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Banner Finance
User Guide

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System Overview

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.

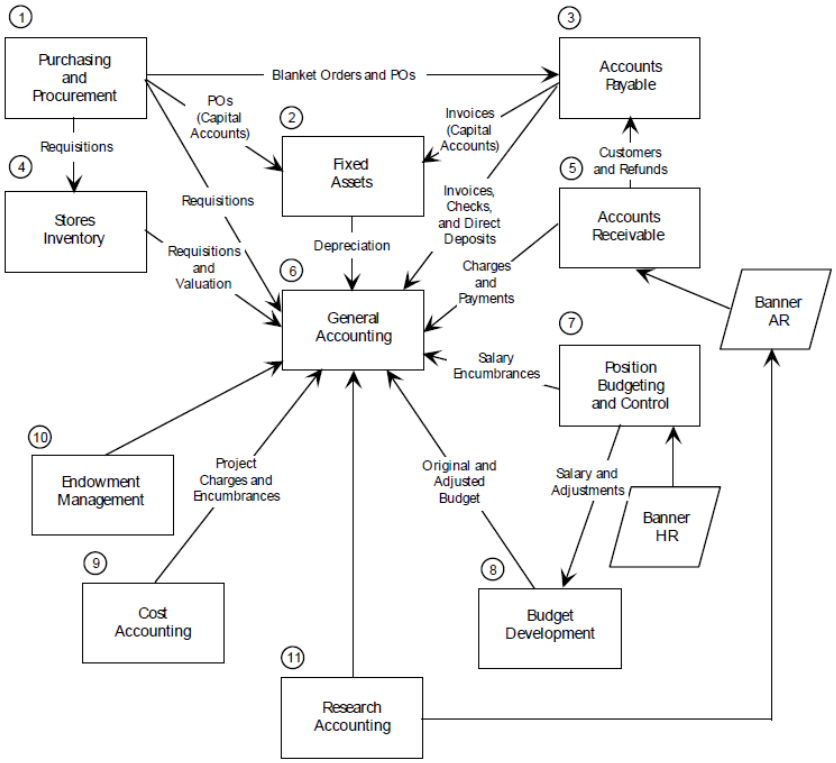
As a processor of financial information at your installation, you are certain to have diverse needs that vary widely.

To understand the term *financial information*, you must 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.

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.

Banner Finance System Flow Diagram

The following illustrates the Banner Finance system flow.



Major Features of Banner Finance

The Banner Finance System is an online product which can function as a stand-alone system or integrate with the Banner Human Resources System, the Banner Financial Aid System, and the Banner Advancement 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 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. Ellucian 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 update certain (user-specified) data. The security feature accommodates both centralized and decentralized operations.

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Module Descriptions

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

The process flows illustrate how the modules integrate in the system.

General Ledger Description

The General Ledger is the core module of the Banner Finance System.

It is fully integrated with each of the other subsystems that comprise the Banner Finance System, and maintains both general and subsidiary ledgers to support comprehensive query and reporting capabilities. 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, in addition to Access/Approval/Security definitions.

Stores Inventory

The pages in the Stores Inventory module enable you to manage consumable inventory warehouses. Use this module to maintain one stockroom that issues simple office supplies to departmental users or to maintain multiple warehouse facilities which supply the installation and external customers.

Purchasing and Procurement

The Purchasing and Procurement module 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 processes:

- Requests for goods and services
- Ordering/buying
- Receiving
- Bids/contracts

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Accounts Payable

Using the Accounts Payable module, 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.

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 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.

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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. An optional feature of this module allows you to create and maintain depreciation records; you can select from a variety of generally accepted depreciation methods and choose one of several first-year options.

Individual financial adjustments can 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 module 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 and for maintaining an internal customer service function. The maintenance/facilities staff can also use the Cost Accounting module to track various jobs and projects.

Endowment Management

The Endowment Management module (EMS) in Banner Finance enables you to create and maintain unitized pools of endowment or similar funds. These funds consist of monetary gifts received by an institution or internal transfers of resources within an institution or both.

On a periodic basis, you can convert gifts and internal transfers into units, or shares, in a pool.

You can also link endowment funds to spendable income funds and record donor-imposed restrictions on spendable income. Then, on a periodic basis, you can distribute the following.

- Spendable income
- Realized gains and losses (trading activity)
- Unrealized gains and losses (market fluctuations)
- Spending formula variance (the difference between total income earned by a unitized pool and distributed spendable income)

For detailed information about Endowment Management, refer to the *Banner Endowment Management Handbook*.

Accounts Receivable

For detailed information about Accounts Receivable, refer to the *Banner Accounts Receivable User Guide*.

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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.

Procedures

This manual contains a "Processing" chapter (Chapter 2) detailing the steps you must take to run the valid processes in each of the modules.

Pages

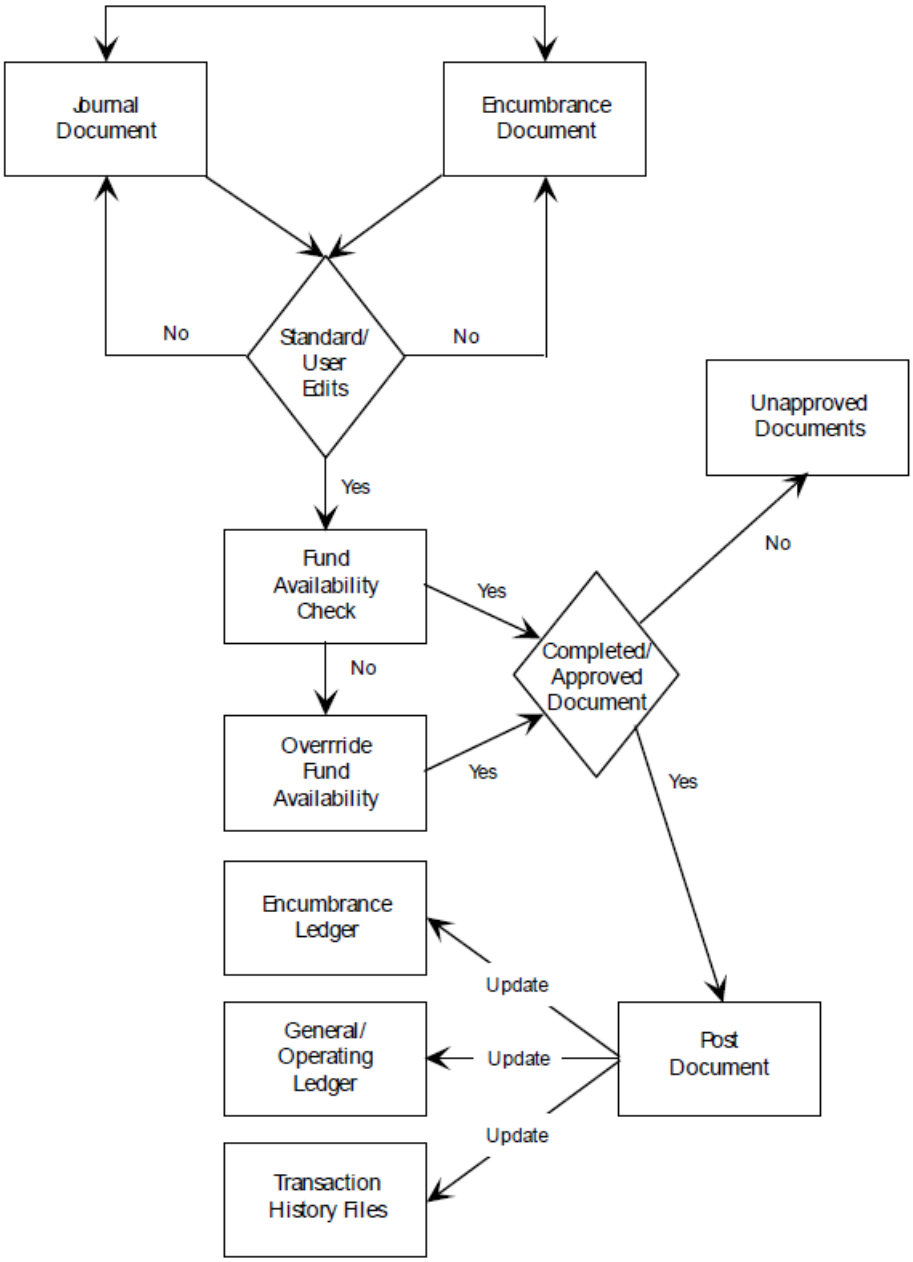
Detailed pages information is provided in online help.

Process flows

This section contains process flows.

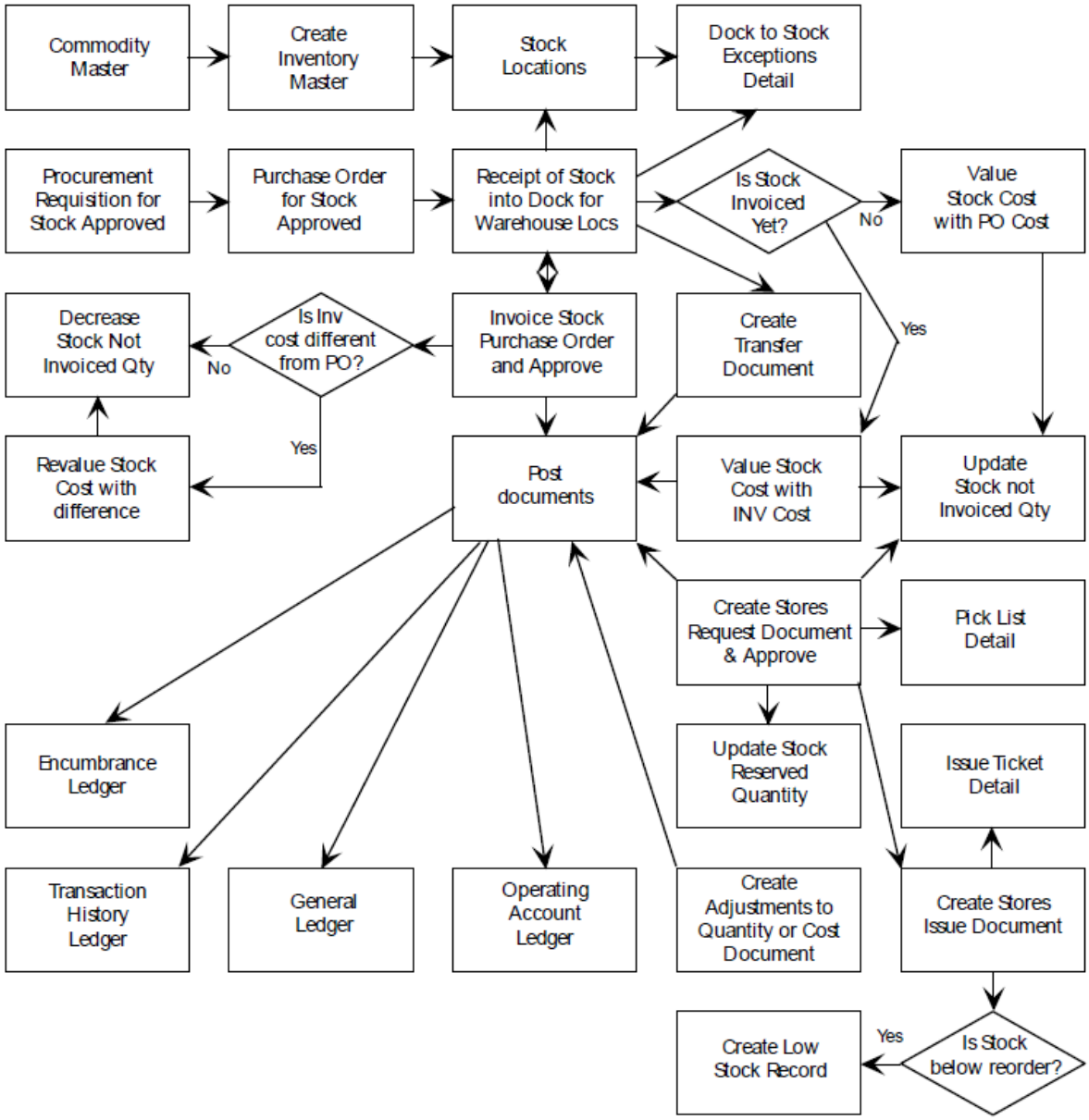
General Ledger Process Flow

Banner Finance General Ledger Process Flow



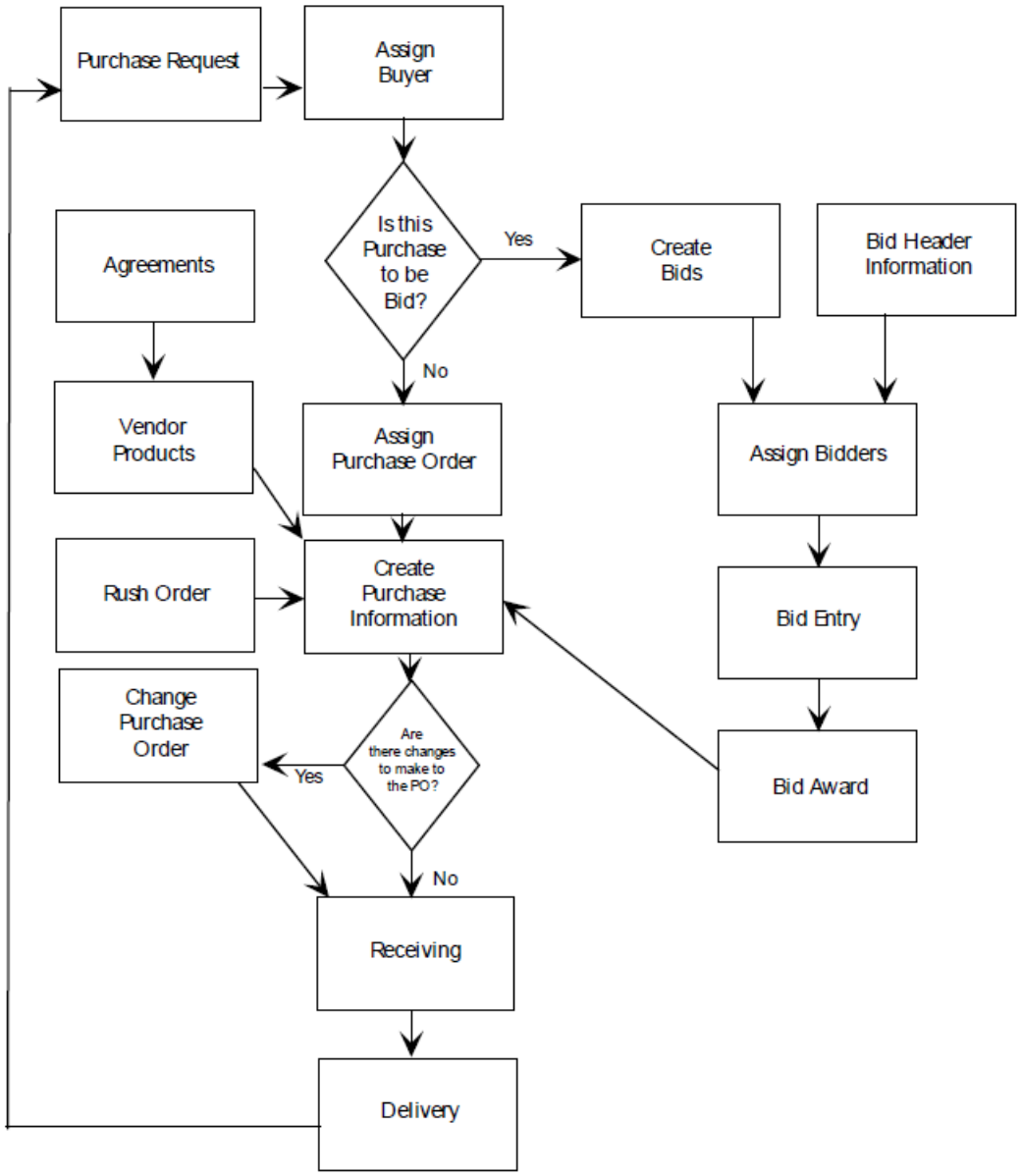
Stores Inventory Process Flow

The following illustrates the stores inventory process flow.



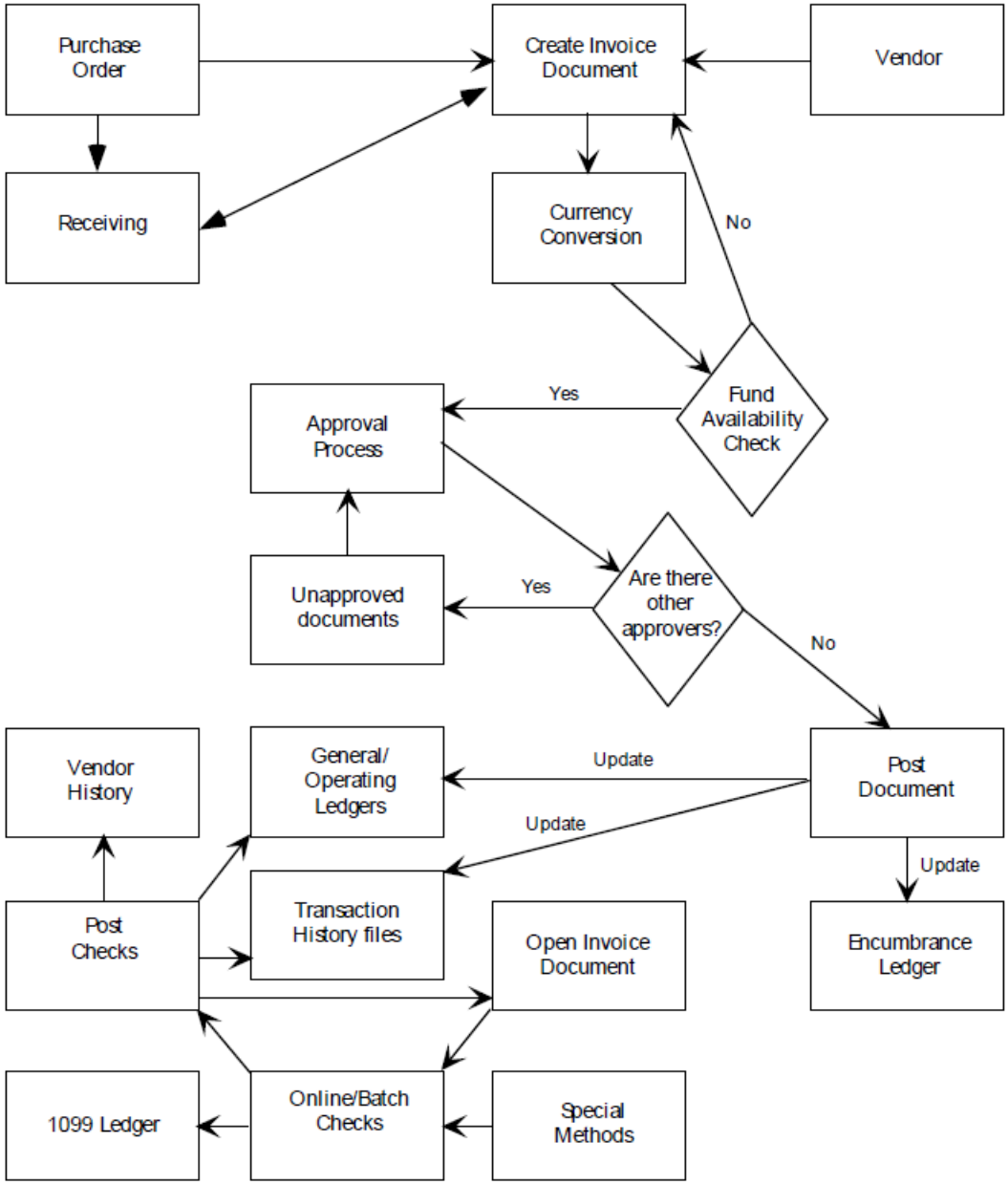
Purchasing and Procurement Process Flow

The following is the purchasing and procurement process flow.



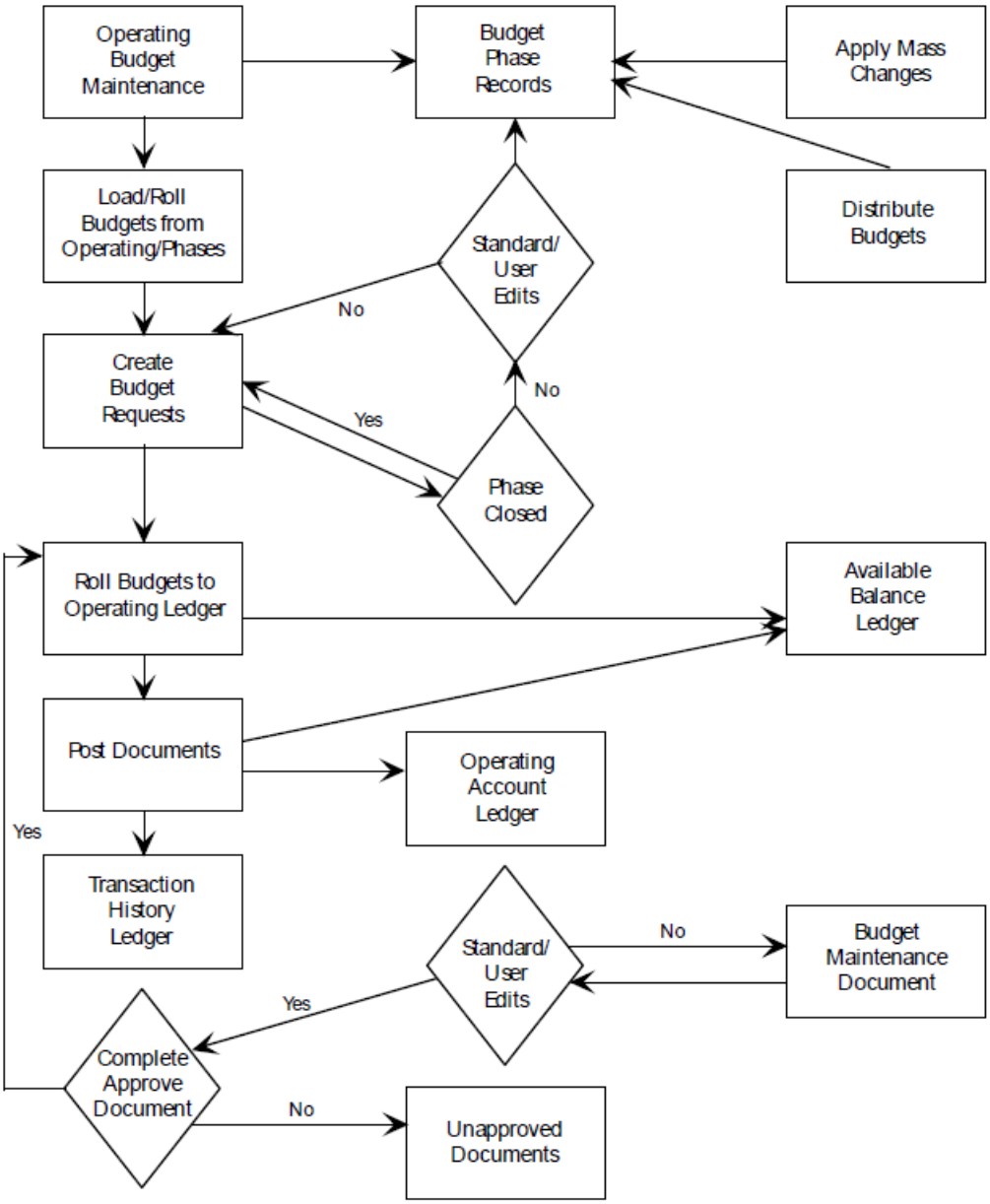
Accounts Payable Process Flow

Accounts Payable Process Flow map.



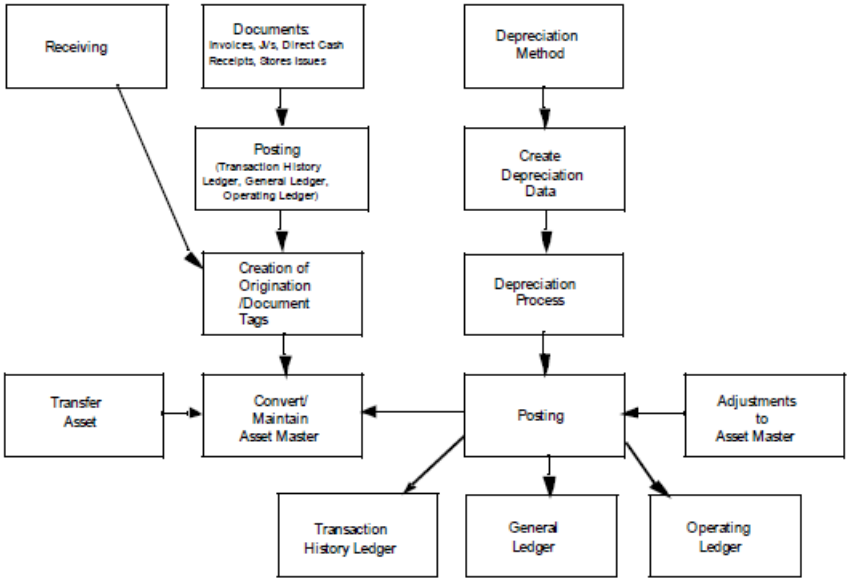
Budget and Position Control Process Flow

The following illustrates the budget and position control process flow.



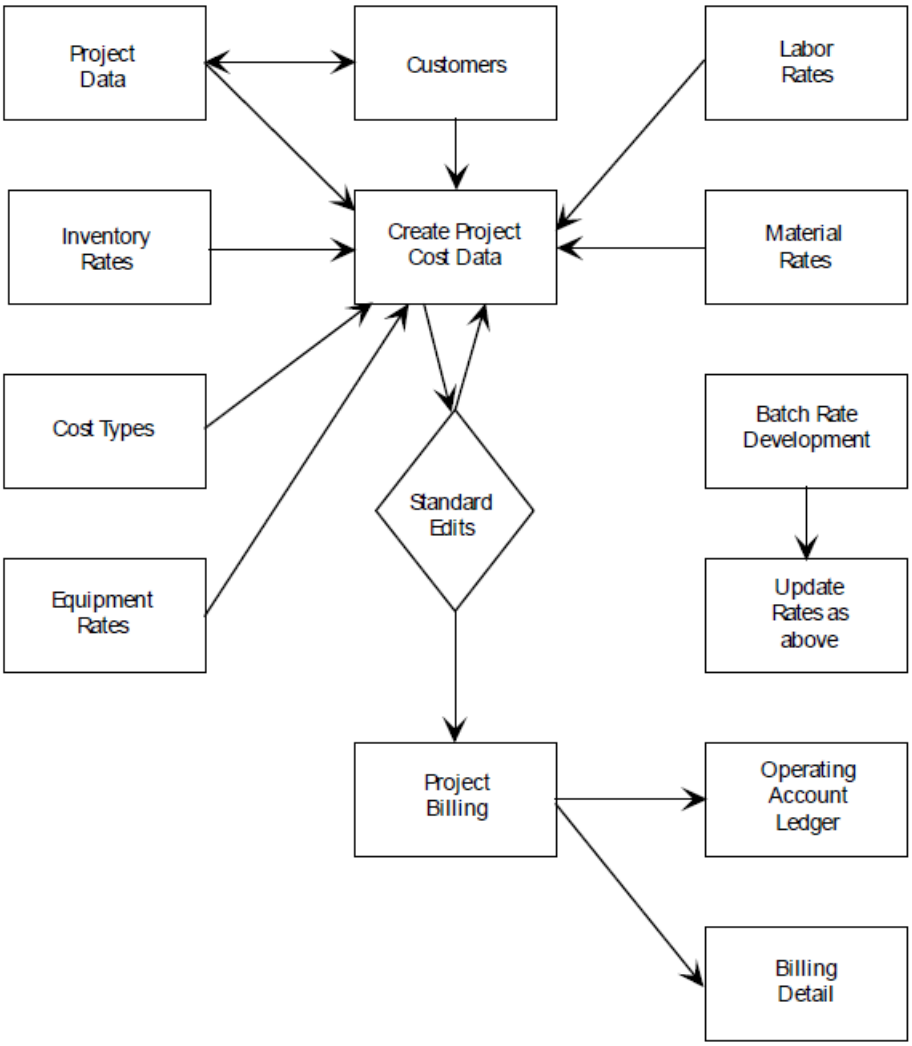
Fixed Assets Process Flow

The following illustrates the fixed assets process flow.



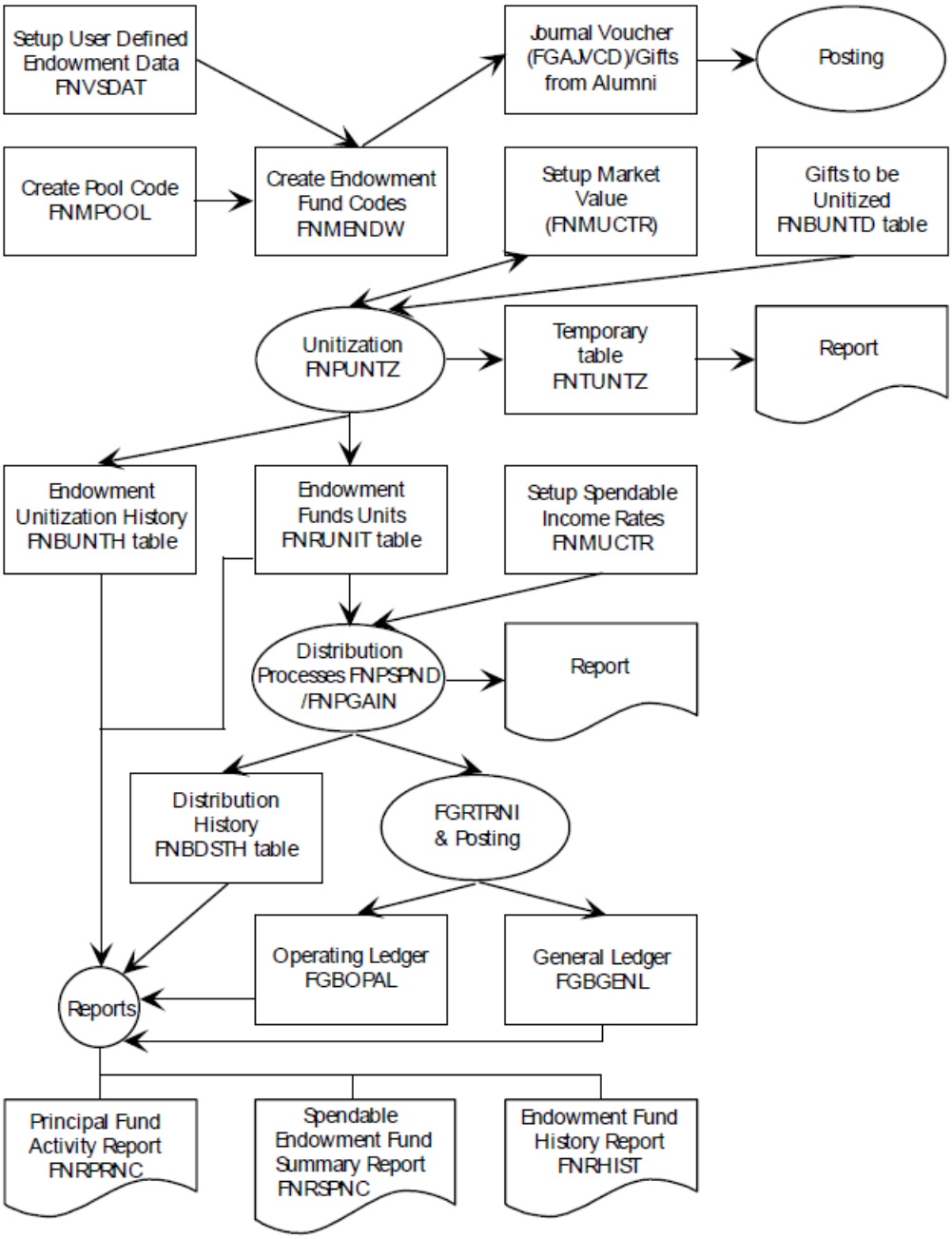
Cost Accounting Process Flow

The following illustrates the cost accounting process flow.



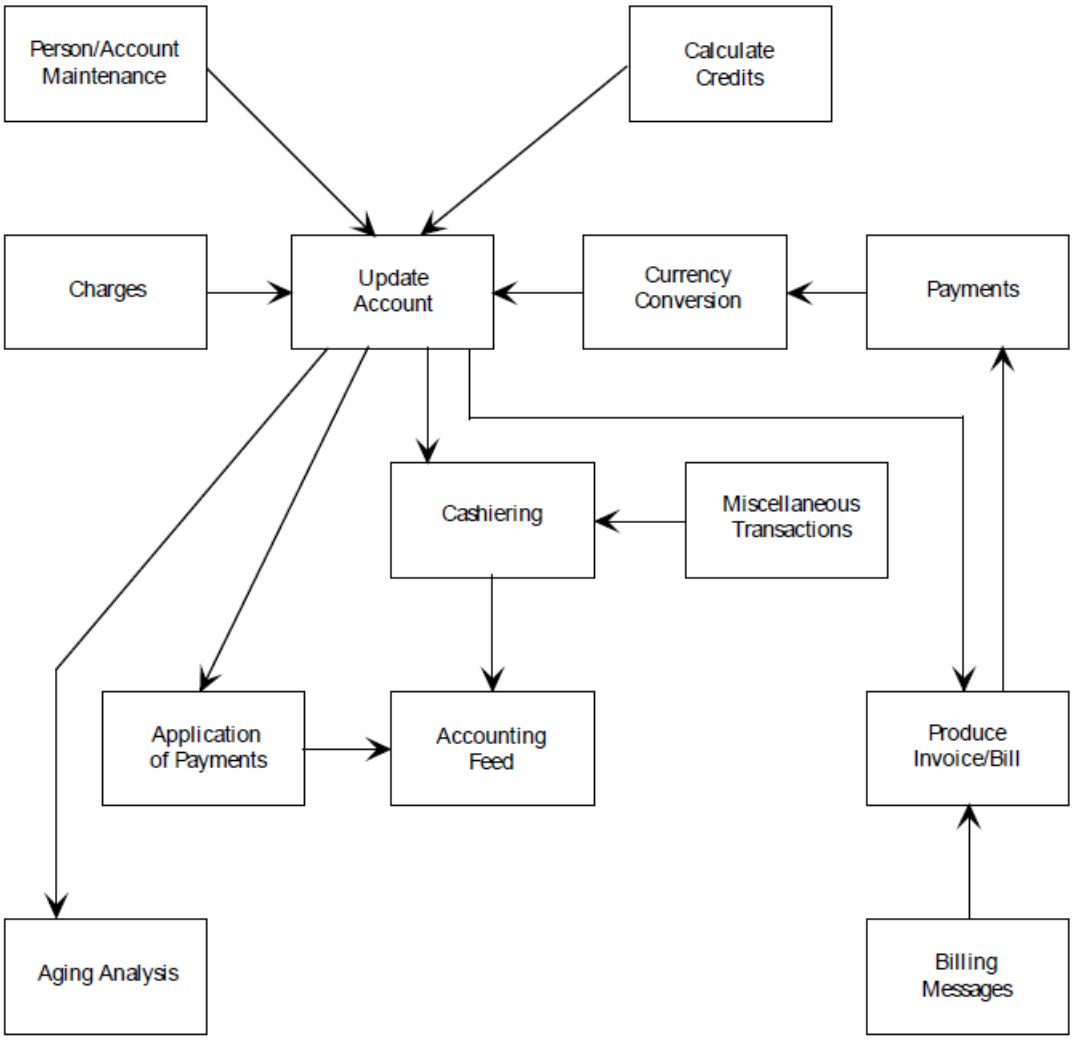
Endowment Management Process Flow

The following illustrates endowment management process flow.



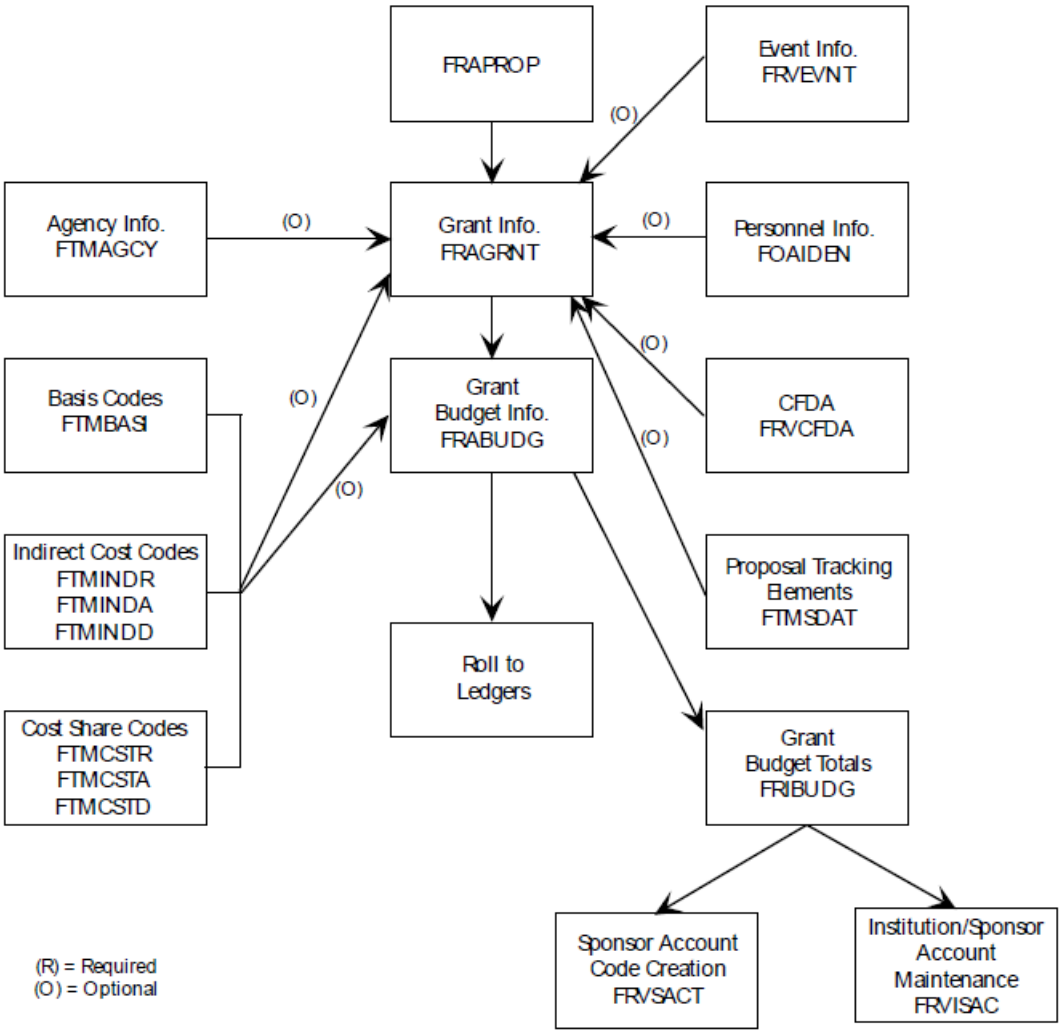
Accounts Receivable Process Flow

Accounts Receivable Process Flow map.



Research Accounting Process Flow

The following is the research accounting process flow.


FRAPROP
Event Info.
FRVEVNT
(O)
Agency Info.
FTMAGCY
(O)
Grant Info.
FRAGRNT
(O)
Personnel Info.
FOAIDEN
(O)
Basis Codes
FTMBASI
(O)
Grant
Budget Info.
FRABUDG
(O)
CFDA
FRVCFDA
(O)
Indirect Cost Codes
FTMINDR
FTMINDA
FTMINDD
Proposal Tracking
Elements
FTMSDAT
Roll to
Ledgers
Cost Share Codes
FTMCSTR
FTMCSTA
FTMCSTD
Grant
Budget Totals
FRIBUDG
Sponsor Account
Code Creation
FRVSACT
Institution/Sponsor
Account
Maintenance
FRVISAC
(R) = Required
(O) = Optional

Banner Finance System Processing

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

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

This chapter also contains Banner 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.

Banner Finance System 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.

The system provides security on these levels:

- **Banner Security** provides page, report, and process level security across Banner applications.
- **Banner 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.

Banner Security

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

User IDs and Processing Security

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

Procedure

1. Navigate to the **Security Maintenance Page (GSASECR)**.

   Use GSASECR to define processing level security for User IDs.
2. To begin establishing security, enter the current user **ID**.

   You must specify every page, report, process, and executable job when you establish security for a user ID. Use the **Include** and **Exclude** fields in copy mode.
3. Pages, reports, processes, executable job identifiers, and type indicators display in the Process Information.
   - Change the **Type** indicator to the following for pages:

  - Q (Query)
  - M (Maintenance)

    or
  - E (Execute)
- Change the **Type** indicator to the following for reports, processes, and executable jobs:
  - E (Executable)
  - F (Form)
  - R (Report)

    or
  - P (Process)
- Change the **Access** indicator to the following for pages, reports, processes, or executable jobs:
  - Q (Query)
  - M (Maintenance)

    or
  - E (Execute)

4. Click **Save**.

Copy to User Feature

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

Procedure

1. Enter the user ID whose security definition you want to copy in the **Current User** field.
2. Specify processes this user may access in the **Include** field. Copy mode enables you to enter FG% to include all Banner 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 want to update in the **Copy to User** field.
5. Specify processes this user **ID** should not access by populating the **Exclude** field.
6. Pages, 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 **Save**.

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Delete Processes

Use the **Include** and **Exclude** fields on GSASECR to delete processes from user IDs defined to the database.

About this task

To do this, perform the following steps:

Procedure

1. Enter the user **ID** in the **Current User** field.
2. Populate the **Include** field with those processes you want to delete.
3. Populate the **Exclude** field with those processes you want to keep.
4. Delete the record.
5. Select **Save**.

Results

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.

For additional information about GSASECR, refer to the *Banner General Security Administration Handbook.*

Banner Finance System Security Pages

When setting up security at your site, use the following Banner Finance System Security pages.

About this task

- System Control Maintenance Page (FOASYSC)
- User Profile Maintenance Page (FOMPROF)
- Rule Group/Rule Class Security Maintenance Page (FOMRGRC)
- Rule Group Security Maintenance Page (FOMUSRG)
- Form/Process To Rule Group Maintenance Page (FOMPRRG)
- Fund/Fund Type Security Maintenance Page (FOMUSFN)
- Organization Security Maintenance Page (FOMUSOR)

Populate the following required indicators according to site specifications.

Procedure

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

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3. Select the **Self Service Budget Development** check box to enable the Self-Service Budget Development pages and the Fund/Organization security for these pages.
4. Select the **Self Service Budget Development History** check box to enable creation of Budget Development History records that include deleted rows.

   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 section on FOMPROF.

Fund/Organization Security

After you have completed assigning User ID and processing level security, open the User Profile Maintenance Page (FOMPROF).

About this task

FOMPROF enables you to establish fund/organization security for user IDs.

Procedure

1. Enter a valid **User ID**.

   The descriptive user name displays. The ID you enter must already exist in the database.
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 drop-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**.

   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 page (FOMUSFN) and the Organization Security Maintenance page (FOMUSOR), because this user ID has access to every fund and organization.

   You do not have to populate the **Master Fund** and **Master Orgn** fields if you clear 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. Select 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.

   Clear 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 drop-down lists become active.

   Use the **Budget Master Fund** drop-down list to specify user access to funds and the **Budget Master Organization** drop-down list to establish user access to organizations.

   Choices include:

- No Authority (default value)
- Query Authority
- Both-Query & Posting

The **Invoice** and **Receiving** fields on this page are optional for security purposes but are very useful for transaction processing.

Rule Group Security

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

Procedure

1. Select to filter when this page displays. Click the **Rule Group** button and enter the rule group code. Execute the filter. The descriptive name displays.
2. Use the Rule Classes Information to enter rule classes associated with the rule group. The rule classes must exist in the database before you enter them on this page. Use the Rules Maintenance Page (FTMRUCL) to enter rule classes into the system.
3. Click or select **Save** to add the rule class to the rule group.

New Rule Group Feature

Complete these steps for the new rule group feature.

Procedure

1. Go to the Rule Group/Rule Class Security Maintenance Page (FOMRGRC).
2. Enter a rule group in the **Rule Group** field.
3. Enter the rule group from which you want to copy rule classes in the **Copy From Rule Group** field.
4. Enter the descriptive name of the new rule group in the **Description** field.
5. Associate the desired rule classes with the rule group being established. Click the **Rule Class** button. Enter additional rule classes for this rule group if required. Select **Save**.

Results

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

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User ID / Rule Group Security

Complete these steps to establish rule group security.

Procedure

1. Open the **Rule Group Security Maintenance Page (FOMUSRG)**.
2. Enter the **User ID** for which you are establishing rule group security.

   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.
3. Enter the desired rule groups in the **Rule Group** field.
4. Click **Rule Group**.
5. Select the rule group code you want to display on FOMUSRG.

   Rule groups must exist in the system before they are entered on this page.
6. Select **Save**.

   Note: Use the **Rule Group/Rule Class Security Maintenance Page (FOMRGRC)** to associate rule classes with rule groups.
7. To delete single records from FOMUSRG, populate the **User ID** field to display the rule groups.
8. Go to the desired record and select **Remove Record**.
9. Click **Save**.

New User ID Feature

Complete these steps to use this feature.

Procedure

1. Enter the user ID from which you want to copy rule groups in the **User ID** field.
2. Go to the **Copy User ID** field.
3. Enter the user ID to which you want to copy the rule groups.
4. Select **Insert Record**.

   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.
5. Add or delete rule groups according to site policy. Click **Save**.

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Form and Process Level Security

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

Procedure

1. Enter the page, report, process, or executable job name for which you are establishing security in the **Form/Process** field.
2. The rule groups display in the Security Information supporting page or process level processing. Use the Security Information to associate rule groups with pages, reports, and processes. Rule groups must exist in the system before entry on this page.

   List is available from the **Rule Group** field if you want to select a rule group.

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

   Use the Rule Group/Rule Class Security Maintenance Page (FOMRGRC) to enter rule groups into the Banner Finance System.
3. To delete single records, populate the **Page/Process** field to display the rule groups. Go to the desired record and select Remove Record. Click **Save**.

Page and Process Copy Feature

Complete these steps for the page and process copy feature.

Procedure

1. Enter the name of the page or process from which you want to copy rule groups in the **Page/Process** field.
2. Enter the page or process name to which you want to copy the rule groups in the **New Page/Process** field. Click or select **Copy** to copy the rule groups into the new form or process.
3. Add more rule groups to the page or process using the **Rule Group** field. Add or delete rule groups according to site policy. Click **Save**.

Fund and Fund Type Level Security

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

Procedure

1. Enter the **User ID** for which you are establishing fund and fund type security.
2. Enter the charts of accounts, fund types, and funds to which this user has access.

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

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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** drop-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 Banner Finance fund/org security.

3. Use the drop-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 **Save**.

Copy From Existing User Feature

Complete these steps to copy from existing user feature.

Procedure

1. Enter the **User ID** to which you want to copy fund and fund types. User IDs must exist in the system before entry on this page. Enter user IDs on the User Profile Maintenance Page (FOMPROF).
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. Press Enter to add more charts of accounts, funds, and fund types to the user ID.
6. Use the drop-down list to populate the **Access** field. This field establishes the user ID as having posting, query, or both posting and query access. Click **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 want to include in the delete function (delete these records).
- Enter data in the **Exclude** fields that you want to exclude from the delete function (keep these records).

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Organization Level Security

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

Procedure

1. Enter the **User ID** for which you want to establish organization security.
2. Enter the chart of accounts and organization codes to which this user has access.

   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** drop-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 Banner Finance fund/org security.
3. Use the drop-down list to populate the **Access** field. This field establishes the user ID as having posting, query, or both posting and query access. Click**Save**.

New User Feature

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.

Procedure

1. Enter the **User ID** to which you want to copy organization codes. User IDs must exist in the system before entry on this page. Enter user IDs on the User Profile Maintenance Page (FOMPROF).
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. 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. Press Enter to add more organizations to the user ID.
6. Use the drop-down list to populate the **Access** field. This field establishes the user ID as having posting, query, or both posting and query access. Click**Save**.

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General Ledger

This section contains information about the general ledger.

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 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 follows:

- 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 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

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  - 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 Setup

This is the recommended order of pages for setting up a chart of accounts.

Procedure

1. Chart of Accounts Maintenance Page (FTMCOAS)
2. System Control Fiscal Year Set-Up Page (FTMFSYR)
3. System Data Maintenance Page (FTMSDAT)
4. Account Type Code Maintenance Page (FTMATYP)
5. Account Code Maintenance Page (FTMACCT)
6. Currency Code Maintenance Page (GUACURR)
7. Installation Control Page (GUAINST)
8. Control Account Maintenance Page (FTMACTL)
9. Fund Type Maintenance Page (FTMFTYP)
10. Fund Code Maintenance Page (FTMFUND)
11. Identification Page (FOAIDEN)
12. Bank Code Rule Page (GXRBANK)
13. Program Code Maintenance Page (FTMPROG)
14. Activity Code Maintenance Page (FTMACTV)
15. Location Code Maintenance Page (FTMLOCN)

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16. Organization Code Maintenance Page (FTMORGN)
17. Agency Code Maintenance Page (FTMAGCY)
18. Account Index Code Maintenance Page (FTMACCI)
19. Financial Manager Maintenance Page (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 Page (FTMCOAS).

FTMCOAS Main Window

The following are details about the FTMCOAS Main window.

- Use a future **Effective Date**. Some accounts must be set up after you establish the Chart of Accounts record. After you establish the accounts, enter them into the Chart of Accounts record.
- 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 before the **Effective Date** (as defined in Step 1) and added to this record.
- 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 Page (FTMFATA) will link attribute sets to codes of that type. If cleared, FTMFATA will link individual attribute values to codes of that type.
- The Budget Control Information 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

You can alter these parameters at the fund type level.

- The **Fund Balance Account** is used for the closing entries. As with the interfund accounts, it must be established before the Chart Effective Date and added back in.
- The **Accounts Payable Accrual Account** is 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

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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 before the Chart Effective Date and added back in.

- The **Accounts Payable Accrual Account** is 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 before the Chart Effective Date and added back in. The **Close OP Ledger Code** is J001.
- 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.
- 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.

  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.
- 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). That is, 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.
- **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.
- 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).

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- 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).
- **Budget Type** refers to T (Temporary) or P (Permanent) budgets.
- **Budget Class** refers to O (Original) or A (Adjusted) budget.
- The **Percent** field is used to apply a percentage as with encumbrance budgets. Any budget which rolls will roll into the same line item in the new fiscal year.

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.

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 Page (GXRBANK), 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 shows 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

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

Procedure

1. Determine the following:
   - Cash account and cash interfund numbers
   - Bank IDs (for example, FIRST for First National)

- Bank code numbers

2. Establish the cash and cash interfund accounts on the Account Code Maintenance Page (FTMACCT).
3. **Optional:** Establish Bank Fund type on the Fund Type Maintenance Page (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 Page (FTMFUND).
5. Establish the banks on the Bank Code Maintenance Page (GXRBANK).

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

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 Page (FTMACCT).

Use the drop-down list to populate the **Data Entry** indicator field on FTMACCT. If you select BUDGET from this drop-down list, the system allows only budget entries against this account. The

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system cannot post non-budget entries to pool accounts and treats these accounts as non-data enterable.

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: O010, O011, O020, or O021, 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.

Note: This feature is applicable to all the transaction forms in Banner Finance in addition to the Transaction Interface Process (FGRTRNI).

Multiple Fund Balance Processing

The Multiple Fund Balance feature allows you to close Operating Account Year-to-Date detail and Fund Addition/Deduction 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 Page (FOASYSC) to initiate this process. The box defaults to cleared. If the box is cleared, the system uses the Fund Balance Account defined on the Chart of Accounts Maintenance Page (FTMCOAS) as the default fund balance account to which all operating account year-to-date control activity or Fund Addition/Deduction 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 Accounts 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 Page (FTMFBAL). Determine how best to use this feature based on site policies.

- You can 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 can 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. After you establish these values, your work is done, except for minor upkeep.

Implement multiple fund balancing on the following forms:

Multiple Fund Balancing with FOASYSC

Check the **Multiple Fund Balance** box on FOASYSC to initiate multiple fund balance processing. Remember, if the check box is cleared, 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.

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Multiple Fund Balancing with FTMCOAS

Make sure that a **Fund Balance Account** is defined in the Parameters Window of the Chart of Accounts Maintenance Page (FTMCOAS).

The system uses this account for closing Encumbrance and Budget activity.

Multiple Fund Balancing with FTMFUND

Use the drop-down list to populate the **Multiple Fund Balance Indicator** field on the Fund Code Maintenance Page (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.

Multiple Fund Balancing with FTMFBAL

Open the Fund Balance Account Maintenance Page (FTMFBAL) and specify the Fund Balance Account(s) to which year-to-date Operating Ledger and Fund Addition/Deduction 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 page, 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 year-to-date activity for each operating account and each Fund Addition/Deduction account within that fund to the **Fund Balance Account** cross-referenced on FTMFBAL.

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

- The fund and each OPAL or Fund Addition/Deduction account that has activity within that fund may be specified with a valid fund balance account. The balance of that account's YTD activity will close to the defined fund balance account.
- 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 or Fund Addition/Deduction account on FTMFBAL, handling any exceptions for ease of data entry.

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Review of Fields

Set the **Multiple Fund Balance** indicator on the System Control Maintenance Page (FOASYSC) as appropriate for single or multiple Fund Balance Processing.

Select the box to initiate the feature, or clear it to bypass the feature.

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

The purpose of the **Multiple Fund Balance Indicator** on the Fund Code Maintenance Page (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 Page (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 Process (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, Change Order, or Invoice.

This net amount is then posted to the transaction history and detail tables. The Consolidated Postings function eliminates the entry of each separate amount, thereby conserving space in the tables.

General Ledger Consolidated Postings Example

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

Approved:	$1000

Discount:	-$100
Additional:	+ $50
Tax:	+$150
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 Page (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 Page (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.

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General Ledger Summary Postings

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.

About this task

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 Page (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 pages.

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 Page (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 Page (FTMSDAT). The accounts selected must have an FTVSDAT table entry as follows:

Procedure

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.

Results

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

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FGBTRNH_ITEM_NUM	Transaction History Table

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

The general accounting transaction query pages display all other postings for the original documents for accounts that are not summarized by the system. For example, if the Accounts Payable Control account uses summary posting, view the General Ledger Transaction Detail Activity Page (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 Page (FGITRND), you can view the individual invoice numbers for each accounting distribution.

Using the 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 Accounts 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 Page (FOASYSC).

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

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

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- Requisition Page (FPAREQN)

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

The system compiles accounting errors, if there are any, in the Transaction Error Report (FGRTRNR) after FGRTRNI has completed. Correct the errors using the appropriate forms based on the output produced by FGRTRNR. Run the Posting Process (FGRACTG) 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 Page (FGAAUTO).

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

After 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 (FGRACTG).

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 also updated, regardless of whether or not errors are found.

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

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.

Interface Systems

You can interface both Banner systems and non-Banner systems to the Banner Finance System.

About this task

Use the System Data Maintenance Page (FTMSDAT) to identify the interface systems.

Procedure

1. Enter FTMSDAT.

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2. Enter FGRTRNI in the **Entity/Usage Code** field.

   The cursor resides in this field when you enter FTMSDAT.
3. Select **Next Item**.
4. Enter `SYSTEM_ID` in the **Attribute Code** field.
5. Select **Next Item** to move to the **Optional Code Number 1** field.
6. Enter a system ID for the system you want to interface.

   For example, the Banner Banner 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.

Budget Development Roll Process

After 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 Banner 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 Page (FGAJVCD) or using the Journal Voucher Quick Page (FGAJVCQ).

End-of-Year Process

Year-end processing consists of the following functions.

- General Ledger Balance Forward Process (FGRGLRL)
- End-of-Year Encumbrance Carry Forward Process (FGRENRL)
- End-of-Year Budget Carry Forward Process (FGRBDRL)
- Close Operating Accounts Process (FGRCLOP)
- (Optional) Roll HR Labor Encumbrances Process (FGRLENC)

  The FGRLENC process does not depend on the execution of the other year-end processes and does not need to be run if you are not using multiple year encumbering.

For more information on the FGRLENC process or Multiple Year Encumbering, refer to the Reports and Processes section or the *Banner Multiple Year Encumbering Handbook*.

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

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

The system lists transactions failing the FGRTRNI edits on the Transaction Error Report (FGRTRNR). Correct the errors using the Journal Voucher Entry Page (FGAJVCD) or using the

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Journal Voucher Quick Page (FGAJVCQ). Post completed documents (using FGRACTG) to update the Banner 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:

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

The Available Balance Table (FGBBAVL) 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 Page (FGIBAVL) shows the budget availability for a FOAP as of the current system date. To query further, place the cursor on an account row with the Pending Documents indicator checked and select Pending Documents from the Options menu or use the Duplicate Item function (F3). This displays the Transaction Process Status Page (FGTINP) to list the unposted documents affecting available balance for the highlighted budget control key from FGIBAVL.

The Rebuild Process (FGRBAVL) rebuilds the Available Balance Table (FGGBAVL) from the operating ledger and the Back Out Table FGRBAKO. The Back Out Table holds pending documents that have updated the Available Balance Table, but have not been posted.

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 updates the Available Balance Table online under the following conditions:

- The **NSF Checking indicator** is selected for that document type.
- 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.
- No errors were discovered during available balance processing.

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

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Banner does 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 completes the transaction and sends it to the approvals process. If you override the NSF condition during approvals processing, Banner updates 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 FGKBAVL.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 Page (FAAINVD)
- Invoice/Credit Memo Page (FAAINVE)
- Budget Maintenance Page (FBABDMN)
- Direct Cash Receipt Page (FGADCSR)
- Encumbrance Maintenance Page (FGAENCB)
- Journal Voucher Entry Page (FGAJVCD)
- Journal Voucher Mass Entry Page (FGAJVCM)
- Journal Voucher Quick Page (FGAJVCQ)
- Change Order Cancel Page (FPACDEL)
- Change Order Page (FPACHAR)
- Purchase/Blanket Order Cancel Page (FPAPDEL)
- Purchase Order Page (FPAPURR)
- Requisition Cancel Page (FPARDEL)
- Requisition Page (FPAREQN)
- Stores Issue/Return Page (FSAISSU)
- Stores Requisition Page (FSAREQN)
- Project Charge Maintenance Page (FTMCHRG)

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

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- Direct Cash Receipt Approval Page (FOQDCSR)
- Encumbrance Approval Page (FOQENCB)
- Invoice/Credit Memo Approval Page (FOQINVA)
- Journal Voucher Approval Page (FOQJVCD)
- Purchase Order Approval Page (FOQPACT)
- Requisition Approval Page (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 pages on which you may enter FOAP key control, control period, and control severity values.

- Fund Code Maintenance Page (FTMFUND)
- Fund Type Page (FTMFTYP)
- Chart of Accounts Maintenance Page (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 Page (FTMFUND) override values on the Fund Type Page (FTMFTYP). Values on the Fund Type Page (FTMFTYP) override values on the Chart of Accounts Maintenance Page (FTMCOAS).

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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 Page (FGIBDST) displays the values posted to the operating ledger. You can see the total annual budget on this page regardless of the control period.

The Budget Availability Status Page (FGIBAVL) displays only those funds available at the time of the query based on the specified control period.

Control Period 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, while 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 does not let you complete the transaction. The system assigns an NSF condition to the transaction.

After you complete and approve the transaction, the posting process will only provide a warning that the budget is not sufficient.

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Warning (W)	Banner lets you complete the transaction. The system displays a warning.

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 three 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

With 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 Page (FTMFUND).

Budget Control at Same Higher Level Organization

With 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 Page (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 or organization record or both should be set to `Y`.

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

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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 Page (FGIBAVL) screens.

To use pooled budgeting, you must indicate which account will be the focal point or pool account on the Account Code Maintenance Page (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.

About this task

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 can 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:

Procedure

1. From the page in which you want to make changes, select Enter Query.
2. Populate those fields on the page that identify which record to copy. For example, on the Fund Code Maintenance Page (FTMFUND), populate the **Chart of Accounts** and **Fund** fields. Select Execute Query to view the fund code records.

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3. Scroll to the most current record. The most current record has no **Next Change Date**.
4. Duplicate the 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 page, the previous record's **Next Change Date** value becomes the current record's effective date.

Results

The Purchasing and Procurement and Accounts Payable modules do not maintain **Next Change Date** fields. Date processing in pages 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 Page (FPAAGRD) and the agreement record displays. 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 pages.

- The Fund Code Maintenance Page (FTMFUND) is used to house certain higher level default allocation parameter values for a particular fund.
- The Allocation Charge Maintenance Page (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).

FTMFUND Allocation

The Fund Code Maintenance Page defines the Allocation Target Fund, the default source **Contra-Account (Organization/Account/Program)** and the default **Allocation Percentage** on the source Fund record.

About this task

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.

Procedure

1. Enter a valid **Allocation Target Fund** code.

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

   The fund title will be displayed automatically.

2. Enter the desired default source **Contra-Account Organization**, **Account**, and **Program** or both.

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

FTMALCH Allocation

The Allocation Charge Maintenance Page (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.

About this task

It also defines the percentage to be allocated to the Target Fund.

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

Procedure

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** displays automatically.

3. **Optional:** 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` are accepted in the **Allocation Source Account** field.

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Any transactions whose Organization/Account/Program strings or individual elements are not entered in the **Allocation Source** fields for the source Fund are 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 Program of the original transaction are used.

4. **Optional:** 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 causes 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 causes 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. **Optional:** The **Allocation Percentage** accepts only positive values from `0.00%` - `100.00%`.

   This field is optional, but any entry overrides 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) is used for the allocation.
   - An entry of 0.00% results 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 is applied to the allocation.

   The hierarchy for determining order of precedence moves from the most detailed entry to the least detailed entry as follows:

   1. FTVALCH specifies Organization, Account, and Program
   2. FTVALCH specifies Organization and Program
   3. FTVALCH specifies Organization and Account
   4. FTVALCH specifies Account and Program
   5. FTVALCH specifies Organization
   6. FTVALCH specifies Program
   7. FTVALCH specifies Account
   8. No FTVALCH record; use FTVFUND values

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Example

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 (1) and (2); the one with only organization and program fits hierarchy level (2) 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 (1) and (2) elements in the hierarchy, but the (1) element is chosen over the lower-level (2) 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, because it only matches the (2) element in the hierarchy.

Limiting Rule Groups in the Pro-Rata Allocation Process

The Allocation Rule Group Maintenance Page (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 page, 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 page 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.

About this task

The process consists of the following steps:

Procedure

1. You are 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 produce the allocation calculations. These dates 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 not considered valid. The **Allocation Transaction Date** is the user-defined effective posting date assigned to the transaction. This date defaults 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 limits 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 are 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 automatically includes transactions of all three Internal Account Types in the allocations.

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.

Note: The two Bank Code parameters are not prompted if you have selected **Preview** mode.

A null entry for the *Report Execution Mode* parameter defaults to `P` (Preview). If `P` (Preview) is selected, no updating takes place and only an as if report is produced. An entry of `U` (Update) in the *Report Execution Mode* parameter initiates 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. After 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.

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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 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:

- 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.
- 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.
- The **Chart of Accounts** parameter determines the chart of accounts from which allocations will be reported.
- 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.
- Select the **Number of Printed Lines per Page** as desired.

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Governmental Accounting Standards Board (GASB) Reports Processing

This section provides you with information needed to process the reports that comply with statement numbers 34, 35, and 63 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 the "Reports and Processes" chapter.

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

Public colleges and universities business-type activities only.

- Statement of Net Assets
- Statement of Revenues, Expenses, and Changes in Net Assets
- Statement of Net Position
- Statement of Revenues, Expenses, and Changes in Net Position

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

GASB 34 reports government wide statements.

- Statement of Net Assets
- Statement of Activities
- Statement of Net Position

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- Statement of Activities

Governmental Funds Statements

GASB 34 reports governmental funds statements.

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

GASB Extract Process (FGPGEXT)

The Data Extract Process is run through 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.

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 through 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 the "Reports and Processes" chapter.

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.

Parameter		Description
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)

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Parameter		Description
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

GASB Reclassification Entry Page (FGARCLE)

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

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

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 page.

For detailed information about this form, refer to the online help.

Transaction Reclassification Query Page (FGIRCLE)

Use this query page as an investigative tool to review reclassification entries and trace their impact on the reports.

You can use this page 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 page differ depending on the type of query you choose.

For detailed information about this form, refer to the online help.

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GASB Parameter Page (FGAGASB)

Use this page 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.

- 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, 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 do not save any changes made to the location.

Warning! If you try to extract the report data to file without first specifying a location, you 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.

Parameter	Description
Chart of Accounts	Chart of Accounts Code from which report data is extracted. Select the appropriate code from the Chart of Accounts Validation form (FTVCOAS). If this field is left blank, the GASB report will include information from all charts that have data extracted for the selected fiscal year and fiscal period.
Fiscal Year	Fiscal year for report data. Required for all the Data Extract Mode options except **Attributes**.

Parameter	Description
Fiscal Period	Fiscal period for report data. Required for all Data Extract Mode options except **Attributes**.
Report Format	Check boxes designating usage of Net Position reports rather than Net Assets reports. Net Position reports segregate assets as Deferred Outflows of Resources and liabilities as Deferred Inflows of Resources. • **Segregate Deferred Outflows and Deferred Inflows** — Check this box to change GASB 34 and 35 Net Assets reports in the Report Type list to the GASB 34 and 35 Net Position reports. • **Include totals with Statement of Net Position** — Check this box to include totals for the debit and credit sections of the reports. Before using Net Position reports, you must use the Attribute Value Maintenance Page (FTMATTV) to designate GASB related asset and liability attribute values as Deferred Inflows of Resources or Deferred Outflows of Resources.
Report Type	GASB Report type options. Data is extracted into the selected report type. Usage of Net Position reports or Net Asset reports is determined with usage of the **Report Format** check box.
Data Extract Mode:	Selection determining the data type extracted: • **Summary** = GASB report. • **Detail** = Includes the Summary report detail rows by Fund, Account, and Program if applicable from the two sources LEDGER and RECLASS. • **Exclusions/Errors** = Includes the remaining detail rows not contained in the Summary report. Incomplete reclassification documents are not included in the Exclusions/Errors file. To view these documents, query on the Transaction Reclassification Query Page (FGIRCLE). • **Attributes** = Includes attribute associations for the selected GASB report.
Expense Classification:	Selection determining the expense classification for the statements of revenues and expenses. • **By Account (Object)** = Default value for the GASB 35 Statement of Revenues, Expenses, and Changes in Net Assets. • **By Program (Function)** = Default value for the GASB 34 Government Funds Statement of Revenues, Expenses, and Changes in Fund Balances.

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Changing Attribute Types and Values

You may want 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, in addition to 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

The following lists the 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.

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Retrieval of Attributes for GASB Reporting

The following describes the 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

This section contains information about 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

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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.

About this task

Use the **FOAPAL Attribute Association Page (FTMFATA)** to establish the associations.

Use the following steps to create associations:

Procedure

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.
   - G5BAA1CA – Current Assets
   - G5BAA2NA – Non-Current Assets
   - G5BAA3CL – Current Liabilities
   - G5BAA4NL – Non-Current Liabilities
   - G5BAA9EX – Exclude Assets/Liabilities

   This places the summarized data on the designated row within the Asset and Liability sections of the Statement of Net Assets (or exclude).

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.
   - G5BAN1NA – Net Assets
   - G5BAN9EX – Exclude Net Assets

   This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).

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:
   - G5BAR1OR – Operating Revenues
   - G5BAR2OEX – Operating Expenses
   - G5BAR3NO – Non-Operating Revenues (Expenses)
   - G5BAR4OT – Other changes
   - G5BAR9EX – Exclude operating account

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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).

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:
   - G5BAN1NA – Net Assets
   - G5BAN9EX – Exclude Net Assets

   This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).
6. 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:
   - G5BAR4OT – Other changes
   - G5BAR9EX – Exclude operating account

   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).
7. 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.

About this task

Use the **FOAPAL Attribute Association Page (FTMFATA)** to establish the associations.

Use the following steps to create associations:

Procedure

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).

   Exclude Bank Funds 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 list:
   - G4GFA1CA – Assets

- G4GFA2CL – Liabilities
- G4GFA9EX – Exclude Assets/Liabilities

This will place the summarized data on the designated row within the Asset and Liability sections of the Balance Sheet (or exclude).

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 list:

   - G4GFN1NA – Net Assets
   - G4GFN9EX – Exclude Net Assets

   This will place the summarized data on the designated row within the Net Asset section of the Balance Sheet (or exclude).

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:

   - G4GFR1OR – Revenues
   - G4GFR2OE – Expenses
   - G4GFR3OS – Other Financing Sources (Uses)
   - G4GFR4SI – Special Items
   - G4GFR9EX – Exclude Operating Accounts

   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).

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:

   - G4GFN1NA – Net Assets
   - G4GFN9EX – Exclude Net Assets

   This will place the summarized data on the designated row within the Net Asset section of the Balance Sheet (or exclude).

6. 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.

   - G4GFR4SI – Special Items
   - G4GFR9EX – Exclude Operating Accounts

   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).

7. 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.

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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.

About this task

Use the **FOAPAL Attribute Association Page (FTMFATA)** to establish the associations.

Procedure

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.

   - G4GWA1CA – Assets
   - G4GWA2Cl – Liabilities
   - G4GWA9EX – Exclude Assets/Liabilities

   This will place the summarized data on the designated row within the Asset and Liability sections of the Statement of Activities (or exclude).

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.

   - G4GWN1NA – Net Assets
   - G4GWN9EX – Exclude Net Assets

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

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.

   - G4GWE1ER – Column for Expenses/Revenues
   - G4GWE9EX – Exclude Expenses/Revenues

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This will determine in which column data will be summarized in the Expenses – Program Revenues section of the Statement of Activities.

5. If a program code has been associated to the value GENREV, an additional association for operating accounts is required to the following attribute types.
   - G4GWG1RV – General Revenue
   - G4GWG9EX – Exclude General Revenue

   This will place the summarized data on the designated row within the General Revenue section of the Statement of Activities (or exclude).
6. Associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one types in the following list:
   - G4GWN1NA – Net Assets
   - G4GWN9EX – Exclude Net Assets

   This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).
7. 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.
   - G4GWG1RV – General Revenue
   - G4GWG9EX – Exclude General Revenue

   This will place the summarized data on the designated row within the General Revenue section of the Statement of Activities (or exclude).
8. Associate each program with one attribute value linked to the following attribute type.

   G4GWPROG – Program Activities

   This will place the summarized data on the designated row in the Functions/Programs section of the Statement of Activities.

Results

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 through other program codes.

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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.

Procedure

1. Update attribute values and types to reflect your GASB report column and row titles on the Attribute Type Maintenance Page (FTMATTT) and the Attribute Value Maintenance Page (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 Page (FTMFATA).
4. Update the General Users Preference Page (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 (through JV, Invoice, Encumbrance, and so on) 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 Page. 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 page, 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 Page.
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.

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General Accounting Transactions

This section contains information about general accounting transactions.

Creating a Journal Voucher Entry Transaction

Three forms are available to create a Journal Voucher Transaction entry.

Use either the Journal Voucher Entry Page (FGAJVCD) described below, the Journal Voucher Quick Page (FGAJVCQ), or the Journal Voucher Mass Entry Page (FGAJVCM).

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

Using FGAJVCD

Initiate the processing to create a journal voucher entry on the Journal Voucher Entry Page (FGAJVCD).

Complete this page as follows.

Key Information for FGAJVCE

Complete these steps to define FGAJVCE key information.

Procedure

1. Enter an existing journal entry number in the **Document Number** field.

   You can copy an existing journal voucher by using the Copy icon. 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 94.
2. 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.

Procedure

1. Select the Copy icon.
2. Enter the source journal voucher document number.
3. Enter a new document number.
4. Change the transaction date as required (the default value is the current date).

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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

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 FGAJVCD defaults to cleared, 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 section or click **Transaction Detail** to access the Transaction Detail Window and enter the accounting sequences.

Transaction Detail Window

The system updates the **Status** indicator field after you save each transaction record.

Allowable values are as follows:

A	In the process of being edited
E	Error condition due to an edit failure
N	Non-sufficient funds for transaction to proceed
P	Postable

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

- 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.)

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- 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.
- After you have entered all the records for this document, either click **Complete** or select **Complete** from the **Options** menu.

Journal Voucher Entry Posting

Journal Voucher Entry 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 (FGRACTG), and you may review the results from the General Accounting Query forms.

  Note: To approve documents, you must navigate to the User Approval Page (FOAUAPP) or to the Document Approval Page (FOAAINP).

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.

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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.

About this task

The system creates an automatic journal voucher using the Automatic Journal Maintenance Page (FGAAUTO).

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

Procedure

1. On the Automatic Journal Voucher Page (FGAAUTO), the cursor appears in the **Automatic Journal ID** field. To create a new automatic journal, enter the ID of the automatic journal and a description in the **Title** field. You can click **Automatic Journal ID**.
2. After entry of the automatic journal description in the **Title** field, use the drop-down lists to populate the **Submission Cycle** field. The submission cycle controls how often the system submits a particular automatic journal. The submission cycle can be Monthly, Quarterly, Annual, or On Demand.

   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.
3. 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.
4. Go to the **Submissions Total** field. Enter the total number of times the system must submit the journal voucher to the Posting Process (FGRACTG) 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.

   After 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.

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5. 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.
6. 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, go to the Journal Voucher Header information.
7. 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 through FGAJVCD before the next submission can run.
8. After entering the Journal Voucher Header information, click the **Journal Voucher** button. The system creates a header record and opens the Journal Voucher Entry Page (FGAJVCD). Enter the transactions needed to process this document through the accounting system.
9. 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).
10. 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 Page (FOAUAPP) or to the Document Approval Page (FOAAINP).

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11. 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 can edit budget entries in the Journal Voucher Entry Page (FGAJVCD), the Journal Voucher Quick Page (FGAJVCQ), the Journal Voucher Mass Entry Page (FGAJVCM) and the Transaction Interface Process (FGRTRNI). The specific method codes are listed in the following chart.:

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

Note: The four balancing method edits are evaluated in total for all rule class entries in the transaction that share the same balancing method.

The budget entry rule class codes general design include I routines that use pluses (+) and minuses (-) and are established as self-balancing for budget rule classes such as BD01. This design is consistent with the nature of the Operating Ledger. Use the Balancing Methods feature to edit and balance budget rule class codes that use the plus (+) and minus (-) symbols within organization or fund or chart of accounts.

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

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).

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Processing a Cash Receipt From a Vendor

When cash is received from a vendor, you can use the Direct Cash Receipt Page (FGADCSR) to process the transaction.

This page 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 page. The Direct Cash Receipt Form generates a rule class to process the cash receipts.

Using the Direct Cash Receipt Form

To use FGADCSR, perform the following steps.

Procedure

1. Enter a cash receipt document number in the **Document Number** field or you can leave this field blank.
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, select the **NSF Checking** check box.
   - A `Y` is displayed in the **Document Text Exists** field if text exists on the **General Text Entry Page (FOATEXT)**.
   - The **Document Status** field displays a `C` if the document is complete or an `I` if the document is incomplete.
6. If you want to enter text for the document, click **Document Text**.
7. Click **Transaction Detail** 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 `E` displays, this indicates that an error condition has occurred due to an edit failure.
   - If `N` displays, this indicates that there are non-sufficient funds for the transaction to proceed.
   - If `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).

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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, select **NSF Override** and click **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.

    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 Page (FGICSUM)** to view all the sequences for that document.

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

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

    After you click this button, the system brings you to the **Process Submission Control Page (GJAPCTL)** to run the `Cash Receipts Report (FGRCSRP)`.
19. Complete the document.

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Posting Direct Cash Receipts

Select Next section from the main window of FGADCSR to navigate to the Transaction Detail window.

On the Transaction Detail window, click the **Completion** button to take 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 is forwarded to the approval process. Otherwise, the document is forwarded to the posting process.

Because rule classes are not entered on the Direct Cash Receipt Form, the form generates 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 generates the rule class RBTR to remove the rebates (if applicable). See the following example for actual postings.

Posting Direct Cash Receipts Examples

The 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 1.

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

To record the cash received from the vendor, use rule class DCSR. Appropriate bank fund entries are made.

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

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, use rule class RBTR to remove the rebates from the rebate receivable account. The rebate receivable account and the tax liability account are fetched from the tax rates that belong to the tax group that was entered on the sequence.

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

Scenario 2: The vendor collects taxes.

To record the cash received from the vendor, use rule class DCSR. Appropriate bank fund entries are made.

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

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 is only one posting.

To record the cash received from the vendor, use the rule class DCSR. Appropriate bank fund entries are made.

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

Defaulting Feature in General Accounting Transaction Forms

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

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

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Using the Defaulting Feature

The defaulting capability of Banner Finance provides more effective data entry by allowing 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 Page (FTMFUND).
- Enter the default **Fund**, **Program**, **Activity**, and **Location** codes using the Organization Maintenance Page (FTMORGN).

After 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 Page (FTMFTYP) to invoke the defaulting feature. Use the drop-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.

- 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.
- Enter a **Fund** code on FTMFTYP and select **Fund** in the **Default Override** field.
- Select **Next Item** and the default **Organization** code is displayed.

  When you accept the Organization default by selecting **Next Item**, the **Program**, **Activity**, and **Location** codes default from FTMFUND.
- 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 Page (FTMFUND). FTMFUND supplies the Organization Code. The **Program**, **Activity**, and **Location** default from FTMORGN if originally defined.

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.

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Where to Define Defaults

Define FOAPAL default components on the following pages.

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

How Redefaulting Works

The following steps show how redefaulting works.

Procedure

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 Banner data entry forms) and from top to bottom in the Budget Development Pages (FBABDRQ and FBABDRA). So, 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.

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How Banner Finance Handles Defaults

You can define a default (such as program code) on both a fund and an organization record, and 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 Page (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, as shown in the following chart. 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.

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.

Pages Affected by the Redefaulting Feature

In the following list, pagems marked with an asterisk (*) are displayed only if you have the Banner Human Resources System installed. Pages marked with a pound sign (#) are displayed only if you have the Banner Student System installed.

- Invoice/Credit Memo Page (FAAINVE)
- Budget Maintenance Page (FBABDMN)
- Budget Request by Account Page (FBABDRA)
- Budget Request Entry Page (FBABDRQ)
- Encumbrance/Reservations Maintenance Page (FGAENCB)
- Journal Voucher Entry Page (FGAJVCD)
- Journal Voucher Mass Entry Page (FGAJVCM)
- Journal Voucher Quick Page (FGAJVCQ)
- Change Order Page (FPACHAR)
- Purchase Order Page (FPAPURR)
- Requisition Page (FPAREQN)
- Employee Job Page (NBAJOBS)
- Position Definition Page (NBAPOSN)

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- Benefit/Deduction Rule Page (PTRBDCA) *
- Earnings Code Rule Page (PTREARN) *
- Detail Code Control Page (TFADETC)
- Detail Code Control Page (TSADETC) #
- Miscellaneous Transaction Page (TSAMISC) #

Making Adjustments to an Existing Encumbrance

Follow this procedure to adjust committed or uncommitted encumbrances.

Procedure

1. Open the Encumbrance/Reservations Maintenance Page (FGAENCB).
2. Enter the **Encumbrance Number** to be adjusted. You may only adjust encumbrances that have posted successfully to the ledgers.
3. The **Encumbrance Title** is not a required field; you may bypass it.
4. 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:

Original encumbrance amount	$3500.00
Adjusted amount	$100.00+
Transaction amount	$100.00

5. Choose the option that corresponds to the desired **Encumbrance Type**: **Encumbrance**, **Labor**, or **Memo**.
6. Enter the associated vendor data.
7. Enter from one to eight characters in the **Encumbrance Change** field to uniquely identify this document as a change to an existing encumbrance. The encumbrance change number is key to the posted document.When the system posts the document, the encumbrance change number serves as the document number.
8. Go to the Transaction Detail section.

Transaction Detail Data

As you enter adjustment amounts, FGAENCB maintains the document total accordingly.

About this task

The system adjusts the encumbrance value by that amount when the Posting Process executes.

You can delete header or detail records only if the system has not posted the encumbrance record to the ledgers.

Procedure

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.

   E020 is the Encumbrance Adjustment Rule Class. User Guide 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.

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

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 might not occur until posting is complete. When 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.

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 Pages

Totals display on the Organization Budget Status Page (FGIBDST) and the Executive Summary Page (FGIBDSR). In addition, the one-character Account **Type** field displays a value representing the type of account displayed on these pages.

The **Account Type** field contains one of the four OPAL account type values:

R	Revenue type accounts
L	Labor type accounts
E	Expenditure type accounts
T	Transfer type accounts

Calculating Totals

When you enter the key components and the system performs a relative query (**Query Specific Account** check box is not selected), the form calculates the net totals.

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 because 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** check box is selected), 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.

Calculating Totals 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 following computation:

Revenue - (Labor + Expense + Transfer)

These totals coincide with the values displayed on the Organization Summary Page (FGIBSUM).

Calculating Totals 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.

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FGIBDSR and FGIBDST compute the Net Totals as R - (L + E + T) any time the **Query Specific Account** check box is not selected. The totals are the sum or absolute amount when the **Query Specific Account** check box is selected. The **Net Total** fields display the sum of all the records queried. You cannot query on the **Account Type** field because it is not a database field.

Although FGIBDSR and FGIBDST are 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

The Banner Finance Year-End feature incorporates five distinct processes that you schedule using the Year End Ledger Maintenance Page (FGAYRLM).

Because 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.
- The fifth process can be run any time after the last day of the old fiscal year and is not dependent on any other Banner Finance year-end process. This process:
  - Closes current HR labor encumbrances in the current fiscal year
  - Rolls forward open future multiple year HR labor encumbrances into the new fiscal year
  - Closes rolled HR labor encumbrances in the new fiscal year.

For more information on the FGRLENC process or Multiple Year Encumbering, refer to the Reports and Processes section or the *Banner Multiple Year Encumbering Handbook*.

Scheduling Year-End Maintenance

Complete these steps to schedule year-end maintenance.

Procedure

1. Open the Year-End Ledger Maintenance Page (FGAYRLM).
2. Enter the **Chart of Accounts** and **Fiscal Year** you want to close.
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. Each process must have its own start document number. Make sure you use unique document numbers for each Chart of Accounts.

5. Enter the date that each process is scheduled to run in the **Scheduled Date** field.

   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 Page (FTMFSYR).

If, for example, your fiscal year calendar is July 1 to 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 want to handle prior year activity, you have two options with the prior year fiscal year record. After 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 Page (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.

Executing the General Ledger Balance Forward Process

Execute the General Ledger Balance Forward Process (FGRGLRL). This process will perform the following functions.

- 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 Page (FOASYSC) is cleared.
- 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 Page (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 the "Reports and Processes" chapter for procedures for generating reports.

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- 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 Page (FGAYRLM).
- Permit concurrent fiscal year processing.

Rolling an Encumbrance

Use the Chart of Accounts Code Maintenance Page (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).
  - 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.
  - 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.
  - 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.

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- 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 can populate these parameters at the Fund Type level on the Fund Type Maintenance Page (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: After 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.

Warning! If you are using the Fiscal Period Document Roll Process (FGPDROL) to move commitments in approvals from the prior fiscal year to the next fiscal year, complete the related FGPDROL processing before using the End-of-Year Encumbrance Carry Forward Process (FGRENRL). Refer to Fiscal Period Document Roll Process (FGPDROL) on page 577 for additional information.

Execute the End-of-Year Encumbrance Carry Forward Process (FGRENRL). Then run the Transaction Interface Process (FGRTRNI) and the Posting Process (FGRACTG) 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 Page (FGAYRLM) will remain blank because 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.

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Rolling Prior Year Encumbrances

The Encumbrance/Reservations Maintenance Page (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 End-of-Year Encumbrance Carry Forward Process (FGRENRL).

- Enter the encumbrance number in the **Encumbrance Number** field of FGAENCB, and select Next section.
- 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 section 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. Banner Finance supplies the rule class and process code in the sample data.Process Code E022 will only execute if the encumbrance number exists in the prior year.
- Use the drop-down list to select a **Commit Type** of Committed. Select Next Record or **Save**.

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 Page (FTMCOAS).

- **Rule Code** field: Enter J020 (Budget Carry Forward Journal).
- **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.

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- **Budget Class** field: Specify O to roll Original budget or A to roll Adjusted budget.
- **Percent** field: The system provides the flexibility to roll a percentage of the budget from 0% to 100%.

You can override these roll parameters at the fund type level by defining their values on the Fund Type Maintenance Page (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.

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 (FGRCLOP) executes only if the following conditions exist:

- All prior-year fiscal periods are closed.
- The accrual period for the prior fiscal year on the System Control Fiscal Year Set-Up Page (FTMFSYR) is open.
- The other three year-end processes have run successfully.

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

The year-end processes are as follows:

- General Ledger Balance Forward Process (FGRGLRL)
- Encumbrance Carry Forward Roll Process (FGRENRL)
- End-of-Year Budget Carry Forward Process (FGRBDRL)
- Close Operating Accounts Process (FGRCLOP)
- Roll HR Labor Encumbrances Process (FGRLENC)

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Year-end Processing Checklist

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

Before you begin

- FTMCOAS: Do the Encumbrance, Budget Carry Forward, and Document Roll Parameters on FTMCOAS accurately reflect your site policies?
- FTMCOAS: Do you have a valid **Fund Balance Account** entered on FTMCOAS?
- 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 Page (FGAYRLM).
- FTMACTL: If you are planning to roll any of your encumbrances as `C` (Committed), make sure that the appropriate Prior Year accounts exist.
- 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.
- 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.
- 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.

Perform the following steps:

Procedure

1. Run the Balance Forward Process (FGRGLRL).

   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.

   This rolls 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**.

2. Run the End-of-Year Encumbrance Carry Forward 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.

3. Run the End-of-Year Budget Carry Forward Process (FGRBDRL).

   This 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.)

4. Run the Close Operating Accounts Process (FGRCLOP).

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This closes the Control, Fund Additions, and Fund Deductions accounts in the year before the Fund Balance account or accounts that you have defined with the exception of the Encumbrance Reserve Account.

5. **Optional:** If you use multiple year encumbering, you can run the Roll HR Labor Encumbrances Process (FGRLENC).

   This process closes current Human Resources (HR) labor encumbrances in the current fiscal year, rolls forward open future multiple year HR labor encumbrances into the new fiscal year, and closes rolled HR labor encumbrances in the new fiscal year.

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

Results

For more information on the FGRLENC process or Multiple Year Encumbering, refer to the Reports and Processes section or the *Banner Multiple Year Encumbering Handbook*.

Concurrent Year Processing

When 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. When 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 Page (FPAPURR) and the Purchase Order Delete Page (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, as the General Ledger balances are not going to roll again, you must simultaneously update Accounts Payable in both fiscal years.

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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 Page (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 Page (FGAJVCD).

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

Prior Fiscal Year General Ledger Posts

Prior Fiscal Year General Ledger Posts information.

DR		Year-end Accounts Receivable Accrual by fund, on input
	CR	Revenue, Expenditure or Transfer Control Account by fund, on input

Prior Fiscal Year Operating Ledger Posts

Prior fiscal year operating ledger posts.

	CR	Revenue, Expenditure or Transfer FOAPAL Distribution, on input

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Current Fiscal Year General Ledger Posts

The following lists the current fiscal year general ledger posts.

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

Current Fiscal Year Operating Ledger Posts

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.

Prior Fiscal Year General Ledger

Prior Fiscal Year General Ledger information.

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

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

Prior Fiscal Year Operating Ledger

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

Current Fiscal Year General Ledger

The following lists current fiscal year general ledger entries.

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

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Current Fiscal Year Operating Ledger

No entries.

Credit Memo in the Prior Year

To support concurrent year processing, the Invoice/Credit Memo Page (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 of Liquidations in the Prior Fiscal Year

The following are posting examples of liquidations in the prior fiscal year.

Encumbrance That Has Rolled Committed

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

A C indicates a committed encumbrance.

Encumbrance Rolled Committed Example 1:

The following is encumbrance rolled committed example 1.

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

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CR Accounts Payable $200

Encumbrance Rolled Committed Example 2:

The following is encumbrance rolled committed example 2.

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

Encumbrance Rolled Committed Example 3:

The following is encumbrance rolled committed example 3.

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

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Encumbrance That Has Rolled Uncommitted

This section contains information about encumbrance that has rolled uncommitted.

Encumbrance Rolled Uncommitted Example 1:

The following is encumbrance rolled uncommitted example 1.

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

Encumbrance Rolled Uncommitted Example 2:

The following is encumbrance rolled uncommitted example 2.

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

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DR Fund Balance $150

CR Accounts Payable $150

Encumbrance Rolled Uncommitted Example 3:

The following is encumbrance rolled uncommitted example 3.

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

The following procedural steps apply to both 1099-MISC and 1099-K.

About this task

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.

Procedure

1. At calendar year end, request the 1099 Reporting/Withholding Audit Report (FARWHLY), which includes selection criteria to include or exclude 1099-MISC and 1099-K data.
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 Page (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 page.

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3. Enter Transmitter and Institution (Payer) information on the 1099-MISC Magnetic Tape Transmitter Data Page (FOA1099).
4. For 1099-MISC reporting, 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-MISC Forms Report (FAB1099). To verify a 1099, you can compare each 1099 to the 1099 Reporting/ Withholding Audit Verification Report. Refer to the "Reports and Processes" chapter for more information.

Creating a Correction 1099

The following procedural steps are for correcting 1099-MISC reporting submitted with the irs1099.dat output from the FAM1099 process. Correction of 1099-K data must be done manually.

About this task

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 Page (FAA1099) to correct the errors. Both the 1099 Magnetic Tape File Build (FAM1099) and the 10990-MISC Forms Report (FAB1099) processes use the date on which you make these corrections the **Correction As of Date**.

Procedure

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

   You can 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).

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4. Create the 1099 forms by running the 1099 Forms Test Patterns (FAT1099) and the 1099-MISC 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 pages always reflect the latest run of the Posting Process (FGRACTG).

Organization Budget Status Page (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.

- Clear this check box and enter the desired combination of **Organization**, **Fund**, **Account**, **Program**, **Activity**, or **Location** (FOAPAL values) to query a range of accounts.
- Select 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 section** 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 Page (FGITRND). Select **List** to return to the document that created the transaction originally. Select **Next section** to display the accounting distribution.

Executive Summary Page (FGIBDSR)

This page 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.

- Clear this check box and enter the desired combination of **Organization**, **Fund**, **Account**, **Program**, **Activity**, or **Location** (FOAPAL values) to query a range of accounts.
- Select 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 section** 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 Page (FGITRND). Select **List** again to take you to the document that created the transaction originally. Select **Next section** to display the accounting distribution.

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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 Page (FGIBDST) and Executive Summary Page (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 the "Reports and Processes" chapter 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 followed 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. As entries without a time stamp do not exist, the following message may be returned:

```
Query caused no records to be retrieved.
```

The Banner Finance fields that may require this search format are **Effective**, **Termination**, **Transaction**, and **Activity** dates. These dates include a time stamp (that is, 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.

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Query for Specific Data Example.xml

If you are searching for all transaction activity records dated 20-JUL-2009 on the Detail Transaction Activity Page (FGITRND), you would enter the date in the following format.

```
20-JUL-2009%
```

This search returns all records with this date.

Formatting Preferences on Query Forms

You can change the way Banner displays amounts on the following query pages.

About this task

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

By default, Banner displays values using three significant commas and two significant decimal places. To change the way in which Banner displays values on a page:

Procedure

1. Access one of the ten query forms in the preceding list.
2. Click **Format Display Preferences**.
   Banner will display the **Format Display Preferences** window.
3. **Optional:** Change the selected value in the **Significant Commas** option group.
4. **Optional:** Change the selected value in the **Significant Decimal Digits** option group.
5. Click **Apply**.
6. Click **Close**.

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Research Accounting Setup

This section contains information about the research accounting setup.

Proposal Setup

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

These steps are guidelines and can change according to your site's policies and procedures.

.

Step	Form	Action
1	Identification Page (FOAIDEN)	Identify proposal accounts, proposal administrators, and principal investigators to Banner Finance as persons.
2	Agency Code Maintenance Page (FTMAGCY)	Establish the funding agency codes, contacts, addresses, phone numbers, and so on.
3	Financial Manager Maintenance Page (FTMFMGR)	Establish financial managers, proposal accounts, proposal administrators, principal investigators, and address information.
4	Cost Share Rate Code Maintenance Page (FTMCSTR)	Define the rate or lump sum amount for cost share calculations.
5	Cost Share Credit Account Maintenance Page (FTMCSTA)	Establish accounts to which cost share amounts will be credited.
6	Cost Share Distribution Maintenance Page (FTMCSTD)	Establish the FOAPAL distribution for the recovery of cost share charges.
7	Indirect Cost Rate Code Maintenance Page (FTMINDR)	Define the rate or lump sum amount for indirect cost (F & A) calculations.
8	Indirect Cost Charge Code Maintenance Page (FTMINDA)	Establish the accounts and percentages for indirect cost (F & A) calculations.

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Step	Form	Action
9	Indirect Cost Distribution Maintenance Page (FTMINDD)	Establish the FOAPAL distribution for the recovery of indirect charges.
10	Basis Definition Code Maintenance Page (FTMBASI)	Establish the base for cost share and indirect cost (F & A) calculations.
11	Sponsor Account Codes Maintenance Page (FRVSACT)	Establish sponsor-required accounts for financial reporting.
12	Institution/Sponsor Account Codes Maintenance Page (FTMISAC)	Identify the relationship between your account codes and sponsor account codes for automatic reporting.
13	Proposal Maintenance Page (FRAPROP)	Establish a proposal and track it through implementation.
14	Proposal Budget Page (FRABUDP)	Establish proposed budget to be submitted to funding agency for approval.
15	Event Maintenance Page (FRVEVNT)	Establish codes for events.
16	Proposal Events Assignment Page (FRAEVPA)	Assign event codes to a proposal.

The following diagram illustrates proposal setup:

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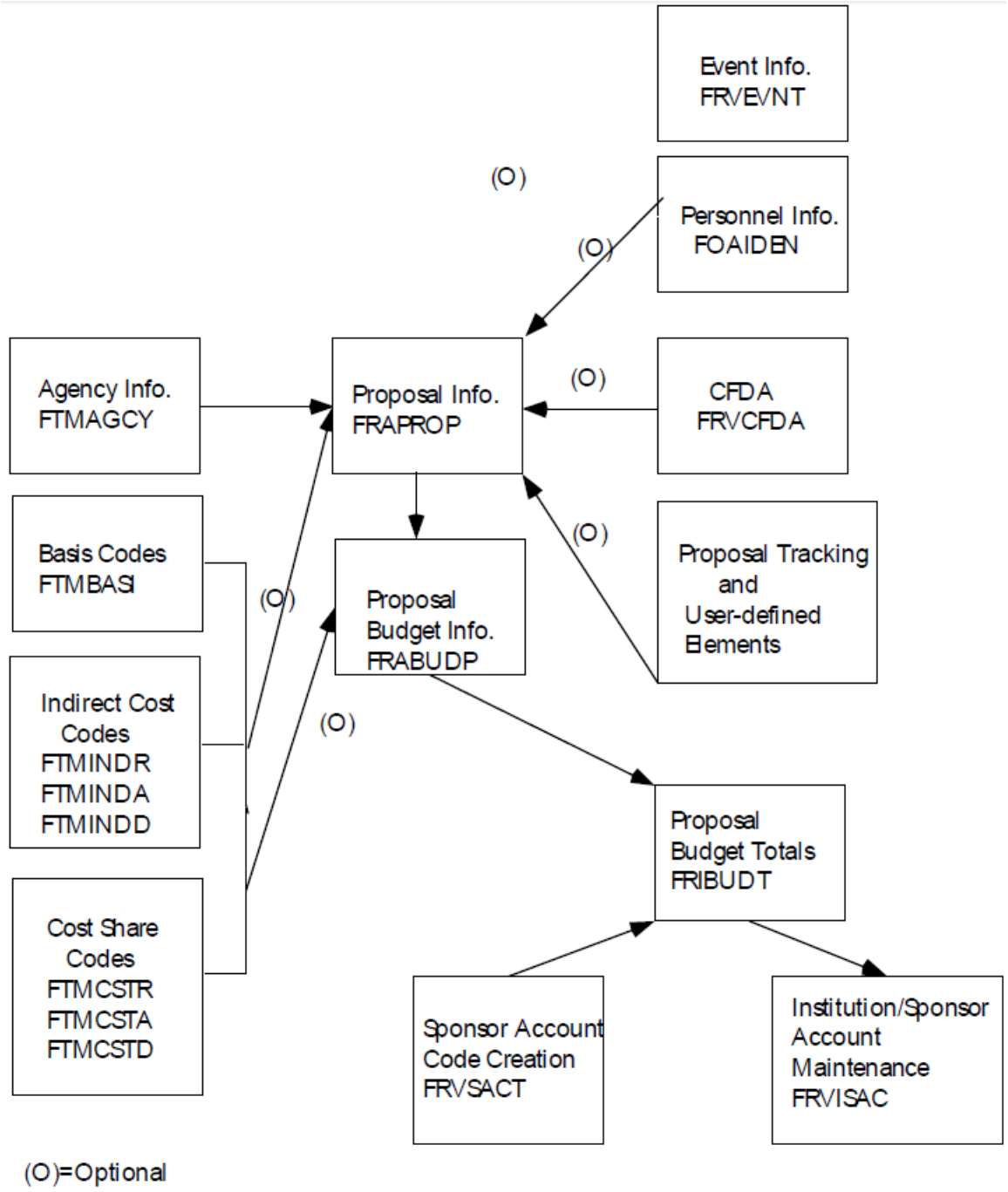

Grant Setup

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

The following steps are guidelines and may change according to site policies and procedures.

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

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

The following diagram illustrates grant setup:

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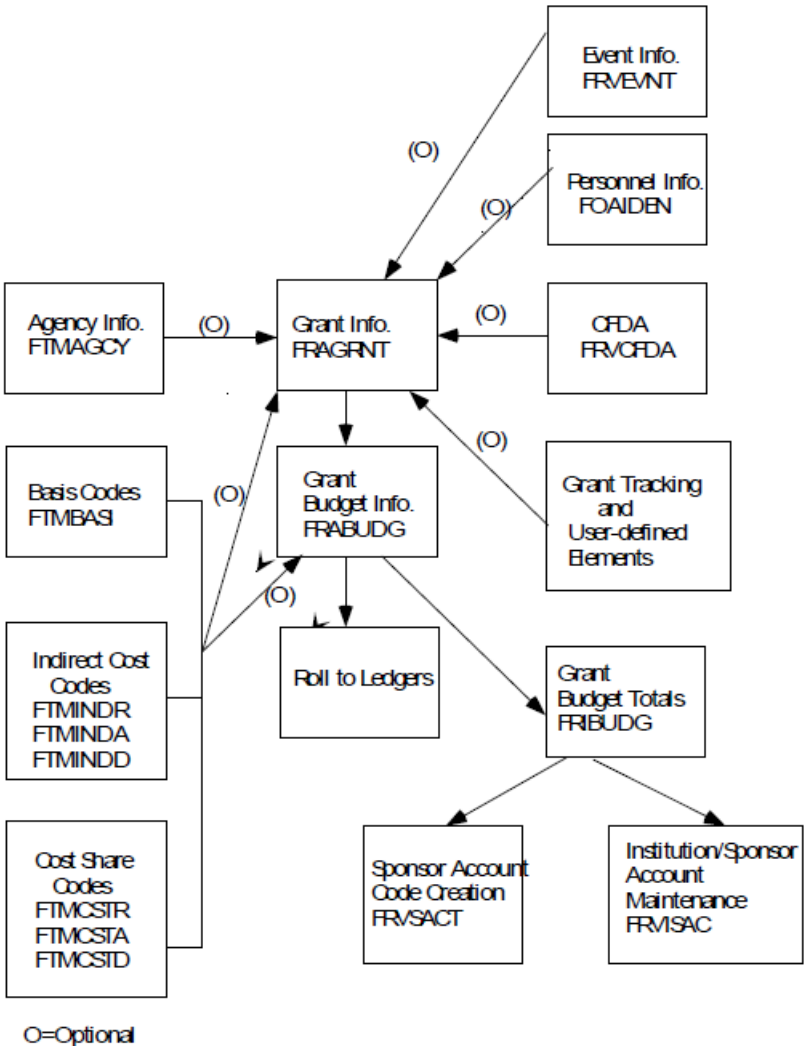

Grant Billing Setup

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

The following steps are guidelines and may change according to site policies and procedures.

