

# **BANNER USER GUIDE**

# FOR

# **BUDGET QUERIES**

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Help Line: Ext. 6300

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### BANNER USER GUIDE FOR BUDGET QUERIES

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## PART 1 Overview

You must know if you have money available to spend **<u>before</u>** you spend it! BANNER lets you have access to that information, and to information about money you have already spent.

Budget and Encumbrance queries allow you to see the status of your commitments – both requisitions and purchase orders – as well as year-to-date payments against your budget and remaining balances.



# **Operating Ledger (OPAL) Buckets**

Budget queries will also help you figure out the correct Account Code (FOAP) to use if you are preparing to create a requisition. The following table describes each part of the Account Code.

# FOAPAL CODE DESCRIPTIONS

CODE	DESCRIPTION
Fund	The Fund code specifies the funding source where the money comes from. Funds are either unrestricted or restricted (e.g. grant funds, bond funds).
Organization	The Organization code identifies the department or location responsible for the financial activity.
Account	The Account code identifies the spending category such as Office Supplies or Travel. There are 8 major categories:1000Academic salaries2000Classified salaries3000Employee benefits4000Supplies and materials5000Other operating expenses and services6000Capital outlay7000Other outgo8000Revenue
Program	<ul> <li>The Program code reflects the purpose of the expenditures. All activities are classified as either instructional or administrative and support.</li> <li>For Instructional Programs, Program codes follow the Taxonomy of Programs (TOP) manual from the Chancellor's Office.</li> <li>For administration and support, Program codes follow the Budgeting and Accounting Manual from the Chancellor's Office.</li> </ul>
Activity	For Payroll use only.
Location	For Fixed Asset use only.

## PART 2 Navigation / Sign On

#### A. Navigation Icons





Each icon represents an action that can be processed by clicking the icon, as identified above. Icons are only available for use when the graphic appears in color. If an icon appears in a gray tone, that icon cannot be used within that particular Banner form.

#### **Banner Shortcut Keys**

KEY	FUNCTION	KEY	FUNCTION
CTRL F1	Show Keys	CTRL PAGEUP	Previous Block
F1	Help	SHIFT DOWN	Next Record
F6	Insert Record	SHIFT UP	Previous Record
F7	Enter Query	ТАВ	Next Field
F8	Execute Query	SHIFT TAB	Previous Field
F9	List of Values	SHIFT F1	Display Error
F10	Commit or Save	SHIFT F7	Rollback
CTRL Q	Exit	SHIFT F6	Delete Record
CTRL PAGEDOWN	Next Block	HOME/END	Start/End of Line

#### B. Sign On Steps

- a. You MUST have the FrontMotion Firefox icon installed on your desktop. If not, contact the IT Help Desk (Ext. 4357) for assistance.
- b. You MUST have a Banner User ID assigned to you by IT. If not, contact the Banner Help Desk (Ext. 6300) to get the form. Upon completion, send it to Sharon Shriver in IT. You will be notified via e-mail when your User ID is activated and ready to use.
- c. Log into Banner Type User Name and Password, then Connect.

Logon >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	×
Username:	
Password:	
Database:	
Connect Cancel	

d. The General Menu screen appears [GUAGMNU]



- e. There are 3 ways to get to the Budget Query screens:
  - 1. Use the **Go To** field and type in the **form name**, OR
    - 2. Use the pull-down menus to navigate to the form you want to access, and double click on the form to open the screen, OR.
    - 3. Set up your favorite Budget Query screens in the **My Banner** folder, and double click on the form you want to access.



#### C. LIST OF BUDGET QUERY FORMS

The following budget query forms can be used to research your budget status – how much is left to spend and/or how much has already been spent.

Activity Name	Activity Title	Purpose
FGIBAVL	Budget Availability Status	Enables you to view an online query of the budget availability for a selected fund, organization, account, and program combination.
FGIBDST	Organization Budget Status	Enables you to view an online query of the budget availability by organization code.
FGIBSUM	Organization Budget Summary	Enables you to view summarized budget information by user defined account type for a selected organization/fund combination.
FOIDOCH	Document History	Provides an online display of the processing history for a document by a selected document type and code.
FGITRND	Detail Transaction Activity	Enables you to view summarized budget information by user defined account type for a selected organization/fund combination.
FGIENCB	Encumbrance List	Provides an online summary of all encumbrances including encumbrance type, description, current balance, and status.
FGIENCD	Detail Encumbrance Activity	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	Displays an online list of all encumbrances by organization.

