Finance Training 1.40

Banner Inquiry Forms

UNC

Training Level – What you need to know

- This training is a Level 1 course for users who are just beginning to use Banner Finance or who want to know more.
- The following courses should be taken before or in conjunction with this course:

  1) Finance Training 1.10 – Financial Responsibilities

  2) Finance Training 1.20 -Accessing Banner Finance and Basic Navigation

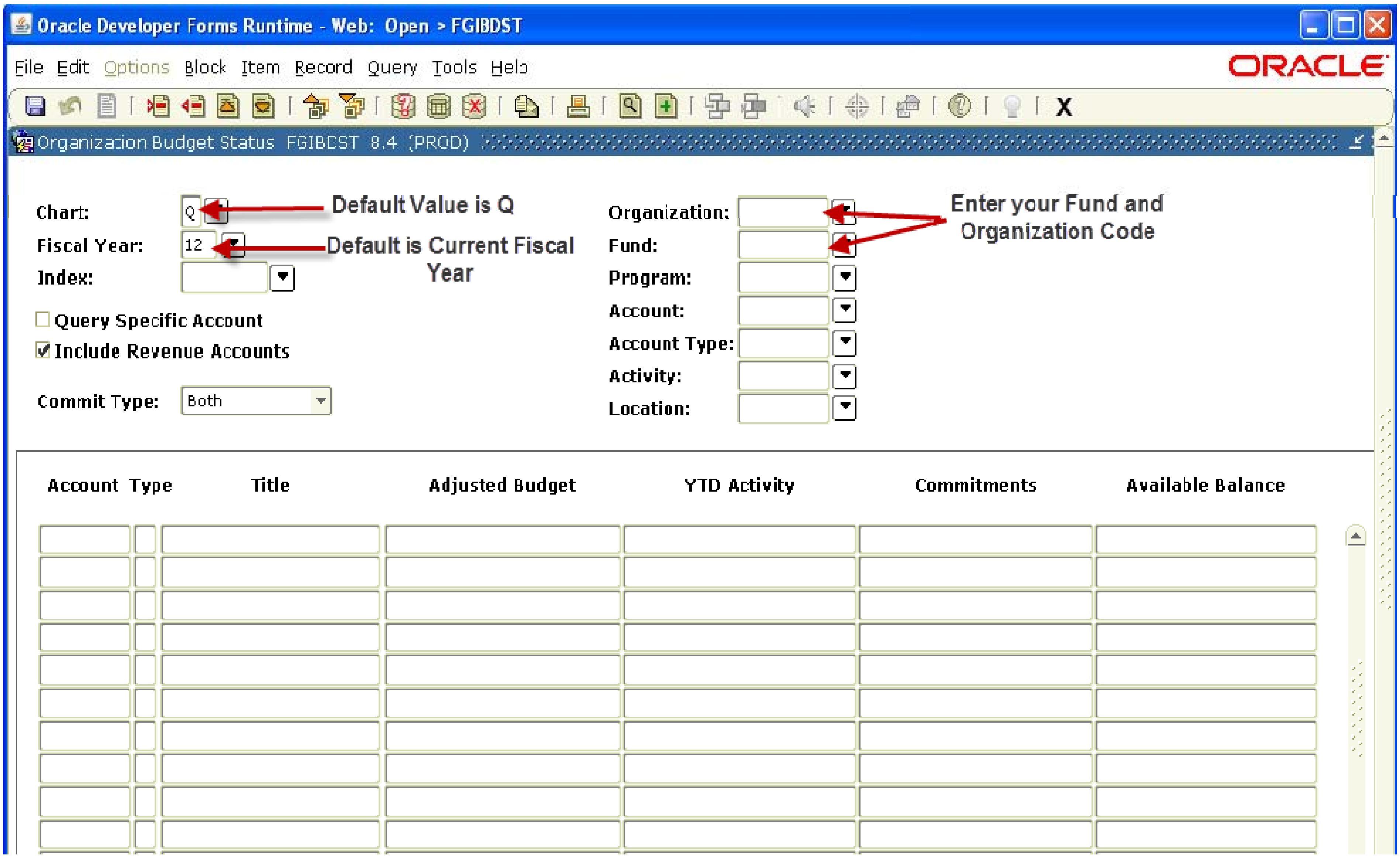
  3) Finance Training 1.30-Understanding the FOAPAL Chart of accounts system

Training Objectives

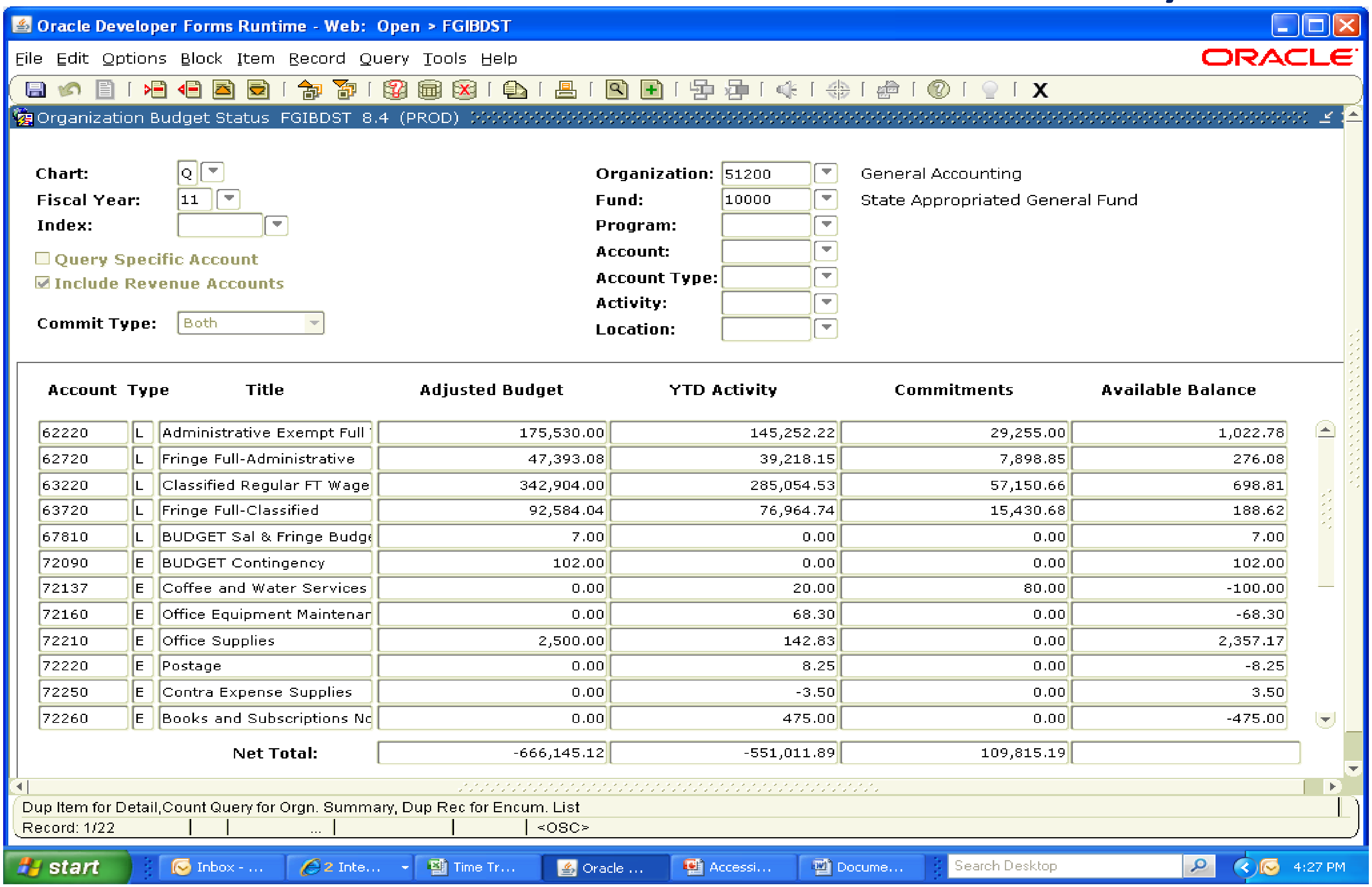
This training will provide an explanation of how to open and use the information provided by the following Banner Finance Inquiry Forms:

- **FGIBDST –** Organization Budget Status
- **FGIBSUM –** Organization Budget Summary
- **FGIOENC –** Organizational Encumbrance List
- **FGIENCD –** Encumbrance Detail Activity
- **FGITRND –** Transaction Detail Activity
- **FGIDOCR –** Detail Document Data
- **FGIBDSR** – Executive Summary (Operating Budget and Actual)
- **FGITBSR –** Trial Balance (General Ledger Balance Sheet)

FGIBDST Form-Enter Parameters



FGIBDST Form-Process a Query



Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.4 (PROD)

Chart: Q
Fiscal Year: 11
Index:
Query Specific Account
Include Revenue Accounts
Commit Type: Both

