis Report (FCRVARA)

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**Description**            Supply an As of Date to generate the Cost Accounting Variance Analysis Report.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Date (DD-MON-YYYY)	No	The date to select for reporting.	DD-MON-YYYY  Default = current date

## Report Sample

REPORT FCRVARA FISCAL YEAR 97		Banner University C/A Variance Analysis Report As Of 01/08/1997		RUN DATE: 01/08/1997 TIME: 01:32 PM PAGE: 1	
Chart of Accounts: T Organization: 350		Physical Plant			
EMPLOYEE NAME	RATE TYPE	ESTIMATED	UNITS ACTUAL	VARIANCE	
777010027 Smith, Joshua	Direct Labor	2080.00	243.00	1837.00	
	Direct Charges			0.00	
	Direct Charges			0.00	
	Direct Charges			0.00	
777010027 Smith, Joshua	Direct Labor	2080.00	243.00	1837.00	
	Direct Charges			0.00	
	Direct Charges			0.00	
	Direct Charges			0.00	
777010011 Adams, Eugene M.	Direct Charges			0.00	
	Indirect Labor	2080.00	00.00	2080.00	
	Inventory Handling			0.00	
	Direct Labor	2080.00	210.00	1870.00	
777010005 Smith, Lisa B	Direct Labor	2080.00	210.00	1870.00	

## Fixed Assets Module

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This section provides you with a description of each report in the Fixed Assets module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FFRMAST will follow FFRAGRP.

## Depreciation Process (FFPDEPR)

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### Description

The Depreciation Process (FFPDEPR) will calculate depreciation for any open periods from the Last Depreciation Date up to the Depreciation Date you specify in the process parameters, with the exception of prior period or “catch-up” depreciation. In this case, you must run the Depreciation Process to calculate and (where appropriate) post this prior depreciation before the asset record will be considered for current depreciation. This date can only be entered in the form of month and year.

A variety of parameters enable you to limit the records that will be considered for the process. You may run the Depreciation Process in audit or update mode. Both modes will produce a report, but only the update mode will amend the appropriate depreciation-related records. You may enter one or more charts in the Chart of Accounts parameter, but the selected Chart of Account records must have identical Fiscal Year records (FTVFSYR table).

Only one year of prior period depreciation can be calculated and posted per run. This limitation applies because the accounting usually differs for postings in either the prior year or in the current year. Any depreciation record that is incomplete or is split across two or more charts will be flagged for errors by the Depreciation Process. The process will proceed to completion for all of the other records.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Asset Type	No	The user-defined code which describes an asset category for grouping, reporting, and depreciation purposes. Leave this parameter blank to include all asset types.	
Depreciation Method Code	No	The user-defined designation for the combination of internal depreciation method code and first year option. Leave blank to include all depreciation method codes.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Depreciation Frequency	Yes	Select an option to determine the periodic basis for the depreciation calculation.	A = Annual (default value) S = Semi-annual Q = Quarterly M = Monthly
	Chart of Accounts	Yes	The chart of accounts code where the depreciation expense accounts exist and to which the depreciation postings will be made.	
	Depreciation Month and Year	Yes	Enter the month and year up to which depreciation will be calculated. For catch-up of prior year depreciation, enter the last fiscal month and the fiscal year.	MON-YYYY
	Posting Date (DD-MON-YYYY)	Yes	Enter the transaction date for posting depreciation to the Operating Account Ledger and the General Ledger.	DD-MON-YYYY Default = current date



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Execution Mode (A/U)	Yes	Enter <i>A</i> (Audit) in this parameter to generate an “as if” report only (no records will be changed), or enter <i>U</i> (Update) in this parameter to amend the appropriate depreciation-related records <i>and</i> generate the report.	A = Audit mode (default value) U = Update mode
	Report Type	Yes	Determines whether a summary report or a detailed report will be produced. The summary report is a summary of expense account distribution postings. Postings are for individual assets. The detail report shows depreciation for each account distribution on each selected record.	D = Detail (default value) S = Summary

## Report Sample - Detail Report (Page 1 of 2)

FFPDEPR 3.0		Banner Development Environment Fixed Asset Depreciation Detail Report										12/11/1996 14:44:04 PAGE 1		
Permanent Tag	Seq No	Asset Description	Last Depr Date	Depr Method	Fst Year Opt	Est Life Yrs	Rem Life	Adjusted Cost	Salvage Value	Depr Freq	Current Depr	Accum. Depr	Post Ind	
JC0001	1	Vehicles	31-DEC-1996	SP	PR	2	12	6600.00	0.00	M	472.06	4711.77	P	
AP0010	1	Vehicles	31-DEC-1996	SP	PR	4	36	5940.00	300.00	M	122.20	1240.93	P	
TP246	1	CB antenna	31-DEC-1996	SP	PR	5	54	100.00	0.00	M	5.00	55.00	P	
P00000326	1	Standard Double Ped	31-DEC-1996	SP	PR	7	78	509.91	0.00	M	36.42	36.42	P	
SU9700715	2	P-200 PC w/32 MB ED	31-DEC-1996	SP	PR	3	35	1447.67	100.00	M	37.44	37.44	P	
-----														
Otag Code	Error Message													
-----														
T00000255	Prior years have not been depreciated													
T00000176	Prior years have not been depreciated													

## Report Sample - Detail Report (Page 2 of 2)

FFPDEPR 3.0	Banner Development Environment Fixed Asset Depreciation Detail Report	12/11/1996 14:44:04 PAGE 2
* * * REPORT CONTROL INFORMATION (FFPDEPR RELEASE 3.0) * * *		
Parameters have been entered from Host Prompt.		
Parameter Name	Value	Message
Parameter Seq No:	26950	
Adjustment doc code:		
Asty Code:	A11	
Depr Method Code:	SP	
Depr Frequency:	M	Monthly Depreciation
Chart of accounts:	B	
Depreciation Date:	31-DEC-1996	
Posting Date:	11-DEC-1996	
Execution Mode:	A	Audit
Report Type:	D	Detail
Line Count:	55	Chosen number of lines per page

## Report Sample - Summary Report (Page 1 of 2)

FFPDEPR 3.0		Banner Development Environment		12/11/1996 15:13:45
		Fixed Asset Depreciation Summary Report		PAGE 2
Fund Code	Account Code	Depr	Amount	
-----	-----	-----	-----	
9601	3951		122.20	
4997	7931		472.06	
1001	7951		5.00	
3997	7941		36.42	
4998	7951		37.44	
Otag Code	Error Message			
-----	-----			
T00000255	Prior years have not been depreciated			
T00000176	Prior years have not been depreciated			

## Report Sample - Summary Report (Page 2 of 2)

FFPDEPR 3.0	Banner Development Environment	12/11/1996 15:13:45
	Fixed Asset Depreciation Summary Report	PAGE 2
* * * REPORT CONTROL INFORMATION (FFPDEPR RELEASE 3.0) * * *		
Parameters have been entered from Host Prompt.		
Parameter Name	Value	Message
Parameter Seq No:	26954	
Adjustment doc code:		
Asty Code:	A11	
Depr Method Code:	SP	
Depr Frequency:	M	Monthly Depreciation
Chart of accounts:	B	
Depreciation Date:	31-DEC-1996	
Posting Date:	11-DEC-1996	
Execution Mode:	A	Audit
Report Type:	S	Summary
Line Count:	55	Chosen number of lines per page

## Fixed Asset Origination Tag Extraction Process (FFPOEXT)

---

### Description

This process provides a consistent method of creating origination tag entries for the Asset Master record from the Procurement and Payables modules. Data from the invoice is fed into a collector table (FFBOTAG) during the Posting Process to determine whether an origination tag should be created, additional acquisition data should be updated, or the origination tag should be updated with cancellation information. If records in FFBOTAG have a non-invoice document reference, this process inserts records into the Fixed Assets Dtag tables (FFBDTGH, FFRDTGA, and FFRDTGD.) This process also prevents origination tags from being generated before the invoice has been approved or when a transaction rolls back in posting or matching process. Refer to Chapter 2, "Processing" for more details.

The one exception to this process will be the origination tag created from receiving. In this case, the receiving process will feed the appropriate data to the collector table (FFBOTAG). The Receiving Process does not create accounting records for the asset.

The report created in this process functions as an audit trail which describes the Origination tags to be created. This includes the Origination tag number, the invoice or receiving document used to create the origination tag, and the purchase order number. In addition, the invoice or receiving line item is provided. The report is always sorted by Document Number, Document Item Number, Purchase Order Number, and Purchase Order Item Number.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Audit or Update Mode	Yes	Enter <i>A</i> (Audit) in this parameter to generate an "as if" report only (no origination tags will be created), or enter <i>U</i> (Update) in this parameter to create the origination tags <i>and</i> generate the report.	A = Audit mode (default value) U = Update mode

## Report Sample (Page 1 of 3)

PAGE 1		DEVELOPMENT					RUN DATE 10/29/2002	
FFPOEXT 5.3.1		Fixed Asset Orig. Tag Extract					RUN TIME 02:03 PM	
Document #	Item	Commodity	Description	Origination Tag	PO Number	Amount	Cap	Action Taken
CW2678	1		Supplies	T00007099		150.00	T	Tag created from Invoice
I0010900	2	1211000000	Desk, Classroom, Woo	T00007100	P0007278	16.00	T	Tag created from Invoice
I0010900	2	1211000000	Desk, Classroom, Woo	T00007101	P0007278	16.00	T	Tag created from Invoice
I0010901	2	1211000000	Desk, Classroom, Woo	T00007102	P0007278	16.07	T	Tag created from Invoice
CW1111	1		Supplies	T00007098		200.00	T	Tag created from Invoice
DMI1023G	1		Supplies	T00007103		73000.00	I	Tag created from Invoice
I0010944	1		COMMODITY FROM GEN.	T00007105	E0000515	50.00	I	Tag created from Invoice

## Report Sample (Page 2 of 3)

PAGE 2			DEVELOPMENT		RUN DATE 10/29/2002	
FFPOEXT 5.3.1			Fixed Asset Orig. Tag Extract		RUN TIME 02:03 PM	
Document Tag Extract information						
Document #	Type	Sub #	Seq	Description	Document Tag	Amount Cap
U0002143	ISS		1	Dtag Created	D00007030	441.54 N
H0003987	DCR		1	Dtag Created	D00007031	-10.00 N

**Report Sample (Page 3 of 3)**

PAGE 4  
FFPOEXT 5.3.1

DEVELOPMENT  
Fixed Asset Orig. Tag Extract

RUN DATE 10/29/2002  
RUN TIME 02:03 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered via Job Submission.

Parameter Name	Value	Message
Parameter Seq No:	978440	
Report Mode:	U	Update Mode
Line Count:	55	

The following chart contains a brief description of each field that displays on the Fixed Asset Origination Tag Extract Report.

Fields	<i>Name</i>	<i>Description</i>
	Document Number	Either the invoice or receiving document number of the transaction processed.
	Item	The commodity line item from either the invoice or the receiving document.
	Commodity	The commodity code of the fixed asset.
	Description	The asset description from the asset master record (FFBMAST).
	Origination Tag	The number of the origination tag created and assigned by the system in this process for this transaction.
	PO Number	The purchase order number related to the transaction processed.
	Amount	The cost of the asset.
	Cap	The indicator (FARINVC_CAP_TAG_CODE) which shows whether or not the asset is capitalized.
	Action Taken	The description of the action taken by the process; for example, <i>Tag created from Invoice</i> .

## Fixed Asset/Asset Group Report (FFRAGRP)

---

**Description**      The Fixed Asset/Asset Group Report allows you to select a specified asset master record or a group of asset master records that are associated as attachments or components. This report shows all of the data elements which appear in the FFRMAST report.

Parameters	Name	Required?	Description	Values
	Specific Asset(s)	No	The specific asset tag number for reporting. The asset tag can be an origination tag or a permanent tag. Multiple entries and wildcard characters are permitted. This parameter is required if the Primary Tag parameter is not entered.	
	Primary Tag	No	The permanent tag number of the parent asset. This tag number appears on the asset master records that are associated with the parent asset as attachments or components. This parameter is required if the Specific Asset parameter is not entered. This parameter takes precedence over Specific Asset if both are entered.	



## Report Sample (Page 1 of 3)

12-DEC-1996 14:08:58		Banner Development Environment		PAGE 1	
		Fixed Asset/Asset Group Report		FFRAGRP 3.0	
PERMANENT TAG: TP72		DATE:	30-OCT-1996	SYSTEM STATUS: I	
ORIGINATION TAG: T00000072		DATE:	28-OCT-1996	USER STATUS:	
PRIMARY TAG:		SUB TYPE C/A:		TITLED TO: Auxiliary Services	
		IN USE IND:	N	COND CODE:	
DESCRIPTION: Vehicles					
COMMODITY: TFX003		Vehicles			
ASSET TYPE: AC					
RESPONSIBLE CHART: A		Banner University		GIFT ITEM: N	
RESPONSIBLE ORGANIZATION: 629		Auxiliary Services		ACQUISITION CODE: DN	
LOCATION: 10				ACQUISITION DATE: 05-NOV-1996	
TRANSFER DATE:				WORK IN PROGRESS:	
----- ACQUISITION DATA -----					
VENDOR: FR09 Fisher Ford,					
PO NUM	PO ITEM	INV NUM	INV ITEM	INV DATE	RCVD NUM
JRP9704	1	INV9704	1	28-OCT-1996	RCR9704
RCVD DATE	IN SERV DATE	LAST INV DATE	PCT USED		
Make:	Ford	Serial Number/VIN:		5678 9325 7623	
Model:	4x4	Part #/Vehicle Tag:		EXP 104	
Manufacturer:	Ford	Barcode:			
		User Ref Number:			
Replacement	Book Value	Market Value	Insurance	Total Cost	
				41,078.00	
----- FUNDING SOURCE DATA -----					
Fund	Orgn	Acct	Prog	Actv	Locn
1010	629	2140	920		10
Pct	Original Cost	Attachment			
100	41,078.00				
----- CAPITALIZATION DATA -----					
Cap Date:	28-OCT-1996	Cap Fund	Asset Acct	Eq Acct	Pct
		4998	1930	3901	100
Capitalization	Attachment				
41,078.00					

## Report Sample (Page 2 of 3)

12-DEC-1996 14:08:58		Banner Development Environment Fixed Asset/Asset Group Report		PAGE 2 FFRAGRP 3.0					
PERMANENT TAG: TP82		DATE: 31-OCT-1996	SYSTEM STATUS: G						
ORIGINATION TAG: T00000082		DATE: 31-OCT-1996	USER STATUS: I						
PRIMARY TAG: TP72		SUB TYPE C/A: C	TITLED TO:						
		IN USE IND: N	COND CODE: 10						
DESCRIPTION: Trailer									
COMMODITY: TFX004		Trailer							
ASSET TYPE: AC									
RESPONSIBLE CHART: A		University	GIFT ITEM: Y						
RESPONSIBLE ORGANIZATION: 629		Auxiliary Services	ACQUISITION CODE: DN						
LOCATION: 10			ACQUISITION DATE: 30-OCT-1996						
TRANSFER DATE:			WORK IN PROGRESS: N						
----- ACQUISITION DATA -----									
VENDOR:									
PO NUM	PO ITEM	INV NUM	INV ITEM	INV DATE	RCVD NUM	RCVD DATE	IN SERV DATE	LAST INV DATE	PCT USED
						30-OCT-1996			
Make: Ford		Serial Number/VIN: T532 5463 1271							
Model:		Part #/Vehicle Tag:							
Manufacturer: Ford		Barcode:							
		User Ref Number:							
Replacement		Book Value	Market Value	Insurance	Total Cost				
10,000.00		10,030.00	10,030.00	10,200.00	10,100.00				
----- USER ATTRIBUTES -----									
CATEGORY	F								
----- FUNDING SOURCE DATA -----									
Fund	Orgn	Acct	Prog	Actv	Locn	Pct	Original Cost	Attachment	
3100	12603	1930	90		10	33	10,100.00		
----- CAPITALIZATION DATA -----									
Cap Date: 31-OCT-1996		Cap Fund	Asset Acct	Eq Acct	Pct	Capitalization	Attachment		
		3100	1930	3901	100	10,100.00			

**Report Sample (Page 3 of 3)**

12-DEC-1996 14:08:58		Banner Development Environment	PAGE 3
		Fixed Asset/Asset Group Report	FFRAGR 2.1.11
* * * REPORT CONTROL INFORMATION * * *			
Parameter Name	Value	Message	
Parameter Seq No	27058		
Parameter From	Host		
Asset Tag			
Primary Tag	TP72		
Number of lines per page	55		
Record Count	2		

## Fixed Asset DTAG Aging Report (FFRDTGA)

**Description** This report displays the aging of Pending Dtags as of a given cutoff date. Information displays on the report by document type (Journal Voucher, Direct Cash Receipts, Stores Issues) and provides a breakdown of the account over different periods, such as 31-60 days, 61-90 days, and over 90 days.

Parameters	Name	Required?	Description	Values
01	COA	No	Code for the chart of accounts.	Valid chart of accounts or blank for All (default value)
02	Fund	No	Fund code associated with the Dtag.	Valid fund code or blank for All (default value)
03	Account	No	Account code associated with the Dtag.	Valid account code or blank for All (default value)
04	Aging by	No	One of two options for aging of Dtags.	1=Document transaction date (default value) 2=Dtag extract date
05	Cutoff date	No	Date for which report is to be run.	Valid date or sysdate (default value)

## Report Sample - Fixed Asset DTAG Aging Report (Page 1 of 2)

24-JUN-2002 11:09:05 AM			Development Fixed Asset DTAG Aging Report				PAGE 1 FFRDTGA	
(0 to 30 days)			(31 to 60 days)		(61 to 90 days)		(over 90 days)	
Count	Amount		Count	Amount	Count	Amount	Count	Amount
Document Type: DCR Direct Cash Receipts								
P 0	0.00		4	-100,003,100.00	5	1,800.00	6	11,000.00
Document Type: ISS Issues								
P 0	0.00		1	8,830.71	6	1,500.00	2	1,765.14
Document Type: JV Journal Document								
P 9	-18,066.67		26	100,012,110.00	20	8,345.00	11	-4,966.35
Summary								
P 9	-18,066.67		31	17,840.71	31	11,645.00	19	7,798.79

**Report Sample - Fixed Asset DTAG Aging Report (Page 2 of 2)**

24-JUN-2002 11:09:05 AM	Development Fixed Asset DTAG Aging Report	PAGE 2 FFRDTGA
* * * REPORT CONTROL INFORMATION * * *		
Chart of Account: Fund Code: Account Code: Aging by: 1 Cutoff date: 30-JUN-2002 Activity Date: 24-JUN-2002		

## Fixed Asset DTAG Transaction Report (FFRDTGT)

**Description** This report displays Dtag transaction information as specified in the parameters of the report.

Parameters	Name	Required?	Description	Values
	Document Number	No	Non-invoice document number.	Specific document or blank for all
	Include Document Text	No	Document text indicator.	Y=Yes (default value) N=No
	Document Type	No	Document type of the source document.	Specific document type: 1=Journal Voucher 2=Direct Cash Receipt blank=All (default value)
	Dtag Status	No	Status of the document tag.	P=Pending R=Resolved Bblank=All (default value)
	Dtag from Date	No	Beginning date for the Dtag.	Valid date or 01-Oct.-1988.
	Dtag To Date	No	Ending date for the Dtag.	Valid date or sysdate. Sysdate (that is, current date) is the default value.

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	COA	No	Code for the Chart of Accounts.	Valid COA or blank for All (default value)
	Fund Code	No	Fund code associated with the Dtag.	Valid Fund or blank for All (default value)
	Account Code	No	Account code associated with the Dtag.	Valid Account code or blank for All (default value)
	Sort Option	No	Determines the sort order for items in the report.	1=Chart of Accounts (default value) 2=Document number



## Report Sample - Fixed Asset DTAG Transaction Report (Page 1 of 3)

24-JUN-2002 11:04:02 AM											Development Fixed Asset DTAG Transaction Report				PAGE 1 FFRDTGT	
Doc Seq	Dtag	Dtag Stat	Dtag Date	Ptag Otag	COA	Fund	Orgn	Account	Prog	Location	Action Date	Document Ref	Deposit	Amount		
Document Type: JV Journal Document																
Document Number: J0003048				Transaction Date: 06/03/02 Extraction Date: 06/03/02												
Document Text:																
1	D00007000	R	06/03/02	N00000287	B	1110	09	7810	90		06/04/02			-1,200.00		
2	D00007001	P	06/03/02	T00007025	B	1110	09	7810	90					-1,200.00		
3	D00007002	P	06/03/02		B	1110	09	7810	90					-1,200.00		
4	D00007003	P	06/03/02		B	1110	09	7810	90					-1,200.00		
5	D00007004	P	06/03/02		B	1110	09	7810	90					-1,200.00		
Document J0003048 Total:														-6,000.00		
Document Number: J0003069				Transaction Date: 06/06/02 Extraction Date: 06/06/02												
Document Text:																
1	D00007005	P	06/06/02	N00000294	B	1110	09	7810	90					-4,916.67		
Document J0003069 Total:														-4,916.67		
Document Number: J0003074				Transaction Date: 06/11/02 Extraction Date: 06/11/02												
Document Text:																
1	D00007006	R	06/11/02	N00000298	B	1110	09	7810	90		06/11/02			-1,500.00		
Document J0003074 Total:														-1,500.00		
Document Number: J0003075				Transaction Date: 06/11/02 Extraction Date: 06/11/02												
Document Text:																
1	D00007007	R	06/11/02	N00000299	B	1110	10	7810	20		06/11/02			-1,750.00		
Document J0003075 Total:														-1,750.00		

## Report Sample Fixed Asset DTAG Transaction Report (Page 2 of 3)

Document Number: J0003076				Transaction Date: 06/11/02				Extraction Date: 06/11/02						
Document Text:														
1	D00007008	R	06/11/02	N00000300	B	1110	09	7810	90	06/11/02		-1,750.00		
2	D00007009	R	06/11/02	N00000301	B	1110	09	7810	90	06/11/02		-1,750.00		
3	D00007010	P	06/11/02		B	1110	09	7810	90			-1,750.00		
4	D00007011	P	06/11/02		B	1110	09	7810	90			-1,750.00		
5	D00007012	P	06/11/02		B	1110	09	7810	90			-1,750.00		
Document J0003076 Total:												-8,750.00		
Document Number: J0003079				Transaction Date: 06/12/02				Extraction Date: 06/12/02						
Document Text:														
24-JUN-2002 11:04:02 AM				Development Fixed Asset DTAG Transaction Report								PAGE 2 FFRDTGT		
Doc Seq	Dtag	Dtag Stat	Dtag Date	Ptag Otag	COA	Fund	Orgn	Account	Prog	Location	Action Date	Document Ref	Deposit	Amount
1	D00007013	R	06/12/02	N00000306	B	1110	09	7810	90		06/12/02			-1,750.00
Document J0003079 Total:												-1,750.00		
Document Number: J0003080				Transaction Date: 06/12/02				Extraction Date: 06/12/02						
Document Text:														
1	D00007014	P	06/12/02		B	1110	09	7810	90					-3,100.00
2	D00007015	R	06/12/02	N00000308	B	1110	09	7810	90		06/12/02			-3,000.00
Document J0003080 Total:												-6,100.00		
Document Type Summary:												Count	Amount	
P												9	-18,066.67	
R												7	-12,700.00	
Total												16	-30,766.67	

**Report Sample - Fixed Asset DTAG Transaction Report (Page 3 of 3)**

24-JUN-2002 11:04:02 AM	Development Fixed Asset DTAG Transaction Report	PAGE 3 FFRDTGT
* * * REPORT CONTROL INFORMATION * * *		
Document Number: Document Text: Y Document Type: Dtag Status: Dtag From Date: 01-JUN-2002 Dtag To Date: 24-JUN-2002 Chart of Account: Fund Code: Account Code: Sort Option: 2 Activity Date: 24-JUN-2002		

## Fixed Asset Master Record Report (FFRMAST)

---

**Description** This report produces a printed record of all of the data appearing on the Asset Master record for selected assets.

Parameters	Name	Required?	Description	Values
	System Status of the asset	No	The current system status of the fixed asset master record.	D = Disposed R = Origination tag created from receiving document I = Origination tag created from invoice document G = Gift/Donation C = Cancelled invoice or check V = Converted incomplete M = Converted complete
	User Status of the asset	No	The one-character user-defined status code for this asset. Validated against FTVSDAT; the Entity is FFBMAST and the Attribute is User_Status_Code.	
	Responsible Chart of Accounts	No	The chart of accounts for reporting.	
	Responsible Organization	No	The organization for reporting.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Responsible Location	No	The location for reporting.	
	Asset Type	No	The user-defined code which describes an asset category.	
	Condition Code	No	The asset condition code used to describe the physical condition of the asset.	
	Title-To Code	No	The code for the entity owning the asset (i.e., who the asset is titled-to).	
	Depreciation Method	No	The user-defined designation for the combination of internal depreciation method code and first year option. Leave blank to include all depreciation method codes.	
	Depreciation Frequency	No	The assigned frequency factor for calculating and recording depreciation. Leave blank unless Depreciation Method is valued and only depreciated equipment is being requested.	A = Annual (default value) M = Monthly S = Semi-annual Q = Quarterly

## Report Sample (Page 1 of 3)

10-30-2002 15:39:06	DEVELOPMENT Fixed Asset Master Report	PAGE 1 FFRMAST 5.3.1							
PERMANENT TAG: N00000273	DATE: 07-MAY-2002	SYSTEM STATUS: I							
ORIGINATION TAG: T00006481	DATE: 14-NOV-2001	USER STATUS:							
PRIMARY TAG:	SUB TYPE C/A:	TITLED TO:							
	TAG IN USE:	COND CODE:							
DESCRIPTION: Furniture, Office, Capital									
COMMODITY: 1110000000	Furniture, Office, Capital								
ASSET TYPE: BK	Bookstore Fixtures								
RESPONSIBLE CHART: B	Chart of Accounts B	GIFT ITEM: N							
RESPONSIBLE ORGANIZATION: 10	Administrative Support	ACQUISITION CODE:							
LOCATION:		ACQUISITION DATE:							
TRANSFER DATE:		WORK IN PROGRESS:							
----- ACQUISITION DATA -----									
VENDOR: V1 Office Max,									
PO NUM	PO ITEM	INV NUM	INV ITEM	INV DATE	RCVD NUM	RCVD DATE	IN SERV DATE	LAST INV DATE	PCT USED
	0	I0009898	1	14-NOV-2001					
Make:			Serial Number/VIN:			DTAG Src:			
Model:			Part #/Vehicle Tag:			Doc Type:			
Manfr:			Barcode:			Sub Num:			
			User Ref Number:			Seq Num:			
Replacement			Book Value	Market Value	Insurance	Total Cost			
						1,250.00			

## Report Sample (Page 2 of 3)

10-30-2002 15:39:06				DEVELOPMENT Fixed Asset Master Report				PAGE 2 FFRMAST 5.3.1	
----- FUNDING SOURCE DATA -----									
Fund	Orgn	Acct	Prog	Actv	Locn	Pct	Original Cost	Attachment	Orig Doc
1009	10	7810	20			17	200.00		I0009898
1110	09	7810	90			83	1,000.00		J0002949
----- CAPITALIZATION DATA -----									
Cap Date:	14-NOV-2001		Cap Fund	Asset Acct	Eq Acct	Pct	Capitalization	Attachment	
			9601	1930	3550	20	250.00		
			9601	1930	42000	80	1,000.00		
----- DEPRECIATION DATA -----									
METHOD	FREQ	START DATE	EST LIFE	REM LIFE	ACCUM DEPR		SALVAGE VALUE	LAST DEPR DATE	
DD	A		10	120	.00				

## Report Sample (Page 3 of 3)

10-30-2002 15:39:06		DEVELOPMENT Fixed Asset Master Report	PAGE 4 FFRMAST 5.3.1
* * * REPORT CONTROL INFORMATION * * *			
Parameter Name	Value		
Parameter Seq No	980389		
Parameter From	Job Submission		
System Status			
User Status			
Responsible COA			
Responsible Organization			
Responsible Location			
Asset Type	BK		
Condition Code			
Title To			
Depreciation Method			
Depreciation Frequency	A		
Number of lines per page:	55		
Record Count	3		



## Fixed Asset Procurement Report (FFRPROC)

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### Description

This report produces a single-line printed display of the procurement and payable information related to an asset master record for each selected asset.

If this report is run from the host, you will only be prompted for those parameters that apply to your selection for the Selection Criteria parameter.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Selection Criteria	Yes	Allows you to select asset master records based on one of three criteria (see “Values” column).	1 = Specific Document 2 = Funding Source COA/Fund/ Account 3 = User Status/Vendor (default value)
Chart of Accounts	No	Enter the chart(s) of accounts for selection. This parameter is required only if Selection Criteria = 2.	
Document Type	No	Enter a document type. This parameter is required only if Selection Criteria = 1.	1 = Invoice 2 = Purchase Order 3 = Receiving 4 = Permanent Tag
Document Number	No	Enter a document number. Entry of permanent tag number is allowed. This parameter is required only if Selection Criteria = 1.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Print Capitalized Data Only?	No	Determines whether the report will be restricted to capitalized records. This parameter is required only if Selection Criteria = 2 or 3.	Y = Yes N = No (default value)
	From Date	No	Enter the starting Origination Tag date for the range of assets to be included in the report. Leave the From Date and To Date parameters blank to include all tags. This parameter is required only if Selection Criteria = 2 or 3.	
	To Date	No	Enter the ending Origination Tag date for the range of assets to be included in the report. Leave the From Date and To Date parameters blank to include all tags. This parameter is required only if Selection Criteria = 2 or 3.	
	Funding Fund	No	The funding source fund code (from Asset Master Funding Source record FFRMASF). Multiple entries and wildcard characters are permitted. This parameter is required only if Selection Criteria = 2.	
	Funding Account	No	The funding source account code (from Asset Master Funding Source record FFRMASF). Multiple entries and wildcard characters are permitted. This parameter is required only if Selection Criteria = 2.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	System Status	No	The current system status of the fixed asset master record. This parameter is required only if Selection Criteria = 3.	D = Disposed R = Origination tag created from receiving document I = Origination tag created from invoice document G = Gift/Donation C = Cancelled invoice or check V = Converted incomplete M = Converted complete
	User Status	No	The one-character user-defined status code for this asset. Validated against FTVSDAT; the Entity is FFBMAST and the Attribute is User_Status_Code. This parameter is required only if Selection Criteria = 3.	
	Vendor Code	No	The vendor code that is presumably associated with the desired asset master records. This parameter is required only if Selection Criteria = 3.	
	Print Funds and Accounts?			

## Report Sample - Selection Criteria = 3 (Page 1 of 2)

REPORT : FFRPROC 5.3.1			DEVELOPMENT								PAGE	5
Fixed Asset Procurement Report												
Reporting Period: 01-JAN-2002 To: 29-OCT-2002												
RUN DATE 10/29/2002												
RUN TIME 02:26 PM												
Permanent Tag	Origination Tag	Asset Description	PO Number	Invoice Number	INV Item Number	Receiving Vendor name	DTAG Source	Doc Type	Amount	Cap		
	T00006742	Furniture		I0010185	1	J & B Construction			1,100.00	Y		
	T00006743	Furniture		I0010187	1	J & B Construction			1.00			
	T00006744	Furniture		I0010190	1	J & B Construction			1,100.00	Y		
	T00006745	P5-100 w/32Mb ED0, 4Gb		I0010191	1	J & B Construction			1,210.00	Y		
	T00006746	P5-100 w/32Mb ED0, 4Gb		I0010193	1	J & B Construction			1,210.00			
	T00006747	P5-100 w/32Mb ED0, 4Gb		I0010194	1	J & B Construction			1.10			
	T00006748	P5-100 w/32Mb ED0, 4Gb		I0010195	1	J & B Construction			1,210.00	Y		
	T00006749	P5-100 w/32Mb ED0, 4Gb		I0010196	1	J & B Construction			3.30			
	T00006750	P5-100 w/32Mb ED0, 4Gb		I0010197	1	J & B Construction			1,210.00	Y		
	T00006751	P5-100 w/32Mb ED0, 4Gb		I0010198	1	J & B Construction			1.10	Y		
	T00006752	P5-100 w/32Mb ED0, 4Gb		I0010199	1	J & B Construction			1,210.00	Y		
	T00006753	P5-100 w/32Mb ED0, 4Gb		I0010200	1	J & B Construction			11.00			
	T00006754	P5-100 w/32Mb ED0, 4Gb		I0010201	1	J & B Construction			1,210.00			
	T00006755	P5-100 w/32Mb ED0, 4Gb		I0010202	1	J & B Construction			10.00			
	T00006756	Furniture	P0006786	I0010206	1	Office Supply Co.	SRC00666	DCR	1,100.00	Y		
	T00006757	Furniture	P0006788	I0010207	1	Office Supply Co.			3.00	Y		
	T00006758	Furniture	P0006785	I0010208	1	Office Supply Co.			3.00			
	T00006759	Furniture		I0010211	1	Office Supply Co.			1,100.00	Y		
	T00006760	P5-100 w/32Mb ED0, 4Gb		I0010212	1	J & B Construction			1,210.00	Y		
	T00006761	Furniture	P0006786	I0010213	1	Office Supply Co.	SRC00666	DCR	1,100.00	Y		
	T00006762	Furniture	P0006788	I0010214	1	Office Supply Co.			3.00	Y		
	T00006763	Furniture	P0006785	I0010215	1	Office Supply Co.	SRC00666	DCR	3.00			
	T00006764	P5-100 w/32Mb ED0, 4Gb	P0006787	I0010216	1	J & B Construction			3.30			
	T00006765	Furniture		I0010217	1	Office Supply Co.			1,100.00	Y		
	T00006766	Furniture		I0010218	1	Office Supply Co.			3.00			
	T00006767	P5-100 w/32Mb ED0, 4Gb	P0006777	I0010219	1	J & B Construction			1,210.00	Y		
	T00006768	P5-100 w/32Mb ED0, 4Gb	P0006787	I0010220	1	J & B Construction			3.30			
	T00006771	Furniture	P0006790	I0010222	1	Office Supply Co.			1.00			
	T00006772	Furniture	P0006793	I0010223	1	Office Supply Co.			1,100.00	Y		
	T00006773	test										
Grand Total									131,419.67			

## Report Sample (Page 2 of 2)

REPORT : FFRPROC 5.3.1		DEVELOPMENT	PAGE 6
RUN DATE 10/29/2002		Fixed Asset Procurement Report	
RUN TIME 02:26 PM		Reporting Period: 01-JAN-2002 To: 29-OCT-2002	
* * * REPORT CONTROL INFORMATION (FFRPROC release 5.3.1) * * *			
Parameters have been entered via Job Submission.			
Parameter Name	Value	Message	
Parameter Seq No:	978560		
Chart of Accounts	B	Chart of Accounts B	
Capitalized assets only	N		
Parameter Selection Criteria	3	Select master attributes	
Document type option			
Document Code			
From Date	01-JAN-2002		
To Date	29-OCT-2002		
System Status Code			
User Status Code			
Vendor Code			
Funding Source Fund			
Funding Source Account			
Line Count	55		
Number of records selected	412		

## Fixed Asset Property Report (FFRPROP)

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**Description** This is a report which may be used when taking a physical inventory of your fixed and moveable assets. It produces a single-line display of the responsible party information from the Asset Master record (FFBMAST) for each selected asset.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	No	The chart of accounts for which the assets are to be inventoried.	
	Inventory Selection Option	No	Determines whether inventoried, uninventoried, or both types of tags will be reported.	1 = Inventoried tags 2 = Uninventoried tags 3 = Both (default value)
	From Date	No	Enter the starting Origination Tag date for the range of assets to be included in the report. Leave the From Date and To Date parameters blank to include all tags.	
	To Date	No	Enter the ending Origination Tag date for the range of assets to be included in the report. Leave the From Date and To Date parameters blank to include all tags.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	System Status Code	No	The current system status of the fixed asset master record.	D = Disposed R = Origination tag created from receiving document I = Origination tag created from invoice document G = Gift/Donation C = Cancelled invoice or check V = Converted incomplete M = Converted complete
	User Status Code	No	The one-character user-defined status code for this asset. Validated against FTVSDAT; the Entity is FFBMAST and the Attribute is User_Status_Code.	
	Primary Asset Tag	No	The permanent tag number of the parent asset.	
	Commodity Code	No	Enter the commodity code associated with the asset tag.	
	Asset Type	No	The user-defined code which describes a category or grouping of assets.	
	Custodian ID	No	The identification number for the party responsible for the custody of an asset or group of assets.	
	Title To Code			

Parameters (cont.)	Name	Required?	Description	Values
	Acquisition Method Code			
	Responsible Organization	No	The organization responsible for the custody of an asset or group of assets. Multiple entries and wildcard characters are permitted.	
	Responsible Location	No	The physical location where an asset or group of assets is located. Multiple entries and wildcard characters are permitted.	
	Sort Option	No	Determines the primary and secondary sort order for the items in the report.	1 = Custodian/Permanent Tag 2 = Responsible Location/Permanent Tag 3 = Responsible Organization/Permanent Tag 4 = Permanent Tag Only (default value)



## Report Sample (Page 1 of 3)

REPORT : FFRPROP 3.0		Banner Development Environment							PAGE	1
		Fixed Asset Property Report								
RUN DATE 12/12/1996		Reporting Period: 01-OCT-1996 To: 31-OCT-1996								
RUN TIME 12:26 PM										
Location: 01 Urban Campus										
-----										
Permanent Tag	Origination Tag	Asset Description	Primary Asset Tag	Sub typ	Status Sys Usr	Cond code	Custodian	Locn	Orgn	Cost
-----										
AP0061	T00000061	Computer	AP0061	A	I	GD	Edwards, L		11001	1,200.00
	T00000266	Equipment			I	GD	Edwards, L		11001	1,000.00
JC0001	T00000028	Vehicles			I	L	GD		11002	6,600.00
	T00000002	Furniture			I		PR			500.00
Location Total										9,300.00

## Report Sample (Page 2 of 3)

PAGE 2

REPORT : FFRPROP 3.0

Banner Development Environment  
 Fixed Asset Property Report  
 Reporting Period: 01-OCT-1996 To: 31-OCT-1996

RUN DATE 12/12/1996  
 RUN TIME 12:26 PM

Location: 01 Urban Campus

Permanent Tag	Origination Tag	Asset Description	Primary Asset Tag	Sub typ	Status Sys	Cond code	Custodian	Locn	Orgn	Cost
AP0001	T00000001	Constructed/Acquired B			G G	GD	Robertson, S	10	11009	501,078.00
	T00000070	Vehicles	AP0001	A	I R	GD	Robertson, S	10	11009	1,078.00
AP0004	T00000004	Temporary Buildings			I	PR	Martin, F	10	11001	11,000.00
AP0005	T00000005	Temporary Buildings	AP0004	C	I R	GD	Martin, F	10	11001	14,750.00
	T00000003	Roof material	AP0005	A	I	GD	Martin, F	10	11001	3,750.00
AP0006	T00000006	Vehicles			I I	EXL	McIntyre, P	10	11003	7,000.00
AP0010	T00000010	Vehicles			I	GD	McIntyre, P	10	11001	5,940.00
AP0011	T00000011	Vehicles			I L	GD	McIntyre, P	10	11001	5,940.00
AP0012	T00000012	Vehicles			I L	GD	McIntyre, P	10	11001	5,940.00
AP0016	T00000016	Furniture			I N	PR	McIntyre, P	10	11001	2,344.45
AP0025	T00000025	Constructed/Acquired B			I L	GD	McIntyre, P	10	11003	501,078.00
TP82	T00000082	Equipment	TP72	C	G G	EXL	Martin, F	10	126012	1,100.00
	T00000083	Furniture	TP82	A	G I	EXL	Martin, F	10	126012	300.00
Location Total										1,061,298.45
Grand Total										1,070,598.45

## Report Sample (Page 3 of 3)

PAGE 3

REPORT : FFRPROP 3.0

Banner Development Environment  
 Fixed Asset Property Report  
 Reporting Period: 01-OCT-1996 To: 31-OCT-1996

RUN DATE 12/12/1996  
 RUN TIME 12:26 PM

\* \* \* REPORT CONTROL INFORMATION (FFRPROP release 3.0) \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Parameter Seq No :	27027	
Chart of Accounts	B	Banner University
Tag Selection Option	3	Both Inventoried and Uninventoried Tags
From Last Inventoried Date		
To Last Inventoried Date		
From Tag Date	01-OCT-1996	
To Tag Date	31-OCT-1996	
System Status Code		
User Status Code		
Primary Asset Tag		
Commodity Code		
Asset Type		
Custodian ID		
Parameter Sort Option	2	Sort on Location/Permanent Tag
Responsible Organization	Y	All Organizations
Responsible Location	Y	All Locations
Line Count	55	
Permanent tags selected	13	
Attachments selected	4	

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## General Ledger Module

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This section provides you with a description of each report in the General Ledger Module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FGRACTG will follow FGRACCL.

**Note:** Please note that some of the reports in this module are grouped according to functionality.

## Data Extract Process (FGPGEXT)

---

### Description

This process runs via job submission to generate GASB reports. The Data Extract Process uses the parameters you enter to extract the appropriate information from the General Ledger (FGBGENL) and Operating Ledger (FGBOPAL) tables to the FGWREPT table. For additional information about GASB, refer to Chapter 2, “Processing.”

If the extract is run for a Chart and End Date that already exists in the table, all records will be replaced. Reclassification entries are stored separately and are not affected. If the extract is run in Purge mode, then records for the Chart, End Date, and Report Type(s) indicated are removed and not replaced. If any changes are made to Attribute associations or any additional transactions are posted to the ledgers, the extract must be re-run before the changes are reflected in the reports. (This is not required for reclassification entries via FGARCLE).

If any FOAPAL elements do not have attributes selected, or have duplicate associations, this process generates error reports. Another report identifies FOAPAL elements intentionally excluded from the GASB statements. For samples of each of these error reports, refer to the GASB Report Examples section at the end of this chapter.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Chart of Accounts	Yes	Chart of accounts for which data is to be extracted.	Valid Chart of Accounts
End Date of Period Reported	Yes	End date for reporting. (This is converted to the fiscal year and period in which the date entered falls. The extract includes all data to the end of that period.)	Valid end date
Include Accrual	No	Indicates if accrual should be included.	Y/N
Government Wide Financials	No	Extract for GASB 34 Statement of Net Assets and Statement of Activities	Y/N

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Governmental Funds Financials	No	Extract for GASB 34 Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances	Y/N
	Public Inst BTA Financials	No	Extract for GASB 35 Statement of Net Assets and Statement of Revenues, Expenses, and Changes in Net Assets	Y/N
	Processing Mode	Yes	Processing Mode	E - Extract data (replaces existing data for chart, fiscal year/period and report pairs indicated  P - Purges data for chart, fiscal year/period, and report pair(s) indicated

## Account Index Report (FGRACCI)

---

**Description**      This report displays a list of account indexes and the default accounting distribution associated with each index.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The Chart of Accounts for reporting (validated against FTVCOAS).	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = (current date)



## Report Sample

REPORT FGRACCI		Banner University										RUN DATE: 12/18/1996					
CHART: A		Account Index Report										TIME: 10:15 AM					
		AS OF 18-DEC-1996										PAGE: 1					
***** DATES *****																	
INDEX	DESCRIPTION	FUND	O	ORGN	O	ACCT	O	PROG	O	ACTV	O	LOCN	O	STATUS	EFF	TERM	NEXTCHANGE
91-10	General Tax Revenues - FY 90/91	101000	Y	11-14	Y	5010	N	100	Y		N		N	A		01-OCT-1995	
91-20	Sales Tax Revenues - FY 90/91	101000	Y	11-14	Y	5020	N	100	Y		N		N	A		01-OCT-1995	
91-30	Property Tax Revenues - FY 90/91	101000	Y	11-14	Y	5030	N	100	Y		N		N	A		01-OCT-1995	
CASH	Fund Raising		Y	11-14	N		Y		Y		Y		Y	A		13-MAR-1994	
COMP	Computing Supplies	101000	Y		Y	7013	N	100	Y		N		N	A		01-OCT-1995	
DUPE	Duplicating Supplies	101000	Y		Y	7012	N	100	Y		N		N	A		01-OCT-1995	
HEALTH	Health Department		Y		Y		Y	500	Y		Y		Y	A		13-MAR-1994	
OFFICE	Office Supplies	101000	Y		Y	7011	N	100	Y		N		N	A		01-OCT-1995	
PARK	Grounds Maintenance	201040	N		Y		Y		Y		N		N	A		13-MAR-1993	
TRAVEL	Travel Reimbursement		Y		Y	8010	N		Y		N		N	A		13-MAR-1993	

## Posting Process (FGRACTG)

---

### Description

This process generates the postings to the financial ledgers for those transactions that have been edited, completed, and approved. Posting can be executed using a sleep/wake routine. This is the only program that updates finance ledgers. There is no output for this process.

It is recommended that this process be run in background or sleep/wake-up mode. For additional information on sleep/wake-up mode, refer to the “Reports and Processes” chapter in the *Finance TRM Supplement*.

#### *Document Management*

If you cancel a purchase order which was created from the requisition, the requisition items are released to be assigned to new purchase orders. In addition, the requisition encumbrance will be reinstated. FGRACTG uses the Cancel Date as the transaction date for canceling requisitions, purchase orders, and invoices. Encumbrances are marked closed when a purchase order or a requisition is cancelled.

#### *Currency Conversion*

When processing an invoice for which foreign currency was used, FGRACTG:

- selects the Accounts Payable Account from the currency conversion table as the posting modifier for the invoice rule and
- computes the difference between the invoice amount and the converted amount (both values are stored on FARINVA) and posts the difference to the exchange account from the currency conversion table.

#### *Commodity Level Tax*

At invoice processing time, FGRACTG calculates exemption percents as defined on the Tax Rate Table (FTVTRAT). This process also reverses the exempt tax expense and creates the appropriate receivable.

*Grant Accounting Transactions*

When grant activity is posted using rules containing a 0030 process code, the associated revenue recognition, indirect cost recovery, and cost share transactions are automatically generated.

*Print Current Release Version Numbers*

The posting process prints the current release version numbers of each of the Pro\*C objects that are compiled and linked together to form the executable FGACTG. When posting is started via the operating system prompt, the release numbers will be displayed on the screen. If the posting process is started via job submission, the release numbers will be printed in the log file.

*Zero Payment Invoices*

This process posts the debit and credit side of the invoice accounting lines and marks a zero payment invoice as paid. No check will ever be attached to zero payment invoices marked as "Paid".

*e-Procurement for HigherMarkets*

If you are using Finance e-Procurement with HigherMarkets, this process publishes messages whenever a Banner Requisition or Purchase Order that originated from a HigherMarkets document is posted or rolled back. For detailed information, please refer to the *Finance e-Procurement with HigherMarkets Banner Handbook*.

## Report Sample

```
Starting FGRCTG (Rel 2.0.7) at 05-AUG-1996 04:35:44
Starting document J0000108 (Document type 20 ) at 05-AUG-96 04:35:50
Starting document J0000109 (Document type 20 ) at 05-AUG-96 04:36:30
Starting document J0000110 (Document type 20 ) at 05-AUG-96 04:36:38
Starting document J0000111 (Document type 20 ) at 05-AUG-96 04:36:47
Starting document J0000112 (Document type 20 ) at 05-AUG-96 04:36:54
Starting document J0000113 (Document type 20 ) at 05-AUG-96 04:37:07
Starting document J0000114 (Document type 20 ) at 05-AUG-96 04:37:22
Starting document J0000115 (Document type 20 ) at 05-AUG-96 04:37:39
Starting document J0000116 (Document type 20 ) at 05-AUG-96 04:37:59
Starting document J0000117 (Document type 20 ) at 05-AUG-96 04:38:09
Starting document J0000118 (Document type 20 ) at 05-AUG-96 04:38:16
Starting document J0000119 (Document type 20 ) at 05-AUG-96 04:38:32
```

## Account Hierarchy Report (FGRACTH)

---

**Description** This report displays the hierarchical relationship of the account type and account code structures.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The Chart of Accounts for reporting (validated against FTVCOAS)	
	As of Date (DD-MON-YYYY)	Yes	The date that the report will use to select account codes for reporting.	DD-MON-YYYY Default = (current date)
	Account Type Code	No	If an account type is entered, the report will only include account codes for this account type (validated against FTVATYP).	

## Report Sample

REPORT FGRACTH CHART: A		Banner University Account Hierarchy Report AS OF 18-DEC-1996				RUN DATE: 12/18/1996 TIME: 10:16 AM PAGE: 1		
TYP	ACCOUNT	DESCRIPTION	DATA ENTRY	STATUS	POOL ACCT	***** EFF	DATES TERM	***** NEXTCHANGE
01		Current Assets				01-OCT-1995		
10		Current Assets				01-OCT-1995		
	1000	Cash Accounts	N	A		01-OCT-1995		
	1010	Operating Cash Account	Y	A		01-OCT-1995		
	1040	Operating Cash Account	Y	A		01-OCT-1995		
	1020	Payroll Cash Account	Y	A		01-OCT-1995		
	1030	Accounts Receivable	N	A		01-OCT-1995		
	1050	Cash Awaiting Deposit	Y	A		01-OCT-1995		
	1051	Checks Awaiting Deposit	Y	A		01-OCT-1995		
	1052	Visa Receipts	Y	A		01-OCT-1995		
	1053	Master Card Receipts	Y	A		01-OCT-1995		
	1060	Payroll Clearing for Payroll	Y	A		26-OCT-1994		
	1100	Accounts Receivable	N	A		01-OCT-1995		
	1110	Student Accounts Receivable	Y	A		01-OCT-1995		
	1120	Faculty Accounts Receivable	N	A		01-OCT-1995		
	1130	Federal Grants Receivable	Y	A		01-OCT-1995		
	1140	State Grants Receivable	N	A		01-OCT-1995		
	1150	State contracts	Y	A		01-OCT-1995		
	1115	Grad Student Accounts Receivable	Y	A		01-OCT-1995		
	1200	Interfund Accounts	N	A		01-OCT-1995		
	1201	Due To/From Other Funds	N	A		01-OCT-1995		
	1210	Cash Interfund Account	N	A		01-OCT-1995		
	1203	Due From Other Funds	N	A		01-OCT-1995		
	1205	Due To Other Funds	Y	A		01-OCT-1995		
	1206	Due From Other Funds	N	A		11-APR-1992		
	1300	Interchart Clearing Accounts	N	A		01-OCT-1995		
	1320	Interchart A Clearing Accounts	N	A		01-OCT-1995		
	1301	Due To/From Other Charts	N	A		01-OCT-1995		
15		Equipment Assets				01-OCT-1995		
A1		Fixed Assets				01-OCT-1995		
	1800	Equipment and Furniture	N	A		01-OCT-1995		
	1810	Equipment - Computers	Y	A		01-OCT-1995		
	1820	Equipment - Classroom	N	A		01-OCT-1995		

# Activity Codes Report (FGRACTV)

**Description**            This report displays a list of activity codes for a specific chart of account.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The Chart of Accounts for reporting (validated against FTVCOAS)	
	As of Date (DD-MON-YYYY)	Yes	The date to select activity codes for reporting.	DD-MON-YYYY Default = (current date)

## Report Sample

REPORT FGRACTV		Banner University		RUN DATE: 12/18/1996	
CHART: A		Activity Codes Report		TIME: 10:18 AM	
		AS OF 18-DEC-1996		PAGE: 1	
***** DATES *****					
ACTIVITY	DESCRIPTION	STATUS	EFF	TERM	NEXTCHANGE
001	Course 001	A	01-OCT-1995		
01	Executive Management	A	01-OCT-1995		
10	Financial Management	A	01-OCT-1995		
100	Financial Cost Studies	A	01-OCT-1995		
101	Course 101	A	01-OCT-1995		
107	Course 107	A	01-OCT-1995		
110	Financial Grants Management	A	01-OCT-1995		
111	Systems Development	A	01-OCT-1995		
120	Internal Audit	A	01-OCT-1995		
1200	Course 1200	A	01-OCT-1995		
121	Course 121	A	01-OCT-1995		
123	Course 123	A	01-OCT-1995		
130	Institutional Research	A	01-OCT-1995		
151	Course 151	A	01-OCT-1995		
200	Research Proposals	A	01-OCT-1995		
205	Course 205	A	01-OCT-1995		
210	R-21 Compliance Activities	A	01-OCT-1995		
212	Benefit Analysis	A	01-OCT-1995		
300	Telethons - Annual Support	A	01-OCT-1995		
310	Capital Campaign - Theater	A	01-OCT-1995		
312	Capital Campaign - Engineering	A	01-OCT-1995		
315	Course 315	A	01-OCT-1995		
40	College Administration - Academic	A	01-OCT-1995		
400	Department Chairs	A	01-OCT-1995		
410	Technological Studies	A	01-OCT-1995		
430	Business Studies	A	01-OCT-1995		
50	Security Services	A	01-OCT-1995		
500	Grounds Maintenance - Landscape	A	01-OCT-1995		
502	Grounds Maintenance - Lawns	A	01-OCT-1995		
504	Grounds Maintenance - Athletic	A	01-OCT-1995		
506	Operations & Maintenance	A	01-OCT-1995		
60	Health Services	A	01-OCT-1995		



## Available Balance Rebuild Process (FGRBAVL)

---

### Description

This process is run on request and rebuilds the Budget Availability Ledger Table (FGBBAVL) when necessary. The budget rebuild process is based on the entire FOAPAL distribution for that budget. FGRBAVL needs to be run only if the rules controlling the available balance checking process are changed.

The Budget Rebuild Process (FGRBAVL) requires exclusive access to the Budget Availability Ledger Table (FGBBAVL). The FGRBAVL process also makes extensive updates to the database since it deletes and rebuilds the entire FGBBAVL table. If you run it with only a single Save command at the end of the process, you may need an excessive number of rollback segments. If you use multiple commits, there is a risk that another available balance related process may update the table before you can relock the table. To alleviate this problem, the Budget Availability Ledger Process (FGRBAVL) uses a table called FGBBAVL\_WORK. This table name is not referenced in any other Banner Finance Component. Using this method, FGRBAVL can perform multiple commits without the risk of other processes making updates. During the period this process runs, no other Banner Finance process or form which references FGBBAVL can run since the FGBBAVL table does not exist by that name. Because of this restriction, as well as the amount of processing that this process requires, you should always run FGRBAVL during off hours when no other Banner Finance process occurs.

Finance updates the FGBBAVL table during the normal posting of all accounting transactions by the Posting Process (FGRCTG). You only need to run FGRBAVL if the rules that control the available balance checking process change.

Before running FGRBAVL, export the FGBBAVL and FGRBAKO tables. This creates a backup of these tables in case the process terminates abnormally. Sign on to SQL\*Plus as FIMSMGR. Start FIMSBVL1 to rename FGBBAVL to FGBBAVL\_WORK and to rename FGRBAKO to FGRBAKO\_WORK, respectively.

Run the FGRBAVL report from the command line. After FGRBAVL finishes successfully, sign on to SQLPLUS as FIMSMGR and start FIMSBVL2 to rename the FGBBAVL\_WORK and FGRBAKO\_WORK tables to their original names. Remember that you cannot execute any other process or forms which use FGBBAVL or FGRBAKO while you run FGRBAVL. If you do, an Oracle error displays stating that the Table or View does not exist.

If the process terminates abnormally, import data from the export tables. Run FGRBAVL again.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The Chart of Accounts for reporting	
	Fiscal Year	Yes	The fiscal year for reporting	YY
	Fund Type Code	No	The fund type code for reporting	
	Fund Code Start Range	No	The fund code starting range for reporting	
	Fund Code End Range	No	The fund code ending range for reporting	

**Note:** The Available Balance Rebuild Process does not produce report output.

## Cash Receipts Report (FGRCSR)

---

**Description** This report prints header and detail information for selected direct cash receipts. FGRCSR can be used to print comprehensive information for one or more cash receipts based on the Document Number, Transaction Date, or Vendor Code. The default sort order for this report is by Vendor Code.

You may run this report from job submission or online from the Direct Cash Receipt Form (FGADCSR). Access this report by selecting the Print Cash Receipt button on FGADCSR.

Parameters	Name	Required?	Description	Values
	From Document Number	No	Enter a value in this parameter to only print cash receipts with a document number greater than or equal to the document number specified. If left blank, there is no lower limit.	
	To Document Number	No	Enter a value in this parameter to only print cash receipts with a document number less than or equal to the document number specified. If left blank, there is no upper limit.	
	From Transaction Date	No	Enter a date in this parameter to print only cash receipts with a transaction date on or after the date specified. If left blank, there is no lower limit.	DD-MON-YYYY

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	To Transaction Date	No	Enter a date in this parameter to print only cash receipts with a transaction date on or before the transaction date specified. If left blank, there is no upper limit.	DD-MON-YYYY
	Vendor Code	No	Enter a value in this parameter to print only cash receipts for the vendor code specified. If this parameter is left blank, no vendors will be excluded and documents without a vendor code will be included.	

## Report Sample (Page 1 of 2)

FGRC SRP		2.1.11		Banner Development Environment						27-NOV-1996 11:22:20	
				Cash Receipt Report						Page 1	
VENDOR CODE: 00010				National Supplies							
DOC #:		H0000358		TRANS DATE:		27-NOV-1996		DOC TOTAL:		100.00	
								DOC STATUS:		C	
SEQ NUM	TXGRP	FSYR	COAS	INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOCN	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
1	SRG1	97	B		1000	125	7210	100			
DESCRIPTION						BANK	TRANS AMT		TAX AMT		REBATE AMT
-----						-----	-----		-----		-----
cash receipt						A1	20.00		3.00		1.40
DEP #		DOC REF #		CURR CODE		CONV AMT					
-----		-----		-----		-----					
						0.00					
<hr/>											
SEQ NUM	TXGRP	FSYR	COAS	INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOCN	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
2	SRG1	97	B		1010	125	6111	100			
DESCRIPTION						BANK	TRANS AMT		TAX AMT		REBATE AMT
-----						-----	-----		-----		-----
cash receipt						A1	80.00		12.00		5.60
DEP #		DOC REF #		CURR CODE		CONV AMT					
-----		-----		-----		-----					
						0.00					
<hr/>											
VENDOR TOTAL:			100.00								

**Report Sample (Page 2 of 2)**

FGRCSRP	2.1.11	Banner Development Environment Cash Receipt Report	27-NOV-1996 11:22:20	Page	2
PARAMETER SEQUENCE NUMBER : 26322					
FROM DOCUMENT NUMBER: H0000358					
TO DOCUMENT NUMBER: H0000358					
FROM TRANSACTION DATE:					
TO TRANSACTION DATE:					
VENDOR CODE: %					
NUMBER OF PRINTED LINES PER PAGE: 55					
NUMBER OF RECORDS PROCESSED: 1					

## Grant Rebuild Process (FGRGRBD)

---

### Description

This process is run on request and rebuilds the Grant Ledger Table (FRRGRNL) when necessary.

**Note:** Grant transactions that occur after the project end date are not posted in period 14. Instead, the system posts these transactions to the actual grant year and period.

The Grant Rebuild Process (FGRGRBD) requires exclusive access to the Grant Ledger Table (FRRGRNL). The FGRGRBD process also makes extensive updates to the database since it deletes and rebuilds the entire FRRGRNL table. If you run it with only a single Save command at the end of the process, you may need an excessive number of rollback segments. If you use multiple commits, there is a risk that another grant related process may update the table before you can relock the table. To alleviate this problem, the Grant Rebuild Process (FGRGRBD) uses a table called FRRGRNL\_WORK. This table name is not referenced in any other Banner Finance Component. Using this method, FGRGRBD can perform multiple commits without the risk of other processes making updates. During the period this process runs, no other Banner Finance process or form which references FRRGRNL can run since the FRRGRNL table does not exist by that name. Because of this restriction, as well as the amount of processing that this process requires, you should always run FGRGRBD during off hours when no other Banner Finance process occurs.

Before running FGRGRBD, export the FRRGRNL table. This creates a backup of this table in case the process terminates abnormally. Sign on to SQL\*Plus as FIMSMGR. Start FGRNBLD1 to rename FRRGRNL to FRRGRNL\_WORK.

Run the FGRGRBD report from the command line; it is not available through job submission. After FGRGRBD finishes successfully, sign on to SQLPLUS as FIMSMGR and start FGRNBLD2 to rename FRRGRNL\_WORK to its original name. Remember that you cannot execute any other process or forms which use FRRGRNL while you run FGRGRBD. If you do, an Oracle error displays stating that the Table or View does not exist.

If the process terminates abnormally, import data from the export tables. Run FGRGRBD again.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	The Chart of Accounts for processing grants.	
	Grant Option	Yes	Select an option for processing and rebuilding grants.	<p><i>A</i> = Processes all grants</p> <p><i>R</i> = Processes a range of grants; you must specify a value in the From Grant and To Grant parameters.</p> <p><i>S</i> = Processes a specific grant; specify the grant code in the Grant Code parameter.</p> <p><i>W</i> = Processes grants which fall within a wildcard value (for example, 21% processes all grants which begin with 21).</p> <p>Default = <i>A</i> (Processes all grants)</p>
	From Grant	No	You must have entered an <i>R</i> in the Grant Option parameter to use this parameter. Use this parameter to enter the first grant in the range.	
	To Grant	No	You must have entered an <i>R</i> in the Grant Option parameter to use this parameter. Use this parameter to enter the last grant in the range.	
	Grant Code	No	This parameter is required only if you entered <i>S</i> or <i>W</i> in the Grant Option parameter.	



**Report Sample (Page 1 of 2)**

08:43:38	Banner Development Environment Grant Rebuild Process	PAGE 1 FGRGRBD
	215501 Grant rebuilt...	
	215601 Grant rebuilt...	

**Report Sample (Page 2 of 2)**

08:43:38	Banner Development Environment Grant Rebuild Process	PAGE 2 FGRGRBD
* * * REPORT CONTROL INFORMATION * * *		
Parameters have been entered from Host Prompt.		
Parameter Name	Value	Message
Parameter Seq No:	21931	
Chart:	B	
Grant Option	S	Specific
Grant	215501	
Grant	215601	
Line Count:	55	

## End-of-Year Budget Carry Forward Report (FGRBDRL)

---

### Description

This process rolls the remaining balance of any line item on OPAL elements to the new year. It will produce a hard copy report of the prior year's remaining budget balances that are carried forward into the current fiscal year.

**Note:** Current year records with Uncommitted Commit Type are retrieved for this report.

Refer to Chapter 5, "General Accounting Transactions," for information on committed and uncommitted records and related procedures.

## Report Sample

03/28/1996 08:52:01		Banner University		PAGE 1
FISCAL YEAR 96		End-of-Year Budget Carry Forward		FGRBDRL
		As of 01-NOV-1996		
Chart: A				
Fund: 102000		Current Operating Funds		
Acct Type	Amount	Rule	Table	
Revenue:	.00	J020	COAS	
Expense:	-1,000.00	J020	COAS	
Labor:	.00	J020	COAS	
Transfers:	.00	J020	COAS	
FUND TOTAL		1,000.00		
CHART TOTAL		1,000.00		

## Budget Status (Current Period) Report (FGRBDSC)

---

### Description

This report is sorted by fund for each organization. This report displays adjusted budget, current and year-to-date activity, budget reservations, and the available balance for each account.

This report prints both uncommitted and committed budget records, only uncommitted budget records, or only committed budget records. If the option to print both committed and uncommitted is selected, uncommitted records print first and committed records print separately. Refer to Chapter 5, "General Accounting Transactions," for information on committed and uncommitted records and related procedures.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Fiscal Year	Yes	Fiscal year for reporting.	YY
Chart of Accounts	Yes	Chart of accounts for reporting.	
From Fund Code	No	First fund code in a series. Used to indicate which funds you want to include in the report.	
To Fund Code	No	Last fund code in a series. Used to indicate which funds you want to include in the report.	
From Organization Code	No	First organization code in a series. Used to indicate which organizations you want to include in the report.	
To Organization Code	No	Last organization code in a series. Used to indicate which organizations you want to include in the report.	

Parameters (cont.)	Name	Required?	Description	Values
	From Account Code	No	First account code in a series. Used to indicate which accounts you want to include in the report.	
	To Account Code	No	Last account code in a series. Used to indicate which accounts you want to include in the report.	
	As of Date (DD-MON-YYYY)	No	Date to select data for reporting.	DD-MON-YYYY Default = System date
	Include Accrual Period	No	Indicates whether you want to include accrual periods in the report.	Y = Include accrual periods. N = Do <b>not</b> include accrual periods. (default value)
	Print Report Totals	No	Indicates whether you want to print report totals on the report.	Y = Print report totals. (default value) N = Do <b>not</b> print report totals.
	Print Net Totals	No	Indicates whether you want to print net totals on the report.	Y = Print net totals. (default value) N = Do <b>not</b> print net totals.
	Commitment Type Indicator	No	Indicates whether you want to print information about committed budget records, uncommitted budget records, or both.	U = Print information about <i>uncommitted</i> budget records. C = Print information about <i>committed</i> budget records. (blank) = Print information about both committed and uncommitted budget records. (default value)

## Report Sample

23-MAY-90 07:37:23 FISCAL YEAR 96			Banner University Budget Status (Current Period) As Of 31-OCT-1995			PAGE 1 FGRBDSC	
FUND:	1000	General Fund					
PRED ORG:	110	Environmental Services					
ORG:	120	Waste Management					
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
4150	Other Income	.00	.00	.00	.00	.00	U
4330	Indirect Cost Federal Grants	.00	.00	.00	.00	.00	U
TOTAL	Other Income	.00	.00	.00	.00	.00	
6010	Supplies Accounts	.00	-200.00	-200.00	.00	200.00	U
6111	Office Supply Accounts	.00	.00	.00	.00	.00	U
6120	Travel	70.00	.00	.00	.00	70.00	U
6155	Consulting Services	.00	.00	.00	1,300.00	-1,300.00	U
6160	Consulting Services	.00	.00	.00	50.00	-50.00	U
6165	Auditing Services	100.00	.00	.00	.00	100.00	U
6170	Institution Match on Grants	.00	7,632.00	7,632.00	.00	-7,632.00	U
6210	Interdepartmental Transfers	.00	1,070.00	1,070.00	.00	-1,070.00	U
TOTAL	General Expense	170.00	8,502.00	8,502.00	1,350.00	-9,682.00	

## Balance Sheet Report (FGRBLSH)

---

**Description**      This report selects and prints balance sheet information for selected funds and fund types.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	Yes	The fiscal year for reporting	YY
	Chart of Accounts	Yes	The chart of accounts used for reporting.	
	As of Date (DD-MON-YYYY)	No	The date to select data for reporting.	DD-MON-YYYY Default is the system date.
	Include Accrual for Last Prd	No	Enter <i>Y</i> to include accruals for last period.	Y = Yes N = No (default value)
	From Fund	Yes	The fund for the beginning range of funds to be reported.	
	To Fund	Yes	The fund for the ending range of funds to be reported.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Excluding Fund	No	If you have selected a range using the From Fund and To Fund parameters, you may enter any fund code that you do not wish to include in the range in this parameter.	
	Fund Type	Yes	The fund code for a specific fund to be reported.	



## Report Sample

16-OCT-92 09:22:58 FISCAL YEAR 96		Banner University Balance Sheet AS OF 30-NOV-1995		PAGE 1 FGRBLSH	
COAS:	A	Government Chart			
FUND:	1000	General Fund			
		CURRENT YEAR	PRIOR YEAR	***** VARIANCE	*****
		AS OF	AS OF	CURRENT TO PRIOR	PERCENT
		30-NOV-1995	30-NOV-1994		
ACCOUNT	TITLE				
1201	Due To/From Other Funds	87,152.70	19,970.00	67,182.70	336.418
1210	Cash Interfund Account	1,249,646.00	1,009,503.00	240,143.00	23.788
TOTAL:	Current Assets	1,336,798.70	1,029,473.00	307,325.70	29.853
	Liabilities				
ACCOUNT	TITLE				
2100	Accounts Payable - Operations	.00	11,300.00	11,300.00	100.000
TOTAL:	Accounts Payable Accounts	.00	11,300.00	11,300.00	100.000
TOTAL	Liabilities	.00	11,300.00	11,300.00	100.000
	Ledger Control Accounts				
ACCOUNT	TITLE				
3010	Revenue Control Account	2,924,695.20	2,706,770.00	-217,925.20	-8.051
3020	Expenditure Control Account	1,587,896.50	1,688,597.00	-100,700.50	-5.964
3040	Encumbrance Control Account	202,310.00	112,250.00	90,060.00	80.232
3050	Encumbrance Reserve Account	202,310.00	112,250.00	-90,060.00	-80.232
3060	Budgeted Revenue Control Account	5,991,907.00	5,482,500.00	509,407.00	9.292
3070	Budgeted Expenditure Control Acct	5,991,907.00	5,482,500.00	-509,407.00	-9.292
3099	Budgeted Change to Fund Balance	.00	.00	.00	.000
TOTAL:	Control Accounts	1,336,798.70 C	1,018,173.00 C	-318,625.70	-31.294
TOTAL	Ledger Control Accounts	1,336,798.70 C	1,018,173.00 C	-318,625.70	-31.294

## Bank Cash Interfund Account Balance Exception Report (FGRBIEX)

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### Description

This report has two modes: summary mode and detail mode. The summary mode report balances the cash interfund account for each bank fund to the cash interfund accounts of the funds which have a claim on the bank fund. Only those accounts which are not balanced will print. If all interfund accounts are balanced, only the report control information is printed. Each chart of accounts is reported separately.

In detail mode, the report prints each document which caused the exception condition. Only the chart of accounts and interfund accounts entered are reported. The detail report has four options for the cash interfund accounts:

- All cash interfund accounts in the chart
- Range of accounts
- Specific accounts using wildcard (%)
- Specific accounts without a wildcard

A detailed list of the parameters for this report is given below:

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	The fiscal year for reporting	YY
	As of Date	No	The date to select data for reporting.	DD-MON-YYYY Default is the system date.
	Include Accrual Period	No	Enter a Y in this parameter if you wish to include the data in the Accrual Period for reporting.	Y = Yes N = No (default value)

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Report Type	No	The report type (Summary or Detail mode) to be produced.	S = Summary (default value) D = Detail
	Chart of Accounts	No	The chart of account used for reporting.	
	Bank Interfund Account Option	No	Use this parameter to select the manner in which you wish to run the reports.	A = (All accounts) (default value) R = (Range of accounts) S = (Specific accounts) W = (Wildcard accounts)
	From Account	No	This parameter is only required if you selected <i>R</i> (Range of Accounts) in the Bank Interfund Account Option parameter. Enter the first account that you wish to include in your range in this parameter.	
	To Account	No	This parameter is only required if you selected <i>R</i> (Range of Accounts) in the Bank Interfund Account Option. Enter the last account that you wish to include in your range in this parameter.	
	Bank Interfund Account	No	This parameter is only required if you selected <i>S</i> (Specific accounts) or <i>W</i> (Wildcard accounts) in the Bank Interfund Account Option parameter. This parameter allows you to enter specific bank interfund accounts or specific accounts using the wildcard (%) option.	

## Report Sample

REPORT FGRBIEX  
FISCAL YEAR: 96

Banner - SEED Data  
Bank I/F Exception Report  
AS OF 25-MAR-1995

RUN DATE: 25-MAR-1995  
RUN TIME: 02:07 PM  
PAGE: 1

## List of Out of Balance Cash Interfund Accounts

COAS: A Institute of Technology

Cash Interfund Account: 1010

TOTAL PARTICIPATING FUNDS:	<4,815.78>
TOTAL BANK FUNDS:	<1,154,284.91>
	-----
Difference:	<1,159,100.69>
	-----

Cash Interfund Account: 1210

TOTAL PARTICIPATING FUNDS:	<1,159,063.05>
TOTAL BANK FUNDS:	1,154,247.27
	-----
Difference:	<4,815.78>
	-----

Cash Interfund Account: 1211

TOTAL PARTICIPATING FUNDS:	<1,795.00>
TOTAL BANK FUNDS:	3,795.00
	-----
Difference:	2,000.00
	-----

COAS: Z Institute of Technology

Cash Interfund Account: 1010

TOTAL PARTICIPATING FUNDS:	20,248,500.00
TOTAL BANK FUNDS:	
	-----
Difference:	20,248,500.00
	-----

## Bank Interfund Account Control Report (FGRCASH)

---

**Description** This report compares the cash interfund account for each bank fund to the cash accounts of each fund which have a claim on the bank fund. Each Chart of Accounts is reported separately.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY  Default = current date

## Report Sample

REPORT FGRCASH	Banner University		RUN DATE: 12/18/1996
	Bank Interfund Account Control		TIME: 10:18 AM
	AS OF 18-DEC-1996		PAGE: 1
INTERFUND ACCOUNT: 1000			
COAS FUND	DESCRIPTION	ENDING BALANCE	
A 102000	Current Operating Funds	<70,802.35>	
G 101000	General Fund	1,204,050.00	
G 102000	Unrestricted Funds	<1,437.99>	
G 201000	Special Revenue Fund	2,200.00	
G 201010	Unrestricted Fund	270,000.00	
G 201020	Motor Vehicle Licenses	130,000.00	
G 201030	Fuel and Tax	145,000.00	
G 201040	Parking Lot Revenue	155,000.00	
G 201050	Day Care Facility Income	85,000.00	
G 201060	State Grants	22,500.00	
G 201070	Federal Grants	2,500.00	
G 301000	Capital Projects Fund	140,500.00	
G 401000	Capital Campaign Alumni	25,110.00	
G 501000	Special Assessments Fund	205,000.00	
G 601000	Fund Raising Events	111,640.00	
G 701000	Grounds Maintenance Landscape	1,000.00	
G 801000	Grounds Maintenance Athletic Buildings	<35,820.00>	
G 802000	Research Proposals	100,000.00	
G 803000	Department Chair Funds	<425.00>	
G 804000	Pension Trust Funds	<212.50>	
G 805000	Interdepartmental Expenses	<1,037.50>	
TOTAL PARTICIPATING FUNDS		2,489,764.66	
G 101010	Bank Fund	<2,562,005.00>	
TOTAL BANK FUNDS		<2,562,005.00>	
TOTAL		<72,240.34>	OUT OF BALANCE

## Comprehensive Annual Financial Reports

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### Combined Financial Statements-General Purpose Financial Statements Overview

**Description**

The Comprehensive Annual Financial Report (CAFR) is a government's official annual report. It is primarily intended to meet the information needs of governing boards and other parties external to a government.

The Comprehensive Annual Financial Report covers all funds and account groups of the government and all financial transactions during the year.

The Comprehensive Annual Financial Report contains basic financial statements for each of the government's funds and account groups and five Combined Statements.

Fund types are classified into three broad categories: Governmental, Proprietary, and Fiduciary fund types. A fourth category is called an Account Group which includes General Fixed Assets and General Long Term Debt.

Fixed Assets not used in proprietary fund operations or accounted for in trust funds are considered General Fixed Assets. Long term debt (other than special assessment bonds) intended to be financed from governmental funds is considered General Long Term Debt.

The four categories are represented by the following Fund Type Group Codes:

<i>Code</i>	<i>Description</i>
01	Governmental Fund Types
02	Proprietary Fund Types

<i>Code</i>	<i>Description</i>
03	Fiduciary Fund Types
04	Account Groups

Banner Finance contains nine Comprehensive Annual Financial Reports. CAFR reports include:

*Combined Financial Statements – Overview – General Purpose Financial Statements*

- Combined Balance Sheet - All Fund Types and Account Groups Report (FGRCOBS)
- Combined Statement of Revenues, Expenditures, and Changes in Fund Balances Report - All Governmental Fund Types and Expendable Trust Funds (FGRCREF)
- Combined Statement of Revenue, Expenditures, and Changes in Fund Balances Report - Budget and Actual- General, Special Revenue, and Debt Service Funds (FGRCsBA)
- Combined Statement of Revenue, Expenditures, and Changes in Retained Earnings/Fund Balances Report - All Proprietary Fund Types and Similar Trust Funds (FGRCsRE)

*Combining Financial Statements of Individual Funds*

- Combining Balance Sheets Report (FGRCBSR)
- Comparative Balance Sheets (FGRCGBS)
- Combining Statement of Revenue, Expenditures, and Changes in Fund Balances Report (FGRCSSR)
- Comparative Statement of Revenues, Expenditures, and Changes in Fund Balances Report (FGRCSCF)
- Comparative Statements of Revenues, Expenditures, and Changes in Fund Balances Report - Budget and Actual (FGRCGBA)

Refer to the “Reports and Processes” chapter in the *Finance TRM Supplement* for a discussion of required fields in the CAFR reports.



