

BANNER FINANCE

FINANCE INFORMATION

Document types:

Documents beginning with	"J"	Journal entries
	"JV"	Journal entries
	"I"	Invoices
	"F"	Student or Non-Student Accounts Receivable
	"P"	Purchase Orders
	"CR"	Chrome River entries

If you need documentation or have questions regarding a document, contact the following:

Journal entries	Danielle Reams	Ext. 3116
	Alane Poff	Ext. 3096
Invoices, Check Requests	Cheryl Hinkle	Ext. 3250
Student Accounts	Madison Stewart	Ext. 3087
Non-Student Accounts	Alane Poff	Ext. 3096
Purchase Orders	Aurelia Brandenburg	Ext. 3173
Travel Expense Reports	Paula Hansford	Ext. 3084

FINANCIAL STATEMENTS/ACCOUNTING TRANSACTIONS

REVENUE ACCOUNTS

Revenue accounts begin with the number "5." Therefore, if a budget contains such accounts, they are used for the collection of income.

In reading the financial statements, transactions are as follows:

If the amount is followed by a "+," this signifies the transaction is a credit to the account. If followed by a "-", this signifies a debit.

EXPENSE ACCOUNTS

Expense accounts are used for purchases, requests to pay vendors and invoices, etc.

In reading the financial statements, transactions are as follows:

If the amount is followed by a "+," this signifies the transaction is a debit to the account. If followed by a "-", this signifies a credit.

FISCAL YEAR

The fiscal year is the last two digits of the year in which the fiscal year end, i.e. 14 represents the fiscal year ending 6/30/14.

Organization Budget Status Form

FGIBDST

Review of accounts on-line

To review accounts on-line, go to the Organization Budget Status Form, FGIBDST. The following information must be entered:

Chart: B

Fiscal Year: Enter the two digit fiscal year (see above note)

Query Specific Account: Leave Blank

Include Revenue Accounts: [SPACE BAR], will select this feature

Orgn: Enter the departmental org number, then [RETURN].

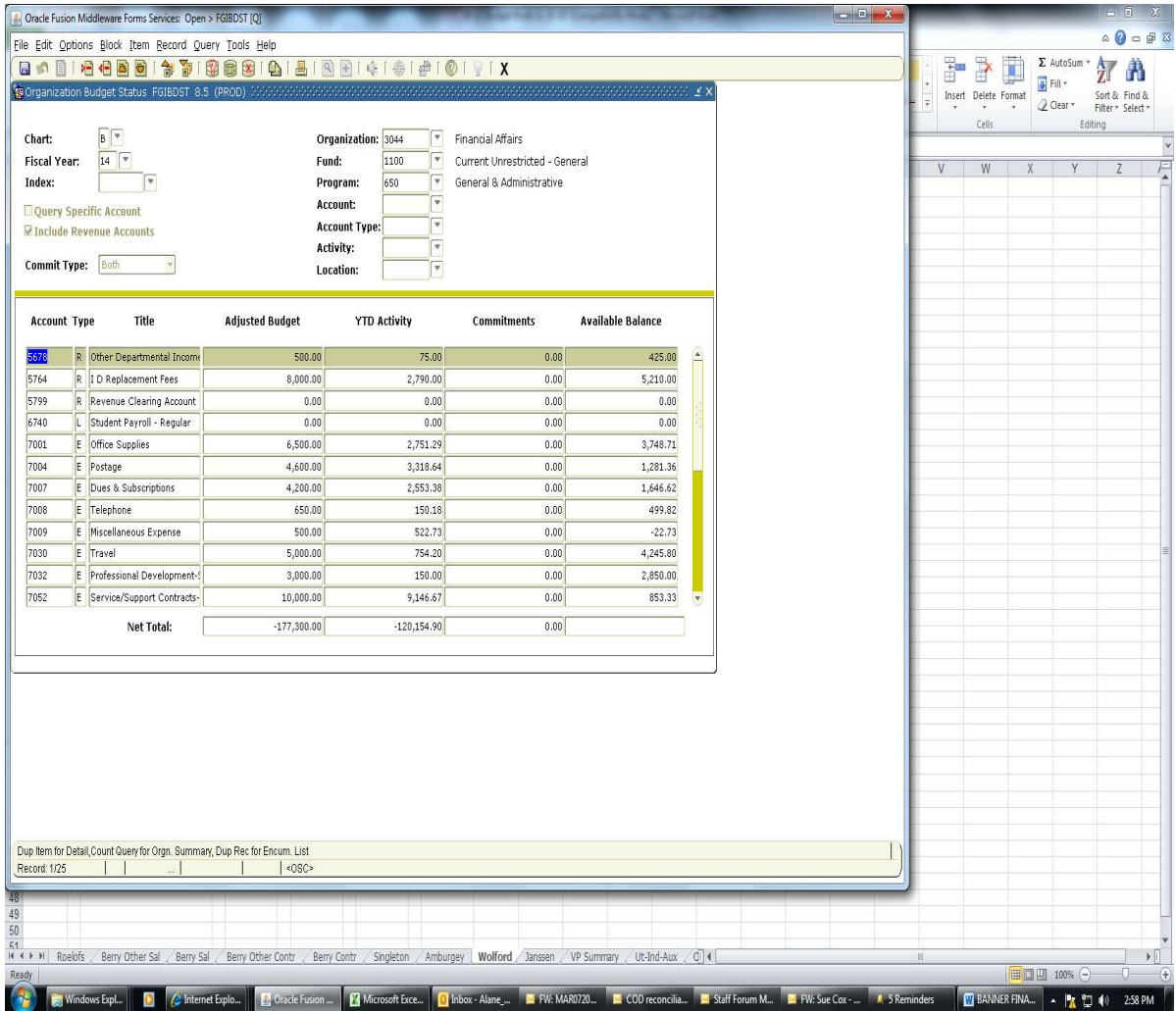
Fund: Will default.