# PART 3 Budget Query Forms

#### A. Budget Availability Status - FGIBAVL.

In Banner, budgets are pooled at the major account level. Use the FGIBAVL query to determine available balances for major accounts to which you have access.

繼 Oracle Dev	🗟 Oracle Developer Forms Runtime - Web: Open > FGIBAVL									
Eile Edit Op	tions <u>B</u> lock Item Record	Query <u>T</u> ools <u>H</u> elp			ORACLE					
🔲 🔌 🗎	i 🍋 🗗 🖻 🗟 i 🎓 🍒	😰 📾 🕱   💁   📇	i 🔀 📓 i 💠 i 🕀 i 👉 i	🕲 í X						
🙀 Budget Ava	ailability Status FGIBAVL 7.	0 (PLAY) 00000000000000			000000000000000000000000000000000000000					
Chart: Fiscal Yea Index: Commit Ty Control Ke	Chart:       M T       Fund:       11000 T Unrestricted General Fund-Ongoing         Fiscal Year:       08 T       Organization:       640000 P Purchasing         Index:       T       Account:       451000 Supplies         Commit Type:       Both       Program:       677000 Logistical Services         Control Keys>       Fund:       11000       Account:       4000									
Account	Account Title Adjusted Budget YTD Activity Commitments Available Balance									
4000	Supplies and Materials	20,215.00	0.00	0.00	20,215.00					
5000	Other Operating Expenses	25,631.00	0.00	11,920.08	13,710.92					
	Total:	45,846.00	0.00	11,920.08	33,925.92					
Account Code.										
Record: 1/2		<pre> &lt;08C&gt;</pre>								

- 1. From the General Menu Screen, type FGIBAVL in the **Go To** field.
- 2. Type in the required fields listed below in the Key (or header) block:
  - Chart of Account Defaults to "M"
  - Fiscal Year Defaults to current year (determined by 6/30/ year)
  - Commit Type Defaults to "Both"

**NOTE:** You can also select either "*Committed*" or "*Uncommitted*" by using the pull-down menu.

Committed – Completed & approved Requisitions & POs

Uncommitted – Requisitions not yet completed / approved

- 3. Continue to type your information in the fields below:
  - Fund
  - Organization
  - Account
  - Program Defaults depending on fund, organization and account
  - [Next Block]

NOTE: All major accounts	a – from the one typed and onward – will be displayed.
1000 2000 3000 4000 5000 6000 7000	Academic Salaries Classified-Other Non-Academic Salaries Employee Benefits Supplies and Materials Other Operating Expenses and Services Capital Outlay
8000 Examples:	Revenue
<ul> <li>Type "451000 accounts will</li> </ul>	0" in Account field, and balances for 4000, 5000, 6000 be displayed
<ul> <li>Type "1000" you can acc</li> </ul>	in Account field, and balances for all major accounts that ess in your budget will be displayed.

4. Listed by major account, the information block will display:

- Adjusted Budget: Current budget
- YTD Activity: Expenses paid against the budget
- Commitments: Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
- Available Balance: Uncommitted amount left to spend

**NOTE:** Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

#### B. Organization Budget Status - FGIBDST

Use the FGIBDST query to access <u>detailed</u> budget information for specific organizations to which you have access. Remember, budgets are pooled at the major account level, so as long as there are sufficient funds in the major account (1000, 2000, etc.), you will not have to do a budget transfer if a related detailed account doesn't have enough money.