Step	Form	Action
1	Research Accounting System Control Page (FRASYSC)	Establish system control records that store general billing information about grants such as payee name, address, and other system-level defaults.

Step	Form	Action
2	Billing Format Validation Page (FRVBFRM)	Establish format codes to customize bills and reports. Ellucian delivers standard format codes with Banner.
3	Grant Billing Format Page (FTMBFRM)	Specify which expenditure groups and subtotals to include in institution-defined format codes.
4	Billing Exclusion Maintenance Page (FTMBECL)	Establish exclusion codes that automatically place non-allowable accounts or account types, or both,on hold.
5	Payment Management System Code Maintenance Page (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 Page (FRAGRNT)	Update the Grant Billing Information window.
7	Research Accounting Fund Maintenance Page (FRMFUND)	Establish a Billed AR account. If you want to use retainage amounts, establish a Retainage AR account.
8	Detail Code Control Page (TFADETC)	Establish detail codes to process bills for sponsoring agencies and payments from those agencies.
9	Event Maintenance Page (FRVEVNT)	Establish codes for events such as bills and reports.
10	Grant Events Assignment Page (FRAEVGA)	Assign event codes to a grant, associate format codes with a grant, and establish billing frequency.

The following diagram illustrates Grant Billing setup:

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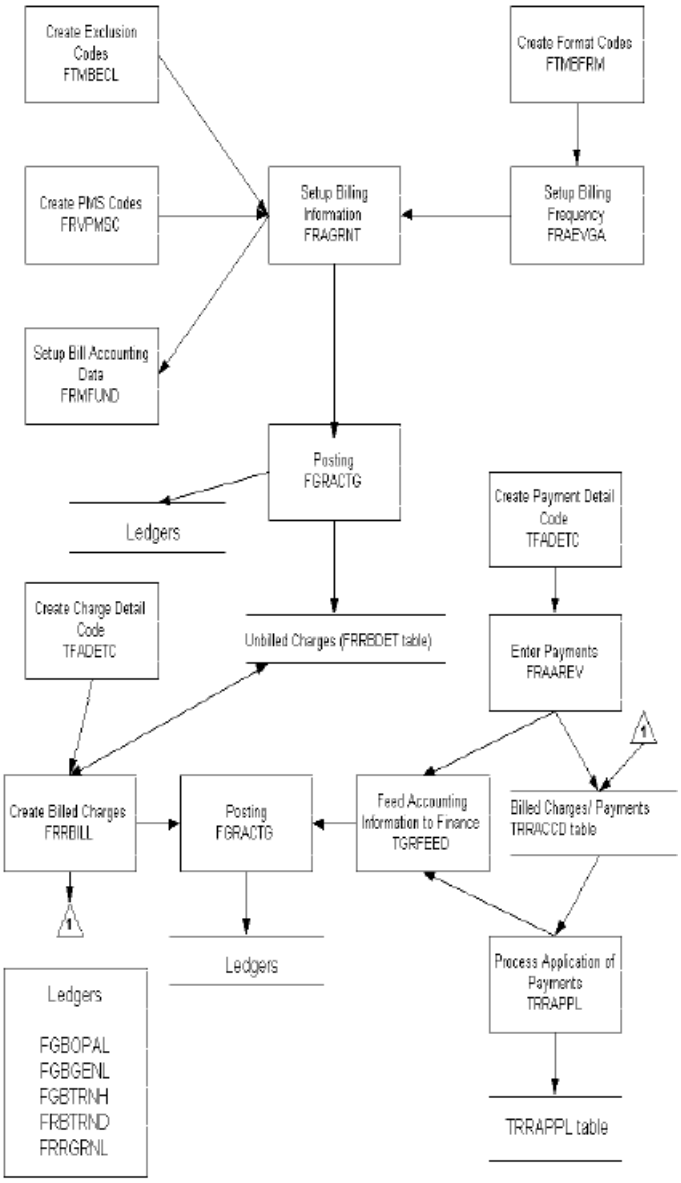

Trail-in and Trail-out Periods

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 a 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 Page (FOMPROF).

Cost Share Calculations

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

About this task

Procedure

1. Fill out the Cost Share Rate Code Maintenance Page (FTMCSTR). This page enables you to define the rate or lump sum amount for cost share calculations.
2. Fill out the Cost Share Credit Account Maintenance Page (FTMCSTA). This page enables you to do one of the following.
   - Enter the accounts to which cost share amounts will be credited.
   - 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 Page (FTMCSTD). This page enables you to enter the FOAPAL distribution for the recovery of charges.
4. Fill out the Basis Definition Code Maintenance Page (FTMBASI). This form enables you to define and establish the base for cost share calculations.
5. Fill out the Research Accounting Fund Maintenance Page (FRMFUND). This page 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.

Procedure

1. Fill out the Indirect Cost Rate Code Maintenance Page (FTMINDR). This page enables you to define the rate for indirect cost (F & A) calculations.

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2. Fill out the Indirect Cost Charge Code Maintenance Page (FTMINDA). This page 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 Page (FTMINDD). This page enables you to enter the FOAPAL distribution for the recovery of indirect charges.
4. Fill out the Basis Definition Code Maintenance Page (FTMBASI). This page enables you to define and establish the base for indirect cost (F & A) calculations.
5. Fill out the Research Accounting Fund Maintenance Page (FRMFUND). This page enables you to associate indirect cost (F & A) codes to a fund.

Results

The diagram that follows illustrates the way 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 pages.

FTMINDR

Rate 10%

Memo 5%

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

- FTMINDR supports IDC rate of zero which enables tracking of memo indirect cost when no Indirect Cost is allowed.
- FTMBASI override rates of zero will be used in calculation of IDC amount – done by either FGRACTG or FRRGRNT.

  Note: Although a Zero Rate is supported for Indirect Cost Rate (FTMINDR), it is not available for Cost Share (FTMCSTR)

FTMINDA

Acct %

7180 100

7180 represents the account code for I/C expenses.

FTMINDD

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

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

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.

Tran	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	Type of Transaction
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%

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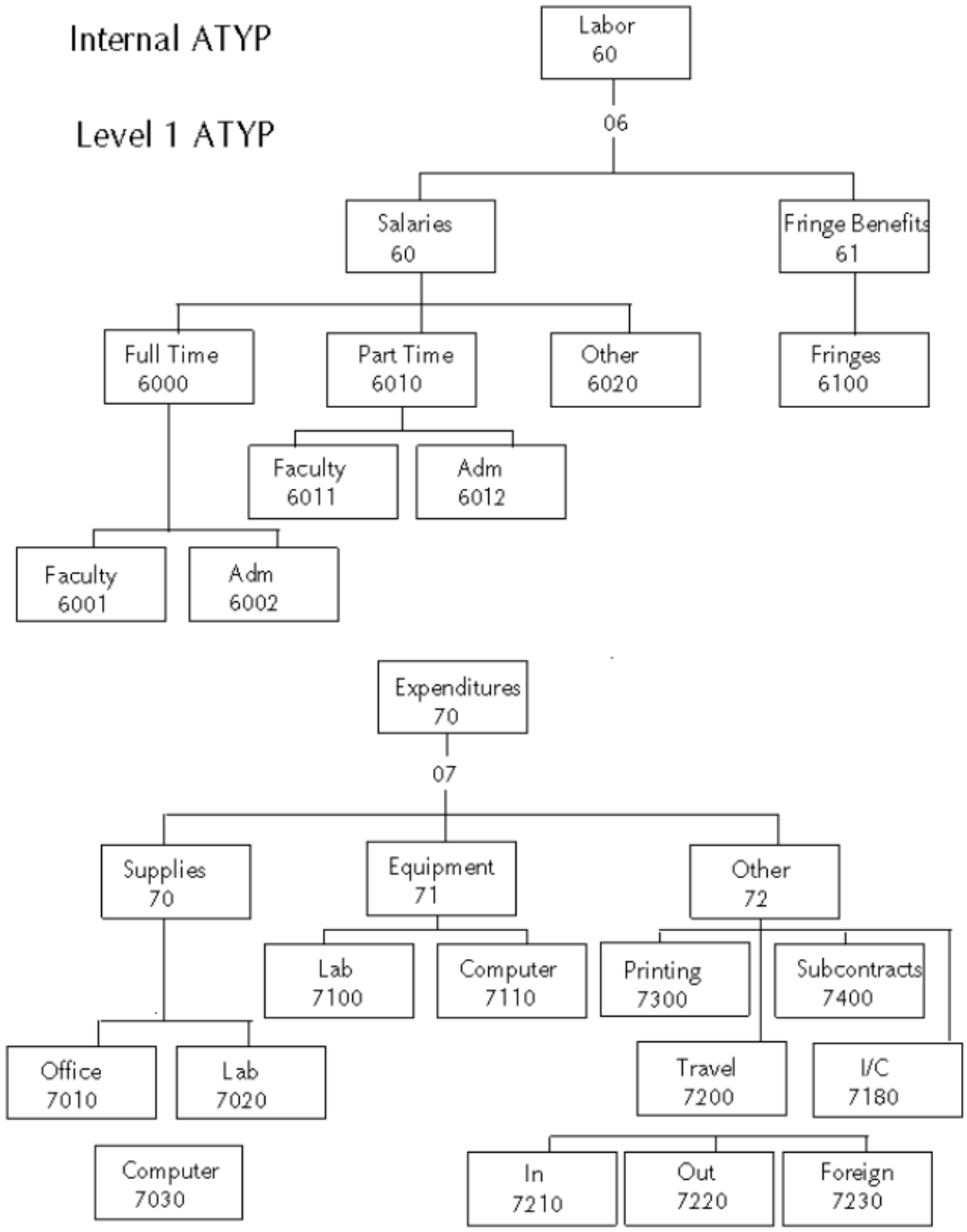

Internal ATYP
Level 1 ATYP
Labor
60
06
Salaries
60
Fringe Benefits
61
Full Time
6000
Part Time
6010
Other
6020
Fringes
6100
Faculty
6011
Adm
6012
Faculty
6001
Adm
6002
Expenditures
70
07
Supplies
70
Equipment
71
Other
72
Lab
7100
Computer
7110
Printing
7300
Subcontracts
7400
Office
7010
Lab
7020
Travel
7200
I/C
7180
Computer
7030
In
7210
Out
7220
Foreign
7230

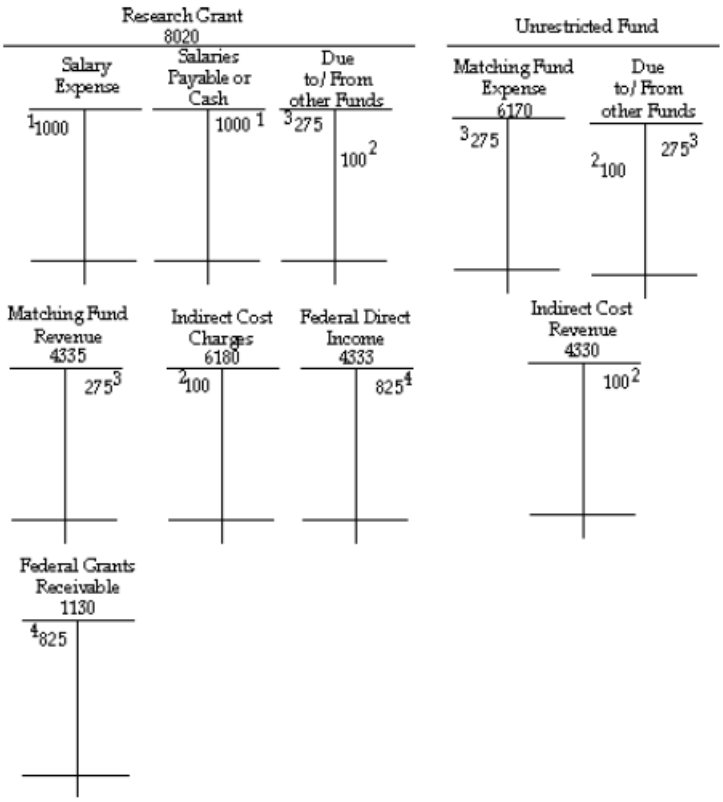
T Accounts

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

This example assumes that you selected `Indirect Cost then Cost Share` from the **Indirect Cost and Cost Share Calculation Order** drop-down list on the System Control Maintenance Page (FOASYSC).

T Accounts Example:

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



Key:

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 (cleared) on the System Control Maintenance Page (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.

About this task

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.

Procedure

1. Select the **Defer Calculations of Indirect Cost and Cost Share** check box on the System Control Maintenance Page (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).

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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.

Grant Budgets

The Grant Budget Page (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 Page (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 Page (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. After 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 Page (FRABUDG) to de-obligate some or all of the budgets linked to a grant.

Indirect Cost Encumbering

The Indirect Cost Encumbering feature allows you to maintain the Available Balance as zero for indirect cost expense.

Note: Available balance for Indirect Cost Encumbering is determined from the operating ledger balances and is not related to Available Balance for NSF Budget Checking

With FRIGITD you can retrieve financial information for a grant or grant fund and the form displays inception-to-date adjusted budget, actual activity, encumbrance, and available balance information.

The **Available Balance** summary column for FRIGITD contains the remaining balance available for each expense line and in total but does not show a subtotal for the remaining balance of direct expenses.

The Indirect Cost Encumbering feature allows you to show the Available Balance as zero for indirect expense by creating an encumbrance to offset the budget and year-to-date activity. After the encumbering of indirect expenses, the Total Available Balance for direct and indirect expenses is reported as equal to the available balance of only direct expenses.

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The following tables illustrate how the Indirect Cost Encumbering feature works. Table 1 presents activity without the Indirect Cost Encumbering feature. Tables 2 and 3 present the same figures when using the Indirect Cost Encumbering feature.

Table 1: Indirect cost encumbering not active

Account	Budget	Activity	Encumbrance	Available Balance
Labor	50,000	4,000	45,000	1,000
Equipment	25,000	2,000	10,000	13,000
Supplies	10,000	500	0	9,500
Travel	30,000	16,000	7,500	6,500
Indirect Costs	57,500	11,250	0	46,250
Total	172,500	33,750	62,500	76,250

Note: Total Available Balance of $76,250 represents both direct and indirect expenses.

Table 2: Indirect cost encumbrance after budget

Account	Budget	Activity	Encumbrance	Available Balance
Labor	50,000			50,000
Equipment	25,000			25,000
Supplies	10,000			10,000
Travel	30,000			30,000
Indirect Costs	57,500		57,500	0
Total	172,500		57,500	115,000

Table 3: Indirect cost encumbrance after expense activities

Account	Budget	Activity	Encumbrance	Available Balance
Labor	50,000	4,000	45,000	1,000
Equipment	25,000	2,000	10,000	13,000
Supplies	10,000	500	0	9,500
Travel	30,000	16,000	7,500	6,500
Indirect Costs	57,500	11,250	46,250	0

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Account	Budget	Activity	Encumbrance	Available Balance
Total	172,500	33,750	108,750	30,000

Note: Total Available Balance of $30,000 represents only the direct expenses.

Indirect Cost Encumbrance Type I

Grant funds with indirect cost encumbering enabled receive updates for Indirect Cost Encumbrance Type **I** to offset the available balance for indirect cost expense, adjusting it to zero.

The following list describes the characteristics of Encumbrance Type I:

- The encumbrance number added to the encumbrance ledger is ICxx0001 where xx is the fiscal year code.
- The posting for type I encumbrances has the same impact in the operating ledger, encumbrance ledger, and grant ledger as other encumbrance types with the exception that negative encumbrance balances are allowed.
- Indirect cost encumbrances apply to each fiscal year and are never rolled forward with year-end processing.

  Note: Indirect Cost Encumbrances remain open after year-end encumbrance roll processing.

- Indirect cost encumbrances cannot be edited with the General Encumbrance Maintenance Page (FGAENCB) similar to travel authorizations, requisitions, and purchase order encumbrance types.
- Indirect cost encumbrances are created for any indirect cost activity with a Commit Type of Uncommitted, but not for Commit Type of Committed. Because Encumbrance Type I is not part of the year-end encumbrance roll, the occurrence of committed encumbrances related to indirect expenses is not common.

Encumbrance Posting Example: No Budget Roll

The following is an encumbrance posting example without budget roll.

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Indirect Cost Expense - Grant with No Budget Roll			Operating Ledger					Grant Ledger			
	Indirect Cost Encumbrance		Budget	YTD Expense Activity	Enc	Avail Bal		Budget	ITD Expense Activity	Enc	Avail Bal
Fiscal Year 1											
1. Add $1,000 Trail in expense	1,000	-	0	1,000	(1,000)	0		0	1,000	(1,000)	0
2. Add $100,000 budget	100,000	+	100,000	1,000	99,000	0		100,000	1,000	99,000	0
3. Add $84,000 indirect cost expense	84,000	-	100,000	85,000	15,000	0		100,000	85,000	15,000	0
Fiscal Year 1 Encumbrance	15,000	+									
Fiscal Year 2											
4. Add $150,000 budget	150,000	+	150,000	0	150,000	0		250,000	85,000	165,000	0
5. Add $165,000 indirect cost expense	165,000	-	150,000	165,000	(15,000)	0		250,000	250,000	0	0
Fiscal Year 2 Encumbrance (negative)	15,000	-									
Fiscal Year 3 (Trail Out)											
6. Add $10,000 indirect cost expense	10,000	-	0	10,000	(10,000)	0		250,000	260,000	(10,000)	0
Fiscal Year 3 Encumbrance (negative)	10,000	-									

Encumbrance Updates

This section contains information about encumbrance updates.

Indirect Cost Source Transaction Temporary Table (FGTIDCE)

When the Indirect Cost Encumbering feature is active for a fund, the Indirect Cost Source Transaction Temporary Table (FGTIDCE) collects fiscal period and FOAPAL information during the Posting Process (FGRACTG) about all activity posted to accounts with Account Class I (indirect cost expense accounts).

The indirect cost information for a source document is retained in the temporary table until after a corresponding journal voucher transaction is successfully created to update the indirect cost encumbrance. After the encumbrance update is posted, the data for the source document is removed from the temporary table.

Journal Voucher Creation

Based on activity logged in the temporary table, Journal Voucher APIs create encumbrance transactions as a journal voucher document type using the journal voucher tables.

The amount of the encumbrance update is generally the same as the indirect cost activity from the source document. However after the source document is posted, the actual encumbrance update amount is based on the operating ledger balances for the indirect cost account using whatever encumbrance amount adjusts the indirect cost available balance to zero.

Negative encumbrances can be created Encumbrance Type I when necessary to increase the available balance to zero when indirect cost expense exceeds budget.

Encumbrance updates are created only when the operating ledger available balance is not zero. For example, when there are two offsetting entries for the same indirect cost account then no encumbrance transaction is needed.

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Document numbers used for the indirect cost encumbrance transactions share the same document prefix as Document Type G numbers from FOASEQN used by the Deferred Grant Process (FRRGRNT).

Note: Journal vouchers for indirect cost encumbrances are not forwarded to the Approvals process or to the posting queue

GRIO and GRIA Rule Classes

Rule classes used for updating indirect cost encumbrances add original encumbrances with GRIO and adjust encumbrances with GRIA as a journal voucher transaction using process codes E117 and E020 respectively.

Posting modifiers are disabled for these rule classes.

Rule classes GRIO and GRIA are included in the ICRG Indirect Cost Encumb Rule Group.

Posting Indirect Cost Encumbrances

The indirect cost encumbrance document is posted immediately after the source document to adjust the indirect cost encumbrance type I.

The following list provides some of the detail about how posting works with journal voucher documents created for indirect cost encumbering:

- Indirect cost encumbrance journal voucher transactions are created by the posting process after a source document posting is complete. The encumbrance update is posted only if an update is required to set Available Balance to zero.
- The source document number is added as the document reference number for the indirect cost encumbrance transaction.
- The transaction date for the indirect cost encumbrance document is the same date as the source document. If a source document with a budget entry uses a budget period that is different than the transaction date, then the encumbrance transaction date becomes the first day of the budget period.
- The posting process advances through the temporary table records for each source document in order of fiscal period. For example, budget entries with different budget periods from a single source document are posted as separate indirect cost encumbrance documents, starting with the earliest fiscal period and working forward for each fiscal period.
- Posting activity updating an indirect cost encumbrance is captured in the operating ledger and also the grant ledger. Trail-in and trail-out activity receives the same treatment for the indirect cost encumbrance updates as the source document with the indirect cost activity.
- There are two types of indirect cost encumbrance transactions:
  - A posting for both the operating ledger and the grant ledger.
  - A posting only for the operating ledger that is excluded from the grant ledger when the source document is related to year-end roll activity. The indirect cost encumbrance posting is identified in FGBTRND_OTHER_DATA as an excluded transaction to support grant rebuild activity. Please refer to Inception-to-date Grant Ledger on page 148 for more information.

- Indirect cost encumbrance documents appear in the posting user's list of Documents by User (FOADOCU).
- An encumbrance ledger source indicator I (I - Indirect Cost Encumbering) is added for all indirect cost encumbrances created by the posting process.
- Concurrent processing allows posting activity for indirect cost encumbrances in the prior year even after the encumbrance roll has been performed.
- Source documents with encumbrance roll activity posted in Period 00 for indirect cost expense are posted as indirect cost encumbrance updates in Period 01. Period 00 is reserved for updates with the encumbrance roll and concurrent processing.

Incomplete Indirect Cost Encumbering

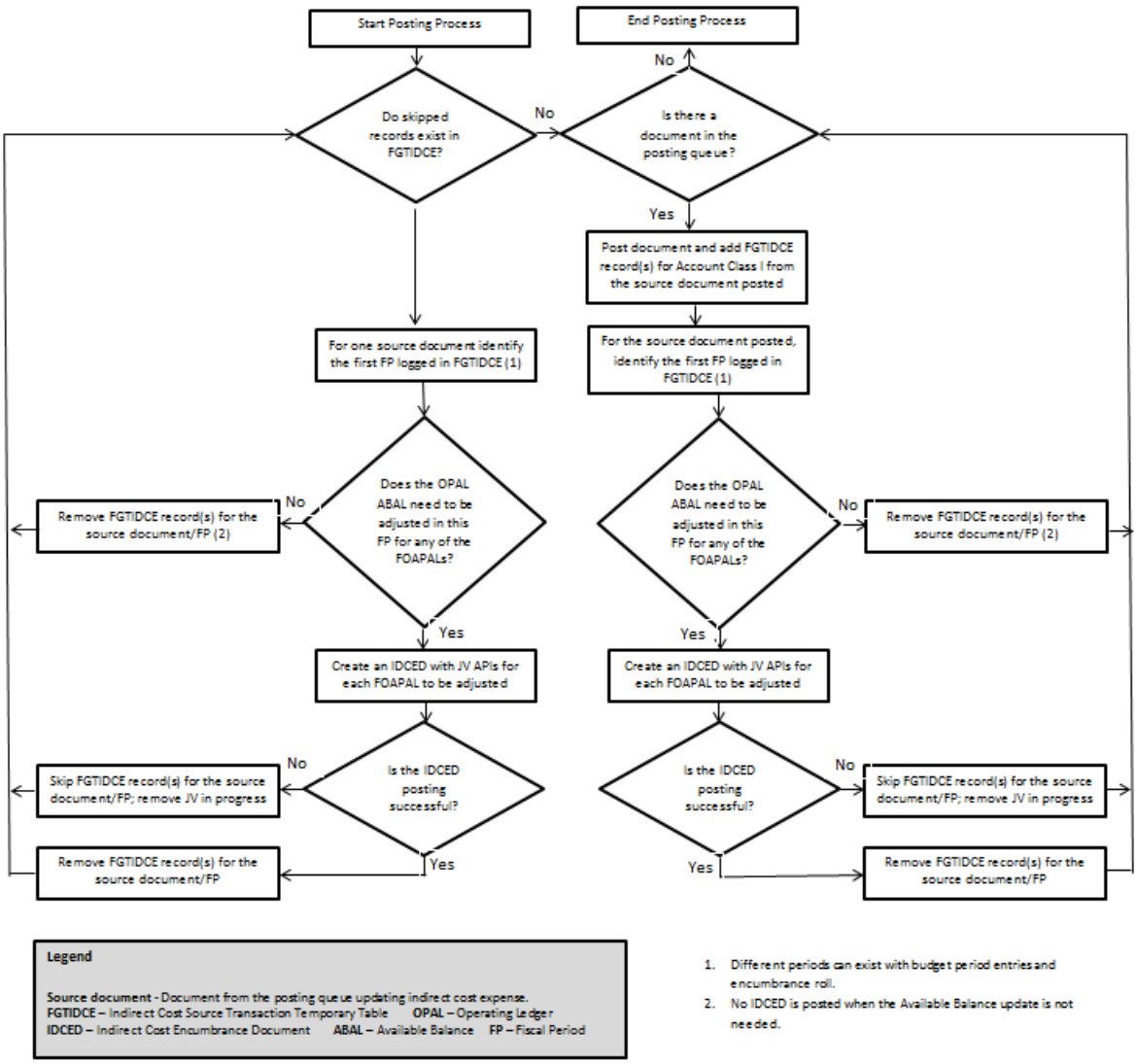
If the posting for an indirect cost encumbrance update does not finish due to a processing error, the source document entry in the FGTIDCE temporary table is skipped and processed again at the beginning of the next posting job submission.

The following is an example of a processing error message:

```
Starting Indirect Cost Encumbrance document G0001007 for source document
I0010111 at 04-APR-2013 11:59:55Error occurred on document, Indirect Cost
Encumbrance update rolled back and skipped.
```

Process Flow: Posting Indirect Cost Encumbrances

Posting indirect cost encumbrances process flow.



Inception-to-date Grant Ledger

When the source document transaction is excluded from the grant ledger relating to year-end encumbrance roll, budget roll, or concurrent posting activity, then there should be no indirect cost encumbrance postings to the grant ledger for that document.

- An inception-to-date exclusion indicator is included with the FGBTRND posting detail to identify the indirect cost encumbrance as a transaction that was excluded from posting to the grant ledger.
- The seed data value EXCL_FROM_ITD or other designated value is the exclusion identifier used in the column FGBTRND_OTHER_DATA as defined in System Data Validation Table (FTVSDAT):

Column Name	Value
Entity	FGBTRND
Attribute Code	OTHER_DATA
Optional Code 1	EXCL_ITD
Data	EXCL_FROM_ITD
Description	Excluded from Grant Ledger
Short Title	Exclude Grant Ledger
Effective Date	01-OCT-1988
Active	Yes

Note: The record effective for the current system date is used by the posting process.

- The data value can be customized, but only one exclusion identifier value should exist in FGBTRND posting detail for all active grants.
- The exclusion identifier for indirect cost encumbrances is added by posting and is used later by other processes such as Grant Rebuild (FGRGRBD) and Grant Ledger Exception Report (FGRGLEX). The identifier is also used by inception-to-date queries for Banner Finance and Banner Finance Self-Service to avoid double counting indirect cost encumbrance transactions related to year-end activity.

  Note: The value is needed in FGBTRND_OTHER_DATA because the indirect cost encumbrance documents do not appear in the FGAYRLM year-end document number sequence like other year-end activity excluded from the grant ledger.

- When a source document is excluded from the grant ledger, the related indirect cost encumbrance update is always posted as the same indirect cost amount equal to the source document rather than the adjustment needed to bring the available balance to zero. This means that the indirect cost encumbrance document is either fully included in the grant ledger or fully excluded from the grant ledger just like the source document.

  Note: A posting warning message is given when using Indirect Cost Encumbering if the indirect cost encumbrance adjustment is not the same amount needed to bring the remaining available balance to zero. This can occur when indirect cost encumbrances are skipped or when indirect cost encumbering is first activated. The difference is corrected with the next posting for the indirect cost account.

When the Budget Period of a source document is a different period than the transaction date, then after the indirect cost encumbrance update the available balance is zero for the operating ledger but the result in the grant ledger may not be zero.

- In these cases the operating ledger budget and the indirect cost encumbrance are posted to the budget period, but the grant ledger budget is posted to a different period.
- Grant ledger queries for the full inception to date will show zero available balance.

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- Grant ledger queries that include both the budget period and the budget entry transaction date will also show a zero available balance.
- Grant ledger queries that include just one or the other period will not show zero available balance.

Encumbrance Posting Example: With Budget Roll

The following is an encumbrance posting example with budget roll.

Indirect Cost Expense - Grant with Budget Roll			Operating Ledger				Grant Ledger			
	Indirect Cost Encumbrance		Budget	YTD Expense Activity	Enc	Avail Bal	Budget	ITD Expense Activity	Enc	Avail Bal
Fiscal Year 1										
1. Add $1,000 Trail in expense	1,000	-	0	1,000	(1,000)	0	0	1,000	(1,000)	0
2. Add $250,000 budget	250,000	+	250,000	1,000	249,000	0	250,000	1,000	249,000	0
3. Add $84,000 indirect cost expense	84,000	-	250,000	85,000	165,000	0	250,000	85,000	165,000	0
Fiscal Year 1 Encumbrance	165,000	+								
Fiscal Year 2										
4. Roll remaining budget $165,000 (1) (2)	165,000	+	165,000	0	165,000	0	250,000	85,000	165,000	0
5. Add $165,000 indirect cost expense	165,000	-	165,000	165,000	0	0	250,000	250,000	0	0
Fiscal Year 2 Encumbrance	0	+								
Fiscal Year 3 (Trail Out before budget roll)										
6. Add $10,000 indirect cost expense	10,000	-	0	10,000	(10,000)	0	250,000	260,000	(10,000)	0
Fiscal Year 3 Encumbrance (negative)	10,000	-								

(1) Budget of $165,000 is encumbered in both years for the operating ledger. The budget roll available balance amount is calculated before indirect cost encumbrance Type I.

(2) There is no change in the grant ledger because the budget roll of $165,000 and indirect cost encumbrance are both excluded from the grant ledger.

Starting Indirect Cost Encumbering

Of the following three requirements for using indirect cost encumbering with a grant fund, the FRMFUND setting is the only one that is always necessary to successfully enable indirect cost encumbering.

The Indirect Cost Encumbering indicator must be checked for the current record on Research Accounting Fund Maintenance Page (FRMFUND).

The seed data related to FGBTRND_OTHER_DATA must be present in FTMSDAT when indirect cost transactions are excluded from the grant ledger for a fund enabled for indirect cost encumbering. For example, the FTMSDAT setting is required when rolling forward the remaining budget of indirect cost expense with the year-end process FGRBDRL.

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Indicating Indirect Cost Encumbering for a Grant (FRAGRNT)

Use the Grant Maintenance Page (FRAGRNT) to indicate that indirect cost encumbering will be the default setting for the grant.

The Cost Code tab on the form contains the **Indirect Cost Encumbering** check box. The check box is initially cleared for each grant. Checking the Indirect Cost Encumbering indicator on FRAGRNT specifies indirect cost encumbering as the default setting for new grant funds added on FRMFUND.

A grant can have different settings for each fund within the grant when using the Indirect Cost Encumbering feature. For example, fund codes associated with an older grant year may be disabled while fund codes for more recent grant years are enabled.

Enabling Indirect Cost Encumbering for a Fund (FRMFUND)

Use the Research Accounting Fund Maintenance Page (FRMFUND) to enable indirect cost encumbering for a grant fund.

The page contains the **Indirect Cost Encumbering** check box. The check box can default as checked or cleared depending on the setting in the FRAGRNT Form. Users must check the Indirect Cost Encumbering indicator to enable the feature for each fund requiring indirect cost encumbering.

If the Indirect Cost Encumbering indicator is added with an effective date of today with FRMFUND, posting immediately applies the Indirect Cost Encumbering with the posting process based on the system date when posting is run.

Note: When enabled, indirect cost encumbering applies to posting of indirect cost activity for all transaction dates and all fiscal years with that fund code.

Enabling Indirect Cost Encumbering after Grant Activity Exists

Indirect cost encumbering can be enabled for an existing grant fund with prior activity. After enabling indirect costing encumbering, encumbrances are added for the grant fund only when there is some activity to trigger updates for each indirect cost FOAPAL.

In general, the posting process updates the indirect cost encumbrances whenever an indirect cost account is being processed by posting.

- The encumbrance update applies to the fiscal year and period from the source transaction.
- The update for available balance occurs regardless of whether the source transaction contains a zero or non-zero amount for the indirect cost accounting sequence. In other words all activity submitted to posting as successful will trigger an update to the indirect cost encumbrance whenever available balance is not zero for the operating ledger fiscal period.

For new grants the encumbrance updates are an ongoing real-time activity for indirect cost expenses to always keep the encumbrance amount such that the available balance remains zero.

However if you have existing grant funds with indirect cost activity and the available balance is not encumbered with a type I encumbrance, then you can send a variety of transactions to posting to initialize the necessary indirect cost encumbrances.

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Feeding Updates to Posting

Updates sent to posting to trigger creation of indirect cost encumbrance can be any document type such as an invoice followed by indirect cost posting.

Typically a journal voucher document would be created as the trigger to create indirect cost encumbrances in current or prior periods where no encumbrances existed before.

The following journal types could be used with a journal voucher feed document to initialize indirect cost encumbrances.

- Use a zero value budget entry – the budget period should match the transaction date because of the exception noted in the Inception-to-date Grant Ledger section above.
- Use a custom year-to-date rule class with offsetting Normal and Reverse of Normal Posting Actions – the transaction amount entered could be zero or non-zero.
- Use the system year-to-date rule class GRIX with offsetting Normal and Reverse of Normal Posting Actions.

During indirect cost encumbrance updates, the rule class GRIX from the source document will trigger additional processing to first detect, summarize, and create any updates needed related to year-end roll activity required in the operating ledger excluded from the grant ledger. Second, posting uses the common method of evaluating the operating ledger to create another indirect cost encumbrance adjustment in both ledgers to adjust available balance to zero, if needed.

The transaction amount entered should be zero to trigger the automated calculation of year-end amounts excluded from the grant ledger, or GRIX can also be used with non-zero input for manual adjustment of operating ledger encumbrances to be excluded from the grant ledger.

Because the GRIX rule class involves additional calculations and processing time, it may not always be the optimal choice, but GRIX can be used successfully to initialize indirect cost encumbrances in all situations.

Selecting Indirect Cost FOAPALs to Update

Journal voucher updates should be added for all indirect cost account balances in the operating ledger and ideally also for each different Organization, Program, Activity, or Location code with indirect cost activity in the grant fund.

Enter the appropriate level of detail to match the types of grant queries that you plan to use with the indirect cost encumbering feature enabled.

For example, if you want to be able to query by Organization or Location with indirect cost encumbering applied, then journal voucher updates should be created at the same level of detail as the anticipated queries to trigger encumbrance updates for each indirect cost FOAPAL.

You will be able to re-perform the encumbrance initialization at a later time adding more FOAPAL detail, if desired.

To help determine which indirect cost accounts should be encumbered, analyze the operating ledger to determine all of the unique FOAPALs for indirect cost class I in the grant fund being enabled. A query or report may be the simplest method to find all of the FOAPALs with indirect cost balances. For example:

```
select * from fgbopal
```

```
where fgbopal_coas_code = 'B'
and fgbopal_fund_code = '200999'
and fgbopal_acct_code in
(select ftvacct_acct_code from ftvacct
where ftvacct_coas_code = 'B'
and ftvacct_acct_class_code = 'I')
order by fgbopal_fsyr_code, fgbopal_acct_code
```

Choosing Periods to Update

Similarly, if you plan to enable the indirect cost encumbering feature to query certain desired periods or ranges of periods with indirect cost encumbering active, then encumbrance updates are required in each of the periods that have indirect cost activity in the prior periods.

A separate journal voucher document should be added for each period.

If budget roll is not in use, then at least one encumbrance must be created in each fiscal year that contains prior indirect cost activity. If just one period will be updated in a fiscal year, then the final period should be used to establish the encumbrance.

In some cases when the budget roll is being used you can encumber indirect cost for just the current period when the available balance is the same in the current period of the operating ledger as the current period for the grant ledger.

- In this case, a non-GRIX rule class can be used and the same encumbrance will be added to both ledgers.
- However, if some time after the original indirect cost encumbrance a transaction is sent to posting for any period before the original posting period, then the original encumbrance updates must be re-entered to eliminate the over encumbrance that will result.

Again, in all cases with prior period updates you will be able to re-perform the encumbrance initialization at a later time adding more periods in a fiscal year or adding earlier fiscal years, if desired.

Note: Please refer to Article 000028330 in the Ellucian Support Center for additional information about implementation choices and using GRIX when activating Indirect Cost Encumbering for grant funds with indirect cost activity

Grant Ledger Exclusion Rule Class GRIX

If Indirect Cost Encumbering is active for a grant fund then the GRIX rule class is recognized by the posting process to help with initialization of indirect cost encumbrances for grants with existing year-end activity.

Because the GRIX rule class is composed of offsetting Year-to-Date entries, indirect cost encumbrances can be posted to the operating ledger for zero and non-zero amounts with no impact. Transaction detail displayed in the query forms FRIGTRD and FGITRND will show each of the postings for the offsetting Normal and the Reverse of Normal posting actions.

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Note: The GRIX process sequence numbers should not be changed from the baseline seed data because the posting process is designed to ignore process sequence 30 which is the Reverse of Normal posting action. As a result the indirect cost encumbering feature uses the remaining postings for process sequence 20 which is the Normal posting action

The posting process reports an error when using the GRIX rule class for the following two conditions:

- The GRIX rule class cannot be used if the Account is not Account Class I.
- The GRIX rule class cannot be combined in the same document with any other rule class.

For the source document posting the GRIX rule class uses standard posting processes. After the GRIX source document is posted, then a special indirect cost encumbrance update may apply if there is indirect cost activity excluded from the grant ledger and therefore indirect cost encumbrance activity to be excluded from the grant ledger. The special update will be posted with an exclusion identifier added to the column FGBTRND_OTHER_DATA as defined in System Data Validation Table (FTVSDAT).

Note: Indirect cost encumbrance updates for source documents with GRIX concurrent posting apply only to the initial fiscal year

Use the GRIX rule class with one of the following two options:

- A zero value input for a system calculation and indirect cost encumbrance update to match the inception-to-date grant ledger exclusions, or
- A non-zero value input for a user-calculated adjustment of indirect cost encumbrances excluded from the grant ledger.

In either case, the normal indirect cost encumbrance updates required to adjust operating ledger available balance to zero are posted as a second step for the GRIX source document using the common method used for any rule class.

Note: The GRIX entries must be submitted for older periods first because the grant ledger exclusions are calculated as inception-to-date. If a GRIX entry triggers an indirect cost encumbrance update in a period preceding any other GRIX update for the same indirect cost FOAPAL, then grant ledger exclusions are counted more than once. Another GRIX entry in the subsequent period is required to eliminate double counting the grant ledger exclusions

GRIX Zero Amount

GRIX zero amount steps.

Procedure

1. A GRIX source document posting with a total of zero for an indirect cost FOAPAL generates a special indirect cost encumbrance transaction that is excluded from the grant ledger. The system calculates inception-to-date year-end activity that was excluded from the grant ledger up to the fiscal period indicated by the GRIX transaction date, less any indirect cost encumbrance exclusions already recorded.

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If no grant ledger exclusions exist related to year-end activity, then no special indirect cost encumbrance update is created with the first step following a GRIX source document posting of zero amount. The source document remains in the temporary table FGTIDCE pending the second step.

2. An indirect cost encumbrance transaction is calculated according to the common method of Indirect Cost Encumbering that applies to all rule classes. The indirect cost encumbrance is updated based on the amount needed to set the operating ledger Available Balance to zero.

GRIX Non-zero Amount

GRIX Non-zero amount steps.

Procedure

1. A GRIX source document posting with a non-zero total for an indirect cost FOAPAL generates a special indirect cost encumbrance transaction that is excluded from the grant ledger. The indirect cost encumbrance is updated using the total GRIX input amount to adjust the amount excluded from the grant ledger. (The net impact for the GRIX source document in the operating ledger is zero because of the offsetting O030 process codes.)

   Use a positive entry to increase indirect cost encumbrances appearing in the grant ledger.

2. An indirect cost encumbrance transaction is calculated according to the common method of Indirect Cost Encumbering that applies to all rule classes. The indirect cost encumbrance is updated based on the amount needed to set the operating ledger Available Balance to zero.

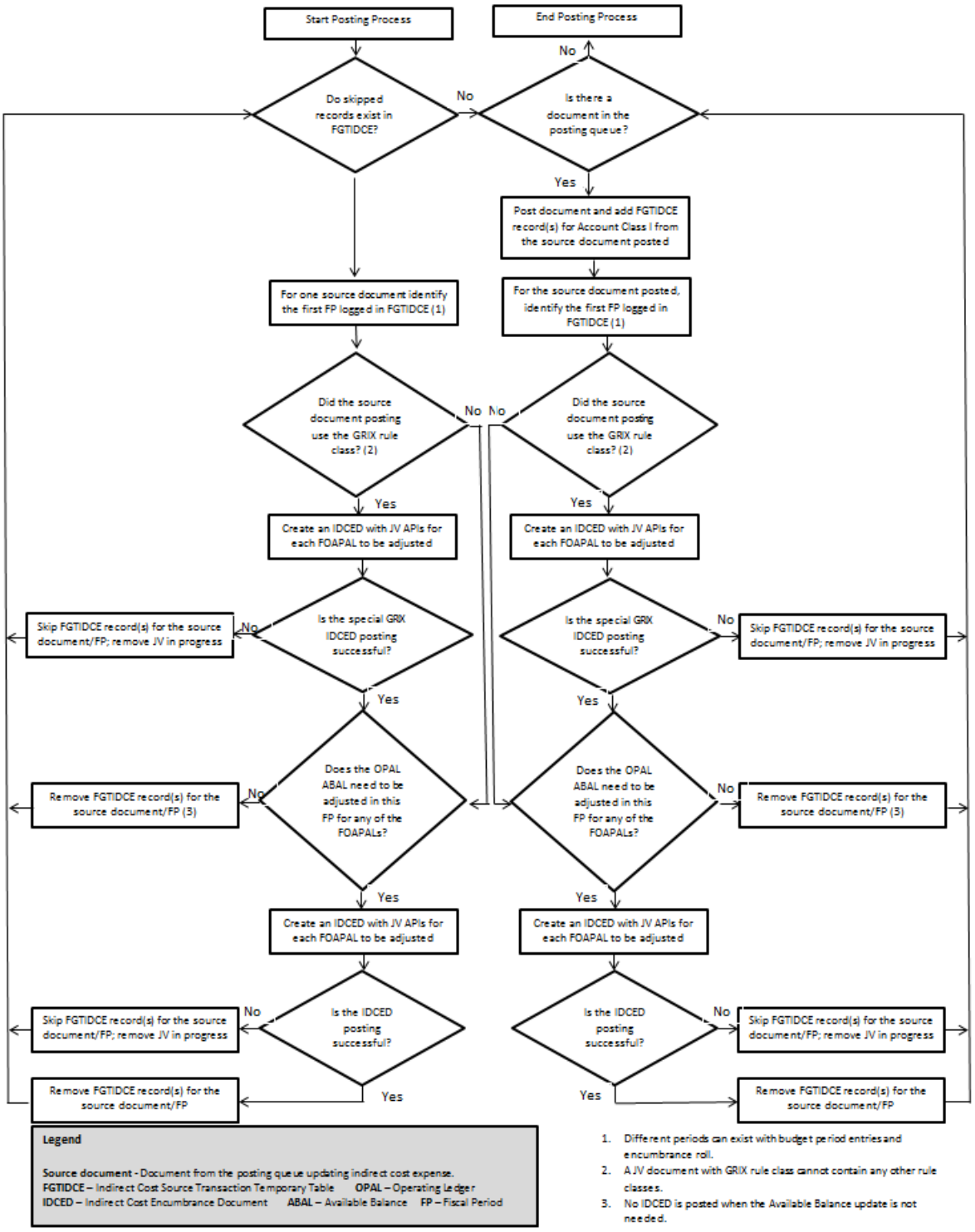
   Note: There is no impact to the indirect cost encumbrance in the operating ledger because the two updates offset each other.

Results

Using GRIX with a non-zero adjusting amount would be needed if after completing the zero amount GRIX initialization entries there remains a non-zero Available Balance in FRIGITD for indirect cost, but FGIBDST shows zero Available Balance in all fiscal years.

Process Flow: Posting Indirect Cost Encumbrances including GRIX

The following is the posting indirect cost encumbrances including GRIX process flow.


Start Posting Process
End Posting Process
Do skipped records exist in FGTIDCE?
No
Is there a document in the posting queue?
No
Yes
Post document and add FGTIDCE record(s) for Account Class I from the source document posted
For one source document identify the first FP logged in FGTIDCE (1)
For the source document posted, identify the first FP logged in FGTIDCE (1)
Did the source document posting use the GRIX rule class? (2)
No
No
Did the source document posting use the GRIX rule class? (2)
Yes
Yes
Create an IDCED with JV APIs for each FOAPAL to be adjusted
Create an IDCED with JV APIs for each FOAPAL to be adjusted
Skip FGTIDCE record(s) for the source document/FP; remove JV in progress
No
Is the special GRIX IDCED posting successful?
Is the special GRIX IDCED posting successful?
No
Skip FGTIDCE record(s) for the source document/FP; remove JV in progress
Yes
Yes
Remove FGTIDCE record(s) for the source document/FP (3)
No
Does the OPAL ABAL need to be adjusted in this FP for any of the FOAPALs?
Does the OPAL ABAL need to be adjusted in this FP for any of the FOAPALs?
No
Remove FGTIDCE record(s) for the source document/FP (3)
Yes
Yes
Create an IDCED with JV APIs for each FOAPAL to be adjusted
Create an IDCED with JV APIs for each FOAPAL to be adjusted
Skip FGTIDCE record(s) for the source document/FP; remove JV in progress
No
Is the IDCED posting successful?
Is the IDCED posting successful?
No
Skip FGTIDCE record(s) for the source document/FP; remove JV in progress
Remove FGTIDCE record(s) for the source document/FP
Yes
Yes
Remove FGTIDCE record(s) for the source document/FP
Legend
Source document - Document from the posting queue updating indirect cost expense.
FGTIDCE – Indirect Cost Source Transaction Temporary Table OPAL – Operating Ledger
IDCED – Indirect Cost Encumbrance Document ABAL – Available Balance FP – Fiscal Period
1. Different periods can exist with budget period entries and encumbrance roll.
2. A JV document with GRIX rule class cannot contain any other rule classes.
3. No IDCED is posted when the Available Balance update is not needed.

Stopping Indirect Cost Encumbering

If indirect cost encumbering is turned off by unchecking the Indirect Cost Encumbering check box on FRMFUND, the remaining indirect cost encumbrances of type I can be closed by journal voucher.

If an indirect cost encumbrance sequence is closed while indirect cost encumbering is still enabled for the fund (the Indirect Cost Encumbering check box is checked on FRMFUND), pending encumbrance updates will continue to produce a posting error message until the conflict is resolved.

Do one of the following to resolve the conflict:

- Reopen the indirect cost encumbrance. This allows the pending indirect cost updates in the temporary table FGTIDCE to be completed.
- Disable indirect cost encumbering by unchecking the Indirect Cost Encumbering check box on FRMFUND. The pending update in the temporary table will be removed.

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 Page (FOAIDEN). To do this, enter the person's internal identification number in the **ID** field on the User Profile Maintenance Page (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.

Procedure

1. Use the Event Code Validation Page (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 Page (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 Page (FRAEVPA) to link events to a proposal or use the Grant Events Assignment Page (FRAEVGA) to link events to a grant.

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How to Satisfy an Event

Use the Proposal Events Action Page (FRAEVNP) or the Grant Events Action Page (FRAEVNG) or both to satisfy or cancel events.

You can also use these pages to see a list of events for which you are responsible.

How to Query Events

Use the Proposal Events Inquiry Page (FRIEVNP) and the Grant Events Inquiry Page (FRIEVNG) to view the following.

- 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

How to Enhance 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 Page (FRAGRNT) and the Proposal Maintenance Page (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 Page (FRAEVGA) and the Proposal Events Assignment Page (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)

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

How to Add Text to Selected Pages

You can add or update descriptive text on the following pages.

About this task

- FRAPROP - Proposal Maintenance Page
- FRABUDP - Proposal Budget Page (Text option is labelled Text Information)
- FRAGRNT - Grant Maintenance Page
- FRABUDG - Grant Budget Page (Text option is labelled Text Information)
- FRMFUND - Research Accounting Fund Maintenance Page (Text option is labelled Fund Text or Grant Text)

Procedure

1. From within the page, select **Text** from the **Options** menu.
   The **General Text Entry Page (FOATEXT)** displays.
2. Enter the text.
3. Click **Save**.

Results

When FOATEXT is called from another page, the following occurs:

- Text and identifying code are defaulted into the key block. The document type and document code are carried forward from the calling page.
- 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.

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Agency Funding Information for Grants and Proposals

A check box, labelled **Pass Through Indicator**, is displayed on both the Grant Maintenance Page (FRAGRNT) and the Proposal Maintenance Page (FRAPROP). This check box is not user-navigable.

The system selects this check box when information is available for display in the Pass Through Agency Distribution Information section.

How to View Pre-existing Information

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 section.

You can use the information displayed in this section to track percentages of contributions from different agencies.

How to Enter New Information

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

Procedure

1. In the Pass Through Agency Distribution Information section, enter the code for the agency (list of values is available), the percentage of the funding the agency contributed, and the sponsor ID. 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.
2. Select Save. The **Pass Through Indicator** check box is selected, which indicates that pass through information exists for this proposal or grant.

Setting up Banner Finance Forms for Effort Certification

Before you can build an effort certification process at your institution, you must first set up the FRAGRNT and FTMFUND pages.

About this task

For detailed information about the Effort Certification process, refer to the *Banner Effort Reporting and Labor Redistributions Handbook*.

Perform the following steps:

Procedure

1. (Required, institution-wide setup) Identify grants for which you want to generate effort certification reports.
   a) Select the **Requires Effort Certification** check box on the **Grant Maintenance Page (FRAGRNT)**.

b) Establish Accounting Element values on the **Effort Reporting** tab.

2. (Required institution-wide setup) Identify specific funds that are not associated with grants for which you want to generate effort certification reports.

   a) Select the **Fund Requires Effort Certification** check box on the **Fund Code Maintenance Page (FTMFUND)**.

   b) If the fund requires effort allocation, select the **Fund Requires Effort Allocation** check box on FTMFUND.

Grant Billing Detail Table (FRRBDET)

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

Key:

The Grant Billing Detail Table key.

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

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

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Fund	Doc Code	Comp	Status	Exp Acct	Amount	Trans Date
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

All expenses charged against a grant fund are 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 Page (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 Page (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).

Generating Bills

Description for generating bills.

Procedure

1. Fill out the Grant Billing Information window on the Grant Maintenance Page (FRAGRNT).
2. Define the billing frequency and bill format code on the Grant Events Assignment Page (FRAEVGA).It is recommended that you assign only one bill format code to each grant.

   Note: The Grant Event Assignment Page (FRAEVGA) enables you to create multiple billing events if you use a unique bill event code. The works well for situation in which you have a cost reimbursable grant and want to bill a fixed amount at the end of the grant. It does not work as well if you try to produce different formats or have billing events overlap.

3. Set up detail codes on the Detail Code Control Page (TFADETC).

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Generating Bills Example:

Example for generating bills.

About this task

Detail Code	Description	Type	Category	Grant Type	Priority	Refund Code
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

Procedure

1. Enter values in the following fields on the Research Accounting Fund Maintenance Page (FRMFUND).
   - **Billed AR Account Code**
   - **Retainage AR Account Code** (Optional)
   - **Retainage Amount** (Optional)
   - **Retainage Percentage** (Optional)
2. **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.
3. Run the Research Accounting Billing Process (FRRBILL) in `Audit` mode for a specific **Billing Format Code** and **Billing Period To Date**.
4. Run the Billing Exception Report (FRRBEXC) to identify exceptions associated with the specified grant or PMS code.
5. Correct any exceptions found in Step 7.
6. 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.

7. 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 Page (FRA134B)
   - Standard Billing 270 Page (FRA270B)
   - Standard Billing 272 Page (FRA272B)

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- Generic Bill Page (FRAGENB)

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

  Note: FRRBILL process includes a safeguard that prevents a subsequent run of FRRBILL from starting until the prior job finishes. The process generates an error message in the FRRBILL.log file that it cannot process your job until the prior job completes.

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 Page (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 Page (FRAGRNT) determine how FRRBILL processes budget limits.

Budget Limit Processing Examples:

The following lists budget limit processing examples.

- On the Grant Maintenance Page (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.
- On the Grant Maintenance Page (FRAGRNT), if the **Budget Limit Indicator** is set to Line Item Budget, the **Budget Check Source** is the Grant Ledger, and the Billing Format is defined as a Generic Bill, the billing process summarizes the budget and actual data by the user defined Expenditure Group Categories per the Grant Billing Format Page (FTMBFRM) for the specified Generic Billing format.

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The process evaluates the summarized Expenditure Category data for available budget as of the billing date, and will evaluate the amount of the bill and the cumulative amount (amount previously billed) against the budget amount by each of the Expenditure Group categories to determine if it should produce a bill or a billing exception. FRRBILL may be run in Audit mode to determine any Expenditure Categories that may be over budget so that appropriate action may be taken before running the Generic Bill in update mode for the billing period.

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 Page (FRAGRNT) or in the **Deferred Revenue Account** field on the Research Accounting System Control Page (FRASYSC).

Fixed Bill With a Deferred Account Example 1:

The following is example 1 of a fixed bill with a deferred account.

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

Fixed Bill With a Deferred Account Example 2:

The following is example 2 of a fixed bill with a deferred account.

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.

Procedure

1. Create a generic bill format code and associate that format code with a grant using the Billing Format Validation Page (FRVBFRM) and the Grant Billing Format Page (FTMBFRM).

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2. Click the **Details** button on the Standard 1034 Billing Page (FRA134B). Banner will run the Generic Bill Page (FRRGENB) and print a separate page that you must collate with the appropriate bill.

Results

See the "Reports and Processes" chapter for more information about standard 1034 bills.

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 Page (FRAEVGA) is less than or equal to the **Bill Period to Date** parameter entered by the user.

For each grant that matches these criteria, Banner selects all unbilled transactions from the Grant Billing Detail Table (FRRBDET) with a billing date that is less than or equal to the Billing period to Date parameter in FRRBILL. The billing date is initially set to the transaction date but can be modified on the FRABDCN form.

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, as shown in the following chart, 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.

Exception	Description
No Billing Address	The billing address was not entered on the Grant Billing Information window of the Grant Maintenance Page (FRAGRNT).
Trail In Activity	The bill includes expense activity that was incurred before the date in the **Project Period** field on the Grant Maintenance Form.
Trail Out Activity	The bill includes expense activity that was incurred after the date in the **To** 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 **Minimum** 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 Page (FRASYSC) or the Grant Maintenance Page (FRAGRNT).

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Exception	Description
Budget Exceeded in Total	The total billed amount is greater than the value in the **Maximum** 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 Page (FRASYSC) or the Grant Maintenance Page (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 Page (FRASYSC) or the Grant Maintenance Page (FRAGRNT). For bills that use a generic or institution-defined format, Banner uses the budget for the expenditure group defined on the Grant Billing Format Page (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 Page (FTMBFRM). Banner will not include this expense in the bill.
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. Use the Unbilled Status Control Page (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 does the following:

- Update the amount in the **Cumulative** field on the Grant Billing Information window of the Grant Maintenance Page (FRAGRNT).
- Update the values in the **Last Invoice Number** field on the Grant Maintenance Page (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 Page (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 Page (FRAEVGA).

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- Insert a row in the Account Charge/Payment Detail Table (TRRACCD) that summarizes billed amounts by grant fund. Use the Research Accounting Payments Entry Page (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).

Research Accounting Billing Process Examples:

The following 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-11
245	J165	I	B	6399	250	01-MAR-11
245	J165	C	B	5065	-50	01-MAR-11
245	J166	D	B	6053	200	10-MAR-11
245	J166	I	B	6399	50	10-MAR-11
245	J166	C	B	5065	-20	10-MAR-11
245	I160	D	B	6101	100	12-MAR-11
245	I160	I	B	6399	25	12-MAR-11
245	I160	C	B	5065	-5	12-MAR-11
245	I161	D	B	6215	50	30-MAR-11
245	I162	D	H	6218	200	30-MAR-11
245	I163	D	H	6275	100	30-MAR-11
245	I165	D	U	6299	2,000	01-APR-11
245	I165	I	U	6399	500	01-APR-11
245	I165	C	U	5065	-100	01-APR-11

If you run the Research Accounting Billing Process for the end date of 31-MAR-11 and you use a cost reimbursement schedule, Banner produces the following journal entries using the specified rule class in the grant fund.

Billed Accounts Receivable Rule Class (GRBL)

Transaction	Amount	Account	Form Where 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 31-MAR-11 and you use a fixed reimbursement schedule with a fixed bill amount of $2000, Banner produces the following journal entries using the specified rule classes in the grant fund.

Billed Accounts Receivable Rule Class (GRBL)

Transaction	Amount	Account	Form Where Account Is Defined
Debit	**2000**	**Billed AR**	**FRMFUND**
Credit	1600	Unbilled AR	FTMFUND

Deferred Revenue Rule Class (GRDF)

Transaction	Amount	Account	Form Where Account Is Defined
Credit	400	Deferred	FRAGRNT or FRASYSC

If you run the Research Accounting Billing Process for the period ending 31-MAR-11 and you enter `10` in the **Retainage Percent** field on the Research Accounting Fund Maintenance Page (FRMFUND), Banner produces the following journal entries using the specified rule classes in the grant fund.

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.

Billed Accounts Receivable Rule Class (GRBL)

Transaction	Amount	Account	Form Where Account Is Defined
Debit	**1600**	**Billed AR**	**FRMFUND**
Credit	1600	Unbilled AR	FTMFUND

Withholding Accounts Receivable Rule Class (GRWH)

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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 sums the retainage amounts in each bill that you generated before the date you entered in the **Billing Period To Date** and produces the following journal entries using the specified rule class in the grant fund.

Withholding Accounts Receivable Rule Class (GRWH)

Transaction	Amount	Account	Form Where 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 Page (FRAAREV) and produce a bill. Banner will not produce journal entries.

Reversing 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 reverses the bill and undoes the results of the Research Accounting Billing Process.

When you run the Research Accounting Billing Reversal Process, Banner does the following:

- Sends a document to posting and produce the following journal entries.

Transaction	Account	Form Where Account Is Defined
Debit	**Unbilled AR**	**FTMFUND**
Credit	Billed AR	FRMFUND

- Changes the **Status** field on the Grant Events Assignment Page (FRAEVGA) to `P` so you can run the Research Accounting Billing Process again.
- Updates the adjustment number. For example, when you reverse a bill for the first time, Banner will change the adjustment number to 1.

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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. 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 Page (FRASYSC).

Bill Events

There are two types of bill events: on-demand and scheduled.

- To define scheduled bill events, set up a schedule on the Event Page (FRAEVGA) with a series of dates and a frequency. The bottom portion of the Event Form displays event sequences that are tied to specific due dates.
- To define an on-demand type schedule, leave the dates and frequency null on FRAEVGA and provide only one date.

On-demand Events

This section describes the impact of billings, reversals, and re-bills on-demand events for a grant.

How to Set up an On-demand Bill

Assume you have a grant for which you want a flexible bill schedule.

Procedure

1. Access the **Event Page (FRAEVGA)**.
2. Leave the **Date From**, **Date To**, and **Frequency** fields blank.
3. Enter your bill type, format and responsible user ID.
4. Specify one event sequence. Here is how this schedule is stored in the billing event sequence table:

Event Sequence	Date	Status
1	31-JAN	P

Results

With this schedule, if you generate five invoices, the detail exists in the billing tables but the event table remains unchanged. The event status remains set to `P` (Pending), which means you have the flexibility to run the process as needed but will not have to change the event sequence date. The last invoice number is updated in the FRBGBIL table and displays in the Billing window of the Grant page (FRAGRNT).

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Note: The Status Date is not updated with an on-demand bill.

How to Reverse an On-demand Bill

If you generate two bills and reverse invoice number 1, the system will perform the following actions.

- Re-set the status of the billed transactions in the billing detail table to unbilled
- Create reversal entries in the account billing detail table

The system does not update the Last Invoice Number, because invoice number 1 was not the last invoice. Neither does the system reset the event status to P (Pending), because this event was an on-demand billing event.

Invoice Number	Sequence Number	Date
1	1	31-JAN
2	0	28-FEB

How to Re-bill an On-demand Bill

With on-demand bills, you cannot choose the invoice number you want to produce simply by specifying the Bill Period to Date.

Because each bill cannot be tied to an event sequence, the bill process assigns a new unique invoice number whenever a re-bill is performed.

Re-bill On-demand Bill Example:
Refer to the preceding example. If you try to re-bill January expenses using a January date, the following error message is displayed from FRRBILL.

```
The bill's From date is greater than its To Date.
```

Invoice Number	Sequence Number	Date	Bill From Date	Bill To Date
1	1	31-JAN	Grant Proj Start Date	31-JAN
2	0	28-FEB	01-FEB	28-FEB

If you try again and re-bill January expenses using a date later than February 28, the system re-bills January's expenses and assigns an invoice number of 3.

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Scheduled Events

This section describes the impact of billings, reversals, and re-bills on scheduled events for a grant.

For scheduled bill events, you can determine the invoice number you want to produce by specifying "parameter 11, Billing Period to Date".

How to Set up a Scheduled Bill Event

Complete these steps to set up a scheduled bill event.

Procedure

1. Access the **Event Page (FRAEVGA)**.
2. Enter values in the **Date From**, **Date To**, and **Frequency** fields.
3. Enter your bill type, format and responsible user ID.

Results

The system creates the schedule. See the table below as an example of a monthly schedule displayed on the **Event Page (FRAEVGA)**:

Event Sequence	Due Date	Status	Bill Period to Date
1	31-JAN	S (Satisfied)	31-JAN
2	28-FEB	S	28-FEB
3	31-MAR	S	31-MAR
4	30-APR	S	30-APR
5	31-MAY	S	31-MAY
6	30-JUN	P (Pending)	
7	31-JUL	P	

When a grant or PMS is created with a series of scheduled events, as in the example above, FRRBILL uses the "parameter 11 Billing Period to Date" to determine the event or events that it satisfies. The "parameter 11, Billing Period to Date" must match a pending event Due Date on the FRAEVGA page. After FRRBILL completes, on the FRAEVGA page, you can see that the event is satisfied and the Bill Period to Date displays.

How to Reverse a Scheduled Bill Event

Assume that invoices are associated with each billing run from the previous chart. Invoice number 5 was first generated with a date of 31-MAY.

Initially, this invoice had a billing sequence number of 0. If you run the reversal process, the information changes as follows:

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Invoice Number	Sequence Number	Event Sequence	Due Date	Status	Bill Period to Date
1	0	1	31-JAN	S	31-JAN
2	0	2	28-FEB	S	28-FEB
3	0	3	31-MAR	S	31-MAR
4	0	4	30-APR	S	30-APR
5	1	5	31-MAY	P	
		6	30-JUN	P	
		7	31-JUL	P	

As displayed in the table above, running the reversal process has updated the sequence number for invoice 5 to 1 and set the billing event status back to Pending and the Bill Period to Date is set to null. It has also reset the last satisfied invoice Number to 4, which means that invoice number 4 is the last satisfied invoice.

How to Re-bill a Scheduled Bill Event

If you decide to run FRRBILL again using a bill date of 31-MAY, the process creates invoice 5, with a sequence number of 2.

This satisfies the event (status indicator is set to S) and updates the Bill Period to Date of the event and the TRRACCD Bill Period to Date with parameter # 11 from the FRRBILL process.

Invoice Number	Sequence Number	Event Sequence	Due Date	Status	Bill Period to Date
1	0	1	31-JAN	S	31-JAN
2	0	2	28-FEB	S	28-FEB
3	0	3	31-MAR	S	31-MAR
4	0	4	30-APR	S	30-APR
5	2	5	31-MAY	S	31-MAY
		6	30-JUN	P	
		7	31-JUL	P	

If instead, you re-run FRRBILL with a Billing Period to Date of 30-JUN, the process creates invoice number 5 with a sequence number of 2. In the following table, the billing process satisfied two event sequences: May and June, as shown:

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Invoice Number	Sequence Number	Event Sequence	Due Date	Status	Bill Period to Date
1	0	1	31-JAN	S	31-JAN
2	0	2	28-FEB	S	28-FEB
3	0	3	31-MAR	S	31-MAR
4	0	4	30-APR	S	30-APR
5	2	5	31-MAY	S	30-JUN
5	2	6	30-JUN	S	30-JUN
		7	31-JUL	P	
		8	31-AUG	P	

Prior Period Reversals

A prior period reversal is the reversal of a grant billing period that is *not* the last one billed.

Note: When a prior period bill is reversed, the Last Invoice Number is not changed.

This process is performed by running FRRBREV. As long as payment is not applied to a bill, you can reverse any bill created by PMS or grant code by entering the Bill Period to Date that is equal to the value of the Billing Period to Date originally used in the process FRRBILL.

The Bill Period to Date is stored in the Grant Event Table (FRREVNG) in the Status Date column and the TRRACCD Bill Period to Date column. As events are selected and FRRBILL satisfies those events, it updates the Status Date and the TRRACCD Bill Period to Date columns. This allows the Reversal Process (FRRBREV) to pick up the event entries it needs to reverse.

Example:

Assume your institution has produced five invoices but now needs to reverse invoice number 2. To reverse invoice number 2, access FRRBREV, and perform one of the following actions:

- Enter the grant code and specify invoice 2 with a sequence number of 0
- Enter the grant code and a billing date of 28-FEB

  Here are the results:

Invoice Number	Sequence Number	Event Sequence	Due Date	Status	Bill Period to Date
1	0	1	31-JAN	S	31-JAN
2	1	2	28-FEB	P	
3	0	3	31-MAR	S	31-MAR
4	0	4	30-APR	S	30-APR
5	0	5	31-MAY	S	31-MAY

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Invoice Number	Sequence Number	Event Sequence	Due Date	Status	Bill Period to Date
		6	30-JUN	P	
		7	31-JUL	P	

The reversal process created sequence number 1 for invoice number 2. The status indicator is reset to P (Pending) and the Bill Period to Date is removed.

- If you make adjustments and re-submit invoice 2 with a Billing Period to Date of 28-FEB, the system creates invoice 2 with a sequence number of 2.

Invoice Number	Sequence Number	Event Sequence	Due Date	Status	Bill Period to Date
1	0	1	31-JAN	S	31-JAN
2	2	2	28-FEB	S	28-FEB

- You can also add unbilled expenses to the latest bill. If you run FRRBILL with a Billing Period to Date of 30-JUN, this is what you see:

Invoice Number	Sequence Number	Event Sequence	Due Date	Status	Bill Period to Date
1	0	1	31-JAN	S	31-JAN
6	0	2	28-FEB	S	30-JUN
3	0	3	31-MAR	S	31-MAR
4	0	4	30-APR	S	30-APR
5	0	5	31-MAY	S	31-MAY
6	0	6	30-JUN	S	30-JUN
		7	31-JUL	P	

In this example above, expenses for February have been included in the June invoice. Event sequences 2 and 6 are satisfied (status indicator is set to S) and both display a Bill Period to Date of 30-JUN.

Note: The **Last Invoice Number** is not updated during the reversal process unless the bill relates to the last bill. When invoice number 2 was reversed, the Last Invoice Number was still 5.

Note: If invoices 2, 3, 4, and 5 are all reversed, then the **Last Invoice Number** resets to 1.

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Payments Received From a Sponsoring Agency

Use the Research Accounting Payments Entry Page (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

Complete the following steps to enter payments for a PMS code.

Procedure

1. Access the **Research Accounting Payments Entry Page (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.Banner distributes the payment to the grants belonging to the specified **PMS Code**.
6. **Optional:** Change the distribution manually.
7. Save.

   Banner credits 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 Page (FRVPMSC)**.
8. Use the **Cashier Session Review Page (TGACREV)** to close and finalize the cashiering session.

   See the *Banner Accounts Receivable User Guide* for more information about cashiering sessions and the **Cashier Session Review Page**.
9. Use the **Application of Payment Process (TRRAPPL)** to apply payments to charges.
10. Run the following scripts to feed the transactions to the ledgers.
    - TGRFEED
    - FURFEED
    - FGRTRNI
    - FGRACTG

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Grant Payment Rule Class (GRPM)

Banner also posts the corresponding cash to the account in the **Cash Receipt Bank Code** field on the Fund Code Maintenance Page (FTMFUND).

Transaction	Account	Form Where Account Is Defined
Debit	Cash Interfund	GMXBANK
Credit	Undistributed Cash Receipt	FRVPMSC

If you want Banner to post cash to the account in the **Bank** field on the Fund Code Maintenance Page (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)

If the Undistributed Cash Receipt account and the Billed AR account are associated with different funds, Banner posts interfund entries to balance the charge and payment funds.

Transaction	Account	Form Where Account Is Defined
Debit	Undistributed Cash Receipts	FRVPMSC
Credit	Billed AR	FRMFUND

Entering Payments for a Grant

Complete the following steps to enter payments for a grant.

Procedure

1. Access the **Research Accounting Payments Entry Page (FRAAREV)**.
2. Enter the **Grant**.
3. Enter or select a payment detail code in the **Detail Code** field.
4. Enter the **Payment**.
5. **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.
6. **Optional:** Enter a **Fund**.
7. Save.

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- If you did NOT enter a value in the **Payment Fund Code** field on the **Grant Maintenance Page** and you entered a value in the **Tpay** field in Step 5, the fund code defaults 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 page and you did NOT enter a value in the **Tpay** field in Step 5, then you must enter a value in the **Fund** field in Step 6.

Banner credits the payment to funds entered in the **Payment Fund Code** and the **Undistributed Cash Receipt Account** fields on the **Grant Maintenance Page (FRAGRNT)**.

8. Use the **Cashier Session Review Page (TGACREV)** to close and finalize the cashiering session.

   See the *Banner Accounts Receivable User Guide* for more information about cashiering sessions and the **Cashier Session Review Page**.

9. Use the **Application of Payment Process (TRRAPPL)** to apply payments to charges.
10. Run the following scripts to feed the transactions to the ledgers.
    - TGRFEED
    - FURFEED
    - FGRTRNI
    - FGRACTG

    Banner produces the following journal entries using the specified rule class.

Tips

The following are tips to keep in mind when receiving payments from a sponsor.

You can enter the amount withheld by a sponsoring agency in the **Withholding Amount** field on the Research Accounting Payments Entry Page (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 Page (FRAAREV). Charges are created by the Research Accounting Billing Process (FRRBILL). The only charge that you can enter on this page 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 Page (TFAMISC) to enter the payment and apply that payment to the account in the **Payment Holding Account** field on the Research Accounting System Control Page (FRASYSC). Later, you can use the Research Accounting Payments Entry Page (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.

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Reversal of 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 Page (FRAUNAP).

Note: You cannot reverse payments that have been applied manually on the Research Accounting Payments Entry Page (FRAAREV).

When you run the Unapplication of Payments Process, Banner produces the following journal entries using the specified rule class.

Grant Application of Payment Rule Class (GRAP) after Unapplication of Payments Process

Grant Application of Payment Rule Class (GRAP) after unapplication of payments process is shown below.

Transaction	Account	Form Where Account Is Defined
Debit	Billed AR	FRMFUND
Credit	Undistributed Cash Receipts	FRAGRNT or FRVPMSC

Generating Reports

Complete the following steps to generate reports.

Procedure

1. Define the reporting frequency and report format code on the **Grant Events Assignment Page (FRAEVGA)**.

   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 pages to view and print the reports.

   You can also use these pages to change the amounts on the reports; however, your changes do not affect the ledgers.

   - Standard Report 269 Page (FRA269R)
   - Standard Report 272 Page (FRA272R)
   - Generic Report Page (FRAGENR)

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Results

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

Interfacing 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 interface process, at your discretion, using Banner's Job Submission module.

Collector Table Basics

This section contains information about the collector table.

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 before 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.

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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, through Job Submission, through a job scheduler, or in a sleep/wake process.

There is no requirement that these processes be run on a specific cycle or schedule. The processes may be run whenever you want to process grant data from an external source into Banner. For detailed information about these processes, refer to the "Reports and Processes" chapter.

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.

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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 is updated after FRBBUDG. For additional information, refer to Grant Budget Lines Mapping (to FRRBUDG) on page 200.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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, value 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

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
			FRCGRNT_COST_SHARE_RATE_CODE FRCGRNT_COST_SHARE_CREDIT_CODE FRCGRNT_SHARE_DISTR_CODE
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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
			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`.
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 not valid, or if user has no access to the rule code, process displays warning message. If not entered, default value is **BD01**. If user does not have rule code access to BD01, process displays warning message only if Rule Class Security is turned on in FOBSYSC.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Budget Posting Period	FRBBUDG_BUDGET_PERIOD	Must be 01-12.	If not entered, process displays warning message and default Period 01. If annual, then it should always be 01.

The following fields are not defined on the collector table, but are defaulted to FRBBUDG during the upload.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
PARM VALUE for Calculate Indirect Cost and Cost Share	FRBBUDG_IC_CREDIT_IND	Valid values are null or **Y**	
PARM VALUE for Calculate Indirect Cost and Cost Share	FRBBUDG_CS_CREDIT_IND	Valid values are null or **Y**.	
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.	

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
	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	Line item is updated with P if there are no fatal errors.	

Grant Events Code Mapping (FRCEVNG to FRBEVNG)

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.

For new grants,

- Updating FRBEVNG occurs after FRBGRNT.
- Updating FRREVNG occurs after FRBENVG.
- Updating FRRPRXG occurs after FRBENVG.
- Updating FRRBFIX occurs after FRBENVG.

Note: The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Grant Code Required	`FRBEVNG_GRNT_ CODE`	Subject to same edits as FRBGRNT	
Event Code Required	`FRBEVNG_EVNT_ CODE`	Validated against FRVEVNT	If not valid, 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 not valid and `FRVEVNT_ TYPE_IND` = B and if `FRBEVNG_PMT_ METHOD_TYPE_IND` = C, process displays error message. Otherwise, process displays warning message.
Date From	`FRBEVNG_DATE_ FROM`	Date from is equivalent to the Period To date.	If null and if `FRVEVNT_ TYPE_IND` = **B**, default

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
			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 ≥ 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 not valid, 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 before mapping.

FRBGBIL_COAS_CODE is defaulted from FRBGRNT. It is not a field that is contained in the collector table for interfacing to FRBGBIL.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Grant Code - Required	FRBGBIL_GRNT_CODE	Subject to same edits as FRBGRNT	
PMS Code	FRBGBIL_PMSC_CODE	Validated against FRVPMSC	If not valid, process displays a warning message.
Billing Exclusion Code	FRBGBIL_BECL_CODE	Validated against FRVBECL	If not valid, process displays a warning message.
Budget Limit Indicator	FRBGBIL_BUDGET_LIMIT_IND	Valid values are null, T for Total Budget, L for Line Item Budget, N for No Budget Action Required. Default value is T.	If not valid, process displays a warning message: WARNING Budget Limit Ind was defaulted to (T)otal Budget.
	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 not valid, 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 not valid, 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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Billing Address Type	FRBGBIL_ADDR_TYPE	Validated against STVATYP	If null and Agency Code is on FRBGRNT, default value is from FTVAGCY. If not valid, field is set to null and process displays warning message.
Billing Address Sequence Number	FRBGBIL_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	FRBGBIL_BILLING_START_DATE		If null, default value is from FRBGRNT_PROJECT_START_DATE.
Billing End Date	FRBGBIL_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	FRBGBIL_BILLING_MIN_AMT		If entered, must be numeric, value with two decimal places. If not, process displays warning message.
Billing Maximum Amount Limit	FRBGBIL_BILLING_MAX_AMT	Defaults from FRBGRNT	If null, default value is from FRBGRNT_MAX_FUNDING_AMT.

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Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
			If entered, must be numeric value with two decimal places. If not, process displays warning message.
Deferred Account Code	FRBGBIL_DEFERRED_ACCT_CODE	Validated against FTVACCT	If not valid, process displays warning message and leaves the account code null.
Billing Cumulative Amount	FRBGBIL_CUMULATIVE_BILLED_AMT		
Refund Clearing Account	FRBGBIL_CLEARING_ACCT_CODE	Validated against FTVACCT	If not valid, process displays warning message and leaves the account code null.
1034 BFRM Extension	FRBGBIL_BFRM_CODE_1034_EXT	Validated against FRVBFRM	If not valid, 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 not valid, 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 not valid, 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 not valid, 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 not valid, process displays warning message and field is set to null.

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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 before 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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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 chart code not valid error message.
Responsible Organization - Required when FOASYSC indicates Org Security is on	`FRBGRNT_COAS_CODE`	Validated against `FTVCOAS`	If not on `FTVORGN`, process displays an organization not valid 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 a proposal not valid 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.	If null and Short Title is null and proposal code is null,

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
		Default is the Short Title if 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.
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.

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Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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.
Grant Project End Date	FRBGRNT_PROJECT_END_DATE	Must be ≥ 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.

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Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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.
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.

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Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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.
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.

The following fields are not defined on the collector table, but are defaulted to FRBGRNT during the interface process if an agency code was entered.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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
	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)

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.

For new grants,

- Updating FRBEVNG occurs after FRBGRNT.
- Updating FRREVNG occurs after FRBENVG.
- Updating FRRPRXG occurs after FRBENVG.
- Updating FRRBFIX occurs after FRBENVG.

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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Fixed Bill Fund	FRRBFIX_FUND_CODE	Validated against FTVFUND. Required if FRVEVNT_TYPE_IND = B and FRBEVNG_PMT_METHOD_TYPE_IND = F.	If not valid or null and if FRVEVNT_TYPE_IND = **B** and FRBEVNT_PMT_METHOD_TYPE_IND = **F**, process displays error message.
Fixed Bill Amount	FRRBFIX_AMOUNT	Required if FRRBFIX_FUND_CODE is valued.	If null or not valid and if FRRBFIX_FUND_CODE is valued, process displays error message.

The following fields are defaulted to FRRBFIX during the interface process.

Grant Table and Fields	Column Comments	Error Consequences
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 183.

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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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-

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
			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.	
Budget Chart Code	FRRBUDG_COAS_CODE	Validated against FTVCOAS	If not valid, 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 not valid, 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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
			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.
Budget Program Code	FRRBUDG_PROG_CODE	Validated against FTVPROG	If null, default value is from FRBBUDG_PROG_CODE_DEF. If null and Budget Index Code entered, default value is from FTVACCI_PROG_CODE. If not valid, if terminated, not active, or non-data-enterable, process displays error message.
Budget Activity Code	FRRBUDG_ACTV_CODE	Validated against FTVACTV	If null, default value is from FRBBUDG_ACTV_CODE_DEF. If null and Budget Index Code entered, default value is from FTVACCI_ACTV_CODE. If not valid, if terminated, not active, or non-data-enterable, field is set to null and process displays warning message.
Budget Location Code	FRRBUDG_LOCN_CODE	Validated against FTVLOCN	If null, default value is from FRBBUDG_LOCN_CODE_DEF. If null and Budget Index Code entered, default value is from FTVACCI_LOCN_CODE. If not valid, if terminated, not active, or non-data-enterable, field is set to

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
			null and process displays warning message.

Grant Events Code Mapping (FRCEVNG to FRREVNG)

Mapping for new grants.

- Updating FRBEVNG occurs after FRBGRNT.
- Updating FRREVNG occurs after FRBENVG.
- Updating FRRPRXG occurs after FRBENVG.
- Updating FRRBFIX occurs 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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Responsible User Id	`FRREVNG_RESPONSIBLE_USER_ID`	Validated against `FOMPROF`	If not valid, process displays error message.

The following fields are defaulted to FRREVNG during the interface process.

Grant Table and Fields	Column Comments	Error Consequences
`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 `P`	
`FRREVNG_DUE_DATE`	Calculated based on the frequency	

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Grant Table and Fields	Column Comments	Error Consequences
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 occurs 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 before 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.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Grant Code - Required	FRRGLOC_GRNT_CODE	Subject to same edits as FRBGRNT	
Location Code - Required	FRRGLOC_LOCN_CODE	Validated against FTVLOCN	If not valid, process displays an error message.
Location Code Indicator - Required	FRRGLOC_LOCN_ RESEARCH_IND	Must be C, O, or B	If not valid, 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 before mapping.

Temp. Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
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

Temp. Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
			process displays warning message.
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 not valid, 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 not valid, 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 not valid, field is set to null. Process displays warning message.

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Grant Events Code Mapping (FRCEVNG to FRRPRXG)

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.

For new grants,

- Updating FRBEVNG occurs after FRBGRNT.
- Updating FRREVNG occurs after FRBENVG.
- Updating FRRPRXG occurs after FRBENVG.
- Updating FRRBFIX occurs after FRBENVG.

Note: The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

Temp. Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Proxy User ID	`FRRPRXG_PROXY_USER_ID`	Validated against FOMPROF	If not valid, process displays warning message.

The following fields are defaulted to FRRPRXG during the interface process.

Grant Table and Fields	Column Comments	Error Consequences
`FRRPXRG_GRNT_CODE`	Default value is from FRBEVNG	
`FRRPXRG_EVNT_CODE`	Default value is from FRBEVNG	
`FRRPRXG_EVNT_SEQ_NUM`	System-generated 1-up number based on the frequency of the events	
`FRRPXRG_STATUS_IND`	Defaults to `P`	
`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	

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Grant User Defined Codes Mapping (FRCGUSN to FRRGUSN)

Updating this table occurs 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 before mapping.

Temporary Table Column Name	Grant Table and Fields	Column Comments	Error Consequences
Grant Code - Required	FRBGUSN_GRNT_CODE	Subject to same edits as FRBGRNT	
Footnote. Literal	FRRGUSN_SDAT_CODE_ATTR	Validated against FRVSDAT	If not valid, process displays a warning message.
Footnote. Value	FRRGUSN_SDAT_CODE_OPT_1	Validated against FRVSDAT	If not valid, process displays a warning message.

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.

Grant Table and Fields	Column Comments	Error Consequences
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	

[1] If either the Literal or Value field is populated, the other must also exist.

Banner Finance Operations

This section describes the Banner Finance Operations.

Currency Conversion

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 Page (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 Page (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 208
- Currency Conversion by Module on page 209
- Currency Conversion for Journal Vouchers on page 210
- Currency Conversion Checklist on page 210
- Currency Codes and Conversion on page 303 (Invoice Processing section)

Defining Currency Conversion Values

To process documents in a foreign currency, certain values must exist on the Currency Conversion Table (GTVCURR).

A valid currency code must be previously defined; for example, `DM` for Deutsche Marks. As mentioned in the "Currency Conversion Overview," 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** in addition to 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 Page (FTMVEND) before they are entered on the Currency Code Maintenance Form.

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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 Page (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 Page (GUACURR).

Use the currency conversion feature in the following modules.

Purchasing and Procurement Currency Conversion

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 Currency Conversion

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.

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General Ledger Currency Conversion

To record purchases of foreign currency, you may reference a foreign currency on the journal voucher. Refer to the online help for details on the Journal Voucher Entry Page (FGAJVCD), the Journal Mass Entry Page (FGAJVCM), and the Journal Voucher Quick Page (FGAJVCQ).

Accounts Receivable Currency Conversion

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 FGAJVCD. Enter an existing document number in the **Document Number** field for an encumbrance on FGAJVCD, enabling you to liquidate a purchase order using FGAJVCD.

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.

Procedure

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 Page (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 Page (FTMACCT).
   - Set up a disbursing agent bank on the Bank Code Maintenance Page (GXRBANK) 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**.

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- Set up a separate bank account for each foreign currency on the Bank Code Maintenance Page (GXRBANK). Note that there is a **Base Currency** field on GXRBANK. 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 Page (FTMACCT).

5. Create your currency records using the Currency Code Maintenance Page (GUACURR).

Results

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 Page, GUACURR); debit/credit the difference to the exchange account (also GUACURR).

Identifying Persons and Entities in Banner Finance

When you add a person or entity into the Banner 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 Page (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. After the system creates a PIDM, you cannot modify it.

Adding Persons or Entities to Banner Finance With the Identification Page (FOAIDEN)

Generally, you add persons and entities to the Banner Finance database using the Identification Page (FOAIDEN).

FOAIDEN provides you with the capability of assigning system-generated or user-defined ID numbers. After you define person/entity information on this page, you can 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.

- Click the Next section icon 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 Page (FOICOMP)

The **Non-Person Name/ID Search Page (FOICOMP)** enables you to filter all the entities (non-persons) in the database. This page is in filter mode when it is displayed.

Procedure

1. From the **ID** field on FOAIDEN, select **Count Query Hits** to access the **Non-Person Name/ID Search Page (FOICOMP)**.
2. Use the Filter window to filter every entity and ID Number in the database.

   The entity names display in alphabetical order.
3. 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.
4. Execute the filter.
5. Position the cursor on the value you want to display on the Identification page. Click or select **Exit** from that field to populate the Identification page with the ID in the **ID** field.

Searching the Database for Persons with the Person Name/ID Search Page (FOIIDEN)

This page enables you to filter all the persons (non-entities) in the database.

Procedure

1. From the **ID** field on FOAIDEN, select **List** to access the **Person Name/ID Search Page (FOIIDEN)**.
2. Use the **Filter** window to filter for every person and ID Number in the database.

   The entity names display in **Last Name** alphabetical order.
3. Enter a possible spelling of the name you want in the **Last Name Prefix**, the **Last Name**, and the **First Name** fields 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.

The system conducts the search based on one or both values as specified.

4. Position the cursor on the value you want to display on the **Identification Page (FOAIDEN)**.

   Select **Exit** from that field to populate the Identification page with the ID in the **ID** field.

5. The Alternate Identification Information is display only. If you make changes to existing person or entity names, data displays in this block.

6. Access the Address Information.

   The following are required fields and allowable values:

   - **Type**:

     1. Enter the **Address Type** for this individual.

        The system validates address types using the **Address Type Code Validation Page (STVATYP)**.

     2. Select **List** to display STVATYP.
     3. Position the cursor on the value you want to display in the **Type** field.
     4. Select **Exit** from that field to display FOAIDEN with that value in the **Type** field.

   - **Street Line 1**:

     1. This is the first line of the address for this individual. Enter at least one line in an address.
     2. You can enter up to four address lines.
     3. For a person or entity, you can define one address for each address type.
     4. If multiple addresses exist in the database, you can 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.

     5. Select **Next Record** within the Address Information to add addresses and address types.

   - **City**:

     The city line in the address.

     1. Enter the city name, up to 20 characters.
     2. Select **Next Item**.

   - **State or Province** or **Nation**:

     1. Populate the appropriate fields according to your site policies.

        The system validates state or province codes using the **State/Prov Code Validation Page (STVSTAT)**.

     2. Select **List** to display STVSTAT.

The system validates nation codes using the **Nation Code Validation Page (STVNATN)**.

3. Position the cursor on the value you want to display in the **State or Province** or **Nation** field.
4. Select **Exit** from that field to display FOAIDEN with that value in the **State or Province** or **Nation** field.
5. 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 Page (GTVZIPC).

  1. Select **List** to display GTVZIPC.
  2. Position the cursor on the value you want to display in the **ZIP or Postal Code** field.
  3. 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 or Postal Code** value may default to 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**.

7. **Note:** The address type defaults to the **Telephone Type** field. You may override the default.

   The system validates phone types using the **Telephone Type Validation Page (STVTELE)**.

   1. Select **List** to display STVTELE.
   2. Position the cursor on the value you want to display in the **Telephone Type** field.
   3. Select **Exit** from that field to display FOAIDEN with that value in the **Telephone Type** field.
8. Click **Save**.

Adding Vendors to Banner Finance

The Vendor Maintenance Page (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 Page (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 filter persons/entities defined to the database.

Procedure

1. If you know the ID number of the vendor, enter it in the **ID** field.

2. Click the **Filter** icon to retrieve specific or similar records.
3. The **Entity Ind** field is an entity indicator. To narrow the search, enter `P` (Person) or `C` (Corporation).

   This page enables you to exit with a person or entity ID number.
4. The **Change Ind** field is a change indicator.

   The only page in the Banner Finance System from which you can change IDs and names is the Identification Page (FOAIDEN).

   The system defaults `N` (Name change) or `I` (Identification change) into this field based upon the last change made to this ID.
5. Execute the filter to display persons/entities previously defined as vendors.

   The system defaults `Yes` or `No` in the remaining indicator fields, as appropriate.
6. Select **Exit** to display an ID number in the **Vendor** field.

Using the Vendor Maintenance Page (FTMVEND)

This section contains information about using the FTMVEND page.

Identifying a Vendor as a Corporation

Complete these steps to identify a vendor as a corporation.

Procedure

1. Enter a one- to nine-character ID in the **Vendor** field for the vendor being established, or select **Generate ID** to have the system generate a sequential ID.
2. Enter from one to 60 characters describing the **Corporation**. You may define either **Corporation** or **Last Name Prefix, Last Name, First Name,** and **Middle Name**.

Identifying a Vendor as an Individual

Complete these steps to identify a vendor as an individual.

Procedure

1. Enter a one- to nine-character ID in the **Vendor** field for the vendor being established, or select **Generate ID** to have the system generate a sequential ID.
2. **Optional:** Enter from one to 60 characters in the **Last Name Prefix** field. Enter from one to 60 characters in the **Last Name** field. Enter from one to 60 characters in the **First Name** field. Enter from one to 60 characters in the **Middle Name** field.
3. Enter the following required fields on FTMVEND:
   - **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.

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- **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 section of FTMVEND.

4. To enter further information for a vendor, including tax data, go to the Vendor Types section.
5. Enter the **Vendor Types Code**.

   This field accepts one or two characters. The system validates vendor type codes using the Vendor Type List Values Page (FTVVTYP).

   - Select **List** to select a vendor type from a list window.
   - Position the cursor on the value you want to display in the **Vendor Types Code** field.
   - Select **Exit** to display FTMVEND with that value in the **Vendor Types Code** field.
6. Go to the Vendor Address section.
7. Enter the following:
   - **Address Type Code**: Enter the address code for this vendor. The system validates address types using the Address Type Code Validation Page (STVATYP).
     - Select **List** to select an address type from a list window.
     - Position the cursor on the value you want 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.
   - **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.
8. Go to the E-mail section.
9. Enter the following:
   - **E-mail Type** and the **E-mail Address** associated with the type.
   - Check the appropriate check box to classify the e-mail address as **Preferred**, **Inactive**, **Display on Web**, or **URL**.

Adding Financial Managers to Banner Finance

The Financial Manager Maintenance Page (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 Page (FTIIDEN).

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Searching the Database for Persons

FTIIDEN allows you to query persons/entities defined to the database.

Procedure

1. If you know the ID number of the person, enter it in the **ID** field or select **Generate ID** to access the Common Matching Entry Page (GOAMTCH).
2. Click the **Filter** icon to retrieve specific or similar records.
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.

   The only form in the Banner Finance System from which you may change IDs and names is the Identification Page (FOAIDEN).
5. Execute the query to display individuals previously defined as financial managers.

   The system defaults to **Yes** or **No** 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 Page (FTMVEND), the Agency Code Maintenance Page (FTMAGCY), or the Investment Manager Maintenance Page (FTMIMGR).

Using the Financial Manager Maintenance Page (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 section**.

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.

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- **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 Page (STVATYP). The system supplies a **Sequence Number** and **Last Activity Date**. Select **Next section**.

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 Page (STVATYP).
  - Validation forms initially display in window format when you select **List**.
  - Select **Next section** when the window displays to go to the validation form.
  - Select **List** to access STVATYP.
  - Position the cursor on the value you want 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 sequence number.

  As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.
- Street Line 1—This is the first line of the address for this individual.
  - Enter at least one line in an address.
  - You may enter up to four 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 Page (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Page (STVNATN).
  - Position the cursor on the value you want 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 Page (GTVZIPC).
  - Select **List** to display GTVZIPC.
  - Position the cursor on the value you want 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 Page (STVTELE).

- Select **List** to display STVTELE.
- Position the cursor on the value you want 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 Banner Finance

The Agency Code Maintenance Page (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 Page (FTIIDEN).

Searching the Database for Agencies

FTIIDEN allows you to filter agencies defined to the database.

Procedure

1. If you know the ID number of the agency, enter it in the **ID** field or select **Generate ID** to access the Common Matching Entry Page (GOAMTCH).
2. Click the **Filter** icon to retrieve specific or similar records.
3. The **Entity Ind** field is an entity indicator. To narrow the search, enter `P` (Person) or `C` (Corporation).

   This page 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.

   The only page in the Banner Finance System from which you may change IDs and names is the Identification Page (FOAIDEN).
5. Execute the filter to display previously defined agencies.

The system defaults **Yes** or **No** into the remaining indicator fields, as appropriate. If no filter information is entered, the system defaults vendors.

6. Select **Exit** to display an ID in the **Agency** field.

Using the Agency Code Maintenance Page (FTMAGCY)

You may enter a one-to-nine character ID number in the **Agency** field for a person/agency you want 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 section**.

The **Active Status** field is required. Select the box for **Active Status** or clear the box for **Inactive Status**. The default is checked (**Active**).

The **Contact** at the agency is optional. You may define agencies in hierarchies. The Banner Finance sample data provides you with a level one agency hierarchy.

The following are the required fields in the Address Information and allowable values:

- **Address Type**: Enter the address type for this agency. The system validates address types using the Address Type Code Validation Page (STVATYP).
  - Validation forms initially display in window format when you select **List**.
  - Select **Next section** when the window displays to go to the validation form.
  - Select **List** to display STVATYP.
  - Position the cursor on the value you want 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 Page (STVSTAT).
  - Select **List** to display STVSTAT. The system validates nation codes using the Nation Code Validation Page (STVNATN).
  - Position the cursor on the value you want 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.

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  - 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 Page (GTVZIPC).
  - Select **List** to display GTVZIPC.
  - Position the cursor on the value you want 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 Page (STVTELE).

- Select **List** to display STVTELE.
- Position the cursor on the value you want 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 Customers to Banner Finance

The Customer Maintenance Page (FTMCUST) enables you to identify existing IDs as customers.

You may define persons or corporations as customers. Select List from the **Customer f**ield of FTMCUST to access the Customer Code List Values Page (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 Banner Finance using the Identification Page (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. After you define the customer information on this page, you may modify it.

Adding Employees to Banner Finance

The Employee Maintenance Page (FCAEMPL) enables you to identify existing IDs as employees.

Select **List** from the **Employee Number** field of FCAEMPL to access the Employee Code List Page (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 Banner Finance using the Identification Page (FOAIDEN). FOAIDEN enables you to assign system-generated or user-defined ID numbers. After you define the customer information on this page, you may modify it. When you save customer IDs to the database, a PIDM is also created.

Access the Employee Maintenance Page (FCAEMPL).

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- 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 section** to go to the 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 Page (FTVCOAS).
  - Select **List** to access FTVCOAS.
  - Position the cursor on the value you want 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 Page (FTVORGN).
  - Select **List** to access FTVORGN.
  - Position the cursor on the value you want 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 Page (FTVCLAS).
  - Select **List** to access FTVCLAS.
  - Position the cursor on the value you want 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 **Save**.

ID Definition Tables

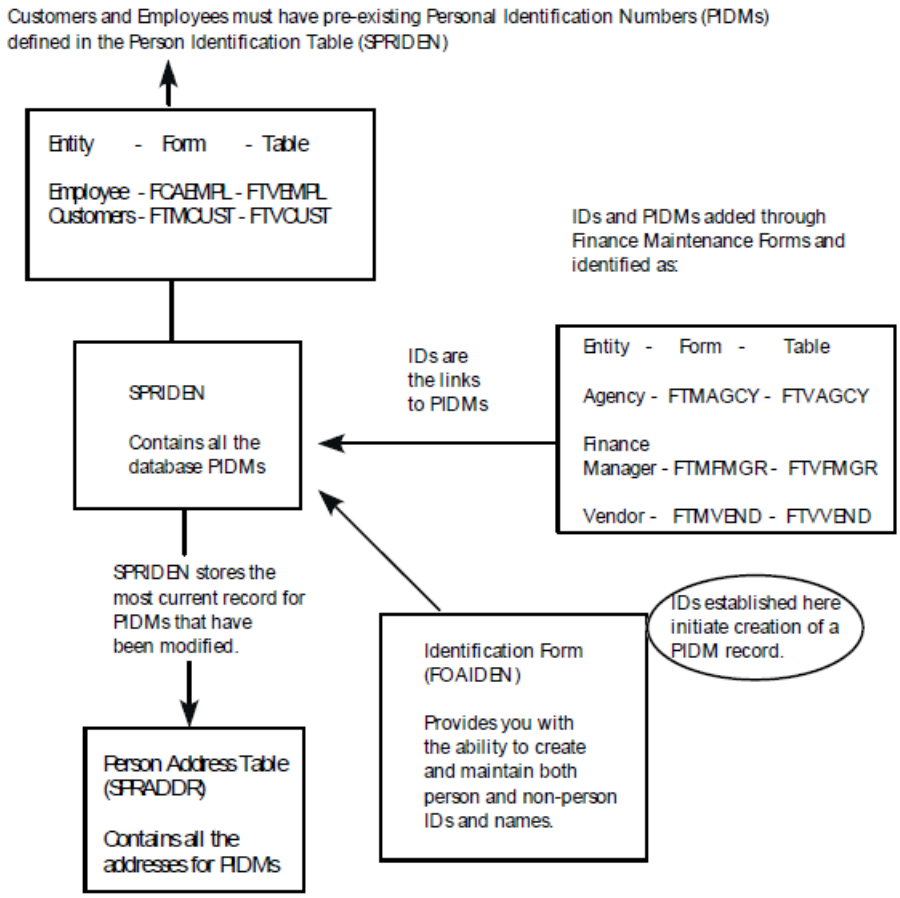
The following tables are accessed when you define persons and entities to the Banner Finance database.

- Person Identification Table (SPRIDEN)
- Person Address Table (SPRADDR)
- Agency Validation Table (FTVAGCY)

- Customer Table (FTVCUST)
- Employee Table (FCBEMPL)
- Financial Manager Validation Table (FTVFMGR)
- Vendor Validation Table (FTVVEND)

ID and PIDM Relationship

ID and PIDM Relationship flow.



Receiving/Matching Processing

This section contains information about the receiving/matching process.

Receiving/Matching

The Receiving/Matching feature enables you to control the payment of invoices pending receipt of goods.

The System Control Maintenance Page (FOASYSC) and the User Profile Maintenance Page (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 Page (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.

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 Page (FOASYSC).

This is the dollar amount for which the system requires receiving information to pay the invoice.

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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.