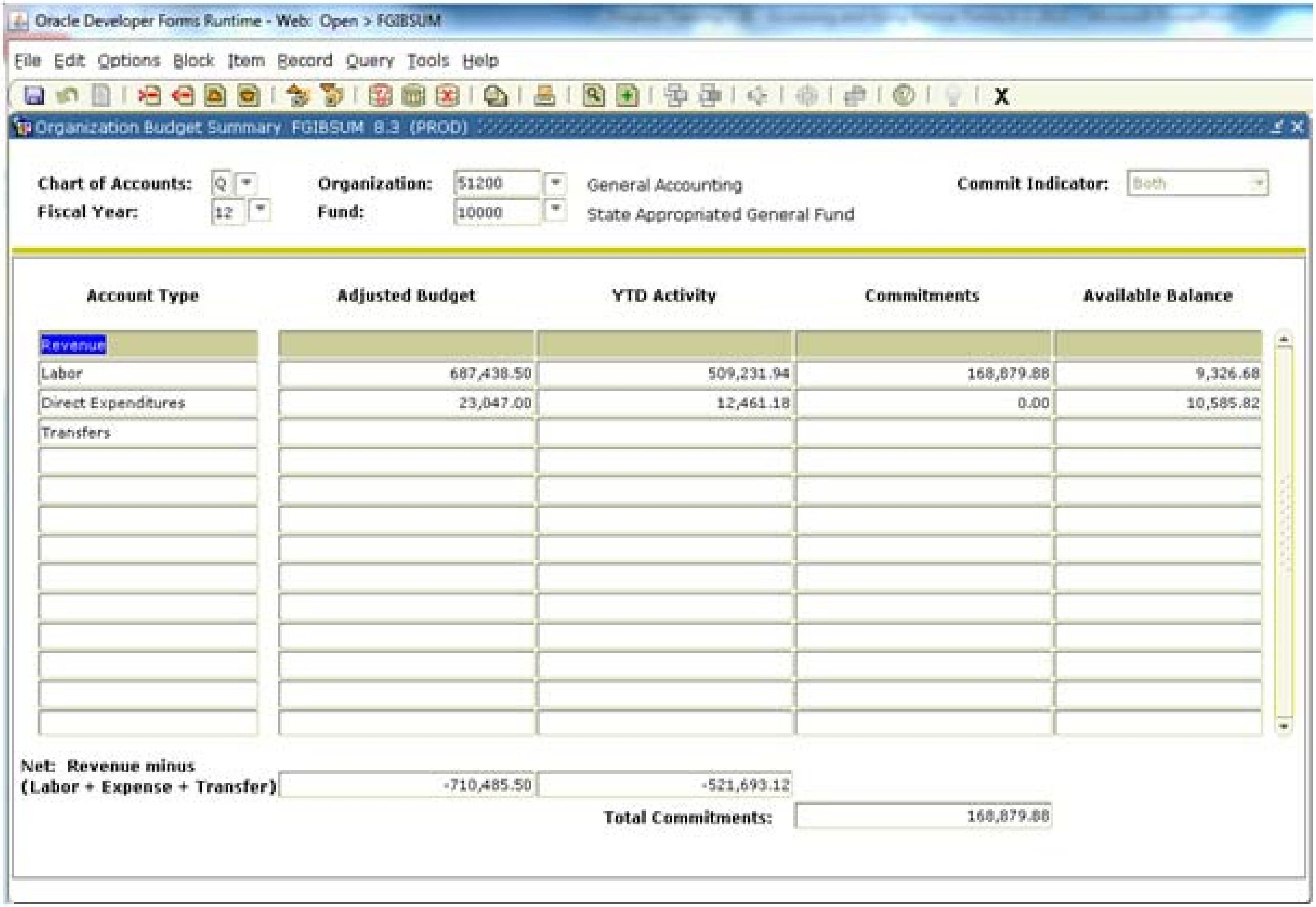
Organization: 51200 General Accounting
Fund: 10000 State Appropriated General Fund
Program:
Account:
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
62220	L	Administrative Exempt Full	175,530.00	145,252.22	29,255.00	1,022.78
62720	L	Fringe Full-Administrative	47,393.08	39,218.15	7,898.85	276.08
63220	L	Classified Regular FT Wage	342,904.00	285,054.53	57,150.66	698.81
63720	L	Fringe Full-Classified	92,584.04	76,964.74	15,430.68	188.62
67810	L	BUDGET Sal & Fringe Budge	7.00	0.00	0.00	7.00
72090	E	BUDGET Contingency	102.00	0.00	0.00	102.00
72137	E	Coffee and Water Services	0.00	20.00	80.00	-100.00
72160	E	Office Equipment Maintenar	0.00	68.30	0.00	-68.30
72210	E	Office Supplies	2,500.00	142.83	0.00	2,357.17
72220	E	Postage	0.00	8.25	0.00	-8.25
72250	E	Contra Expense Supplies	0.00	-3.50	0.00	3.50
72260	E	Books and Subscriptions Nc	0.00	475.00	0.00	-475.00
		Net Total:	-666,145.12	-551,011.89	109,815.19	

Dup Item for Detail,Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 1/22 ... <OSC>

start Inbox - ... 2 Inte... Time Tr... Oracle ... Accessi... Docume... Search Desktop 4:27 PM

FGIBSUM Form – Process a Query

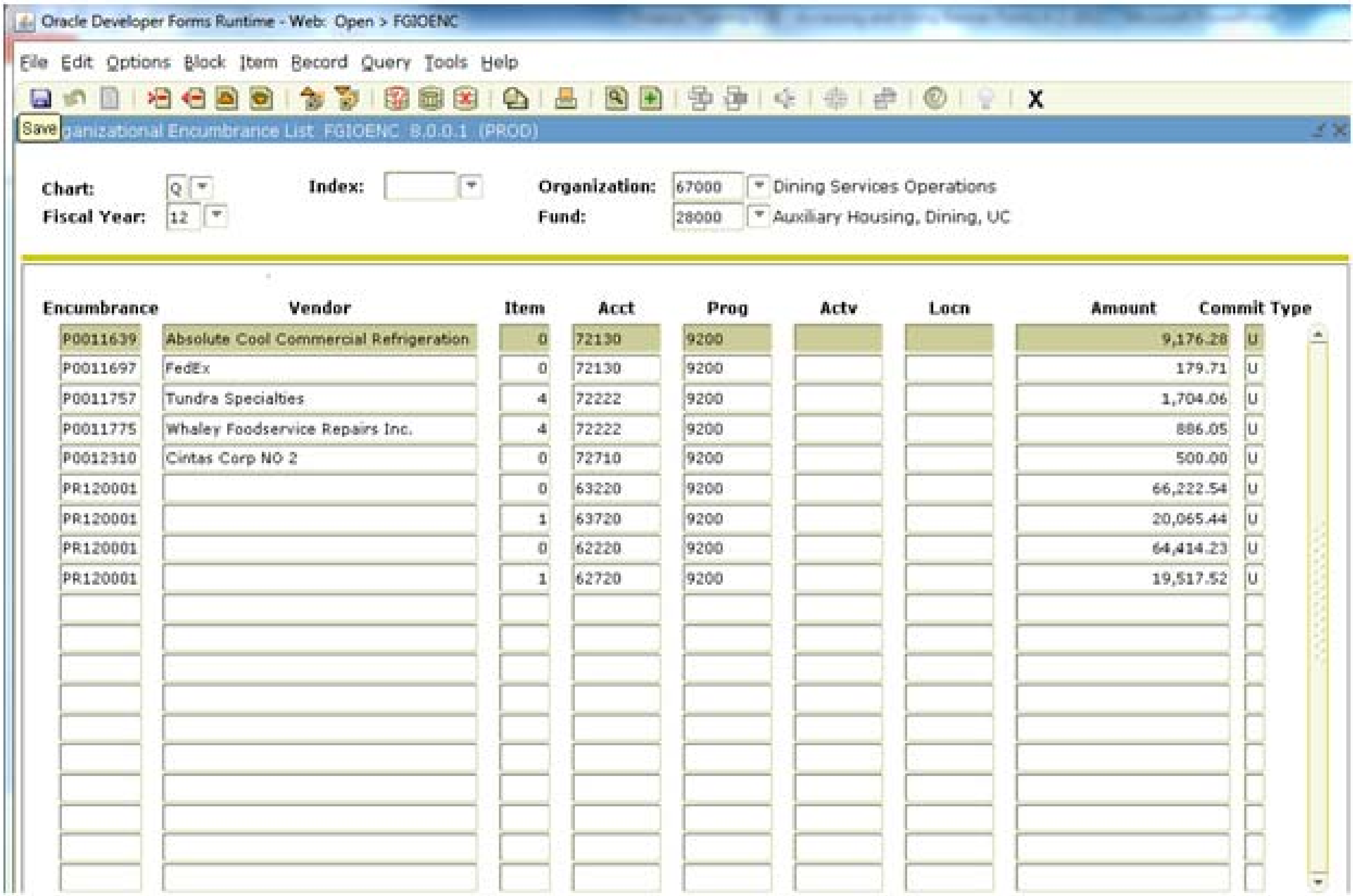


Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor	687,438.50	509,231.94	168,879.88	9,326.68
Direct Expenditures	23,047.00	12,461.18	0.00	10,585.82
Transfers				