## Combined Balance Sheet - All Fund Types and Account Groups (FGRCOBS)

### Description

This report is sorted by fund type group which shows assets, liabilities, and fund equity accounts. Fund types are classified into the following broad categories:

<i>Governmental:</i>	<i>Proprietary:</i>	<i>Fiduciary:</i>	<i>Account Groups:</i>
General Funds	Enterprise Funds	Trust Funds	Accountability for and control of the government's General Fixed Assets and General Long-Term Debt. General Long-Term Debt and General Fixed Assets are Account Groups, not fund types. They are associated with the 04 Fund Type Group Code for this report.
Special Revenue Funds	Internal Service Funds	Agency Funds	
Capital Projects Funds			
Debt Service Funds			
Special Assessment Funds			

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Fiscal Year	Yes	The fiscal year for reporting.	YY
Chart of Accounts	Yes	The chart of accounts code.	
As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Include Accruals Period	Yes	Enter <i>Y</i> to include accruals for last period.	Y = Yes N = No (default value)
	Fund Type Group	Yes	Enter <i>01</i> , <i>02</i> , <i>03</i> , or <i>04</i> for a specific group of fund types. Leave blank to select all fund type groups.	01, 02, 03, or 04

## Report Sample (Page 1 of 3)

REPORT FGRCOBS  
COAS: G  
FISCAL YEAR: 96

Banner University  
Combined Balance Sheet--All Fund Types and Account Groups  
June 30, 1996  
(With comparative totals for June 30, 1995)  
(amounts expressed in thousands)

RUN DATE: 12/11/1996  
TIME: 23:02:19  
PAGE: 1

## Governmental Fund Types

	General Fund	Special Revenue Funds	Capital Projects Fund	Debt Service Fund	Special Assessments Fund
ASSETS:					
Operating Cash	1,539	--	--	--	--
Payroll Cash	1,000	--	--	--	--
Accounts Receivable	7		4	4	
Due From Other Funds	25	--	3	--	--
Investments - Short Term	1	1	11		
Investments - Long Term	20	15	100	15	
Central Stores Inventory		--	--	--	--
Emergency Supplies Inventory	4	--	--	--	--
Equipment Inventory		--	--	--	--
Buildings and Improvements		--	--	--	--
Equipment - Furniture		--	--	--	--
Equipment - Computers		--	--	--	--
Equipment - Vehicles		--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	2,597	16	118	19	
LIABILITIES:					
Accounts Payable	41	1	5	--	--
Vouchers Payable		--	--	--	--
TOTAL LIABILITIES:	41	1	5		

\*\*\*\*\* CONTINUED ON NEXT PAGE \*\*\*\*\*

## Report Sample (Page 2 of 3)

\*\*\*\*\* CONTINUED FROM PREVIOUS PAGE \*\*\*\*\*

## EQUITY AND OTHER CREDITS:

Revenue Control	2,240	1,620	270	50	410
Expenditure Control	-219	-6	-8	-6	-7
Encumbrance Control	-139	-	--	-61	-21
Budget Reservation Control	139	--	--	61	21
Budgeted Revenue Control	-8,000	--	--	--	--
Budgeted Expenditure Control	7,782	100	--	--	--
Budgeted Change to Fund Balance	218	-100	--	--	--
Fund Balance	152	17	119	19	

TOTAL EQUITY AND OTHER CREDITS:	2,173	1,632	381	64	403
---------------------------------	-------	-------	-----	----	-----

TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,214	1,632	386	64	403
---	-------	-------	-----	----	-----

## Report Sample (Page 3 of 3)

REPORT FGRCOBS	Banner University		RUN DATE: 12/11/1996
COAS: G	Combined Balance Sheet--All Fund Types and Account Groups		TIME: 23:02:19
FISCAL YEAR: 96	June 30, 1996		PAGE: 2
	(With comparative totals for June 30, 1995)		
	(amounts expressed in thousands)		
	Governmental Fund Types		
	Current	Prior	
	Year	Year	
	1996	1995	
ASSETS:			
Operating Cash	1,539		
Payroll Cash	1,000		
Accounts Receivable	16		
Due From Other Funds	29		
Investments - Short Term	12		
Investments - Long Term	150		
Emergency Supplies Inventory	4		
TOTAL ASSETS AND OTHER DEBITS:	2,750		
LIABILITIES:			
Accounts Payable	47		
TOTAL LIABILITIES:	47		
EQUITY AND OTHER CREDITS:			
Revenue Control	4,590		
Expenditure Control	-245		
Encumbrance Control	-221		
Budget Reservation Control	221		
Budgeted Revenue Control	-8,000		
Budgeted Expenditure Control	7,882		
Budgeted Change to Fund Balance	118		
Fund Balance	307		
TOTAL EQUITY AND OTHER CREDITS:	4,652		
TOTAL LIABILITIES,	4,699		
EQUITY AND OTHER CREDITS:	=====	=====	

## Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (FGRCREF)

---

**Description** This report displays values for each governmental fund type and expendable trust fund. It also displays the summarized totals for the current and prior fiscal years. Fund type values and fiscal year totals are sorted by various revenues and expenditure accounts. Grand totals displayed on the last page of this report are changes in fund balance.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts code.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accruals Period	Yes	Enter <i>Y</i> to include accruals for last period.	Y = Yes N = No (default value)

## Report Sample (Page 1 of 3)

REPORT FGRCREF	Banner University					RUN DATE: 12/17/1996
COAS: G	Combined Statement of Revenues, Expenditures and Changes in Fund Balances					TIME: 16:39:18
FISCAL YEAR: 96	All Governmental Fund Types and Expendable Trust Fund					PAGE: 1
	For the fiscal year ended June 30, 1996					
	(With comparative totals for the fiscal year ended June 29, 1995 )					
	(amounts expressed in thousands)					
	Governmental Fund Types					Fiduciary Fund Types
	General Fund	Special Revenue Funds	Capital Projects Fund	Debt Service Fund	Special Assessments Fund	Expendable Trust Funds
REVENUES:						
General Tax Revenues	320	70	10	--	--	20
Sales Tax Revenues	250	125	--	25	--	20
Property Tax Revenues	500	100	100	--	150	20
Parking Fines	25	170	--	--	25	20
Licenses and Fees		225	--	--	5	20
Miscellaneous Revenues		70	--	--	--	--
Grant Revenues		25	--	--	--	--
Investment Income	25	25	25	--	25	--
TOTAL REVENUES:	1,120	810	135	25	205	100
EXPENDITURES:						
General Administration	108			--	--	10
Safety Awareness		2	--	--	--	10
Street Repairs		--	3	--	--	10
Sanitation		--	--	2	--	10
Health Services		--	--	--	2	11
Daycare Services			--	--	1	--
Culture and Recreation		--	--	--	1	--
Education	1	--	1	--	--	--
Capital Outlay		1	--	--	--	--
TOTAL EXPENDITURES:	109	3	4	3	4	51

## Report Sample (Page 2 of 3)

REPORT FGRCREF	Banner University					RUN DATE: 12/17/1996	
COAS: G	Combined Statement of Revenues, Expenditures and Changes in Fund Balances					TIME: 16:39:18	
FISCAL YEAR: 96	All Governmental Fund Types and Expendable Trust Fund					PAGE 2	
	For the fiscal year ended June 30, 1996						
	(With comparative totals for the fiscal year ended June 29, 1995 )						
	(amounts expressed in thousands)						
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	1,011	807	131	22	201	49	
Fund Balances, January 1	152	17	119	19	--	--	
Fund Balances, June 30	<u>1,011</u>	<u>807</u>	<u>131</u>	<u>22</u>	<u>201</u>	<u>49</u>	



## Report Sample (Page 3 of 3)

REPORT FGRCREF	Banner University	RUN DATE: 12/17/1996
COAS: G	Combined Statement of Revenues, Expenditures and Changes in Fund Balances	TIME: 16:39:18
FISCAL YEAR: 96	All Governmental Fund Types and Expendable Trust Fund	PAGE: 3
	For the fiscal year ended June 30, 1996	
	(With comparative totals for the fiscal year ended June 29, 1995)	
	(amounts expressed in thousands)	
	Current	Prior
	Year	Year
	1996	1995
REVENUES:		
General Tax Revenues	400	
Sales Tax Revenues	400	
Property Tax Revenues	850	
Parking Fines	220	
Licenses and Fees	230	
Miscellaneous Revenues	70	
Grant Revenues	25	
Investment Income	100	
TOTAL REVENUES:	2,295	
EXPENDITURES:		
General Administration	108	
Safety Awareness	2	
Street Repairs	3	
Sanitation	2	
Health Services	2	
Daycare Services	1	
Culture and Recreation	1	
Education	2	
Capital Outlay	1	
TOTAL EXPENDITURES:	122	
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	2,173	
Fund Balances, January 1	307	
Fund Balances, June 30	2,173	

## Combined Statement of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual (FGRC SBA)

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**Description** The purpose of this report is to create a statement showing revenues, expenditures, and changes in fund balances for General Funds, Special Revenue Funds, and Debt Service Funds. These three funds are from Governmental Fund Type category (category 01). This report summarizes the budget, actual, and variance amounts. This report includes the investment management fund balance total and residual equity total, if applicable.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select budget data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual Period	Yes	Enter <i>Y</i> to include accruals for last period.	Y = Yes N = No (default value)

## Report Sample (Page 1 of 2)

REPORT FGRCBSA	Banner University			RUN DATE: 12/17/1996		
COAS: G	Combined Statement of Revenues, Expenditures and Changes in Fund Balance			TIME: 17:31:19		
FISCAL YEAR: 96	Budget and Actual - General, Special Revenue and Debt Service Funds			PAGE: 1		
	For the fiscal year ended June 30, 1996					
	(amounts expressed in thousands)					
	General Fund			Special Revenue Funds		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:						
General Tax Revenues	1,000	320	680		70	-70
Sales Tax Revenues	500	250	250		125	-125
Property Tax Revenues	1,500	500	1,000		100	-100
Parking Fines	250	25	225		170	-170
Licenses and Fees	250		250		225	-225
Miscellaneous Revenues	125		125		70	-70
Grant Revenues	125		125		25	-25
Investment Income	250	25	225		25	-25
TOTAL REVENUES:	4,000	1,120	2,880		810	-810
EXPENDITURES:						
General Government	2,972	108	2,864			-
Safety Awareness	867		867	38	2	35
Street Repairs	53		53	38	2	35
Sanitation	53		53	38	2	35
Health Services	53		53	13		13
Daycare Services	53		53	13		13
Culture and Recreation	53		53	13		13
Education		1	-1	13		13
Capital Outlay		1	-1		1	-1
TOTAL EXPENDITURES:	4,101	111	3,990	163	7	155
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-101	1,009	-1,110	-163	803	-965
Fund Balances, July 1	152	152		17	17	
Fund Balances, June 30	51	1,161	-1,110	-145	820	-965

## Report Sample (Page 2 of 2)

REPORT FGRC SBA	Banner University		RUN DATE: 12/17/1996
COAS: G	Combined Statement of Revenues, Expenditures and Changes in Fund Balance		TIME: 17:31:19
FISCAL YEAR: 96	Budget and Actual - General, Special Revenue and Debt Service Funds		PAGE: 2
	For the fiscal year ended June 30, 1996		
	(amounts expressed in thousands)		
	Debt Service Fund		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:	-----	-----	-----
General Tax Revenues			
Sales Tax Revenues		25	-25
Property Tax Revenues		25	-25
Parking Fines		25	-25
Licenses and Fees		25	-25
Miscellaneous Revenues		25	-25
Grant Revenues		25	-25
Investment Income		25	-25
TOTAL REVENUES:	-----	175	-175
EXPENDITURES:			
General Government			
Safety Awareness			
Street Repairs			
Sanitation		2	-2
Health Services		2	-2
Daycare Services		1	-1
Culture and Recreation		1	-1
Education			
Capital Outlay			
TOTAL EXPENDITURES:	-----	6	-6
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES		169	-169
Fund Balances, January 1	19	19	
Fund Balances, June 30	19	189	-169
	=====	=====	=====

## Combined Statement of Revenues, Expenses, and Changes in Retained Earnings/Fund Balances (FGRCSRE)

**Description** The purpose of this report is to produce a combined statement of revenues, expenses, and changes in retained earnings/fund balances categorized by Proprietary Fund Type (Fund Type group 02), and Fiduciary Fund Type (Fund Type group 03).

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No (default value)
	Account Level	Yes	Enter <i>L</i> for Level 1 accounts; or enter <i>E</i> for as exists.	L = level 1 accounts E = as exists

## Report Sample

REPORT FGRC SRE	Banner University				RUN DATE: 01/24/1996
COAS: G	Combined Statement of Revenues, Expenses and Changes in				TIME: 15:58:19
FISCAL YEAR: 96	Retained Earnings/Fund Balances				PAGE: 1
	All Proprietary Fund Types and Similar Trust Funds				
	For the fiscal year ended June 30, 1996				
	(With comparative totals for the fiscal year ended June 29, 1995 )				
	(amounts expressed in thousands)				
	Proprietary Fund Types		Fiduciary Fund Types		
	Enterprise Fund	Internal Service Fund	Non- Expendable Trust	Current Year 1991	Prior Year 1990
OPERATING REVENUES:					
Property Tax Revenues	50	--	--	50	
Investment Income	50	--	--	50	
TOTAL OPERATING REVENUES:	100			100	
OPERATING EXPENSES:					
Health		--			
Welfare	3	--	--	3	
Culture and Recreation		2	--	2	
Education	1	--	--	1	
Capital Outlay		1	--	1	
TOTAL OPERATING EXPENSES:	5	3		7	
Operating income	96	-3	--	93	
Retained earnings/fund balances, January 1	309	32	--	342	
Retained earnings/ fund balances, June 30	405	30		435	

## Combining Balance Sheets Report (FGRCBSR)

---

**Description**      The purpose of this report is to produce a balance sheet displaying assets, liabilities, and fund balances for a parameter specified fund reflecting the current and prior years.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts code.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No (default value)
	Fund Type	Yes	The fund type code for reporting.	
	Fund Level	Yes	Enter the fund level used for reporting.	1, 2, 3, 4, or 5
	Account Level	Yes	Enter <i>L</i> for level 1 accounts, or enter <i>E</i> for as exists.	L = level 1 accounts E = as exists

## Report Sample

REPORT FGRCBSR	Banner University		RUN DATE: 12/17/96
COAS: G	General Fund		TIME: 14:57:37
FISCAL YEAR: 96	Combining Balance Sheets		PAGE: 1
	June 30, 1996		
	(With comparative totals for June 29, 1995 )		
	(amounts expressed in thousands)		
	General Fund	Current Year 1996	Prior Year 1995
ASSETS:			
Cash	-1,358	-1,358	
Operating Cash	1,539	1,539	
Payroll Cash	1,000	1,000	
Accounts Receivable	7	7	
Due From Other Funds	25	25	
Investments - Short Term	1	1	
Investments - Long Term	20	20	
Emergency Supplies Inventory	4	4	
TOTAL ASSETS:	1,239	1,239	
LIABILITIES:			
Liabilities	26	26	
Accounts Payable	41	41	
Due To Other Funds	9	9	
TOTAL LIABILITIES:	76	76	
FUND BALANCES:			
Fund Balance	1,162	1,162	
TOTAL FUND BALANCES:	1,162	1,162	
TOTAL LIABILITIES AND FUND BALANCES	1,239	1,239	



## Comparative Balance Sheets Report (FGRCGBS)

---

**Description**      The purpose of this report is to produce a balance sheet for comparing current and prior years for assets, liabilities, and fund balances. You may select a fund type and an account level for reporting purposes. The report will produce a balance sheet for the fund type entered at the parameter prompt. The account level is the level at which you wish to view the breakdown of the accounts.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	No	The chart of accounts code.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = (current date)
	Include Accrual Period	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No
	Fund Type	Yes	The fund type code for reporting.	
	Account Level	Yes	Enter <i>L</i> for level 1 accounts, or enter <i>E</i> for as exists.	L = level 1 accounts E = as exists

## Report Sample

REPORT FGRCGBS  
COAS: G  
FISCAL YEAR: 96

Banner University  
General Fund  
Comparative Balance Sheets  
June 30, 1996 and 1995  
(amounts expressed in thousands)

RUN DATE: 12/17/1996  
TIME: 14:51:00  
PAGE: 1

	1996	1995
	<hr/>	<hr/>
ASSETS:		
Cash	-1,358	
Operating Cash	1,539	
Payroll Cash	1,000	
Accounts Receivable	7	
Due From Other Funds	25	
Investments - Short Term	1	
Investments - Long Term	20	
Emergency Supplies Inventory	4	
	<hr/>	<hr/>
TOTAL ASSETS:	1,239	
LIABILITIES:		
Liabilities	26	
Accounts Payable	41	
Due To Other Funds	9	
	<hr/>	<hr/>
TOTAL LIABILITIES:	76	
FUND BALANCES:		
Fund Balance	1,162	
	<hr/>	<hr/>
TOTAL FUND BALANCES:	1,162	
	<hr/>	<hr/>
	1,239	

## Combining Statement of Revenues, Expenditures and Changes in Fund Balance (FGRCSSR)

**Description** The purpose of this report is to produce a statement of revenues, expenditures, and changes in fund balances for a user-specified fund reflecting the current and prior years. This report includes the investment management fund balance total and residual equity total, if applicable.

Parameters	Name	Required?	Description	Values
	Fiscal Year	No	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = (current date)
	Include Accrual	Yes	Enter <i>Y</i> to include accruals for last period.	Y = Yes N = No (default value)
	Fund Type	Yes	The fund type code for reporting.	
	Fund Level	Yes	Enter the fund level for reporting.	1, 2, 3, 4, or 5
	Account Level	Yes	Enter <i>L</i> for level 1 accounts, or enter <i>E</i> for as exists.	L = level 1 accounts E = as exists
	Program Level	Yes	Enter <i>L</i> for level 1 programs, or enter <i>E</i> for as exists.	L = (level 1 programs) (default value) E = (as exists)

## Report Sample

REPORT FGRCSSR  
COAS: G  
FISCAL YEAR: 96

Banner University  
General Fund  
Combining Statement of Revenues,  
Expenditures and Changes in Fund Balance  
For the fiscal year ended June 30, 1996  
(With comparative totals for the fiscal year  
ended June 29, 1995 )  
(amounts expressed in thousands)

RUN DATE: 12/17/1996  
TIME: 14:58:21  
PAGE: 1

	General Fund	Current Year 1996	Prior Year 1995
REVENUES:			
General Tax Revenues	320	320	
Sales Tax Revenues	250	250	
Property Tax Revenues	500	500	
Fines and Forfeitures	25	25	
Licenses and Fees			
Miscellaneous Revenues			
Grant Revenues			
Investment Income	25	25	
TOTAL REVENUES:	1,120	1,120	
EXPENDITURES:			
General Government	108	108	
Public Safety			
Highways and Streets			
Education	1	1	
TOTAL EXPENDITURES:	109	109	
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	1,011	1,011	
Fund Balances, January 1	152	152	
Fund Balances, June 30	1,162	1,162	

## Comparative Statements of Revenues, Expenditures and Changes in Fund Balances(FGRCSF)

**Description** The purpose of this report is to produce a statement of revenues, expenditures, and changes in fund balance for the current and prior years. Enter values for the fund type, account level, and program level parameters to narrow the scope of the report output. This report includes the investment management fund balance total and residual equity total, if applicable.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	No	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual	No	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No (default value)
	Fund Type Code	Yes	The fund type code for reporting.	
	Account Level	Yes	Enter <i>L</i> for level 1 accounts, or enter <i>E</i> for as exists.	<i>L</i> = level 1 accounts <i>E</i> = as exists (default value)
	Program Level	Yes	Enter <i>L</i> for level 1 programs, or enter <i>E</i> for as exists.	<i>L</i> = level 1 programs (default value) <i>E</i> = as exists

## Report Sample

REPORT FGRCSCF  
COAS: G  
FISCAL YEAR: 96

Banner University  
Special Revenue Funds  
Comparative Statements of Revenues, Expenditures and  
Changes in Fund Balances  
For the fiscal years ended June 30, 1996 and 1995  
(amounts expressed in thousands)

RUN DATE: 12/17/1995  
TIME: 14:52:45  
PAGE: 1

	1996	1995
REVENUES:		
General Tax Revenues	70	
Sales Tax Revenues	125	
Property Tax Revenues	100	
Fines and Forfeitures	170	
Licenses and Fees	225	
Miscellaneous Revenues	70	
Grant Revenues	25	
Investment Income	25	
TOTAL REVENUES:	810	
EXPENDITURES:		
General Government		
Public Safety	2	
Capital Outlay	1	
TOTAL EXPENDITURES:	3	
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	807	
Fund Balances, January 1	17	
Fund Balances, June 30	825	

## Comparative Statements of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual (FGRCGBA)

**Description** The purpose of this report is to produce a statement of revenues, expenditures, and changes in fund balance reflecting the budget, actual, and variance values for the current and prior years. The fund type reported on is user specified. This report includes investment management fund balance total and residual equity total, if applicable.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts code.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual Period	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No (default value)
	Fund Type Code	Yes	The fund type code for reporting.	
	Account Level	Yes	Enter <i>L</i> for Level 1 Accounts, or enter <i>E</i> for as exists.	<i>L</i> = level 1 accounts <i>E</i> = as exists
	Organization Level	Yes	Enter <i>L</i> for level 1 organizations, or enter <i>E</i> for as exists.	<i>L</i> = level 1 organizations <i>E</i> = as exists

## Report Sample

REPORT FGRCGBA  
COAS: G  
FISCAL YEAR: 96

Banner University  
Special Revenue Funds  
Comparative Statements of Revenues, Expenditures and  
Changes in Fund Balances--Budget and Actual  
For the fiscal years ended June 30, 1996 and 1995  
(amounts expressed in thousands)

RUN DATE: 12/17/1996  
TIME: 14:53:21  
PAGE: 1

	1996			1995		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:						
General Tax Revenues		70	-70			
Sales Tax Revenues		125	-125			
Property Tax Revenues		100	-100			
Fines and Forfeitures		170	-170			
Licenses and Fees		225	-225			
Miscellaneous Revenues		70	-70			
Grant Revenues		25	-25			
Investment Income		25	-25			
TOTAL REVENUES:		810	-810			
EXPENDITURES:						
General Administration		3	-3			
Law Enforcement	38		38			
Courts	13		13			
TOTAL EXPENDITURES:	50	3	47			
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-50	807	-857			
Fund Balances, January 1	17	17				
Fund Balances, June 30	-33	825	-857			



## Statement of Changes in Fund Balance Report (FGRCHFB)

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**Description** This report is sorted by fund. Information is displayed for each account by current year, prior year, and a comparison of current to prior year in dollars as well as percentage.

**Note:** Current year records with Uncommitted Commit Type are retrieved for this report. Refer to Chapter 5, “General Accounting Transactions,” for information on committed and uncommitted records and related procedures.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting. This date should fall within the specified start and end dates of the chart and fiscal year; if it doesn't, the ending date of the fiscal period will be used for selection.	DD-MON-YYYY
	Include Accrual	Yes	Enter <i>Y</i> to include accruals for last period.	Y = Yes N = No (default value)
	Specific Fund	No	The specific fund for reporting.	
			<b>Note:</b> You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.	

Parameters (cont.)	Name	Required?	Description	Values
	Specific Ftyp (Fund Type)	No	<p>The level two fund type for reporting.</p> <p><b>Note:</b> You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	
	Fund Level	No	<p>Enter a <i>1</i> to indicate that you want all funds in the ledger to roll up to their Level 1 Fund Code and to be reported that way. Enter a <i>2</i> to indicate that you want all level 3, 4 and 5 funds to be rolled up to their Level 2 Fund Code and to be reported that way. Enter an <i>E</i> to report all funds as they exist in the ledger.</p> <p><b>Note:</b> You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	1, 2, or E

Parameters (cont.)	Name	Required?	Description	Values
	Ftyp Level (Fund Type Level)	No	<p>Enter a <i>1</i> to indicate that you want all funds in the ledgers to roll up to their Level 1 Fund Type and to be reported that way. Enter a <i>2</i> to indicate that you want all funds with Level 2 Fund Type to be reported.</p> <p><b>Note:</b> You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	1 or 2
	Account Level	Yes	Enter an <i>L</i> to roll all accounts in the ledger up to their Level 1 Account Code; the report will be displayed according to your entry. Enter an <i>E</i> to report all accounts as they exist in the ledger.	<p>L = level 1 account code</p> <p>E = as exists</p>

## Report Sample

05/22/90 16:07:40	Systems and Computer Technology			PAGE 1
FISCAL YEAR 97	Statement of			
FGRCHFB	Changes in Fund Balance			
	AS OF 31-OCT-1997			
102000 Current Operating Funds				
	CURRENT YEAR	PRIOR YEAR	***** COMPARISON	*****
	31-OCT-1997	31-OCT-1996	CURRENT TO PRIOR	PERCENT
	-----	-----	-----	-----
EXPENDITURES AND OTHER DEDUCTIONS				
Full Time Admin Salaries	7,486.12	.00	7,486.12	.000
Part Time Administrative Salaries	82,846.00	.00	82,846.00	.000
Supplies Accounts	.00	.00	.00	.000
Office Supply Accounts	.00	.00	.00	.000
Legal Services	.00	.00	.00	.000
Central Duplication Expense	.00	.00	.00	.000
IDS - Services	.00	.00	.00	.000
IDS - Supplies	.00	.00	.00	.000
Capital Purchases - Vehicles	.00	.00	.00	.000
Utilities Expense - Electric	.00	.00	.00	.000
FUND BALANCE AT END OF YEAR	.00	.00	.00	.000

## Statement of Changes in Net Assets Report (FGRCHNA)

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### Description

The Statement of Changes in Net Assets Report is one of the reports required by FASB (Financial Accounting Standards Board), and it is designed in adherence to the board's recommendations for financial accounting and reporting practices.

This report, in conjunction with the Statement of Unrestricted Revenues, Expenses, and Other Changes in Unrestricted Net Assets Report (FGRCUNA), fulfills the Financial Accounting Standards Board's requirements for a Statement of Activities. The primary purpose of this report is to provide relevant information about the effects of transactions that change the amount and nature of net assets.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Consolidated Reports (Y/N)	No	Enter a <i>Y</i> to select the consolidated reports option. You may consolidate at the chart or fund type level. To consolidate at the fund level, enter a value for the Chart of Accounts parameter and leave the Specific Fund parameter blank. To consolidate at the fund type level, you must enter values for both the Chart of Accounts parameter and the Specific Fund Type parameter.	Y = Yes N = No
Fiscal Year (YY)	Yes	The fiscal year for reporting.	YY
Chart of Accounts	Yes	The chart of accounts used for reporting.	

Parameters (cont.)	Name	Required?	Description	Values
	As of Date (DD-MON-YYYY)	No	The date to select data for reporting. The ending date of the fiscal period that the As of Date occurs in will actually be used for selection. If null, the As of Date defaults to the system date. This date should fall within the specified start and end dates of the chart and fiscal year.	DD-MON-YYYY Default = system date
	Include Accrual (Y/N)	No	Enter <i>Y</i> if you wish to include accruals.	Y = Yes N = No (default value)
	Specific Fund	No	Specific fund for reporting.  <b>Note:</b> You may enter a value for only one of the following parameters : Specific Fund, Specific Fund Type, Fund Level, or Fund Type Level.	
	Specific Fund Type	No	Specific fund type for reporting. Note: You may value only one of the following parameters : Specific Fund, Specific Fund Type, Fund Level, or Fund Type Level.	
	Fund Level (1, 2, 3, 4, 5, E)	No	<i>1</i> - Indicates that all funds in the ledger will roll up to their level 1 fund code and be reported accordingly  <i>2</i> - Indicates that all level 3, 4, 5 funds will be rolled up to their level 2 fund code.  <i>E</i> -Indicates that all funds are reported as they exist in the ledger	1, 2, 3, 4, 5, or E

Parameters (cont.)	Name	Required?	Description	Values
	Fund Type Level (1, 2)	No	<p><i>1</i>- Indicates that all funds in the ledgers will roll up to their level 1 fund type and will be reported accordingly</p> <p><i>2</i>- Indicates that all funds with a level 2 fund type will be reported</p>	1 or 2
	Account Level (L, E)	No	<p><i>L</i>- Indicates that all accounts in the ledger will roll up to the Level 1 account code and will be reported accordingly</p> <p><i>E</i>- Reports all accounts as they exist in the ledger</p>	<p><i>L</i> = level 1 account code</p> <p><i>E</i> = as exists</p>

## Report Sample

07/05/1996 12:23:14 FISCAL YEAR 96	Banner - SEED Data Consolidated Statement of Changes in Net Assets AS OF 30-JUN-1996			PAGE 2 FGRCHNA
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
	-----	-----	-----	-----
Net Assets at end of Year and Fund Additions, Deductions and Transfers	14,548,564.35	4,400.00	705.00	14,553,669.35

## Close Operating Accounts Report (FGRCLOP)

---

### Description

This report is a hard copy output of the closing of the operating ledger for the prior fiscal year. Control Accounts in the General Ledger are closed out to Fund Balance in the prior fiscal year. This is the last of four tasks involved in closing a fiscal year. The transactions generated from this process will write to the FGBTRNI table. You will need to execute the Transaction Interface Process (FGRTRNI) and the Transaction Error Report (FGRTRNR). Once all transactions have cleared the edits and posted, you must manually close the accrual period on the Fiscal Year Maintenance Form (FTMFSYR).



## Report Sample (Page 1 of 2)

04/02/1996 09:20:47  
FISCAL YEAR 96

Banner University  
Close Operating Accounts Report  
As of 30-JUN-1996

PAGE 1  
FGRCL0P

Chart: G  
Fund: 101000

-----PRIOR-YEAR BALANCES-----				CLOSING ENTRY -----			
ACCT	TITLE	DEBIT	CREDIT	DEBIT	CREDIT	ACCT	TITLE
3040	Encumbrance Control	100.00	.00	100.00	.00	4010	Fund Balance
3050	Budget Reservation Contr	.00	100.00	.00	100.00	4010	Fund Balance
FUND TOTAL		100.00	100.00	100.00	100.00		

Fund: 301000

-----PRIOR-YEAR BALANCES-----				CLOSING ENTRY -----			
ACCT	TITLE	DEBIT	CREDIT	DEBIT	CREDIT	ACCT	TITLE
3040	Encumbrance Control	1,700.00	.00	1,700.00	.00	4010	Fund Balance
3050	Budget Reservation Contr	.00	1,700.00	.00	1,700.00	4010	Fund Balance
FUND TOTAL		1,700.00	1,700.00	1,700.00	1,700.00		

Fund: 401000

-----PRIOR-YEAR BALANCES-----				CLOSING ENTRY -----			
ACCT	TITLE	DEBIT	CREDIT	DEBIT	CREDIT	ACCT	TITLE
3040	Encumbrance Control	25.00	.00	25.00	.00	4010	Fund Balance
3050	Budget Reservation Contr	.00	25.00	.00	25.00	4010	Fund Balance
FUND TOTAL		25.00	25.00	25.00	25.00		

## Report Sample (Page 2 of 2)

04/02/1996 09:20:47  
FISCAL YEAR 96

Banner University  
Close Operating Accounts Report  
As of 30-JUN-1996

PAGE 2  
FGRCL0P

Chart: G

Fund: 802000

-----PRIOR-YEAR BALANCES-----				-----CLOSING ENTRY-----			
ACCT	TITLE	DEBIT	CREDIT	DEBIT	CREDIT	ACCT	TITLE
3040	Encumbrance Control	75.00	.00	75.00	.00	4010	Fund Balance
3050	Budget Reservation Contr	.00	75.00	.00	75.00	4010	Fund Balance
	FUND TOTAL	75.00	75.00	75.00	75.00		
	CHART TOTAL	1,900.00	1,900.00	1,900.00	1,900.00		
	GRAND TOTALS	1,900.00	1,900.00	1,900.00	1,900.00		

## GL/Subsidiary Ledger Control Report (FGRCTRL)

---

### Description

This report compares the balances in the open invoice, operating account, and open encumbrance ledgers to the appropriate control account balances in the general ledger. The Option Code parameter determines the report output as follows:

**Specify Option Code Parameter = 1** reports on all accounts within a chart of accounts

**Specify Option Code Parameter = 2** reports on a specific fund within a chart of accounts if entered; if left null, reports on all funds within a chart of accounts

**Specify Option Code Parameter = 3** reports on funds that are out of balance within a chart of accounts

Enter a *Y* in the Re-create the Collector Tables parameter when you run this report the first time or when information regarding the control accounts or account types have changed. Otherwise, enter a *N* when you run this report, and it will use the same information regarding the control accounts and account types from the previous execution. (The default is *Y*.)

### Currency Conversion

For a given invoice, if foreign currency is used, FGRCTRL separates out the various A/P accounts from the currency conversion table for reconciling the invoice balances.

In the following report sample, 3 was specified for the Option Code parameter.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Option Code	Yes	Allows you to select an Option Code for reporting.	1= reports on all accounts within a chart of accounts  2= reports on a specific fund within a chart of accounts if entered; if left null, reports on all funds within a chart of accounts  3= reports on funds that are out of balance within a chart of accounts
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	Fund Code	No	The fund type code for reporting. Enter a Fund Code for option 2 or leave null to select all funds.	
	Re-create the Collector Tables	Yes	Enter <i>Y</i> to recreate the collector tables, or enter <i>N</i> to override recreating the collector tables.	Y = Yes N = No (default value)

## Report Sample (Page 1 of 2)

REPORT FGRCTRL		Banner University			RUN DATE: 10/17/1996	
COAS: A		GL / Subsidiary Ledger Control			TIME: 10:28 AM	
FISCAL: 96					PAGE: 1	
ACCT.	ACCT. TITLE	GENERAL LEDGER	OPERATING ACCT LEDGER	OPEN ENCUMBRANCES	OPEN INVOICES	BALANCE MESSAGE
2100	Accounts Payable - Operations	6,901.20			<1,100.80>	OUT OF BALANCE
3070	Budgeted Expenditure Control Acct	<100.00>	<100.00>			
3010	Revenue Control Account	884.00	884.00			
3020	Expenditure Control Account	13,280.00	<8,910.00>			OUT OF BALANCE
3040	Encumbrance Control Account	6,464.46	6,464.46	6,464.46		
3050	Encumbrance Reserve Account	<6,464.46>				

## Report Sample (Page 2 of 2)

REPORT FGRCTRL		Banner University		RUN DATE: 10/17/1996	
COAS: A		GL / Subsidiary Ledger Control		TIME: 10:28 AM	
FISCAL: 96				PAGE: 2	
FUND CODE: 1000      Current Unrestricted					
ACCT.	ACCT. TITLE	GENERAL LEDGER	OPERATING ACCT LEDGER	OPEN ENCUMBRANCES	OPEN INVOICES      BALANCE MESSAGE
2100	Accounts Payable - Operations	8,352.00			<100.00>      OUT OF BALANCE
3070	Budgeted Expenditure Control Acct	<100.00>	<100.00>		
3020	Expenditure Control Account	3,120.00	<1,270.00>		OUT OF BALANCE
3040	Encumbrance Control Account	6,445.46	6,445.46	6,445.46	
3050	Encumbrance Reserve Account	<6,445.46>			
FUND CODE: 1500      Ancilliary Operating - Durham					
2100	Accounts Payable - Operations	<900.00>			<900.00>
3010	Revenue Control Account	884.00	884.00		
FUND CODE: 2101      Federal Funds-1					
2100	Accounts Payable - Operations	.00			.00
3020	Expenditure Control Account	8,710.00	<6,290.00>		OUT OF BALANCE
3040	Encumbrance Control Account	19.00	19.00	19.00	
3050	Encumbrance Reserve Account	<19.00>			
FUND CODE: 2102      Federal Funds-2					
2100	Accounts Payable - Operations	.00			.00
3020	Expenditure Control Account	1,450.00	<1,350.00>		OUT OF BALANCE
FUND CODE: 2211      NSF-Everglades Erosion - 89/90					
2100	Accounts Payable - Operations	<550.80>			<100.80>      OUT OF BALANCE

## Changes in Unrestricted Net Assets Report Statement of Revenues, Expenses, and Other Changes (FGRCUNA)

---

### Description

The Statement of Unrestricted Revenues, Expenses, and Other Changes in Unrestricted Net Assets Report is one of the reports required by FASB (Financial Accounting Standards Board), and it is designed in adherence to the board's recommendations for financial accounting and reporting practices.

This report, in conjunction with the Statement of Changes in Net Assets Report (FGRCHNA), fulfills the Financial Accounting Standards Board's requirements for a Statement of Activities. The primary purpose of this report is to provide relevant information about the effects of transactions that change the amount and nature of unrestricted net assets.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Consolidated Reports (Y/N)	No	Enter a <i>Y</i> to select the consolidated reports option. You may consolidate at the chart or fund type level. To consolidate at the fund level, enter a value for the Chart of Accounts parameter and leave the Specific Fund parameter blank. To consolidate at the fund type level, you must enter values for both the Chart of Accounts parameter and the Specific Fund Type parameter.	Y = Yes N = No
Fiscal Year (YY)	Yes	The fiscal year for reporting.	YY
Chart of Accounts	Yes	The chart of accounts used for reporting.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Date (DD-MON-YYYY)	No	The date to select data for reporting. The ending date of the fiscal period that the As of Date occurs in will actually be used for selection. If null, the As of Date defaults to the system date. This date should fall within the specified start and end dates of the chart and fiscal year.	DD-MON-YYYY Default = system date
	Include Accrual (Y/N)	No	Enter <i>Y</i> to include accruals.	Y = Yes N = No (default value)
	Specific Fund	No	Specific fund for reporting. Either Specific Fund or Specific Fund Type is entered. The report is generated only for unrestricted funds.	
	Specific Fund Type	No	Specific fund type for reporting. Either Specific Fund or Specific Fund Type is entered. This parameter tells the system to generate the report for unrestricted funds within the specified fund type.	



## Report Sample (Page 1 of 2)

07/05/1996 12:22:20 FISCAL YEAR 96	Banner - SEED Data Consolidated Statement of Unrestricted Revenues, Expenses, and Other Changes in Unrestricted Net Assets AS OF 30-JUN-1996	PAGE 1 FGRCUNA
Unrestricted Revenues and Gains:		
Trust Investment Income		11,250.00
Indirect Cost Federal Grants		26.38
Federal Direct Income - Grants		602.87
Institution Match on Grants		76.14
Interest Income		1,000.00
Extraordinary Gains		115,250.00
Net Assets Released from Restrictions		500.00
		-----
Total Unrestricted Revenues and Gains		128,705.39
Expenses and Losses:		
Instruction		42,953.04
Vocational/Technical Instruction		250.00
Personal Interest & Leisure Nondeg		0.00
Executive Management		0.00
Financial Management & Operations		0.00
Independent Operations/External		99,416.00
Debt Service		337,500.00
Institutional Research		0.00
Auxiliary Enterprises		
Supplies & Services		0.00
Non-Operating Account 1		13,592.48
Non-Operating Account 2		3,351.52
Extraordinary Losses		7,000.00
Total Auxiliary Expenses		23,944.00
		-----
Total Unrestricted Expenses and Losses		504,063.04
Increase (Decrease) in Unrestricted Net Assets		( 375,357.65)
		-----
Fund Transfers:		
Mandatory Transfers		300.00
Spendable Amount		( 300.00)

Report Sample (Page 2 of 2)

07/05/1996 12:22:20 FISCAL YEAR 96	Banner - SEED Data Consolidated Statement of Unrestricted Revenues, Expenses, and Other Changes in Unrestricted Net Assets AS OF 30-JUN-1996	PAGE 2 FGRCUNA
Fund Additions and Deductions: Funds Deductions Account		-50.00
Increase (Decrease) in Unrestricted Net Assets and Fund Additions, Deductions and Transfers		( 375,407.65) =====

## End-of-Year Encumbrance Carry Forward Report (FGRENRL)

---

**Description** This process will roll the open encumbrances based upon the criteria specified on the Chart of Accounts Validation Table (FTVCOAS) and on the Fund Type Maintenance Form (FTMFTYP). A hard copy report is produced indicating the encumbrances that were rolled to the new fiscal year and the encumbrances that were closed.

### *Encumbrance Management*

On the Chart of Accounts Maintenance Form, specify the encumbrances that you wish to roll into the new year (requisitions, purchase orders, labor encumbrances, etc.). You will also need to specify the following:

- How you want the encumbrances to roll (Uncommitted or Committed)
- If you want the budget to roll to cover encumbrances
- What percentage of the budget you want to roll to cover encumbrances

You may override the fund's defaults at the Fund Type Level. This process first checks level 2 or level 1 external fund type values before using the defaults set at the chart level.

The transaction generated from this process will write to the FGBTRNI table. You will need to execute FGRTRNI (Transaction Interface Process) and FGRTRNR (Transaction Error Report). Several documents will be generated from this process.

**Note:** If the client site performs this process and there are no documents to be rolled and no documents to be closed, the **Ending Document Number** field for the Roll Encumbrances record on the Year End Maintenance Form (FGAYRLM) will remain blank since no documents are created. The **Performed Date** field will be populated to inform the user that the process completed successfully, even though no documents were created.

## Report Sample

01/06/1996 13:58:51  
FISCAL YEAR 96

Banner University  
End-of-Year Encumbrance Carry Forward  
As of 17-NOV-1996

PAGE 1  
FGRENRL

Chart: A

Fund: 103000

Current Operating Funds

ENCUMB	TITLE	AMOUNT	RULE TABLE	BUDGET AMT	RULE	CMT	PCT
E0000196	Computer Warehouse	1,500.00	E090 COAS	1,500.00	BD01	U	100.000
E0000196	Computer Warehouse	1,000.00	E090 COAS	1,000.00	BD01	U	100.000
E0000215	Laboratory Supplies	50.00	E090 COAS	50.00	BD01	U	100.000
E0000218	Office Supplies	105.00	E090 COAS	105.00	BD01	U	100.000
FUND TOTAL		2,655.00		2,655.00			
CHART TOTAL		2,655.00		2,655.00			
GRAND TOTALS		2,655.00		2,655.00			

## Fund/Account Activity Report (FGRFAAC)

**Description** This report is similar to the Trial Balance Report (FGRTBAL). FGRFAAC displays the beginning and ending balance for each account and the total amount of debits and credits for each account within a specified fiscal year.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date	No	The date to select data for reporting.	DD-MON-YYYY Default = system date
	Include Accrual for Last Prd.	No	Enter Y to Include Accrual for last period.	Y = Yes N = No (default value)
	From Fund	No	The fund for the beginning range of funds to be reported.	
	To Fund	No	The fund for the ending range of funds to be reported.	
	From Account	No	The account for the beginning range of accounts to be reported.	
	To Account	No	The account for the ending range of accounts to be reported.	

## Report Sample

FGRFAAC		Development				NOV-1996 13:39:23	
FISCAL YEAR 96		Fund/Account Activity Report				PAGE 1	
		AS OF 30-NOV-1996					
COAS:	A	Institute of Technology					
FUND:	1000	Current Unrestricted Fund					
ACCOUNT	ACCOUNT TITLE		BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE	
1210	Cash Interfund Account		.00	525.60	1,000.66	-475.06	
2510	Rebate Receivable		.00	.60	.45	.15	
	TOTAL:	Current Assets	.00	526.20	1,001.11	-474.91	
	TOTAL:	Assets	.00	526.20	1,001.11	-474.91	
2100	Accounts Payable - Operations		.00	1,701.32	1,496.66	204.66	
2107	Taxes Payable - Local		.00	180.66	240.66	-60.00	
2120	Canadian Dollar AP Account		.00	172.00	201.60	-29.60	
	TOTAL:	Accounts Payable Accounts	.00	2,053.98	1,938.92	115.06	
	TOTAL:	Liabilities	.00	2,053.98	1,938.92	115.06	
3020	Expenditure Control Account		.00	1,454.45	1,094.60	359.85	
3040	Encumbrance Control Account		.00	12,091.61	4,222.50	7,869.11	
3050	Encumbrance Reserve Account		.00	4,222.50	12,091.61	-7,869.11	
	TOTAL:	Control Accounts	.00	17,768.56	17,408.71	359.85	
	TOTAL LIABILITIES & FUND BALANCE:		.00	19,822.54	19,347.63	474.91	
	GRAND TOTAL:		.00	20,348.74	20,348.74	.00	

## Fund Balance Account Report (FGRFBAL)

---

**Description**      This report displays the information maintained through the Fund Balance Account Maintenance Form (FTMFBAL).

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting. Default is the current date.	DD-MON-YYYY Default = current date

## Report Sample

FGRFBAL	Banner University Fund Balance Account Report As of 02-NOV-1996				05-NOV-1996 15:19:03 PAGE: 1	
CHART: A Banner University						
FUND TYPE	FUND CODE	ACCOUNT CODE	FUND BALANCE ACCOUNT	***** EFFECTIVE	DATES NEXT CHANGE	***** TERMINATION
10			3510	02-NOV-1993	31-DEC-2099	
20			3510	02-NOV-1993	31-DEC-2099	
30			3510	02-NOV-1993	31-DEC-2099	
	610001		3510	01-NOV-1993	31-DEC-2099	
	610002	1150	3600	02-NOV-1993	31-DEC-2099	
	610003	14001	3510	02-NOV-1993	02-NOV-1993	
	610003	14002	3510	02-NOV-1993	31-DEC-2099	
	610004	14001	42001	02-NOV-1993	02-NOV-1993	
	610004	14001	42001	02-NOV-1993	31-DEC-2099	31-DEC-1996
	620001		3510	02-NOV-1993	31-DEC-2099	
	620002		3600	02-NOV-1993	31-DEC-2099	
	620003		41001	02-NOV-1993	31-DEC-2099	
	620004		42001	02-NOV-1993	31-DEC-2099	



## Inception to Date Activity Report (FGRFITD)

---

**Description** This report displays the Inception to Date activity for account codes within fund codes. Credit balances display with a negative sign.

Parameters	Name	Required?	Description	Values
	Chart of Accounts Code	Yes	The chart of accounts for reporting.	
	Starting Fund Code	Yes	The starting fund type code in the range for reporting.	
	Ending Fund Code	Yes	The ending fund type code in the range for reporting.	
	Ending Date	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Category Description	Yes	Examples of category descriptions for the funds follow. Enter a value from 1 to 9, followed by a space and the category description. For example:  1 Assets  2 Income	1 - 9

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Category Account Code Range			
	Print Account Codes (Y/N) [N]	Yes	Enter Y(Yes) to print account codes in the report. The default is N(No), suppress printing.	Y = Yes N = No (default value)

## Report Sample

FGRFITD	2.1.11	Banner University		22-NOV-1993	15:00:20
		Inception to Date Activity Rpt		Page	1
		As of 22-NOV-1993			
Chart:	A				
Fund:	1000				
Category:	Assets				
		Investment in Pool	9,000.00		
		Cash Interfund Account	1,000.00		
Subtotal -	Assets			10,000.00	
Category:	Gifts				
		Original Gift	6,500.00-		
		Subsequent Gift	500.00-		
		Transfers of Prior Year Gifts	1,000.00		
Subtotal -	Gifts			6,000.00-	
Category:	Income				
		Current Year Income	100.00		
		Current Year Transfers	75.00		
		Prior Year Income	2,000.00-		
		Transfers of Prior Year Income	25.00-		
Subtotal -	Income			2,000.00-	
Category:	Gains				
		Current Year Gains/Losses	150.00		
		Current Year Gains Transfers	25.00		
		Prior Year Gains/Losses	1,900.00		
		Transfers of Prior Year Gains/Losses	25.00		
Subtotal -	Gains			2,000.00-	
Total	1000			0.00	

## Fund Hierarchy Report (FGRFNDH)

---

**Description**      This report displays the hierarchy structure information related to fund type and fund code information by the order of fund type for the specific chart of accounts.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Fund Type Code	No	The fund type code for reporting.	

## Report Sample

REPORT FGRFNDH		Banner University				RUN DATE: 12/18/1996			
CHART: A		Fund Hierarchy Report				TIME: 10:20 AM			
		AS OF 18-DEC-1996				PAGE: 1			
TYP	FUND	DESCRIPTION	DATA ENTRY	STATUS	CNTL FUND	CMB	***** EFF	DATES TERM	***** NEXTCHANGE
01		Current Unrestricted Funds					01-OCT-1996		
TF		Administration					12-JUN-1996		
RH		Overtime					31-AUG-1996		
10		Current Unrestricted Fund					03-OCT-1996		
	100000	Current Funds	N	A			01-OCT-1996		
	101000	Current Operating funds	N	A			01-OCT-1996		
	103000	Current Operating Funds - unrestrict	Y	A			01-OCT-1996		
	104000	Current Operating Funds	Y	A			01-OCT-1996		
	111000	Current Operating Funds	Y	A			01-OCT-1996		
	103001	Deferred Payroll Liability Fund	Y	A			26-OCT-1996		
	102000	Current Operating Funds	Y	A			01-OCT-1994		
	1-000	Current Funds - Unrestricted	Y	A			01-OCT-1994		
	MTFUND	Mutual Fund	N	A			01-NOV-1994		
	QAF1	Benefits#1 - Current Unrestricted	Y	A			16-APR-1992		
	QAF2	Benefits#2 - Unrestricted Fund	Y	A			16-APR-1992		
	105000	Current Operating Funds - Quigley	Y	A			01-JUN-1992		
	QAF16	Benefits #16	Y	A			14-JUN-1992		
	QAF17	Benefits #17 - Current Unrestricted	Y	A			18-JUN-1992		
	QAF19	Benefits #19	Y	A			04-JUL-1992		
	QAF20	Benefits #20	Y	A			05-JUL-1992		
	QAF7	Sports #7 - Unrestricted Grant	Y	A			06-JUL-1992		
	QAF22	Sports #22	Y	A			11-JUL-1992		
	QAF21	Sports #21	Y	A			11-JUL-1992		
	QAF23	Sports #23	Y	A			17-JUL-1992		
	OPT_FD	Operating Fund	N	A			18-JUL-1992		
	QAF24	Recycling #24	Y	A			22-JUL-1992		
	QAF25	Recycling #25	Y	A			23-JUL-1992		
	QAF26	Recycling #26	Y	A			23-JUL-1992		
	QAF27	Recycling #27	Y	A			23-JUL-1992		
	QAF28	Recycling #28	Y	A			23-JUL-1992		

## Statement of Financial Position Report (FGRFPSN)

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### Description

The Statement of Financial Position Report is one of the reports required by FASB (Financial Accounting Standards Board), and it is designed in adherence to the board's recommendations for financial accounting and reporting practices.

The primary purpose of this report is to provide relevant information about an organization's assets, liabilities, and net assets for a specific date supplied by the user via the As of Date parameter. The change (see last column on the report sample) from prior year to current year may be used as a worksheet for the preparation of a Statement of Cash Flows.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Consolidated Reports (Y/N)	No	Enter a <i>Y</i> to select the consolidated reports option. You may consolidate at the chart or fund type level. To consolidate at the fund level, enter a value for the Chart of Accounts parameter and leave the Specific Fund parameter blank. To consolidate at the fund type level, you must enter values for both the Chart of Accounts parameter and the Specific Fund Type parameter.	Y = Yes N = No
Fiscal Year (YY)	Yes	The fiscal year for reporting.	YY
Chart of Accounts	Yes	The chart of accounts used for reporting.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Date (DD-MON-YYYY)	No	The date to select data for reporting. The ending date of the fiscal period that the As of Date occurs in will actually be used for selection. If null, the As of Date defaults to the system date. This date should fall within the specified start and end dates of the chart and fiscal year.	DD-MON-YYYY
	Include Accrual (Y/N)	No	Enter <i>Y</i> to include accrual options.	Y = Yes N = No (default value)
	Specific Fund	No	Enter the fund code for reporting. If null, then all fund codes will be printed. You may only enter one of the following parameters: Specific Fund or Specific Fund Type.	
	Specific Fund Type	No	Enter the fund type for reporting. You may only enter one of the following parameters: Specific Fund or Specific Fund Type.	

## Report Sample

07/05/1996 12:21:36 FISCAL YEAR 96		Banner - SEED Data Consolidated Statement of Financial Position AS OF 30-JUN-1996		PAGE 2 FGRFPSN
COAS:	A	Institute of Technology		
			Current Year As of 30-JUN-1996	Prior Year As of 30-JUN-1995
				Change
NET ASSETS:				
		Unrestricted	14,553,119.35	-5,339.00
		Temporarily Restricted	50.00	0.00
		Permanently Restricted	1,500.00	0.00
			-----	-----
TOTAL:		Net Assets	* 14,554,669.35	-5,339.00
			-----	-----
TOTAL:		Liabilities and Net Assets	20,237,493.78	2,612.28
				20,234,881.50
* NET ASSETS AS PER LEDGERS = 14,553,669.35				
*** FUND(S) ARE OUT OF BALANCE. PLEASE RUN FGRTBEX TO DETERMINE SOURCE(S) OF OUT OF BALANCE CONDITION ***				



## Balance Forward Processing Report (FGRGLRL)

---

### Description

This report closes all prior year control account balances into the current fiscal year fund balance. It creates open balances in the current fiscal year and opens the accrual period in the prior fiscal year. Once the general ledger balances have been rolled, the system will maintain general ledger balances in both the prior and current fiscal years as appropriate. Do *not* execute FGRGLRL again.

If the system encounters errors, this process rolls back. A message prints at the end of FGRGLRL indicating errors. The funds and accounts containing errors list in the body of FGRGLRL.

This process interrogates the Multiple Fund Balance Indicator on the System Control Maintenance Table (FOASYSC). If the indicator is set to *N* (No), the process closes control account information and fund addition/ deduction balances into the fund balance account defined on FTMCOAS. If the indicator is set to *Y* (Yes), the process closes year-to-date control information to the fund balance account(s) defined on FTMFBAL. Budget and encumbrance control activity, as well as Fund Addition/Deduction balances, close to the fund balance account defined on FTMCOAS.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Report Mode	Yes	Enter A (Audit) in this parameter to generate this report, or enter <i>U</i> (Update) in this parameter to update the database and generate this report.	U = Update A = Audit (default value)

## Report Sample (Page 1 of 2)

04/02/1996 09:21:37

Banner University

PAGE 1

FISCAL YEAR 96

Forward Processing Report

FGRGLRL

As of 01-JUL-1996

Chart: G

Fund: 101000

-----PRIOR-YEAR BALANCES-----

-----NEW-YEAR BALANCES-----

ACCT	TITLE	DEBIT	CREDIT	DEBIT	CREDIT	ACCT	TITLE
3040	Encumbrance Control	100.00	.00	100.00	.00	4010	Fund Balance
3050	Budget Reservation Contr	.00	100.00	.00	100.00	4010	Fund Balance
FUND TOTAL		100.00	100.00	100.00	100.00		

Fund: 301000

-----PRIOR-YEAR BALANCES-----

-----NEW-YEAR BALANCES-----

ACCT	TITLE	DEBIT	CREDIT	DEBIT	CREDIT	ACCT	TITLE
1110	Accounts Receivable	650.00	.00	650.00	.00	1110	Accounts Receivable
2110	Accounts Payable	75.00	112.50	.00	37.50	2110	Accounts Payable
3040	Encumbrance Control	1,700.00	.00	1,700.00	.00	4010	Fund Balance
3050	Budget Reservation Contr	.00	1,700.00	.00	1,700.00	4010	Fund Balance
FUND TOTAL		2,425.00	1,812.50	2,350.00	1,737.50		

Fund: 401000

-----PRIOR-YEAR BALANCES-----

-----NEW-YEAR BALANCES-----

ACCT	TITLE	DEBIT	CREDIT	DEBIT	CREDIT	ACCT	TITLE
3040	Encumbrance Control	25.00	.00	25.00	.00	4010	Fund Balance
3050	Budget Reservation Contr	.00	25.00	.00	25.00	4010	Fund Balance
FUND TOTAL		25.00	25.00	25.00	25.00		

## Report Sample (Page 2 of 2)

04/02/1996 09:21:37		Banner University				PAGE 2	
FISCAL YEAR 96		Balance Forward Processing Report				FGRGLRL	
		As of 01-JUL-1996					
Chart: G							
Fund: 802000							
-----PRIOR-YEAR BALANCES-----							
ACCT	TITLE	DEBIT	CREDIT	DEBIT	CREDIT	ACCT	TITLE
3040	Encumbrance Control	75.00	.00	75.00	.00	4010	Fund Balance
3050	Budget Reservation Contr	.00	75.00	.00	75.00	4010	Fund Balance
FUND TOTAL		75.00	75.00	75.00	75.00		
CHART TOTAL		2,625.00	2,012.50	2,550.00	1,937.50		
GRAND TOTALS		2,625.00	2,012.50	2,550.00	1,937.50		

## G/L Transaction Activity Report (FGRGLTA)

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### Description

The General Ledger Transaction Activity Report displays by Chart of Accounts and by fund beginning/ending balances for general ledger accounts and all debit and credit activity against those accounts.

**Note:** General Ledger accounts have debits, credits, and balances. Beginning and ending balances are obtained directly from the General Ledger Table (FGBGENL). Debit and credit activity is obtained from the Transaction Detail (FGRTRND) and Transaction History (FGRTRNH) tables.

When a From Date and a To Date are specified that are on period boundaries, beginning and ending balances display on this report. Otherwise, if these dates are not on period boundaries, activity displays within the date ranges, without beginning and ending balances. Balances that are opposite an account's normal balance, (i.e., credit, debit, or zero) are flagged with an indicator to the right of the balance.

All summarized transactions printed on the report display the run date of the summarization process, *not* the actual transaction date. As a result, summarized transactions may have dates that are not within the specific date range parameters. Summarized transactions posted to the period of the date range are displayed no matter what the transaction date is. The description for summarized transactions is not the transaction history description but a description entered by the user for summarized control accounts on the System Data Maintenance Form (FTMSDAT).

Totals by fund are provided when the Print Fund Totals parameter equals *Y*(Yes). Total Debits, Total Credits, and Ending Balances are provided for all account types having activity during the period specified (From Date and To Date).

When the Include Accrual for Last Period parameter is *Y* (Yes), the report displays fund balances and transaction activity posted to the accrual period during the last period of the fiscal year. When this parameter is *Y* (Yes), the To Date must be equal to the last day of the last period of the fiscal year and the period status indicator must be *C* (Closed).

Parameters are provided to select a range of funds and accounts or to select a specific fund. To select a specific fund, enter the fund in both the From Fund Code and the To Fund Code. To select a specific account code, enter the account code in both the From Account Code and the To Account Code parameters.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	From Fund Code	No	The fund code for the beginning range of funds to be reported.	
	To Fund Code	No	The fund code for the ending range of funds to be reported.	
	From Account Code	No	The account code for the beginning range of accounts to be reported.	
	To Account Code	No	The account code for the ending range of accounts to be reported.	
	From Date	No	The date from which you wish to report.	DD-MON-YYYY
	To Date	No	The date up to which you wish to report.	DD-MON-YYYY
	Include Accrual for Last Prd	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No (default value)
	Print Fund Totals	Yes	Enter <i>Y</i> to print fund totals.	Y = Yes (default value) N = No

## Report Sample

03-OCT-96 16:29:02		Banner University				PAGE 1		
FISCAL YEAR 96		G/L Transaction Activity				FGRGLTA		
		From 01-MAY-1996 To 31-MAY-1996						
COAS: A		Institute of Technology						
FUND: 1000		Current Unrestricted						
TRANS	TRAN	DOCUMENT	DOCUMENT					
DATE	TYPE	NUMBER	REF #	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
BEGINNING BALANCE: Accounts Payable - Operations					2100			.00
05/15/1996	INNI	I0000042		Laboratory Supplies, Inc.	2100		3,623.97	
05/15/1996	TAXL	I0000042		Penn. State Tax	2100	203.21		
05/15/1996	TAXL	I0000042		Philadelphia Sales TAX	2100	33.88		
05/16/1996	INNI	I0000047		Laboratory Supplies, Inc.	2100		1,155.60	
05/16/1996	TAXL	I0000047		Penn. State Tax	2100	64.80		
05/16/1996	TAXL	I0000047		Philadelphia Sales TAX	2100	10.80		
05/21/1996	CTXI	F0000098	I0000042	Penn. State Tax	2100	203.21		
05/21/1996	CTXI	F0000098	I0000042	Penn. State Tax	2100		203.21	
05/21/1996	CTXI	F0000098	I0000042	Philadelphia Sales TAX	2100	33.88		
05/21/1996	CTXI	F0000098	I0000042	Philadelphia Sales TAX	2100		33.88	
05/21/1996	DNNI	F0000098	I0000042	Laboratory Supplies, Inc.	2100	3,386.88		
05/23/1996	APS4	F0000091		American Express Pymt	2100	33.00		
05/23/1996	CSSC	F0000091		American Express Pymt	2100		33.00	
05/23/1996	APS4	F0000092		American Express Pymt	2100	99.50		
05/23/1996	CSSC	F0000092		American Express Pymt	2100		99.50	
05/23/1996	RES1	F0000092		Refund Code	2100		63.00	
05/24/1996	DNNI	91052401	I0000070	Prior Year Expenditure Control	2100	9,000.00		
05/24/1996	INNI	I0000070		Prior Year Expenditure Control	2100		9,630.00	
05/24/1996	TAXL	I0000070		Penn. State Tax	2100	539.99		
05/24/1996	TAXL	I0000070		Philadelphia Sales TAX	2100	90.01		
05/28/1996	DNNI	D0000001	G0000004	Encumbrance Reserve Account	2100	1,200.00		
05/31/1996	DNNI	K0000102	I0000047	Laboratory Supplies, Inc.	2100	1,080.00		
05/31/1996	DNNI	K0000104	G0000001	Operating Cash Account	2100	500.00		
ENDING BALANCE: Accounts Payable - Operations					2100	16,479.16	14,842.16	1,063.00
						TOTAL	TOTAL	ENDING
						DEBITS	CREDITS	BALANCE
TOTAL FUND: 1000 Current Unrestricted								
Liabilities					02	16,479.16	14,842.16	1,063.00

## Incomplete Document Report(FGRIDOC)

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**Description** Use this report to identify incomplete documents so that the appropriate action may be taken to complete them. You can list any combination of the following types of documents.

- All Document Types
- Journal Vouchers
- Cash Receipts
- Purchase Orders
- Blanket Orders
- Change Orders
- Invoices/Credit Memos
- Procurement Requisitions
- Stores Requisitions
- Stores Adjustments
- Receiving Documents
- Stores Issues
- Stores Transfers
- General Encumbrances
- Fixed Asset Adjustments

The report parameters allow you to select a single user ID, specific user IDs or ***all*** user IDs for each document type chosen.

For each selected incomplete document, the printed report will include the basic header information for the document as well as a choice of including Vendor Information, where applicable. The displayed header information and the document totals will vary based on the type of incomplete document.



The report will sort the incomplete documents by document type. A sort order parameter enables you to sort by document number or user ID within the document type.

### Definition/Determination of Incomplete

Documents will be deemed incomplete based on the following criteria.

<i>Type of Document</i>	<i>Criterion for Incomplete Status</i>
Cash Receipts Journal Vouchers	Status indicator value of <i>I</i> or a null value.
Blanket Orders	Completion indicator value of <i>N</i> or a null value. The blanket order must also be active (not terminated).
Purchase Orders Change Orders Invoices Requisitions Adjustments Receiving Documents Transfers Stores Issues	Completion indicator value of <i>N</i> or a null value.
General Encumbrances	Status field value of <i>I</i> or a null value.
Fixed Assets	Status field value of <i>N</i> or a null value.

## Journal Voucher Listing Report (FGRJVLRL)

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### Description

This report prints header and detail information for selected pending journal vouchers. This report can be used to print comprehensive information for one or more pending journal vouchers based on the journal voucher number, transaction date, status, journal type, or user ID.

The default sort order for this report is by document number. However, you can also choose to sort this report by transaction date/document number or by user ID/document number.

You can run this report from either the job submission module or online from the Journal Voucher Entry Form (FGAJVCD) or from the Journal Voucher Quick Form (FGAJVCQ). This report can be accessed from the journal voucher entry forms by selecting the **Print JV** button or by selecting the menu option which automatically calls the Process Submission Control Form (GJAPCTL) with the parameters for FGRJVLRL displayed. Upon exiting the Process Submission Control Form, you are returned to the calling form (either the Journal Voucher Entry Form or the Journal Voucher Quick Form).

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
From Document Number	No	If data is entered into this parameter, all pending journal vouchers with a document number greater than the From Document Number are printed. If left blank, all documents less than the To Document Number are printed.	
To Document Number	No	If entered, all pending journal vouchers with a document number less than the To Document Number are printed. If left blank, all documents greater than the From Document Number are printed.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	From Transaction Date	No	If entered, all pending journal vouchers with a transaction date after the specified From Transaction Date are printed. If left blank, all documents less than the To Transaction Date are printed.	DD-MON-YYYY
	To Transaction Date	No	If entered, all pending journal vouchers with a transaction date before the specified To Transaction Date are printed. If left blank, all documents greater than the From Transaction Date are printed.	DD-MON-YYYY
	Journal Type	No	If entered, only pending journal vouchers of the specified journal type (i.e, rule class code) are printed. You can repeatedly enter one or more journal types to report on. If left blank, all journal types are printed.	
	User ID	No	If entered, only pending journal vouchers entered by the specified user are printed. You can repeatedly enter one or more User ID. If left blank, journal vouchers entered by all users are printed.	
	Document Status	No	If entered, only pending journal vouchers for the specified document status are printed. You can repeatedly enter one or more document status codes. If left blank, all documents are printed regardless of the document status.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Sequence Status	No	If entered, only pending journal vouchers with the specified sequence status are printed. You can repeatedly enter one or more sequence status codes. If left blank, all journal vouchers sequences are printed regardless of the sequence status.	
	Include Text	No	Leave blank or enter <i>Y</i> to include document text in the report. Enter <i>N</i> if you do not wish to include document text in the report.	Y = Yes N = No
	Sort By	No	There are four valid sort orders for this report.	D or blank = Document Number (Blank is the default value.) T = Transaction Date/Document Number U = User ID/Document Number

## Report Sample

FGRJVL		Development Journal Voucher Listing										30-OCT-1995 14:06:46 Page 1			
DOCUMENT#	SUB#	TRANSACTION DATE		DOCUMENT TOTAL		NSF	DOCUMENT STATUS	APPROVED	DEFER EDIT	USER	ID				
J0001	0	25-OCT-1995		200.00		Y	I		N	FIMSUSR					
=====															
SEQ#	JOURNAL TYPE	STATUS	FS YR	CHART	INDEX	FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	PROJECT CODE	DISTRIB PERCENT	TRANSACTION AMOUNT	DB/ CR
1	JE15	P	95	A		1000	125	6111	100					100.00	D
ENCUMBRANCE		DOCUMENT		BUDGET		COMMIT		CASH	POST	CHART	FUND				
NUMBER	ITEM	SEQ#	TYPE	ACTION	BANK	REF#	PERIOD	TYPE	PERCENT	CODE	PERIOD	POOL	POOL		
												04			
DESC: Amount for Math Department						ACCRUAL:		ABAL OVERRIDE: Y		DEP#:		CURR CODE:		AMT: 0.00	
-----															
SEQ#	JOURNAL TYPE	STATUS	FS YR	CHART	INDEX	FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	PROJECT CODE	DISTRIB PERCENT	TRANSACTION AMOUNT	DB/ CR
2	JE15	P	95	A		1000	155	6111	100					100.00	C
ENCUMBRANCE		DOCUMENT		BUDGET		COMMIT		CASH	POST	CHART	FUND				
NUMBER	ITEM	SEQ#	TYPE	ACTION	BANK	REF#	PERIOD	TYPE	PERCENT	CODE	PERIOD	POOL	POOL		
												04			
DESC: Amount for Math Department						ACCRUAL:		ABAL OVERRIDE: Y		DEP#:		CURR CODE:		AMT: 0.00	

## Location Hierarchy Report (FGRLOCH)

---

**Description** This report displays the hierarchical relationship in the location code structure. Status, effective, termination, and next change dates are displayed for each location code printed on the report. Location codes display which have an effective date less than or equal to the as of date and where next change date is greater than the as of date.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY  Default = current date
	Location Code	Yes	The location code for reporting. Leave blank for all location codes.	

## Report Sample

REPORT FGRLOCH CHART: A		Banner University Location Hierarchy Report AS OF 21-AUG-1996		RUN DATE: 08/21/1996 TIME: 12:15 PM PAGE: 1	
				***** DATES *****	
LOCATION	DESCRIPTION	STATUS	EFF	TERM	NEXTCHANGE
01	Administrative Services Bldg.	A	24-JUN-1995		31-DEC-1999
100	Fellowship Building	A	01-OCT-1992		31-DEC-1999
1000	4th Floor	A	01-OCT-1992		31-DEC-1999
1001	4th Floor - Room 401	A	01-OCT-1992		31-DEC-1999
1002	4th Floor - Room 402	A	01-OCT-1992		31-DEC-1999
1010	Bursars Office - 110	A	01-OCT-1992		31-DEC-1999
1015	Collections Office - 110 -A	A	01-OCT-1992		31-DEC-1999
1016	Student Accounts - 110 -B	A	01-OCT-1992		31-DEC-1999
1018	Travel Accounts - 110 -C	A	01-OCT-1992		31-DEC-1999
110	1st Floor	A	01-OCT-1992		31-DEC-1999
1100	3rd Floor	A	01-OCT-1992		31-DEC-1999
1120	Admin. Accounting Office - 310	A	01-OCT-1992		31-DEC-1999
1121	Disbursements Office - 310-A	A	01-OCT-1992		31-DEC-1999
1130	Payroll Office - 310-B	A	01-OCT-1992		31-DEC-1999
1132	Grant Accounting - 310-C	A	01-OCT-1992		31-DEC-1999
1201	Budget Office - 322	A	01-OCT-1992		31-DEC-1999
1101	3rd Floor - Room 320	A	01-OCT-1992		31-DEC-1999
1003	4th floor - Room 413	A	01-OCT-1992		31-DEC-1999
200	Menkins Technology Hall	A	01-OCT-1992		31-DEC-1999
2000	1st Floor	A	01-OCT-1992		31-DEC-1999
2010	Deans Office - Suite 110	A	01-OCT-1992		31-DEC-1999
2100	Auerbach Hall	A	01-OCT-1992		31-DEC-1999
2110	Beecher Auditorium	A	01-OCT-1992		31-DEC-1999
1	Main Campus	A	01-OCT-1992		31-DEC-1999
10	Main Campus, Section 0	A	01-OCT-1992		31-DEC-1999
11	Presidents Office - Suite 6	A	01-OCT-1992		31-DEC-1999
12	Provosts Office - Suite 8	A	01-OCT-1992		31-DEC-1999
14	Vice President Finance - Suite 10	A	01-OCT-1992		31-DEC-1999
16	Vice President Admin - Suite 10	A	01-OCT-1992		31-DEC-1999
18	V. P. Information Systems - Suite 9	A	01-OCT-1992		31-DEC-1999
1L1	Main Campus, Section L1	A	01-OCT-1992		31-DEC-1999
2	Secondary Campus	A	01-OCT-1992		31-DEC-1999
21	Secondary Campus, Section 1	A	01-OCT-1992		31-DEC-1999
20	Operations & Maintenance Building	A	01-OCT-1992		31-DEC-1999
400	Grounds Department 1st Floor	A	01-OCT-1992		31-DEC-1999
412	Housekeeping - Room 210	A	01-OCT-1992		31-DEC-1999
420	Plumbing & Electrical - 2nd Floor	A	01-OCT-1992		31-DEC-1999

## Organization Detail Activity Report (FGRODTA)

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**Description** This report is sorted by account and fund within each organization. This report displays expenses, budget and encumbrance activity (operating ledgers record budget and encumbrance activity) within a specified period. When a From Date and a To Date are specified that are on period boundaries, beginning and ending balances display on this report. Otherwise, if these dates are not on period boundaries, activity displays within the date ranges without beginning and ending balances.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	From Organization Code	No	The organization code for the beginning range of organizations to be reported.	
	To Organization Code	No	The organization code for the ending range of organizations to be reported.	
	From Fund Code	No	The fund code for the beginning range of funds to be reported.	
	To Fund Code	No	The fund code for the ending range of funds to be reported.	
	From Account Code	No	The account code for the beginning range of accounts to be reported.	



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	To Account Code	No	The account code for the ending range of accounts to be reported.	
	From Date (DD-MON-YYYY)	Yes	The beginning date of transactions to be reported.	DD-MON-YYYY Default = current date
	To Date (DD-MON-YYYY)	Yes	The ending date of transactions to be reported.	DD-MON-YYYY Default = current date
	Include Accrual for Last Prd	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No (default value)
	Print Organization Totals	Yes	Enter <i>Y</i> to print organization totals.	Y = Yes (default value) N = No
	Commitment Type	Yes	Enter <i>U</i> for Uncommitted, <i>C</i> for Committed, or <i>B</i> for Both.	U = Uncommitted (default value) C = Committed B = Both

## Report Sample

13-JAN-1996 09:21:35		Banner University				PAGE 1			
FISCAL YEAR 96		Organization Detail Activity				FGRODTA			
		From 01-JAN-1996 To 31-JAN-1996							
COAS: A		Banner University							
ORG: 215		Accounting Office							
TRANS	TRAN	DOCUMENT	DOCUMENT		ACCOUNT/	BUDGET	TRANSACTION	ENCUMBRANCE	CMT
DATE	TYPE	NUMBER	REF #	DESCRIPTION	FUND	ACTIVITY	ACTIVITY	ACTIVITY	TYP
Current Unrestricted					1000				
BEGINNING BALANCE: Full Time Administrative Salaries					5120	4,500.00	1,200.00	3,000.00	
01/04/1996 HGRS F0000092 Gross Earnings Payroll Expense					5120		150.00	-150.00	
ENDING BALANCE: Full Time Administrative Salaries					5120	4,500.00	1,350.00	2,850.00	
BEGINNING BALANCE: Supplies Accounts					6010	450.00	60.00	45.00	
01/04/1996 INNI I0000662 ABC Supply House					6010		35.00		
01/05/1996 PORD P0000642 Office Supplies, Inc.					6010			75.00	
ENDING BALANCE: Supplies Accounts					6010	450.00	95.00	120.00	
BEGINNING BALANCE: Consulting Services					6155	.00	.00	.00	
01/07/1996 BD02 Budget Adjustment					6155	200.00			U
01/08/1996 PORD P0000645 Consulting Services, Inc.					6155			200.00	U
ENDING BALANCE: Consulting Services					6155	200.00	.00	200.00	
TOTAL ORGANIZATION: 215 Accounting Office									
Labor Expense					06	.00	150.00	-150.00	
General & Administrative Expense					06	200.00	95.00	275.00	

## Open Encumbrance Report (FGROPNE)

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### Description

Use this report to print header information and remaining encumbered or reserved balance amounts for selected purchase orders, requisitions, and general encumbrances. Only records for documents that are open, completed, approved, and posted will be included in the report.

The report contains the following three sections.

- Requisition section – lists open procurement and stores requisitions
- Purchase Order section – lists open purchase orders
- General Encumbrance section – lists open general accounting encumbrances

The report may be printed using either of two different layouts.

- Document layout – prints open encumbrances for selected user IDs.
- FOAPAL layout – prints open encumbrances for selected user IDs and for a range of FOAPAL elements sorted by chart of accounts.

If the Document layout is chosen, the open encumbrances are automatically grouped by document type and are printed in number order within each group.

If the FOAPAL layout is chosen, the user may sort documents by any one of the FOAPAL elements. The default is *F* (Fund); other options are *O* (Organization), *A* (Account), *P* (Program), *V* (Activity), or *L* (Location). Totals for the number of records and remaining balances will be printed whenever the FOAPAL element used to determine sort order changes.

In either layout, the total number and remaining balance for the records will be printed on the last page of each document group.

## Report Sample #1 (Page 1 of 3)

FGROPNE	3.1	BANNER University Open Encumbrances Report				23-JAN-2001 14:52:44 Page 1	
DOCUMENT TYPE: Requisitions							
REQUEST NUMBER	REQUESTOR NAME	USER ID	REQUEST TYPE	DELIVERY DATE	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
R0000083	Jane Smith	SYSTEST04	P	28-JAN-2001	11-JAN-2001	250.00	250.00
R0000084	Jane Smith	SYSTEST04	P	31-JAN-2001	11-JAN-2001	382.20	382.20
R0000087	Jane Smith	SYSTEST04	P	25-JAN-2001	11-JAN-2001	10.00	10.00
Total Open Requisition Records: 3		Total Requisition Balance:					

## Report Sample #1 (Page 2 of 3)

FGROPNE	3.1	BANNER University				23-JAN-2001 14:52:44	
		Open Encumbrances Report				Page 2	
DOCUMENT TYPE: Purchase Orders							
P.O. NUMBER	VENDOR/PAYEE NUMBER	NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0000049	711100001	Wu,Steven	SYSTEST04		01-MAY-2000	122.50	122.50
P0000050	711100001	Wu,Steven	SYSTEST04		01-AUG-2000	112.00	112.00
P0000053	711100001	Wu,Steven	SYSTEST04		11-JAN-2001	220.00	220.00
P0000054	711100001	Wu,Steven	SYSTEST04		11-JAN-2001	20.00	20.00
Total Open Purchase Order Records: 4			Total Purchase Order Balance:			\$	4

## Report Sample #1 (Page 3 of 3)

FGROPNE	3.1	BANNER University	23-JAN-2001 14:52:44
		Open Encumbrances Report	Page 3
PARAMETER SEQUENCE NUMBER: 7236 REPORT LAYOUT: D USER ID: SYSTEST04 LINES PER PAGE: 55  TOTAL OPEN REQUISITION RECORDS: 3 TOTAL REQUISITION BALANCE: \$642.20 TOTAL OPEN PURCHASE ORDER RECORDS: 4 TOTAL PURCHASE ORDER BALANCE: \$474.50 TOTAL OPEN GENERAL ENCUMBRANCE RECORDS: 0 TOTAL GENERAL ENCUMBRANCE BALANCE: \$0.00  NUMBER OF RECORDS PROCESSED: 7 TOTAL ENCUM			

## Report Sample #2 (Page 1 of 3)

FGROPNE	3.1	BANNER University				23-JAN-2001 14:43:17	
				Open Encumbrances Report		Page 1	
DOCUMENT TYPE: Requisitions							
FUND: 1110							
COAS: B	FUND: 1110	ORGN: 11009	ACCT: 7120	PROG: 90	ACTV:	LOCN:	
REQUEST NUMBER	REQUESTOR NAME	USER ID	REQUEST TYPE	DELIVERY DATE	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
R0000050	stacie	SYSTEST03	P	24-DEC-2000	21-DEC-2000	12.00	12.00
TOTALS FOR FUND: 1110							
Open Requisition Records: 1		Requisition Balance:				\$	12.00
Total Open Requisition Records: 1		Total Requisition Balance:				\$	

## Report Sample #2 (Page 2 of 3)

FGROPNE 3.1

BANNER University  
Open Encumbrances Report

23-JAN-2001 14:43:17

Page 2

DOCUMENT TYPE: Purchase Orders

FUND: 1110

COAS: B FUND: 1110 ORGN: 11009 ACCT: 7210 PROG: 10 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0000015	300000020 ARCO Manufacturing Co., Inc.	FIMSUSR		07-JUL-2000	98.00	40.38

COAS: B FUND: 1110 ORGN: 11009 ACCT: 7510 PROG: 10 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0000001	300000009 FM Computer	OPS\$BMOD3		31-JUL-2000	1,399.50	1,399.50

TOTALS FOR FUND: 1110

Open Purchase Order Records: 2 Purchase Order Balance: \$ 1,439.88

Total Open Purchase Order Records: 2 Total Purchase Order Balance: \$

**Report Sample #2 (Page 3 of 3)**

FGROPNE	3.1	BANNER University Open Encumbrances Report	23-JAN-2001 14:43:17 Page 3
<p> PARAMETER SEQUENCE NUMBER: 7235  REPORT LAYOUT: F  USER ID: ALL  FROM FUND CODE:  TO FUND CODE:  FROM ORGANIZATION CODE: 11009  TO ORGANIZATION CODE: 11009  FROM ACCOUNT CODE:  TO ACCOUNT CODE:  FROM PROGRAM CODE:  TO PROGRAM CODE:  FROM ACTIVITY CODE:  TO ACTIVITY CODE:  FROM LOCATION CODE:  TO LOCATION CODE:  SORT ORDER: F  LINES PER PAGE: 55    TOTAL OPEN REQUISITION RECORDS: 1  TOTAL REQUISITION BALANCE: \$12.00  TOTAL OPEN PURCHASE ORDER RECORDS: 2  TOTAL PURCHASE ORDER BALANCE: \$1,439.88  TOTAL OPEN GENERAL ENCUMBRANCE RECORDS: 0  TOTAL GENERAL ENCUMBRANCE BALANCE: \$0.00    NUMBER OF RECORDS PROCESSED: 3  TOTAL ENCUMBRANCE BALANCE: \$1,451.88 </p>			

## Organization Hierarchy Report (FGRORGH)

---

**Description** This report displays the hierarchical relationship in the organization code structure. Data entry indicator, status, budget control organization, combine budget control indicator, effective, termination, and next change dates are displayed for each organization code printed on the report. Organization codes display which have an effective date less than or equal to the as of date and where the next change date is greater than the as of date.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY  Default = current date
	Organization	No	The organization code for reporting. Leave blank to display all organization codes.	



## Report Sample

REPORT FGRORGH CHART: A		Banner University Organization Hierarchy Report AS OF 21-AUG-1996				RUN DATE: 08/21/1996 TIME: 12:11 PM PAGE: 1		
ORGANIZATION	DESCRIPTION	DATA ENTRY	STATUS	CNTL ORGN	CMB	***** EFF	DATES TERM	***** NEXTCHANGE
001	Office of the President	N	A			01-JUL-1996		31-DEC-1999
100	Office of the Provost	N	A			01-JUL-1994		31-DEC-1999
110	College of Arts & Sciences	N	A			01-JUL-1994		31-DEC-1999
120	Biology Department	Y	A			18-MAR-1996		31-DEC-1999
121	Biology Chemical Department	Y	A			01-JUL-1994		31-DEC-1999
122	Biology Department - Org Def Test	Y	A			01-JUL-1994		31-DEC-1999
125	Mathematics Department	Y	A			01-JUL-1994		31-DEC-1999
135	Geology Department	Y	A			01-JUL-1994		31-DEC-1999
150	College of Engineering	N	A			01-JUL-1994		31-DEC-1999
155	Electrical Engineering	Y	A			01-JUL-1994		31-DEC-1999
160	Chemical Engineering	Y	A			01-JUL-1994		31-DEC-1999
165	Mechanical Engineering	Y	A			01-JUL-1994		31-DEC-1999
200	Vice President Business & Finance	N	A			01-JUL-1994		31-DEC-1999
210	Office of the Treasurer	Y	A			01-JUL-1994		31-DEC-1999
215	Accounting Office	Y	A			01-JUL-1994		31-DEC-1999
220	Payroll Office	Y	A			01-JUL-1994		31-DEC-1999
250	Budget Office	Y	A			01-JUL-1994		31-DEC-1999
260	Budget Office	Y	A	200		20-FEB-1996		31-DEC-1999
261	Physical Plant - Stores	Y	A			25-JUL-1995		31-DEC-1999
2010	County Court	Y	A			27-JAN-1996		31-DEC-1999
2020	County Court	Y	A			27-JAN-1996		31-DEC-1999
PRES	President-CU	N	A			13-JUN-1992		31-DEC-1999
VP_HS	Vice President - Health Sciences	N	A			13-JUN-1992		31-DEC-1999
SCHMED	School of Medicine - CU	N	A			13-JUN-1992		31-DEC-1999
CLIN	Clinical	N	A			13-JUN-1992		31-DEC-1999
SURG	Surgery	N	A			13-JUN-1992		31-DEC-1999
CARDIO	Cardiology	Y	A			13-JUN-1992		31-DEC-1999
SURG1	Surgeon 1	Y	A			13-JUN-1992		31-DEC-1999
SURG2	Surgeon 2	Y	A			13-JUN-1992		31-DEC-1999
SURG3	Surgeon 3	Y	A			13-JUN-1992		31-DEC-1999

## Program Detail Activity Report (FGRPD TA)

---

**Description** This report displays expense, budget, and encumbrance activity for the period sorted by program and fund within an organization. The operating ledgers record budget and encumbrance activity. When a From Date and a To Date are specified that are on period boundaries, beginning and ending balances display on this report. If these dates are not on period boundaries, activity displays within the date ranges without beginning and ending balances. Balances that are opposite an account's normal balance, (i.e., credit, debit, or zero) are flagged with an indicator to the right of the balance.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	From Organization Code	No	The organization code for the beginning range of accounts to be reported.	
	To Organization Code	No	The organization code for the ending range of accounts to be reported.	
	From Fund Code	No	The fund code for the beginning range of funds to be reported.	
	To Fund Code	No	The fund code for the ending range of funds to be reported.	
	From Program Code	No	The program code for the beginning range of programs to be reported.	