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

After you have determined the appropriate limits for the individuals processing invoices, you 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. After the system recognizes an overage condition, this user may enter `Y` in the **Tolerance Override** field on the Invoice/Credit Memo Page (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).

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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 Receipt Required Field on page 227.) 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 Page (FOIDOCH) displays the receiving document associated with a purchase order or an invoice or both.

Click in the Receiving window of FOIDOCH and click **Document Inquiry** or select **Duplicate Item** to access the Receiving Goods Query Page (FPIRCVD). The invoice status options include `R`.

Note: Invoice documents pending the receipt of goods with transaction dates in an expiring fiscal period can be rolled forward to the first day of the current fiscal period to avoid posting to a period that has already been closed. Refer to Fiscal Period Document Roll Process (FGPDROL) on page 577 for additional information.

Choosing to Use 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.

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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 before 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.

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 Page (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.

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Purchase Orders

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.

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.

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

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 Page (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.

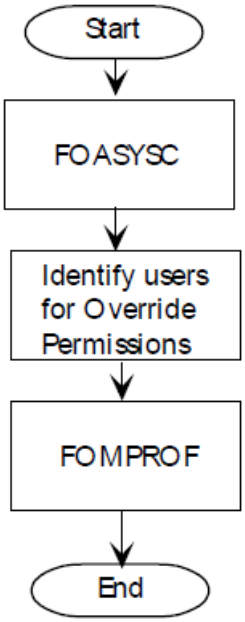
All invoices that reference Standing types of purchase orders bypass the Receiving/Matching Process, despite the invoice amount. The Receiving/Matching Process uses the quantity of a commodity to match an item for payment. Standing type purchase orders use only dollar amount, not quantity.

Setup of Document Level Matching

This section includes a flowchart for the setup of Document Level Matching and a detailed description of each step in the flow.

About this task

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.



Procedure

1. Create an effective dated record using the Procurement Processing Information window of the System Control Maintenance Page (FOASYSC). Define the following:
   - Document Level Matching start point (requisition, purchase order, or no Document Level Matching).
   - Receipt Required threshold (amount requiring receipt).

     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 Page (FOMPROF) to reflect intended user capabilities. Repeat this process for all document types and desired users.

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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.

About this task

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.

Procedure

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.

   A user who has the proper authority on FOMPROF can use the Receipt Required Value Maintenance Page (FPARRIM) to change the value of the **Receipt Required** field.
3. Assign requisition line items to a purchase order using the Purchase Order Assignment Page (FPAPOAS). The Receipt Required value from the requisition is used as a default value for the purchase order header that is created on this page.

   Note: A one-to-one relationship may exist between requisition and purchase order, or items from multiple requisitions may exist within a single purchase order.

   - If there are multiple requisitions to a single purchase order, the most restrictive value is defaulted into the purchase order.
   - If no Receipt Required value is on the Requisition, the purchase order is created with the value of Unspecified.

     Note: Users may not directly change the value on this page, 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 through the drop-down list using the Purchase Order Page (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.

   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 before being posted.

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- If approvals for purchase orders is disabled, the document is sent to the posting job.

5. The Posting Process (FGRACTG) posts the purchase order.

   A user who has the proper authority on FOMPROF can use the Receipt Required Value Maintenance Page (FPARRIM) to change the value of the **Receipt Required** field.

6. Open the Invoice/Credit Memo Page (FAAINVE).

   Note: Authorized users can override the default setting in this window.

   - 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.
   - The Invoice wrap-up routine checks the Receipt Required value and updates the field to the most restrictive case.

FAAINVE 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`.

About this task

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.

Note: 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.

Procedure

1. If the **Complete** indicator is **R** (Receiving Required), open the **Receiving Goods Page (FPARCVD)** to create a receiving document.

   Continue with Step 8.

   If the **Complete** indicator is **Y** (No Receipt Required), the document is forwarded to the appropriate process.

   Continue with Step 9.

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.

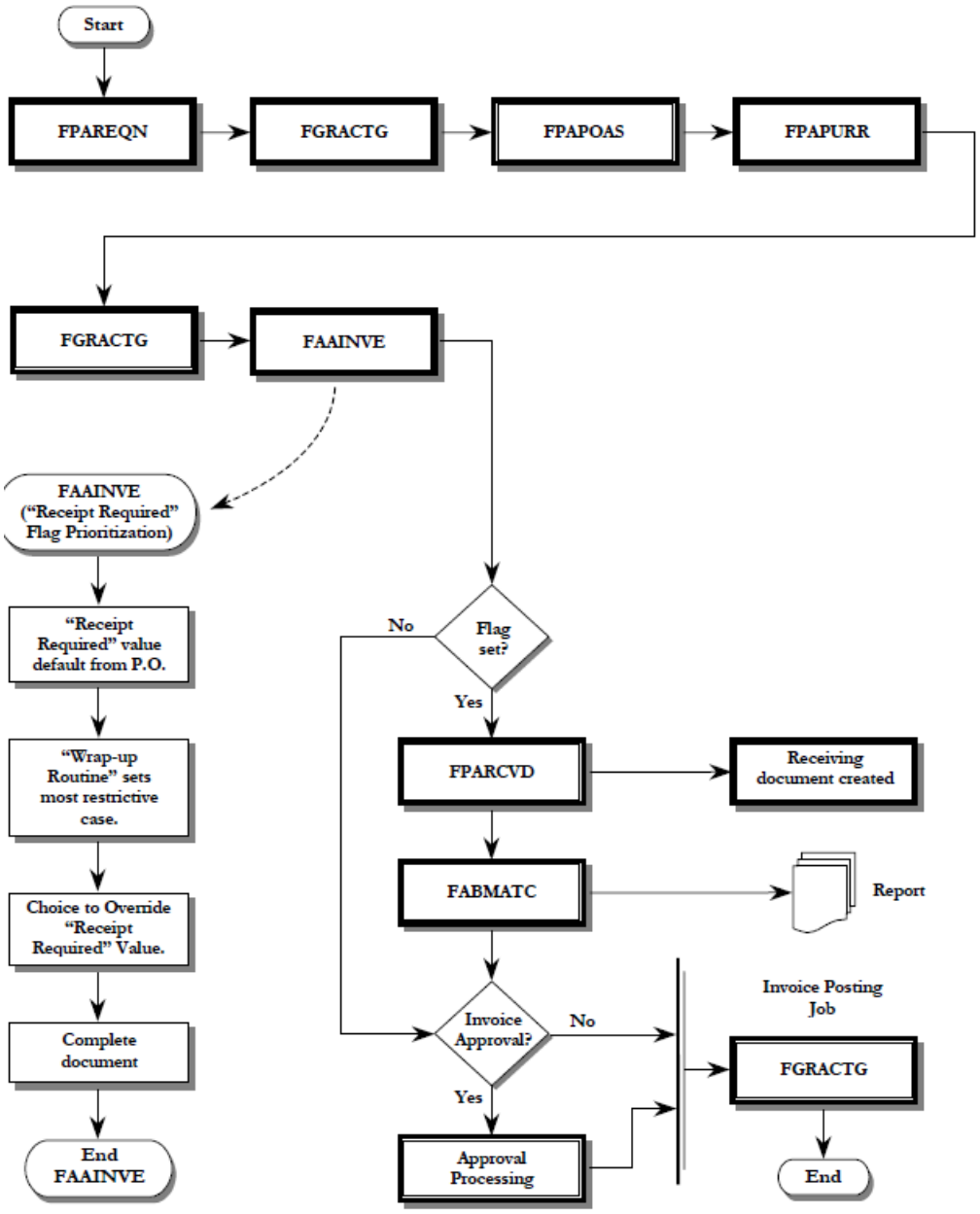
The Matching/Receiving Process produces a report that lists unmatched and matched documents.

2. 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 Page (FPARRIM)** to change the value of the **Receipt Required** field.

   The Posting Process (FGRACTG) posts the invoice. After successful posting, the invoice is available for payment.

Results


Start
FPAREQN
FGRACTG
FPAPOAS
FPAPURR
FGRACTG
FAAINVE
FAAINVE
("Receipt Required"
Flag Prioritization)
"Receipt
Required" value
default from P.O.
"Wrap-up
Routine" sets
most restrictive
case.
Choice to Override
"Receipt
Required" Value.
Complete
document
End
FAAINVE
No
Flag
set?
Yes
FPARCVD
Receiving
document created
FABMATC
Report
Invoice
Approval?
No
Yes
Approval
Processing
Invoice Posting
Job
FGRACTG
End

Internal Vendor Order Processing

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, because GURFEED documents do not route through Fund/Organization security.

Interface transactions that error during FGRTRNI and 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 must develop internal control procedures 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

The following lists the 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.

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- 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 Ellucian and accessible to the FUPLOAD process.
- Maintenance of upload files is site-specific.
- Transactions that include a Fixed Asset account will, through FGRACTG processing, create a record in the Temporary Origination Tag Table (FFBOTAG) if the System Control Page (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

Complete these steps for internal vendor set up.

Procedure

1. Open the System Data Maintenance Page (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:

Character	Description	Allowable Values
First character	Format	D - Detail

Character	Description	Allowable Values
		S - Summary
Second character	Transactions	R - Rejects S - Suspends

2. **Optional:** Open the Document Number Management Page (FOMFSEQ) to create any system ID/document number relationship, where FUPLOAD is expected to create the document number.

   FOMFSEQ relationships are not necessary for a System_ID where the document number is supplied in the upload file.

3. **Optional:** Open the Parameter Value Validation Page (GJAPVAL) and enter the System ID(s) established in Step One in the Parameter 01 Value.

   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 Order Processing Setup Internal Vendor Order Processing Step-by-Step Process

Complete these steps to set up internal vendor order processing.

Procedure

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 must conform to specific GURFEED population requirements.For detailed file-related details, refer to the "Reports and Processes" chapter.

   If you run FUPLOAD in audit mode, the following processing occurs:

   - All associated records are validated.
   - Edited rows are not committed (to GURFEED or GURTEXT).
   - A resulting FUPLOAD Report is generated

     The load process continues until all records are read and passed through the edit process.

     If you run FUPLOAD in update mode, the following processing occurs:
   - Individual input file documents are validated as follows:
     - The System ID from the selected document's header record is compared to the input file's system ID parameter.
     - 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.

  - The header record's Transaction Date is checked for an open fiscal period based on the chart of accounts on the detail record.
  - The detail record's encumbrance data are validated. If the encumbrance type is L, encumbrance validation is bypassed.
  - The document's trailer record is validated.
  - The document's text record sequence numbers are system-generated (starting at number 10, incrementing by 10, for each new document).

    Note: It is possible to have successful and unsuccessful documents in the same file.

- Successfully validated data are written directly to GURFEED/GURTEXT. Documents that do not pass validation tests are noted in the FUPLOAD Report.
- Some required GURFEED table columns are not included on the various input file record types but are system-generated.
- 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 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.

Data load confirmation (document numbers and record count) and related errors are listed in the resulting report.

3. **Optional:** Execute the `Document Detail Report (GURDETL)` to review GURFEED data.

   If document data are considered not valid, execute the `Document Code Delete Process (GUPDELT)` to remove document(s) that are not valid.

   Warning! Ellucian recommends 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. You must exercise caution 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 not considered valid, through FURFEED view mode, execute the `Document Code Delete Process (GUPDELT)` to remove documents that are not valid.
   - If document data are considered valid, GURFEED data are loaded through FURFEED select mode, through FGBTRNI to the FGBTRNI table.
5. Execute the `Interface Process (FGRTRNI)` to populate FGBJVCH and FGBJVCD.

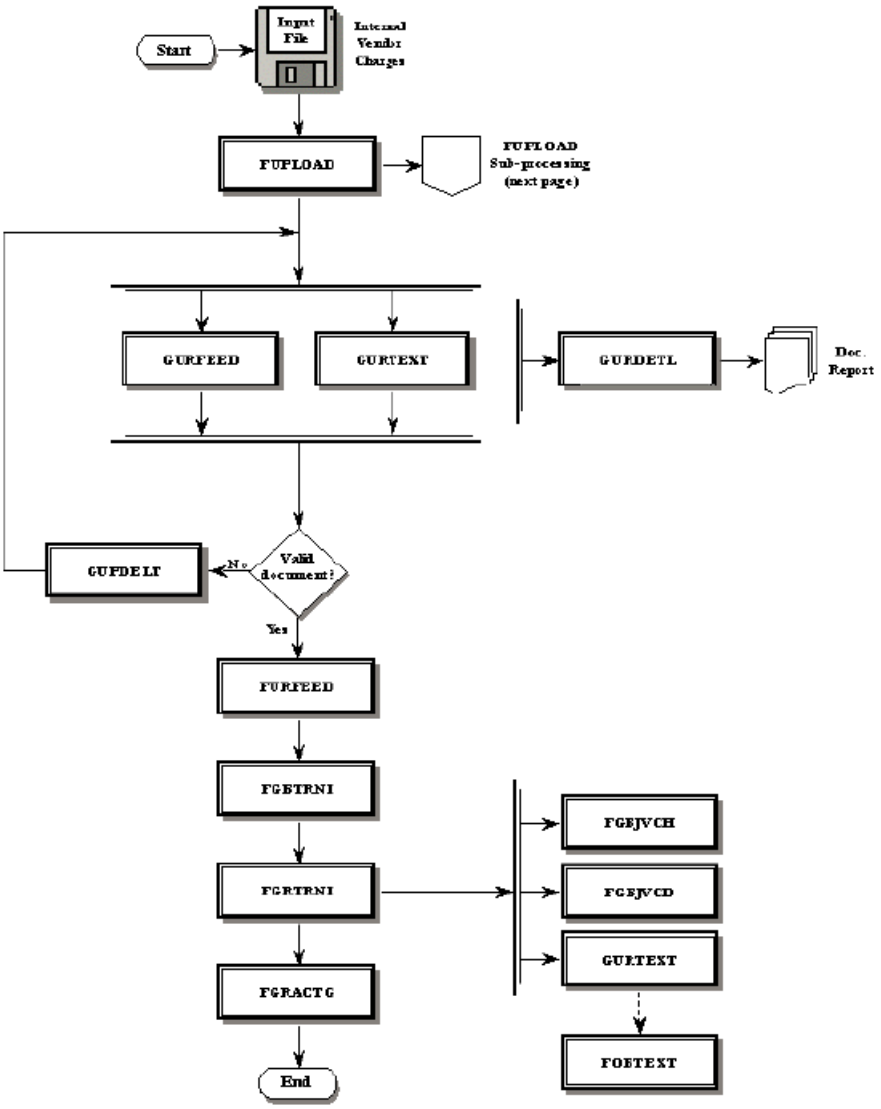
The FOBTEXT table is loaded from records in GURTEXT.

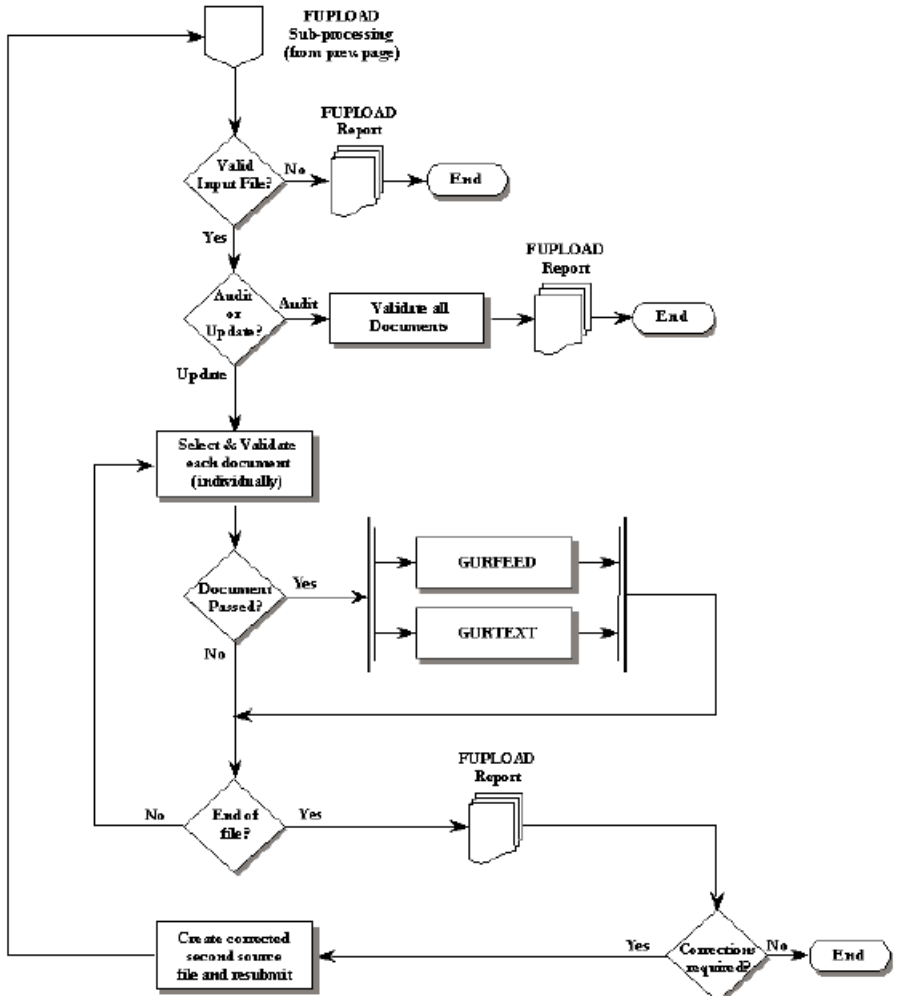
- Documents that fail FGRTRNI edits are presented as incomplete Journal Vouchers in Banner Finance for user correction and completion.
- Documents that interface successfully are submitted for posting as Journal Vouchers.

6. Execute the `Posting Process (FGRACTG)` to store accounting data from Banner Finance transactions to the appropriate Banner Finance ledgers.

Results

The following flow charts illustrate internal vendor order processing.





Approvals Processing

This section identifies the forms and fields you need to define for minimum approvals processing.

Approval forms include the following:

- Finance Approval Menu (*FINAPPR)
- User Approval Page (FOAUAPP)
- Document Approval Page (FOAAINP)
- Approvals Notification Page (FOIAINP)
- Document Approval History Page (FOIAPPH)
- Approval History Page (FOIAPHT)
- Approval Queue Routing Codes Page (FOMAQRC)

- Approval Queue Maintenance Page (FTMAPPQ)

  Note: You can only approve or disapprove documents on the User Approval Page (FOAUAPP) and the Document Approval Page (FOAAINP). The Originating User can disapprove a document using the Document by User Page (FOADOCU). When you disapprove (that is, deny) a document, the system inserts a record with a queue of DENY into the history table.

Banner 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 Pages and Fields

This section contains information about the required pages and fields.

Approval Queue Maintenance Page (FTMAPPQ) Required Fields

The required fields in the Key Information of this page are **Queue ID**, **Description**, and **Queue Limit**. The queue contains levels of approval necessary with appropriate approval limits by level.

After you establish approval queues using the Approval Queue Maintenance Page (FTMAPPQ), define the routings. The Approval Queue Routing Codes Page (FOMAQRC) displays the Queue ID in the Key Information. Selecting Next section automatically queries the routing detail information.

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Approval Queue Routing Codes Page (FOMAQRC) Required Fields Approval Queue Routing Codes Page (FOMAQRC)

The required fields on this page are **Document Type**, **Rule Group**, and **Chart of Accounts**.

System Control Maintenance Page (FOASYSC) Required Fields System Control Maintenance Page (FOASYSC)

The following fields are required on the FOASYSC page.

- 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 Page (FOMPROF) Required Fields User Profile Maintenance Page (FOMPROF)

Enter the **User ID** and **User Name** for which you want to establish **NSF Override Authority** in the Key Information. Select Next section and go to the **NSF Override** check box.

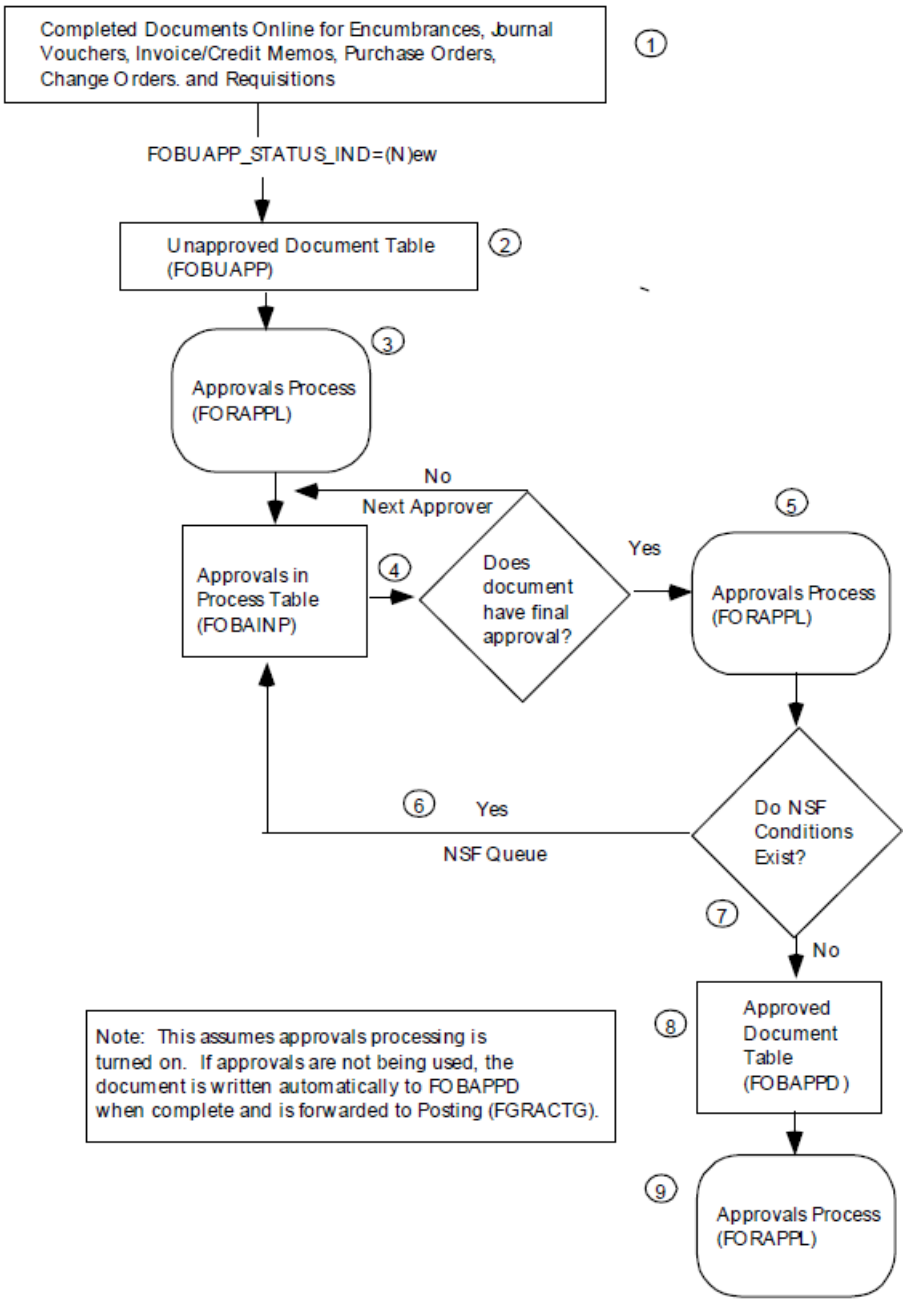
Select the **NSF Override check** box to provide override authority.

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 cleared, NSF Checking by document type will be delayed until posting.

Approvals Process Flow

The following diagram illustrates the approvals process flow.

About this task



Procedure

1. Complete documents using the appropriate online pages 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

3. 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.
   - After a document successfully processes through FORAPPL, all queue(s) and level(s) required for approval are determined. When determined, they are unaffected by changes in queue routing (defined on FOMAQRC) 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 pages. 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 Page (FOAAINP) and from the User Approval Page (FOAUAPP).
   - View the documents listed in the queues on the Document Approval Page (FOAAINP).
   - The system deletes records in the Approvals in Process Table (FOBAINP) when you have satisfied all approval levels for a completed document.
4. 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.
5. FORAPPL transfers documents with NSF conditions to the Approvals in Process Table (FOBAINP).
6. 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).
7. The Posting Process (FGRACTG) updates the finance ledgers with document accounting information.

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Note: Documents in approvals with transaction dates in an expiring fiscal period can be rolled forward to the first day of the current fiscal period to avoid posting to a period that has already been closed. Refer to Fiscal Period Document Roll Process (FGPDROL) on page 577 for additional information.

Cancelling a Document After Final Approval

You can cancel approved documents from the following pages:

- Invoice/Credit Memo Cancel Page (FAAINVD) for invoice/credit memos
- Requisition Cancel Page (FPARDEL) for requisitions
- Purchase/Blanket Order Cancel Page (FPAPDEL) for purchase and blanket orders
- Change Order Cancel Page (FPACDEL) for change orders

Cancelling a Requisition

You can cancel a requisition using the following.

- When you create a requisition on the Requisition Page (FPAREQN), 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 click the Next section icon.
- 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 Page (FOAUAPP) and the Document Approval Page (FOAAINP).

  The Originating User can disapprove a document using the Document by User Page (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 Page (FPARDEL).
- Use FPARDEL to cancel a requisition document after the system has approved it.
- After you save the cancelled document, the system updates the General Ledger with a negative amount equal to the amount of the requisition.

  The system adjusts the available balance.

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You cannot modify completed and approved documents.

Approval Queue Setup

Access the Approval Queue Maintenance Page (FTMAPPQ).

Approval Queue Maintenance Page (FTMAPPQ) Setup Approval Queue Maintenance Page (FTMAPPQ)

Access the Approval Queue Maintenance Page (FTMAPPQ). To establish a queue, specify the following.

- Enter the approval code ID that you want to create or maintain in the **Queue ID** field.
- Enter descriptive information for the queue in the **Queue Title** field.
- Enter the queue dollar limit in the **Queue Limit** field. 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.

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 section 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 Page (FOAUAPP) and the Document Approval Page (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.

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Approval Queue Maintenance 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 Page (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.

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 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 Page (FOIAINP) displays when you initially request a Banner Finance form. The Approvals Notification Page (FOIAINP) displays documents for which you are the next approver by Document Type and Document Count. The Approval Queue definitions and limits determine who is the "next approver."

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 Page (FOAUAPP).

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Queue Routing Setup

After you establish the Approval Queues using the Approval Queue Maintenance Page (FTMAPPQ), define the routing.

The Approval Queue Routing Codes Page (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 section to query routing criteria for the queue ID.

The required fields on this page 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:

- 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 page and the transaction awaiting approval.
- The organization matches on this page and the transaction awaiting approval.

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- The account matches on this page and the transaction awaiting approval.
- 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

Document Level Accounting and Commodity Level Accounting

This section contains information about document level and commodity level accounting.

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 one time 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.

You can select the **Document Level Accounting** check box in the Invoice/Credit Memo Header window of the Invoice/Credit Memo Page (FAAINVE), or in the Commodity/Accounting window on the Invoice/Credit Memo Page (FPAREQN) or the Purchase Order Page (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.

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On the Change Order Page (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.

Warning! 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 is selected by default, even for purchase orders you create from rush orders. This indicator field governs the processing of the entire document. After 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.

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.

After 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 section, and enter the Accounting Block of Commodity/Accounting window to specify the account distribution(s) for the document.

Commodity Level Accounting

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.

The level you choose cannot be changed after the accounting sequences are created.

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.

About this task

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.

Procedure

1. Access the System Data Maintenance Page (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.

Results

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.

About this task

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.

Procedure

1. Access the System Data Maintenance Page (FTMSDAT).
2. In the **Entity or Usage Code** field, enter the type of document for which you want to use Commodity Level Accounting.
   - **REQ** for requisitions
   - **PO** for purchase orders, rush orders and blanket orders
   - **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.

Results

You can turn off this setting on FTMSDAT by terminating the record or changing the record status to inactive.

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Commodity Level vs. Document Level Accounting

This section contains information comparing commodity level and document level accounting.

Invoice Accounting Distribution Window (FAAINVE)

After 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 253.

For both kinds of documents, enter amounts as specific dollar amounts or with assigned percentages. After 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 Automatic Accounting Redistribution on page 253.

After you create the accounting records, select Next section to go to the Balancing/Completion window and complete the document.

Encumbrances and Invoices

You can use the Invoice Credit/Memo Page (FAAINVE) to liquidate an encumbrance created using the Encumbrance Maintenance Page (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 Page (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.

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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)

After 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 is dynamically redisplayed with fields appropriate for working within the selected processing type. For details, refer to the following table.

Type of Accounting	Fields Displayed	Notes
Document Level	Commodity Line Total Document Commodity Total Document Accounting Total Remaining Commodity Amount	Be sure the amount in the **Document Commodity Total** field equals the amount in the **Document Accounting Total** field. **Remaining Commodity Amount** 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.
Commodity Level	Commodity Line Total Commodity Accounting Total Remaining Comm Amount	Be sure the amount in the **Commodity Line Total** field equals the amount displayed in the **Commodity Accounting Total** field for each commodity entered. **Remaining Comm Amount** 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.

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Completing the Document

For both Document Level and Commodity Level Accounting documents, you can enter amounts as specific dollar amounts or with assigned percentages. After 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 Automatic Accounting Redistribution on page 253.

After you create the accounting records, select Next section 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.

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.

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:

- 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.
- 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

You can associate tax groups with the **Ship To Codes** on the Ship To Address Maintenance Page (FTMSHIP) and 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.

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In the Purchase Order Page (FPAPURR), Change Order Page (FPACHAR) and Requisition Page (FPAREQN), the **Access Completion** check box is replaced with a **Distribute** check box because 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 section function. The Distribute process completes its related function when used in conjunction with either Next section 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. After 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 254 and Allocating Commodity Level Accounting Records on page 255.

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 section 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. After you complete your changes, leave **Access Completion/Distribute** selected, and then select Next section 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 section in this case, the system does not automatically allocate the amounts. You can distribute the amounts among the accounting distributions as you want.

After you make the desired changes, select Next section from the Accounting window or click on the Balancing/Completion link to access the Balancing/Completion window and complete the document.

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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 after you create an accounting record. The system reallocates accounting amounts when you click Next section in a Commodity Level Accounting document.

Because 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 section to enter the Accounting window and allocate the amounts manually.

Request Processing

This section contains information about request processing.

For information about Banner Finance eProcurement, refer to the *Finance eProcurement for HigherMarkets Banner Handbook*..

Creating a Requisition

Use the Requisition Page (FPAREQN) to create and maintain the header, commodity, and accounting information for requisitions. For detailed information about the FPAREQN page, refer to the online help.

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.

You must retain the accounting method that you choose for a given requisition through all subsequent related documents.

Entering Currency Conversion Information on a 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 Page (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.

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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.

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: Accounting Level

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.

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.

Changes to commodity records occur in the Requisition Page (FPAREQN), Purchase Order Page (FPAPURR), and Change Order Page (FPACHAR). For additional information, refer to the online help for each of these forms.

Wrap-Up Routine

This routine accommodates currency conversion calculations and tax calculations, in addition to 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.

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- 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 cleared. You cannot check this check box until you create accounting distributions. The system automatically checks the **Access Completion check** box after 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 Automatic Reallocation

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 section 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.

After you complete all your changes, select Next section to have the system distribute the changes. If you prefer to enter specific amounts for the accounting, clear the **Access Completion** box. When you select Next section at this point, the automatic redistribution does not take place, and the Accounting Data Window opens.

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Distribute the amounts among the accounting distributions as desired. When you complete the changes, select Next section to open the Balancing/Completion Window and complete the document.

Commodity Level Accounting Automatic Reallocation

The allocation process for Commodity Level Accounting documents differs somewhat from Document Level Accounting.

As with Document Level Accounting, the **Access Completion** check box remains cleared until accounting records are created, and you cannot access the check box. After 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 section or Next Record in a Commodity Level Accounting document.

Because 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 clear the **Access Completion check** box. Select Next section to enter the Accounting Data Window and allocate the amounts manually.

Whether you use Commodity Level or Document Level Accounting on the Requisition Page (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

Use the Purchase Order Page (FPAPURR) to create and issue purchase orders.

This page calculates percentage distributions based on accounting sequences from a requisition. It also calculates currency conversion amounts when you purchase from a foreign vendor. Access this form from the Purchase Order Processing Menu (*FINPO).

Note: For information about Banner Finance eProcurement, refer to the *Finance eProcurement for HigherMarkets Banner Handbook*..

Creating a Purchase Order

For detailed information about creating a Purchase Order, refer to the online help for the Purchase Order (FPAPURR) page.

You can create a purchase order with either a general ledger account or an expense account. You cannot combine these two different accounts on the same purchase order.

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If you create a purchase order from a requisition, you must designate it as an expense purchase order. Note that when you create a purchase order from an existing requisition, you must use the same method of accounting that you used on the requisition.

If you create a purchase order with Commodity Level Accounting, you may assign account distributions to specific commodities, if necessary.

If you create a purchase order with Document Level Accounting, assign accounting distributions to the purchase order document in total.

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.

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.

Viewing Currency Conversion Amounts

Unless you specify otherwise, all amounts are entered in the installation's base currency. This currency is referenced on the Installation Control Page (GUAINST).

About this task

When you select a foreign vendor, enter a currency code in the **Currency Code** field in the Vendor Information section. 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:

Procedure

1. Go to the Currency Conversion section.
2. Select Count Hits from either the **Quantity** or **Unit Price** fields in the Purchase Order Commodity Data section or from anywhere within the Purchase Order Accounting Data section.

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Commodity Tax Information

If you use the tax features of Banner Finance, then you must select the **Tax Processing On** box on the System Control Maintenance Page (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 Page (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.

Creating a Change Order

Use the Change Order Page (FPACHAR) 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.

Change Order Main section

The main section contains the **Purchase Order** and **Blanket Order** number fields.

Procedure

1. Enter the number of the purchase order or the blanket order which you want to revise.

   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 blanket order or both orders.

Change Order Header Information section

A copy of the current header information defaults into this section; you can update the fields as necessary.

Procedure

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 want to change only the accounting distribution, you may check the **Change Accounting Only** box, which permits changes to the accounting distribution information only.

   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 Page (FPIPURR) for the specific change, a commodity record displays with zero amounts.
6. Click **Document Text** to access the Procurement Text Entry Page (FOAPOXT).
7. If you are changing only the header information on this order, return to the Balancing/Completion section 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**.

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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 Section

Complete the following steps for budget checking and deferred editing features.

Procedure

1. Check the **NSF Checking** box to have the system perform budget checking online.
2. If the **Deferred Editing** box is cleared, 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 section

Use this window to revise the commodity information. The order and vendor information defaults.

Procedure

1. You may check the **Select Item** box and press Enter to navigate to the Purchase Order Item Selection Page (FPQCHAP) and select individual commodity items. The Purchase Order Item Selection page lists the items from the original order. To select all of the items, check the **Change All** box and click **Save**. To choose a specific item, check the box at the right of the item record and click **Save**. To return to the Change Order section, select **Exit**.
2. Enter the **Item** number if you know it, or press Enter to enter or change the **Commodity** code (or the commodity **Description** if you do not specify a commodity code).
3. The **U/M** field is required. After 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 Page (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 section. If not, you may enter a **Discount Amount** manually in this section.
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

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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 Page (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**.
10. The **Access Completion** box enables you to move directly to the document completion process from the Change Order Commodity Data section 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.

    Wrap-Up occurs when you navigate from the Change Order Commodity Data section to the Balancing/Completion section (when accounting records exist) or from the Change Order Accounting Data section to the Balancing/Completion section 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 section to the Change Order Commodity Data section. To reallocate the accounting amounts manually, clear the **Access Completion** box and press Enter to access the Change Order Accounting Data section.

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.

Redistribution of commodity items depends on whether the Document Level Accounting box is checked:

- Checked - When you select Next section 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.
- Unchecked - The system only redistributes the specific commodity amount among the assigned accounting sequences based on the percentages you enter.

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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 Page (FGIBAVL).

Select Next section 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 can 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 section.
- To view the available balance, click **Budget Availability** or select Block Menu from any of the FOAPAL fields to access the Budget Availability Status Page (FGIBAVL).
- To view the accounting records, click **View Accounting** or select the menu option to access the Commodities and Accounting for Review Query Page (FOICACT).

Currency Conversion Window: Converted Amounts

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.

Commodity Tax Information Default Tax Group Code

If you use the tax features of Banner Finance, enter the **Default Tax Group Code** on the System Control Maintenance Page (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.

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Balancing/Completion Window

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 Page (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 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 before 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.

After you post the change order, these fields reflect the changes.

Processing 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 Page (FPAPURR), Change Order Page (FPACHAR), and Invoice/Credit Memo Page (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 Page (FPAPURR) and a warning in the Invoice/Credit Memo Page (FAAINVE).

On the Change Order Page (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 Page (FPIBLAR). The Purchase/Blanket/Change Order

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Query Page (FPIPURR) and the Invoice/Credit Memo Query Page (FAIINVE) display the **Blanket Order Remaining Balance**.

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). Before the posting update, the **Pend** column on the Blanket Order Activity Page (FPIBLAR) shows Y.

After 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 and 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 after you create the transaction.

Both types of transactions reduce the **Blanket Order Remaining Balance** by the amount of the transaction.

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 Page (FPIBLAR), the invoice record shows a **Transaction Amount** of 0.00 before when you post the invoice. After the invoice is posted, 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 Page (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 does not prevent you from paying invoices against the blanket order. If

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this occurs, the **Blanket Order Remaining Balance** field is highlighted on the Invoice/Credit Memo Page (FAAINVE).

Blanket Order Remaining Balance Field

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 Page (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 (that is, does not exceed the total amount or item level) the remaining balance of the blanket order is redisplayed to reflect the change.

The system performs blanket order checking twice: one time 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. After 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). After 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. After 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 Page (FPIBLAR).

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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.

Because 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 Page (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 and Closing Items on a Purchase Order or 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.

Procedure

1. Access the Encumbrance Open/Close Page (FPAEOCD).
2. Enter the code for a document in the **Document Number** field..
3. Select the action you want to perform from the untitled pull-down list.
4. **Optional:** Enter a new **Document Transaction Date**.
5. Enter the document number of the purchase order or requisition.
6. **Optional:** Select the **Close All Items** check box if you want to close all items associated with the specified requisition or purchase order. The title of this check box depends on the action you selected in Step 3.

   Select the **Reopen All Items** check box if you want to reopen all items associated with the specified requisition or purchase order.
7. **Optional:** Select the **Change Encumbrance** check box if you want to change the encumbrance amount for the document.

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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.

8. Access the Commodity Information window and other windows required to perform the action you selected in Step 3. These windows will be stacked and visible simultaneously.
9. 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 6, Banner automatically select the check boxes of the appropriate items.
10. **Optional:** Access to Accounting Information section. This section appears only when you select the **Change Accounting** check box.

    You must fill out the Accounting Information section 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.
11. Click **Complete**.

Procurement Card (PCard) Processing

PCard processing integrates Procurement Card transactions with Banner Finance.

Institutions that use this process can 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 Page (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 the "Reports and Processes" chapter.

Considerations Before Using PCard Processing

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.

It is recommended that only one bank file be loaded into FATCARD for processing at any one time.

- Taxes are not used. The transaction detail is at the "total dollar" level and is not itemized.

  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.

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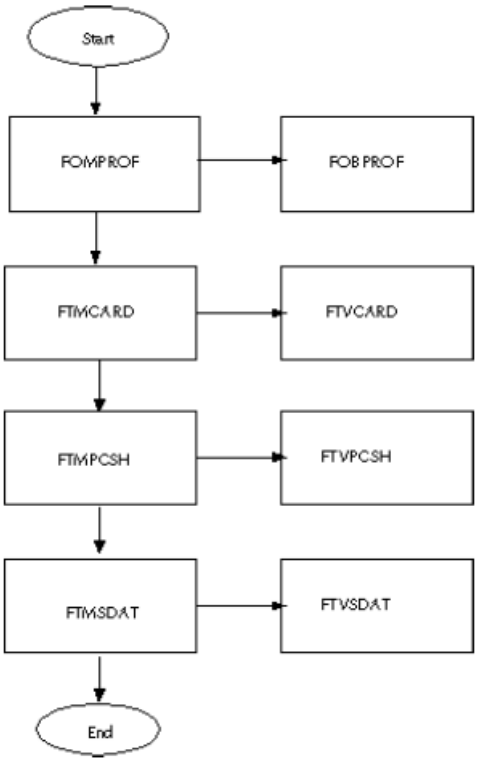
- Currency conversion is not used. Conversion information is passed into the bank files. Because the base currency transaction amount is always loaded, there is no need to include the converted information for the foreign amount.

PCard Setup Process Flow

PCard setup process flow example.

About this task



Procedure

1. On FOMPROF, you can select the **Purchase Card Override** check box to establish authority for a user to update the information on FAAINVT.

   Although an account manager or business manager must have a user profile established on FOMPROF, they do not require this override authorization, because 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.

You can enter the card account number with a minimum of six characters, and include non-numeric characters.

3. On FTMPCSH, establish the payment schedule for the card.
4. You can use the System Data Maintenance Page (FTMSDAT) to create Seed Data on the System Data Validation Page (FTVSDAT). Refer to the Configure Banner on page 271 section for additional information.

Initializing PCard

The following steps are required to enable PCard Processing.

Procedure

1. Configure Banner on page 271
2. Load PCard Data on page 274
3. Run PCard Process on page 275

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 also need to translate the company numbers provided on the bank flat file into campus codes

The following Banner objects are involved in PCard setup:

- Purchase Card Maintenance Page (FTMCARD)
- Payment Cutoff Schedule Maintenance Page (FTMPCSH)
- User Profile Maintenance Page (FOMPROF)
- System Data Maintenance (FTMSDAT)

Company Numbers and 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
The following shows the SDAT entry to identify liability fund by campus.

Column Name	Value
Entity/Usage Code	FAPCARD

Column Name	Value
(FTVSDAT_Sdat_Code_Entity)	
Attribute Code (FTVSDAT_Sdat_Code_Attr)	LIABILITY_FUND
Optional Code #1 (FTVSDAT_Sdat_Code_Opt_1)	COMPANY/CAMPUS CODE (user defined)
Chart of Account (FTVSDAT_Coas_Code)	B (user defined)
Title (FTVSDAT_Title)	Campus Liability Fund
Short Title (FTVSDAT_Short_title)	Campus Fund
Data (FTSDAT_Data)	1105 (user defined)

SDAT Entry to Identify Monthly Liability Account by Campus
The following shows the SDAT entry to identify monthly liability account by campus.

Column Name	Value
Entity/Usage Code (FTVSDAT_Sdat_Code_Entity)	FAPCARD
Attribute Code (FTVSDAT_Sdat_Code_Attr)	MONTHLY_LIABILITY_ACCT
Optional Code #1 (FTVSDAT_Sdat_Code_Opt_1)	COMPANY/CAMPUS CODE (user defined)
Chart of Account (FTVSDAT_Coas_Code)	B (user defined)
Title (FTVSDAT_Title)	Campus Monthly Liability Acct
Short Title (FTVSDAT_Short_title)	Month Clear Acct
Data (FTSDAT_Data)	2111 (user defined)

SDAT Entry to Identify Daily Liability Account by Campus
The following shows the SDAT entry to identify daily liability account by campus information.

Column Name	Value
Entity/Usage Code (FTVSDAT_Sdat_Code_Entity)	FAPCARD
Attribute Code (FTVSDAT_Sdat_Code_Attr)	DAILY_LIABILITY_ACCT
Optional Code #1	COMPANY/CAMPUS CODE (user defined)

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Column Name	Value
(FTVSDAT_Sdat_Code_Opt_1)	
Chart of Account (FTVSDAT_Coas_Code)	B (user defined)
Title (FTVSDAT_Title)	Campus Daily Liability Acct
Short Title (FTVSDAT_Short_title)	Daily Clear Acct
Data (FTSDAT_Data)	2211 (user defined)

Processing Options

You can configure PCard processing to produce one of three different types of output:

- Liability journal vouchers and zero payment invoices
- Liability and direct charge journal vouchers only
- Direct payment invoices and no journal voucher

Liability Journal Vouchers and Zero Payment Invoices
Set up this option as follows.

- 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).

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 Page (FAAINVT).

Liability Journals Only
Set up this option as follows.

- Set the FAPCARD_System_ID in SDAT to S.
- Do not execute the Invoice Feed process (FAPINVT).

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The journal voucher debits the expense FOAPAL defined on the cardholder record on the Purchase Card Maintenance Page (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
Set up this option as follows.

- 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).

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.

The following diagram shows the process flow for loading PCard data:

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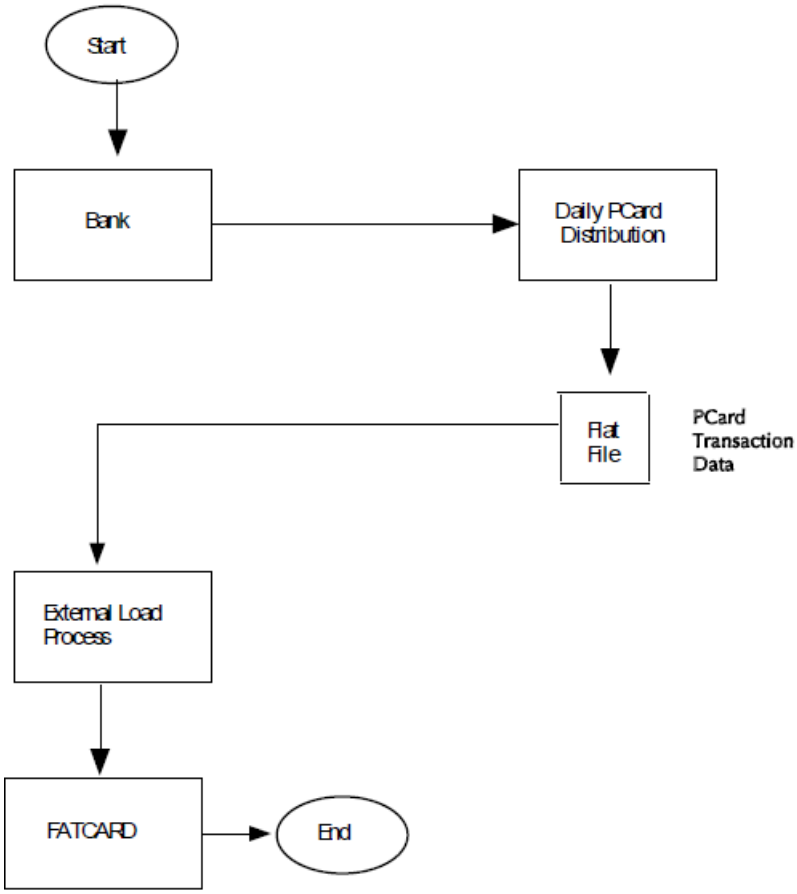


Run PCard Process

PCard processing involves the following steps.

Procedure

1. Validate data.
2. Generate invoice.
3. Post payment.

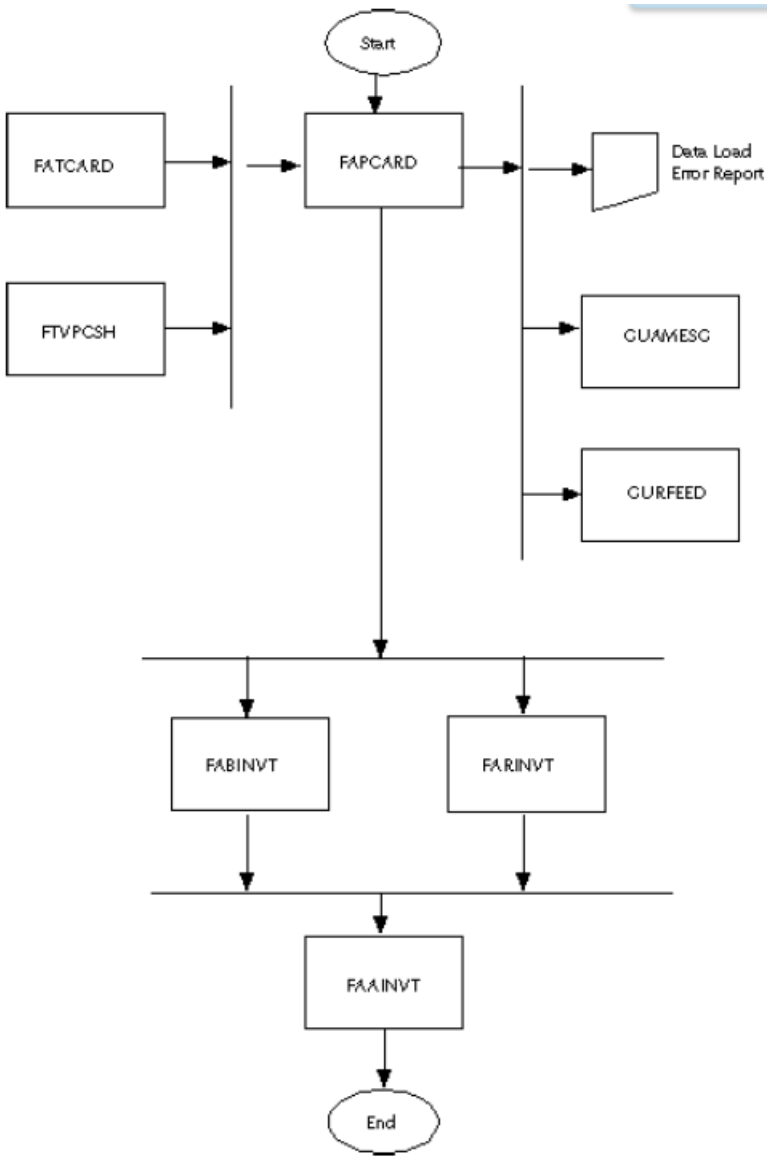
Data Validation and Journal Voucher Generation

The following Banner objects are involved in PCard data validation.

- FAAINVT—Purchase Card Transaction Maintenance Page
- 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
The following illustrates the 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).

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.

The system calculates the payment due date using data found in the payment schedule table (FTVPCSH). The account manager is notified through GUAMESG as soon as the FATCARD table has been validated and processed.

If you have access to the Purchase Card Transaction: Documentation Information Page (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 page to allow a feed to a real vendor instead of a one-time vendor. Quick Navigation is allowed to the Vendor Maintenance Page (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

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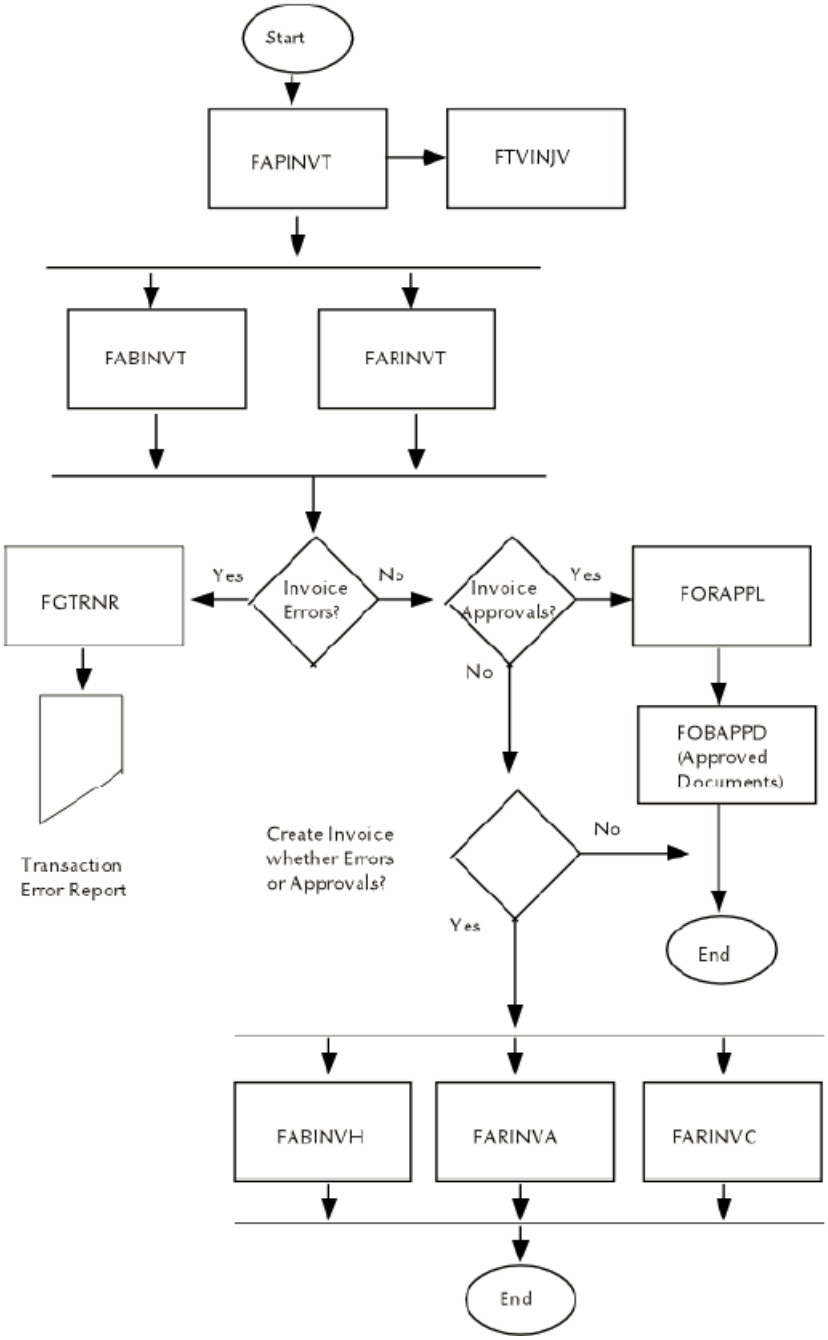
- FOBAPPD—Approved Document Table
- FOBUAPP—Unapproved Document Table
- FORAPPL—Approval Process
- FTVSDAT—System Data Validation Table

The following diagram shows the process flow for FAPINVT:



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 through 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.

  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 through a setting on the System Data Validation Page (FTVSDAT).
- Initiate bank payment through 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.

Payment Posting

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.

No check is ever attached to zero payment invoices marked as `Paid`.

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.

Because 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` `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.

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PCard Pages

This section includes high-level descriptions of each page used in PCard processing. For detailed information about each page, please refer to the online help.

Purchase Card Transaction Maintenance Page (FAAINVT)

Two levels of control are provided using this page, 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 and business manager functions.

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 Page (FOMPROF), can perform all the functions of account or business managers.

Purchase Card Maintenance Page (FTMCARD)

This page 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 page's stored data is informational only.

Remember the following:

- Both the account manager and the business manager must be pre-defined on the User Profile Maintenance Page (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.

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- Standard defaulting logic applies for all FOAPAL elements.

Payment Cutoff Schedule Maintenance Page (FTMPCSH)

PCard payment cutoff schedule information is managed on this page using the FTVPCSH table.

The key to this page is the credit card company defined on the System Data Maintenance Page (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 Page (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).

Purchase Card Query Page (FAICARD)

This page displays much of the same information maintained through the Purchase Card Maintenance Page (FTMCARD) but, for security purposes, excludes the **Mother's Maiden Name** field.

It also includes transaction history information about the card.

Merchant Category Code Validation Page (FTVMCAT)

This page is used to establish valid merchant category codes and their descriptions. To access the values from this page, request an LOV in the **Merchant Category** field on the Purchase Card Maintenance Page (FTMCARD).

User Profile Maintenance Page (FOMPROF)

This page 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.

Account and business managers entered on the Purchase Card Maintenance Page (FTMCARD) do not require this override authorization, because this would not limit the transactions they can process.

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Entity Name/ID Search Page (FTIIDEN)

When this page is called from either the Purchase Card Maintenance Page (FTMCARD) or the Purchase Card Transaction: Document Information Page (FAAINVT), the **All** check box in the Key block is selected. This enables the system to search for all records in SPRIDEN.

Bid Processing

The first step in creating a bid from a requisition is to create a bid with the **Bid Creation Page (FPACTBD)**. You do this by consolidating information from existing requisitions.

Procedure

1. Enter a buyer code in the **Buyer Code** field.
2. In the **Bid Number** field, type `NEXT` to generate a new bid number.

   To continue the bid process, access the **Bid Header Page (FPABIDH)**.

   1. Enter the bid number you established on the Bid Header Page.
   2. Verify that the Buyer and Commodity sections default from FPACTBD and that the **Effective Date** defaults to the system date.
   3. Enter the **Effective Date** (if different from system date) and the **Termination Date**.
   4. Enter `Y` in the **Approved/Printable** field.

   Continue the bid process using the **Prospective Bidders Page (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 page.
   3. Enter a vendor code in the **Vendor** field.
   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 Page (GJAPCTL)**.

   1. In the **Process** field, enter FPTBIDD (Print Bid Form Test Patterns Process).
   2. Verify that List Fields, Execute Query, and Exit with Value are available.
   3. Select **Submit** on the **Hold/Submit** indicator.
   4. Enter **Alternate User ID** and **Alternate Password**.
   5. Verify that a bid test pattern is printed.
   6. Using GJAPCTL, enter FPABIDD (Bid Form Print Process) in the **Process** field.
   7. Verify that List Fields, Execute Query, and Exit with Value are available.
   8. Select **Submit** on the **Hold/Submit** indicator.
   9. Enter **Alternate User ID** and **Alternate Password**.

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10. Verify that you printed the Requests for Bids (RFB).

Receiving Processing

This section contains information about the receiving process.

Creating a Receipt of Goods

Enter a receipt of goods on the Receiving Goods Page (FPARCVD). To enter a receipt of goods, perform the following steps.

Procedure

1. Access the Receiving Goods Page (FPARCVD).
2. Enter the receiver document code number
3. To create or view comments associated with the receiver document, click the View Receiving Text link to access the General Text Entry Page (FOATEXT).
4. The **Receiving Method** and **Carrier** fields are optional. The **Date Received** and the **Received By** fields automatically default into the form. Enter the **Date Received**. This is a required field.
5. Enter packing slip information.

Entering Packing Slip Information

Complete these steps to enter packing slip information.

Procedure

1. Enter the **Packing Slip** number. All purchase orders on the packing slip must have the same vendor. **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 Page (FOATEXT).

Entering Purchase Order Information

Purchase orders are not required to be closed out before invoicing. As a result, invoicing may be performed before receiving.

Procedure

1. Enter the **Purchase Order** number for the purchase order associated with the packing slip. This is a required field.

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2. Click the **Receive All Purchase Order Items** link if all the items on the purchase order are being received for the first time spontaneously.

   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.
3. Enter another purchase order as necessary.
4. If you only receive a few items from this packing slip or if you are unaware of the item number, click the **Select Purchase Order Items** link to access the **Receiving Goods PO Item Selection Page (FPCRCVP)**.

   This page displays all the items on the purchase order that you have not yet received on this packing slip.
5. To select the desired items, select the **Add Item** check box next to the items you want to receive.

   The system creates detail items with a blank quantity. The **Quantity/Amount** and **Quantity/ Amount Accepted** fields on FPCRCVP are updated when the corresponding fields are updated in the Commodity section of FPARCVD.
6. Identify whether receiver document is to **Receive Items** or **Adjust Items** by selecting the appropriate option buttons.

   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. This functionality may only be used when a previously received amount exists and may not be for an amount greater than the previously received amount.

Entering Commodity Information

All records that have been selected to exist on the packing slip display in the Commodity window of the Receiving Goods Page (FPARCVD).

About this task

Use the scroll bar to scroll through the existing records. The Commodity section is displayed 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 section is displayed based on quantity. When the purchase order is a Standing Type the Commodity section is displayed based on dollar amount.

To enter information on the receiving detail record in the Commodity section of the Receiving Goods Page (FPARCVD):

Procedure

1. Scroll through the items to find the commodity you are receiving.
2. Navigate to the **FOB** field.

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3. Select the **Final Received** check box 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 Page (FAAINVE).
4. 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 page converts the quantity into the unit of measure from the purchase order, as long as you make an equivalency entry on the Equivalency Maintenance Page (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 Page (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.

Results

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 can 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 Page (FPARTRN).

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Banner Finance Accounts Payable

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).

Running Banner Bank Reconciliation

When you execute the `Bank Reconciliation Report (FARBREC)`, it produces an outstanding check and deposit register.

About this task

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 on page 288).

You can manually enter the records that your installation maintains, or the records can be interfaced through electronic media. A description of the reconciliation process and the appropriate forms and reports follows.

Procedure

1. Access the **Bank Tape Reconciliation Page (FAABREC)**.

   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 through electronic media, the interfaced information appears on this page.
2. Enter information into the **Bank Tape Reconciliation Page** 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.

   The system automatically retrieves the bank account number for both this bank account and your cash account.
3. Select **Next Item** to go to the **Status Selection** field.
4. 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.
5. Enter detail information.

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Before entering data, make sure that the **Bank Account Number** matches the bank account number on your bank statement.

6. 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.
     - This Document field can be up to 35 characters, which is longer than the Internal Document Code.
     - For normal processing, enter the eight (8) character check or deposit number.
     - For longer values, the last eight (8) characters entered should represent the check or deposit number to be reconciled.
     - The last eight characters should be the same as the Internal Document Code and will be the source for the default update to the Internal Document Code.
   - **Transaction Type** – Each transaction type is categorized as follows:
     - Check
     - Deposit
     - Other
     - 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 Page (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 Page (FGAJVCQ)** to process cash receipts, as this field does not exist on the form.
     - This value defaults if left blank.
   - **Status** indicator - A non-editable field. The system displays an **R** as you reconcile items.
7. 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 Page (FAABREC)** with an **R** as appropriate, and then prints a report (FARBREC). Because the reconciliation frequently involves large volumes of data, the FARBREC process is designed to save changes to the database after every 1,000 records processed.

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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.

8. After each iteration of this job, make the appropriate adjustments on the Bank Tape Reconciliation Form and your records, until you reconcile all your items.
9. Run the `Bank Reconciliation Balance Report (FARBBAL)` to produce a summarized statement.
10. Run the Bank Reconciliation Activity Aging Report (FARAAGE).

    This report provides an aging of reconciling items.

Results

For additional information on each of the reports mentioned above, refer to the reports documentation in the "Reports and Processes" chapter.

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.

About this task

Create this record by following these steps:

Procedure

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 want to exclude displays 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 Vendor

To create a vendor, perform the following.

Procedure

1. Access the Vendor Maintenance Page (FTMVEND) and enter the assigned **Vendor** number.
2. Enter the name of the **Corporation** or the **Last Name Prefix** (if applicable)**, Last Name,** and **First Name** of the individual.

   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 Page (FAAINVE).

   These fields only specify that a default exists; you need to create these addresses in the Address Window of the Vendor Maintenance Page (FTMVEND).
3. Select Collects All Taxes, Collects No Taxes, or Collects Selected Taxes from the **Collects Taxes** pull-down list.
4. 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.

Additional Information Window

Perform this task to classify a vendor.

Procedure

1. Enter the **Tax ID** number for the vendor. The **Federal Withholding** and **State Withholding** fields are optional.

   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.

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2. The **Income Type** and **Base Currency code** fields are optional.
3. The **Tax Form Status** and **Status Date** fields are optional.

   The tax form status of the vendor is indicated by the selected user-defined code. The status date is the date on which the Tax Form Status code was applied.

   Note: If you enter a value in the **Tax Form Status** field, you must enter a value in the **Status Date** field

4. You can 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 Section

The Vendor Types section of the Vendor Maintenance Page specifies the vendor type codes associated with the vendor. A vendor may have multiple vendor types.

Procedure

1. Use the Filter feature for the **Code** field to select from a list of vendor type codes.
2. Select **Save**.
3. Go to the Address section.

Address Section

The Address section enables you to define the appropriate vendor address and phone number information.

About this task

A specific vendor may be assigned multiple address codes and sequences.

Procedure

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. To delete an address, use the Identification Page (FOAIDEN).

   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.

   You can enter the primary phone number in the telephone number fields; however, to view or add additional phone numbers for an address code and sequence, you must access the Telephone Validation Page (STVTELE).
3. Click **Save** and go to the E-mail section.

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E-mail section

Use the E-mail section to define vendor e-mail address information. You can assign multiple e-mail types and addresses to a vendor.

Procedure

1. Enter the vendor's **E-mail Type** and the **E-mail Address** associated with the type.
2. Check the appropriate check box to classify the e-mail address as Preferred, Inactivate, Display on Web, or URL.
3. Select **Save** and go to the Taxes Collected section.

Taxes Collected Section

Use the Taxes Collected section to define which taxes you want to collect. This section is only accessible when you define a vendor that **Collects Selected Taxes** on the header window.

Procedure

1. Enter the appropriate tax code(s). Select the **Filter** feature for the **Tax Code** field for a list.

   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. **Required:** Enter the **Effective Date**, which is a required field.
3. Save.

   Note: To validate the newly created information, use the **Entity Name/ID Search Page (FTIIDEN)**.

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 Page (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 Page (FTMTRAT) and the Sales/Use Tax Group Maintenance Page (FTMTGRP) from the Accounts Payable Table Menu (*FINAPTAB).

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Using the Tax Rate Code Maintenance Page (FTMTRAT)

Use the Tax Rate Code Maintenance Page (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 cleared (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 page appear below.

Note: After you enter all of the desired data on this page, 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.

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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.

About this task

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:

Procedure

1. Click **Accounting Information**.
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 can 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 Page (FTMREBT) and associate each rebate percentage with individual or combined FOAP (Fund, Organization, Account, Program) attributes.

The FOAPAL on the Invoice/Credit Memo Page (FAAINVE) or the Direct Cash Receipt Page (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 Page (FTMTRAT) will be used as the default rebate percentage to calculate rebate amounts.

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Establishing Multiple Rebate Percentages

This section contains information about establishing multiple rebate percentages.

Using the Rebate Maintenance Page (FTMREBT)

The default rebate accounting distribution on FTMTRAT must be set up before you can insert records on FTMREBT for the tax rate.

About this task

Use the **Rebate Maintenance Page (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.

Procedure

1. Enter the **Tax Rate** code.
2. The **Effective Date** defaults to the system date.
3. The **Tax Rate Code Description** and the **Tax Rate Code Percent** will default from the **Tax Rate Code Maintenance Page (FTMTRAT)**, and they cannot be overridden.
4. **Rebate Percent** is a required field.
5. Enter the **Chart of Accounts** related to the FOAP attributes for this percentage.
6. 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 are 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.

After 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.

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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.

Specifying Distribution Information Example:

The Tax Rate TR1 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.

Rebate	Fund		Orgn		Acct		Prog	
Percentag	From	To	From	To	From	To	From	To
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:

FOAPAL on the Invoice or Direct Cash Receipt				Rebate
Fund	Orgn	Acct	Prog	Percentage
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

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FOAPAL on the Invoice or Direct Cash Receipt				Rebate Percentage
Fund	Orgn	Acct	Prog	
2422	120	7220	150	70 (default)

Creating Tax Groups

After you establish the tax rates, you can create the tax groups. The first tax group you should establish is for items that are not taxed.

About this task

To create a tax group:

Procedure

1. Establish a tax group, and check the **Non-Taxable** indicator on the Sales/Use Tax Group Maintenance Page (FTMTGRP).

   You should reference this group on documents or items for which you do not have the system calculate taxes.
2. Clear the **Non-Taxable** indicator for all other tax groups.
3. Enter the **Tax Group** code.

   Enter the tax rates associated with this tax group as established on the Tax Rate Code Maintenance Page (FTMTRAT).
4. After you establish the tax groups, update the System Control Maintenance Page (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 Page (FTMSHIP) 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.

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Invoice Processing

This section contains information about invoice processing.

Selecting the Invoice Type

When you create an invoice, you need to specify which type of invoice you want to use. To do this, select Direct Pay, Regular, or General Encumbrance from the Invoice Type pull-down list (unlabeled).

You must also specify if you want to use 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 Page (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 Page (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. If you issue an invoice created from a purchase order, you must use the accounting method used on the purchase order throughout the document.

- 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:

  - Reduces the amount of time it takes to enter data.
  - 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, clear the **Document Level Accounting** box.

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Using the Invoice/Credit Memo Page (FAAINVE)

Purchase orders are not required to be closed out before invoicing. As a result, invoicing may be performed before receiving.

The Invoice/Credit Memo Page (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.

Key Information for the Invoice

Complete these steps to define key information for the invoice.

Procedure

1. Enter the invoice **Document Number**

   Click **Document Number** to select an existing invoice document from the Invoice/Credit Memo List Page (FAIINVL).
2. Specify if vendor invoice consolidation will be utilized in processing the invoice. Check the **Multiple** check box if you want to use this functionality.
3. Specify the type of invoice you want 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. Go to the Invoice/Credit Memo Purchase Order Selection Page (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 want to **Invoice All** items, leave the **Select POs** and **Invoice All** fields blank. Purchase Order items may then be selected in the Commodity Information (Regular) section by entering a Y in the **Select PO** field.
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 Page (FTMVEND).

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Invoice/Credit Memo Header Section

Complete these steps.

Procedure

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. Clear 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 can enter the **Vendor Invoice Number**.

Document Indicators Section: Key Information

Complete the following steps to define key information.

Procedure

1. Check the **Recurring Payables** box if you want this invoice to be paid to the vendor on a regular recurring basis. To modify this information, refer to the Recurring Payables Page (FAARUIV).

   Refer to Setting Up a Recurring Payable on page 307.
2. Check the **Installments** box if the invoice will be paid on an installment basis. This indicator is used by the Fixed Assets module to capitalize the purchase order amount when checked.The **Installments** indicator can be checked only if the **Recurring** payable indicator is also checked.
3. The **NSF On/Off** box defaults from the **Non-Sufficient Funds Checking** box on the System Control Maintenance Page (FOASYSC). You may check this box if it is cleared, but you may not clear 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 want to group related invoices. This indicator defaults from the Vendor Maintenance Page (FTMVEND). Select M to combine many invoices on one check. Select 1 to use one check per invoice.
6. Check the **Hold** box if you want to save your changes to this invoice, but not pay it immediately.

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7. Go to the Commodity Information section (for the specified invoice type).

Commodity Information section

If you selected Direct Pay or General Encumbrance in the **Type of Invoice** field, navigate to the Direct Pay/General Encumbrance Commodity Information section.

About this task

To use this section for a Direct Pay or General Encumbrance invoice:

Procedure

1. Enter the **Commodity** code or the desired **Description**.
2. Enter the approved amount, discount, and tax if appropriate.

   The system calculates discount and tax amounts if you enter the discount code or tax group or both.
3. Navigate to the Invoice Accounting Distribution section.

   If you selected **Regular** in the **Type of Invoice** field, navigate to the Regular Commodity Information section. The commodity information defaults from the purchase order, but this information may be changed. The system increments the item number.

   To use this section 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.

      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.

Results

Both Commodity Information sections include a **Access Completion** check box that enables you to redistribute accounting amounts based on changes to commodity amounts. Therefore, you do not have to re-enter the Invoice Accounting Distribution section. When you first enter the Commodity Information section, you cannot access the **Access Completion** check box until accounting records exist. When accounting records exist for the commodity, the box defaults to selected.

The Wrap-up process recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance Process.

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Invoice Accounting Distribution Window

The commodity **Item** and **Commodity** description fields differ depending on 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 can 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.

The following options are available when you enter accounting information:

- 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 cleared, 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 section 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 cleared:

The system redistributes specific commodity amounts among the assigned accounting sequences that use the percentages you previously entered for each account distribution.

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 can 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 section.

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- To access the Commodities and Accounting for Review Query Page (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 Page (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 cleared).

About this task

The system sets the **NSF Suspense** indicator to A while you enter accounting records.

To move from one accounting sequence to another, press **Enter**.

After you enter all commodities and accounting records, go to the Balancing Completion section.

This section 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:

Procedure

1. In the Commodity Information section, press **Enter** to enter the next commodity item.

   When the **Document Level Accounting** box is checked, Wrap-Up does not occur at this time.

   When you return to the Commodity Information section, the **Access Completion** box is checked. This means that when you create commodity records, if you select Enter, the system executes the Wrap-Up routine.
2. If you need to enter additional accounting records or reallocate the amounts manually, clear the **Access Completion** box and go to the Invoice Accounting Distribution section. After you complete the accounting records, press Enter.

Entering Taxes

This feature only displays for installations that use the tax process.

If the tax process is in use, you may want 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

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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 section to access the Balancing Completion Window.

Balancing Completion Window

Use the Balancing Completion Window to determine if the document is in balance before you try 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.

If you want the FAAINVE form to retain the document code in key-block, after clicking **Complete** or **In Process**, you will need to set up a new FTMSDAT record. The new FTMSDAT record is as follows:

Entity = INVOICE

Attribute = RETAIN_DOC_CODE

Data = RETAIN

This FTMSDAT record is optional, and is needed only if your site wants the document code to be retained in the Invoice key-block. If the optional FTMSDAT record does not exist, the document code will not be retained in the key-block, when you complete the Invoice or leave the Invoice "in process".

Currency Codes and Conversion

Unless you specify otherwise, the amounts that you enter appear in the installation's base currency referenced on the Installation Control Page (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, because 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 must manually calculate the exchange rate from dollars to euros. There are many currency converters available on the Web to simplify this process, when needed.