Net: Revenue minus (Labor + Expense + Transfer)	-710,485.50	-521,693.12

Total Commitments: 168,879.88

FGIOENC Form – Process a Query



Oracle Developer Forms Runtime - Web: Open > FGIOENC

File Edit Options Block Item Record Query Tools Help

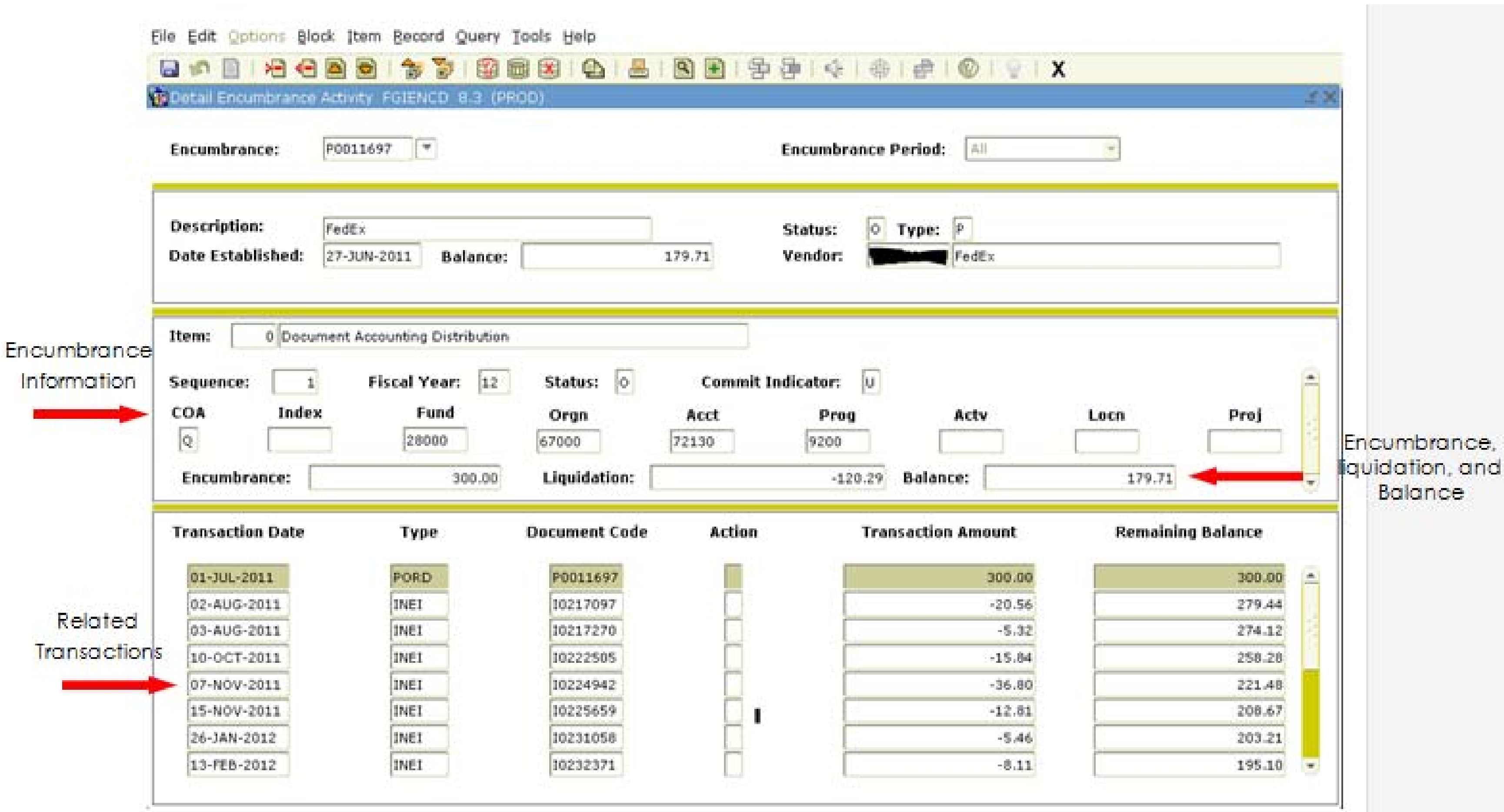
Save ganizational Encumbrance List FGIOENC 8.0.0.1 (PROD)

Chart: Q Index: Organization: 67000 Dining Services Operations

Fiscal Year: 12 Fund: 28000 Auxiliary Housing, Dining, UC

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0011639	Absolute Cool Commercial Refrigeration	0	72130	9200			9,176.28	U
P0011697	FedEx	0	72130	9200			179.71	U
P0011757	Tundra Specialties	4	72222	9200			1,704.06	U
P0011775	Whaley Foodservice Repairs Inc.	4	72222	9200			886.05	U
P0012310	Cintas Corp NO 2	0	72710	9200			500.00	U
PR120001		0	63220	9200			66,222.54	U
PR120001		1	63720	9200			20,065.44	U
PR120001		0	62220	9200			64,414.23	U
PR120001		1	62720	9200			19,517.52	U

FGIENCD Form – Process a Query



File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.3 (PROD)

Encumbrance: P0011697 Encumbrance Period: All

Description: FedEx Status: O Type: P
Date Established: 27-JUN-2011 Balance: 179.71 Vendor: [redacted] FedEx

Item: 0 Document Accounting Distribution

Sequence: 1 Fiscal Year: 12 Status: O Commit Indicator: U

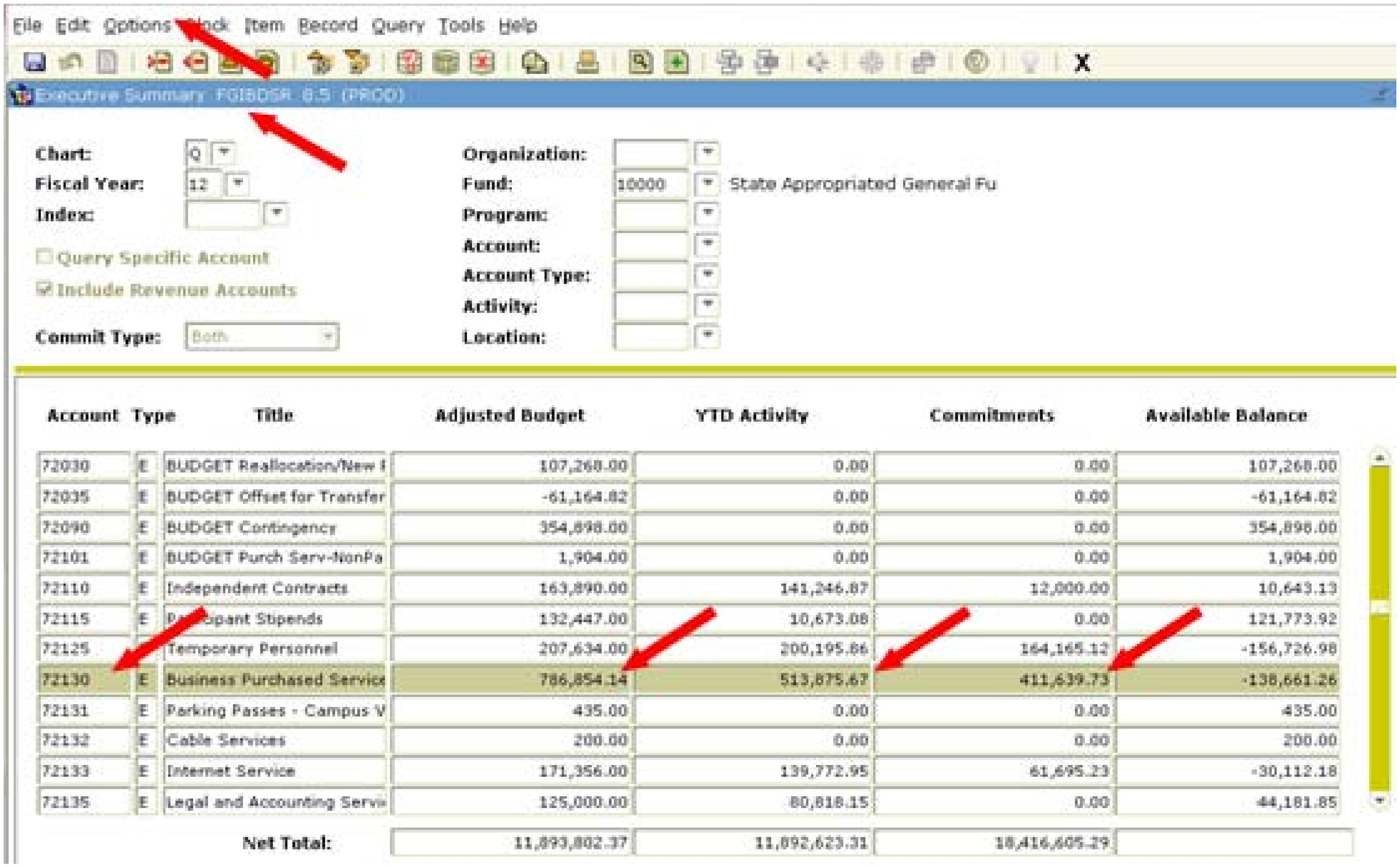
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
Q		28000	67000	72130	9200			

Encumbrance: 300.00 Liquidation: -120.29 Balance: 179.71

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
01-JUL-2011	PORD	P0011697		300.00	300.00
02-AUG-2011	INEI	I0217097		-20.56	279.44
03-AUG-2011	INEI	I0217270		-5.32	274.12
10-OCT-2011	INEI	I0222505		-15.84	258.28
07-NOV-2011	INEI	I0224942		-36.80	221.48
15-NOV-2011	INEI	I0225659		-12.81	208.67
26-JAN-2012	INEI	I0231058		-5.46	203.21
13-FEB-2012	INEI	I0232371		-8.11	195.10

FGITRND-Access from FGIBDST

The easiest way to access the FGITRND Transaction Detail form is from FGIBDST:



File Edit Options Block Item Record Query Tools Help

Executive Summary FGIBDSR 8.5 (PROD)

Chart: Q
Fiscal Year: 12
Index:

Query Specific Account
Include Revenue Accounts

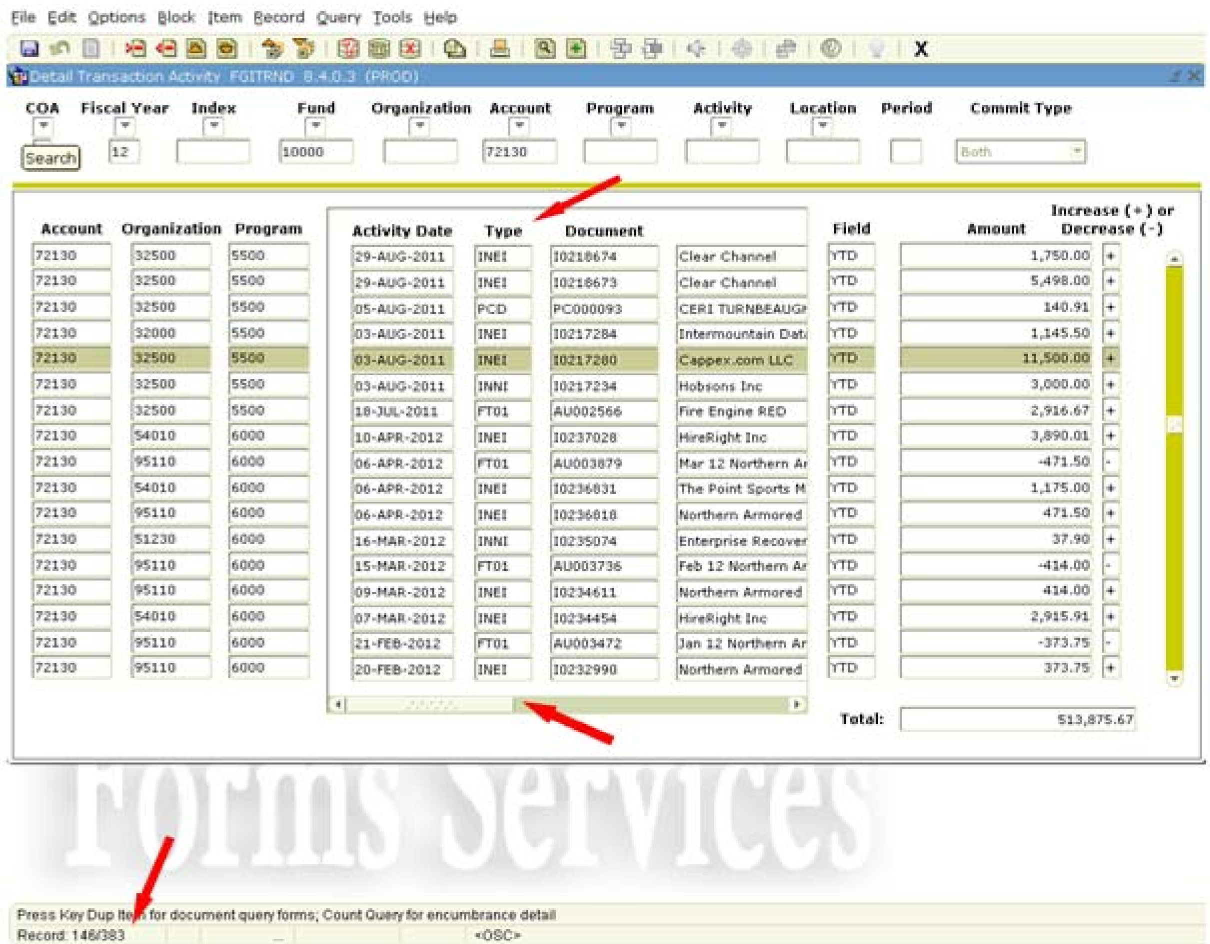
Commit Type: Both

Organization:
Fund: 10000 State Appropriated General Fu
Program:
Account:
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72030	E	BUDGET Reallocation/New I	107,268.00	0.00	0.00	107,268.00
72035	E	BUDGET Offset for Transfer	-61,164.82	0.00	0.00	-61,164.82
72090	E	BUDGET Contingency	354,898.00	0.00	0.00	354,898.00
72101	E	BUDGET Purch Serv-NonPa	1,904.00	0.00	0.00	1,904.00
72110	E	Independent Contracts	163,890.00	141,246.87	12,000.00	10,643.13
72115	E	Participant Stipends	132,447.00	10,673.08	0.00	121,773.92
72125	E	Temporary Personnel	207,634.00	200,195.86	164,165.12	-156,726.98
72130	E	Business Purchased Service	786,854.14	513,875.67	411,639.73	-138,661.26
72131	E	Parking Passes - Campus V	435.00	0.00	0.00	435.00
72132	E	Cable Services	200.00	0.00	0.00	200.00
72133	E	Internet Service	171,356.00	139,772.95	61,695.23	-30,112.18
72135	E	Legal and Accounting Servi	125,000.00	80,818.15	0.00	44,181.85
		Net Total:	11,893,802.37	11,892,623.31	18,416,605.29	

FGITRND – Process a Query

Below is a sample page of the many pages of transactions detail provided when we clicked the cursor on account code 72130 Business Purchased Services and the YTD Activity amount of $513,875.67 from the previous FGIBDST example:



File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
	12		10000		72130					Both

Search

Account	Organization	Program	Activity Date	Type	Document		Field	Amount	Increase (+) or Decrease (-)
72130	32500	5500	29-AUG-2011	INEI	I0218674	Clear Channel	YTD	1,750.00	+
72130	32500	5500	29-AUG-2011	INEI	I0218673	Clear Channel	YTD	5,498.00	+
72130	32500	5500	05-AUG-2011	PCD	PC000093	CERI TURNBEAUGH	YTD	140.91	+
72130	32000	5500	03-AUG-2011	INEI	I0217284	Intermountain Data	YTD	1,145.50	+
72130	32500	5500	03-AUG-2011	INEI	I0217280	Cappex.com LLC	YTD	11,500.00	+
72130	32500	5500	03-AUG-2011	INNI	I0217234	Hobsons Inc	YTD	3,000.00	+
72130	32500	5500	18-JUL-2011	FT01	AU002566	Fire Engine RED	YTD	2,916.67	+
72130	54010	6000	10-APR-2012	INEI	I0237028	HireRight Inc	YTD	3,890.01	+
72130	95110	6000	06-APR-2012	FT01	AU003879	Mar 12 Northern Ar	YTD	-471.50	-
72130	54010	6000	06-APR-2012	INEI	I0236831	The Point Sports M	YTD	1,175.00	+
72130	95110	6000	06-APR-2012	INEI	I0236818	Northern Armored	YTD	471.50	+
72130	51230	6000	16-MAR-2012	INNI	I0235074	Enterprise Recover	YTD	37.90	+
72130	95110	6000	15-MAR-2012	FT01	AU003736	Feb 12 Northern Ar	YTD	-414.00	-
72130	95110	6000	09-MAR-2012	INEI	I0234611	Northern Armored	YTD	414.00	+
72130	54010	6000	07-MAR-2012	INEI	I0234454	HireRight Inc	YTD	2,915.91	+
72130	95110	6000	21-FEB-2012	FT01	AU003472	Jan 12 Northern Ar	YTD	-373.75	-
72130	95110	6000	20-FEB-2012	INEI	I0232990	Northern Armored	YTD	373.75	+

Total: 513,875.67

Forms Services

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

Record: 146/383 <OSC>

Transactions Types Used in FGITRND and Many Other Banner Forms

If you have questions about a transaction, it is helpful to understand what the different transaction types are and what they are used for:

- Budget Entries generally begin with a “B”
- Journal Entries generally utilize transaction type FT01
- Payroll Entries begin with an “H.”
- INEI or INNI – Invoice with or without an associated encumbrance
- PORD or CORD – A Purchase Order or a Changed Purchase Order
- PCRD – A cancelled Purchase Order
- REQP – A Purchase Requisition
- PCD – A Purchase Card Transaction
- WOS – A Facility Workorder System Transaction
- IMO – An Electronic Internal Purchase Transaction
- MSC – A Departmental Revenue Deposit Transaction