Parameters (cont.)	Name	Required?	Description	Values
	To Program Code	No	The program code for the ending range of programs to be reported.	
	From Account Code	No	The account code for the beginning range of accounts to be reported.	
	To Account Code	No	The account code for the ending range of accounts to be reported.	
	From Date (DD-MON-YYYY)	Yes	The beginning date of transactions to be reported.	DD-MON-YYYY Default = current date
	To Date (DD-MON-YYYY)	Yes	The ending date of transactions to be reported.	DD-MON-YYYY Default = current date
	Include Accrual for Last Prd	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No (default value)
	Print Organization Totals	Yes	Enter <i>Y</i> to print organization totals.	Y = Yes (default value) N = No
	Commitment Type	Yes	Enter <i>C</i> for Committed, <i>U</i> for Uncommitted, or <i>B</i> for Both.	C = Committed U = Uncommitted (default value) B = Both

## Report Sample

13-JAN-1996 09:21:35		Banner University					PAGE 1		
FISCAL YEAR 96		Program Detail Activity					FGRPDTA		
		From 01-JAN-1996 To 31-JAN-1996							
COAS: A		Banner University							
ORG: 215		Accounting Office							
TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	FUND/PRG ACCT	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Current Unrestricted Administration	1000 100				
BEGINNING BALANCE: Full Time Administrative Salaries					5120	4,500.00	1,200.00	3,000.00	
01/04/1996	HGRS	F0000092		Gross Earnings Payroll Expense	5120		150.00	-150.00	
ENDING BALANCE: Full Time Administrative Salaries					5120	4,500.00	1,350.00	2,850.00	
BEGINNING BALANCE: Supplies Accounts					6010	450.00	60.00	45.00	
01/04/1996	INNI	I0000662		ABC Supply House	6010		35.00		
01/05/1996	PORD	P0000642		Office Supplies, Inc.	6010			75.00	
ENDING BALANCE: Supplies Accounts					6010	450.00	95.00	120.00	
BEGINNING BALANCE: Consulting Services					6155	.00	.00	.00	
01/07/1996	BD02			Budget Adjustment	6155	200.00			U
01/08/1996	PORD	P0000645		Consulting Services, Inc.	6155			200.00	U
ENDING BALANCE: Consulting Services					6155	200.00	.00	200.00	
TOTAL ORGANIZATION: 215 Accounting Office									
				Labor Expense	06	.00	150.00	-150.00	
				General & Administrative Expense	06	200.00	95.00	275.00	

## Pro Rata Allocation Process (FGRPRAP)

**Description** The Pro Rata Allocation Process prepares allocations for existing transactions based on user-defined parameters. All eligible transactions which fit the criteria established in these parameters are selected from the FGBTRND table. Overlapping Allocation Source Organization/Account/Program strings are applied to the transaction to be allocated according to a predetermined hierarchy from the most detailed entry to the least detailed entry (see Chapter 2, "Processing," for the specific hierarchy used by the Pro-Rata Allocation Process). The process also creates totals for all of the eligible transactions and, if requested, produces an Allocation Control Report. A detailed or summary version of the report may be selected by the user.

Parameters	Name	Required?	Description	Values
	Allocation Begin Date	No	The beginning date of transactions to be allocated. Leave blank to default the current system date.	DD-MON-YYYY
	Allocation End Date	No	The ending date of transactions to be allocated. Leave blank to default the current system date.	DD-MON-YYYY
	Allocation Transaction Date	No	The date assigned to allocation transactions. Leave blank to default the current system date.	DD-MON-YYYY
	Chart of Accounts	Yes	The chart of accounts for transactions to be selected for allocation and for the allocation transactions.	
	Source Funds	No	The fund(s) from which transactions will be selected for allocation. Leave blank to select from all funds.	Default = blank (all)

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Internal Account Type	No	The internal account type(s) from which transactions will be selected for allocation. Leave blank to select from internal account types: 50, 60, and 70.	Default = 50, 60, 70
	Allocation Target Bank Code	Yes	The bank code used for allocation target posting.	
	Allocation Contra Bank Code	Yes	The bank code used for allocation contra posting.	
	Report Execution Mode	No	Enter <i>P</i> (Preview) in this parameter to generate this report, or <i>U</i> (Update) in this parameter to update the database and generate this report.	<i>P</i> = Preview (default value) <i>U</i> = Update
	Report Type	No	Enter <i>S</i> (Summary) in this parameter to produce a summary report, enter <i>D</i> (Detail) in this parameter to produce a detailed report, or enter <i>N</i> (No report) to produce no report. <i>N</i> (No report) is not an available option in <i>P</i> (Preview) mode. If this parameter is left blank, the summary report is produced.	<i>S</i> or blank = Summary (default value) <i>D</i> = Detail <i>N</i> = No Report

## Report Sample - Detail Report (Page 1 of 4)

FGRPRAP 2.1.11

Banner Development Environment  
Pro-Rata Allocation Process

17-MAY-1996 PAGE 1

Chart of Accounts: X  
Source Fund: 1020  
Target Fund: 3120

Transaction Date: 30-JUN-1995

\*\*\* PREVIEW Mode \*\*\*

Source Transactions						Allocation		Source Contra-Account		
Orgn	Acct	Prog	Fld	Doc. Nr.	Amount	Pct.	Amount	Orgn	Acct	Prog
101	6111	11	YTD	I0000591	-254.32					
				TOTAL:	-254.32	1.00	-2.54	100	6111	11
101	6121	11	YTD	I0000591	-1017.28					
				TOTAL:	-1017.28	1.00	-10.17	100	6121	11
101	6220	21	RSV	R0000170	35.00					
				TOTAL:	35.00	1.00	0.35	100	6220	21
101	7210	31	YTD	J0000247	1500.00					
				TOTAL:	1500.00	1.00	15.00	100	7210	31
101	7510	21	RSV	R0000171	34.38					
				TOTAL:	34.38	1.00	0.34	100	7510	21
102	7110	32	RSV	R0000171	34.38					
				TOTAL:	34.38	40.00	13.75	100	7920	20
102	7220	22	RSV	R0000169	10.31					
				R0000170	17.50					
				TOTAL:	27.81	1.00	0.28	300	7220	30
102	7220	32	RSV	R0000170	17.50					
				TOTAL:	17.50	1.00	0.18	100	7920	32
103	6111	12	RSV	R0000171	34.38					
				TOTAL:	34.38	15.00	5.16	100	7920	10

## Report Sample - Detail Report (Page 2 of 4)

FGRPRAP 2.1.11				Banner Development Environment				17-MAY-1996				PAGE	2
				Pro-Rata Allocation Process									
Chart of Accounts: X				Transaction Date: 30-JUN-1995				*** PREVIEW Mode ***					
Source Fund: 1020													
Target Fund: 3120													
Source Transactions				Allocation			Source Contra-Account						
Orgn	Acct	Prog	Fld	Doc. Nr.	Amount	Pct.	Amount	Orgn	Acct	Prog			
103	7230	12	YTD	I0000566	625.00								
				I0000569	625.00								
				TOTAL:	1250.00	0.00		Allocation Percentage is Zero					
103	7230	12	ENC	P0000213	1250.00								
				P0000219	1250.00								
				P0000219	1500.00								
				TOTAL:	4000.00	0.00		Allocation Percentage is Zero					
103	7230	12	RSV	R0000132	1000.00								
				R0000136	1000.00								
				TOTAL:	2000.00	0.00		Allocation Percentage is Zero					
201	4005	21	YTD	J0000246	1500.00								
				TOTAL:	1500.00	5.00	75.00	200	4005	21			
201	6111	22	YTD	J0000247	-1500.00								
				TOTAL:	-1500.00	5.00	-75.00	200	6111	22			
201	7110	31	RSV	R0000172	51.56								
				TOTAL:	51.56	5.00	2.58	200	7110	31			
202	6210	22	RSV	R0000169	10.32								
				TOTAL:	10.32	10.00	1.03	200	6210	30			
202	7110	22	RSV	R0000171	34.38								
				TOTAL:	34.38	10.00	3.44	200	7110	30			



## Report Sample- Detail Report (Page 3 of 4)

FGRPRAP 2.1.11

Banner Development Environment  
Pro-Rata Allocation Process

17-MAY-1996 PAGE 3

Chart of Accounts: X  
Source Fund: 1020  
Target Fund: 3120

Transaction Date: 30-JUN-1995

\*\*\* PREVIEW Mode \*\*\*

Source Transactions						Allocation		Source Contra-Account		
Orgn	Acct	Prog	Fld	Doc. Nr.	Amount	Pct.	Amount	Orgn	Acct	Prog
202	7220	22	RSV	R0000170	17.50					
				TOTAL:	17.50	10.00	1.75	200	7220	30
202	7520	32	RSV	R0000169	10.31					
				TOTAL:	10.31	20.00	2.06	300	7920	10
301	7110	31	YTD	J0000246	-1000.00					
				TOTAL:	-1000.00	10.00	-100.00	300	7110	31
301	7810	22	RSV	R0000169	10.31					
				TOTAL:	10.31	30.00	3.09	100	7810	22
302	6210	32	RSV	R0000171	206.23					
				TOTAL:	206.23	25.00	51.56	300	6210	32
302	7110	22	RSV	R0000170	87.50					
				TOTAL:	87.50	25.00	21.88	300	7110	22
303	7210	32	RSV	R0000169	10.31					
				TOTAL:	10.31	25.00	2.58	300	7920	30

**Report Sample - Detail Report (Page 4 of 4)**

FGRPRAP 2.1.11	Banner Development Environment Pro-Rata Allocation Process	17-MAY-1996 PAGE 4
Chart of Accounts: X	Transaction Date: 30-JUN-1995	*** PREVIEW Mode ***
* * * REPORT CONTROL INFORMATION * * *		
Run Sequence Number: None Specified		
Allocation Begin Date: 01-APR-1995		
Allocation End Date: 30-JUN-1995		
Allocation Trans Date: 30-JUN-1995		
Chart of Accounts: X		
Source Fund(s): 1020		
Int. Account Types(s): 50 60 70		
Report Execution Mode: Preview		
Report Type: Detail		
Allocation Target Bank:		
Allocation Contra Bank:		
Nr. Lines per Page: 55		
Number of Transactions: 29		
Number of Allocations: 21		
Total Allocation Amount: 12.32		
*** ERRORS ***		
Document: J0000172--Fund: 1020 Orgn: 202 Acct: 4090 Prog: 21		
Internal atyps of Source Acct 4090 (50) and Contra-acct 7920 (70) are incompatible.		

## Report Sample - Summary Report (Page 1 of 2)

FGRPRAP 2.1.11

Banner Development Environment  
Pro-Rata Allocation Process

17-MAY-1996 PAGE 1

Chart of Accounts: X  
Source Fund: 1020  
Target Fund: 3120

Transaction Date: 30-JUN-1995 JV Doc: J0000250

\*\*\* UPDATE Mode \*\*\*

Summarized Source Transactions					Allocation		Source Contra-Account		
Orgn	Acct	Prog	Fld	Total Amount	Pct.	Amount	Orgn	Acct	Prog
101	6111	11	YTD	-254.32	1.00	-2.54	100	6111	11
101	6121	11	YTD	-1017.28	1.00	-10.17	100	6121	11
101	6220	21	RSV	35.00	1.00	0.35	100	6220	21
101	7210	31	YTD	1500.00	1.00	15.00	100	7210	31
101	7510	21	RSV	34.38	1.00	0.34	100	7510	21
102	7110	32	RSV	34.38	40.00	13.75	100	7920	20
102	7220	22	RSV	27.81	1.00	0.28	300	7220	30
102	7220	32	RSV	17.50	1.00	0.18	100	7920	32
103	6111	12	RSV	34.38	15.00	5.16	100	7920	10
103	7230	12	YTD	1250.00	0.00				
103	7230	12	ENC	4000.00	0.00				
103	7230	12	RSV	2000.00	0.00				
201	4005	21	YTD	1500.00	5.00	75.00	200	4005	21
201	6111	22	YTD	-1500.00	5.00	-75.00	200	6111	22
201	7110	31	RSV	51.56	5.00	2.58	200	7110	31
202	6210	22	RSV	10.32	10.00	1.03	200	6210	30
202	7110	22	RSV	34.38	10.00	3.44	200	7110	30
202	7220	22	RSV	17.50	10.00	1.75	200	7220	30
202	7520	32	RSV	10.31	20.00	2.06	300	7920	10
301	7110	31	YTD	-1000.00	10.00	-100.00	300	7110	31
301	7810	22	RSV	10.31	30.00	3.09	100	7810	22
302	6210	32	RSV	206.23	25.00	51.56	300	6210	32
302	7110	22	RSV	87.50	25.00	21.88	300	7110	22
303	7210	32	RSV	10.31	25.00	2.58	300	7920	30

Allocation Percentage is Zero  
Allocation Percentage is Zero  
Allocation Percentage is Zero

Report Sample - Report Summary (Page 2 of 2)

FGRPRAP 2.1.11	Banner Development Environment Pro-Rata Allocation Process	17-MAY-1996	PAGE 2
Chart of Accounts: X	Transaction Date: 30-JUN-1995	JV Doc: J0000250	*** UPDATE Mode ***
* * * REPORT CONTROL INFORMATION * * *			
Run Sequence Number: None Specified			
Allocation Begin Date: 01-APR-1995			
Allocation End Date: 30-JUN-1995			
Allocation Trans Date: 30-JUN-1995			
Chart of Accounts: X			
Source Fund(s): 1020			
Int. Account Types(s): 50 60 70			
Report Execution Mode: Update			
Report Type: Summary			
Allocation Target Bank: X1			
Allocation Contra Bank: X2			
Nr. Lines per Page: 55			
Number of Transactions: 29			
Number of Allocations: 21			
Total Allocation Amount: 12.32			
*** ERRORS ***			
Document: J0000172--Fund: 1020 Orgn: 202 Acct: 4090 Prog: 21			
Internal atyps of Source Acct 4090 (50) and Contra-acct 7920 (70) are incompatible.			

## Pro Rata Allocation Report (FGRPRAR)

---

**Description** The Pro Rata Allocation Report allows you to re-create a list of the source transactions for any allocation transactions produced by the Allocation Process. The summary version of the report only includes the summary totals developed for each Allocation Source record and the Allocated Amounts for each derived total line of account distribution. The detailed version produces the full Fund/Organization/Account/Program account string detail of all the eligible transactions selected to create an allocation entry and includes the summary totals developed for each Allocation Source record. The detailed version also includes Allocated Amounts for each derived total line of account distribution.

Parameters	Name	Required?	Description	Values
	Journal Voucher Document Num.	No	The journal voucher document from which allocations are selected for reporting. If this parameter is populated, the Report Begin Date, Report End Date, and Chart of Accounts are not prompted.	
	Report Begin Date	No	The beginning date from which allocations will be reported. Leave blank to default the current system date.	DD-MON-YYYY
	Report End Date	No	The ending date from which allocations will be reported. Leave blank to default the current system date.	DD-MON-YYYY

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts	Yes	The chart of accounts from which allocations are selected for reporting.	
	Report Type	No	Enter <i>S</i> (Summary) in this parameter to produce a summary report or <i>D</i> (Detail) in this parameter to produce a detailed report. If left blank, the summary report is produced.	S = Summary (default value) D = Detail

## Report Sample - Detail Report (Page 1 of 4)

FGRPRAR 3.0

Banner Development Environment  
Pro-Rata Allocation Report

17-MAY-1996 PAGE 1

Chart of Accounts: X  
Source Fund: 1020  
Target Fund: 3120

Transaction Date: 30-JUN-1995

JV Doc: J0000250

Source Transactions						Allocation		Source Contra-Account		
Orgn	Acct	Prog	Fld	Doc. Nr.	Amount	Pct.	Amount	Orgn	Acct	Prog
101	6111	11	YTD	I0000591	-254.32	1.00	-2.54	100	6111	11
				TOTAL:	-254.32					
101	6121	11	YTD	I0000591	-1017.28	1.00	-10.17	100	6121	11
				TOTAL:	-1017.28					
101	6220	21	RSV	R0000170	35.00	1.00	0.35	100	6220	21
				TOTAL:	35.00					
101	7210	31	YTD	J0000247	1500.00	1.00	15.00	100	7210	31
				TOTAL:	1500.00					
101	7510	21	RSV	R0000171	34.38	1.00	0.34	100	7510	21
				TOTAL:	34.38					
102	7110	32	RSV	R0000171	34.38	40.00	13.75	100	7920	20
				TOTAL:	34.38					
102	7220	22	RSV	R0000169	10.31					
				R0000170	17.50					
				TOTAL:	27.81	1.00	0.28	300	7220	30
102	7220	32	RSV	R0000170	17.50	1.00	0.18	100	7920	32
				TOTAL:	17.50					
103	6111	12	RSV	R0000171	34.38	15.00	5.16	100	7920	10
				TOTAL:	34.38					

## Report Sample - Detail Report (Page 2 of 4)

FGRPRAR 3.0

Banner Development Environment  
Pro-Rata Allocation Report

17-MAY-1996 PAGE 2

Chart of Accounts: X  
Source Fund: 1020  
Target Fund: 3120

Transaction Date: 30-JUN-1995

JV Doc: J0000250

Source Transactions						Allocation		Source Contra-Account		
Orgn	Acct	Prog	Fld	Doc. Nr.	Amount	Pct.	Amount	Orgn	Acct	Prog
103	7230	12	YTD	I0000566	625.00					
				I0000569	625.00					
				TOTAL:	1250.00	0.00		Allocation Percentage is Zero		
103	7230	12	ENC	P0000213	1250.00					
				P0000219	1250.00					
				P0000219	1500.00					
				TOTAL:	4000.00	0.00		Allocation Percentage is Zero		
103	7230	12	RSV	R0000132	1000.00					
				R0000136	1000.00					
				TOTAL:	2000.00	0.00		Allocation Percentage is Zero		
201	4005	21	YTD	J0000246	1500.00					
				TOTAL:	1500.00	5.00	75.00	200	4005	21
201	6111	22	YTD	J0000247	-1500.00					
				TOTAL:	-1500.00	5.00	-75.00	200	6111	22
201	7110	31	RSV	R0000172	51.56					
				TOTAL:	51.56	5.00	2.58	200	7110	31
202	6210	22	RSV	R0000169	10.32					
				TOTAL:	10.32	10.00	1.03	200	6210	30
202	7110	22	RSV	R0000171	34.38					
				TOTAL:	34.38	10.00	3.44	200	7110	30



## Report Sample - Detail Report (Page 3 of 4)

FGRPRAR 3.0

Banner Development Environment  
Pro-Rata Allocation Report

17-MAY-1996 PAGE 3

Chart of Accounts: X  
Source Fund: 1020  
Target Fund: 3120

Transaction Date: 30-JUN-1995

JV Doc: J0000250

Source Transactions						Allocation		Source Contra-Account		
Orgn	Acct	Prog	Fld	Doc. Nr.	Amount	Pct.	Amount	Orgn	Acct	Prog
202	7220	22	RSV	R0000170	17.50					
				TOTAL:	17.50	10.00	1.75	200	7220	30
202	7520	32	RSV	R0000169	10.31					
				TOTAL:	10.31	20.00	2.06	300	7920	10
301	7110	31	YTD	J0000246	-1000.00					
				TOTAL:	-1000.00	10.00	-100.00	300	7110	31
301	7810	22	RSV	R0000169	10.31					
				TOTAL:	10.31	30.00	3.09	100	7810	22
302	6210	32	RSV	R0000171	206.23					
				TOTAL:	206.23	25.00	51.56	300	6210	32
302	7110	22	RSV	R0000170	87.50					
				TOTAL:	87.50	25.00	21.88	300	7110	22
303	7210	32	RSV	R0000169	10.31					
				TOTAL:	10.31	25.00	2.58	300	7920	30

**Report Sample - Detail Report (Page 4 of 4)**

FGRPRAR 3.0

Banner Development Environment  
Pro-Rata Allocation Report

17-MAY-1996 PAGE 4

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Run Sequence Number: None Specified  
Allocation Doc Number: J0000250  
Report Begin Date: None Specified  
Report End Date: None Specified  
Chart of Accounts: None Specified  
Report Type: Detail  
Nr. Lines per Page: 55  
Number of Transactions: 29  
Number of Allocations: 21  
Total Allocation Amount: 12.32

## Report Sample - Summary Report (Page 1 of 2)

FGRPRAR 3.0

Banner Development Environment  
Pro-Rata Allocation Report

17-MAY-1996 PAGE 1

Chart of Accounts: X  
Source Fund: 1020  
Target Fund: 3120

Transaction Date: 30-JUN-1995

JV Doc: J0000250

Summarized Source Transactions					Allocation		Source Contra-Account		
Orgn	Acct	Prog	Fld	Total Amount	Pct.	Amount	Orgn	Acct	Prog
101	6111	11	YTD	-254.32	1.00	-2.54	100	6111	11
101	6121	11	YTD	-1017.28	1.00	-10.17	100	6121	11
101	6220	21	RSV	35.00	1.00	0.35	100	6220	21
101	7210	31	YTD	1500.00	1.00	15.00	100	7210	31
101	7510	21	RSV	34.38	1.00	0.34	100	7510	21
102	7110	32	RSV	34.38	40.00	13.75	100	7920	20
102	7220	22	RSV	27.81	1.00	0.28	300	7220	30
102	7220	32	RSV	17.50	1.00	0.18	100	7920	32
103	6111	12	RSV	34.38	15.00	5.16	100	7920	10
103	7230	12	YTD	1250.00	0.00				
103	7230	12	ENC	4000.00	0.00				
103	7230	12	RSV	2000.00	0.00				
201	4005	21	YTD	1500.00	5.00	75.00	200	4005	21
201	6111	22	YTD	-1500.00	5.00	-75.00	200	6111	22
201	7110	31	RSV	51.56	5.00	2.58	200	7110	31
202	6210	22	RSV	10.32	10.00	1.03	200	6210	30
202	7110	22	RSV	34.38	10.00	3.44	200	7110	30
202	7220	22	RSV	17.50	10.00	1.75	200	7220	30
202	7520	32	RSV	10.31	20.00	2.06	300	7920	10
301	7110	31	YTD	-1000.00	10.00	-100.00	300	7110	31
301	7810	22	RSV	10.31	30.00	3.09	100	7810	22
302	6210	32	RSV	206.23	25.00	51.56	300	6210	32
302	7110	22	RSV	87.50	25.00	21.88	300	7110	22
303	7210	32	RSV	10.31	25.00	2.58	300	7920	30

Allocation Percentage is Zero  
Allocation Percentage is Zero  
Allocation Percentage is Zero

**Report Sample - Summary Report (Page 2 of 2)**

FGRPRAR 3.0

Banner Development Environment  
Pro-Rata Allocation Report

17-MAY-1996 PAGE 2

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Run Sequence Number: None Specified  
Allocation Doc Number: J0000250  
Report Begin Date: None Specified  
Report End Date: None Specified  
Chart of Accounts: None Specified  
Report Type: Summary  
Nr. Lines per Page: 55  
Number of Transactions: 29  
Number of Allocations: 21  
Total Allocation Amount: 12.32

## Program Hierarchy Report (FGRPRGH)

---

**Description** This report displays the hierarchical relationship in the program code structure. The data entry indicator, status, effective, termination, and next change dates are displayed for each program code printed on the report. Program codes display which have an effective date less than or equal to the As of date and where the next change date is greater than the as of date.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	The chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date
	Program Code	Yes	The program code for reporting. Leave blank to display all program codes.	Default = blank (all)

## Report Sample

REPORT FGRPRGH CHART: A		Banner University Program Hierarchy Report AS OF 21-AUG-1996			RUN DATE: 08/21/1996 TIME: 11:51 AM PAGE: 1	
PROGRAM	DESCRIPTION	DATA ENTRY	STATUS	EFF	***** TERM	DATES ***** NEXTCHANGE
100	Instruction	Y	A	01-JUL-1989		31-DEC-1999
110	General Academic Instruction Degree	Y	A	01-JUL-1989		31-DEC-1999
111	Math Programs	Y	A	01-JUL-1989		31-DEC-1999
112	Biology Programs	Y	A	01-JUL-1989		31-DEC-1999
1121	Biology Lab	Y	A	24-OCT-1989		31-DEC-1999
120	Vocational/Technical Instruction	Y	A	01-JUL-1989		31-DEC-1999
130	Requisite Preparatory/Remedial Inst	Y	A	01-JUL-1989		31-DEC-1999
140	General Studies - Nondegree	Y	A	01-JUL-1989		31-DEC-1999
145	General Studies - Degree	Y	A	01-JUL-1989		31-DEC-1999
150	Occupation Related Instruction	Y	A	01-JUL-1989		31-DEC-1999
160	Social Roles/Interaction Nondegree	Y	A	01-JUL-1989		31-DEC-1999
170	Home & Family Instruction Nondegree	Y	A	01-JUL-1989		31-DEC-1999
200	Research	Y	A	01-JUL-1989		31-DEC-1999
210	Institute & Research Centers	Y	A	01-JUL-1989		31-DEC-1999
220	Individual or Project Research	Y	A	01-JUL-1989		31-DEC-1999
300	Public Service Program	Y	A	01-JUL-1989		31-DEC-1999
310	Direct Patient Care	Y	A	01-JUL-1989		31-DEC-1999
320	Health Care Supportive Services	Y	A	01-JUL-1989		31-DEC-1999
330	Community Services	Y	A	01-JUL-1989		31-DEC-1999
340	Cooperative Extension Services	Y	A	01-JUL-1989		31-DEC-1999
350	Public Broadcasting Services	Y	A	01-JUL-1989		31-DEC-1999
400	Academic Support Program	Y	A	01-JUL-1989		31-DEC-1999
410	Library Services	Y	A	01-JUL-1989		31-DEC-1999
420	Museums and Galleries	Y	A	01-JUL-1989		31-DEC-1999
430	Educational Media Services	Y	A	01-JUL-1989		31-DEC-1999
440	Academic Computing Support	Y	A	01-JUL-1989		31-DEC-1999
450	Ancillary Support	Y	A	01-JUL-1989		31-DEC-1999
460	Academic Administration	Y	A	01-JUL-1989		31-DEC-1999
470	Course & Curriculum Development	Y	A	01-JUL-1989		31-DEC-1999
500	Student Service Program	Y	A	01-JUL-1989		31-DEC-1999
510	Student Service Administration	Y	A	01-JUL-1989		31-DEC-1999
520	Social And Cultural Development	Y	A	01-JUL-1989		31-DEC-1999
530	Counseling And Career Guidance	Y	A	01-JUL-1989		31-DEC-1999
540	Financial Aid Administration	Y	A	01-JUL-1989		31-DEC-1999
550	Student Auxiliary Services	Y	A	01-JUL-1989		31-DEC-1999
560	Intercollegiate Athletics	Y	A	01-JUL-1989		31-DEC-1999
570	Student Health/Medical Services	Y	A	01-JUL-1989		31-DEC-1999

## Statement of Revenues, Expenditures, Other Changes (FGRREOB)

### Description

This report compares actual activity-to-date for revenues and expenditures to the budgeted activity-to-date with prior year activity and budget for the period specified in the As of Date parameter. Included is a calculation for the net change in fund balance, increase/decrease, as well as a calculation of the percentage of used budget. Variances are calculated for comparison.

**Note:** Current year records with Uncommitted Commit Type are retrieved for this report. Refer to Chapter 5, “General Accounting Transactions,” for information on committed and uncommitted records and related procedures.

Revenue is sorted by the specified level of account codes. Expenditures are sorted by level 1 program codes. However, expenditures and transfers for the auxiliary funds (internal fund type of 30) are sorted by the specified level account codes. The different display of expenditures for auxiliary funds is based upon the assumption that expenses are entered with auxiliary program codes. These program codes may roll up to the same level 1 program code. In order to display detailed auxiliary fund expenditures (30), activity is categorized by the specified account level.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Fiscal Year	Yes	The fiscal year for reporting.	YY
Chart of Accounts	Yes	The chart of accounts for reporting.	
As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting. The ending date of the fiscal period that the As of Date occurs in will actually be used for selection. This date should fall within the specified start and end dates of the chart and fiscal year.	DD-MON-YYYY Default = current date
Include Accrual for Last Prd	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes (default value) N = No

Parameters (cont.)	Name	Required?	Description	Values
	Specific Fund	No	<p>The specific fund for reporting.</p> <p>Note: You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	
	Specific Fund Type	No	<p>The level two fund type for reporting.</p> <p>Note: You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	
	Fund Level	No	<p><i>1</i> (one) indicates that all funds in the ledger will roll up to their Level 1 Fund Code and will be reported that way. <i>2</i> (two) indicates that all level 3, 4, and 5 funds will be rolled up to their Level 2 Fund Code and will be reported that way. <i>E</i> indicates to report all funds as they exist in the ledger.</p> <p>You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	1, 2, or E



Parameters (cont.)	Name	Required?	Description	Values
	Fund Type Level	No	<p>1 (one) indicates that all funds in the ledgers will roll up to their Level 1 Fund Type and will be reported that way. 2 (two) indicates all funds with a Level 2 Fund Type will be reported.</p> <p>Note: You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	1 or 2
	Account Level	Yes	<p>Enter <i>L</i> to have all accounts in the ledger roll up to their Level 1 Account Code and be reported that way. Enter <i>E</i> to report all accounts as they exist in the ledger. If the <b>Account Level</b> parameter is not specified, then the report will process level 1 accounts.</p>	L or E

**Note:** Although Specific Fund, Specific Fund Type, Fund Level, and Fund Type Level are optional parameters, only one of the parameters must be entered for the report to run. If you enter two or more of these parameters, the output will most likely be invalid. The report process uses the first parameter it finds to control the report run.

## Report Sample

06/03/96 09:55:49 FISCAL YEAR 96		Banner University Statement of Rev,Exp,Other Revenues, Expenditures, Other Changes AS OF 30-JUN-1996 Percentage of time through the Budget: 99.726			PAGE 1 FGRREOB
1000	Current Unrestricted Funds				
		ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
		-----	-----	-----	-----
	REVENUES:				
	Indirect Cost Federal Grants	.00	1,392.00	1,392.00	#####
	Federal Direct Income - Grants	.00	10,000.00	10,000.00	#####
	Indirect Cost State Contracts	.00	4,815.00	4,815.00	#####
		-----	-----	-----	-----
	TOTAL REVENUES:	.00	16,207.00	16,207.00	#####
	EXPENDITURES:				
	Instruction	1,014,511.53	144,257.18	-870,254.35	-85.781
	Research	.00	-154,868.00	-154,868.00	#####
	Institutional Administration	.00	.00	.00	.000
	Independent Operations	.00	1,070.00	1,070.00	#####
		-----	-----	-----	-----
	TOTAL EXPENDITURES:	1,014,511.53	-9,540.82	-1,024,052.35	#####
	NET INCREASE/DECREASE IN FUND BALANCE	-1,014,511.53	25,747.82	1,040,259.35	#####

## Statement of Revenues, Expenditures, Other Changes (FGRREOC)

### Description

This report compares actual activity for revenues and expenditures to the budgeted activity in the prior fiscal year. Included are calculations for total revenues, total expenditures, and change in fund balance (net increase/decrease).

**Note:** Current year records with an Uncommitted Commit Type are retrieved for this report. Refer to Chapter 5, “General Accounting Transactions,” for information on committed and uncommitted records and related procedures.

Revenue is sorted by the specified level of account codes. Expenditures are sorted by level 1 program codes. Expenditures are sorted by level 1 program codes. However, expenditures and transfers for the auxiliary funds (internal fund type of 30) are sorted by the specified level account codes. The different display of expenditures for auxiliary funds is based upon the assumption that expenses are entered with auxiliary program codes. These program codes may roll up to the same level 1 program code. Therefore, in order to display detailed auxiliary fund expenditures (30), activity is categorized by the specified account level.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Fiscal Year	Yes	The fiscal year for reporting.	YY
Chart of Accounts	Yes	The chart of accounts for reporting.	
As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting. The ending date of the fiscal period that the as of date occurs in will actually be used for selection. This date should fall within the specified start and end dates of the chart and fiscal year.	DD-MON-YYYY Default current date
Include Accrual for Last Prd	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes (default value) N = No

Parameters (cont.)	Name	Required?	Description	Values
	Specific Fund	No	<p>The specific fund for reporting.</p> <p>Note: You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	
	Specific Fund Type	No	<p>The level two fund type for reporting.</p> <p>Note: You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	
	Fund Level	No	<p><i>1</i> (one) indicates that all funds in the ledger will roll up to their Level 1 Fund Code and will be reported that way. <i>2</i> (two) indicates that all level 3, 4 and 5 funds will be rolled up to their Level 2 Fund Code and will be reported that way. <i>E</i> indicates that you want to report all funds as they exist in the ledger.</p> <p><b>Note:</b> You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	1, 2, 3, 4, 5, or E

Parameters (cont.)	Name	Required?	Description	Values
	Fund Type Level	No	<p>1 (one) indicates that all funds in the ledgers will roll up to their Level 1 Fund Type and will be reported that way. 2 (two) indicates all funds with a Level 2 Fund Type will be reported.</p> <p>Note: You may enter a value for only one of the following parameters for a given report run: Specific Fund, Specific Fund Type (Ftyp), Fund Level, or Fund Type (Ftyp) Level.</p>	1 or 2
	Account Level	Yes	Enter <i>L</i> and accounts in the ledger will roll up to their Level 1 Account Code and will be reported that way. Enter <i>E</i> to report all accounts as they exist in the ledger. If the Acct Level parameter is not specified, then the report will process level 1 accounts.	L or E

**Note:** Although Specific Fund, Specific Fund Type, Fund Level, and Fund Type Level are optional parameters, only one of the parameters must be entered for the report to run. If you enter two or more of these parameters, the output will most likely be invalid. The report process uses the first parameter it finds to control the report run.

## Report Sample

06/03/1996 09:58:26 FISCAL YEAR 96		Banner University Statement of Revenues, Expenditures, Other Changes AS OF 30-JUN-1996			PAGE 1 FGRREOC
1000	Current Unrestricted Funds				
		CURRENT YEAR 30-JUN-1996 -----	PRIOR YEAR 30-JUN-1995 -----	***** COMPARISON ***** CURRENT TO PRIOR    PERCENT -----	
REVENUES:					
	Indirect Cost Federal Grants	1,392.00	.00	1,392.00	#####
	Federal Direct Income - Grants	10,000.00	.00	10,000.00	#####
	Indirect Cost State Contracts	4,815.00	.00	4,815.00	#####
		-----	-----	-----	-----
	TOTAL REVENUES:	16,207.00	.00	16,207.00	#####
EXPENDITURES:					
	Instruction	144,257.18	.00	144,257.18	#####
	Research	-154,868.00	.00	-154,868.00	#####
	Institutional Administration	.00	.00	.00	.000
	Independent Operations	1,070.00	.00	1,070.00	#####
		-----	-----	-----	-----
	TOTAL EXPENDITURES:	-9,540.82	.00	-9,540.82	#####
NET INCREASE/DECREASE IN FUND BALANCE		25,747.82	.00	25,747.82	#####

## Statement of Taxes and Rebates Report (FGRTAXR)

---

**Description** This reports prints tax and rebate information related to invoices and direct cash receipts. This report has three modes: Summary, Detail, and Both. The Summary mode and Both mode have two sort options: Fund Type and Fund. The Fund Type and Fund sort options print one line for each tax rate code within that Fund Type or Fund and print a total line for each Fund Type or Fund. The Detail mode has six sort options: Fund Type, Fund, Organization, Account, Program, and Document. The Detail mode prints the Fund, Organization, Account, Program, and the document information, including Cancel and Credit Memo indicators. When you select Both as the report mode, a summary report followed by a detail report will be printed. All the sort options except for the Document option have the following values: (A)All, (R)Range, and (S)Specific.

Parameters	Name	Required?	Description	Values
	Report Begin Date	Yes	Enter the beginning date for reporting.	DD-MON-YYYY Default = system date
	Report End Date	Yes	Enter the ending date for reporting.	DD-MON-YYYY Default = system date
	Chart of Accounts	Yes	You may only enter one Chart of Accounts code.	
	Tax Group Code	No	This parameter allows you to specify one or more specific tax group code(s) or all tax group codes. After you enter a tax group code and press Enter, the system will prompt you to enter another tax group code. If you do not want to enter another tax group code, do not enter another tax group code and press Enter.	Default = All tax groups

Parameters (cont.)	Name	Required?	Description	Values
	Report Mode	No	Enter <i>S</i> to produce a report in Summary mode only, enter <i>D</i> to produce a report in Detail mode only, or enter <i>B</i> to produce a report for Both modes.	S = Summary (default value) D = Detail B = Both
	Sort Option	Yes	Use this parameter to select a sort option. The options you may enter are listed in the <i>Values</i> column.	T = Fund Type F = Fund O = Organization (detail mode only) A = Account (detail mode only) P = Program (detail mode only) D = Documents (detail mode only)
<p><b>Note:</b> For the following parameters, only those that apply to the Report Mode and Sort Options you selected will be presented if you run this report from the host.</p>				
	Fund Type Option	No	You may select a specific fund type, a range of fund types, or all fund types using this parameter. The From Fund Type and To Fund Type parameters are required if you enter an <i>R</i> (Range) in this parameter.	A = All (default value) R = Range S = Specific
			<b>Note:</b> If you run this report from the host, this parameter is presented only if you entered a <i>T</i> in the Sort Option parameter.	
	From Fund Type	No	Enter the beginning fund type in this parameter if you entered an <i>R</i> (Range) in the Fund Type Option parameter.	



Parameters (cont.)	Name	Required?	Description	Values
	To Fund Type	No	Enter the ending fund type in this parameter if you entered an <i>R</i> (Range) in the Fund Type Option parameter.	
	Specific Fund Type	No	Use this parameter to enter a specific fund type. You must have entered an <i>S</i> (Specific) in the Fund Type Option parameter. You may enter one or more fund types.	
	Fund Option	No	<p>You may select a specific fund, a range of funds, or all funds using this parameter. The From Fund and To Fund parameters are required if you enter an <i>R</i> (Range) in this parameter.</p> <p><b>Note:</b> If you run this report from the host, this parameter is presented only if you entered an <i>F</i> in the Sort Option parameter.</p>	<p>A = All (default value)</p> <p>R = Range</p> <p>S = Specific</p>
	From Fund	No	Enter the beginning fund in this parameter if you entered an <i>R</i> (Range) in the Fund Option parameter.	
	To Fund	No	Enter the ending fund in this parameter if you entered an <i>R</i> (Range) in the Fund Option parameter.	
	Specific Fund	No	Enter a specific fund in this parameter if you entered an <i>S</i> (Specific) in the Fund Option parameter. You may enter one or more funds.	

Parameters (cont.)	Name	Required?	Description	Values
	Orgn Option (Detail Only) (Organization)	No	<p>You may select a specific organization, a range of organizations, or all organizations using this parameter. The From Orgn and To Orgn parameters are required if you enter an <i>R</i> (Range) in this parameter.</p> <p><b>Note:</b> If you run this report from the host, this parameter is presented only if you entered an <i>O</i> in the Sort Option parameter.</p>	<p>A = All (default value)</p> <p>R = Range</p> <p>S = Specific</p>
	From Orgn	No	Enter the beginning organization for this parameter if you entered an <i>R</i> (Range) in the Organization Option parameter.	
	To Orgn	No	Enter the ending organization for this parameter if you entered an <i>R</i> (Range) in the Organization Option parameter.	
	Specific Orgn	No	Enter a specific organization in this parameter if you entered an <i>S</i> (Specific) in the Organization Option parameter. You may enter one or more organizations.	

Parameters (cont.)	Name	Required?	Description	Values
	Account Option (Detail Only)	No	<p>You may select a specific account, a range of accounts, or all accounts using this parameter. The From Acct and To Acct parameters are required if you enter an <i>R</i> (Range) in this parameter.</p> <p><b>Note:</b> If you run this report from the host, this parameter is presented only if you entered an <i>A</i> in the Sort Option parameter.</p>	<p>A = All (default value)</p> <p>R = Range</p> <p>S = Specific</p>
	From Acct	No	Enter the beginning account for this parameter if you entered an <i>R</i> (Range) in the Account Option parameter.	
	To Acct	No	Enter the ending account for this parameter if you entered an <i>R</i> (Range) in the Account Option parameter.	
	Specific Acct	No	Enter a specific account in this parameter if you entered an <i>S</i> (Specific) in the Account Option parameter. You may enter one or more accounts.	
	Prog Option (Detail Only) (Program)	No	<p>You may select a specific program, a range of programs, or all programs using this parameter. The From Prog and To Prog parameters are required if you enter an <i>R</i> (Range) in this parameter.</p> <p><b>Note:</b> If you run this report from the host, this parameter is presented only if you entered a <i>P</i> in the Sort Option parameter.</p>	<p>A = All (default value)</p> <p>R = Range</p> <p>S = Specific</p>

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	From Prog	No	Enter the beginning program for this parameter if you entered an <i>R</i> (Range) in the Program Option parameter.	
	To Prog	No	Enter the ending account for this parameter if you entered an <i>R</i> (Range) in the Program Option parameter.	
	Specific Prog	No	Enter a specific program in this parameter if you entered an <i>S</i> (Specific) in the Program Option parameter. You may enter one or more programs.	
	Document Option (Detail Only)	No	<p>This parameter allows you to sort all documents by document number.</p> <p><b>Note:</b> If you run this report from the host, this parameter is presented only if you entered a <i>D</i> in the Sort Option parameter.</p>	Default = A (All)

Report Sample (Page 1 of 2)

PAGE 1		Banner Development Environment Statement Of Taxes and Rebates Summary Information - Invoices 01-NOV-1996 To 14-NOV-1996		UN DATE 11/14/1996 RUN TIME 09:49 PM	
FGRTAXR 2.1.11					
COAS: B					
Tax Group: ABG1 ABGST Tax Group 1					
Fund Code	Tax Rate	Tax Amount	Rebate Amount		
-----	-----	-----	-----		
AB1000 AB1		11.25	.12		
AB1000 AB2		22.74	11.37		
Fund Code	AB1000 Total	33.99	11.49		
Tax Group ABG1 Total		33.99	11.49		

## Report Sample (Page 2 of 2)

PAGE 1  
FGRTAXR 2.1.11

Banner Development Environment  
Statement Of Taxes and Rebates  
Detail Information - Invoices  
01-NOV-1996 To 05-NOV-1996

RUN DATE 11/15/1996  
RUN TIME 12:38 AM

COAS: B Tax Group: ABG1 ABGST Tax Group 1

Fund : AB1000

Fund Orgn Acct Prog  
AB1000 11003 ABGST ABGST

Document#	Item	Seq#	Commodity	Trt	Pr	Tax %	Tax Amount	Rebt%	Rebate Amount	Can	C/M
-----	----	----	-----	---	--	---	-----	-----	-----	---	---
ABGSTI22	0	1	1000000000	AB1	2	1.00	3.75	1.00	.04	N	N
ABGSTI22	0	1	1000000000	AB2	3	2.00	7.58	50.00	3.79	N	N
Fund AB1000						Total	11.33		3.83		
Tax Group ABG1						Total	11.33		3.83		

## Trial Balance Report (FGRTBAL)

---

### Description

This report prints a trial balance for all funds, a range of funds, or specific funds within a chart of account and fiscal year. Account codes for each fund are sorted in ascending order.

Two balance columns are printed for each line on the report: one for the current period and one for the prior period. The current period is the As of Date and the prior period is one year less than the current period. Account balance (either debit or credit) is indicated to the right of each balance amount.

For each fund in the general ledger, a total is printed for each low level account type followed by the predecessor account code total. After all account types have been printed and totaled, a Liabilities and Fund Balance total is printed which includes all account code balance amounts except those with an internal account type of ten.

A grand total is printed at the end of the report for all fund codes.

When the Include Accrual for Last Period parameter is *Y* (Yes), the report includes account balances posted to the accrual period. When this parameter is *Y* (Yes), the As of Date must be equal to the last period of the fiscal year.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Fiscal Year	Yes	The fiscal year for reporting.	YY
Chart of Accounts	Yes	The chart of accounts for reporting.	
As of Date (DD-MON-YYYY)	Yes	The date to select data for reporting.	DD-MON-YYYY  Default = current date

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Include Accrual for Last Prd.	Yes	Enter <i>Y</i> to include accrual for last period.	Y = Yes N = No (default value)
	Fund Option	Yes	Fund options include: <i>A</i> , <i>R</i> , <i>W</i> , or <i>S</i>	A = All funds (default value) R = Range of funds W = Wildcard funds S = Specific fund
	From Fund	No	Enter the beginning fund code of a range. This parameter is only required if the Fund Option = <i>R</i> .	
	To Fund	No	Enter the ending fund code of a range. This parameter is only required if the Fund Option = <i>R</i> .	
	Fund	No	The fund code. This parameter is only required if the Fund Option = <i>S</i> or <i>W</i> .	



## Report Sample (Page 1 of 4)

02-SEP-1996 09:20:34		Banner University		PAGE 1
FISCAL YEAR 96		Trial Balance		FGRTBAL
		AS OF 30-JUN-1996		
COAS:	A	Financial Ledgers		
FUND:	1000	Current Unrestricted		
***** BALANCE *****				
		CURRENT	PRIOR	
		AS OF	AS OF	
ACCOUNT	Current Assets	30-JUN-1996	01-JUL-1995	
	TITLE			
1000	Cash Accounts	82,723.23 C	.00 D	
1001	Operating Cash-CU	155.52 D	.00 D	
1010	Operating Cash Account	100.00 D	.00 D	
1020	Payroll Cash Account	250.00 C	50.00 C	
1040	Operating Cash Account	250.00 D	50.00 D	
1050	Canadian Dollars Cash Account	1.22 C	.00 D	
1060	Payroll Clearing for Payroll	1,010,067.02 D	20.00 C	
1090	Cash Interfund Account	105,406.70 D	265.00 D	
1110	Student Accounts Receivable	6,336.20 D	667.24 D	
1130	Federal Grants Receivable	371.25 D	83.25 D	
1201	Due To/From Other Funds	147,478.05 D	29,587.52 D	
1210	Cash Interfund Account	386,631.67 C	76,596.09 C	
2020	Cash I/F-CU	11,000.00 C	2,200.00 C	
4020	Investment I/F-CU	1,500.00 D	300.00 D	
TOTAL:	Current Assets	791,058.62 D	47,913.08 C	
1831	Equipment - Chairs	.00 D	.00 D	
1832	Equipment - Desks	500.00 D	.00 D	
TOTAL:	Fixed Assets	500.00 D	.00 D	
	TOTAL Current Assets	791,558.62 D	47,913.08 C	
***** PAGE 1 CONTINUED *****				

## Report Sample (Page 2 of 4)

\*\*\*\*\* CONTINUED FROM PREVIOUS PAGE \*\*\*\*\*

ACCOUNT	Liabilities TITLE		
2100	Accounts Payable - Operations	979,781.92 C	6,106.70 D
2140	Student Refunds Payable	9,719.65 D	1,943.93 D
2150	Accounts Payable - Grants	10.00 C	.00 C
2250	Payroll Clearing Account	500.00 D	100.00 D
2501	PA Use Tax	1,849.19 C	226.80 C
2502	Philadelphia Use Tax	286.80 C	37.80 C
2510	Goods & Service Tax Exemption Liab	70,210.43 C	.00 C
TOTAL:	Accounts Payable Accounts	1,041,918.69 C	7,886.03 D
	TOTAL Liabilities	1,041,918.69 C	7,886.03 D

## Report Sample (Page 3 of 4)

02-SEP-1996 09:20:34		Banner University		PAGE 2	
FISCAL YEAR 96		Trial Balance		FGRTBAL	
		AS OF 30-JUN-1996			
COAS:	A	Financial Ledgers			
FUND:	1000	Current Unrestricted			
		*****			
		CURRENT		BALANCE *****	
		AS OF		PRIOR	
		30-JUN-1996		AS OF	
ACCOUNT	Ledger Control Accounts			01-JUL-1995	
	TITLE				
ACCOUNT	Ledger Control Accounts				
	TITLE				
3010	Revenue Control Account	105,467.45	C	44,007.01	C
3020	Expenditure Control Account	92,871.14	D	100,494.06	D
3040	Encumbrance Control Account	322,969.74	D	101,418.09	D
3050	Encumbrance Reserve Account	322,969.74	C	101,418.09	C
3060	Budgeted Revenue Control Account	5,044.44	D	.00	D
3061	Adj. to Budgeted Rev. Control	22.22	D	.00	D
3070	Budgeted Expenditure Control Acct	94,170.32	D	6,507,700.00	C
3080	Budgeted Transfer Control Account	271.80	C	.00	D
3099	Budgeted Change to Fund Balance	98,965.18	0	6,507,700.00	0
TOTAL:	Control Accounts	12,596.31	C	56,487.05	D
	TOTAL Ledger Control Accounts	12,596.31	C	56,487.05	D
	Fund Balance Accounts				
ACCOUNT	TITLE				
3510	Fund Balance	192,745.95	D	16,460.00	C
TOTAL:	Fund Balance Accounts	192,745.95	D	16,460.00	C
	TOTAL Fund Balance Accounts	192,745.95	D	16,460.00	C
	General & Administrative Expense				
***** PAGE 2 CONTINUED *****					

**Report Sample (Page 4 of 4)**

***** CONTINUED FROM PREVIOUS PAGE *****			
ACCOUNT	TITLE		
6111	Office Supply Accounts	70,210.43 D	.00 D
TOTAL:	General Expense	70,210.43 D	.00 D
	TOTAL General & Administrative Expense	70,210.43 D	.00 D
	TOTAL LIABILITIES & FUND BALANCE:	509,123.37 C	47,914.08 D
	GRAND TOTAL:	.00	.00

## Trial Balance Exception Report (FGRTBEX)

**Description** This report was designed to analyze all funds for potential out of balance conditions. FGRTBEX can be run in either summary or detail mode. When this report is run in summary mode, it displays any out of balance funds for each chart of accounts. If there are no out of balance funds, a report saying that all funds are balanced displays. In detail mode, the report provides a list of all documents that are associated with that out of balance fund. This report is not designed to be used in conjunction with summarized postings.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	The fiscal year for reporting.	YY
	As of Date	No	The date to select data for reporting. The ending date of the fiscal period that the <b>As of Date</b> occurs in will actually be used for selection. If null, the <b>As of Date</b> defaults to the system date. This date should fall within the specified start and end dates of the chart and fiscal year.	DD-MON-YYYY
	Include Accrual Period	No	Enter <i>Y</i> to include accrual period.	Y = Yes N = No
	Report Type	No	Allows you to select the report mode.	S = Summary mode D = Detail mode
	Chart of Accounts	No	The chart of accounts for reporting. Leave blank to report on all charts of accounts in the general ledger.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fund Option	No	Fund options are <i>A</i> , <i>R</i> , <i>S</i> , or <i>W</i> .	<i>A</i> = All funds <i>R</i> = Range of funds <i>S</i> = Specific fund <i>W</i> = Wildcard funds
	From Fund	No	The fund code for the beginning range of funds to be reported.	
	To Fund	No	The fund code for the ending range of funds to be reported.	
	Fund	No	The fund code for a specific fund to be reported.	

## Report Sample

23-AUG-1996 10:33:16 FISCAL YEAR 96		Banner University Trial Balance Exception Report AS OF 31-AUG-1996		PAGE 1 FGRTBEX
COAS: A      Systems and Computer Technology		List of out of balance Funds		
Fund:	Fund Title	Balance		
-----	-----	-----		
1000	Current Unrestricted Fund	-1,676.29	C	
2211	NSF- Everglades Erosion	60.00	D	
2422	NIH- Lung Cancer Research	15.00	D	
		-----		
Total balance for Chart of Accounts A is :		-1,601.29	C	
		-----		

## Due To/Due From Control Report (FGRTOFR)

---

### Description

The Due To/Due From Control Report displays fund number and description, due from balance and due to balance, and the difference between the balances for all chart of accounts and fiscal years with an entry in the general ledger which satisfies the parameter selection.

Information displayed on the report is acquired by retrieving the Interfund Due/To Account and Interfund Due/From Account Codes from the Chart of Accounts Table (FTVCOAS). Balances are obtained for every entry posted to an Interfund Due To/Due From Account Code in the general ledger.

Balances are calculated by subtracting the summary of all debit entries from all credit entries in the general ledger for each Interfund Due Account Code. The Difference column is calculated by subtracting the Due From Balance from the Due To Balance for each Interfund Account Code. A total for all funds is displayed for each chart of accounts and fiscal year matching the parameter selection criteria.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Chart of Accounts	No	The chart of accounts for reporting. Leave blank to report on all charts of accounts in the general ledger.	
Fiscal Year	No	The fiscal year for reporting. Leave blank to report on all fiscal years in the general ledger.	YY



## Report Sample

REPORT FGRT0FR COAS: G FISCAL YEAR: 91		Banner University Due To/Due From Control Report		RUN DATE: 01/23/91 TIME: 10:50 AM PAGE: 1	
FUND NUMBER	FUND NAME	DUE FROM BALANCE 1120	DUE TO BALANCE 2120	DIFFERENCE	
-----	-----	-----	-----	-----	
101000	General Fund	25,430.00	<9,250.00>	16,180.00	
101010	Bank Fund	.00	.00	.00	
201000	Unrestricted Fund	.00	.00	.00	
201010	Motor Vehicle Expense	.00	<2,150.00>	<2,150.00>	
201020	Fuels Tax	.00	<700.00>	<700.00>	
201030	Parking Lot Revenues	.00	.00	.00	
201040	Financial Grants Mgt	.00	.00	.00	
201050	Day Care Facility Income	.00	.00	.00	
201060	State Grants	.00	.00	.00	
201070	Federal Grants	.00	.00	.00	
301000	Capital Projects Fund	3,400.00	<3,800.00>	<400.00>	
401000	Capital Campaign - Alumni	.00	<2,850.00>	<2,850.00>	
501000	Capital Campaign - Fund Raising	.00	<3,550.00>	<3,550.00>	
601000	Financial Cost Studies	400.00	<13,287.00>	<12,887.00>	
701000	Research Proposals	1,250.00	<2,550.00>	<1,300.00>	
801000	Systems Development	.00	.00	.00	
802000	Operations and Maintenance	.00	.00	.00	
803000	Grounds Maintenance - Landscape	.00	.00	.00	
804000	Grounds Maintenance - Athletic Building	.00	.00	.00	
805000	Interdepartmental Funds	.00	.00	.00	
901000	General Fixed Assets	.00	.00	.00	
902000	General Long-Term Debt	.00	.00	.00	
-----		-----	-----	-----	
TOTALS		30,480.00	<38,137.00>	<7,657.00>	

## Daily Transaction Control Report (FGRTRNH)

---

**Description** This report displays the daily transaction information (i.e., transaction history) by order of the activity date, document type, and document number from the date which is entered in the From Date and To Date parameters. Parameters are provided to select a range of fund, organization, account, activity, and location codes. To select a specific code type, enter that code in both the To and From parameters.

Parameters	Name	Required?	Description	Values
	From Date (DD-MON-YYYY)	Yes	The beginning date of transactions to be reported.	DD-MON-YYYY
	To Date (DD-MON-YYYY)	Yes	The ending date of transactions to be reported.	DD-MON-YYYY
	Document Type	No	The document type for which you want to report.	
	From Fund Code	No	The fund code for the beginning range of funds to be reported.	
	To Fund Code	No	The fund code for the ending range of funds to be reported.	
	From Organization Code	No	The organization code for the beginning range of organizations to be reported.	
	To Organization Code	No	The organization code for the ending range of organizations to be reported.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	From Account Code	No	The account code for the beginning range of accounts to be reported.	
	To Account Code	No	The account code for the ending range of accounts to be reported.	
	From Program Code	No	The program code for the beginning range of programs to be reported.	
	To Program Code	No	The program code for the ending range of programs to be reported.	
	From Activity Code	No	The activity code for the beginning range of activities to be reported.	
	To Activity Code	No	The activity code for the ending range of activities to be reported.	
	From Location Code	No	The location code for the beginning range of locations to be reported.	
	To Location Code	No	The location code for the ending range of locations to be reported.	

## Report Sample

REPORT FGTRNH	Banner University										RUN DATE: 06/29/1996			
	Daily Transaction Control Rep										TIME: 03:20 PM			
	Original Entry Listing										PAGE: 1			
	From 01-DEC-1995 TO 16-DEC-1995													
ACTIVITY DATE														
02-DEC-1995														
DOC TYPE		DOCUMENT DESCRIPTION												
INV		Invoice												
DOCUMENT	RULE CODE	ITEM	DOC SEQ	SEQ NUM	SERIAL	DOC REFERENCE	TRNS DATE	BANK	POST PRD	AUTO JV	SUBMISSION	REV		
I0000646	INNI	1	3	1	1		02-DEC-1995	A1	06			N		
***** ENCUMBRANCE DATA *****														
NUMBER	ITEM	SEQ	ACTION	TYPE	CMT TYPE	CMT PCT	DISP	PROJECT	DEPOSIT	BUDG PRD	BUDG OVRD	ACCRL IND		
		1			U						Y			
CHART	ACCI	FUND	ORGN	ACCT	PROG	ACTY	LOCN	TRANSACTION	AMOUNT	CURRENCY	SIGN			
A		2211	210	6155	210		1121	165.00			+			
VENDOR/DESCRIPTION						USER IDENTIFICATION								
Discount PC's						FIMSUSR								
DOCUMENT	RULE CODE	ITEM	DOC SEQ	SEQ NUM	SERIAL	DOC REFERENCE	TRNS DATE	BANK	POST PRD	AUTO JV	SUBMISSION	REV		
I0000646	TAXL	1	3	1	2		02-DEC-1995	A1	06			N		
***** ENCUMBRANCE DATA *****														
NUMBER	ITEM	SEQ	ACTION	TYPE	CMT TYPE	CMT PCT	DISP	PROJECT	DEPOSIT	BUDG PRD	BUDG OVRD	ACCRL IND		
		1			U						Y			
CHART	ACCI	FUND	ORGN	ACCT	PROG	ACTY	LOCN	TRANSACTION	AMOUNT	CURRENCY	SIGN			
A		2211	210	6155	210		1121	4.50			+			
VENDOR/DESCRIPTION						USER IDENTIFICATION								
Computer Software						FIMSUSR								

## Transaction Interface Process (FGRTRNI)

---

### Description

The Transaction Interface Process is used to edit the following:

1. Documents interfaced from other systems.
  - If the record type (`rec_type`) for a document is equal to 1, this process moves the document from the FGBTRNI table to the FGBJVCH table.
  - If the record type is set to 2, this process moves the document from FGBTRNI table to the FGBJVCD table.

This process also moves text from GURTEXT table to the FOBTEXT table.
2. Documents completed in “Defer Edit”
3. Automatic Journal Vouchers

**Note:** If a client has Rule Class Security turned on, and then uses deferred editing of journals, the person who creates a deferred journal voucher must be authorized to use the rule classes with FGAJVCD. This is true whether the deferred journal is entered on FGAJVCD, FGAJVCQ, or FGAJVCM.

It is recommended that this process be run in background or sleep/wake-up mode. For additional information on sleep/wake-up mode, refer to the “Reports and Processes” chapter in the *Finance TRM Supplement*.

Please refer to the report sample provided with the “Transaction Error Report (FGRTRNR)” on page 25-336.

## Transaction Error Report (FGRTRNR)

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### Description

This report prints the errors which have been generated from the Transactions Interface Process (FGRTRNI). FGRTRNR should be executed each time FGRTRNI is executed to obtain a list of all transactions which have been suspended due to edit errors. The Report Control Information page contains the record count identifying the number of errors that were encountered.

## Report Sample

22-OCT-1996 15:20:56										Banner University Transaction Error Report AS OF 22-OCT-1996										PAGE 1 FGTRNR																	
USER IDENTIFICATION										DOC TYPE		DOCUMENT NUMBER		SUBM NUM		ITEM NUM		SEQ NUM		TRANSACTION DATE		TRANSACTION AMOUNT		TRANSACTION DESCRIPTION													
FIMSMNT										20		J0000774		0				1		21-OCT-1996		75.00		test new 0003 code													
RULE																DR/CR				ENCUMBRANCE		ACTION		ONE-TIME													
CLASS		COA		ACCI		FUND		ORGN		ACCT		PROG		ACTV		LOCN		IND		NUM		ITEM		SEQ		TYPE		IND		VENDOR		VENDOR		BANK		PROJECT	
RH05		T				2900		210		6160		330		60		01		+														T1					
DEPOSIT						BUDGET				BUDGET				COMMITMENT				ACCRUAL		DOCUMENT				AVAILABLE		BALANCE		REVERSAL		POOL		POOL					
NUMBER		ID		PHASE		DURATION		PERIOD		DISPOSITION				TYPE		PCT		IND		REF		NUM		OVERRIDE		IND		CoA		FUND							
														U										Y													
										ERROR MESSAGE										FIELD NAME										EDIT							
Field does not satisfy specified condition.																				LOCN_CODE										0003		TITLE					

## Approval Process (FORAPPL)

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### Description

The Approval Process interrogates the records in the Unapproved Documents Table (FOBUAPP) against queue and routing information that you have already defined. This process determines all the levels required for final approval and inserts a record for each level in the Approvals In Process Table (FOBAINP). As documents are approved, values are updated to the Approval History Table. When final approval is performed, the document is inserted into the Approval Document Table (FOBAPPD).

To use the Approval Process, appropriate approval queues and routings must be established. The **Approval Override Indicator** on the System Control Maintenance Form (FOASYSC) must be set to *N* or *I* for the Document Types that you wish to use with Approvals.

For more information on approval processing, refer to Chapter 2, “Processing.”

It is recommended that this process be run in background or sleep/wake-up mode. For additional information on sleep/wake-up mode, refer to the “Reports and Processes” chapter in the *Finance TRM Supplement*.



## Output Sample

```

Starting document E0000399      document type number 25 change sequence number      submission number
Starting document I0007202      document type number 3  change sequence number      submission number 0
Starting document P0004920      document type number 2  change sequence number 3      submission number
Starting document P0004996      document type number 2  change sequence number 1      submission number
Unable to locate an appropriate queue id. Approval process aborted.
item number : : sequence number : 1 :
Unable to locate an appropriate queue id. Approval process aborted.
item number : : sequence number : 2 :
Starting document P0004997      document type number 2  change sequence number 2      submission number
Unable to locate an appropriate queue id. Approval process aborted.
item number : : sequence number : 1 :
Unable to locate an appropriate queue id. Approval process aborted.
item number : : sequence number : 2 :
Starting document P0005320      document type number 2  change sequence number      submission number
Starting document P0005183      document type number 2  change sequence number      submission number
Starting document I0007897      document type number 3  change sequence number      submission number 0

```

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## Purchasing and Procurement Module

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This section provides you with a description of each report in the Purchasing and Procurement module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FPACORD will follow FPABIDD.

**Note:** For information about e-Procurement, please refer to the *Finance e-Procurement for HigherMarkets Banner Handbook*.

## Bid Form Print (FPABIDD)

---

**Description** This report prints either a specific bid or all of the bids which were approved but never printed.

**Note:** Output will vary based on your pre-printed form requirements.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Bid Number	No	The specific bid number that you wish to print <i>or</i> leave the parameter blank to print all bids that have never been printed. The Print Indicator is null on the Bid Header Information Table (FPBBIDH) if this bid has never been printed.	

## Change Order Form Print (FPACORD)

---

### Description

This report contains a specific purchase order that has change orders associated with it. It may also contain all of the change orders that have been completed, approved, and posted without being printed. FPACORD prints individual tax amounts by commodity on the change order.

This report contains three sections:

1. Previous Order
2. Change
3. Revised Order

This information is not required for an original or unchanged purchase order. These items pertain to change orders only.

FPACORD processing begins by prompting you to enter a specific purchase order number that has change orders associated with it *or* by running through all of the change orders that are completed, approved, posted, and have not yet been printed. In the case where you enter a specific PO, you are prompted to enter a specific change order sequence number within the sequence of change orders that may exist for that PO (for example, #3 of 6) or you may leave it blank to print all unprinted change orders for referenced purchase orders. When both parameters have been supplied, the change order prints again regardless of whether it has been previously printed.

Changes are reported in two distinct ways due to the nature of the data. The following items will be treated as header changes:

1. Vendor address
2. Date required
3. Ship-To address
4. Payment terms

5. Buyer name
6. FOB (Freight On Board) Point
7. Ship via
8. PO header text

The current values for these fields are printed on the form. If any of these items have changed with this change order, the changes are noted in the COMMODITY DESCRIPTION area with a short message. Following is an example:

LIST OF HEADER CHANGES

SHIP-TO ADDRESS CHANGE

BUYER NAME CHANGE

Processing continues with the individual items on this change order. If the item has been skipped over for this change, FPACORD prints the item number and a message, as follows, and then continues with the next item:

1 THIS ITEM WAS NOT ON THIS CHANGE ORDER

PREVIOUS ORDER

In the case where an item has been changed on this change order, FPACORD compiles the items previous history and prints a previous order line (spacing has been compressed here for presentation purposes):

ITEM	PREVIOUS ORDER
1	AST386                      AST 386 PC      1.00 EA              2,000.0000              2,000.00

Any commodity text, line item text, agreement number, or part number that exists with this item also prints here.

#### CHANGE

If the item was newly added as part of this change order, it is reported as follows (rather than in the *PREVIOUS ORDER* line from previous page):

THIS ITEM (# 5 ) IS NEW WITH THIS ORDER

The individual item changes supported are:

1. Quantity
2. Unit of Measure
3. Unit Price
4. Extended Amount
5. Discount
6. Additional Charge
7. Tax
8. Line Item Text

FPACORD evaluates the value in each of these fields for the current item and prints a descriptive message and the particular value when that value is not zero as follows (spacing has been compressed here for presentation purposes):

Change:	Quantity Increase	2.00	
	Unit of Measure	EA	
	Unit Price Increase	100.00	
	Extended Amount Increase		4,300.00
	Discount Increase	430.00	
	Tax Decrease	-180.00	

The **Extended Amount Increase** field is 4,300.00 because we started by ordering 1 PC for 2000.00 and ended by ordering three (1 previous + 2 quantity increase), both at the increased price of:

2100.00 (2000.00 previous + 100.00 unit price increase)

for a new Extended Amount of 6300.00, such that:

$$6300.00 - 2000.00 = 4300.00.$$

The discount shown here is stored as 10% of the change listed above in Extended Amount, which is 430.00. Previously assessed taxes have been rescinded by this order, so tax shows as an overall decrease of 180.00. The **Additional Charge** field was 0.0, and no line is printed for it. The change total for this item is printed next:

CHANGE TOTAL:                      \* 3,690.00 \*



The asterisks surround the value indicating that this value contributed to the Net Change for the whole document.

#### *REVISED ORDER*

Item processing concludes by printing the REVISED ORDER where the changed **Quantity**, **Unit Price**, and **Extended Amount Increase** fields all have been added to previous values to arrive at the revised values of those fields. In the case of a change in Unit of Measure, the changed value prints.

ITEM	REVISED ORDER				
1	AST386	AST 386 PC	3.00 EA	2,100.0000	6,300.00

As with the PREVIOUS ORDER, any commodity text, line item text, agreement number, and part number that exists with this item also prints here. After all items have been processed, FPACORD prints the following summary totals for the document:

CHANGE IN DISCOUNT:	434.60
CHANGE IN ADDL CHARGES:	0.00
CHANGE IN TOTAL TAXES:	-186.75
NET CHANGE:	3,724.65

### *Error Condition Handling*

FPACORD makes several checks on the input parameters supplied to it before executing. When the change order number has been specified, a check is performed to assure that at least one change order with that value which has been completed, approved, and posted exists for further processing. Otherwise, it terminates with the message: *At least one completed, approved, and posted change order with that value must exist prior to running this job, aborting job.*

Assuming that a value for a change order has been entered and passes the completed, approved, and posted requirements, a second parameter is requested. The second parameter allows you to specify a particular change sequence number for the change order. FPACORD makes a final check as to whether it is still in posting. If it is still in posting, FPACORD terminates with the message: *That change order/sequence has not yet been posted, aborting job.*

FPACORD processes change orders that has been cancelled as unique and prints the following message: *THIS CHANGE ORDER WAS CANCELLED ON DD-MON-YY*

FPACORD continues processing any remaining change orders. No totals will be printed for remaining change orders, but change orders will be flagged as printed and not be processed a second time.

**Note:** If a foreign currency is used, the currency description prints on the change order. Output will vary based on your pre-printed form requirements.

Parameters	Name	Required?	Description	Values
	Change Order Number	No	The specific purchase order change order number that you wish to print, <i>or</i> leave this parameter blank to print all change orders that have never been printed.	
	Change Order Sequence	No	The specific change sequence number for a specific purchase order change order that you wish to print, <i>or</i> leave this parameter blank to print all change orders that have never been printed. The Change Order Print Date is null in the Purchase Order Header Table (FPBPOHD) if the change order has never been printed.	1, 2, 3...to 999
	Purchase Order Type	Yes	The type of purchase order to be printed if a specific document is not entered.	R = Regular S = Standing A = All (default value)
	Include E-Procurement PO's?	No	Indicates if e-procurement purchase orders should be printed.	Y = Yes N = No

## Purchase Order Form Print (FPAPORD)

---

**Description**

This process can print either a specific Purchase Order or all of the Purchase Orders which have been approved but have never been printed as you may print all unprinted Purchase Orders based on the purchase order type. This process can also print blanket orders. FPAPORD prints individual tax amounts by commodity on the purchase order. Output will vary based on your pre-printed form requirements. All lines of the vendor or ship-to address print, if they exist. In addition, if address data in any line is blank, then all data beneath it will move up a line. The format of the address displays as follows:

<i>Line #</i>	<i>Vendor Address</i>	<i>Ship-to Address</i>
1	Vendor Code	
2		Ship Address Line 1
3	Vendor Name	Ship Address Line 2
4	Vendor Address Line 1	Ship Address Line 3
5	Vendor Address Line 2	Ship Building and Floor
6	Vendor Address Line 3	Ship City, State, Zip
7	Vendor City, State, Zip	Ship Nation
8	Vendor Nation	Ship Attention To

**Note:** If you are using Finance e-Procurement with HigherMarkets, this process publishes an update message whenever a Purchase Order that originated from a HigherMarkets purchase order is printed. For detailed information, please refer to the *Finance e-Procurement with HigherMarkets Banner Handbook*.

Parameters	Name	Required?	Description	Values
	Purchase Order Number	No	The specific purchase order number that you wish to print, <i>or</i> leave this parameter blank to print all purchase orders that have never been printed. The Purchase Order Print Date is null in the Purchase Order Header Table (FPBPOHD) if the purchase order has never been printed.	
	Status	No	<i>C</i> (Current) is the default value for this parameter. The <i>O</i> (Original) order does not exist until the first change order is created.	C = Current O = Original
	Purchase Order Print Option	Yes	The type of purchase order to be printed if a specific document is not entered.	R = Regular S = Standing B = Both (default value)
	Include E-Procurement PO's?	No	Indicates if e-procurement purchase orders should be printed.	Y = Yes N = No

## Requisition Form Print (FPARQST)

---

### Description

Use this report to print a specific requisition by entering the requisition number. Leave the Requisition Number parameter blank to print all of the requisitions that have been approved but have never been printed. You may enter *P* (Procurement) or *S* (Stores) to print only procurement requisitions or only stores requisitions.

If a foreign currency is used, the currency description prints on the requisition.

**Note:** Output will vary based on your pre-printed form requirements.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Requisition Number	No	The Requisition Print Indicator is null in the Request Header Table (FPBREQH) if the requisition has never been printed.	
Include E-Procurement PO's?	No	Indicates if e-procurement purchase orders should be printed.	Y = Yes N =No

## PO Batch Close Process (FPPPOBC)

---

### Description

Use this process to close purchase orders with encumbrance balances below a specified dollar threshold. The PO Batch Close Process produces a report that identifies all purchase orders that were closed. The selected documents are listed by document number, by vendor, and by FOAPAL string. The report also includes a list of documents that met the various selection criteria but could not be closed because of an error condition.

When you run this process in Audit mode (**Report Mode** = A), you can examine the report to verify the documents that will be closed and correct any error conditions.

When you run this process in Update mode (**Report Mode** = U), Banner liquidates the encumbrance for the purchase orders and changes the status of the documents from open to closed. In Update mode, the PO Batch Close Process creates a document with a document prefix of '\*' and a rule class of POBC - Purchase Order Batch Close. Banner then forwards this document to posting. You must run the Finance Posting Process (FGRACTG) to update the encumbrance and its related tables.

**Note:** To identify purchase orders that were closed with the Purchase Order Batch Close Process (FPPPOBC), look for the POBC - Purchase Order Batch Close rule class.

The Purchase Order Batch Close Process creates document numbers that begin with an asterisk (\*), and will generate multiple document numbers, as shown in the report sample.

Parameters	Name	Required?	Description	Values
	Posting Date	Yes	Date on which Banner will post the encumbrance liquidation to the ledgers.	DD-MON-YYYY
	Purchase Order Activity Date	Yes	Date used to select purchase orders for processing. Banner will select purchase orders with activity dates less than or equal to the date you enter in this parameter.	DD-MON-YYYY
	Purchase Order Select Option	Yes	Indicates the way in which you want to enter purchase orders.	A = Automatically enter all applicable purchase orders. R = Enter a range of purchase orders. W = Search for specific purchase orders using a wildcard. S = Enter specific purchase orders.
	From Purchase Order Number	Yes	First purchase order in a series. Enter only if <b>Purchase Order Selection Option = R.</b>	
	To Purchase Order Number	Yes	Last purchase order in a series. Enter only if <b>Purchase Order Selection Option = R.</b>	
	PO Number or Wildcard Criteria	Yes	Purchase order numbers that you would like to include in the PO Batch Close Process. Enter only if <b>Purchase Order Selection Option = W</b> or <b>S</b> . You may use a wildcard (%) if <b>Purchase Order Selection Option = W</b> .	



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Maximum Encumbrance Amount	Yes	Encumbrance amount used to select purchase orders for processing. Banner will select purchase orders with encumbrance balances that are less than or equal to the value you enter in this parameter.	
	Report Mode	Yes	Indicates whether you want the system to print a report and update database records, or print a report only.	A = Audit mode. Print a report. (default value) U = Update mode. Print a report and update database records.

## Report Sample (Page 1 of 2)

FPPPOBC	Banner University	RUN DATE 02-NOV-2004
	Purchase Order Batch Close Process	Run Time 10:19:45
	As of 30-JUN-2004	PAGE 1
List of Encumbrance open/close document(s) created by the process		
Open/Close Doc	Total Amount	
-----	-----	
*0000041	91.26	
*0000042	318.72	
*0000043	227.30	
*0000044	184.50	
*0000045	166.00	
*0000046	311.77	
*0000047	149.00	
*0000048	13.65	

FPPPOBC	Banner University			RUN DATE 02-NOV-2004
	Purchase Order Batch Close Process			Run Time 10:19:45
	As of 30-JUN-2004			PAGE 2
List of Purchase orders by vendors that will be closed by the process				
Vendor V1 -	Office Max			
Open/Close Doc	Purchase Order#	Transaction Date	Encumbrance	Liquidated
-----	-----	-----	-----	-----
*0000041	P0000469	12-AUG-2003		3.82
*0000041	P0000472	15-AUG-2003		11.46
*0000041	P0000669	10-JUN-2003		49.00
*0000043	P0000490	08-OCT-2003		7.64
*0000043	P0000519	22-OCT-2003		18.00
			-----	

Report Sample (Page 2 of 2)

FPPPOBC	Banner University	RUN DATE 02-NOV-2004
	Purchase Order Batch Close Process	Run Time 10:19:45
	As of 30-JUN-2004	PAGE 8
List of Purchase orders not closed due to invalid accounting sequence		
Purchase Order#		
-----		
P0000463		

FPPPOBC	Banner University	RUN DATE 02-NOV-2004
	Purchase Order Batch Close Process	Run Time 10:19:45
	As of 30-JUN-2004	PAGE 9
* * * REPORT CONTROL INFORMATION * * *		
RPTNAME:	FPPPOBC	
VERSION:	6.1.0.1	
PARAMETER SEQUENCE NUMBER:	118717	
POST DATE:	30-JUN-2004	
PO ACTIVITY DATE:	11/02/2004	
PURCHASE ORDER SELECTION OPTION:	A	
REPORT MODE:	A-AUDIT MODE	
NUMBER OF LINES PRINTED PER PAGE:	55	

## Bid Evaluation Report (FPRBEVL)

---

**Description** This report provides a summary of bid data for comparison of vendor unit pricing on a particular bid. FPRBEVL displays vendor, commodity description, quantity, unit price, extended price, and individual vendor and commodity totals.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Bid Number	No	The specific bid number that you wish to report on, or leave this parameter blank to print all bids based on the Awarded or Not Awarded parameter.	
	Awarded or Not Awarded	No	Enter <i>Y</i> for awarded bid, or enter <i>N</i> for not awarded.	Y = Yes N = No (default value)

## Report Sample

REPORT FPRBEVL		Banner University Bid Evaluation Report			RUN DATE: 11/06/1996 TIME: 01:56 PM PAGE: 1			
BID: B0000005 - Laboratory Equipment Purchases								
VENDOR		COMMODITY		U/M	QUANTITY	UNIT PRICE	EXTENDED PRICE	
NUMBER	NAME	CODE	DESCRIPTION					
00001	Laboratory Supplies Inc.	55	Lab Tables					
				EA	4977.00			
		73	Lab Stools					
				EA	477.00			
		54	Glassware					
				EA	999.00			
		27	Protective Gloves					
				EA	102.00			
		86	Lab Table Shelves					
				EA	227.00			
		15	Solvents and Solutions					
				EA	310.00			
		03	Sinks					
				EA	1000.00			
		Vendor Total					\$8092.00	
		00002	Fischer Scientific.	55	Lab Tables			
				EA	3015.00			
73	Lab Stools							
				EA	427.00			
54	Glassware							
				EA	899.00			
27	Protective Gloves							
				EA	109.00			
		86	Lab Table Shelves					
				EA	225.00			
		15	Solvents and Solutions					
				EA	315.00			
		03	Sinks					
				EA	1050.00			
		Vendor Total					\$6040.00	

Delivery Log (FPRDELV)

---

**Description**      This report shows delivery and routing of goods received including: delivery date, address register, and description of goods received.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	From Date	Yes	The beginning date for reporting.	DD-MON-YYYY
	To Date	No	The ending date for reporting.	DD-MON-YYYY
				Default = current date

## Report Sample

REPORT FPRDELV		Banner University Delivery Log		RUN DATE: 10/07/1996 TIME: 03:16 PM PAGE: 1	
Delivery Date: 04/17/1996 Route Code: RT66					
Address: Main Storeroom Business Drive Main Storeroom First Floor Camden, NJ. 08101					
REQUEST		COMMODITY		U/M	QUANTITY
CODE	NAME	CODE	DESCRIPTION		
R90-017	Michael DiCroce	CEPR2003	Epson FX 1050 Printer	EA	1.00
R90-034	Michael DiCroce	SLE00004	Graduated Cylinders	EA	1.00
R90-049	Michael DiCroce	SLEM0005	Metallurgical Microscopes	EA	3.00

## Open Purchase Orders Report (FPROPNP)

---

**Description** FPROPNP is a hard copy report of open purchase orders as of a particular date and sorted by purchase order type and then purchase order number. If values are entered in the parameters that are not required, only open purchase orders corresponding to the parameters display. Otherwise all open purchase orders for the purchase order type will display.