🎘 Oracle Developer Forms Runtime - Web: Open > FGIBDST									
Eile Edit Options Block Item Record Q	uery <u>T</u> ools <u>H</u> elp			ORACLE					
🔲 🖉 🖹 i 🖊 🗣 🛋 🗟 i 🏫 🐻 i	💱 🗟 🕱 í 🗛 í 📇	🐱 📽   🎼   🕀	🗁 í 🕐 í 🗙						
🙀 Organization Budget Status FGIBDST 7	.3 (PLAY) 2000000000	****************							
Chart:       M *       Organization: 640000 *       Purchasing         Fiscal Year:       08 *       Fund:       11000 *       Unrestricted General Fund-Ongoing         Index:       *       Program:       677000 *       Logistical Services         Query Specific Account       Account:       451000 *       Supplies         Ø Include Revenue Accounts       Account Type:       *         Commit Type:       Both       *       Location:									
Account Type Title	Adjusted Budget	YTD Activity	Commitments	Available Balance					
451000 E Supplies	20,215.00	0.0	0.00	20,215.00					
521000 E Travel and Conferences	549.00	0.0	0.00	549.00					
522000 E Mileage	120.00	0.0	0.00	120.00					
531000 E Dues and Memberships	45.00	0.0	0.00	45.00					
541000 E Insurance	0.00	0.0	11,920.08	-11,920.08					
561000 E Contracted Services	4,753.00	0.0	0.00	4,753.00					
561400 E Contr Serv-Business Cards	5,000.00	0.0	0.00	5,000.00					
564000 E Repairs	1,712.00	0.0		1,/12.00					
579000 E Advertisement-Red by Law	3,200.00	0.0	0.00	4 752 00					
Esonon E Other Services	4,752.00	0.0	0.00	4,752.00					
Sayuuu E Other Services	5,500.00	0,0	0.00	5,500.00					
Net Total:	-45,846.00	0.01	11,920.08						
Record: 1/11	<0SC	>>							

- 1. From the General Menu Screen, type FGIBDST in the **Go To** field.
- 2. Type in the required fields listed below in the header block:
  - Chart of Account Defaults to "M".
  - Fiscal Year Defaults to current year.
  - Commit Type Defaults to "Both"
  - Organization Not required. Organization defaults to organization associated with the User ID.

• Fund – Not required. Fund defaults to Fund 11000 (Unrestricted General Fund) [Next Block]

**TIP:** The more FOAP elements that are entered, the more specific the query will be.

- 3. Listed in numerical order by detail account, the information block will display:
  - Account All detailed accounts from that point on
  - Type The type of account
    - L = Labor & Benefits (1000, 2000, 3000)
    - E = Expense (4000, 5000, 6000)
    - T = Transfer (7000 grants)
    - R = Revenue (8000)
  - Adjusted Budget: Current budget
  - YTD Activity: Expenses paid against the budget
  - Commitments: Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
  - Available Balance: Uncommitted amount left to spend

**NOTE:** Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

#### C. Organization Budget Summary – FGIBSUM

Use the Organization Budget Summary [FGIBSUM] to query <u>summary</u> budget information for an organization to which you have access.

鱶 Oracle Developer Forms Runtime	- Web: Open > FGIBSUM			
Eile Edit Options Block Item Re	cord Query <u>T</u> ools <u>H</u> elp			ORACLE
	🤋 🍒 i 🔮 📾 🛞 i 💁 i 占	- I 🗟 📓 I 🎼 I 🐥 I 🍰	í 🕐 í X	
🙀 Organization Budget Summary 🛛 F	GIBSUM 7.0 (PLAY) 0000000			000000000000000000000000000000000000000
Chart of Accounts: M V Fiscal Year: 08 V	Organization: 640000 ( Fund: 11000	<ul> <li>Purchasing</li> <li>Unrestricted General Function</li> </ul>	Comm d-Ongoing	it Indicator: Both
Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue and Other Financing				
Labor	373,375.00	0.00	0.00	373,375.00
Direct Expenditures	45,846.00	0.00	11,920.08	33,925.92
Other Financing Sources and				
Net: Revenue minus				
(Labor + Expense + Transfer)	-419,221.00	0.00		
		Total Commitments:	11,920.08	
				F
Press Count Query Hits for Organization	Budget Status	0		
_Recold: 1/4     .	<08	07		

- 1. From the General Menu Screen, type FGIBSUM in the **Go To** field.
- 2. Type in the required fields listed below in the header block:
  - Chart of Account Defaults to "M".
  - Fiscal Year Defaults to current year.
  - Organization (Not required)
  - Fund (Not required)
  - Commit Indicator Defaults to "Both" (or select "Committed" – completed and approved requisitions and POs OR "Uncommitted" – incomplete/unapproved requisitions)
  - [Next Block]

- 3. Listed by major account description, the following information appears:
  - Account Type Description of major accounts (e.g. 4000, 5000)
  - Adjusted Budget: Current budget
  - YTD Activity: Expenses paid against the budget
  - Commitments: Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
  - Available Balance: Uncommitted amount left to spend

**NOTE:** Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

# PART 4 ENCUMBRANCE QUERY FORMS

### A. Encumbrance List – FGIENCB

Use the Encumbrance List [FGIENCB] to query a list of requisitions and purchase orders.

