Banner Training

Finance

Version 3.0

NORTHEASTERN STATE UNIVERSITY
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## FOAPAL Elements

<table>
<thead>
<tr>
<th>F</th>
<th>O</th>
<th>A</th>
<th>P</th>
<th>A</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Organization</td>
<td>Account</td>
<td>Program</td>
<td>Activity</td>
<td>Location</td>
</tr>
<tr>
<td>Where did the money come from?</td>
<td>Who is responsible for the money?</td>
<td>What kind of transaction is taking place?</td>
<td>Why is the transaction occurring? (the function)</td>
<td>Used for special projects</td>
<td>Used for fixed assets</td>
</tr>
</tbody>
</table>

### Fund
- Identifies the source of the money (the “Where?”)
- Balance sheet and revenue/expense reports can be produced on a Fund
- Funds can be restricted (such as grants and endowments) or unrestricted (general)

### Organization
- Identifies the unit responsible for managing the money (the “Who?”)
- May be associated or used with several funds
- Follows a structure very similar to our organization chart

### Account
- Describes the “What?” of a financial transaction
- Identifies the kind of transaction taking place
- Examples:
  - 479100 Sales Revenue
  - 536140 Office Supplies
Program
- Describes the function being supported by a transaction (the “Why?”) Program codes provide a way of classifying transactions across organizations and accounts
- Most educational institutions use program codes defined by the National Association of College and University Business Officers (NACUBO)
- Programs include:
  - Instruction
  - Research
  - Public Services
  - Academic Support
  - Student Services
  - Institutional Support
  - Operation and Maintenance of Plant
  - Auxiliaries

Activity
- Optional component of the FOAP(AL)
- Used to track revenue and expenditure activities within a project or program

Location
- Optional component of the FOAP(AL)
- Normally used to represent a physical location, such as a building or room
Glossary of Banner Terms

This section is a glossary of terms that will help you use and understand the Banner system.

**Account** – The 6-digit number that specifies the kind of transaction taking place. Used for both revenue and expense transactions.

**Banner** – Software system that processes, retrieves, and reports information as an integrated database. Banner integrates student, financial, human resources and financial aid information.

**Block** – Banner forms, or screens, are broken into blocks.

**Chart of Accounts** – A list of the fund, organization and account numbers, and program and activity codes. In general, a chart of accounts provides a structure for capturing financial data and reporting information about financial activity.

**Commitment** – Equivalent to Encumbrance (see below)

**Document ID** – A sequential identification code, consisting of letters and numbers that are assigned to a transaction when it is processed in the Banner system. Examples of document ID’s: J00xxxx – Journal Entry; P000xxxx – Purchase Order; I00xxxxx – Invoice Number; R00xxxxx – Requisition Number.

**Encumbrance** – The estimated amount of a purchase order, contract, or salary posted against an account(s). An encumbrance is established when goods or services are ordered. Encumbrances are cleared as payment for the goods or services is made.

**Expenditure** – Charges incurred for operation, maintenance, interest, and other expenses during the current fiscal period.
FOAP(AL) – Acronym for Fund, Organization, Account, Program, Activity, Location.

**Fund** – The 6-digit number that specifies the source of the money.

**goNSU** – The online access point (web portal) to NSU’s Banner system. **Module** – A component of the Banner system providing specific information. The Finance module provides detailed financial information; the Student module provides information on student schedules, grades, etc.

**Object** – Banner form, report, process, or table.

**Organization** – The 6-digit number that specifies the unit responsible for managing the money.

**Program** – The number that identifies the function being supported by the transaction. Based on the standardized categories of expenses as defined by NACUBO (National Association of College and University Business Officers.)

**Query** – A method of requesting specific information or a way to narrow a search for information.

**Transaction Type** – Banner rule code that is used to classify documents by type.
Accessing Financial Information

Finance Self-Service Banner (SSB) is a web browser based tool that allows users to do many common tasks without having to log into the Banner System. Anyone with regular Internet Native Banner (INB) Finance rights has those same rights applied during a Self-Service session. This means they can only query accounts and documents or initiate budget adjustments for Orgs they have rights to in INB Finance. Likewise, they must be an INB Finance approver to be able to approve documents in Self-Service.

Logging on to Self-Service

Self-Service Banner (SSB) is accessed through the goNSU site. On the Home Community tab, click the Finance channel.

On the Finance channel, choose Finance links or other Banner Links

Any time a word, title, code or amount appears in a blue color it is a hyperlink that will bring the user to a new functionality or will drill down to some supporting documentation. As you work in Self-Service you can move backwards through your steps by clicking the left navigation arrow in the upper left of the screen.
If a Self-Service session is inactive for over **30 minutes**, the session will expire for security reasons and you will have to log in again.