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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:

```
Order Quantity - Previously Invoiced Quantity = 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 Page (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.

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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.

One-time Vendors

You have the option to create invoices and write checks to vendors without having to create a permanent vendor record on the Vendor Maintenance Page (FTMVEND).

About this task

Ordinarily, you enter a vendor number in the **Vendor** field of the Key Information. However, to indicate a One-Time Vendor, follow these steps:

Procedure

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. Enter the street address (**Address Lines 1/2/3/4, City**, **State or Province**, and **ZIP or Postal Code**).

   The page 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**.

Results

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 want 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.

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Viewing Vendor Invoice Detail Information

Complete these steps to view vendor invoice detail.

Procedure

1. Access the **Vendor Invoice Query Page (FAIVINV)**.
2. Enter a vendor ID code in the **Vendor** field.
3. Navigate to the Document Information section.
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 a Filter function.

   Invoice document detail information will be returned based on filter criteria. The Commodity Detail section will update with appropriate information as you access each record.
6. Go to the Commodity Detail section.
7. Click **Vendor Invoice Commodity Detail** in the navigation frame to view additional information regarding a commodity on the Vendor Invoice Commodity Detail section.
8. To perform another filter, navigate to the Document Information section, perform a Filter function, and enter the new filter criteria.

Viewing Vendor Invoice Information

Complete these steps to view vendor invoice information.

Procedure

1. Access the **Multiple Vendor Invoice Query Page (FAQMINV)** to access commodity records.
2. Click **Commodity Detail** in the navigation frame to view additional information about the commodity on the **Multiple Vendor Invoice Commodity Detail** window.

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.

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Setting Up a Recurring Payable

Complete these steps to set up a recurring payable.

Procedure

1. Create the recurring invoice with the **Invoice/Credit Memo Page (FAAINVE)**.
2. Create a header record as you would for any other invoice.
3. Check the **Recurring** box in the Document Indicators section.
4. 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.
5. Specify the submission parameters.
6. Access the **Recurring Payables Page (FAARUIV)** to enter the submission criteria which determine when you create and post checks for the recurring payable.

   After you complete the invoice, a record exists on the **Recurring Payables** Page 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.
7. 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.

     Tip: You may either enter in the **Submission Days** field, or select from the **Submission Indicator**, but not both.
8. Enter the maximum number of submissions in the **Maximum Submissions** field.

   For example, the maximum number of submissions for rent is likely to be 12, because you pay rent one time in a month (12 times a year).

Subsequent Processing

When you run the Check Selection Process (FABCHKS), the system adheres to the parameters established on the Recurring Payables Page (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 Page (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.

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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 Page (FAAINVD) as you would any other invoice.

This cancellation transaction does not update the Recurring Payables Page (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 Page (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 and 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.

Invoicing and Zero Accounting Sequences

In invoice processing, you may have zero accounting sequences from a Purchase Order that should be closed when a Final Pay invoice is posted.

When a Regular Invoice is processed with the FAAINVE form against a purchase order that includes a zero accounting sequence, the invoice API's create a zero accounting sequence record in the Invoice Accounting Table (FARINVA). This zero accounting sequence record in the FARINVA table enables the Finance Posting Process (FGRACTG) to identify and close zero accounting sequence records in both the Purchase Order and Encumbrance tables. In order to provide a consistent user experience for Accounts Payable staff, the FAAINVE form suppresses the display of the zero accounting sequences in the accounting distribution window.

Zero accounting sequences will exist for a purchase order when an accounting sequence is zeroed out with a change order, or when a purchase order is initially created with a zero accounting sequence which may occur with non-charge items.

The CIFOAPAL elements for ZAS are validated as of the invoice transaction date only when the accounting records include amounts great than zero.

Note: The bank code for zero accounting sequences (ZAS) defaults based on the invoice header bank code. If the invoice header does not include a bank code, the API can default the bank code from an accounting sequence of the same item

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Banner Finance Stores Inventory

The procurement process within Banner Finance provides the Requisition Page (FPAREQN) for you to order commodity items. Alternatively, the Stores Requisition Page (FSAREQN) allows you to enter stock type commodities only to make direct requests for stores items. Both of these pages share the same database tables.

When you create a requisition document on the procurement Requisition Page (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 Page (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.

Issues

The Stores Issue/Return Page (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.

About this task

To restrict the system in this way, you will need to perform the following steps.

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Procedure

1. Access the Inventory Adjustment System Control Page (FSASYSA).
2. Enter or select a **Primary Location** or a **Commodity Code**, or both.
3. 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.

Results

At this point, all stores inventory items selected 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 Page (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 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 Page (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 the "Reports and Processes" chapter.

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

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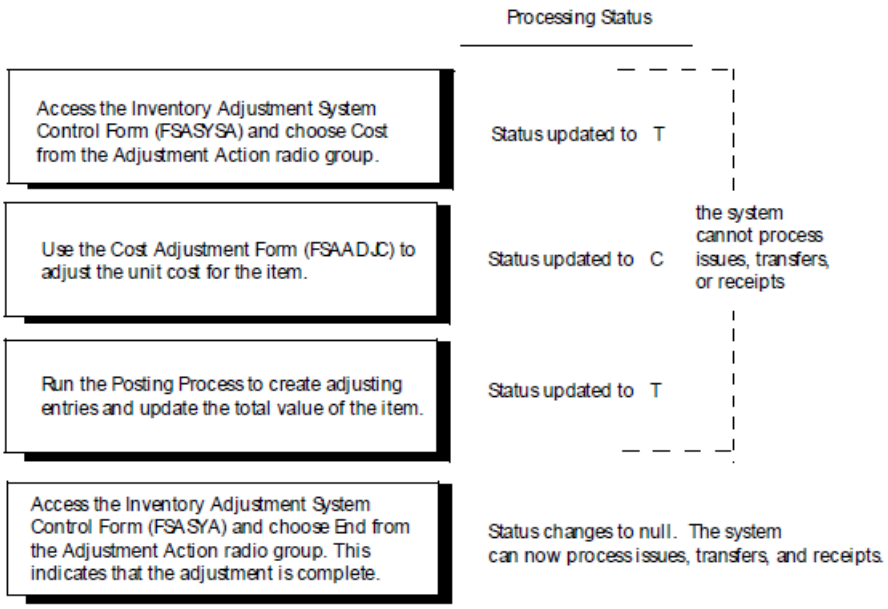
period first. After you choose Quantity or Cost from the Adjustment Action radio group to insert records; you may not delete them.

For physical inventory adjustment for all stock items, use the **Physical Inventory All** indicator on the Inventory System Control Maintenance Page (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 want to view just the adjustment periods for that primary location, the periods that the system displays only represent prior entries to this page by primary location.

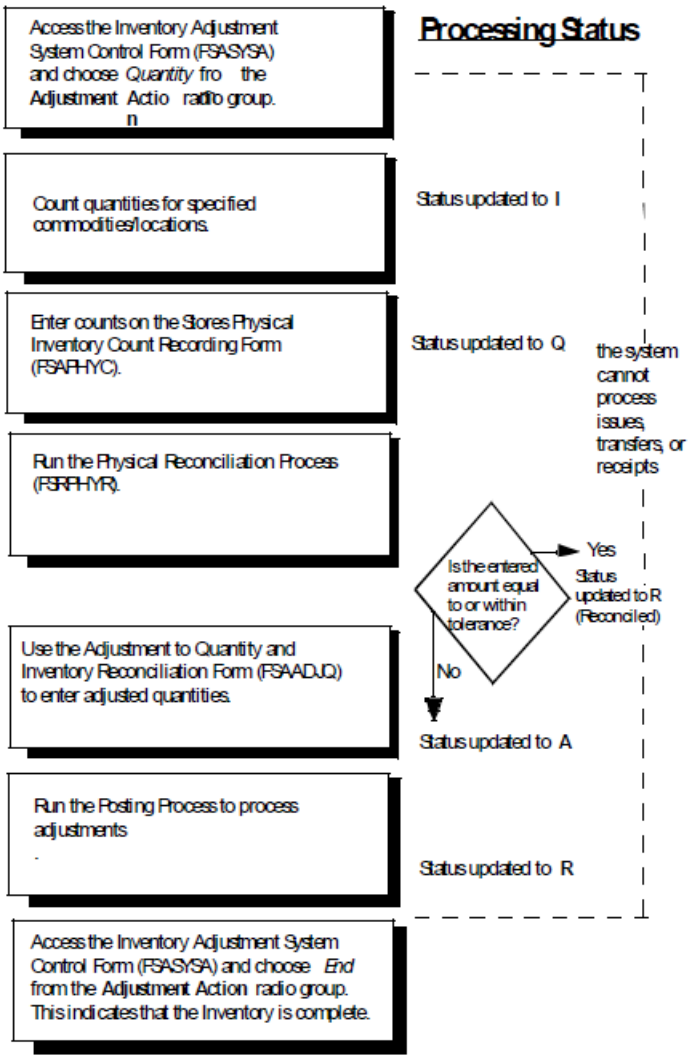
Processing Status Changes During Cost Adjustment

Processing status changes during cost adjustment example.



Processing Status Changes During Physical Inventory Adjustment

Processing status changes during physical inventory adjustment example.



Using Stores Issues and Returns

The Stores Issue/Return Page (FSAISSU) functions in the same manner as the Credit Memo in the Accounts Payable module.

The **Return** check box on this page functions in the same way as the **Credit Memo** indicator on the header of the Invoice/Credit Memo Page (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 cleared. 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. 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 page.

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 Page (FTMSDAT).

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 want 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.

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Posting Processes for Stores Inventory

This section contains information about the posting processes for stores inventory.

Purchasing Inventory from Outside Vendors

This section contains information about purchasing inventory for outside vendors.

Purchasing Inventory from Outside Vendors example 1

The Stockroom or Purchasing Department requisitions the purchase of stockroom inventory.

Use the procurement Requisition Page (FPAREQN) to create a requisition document.

Based on the fact that the commodity selected is identified as a **Stock** item on the Commodity Validation Page (FTVCOMM), the Inventory Fund and Acct default in the following order:

1. FTVINVM
2. FTVSHIP
3. FSBSYSC.

If you use Document Level Accounting, the first commodity is searched for a fund and account. Because 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.

Purchasing Inventory from Outside Vendors Example 2:

The Purchasing Department chooses to enter purchase orders without requisitions.

The Purchase Order Page (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

Complete these steps to purchase inventory within a department.

Procedure

1. Use the Stock Requisition Page (FSAREQN) to reserve stock quantities and the associated amounts.

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2. Enter the expense FOAPAL to charge against your budget.

Results

The accounting on this page does not default from any Stores related tables.

Purchasing Inventory Within a Department Example:

Purchasing inventory within a department example.

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 Page (FSAISSU). The expense FOAPAL defaults into this form from the Stores Requisition Page (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)

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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.

Procedure

1. Access the **Stores Issue/Return Page (FSAISSU)**.
2. Input the FOAPAL values.

Results

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)

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- 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 O030), 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 O030 process code because this is an OPAL rather than G/L activity.

Returning Stock Against an Open Requisition

Complete these steps to return stock against an open requisition.

Procedure

1. Use the Stores Issue/Return Page (FSAISSU) to return stock.
2. Select the **Return** check box.

   The expense FOAPAL defaults into this page from the Stores Requisition Page (FSAREQN).

Results

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:

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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

Complete these steps to return stock directly with no requisition.

Procedure

1. Access the Stores Issue/Return Page (FSAISSU) to return stock.
2. Check the **Return** box.
3. On a direct return, enter the expense FOAPAL.

Results

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)

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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:
  - If the Primary locations are the same, no accounting entry is required.
  - If the Primary locations are different and if the Inventory Fund and Inventory Account for both locations are null, no accounting entry is required.
  - 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
- 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 that 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.

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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.

Procedure

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.

Making Adjustments to Cost 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 effect on 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

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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

Some Budget Development tasks can be performed with Banner Finance Self-Service.

For details, refer to the *Banner Finance Self-Service User Guide*.

Maintaining a Budget

After you approve an operating budget and roll it into Banner Finance, use the following two methods to maintain the budget.

Procedure

1. Through the entry of journal voucher transactions, either through the Journal Voucher Page (FGAJVCD) or the Journal Voucher Quick Page (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 Page (FBABDMN) which updates the budget files and provides these changes to the financial ledgers using a journal voucher transaction.

Budget Maintenance Page (FBABDMN)

This page 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 page 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.

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Edit and process the journal vouchers the same way you enter the vouchers on the Journal Voucher Page (FGAJVCD). Because 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 Banner Finance System Security on page 46 and related procedures in this chapter.

Note: 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. After 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.

Key and Header Information

Complete these steps to define key and header information.

Procedure

1. Enter a document number in the **Document** field

   The system checks the document number to verify that it was created on the Budget Maintenance Page. FBABDMN does not allow you to view or update documents created on the Journal Voucher Entry Page (FGAJVCD) and the Journal Voucher Quick Page (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. After 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**

Results

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.

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Transaction Detail Information

Complete these steps to define transaction details.

Procedure

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. Enter and edit the **COA** (Chart of Accounts), **Index**, **Fund**, **Organization**, **Account**, **Program**, **Activity**, and **Location** values here.

   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. 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 section to access the Balancing/Completion Window.

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Balancing/Completion Window Process

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 page 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

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 section takes you to the Transaction Detail Information fields. From the Transaction Detail Information, select Next section 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 section from the Budget Maintenance Window to access the Balancing/Completion Window. Approve documents from the User Approval Page (FOAUAPP), and the Document Approval Page (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 is displayed:

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 as follows:

- Y (Yes), accumulate both committed and uncommitted budgets
- N (No), accumulate only uncommitted budgets
- blank, do not accumulate budgets

FBABDMN Additional Information

The following lists additional information about the FBABDMN page.

- The FBABDMN page does 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

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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 page, the system asks 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

This section describes the sequence of events to enter and maintain a budget in the Budget Development module.

About this task

An example depicting the sequence of these events is displayed in the Budget Development and Maintenance Time Line.

Procedure

1. Establish budget IDs and phases for the new budget year on the **Operating Budget Maintenance Page (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 Page (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 in addition to current and prior fiscal year budgets.
6. Enter and update the budget using the **Budget Request Page (FBABDRQ)**.
7. Review budget items online using the **Budget Query Page (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 Page (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 Page (FBABPRC)**.

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10. List all the account and fund types you want the system to delete.
11. 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)**.
12. Repeat steps 1 through 10 as necessary, updating and adjusting the budget until you have one phase that is your approved budget.
13. Verify that the activation date and finance rule class is in your approved budget phase.
14. Generate the `Approved Budget Report (FBRAPPR)`.
15. Distribute approved budget phase amounts over selected periods.
16. Create parameter cards to distribute the budget using the Budget Distribution Parameter Page (FBABDDS).
17. Execute the `Budget Distribution Process (FBRBDDS)` to distribute amounts in the **Line Item Table (FBBBLIN)** and into the **Distributed Budget Table (FBRDIST)**.

    You need to execute the `Budget Distribution Process (FBRBDDS)` because the system rolls the budget into OPAL from the **Distributed Budget Table**.
18. Generate the `Approved Distributed Budget Report (FBRAPPD)`.

    FRAPPD displays your distributed budget amounts and compares them to current and prior fiscal year amounts.
19. Adjust the distributed amounts in the **Period** fields on the **Budget Distribution by Amount Page (FBABDDA)**.

    FBABDDA updates 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.
20. Repeat steps 15 through 18 until the distributed budget is correct and ready to be rolled into the General Ledger System.
21. When you are ready to roll your budget into the Operating Ledger, create a parameter card using the **Budget Process Control Parameters Page (FBABPRC)** to activate the approved budget.
22. On the **Phase Activation Data** Window, populate the **Permanent Rule Code**, **Temporary Rule Code**, and **Description** fields.
    - You can enter a percentage if you want 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.

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Budget Development Cycle Example

Budget development cycle example.

About this task

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.

Procedure

1. Execute the Budget Roll to General Ledger Process (FBRBDRL) to create the budget roll transactions on the Transaction Input Table (FGBTRNI).
2. Execute the Transaction Process (FGRTRNI), which reads and edits the transactions on FGBTRNI.
3. Generate the Transaction Error Report (FGRTRNR).
4. If there are any errors in the budget transactions, correct the line items in the budget and then rerun the Budget Roll Process (FBRBDRL).
5. When you repeat the roll process due to a failed transaction, enter R in the **Rerun budget roll** field.

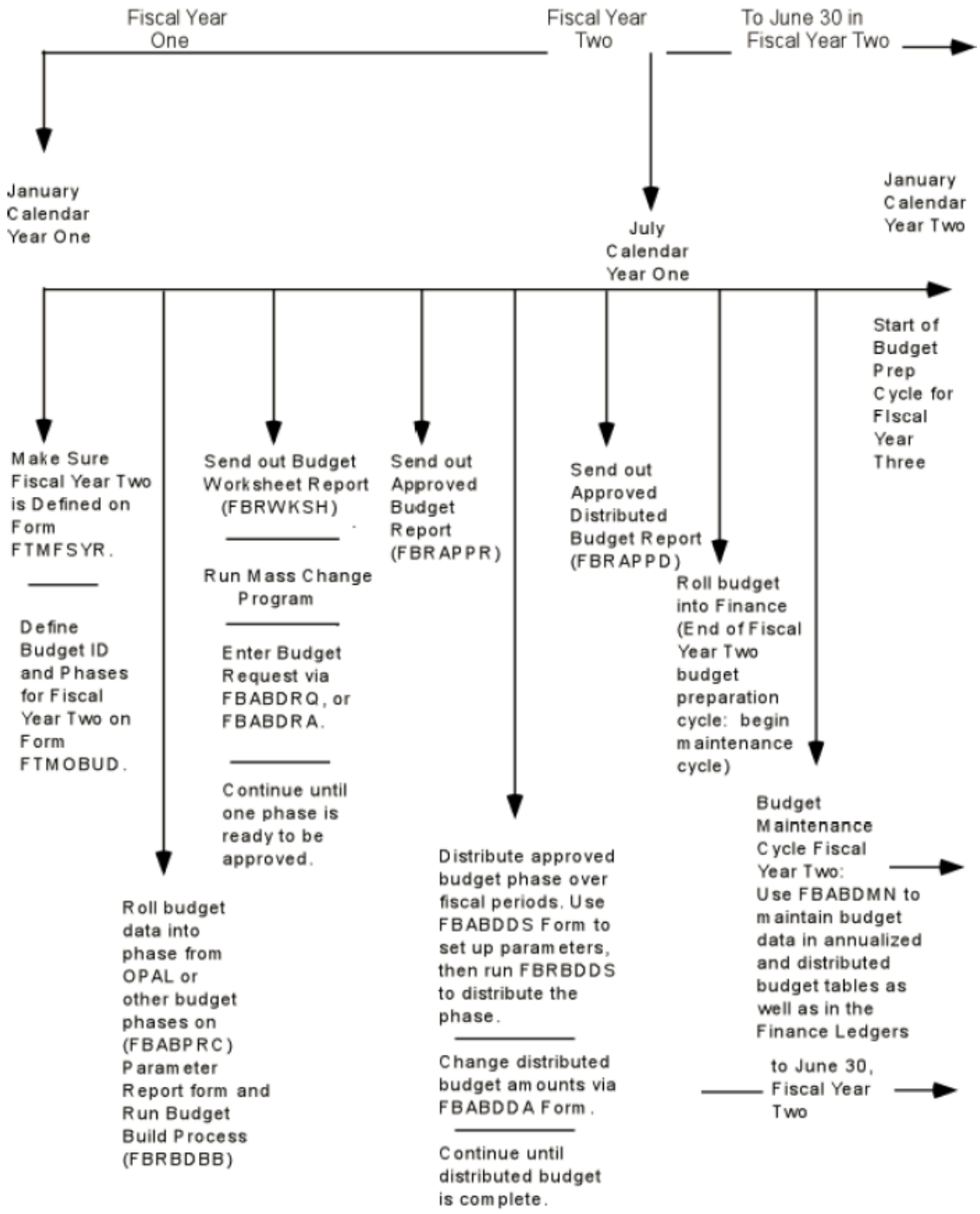
   This indicates that the last budget roll was not successful and that you are repeating the budget roll. If the **Rerun budget roll** field does not display R, the system generates incorrect transaction amounts on your budget roll transactions. You can rerun the budget roll as many times as is necessary until all your transactions are valid.

   You can 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%.
6. 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 Page (FBABDMN) if you need to maintain your budgets during the current year.
7. To keep the budget tables current with the OPAL ledgers, enter original budget and budget adjustment transactions on the Budget Maintenance Page (FBABDMN) instead of on the Journal Voucher Page (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

The following illustrates a development and maintenance time line example.


Fiscal Year One
Fiscal Year Two
To June 30 in Fiscal Year Two
January Calendar Year One
July Calendar Year One
January Calendar Year Two
Start of Budget Prep Cycle for FIscal Year Three
Make Sure Fiscal Year Two is Defined on Form FTMFSYR.
Define Budget ID and Phases for Fiscal Year Two on Form FTMOBUD.
Send out Budget Worksheet Report (FBRWKSH)
Run Mass Change Program
Enter Budget Request via FBABDRQ, or FBABDRA.
Continue until one phase is ready to be approved.
Send out Approved Budget Report (FBRAPPR)
Roll budget data into phase from OPAL or other budget phases on (FBABPRC) Parameter Report form and Run Budget Build Process (FBRBDBB)
Distribute approved budget phase over fiscal periods. Use FBABDDS Form to set up parameters, then run FBRBDDS to distribute the phase.
Change distributed budget amounts via FBABDDA Form.
Continue until distributed budget is complete.
Send out Approved Distributed Budget Report (FBRAPPD)
Roll budget into Finance (End of Fiscal Year Two budget preparation cycle: begin maintenance cycle)
Budget Maintenance Cycle Fiscal Year Two: Use FBABDMN to maintain budget data in annualized and distributed budget tables as well as in the Finance Ledgers
to June 30, Fiscal Year Two

Establishing Initial Budget Phases

There are three ways to load the initial budget phase.

- Use the Journal Voucher Entry Page (FGAJVCD) or the Journal Voucher Quick Page (FGAJVCQ).
- Use the Budget Request By Account Page (FBABDRA) or the Budget Request Page (FBABDRQ).
- Provide current budget detail or summary data to Banner Finance through the Generic Feed Table (GURFEED) or the Finance Feed Table (FGBTRNI) or both tables.

Establishing Subsequent Fiscal Year Budget Phases

You can create subsequent years' budget phases from two different sources: the Operating Ledger or the Budget Phase data.

Operating Ledger

Operating ledger steps.

Procedure

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 Page (FTMOBUD).
3. Using the Budget Process Control Parameter Page (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 Page (FBIBUDG).

Budget Phase Data

Complete this task to create budget phase data.

Procedure

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.

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2. Create a new budget phase using the Operating Budget Maintenance Page (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 Page (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 Page (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)).

About this task

The following steps are guidelines and may change according to site policies and procedures.

Procedure

1. Create a new budget phase using the Operating Budget Maintenance Page (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 Page (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 Page (FBIBUDG).

Changing Line Item Within a Phase

You can change a single budget line item within any phase using either the Budget Request By Account Page (FBABDRA) or the Budget Request Page (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.

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Mass Change Budgets

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.

Banner Finance does not delete the parameter records entered on FBAMCHG. These records remain in the database and you can use them again to mass change budgets. You must review, update, or delete these parameter records before FBRMCHG executes again.

Note: Banner Finance 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.

Mass Change Budgets 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:

1. Clear the form, and select **Enter Query**.
2. Select **Execute Query**.
3. Scroll through existing parameter records.
4. Delete a parameter records as necessary.
5. Modify existing parameter records when they display.
6. Click **Save** to record the modifications to the database.
7. Query the results on the Budget Query Page (FBIBUDG).

- If the **Change all the budgets within** check box is cleared, 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, as that is the only item to match all the FOAPAL values that you enter.
- If the **Change all the budgets within** check box is selected in this example, the system changes the budget line items 2, 3, 4, 6, 7, and 8.

  The system changes the budget items as these funds and organizations are equal to the hierarchy for the FOAPAL values that you enter.

The mass change does not affect 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 the "Reports and Processes" chapter.

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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 Page (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

You may establish fraction phases (that is, multiple phases) during the development cycle and merge phases into the final phase in pieces (**Action** indicator on FBABPRC equals B (Budget Line)).

About this task

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.

Procedure

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.

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Rolling Approved Budget Phase to OPAL

You can roll the approved budget phase to the new fiscal years OPAL budget ledger when needed. Enter A (Activate) in the **Action** Indicator on FBABPRC.

About this task

The following steps are guidelines and may change according to site policies and procedures.

Procedure

1. Execute the Approved Budget Report (FBRAPPR).
2. Build the Budget Distribution Parameter Page (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. Using the System Control Fiscal Year Set-Up Page (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 Page (FTMSDAT) **that Entity or Usage Code** is set to FGBTRNI and the **Optional Code Number 1** is equal to BUDGET for the **Attribute Code** SYSTEM_ID.
7. Verify on the Sequence Number Maintenance Page (FOASEQN) that the **Document Type code** and **Document Prefix code** fields equal L. L specifies Budget Line Item. Be sure to enter a value in the **Maximum Sequence 7** field.
8. Close all open budget phases except the final phase in the Operating Budget Maintenance Page (FTMOBUD). Confirm that the final phase contains an activation date and valid Finance Budget Rule Class Code BD01.

   You can 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 Page (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 Page (FBABDRA) or Budget Request Page (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.

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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 Page (FBABPRC) to A (Activate) and initiate the Budget Roll Process (FBRBDRL).
15. Repeat Steps 9 through 12.
16. Execute the Posting Process (FGRACTG) and confirm the posting(s) using Budget Availability Status Page (FGIBAVL) or the Organization Budget Status Page (FGIBDST).

Deleting a Phase by Account Type and Fund Type

You can delete segments of any budget phase.

About this task

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.

Procedure

1. Using the **Budget Process Control Parameter Page (FPABPRC)**, establish the appropriate action for the budget phase- Set the **Action** Indicator to `D` (Delete).

   Delete Options parameters require **Type Indicator** `F` (Fund) 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 Page (FBIBUDG)**.

Banner Fixed Assets Module Cash Gifts

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.

Establishing Commodity and Accounting Structure

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

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- Commodity Code setup

Account Code Connection

You create the appropriate Account Code connections on the **Account Code Maintenance Page (FTMACCT)** in the initial segment of defining the record structure for Commodity, Fund, and Account records.

About this task

This step is required if you intend to use the Automatic Capitalization Process.

Procedure

1. Establish account codes for Accumulated Depreciation and Depreciation Expense.

   This step is required only if you intend to use the Depreciation Process.

   - 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. 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 can 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 can add them later.

   This step links the Accumulated Depreciation and Depreciation Expense account codes directly to the Fixed Asset account code.

3. 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.

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Account Code Connection Example

Account Code Connection example.

About this task

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

Procedure

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. 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.

After 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.

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Fund Code Configuration

The next phase of the commodity and accounting structure is to define the fund code configuration.

About this task

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 Page (FTMFUND), the Fund Type Maintenance Page (FTMFTYP), and the Fixed Asset System Control Page (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.

Procedure

1. Begin defining the fund code configuration for the Fixed Assets module on the Fund Code Maintenance Page (FTMFUND). Each Fixed Asset process that requires values from the fund code configuration looks to the fund code first to find these values. Therefore, any values established on the fund code override similar values created on the Fund Type Maintenance Page (FTMFTYP) and the Fixed Asset System Control Page (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:

   - 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.

     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.

     You can 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 Page (FFAADJF).

   - 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.

It is recommended 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 Page (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. 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.

Fund Code Configuration example

This 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 Page (FAAINVE) displays as follows:

Fund	Organization	Account	Program
3101	125	7530	21

Assuming an asset cost of $1,000.00, the Automatic Capitalization posting displays 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).

The remaining fields to be defined on the Fund Code Maintenance page 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:

- You can elect to record depreciation in the Fixed Assets module and the General Ledger.
- You can choose to record memo depreciation in the Fixed Assets module only.
- You can choose 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 Page (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 Page (FFADEPR). You are not expected to enter those account values here on the Fund Code Maintenance Page (FTMFUND).

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.

The default **Orgn** (Organization), **Prog** (Program), **Actv** (Activity), or **Locn** (Location) codes, or all of them, 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 Page (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.

The same values may be defined on the Level I or Level II or both Fund Type Codes on FTMFTYP. The fund type values override any similar values that are established on the Fixed Asset System Control Maintenance Page (FFASYSC). The only exceptions that affect establishing the fund type

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records is that there is no Capitalization Fund Indicator and the Capitalization Fund must have an Internal Fund Type of 96.

Any values defined on a fund type apply to all the fund codes for that fund type, except when the values are defined at the fund code level.

Complete the Fixed Asset System Control Maintenance Page (FFASYSC). The values defined here take precedence only when no similar values are defined on the fund code and fund type records.You must complete the Fixed Assets System Control Maintenance Form for each Chart of Accounts record you employ.

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 Setup

The creation of the Fixed Asset commodity codes on the Commodity Maintenance Page (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 want to emphasize the use of commodity codes over accounts, you can devise a simpler structure of accounts than those who use the reverse strategy. The Fixed Assets module is flexible enough to accommodate either approach.

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 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.

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.

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 the "Reports and Processes" chapter for more information about FFPOEXT.

You can 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 Page (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 Page (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 page 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 chose 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. A permanent tag is the unique user-created or system-generated asset tag identifier which is permanently assigned to the asset. Only Origination Tag Extract records created from invoices can be capitalized and converted into Permanent Tag records.

Integrating Fixed Assets With 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 Page (FFAMAST) and capitalize the records on the Fixed Asset Adjustment Page (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.

- The Origination Tag Process is a two-stage process that creates the temporary Fixed Asset Master records.
- The Automatic Capitalization Process records the appropriate entries in the General Ledger to recognize the acquisition of capital assets.

The initial stage of the Origination Tag Process and the Automatic Capitalization Process is invoked when an invoice is posted. These processes are triggered by the use of Fixed Asset-related commodities and 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

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take place. If your emphasis is on commodity-based accounting, you only need to establish a very simple accounting structure to take full advantage of the Automatic Capitalization Process.

The product of the Automatic Capitalization Process is merely a companion entry to the invoice posting. 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.

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.

	Minimum Number of Accounting Distribution on the Invoice	Available Account Code Choices			Fixed Asset Commodity Code (For Creating Origination Tag Records)	Minimum Asset Value* (For Creating Capitalizati 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

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	Minimum Number of Accounting Distribution on the Invoice	Available Account Code Choices			Fixed Asset Commodity Code (For Creating Origination Tag Records)	Minimum Asset Value* (For Creating Capitalizati Entries)	FARINVC Cap Tag Indicator
		Fixed Asset Related Expense Account Code	Fixed Asset Related Asset Account Code	Non-Fixed Asset Account Code			
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

- 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 Capitalization Information

  * The absolute value applies to the commodity unit price, including any discounts, additional amounts, and taxes. An absolute value is an amount for which the minus or plus sign is ignored.

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 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

Although not illustrated 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 Page (FFAADJF).

Table 4: Origination Tax Extraction Matrix

	Information Derived From Invoice/Extraction Process					Origination Tag Information Populated In Master Record (FFBMAST, FFRMASF, & FFRMASA)		
		Available Account Code Choices						
	FARINVC Cap Tag Indicator	Fixed Asset Related Expense Account Code	Fixed Asset Related Asset Account Code	Non-Fixed Asset Account Code	Fixed Asset Commodity Code (For Creating Origination Tag Records)	Funding Source Window (FFAMAST)	Master Record Capitalizati Window	Capitaliz-ation Direct Asset Indicator
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

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	Information Derived From Invoice/Extraction Process					Origination Tag Information Populated In Master Record (FFBMAST, FFRMASF, & FFRMASA)		
		Available Account Code Choices						
	FARINVC Cap Tag Indicator	Fixed Asset Related Expense Account Code	Fixed Asset Related Asset Account Code	Non-Fixed Asset Account Code	Fixed Asset Commodity Code (For Creating Origination Tag Records)	Funding Source Window (FFAMAST)	Master Record Capitalizati Window	Capitaliz-ation Direct Asset Indicator
11	M			X	Y	COST	ZERO $	N/A
12	M			X	N	NONE	NONE	N/A

- 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 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 taxes. An absolute value is an amount for which the minus or plus sign is ignored

Fixed Assets Miscellaneous Information

This section describes additional 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, after 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 Page (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, FFRMASF, 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 Page (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 Page (FAAINVE). Therefore, the tax rebate used for capitalization may differ from the tax rebate used to arrive at the expensed amount, because the rebate may vary for different accounting distributions. You can make the appropriate adjustments to the capitalized amounts using the Write Up/Down Adjustment function on the Fixed Asset Adjustment Page (FFAADJF).

Attachments and Components

You can associate tax groups with the **Ship To Codes** on the Ship To Address Maintenance Page (FTMSHIP) or with Commodity Codes or both.

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.

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.

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Note: An uncapitalized attachment can only be combined with an uncapitalized Primary Tag record. Likewise, only capitalized origination tag records can be attached to a capitalized Permanent Tag record.

You can 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.

Note: You can append an attachment to a component, but you cannot 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 helps ensure that the appropriate accounting treatment (Nonprofit or Proprietary) will occur for depreciable assets on the Fixed Asset Adjustment Page (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 **Salvage Value** will not affect calculations of depreciation for a prior period. Changes will only be considered for current or future depreciation runs.

Any change to **Accumulated Depreciation**, **Salvage Value**, or **Useful Life** will not affect calculations for depreciation of a prior period. Changes will only be considered for current or future depreciation runs. For example, extending **Useful Life** on FFADEPR for an asset with monthly depreciation will not be applied retroactively to prior months of the current fiscal year, even if depreciation has not yet been recorded in the prior months.

To apply **Useful Life** updates to current and future months with monthly depreciation, use the current calendar month as the parameter for the Depreciation Process (FFPDEPR); otherwise, depreciation calculations will continue to use the same **Useful Life**. A similar process would be required with annual depreciation, that is, recording depreciation during the last month of the year to activate changes in **Useful Life**.

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Creating the Framework for Depreciating Assets

It is recommended that you perform the following steps: to create the framework for depreciating assets.

Procedure

1. Create your depreciation method codes. On the Fixed Asset Depreciation Code Maintenance Page (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 following table.

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 Page (FTMASTY). The Commodity Code Page (FTMCOMM) also contains a field for specifying a default **Useful Life** (also in whole years).

   If specified, these default values appear when you open the Fixed Asset Depreciation Page (FFADEPR) to complete your depreciation information.

   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 Page (FFADEPR).

3. Use the Fixed Asset Depreciation Page (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 before 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.

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Note: 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 Page (FFAADJF) to handle this situation.

You can 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 Page (FFAMAST). You must use the appropriate General Ledger adjustment function on the Fixed Asset Adjustment Page (FFAADJF) to change the **COA** and **Fund** code values.

4. Run the Depreciation Process (FFPDEPR). A variety of parameters enable you to limit the records that will be considered for the process.

   You can run the process in audit or update mode. Both modes will produce a report, but only the update mode will amend the appropriate depreciation-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 Page (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 section of the Fixed Asset Master Maintenance Page (FFAMAST) is updated at this time.

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Transfers in the Fixed Assets Module

The Fixed Asset Transfer Page (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 Page (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

Twelve adjustment actions or functions are available on the Fixed Asset Adjustment Page (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 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 use 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.

Header Information

The Fixed Asset Adjustment page is capable of accepting adjustments to many assets on a single adjustment document.

About this task

The only limitation is that all asset tags entered on the same adjustment document must use the same adjustment function.

Procedure

1. Enter the adjustment document number in the **Document Code** field. This field is required.

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2. Select the desired **Function Type** from the pull-down list. This field is required.
3. Enter the document **Description** or justification and the **Trans** (Transaction) **Date**, which are required fields.

   Note: Adjustments cannot be dated before 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 want to add text, click **Document Text**
5. You may enter a user-defined cross-reference document number in the optional **Document Reference** field.

Results

It is only necessary to complete the entries in these first two header blocks one time per adjustment document. The Asset Data section enables you to make a nearly unlimited number of entries on a single document.

The navigation in the Asset Data section and the subsequent sections in the Fixed Asset Adjustment page will vary depending on the function you selected. Notice that the number of fields and 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 page works on a concept similar to that of commodity-based accounting used in the Procurement/Payable pages. The impact is that it primarily affects navigation and page handling. You must provide all of the necessary information for an asset adjustment before entering the next asset record to be adjusted. You may need to navigate to the Accounting Distribution or Revenue Distribution or both sections of the Fixed Asset Adjustment Page (FFAADJF). 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 assume that you successfully completed entry in the appropriate fields of the first two sections of header information in the main section. Navigate to the **Ptag** (Permanent Tag) **Code** field.

Using the Balancing/Completion Window

The Balancing/Completion Window is the last window you will access in any adjustment document. This window 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.

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Function Types on FFAADJF

The Fixed Asset Adjustment Page recognizes 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

This function allows you to dispose of an asset when cash proceeds from the sale are involved.

About this task

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.

Procedure

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** displays.
2. In the **Disposal** field, enter a disposal method code.
3. In the **Amount** field, enter the selling price of the asset in this required field.
4. **Note:** In cases where the Source Fund and Capitalization Fund codes differ the system moves into the Adjustment Revenue Distribution for Sale of Asset section. 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.

   Revert to the Adjustment Revenue Distribution for Sale of Asset section to help decide where the gain will be recorded. Because 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 section.

   The Adjustment Revenue Distribution for Sale of Asset section is divided into two sections. The first section 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 section.
   - In the second block, you distribute the gain for the selected account distribution to any number of account distributions.
   - Return to the first section and select the next account distribution until the gain is fully distributed for each of the originating default account distributions displayed in the first section.
   - Click **Complete Block**.

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Results

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

This function handles write-offs with or without accumulated depreciation.

About this task

The function produces entries that reverse the balances of the asset and accumulated depreciation accounts. This function is available only for capitalized assets.

Procedure

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. Save the records and enter another Permanent Tag for the Write Off function, if necessary.
3. Save the records for the last entry and go to the Balancing/Completion section.
4. Click **Complete** to complete the document.

Results

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 page 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.

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Write Up/Down Adjustments

This function allows you to adjust the value of an asset up or down, whether accumulated depreciation is involved or not.

About this task

This function is available only for capitalized assets.

Note: 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.

Procedure

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. In 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. Save records and enter another Permanent Tag for the Write Up/Down Adjustments function, if necessary.
4. Save the records for the last entry and go to the Balancing/Completion section.
5. Click **Complete** to complete the document.

Results

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 page 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

This function allows you to capitalize an asset that either came through the Procurement Process as uncapitalized or was entered as a gift/donation.

About this task

Before you use 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.

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Procedure

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. Save the header and accounting distribution records and select another Permanent Tag for the Permanent Tag Capitalization function, if necessary.
3. Save the header and accounting distribution records for the last entry and go to the Balancing/ Completion section.
4. Click **Complete** to complete the document.

Results

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

This 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.

About this task

This function prepares an uncapitalized origination tag for attachment to a capitalized permanent tag.

Note: Before you use 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.

Procedure

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. Access the Balancing/Completion section.
4. Click or select **Complete** to complete the document.

Results

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.

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Depreciation Adjustment

This function allows you to adjust accumulated depreciation up or down for depreciable assets. This function is available only for capitalized assets.

Procedure

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. 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. Save the header and accounting distribution records and enter another Permanent Tag for the Depreciation Adjustment function, if necessary.
4. Save the header and accounting distribution records for the last entry and go to the Balancing/ Completion section.
5. Click **Complete** to complete the document.

Results

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).
- You cannot adjust an asset that does not have a Depreciation **Post Code** of P.

  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.
- 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

This function allows you to update an asset's master record (FFBMAST) and depreciation maintenance record (FFBMAST) for past depreciation already recorded in the ledgers.

About this task

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 can use the

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Depreciation Process (FFPDEPR) instead to post past depreciation to both the ledgers and the Fixed Assets module.

Procedure

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. In the **Amount** field, enter the amount of prior depreciation you want to record for the asset in this field.
3. Save the header and accounting distribution records and enter another Permanent Tag for the Record Past Depreciation function, if necessary.
4. Save the header and accounting distribution records for the last entry go to the Balancing/ Completion section.
5. Click **Complete** to complete the document.

Results

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

This function is the first of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module.

About this task

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.

Before you use 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.

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Procedure

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. Move to the **Asset Account** Code field in the Adjustment Accounting Distribution section. Enter the new or destination asset account code.

   Go to the Accounting Defaults section. In this section, you may view the default capitalization accounting values before making any changes. You must acknowledge the **OK** button before you can perform any other actions.
3. Return to the **Ptag** field in the Asset Data section.
4. Save the header and accounting distribution records and enter another Permanent Tag for the GL Change - Asset Account function, if necessary.
5. Go to the Balancing/Completion Window.
6. Click or select **Complete** to complete the document.

Results

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

This function is the second of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module.

About this task

The function will reverse the asset balance in the original equity account and record the balance in the new equity account.

Before you use 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.

Procedure

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 cannot access the **Amount** field because this function only allows you to reclassify the **Equity Account** code.

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2. Move to the **Equity Account** Code field in the Adjustment Accounting Distribution section. Enter the new or destination equity account Code.

   Access the Accounting Defaults section. In this section, you may view the default capitalization accounting values before making any changes.
3. Return to the **Ptag** field in the Asset Data section.
4. Save the header and accounting distribution records and to enter another Permanent Tag for the GL Change - Equity Account function, if necessary.
5. Save the header and accounting distribution records for the last entry and to access the Balancing/Completion section.
6. Click **Complete** to complete the document.

Results

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

This function is the third of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module.

About this task

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.

Before you use 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.

Procedure

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 cannot access the **Amount** field because this function only allows you to reclassify the **Fund** code.
2. Move to the **Fund** code field in the Adjustment Accounting Distribution section. Enter the new or destination fund code.

   Go to the Accounting Defaults section to view the default capitalization accounting values before making any changes.

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3. Return to the **Ptag** field in the Asset Data section.
4. Save the header and accounting distribution records and enter another Permanent Tag for the GL Change - Fund Code function, if necessary.
5. Save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
6. Click **Complete** to complete the document.

Results

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

This function is the third of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module.

About this task

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.

Before you use 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.

Procedure

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 cannot access the **Amount** field because this function only allows you to reclassify the **Fund** and **Equity Account** codes.
2. Move to the **Fund** code field in the Adjustment Accounting Distribution section. Enter the new or destination fund code.
3. Move to the **Equity Account** code field. Enter the new or destination equity account code.

   Go to the Accounting Defaults section to view the default capitalization accounting values before making any changes.
4. Return to the **Ptag** field in the Asset Data section.

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5. Save the header and accounting distribution records and enter another Permanent Tag for the GL Change - Fund and Equity function, if necessary.
6. Save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
7. Click **Complete** to complete the document.

Results

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

This function is similar to a general journal entry in that there are almost no restrictions. You may change the **Fund**, **Asset Account**, **Equity Account**, or the **Cost**, simultaneously or separately.

About this task

Any change to an Asset Account will also cause the same change in the associated Accumulated Depreciation Account.

Before you use 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.

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 function will reverse the balances in the originating fund and accounts (Rule Class GLRE) and record the balances in the new fund and accounts (Rule Class GLCE). If you use the function to change only the asset cost or the accumulated depreciation amount, only those changes will be reflected (Rule Class GLCE); no reclassifications will take place.

Procedure

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 cannot access the **Amount** field here; changes to the asset cost or depreciation amount must take place in the Adjustment Accounting Distribution section.
2. Move to the Adjustment Accounting Distribution section. You may access the **Fund**, **Asset Account**, **Equity Account**, **Amount**, and **Depreciation Amount** fields and enter new values in any or all of them.

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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.

Access the Accounting Defaults section to view the default capitalization accounting values before making any changes.

3. Return to the **Ptag** field in the Asset Data section.
4. Save the header and accounting distribution records and enter another Permanent Tag for the GL Change – Cap Amount/Account function, if necessary.
5. Save the header and accounting distribution records for the last entry and access the Balancing/Completion section.
6. Click **Complete** to complete the document.

Results

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 Page (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.

Fixed Asset DTAG Processing Page (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.

Posting a Debit to Fixed Assets - Available Options

These are the options for posting a debit to fixed assets.

Procedure

1. Create an origination tag (Otag).

   On the FFADTGP page, 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 page, 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.

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- 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 page, 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.

Posting a Credit to Fixed Assets - Available Options

These are the options for posting a credit to fixed assets.

Procedure

1. Delete an Otag. Only uncapitalized Otags can be deleted.

   On the FFADTGP page, select the Delete action, enter the Otag number, and reconfirm the deletion on the deletion window that pops up automatically. Select Perform Action to delete an uncapitalized Otag from the Fixed Assets module.

2. Inactivate an Otag or Ptag.

   On the FFADTGP page, select the Inactivate action and enter the tag number.

   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 page, 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 page, 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).

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Querying Adjustment Documents

Posted adjustment documents may be viewed on the Fixed Asset Adjustment Query Page (FFIADJF).

A validation list of adjustment documents is available on the Fixed Asset Adjustment List Page (FFIADJL). Finally, a listing of adjustment documents by Permanent Tag or Permanent Tag adjustments by document is available on the Fixed Asset Adjustment History Page (FFIADJH).

You may also view the posted journal entries on the Document Retrieval Inquiry Page (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 Capitalization Process Flow on page 365. These transactions are processed through the FFBOTAG table if the following criteria are met.

Requirements for FFBOTAG Table Entries

The following are the 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

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 is capitalized, and the FFBOTAG Cap Indicator is set to `Y`.

- 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 is 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 is capitalized.
- 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

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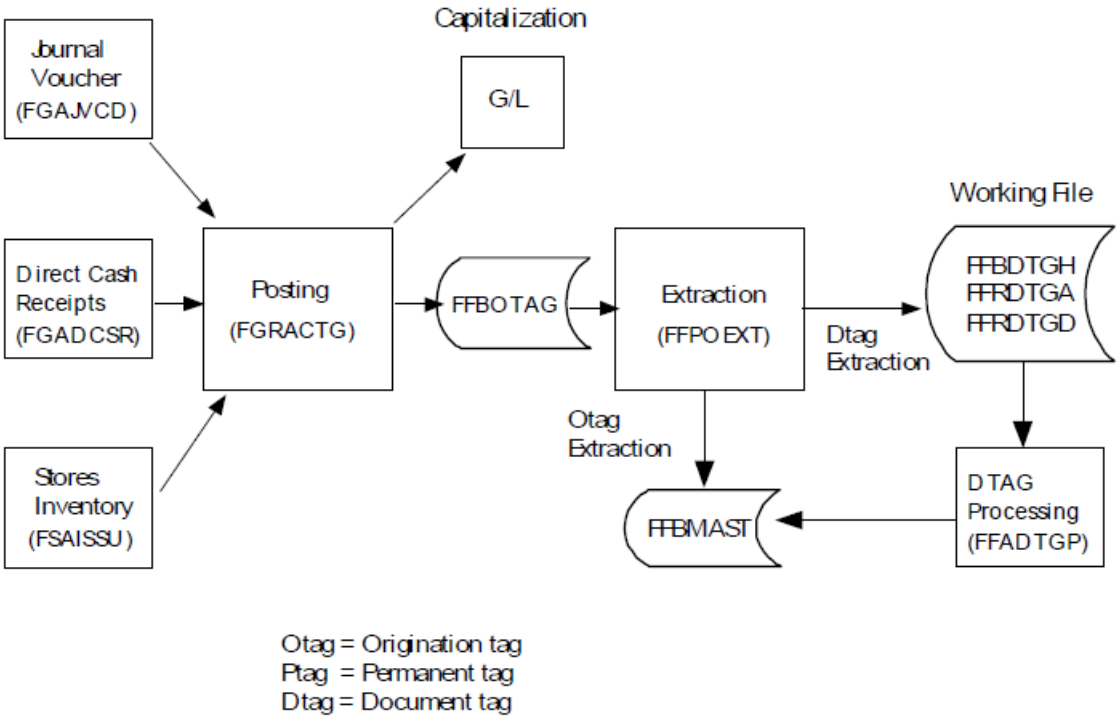
with a fixed asset account, and if the rule class has a process code of G073, the amount is capitalized but no entries are recorded in the FFBOTAG table.

Capitalization Process Flow

Capitalization process flow example.

About this task



Procedure

1. Access the **Finance System Control Page (FOASYSC)**.
2. 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.

3. Access one of the following pages:
   - Journal Voucher
   - Stores Issues
   - Direct Cash Receipts
4. Enter the required information.

   If the account code is a fixed asset expenditure account, you can enter related purchasing information, such as purchase order number, invoice, or issue ticket, as document text.
5. 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).
6. 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.
7. Access the **Fixed Asset Dtag Processing Page (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.

     Warning! Although it is possible to add non-capitalized Dtags to capitalized Otags, Ellucian does not recommend it because this may create an out-of-balance condition between the Fixed Asset detail records and the General Ledger and can also impact depreciation calculations.

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Cost Accounting Module

This section contains information about the Cost Accounting module.

Cost Accounting Billing Process

The Cost Accounting Billing Process calculates customer charges and creates the appropriate transaction ledger entries for a project.

These charges are based on the number of units (hours) that 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 Page (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 Page (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 want to use to control this billing run.

Check the box to activate the **Update Database** indicator on the Cost Accounting Batch Parameter Maintenance Page (FCAPARM). When this box is cleared, 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.

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Running the Billing Process

To run the billing process and update the ledgers.

Procedure

1. Complete another entry on FCAPARM.
2. Check the **Update Database** box.
3. Enter a **Document Number**.
4. Run the batch billing process, using the following guidelines.

Results

Certain functions require the **Update Database** box on the Cost Accounting Batch Parameter Maintenance Page (FCAPARM) to be checked.

The **Cost Type** and **Unit** fields also influence these functions. Enter this information on the Cost Accounting Maintenance Page (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 Page (FTMRTCT).
- The rate codes are used to access the defining table for the internal rate value for an organization. The Project/Customer Rate Maintenance Page (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 BILI for the income account distribution defined on the Project Maintenance Page (FTMPROJ).

The document number for these transactions is the **Document Number** entered on the Cost Accounting Batch Parameter Maintenance Page (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 Page (FTMPROJ).

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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.

Setting up Rates for Cost Accounting

When you create an invoice, you need to specify which type of invoice you want to use. To do this, select Direct Pay, Regular, or General Encumbrance from the Invoice Type pull-down list (unlabeled).

x The forms listed in this section are used to establish rates. Refer to the following process flow to see how these forms integrate in the cost accounting rates process.

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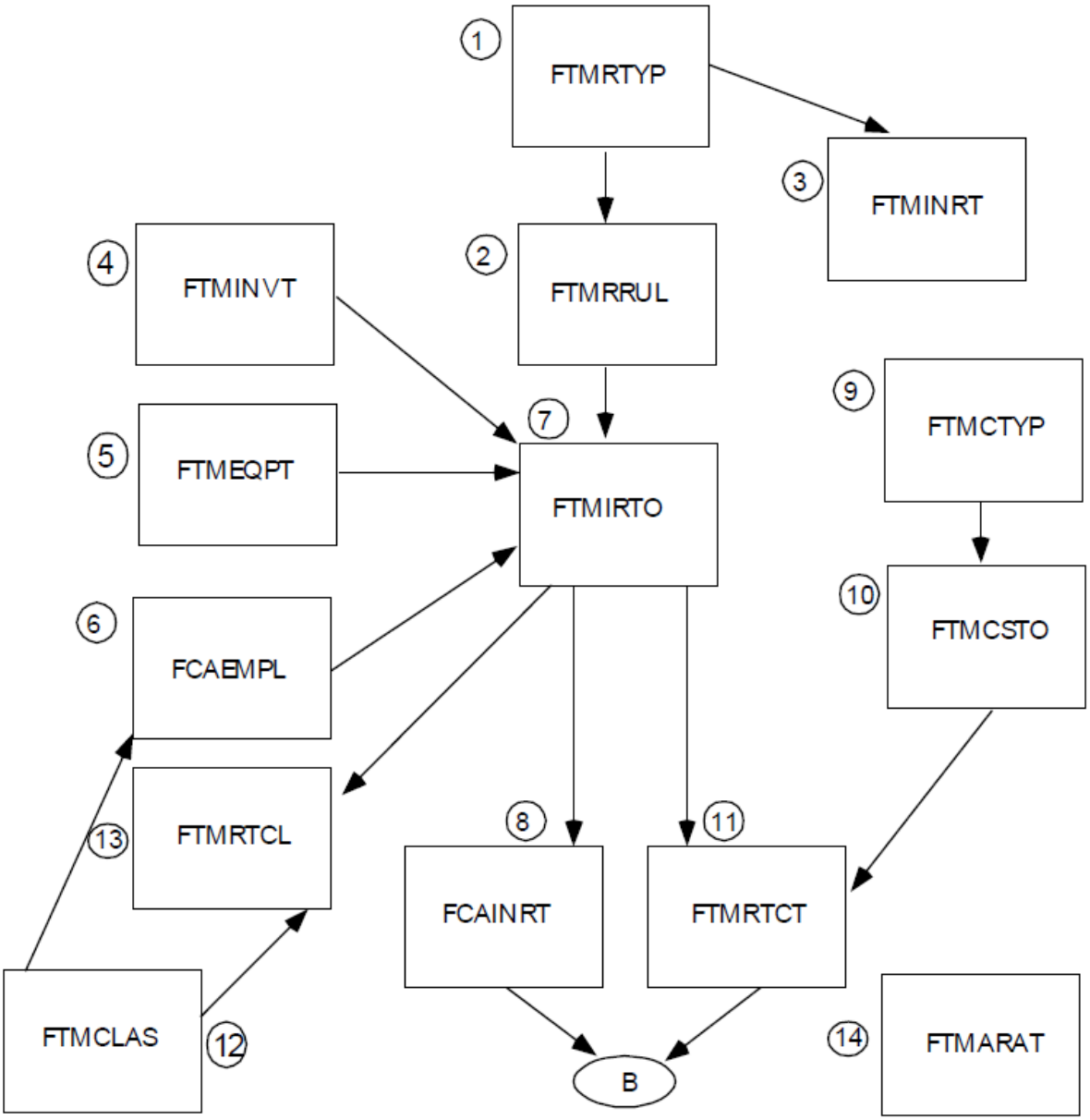

FTMRTYP — Rate Type Code Maintenance Page

This page 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 Page

This page 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 page.

This maintenance page is comparable to the System Data Maintenance Form associated with the General Ledger module.

FTMINRT — Internal Rate Code Maintenance Page

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 page to the rate types already established in the Rate Type Code Maintenance Page (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 Page

This page 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 Page

Use this page to create equipment tags to use with cost types that relate to equipment rentals. The automatic rate calculation program uses the detail in this page for equipment.

FCAEMPL — Employee Maintenance Page

Use this page to establish an employee ID to use on work orders.

The ID must exist on the system before being referenced on this page. Use the hours, wages, benefits and classification information in the automatic rate calculation program for Direct Labor and Indirect Labor rate calculations.

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FTMIRTO — Rate Code by Organization Maintenance Page

Use this page to establish the valid rate codes (established on FTMINRT) used with the servicing organization.

FCAINRT — Internal Rate Maintenance Form

This page 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 Page

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 Page

Use this page 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 page.

FTMRTCT — Rate Code by Cost Type/Organization Maintenance Page

Use this page 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.

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FTMCLAS — Classification Code Maintenance Page

It is only necessary to maintain this page 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 Page

This page 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 Page

This page is only required if you use automatic rate calculations. This page establishes the account codes that 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 Entering Costs

The following illustrates the flow for defining project/work orders and entering costs.

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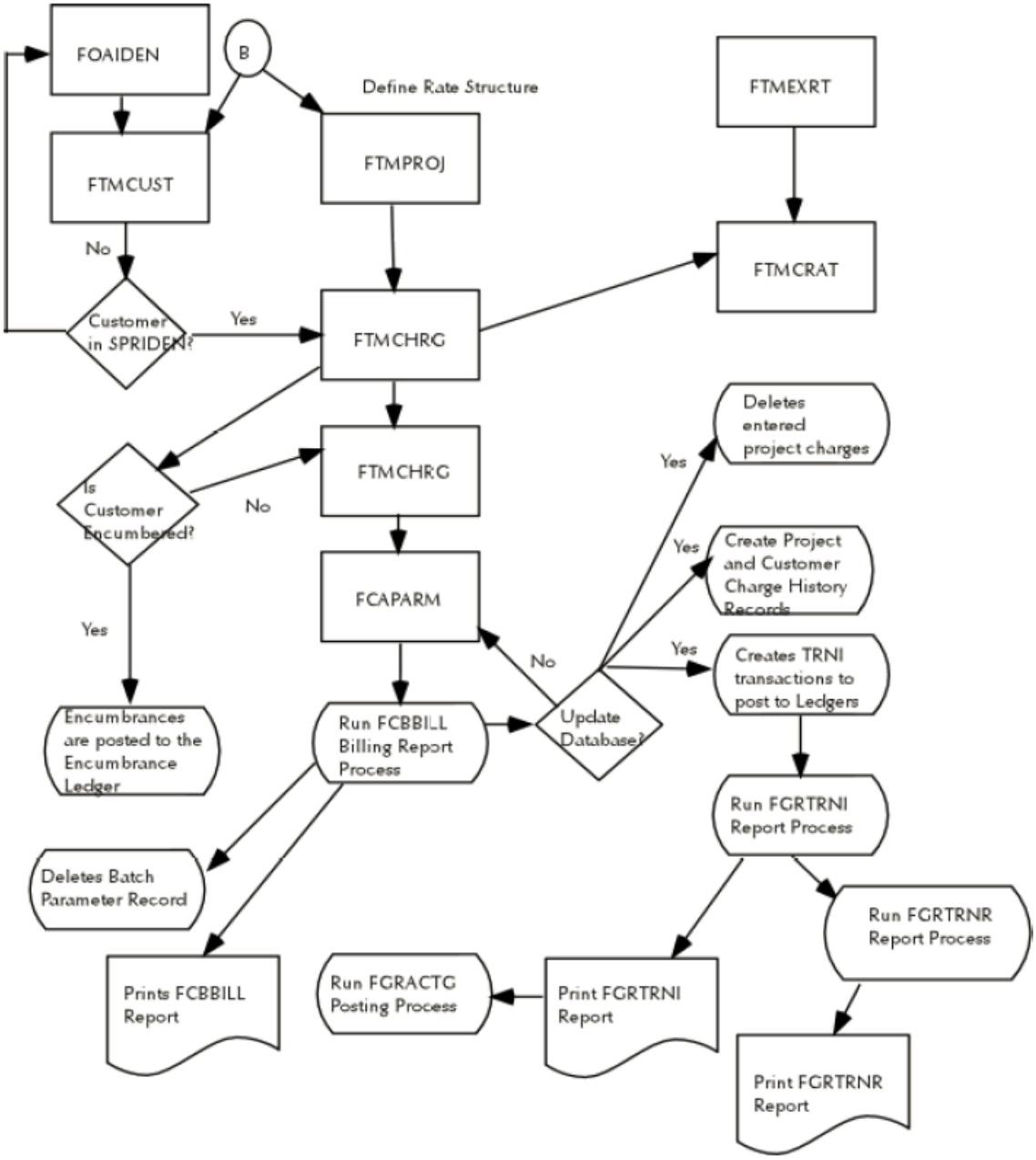

Establishing a Project Work Order

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 Page (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 Page (FTMPROJ) and the Project Charge Maintenance Page (FTMCHRG).

Creating a Project Work Order

To create a project work order, access the Project Maintenance Page (FTMPROJ).

Procedure

1. Enter the **Project Code** and project **Title**.

   The **Start** Date field defaults to the system date, but you may override it.
2. Enter the **Termination** Date for the project.

   The **Last Activity** Date defaults if you are modifying an existing project.
3. 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**
4. 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.
5. 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

After the project work order is completed, access the Project Charge Maintenance Page (FTMCHRG).

About this task

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.

Procedure

1. Enter the desired **Project** Number.
2. The system defaults the project name and populates the **Transaction Date** with the current date. You may enter a new transaction date for which to post encumbrance transactions to the ledgers.

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3. The **Customer** ID is a required field. You must predefine the customer within cost accounting on the Customer Maintenance Page (FTMCUST). For additional information, refer to Adding Customers to Banner Finance on page 221.
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 cleared. Only the **Fund** and **Acct** (Account) fields are required when the customer is an external customer.
5. The **Percent** field represents the allocation of charges for the project that this customer is to receive. The total of all the customer percentages must equal 100%.This is a required field.
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 Banner 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 **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 **Save**.

Results

When you complete this page, 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 (FGRACTG) to post the encumbrances defined to the project.

After 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 before any billing runs.

Defining Additional External Rates for a Project/Work Order

This optional process enables you to change the rate values for customers by project.

About this task

You must define these rates before you run the billing process.

Procedure

1. To begin this process, access the Project/Customer Rate Maintenance Page (FTMCRAT) and enter the **Project** and **Customer** codes.

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 Page (FCAINRT) and the Organization/Rate Code Maintenance Page (FTMIRTO). This is a required field.

   Note: These changes only affect the entered customers. 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 Page (FCAINRT). This page 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 Page (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 page 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 Page (FCAACCT). This creates project detail table entries.
- Alternatively, you can use the invoice process documents and the journal voucher process.

Using the Cost Accounting Maintenance Page (FCAACCT)

Use this page to enter costs for a project by cost type.

Procedure

1. Access the **Cost Accounting Maintenance Page (FCAACCT)** and enter the **Project** code.

   The system defaults the project name.
2. Enter the **Cost Type**.

   The cost type must be previously defined to the organization on the Rate Code/Cost Type Maintenance Page (FTMRTCT). For additional information, refer to Establishing Cost Types for an Organization on page 381.
3. Under certain conditions, the **Employee Number**, **Inventory Code**, and **Equipment Tag Number** fields are required.

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Note: You must set the respective **Required** indicator on the **Rate Type Rules Maintenance Page (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 Page (FCAEMPL)**. After 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 Page (FTMINVT)**. After 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 Page (FTMEQPT)**. After 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. Save the current transaction.

Results

- 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 368.

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 Page (FAAINVE) and the journal voucher distribution forms (FGAJVCD and FGAJVCQ) carry an enter-able 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 Page (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.

Before 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 Page (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:

- On the Internal Rate Code Maintenance Page (FTMINRT) to associate it to a rate type of DC.
- On the Organization/Rate Code Maintenance Page (FTMIRTO) as a valid internal rate code to use with an organization.
- On the Internal Rate Maintenance Page (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 Page (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 page, you must complete the following:

- Establish the rate type and rate rules on the Rate Type Rules Maintenance Page (FTMRRUL).
- Define an internal rate code and relate it to a rate type on the Internal Rate Code Maintenance Page (FTMINRT).
- Populate the Organization/Rate Code Maintenance Page (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, you are provided with 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 Page (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 Page (FTMRTYP).

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The indicators for employee, inventory, and equipment on the Rate Type Rules Maintenance Page (FTMRRUL) determine whether this information is required on the Cost Accounting Maintenance Page (FCAACCT) when a cost type is entered. New rate types entered on the Rate Type Code Maintenance Page (FTMRTYP) may use these required indicators. After you associate a rate type to an internal rate code, you cannot change the rules.

Establishing Internal Rate Codes

Internal rate codes are defined on the Internal Rate Code Maintenance Page (FTMINRT). Use this page to create an internal rate code and relate it to a rate type.

About this task

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:

Procedure

1. 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**.
4. Click **Save** to save the 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. After 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 Page (FTMIRTO) to assign internal rate codes to an organization.

About this task

The organization may only use these assigned internal rate codes to create charges for projects.

To assign internal rate codes to an organization:

Procedure

1. Enter a valid **COA** (Chart of Accounts) code and **Organization** code.
2. Enter an internal rate code in the **Rate** code field.
3. If the internal rate code is associated to a rate type that requires an inventory code, the **Inventory** code is required.
4. If the internal rate code is associated to a rate type that requires an equipment code, the **Equipment Tag** code is required.

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5. Press **Enter** to save the table entry and assign another internal rate code.

Results

You can 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 Page (FCAINRT)** to define rate values to internal rate codes for an organization. This is the final step to establish rate codes in cost accounting.

Procedure

1. Enter a valid **Chart of Accounts**, **Organization Code**, internal **Rate Code**, and appropriate **Inventory Code** or **Equipment Tag No**.
2. Enter the actual Internal Rate value to be used for the above internal rate code combination.
3. **Note:** The **Effective Date** is editable 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.

   Because the rates may change over time, use the Effective Date functionality. After an internal rate code value is terminated you may not reactivate it.

Results

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 Page (FTMCTYP), the Cost Type by Organization Maintenance Page (FTMCSTO), and the Rate Code by Cost Type/Organization Maintenance Page (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.

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Defining a Cost Type

Use the Cost Type Maintenance Page (FTMCTYP) 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.

For additional information about how to use the FTMCTYP page, refer to the online help.

Defining a Cost Type for an Organization

Use the Cost Type by Organization Maintenance Page (FTMCSTO) 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 Page (FTMRTCT).

For additional information on how to use the FTMCSTO form, refer to the online help.

Assigning Internal Rate Codes to a Cost Type

Usethe Rate Code by Cost Type/Organization Maintenance Page (FTMRTCT) 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. After 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 example, you can charge clerical labor rate in the accounting office at $15.00 per hour (unit), and 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 toEntering Project Charges on page 377.

Creating Direct and Indirect Labor Rate Codes

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 Page (FCAINRT).

The following forms and reports 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.

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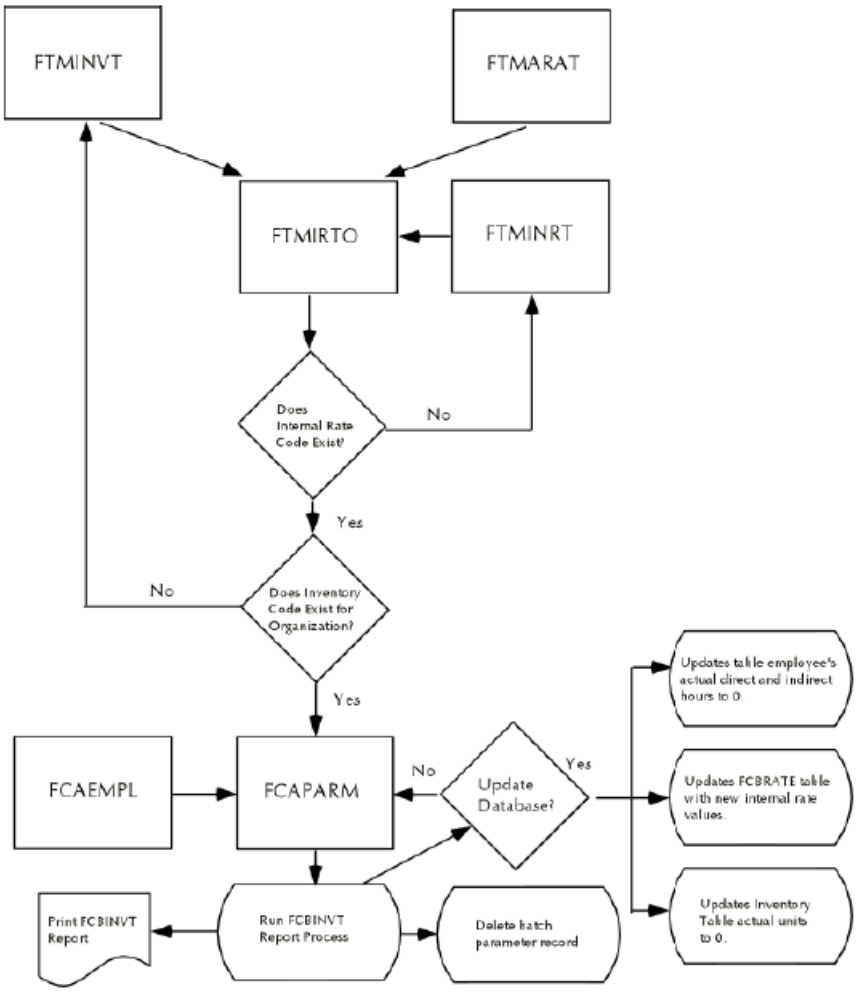

Automatic Rate Calculations for Equipment Process

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 Page (FCAINRT).

The following is a list of the forms and reports that 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 Page (FCAINRT).

The following is a list of the forms and reports that 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.

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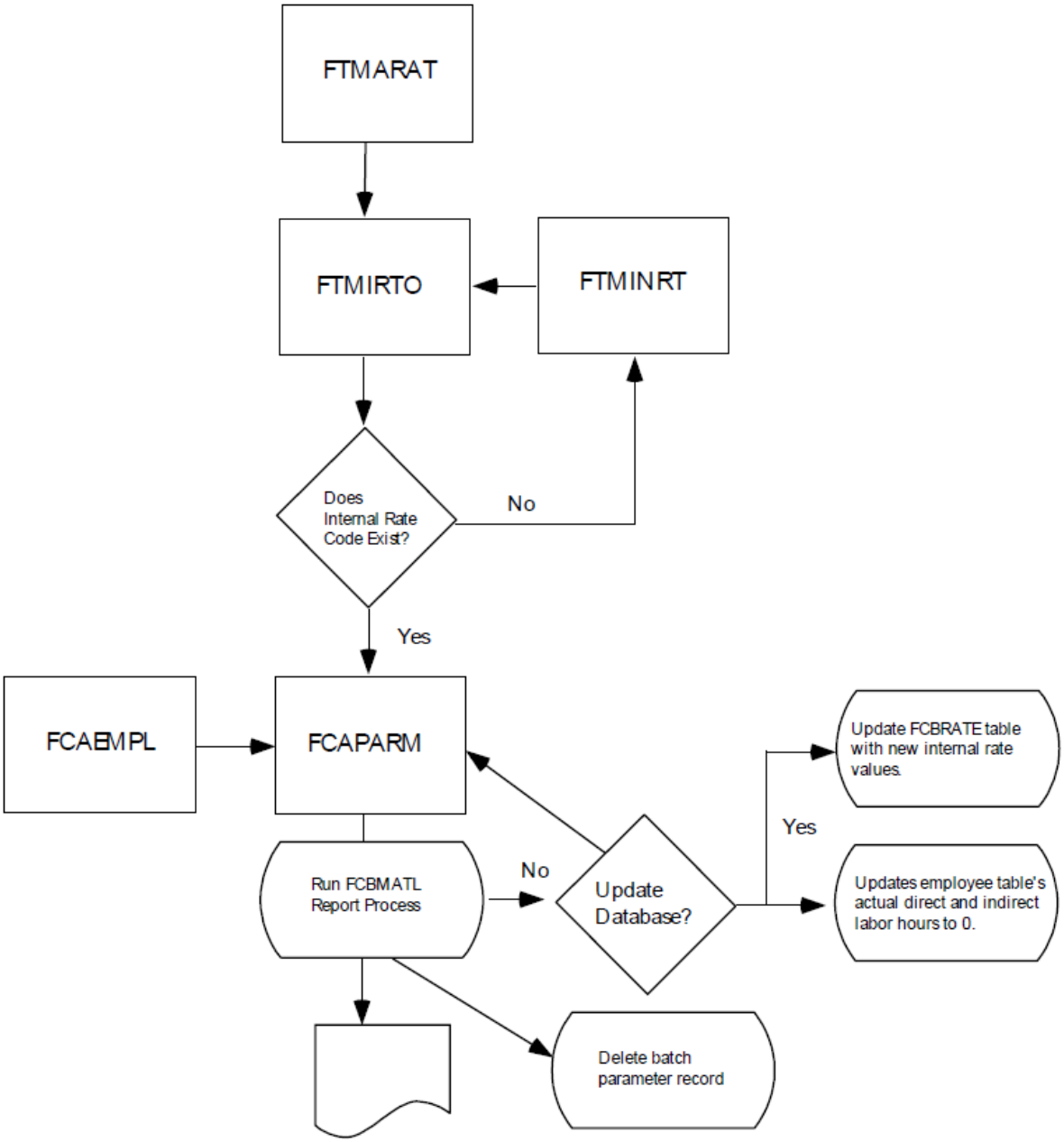

Archive/Purge

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.

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Automated Clearing House

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).

Note: For information about using Automated Clearing House to process student refunds, see the *Banner Accounts Receivable User Guide*.

For a clearing house to pass funds from one place to another, it needs to know who is making the payments by direct deposit (that is, your institution), and who will receive the payment. In ACH terms, because 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

This section contains information about the automated clearing house standards.

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 NACHA as follows:

National Automated Clearing House Association (NACHA)

607 Herndon Parkway, Suite 200

Herndon, VA 20170

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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.

Processing Payments by Check Only

This example illustrates how to pay Accounts Payable invoices by check.

Procedure

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 Page (FAABATC)** to select the **Bank Code** that will be the source of the withdrawals.
4. Select the **Check** option button.

   Do not select the other buttons:

   - **Direct Deposit**
   - **Direct Deposit & Check**
   - **Zero Amount Check**
5. Enter the check date, the check numbers for printing, and print a test pattern for check stock alignment.
6. When ready, select the **Print Check** icon.
7. Run the `Batch Check Process (FABCHKS)`, which allows you to select invoices for payment.
8. Run the `Check Print Process (FABCHKP)` process, to print the checks.
9. Run the `Check Register Process (FABCHKR)` to print a register of the checks.

   This will be your audit trail.
10. If you are satisfied with the quality and accuracy of the checks printed, then proceed to Step 8.
11. If you are not satisfied, you can rerun the check printing process by returning to Step 4 and restarting the `Batch Check` process.

    You can rerun the check printing procedure (Steps 2 through 6) as many times as needed, before running Step 8.
12. 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.

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13. After you have created the cash disbursements, you can post them to your ledgers by running the `Posting Program (FGRACTG)`.
14. Distribute checks as you normally do.

Processing Payments by Direct Deposit Only

This example illustrates how to pay Accounts Payable invoices by direct deposit.

Procedure

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 Page (FAABATC)** to select a bank for payment, and then
4. Select the **Direct Deposit** option button.

   Do not select the other buttons:

   - **Check**
   - **Direct Deposit & Check**
   - **Zero Amount Check**
5. Enter the check (payment) date.
6. 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.
7. 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.
8. 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.
9. If you would like to create advice for the payments made through 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 through direct deposit.
10. 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.

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11. After you have created the cash disbursements, you can post them to your ledgers by running the `Posting Program (FGRACTG)`.
12. 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.
13. 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.

About this task

This example shows you how to pay Accounts Payable invoices.

Procedure

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 Page (FAABATC)** to select a bank for payment.
4. Select the **Direct Deposit & Check** option button.

   Do not select the other buttons:
   - **Check**
   - **Direct Deposit**
   - **Zero Amount Check**
5. Enter the check date, the check numbers for printing.
6. 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.
7. Run the `Check Print Process (FABCHKP)` process, to print the checks.
8. 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.

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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.

9. 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.

10. If you would like to create advices for the payments made through 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 through direct deposit.

11. If you are satisfied with the quality and accuracy of the printed checks and the advice notices, then proceed to the next step.

12. If you are not satisfied, you can rerun the check printing process by returning to Step 4, and restarting the Batch Check process.

    You can rerun the check printing procedure as many times as needed.

13. Run the `Check Register Process (FABCHKR)` to print a register of the checks.

    This will be your audit trail of the printing.

14. 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.

15. After you have created the cash disbursements, post them to your ledgers by running the `Posting Program (FGRACTG)`.

16. 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.

17. If you printed **Direct Deposit Advice** forms, you can distribute these to the appropriate parties.

18. Distribute checks as you normally do.

Banner Interfaces

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 Banner Human Resources and Banner Finance Systems. It contains detailed process flowcharts and step-by-step procedure checklists, and includes detailed instructions for performing interfaced budget and payroll transactions.

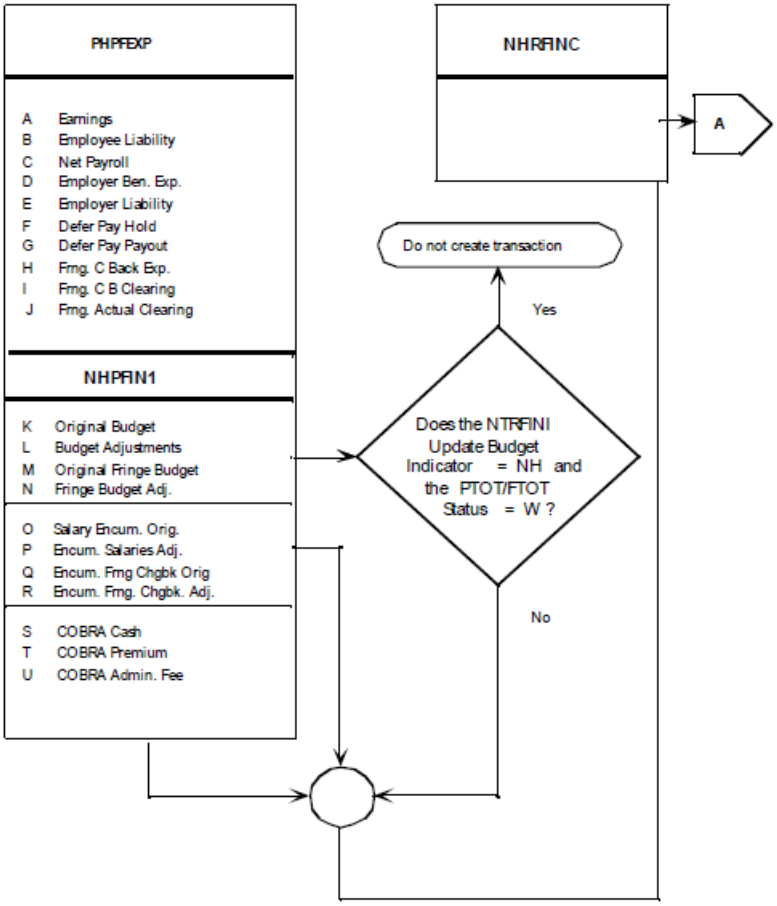
Because this section is presented primarily from the perspective of the Banner Human Resources user, there is limited explanation of the feeds after they hit the Banner Finance System.

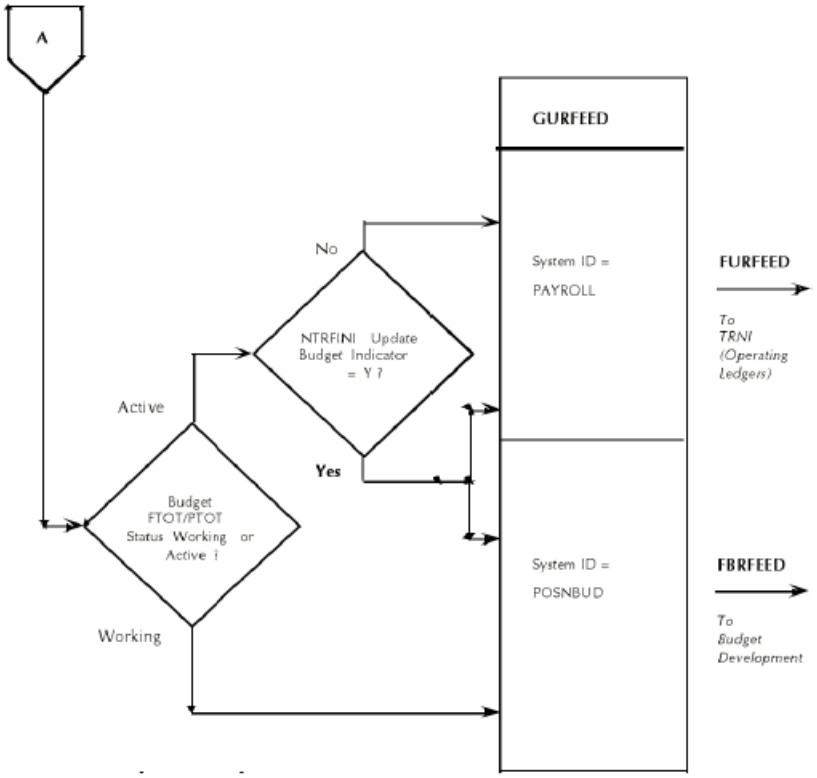
Following is a high-level summary of the types of information included in this section:

- *Banner Human Resources/Finance Interface Flow Summary* provides a visual representation of the data flow between Banner Human Resources and Banner Finance.
- The *HR/Finance Set Up Rules Page (NTRFINI)* provides detailed instructions for completing the form that sets up the Banner 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 Banner Human Resources/Finance COBRA Interface.
- *Installments/Feed to Banner Finance* provides a procedure for ensuring that payroll deductions fed from Banner Human Resources and Banner Advancement are not duplicated.

Banner Human Resources/Finance Interface Flow Summary

Banner Human Resources/Finance Interface Flow Summary


PHPFEXP
A Earnings
B Employee Liability
C Net Payroll
D Employer Ben. Exp.
E Employer Liability
F Defer Pay Hold
G Defer Pay Payout
H Frng. C Back Exp.
I Frng. C B Clearing
J Frng. Actual Clearing
NHPFIN1
K Original Budget
L Budget Adjustments
M Original Fringe Budget
N Fringe Budget Adj.
O Salary Encum. Orig.
P Encum. Salaries Adj.
Q Encum. Frng Chgbk Orig
R Encum. Frng. Chgbk. Adj.
S COBRA Cash
T COBRA Premium
U COBRA Admin. Fee
NHRFINC
A
Do not create transaction
Yes
Does the NTRFINI Update Budget Indicator = NH and the PTOT/FTOT Status = W ?
No



HR/Finance Set up Rules Page (NTRFINI)

Before you can use the interface with Banner Finance, you must define interface transaction rules on the HR/Finance Set up Rules Page (NTRFINI).

About this task

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 Page (FTMRUCL).

Note: This chapter discusses only the version of NTRFINI that appears when Banner Finance is installed.

To establish the rules governing your HR/Finance interface, perform the following steps:

Procedure

1. Access NTRFINI. All defined records are retrieved.
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 Page (NBAFISC). The system displays the year's start and end dates in the **From** and **To** fields.

After this page 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 Page (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 Page (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 Banner 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 Maintenance Page (GXRBANK).
7. Set the **Feed Budget to Finance Budget Development** check box as follows:

`Selected`	Update the Banner Finance Budget Development module with all original and adjusted budget entries (for both working and active salary and fringe budgets).
`Unselected`	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 predefined on the Banner Finance System's Rule Class Code Maintenance Page (FTMRUCL).
9. **Save**. The system saves your new or revised rules.

Distribution Information section

The Distribution Information section displays the accounting distributions that control the processing of Human Resource accounting transactions.

About this task

Perform the following steps:

Procedure

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 Banner Human Resources application includes a Payroll Clearing Account value of 1060. This value corresponds to the posting modifier set up in your Banner Human Resources System rule classes on FTMRUCL. (If you do not want to use 1060, the Account Maintenance Page (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 Banner 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 Page (FTMFUND) and the Account Code Maintenance Page (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 section

The Fringe Chargeback Rules section collects fringe chargeback data for use in the interface.

Procedure

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 Page (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).

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Establishing and Feeding Original Budgets

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 Banner Finance.

Rule Pages

Before you enter position data into the Banner Human Resources System, you must complete several rule pages in the Banner Finance and Human Resources Systems.

The pages that impact your ability to establish and feed original labor budgets are listed below.

Note: Some of the data defined on the following pages is predefined as Banner Finance sample data.

Banner Finance Rule Forms

You must complete the following Banner Finance pages.

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 (for example, grants) or unrestricted (for example, 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 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. Programs 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

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	by the National Association of College and University Business Offices (NACUBO).
FTMACTV	Establishes valid activities for labor expenditures. An activity 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. Locations represent a building and room number.
FTMSDAT	Establishes the system ID as PAYROLL. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers through the FURFEED process. (The PAYROLL 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 Banner Finance System rule class codes that identify the journal type being maintained for transactions from Banner Human Resources. These defined rule classes are used on the HR/Finance Setup Page (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.

Banner Human Resources Rule Forms

When the Banner Human Resources System is first implemented, the following rule forms must be completed before the building of the Position Definition Page (NBAPOSN) and the Position Budget Page (NBAPBUD). Data contained in specific fields on these rule forms drives certain batch processes in the budget roll process.

The following rule pages 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 Banner Finance System for Banner 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 Page (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 Banner Finance (as POSNBUD transactions) and to the live ledgers in Banner 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.

Banner Position Control Rule Pages

The following lists the Banner Position Control rule pages.

NTRSGRP	Specifies the active salary group code for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and 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.

Banner Position Control Application Pages

The following lists the Banner Position Control application pages.

NBAFISC	Defines the parameters of the fiscal year. Fiscal year begin and end dates default from the FTMFSYR form in Banner Finance.
NBAPOSN	Defines and maintains all positions from a Banner 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 through budget ID and phase, and displays expended and remaining fringe benefit totals. Organizational budget transfers are also initiated on this page. 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. This form's Budget Roll Indicator determines the amounts used in the Banner 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 User Guide.

NHPFIN1	Extracts data for budgeting (and for budget modeling, encumbrances, and COBRA payments) for the User Guide 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 User Guide (as POSNBUD transactions) and to the live ledgers in Banner Finance (as PAYROLL transactions) 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 are posted only to the live ledgers (as PAYROLL transactions). In either case, only budgets in approved status are passed to the live ledgers. Salary encumbrances and COBRA transactions are posted only to the live ledgers. All of these transactions are passed to User Guide through NHPFIN2. Parameters include the following: • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N)

NHPFIN2	Extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table. GURFEED is a collector table through which all interfacing transactions to the User Guide 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 User Guide live ledgers.
FBRFEED	Selects budget transactions from GURFEED when the System ID is POSNBUD and creates or updates records to insert in to the Budget Development area of User Guide. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in User Guide. This table contains annualized amounts. This program must be run only if the **Feed Budget to Finance Budget Development** check 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 or updates records to insert into the Finance Interface Table (FGBTRNI) and updates the User Guide ledgers.

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 User Guide 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 User Guide System. Thus, you should not run FBRFEED and should run only FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.

Configuring Process Flow

Complete these steps to configure process flow.

Procedure

1. Complete all rule and application pages described above.
2. For original budget processing, only pages up to and including NBAPOSN and NBAPBUD must be completed to place a recently created (but not filled) position in the budget module.
3. After 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 Banner Finance before feeding payroll transactions to Banner Finance.
4. Run the following batch programs to feed budgets and budget adjustments to Banner Finance.

Process	Comments/Special Instructions
NHPFIN1	Enter Y for the Budget Processing parameter.
NHPFIN2	Do not enter a parameter value for Expenditure Payroll Id. The Expenditure Payroll Id parameter does not appear if no Payroll expenditure transactions exist.)

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Process	Comments/Special Instructions
FBRFEED	Only if NTRFINI **Feed Budget to Finance Budget Development** box is selected.
FURFEED	
FGRTRNI	
FGRTRNR	
FGRACTG	

Budget Maintenance Checklist: Establishing and Feeding Original Budgets

Complete this process to establish and feed original budgets.

Step	Form Or Process	Description
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 Banner Finance Interface

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Step	Form Or Process	Description
		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 Banner Position Control reports.
9	Finance Feed	Run Banner Finance processes to post to Operating Ledgers in Banner Finance after NHPFIN2 has been used to populate the GURFEED table: FBRFEED, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.

The following diagram illustrates the flow for establishing and feeding original budgets.

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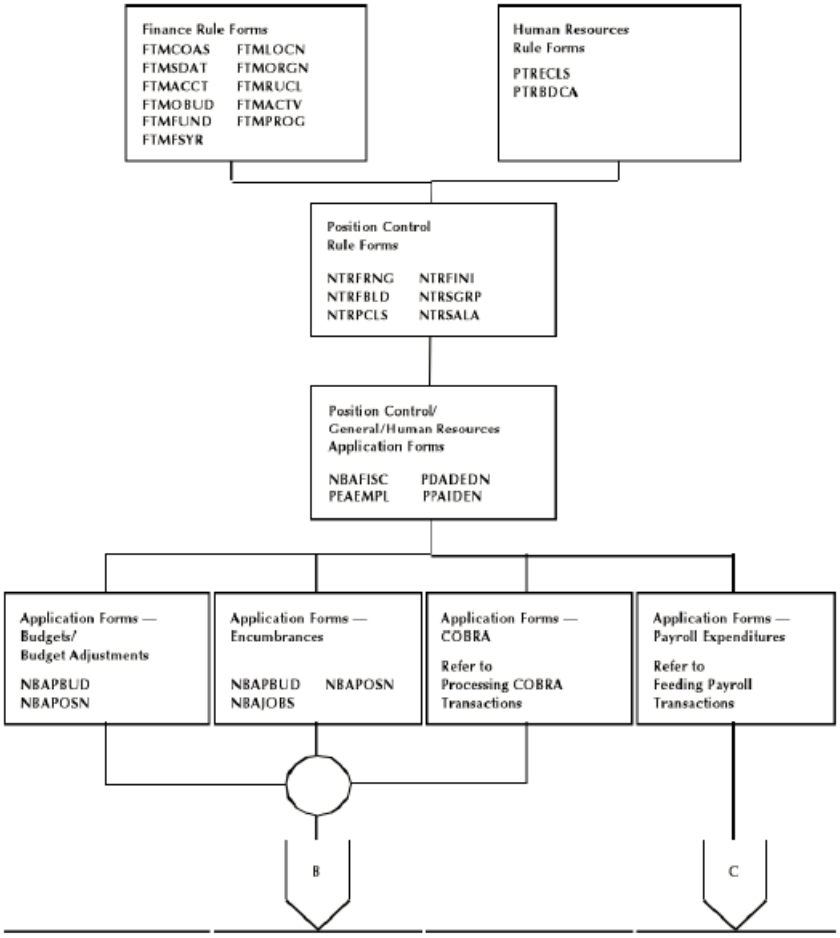
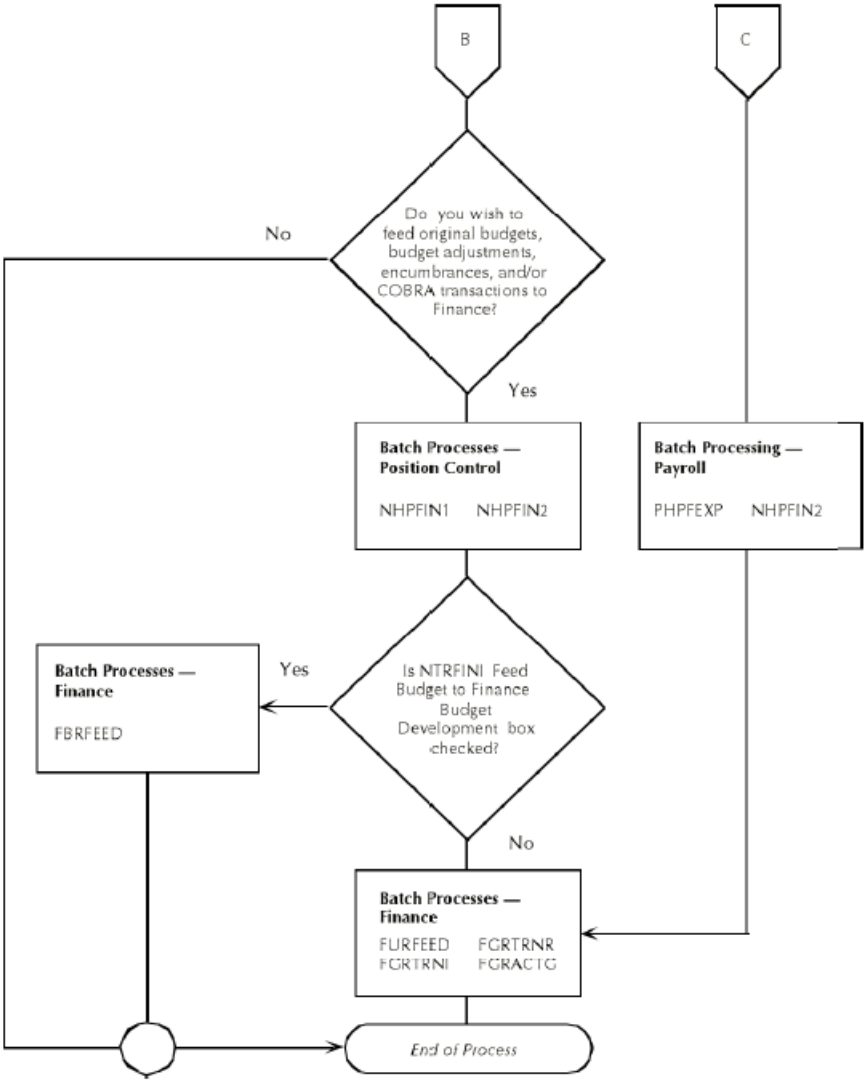

Finance Rule Forms
FTMCOAS FTMLOCN
FTMSDAT FTMORGN
FTMACCT FTMRUCL
FTMOBUD FTMACTV
FTMFUND FTMPROG
FTMFSYR
Human Resources Rule Forms
PTRECLS
PTRBDCA
Position Control Rule Forms
NTRFRNG NTRFINI
NTRFBLD NTRSGRP
NTRPCLS NTRSALA
Position Control/ General/Human Resources Application Forms
NBAFISC PDADEDN
PEAEMPL PPAIDEN
Application Forms — Budgets/ Budget Adjustments
NBAPBUD
NBAPOSN
Application Forms — Encumbrances
NBAPBUD NBAPOSN
NBAJOBS
Application Forms — COBRA
Refer to Processing COBRA Transactions
Application Forms — Payroll Expenditures
Refer to Feeding Payroll Transactions
B
C



Budget Modeling

Banner Position Control and Budgeting provides 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. After budgets have been created, several batch processes must be run to feed the budget transactions to Banner Finance.

Budget Modeling Rule Forms

By the time you are ready to do budget modeling, you should already have completed the Banner 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 Banner Position Control Budget Modeling Rule pages on page 410.

Banner Finance Budget Modeling Rule Forms

You must complete the following Banner Finance pages.

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 (for example, 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 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. Programs enable you to define a method of pulling transactions across organizations and accounts. Most educational institutions use programs defined by NACUBO (for example, Instruction).
FTMACTV	Establishes valid activities for labor expenditures. An example of an activity is a number assigned to the YMCA for using your site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. Locations 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 through

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	the FURFEED process. The POSNBUD system ID feeds budget transactions to the Budget Development module through the FURFEED process. 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 Banner Finance System rule class codes that identify the journal type being maintained for transactions from Banner Human Resources. These defined rule classes are used on the HR/Finance Set up Rules Page (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.

Banner Position Control Budget Modeling Rule pages

The following lists the Banner Position Control budget modeling rule pages.

NTRSGRP	Specifies the active salary group code for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges or steps or both 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 Banner Human Resources budget into the new fiscal year. Users must complete this parameter form, which determines how budgets are computed for the Banner Human Resources budget roll/budget modeling process.

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	You may choose to increase or decrease the base budget amounts (defined for each employee class in NBAPBUD) to be used in the Banner 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 Page (PTREARN) is set to **Yes**.
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 **Budget Indicator** 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 Banner Finance System for Banner Position Control and Payroll transactions. It determines accounting distributions for such items as salary expense, employee/employer liabilities, net pay, deferred pay, COBRA, and so on. It is important to take note of the **Feed Budget to Finance Budget Development** check box. When this box is selected, budget transactions will continue to be interfaced to the Budget Development module of the Banner Finance System (and to the operating ledgers) after the position budgets have been approved in the Banner Position Control module. This enables the budget development area to stay in sync with the Banner Position Control module.

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	Please keep in mind that data transferred to the Banner Finance System from the Banner Position Control module always posts to the operating ledgers. Only when the **Feed Budget to Finance Budget Development** check box is selected will the budget transactions also post to the Budget Development area of Banner Finance.

Budget Modeling Application Forms

The following application forms enable you to use the budget modeling features of Banner.

Banner Position Control Budget Modeling Application Pages

The following lists the Banner Position Control budget modeling application pages.

NBAFISC	Defines the parameters of the fiscal year. Fiscal year begin and end dates default from the FTMFSYR form in Banner 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 through budget ID and phase, and displays expended and remaining fringe benefit totals. Organizational budget transfers are also initiated on this page. 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.

`RangeMidpoint`	Roll the salary range midpoint times the position appointment percent times the greater 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.
`RemainingBudget`	Roll the remaining budget amount.
`Zero`	Roll a zero amount (for zero-based budgeting).
`Current Salary`	Roll: • The sum of annual salaries for NBAJOBS records that have a step equal to zero • 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 • The sum of the annualized step values in the new/specified salary group for NBAJOBS records with a step greater that 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 2 and 3 above. Positions selected must have active or frozen status and cannot have end dates before 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

This section contains a description of the general person in budget modeling application pages.

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.

Banner Human Resources Budget Modeling Application Pages

The following lists the Banner Human Resources budget modeling application pages.

PEAEMPL	Establishes basic employee information such as status, leave balances, review dates, termination and leave dates, etc. This form must be completed before NBAJOBS.
PDADEDN	Establishes deductions and contributions for benefits and taxes, and employee specified withholdings. These records may be used when creating fringe budgets for filled positions.

Budget Modeling Batch Processes

The following batch processes are run to prepare the system for the actual budget modeling process.

Banner Finance Budget Modeling Batch Processes

The following is the budget modeling batch process.

FBRBDBB	Rolls budget from the current year's Operating Ledger to the initial budget phase or from phase to phase.

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Banner Position Control Budget Modeling Batch Processes

The following lists the Banner Control budget modeling batch processes.

NBPMASS	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 before 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 perform the following: • 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) • Roll the adopted position and fringe budgets to approved status for the new fiscal year (see Approving Working Budgets on page 429). • Delete the working budgets no longer needed (see Approving Working Budgets on page 429). Results of this process are posted to the Position Totals block of NBAPBUD.
	You can 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

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 Banner Finance.

NHPFIN1	Extracts data for budget models (and for position budgeting, encumbrances and COBRA payments) for the Banner 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 Banner Finance. Parameters include the following: • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N)

NHPFIN2	Extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table. GURFEED is a collector table through which all interfacing transactions to the Banner 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 or updates records to insert in to the Budget Development area of Banner Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Banner Finance. This table contains annualized amounts.

Budget Modeling Reports

The following lists the parameters for a budget worksheet for salary budget modeling.

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

Budget Modeling Process Flow

Budget modeling process flow.

About this task

Procedure

1. Complete the rule and application pages 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.
   - PDADEDN must be completed if you want to base fringe budgets on actual deduction records.

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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 page. 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.

Process Name	Comments/Special Instructions
NBPMASS	Process Type = U. 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 R in the Report Choice parameter and complete the remaining parameters.
NBPBUDM	
NBRBWRK (Optional)	Enter N 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:

Process Name	Comments/Special Instructions
NHPFIN1	Enter Y 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

Complete this process to establish budget modeling.

Step	Form Or Process	Description
1	NBAFISC	Establish new Fiscal Year.

Step	Form Or Process	Description
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 U (update table/grade/step) option.
5	NTRBROL	Establish criteria for rolling salary budgets and premium earnings budgets.
6	NTRFINI	Verify criteria that determines Fringe Budgeting.
7	NTRFRNG or NTRFBLD	Establish/verify criteria for rolling fringe budgets for filled and vacant positions under the actual method. Establish/verify criteria for rolling fringe budgets based on salary budget under the charge back method.
8	NBPBROL	Run process using the R (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 Banner Finance Interface based on COA, Fiscal Year, Budget ID, and Budget Phase. Inserts working

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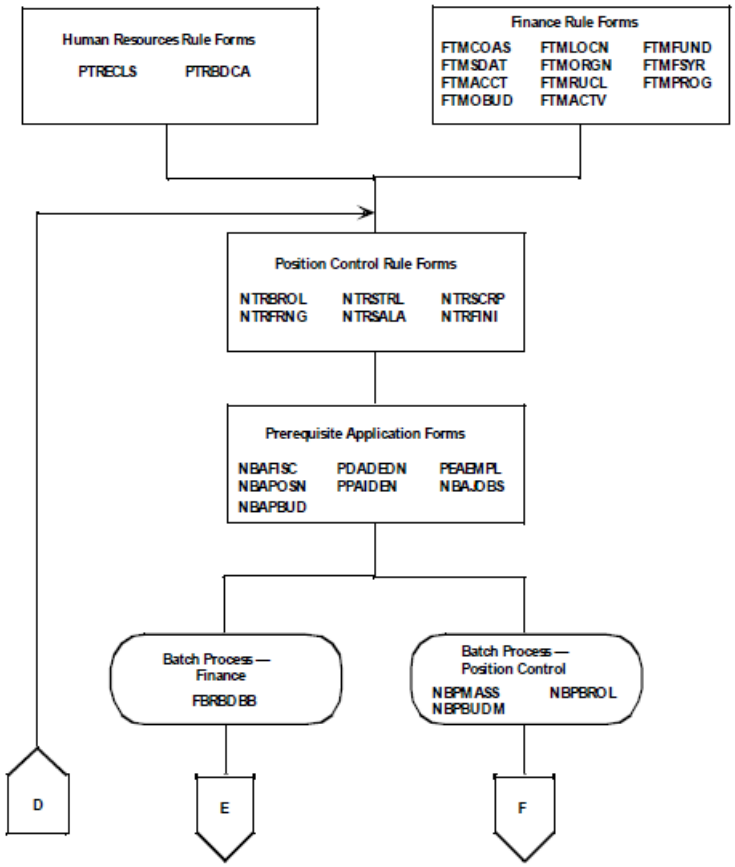
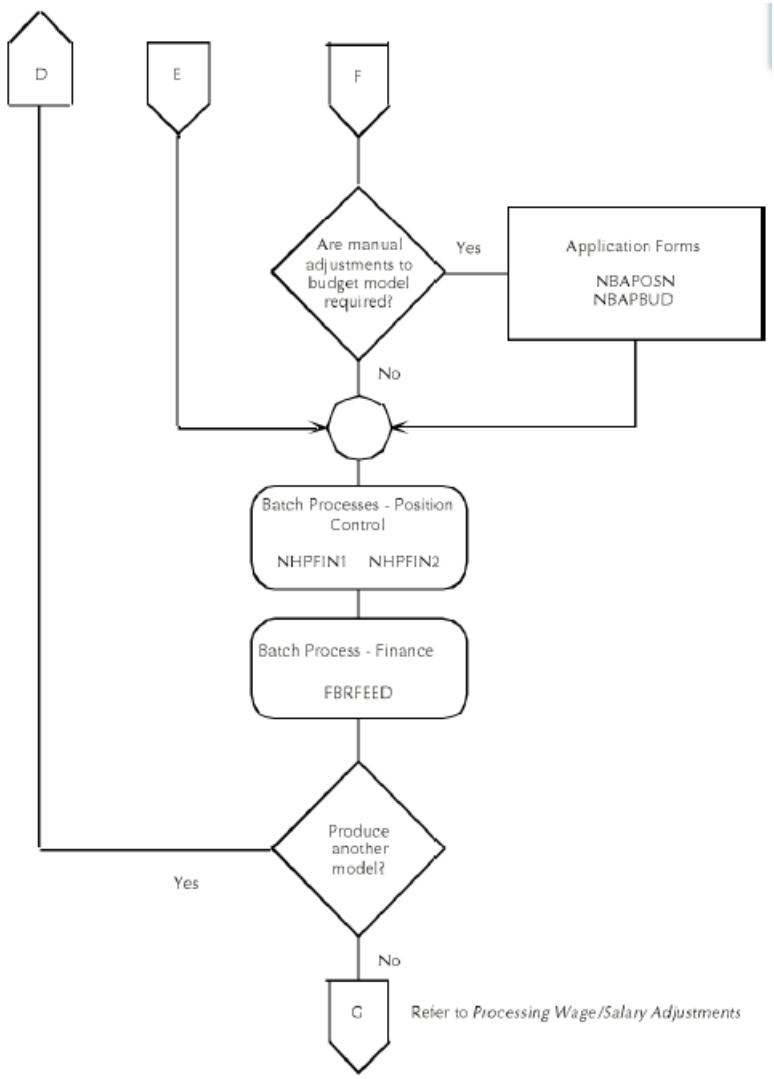
Step	Form Or Process	Description
		budget transaction records into NHRFINC.
11	NHPFIN2	Run the process to extract working budget transactions from the NHRFINC table. Optionally inserts transactions into GURFEED (collector table).
12	Various	Run desired Banner Position Control reports.
13	Finance Feed	Run Banner Finance Processes to post to Budget Development in Banner Finance after NHPFIN2 has been used to populate the GURFEED table. (FBRFEED)

The following diagrams show the flow for Budget Modeling.





Processing Wage/Salary Adjustments

The mass processing of wage and 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 Banner 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 Banner

Finance System and to the Position Total block of the Position Budget Page (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.

Wage/Salary Adjustments Rule Pages

This section contains information about the wage/salary adjustments pages.

Banner Position Control Wage/Salary Adjustments Rule Pages

The following lists the Banner Position Control wage/salary adjustments rule pages.

NTRSGRP	Specifies the active salary group code for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and steps for each salary group, table, and grade.
NTRJINC	Establishes parameters used in the Mass Salary Update Process (NBPMASS) to implement step and salary increases.
NTRHROL	Establishes parameters used in Mass Salary Update Process (NBPMASS) to update encumbrance hours.
NTRCROL	Establishes parameters used in Mass Salary Update Process (NBPMASS) to update contract start/end dates.

Wage/Salary Adjustments Application Pages

This section contains information about the wage/salary adjustments application pages.

Banner Position Control Wage/Salary Adjustments Application Pages

The following lists the Banner Position Control wage/salary adjustments application pages.

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.

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Note: Completion of NBAPOSN, NBAPBUD, PPAIDEN, and PEAEMPL is necessary before a job can be assigned to an employee on NBAJOBS.

Wage/Salary Adjustments 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 Banner Finance.

Banner Position Control Wage/Salary Adjustments Batch Processes

The following lists the Banner Position Control wage/salary adjustments batch processes.

NBPMASS	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 include the following: • 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) To process mass salary changes, select Process Type J.
NHPFIN1	Extracts data for encumbrances (and for budgeting, budget modeling, and COBRA transactions) for the Banner Finance Interface. This process generates encumbrance transactions and inserts records into NHRFINC. They are then passed through to the Banner Finance System by NHPFIN2.
	Parameters include the following: • COBRA Processing (Y/N) • Budget Processing (Y/N)

	• Encumbrance Processing (Y/N)
NHPFIN2	Extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table. GURFEED is a collector table through which all interfacing transactions to the Banner 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 Banner 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 are 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 before 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 or updates records to insert into the Budget Development area of Banner Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Banner 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 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).

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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 Banner 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 Banner Finance System. Thus, you should not run FBRFEED and run only FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.

Wage/Salary Adjustment Process Flow

Complete these steps to complete the wage/salary adjustment.

Procedure

1. Complete all rule and application pages described above.
2. Be sure that a new **Salary Group (NTRSGRP)** and new **Salary Table (NTRSALA)** have been created (see Budget Modeling on page 408) 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:

Process Name	Comments/Special Instructions
NBPMASS	• Run NBPMASS using the **Process Type Value** of **J** to update the jobs records. Ellucian recommends 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** of **R** until desired results are realized. • After the audit is complete, run NBPMASS again using the **Report Mode** of **P** to actually perform the database updates.

5. Because this is a mass update program, it is expected that some manual adjustments to NBAJOBS will be necessary to handle exception employees. You must make these adjustments, before updating and feeding new encumbrances.
6. Should you choose to make the budgeted amounts exactly the same as the new salary amounts, you must make these budget adjustments at this time on the **Position Total** block of NBAPBUD.

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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 on page 408) are approved (see Approving Working Budgets on page 429).

   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 Banner Finance be correct.

   If the effective date of the mass salary updates fall within a currently active year, submit the following jobs.

Process Name	Comments/Special Instructions
NBPBUDM	Use the `Y` option for encumbrance processing to calculate the new salary encumbrances for the current fiscal year.
NHPFIN1	Enter a `Y` for the Encumbrance Processing parameter option. If you made changes to budgeted amounts after the last feed to Banner Finance, you may opt to enter a `Y` for the Budget Processing parameter option.
NHPFIN2	Complete parameter options as desired.
FBRFEED (Optional)	If you ran NHPFIN1 with the parameter option of `Y` for Budget Processing, run this program with desired parameter options. Otherwise, do not submit this job.
FURFEED	Complete parameter options as desired.
FGRTRNI	Complete parameter options as desired.
FGRTRNR	Complete parameter options as desired.
FGRACTG	Complete parameter options as desired.

Budget Maintenance Checklist: Processing Wage/Salary Adjustments

Complete the following steps only if salary adjustments are to be processed with the first day of the new fiscal year.

Step	Form Or Process	Description
1	NTRCROL (If using System Generated Salary Encumbrance)	Establish parameters used in Mass Salary Update Process (NBPMASS) to update Contract Start/End dates.
2	NTRHROL (If using Encumbrance Hours Input)	Establish parameters used in Mass Salary Update Process (NBPMASS) to update Encumbrance Hours.
3	NTRJINC	Establish parameters used in Mass Salary Update Process (NBPMASS) to implement step and salary adjustments.
4	NBPMASS	Run process using the J (update <J> records) option.
5	NBAJOBS	Make necessary adjustments to Job Records of exception employees (for example, red-circled employees).
6	NBPBUDM	Run process entering Y at the Encumbrance Processing prompt.
7	NHPFIN1	Run process using the following parameters: COBRA Processing: (Y/N) N Budget Processing: (Y/N) N Encumbrance Processing (Y/N) Y Extracts approved encumbrance data and inserts records into NHRFINC.
8	NHPFIN2	Extract encumbrance and adjustment transactions from the NHRFINC table. Insert transactions into GURFEED (collector table).

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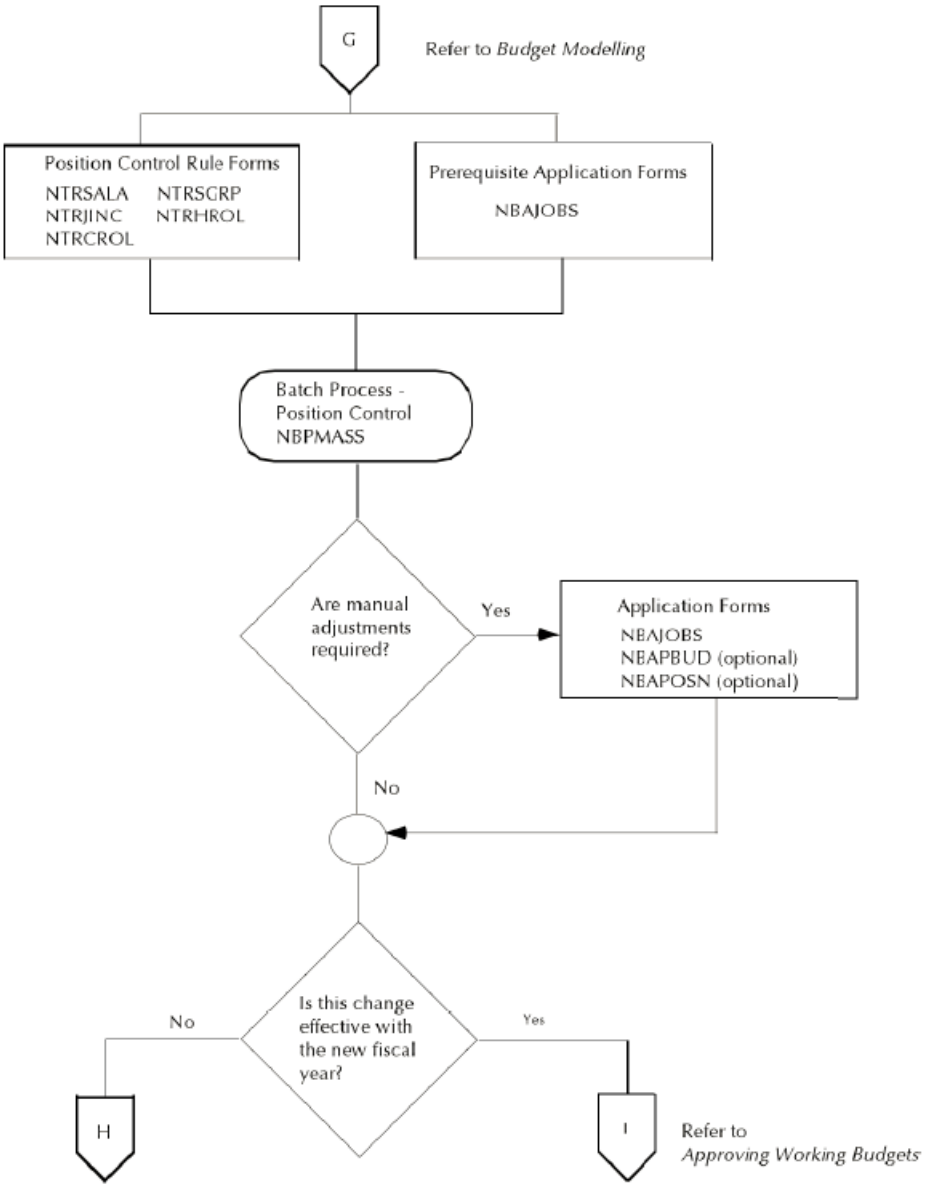
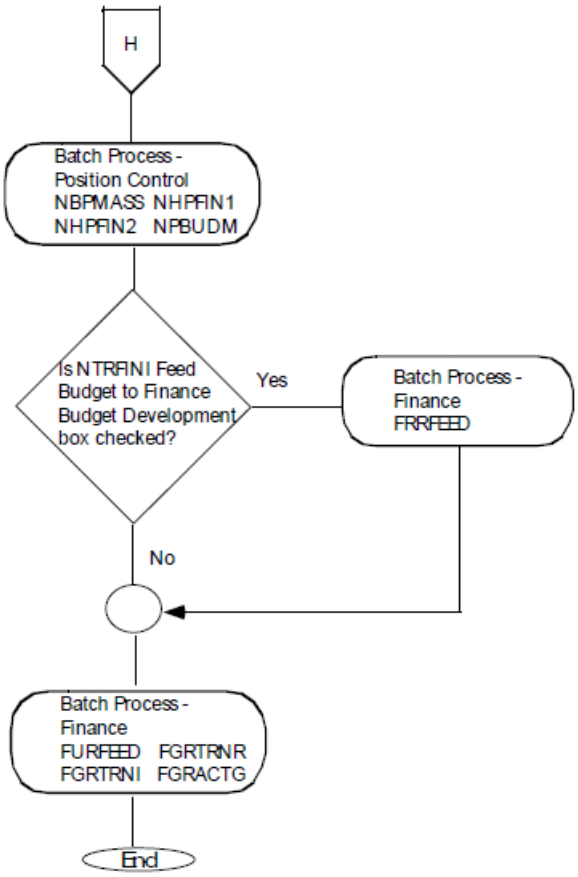
Step	Form Or Process	Description
9	Various	Run desired Banner Position Control reports.
10	Finance Feed	Run Banner Finance processes to post adjustments to Operating Ledgers. FBRFEED, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.

The following diagrams show the processing flow for wage/salary adjustments.





Approving Working Budgets

After 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. After a budget model is accepted, it must be approved in the Banner Position Control module and in the Banner Finance System through separate batch processes.

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Approving Working Budgets Application Forms Interfaces Banner Finance System approving working budgets

When position data is first entered in the Banner Human Resources System, several preliminary rule forms must be completed in both the Banner Finance and Human Resources Systems.

Banner Finance Approving Working Budgets Application Pages

The following lists the approving working budgets application pages.

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 Phase from which each phase will be created or rolled. This form also provides for the deletion of any phase or the activation of the phase that is to be rolled to the General Ledger. The parameters entered on this page are used to run two RPTs: FBRBDBB and FBRBDRL.
FBABDDS	Distributes all or part of the budget over budget periods. **Note:** (If only the annual 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 FBRBDDS must then be run to actually distribute the budget.
NTRCROL	Establishes parameters used in Mass Salary Update Process (NBPMASS) to update Contract Start/End dates (if using system-generated salary encumbrance).
NTRHROL	Establishes parameters used in Mass Salary Update Process (NBPMASS) to update Encumbrance Hours (if using encumbrance hours input).

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Approving Working Budgets Batch Processes

The following batch processes perform several functions.

They 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 Banner 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.

Banner Position Control Approving Working Budgets Batch Processes

The following lists the Banner Position Control approving working budgets batch processes.

NBPBROL	Allows you to: • Roll the adopted position and fringe budgets to approved status for the new fiscal year • Roll current position and fringe budgets to proposed position and fringe budgets (in working status) to single or multiple budget phases (see Budget Modeling on page 408) • 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
NBPMASS	Updates contract start/end dates and encumbrance hours for the fiscal year entered in the parameters (for system-generated salary encumbrances only) and posts changes to NBAJOBS.

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	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 include the following: • 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 Banner 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 Banner Finance (as POSNBUD transactions) and to the live ledgers (as PAYROLL transactions) in Banner 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 Banner Finance through NHPFIN2. Parameters include the following: • COBRA Processing (Y/N) • Budget Processing (Y/N)

	• Encumbrance Processing (Y/N)
NHPFIN2	Extracts the encumbrance, budget and COBRA transactions from the NHRFINC table and inserts them into the GURFEED table. GURFEED is a collector table through which all interfacing transactions to the Banner 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. Make sure that the **Fringe Rate Rules Change** indicator on the Finance Setup Rule Page (NTRFINI) is set to `Y`.

Banner Finance Control Approving Working Budgets Batch Processes

The following lists the control approving working budgets batch processes.

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 0 for OPAL and enter the COA code and Fiscal Year. Use B for a phase to phase roll. A and D are used for activation and deletion respectively.
FURFEED	Selects records from GURFEED when the System ID is PAYROLL. It then creates or updates records to insert into the Finance Interface Table (FGBTRNI) and updates the Banner Finance ledgers.
FGRTRNI	Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

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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 Banner Finance System.

Approving Working Budgets Process Flow

Ideally, on the first day of the new fiscal year, there will be a budget to be approved for that fiscal year.

About this task

When working budgets are rolled to Approved status in the Banner 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.

Procedure

1. Complete the FBABPRC and FBABDDS pages to establish parameters for the necessary batch process in finance to approve a budget.
2. Run the following batch processes.

Process Name	Comments/Special Instructions
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. Through this process, the **Active** box of NBAFISC for the fiscal year just ending is changed from selected to unselected. The **Active** 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.

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Process Name	Comments/Special Instructions
FURFEED	Complete parameter options as desired.
FGRTRNI	Complete parameter options as desired.
FGRFRNR	Complete parameter options as desired.
FGRACTG	Complete parameter options as desired.
NBPBROL (Optional)	If you want 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

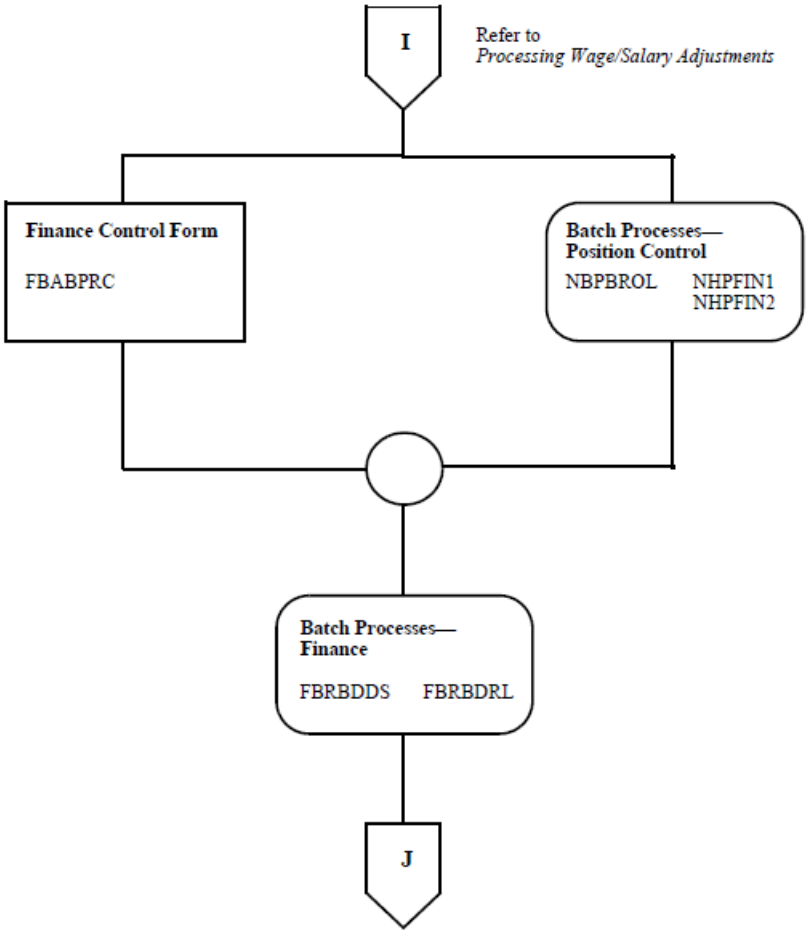
Complete this process to approve a working budget.

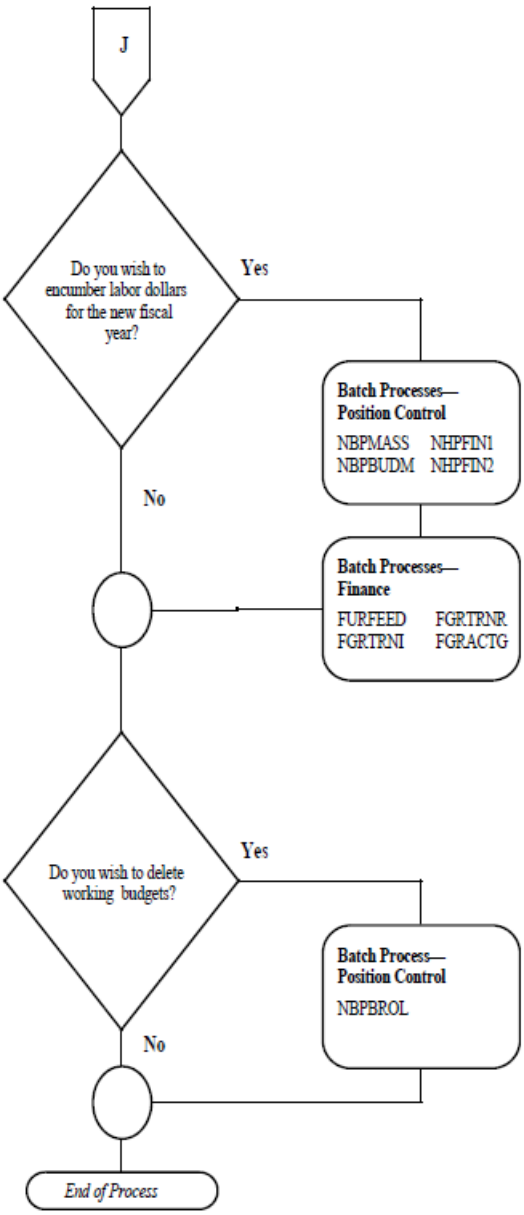
Step	Form Or Process	Description
Complete Steps 1-3 to ensure that there are no outstanding budgets or encumbrances to post for the fiscal year coming to a close.		
1	NBPBUDM (Charge Back Method only)	Run the process using the budgeting and encumbering options for Active Budgets.
2	NHPFIN1	Run process using the following parameters: COBRA Processing: (Y/N) N Budget Processing: (Y/N) N Encumbrance Processing (Y/N) Y 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 A (approve a budget) option. Run process using the D (delete working budgets) option.
Complete Steps 4-11 only if salary adjustments are not to be processed effective with the first day of the new fiscal year.		

Step	Form Or Process	Description
4	NTRCROL	If using System Generated Salary Encumbrance Establish parameters used in Mass Salary Update Process (NBPMASS) to update Contract Start/End dates.
5	NTRHROL	If using Encumbrance Hours Input 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 update Encumbrance Hours.
7	NBPBUDM	Run process entering `Y` at the Encumbrances Processing prompt.
8	NHPFIN1	Run process using the following parameters: COBRA Processing: (Y/N) N Budget Processing: (Y/N) N Encumbrance Processing (Y/N) Y 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 Banner Position Control reports.
11	Finance Feed	Run Banner Finance processes to post approved budgets to Live Ledgers. FBRFEED, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG. Banner Finance must approve the budget so that it moves

Step	Form Or Process	Description
		from budget development to the operating ledger.

The following diagrams show the flow for Approving Working Budgets.





Feeding Payroll Transactions

A position labor distribution hierarchy allows the desired position labor distributions to default to application pages through various levels of the personnel and payroll processes.

About this task

The default hierarchy flows as follows:

NBAPBUD	This page defines the labor distribution that is used to post to the Banner Finance System. Labor distributions can be split, but the total percentage must equal 100.
NBAJOBS	The values in Position Labor Distribution default from NBAPBUD but can be overridden at this level.
PHAHOUR	The values shown on this page 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 Redistribute in Banner HR) to redistribute labor distribution transactions to alternate accounts from pay events that have or have not been interfaced to Banner Finance. This is accomplished by accessing PHAHOUR from the PHAADJT form.

During the actual feed to Banner Finance, the following Banner Human Resources rule pages allow you to post transactions to labor distributions for specific earn codes or deductions or both other than the labor distribution on PHAHOUR.

PTRBDCA	The Benefit/Deduction Labor Distribution enables users to post fringe liabilities (employer or employee or both) and expenses to different labor distribution(s) other than those defaulting from PHAHOUR during the feed to Banner Finance. The override is by employee class and COA code for each deduction code.
PTREARN	The Employee Class Labor Distribution 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, or Location, that information would be entered on this page and would be considered in the Banner Finance feed.

An employee's pay events (for example, 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 Banner 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 to be extracted and subsequently passed to the Banner Finance System. This includes various adjustments (for example, 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 Banner 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, or by deduction code. Each payroll (designated by year, pay ID, and pay number) is then fed to the Banner Finance System. The manner in which financial transactions post to the Banner Finance System from the Banner Human Resources module depends on the rule classes developed in Banner Finance and indicated on NTRFINI.

There are two options for selective encumbrance liquidation processing:

- Bypass encumbrance liquidation on selected types of earnings
- Bypass encumbrance liquidation entirely

To bypass encumbrance liquidation on selected types of earnings, follow these steps:

Procedure

1. Go to the Earnings Code Rule Page (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 page. Enter the rule class HGNL and then Save. This rule class directs the HR Finance Expenditures Extract Program (PHPFEXP) and the Finance Posting Program (FGRACTG) 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 Banner Human Resources to Banner 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.

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Results

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 Banner Human Resources or the Banner Finance side.

Feeding Payroll Transactions Rule Forms

This section contains information about feeding payroll transactions rule forms.

Banner Finance Feeding Payroll Transactions Rule Forms

You must complete the following Banner 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 (for example, grants) or unrestricted (for example, 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 PAYROLL. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions

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	to the operating ledgers through 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 Banner Finance System rule class codes that are being maintained for transactions from Banner Human Resources. Banner Human Resources uses these rule class codes on NTRFINI in the Banner Position Control module. Banner Finance uses them with transaction processing codes from other sources in the Budget Development module. 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.

Banner Human Resources Feeding Payroll Transactions Rule Forms

Several rule forms must be completed to run payrolls in Banner Human Resources.

For detailed information, refer to the *Banner Human Resources User Guide*.

Banner Position Control Feeding Payroll Transactions Rule Pages

The following lists the Banner Position Control feeding payroll transactions rule pages.

NTRSGRP	Defines the salary group for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges 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 before completing NBAPOSN.

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Feeding Payroll Transactions Application Forms

There are several application pages 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 Banner 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.

Feeding Payroll Transactions Batch Processes

The following batch processes feed payroll expenses (including adjustments) to the Banner Finance System.

Banner Human Resources Feeding Payroll Transactions Batch Processes

The following lists the Banner Human Resources feeding payroll transactions batch processes.

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

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Banner Position Control Feeding Payroll Transactions Batch Processes

The following lists the Banner Position Control feeding payroll transactions batch processes.

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

Banner Finance Control Feeding Payroll Transactions Batch Processes

The following lists the control feeding payroll transactions batch processes.

FURFEED	Selects records from GURFEED where the System ID is PAYROLL and inserts the records 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 which 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 Banner Finance System.

Feeding Payroll Transactions Process Flow

Complete these steps to feed payroll transactions.

Procedure

1. Ensure that all rule pages in Banner Finance, Human Resources, and Position Control have been completed.
2. Run the payroll process or payroll adjustments completely through PHPUPDT. (The disposition will equal 60).

3. Submit NHPFIN1, NHPFIN2, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG to extract new or changed budget and encumbrance transactions and post them to Banner Finance.
4. Submit PHPFEXP, NHPFIN2, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG to process payroll expenditures.
5. Use the **Organization Budget Status Page (FGIBDST)**, the **Detail Encumbrance Activity Page (FGIENCD)**, and the **Detail Transaction Activity Page (FGITRND)** to reconcile the payroll to the Banner Finance feed.

Payroll Feed Checklist

The following is the payroll feed checklist.

Step	Form Or Process	Description
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 Banner 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 Banner Finance.

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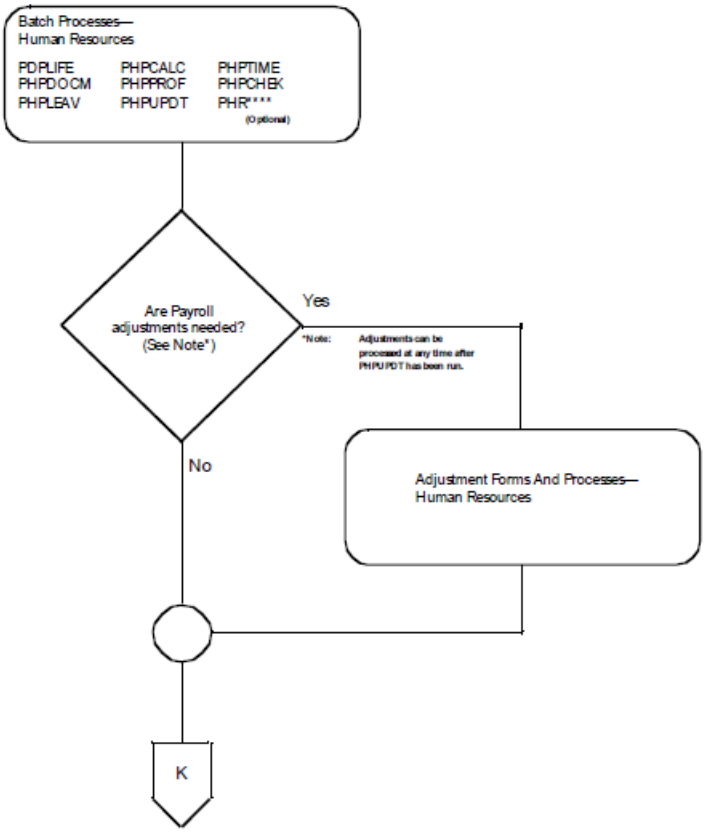
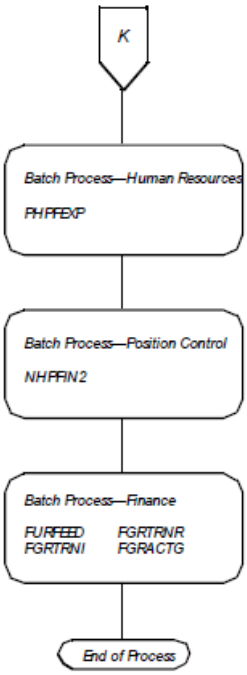
Step	Form Or Process	Description
4	Various	Run desired reports.
5	Finance Feed	Run Banner Finance processes to post transactions to the Operating Ledgers. (FURFEED, FGRTRNI, FGRTRNR, FGRACTG)

The following diagrams show the flow for feeding payroll transactions.





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 Banner Finance System does not create receivable transactions.

Processing COBRA Transactions Rule Pages

This section contains a list of rule pages that apply to the actual feeding of COBRA transactions.

It does not include all rule pages pertaining to this module.

Banner Finance Processing COBRA Transactions Rule Forms

You must complete the following Banner Finance pages.

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 (for example, grants) or unrestricted (for example., 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 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. Programs enable you to define a method of pulling transactions across organizations and accounts. Most educational institutions use programs defined by NACUBO (for example, Instruction).
FTMACTV	Establishes valid activities for labor expenditures. An example of an activity is a number assigned to the YMCA for using your site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. Locations 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 through the FURFEED process. The POSNBUD system ID feeds budget transactions to the Budget Development module through the FURFEED process. **Note:** Both the PAYROLL and POSNBUD IDs are included as part of the Banner Finance seed data.

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FTMFSYR	Defines the fiscal year and fiscal periods.
FTMOBUD	Establishes valid budget phases within budget IDs for budget development purposes.
FTMRUCL	Defines valid Banner Finance System rule class codes that identify the journal type being maintained for transactions from Banner Human Resources. These defined rule classes are used on the HR/Finance Setup Page (NTRFINI). 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.

Banner Position Control Processing COBRA Transactions Rule Pages

The following lists the Banner Position Control processing COBRA transactions rule pages.

NTRFINI	Uses predefined rule class codes from FTMRUCL in the Banner Finance System for Banner Human Resources transactions. It determines accounting distributions for such items as salary expense, employee/employer liabilities, net pay, deferred pay, COBRA, and so on.

Processing COBRA Transactions Batch Processes

The manner in which the financial transactions for COBRA post in Banner Finance from Banner Human Resources depends on the Banner Finance System rule class codes specified on NTRFINI.

Note: Do not post COBRA payments to Banner Finance without first discussing system setup with a financial consultant.

Banner Position Control Processing COBRA Transactions Batch Processes

The following lists the Banner Position Control processing COBRA transactions batch processes.

NHPFIN1	Extracts data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Banner Finance

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	Interface. This process generates COBRA transactions and inserts records into NHRFINC. They are then passed through to the Banner Finance System by NHPFIN2. Parameters include the following: • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N)
NHPFIN2	Extracts the transactions from the NHRFINC table and inserts them into the GURFEED table. GURFEED is a collector table through which all interfacing transactions to the Banner Finance System are passed.) Parameters include the following: • Detail Report (Y/N) • Interface (Y/N) • Pay ID

Banner Finance Control Processing COBRA Transactions Batch Processes

The following lists the control processing COBRA transactions batch processes.

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 Banner Finance ledgers.
FGRTRNI	Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).
FGRTRNR	Produces an error report which 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 Banner Finance System.

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Processing COBRA Transactions Process Flow

This procedure highlights the process flow for processing COBRA transactions.

About this task

Procedure

1. Complete all rule and application pages as noted above.
2. After the system has been set up to have the payments interfaced to Banner Finance, submit the following batch processes.

Process Name	Comments/Special Instructions
NHPFIN1	Enter Y at the COBRA Processing parameter.
NHPFIN2	Complete parameter options as desired.
FURFEED	Complete parameter options as desired.
FGRTRNI	Complete parameter options as desired.
FGRTRNR	Complete parameter options as desired.
FGRACTG	Complete parameter options as desired.

COBRA Feed Checklist

The manner in which the financial transactions for COBRA post in Banner Finance from Banner Human Resources depends on the Banner Finance System rule class codes specified on NTRFINI.

Do not post COBRA payments to Banner Finance without first discussing system setup with a financial consultant

Step	Form or Process	Description
1	NHPFIN1	Extract data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Banner Finance Interface. This process generates COBRA transactions and inserts records into NHRFINC.
2	NHPFIN2	Extract the transactions from the NHRFINC table and inserts them into the GURFEED table.

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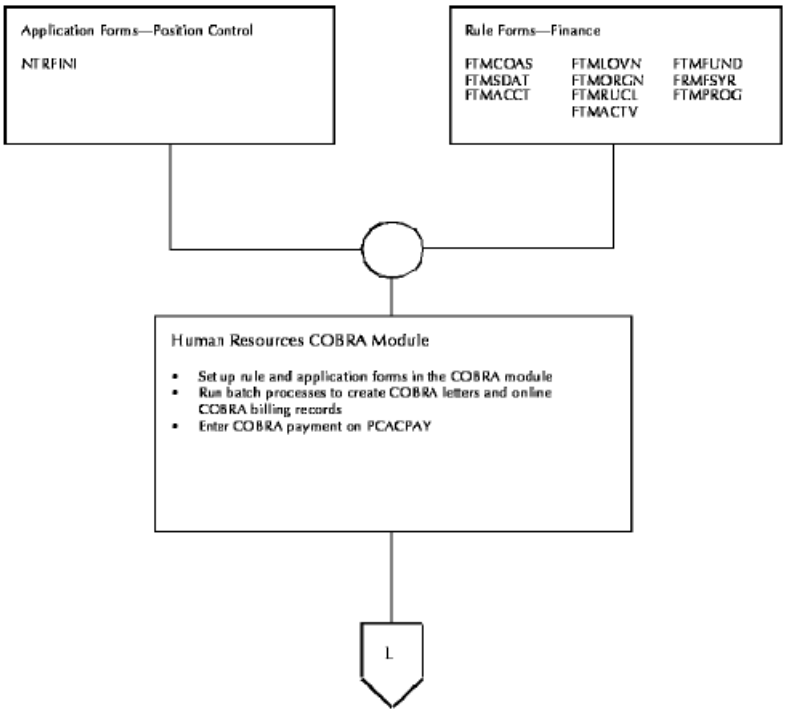
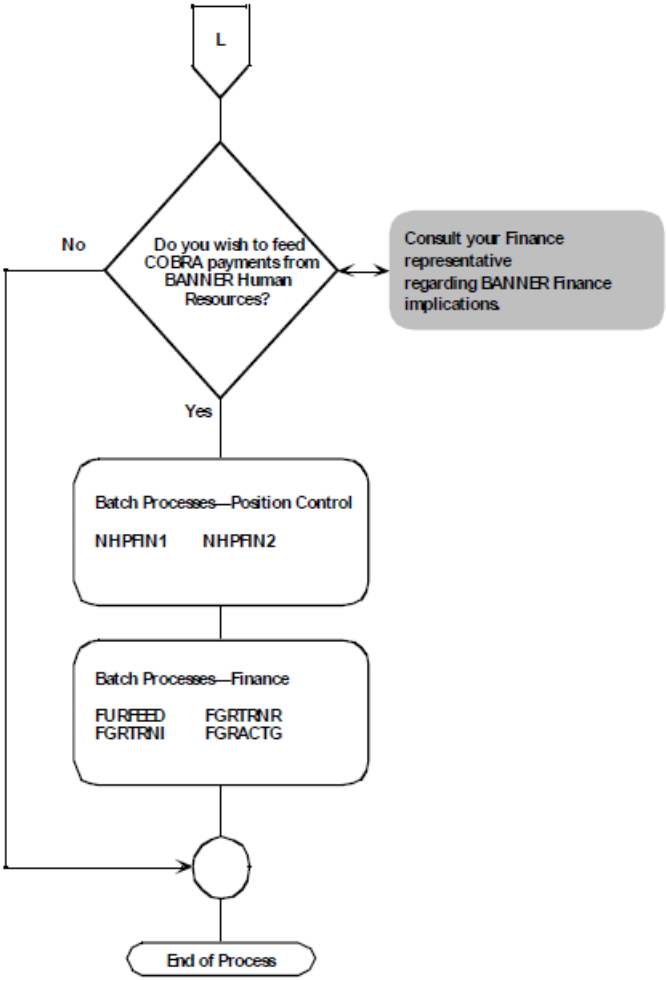
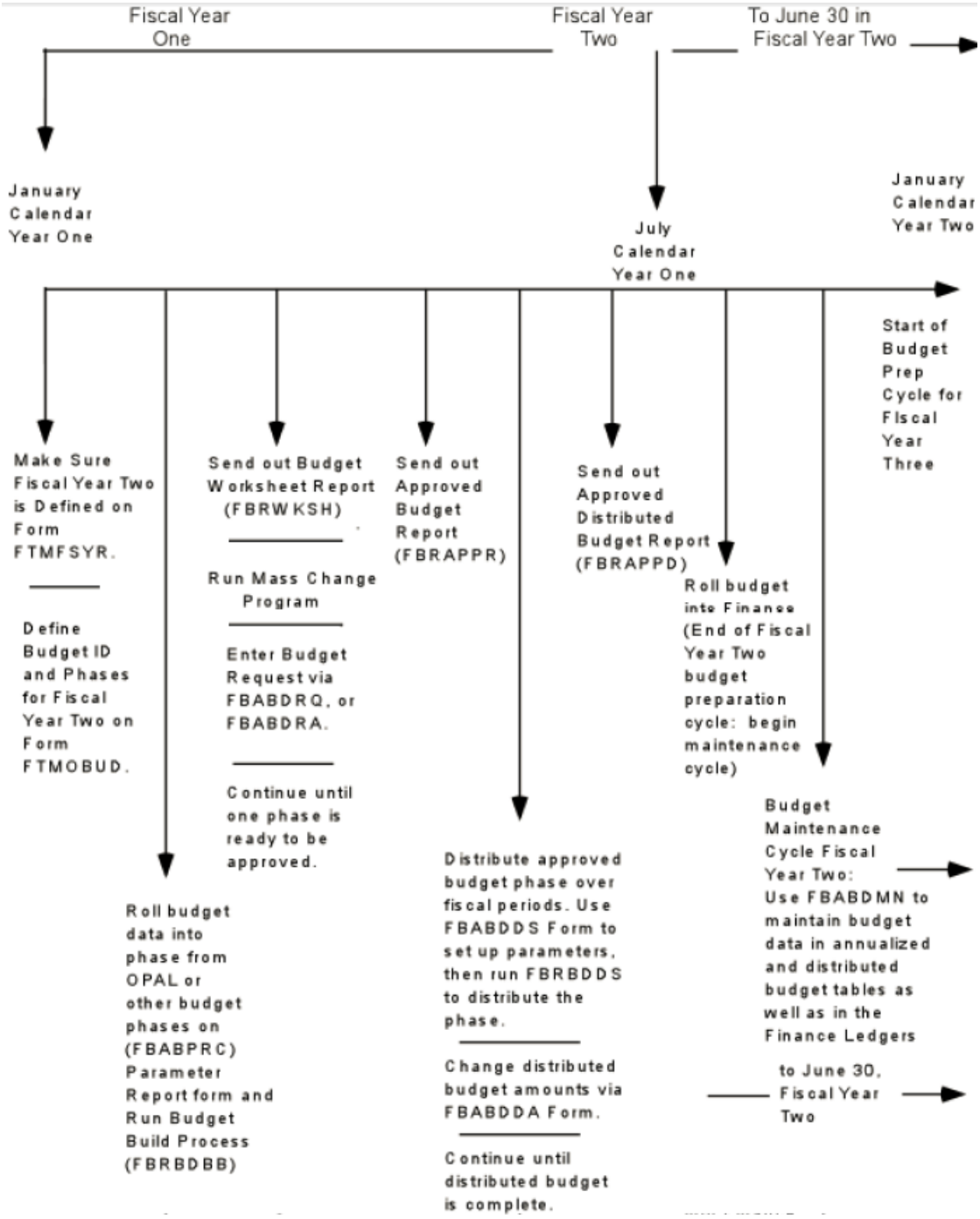
Step	Form or Process	Description
3	Finance Feed	Select records from GURFEED based on the System ID you specify and insert the records into the Finance Interface Table (FGBTRNI) to update the Banner Finance ledgers. Edits the documents (journal vouchers) and inserts the approved documents into the Approved 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 Banner Finance System. (FURFEED, FGRTRNI, FGRTRNR, and FGRACTG)

The following diagrams show the flow for processing COBRA transactions.




L
Do you wish to feed COBRA payments from BANNER Human Resources?
No
Yes
Consult your Finance representative regarding BANNER Finance implications.
Batch Processes—Position Control
NHPFIN1 NHPFIN2
Batch Processes—Finance
FURFEED FGRTRNR
FGRTRNI FGRACTG
End of Process


Fiscal Year One
Fiscal Year Two
To June 30 in Fiscal Year Two
January Calendar Year One
July Calendar Year One
January Calendar Year Two
Start of Budget Prep Cycle for Fiscal Year Three
Make Sure Fiscal Year Two is Defined on Form FTMFSYR.
Define Budget ID and Phases for Fiscal Year Two on Form FTMOBUD.
Send out Budget Worksheet Report (FBRWKSH)
Run Mass Change Program
Enter Budget Request via FBABDRQ, or FBABDRA.
Continue until one phase is ready to be approved.
Roll budget data into phase from OPAL or other budget phases on (FBABPRC) Parameter Report form and Run Budget Build Process (FBRBDBB)
Send out Approved Budget Report (FBRAPPR)
Distribute approved budget phase over fiscal periods. Use FBABDDS Form to set up parameters, then run FBRBDDS to distribute the phase.
Change distributed budget amounts via FBABDDA Form.
Continue until distributed budget is complete.
Send out Approved Distributed Budget Report (FBRAPPD)
Roll budget into Finance (End of Fiscal Year Two budget preparation cycle: begin maintenance cycle)
Budget Maintenance Cycle Fiscal Year Two: Use FBABDMN to maintain budget data in annualized and distributed budget tables as well as in the Finance Ledgers
to June 30, Fiscal Year Two

Installments/Feed to Banner Finance

As shown in the flowchart at the beginning of this section, both Banner Human Resources and Banner Advancement feed to Banner Finance the transactions relating to the deductions.

About this task

These transactions cannot be posted twice. This process is similar to the way FICA deductions are handled between Banner Human Resources and Banner 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 Banner Finance through the following procedure:

Procedure

1. Banner Human Resources captures the deduction amount used to create a gift/installment payment in Banner Advancement. The deduction creates a credit to a liability account when Banner Human Resources feeds the same deduction to Banner Finance.
2. Banner Finance creates a transaction to offset the liability. This may result in a check being produced.
3. Banner Finance creates a second transaction to credit Accounts Receivable and debit Cash Receipt.
4. Banner 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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Reports and Processes

This section contains information about reports generated by the Banner Finance System, in addition to 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	The following information is provided with all report parameters: • Parameter name • Indicator stating if a parameter is required or optional • Brief description of each parameter • Valid values that must be entered for each required parameter, if applicable
Report Sample	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: • Data page(s) • Detailed, itemized report data • Summary page • Grand totals of all data categories

Note: Sample reports are presented in alphabetical order by the report's seven-character name.

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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 Page Print (FPABIDD)
- Change Order Page Print (FPACORD)
- Purchase Order Page Print (FPAPORD)
- Requisition Page 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:						
F	B	R	F	E	E	D

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Position Locations:						
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: Primary system owning the report:

A	=	Advancement
B	=	Property Tax
C	=	Courts
D	=	Cash Drawer
F	=	Finance
G	=	General
K	=	Work Management
L	=	Occupational Tax and License
M	=	MICRO-FAIDS
N	=	Position Control
O	=	Customer Contact
P	=	Human Resources/Payroll/Personnel
Q	=	Electronic Work Queue
R	=	Financial Aid
S	=	Student
T	=	Accounts Receivable

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U	=	Utilities
V	=	Voice Response
X	=	Records Indexing
W,Y,Z	=	Reserved for client-developed applications that co-exist with Banner

If W, Y, or Z appears as the first character of the report name, refer to the preceding note.

Position 2: Application module owning the report. If the character in position 1 is F, then the character in Position 2 is one of the following:

A	=	Accounts Payable
B	=	Budget Development
C	=	Cost Accounting
F	=	Fixed Assets
G	=	General Ledger
I	=	Investment Management
O	=	Operations
P	=	Purchasing and Procurement
R	=	Research Accounting
S	=	Stores Inventory
T	=	Table
U	=	Utilities
X	=	Archive/Purge
W,Y,Z	=	Reserved for client-developed forms or modules used within a Banner application (character in position 1 does not = W, Y, or Z)

Position 3: Type of report:

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A	=	Application, input, or update form
B	=	Base table
I	=	Inquiry form
M	=	Maintenance Form
Q	=	Query form accessed from another form
P	=	Process
R	=	Rule table Repeating table Report or process
V	=	Validation table view

Positions 4 - 7: Unique four-character abbreviation of the report name. For example, FBRFEED (Finance Budget Feed Process) is named as follows:

F	=	Finance
B	=	Budget Development
R	=	Report
FEED	=	Feed Process

Accounts Payable Module

This section describes each report in the Accounts Payable module.

A table provides related parameter information. A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

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1099-MISC Forms Report (FAB1099)

This report creates 1099-MISC forms for selected vendors for reporting to the IRS. Forms print two to a page.

Refer to the online help for more information on the 1099 Income Type Maintenance Code Page (FTMITYP). FTMITYP contains the income type codes necessary for 1099 reporting. Descriptions for the income type codes are standardized by the U. S. Government. Income types include:

Box 1 (rents) Should only print if >=600	Box 8 (Substitute pmts in lieu of div/int) Should only print if >=10
Box 2 (Royalties) Should only print if >=10	Box 10 (Crop Insurance) Should only print if >=600
Box 3 (Other income) Should only print if >=600	Box 13 (Excess Golden parachute pmts) Any amount
Box 5 (Fishing Boat) Any amount	Box 14 (Gross proceeds to an attorney) Any amount
Box 6 (Medical and health care pmts) Should only print if >=600	Box 15a (Section 409A Deferrals) Should only print if >=600
Box 7 (non-employee compensation) Should only print if >=600	Box 15b (Section 409A Income) Any amount

Parameters	Name	Required?	Description	Values
	Printer Type (1)Dot, (2)Laser	Yes	Type of printer used.	1 Dot matrix printer 2 Laser printer

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Parameters	Name	Required?	Description	Values
	Reporting Year (YYYY)	Yes	Calendar 1099 reporting year	YY
	Correction as of Date	No	Earliest date corrections were made to a vendor after the original 1099s were produced. Populate this parameter for correction runs only.	DD-MON-YYYY
	Combine or Separate Amounts	Yes	Enter S to combine amount for rents and prizes over $599.99. The remaining amounts report separately. Enter C 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.	C Combined amount S Separate amount
	Vendor 1099 Tax ID	No	1099 Tax ID for which 1099-MISC forms are being prepared.	Valid nine-digit ID.

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Parameters	Name	Required?	Description	Values
	Institution TIN #	Yes	Taxpayer identification number (TIN) of the institution.	Valid nine-digit ID.

1099-MISC Forms Report (FAB1099) Report Sample

1099-MISC Forms Report (FAB1099) report sample.