ile Edit Options Block Item Record Query Tools Help									
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Encumbrance L	ist FGIEN	ICB 7.0 (PLAY) 2000000000000000000		000000000000000000000000000000000000000			000000000000000000000000000000000000000	000000000000000000000000000000000000000	2
Encumbrance Number	Туре	Description		Current Balance	*	Status	Establish Date	Last Activity Date	
P0000191	Р	Sehi Computer Products		15.20		0	27-SEP-2007	27-SEP-2007	P
P0000192	Ρ	Durham Transportation Inc		40.00		0	28-SEP-2007	28-SEP-2007	
P0000193	Р	A 2 Z Sign Co		9.48		0	28-SEP-2007	28-SEP-2007	
P0000194	Р	A-1 Toner Tech		1.73		0	02-OCT-2007	02-OCT-2007	
P0000195	Ρ	Chicks Sporting Goods		2.66		0	02-0CT-2007	02-OCT-2007	
P0000196	Ρ	United Imaging		519.60		0	02-0CT-2007	02-OCT-2007	
P0000197	Р	Los Angeles Air Conditioning		3,000,000.00		0	02-OCT-2007	02-OCT-2007	
P0000198	Ρ	Canon Business Solutions Inc		24.00		0	03-0CT-2007	03-OCT-2007	
P0000199	Р	San Gabriel Valley Newspapers		10.27		0	03-0CT-2007	03-OCT-2007	
P0000200	Р	Barnes and Noble Bookstore		500.00		0	03-0CT-2007	03-OCT-2007	
P0000201	Ρ	Home Depot		.00		С	03-0CT-2007	03-OCT-2007	
R0000001	R	Margaret Young		.00		С	11-SEP-2007	11-SEP-2007	
R0000002	R	Margaret Young		324.75	Π	0	25-SEP-2007	25-SEP-2007	
R0000003	R	Margaret Young		.00	Π	C	11-SEP-2007	11-SEP-2007	
R0000004	R	Linda Oddie		.00	Π	C	11-SEP-2007	11-SEP-2007	
R0000006	R	Departmental Requisitioner 01		.00	Π	C	12-SEP-2007	12-SEP-2007	
R0000007	R	Departmental Requisitioner 01		.00	П	C	12-SEP-2007	12-SEP-2007	
R0000008	R	Departmental Requisitioner 01		.00	Ē	C	12-SEP-2007	12-SEP-2007	
R0000009	R	Linda Oddie		.00	П	C	12-SEP-2007	12-SEP-2007	
R0000010	R	Departmental Requisitioner 02		.00	П	C	12-SEP-2007	12-SEP-2007	
R0000011	R	Departmental Requisitioner 03		.00		С	12-SEP-2007	12-SEP-2007	
	* dei	notes documents containing unposted cha	naes						1

- 1. From the General Menu Screen, type FGIENCB in the **Go To** field.
- 2. Purchase Orders are listed first, then Requisitions.
- 3. The Status field indicates if a PO or requisition is open (O) or cancelled (C).

TIP: To access document history for a <u>specific</u> PO or requisition, follow these steps:
1. Highlight the document to be queried and click Control+C (shortcut for copy command).
2. Click the F5 function key.
3. Type FOIDOCH in the **Go To** field that appears at the top of the screen.
4. Type REQ or PO in the Document Type field. [Tab]
5. Click Control+V in the Document Code field. [Tab]
6. When done with your review, [Exit] FOIDOCH to return to FGIENCB screen.

#### B. Detail Encumbrance Activity – FGIENCD

Use the Detail Encumbrance Activity query [FGIENCD] to review all the encumbrance activity for a specific requisition or purchase order.