FGITRND – Execute a Specific Query

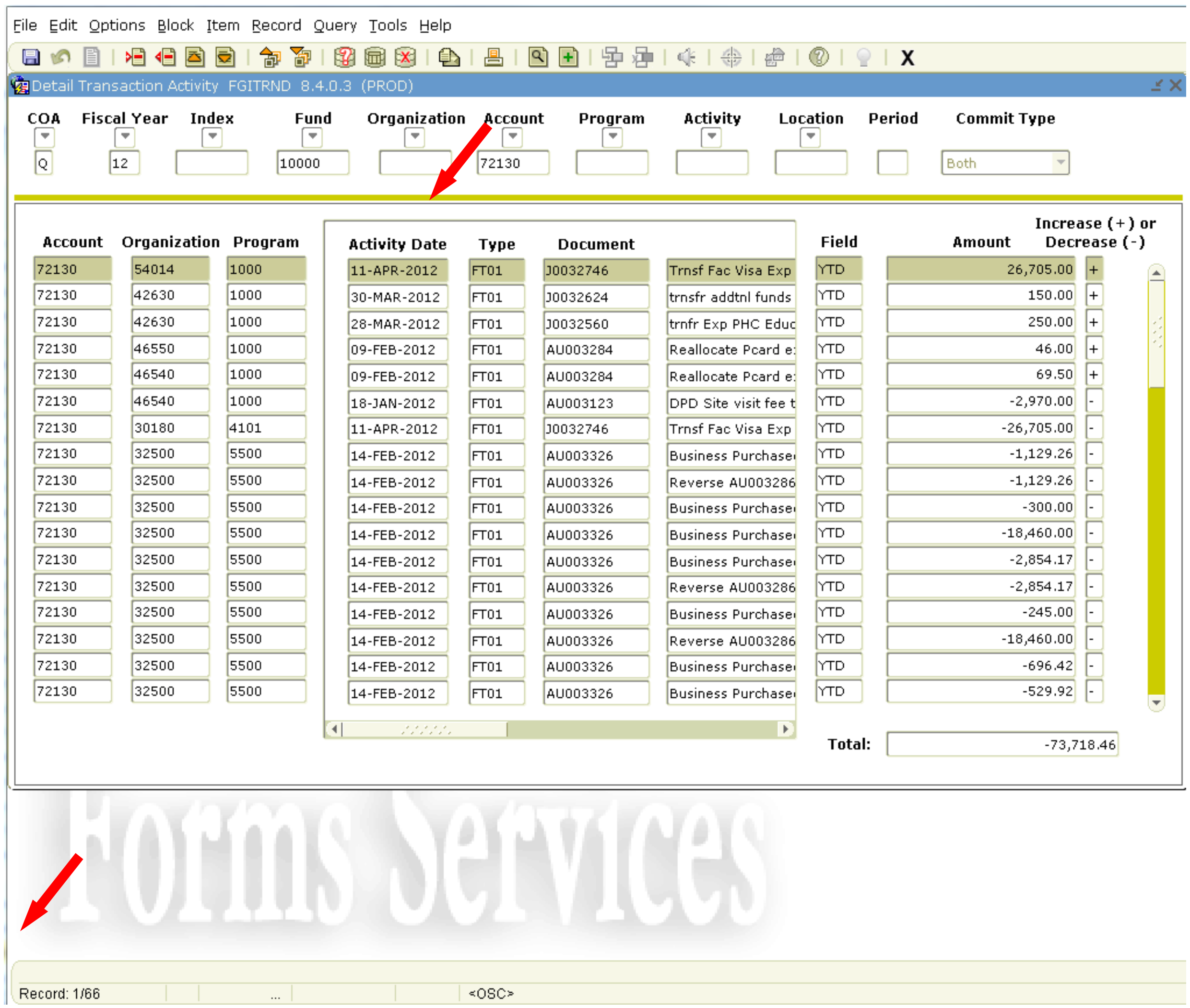
FGITRND and other forms often provide more information than can be easily reviewed. Queries can be easily processed on specific parameters in FGITRND and in other forms.

Using the example provided above, if we want to review all Journal Entries (FT01) that have been charged to Fund 10000 and account 72130, we would:

1) Go to the tool bar and click on the Question Mark icon "Enter query" or we could use the F7 smart key. This will clear the form.
2) Then in the "Type" Column, we would enter FT01, which is the Journal entry Transaction Type code.
3) Next we would click on the Execute Query icon in the tool bar or use the F8 Smart Key.
4) The FGITRND form would return information for Journal Entries only.

FGITRND – Execute a Specific Query

Example of a Parameter Specific Query – FT01 Transaction types only.



File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
Q	12		10000		72130					Both

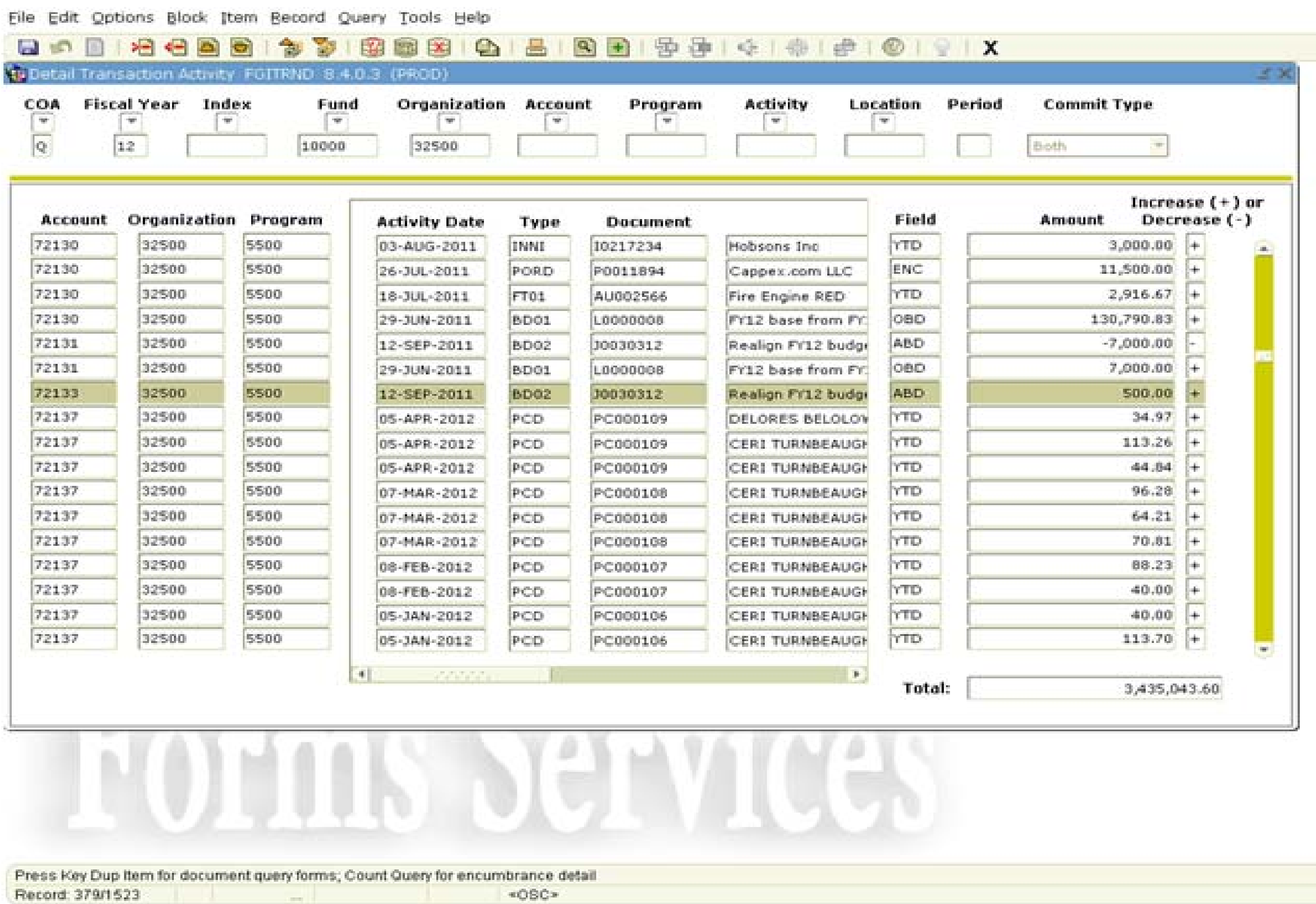
Account	Organization	Program	Activity Date	Type	Document		Field	Amount	Increase (+) or Decrease (-)
72130	54014	1000	11-APR-2012	FT01	J0032746	Trnsf Fac Visa Exp	YTD	26,705.00	+
72130	42630	1000	30-MAR-2012	FT01	J0032624	trnsfr addtnl funds	YTD	150.00	+
72130	42630	1000	28-MAR-2012	FT01	J0032560	trnfr Exp PHC Educ	YTD	250.00	+
72130	46550	1000	09-FEB-2012	FT01	AU003284	Reallocate Pcard e:	YTD	46.00	+
72130	46540	1000	09-FEB-2012	FT01	AU003284	Reallocate Pcard e:	YTD	69.50	+
72130	46540	1000	18-JAN-2012	FT01	AU003123	DPD Site visit fee t	YTD	-2,970.00	-
72130	30180	4101	11-APR-2012	FT01	J0032746	Trnsf Fac Visa Exp	YTD	-26,705.00	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Business Purchase	YTD	-1,129.26	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Reverse AU003286	YTD	-1,129.26	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Business Purchase	YTD	-300.00	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Business Purchase	YTD	-18,460.00	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Business Purchase	YTD	-2,854.17	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Reverse AU003286	YTD	-2,854.17	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Business Purchase	YTD	-245.00	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Reverse AU003286	YTD	-18,460.00	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Business Purchase	YTD	-696.42	-
72130	32500	5500	14-FEB-2012	FT01	AU003326	Business Purchase	YTD	-529.92	-

Total: -73,718.46

Forms Services

Record: 1/66 ... <OSC>

FGITRND – Review All Transactions



File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
Q	12		10000	32500						Both