```
Banner University
Systems & Computer Technology          10000.01
Four Country View Road
Malvern PA 19355
610-555-6666 x7777                     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
```

1099-K Forms Report (FAB199K)

This report creates 1099-K forms for selected vendors for reporting to the IRS. Forms print two to a page.

Refer to the online help for more information on the 1099 Income Type Maintenance Code Page (FTMITYP). FTMITYP contains the income type codes necessary for 1099 reporting, and the code `K1` must be used for 1099-K reporting.

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Parameters	Name	Required?	Description	Values
	Reporting Year (YYYY)	Yes	1099 calendar reporting year.	YY
	Correction as of Date	No	Earliest date corrections were made to a vendor after the original 1099s were produced. Use this parameter for correction runs only.	DD-MON-YYYY
	1099 Tax ID	No	1099 Tax ID for which 1099-K forms are being prepared.	Valid nine-digit ID.
	Institution TIN #	Yes	Taxpayer identification number (TIN) of the institution.	Valid nine-digit ID.

1099-K Forms Report (FAB199K) Report Sample

1099-K Forms Report (FAB199K) report sample.

```
Banner University                    99-9999999
Office of Financial Services
501 DaVinci Office Building
Four Country View Road               88-8888888
Malvern PA 19355
610-555-6666 x7777
                                        21795.42
XYZ Company                              1345.79         877.21
                                           57.38        1177.44
12876 W. Chatworth Ave
Suite 124456  Mailstop ABC7               500.00       11444.79
                                         3412.96        2349.17
Renovo PA 18888
                                          101.33         202.65
                                          303.71          22.99
```

MS10991

Batch Check Accounting Process (FABCHKA)

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 Page (FAABATC) or the Online Check Print Page (FAAONLC).

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.

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.

Name	Process	Purpose	Additional Notes
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.

FABCHK1 is an alternative method to executing FABCHKS and FABCHKP.

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Just as a report submitted through the Process Parameter Entry Page (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 GJAJOBS form as a procedure. When you enter FABCHK1 in the **Job Name** field, GJAPCTL submits FABCHK1.

If you do not want 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.

Warning! 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.

FABCHKA Currency Conversion

If you use foreign currency for a given invoice, and the **Disbursing Agent** Indicator on the Invoice/Credit Memo Page (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

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This process creates accounting records and writes a record to the Approved Document Table (FOBAPPD). This process does not produce output. You may execute FABCHKA from the Batch Check Print Page (FAABATC) or through Job Submission.

Disbursement Check Report (FABCHKD)

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 (FABCHKS) 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.

Disbursement Check Report (FABCHKD) Report Sample (Page 1 of 3)

Disbursement Check Report (FABCHKD) 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
                                                      <------------------- APPROVED AMOUNTS -------------------->
                                <--- INVOICE NUMBERS --->                 DISCOUNT/    WITHHOLDING/
   PAYEE/VENDOR NAME                 INTERNAL  VENDOR'S       GROSS       PREV PAID    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
```

Disbursement Check Report (FABCHKD) Report Sample (Page 2 of 3)

Disbursement Check Report (FABCHKD) 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
                                                       <------------------- APPROVED AMOUNTS -------------------->
                              <--- INVOICE NUMBERS --->                  DISCOUNT/    WITHHOLDING/
    PAYEE/VENDOR NAME               INTERNAL  VENDOR'S       GROSS        PREV PAID    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
```

Disbursement Check Report (FABCHKD) Report Sample (Page 3 of 3)

Disbursement Check Report (FABCHKD) 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)

The Check Print Process enables you to print checks.

Use the Batch Check Print Page (FAABATC) or the Online Check Print Page (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 Prefix, Last Name, Suffix (for example, Mr. Stephen L. Van Gibson, Jr.).

Zero Amount Checks

The Batch Check Print Process (FABCHKP) prints zero amount checks with `VOID` in multiple locations across the face of the check and prints the check in the amount of `0.00` (zero).

Consistent with regular check processing, the remittance advice at the top of the zero amount check will list all of the invoices being paid; that is, it will itemize all of the offsetting invoices and credit memos that net to zero.

Zero amount checks are uniquely identified with a check type of `Z` that is visible on both FTICHKS and FAICHKH, and on the FABCHKR report. The FABCHKP process also updates the FABCHKS_RECON_IND with a status of `F` (for Final) to reflect that zero amount checks do not need to be reconciled. The checks will never be deposited by the vendor, and as such, they will never be presented to the bank for payment.

Check Print Process Currency Conversion

The following information 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).

Report output varies based on your pre-printed form requirements.

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Batch Disbursement Register Process (FABCHKR)

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. The Batch Check Print Process, FABCHKP, is the actual printing of checks on special check forms.

The following information pertains to the printing of checks only, and not to direct deposit payments.

- If currency conversion is being used and the invoice's **Disbursing Agent** Indicator on FAAINVE is set to Y (Yes), the Check Print Process (FABCHKP) and the Batch Disbursement Register Process (FABCHKR) print an invoice's converted dollar amount as the check amount.
- 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).

When Processing Payments by Check Only or by Zero Amount Check

You must run the Batch Check Process (FABCHKS) and the Check Print Process (FABCHKP) before running the Batch Disbursement Register Process (FABCHKR).

When Processing Payments by Direct Deposit or by Check and Direct Deposit

You run the Batch Check Process (FABCHKS), and either the Direct Deposit File Creation Process (FAPDIRD) or the Canadian Direct Deposit Tape Process (FAPCDIR), before running the Batch Disbursement Register Process (FABCHKR).

Batch Disbursement Register Process (FABCHKR) Report Sample

Batch Disbursement Register Process (FABCHKR) report sample.

```
REPORT FABCHKR                                  Development                                  RUN DATE: 05/02/1996
FISCAL YEAR 96                               Batch Check Register                                  TIME: 03:47 PM
BANK: T1 First National Bank                 Check Run: 05/02/1996                                    PAGE:     1
```

```
                                                                <------------------- APPROVED AMOUNTS --------------------> CHK
 CHECK                                   <--- INVOICE NUMBERS --->                  DISCOUNT/    WITHHOLDING/                 TYP
 NUMBER         PAYEE/VENDOR NAME         INTERNAL      VENDOR'S          GROSS        PREV PAID ADDL CHG/TAX       NET        IND
--------  ------------------------------  --------  ---------------  ---------------- ------------ ------------ ---------------- ---
00000004  Laboratory Supplies, Inc.       I0000015                          $200.00       $20.00         $.00          $180.00  B
00000005  Laboratory Supplies, Inc.       I0000016                          $233.00       $23.30         $.00          $209.70  B
00000006  Laboratory Supplies, Inc.       I0000017                          $344.00       $34.40         $.00          $309.60  B
00000007  Laboratory Supplies, Inc.       I0000018                          $200.00       $20.00         $.00          $180.00  B
00000008  Laboratory Supplies, Inc.       I0000019                          $234.00       $23.40         $.00          $210.60  B
00000009  Laboratory Supplies, Inc.       I0000020                          $300.00       $30.00         $.00          $270.00  B
                                                                                                             ================
                                                                         BANK TOTAL                                $1,359.90
```

Batch Check Process (FABCHKS)

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. This process does not produce output.

The Batch Check process supplies the name of the party who will be receiving payment (through 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 Prefix
- Last Name
- Suffix (for example: Mr. Stephen L. Van 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 Page (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 because the check numbers were assigned by vendor name.

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Invoices for vendors on payment hold are excluded if there is no vendor hold override.

Note: An invoice with a check vendor on payment hold may still be selected for payment. Payment holds apply only to the invoiced vendor.

Batch Check Process Zero Amount Checks

For zero amount checks, FABCHKS determines the invoices and credit memos for a vendor that net to zero to clear the balances.

The invoices will marked `Paid`, the 1099 tables will be updated, and the open Accounts Payable balances by fund will be cleared with the zero amount check postings. Only vendors with zero net invoice balances aggregated by the address type and sequence will be selected for the Zero Amount Check run.

If any of the invoices that comprise the zero net balance have payment due dates that are later than the check selection date, a zero amount check will not be produced. The invoices for each vendor will be aggregated by vendor address (address type and sequence). Each vendor address must have a net invoice total of `0.00` for offsetting invoices and credit memos.

If a vendor address has one or more invoices that meet the selection criteria except that the invoices have a later payment due date than the check selection date, then no zero amount check will be produced. All invoices for that vendor address are removed from the Zero Amount Check run because there is activity for a future check run.

Batch Check Process Currency Conversion

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 Page (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 Page (FAAINVE) is set to N (No), then the Batch Check process will print the currency on the check.

Parameters	Name	Required?	Description	Values
	Check Selection Date	No	Used in business logic for both printed checks and for direct deposit disbursements.	

Receiving Matching Process (FABMATC)

The Receiving Matching Process matches invoice information to receiving information.

The report displays invoices that are completely matched, invoices that would be matched if receipts and adjustments dated after the invoice had not been excluded, 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 Page (FPARCVD) and the Invoice/Credit Memo Page (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 Page (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 Page (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 one time before the posting run before the check run. This would ensure that all of the current matched invoices get posted and selected by the check process.

The report has four sections:

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Section One	Invoices Matched and Completed	Listing of invoices that have been matched and marked complete.
Section Two	Invoices Not Matched Against Future Receipts	Listing of invoices that have sufficient quantity received for matching, but some or all of the necessary quantity is received after the invoice fiscal period. (This section applies only when the parameter **Exclude Future Receipts is Y**.)
Section Three	Invoices Awaiting Receipts	Listing of invoices that either have no receiving at all or the received quantity is less than the invoice approved quantity.
Section Four	Receiving Analysis	Listing of invoices that are associated with receiving information which is in suspense. Typically, the quantity received exceeds the Receiving Tolerance amount.

When an invoice appears in Section Two, an action may be necessary to complete the matching process for the invoice:

- If there is pending receipt activity for the invoice, wait for additional receipts to be entered with dates on or before the end of the invoice fiscal period.
- If the invoice needs to be changed to a later date to match existing receipts, update the invoice transaction date using Invoice/Credit Memo Page (FAAINVE).
- If any receipts need to be changed to an earlier date, update the existing receipt transactions using Receiving Goods Page (FPARCVD) to reflect dates received on or before the end of the invoice fiscal period.
- If all invoices remaining in the section are approved for matching, run FABMATC entering **N** for **Exclude Future Receipts**.

Note: An Invoice and Receipt are matched and approved for payment according to fiscal period of the invoice even when a related Receipt Adjustment exists in the next fiscal period. Adjustments should be recorded at the earliest effective receiving date needed to avoid unwanted payments.

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Parameters	Name	Required?	Description	Values
	Exclude Future Receipts	Yes	Enter **Y** to match invoice items against receipts and adjustments dated no later than the invoice fiscal period, or enter **N** to match invoice items against receipts with any date.	Y Yes N No (default)

Note: If the accounting distribution for an invoice item contains multiple charts of accounts with different fiscal period end dates, then any receipts dated after the invoice transaction date are considered future receipts and will be excluded from the matching process when the parameter **Exclude Future Receipts is Y**.

Receiving Matching Process (FABMATC) Report Sample (Page 1 of 4)

Receiving Matching Process (FABMATC) report sample (page 1 of 4).

```
REPORT FABMATC                                        Development                                        PAGE: 1
                                                 Receiving Matching Process                              RUN DATE: 01/18/1996
                                               Invoices Matched and Completed                                 RUN TIME: 02:09 PM
VENDOR     VENDOR                                                  INVOICE   INVOICE     PAYMENT     APPROVED
NUMBER     NAME                                                    NUMBER      DATE      DUE DATE      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
```

Receiving Matching Process (FABMATC) Report Sample (Page 2 of 4)

Receiving Matching Process (FABMATC) report sample (page 2 of 4).

```
REPORT FABMATC                                                    Development                                   PAGE: 2
                                                          Receiving Matching Process                            RUN DATE: 01/18/1996
                                                  Invoices Not Matched Against Future Receipts                  RUN TIME: 12:35 PM


VENDOR      VENDOR
NUMBER      NAME
V10         Laboratory Supplies Warehouse

INVOICE      INVOICE      PAYMENT    TRANSACTION       APPROVED
NUMBER         DATE       DUE DATE      DATE             TOTAL
I0000105   01/01/1996   01/31/1996   12/31/1995         37.50

INV  COMMODITY                        PO     PO       PO      QUANTITY   PREVIOUSLY   QUANTITY   CURRENT    QUANTITY   APPROVED
ITEM DESCRIPTION                   NUMBER   ITEM     U/P      ORDERED    INVOICED     AVAILABLE  AVAILABLE  APPROVED       U/P
   2 Jig Beaker, 50 ml             P0000498    2      2.2500      30.00          .00      13.00       8.00      10.00       2.2500


INVOICE      INVOICE      PAYMENT    TRANSACTION       APPROVED
NUMBER         DATE       DUE DATE      DATE             TOTAL
I0000106   01/01/1996   01/31/1996   12/31/1995        265.00

INV  COMMODITY                        PO     PO       PO      QUANTITY   PREVIOUSLY   QUANTITY   CURRENT    QUANTITY   APPROVED
ITEM DESCRIPTION                   NUMBER   ITEM     U/P      ORDERED    INVOICED     AVAILABLE  AVAILABLE  APPROVED       U/P
   1 Glass Beaker, 5 ml            P0000499    1      1.1000     350.00          .00     150.00     125.00     150.00       1.1000
```

Receiving Matching Process (FABMATC) Report Sample (Page 3 of 4)

Receiving Matching Process (FABMATC) report sample (page 3 of 4).

```
REPORT FABMATC                                                    Development                                   PAGE: 3
                                                          Receiving Matching Process                            RUN DATE: 01/18/1996
                                                          Invoices Awaiting Receipts                            RUN TIME: 12:35 PM

VENDOR      VENDOR
NUMBER      NAME
00010      National Supplies, Inc.
INVOICE    INVOICE      PAYMENT      APPROVED
```

```
NUMBER      DATE      DUE DATE     TOTAL
I0000112  01/01/1996  01/31/1996   6000.00
INV  COMMODITY                         PO     PO       PO      QUANTITY   PREVIOUSLY QUANTITY   QUANTITY   APPROVED
ITEM DESCRIPTION                     NUMBER   ITEM     U/P      ORDERED    INVOICED   AVAILABLE  APPROVED       U/P
   1 Computer Software               P0000545    1   1000.0000     5.00         .00       .00         6.00    1000.0000
INVOICE   INVOICE     PAYMENT      APPROVED
NUMBER      DATE      DUE DATE     TOTAL
I0000113  01/03/1996  01/31/1996   4000.00
INV  COMMODITY                         PO     PO       PO      QUANTITY   PREVIOUSLY QUANTITY   QUANTITY   APPROVED
ITEM DESCRIPTION                     NUMBER   ITEM     U/P      ORDERED    INVOICED   AVAILABLE  APPROVED       U/P
   1 Printer                         P0000556    1   2000.0000     2.00         .00       .00         2.00    2000.0000
```

Receiving Matching Process (FABMATC) Report Sample (Page 4 of 4)

Receiving Matching Process (FABMATC) report sample (page 4 of 4).

```
REPORT FABMATC                                          Development                                        PAGE: 4
                                                  Receiving Matching Process                               RUN DATE: 01/18/1996
                                                      Receiving Analysis                                   RUN TIME: 12:35 PM
VENDOR     VENDOR
NUMBER     NAME
00010     National Supplies, Inc.
INVOICE   INVOICE       PAYMENT      APPROVED
NUMBER      DATE        DUE DATE     TOTAL
I0000112  01/01/1996    01/31/1996   6000.00
INV  COMMODITY                         PO     PO       PO      QUANTITY   PREVIOUSLY QUANTITY   QUANTITY   APPROVED
ITEM DESCRIPTION                     NUMBER   ITEM     U/P      ORDERED    INVOICED   RETURNED   APPROVED       U/P
   1 Computer Software              P0000545    1   1000.0000     5.00         .00     0.00         6.00         1000.0000
                                     RECEIVER DCMNT   PACKING SLIP     USER ID                          QTY RCVD    QTY REJD
                                     RDN22            HALPACK132A2     FIMSUSR                             5.00         .00
INVOICE   INVOICE     PAYMENT       APPROVED
NUMBER      DATE      DUE DATE      TOTAL
I0000113  01/03/1996  01/31/1996    4000.00
INV  COMMODITY                         PO     PO       PO      QUANTITY   PREVIOUSLY QUANTITY   QUANTITY   APPROVED
ITEM DESCRIPTION                     NUMBER   ITEM     U/P      ORDERED    INVOICED   RETURNED   APPROVED       U/P
   1 Printer                        P0000556    1   2000.0000     2.00         .00      .00         2.00      2000.0000
                                     RECEIVER DCMNT   PACKING SLIP     USER ID                          QTY RCVD    QTY REJD
                                     RDN23            HALPACK132A3     FIMSUSR                            2.00         .00
```

1099 File Build Process (FAM1099)

The FAM1099 process builds the IRS file and produces an audit report displaying summarized record counts and amounts reported in the IRS file.

This process can be used to produce reporting for 1099-MISC and 1099-K, using the choices available in the Reporting Type parameter.

For 1099-MISC, the report indicates the number of records (by record type) created on the 1099, 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.

For 1099-K , the report includes similar information about the number of records , but also includes the annual and monthly totals appropriate for 1099-K reporting.

Refer to the online help for more information on the 1099 Income Type Maintenance Code Page (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. For 1099-K reporting, the seed data includes K-1, in addition to those listed below for 1099-MISC reporting:

Box 1 (rents) Should only print if >=600	Box 8 (Substitute pmts in lieu of div/int) Should only print if >=10
Box 2 (Royalties) Should only print if >=10	Box 10 (Crop Insurance) Should only print if >=600
Box 3 (Other income) Should only print if >=600	Box 13 (Excess Golden parachute pmts) Any amount
Box 5 (Fishing Boat) Any amount	Box 14 (Gross proceeds to an attorney) Any amount
Box 6 (Medical and health care pmts) Should only print if >=600	Box 15a (Section 409A Deferrals) Should only print if >=600
Box 7 (non-employee compensation)	Box 15b (Section 409A Income)

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Should only print if >=600	Any amount

Parameters	Name	Required?	Description	Values
	Reporting Year	Yes	Calendar 1099 reporting year	YY
	Prior Year Indicator	No	Enter Y if you are reporting data for a previous tax year.	Y = Yes N = No
	Combine or Separate Amounts	Yes	Enter S to combine amount for rents and prizes over $599.99. The remaining amounts report separately. Enter C 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
	Test/Correction/ Replacement	No	Type of file.	C Correction T Test R Replacement Blank Original

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Parameters	Name	Required?	Description	Values
	Correction as of Date	No	Earliest date corrections were made to a vendor after the original 1099s were produced. Populate this parameter for correction runs only.	DD-MON-YYYY
	Institution TIN #	Yes	Institution TIN #	
	Reporting Type	Yes	Enter Reporting Type	M 1099-MISC K 1099-K B Both
	Not used at this time	No		
	Not used at this time	No		
	Not used at this time	No		

1099 File Build Process (FAM1099) Report Sample - 1099-MISC

1099 File Build Process (FAM1099) Report Sample - 1099-MISC.

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```
REPORT FAM1099                                    Banner University                                    RUN DATE: 10/05/2005
REPORT YEAR 2005                             1099 Tape Summary Audit Report                                TIME: 10:04 AM
                                                                                                              PAGE:     1

                        Record Type count

  TYPE                                 COUNT              AMOUNT

    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
```

1099 File Build Process (FAM1099) Report Sample - 1099-K

1099 File Build Process (FAM1099) Report Sample - 1099-K.

```
REPORT FAM1099                                          Banner University                                    RUN DATE: 01/23/2013
REPORT YEAR 2011                                  1099 Tape Summary Audit Report                                TIME: 06:42 PM
                                                                                                                   PAGE:     1

                        Record Type count
  TYPE                                  COUNT                      AMOUNT

    T records                               1
    A records                               1
    B records                               7
    C records                               1
    F records                               1

      PAYEES                                7


                     Total Distributions - 1099-K
    AMOUNT 1   Gross amount of merchant card payments         237,401.42
    AMOUNT 5   January amount                                        .00
    AMOUNT 6   February amount                                       .00
    AMOUNT 7   March amount                                          .00
    AMOUNT 8   April amount                                    1,345.79
    AMOUNT 9   May amount                                    127,892.42
    AMOUNT A   June amount                                        57.38
    AMOUNT B   July amount                                     4,327.44
    AMOUNT C   August amount                                  11,444.79
    AMOUNT D   September amount                                3,412.96
    AMOUNT E   October amount                                  3,988.64
    AMOUNT F   November amount                                   101.33
    AMOUNT G   December amount                                 1,067.65
```

Purchase Card Transactions Process (FAPCARD)

The Temporary Purchase Card Transaction Table (FATCARD) is populated before the Purchase Card Transactions Process (FAPCARD) is run.

About this task

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 Banner Finance System Processing on page 46.

The FAPCARD process includes four steps.

Procedure

1. Perform 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. Generate 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 Banner 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. Send notification through GUAMESG to the account manager defined on the Purchase Card Maintenance Page (FTMCARD).

Parameters	Name	Required?	Description	Values
	System ID	Yes	System ID used to process records in the Temporary Purchase Card Transaction Table (FATCARD).	Any valid system ID

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Parameters	Name	Required?	Description	Values
	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

Purchase Card Transactions Process (FAPCARD) Report Sample (Page 1 of 2)

Purchase Card Transactions Process (FAPCARD) report sample (page 1 of 2).

```
17-JAN-2002 03:47:36 PM                                   Development                                                          PAGE 1
                                              Load of Purchase Card Interface Transactions                                      FAPCARD
                                                              AS OF 17-JAN-2002
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.
```

Purchase Card Transactions Process (FAPCARD) Report Sample (Page 2 of 2)

Purchase Card Transactions Process (FAPCARD) report sample (page 2 of 2).

```
17-JAN-2002 03:47:36 PM                                Development                                                    PAGE 2
                                          Load of Purchase Card Interface Transactions                                FAPCARD
                                                          AS OF 17-JAN-2002
                                             * * * REPORT CONTROL INFORMATION * * *

System ID: FAPCARD
System Timestamp:  20020117
Duplicate Override Indicator:  N
Number of records processed:  10
```

Canadian Direct Deposit Tape Process (FAPCDIR)

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	Name	Required?	Description	Values
	Bank Code	Yes	Option to select an output format used by a particular banking institution for direct deposit processing.	CIBC RBC OTH Other (default)

Direct Deposit File Creation Process (FAPDIRD)

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 through 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.

You must run the Batch Check Process (FABCHKS) before running the Direct Deposit Creation Process (FAPDIRD).

FAPDIRD edits International ACH Transactions (IATs) to ensure that all mandatory fields are complete before transactions are written to the direct deposit tape file. Error messages are written to the `.log` file and must be corrected before the direct deposit transactions are written to the `.lis` file. Refer to a description of the error messages below.

Note: All IATs must be error-free before FAPDIRD creates the ACH deposit tape. The `.lis`file is empty if there are errors.

Error Message	Cause	Solution
Undefined ACH Transaction Type in GXADIRD for Bank Routing <number>, Account <number>.	The ACH transaction type on the Direct Deposit Recipient Page (GXADIRD) is either missing or no longer valid.	Access GXADIRD for the check vendor or vendor. Select the bank account indicated in the message. Ensure that a valid ACH transaction type is entered.
Undefined ACH Transaction Type <xxx> for AR refunds in GTVSDAX (Code= ARACHTRAN).	There are two possible causes for this error. The default ACH transaction type defined on the Crosswalk Validation Page (GTVSDAX) for Accounts Receivable refunds (ARACHTRAN) is not valid. The institution has not properly defined a default ACH transaction type on GTVSDAX for Accounts Receivable refunds	Access GTVSDAX. Complete the default ACH transaction type by updating the external code to a valid value. The delivered value `UPDATE_ME` is not a valid ACH transaction type code.

Error Message	Cause	Solution
	(ARACHTRAN). The ACH transaction type is still UPDATE_ME.	
Missing institution street address. Check Installation Controls form GUAINST.	The institutional address on the Installation Controls Page (GUAINST) is incomplete.	Access GUAINST. Ensure that at least one street address line is entered.
Missing institution Nation or Zip Code. Check Installation Controls form GUAINST.	The institutional address on GUAINST is incomplete.	Access GUAINST. Ensure that the nation or ZIP code is entered.
Missing ACH Information for the bank <xx>.	The ACH origination information on the Bank Code Rules Page (GXRBANK) is incomplete for the bank code listed.	Access GXRBANK. • Navigate to the Immediate Destination Information block. • Complete the **Origin Name** and **Originating Bank Routing Number** fields.
Address <xx-xx> is missing street address. Check Vendor Maintenance form FTMVEND.	There are two possible causes for this error. On GXADIRD, the recipient has an IAT address override. An incomplete address was selected for the recipient, based on the GXADIRD address override. There is no IAT address override on GXADIRD, and the invoiced check vendor address or vendor address is missing street information.	Access the Vendor Maintenance Page (FTMVEND) for the check vendor or vendor. • Navigate to the Address window. • Select the address type and sequence indicated in the message. • Enter the address line information.
Address <xx-xx> is missing Nation or Zip Code. Check Vendor Maintenance form FTMVEND.	There are two possible causes for this error. On GXADIRD, the recipient has an IAT address override. Both the Nation and ZIP code are missing in the address selected for the recipient, based on the GXADIRD address override.	Access FTMVEND for the check vendor or vendor. • Navigate to the Address window. • Select the address type and sequence indicated in the message.

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Error Message	Cause	Solution
	There is no IAT address override on GXADIRD, and the invoiced check vendor address or vendor address is missing both Nation and ZIP code.	• Enter the nation or ZIP code.
Address Type <xx> defined in GTVSDAX (Code=xxIATADDR) does not exist for the vendor.	There are two possible causes for this error. On GTVSDAX, a default IAT address hierarchy (APIATADDR or ARIATADDR) is defined. The recipient does not have an active address of the type that was selected, based on the hierarchy. The institution has not properly defined a default IAT address hierarchy on GTVSDAX (APIATADDR or ARIATADDR). The address type code is still `UPDATE_ME`.	There are two possible solutions: Access FTMVEND for the check vendor or vendor. Navigate to the Address window. Select the address type indicated in the message. Ensure that the recipient has an active address of this type. Access GTVSDAX. Complete the address hierarchy by updating the external code to a valid value. The delivered `UPDATE_ME` value is not a valid address type.
Address <xx-xx> does not exist. Check GXADIRD for Bank Routing <number>, Account <number>.	On GXADIRD, the recipient has an IAT address override. The recipient has an inactive or missing address, based on the address override.	Access FTMVEND for the check vendor or vendor. Navigate to the Address window. Select the address type and sequence indicated in the message. Ensure that the recipient has an active address for the address override entered on GXADIRD.
Missing Address in GXADIRD for Prenote with Bank Routing <number>, Account <number>.	The Prenote does not have an address associated with the recipient's bank account. This occurs when both of the following conditions are true: • The recipient does not have an IAT address override on GXADIRD. • A default IAT address hierarchy (APIATADDR) is not defined on GTVSDAX.	There are two possible solutions: Access GXADIRD for the vendor. Select the bank account indicated in the message. Enter a valid IAT address override. Consider if a default IAT address hierarchy (APIATADDR) is appropriate. (The same hierarchy applies to both Prenote and active accounts.)

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Parameters	Name	Required?	Description	Values
	Debit transaction 27 required?	Yes	If this transaction is valued to Y(es), FAPDIRD creates the 627 record for total debits in the `FAPDIRD.lis` output. With the creation of this record, the file can be sent to an originating bank that differs from the destination bank.	N No (default) Y Yes

Invoice Feed Process (FAPINVT)

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 Banner Finance System Processing on page 46.

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.

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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 Page (FTVSDAT) defined by campus/company. The full FOAPAL must be defined on FTVCARD and used as is.

Column Name	Value
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	Name	Required?	Description	Values
	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 Banner Finance.	Any valid date in YYYYMMDDHHSS format
	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.

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Parameters	Name	Required?	Description	Values
	Transaction Date	No	Date used for the invoice header transaction date and for calculating the fiscal period for the accounting records.	Any valid date. If not valued, will default to the value of the **Feed Sweep Date**.

Invoice Feed Process (FAPINVT) Report Sample

Invoice Feed Process (FAPINVT) report sample.

```
* * * REPORT CONTROL INFORMATION - FAPINVT - Current Release 5.4 * * *
REPORT : FAPINVT                                    Development                                    RUN DATE : 15-JAN-2002
                                                 Invoice Feed Process                              RUN TIME : 02:26:51

System ID :          FAPINVT
Feed Sweep Date :    15-JAN-2002
Bank Code :          U1
```

Direct Deposit Transmittal Register Process (FAPTREG)

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).

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Parameters	Name	Required?	Description	Values
	Direct Deposit Date	Yes	Date as entered in the Batch Check Print Page (FAABATC).	DD-MON-YYYY
	Bank Code	Yes	Code for the bank entered in the Batch Check Print Page (FAABATC).	

Bank Reconciliation - Activity Aging Report (FARAAGE)

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	Name	Required?	Description	Values
	Standard Date, DD-MON-YYYY	Yes	Reconciliation date for this report (i.e., from this date back).	DD-MON-YYYY
	Check Bank	Yes	Check bank code for the reconciliation.	

Bank Reconciliation - Activity Aging Report (FARAAGE) Report Sample

Bank Reconciliation - Activity Aging Report (FARAAGE) report sample.

```
REPORT FARAAGE                                          Development                                          RUN DATE: 04/23/1996
                                                 Bank Reconciliation - Activity Aging                          TIME: 02:52 PM
 BANK: 03 Third National Bank                          As of 04/23/1996                                       PAGE:        1
 ACCOUNT: 16-1200-03-9874
           <---------------------------- OUTSTANDING ACTIVITY AGING ANALYSIS ----------------------------->         TOTAL
             UP TO 30 DAYS       31 TO 60 DAYS       61 TO 90 DAYS      91 TO 120 DAYS       OVER 120 DAYS        OUTSTANDING
```

```
                 -----------------   -----------------   -----------------   -----------------   -----------------   -----------------
DEPOSITS:                $100.00                 $.00                                                                        $100.00
  CHECKS:                $386.82             $169.35                                                                        $556.17
```

Bank Reconciliation Balance Report (FARBBAL)

FARBBAL is a hard copy report of the bank reconciliation.

Parameters	Name	Required?	Description	Values
	Reconciliation Date	Yes	Reconciliation date for this report; (i.e., from this date and prior).	DD-MON-YYYY Default = current date
	Bank Code	Yes	Bank code for the reconciliation.	
	Balance	No	Enter the bank statement balance as of the reconciliation date.	Default = 0.00
	Accrual Period Balance	No	Enter a Y in this parameter if you want to include the activity in the Accrual Period for the General Ledger Balance report amount for a reconciliation date in the final period.	`Y` Yes `N` No (default)

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Bank Reconciliation Balance Report (FARBBAL) Report Sample

Bank Reconciliation Balance Report (FARBBAL) report sample.

```
REPORT FARBBAL                                        Development                                          RUN DATE: 05/02/1996
                                                 Bank Reconciliation Balance                                     TIME: 02:31 PM
 BANK: 03 Third National Bank                        As of 05/02/1996                                         PAGE:       1
 ACCOUNT: 16-1200-03-9874
                         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                                                        $484.23
                         BALANCE PER BANK STATEMENT                                                $.00
                                                                                     -----------------
                         UNRECONCILED AMOUNT                                                    $484.23
```

Bank Reconciliation Report (FARBREC)

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 the online help for detailed information on the Bank Tape Reconciliation Page (FAABREC).

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Parameters	Name	Required?	Description	Values
	Reconciliation Date	Yes	Reconciliation date for this report (i.e., from this date and prior).	DD-MON-YYYY Default = current date
	Bank Code	Yes	Bank code for the reconciliation.	
	Type of Reconciliation	No	Type of reconciliation options.	F Final reconciliation R Regular reconciliation
	Reconcile Deposits	Yes	Include Deposits in Reconciliation.	Y Yes N No Default = N
	Start Date for Reconciliation	No	Identify Start Date (that is, earlier than oldest outstanding reconciliation item).	

Check Register Report (FARCHKR)

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.

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Note: A vendor number does *not* display in the Payee/Vendor Number column for one-time vendors.

Parameters	Name	Required?	Description	Values
	"From" Range Date, DD-MON-YYYY	Yes	Beginning date of the check register.	DD-MON-YYYY
	"To" Range Date, DD-MON-YYYY	Yes	End date of the check register.	DD-MON-YYYY
	Bank Code	No	Bank code for the specific bank.	Any valid bank code.
	Report layout option [A/V]	No	Code that determines how the report output is displayed.	A Accounting Distribution (default value) V Vendor Invoice Layout

Check Register Report (FARCHKR) Report Sample (Page 1 of 2)

Check Register Report (FARCHKR) report sample (page 1 of 2).

```
REPORT FARCHKR                                          Development                                          RUN DATE: 08/19/1996
FISCAL YEAR 96                                         Check Register                                              TIME: 02:40 PM
BANK:  T1 First National Bank                     From 01/01/1996 To 04/01/1996                                    PAGE:     1
CURRENCY: UNITED STATES DOLLARS
      CHECK              PAYEE/VENDOR                        <--- INVOICE NUMBER --->
 NUMBER    DATE     NUMBER          NAME                       VENDOR'S     INTERNAL   FUND    ORGN    ACCT    PROG   CHECK AMOUNT
-----------------  ----------------------------------------  --------------- --------  ------  ------  ------  ------ --------------
R5555552 02/20/1996  00005     Mail Order LAB Equipment                     RLOONE43  1000    215     6310    620          1,200.00
R5555553 02/20/1996            National Good Line Inc.                      RLOONE44  1000    215     6310    620            100.00
R6666660 02/20/1996            AutoCorp                                     RLOONE60  1000    215     6310    620            100.00
R6666661 02/20/1996  00005     Mail Order LAB Equipment                     RLOONE61  1000    215     6310    620            120.00
R6666662 02/20/1996            Air Corp                                     RLOONE62  1000    215     6310    620            200.00
R6666663 02/20/1996  00005     Mail Order LAB Equipment                     RLOONE63  1000    215     6310    620            200.00
R8888880 02/20/1996            Oxford Computer Inc.                         RLOONE80  1000    215     6310    620            100.00
R8888881 02/20/1996            VIP Computer Inc.                            RLOONE81  1000    215     6310    620            100.00
R8888882 02/20/1996            VIP Computer Inc.                            RLOONE82  1000    215     6310    620            200.00
```

```
R9999999 02/21/1996  00012     National Laboratory Supplies                RLOFRM30  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
```

Check Register Report (FARCHKR) Report Sample (Page 2 of 2)

Check Register Report (FARCHKR) 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.)         From 01/01/1996 To 04/01/1996                                   PAGE:     2
CURRENCY: UNITED STATES DOLLARS
CHECK              PAYEE/VENDOR                       <--- INVOICE NUMBER --->
 NUMBER    DATE     NUMBER          NAME                     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     Laboratory Supplies Inc.                      GLIN2191  1000    220     6111    620            500.00
                     00016     Fitzpatrick Davies Brown CPA
T0000011 03/01/1996  00001     Laboratory Supplies Inc.                      GLINV219  1000    220     6111    620          1,000.00
                     00016     Fitzpatrick Davies Brown CPA
                                                                                                                        ==============
                                                                                UNITED STATES DOLLARS BANK TOTAL            6,224.50
```

Cash Requirements Report (FARCSHR)

This report displays, by bank code and name, predicted cash requirements for an installation's bank(s) based on payment due dates.

Parameters	Name	Required?	Description	Values
	As of Date	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date

Parameters	Name	Required?	Description	Values
	First Range Number of Days	No	Number of days for the first range.	0-99
	Second Range Number of Days	No	Number of days for the second range.	0-99
	Third Range Number of Days	No	Number of days for the third range.	0-99

Cash Requirements Report (FARCSHR) Report Sample (Page 1 of 2)

Cash Requirements Report (FARCSHR) report sample (page 1 of 2).

```
REPORT FARCSHR                                        Development                                          RUN DATE: 05/03/1996
FISCAL YEAR 96                                   Cash Requirements Report                                        TIME: 02:15 PM
                                                     As Of 05/03/1996                                              PAGE:     1
                                        <------------------------------ AMOUNT TO BE PAID WITHIN ------------------------------>
    BANK                                                EXPIRED                          EXPIRED                          EXPIRED
  NO    NAME                                  10 DAYS   DISCOUNT          20 DAYS        DISCOUNT          30 DAYS        DISCOUNT
  ----------------------------------    --------------  ----------     --------------  ----------     --------------  ----------
  T1  First National Bank                      $106.30      $10.00            $106.30      $10.00            $106.30      $10.00
```

Cash Requirements Report (FARCSHR) Report Sample (Page 2 of 2)

Cash Requirements Report (FARCSHR) report sample (page 2 of 2).

```
REPORT FARCSHR                                        Development                                          RUN DATE: 05/03/1996
FISCAL YEAR 96                                   Cash Requirements Report                                        TIME: 02:15 PM
                                                     As Of 05/03/1996                                              PAGE:     2
                                        <------------------------------ AMOUNT TO BE PAID WITHIN ------------------------------>
    BANK                                                EXPIRED                          EXPIRED                          EXPIRED
  NO    NAME                                  10 DAYS   DISCOUNT          20 DAYS        DISCOUNT          30 DAYS        DISCOUNT
  ----------------------------------    --------------  ----------     --------------  ----------     --------------  ----------
```

```
                GRAND TOTAL                  $106.30      $10.00            $106.30      $10.00            $106.30      $10.00
```

Batch Direct Deposit Advice Print Process (FARDIRD)

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.

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).

Invoice Aging Report (FARIAGE)

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	Name	Required?	Description	Values
	As of Date	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date

Invoice Aging Report (FARIAGE) Report Sample

Invoice Aging Report (FARIAGE) report sample.

```
REPORT FARIAGE                                          Development                                          RUN DATE: 05/08/1996
                                                     Invoice Aging Report                                          TIME: 02:05 PM
                                                        As Of 05/08/1996                                           PAGE:        1
INVOICE        VENDOR/PAYEE                              PAYMENT  <---------------------- AMOUNT OVER ---------------------->
  DATE     NUMBER        NAME                       INVOICE  DUE DATE     30 DAYS        60 DAYS        90 DAYS       120 DAYS    IND
--------  ---------------------------------------- -------- -------- -------------- -------------- -------------- -------------- ---
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)

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, in addition to 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	Name	Required?	Description	Values
	From Invoice Activity Date	Yes	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	Ending of a time period for which the invoice activity information will be printed. This field is	DD-MON-YYYY

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Parameters	Name	Required?	Description	Values
			mandatory and cannot be left blank.	
	Bank Code	No	Code used to identify banks. Populating this parameter will limit this report to one bank.	
	User ID	No	User identification code. Populating this parameter will limit the report to one user.	
	Vendor ID	No	Vendor identification code. Populating this parameter will limit the report to one vendor.	

Invoice Activity Report (FARINVA) Report Sample

Invoice Activity Report (FARINVA) report sample.

```
FARINVA     3.0                                        Development                                    08-NOV-1995  03:44:48 PM
FISCAL YEAR  96                                    Invoice Activity Report                                      PAGE:       1
                                             18-OCT-1995 through 20-OCT-1995
  BANK SL First National Bank
                 ACTIVITY       VENDOR/PAYEE                                          INVOICE            INVOICE
     USER ID       DATE      NUMBER        NAME                          DUE DATE   NUMBER     DATE        AMOUNT      ST  C A  H/S/C
_________________ _________ _________ ________________________________ _________ _________ _________ _______________ __  _ _  _____
FIMSUSR           10/19/1995   00010     LAB Corporation               10/18/1995 I000100   10/18/1995      $321.59  O  N N  N N Y
                                                                       10/19/1995 I0000100  10/19/1995      $533.18  O  N N  N N Y
                                                                       10/19/1995 I0000101  10/19/1995     -$533.18  O  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  O  N N  N N N
                                                                                                       --------------
                                                                                            TOTAL DATE     $1,151.00
                                                                                                       --------------
                                                                                            TOTAL USER     $1,472.59
```

```
                                                                                  ==============
                                                                          TOTAL BANK     $1,472.59
```

Invoice Selection Report (FARINVS)

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, in addition to 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 Page (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.

Invoices for vendors on payment hold are excluded if there is no vendor hold override.

Note: An invoice with a check vendor on payment hold may still be included. Payment holds apply only to the invoiced vendor.

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	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

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Parameters	Name	Required?	Description	Values
	Bank Code	No	Code used to identify banks. Populating this parameter will limit this report to one bank.	

Invoice Selection Report (FARINVS) Report Sample

Invoice Selection Report (FARINVS) report sample.

```
REPORT FARINVS                                          Development                                          RUN DATE: 08/19/1996
                                                  Invoice Selection Report                                        TIME: 12:48 PM
  BANK 01                                        Next Check Run: 01/01/1996                                         PAGE:     1
              VENDOR/PAYEE                                        INVOICE
            NUMBER        NAME                        DUE DATE    NUMBER     DATE      INVOICE           CHECK
                                                                                        AMOUNT            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)

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 requery 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	Name	Required?	Description	Values
	Vendor Code	No	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

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Invoices Awaiting Receiver Report (FARIREC) Report Sample

Invoices Awaiting Receiver Report (FARIREC) report sample.

```
FARIREC                                                Development                                                25-OCT-1996 09:57 AM
                                                 Invoices Awaiting Receiver Report                                          PAGE: 1
                                                         As Of 25-OCT-1996
    VENDOR/PAYEE                          INVOICE   INVOICE     PAYMENT     ITEM      NET           PO      RECEIVER  PACKING
NUMBER       NAME                         NUMBER    DATE        DUE DATE    NUM   AMOUNT DUE       NUMBER   DOCUMENT   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)

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** before the current system date, the invoices or credit memos displayed will include any subsequent check information in addition to any cancelled invoice, credit memos, and 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. Also 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 one time based on the **As of Date** entered by the user, it is important to look at the check number, check date, cancel date and source information to correctly evaluate the current status of the invoice document and its amount.

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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 Page (FAAINVD). If the invoice has been paid then the invoice may be cancelled with or without reestablishment on the Check Cancellation Page (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 one time showing that it has been cancelled, and one time 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 one time 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. After 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.	

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Parameters	Name	Required?	Description	Values
	As of Date	Yes	Date that 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 **As of Date**.	DD-MON-YYYY Default = system date
	Fund Type Code	No	Fund type you want to include in the report.	
	Fund Option	No	Way you want to enter fund codes.	`A` Automatically enter all fund codes. (default value) `R` Enter a range of fund codes. `W` Search for specific fund codes using a wildcard. `S` Enter specific fund codes.
	From Fund		First fund code in a series. Enter only if **Fund Option** = `R`.	
	To Fund		Last fund code in a series. Enter only if **Fund Option** = `R`.	
	Fund		Fund codes that you would like to include in the report. Enter only if **Fund Option** = `W` or `S`.	

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Parameters	Name	Required?	Description	Values
			You may use a wildcard (%) if **Fund Option** = `W`.	

Open Invoice Report (FAROINV) Report Sample (Page 1 of 2)

Open Invoice Report (FAROINV) report sample (page 1 of 2).

```
FAROINV 4.1                                        Banner University                                12/31/99 13:01:19
                                                 Open Invoice Report                                          PAGE 1
                                                  AS OF 16-NOV-1999
COAS:     B          Banner University
FTYP:     10         Unrestricted
FUND:     1110       Current Education and General
                                                                    CHECK      CHECK    CANCEL
 VENDOR                 INVOICE  CM TRAN DATE INVOICE AMOUNT        NUMBER     DATE      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
```

Open Invoice Report (FAROINV) Report Sample (Page 2 of 2)

Open Invoice Report (FAROINV) Report Sample (Page 2 of 2).

```
FAROINV 4.1                                        Banner University                                12/31/99 13:01:19
```

```
                                                Open Invoice Report                                    PAGE 1
                                                 AS OF 16-NOV-1999
                                            * * * 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)

This report lists vendors in alphabetical order.

This report includes the vendor's contact information in addition to Discount Code, Group Tax Code, and Tax ID. Vendor Type Codes are initially defined on the Vendor Type Code Maintenance Page (FTMVTYP). Discount codes are initially defined on the Discount Terms List Values Page (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	

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Parameters	Name	Required?	Description	Values
	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	
	1099 Vendors only (Y/N)	No	Determines display of 1099 vendors only. Options are Y to display only 1099 vendors or N for a display that is not limited to 1099 vendors.	Y Yes N No (default)
	Vendor Grouping Indicator	No	Determines vendor groupings. Options are 1 for one vendor group selection or M for multiple vendor group selections.	1 or M

Vendor Alphabetical Listing Report (FARVALP) Report Sample

Vendor Alphabetical Listing Report (FARVALP) report sample.

```
REPORT FARVALP                                    Banner University                                    RUN DATE: 12/04/1996
                                             Vendor Alphabetical Listing                                   TIME: 10:11 AM
                                                                                                              PAGE:     1
        VENDOR/                VENDOR/                                                                DISC
        PAYEE NAME             PAYEE NO              CONTACT                    VENDOR TYPES          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          477777777  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                 Andrews Hall                   Suite A1
                                         Aurora                AK  60202
```

Vendor History Report (FARVHST)

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	Starting activity date from which you want to report.	DD-MON-YYYY
	End Date, DD-MON-YYYY	No	Ending activity date to which you want to report.	DD-MON-YYYY
	Vendor Selection Option	No	Type of vendor.	1 Specific vendor

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Parameters	Name	Required?	Description	Values
				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.

Vendor History Report (FARVHST) Report Sample

Vendor History Report (FARVHST) report sample.

```
REPORT FARVHST                                          Banner University                                        RUN DATE: 08/19/1996
FISCAL YEAR 1996                                      Vendor History Report                                            TIME: 12:35 PM
                                                     01/01/1996 - 05/01/1996                                              PAGE:     1
     VENDOR/PAYEE                              CHECK       <--- INVOICE NUMBER --->  INVOICE      PO
 NUMBER        NAME                       BK  NUMBER    DATE      VENDOR'S     INTERNAL   DATE      NUMBER  INVOICE AMOUNT   CHECK AMOUNT
------------------------------------- -- -------- -------- --------------- -------- --------   -------- --------------  --------------
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
                                                                                                                            --------------
                                 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
                                                                                                                            --------------
                                 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
                                                                        --------------
VENDOR TOTAL                                                                $150.00
```

Vendor Numerical Listing Report (FARVNUM)

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	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	

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Parameters	Name	Required?	Description	Values
	Vendor Type 9	No	Number nine vendor type code selection	
	Vendor Type 10	No	Number ten vendor type code selection	
	1099 Vendors only	No	Determines display of 1099 vendors only. Options are Y to display only 1099 vendors or N for a display that is not limited to 1099 vendors.	Y Yes N No (default)
	Vendor Grouping Indicator (Y/N)	No	Determines vendor groupings. Options are 1 for one vendor group selection or M for multiple vendor group selections.	1 or M

Vendor Numerical Listing Report (FARVNUM) Report Sample

Vendor Numerical Listing Report (FARVNUM) report sample.

```
REPORT FARVNUM                                          Banner University                                        RUN DATE: 12/04/1996
                                                     Vendor Numerical Listing                                          TIME: 10:26 AM
                                                                                                                          PAGE:     1
     VENDOR/PAYEE                                                                                                 DISC
 NUMBER        NAME/CHECK NAME                          CONTACT                      VENDOR TYPES              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)

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	Name	Required?	Description	Values
	Reporting Year, (YY)	Yes	Calendar 1099 reporting year	YY
	As of Date, DD-MON-YYYY	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Institution TIN	Yes	Taxpayer Identification Number (TIN) of the Institution	Valid nine digit ID
	Include 1099-MISC Payments?	Yes	Yes to include 1099-MISC data No to exclude	Y or N
	Include 1099-K Payments?	Yes	Yes to include 1099-K data No to exclude	Y or N

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1099 Reporting/Withholding Status Report (FARWHLD) Report Sample (Page 1 of 2)

1099 Reporting/Withholding Status Report (FARWHLD) report sample (Page 1 of 2).

```
REPORT FARWHLD                                Banner Development Environment                                RUN DATE: 08/13/1996
REPORT YEAR 96                            1099 Reporting/Withholding Status Report                               TIME: 03:14 PM
                                                     As Of 08/10/1996                                            PAGE:     1
     VENDOR/PAYEE                                <--------- WITHHELD --------> <-------- PAID OVER -------->
 RPT_ID        NAME                          REPORTABLE       FEDERAL         STATE         FEDERAL         STATE         BALANCE
-----------------------------------------  -------------- -------------- -------------- -------------- -------------- --------------
           Alex R.  Banta                       $5,135.80        $410.00        $205.00           $.00           $.00        $615.00
           ABC Corporation
sasi-2     Textile Corporation                 $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
```

1099 Reporting/Withholding Status Report (FARWHLD) Report Sample (Page 2 of 2)

1099 Reporting/Withholding Status Report (FARWHLD) report sample (Page 2 of 2).

```
REPORT FARWHLD                                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: FARWHLD
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)

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	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Institution TIN	Yes	Taxpayer Identification Number (TIN) of the Institution	Valid nine digit ID
	Include 1099-MISC Payments?	Yes	Yes to include 1099-MISC data No to exclude	Y or N
	Include 1099-K Payments?	Yes	Yes to include 1099-K data No to exclude	Y or N

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1099 Reporting/Withholding Audit Report (FARWHLY) Report Sample (Page 1 of 2)

1099 Reporting/Withholding Audit Report (FARWHLY) report sample (Page 1 of 2).

```
REPORT FARWHLY                                Banner Development Environment                                RUN DATE: 08/13/1996
REPORT YEAR 96                             1099 Reporting/Withholding Audit Report                                TIME: 03:13 PM
                                                     As Of 08/10/1996                                            PAGE:     1
     VENDOR/PAYEE                                <--------- WITHHELD --------> <-------- PAID OVER -------->
 RPT_ID        NAME                     ITYP REPORTABLE       FEDERAL         STATE         FEDERAL         STATE         BALANCE
-----------------------------------------  -------------- -------------- -------------- -------------- -------------- --------------
          Alex R.  Banta                 RE     $5,135.80        $410.00        $205.00           $.00           $.00        $615.00
          ABC Corporation
          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
```

1099 Reporting/Withholding Audit Report (FARWHLY) Report Sample (Page 2 of 2)

1099 Reporting/Withholding Audit Report (FARWHLY) 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)

This process prints test patterns for 1099 forms, two forms per page. A sample test pattern is provided following the parameters.

Parameters	Name	Required?	Description	Values
	Print Test Pattern- 1, 2, or N	No	Enter Y to print test patterns, or enter N to suppress printing.	Y Yes N No

Sample Test Pattern

Sample test pattern.

```
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx    xxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxx
   xxxxxxxxxxxxxxx
                                        xxxxxxxxxxxxx xxxxxxxxxxxxx
   xxxxxxxxxxx      xxxxxxxxxxx         xxxxxxxxxxxxx xxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  xxxxxxxxxxxxx xxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx             x  xxxxxxxxxxxxx
   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
                                        xxxxxxxxxxxxx xxxxxxxxxxxxx
                                        xxxxxxxxxxxxx xx
     xxxxxxxxxxxxx    xxxxxxxxxxxxx
```

Budget Development Module

This section describes each report in the Budget Development module. A table provides related parameter information. A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Budget Defaults SS Mass Update (FBPBDEF)

This process allows an Administrator to control defaults for how budget information will be displayed to users in Self-Service Budget Development.

Run this process to automatically insert or update each User's default values to use the same values as the Budget Worksheet template specified by a parameter. Users with a FOMPROF record allowing Self-Service Access will be processed.

The user defaults are updated in the table FOBPRTO for the template type REPORTBDEF and will then be applied when using any of the following options:

- My Worksheets
- Create Budget Development Query
- Create Budget Worksheet

The following default values will be updated for each user in the population

- Budget Types (such as Adopted, Permanent Adjustments, Temporary Adopted, Temporary Adjustments)
- Budget Duration
- Financial Manager origin
- Account Types
- Deleted Items

Note: Changes made by a User in Self-Service Budget Development can overwrite these values for the specific User and will remain until the next time the process is run.

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Parameters	Name	Required?	Description	Values
	Report Mode		Report Mode: (A)udit only no updates, (U)pdate database.	A
	Process Mode		(U)pdate to existing Users, (A)dd defaults to new Users, (B)oth update and add.	B
	Default Template Name		Enter 'Saved Query' name for Budget Worksheet. Validated against FOBPRTO_NAME. Verify 'Saved Query' name on Budget Worksheet web page, or work with IT to view existing table values.	
	User ID		Enter User ID identified with the 'Saved Query' default name. Validated against GOAEACC.	
	Print User Names		Print a list of Users that were updated, Yes or No.	N
	Population Selection Indicator		Enter Population Selection Entry Indicator.	N
	Application ID		Enter the name of the Population Selection Application.	

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Parameters	Name	Required?	Description	Values
	Selection ID		Enter the Population Selection ID.	
	Creator ID		Enter the Creator of the Population Selection.	

Approved Distributed Budget Report (FBRAPPD)

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	Two-digit budget year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	No	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Budget ID	Yes	Budget ID for reporting.	
	Print Net Totals	No	Enter Y to print net totals.	Y Yes (default) N No
	Specific Organization	No	Organization for reporting.	
	Organization Level	No	Organization level for the specific organization, if entered. Enter E for	E As exists (default)

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Parameters	Name	Required?	Description	Values
			As Exists or a value from 1 to 8 for a specific organization level. Amounts will be rolled to this level in the report.	1-8 Specific organization level
	Specific Fund	No	Fund used for reporting.	
	Fund Level	No	Fund level for the specific fund, if entered. Enter E 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) 1-5 Specific fund level
	Specific Program	No	Program for reporting.	
	Program Level	No	Program level for the specific program, if entered. Enter E 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) 1-5 Specific program level
	Specific Activity	No	Activity for reporting.	
	Specific Location	No	Location for reporting.	
	Location Level	No	Location level for the specific location, if entered. Enter E for As Exists or a value from 1 to 5 for a specific location level. Amounts will be	E As exists (default) 1-5 Specific location level

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Parameters	Name	Required?	Description	Values
			rolled to this level in the report.	
	Specific Account	No	Account for reporting.	
	Account Level	No	Account level for the specific account, if entered. Enter E 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 1-4 Specific account level

Approved Distributed Budget Report (FBRAPPD) Report Sample (Page 1 of 3)

Approved Distributed Budget Report (FBRAPPD) 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/                                            APPROVED       CURRENT YEAR    PRIOR YEAR    ******** VARIANCE ********
Actv/                                             BUDGET          BUDGET         BUDGET          APPROVED BUDGET TO
Locn            CODE TITLE                         1996            1995                              CURRENT YEAR
400     Academic Support Program                                                                  AMOUNT        PERCENT
01      Executive Management
10      Old Campus
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 *******************
```

Approved Distributed Budget Report (FBRAPPD) Report Sample (Page 2 of 3)

Approved Distributed Budget Report (FBRAPPD) 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
```

Approved Distributed Budget Report (FBRAPPD) Report Sample (Page 3 of 3)

Approved Distributed Budget Report (FBRAPPD) report sample. (Page 3 of 3.)

```
03/08/1997 12:06:04                                Banner University                                        PAGE 2
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/                                                 APPROVED       CURRENT YEAR    PRIOR YEAR    ******** VARIANCE ********
Actv/                                                  BUDGET          BUDGET         BUDGET          APPROVED BUDGET TO
```

```
Locn            CODE TITLE                                  1996            1995                          CURRENT YEAR
600     Institutional Administration                                                                   AMOUNT        PERCENT
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)

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	Two-digit budget year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	No	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Budget ID	Yes	Budget ID for reporting.	
	Print Net Totals	Yes	Enter Y to print net totals.	Y Yes (default) N No
	Specific Organization	No	Organization for reporting.	
	Organization Level	No	Organization level for the specific organization,	E As exists (default)

Parameters	Name	Required?	Description	Values
			if entered. Enter E for As Exists or a value from 1 to 8 for a specific organization level. Amounts will be rolled to this level in the report.	1-8 Specific organization level
	Specific Fund	No	Fund used for reporting.	
	Fund Level	No	Fund level for the specific fund, if entered. Enter E 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) 1-5 Specific fund level
	Specific Program	No	Program for reporting.	
	Program Level	No	Program level for the specific program, if entered. Enter E 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) 1-5 Specific program level
	Specific Activity	No	Activity for reporting.	
	Specific Location	No	Location for reporting.	
	Location Level	No	Location level for the specific location, if entered. Enter E for As Exists or a value from 1 to 5 for a specific location	E As exists (default) 1-5 Specific location level

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Parameters	Name	Required?	Description	Values
			level. Amounts will be rolled to this level in the report.	
	Specific Account	No	Account used for reporting.	
	Account Level	No	Account level for the specific account, if entered. Enter E 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) 1-4 Specific account level

Approved Budget Report (FBRAPPR) Report Sample (Page 1 of 2)

Approved Budget Report (FBRAPPR) 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/                                                   APPROVED       CURRENT YEAR    PRIOR YEAR    ******** VARIANCE ********
Actv/                                                    BUDGET           BUDGET         BUDGET          APPROVED BUDGET TO
Locn            CODE TITLE                               1996             1995                              CURRENT YEAR
400     Academic Support Program                                                                          AMOUNT        PERCENT
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
```

Approved Budget Report (FBRAPPR) Report Sample (Page 2 of 2)

Approved Budget Report (FBRAPPR) 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/                                                 APPROVED       CURRENT YEAR    PRIOR YEAR    ******** VARIANCE ********
Actv/                                                  BUDGET          BUDGET         BUDGET          APPROVED BUDGET TO
Locn            CODE TITLE                              1996            1995                              CURRENT YEAR
600     Institutional Administration                                                                   AMOUNT        PERCENT
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)

This process is used to build phases and distributed budget records according to the parameters entered on the Budget Process Control Parameter Page (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.

Distribution Process Summary (FBRBDDS)

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)

FBRBDRL rolls budget amounts into the finance ledgers.

Enter values in the parameters for the budget roll on the Budget Process Control Parameter Page (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)

Budget Roll to General Ledger (FBRBDRL) Report Sample

Budget Roll to General Ledger (FBRBDRL) report sample.

```
07/01/1995 08:29:17                                Banner University                                PAGE 1
                                             Budget Roll to General Ledger                        FBRBDRL
                                                 As of 01-JUL-1995
                                        * * * 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)

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 Page (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	Name	Required?	Description	Values
	Report Mode	No	Report Mode options are: V to examine the data that will be processed, or S to actually run the updates.	S or V
	Process ALL Indicator	No	Process ALL Indicator options are: Y to process all records or N to process selected records.	Y Yes N No
	Time Stamp	No	Enables direct specific processing. A date value	DD-MON-YYYY[HH24MISS]

Parameters	Name	Required?	Description	Values
			only processes all batches for that day; a specific timestamp will do only that one process.	

Finance Budget Feed Process (FBRFEED) Report Sample

Finance Budget Feed Process (FBRFEED) report sample.

```
PAGE      1
REPORT : FBRFEED                                        Banner University                                    RUN DATE 11/18/1996
                                                  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)

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 Page (FBAMCHG).

Budget Mass Change Process (FBRMCHG) Report Sample

Budget Mass Change Process (FBRMCHG) report sample.

```
04/26/1996 19:46:19                                Banner University                                                    PAGE 1
                                             Budget Mass Change Process                                                 FBRMCHG
                                                As of 26-APR-1996
BUDG    BUDG    COA  INDEX  ORGN   FUND   PROG   ACCT   ACTV   LOCN   DUR  DIST          AMOUNT      PCT
ID      PHASE                                                             W/IN
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)

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	Name	Required?	Description	Values
	Budget Year	Yes	Two digit budget year to report.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	Budget ID	Yes	Budget ID for reporting.	
	Budget Phase 1	No	First budget phase for reporting.	
	Budget Phase 2	No	Second budget phase for reporting.	
	Budget Phase 3	No	Third budget phase for reporting.	

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Parameters	Name	Required?	Description	Values
	As of Date (DD-MON-YYYY)	No	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Print Net Totals	No	Enter Y to print net totals.	Y Yes (default) N No
	Specific Organization	No	Organization for reporting.	
	Specific Fund	No	Fund for reporting.	
	Specific Program	No	Program for reporting.	
	Specific Activity	No	Activity for reporting.	
	Specific Location	No	Location for reporting.	
	Specific Account	No	Account for reporting.	

Budget Worksheet Report (FBRWKSH) Report Sample (Page 1 of 2)

Budget Worksheet Report (FBRWKSH) report sample (page 1 of 2).

```
03/07/91 11:03:50                                   Banner University                                                    PAGE 1
BUDGET YEAR 96                                       Budget Worksheet                                                   FBRWKSH
                                                    Fiscal Year '96 Budget
                                                     AS OF 05-feb-1995
ORGANIZATION: 103    Vice President for Administration
FUND:         103000 Current Operating Funds - unrestric
                                                 PRIOR YEAR      CURRENT YEAR   PHASE 1:         PHASE 2:         PHASE 3:
                                                    1990            1991
                                              ---------------- ---------------- ---------------- ---------------- ----------------
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            .00
6310     Capital Purchases - Computers             100,800.00            .00            .00            .00            .00
6330     Capital Purchases - Lab Equipment           4,000.00            .00            .00            .00            .00
6340     Capital Purchases - Vehicles               18,500.00            .00            .00            .00            .00
6410     Utilities Expense - Electric               10,600.00            .00            .00            .00            .00
PROGRAM TOTAL:
         Total Revenue                                    .00            .00            .00            .00            .00
         Total Labor                                      .00            .00            .00            .00            .00
         Total Expense                             137,900.00            .00            .00            .00            .00
         Total Transfers                                  .00            .00            .00            .00            .00
         Total Net                                -137,900.00            .00            .00            .00            .00
******************* CONTINUED ON NEXT PAGE *******************
```

Budget Worksheet Report (FBRWKSH) Report Sample (Page 2 of 2)

Budget Worksheet Report (FBRWKSH) 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 describes each report in the Cost Accounting module. A table provides related parameter information.

A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Cost Accounting Billing Process (FCBBILL)

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 Page (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)

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- 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 Page (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 Page (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 Page (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.

Cost Accounting Billing Process (FCBBILL) Report Sample

Cost Accounting Billing Process (FCBBILL) report sample.

```
REPORT FCBBILL                                        Banner University                                    RUN DATE: 11/08/91
FISCAL YEAR 1992                                        Billing Report                                         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)

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 in addition to 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 Page (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.

Equipment Rental Rate Calculation Report (FCBEQPT) Report Sample (Page 1 of 3)

Equipment Rental Rate Calculation Report (FCBEQPT) report sample (page 1 of 3).

```
REPORT FCBEQPT                                        Banner University                                        RUN DATE: 12/06/91
FISCAL YEAR 1992                                 Equipment Rental Rate Calculation                                 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    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
******************************** CONTINUED ON NEXT PAGE ********************************
```

Equipment Rental Rate Calculation Report (FCBEQPT) Report Sample (Page 2 of 3)

Equipment Rental Rate Calculation Report (FCBEQPT) 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
```

Equipment Rental Rate Calculation Report (FCBEQPT) Report Sample (Page 3 of 3)

Equipment Rental Rate Calculation Report (FCBEQPT) report sample (page 3 of 3).

```
REPORT FCBEQPT                                        Banner University                                        RUN DATE: 12/06/91
FISCAL YEAR 1992                                 Equipment Rental Rate Calculation                                 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)

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 in addition to 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 Page (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.

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Inventory Handling Rate Calculation Report (FCBINVT) Report Sample

Inventory Handling Rate Calculation Report (FCBINVT) 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)

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 in addition to 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 Page (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.

Labor Rate Calculation Report (FCBLABR) Report Sample

Labor Rate Calculation Report (FCBLABR) report sample.

```
REPORT FCBLABR                                        Banner University                                    RUN DATE: 12/03/1997
FISCAL YEAR 97                                      Labor Rate Calculation                                      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#                              NAME
                  WAGES             BENEFITS              TOTAL LABOR AVAILABLE HRS    VAC   SICK    HOL  OTHER   PRODUCTIVE HOURS
                                                                      DIRECT INDRCT                                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)

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 in addition to 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 Page (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.

Material Management Rate Calculation Report (FCBMATL) Report Sample

Material Management Rate Calculation Report (FCBMATL) 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)

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.

Cost Accounting Billing Detail Report (FCRBDTR) Report Sample

Cost Accounting Billing Detail Report (FCRBDTR) report sample.

```
REPORT FCRBDTR                                          Banner University                                        RUN DATE: 11/08/1997
                                                       Billing Detail Report                                     TIME: 11:05 AM
                                                                                                                 PAGE:     1
CUSTOMER  CUSTOMER                            MAX BILLABLE   CHARGE
 NUMBER     NAME                                 AMOUNT      PERCENT
310       Johnson, John                          25000.00   100.000
    PROJECT: M126      DESC: Office Renovation
    COST  TRANS   EMPLOYEE/                          INVENTORY/                          EQUIPMENT/
    TYPE  DATE      NAME                               DESC                                 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  TRANS   EMPLOYEE/                          INVENTORY/                          EQUIPMENT/
    TYPE  DATE      NAME                               DESC                                 DESC
     IN 08-NOV-1996                                  OW-PAINT
                                                     Off White Paint
                  RATE CODE      INTERNAL RATE  EXTERNAL RATE CODE EXTERNAL RATE         UNITS       BILLED AMOUNT     BILLED DATE
                  INHD Inv Handle    18.000                                              5.00        90.00             08-NOV-1996
                  INHD Inv Handle    22.000                                              4.00        88.00             08-NOV-1996
```

```
COST  TRANS   EMPLOYEE/                          INVENTORY/                          EQUIPMENT/
TYPE  DATE      NAME                               DESC                                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)

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	Name	Required?	Description	Values
	As of Date (DD-MON-YYYY)	No	Date to select for reporting.	DD-MON-YYYY Default = current date

C/A Rate Schedule Report (FCRSCHD) Report Sample

C/A Rate Schedule Report (FCRSCHD) report sample.

```
REPORT FCRSCHD                                        Banner University                                        RUN DATE: 11/07/1997
FISCAL YEAR 97                                     C/A Rate Schedule Report                                    TIME: 12:11 PM
                                                      As Of 11/07/1997                                         PAGE:     1
         Chart of Accounts: T  Organization: 165    Mechanical Engineering
         RATE TYPE                            INTERNAL RATE     EXTERNAL RATE     INTERNAL        ADJUSTMENT     EXTERNAL
                                              CODE DESCRIPTION  CODE DESCRIPTION    RATE      AMOUNT    PERCENT    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)

Supply an As of Date to generate the Cost Accounting Variance Analysis Report.

Parameters (continued)	Name	Required?	Description	Values
	As of Date (DD-MON-YYYY)	No	Date to select for reporting.	DD-MON-YYYY Default = current date

C/A Variance Analysis Report (FCRVARA) Report Sample

C/A Variance Analysis Report (FCRVARA) report sample.

```
REPORT FCRVARA                                    Banner University                                    RUN DATE: 01/08/1997
FISCAL YEAR 97                                C/A Variance Analysis Report                             TIME: 01:32 PM
                                                    As Of 01/08/1997                                   PAGE:     1
         Chart of Accounts: T  Organization: 350  Physical Plant
                                                                                  ---------------- UNITS ----------------
         EMPLOYEE NAME                               RATE TYPE                    ESTIMATED        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
                                                     Direct Charges                                                  0.00
```

```
                                        Direct Charges                                                  0.00
777010011 Adams, Eugene M.              Indirect Labor                  2080.00        00.00         2080.00
                                        Inventory Handling                                              0.00
777010005 Smith, Lisa B                 Direct Labor                    2080.00       210.00         1870.00
777010005 Smith, Lisa B                 Direct Labor                    2080.00       210.00         1870.00
```

Fixed Assets Reports Module

This section describes each report in the Fixed Assets module. A table provides related parameter information.

A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Depreciation Process (FFPDEPR)

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	Name	Required?	Description	Values
	Asset Type	No	User-defined code which describes an asset category for grouping, reporting, and	

Parameters	Name	Required?	Description	Values
			depreciation purposes. Leave this parameter blank to include all asset types.	
	Depreciation Method Code	No	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	Yes	Periodic basis for the depreciation calculation.	A Annual (default) S Semi-annual Q Quarterly M Monthly
	Chart of Accounts	Yes	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.	MM-YYYY MM-YY MONTH-YYYY MONTH-YY MON-YYYY MON-YY

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Parameters	Name	Required?	Description	Values
			Enter the month using one of these formats: • numeric (e.g., 01, 02, etc.) • full name (e.g., JANUARY, FEBRUARY, etc.) • abbreviated (e.g., JAN, FEB, etc.)	
	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
	Execution Mode (A/U)	Yes	Enter A (Audit) in this parameter to generate an "as if" report only (no records will be changed), or enter U (Update) in this parameter to amend the appropriate depreciation-related records and generate the report.	A Audit mode (default) U Update mode
	Report Type	Yes	Code that 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	D Detail (default) S Summary

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Parameters	Name	Required?	Description	Values
			assets. The detail report shows depreciation for each account distribution on each selected record.	

Depreciation Process (FFPDEPR) Report Sample - Detail Report (Page 1 of 2)

Depreciation Process (FFPDEPR) report sample - detail report (page 1 of 2).

```
FFPDEPR 3.0                                    Banner Development Environment                          12/11/1996 14:44:04
                                            Fixed Asset Depreciation Detail Report                          PAGE 1
                                                     Fst  Est
Permanent Seq  Asset               Last Depr   Depr   Year Life Rem      Adjusted    Salvage Depr    Current       Accum. Post
Tag       No   Description         Date        Method Opt  Yrs  Life         Cost      Value Freq       Depr         Depr 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
```

Depreciation Process (FFPDEPR) Report Sample - Detail Report (Page 2 of 2)

Depreciation Process (FFPDEPR) report sample - detail report (page 2 of 2).

```
FFPDEPR 3.0                                    Banner Development Environment                          12/11/1996 14:44:04
                                            Fixed Asset Depreciation Detail Report                          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:                    All
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
```

Depreciation Process (FFPDEPR) Report Sample - Summary Report (Page 1 of 2)

Depreciation Process (FFPDEPR) 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
```

Depreciation Process (FFPDEPR) Report Sample - Summary Report (Page 2 of 2)

Depreciation Process (FFPDEPR) 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:                    All
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)

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	Name	Required?	Description	Values
	Audit or Update Mode	Yes	Enter A (Audit) in this parameter to generate an "as if" report only (no origination tags will be created), or enter U (Update) in this parameter to create the origination	A Audit mode (default) U Update mode

Parameters	Name	Required?	Description	Values
			tags and generate the report.	

Fixed Asset Origination Tag Extraction Process (FFPOEXT) Report Sample (Page 1 of 3)

Fixed Asset Origination Tag Extraction Process (FFPOEXT) report sample (page 1 of 3).

```
PAGE      1
FFPOEXT 5.3.1                                          DEVELOPMENT                                          RUN DATE 10/29/2002
                                                 Fixed Asset Orig. Tag Extract                              RUN TIME 02:03 PM
Document # Item  Commodity  Description          Origination   PO                Amount   Cap Action Taken
                                                 Tag           Number
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
```

Fixed Asset Origination Tag Extraction Process (FFPOEXT) Report Sample (Page 2 of 3)

Fixed Asset Origination Tag Extraction Process (FFPOEXT) report sample (page 2 of 3).

```
PAGE      2
FFPOEXT 5.3.1                                          DEVELOPMENT                                          RUN DATE 10/29/2002
                                                 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
```

Fixed Asset Origination Tag Extraction Process (FFPOEXT) Report Sample (Page 3 of 3)

Fixed Asset Origination Tag Extraction Process (FFPOEXT) report sample (page 3 of 3).

```
PAGE      4
FFPOEXT 5.3.1                                          DEVELOPMENT                                          RUN DATE 10/29/2002
                                                 Fixed Asset Orig.  Tag Extract                             RUN TIME 02:03 PM
                                            * * * REPORT CONTROL INFORMATION * * *
                                         Parameters have been entered through 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 is displayed on the Fixed Asset Origination Tag Extract Report.

Field	Description
Document Number	Invoice or receiving document number of the transaction processed.
Item	Commodity line item from either the invoice or the receiving document.
Commodity	Commodity code of the fixed asset.
Description	Asset description from the asset master record (FFBMAST).
Origination Tag	Number of the origination tag created and assigned by the system in this process for this transaction.
PO Number	Purchase order number related to the transaction processed.
Amount	Cost of the asset.
Cap	Indicator (`FARINVC_CAP_TAG_CODE`) that shows whether or not the asset is capitalized.

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Field	Description
Action Taken	Description of the action taken by the process; for example, Tag created from Invoice.

Fixed Asset/Asset Group Report (FFRAGRP)

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	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	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	

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Parameters	Name	Required?	Description	Values
			parameter is not entered. This parameter takes precedence over Specific Asset if both are entered.	

Fixed Asset/Asset Group Report (FFRAGRP) Report Sample (Page 1 of 3)

Fixed Asset/Asset Group Report (FFRAGRP) 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
                                                                           GIFT ITEM:        N
RESPONSIBLE CHART:         A           Banner University                  ACQUISITION CODE: DN
RESPONSIBLE ORGANIZATION:  629         Auxiliary Services                 ACQUISITION DATE: 05-NOV-1996
LOCATION:                  10                                             WORK IN PROGRESS:
TRANSFER DATE:
-------------------------------------------------       ACQUISITION DATA       -------------------------------------------------
VENDOR:  FR09      Fisher Ford,
PO NUM      PO ITEM    INV NUM    INV ITEM     INV DATE      RCVD NUM      RCVD DATE    IN SERV DATE    LAST INV DATE   PCT USED
JRP9704       1        INV9704       1        28-OCT-1996    RCR9704
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       Pct       Original Cost    Attachment
1010        629          2140           920                     10         100           41,078.00
-------------------------------------------------      CAPITALIZATION DATA     -------------------------------------------------
Cap Date: 28-OCT-1996                Cap Fund    Asset Acct   Eq Acct     Pct      Capitalization    Attachment
                                       4998        1930        3901       100           41,078.00
```

Fixed Asset/Asset Group Report (FFRAGRP) Report Sample (Page 2 of 3)

Fixed Asset/Asset Group Report (FFRAGRP) report sample (page 2 of 3).

```
12-DEC-1996 14:08:58                        Banner Development Environment                                PAGE 2
                                              Fixed Asset/Asset Group Report                                  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
                                                                           GIFT ITEM:        Y
RESPONSIBLE CHART:         A           University                          ACQUISITION CODE: DN
RESPONSIBLE ORGANIZATION:  629         Auxiliary Services                  ACQUISITION DATE: 30-OCT-1996
LOCATION:                  10                                              WORK IN PROGRESS: N
TRANSFER DATE:
-------------------------------------------------       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
```

Fixed Asset/Asset Group Report (FFRAGRP) Report Sample (Page 3 of 3)

Fixed Asset/Asset Group Report (FFRAGRP) report sample (page 3 of 3).