Parameters	Name	Required?	Description	Values
	Purchase Order Number	No	The open purchase order number. If specified, the report displays information about that particular open purchase order only. Leave blank to display all open purchase orders.	
	Vendor Code	No	If a vendor code is specified, the report displays information about purchase orders pertaining only to the specific vendor. Leave blank to display all open purchase orders.	
	Purchase Order Print Option	Yes	The type of purchase order to be printed if a specific document is not entered.	R = Regular S = Standing B = Both (default value)



## Report Sample (Page 1 of 4)

REPORT FPROPNP			Banner University Open Purchase Orders Report				RUN DATE: 10/25/1996 TIME: 01:49 PM PAGE: 1			
P.O. NUMBER	VENDOR/PAYEE NUMBER NAME		BUYER CODE NAME							
-----										
P0000012	00007	Computer Land	CE01	Mike Jones						
ITEM	CODE	COMMODITY DESCRIPTION	QUANTITY	ORDERED UNIT PRICE	U/M	ACCEPTED QUANTITY	QUANTITY	APPROVED ** UNIT PRICE	EXTENDED PRICE	
-----										
1	CEPR2003	Epson FX 1050 Printer	4.00	\$1,300.0000	EA	.00	14.00	\$1,300.0000	\$18,200.00	
					EA	.00	.00	\$0.0000	\$0.00	
Total									\$18,200.00	
-----										
P.O. NUMBER	VENDOR/PAYEE NUMBER NAME		BUYER CODE NAME							
-----										
P0000640	00007	Computer Land	C001	Software Service - (C. Boyce)						
ITEM	CODE	COMMODITY DESCRIPTION	QUANTITY	ORDERED UNIT PRICE	U/M	ACCEPTED QUANTITY	QUANTITY	APPROVED ** UNIT PRICE	EXTENDED PRICE	
-----										
1	10110200	CHAIR, Standard Desk	5.00	\$10.0000	EA	.00	5.00	\$10.0000	\$50.00	
2		Gateway 386	5.00	\$2,000.0000	EA	.00	5.00	\$2,000.0000	\$10,000.00	
Total									\$10,050.00	
-----										
***** CONTINUED ON NEXT PAGE*****										

## Report Sample (Page 2 of 4)

\*\*\*\*\* CONTINUED FROM PREVIOUS PAGE\*\*\*\*\*

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	BUYER CODE NAME
P91-005	00007 Computer Land	CE01 Mike Jones

ITEM	COMMODITY CODE DESCRIPTION	ORDERED QUANTITY	UNIT PRICE	U/M	ACCEPTED QUANTITY	APPROVED ** QUANTITY	UNIT PRICE	EXTENDED PRICE
1	CEPR2003 Epson FX 1050 Printer	2.00	\$1,100.0000	EA	.00	2.00	\$1,100.0000	\$2,200.00

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	BUYER CODE NAME
P91-006	00007 Computer Land	CE01 Mike Jones

ITEM	COMMODITY CODE DESCRIPTION	ORDERED QUANTITY	UNIT PRICE	U/M	ACCEPTED QUANTITY	APPROVED ** QUANTITY	UNIT PRICE	EXTENDED PRICE
1	CEPC0003 PC Brand 386/20	3.00	\$1,000.0000	EA	.00	1.00	\$1,000.0000	\$1,000.00
2	CEPC1005 PC Brand 386/25	3.00	\$1,350.0000	EA	.00	2.00	\$1,350.0000	\$2,700.00
Total								\$3,700.00

\*\* MAY INCLUDE INVOICES NOT YET APPROVED

## Report Sample (Page 3 of 4)

REPORT FPROPNP			Banner University Open Purchase Orders Report				RUN DATE: 10/25/1996 TIME: 01:49 PM PAGE: 2			
P.O. NUMBER	VENDOR/PAYEE NUMBER NAME		BUYER CODE NAME							
TSTA9164	00007	Computer Land	C001	Software Service - (C. Boyce)						
ITEM	COMMODITY CODE	DESCRIPTION	ORDERED QUANTITY	UNIT PRICE	U/M	ACCEPTED QUANTITY	APPROVED ** QUANTITY	UNIT PRICE	EXTENDED PRICE	
1		books order with 1 unit	1.00	\$6.0000	BOX	.00	2.00	\$6.0000	\$12.00	
2		book order for 2 units	2.00	\$8.0000	BOX	.00	2.00	\$8.0000	\$16.00	
					BOX	.00	.00	\$ .0000	\$ .00	
Total									\$28.00	
P.O. NUMBER	VENDOR/PAYEE NUMBER NAME		BUYER CODE NAME							
TSTB9450	00007	Computer Land	C001	Software Service - (C. Boyce)						
ITEM	COMMODITY CODE	DESCRIPTION	ORDERED QUANTITY	UNIT PRICE	U/M	ACCEPTED QUANTITY	APPROVED ** QUANTITY	UNIT PRICE	EXTENDED PRICE	
1		User Manuals	20.00	\$100.0000	BOX	.00	20.00	\$100.0000	\$2,000.00	
** MAY INCLUDE INVOICES NOT YET APPROVED										

## Report Sample (Page 4 of 4)

REPORT FPROPND		Banner University Open Purchase Orders Report				RUN DATE: 10/25/1996 TIME: 01:49 PM PAGE: 3			
P.O. NUMBER	VENDOR/PAYEE NUMBER NAME		BUYER CODE NAME						
TSTF9450	00007 Computer Land		C001 Software Service - (C. Boyce)						
ITEM	CODE	COMMODITY DESCRIPTION	ORDERED QUANTITY	UNIT PRICE	U/M	ACCEPTED QUANTITY	APPROVED ** QUANTITY	UNIT PRICE	EXTENDED PRICE
1		Installation Guides	2.00	\$5.0000	BOX	.00	1.00	\$5.0000	\$5.00
Vendor Total								=====	\$36,183.00
** MAY INCLUDE INVOICES NOT YET APPROVED									

## Open Requisitions Report (FPROP NR)

---

**Description** The Open Requisitions Report may be used to display the status of requests for goods and services that are not fully satisfied. The open requests are displayed as of a particular date and sorted by requisition number.

Only procurement requisitions print on this report. The Open Stores Requisitions Report (FSROP NR) prints the open stores requisitions. The system selects and prints procurement requests when the closed indicator on the Request Detail Table (FPRREQD) equals *N* for that requisition.

All open requisitions will be displayed unless the optional parameters are used to sort the report by requisition number or organization.

Parameters	Name	Required?	Description	Values
	As of Date DD-MON-YYYY	Yes	The date to select data for reporting.	DD-MON-YYYY  Default = current date
	Requisition Number	No	The specific requisition number that you wish to display. If a value is entered in this parameter, only this requisition displays if it is open. Leave blank to display all open requisitions.	
	Organization Code	No	The organization code associated with the open requisition. If a value is entered in this parameter, only open requisitions within this organization will display. Leave blank to display all open requisitions.	

## Report Sample

REPORT FPROPNR		Banner University				RUN DATE: 10/05/1996		
FISCAL YEAR 96		Open Requisitions Report				TIME: 05:21 PM		
		As of 10/05/1996				PAGE: 1		
ORGANIZATION: Computer Department								
REQUEST								
NUMBER	NAME	REQ DATE						
-----		-----						
R0000021	Becki Northrop	07/30/1996						
ITEM	COMMODITY		QUANTITY	ORDERED				
CODE	DESCRIPTION	U/M	REQUESTED	QUANTITY	UNIT PRICE	EXTENDED PRICE	PO#/BID#	
-----		-----	-----	-----	-----	-----	-----	-----
1	CEPC1007	Acer 386/20 Computer	EA	2.00	2.00	\$4,000	\$8,000	BIDCU
2	CEMT3002	Magnavox 7BM749 Monochrome Monitor	EA	1.00	1.00	\$2,000	\$2,000	BIDCU
3	CEPR2002	Canon LBP-8 Mark III R Printer	EA	1.00	1.00	\$3,000	\$3,000	BIDCU
REQ TOTAL							\$13,000.00	
REQ00N	Becki Northrop	12/31/91						
ITEM	COMMODITY		QUANTITY	ORDERED				
CODE	DESCRIPTION	U/M	REQUESTED	QUANTITY	UNIT PRICE	EXTENDED PRICE	PO#/BID#	
-----		-----	-----	-----	-----	-----	-----	-----
1	22000000	SUPPLIES, Cleaning	EA	2.00	2.00	\$20.0000	\$40.00	REQ2P000
ORG TOTAL							\$13,040.00	

## Purchase Order Activity Report (FPRPURA)

---

### Description

This report enables you to print detail and summary purchase order activity information for a specified period of time, vendor, or user. This report gathers the total amount of purchase orders processed by each individual during the specified time period, as well as the total amount of purchase orders processed on each day during the specified time period.

This report does the following:

- Obtains a listing and total amount of all purchase orders during a specified time period
- Obtains a listing and total amount of all purchase orders for a particular vendor during a specified time period
- Obtains a listing and total amount of all purchase orders processed by a specific individual during a specified time period

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
From Activity Date	Yes	The beginning of a time period for which the purchase order activity information will be printed. This field is mandatory and may not be left blank.	DD-MON-YYYY
To Activity Date	Yes	The ending of a time period for which the purchase order activity information will be printed. This field is mandatory and may not be left blank.	DD-MON-YYYY
User ID	No	The user identification code. Filling in this parameter will limit the report to one user.	
Vendor ID	No	The vendor identification code. Filling in this parameter will limit the report to one vendor.	

## Report Sample

FPRPURA	3.0	Development Purchase Order Activity Report 23-OCT-1996 through 25-OCT-1996					08-NOV-1996	02:06:36 PAGE: 1		
USER ID	ACTIVITY DATE	NUMBER	VENDOR NAME	PURCHASE NUMBER	ORDER DATE	REQ DATE	PURCHASE ORDER AMOUNT	CL	C A	R/S/C
FIMSUSR	10/23/1996	00010	LAB Corporation	P01000	10/23/1996	10/19/1996	\$100.00		N N	
				P0001015	10/23/1996	10/19/1996	\$39.00		N N	
				TOTAL DATE		\$139.00				
	10/24/1996	00010	LAB Corporation	P0001022	10/24/1996	10/25/1996	\$1,080.00	N	Y Y	
				TOTAL DATE		\$1,080.00				
	10/25/1996	00010	LAB Corporation	P010000	10/25/1996	10/26/1996	\$600.00	Y	Y Y	Y
				TOTAL DATE		\$600.00				
				TOTAL USER		\$1,819.00				



## Receiving & Delivery Report (FPRRCDL)

---

**Description** The Receiving/Delivery Report may be used to determine the status of received and delivered commodities versus ordered commodities. This report may display a specific purchase order's status. If a purchase order is not specified, it displays all purchase orders sorted by vendor. If a particular vendor is indicated, then all purchase orders pertaining to that vendor display. If no purchase order is specified then a purchase order type may be specified.

Parameters	Name	Required?	Description	Values
	Purchase Order Number	No	The specific purchase order number that you wish to display. If a value is entered in this parameter, the report displays information about that purchase order only. Leave blank to display all purchase orders.	
	Vendor Number	No	The vendor number that you wish to display. If a value is entered in this parameter, the report displays information about purchase orders pertaining to that vendor only. Leave blank to display all purchase orders for all vendors.	
	Purchase Order Type	Yes	The type of purchase order to be printed if a specific document is not entered.	R = Regular S = Standing A = All (default value)

## Report Sample

REPORT FPRRCDL		Banner University Receiving/Delivery Report				RUN DATE: 10/25/1996 RUN TIME: 03:47 PM PAGE: 1			
VENDOR									
NUMBER	NAME								
-----									
00007	Computer Land								
P.O.									
NUMBER	DATE	ITEM	COMMODITY CODE	DESCRIPTION	ORDERED DATE	QUANTITY	RECEIVED DATE	REJECTED QUANTITY	BALANCE OF QTY DUE
-----		-----	-----	-----	-----	-----	-----	-----	-----
CS001	10/04/1996	1	AST386	AST 386 PC with Hercules card and 4mg main memory.		1.00		.00	1.00
								.00	

**PO Receiving Status Report (FPRRCST)**

---

**Description**      This report lists purchase orders with packing slips for purchase orders that have never been invoiced. This report sorts by Vendor Name or Vendor Code, as specified by sort sequence parameter. The Receiver Document number, displayed under the DOCUMENT column, is obtained from the Packing Slip Header Table (FPBRCDT). If no purchase order document is indicated, you may run the report for only certain purchase order types.

**Note:** If values for the Vendor Code and Purchase Order Number parameters are not entered, the report may take considerably longer to execute.

Parameters	Name	Required?	Description	Values
	Vendor Code	No	The specific vendor number that you wish to display. If this parameter is valued, the report displays information about purchase orders pertaining to that vendor only. Leave blank to display all purchase orders for all vendors.	
	Sort Sequence	No	There are two sort sequence options.	1 =Sort by vendor name (default value) 2 = Sort by vendor code

Parameters (cont.)	Name	Required?	Description	Values
	Purchase Order Number	No	The specific purchase order number that you wish to display. If this parameter is valued, the report displays information about that purchase order only. Leave blank to display all purchase orders.	
	Purchase Order Type	Yes	The type of purchase order to be printed if a specific document is not entered.	R = Regular (default value) S = Standing A = All

**Report Sample**

FPRRCST 3.0		Banner University				20-OCT-1996 04:46 PM								
		PO Receiving Status Report				PAGE: 1								
VENDOR														
NUMBER	NAME													
-----														
00006	Computer Warehouse													
-----														
P.O.		RETURN		RECEIVING										
NUMBER	DATE	ITEM	QTY	UOM	CLOSED	CODE	QUANTITY	DOCUMENT	PACKING	SLIP	DATE RECD	QTY REC	QTY REJ	SUSP
-----														
HALP0300	01-OCT-1996	1	2.00	EA				HALP0002	HALPACK001		28-SEP-1996	4.00	1.00	N
								HALP016L	HALREC16L		13-JAN-1996	10.00	4.00	N

## Vendor Products Catalog Report (FPRVCAT)

---

**Description** The Vendor Products Catalog Report is used to identify vendors that provide a particular commodity based on the installation's purchasing history. The report is sorted by commodity and displays vendor numbers, names, and prices. The report can be sorted by vendor type(s), and/or commodity code.

Vendor types are originally defined on the Vendor Type Code Maintenance Form (FTMVTYP). Commodity codes are originally defined on the Commodity Code Validation Form (FTVCOMM). Access FTVCOMM from the **Commodity** field of purchasing forms.

Parameters	Name	Required?	Description	Values
	Vendor Type 1	No	The first vendor type code. If specified, information for each vendor with this vendor type will display.	
	Vendor Type 2	No	The second vendor type code. If specified, information for each vendor with this vendor type will display.	
	Vendor Type 3	No	The third vendor type code. If specified, information for each vendor with this vendor type will display.	
	Vendor Type 4	No	The fourth vendor type code. If specified, information for each vendor with this vendor type will display.	
	Vendor Type 5	No	The fifth vendor type code. If specified, information for each vendor with this vendor type will display.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Commodity Code	No	If the commodity code is specified, only the vendors related to the particular commodity will display. If this parameter is left blank, vendors will display for all commodities.	
	As of Date	Yes	The date to select data for reporting.	DD-MON-YYYY Default = current date

## Report Sample

REPORT FPRVCAT

Banner University  
Vendor Products Catalog  
As Of 10/31/1996

RUN DATE: 10/08/1996  
TIME: 09:38 AM  
PAGE: 1

COMMODITY  
CODE DESCRIPTION

10000000 FURNITURE

VENDOR

CODE	NAME	VENDOR REF NO	VENDOR TYPES	U/M	UNIT PRICE	AGREEMENT NO	EFF DATE	END DATE
00001	Laboratory Supplies Inc.		MN	EA	\$110.0000		05/01/1996	
00002	LAB Discount		SB	EA	\$101.0000		05/03/1996	
00003	Mikelson's Supplies		MN	EA	\$95.0000		09/04/1996	
00007	Computer Land		SB	EA	\$2.0000		08/02/1996	
00010	National Supplies, Inc.		MN	EA	\$25.0000		08/09/1996	
000100	Garber Supplies, Inc.		SB	EA	\$ .0000		09/25/1996	

10100000 FURNITURE, Office

VENDOR

CODE	NAME	VENDOR REF NO	VENDOR TYPES	U/M	UNIT PRICE	AGREEMENT NO	EFF DATE	END DATE
00001	Laboratory Supplies Inc.		MN	EA	\$10.0000		07/18/1996	
00009	ABC Office Supplies		SB	EA	\$121.0000		05/16/1996	
00010	National Supplies, Inc.		MN	EA	\$111.0000		05/16/1996	

10110100 CHAIR, Executive Style

VENDOR

CODE	NAME	VENDOR REF NO	VENDOR TYPES	U/M	UNIT PRICE	AGREEMENT NO	EFF DATE	END DATE
00010	National Supplies, Inc.		MN	EA	\$125.0000		03/22/1996	

10110200 CHAIR, Standard Desk

VENDOR

CODE	NAME	VENDOR REF NO	VENDOR TYPES	U/M	UNIT PRICE	AGREEMENT NO	EFF DATE	END DATE
00003	Mikelson's Supplies		MN	EA	\$450.0000		04/05/1996	
00009	ABC Office Supplies		SB	EA	\$500.0000		03/24/1996	
00010	National Supplies, Inc.	CHAIR-33	MN	EA	\$79.9500	A02	07/01/1995	

## Vendor Volumes Report (FPRVVOL)

---

### Description

The Vendor Volumes Report may be used to ascertain the volumes of business between the installation and its vendors. This can be done for a specific vendor or for a specific vendor type(s). This report can also be defaulted to display all vendors. The report displays the commodity purchase history including a description, unit of measure, the amount ordered and accepted, the unit price, quantity of approved amounts, and the extended price. FPRVVOL calculates and displays a total extended price for each vendor and vendor commodity activity. Vendor types are originally defined on the Vendor Type Code Maintenance Form (FTMVTYP).

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Vendor Number	No	The specific vendor number to report on. If specified, volume information for that vendor only will display.	
Vendor Type 1	No	The first vendor type code. If specified, volume information for each vendor with this vendor type will display.	
Vendor Type 2	No	The second vendor type code. If specified, volume information for each vendor with this vendor type will display.	
Vendor Type 3	No	The third vendor type code. If specified, volume information for each vendor with this vendor type will display.	



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Vendor Type 4	No	The fourth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 5	No	The fifth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 6	No	The sixth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 7	No	The seventh vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 8	No	The eighth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 9	No	The ninth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 10	No	The tenth vendor type code. If specified, volume information for each vendor with this vendor type will display.	

## Report Sample

REPORT FPRVOL		Banner University		RUN DATE: 10/23/1996			
FISCAL YEAR 96		Vendor Volumes Report		TIME: 09:37 AM			
				PAGE: 1			
VENDOR							
NUMBER	NAME	VENDOR TYPES					
-----							
00001	Laboratory Supplies, Inc.	MN					
COMMODITY		QUANTITY		APPROVED			
CODE	DESCRIPTION	U/M	ORDERED	ACCEPTED	QUANTITY	UNIT PRICE	EXTENDED PRICE
-----							
10120100	DESK, Executive (6')		.00	.00	1.00	\$1,200.0000	\$1,200.00
SLE00003	Test Tubes		.00	.00	1.00	\$245.0000	\$245.00
SLE00005	Specimen Slides		.00	.00	1.00	\$200.0000	\$200.00
							-----
Vendor Total							\$1,645.00

## Stores Inventory Module

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This section provides you with a description of each report in the Stores Inventory module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FSRINVL will follow FSRDTLG.

## Stores Daily Transaction Listing Report (FSRDTLG)

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### Description

The Stores Daily Transaction Listing Report provides you with all activity that changed overall balances of consumable stock in the Stores Inventory System for a defined date range. The system lists all receipts of stock first. Issues list afterwards with the “issued to” department or organization. For receipts, all values except the Commodity Description are retrieved from the Receiving Detail Table (FPRRCDT) and Purchase Order Detail Table (FPRPODT). For issues, all values except the Commodity Description and Issued Unit of Measure are retrieved from the Stores Issue Header, Detail, and Issue Location Tables (FSBISSH, FSRISSD and FSRISSL). The Commodity Description is retrieved from the Commodity Master Table (FTVCOMM). Using an effective date, the system retrieves the issued unit of measure from the Stores Inventory Master Table (FTVINVM).

This report sorts by activity date / transaction type / document code / item number. You may select a secondary sort option. The second sort enables you to view the report by primary location / activity date / transaction type / document code / item number. If you choose the second sort option, the primary location displays at the top of the report next to activity date. Otherwise, the primary location appears only in the body of the report.

The system calculates extended cost for receipts as (quantity received - quantity rejected) multiplied by the unit price of the item on the purchase order. The system calculates extended cost for issues as the sum of all issued quantities for the item multiplied by the (unit price + any external rate amount). The total extended cost prints for transaction type by date.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
From Date DD-M)N-YYYY	No	The beginning date to select data for reporting. Leave blank to default the current system date.	DD-MON-YYYY Default = current date
To Date DD-M)N-YYYY	No	The ending date to select data for reporting. Leave blank to default the current system date.	DD-MON-YYYY Default = current date

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Transaction Type (R/I)	No	Specify the type of transactions to print in the report. Enter <i>R</i> (Receipts) to print only receipt transactions. Enter <i>I</i> (Issues) to print only issue transactions. Leave blank to print both types of transactions.	R = Receipts I = Issues
	Sort by Location (Y/N)	No	Enter <i>Y</i> (Yes) to sort this report by primary location/ activity date/transaction type. The default is <i>N</i> (No), sort the report by activity date/transaction type.	Y = Yes N = No (default value)

## Report Sample #1

This report sorts by activity date, transaction type, transaction code, and item number.

FSRDTLG 3.0		Banner University							01-MAY-1996 14:58:21	
		Stores Daily Transaction Listing							Page 1	
		From 25-APR-1996 To 30-APR-1996								
ACTIVITY DATE										
28-APR-1996										
TRANSACTION	COMMODITY			COMMODITY		PRIMARY	SUB		EXTENDED	
TYPE CODE DATE	CODE	ITEM U/M	DESCRIPTION	ORG	LOCATION	LOCATION	QUANTITY	COST		
RC 347214 28-APR-1996	213110000	1 BOX	BALL POINT PEN		DOCK1		110.00	\$550.00		
RC 347215 28-APR-1996	213120000	1 BOX	PENCILS		3015	10435	200.00	\$500.00		
									TOTAL	\$1,050.00
IS 239764 28-APR-1996	213120000	1 BOX	PENCILS	135	3015	10435	3.00	\$7.50		
IS 239765 28-APR-1996	213110000	1 BOX	BALL POINT PEN	135	3015	10434	20.00	\$100.00		
IS 239766 29-APR-1996	213130000	1 EA	STENO PADS	135	3015	100501	<2.00>	<\$6.00>		
IS 239767 29-APR-1996	213130000	1 EA	STENO PADS	135	3015	100501	2.00	\$6.00		
					3015	100502	1.00	\$3.00		
					3020	100502	1.00	\$3.00		
									TOTAL	\$113.50

## Report Sample #2

This report is a sample of the secondary sort option. This option enables you to view the report by primary location, activity date, transaction type, transaction code, and item number. If you choose this sort option, the primary location lists at the top of the report next to the activity date.

FSRDTLG 3.0		Banner University							01-MAY-1996 14:58:21	
		Stores Daily Transaction Listing							Page 1	
		From 25-APR-1996 To 30-APR-1996								
ACTIVITY DATE		PRIMARY LOCATION								
30-APR-1996		3015								
TRANSACTION	COMMODITY				COMMODITY		PRIMARY	SUB		EXTENDED
TYPE	CODE	DATE	CODE	ITEM U/M	DESCRIPTION	ORG	LOCATION	LOCATION	QUANTITY	COST
RC	347215	28-APR-1996	213120000	1 BOX	PENCILS		3015	10435	200.00	\$500.00
									TOTAL	\$500.00
IS	239764	28-APR-1996	213120000	1 BOX	PENCILS	135	3015	10435	3.00	\$7.50
IS	239765	28-APR-1996	213110000	1 BOX	BALL POINT PEN	135	3015	10434	20.00	\$100.00
IS	239766	29-APR-1996	213130000	1 EA	STENO PADS	135	3015	100501	2.00	<\$6.00>
IS	239767	29-APR-1996	213130000	1 EA	STENO PADS	135	3015	100501	2.00	\$6.00
									1.00	\$3.00
									TOTAL	\$110.50

## Inventory Listing Report (FSRINVL)

---

### Description

The Inventory Listing Report contains on-hand commodity quantities by location. Depending upon the parameter values, the report may print:

- all commodities for all locations sorted by commodity/location (default value)
- one commodity across all locations
- one commodity in a subset of locations
- all commodities for one location

Redefine the location parameters based on your site policies. If only a primary location (warehouse) is entered, all sublocations (rack/shelf/bin) within the primary location are returned. If a primary location and sublocation are entered, all locations matching these parameters are reported. The system automatically performs a wildcard search using the sublocation, if entered. All report values with the exception of the commodity description are retrieved from the Commodities in Stock Locations Table (FTVSTKL). The commodity description is retrieved from the Commodity Verification Table (FTVCOMM). The total on-hand quantity by commodity is calculated and reported by adding subtotals for all locations.

This report normally sorts by commodity code / primary location / sublocation. If the Sort Commodity by Description parameter is *Y*(Yes), the sort order is by commodity description / primary location / sublocation. Total current value prints for each stock item.

To request a report for a hierarchy of commodities, enter the high level commodity within the group.



Parameters	Name	Required?	Description	Values
	Commodity	No	If a commodity code is entered, FSRINVL reports on locations only for this commodity. A high level commodity may be entered which reports on all commodities within this hierarchical structure. This parameter may be entered multiple times. If left blank, all commodities are reported.	
	Primary Location	No	If a value for this parameter is entered, FSRINVL reports on commodities existing only in this location. If left blank, all locations are reported.	
	Sub Location	No	If entered, a Primary Location parameter is required. All commodities within these locations are reported. Define the sublocation to the level of detail needed as a wildcard search is performed on this parameter. If left blank, all sublocations depending upon other parameter values are reported.	
	Sort Commodity by Description	No	If Y(Yes) is entered, the report is sorted by commodity description. The default is N(No), sort by commodity code.	Y = Yes N = No (default value)

## Report Sample

FSRINVL 3.0			Banner University Inventory Listing			18-JUN-1996 14:58:21 Page 1	
COMMODITY CODE	ISSUE U/M	COMMODITY DESCRIPTION	INVENTORY ACCOUNT	PRIMARY LOCATION	SUB LOCATION	CURRENT VALUE	ONHAND QUANTITY
213110000	BOX	BALL POINT PEN	6094	3015	100433	\$75.00	30.00
				3015	100434	\$140.00	56.00
					TOTAL	\$215.00	86.00
213120000	BOX	PENCILS #2	6094	3015	100435	\$150.00	100.00
			6095	3016	200002	\$150.00	100.00
					TOTAL	\$300.00	200.00
213130000	EA	STENO PADS	6094	3015	100501	\$27.50	10 00
					TOTAL	\$27.50	10.00

## Issue Ticket Report (FSRISST)

---

### Description

When stock is issued from the stockroom, generate the Stores Issue Ticket Report to accompany the goods. The Issue Ticket Report contains a listing of the commodity code, description, quantity, quantity remaining to be issued (backordered), and location. Use this report to print return issue documents. Generally, print this report after the issue/return has been created and completed online.

The report sorts by Issue Date / Issue Code / Issue Item. If stock was issued out of more than one location to satisfy the stores request, the locations and issued quantity are repeated as many times as there are issue locations for each commodity. An *ON ORDER* comment appears by the last location in the Comment column if the request has not been satisfied and if the on-order quantity for this commodity stock item is greater than zero. Each issue ticket prints on its own page. The capability to issue from a dock exists online using the Issues Form (FSAISSU).

If the issue ticket is not associated with a stores request, the **Request Quantity** and **Remaining Quantity** fields display *N/A*. Additionally, the **Request Code** field is not displayed.

Once this issue ticket has been printed, the internal **Printed Date** field in the Issues Header Table (FSBISSH) for the issue ticket is updated with the current date to reflect the most recent print date. If the issue ticket is being reprinted, *REPRINT* appears at the top of the issue ticket. See the following report sample #2. The **Printed Date** field is used to determine which issue tickets have been printed.

If you enter a value for the Issue Code parameter, a report is generated for the specified Issue Code. If you enter an Issue Code, you are not prompted for an Issue Date. If you leave the Issue Code parameter blank, you are then prompted to provide an Issue Date. Enter a value for the Issue Date parameter to print issue tickets with the specified issue date. Leave the Issue Date parameter blank to print issue tickets with the current system date.

In certain situations, you will want to print issue tickets as you complete them. To do this, you have the option to print using the sleep/wake mode.

When you choose the sleep/wake mode, the process scans the Issues Collector Table (FSRISSC) using the user-entered selection criteria and “sleeps” for the specified sleep/wake interval. The system performs sleep/wake processing in background mode until the local operating system issues a termination command. Generally, sites using sleep/wake print a

control report after the Issue Ticket Report. Enter *N* in the Print Control Report parameter if you are generating the Issue Ticket Report through sleep/wake. This suppresses the control report from printing after every sleep/wake cycle.

Parameters	Name	Required?	Description	Values
	Issue Code	No	When entered, reports only on this issue code. If left blank, completed issues are reported based on the entered Issue Date parameter.	
	Issue Date (DD-MON-YYYY)	No	If entered, this date is used to restrict reporting to issue tickets with this specific issue date. If left blank, issue tickets with the current system date will be printed. This parameter is ignored if an issue code was specified.	DD-MON-YYYY
	Use Collector Table (Y/N)	No	Enter <i>Y</i> to print only those issue tickets in the collector table.	Y = Yes N = No (default value)
	Printer	No	If entered, only issue tickets in the collector file with this printer will be on the report. You may enter a wildcard expression for this parameter. If you enter an <i>N</i> in the Use Collector Table parameter, this parameter is ignored.	
	Print Control Report (Y/N)	No	Enter <i>Y</i> to print a Control Report after the issue ticket report. Enter <i>N</i> to suppress printing a Control Report.	Y = Yes N = No (default value)

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Run in Sleep/Wake Mode (Y/N)	No	Enter <i>Y</i> to initiate the sleep/wake cycle of this process and printer.	Y = Yes N = No (default value)
	Sleep/Wake Interval [60 sec]	No	Enter time in seconds to pause before resuming execution.	Default = 60 seconds

**Report Sample #1**

Sample of an issue ticket associated with a stores request.

FSRISST 3.0		Banner University Issue Ticket						18-JUN-1996 14:58:21 Page 1		
REQUESTOR NAME: Jordan Cox REQUEST CODE: 93939399										
ISSUE CODE	SHIP CODE	ITEM	COMMODITY CODE/DESC	ISSUE U/M	REQUEST QUANTITY	ISSUE/RETURN QUANTITY	REMAINING QUANTITY	PRIMARY LOCATION	SUB LOCATION	COMMENT
12431343	11111	1	213110000 BALL POINT PEN	BOX	20.00	10.00 5.00 1.00	10.00 5.00 4.00	3015 3015 3016	100433 100434 100434	ON ORDER
		2	213120000 PENCILS #2	BOX	15.00	15.00	0.00	3015	100435	
		3	213130000 STENO PADS	EA	100.00	0.00	100.00	3015	100501	ON ORDER

**Report Sample #2**

Sample of an issue ticket that is not associated with a stores request.

FSRISST 3.0		Banner University Issue Ticket						18-JUN-1996 14:58:21		
								Page 1		
REQUESTOR NAME: Jordan Cox					REPRINT					
ISSUE CODE	SHIP CODE	ITEM	COMMODITY CODE/DESC	ISSUE U/M	REQUEST QUANTITY	ISSUE/RETURN QUANTITY	REMAINING QUANTITY	PRIMARY LOCATION	SUB LOCATION	COMMENT
12431343	11111	1	213110000 BALL POINT PEN	BOX	N/A	10.00 5.00 1.00	N/A N/A N/A	3015 3015 3016	100433 100434 100434	
		2	213120000 PENCILS #2	BOX	N/A	15.00	N/A	3015	100435	
		3	213130000 STENO PADS	EA	N/A	0.00	N/A	3015	100501	

## Stores Low Stock Report (FSRLWSR)

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### Description

The Low Stock Report lists all stock items whose on-hand quantity plus on order quantities has fallen below the pre-defined reorder point quantity or have fallen below a range defined as a percentage of the reorder point quantity. The formula used to determine if an item needs to be reordered is:

on-hand quantity + on order quantity - safety stock quantity < reorder point quantity

You may increase the reorder point by entering a range percentage. For example, you may want to list all items within 10% above the reorder point quantity; the reorder point quantity in the above calculation is increased by the following formula:

range reorder point = reorder point + .10 multiplied by the reorder point

The Stores Commodity Master Table (FTVINVM) supplies most of the values in this report. FTVINVM is used to value all the columns except the Commodity Description and On Order Quantity. Commodity Description is retrieved from the Commodity Verification Table (FTVCOMM). The Locations Table (FTVSTKL) supplies On Hand Quantity as a sum of all locations for this commodity.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Reorder Point Range Percentage	No	If entered, changes the reorder point quantity by adding this percentage of the reorder point to the original reorder point. All items that now fall below this new reorder point are reported. If left blank, the default is zero (0), and the original reorder point from the inventory master is used.	Default = 0



## Report Sample

FSRLWSR 3.0		Banner University Low Stock Report				18-JUN-1996 14:58:21 Page 1	
COMMODITY CODE	ISSUE U/M	COMMODITY DESCRIPTION	ON HAND QUANTITY	ON ORDER QUANTITY	REORDER POINT	REORDER RANGE	MINIMUM ORDER
213110000	BOX	BALL POINT PEN	86.00	0.00	100.00	110.00	100.00
213120000	BOX	PENCILS #2	15.00	15.00	125.00	137.50	75.00
213130000	EA	STENO PADS	10.00	0.00	50.00	55.00	125.00

## Open Stores Requisitions Report (FSROPNR)

---

### Description

Generate the Open Stores Requisitions Report to display the status of requests for stock items, goods, and services that are not fully satisfied. Open requests display as of a specific date and are sorted by requisition number. The system displays all open requisitions unless you use the optional parameters to selectively define the report listing.

Since more than one issue could be created to satisfy a stores requests need, you may see the issue number more than once on this report.

This report sorts by organization/request number/item number. A total extended cost prints for each requisition and for all requisitions within an organization.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
As of Date (DD-MON-YYYY)	No	The date to begin selecting data for reporting. Leave blank to default the current system date. The system compares this date to the delivery date on the requisition.	DD-MON-YYYY Default = current date
Requisition Number	No	If entered, reports on this specific requisition if it is an open requisition. Leave blank to display all open requests within the organization.	
Organization Code	No	If entered, only open requests within this organization are reported. Leave blank to display all open requests within the organization.	

## Report Sample

FSROPNR 3.0		Banner University Open Stores Requisitions Report As of 18-JUN-1996				18-JUN-1996 14:58:21 Page 1	
ORGANIZATION: Computer Department							
REQUEST							
NUMBER	NAME	REQ DATE					
R91-505	Becki Northrop	10-MAY-1996					
ITEM	COMMODITY CODE DESCRIPTION	U/M	QUANTITY REQUESTED	ISSUED QUANTITY	REMAINING QUANTITY	REMAINING EXTENDED COST	ISSUE#
1	CEPC1007 Acer 386/20 Computer	EA	2.00	.00	2.00	\$1,800.00	U000100
2	CEMT3002 Magnavox 7BM749 Monochrome Monitor	EA	1.00	.00	1.00	\$300.00	U000100
3	CEPR2002 Canon LBP-8 Mark III R Printer	EA	1.00	.00	1.00	\$200.00	U000100
REQ TOTAL						\$2,300.00	
R91-506	Becki Northrop	30-MAY-1996					
ITEM	COMMODITY CODE DESCRIPTION	U/M	QUANTITY REQUESTED	ISSUED QUANTITY	REMAINING QUANTITY	REMAINING EXTENDED COST	ISSUE#
1	22000000 SUPPLIES, Cleaning	EA	5.00	2.00	3.00	\$60.00	U000101
				<1.00>	4.00	\$80.00	U000102
				3.00	1.00	\$20.00	U000103
REQ TOTAL						\$20.00	
ORG TOTAL						\$2,320.00	

## Stores Outstanding Purchases Report (FSROUTP)

---

### Description

The Stores Outstanding Purchases Report lists all open purchase order items for consumable stock items. You may select one commodity code on which to report, or you may accept the default to report all commodities. All the values on this report are retrieved from the Purchase Order Detail Table (FPRPODT). The Commodity Code parameter is verified on the Commodity Verification Table (FTVCOMM). This report sorts by commodity and vendor name. The purchase order number, vendor number, and delivery date print with each order. A total quantity remaining prints for each commodity. This report can select open purchase order items by a date range that the system compares to the delivery date. If the delivery date is not provided on the purchase order, the purchase order is always selected for this report regardless of the date criteria.

To request a report for a hierarchy of commodities, enter the high level commodity within the group.

**Note:** The only difference between this report and Open Purchase Orders Report (FPROPNNP) is that FPROPNNP sorts by vendor and commodity. Use FSROUTP to view backordered stock commodities. Use FPROPNNP to request information on specific purchase orders and to view the ordered quantity, ordered unit price, and buyer and ship-to delivery points.

In this report, extended price represents unit price multiplied by ordered quantity where the ordered quantity is quantity plus the quantity remaining.

Parameters	Name	Required?	Description	Values
	Commodity Code	No	If entered, reports only those open purchase orders with this commodity. A high level commodity may be entered which reports on all commodities within this hierarchical structure. This parameter may be entered multiple times. If left blank, all commodities are reported.	
	From Date (DD-MON-YYYY)	No	The beginning date to select data for reporting. Leave blank to report all open purchase orders.	DD-MON-YYYY
	To Date (DD-MON-YYYY)	No	The ending date to select data for reporting. Leave blank to default the current system date.	DD-MON-YYYY Default = current date
	Vendor Code	No	If entered, prints only outstanding purchase orders for this vendor code. Leave blank to select all vendors matching the above selection criteria.	

## Report Sample

FSROUTP 3.0		Banner University Stores Outstanding Purchases						18-JUN-1996 14:58:21	Page 1
COMMODITY CODE/DESC	ORD U/M	PO #	VENDOR NUMBER	NAME	DELIVERY DATE	UNIT PRICE	EXTENDED PRICE	QUANTITY ACCEPTED	QUANTITY REMAINING
213120000 PENCILS #2	BOX	3794213	000006	Computer Warehouse	01-JUN-1996	\$1.50	\$225.00	50.00	100.00
213120000 PENCILS #2	BOX	3794223	000011	Stax Stationary	01-JUL-1996	\$1.50	\$187.50	25.00	100.00
								TOTAL	=====
									200.00
213130000 STENO PAD	EA	4621432	000006	Computer Warehouse	01-JUL-1996	\$2.50	\$125.00	0.00	50.00
								TOTAL	=====
									50.00

## Physical Inventory Process Report (FSRPHYR)

---

### Description

The Physical Inventory Process Report automatically marks as reconciled all those items whose system inventory count does not vary from the physical inventory count by an amount greater than the system defined tolerance for that commodity. Before running this process, assign all stock commodities an ABC classification on the Stores Inventory Maintenance Form (FTRINVM). Assign a tolerance percentage to the ABC classifications using the System Data Maintenance Form (FTMSDAT). Use the **Data** field on FTMSDAT to enter the tolerance percentage.

Redefine the location parameters based on your site policies. The system automatically performs a wildcard search using the sublocation, if entered. If no primary locations are specified, all commodity/locations within the system that are within tolerance limits are reconciled. If only the primary location (warehouse) is entered, all sublocations within that warehouse that are within tolerance limits are reconciled. If a primary location and sublocation are entered, all locations matching the primary location and sublocation (rack/shelf/bin) are reconciled.

Print this report after the process has run to list all reconciled items. This output resembles the Physical Inventory Discrepancy Report (FSRPIDR) documented in this section.

Parameters	Name	Required?	Description	Values
	Primary Location	No	If entered, this process reconciles commodities existing only in this location that are within tolerance limits. If left blank, all locations are reconciled that are within tolerance limits for the commodity ABC classification.	
	Sub Location	No	If entered, a Primary Location parameter is required. All commodities within these locations are reconciled. Define the sublocation to the level of detail needed as a wildcard search is performed on this parameter. If left blank, all sublocations depending upon other entered parameters are reconciled.	
	Report Mode (A/U)	Yes	The process can be run in audit mode by entering A(Audit). This allows you to view the records that are automatically updated without making changes to the database. Enter U(Update) to have the process update the database and automatically reconcile those inventory records that can be reconciled.	A = Audit U = Update



**Report Sample**

FSRPHYR 3.0		Banner University Physical Inventory Process Report			18-JUN-1996 14:58:21 Page 1
PRIMARY LOCATION	SUB LOCATION	COMMODITY CODE	ISSUE U/M	COMMODITY DESCRIPTION	
-----	-----	-----	---	-----	
3015	100433	213110000	BOX	BALL POINT PEN	
3015	100434	213110000	BOX	BALL POINT PEN	
3015	100435	213120000	BOX	PENCILS #2	
3015	100436	213120000	BOX	PENCILS #2	
3015	100501	213130000	EA	STENO PAD	

## Pick List Report (FSRPICK)

---

### Description

The Pick List contains all open stores requests by a user defined commodity, location, or commodity/location combination. Use this report after creating a stores request, and print this report just before the issue. This report enables warehouse personnel to pick items to satisfy a request. The Request Detail Table (FPRREQD) is scanned for open stores requests for those commodities, directly or indirectly, by locations. Redefine the location parameters to support site requirements. The system automatically performs a wildcard search using the Sub Location parameter, if entered. If you enter a value in the Commodity Code parameter only, all valid locations for this commodity are listed for a *pick* selection.

This report lists all store requests for stock that have not yet been fulfilled. This report sorts by location and contains each commodity, requested quantity, destination, and backorder quantity. All locations in which the commodity exists print along with the default locations defined on the Inventory Maintenance Table. The default location prints with an asterisk (\*) in the default column to aid in picking locations.

This report sorts by commodity code and request date. The requests listed first have priority over the other requested orders. A secondary sort option allows you to sort by request code to fulfill one request at a time.

To request a report for a hierarchy of commodities, enter the high level commodity within the group.

If the on-hand quantity for the location is zero and the on order quantity for the item being requested is greater than zero, *ON ORDER* displays in the Comments column. If the on-hand quantity for the location is zero and the on order quantity for the item being requested equals zero, *N/A* displays in the Comments column.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Commodity Code	No	If entered, reports on locations for only this commodity. A high level commodity may be entered which reports on all commodities within this hierarchical structure. This parameter may be entered multiple times. If left blank, all commodities are reported.	
	Primary Location	No	If entered, reports on commodities existing only in this location. If left blank, all locations are reported.	
	Sub Location	No	If entered, a Primary Location parameter is required. All commodities within these locations are reported. Define the sublocation to the level of detail needed as a wildcard search is performed on this parameter. If left blank, all sublocations, depending upon other parameter values are reported.	
	Request Code	No	If entered, prints all locations just for these stores request items.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Delivery Date	No	If entered, all items not closed with a delivery date less than or equal to the entered parameter are selected for reporting. This date is compared to the delivery date on the requisition and can be used with the other selection parameters to further qualify pick list needs.	DD-MON-YYYY
	Sort By Request Code	No	If Y(Yes) is entered, this report prints the pick list by request date / request code.	Y = Yes N = No (default value)

## Report Sample

FSRPICK 3.0		Banner University Pick List							30-JUN-1996 14:58:21 Page 1		
REQUEST CODE	REQUESTED DATE	DEST	COMMODITY CODE	ISSUE U/M	REQUEST QUANTITY	D	PRIMARY LOCATION	SUB LOCATION	ONHAND QUANTITY	UNISSUED QUANTITY	COMMENTS
12431343	10-JUN-1996	1100	213110000	BOX	20.00	*	3015	10	30.00	10.00	_____
			BALL POINT PEN				3015	11	56.00		_____
							3015	12	5.00		_____
12431353	15-JUN-1996	1101	213110000	BOX	20.00	*	3015	10	30.00	20.00	_____
			BALL POINT PEN				3015	11	56.00		_____
							3015	12	5.00		_____
12341343	10-JUN-1996	1100	213120000	BOX	15.00	*	3015	10	0.00	5.00	N/A_____
			PENCILS #2								
12341343	10-JUN-1996	1100	213130000	EA	100.00	*	3015	10	0.00	100.00	ON ORDER
			STENO PADS								

## Physical Inventory Discrepancy Report (FSRPIDR)

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### Description

The Physical Inventory Discrepancy Report lists all items whose system inventory count does not match the physical inventory count. If an item was reconciled, values do not appear in the Count Quantity column. Redefine the location parameters based on your site policies. The system automatically performs a wildcard search using the sublocation, if entered. If only the primary location (warehouse) is entered, all discrepancies within that warehouse are reported. If a primary location and sublocation are entered, all locations matching the primary location and sublocation (rack/shelf/bin) are returned. All values with the exception of the Commodity Description and Over/Under values are retrieved from the Stock Locations Table (FTVSTKL). The commodity description is retrieved from the Commodity Verification Table (FTVCOMM). The Over/Under column is calculated as (Count Quantity minus System Quantity). You may control the printing of the discrepancy report by a tolerance. Before running this process, some or all stock commodities may be assigned an ABC classification on the Stores Inventory Maintenance Form (FTRINVM). Assign the ABC classifications to a tolerance percentage using the System Data Maintenance Form (FTMSDAT). Use the **Data** field on FTMSDAT to enter the tolerance percentage.

The List Reconciled parameter enables you to display only *R* (Reconciled) items, *U* (Unreconciled) items, or list *A* (All) locations regardless of whether items have been reconciled or not. In all cases, an asterisk appears in the Not Rec column identifying those items that have not been reconciled. To request a report for a hierarchy of commodities, enter the high level commodity within the group.

This report sorts by location and commodity. Enter a value in the Sort by Commodity parameter to change the sort order of the listing to commodity and location.

Parameters	Name	Required?	Description	Values
	Primary Location	No	If entered, reports on commodities with quantity discrepancies existing only in this location. If left blank, all locations are reported with quantity discrepancies.	
	Sub Location	No	If entered, a Primary Location parameter is required. All commodities with quantity discrepancies within these locations are reported. Define the sublocation to the level of detail needed as a wildcard search is performed on this parameter. If left blank, all sublocations with quantity discrepancies, depending upon other parameter values, are reported.	
	ABC Classification	No	If entered, prints only those stock items that exceed the tolerance defined using the FTMSDAT form for the ABC classification entered. Only those commodities with this classification are checked for tolerance. If left blank, all discrepancies are reported no matter what the tolerance.	
	Status Selection (A/R/U)	Yes	This parameter controls the listing of reconciled and unreconciled items. Enter <i>U</i> (Unreconciled) to list only unreconciled locations. Enter <i>R</i> (Reconciled) to list only reconciled locations. Enter an <i>A</i> (All) to list both reconciled and unreconciled items. Use this parameter along with the above parameters to control the printing selections.	U = Unreconciled (default value) R = Reconciled A = All

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Commodity	No	If entered, reports on locations with quantity discrepancies only for this commodity. If left blank, all commodities are reported along with the above parameter values. Use commodity codes along with the location parameters to selectively list a commodity within locations. A high level commodity may be entered which reports on all commodities within this hierarchical structure. This parameter may be entered multiple times.	
	Sort by Commodity (Y/N)	No	If Y(Yes) is entered, the report is sorted by commodity / location. The default is N(No), sort by location / commodity.	Y = Yes N = No (default value)



## Report Sample

FSRPIDR 3.0		Banner University						18-JUN-1996 14:58:21	
		Physical Inventory Discrepancy Report						Page 1	
NOT REC	PRIMARY LOCATION	SUB LOCATION	COMMODITY CODE	ISSUE U/M	COMMODITY DESCRIPTION	SYSTEM QUANTITY	COUNT QUANTITY	OVER/ UNDER	TOTAL AMOUNT DISCREPANCY
*	3015	100433	213110000	BOX	BALL POINT PEN	30.00	22.00	<8.00>	<\$16.00>
*	3015	100434	213110000	BOX	BALL POINT PEN	56.00	55.00	<1.00>	<\$2.00>
*	3015	100435	213120000	BOX	PENCILS #2	100.00	99.00	<1.00>	<\$1.50>
	3015	100436	213120000	BOX	PENCILS #2	100.00			
*	3015	100501	213130000	EA	STENO PAD	1.00	10.00	9.00	\$22.50
								TOTAL	\$3.00

## Physical Inventory Worksheet (FSRPIWS)

---

### Description

The Physical Inventory Worksheet lists all items that have been flagged for physical inventory count by specific location(s). The purpose of the report is to facilitate the recording of count quantities. All locations print that have not yet been counted or reconciled based upon the values you enter. Redefine the location parameters to support site requirements. The system automatically performs a wildcard search using the sublocation, if entered. If only the primary location is entered, all discrepancies within that primary location (warehouse) are reported. If a primary location and sublocation (rack/shelf/bin) are entered, all locations matching these parameters are reported. All values with the exception of the Commodity Description are retrieved from the Stock Locations Table (FTVSTKL). The commodity description is retrieved from the Commodity Verification Table (FTVCOMM).

This report sorts by location and commodity. A secondary sort option allows you to sort by commodity and location.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Primary Location	No	If entered, reports on commodities existing only in this location. If left blank, all locations are reported.	
Sub Location	No	If entered, a Primary Location parameter is required. All commodities within these locations are reported. Define the sublocation to the level of detail needed as a wildcard search is performed on this parameter. If left blank, all sublocations depending upon other parameter values are reported.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Commodity	No	If entered, reports on locations only for this commodity. Use this parameter with the location parameters to selectively list commodities within a location(s). A high level commodity may be entered which reports on all commodities within this hierarchical structure. This parameter may be entered multiple times. If left blank, all commodities are reported.	
	Sort by Commodity (Y/N)	No	If Y(Yes) is entered, the report is sorted by commodity and location. The default is N(No), sort by location and commodity.	Y = Yes N = No (default value)

## Report Sample

FSRPIWS 3.0	Banner University Physical Inventory Worksheet				18-JUN-1996 14:58:21
					Page 1
PRIMARY LOCATION	SUB LOCATION	COMMODITY CODE	ISSUE U/M	COMMODITY DESCRIPTION	COUNT QUANTITY
3015	100433	213110000	BOX	BALL POINT PEN	_____
3015	100434	213110000	BOX	BALL POINT PEN	_____
3015	100435	213120000	BOX	PENCILS #2	_____
3015	100501	213130000	EA	STENO PAD	_____

## Put List Report (FSRPUTL)

---

### Description

The Put List Report contains all items from a packing list and their default location to enable warehouse personnel to determine where to put the incoming store items. This report lists items that have been received on the dock but have not yet been put away. All stock locations that may contain the commodity are listed. This report sorts by commodity code/date received/locations. The oldest date received prints first in the order.

You may limit the selection of data to report by entering a receiver document number, packing list identifier, or commodity code(s).

The quantity in the Accepted Quantity column is displayed as a unit of measure in the ORD U/M column. The quantity in the Remaining Dock Qty column is displayed as a unit of measure in the ISSUE U/M column.

The dock location is listed first and contains a *D* in the D column. The default put away location is identified with an asterisk (\*) in the D column. If the default location is the same as the dock location, the asterisk displays. The default location for primary and sublocation is retrieved from the Stores Commodity Master Table (FTVINVM) where the commodity code is defined as a stock item.

A non-zero value in the **dock\_remaining\_quantity** field on the Receiving Detail Table (FPRRCDT) causes an item to appear on the Put List. The Quantity Accepted column contains the quantity of items that have not yet been transferred (using the Stores Stock Transfer Form (FSATRAN) to a non-dock location.

If the **dock\_remaining\_quantity** field on FPRRCDT is not zero, the system acknowledges that a portion of the receipt is still in the dock location.

**Note:** When items are moved from a dock location to a warehouse location using the Stores Stock Transfer Form (FSATRAN), the system updates the **dock\_remaining\_quantity** field on FPRRCDT only if the receiving document number is entered on FSATRAN.

To ensure the system lists items on the Put List that are in a dock location, always enter the receiving document number on FSATRAN.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Receiving Number	No	If entered, reports on all packing slips and commodities for this received document for items that are waiting in dock locations. If left blank, all received documents with items waiting in dock locations are reported.	
	Packing Slip	No	If entered, reports on only this packing slip's commodities that have been received waiting in dock locations. If left blank, all packing slips are reported with any item waiting in dock locations.	
	Commodity Code	No	If entered, reports on all receiver documents with this commodity sitting in dock locations. A high level commodity may be entered which reports on all commodities within this hierarchical structure. This parameter may be entered multiple times. If left blank, all receiver documents with these commodities are reported.	

## Report Sample

This report sorts by commodity/date received/primary location /sublocation.

FSRPUTL 3.0		Banner University Put List					04-JUN-1996 14:58:21 Page 1				
RECEIVER DOCUMENT	PACKING SLIP	DATE RECEIVED	COMMODITY CODE	DESCRIPTION	QUANTITY ACCEPTED	ORD U/M	QUANTITY ONHAND	ISS U/M	D	PRIMARY LOCATION	SUB LOCATION
W9300022	PS98888736	01-JUN-1996	213110000	Ball Point Pen	10.00	BOX	120.00 50.00 20.00	EA EA EA	D * 3015	D0CK1 3015	100433 100434
W9300020	PSW77776	03-JUN-1996	213110000	Ball Point Pen	10.00	BOX	120.00 50.00 20.00	EA EA EA	D * 3015	D0CK1 3015	100433 100434
W9300022	PS98888736	01-JUN-1996	213120000	Pencils #2	20.00	BOX	240.00 100.00	EA EA	D * 3015	D0CK1 3015	100436
W9300020	PSW77776	03-JUN-1996	213120000	Pencils #2	20.00	BOX	240.00 100.00	EA EA	D * 3015	D0CK1 3015	100436

## Dock to Stock Exceptions Report (FSRSTEX)

---

### Description

The Dock to Stock Exception Report lists all items for a specific primary Ship To location, that have been received by the central receiving process but that have not yet been introduced into the Stores Inventory System. The following receiving information prints: accepted quantity, remaining dock quantity, receipt date, receiver document number, packing slip number, purchase order number, and the order amount. The system scans the central receiving document for all stock commodities that have not been transferred over to the Stores warehouses. Dock locations that are primary locations are defined with location type code of *D* on the Ship To Verification Table (FTVSHIP).

The quantity in the Accepted Quantity column is displayed as a unit of measure in the ORD U/M column. The quantity in the Remaining Dock Qty column is displayed as a unit of measure in the ISSUE U/M column.

A non-zero value in the **dock\_remaining\_quantity** field on the Receiving Detail Table (FPRRCDT) causes an item to appear on the Put List. The Quantity Accepted column contains the quantity of items that have not yet been transferred (using the Stores Stock Transfer Form (FSATRAN) to a non-dock location.

If the **dock\_remaining\_quantity** field on FPRRCDT is not zero, the system acknowledges that a portion of the receipt is still in the dock location.

**Note:** When items are moved from a dock location to a warehouse location using the Stores Stock Transfer Form (FSATRAN), the system updates the **dock\_remaining\_quantity** field on FPRRCDT only if the receiving document number is entered on FSATRAN.

To ensure the system lists items on the Put List that are in a dock location, always enter the receiving document number on FSATRAN.



Parameters	Name	Required?	Description	Values
	Primary Location	No	If entered, reports on commodities existing only in this dock location. If left blank, all dock locations are reported.	

## Report Sample

FSRSTEX 3.0		Banner University							18-DEC-1996 14:58:21		
		Dock to Stock Exceptions Report							Page 1		
DOCK	COMMODITY CODE	DESCRIPTION	ACCEPTED QUANTITY	ORD U/M	REMAINING DOCK QTY	ISSUE U/M	RECEIPT DATE	RECEIVER DOCUMENT	PACKING SLIP	PURCHASE ORDER	
DOCK1	213110000	BALL POINT PEN	20.00	BOX	10.00	EA	12-NOV-1996	W0000100	12343245678AS87	98769876	
DOCK1	213120000	PENCILS #2	15.00	BOX	15.00	EA	12-NOV-1996	W0000101	838383838003033	55GGTT55	

## Supply Catalog Report (FSRSUPC)

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**Description** The Supply Catalog Report (FSRSUPC) gives a list of all stock commodities that are currently active. It is sorted by commodity Code. Data is retrieved from the Commodity Master Table (FTVCOMM), the Stores Commodity Master Table (FTVINVM), and the Commodities in Stock Locations Table (FTVSTKL). Each commodity is checked to be sure that it is still active and has not terminated.

Parameters	Name	Required?	Description	Values
	Print Cost	No	If Y (Yes) is entered, this report prints the cost. The cost is calculated by dividing the total value stored in FTVCOMM by the Quantity-On-Hand stored in FTVSTKL. If N(No) is entered, the cost value is not printed.	Y = Yes N = No (default value)
	Print Location	No	If Y (Yes) is entered, prints the primary and sub locations in which this stock item exists. If N (No) is entered, the locations are not printed.	Y = Yes N = No (default value)
	Print Text	No	If Y (Yes) is entered, prints the text associated with this stock item stored in the FOBTEXT table. If N (No) is entered, the text is not printed.	Y = Yes N = No (default value)
	Sort by Commodity Description	No	If Y (Yes) is entered, the report is sorted by commodity description. If N (No) is entered, the report is sorted by commodity code.	Y = Yes N = No (default value)

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Commodity Code Range Start	No	If a value is entered, FSRSUPC begins to print with this commodity. This parameter can not be used when the Sort Commodity by Description parameter is set to <i>Y</i> (Yes). If a value is not entered, this report begins printing with the first commodity.	
	Commodity Code Range End	No	If a value is entered, FSRSUPC ends printing with this commodity. This parameter can not be used when the Sort Commodity by Description parameter set to <i>Y</i> (Yes). If a value is not entered, this report ends printing with the last commodity.	

## Report Sample

FSRSUPC	3.0	Banner University Supply Catalog				26-JUL-1996 10:02:28
						Page 1
CODE	COMMODITY DESCRIPTION	ISSUE U/M	COST	PRIMARY LOCATION	SUB LOCATION	TEXT
B000000001	Pencils, No. 2	EA	\$0.75	BLDGA BLDGA BLDGA EAST EAST EAST MNDOCK MNSTOR WCU WEST BIO BLDGA EAST MNSTOR	RACK12 RACK13  RACK1 RACK2    RACK13 ISLAND	
B000000002	Ball Point Pens, Black	EA	\$0.80	EAST MNSTOR		
B000000003	Ball Point Pens, Red	EA	\$0.80	EAST WARE1 WARE1 WARE1	RACK1 RACK2 RACK3	

## Research Accounting Module

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This section provides you with a description of each process and report in the Research Accounting module. After each process or report description, you will find a table consisting of parameter information. Sample output is provided following each parameter table.

The processes and reports are listed in alphabetical order according to their seven-character names.

## Grant Rebuild Process (FGRGRBD)

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**Description** The Grant Rebuild Process (FGRGRBD) rebuilds the grant ledger from the Transaction Detail Table (FGBTRND). For more information, see the “Reports and Processes” chapter in the *Finance TRM Supplement*.

## Grant Budget Interface Process (FRPBINF)

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**Description** The Grant Budget Interface Process processes budget data from the collector tables (FRCBUDD and FRCBUDH) into the Banner tables FRBBUDG and FRRBUDG. For additional information about the Grant Interface, refer to Chapter 2, "Processing."

### *Processing*

1. Processes the rows in the collector table, as described in the Mapping Collector Tables section in Chapter 2, "Processing."
2. If there are no "fatal" errors and the process is being run in Update mode, the process updates the associated grant tables.
3. If "fatal" errors exist and the process is being run in update mode, the process updates will occur as described in the Mapping Collector Tables section in Chapter 2, "Processing."
4. The Collector table and interface process supports recurring entries for FRBBUDG and FRRBUDG.
5. If the Calculate Indirect Cost and Cost Share Parameter = Y, the process calculates those costs based on the codes on FRABUDG and inserts the calculated value for Indirect Cost as the 1st sequence in FRRBUDG and the value for Cost Share as the second Sequence. If the Calculate Indirect Cost and Cost Share Parameter = Y, and there are no Indirect or Cost Share Codes on FRABUDG, then an appropriate warning message is issued. If there are Indirect Codes, but not Cost Share Codes, an appropriate warning message is issued. If there are Cost Share Codes, but not Indirect Codes, an appropriate warning message is issued.
6. If Submit Budget for Processing is Y, the system maps the elements from FRBBUDG and FRRBUDG into FGBTRNI.
  - System ID is identified in FTMSDAT prior to feeding documents.
  - Generic format is YYYYMMDDHHMMSS.
  - Document number is the next available Journal Entry document number.
  - These numbers are sequential and are increased for additional records.
  - If FRBBUDG\_REVERSAL\_IND is Y, then all rows will have a "-" (minus); otherwise, all rows will have a "+" (plus).

7. If the parameter for Create distribution entries for indirect cost and cost share is *Y* and Submit Budget for posting is *Y* and Calculate Indirect and Cost Share is *Y* and cost share codes have been set up, then this process will calculate cost share and insert a row into FRBTRNI for the cost share credit distribution FOAPAL defined for FRBBUDG\_CSTA\_CODE\_CHARGE; and insert rows into FGBTRNI for the cost share debit distribution FOAPAL defined for FRBBUDG\_CSTA\_CODE\_DISTR. If no share cost codes have been set up, a warning message displays.
8. When the process has finished in update mode, all values from the collector table are deleted.

**Parameters**

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Audit or Update Mode	Yes	Indicates whether process is to be run in audit or update mode	A (default) or U
Submit Budget for Posting	Yes	Indicates whether the system should create transactions in FGBTRNI	Y or N (default)
Calc Indirect Cost and Cost Share	Yes	Indicates whether the system should calculate indirect cost and cost share budget item. This is the same as the <i>Calculate Now</i> function in the FRABUDG form.	Y or N (default)
Create Distr Entries	Yes	Indicates whether the system should create indirect cost credit budget items; and whether the system should create cost share credit (revenue) and debit (expense) budget items.	Y or N (default)
Generate Error Report	Yes	Indicates whether error report is to be generated during this process	Y (default) or N



## Grant Interface Process (FRPGINF)

---

**Description** This program processes information loaded from collector tables (FRCBFIX, FRCEVNG, FRCGLOC, FRCGRNT, FRCGRPI, and FRCGUSN) into the following Banner tables: FRRBFIX, FRBEVNG, FRRGLOC, FRBGRNT, FRRGRPI, and FRRGUSN.

### *Processing*

1. Processes the rows in the Collector table. For details, refer to the Mapping Collector Table section in Chapter 2, "Processing."
2. If there are no *fatal* errors and the process is being run in Update mode, the process updates the associated grant tables.
3. If *fatal* errors exist and the process is being run in update mode, the updates will occur as described in the Mapping Collector Tables section in Chapter 2, "Processing."
4. The collector table and interface process supports recurring entries for FRRBFIX, FRREVNG, FRRGLOC, FRRGRPI, FRRGUSN, and FRRPRXG.
5. If an Agency Code is entered for the Grant Header, the corresponding values from FTVAGCY are defaulted into FRBGRNT.
6. If a Status Code and Status Date are entered for the Grant Header, the corresponding values are defaulted into FRRGRST.
7. If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. It uses that information to create the appropriate number of entries in the FRRENVG and FRRPRXG.
8. When the process has finished in update mode, all values from the Collector table are deleted.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Audit or Update Mode Required	Yes	Indicates whether process is to be run in audit or update mode	A (default) or U
	Generate Error Report	Yes	Indicates whether error report is to be generated during this process	Y (default) or N

## Research Accounting Billing Process (FRRBILL)

---

### Description

The Research Accounting Billing Process enables you to generate billing amounts and post transactions to the ledgers. You must specify whether to process information by grant or by PMS code. Banner will identify all grants that belong to the specified bill format and produce output that shows the bill amounts for the parameters that you entered.

It is recommended that you perform the following steps when using this process:

1. (Optional) Run the Billing Preview Report (FRRINVS) for a specific date to determine which grants will be selected by the Research Accounting Billing Process when you run it for that date.
2. Run the Research Accounting Billing Process (FRRBILL) in *Audit* mode for a specific **Billing Format Code** and **Billing Period To Date**.
3. Run the Billing Exception Report (FRRBEXC) to identify exceptions associated with the specified grant or PMS code.
4. Correct any exceptions found in Step 3.
5. Run the Research Accounting Billing Process (FRRBILL) in *Update* mode for a specific **Billing Format Code** and **Billing Period To Date**.

**Note:** You must run the Research Accounting Billing Process for PMS codes to create billed charges and obtain a letter of credit drawdown to reduce the receivables.

6. Use the following forms to view the billed amounts and print the bills. You can also use these forms to change the billed amounts; however, your changes will *not* affect the ledgers.
  - Standard Billing 1034 Form (FRA134B)
  - Standard Billing 270 Form (FRA270B)
  - Standard Billing 272 Form (FRA272B)
  - Generic Bill Form (FRAGENB)

If you would like to print more than one bill at a time, use the Run Standard Bills and Reports Form (FRABRUN).

*Creating Generic Bills*

Generic bills are user-defined and include information specific to amounts budgeted, billed or retained, based on a group sequence number. When there are no expenses for a billing period, the FRRBILL process produces the bill and updates the Generic Bill Table (FRRGENB) using a group sequence number of 999. If you plan to produce fixed, generic bills with no expenses, use the Grant Billing Format Form (FTMBFRM) to add sequence number 999 to your generic formats. If you do not do this, you will receive the following message on the FRAGENB form, *Invalid group sequence number*.

*Running FRRBILL in Update Mode*

When you run FRRBILL in *Update* mode, Banner will do the following:

- Update the amount in the **Cumulative** field on the Grant Billing Information window of the Grant Maintenance Form (FRAGRNT).
- Update the values in the **Last Invoice Number** and the **Sequence Number** fields on the Grant Maintenance Form (FRAGRNT). If you billed by PMS code, then Banner will also update the value in the **Last Invoice Number** field on the Payment Management System Code Maintenance Form (FRVPMSC).
- Send a document to posting. The starting character of this document is *G*, the document type is *GBL*, and the document type sequence number is 75. The transaction date of this document is the date entered in the **Posting Date** parameter.
- Change the **Status** field to *S* on the Grant Events Assignment Form (FRAEVGA).
- Insert a row in the Account Charge/Payment Detail Table (TRRACCD) that summarizes billed amounts by grant fund. Use the Research Accounting Payments Entry Form (FRAAREV) to view the summarized amounts.
- Insert rows into the bill format table that corresponds to the format code entered by the user. For example, if you run the Research Accounting Billing Process for bills with the 272 format, Banner will insert rows in the 272 Bill Format Table (FRR272B) for each of the selected grants.
- Change the status of the transaction to *Billed* in the Billing Detail Table (FRRBDET).

See Chapter 2, "Processing," for more information.

Parameters	Name	Required?	Description	Values
	Bill by PMS Code/ Grant Code	Yes	Indicates whether to generate bills by grant code or PMS code.	P = Bill by PMS code. G = Bill by grant code.
	PMS Code Option	No	Indicates the way you want to enter PMS code(s). Enter only if <b>Bill by PMS Code/Grant Code = P</b> .	A = Automatically enter all PMS codes. R = Enter a range of PMS codes. W = Search for a specific PMS code using a wildcard. S = Enter a specific PMS code.
	From PMS Code	No	First PMS code in a series. Enter only if <b>PMS Code Option = R</b> .	
	To PMS Code	No	Last PMS code in a series. Enter only if <b>PMS Code Option = R</b> .	
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only if <b>PMS Code Option = W</b> or <b>S</b> . You may use a wildcard (* or %) if <b>PMS Code Option = W</b> .	

Parameters (cont.)	Name	Required?	Description	Values
	Grant Code Option	No	Indicates the way you want to enter grant code(s). Enter only if <b>Bill by PMS Code/Grant Code = G</b> .	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	From Grant Code	No	First grant code in a series. Enter only if <b>Grant Code Option = R</b> .	
	To Grant Code	No	Last grant code in a series. Enter only if <b>Grant Code Option = R</b> .	
	Grant Code	No	User-defined code identifying a grant. Enter only if <b>Grant Code Option = W</b> or <b>S</b> . You may use a wildcard (* or %) if <b>Grant Code Option = W</b> .	
	Billing Format Code	Yes	Code defining the format of a bill.	
	Billing Period To Date	No	Specifies which transactions to include in the FRRBILL process. Banner will select transactions with dates less than or equal to the <b>Billing Period To Date</b> .	Default = system date
	Final or Partial Payment	No	Indicates whether this is the last bill for the grant or PMS code.	F = This is the final bill. P = This is <i>not</i> a final bill.

Parameters (cont.)	Name	Required?	Description	Values
	Advance/ Reimbursement Payment	No	Indicates whether you want to bill for advance or reimbursement payments. Enter only if <b>Billing Format Code = 270B</b> .	A = Bill for advance payment. R = Bill for reimbursement payment.
	Execution Mode	No	Indicates whether you want the system to generate a bill and post transactions to the ledger, or generate a bill only.	U = Update mode (Generate a bill and post transactions.) A = Audit mode (Generate a bill only.)
	Report Type	No	Specifies the type of output you want to generate.	S = Generate output that summarizes information by grant. D = Generate output that shows detailed information by fund.
	Bill Date	No	Date on which the bill will be generated.	
	Posting Date	No	Date the transactions in the bill will be posted to the ledgers.	
	Bill Retainage	No	Indicates whether you want to generate a bill that includes retainage amounts (amounts withheld from previous bills by your institution).	Y = Bill retainage amounts. N = Do <i>not</i> bill retainage amounts.
	Bill Payment Withholding	No	Indicates whether you want to generate a bill that includes payments withheld by the sponsoring agency.	Y = Bill withheld payments. N = Do <i>not</i> bill withheld payments.

## Output Sample

FRRBILL 4.0

Banner University (sctmhp5)  
 Research Accounting Billing Process  
 Audit Mode

07/12/1999 09:50:07  
 PAGE 1

Bill Format Code: 270B

Grant Code	Fund Code	Inv. No.	Adj. No.	From Date	To Date	Bill Amount	Act.	Cost Amt	Retainage Amt
G00000004	FUND4	1	0	01-MAY-99	31-MAY-99	420.00		420.00	0.00
G00000005	F5	1	0	01-MAY-99	31-MAY-99	1260.00		1260.00	0.00
G00000005	F5-1	1	0	01-MAY-99	31-MAY-99	1260.00		1260.00	0.00
G00000007	F7	1	0	14-FEB-99	13-MAY-99	1890.00		1890.00	0.00
G00000008	F8	1	0	21-NOV-98	20-MAY-99	2420.00		2420.00	100.00



## \* \* \* REPORT CONTROL INFORMATION (FRRBILL RELEASE 4.0) \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Parameter Seq No:	14382	
Bill By:	G	Grant Code
Grant Code	A	ALL
Billing Format Code:	270B	
Final/Partial Indicator:	P	Partial
Advance/Reimbursement Payment:	R	Reimbursement
Execution Mode:	A	Audit
Report Type:	D	Detail
Bill Date:	19990712095007	
Post Date:	19990712095007	
As of Date:	31-MAY-1999	
Bill Retainage:	N	
Bill Payment Withholding:	N	
Line Count:	55	Chosen number of lines per page
Number of Transactions Processed: 16		
Number of TRRACCD Inserted: 0		
Number of Exception Inserted: 3		

## Research Accounting Billing Reversal Process (FRRBREV)

---

**Description** The Research Accounting Billing Reversal Process enables you to reverse, or undo, bills and transactions that you ran in *Update* mode (Execution Mode = *U*) in the Research Accounting Billing Process (FRRBILL).

**Note:** You cannot reverse a bill for which payments have been applied on the Research Accounting Payments Entry Form (FRAAREV).

When you run the Research Accounting Billing Reversal Process, Banner will do the following:

- Create a negative amount.
- Send a document to posting. The starting character of this document is *G*.
- Change the **Status** field to *P* on the Grant Events Assignment Form (FRAEVGA).
- Add 1 to the current adjustment number (Adj#).
- Insert a negative summary amount in the Account Charge/Payment Detail Table (TRRACCD). Use the Research Accounting Payments Entry Form (FRAAREV) to view this amount.
- Change the status of the transaction to *Unbilled* in the Billing Detail Table (FRRBDET).
- Adds detailed information about the original bill to the Billing Detail History Table (FRRBDTH) if you selected the **Maintain History for Reversal?** check box on the Research Accounting System Control Form (FRASYSC).

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
PMS Code	No	PMS code on the bill you want to reverse.	
Grant Code	No	Grant code on the bill you want to reverse.	

Parameters (cont.)	Name	Required?	Description	Values
	Billing Invoice Number	Yes	Invoice number of the bill you want to reverse.	
	Invoice Adjustment Number	Yes	Adjustment number of the bill you want to reverse.	

### Output Sample

* * * REPORT CONTROL INFORMATION (FRRBREV RELEASE 4.0) * * *		
Parameters have been entered from Host Prompt.		
Parameter Name	Value	Message
Parameter Seq No:	66400	
PMS Code:		
Grant Code:	G00000022	
Invoice seq no:	1	
Invoice adj no:	0	
Line Count:	55	Chosen number of lines per page
Number of Transactions Processed: 1		

## Deferred Grant Process (FRRGRNT)

---

**Description** The Deferred Grant Process enables you to define when you want Banner to perform indirect cost (F & A), cost share, and revenue recognition calculations. It also enables you to post these grant calculations to the ledgers in summary format.

This process:

- Examines the **Defer Calculations of Indirect Cost and Cost Share** checkbox on the Grant System Control Maintenance Form (FRASYSC).
- Scans the Transaction Detail Table (FGBTRND) for entries against grant funds where indirect cost (F & A), cost share, and revenue recognition should be performed.
- Creates entries that move to the Transaction Interface Table (FGBTRNI) for execution of the Transaction Interface Process (FGRTRNI). Once edited and cleared, these entries will move to the Approved Document Table (FOBAPPD). Posting will then process the transactions.
- Performs a recalculation of indirect cost (F & A) for retroactive rate charges.

Parameters	Name	Required?	Description	Values
	Recalculation	No	Indicates whether indirect costs (F & A) have been calculated already and need to be recalculated due to a change in indirect cost rates.	Y = Indirect costs have been calculated previously. Recalculate them now. N = Indirect costs have <i>not</i> been calculated previously.
	Date From	No	All grant transactions from this date are selected from the FGBTRND table for recalculation of indirect cost (F & A). Enter only if <b>Recalculation</b> = Y.	DD-MON-YYYY

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Date To	No	All grant transactions up to this date are selected from the FGBTRND table for grant calculations or recalculation of indirect cost (F & A).	DD-MON-YYYY
	Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	Fund Option	No	Indicates the way you want to enter fund code(s).	A = Automatically enter all fund codes. R = Enter a range of fund codes. W = Search for a specific fund code using a wildcard. S = Enter a specific fund code.
	From Fund	No	First fund code in a series. Enter only if <b>Fund Option = R</b> .	
	To Fund	No	Last fund code in a series. Enter only if <b>Fund Option = R</b> .	
	Fund	No	User-defined code from which grant expenses are paid. Enter only if <b>Fund Option = W</b> or <b>S</b> . You may use a wildcard (* or %) if <b>Fund Option = W</b> .	

Parameters (cont.)	Name	Required?	Description	Values
	Posting Date	No	Posting date should be greater than or equal to the entry in the <b>Date To</b> parameter. If this parameter is left blank, the posting date is the greater of the <b>Date To</b> and the system date. Indirect cost (F & A), etc. cannot be posted earlier than the year-to-date activity.	DD-MON-YYYY
	Execution Mode	No	Indicates whether you want the system to print a report and update the FGBTRNI table, or print a report only.	A = Audit mode (Print a report, but do <i>not</i> update the FGBTRNI table.) U = Update mode (Print a report and update the FGBTRNI table.)
	Report Type	No	Indicates the level of detail you want to include in the report.	S = Generate output that summarizes information by grant. D = Generate output that shows detailed information by fund.

## Output Sample

FRRGRNT 4.0

Banner University (sctmhp5)  
Deferred Grant Process  
\*\*\* Update/Detail Mode \*\*\*

06-JAN-2001 10:26:53  
PAGE: 1

COA: B Grant: GRNTFD05  
Fund Orgn Acct Prog  
GRNT5A 142071 7220 20

Actv Locn I/C Rate C/S Rate Revenue  
6% 1% Y

Orig. Doc Trans Date Rule Amount  
I0000815 06-JAN-2001 INNI 2,000.00

Def. Doc	Trans Date	Rule	Amount	Fund	Orgn	Acct	Prog	Actv	Locn
G0000025	06-JAN-2001	GRIC	120.00	GRNT5A	142071	7750	20		
G0000025	06-JAN-2001	GRIR	120.00	TEST	142071	7750	10		
G0000025	06-JAN-2001	GRCG	10.60	GRNT5A	142071	5900	20		
G0000025	06-JAN-2001	GRCG	10.60	GRNT5A	142071	5940	20		
G0000025	06-JAN-2001	GRCC	11.54	TEST	142071	7150	10		
G0000025	06-JAN-2001	GRCC	9.66	TEST	142071	7160	10		
G0000025	06-JAN-2001	GRRV	2,098.80	GRNT5A	142071	5510	20		
G0000025	06-JAN-2001	GRAR	2,098.80	GRNT5A	142071	1310	20		

Total Indirect Cost for Fund GRNT5A 120.00  
Total Cost Share for Fund GRNT5A 21.20  
Total Revenue Recognition for Fund GRNT5A 2,098.80

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Run Sequence Number: 44938  
Recalculate: N  
Date To: 06-JAN-2001  
Chart of Accounts: B  
Fund Range: All Funds  
Posting Date: 06-JAN-2001  
Report Execution Mode: Update  
Report Type: Detail  
No. Lines per Page: 55  
Number of Transactions Processed: 16

Start Time: 10:27:20  
End Time : 10:27:49

## Research Accounting Report Process (FRRGRPT)

### Description

The Research Accounting Report Process enables you to generate data for Grant Billing reports. When you run this process, Banner will change the **Status** field to *S* on the Grant Events Assignment Form (FRAEVGA). The system will also identify all the transactions that were billed on the specified date and will populate the appropriate reporting table. This process does *not* create entries in the ledger; it simply reports what has been billed so far.

You can run this process for grant codes or PMS codes. Then, you can view the report online using the corresponding form. For example, you can view a standard 269 report using the Standard 269 Report Form (FRR269R). You can also print the report using the Standard Bill and Reports Form (FRABRUN).

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Bill by PMS Code/ Grant Code	Yes	Indicates whether to generate reports by grant code or PMS code.	P = Generate reports by PMS code. G = Generate reports by grant code.
PMS Code Option	No	Indicates the way you want to enter PMS code(s). Enter only if <b>Bill by PMS Code/Grant Code = P</b> .	A = Automatically enter all PMS codes. R = Enter a range of PMS codes. W = Search for a specific PMS code using a wildcard. S = Enter a specific PMS code.
From PMS Code	No	First PMS code in a series. Enter only if <b>PMS Code Option = R</b> .	
To PMS Code	No	Last PMS code in a series. Enter only if <b>PMS Code Option = R</b> .	



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only if <b>PMS Code Option</b> = <i>W</i> or <i>S</i> . You may use a wildcard (* or %) if <b>PMS Code Option</b> = <i>W</i> .	
	Grant Code Option	No	Indicates the way you want to enter grant code(s). Enter only if <b>Bill by PMS Code/Grant Code</b> = <i>G</i> .	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	From Grant Code	No	First grant code in a series. Enter only if <b>Grant Code Option</b> = <i>R</i> .	
	To Grant Code	No	Last grant code in a series. Enter only if <b>Grant Code Option</b> = <i>R</i> .	
	Grant Code	No	User-defined code identifying a grant. Enter only if <b>Grant Code Option</b> = <i>W</i> or <i>S</i> . You may use a wildcard (* or %) if <b>Grant Code Option</b> = <i>W</i> .	
	Report Format Code	Yes	Code defining the format of a report.	

Parameters (cont.)	Name	Required?	Description	Values
	Reporting Period To Date	No	Last date of the reporting period you want to include in the output. Reporting periods are defined on the Grant Events Assignment Form (FRAEVGA).	
	Final Report	No	Indicates whether this is the last report for the grant or PMS code.	Y = This is a final report. N = This is <i>not</i> a final report. (default value)

## Output Sample

FRRGRPT 4.0		Banner University (sctmhp5)		06/06/2000 12:31:29	
		Research Accounting Report Process		PAGE 1	
Report Format Code: 269R					
PMS Code	Grant Code	From Date	To Date	Report Amount	
-----	-----	-----	-----	-----	
HHS1	G00000016	01-FEB-00	29-FEB-00	12000.00	
HHS1	G00000017	01-FEB-00	29-FEB-00	12000.00	
* * * REPORT CONTROL INFORMATION (FRRGRPT RELEASE 4.0) * * *					
Parameters have been entered from Host Prompt.					
Parameter Name	Value		Message		
-----	-----		-----		
Parameter Seq No:	27853				
Bill By:	P		PMS Code		
PMS Code	HHS1				
Report Format Code:	269R				
Reporting Period To Date:	29-FEB-2000				
Final/Partial Indicator:	N		Partial		
Line Count:	55		Chosen number of lines per page		
Number of Transactions Processed: 12					

## Application of Payment Process (TRRAPPL)

---

### Description

The Application of Payment Process enables you to apply payments to charges by grant. By default, Banner will apply payments based on the date of each charge; the oldest charge will be paid first. You can use the Grant Payments Entry Form (FRAAREV) to manually apply a payment to a specific charge by populating the **Tpay Number** and the **Invoice Paid Number** fields. See Chapter 2, “Processing,” for more information.

**Note:** The Application of Payments Process does *not* have any parameters or printed output.

## Unapplication of Payments Process (TRRUNAP)

---

**Description** The Unapplication of Payments Process enables you to reverse, or undo, payments that you applied to charges using the Application of Payment Process (TRRAPPL).

**Note:** You cannot reverse payments that were applied manually on the Research Accounting Payments Entry Form (FRAAREV).

Parameters	Name	Required?	Description	Values
	Enter Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only if <b>Enter Grant Option = R</b> .	
	Grant To	No	Last grant code in a series. Enter only if <b>Enter Grant Option = R</b> .	
	Grant Wildcards	No	Partial grant code that contains a wildcard (* or %). Enter only if <b>Enter Grant Option = W</b> .	