Prog: Will default.

Account: If you wish to review your entire budget, leave blank. If reviewing a specific account, enter the account number.

[NEXT BLOCK]

The lower block/section of the screen will list the account numbers and the activity in each. You may scroll through the accounts by using the [ARROW KEYS].



To view activity in a specific account:

Place the cursor on the account. Then, using the mouse, move to a section of the upper screen and right click. A drop down menu will appear, select [TRANSACTION DETAIL ACTIVITY]. This will take you to the next screen, FGITRND, which will show the details of the account. You may scroll through the transactions by using the [ARROW KEYS].

Oracle Fusion Middleware Forms Services: Open > FGIBDST [Q] - FGITRND [Q]

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND B.4.0.3 (PROD)

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

B 14 1100 3044 7008 650 Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
7008	3044	650	11-FEB-2014	FT01	30112789	January Long Distanc	YTD	9.32 +
7008	3044	650	13-JAN-2014	FT01	JV000255	SCOTTY ABNEY C3	YTD	40.62 +
7008	3044	650	10-JAN-2014	FT01	30112072	December Phone	YTD	12.18 +
7008	3044	650	13-DEC-2013	FT01	30111880	November Phone	YTD	15.58 +
7008	3044	650	11-NOV-2013	FT01	30111287	October Phone	YTD	23.52 +
7008	3044	650	09-OCT-2013	FT01	30110778	Sept. Long Distanc	YTD	15.96 +
7008	3044	650	13-SEP-2013	FT01	30110307	August Phone	YTD	15.85 +
7008	3044	650	06-AUG-2013	FT01	30109858	Financial Affairs	YTD	17.15 +
7008	3044	650	01-JUL-2013	RD01	L0000020	2013-14 Approved	QBD	650.00 +
							Total:	800.18

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

Record: 1/9 | <DSC>

Page: 3 of 3 | Words: 316

Windows Explorer | Internet Explorer | Oracle Fusion ... | Microsoft Excel... | Inbox - Alane... | FW: MAR0720... | COD reconcilia... | Staff Forum M... | FW: Sue Cox - ... | 5 Reminders | BANNER FINA... | 3:02 PM