Account	Organization	Program	Activity Date	Type	Document		Field	Amount	Increase (+) or Decrease (-)
72130	32500	5500	03-AUG-2011	INNI	I0217234	Hobsons Inc	YTD	3,000.00	+
72130	32500	5500	26-JUL-2011	PORD	P0011894	Cappex.com LLC	ENC	11,500.00	+
72130	32500	5500	18-JUL-2011	FT01	AU002566	Fire Engine RED	YTD	2,916.67	+
72130	32500	5500	29-JUN-2011	BD01	L0000008	FY12 base from FY	OBD	130,790.83	+
72131	32500	5500	12-SEP-2011	BD02	J0030312	Realign FY12 budg	ABD	-7,000.00	-
72131	32500	5500	29-JUN-2011	BD01	L0000008	FY12 base from FY	OBD	7,000.00	+
72133	32500	5500	12-SEP-2011	BD02	J0030312	Realign FY12 budg	ABD	500.00	+
72137	32500	5500	05-APR-2012	PCD	PC000109	DELORES BELOLOW	YTD	34.97	+
72137	32500	5500	05-APR-2012	PCD	PC000109	CERI TURNBEAUGH	YTD	113.26	+
72137	32500	5500	05-APR-2012	PCD	PC000109	CERI TURNBEAUGH	YTD	44.84	+
72137	32500	5500	07-MAR-2012	PCD	PC000108	CERI TURNBEAUGH	YTD	96.28	+
72137	32500	5500	07-MAR-2012	PCD	PC000108	CERI TURNBEAUGH	YTD	64.21	+
72137	32500	5500	07-MAR-2012	PCD	PC000108	CERI TURNBEAUGH	YTD	70.81	+
72137	32500	5500	08-FEB-2012	PCD	PC000107	CERI TURNBEAUGH	YTD	88.23	+
72137	32500	5500	08-FEB-2012	PCD	PC000107	CERI TURNBEAUGH	YTD	40.00	+
72137	32500	5500	05-JAN-2012	PCD	PC000106	CERI TURNBEAUGH	YTD	40.00	+
72137	32500	5500	05-JAN-2012	PCD	PC000106	CERI TURNBEAUGH	YTD	113.70	+

Total: 3,435,043.60

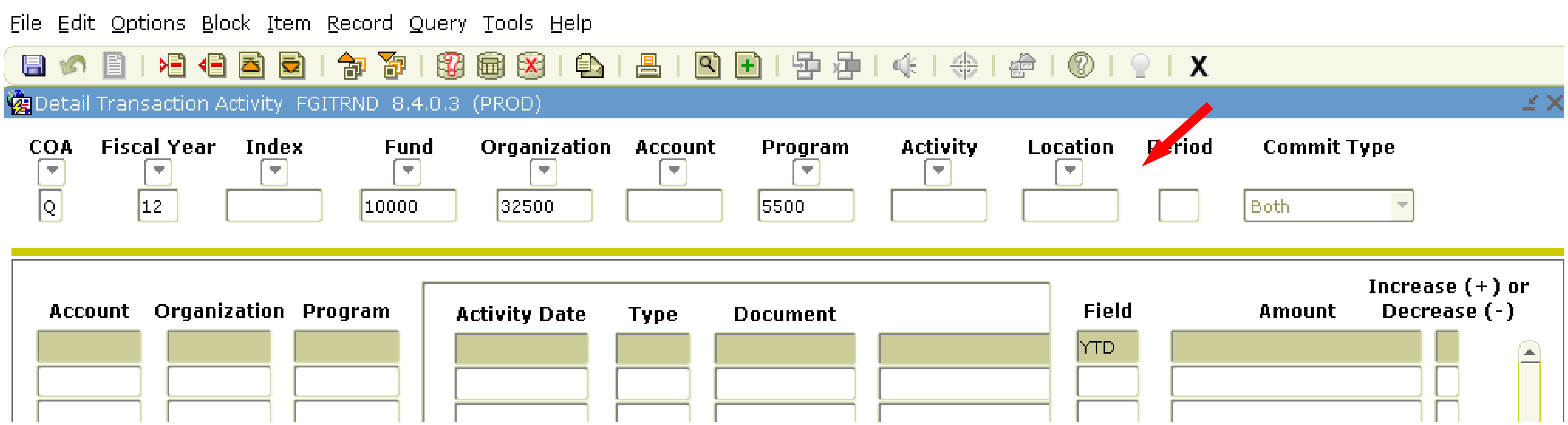
Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record: 379/1523 <OSC>

FGITRND – Review ALL Transactions by Specific Parameter(s)

A query of ALL transactions can return much more information than needed. If you only want to review actual year-to-date transactions:

- Complete steps 1 through 3 described on the previous page.
- After opening the Next Block, type YTD into the Field column.
- Finally, click on the Execute Query Icon in the tool bar or press the smart key F8.



FGITRND – Review ALL Transactions by Specific Parameter(s)

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
Q	12		10000	32500		5500				Both

Account	Organization	Program	Activity Date	Type	Document		Field	Amount	Increase (+) or Decrease (-)
77217	32500	5500	23-MAR-2012	INNI	I0235850	Quinonez, Elias Ga	YTD	302.00	+
77217	32500	5500	19-MAR-2012	INNI	I0235218	Moberly, Amanda S	YTD	78.00	+
77217	32500	5500	08-MAR-2012	INNI	I0234550	Cahill, Angela Jo.	YTD	107.00	+
77217	32500	5500	24-FEB-2012	INNI	I0233364	Moberly, Amanda S	YTD	273.00	+
77217	32500	5500	21-FEB-2012	INNI	I0233093	Moberly, Amanda S	YTD	75.00	+
77523	32500	5500	22-DEC-2011	FT01	AU002989	Corr Acct PC00010	YTD	-53.00	-
77523	32500	5500	22-DEC-2011	FT01	AU002989	Corr Acct PC00010	YTD	-45.08	-
77523	32500	5500	22-DEC-2011	FT01	AU002989	Corr Acct PC00010	YTD	-93.61	-
77523	32500	5500	22-DEC-2011	FT01	AU002989	Corr Acct PC00010	YTD	-52.00	-
77523	32500	5500	22-DEC-2011	FT01	AU002989	Corr Acct PC00010	YTD	-20.59	-
77523	32500	5500	22-DEC-2011	FT01	AU002989	Corr Acct PC00010	YTD	-98.00	-
77523	32500	5500	08-NOV-2011	PCD	PC000101	IVAN DIAZGREELE	YTD	53.00	+
77523	32500	5500	08-NOV-2011	PCD	PC000101	IVAN DIAZGREELE	YTD	52.00	+
77523	32500	5500	08-NOV-2011	PCD	PC000101	ERIN MITCHLERHO	YTD	93.61	+
77523	32500	5500	08-NOV-2011	PCD	PC000101	CHRIS BIERDEMAN	YTD	98.00	+
77523	32500	5500	08-NOV-2011	PCD	PC000101	CHRIS BIERDEMAN	YTD	45.08	+
77523	32500	5500	08-NOV-2011	PCD	PC000101	CHRIS BIERDEMAN	YTD	20.59	+

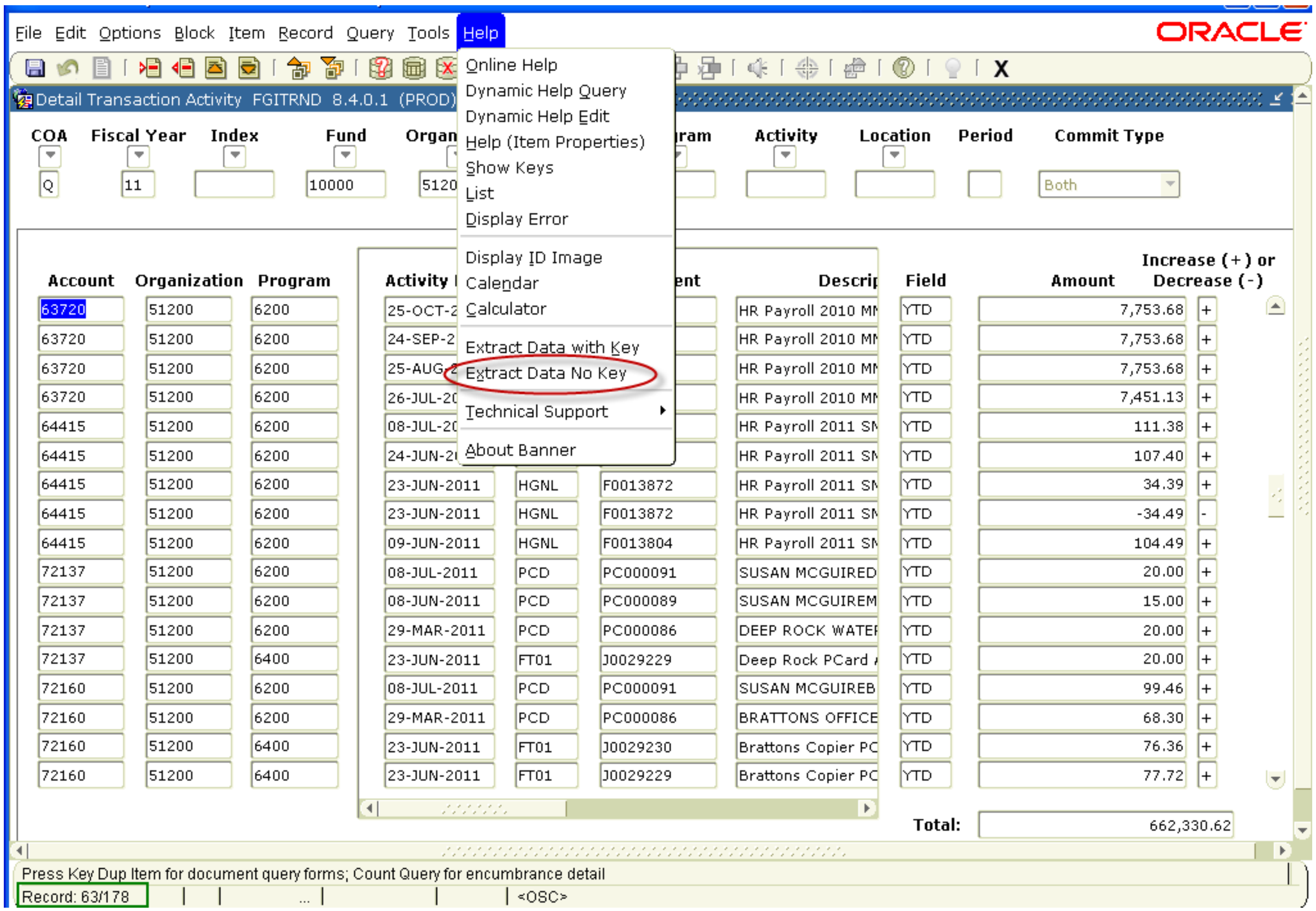
Total: 1,274,916.28

Forms Services

FRM-40352: Last record of query retrieved.