Parameters (cont.)	Name	Required?	Description	Values
	Specific Grants	No	User-defined code identifying a grant.	
	Unapply Date (DD-MON-YYYY)	No	Banner will select all of the payments that were applied to charges on or after this date. For example, if you enter 15-AUG-1999, Banner will reverse all payments that were applied on 15-AUG-1999 or after 15-AUG-1999.	DD-MON-YYYY

### Output Sample

TRRUNAP 4.0 PAGE 1		Banner University	08-SEP-1998 15:13:17
* * * REPORT CONTROL INFORMATION (TRRUNAP RELEASE 4.0) * * *			
Parameters have been entered from Host Prompt.			
Parameter Name	Value	Message	
Parameter Seq No:	71031		
Grant option :	Specific Grants	The following invalid grant codes were entered: 07-SEP-98	
NUMBER OF RECORDS PRINTED : 0			

## Grant Ledger Exception Report (FGRGLEX)

**Description** The Grant Ledger Exception Report prints a list of all transactions that exist in the Transaction Detail Table (FGBTRND), but *not* the Grant Ledger (FRRGRNL). In the report, transactions are sorted by grant; within each grant, they are sorted by FOAPAL. You can run the Grant Rebuild Process (FGRGRBD) to rebuild the grant ledger from the Transaction Detail Table (FGBTRND).

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant	No	User-defined code identifying a grant. Enter only if <b>Grant Option</b> = W or S. You may use a wildcard (* or %) if <b>Grant Option</b> = W.	
	From Grant	No	First grant code in a series. Enter only if <b>Grant Option</b> = R.	
	To Grant	No	Last grant code in a series. Enter only if <b>Grant Option</b> = R.	

## Report Sample

FGRGLEX 4.0	Banner University (sctmhp5) Grant Ledger Exception Report As of 10-DEC-1999	10-DEC-1999 09:32:14 PAGE 1
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Chart of Accounts: S Grant Code: G00000010	Chart for Development Research on Rheumatoid Arthritis
---	---

Fund Cd	Orgn Cd	Acct Cd	Prog Cd	Actv Cd	Locn Cd	Fld Cd	Field Cd Desc	Grnt Yr	Trans Amount	Grant Ledger Amt
F10	11004	5510	10			03	YTD activity	1998	4060	2800
F10	11004	6111	10			03	YTD activity	1998	2900	2000
F10	11004	7523	10			03	YTD activity	1998	1160	800

Chart of Accounts: S Grant Code: G00000011	Chart for Development Research on Arthritis
---	--

Fund Cd	Orgn Cd	Acct Cd	Prog Cd	Actv Cd	Locn Cd	Fld Cd	Field Cd Desc	Grnt Yr	Trans Amount	Grant Ledger Amt
F11	11004	5510	10			03	YTD activity	1998	11340	8400
F11	11004	6111	10			03	YTD activity	1998	8100	6000
F11	11004	7523	10			03	YTD activity	1998	3240	2400

\* \* \* REPORT CONTROL INFORMATION (fgrglex release 4.0) \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Seq No:		
Chart of Accounts:	S	
Grant Option:	A	All grants
Grant:		
Line Count:	55	Number of lines per page



## Standard 1034 Billing Form (FRR134B)

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### Description

The Standard 1034 Billing Form prints a bill in the standard 1034 format. It is an Oracle report. After you run the Research Accounting Billing Process (FRRBILL), you can run this bill from the Standard 1034 Billing Form (FRA134B).

**Note:** You can also run this report from the Process Submission Controls Form (GJAPCTL). For additional information, refer to the *General User Guide*.

You can run this bill for only one PMS code at a time. If you leave the **PMS Code** and **Grant Code** parameters blank, Banner will print a bill that lists all grants for the specified date. If you enter a value in the **PMS Code** parameter, you have the option of producing a bill that summarizes all grants with that PMS code or producing separate bills for each grant.

If you want to print a 1034 continuation form, which contains detailed information about the bill, select the **Details** button. Banner will print a separate page that you will need to collate with the appropriate bill. See Chapter 2, “Processing,” for more information.

**Note:** To run this bill, Oracle Reports must be installed on your computer. This bill will *not* run from a web-enabled form.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements.	
Grant Code	No	User-defined code identifying a grant.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Single/Multiple Bills	No	Indicates whether to print one bill summarizing all grants with the specified PMS code or to print one bill for each grant. Enter only if you entered a value in the <b>PMS Code</b> parameter.	M = Print one bill for each grant.  S = Print one bill summarizing all grants.
	Invoice Sequence Number	Yes	Invoice number generated by the Research Accounting Billing Process (FRRBILL).	
	Adjusted Number	Yes	Number of times the bill has been adjusted.	
	Period To Date	Yes	Last date of the billing period you want to include in the output. Billing periods are defined on the Grant Events Assignment Form (FRAEVGA).	DD-MON-YYYY

Parameters (cont.)	Name	Required?	Description	Values
	Destination Format	Yes	Format for the report output. The default value is <i>PDF</i> .	DELIMITED DELIMITED DATA HTML HTMLCSS PDF POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML
	Destination Type	Yes	Indicates where the report output will be directed. The default value is <i>Cache</i> . Values of <i>File</i> , <i>Mail</i> , or <i>Printer</i> are available only when <b>Communication Mode</b> is set to <i>Asynchronous</i> .	Cache    Display report on screen. (default value) File     Save report to a file. Printer   Print report. Mail     Send report via email.

Parameters (cont.)	Name	Required?	Description	Values
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length.	<p>If destination type is <i>File</i>, use a valid drive, folder, and file name.</p> <p>If destination type is <i>E-mail</i>, use a valid e-mail address. Enter multiple addresses with commas as separators.</p> <p>If destination type is <i>Printer</i>, use a valid printer name. If blank, report goes to the Report Server's default printer.</p>
	Execution Mode	Yes	Indicates how you want this report to run: from a form ( <i>Runtime</i> ) or from job submission ( <i>Batch</i> ).	<p>Batch Run from job submission.</p> <p>RuntimeRun from a form.</p>
	Communication Mode	Yes	Identifies the communication mode.	<p>SynchronousWait on the Banner form for report results.</p> <p>AsynchronousRun report behind the scenes.</p>

Parameters (cont.)	Name	Required?	Description	Values
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.  For this field to be set to <i>Yes</i> , <b>Destination Type</b> must be set to <i>Cache</i> .	Yes    Display Report Parameters form. (default value) No    Do not display Report Parameters form.
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	Yes    Show Report Value Window No    Do not display Report Value window.

Standard Form 1034 Revised January 1980 Department of the Treasury 1 TFSM 4-2000		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>			Voucher No.  <div style="text-align: center;">10</div>
Grant billing agency without LOC 4567 Market street Main building 2nd floor Philadelphia PA 19355		Date Voucher prepared <div style="text-align: center;">09/09/98</div>		Schedule No.	
		Contract Number and Date <div style="text-align: center;">AIDS3049-56</div>		Paid By	
		Requisition Number and Date		Date Invoice received	
Payee's Name 3601 Market street Main building 3rd floor Philadelphia PA 19104		Discount Terms Payee's Account Number G00000032			
Shipped From  To		Weight		Government BL Number	
Number And Date Of Order	Date Of Delivery Or Service	Articles Or Services <i>(Enter Description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	Quantity	Unit Price COST PER	Amount <div style="text-align: right;">(1)</div>
09/09/98	09/09/98	Research on cure for aids			\$618.00
				<div style="border: 1px solid black; padding: 5px; display: inline-block;">Details....</div>	
(Use continuation sheets if necessary)		(Payee must NOT use the space below)		TOTAL \$618.00	
PAYMENT: APPROVED FOR = \$		Exchange Rate = \$	Differences		
Provisional Complete Partial Final Progress Advance		BY	Amount Verified: Correct <i>(Signature or initials)</i>		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment					
Date  <i>(Authorized Certifying Official)</i>		(Title)			
ACCOUNTING CLASSIFICATION					
CHECK NUMBER On Account Of U.S. Treasury		CHECK NUMBER		ON (Name of Bank)	
CASH DATE		PAYEE			
When stated in foreign currency, insert name of currency. If the ability to certify and authority to prove are combined in one person, one signature only is necessary. Otherwise the approving officer will sign in the space provided, over his official title. When a voucher is reemployed in the name of company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer" as the case may be.					PER  TITLE
Previous edition usable 1034-119		PRIVACY STATEMENT The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment.		NSN 7540-00-900-2234	

**PAYMENT WITHHOLDING**

## Standard 269 Report Form (FRR269R)

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### Description

The Standard 269 Report Form prints grant billing information in the standard 269 format. It is an Oracle report. After you run the Research Accounting Report Process (FRRGRPT), you can run this report from the Standard 269 Report Form (FRA269R).

**Note:** You can also run this report from the Process Submission Controls Form (GJAPCTL). For additional information, refer to the *General User Guide*.

You can run this report for only one PMS code at a time. If you leave the **PMS Code** and **Grant Code** parameters blank, Banner will print a report that lists all grants for the specified date. If you enter a value in the **PMS Code** parameter, you have the option of producing a report that summarizes all grants with that PMS code or producing a separate report for each grant.

**Note:** To run this report, Oracle Reports must be installed on your computer. This report will *not* run from a web-enabled form.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements.	
Grant Code	No	User-defined code identifying a grant.	
Single/Multiple Reports	No	Indicates whether to print one report summarizing all grants with the specified PMS code or to print one report for each grant. Enter only if you entered a value in the <b>PMS Code</b> parameter.	M    Print one report for each grant. S    Print one report summarizing all grants.

Parameters (cont.)	Name	Required?	Description	Values
	Period To Date	Yes	Last date of the reporting period you want to include in the output. Reporting periods are defined on the Grant Events Assignment Form (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is <i>PDF</i> .	DELIMITED DELIMITED DATA HTML HTMLCSS PDF POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML
	Destination Type	Yes	Indicates where the report output will be directed. The default value is <i>Cache</i> . Values of <i>File</i> , <i>Mail</i> , or <i>Printer</i> are available only when <b>Communication Mode</b> is set to <i>Asynchronous</i> .	Cache    Display report on screen. File     Save report to a file. Printer   Print report. Mail     Send report via email.



Parameters (cont.)	Name	Required?	Description	Values
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length.	<p>If destination type is <i>File</i>, use a valid drive, folder, and file name.</p> <p>If destination type is <i>E-mail</i>, use a valid e-mail address. Enter multiple addresses with commas as separators.</p> <p>If destination type is <i>Printer</i>, use a valid printer name. If blank, report goes to the Report Server's default printer.</p>
	Execution Mode	Yes	Indicates how you want this report to run: from a form ( <i>Runtime</i> ) or from job submission ( <i>Batch</i> ).	<p>Batch Run from job submission.</p> <p>RuntimeRun from a form.</p>
	Communication Mode	Yes	Identifies the communication mode.	<p>Synchronous Wait on the Banner form for report results.</p> <p>Asynchronous Run report behind the scenes.</p>

Parameters (cont.)	Name	Required?	Description	Values
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.  For this field to be set to <i>Yes</i> , <b>Destination Type</b> must be set to <i>Cache</i> .	Yes Display Report Parameters form. (default value) No Do not display Report Parameters form.
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	Yes Show Report Value Window No Do not display Report Value window

Report Sample

1. Federal Agency and Organizational Element to which Report is Submitted

Grant billing agency without LOC

2. Federal Grant or Other Identifying Number Assigned by Federal Agency

AIDSD049-56

OMB Approval No.

0348-0039

Page 1

Of 1

Pages

1

3. Recipient Organization (Name and complete address, including ZIP code)

Diane Matthews  
3601 Market street  
Main building  
3rd floor  
Philadelphia PA 19104

4. Employer Identification Number

E1-5051

5. Recipient Account Number or Identifying Number

GRTB-1

6. Final Report

☐ Yes

☒ No

7. Basis

☐ CASH

☒ ACCRUAL

8. Funding/Grant Period (See instructions)

From : ( Month, Day, Year )  
March , 01, 1998

To : ( Month, Day, Year )  
February , 29, 2000

9. Period Covered by this Report

From : ( Month, Day, Year )  
March , 01, 1998

To : ( Month, Day, Year )  
March , 31, 1998

10. Transactions :

	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	\$ .00	\$3,300.00	\$3,300.00
b. Recipient Share of Outlays	\$ .00	\$300.00	\$300.00
c. Federal Share of Outlays			\$3,000.00
d. Total unliquidated obligations			\$ .00
e. Recipient share of unliquidated obligations			\$ .00
f. Federal share of unliquidated obligations			\$3,000.00
g. Total Federal share (Sum of lines c and f)			\$ .00
h. Total Federal funds authorized for this funding period			\$3,000.00
i. Unobligated balance of Federal funds (Line h minus line g)			-\$3,000.00

11. Indirect Expense

a. Type of Rate (Place "x" in the appropriate box)

☐ Provisional

☐ Predetermined

☐ Final

☐ Fixed

b. Rate

\$ .00

b. Base

\$ .00

b. Total Amount

\$ .00

b. Federal Share

\$ .00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

This is the text that will be printed on 289 report

13. Certification : I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title

Telephone (Area code, number and extension)

Signature of the Authorized Certifying Official

Date Report Submitted

08/11/98

NSN 7540-01-218-4387

289-201

Standard Form 289A, (REV 4-80)  
Prescribed by OMB Circulars A-102 and A-110

## Standard 270 Billing Form (FRR270B)

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### Description

The Standard 270 Billing Form prints a bill in the standard 270 format. It is an Oracle report. After you run the Research Accounting Billing Process (FRRBILL), you can run this bill from the Standard 270 Billing Form (FRA270B).

**Note:** You can also run this report from the Process Submission Controls Form (GJAPCTL). For additional information, refer to the *General User Guide*.

You can run this bill for only one PMS code at a time. If you leave the **PMS Code** and **Grant Code** parameters blank, Banner will print a bill that lists all grants for the specified date. If you enter a value in the **PMS Code** parameter, you have the option of producing a bill that summarizes all grants with that PMS code or producing separate bills for each grant.

**Note:** To run this bill, Oracle Reports must be installed on your computer. This bill will *not* run from a web-enabled form.

### Report Sample—see the following page

Parameters	Name	Required?	Description	Values	
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements.		
	Grant Code	No	User-defined code identifying a grant.		
	Single/Multiple Bills	No	Indicates whether to print one bill summarizing all grants with the specified PMS code or to print one bill for each grant. Enter only if you entered a value in the <b>PMS Code</b> parameter.	M	Print one bill for each grant.
				S	Print one bill summarizing all grants.

Parameters (cont.)	Name	Required?	Description	Values
	Invoice Sequence Number	Yes	Invoice number generated by the Research Accounting Billing Process (FRRBILL).	
	Adjusted Number	Yes	Number of times the bill has been adjusted.	
	Period To Date	Yes	Last date of the billing period you want to include in the output. Billing periods are defined on the Grant Events Assignment Form (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is <i>PDF</i> .	DELIMITED DELIMITED DATA HTML HTMLCSS PDF POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML

Parameters (cont.)	Name	Required?	Description	Values
	Destination Type	Yes	Indicates where the report output will be directed. The default value is <i>Cache</i> .  Values of <i>File</i> , <i>Mail</i> , or <i>Printer</i> are available only when <b>Communication Mode</b> is set to <i>Asynchronous</i> .	Cache    Display report on screen.  File      Save report to a file.  Printer   Print report.  Mail      Send report via email.
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is <i>File</i> , use a valid drive, folder, and file name.  If destination type is <i>E-mail</i> , use a valid e-mail address. Enter multiple addresses with commas as separators.  If destination type is <i>Printer</i> , use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Indicates how you want this report to run: from a form ( <i>Runtime</i> ) or from job submission ( <i>Batch</i> ).	Batch Run from job submission.  Runtime Run from a form.
	Communication Mode	Yes	Identifies the communication mode.	Synchronous Wait on the Banner form for report results.  Asynchronous Run report behind the scenes.

Parameters (cont.)	Name	Required?	Description	Values
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.  For this field to be set to <i>Yes</i> , <b>Destination Type</b> must be set to <i>Cache</i> .	Yes Display Report Parameters form. (default value) No Do not display Report Parameters form.
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	Yes Show Report Value Window No Do not display Report Value window

## Report Sample

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>		Approved by Office of Management and Budget, No. 80-R0183		Page 1 of 1	
3. FEDERAL SPONSORING AGENCY & ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED  Grant billing agency without LOC		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY  L YME3049-56		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST  5	
6. EMPLOYER ID NUMBER E1-5051		7. RECIPIENT'S ACCOUNT NUMBER OR ID NUMBER GRTB-2		8. PERIOD COVERED BY THIS REPORT FROM (month, day, year) May , 01, 1998 TO (month, day, year) May , 31, 1998	
9. RECIPIENT ORGANIZATION Name : Darne Mathews Number and Street : 3601 Market street Main building 3rd floor City, State, Zip Code : Philadelphia PA 19104		10. PAYEE (Where check is to be sent if different than item 9) Name : Diane Mathews Number and Street : 3601 Market street Main building 3rd floor City, State, Zip Code : Philadelphia PA 19104			
11. COMPUTATION OF AMOUNT REIMBURSEMENT/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES >		(a)	(b)	(c)	TOTAL
a. Total program outlays (As of date) today					\$10,350.00
b. Less: Cumulative program income					\$ .00
c. Net program outlays (Line a minus line b)					\$10,350.00
d. Estimated net cash outlays for advance period					\$ .00
e. Total (Sum of lines c & d)					\$10,350.00
f. Non-Federal share of amount on line e					\$1,360.00
g. Federal share of amount on line e					\$8,990.00
h. Federal Payments previously requested					\$4,590.00
i. Federal share now requested (Line g minus line h)					\$4,400.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescribed advances		1st month			\$ .00
		2nd month			\$ .00
		3rd month			\$ .00
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY					
a. Estimated Federal cash outlays that will be made during period covered by the advance					\$ .00
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period					\$ .00
c. Amount requested (Line a minus line b)					\$ .00
13. CERTIFICATION					
I certify that to the best of my knowledge and belief the data above are correct and that all outlays are made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.				SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED 06/25/98
TYPED OR PRINTED NAME AND TITLE Noli, Mark Professor				TELEPHONE (AREA CODE, NUMBER, EXTENSION)	
This space for agency use					

270-102

STANDARD FORM 270  
Prescribed by Office of Management and Budget  
Cir. No. A-110



## Standard 272 Billing Form (FRR272B)

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### Description

The Standard 272 Billing Form prints a bill in the standard 272 format. It is an Oracle report. After you run the Research Accounting Billing Process (FRRBILL), you can run this bill from the Standard 272 Billing Form (FRA272B)

**Note:** You can also run this report from the Process Submission Controls Form (GJAPCTL). For additional information, refer to the *General User Guide*.

You can run this bill for only one PMS code at a time. If you leave the **PMS Code** and **Grant Code** parameters blank, Banner will print a bill that lists all grants for the specified date. If you enter a value in the **PMS Code** parameter, you have the option of producing a bill that summarizes all grants with that PMS code or producing separate bills for each grant.

**Note:** To run this bill, Oracle Reports must be installed on your computer. This bill will *not* run from a web-enabled form.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>	
PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements.		
Grant Code	No	User-defined code identifying a grant.		
Single/Multiple Bills	No	Indicates whether to print one bill summarizing all grants with the specified PMS code or to print one bill for each grant. Enter only if you entered a value in the <b>PMS Code</b> parameter.	M	Print one bill for each grant.
			S	Print one bill summarizing all grants.

Parameters (cont.)	Name	Required?	Description	Values
	Invoice Sequence Number	Yes	Invoice number generated by the Research Accounting Billing Process (FRRBILL).	
	Adjusted Number	Yes	Number of times the bill has been adjusted.	
	Period To Date	Yes	Last date of the billing period you want to include in the output. Billing periods are defined on the Grant Events Assignment Form (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is <i>PDF</i> .	DELIMITED DELIMITED DATA HTML HTMLCSS PDF POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML

Parameters (cont.)	Name	Required?	Description	Values
	Destination Type	Yes	Indicates where the report output will be directed. The default value is <i>Cache</i> .  Values of <i>File</i> , <i>Mail</i> , or <i>Printer</i> are available only when <b>Communication Mode</b> is set to <i>Asynchronous</i> .	Cache    Display report on screen.  File    Save report to a file.  Printer    Print report.  Mail    Send report via email.
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is <i>File</i> , use a valid drive, folder, and file name.  If destination type is <i>E-mail</i> , use a valid e-mail address. Enter multiple addresses with commas as separators.  If destination type is <i>Printer</i> , use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Indicates how you want this report to run: from a form ( <i>Runtime</i> ) or from job submission ( <i>Batch</i> ).	Batch Run from job submission.  Runtime Run from a form.
	Communication Mode	Yes	Identifies the communication mode.	Synchronous Wait on the Banner form for report results.  Asynchronous Run report behind the scenes.

Parameters (cont.)	Name	Required?	Description	Values
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.  For this field to be set to <i>Yes</i> , <b>Destination Type</b> must be set to <i>Cache</i> .	Yes    Display Report Parameters form. (default value) No    Do not display Report Parameters form.
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	Yes    Show Report Value Window No    Do not display Report Value window

Report Sample

<b>FEDERAL CASH TRANSACTIONS REPORT</b> <i>(See instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272-A.)</i>		Approved by Office of Management and Budget No. 80-R0182	
		1. Federal sponsoring agency and organizational element to which this report is submitted Grant billing agency with LOC	
2. RECIPIENT ORGANIZATION Name : Diane Mathews Number : 3601 Market street and Street : Main building 3rd floor City, State and Zip Code : Philadelphia PA 19104		4. Federal Grant or other identification number NASA7890-123	5. Recipient's account number or identifying number GRTB-P
		6. Letter of credit number 1111111111111111	7. Last payment voucher number 2
		8. Payment vouchers certified to your account 9. Treasury checks received (whether or not deposited)	
3. FEDERAL EMPLOYER IDENTIFICATION NO. E1-5051		10. PERIOD COVERED BY THIS REPORT FROM (month, day, year) April , 01, 1998 TO (month, day, year) April , 30, 1998	
11. STATUS OF FEDERAL CASH <i>(See specific instructions on the back)</i>		a. Cash on hand beginning of report period b. Letter of credit withdrawals c. Treasury check payments d. Total receipts (Sum of lines b and c) e. Total cash available (Sum of lines a and d) f. Gross disbursements g. Federal share of program income h. Net disbursements (line f minus line g) i. Adjustments of prior periods j. Cash on hand end of period	
12. THE AMOUNT SHOWN ONLINE 11, ABOVE REPRESENTS CASH REQUIREMENTS FOR ENSURING 2 Days		13. OTHER INFORMATION a. Interest income b. Advances to subgrantees or subcontractors	
14. REMARKS (Attach additional sheets of plain paper where space is required) This text will print on the bill/report			
15. CERTIFICATION I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant on agreement. AUTHORIZED SIGNATURE CERTIFYING OFFICIAL TYPED OR PRINTED NAME AND TITLE H. Donald Thibault Professor DATE REPORT SUBMITTED 05/10/98 TELEPHONE (Area Code, Number, Extension)			
THIS SPACE FOR AGENCY USE ONLY			

272-22  
STANDARD FORM 272, (7-76)  
Prescribed by the Office of Management and Budget  
Cir. No. A-110

## Standard 272 Report Form (FRR272R)

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### Description

The Standard 272 Report Form prints grant billing information in the standard 272 format. It is an Oracle report. After you run the Research Accounting Report Process (FRRGRPT), you can run this report from the Standard 272 Report Form (FRA272R).

**Note:** You can also run this report from the Process Submission Controls Form (GJAPCTL). For additional information, refer to the *General User Guide*.

You can run this report for only one PMS code at a time. If you leave the **PMS Code** and **Grant Code** parameters blank, Banner will print a report that lists all grants for the specified date. If you enter a value in the **PMS Code** parameter, you have the option of producing a report that summarizes all grants with that PMS code or producing a separate report for each grant.

**Note:** To run this report, Oracle Reports must be installed on your computer. This report will *not* run from a web-enabled form.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>	
PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements.		
Grant Code	No	User-defined code identifying a grant.		
Single/Multiple Reports	No	Indicates whether to print one report summarizing all grants with the specified PMS code or to print one report for each grant. Enter only if you entered a value in the <b>PMS Code</b> parameter.	M	Print one report for each grant.
			S	Print one report summarizing all grants.

Parameters (cont.)	Name	Required?	Description	Values
	Report as of Date	Yes	Last date of the reporting period you want to include in the output. Reporting periods are defined on the Grant Events Assignment Form (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is <i>PDF</i> .	DELIMITED DELIMITED DATA HTML HTMLCSS PDF POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML
	Destination Type	Yes	Indicates where the report output will be directed. The default value is <i>Cache</i> .  Values of <i>File</i> , <i>Mail</i> , or <i>Printer</i> are available only when <b>Communication Mode</b> is set to <i>Asynchronous</i> .	Cache    Display report on screen. File      Save report to a file. Printer   Print report. Mail      Send report via email.

Parameters (cont.)	Name	Required?	Description	Values
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length.	<p>If destination type is <i>File</i>, use a valid drive, folder, and file name.</p> <p>If destination type is <i>E-mail</i>, use a valid e-mail address. Enter multiple addresses with commas as separators.</p> <p>If destination type is <i>Printer</i>, use a valid printer name. If blank, report goes to the Report Server's default printer.</p>
	Execution Mode	Yes	Indicates how you want this report to run: from a form ( <i>Runtime</i> ) or from job submission ( <i>Batch</i> ).	<p>Batch Run from job submission.</p> <p>RuntimeRun from a form.</p>
	Communication Mode	Yes	Identifies the communication mode.	<p>Synchronous Wait on the Banner form for report results.</p> <p>Asynchronous Run report behind the scenes.</p>
	Parameter Form Designator	Yes	<p>Indicates if you want to display the form that contains all report parameter selections made for the report parameters.</p> <p>For this field to be set to <i>Yes</i>, <b>Destination Type</b> must be set to <i>Cache</i>.</p>	<p>Yes Display Report Parameters form. (default value)</p> <p>No Do not display Report Parameters form.</p>
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	<p>Yes Show Report Value Window</p> <p>No Do not display Report Value window.</p>



Report Sample

<b>FEDERAL CASH TRANSACTIONS REPORT</b>		Approved by Office of Management and Budget No. 80-RO182	
(See instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272-4.)		1. Federal sponsoring agency and organizational element to which this report is submitted	
		Grant billing agency with LOC	
2. RECIPIENT ORGANIZATION		4. Federal Grant or other identification number	5. Recipient's account number or identifying number
Name : Diane Mathews		NASA7890-123	GRTB-P1
Number : 3601 Market street		6. Letter of credit number	7. Last payment voucher number
and Street : Main building		1111111111111111	
3rd floor		Give label number for this period	
City, State and Zip Code : Philadelphia PA 19104		8. Payment vouchers certified to your account	9. Treasury checks received (whether or not deposited)
		PERIOD COVERED BY THIS REPORT	
3. FEDERAL EMPLOYER IDENTIFICATION NO. E1-5051		10. FROM (month, day, year) March , 01, 1998	TO (month, day, year) May , 31, 1998
11. STATUS OF  FEDERAL  CASH  (See specific instructions on the back)		a. Cash on hand beginning of report period	\$ .00
		b. Letter of credit withdrawals	\$ .00
		c. Treasury check payments	\$ .00
		d. Total receipts (Sum of lines b and c)	\$ .00
		e. Total cash available (Sum of lines a and d)	\$ .00
		f. Gross disbursements	\$4,000.00
		g. Federal share of program income	\$ .00
		h. Net disbursements (line f minus line g)	\$4,000.00
		i. Adjustments of prior periods	\$ .00
		j. Cash on hand end of period	-\$4,000.00
12. THE AMOUNT SHOWN ONLINE 11, ABOVE REPRESENTS CASH REQUIREMENTS FOR ENSURING		13. OTHER INFORMATION	
a. Interest income		\$ .00	
b. Advances to subgrantees or subcontractors		\$ .00	
14. REMARKS (Attach additional sheets of plain paper where space is required)			
15. CERTIFICATION			
I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant on agreement.		AUTHORIZED	
		DATE REPORT SUBMITTED 08/1/98	
OFFICIAL		CERTIFYING	
		TELEPHONE (Area Code, Number, Extension)	
THIS SPACE FOR AGENCY USE ONLY		TYPED OR PRINTED NAME AND TITLE	

272-22

STANDARD FORM 272- (7-76)  
Prescribed by the Office of Management and Budget  
Cir. No. A-110

## Agency Budget Report (FRRABUD)

---

**Description**      The Agency Budget Report prints a list of budget activity for grants received from the specified sponsoring agency.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Agency Code	Yes	User-defined code representing a sponsoring agency.	
	Proposal Code	No	User-defined code representing a proposal.	Default = All proposals
	Budget Code	No	User-defined code identifying a budget.	Default = All
	Personnel Indicator	Yes	Personnel ID of the person whose name you want to include on the report.	Default = 001 (Principal Investigator)
	Display Cost Share Percent	No	Indicates whether to include cost share percentage information in the report.	Yes   Include cost share percentage information. No   Do <i>not</i> include cost share percentage information.

Parameters (cont.)	Name	Required?	Description	Values
	Execution Mode	No	Indicates whether you want the system to print a report and post transactions to the ledger, or print a report only.	U    Update mode (Print a report and post transactions.) A    Audit mode (Print a report only.)
	Print Waived Indirect Amount	No	Indicates whether to include waived indirect costs (F & A) in the report.	Y    Include waived indirect costs. (default value) No    Do <i>not</i> include waived indirect costs.

## Report Sample

FRRABUD

Banner University (sctmhp5)  
Agency Budget Report01/04/01 14:09:15  
PAGE 1CONTACT: Bob Gibson  
AGENCY : Inside Repairs  
ADDRESS: 88 Cardinal Corner  
St. Louis MO 47834

PROPOSAL: PROPF04 Athletic event planning

Primary Investigator FDPROP6 Schmidt, Michael J

TOTAL REQUESTED AMOUNT: \$100,000.00

BUDGET: FISCAL Fiscal Budget for Proposal PERIOD 01-JUL-1999 TO 30-JUN-2000

TITLE	BUDGET AMOUNT	COST SHARE	COST SHARE PERCENT	PROJECT VALUE
Salaries-Faculty	16,500	13,500	0.8182	30,000
Health Ins Premiums	1,100	900	0.8182	2,000
Office Supplies	1,500	1,500	1.0000	3,000
Office Equipment	10,000	10,000	1.0000	20,000
Mobile Phone	5,000	5,000	1.0000	10,000
Pagers	1,500	1,500	1.0000	3,000
Legal	3,500	3,500	1.0000	7,000
Accounting	2,500	2,500	1.0000	5,000
Indirect Cost	720	0	0.0000	720
Fringe Amount	11,200	0	0.0000	11,200
TOTAL	53,520	38,400	0.7175	91,920

R \* \* \* REPORT CONTROL INFORMATION (FRRABUD RELEASE 3.1) \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Parameter Seq No:	43289	
Agency Code:	KITCHEN	
Proposal Code:		All Proposal Code
Budget Code:		All Budget Code
Personnel Ind:	001	Primary Investigator
Cost Share Percent:	Y	Print cost share percentage
Execution Mode:	A	Audit Mode
Line Count:	55	Chosen number of lines per page

## Billing Detail Exception Report (FRRBDEX)

**Description** The Billing Detail Exception Report prints a list of all documents that are stored in the Transaction Detail Table (FGBTRND), but *not* the Billing Detail Table (FRRBDET). Documents are sorted by grant within a FOAPAL string. If you selected the **Defer Calculations of Indirect Cost and Cost Share** check box on the Grant System Control Maintenance Form (FOASYSC), you must run the Deferred Grant Process (FRRGRNT) before you run this report.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant	No	User-defined code identifying a grant. Enter only if <b>Grant Option</b> = W or S. You may use a wildcard (* or %) if <b>Grant Option</b> = W.	
	From Grant	No	First grant code in a series. Enter only if <b>Grant Option</b> = R.	
	To Grant	No	Last grant code in a series. Enter only if <b>Grant Option</b> = R.	

Parameters (cont.)	Name	Required?	Description	Values
	From Date	Yes	First date you want to include in the report.	DD-MON-YYYY
	To Date	Yes	Last date you want to include in the report.	DD-MON-YYYY

## Report Sample

FRRBDEX 4.0

Banner University  
Billing Detail Exception Report  
01-OCT-1988 To 31-JAN-2000

08-JAN-2000 11:02:21  
PAGE 1

Chart of Accounts: S            Chart for Development

Grant Code: G00000002    Research on Arthritis

Fund Cd    Orgn Cd    Acct Cd    Prog Cd    Actv Cd    Locn Cd

FUND2       11004       6111       10

Code	Doc Type	Trans Date	Sub Num	Item Num	Seq Num	Trans Amount
J0000129	JV	10-OCT-98		0	0	1       3000
J0000130	JV	11-OCT-98		0	0	1       -2000
J0000131	JV	10-JUN-99		0	0	1       200

Cd    Orgn Cd    Acct Cd    Prog Cd    Actv Cd    Locn Cd

FUND2       11004       7523       10

Doc Code	Doc Type	Trans Date	Sub Num	Item Num	Seq Num	Trans Amount
J0000129	JV	10-OCT-98		0	0	1       1200
J0000130	JV	11-OCT-98		0	0	1       -800
J0000131	JV	10-JUN-99		0	0	1       80

\* \* \* REPORT CONTROL INFORMATION (frrbdex release 4.0) \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Seq No:		
Chart of Accounts:	S	
Grant Option:	A	All grants
Grant:		
Begin Date:	01-OCT-1988	
To Date:	31-JAN-2000	
Line Count:	55	Number of lines per page

## Billing Exception Report (FRRBEXC)

---

### Description

The Billing Exception Report prints a list of all grants that have exceptions associated with them. You must run the Research Accounting Billing Process (FRRBILL) in *Audit* mode before you run this report. You can run this report by grant or by PMS code for a specific billing period end date (**To Date** parameter). If you enter *S* as a value for the **Exception Option** parameter, Banner produces a report that lists only grants with the specified **Exception Code**.

See Chapter 2, "Processing", for more information.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
PMS	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. You may enter a partial PMS code with a wildcard (* or %).	
Grant Code	No	User-defined code identifying a grant.	
To Date	Yes	Billing period end date. Last date you want to include in the report.	DD-MON-YYYY



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Exception Option	No	Indicates whether you want to include all exceptions or only a specific type of exception in the report.	A = Include all exceptions. S = Include only a specific type of exception.
	Exception Code	No	Number representing the exception you want to include in the report. This parameter is required if <b>Exception Option</b> = S.	01 = No billing address. 02 = Trail in activity. 03 = Trail out activity. 04 = Billing minimum not reached. 05 = Budget exceeded in total. 06 = Line item budget exceeded. 07 = Expenses not included in format. 08 = Billing items on hold.

## Report Sample

FRRBEXC 4.0

Banner University (sctmhp5)  
Billing Exception Report  
As of 31-MAR-200004-DEC-2000 14:18:45  
PAGE 1

Exception: 2 Trail In Activity

GRANT CODE	FROM DATE	TO DATE	DOC CODE	FUND CODE	ORG CODE	ACCT CODE	PROG CODE	BILL AMOUNT
G00000004	01-JUN-99	30-JUN-99	J0000127	FUND4	11004	6111	10	2000
G00000004	01-JUN-99	30-JUN-99	J0000127	FUND4	11004	7523	10	800

Exception: 4 Budget Line Exceeded

GRANT CODE	FROM DATE	TO DATE	FUND CODE	ORG CODE	ACCT CODE	PROG CODE	BUDG AMOUNT	BILL AMOUNT
G00000004	01-JUN-99	30-JUN-99	FUND4	11004	6111	10	2000	6300

\* \* \* REPORT CONTROL INFORMATION (frrbexc release 4.0) \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Seq No:		
PMS :		
Grant Code:	All	
To Date:	31-MAR-2000	
Exception Option:	A	All Exceptions
Exception Code:	1	Bill without billing address
Exception Code:	2	Trail In Activity
Exception Code:	3	Billing Item on Hold
Exception Code:	4	Budget Line Exceeded
Exception Code:	5	Budget Exceeded in total
Exception Code:	6	Billing Minimum not reached
Exception Code:	7	Expenses not included in format
Exception Code:	8	Trail Out Activity
Line Count:	55	Number of lines per page

## Grant Budget Report (FRRBUDG)

---

**Description** The Grant Budget Report displays a specific budget, or a series of budget iterations that have been created on the Grant Budget Form (FRABUDG) for a specific grant. This report displays a breakdown of grant budget information by fund, organization, program, activity, and location for each account code in the budget. The report will also display indirect cost (F & A) and cost share amounts.

Parameters	Name	Required?	Description	Values
	Grant	Yes	User-defined code representing a grant.	
	Grant Budget Option	No	Indicates the way you want to enter grant budget code(s).	A = Automatically enter all grant budget codes. R = Enter a range of grant budget codes. W = Search for a specific grant budget code using a wildcard. S = Enter a specific grant budget code.
	Grant Budget Code	No	User-defined code identifying the budget for a specific grant. Enter only if <b>Grant Budget Code Option = S</b> .	
	Grant Budget Wildcard	No	Partial grant budget code that contains a wildcard (* or %). Enter only if <b>Grant Budget Code Option = W</b> .	

Parameters (cont.)	Name	Required?	Description	Values
	Grant Budget Code From	No	First grant budget code in a series. Enter only if <b>Grant Budget Option = R</b> .	
	Grant Budget Code To	No	Last grant budget code in a series. Enter only if <b>Grant Budget Option = R</b> .	

## Report Sample

19-JAN-2001 14:14:29		Banner University (sctmhp5)		PAGE 1
		GRANT BUDGET REPORT		FRRBUDG
GRANT:	GRNTFD01	Dimpled golf balls	PROPOSAL:	PROPFD01
BUDGET CODE:	FISCAL	Budget for golf balls	PROPOSAL BUDGET CODE:	FISCAL
COAS: B	Banner University			
FUND: GRNT1	Fund for Grant 1			
ORGN: 142071	Office of Athletic Director			
PROG: 10	Instruction			
ACTV:				
LOCN:				

ACCOUNT	TITLE	BUDGET AMOUNT	COST SHARING	PROJECT VALUE
6111	Salaries-Faculty	16,500	13,500	30,000
6121	Wages-Full Time	5,500	4,500	10,000
6200CA	Fringe Benefits - Clearing Account	12,000	0	12,000
6220	Health Ins Premiums	7,975	6,525	14,500
7210	Office Supplies	2,500	2,500	5,000
7720	Legal	6,000	6,000	12,000
7730	Accounting	3,850	3,850	7,700
7750	Other	591	591	1,182
ORGN TOTAL:		54,916	37,466	92,382
FUND TOTAL:		54,916	37,466	92,382
BUDGET TOTAL:		54,916	37,466	92,382
GRANT TOTAL:		54,916	37,466	92,382

\* \* \* Report Control Information (frrgitd release 3.1) \* \* \*

Parameter Name	Value	Message
Parameter Seq No		
Grant	GRNTFD01	
Budget Option	A	All Budgets
Line Count	55	Chosen number of lines per page

## Canadian Standard Report Form (FRRCNSF)

---

### Description

The Canadian Standard Report Form prints grant billing information in a format customized for Canadian institutions. It is an Oracle report. After you run the Research Accounting Report Process (FRRGRPT), you can run this report from the Standard Bill and Reports Form (FRABRUN).

**Note:** You can also run this report from the Process Submission Controls Form (GJAPCTL). For additional information, refer to the *General User Guide*.

You can run this report for only one PMS code at a time. If you leave the **PMS Code** and **Grant Code** parameters blank, Banner will print a report that lists all grants for the specified date. If you enter a value in the **PMS Code** parameter, you have the option of producing a report that summarizes all grants with that PMS code or producing a separate report for each grant.

The printed size of this bill is 8.5 by 14 inches.

**Note:** To run this report, Oracle Reports must be installed on your computer. This report will *not* run from a web-enabled form.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements.	
Grant Code	No	User-defined code identifying a grant.	

Parameters (cont.)	Name	Required?	Description	Values
	Single/Multiple Bill(s)	No	Indicates whether to print one report summarizing all grants with the specified PMS code or to print one report for each grant. Enter only if you entered a value in the <b>PMS Code</b> parameter.	M = Print one report for each grant.  S = Print one report summarizing all grants.
	Period To Date	Yes	Last date of the reporting period you want to include in the output. Reporting periods are defined on the Grant Events Assignment Form (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is <i>PDF</i> .	DELIMITED  DELIMITED DATA  HTML  HTMLCSS  PDF  POSTSCRIPT (This format is not currently supported.)  PRINTER DEFINITION (This format is not currently supported.)  RTF  XML

Parameters (cont.)	Name	Required?	Description	Values
	Destination Type	Yes	Indicates where the report output will be directed. The default value is <i>Cache</i> .  Values of <i>File</i> , <i>Mail</i> , or <i>Printer</i> are available only when <b>Communication Mode</b> is set to <i>Asynchronous</i> .	Cache    Display report on screen.  File      Save report to a file.  Printer   Print report.  Mail      Send report via email.
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is <i>File</i> , use a valid drive, folder, and file name.  If destination type is <i>E-mail</i> , use a valid e-mail address. Enter multiple addresses with commas as separators.  If destination type is <i>Printer</i> , use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Indicates how you want this report to run: from a form ( <i>Runtime</i> ) or from job submission ( <i>Batch</i> ).	Batch - Run from job submission.  Runtime - Run from a form.
	Communication Mode	Yes	Identifies the communication mode.	Synchronous - Wait on the Banner form for report results.  Asynchronous - Run report behind the scenes.



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.  For this field to be set to <i>Yes</i> , <b>Destination Type</b> must be set to <i>Cache</i> .	Yes (default value) - Display Report Parameters form.  No - Do not display Report Parameters form.
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	Yes - Show Report Value Window  No - Do not display Report Value window.

## Research Accounting Conversion Report (FRRCONV)

---

**Description**            The Research Accounting Conversion Report prints indirect cost (F & A) and cost share data.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Indirect Cost/Cost Share/Both	Yes	Indicates the type of data you want to include in the report.	I = Include indirect cost data. C = Include cost share data. B = Include both indirect cost and cost share data.

## Report Sample

FRRCONV	Banner University Research Accounting Conversion Report	06/18/1996 14:21:49 PAGE 1
---------	--	-------------------------------

Chart of Accounts: A      Active Status: A  
 Indirect Cost Code: FEDGRT      Title: Indirect Costs-Federal Grants  
 Dates -->      Last Activity: 29-MAR-1996  
 Effective: 01-JUL-1994      Termination:      Next Change:  
 Indirect Account : 6180      Include Account Range: I  
 Basis: S      Rate: 35.000      Memo: N

----- Account Ranges -----

From Account	To Account	Override Percent
5000	5300	

----- Distribute Results To -----

Percent	Index	Fund	Orgn	Acct	Prog	Actv	Locn
100.000		1000	210	4330	610		

Chart of Accounts: A      Active Status: A  
 Indirect Cost Code: MBRS1      Title: Bio-Research (MBRS) Indirect Cost  
 Dates -->      Last Activity: 04-APR-1995  
 Effective: 01-JUL-1994      Termination:      Next Change:  
 Indirect Account : 6180      Include Account Range: I  
 Basis: S      Rate: 80.000      Memo: N

----- Account Ranges -----

From Account	To Account	Override Percent
5000	5299	
5300	5399	0.000
5500	5500	0.000
5600	5600	0.000
6000	9999	0.000

----- Distribute Results To -----

Percent	Index	Fund	Orgn	Acct	Prog	Actv	Locn
100.000		1012	291	4330	620		

## Grant Events Report (FRREVNG)

---

### Description

The Grant Events Report prints a list of events associated with a grant. You can view events for a specific personnel indicator, a specific time period, a range of grants, a specific grant, or a selection of grants. You can also view events that are pending, satisfied, or both.

This report displays both the status description and the alternate description, when available. The alternate description is appended to the default description and the text displays under the DESCRIPTION heading on the report.

The format of the display may be selected by choosing a **Report Option**. One option displays the responsible organization, the grant, and the due dates for each event. With this option, you can also specify an organization code or a range of organizations. A second option displays events by grant code.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Report Option	Yes	Indicates the way in which you want to sort events.	1 = Sort by responsible organization. 2 = Sort by grant. 3 = Sort by PMS code.
Begin Date	No	First date you want to include in the report.	DD-MON-YYYY
End Date	No	Last date you want to include in the report.	DD-MON-YYYY
Personnel Indicator	Yes	Personnel ID of the person for whom you want to view events.	Default = 001 (Principal Investigator)
Event Code	No	User-defined code representing an event. You may enter a partial event code with a wildcard (* or %).	Default = All events

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Value Indicator	Yes	Indicates the type of events you want to include in the report.	A = Include all events. P = Include only pending events. C = Include only cancelled events. S = Include only satisfied events.
	Grant	No	User-defined code representing a grant. You may enter a partial grant code with a wildcard (* or %).	Default = All grants
	Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	Responsible Orgn Option	No	Indicates the way you want to enter organization code(s).	A = Automatically enter all organization codes. R = Enter a range of organization codes. W = Search for a specific organization code using a wildcard. S = Enter a specific organization code.
	From Responsible Orgn	No	First organization code in a series. Enter only if <b>Responsible Orgn Option = R</b> .	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	To Responsible Orgn	No	Last organization code in a series. Enter only if <b>Responsible Orgn Option = R.</b>	
	Responsible Orgn	No	User-defined code representing an administrative office responsible for a grant. Enter only if <b>Responsible Orgn Option = W</b> or <b>S</b> . You may use a wildcard (* or %) if <b>Responsible Orgn Option = W</b> .	

**Report Sample**

PAGE 6  
REPORT : FRREVNG

Development  
Grant Events Report  
Reporting Period: 01-MAY-2002 To: 31-MAY-2002

RUN DATE 07/11/2002  
RUN TIME 05:42 PM

COA: B RESPONSIBLE ORGN: 10 Biomedical Engineering

GRANT: CWG7272 Innovative MRI Research Technology

PROPOSAL: CWP203 Innovative MRI Research Technology

PRIMARY INVESTIGATOR : JNS Smith, Joseph N

EVENT	DESCRIPTION	DUE DATE	STATUS	RESPONSIBLE USER	APPROVED BY
CERT	Certification Required on animal use studies	01-MAY-2002	P Pending	ASMITH	ASMITH
CERT	Certification Required on human use studies	08-MAY-2002	P Pending	ASMITH	ASMITH
EVAL	Evaluation of costs based on NSF conditions	15-MAY-2002	P Pending	ASMITH	ASMITH
FINR	Financial Report due at month end	22-MAY-2002	P Pending	ASMITH	ASMITH

## Report Sample (Summary Page)

PAGE 17  
REPORT : FRREVNG

Development  
Grant Events Report  
Reporting Period: 01-MAY-2002 To: 31-MAY-2002

RUN DATE 07/11/2002  
RUN TIME 05:42 PM

\* \* \* REPORT CONTROL INFORMATION (frrevng release 5.4) \* \* \*

Parameters have been entered via Job Submission.

Parameter Name	Value	Message
Parameter Seq No:	803568	
Parameter Sort Option:	1	Sort by Responsible Orgn/Grant/Due Date
Period Begin Date:	01-MAY-2002	
Period End Date:	31-MAY-2002	
Indicator Option:	001	Primary Investigator
Event Option:	A	All Events
Grant Option:	A	All Grants
Events Satisfaction Indicator:	A	All events(satisfied and unsatisfied)
Chart of Accounts:	B	
Organization Option:	A	All Organizations
Line Count:	55	Chosen number of lines per page



## Proposal Events Report (FRREVNP)

---

### Description

The Proposal Events Report prints a list of events associated with a proposal. You can view events for a specific personnel indicator, a specific time period, a range of proposals, a specific proposal, or a selection of proposals. You can also view events that are pending, satisfied, or both.

This report displays both the event description and the alternate description, when both are available. The alternate description is appended to the default description and the text displays under the DESCRIPTION heading on the report.

The format of the display may be selected by choosing a **Report Option**. One option displays the responsible organization, the proposal, and the due dates for each event. With this option, you can also specify an organization code or a range of organizations. A second option displays events by proposal code.

Parameters	Name	Required?	Description	Values
	Report Option	Yes	Indicates the way in which you want to sort events.	1 = Sort by responsible organization. 2 = Sort by proposal.
	Begin Date	No	First date you want to include in the report.	DD-MON-YYYY
	DD-MON-YYYY			
	End Date	No	Last date you want to include in the report.	DD-MON-YYYY
	DD-MON-YYYY			
	Personnel Indicator	Yes	Personnel ID of the person for whom you want to view events.	Default = 001 (Principal Investigator)

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Event Code	No	User-defined code representing an event. You may enter a partial event code with a wildcard (* or %).	Default = All events
	Value Indicator	Yes	Indicates the type of events you want to include in the report.	A = Include all events. P = Include only pending events. C = Include only cancelled events. S = Include only satisfied events.
	Proposal	No	User-defined code representing a proposal. You may enter a partial proposal code with a wildcard (* or %).	Default = All grants
	Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	Responsible Orgn Option	No	Indicates the way you want to enter organization code(s).	A = Automatically enter all organization codes. R = Enter a range of organization codes. W = Search for a specific organization code using a wildcard. S = Enter a specific organization code.
	From Responsible Orgn	No	First organization code in a series. Enter only if <b>Responsible Orgn Option = R</b> .	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	To Responsible Orgn	No	Last organization code in a series. Enter only if <b>Responsible Orgn Option = R.</b>	
	Responsible Orgn	No	User-defined code representing an administrative office responsible for a grant. Enter only if <b>Responsible Orgn Option = W</b> or <b>S</b> . You may use a wildcard (* or %) if <b>Responsible Orgn Option = W</b> .	

## Report Sample

PAGE 1  
REPORT : FRREVNP

Development  
Proposal Events Report  
Reporting Period: 01-FEB-2002 To: 31-MAY-2002

RUN DATE 07/11/2002  
RUN TIME 05:40 PM

COA: B RESPONSIBLE ORGN: 10 Biomedical Engineering

PROPOSAL: CWP203 Innovative MRI Research Technology

TOTAL REQUESTED: 300,000.00

GRANT:

PRIMARY INVESTIGATOR : JNS Smith, Joseph N

EVENT	DESCRIPTION	DUE DATE	STATUS	RESPONSIBLE USER	APPROVED BY
BUDG	Budget due for approval	01-FEB-2002	P Pending	ASMITH	ASMITH
CTRV	Certification requirements require review by PI	10-FEB-2002	P Pending	ASMITH	ASMITH
REV	Review proposal & budget prior to submission	15-MAR-2002	P Pending	ASMITH	ASMITH
SUB	Submit proposal upon approval	30-APR-2002	P Pending	ASMITH	ASMITH

## Report Sample (Summary Page)

PAGE 3  
REPORT : FRREVNP

Development  
Proposal Events Report  
Reporting Period: 01-FEB-2002 To: 31-MAY-2002

RUN DATE 07/11/2002  
RUN TIME 05:40 PM

\* \* \* REPORT CONTROL INFORMATION (frrevnp release 5.4) \* \* \*

Parameters have been entered via Job Submission.

Parameter Name	Value	Message
Parameter Seq No:	803543	
Parameter Sort Option:	1	Sort by Responsible Orgn/Proposal/Due Date
Period Begin Date:	01-FEB-2002	
Period End Date:	31-MAY-2002	
Indicator Option:	001	Primary Investigator
Event Option:	A	All Events
Proposal Option:	A	All Proposals
Events Satisfaction Indicator:	A	All events
Chart of Accounts:	B	
Organization Option:	A	All Organizations
Line Count:	55	Chosen number of lines per page

## Fund Exception Report (FRRFEXC)

---

**Description** The Fund Exception Report prints a list of all grant funds that *do not* have information stored in the **Accrual Acct** and **Revenue Acct** fields on the Fund Code Maintenance Form (FTMFUND). When you run the Research Accounting Billing Process (FRRBILL), Banner uses data from the Billing Detail Table (FRRBDET) to process bills. Grant funds that *do not* have the **Accrual Acct** and **Revenue Acct** fields populated on the Fund Code Maintenance Form (FTMFUND) will *not* have rows in the Billing Detail Table (FRRBDET). Therefore, you must ensure that all grant funds have information stored in these fields before you run the Research Accounting Billing Process.

Parameters	Name	Required?	Description	Values
	Charts of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	Fund Range	No	Funds to include on the report.	R = Range of funds A = All funds S = Specific fund W = Wildcard characters
	From Fund	No	Fund code to begin with.	Any valid fund code.
	To Fund	No	Fund code to end with	Any valid fund code.

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fund Code	No	User-defined code representing a fund from which expenses are paid. A wildcard (* or %) is allowed. Leave this parameter blank to include all fund codes in the report.	
	As of Date	No	Last date you want to include in the report.	DD-MON-YYYY

## Report Sample

FRRFEXC 4.0	Banner University Fund Exception Report As of 28-AUG-1998	28-AUG-1998 14:07:27 PAGE 1
-------------	---	--------------------------------

Chart of Accounts: 2	Banner University
----------------------	-------------------

GRANT CODE	FUND CODE	TITLE
G00000273	ABAL60	Research on Arthritis
G00000273	CAPFND	Research on Lyme Disease
G00000004	F4	Research on cure for Aids
G00000273	FXSRC1	Research on Lung Cancer

\* \* \* REPORT CONTROL INFORMATION (frrfexc release 4.0) \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Seq No:	69523	
Chart of Accounts:	2	
Fund Code:	A	ALL
	As of Date:	28-AUG-1998
	Line Count:	55
Number of lines per page		



## Grant Budget Status Report (FRRGBFY)

### Description

The Grant Budget Status Report displays operating account information for a grant for the specified fiscal year. This report displays budget information, year-to-date activity, commitments, and a calculated available balance. The report retrieves information from the Operating Ledger.

The report may be run by chart of accounts for all grants, by a range of grants, or by a selection of grants. You can also include accrual period activity on the report.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Fiscal Yr	Yes	Two-digit code representing the year of a grant budget.	YY
Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
As of Date	No	Last date you want to include in the report.	DD-MON-YYYY
Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
Grant From	No	First grant code in a series. Enter only if <b>Grant Option = R</b> .	

Parameters (cont.)	Name	Required?	Description	Values
	Grant To	No	Last grant code in a series. Enter only if <b>Grant Option</b> = <i>R</i> .	
	Grant Wildcard	No	Partial grant code that contains a wildcard (* or %). Enter only if <b>Grant Option</b> = <i>W</i> .	
	Specific Grant	No	User-defined code identifying a grant.	
	Accrual Period	No	Indicates whether to include detailed information about accrual periods in the report.	Y = Include accrual period information.  N = Do <i>not</i> include accrual period information.

## Report Sample

14:02:24  
FISCAL YEAR 00

Banner University (sctmhp5)  
Grant Budget Status Report  
AS OF 04-JAN-2001

PAGE 1  
FRRGBFY

CHART: B Banner University  
FUND: 2157 Early Childhood Diseases  
PRED ORG: 110 School of Arts and Sciences  
ORGN: 11001 Dean Sch of Arts and Sciences

GRANT: 215601  
PROJECT PERIOD: 01-MAY-1995 - 30-APR-1996

PI/MANAGER: Cynthia A. Pavlicek  
AGENCY: Department of Health and Human Services

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	ACTIVITY	COMMITMENTS	AVAILABLE BALANCE
5520	Direct Income	.00	.00	5,419.95	.00	-5,419.95
TOTAL	Grants and Contracts	.00	.00	5,419.95	.00	-5,419.95
6112	Salaries-Professional Staff	.00	.00	5,419.95	.00	-5,419.95
TOTAL	Salaries and Wages	.00	.00	5,419.95	.00	-5,419.95
ORGANIZATION TOTAL						
11001	Dean Sch of Arts and Sciences					
50	Revenues	.00	.00	5,419.95	.00	-5,419.95
60	Labor	.00	.00	5,419.95	.00	-5,419.95
NET		.00	.00	.00	.00	.00

\* \* \* REPORT CONTROL INFORMATION (frrgbfy release 4.0) \* \* \*

Parameter Name	Value	Message
Parameter Seq No:		
Fiscal Year:	00	
Chart of Accounts:	B	
As of Date:	04-JAN-2001	
Grant Option:	A	All Grants
Accrual Period:	Y	

## Generic Bill Form (FRRGENB)

---

### Description

The Generic Bill Form prints bills in a format customized by your institution on the Billing/Report Format Maintenance Form (FTMBFRM). It is an Oracle report. After you run the Research Accounting Billing Process (FRRBILL), you can use the Generic Billing Form (FRAGENB) to print *one* bill, or you can use the Standard Bill and Reports Form (FRABRUN) to print *multiple* bills.

**Note:** You can also run this report from the Process Submission Controls Form (GJAPCTL). For additional information, refer to the *General User Guide*.

You can run this bill for only one PMS code at a time. If you leave the **PMS Code** and **Grant Code** parameters blank, Banner will print a bill that lists all grants for the specified date. If you enter a value in the **PMS Code** parameter, you have the option of producing a bill that summarizes all grants with that PMS code or producing separate bills for each grant.

If you enter *Y* in the **Details** parameter, Banner will print a two-page bill. The first page will contain details for each expenditure group defined on the Bill/Report Format Maintenance Form (FTMBFRM). The second page will contain details for each account code in each expenditure group.

**Note:** To run this bill, Oracle Reports must be installed on your computer. This bill will *not* run from a web-enabled form.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements.	
Grant Code	No	User-defined code identifying a grant.	

Parameters (cont.)	Name	Required?	Description	Values
	Single/Multiple Bills	No	Indicates whether to print one bill summarizing all grants with the specified PMS code or to print one bill for each grant. Enter only if you entered a value in the <b>PMS Code</b> parameter.	M = Print one bill for each grant. S = Print one bill summarizing all grants.
	Invoice Sequence Number	Yes	Invoice number generated by the Research Accounting Billing Process (FRRBILL).	
	Adjustment Number	Yes	Number of times the bill has been adjusted.	
	Period To Date	Yes	Last date of the billing period you want to include in the output. Billing periods are defined on the Grant Events Assignment Form (FRAEVGA).	DD-MON-YYYY
	Details	Yes	Indicates the amount of detail you want to include in the bill.	Y = Generate a bill that contains details for each expenditure group defined on the Bill/Report Format Maintenance Form (FTMBFRM) <i>and</i> details for each account code in each expenditure group. N = Generate a bill that contains details for each expenditure group defined on the Bill/Report Format Maintenance Form (FTMBFRM).

Parameters (cont.)	Name	Required?	Description	Values
	Destination Format	Yes	Format for the report output. The default value is <i>PDF</i> .	DELIMITED DELIMITED DATA HTML HTMLCSS PDF POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML
	Destination Type	Yes	Indicates where the report output will be directed. The default value is <i>Cache</i> .  Values of <i>File</i> , <i>Mail</i> , or <i>Printer</i> are available only when <b>Communication Mode</b> is set to <i>Asynchronous</i> .	Cache    Display report on screen. File     Save report to a file. Printer   Print report. Mail     Send report via email.

Parameters (cont.)	Name	Required?	Description	Values
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length.	<p>If destination type is <i>File</i>, use a valid drive, folder, and file name.</p> <p>If destination type is <i>E-mail</i>, use a valid e-mail address. Enter multiple addresses with commas as separators.</p> <p>If destination type is <i>Printer</i>, use a valid printer name. If blank, report goes to the Report Server's default printer.</p>
	Execution Mode	Yes	Indicates how you want this report to run: from a form ( <i>Runtime</i> ) or from job submission ( <i>Batch</i> ).	<p>Batch - Run from job submission.</p> <p>Runtime - Run from a form.</p>
	Communication Mode	Yes	Identifies the communication mode.	<p>Synchronous - Wait on the Banner form for report results.</p> <p>Asynchronous - Run report behind the scenes.</p>

Parameters (cont.)	Name	Required?	Description	Values
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.  For this field to be set to <i>Yes</i> , <b>Destination Type</b> must be set to <i>Cache</i> .	Yes (default value) - Display Report Parameters form.  No - Do not display Report Parameters form.
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	Yes - Show Report Value Window  No - Do not display Report Value window.



Report Sample

Grant Code: GRTB-1

Bill Invoice: 3

Payee Name: Diane Mathews

Agency Name: Grant billing agency without LOC

Period From Date: 29-SEP-98

Period To Date: 29-SEP-98

Sponsor Id: AIDS3049-56

Group	Budget Amount	Previous Bill Amount	Current Bill Amount	Cumulative Bill Amount
Salaries	\$ .00	\$1,500.00	\$ .00	\$1,500.00
Subtotal: Salaries	\$ .00	\$1,500.00	\$ .00	\$1,500.00
Other expenses	\$ .00	\$1,900.00	\$ .00	\$1,900.00
Supplies	\$ .00	\$1,000.00	\$ .00	\$1,000.00
Subtotal: Other expenses	\$ .00	\$2,900.00	\$ .00	\$2,900.00
Cost share	\$ .00	-\$450.00	\$ .00	-\$450.00
Subtotal: Cost share	\$ .00	-\$450.00	\$ .00	-\$450.00
withholding	\$ .00	\$ .00	\$20.00	\$20.00
Subtotal: Withholding	\$ .00	\$ .00	\$20.00	\$20.00
Grant Total	\$ .00	\$3,950.00	\$20.00	\$3,970.00

SIGNATURE

DATE SUBMITTED

29-SEP-98

TYPED OR PRINTED NAME AND TITLE

PHONE NUMBER

AUDIT ONLY

## Generic Report Form (FRRGENR)

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### Description

The Generic Report Form prints grant billing information in a format customized by your institution on the Billing/Report Format Maintenance Form (FTMBFRM). It is an Oracle report. After you run the Research Accounting Report Process (FRRGRPT), you can use the Generic Report Form (FRRGENR) to print *one* report, or you can use the Standard Bill and Reports Form (FRABRUN) to print *multiple* reports.

**Note:** You can also run this report from the Process Submission Controls Form (GJAPCTL). For additional information, refer to the *General User Guide*.

You can run this report for only one PMS code at a time. If you leave the **PMS Code** and **Grant Code** parameters blank, Banner will print a report that lists all grants for the specified date. If you enter a value in the **PMS Code** parameter, you have the option of producing a report that summarizes all grants with that PMS code or producing a separate report for each grant.

**Note:** To run this report, Oracle Reports must be installed on your computer. This report will *not* run from a web-enabled form.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements.	
Grant Code	No	User-defined code identifying a grant.	
Single/Multiple Bills?	No	Indicates whether to print one report summarizing all grants with the specified PMS code or to print one report for each grant. Enter only if you entered a value in the <b>PMS Code</b> parameter.	M = Print one report for each grant. S = Print one report summarizing all grants.

Parameters (cont.)	Name	Required?	Description	Values
	Period To Date	Yes	Last date of the reporting period you want to include in the output. Reporting periods are defined on the Grant Events Assignment Form (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is <i>PDF</i> .	DELIMITED DELIMITED DATA HTML HTMLCSS PDF POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML
	Destination Type	Yes	Indicates where the report output will be directed. The default value is <i>Cache</i> .  Values of <i>File</i> , <i>Mail</i> , or <i>Printer</i> are available only when <b>Communication Mode</b> is set to <i>Asynchronous</i> .	Cache    Display report on screen. File     Save report to a file. Printer   Print report. Mail     Send report via email.

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Destination Name	No	Identifies the appropriate printer or file where report output will be directed. The destination name can be up to 30 characters in length.	<p>If destination type is <i>File</i>, use a valid drive, folder, and file name.</p> <p>If destination type is <i>E-mail</i>, use a valid e-mail address. Enter multiple addresses with commas as separators.</p> <p>If destination type is <i>Printer</i>, use a valid printer name. If blank, report goes to the Report Server's default printer.</p>
	Execution Mode	Yes	Indicates how you want this report to run: from a form ( <i>Runtime</i> ) or from job submission ( <i>Batch</i> ).	<p>Batch - Run from job submission.</p> <p>Runtime - Run from a form.</p>
	Communication Mode	Yes	Identifies the communication mode.	<p>Synchronous - Wait on the Banner form for report results.</p> <p>Asynchronous - Run report behind the scenes.</p>

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.  For this field to be set to <i>Yes</i> , <b>Destination Type</b> must be set to <i>Cache</i> .	Yes (default value) - Display Report Parameters form.  No - Do not display Report Parameters form.
	Show Report Value Window	Yes	Indicates if you want to display this window when initiating the report from a link in a form other than GJAPCTL.	Yes - Show Report Value Window  No - Do not display Report Value window.

Report Sample

Grant Code: GRTB-2

Payee Name: Diane Mathews

Agency Name: Grant billing agency without LOC

Period From Date: 01-MAR-1998

Period To Date: 31-MAR-1998

Sponsor Id: LYME3049-56

Group	Budget Amount	Previous Report Amount	Current Report Amount	Cumulative Report Amount
Salaries	\$270,000.00	\$ .00	\$1,000.00	\$1,000.00
Subtotal: Salaries	\$270,000.00	\$ .00	\$1,000.00	\$1,000.00
Supplies	\$ .00	\$ .00	\$1,000.00	\$1,000.00
Other expenses	\$ .00	\$ .00	\$1,300.00	\$1,300.00
Subtotal: Supplies	\$ .00	\$ .00	\$2,300.00	\$2,300.00
Cost share	\$ .00	\$ .00	-\$300.00	-\$300.00
Subtotal: Cost share	\$ .00	\$ .00	-\$300.00	-\$300.00
Grant Total	\$270,000.00	\$ .00	\$3,000.00	\$3,000.00

SIGNATURE

17-AUG-1998

Date Report Submitted

TYPED OR PRINTED NAME AND TITLE

Telephone (Area Code, Number, Extension)

## Grant Inception to Date Report (FRRGITD)

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**Description** The Grant Inception to Date Report displays operating account information from the inception of a grant to the specified **As of Date**. This report displays budget information, actual activity, commitments, and a calculated available balance. The report retrieves information from the Grant Ledger.

This report may be run by chart of accounts for all grants, by a range of grants, or by a selection of grants. You can also see the breakout of grants information by fund code(s) associated with the grant.

**Note:** Grant transactions that occur after the project end date are not posted in period 14. Instead, the system posts these transactions to the actual grant year and period.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	As of Date	No	Last date you want to include in the report.	DD-MON-YYYY
	Enter Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only if <b>Enter Grant Option = R</b> .	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Grant To	No	Last grant code in a series. Enter only if <b>Enter Grant Option</b> = R.	
	Grant Wildcards	No	Partial grant code that contains a wildcard (* or %). Enter only if <b>Enter Grant Option</b> = W.	
	Specific Grants	No	User-defined code identifying a grant. Enter only if <b>Enter Grant Option</b> = S.	
	Fund Information	No	Specifies the type of output you want to generate.	Y = Generate output that shows detailed information by fund. N = Generate output that summarizes information by grant. (default value)



## Report Sample

04-JAN-2001 14:03:26		Banner University (sctmhp5) Grant Inception to Date Report AS OF 04-JAN-2001			PAGE 2 FRRGITD	
CHART: B Banner University		GRANT: 215601		Early childhood Diseases		
		PROJECT PERIOD:		01-MAY-1995 - 30-APR-1996		
PI/MANAGER: Cynthia A. Pavlicek						
AGENCY: Department of Health and Human Services						
FUND: 2157 Early Childhood Diseases						
TO DATE ACTV.		ADJUSTED BALANCE	CURRENT PERIOD	INCEPTION	COMMITMENTS	AVAILABLE
GRANT TOTAL						
215601 Early childhood Diseases						
Revenues		.00	54,495.91	54,495.91	.00	-54,495.91
Labor		.00	54,495.91	54,495.91	79,317.23	-133,813.14
NET		.00	.00	.00	-79,317.23	79,317.23
* * * Report Control Information (frrgitd release 4.0) * * *						
Parameter Name		Value	Message			
-----		-----	-----			
Parameter Seq No		B				
Chart of Accounts		04-JAN-2001				
As of Date		A	All Grants			
Grant Option		Y	Include Fund Information			
Fund Info Y or [N]		55	Chosen number of lines per page			
Line Count						

## Grant Expenditures Report (FRRINDC)

**Description** The Grant Expenditure Report displays operating account activity by fund, organization, account type, account, and program for a grant, a range of grants, or a selection of grants. This report displays the account title, the account type to which the account code is linked, the total expenditure amount for the specified **As of Date**, the amount of indirect costs (F & A), and the sum of direct and indirect costs. Totals are also displayed for each fund, organization, account type, and program, with a grand total by grant.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	As of Date	No	Last date you want to include in the report.	DD-MON-YYYY
	Enter Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only if <b>Enter Grant Option = R</b> .	
	Grant To	No	Last grant code in a series. Enter only if <b>Enter Grant Option = R</b> .	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Grant Wildcards	No	Partial grant code that contains a wildcard (* or %). Enter only if <b>Enter Grant Option</b> = W.	
	Specific Grants	No	User-defined code identifying a grant. Enter only if <b>Enter Grant Option</b> = S.	

## Report Sample (Page 1 of 2)

04-JAN-2001 14:01:19				Banner University (sctmhp5) Grant Expenditures Report AS OF 04-JAN-2001		PAGE 1 FRRINDC
GRANT: 215601		Early childhood Diseases				
FUND	ORGN	PROG	ATYP	ATYP TITLE	AMOUNT	
2157	11001	10	61	Salaries and Wages	6,380.00	
TOTAL DIRECT EXPENDITURES					6,380.00	
OVERHEAD					.00	
TOTAL EXPENDITURES					6,380.00	
2157	11002	10	61	Salaries and Wages	154.02	
TOTAL DIRECT EXPENDITURES					154.02	
OVERHEAD					.00	
TOTAL EXPENDITURES					154.02	
2157	11003	10	61	Salaries and Wages	14,204.06	
TOTAL DIRECT EXPENDITURES					14,204.06	
OVERHEAD					.00	
TOTAL EXPENDITURES					14,204.06	
2157	11004	10	61	Salaries and Wages	29,353.43	
2157	11004	10	62	Fringe Benefits	-8.00	
TOTAL DIRECT EXPENDITURES					29,345.43	
OVERHEAD					.00	
TOTAL EXPENDITURES					29,345.43	

## Report Sample (Page 2 of 2)

04-JAN-2001 14:01:19		Banner University (sctmhp5) Grant Expenditures Report AS OF 04-JAN-2001			PAGE 2 FRRINDC
GRANT: 215601		Early childhood Diseases			
FUND	ORGN	PROG	ATYP	ATYP TITLE	AMOUNT
2157	11008	10	61	Salaries and Wages	4,104.36
TOTAL DIRECT EXPENDITURES					4,104.36
OVERHEAD					.00
TOTAL EXPENDITURES					4,104.36
2157	11009	10	61	Salaries and Wages	308.04
TOTAL DIRECT EXPENDITURES					308.04
OVERHEAD					.00
TOTAL EXPENDITURES					308.04
GRANT TOTAL: 215601				GRANT TOTAL DIRECT EXPENDITURES	54,495.91
				GRANT TOTAL OVERHEAD	.00
				GRANT TOTAL EXPENDITURES	54,495.91
* * * Report Control Information (frrindc release 4.0) * * *					
Parameter Name	Value	Message			
Parameter Seq No	B				
Chart of Accounts	04-JAN-2001				
As of Date	A	All Grants			
Grant Option	55	Chosen number of lines per page			
Line Count					

## Grant Billing Preview Report (FRRINVS)

---

### Description

The Grant Billing Preview Report prints a list of all grants that will be selected by the Research Accounting Billing Process (FRRBILL) when it's run on the specified date (**As of Date** parameter). The report includes a list of grants sorted by agency and format code. It also provides the following types of billing information for each grant.

- Billing end date
- Retainage amount
- Payment withholding amount
- Cumulative amount billed to sponsoring agency
- Maximum bill amount

This report enables you to enter the appropriate parameters in the Research Accounting Billing Process (FRRBILL); therefore, it is recommended that you print this report before you run that process.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
As of Date	No	Last date you want to include in the report.	DD-MON-YYYY

## Report Sample

FRRINVS 4.0

Banner University (sctmhp5)  
Research Accounting Billing Preview Report01/09/2000 11:03:59  
PAGE 1Agency: NIH National Institute of Health  
Billing Format Code: 270B Request for Advance/Reimbursement

Grant Code	Grant Title	Billing End Date	Retainage Amt	Payment W/H	Cumulative Billed	Bill Max Amt
G00000004	Research on Rheumatoid Arthritis	31-DEC-2000	0.00	0.00	420.00	1500000.00
G00000005	Research on Rheumatoid Arthritis	31-DEC-2000	0.00	0.00	1500.00	1500000.00
G00000006	Research on Rheumatoid Arthritis	31-DEC-2000	0.00	0.00	0.00	1500000.00
G00000007	Research on Rheumatoid Arthritis	31-DEC-2000	0.00	0.00	1890.00	1500000.00
G00000008	Research on Rheumatoid Arthritis	31-DEC-2000	100.00	0.00	2420.00	1500000.00
SRGR1	Research on Rheumatoid Arthritis	31-DEC-2000	0.00	0.00	119320.00	1500000.00

\* \* \* REPORT CONTROL INFORMATION (FRRINVS RELEASE 4.0) \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Parameter Seq No:	23471	
As of Date:	29-FEB-2000	
Line Count:	55	Chosen number of lines per page

## Grant/Budget Error Printing (FRRTRNR)

---

**Description**

The Grant Interface enhancement produces an error report based on the contents of the FRCTRNR collector table.

For information about the Grant Interface, refer to the Grant Budget Interface Process (FRPBINF) and the Grant Interface Process (FRPGINF) described in this chapter, or to Chapter 2, “Processing”.

**Parameters**

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Grant, Budget or All Errors			



## Grants Aging Analysis Report (TRRAGES)

---

**Description** The Grant Aging Analysis Report prints information about the aging of billed receivables. You can run this report for unbilled charges to see the aging of charges that have been incurred but *not* billed. You can also run this report for billed charges that have *not* been paid. The **Report Type** parameter enables you to specify whether to include invoice detail in the report.

Parameters	Name	Required?	Description	Values
	Report Option	No	Specifies the type of charges to include in the report.	1 = Include unbilled charges. 2 = Include billed charges. (default value) 3 = Include both billed and unbilled charges.
	Selection Option	No	Indicates whether you want to enter PMS code(s) or grant code(s).	P = Enter PMS code(s). G = Enter grant code(s).
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only if <b>Selection Option = P</b> .	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Grant Option	No	Indicates the way you want to enter grant code(s). Enter only if <b>Selection Option</b> = G.	A = Automatically enter all grant codes. (default value)  R = Enter a range of grant codes.  W = Search for a specific grant code using a wildcard.  S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only if <b>Grant Option</b> = R.	
	Grant To	No	Last grant code in a series. Enter only if <b>Grant Option</b> = R.	
	Wild Card	No	Partial grant code that contains a wildcard (* or %). Enter only if <b>Grant Option</b> = W.	
	Specific Grant Code	No	User-defined code identifying a grant. Enter only if <b>Grant Option</b> = S.	
	As of Date	No	Last date you want to include in the report.	DD-MON-YYYY  Default = system date
	Date Range 1	No	Indicates the number of days before the <b>As of Date</b> to include in the first aging period.	Default = 30
	Date Range 2	No	Indicates the number of days before the <b>As of Date</b> to include in the second aging period.	Default = 60

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Date Range 3	No	Indicates the number of days before the <b>As of Date</b> to include in the third aging period.	Default = 90
	Date Range 4	No	Indicates the number of days before the <b>As of Date</b> to include in the fourth aging period.	Default = 120
	Date Range 5	No	Indicates the number of days before the <b>As of Date</b> to include in the fifth aging period.	Default = 150
	Report Type	No	Specifies whether you want to display aging information for grants or invoices.	S = Display aging information for grants.  D = Display aging information for invoices.

## Report Sample

TRRAGES 4.0		Banner University (sctmhp5) Billed Aging Analysis Report Detail mode AS OF 04-JAN-2001					04-JAN-2001 08:56:52 PAGE 1	
AGENCY: NIH TITLE: National Institute of Health								
GRANT CODE	INV NUM	0 To 60 --Days--	61 To 90 --Days--	91 To 120 --Days--	121 To 150 --Days--	151 To 180 --Days--	Future Balance	
-----	-----	-----	-----	-----	-----	-----	-----	
G00000019	1	1,040.00	.00	.00	.00	.00	.00	
G00000019	2	3,000.00	.00	.00	.00	.00	.00	
TOTAL FOR AGENCY:		4,040.00	.00	.00	.00	.00	.00	
* * * REPORT CONTROL INFORMATION (TRRAGES RELEASE 4.0) * * *								
Parameters have been entered from Host Prompt.								
Report Option: Billed Charges								
Selection Option: Grant Code								
AS OF DATE: 04-JAN-2001								
REPORT TYPE Detail Mode								
RANGE DATE 1: 60								
RANGE DATE 2: 90								
RANGE DATE 3: 120								
RANGE DATE 4: 150								
RANGE DATE 5: 180								
ERROR MESSAGE:								
NUMBER OF RECORDS PRINTED : 2								

## Collections Report (TRRCOLL)

---

**Description** The Collections Report prints information about collection efforts that have been entered on the Grant Billing Collections Form (FRACOLL). You can run this report by agency, by grant, by bill invoice number, by User ID, or by bill status. This report sorts collection efforts by grant within a sponsoring agency.

Parameters	Name	Required?	Description	Values
	Report Option	Yes	Indicates whether to generate reports by agency code, by grant code, or both.	A = Generate reports by agency code. G = Generate reports by grant code. L = Generate reports by agency and grant codes. (default value)
	Agency Option	No	Indicates the way you want to enter agency code(s).	A = Automatically enter all agency codes. (default value) S = Enter a specific agency code.
	Agency Codes	No	User-defined code representing a sponsoring agency. Enter only if <b>Agency Option</b> = S.	
	Grant Option	No	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. (default value) R = Enter a range of grant codes. W = Search for a specific grant code using a wildcard. S = Enter a specific grant code.

Parameters (cont.)	Name	Required?	Description	Values
	Grant_from	No	First grant code in a series. Enter only if <b>Grant Option = R</b> .	
	Grant_to	No	Last grant code in a series. Enter only if <b>Grant Option = R</b> .	
	Grants Wild	No	Partial grant code that contains a wildcard (* or %). Enter only if <b>Grant Option = W</b> .	
	Grants Specific	No	User-defined code identifying a grant. Enter only if <b>Grant Option = S</b> .	
	Bill Invoice Number	No	Number that uniquely identifies a bill. Generated by the FRRBILL process.	
	Bill Status	No	Indicates the type of bills you want to include in the report.	<p>O = Include paid bills (Status = Open).</p> <p>C = Include unpaid bills (Status = Closed).</p> <p>B = Include both paid and unpaid bills (default value).</p>
	User ID	No	Identification code of the person running the report.	

## Report Sample

TRRCOLL 4.0	Banner University (sctmhp5) Collections Report AS OF 08-JAN-2000	08-JAN-2000 16:32:45 PAGE 1
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AGENCY: NIH National Institute of Health

USER ID: FIMSUSR

Grant Code	Invoice No	Code	Code Description	Amount	Status	Contact Date
G00000013	2 -	FIRST	This is the first call	300.00	Open	08-JAN-2000
G00000014	2 -	FIRST	This is the first call	500.00	Open	08-JAN-2000
G00000015	3 -	FIRST	This is the first call	400.00	Open	08-JAN-2000

USER ID: SYSTEST2

Grant Code	Invoice No	Code	Code Description	Amount	Status	Contact Date
G00000002	1 -	FIRST	This is the first call	300.00	Open	05-JUL-1999

\* \* \* REPORT CONTROL INFORMATION (TRRCOLL RELEASE 4.0) \* \* \*

Parameter name	Value	Parameters have been entered from Host Prompt. Message
Parameter Seq no:	23111	
Report options:	By Agency	
Agency option:	All Agencies	
Bill Invoice number:		
User Id:		
Bill Status:		

NUMBER RECORDS PRINTED : 4

## Grant Reconciliation Report (TRRRCON)

---

**Description**      The Grant Reconciliation Report reconciles data between the Accounts Receivable module and the Finance module for Grant Billing transactions only. You can reconcile data by chart of accounts, by grant code, or by PMS code.