Document Retrieval Inquiry Form

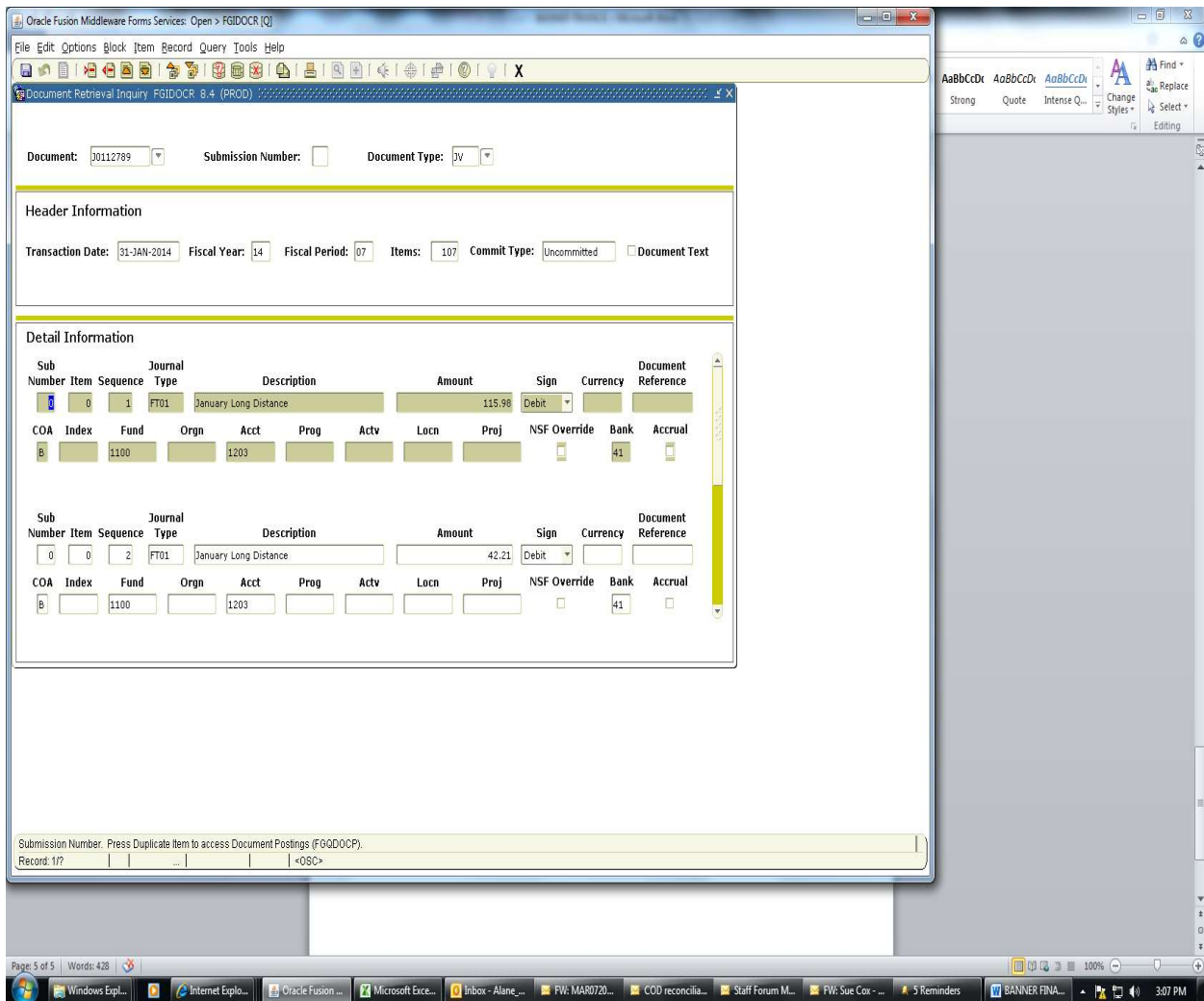
FGIDOCR

To review a specific document

To review a specific document, you may go to the document retrieval inquiry form. You must know the document number that you wish to review.