Record: 1306/1306 ... <OSC>

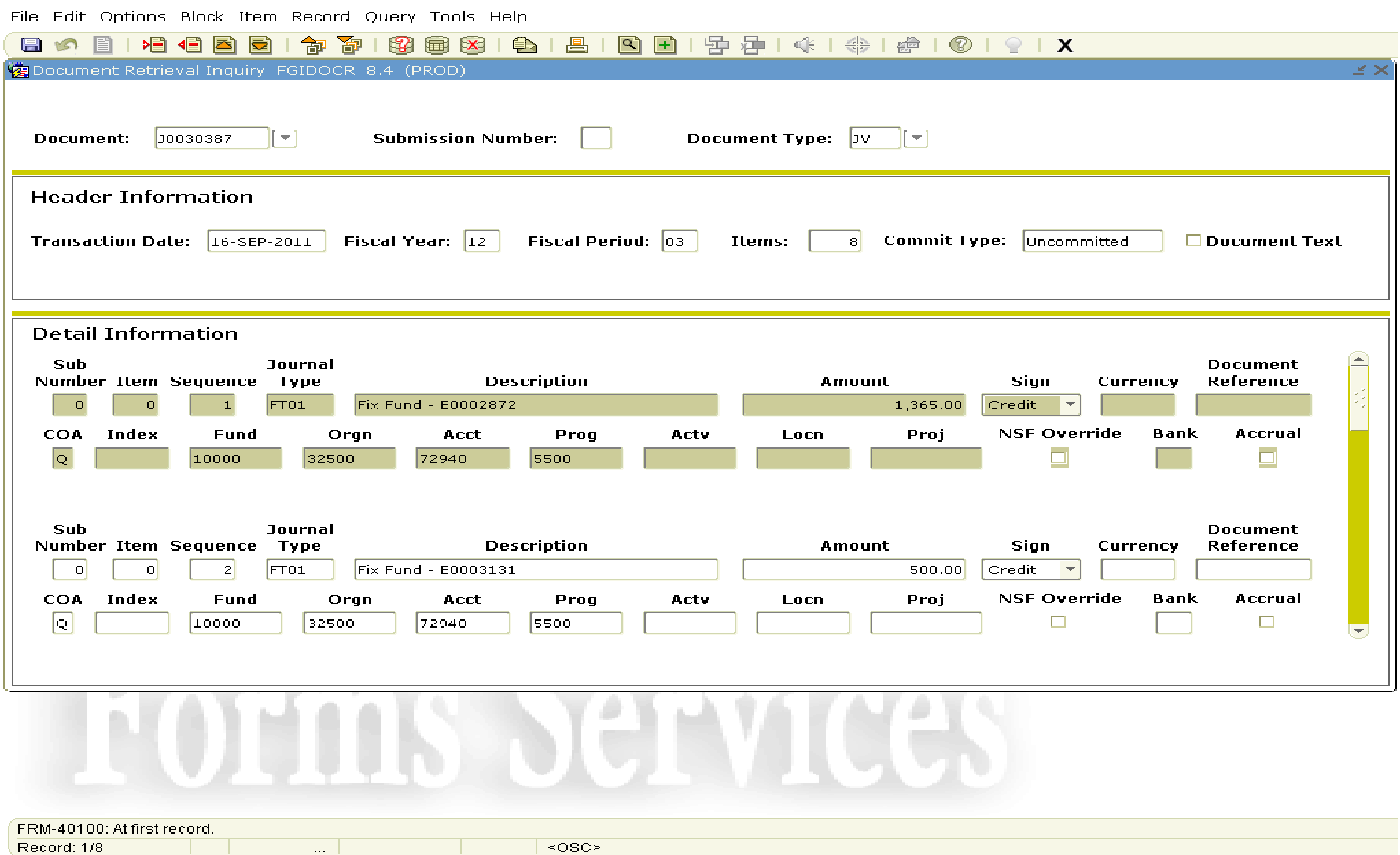
FGITRND-Extract Data to Excel



FGITRND – Data Extract to Excel Example

1	Account	Organization	Program	Activity Date	Type	Document	Description		Fund	Activity	Location	Transaction Date	Field	Amount	Increase (+) or Decrease (-)
1280	77215	32500	5500	5-Aug-11	PCD	PC000093	JOSHUA P BAROSSOUTHWES	U	10000			31-Jul-11	YTD	173.8	+
1281	77215	32500	5500	5-Aug-11	PCD	PC000093	JOSHUA P BAROSENTERPRISI	U	10000			31-Jul-11	YTD	87.79	+
1282	77215	32500	5500	3-Aug-11	MSC	F0014148	ADMISSIONS	U	10000			3-Aug-11	YTD	-12.02	-
1283	77217	32500	5500	10-Apr-12	INNI	I0236992	Quinonez, Elias Garza.	U	10000			10-Apr-12	YTD	156	+
1284	77217	32500	5500	5-Apr-12	INNI	I0236688	Diaz, Ivan	U	10000			5-Apr-12	YTD	75	+
1285	77217	32500	5500	5-Apr-12	INNI	I0236687	Baros, Joshua Phillip.	U	10000			5-Apr-12	YTD	234	+
1286	77217	32500	5500	30-Mar-12	INNI	I0236360	Diaz, Ivan	U	10000			30-Mar-12	YTD	57	+
1287	77217	32500	5500	30-Mar-12	INNI	I0236357	Angelos, Siobhan Marie.	U	10000			30-Mar-12	YTD	269	+
1288	77217	32500	5500	28-Mar-12	INNI	I0236139	Broghammer, Sean M.	U	10000			28-Mar-12	YTD	128	+
1289	77217	32500	5500	28-Mar-12	INNI	I0236137	Angelos, Siobhan Marie.	U	10000			28-Mar-12	YTD	135	+
1290	77217	32500	5500	28-Mar-12	INNI	I0236130	Mitchler, Erin M.	U	10000			28-Mar-12	YTD	135	+
1291	77217	32500	5500	23-Mar-12	INNI	I0235850	Quinonez, Elias Garza.	U	10000			23-Mar-12	YTD	302	+
1292	77217	32500	5500	19-Mar-12	INNI	I0235218	Moberly, Amanda Sue.	U	10000			19-Mar-12	YTD	78	+
1293	77217	32500	5500	8-Mar-12	INNI	I0234550	Cahill, Angela Jo.	U	10000			8-Mar-12	YTD	107	+
1294	77217	32500	5500	24-Feb-12	INNI	I0233364	Moberly, Amanda Sue.	U	10000			24-Feb-12	YTD	273	+
1295	77217	32500	5500	21-Feb-12	INNI	I0233093	Moberly, Amanda Sue.	U	10000			21-Feb-12	YTD	75	+
1296	77523	32500	5500	22-Dec-11	FT01	AU002989	Corr Acct PC000101 Tvl Exp	U	10000			22-Dec-11	YTD	-53	-
1297	77523	32500	5500	22-Dec-11	FT01	AU002989	Corr Acct PC000101 Tvl Exp	U	10000			22-Dec-11	YTD	-45.08	-
1298	77523	32500	5500	22-Dec-11	FT01	AU002989	Corr Acct PC000101 Tvl Exp	U	10000			22-Dec-11	YTD	-93.61	-
1299	77523	32500	5500	22-Dec-11	FT01	AU002989	Corr Acct PC000101 Tvl Exp	U	10000			22-Dec-11	YTD	-52	-
1300	77523	32500	5500	22-Dec-11	FT01	AU002989	Corr Acct PC000101 Tvl Exp	U	10000			22-Dec-11	YTD	-20.59	-
1301	77523	32500	5500	22-Dec-11	FT01	AU002989	Corr Acct PC000101 Tvl Exp	U	10000			22-Dec-11	YTD	-98	-
1302	77523	32500	5500	8-Nov-11	PCD	PC000101	IVAN DIAZGREELEY U-10 UPI	U	10000			31-Oct-11	YTD	53	+
1303	77523	32500	5500	8-Nov-11	PCD	PC000101	IVAN DIAZGREELEY U-10 UPI	U	10000			31-Oct-11	YTD	52	+
1304	77523	32500	5500	8-Nov-11	PCD	PC000101	ERIN MITCHLERHOLIDAY INN	U	10000			31-Oct-11	YTD	93.61	+
1305	77523	32500	5500	8-Nov-11	PCD	PC000101	CHRIS BIERDEMANDOUBLETF	U	10000			31-Oct-11	YTD	98	+
1306	77523	32500	5500	8-Nov-11	PCD	PC000101	CHRIS BIERDEMANGILCO MA	U	10000			31-Oct-11	YTD	45.08	+
1307	77523	32500	5500	8-Nov-11	PCD	PC000101	CHRIS BIERDEMANSHELL OIL	U	10000			31-Oct-11	YTD	20.59	+

FGIDOCR – Process a Query



File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry FGIDOCR 8.4 (PROD)

Document: J0030387 Submission Number: Document Type: JV

Header Information

Transaction Date: 16-SEP-2011 Fiscal Year: 12 Fiscal Period: 03 Items: 8 Commit Type: Uncommitted Document Text

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	1	FT01	Fix Fund - E0002872	1,365.00	Credit		
0	0	2	FT01	Fix Fund - E0003131	500.00	Credit		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
Q		10000	32500	72940	5500						
Q		10000	32500	72940	5500						

Forms Services

FRM-40100: At first record.