Parameters	Name	Required?	Description	Values
	Selection Option	Yes	Indicates the type of data you want to reconcile.	<p>1 = Reconcile the summary of billed charges in the TRRACCD table with the details of billed charges in the FRRBDET table. Banner will <i>not</i> reconcile grants that have a fixed billing schedule.</p> <p>2 = Reconcile billed charges in the TRRACCD table with the billed receivables account in the General Ledger.</p> <p>3 = Reconcile payments in the TRRACCD table with payments that were posted to the General Ledger.</p> <p>4 = List all payments that have been entered in the Accounts Receivable module that have <i>not</i> been fed to the Finance module.</p>
	As of Date	No	Last date of the billing period you want to reconcile.	<p>DD-MON-YYYY</p> <p>Default = system date</p>



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Report Option	Yes	Indicates whether to reconcile data by chart of accounts code, grant code, grants out of balance, PMS code, or PMS out of balance.	<p>1 = Reconcile data by chart of accounts code only.</p> <p>2 = Reconcile data by grant code only.</p> <p>3 = Reconcile data by grants out of balance.</p> <p>4 = Reconcile data by PMS code only.</p> <p>5 = Reconcile data by PMS out of balance.</p>
	Chart of Accounts	No	User-defined code representing an accounting or reporting entity. Enter only if <b>Report Option</b> = 1.	
	Grant Option	No	Indicates the way you want to enter grant code(s). Enter only if <b>Report Option</b> = 2.	<p>A = Automatically enter all grant codes (default)</p> <p>R = Enter a range of grant codes.</p> <p>W = Search for a specific grant code using a wildcard.</p> <p>S = Enter a specific grant code.</p>
	Grant From	No	First grant code in a series. Enter only if <b>Grant Option</b> = R.	
	Grant To	No	Last grant code in a series. Enter only if <b>Grant Option</b> = R.	

Parameters (cont.)	Name	Required?	Description	Values
	Grants Wild	No	Partial grant code that contains a wildcard (* or %). Enter only if <b>Grant Option</b> = <i>W</i> .	
	Grants Specific	No	User-defined code identifying a grant. Enter only if <b>Grant Option</b> = <i>S</i> .	
	PMS Option	No	Indicates the way you want to enter PMS code(s). Enter only if <b>Report Option</b> = <i>4</i> .	<p>A = Automatically enter all PMS codes.</p> <p>R = Enter a range of PMS codes.</p> <p>W = Search for a specific PMS code using a wildcard.</p> <p>S = Enter a specific PMS code.</p>
	PMS From	No	First PMS code in a series. Enter only if <b>PMS Option</b> = <i>R</i> .	
	PMS To	No	Last PMS code in a series. Enter only if <b>PMS Option</b> = <i>R</i> .	
	PMS Wildcard	No	Partial PMS code that contains a wildcard (* or %). Enter only if <b>PMS Option</b> = <i>W</i> .	
	PMS Specific	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only if <b>PMS Option</b> = <i>S</i> .	

## Report Sample

TRRRCON 4.0	Banner University (sctmhp5) Reconciliation Report AS OF 04-JAN-2001			04-JAN-2001 08:53:50 PAGE 1	
Charge/General Ledger reconciliation					
Grant code	Fund code	Account code	G/L Balance	AR balance	Message
G00000004	FUND4	1321	120.00	120.00	
G00000005	F5	1321	1,000.00	1,000.00	
G00000005	F5-1	1321	2,500.00	2,500.00	
G00000006	F6	1321	5,950.00	5,950.00	
G00000007	F7	1321	2,690.00	2,690.00	
G00000013	F13	1321	1,620.00	1,620.00	
G00000013	F13-1	1321	1,260.00	1,260.00	
G00000019	F19	1321	4,040.00	4,040.00	
SRGR1	SRF1	1321	5,620.00	5,620.00	
* * * REPORT CONTROL INFORMATION (TRRRCON RELEASE 4.0) * * *					
Parameters have been entered from Host Prompt.					
AS OF DATE: 04-JAN-2001					
REPORT SELECTION: Charge/General Ledger reconciliation					
REPORT TYPE: Grants only					
ERROR MESSAGE:					
NUMBER RECORDS PRINTED : 9					

## Unapplied Payments Listing (TRRUNPL)

---

**Description** The Unapplied Payments Listing prints a list of all payments that have *not* been applied to charges. You can run this process for a specific grant code or for a range of grant codes. The fund code on this report represents the fund to which a payment was posted.

Parameters	Name	Required?	Description	Values
	Grants Option	Yes	Indicates the way you want to enter grant code(s).	A = Automatically enter all grant codes. (default value)  R = Enter a range of grant codes.  W = Search for a specific grant code using a wildcard.  S = Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only if <b>Grants Option = R</b> .	
	Grant To	No	Last grant code in a series. Enter only if <b>Grants Option = R</b> .	
	Grant	No	User-defined code identifying a grant. Enter only if <b>Grant s Option = W</b> or <b>S</b> . You may use a wildcard (* or %) if <b>Grants Option = W</b> .	

## Report Sample

TRRUNPL 4.0		Banner University (sctmhp5) Unapplied Payments Listing Report As of 08-JAN-2000			08-JAN-2000 16:24:36 PAGE 1	
Grant Code: G00000002		Research on Arthritis				
COAS	Grant Cd	Fund Cd	Tran Num	Balance		
S	G00000002	FUND2	4	-1000		
Grant Code: G00000007		Research on Rheumatoid Arthritis				
COAS	Grant Cd	Fund Cd	Tran Num	Balance		
S	G00000007	F7	2	-110		
Grant Code: G00000012		Research on Arthritis				
COAS	Grant Cd	Fund Cd	Tran Num	Balance		
S	G00000012	1112	4	-558.8		
* * * REPORT CONTROL INFORMATION (trrunpl release 4.0) * * *						
Parameters have been entered from Host Prompt.						
Parameter Name		Value		Message		
Seq No:						
Grant Option:		A		All grants		
Grant:						
Line Count:		55		Number of lines per page		

## Investment Management Module

---

This section provides you with a description of each report in the Investment Management module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FIRDIST will follow FIRBVAL.

## Treasurer's Cash/Unit Ledger Report (FIRBVAL)

---

### Description

The Treasurer's Cash/Unit Ledger Report tracks an investment fund's daily balance in the pool. Two reports will run: one for the unitization pooling method and one for the averaged daily balance pooling method. For each report, the beginning balance transactions for the specified period and the ending balance are shown.

**Note:** Calculations are performed out to eight decimal places. Individual numbers in the report may appear to be a penny off because of errors introduced when the numbers are rounded for report printing.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Chart of Accounts	Yes	The chart of accounts code for which you wish to report.	
Pool Fund Code	No	The pool fund for which you wish to report. Leave this parameter blank to report on all pool funds in the specified chart of accounts.	
Start Date	Yes	The beginning date for the period for which you want to report.	DD-MON-YYYY
End Date	Yes	The ending date for the period for which you want to report.	DD-MON-YYYY

## Report Sample (Page 1 of 2)

REPORT FIRBVAL  
 START DATE: 01-JAN-1996  
 END DATE: 01-JUL-1996  
 CHART OF ACCOUNTS: A

Banner University  
 Treasurer's Cash/Unit Ledger

PAGE: 1  
 RUN DATE: 30-OCT-1996  
 RUN TIME: 10:22:55

## UNITIZED METHOD

POOL FUND: 108900 Investment Pool Fund One

FUND: 2600 Investment Fund One

	TRANSACTION DATE	UNIT VALUE	UNITS / TRANSACTION	TRANSACTION AMOUNT	TOTAL UNITS	TOTAL VALUE	FUND'S PARTICIPATION	AVERAGE UNITS/ PERIOD
Beginning Balance		.00			.000	.00		
	15-MAY-1996	100.00	300.000	30000.00	300.000	30000.00		
	20-MAY-1996	100.00	50.000	5000.00	350.000	35000.00		
	04-JUN-1996	6804.52			350.000	2381582.00		
	19-JUN-1996	992.95			350.000	347532.50		
	19-JUN-1996	1489.43			350.000	521300.50		
	26-JUN-1996	1489.43	80.568	120000.00	430.568	641300.50		
Ending Balance		1489.43			430.568	641300.50	26.469	91.728
FUND: 2700 Investment Fund Two								
Beginning Balance		.00			.000	.00		
	26-JUN-1996	1489.43	134.280	200000.00	134.280	200000.00		
	29-JUN-1996	1489.43	80.568	120000.00	214.848	320000.00		
	30-JUN-1996	1489.43	100.710	150000.00	315.560	470000.00		
Ending Balance		1489.43			315.560	470000.00	19.399	5.156

\*\*\*\*\* CONTINUED ON NEXT PAGE \*\*\*\*\*



Report Sample (Page 2 of 2)

***** CONTINUED FROM PREVIOUS PAGE *****								
FUND: 2800 Investment Fund Three								
Beginning Balance		.00			.000		.00	
	19-JUN-1996	992.95	800.000	794360.00	800.000	794360.00		
	19-JUN-1996	1489.43			800.000	1191544.00		
	26-JUN-1996	1489.43	80.568	120000.00	880.568	1311544.00		
Ending Balance		1489.43			880.568	1311544.00	54.132	55.264

## Distribution of Income Process (FIRDIST)

---

### Description

The Distribution of Income Process allows you to distribute cash income and realized gains/losses from a pool fund to the funds that participate in the pool. You can distribute income separately from realized gains/losses by defining the frequency of distribution on the pool fund record and by entering the appropriate parameter during execution. Valid options for distribution frequency are *M* (Monthly), *Q* (Quarterly), *S* (Semi-annually), and *A* (Annually). You have the option to calculate the spendable amount for funds that participate in the pool. The system performs this calculation for funds that do not have a spendable amount on the Spendable Amount Maintenance Table (FIRSPND).

The distribution of income encompasses the following processes:

- Weighting of the pool
- Determining the cash income and realized gains/losses earned per unit in the pool and distributing the income to the individual investment funds
- Calculation of the spendable return and distributing it to the unrestricted funds

The weighting of the pool follows the same methodology as the pooling method defined for the fund. For the unitized method, the program calculates the average daily number of units for the pool during the period from the Summary Pool History Table (FIBPHIS). The total of all of the units for every day is divided by the total number of days in the period to determine the average. If using the averaged daily balance method, the total value of the pool for each day of the period is added together and then divided by the number of days in the period to determine the average pool value for the period. This same weighting is done for each of the individual funds participating in the pool for the same distribution period.

Once the weighting of the pool and the individual funds is complete, the program determines the cash income and realized gains/losses earned per unit in the pool fund during the reporting period. Cash income for the period is stored in the Operating Ledger in income accounting distributions. Cash income is defined to be revenues (dividends, interest, rental income) minus expenses. Any income stored on the Operating Ledger up to the end of the fiscal period of the parameter end date is distributed based on the fund's average weight in the pool.

Realized Gains/Losses can be stored either on the General Ledger or the Operating Ledger in the realized gains/losses accounting distribution. Any gains/losses stored on the ledgers up to the end of the fiscal period of the End Date parameter are distributed based on the fund's average weight in the pool.

When the monies are distributed to the investment funds that participate in the pool, they are posted to an income organization, account, and program on the Operating Ledger denoted on the Fund Table (FTVFUND) for the investment fund. The earnings on pooled investments are distributed to the investment funds by the use of journal vouchers.

The amount of income in the pool fund to distribute is determined by calculating the ending balance in the Operating Ledger for income and the ending balance in the General Ledger or the Operating Ledger for realized gains/losses based on the type of account entered as a parameter. The calculations are made from the next period to be distributed based on the start date on the Fund Code Maintenance Form (FTMFUND). The date supplied in the ending date parameter must be greater than the ending date of the next period to be distributed. This total amount to distribute is divided by the average daily number of units in the pool for the period giving a value for income earned per unit in the pool. This amount is multiplied by each of the fund's weighted average number of units, thus giving the income that should be distributed to the investment fund. This calculation is based on a unitized pooling method. If you are using the average daily balance, the average pool balance is used instead. This money is moved from the contra-income account or the contra-realized gains/losses accounts of the pool fund to the pooled income distribution account and the realized gains/losses accounts of the investment fund. All of these accounts are denoted on the respective fund record.

Many states allow a prudent amount of gains on investments to be spent using a spending formula. If an entity is using a spending formula, a spendable rate is valued on the Fund Maintenance Table (FTVFUND). The spendable rate is used to calculate the spendable amount at the first of the fiscal year. It is then divided by the number of periods to get the spendable amount per period. When using the spendable return, transactions are first posted to the investment fund and then moved to the fund which spends the money (i.e., an unrestricted fund).

Monies are moved from the investment fund to the spendable fund based on a hierarchy that is denoted on the Fund Maintenance Table (FTVFUND) or the Chart of Accounts Table (FTVCOAS) for the chart code of the investment fund.

The categories for the hierarchy include:

1. Current Year Income
2. Prior Year Retained Income
3. Realized Gains/Losses
4. Prior Year Realized Gains/Losses

**Note:** The above categories do not have to be entered in the order they are listed.

When using spendable return and when the income to be distributed to the unrestricted fund is greater than the spendable amount per period, the amount in excess must be transferred back to the investment fund. When the amount of income to distribute is less than the spendable amount per period, additional monies are distributed based on a spending formula. When all categories in the hierarchy are processed and the amount of income to distribute is still less than the spendable amount, the remaining monies are moved from the unrealized gains account for the investment fund.

The use of monies from unrealized gains only occurs after both income and realized gains/losses have been run for the period.

If the total amount distributed is greater than the spendable amount per period, the amount in excess must be transferred back to the investment fund.

Once the excess has been transferred back to the investment, the Distribution Indicator defined for the investment fund is checked to determine what to do with the excess. The fund has three options:

- The excess can remain in the investment: a value of *DN*
- The excess can buy back units in the pool: a value of *DU*
- The excess can be used to increase the value of the pool: a value of *DV*

If the Distribution Indicator value is *DN*, the program processing is complete. If the Distribution Indicator value is *DU*, the investment could use a different fund to buy back units in the pool. The new fund is defined in a field on the fund table called the **FFE** fund – **Fund Functioning as an Endowment**. The program creates a cash receipt journal to post these amounts to the FFE fund. If an FFE fund is not entered, a journal is created for the endowment fund giving the cash to the pool.

If the Distribution Indicator value is *DV*, then all funds in the pool fund must be *DV*. When this occurs, the money is taken out of the excess spending account so that it cannot be distributed to a designated fund. The transfer of this money to the pool fund is not considered to be part of a fund's participation in the pool, and it does not increase the number of units in the pool for the fund giving the money. The money is reclassified as a fund addition to the pool fund.

If you are not using a spending formula, you still have the option of using the money distributed to the investment from the pool to either buy back units in the pool to increase the unit value or to leave the money in the pool.

Parameters	Name	Required?	Description	Values
	Calculate Spendable Amount	Yes	Enter <i>Y</i> (Yes) to calculate spendable amount. Enter <i>N</i> (No) to execute the Distribution of Income Process. If you enter <i>Y</i> , you must enter the fiscal year.  If you enter <i>N</i> , the Ending Date, Chart of Accounts, and Audit/Update parameters are required.	<i>Y</i> = Yes <i>N</i> = No
	Ending Date	No	Report investment detail as of this date. If this parameter is blank, the current date is used.	DD-MON-YYYY
	Chart of Accounts	No	The chart of accounts code for which you wish to report.	
	Audit/Update	Yes	Enter <i>A</i> (Audit) to produce a report but not update database tables, enter <i>U</i> (Update) to produce a report and update database tables.	<i>A</i> = Audit <i>U</i> = Update

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Fiscal Year	No	Enter the fiscal year for which you want to calculate the spendable amount.	YY
	Income Account Type	Yes	Enter the external account type for income that is to be distributed from the pool to the investment fund.	
	Gain/Loss Account Type	Yes	Enter the external account type for gains/losses that are to be distributed from the pool to the investment fund.	

In the following report sample, the system calculated the spendable amount.

### Report Sample #1

REPORT FIRDIST FISCAL YEAR: 96			BAN2 SEED DATABASE Distribution of Income Report				PAGE: 1 RUN DATE: 27-MAR-1996 RUN TIME: 11:13:04		
COAS	FUND	DESCRIPTION	NUM OF UNITS	Calculate Spendable Amount TOTAL VALUE	SPEND RATE	SPEND AMOUNT	POOL METH	MESSAGE	
P	AINV3	Investment Fund Three	6.00	600.00	50.00	300.00	U		
P	AINV4	Investment Fund Four	5.00	500.00	50.00	250.00	U		
P	AINV5	Investment Fund Five	4.00	400.00	50.00	200.00	U		

In the following report sample, the system did not calculate the spendable amount.

### Report Sample #2

REPORT FIRDIST		BAN2 SEED DATABASE					PAGE: 1	
POOL COAS: R		Distribution of Income Report					RUN DATE: 27-MAR-1996	
							RUN TIME: 12:00:25	
		Distributed Income						
Pool Fund :		FROM	TO	AVG DAILY AMT	POOL METH	INCOME	Distributed Income EXPENSES	NET INCOME
AP00L2 Pool Fund Two		01-JUL-1996	31-JUL-1996	18.3750	U	600.00	200.00	400.00
Distr - Ind								
Invest Fund :		COAS	INC	RGL	Spendable-Amt	Days	Average Units	Average Amount
AINV3 Investment Fund Three		P	DU	DU	300.00	31	7.3500	.0000
AINV4 Investment Fund Four		P	DU	DU	250.00	31	6.1250	.0000
AINV5 Investment Fund Five		P	DU	DU	200.00	31	4.9000	.0000
Pooled Income								
160.00								
133.33								
106.67								
*** Journal Voucher Doc Number *** J0001875								



In the report sample below, the system did not calculate the spendable amount.

### Report Sample #3

REPORT FIRDIST		BAN2 SEED DATABASE				PAGE: 2		
POOL COAS: R		Distribution of Income Report				RUN DATE: 27-MAR-1996		
						RUN TIME: 12:00:25		
		Distributed Realized Gains/Loss						
		POOL				Distributed Real Gain/Loss		
Pool Fund :	FROM	TO	AVG DAILY AMT	METH	PROCEEDS	BASIS	COST	NET REALIZED
AP00L2 Pool Fund Two	01-JUL-1996	31-JUL-1996	18.3750	U		.00	.00	400.00
		Distr - Ind						
Invest Fund :	COAS	INC	RGL	Spendable-Amt	Days	Average Units	Average Amount	Pooled Gains
AINV3 Investment Fund Three	P	DU	DU	300.00	31	7.3500	.0000	160.00
AINV4 Investment Fund Four	P	DU	DU	250.00	31	6.1250	.0000	133.33
AINV5 Investment Fund Five	P	DU	DU	200.00	31	4.9000	.0000	106.67
*** Journal Voucher Doc Number *** J0001875								

## Linkage to Fund Report (FIRLINK)

---

### Description

The Linkage to Fund Report prints a comparison between the linkage fund and any fund(s) linked to it. Account codes for the linkage fund and any linked funds are shown on the left side of the report.

Two balance columns print for each account: linkage fund and linked fund(s). The current period is the As of Date parameter value. The account balance (debit or credit) is indicated to the right of each balance amount.

For each linked fund in the general ledger, a total is printed for each low level account type. A total breakdown by fund(s) is also printed at this point along with a total of all the linked fund(s) for the low level accounts. After all the account types have been printed and totaled, a balance total is printed which includes all account code balance amounts. Totals on the right side of the report are sorted by fund(s), and a balance total is provided for the linked fund(s).

A grand total is printed at the end of the report for all fund codes: both linkage and linked.

**Note:** Calculations are performed out to eight decimal places. Individual numbers in the report may appear to be a penny off because of errors introduced when the numbers are rounded for report printing.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Fiscal Year	Yes	The fiscal year for which you wish to report.	YY
Chart of Accounts	Yes	The chart of accounts code for which you wish to report.	
Linkage Fund	No	The linkage fund for which you wish to report. Leave this parameter blank to report on all linkage funds in the specified chart of accounts.	

<b>Parameters (cont.)</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	As of Date DD-MON-YYYY	No	The date from which you wish to report. If left blank, the system defaults the current date.	DD-MON-YYYY
	Include Accrual for Last Prd.	No	You have two Include Accrual options: (1) Enter <i>Y</i> to include posting activity occurring during the accrual period for the last period of the fiscal year, or (2) Enter <i>N</i> if you do not wish to include posting activity.	Y = Yes N = No (default value)

## Report Sample (Page 1 of 3)

REPORT: FIRLINK CHART OF ACCOUNTS: T FUND CODE: 620001		Banner University Linkage to Fund Report As of 31-OCT-1996		RUN DATE: 19-OCT-1996 RUN TIME: 10:54:56 PAGE: 1	
ACCOUNT	TITLE	AMOUNT	MATCHING FUND(S)		AMOUNT
	Investments				
14001	Stocks	41,402.72 D	630002 T	Invstmnt Fund 302	8,424.00 D
14003	Stock Options		630001 T	Invstmnt Fund 301	2,570.00 D
14004	Money Markets		630001 T	Invstmnt Fund 301	1,200.00 D
14005	Certificates of Deposits		630001 T	Invstmnt Fund 301	1,944.00 D
14006	Property	1,090.00 D			
14401	Pooled Funds	12,575.00 D	630001 T	Invstmnt Fund 301	12,850.00 D
TOTAL:	Investments	55,067.72 D	630001 T	Invstmnt Fund 301	18,564.00 D
			630002 T	Invstmnt Fund 302	8,424.00 D
				Fund Account Total:	26,988.00 D
	Investment Management Liabilities				
24001	Due and Payable for Investment Mgt	11,723.50 C	630001 T	Invstmnt Fund 301	1,383.00 C
TOTAL:	Investment Management Liabilities	11,723.50 C	630001 T	Invstmnt Fund 301	1,383.00 C
				Fund Account Total:	1,383.00 C
	Control Accounts				
3010	Revenue Control Account	12,610.56 D	630001 T	Invstmnt Fund 301	200.00 C
TOTAL:	Control Accounts	12,610.56 D	630001 T	Invstmnt Fund 301	200.00 C
				Fund Account Total:	200.00 C
	Fund Additions - Investments				
91001	Stocks - Original Gift	41,310.00 C			
91003	Stock Options - Original Gift		630001 T	Invstmnt Fund 301	13,670.00 C
91005	Cert of Deposit - Original Gift		630001 T	Invstmnt Fund 301	1,511.00 C
91101	Stocks - Subsequent Gift	2,052.00 C	630002 T	Invstmnt Fund 302	8,424.00 C
***** CONTINUED ON NEXT PAGE *****					

## Report Sample (Page 2 of 3)

***** CONTINUED FROM PREVIOUS PAGE *****					
91104	Money Market - Subsequent Gift		630001 T Invstmnt Fund 301		1,500.00 C
91105	Cert of Deposit - Subsequent Gift		630001 T Invstmnt Fund 301		500.00 C
TOTAL:	Fund Additions - Investments	43,362.00 C	630001 T Invstmnt Fund 301		17,181.00 C
			630002 T Invstmnt Fund 302		8,424.00 C
				Fund Account Total:	25,605.00 C
TOTAL:	All Preceding Accounts	12,592.78 D	630001 T Invstmnt Fund 301		200.00 C
			630002 T Invstmnt Fund 302		.00 C
				Fund Account Total:	200.00 C

## Report Sample (Page 3 of 3)

REPORT: FIRLINK		Banner University		RUN DATE: 19-OCT-1996	
CHART OF ACCOUNTS: T		Linkage to Fund Report		RUN TIME: 10:54:56	
FUND CODE: 620001		As of 31-OCT-1996		PAGE: 2	
ACCOUNT	TITLE	AMOUNT	MATCHING FUND(S)		AMOUNT
TOTAL:	All Preceding Accounts - all funds	12,592.78 D	630001 T Invstmnt Fund 301		200.00 C
			630002 T Invstmnt Fund 302		.00 C
				Fund Account Grand Total:	200.00 C

## Change in Valuation Report (FIRPVAL)

---

### Description

The Change in Valuation Report tracks summary information for a pool fund over a specified period. This report shows the market value of the pool fund at the beginning of the period and at the end of the period; it also shows the same period of the previous year. Percent change is shown for the current period and the previous year's period. The percent change is shown for a year from the beginning and ending dates entered.

An optional report can also be generated showing the detail transactions for the selected period. Following is a brief description of the report output:

- Current Year (first date) is the value of the pool fund on or before the From Date.
- Current Year (second date) is the value of the pool fund on or before the To Date.
- Prior Year (first date) is the value of the pool fund on or before one year prior to the From Date.
- Prior Year (second date) is the value of the pool fund on or before one year prior to the To Date.
- Change For Period is the percent of change of the pool fund for the defined range of dates.
- Change From Last Year is the percent of change of the pool fund for the prior year period.
- Start Date Change is the percent of change of the pool fund for the two starting dates.
- End Date Change is the percent of change of the pool fund for the two ending dates.
- Transaction Date is the actual date of the transaction.
- Unit Value is the unit value of the transaction (unitized only).
- Units/Transaction is the number of units for the transaction (unitized only).
- Transaction Amount is the value of the transaction.
- Total Units is the total units of the pool after the transaction (unitized only).
- Total Value is the total value of the pool fund after the transaction.

**Note:** Calculations are performed out to eight decimal places. Individual numbers in the report may appear to be a penny off because of errors introduced when the numbers are rounded for report printing.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	The chart of accounts code for which you wish to report.	
	Pool Fund Code	No	The pool fund for which you wish to report. Leave this parameter blank to report on all pool funds in the specified chart of accounts.	
	Start Date	Yes	Enter the start date to define the beginning of the period for pool transactions.	DD-MON-YYYY
	End Date	Yes	Enter the end date to define the ending of the period for pool transactions.	DD-MON-YYYY
	Detail Transaction Indicator	Yes	Enter <i>Y</i> to print the transactions report for the specified period, or enter <i>N</i> to suppress printing the transactions report.	Y = Yes N = No

## Report Sample (Page 1 of 3)

REPORT FIRPVAL				Banner University		PAGE: 1			
START DATE: 11-JUN-1996				Change In Valuation		RUN DATE: 30-OCT-1996			
END DATE: 11-JUL-1996				As of 11-JUL-1996		RUN TIME: 08:12:55			
CHART OF ACCOUNTS: A									
----- CURRENT YEAR -----				----- PRIOR YEAR -----		CHANGE FOR PERIOD	CHANGE FROM LAST YEAR	START DATE CHANGE	END DATE CHANGE
11-JUN-1996		11-JUL-1996		11-JUN-1995 11-JUL-1995					
Pool Fund: 108900 Investment Fund Pool Nine									
UNIT VALUE	125.000	125.000	100.00	110.000	0.000	10.000	25.000	13.636	
TOTAL UNITS	2000.000	4735.426	1600.000	1600.000	136.771	.000	25.000	195.960	
TOTAL VALUE	250000.000	591928.250	160000.00	176000.000	136.771	10.000	56.250	236.320	
Pool Fund: 108901 Investment Fund Pool 901									
TOTAL VALUE	223921.68	1391902.47	100000.00	223921.68	521.600	123.920	123.920	521.600	



## Report Sample (Page 2 of 3)

REPORT FIRPVAL  
 START DATE: 11-JUN-1996  
 END DATE: 11-JUL-1996  
 CHART OF ACCOUNTS: A

Banner University  
 Change In Valuation  
 As of 11-JUL-1996

PAGE: 2  
 RUN DATE: 30-OCT-1996  
 RUN TIME: 08:12:55

## DETAIL TRANSACTIONS

TRANSACTION DATE	UNIT VALUE	UNITS / TRANSACTION	TRANSACTION AMOUNT	TOTAL UNITS	TOTAL VALUE
Pool Fund: 108900 Investment Fund Pool Nine					
19-JUN-1996	125.00	400.000	50000.00	2000.000	250000.00
29-JUN-1996	125.00	1575.000	196875.00	3575.000	446875.00
07-JUL-1996	125.00	1160.426	145053.25	4735.426	591928.25

## Report Sample (Page 3 of 3)

REPORT FIRPVAL  
 START DATE: 11-JUN-1996  
 END DATE: 11-JUL-1996  
 CHART OF ACCOUNTS: A

Banner University  
 Change In Valuation  
 As of 11-JUL-1996

PAGE: 3  
 RUN DATE: 30-OCT-1996  
 RUN TIME: 08:12:55

## DETAIL TRANSACTIONS

TRANSACTION DATE	TRANSACTION AMOUNT	TOTAL VALUE
Pool Fund: 108901 Investment Fund Pool 901		
18-JUN-1996	2123155.98	2123155.98
19-JUN-1996	-1804567.80	318588.18
19-JUN-1996	.00	318588.18
19-JUN-1996	318588.18	637176.36
19-JUN-1996	318588.18	955764.54
26-JUN-1996	-203862.07	751902.47
29-JUN-1996	80000.00	831902.47
29-JUN-1996	80000.00	911902.47
30-JUN-1996	80000.00	991902.47
30-JUN-1996	80000.00	1071902.47
30-JUN-1996	80000.00	1151902.47
30-JUN-1996	80000.00	1231902.47
30-JUN-1996	80000.00	1311902.47
30-JUN-1996	80000.00	1391902.47
07-JUL-1996	.00	1391902.47
07-JUL-1996	.00	1391902.47
07-JUL-1996	.00	1391902.47

## Redistribution of Income Process (FIRRDST)

---

### Description

Execute the Redistribution of Income Process to correct the original amount of income or the original realized gain/loss amount distributed to funds in an investment pool. This process changes the original distribution of income, or the original realized gain/loss amount, to the funds participating in the pool. Because the processing changes the original distribution of income or realized gains and losses, you must enter the exact date that the original distribution of income occurred.

Generate the Redistribution of Income Report to see the redistribution of income or gains among funds participating in a pool.

If you need to redistribute income or realized gains and losses for more than one fund participating in a pool, rerun this process for each fund.

The Redistributing Income or Realized Gain/Loss (I/R) parameter default is both. If you enter *I* (Income), the report contains redistribution data for income only. If you enter *R* (Realized Gain/Loss), the report contains redistribution data for realized gains and losses only.

Allow the system to process the default value for the Income and Realized Gain/Loss parameter. The report contains redistribution data for income and realized gains and losses. Enter a value for this parameter according to site specific policies.

Enter the original total value the investment fund had in the pool for the distribution date in the Original Total Value parameter. The system does not allow you to redistribute the same amount. Therefore, enter a value for the Corrected Total Value parameter with the total value the investment fund should have had in the pool. Be sure to enter a value different from the Original Total Value.

The Investment Fund Code column in this report identifies the investment funds associated with the pool fund.

The Increase (Decrease) column in this report always displays a zero balance. FIRRDST processing redistributes the same amount among the funds within the pool.

The Redistribution of Income Process uses the following calculations.

A1: Affected investment funds original total value

C1: Affected investment funds corrected total value

O1: Original income or realized gain/loss receive

D1: Decreased income or realized gain/loss

A2, A3, A4,... The rest of the investment funds total value

O2, O3, O4,... Original income or realized gain/loss the rest of the investment funds receive

D2, D3, D4,... Decreased income or realized gain/loss the rest of the investment funds receive

O1 = Income multiplied by A1

divided by:

$(A1 + A2 + A3 + A4 + \dots)$

O2 = Income multiplied by A2

divided by:

$(A1 + A2 + A3 + A4 + \dots)$

O3 = Income multiplied by A3

divided by:

$(A1 + A2 + A3 + A4 + \dots)$

D1 = Income multiplied by C1

divided by:

$(C1 + A2 + A3 + A4 + \dots)$

D2 = Income multiplied by C2

divided by:

$(C1 + A2 + A3 + A4 + \dots)$

D3 = Income multiplied by C3

divided by:

$(C1 + A2 + A3 + A4 + \dots)$

Parameters	Name	Required?	Description	Values
	Process Date	No	The process date revalues the pool up to this date. If left blank, the system defaults the current date to revalue the pool.	DD-MON-YYYY
	Redist. Income or Real. G/L	No	Redistribution Income or Realized Gain/Loss. The report contains redistribution data for both income and realized gains and losses. Enter a value for this parameter according to site specific policies. The default is report income and realized gains/loss.	I = Income R = Realized Gain/Loss Default = both
	Pool Chart of Accounts Code	Yes	The chart of accounts code for which you wish to report.	
	Pool Fund Code	Yes	The fund code for the pool for which you wish to report.	
	Affected Chart of Account Code	Yes	The chart of accounts code to which you are making the change for the affected record in the pool.	
	Affected Investment Fund Code	Yes	The investment fund code of the affected record in the pool.	
	Original Total Value	Yes	The total value of the investment fund in the pool already processed in the Distribution of Income Process.	

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Corrected Total Value	Yes	The corrected total value the investment fund has in the pool to process in the Redistribution of Income Process.	
	Audit or Update Mode	No	Enter <i>A</i> (Audit) to produce a report but not update database tables, or enter <i>U</i> (Update) to produce a report and update database tables.	A = Audit (default value) U = Update

In this example, FIRRDST redistributes income only.

### Report Sample #1

Banner University

Redistribution of Income

31-OCT-1996 16:48:34

FIRRDST

Page 1

Pool Chart of Account Code: A

Pool Fund Code: IMP00L

Original Total Value: 10000.00

Corrected Total Value: 1000.00

Income Amount to Be Redistributed: 5000.00

Chart of Account	Investment Fund Code	Total Value	Original Distribution of Income	Corrected Distribution of Income	Increase (Decrease)
A	IM0001	3,000.00	769.23	1,428.57	659.34
*A	IM0002	1,000.00	2,564.10	476.19	-2,087.91
A	IM0003	2,500.00	641.03	1,190.48	549.45
A	IM0004	2,800.00	717.95	1,333.33	615.38
A	IM0005	1,200.00	307.69	571.43	263.74
		10,500.00	5,000.00	5,000.00	0.00

\*Indicated the fund has been corrected.



In this example, FIRRDST redistributes realized gain/loss only.

### Report Sample #2

Banner University

Redistribution of Income

31-OCT-1996 16:49:25

FIRRDST

Page 1

Pool Chart of Account Code: A

Pool Fund Code: IMP00L

Original Total Value: 10000.00

Corrected Total Value: 1000.00

Realized Gain/Loss Amount to Be Redistributed: 3000.00

Chart of Account	Investment Fund Code	Total Value	Original Distribution Realized Gain/Loss	Corrected Distribution Realized Gain/Loss	Increase (Decrease)
A	IM0001	3,000.00	461.54	857.14	395.60
*A	IM0002	1,000.00	1,538.46	285.71	-1,252.75
A	IM0003	2,500.00	384.62	714.29	329.67
A	IM0004	2,800.00	430.77	800.00	369.23
A	IM0005	1,200.00	184.62	342.86	158.24
		10,500.00	3,000.00	3,000.00	0.00

\* Indicated the fund has been corrected.

In this example, FIRRDST redistributes income and realized gain/loss amounts.

### Report Sample #3

Banner University

31-OCT-1996 16:49:25

Redistribution of Income

Page 1

FIRRDST

Pool Chart of Account Code: A

Pool Fund Code: IMP00L

Original Total Value: 10000.00

Corrected Total Value: 1000.00

Income Amount to Be Redistributed: 5000.00

Realized Gain/Loss Amount to Be Redistributed: 3000.00

Chart of Account	Investment Fund Code	Total Value	Original Distribution of Income	Corrected Distribution of Income	Increase (Decrease)	Original Distribution Realized Gain/Loss	Corrected Distribution Realized Gain/Loss	Increase (Decrease)
A	IM0001	3,000.00	769.23	1,428.57	659.34	461.54	857.14	395.60
*A	IM0002	1,000.00	2,564.10	476.19	-2,087.91	1,538.46	285.71	-1,252.75
A	IM0003	2,500.00	641.03	1,190.48	549.45	384.62	714.29	329.67
A	IM0004	2,800.00	717.95	1,333.33	615.38	430.77	800.00	369.23
A	IM0005	1,200.00	307.69	571.43	263.74	184.62	342.86	158.24
		10,500.00	5,000.00	5,000.00	0.00	3,000.00	3,000.00	0.00

\* Indicated the fund has been corrected.

## Unitization Process (FIRUNIT)

---

### Description

The Unitization Process maintains a fund's participation in an investment pool regardless of whether the fund is using the unitized method or an averaged daily balance method. The process is driven by the records contained in the Pool Collector Table (FIBPOOL). This process allows you to update the unit value of a selected pool. If the update option is selected, the unit value(s) is updated and the unitization process does not occur. This process may be run using the sleep/wake process. This process does not produce a report.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Run Type	Yes	If you enter <i>U</i> , the remaining parameters are not required. If you enter <i>N</i> , the remaining parameters are required.	U = Unitize pool fund transactions. (default value)  N = Insert new unit value.
COAS Code (Chart of Accounts)	No	The chart of accounts code for the pool fund to be unitized.	
Pool Fund Code	No	The pool fund for which you wish to report. Leave this parameter blank to report on all pool funds in the specified chart of accounts.	
Unit Value	No	The unit value of the investment pool, if applicable.	

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## Utilities Module

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This section provides you with a description of each report in the Utilities module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FURFEED will follow FURAPAY.

## Finance Upload to GURFEED Process (FUPLOAD)

---

**Description** The Finance Upload to GURFEED Process is run via job submissions. This process evaluates input data based on parameters entered to load internal vendor data to GURFEED.

Input files contain one or more individual documents. Documents include the four record types identified in the following table. For detailed information, refer to “Vendor Input File Layout” on page 25-581.

### *Renaming the input data file*

You can use operating system-appropriate commands to rename the input data file:

For UNIX, use the *mv* command.

For Windows NT, use the *move* command

For VMS, use the *rename* command.

If you prefer to use a different file renaming command, then make an entry to the system data table through the System Data Maintenance Form (FTMSDAT). Use the following values:

ENTITY=*FUPLOAD*

ATTRIBUTE=*OS\_FILE\_RENAME\_COMMAND*

DATA= the actual operating system command for renaming a file

**Note:** Since some operating systems have problems with spaces in file names, we recommend that you create file names that do not contain spaces.

<i>Record Types</i>	<i>Descriptions</i>
Header Record (Type 1)	The Header record is used to indicate the beginning of a new document.
Detail Record (Type 2)	The Detail record provides specific transactional data.
Trailer Record (Type 3)	The Trailer Record contains the Detail record count and hash total used for file integrity checking.
Text Record (Type 4)	Text records are optional and contain document-related text.  <b>Note:</b> Although Text records are not required, the Finance Upload to GURFEED Process produces a warning message when a document does not include a Text record.

## FUPLOAD Processing Modes

FUPLOAD reads a fixed format input file that has been created from data in a subsystem, such as a Microsoft Excel spreadsheet or a Microsoft Access data base. This file can contain data for multiple documents to be fed to Banner Finance.

This process can be executed in one of two modes: (A) Audit or (U) Update. In either mode, the entire input file is read for errors and a report containing each error or warning is noted in the associated report (`fupload.lis`).

Documents that pass all FUPLOAD edits are committed to GURFEED/GURTEXT. Those documents that do not pass all FUPLOAD edits are not committed to the database.

When FUPLOAD is executed in Update mode, it is possible for any individual document in an input file to fail the edits and not be loaded, while other documents in the same file that contain no errors are loaded to GURFEED/GURTEXT.

#### *Create General Encumbrances from External Feeds*

The posting process (FGRACTG) creates non-labor encumbrances from external feeds. The encumbrance type should be *E* to indicate a general encumbrance. The rule class used should have a process code to create an original encumbrance. For example, the rule class can contain a process code of E117.

In addition to the other required values, the external feed process that populates the GURFEED table must populate the encumbrance-related columns in the following table

GURFEED_ENCD_NUM	VARCHAR2(8)
GURFEED_ENCD_ITEM_NUM	NUMBER(4)
GURFEED_ENCD_SEQ_NUM	NUMBER(4)
GURFEED_ENCB_TYPE	VARCHAR2(1)

## FUPLOAD Edits

FUPLOAD edits are performed in two separate input file passes.

The “first pass” attempts to validate file format (that is, record types 1, 2, and 3 are present and in sequence). Additionally, if the optional Text Record (type 4) is present, FUPLOAD verifies that it follows, in sequence, record types 1, 2, and 3. If Document Code is supplied, the file is checked to ensure the document code is the same for all sequential record types (1, 2, 3, and 4). When the next Type 1 (Header Record) is found, it is assumed that a new document is being transmitted in the same file. If an input file is found to have file format errors in the first pass, the entire file is read and the format errors are listed in the resulting report (`fupload.lis`). However, the “second pass” is not performed and the file cannot be loaded to GURFEED.

If the file format is found to be valid, FUPLOAD does a “second pass” to edit for valid data within the file with the following edits:



- FUPLOAD will validate that Account Index, Fund, Organization, Account, Program, Activity, and Location Codes are valid within the designated Chart of Accounts as of the transaction date. Additionally, FUPLOAD will allow for Grant Funds that have an expenditure end date that is beyond the actual termination date of the fund.
- Transaction date for the document is within an open Fiscal Period for that Chart. of Accounts
- A transaction description exists.
- Rule Class and Bank Code, if present, are valid as of the Transaction Date.
- If an encumbrance document is referenced, then the encumbrance number, encumbrance item, and encumbrance sequence are valid for an open encumbrance.
- Encumbrance action indicators are also verified to be *P* (Partial), *T* (Total), or *A* (Adjustment). Documents with an encumbrance type of *L* (Labor) are not edited for encumbrance validity.

**Note:** If Type 4 records (Text) are not found for any document, a warning is generated. If all other edits are passed, the document is loaded to GURFEED.

**Note:** FUPLOAD files do not contain a User ID. Therefore, FUPLOAD does not check fund/org security or any override indicators/tolerances defined at the user level.

Parameters	Name	Required?	Description	Values
01	System ID	Yes	Must match System ID specified in the input file.	
02	Location	Yes	Directory path to stored input file.	

Parameters (cont.)	Name	Required?	Description	Values
03	File name	Yes	Input file name.	
04	Run Mode	Yes	<p>When this process runs, the system performs edits and writes any errors to the <code>fupload.lis</code> file.</p> <p>With the audit option (A), data are <i>not</i> committed to GURFEED/GURTEXT.</p> <p>With the update option (U), documents that pass edits are loaded to GURFEED/GURTEXT.</p>	<p>A=Audit</p> <p>U=Update</p>

## Vendor Input File Layout

Data files from the internal vendors must contain the following elements to populate GURFEED Document Header Records and Document Detail Records. GURFEED records are posted in Banner Finance as Journal Voucher transactions. Associated document text records may also be needed to populate the GURTEXT table where additional information for an upload document is needed. GURTEXT records are loaded to FOBTEXT by FGTRNI and are viewed as Document Level Text in the Journal Voucher.

Header Record	Start	Length	Description	Required	Value/Source
SYSTEM_ID	1	8	System ID identifies vendor	Yes	Internal Vendor
DOC_CODE	9	8	Code identifying document	No	Internal Vendor/Process
REC_TYPE	17	1	Defines as header record	Yes	1
TRANS_DATE	18	8	Transaction Date YYYYMMDD	Yes	Internal Vendor
FILLER	26	123	FILLER		Spaces
Detail Record	Start	Length	Description	Required	Value/Source
SYSTEM_ID	1	8	System ID identifies vendor	Yes	Internal Vendor
DOC_CODE	9	8	Code identifying document	No	Internal Vendor/Process
REC_TYPE	17	1	Defines as detail record	Yes	2
RUCL_CODE	18	4	Rule Code	Yes	Internal Vendor
DOC_REF_NUM	22	8	Reference Number	No	Internal Vendor
TRANS_AMT	30	12	Transaction Amount	Yes	Internal Vendor
TRANS_DESC	42	35	Transaction Description	Yes	Internal Vendor
DR_CR_IND	77	1	Debit/Credit (D/C or +/-)	Yes	Internal Vendor
BANK_CODE	78	2	Bank Code	No	Internal Vendor
COAS_CODE	80	1	Chart of Accts code	Yes	Internal Vendor
ACCI_CODE	81	6	Account Index Code	No	Internal Vendor
FUND_CODE	87	6	Fund	Yes	Internal Vendor
ORGN_CODE	93	6	Orgn	No	Internal Vendor

<b>Detail Record</b>	<b>Start</b>	<b>Length</b>	<b>Description</b>	<b>Required</b>	<b>Value/Source</b>
ACCT_CODE	99	6	Acct	Yes	Internal Vendor
PROG_CODE	105	6	Prog	No	Internal Vendor
ACTV_CODE	111	6	Activity	No	Internal Vendor
LOCN_CODE	117	6	Location	No	Internal Vendor
ENCD_NUM	123	8	Encumbrance Number	No	Internal Vendor
ENCD_ITEM_NUM	131	4	Encumbrance Commodity Item Number	No	Internal Vendor
ENCD_SEQ_NUM	135	4	Encumbrance SEQUENCE NUMBER	No	Internal Vendor
ENCD_ACTION_IND	139	1	T = Total, P = Partial, A = Adjustment	No	Internal Vendor
PRJD_CODE	140	8	Project	No	Internal Vendor
ENCB_TYPE	148	1	R = Requisition, P = PO, E = Enc, L = Labor, M = Memo.	No	Internal Vendor

<b>Trailer Record</b>	<b>Start</b>	<b>Length</b>	<b>Description</b>	<b>Required</b>	<b>Value/Source</b>
SYSTEM_ID	1	8	System ID identifies vendor	Yes	Internal Vendor
DOC_CODE	9	8	Code identifying document	No	Internal Vendor/Process
REC_TYPE	17	1	Defines as trailer record	Yes	3
REC_COUNT	18	8	Number of detail records	Yes	Internal Vendor
TRANS_TOT	26	12	* Trans Amt total from detail recs	Yes	Internal Vendor
FILLER	38	111	FILLER		

\* Total of all transaction amounts in document, regardless of debit or credit.

Text Record	Start	Length	Description	Required	Value/Source
SYSTEM_ID	1	8	System ID identifies vendor	Yes	Internal Vendor
DOC_CODE	9	8	Code identifying document	No	Internal Vendor/Process
REC_TYPE	17	1	Defines as text record	Yes	4
TEXT	18	50	Alphanumeric text	Yes	Internal Vendor
FILLER	68	81	FILLER	Yes	Space

**Note:** Text records are not required for any given document; however, if Type 4 (text) records exist, they must follow the format above. In update mode, any document without Type 4 (text) records that passes all other edits is loaded to GURFEED. A warning message is generated in the `fupload.lis` file (in either Audit or Update mode) for documents that have no Type 4 (text) records.

**Report Sample (Page 1 of 2)**

12-APR-2002	Development	Page: 1
	Gurfeed Upload Process	FUPLOAD
FILE:/u/designer/jsmith/GH2.prn	System ID - BOOKUP	
Doc Code: BK000003		
1	Type 1 Record written to GURFEED	
6	Type 2 Records written to GURFEED	
3	Type 4 Records written to GURTEXT	
DOCUMENT TRANS_TOT	6000.00	

**Report Sample (Page 2 of 2)**

12-APR-2002	Development	Page: 2
	Gurfeed Upload Process	FUPLOAD
FILE:/u/designer/jsmith/GH2.prn	System ID - BOOKUP	
* * * REPORT CONTROL INFORMATION - FUPLOAD Release 5.3.1.1 * * *		
Detail File Name: /u/designer/jsmith/GH2.prn		
Run Mode: U		
System ID: BOOKUP		
Total Records Read: 11		
Total Records inserted into GURFEED: 7		
Total Records inserted into GURTEXT: 0		
Total Errors: 0		
Total Warnings: 0		

## Student Refund Interface Process (FURAPAY)

---

### Description

The Student Refund Interface Process takes Banner Student/Finance refund check transactions from the Accounting Feed Accounts Payable Table (GURAPAY) and creates FINANCE System Invoices which are ready to be posted unless an error occurs with the transaction. This process provides output to the following tables:

- Invoice Header Table (FABINVH)
- Invoice Commodity Table (FARINVC)
- Invoice Accounting Table (FARINVA)
- Batch Transaction Error Report Table (FGRTRNR)
- Approved Document Table (FOBAPPD)
- Approval History Table (FOBAPPH)
- Vendor Validation Table (FTVVEND)

A possible side effect of this process is that a vendor is created because a vendor must exist before an invoice can be created. If tax processing is in effect, a non-taxable tax group will be placed in the invoice records.

**Note:** The Student Refund Interface Process is most useful when you have the Banner Student System installed.

### Parameters

<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
Bank Code	No	Bank code for those funds without a default bank code.	

## Finance Feed Sweep Process (FURFEED)

---

**Description** This process produces hard copy output of the Finance Feed Sweep Process. FURFEED gathers financial transaction information from the General System's Finance Transaction Input Table (GURFEED) and inserts it into the Finance System's Transaction Input Table (FGBTRNI).

Parameters	Name	Required?	Description	Values
	Report Mode	Yes	Report can be run in either <i>V</i> (View) or <i>S</i> (Select) mode. View runs the audit mode and Select runs the update mode.	V = View S = Select
	System ID/Time Stamp	Yes	The system to be run through the Finance Feed Sweep. To run the Finance Feed Sweep for all systems enter <i>ALL</i> for SYSTEMID.	SYSTEMID DD-MON-YY [HH24MISS] ALL = SYSTEMID



## Report Sample

05-09-1996 13:08:47		Banner University Finance Feed Sweep Process				PAGE: 1 REPORT: FURFEED
SYSTEM ID -----	TIMESTAMP -----	DOCUMENT -----	DESCRIPTION -----	AMOUNT -----	COUNT -----	STATUS -----
ACTRECV	19910509125500	F0000059		6.00	3	
ACTRECV	19910509125951	F0000060		2598000666.04	21	
PAYROLL	19910426163418	F0000028	Banner HR / Position Batch Header	52132.12	40	
PAYROLL	19910429164329	F0000032	Banner HR / Position Batch Header	327867.76	14	
PAYROLL	19910429165825	F0000034	Banner HR / Position Batch Header	52132.16	41	
PAYROLL	19910502135325	F0000036	Banner HR / Position Batch Header	93998.68	45	
REPORT TOTALS:				2598526802.76	164	0 TRANSFERS

## Position Control Module

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This section provides you with a description of each report in the Position Control module. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, NBPMASS will follow NBPBROL.

## Budget Roll Process Report (NBPBROL)

**Description** This report executes budget roll (including fringe benefits) from one fiscal year to another. Results are posted to the Position Totals Block of the Position Form (NBAPOSN).

Parameters	Name	Description/Values	Required?	Default	Validation
	New Fiscal Year	Fiscal year to which the budget is being rolled or approved.	Yes	None	Format must be YYYY or YY NBAFISC
	Budget ID	Budget ID. The ID you enter here must be valid for all COA codes entered.	Yes† No††	None	FTVOBUD  †if Banner Finance exists ††if Banner Finance does not exist
	Budget Phase	Budget Phase. The budget phase you enter here must be valid for all COA codes entered.	Yes† No††	None	FTVOBPH  †if Banner Finance exists ††if Banner Finance does not exist
	Current Fiscal Year	Fiscal year from which the budget is being rolled	Yes	None	Format must be YYYY or YY NBAFISC

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Chart of Accounts Code	Chart of Account Code or Codes. <i>You can enter Multiple COA codes provided they are all rolling to the same New Fiscal Year and have the same Current Fiscal Year.</i>	Yes† No††	None	FTVCOAS
			†if Banner Finance exists ††if Banner Finance does not exist		
	Salary Group Code	Salary group	Yes	None	NTRSGRP

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Report Choice	<p>Choice of actions:</p> <p>R Roll Budget. The contents of NTRBROL and NTRFRNG will be printed out in the output below the parameters on the control page.</p> <p>A Approve Budget</p> <p>D Delete Working Budget</p> <p>If you select <i>D</i>, you may select a specific Budget Phase and Budget ID to delete only one working budget. If no phase or ID is specified and <i>D</i> is selected as the <b>Report Choice</b>, then all working budgets will be deleted.</p> <p><b>Note:</b> When running the NBPBROL process to Approve Budgets, every position in BANNER for the fiscal year must have a 'Working' budget record for the specified Budget ID and Phase defined in the parameters.</p>	Yes	None	None

## Report Sample

REPORT : NBPBROL	Banner University Budget Roll Process	PAGE 1 RUN DATE 06/07/1991 RUN TIME 04:49 PM
* * * REPORT CONTROL INFORMATION * * *		
Parameter Name	Value	Source      Message
Parameter Seq No:	5449	
Report Choice	A	Entered
COAS Code	A	Entered
New Fiscal Year	1992	Entered
Current Fiscal Year	1991	Entered
Budget Id:	9192	Entered
Budget Phase:	GUID92	Entered
Salary Group:	1992	Entered
Record Count:		

## Budget Maintenance Process (NBPBUDM)

---

**Description**      Spreads budget amounts to position labor distributions. Calculates salary and fringe benefit encumbrance amounts for both installation and external funding sources, assigns encumbrance document and sequence numbers, and assigns labor distribution overrides where appropriate.

<b>Parameters</b>	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Process Mode	Mode of operation	Yes	None	None
		R    Report mode. If you select this option, the system generates a report of pending transactions but does not change the database in any way. Select this option if you want to preview any updates before actually applying them.			
		P    Process mode. If you select this option, the system generates a report of pending transactions, then applies the updates to the database. The database update includes the writing of history records for tracking purposes.			

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Parameters	Name	Description/Values	Required?	Default	Validation
	Budget Processing	Budget transaction processing indicator. Y    Perform budget transaction processing. N    Do not perform budget transaction processing. If you select this option, the system bypasses the next five parameters and goes directly to <b>Encumbrance</b> (below).  <i>This option is not available unless the Banner Finance System (Release 2.0 or higher) is installed at your site.</i>	Yes	None	None
	Encumbrances Processing	Encumbrance transaction processing Y    Perform encumbrance transaction processing. N    Do not perform encumbrance transaction processing.	Yes	None	None



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Active or Working Budgets	Active or working budgets indicator. This parameter appears only if you entered <i>Y</i> at <b>Budget Processing</b> .  A Calculate amounts for budgets designated as <i>active</i> in <b>Status</b> in the NBAPOSN Position Salaries Total Block.  W Calculate amounts for budgets designated as <i>working</i> in <b>Status</b> in the NBAPOSN Position Salaries Total Block.	Yes	None	None
	Chart of Accounts Code	Chart(s) of Accounts to be used in budget selection. This parameter appears only if you entered <i>Y</i> at <b>Budget Processing</b> . (This is a repeating parameter.)	Yes †	None	FTVCOAS
†on first appearance only					
	Fiscal Year	Fiscal year to be used in budget selection. This parameter appears only if you entered <i>Y</i> at <b>Budget Processing</b> .	Yes	None	NBBFISC
	Budget ID	Budget ID to be used (in conjunction with budget phase, below) in selection of working budgets. This parameter appears only if you entered <i>Y</i> at <b>Budget Processing</b> and <i>W</i> at <b>Active or Working</b> .	Yes	None	FTVOBUD

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Budget Phase	Budget phase to be used (in conjunction with budget ID, above) in selection of working budgets. This parameter appears only if you entered <i>Y</i> at <b>Budget Processing</b> and <i>W</i> at <b>Active or Working</b> .	Yes	None	FTVOBPH
	Recast Chart of Accounts Code	Specify the COA codes for recasting.	No	None	FTVCOAS
	Recast Date	Date to be used for computing encumbrances. The Recast Date must fall within the active fiscal year and may be a pay period end date, a specific day within a month, a future date, or a past date.	Yes, if Recast Chart of Accounts Code is entered	None	DD-MON-YYYY
	Process all Pay IDs?	Pay IDs to compute encumbrance recasting.  Y - Recast all Pay IDs.  N - Do not recast all Pay IDs.	Yes, if Recast Chart of Accounts Code is entered	Y	Y or N
	Recast Pay ID	The Pay ID to be used when computing encumbrance recasting.	Yes, only if Process all Pay IDs? is set to N	None	PTRPICT

## Report Sample — Encumbrance Option (Page 1 of 3)

REPORT : NBPBUDM											PAGE 1	
Banner University											RUN DATE 03/03/1994	
Budget Maintenance Process											RUN TIME 11:26 AM	
Report of Encumbrance Transactions												
*Transactions Shown Have Been Applied To The Database*												
Fiscal Year: 1994 Chart of Accounts: A Begin Date: 01-JUL-1993 End Date: 30-JUN-1994												
ID	EMPLOYEE NAME				POSITION	SUFFIX	JOB BEGIN DATE					
198234221	Smith, John Paul				GLPOSA	00	03-MAR-1994					
TYPE	EFFECTIVE DT	FUND	ORGN	ACCT	PROG	ACTV	LOCN	PERCENT	SALARY AMOUNT	SALARY TO POST	ENCUMBRANCE DOCUMENT	SEQ
TABLE	03-MAR-1994	1000	125	5210	100			100.00	34343.40	34343.40	PR940001	2
JOB TOTALS									34343.40	34343.40		
ID	EMPLOYEE NAME				POSITION	SUFFIX	JOB BEGIN DATE					
999010011	Tait, Eugene K				000001	42	01-JUL-1993					
TYPE	EFFECTIVE DT	FUND	ORGN	ACCT	PROG	ACTV	LOCN	PERCENT	SALARY AMOUNT	SALARY TO POST	ENCUMBRANCE DOCUMENT	SEQ
TABLE	01-JUL-1993	1000	210	5120	100			100.00	13600.00	13600.00	PR940001	3
JOB TOTALS									13600.00	13600.00		

## Report Sample - Encumbrance Option (Page 2 of 3)

REPORT : NBPBUDM			Banner University		PAGE 2	
			Budget Maintenance Process		RUN DATE 03/03/1994	
			Report of Encumbrance Transactions		RUN TIME 11:26 AM	
			*Transactions Shown Have Been Applied To The Database*			
Fiscal Year: 1994			Chart of Accounts: A		Begin Date: 01-JUL-1993 End Date: 30-JUN-1994	
GRAND TOTALS FOR THIS YEAR AND CHART						
JOB COUNT		SALARY AMOUNT		SALARY TO POST		
-----		-----		-----		
2		47943.40		47943.40		

## Report Sample - Encumbrance Option (Page 3 of 3)

REPORT : NBPBUDM		Banner University Budget Maintenance Process		PAGE 3 RUN DATE 03/03/1994 RUN TIME 11:26 AM
* * * REPORT CONTROL INFORMATION * * *				
Parameter Name	Value	Source	Message	
-----	-----	-----	-----	
Parameter Seq No:	18697	Default		
Process Mode:	P	Entered		
Budget Flag:	N	Entered		
Encumbrance Flag:	Y	Entered		
Print Lines/Page:	55	Default		

## Mass Salary Table Update Report (NBPMASS)

---

**Description** This report calculates the contract value for the fiscal year entered; it also calculates automatic step increases. NBPMASS also updates groups of Table/Grade combinations by amount or percentage and updates job records with a new table/grade combination.

If applicable, the system prints messages indicating Electronic Approval activities for employees. See the *Electronic Approval Messages* section immediately preceding the report samples for further details.

Parameters	Name	Description/Values	Required?	Default	Validation
	Report Mode	Choice of actions: R Report - Calculate and print out the changes that take place. Do <i>not</i> do any database updates. P Process - Perform database updates.	Yes	None	None
	Process	Choice of actions: D Roll contract dates E Roll jobs encumbrance hours J Update job records U Update NTRSALA tables/grades/steps	Yes	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Job Change Reason Code	Job change reason code.  Enter this parameter if you set the Report Mode parameter to <i>P</i> and the Process parameter to either <i>E</i> or <i>J</i> .	No	None	PTVJCRE
	Salary Group (FROM)	Salary group to roll from.  Enter this parameter if the Process parameter is set to either <i>J</i> or <i>U</i> .	No	None	NTRSGRP
	Salary Group (TO)	Salary group to roll to.  Enter this parameter if Process parameter is set to <i>U</i> .	No	None	NTRSGRP
	Rule Set	Rule Set that the process should use to update salary records.	Yes, if the Process parameter is set to <i>J</i> .	None	Mass Job Salary Increase Rule Form (NTRJINC)
	Personnel Change Date	Personnel change date for use when a future change jobs record is inserted. This parameter updates the <b>Personnel Change Date</b> field on the jobs record being inserted.  Enter this parameter if Report Mode parameter is set to <i>P</i> and the Process parameter is set to either <i>E</i> or <i>J</i> .	No	None	Format must be DD-MMM-YYYY or DD-MMM-YY

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Use Population Selection	Use population selection indicator: Y    Population selection will be used to specify the salaries to be rolled. N    Population selection will not be used. Enter this parameter if the Process parameter is set to <i>E</i> or <i>J</i> .	No	None	None
	Selection ID	Selection ID for population selection. Specify this parameter only if you set the Use Population Selection parameter to <i>Y</i> .	No	None	None
	Creator ID	Creator ID for population selection. Enter this parameter only if you set the Use Population Selection parameter to <i>Y</i> .	No	None	None
	Application ID	Application ID for population selection. Enter this parameter only if you set the Use Population Selection parameter to <i>Y</i> .	No	None	None

### Electronic Approval Messages

When the Process parameter is set to *J* (Update Job Records) or *E* (Roll Encumbrance Hours), the system prints messages on the NBPMASS report indicating current Electronic Approval activities for employees. A message is produced when an attempt has been made to update a jobs record through the Electronic Approval process and a future date exists on the associated employee jobs record on NBAJOBS. Messages are also produced when pending Electronic Approval transactions exist.

The message produced when an attempt has been made to insert a jobs record for an employee prior to future dated records for that employee depends on the setting of the **Allow the Insertion of Job Detail Information Effective Dated Prior to Existing Job Detail Records** indicator on the Position Control Installation Rule Form (NTRINST).

If the indicator is set to **Not Allowed** and future record exists for an employee, a message similar to the following is printed in the record for that employee:

Future changes after 12-DEC-1994 (**record not updated**)

If the indicator is set to *Allowed*, a message similar to the following is printed:

*Future changes after 12-DEC-1994 (record updated)*

When a pending Electronic Approval transaction exists for an employee, the following message is printed in the record for that employee:

*Pending changes (record updated); category (s): LTRANE*



## Report Sample – Option D (Roll Contract Dates) (Page 1 of 2)

REPORT : NBPMASS		Mass Salary Table Update REPORT - Roll Contract Dates		PAGE 1 RUN DATE 10/18/95 RUN TIME 03:06 PM
Contract Begin Date From	Contract End Date From	Contract Begin Date To	Contract End Date To	
01-SEP-1995	30-JUN-1996	01-SEP-1996	30-JUN-1997	
ID	Name	Position		
SP0000013	Cathie Duncan	SP0002 - 00		
SP2	Barbara Taylor	SP0002 - 00		

## Report Sample (Page 2 of 2)

PAGE 2				RUN DATE 10/18/95	
REPORT : NBPMASS				RUN TIME 03:06 PM	
		Mass Salary Table Update			
		REPORT - Roll Contract Dates			
* * * REPORT CONTROL INFORMATION * * *					
Parameter Name	Value	Source	Message		
Parameter Seq No:	17774	Entered			
Report Mode:	R	Default			
Process Type:	Roll Contract Dates	Default			
Line Count:	55				
Record Count:	2				

## Report Sample — Option E (Roll Jobs Encumbrance Hours) (Page 1 of 2)

REPORT : NBPMASS										PAGE 1	
Banner University										RUN DATE 12/13/93	
Mass Salary Table Update										RUN TIME 02:15 PM	
PROCESS - Roll Jobs Encumbrance Hours											
ID	Last Name	First Name	MI	Position	Suff	ECLS	Roll	Ind	Encumbrance_Hours	Tot_Enc_Hrs	Tot_Contract_Hrs
999010011	Adams	Eugene	K	F00001	00	FA	Z		<----- CURRENT/NEW -----> 0.00 111.00 1011.00 0.00 Effective: 15-DEC-1993		
999010011	Adams	Eugene	K	000001	00	FT	C		<----- CURRENT/NEW -----> 0.00 0.00 Effective: 01-JAN-1994		
777010005	Brown	Lisa	R	222222	00	FA	Z		<----- CURRENT/NEW -----> 400.00 0.00 Effective: 15-DEC-1993		
555010002	Crawford	Leigh	A	345678	00	FA	Z		<----- CURRENT/NEW -----> 0.00 633.00 1533.00 0.00 Effective: 15-DEC-1993		
777010007	Dean	Thomas	R	000001	00	FT	C		<----- CURRENT/NEW -----> 0.00 0.00 Effective: 01-JAN-1994		
710922561	Dunne	Paul	R	ADM010	00	AD	C		<----- CURRENT/NEW -----> 145.00 145.00 1045.00 145.00 Effective: 01-JAN-1994		
777010013	Griffin	Rose	T	222222	00	FA	Z		<----- CURRENT/NEW -----> 120.00 0.00 Effective: 15-DEC-1993		
777010010	Harris	Theresa	H	000001	00	FT	C		<----- CURRENT/NEW -----> 0.00 110.00 1010.00 110.00 Effective: 01-JAN-1994		
777010010	Harris	Theresa	H	222222	00	FA	Future Change found After/= 15-DEC-1993				
555010001	Johnson	Michael		345678	00	FA	Z		<----- CURRENT/NEW -----> 0.00 600.00 1500.00 0.00 Effective: 15-DEC-1993		
555010001	Johnson	Michael		678901	00	FA	Z		<----- CURRENT/NEW -----> 0.00 0.00 Effective: 15-DEC-1993		

## Report Sample (Page 2 of 2)

REPORT : NBPMASS	Banner University Mass Salary Table Update PROCESS - Roll Jobs Encumbrance Hours	PAGE 5 RUN DATE 12/13/93 RUN TIME 02:15 PM
* * * REPORT CONTROL INFORMATION * * *		
Parameter Name	Value	Source Message
Parameter Seq No:	11605	
Report Mode:	P	Entered
Process:	Roll Jobs Encumbrance Hours	Entered
Job Change Reason:	rench	Entered
Personnel Change Date:	01-JAN-1994	Entered
Use Population Selection:	n	Entered
Line Count:	55	Default
Record Count:	61	

## Report Sample — Option / (Update Job Tables) (Page 1 of 4)

REPORT : NBPMASS													PAGE 5
Mass Salary Table Update													RUN DATE 10/24/95
REPORT - Update Job Tables - Salary Increases													RUN TIME 09:54 AM
ID	Last Name	First Name	MI	Position	Suff	MM/DD	SGRP	Tab	Grade	Step	Hourly_Rate	Annual_Salary	
882100001	Campbell	Patricia	A	400001	03	/	1994	CF	05	0	6.000000	12480.00	
100000806	Canuck	Nanook		G00022	00	/	1995A	CF	05		6.600000	13728.00	
100000806	Canuck	Nanook		G00022	02	/	1994	FT	10	0			
							Future Change found After 01-JAN-1996						
							1994	FT	10	0			
							Future Change found After 01-JAN-1996						
555020014	Costello	Jose		500021	00	/	<----- CURRENT/NEW ----->						
							1994	MF	02	0	6.250000	13000.00	
							1995A	MF	02		6.875000	14300.00	
555020016	Cowden	Ronald		500023	00	/	<----- CURRENT/NEW ----->						
							1994	MF	04	0	8.000000	23640.00	
							1995A	MF	04		8.800298	26004.00	
SP0000003	Cox	Sidney	F	SP0001	00	/	<----- CURRENT/NEW ----->						
							1995	FF	04	0	31.250601	65000.00	
							1995A	FF	04		34.375661	71500.00	
777010012	Davis	Mary	D	400001	91	/	<----- CURRENT/NEW ----->						
							1994	CF	05	0	12.000000	11520.00	
							1995A	CF	05		13.200000	12672.00	
777010012	Davis	Mary	D	KFRNGR	00	/	<----- CURRENT/NEW ----->						
							1994	FT	AD	0	12.523595	26050.00	
							1995A	FT	AD		13.775912	28655.00	
SP0000013	Duncan	Cathie	E	SP0002	00	/	<----- CURRENT/NEW ----->						
							1995	FF	03	0	24.231235	42000.00	
							1995A	FF	03		26.654359	46200.00	
929001127	Employee	Anne	A	400000	00	/	<----- CURRENT/NEW ----->						
							1994	CF	05	0	11.250000	23400.00	
							1995A	CF	05		12.375000	25740.00	
929001127	Employee	Anne	A	400016	00	/	<----- CURRENT/NEW ----->						
							1994	FF	02	0	16.025667	25000.00	
							1995A	FF	02		17.628205	27500.00	
SP0000005	Fiege	Eric	A	SP0004	00	/	<----- CURRENT/NEW ----->						
							1995	EX	EX	0	16.827266	35000.00	
							1995A	EX	EX		18.509971	38500.00	
882100029	Girard	Germain		400029	00	/	<----- CURRENT/NEW ----->						
							1994	MF	02	0	8.000000	16640.00	
							1995A	MF	02		8.800000	18304.00	
SP0000009	Goddard	Gregory	S	SP0007	00	PA	Pending changes (record updated); category(s): LLDIST						
							<----- CURRENT/NEW ----->						
SP0000009	Goddard	Gregory	S	SP0007	00	/	1995	CF	01	0	8.750000	9100.00	
							1995A	CF	01		9.625000	10010.00	
							<----- CURRENT/NEW ----->						

## Report Sample (Page 2 of 4)

PAGE 11  
REPORT : NBPMASS

Mass Salary Table Update  
REPORT - Update Job Tables - Salary Increases

RUN DATE 10/24/95  
RUN TIME 09:54 AM

UPDATING JOB TABLES USING SALARY GROUP 1995A

Process Only MM/DD: N Year: 1996

Process Step Zero: Y Effective Date: 01-JAN-1996

Table	Incr	Step By	Percent	Amount	Rounding Ind	Rounding Amount
CF		0	10.00		U	1.00
EX		0	10.00		U	1.00
FF		0	10.00		U	1.00
FT		0	10.00		U	1.00
MF		0	10.00		U	1.00
TF		0	10.00		U	1.00

## Report Sample (Page 3 of 4)

REPORT : NBPMASS

Mass Salary Table Update  
REPORT - Update Job Tables - Salary Increases

PAGE 12  
RUN DATE 10/24/95  
RUN TIME 09:54 AM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameter Name	Value	Source	Message
Parameter Seq No:	18070	Entered	
Report Mode:	R	Default	
Process Type:	Update Job Tables	Default	
Salary Group Used:	1995A	Default	
Use Population Selection:	N	Default	
Line Count:	55		
Record Count:	114		

## Report Sample (Page 4 of 4)

PAGE 10  
REPORT : NBPMASS

Mass Salary Table Update  
PROCESS - Table/Grade Changes

RUN DATE 10/18/95  
RUN TIME 02:54 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameter Name	Value	Source	Message
Parameter Seq No:	17772	Entered	
Report Mode:	P	Default	
Process Type:	Update Salary Tables	Default	
Salary Group:	1995	Default	
New Salary Group:	1995A	Default	
Line Count:	55		
Record Count:	80		

## Report Sample — Option U (Update NTRSALA Tables/Grades/Steps) (Page 1 of 3)

REPORT : NBPMASS										PAGE 1	
										RUN DATE 10/18/95	
										RUN TIME 02:54 PM	
Mass Salary Table Update											
PROCESS - Table/Grade Changes											
CURRENT	Sal Group	Table	Grade	Rate/Salary Low		Rate/Salary Mid		Rate/Salary High		Type	
NEW	1995	CF	01	6.89		8.67		10.46		H	
	1995A	CF	01	8.00		10.00		11.00		H	
CURRENT	Sal Group	Table	Grade	Step	Rate/Salary						
NEW	1995	CF	01	0	6.89						
	1995A	CF	01	0	8.00						
CURRENT	1995	CF	01	1	7.60						
NEW	1995A	CF	01	1	8.00						
CURRENT	1995	CF	01	2	8.31						
NEW	1995A	CF	01	2	9.00						
CURRENT	1995	CF	01	3	9.03						
NEW	1995A	CF	01	3	10.00						
CURRENT	1995	CF	01	4	9.74						
NEW	1995A	CF	01	4	11.00						
CURRENT	1995	CF	01	5	10.46						
NEW	1995A	CF	01	5	11.00						
CURRENT	Sal Group	Table	Grade	Rate/Salary Low		Rate/Salary Mid		Rate/Salary High		Type	
NEW	1995	CF	02	7.14		8.93		10.71		H	
	1995A	CF	02	8.00		10.00		12.00		H	
CURRENT	Sal Group	Table	Grade	Step	Rate/Salary						
NEW	1995	CF	02	0	7.14						
	1995A	CF	02	0	8.00						
CURRENT	1995	CF	02	1	7.85						
NEW	1995A	CF	02	1	9.00						
CURRENT	1995	CF	02	2	8.57						
NEW	1995A	CF	02	2	9.00						
CURRENT	1995	CF	02	3	9.28						
NEW	1995A	CF	02	3	10.00						
CURRENT	1995	CF	02	4	10.00						
NEW	1995A	CF	02	4	11.00						

## Report Sample (Page 2 of 3)

REPORT : NBPMAS		Banner University		PAGE 5
		Mass Salary Table Update		RUN DATE 12/15/93
		PROCESS - Table/Grade Changes		RUN TIME 12:20 PM
UPDATING SALARY TABLES - ROLL FROM 1994 TO 1995				
Table	Percent	Amount	Rounding	Rounding
			Ind	Amount
AD	5.00	1000.00	U	1.00
FA	10.00	100.00	U	1.00
FT	10.00		U	100.00

## Report Sample (Page 3 of 3)

REPORT : NBPMAS		Banner University		PAGE 6
		Mass Salary Table Update		RUN DATE 12/15/93
		PROCESS - Table/Grade Changes		RUN TIME 12:20 PM
* * * REPORT CONTROL INFORMATION * * *				
Parameter Name	Value	Source	Message	
Parameter Seq No:	11983			
Report Mode:	P	Entered		
Process Type:	Update Salary Tables	Entered		
Salary Group:	1994	Entered		
New Salary Group:	1995	Entered		
Line Count:	55	Default		
Record Count:	42			



## Budget Worksheet Report (NBRBWRK)

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**Description** This report displays budget phases with current year and prior year budget amounts from the budget file. This report is sorted by organization, fund, program, activity, location, and account.

Parameters	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Previous Fiscal Year	Yes	Previous fiscal year for which detailed budget information will be printed.	(validated against NBAFISC)
	Proposed Fiscal Year	Yes	Fiscal year for which budget is being proposed.	(validated against NBAFISC)
	Budget ID	No	ID of specific budget for which information will be printed.	(validated against FTVOBUD)
	Budget Phase	No	Budget phase for which information will be printed.	(validated against FTVOBPH)
	Average Percent Raise	Yes	Average salary increase by percentage from the previous to the proposed fiscal year.	
	Chart of Accounts Code	Yes	Code for the chart of accounts whose budget is being rolled.	(validated against FTVCOAS)

## Report Sample (Page 1 of 5)

REPORT : NBRBWRK						Banner University Budget Work Sheet Report Proposed Budget Id: CHRIS2 Budget Phase: C2-1				PAGE 1 RUN DATE 09/22/1995 RUN TIME 01:21 PM			
A 001 Office of The President													
Posn	Title	Ecls	Status	Type	Begin Date	End Date	Roll Indicator			1994 Midpoint	1995 Midpoint		
EXEC01	Secretary	CL	A Active	S Single	01-JUL-1990		S Sum Annual Sal.			9.18	9.18		
Budget Item	Fiscal Year	Budgeted Amount	Percent Diff	Budget FTE	COAS	FUND	ORGN	ACCT	PROG	ACTV	LOCN	PERCENT	
REG Regular	1994	105,000.00		1.000	A	1000	220	5210	100			100.00	
	1995	105,000.00	.00	1.000	A	1000	220	5210	100			100.00	
Total Salaries	1994	105,000.00											
	1995	105,000.00	.00										
*****													
FIM Fica Med	1995	6,510.00			A	1000	220	5300	100			100.00	
FIO Fica Old	1995	1,522.50			A	1000	220	5300	100			100.00	
Total Fringes	1994	.00											
	1995	8,032.50											
*****													
APPROXIMATE BREAKDOWN OF BUDGET AMOUNTS BY LABOR DISTRIBUTION													
	1994 Budget	1995 Budget	Pct Diff	COAS	FUND	ORGN	ACCT	PROG	ACTV	LOCN			
	105,000.00	105,000.00	.00	A	1000	220	5210	100					
	.00	8,032.50		A	1000	220	5300	100					
Total Compensation	105,000.00	113,032.50	7.65										
INCUMBENTS													
Employee Name	Id	Suff	Stat	Begin Date	End Date	Salary	Encumb	Job FTE	1994 Ann Sal	1995 Ann Sal			
Lake, Jay B	7001VLC01	00	A	16-APR-1992		105,000.00		1.000	105,000.00	105,000.00			
Default Earn Codes: REG													
Incumbent Totals						105,000.00		1.000	105,000.00	105,000.00			
ORGANIZATION TOTALS FOR: 001 Office of The President													
	1994 Budget	1995 Budget	Pct Diff										
Salaries	105,000.00	105,000.00	.00										
Premium Earnings	.00	.00											
Fringes	.00	8,032.50											
Fringe Chrg Back	.00	.00											
Total Compensation	105,000.00	113,032.50	7.65										
Budgeted FTE	1.00	1.00	.00										
Annual Salaries	105,000.00	105,000.00	.00										

Banner University  
Budget Work Sheet Report  
Proposed Budget Id: CHRIS2 Budget Phase: C2-1

PAGE 3  
RUN DATE 09/22/1995  
RUN TIME 01:21 PM

Posn	Title	Ecls	Status	Type	Begin Date	End Date	Roll Indicator	1994 Midpoint	1995 Midpoint
000001	Secretary I	AN	A Active	P Pooled	01-JAN-1991		S Sum Annual Sal.	18,500.00	18,500.00

Employee Name	Id	Suff	Stat	Begin Date	End Date	Salary	Encumb	Job FTE	1994 Ann Sal	1995 Ann Sal
Miller, Steve	888219999	00	A	01-JAN-1992		21,402.82		1.000	26,625.00	26,625.00

Senne, Martin F	@00000790	00	A	01-JAN-1994	32,083.35	1.000	65,000.00	65,000.00
	Default Earn Codes: REG							
	Deduction Codes: DEN							

Smith, Sally	782546777	00	A	01-JUL-1993	5,000.00	1.000	5,000.00	5,000.00
Default Earn Codes: REG								

VACANT	1.000	18,500.00
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Incumbent Totals	115,198.75	7.000	183,525.08	202,025.08
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ORGANIZATION TOTALS FOR: 120 Biology Department

	1994 Budget	1995 Budget	Pct Diff
Salaries	71,337.00	207,000.00	190.17
Premium Earnings	100.00	.00	
Fringes	123.00	.00	
Fringe Chrg Back	.00	.00	
Total Compensation	71,560.00	207,000.00	189.27
Budgeted FTE	1.00	7.00	600.00
Annual Salaries	183,525.08	202,025.08	10.08

## Report Sample (Page 3 of 5)

REPORT : NBRBWRK

Banner University  
 Budget Work Sheet Report  
 Proposed Budget Id: CHRIS2 Budget Phase: C2-1

PAGE 6  
 RUN DATE 09/22/1995  
 RUN TIME 01:21 PM

A 125 Math Department  
 Posn Title Ecls Status Type Begin Date End Date Roll Indicator 1994 Midpoint 1995 Midpoint  
 500000 Clerk I/Math (Ind Te CL A Active S Single 01-JAN-1992 S Sum Annual Sal. 8.67 8.67

Employee Name Id Suff Stat Begin Date End Date Salary Encumb Job FTE 1994 Ann Sal 1995 Ann Sal  
 Mann, Elizabeth 555020017 00 A 01-JUL-1992 20,259.20 1.000 20,259.20 20,259.20  
 Default Earn Codes: REG  
 Deduction Codes: DEN FIM FIO HBC LVR

VACANT .500 9,016.80  
 -----  
 Incumbent Totals 40,259.20 2.500 40,259.20 49,276.00

## ORGANIZATION TOTALS FOR: 125 Math Department

	1994 Budget	1995 Budget	Pct Diff
Salaries	50,527.68	49,598.40	-1.84
Premium Earnings	1,790.25	1,790.25	.00
Fringes	10,365.37	10,294.28	-.69
Fringe Chrg Back	.00	.00	
Total Compensation	62,683.30	61,682.93	-1.60
Budgeted FTE	2.50	2.50	.00
Annual Salaries	40,259.20	49,276.00	22.40

## CHART OF ACCOUNTS TOTALS FOR: Institute of Technology

	1994 Budget	1995 Budget	Pct Diff
Salaries	226,864.68	361,598.40	59.39
Premium Earnings	1,890.25	1,790.25	-5.29
Fringes	10,488.37	18,326.78	74.73
Fringe Chrg Back	.00	.00	
Total Compensation	239,243.30	381,715.43	59.55
Budgeted FTE	4.50	10.50	133.33
Annual Salaries	328,784.28	356,301.08	8.37

## Report Sample (Page 4 of 5)

REPORT : NBRBWRK

Banner University  
 Budget Work Sheet Report  
 Proposed Budget Id: CHRIS2 Budget Phase: C2-1

PAGE 7  
 RUN DATE 09/22/1995  
 RUN TIME 01:21 PM

## GRAND TOTALS:

	1994 Budget	1995 Budget	Pct Diff
Salaries	226,864.68	361,598.40	59.39
Premium Earnings	1,890.25	1,790.25	-5.29
Fringes	10,488.37	18,326.78	74.73
Fringe Chrg Back	.00	.00	
Total Compensation	239,243.30	381,715.43	59.55
Budgeted FTE	4.50	10.50	133.33
Annual Salaries	328,784.28	356,301.08	8.37

## Report Sample (Page 5 of 5)

REPORT : NBRBWRK

## Budget Work Sheet Report

PAGE 8  
RUN DATE 09/22/1995  
RUN TIME 01:21 PM

## \* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameter Name	Value	Source	Message
Parameter Seq No:	14783		
COAS Code:	A	Entered	
Previous Fiscal Year:	1994	Entered	
Proposed Fiscal Year:	1995	Entered	
Budget Id:	CHRIS2	Entered	
Budget Phase:	C2-1	Entered	
Average Pct Increase:	.000	Entered	

Record Count : 3      Number of Positions Printed

Line Count : 55

## Position Class Listing Report (NBRPCLS)

---

<b>Description</b>	This report lists defined position classes and salary guidelines. The report is sorted first by position class, then by EEO skill. For additional information about this report, please refer to the <i><b>Human Resources/Position Control User Guide</b></i> .
<b>Parameters</b>	There are no parameters for this report.