```
12-DEC-1996 14:08:58                        Banner Development Environment                                PAGE 3
```

```
                                        Fixed Asset/Asset Group Report                          FFRAGRP 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)

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)

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Fixed Asset DTAG Aging Report (FFRDTGA) Report Sample (Page 1 of 2)

Fixed Asset DTAG Aging Report (FFRDTGA) report sample (page 1 of 2).

```
24-JUN-2002 11:09:05 AM                                   Development                                                          PAGE 1
                                                     Fixed Asset DTAG Aging Report                                             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
----------- ------------------------      ------------------------      ------------------------      ------------------------
```

Fixed Asset DTAG Aging Report (FFRDTGA) Report Sample (Page 2 of 2)

Fixed Asset DTAG Aging Report (FFRDTGA) report sample (page 2 of 2).

```
24-JUN-2002 11:09:05 AM                                   Development                                                          PAGE 2
                                                     Fixed Asset DTAG Aging Report                                             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)

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) N No
	Document Type	No	Document type of the source document.	1 Journal Voucher 2 Direct Cash Receipt blank All (default)
	Dtag Status	No	Status of the document tag.	P Pending R Resolved Blank All (default)
	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.
	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)

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Parameters	Name	Required?	Description	Values
	Account Code	No	Account code associated with the Dtag.	Valid Account code or blank for All (default value)
	Sort Option	No	Sort order for items in the report.	1 Chart of Accounts (default) 2 Document number

Fixed Asset DTAG Transaction Report (FFRDTGT) Report Sample (Page 1 of 3)

Fixed Asset DTAG Transaction Report (FFRDTGT) report sample (page 1 of 3).

```
24-JUN-2002 11:04:02 AM                                  Development                                                                  PAGE 1
                                                  Fixed Asset DTAG Transaction Report                                                  FFRDTGT
   Doc           Dtag   Dtag       Ptag                                                        Action   Document
   Seq    Dtag   Stat   Date       Otag   COA  Fund    Orgn   Account  Prog  Location   Date      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
```

Fixed Asset DTAG Transaction Report (FFRDTGT) Report Sample (Page 2 of 3)

Fixed Asset DTAG Transaction Report (FFRDTGT) report sample (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                                                     PAGE 2
                                             Fixed Asset DTAG Transaction Report                                       FFRDTGT
   Doc           Dtag   Dtag       Ptag                                                Action   Document
   Seq    Dtag   Stat   Date       Otag   COA  Fund    Orgn   Account  Prog  Location   Date      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
```

Fixed Asset DTAG Transaction Report (FFRDTGT) Report Sample (Page 3 of 3)

Fixed Asset DTAG Transaction Report (FFRDTGT) report sample (page 3 of 3).

```
24-JUN-2002 11:04:02 AM                                Development                                                     PAGE 3
                                             Fixed Asset DTAG Transaction Report                                       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)

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	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	One-character user-defined status code for this asset. Validated against FTVSDAT; the Entity is FFBMAST and the Attribute is `User_Status_Code`.	

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Parameters	Name	Required?	Description	Values
	Responsible Chart of Accounts	No	Chart of accounts for reporting.	
	Responsible Organization	No	Organization for reporting.	
	Responsible Location	No	Location for reporting.	
	Asset Type	No	User-defined code which describes an asset category.	
	Condition Code	No	Asset condition code used to describe the physical condition of the asset.	
	Title-To Code	No	Code for the entity owning the asset (i.e., who the asset is titled-to).	
	Depreciation Method	No	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	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) M Monthly S Semi-annual Q Quarterly

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Fixed Asset Master Record Report (FFRMAST) Report Sample (Page 1 of 3)

Fixed Asset Master Record Report (FFRMAST) report sample (page 1 of 3).

```
10-30-2002 15:39:06                                DEVELOPMENT                                          PAGE 1
                                             Fixed Asset Master Report                                  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
                                                                         GIFT ITEM:        N
RESPONSIBLE CHART:         B           Chart of Accounts B               ACQUISITION CODE:
RESPONSIBLE ORGANIZATION:  10          Administrative Support            ACQUISITION DATE:
LOCATION:                                                                WORK IN PROGRESS:
TRANSFER DATE:
-------------------------------------------------       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
```

Fixed Asset Master Record Report (FFRMAST) Report Sample (Page 2 of 3)

Fixed Asset Master Record Report (FFRMAST) report sample (page 2 of 3).

```
10-30-2002 15:39:06                                DEVELOPMENT                                          PAGE 2
                                             Fixed Asset Master Report                                  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
```

Fixed Asset Master Record Report (FFRMAST) Report Sample (Page 3 of 3)

Fixed Asset Master Record Report (FFRMAST) report sample (page 3 of 3).

```
10-30-2002 15:39:06                                  DEVELOPMENT                                                    PAGE 4
                                                 Fixed Asset Master Report                                          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)

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	Name	Required?	Description	Values
	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)
	Chart of Accounts	No	Chart(s) of accounts for selection. This parameter is required only if Selection Criteria = 2.	
	Document Type	No	Document type. This parameter is required only if Selection Criteria = 1.	1 Invoice 2 Purchase Order 3 Receiving 4 Permanent Tag
	Document Number	No	Document number. Entry of permanent tag number is allowed. This parameter is required only if Selection Criteria = 1.	
	Print Capitalized Data Only?	No	Determines whether the report is restricted to capitalized records. This parameter is required only if Selection Criteria = 2 or 3.	Y Yes N No (default)
	From Date	No	Starting Origination Tag date for the range of assets to be included in the report. Leave the	

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Parameters	Name	Required?	Description	Values
			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	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	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	Funding source account code (from Asset Master Funding Source record FFRMASF). Multiple entries and wildcard characters are permitted. This parameter is required	

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Parameters	Name	Required?	Description	Values
			only if Selection Criteria = 2.	
	System Status	No	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	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	Vendor code that is presumably associated with the desired asset master records. This parameter is required only if Selection Criteria = 3.	

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Parameters	Name	Required?	Description	Values
	Print Funds and Accounts?	No	Enter Y for this parameter to print Funds and Accounts in the Control Report.	`Y` or `N`

Fixed Asset Procurement Report (FFRPROC) Report Sample (Selection Criteria 3) (Page 1 of 2)

Fixed Asset Procurement Report (FFRPROC) report sample (selection criteria 3) (page 1 of 2).

```
                                                                                                                                                                                                                PAGE      5
REPORT : FFRPROC 5.3.1                                                                    DEVELOPMENT
                                                                                   Fixed Asset Procurement Report
                                                                             Reporting Period: 01-JAN-2002 To: 29-OCT-2002
RUN DATE 10/29/2002
RUN TIME 02:26 PM
-------------------------------------------------------------------------------- ---------------------------------------------------------------
Permanent Origination Asset Description      PO Number Invoice  INV  Receiving Vendor name        DTAG     Doc        Amount    Cap
   Tag        Tag                                        Number   Item Number                      Source    Type
-------------------------------------------------------------------------------- ---------------------------------------------------------------
          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 EDO, 4Gb            I0010191 1             J & B Construction                      1,210.00  Y
          T00006746   P5-100 w/32Mb EDO, 4Gb            I0010193 1             J & B Construction                      1,210.00
          T00006747   P5-100 w/32Mb EDO, 4Gb            I0010194 1             J & B Construction                          1.10
          T00006748   P5-100 w/32Mb EDO, 4Gb            I0010195 1             J & B Construction                      1,210.00  Y
          T00006749   P5-100 w/32Mb EDO, 4Gb            I0010196 1             J & B Construction                          3.30
          T00006750   P5-100 w/32Mb EDO, 4Gb            I0010197 1             J & B Construction                      1,210.00  Y
          T00006751   P5-100 w/32Mb EDO, 4Gb            I0010198 1             J & B Construction                          1.10  Y
          T00006752   P5-100 w/32Mb EDO, 4Gb            I0010199 1             J & B Construction                      1,210.00  Y
          T00006753   P5-100 w/32Mb EDO, 4Gb            I0010200 1             J & B Construction                         11.00
          T00006754   P5-100 w/32Mb EDO, 4Gb            I0010201 1             J & B Construction                      1,210.00
          T00006755   P5-100 w/32Mb EDO, 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 EDO, 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 EDO, 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 EDO, 4Gb P0006777  I0010219 1          J & B Construction                  1,210.00  Y
T00006768   P5-100 w/32Mb EDO, 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
```

Fixed Asset Procurement Report (FFRPROC) Report Sample (Selection Criteria 3) (Page 2 of 2)

Fixed Asset Procurement Report (FFRPROC) report sample (selection criteria 3) (page 2 of 2).

```
                                                                                                          PAGE     6
REPORT : FFRPROC 5.3.1                                    DEVELOPMENT
                                                     Fixed Asset Procurement Report
                                                Reporting Period: 01-JAN-2002 To: 29-OCT-2002
RUN DATE 10/29/2002
RUN TIME 02:26 PM
                                     * * * REPORT CONTROL INFORMATION (FFRPROC release 5.3.1) * * *
                                              Parameters have been entered through 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)

This is a report that 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.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	No	Chart of accounts for which the assets are to be inventoried.	
	Inventory Selection Option	No	Determines whether inventoried, uninventoried, or both types of tags are reported.	1 Inventoried tags 2 Uninventoried tags 3 Both (default)
	From Date	No	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	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.	
	System Status Code	No	The current system status of the fixed asset master record.	D Disposed R Origination tag created from receiving document

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Parameters	Name	Required?	Description	Values
				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	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	Permanent tag number of the parent asset.	
	Commodity Code	No	Commodity code associated with the asset tag.	
	Asset Type	No	User-defined code which describes a category or grouping of assets.	
	Custodian ID	No	Identification number for the party responsible for the custody of an asset or group of assets.	
	Title To Code			

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Parameters	Name	Required?	Description	Values
	Acquisition Method Code			
	Responsible Organization	No	Organization responsible for the custody of an asset or group of assets. Multiple entries and wildcard characters are permitted.	
	Responsible Location	No	Physical location where an asset or group of assets is located. Multiple entries and wildcard characters are permitted.	
	Sort Option	No	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)

Fixed Asset Property Report (FFRPROP) Report Sample (Page 1 of 3)

Fixed Asset Property Report (FFRPROP) report sample (page 1 of 3).

```
                                                                                                                  PAGE      1
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 Origination          Asset             Primary  Sub   Status  Cond    Custodian        Locn    Orgn             Cost
   Tag        Tag            Description       Asset Tag  typ  Sys Usr  code
-------------------------------------------------------------------------- ---------------------------------------------------------------
AP0061    T00000061  Computer                                        I       GD      Edwards, L               11001            1,200.00
          T00000266  Equipment                 AP0061      A        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
```

Fixed Asset Property Report (FFRPROP) Report Sample (Page 2 of 3)

Fixed Asset Property Report (FFRPROP) 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 Origination          Asset             Primary  Sub   Status  Cond    Custodian        Locn    Orgn             Cost
   Tag        Tag            Description       Asset Tag  typ  Sys Usr  code
-------------------------------------------------------------------------- ---------------------------------------------------------------
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
```

Fixed Asset Property Report (FFRPROP) Report Sample (Page 3 of 3)

This sample is page 3 of 3 of the fixed asset property report.

```
                                                                                                                                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
```

Banner Finance General Ledger Module

This section describes each report in the General Ledger module. A table provides related parameter information.

A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Note: Some reports in this module are grouped according to functionality

Fiscal Period Document Roll Process (FGPDROL)

The Fiscal Period Document Roll Process (FGPDROL) is run on request, usually at the beginning of a new fiscal period to facilitate continuous processing of completed documents that are still pending in an expiring period.

This process changes transaction dates for documents that are pending Banner Finance Approvals or Receiving/Matching processing and moves the dates forward from the expiring period to the next period. This prevents completed documents that are subsequently approved or matched from being sent to the posting process in a fiscal period that has already been closed.

FGPDROL Processing

Follow these steps to run the FGPDROL process.

Procedure

1. Choose a target fiscal year and fiscal period for the pending documents.

   Each document that is either in the Approvals system or is waiting for Receiving/Matching processing, and is a document type that is selected to roll, will receive the following updates:

   - The transaction date will be moved forward to the first day of the target period.
   - The posting period will be updated for all of the accounting sequences, and also the fiscal year, if applicable.
   - (optional) The budget period values in Journal Voucher documents can be updated to match the new posting period, if desired.

     Note: Budget period updates will be applied to all charts of accounts in a document containing multiple chart codes even when the process is running for a specified chart.

   - (optional) With NSF budget checking, the Available Balance Backout Table (FGRBAKO) can be updated, if desired. Refer to FGPDROL Available Balance Processing on page 579.

     Note: Invoice due dates are not updated. For example, if an invoice is disapproved after the roll, processing the invoice using the Invoice/Credit Memo Page (FAAINVE) will require a manual update to the due date as greater than or equal to the new transaction date.

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Warning! The results of this process cannot be reversed, but you may run it in Audit mode first.

2. Select a target period that is open and not a future period.

   The target period must be one of the following:

   - the current period,
   - a prior period, or
   - the next period that starts tomorrow.

   Note: There is no FOAPAL validation for the new transaction date. Therefore, a posting rollback can occur if there have been changes to the charts of accounts because the documents were validated as of their original transaction dates.

3. You can run the process for a specific chart of accounts (one chart at a time), or you can run the process for all charts to be processed at the same time.

   In both cases, all of the charts selected to update must be currently active (the process does not refer to the chart of accounts termination date).

   If you are running the process for all charts, all of the active charts must share the same start date and end date for the targeted fiscal period.

4. You cannot select **Period 14** as the target period, but documents from Period 14 can roll forward to Period 01 or 02, or whatever the current timing would be.

   All documents that are pending approval or matching from a fiscal period dated before the target period will be reported as updated for the selected charts and document types; however, they will only be updated in the system if you run the process in **Update** mode.

5. Documents with more than one chart of accounts will be counted only one time in the totals; although, there will be a separate report line for each chart code in those documents.

6. When rolling documents forward to a new fiscal year, the process will also update Change Orders, General Encumbrance Changes, Regular Invoices, and General Encumbrance Invoices, but they will be rolled back during posting unless the encumbrance has already been rolled forward to the new year. If the documents cannot be approved in the prior year period as initially entered, then they can remain in process to be re-completed and approved in the new year after running the End-of-Year Encumbrance Carry Forward Process (FGRENRL).

7. When running the process for a specific chart, accounting sequences for another chart code in the same document will be updated even if the secondary chart has a different fiscal period calendar:

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- The process will identify the correct fiscal period for any secondary charts by referencing the transaction date from the primary chart that is requested.
- If the period found in a secondary chart is not open, the process will end without an update and a message will be displayed stating that the period is not open for that transaction date.
- If a secondary chart is not active, the process will end without an update and a message will be displayed stating that the chart is not valid.

FGPDROL Available Balance Processing

As an option to assist in updating available balances used with NSF budget checking, updates to the Available Balance Backout Table (FGRBAKO) can be included as a component of FGPDROL whenever there is a potential roll forward from one budget period to the next.

About this task

If the Available Balance tables are not updated when the documents are rolled to a new period or to a new fiscal year, then the shift in available balances will not be reflected in the tables until after the posting of each document that is rolled forward. Also, documents that are pending approvals or matching may not appear in the new period when querying pending documents.

If FGPDROL is used with the option to update FGRBAKO, then the Available Balance Rebuild Process (FGRBAVL) should also be run immediately following FGPDROL to update the old and the new budget periods. This additional step to complete the updates to Available Balance tables is not part of the FGPDROL process.

Warning! If FGRBAKO contains concurrent processing updates from FGRENRL for Period 00 (Uncommitted Encumbrance Roll) or Period 01 (Committed Encumbrance Roll), then those entries can be double counted when using the Update FGRBAKO Budget Period parameter; however, in most cases, the temporary impact will be reversed after the pending documents are posted. To avoid this problem at year end, FGPDROL should be completed before running FGRENRL.

The same set of documents in approvals or matching that are updated by FGPDROL will also be updated in FGRBAKO for every record that is found that matches the document's accounting sequence number. (Updates to FGRBAKO for a document sequence will be skipped if the accounting sequence does not exist in FGRBAKO, for example when NSF Checking is inactive for a fund.)

When the Update FGRBAKO Budget Period parameter is used, the following updates take place:

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Procedure

1. The fiscal year will be updated in FGRBAKO_FSYR_CODE, if applicable.
2. The fiscal period of the source document will be updated in FGRBAKO_FSPD_ORIG as follows:
   - For documents other than budget Journal Vouchers, the originating fiscal period is updated with the same value as the new posting period for each accounting sequence.
   - For Journal Voucher sequences with a budget process code:
     - When the FGPDROL Budget Period parameter is `N`, no update will be made to the originating fiscal period.
     - When the FGPDROL Budget Period parameter is `Y`, the originating fiscal period is updated with the budget period from the Journal Voucher accounting sequence.
3. For all document types, if there is an update to the originating fiscal period in FGRBAKO_FSPD_ORIG, then the Available Balance budget period FGRBAKO_FSPD_CODE that controls spending may also be updated. The appropriate update depends on the NSF control settings and whether the new transaction date falls into a different budget period.

   Warning! Updates to the NSF budget period FGRBAKO_FSPD_CODE will not reflect changes in NSF Control Period (Annual, Year-to-Date, Quarter-to-Date) or Severity (Error, Warning) in cases where the settings that are effective for the new transaction date are different than the settings for the original transaction dates.

Parameters	Name	Required?	Description	Values
	Chart Of Accounts	Yes	Option for identify processing for all charts or for a specific charts of accounts.	`A` Roll documents from all charts of accounts (default) `S` Roll documents from a specific chart of accounts
	Individual Chart Of Accounts	No	Chart of Accounts code for documents to be rolled when using the specific chart option.	Valid Chart of Accounts
	Fiscal Period	Yes	Fiscal Period code of the new target period	`PP`

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Parameters	Name	Required?	Description	Values
			for documents still in approvals or matching.	
	Fiscal Year	Yes	Fiscal Year code of the new target period for documents still in approvals or matching.	`YY`
	Budget Period	Yes	Enter `Y` to update the Budget Period for Journal Vouchers, or enter `N` to leave the Budget Period for Journal Vouchers unchanged.	`Y` Update Budget Period (`Y` is not allowed unless Journal Vouchers are included with the roll) `N` Do not update Budget Period (default)
	All Documents	Yes	Enter `Y` to update the transaction date for all document types, or enter `N` to ignore this parameter and update by specific document type(s) instead.	`Y` Update all document types (default) `N` Do not use this parameter
	Journal Vouchers	No	Enter `Y` to update the transaction date for all Journal Voucher documents, or enter `N` or `Null` to ignore this parameter.	`Y` Update Journal Vouchers `N` Do not use this parameter `Null` Allowed only if All Documents is `Y` (default)
	General Encumbrances	No	Enter `Y` to update the transaction date for all General Encumbrance documents, or enter `N`	`Y` Update General Encumbrances `N` Do not use this parameter

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Parameters	Name	Required?	Description	Values
			or `Null` to ignore this parameter.	`Null` Allowed only if All Documents is `Y` (default)
	Cash Receipts	No	Enter `Y` to update the transaction date for all Cash Receipt documents, or enter `N` or `Null` to ignore this parameter.	`Y` Update Cash Receipts `N` Do not use this parameter `Null` Allowed only if All Documents is `Y` (default)
	Requisitions	No	Enter `Y` to update the transaction date for all Requisition and Stores Requisition documents, or enter `N` or `Null` to ignore this parameter.	`Y` Update Requisitions `N` Do not use this parameter `Null` Allowed only if All Documents is `Y` (default)
	Purchase Orders	No	Enter `Y` to update the transaction date for all Purchase Order and Change Order documents, or enter `N` or `Null` to ignore this parameter.	`Y` Update Purchase Orders `N` Do not use this parameter `Null` Allowed only if All Documents is `Y` (default)
	Invoices	No	Enter `Y` to update the transaction date for all Invoice documents, or enter `N` or `Null` to ignore this parameter.	`Y` Update Invoices `N` Do not use this parameter `Null` Allowed only if All Documents is `Y` (default)
	Fixed Asset Adjustments	No	Enter `Y` to update the transaction date for all	`Y` Update Fixed Asset Adjustments

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Parameters	Name	Required?	Description	Values
			Fixed Asset Adjustment documents, or enter `N` or `Null` to ignore this parameter.	`N` Do not use this parameter `Null` Allowed only if All Documents is `Y` (default)
	Update FGRBAKO Budget Period	Yes	Enter `Y` to update the Available Balance source period (FGRBAKO_FSPD_ORIG, FGRBAKO_FSYR_CODE) and the budget control period (FGRBAKO_FSPD_CODE) for each document that is rolled, or enter `N` to leave the Available Balance Backout Table (FGRBAKO) unchanged.	`Y` Update FGRBAKO `N` Do not update FGRBAKO (default)
	Audit or Update Mode	Yes	Enter `A` to view the documents that would be rolled forward based on the selected parameters, or enter `U` to roll the selected documents into the target period and view the report.	`A` Audit Mode (default) `U` Update Mode

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Data Extract Process (FGPGEXT)

This process runs through 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 Banner Finance System Processing on page 46.

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 through 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	Name	Required?	Description	Values
	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

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Parameters	Name	Required?	Description	Values
	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 Purge data for chart, fiscal year/period, and report pair(s) indicated

Open Close Fiscal Period Process (FGPOCFP)

The Open Close Fiscal Period Process (FGPOCFP) provides authorized users the ability to open and close fiscal periods when it is not possible to do so using the Fiscal Year Maintenance Page (FTMFSYR).

Users with access to the FGPOCFP process have control over opening a previously closed fiscal period without database administrator (DBA) intervention.

This process may be run from Job Submission by chart of accounts and fiscal year.

This process includes the capability to perform the following updates, within a specific chart and fiscal year:

- Open a fiscal period.

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- Close a fiscal period.
- Update all Budget Period edit codes in the rule classes.
- Update the status of the accrual period.

The validation for fiscal periods 01 through 13 has been included, recognizing that some customers may use thirteen (13) fiscal periods, rather than the customary twelve (12).

Update Budget Period Edit Code

For customers that select a default budget period to be enforced at data entry time, this optional FGPOCFP feature can be used.

Use this feature to update existing Rule Class Edit Table (FTVEDIT) records that contain a Budget Period edit, specifically those records that contain an edit field of `Budget Period` and an edit code of `0004` to enforce a specified period:

Edit Sequence: Budget Period

Edit Code: 0004 Default User Specified Value

Literal Value: 01

For example, if you enter `Y` in the Update Budget Period Edit Code parameter for FGPOCFP, the literal value will be updated from `01` to a new value matching the fiscal period specified in the Fiscal period to be opened parameter; therefore, if you enter `06` as the fiscal period, then the literal value for all Budget Period rule class edits will be updated to `06`.

Update Accrual Period

The status of the accrual period (period 14) can be updated only if period 14 was already opened by the Balance Forward Report (FGRGLRL).

As one of the year-end processes, FGRGLRL is the only mechanism available to update the status of the accrual period from `Not Open` to `Open`. After the accrual period is opened using FGRGLRL, the FGPOCFP process can be used to close or subsequently re-open the accrual period. The accrual period cannot be closed with FGPOCFP if any of the fiscal periods are open. In this case, close any remaining fiscal periods, and then close the accrual period.

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Parameters	Name	Required?	Description	Values
	Chart of Accounts Code	Yes	Chart of Accounts code for which you are opening or closing fiscal periods.	Valid Chart of Accounts
	Fiscal Year	Yes	Fiscal year that contains the fiscal period that you are opening or closing.	Valid Fiscal Year
	Fiscal period to be opened	No	Fiscal period that you are opening.	`01 - 13`
	Fiscal period to be closed	No	Fiscal period that you are closing.	`01 - 13`
	Update Budget Period Edit Code	Yes	Enter `Y` to update the Budget Period edit code, or enter `N` to leave the Budget Period edit code unchanged.	`Y` Update Budget Period edit code `N` Do not update Budget Period edit code
	Accrual Period Update	No	Enter `O` to change the accrual period status to `Open`, or enter `C` to change the accrual period status to `Closed`.	`O` Change the accrual period status to `Open` `C` Change the accrual period status to `Closed`

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Account Index Report (FGRACCI)

This report displays a list of account indexes and the default accounting distribution associated with each index.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of Accounts for reporting (validated against FTVCOAS).	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date

Account Index Report (FGRACCI) Report Sample

Account Index Report (FGRACCI) 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)

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 *Banner Finance TRM Supplement*.

FGRACTG 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.

FGRACTG 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.

FGRACTG 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.

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FGRACTG 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.

FGRACTG 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 FGRACTG.

When posting is started through the operating system prompt, the release numbers will be displayed on the screen. If the posting process is started through job submission, the release numbers will be printed in the log file.

FGRACTG 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".

FGRACTG 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, refer to the *Finance eProcurement with HigherMarkets Banner Handbook*.

Posting Process (FGRACTG) Report Sample

Posting Process (FGRACTG) report sample.

```
Starting FGRACTG (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)

This report displays the hierarchical relationship of the account type and account code structures.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of Accounts for reporting (validated against FTVCOAS)	
	As of Date (DD-MON-YYYY)	Yes	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 only includes account codes for this account type (validated against FTVATYP).	

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Account Hierarchy Report (FGRACTH) Report Sample

Account Hierarchy Report (FGRACTH) report sample.

```
REPORT FGRACTH                                    Banner University                          RUN DATE: 12/18/1996
CHART: A                                       Account Hierarchy Report                            TIME: 10:16 AM
                                                  AS OF 18-DEC-1996                                PAGE: 1
                                                                   DATA                        ********* DATES *********
TYP     ACCOUNT                DESCRIPTION                         ENTRY   STATUS  POOL ACCT      EFF       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)

This report displays a list of activity codes for a specific chart of account.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of Accounts for reporting (validated against FTVCOAS)	
	As of Date (DD-MON-YYYY)	Yes	Date to select activity codes for reporting.	DD-MON-YYYY Default = current date

Activity Codes Report (FGRACTV) Report Sample

Activity Codes Report (FGRACTV) 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)

This process is run on request and rebuilds the Budget Availability Ledger Table (FGBBAVL) when necessary.

About this task

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 Available Balance Rebuild Process does not produce report output.

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, because it deletes and rebuilds the entire FGBBAVL table.

Note: If you run it with only a single Commit 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 temporary public synonym called "FGBBAVL_WORK". This synonym 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 because all Banner Finance components access the FGBBAVL table using the original public synonym "FGBBAVL". Because of this restriction, in addition to the amount of processing that this process requires, you should always run FGRBAVL during off hours when no other Banner Finance process occurs

Banner Finance updates the FGBBAVL table during the normal posting of all accounting transactions by the Posting Process (FGRACTG). You only need to run FGRBAVL if the rules that control the available balance checking process change.

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Procedure

1. Before running FGRBAVL, export the FGBBAVL and FGRBAKO tables. This creates a backup of these tables in case the process terminates abnormally.
2. Sign on to SQL*Plus as FIMSMGR.
3. Start FIMSBVL1 to drop the public synonym FGBBAVL and create a public synonym FGBBAVL_WORK and drop the public synonym FGRBAKO and to create a public synonym FGRBAKO_WORK.
4. Run the FGRBAVL report from the command line. (It is not available through job submission).
5. After FGRBAVL finishes successfully, sign on to SQLPLUS as FIMSMGR and start FIMSBVL2 to drop the public synonyms FGBBAVL_WORK and FGRBAKO_WORK and re-create the original public synonyms.
6. If the process terminates abnormally, import data from the export tables. Run FGRBAVL again.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of Accounts for reporting	
	Fiscal Year	Yes	Fiscal year for reporting	YY
	Fund Type Code	No	Fund type code for reporting	
	Fund Code Start Range	No	Fund code starting range for reporting	
	Fund Code End Range	No	Fund code ending range for reporting	

End-of-Year Budget Carry Forward Process (FGRBDRL)

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.

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For indirect cost line items, any indirect cost encumbrance type I will not be considered and the impact of the encumbrance will be reversed before calculating the remaining balance to roll forward.

Current year records with Uncommitted Commit Type are retrieved for this report.

End-of-Year Budget Carry Forward Process (FGRBDRL) Report Sample

End-of-Year Budget Carry Forward Process (FGRBDRL) 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)

This report is sorted by fund for each organization.

The 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.

Note: In FGRBDSC version 8.6, parameter #14 was added, entitled "Print Zero Amount Lines." Because the default is "N" the FGRBDSC output usually suppresses the printing of zero amount lines, unless the FGRBDSC user changes the default value to "Y" for Yes.

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Parameters	Name	Required?	Description	Values
	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.	
	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.	

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Parameters	Name	Required?	Description	Values
	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 *not* 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 *not* 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 *not* 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 uncommitted budget records. C Print information about committed budget records. `Blank` Print information about both committed and uncommitted budget records. (default value)

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Budget Status (Current Period) Report (FGRBDSC) Report Sample

Budget Status (Current Period) Report (FGRBDSC) report sample.

```
23-MAY-90 07:37:23                                  Banner University                                                    PAGE 1
FISCAL YEAR 96                                  Budget Status (Current Period)                                          FGRBDSC
                                                      As Of 31-OCT-1995
FUND:        1000    General Fund
PRED ORG:    110     Environmental Services
ORG:         120     Waste Management
                                                ADJUSTED       CURRENT PERIOD  YEAR TO DATE       BUDGET           AVAILABLE    CMT
ACCOUNT     ACCOUNT TITLE                        BUDGET            ACTIVITY       ACTIVITY       RESERVATIONS        BALANCE     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)

This report selects and prints balance sheet information for selected funds and fund types.

This report selects and prints balance sheet information for selected funds and fund types.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting	YY
	Chart of Accounts	Yes	Chart of accounts used for reporting.	
	As of Date	No	Date to select data for reporting.	DD-MON-YYYY

Parameters	Name	Required?	Description	Values
	(DD-MON-YYYY)			Default is the system date.
	Include Accrual for Last Prd	No	Enter Y to include accruals for last period.	Y Yes N No (default)
	From Fund	Yes	Fund for the beginning range of funds to be reported.	
	To Fund	Yes	Fund for the ending range of funds to be reported.	
	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 want to include in the range in this parameter.	
	Fund Type	Yes	Fund code for a specific fund to be reported.	

Balance Sheet Report (FGRBLSH) Report Sample

Balance Sheet Report (FGRBLSH) report sample.

```
16-OCT-92 09:22:58                          Banner University                                  PAGE 1
FISCAL YEAR 96                                Balance Sheet                                   FGRBLSH
                                            AS OF 30-NOV-1995
COAS:    A       Government Chart
FUND:    1000    General Fund
                                                                CURRENT YEAR      PRIOR YEAR   ******** VARIANCE *********
                 Current Assets                                   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)

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.

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

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting	YY
	As of Date	No	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 want to include the data in the Accrual Period for reporting.	Y Yes N No (default)
	Report Type	No	Report type (Summary or Detail mode) to be produced.	S Summary (default) D Detail
	Chart of Accounts	No	Chart of account used for reporting.	
	Bank Interfund Account Option	No	Manner in which you want to run the reports.	A All accounts (default) R Range of accounts S Specific accounts W Wildcard accounts
	From Account	No	This parameter is only required if you selected R (Range of Accounts) in the Bank Interfund Account Option parameter. Enter the first account that you want to	

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Parameters	Name	Required?	Description	Values
			include in your range in this parameter.	
	To Account	No	This parameter is only required if you selected R (Range of Accounts) in the Bank Interfund Account Option. Enter the last account that you want to include in your range in this parameter.	
	Bank Interfund Account	No	This parameter is only required if you selected S (Specific accounts) or W (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.	

Bank Cash Interfund Account Balance Exception Report (FGRBIEX) Report Sample

Bank Cash Interfund Account Balance Exception Report (FGRBIEX) report sample.

```
REPORT FGRBIEX                                    Banner - SEED Data                                RUN DATE: 25-MAR-1995
FISCAL YEAR: 96                                Bank I/F Exception Report                            RUN TIME: 02:07 PM
                                                  AS OF 25-MAR-1995                                     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)

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.

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	Name	Required?	Description	Values
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date

Bank Interfund Account Control Report (FGRCASH) Report Sample

Bank Interfund Account Control Report (FGRCASH) 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 - Overview

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:

Code	Description
01	Governmental Fund Types
02	Proprietary Fund Types
03	Fiduciary Fund Types
04	Account Groups

Banner Finance contains nine Comprehensive Annual Financial Reports.

CAFR reports include:

- 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)

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- 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 *Banner Finance TRM Supplement* for a discussion of required fields in the CAFR reports.

Combined Balance Sheet - All Fund Types and Account Groups (FGRCOBS)

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:

Governmental:	Proprietary:	Fiduciary:	Account Groups:
General Funds Special Revenue Funds Capital Projects Funds Debt Service Funds Special Assessment Funds	Enterprise Funds Internal Service Funds	Trust Funds Agency 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.

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Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts code.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accruals Period	Yes	Enter Y to include accruals for last period.	Y Yes N No (default)
	Fund Type Group	Yes	Enter 01, 02, 03, or 04 for a specific group of fund types. Leave blank to select all fund type groups.	01, 02, 03, or 04

FGRCOBS Report Sample (Page 1 of 3)

FGRCOBS report sample (page 1 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: 1
                                       (With comparative totals for June 30, 1995)
                                             (amounts expressed in thousands)
                                                     Governmental Fund Types
                                 ____________________________________________________________________
                                                  Special       Capital        Debt        Special
                                    General       Revenue       Projects      Service     Assessments
                                     Fund          Funds         Fund          Fund          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 **********

FGRCOBS Report Sample (Page 2 of 3)

FGRCOBS 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

FGRCOBS Report Sample (Page 3 of 3)

FGRCOBS 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)

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.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts code.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accruals Period	Yes	Enter Y to include accruals for last period.	Y Yes N No (default)

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (FGRCREF) Report Sample (Page 1 of 3)

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (FGRCREF) 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)
                                                                                                          Fiduciary
                                                                                                            Fund
                                                                Governmental Fund Types                     Types
                                 ____________________________________________________________________  ____________
                                                  Special       Capital        Debt        Special      Expendable
                                   General       Revenue       Projects      Service     Assessments      Trust
                                    Fund         Funds          Fund          Fund          Fund          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

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (FGRCREF) Report Sample (Page 2 of 3)

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (FGRCREF) 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                       1,011          807          131           22          201           49
```

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (FGRCREF) Report Sample (Page 3 of 3)

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (FGRCREF) 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 Year 1996	Prior Year 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 (FGRCSBA)

This report creates 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.

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Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Date to select budget data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual Period	Yes	Enter Y to include accruals for last period.	Y Yes N No (default)

Combined Statement of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual (FGRCSBA) Report Sample (Page 1 of 2)

Combined Statement of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual (FGRCSBA) report sample (page 1 of 2).

```
REPORT FGRCSBA                                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
                                  ___________________________________________  ___________________________________________
                                                                 VARIANCE                                     VARIANCE
                                                                 FAVORABLE                                    FAVORABLE
                                     BUDGET        ACTUAL      (UNFAVORABLE)    BUDGET        ACTUAL      (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

Combined Statement of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual (FGRCSBA) Report Sample (Page 2 of 2)

Combined Statement of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual (FGRCSBA) report sample (page 2 of 2).

```
REPORT FGRCSBA                                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
                                   ___________________________________
                                                              VARIANCE
                                                              FAVORABLE
                                      BUDGET        ACTUAL   (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
                                 =============  =============  =============
```

Combine d Statement of R evenues, Expenses, and Changes in Retained Earnings/Fund Balances (FGRCSRE)

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).

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual	Yes	Enter Y to include accrual for last period.	Y Yes N No (default)

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Parameters	Name	Required?	Description	Values
	Account Level	Yes	Enter L for Level 1 accounts; or enter E for as exists.	L Level 1 accounts E As exists

Combined Statement of Revenues, Expenses, and Changes in Retained Earnings/Fund Balances (FGRCSRE) Report Sample

Combined Statement of Revenues, Expenses, and Changes in Retained Earnings/Fund Balances (FGRCSRE) report sample.

```
REPORT FGRCSRE                                    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                    Fiduciary
                                             Fund Types                    Fund Types
                                      ____________________________  ____________________________
                                                     Internal        Non-          Current        Prior
                                       Enterprise     Service      Expendable       Year          Year
                                          Fund         Fund          Trust          1991          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/                             405            30                       435
  fund balances, June 30              =============  =============  =============  =============  =============
```

Combining Balance Sheets Report (FGRCBSR)

This report produces a balance sheet displaying assets, liabilities, and fund balances for a parameter specified fund reflecting the current and prior years.

Parameters (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts code.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual	Yes	Enter Y to include accrual for last period.	Y Yes N No (default)
	Fund Type	Yes	Fund type code for reporting.	
	Fund Level	Yes	Fund level used for reporting.	1, 2, 3, 4, or 5
	Account Level	Yes	Enter L for level 1 accounts, or enter E for as exists.	L Level 1 accounts E As exists

Combining Balance Sheets Report (FGRCBSR) Report Sample

Combining Balance Sheets Report (FGRCBSR) 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)

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 want to view the breakdown of the accounts.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	No	Chart of accounts code.	

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Parameters	Name	Required?	Description	Values
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual Period	Yes	Enter Y to include accrual for last period.	Y Yes N No (default)
	Fund Type	Yes	Fund type code for reporting.	
	Account Level	Yes	Enter L for level 1 accounts, or enter E for as exists.	L Level 1 accounts E As exists

Comparative Balance Sheets Report (FGRCGBS) Report Sample

Comparative Balance Sheets Report (FGRCGBS) report sample.

```
REPORT FGRCGBS                                  Banner University                                  RUN DATE: 12/17/1996
COAS: G                                            General Fund                                          TIME: 14:51:00
FISCAL YEAR: 96                              Comparative Balance Sheets                                  PAGE: 1
                                                June 30, 1996 and 1995
                                          (amounts expressed in thousands)
                                                                          1996                1995
                                                                  _____________       _____________
                        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
                                                                  _____________       _____________
                        TOTAL ASSETS:                                     1,239
                        LIABILITIES:
                          Liabilities                                        26
                          Accounts Payable                                   41
                          Due To Other Funds                                  9
```

```
TOTAL LIABILITIES:                                  ____________        ____________
                                                            76
FUND BALANCES:
  Fund Balance                                            1,162
                                                    ____________        ____________
TOTAL FUND BALANCES:                                      1,162
                                                    ____________        ____________
                                                          1,239
```

Combining Statement of Revenues, Expenditures and Changes in Fund Balance (FGRCSSR)

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 (continued)	Name	Required?	Description	Values
	Fiscal Year	No	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual	Yes	Enter Y to include accruals for last period.	Y Yes N No (default)
	Fund Type	Yes	Fund type code for reporting.	
	Fund Level	Yes	Fund level for reporting.	1, 2, 3, 4, or 5
	Account Level	Yes	Enter L for level 1 accounts, or enter E for as exists.	L Level 1 accounts E As exists

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Parameters (continued)	Name	Required?	Description	Values
	Program Level	Yes	Enter L for level 1 programs, or enter E for as exists.	L Level 1 programs (default) E As exists)

Combining Statement of Revenues, Expenditures and Changes in Fund Balance (FGRCSSR) Report Sample

Combining Statement of Revenues, Expenditures and Changes in Fund Balance (FGRCSSR) report sample.

```
REPORT FGRCSSR                                    Banner University                                RUN DATE: 12/17/1996
COAS: G                                             General Fund                                     TIME: 14:58:21
FISCAL YEAR: 96                               Combining Statement of Revenues,                       PAGE: 1
                                            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)
                                                                                                  Current         Prior
                                                                                General          Year           Year
                                                                                 Fund            1996           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 (FGRCSCF)

This report produces 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 (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	No	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual	No	Enter Y to include accrual for last period.	Y Yes N No (default)
	Fund Type Code	Yes	Fund type code for reporting.	
	Account Level	Yes	Enter L for level 1 accounts, or enter E for as exists.	L Level 1 accounts E As exists (default)
	Program Level	Yes	Enter L for level 1 programs, or enter E for as exists.	L Level 1 programs (default) E As exists

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Comparative Statements of Revenues, Expenditures and Changes in Fund Balances(FGRCSCF) Report Sample

Comparative Statements of Revenues, Expenditures and Changes in Fund Balances(FGRCSCF) report sample.

```
REPORT FGRCSCF                                  Banner University                                  RUN DATE: 12/17/1995
COAS: G                                       Special Revenue Funds                                      TIME: 14:52:45
FISCAL YEAR: 96                     Comparative Statements of Revenues, Expenditures and                 PAGE: 1
                                                  Changes in Fund Balances
                                      For the fiscal years ended June 30, 1996 and 1995
                                              (amounts expressed in thousands)
                                 ____________________________________________________________
                                                                        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)

This report produces 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	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts code.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Include Accrual Period	Yes	Enter Y to include accrual for last period.	Y Yes N No (default)
	Fund Type Code	Yes	Fund type code for reporting.	
	Account Level	Yes	Enter L for Level 1 Accounts, or enter E for as exists.	L Level 1 accounts E As exists
	Organization Level	Yes	Enter L for level 1 organizations, or enter E for as exists.	L Level 1 organizations E As exists

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Comparative Statements of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual (FGRCGBA) Report Sample

Comparative Statements of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual (FGRCGBA) report sample.

```
REPORT FGRCGBA                                   Banner University                                  RUN DATE: 12/17/1996
COAS: G                                        Special Revenue Funds                                      TIME: 14:53:21
FISCAL YEAR: 96                     Comparative Statements of Revenues, Expenditures and                  PAGE: 1
                                         Changes in Fund Balances--Budget and Actual
                                      For the fiscal years ended June 30, 1996 and 1995
                                              (amounts expressed in thousands)
                                                     1996                                        1995
                                  ____________________________________________  ____________________________________________
                                                                  VARIANCE                                      VARIANCE
                                                                  FAVORABLE                                     FAVORABLE
                                     BUDGET        ACTUAL      (UNFAVORABLE)     BUDGET        ACTUAL      (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 Net Assets Report (FGRCHFB)

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 and percentage.

Current year records with Uncommitted Commit Type are retrieved for this report.

Parameters (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	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 Y to include accruals for last period.	Y Yes N No (default)
	Specific Fund	No	Specific fund for reporting. 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.	

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Parameters (continued)	Name	Required?	Description	Values
	Specific Ftyp (Fund Type)	No	Level two fund type for reporting. 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.	
	Fund Level	No	Enter a 1 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 2 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 E to report all funds as they exist in the ledger. **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.	1, 2, or E

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Parameters (continued)	Name	Required?	Description	Values
	Ftyp Level (Fund Type Level)	No	Enter a 1 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 2 to indicate that you want all funds with Level 2 Fund Type to be reported. **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.	1 or 2
	Account Level	Yes	Enter an L 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 E to report all accounts as they exist in the ledger.	L Level 1 account code E As exists

Statement of Changes in Net Assets Report (FGRCHFB) Report Sample

Statement of Changes in Net Assets Report (FGRCHFB) report sample.

23-JUL-2013 01:31:20 PM
FISCAL YEAR 95

Ellucian University
Statement of
Changes in Net Assets
AS OF 30-JUN-1995

PAGE 1
FGRCHFB

1110 Current Education and General

	CURRENT YEAR 30-JUN-1995	PRIOR YEAR 30-JUN-1994	********** COMPARISON ********** CURRENT TO PRIOR	PERCENT
REVENUES AND OTHER ADDITIONS:				
Tuition & Fees	2,548,808.00	1,105,249.00	1,443,559.00	130.609
Gifts Received	.00	5,000,000.00	-5,000,000.00	-100.000
Investment Income	.00	.00	.00	.000
Grants and Contracts	20,173.80	5,038.25	15,135.55	300.413
Sales and Services	456,664.90	.00	456,664.90	########
Financial Aid	-150,000.00	.00	-150,000.00	########
Other Revenue	.00	55,000.00	-55,000.00	-100.000
TOTAL REVENUES AND OTHER ADDITIONS:	2,875,646.70	6,165,287.25	-3,289,640.55	-53.357
EXPENDITURES AND OTHER DEDUCTIONS:				
Salaries and Wages	1,657,250.10	1,545,090.08	112,160.02	7.259
Fringe Benefits	304,592.74	305,257.88	-665.14	-.218
Direct Expenditures	24,965.08	173,359.38	-148,394.30	-85.599
TOTAL EXPENDITURES AND OTHER DEDUCTIONS:	1,986,807.92	2,023,707.34	-36,899.42	-1.823
TRANSFERS AMONG FUNDS:				
Transfers In	.00	75,912.20	-75,912.20	-100.000
TOTAL TRANSFERS AMONG FUNDS:	.00	75,912.20	-75,912.20	-100.000
NET INCREASE/DECREASE IN NET ASSETS	888,838.78	4,065,667.71	-3,176,828.93	-78.138
NET ASSETS AT BEGINNING OF YEAR	4,217,492.11	.00	4,217,492.11	########
NET ASSETS AT END OF YEAR	5,106,330.89	4,065,667.71	1,040,663.18	25.596

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Statement of Changes in Net Assets Report (FGRCHNA)

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 (continued)	Name	Required?	Description	Values
	Consolidated Reports (Y/N)	No	Enter a Y 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	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts used for reporting.	
	As of Date	No	Date to select data for reporting. The ending	DD-MON-YYYY

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Parameters (continued)	Name	Required?	Description	Values
	(DD-MON-YYYY)		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.	Default = system date
	Include Accrual (Y/N)	No	Enter Y if you want to include accruals.	Y Yes N No (default)
	Specific Fund	No	Specific fund for reporting. 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	1- Indicates that all funds in the ledger will roll up to their level 1 fund code and be reported accordingly	1, 2, 3, 4, 5, or E

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Parameters (continued)	Name	Required?	Description	Values
			2- Indicates that all level 3, 4, 5 funds will be rolled up to their level 2 fund code. E -Indicates that all funds are reported as they exist in the ledger	
	Fund Type Level (1, 2)	No	1- Indicates that all funds in the ledgers will roll up to their level 1 fund type and will be reported accordingly 2- Indicates that all funds with a level 2 fund type will be reported	1 or 2
	Account Level (L, E)	No	L- Indicates that all accounts in the ledger will roll up to the Level 1 account code and will be reported accordingly E- Reports all accounts as they exist in the ledger	L Level 1 account code E As exists

Statement of Changes in Net Assets Report (FGRCHNA) Report Sample

Statement of Changes in Net Assets Report (FGRCHNA) report sample.

```
07/05/1996 12:23:14                    Banner - SEED Data                    PAGE 2
FISCAL YEAR 96                   Consolidated Statement of               FGRCHNA
                                   Changes in Net Assets
```

```
                                                AS OF 30-JUN-1996
                                                  Unrestricted       Temporarily        Permanently          Total
                                                                     Restricted         Restricted
                                                ----------------- -----------------  ----------------- -----------------
                                                ----------------- -----------------  ----------------- -----------------
      Net Assets at end of Year                    14,548,564.35          4,400.00             705.00     14,553,669.35
      and Fund Additions, Deductions and Transfers
```

Close Operating Accounts Process (FGRCLOP)

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). After all transactions have cleared the edits and posted, you must manually close the accrual period on the Fiscal Year Maintenance Page (FTMFSYR).

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 and fund addition/ deduction balances to the fund balance account(s) defined on FTMFBAL. Budget and encumbrance control activity close to the fund balance account defined on FTMCOAS.

Close Operating Accounts Process (FGRCLOP) Report Sample (Page 1 of 2)

Close Operating Accounts Process (FGRCLOP) report sample (page 1 of 2).

```
04/02/1996 09:20:47                                Banner University                                                    PAGE 1
FISCAL YEAR 96                              Close Operating Accounts Report                                            FGRCLOP
                                                     As of 30-JUN-1996
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
```

Close Operating Accounts Process (FGRCLOP) Report Sample (Page 2 of 2)

Close Operating Accounts Process (FGRCLOP) report sample (page 2 of 2).

```
04/02/1996 09:20:47                                Banner University                                        PAGE 2
FISCAL YEAR 96                               Close Operating Accounts Report                                FGRCLOP
                                                   As of 30-JUN-1996
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
```

Cash Receipts Report (FGRCSRP)

This report prints header and detail information for selected direct cash receipts.

FGRCSRP 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 Page (FGADCSR). Access this report by selecting the **Print Cash Receipt** button on FGADCSR.

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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
	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

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Parameters	Name	Required?	Description	Values
	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.	

Cash Receipts Report (FGRCSRP) Report Sample (Page 1 of 2)

Cash Receipts Report (FGRCSRP) report sample page 1 of 2).

```
FGRCSRP    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
_____________________________________________________________________________________________________________
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
VENDOR TOTAL:              100.00
```

Cash Receipts Report (FGRCSRP) Report Sample (Page 2 of 2)

Cash Receipts Report (FGRCSRP) report sample page 1 of 2).

```
FGRCSRP    2.1.11                          Banner Development Environment                          27-NOV-1996 11:22:20
                                                    Cash Receipt Report                                          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
```

GL/Subsidiary Ledger Control Report (FGRCTRL)

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 an 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 value is Y.)

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FGRCTRL 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	Fiscal year for reporting.	YY
	Option Code	Yes	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	Chart of accounts for reporting.	
	Fund Code	No	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 Y to recreate the collector tables, or enter N to override recreating the collector tables.	Y Yes N No (default)

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GL/Subsidiary Ledger Control Report (FGRCTRL) Report Sample (Page 1 of 2)

GL/Subsidiary Ledger Control Report (FGRCTRL) 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
                                                                  OPERATING ACCT        OPEN             OPEN
    ACCT.  ACCT. TITLE                         GENERAL LEDGER        LEDGER        ENCUMBRANCES       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>
```

GL/Subsidiary Ledger Control Report (FGRCTRL) Report Sample (Page 2 of 2)

GL/Subsidiary Ledger Control Report (FGRCTRL) 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
                                                                  OPERATING ACCT        OPEN             OPEN
    ACCT.  ACCT. TITLE                         GENERAL LEDGER        LEDGER        ENCUMBRANCES       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

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.

Statement of Revenues, Expenses, and Other Changes (FGRCUNA)

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	Name	Required?	Description	Values
	Consolidated Reports (Y/N)	No	Enter a Y 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

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Parameters	Name	Required?	Description	Values
	Fiscal Year (YY)	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts used for reporting.	
	As of Date (DD-MON-YYYY)	No	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 Y to include accruals.	Y Yes N No (default)
	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	

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Parameters	Name	Required?	Description	Values
			unrestricted funds within the specified fund type.	

Changes in Unrestricted Net Assets ReportStatement of Revenues, Expenses, and Other Changes (FGRCUNA) Report Sample (Page 1 of 2)

Changes in Unrestricted Net Assets ReportStatement of Revenues, Expenses, and Other Changes (FGRCUNA) report sample (page 1 of 2).

```
07/05/1996 12:22:20                                Banner - SEED Data                                PAGE 1
FISCAL YEAR 96                       Consolidated Statement of Unrestricted Revenues,                FGRCUNA
                                              Expenses, and Other Changes in
                                                 Unrestricted Net Assets
                                                     AS OF 30-JUN-1996
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)
```

Changes in Unrestricted Net Assets ReportStatement of Revenues, Expenses, and Other Changes (FGRCUNA) Report Sample (Page 2 of 2)

Changes in Unrestricted Net Assets ReportStatement of Revenues, Expenses, and Other Changes (FGRCUNA) report sample (page 2 of 2).

```
07/05/1996 12:22:20                                Banner - SEED Data                                PAGE 2
FISCAL YEAR 96                       Consolidated Statement of Unrestricted Revenues,                FGRCUNA
                                               Expenses, and Other Changes in
                                                  Unrestricted Net Assets
                                                      AS OF 30-JUN-1996
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 Process (FGRENRL)

This process rolls the open encumbrances based upon the criteria specified on the Chart of Accounts Validation Table (FTVCOAS) and on the Fund Type Maintenance Page (FTMFTYP).

A hard copy report is produced indicating the encumbrances that were rolled to the new fiscal year and the encumbrances that were closed.

On the Chart of Accounts Maintenance Form, specify the encumbrances that you want 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 can 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.

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 Page (FGAYRLM) will remain blank because 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.

This process ignores **L** (labor) type records with an Encumbrance number of PR, because these records are processed by the new Roll HR Labor Encumbrances Process (FGRLENC). This process also ignores type I for indirect cost encumbrances with an Encumbrance number of IC and they will remain open. These encumbrances apply to a single fiscal year, and a new indirect cost encumbrance would be created for the new year.

End-of-Year Encumbrance Carry Forward Process (FGRENRL) Report Sample

End-of-Year Encumbrance Carry Forward Process (FGRENRL) report sample.

```
01/06/1996 13:58:51                                Banner University                                        PAGE 1
FISCAL YEAR 96                            End-of-Year Encumbrance Carry Forward                            FGRENRL
                                                   As of 17-NOV-1996
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)

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	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date	No	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)
	From Fund	No	Fund for the beginning range of funds to be reported.	
	To Fund	No	Fund for the ending range of funds to be reported.	
	From Account	No	Account for the beginning range of accounts to be reported.	
	To Account	No	Account for the ending range of accounts to be reported.	

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Fund/Account Activity Report (FGRFAAC) Report Sample

Fund/Account Activity Report (FGRFAAC) 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
                                                          BEGINNING                                                 ENDING
ACCOUNT                      ACCOUNT TITLE                 BALANCE            DEBITS           CREDITS            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)

This report displays the information maintained through the Fund Balance Account Maintenance Page (FTMFBAL).

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting. Default is the current date.	DD-MON-YYYY Default = current date

Fund Balance Account Report (FGRFBAL) Report Sample

Fund Balance Account Report (FGRFBAL) report sample.

```
FGRFBAL                                          Banner University                                  05-NOV-1996  15:19:03
                                            Fund Balance Account Report                                            PAGE:  1
                                                 As of 02-NOV-1996
CHART: A Banner University
                                                                                  ***********         DATES         ***********
FUND TYPE         FUND CODE        ACCOUNT CODE        FUND BALANCE ACCOUNT       EFFECTIVE         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)

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	Chart of accounts for reporting.	
	Starting Fund Code	Yes	Starting fund type code in the range for reporting.	
	Ending Fund Code	Yes	Ending fund type code in the range for reporting.	

Parameters	Name	Required?	Description	Values
	Ending Date	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Category Description	Yes	You can enter multiple values for this parameter. For example: 01 Expenses 02 Salaries	To enter a description, enter a value from 01 to 09, followed by a space and the category description.
	Category Account Code Range	Yes	A Category Account Range parameter must exist for each Category Description. You can enter multiple ranges for this parameter. For example: 01 7100 7999 02 6100 6999	To enter a range, use the following format with a space between each element, as indicated: `'Category Code' space 'Beginning account code range' space 'Ending account 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)

Inception to Date Activity Report (FGRFITD) Report Sample

Inception to Date Activity Report (FGRFITD) 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)

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 (continued)	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Fund Type Code	No	Fund type code for reporting.	

Fund Hierarchy Report (FGRFNDH) Report Sample

Fund Hierarchy Report (FGRFNDH) 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
                                                                   DATA            CNTL              ********* DATES *********
TYP     FUND              DESCRIPTION                            ENTRY  STATUS  FUND   CMB        EFF       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 - unrestric   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)

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 through 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	Name	Required?	Description	Values
	Consolidated Reports (Y/N)	No	Enter a Y 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	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts used for reporting.	
	As of Date	No	Date to select data for reporting. The ending	DD-MON-YYYY

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Parameters	Name	Required?	Description	Values
	(DD-MON-YYYY)		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.	
	Include Accrual (Y/N)	No	Enter Y to include accrual options.	Y Yes N No (default)
	Specific Fund	No	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	Fund type for reporting. You may only enter one of the following parameters: Specific Fund or Specific Fund Type.	

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Statement of Financial Position Report (FGRFPSN) Report Sample

Statement of Financial Position Report (FGRFPSN) report sample.

```
07/05/1996 12:21:36                                   Banner - SEED Data                                    PAGE 2
FISCAL YEAR 96                          Consolidated Statement of Financial Position                        FGRFPSN
                                                     AS OF 30-JUN-1996
COAS:     A         Institute of Technology
                                                                  Current Year       Prior Year           Change
                                                                     As of              As of
                                                                 30-JUN-1996        30-JUN-1995
NET ASSETS:
                    Unrestricted                                 14,553,119.35          -5,339.00      14,558,458.35
                    Temporarily Restricted                              50.00               0.00              50.00
                    Permanently Restricted                           1,500.00               0.00           1,500.00
                                                            ------------------  -----------------  -----------------
TOTAL:              Net Assets                                  * 14,554,669.35          -5,339.00      14,560,008.35
                                                            ------------------  -----------------  -----------------
TOTAL:              Liabilities and                              20,237,493.78           2,612.28      20,234,881.50
                    Net Assets
* 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)

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.

After 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 and fund addition/ deduction balances to the fund balance account(s) defined on FTMFBAL. Budget and encumbrance control activity close to the fund balance account defined on FTMCOAS.

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Parameters	Name	Required?	Description	Values
	Report Mode	Yes	Enter A (Audit) to generate this report, or enter U (Update) to update the database and generate this report.	U Update A Audit (default)

Balance Forward Processing Report (FGRGLRL) Report Sample (Page 1 of 2)

Balance Forward Processing Report (FGRGLRL) report sample. (Page 1 of 2.)

```
04/02/1996 09:21:37                                Banner University                                                    PAGE 1
FISCAL YEAR 96                              Balance 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
```

Balance Forward Processing Report (FGRGLRL) Report Sample (Page 2 of 2)

Balance Forward Processing Report (FGRGLRL) report sample.

```
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----------------------- ----------------------NEW-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)

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 Page (FTMSDAT).

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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.

Parameters (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	From Fund Code	No	Fund code for the beginning range of funds to be reported.	
	To Fund Code	No	Fund code for the ending range of funds to be reported.	
	From Account Code	No	Account code for the beginning range of accounts to be reported.	
	To Account Code	No	Account code for the ending range of accounts to be reported.	
	From Date	No	Date from which you want to report.	DD-MON-YYYY

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Parameters (continued)	Name	Required?	Description	Values
	To Date	No	Date up to which you want to report.	DD-MON-YYYY
	Include Accrual for Last Prd	Yes	Enter Y to include accrual for last period.	Y Yes N No (default)
	Print Fund Totals	Yes	Enter Y to print fund totals.	Y Yes (default) N No

G/L Transaction Activity Report (FGRGLTA) Report Sample

G/L Transaction Activity Report (FGRGLTA) 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
```

Grant Rebuild Process (FGRGRBD)

This process is run on request and rebuilds the Grant Ledger Table (FRRGRNL) when necessary.

About this task

The Grant Rebuild Process (FGRGRBD) requires exclusive access to the Grant Ledger Table (FRRGRNL). The FGRGRBD process also makes extensive updates to the database as it deletes and rebuilds the entire FRRGRNL table.

Note: If you run it with only a single Commit 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 temporary public synonym called "FRRGRNL_WORK". This public synonym 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 because all Banner Finance components access the FRRGRNL table using the original public synonym "FRRGRNL". Because of this restriction, in addition to the amount of processing that this process requires, you should always run FGRGRBD during off hours when no other Banner Finance process occurs.

Procedure

1. Before running FGRGRBD, export the FRRGRNL table. This creates a backup of this table in case the process terminates abnormally.
2. Sign on to SQL*Plus as FIMSMGR.
3. Start FGRNBLD1 to drop the public synonym FRRGRNL and create the public synonym FRRGRNL_WORK.
4. Run the FGRGRBD report from the command line. (It is not available through job submission).

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5. After FGRGRBD finishes successfully, sign on to SQLPLUS as FIMSMGR and start FGRNBLD2 to drop the public synonym FRRGRNL_WORK and re-create the original public synonym.
6. If the process terminates abnormally, import data from the export tables. Run FGRGRBD again.

Parameters (continued)	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of Accounts for processing grants.	
	Grant Option	Yes	Option for processing and rebuilding grants.	A Processes all grants R Processes a range of grants; you must specify a value in the From Grant and To Grant parameters. S Processes a specific grant; specify the grant code in the Grant Code parameter. W Processes grants that fall within a wildcard value (for example, 21% processes all grants which begin with 21). A Processes all grants (default)
	From Grant	No	You must have entered an R in the Grant Option parameter to use this parameter. Use this parameter to enter the first grant in the range.	

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Parameters (continued)	Name	Required?	Description	Values
	To Grant	No	You must have entered an R 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 enter S or W in the Grant Option parameter.	

Incomplete Document Report (FGRIDOC)

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

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- 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 in addition to 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 are deemed incomplete based on this criteria.

Type of Document	Criterion for Incomplete Status
Cash Receipts Journal Vouchers	Status indicator value of I or a null value.
Blanket Orders	Completion indicator value of N or a null value. The blanket order must also be active (not terminated).
Purchase Orders Change Orders Invoices Requisitions Adjustments Receiving Documents	Completion indicator value of N or a null value.

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Type of Document	Criterion for Incomplete Status
Transfers Stores Issues	
General Encumbrances	Status field value of I or a null value.
Fixed Assets	Status field value of N or a null value.

Journal Voucher Listing Report (FGRJVLR)

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 Page (FGAJVCD) or from the Journal Voucher Quick Page (FGAJVCQ). This report can be accessed from the journal voucher entry forms by selecting the **Print JV** button or be selecting the menu option which automatically calls the Process Submission Control Page (GJAPCTL) with the parameters for FGRJVLR 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	Name	Required?	Description	Values
	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.	

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Parameters	Name	Required?	Description	Values
	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.	
	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	

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Parameters	Name	Required?	Description	Values
			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.	
	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	

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Parameters	Name	Required?	Description	Values
			printed regardless of the sequence status.	
	Include Text	No	Leave blank or enter Y to include document text in the report. Enter N if you do not want 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.) T Transaction date/ document number U User ID/document number

Journal Voucher Listing Report (FGRJVLR) Report Sample

Journal Voucher Listing Report (FGRJVLR) report sample.

```
FGRJVLR                                                    Development                                        30-OCT-1995 14:06:46
                                                     Journal Voucher Listing                                            Page     1
                   TRANSACTION     DOCUMENT            DOCUMENT            DEFER
DOCUMENT#  SUB#       DATE          TOTAL        NSF    STATUS   APPROVED  EDIT   USER  ID
---------  ----   -----------  ---------------   ---   --------  --------  -----  ------------------------------
J0001        0    25-OCT-1995          200.00    Y       I                 N    FIMSUSR
=================================================================================================================================
         JOURNAL         FS                                                                  PROJECT  DISTRIB  TRANSACTION   DB/
   SEQ#   TYPE    STATUS YR CHART INDEX   FUND   ORG   ACCOUNT PROGRAM ACTIVITY LOCATION   CODE    PERCENT    AMOUNT      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
   -------- ---- ---- ---- ------   ---- --------  ------  ----  -------  ------  ------   -----  ------
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Roll Open Labor Encumbrances Process (FGRLENC)

This process is similar to the End-of-Year Encumbrance Carry Forward Process (FGRENRL), but processes labor encumbrances only.

The FGRLENC process is optional if you do not use the multiple year encumbrance enhancement. The standard four year end processes (G/L Roll, Encumbrance Roll, Budget Carry Forward and the Closing Process) need to be performed in the order displayed on FGAYRLM. The new FGRLENC process is an exception to this rule. FGRLENC is not dependent on the execution of other year-end processes and it does not need to be run if you are not using the multiple year encumbrance enhancement.

The FGRLENC process enables institutions to perform the following tasks:

- Roll forward open multi-year future labor encumbrances into the new fiscal year, based on the criteria specified on the Chart of Accounts Validation Table (FTVCOAS) and the Year End Maintenance Page (FGAYRLM).
- Close non multi-year labor encumbrances in the current fiscal year
- Close rolled labor encumbrances in the new fiscal year

Note: This process can be run any time after the last day of the old fiscal year and not does depend on any other Banner Finance year end process. This process does not need to be run if you are not using multiple year encumbrancing.

Parameters (continued)	Name	Required?	Description	Values
	Report Mode	Yes	When the FGRLENC process is run in Audit mode, it provides a list of open HR labor	A Audit (default) U Update

Parameters (continued)	Name	Required?	Description	Values
			encumbrances that it will close or roll. If FGRLENC finds that some open encumbrance items are against a fund code with a termination or an expenditure end date that precedes the first day of your new fiscal year, it displays those exceptions in the .log file. This gives you the chance to re-instate the fund and include those items in this process, if desired. When the FGRLENC process is run in Update mode, it inserts records into the transaction interface table (FGBTRNI) for editing and processing to the ledgers.	
	Process Current or Rolled	Yes	The FGRLENC process must be executed twice: first in C mode and then in R mode.	C Current year processing R Rolled future encumbrances
			Current Year Process Because C mode rolls future items in the new fiscal year, you must	

Parameters (continued)	Name	Required?	Description	Values
			verify that these items have posted before you attempt to close them using R mode. Due to this timing consideration, FGRLENC needs to be executed twice. When the FGRLENC process is run with a parameter value of C in Update mode, the **Ending Document Number** on FGAYRLM is updated, but the **Performed Date** remains blank. The FGRLENC process performs the following steps: • Interrogates the Encumbrance Detail Table (FGBENCD) for all open current encumbrances (those items with an item number of 0,1, or 2). • Validates that only HR labor encumbrances (encumbrance numbers starting with PR%) are selected, and closes those	

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Parameters (continued)	Name	Required?	Description	Values
			encumbrances in the old fiscal year. • Interrogates open HR future encumbrance items (items with an item number of 3,4, or 5) and rolls those forward in the new fiscal year.	
			Rolled Process When the FGRLENC process is run with a parameter value of R in Update mode, the **Ending Document Number** will be reviewed, and a one-up number will be generated for the next step of the process. When this process is completed, the FGAYRLM **Ending Document Number** is updated and the **Performed Date** is populated. If you attempt to run the process with a parameter value of R before first running it with a value of C, the system	

Parameters (continued)	Name	Required?	Description	Values
			checks for an Ending Document number. If one does not exist, the FGRLENC process halts and displays the following error message: *ERROR* FGRLENC must be run in 'C' mode before 'R' mode can be processed.	

Setup on FGAYRLM

Before you can use the FGRLENC process, you must enter the appropriate data on the Year End Maintenance Page (FGAYRLM).

Procedure

1. Access FGAYRLM.
2. Enter Roll HR Labor Encumbrances values for the **Starting Document Number** and **Scheduled Date** fields. The **Starting Document Number** must begin with PR.
3. Save.

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Setup on FTMCOAS

The new Roll HR Labor Encumbrances Process (FGRLENC) only looks to the Encumbrance Parameters block to pick up the Rule Class Code for processing. All other values pertain to previously existing processes, such as FGRENRL.

About this task

Unlike non-HR encumbrances, the FGRLENC process does not carry over budget to cover the encumbrance balance. It looks only to the Chart or the Fund Type for the rule that will be used to roll encumbrance items.

Procedure

1. Access the Chart of Accounts Maintenance Page (FTMCOAS).
2. Query on the chart and navigate to Encumbrance Parameters.
3. In the Encumbrance Parameter section, specify the Rule Class Code you want to use for rolling HR labor encumbrances.

   Verify that the rule class is valued. This is the rule that will be used in rolling future encumbrance items to the new fiscal year. Remember that you can override this rule by Fund Type using the FTMFTYP page.

   This rule is shared by the End-of-Year Encumbrance Carry Forward Process (FRGENRL) and FGRLENC. The only difference between the two processes is that FGRLENC does not use information provided in the Document Roll parameters as FGRENRL does.

   FGRENRL uses the indicators as follows:

   - If the Labor Encumbrance indicator is checked, FGRENRL will roll labor encumbrances as long as the encumbrance number does not begin with PR.
   - If the Labor Encumbrance indicator is cleared, FGRENRL will close all labor encumbrances not starting with a encumbrance number of PR. Those may be labor encumbrances interfaced from an outside system or labor encumbrances created in the Banner Finance System using the FGAENCB page.

     Note: The only way to differentiate labor encumbrances from Banner HR is by the first two characters of the encumbrance number. The encumbrance number always begins with PR.

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Setup on FTMSDAT

Complete these steps to set up FTMSDAT.

Procedure

1. Access the System Data Maintenance Page (FTMSDAT) to verify that the rule class has been established for closing encumbrance items.
2. Perform a filter by entering FGBTRNI in the **Entity** field, and FGBTRNI_ENC_CLOSE_RUCL_CODE in the **Attribute** field.
3. The **Data** field displays the rule (E032 or similar as defined in FTMSDAT) used to perform an encumbrance close.

FGRLENC Processing Steps

The FGRLENC process is run in a series of steps.

Procedure

1. Run the FGRLENC process with a parameter of C to close the current year encumbrances and roll the future encumbrances forward to the new fiscal year.
2. Manually run the FGRTRNI, FGRTRNR, and FGRACTG processes to edit and post FGRLENC documents.
3. Run the FGRLENC process with a parameter of R to close future encumbrances in the new fiscal year.
4. Manually run the FGRTRNI, FGRTRNR, and FGRACTG processes to edit and post FGRLENC documents.

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Step 1: Run the FGRLENC process to close the current year encumbrances and roll the future encumbrances forward to the new fiscal year.

When you run FGRLENC in C mode, the process performs the following steps.

Procedure

1. FGRLENC looks at the FGBENCH encumbrance header table to select transactions with a Type of L (Labor), Encumbrance number of PR, and a status of O (Open).
2. The process looks at the FGBENCD encumbrance detail table for the **Item**.
3. It selects items with a value of 0, 1, or 2 and a status of O (open). It determines the rule class to use from FTVSDAT for closing encumbrances.
4. Using the starting document number defined on FGAYRLM for Roll HR Labor Encumbrances, FGRLENC inserts records into the FGBTRNI table to close the current fiscal year HR labor encumbrance amounts. When performing this process, FGRLENC uses the liquidation rule you supplied in ftvsdat with a transaction date set to the last day of the fiscal year.

   The FGRLENC process next performs future year encumbrance transactions dependent on Item number as described in the following steps:
5. FGRLENC looks at the FGBENCH encumbrance table and selects those transactions with a Type of L (Labor), Encumbrance number of PR, and a status of O (Open).
6. The process looks at the **Item** field value for those records with a value of 3, 4, or 5.
7. If run in Update mode, FGRLENC assigns a new document from the last one used to perform the encumbrance close of the current encumbrances. Then, FGRLENC inserts records into the FGBTRNI table to roll the remaining balance of the encumbrance to the new fiscal year, while maintaining the original encumbrance number.

   The existing Rule Class defined on the Fund Type Maintenance page (`FTVFTYP_RUCL_CODE_ROLL_ENC`) or Chart of Accounts Code page (`FTVCOAS_RUCL_CODE_ROLL_ENC`) is used for the transactions. A transaction date of the first day of the new fiscal year will be used.
8. The process produces a hard copy report listing the encumbrances closed and rolled encumbrances sorted by fund within chart. It then updates the Ending document number in the FGBYRLM table.

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Step 2 - Manually run the FGRTRNI, FGRTRNR, and FGRACTG processes to edit and post FGRLENC documents.

You need to perform the following steps.

Procedure

1. Run the FGRTRNI process (or let Sleep/Wake kick off the process automatically, depending upon the institution's setup) to edit the transactions and insert records into the FGBJVCH and FGBJVCD tables.
2. Run the FGRTRNR process to report any errors. If there are no errors, the FGRTRNI process updates the FOBAPPD table.
3. Run the FGRACTG process (usually set up in Sleep/Wake mode) which updates the Banner Finance ledgers and the FGBTRNH and FGBTRND tables.

Step 3 - Run the FGRLENC process to close the rolled future encumbrances in the new fiscal year.

When you run FGRLENC in R mode, the process performs the following steps.

Procedure

1. Looks at the FGBENCH encumbrance table to select those transactions that have a Type of L (Labor), Encumbrance number of PR, and a status of O (Open).
2. Looks at the FGBENCD encumbrance detail table for items that have a value of 3, 4, or 5.
3. Assigns a new document from the last one used, which is displayed as the ending document number in FGBYRLM, to perform the encumbrance close of the future encumbrances.
4. Inserts records into the FGBTRNI table to liquidate the new multi-year rolled encumbrances using the liquidation rule you supplied in ftvsdat in the new fiscal year, and the fiscal year begin date as the transaction date.
5. Produces a hard copy report listing closed encumbrance items, sorted by fund within chart.
6. Updates the Document Number and Performed Date on FGAYRLM.

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Step 4 - Manually run the FGRTRNI, FGRTRNR, and FGRACTG processes to edit and post FGRLENC documents.

You need to perform the following steps.

Procedure

1. Run the FGRTRNI process (or let Sleep/Wake kick off the process automatically, depending upon the setup at your institution) to edit the transactions and insert records into the FGBJVCH and FGBJVCD tables.
2. Run the FGRTRNR process to report any errors. If there are no errors, the FGRTRNI process updates the FOBAPPD table.
3. Run the FGRACTG process (usually set up in Sleep/Wake mode) which updates the Banner Finance ledgers and the FGBTRNH and FGBTRND tables.

Results

Location Hierarchy Report (FGRLOCH)

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.

Parameters (continued)	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Location Code	Yes	Location code for reporting. Leave blank for all location codes.	

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FGRLENC Processing Steps Report Sample

FGRLENC Processing Steps report sample.

```
REPORT FGRLOCH                                    Banner University                                    RUN DATE: 08/21/1996
CHART: A                                     Location Hierarchy Report                                     TIME: 12:15 PM
                                                AS OF 21-AUG-1996                                          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
```

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Organization Detail Activity Report (FGRODTA)

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.

Parameters	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	From Organization Code	No	Organization code for the beginning range of organizations to be reported.	
	To Organization Code	No	Organization code for the ending range of organizations to be reported.	
	From Fund Code	No	Fund code for the beginning range of funds to be reported.	
	To Fund Code	No	Fund code for the ending range of funds to be reported.	
	From Account Code	No	Account code for the beginning range of accounts to be reported.	

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Parameters	Name	Required?	Description	Values
	To Account Code	No	Account code for the ending range of accounts to be reported.	
	From Date (DD-MON-YYYY)	Yes	Beginning date of transactions to be reported.	DD-MON-YYYY Default = current date
	To Date (DD-MON-YYYY)	Yes	Ending date of transactions to be reported.	DD-MON-YYYY Default = current date
	Include Accrual for Last Prd	Yes	Enter Y to include accrual for last period.	Y Yes N No (default)
	Print Organization Totals	Yes	Enter Y to print organization totals.	Y Yes (default) N No
	Commitment Type	Yes	Enter U for Uncommitted, C for Committed, or B for Both.	U Uncommitted (default) C Committed B Both

Organization Detail Activity Report (FGRODTA) Report Sample

Organization Detail Activity Report (FGRODTA) 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)

Use this report to print header information and remaining encumbered or reserved balance amounts for selected purchase orders, requisitions, and general encumbrances.

Travel encumbrances are included with 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.

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In either layout, the total number and remaining balance for the records will be printed on the last page of each document group.

Open Encumbrance Report (FGROPNE) Report Sample 1 (Page 1 of 3)

Open Encumbrance Report (FGROPNE) report sample 1 (page 1 of 3).

```
FGROPNE      3.1                                        BANNER University                                    23-JAN-2001 14:52:44
                                                   Open Encumbrances Report                                            Page     1
DOCUMENT TYPE:  Requisitions
 REQUEST  REQUESTOR                                          REQUEST    DELIVERY   TRANSACTION     ENCUMBRANCE        REMAINING
 NUMBER   NAME                                   USER ID      TYPE        DATE       DATE           AMOUNT            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:
```

Open Encumbrance Report (FGROPNE) Report Sample 1 (Page 2 of 3)

Open Encumbrance Report (FGROPNE) 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.      VENDOR/PAYEE                                                          BLANKET  TRANSACTION     ENCUMBRANCE        REMAINING
 NUMBER    NUMBER    NAME                                   USER ID              NUMBER       DATE           AMOUNT            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
```

Open Encumbrance Report (FGROPNE) Report Sample 1 (Page 3 of 3)

Open Encumbrance Report (FGROPNE) 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 REQUISITON 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
```

Open Encumbrance Report (FGROPNE) Report Sample 2 (Page 1 of 3)

Open Encumbrance Report (FGROPNE) 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  REQUESTOR                                          REQUEST    DELIVERY   TRANSACTION     ENCUMBRANCE        REMAINING
 NUMBER   NAME                                   USER ID      TYPE       DATE       DATE           AMOUNT            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:                                       $
```

Open Encumbrance Report (FGROPNE) Report Sample 2 (Page 2 of 3)

Open Encumbrance Report (FGROPNE) report sample 2 (Page 2 of 3).

```
FGROPNE      3.1                                        BANNER University                                  23-JAN-2001 14:43:17
                                                   Open Encumbrances Report                                          Page     2
DOCUMENT TYPE:  Purchase Orders
FUND:  1110
COAS:  B       FUND:  1110     ORGN:  11009  ACCT:  7210     PROG:  10       ACTV:           LOCN:
  P.O.      VENDOR/PAYEE                                                   BLANKET  TRANSACTION     ENCUMBRANCE        REMAINING
 NUMBER    NUMBER    NAME                                  USER ID          NUMBER      DATE          AMOUNT            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.      VENDOR/PAYEE                                                   BLANKET  TRANSACTION     ENCUMBRANCE        REMAINING
 NUMBER    NUMBER    NAME                                  USER ID          NUMBER      DATE          AMOUNT            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:                                    $
```

Open Encumbrance Report (FGROPNE) Report Sample 2 (Page 3 of 3)

Open Encumbrance Report (FGROPNE) report sample 2 (Page 3 of 3).

```
FGROPNE      3.1                                        BANNER University                                  23-JAN-2001 14:43:17
                                                   Open Encumbrances Report                                          Page     3
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 REQUISITON 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
```

Organization Hierarchy Report (FGRORGH)

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.

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Organization	No	Organization code for reporting. Leave blank to display all organization codes.	

Organization Hierarchy Report (FGRORGH) Report Sample

Organization Hierarchy Report (FGRORGH) report sample.

```
REPORT FGRORGH                                        Banner University                                        RUN DATE: 08/21/1996
CHART: A                                        Organization Hierarchy Report                                      TIME: 12:11 PM
                                                       AS OF 21-AUG-1996                                           PAGE: 1
                                                                          DATA            CNTL            ********* DATES *********
ORGANIZATION                DESCRIPTION                                   ENTRY  STATUS   ORGN   CMB      EFF        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 (FGRPDTA)

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, (that is, credit, debit, or zero) are flagged with an indicator to the right of the balance.

Parameters (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	From Organization Code	No	Organization code for the beginning range of accounts to be reported.	
	To Organization Code	No	Organization code for the ending range of accounts to be reported.	
	From Fund Code	No	Fund code for the beginning range of funds to be reported.	
	To Fund Code	No	Fund code for the ending range of funds to be reported.	
	From Program Code	No	Program code for the beginning range of programs to be reported.	

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Parameters (continued)	Name	Required?	Description	Values
	To Program Code	No	Program code for the ending range of programs to be reported.	
	From Account Code	No	Account code for the beginning range of accounts to be reported.	
	To Account Code	No	Account code for the ending range of accounts to be reported.	
	From Date (DD-MON-YYYY)	Yes	Beginning date of transactions to be reported.	DD-MON-YYYY Default = current date
	To Date (DD-MON-YYYY)	Yes	Ending date of transactions to be reported.	DD-MON-YYYY Default = current date
	Include Accrual for Last Prd	Yes	Enter Y to include accrual for last period.	Y Yes N No (default)
	Print Organization Totals	Yes	Enter Y to print organization totals.	Y Yes (default) N No
	Commitment Type	Yes	Enter C for Committed, U for Uncommitted, or B for Both.	C Committed U Uncommitted (default) B Both

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Program Detail Activity Report (FGRPDTA) Report Sample

Program Detail Activity Report (FGRPDTA) 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    TRAN  DOCUMENT DOCUMENT                                    FUND/PRG      BUDGET        TRANSACTION        ENCUMBRANCE CMT
DATE     TYPE   NUMBER    REF #      DESCRIPTION                     ACCT        ACTIVITY        ACTIVITY           ACTIVITY   TYP
                                   Current Unrestricted             1000
                                   Administration                   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)

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.

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Parameters	Name	Required?	Description	Values
	Allocation Begin Date	No	Beginning date of transactions to be allocated. Leave blank to default the current system date.	DD-MON-YYYY
	Allocation End Date	No	Ending date of transactions to be allocated. Leave blank to default the current system date.	DD-MON-YYYY
	Allocation Transaction Date	No	Date assigned to allocation transactions. Leave blank to default the current system date.	DD-MON-YYYY
	Chart of Accounts	Yes	Chart of accounts for transactions to be selected for allocation and for the allocation transactions.	
	Source Funds	No	Fund(s) from which transactions will be selected for allocation. Leave blank to select from all funds.	Default = blank (all)
	Internal Account Type	No	Internal account type(s) from which transactions will be selected for allocation. Leave blank to select from internal	Default = 50, 60, 70

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Parameters	Name	Required?	Description	Values
			account types: 50, 60, and 70.	
	Allocation Target Bank Code	Yes	Bank code used for allocation target posting.	
	Allocation Contra Bank Code	Yes	Bank code used for allocation contra posting.	
	Report Execution Mode	No	Enter P (Preview) in this parameter to generate this report, or U (Update) in this parameter to update the database and generate this report.	P Preview (default) U Update
	Report Type	No	Enter S (Summary) in this parameter to produce a summary report, enter D (Detail) in this parameter to produce a detailed report, or enter N (No report) to produce no report. N (No report) is not an available option in P (Preview) mode. If this parameter is left blank, the summary report is produced.	S or blank Summary (default) D Detail N No report

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Pro Rata Allocation Process (FGRPRAP) Report Sample - Detail Report (Page 1 of 4)

Pro Rata Allocation Process (FGRPRAP) report sample - detail report (page 1 of 4).

```
FGRPRAP 2.1.11                                Banner Development Environment                          17-MAY-1996  PAGE    1
                                                 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
    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
```

Pro Rata Allocation Process (FGRPRAP) Report Sample - Detail Report (Page 2 of 4)

Pro Rata Allocation Process (FGRPRAP) 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
```

Pro Rata Allocation Process (FGRPRAP) Report Sample - Detail Report (Page 3 of 4)

Pro Rata Allocation Process (FGRPRAP) report sample - detail report (page 3 of 4).

```
FGRPRAP 2.1.11                                Banner Development Environment                          17-MAY-1996  PAGE    3
                                                 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
    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
```

Pro Rata Allocation Process (FGRPRAP) Report Sample - Detail Report (Page 4 of 4)

Pro Rata Allocation Process (FGRPRAP) report sample - detail report (page 4 of 4).

```
FGRPRAP 2.1.11                                  Banner Development Environment                          17-MAY-1996  PAGE    4
                                                   Pro-Rata Allocation Process
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.
```

Pro Rata Allocation Process (FGRPRAP) Report Sample - Summary Report (Page 1 of 2)

Pro Rata Allocation Process (FGRPRAP) report sample - summary report (page 1 of 2).

```
FGRPRAP 2.1.11                                  Banner Development Environment                          17-MAY-1996  PAGE    1
                                                   Pro-Rata Allocation Process
Chart of Accounts: X             Transaction Date: 30-JUN-1995    JV Doc: J0000250                *** UPDATE Mode ***
Source Fund: 1020
Target Fund: 3120
       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	Allocation Percentage is Zero			
103	7230	12	ENC	4000.00	0.00	Allocation Percentage is Zero			
103	7230	12	RSV	2000.00	0.00	Allocation Percentage is Zero			
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

Pro Rata Allocation Process (FGRPRAP) Report Sample - Summary Report (Page 1 of 2)

Pro Rata Allocation Process (FGRPRAP) report sample - summary report (page 2 of 2).

```
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    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)

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 (continued)	Name	Required?	Description	Values
	Journal Voucher Document Num.	No	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	Beginning date from which allocations will be reported. Leave blank to default the current system date.	DD-MON-YYYY
	Report End Date	No	Ending date from which allocations will be reported. Leave blank to	DD-MON-YYYY

Parameters (continued)	Name	Required?	Description	Values
			default the current system date.	
	Chart of Accounts	Yes	Chart of accounts from which allocations are selected for reporting.	
	Report Type	No	Enter S (Summary) in this parameter to produce a summary report or D (Detail) in this parameter to produce a detailed report. If left blank, the summary report is produced.	S Summary (default) D Detail

Pro Rata Allocation Report (FGRPRAR) Report Sample - Detail Report (Page 1 of 4)

Pro Rata Allocation Report (FGRPRAR) report sample - detail report (page 1 of 4).

```
FGRPRAR 3.0                                   Banner Development Environment                          17-MAY-1996  PAGE    1
                                                  Pro-Rata Allocation Report
Chart of Accounts: X             Transaction Date: 30-JUN-1995      JV Doc: J0000250
Source Fund: 1020
Target Fund: 3120
                  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
```

Pro Rata Allocation Report (FGRPRAR) Report Sample - Detail Report (Page 2 of 4)

Pro Rata Allocation Report (FGRPRAR) report sample - detail report (page 2 of 4).

```
FGRPRAR 3.0                                Banner Development Environment                          17-MAY-1996  PAGE    2
                                               Pro-Rata Allocation Report
Chart of Accounts: X            Transaction Date: 30-JUN-1995      JV Doc: J0000250
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
```

Pro Rata Allocation Report (FGRPRAR) Report Sample - Detail Report (Page 3 of 4)

Pro Rata Allocation Report (FGRPRAR) report sample - detail report (page 3 of 4).

```
FGRPRAR 3.0                                Banner Development Environment                          17-MAY-1996  PAGE    3
                                               Pro-Rata Allocation Report
Chart of Accounts: X            Transaction Date: 30-JUN-1995      JV Doc: J0000250
Source Fund: 1020
Target Fund: 3120
                  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
```

Pro Rata Allocation Report (FGRPRAR) Report Sample - Detail Report (Page 4 of 4)

Pro Rata Allocation Report (FGRPRAR) report sample - detail report (page 4 of 4).

```
FGRPRAR 3.0                                Banner Development Environment                          17-MAY-1996  PAGE    4
                                               Pro-Rata Allocation Report

* * * 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
```

Pro Rata Allocation Report (FGRPRAR) Report Sample - Summary Report (Page 1 of 2)

Pro Rata Allocation Report (FGRPRAR) report sample - summary report (page 1 of 2).

```
FGRPRAR 3.0                                   Banner Development Environment                                17-MAY-1996  PAGE    1
                                                  Pro-Rata Allocation Report
Chart of Accounts: X             Transaction Date: 30-JUN-1995      JV Doc: J0000250
Source Fund: 1020
Target Fund: 3120
       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                 Allocation Percentage is Zero
    103    7230      12  ENC          4000.00      0.00                 Allocation Percentage is Zero
    103    7230      12  RSV          2000.00      0.00                 Allocation Percentage is Zero
    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
```

Pro Rata Allocation Report (FGRPRAR) Report Sample - Summary Report (Page 2 of 2)

Pro Rata Allocation Report (FGRPRAR) report sample - summary report (page 2 of 2).

```
FGRPRAR 3.0                                Banner Development Environment                          17-MAY-1996  PAGE    2
                                               Pro-Rata Allocation Report
* * * 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)

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 (continued)	Name	Required?	Description	Values
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Date to select data for reporting.	DD-MON-YYYY Default = current date

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Parameters (continued)	Name	Required?	Description	Values
	Program Code	Yes	Program code for reporting. Leave blank to display all program codes.	Default = blank (all)

Program Hierarchy Report (FGRPRGH) Report Sample

Program Hierarchy Report (FGRPRGH) report sample.

```
REPORT FGRPRGH                                    Banner University                                    RUN DATE: 08/21/1996
CHART: A                                       Program Hierarchy Report                                    TIME: 11:51 AM
                                                   AS OF 21-AUG-1996                                       PAGE: 1
                                                                   DATA                        *********  DATES  *********
PROGRAM                 DESCRIPTION                                ENTRY   STATUS      EFF        TERM      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
```

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```
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)

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, in addition to 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.

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 (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	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	DD-MON-YYYY Default = current date

Parameters (continued)	Name	Required?	Description	Values
			start and end dates of the chart and fiscal year.	
	Include Accrual for Last Prd	Yes	Enter Y to include accrual for last period.	Y Yes (default) N No
	Specific Fund	No	Specific fund for reporting. 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.	
	Specific Fund Type	No	Level two fund type for reporting. 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.	
	Fund Level	No	1 (one) indicates that all funds in the ledger will roll up to their Level 1 Fund Code and will be reported that way. 2 (two) indicates that all level 3, 4, and 5 funds will be rolled up to their Level 2 Fund Code	1, 2, or E

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Parameters (continued)	Name	Required?	Description	Values
			and will be reported that way. E indicates to report all funds as they exist in the ledger. 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.	
	Fund Type Level	No	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. 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.	1 or 2
	Account Level	Yes	Enter L to have all accounts in the ledger roll up to their Level 1 Account Code and be reported that way. Enter E to report	L or E

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Parameters (continued)	Name	Required?	Description	Values
			all accounts as they exist in the ledger. If the **Account Level** parameter is not specified, then the report will process level 1 accounts.	

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 not valid. The report process uses the first parameter it finds to control the report run.

Statement of Revenues, Expenditures, Other Changes (FGRREOB) Report Sample

Statement of Revenues, Expenditures, Other Changes (FGRREOB) report sample.

```
06/03/96 09:55:49                                Banner University                                        PAGE 1
FISCAL YEAR 96                                Statement of Rev,Exp,Other                                FGRREOB
                                         Revenues, Expenditures, Other Changes
                                                   AS OF 30-JUN-1996
                                     Percentage of time through the Budget: 99.726
1000     Current Unrestricted Funds
                                            ADJUSTED          YEAR-TO-DATE         VARIANCE TO    PERCENT OF
                                             BUDGET              ACTUAL              BUDGET        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)

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.

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, to display detailed auxiliary fund expenditures (30), activity is categorized by the specified account level.

Parameters (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	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 Y to include accrual for last period.	Y Yes (default) N No
	Specific Fund	No	Specific fund for reporting.	

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Parameters (continued)	Name	Required?	Description	Values
			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.	
	Specific Fund Type	No	Level two fund type for reporting. **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.	
	Fund Level	No	1 (one) indicates that all funds in the ledger will roll up to their Level 1 Fund Code and will be reported that way. 2 (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. E indicates that you want to report all funds as they exist in the ledger.	1, 2, 3, 4, 5, or E

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Parameters (continued)	Name	Required?	Description	Values
			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.	
	Fund Type Level	No	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. **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.	1 or 2
	Account Level	Yes	Enter L and accounts in the ledger will roll up to their Level 1 Account Code and will be reported that way. Enter E to report all accounts as they exist in the ledger. If the Acct Level parameter is	L or E

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Parameters (continued)	Name	Required?	Description	Values
			not specified, then the report will process level 1 accounts.	

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 not valid. The report process uses the first parameter it finds to control the report run.

Statement of Revenues, Expenditures, Other Changes (FGRREOC) Report Sample

Statement of Revenues, Expenditures, Other Changes (FGRREOC) report sample.

```
06/03/1996 09:58:26                                Banner University                                        PAGE 1
FISCAL YEAR 96                                        Statement of                                        FGRREOC
                                            Revenues, Expenditures, Other Changes
                                                     AS OF 30-JUN-1996
1000     Current Unrestricted Funds
                                              CURRENT YEAR          PRIOR YEAR      ******** COMPARISON *******
                                               30-JUN-1996          30-JUN-1995     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)

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.

Parameter Name	Required?	Description	Values
Report Begin Date	Yes	Beginning date for reporting.	DD-MON-YYYY Default = system date
Report End Date	Yes	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	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
Report Mode	No	Enter S to produce a report in Summary mode only, enter D to	S Summary (default) D Detail

Parameter Name	Required?	Description	Values
		produce a report in Detail mode only, or enter B to produce a report for Both modes.	B Both
Sort Option	Yes	Sort option.	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)
For the following parameters, only those that apply to the Report Mode and Sort Options you selected are presented if you run this report from the host.			
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 R (Range) in this parameter. If you run this report from the host, this parameter is presented only if you entered a T in the Sort Option parameter.	A All (default) R Range S Specific
From Fund Type	No	Beginning fund type in this parameter if you entered an R (Range) in the Fund Type Option parameter.	

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Parameter Name	Required?	Description	Values
To Fund Type	No	Ending fund type in this parameter if you entered an R (Range) in the Fund Type Option parameter.	
Specific Fund Type	No	Specific fund type. You must have entered an S (Specific) in the Fund Type Option parameter. You may enter one or more fund types.	
Fund Option	No	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 R (Range) in this parameter. If you run this report from the host, this parameter is presented only if you entered an F in the Sort Option parameter.	A All (default) R Range S Specific
From Fund	No	Beginning fund in this parameter if you entered an R (Range) in the Fund Option parameter.	
To Fund	No	Ending fund in this parameter if you entered an R (Range) in the Fund Option parameter.	
Specific Fund	No	Specific fund in this parameter if you entered an S (Specific) in the Fund Option parameter. You may enter one or more funds.	

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Parameter Name	Required?	Description	Values
Orgn Option (Detail Only) (Organization)	No	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 R (Range) in this parameter. If you run this report from the host, this parameter is presented only if you entered an O in the Sort Option parameter.	A All (default) R Range S Specific
From Orgn	No	Beginning organization for this parameter if you entered an R (Range) in the Organization Option parameter.	
To Orgn	No	Ending organization for this parameter if you entered an R (Range) in the Organization Option parameter.	
Specific Orgn	No	Specific organization in this parameter if you entered an S (Specific) in the Organization Option parameter. You may enter one or more organizations.	
Account Option (Detail Only)	No	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 R (Range) in this parameter.	A All (default) R Range S Specific

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Parameter Name	Required?	Description	Values
		If you run this report from the host, this parameter is presented only if you entered an A in the Sort Option parameter.	
From Acct	No	Beginning account for this parameter if you entered an R (Range) in the Account Option parameter.	
To Acct	No	Ending account for this parameter if you entered an R (Range) in the Account Option parameter.	
Specific Acct	No	Specific account in this parameter if you entered an S (Specific) in the Account Option parameter. You may enter one or more accounts.	
Prog Option (Detail Only) (Program)	No	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 R (Range) in this parameter. If you run this report from the host, this parameter is presented only if you entered a P in the Sort Option parameter.	A All (default) R Range S Specific
From Prog	No	Beginning program for this parameter if you entered an R	

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Parameter Name	Required?	Description	Values
		(Range) in the Program Option parameter.	
To Prog	No	Ending account for this parameter if you entered an R (Range) in the Program Option parameter.	
Specific Prog	No	Specific program in this parameter if you entered an S (Specific) in the Program Option parameter. You may enter one or more programs.	
Document Option (Detail Only)	No	This parameter allows you to sort all documents by document number. If you run this report from the host, this parameter is presented only if you entered a D in the Sort Option parameter.	Default = A (All)

Statement of Taxes and Rebates Report (FGRTAXR) Report Sample (Page 1 of 2)

Statement of Taxes and Rebates Report (FGRTAXR) report sample (page 1 of 2).

```
 PAGE      1
FGRTAXR 2.1.11                                    Banner Development Environment                          UN DATE 11/14/1996
                                                  Statement Of Taxes and Rebates                           RUN TIME 09:49 PM
                                                  Summary Information - Invoices
                                                    01-NOV-1996 To 14-NOV-1996
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
```

Statement of Taxes and Rebates Report (FGRTAXR) Report Sample (Page 2 of 2)

Statement of Taxes and Rebates Report (FGRTAXR) report sample (page 2 of 2).

```
 PAGE      1
FGRTAXR 2.1.11                                    Banner Development Environment                          RUN DATE 11/15/1996
                                                  Statement Of Taxes and Rebates                            RUN TIME 12:38 AM
                                                   Detail Information - Invoices
                                                    01-NOV-1996 To 05-NOV-1996
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)

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 is any date within the fiscal period to be reported.

Note: The hint text from parameter #3, entitled "As of Date," changed from "Enter the date for which you want the report to be executed" to "Enter any date within the fiscal period to be reported."

Parameters (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	Chart of Accounts	Yes	Chart of accounts for reporting.	
	As of Date (DD-MON-YYYY)	Yes	Enter any date within the fiscal period to be reported.	DD-MON-YYYY Default = current date
	Include Accrual for Last Prd.	Yes	Enter Y to include accrual for last period.	Y Yes N No (default)
	Fund Option	Yes	Fund options include: A, R, W, or S	A All funds (default) R Range of funds W Wildcard funds S Specific fund
	From Fund	No	Beginning fund code of a range. This parameter is only required if the Fund Option = R.	
	To Fund	No	Ending fund code of a range. This parameter is only required if the Fund Option = R.	

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Parameters (continued)	Name	Required?	Description	Values
	Fund	No	Fund code. This parameter is only required if the Fund Option = S or W.	

Trial Balance Report (FGRTBAL) Report Sample (Page 1 of 4)

Trial Balance Report (FGRTBAL) 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
                 Current Assets                          AS OF                            AS OF
ACCOUNT              TITLE                             30-JUN-1996                      01-JUL-1995
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 ***************
```

Trial Balance Report (FGRTBAL) Report Sample (Page 2 of 4)

Trial Balance Report (FGRTBAL) report sample (page 2 of 4).

```
*************** CONTINUED FROM PREVIOUS PAGE ***************
                Liabilities
ACCOUNT             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
```

Trial Balance Report (FGRTBAL) Report Sample (Page 3 of 4)

Trial Balance Report (FGRTBAL) 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
                                                       *******************     BALANCE *******************
                                                         CURRENT                          PRIOR
                Ledger Control Accounts                   AS OF                            AS OF
ACCOUNT             TITLE                             30-JUN-1996                      01-JUL-1995
                Ledger Control Accounts
ACCOUNT             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 ***************
```

Trial Balance Report (FGRTBAL) Report Sample (Page 4 of 4)

Trial Balance Report (FGRTBAL) 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)

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 (continued)	Name	Required?	Description	Values
	Fiscal Year	Yes	Fiscal year for reporting.	YY
	As of Date	No	Date to select data for reporting. The ending date of the fiscal period that	DD-MON-YYYY

Parameters (continued)	Name	Required?	Description	Values
			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.	
	Include Accrual Period	No	Enter Y to include accrual period.	Y Yes N No
	Report Type	No	Report mode.	S Summary mode D Detail mode
	Chart of Accounts	No	Chart of accounts for reporting. Leave blank to report on all charts of accounts in the general ledger.	
	Fund Option	No	Fund option.	A All funds R Range of funds S Specific fund W Wildcard funds
	From Fund	No	Fund code for the beginning range of funds to be reported.	

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Parameters (continued)	Name	Required?	Description	Values
	To Fund	No	Fund code for the ending range of funds to be reported.	
	Fund	No	Fund code for a specific fund to be reported.	

Trial Balance Exception Report (FGRTBEX) Report Sample

Trial Balance Exception Report (FGRTBEX) report sample.

```
23-AUG-1996 10:33:16                                Banner University                                    PAGE 1
FISCAL YEAR 96                                 Trial Balance Exception Report                          FGRTBEX
                                                    AS OF 31-AUG-1996
                                                    List of out of balance Funds
COAS: A       Systems and Computer Technology
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)

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.