🏙 Oracle Develope	er Forms Runtime -	Web: Open $> F$	GIENCD			<u>_ 🗆 ×</u>
Eile Edit Options Bloc	k Item <u>R</u> ecord Query	Tools Help				ORACLE
( 🖶 🔊 🖺 í 🍋 🖶	🖻 🗟 i 🎓 🏠 i 😵	🗟 🛞 í 🖺 í 📇 I	🛛 🔀 I 🎼 I 🗧	🖌   🕐   🖗 🖞		
🙀 Detail Encumbrance A	Activity FGIENCD 7.0 (F	LAY) 00000000000	000000000000000000000000000000000000000		**********	
Encumbrance: [	R0000008					
Description:	Departmental Requisitione	r 01	Sta	tus: C Type: R		
	12-SEP-2007 Balance	•	ver	HOUL29432 Home Depot		Scroll Bar
Item: 1 COA Index M Encumbrance:	Sequence: Fund 11000 .00	Fiscal Year: 08 Orgn 130000 Liquidation:	Commit Indic Acct 451000	ator: U Prog Actv 660000 Balance:	Locn .00	Proj
Transaction Date	Туре	Document Code	Action	Transaction Amount	Remainin	g Balance
12-SEP-2007	REQP	R0000008		250.00		250.00
12-SEP-2007	REQX	R0000008	Π	20.63		270.63
12-SEP-2007	RCQP	R0000008		-250.00		20.63
12-SEP-2007	RCQX	R0000008		-20.63		.00
Press Next Record or Prev	rious Record to scroll accou	nting/transaction details				
	1					

- 1. From the General Menu Screen, type FGIENCD in the **Go To** field.
- 2. Type document number (e.g. RXXXXXX, PXXXXXX, etc.) [Next Block]
- 3. All account activity for the item number shown in the Item field is displayed.
- 4. To see account activity for other items in this document, use the Scroll Bar to the right of the screen OR

Use Next Record in the Tool Bar icon menu.

**NOTE:** This form looks at the accounting information from an encumbrance stand point -- each amount is shown as both encumbered (+) when a requisition or purchase order is created using your budget, and disencumbered (-) when it is liquidated (paid) from your budget.

#### C. Organizational Encumbrance List - FGIOENC

Use the Organizational Encumbrance List [FGIOENC] query to look at the list of requisitions and purchase orders for your Organization.

🏙 Oracle Develo	🏽 🕞 Oracle Developer Forms Runtime - Web: Open > FGIOENC									
Eile Edit Optio	ns Block Item Record Query Tools	Help						ORACLE		
( 🖪 🔗 🖺 🕞				[ 🗼 [ 🌐 [	de [ 🔞 [	х				
Contraction and Contraction an	gOrganizational Encumbrance List FGIOENC 7.0 (PLAY) 000000000000000000000000000000000000									
VigOrganizational Encumbrance List FGIOENC 7.0 (PLAY)       Providence Active Act										
Encumbrance	e Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type		
P0000054	Home Depot	0	451000	671000			52.85	) 🔽 🔺		
P0000054	Home Depot	0	452000	671000			33.75			
P0000058	Home Depot	1	451000	671000			45.00	) U (		
P0000058	Home Depot	2	452000	671000			60.00	U (		
P0000062	Home Depot		451000	671000			7.04	U .		
P0000159	Home Depot	0	451000	671000			5.63	U		
P0000186	Dangelo Co	1	452100	671000			200.00	U		
R0000049	Home Depot	0	451000	671000			25.98			
R0000067	Home Depot	0	451000	671000			51.96	U		
R0000075	Home Depot	0	451000	671000			7.93	U 3		
R0000075	Home Depot	0	452000	671000			5.06	U 3		
R0000129	Home Depot	0	451000	671000			7.04	U 2		
R0000148	Home Depot	0	451000	671000			1.35	U		
R0000148	Home Depot	0	421000	671000			1.36	U		
R0000170	Home Depot	2	421000	671000			1.08	U U		
R0000170	Home Depot	1	451000	671000			.27	U		
R0000278		0	452800	671000			58.75			
R0000284	Office Max, Inc	0	452100	671000			9.27	U		
R0000331	Home Depot	0	451000	671000			1.08	U .		
9										
FRM-40352: Last	record of query retrieved.	1.0	20.							
Record: 20/20	Record: 20/20           <09C>									

- 1. From the General Menu Screen, type FGIOENC in the **Go To** field.
- 2. Type in the required fields listed below
  - Chart of Account Defaults to "M".
  - Fiscal Year Defaults to current year
  - Organization
  - Fund [Next Block]

**NOTE:** Purchase Orders are listed numerically before Requisitions.

# PART 5 SUPPORTING DOCUMENTATION

#### A. Document History - FOIDOCH

The FOIDOCH screen is commonly referred to as the "*Mother of All Forms*" because from it, the status of any part of the Requisition–to–Payment process can be viewed.