## Report Sample (Page 1 of 2)

REPORT : NBRPCLS		Banner University					PAGE 1	
		POSITION CLASS LISTING					RUN DATE 01/08/1992	
							RUN TIME 01:07 PM	
POSITION CLASS		SAL GROUP	TBL	GRADE	STEP	SALARY		
						LOW	MID	HIGH
KMD01	Full Time Administrative	1991	SM	3		33,000.00	34,825.00	37,000.00
EEO SKILL		EXEMPT	EMPLOYEE CLASS		CIP CODE		ACTIVITY DATE	
10	Exec/Admin/Mgr	Y	BK	Bi-Weekly			27-JUN-1991	
POSITION CLASS		SAL GROUP	TBL	GRADE	STEP	SALARY		
						LOW	MID	HIGH
KMD02	Hourly Rate	1991	SM	1	0	11,000.00	13,200.00	15,400.00
EEO SKILL		EXEMPT	EMPLOYEE CLASS		CIP CODE		ACTIVITY DATE	
40	Secy/Clerical	N	SM	Semi-Monthly			30-SEP-1991	
POSITION CLASS		SAL GROUP	TBL	GRADE	STEP	SALARY		
						LOW	MID	HIGH
KMD03	Salary	1991	SM					
EEO SKILL		EXEMPT	EMPLOYEE CLASS		CIP CODE		ACTIVITY DATE	
40	Secy/Clerical	Y	SM	Semi-Monthly			30-SEP-1991	
POSITION CLASS		SAL GROUP	TBL	GRADE	STEP	SALARY		
						LOW	MID	HIGH
P1001	Part Time Clerical		UN	PT	3			
EEO SKILL		EXEMPT	EMPLOYEE CLASS		CIP CODE		ACTIVITY DATE	
40	Secy/Clerical	N	PT	Part Time Hourly			19-APR-1991	

Report Sample (Page 2 of 2)

REPORT : NBRPCLS		Banner University		PAGE	5
		POSITION CLASS LISTING		RUN DATE	01/08/1992
				RUN TIME	01:07 PM
* * * REPORT CONTROL INFORMATION * * *					
Parameter Name	Value	Source	Message		
Record Count	20				

**Position Class Incumbent Report (NBRPINC)**

---

**Description**            This report lists incumbents of positions in each position class.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Report As of Date	Yes	The date from which you want to report.	DD-MON-YYYY

## Report Sample (Page 1 of 2)

REPORT : NBRPINC		Banner University										PAGE 1			
		AS OF 23-JAN-1991										RUN DATE 01/23/1991			
												RUN TIME 03:55 PM			
POSITION CLASS		B1001 Professional													
-----POSITION-----		-----EMPLOYEE-----										ASSGN		SAL	
ORGN	NUMBER	ID	NAME	STA	SEX	ETHN	FTE	TABLE	GRADE	STEP	IND	SALARY/RATE	MID	PT	RATIO
A 2010	000003-00	704444446	Adames, Nicole	A	F	2	1.000	FT	PR	0	V	40,000.08			.56
A 2010	000003-00	777070011	Hill, Thomas P	A	M	1	1.000	FT	PR	0	V	49,999.92			.71
A 2010	000003-00	717000001	Johnson, Marie	A	M	2	1.000	FT	PR	0	V	36,000.00			.51
A 2010	000003-00	777070003	Lewis, Franklin M	L	M	1	1.000	FT	PR	0	V	48,000.00			.68
A 2010	000003-00	710000020	Miller, Harry T	F	M	1	1.000	FT	PR	0	V	29,999.97			.42
A 2010	000003-00	777070012	Pierce, Andrew K	A	M	2	1.000	FT	PR	0	V	20,800.80			.29
A 2010	000003-00	777070001	Simpson, Lydia J	A	F	1	1.000	FT	PR	0	V	51,700.08			.73
A 2010	000003-00	710000004	Stewart, Frank	A	M	4	1.000	FT	PR	0	V	24,000.00			.34
A 2010	000003-01	710000021	Griffin, Karen M	A	F	1	1.000	FT	PR	0	V	10,400.40			.15
A 2020	092256-00	710000005	Tucker, Sylvia	A	F	5	1.000	FT	PR	0	V	24,000.00			.34
A 2010	100003-00	777070013	Goodhart, Kenneth	A	M	1	1.000	FT	PR	0	V	40,000.08			.56
A 2010	100003-00	777070011	Hill, Thomas P	A	M	1	1.000	FT	PR	0	V	49,000.08			.69
A 2010	100003-00	710000022	Knotts, Harold P	A	M	2	1.000	FT	PR	0	V	20,800.80			.29
A 2010	100003-00	777070012	Pierce, Andrew K	A	M	2	1.000	FT	PR	0	V	24,000.00			.34
AVERAGE HOURLY RATE												12.500000			
AVERAGE SALARY												34,390.77			

Report Sample (Page 2 of 2)

REPORT : NBRPINC		Banner University		PAGE 26
		POSITION CLASS INCUMBENT REPORT		RUN DATE 01/23/1991
		AS OF 23-JAN-1991		RUN TIME 03:55 PM
* * * REPORT CONTROL INFORMATION * * *				
Parameter Name	Value	Source	Message	
Parameter Seq No:	1000			
As of Date:	23-JAN-1991	Entered		
Record Count	134		Count of Employee Records Printed	
Line Count : 55				

## Position Report (NBRPOSN)

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**Description**      This report lists active, frozen, and/or cancelled positions for a specified date range.

<b>Parameters</b>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Report Start Date	No	The start date of the report. If this parameter is left blank, the system defaults to 01-JAN-YYYY.	DD-MON-YYYY
	Report End Date	No	The end date of the report. If this parameter is left blank, the system defaults to 31-DEC-YYYY.	DD-MON-YYYY
	Report Status	No	Allows you to choose report status.	A = Active F = Frozen C = Cancelled Leave this field blank for default (all).

## Report Sample (Page 1 of 2)

REPORT : NBRPOSN										PAGE 1
Banner University										RUN DATE 02/22/1991
POSITION REPORT										RUN TIME 02:13 PM
BETWEEN 01-OCT-1990 AND 22-FEB-1991										
COAS - A DEPT - 100 Office of The President										
POSITION	DESCRIPTION	STATUS	BEGIN DATE	END DATE	TYPE	PCLS	ECLS	REPORTS	AUTH #	ROLL
000001	Instructor	Active	01-JUL-1989		Single	H1001	FA	000101	003434	C
000009	Software Consultant	Active	01-JUN-1990	30-JUN-1991	Single	B1001	SA			S
000013	Senior Programmer	Active	01-JUL-1990		Single	B1001	SA			V
000100	Programmer	Active	01-JAN-1991		Single	SK001	SK			C
000185	Secretary	Active	01-JUL-1990		Single	J1001	KD			V
000333	Admin Asst.	Active	01-JUL-1990		Single	A1001	AD			V
000KMD	Secretary	Active	01-JUL-1990		Single	A1011	SA			V
001KMD	Administrators	Active	01-JUL-1990		Pooled	A1011	SA	000KMD	343433	S
002345	Student Worker	Active	07-FEB-1991		Pooled	ST001	SW			Z
091956	Maint. Supervisor	Active	01-JUL-1990		Single	M1001	MN			S
092256	Senior Technical Specialist	Active	01-JUL-1989		Single	B1001	SA			S
100001	Data Entry Specialist	Frozen	31-JAN-1991		Single	H1001	FA			C
740001	Secretary	Active	01-JUL-1990		Single	00001	01			S
740002	Secretary	Active	01-JUL-1990		Single	00001	01			S
740003	Secretary	Active	01-JUL-1990		Single	00001	01			S
740004	Secretary	Active	01-JUL-1990		Single	00001	01			S
740005	Secretary	Active	01-JUL-1990		Single	00001	01			S
740006	Secretary	Active	01-JUL-1990		Single	00001	01			S
740007	Secretary	Active	01-JUL-1990		Single	00001	01			S
740008	Secretary	Active	01-JUL-1990		Single	00001	01			S
740009	Secretary	Active	01-JUL-1990		Single	00001	01			S
740010	Secretary	Active	01-JUL-1990		Single	00001	01			S
BK0001	Instructor	Active	01-SEP-1990		Pooled	BK001	BK		993KFK	R
G10001	Counselor	Active	01-JAN-1991		Pooled	GOVT1	GH			C
G01002	Librarian	Active	01-JAN-1991		Pooled	A1001	AD			S
G10004	Data Entry Specialist	Active	01-JAN-1991		Pooled	GOVT4	GH			C
KD0005	Secretary	Active	01-JUL-1990		Pooled	KD001	K1			V
KD0006	Secretary	Active	01-JUL-1990		Pooled	KD001	K1			M
KD0007	Counselor	Active	20-FEB-1991		Single	KD001	K1			C
S10001	Security	Active	24-JUL-1990		Single	SE001	SE			S
X00003	Counselor	Active	01-AUG-1990		Single	X0001	XS			M

## Report Sample (Page 2 of 2)

REPORT : NBRPOSN		Banner University		PAGE 17
		POSITION REPORT		RUN DATE 02/22/1991
		BETWEEN 01-OCT-1990 AND 22-FEB-1991		RUN TIME 02:13 PM
* * * REPORT CONTROL INFORMATION * * *				
Parameter Name	Value	Source	Message	
Parameter Seq No:	1000			
Start Date:	01-OCT-1990	Entered		
Stop Date:	22-FEB-1991	Entered		
Position Status:	All Positions	Default		
Record Count	75		Count of Position Records Printed	
Line Count : 55				



## Position Status Exception Report (NBRPSTA)

**Description** This report lists exception status positions (i.e., over budget, vacant, cancelled, frozen, under-encumbered, or overfilled).

Parameters	Name	Required?	Description	Values
	Report As of Date	Yes	The date from which you want to report.	DD-MON-YYYY
	Report Choice by Orgn/Cat (Organization or Category)	No	Sort report by organization or category. Enter <i>1</i> to sort by organization, or enter <i>2</i> to sort by category.	1 or 2 Default = 1
	Report All Position Exceptions	Yes	This is the All Position Indicator. Enter <i>Y</i> to include all position exceptions, or enter <i>N</i> to exclude all position exceptions from this report.	Y = Yes (default value) N = No
	Report Over Budget Positions	No	This is the Over Budget Position Indicator. Enter <i>Y</i> to include over budget positions, or enter <i>N</i> to exclude over budget positions from this report.	Y = Yes N = No
	Report Vacant Positions	No	This is the Vacant Position Indicator. Enter <i>Y</i> to include vacant positions, or enter <i>N</i> to exclude vacant positions from this report.	Y = Yes N = No
	Report Cancelled Positions	No	This is the Cancelled Position Indicator. Enter <i>Y</i> to include cancelled positions, or enter <i>N</i> to exclude cancelled positions from this report.	Y = Yes N = No

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Report Frozen Positions	No	This is the Frozen Position Indicator. Enter <i>Y</i> to include frozen positions, or enter <i>N</i> to exclude frozen positions from this report.	Y = Yes N = No
	Report Under Encumbered Posns	No	This is the Under Encumbered Position Indicator. Enter <i>Y</i> to include under encumbered positions, or enter <i>N</i> to exclude under encumbered positions from this report.	Y = Yes N = No
	Report Over Filled FTE Posns	No	This is the Over Filled Position Indicator. Enter <i>Y</i> to include over filled positions, or enter <i>N</i> to exclude over filled positions from this report.	Y = Yes N = No
	Position Totals Option	Yes	Select one of the following options: <i>S</i> (Salary), <i>F</i> (Fringe), or <i>B</i> (Both).	S = Salary F = Fringe B = Both (Salary and Fringe)

## Report Sample (Page 1 of 3)

REPORT : NBRPSTA		Banner University Position Status Exception Rpt All Position Exceptions As Of 03-FEB-1994							PAGE 1 RUN DATE 02/03/1994 RUN TIME 01:30 PM		
POSITION STATUS	POSITION CLASS	FT PT	-----DATE----- BEGIN END		-----FTE----- BUDGET FILLED VACANT			-----SALARY, FRINGE AMOUNT----- BUDGET ENCUMBERED EXPENDED BALANCE			
Active	000002	F1002	3	01-JAN-1991	6.000	13.000	.000	1494,110.50	383,825.26	.00	1110,285.24
Active	000003	P1001	4	01-JAN-1991	10.000	5.000	5.000	328,650.00	51,570.00	.00	277,080.00
Active	ADM010	A1001	3	01-JUL-1990	1.000	3.000	.000	46,966.50	52,800.00	.00	-5,833.50
Active	ADM020	A1001	3	01-JUL-1990	1.000	.000	1.000	39,138.75	.00	.00	39,138.75
Active	CL0100	C0100	3	01-JAN-1991	5.000	.000	5.000	98,280.00	.00	.00	98,280.00
Active	CWS001	CWS	6	01-JAN-1991	36.000	.000	36.000	201,285.00	.00	.00	201,285.00
Active	EXEC22	A1001	3	01-JUL-1990	1.000	.000	1.000	58,708.65	.00	.00	58,708.65
Active	F00002	F0001	2	30-JAN-1991	1.000	2.000	.000	67,095.00	.00	.00	67,095.00
Active	F00003	F0001	2	01-JAN-1991	5.000	1.000	4.000	279,562.50	.00	.00	279,562.50
Active	F10001	F0001	2	01-JAN-1991	1.000	.000	1.000	61,503.75	.00	.00	61,503.75
Active	F11111	F0001	2	01-JAN-1991	1.000	.000	1.000	67,095.00	.00	.00	67,095.00
Active	G10001	G0001	3	01-JAN-1991	1.000	.000	1.000	46,966.50	.00	.00	46,966.50
=====											
A DEPT - 220 Payroll Office											
=====											
					-----BALANCE-----						
ORGANIZATION TOTALS					FTE	AMOUNT					
Over Budget					1	.000	-5,833.50				
Vacant					9	55.000	1129,620.15				
Under Budget					11	55.000	2307,000.39				
Over Filled FTE					3	.000	1171,546.74				

## Report Sample (Page 2 of 3)

REPORT : NBRPSTA		Banner University Position Status Exception Rpt All Position Exceptions As Of 03-FEB-1994						PAGE 13 RUN DATE 02/03/1994 RUN TIME 01:30 PM		
POSITION STATUS	POSITION CLASS	FT PT	-----DATE----- BEGIN END		-----FTE----- BUDGET FILLED VACANT		-----SALARY, FRINGE AMOUNT----- BUDGET ENCUMBERED EXPENDED BALANCE			
<hr/>										
<hr/>										
			GRAND ORGN TOTALS		-----BALANCE----- FTE AMOUNT					
			Over Budget 2		.000 -14,933.50					
			Vacant 30		183.000 5214,105.82					
			Under Budget 32		169.000 6891,821.72					
			Over Filled FTE 5		.000 1504,382.40					

## Report Sample (Page 3 of 3)

REPORT : NBRPSTA	Banner University Position Status Exception Rpt All Position Exceptions As Of 03-FEB-1994	PAGE 14 RUN DATE 02/03/1994 RUN TIME 01:30 PM
* * * REPORT CONTROL INFORMATION * * *		
Parameter Name	Value	Source      Message
Parameter Seq No:	16261	
As Of Date:	03-FEB-1994	Entered
Orgn or Cat:	2	Entered
Posn Tots Option:	b	Entered
All Posn Exceptions	y	Entered
LINE COUNT: 55		
RECORD COUNT: 37		

## Budget Data Finance Extract (NHPFIN1)

---

**Description** NHPFIN1 extracts data for the Finance System interface and updates the position totals with encumbered amounts. **Note:** This report is most useful when you use the Position Control forms relating to payroll, salary, and job position functions.

Parameters	Name	Required?	Description	Values
	Interface COBRA Flag	Yes	This is the COBRA Finance Interface Indicator. Enter <i>Y</i> to perform COBRA interface processing, or enter <i>N</i> to override COBRA interface processing.	Y = Yes N = No
	Interface Budget Flag	Yes	This is the Budget Data Finance Interface Indicator. Enter <i>Y</i> to perform budget interface processing, or enter <i>N</i> to override budget interface processing.	Y = Yes N = No
	Interface Encumbrance Flag	Yes	This is the Encumbrance Data Finance Interface Indicator. Enter <i>Y</i> to perform encumbrance processing, or enter <i>N</i> to override encumbrance processing.	Y = Yes N = No

## Report Sample (Page 1 of 2)

REPORT : NHPFIN1	Banner University Budget Data Finance Extract	PAGE 1 RUN DATE 01/28/1993 RUN TIME 10:26 PM
T O T A L S    B Y    C A T E G O R Y		
Budget ... Earnings (Original)	1469600.00 +	
Budget ... Fringe (Original)	12660.00 +	
TOTAL .....	1482260.00	

## Report Sample (Page 2 of 2)

REPORT : NHPFIN1	Banner University Budget Data Finance Extract	PAGE 2 RUN DATE 01/28/1993 RUN TIME 10:26 PM
* * * REPORT CONTROL INFORMATION * * *		
Parameter Name	Value	Source      Message
Parameter Seq No:	59274	Default
Cobra Flag:	N	Entered
Budget Flag:	Y	Entered
Encumbrance Flag:	N	Entered
Print Lines/Page:	55	
Number of NHRFNC records inserted: 47		

## Finance Interface Report (NHPFIN2)

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**Description** This report shows information extracted and passed to the Finance System.

**Note:** This report is most useful when you have specific payroll related data in your system.

Parameters	Name	Required?	Description	Values
	Produce Detail Report (Y/N)	Yes	This is the Detail Finance Interface Report Indicator. Enter <i>Y</i> to create the Detail Finance Interface Report; enter <i>N</i> to override the Detail Finance Interface Report.	Y = Yes N = No
	Interface Trans to GURFEED	Yes	This is the Finance Interface Indicator. Enter <i>Y</i> to interface transactions to the Finance System from the Position Control Module; enter <i>N</i> to override the interface to the Finance System from the Position Control Module.	Y = Yes N = No
	Expenditure Payroll ID	No	Payroll ID code. Enter a value in this parameter if expenditure data is to be interfaced.	



## Report Sample (Page 1 of 4)

REPORT : NHPFIN2		Banner University		PAGE 1					
				RUN DATE 08/21/1991					
D E T A I L				RUN TIME 06:54 PM					
		Payroll Id: SK Payroll Number: 4							
		Pay Period: 16-FEB-1991 To 28-FEB-1991							
COAS CODE: T		FISCAL YR: 1991		CATEGORY: Gross Earnings Payroll Expense					
				RULE CLASS: HGRS Payroll - Gross Salary Expense					
FUND	ORGN	ACCT	PROG	ACTV	LOCN	EMPLOYEE NAME	EMPLOYEE ID	AMOUNT	SOURCE
1000	120	5120	100			Alberts, Jane P	765000002	114.44 Dr	HOL
1000	120	5120	100			Alberts, Jane P	765000002	915.56 Dr	REG
1000	120	5120	100			Barron, Dan M	765000004	119.44 Dr	HOL
1000	120	5120	100			Barron, Dan M	765000004	955.56 Dr	REG
1000	120	5120	100			Fellows, Tom Paul	765000005	467.78 Dr	HOL
1000	120	5120	100			Fellows, Tom Paul	765000005	3742.23 Dr	REG
1000	120	5120	100			Newton, Frank P	765000006	113.89 Dr	HOL
1000	120	5120	100			Newton, Frank P	765000006	11.11 Dr	HOL
1000	120	5120	100			Singer, Lois R	765000003	35.00 Dr	HOL
1000	120	5120	100			Singer, Lois R	765000003	280.00 Dr	REG
1000	120	5120	100			White, Robert M	765000001	888.89 Dr	REG
1000	120	5120	100			White, Robert M	765000001	7.11 Dr	REG
1000	120	5120	100			P R O G T O T A L		8763.02 Dr	
1000	120	5120				A C C T T O T A L		8763.02 Dr	
1000	120					O R G N T O T A L		8763.02 Dr	
1000	220	5120	100			Newton, Frank P	765000006	16.67 Dr	HOL
1000	220	5120	100			Newton, Frank P	765000006	133.34 Dr	REG
1000	220	5120	100			Singer, Lois R	765000003	52.50 Dr	HOL
1000	220	5120	100			Singer, Lois R	765000003	420.00 Dr	REG
1000	220	5120	100			White, Robert M	765000001	1.33 Dr	HOL
1000	220	5120	100			White, Robert M	765000001	10.67 Dr	REG
1000	220	5120	100			P R O G T O T A L		634.51 Dr	
1000	220	5120				A C C T T O T A L		634.51 Dr	
1000	220					O R G N T O T A L		634.51 Dr	
1000						F U N D T O T A L		9397.53 Dr	
						R U L E T O T A L		9397.53 Dr	
						C A T E G O R Y T O T A L		9397.53 Dr	

## Report Sample (Page 2 of 4)

REPORT : NHPFIN2	Banner University	PAGE 8
		RUN DATE 08/21/1991
		RUN TIME 06:54 PM
D E T A I L		
COAS CODE: T FISCAL YR: 1991		
T O T A L S B Y C A T E G O R Y		
Gross Earnings Payroll Expense	9397.53	Debit
Employer Fringe Payroll Expense	718.91	Debit
TOTAL .....	10116.44	
Employee Deductions Payroll Liability	2174.70	Credit
Net Payroll	7222.83	Credit
Employer Fringe Payroll Liability	718.91	Credit
TOTAL .....	10116.44	

## Report Sample (Page 3 of 4)

REPORT : NHPFIN2		Banner University		PAGE 11				
				RUN DATE 08/21/1991				
				RUN TIME 06:54 PM				
S U M M A R Y								
COAS CODE: T		FISCAL YR: 1991		CATEGORY: Gross Earnings Payroll Expense				
				RULE CLASS: HGRS Payroll - Gross Salary Expense				
FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANSACTION DATE	AMOUNT	SOURCE
1000	120	5120	100			28-FEB-1991	973.66 Dr	HOL
1000	120	5120	100			28-FEB-1991	7789.36 Dr	REG
1000	120	5120	100			P R O G T O T A L	8763.02 Dr	
1000	120	5120				A C C T T O T A L	8763.02 Dr	
1000	120					O R G N T O T A L	8763.02 Dr	
1000	220	5120	100			28-FEB-1991	70.50 Dr	HOL
1000	220	5120	100			28-FEB-1991	564.01 Dr	REG
1000	220	5120	100			P R O G T O T A L	634.51 Dr	
1000	220	5120				A C C T T O T A L	634.51 Dr	
1000	220					O R G N T O T A L	634.51 Dr	
1000						F U N D T O T A L	9397.53 Dr	
						R U L E T O T A L	9397.53 Dr	
						C A T E G O R Y T O T A L	9397.53 Dr	

## Report Sample (Page 4 of 4)

REPORT : NHPFIN2

Banner University

PAGE 19  
RUN DATE 08/21/1991  
RUN TIME 06:54 PM

## \* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameter Name	Value	Source	Message
Parameter Seq No:	11568	Default	
Detail Report:	Y	Entered	
Interface:	Y	Entered	
Pay Id:	SK	Entered	
Print Lines/Page:	55		

P A Y R O L L SYSTEM ID

Number of GURFEED records inserted: 26 ( including Batch header(s) )

GURFEED DOC CODE (Batch Number) : F0000303

## Budget Distribution Report (NHRBDST)

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**Note:** In order for you to use this report, the Banner Human Resources System *and* the Banner Finance System must both be installed at your site. (If both the **Banner Finance** indicator and the **Banner Human Resources** indicator on the Installation Control Form (GUAINST) are set to Y, both systems are installed at your site.)

### Description

Prints budgetary information for selected FOAPALs. The information can cover all employee positions, only the positions in specified position classes, or specific positions within any position classes. The data are organized in one of three ways:

*By position*—When you choose this option, the report provides data for each position being covered. For each specified earnings or benefit, the report:

- Indicates the amount budgeted for the item for the fiscal year
- Indicates the amount expended for the item for the report period
- Specifies the amount expended for the item from the start of the fiscal year containing the report begin date to the earlier of these two dates: the date the report is run or the end of the fiscal year. For example, if the fiscal end date is 30-Jun-95 and the report run date is 30-Nov-94, the value represents the amount expended through 30-Nov-94. If the report run date is 01-Aug-95, the value represents the amount expended through 30-Jun-95.
- Tells what percent of the amount budgeted for the item for the fiscal year is represented by the amount expended for that item for the fiscal year

*By position class*—When you choose this option, the report specifies earnings and benefit data for each position class being covered and for each selected position within each class. The information for positions and position classes is identical with that described for the “by-position” report.

*By earnings/benefit*—When you choose this option, the report specifies data for each earnings and benefit being covered. The data is identical with that described for the “by-position” report. In this case, however, the positions are not listed; that is, each budgeted and expended amount specified is the total amount for all positions covered by the report.

Parameters	Name	Description/Values	Required?	Default	Validation
	Report Option	Organization option for report: 1 The report is to be organized by earnings and/or benefits. 2 The report is to be organized by employee positions. 3 The report is to be organized by position classes.	Yes	2 (by position)	None
	Report Begin Date	First date in the report period	Yes	None	None
	Report End Date	Last date in the report period	Yes	None	None
	Hierarchy Option	Hierarchy for report. Enter one of the following values: E As exists. This value specifies that all FOAPALs are to be reported as they exist on the database. Data are not to be rolled up to higher fields or higher levels. F Roll up to specified FOAP fields. (You will specify the fields in applicable parameters, as described below.) L Roll up to a specified level for each FOAP. (You will specify the levels in applicable parameters, as described below.)	Yes	E (as exists)	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
		<p>If you have set this parameter to <i>E</i> or <i>F</i>, skip to the Chart of Accounts parameter. If you have set the parameter to <i>L</i>, go to the Fund Level parameter.</p> <p>When Hierarchy Option equals <i>L</i> and Fund Level equals <i>E</i> (see below), then all funds are reported at the existing level. This gives you the option to just roll to organization level 1 (via the Orgn Level parameter) and report the remaining FOAP data as it exists.</p>			
	Fund Level	Fund level for the report. Enter <i>E</i> (as exists) to indicate that funds are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.	No	1	None
	Orgn Level	Organization level for the report. Enter <i>E</i> (as exists) to indicate that organizations are not to be rolled up to a higher level, or enter a number from 1 through 8 to identify a level to which data is to be rolled.	No	1	None
	Acct Level	Account level for the report. Enter <i>E</i> (as exists) to indicate that accounts are not to be rolled up to a higher level, or enter a number from 1 through 4 to identify a level to which data is to be rolled.	No	1	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Prog Level	Program level for the report. Enter <i>E</i> (as exists) to indicate that programs are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.	No	1	None
	Chart of Accounts	Code identifying a chart of accounts to be covered in the report. This is a repeating parameter.  If you have set Hierarchy Option to <i>L</i> (Level roll up), skip to the Employee Class parameter. If Hierarchy Option equals <i>F</i> (FOAP field roll up), skip to the Fund parameter. If Hierarchy Option equals <i>E</i> (as exists) go to the Fund Option parameter.  <i>†on first appearance only</i>	Yes†	None	FTVCOAS
	Fund Option	Codes identifying the chart of accounts whose fund data is to be printed and the fund(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all funds within chart H. This is a repeating parameter.	No	All	None



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund Option (cont.)	There are four options for specifying funds:			
	A	All. Requests that data be printed for all funds. If you enter this value, skip to the Orgn Option parameter.			
	R	Range. Requests that data be printed for a specific range of funds. If you enter this value, go to the From Fund parameter.			
	W	Wild Card. Requests that data be printed for one or more specific funds, and indicates that you will use wild cards when you identify these funds. (By using a wild card, you can identify several funds with one code; for example, A % identifies all fund codes starting with A). If you enter this value, skip to the Fund parameter.			
	S	Specific. Requests that data be printed for one or more specific funds, and indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.			
	Note: Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.				

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	From Fund	Codes identifying the chart of accounts whose fund data is to be printed and the first fund in the range of funds for which data is to be printed. The codes are separated by a comma, for example, <i>H,1000</i> . This is a repeating parameter.	No	None	None
	To Fund	Codes identifying the chart of accounts whose fund data is to be printed and the last fund in the range. The codes are separated by a comma, for example, <i>H,2000</i> . This is a repeating parameter.	No	None	None
	Fund	<p>Codes identifying the chart of accounts whose fund data is to be printed and a specific fund for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several fund codes for each chart; for example, you can enter:</p> <p><i>A,1000</i></p> <p><i>A,1001</i></p> <p><i>G,2000</i></p> <p><i>H,1000</i></p>	No	None	FTVFUND

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
		<p>If Hierarchy Option equals <i>F</i>, then you can enter only one fund code for each chart and cannot use wild cards; for example, you can enter:</p> <p style="margin-left: 40px;"><i>A,1000</i></p> <p style="margin-left: 40px;"><i>G,2000</i></p> <p style="margin-left: 40px;"><i>H,1001</i></p>			
	Orgn Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals <i>E</i>, enter codes as described below.</p> <p>Codes identifying the chart of accounts whose organization data is to be printed and the organization(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying organizations:</p> <p>A        All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn Option (cont.)	R Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.			
		W Wild Card. Requests that data be printed for one or more specific organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Orgn parameter.			
		<i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</i>			
		S Specific. Requests that data be printed for one or more specific organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Orgn parameter.			
	From Orgn	Codes identifying the chart of accounts whose organization data is to be printed and first organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, <i>H,120</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	To Orgn	Code identifying the chart of accounts whose organization data is to be printed and the last organization in the range. The codes are separated by a comma, for example, <i>H,129</i> . This is a repeating parameter.	No	None	None
	Orgn	<p>Codes identifying the chart of accounts whose organization data is to be printed and a specific organization for which data is to be printed. The codes are separated by a comma, for example, <i>H,120</i>. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several organization codes for each chart. If you have set the Orgn Option to <i>W</i>, you can use wild cards to identify organizations. If Orgn Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p>	No	None	FTVORGN

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Acct parameter. If Hierarchy Option equals <i>E</i>, enter codes as described below.</p> <p>Codes identifying the chart of accounts whose account data is to be printed and the account(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all accounts within chart H. This is a repeating parameter.</p> <p>There are four options for specifying accounts:</p> <p>A All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter.</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct Option (cont.)	<p>W Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will use wild cards when you identify these accounts. If you enter this value, skip to the Acct parameter.</p> <p><i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</i></p> <p>S Specific. Requests that data be printed for one or more specific accounts, and indicates that you will use exact codes to identify the accounts. If you enter this value, skip to the Acct parameter.</p>			
	From Acct	Codes identifying the chart of accounts whose account data is to be printed and the first account in the range of accounts for which data is to be printed. The codes are separated by a comma, for example, <i>H,5210</i> . This is a repeating parameter.	No	None	FTVACCT
	To Acct	Codes identifying the chart of accounts whose account data is to be printed and the last account in the range. The codes are separated by a comma, for example, <i>H,5220</i> . This is a repeating parameter.	No	None	FTVACCT

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct	<p>Codes identifying the chart of accounts whose account data is to be printed and a specific account for which data is to be printed. The codes are separated by a comma, for example, <i>H,5210</i>. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several account codes for each chart. If Acct Option equals <i>W</i>, you can use wild cards to identify accounts. If Acct Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one account code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p>	No	None	FTVACCT



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Prog Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Prog parameter. If Hierarchy Option equals <i>E</i>, enter codes as described below.</p> <p>Codes identifying the chart of accounts whose program data is to be printed and the program(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all programs within chart H. This is a repeating parameter.</p> <p>There are four options for specifying programs:</p> <p>A All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter.</p> <p>R Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
Prog Option (cont.)		<p>W Wild Card. Requests that data be printed for one or more specific programs, and indicates that you will use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter.</p> <p><i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</i></p>			
		<p>S Specific. Requests that data be printed for one or more specific programs, and that you will use exact codes to identify these programs. If you enter this value, skip to the Prog parameter.</p>			
	From Prog	Codes identifying the chart of accounts whose program data is to be printed and the first program in the range of programs for which data is to be printed. The codes are separated by a comma, for example, <i>H,100</i> . This is a repeating parameter.	No	None	None
	To Prog	Codes identifying the chart of accounts whose program data is to be printed and the last program in the range. The codes are separated by a comma, for example, <i>H,610</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Prog	<p>Codes identifying the chart of accounts whose program data is to be printed and a specific program for which data is to be printed. The codes are separated by a comma, for example, <i>H,100</i>. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several program codes for each chart. If the Prog Option equals <i>W</i>, you can use wild cards to identify programs. If Prog Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p>	No	None	FTVPROG
	Employee Class	Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	PTRECLS
	Include Earnings	<p>Code specifying whether earnings are to be included:</p> <p>Y All or some earnings are to be included in the report.</p> <p>N No earnings are to be included in the report.</p>	Yes	Y	None

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Earn Code	Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all earn codes are selected.	No	All	None
	Include Benefits	Code specifying whether benefits are to be included:  Y All or some benefits are to be included in the report.  N No benefits are to be included in the report.	Yes	Y	None
	Benefit Code	Code identifying a benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all benefits are selected.	No	All	None
	Include Fringe Charge Back	Fringe charge back inclusion indicator:  Y Include fringe charge back data.  N Do not include fringe charge back data.	Y	N	None

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Select Positions or Classes	<p>Positions for which data is to be printed:</p> <p>A Data is to cover all positions in all position classes. If you enter this value, skip the remaining parameters.</p> <p>P Data is to cover all positions in specific position classes. If you enter this value, skip to the Position Class parameter.</p> <p>S Data is to cover specific positions. If you enter this value, go to the Position parameter.</p>	No	A	None
	Position Classes	A position class for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	NTRPCLS
	Position	A position for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	NBBPOSN

## Report Sample - by Earnings (Page 1 of 2)

PAGE 1  
 REPORT : NHRBDST  
 Fiscal Yr: 1995

Banner University  
 Budget Distribution Report  
 Reporting Period: 01-JUL-1994 To 31-DEC-1994

RUN DATE 07/24/1995  
 RUN TIME 10:42 AM

COAS: A Organization: 120 Treasury Department

Fund Orgn Acct Prog Actv Locn  
 1829B 120 5210 100

Current Actual	Fiscal Actual	Annual Budget	Variance
*RG	6,249.96	6,249.96	.00
FIM Fica Medicare	75.50	75.50	.00
FIO Fica Old Age	322.90	322.90	.00

Fund Orgn Acct Prog Actv Locn  
 1829B 120 5210 610

Current Actual	Fiscal Actual	Annual Budget	Variance	
*RG	38,037.49	38,037.49	175,000.00	21.74
OT Overtime Pay	.00	.00	17,500.00	.00
VAC Vacation Pay	.00	.00	12,500.00	.00
FIM Fica Medicare	459.67	459.67	4,750.00	9.68
FIO Fica Old Age	1,020.54	1,020.54	3,750.00	27.21
Prog Earnings Total for 610	38,037.49	38,037.49	205,000.00	18.55
Prog Benefits Total for 610	1,480.21	1,480.21	8,500.00	17.41
Prog Total for 610	39,517.70	39,517.70	213,500.00	18.51
Acct Earnings Total for 5210	44,287.45	44,287.45	205,000.00	21.60
Acct Benefits Total for 5210	1,878.61	1,878.61	8,500.00	22.10
Acct Total for 5210	46,166.06	46,166.06	213,500.00	21.62
Fund Earnings Total for 1829B	44,287.45	44,287.45	205,000.00	21.60
Fund Total for 1829B	46,166.06	46,166.06	213,500.00	21.62
Fund Benefits Total for 1829B	1,878.61	1,878.61	8,500.00	22.10
Orgn Earnings Total for 120	76,074.96	76,074.96	410,000.00	18.55
Orgn Benefits Total for 120	2,960.40	2,960.40	17,000.00	17.41
Orgn Total for 120	79,035.36	79,035.36	427,000.00	18.51
Chart of Accounts Earnings Total for A	76,074.96	76,074.96	410,000.00	18.55
Chart of Accounts Benefits Total for A	2,960.40	2,960.40	17,000.00	17.41
Chart of Accounts Total for A	79,035.36	79,035.36	427,000.00	18.51

## Report Sample (Page 2 of 2)

REPORT : NHRBDST  
Fiscal Yr: 1995

Banner University  
Budget Distribution Report  
Reporting Period: 01-JUL-1994 To 31-DEC-1994

PAGE 3  
RUN DATE 07/24/1995  
RUN TIME 10:42 AM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered via Job Submission.

Parameter Name	Value	Description
Parameter Seq No:	23808	
Report Type:	1	Budget Status by Earnings/Benefits
Period Begin Date:	01-JUL-1994	
Period End Date:	31-DEC-1994	
Hierarchy:	E	FOAP Fields As Exists
COAS:	A	
Fund Option:	A A	All
Orgn Option:	A A	All
Acct Option:	A A	All
Prog Option:	A A	All
Select Earnings:	Y	All Earnings
Select Benefits:	Y	All Benefits
Include Fringe Charge Back:	N	
Select Position Option	S	Specific Positions
Position	KFTIME	
Line Count:	55	

## Report Sample - by Position (Page 1 of 3)

REPORT : NHRBDST  
Fiscal Yr: 1995

Banner University  
Budget Distribution Report  
Reporting Period: 01-JUL-1994 To 31-DEC-1994

PAGE 1  
RUN DATE 07/24/1995  
RUN TIME 10:41 AM

Reporting Period: 01-JUL-1994 To 31-DEC-1994

COAS: A Organization: 120 Auxiliary Services Department

Fund Orgn Acct Prog Actv Locn  
1829B 120 5210 100  
Position: KFTIME Secretary

	Encumbered:	42,630.94		
	Current Actual	Fiscal Actual	Annual Budget	Variance
*RG	6,249.96	6,249.96	.00	
FIM Fica Medicare	75.50	75.50	.00	
FIO Fica Old Age	322.90	322.90	.00	
Posn Earnings Total: KFTIME	6,249.96	6,249.96	.00	
Posn Benefits Total: KFTIME	398.40	398.40	.00	
Position Total for KFTIME	6,648.36	6,648.36	.00	

.  
 .  
 Fund Orgn Acct Prog Actv Locn  
 1829B 120 5210 610  
 Position: KFTIME Secretary

	Encumbered:	42,630.94		
	Current Actual	Fiscal Actual	Annual Budget	Variance
*RG	38,037.49	38,037.49	175,000.00	21.74
OT Overtime Pay	.00	.00	17,500.00	.00
VAC Vacation Pay	.00	.00	12,500.00	.00
FIM Fica Medicare	459.67	459.67	4,750.00	9.68
FIO Fica Old Age	1,020.54	1,020.54	3,750.00	27.21
Posn Earnings Total: KFTIME	38,037.49	38,037.49	205,000.00	18.55
Posn Benefits Total: KFTIME	1,480.21	1,480.21	8,500.00	17.41
Position Total for KFTIME	39,517.70	39,517.70	213,500.00	18.51
Prog Earnings Total for 610	38,037.49	38,037.49	205,000.00	18.55
Prog Benefits Total for 610	1,480.21	1,480.21	8,500.00	17.41
Prog Total for 610	39,517.70	39,517.70	213,500.00	18.51
Acct Earnings Total for 5210	44,287.45	44,287.45	205,000.00	21.60
Acct Benefits Total for 5210	1,878.61	1,878.61	8,500.00	22.10
Acct Total for 5210	46,166.06	46,166.06	213,500.00	21.62



## Report Sample (continued) (Page 2 of 3)

Fund Earnings Total for 1829B	44,287.45	44,287.45	205,000.00	21.60
Fund Benefits Total for 1829B	1,878.61	1,878.61	8,500.00	22.10
Fund Total for 1829B	46,166.06	46,166.06	213,500.00	21.62
Orgn Earnings Total for 120	76,074.96	76,074.96	410,000.00	18.55
Orgn Benefits Total for 120	2,960.40	2,960.40	17,000.00	17.41
Orgn Total for 120	79,035.36	79,035.36	427,000.00	18.51
Chart of Accounts Earnings Total for A	76,074.96	76,074.96	410,000.00	18.55
Chart of Accounts Benefits Total for A	2,960.40	2,960.40	17,000.00	17.41
Chart of Accounts Total for A	79,035.36	79,035.36	427,000.00	18.51

## Report Sample (Page 3 of 3)

REPORT : NHRBDST Fiscal Yr: 1995	Banner University Budget Distribution Report Reporting Period: 01-JUL-1994 To 31-DEC-1994 * * * REPORT CONTROL INFORMATION * * * Parameters have been entered via Job Submission.	RUN DATE 07/24/1995 RUN TIME 10:41 AM
Parameter Name	Value	Description
Parameter Seq No:	23806	
Report Type:	2	Budget Status by Earnings/Benefits within Position
Period Begin Date:	01-JUL-1994	
Period End Date:	31-DEC-1994	
Hierarchy:	E	FOAP Fields As Exists
COAS:	A	
Fund Option:	A A	All
Orgn Option:	A A	All
Acct Option:	A A	All
Prog Option:	A A	All
Select Earnings:	Y	All Earnings
Select Benefits:	Y	All Benefits
Include Fringe Charge Back:	N	
Select Position Option	S	Specific Positions
Position	KFTIME	
Line Count:	55	

## Report Sample - by Position Class (Page 1 of 2)

REPORT : NHRBDST  
Fiscal Yr: 1995

Banner University  
Budget Distribution Report  
Reporting Period: 01-JUL-1994 To 31-DEC-1994

PAGE 1  
RUN DATE 07/24/1995  
RUN TIME 10:43 AM

COAS: A Organization: 120 Auxiliary Services Department

Fund Orgn Acct Prog Actv Locn  
1811 120 5220 610  
Posn Class: F1001 Full Time Secretary

Posn: KFTIME	Secretary	Encumbered: 42,630.94
Current Actual	Fiscal Actual	Annual Budget
-----	-----	-----
*RG 31,787.51	31,787.51	175,000.00
		Variance 18.16

Fund Orgn Acct Prog Actv Locn  
1829B 120 5210 610  
Posn Class: F1001 Full Time Secretary

Posn: KFTIME	test - salary dist	Encumbered: 42,630.94
Current Actual	Fiscal Actual	Annual Budget
-----	-----	-----
*RG 38,037.49	38,037.49	175,000.00
OT Overtime Pay .00	.00	17,500.00
VAC Vacation Pay .00	.00	12,500.00
FIM Fica Medicare 459.67	459.67	4,750.00
FIO Fica Old Age 1,020.54	1,020.54	3,750.00
Posn Earnings Total: KFTIME 38,037.49	38,037.49	205,000.00
Posn Benefits Total: KFTIME 1,480.21	1,480.21	8,500.00
Position Total for KFTIME 39,517.70	39,517.70	213,500.00
Posn. Class Earnings for F1001 38,037.49	38,037.49	205,000.00
Posn. Class Benefits for F1001 1,480.21	1,480.21	8,500.00
Position Class Total for F1001 39,517.70	39,517.70	213,500.00
Prog Earnings Total for 610 38,037.49	38,037.49	205,000.00
Prog Benefits Total for 610 1,480.21	1,480.21	8,500.00
Prog Total for 610 39,517.70	39,517.70	213,500.00
Acct Earnings Total for 5210 44,287.45	44,287.45	205,000.00
Acct Benefits Total for 5210 1,878.61	1,878.61	8,500.00
Acct Total for 5210 46,166.06	46,166.06	213,500.00
Fund Earnings Total for 1829B 44,287.45	44,287.45	205,000.00
Fund Benefits Total for 1829B 1,878.61	1,878.61	8,500.00
Fund Total for 1829B 46,166.06	46,166.06	213,500.00
Orgn Earnings Total for 120 76,074.96	76,074.96	410,000.00
Orgn Benefits Total for 120 2,960.40	2,960.40	17,000.00
Orgn Total for 120 79,035.36	79,035.36	427,000.00
Chart of Accounts Earnings Total for A 76,074.96	76,074.96	410,000.00
Chart of Accounts Benefits Total for A 2,960.40	2,960.40	17,000.00
Chart of Accounts Total for A 79,035.36	79,035.36	427,000.00
		Variance 18.51

## Report Sample (Page 2 of 2)

REPORT : NHRBDST  
Fiscal Yr: 1995

Banner University  
Budget Distribution Report  
Reporting Period: 01-JUL-1994 To 31-DEC-1994

PAGE 3  
RUN DATE 07/24/1995  
RUN TIME 10:43 AM

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\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered via Job Submission.

Parameter Name	Value	Description
Parameter Seq No:	23809	
Report Type:	3	Budget Status by Earnings/Benefits within Position Class
Period Begin Date:	01-JUL-1994	
Period End Date:	31-DEC-1994	
Hierarchy:	E	FOAP Fields As Exists
COAS:	A	
Fund Option:	A A	All
Orgn Option:	A A	All
Acct Option:	A A	All
Prog Option:	A A	All
Select Earnings:	Y	All Earnings
Select Benefits:	Y	All Benefits
Include Fringe Charge Back:	N	
Select Position Option	S	Specific Positions
Position	KFTIME	
Line Count:	55	

## Organization Payroll Distribution (NHRDIST)

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**Note:** In order for you to use this report, the Banner Human Resources System *and* the Banner Finance System must both be installed at your site. (If both the Banner Finance indicator and the Banner Human Resources indicator on the Installation Control Form (GUAINST) are set to *Y*, both systems are installed at your site.)

### Description

Detail Report — Prints the following information for each FOAPAL distribution covered by the report: data for each employee's position, including the employee's current amounts and/or hours for each specified earnings and the amounts for each specified benefit. This information is followed by the FOAPAL summary totals.

Summary Report — Prints only the FOAPAL summary totals for each chart of accounts covered by the report.

Parameters	Name	Description/Values	Required?	Default	Validation
	Report Type	Report type indicator: D(etail) S(ummary)	Yes	D(etail)	None
	Sort Option	Sort Option for report: H Sort by Home Organization. D Sort by FOAPAL distribution organization.	Yes	D† † by FOAPAL distribution orgn.	None
	Report Begin Date	First date for which report data is to be printed	Yes	None	None
	Report End Date	Last date for which report data is to be printed	Yes	None	None
	Pay ID	Pay ID identifying the payroll for which data is to be printed. This is a repeating parameter. Wild cards are allowed; for example, A % identifies all pay IDs starting with A. When this field is left blank, all pay IDs are chosen.	No	All	PTRPICT

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Hierarchy Option	<p>Hierarchy for report. Enter one of the following values:</p> <p>E As exists. This value specifies that all FOAPALs are to be reported as they exist on the database. Data are not to be rolled up to higher fields or higher levels.</p> <p>F Roll up to specified FOAP fields. (You will specify the fields in applicable parameters, as described below.)</p> <p>L Roll up to a specified level for each FOAP. (You will specify the levels in applicable parameters, as described below.)</p> <p>If you have set this parameter to <i>E</i> or <i>F</i>, skip to the Chart of Accounts parameter. If you have set the parameter to <i>L</i>, go to the Fund Level parameter.</p> <p>When Hierarchy Option equals <i>L</i> and Fund Level equals <i>E</i> (see below), then all funds are reported at the existing level. This gives you the option to just roll to organization level 1 (via the Orgn Level parameter) and report the remaining FOAP data as it exists.</p>	Yes	E (as exists)	None
	Fund Level	Fund level for the report. Enter <i>E</i> (as exists) to indicate that funds are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.	No	1	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn Level	Organization level for the report. Enter <i>E</i> (as exists) to indicate that organizations are not to be rolled up to a higher level, or enter a number from 1 through 8 to identify a level to which data is to be rolled.	No	1	None
	Acct Level	Account level for the report. Enter <i>E</i> (as exists), to indicate that accounts are not to be rolled up to a higher level, or enter a number from 1 through 4 to identify a level to which data is to be rolled.	No	1	None
	Prog Level	Program level for the report. Enter <i>E</i> (as exists) to indicate that programs are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.	No	1	None
	Chart of Accounts	Code identifying a chart of accounts to be covered in the report, i.e., a FOAPAL distribution chart. This is a repeating parameter.	Yes† <i>†on first appearance only</i>	None	FTVCOAS

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
		<p>If you have set Sort Option to <i>D</i> (Sort by FOAPAL Distribution Organization), take one of these steps: If Hierarchy Option equals <i>L</i> (Level roll up), skip to the Employee Class parameter. If Hierarchy Option equals <i>E</i> (as exists) or <i>F</i> (FOAP field roll up), skip to the Fund Option parameter.</p> <p>If you have set Sort Option to <i>H</i> (Sort by Home Organization), take one of the following steps: If your home organization chart of accounts differs from your distribution chart of accounts, go to the Home Orgn Chart parameter below. Otherwise, skip to the Home Organization Option parameter.</p>			
	Home Orgn Chart	<p>Code identifying your home organization chart. Enter this parameter <i>only</i> if your home organization chart differs from your distribution chart. This is a nonrepeating parameter.</p> <p>When you enter this parameter the four home organization parameters below relate to the home organization chart you specify here.</p>	No	None	FTVCOAS
	Home Organization Option	<p>Codes identifying the chart of accounts whose home organization data is to be printed and the home organization(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying home organizations:</p>	No	All	FTVORGN



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Home Organization Option (continued)	<p>A All. Requests that data be printed for all home organizations.</p> <p>If you enter this value and you have set the Hierarchy Option parameter to <i>L</i>, skip to the Employee Class parameter.</p> <p>If you enter this value and Hierarchy Option equals <i>E</i> or <i>F</i>, skip to the Fund Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of home organizations. If you enter this value, go to the From Home Orgn parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific home organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Home Orgn parameter.</p> <p><i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing</i></p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Home Organization Option (continued)	S Specific. Requests that data be printed for one or more specific home organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Home Orgn parameter.			
	From Home Orgn	Codes identifying the chart of accounts whose home organization data is to be printed and the first home organization in the range of home organizations for which data is to be printed. The codes are separated by a comma, for example, <i>H,110</i> . This is a repeating parameter.	No	None	None
	To Home Orgn	Codes identifying the chart of accounts whose home organization data is to be printed and the last home organization in the range. The codes are separated by a comma, for example, <i>H,120</i> . This is a repeating parameter.  After entering this parameter take one of the following steps: If you have set the Hierarchy Option to <i>L</i> , skip to the Employee Class parameter. Otherwise, skip to the Fund Option parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Home Orgn	<p>Code identifying a chart of accounts whose home organization data is to be printed and a specific home organization for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>You can specify several charts and can enter several home organizations for each chart; for example, you can enter:</p> <p style="margin-left: 40px;"><i>A,200</i></p> <p style="margin-left: 40px;"><i>G,200</i></p> <p style="margin-left: 40px;"><i>G,300</i></p> <p>If you have set the Home Organization Option to <i>W</i>, you can use wild cards to identify home organizations. If Home Organization Option equals <i>S</i>, you must specify exact codes.</p>	All	None	FTVORGN

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Fund parameter. If Hierarchy equals <i>E</i>, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose fund data is to be printed and the fund(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all funds within chart H. This is a repeating parameter.</p> <p>There are four options for specifying funds:</p> <p>A All. Requests that data be printed for all funds. If you enter this value, skip to the Orgn Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of funds. If you enter this value, go to the From Fund parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific funds, and indicates that you will use wild cards when you identify these funds. If you enter this value, skip to the Fund parameter.</p> <p><i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</i></p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund Option (continued)	S Specific. Requests that data be printed for one or more specific funds, and indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.			
	From Fund	Codes identifying the chart of accounts whose fund data is to be printed and the first fund in the range of funds for which data is to be printed. The codes are separated by a comma, for example, <i>H,1000</i> . This is a repeating parameter.	No	None	None
	To Fund	Codes identifying the chart of accounts whose fund data is to be printed and the last fund in the range. The codes are separated by a comma, for example, <i>H,2000</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund	<p>Codes identifying the chart of accounts whose fund data is to be printed and a specific fund for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can specify several fund codes for each chart; for example, you can enter:</p> <p style="margin-left: 40px;"><i>A,1000</i></p> <p style="margin-left: 40px;"><i>A,1001</i></p> <p style="margin-left: 40px;"><i>G,2000</i></p> <p style="margin-left: 40px;"><i>H,1000</i></p> <p>If you have set the Fund Option to <i>W</i>, you can use wild cards to identify funds. If Fund Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one fund code for each chart and cannot use wild cards; for example, you can enter:</p> <p style="margin-left: 40px;"><i>A,1000</i></p> <p style="margin-left: 40px;"><i>G,1000</i></p> <p style="margin-left: 40px;"><i>H,1000</i></p>	No	None	FTVFUND

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals <i>E</i>, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose organization data is to be printed and the organization(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying organizations:</p> <p>A All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn Option (continued)	<p>W Wild Card. Requests that data be printed for one or more specific organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Orgn parameter.</p> <p><i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</i></p>			
		<p>S Specific. Requests that data be printed for one or more specific organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Orgn parameter.</p>			
	From Orgn	Codes identifying the chart of accounts whose organization data is to be printed and the first organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, <i>H,120</i> . This is a repeating parameter.	No	None	None
	To Orgn	Codes identifying the chart of accounts whose organization data is to be printed and the last organization in the range. The codes are separated by a comma, for example, <i>H,129</i> . This is a repeating parameter.	No	None	None



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn	<p>Codes identifying the chart of accounts whose organization data is to be printed and a specific organization for which data is to be printed. The codes are separated by a comma, for example, <i>H,120</i>. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several organization codes for each chart. If you have set the Orgn Option to <i>W</i>, you can use wild cards. If Orgn Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p>	No	None	FTVORGN
	Acct Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Acct parameter. If Hierarchy Option equals <i>E</i>, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose account data is to be printed and the account(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all accounts within chart H. This is a repeating parameter.</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct Option (continued)	<p>There are four options for specifying accounts:</p> <p>A All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will use wild cards when you identify these accounts. If you enter this value, skip to the Acct parameter.</p> <p><i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</i></p> <p>S Specific. Requests that data be printed for one or more specific accounts, and indicates that you will use exact codes to identify the accounts. If you enter this value, skip to the Acct parameter.</p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	From Acct	Codes identifying a chart of accounts whose account data is to be printed and the first account in the range of accounts for which data is to be printed. The codes are separated by a comma, for example, <i>H,5210</i> . This is a repeating parameter.	No	None	None
	To Acct	Codes identifying a chart of accounts whose account data is to be printed and the last account in the range. The codes are separated by a comma, for example, <i>H,5220</i> . This is a repeating parameter.	No	None	None
	Acct	<p>Codes identifying a chart of accounts whose account data is to be printed and the specific account within that chart for which data is to be printed. The codes are separated by a comma, for example, <i>H,5210</i>. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several accounts for each chart. If you have set the Acct Option to <i>W</i>, you can use wild cards. If Acct Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one account code for each chart and cannot use wild cards. (See the Fund parameter examples above.)</p>	No	None	FTVACCT

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Prog Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Prog parameter. If Hierarchy Option equals <i>E</i>, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose program data is to be printed and the program(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all programs within chart H. This is a repeating parameter.</p> <p>There are four options for specifying programs:</p> <p>A All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter.</p> <p>R Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Prog Option ( <i>continued</i> )	<p>W Wild Card. Requests that data be printed for one or more specific programs and indicates that you will use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter.</p> <p><i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</i></p> <p>S Specific. Requests that data be printed for one or more specific programs, and that you will use exact codes to identify these programs. If you enter this value, skip to the Prog parameter.</p>			
	From Prog	Codes identifying the chart of accounts whose program data is to be printed and the first program in the range of programs for which data is to be printed. The codes are separated by a comma, for example, <i>H,100</i> . This is a repeating parameter.	No	None	None
	To Prog	Codes identifying the chart of accounts whose program data is to be printed and last program in the range. The codes are separated by a comma, for example, <i>H,610</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Prog	<p>Codes identifying the chart of accounts whose program data is to be printed and a specific program for which data is to be printed. The codes are separated by a comma, for example, <i>H,100</i>. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can specify several program codes for each chart. If you have set the Prog Option to <i>W</i>, you can use wild cards. If Prog Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p>	No	None	FTVPROG
	Employee Class	Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	PTQECLS
	Employee ID	ID code identifying employee for whom data is to be printed. This is a repeating parameter. Wild cards are allowed.	No	All	POAIDEN
	Earn Code	Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, data is printed for all earn codes.	No	All	PTQEARN

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Benefit Code	Code identifying a benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, data is printed for all benefits.	No	All	PTQBDCA
	Include Fringe Charge Back	Fringe charge back inclusion indicator: Y Include fringe charge back data. N Do not include fringe charge back data.	Yes	N	None
	Include Earnings Hours	Earnings hours inclusion indicator: Y Include earnings hours. N Do not include earnings hours.	Yes	N	None
When you specify the To Date Totals Option parameter, you should note that the to-date end date (i.e., the last date whose data are to be used in calculating the QTD, YTD, and FTD totals) can either be the date the report is run or the report end date. You specify which of these values is to be used in the Use Report End Date As To Date End Date parameter below.					
	To Date Amounts Option	To-date totals indicator: N Do not include quarter-to-date (QTD), calendar year-to-date (YTD), or fiscal year-to-date (FTD) amounts. Q Include QTD amounts for all data entered from the start of the quarter containing the Report Begin Date to the to-date end date.	Yes	N	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	To Date Amounts Option (continued)	Y Include YTD amounts for all data entered from the start of the calendar year containing the Report Begin Date to the to-date end date.			
		F Include FTD amounts for all data entered from the start of the fiscal year containing the Report Begin Date to the to-date end date.			
	Include Earnings	Earnings inclusion indicator: Y Include earnings data N Do not include earnings data	Yes	Y	None
	Include Benefits	Benefits inclusion indicator: Y Include benefits data N Do not include benefits data	Yes	Y	None



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Level of Payroll Detail	Payroll detail inclusion indicator	Yes	N	None
		Y Include detail information for each pay event covered by the report.			
		N Do not include detail information for pay events.			
	Report End as To Date End	Code indicating whether the system is to use the report end date as the to-date end date when calculating QTD, YTD, and FTD totals:	No	N	None
		Y Indicates that totals are to be calculated to the report end date			
		N Indicates that totals are to be calculated to the date the report is run			

## Report Sample - Detail Report (Page 1 of 2)

REPORT : NHRDIST						Banner University		PAGE 11
						Orgn Payroll Distribution		RUN DATE 07/16/1995
						Reporting Period: 01-JUL-1994 To: 31-DEC-1994		RUN TIME 09:56 AM
COAS: H Organization: 120 TreasuryDepartment								
Fund	Orgn	Acct	Prog	Actv	Locn	Hours	Amount	YTD Hours
2232	120	5120	610					YTD Amount
ID: 888020010 Name: Rademacher, Kareem						Home Orgn H 120 Treasury Department		
ECLS: AP Administrative Professionals						Posn: AP2001 00		
		REG 1994 TM 7 0				173.33	2,916.67	
		REG 1994 TM 8 0				173.33	2,916.67	
		REG 1994 TM 9 0				173.33	2,916.67	
		REG 1994 TM 10 0				173.33	2,916.67	
		REG 1994 TM 11 0				173.33	2,916.67	
		REG 1994 TM 12 0				173.33	2,916.67	
REG	Regular	Pay				1,039.98	17,500.02	1,039.98
		FIM 1994 TM 12 0					42.29	
FIM	Fica	Medicare					42.29	
		FIO 1994 TM 12 0					180.84	
FIO	Fica	Old Age					180.84	
		HME 1994 TM 12 0					200.00	
HME	Health-MESA						200.00	
		Position Earnings Total for AP2001 00				1,039.98	17,500.02	1,039.98
		Position Benefits Total for AP2001 00					423.13	
		Position Total for AP2001 00				1,039.98	17,923.15	1,039.98
		Employee Earnings Total for 888020010				1,039.98	17,500.02	1,039.98
		Employee Benefits Total for 888020010					423.13	
		Employee Total for 888020010				1,039.98	17,923.15	1,039.98
		Prog Earnings Total for 610				1,039.98	17,500.02	1,039.98
		Prog Benefits Total for 610					423.13	
		Prog Total for 610				1,039.98	17,923.15	1,039.98
		Acct Earnings Total for 5120				1,039.98	17,500.02	1,039.98
		Acct Benefits Total for 5120					423.13	
		Acct Total for 5120				1,039.98	17,923.15	1,039.98
		Fund Earnings Total for 2232				1,039.98	17,500.02	1,039.98
		Fund Benefits Total for 2232					423.13	
		Fund Total for 2232				1,039.98	17,923.15	1,039.98
		Orgn Earnings Total for 120				1,039.98	17,500.02	1,039.98
		Orgn Benefits Total for 120					423.13	
		Orgn Total for 120				1,039.98	17,923.15	1,039.98
		.						
		.						
		.						
Chart of Accounts	Earnings Total for H					12,660.09	269,413.12	12,660.09
Chart of Accounts	Benefits Total for H						4,693.29	
Chart of Accounts	Total for H					12,660.09	274,106.41	12,660.09

## Report Sample (Page 2 of 2)

REPORT : NHRDIST

Banner University  
 Orgn Payroll Distribution  
 Reporting Period: 01-JUL-1994 To: 31-DEC-1994

PAGE 28  
 RUN DATE 07/16/1995  
 RUN TIME 09:56 AM

HT

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered via Job Submission.

Parameter Name	Value	Message
Parameter Seq No:	23419	
Report Type:	D	Detail Report
Sort Option:	D	Sort By FOAPAL Distribution Organization
Period Begin Date:	01-JUL-1994	
Period End Date:	31-DEC-1994	
Hierarchy:	E	FOAP Fields As Exists
COAS:	A	
Fund Option:	A A	All
Orgn Option:	A A	All
Acct Option:	A A	All
Prog Option:	A A	All
COAS:	H	
Fund Option:	H A	All
Orgn Option:	H A	All
Acct Option:	H A	All
Prog Option:	H A	All
Select Earnings:	Y	
Include Hours :	Y	
Select Benefits:	Y	
Include Fringe Charge Back:	N	
To Date Totals Option:	Y	Calendar Year To Date Totals
Use Report End Date As To Date	Y	
End Date:		
Include Payroll Detail:	Y	
Line Count:	55	

## Report Sample - Summary Report (Page 1 of 2)

REPORT : NHRDIST						Banner University		PAGE 3	
						Orgn Payroll Distribution		RUN DATE 07/16/1995	
COAS: A Home Organization: 220 Payroll Office						Reporting Period: 01-JUL-1994 To: 31-DEC-1994		RUN TIME 09:58 AM	
Fund	Orgn	Acct	Prog	Actv	Locn	Hours	Amount	YTD Hours	YTD Amount
1000	220	5120	610						
DPA Deferred Pay Amount						3.00	7,153.11	3.00	7,153.11
REG Regular Pay						260.01	21,459.39	260.01	21,459.39
DEN Dental Insurance							300.00		300.00
FIM Fica Medicare							290.50		290.50
FIO Fica Old Age							1,242.13		1,242.13
HBC Health-Blue Cross/Blue Shield							300.00		300.00
HEA Health Insurance							375.00		375.00
Prog Earnings Total for 610						263.01	28,612.50	263.01	28,612.50
Prog Benefits Total for 610							2,507.63		2,507.63
Prog Total for 610						263.01	31,120.13	263.01	31,120.13
Acct Earnings Total for 5120						263.01	28,612.50	263.01	28,612.50
Acct Benefits Total for 5120							2,507.63		2,507.63
Acct Total for 5120						263.01	31,120.13	263.01	31,120.13
Orgn Earnings Total for 220						263.01	28,612.50	263.01	28,612.50
Orgn Benefits Total for 220							2,507.63		2,507.63
Orgn Total for 220						263.01	31,120.13	263.01	31,120.13
Fund Earnings Total for 1000						263.01	28,612.50	263.01	28,612.50
Fund Benefits Total for 1000							2,507.63		2,507.63
Fund Total for 1000						263.01	31,120.13	263.01	31,120.13
Home Organization Earnings Total for A 220						263.01	28,612.50	263.01	28,612.50
Home Organization Benefits Total for A 220							2,507.63		2,507.63
Home Organization Total for A 220						263.01	31,120.13	263.01	31,120.13
Chart of Accounts Earnings Total for A						352.01	30,681.25	352.01	30,681.25
Chart of Accounts Benefits Total for A							2,667.63		2,667.63
Chart of Accounts Total for A						352.01	33,348.88	352.01	33,348.88

## Report Sample (Page 2 of 2)

REPORT : NHRDIST	Banner University Orgn Payroll Distribution Reporting Period: 01-JUL-1994 To: 31-DEC-1994	PAGE 21 RUN DATE 07/16/1995 RUN TIME 09:58 AM
* * * REPORT CONTROL INFORMATION * * *		
Parameters have been entered via Job Submission.		
Parameter Name	Value	Message
Parameter Seq No:	23423	
Report Type:	S	Summary Report
Sort Option:	H	Sort By Home Organization
Period Begin Date:	01-JUL-1994	
Period End Date:	31-DEC-1994	
Hierarchy:	E	FOAP Fields As Exists
COAS:	A	
Home Orgn Option:	A A	All
Fund Option:	A A	All
Orgn Option:	A A	All
Acct Option:	A A	All
Prog Option:	A A	All
COAS:	H	
Home Orgn Option:	H A	All
Fund Option:	H A	All
Orgn Option:	H A	All
Acct Option:	H A	All
Prog Option:	H A	All
Select Earnings:	Y	
Include Hours :	Y	
Select Benefits:	Y	
Include Fringe Charge Back:	N	
To Date Totals Option:	Y	Calendar Year To Date Totals
Use Report End Date As To Date	N	
End Date:		
Include Payroll Detail:	N	
Line Count:	55	

## Effort Certification Report (NHRECRT)

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**Note:** In order for you to use this report, the Banner Human Resources System *and* the Banner Finance System must both be installed at your site. (If both the Banner Finance indicator and the Banner Human Resources indicator on the Installation Control Form (GUAINST) are set to *Y*, both systems are installed at your site.)

**Description** Provides FOAPAL information for specified grants or funds. For each grant or fund covered by the report, prints the following monthly data for each FOAPAL distribution: each employee's total amount for selected earnings, the percent of these earnings distributed to the FOAPAL, each employee's total amount for selected benefits, and the percent of these benefits distributed to the FOAPAL.

Parameters	Name	Description/Values	Required?	Default	Validation
	Report Option	Sort option for the report: F The report is to be sorted by funds. G The report is to be sorted by grants.	Yes	F (by funds)	None
	Report Begin Date	First date for which report data is to be printed	Yes	None	None
	Report End Date	Last date for which report data is to be printed	Yes	None	None
	Chart of Accounts	Code identifying a chart of accounts to be covered in the report. This is a repeating parameter.  If you have set the Report Option parameter to <i>G</i> skip to the Grant Option parameter. If you have set the parameter to <i>F</i> , go to the Fund Option parameter.	Yes†  <i>†on first appearance only</i>	None	FTVCOAS

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund Option	Codes identifying the chart of accounts whose fund data is to be printed and the fund(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all funds within chart H. This is a repeating parameter.	No	All	None
	Fund Option	<p>There are four options for specifying funds:</p> <p>A All. Requests that data be printed for all funds. If you enter this value, skip to the Orgn Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of funds. If you enter this value, go to the From Fund parameter.</p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund Option (continued)	<p>W Wild Card. Requests that data be printed for one or more specific funds, and indicates that you will use wild cards when you identify these funds. (By using a wild card you can identify several funds with one code; for example, <i>A %</i> identifies all fund codes starting with <i>A</i>). If you enter this value, skip to the Fund parameter.</p> <p><i>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</i></p> <p>S Specific. Requests that data be printed for one or more specific funds, and indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.</p>			
	From Fund	Codes identifying the chart of accounts whose fund data is to be printed and the first fund in the range of funds for which data is to be printed. The codes are separated by a comma, for example, <i>H,1000</i> . This is a repeating parameter.	No	None	None
	To Fund	Codes identifying the chart of accounts whose fund data is to be printed and the last fund in the range. The codes are separated by a comma, for example, <i>H,2000</i> . This is a repeating parameter.	No	None	None



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund	<p>Codes identifying the chart of accounts whose fund data is to be printed and a specific fund for which data is to be printed. The codes are separated by a comma.</p> <p>Fund is a repeating parameter. You can specify several charts and several fund codes for each chart; for example, you can enter:</p> <p><i>A,1000</i></p> <p><i>A,1001</i></p> <p><i>G,2000</i></p> <p><i>H,1000</i></p> <p>If you have set the Fund Option to <i>W</i>, you can use wild cards. If Fund Option equals <i>S</i>, you must specify exact codes.</p>	No	None	FTVFUND
	Orgn Option	Codes identifying the chart of accounts whose organization data is to be printed and the organization(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all organizations within chart H. This is a repeating parameter.	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn Option (continued)	<p>There are four options for specifying organizations:</p> <p>A All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Orgn parameter.</p> <p><b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S Specific. Requests that data be printed for one or more specific organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Orgn parameter.</p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	From Orgn	Codes identifying the chart of accounts whose organization data is to be printed and the first organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, <i>H,120</i> . This is a repeating parameter.	No	None	None
	To Orgn	Codes identifying the chart of accounts whose organization data is to be printed and the last organization in the range. The codes are separated by a comma, for example, <i>H,129</i> . This is a repeating parameter.	No	None	None
	Orgn	<p>Codes identifying the chart of accounts whose organization data is to be printed and a specific organization for which data is to be printed. The codes are separated by a comma, for example, <i>H,120</i>.</p> <p>Orgn is a repeating parameter. You can specify several charts and several organization codes for each chart. If you have set the Orgn Option to <i>W</i>, you can use wild cards. If Orgn Option equals <i>S</i>, you must specify exact codes. (See Fund parameter examples above.)</p>	No	None	FTVORGN

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct Option	<p>Codes identifying the chart of accounts whose account data is to be printed and the account(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all accounts within chart H. This is a repeating parameter.</p> <p>There are four options for specifying accounts:</p> <p>A All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will use wild cards when you identify these accounts. If you enter this value, skip to the Acct parameter.</p> <p><b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct Option (continued)	S    Specific. Requests that data be printed for one or more specific accounts, and indicates that you will use exact codes to identify the accounts. If you enter this value, skip to the Acct parameter.			
	From Acct	Codes identifying the chart of accounts whose account data is to be printed and the first account in the range of accounts for which data is to be printed. The codes are separated by a comma, for example, <i>H,5210</i> . This is a repeating parameter.	No	None	None
	To Acct	Codes identifying the chart of accounts whose account data is to be printed and last account in the range. The codes are separated by a comma, for example, <i>H,5220</i> . This is a repeating parameter.	No	None	None

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Acct	<p>Codes identifying the chart of accounts whose account data is to be printed and a specific account for which data is to be printed. The codes are separated by a comma, for example, <i>H,5210</i>.</p> <p>Acct is a repeating parameter. You can specify several charts and several account codes for each chart. If you have set the Acct Option to <i>W</i>, you can use wild cards. If Acct Option equals <i>S</i>, you must specify exact codes. (See Fund parameter examples above.)</p>	No	None	FTVACCT

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Prog Option	<p>Codes identifying the chart of accounts whose program data is to be printed and the program(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all programs within chart H. This is a repeating parameter.</p> <p>There are four options for specifying programs:</p> <p>A All. Requests that data be printed for all programs. If you enter this value, skip to the Select Earnings Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific programs and indicates that you will use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter.</p> <p><b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
		S    Specific. Requests that data be printed for one or more specific programs, and that you will use exact codes to identify these programs. If you enter this value, skip to the Prog parameter.			
	From Prog	Codes identifying the chart of accounts for which program data is to be printed and the first program in the range of programs for which data is to be printed. The codes are separated by a comma, for example, <i>H,100</i> . This is a repeating parameter.	No	None	None
	To Prog	Codes identifying the chart of accounts for which program data is to be printed and the last program in the range. The codes are separated by a comma, for example, <i>H,610</i> . This is a repeating parameter.	No	None	None



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Prog	<p>Codes identifying the chart of accounts for which program data is to be printed and a specific program for which data is to be printed. The codes are separated by a comma, for example, <i>H,100</i>.</p> <p>Prog is a repeating parameter. You can specify several charts and several program codes for each chart. If you have set the Prog Option to <i>W</i>, you can use wild cards. If Prog Option equals <i>S</i>, you must specify exact codes. (See Fund parameter examples above.)</p>	No	None	FTVPROG
	Grant Option	<p>Codes identifying the chart of accounts whose grant data is to be printed and the grant(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all grants within chart H. This is a repeating parameter.</p> <p>There are four options for identifying organizations:</p> <p>A All. Requests that data be printed for all grants. If you enter this value, skip to the Select Earnings parameter.</p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Grant Option	<p>R Range. Requests that data be printed for a specific range of grants. If you enter this value, go to the From Grant parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific grants, and indicates that you will use wild cards when you identify these grants. If you enter this value, skip to the Grant parameter.</p> <p>S Specific. Requests that data be printed for one or more specific grants, and that you will use exact codes to identify these grants. If you enter this value, skip to the Grant parameter.</p> <p>Note: Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p>	No	All	None
	From Grant	Codes identifying the chart of accounts whose grant data is to be printed and the first grant in the range of grants for which data is to be printed. The codes are separated by a comma, for example, <i>H,1050</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	To Grant	Codes identifying the chart of accounts whose grant data is to be printed and the last grant in the range. The codes are separated by a comma, for example, <i>H,2050</i> . This is a repeating parameter.	No	None	None
	Grant	<p>Codes identifying the chart of accounts whose grant data is to be printed and a specific grant for which data is to be printed. The codes are separated by a comma, for example, <i>H,1050</i>.</p> <p>Grant is a repeating parameter. You can specify several charts and several grant codes for each chart. If you have set the Grant Option to <i>W</i>, you can use wild cards. If Grant Option equals <i>S</i>, you must specify exact codes. (See Fund parameter examples above.)</p>	No	None	FTVPROG
	Select Earnings	<p>Code specifying whether earnings are to be selected:</p> <p>Y(es) All or some earnings are to be selected for the report.</p> <p>N(o) No earnings are to be selected for the report.</p>	Yes	Y(es)	None
	Earn Code	Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all earn codes are selected.	No	All	None

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Select Benefits	Code specifying whether benefits are to be selected:  Y All or some benefits are to be selected for the report.  N No benefits are to be selected for the report.	Yes	Y(es)	None
	Benefits Code	Benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all benefits are selected.	No	All	None
	Include Fringe Charge Back	Fringe charge back inclusion indicator:  Y Include fringe charge back data.  N Do not include fringe charge back data.	Yes	N	None
	Employee Class	Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	PTRECLS
	Pay ID	Pay ID identifying the payroll for which data is to be printed. This is a repeating parameter. Wild cards are allowed.	No	All	PTRPICT

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Page Break by Employee	Parameter indicating whether information for each employee is to start on a new page: Y Break pages by employee N Do not break pages by employee	Yes	N(o)	None
	Print FOAPAL Totals	Y Print FOAPAL totals. N Do not print FOAPAL totals.	Yes	N(o)	None

## Report Sample - Automatic Page Breaks, FOAPAL Totals Printed (Page 1 of 3)

PAGE 8  
REPORT : NHRECR

Banner University  
Effort Certification Report  
Reporting Period: 01-AUG-1994 To: 31-DEC-1994

RUN DATE 06/14/1995  
RUN TIME 11:06 AM

COAS: A Fund: 1000 Current Unrestricted Fund  
Grant:  
Orgn: 220 Payroll Office

Fund	Orgn	Acct	Prog	Actv	Locn
1000	220	5120	610		

	01-AUG-94	01-SEP-94	01-OCT-94	01-NOV-94	01-DEC-94	Total
	31-AUG-94	30-SEP-94	31-OCT-94	30-NOV-94	31-DEC-94	

Employee: Jones, Robert M ID: 777010001

Earnings	.00	9,537.50	9,537.50	9,537.50	.00	28,612.50
% Distr		93.87 %	93.51 %	90.92 %		
Benefits	135.00	622.54	662.33	952.76	.00	2,372.63
% Distr	100.00 %	6.13 %	6.49 %	9.08 %		
Total:	135.00	10,160.04	10,199.83	10,490.26	.00	30,985.13

Prog Total for 610				
01-AUG-94	-	31-AUG-94	:	135.00
01-SEP-94	-	30-SEP-94	:	10,160.04
01-OCT-94	-	31-OCT-94	:	10,199.83
01-NOV-94	-	30-NOV-94	:	10,490.26
01-DEC-94	-	31-DEC-94	:	.00

-----  
Prog Total Amount: 30,985.13

Acct Total for 5120				
01-AUG-94	-	31-AUG-94	:	135.00
01-SEP-94	-	30-SEP-94	:	10,160.04
01-OCT-94	-	31-OCT-94	:	10,199.83
01-NOV-94	-	30-NOV-94	:	10,490.26
01-DEC-94	-	31-DEC-94	:	.00

-----  
Acct Total Amount: 30,985.13

## Report Sample (Page 2 of 3)

Orgn Total for 220				
01-AUG-94	-	31-AUG-94	:	135.00
01-SEP-94	-	30-SEP-94	:	10,160.04
01-OCT-94	-	31-OCT-94	:	10,199.83
01-NOV-94	-	30-NOV-94	:	10,490.26
01-DEC-94	-	31-DEC-94	:	.00

Orgn Total Amount:	30,985.13
--------------------	-----------

COAS: A Fund: 1000 Current Unrestricted Fund  
 Grant:  
 Orgn: 220 Payroll Office

Fund Total for 1000				
01-AUG-94	-	31-AUG-94	:	4,308.83
01-SEP-94	-	30-SEP-94	:	12,104.99
01-OCT-94	-	31-OCT-94	:	12,144.93
01-NOV-94	-	30-NOV-94	:	12,435.20
01-DEC-94	-	31-DEC-94	:	.00

Fund Total Amount:	40,993.95
--------------------	-----------

I certify that the above percentages for earnings and benefits as stated above  
 are an accurate distribution of the individuals effort, except as noted, for the  
 Fund: 1000 Current Unrestricted Fund and Orgn: 220 Payroll Office

-----  
 Signature of Department Head

## Report Sample (Page 3 of 3)

REPORT : NHRECT

Banner University  
Effort Certification Report  
Reporting Period: 01-AUG-1994 To: 31-DEC-1994

PAGE 16  
RUN DATE 06/14/1995  
RUN TIME 11:06 AM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Parameter Seq No:	21030	
Sort Option:	F	Sort By Fund
Begin Date:	01-AUG-1994	
End Date:	31-DEC-1994	
COAS	A	
Fund Option	A A	All
Orgn Option	A A	All
Acct Option	A A	All
Prog Option	A A	All
Select Earnings:	Y	
Select Benefits:	Y	
Include Fringe Charge Back:	N	
Page Break By Employee:	N	
Print FOAPAL Total:	Y	
Line Count:	55	



## Report Sample (Page 1 of 2)

REPORT : NHRECT	Banner University Effort Certification Report Reporting Period: 01-JUN-1994 To: 30-NOV-1994						PAGE 11 RUN DATE 06/14/1995 RUN TIME 10:59 AM
COAS: A Fund: 1829B Food Services - Cafe							
Grant:							
Orgn: 120 Treasury Department							
Fund	Orgn	Acct	Prog	Actv	Locn		
1829B	120	5210	610				
			01-JUN-94	01-JUL-94	01-AUG-94	01-SEP-94	01-OCT-94
			30-JUN-94	31-JUL-94	31-AUG-94	30-SEP-94	31-OCT-94
							01-NOV-94
							30-NOV-94
							Total
Employee: Natarajan,Gowri ID: K2							
Earnings		.00	1,041.67	1,041.67	1,041.67	1,041.67	1,041.67
% Distr			46.45 %	46.45 %	46.45 %	46.45 %	46.45 %
							5,208.35
Benefits		.00	79.70	79.69	79.69	79.69	79.70
% Distr			3.55 %	3.55 %	3.55 %	3.55 %	3.55 %
							398.47
Total:		.00	1,121.37	1,121.36	1,121.36	1,121.36	1,121.37
							5,606.82

I certify that the above percentages for earnings and benefits as stated above are an accurate distribution of my effort, except as noted.

-----  
Employee Signature

## Report Sample (Page 2 of 2)

REPORT : NHRECT

Banner University  
Effort Certification Report  
Reporting Period: 01-JUN-1994 To: 30-NOV-1994

RUN DATE 06/14/1995  
RUN TIME 10:59 AM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered from Host Prompt.