**Budget Queries (Determining Available Balance)**

The following queries will be used in lieu of the previous monthly statements reviewed on MySFA. Only POSTED transactions appear in budget queries. If a document is incomplete, or still in an approval queue, it is not posted. These amounts will not be reflected in Self-Service Banner.

There are several different ways to query budget vs. actual in Finance Self-Service. CLICK on “Budget Queries” to open the page below.
CLICK on the “Type” dropdown to access the three different query types.

The differences in the three Budget Query types are:

- **by Account** – one specific FOAP string – must be a data-enterable FOAP with actual transactions in it – cannot use hierarchy
- **by Organizational Hierarchy** – can create high level summary reports
- **Quick** – cannot drilldown to detail transactions or documents supporting the numbers reported – only returns four check-marked data elements below. The other two query types allow you to specify which of these ten available data elements to present in the report.

**Budget Status by Account**

The ten possible data elements shown at the bottom left of the Budget Queries page are:

1. Adopted Budget – original budget entered or rolled from a prior year (B20 and B26)
2. Budget Adjustments – budget changes (B21)
3. Adjusted Budget – net of two above elements
4. Temporary Budget – (we do not use this)
5. Accounted Budget – Includes any budget changes in the past or future.
6. Year to Date – actual transactions booked (JVs, invoices, direct pays, deposits, etc)
7. Encumbrances – Generated by purchase orders and salary encumbrances; funds committed for future payments.
8. Reservations – net open Requisitions
9. Commitments – Equal to the total budget set aside for future obligations. These are made up of Reservations and Encumbrances.

**Formula is:**  Adjusted Budget **less** Year to Date **less** Commitments **equals** Available Balance
CLICK “Submit Query”.

For now just select the four data elements that are checked below.

The main Budget Queries screen has a section allowing you to retrieve a set of previously created query parameters. This allows you to recreate a report on a regular basis (weekly, monthly, etc) without having to re-specify all the parameters again.

To save a query for later use, type a meaningful, unique name you will recognize later in the “Save Query as” box and CLICK “Continue”. Later you can retrieve a saved query and change the fiscal period for the month desired and perform the process over again. This opens the following screen where the parameters for the query are entered.

CLICK “Continue”.
Note the information balloons at the top of the screen describe:

- the **minimum** input requirements (**fiscal year**, **fiscal period**, **chart** and **Organization** or **Grant**)
- the **difference** between a grant query and a non-grant query (**inception-to-date** versus **fiscal-year-to-date**)
- how to do **comparison** reporting for two fiscal years.

The dropdown boxes will display the valid values that can be used in those fields. CLICK on a dropdown value from the list to select it.

"**Fiscal Period**" is monthly. 03 is September, 03 is October, 02 is August and 14 is the **Accrual Period** which includes all the final entries for the fiscal year. The query results will always be cumulative year-to-date through the end of the fiscal period specified. Using period 14 will always give you the cumulative up-to-date total for a fiscal year.

"**Comparison – Fiscal Year/Period**" drop downs allow you to see comparable data for two fiscal years in the query results. The comparison fiscal period does not have to be the same as the primary fiscal period. For example, you may want to see the current year as of period 04, but the prior year as of period 14.

"**Commitment Type**" relates to budgeted values and the query options are Uncommitted,
Committed or Both. All normal budget transactions are Uncommitted – meaning the budget can be used by any type of transaction charged to that FOAP string. When purchase orders are rolled from one fiscal year to another the related budget is also rolled – but as Committed. This means that rolled budget can only be used by that purchase order and invoices tied to it.

“Chart of Accounts” will always be A

Note that you can query using a specific “Fund Type” or “Account Type” by populating those fields.

Common Fund Type queries would be:

11 Current Unrestricted Funds
16 Designated Funds
21 Grants
22 Endowment Spending

Common Account Types used would be:

61 for Salaries and Wages
64 for Benefits
71 for Grant Travel
72 for Operating Expenditures (O&M)

How to Look up Unknown Numbers

Clicking on any of the FOAPAL code buttons will open the Code Lookup window where a wildcard (%) can be used to find an unknown code. Remember, this is case-sensitive and you must use upper and lower case.

The above query looking for all ORG codes with the word “Plan” anywhere in their title returned the following results:
The above results also demonstrate hierarchy. 30201, 30215, and 30220 are the data-enterable ORG codes, which rolls up to 3020.

For example: A “Budget Status by Account” query can only be done on the 30201, 30215, and 30220 data-enterable ORG codes. To view the 3020 ORG a “Budget Status by Organizational Hierarchy” query must be used.

Clicking on one of the blue codes in the “Code lookup results” screen above will return that value to the query parameters screen. Reminder: Your security must allow you access to that ORG.