Record: 1/8 ... <OSC>

Data Extract From FGIDOCR

Example of a Journal Entry FT01 Excel File extracted from FGIDOCR:

gokoutd[2]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Sub Numb	Item	Sequence	Journal Ty	Descriptio	Amount	Sign	Currency	Document	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
2	0	0	1	FT01	Fix Fund -	1365	C			Q		10000	32500	72940	5500				N		
3	0	0	2	FT01	Fix Fund -	500	C			Q		10000	32500	72940	5500				N		
4	0	0	3	FT01	Fix Fund -	67	C			Q		10000	32500	72940	5500				N		
5	0	0	4	FT01	Fix Fund -	168.55	C			Q		10000	32500	72940	5500				N		
6	0	0	5	FT01	Fix Fund -	58	C			Q		10000	32500	72940	5500				N		
7	0	0	6	FT01	Fix Fund -	106	C			Q		10000	32500	72940	5500				N		
8	0	0	7	FT01	Fix Fund -	67	C			Q		10000	32500	72940	5500				N		
9	0	0	8	FT01	Correctior	2331.55	D			Q		10800	32500	72940	5500				N		

FGIBDSR – Executive Budget Summary

Executive Summary FGIBDSR 8.5 (PROD)

Chart: Q
Fiscal Year: 11
Index:

☐ Query Specific Account
☑ Include Revenue Accounts

Commit Type: Both

Organization: 510FIN Financial Services
Fund:
Program:
Account:
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72140	E	Advertising	2,454.00	1,800.00	0.00	654.00
72145	E	Public Relations	6,945.00	5,609.38	0.00	1,335.62
72150	E	Purchased Medical Services	15,000.00	43,328.55	0.00	-28,328.55
72155	E	Printing	49,977.68	32,561.82	0.00	17,415.86
72160	E	Office Equipment Maintenar	0.00	1,203.69	0.00	-1,203.69
72201	E	BUDGET Supplies	1,000.00	0.00	0.00	1,000.00
72210	E	Office Supplies	70,003.00	65,397.77	0.00	4,605.23
72219	E	Recruitment Supplies	0.00	4,000.00	0.00	-4,000.00
72220	E	Postage	38,465.00	104.95	0.00	38,360.05
72230	E	P-Card Supply/Othr Clrng-F	1,153.00	6,071.07	0.00	-4,918.07
72240	E	Computer Supplies	0.00	41.44	0.00	-41.44
72245	E	Computer Software/Softwa	0.00	170.00	0.00	-170.00
		Net Total:	-1,644,221.14	-1,484,346.88	13,025.00	

FGITBSR – Balance Sheet Query

File Edit Options Block Item Record Query Tools Help

Trial Balance Summary FGITBSR 8.4 (PROD)

COA: Q University of Northern Colorado **Fiscal Year:** 12

Fund: 61100 Auxiliary Facilities Projects **OR Fund Type:**

Account: **OR Acct Type:**

Acct Type	Account	Description	Beginning Balance	Debit/ Credit	*	Current Balance	Debit/ Credit	*
11	11090	Interfund Claim on Cash	2,394,565.60	Debit		1,742,579.17	Debit	
21	21000	Accounts Payable System	0.00	Credit		0.00	Credit	
21	21015	Accounts Payable FRS	0.00	Credit		0.00	Credit	
31	31215	Original Budget Non-Pers Exp Contro	0.00	Credit		2,394,565.60	Credit	
31	31225	Base Adjst Non-Pers Expense Control	0.00	Credit		1,081,351.06	Credit	
31	31240	Budgeted Transfer Control	0.00	Credit		1,081,351.06	Debit	*
31	31310	Budgeted Change to Fund Balance	0.00	Credit		2,394,565.60	Debit	*
31	35300	Actual Non Personnel Exp Control	0.00	Debit		1,733,337.49	Debit	
31	35900	Actual Transfers Control	0.00	Debit		1,081,351.06	Credit	*
41	43100	Restricted Auxiliary - Expendable	2,394,565.60	Credit		2,394,565.60	Credit	
41	45000	Unrestricted Net Assets	0.00	Credit		0.00	Credit	

*** - denotes amount is opposite of Normal Balance**

Total: ALL ACCOUNTS 0.00 0.00

Current Fund Balance: 1,742,579.17 Credit

Glossary

- **Approval Queues:** Web-based system for approving documents through URSA and Banner that replaces previous signature manual. Currently used for Electronic Internal Orders (EIOs).
- **Auxiliary Operations:** Student support services that are funded through specific service charges and as a whole include bond-funded facilities; e.g., residence halls, dining halls, parking, etc.
- **Capital Equipment:** Single items having an expected life of more than one year and costing $5,000 or more.
- **Commitment:** Also referred to as an “Encumbrance,” or “Budget Reservation,” a commitment is used to record the estimated amount of purchase orders, contracts, and salaries committed but not yet paid. The commitment/encumbrance is reduced/credited when goods or services are received and paid for.

Glossary

- **Credit:** The amount entered on the right-hand side of a journal entry. A credit increases revenue and liabilities. A credit can also be used to decrease expenses or assets.
- **Debit:** The amount entered on the left-hand side of a journal entry. A debit increases expenses and assets. A credit can also be used to decrease revenues or liabilities.
- **Electronic Internal Order (EIO):** A web form used to record the purchase and sale of goods and/or services between campus departments.
- **Encumbrance:** Also referred to as a "Commitment" or a "Budget Reservation," an encumbrance is used to record the estimated amount of purchase orders, contracts, and salaries committed but not yet paid. The encumbrance is reduced/credited when goods or services are received and paid for.

Glossary

- **Insight:** The University's reporting tool, used to view and create reports from data stored in the Banner database. Insight is accessed through the URSA portal and reports are organized into Views and Tabs.
- **Procurement Card:** UNC Visa card, issued by Wells Fargo, and the University's one-card procurement program, enabling employees to make business related purchases for goods and standard (not professional) services. It is a cost-effective method of paying for purchases and travel expenses.
- **Purchase Requisition (PR):** The document used to request authorization to purchase goods or services over $5,000 in value. A Purchase Order is issued when a Purchase Requisition is approved.
- **Purchase Order (PO):** UNC’s large dollar purchase order used to order materials or services with a cost of more than $5,000.

Glossary

- **Statement of Net Assets (SNA):** Part of the University's annual report and formerly known as the Balance Sheet, this report is a financial snapshot of the University's assets (fiscal resources), liabilities (claims against those resources) and net assets (residual available for future operations).
- **Statement of Revenue, Expenses and Changes in Net Assets (SRECNA):** Part of the University's annual report, this report presents the financial activity of the University over the fiscal year. The focus of the report is on operating revenues and expenses their effect on net assets. (Chapter 102)
- **Transaction Type:** A Banner Rule code. Each transaction type in Banner has its own Rule Code/Transaction type.

General Accounting Staff Contact List

Lacey Snyder	Controller	351-1604	lacey.snyder@unco.edu
Noelle Sanchez	Asst Controller	351-1827	noelle.sanchez@unco.edu
Cheri Shomers	Accountant	351-2388	cheri.shomers@unco.edu
Kerese Arnold	Accountant	351-1828	kerese.arnold@unco.edu
Alexandra Estevez	Accountant	351-2389	alejandra.estevez@unco.edu
Candi Headley	Accountant	351-1826	candi.headley@unco.edu
Jeff Martin	Accountant	351-1830	jeffrey.martin@unco.edu
Matt Wills	Accountant	351-2406	matthew.wills@unco.edu
Susan McGuire	Office Tech	351-2228	susan.mcguire@unco.edu
Fax		351-1142	

Accounting Services website

http://www.unco.edu/general-accounting

Budget Office Staff Contact List

Susan Simmers	(970) 351-2109	susan.simmers@unco.edu
Kathy Martin	(970) 351-2190	kathy.martin@unco.edu
Mike Bohnhoff	(970) 351-1894	michael.bohnhoff@unco.edu
Janene Roys	(970) 351-2894	janene.roys@unco.edu
Tara White	(970) 351-1439	tara.white@unco.edu
John Wieser	(970) 351-4708	john.wieser@unco.edu

Budget Office website

http://www.unco.edu/budget/

Questions regarding any of this information or want to receive this training in person?

Training Contact:

If you would like to schedule a time to receive this training in person for an individual or group, please contact: Lacey Snyder at lacey.snyder@unco.edu or 970-351-1604.