🏙 Oracle Developer Forms R	untime - Web: Open > FOID(	ОСН	<u>_ 🗆 ×</u>
Eile Edit Options Block Item Reco	ord Query <u>T</u> ools <u>H</u> elp		ORACLE
🔚 🔊 🖹 i 鴙 🖨 🗟 i 🎓	🏹   🔮 📾 😣   💁   📇   🖄	🛛 🛛 🐳 🖓 🖓 🖓 🖉 🖉 🖉 🖉 🖉	
Document History FOIDOCH 7.3	(PLAY)		<u> </u>
Document Type:		Document Code:	
Requisition Status	Bid Status	Purchase Order Status Issues	Status
Invoice Status	Check Status	Return         Status         Receiver           Document Type List (FTVDTYP)         000000000000000000000000000000000000	r Status
		Document Type Document Description	Last A(
		PRP Proposal	04-OC
		PTY Appreciable Property	25-MAF
Asset Tag Status	Asset Adjustment Status	RCV Receiving Documents	05-OC
		REQ Purchase Requisitions	01-JUL
		RTN Returns	01-JUN
		ST State 1099 Disbursement	04-00 03-FEB
		(Eind) QK Cancel	D
Chaices in list: 55			
Pacord: 1/1	List of Value 408C>		

- 1. From the General Menu screen, type **FOIDOCH** in the **Go To** field.
- 2. Click the **Document Type** pull-down menu to select the document you want to view from the **Document Type List (FTVDTYP)**. Click **OK**.

OR

Type the Document Type code in the Document Type field. [Tab]

🏙 Oracle Developer	Forms Runtime	e - Web: Oper	n > FOIDOCH				_ 🗆 🗙
Eile Edit Options Block	Item Record Que	ery <u>T</u> ools <u>H</u> elp					RACLE <sup>.</sup>
( 🖬 🔊 🖹 i 🍋 🖷	🖻 i 🎓 🍞 i 🗯	🖗 i 🔊 📾	📇   📓 📓   🥠	1 🕀   🖗   🕐	X		
🙀 Document History FOII	DOCH 7.3 (PLAY) 🕻	************			00000000000000000000000000000000000000	00000000000	000000 🗹 🖻
Document Type: REC	Purchase Reg	uisitions			Document Cod	e: R000003	•
Requisition Sta	itus	Bid	Status	Purchase Order	Status	Issues	Status
				P0000001 P0000033			
Invoice Sta	itus	Check	Status	Return	Status	Receiver	Status
q         70000001           q         70000001           q         10000001           q         100000001           q         100000001           q         100000001           q         1000000001           q         1000000001           q         1000000000000000000000000000000000000		7777781				Y0000002 Y0000004 Y0000010	
Asset Tag Sta	itus A:	sset Adjustment	Status				
Use NEXT BLK, PREV BLK to	o navigate; use DUPLIC	CATE ITEM for Doc I	nquiry form.				]
(Record: 1/1       <05C>							

- 3. Under **Document Code**, type the Document Number **[Next Block]**. *Example: RXXXXXX for Requisition, PXXXXXXX for Purchase Order*
- As each step of the Req-to-Check process is entered into the Banner system, its status is noted. In the example above, Requisition No. R000003 shows the following:

Requisition:	"A" status means it is completed and approved.
Purchase Order:	"A" status means purchase order was created and
	approved.
Invoice:	"P" status means an invoice has been paid.
Check:	Number of the check issued to pay the invoice.
Receiver:	"C" means receiving record is completed.
Asset Tag:	List of fixed assets created in inventory.

- 5. Use [Next Block] or [Previous Block] icons in the Icon Tool Bar to move to the various document types.
- 6. Under **Options** in the Tool Bar pull-down menu, click **[document] Info** (*e.g. Requisition Info*) to open the selected document. For example, highlighting the Requisition, as shown above, and following these steps will open the actual Requisition.
- 7. To return to FOIDOCH, [Exit].