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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 (continued)	Name	Required?	Description	Values
	Chart of Accounts	No	Chart of accounts for reporting. Leave blank to report on all charts of accounts in the general ledger.	
	Fiscal Year	No	Fiscal year for reporting. Leave blank to report on all fiscal years in the general ledger.	YY

Due To/Due From Control Report (FGRTOFR) Report Sample

Due To/Due From Control Report (FGRTOFR) report sample.

```
REPORT FGRTOFR                                    Banner University                                    RUN DATE: 01/23/91
COAS: G                                     Due To/Due From Control Report                                 TIME: 10:50 AM
FISCAL YEAR: 91                                                                                            PAGE: 1
FUND NUMBER        FUND NAME                        DUE FROM BALANCE      DUE TO BALANCE          DIFFERENCE
                                                          1120                 2120
-----------        ---------                        ----------------      --------------          ----------
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)

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	Beginning date of transactions to be reported.	DD-MON-YYYY
	To Date (DD-MON-YYYY)	Yes	Ending date of transactions to be reported.	DD-MON-YYYY
	Document Type	No	Document type for which you want to report.	
	From Fund Code	No	Fund code for the beginning range of funds to be reported.	

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Parameters	Name	Required?	Description	Values
	To Fund Code	No	Fund code for the ending range of funds to be reported.	
	From Organization Code	No	Organization code for the beginning range of organizations to be reported.	
	To Organization Code	No	Organization code for the ending range of organizations to be reported.	
	From Account Code	No	Account code for the beginning range of accounts to be reported.	
	To Account Code	No	Account code for the ending range of accounts to be reported.	
	From Program Code	No	Program code for the beginning range of programs to be reported.	
	To Program Code	No	Program code for the ending range of programs to be reported.	
	From Activity Code	No	Activity code for the beginning range of activities to be reported.	
	To Activity Code	No	Activity code for the ending range of activities to be reported.	

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Parameters	Name	Required?	Description	Values
	From Location Code	No	Location code for the beginning range of locations to be reported.	
	To Location Code	No	Location code for the ending range of locations to be reported.	

Daily Transaction Control Report (FGRTRNH) Report Sample

Daily Transaction Control Report (FGRTRNH) report sample.

```
REPORT FGRTRNH                                        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 Report (FGRTRNI)

The Transaction Interface Process is used to process the following.

- 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.
- Documents completed with "Deferred Edit" enabled.
- 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.

We recommend the FGRTRNI 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 *Banner Finance TRM Supplement*.

The FGRTRNI feed approval feature provides controls for specifying by System ID how feed documents should be processed (the "disposition") after a document successfully passes the FGRTRNI validation:

- Complete - send to posting
- Approvals - send to approvals process
- Incomplete - create as incomplete for review on a journal voucher form

The feed approval features enables you to configure Banner Finance to help manage feed documents by addressing your institutional policies for review and control over feed documents, before the transactions are posted to the Finance ledgers.

Feed documents which are in the FGBTRNI table are eligible to be routed to Approvals or created as Incomplete for further review. FGRTRNI will place documents created using the Deferred Edit feature and Automatic JV's directly into the FOBAPPD posting table, after the documents have been successfully validated.

For each System ID, you can choose only **one** of the following methods to control the feed document disposition:

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- Use FTMSDAT values to predefine a disposition for selected System IDs.
- Use Job Submission parameters to allow run time control when FTMSDAT has not been used to predefine the disposition.

Two parameters available in the FGRTRNI process for system ID and disposition enable you to specify:

- Parameter 01 - System ID(s) to be processed
- Parameter 02 - Disposition (your targeted disposition if not controlled by FTMSDAT)

The following are the run time choices for disposition in parameter 02:

- A – Approval
- C – Complete
- I – Incomplete

Parameters (continued)	Name	Required?	Description	Values
	System ID	No	Enter System IDs to be processed.Enter ALL or leave blank to process all.	
	Disposition	No	Enter A for Approval.Enter I for Incomplete.Enter C for Complete.Leave blank for Complete.	A, I, or C

If predefined settings exist on an FTMSDAT Record for a System ID, the FGRTRNI process enforces the FTMSDAT values for the System ID rather than the FGRTRNI user's run time request. For the FTMSDAT approach, to create a predefined disposition for a System ID, you must update the existing FTMSDAT record for that system ID by adding the desired value of JVA, JVC, or JVI in the Optional Code 2 field.

Note: Parameter 01 System ID filters the feed documents to be processed. All feed documents in the FGBTRNI table are processed if you enter "ALL" or make no entry for System ID

The FGRTRNI process retrieves the disposition value Optional Code 2 in the FTMSDAT set up for each system ID. If Optional Code 2 does not exist, the disposition value from parameter 02 is used. According to the disposition value, FGRTRNI processes each feed document in the FGBTRNI table and sends the feed document to posting, to the approval process, or to be created as incomplete to enable review.

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The FTMSDAT entries which control this disposition are:

- Entity - FGBTRNI
- Attribute Code - SYSTEM ID
- Optional Code 2 - JVA, JVC, or JVI

Note: If you have System IDs defined in FTMSDAT which include a data value of "R" for Reject, FGRTRNI does not support the targeted disposition of "I" to create an Incomplete JV if the System ID to be processed has a FTMSDAT setting of "Reject". If you process a feed document with this combination, the document is deleted, just as if the document failed validation. You can use the FGRTRNI feature to create Incomplete documents for any System ID defined with a setting of Reject if you modify the FTMSDAT_DATA setting to Suspend, rather than Reject. Specifically, if the second character in the FTVSDAT_DATA field for the System ID is "R" for Reject, any feed document for that System ID which fails validation is deleted from the FGBTRNI table.

The FGRTRNI process produces a .lis file which reports the processing results for each job submitted. The .lis file includes a summary section, detail section, and a standard control report to display the parameters values entered.

Transaction Interface Process (FGRTRNI) Report Sample (page 1 of 3)

Transaction Interface Process (FGRTRNI) report sample (page 1 of 3).

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```
PROCESSING DETAIL:

    System ID    Timestamp     Document Number         Amount        Count  Disposition
    ---------  --------------  ---------------  -------------------  -----  -----------
    ALUMNI     20131014045513  F0001961                   9,400.00     42  Incomplete
    ------------------------------------------------------------------------------------
    Totals by System ID:                                  9,400.00     42

    System ID    Timestamp     Document Number         Amount        Count  Disposition
    ---------  --------------  ---------------  -------------------  -----  -----------
    BOOKSTRE   20130130054255  F0001962                   2,386.71      7  Incomplete
               20130130054255  F0001963                  13,386.73      7  Incomplete
               20130523045125  F0001976                 128,800.23      5  Incomplete
               20130523045125  F0001977                 138,800.55      5  Incomplete
               20130523045125  F0001978                  37,711.44      5  Incomplete
               20130130054255  F0001979                 112,186.71      7  Incomplete
               20130130054255  F0001980                  12,286.48      7  Incomplete
    ------------------------------------------------------------------------------------
    Totals by System ID:                                445,558.85     43
```

Transaction Interface Process (FGRTRNI) Report Sample (page 2 of 3)

Transaction Interface Process (FGRTRNI) report sample (page 2 of 3).

```
System ID    Timestamp     Document Number         Amount        Count  Disposition
---------  --------------  ---------------  --------------------  -----  -----------
FAPCARD    20130925020202  F0001964                    8,458.44     16  Suspend
           20130925020202  F0001965                   28,558.44     16  Suspend
           20130925020202  F0001966                  119,459.32     16  Suspend
           20130130054255  F0001981                  113,287.06      7  Complete
           20130130054255  F0001982                    5,186.75      7  Complete
           20130130054255  F0001983                   23,486.76      7  Complete
           20130130054255  F0001984                   12,186.70      7  Complete
           20130130054255  F0001985                   12,186.70      7  Complete
--------------------------------------------------------------------------------
Totals by System ID:                                 322,810.17     83

System ID    Timestamp     Document Number         Amount        Count  Disposition
---------  --------------  ---------------  --------------------  -----  -----------
MNTCHGBK   20130523045125  F00001967                  117,702.22      5  Incomplete
```

Transaction Interface Process (FGRTRNI) Report Sample (page 3 of 3)

Transaction Interface Process (FGRTRNI) report sample (page 3 of 3).

```
System ID    Timestamp     Document Number         Amount        Count  Disposition
---------  --------------  ---------------  -------------------  -----  -----------
           20130523045125  F0001968                 352,300.20      5  Incomplete
           20130523045125  F0001969             234,613,132.99      5  Incomplete
           20130523045125  F0001970                 118,800.55      5  Incomplete
--------------------------------------------------------------------------------
Totals by System ID:                            235,201,935.96     20

System ID    Timestamp     Document Number         Amount        Count  Disposition
---------  --------------  ---------------  -------------------  -----  -----------
PAYROLL    20130130054255  F0001971                  13,186.57      7  Incomplete
           20130130054255  F0001972                  13,186.79      7  Incomplete
           20130130054255  F0001973                  15,386.79      7  Incomplete
           20130130054255  F0001974                   2,486.71      7  Incomplete
           20130130054255  F0001975                  12,186.70      7  Incomplete
--------------------------------------------------------------------------------
Totals by System ID:                                 56,433.56     35

Report Total:                                   236,036,138.54    223


* * * REPORT CONTROL INFORMATION * * *

Parameter Name                  Value
------------------------------  ------------------------------
Run Sequence Number:            401358
System ID:                      MNTCHGBK
System ID:                      BOOKSTRE
System ID:                      FAPCARD
System ID:                      ALUMNI
System ID:                      PAYROLL
Status Indicator:               I
```

Process Flow: FGRTRNI Feed Approval

FGRTRNI Feed Approval process flow.

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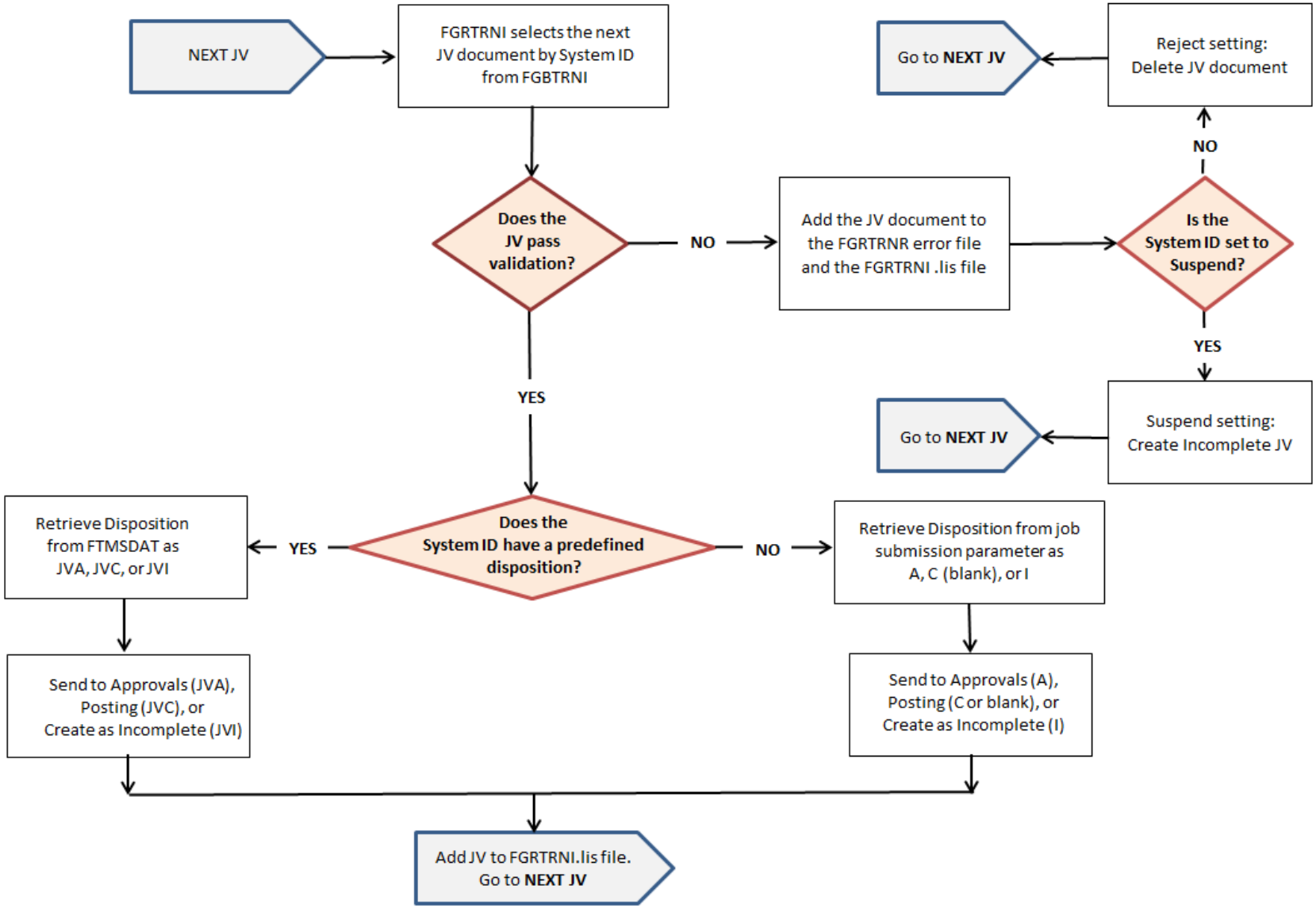
NEXT JV
FGRTRNI selects the next JV document by System ID from FGBTRNI
Does the JV pass validation?
NO
Add the JV document to the FGRTRNR error file and the FGRTRNI .lis file
Is the System ID set to Suspend?
NO
Reject setting: Delete JV document
Go to NEXT JV
YES
Suspend setting: Create Incomplete JV
Go to NEXT JV
YES
Does the System ID have a predefined disposition?
YES
Retrieve Disposition from FTMSDAT as JVA, JVC, or JVI
Send to Approvals (JVA), Posting (JVC), or Create as Incomplete (JVI)
NO
Retrieve Disposition from job submission parameter as A, C (blank), or I
Send to Approvals (A), Posting (C or blank), or Create as Incomplete (I)
Add JV to FGRTRNI.lis file. Go to NEXT JV

Transaction Error Report (FGRTRNR)

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.

Transaction Error Report (FGRTRNR) Report Sample

Transaction Error Report (FGRTRNR) report sample.

```
22-OCT-1996 15:20:56                                Banner University                                                    PAGE 1
                                               Transaction Error Report                                                 FGRTRNR
                                                   AS OF 22-OCT-1996
                              DOC     DOCUMENT      SUBM ITEM  SEQ TRANSACTION   TRANSACTION              TRANSACTION
     USER IDENTIFICATION      TYPE     NUMBER       NUM  NUM   NUM    DATE         AMOUNT                 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
                                                                                                   EDIT
                               ERROR MESSAGE                                        FIELD NAME     CODE        TITLE
Field does not satisfy specified condition.                                      LOCN_CODE          0003
```

Approval Process (FORAPPL)

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 Page (FOASYSC) must be set to N or I for the Document Types that you want to use with Approvals.

For more information on approval processing, refer to Banner Finance System Processing on page 46.

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 *Banner Finance TRM Supplement*.

Approval Process (FORAPPL) Output Sample

The following shows an output sample for the FORAPPL process.

```
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
```

Purchasing and Procurement Reports Module

This section describes each report in the Purchasing and Procurement module. A table provides related parameter information.

A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Note: For information about eProcurement, refer to the *Finance eProcurement for HigherMarkets Banner Handbook*.

Bid Form Print (FPABIDD)

This report prints either a specific bid or all of the bids which were approved but never printed.

Output will vary based on your pre-printed form requirements.

Parameters	Name	Required?	Description	Values
	Bid Number	No	Specific bid number that you want to print or 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.	

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Change Order Form Print (FPACORD)

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:

- Previous Order
- Change
- 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 ways due to the nature of the data. The following items are treated as header changes:

- Vendor address
- Date required
- Ship-To address
- Payment terms
- Buyer name
- FOB (Freight On Board) Point
- Ship through
- 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:

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```
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 was changed on this change order, FPACORD compiles the item's previous history and prints a previous order line. (Spacing is 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:

- Quantity
- Unit of measure
- Unit price
- Extended amount
- Discount
- Additional charge
- Tax

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- 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 is 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 is printed.

ITEM	REVISED ORDER

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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 are 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 before 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.

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Parameters	Name	Required?	Description	Values
	Change Order Number	No	Specific purchase order change order number that you want to print, or leave this parameter blank to print all change orders that have never been printed.	
	Change Order Sequence	No	Specific change sequence number for a specific purchase order change order that you want to print, or 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	Type of purchase order to be printed if a specific document is not entered.	R Regular S Standing A All (default)
	Include E-Procurement PO's?	No	Indicates if e-procurement purchase orders should be printed.	Y Yes N No

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Purchase Order Form Print (FPAPORD)

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:

Line #	Vendor Address	Ship-to Address
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, refer to the *Finance eProcurement with HigherMarkets Banner Handbook*.

Parameters	Name	Required?	Description	Values
	Purchase Order Number	No	Specific purchase order number that you want to print, or leave this parameter blank to print	

Parameters	Name	Required?	Description	Values
			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	C (Current) is the default value for this parameter. The O (Original) order does not exist until the first change order is created.	C Current O Original
	Purchase Order Print Option	Yes	Type of purchase order to be printed if a specific document is not entered.	R Regular S Standing B Both (default)
	Include E-Procurement PO's?	No	Indicates if eProcurement purchase orders should be printed.	Y Yes N No

Requisition Form Print (FPARQST)

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.

Output varies based on your pre-printed form requirements.

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Parameters	Name	Required?	Description	Values
	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 eProcurement purchase orders should be printed.	Y Yes N No

PO Batch Close Process (FPPPOBC)

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. 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.

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.

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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	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 **Purchase Order Selection Option** = `R`.	
	To Purchase Order Number	Yes	Last purchase order in a series. Enter only if **Purchase Order Selection Option** = `R`.	

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Parameters	Name	Required?	Description	Values
	PO Number or Wildcard Criteria	Yes	Purchase order numbers that you would like to include in the PO Batch Close Process. Enter only if **Purchase Order Selection Option** = `W` or `S`. You may use a wildcard (%) if **Purchase Order Selection Option** = `W`.	
	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) `U` Update mode. Print a report and update database records.
	Purchase Order Type	Yes	Enter PO Type you would like to include in the PO Batch Close Process.	`R` Regular Orders. `S` Standing Orders. `A` All (default).
	Purchase Order Origin	Yes	Enter PO Origin you would like to include in the PO Batch Close Process.	`E` Eprocurement `N` Non-Eprocurement.

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Parameters	Name	Required?	Description	Values
				A All (default).

PO Batch Close Process (FPPPOBC) Report Sample (Page 1 of 2)

PO Batch Close Process (FPPPOBC) 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
                                                                            -----------------------
```

PO Batch Close Process (FPPPOBC) Report Sample (Page 2 of 2)

PO Batch Close Process (FPPPOBC) 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)

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	Name	Required?	Description	Values
	Bid Number	No	Specific bid number that you want to report on, or leave this parameter blank	

Parameters	Name	Required?	Description	Values
			to print all bids based on the Awarded or Not Awarded parameter.	
	Awarded or Not Awarded	No	Enter Y for awarded bid, or enter N for not awarded.	Y Yes N No (default)

Bid Evaluation Report (FPRBEVL) Report Sample

Bid Evaluation Report (FPRBEVL) report sample.

```
REPORT FPRBEVL                                        Banner University                                    RUN DATE: 11/06/1996
                                                    Bid Evaluation Report                                        TIME: 01:56 PM
                                                                                                                    PAGE:     1
  BID: B0000005 - Laboratory Equipment Purchases
           VENDOR                                 COMMODITY
      NUMBER      NAME                          CODE         DESCRIPTION              U/M  QUANTITY    UNIT PRICE    EXTENDED PRICE
     --------- ------------------------------ ---------- ---------------------------- --- ---------- -------------- ----------------
     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)

This report shows delivery and routing of goods received including: delivery date, address register, and description of goods received.

Parameters	Name	Required?	Description	Values
	From Date	Yes	Beginning date for reporting.	DD-MON-YYYY
	To Date	No	Ending date for reporting.	DD-MON-YYYY Default = Current date

Delivery Log (FPRDELV) Report Sample

Delivery Log (FPRDELV) report sample.

```
REPORT FPRDELV                                    Banner University                                    RUN DATE: 10/07/1996
                                                     Delivery Log                                            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
           CODE     NAME                                  CODE      DESCRIPTION                                    U/M  QUANTITY
         --------  ----------------------------------  ---------- ------------------------------------------------ --- ----------
         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)

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	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	Type of purchase order to be printed if a specific document is not entered.	R Regular S Standing B Both (default)

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Open Purchase Orders Report (FPROPNP) Report Sample (Page 1 of 4)

Open Purchase Orders Report (FPROPNP) report sample (page 1 of 4).

```
REPORT FPROPNP                                          Banner University                                        RUN DATE: 10/25/1996
                                                   Open Purchase Orders Report                                         TIME: 01:49 PM
                                                                                                                         PAGE:     1
  P.O.          VENDOR/PAYEE                                BUYER
 NUMBER     NUMBER        NAME                          CODE     NAME
--------   ---------  ------------------------------   ----  ------------------------------------
P0000012   00007      Computer Land                    CE01  Mike Jones
               COMMODITY                                 ORDERED                ACCEPTED         APPROVED **
  ITEM    CODE          DESCRIPTION              QUANTITY    UNIT PRICE   U/M  QUANTITY   QUANTITY    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         $.0000             $.00
                                                                                                                     ----------------
                                                                   Total                                                 $18,200.00
  P.O.          VENDOR/PAYEE                                BUYER
 NUMBER     NUMBER        NAME                          CODE     NAME
--------   ---------  ------------------------------   ----  ------------------------------------
P0000640   00007      Computer Land                    C001  Software Service - (C.  Boyce)
               COMMODITY                                 ORDERED                ACCEPTED         APPROVED **
  ITEM    CODE          DESCRIPTION              QUANTITY    UNIT PRICE   U/M  QUANTITY   QUANTITY    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*******************
```

Open Purchase Orders Report (FPROPNP) Report Sample (Page 2 of 4)

Open Purchase Orders Report (FPROPNP) report sample (page 2 of 4).

```
******************* CONTINUED FROM PREVIOUS PAGE*******************
  P.O.          VENDOR/PAYEE                                BUYER
 NUMBER     NUMBER        NAME                          CODE     NAME
--------   ---------  ------------------------------   ----  ------------------------------------
```

```
P91-005    00007      Computer Land                    CE01  Mike Jones
              COMMODITY                                ORDERED                ACCEPTED         APPROVED **
  ITEM    CODE          DESCRIPTION              QUANTITY    UNIT PRICE   U/M  QUANTITY   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.          VENDOR/PAYEE                                BUYER
 NUMBER     NUMBER        NAME                          CODE     NAME
--------   ---------  ------------------------------   ----  -----------------------------------
P91-006    00007      Computer Land                    CE01  Mike Jones
              COMMODITY                                ORDERED                ACCEPTED         APPROVED **
  ITEM    CODE          DESCRIPTION              QUANTITY    UNIT PRICE   U/M  QUANTITY   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
```

Open Purchase Orders Report (FPROPNP) Report Sample (Page 3 of 4)

Open Purchase Orders Report (FPROPNP) report sample (page 3 of 4).

```
REPORT FPROPNP                                          Banner University                                        RUN DATE: 10/25/1996
                                                   Open Purchase Orders Report                                         TIME: 01:49 PM
                                                                                                                         PAGE:     2
  P.O.          VENDOR/PAYEE                                BUYER
 NUMBER     NUMBER        NAME                          CODE     NAME
--------   ---------  ------------------------------   ----  -----------------------------------
TSTA9164   00007      Computer Land                    C001  Software Service - (C.  Boyce)
              COMMODITY                                ORDERED                ACCEPTED         APPROVED **
  ITEM    CODE          DESCRIPTION              QUANTITY    UNIT PRICE   U/M  QUANTITY   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.          VENDOR/PAYEE                                BUYER
 NUMBER     NUMBER        NAME                          CODE     NAME
--------   ---------  ------------------------------   ----  -----------------------------------
TSTB9450   00007      Computer Land                    C001  Software Service - (C.  Boyce)
              COMMODITY                                ORDERED                ACCEPTED         APPROVED **
  ITEM    CODE          DESCRIPTION              QUANTITY    UNIT PRICE   U/M  QUANTITY   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
```

Open Purchase Orders Report (FPROPNP) Report Sample (Page 4 of 4)

Open Purchase Orders Report (FPROPNP) report sample (page 4 of 4).

```
REPORT FPROPNP                                        Banner University                                        RUN DATE: 10/25/1996
                                                   Open Purchase Orders Report                                       TIME: 01:49 PM
                                                                                                                        PAGE:     3
  P.O.          VENDOR/PAYEE                                BUYER
 NUMBER     NUMBER        NAME                          CODE     NAME
--------   ---------  ------------------------------   ----  ------------------------------------
TSTF9450   00007      Computer Land                    C001  Software Service - (C.  Boyce)
              COMMODITY                                 ORDERED                ACCEPTED         APPROVED **
  ITEM    CODE          DESCRIPTION              QUANTITY    UNIT PRICE   U/M  QUANTITY   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 (FPROPNR)

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 (FSROPNR) 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	Date to select data for reporting.	DD-MON-YYYY Default = current date
	Requisition Number	No	Specific requisition number that you want 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	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.	

Open Requisitions Report (FPROPNR) Report Sample

Open Requisitions Report (FPROPNR) 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
```

```
              COMMODITY                                          QUANTITY          ORDERED
   ITEM   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
REQOON    Becki Northrop                  12/31/91
              COMMODITY                                          QUANTITY          ORDERED
   ITEM   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   REQ2POOO
                                                                                                            ----------------
                                                                    ORG TOTAL                                  $13,040.00
```

Purchase Order Activity Report (FPRPURA)

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, in addition to 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	Name	Required?	Description	Values
	From Activity Date	Yes	Beginning of a time period for which the purchase order activity information will be printed. This field is	DD-MON-YYYYY

Parameters	Name	Required?	Description	Values
			mandatory and may not be left blank.	
	To Activity Date	Yes	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-YYYYY
	User ID	No	User identification code. Filling in this parameter will limit the report to one user.	
	Vendor ID	No	Vendor identification code. Filling in this parameter will limit the report to one vendor.	

Purchase Order Activity Report (FPRPURA) Report Sample

Purchase Order Activity Report (FPRPURA) report sample.

```
FPRPURA     3.0                                   Development                                   08-NOV-1996    02:06:36
                                        Purchase Order Activity Report                                     PAGE:     1
                                        23-OCT-1996 through 25-OCT-1996
                ACTIVITY          VENDOR                                PURCHASE ORDER                PURCHASE ORDER
  USER ID         DATE     NUMBER        NAME                          NUMBER      DATE     REQ DATE       AMOUNT     CL  C A  R/S/C
_____________ __________ _________ ____________________________ __________ __________ __________ _____________ __  _ _  _____
FIMSUSR       10/23/1996  00010      LAB Corporation              PO1000     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                PO10000    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)

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	Specific purchase order number that you want 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	Vendor number that you want 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	

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Parameters	Name	Required?	Description	Values
			display all purchase orders for all vendors.	
	Purchase Order Type	Yes	Type of purchase order to be printed if a specific document is not entered.	R Regular S Standing A All (default)

Receiving & Delivery Report (FPRRCDL) Report Sample

Receiving & Delivery Report (FPRRCDL) report sample.

```
REPORT FPRRCDL                                        Banner University                                        RUN DATE: 10/25/1996
                                                   Receiving/Delivery Report                                     RUN TIME: 03:47 PM
                                                                                                                       PAGE:     1
       VENDOR
 NUMBER      NAME
---------  ------------------------------
00007      Computer Land
         P.O.                    COMMODITY                                ORDERED             RECEIVED          REJECTED    BALANCE
   NUMBER    DATE       ITEM    CODE          DESCRIPTION                 DATE    QUANTITY     DATE    QUANTITY    QUANTITY   OF QTY DUE
  -------- --------     ---- ---------- ------------------------------ -------- ----------  -------- ----------  ----------  ----------
  CS001    10/04/1996    1   AST386     AST 386 PC with Hercules card and 4mg main memory.
                                                                                 1.00                  .00         .00        1.00
```

PO Receiving Status Report (FPRRCST)

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	Specific vendor number that you want 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	Sort sequence option.	1 Sort by vendor name (default value) 2 Sort by vendor code
	Purchase Order Number	No	Specific purchase order number that you want 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	Type of purchase order to be printed if a specific document is not entered.	R Regular (default) S Standing A All

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PO Receiving Status Report (FPRRCST) Report Sample

PO Receiving Status Report (FPRRCST) 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)

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), or commodity code.

Vendor types are originally defined on the Vendor Type Code Maintenance Page (FTMVTYP). Commodity codes are originally defined on the Commodity Code Validation Page (FTVCOMM). Access FTVCOMM from the **Commodity** field of purchasing forms.

Parameters	Name	Required?	Description	Values
	Vendor Type 1	No	First vendor type code. If specified, information for each vendor with this vendor type will display.	
	Vendor Type 2	No	Second vendor type code. If specified, information	

Parameters	Name	Required?	Description	Values
			for each vendor with this vendor type will display.	
	Vendor Type 3	No	Third vendor type code. If specified, information for each vendor with this vendor type will display.	
	Vendor Type 4	No	Fourth vendor type code. If specified, information for each vendor with this vendor type will display.	
	Vendor Type 5	No	Fifth vendor type code. If specified, information for each vendor with this vendor type will display.	
	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	Date to select data for reporting.	DD-MON-YYYY Default = Current date

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Vendor Products Catalog Report (FPRVCAT) Report Sample

Vendor Products Catalog Report (FPRVCAT) report sample.

```
REPORT FPRVCAT                                        Banner University                                        RUN DATE: 10/08/1996
                                                    Vendor Products Catalog                                          TIME: 09:38 AM
                                                       As Of 10/31/1996                                                 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)

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 Page (FTMVTYP).

Parameters	Name	Required?	Description	Values
	Vendor Number	No	Specific vendor number to report on. If specified, volume information for that vendor only will display.	
	Vendor Type 1	No	First vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 2	No	Second vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 3	No	Third vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 4	No	Fourth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 5	No	Fifth vendor type code. If specified, volume	

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Parameters	Name	Required?	Description	Values
			information for each vendor with this vendor type will display.	
	Vendor Type 6	No	Sixth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 7	No	Seventh vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 8	No	Eighth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 9	No	Ninth vendor type code. If specified, volume information for each vendor with this vendor type will display.	
	Vendor Type 10	No	Tenth vendor type code. If specified, volume information for each vendor with this vendor type will display.	

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Vendor Volumes Report (FPRVVOL) Report Sample

The following is a vendor volumes report sample.

```
REPORT FPRVVOL                                        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

This section describes each report in the Stores Inventory module. A table provides related parameter information.

A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Stores Daily Transaction Listing Report (FSRDTLG)

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 secondary 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	Name	Required?	Description	Values
	From Date DD-M)N-YYYY	No	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	Ending date to select data for reporting. Leave blank to default the current system date.	DD-MON-YYYY Default = current date
	Transaction Type (R/I)	No	Type of transactions to print in the report. Enter R (Receipts) to print only receipt transactions. Enter I (Issues) to print only issue transactions. Leave blank to print both types of transactions.	R Receipts I Issues Blank Both types of receipts
	Sort by Location (Y/N)	No	Enter Y(Yes) to sort this report by primary location/ activity date/transaction type. The default is N(No),	Y Yes N No (default)

Parameters	Name	Required?	Description	Values
			sort the report by activity date/transaction type.	

Stores Daily Transaction Listing Report (FSRDTLG) Report Sample 1

Stores Daily Transaction Listing Report (FSRDTLG) 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
```

Stores Daily Transaction Listing Report (FSRDTLG) Report Sample 2

Stores Daily Transaction Listing Report (FSRDTLG) 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
                                                                                 3015    100502                1.00            $3.00
                                                                                                                        ================
                                                                                                          TOTAL                $110.50
```

Inventory Listing Report (FSRINVL)

The Inventory Listing Report contains on-hand commodity quantities by location.

Depending upon the parameter values, the report can print one of the following:

- 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.	

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Parameters	Name	Required?	Description	Values
	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)

Inventory Listing Report (FSRINVL) Report Sample

Inventory Listing Report (FSRINVL) report sample.

```
FSRINVL  3.0                                        Banner University                                    18-JUN-1996  14:58:21
                                                    Inventory Listing                                              Page     1
 COMMODITY  ISSUE  COMMODITY                        INVENTORY  PRIMARY   SUB                   CURRENT          ONHAND
   CODE      U/M   DESCRIPTION                       ACCOUNT   LOCATION  LOCATION               VALUE          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)

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 Page (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.

After 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

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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 Y to print only those issue tickets in the collector table.	Y Yes N No (default)
	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 N in the Use Collector Table parameter, this parameter is ignored.	

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Parameters	Name	Required?	Description	Values
	Print Control Report (Y/N)	No	Enter Y to print a Control Report after the issue ticket report. Enter N to suppress printing a Control Report.	Y Yes N No (default)
	Run in Sleep/Wake Mode (Y/N)	No	Enter Y to initiate the sleep/wake cycle of this process and printer.	Y Yes N No (default)
	Sleep/Wake Interval [60 sec]	No	Time in seconds to pause before resuming execution.	Default = 60 seconds

Issue Ticket Report (FSRISST) Report Sample 1

Sample of an issue ticket associated with a stores request. Report sample 1.

```
FSRISST  3.0                                        Banner University                                    18-JUN-1996  14:58:21
                                                       Issue Ticket                                                  Page     1
REQUESTOR NAME: Jordan Cox  REQUEST CODE: 93939399
ISSUE     SHIP          COMMODITY   ISSUE         REQUEST    ISSUE/RETURN       REMAINING   PRIMARY      SUB
 CODE     CODE    ITEM  CODE/DESC    U/M         QUANTITY        QUANTITY        QUANTITY   LOCATION   LOCATION         COMMENT
--------  ------  ----  ----------   ---    -------------   -------------   -------------   ------     ---------------  --------
12431343  11111    1    213110000    BOX            20.00           10.00           10.00   3015       100433
                        BALL POINT PEN                                 5.00            5.00   3015       100434
                                                                       1.00            4.00   3016       100434           ON ORDER
                   2    213120000    BOX            15.00           15.00            0.00   3015       100435
                        PENCILS #2
                   3    213130000    EA            100.00            0.00          100.00   3015       100501           ON ORDER
                        STENO PADS
```

Issue Ticket Report (FSRISST) Report Sample 2

Sample of an issue ticket that is not associated with a stores request. Report sample 2.

```
FSRISST  3.0                                        Banner University                                    18-JUN-1996  14:58:21
                                                       Issue Ticket                                                Page     1
REQUESTOR NAME: Jordan Cox                               REPRINT
ISSUE     SHIP          COMMODITY   ISSUE         REQUEST    ISSUE/RETURN       REMAINING   PRIMARY      SUB
 CODE     CODE    ITEM  CODE/DESC    U/M         QUANTITY        QUANTITY        QUANTITY   LOCATION   LOCATION         COMMENT
--------  ------  ----  ----------  ---    -------------   -------------   -------------   ------     ---------------  --------
12431343  11111    1    213110000    BOX             N/A           10.00             N/A   3015       100433
                        BALL POINT PEN                               5.00             N/A   3015       100434
                                                                     1.00             N/A   3016       100434
                   2    213120000    BOX             N/A           15.00             N/A   3015       100435
                        PENCILS #2
                   3    213130000    EA              N/A            0.00             N/A   3015       100501
                        STENO PADS
```

Stores Low Stock Report (FSRLWSR)

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 has 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	Name	Required?	Description	Values
	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

Stores Low Stock Report (FSRLWSR) Report Sample

Stores Low Stock Report (FSRLWSR) report sample.

```
FSRLWSR  3.0                                        Banner University                                    18-JUN-1996 14:58:21
                                                     Low Stock Report                                              Page     1
COMMODITY  ISSUE  COMMODITY                                 ON HAND       ON ORDER        REORDER       REORDER        MINIMUM
  CODE      U/M   DESCRIPTION                             QUANTITY       QUANTITY          POINT         RANGE          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)

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.

As more than one issue could be created to satisfy a stores requests need, you may see the issue number more than one time 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	Name	Required?	Description	Values
	As of Date (DD-MON-YYYY)	No	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.	

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Parameters	Name	Required?	Description	Values
			Leave blank to display all open requests within the organization.	

Open Stores Requisitions Report (FSROPNR) Report Sample

Open Stores Requisitions Report (FSROPNR) report sample.

```
FSROPNR  3.0                                          Banner University                                    18-JUN-1996  14:58:21
                                                 Open Stores Requisitions Report                                     Page     1
                                                        As of 18-JUN-1996
  ORGANIZATION:  Computer Department
       REQUEST
 NUMBER        NAME                          REQ DATE
--------  ------------------------------   -----------
R91-505    Becki Northrop                  10-MAY-1996
               COMMODITY                                QUANTITY       ISSUED      REMAINING         REMAINING
   ITEM    CODE        DESCRIPTION                U/M  REQUESTED     QUANTITY      QUANTITY     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
               COMMODITY                                QUANTITY       ISSUED      REMAINING         REMAINING
   ITEM    CODE        DESCRIPTION                U/M  REQUESTED     QUANTITY      QUANTITY     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)

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 the Open Purchase Orders Report (FPROPNP) is that FPROPNP sorts by vendor and commodity. Use FSROUTP to view backordered stock commodities. Use FPROPNP 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.	

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Parameters	Name	Required?	Description	Values
	From Date (DD-MON-YYYY)	No	Beginning date to select data for reporting. Leave blank to report all open purchase orders.	DD-MON-YYYY
	To Date (DD-MON-YYYY)	No	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.	

Stores Outstanding Purchases Report (FSROUTP) Report Sample

Stores Outstanding Purchases Report (FSROUTP) report sample.

```
FSROUTP  3.0                                        Banner University                                    18-JUN-1996  14:58:21
                                                 Stores Outstanding Purchases                                        Page      1
COMMODITY   ORD              VENDOR                            DELIVERY         UNIT       EXTENDED     QUANTITY        QUANTITY
CODE/DESC   U/M  PO #      NUMBER    NAME                       DATE           PRICE        PRICE      ACCEPTED       REMAINING
----------  ---  --------  --------  ------------------------  -----------  ----------- ------------- -------------  -------------
213120000   BOX  3794213   000006    Computer Warehouse        01-JUN-1996        $1.50       $225.00          50.00         100.00
    PENCILS #2
213120000   BOX  3794223   000011    Stax Stationary           01-JUL-1996        $1.50       $187.50          25.00         100.00
    PENCILS #2
                                                                                                                         =============
                                                                                                              TOTAL          200.00
213130000   EA   4621432   000006   Computer Warehouse         01-JUL-1996        $2.50       $125.00           0.00          50.00
    STENO PAD
                                                                                                                         =============
```

```
                                                                                    TOTAL            50.00
```

Physical Inventory Process Report (FSRPHYR)

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 Page (FTRINVM). Assign a tolerance percentage to the ABC classifications using the System Data Maintenance Page (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).

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	

Parameters	Name	Required?	Description	Values
			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

Physical Inventory Process Report (FSRPHYR) Report Sample

Physical Inventory Process Report (FSRPHYR) report sample.

```
FSRPHYR  3.0                                        Banner University                                    18-JUN-1996  14:58:21
                                                 Physical Inventory Process Report                                  Page     1
  PRIMARY    SUB          COMMODITY   ISSUE   COMMODITY
  LOCATION LOCATION         CODE       U/M    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)

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.

Parameters	Name	Required?	Description	Values
	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	

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Parameters	Name	Required?	Description	Values
			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.	
	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	DD-MON-YYYY

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Parameters	Name	Required?	Description	Values
			to the delivery date on the requisition and can be used with the other selection parameters to further qualify pick list needs.	
	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)

Pick List Report (FSRPICK) Report Sample

Pick List Report (FSRPICK) report sample.

```
FSRPICK  3.0                                        Banner University                                    30-JUN-1996  14:58:21
                                                          Pick List                                                 Page     1
REQUEST   REQUESTED          COMMODITY  ISSUE        REQUEST     PRIMARY  SUB                    ONHAND        UNISSUED
CODE         DATE    DEST       CODE     U/M        QUANTITY  D LOCATION LOCATION            QUANTITY        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)

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 Page (FTRINVM). Assign the ABC classifications to a tolerance percentage using the System Data Maintenance Page (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	

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Parameters	Name	Required?	Description	Values
			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	Option that controls the listing of reconciled and unreconciled items. Enter U (Unreconciled) to list only unreconciled locations. Enter R (Reconciled) to list only reconciled locations.	U Unreconciled (default) R Reconciled A All

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Parameters	Name	Required?	Description	Values
			Enter an A (All) to list both reconciled and unreconciled items. Use this parameter along with the above parameters to control the printing selections.	
	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)

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Physical Inventory Discrepancy Report (FSRPIDR) Report Sample

Physical Inventory Discrepancy Report (FSRPIDR) report sample.

```
FSRPIDR  3.0                                        Banner University                                        18-JUN-1996  14:58:21
                                              Physical Inventory Discrepancy Report                                     Page     1
 NOT  PRIMARY    SUB           COMMODITY  ISSUE  COMMODITY                        SYSTEM        COUNT      OVER/     TOTAL AMOUNT
 REC  LOCATION LOCATION          CODE      U/M   DESCRIPTION                     QUANTITY      QUANTITY     UNDER     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)

The Physical Inventory Worksheet lists all items that have been flagged for physical inventory count by specific locations.

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	Name	Required?	Description	Values
	Primary Location	No	If entered, reports on commodities existing only in this location. If left	

Parameters	Name	Required?	Description	Values
			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.	
	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.	

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Parameters	Name	Required?	Description	Values
	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)

Physical Inventory Worksheet (FSRPIWS) Report Sample

Physical Inventory Worksheet (FSRPIWS) report sample.

```
FSRPIWS  3.0                                        Banner University                                    18-JUN-1996 14:58:21
                                                 Physical Inventory Worksheet                                     Page     1
                PRIMARY     SUB             COMMODITY  ISSUE  COMMODITY                                          COUNT
                LOCATION  LOCATION            CODE      U/M   DESCRIPTION                                        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)

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 Page (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 Page (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 (continued)	Name	Required?	Description	Values
	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.	

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Parameters (continued)	Name	Required?	Description	Values
	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.	

Put List Report (FSRPUTL) Report Sample

This report sorts by commodity/date received/primary location /sublocation.

```
FSRPUTL  3.0                                        Banner University                                    04-JUN-1996  14:58:21
                                                          Put List                                                   Page     1
RECEIVER   PACKING       DATE             COMMODITY                        QUANTITY  ORD    QUANTITY  ISS   PRIMARY     SUB
DOCUMENT    SLIP         RECEIVED       CODE        DESCRIPTION            ACCEPTED  U/M     ONHAND   U/M D LOCATION  LOCATION
-------- --------------- ----------- ---------- ---------------------- ------------- --- ------------ --- - ------  ---------------
W9300022 PS98888736      01-JUN-1996 213110000  Ball Point Pen                 10.00 BOX       120.00 EA  D DOCK1
                                                                                           50.00 EA  * 3015    100433
                                                                                           20.00 EA    3015    100434
W9300020 PSW77776        03-JUN-1996 213110000  Ball Point Pen                 10.00 BOX       120.00 EA  D DOCK1
                                                                                           50.00 EA  * 3015    100433
                                                                                           20.00 EA    3015    100434
W9300022 PS98888736      01-JUN-1996 213120000  Pencils  #2                    20.00 BOX       240.00 EA  D DOCK1
                                                                                          100.00 EA  * 3015    100436
W9300020 PSW77776        03-JUN-1996 213120000  Pencils  #2                    20.00 BOX       240.00 EA  D DOCK1
                                                                                          100.00 EA  * 3015    100436
```

Dock to Stock Exceptions Report (FSRSTEX)

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 Page (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 Page (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.	

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Dock to Stock Exceptions Report (FSRSTEX) Report Sample

Dock to Stock Exceptions Report (FSRSTEX) report sample.

```
FSRSTEX  3.0                                        Banner University                                        18-DEC-1996 14:58:21
                                              Dock to Stock Exceptions Report                                          Page     1
               COMMODITY                        ACCEPTED  ORD   REMAINING  ISSUE  RECEIPT    RECEIVER    PACKING       PURCHASE
 DOCK       CODE       DESCRIPTION              QUANTITY  U/M   DOCK QTY   U/M     DATE      DOCUMENT     SLIP          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)

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)
	Print Location	No	If Y (Yes) is entered, prints the primary and	Y Yes

Parameters	Name	Required?	Description	Values
			sub locations in which this stock item exists. If N (No) is entered, the locations are not printed.	N No (default)
	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)
	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)
	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 Y (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	

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Parameters	Name	Required?	Description	Values
			Commodity by Description parameter set to Y (Yes). If a value is not entered, this report ends printing with the last commodity.	

Supply Catalog Report (FSRSUPC) Report Sample

Supply Catalog Report (FSRSUPC) report sample.

```
FSRSUPC    3.0                                        Banner University                                    26-JUL-1996  10:02:28
                                                        Supply Catalog                                                Page     1
           COMMODITY                                    ISSUE                     PRIMARY     SUB
  CODE     DESCRIPTION                                   U/M           COST      LOCATION  LOCATION        TEXT
---------- -------------------------------------------- ---     ------------     ------   --------------- ---------------------
B000000001 Pencils, No. 2                                EA            $0.75     BLDGA    RACK12
                                                                               BLDGA    RACK13
                                                                               BLDGA
                                                                               EAST     RACK1
                                                                               EAST     RACK2
                                                                               EAST
                                                                               MNDOCK
                                                                               MNSTOR
                                                                               WCU      RACK13
                                                                               WEST     ISLAND
B000000002 Ball Point Pens, Black                        EA            $0.80     BIO
                                                                               BLDGA
                                                                               EAST
                                                                               MNSTOR
B000000003 Ball Point Pens, Red                          EA            $0.80     EAST
                                                                               WARE1    RACK1
                                                                               WARE1    RACK2
                                                                               WARE1    RACK3
```

Research Accounting Module

This section describes each report in the Research Accounting module. A table provides related parameter information.

A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Grant Rebuild Process Report(FGRGRBD)

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 *Banner Finance TRM Supplement*.

Grant Budget Interface Process (FRPBINF)

The Grant Budget Interface Process processes budget data from the collector tables (FRCBUDD and FRCBUDH) into the Banner tables FRBBUDG and FRRBUDG.

Refer to Mapping Collector Tables to Grant Tables on page 183 for more information.

FRPBINF Processing

These steps occur for FRPBINF processing.

Procedure

1. Processes the rows in the Collector table. For details, refer to Mapping Collector Tables to Grant Tables on page 183.
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 occur as described in the Mapping Collector Tables section in Chapter 2, "Processing."
4. The Collector table and interface process support recurring entries for FRBBUDG and FRRBUDG.

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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 before 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	Name	Required?	Description	Values
	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 Yes N No (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	Y Yes N No (default)

Parameters	Name	Required?	Description	Values
			Calculate Now function in the FRABUDG form.	
	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 Yes N No (default)
	Generate Error Report	Yes	Indicates whether error report is to be generated during this process	Y Yes (default) N No

Grant Interface Process Report (FRPGINF)

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.

FRPGINF Processing

These steps occur for FRPGINF processing.

Procedure

1. Processes the rows in the Collector table. For details, refer to Mapping Collector Tables to Grant Tables on page 183.
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 occur as described in Mapping Collector Tables to Grant Tables on page 183.

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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.

   If the system detects that an entry has been made to either the **Project Start Date** or the **Project End Date** existing values, you are notified that similar changes may need to be incorporated into the Research Accounting Fund Maintenance page (FRMFUND). The following warning message displays:

   Research Accounting Fund budget dates may need similar changes to support multi-year encumbrances.
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	Name	Required?	Description	Values
	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` Yes (default) `N` No

Research Accounting Billing Process Report (FRRBILL)

The Research Accounting Billing Process enables you to generate billing amounts and post transactions to the ledgers.

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.

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FRRBILL Processing

complete these steps for FRRBILL processing.

Procedure

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

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

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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 Page (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 does the following.

When you run FRRBILL in `Update` mode, Banner does the following:

- Update the amount in the **Cumulative** field on the Grant Billing Information window of the Grant Maintenance Page (FRAGRNT).
- Update the values in the **Last Invoice Number** and the **Sequence Number** fields on the Grant Maintenance Page (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 Page (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 Page (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 Page (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.

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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	Way you want to enter PMS code(s). Enter only if **Bill by PMS Code/Grant Code** = `P`.	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 **PMS Code Option** = `R`.	
	To PMS Code	No	Last PMS code in a series. Enter only if **PMS Code Option** = `R`.	
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only if **PMS Code Option** = `W` or `S`. You may use a wildcard (* or %) if **PMS Code Option** = `W`.	

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Parameters	Name	Required?	Description	Values
	Grant Code Option	No	Way you want to enter grant code(s). Enter only if **Bill by PMS Code/Grant Code** = `G`.	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 **Grant Code Option** = `R`.	
	To Grant Code	No	Last grant code in a series. Enter only if **Grant Code Option** = `R`.	
	Grant Code	No	User-defined code identifying a grant. Enter only if **Grant Code Option** = `W` or `S`. You may use a wildcard (* or %) if **Grant Code Option** = `W`.	
	Billing Format Code	Yes	Code defining the format of a bill.	
	Billing Period To Date	Yes	Specifies which transactions to include in the FRRBILL process. Banner will select transactions with dates	Default = system date

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Parameters	Name	Required?	Description	Values
			less than or equal to the **Billing Period To Date**.	
	Final or Partial Payment	No	Indicates whether this is the last bill for the grant or PMS code.	F Final bill P Not a final bill.
	Advance/Reimbursement Payment	No	Indicates whether you want to bill for advance or reimbursement payments. Enter only i**f Billing Format Code** = `270B`.	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	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	Y Bill retainage amounts.

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Parameters	Name	Required?	Description	Values
			that includes retainage amounts (amounts withheld from previous bills by your institution).	N Do *not* 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 *not* bill withheld payments.

Research Accounting Billing Process (FRRBILL) Report Sample

Research Accounting Billing Process (FRRBILL) report sample.

```
FRRBILL 4.0                                Banner University (sctmhp5)                    07/12/1999 09:50:07
                                     Research Accounting Billing Process                     PAGE 1
                                                   Audit Mode
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)

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 Page (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 Page (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 Page (FRAAREV) to view this amount.
- Change the status of the transaction to Un`billed` 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 Page (FRASYSC).

Parameters	Name	Required?	Description	Values
	PMS Code	No	PMS code on the bill you want to reverse. Optional--you may run	

Parameters	Name	Required?	Description	Values
			this process either by PMS Code or Grant Code	
	Grant Code	No	Grant code on the bill you want to reverse. Optional--you may run this process either by PMS Code or Grant Code	
	Billing Invoice Number	No	Invoice number of the bill you want to reverse. For Grant Code option you may enter either the Billing invoice Number and Invoice Adjustment Number or Bill Period to Date.	
	Invoice Adjustment Number	No	Adjustment number of the bill you want to reverse. For Grant Code option you may enter either the Billing Invoice Number and Invoice Adjustment Number or Bill Period to Date.	
	Bill Period to Date	No	Bill Period to Date you want to reverse. Required for PMS Code option. For Grant Code option you may enter either Billing Invoice Number and Invoice Adjustment	

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Parameters	Name	Required?	Description	Values
			Number or Bill Period to Date.	

Research Accounting Billing Reversal Process (FRRBREV) Report Sample

Research Accounting Billing Reversal Process (FRRBREV) report sample.

```
                    * * * REPORT CONTROL INFORMATION (FRRBREV) * * *

                              Parameters have been entered via Job Submission.


Parameter Name                Value            Message
____________________________  ________________ ____________________________________________________
Parameter Seq No:             61349
PMS Code:
Grant Code:                   JFGN1
Invoice seq no:               8
Invoice adj no:               0
Bill period to date:
Line Count:                   55               Chosen number of lines per page

Number of Transactions Processed: 1
```

Deferred Grant Process (FRRGRNT)

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** check box on the Grant System Control Maintenance Page (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). When 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 *not* been calculated previously.
	Date From	No	All grant transactions from this date are selected from the FGBTRND table for recalculation of indirect	DD-MON-YYYY

Parameters	Name	Required?	Description	Values
			cost (F & A). Enter only if **Recalculation** = `Y`.	
	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	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 **Fund Option** = `R`.	
	To Fund	No	Last fund code in a series. Enter only if **Fund Option** = `R`.	
	Fund	No	User-defined code from which grant expenses are	

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Parameters	Name	Required?	Description	Values
			paid. Enter only if **Fund Option** = `W` or `S`. You may use a wildcard (* or %) **if Fund Optio**n = `W`.	
	Posting Date	No	Posting date should be greater than or equal to the entry in the **Date To** parameter. If this parameter is left blank, the posting date is the greater of the **Date To** 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 *not* update the FGBTRNI table.) U Update mode. (Print a report and update the FGBTRNI table.)
	Report Type	No	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.

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Deferred Grant Process (FRRGRNT) Report Sample

Deferred Grant Process (FRRGRNT) report sample.

```
FRRGRNT 4.0                                        Banner University (sctmhp5)                          06-JAN-2001  10:26:53
                                                     Deferred Grant Process                                PAGE:    1
                                                   *** Update/Detail Mode ***
COA:  B  Grant:    GRNTFD05
Fund    Orgn    Acct    Prog    Actv    Locn    I/C Rate  C/S Rate  Revenue
GRNT5A  142071  7220    20                      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
```

Deferred Grant Purge Process (FRRGRNP)

The Deferred Grant Purge Process allows you to specify the information that you want to remove from the Grant History Table.

You can purge the information by date range. The date range corresponds to the date of the entries in the Deferred Grant History Table (FRRGRNH).

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This process may be run in audit mode or update mode. In audit mode, the process gives you the number of potential records that would be deleted. In update mode, the process gives you the number of records deleted.

Parameters	Name	Required?	Description	Values
	Run Mode	Yes	Determines whether the process is in Audit mode or Update mode. Audit mode will produce a report detailing potential records removed from the database. However, no database changes will occur. Update mode will produce the report and update the database.	A or a Audit `U` or `u` Update
	Date From	Yes	All transactions from this date are selected from the FRRGRNH table for purge.	DD-MON-YYYY Default system date
	Date To	Yes	All transactions up to this date are selected from the FRRGRNH table for purge.	DD-MON-YYYY Default system date

Research Accounting Report Process (FRRGRPT)

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 Page (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.

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This process also populates the Federal Financial Report tables FRRFFRR and FRRFFRI with the data required to produce the Federal Financial Report (FRRFFRR). You can preview and edit the results with the form Federal Financial Report (FRAFFRR).

- Direct costs and indirect cost totals by grant are summarized from the Research Accounting Transaction Detail Table (FRRBDET). For the detail indirect cost totals for each rate populated in the Federal Financial Report Detail Table (FRRFFRI), the process applies rate codes and basis codes from the Research Accounting Fund Repeating Table (FRVFUND) to the direct costs from FRRBDET.
- When updating the FRRFFRI table for detailed cost data by rate, the FRRGRPT process designates the top two indirect cost percentage rates for inclusion in the FFR grant report according to the highest total Amount Charged for each rate.

  Note: The Indirect Cost Rate Type setting on the Research Accounting System Control Page (FRASYSC) is a required element needed before running the process FRRGRPT to update the FFR indirect cost detail.

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 Page (FRR269R). You can also print the report using the Standard Bill and Reports Page (FRABRUN).

Parameters	Name	Required?	Description	Values
	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	Way you want to enter PMS code(s). Enter only if **Bill by PMS Code/Grant Code** = `P`.	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.

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Parameters	Name	Required?	Description	Values
	From PMS Code	No	First PMS code in a series. Enter only i**f PMS Code Option** = `R`.	
	To PMS Code	No	Last PMS code in a series. Enter only **if PMS Code Option** = `R`.	
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only i**f PMS Code Option** = `W` or `S`. You may use a wildcard (* or %) if **PMS Code Optio**n = `W`.	
	Grant Code Option	No	Way you want to enter grant code(s). Enter only if **Bill by PMS Code/Grant Code** = `G`.	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 **Grant Code Option** = `R`.	

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Parameters	Name	Required?	Description	Values
	To Grant Code	No	Last grant code in a series. Enter only if **Grant Code Option** = `R`.	
	Grant Code	No	User-defined code identifying a grant. Enter only if **Grant Code Option** = `W` or `S`. You may use a wildcard (* or %) if **Grant Code Optio**n = `W`.	
	Report Format Code	Yes	Code defining the format of a report.	
	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 Page (FRAEVGA).	
	Final Report	No	Indicates whether this is the last report for the grant or PMS code.	Y Final report N Not a final report (default)

Research Accounting Report Process (FRRGRPT) Report Sample

Research Accounting Report Process (FRRGRPT) report 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)

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 Page (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)

The Unapplication of Payments Process enables you to reverse, or undo, payments that you applied to charges using the Application of Payment Process (TRRAPPL).

You cannot reverse payments that were applied manually on the Research Accounting Payments Entry Page (FRAAREV).

Parameters	Name	Required?	Description	Values
	Enter Grant Option	No	Way you want to enter grant code(s).	A Automatically enter all grant codes.

Parameters	Name	Required?	Description	Values
				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 **Enter Grant Option** = `R`.	
	Grant To	No	Last grant code in a series. Enter only if **Enter Grant Option** = `R`.	
	Grant Wildcards	No	Partial grant code that contains a wildcard (* or %). Enter only if **Enter Grant Optio**n = `W`.	
	Specific Grants	No	User-defined code identifying a grant.	
	Unapply Date (DD-MON-YYYY)	No	Banner selects all payments that were applied to charges on or after this date. For example, if you enter 15-AUG-1999, Banner reverses all payments that were applied on 15-AUG-1999 or after 15-AUG-1999.	DD-MON-YYYY

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Unapplication of Payments Process (TRRUNAP) Report Sample

Unapplication of Payments Process (TRRUNAP) report sample.

```
TRRUNAP 4.0                                          Banner University                                    08-SEP-1998 15:13:17
PAGE 1
                                  * * * 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)

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).

Note: Certain year-end transactions relating to the encumbrance roll and the budget roll must be excluded from the inception-to-date grant ledger and accordingly they are not reported as exceptions

Parameters	Name	Required?	Description	Values
	Chart of Accounts	Yes	User-defined code representing an accounting or reporting entity.	
	Grant Option	No	Way you want to enter grant code(s).	A Automatically enter all grant codes.

Parameters	Name	Required?	Description	Values
				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 **Grant Option** = `W` or `S`. You may use a wildcard (* or %) if **Grant Option** = `W`.	
	From Grant	No	First grant code in a series. Enter only if **Grant Option** = `R`.	
	To Grant	No	Last grant code in a series. Enter only if **Grant Option** = `R`.	

Grant Ledger Exception Report (FGRGLEX) Report Sample

Grant Ledger Exception Report (FGRGLEX) report sample.

```
FGRGLEX 4.0                                    Banner University   (sctmhp5)                        10-DEC-1999 09:32:14
                                            Grant Ledger Exception Report                             PAGE 1
                                                 As of 10-DEC-1999
Chart of Accounts: S         Chart for Development
Grant Code: G00000010        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         Chart for Development
Grant Code: G00000011        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 Page (FRR134B)

The Standard 1034 Billing Form prints a bill in the standard 1034 format. After you run the Research Accounting Billing Process (FRRBILL), you can run this bill from the Standard 1034 Billing Page (FRA134B).

You can also run this report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner 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.

Parameters	Name	Required?	Description	Values
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with	

Parameters	Name	Required?	Description	Values
			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 **PMS Code** 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 Page (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is PDF.	DELIMITED DELIMITED DATA HTML HTMLCSS

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Parameters	Name	Required?	Description	Values
				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 Cache. Values of File, Mail, or Printer are available only when **Communication Mode** is set to Asynchronous.	Cache Display report on screen. (default value) File Save report to a file. Printer Print report. Mail Send report through email.
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail address. Enter multiple addresses with commas as separators. If destination type is Printer, use a valid printer name. If blank,

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Parameters	Name	Required?	Description	Values
				report goes to the Report Server's default printer.
	Execution Mode	Yes	Way you want this report to run.	Batch Run from job submission. Runtime Run from a form.
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	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 Yes, **Destination Type** must be set to Cache.	Yes Display Report Parameters form. (default) 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.

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Standard Form 1034
Revised January 1980
Department of the Treasury
1 TFRM 4-2000

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

Voucher No. 10

Grant billing agency without LOC
4567 Market street
Main building
2nd floor
Philadelphia PA 19355

Date Voucher prepared 09/09/98

Contract Number and Date AIDS3049-56

Requisition Number and Date

Schedule No.

Paid By

Date Invoice recieved

Payee's Name and Address
Diane Mathews
3601 Market street
Main building
3rd floor
Phialdelphia PA 19104

Discount Terms

Payee's Account Number G00000032

Shipped From | To | Weight | Government B/L Number

Number And Date Of Order	Date Of Delivery Or Service	Articles Or Services (Enter Description, item number of contract or Federal supply schedule, and other information deemed necessary)	Quantity	Unit Price COST	Unit Price PER	Amount (1)
09/09/98	09/09/98	Research on cure for aids				$618.00

Details.....

(Use continuation sheets if necessary) (Payee must NOT use the space below) TOTAL $618.00

PAYMENT: Provisional Complete Partial Final Progress Advance

APPROVED FOR = $ Exchange Rate =$

BY

TITLE

Differences

Amount Verified: Correct

(signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment

Date (Authorized Certifying Official) (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 reciepted 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 NSN 7540-00-900-2234

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.

PAYMENT WITHHOLDING

Standard 269 Report Page (FRR269R)

The Standard 269 Report Form prints grant billing information in the standard 269 format.

After you run the Research Accounting Report Process (FRRGRPT), you can run this report from the Standard 269 Report Page (FRA269R).You can also run this report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner 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.

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 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 **PMS Code** parameter.	M Print one report for each grant. S Print one report summarizing all grants.

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Parameters	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 Page (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output.	DELIMITED DELIMITED DATA HTML HTMLCSS PDF (default) RTF XML
	Destination Type	Yes	Where the report output will be directed. Values of File, Mail, or Printer are available only when **Communication Mode** is set to Asynchronous.	Cache Display report on screen. (default) File Save report to a file. Printer Print report. Mail Send report through email.
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail address. Enter multiple

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Parameters	Name	Required?	Description	Values
				addresses with commas as separators. If destination type is Printer, use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Way you want this report to run.	Batch Run from Job Submission. Runtime Run from a form.
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	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 Yes, **Destination Type** must be set to Cache.	Yes Display Report Parameters form. (default) 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	Yes Show Report Value Window. No Do not display Report Value window.

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Parameters	Name	Required?	Description	Values
			a link in a form other than GJAPCTL.	

Standard 269 Report Page (FRR269R) Report Sample

Standard 269 Report Page (FRR269R) report sample.

FINANCIAL STATUS REPORT
(Short Form)
(Follow the instructions on the back)

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 AIDS3049-56	OMB Approval No. 0348-0039	Page 1	Of 1 Pages

3. Recipient Organization (Name and complete address, including ZIP code)
Diane Mathews
3601 Market street
Main building
3rd floor
Phiaidelphia 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			$.00
g. Total Federal share (Sum of lines c and f)			$3,000.00
h. Total Federal funds authorized for this funding period			$.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 269 repor

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 269-201 Standard Form 269A (REV 4-88)
Prescribed by OMB Circulars A-102 and A-110

Standard 270 Billing Page (FRR270B)

The Standard 270 Billing Form prints a bill in the standard 270 format. After you run the Research Accounting Billing Process (FRRBILL), you can run this bill from the Standard 270 Billing Page (FRA270B).

You can also run this report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner 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.

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 **PMS Code** parameter.	M Print one bill for each grant. S Print one bill summarizing all grants.

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Parameters	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 Page (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output.	DELIMITED DELIMITED DATA HTML HTMLCSS PDF (default) POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML
	Destination Type	Yes	Where the report output will be directed.	Cache Display report on screen. (default)

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Parameters	Name	Required?	Description	Values
			Values of File, Mail, or Printer are available only when **Communication Mode** is set to Asynchronous.	File Save report to a file. Printer Print report. Mail Send report through email.
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail address. Enter multiple addresses with commas as separators. If destination type is Printer, use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Way you want this report to run.	Batch Run from job submission. Runtime Run from a form.
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report	Yes Display Report Parameters form. (default)

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Parameters	Name	Required?	Description	Values
			parameter selections made for the report parameters. For this field to be set to Yes, **Destination Type** must be set to Cache.	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 270 Billing Page (FRR270B) Report Sample

Standard 270 Billing Page (FRR270B) report sample.

REQUEST FOR ADVANCE OR REIMBURSEMENT	Approved by Office of Management and Budget, No. 80-R0183	Page 1 of 1
1. TYPE OF PAYMENT REQUESTED	a. "X" one, or both boxes: ☐ ADVANCE ☒ REIMBURSEMENT; b. "X" the applicable box: ☐ FINAL ☒ PARTIAL	2. BASIS OF REQUESTS: ☐ CASH ☒ ACCRUAL
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: LYME3049-56	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: Diane Mathews; Number and Street: 3601 Market street, Main building, 3rd floor; City, State, Zip Code: Phialdelphia 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: Phialdelphia PA 19104	

11. COMPUTATION OF AMOUNT REIMBURSEMENT/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES >		(a)	(b)	(c)	TOTAL
a. Total program outlays (As of date) todate					$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 prescheduled advances	1 st month				$.00
	2 nd month				$.00
	3 rd 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: Noll, Mark; Professor	TELEPHONE (AREA CODE, NUMBER, EXTENSION)

This space for agency use

STANDARD FORM 270
Prescribed by Office of Management and Budget
Cir. No. A-110

Standard 272 Billing Page (FRR272B)

The Standard 272 Billing Form prints a bill in the standard 272 format. After you run the Research Accounting Billing Process (FRRBILL), you can run this bill from the Standard 272 Billing Page (FRA272B).

You can also run this report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner 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.

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 **PMS Code** parameter.	M Print one bill for each grant. S Print one bill summarizing all grants.

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Parameters	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 Page (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is PDF.	DELIMITED DELIMITED DATA HTML HTMLCSS PDF RTF XML
	Destination Type	Yes	Indicates where the report output will be directed. Values of File, Mail, and Printer are available only when **Communication Mode** is set to Asynchronous.	Cache Display report on screen. (default) File Save report to a file. Printer Print report. Mail Send report through email.

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Parameters	Name	Required?	Description	Values
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail address. Enter multiple addresses with commas as separators. If destination type is Printer, use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Way you want this report to run.	Batch Run from job submission. Runtime Run from a form.
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.	Yes Display Report Parameters form. (default value) No Do not display Report Parameters form.

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Parameters	Name	Required?	Description	Values
			For this field to be set to Yes, **Destination Type** must be set to Cache.	
	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 272 Billing Page (FRR272B) Report Sample

Standard 272 Billing Page (FRR272B) report sample.

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FEDERAL CASH TRANSACTIONS REPORT

(See instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272-A.)

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 and Street : 3601 Market street, Main building, 3rd floor

City, State and ZipCode : Phiaidelphia 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: 11111111111111

7. Last payment voucher number: 2

Give total number for this period

8. Payment vouchers certified to your account

9. Treasury checks recieved (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 *(See specific instructions on the back)*

a. Cash on hand beginning of report period	-$6,550.00
b. Letter of credit withdrawls	$6,550.00
c. Treasury check payments	$.00
d. Total reciepts (Sum of lines b and c)	$6,550.00
e. Total cash available (Sum of lines a and d)	$.00
f. Gross disbursements	$2,580.00
g. Federal share of program income	$.00
h. Net disbursements (line f minus line g)	$2,580.00
i. Adjustments of prior periods	-$600.00
j. Cash on hand end of period	-$3,180.00

12. THE AMOUNT SHOWN ON LINE 11, ABOVE REPRESENTS CASH REQUIREMENTS FOR ENSUING 2 Days

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)

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 CERTIFYING OFFICIAL

SIGNATURE

DATE REPORT SUBMITTED: 05/10/98

TYPED OR PRINTED NAME AND TITLE: H. Donald, Thibault, Professor

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 Page (FRR272R)

The Standard 272 Report Form prints grant billing information in the standard 272 format.

After you run the Research Accounting Report Process (FRRGRPT), you can run this report from the Standard 272 Report Page (FRA272R). You can also run this report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner 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.

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 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 **PMS Code** parameter.	M Print one report for each grant. S Print one report summarizing all grants.

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Parameters	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 Page (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output.	DELIMITED DELIMITED DATA HTML HTMLCSS PDF (default) POSTSCRIPT (This format is not currently supported.) PRINTER DEFINITION (This format is not currently supported.) RTF XML
	Destination Type	Yes	Where the report output will be directed. Values of File, Mail, or Printer are available only when **Communication Mode** is set to Asynchronous.	Cache Display report on screen. (default) File Save report to a file. Printer Print report. Mail Send report through email.

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Parameters	Name	Required?	Description	Values
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail address. Enter multiple addresses with commas as separators. If destination type is Printer, use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Way you want this report to run.	Batch Run from job submission. Runtime Run from a form.
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.	Yes Display Report Parameters form. (default value) No Do not display Report Parameters form.

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Parameters	Name	Required?	Description	Values
			For this field to be set to Yes, **Destination Type** must be set to Cache.	
	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 272 Report Page (FRR272R) Report Sample

Standard 272 Report Page (FRR272R) report sample.

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FEDERAL CASH TRANSACTIONS REPORT

(See instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272-A.)

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 and Street : 3601 Market street, Main building, 3rd floor

City, State and ZipCode : Phiaidelphia PA 19104

4. Federal Grant or other identification number: NASA7890-123

5. Recipient's account number or identifying number: GRTB-P1

6. Letter of credit number: 11111111111111

7. Last payment voucher number

Give total number for this period

8. Payment vouchers certified to your account

9. Treasury checks recieved (whether or not deposited)

3. FEDERAL EMPLOYER IDENTIFICATION NO. ▶ E1-5051

10. PERIOD COVERED BY THIS REPORT

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 withdrawls	$.00
c. Treasury check payments	$.00
d. Total reciepts (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 ON LINE 11, ABOVE REPRESENTS CASH REQUIREMENTS FOR ENSUING 5 Days

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 CERTIFYING OFFICIAL

SIGNATURE

DATE REPORT SUBMITTED: 08/11/98

TYPED OR PRINTED NAME AND TITLE

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

Agency Budget Report (FRRABUD)

The Agency Budget Report prints a list of budget activity for grants received from the specified sponsoring agency.

Parameters	Name	Required?	Description	Values
	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 *not* include cost share percentage information.
	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.)

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Parameters	Name	Required?	Description	Values
	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 *not* include waived indirect costs.

Agency Budget Report (FRRABUD) Report Sample

Agency Budget Report (FRRABUD) report sample.

```
FRRABUD                                          Banner University (sctmhp5)                          01/04/01 14:09:15
                                                    Agency Budget Report                                 PAGE 1
CONTACT: Bob Gibson
AGENCY : Inside Repairs
ADDRESS: 88 Cardinal Corner
         St.  Louis MO 47834
PROPOSAL: PROPFD04 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)

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 Page (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	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 **Grant Option** = `W` or `S`. You may use a	

Parameters	Name	Required?	Description	Values
			wildcard (* or %) if **Grant Option** = `W`.	
	From Grant	No	First grant code in a series. Enter only **if Grant Option** = `R`.	
	To Grant	No	Last grant code in a series. Enter only **if Grant Option** = `R`.	
	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

Billing Detail Exception Report (FRRBDEX) Report Sample

Billing Detail Exception Report (FRRBDEX) report sample.

```
FRRBDEX 4.0                                          Banner University                                        08-JAN-2000 11:02:21
                                                 Billing Detail Exception Report                              PAGE 1
                                                    01-OCT-1988 To 31-JAN-2000
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)

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	Name	Required?	Description	Values
	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

Parameters	Name	Required?	Description	Values
	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 **Exception Option** = `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. 09 Billing Process cannot determine which event record to select or what type of bill to produce.

Billing Exception Report (FRRBEXC) Report Sample

Billing Exception Report (FRRBEXC) report sample.

```
FRRBEXC 4.0                                        Banner University (sctmhp5)                          04-DEC-2000 14:18:45
                                                    Billing Exception Report                                PAGE 1
                                                       As of 31-MAR-2000
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)

The Grant Budget Report displays a specific budget, or a series of budget iterations that have been created on the Grant Budget Page (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	Way you want to enter grant budget code(s).	A Automatically enter all grant budget codes.

Parameters	Name	Required?	Description	Values
				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 **Grant Budget Code Option** = `S`.	
	Grant Budget Wildcard	No	Partial grant budget code that contains a wildcard (* or %). Enter only if **Grant Budget Code Option** = `W`.	
	Grant Budget Code From	No	First grant budget code in a series. Enter only if **Grant Budget Option** = `R`.	
	Grant Budget Code To	No	Last grant budget code in a series. Enter only if **Grant Budget Option** = `R`.	

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Grant Budget Report (FRRBUDG) Report Sample

Grant Budget Report (FRRBUDG) 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 Page (FRRCNSF)

The Canadian Standard Report Form prints grant billing information in a format customized for Canadian institutions.

After you run the Research Accounting Report Process (FRRGRPT), you can run this report from the Standard Bill and Reports Page (FRABRUN). You can also run this report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner 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.

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 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 **PMS Code** 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 Page (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output.	DELIMITED DELIMITED DATA HTML

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Parameters	Name	Required?	Description	Values
				HTMLCSS PDF (default) RTF XML
	Destination Type	Yes	Where the report output will be directed. Values of File, Mail, or Printer are available only when **Communication Mode** is set to Asynchronous.	Cache Display report on screen. (default) File Save report to a file. Printer Print report. Mail Send report through email.
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail address. Enter multiple addresses with commas as separators. If destination type is Printer, use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Way you want this report to run.	Batch Run from job submission. Runtime Run from a form.

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Parameters	Name	Required?	Description	Values
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	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 Yes, **Destination Type** must be set to Cache.	Yes Display Report Parameters form. (default) 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.

Grant Events Report (FRREVNG)

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.

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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	Name	Required?	Description	Values
	Report Option	Yes	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
	Value Indicator	Yes	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.

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Parameters	Name	Required?	Description	Values
	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	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 **Responsible Orgn Option** = `R`.	
	To Responsible Orgn	No	Last organization code in a series. Enter only if **Responsible Orgn Option** = `R`.	
	Responsible Orgn	No	User-defined code representing an administrative office	

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Parameters	Name	Required?	Description	Values
			responsible for a grant. Enter only if **Responsible Orgn Option** = `W` or `S`. You may use a wildcard (* or %) if **Responsible Orgn Option** = `W`.	

Grant Events Report (FRREVNG) Report Sample

Grant Events Report (FRREVNG) report sample.

```
 PAGE      6
REPORT : FRREVNG                                          Development                                          RUN DATE 07/11/2002
                                                        Grant Events Report                                    RUN TIME 05:42 PM
                                            Reporting Period: 01-MAY-2002 To: 31-MAY-2002
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      01-MAY-2002    P Pending             ASMITH                              ASMITH
         on animal use studies
CERT     Certification Required      08-MAY-2002    P Pending             ASMITH                              ASMITH
         on human use studies
EVAL     Evaluation of costs         15-MAY-2002    P Pending             ASMITH                              ASMITH
         based on NSF conditions
FINR     Financial Report            22-MAY-2002    P Pending             ASMITH                              ASMITH
         due at month end
```

Grant Events Report (FRREVNG) Report Sample (Summary Page)

Grant Events Report (FRREVNG) report sample (summary page).

```
 PAGE     17
REPORT : FRREVNG                                                    Development                                                    RUN DATE 07/11/2002
                                                                 Grant Events Report                                               RUN TIME 05:42 PM
                                                     Reporting Period: 01-MAY-2002 To: 31-MAY-2002
                                          * * * REPORT CONTROL INFORMATION (frrevng release 5.4) * * *
                                                Parameters have been entered through 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)

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	Way in which you want to sort events.	1 Sort by responsible organization. 2 Sort by proposal.

Parameters	Name	Required?	Description	Values
	Begin Date DD-MON-YYYY	No	First date you want to include in the report.	DD-MON-YYYY
	End Date DD-MON-YYYY	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
	Value Indicator	Yes	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	

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Parameters	Name	Required?	Description	Values
			accounting or reporting entity.	
	Responsible Orgn Option	No	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 **Responsible Orgn Option** = `R`.	
	To Responsible Orgn	No	Last organization code in a series. Enter only if **Responsible Orgn Option** = `R`.	
	Responsible Orgn	No	User-defined code representing an administrative office responsible for a grant. Enter only if **Responsible Orgn Option** = `W` or `S`. You may use a wildcard (* or %) if **Responsible Orgn Option** = `W`.	

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Proposal Events Report (FRREVNP) Report Sample

Proposal Events Report (FRREVNP) report sample.

```
                                PAGE      1
REPORT : FRREVNP                                    Development                                        RUN DATE 07/11/2002
                                                 Proposal Events Report                                  RUN TIME 05:40 PM
                                            Reporting Period: 01-FEB-2002 To: 31-MAY-2002
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  10-FEB-2002     P Pending             ASMITH                             ASMITH
          require review by PI
REV       Review proposal & budget    15-MAR-2002     P Pending             ASMITH                             ASMITH
          before submission
SUB       Submit proposal             30-APR-2002     P Pending             ASMITH                             ASMITH
          upon approval
```

Proposal Events Report (FRREVNP) Report Sample (Summary Report)

Proposal Events Report (FRREVNP) report sample (summary report).

```
                                                                                                   PAGE      3
REPORT : FRREVNP                                    Development                                        RUN DATE 07/11/2002
                                                 Proposal Events Report                                  RUN TIME 05:40 PM
                                            Reporting Period: 01-FEB-2002 To: 31-MAY-2002
                                     * * * REPORT CONTROL INFORMATION (frrevnp release 5.4) * * *
                                           Parameters have been entered through 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)

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 Page (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 Page (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.
	Fund Code	No	User-defined code representing a fund from which expenses are paid. A wildcard (* or	

Parameters	Name	Required?	Description	Values
			%) 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

Fund Exception Report (FRRFEXC) Report Sample

Fund Exception Report (FRRFEXC) report sample.

```
FRRFEXC 4.0                                          Banner University                                    28-AUG-1998 14:07:27
                                                   Fund Exception Report                                  PAGE 1
                                                     As of 28-AUG-1998
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
```

Federal Financial Report (FRRFFRR)

The Federal Financial Report (FFR) is a reporting format announced by the Office of Management and Budget (OMB) for the financial status of grants and cooperative agreements.

This reporting format streamlines and simplifies the reporting of each grant, or multiple grants, to their respective Federal agencies. The FFR format (SF425) is intended to replace both the Federal Cash Transactions Report (SF272) and the Financial Status Report (SF269) effective October 2009, and the PDF report format produced by FRRFFRR was revised in 2010 to report detail for up to two indirect cost rates.

The Banner Federal Financial Report mimics the Federal Financial Report format.

After you run the Research Accounting Report Process (FRRGRPT), you can run the Federal Financial Report from the Federal Financial Report Page (FRAFFRR) or from the Run Standard Bills and Reports Page (FRABRUN). You can also run the Federal Financial Report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner General User Guide*..

You can run this report for only one PMS code or Grant code at a time. For grant reports, you can preview and edit many of the report values using the Federal Financial Report Page (FRAFFRR). The report by PMS code will accumulate changed values from the grant reports linked to the PMS code.

Federal Financial Report (FRRFFRR) Chart

This chart identifies the information that can be collected and included on the Federal Financial Report (SF425).

The numbers listed in the FFR Number column correlate to the numbers on the OMB report.

FFR Number	Field	Description
1	Federal Agency and Organizational Element to Which Report is Submitted	The name of the federal agency is displayed as retrieved from the Grants table.
2	Federal Grant or Other identifying Number Assigned by Federal Agency	For a single award or grant, the Sponsor ID is displayed from the Grant Maintenance Page (FRAGRNT). For multiple awards or PMS, this field is blank.

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FFR Number	Field	Description
3	Recipient Organization	The organization name as taken from the Payee name on the Research Accounting System Control Page (FRASYSC). The address is displayed from the Principal Investigator's default address type and sequence number as defined on the Personnel window of the Grant Maintenance Page (FRAGRNT). If these values are null, the address comes from FRASYSC.
4a	DUNS Number	The Data Universal Numbering System (DUNS) number as valued on the Research Accounting System Control Page (FRASYSC).
4b	EIN	The Employer Identification Number (EIN) as defined on the 1099-MISC Type Magnetic Type Transmitter Data Page (FOA1099).
5	Recipient Account Number or Identifying Number	For a single grant, this is the Grant Code established on the Grant Maintenance Page (FRAGRNT). For multiple grants or PMS, this field is blank.
6	Report Type	Options for this check box include Quarterly, Semi-Annual, Annual, or Final.
7	Basis of Accounting	Your method of accounting will be is pulled from the chart record (Chart of Accounts Code Maintenance Form, FTMCOAS).
8a	Project/Grant Period, From: (Month, Day, Year)	The grant project start date as defined on the Grant Maintenance Page (FRAGRNT).
8b	Project/Grant Period, To: (Month, Day, Year)	The grant project end date as defined on the Grant Maintenance Page (FRAGRNT).

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FFR Number	Field	Description
9	Reporting Grant Period End Date: (Month, Day, Year)	The reporting period-to-date from the Research Accounting Report Process (FRRGRPT).
10a	Cash Receipts	The cumulative amount of payments and transfers received to date from the Research Accounting Account Detail Table (TRRACCD).
10b	Cash Disbursements	The cumulative amount of expenditures (direct and indirect) from the Research Accounting Transaction Detail Table (FRRBDET) as of the reporting period to date.
10c	Cash on hand	Calculated field: 10a - 10b.
10d	Total Federal Funds Authorized	For a single grant, this value is derived from the Cumulative amount as defined on the header window of the Grant Maintenance Page (FRAGRNT). For PMS codes, this field is blank.
10e	Federal Share of Expenditures	This amount equals the total charges or expenditures from the Research Accounting Transaction Detail Table (FRRBDET), both direct and indirect, as of the reporting period to date.
10f	Federal share of unliquidated obligations	Total commitments, both reservations and encumbrances, from the Grant Ledger Table (FRRGRNL) for the Grant Code as of the reporting period to date.
10g	Total Federal share	Calculated field: 10e + 10f.

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FFR Number	Field	Description
10h	Unobligated balance of Federal funds	Calculated field: 10d - 10g.
10i	Total recipient share required	This value comes from the **Total Recipient Share** field on the Grant Maintenance Page (FRAGRNT).
10j	Recipient share of expenditures	If Banner cost sharing is being calculated, this field holds any cost share expense from the Research Accounting Transaction Detail Table (FRRBDET).
10k	Remaining Recipient Share to be Provided	Calculated field: 10i - 10j.
10l	Total Federal Program Income Earned	This field always displays a value of zero. It can be updated on FRAFFRR.
10m	Program Income Expended in Accordance with the Deduction Alternative	This field always displays a value of zero. It can be updated on FRAFFRR.
10n	Program Income Expended in Accordance with the Addition Alternative	This field always displays a value of zero. It can be updated on FRAFFRR.
10o	Unexpended program income	Calculated: 10l - 10m or 10n.
11a	Rate Type	For single grants, indirect cost rate type defaults from the Research Accounting System Control Page (FRASYSC) with valid values of Provisional, Predetermined, Final, and Fixed. For PMS codes, rate type comes from the first grant report linked to the PMS Code with the same rate.
11b	Rate	For single grants, the rate is one of two indirect cost rates selected from FRMFUND based on the highest indirect costs charged.

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FFR Number	Field	Description
		For PMS codes, the rate is one of two indirect cost rates based on the highest indirect costs charged in grant reports linked to the PMS code.
11c	Period From	For single grants, the beginning effective date for the rate, selected as the minimum effective date from FRMFUND. For PMS codes, the beginning effective date for the rate, selected as the minimum Period From date from all grant reports linked to the PMS code.
11c	Period To	For single grants, the ending effective date for the rate, selected as the maximum next change date from FRMFUND (blank if a record is still effective). For PMS codes, the ending effective date for the rate, selected as the maximum Period To date from all grant reports linked to the PMS code (blank is the maximum date if a blank exists).
11d	Base	Base against which the rates were applied from the Federal Financial Report Detail Table (FRRFFRI).
11e	Amount Charged	Indirect costs charged during reporting period for the rate from the Federal Financial Report Detail Table (FRRFFRI).
11f	Federal Share	The federal share of indirect costs for the rate from the Federal Financial Report Detail Table (FRRFFRI).

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FFR Number	Field	Description
11g	Totals	The report totals for all rates in the grant or cumulative for all grants linked to a PMS Code from the Federal Financial Report Table (FRRFFRR). The base, amount charged, and federal share appear below their respective columns.
12	Remarks	Text from the Entity Text Entry Page (FOAETXT).
13a	Typed or Printed Name and Title of Authorized Certifying Official	This field extracts this information from the Personnel window of the Grant Maintenance Page (FRAGRNT) when the **Billing or Report Format** field contains a value of FFR.
13b	Signature of Authorized Certifying Official	This field is left blank.
13c	Telephone	This information comes from the Personnel window of the Grant Maintenance Page (FRAGRNT) when the **Billing or Report Format** field contains a value of FFR.
13d	E-mail address	This information comes from the Personnel window of the Grant Maintenance Page (FRAGRNT) when the bill or report format code is defined as FFR.
13e	Date Report Submitted	Date the report was executed.
14	Agency Use Online	This field is reserved for agency use.

The following chart contains the parameters used to generate this report.

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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.	
	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 Page (FRAEVGA).	DD-MON-YYYY
	Destination Format	Yes	Format for the report output. The default value is PDF.	DELIMITED DELIMITED DATA HTML HTMLCSS PDF RTF XML
	Destination Type	Yes	Where the report output will be directed. Values of File, Mail, or Printer are available only when **Communication**	Cache Display report on screen. (default) File Save report to a file. Printer Print report.

Parameters	Name	Required?	Description	Values
			Mode is set to Asynchronous.	Mail Send report through email.
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail address. Enter multiple addresses with commas as separators. If destination type is Printer, use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Way you want this report to run.	Batch Run from job submission. Runtime Run from a form.
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	Parameter Form Designator	Yes	Indicates if you want to display the form that contains all report parameter selections made for the report parameters.	Yes Display Report Parameters form. (default value) No Do not display Report Parameters form.

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Parameters	Name	Required?	Description	Values
			For this field to be set to Yes, **Destination Type** must be set to Cache.	
	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

Federal Financial Report (FRRFFRR) Chart report sample

Federal Financial Report (FRRFFRR) Chart report sample executed by grant code.

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FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
National Cancer Institute	NCI-C03-06 12823929	1	1 pages

3. Recipient Organization (Name and complete address including zip code)
Ellucian Research
4 Country View Road
Research Hall
Building 4
Malvern, PA 19355

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
884238999	123456789	G1207	[X] Quarterly [ ] Semi-Annual [ ] Annual [ ] Final	[ ] Cash [X] Accrual

8. Project/Grant Period From (Month, Day, Year)	To (Month, Day, Year)	9. Reporting Period End Date
September 1, 2008		October 31, 2012

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	$40,000.00
b. Cash Disbursements	$42,840.00
c. Cash on Hand (line a minus b)	-$2,840.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$230,000.00
e. Federal share of expenditures	$42,840.00
f. Federal share of unliquidated obligations	$26,531.25
g. Total Federal share (sum of lines e and f)	$69,371.25
h. Unobligated balance of Federal funds (line d minus g)	$160,628.75
Recipient Share:	
i. Total recipient share required	$180,000.00
j. Recipient share of expenditures	$1,520.00
k. Remaining recipient share to be provided (line i minus j)	$178,480.00
Program Income:	
l. Total Federal program income earned	$.00
m. Program income expended in accordance with the deduction alternative	$.00
n. Program income expended in accordance with the addition alternative	$.00
o. Unexpended program income (line l minus line m or line n)	$.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Provisional	60%	01-SEP-2008		$27,100.00	$16,260.00	$16,260.00
	Provisional	50%	01-SEP-2008		$14,000.00	$7,000.00	$7,000.00
				g. Totals	$56,100.00	$29,260.00	$29,260.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation*
Please review attachment for subrecipient payments
(Remarks display from FOAETXT for Item 12)

13. **Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalities. (U.S. Code, Title 218, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Kevin Ackford Grant Coordinator	(517) 837-0258
	d. Email Address kjackford@ellucian.edu
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) November 27, 2012
	14. Agency use only

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

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Federal Financial Report (FRRFFRR) Chart report sample

Federal Financial Report (FRRFFRR) Chart report sample executed by PMS code.

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FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element National Institutes of Health	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1	of 2 pages

3. Recipient Organization (Name and complete address including zip code)
Ellucian Research
4 Country View Road
Research Hall
Building 4
Malvern, PA 19355

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
884238999	123456789		[X] Quarterly [ ] Semi-Annual [ ] Annual [ ] Final	[ ] Cash [X] Accrual

8. Project/Grant Period		9. Reporting Period End Date
From (Month, Day, Year)	To (Month, Day, Year)	October 31, 2012

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	$30,000.00
b. Cash Disbursements	$33,960.00
c. Cash on Hand (line a minus b)	-$3,960.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$.00
e. Federal share of expenditures	$.00
f. Federal share of unliquidated obligations	$.00
g. Total Federal share (sum of lines e and f)	$.00
h. Unobligated balance of Federal funds (line d minus g)	$.00
Recipient Share:	
i. Total recipient share required	$.00
j. Recipient share of expenditures	$.00
k. Remaining recipient share to be provided (line i minus j)	$.00
Program Income:	
l. Total Federal program income earned	$.00
m. Program income expended in accordance with the deduction alternative	$.00
n. Program income expended in accordance with the addition alternative	$.00
o. Unexpended program income (line l minus line m or line n)	$.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Provisional	60%	01-DEC-2008		$21,225.00	$12,735.00	$12,735.00
					$.00	$.00	$.00
				g. Totals	$21,225.00	$12,735.00	$12,735.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation*
Same indirect cost rate applies to all grants
(Remarks display from FOAETXT for Item 12)

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalities. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Kevin Ackford Grant Coordinator	c. Telephone (Area code, number and extension) (517) 837-0258 d. Email Address kjackford@ellucian.edu
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) November 27, 2012 14. Agency use only

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

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Federal Financial Report (FRRFFRR) Chart attachment

Federal Financial Report (FRRFFRR) Chart attachment used when reporting multiple grants.

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FEDERAL FINANCIAL REPORT ATTACHMENT
(For reporting multiple grants)

1. Federal Agency and Organizational Element to which Report is Submitted (Box 1 on Page 1)	2. Recipient Organization (Box 3 on Page 1)
National Institutes of Health	Ellucian Research 4 Country View Road Research Hall Building 4 Malvern, PA 19355

3a. DUNS Number (Box 4a on Page 1)	4. Reporting Period Ending Date (Box 9 on Page 1) (Month, Day, Year)	
884238999		Page 2 of 2
3b. EIN (Box 4b on Page 1)		
123456789	October 31, 2012	

5. List information below for each grant covered by this report. Use additional pages if more space is required.

Federal Grant Number	Recipient Account Number	Cumulative Federal Cash Disbursement
NCI-C03-001398	G1203	$6,792.00
NCI-C03-002345	G1204	$13,584.00
NCI-C03-748723	G1205	$5,094.00
NCI-C03-873490	G1206	$8,490.00
TOTAL (Should correspond to the amount on Line 10b on Page 1)		$33,960.00

Public reporting burden for this collection of information is estimated to average .5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project _____, Washington, DC 20503.

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Grant Budget Status Report (FRRGBFY)

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	Name	Required?	Description	Values
	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	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.

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Parameters	Name	Required?	Description	Values
	Grant From	No	First grant code in a series. Enter only if **Grant Option** = `R`.	
	Grant To	No	Last grant code in a series. Enter only if **Grant Option** = `R`.	
	Grant Wildcard	No	Partial grant code that contains a wildcard (* or %). Enter only if **Grant Option** = `W`.	
	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 *not* include accrual period information.

Grant Budget Status Report (FRRGBFY) Report Sample

Grant Budget Status Report (FRRGBFY) report sample.

```
14:02:24                                    Banner University (sctmhp5)                                  PAGE 1
FISCAL YEAR 00                              Grant Budget Status Report                                   FRRGBFY
                                                AS OF 04-JAN-2001
CHART:     B       Banner University                          GRANT: 215601          Early childhood Diseases
FUND:      2157    Early Childhood Diseases                   PROJECT PERIOD:        01-MAY-1995 - 30-APR-1996
PRED ORG:  110     School of Arts and Sciences
ORGN:      11001   Dean Sch of Arts and Sciences
PI/MANAGER:  Cynthia A.  Pavlicek
    AGENCY:  Department of Health and Human Services
                                             ADJUSTED      CURRENT PERIOD      ACTIVITY        COMMITMENTS       AVAILABLE
ACCOUNT     ACCOUNT TITLE                     BUDGET          ACTIVITY                                           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 Page (FRRGENB)

The Generic Bill Form prints bills in a format customized by your institution on the Billing/Report Format Maintenance Page (FTMBFRM).

After you run the Research Accounting Billing Process (FRRBILL), you can use the Generic Billing Page (FRAGENB) to print one bill, or you can use the Standard Bill and Reports Page (FRABRUN) to print multiple bills.You can also run this report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner 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 Page (FTMBFRM). The second page will contain details for each account code in each expenditure group.

Parameters	Name	Required?	Description	Values
	PMS Code	No	User-defined code representing one or more grants from the same sponsoring agency with	

Parameters	Name	Required?	Description	Values
			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 **PMS Code** 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 Page (FRAEVGA).	DD-MON-YYYY
	Details	Yes	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 Page (FTMBFRM) and details

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Parameters	Name	Required?	Description	Values
				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 Page (FTMBFRM).
	Destination Format	Yes	Format for the report output.	DELIMITED DELIMITED DATA HTML HTMLCSS PDF (default) RTF XML
	Destination Type	Yes	Where the report output will be directed. Values of File, Mail, or Printer are available only when **Communication Mode** is set to Asynchronous.	Cache Display report on screen. (default) File Save report to a file. Printer Print report. Mail Send report through email.
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail

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Parameters	Name	Required?	Description	Values
				address. Enter multiple addresses with commas as separators. If destination type is Printer, use a valid printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	Way you want this report to run.	Batch Run from job submission. Runtime Run from a form.
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	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 Yes, **Destination Type** must be set to Cache.	Yes Display Report Parameters form. (default) 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	Yes Show Report Value Window.

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Parameters	Name	Required?	Description	Values
			a link in a form other than GJAPCTL.	No Do not display Report Value window.

Generic Bill Page (FRRGENB) Report Sample

Generic Bill Page (FRRGENB) report sample.

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Page 1 of 1

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

29-SEP-98

SIGNATURE DATE SUBMITTED

TYPED OR PRINTED NAME AND TITLE PHONE NUMBER

AUDIT ONLY

Generic Report Page (FRRGENR)

The Generic Report Form prints grant billing information in a format customized by your institution on the Billing/Report Format Maintenance Page (FTMBFRM).

After you run the Research Accounting Report Process (FRRGRPT), you can use the Generic Report Page (FRAGENR) to print one report, or you can use the Standard Bill and Reports Page (FRABRUN) to print multiple reports. You can also run this report from the Process Submission Controls Page (GJAPCTL). For additional information, refer to the *Banner 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.

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 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 **PMS Code** 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	DD-MON-YYYY

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Parameters	Name	Required?	Description	Values
			periods are defined on the Grant Events Assignment Page (FRAEVGA).	
	Destination Format	Yes	Format for the report output. The default value is PDF.	DELIMITED DELIMITED DATA HTML HTMLCSS PDF RTF XML
	Destination Type	Yes	Where the report output will be directed. Values of File, Mail, or Printer are available only when **Communication Mode** is set to Asynchronous.	Cache Display report on screen. (default) File Save report to a file. Printer Print report. Mail Send report through email.
	Destination Name	No	Printer or file where report output will be directed. The destination name can be up to 30 characters in length.	If destination type is File, use a valid drive, folder, and file name. If destination type is E-mail, use a valid e-mail address. Enter multiple addresses with commas as separators. If destination type is Printer, use a valid

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Parameters	Name	Required?	Description	Values
				printer name. If blank, report goes to the Report Server's default printer.
	Execution Mode	Yes	How you want this report to run.	Batch Run from job submission. Runtime Run from a form.
	Communication Mode	Yes	Communication mode.	Synchronous Wait on the Banner form for report results. Asynchronous Run report behind the scenes.
	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 Yes, **Destination Type** must be set to Cache.	Yes Display Report Parameters form. (default) 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.

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Generic Report Page (FRRGENR) Report Sample

Generic Report Page (FRRGENR) report sample.

Page 1 of 1

Grant Code: GRTB-2 **Period From Date:** 01-MAR-1998

Payee Name: Diane Mathews **Period To Date:** 31-MAR-1998

Agency Name: Grant billing agency without LOC **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

17-AUG-1998

SIGNATURE Date Report Submitted

TYPED OR PRINTED NAME AND TITLE Telephone (Area Code, Number, Extension)

Grant Inception to Date Report (FRRGITD)

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	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.

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Parameters	Name	Required?	Description	Values
	Grant From	No	First grant code in a series. Enter only if **Enter Grant Option** = `R`.	
	Grant To	No	Last grant code in a series. Enter only if **Enter Grant Option** = `R`.	
	Grant Wildcards	No	Partial grant code that contains a wildcard (* or %). Enter only if **Enter Grant Option** = `W`.	
	Specific Grants	No	User-defined code identifying a grant. Enter only if **Enter Grant Option** = `S`.	
	Fund Information	No	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)

Grant Inception to Date Report (FRRGITD) Report Sample

Grant Inception to Date Report (FRRGITD) report sample.

```
04-JAN-2001 14:03:26                    Banner University (sctmhp5)                    PAGE 2
                                      Grant Inception to Date Report                   FRRGITD
                                          AS OF 04-JAN-2001
                                                GRANT: 215601         Early childhood Diseases
```

```
CHART:        B  Banner University                                  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
                                          ADJUSTED        CURRENT PERIOD        INCEPTION         COMMITMENTS         AVAILABLE
         TO DATE ACTV.                      BALANCE
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
Chart of Accounts               B
As of Date                      04-JAN-2001
Grant Option                    A                      All Grants
Fund Info Y or [N]              Y                      Include Fund Information
Line Count                      55                     Chosen number of lines per page
```

Grant Expenditures Report (FRRINDC)

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	Way you want to enter grant code(s).	A Automatically enter all grant codes.

Parameters	Name	Required?	Description	Values
				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 **Enter Grant Option** = `R`.	
	Grant To	No	Last grant code in a series. Enter only if **Enter Grant Option** = `R`.	
	Grant Wildcards	No	Partial grant code that contains a wildcard (* or %). Enter only if **Enter Grant Optio**n = `W`.	
	Specific Grants	No	User-defined code identifying a grant. Enter only if **Enter Grant Option** = `S`.	