Parameter Name	Value	Message
Parameter Seq No:	21025	
Sort Option:	F	Sort By Fund
Begin Date:	01-JUN-1994	
End Date:	30-NOV-1994	
COAS	A	
Fund Option	A A	All
Orgn Option	A A	All
Acct Option	A A	All
Prog Option	A A	All
Select Earnings:	Y	
Select Benefits:	Y	
Include Fringe Charge Back:	N	
Page Break By Employee:	Y	
Print FOAPAL Total:	N	
Line Count:	55	

## Employee Distributions Report (NHREDST)

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**Note:** In order for you to use this report, the Banner Human Resources System *and* the Banner Finance System must both be installed at your site. (If both the Banner Finance indicator and the Banner Human Resources indicator on the Installation Control Form (GUAINST) are set to Y, both systems are installed at your site.)

### Description

For each employee's position, provides one of the following sets of data for each FOAPAL distribution:

- The sum of selected earnings distributed to the FOAPAL, the percent of the selected earnings represented by the reported sum, and the percent of the employee's total earnings represented by the sum of all earnings distributed to the FOAPAL.
- The sum of selected benefits distributed to the FOAPAL, the percent of the selected benefit amount represented by the reported sum, and the percent of the employee's total benefit amount represented by the sum of all benefits distributed to the FOAPAL.
- The sum of selected earnings and benefits distributed to the FOAPAL, the percent of the employee's total amount for selected salary items (i.e., total selected earnings plus total selected benefits) represented by the reported sum, and the percent of the employee's total job amount represented by the sum of all earnings and benefits distributed to the FOAPAL.

In each case, the first percent value is called the report percent, and the second percent value is called the total percent. The report percent and the total percent are the same if all earnings or benefits have been selected for the report. They differ, however, if only some of the earnings or benefits are being reported. For example, if a report includes only earnings figures and all earnings are being reported, both the report percent and the total percent reflect all earnings. If, however, only selected earnings are being reported, the report percent reflects only the selected earnings and the total percent reflects all earnings. The total percent, thus, provides a more accurate reflection of the employee's job distribution.

The NHREDST report can include the total hours for selected earnings. Hours figures are not, however, used in calculating the report percent or the total percent. Fringe charge backs can be included in benefit totals.

The following example shows how FOAPAL distribution data is reported in the NHREDST report. This report shows data only for benefits. All benefits have been selected. Thus, the report percent and the total percent for each FOAPAL are each calculated by dividing the distribution amount (for example, 3138.40 for the first FOAPAL) by the total job amount (4553.03).

<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Hrs</i>	<i>Amt</i>	<i>Rpt %</i>	<i>Tot %</i>
210100	840613	51111	PC205		3138.40	68.93	68.93
210100	810615	51111	ID210		291.40	6.40	6.40
831421	831421	51111	SP2		682.95	15.00	15.00
830771	830771	51111	SP2		440.28	9.67	9.67
Employee Total					4553.03	100.00	100.00

**Parameters**

<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
Sort Option	Sort Option for report: H Sort by Home Organization. E Sort by employee name (first by last name and then by first name)	Yes	E (by employee name)	None
Begin Date	First date for which report data is to be printed	Yes	None	None
End Date	Last date for which report data is to be printed	Yes	None	None
Pay ID	Pay ID identifying the payroll for which data is to be printed. This is a repeating parameter. Wild cards are allowed; for example, A% identifies all pay IDs starting with A. When this field is left blank, all Pay IDs are chosen.	No	All	PTRPICT

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Chart of Accounts	Code identifying a chart of accounts to be covered in the report, i.e., a FOAPAL distribution chart. This is a repeating parameter.	Yes† <i>†on first appearance only</i>	None	FTVCOAS
If your home organization chart of accounts differs from your distribution chart of accounts, the following four parameters relate to the home organization chart, i. e., the chart identified in the Home Orgn Chart parameter below.					
	Home Organization Option	Codes identifying the chart of accounts whose home organization data is to be printed and the home organization(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter.  There are four options for specifying home organizations:  A All. Requests that data be printed for all home organizations. If you enter this value, take one of the following steps: If your home organization chart differs from your distribution chart, skip to the Home Orgn Chart parameter below. Otherwise, skip to the Employee Class parameter.	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Home Organization Option (continued)	R Range. Requests that data be printed for a specific range of home organizations. If you enter this value, go to the From Home Orgn parameter.			
		W Wild Card. Requests that data be printed for one or more specific home organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Home Orgn parameter.			
		<b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.			
		S Specific. Requests that data be printed for one or more specific home organizations, and indicates that you will identify these organizations with exact codes. If you enter this value, skip to the Home Orgn parameter.			
	From Home Orgn	Codes identifying the chart of accounts whose home organization data is to be printed and the first home organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, <i>H,110</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	To Home Orgn	<p>Codes identifying the chart of accounts whose home organization data is to be printed and the last home organization in the range. The codes are separated by a comma, for example, <i>H,120</i>. This is a repeating parameter.</p> <p>After entering this parameter, take one of the following steps: If your home organization chart differs from your distribution chart, skip to the Home Orgn Chart parameter below. Otherwise, skip to the Employee Class parameter.</p>	No	None	None
	Home Orgn	<p>Codes identifying the chart of accounts whose home organization data is to be printed and a specific home organization for which data is to be printed. The codes are separated by a comma.</p> <p>This is a repeating parameter. You can specify several charts and several home organizations for each chart; for example, you can enter:</p> <p style="margin-left: 40px;"><i>A,200</i></p> <p style="margin-left: 40px;"><i>G,200</i></p> <p style="margin-left: 40px;"><i>G,300</i></p> <p>If the Home Organization Option equals W, you can use wild cards. If Home Organization Option equals S, you must specify exact codes.</p>	No	None	None

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Home Orgn Chart	Code identifying your home organization chart. Enter this parameter only if your home organization chart differs from your distribution chart. This parameter is a nonrepeating parameter.	No	None	FTVCOAS
	Employee Class	Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	PTQECLS
	Employee ID	ID code identifying employee for whom data is to be printed. This is a repeating parameter. Wild cards are allowed.	No	All	POAIDEN
	Select Earnings	Code specifying whether earnings are to be selected:  Y All or some earnings are to be selected for the report.  N No earnings are to be selected for the report.	Yes	Y(es)	None
	Earn Code	Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all earn codes are selected.	No	All	None



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Select Benefits	Code specifying whether benefits are to be selected:  Y All or some benefits are to be selected for the report.  N No benefits are to be selected for the report.	No	Y	None
	Benefit Code	Code identifying a benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all benefit codes are selected.	No	All	None
	Include Fringe Charge Back	Fringe charge back inclusion indicator:  Y Include fringe charge back data.  N Do not include fringe charge back data.	Yes	N	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Include Earnings Hours	Earnings hours inclusion indicator: Y Include earnings hours. N Do not include earnings hours.	Yes	N	None
	Certification Option	Indicates if certification of hours or signature is required on report. If yes, the Head of Department Certification appears when the Sort Option is H(ome Organization) or the Employee Certification appears when the Sort Option is E(mployee). Y Include certification. N Do not include certification.	Yes	N	None

## Report Sample - (One Benefit Selected) (Page 1 of 2)

REPORT: NHREDST	Banner University	PAGE 1
	Employee Distributions Report	RUN DATE 05/16/1995
	Reporting Period: 01-JUN-1994 To: 31-DEC-1994	RUN TIME 10:24 AM
COAS: A Banner University		
Name: Mallikarjun, Amritha	ID: K1	Home Orgn A 120 Treasury Department
ECLS: FT Ful	Position: KFTIME 00	
Fund Orgn Acct Prog Actv Locn	Hours	Amount Report % Total %
1811 120 5220 610		346.92 50.00 26.72
1829B 120 5210 610		346.92 50.00 26.72
Employee Total for: K1		693.84 100.00 53.44
Chart of Accounts Total for A		693.84

## Report Sample (Page 2 of 2)

REPORT : NHREDST	Banner University Employee Distributions Report Reporting Period: 01-JUN-1994 To: 31-DEC-1994	PAGE 2 RUN DATE 05/16/1995 RUN TIME 10:24 AM
* * * REPORT CONTROL INFORMATION * * *		
Parameters have been entered from Host Prompt.		
Parameter Name	Value	Message
Parameter Seq No:	18984	
Sort Option:	E	Sort By Employee Name
Period Begin Date:	01-JUN-1994	
Period End Date:	31-DEC-1994	
COAS:	A	
Employee ID:	K1	
Select Earnings:	N	
Select Benefits:	Y	
Benefit:	F10	
Include Fringe Charge Back:	N	
Line Count:	55	
Record Count:	1	- Number of Employees processed

## Report Sample - (All Benefits Selected) (Page 1 of 2)

PAGE 1 REPORT : NHREDST	Banner University Employee Distributions Report Reporting Period: 01-JUN-1994 To: 31-DEC-1994	RUN DATE 05/16/1995 RUN TIME 10:26 AM
COAS: A Banner University		
Name: Mallikarjun, Amritha	ID: K1	Home Orgn A 120 Treasury Department
ECLS: FT Ful	Position: KFTIME 00	
Fund    Orgn    Acct    Prog    Actv    Locn	Hours	Amount    Report %    Total %
1811    120    5220    610		649.07    50.00    50.00
1829B   120    5210    610		649.05    50.00    50.00
Employee Total for: K1		1,298.12    100.00    100.00
Chart of Accounts Total for A		1,298.12

## Report Sample (Page 2 of 2)

REPORT : NHREDST		Banner University Employee Distributions Report Reporting Period: 01-JUN-1994 To: 31-DEC-1994	PAGE 2 RUN DATE 05/16/1995 RUN TIME 10:26 AM
* * * REPORT CONTROL INFORMATION * * *			
Parameters have been entered from Host Prompt.			
Parameter Name	Value	Message	
Parameter Seq No:	18985		
Sort Option:	E	Sort By Employee Name	
Period Begin Date:	01-JUN-1994		
Period End Date:	31-DEC-1994		
COAS:	A		
Employee ID:	K1		
Select Earnings:	N		
Select Benefits:	Y		
Include Fringe Charge Back:	N		
Line Count:	55		
Record Count:	1	- Number of Employees processed	

## Employee Payroll Summary by Organization (NHRSDST)

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**Note:** In order for you to use this report, the Banner Human Resources System *and* the Banner Finance System must both be installed at your site. (If both the Banner Finance indicator and the Banner Human Resources indicator on the Installation Control Form (GUAINST) are set to Y, both systems are installed at your site.)

### Description

Prints up to eight columns of earnings and benefit data for each FOAPAL distribution covered by the report. You describe the contents of these columns via report parameters. Each column can contain the employee's current hour totals or amount totals for one or more earnings, the amount totals for one or more benefits, or the amount totals for fringe charge back. For example, you can choose four earnings groups displaying hours and amounts, eight benefit groups, or a mix of earnings and benefit groups as illustrated in the following example:

<i>Column</i>	<i>Description</i>	<i>Hrs/Amt</i>	<i>Codes</i>
Column 1	Regular Earnings	Hours	Earn Codes: REG
Column 2	Regular Earnings	Amts	Earn Codes: REG
Column 3	Other Earnings	Amts	Earn Codes: VAC, SIC, HOL, OT
Column 4	Fringe	Amts	Fringe Charge Back: *FC (As shown here, *FC, a pseudo benefit code, is used to identify fringe charge back.)
Column 5	FICA - Old Age	Amts	Benefits: FIO
Column 6	FICA - Medicare	Amts	Benefits: FIM
Column 7	Other Taxes	Amts	Benefits: PA, MI, LOC
Column 8	Medical, Dental	Amts	Benefits: HMO, HEA, DEN

In the report described in this example, column 1 will contain total hours for earn code REG, column 2 will contain total amounts for earn code REG, column 3 will contain figures that each represent the sum of the total amounts for earn codes

VAC, SIC, HOL, and OT, column 4 will contain the total amounts for fringe charge back, column 5 will contain the total amounts for benefit code FIO, etc.

**Note:** Another salary distribution report, the Organization Payroll Distribution Report (NHRDIST), lists the following data for each distribution covered by the report: data for each employee's position, including the employee's current amounts and/or hours for each specified earnings and the amounts for each specified benefit. The data for each earnings and benefit appears on a separate row. This information is followed by the FOAPAL summary totals. A summary version of this report, which prints only FOAPAL totals is also available. (See the NHRDIST report description earlier in this chapter for further information.)

Parameters	Name	Description/Values	Required?	Default	Validation
	Sort Option	Sort Option for report: H Sort by Home Organization. D Sort by FOAPAL distribution organization.	Yes	D†	None
	Report Begin Date	First date for which report data is to be printed	Yes	None	None
	Report End Date	Last date for which report data is to be printed	Yes	None	None
	Pay ID	Pay ID identifying the payroll for which data is to be printed. This is a repeating parameter. Wild cards are allowed; for example, A % identifies all pay IDs starting with A. When this field is left blank, all pay IDs are chosen.	No	All	PTRPICT

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Hierarchy Option	<p>Hierarchy for report. Enter one of the following values:</p> <p>E As exists. This value specifies that all FOAPALs are to be reported as they exist on the database. Data are not to be rolled up to higher fields or higher levels.</p> <p>F Roll up to specified FOAP fields. (You will specify the fields in applicable parameters, as described below.)</p> <p>L Roll up to a specified level for each FOAP. (You will specify the levels in applicable parameters, as described below.)</p> <p>If you have set this parameter to <i>E</i> or <i>F</i>, skip to the Chart of Accounts parameter. If you have set the parameter to <i>L</i>, go to the Fund Level parameter.</p>	Yes	E (as exists)	None
<p>When Hierarchy Option equals <i>L</i> and Fund Level equals <i>E</i> (see below), then all funds are reported at the existing level. This gives you the option to just roll to organization level 1 (via the Orgn Level parameter) and report the remaining FOAP data as it exists.</p>					
	Fund Level	Fund level for the report. Enter <i>E</i> (as exists) to indicate that funds are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.	No	1	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn Level	Organization level for the report. Enter <i>E</i> (as exists) to indicate that organizations are not to be rolled up to a higher level, or enter a number from 1 through 8 to identify a level to which data is to be rolled.	No	1	None
	Acct Level	Account level for the report. Enter <i>E</i> (as exists), to indicate that accounts are not to be rolled up to a higher level, or enter a number from 1 through 4 to identify a level to which data is to be rolled.	No	1	None
	Prog Level	Program level for the report. Enter <i>E</i> (as exists) to indicate that programs are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.	No	1	None
	Chart of Accounts	Code identifying a chart of accounts to be covered in the report, that is, a FOAPAL distribution chart. This is a repeating parameter.	Yes† <i>† on first appearance only</i>	None	FTVCOAS



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
		<p>If you have set Sort Option to <i>D</i> (SORT by FOAPAL Distribution Organization), take one of these steps: If Hierarchy Option equals <i>L</i> (Level roll up), skip to the Employee Class parameter. If Hierarchy Option equals <i>E</i> (as exists) or <i>F</i> (FOAP field roll up), skip to the Fund Option parameter.</p> <p>If you have set Sort Option to <i>H</i> (Sort by Home Organization), take one of the following steps: If your home organization chart of accounts differs from your distribution chart of accounts, go to the Home Orgn Chart parameter below. Otherwise, skip to the Home Organization Option parameter.</p>			
	Home Orgn Chart	<p>Code identifying your home organization chart. Enter this parameter <i>only</i> if your home organization chart differs from your distribution chart. This is a nonrepeating parameter.</p> <p>When you enter this parameter the four home organization parameters below relate to the home organization chart you specify here.</p>	No	None	FTVCOAS
	Home Organization Option	Codes identifying the chart of accounts whose home organization data is to be printed and the home organization(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter.	No	All	FTVORGN

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Home Organization Option (continued)	<p>There are four options for specifying home organizations:</p> <p>A All. Requests that data be printed for all home organizations.</p> <p>If you enter this value and Hierarchy Option equals L, skip to the Employee Class parameter.</p> <p>If you enter this value and Hierarchy Option equals E or F, skip to the Fund Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of home organizations. If you enter this value, go to the From Home Orgn parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific home organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Home Orgn parameter.</p> <p><b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Home Organization Option (continued)	S Specific. Requests that data be printed for one or more specific home organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Home Orgn parameter.			
	From Home Orgn	Codes identifying the chart of accounts whose home organization data is to be printed and the first home organization in the range of home organizations for which data is to be printed. The codes are separated by a comma, for example, <i>H,110</i> . This is a repeating parameter.	No	None	None
	To Home Orgn	Code identifying the chart of accounts whose home organization data is to be printed and the last home organization in the range. The codes are separated by a comma, for example, <i>H,120</i> . This is a repeating parameter.  After entering this parameter, take one of the following steps: If you have set the Hierarchy Option to <i>L</i> , skip to the Employee Class parameter. Otherwise, skip to the Fund Option parameter.	No	None	None

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Home Orgn	<p>Codes identifying the chart of accounts whose home organization data is to be printed and a specific home organization for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>You can enter several charts and can enter several home organizations for each chart; for example, you can enter:</p> <p style="margin-left: 40px;"><i>A,200</i></p> <p style="margin-left: 40px;"><i>G,200</i></p> <p style="margin-left: 40px;"><i>G,300</i></p> <p>If you have set the Home Organization Option to <i>W</i>, you can use wild cards to identify home organizations. If Home Organization Option equals <i>S</i>, you must specify exact codes.</p>	No	None	FTVORGN

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Fund parameter. If Hierarchy equals <i>E</i>, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose fund data is to be printed and the fund(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all funds within chart H. This is a repeating parameter.</p>	No	All	None
	Fund Option (continued)	<p>There are four options for specifying funds:</p> <p>A All. Requests that data be printed for all funds. If you enter this value, skip to the Orgn Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of funds. If you enter this value, go to the From Fund parameter.</p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
		<p>W Wild Card. Requests that data be printed for one or more specific funds, and indicates that you will use wild cards when you identify these funds. If you enter this value, skip to the Fund parameter.</p> <p><b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S Specific. Requests that data be printed for one or more specific funds, and indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.</p>			
	From Fund	Codes identifying the chart of accounts whose fund data is to be printed and the first fund in the range of funds for which data is to be printed. The codes are separated by a comma, for example, <i>H,1000</i> . This is a repeating parameter.	No	None	None
	To Fund	Codes identifying the chart of accounts whose fund data is to be printed and the last fund in the range, for example, <i>H,2000</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Fund	<p>Codes identifying the chart of accounts whose fund data is to be printed and a specific fund for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several fund codes for each chart, for example, you can enter:</p> <p style="margin-left: 40px;"><i>A,1000</i></p> <p style="margin-left: 40px;"><i>A,1001</i></p> <p style="margin-left: 40px;"><i>G,2000</i></p> <p style="margin-left: 40px;"><i>H,1000</i></p> <p>If you set the Fund Option to <i>W</i>, you can use wild cards to identify funds. If Fund Option equals <i>S</i>, you must specify exact codes.</p>	No	None	FTVFUND
	Fund (continued)	<p>If Hierarchy Option equals <i>F</i>, then you can enter only one fund code for each chart and cannot use wild cards; for example, you can enter:</p> <p style="margin-left: 40px;"><i>A,1000</i></p> <p style="margin-left: 40px;"><i>G,2000</i></p> <p style="margin-left: 40px;"><i>H,1000</i></p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals <i>E</i>, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose organization data is to be printed and the organization(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all organizations within chart H. This is a repeating parameter.</p> <p>R    Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.</p>	No	All	None



Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Orgn Option (continued)	<p>There are four options for specifying organizations:</p> <p>A All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Orgn parameter.</p> <p><b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S Specific. Requests that data be printed for one or more specific organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Orgn parameter.</p>			
	From Orgn	Codes identifying the chart of accounts whose organization data is to be printed and the first organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, <i>H,110</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	To Orgn	Codes identifying the chart of accounts whose organization data is to be printed and the last organization in the range. The codes are separated by a comma, for example, <i>H,120</i> . This is a repeating parameter.	No	None	None
	Orgn	<p>Codes identifying the chart of accounts whose organization data is to be printed and a specific organization for which data is to be printed. The codes are separated by a comma, for example, <i>H,120</i>. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several organization codes for each chart. If you have set the Orgn Option to <i>W</i>, you can use wild cards. If Orgn Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund Examples above.)</p>	No	None	FTVORGN
	Acct Option	If Hierarchy Option equals <i>F</i> , skip this parameter and go directly to the Acct parameter. If Hierarchy Option equals <i>E</i> , enter one of the values below.	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct Option (continued)	<p>Codes identifying the chart of accounts whose account data is to be printed and the account(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all accounts within chart H. This is a repeating parameter.</p> <p>There are four options for specifying accounts:</p> <p>A All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.</p> <p>R Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter.</p> <p>W Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will use wild cards when you identify these accounts. If you enter this value, skip to the Acct parameter.</p> <p><b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p>			

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct Option (continued)	S Specific. Requests that data be printed for one or more specific accounts, and indicates that you will enter exact codes to identify these accounts. If you enter this value, skip to the Acct parameter.			
	From Acct	Codes identifying the chart of accounts whose account data is to be printed and the first account in the range of accounts for which data is to be printed. The codes are separated by a comma, for example, <i>H,5210</i> . This is a repeating parameter.	No	None	None
	To Acct	Codes identifying the chart of accounts whose account data is to be printed and the last account in the range. The codes are separated by a comma, for example, <i>H,5220</i> . This is a repeating parameter.	No	None	None
	Acct	Codes identifying a chart of accounts whose account data is to be printed and a specific account within that chart for which data is to be printed. The codes are separated by a comma. for example, <i>H,5210</i> . This is a repeating parameter.	No	None	FTVACCT

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Acct (continued)	<p>If you have set Hierarchy Option to <i>E</i>, then you can enter several account codes for each chart. If you set the Acct Option to <i>W</i>, you can use wild cards. If Acct Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one account code for each chart and cannot use wild cards. (See Fund parameter examples.)</p>			
	Prog Option	<p>If Hierarchy Option equals <i>F</i>, skip this parameter and go directly to the Prog parameter. If Hierarchy Option equals <i>E</i>, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose program data is to be printed and the program(s) for which information is to be presented. The codes are separated by a comma; for example, <i>H,A</i> specifies that data is to be printed for all programs within chart H. This is a repeating parameter.</p> <p>There are four options for specifying programs:</p> <p>A All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter.</p>	No	All	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
Prog Option (continued)		R Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.			
		W Wild Card. Requests that data be printed for one or more specific programs, and indicates that you will use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter.			
		<b>Note:</b> Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.			
		S Specific. Requests that data be printed for one or more specific programs, and indicates that you will enter exact codes to identify these programs. If you enter this value, skip to the Prog parameter.			
	From Prog	Codes identifying the chart of accounts whose program data is to be printed and the first program in the range of programs for which data is to be printed. The codes are separated by a comma, for example, <i>H,100</i> . This is a repeating parameter.	No	None	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	To Prog	Codes identifying the chart of accounts whose program data is to be printed and the last program in the range. The codes are separated by a comma, for example, <i>H,610</i> . This is a repeating parameter.	No	None	None
	Prog	<p>Codes identifying the chart of accounts whose program data is to be printed and a specific program for which data is to be printed. The codes are separated by a comma, for example, <i>H,100</i>. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to <i>E</i>, then you can enter several program codes for each chart. If you set the Prog Option to <i>W</i>, you can use wild cards. If Prog Option equals <i>S</i>, you must specify exact codes.</p> <p>If Hierarchy Option equals <i>F</i>, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples.)</p>	No	None	FTVPROG
	Employee Class	Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	PTRECLS
	Employee ID	ID code identifying employee for whom data is to be printed. This is a repeating parameter. Wild cards are allowed.	No	All	POAIDEN

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	Column 1 Option	Type of data to be reported in column 1: E Earnings B Benefits F Fringe Charge Back N Nothing. If you enter this value, skip to the Payroll Detail parameter.	Yes	None	None
	Column 1 Description	Brief description of data to be reported in column 1  If Column 1 Option equals <i>B</i> , skip to Column 1 Earn/Benefit Code. If Column 1 Option equals <i>F</i> , skip to Column 2 Option. If Column 1 Option equals <i>E</i> , go to Column 1 Earnings - Hrs/Amt.	No	None	None
	Column 1 Earnings -Hrs/Amt	Hours/Amount indicator for column 1: H Report earnings hours in column 1. A Report earnings amounts in column 1.	No	H	None
	Column 1 Earn/Benefit Code	Earn/Benefit code identifying an earning or benefit for which data is to be printed. This is a repeating parameter. Wild cards are allowed.  If this field is blank, data is printed for all earnings and/or benefits.	Yes	None	None



<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	Parameters identical with those for column 1 (Option, Description, Earnings - Hrs/Amt, and Earn/Benefit Code) are included for columns 2 through 8. The instructions for using these parameters are identical for each column.				
	Payroll Detail	Payroll detail inclusion indicator:	Yes	N	None
		Y Include detail information for each pay event covered by the report.			
		N Do not include detail information for pay events.			

When specifying the To Date Totals Option parameter, you should note that the to-date end date (i.e., the last date whose data are to be used in calculating the QTD, YTD, and FTD totals) can either be the date the report is run or the report end date. You specify which of these values is to be used in the Use Report End Date As End Date To Date parameter below.

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Description/Values</i>	<i>Required?</i>	<i>Default</i>	<i>Validation</i>
	To Date Amounts Option	<p>To-date totals indicator:</p> <p>N Do not include quarter-to-date (QTD), calendar year-to-date (YTD), or fiscal year-to-date (FTD) amounts</p> <p>Q Include QTD amounts for all data entered from the start of the quarter containing the Report Begin Date to the to-date end date.</p> <p>Y Include YTD amounts for all data entered from the start of the calendar year containing the Report Begin Date to the to-date end date.</p> <p>F Include FTD amounts for all data entered from the start of the fiscal year containing the Report Begin Date to the to-date end date.</p>	Yes	N	None

Parameters (cont.)	Name	Description/Values	Required?	Default	Validation
	To Date Amounts Option (continued)	If you set this parameter to <i>N</i> , skip to the Include Earnings parameter. Otherwise, go to the Use Report End Date as To Date End Date parameter.			
	Report End Date as TD End Date	Code indicating whether the system is to use the report end date as the to-date end date when calculating QTD, YTD, and FTD totals:  Y    Indicates that totals are to be calculated to the report end date  N    Indicates that totals are to be calculated to the date the report is run	No	N	None

## Report Sample - Sorted by FOAPAL Distribution Organization (Page 1 of 3)

REPORT: NHRSDST		Banner University					PAGE 3		
		Empl Payroll Summary By Orgn					RUN DATE 08/17/1995		
		Reporting Period: 01-JUL-1994 To: 31-DEC-1994					RUN TIME 02:35 PM		
COAS: H Organization: 135 Facilities Department									
Fund F	Orgn 135	Acct 5120	Prog 610	Actv *	Locn *				
ID/Name	REGULAR Hours	REGULAR Amount	DEFER ACCR Amount	FIO Amount	FIM Amount	OTHER BEN Amount	FRINGE Total Amount Hours	Total Amount	
888020005 Libby, Label									
1994 TM 8 0	.00	.00	.00	.00	.00	150.00	.00 .00	150.00	
1994 TM 9 0	86.66	2,083.34	694.45	.00	.00	.00	.00 86.66	2,777.79	
1994 TM 10 0	86.66	2,083.34	694.45	.00	.00	.00	.00 86.66	2,777.79	
1994 TM 11 0	86.66	2,083.34	694.45	.00	.00	.00	.00 86.66	2,777.79	
1994 TM 12 0	86.66	2,083.34	694.45	118.70	27.76	150.00	.00 86.66	3,074.25	
Empl Total	346.64	8,333.36	2,777.80	118.70	27.76	300.00	.00 346.64	11,557.62	
YTD Total	346.64	8,333.36	2,777.80	118.70	27.76	300.00	.00 346.64	11,557.62	
				.					
				.					
Prog Total	606.62	8,583.38	2,827.80	118.70	27.76	300.00	.00 606.62	11,857.64	
YTD Total	606.62	8,583.38	2,827.80	118.70	27.76	300.00	.00 606.62	11,857.64	
Acct Total	606.62	8,583.38	2,827.80	118.70	27.76	300.00	.00 606.62	11,857.64	
YTD Total	606.62	8,583.38	2,827.80	118.70	27.76	300.00	.00 606.62	11,857.64	
				.					
				.					
Fund Total	606.62	8,583.38	2,827.80	118.70	27.76	300.00	3,264.99 606.62	15,122.63	
YTD Total	606.62	8,583.38	2,827.80	118.70	27.76	300.00	3,264.99 606.62	15,122.63	
Orgn Total	606.62	8,583.38	2,827.80	118.70	27.76	300.00	3,264.99 606.62	15,122.63	
YTD Total	606.62	8,583.38	2,827.80	118.70	27.76	300.00	3,264.99 606.62	15,122.63	

## Report Sample (Page 2 of 3)

REPORT : NHRSDST		Banner University	PAGE 11
		Empl Payroll Summary By Orgn	RUN DATE 08/17/1995
		Reporting Period: 01-JUL-1994 To: 31-DEC-1994	RUN TIME 02:35 PM
* * * REPORT CONTROL INFORMATION * * *			
Parameters have been entered via Job Submission.			
Parameter Name	Value	Message	
Parameter Seq No:	25335		
Sort Option:	D	Sort By FOAPAL Distribution Organization	
Period Begin Date:	01-JUL-1994		
Period End Date:	31-DEC-1994		
Hierarchy:	E	FOAP Fields As Exists	
COAS	H		
Fund Option:	H S	Specific	
Fund:	H 1000		
Fund:	H F		
Orgn Option:	H R	Range	
From Orgn:	H 110		
To Orgn:	H 220		
Acct Option:	H W	Wildcards	
Acct:	H 5000		
Acct:	H 5100		
	.		
	.		
Prog Option:	H A	All	
Column 1 Values			
-----			
Option:	E	Earnings	
Description:	REGULAR		
Earnings By Hours/Amount	H	By Hours	
Earn Code:	REG		
Earn Code:	SIC		
Earn Code:	VAC		
Column 2 Values			
-----			
Option:	E	Earnings	
Description:	REGULAR		
Earnings By Hours/Amount	A	By Amount	
Earn Code:	REG		
Earn Code:	SIC		
Earn Code:	VAC		
Column 3 Values			
-----			
Option:	E	Earnings	

Banner University  
Empl Payroll Summary By Orgn  
Reporting Period: 01-JUL-1994 To: 31-DEC-1994

PAGE 13  
RUN DATE 08/17/1995  
RUN TIME 02:35 PM

Column 8 is not being used in this report.

## Report Sample — Sorted by Home Organization (Page 1 of 3)

REPORT : NHRSDST		Banner University				PAGE 16	
		Empl Payroll Summary By Orgn				RUN DATE 08/17/1995	
		Reporting Period: 01-JUL-1994 To: 31-DEC-1994				RUN TIME 02:40 PM	
COAS: H Home Organization: 125 Treasury Department							
Fund	Orgn	Acct	Prog	Actv	Locn		
F	155	5120	610	*	*		
ID/Name	ALL EARN		ALL EARN	ALL BEN	FRINGE	Total	Total
	Hours		Amount	Amount	Amount	Hours	Amount
Acct Total	832.02		24,000.00	431.05	.00	832.02	24,431.05
YTD Total	1,109.36		32,000.00	1,507.63	.00	1,109.36	33,507.63
Fund	Orgn	Acct	Prog	Actv	Locn		
F	155	5220	600	*	*		
ID/Name	ALL EARN		ALL EARN	ALL BEN	FRINGE	Total	Total
	Hours		Amount	Amount	Amount	Hours	Amount
888020006 Sander, Mark							
Empl Total	103.98		3,000.00	53.88	.00	103.98	3,053.88
YTD Total	138.64		4,000.00	188.46	.00	138.64	4,188.46
Prog Total	103.98		3,000.00	53.88	.00	103.98	3,053.88
YTD Total	138.64		4,000.00	188.46	.00	138.64	4,188.46
Acct Total	103.98		3,000.00	53.88	.00	103.98	3,053.88
YTD Total	138.64		4,000.00	188.46	.00	138.64	4,188.46
.							
.							
Orgn Total	936.00		27,000.00	484.93	6,750.00	936.00	34,234.93
YTD Total	1,248.00		36,000.00	1,696.09	6,750.00	1,248.00	44,446.09
Fund Total	1,039.98		30,000.00	538.81	7,500.00	1,039.98	38,038.81
YTD Total	1,386.64		40,000.00	1,884.54	7,500.00	1,386.64	49,384.54
Home Total	1,039.98		30,000.00	538.81	7,500.00	1,039.98	38,038.81
YTD Total	1,386.64		40,000.00	1,884.54	7,500.00	1,386.64	49,384.54

## Report Sample (Page 2 of 3)

REPORT : NHRSDST		Banner University	PAGE 27
		Empl Payroll Summary By Orgn	RUN DATE 08/17/1995
		Reporting Period: 01-JUL-1994 To: 31-DEC-1994	RUN TIME 02:40 PM
* * * REPORT CONTROL INFORMATION * * *			
Parameters have been entered via Job Submission.			
Parameter Name	Value	Message	
Parameter Seq No:	25336		
Sort Option:	H	Sort By Home Organization	
Period Begin Date:	01-JUL-1994		
Period End Date:	31-DEC-1994		
Hierarchy:	E	FOAP Fields As Exists	
COAS	H		
Home Orgn Option:	H A	All	
Fund Option:	H A	All	
Orgn Option:	H A	All	
Acct Option:	H A	All	
Prog Option:	H A	All	
Column 1 Values			
-----			
Option:	E	Earnings	
Description:	ALL EARN		
Earnings By Hours/Amount	H	By Hours	
Earn Code:	All earns		
Column 2 Values			
-----			
Option:	E	Earnings	
Description:	ALL EARN		
Earnings By Hours/Amount	A	By Amount	
Earn Code:	All earns		
Column 3 Values			
-----			
Option:	B	Benefits	
Description:	ALL BEN		
Benefit:	All bdcas		
Column 4 Values			
-----			
Option:	F	Fringe Charge Back	
Description:	FRINGE		
Column 5 Values			
-----			
Option:	N	Not Used	
Column 6 Values			
-----			
Option:	N	Not Used	
Column 7 Values			



## Report Sample (Page 3 of 3)

REPORT : NHRSDST		Banner University	PAGE 28
		Empl Payroll Summary By Orgn	RUN DATE 08/17/1995
		Reporting Period: 01-JUL-1994 To: 31-DEC-1994	RUN TIME 02:40 PM
Parameter Name	Value	Message	
Option:	N	Not Used	
Column 8 Values			
-----			
Option:	N	Not Used	
Print Pay Detail:	No		
To Date Totals Option:	YTD Total		
Use Report End Date As To Date	N		
End Date:			
Line Count:	55		
		Column 5 thru	
		Column 8 are not	
		being used in this	
		report.	

## Archive/Purge

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This section provides you with a description of each report in the Archive/Purge feature of Banner Finance. After each report description, you will find a table consisting of report parameter information. A report with sample data is provided following each parameter table.

The reports are listed in alphabetical order according to their seven-character names. For example, FOPARCR will follow FOPARCP.

## Archive/Purge Process (FOPARCP)

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### Description

The Archive process copies data from the production current tables into another table structure. Data which resides on the archive tables can be purged when it is outdated or no longer needed.

The Purge process deletes data from the production current or production archive tables. A database indicator is included among the parameters to determine which database will be purged.

The Archive/Purge Process consists of the following user enterable parameters which control whether data will be archived or purged and determine which data will be archived/purged.

Parameters	Name	Required?	Description	Values
	Hours of Processing Parameter	No	Indicates duration of time to process. If null, processing will continue until all relative data is processed. Otherwise, when actual execution time exceeds this parameter value, processing will come to a programmatic termination. If a document is currently being processed for archive/purge, then that cycle will complete prior to termination.	
	Action Indicator	Yes	Indicates which action this process will perform. <i>A</i> (Archive) will copy data from the production tables to the archive tables. The data is then removed from the production tables. <i>P</i> (Purge) will remove data from the production or archive tables. This value is printed in the report header for every page (next to literal <b>Action:</b> ). If <i>P</i> (Purge) is selected, there will be a confirmation (Y/N) of this parameter. If confirmation of purge is <i>Y</i> , processing continues; otherwise, the program terminates.	<i>A</i> = Archive <i>P</i> = Purge
	Database Indicator	No	Indicates which tables are to be processed: <i>P</i> (Production) tables or <i>A</i> (Archive) tables. This parameter is only valued when the Action Indicator = <i>P</i> (Purge). This process can be used to purge data from either the production tables or the archive tables. This value is printed in the report header for every page (next to literal <b>Source:</b> ).	<i>P</i> = Production tables <i>A</i> = Archive tables

Parameters (cont.)	Name	Required?	Description	Values
	Execution Mode	Yes	Determines whether the process will be run in <i>A</i> (Audit) mode or <i>U</i> (Update) mode. Audit mode will produce a report detailing potential database activity; however, no database changes will occur. Update mode will produce the report <i>and</i> update the database. The database is determined by the value of the Action Indicator. This value is printed in the report header for every page (next to literal <b>Mode:</b> ).	A = Audit mode U = Update mode
	Perform Bank Reconciliation Edit	No	Indicates whether or not to perform the edits for bank reconciliation data (some Banner Finance sites reconcile check transaction processing and some do not). An entry of <i>Y</i> will perform these edits as part of the archive or purge execution.	Y = Yes (default value) N = No
	Perform Grant Edit	No	Indicates whether or not to perform the edits for grant related data. An entry of <i>Y</i> will perform these edits as part of the archive or purge execution.	Y = Yes (default value) N = No
	Grant Purge Years Tolerance	No	This parameter is asked only if: (1) the grant edit is being performed and (2) a purge is taking place. Government regulations may require that grant data should not be deleted until five years after its termination date.	Default = 5

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Print Mode	No	When the Execution Mode is set to <i>A</i> (Audit), you may choose the Print Mode. A Print Mode set to <i>E</i> (Exceptions) may produce a smaller, more manageable report. An Execution Mode of <i>U</i> (Update) requires a Print Mode of <i>D</i> (Detail). The detail version of the report will include the exceptions data provided with an exception print mode execution.	D = Detail E = Exceptions

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Chart of Accounts Code	Yes	Multiple Chart of Accounts codes are allowed. The data in this field is compared to the chart of accounts field in the FGBTRNH table (if archiving or purging from the production database) or FGBTRNH_ARCHIVE table (if purging from the archive database). If the codes match, the associated records from the driver and related tables will be archived or purged. All charts are validated against the Chart of Accounts Validation Table (FTVCOAS). This verifies that the chart(s) exist. There is no effective or termination date checking.	
	Fiscal Year	Yes	Multiple fiscal years are allowed. The data in this field is compared to the fiscal year in the related table. If the fiscal years match, the associated records from the driver and related tables are archived or purged. The fiscal year is used in conjunction with the Chart of Accounts to determine if the fiscal year is closed. If the fiscal year is not closed, the combination of fiscal year and Chart of Accounts is invalid and the data cannot be archived or purged. The fiscal year cannot be a current year or prior year with regard to concurrent year processing functionality. An archive/purge process can be reissued for the same chart of accounts and fiscal year relative to a document that has been partially archived or to check reconciliation.	YY

## Report Sample (Page 1 of 5)

FOPARCP 2.1.11										SEED Data					03/18/1996 15:54:30						
										Archive/Purge Transaction History Activity Listing					PAGE 1						
										Source: PRODUCTION Action: ARCHIVE Mode: UPDATE											
EXCEPT	COA	FSYR	DOCUMENT	DOC	SEQ	ITEM	SEQ	NUM	SUBMISSION	SER	NUM	DOC	REFERENCE	TRANS	DATE	TRANS DESC				BANK	
-----																					
	A	93	I0000003	3	0	1		0		1				10-AUG-1992		Fitzpatrick Davies Brown CPA				A1	
			RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
-----																					
	A	93	I0000004	3	0	1		0		1				10-AUG-1992		Fitzpatrick Davies Brown CPA				A1	
			RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
-----																					
	A	93	I0000085	3	0	1		0		1				17-JUL-1992		National Supplies, Inc.				DM	
			RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
-----																					
	A	93	TEL00001	20	0	1		3		0				10-OCT-1992		To Post Monthly Telephone Charges				A1	
			RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
-----																					
	A	93	TEL00001	20	0	2		3		0				10-OCT-1992		To Post Monthly Telephone Charges				A1	
			RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
-----																					
	A	93	TEL00001	20	0	3		3		0				10-OCT-1992		To Post Monthly Telephone Charges				A1	
			RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
-----																					
	A	93	TEL00001	20	0	1		4		0				10-NOV-1992		To Post Monthly Telephone Charges				A1	
			RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
-----																					



## Report Sample (Page 2 of 5)

FOPARCP 2.1.11

SEED Data  
 Archive/Purge Transaction History Activity Listing  
 Source: PRODUCTION Action: ARCHIVE Mode: UPDATE

03/18/1996 15:54:30  
 PAGE 2

EXCEPT	COA	FSYR	DOCUMENT	DOC	SEQ	ITEM	SEQ	NUM	SUBMISSION	SER	NUM	DOC	REFERENCE	TRANS	DATE	TRANS	DESC	BANK	
A	93	TEL00001	20	0	3	4	0							10-NOV-1992	To Post Monthly Telephone Charges	A1			
RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV
A	93	TEL00001	20	0	1	5	0							10-DEC-1992	To Post Monthly Telephone Charges	A1			
RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV
A	93	TEL00001	20	0	2	5	0							10-DEC-1992	To Post Monthly Telephone Charges	A1			
RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV
A	93	TEL00001	20	0	3	5	0							10-DEC-1992	To Post Monthly Telephone Charges	A1			
RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV
A	93	TEL00001	20	0	1	6	0							10-JAN-1993	To Post Monthly Telephone Charges	A1			
RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV
JE15	20	0030	G	01		07	20-JUL-1995	A	93	1000	120	3020	100				250.00	D	N
JE15	20	0030	O	03		07	20-JUL-1995	A	93	1000	120	6400	100				250.00	+	N
A	93	TEL00001	20	0	2	6	0							10-JAN-1993	To Post Monthly Telephone Charges	A1			
RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV
JE15	20	0030	G	01		07	20-JUL-1995	A	93	1000	165	3020	100				250.00	D	N
JE15	20	0030	O	03		07	20-JUL-1995	A	93	1000	165	6400	100				250.00	+	N
A	93	TEL00001	20	0	3	6	0							10-JAN-1993	To Post Monthly Telephone Charges	A1			

## Report Sample (Page 3 of 5)

FOPARCP 2.1.11

SEED Data

03/18/1996 15:54:30

Archive/Purge Transaction History Activity Listing

PAGE 3

Source: PRODUCTION Action: ARCHIVE Mode: UPDATE

RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV
JE15	20	0030	G	02		07	20-JUL-1995	A	93	1000	210	3020	100				500.00	C	N
JE15	20	0030	O	03		07	20-JUL-1995	A	93	1000	210	6400	100				-500.00	-	N
A	93	Q0000011		41	1	1	0		0			22-JAN-1993	Variable Option						IM
EXCEPT	COA	FSYR	DOCUMENT	DOC	SEQ	ITEM	SEQ	NUM	SUBMISSION	SER	NUM	DOC	REFERENCE	TRANS	DATE	TRANS	DESC		BANK
A	93	Q0000012		41	1	1	0		0			22-JAN-1993	Variable Option						IM
RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV

## Report Sample (Page 4 of 5)

FOPARCP 2.1.11

SEED Data  
Archive/Purge Transaction History Activity Listing  
Source: PRODUCTION Action: ARCHIVE Mode: UPDATE

03/18/1996 15:54:30  
PAGE 4

-----  
Production Transaction History Table

Starting Row Count = 5,667  
Activity Row Count = -17  
Ending Row Count = 5,650

-----  
Archive Transaction History Table

Starting Row Count = 0  
Activity Row Count = 17  
Ending Row Count = 17

-----  
Production Transaction Detail Table

Starting Row Count = 20,946  
Activity Row Count = -6  
Ending Row Count = 20,940

-----  
Archive Transaction Detail Table

Starting Row Count = 0  
Activity Row Count = 6  
Ending Row Count = 6

**Report Sample (Page 5 of 5)**

FOPARCP 2.1.11

SEED Data  
Archive/Purge Transaction History Activity Listing  
Source: PRODUCTION Action: ARCHIVE Mode: UPDATE

03/18/1996 15:54:30  
PAGE 5

\* \* \* REPORT CONTROL INFORMATION \* \* \*

PARAMETER SEQUENCE NUMBER: 2456  
PARAMETER PROCESSING HOURS: 1.00  
ACTION INDICATOR: A  
DATABASE INDICATOR: P  
EXECUTION MODE: U  
PRINT MODE: D  
CHART OF ACCOUNTS/FISCAL YEAR: A93  
AS OF DATE: 03/18/1996  
PERFORM BANK RECONCILIATION EDIT: N  
NUMBER OF PRINTED LINES PER PAGE: 55  
  
RECORD COUNT: 23

## Restore Process (FOPARCR)

---

**Description** The Restore Process reestablishes previously archived data into the production current tables. The restored data will be removed from the production archive tables as part of the Restore Process. Purged data cannot be restored. The Restore Process consists of the following user enterable parameters which control which data will be restored:

Parameters	Name	Required?	Description	Values
	Hours of Processing Parameter	No	Indicates duration of time to process. If null, processing will continue until all relative data is processed. Otherwise, when actual execution time exceeds this parameter value, processing will come to a programmatic termination. If a document is currently being processed for restore, then that cycle will complete prior to termination.	
	Execution Mode	Yes	Determines whether the process will be run in <i>A</i> (Audit) mode or <i>U</i> (Update) mode. Audit mode will produce a report detailing potential database activity; however, no database changes will occur. Update mode will produce the report <i>and</i> update the database. The database is determined by the value of the Action Indicator. This value is printed in the report header for every page (next to literal <b>Mode:</b> ).	A = Audit mode U = Update mode

<b>Parameters</b> (cont.)	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Print Mode	No	When the Execution Mode is set to <i>A</i> (Audit), you may choose the Print Mode. A Print Mode set to <i>E</i> (Exceptions) may produce a smaller, more manageable report. An Execution Mode of <i>U</i> (Update) requires a Print Mode of <i>D</i> (Detail). The detail version of the report will include the exceptions data provided with an exception print mode execution.	D = Detail E = Exceptions
	Chart of Accounts Code	Yes	Multiple Chart of Accounts codes are allowed. The data in this field is compared to the chart of accounts field in the related table. If the codes match, the associated records from the driver and related tables will be restored. All charts are validated against the Chart of Accounts Validation Table (FTVCOAS). This verifies that the chart(s) exist; there is no effective or termination date checking.	
	Fiscal Year	Yes	Multiple fiscal years are allowed. The data in this parameter is compared to the fiscal year in the related table. If the fiscal years match, the associated records from the driver and related tables are restored. The process checks to make sure that a row exists on FTVFSYR for each chart and fiscal year combination.	YY

## Report Sample (Page 1 of 5)

FOPARCR 2.1.11										SEED Data					03/18/1996 17:01:43					
										Restore Transaction History Activity Listing					PAGE 1					
										Mode: UPDATE										
EXCEPT	COA	FSYR	DOCUMENT	DOC	SEQ	ITEM	SEQ	NUM	SUBMISSION	SER	NUM	DOC	REFERENCE	TRANS	DATE	TRANS DESC				BANK
-----																				
A	93	I0000003		3	0	1		0		1				10-AUG-1992		Fitzpatrick Davies Brown CPA				A1
		RULE	RULP PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR REV
-----																				
A	93	I0000004		3	0	1		0		1				10-AUG-1992		Fitzpatrick Davies Brown CPA				A1
		RULE	RULP PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR REV
-----																				
A	93	I0000085		3	0	1		0		1				17-JUL-1992		National Supplies, Inc.				DM
		RULE	RULP PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR REV
-----																				
A	93	TEL00001		20	0	1		3		0				10-OCT-1992		To Post Monthly Telephone Charges				A1
		RULE	RULP PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR REV
-----																				
A	93	TEL00001		20	0	2		3		0				10-OCT-1992		To Post Monthly Telephone Charges				A1
		RULE	RULP PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR REV
-----																				
A	93	TEL00001		20	0	3		3		0				10-OCT-1992		To Post Monthly Telephone Charges				A1
		RULE	RULP PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR REV
-----																				
A	93	TEL00001		20	0	1		4		0				10-NOV-1992		To Post Monthly Telephone Charges				A1
		RULE	RULP PROC	LDG	FLD	POST	PRD	ACTIVITY		COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR REV
-----																				
A	93	TEL00001		20	0	2		4		0				10-NOV-1992		To Post Monthly Telephone Charges				A1

## Report Sample (Page 2 of 5)

FOPARCR 2.1.11

SEED Data  
Restore Transaction History Activity Listing  
Mode: UPDATE

03/18/1996 17:01:43  
PAGE 2

EXCEPT	COA	FSYR	DOCUMENT	DOC	SEQ	ITEM	SEQ	NUM	SUBMISSION	SER	NUM	DOC	REFERENCE	TRANS	DATE	TRANS	DESC	BANK
A	93	TEL00001	20	0	3	4	0							10-NOV-1992	To Post Monthly Telephone Charges	A1		
	RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
A	93	TEL00001	20	0	1	5	0							10-DEC-1992	To Post Monthly Telephone Charges	A1		
	RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
A	93	TEL00001	20	0	2	5	0							10-DEC-1992	To Post Monthly Telephone Charges	A1		
	RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
A	93	TEL00001	20	0	3	5	0							10-DEC-1992	To Post Monthly Telephone Charges	A1		
	RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
A	93	TEL00001	20	0	1	6	0							10-JAN-1993	To Post Monthly Telephone Charges	A1		
	RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
	JE15	20	0030	G	01		07	20-JUL-1995	A	93	1000	120	3020	100			250.00	D N
	JE15	20	0030	O	03		07	20-JUL-1995	A	93	1000	120	6400	100			250.00	+ N
A	93	TEL00001	20	0	2	6	0							10-JAN-1993	To Post Monthly Telephone Charges	A1		
	RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS AMOUNT	DR/CR REV
	JE15	20	0030	G	01		07	20-JUL-1995	A	93	1000	165	3020	100			250.00	D N
	JE15	20	0030	O	03		07	20-JUL-1995	A	93	1000	165	6400	100			250.00	+ N
A	93	TEL00001	20	0	3	6	0							10-JAN-1993	To Post Monthly Telephone Charges	A1		



## Report Sample (Page 3 of 5)

FOPARCR 2.1.11										SEED Data										03/18/1996 17:01:43									
										Restore Transaction History Activity Listing										PAGE 3									
										Mode: UPDATE																			
	RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV									
	JE15	20	0030	G	02		07	20-JUL-1995	A	93	1000	210	3020	100				500.00	C	N									
	JE15	20	0030	O	03		07	20-JUL-1995	A	93	1000	210	6400	100				-500.00	-	N									
A	93	Q0000011		41		1		0		0			22-JAN-1993	Variable Option						IM									
EXCEPT	COA	FSYR	DOCUMENT	DOC	SEQ	ITEM	SEQ	NUM	SUBMISSION	SER	NUM	DOC	REFERENCE	TRANS	DATE	TRANS	DESC			BANK									
	A	93	Q0000012		41		1		0		0		22-JAN-1993	Variable Option						IM									
	RULE	RULP	PROC	LDG	FLD	POST	PRD	ACTIVITY	COA	FSYR	FUND	ORGN	ACCT	PROG	ACTV	LOCN	TRANS	AMOUNT	DR/CR	REV									
	JE15	20	0030	G	01		07	20-JUL-1995	A	93	1000	165	3020	100				250.00	D	N									
	JE15	20	0030	O	03		07	20-JUL-1995	A	93	1000	165	6400	100				250.00	+	N									
A	93	TEL00001		20		0		3		6		0	10-JAN-1993	To Post Monthly Telephone Charges						A1									

## Report Sample (Page 4 of 5)

FOPARCR 2.1.11	SEED Data Restore Transaction History Activity Listing Mode: UPDATE	03/18/1996 17:01:43 PAGE 4
-----		
Production Transaction History Table	Archive Transaction History Table	
-----		
Starting Row Count = 5,650	Starting Row Count = 17	
Activity Row Count = 17	Activity Row Count = -17	
Ending Row Count = 5,667	Ending Row Count = 0	
-----		
Production Transaction Detail Table	Archive Transaction Detail Table	
-----		
Starting Row Count = 20,940	Starting Row Count = 6	
Activity Row Count = 6	Activity Row Count = -6	
Ending Row Count = 20,946	Ending Row Count = 0	

## Report Sample (Page 5 of 5)

FOPARCR 2.1.11	SEED Data Restore Transaction History Activity Listing Mode: UPDATE	03/18/1996 17:01:43 PAGE 5
-----		
* * * REPORT CONTROL INFORMATION * * *		
PARAMETER SEQUENCE NUMBER: 2459		
EXECUTION MODE: U		
CHART OF ACCOUNTS/FISCAL YEAR: A93		
AS OF DATE: 03/18/1996		
NUMBER OF PRINTED LINES PER PAGE: 55		
RECORD COUNT: 23		

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## GASB Report Examples

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Reporting for the GASB enhancements does not generate printed output directly; instead, it creates a comma separated value file (csv). You can open this file with a standard spreadsheet tool, such as Microsoft Excel. Within Excel, you can customize each report for transactions, or comments, unique to your institution. You can also enhance the formatting to produce financial statements that are camera ready.

This section contains examples of the six GASB reports, an attribute listing for the Statement of Net Assets, plus report samples of each of the three GASB Extract Process Attribute Errors reports. Your GASB reports may look somewhat different from the examples provided here, since you can customize each report for your institution. This section includes the following sub-sections.

- *GASB 35 report examples* - This section contains examples of the GASB 35 reports. It includes copies of the Statement of Net Assets in three different forms: an excerpt from an Excel workbook, an expanded version of the workbook page, and a camera-ready copy of the finished report. It also contains a sample attribute listing for the Statement of Net Assets that would be generated if you ran the extract attributes option.  
This section also includes a camera-ready sample of the Statement of Revenue, Expenses, and Changes in Net Assets.
- *GASB 34 report examples* - This section contains camera-ready examples of the GASB 34 reports: Government Wide Statement of Net Assets; Government Wide Statement of Activities; Governmental Funds Balance Sheet; Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances.
- *GASB Extract Process Attribute Errors reports* - This section contains samples for each of the reports that can be generated by the FGPGEXT process.
- *GASB Seed Data* - This section identifies the seed data provided with the GASB enhancement.

### GASB 35 Report Examples

This section contains examples of the GASB 35 reports including the Statement of Revenue, Expenses, and Changes in Net Assets; the Statement of Net Assets; and a listing of the attributes associated with the Statement of Net Assets. The sample information for the Statement of Net Assets is presented in three different forms.

- The first example is an excerpt from an Excel workbook as it appears when the .csv file for the GASB 35 Statement of Net Assets is first opened. Parameter

information is included at the top (only some of the data are captured here). Text and numbers are not correct, since the default column width was used.

- The second example provides an expanded version of the same workbook page. The difference here is that the columns have been expanded to display the full values they contain.
- The third sample shows how the Statement of Net Assets might be prepared for printing, by setting column widths and alignments, formatting amounts, and inserting comments.

### Statement of Net Assets, example #1 (workbook example)

	A	B	C	D	E	F	
1	Parameters entered						
2							
3	Chart Code	N					
4	Fiscal Year	01					
5	Fiscal Period	12					
6	Report Name	Statement of Net Assets					
7	Report Type	SUMMARY					
8	Report created	May 25 2001 11:22:12 AM					
9							
10							
11							
12			Statement of Net Assets				
13			As of June 30 2001				
14							
15							
16				Primary Ins Component Unit			
17	ASSETS						
18		Current Assets:					
19			Cash and	435	200		
20			Accounts r	274			
21			Other asse	0			
22							
23		Total Current Assets		709	200		
24							
25		Non Current Assets:					
26			Capital ass	2.01E+08			
27							
28		Total Non Current Ass		2.01E+08	0		
29							
30							
31	Total ASSETS			2.01E+08	200		
32							
33							
34	LIABILITIES						

## Statement of Net Assets, example #2 (expanded workbook)

	A	B	C	D	
1	Parameters entered				
2					
3	Chart Code	N			
4	Fiscal Year	01			
5	Fiscal Period	'12			
6	Report Name	Statement of Net Assets			
7	Report Type	SUMMARY			
8	Report created on	May 25 2001 11:22:12 AM			
9					
10					
11					
12			Statement of Net Assets		
13			As of June 30 2001		
14					
15					
16				Primary Institution	C
17	ASSETS				
18		Current Assets:			
19			Cash and cash equivalents	435	
20			Accounts receivable net	274	
21			Other assets	0	
22					
23		Total Current Assets		709	
24					
25		Non Current Assets:			
26			Capital assets net	200549000	
27					
28		Total Non Current Assets		200549000	
29					
30					
31	Total ASSETS			200549709	
32					
33					

## Statement of Net Assets, example #3 (camera-ready report)

Statement of Net Assets June 30, 2001		
	Primary Institution	Component Unit
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$435.00	\$200.00
Accounts receivable net	274.00	-
Other assets	-	-
Total current assets	709.00	200.00
Noncurrent assets:		
Capital assets, net (note 1)	200,549,000.00	-
Total noncurrent assets	200,549,000.00	-
Total assets	200,549,709.00	200.00
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable and accrued liabilities	432.25	-
Total current liabilities	432.25	-
Noncurrent liabilities:		
Long-term liabilities (Note 2)	50.00	-
Total noncurrent liabilities	50.00	-
Total liabilities	482.25	-
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	50.00	- See Comment
Restricted for:		
Nonexpendable:		
Scholarships	-2,222.00	-
Expendable:		
Research	1,111.00	
Other	231.25	-
Unrestricted	200,550,056.50	200.00 See Comment
Total net assets	\$200,549,226.75	\$200.00
Comment: \$50 Spreadsheet adjustment, but could be done with Reclass form or Journal Voucher		



## Statement of Revenue, Expenses, and Changes in Net Assets

---

Statement of Revenues Expenses and Changes in Net Assets		
As of June 30 2001		
	Primary Institution	Component Unit
REVENUES		
Operating Revenues:		
Tuition and Fees	-1,399.00	
Federal Grants and Contracts	200.00	
Sales and Services of educational depart	555.00	
Other Operating Revenues	-1,290.00	
Total Operating Revenues	-1,934.00	0.00
EXPENSES		
Operating Expenses:		
Salaries - Faculty	-3,000.00	
Supplies and Other Services	432.25	
Total Operating Expenses	-2,567.75	0.00
Operating income (loss)	633.75	0.00
NONOPERATING REVENUES (EXPENSES)		
Non-Oper Rev (Exp):		
State appropriations	800.00	100.00
Gifts	248.00	
Investment Income		100.00
Other nonoperating revenues	-444.00	
Total Non-Oper Rev (Exp)	604.00	200.00
Income before other revenues expenses gains or losses	1,237.75	200.00
Additions to permanent endowments	-1,111.00	
Total Other changes	-1,111.00	0.00
Increase in net assets	126.75	200.00
NET ASSETS		
Net Assets - beginning of year	200,549,100.00	
Net assets - end of year	200,549,226.75	200.00

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## Attributes for Statement of Net Assets

The following sample shows a listing of fund, account, program, fund type, and account type codes that have been associated to the report attribute types and values for the Statement of Net Assets. This listing was generated by entering the following parameters:

Chart code: N

Fiscal Year: ‘

Fiscal Period: ‘

Report Name: Statement of Net Assets

Extracted Data mode: ATTRIBUTES

CHART CODE	ATTRIBUTE TYPE CODE	ATTRIBUTE TYPE TITLE	ATTRIBUTE VALUE CODE	ATTRIBUTE VALUE DESC	FOAPAL ELEMENT TYPE	FOAPAL CODE	FOAPAL TITLE
N	G5BAA1CA	Current assets	1010CURA	Cash and cash equivalents	ATYP	11	Cash and Cash Equivalents
N	G5BAA1CA	Current assets	1030CURA	Accounts receivable net	ACCT	1116	Food Services Receivable
N	G5BAA1CA	Current assets	1030CURA	Accounts receivable net	ATYP	13	Accounts Receivable
N	G5BAA2NA	Noncurrent assets	2060NCRA	Capital assets net	ATYP	17	Fixed Assets
N	G5BAA3CL	Current liabilities	3020CLIB	Deferred revenue	ATYP	23	Deferred Credits
N	G5BAA3CL	Current liabilities	3020CLIB	Deferred revenue	ATYP	24	Deposits
N	G5BAFUND	Public Inst BTA Column	1010PI	Primary Institution	FUND	1000	Current Unrestricted Fund
N	G5BAFUND	Public Inst BTA Column	1010PI	Primary Institution	FTYP	21	Restricted
N	G5BAFUND	Public Inst BTA Column	1010PI	Primary Institution	FTYP	31	Auxiliary Enterprise
N	G5BAFUND	Public Inst BTA Column	1010PI	Primary Institution	FTYP	41	Student Loan
N	G5BAFUND	Public Inst BTA Column	1020CU	Component Unit	FTYP	32	Agency
N	G5BAFUND	Public Inst BTA Column	9999EXCL	Exclude	FTYP	9	Bank Fund
N	G5BAN1NA	Net Assets	1090NA	Unrestricted	ATYP	31	Control Accounts
N	G5BAN1NA	Net Assets	1090NA	Unrestricted	ATYP	41	Fund Balance

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## GASB 34 Report Examples

This section contains camera-ready examples of the GASB 34 reports (Government Wide Statement of Net Assets; Government Wide Statement of Activities; Governmental Funds Balance Sheet; Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances).

### Government Wide Statement of Net Assets

Government wide Statement of Net Assets As of June 30 2001				
	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	
<b>Assets</b>				
Cash and cash equivalents	137.66	410.00	547.66	200.00
Receivables net	250.99	-	250.99	-
Internal Balances	110.00	-110.00	-	-
Inventories	33.00	-	33.00	-
Capital Assets net	200,549,000.00	-	200,549,000.00	-
<b>Total Assets</b>	<b>200,549,531.65</b>	<b>300.00</b>	<b>200,549,831.65</b>	<b>200.00</b>
<b>Liabilities</b>				
Accounts Payable	432.25	-	432.25	-
Deferred revenue	45.66	-	45.66	-
Noncurrent due in more than one year	50.00	-	50.00	-
<b>Total Liabilities</b>	<b>527.91</b>	<b>-</b>	<b>527.91</b>	<b>-</b>
<b>Net Assets</b>				
Invested in Capital Assets net of related debt	12,400.00	-	12,400.00	-
Restricted Capital Projects	1,111.00	-	1,111.00	-
Restricted Debt Service	-2,222.00	-	-2,222.00	-
Restricted other purposes	231.25	-	231.25	-
Unrestricted	200,537,483.49	300.00	200,537,783.49	200.00
<b>Total Net Assets</b>	<b>200,549,003.74</b>	<b>300.00</b>	<b>200,549,303.74</b>	<b>200.00</b>

## Government Wide Statement of Activities

SCT Development  
Governmentwide Statement of Activities  
As of June 30 2001

Fuctions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets			Component Unit
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total	
Primary government								
Governmental Activities								
General Government	-3,000.00	-899.00	-	-	2,101.00	-	2,101.00	-
Public safety	432.25	-	-	-	-432.25	-	-432.25	-
Engineering services	-	-	199.99	-	199.99	-	199.99	-
Health and sanitation	-	-	-	100.00	100.00	-	100.00	-
Cemetery	-	-	555.00	-	555.00	-	555.00	-
Culture and recreation	444.00	-	-	-	-444.00	-	-444.00	-
Total Governmental Activities	-2,123.75	-899.00	754.99	100.00	2,079.74	-	2,079.74	-
Business-type Activities								
Public safety	-	100.00	-	-	-	100.00	100.00	-
Public works	-	100.00	-	-	-	100.00	100.00	-
Total Business-type Activities	-	200.00	-	-	-	200.00	200.00	-
Total Primary government	-2,123.75	-699.00	754.99	100.00	2,079.74	200.00	2,279.74	-
Component Units								
Component Unit								
Public works	-	200.00	-	-	-	-	-	200.00
Total Component Units	-	200.00	-	-	-	-	-	200.00
General Revenues:								
Property Taxes, levied for general purposes					-	100.00	100.00	-
Franchise taxes					100.00	-	100.00	-
Special Item - Gain on sale of park land					-1,290.00	-	-1,290.00	-
Total general revenues and special items and transfers					-1,190.00	100.00	-1,090.00	-
Change in net assets					889.74	300.00	1,189.74	200.00
Net assets - beginning					200,548,114.00	-	200,548,114.00	-
Net assets - ending					200,549,003.74	300.00	200,549,303.74	200.00

## Governmental Funds Balance Sheet

SCT Development  
Governmental Funds Balance Sheet  
As of June 30 2001

	General	Major Fund 1	Major Fund 2	Major Fund 3	Major Fund 4	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>							
Cash and cash equivalents	-600.00	100.00	100.00	100.00	125.00	200.00	25.00
Investments	101.00	-	-	-	-	-	101.00
Receivables, net	50.00	-	-	-	-	-	50.00
Due from other funds	110.00	-	-	-	-	-	110.00
Total Assets	-339.00	100.00	100.00	100.00	125.00	200.00	286.00
<b>Liabilities and fund balances</b>							
<b>Liabilities</b>							
Accounts payable	432.25	-	-	-	-	-	432.25
Due to other governments	50.00	-	-	-	-	-	50.00
Total Liabilities	482.25	-	-	-	-	-	482.25
<b>Fund balances</b>							
Reserved for Liens receivable	-2,222.00	-	-	-	-	-	-2,222.00
Reserved for Encumbrances	231.25	-	-	-	-	-	231.25
Reserved for Debt service	1,111.00	-	-	-	-	-	1,111.00
Unreserved	58.50	100.00	100.00	100.00	125.00	200.00	683.50
Total Fund balances	-821.25	100.00	100.00	100.00	125.00	200.00	-196.25
Total liabilities and fund balances	-339.00	100.00	100.00	100.00	125.00	200.00	286.00

### Governmental Funds Statement of Revenues Expenditures and Changes in Fund Balances

SCT Development  
 Governmental Funds Statement of Revenues Expenditures and Changes in Fund Balances  
 As of June 30 2001

	General	Major Fund 1	Major Fund 2	Major Fund 3	Major Fund 4	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>							
Property taxes	-	100.00	100.00	100.00	-	200.00	500.00
Franchise taxes	-1,399.00	-	-	-	-	-	-1,399.00
Fees and fines	555.00	-	-	-	-	-	555.00
Intergovernmental	200.00	-	-	-	-	-	200.00
Total Revenues	-644.00	100.00	100.00	100.00	-	200.00	-144.00
<b>Expenditures</b>							
Expenses 2	-2,567.75	-	-	-	-	-	-2,567.75
Expenses 3	444.00	-	-	-	-	-	444.00
Total Expenditures	-2,123.75	-	-	-	-	-	-2,123.75
Excess (deficiency) of revenues over expenditures	1,479.75	100.00	100.00	100.00	-	200.00	1,979.75
<b>Other Financing Sources (Uses)</b>							
Proceeds of refunding bonds	-	-	-	-	125.00	-	125.00
Total Other Financing Sources (Uses)	-	-	-	-	125.00	-	125.00
<b>Special Items</b>							
Proceeds from sale of park land	-179.00	-	-	-	-	-	-179.00
Other special items	-2,222.00	-	-	-	-	-	-2,222.00
Total Special Items	-2,401.00	-	-	-	-	-	-2,401.00
Net change in fund balances	-921.25	100.00	100.00	100.00	125.00	200.00	-296.25
Fund balances - beginning	100.00	-	-	-	-	-	100.00
Fund balances - ending	-821.25	100.00	100.00	100.00	125.00	200.00	-196.25



## GASB Extract Process Attribute Errors reports

---

The Data Extract Process is run via job submissions. This process uses the parameters entered to extract the appropriate information from the General Ledger (FGBGENL) and Operating Ledger (FGBOPAL) tables to the FGWREPT table. For additional information about the FGPGEXT process, refer to the Data Extract Process information in the General Ledger Module section.

If any FOAPAL elements do not have attributes selected, or have duplicate associations, the FGPGEXT process generates error reports. Another report identifies FOAPAL elements intentionally excluded from the GASB statements. Samples of each report, plus a copy of the control page that prints after the report, are included here.

### FOAPAL Elements with Duplicate Associations

04/04/2001 13:21:32		Development		PAGE 1
Chart [from parm]		GASB Extract Process Attribute Errors		FGPGEXT
		FOAPAL Elements with duplicate associations		
FOAPAL Type	Value	Attribute Type Begins	Count	
-----	-----	-----	-----	
Account Code	5150	G5BA0	2	
	5170	G5BA0	2	
ATYP Code	71	G5BAA	3	
Fund Code	[etc]			
FTYP Code				
Program Code				

## FOAPAL Elements with No Valid Association

04/04/2001 13:21:32 Chart [from parm]		Development GASB Extract Process Attribute Errors FOAPAL Elements with No Valid Association			PAGE 2 FGPGEXT
FOAPAL Type	Low Level Value	Hierarchy Value	Level 2 Type	Report	
Account	7160	7100	71	G5BA GASB 35 Basic Accounting	
Fund	25010	250100	8A	G4GF GASB 34 Governmental Funds Financials	
	251000		8A	G4GF GASB 34 Governmental Funds Financials	
Program	715	70		G4GW GASB 34 Government Wide Financials	

## Data Excluded from Extract based on Attribute Assignments

04/04/2001 13:21:32 Chart [from parm]		Development GASB Extract Process Attribute Errors Data Excluded from Extract based on Attribute Assignmnets			PAGE 3 FGPGEXT
Type	Code	Title			
Account	54880	Capital Outlay			
Fund	805111	Student Government Agency Account			

## Report Control Information

06-AUG-2001 11:09 AM  
Chart B

Development  
GASB Extract Process

PAGE 4  
FGPGEXT 4.4

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered from Host Prompt.

Parameter Name	Value
Parameter Seq No:	899735
Chart of Accounts:	B
As of Date:	30-JUN-2001
Fiscal Year (calculated):	2001
Period (calculated):	12
Period End Date (calculated):	30-JUN-2001
Account Hierarchy at:	LEVEL1
Include Accrual:	Y
Government Wide Financials:	Y
Government Funds Financials:	N
Public Institution BTA Financials:	N
Processing Mode:	E

Number of Rows Deleted: 421  
Number of Rows Inserted: 421

Activity to fund balance accounts in the current year may cause an out of balance condition between the Operating reports and the Balance Sheet reports unless an equivalent amount of revenue/expense has been excluded from the Operating report.

Net Fund Balance activity (all funds): 197,482.00

If the Close General Ledger process (FGRCL0P) has been run, the close-out activity is included in the net activity above.

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## Account balance

The difference in dollars between the total debits and the total credits in an account.

## Accounting equation

Assets equal liabilities plus owners' equity.

$$A = L + OE$$

## Accounting system

A financial information system that includes financial forms, records, reports, employee work assignments, and internal controls procedures designed to fit the particular needs of a business or government agency.

## Accounts payable

Accounts which a company or government agency owes its creditors for goods and services purchased on credit.

## Accounts Receivable module

The Accounts Receivable module enables you to manage your payables process by tracking cash flow and maximizing your investment earnings.

## American Institute of Certified Public Accountants (AICPA)

The national professional association of certified public accounts. The AICPA conducts extensive research and is instrumental in improving accounting standards and practices.

## Archive/Purge

Use the Archive/Purge feature to write information to another medium or to delete information from your system.

## Assets

The economic resources owned by a business that are expected to benefit future operations.

## Balance sheet

A financial statement that lists the assets, liabilities, and capital structure of a company on a specific date.

## Bids and contracts processing

Bid processing occurs within the Purchasing and Procurement module. This feature enables you to create and award vendor bids and/or contracts.

## Bonds

When corporations, banks, or the government want to raise money, they may borrow it from lenders by issuing debt obligations. These debt obligations have maturity dates which are short (money market instruments — less than one year), intermediate (notes — one to ten years), or long (bonds — over ten years). When you buy a debt obligation such as a bond, you lend money to a bank, the government, or a corporation for a particular period of time. They pay you, the debt holder, interest on the debt to compensate you for the use of your money. The bank, the government, or corporation agrees to pay you, the debt holder, a fixed rate of interest each year and to repay the full sum — principal — on the bond's maturity date. Bonds do not represent ownership.

## Bond rating

Bonds are rated on the borrower's (i.e., the corporation or government) ability to make interest payments and to repay the principal.

## Budget Development module

This component of Banner Finance enables you to create complex or simple budgets. In addition, you can simultaneously update a working budget for analytical purposes while adjusting the approved budget.

## Capital appreciation

When the market value of an investment portfolio increases.

## Capital gains

Capital gains are earned when an investment portfolio manager sells a stock or bond within the portfolio for a profit and then distributes the money to investors or reinvests the money in proportion to the number of owned shares.

## Chart of accounts

A systematic classification of accounts is an essential component of the Finance accounting system. You should develop your accounts to be compatible with your organizational structure. You should arrange your chart of accounts form and content in agreement with the financial reports that you issue.

## Clause

The Clause Entry Form (FOACLAU) enables you to associate a description with a clause number for purchase order processing purposes. This is a Banner Finance specific item.

## Controller

The chief accounting officer of a business.

## Cost accounting

This component of Banner Finance automates the process by which you charge customers for services rendered. The customers may be internal or external to your organization.

## Cost principle

The widely used concept of valuing assets for accounting purposes at their original cost to the business or government agency.

## Credit

A dollar amount that you enter on the right-hand side of an account ledger. Use a credit to record a decrease in an asset and an increase in a liability or owners' equity.

## Credit balance

The dollar amount of an account in which the total amount of credits exceeds the total amount of debits.

## Credit memo

A credit is a deduction from an amount which is otherwise due. A memo is an informal record. Enter a credit memo against a vendor's account when for various reasons, the vendor owes your installation money. This credit is used against future purchases. This credit transaction remains on the vendor's record until there are enough purchases to equal or exceed the amount of the credit.

## Creditor

The person or company to whom a liability is owed.

**Current assets**

Cash and other assets that you can readily convert into cash, such as accounts receivable, inventory and prepaid expenses.

**Current liabilities**

The company debts that are due and payable within the next 12 months.

**CUSIP**

Committee on Uniform Securities Identification Procedures. CUSIP is frequently cited in Investment Management documentation.

**Debit**

A dollar amount that you enter on the left-hand side of an account ledger. Use a debit to record an increase in an asset and a decrease in a liability or in owners' equity.

**Debit balance**

The balance of an account in which the total dollar amount of debits exceeds the total dollar amount of credits.

**Deficit**

The net loss of a company when expenditures exceed income or when there is an excess of liabilities over assets.

**Direct costs**

Costs which can be traced and allocated directly to a specific product, such as the cost of paper for a corporation, school, or government office.

**Dividends**

A cash distribution by a corporation or government agency to its stockholders. Dividends are earned and paid on stocks and bonds.

**Equity**

The net value of an asset or business (i.e., assets minus liabilities).

**ESOP**

Employee Stock Ownership Plans

**FASB**

Financial Accounting Standards Board — An independent group that conducts research in accounting practices and issues authoritative statements as to proper accounting principles and methods for reporting financial information.

**Financial accounting**

The area of accounting which emphasizes measuring and reporting in conformity with generally accepted accounting principles, including the financial position and operating results of a business entity.

**Financial statements**

Reports which summarize the financial position and operating results of a business (e.g., balance sheet and income statements).

**Fixed assets**

Assets of a lasting nature, such as land, buildings, or equipment that you do not usually convert to cash in the course of doing business.

## Fixed Assets module

This component of Banner Finance enables you to track the assets held by your organization.

## Fixed income funds

Funds that invest in securities which pay fixed rates, such as bonds.

## FOAPAL

The Banner Finance System Fund, Organization, Account, Program, Activity, and Location specified for a particular labor distribution. Components are defined as follows:

**Fund**—A balance sheet item (assets, liabilities, equity). A fund can be restricted (e.g., grants) or unrestricted (e.g., general).

**Organization**—A department within the installation.

**Account**—A line item within a site's financial structure. Categories include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).

**Program**—A defined function. Programs enable you to establish a method of pulling transactions across organizations and accounts. Examples include instruction, research, and plant operations. Most educational institutions use programs defined by the National Association of College and University Business Offices (NACUBO).

**Activity**—An accounting element for use in tracking non-budget-control financial affairs. An example of an *activity* is the YMCA's use of your site's pool to teach lifesaving.

**Location**—A building and room number.

## Generally accepted accounting principles

The accounting concepts, measuring techniques, and standards of presentation used in financial statements. Examples include the cost principle, the going-concern assumption, and the objectivity principle.

## General Ledger module

The General Ledger module is the core of the Finance System. General Ledger supports comprehensive fund accounting, including grant and encumbrance accounting.

## Going-concern assumption

An assumption by accountants that a business will continue to operate indefinitely, unless specific evidence to the contrary exists, such as impending bankruptcy.

## Gross profit or loss

The result when you subtract the cost of goods sold from the achieved revenue or sales.

## Growth funds

Growth funds are mutual funds with an investment objective of capital appreciation.

## Income statement

A detailed statement that shows revenue, minus all expenses, which results in a net profit or loss for a specific period.

## Income taxes payable

A liability to government computed as a percentage of profits earned by a corporation.



## Internal control

All measures your business uses to guard against errors, waste, and fraud. Internal control also assures the reliability of accounting data and promotes compliance with all company policies.

## Inventory

A list of goods (commodities) and their quantities on hand. Another name for this is *stock*.

## Invoice

An itemized list of goods purchased specifying the price and the terms of purchase. An invoice triggers a check to be produced for the vendor as payment for the goods.

## Journal

A chronological record of transactions. Journals show the debits and credits entered in specific ledger accounts for each and every transaction.

## Ledger

The online records that contain all the separate accounts of a business.

## Liabilities

The debts or obligations of a business. The claims of creditors against the assets of a business or government agency.

## Liquid assets

Assets which you can readily convert to cash.

## Liquidity

The degree to which a company can produce cash within a short time frame.

## Money market funds

Money market funds invest in short term (less than 13 months) debt obligations. They are different from bond funds because the principal investment is safer. Because of the safety factor, the interest rate for money market funds is usually lower due to the lower risk associated with short-term debt obligations.

## Municipal bonds

There are two types of government bonds: federal and local. Only bonds issued by state or local governments are considered municipal bonds. Municipal bonds, with the exception of certain private activity bonds, are federally tax-exempt. Private activity bonds include those used to finance sports, convention, and trade show facilities.

Private activity bonds are used to finance housing and industrial developments. Private activity bonds may generate taxable interest, subject to the federal Alternative Minimum Tax, depending on your individual tax circumstances.

## NACUBO

National Association of College and University Business Officers

## Net profit or loss

Obtain your net profit or net loss when you subtract Other Expenses and add Other Income to the Gross Profit or Loss.

## Net worth

The business owner's equity in a company represented by the difference between total assets and total liabilities.

## Notes payable

Liabilities evidenced by a formal written promise to pay a certain amount of money, plus interest, at a future date. Usually arises from borrowing.

## NSF checking

Non-sufficient funds checking. This feature checks to determine if there is an available budget to cover an expenditure.

## Packing slip

An itemized list of the goods and quantities purchased, supplied by the vendor with a shipment. A packing slip is used by the receivers on a dock to check against the purchase order.

## PIDM

Personal Identification Number. In Banner, this is an internal identification number assigned to any person or company that uniquely identifies this entity.

## Posting

The process in which you transfer information from the journal to individual accounts in the ledger.

## Prospectus

The official document that describes a mutual fund. Each mutual fund has a particular goal or investment objective.

## Purchasing and Procurement module

Use the Purchasing and Procurement module (and the Receiving features) to handle on-demand request purchasing and long term purchasing operations.

## Report

A written record or summary of data in hard copy form.

## Retained earnings

The portion of stockholders' equity that results from profits that have been retained in the business, rather than distributed as dividends.

## Scroll

This feature allows you to move through the text on a screen or portion of a screen as if unrolling a scroll. The keyboard option for this feature is your Page Up/Page Down keys. The mouse option for this feature is to click the directional arrows in the bars to the sides of a window.

## Share price

To determine the share price of an investment portfolio, divide the number of shares into the market value of the entire portfolio.

## Solvency

You are considered financially solvent when your accounts contain enough money to pay debts as they become due.

## Stocks

Stocks are securities. When you buy stock issued by a corporation, you own shares or have equity in that company. You may sell stock shares at any time. If you sell shares for a price higher than the original purchase price, your records show a profit or capital gain. If you sell shares for a price lower than the original purchase price, your records show a loss or capital loss.

## **Student Accounts Receivable module**

This module is an optional feature for Banner Finance. It supports higher education specific accounts receivable processing.

## **Transactions**

Business events you can measure in fiscal amounts and which you enter in accounting records.

## **Vendor**

A person or company selling goods or providing services to your institution. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.

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SunGard Higher Education  
4 Country View Road  
Malvern, PA 19355  
1-800-223-7036  
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