Enter the document number, [NEXT BLOCK]. The document will appear in the lower block of the screen. You may scroll through the transactions using the [ARROW KEYS].

If you are looking for a specific amount, account, org, etc.; a query function can be used. For example, if looking for a specific amount, press [F7] place cursor in amount field, enter amount; then press [F8]. The query will bring up all transactions in the document for that amount.



Printing Monthly Financial Reports

FGZBDSC

Budget Status Report

The budget status report should be printed monthly, after the monthly close of the general ledger.

To print a budget status report:

1. From the Banner menu, enter GJAPCTL in the Direct Access field. This will open the Process Submission Control Form, which is used to generate reports.
2. In the process field, enter FGZBDSC. Perform a [NEXT BLOCK] function.
3. In the Printer field, enter the name of the printer to which you are printing the report. If you do not know the name of the printer, double-click in the Printer field. A display will appear with a valid list of Banner printers. Once you have entered the printer name, perform a [NEXT BLOCK] function.

What the report contains:

1. Adjusted Budget-the amount budgeted per account line for the current operating year.
2. Current Period Activity-the total of all transactions posted to the account for the period/month specified in the report parameters.
3. Year-to-Date Activity-the total of all transactions for the current fiscal year.
4. Available Balance-the adjusted budget less year to date activity. These numbers should be positive for both revenue and expense accounts. A negative number for a revenue account indicates actual income has exceeded budget. A negative amount for an expense account indicates that more expenses have been incurred than were budgeted.

Organization Detail Activity Report

FGRODTA

The organization detail activity report is printed monthly, after the monthly ledger has closed, and shows the transaction detail of each account within a particular org.

To print an organization detail activity report:

1. From the Banner menu, enter GJAPCTL in the Direct Access field. This will open the Process Submission Control Form, which is used to generate reports.
2. In the process field, enter FGRODTA. Perform a [NEXT BLOCK] function.
3. In the Printer field, enter the name of the printer to which you are printing the report. If you do not know the name of the printer, double-click in the Printer field. A display will appear with a valid list of Banner printers. Once you have entered the printer name, perform a [NEXT BLOCK] function.
4. Enter information for the parameters:

01	Fiscal Year	14
02	Chart of Accounts	B
03	From Orgn Code	_____
04	To Orgn Code	_____
05	From Fund Code	_____ or 0
06	To Fund Code	_____ or 99999
07	From Acct Code	_____ or 0
08	To Acct Code	_____ or 99999
09	From Date (DD-MON-YYYY)	Ex. 01-JUL-2013
10	To From Date (DD-MON-YYYY)	Ex. 31-JUL-2013
11	Include Accrual for Last Period	Y
12	Print Organization Totals	Y
13	Commitment Type	U

Once this information has been entered, perform a [NEXT BLOCK] function.

5. To save the parameter information, click the Save Parameters check box. By saving the parameters, you will not have to enter the information each month, you will only need to update the dates monthly, and change the fiscal year annually.
6. Choose [HOLD] or [SUBMIT] in the lower right-hand corner. [HOLD] will save the parameters and hold the job/report for processing at a later time. [SUBMIT] will submit the job/report for immediate processing/printing.
7. Click [SAVE] on the toolbar, or press [F10].

Document History Form

FOIDOCH

1. Enter the document type: (INV-Invoice) (CHK-check) (PO-purchase order)
2. [RETURN], then enter the document number.
3. [NEXT BLOCK], information will default. Click on "Invoice Information" to view other related information such as the vendor, account number, etc. [NEXT BLOCK] when screen rolls to Invoice/Credit Memo Query Form.

Document History FOIDOCH 0.5 (PROD)

Document Type: INV Invoice

Document Code: 00033963

Document Type	Status
Requisition	
Bid	
Purchase Order	
Issues	
Invoice	
Check	
Return	
Receiver	
Asset Tag	
Asset Adjustment	

Record: 11 | Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

4. Use the menu on the left-hand side of the screen to view information regarding the document.