Grant Expenditures Report (FRRINDC) Report Sample (Page 1 of 2)

Grant Expenditures Report (FRRINDC) report sample (page 1 of 2).

```
04-JAN-2001 14:01:19                    Banner University (sctmhp5)                    PAGE 1
                                      Grant Expenditures Report                        FRRINDC
```

```
                                                        AS OF 04-JAN-2001
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
```

Grant Expenditures Report (FRRINDC) Report Sample (Page 2 of 2)

Grant Expenditures Report (FRRINDC) report sample (page 2 of 2).

```
04-JAN-2001 14:01:19                                   Banner University (sctmhp5)                                PAGE 2
                                                      Grant Expenditures Report                                   FRRINDC
                                                          AS OF 04-JAN-2001
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
Chart of Accounts               B
As of Date                      04-JAN-2001
Grant Option                    A                       All Grants
```

```
Line Count                    55                    Chosen number of lines per page
```

Grant Billing Preview Report (FRRINVS)

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	Name	Required?	Description	Values
	As of Date	No	Last date you want to include in the report.	DD-MON-YYYY

Grant Billing Preview Report (FRRINVS) Report Sample

Grant Billing Preview Report (FRRINVS) report sample.

```
FRRINVS 4.0                                Banner University (sctmhp5)                    01/09/2000 11:03:59
                                   Research Accounting Billing Preview Report             PAGE 1
Agency: 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)

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 Banner Finance System Processing on page 46.

Parameters	Name	Required?	Description	Values
	Grant, Budget or All Errors	Yes	Prints an error report based on the contents of the FRCTRNR collector table.	G Grant interface errors B Budget interface errors A All

Grants Aging Analysis Report (TRRAGES)

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	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 **Selection Option** = `P`.	
	Grant Option	No	Way you want to enter grant code(s). Enter only if **Selection Option** = `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 Grant Option** = `R`.	

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Parameters	Name	Required?	Description	Values
	Grant To	No	Last grant code in a series. Enter only if **Grant Option** = `R`.	
	Wild Card	No	Partial grant code that contains a wildcard (* or %). Enter only if **Grant Option** = `W`.	
	Specific Grant Code	No	User-defined code identifying a grant. Enter only if **Grant Option** = `S`.	
	As of Date	No	Last date you want to include in the report.	DD-MON-YYYY Default = system date
	Date Range 1	No	Number of days before the **As of Date** to include in the first aging period.	Default = 30
	Date Range 2	No	Number of days before the **As of Date** to include in the second aging period.	Default = 60
	Date Range 3	No	Number of days before the **As of Date** to include in the third aging period.	Default = 90
	Date Range 4	No	Number of days before the **As of Date** to include in the fourth aging period.	Default = 120
	Date Range 5	No	Number of days before the **As of Date** to include in the fifth aging period.	Default = 150

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Parameters	Name	Required?	Description	Values
	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.

Grants Aging Analysis Report (TRRAGES) Report Sample

Grants Aging Analysis Report (TRRAGES) report sample.

```
TRRAGES 4.0                                        Banner University (sctmhp5)                          04-JAN-2001 08:56:52
                                                 Billed Aging Analysis Report                           PAGE 1
                                                          Detail mode
                                                       AS OF 04-JAN-2001
AGENCY: NIH TITLE: National Institute of Health
                          0 To 60          61 To 90          91 To 120          121 To 150         151 To 180         Future
GRANT CODE  INV NUM       --Days--         --Days--           --Days--           --Days--           --Days--          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)

The Collections Report prints information about collection efforts that have been entered on the Grant Billing Collections Page (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	Way you want to enter agency code(s).	A Automatically enter all agency codes. (default) S Enter a specific agency code.
	Agency Codes	No	User-defined code representing a sponsoring agency. Enter only if **Agency Option** = `S`.	
	Grant Option	No	Way you want to enter grant code(s).	A Automatically enter all grant codes. (default) R Enter a range of grant codes.

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Parameters	Name	Required?	Description	Values
				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 **Grant Option** = `R`.	
	Grant_to	No	Last grant code in a series. Enter only if **Grant Option** = `R`.	
	Grants Wild	No	Partial grant code that contains a wildcard (* or %). Enter only if **Grant Option** = `W`.	
	Grants Specific	No	User-defined code identifying a grant. Enter only if **Grant Option** = `S`.	
	Bill Invoice Number	No	Number that uniquely identifies a bill. Generated by the FRRBILL process.	
	Bill Status	No	Type of bills you want to include in the report.	O Include paid bills (Status = Open). C Include unpaid bills (Status = Closed). B Include both paid and unpaid bills (default).

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Parameters	Name	Required?	Description	Values
	User ID	No	Identification code of the person running the report.	

Collections Report (TRRCOLL) Report Sample

Collections Report (TRRCOLL) report sample.

```
TRRCOLL 4.0                                          Banner University  (sctmhp5)                          08-JAN-2000 16:32:45
                                                        Collections Report                                  PAGE 1
                                                         AS OF 08-JAN-2000
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) * * *
                                         Parameters have been entered from Host Prompt.
Parameter name                  Value               Message
_______________________________ _______________     ____________________________________________________________
Parameter Seq no:               23111
Report options:                 By Agency
Agency option:                  All Agencies
Bill Invoice number:
User Id:
Bill Status:
NUMBER RECORDS PRINTED : 4
```

```
TRRCOLL 4.0                                          Banner University  (sctmhp5)                          08-JAN-2000 16:32:45
                                                        Collections Report                                  PAGE 1
                                                         AS OF 08-JAN-2000
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) * * *
                                          Parameters have been entered from Host Prompt.
Parameter name                  Value               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)

The Grant Reconciliation Report reconciles data between the Accounts Receivable module and the Banner Finance System 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	Type of data you want to reconcile.	1 Reconcile the summary of billed charges in the TRRACCD table with the details of billed charges in the FRRBDET table. Banner will *not* reconcile grants that have a fixed billing schedule. 2 Reconcile billed charges in the TRRACCD table with the billed receivables account in the General Ledger.

Parameters	Name	Required?	Description	Values
				3 Reconcile payments in the TRRACCD table with payments that were posted to the General Ledger. 4 List all payments that have been entered in the Accounts Receivable module that have *not* been fed to the Banner Finance System.
	As of Date	No	Last date of the billing period you want to reconcile.	DD-MON-YYYY Default = system date
	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.	1 Reconcile data by chart of accounts code only. 2 Reconcile data by grant code only. 3 Reconcile data by grants out of balance. 4 Reconcile data by PMS code only. 5 Reconcile data by PMS out of balance.
	Chart of Accounts	No	User-defined code representing an accounting or reporting entity. Enter only if **Report Option** = `1`.	

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Parameters	Name	Required?	Description	Values
	Grant Option	No	Way you want to enter grant code(s). Enter only if **Report Option** = `2`.	A Automatically enter all grant codes (default) 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 Grant Option** = `R`.	
	Grant To	No	Last grant code in a series. Enter only **if Grant Option** = `R`.	
	Grants Wild	No	Partial grant code that contains a wildcard (* or %). Enter only if **Grant Option** = `W`.	
	Grants Specific	No	User-defined code identifying a grant. Enter only if **Grant Option** = `S`.	
	PMS Option	No	Way you want to enter PMS code(s). Enter only if **Report Option** = `4`.	A Automatically enter all PMS codes. R Enter a range of PMS codes.

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Parameters	Name	Required?	Description	Values
				W Search for a specific PMS code using a wildcard. S Enter a specific PMS code.
	PMS From	No	First PMS code in a series. Enter only if **PMS Option** = `R`.	
	PMS To	No	Last PMS code in a series. Enter only if **PMS Option** = `R`.	
	PMS Wildcard	No	Partial PMS code that contains a wildcard (* or %). Enter only if **PMS Option** = `W`.	
	PMS Specific	No	User-defined code representing one or more grants from the same sponsoring agency with the same reimbursement requirements. Enter only i**f PMS Option** = `S`.	

Grant Reconciliation Report (TRRRCON) Report Sample

Grant Reconciliation Report (TRRRCON) report sample.

```
TRRRCON 4.0                                Banner University (sctmhp5)                        04-JAN-2001 08:53:50
```

```
                                                    Reconciliation Report                                PAGE 1
                                                      AS OF 04-JAN-2001
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)

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	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.

Parameters	Name	Required?	Description	Values
				S Enter a specific grant code.
	Grant From	No	First grant code in a series. Enter only if **Grants Option** = R.	
	Grant To	No	Last grant code in a series. Enter only if **Grants Option** = R.	
	Grant	No	User-defined code identifying a grant. Enter only if **Grant s Option** = W or S. You may use a wildcard (* or %) if **Grants Option** = W.	

Unapplied Payments Listing (TRRUNPL) Report Sample

Unapplied Payments Listing (TRRUNPL) report sample.

```
TRRUNPL 4.0                                        Banner University   (sctmhp5)                          08-JAN-2000 16:24:36
                                              Unapplied Payments Listing Report                          PAGE 1
                                                     As of 08-JAN-2000
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
```

Utilities Module

This section describes each report in the Utilities module.

A table provides related parameter information. A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Finance Upload to GURFEED Process (FUPLOAD)

The Finance Upload to GURFEED Process is run through 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 919.

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 Page (FTMSDAT). Use the following values:

ENTITY=`FUPLOAD`

ATTRIBUTE=`OS_FILE_RENAME_COMMAND`

DATA= the actual operating system command for renaming a file

Note: Because some operating systems have problems with spaces in file names, we recommend that you create file names that do not contain spaces.

Record Types	Descriptions
Header Record (Type 1)	Indicates the beginning of a new document.
Detail Record (Type 2)	Provides specific transactional data.
Trailer Record (Type 3)	Contains the Detail record count and hash total used for file integrity checking.
Text Record (Type 4)	Contains document-related text. Optional. 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.

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.

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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:

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- FUPLOAD validates 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.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.	
03	File name	Yes	Input file name.	
04	Run Mode	Yes	When this process runs, the system performs edits and writes any errors to the `fupload.lis` file. With the audit option (A), data are *not* committed to GURFEED/GURTEXT.	A Audit U Update

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Parameters	Name	Required?	Description	Values
			With the update option (U), documents that pass edits are loaded to GURFEED/GURTEXT.	

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 FGRTRNI 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

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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
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

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Detail Record	Start	Length	Description	Required	Value/Source
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

Trailer 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 trailer record	Yes	3
REC_COUNT	18	8	Number of detail records	Yes	Internal Vendor

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Trailer Record	Start	Length	Description	Required	Value/Source
TRANS_TOT	26	12	Trans Amt total from detail recs[2]	Yes	Internal Vendor
FILLER	38	111	FILLER		

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

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.

Finance Upload to GURFEED Process (FUPLOAD) Report Sample (Page 1 of 2)

Finance Upload to GURFEED Process (FUPLOAD) 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
```

[2] Total of all transaction amounts in document, regardless of debit or credit.

```
3       Type 4 Records written to GURTEXT
DOCUMENT TRANS_TOT  6000.00
```

Finance Upload to GURFEED Process (FUPLOAD) Report Sample (Page 2 of 2)

Finance Upload to GURFEED Process (FUPLOAD) report sample (page 1 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)

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)

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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	Name	Required?	Description	Values
	Bank Code	No	Bank code for those funds without a default bank code.	

Finance Feed Sweep Process (FURFEED)

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 Banner Finance System's Transaction Input Table (FGBTRNI).

Parameters	Name	Required?	Description	Values
	Report Mode	Yes	Report can be run in either V (View) or S (Select) mode. View runs the audit mode and Select runs the update mode.	V View S Select
	System ID/Time Stamp	Yes	System to be run through the Finance Feed Sweep. To run the Finance Feed Sweep for all systems enter ALL for SYSTEMID.	SYSTEMID DD-MON-YY [HH24MISS] ALL = SYSTEMID

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Finance Feed Sweep Process (FURFEED) Report Sample

Finance Feed Sweep Process (FURFEED) report sample.

```
05-09-1996                                          Banner University                                                  PAGE:   1
13:08:47                                        Finance Feed Sweep Process                                             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

This section describes each report in the Position Control module. A table provides related parameter information.

A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Budget Roll Process Report (NBPBROL)

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 Page (NBAPOSN).

Parameter 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

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Parameter Name	Description/Values	Required?	Default	Validation
				NBAFISC
Budget ID	Budget ID. The ID you enter here must be valid for all COA codes entered.	Yes, if Banner Finance exists No, if Banner Finance does not exist	None	FTVOBUD
Budget Phase	Budget Phase. The budget phase you enter here must be valid for all COA codes entered.	Yes, if Banner Finance exists No, if Banner Finance does not exist	None	FTVOBPH
Current Fiscal Year	Fiscal year from which the budget is being rolled	Yes	None	Format must be YYYY or YY NBAFISC
Chart of Accounts Code	Chart of Account Code or Codes. You can enter multiple COA codes if they are all rolling to the same New Fiscal Year and have the same Current Fiscal Year.	Yes, if Banner Finance exists No, if Banner Finance does not exist	None	FTVCOAS
Salary Group Code	Salary group	Yes	None	NTRSGRP
Report Choice	Choice of actions: R Roll budget. The contents of NTRBROL and NTRFRNG are printed in the output below the parameters on the control page. A Approve budget D Delete working budget If you select D, you may select a specific Budget Phase and Budget ID to delete	Yes	None	None

Parameter Name	Description/Values	Required?	Default	Validation
	only one working budget. If no phase or ID is specified and `D` is selected as the **Report Choice**, then all working budgets will be deleted. When running NBPBROL 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.			

Budget Roll Process Report (NBPBROL) Report Sample

Budget Roll Process Report (NBPBROL) report sample.

```
                                                                                                  PAGE      1
REPORT : NBPBROL                                    Banner University                       RUN DATE 06/07/1991
                                                   Budget Roll Process                      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)

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.

Parameters	Name	Description/Values	Required?	Default	Validation
	Process Mode	Mode of operation `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.	Yes	None	None

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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 **Encumbrance** (below). This option is not available unless the Banner Finance System is installed at your site.	Yes	None	None
	Encumbrances Processing	Encumbrance transaction processing: `Y` Perform encumbrance transaction processing. `N` Do not perform encumbrance transaction processing.	Yes	None	None

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Parameters	Name	Description/Values	Required?	Default	Validation
	Active or Working Budgets	Active or working budgets indicator. This parameter appears only if you entered Y at **Budget Processing**. `A` Calculate amounts for budgets designated as active in **Status** in the NBAPOSN Position Salaries Total Block. `W` Calculate amounts for budgets designated as working in **Status** 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 Y at **Budget Processing**. (This is a repeating parameter.)	Yes (on first appearance only)	None	FTVCOAS
	Fiscal Year	Fiscal year to be used in budget selection. This parameter	Yes	None	NBBFISC

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Parameters	Name	Description/Values	Required?	Default	Validation
		appears only if you entered Y at **Budget Processing**.			
	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 Y at **Budget Processing** and W at **Active or Working**.	Yes	None	FTVOBUD
	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 Y at **Budget Processing** and W at **Active or Working**.	Yes	None	FTVOBPH
	Recast Chart of Accounts Code	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,	Yes, if Recast Chart of Accounts Code is entered	None	DD-MON-YYYY

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Parameters	Name	Description/Values	Required?	Default	Validation
		a specific day within a month, a future date, or a past date.			
	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	Pay ID to be used when computing encumbrance recasting.	Yes, only if Process all Pay IDs? is set to N	None	PTRPICT

Budget Maintenance Process (NBPBUDM) Report Sample — Encumbrance Option (Page 1 of 3)

Budget Maintenance Process (NBPBUDM) report sample encumbrance option (page 1 of 3).

```
                                                                                                                                                PAGE      1
REPORT : NBPBUDM                                                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
                                                                          SALARY     SALARY                                   ENCUMBRANCE
TYPE  EFFECTIVE DT FUND   ORGN   ACCT   PROG   ACTV   LOCN  PERCENT      AMOUNT    TO POST                                  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
                                                                          SALARY     SALARY                                   ENCUMBRANCE
TYPE  EFFECTIVE DT FUND   ORGN   ACCT   PROG   ACTV   LOCN  PERCENT      AMOUNT    TO POST                                  DOCUMENT  SEQ
```

```
TABLE 01-JUL-1993  1000   210    5120   100                 100.00   13600.00   13600.00                          PR940001    3
                                                                    ---------- ----------
                                                          JOB TOTALS   13600.00   13600.00
```

Budget Maintenance Process (NBPBUDM) Report Sample — Encumbrance Option (Page 2 of 3)

Budget Maintenance Process (NBPBUDM) report sample encumbrance option (page 2 of 3).

```
                                                                                                                  PAGE      2
REPORT : NBPBUDM                                        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
                                                   GRAND TOTALS FOR THIS YEAR AND CHART
       JOB COUNT               SALARY AMOUNT           SALARY TO POST
       ---------               -------------           --------------
               2                    47943.40                 47943.40
```

Budget Maintenance Process (NBPBUDM) Report Sample — Encumbrance Option (Page 3 of 3)

Budget Maintenance Process (NBPBUDM) report sample encumbrance option (page 3 of 3).

```
                                                                                                                  PAGE      3
REPORT : NBPBUDM                                        Banner University                                   RUN DATE 03/03/1994
                                                      Budget Maintenance Process                            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)

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 *not* 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
	Job Change Reason Code	Job change reason code. Enter this parameter if you set the Report Mode parameter to	No	None	PTVJCRE

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Parameters	Name	Description/Values	Required?	Default	Validation
		P and the Process parameter to either E or J.			
	Salary Group (FROM)	Salary group to roll from. Enter this parameter if the Process parameter is set to either J or U.	No	None	NTRSGRP
	Salary Group (TO)	Salary group to roll to. Enter this parameter if Process parameter is set to `U`.	No	None	NTRSGRP
	Rule Set	Rule set that the process should use to update salary records.	Yes, if the Process parameter is set to J.	None	Mass Job Salary Increase Rule Page (NTRJINC)
	Personnel Change Date	Personnel change date for use when a future change jobs record is inserted. This parameter updates the **Personnel Change Date** field on the jobs record being inserted. Enter this parameter if Report Mode	No	None	Format must be DD-MMM-YYYY or DD-MMM-YY

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Parameters	Name	Description/Values	Required?	Default	Validation
		parameter is set to `P` and the Process parameter is set to either `E` or `J`.			
	Use Population Selection	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 `E` or `J`.	No	None	None
	Selection ID	Selection ID for population selection. Specify this parameter only if you set the Use Population Selection parameter to `Y`.	No	None	None
	Creator ID	Creator ID for population selection. Enter this parameter only if you set the Use Population	No	None	None

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Parameters	Name	Description/Values	Required?	Default	Validation
		Selection parameter to `Y`.			
	Application ID	Application ID for population selection. Enter this parameter only if you set the Use Population Selection parameter to `Y`.	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 before 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 Page (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

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Electronic Approval Messages Report Sample – Option D (Page 1 of 2)

Electronic Approval Messages report sample Option D (page 1 of 2).

```
                                                                                                                  PAGE      1
REPORT : NBPMASS                                                                                            RUN DATE 10/18/95
                                                   Mass Salary Table Update                                 RUN TIME 03:06 PM
                                                 REPORT - Roll Contract Dates
_____________________________________________________________________________
     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
```

Electronic Approval Messages Report Sample – Option D (Page 2 of 2)

Electronic Approval Messages report sample Option D (page 2 of 2).

```
                                                                                                PAGE      2
REPORT : NBPMASS                                                                            RUN DATE 10/18/95
                                                   Mass Salary Table Update                 RUN TIME 03:06 PM
                                                 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
```

Electronic Approval Messages Report Sample – Option E (Page 1 of 2)

Electronic Approval Messages report sample Option E (page 1 of 2).

```
                                                                                                                                  PAGE      1
REPORT : NBPMASS                                          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
                                                                          <-------------------- CURRENT/NEW --------------------->
999010011  Adams                     Eugene          K   F00001   00  FA      Z                  0.00      111.00          1011.00
                                                                                                 0.00 Effective:  15-DEC-1993
                                                                          <-------------------- CURRENT/NEW --------------------->
999010011  Adams                     Eugene          K   000001   00  FT      C                  0.00
                                                                                                 0.00 Effective:  01-JAN-1994
                                                                          <-------------------- CURRENT/NEW --------------------->
777010005  Brown                     Lisa            R   222222   00  FA      Z                400.00
                                                                                                 0.00 Effective:  15-DEC-1993
                                                                          <-------------------- CURRENT/NEW --------------------->
555010002  Crawford                  Leigh           A   345678   00  FA      Z                  0.00      633.00          1533.00
                                                                                                 0.00 Effective:  15-DEC-1993
                                                                          <-------------------- CURRENT/NEW --------------------->
777010007  Dean                      Thomas          R   000001   00  FT      C                  0.00
                                                                                                 0.00 Effective:  01-JAN-1994
                                                                          <-------------------- CURRENT/NEW --------------------->
710922561  Dunne                     Paul            R   ADM010   00  AD      C                145.00      145.00          1045.00
                                                                                               145.00 Effective:  01-JAN-1994
                                                                          <-------------------- CURRENT/NEW --------------------->
777010013  Griffin                   Rose            T   222222   00  FA      Z                120.00
                                                                                                 0.00 Effective:  15-DEC-1993
                                                                          <-------------------- CURRENT/NEW --------------------->
777010010  Harris                    Theresa         H   000001   00  FT      C                  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
                                                                          <-------------------- CURRENT/NEW --------------------->
555010001  Johnson                   Michael             345678   00  FA      Z                  0.00      600.00          1500.00
                                                                                                 0.00 Effective:  15-DEC-1993
                                                                          <-------------------- CURRENT/NEW --------------------->
555010001  Johnson                   Michael             678901   00  FA      Z                  0.00
                                                                                                 0.00 Effective:  15-DEC-1993
```

Electronic Approval Messages Report Sample – Option E (Page 2 of 2)

Electronic Approval Messages report sample Option E (page 2 of 2).

```
                                                                                                                PAGE      5
REPORT : NBPMASS                                          Banner University                                  RUN DATE 12/13/93
                                                        Mass Salary Table Update                             RUN TIME 02:15 PM
                                                  PROCESS - Roll Jobs Encumbrance Hours
                                              * * * 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
```

Electronic Approval Messages Report Sample – Option J (Page 1 of 4)

Electronic Approval Messages report sample Option J (page 1 of 4).

```
                                                                                                                PAGE      5
REPORT : NBPMASS                                                                                            RUN DATE 10/24/95
                                                        Mass Salary Table Update                            RUN TIME 09:54 AM
                                                REPORT - Update Job Tables - Salary Increases
    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
                                                                             1995A  CF   05              6.600000          13728.00
100000806  Canuck                    Nanook              G00022   00    /    1994   FT   10       0
                                                                             Future Change found After 01-JAN-1996
100000806  Canuck                    Nanook              G00022   02    /    1994   FT   10       0
                                                                             Future Change found After 01-JAN-1996
                                                                            <-------------------- CURRENT/NEW --------------------->
555020014  Costello                  Jose                500021   00    /    1994   MF   02       0      6.250000          13000.00
                                                                             1995A  MF   02              6.875000          14300.00
                                                                            <-------------------- CURRENT/NEW --------------------->
555020016  Cowden                    Ronald              500023   00    /    1994   MF   04       0      8.000000          23640.00
                                                                             1995A  MF   04              8.800298          26004.00
                                                                            <-------------------- CURRENT/NEW --------------------->
```

```
SP0000003  Cox                    Sidney          F   SP0001   00    /    1995   FF   04       0     31.250601           65000.00
                                                                           1995A  FF   04             34.375661           71500.00
                                                                         <-------------------- CURRENT/NEW ---------------------->
777010012  Davis                  Mary            D   400001   91    /    1994   CF   05       0     12.000000           11520.00
                                                                           1995A  CF   05             13.200000           12672.00
                                                                         <-------------------- CURRENT/NEW ---------------------->
777010012  Davis                  Mary            D   KFRNGR   00    /    1994   FT   AD       0     12.523595           26050.00
                                                                           1995A  FT   AD             13.775912           28655.00
                                                                         <-------------------- CURRENT/NEW ---------------------->
SP0000013  Duncan                 Cathie          E   SP0002   00    /    1995   FF   03       0     24.231235           42000.00
                                                                           1995A  FF   03             26.654359           46200.00
                                                                         <-------------------- CURRENT/NEW ---------------------->
929001127  Employee               Anne            A   400000   00    /    1994   CF   05       0     11.250000           23400.00
                                                                           1995A  CF   05             12.375000           25740.00
                                                                         <-------------------- CURRENT/NEW ---------------------->
929001127  Employee               Anne            A   400016   00    /    1994   FF   02       0     16.025667           25000.00
                                                                           1995A  FF   02             17.628205           27500.00
                                                                         <-------------------- CURRENT/NEW ---------------------->
SP0000005  Fiege                  Eric            A   SP0004   00    /    1995   EX   EX       0     16.827266           35000.00
                                                                           1995A  EX   EX             18.509971           38500.00
                                                                         <-------------------- CURRENT/NEW ---------------------->
882100029  Girard                 Germain             400029   00    /    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 ---------------------->
```

Electronic Approval Messages Report Sample – Option J (Page 2 of 4)

Electronic Approval Messages report sample Option J (page 2 of 4).

```
                                                                                                                  PAGE      11
REPORT : NBPMASS                                                                                        RUN DATE 10/24/95
                                                Mass Salary Table Update                                RUN TIME 09:54 AM
                                        REPORT - Update Job Tables - Salary Increases
                    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         Rounding
                                                         Ind            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
```

Electronic Approval Messages Report Sample – Option J (Page 3 of 4)

Electronic Approval Messages report sample Option J (page 3 of 4).

```
                                                                                                                PAGE     12
REPORT : NBPMASS                                                                                        RUN DATE 10/24/95
                                                   Mass Salary Table Update                             RUN TIME 09:54 AM
                                             REPORT - Update Job Tables - Salary Increases
                                               * * * 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
```

Electronic Approval Messages Report Sample – Option J (Page 4 of 4)

Electronic Approval Messages report sample Option J (page 4 of 4).

```
                                                                                                                                PAGE
     10
REPORT : NBPMASS                                                                                        RUN DATE 10/18/95
                                                   Mass Salary Table Update                             RUN TIME 02:54 PM
                                                 PROCESS - Table/Grade Changes
                                               * * * 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
```

Electronic Approval Messages Report Sample – Option U (Page 1 of 3)

Electronic Approval Messages report sample Option U (page 1 of 3).

```
                                                                                                                PAGE      1
REPORT : NBPMASS                                                                                          RUN DATE 10/18/95
                                                Mass Salary Table Update                                  RUN TIME 02:54 PM
                                              PROCESS - Table/Grade Changes
          Sal Group    Table   Grade   Rate/Salary Low    Rate/Salary Mid    Rate/Salary High   Type
CURRENT   1995          CF     01                6.89               8.67               10.46    H
NEW       1995A         CF     01                8.00              10.00               11.00    H
          Sal Group    Table   Grade   Step     Rate/Salary
CURRENT   1995          CF     01        0            6.89
NEW       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
          Sal Group    Table   Grade   Rate/Salary Low    Rate/Salary Mid    Rate/Salary High   Type
CURRENT   1995          CF     02                7.14               8.93               10.71    H
NEW       1995A         CF     02                8.00              10.00               12.00    H
          Sal Group    Table   Grade   Step     Rate/Salary
CURRENT   1995          CF     02        0            7.14
NEW       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
```

Electronic Approval Messages Report Sample – Option U (Page 2 of 3)

Electronic Approval Messages report sample Option U (page 2 of 3).

```
                                                                                                                PAGE      5
REPORT : NBPMASS                                        Banner University                                   RUN DATE 12/15/93
                                                      Mass Salary Table Update                              RUN TIME 12:20 PM
                                                     PROCESS - Table/Grade Changes
                 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
```

Electronic Approval Messages Report Sample – Option U (Page 3 of 3)

Electronic Approval Messages report sample Option U (page 3 of 3).

```
                                                                                                                PAGE      6
REPORT : NBPMASS                                        Banner University                                   RUN DATE 12/15/93
                                                      Mass Salary Table Update                              RUN TIME 12:20 PM
                                                     PROCESS - Table/Grade Changes
                                              * * * 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)

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	Name	Required?	Description	Values
	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

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Budget Worksheet Report (NBRBWRK) Report Sample (Page 1 of 5)

Budget Worksheet Report (NBRBWRK) report sample (page 1 of 5).

```
                                                                                                                                                                PAGE      1
REPORT : NBRBWRK                                                Banner University                                                                   RUN DATE 09/22/1995
                                                             Budget Work Sheet Report                                                               RUN TIME 01:21 PM
                                                   Proposed Budget Id: CHRIS2 Budget Phase: C2-1
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              Fiscal  Budgeted        Percent   Budget
Item                Year    Amount          Diff      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
```

Budget Worksheet Report (NBRBWRK) Report Sample (Page 2 of 5)

Budget Worksheet Report (NBRBWRK) report sample (page 2 of 5).

```
                                                                                                                                                                PAGE      3
REPORT : NBRBWRK                                                Banner University                                                                   RUN DATE 09/22/1995
                                                            Budget Work Sheet Report                                                                RUN TIME 01:21 PM
                                                  Proposed Budget Id: CHRIS2 Budget Phase: C2-1
A 120 Biology Department
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
                                                                            --------------  --------  --------------  --------------
Incumbent Totals                                                                115,198.75     7.000      183,525.08      202,025.08
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
```

Budget Worksheet Report (NBRBWRK) Report Sample (Page 3 of 5)

Budget Worksheet Report (NBRBWRK) report sample (page 3 of 5).

```
                                                                                                                                                                PAGE      6
REPORT : NBRBWRK                                                Banner University                                                                   RUN DATE 09/22/1995
                                                            Budget Work Sheet Report                                                                RUN TIME 01:21 PM
                                                  Proposed Budget Id: CHRIS2 Budget Phase: C2-1
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
```

Budget Worksheet Report (NBRBWRK) Report Sample (Page 4 of 5)

Budget Worksheet Report (NBRBWRK) report sample (page 4 of 5).

```
                                                                                                                   PAGE      7
REPORT : NBRBWRK                                        Banner University                                   RUN DATE 09/22/1995
                                                     Budget Work Sheet Report                               RUN TIME 01:21 PM
                                            Proposed Budget Id: CHRIS2 Budget Phase: C2-1
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
```

Budget Worksheet Report (NBRBWRK) Report Sample (Page 5 of 5)

Budget Worksheet Report (NBRBWRK) report sample (page 5 of 5).

```
                                                                                                                PAGE      8
REPORT : NBRBWRK                                                                                        RUN DATE 09/22/1995
                                                Budget Work Sheet Report                                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)

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 *Banner Human Resources/Position Control User Guide*.

There are no parameters for this report.

Position Class Listing Report (NBRPCLS) Report Sample (Page 1 of 2)

Position Class Listing Report (NBRPCLS) report sample (page 1 of 2).

```
                                                                                                                PAGE      1
REPORT : NBRPCLS                                      Banner University                                 RUN DATE 01/08/1992
                                                    POSITION CLASS LISTING                              RUN TIME   01:07 PM
                                                      --------------  --- SALARY ---  --------------
POSITION CLASS                        SAL GROUP  TBL   GRADE       STEP        LOW               MID             HIGH
```

```
KMD01  Full Time Administrative          1991     SM    3                      33,000.00         34,825.00         37,000.00
                                                                                                                     ACTIVITY
  EEO SKILL                            EXEMPT  EMPLOYEE CLASS                    CIP CODE                              DATE
  10   Exec/Admin/Mgr                    Y     BK  Bi-Weekly                                                        27-JUN-1991
  ---------------------------------------------------------------------------------------------------------------------------
                                                        --------------  --- SALARY ---  --------------
POSITION CLASS                          SAL GROUP  TBL   GRADE       STEP        LOW               MID              HIGH
KMD02  Hourly Rate                        1991     SM    1              0        11,000.00         13,200.00         15,400.00
                                                                                                                     ACTIVITY
  EEO SKILL                            EXEMPT  EMPLOYEE CLASS                    CIP CODE                              DATE
  40   Secy/Clerical                     N     SM  Semi-Monthly                                                     30-SEP-1991
  ---------------------------------------------------------------------------------------------------------------------------
                                                        --------------  --- SALARY ---  --------------
POSITION CLASS                          SAL GROUP  TBL   GRADE       STEP        LOW               MID              HIGH
KMD03  Salary                             1991     SM
                                                                                                                     ACTIVITY
  EEO SKILL                            EXEMPT  EMPLOYEE CLASS                    CIP CODE                              DATE
  40   Secy/Clerical                     Y     SM  Semi-Monthly                                                     30-SEP-1991
  ---------------------------------------------------------------------------------------------------------------------------
                                                        --------------  --- SALARY ---  --------------
POSITION CLASS                          SAL GROUP  TBL   GRADE       STEP        LOW               MID              HIGH
P1001  Part Time Clerical                          UN    PT             3
                                                                                                                     ACTIVITY
  EEO SKILL                            EXEMPT  EMPLOYEE CLASS                    CIP CODE                              DATE
  40   Secy/Clerical                     N     PT  Part Time Hourly                                                 19-APR-1991
  ---------------------------------------------------------------------------------------------------------------------------
```

Position Class Listing Report (NBRPCLS) Report Sample (Page 2 of 2)

Position Class Listing Report (NBRPCLS) report sample (page 2 of 2).

```
                                                                                                                  PAGE      5
REPORT : NBRPCLS                                        Banner University                                  RUN DATE 01/08/1992
                                                      POSITION CLASS LISTING                               RUN TIME   01:07 PM
                                            * * * REPORT CONTROL INFORMATION * * *
Parameter Name     Value                        Source   Message
_________________  ____________________________ _______  ____________________________________________________________
Record Count       20
```

Position Class Incumbent Report (NBRPINC)

This report lists incumbents of positions in each position class.

Parameters	Name	Required?	Description	Values
	Report As of Date	Yes	Date from which you want to report.	DD-MON-YYYY

Position Class Incumbent Report (NBRPINC) Report Sample (Page 1 of 2)

Position Class Incumbent Report (NBRPINC) report sample (page 1 of 2).

```
                                                                                                                                  PAGE      1
REPORT : NBRPINC                                          Banner University                                          RUN DATE 01/23/1991
                                                          AS OF 23-JAN-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
```

Position Class Incumbent Report (NBRPINC) Report Sample (Page 2 of 2)

Position Class Incumbent Report (NBRPINC) report sample (page 2 of 2).

```
                                                                                                  PAGE     26
REPORT : NBRPINC                                   Banner University                        RUN DATE 01/23/1991
                                             POSITION CLASS INCUMBENT REPORT                RUN TIME   03:55 PM
                                                    AS OF 23-JAN-1991
                                        * * * 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)

This report lists active, frozen, or cancelled positions for a specified date range.

Parameters	Name	Required?	Description	Values
	Report Start Date	No	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	End date of the report. If this parameter is left blank, the system defaults to 31-DEC-YYYY.	DD-MON-YYYY
	Report Status	No	Status of positions to be reported.	A Active F Frozen C Cancelled

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Parameters	Name	Required?	Description	Values
				Blank All

Position Report (NBRPOSN) Report Sample (Page 1 of 2)

Position Report (NBRPOSN) report sample (page 1 of 2).

```
                                                                                                                  PAGE      1
REPORT : NBRPOSN                                          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-1991Single  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
```

Position Report (NBRPOSN) Report Sample (Page 2 of 2)

Position Report (NBRPOSN) report sample (page 2 of 2).

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                                                                                                  PAGE     17
REPORT : NBRPOSN                                    Banner University                       RUN DATE 02/22/1991
                                                      POSITION REPORT                       RUN TIME 02:13 PM
                                              BETWEEN 01-OCT-1990  AND 22-FEB-1991
                                         * * * 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)

This report lists exception status positions (i.e., over budget, vacant, cancelled, frozen, under-encumbered, or overfilled).

Param	Name	Description	Required?	Values
01	Report As of Date	Date from which you want to report.	Yes	DD-MON-YYYY
02	Report Choice by Orgn/Cat (Organization or Category)	Sort report by organization or category. Enter 1 to sort by organization, or enter 2 to sort by category.	No	1 or 2 Default = 1
03	Report All Position Exceptions	All Position Indicator. Enter Y to include all position exceptions, or enter N	Yes	Y = Yes (default) N = No

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Param	Name	Description	Required?	Values
		to exclude all position exceptions from this report.		
04	Report Over Budget Positions	Over Budget Position Indicator. Enter Y to include over budget positions, or enter N to exclude over budget positions from this report.	No	Y = Yes N = No
05	Report Vacant Positions	Vacant Position Indicator. Enter Y to include vacant positions, or enter N to exclude vacant positions from this report.	No	Y = Yes N = No
06	Report Cancelled Positions	Cancelled Position Indicator. Enter Y to include cancelled positions, or enter N to exclude cancelled positions from this report.	No	Y = Yes N = No
07	Report Frozen Positions	Frozen Position Indicator. Enter Y to include frozen positions, or enter N to exclude frozen positions from this report.	No	Y = Yes N = No
08	Report Under Encumbered Posns	Under Encumbered Position Indicator. Enter Y to include under encumbered positions, or enter N to exclude under encumbered positions from this report.	No	Y = Yes N = No

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Param	Name	Description	Required?	Values
09	Report Over Filled FTE Posns	Over Filled Position Indicator. Enter Y to include over filled positions, or enter N to exclude over filled positions from this report.	No	Y = Yes N = No
10	Position Totals Option	Select one of the following options: S (Salary), F (Fringe), or B (Both).	Yes	S = Salary F = Fringe B = Both (Salary and Fringe)

Position Status Exception Report (NBRPSTA) Report Sample (Page 1 of 3)

Position Status Exception Report (NBRPSTA) report sample (page 1 of 3).

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                                                  -------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
```

Position Status Exception Report (NBRPSTA) Report Sample (Page 2 of 3)

Position Status Exception Report (NBRPSTA) report sample (page 2 of 3).

```
                                                                                                                                PAGE     13
REPORT : NBRPSTA                                          Banner University                                          RUN DATE 02/03/1994
                                                     Position Status Exception Rpt                                   RUN TIME 01:30 PM
                                                        All Position Exceptions
                                                           As Of 03-FEB-1994
POSITION                  FT  ----------DATE--------- ----------FTE--------- -------------SALARY, FRINGE AMOUNT---------------------
STATUS   POSITION CLASS   PT     BEGIN        END      BUDGET FILLED  VACANT       BUDGET    ENCUMBERED      EXPENDED       BALANCE
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
                                                  -------BALANCE-------
                                GRAND ORGN      TOTALS       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
```

Position Status Exception Report (NBRPSTA) Report Sample (Page 3 of 3)

Position Status Exception Report (NBRPSTA) report sample (page 3 of 3).

```
                                                                                                                                PAGE     14
REPORT : NBRPSTA                                          Banner University                                          RUN DATE 02/03/1994
                                                     Position Status Exception Rpt                                   RUN TIME 01:30 PM
                                                        All Position Exceptions
                                                           As Of 03-FEB-1994
                                                  * * * 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)

NHPFINI1 extracts data for the Banner Finance System interface and updates the position totals with encumbered amounts.

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	COBRA Finance Interface Indicator. Enter Y to perform COBRA interface processing, or enter N to override COBRA interface processing.	Y Yes N No
	Interface Budget Flag	Yes	Budget Data Finance Interface Indicator. Enter Y to perform budget interface processing, or enter N to override budget interface processing.	Y Yes N No
	Interface Encumbrance Flag	Yes	Encumbrance Data Finance Interface Indicator. Enter Y to perform encumbrance processing, or enter N to override encumbrance processing.	Y Yes N No

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Budget Data Finance Extract (NHPFIN1) Report Sample (Page 1 of 2)

Budget Data Finance Extract (NHPFIN1) report sample. (Page 1 of 2.)

```
                                                                                                                PAGE      1
REPORT : NHPFIN1                                        Banner University                                  RUN DATE 01/28/1993
                                                      Budget Data Finance Extract                          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
```

Budget Data Finance Extract (NHPFIN1) Report Sample (Page 2 of 2)

Budget Data Finance Extract (NHPFIN1) report sample. (Page 2 of 2.)

```
                                                                                                                PAGE      2
REPORT : NHPFIN1                                        Banner University                                  RUN DATE 01/28/1993
                                                      Budget Data Finance Extract                          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 NHRFINC records inserted: 47
```

Finance Interface Report (NHPFIN2)

This report shows information extracted and passed to the Banner Finance System.

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	Detail Finance Interface Report Indicator. Enter Y to create the Detail Finance Interface Report; enter N to override the Detail Finance Interface Report.	Y Yes N No
	Interface Trans to GURFEED	Yes	Finance Interface Indicator. Enter Y to interface transactions to the Banner Finance System from the Position Control Module; enter N to override the interface to the Banner 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.	

Finance Interface Report (NHPFIN2) Report Sample (Page 1 of 4)

Finance Interface Report (NHPFIN2) report sample (page 1 of 4).

```
                                                                                                  PAGE      1
REPORT : NHPFIN2                                   Banner University                        RUN DATE 08/21/1991
                                                                                            RUN TIME 06:54 PM
D E T A I L
                                          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
```

Finance Interface Report (NHPFIN2) Report Sample (Page 2 of 4)

Finance Interface Report (NHPFIN2) report sample (page 2 of 4).

```
                                                                                                                  PAGE      8
REPORT : NHPFIN2                                          Banner University                                 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
```

Finance Interface Report (NHPFIN2) Report Sample (Page 3 of 4)

Finance Interface Report (NHPFIN2) report sample (page 3 of 4).

```
                                                                                                                                PAGE     11
REPORT : NHPFIN2                                          Banner University                                          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
```

Finance Interface Report (NHPFIN2) Report Sample (Page 4 of 4)

Finance Interface Report (NHPFIN2) report sample (page 4 of 4).

```
                                                                                                                                PAGE     19
REPORT : NHPFIN2                                          Banner University                                          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)

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 Page (GUAINST) are set to **Y**, both systems are installed at your site.

This report 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.

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Parameter Name	Description/Values	Required?	Default	Validation
Report Option	Organization option for report: 1 The report is to be organized by earnings or benefits or both. 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

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Parameter Name	Description/Values	Required?	Default	Validation
	• If you have set this parameter to E or F, skip to the Chart of Accounts parameter. • If you have set the parameter to L, go to the Fund Level parameter. When Hierarchy Option equals L and Fund Level equals E (see below), then all funds are reported at the existing level. This gives you the option to just roll to organization level 1 (through the Orgn Level parameter) and report the remaining FOAP data as it exists.			
Fund Level	Fund level for the report. Enter `E` (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 `E` (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

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Parameter Name	Description/Values	Required?	Default	Validation
Acct Level	Account level for the report. Enter `E` (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 `E` (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	I	None
Chart of Accounts	Code identifying a chart of accounts to be covered in the report. This is a repeating parameter.	Yes (on first appearance only)	None	FTVCOAS
	• If you have set Hierarchy Option to L (Level roll up), skip to the Employee Class parameter. • If Hierarchy Option equals F (FOAP field roll up), skip to the Fund parameter. • If Hierarchy Option equals E (as exists), go to the Fund Option parameter.			
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 is to be presented.	No	All	None

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Parameter Name	Description/Values	Required?	Default	Validation
	The codes are separated by a comma; for example, H, A specifies that data is to be printed for all funds within chart H. This is a repeating parameter.			
Fund Option	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			

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Parameter Name	Description/Values	Required?	Default	Validation
	identify these funds. If you enter this value, skip to the Fund parameter. Whenever possible, use exact codes rather than wild cards as this practice speeds report processing.			
From Fund	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, H,1000. This is a repeating parameter.	No	None	None
To Fund	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, H, 2000. This is a repeating parameter.	No	None	None
Fund	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. If Hierarchy Option equals E, then you can enter several fund codes for each chart; for example, you can enter: A,1000 A,1001 G,2000 H,1000	No	None	FTVFUND

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Parameter Name	Description/Values	Required?	Default	Validation
	If Hierarchy Option equals F, then you can enter only one fund code for each chart and cannot use wild cards; for example, you can enter: A,1000 G,2000 H,1001			
Orgn Option	If Hierarchy Option equals F, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals E, enter codes as described below. 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, H, A specifies that data is to be printed for all organizations within chart H. This is a repeating parameter. There are four options for specifying organizations: A = All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.	No	All	None
	R = Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.			

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Parameter Name	Description/Values	Required?	Default	Validation
	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. Whenever possible, use exact codes rather than wild cards, as this practice speeds report processing.			
	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	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, H, 120. This is a repeating parameter.	No	None	None
To Orgn	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, H, 129.	No	None	None

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Parameter Name	Description/Values	Required?	Default	Validation
	This is a repeating parameter.			
Orgn	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, H, 120. This is a repeating parameter. • If you have set Hierarchy Option to E, then you can enter several organization codes for each chart. • If you have set the Orgn Option to W, you can use wild cards to identify organizations. • If Orgn Option equals S, you must specify exact codes. • If Hierarchy Option equals F, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund parameter examples above.)	No	None	FTVORGN
Acct Option	• If Hierarchy Option equals F, skip this parameter and go directly to the Acct parameter. • If Hierarchy Option equals E, enter codes as described below. Codes identifying the chart of accounts whose account data is to be printed and	No	All	None

Parameter Name	Description/Values	Required?	Default	Validation
	the account(s) for which information is to be presented. The codes are separated by a comma; for example, H, A specifies that data is to be printed for all accounts within chart H. This is a repeating parameter. There are four options for specifying accounts: • A = All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter. • R = Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter. • 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. Whenever possible, use exact codes rather than wild cards as this practice speeds report processing. • S = Specific.			

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Parameter Name	Description/Values	Required?	Default	Validation
	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	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, H, 5210. This is a repeating parameter.	No	None	FTVACCT
To Acct	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, H, 5220. This is a repeating parameter.	No	None	FTVACCT
Acct	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, H, 5210. This is a repeating parameter. • If you have set Hierarchy Option to E, then you can enter several account codes for each chart.	No	None	FTVACCT

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Parameter Name	Description/Values	Required?	Default	Validation
	– If Acct Option equals W, you can use wild cards to identify accounts. – If Acct Option equals S, you must specify exact codes. • If Hierarchy Option equals F, then you can enter only one account code for each chart and cannot use wild cards. (See Fund parameter examples above.)			
Prog Option	• If Hierarchy Option equals F, skip this parameter and go directly to the Prog parameter. • If Hierarchy Option equals E, enter codes as described below. 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, H, A specifies that data is to be printed for all programs within chart H. This is a repeating parameter. There are four options for specifying programs: • A = All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter.	No	All	None

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Parameter Name	Description/Values	Required?	Default	Validation
	• 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. Whenever possible, use exact codes rather than wild cards as this practice speeds report processing. • 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	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, H,100. This is a repeating parameter.	No	None	None

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Parameter Name	Description/Values	Required?	Default	Validation
To Prog	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, H,610. This is a repeating parameter.	No	None	None
Prog	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, H,100. This is a repeating parameter. • If you have set Hierarchy Option to E, then you can enter several program codes for each chart. – If the Prog Option equals W, you can use wild cards to identify programs. – If Prog Option equals S, you must specify exact codes. • If Hierarchy Option equals F, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples above.)	No	None	FTVPROG
Employee Class	Employee class for which data is to be printed.	No	All	PTRECLS

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Parameter Name	Description/Values	Required?	Default	Validation
	This is a repeating parameter. Wild cards can be used.			
Include Earnings	Code specifying whether earnings are to be included: • **Y** All or some earnings are to be included in the report. • **N** No earnings are to be included in the report.	Yes	Y	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
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.	No	All	None

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Parameter Name	Description/Values	Required?	Default	Validation
	Wild cards can be used. If this field is left blank, all benefits are selected.			
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
Select Positions or Classes	Positions for which data is to be printed: • `A` Data is to cover all positions in all position classes. If you enter this value, skip the remaining parameters. • `P` Data is to cover all positions in specific position classes. If you enter this value, skip to the Position Class parameter. • `S` Data is to cover specific positions. If you enter this value, go to the Position parameter.	No	A	None
Position Classes	Position class for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	NTRPCLS

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Parameter Name	Description/Values	Required?	Default	Validation
Position	Position for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	NBBPOSN

Budget Distribution Report (NHRBDST) Report Sample - by Earnings (Page 1 of 2)

Budget Distribution Report (NHRBDST) report sample - by Earnings (page 1 of 2).

```
PAGE      1
REPORT : NHRBDST                                    Banner University                                    RUN DATE 07/24/1995
Fiscal Yr: 1995                                  Budget Distribution Report                              RUN TIME 10:42 AM
                                            Reporting Period: 01-JUL-1994 To 31-DEC-1994
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
```

Budget Distribution Report (NHRBDST) Report Sample - by Earnings (Page 2 of 2)

Budget Distribution Report (NHRBDST) report sample - by Earnings (page 2 of 2).

```
                                                                                                                PAGE      3
REPORT : NHRBDST                                        Banner University                                  RUN DATE 07/24/1995
Fiscal Yr: 1995                                       Budget Distribution Report                           RUN TIME 10:42 AM
                                                 Reporting Period: 01-JUL-1994 To 31-DEC-1994
                                                   * * * REPORT CONTROL INFORMATION * * *
                                               Parameters have been entered through 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
```

Budget Distribution Report (NHRBDST) Report Sample - by Position (Page 1 of 3)

Budget Distribution Report (NHRBDST) report sample - by Position (page 1 of 3).

```
                                                                                                                PAGE      1
REPORT : NHRBDST                                        Banner University                                  RUN DATE 07/24/1995
Fiscal Yr: 1995                                       Budget Distribution Report                           RUN TIME 10:41 AM
                                                 Reporting Period: 01-JUL-1994 To 31-DEC-1994
```

```
                                        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
```

Budget Distribution Report (NHRBDST) Report Sample - by Position (Page 2 of 3)

Budget Distribution Report (NHRBDST) report sample - by Position (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
```

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```
      Chart of Accounts Total for A                    79,035.36          79,035.36         427,000.00              18.51
```

Budget Distribution Report (NHRBDST) Report Sample - by Position (Page 3 of 3)

Budget Distribution Report (NHRBDST) report sample - by Position (page 3 of 3).

```
REPORT : NHRBDST                                        Banner University                                    RUN DATE 07/24/1995
Fiscal Yr: 1995                                      Budget Distribution Report                              RUN TIME 10:41 AM
                                           Reporting Period: 01-JUL-1994 To 31-DEC-1994
                                             * * * REPORT CONTROL INFORMATION * * *
                                         Parameters have been entered through Job Submission.
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
```

Budget Distribution Report (NHRBDST) Report Sample - by Position Class (Page 1 of 2)

Budget Distribution Report (NHRBDST) report sample - by position class (Page 1 of 2).

```
                                                                                                                  PAGE      1
REPORT : NHRBDST                                        Banner University                                    RUN DATE 07/24/1995
Fiscal Yr: 1995                                      Budget Distribution Report                              RUN TIME 10:43 AM
                                           Reporting Period: 01-JUL-1994 To 31-DEC-1994
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            Variance
                                                   --------------       -------------       -------------            --------
*RG                                                     31,787.51           31,787.51          175,000.00               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            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
      Posn.  Class Earnings for F1001                   38,037.49           38,037.49          205,000.00               18.55
      Posn.  Class Benefits for F1001                    1,480.21            1,480.21            8,500.00               17.41
      Position Class Total for F1001                    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
      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
```

Budget Distribution Report (NHRBDST) Report Sample - by Position Class (Page 2 of 2)

Budget Distribution Report (NHRBDST) report sample - by position class (Page 2 of 2).

```
                                                                                                                  PAGE      3
REPORT : NHRBDST                                   Banner University                                     RUN DATE 07/24/1995
Fiscal Yr: 1995                                  Budget Distribution Report                              RUN TIME 10:43 AM
                                            Reporting Period: 01-JUL-1994 To 31-DEC-1994
tht
                                              * * * REPORT CONTROL INFORMATION * * *
                                         Parameters have been entered through 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)

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 Page (GUAINST) are set to Y, both systems are installed at your site.

The 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 or hours for each specified earnings and the amounts for each specified benefit. This information is followed by the FOAPAL summary totals.

The Summary Report prints only the FOAPAL summary totals for each chart of accounts covered by the report.

Param	Name	Description/Values	Required?	Default	Validation
01	Report Type	Report type indicator: D = Detail S = Summary	Yes	D	None
02	Sort Option	Sort option: H = Sort by Home Organization.	Yes	D	None

Param	Name	Description/Values	Required?	Default	Validation
		D = Sort by FOAPAL distribution organization.			
03	Report Begin Date	First date for which report data is to be printed	Yes	None	None
04	Report End Date	Last date for which report data is to be printed	Yes	None	None
05	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
06	Hierarchy Option	Hierarchy for report: 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.) If you have set this parameter to E or F, skip to the Chart of Accounts parameter. If you have set the parameter to L, go to the Fund Level parameter. When Hierarchy Option equals L and Fund Level equals E (see below), then all funds are reported at the existing level. This gives you the option to just roll to organization level 1 (through the Orgn Level parameter) and report the remaining FOAP data as it exists.	Yes	E	None
07	Fund Level	Fund level for the report. Enter E (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

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Param	Name	Description/Values	Required?	Default	Validation
08	Orgn Level	Organization level for the report. Enter E (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
09	Acct Level	Account level for the report. Enter E (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
10	Prog Level	Program level for the report. Enter E (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	I	None
11	Chart of Accounts	Chart of accounts to be covered in the report, that is., a FOAPAL distribution chart. This is a repeating parameter. If you set Sort Option to D (Sort by FOAPAL Distribution Organization), take one of these steps: If Hierarchy Option equals L (Level roll up), skip to the Employee Class parameter. If Hierarchy Option equals E (as exists) or F (FOAP field roll up), skip to the Fund Option parameter. If you set Sort Option to H (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.	Yes (on first appearance only)	None	FTVCOAS
12	Home Orgn Chart	Home organization chart. Enter this parameter only if your home organization chart differs from your distribution chart. This is a nonrepeating parameter.	No	None	FTVCOAS

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Param	Name	Description/Values	Required?	Default	Validation
13	Home Organization Option	When you enter this parameter the four home organization parameters relate to the home organization chart you specify here. 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, H,A specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter A = All. Requests that data be printed for all home organizations. If you enter this value and you have set the Hierarchy Option parameter to L, skip to the Employee Class parameter. If you enter this value and Hierarchy Option equals E or F, skip to the Fund Option parameter. 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. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing. 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.	No	All	FTVORGN

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Param	Name	Description/Values	Required?	Default	Validation
14	From Home Orgn	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, H,110. This is a repeating parameter.	No	None	None
15	To Home Orgn	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, H,120. This is a repeating parameter. After entering this parameter take one of the following steps: If you have set the Hierarchy Option to L, skip to the Employee Class parameter. Otherwise, skip to the Fund Option parameter.	No	None	None
16	Home Orgn	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. You can specify several charts and can enter several home organizations for each chart; for example, you can enter: A,200 G,200 G,300 If you set the Home Organization Option to W, you can use wild cards to identify home organizations. If Home Organization Option equals S, you must specify exact codes.	All	None	FTVORGN

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Param	Name	Description/Values	Required?	Default	Validation
17	Fund Option	If Hierarchy Option equals F, skip this parameter and go directly to the Fund parameter. If Hierarchy equals E, enter one of the values below. 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, H,A specifies that data is to be printed for all funds within chart H. This is a repeating parameter. 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. If you enter this value, skip to the Fund parameter. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing. 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.	No	All	None
18	From Fund	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, H,1000. This is a repeating parameter.	No	None	None
19	To Fund	Chart of accounts whose fund data is to be printed and the last fund in the range. The codes are separated	No	None	None

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Param	Name	Description/Values	Required?	Default	Validation
		by a comma, for example, H,2000. This is a repeating parameter.			
20	Fund	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. If you have set Hierarchy Option to E, then you can specify several fund codes for each chart; for example, you can enter: A,1000 A,1001 G,2000 H,1000 If you set the Fund Option to W, you can use wild cards to identify funds. If Fund Option equals S, you must specify exact codes. If Hierarchy Option equals F, then you can enter only one fund code for each chart and cannot use wild cards; for example, you can enter: A,1000 G,1000 H,1000	No	None	FTVFUND
21	Orgn Option	If Hierarchy Option equals F, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals E, enter one of the values below. 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	No	All	None

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Param	Name	Description/Values	Required?	Default	Validation
		example, H,A specifies that data is to be printed for all organizations within chart H. This is a repeating parameter. There are four options for specifying organizations: A = All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter. 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. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing. 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.			
22	From Orgn	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, H,120. This is a repeating parameter.	No	None	None
23	To Orgn	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, H,129. This is a repeating parameter.	No	None	None
24	Orgn	Chart of accounts whose organization data is to be printed and a specific organization for which data is to be printed.	No	None	FTVORGN

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Param	Name	Description/Values	Required?	Default	Validation
		The codes are separated by a comma, for example, H,120. This is a repeating parameter. If you set Hierarchy Option to E, then you can enter several organization codes for each chart. If you set the Orgn Option to W, you can use wild cards. If Orgn Option equals S, you must specify exact codes. If Hierarchy Option equals F, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund parameter examples above.)			
25	Acct Option	If Hierarchy Option equals F, skip this parameter and go directly to the Acct parameter. If Hierarchy Option equals E, enter one of the values below. 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, H,A specifies that data is to be printed for all accounts within chart H. This is a repeating parameter. A = All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter. R = Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter. 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. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing.	No	All	None

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Param	Name	Description/Values	Required?	Default	Validation
		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.			
26	From Acct	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, H,5210. This is a repeating parameter.	No	None	None
27	To Acct	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, H,5220. This is a repeating parameter.	No	None	None
28	Acct	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, H,5210. This is a repeating parameter. If you set Hierarchy Option to E, then you can enter several accounts for each chart. If you have set the Acct Option to W, you can use wild cards. If Acct Option equals S, you must specify exact codes. If Hierarchy Option equals F, then you can enter only one account code for each chart and cannot use wild cards. (See the Fund parameter examples above.)	No	None	FTVACCT
29	Prog Option	If Hierarchy Option equals F, skip this parameter and go directly to the Prog parameter. If Hierarchy Option equals E, enter one of the values below. 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, H,A	No	All	None

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Param	Name	Description/Values	Required?	Default	Validation
		specifies that data is to be printed for all programs within chart H. This is a repeating parameter. A = All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter. 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. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing. 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.			
30	From Prog	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, H,100. This is a repeating parameter.	No	None	None
31	To Prog	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, H,610. This is a repeating parameter.	No	None	None
32	Prog	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, H,100. This is a repeating parameter.	No	None	FTVPROG

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Param	Name	Description/Values	Required?	Default	Validation
		If you set Hierarchy Option to E, then you can specify several program codes for each chart. If you set the Prog Option to W, you can use wild cards. If Prog Option equals S, you must specify exact codes. If Hierarchy Option equals F, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples above.)			
33	Employee Class	Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.	No	All	PTQECLS
34	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
35	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
36	Benefit 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, data is printed for all benefits.	No	All	PTQBDCA
37	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
38	Include Earnings Hours	Earnings hours inclusion indicator: Y = Include earnings hours. N = Do not include earnings hours.	Yes	N	None

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Param	Name	Description/Values	Required?	Default	Validation
39	To Date Amounts Option	When you specify the To Date Totals Option parameter, you should note that the to-date end date (that is, 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. 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. • 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.	Yes	N	None
40	Include Earnings	Earnings inclusion indicator: Y = Include earnings data N = Do not include earnings data	Yes	Y	None

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Param	Name	Description/Values	Required?	Default	Validation
41	Include Benefits	Benefits inclusion indicator: Y = Include benefits data N = Do not include benefits data	Yes	Y	None
42	Level of Payroll Detail	Payroll detail inclusion indicator Y = Include detail information for each pay event covered by the report. N = Do not include detail information for pay events.	Yes	N	None
43	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: 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

Organization Payroll Distribution (NHRDIST) Report Sample - Detail Report (Page 1 of 2)

Organization Payroll Distribution (NHRDIST) report sample - detail report (page 1 of 2).

```
                                                                                                                                  PAGE     11
REPORT : NHRDIST                                          Banner University                                          RUN DATE 07/16/1995
                                                       Orgn Payroll Distribution                                     RUN TIME 09:56 AM
                                             Reporting Period: 01-JUL-1994 To: 31-DEC-1994
COAS: H Organization: 120 TreasuryDepartment
Fund    Orgn    Acct    Prog    Actv    Locn                      Hours            Amount            YTD Hours           YTD Amount
2232    120     5120    610
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           17,500.02
        FIM 1994 TM 12 0                                                     42.29
FIM Fica Medicare                                                            42.29                                   42.29
        FIO 1994 TM 12 0                                                    180.84
FIO Fica Old Age                                                            180.84                                  180.84
        HME 1994 TM 12 0                                                    200.00
HME Health-MESA                                                             200.00                                  200.00
        Position Earnings Total for AP2001 00            1,039.98         17,500.02            1,039.98           17,500.02
        Position Benefits Total for AP2001 00                                423.13                                  423.13
        Position Total for AP2001 00                     1,039.98         17,923.15            1,039.98           17,923.15
        Employee Earnings Total for 888020010            1,039.98         17,500.02            1,039.98           17,500.02
        Employee Benefits Total for 888020010                                423.13                                  423.13
        Employee Total for 888020010                     1,039.98         17,923.15            1,039.98           17,923.15
        Prog Earnings Total for 610                      1,039.98         17,500.02            1,039.98           17,500.02
        Prog Benefits Total for 610                                          423.13                                  423.13
        Prog Total for 610                               1,039.98         17,923.15            1,039.98           17,923.15
        Acct Earnings Total for 5120                     1,039.98         17,500.02            1,039.98           17,500.02
        Acct Benefits Total for 5120                                         423.13                                  423.13
        Acct Total for 5120                              1,039.98         17,923.15            1,039.98           17,923.15
        Fund Earnings Total for 2232                     1,039.98         17,500.02            1,039.98           17,500.02
        Fund Benefits Total for 2232                                         423.13                                  423.13
        Fund Total for 2232                              1,039.98         17,923.15            1,039.98           17,923.15
        Orgn Earnings Total for 120                      1,039.98         17,500.02            1,039.98           17,500.02
        Orgn Benefits Total for 120                                          423.13                                  423.13
        Orgn Total for 120                               1,039.98         17,923.15            1,039.98           17,923.15
              .
             .
             .
Chart of Accounts Earnings Total for H                  12,660.09        269,413.12           12,660.09          269,413.12
Chart of Accounts Benefits Total for H                                     4,693.29                                4,693.29
Chart of Accounts Total for H                           12,660.09        274,106.41           12,660.09          274,106.41
```

Organization Payroll Distribution (NHRDIST) Report Sample - Detail Report (Page 2 of 2)

Organization Payroll Distribution (NHRDIST) report sample - detail report (page 2 of 2).

```
                                                                                                                  PAGE     28
REPORT : NHRDIST                                    Banner University                                   RUN DATE 07/16/1995
                                                 Orgn Payroll Distribution                              RUN TIME 09:56 AM
                                           Reporting Period: 01-JUL-1994 To: 31-DEC-1994
HT
                                              * * * REPORT CONTROL INFORMATION * * *
                                          Parameters have been entered through 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
```

Organization Payroll Distribution (NHRDIST) Report Sample - Summary Report (Page 1 of 2)

Organization Payroll Distribution (NHRDIST) report sample - summary report (page 1 of 2).

```
                                                                                                                                PAGE      3
REPORT : NHRDIST                                          Banner University                                          RUN DATE 07/16/1995
                                                        Orgn Payroll Distribution                                    RUN TIME 09:58 AM
                                                 Reporting Period: 01-JUL-1994 To: 31-DEC-1994
COAS: A Home Organization: 220 Payroll Office
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
```

Organization Payroll Distribution (NHRDIST) Report Sample - Summary Report (Page 2 of 2)

Organization Payroll Distribution (NHRDIST) report sample - summary report (page 2 of 2).

```
                                                                                                                  PAGE     21
REPORT : NHRDIST                                        Banner University                                  RUN DATE 07/16/1995
                                                     Orgn Payroll Distribution                             RUN TIME 09:58 AM
                                          Reporting Period: 01-JUL-1994 To: 31-DEC-1994
                                            * * * REPORT CONTROL INFORMATION * * *
                                        Parameters have been entered through 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)

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 Page (GUAINST) are set to Y, both systems are installed at your site.)

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	Chart of accounts to be covered in	Yes (on first appearance only)	None	FTVCOAS

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Parameters	Name	Description/Values	Required?	Default	Validation
		the report. This is a repeating parameter. If you set the Report Option parameter to G skip to the Grant Option parameter. If you have set the parameter to F, go to the Fund Option parameter.			
	Fund Option	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, H,A specifies that data is to be printed for all funds within chart H. This is a repeating parameter.	No	All	None
		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			

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Parameters	Name	Description/Values	Required?	Default	Validation
		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. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing. S Specific. Requests that data be printed for one or more specific funds, and			

Parameters	Name	Description/Values	Required?	Default	Validation
		indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.			
	From Fund	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, H,1000. This is a repeating parameter.	No	None	None
	To Fund	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, H,2000. This is a repeating parameter.	No	None	None
	Fund	Chart of accounts whose fund data is to be printed and a specific fund for which data is to be printed. The codes	No	None	FTVFUND

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Parameters	Name	Description/Values	Required?	Default	Validation
		are separated by a comma. Fund is a repeating parameter. You can specify several charts and several fund codes for each chart; for example, you can enter: A,1000 A,1001 G,2000 H,1000 If you set the Fund Option to W, you can use wild cards. If Fund Option equals S, you must specify exact codes.			
	Orgn Option	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, H,A specifies that data is	No	All	None

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Parameters	Name	Description/Values	Required?	Default	Validation
		to be printed for all organizations within chart H. This is a repeating parameter.			
		A All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter. 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. Whenever possible, use exact codes rather than wild			

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Parameters	Name	Description/Values	Required?	Default	Validation
		cards because this practice speeds report processing. 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	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, H,120. This is a repeating parameter.	No	None	None
	To Orgn	Chart of accounts whose organization data is to be printed and the last	No	None	None

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Parameters	Name	Description/Values	Required?	Default	Validation
		organization in the range. The codes are separated by a comma, for example, H,129. This is a repeating parameter.			
	Orgn	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, H,120. Orgn is a repeating parameter. You can specify several charts and several organization codes for each chart. If you set the Orgn Option to W, you can use wild cards. If Orgn Option equals S, you must specify exact codes. (See Fund parameter examples above.)	No	None	FTVORGN

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Parameters	Name	Description/Values	Required?	Default	Validation
	Acct Option	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, H,A specifies that data is to be printed for all accounts within chart H. This is a repeating parameter. A All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.	No	All	None
		R Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter. W Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will			

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Parameters	Name	Description/Values	Required?	Default	Validation
		use wild cards when you identify these accounts. If you enter this value, skip to the Acct parameter. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing. 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	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, H,5210. This is a repeating parameter.	No	None	None

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Parameters	Name	Description/Values	Required?	Default	Validation
	To Acct	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, H,5220. This is a repeating parameter.	No	None	None
	Acct	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, H,5210. 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 W, you can use wild cards. If Acct Option equals S, you must specify exact codes. (See Fund parameter examples above.)	No	None	FTVACCT

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Parameters	Name	Description/Values	Required?	Default	Validation
	Prog Option	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, H,A specifies that data is to be printed for all programs within chart H. This is a repeating parameter. A All. Requests that data be printed for all programs. If you enter this value, skip to the Select Earnings Option parameter. R Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.	No	All	None
		W Wild Card. Requests that data be printed for one or more specific programs and indicates that you will	No	All	None

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Parameters	Name	Description/Values	Required?	Default	Validation
		use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing 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	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, H,100. This is a repeating parameter.	No	None	None

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Parameters	Name	Description/Values	Required?	Default	Validation
	To Prog	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, H,610. This is a repeating parameter.	No	None	None
	Prog	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, H,100. 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 W, you can use wild cards. If Prog Option equals S, you must specify exact codes. (See Fund parameter examples above.)	No	None	FTVPROG

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Parameters	Name	Description/Values	Required?	Default	Validation
	Grant Option	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, H,A specifies that data is to be printed for all grants within chart H. This is a repeating parameter. A All. Requests that data be printed for all grants. If you enter this value, skip to the Select Earnings parameter. R Range. Requests that data be printed for a specific range of grants. If you enter this value, go to the From Grant parameter. W Wild Card. Requests that data be printed for one or more specific grants, and indicates that you will use wild cards	No	All	None

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Parameters	Name	Description/Values	Required?	Default	Validation
		when you identify these grants. If you enter this value, skip to the Grant parameter. 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. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing.			
	From Grant	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, H,1050. This is a repeating parameter.	No	None	None

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Parameters	Name	Description/Values	Required?	Default	Validation
	To Grant	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, H,2050. This is a repeating parameter.	No	None	None
	Grant	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, H,1050. 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 W, you can use wild cards. If Grant Option equals S, you must specify exact codes. (See Fund parameter examples above.)	No	None	FTVPROG

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Parameters	Name	Description/Values	Required?	Default	Validation
	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
	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.	No	All	None

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Parameters	Name	Description/Values	Required?	Default	Validation
		This is a repeating parameter. Wild cards can be used. If this field is left blank, all benefits are selected.			
	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
	Page Break by Employee	Parameter indicating whether information for each employee is to start on a new page:	Yes	N(o)	None

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Parameters	Name	Description/Values	Required?	Default	Validation
		Y Break pages by employee N Do not break pages by employee			
	Print FOAPAL Totals	Y Print FOAPAL totals. N Do not print FOAPAL totals.	Yes	N(o)	None

Effort Certification Report (NHRECRT) Report Sample 1 (Page 1 of 3)

Effort Certification Report (NHRECRT) report sample (page 1 of 3).

```
PAGE      8
REPORT : NHRECRT                                          Banner University                                    RUN DATE 06/14/1995
                                                     Effort Certification Report                               RUN TIME 11:06 AM
                                            Reporting Period: 01-AUG-1994 To: 31-DEC-1994
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
```

Effort Certification Report (NHRECRT) Report Sample 1 (Page 2 of 3)

Effort Certification Report (NHRECRT) 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
```

Effort Certification Report (NHRECRT) Report Sample 1 (Page 3 of 3)

Effort Certification Report (NHRECRT) report sample (page 3 of 3).

```
                                                                                                                PAGE     16
REPORT : NHRECRT                                        Banner University                                  RUN DATE 06/14/1995
                                                     Effort Certification Report                           RUN TIME 11:06 AM
                                            Reporting Period: 01-AUG-1994 To: 31-DEC-1994
                                              * * * 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
```

Effort Certification Report (NHRECRT) Report Sample 2 (Page 1 of 2)

Effort Certification Report (NHRECRT) report sample (page 1 of 2).

```
                                                                                                                PAGE     11
REPORT : NHRECRT                                        Banner University                                  RUN DATE 06/14/1995
                                                     Effort Certification Report                           RUN TIME 10:59 AM
                                            Reporting Period: 01-JUN-1994 To: 30-NOV-1994
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 01-NOV-94              Total
```

```
           30-JUN-94 31-JUL-94 31-AUG-94 30-SEP-94 31-OCT-94 30-NOV-94
Employee: Natarajan,Gowri ID: K2
Earnings         .00  1,041.67  1,041.67  1,041.67  1,041.67  1,041.67            5,208.35
% Distr                46.45 %   46.45 %   46.45 %   46.45 %   46.45 %
Benefits         .00     79.70     79.69     79.69     79.69     79.70              398.47
% Distr                 3.55 %    3.55 %    3.55 %    3.55 %    3.55 %
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
```

Effort Certification Report (NHRECRT) Report Sample 2 (Page 2 of 2)

Effort Certification Report (NHRECRT) report sample (page 2 of 2).

```
REPORT : NHRECRT                                    Banner University                                    RUN DATE 06/14/1995
                                                 Effort Certification Report                             RUN TIME 10:59 AM
                                          Reporting Period: 01-JUN-1994 To: 30-NOV-1994
                                            * * * 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)

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 Page (GUAINST) are set to Y, both systems are installed at your site.)

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).

Fund	Org	Acct	Prog	Hrs	Amt	Rpt %	Tot %
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

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Fund	Org	Acct	Prog	Hrs	Amt	Rpt %	Tot %
830771	830771	51111	SP2		440.28	9.67	9.67
Employee Total					4553.03	100.00	100.00

Parameter Name	Description/Values	Required?	Default	Validation
Sort Option	Sort option: 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
Chart of Accounts	Chart of accounts to be covered in the report, that is., a FOAPAL distribution chart. This is a repeating parameter.	Yes (on first appearance only)	None	FTVCOAS
Home Organization Option	If your home organization chart of accounts differs from your distribution chart of accounts, the following four parameters relate to the home organization chart, that is, the chart identified in the Home Orgn Chart parameter. Chart of accounts whose home organization data is to be printed and the home	No	All	None

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Parameter Name	Description/Values	Required?	Default	Validation
	organization(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter. 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. 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. Whenever possible, use exact codes rather than wild cards because 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.			

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Parameter Name	Description/Values	Required?	Default	Validation
From Home Orgn	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, H,110. This is a repeating parameter.	No	None	None
To Home Orgn	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, H,120. This is a repeating parameter. 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.	No	None	None
Home Orgn	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. You can specify several charts and several home organizations for each chart; for example, you can enter: A,200 G,200 G,300	No	None	None

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Parameter Name	Description/Values	Required?	Default	Validation
	If the Home Organization Option equals W, you can use wild cards. If Home Organization Option equals S, you must specify exact codes.			
Home Orgn Chart	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
Select Benefits	Code specifying whether benefits are to be selected: Y All or some benefits are to be selected for the report.	No	Y	None

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Parameter Name	Description/Values	Required?	Default	Validation
	N No benefits are to be selected for the report.			
Benefit 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 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
Include Earnings Hours	Earnings hours inclusion indicator: Y Include earnings hours. N Do not include earnings hours.	Yes	N	None
Certification Option	Code that 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

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Employee Distributions Report (NHREDST) Report Sample - One Benefit Selected (Page 1 of 2)

Employee Distributions Report (NHREDST) report sample - one benefit selected (page 1 of 2).

```
                                                                                                                PAGE      1
REPORT: NHREDST                                        Banner University                                   RUN DATE 05/16/1995
                                                   Employee Distributions Report                            RUN TIME 10:24 AM
                                             Reporting Period: 01-JUN-1994 To: 31-DEC-1994
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
```

Employee Distributions Report (NHREDST) Report Sample - One Benefit Selected (Page 2 of 2)

Employee Distributions Report (NHREDST) report sample - one benefit selected (page 2 of 2).

```
                                                                                                                PAGE      2
REPORT : NHREDST                                        Banner University                                   RUN DATE 05/16/1995
                                                   Employee Distributions Report                            RUN TIME 10:24 AM
                                             Reporting Period: 01-JUN-1994 To: 31-DEC-1994
                                               * * * 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:                        FIO
Include Fringe Charge Back:     N
Line Count:                     55
Record Count:                   1                   - Number of Employees processed
```

Employee Distributions Report (NHREDST) Report Sample - All Benefits Selected (Page 1 of 2)

Employee Distributions Report (NHREDST) report sample - all benefits selected (page 1 of 2).

```
PAGE      1
REPORT : NHREDST                                        Banner University                                    RUN DATE 05/16/1995
                                                  Employee Distributions Report                               RUN TIME 10:26 AM
                                            Reporting Period: 01-JUN-1994 To: 31-DEC-1994
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
```

Employee Distributions Report (NHREDST) Report Sample - All Benefits Selected (Page 2 of 2)

Employee Distributions Report (NHREDST) report sample - all benefits selected (page 2 of 2).

```
                                                                                                                PAGE      2
REPORT : NHREDST                                        Banner University                                    RUN DATE 05/16/1995
                                                  Employee Distributions Report                               RUN TIME 10:26 AM
                                            Reporting Period: 01-JUN-1994 To: 31-DEC-1994
                                              * * * 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)

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 Page (GUAINST) are set to Y, both systems are installed at your site.)

This report 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 through 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:

Column	Description	Hrs/Amt	Codes
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 contains total hours for earn code REG, column 2 contains total amounts for earn code REG, column 3 contains figures that each represent the sum of the total amounts for earn codes VAC, SIC, HOL, and OT, column 4 contains the total amounts for fringe charge back, column 5 contains the total amounts for benefit code FIO, etc.

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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 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.)

Parameter Name	Description/Values	Required?	Default	Validation
Sort Option	Sort option: 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
Hierarchy Option	Hierarchy for report: 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.)	Yes	E (as exists)	None

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Parameter Name	Description/Values	Required?	Default	Validation
	L Roll up to a specified level for each FOAP. (You will specify the levels in applicable parameters, as described below.) If you have set this parameter to E or F, skip to the Chart of Accounts parameter. If you have set the parameter to L, go to the Fund Level parameter.			
When Hierarchy Option equals L and Fund Level equals E (see below), then all funds are reported at the existing level. This gives you the option to just roll to organization level 1 (through the Orgn Level parameter) and report the remaining FOAP data as it exists.				
Fund Level	Fund level for the report. Enter E (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 E (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 E (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 E (as exists) to indicate that programs are not to be rolled up to a higher level, or enter a	No	I	None

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Parameter Name	Description/Values	Required?	Default	Validation
	number from 1 through 5 to identify a level to which data is to be rolled.			
Chart of Accounts	Chart of accounts to be covered in the report, that is, a FOAPAL distribution chart. This is a repeating parameter.	Yes (on first appearance only)	None	FTVCOAS
If you set Sort Option to D (SORT by FOAPAL Distribution Organization), take one of these steps: If Hierarchy Option equals L (Level roll up), skip to the Employee Class parameter. If Hierarchy Option equals E (as exists) or F (FOAP field roll up), skip to the Fund Option parameter. If you set Sort Option to H (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.				
Home Orgn Chart	Your home organization chart. Enter this parameter only if your home organization chart differs from your distribution chart. This is a nonrepeating parameter. When you enter this parameter the four home organization parameters below relate to the home organization chart you specify here.	No	None	FTVCOAS
Home Organization Option	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, H,A specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter. A All. Requests that data be printed for all home organizations.	No	All	FTVORGN

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Parameter Name	Description/Values	Required?	Default	Validation
	If you enter this value and Hierarchy Option equals L, skip to the Employee Class parameter. If you enter this value and Hierarchy Option equals E or F, skip to the Fund Option parameter.			
	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. Whenever possible, use exact codes rather than wild cards to speed report processing. 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	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	No	None	None

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Parameter Name	Description/Values	Required?	Default	Validation
	a comma, for example, H,110. This is a repeating parameter.			
To Home Orgn	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, H,120. This is a repeating parameter. After entering this parameter, take one of the following steps: If you have set the Hierarchy Option to L, skip to the Employee Class parameter. Otherwise, skip to the Fund Option parameter. 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. You can enter several charts and can enter several home organizations for each chart; for example, you can enter: A,200 G,200 G,300	No	None	None
Home Orgn	If you set the Home Organization Option to W, you can use wild cards to identify home organizations. If Home Organization	No	None	FTVORGN

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Parameter Name	Description/Values	Required?	Default	Validation
	Option equals S, you must specify exact codes.			
Fund Option	If Hierarchy Option equals F, skip this parameter and go directly to the Fund parameter. If Hierarchy equals E, enter one of the values below. 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, H,A specifies that data is to be printed for all funds within chart H. This is a repeating parameter. 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. If you enter this value, skip to the Fund parameter. Whenever possible, use exact codes rather than wild cards because this practice speeds report processing. S Specific. Requests that data be printed for one or more specific funds, and	No	All	None

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Parameter Name	Description/Values	Required?	Default	Validation
	indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.			
From Fund	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, H,1000. This is a repeating parameter.	No	None	None
To Fund	Chart of accounts whose fund data is to be printed and the last fund in the range, for example, H,2000. This is a repeating parameter.	No	None	None
Fund	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. If Hierarchy Option equals E, then you can enter several fund codes for each chart, for example, you can enter: A,1000 A,1001 G,2000 H,1000 If you set the Fund Option to W, you can use wild cards to identify funds. If Fund	No	None	FTVFUND

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Parameter Name	Description/Values	Required?	Default	Validation
	Option equals S, you must specify exact codes.			
	If Hierarchy Option equals F, then you can enter only one fund code for each chart and you cannot use wild cards; for example: A,1000 G,2000 H,1000			
Orgn Option	If Hierarchy Option equals F, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals E, enter one of the values below. 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, H,A specifies that data is to be printed for all organizations within chart H. This is a repeating parameter. R Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter. A All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.	No	All	None

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Parameter Name	Description/Values	Required?	Default	Validation
	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.			
	Whenever possible, use exact codes rather than wild cards to speed report processing. 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	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, H,110. This is a repeating parameter.	No	None	None
To Orgn	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, H,120. This is a repeating parameter.	No	None	None
Orgn	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	No	None	FTVORGN

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Parameter Name	Description/Values	Required?	Default	Validation
	comma, for example, H,120. This is a repeating parameter. If Hierarchy Option equals E, then you can enter several organization codes for each chart. If you have set the Orgn Option to W, you can use wild cards. If Orgn Option equals S, you must specify exact codes. If Hierarchy Option equals F, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund Examples above.)			
Acct Option	If Hierarchy Option equals F, skip this parameter and go directly to the Acct parameter. If Hierarchy Option equals E, enter one of the values below. 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, H,A specifies that data is to be printed for all accounts within chart H. This is a repeating parameter. A All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter. R Range. Requests that data be printed for a specific range of accounts. If you	No	All	None

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Parameter Name	Description/Values	Required?	Default	Validation
	enter this value, go to the From Acct parameter.			
	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. Whenever possible, use exact codes rather than wild cards to speed report processing. 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	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, H,5210. This is a repeating parameter.	No	None	None
To Acct	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, H,5220. This is a repeating parameter.	No	None	None
Acct	Chart of accounts whose account data is to be printed and a specific account within that chart for which data is to be printed.	No	None	FTVACCT

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Parameter Name	Description/Values	Required?	Default	Validation
	The codes are separated by a comma. for example, H,5210. This is a repeating parameter.			
	If you have set Hierarchy Option to E, then you can enter several account codes for each chart. If you set the Acct Option to W, you can use wild cards. If Acct Option equals S, you must specify exact codes. If Hierarchy Option equals F, then you can enter only one account code for each chart and cannot use wild cards. (See Fund parameter examples.)			
Prog Option	If Hierarchy Option equals F, skip this parameter and go directly to the Prog parameter. If Hierarchy Option equals E, enter one of the values below. 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, H,A specifies that data is to be printed for all programs within chart H. This is a repeating parameter. A All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter. R Range. Requests that data be printed for a specific range of programs. If you	No	All	None

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Parameter Name	Description/Values	Required?	Default	Validation
	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. Whenever possible, use exact codes rather than wild cards to speed 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	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, H,100. This is a repeating parameter.	No	None	None
To Prog	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, H,610. This is a repeating parameter.	No	None	None
Prog	Chart of accounts whose program data is to be printed and a specific program for which data is to be printed. The codes	No	None	FTVPROG

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Parameter Name	Description/Values	Required?	Default	Validation
	are separated by a comma, for example, H,100. This is a repeating parameter. If Hierarchy Option equals E, then you can enter several program codes for each chart. If you set the Prog Option to W, you can use wild cards. If Prog Option equals S, you must specify exact codes. If Hierarchy Option equals F, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples.)			
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
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 B, skip to Column 1 Earn/Benefit Code.	No	None	None

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Parameter Name	Description/Values	Required?	Default	Validation
	If Column 1 Option equals F, skip to Column 2 Option. If Column 1 Option equals E, go to Column 1 Earnings - Hrs/Amt.			
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 or benefits.	Yes	None	None
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: Y Include detail information for each pay event covered by the report. N Do not include detail information for pay events.	Yes	N	None
To Date Amounts Option	To-date totals indicator: When specifying the To Date Totals Option parameter, you should note that the to-date end date (that is, the last date whose data are to be used in calculating the QTD, YTD, and FTD totals) can either	Yes	N	None

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Parameter Name	Description/Values	Required?	Default	Validation
	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. 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. 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. If you set this parameter to N, 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 Totals are to be calculated to the report end date	No	N	None

Parameter Name	Description/Values	Required?	Default	Validation
	N Totals are to be calculated to the date the report is run			

Employee Payroll Summary by Organization (NHRSDST) Report Sample - Sorted by FOAPAL Distribution Organization (Page 1 of 3)

Employee Payroll Summary by Organization (NHRSDST) report sample - sorted by FOAPAL distribution organization (page 1 of 3).

```
                                                                                                                                                                PAGE      3
REPORT: NHRSDST                                                Banner University                                                                   RUN DATE 08/17/1995
                                                            Empl Payroll Summary By Orgn                                                             RUN TIME 02:35 PM
                                                     Reporting Period: 01-JUL-1994 To: 31-DEC-1994
COAS: H Organization: 135 Facilities Department
Fund     Orgn     Acct     Prog     Actv     Locn
F        135      5120     610      *        *
ID/Name            REGULAR     REGULAR  DEFER ACCR          FIO          FIM   OTHER BEN      FRINGE Total            Total
                     Hours      Amount      Amount       Amount       Amount      Amount      Amount Hours           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
```

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Employee Payroll Summary by Organization (NHRSDST) Report Sample - Sorted by FOAPAL Distribution Organization (Page 2 of 3)

Employee Payroll Summary by Organization (NHRSDST) report sample - sorted by FOAPAL distribution organization (page 2 of 3).

```
                                                                                                                PAGE     11
REPORT : NHRSDST                                        Banner University                                  RUN DATE 08/17/1995
                                                   Empl Payroll Summary By Orgn                             RUN TIME 02:35 PM
                                             Reporting Period: 01-JUL-1994 To: 31-DEC-1994
                                               * * * REPORT CONTROL INFORMATION * * *
                                           Parameters have been entered through 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
```

Employee Payroll Summary by Organization (NHRSDST) Report Sample - Sorted by FOAPAL Distribution Organization (Page 3 of 3)

Employee Payroll Summary by Organization (NHRSDST) report sample - sorted by FOAPAL distribution organization (page 3 of 3).

```
                                                                                                                PAGE     13
REPORT : NHRSDST                                        Banner University                                RUN DATE 08/17/1995
                                                     Empl Payroll Summary By Orgn                          RUN TIME 02:35 PM
                                              Reporting Period: 01-JUL-1994 To: 31-DEC-1994
Parameter Name                   Value               Message
_________________________        _______________     ____________________________________________________________
Description:                     DEFER ACCR
Earnings By Hours/Amount         A                   By Amount
Earn Code:                       DPA
Column 4 Values
------ - ------
Option:                          B                   Benefits
Description:                     FIO
Benefit:                         FIO
Column 5 Values
------ - ------
Option:                          B                   Benefits
Description:                     FIM
Benefit:                         FIM
Column 6 Values
------ - ------
Option:                          B                   Benefits
Description:                     OTHER BEN
Benefit:                         401
Benefit:                         DEN
Benefit:                         HBC
Benefit:                         HEA
Benefit:                         HME
Benefit:                         HMO
Column 7 Values
------ - ------
Option:                          F                   Fringe Charge Back
Description:                     FRINGE
Column 8 Values
------ - ------
Option:                          N                   Not Used
Print Pay Detail:                Yes
To Date Totals Option:           YTD Total
Use Report End Date As To Date   Y
End Date:
Line Count:                      55
```

```
                              Column  8  is  not
                              being used in this
                              report.
```

Employee Payroll Summary by Organization (NHRSDST) Report Sample - Sorted by Home Organization (Page 1 of 3)

Employee Payroll Summary by Organization (NHRSDST) report sample - sorted by home organization (page 1 of 3).

```
                                                                                                                                PAGE     16
REPORT : NHRSDST                                                Banner University                                       RUN DATE 08/17/1995
                                                          Empl Payroll Summary By Orgn                                    RUN TIME 02:40 PM
                                                   Reporting Period: 01-JUL-1994 To: 31-DEC-1994
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
```

Employee Payroll Summary by Organization (NHRSDST) Report Sample - Sorted by Home Organization (Page 2 of 3)

Employee Payroll Summary by Organization (NHRSDST) report sample - sorted by home organization (page 2 of 3).

```
                                                                                                                  PAGE     27
REPORT : NHRSDST                                          Banner University                                  RUN DATE 08/17/1995
                                                     Empl Payroll Summary By Orgn                             RUN TIME 02:40 PM
                                               Reporting Period: 01-JUL-1994 To: 31-DEC-1994
                                                 * * * REPORT CONTROL INFORMATION * * *
                                            Parameters have been entered through 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:                      Allearns
Column 2 Values
------ - ------
Option:                         E                   Earnings
Description:                    ALL EARN
Earnings By Hours/Amount        A                   By Amount
Earn Code:                      Allearns
Column 3 Values
------ - ------
Option:                         B                   Benefits
Description:                    ALL BEN
Benefit:                        Allbdcas
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
```

Employee Payroll Summary by Organization (NHRSDST) Report Sample - Sorted by Home Organization (Page 3 of 3)

Employee Payroll Summary by Organization (NHRSDST) report sample - sorted by home organization (page 3 of 3).

```
                                                                                                                PAGE     28
REPORT : NHRSDST                                        Banner University                                  RUN DATE 08/17/1995
                                                     Empl Payroll Summary By Orgn                            RUN TIME 02:40 PM
                                              Reporting Period: 01-JUL-1994 To: 31-DEC-1994
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 Reports

This section describes each report in the Archive/Purge feature. A table provides related parameter information. A report with sample data follows each parameter table. The reports are listed alphabetically by their seven-character names.

Archive/Purge Process (FOPARCP)

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	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 before termination.	

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Parameters	Name	Required?	Description	Values
	Action Indicator	Yes	Action to be performed. A (Archive) will copy data from the production tables to the archive tables. The data is then removed from the production tables. P (Purge) will remove data from the production or archive tables. This value is printed in the report header for every page (next to literal **Action:**). If P (Purge) is selected, there will be a confirmation (Y/N) of this parameter. If confirmation of purge is Y, processing continues; otherwise, the program terminates.	A Archive P Purge
	Database Indicator	No	Type of tables to be processed: P (Production) tables or A (Archive) tables. This parameter is only valued when the Action Indicator = P (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 **Source:**).	P Production tables A Archive tables

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Parameters	Name	Required?	Description	Values
	Execution Mode	Yes	Determines whether the process is run in A (Audit) mode or U (Update) mode. Audit mode produces a report detailing potential database activity; however, no database changes occur. Update mode produces the report and updates 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 **Mode:**).	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 Y will perform these edits as part of the archive or purge execution.	Y Yes (default) N No
	Perform Grant Edit	No	Indicates whether or not to perform the edits for grant related data. An entry of Y will perform these edits	Y Yes (default) N No

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Parameters	Name	Required?	Description	Values
			as part of the archive or purge execution.	
	Grant Purge Years Tolerance	No	Parameter that is used if both of the following conditions exist: • The grant edit is being performed. • 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
	Print Mode	No	When the Execution Mode is set to A (Audit), you may choose the Print Mode. A Print Mode set to E (Exceptions) may produce a smaller, more manageable report. An Execution Mode of U (Update) requires a Print Mode of D (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.	

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Parameters	Name	Required?	Description	Values
			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	YY

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Parameters	Name	Required?	Description	Values
			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 not valid 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.	

Archive/Purge Process (FOPARCP) Report Sample (Page 1 of 5)

Archive/Purge Process (FOPARCP) 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
   ---- ---- ---- --- --- -------- ----------- --- ---- ------ ------ ------ ------ ------ ------ ---------------- ----- ---
```

Archive/Purge Process (FOPARCP) Report Sample (Page 2 of 5)

Archive/Purge Process (FOPARCP) report sample. (Page 2 of 5.)

```
FOPARCP 2.1.11                                          SEED Data                                          03/18/1996 15:54:30
                                     Archive/Purge Transaction History Activity Listing                    PAGE 2
                                      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  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   O030 G   01        07 20-JUL-1995  A   93  1000   120    3020   100                           250.00   D    N
   JE15 20   O030 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   O030 G   01        07 20-JUL-1995  A   93  1000   165    3020   100                           250.00   D    N
```

```
           JE15 20   O030 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
```

Archive/Purge Process (FOPARCP) Report Sample (Page 3 of 5)

Archive/Purge Process (FOPARCP) 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   O030 G   02        07 20-JUL-1995  A   93  1000   210    3020   100                          500.00   C    N
           JE15 20   O030 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
           ---- ---- ---- --- --- -------- ----------- --- ---- ------ ------ ------ ------ ------ ------ ---------------- ----- ---
```

Archive/Purge Process (FOPARCP) Report Sample (Page 4 of 5)

Archive/Purge Process (FOPARCP) report sample. (Page 4 of 5.)

```
FOPARCP 2.1.11                                          SEED Data                                          03/18/1996 15:54:30
                                     Archive/Purge Transaction History Activity Listing                    PAGE 4
                                      Source: PRODUCTION Action: ARCHIVE Mode: UPDATE
             Production Transaction History Table         Archive Transaction History Table
             ------------------------------------         ------------------------------------
             Starting Row Count =           5,667         Starting Row Count =               0
             Activity Row Count =             -17         Activity Row Count =              17
             Ending   Row Count =           5,650         Ending   Row Count =              17
             Production Transaction Detail Table          Archive Transaction Detail Table
             ------------------------------------         ------------------------------------
             Starting Row Count =          20,946         Starting Row Count =               0
             Activity Row Count =              -6         Activity Row Count =               6
             Ending   Row Count =          20,940         Ending   Row Count =               6
```

Archive/Purge Process (FOPARCP) Report Sample (Page 5 of 5)

Archive/Purge Process (FOPARCP) report sample. (Page 5 of 5.)

```
FOPARCP 2.1.11                                    SEED Data                                    03/18/1996 15:54:30
                                   Archive/Purge Transaction History Activity Listing          PAGE 5
                                    Source: PRODUCTION Action: ARCHIVE Mode: UPDATE
                                         * * * 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)

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	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	

Parameters	Name	Required?	Description	Values
			programmatic termination. If a document is currently being processed for restore, then that cycle will complete before termination.	
	Execution Mode	Yes	Determines whether the process will be run in A (Audit) mode or U (Update) mode. Audit mode will produce a report detailing potential database activity; however, no database changes will occur. Update mode will produce the report and 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 **Mode:**).	A Audit mode U Update mode
	Print Mode	No	When the Execution Mode is set to A (Audit), you may choose the Print Mode. A Print Mode set to E (Exceptions) may produce a smaller, more manageable report. An Execution Mode of U (Update) requires a Print	D Detail E Exceptions

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Parameters	Name	Required?	Description	Values
			Mode of D (Detail). The detail version of the report will include the exceptions data provided with an exception print mode execution.	
	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	YY

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Parameters	Name	Required?	Description	Values
			sure that a row exists on FTVFSYR for each chart and fiscal year combination.	

Restore Process (FOPARCR) Report Sample (Page 1 of 5)

Restore Process (FOPARCR) 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
```

Restore Process (FOPARCR) Report Sample (Page 2 of 5)

Restore Process (FOPARCR) report sample (page 2 of 5).

```
FOPARCR 2.1.11                                          SEED Data                                          03/18/1996 17:01:43
                                     Restore Transaction History Activity Listing                          PAGE 2
                                                      Mode: UPDATE
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   O030 G   01        07 20-JUL-1995  A   93  1000   120    3020   100                           250.00   D    N
           JE15 20   O030 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   O030 G   01        07 20-JUL-1995  A   93  1000   165    3020   100                           250.00   D    N
           JE15 20   O030 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
```

Restore Process (FOPARCR) Report Sample (Page 3 of 5)

Restore Process (FOPARCR) 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   O030 G   02        07 20-JUL-1995  A   93  1000   210    3020   100                          500.00   C    N
           JE15 20   O030 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
           ---- ---- ---- --- --- -------- ----------- --- ---- ------ ------ ------ ------ ------ ------ ---------------- ----- ---
           JE15 20   O030 G   01        07 20-JUL-1995  A   93  1000   165    3020   100                          250.00   D    N
           JE15 20   O030 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
```

Restore Process (FOPARCR) Report Sample (Page 4 of 5)

Restore Process (FOPARCR) report sample (page 4 of 5).

```
FOPARCR 2.1.11                                          SEED Data                                          03/18/1996 17:01:43
                                          Restore Transaction History Activity Listing                     PAGE 4
                                                        Mode: UPDATE
            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
```

Restore Process (FOPARCR) Report Sample (Page 5 of 5)

Restore Process (FOPARCR) report sample (page 5 of 5).

```
FOPARCR 2.1.11                                          SEED Data                                          03/18/1996 17:01:43
                                          Restore Transaction History Activity Listing                     PAGE 5
                                                        Mode: UPDATE
                                             * * * 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
```

GASB Report Examples

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 following 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. This section includes the following sub-sections.

- GASB 35 reports:
  - 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)
  - Camera-ready sample of the Statement of Revenue, Expenses, and Changes in Net Assets
  - Sample attribute listing for the Statement of Net Assets that would be generated if you ran the extract attributes option
- 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 generated by FGPGEXT

Your GASB reports may look different from the examples provided here, because you can customize each report for your institution.

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Statement of Net Assets – Workbook

This 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, because the default column width was used.

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	A	B	C	D	E	F
1	Parameters entered					
2						
3	Chart Code	N				
4	Fiscal Yea	'01				
5	Fiscal Peri	'12				
6	Report Nar	Statement of Net Assets				
7	Report Typ	SUMMARY				
8	Report cre	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	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					

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Statement of Net Assets - Expanded workbook

This example provides an expanded version of the same workbook page. The difference is that the columns are expanded to display the full values they contain.

	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 - Camera-ready report

This example shows how the Statement of Net Assets might be prepared for printing, by setting column widths and alignments, formatting amounts, and inserting comments.

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Statement of Net Assets
June 30, 2001

	Primary Institution	Component Unit	
ASSETS			
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	
LIABILITIES			
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	-	
NET ASSETS			
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 Revenue, Expenses, and Changes in Net Assets report sample.

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

Government Wide Statement of Net Assets

Government Wide Statement of Net Assets example.

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Government wide Statement of Net Assets
As of June 30 2001

	Primary Government			
	Governmental Activities	Business-type Activities	Total	Component Unit
Assets				
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	-
Total Assets	200,549,531.65	300.00	200,549,831.65	200.00
Liabilities				
Accounts Payable	432.25	-	432.25	-
Deferred revenue	45.66	-	45.66	-
Noncurrent due in more than one year	50.00	-	50.00	-
Total Liabilities	527.91	-	527.91	-
Net Assets				
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
Total Net Assets	200,549,003.74	300.00	200,549,303.74	200.00

Government Wide Statement of Activities

Government Wide Statement of Activities example.

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SCT Development
Governmentwide Statement of Activities
As of June 30 2001

		Program Revenues			Net (Expense) Revenue and Changes in Net Assets Primary Government			
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total	Component Unit
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

Governmental funds balance sheet example.

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
Assets							
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
Liabilities and fund balances							
Liabilities							
Accounts payable	432.25	-	-	-	-	-	432.25
Due to other governments	50.00	-	-	-	-	-	50.00
Total Liabilities	482.25	-	-	-	-	-	482.25
Fund balances							
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

Governmental Funds Statement of Revenues Expenditures and Changes in Fund Balances example.

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
Revenues							
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
Expenditures							
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
Other Financing Sources (Uses)							
Proceeds of refunding bonds	-	-	-	-	125.00	-	125.00
Total Other Financing Sources (Uses)	-	-	-	-	125.00	-	125.00
Special Items							
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

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GASB Extract Process Attribute Errors reports

The Data Extract Process is run through 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

FOAPAL Elements with Duplicate Associations sample.

```
04/04/2001 13:21:32                                Development                                          PAGE 1
Chart [from parm]                     GASB Extract Process Attribute Errors                             FGPGEXT
                                    FOAPAL Elements with duplicate associations
FOAPAL                        Attribute
Type            Value         Type Begins      Count
------------   --------       -------------   ------
Account Code    5150          G5BAO                2
                5170          G5BAO                2
ATYP Code       71            G5BAA                3
Fund Code     [etc]
FTYP Code
Program Code
```

FOAPAL Elements with No Valid Association

FOAPAL Elements with No Valid Association sample.

```
04/04/2001 13:21:32                                Development                                          PAGE 2
Chart [from parm]                     GASB Extract Process Attribute Errors                             FGPGEXT
```

```
                                FOAPAL Elements with No Valid Association
FOAPAL           Low Level   Hierarchy   Level 2
Type             Value       Value       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

Data excluded from extract based on attribute assignments example.

```
04/04/2001 13:21:32                                Development                                          PAGE 3
Chart [from parm]                   GASB Extract Process Attribute Errors                               FGPGEXT
                          Data Excluded from Extract based on Attribute Assignmnets
Type        Code        Title
---------   --------    ----------------------------------
Account     54880       Capital Outlay
Fund        805111      Student Government Agency Account
```

Report Control Information

Report control information report sample.

```
06-AUG-2001 11:09 AM                                          Development                          PAGE 4
Chart B                                                   GASB Extract Process                   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 (FGRCLOP) has been run, the close-out activity
is included in the net activity above.
```

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