🏙 Oracle Dev	eloper Forms R	Runtime - Web:	Open > FGITRND						
Eile Edit Opi	tions <u>B</u> lock <u>I</u> t	tem <u>R</u> ecord (	Query <u>T</u> ools <u>H</u> elp						ORACLE
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🧑 Detail Tran	saction Activit	y FGITRND 7.2	2 (PLAY) MARKAR						xxxxxxxxxxx 🗹 🗄
COA     Fiscal Year     Index     Fund     Organization     Account     Program     Activity     Location     Period     Query Type     Commit Type       M     08     11000     150000     451000     671000     S     S									
Account	Organizatio	n Program	Activity Date	Туре	Document		Field	Amount	Increase (+) or Decrease (-)
<mark>451000</mark>	150000	671000	03-OCT-2007	REQP	R0000331	Departmental Requ	RSV	1.00	+ 🔺
451000	150000	671000	03-OCT-2007	REQX	R0000331	Departmental Requ	RSV	0.08	+
451000	150000	671000	24-SEP-2007	POTX	P0000159	Home Depot	ENC	0.43	+
451000	150000	671000	24-SEP-2007	POLQ	P0000159	Home Depot	RSV	-3.19	
451000	150000	671000	24-SEP-2007	POLQ	P0000159	Home Depot	RSV	-2.44	- E 88
451000	150000	671000	24-SEP-2007	PORD	P0000159	Home Depot	ENC	5.20	+
451000	150000	671000	17-SEP-2007	POLQ	P0000058	Home Depot	RSV	-45.00	
451000	150000	671000	17-SEP-2007	PORD	P0000058	Home Depot	ENC	45.00	+
451000	150000	671000	17-SEP-2007	POLQ	P0000062	Home Depot	RSV	-7.04	•
451000	150000	671000	17-SEP-2007	PORD	P0000062	Home Depot	ENC	6.50	+
451000	150000	671000	17-SEP-2007	ροτχ	P0000062	Home Depot	ENC	0.54	+
451000	150000	671000	17-SEP-2007	POLQ	P0000054	Home Depot	RSV	-52.84	-
451000	150000	671000	17-SEP-2007	PORD	P0000054	Home Depot	ENC	48.82	+
451000	150000	671000	17-SEP-2007	ροτχ	P0000054	Home Depot	ENC	4.03	+
451000	150000	671000	17-SEP-2007	POLQ	P0000042	Home Depot	RSV	-21.65	-
451000	150000	671000	17-SEP-2007	PORD	P0000042	Home Depot	ENC	20.00	+
451000	150000	671000	17-SEP-2007	POTX	P0000042	Home Depot	ENC	1.65	+ 📼
Total: 1.09 +									
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Record: 1/2     <08C>									
							00101		

## b. Detail Transaction Activity - FGITRND

- 4. From the General Menu Screen, type FGITRND in the Go To field.
- 5. Type in the required fields listed below
  - Chart of Account Defaults to "M".
  - Fiscal Year Defaults to current year.
  - Fund
  - Organization [Next Block]

**TIP:** Typing a specific Account or Program are optional. The more FOAPAL elements that are entered the more specific the query will be.

**D.** Click on **[Execute Query]** icon to show all transactions that have been posted to the Fund and Organization (or as much of the FOAPAL as you have entered).

**NOTE:** Information is displayed in a double-entry accounting format: each encumbrance ENC (purchase order amount, tax amount) has a corresponding liquidation of the reserve RSV.

<u>Type Codes</u> : REQP REQX	Commodity total on a requisition Tax total for the above requisition
PORD	Commodity total on a purchase order
POTX	Tax total for a purchase order
POLQ	Liquidation of PO commitment

**TIP:** Use the Scroll Bar at the bottom of the Activity Date – Type – Document box in the middle of the screen to access additional information.

# **BANNER FINANCE SUPPORT**

Support for Banner Finance modules (Budget Queries, Requisitions, and Approvals) is divided among the IT, Fiscal Services, and Purchasing Departments.

ISSUE	DEPARTMENT	CONTACT	
Accessing Banner	IT Help Deek	Ext. 4357	
Personal passwords	TT Help Desk		
User ID	IT – Sharon Shriver		
Budget questions			
Access to Banner Finance forms	Fiscal – Rosa Royce	Ext. 5530	
Fixed Assets			
Creating a Requisition or Change Order			
Doing Approvals		Ext. 6300 or	
Sending Back-up Documentation	Purchasing Help Desk	Purchasing@mtsac. edu	
Cleaning up Requisition mistakes			

The following documents are posted and maintained at the Purchasing Department web site at: <u>http://insidemtsac.edu/departments/admin/purchasing</u>. Links to the User Guides can also be found at the Banner Links site on the Banner home page, and the *Requisition Back-up Cover Sheet* form can be found in the Administrative Forms section on the Mt. SAC web site.

- Banner User Guide for Budget Queries
- Banner User Guide for Requisitions
- Banner User Guide for Approvals
- Requisition Back-up Cover Sheet

The Purchasing Department will make a campus-wide announcement whenever any revisions to these documents are made.