You must enter either an “Organization” code or a “Grant” code in the query parameters.

• Using an Organization code views the Operating Ledger which holds information by fiscal year.

• Using a Grant code views the Grants Ledger which holds information on an inception-to-date basis (grants can cross multiple fiscal years). If you leave any of the non-required FOAPAL fields blank, it is the same as specifying ALL.

The “Include Revenue Accounts” check box is unchecked by default. This is because the vast majority of queries will be done for FOAPs with no revenue. If the FOAP being queried has revenue transactions, checking this box will include them in the query results. When the box is checked, the total formula for the columns in the resulting report will be:

Revenue less Expense equals Column Total.
If expenses are greater than revenue, this will result in column totals with a leading minus sign.

**Important Note**: If you want to look at both revenue and expenses, take out the Program Code that you either entered or defaulted from the use of the Index.

**Operating Ledger (Fiscal Year) Queries**

For this section, use one of the valid ORGs for which you have access rights. The Procurement Services account is used for demonstration purposes – you should try doing the same steps as the demonstration but use your own account.

The query for a regular fund (non-grant) produced this report. The header information shows the data-enterable budget FOAP and the period ending date. The As-of date is the date the query was run. The query parameters are listed.

Query results can display 15 ACCT codes on the screen at one time. If there are more than 15 ACCT codes with activity, summary numbers appear as shown below.

"Screen total" is the sum of the ACCT codes appearing on the current screen.

"Running total" is the sum of all the screens viewed so far.

"Report total" is the grand total for the entire query – even if you have not viewed all the ACCTs.
Data will appear in ACCT code sequence (the first column). The four columns of numbers presented are the data elements selected when the query was first initiated. Clicking the "Next 15" button will display the next 15 ACCT codes in the report. Some screens may display both a "Previous 15" and a "Next 15" button if a FOAP has a lot of ACCT code activity.

Download to Excel

After the report totals section there are two "Download" buttons.

The "Selected Ledger Columns" button will download the data elements (budget, Year to Date, Commitments, etc) specified at the start of the query. The "All Ledger Columns" will download all 10 data elements – even if they are not in the query’s report.

Clicking "Download Selected Ledger Columns" on the previous query report and using the "Open" option pulled all the data presented in the report into Excel. But, a lot of other information is also downloaded and clutters the file as seen below.

This Excel file can then be saved wherever you would like to save it.
Drilldowns

Clicking on any blue link in the results of a query starts a drill down sequence where individual transactions and documents supporting a reported number can be viewed.

Note that only “Year to Date” values are drilldowns. There is a separate Self-Service functionality to view “Commitments” that is demonstrated in the Requisitions, Approvals, and Receiving training.

Clicking on the Year to Date value above for the 773000 ACCT code opened the following screen.

<table>
<thead>
<tr>
<th>Report Parameters</th>
<th>Organization Budget Status Detail Report</th>
<th>Summary Year to Date Transaction Report</th>
<th>Period Ending May 31, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As of May 18, 2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Stephen F. Austin State University</td>
<td>Commitment Type: All</td>
<td></td>
</tr>
<tr>
<td>Fund:</td>
<td>All</td>
<td>Program: All</td>
<td></td>
</tr>
<tr>
<td>Organization:</td>
<td>30401 Procurement Services</td>
<td>Activity: All</td>
<td></td>
</tr>
<tr>
<td>Account:</td>
<td>7730000 Consumables</td>
<td>Location: All</td>
<td></td>
</tr>
</tbody>
</table>

The information on the above screen can then be either downloaded to Excel or you can perform a further query to view the information about a specific document.

Our example only shows a few items, but note that detail transactions list can display 15 items at a time and uses the “Next 15” concepts for totaling and displaying additional records.

You will also note that the Document Code fields are blue, meaning they provide additional drill down functionality.

Clicking on one of the blue document links opens the following screen which provides the full FOAP and other information about the document.
Clicking on the blue “Document Code” above accesses the following screen which uses the Self-Service “View Document” functionality (which can also be accessed directly without drilling down from a query result).

Note that the Document Codes in the “Related Documents” section at the bottom are blue, meaning a further drilldown to the supporting Requisition or Purchase Order can be done by clicking them.
**Computed Columns**

Hit the “go back” icon to return to the screen where your initial budget query was performed. At the bottom of this query report is a “Compute Additional Columns for the query” section.

This will create a new column of data which is derived from the values in two other columns. The “Operator” field below shows five different types of calculations that can be done.

In the example below, the last column of data in the report (available balance) is being calculated as a percent of the first column of data (adjusted budget); will be displayed as the last column in the report; and will have a column title of “Percent Unspent”.

When the “Perform Computation” button is clicked the revised report opens with the computed percent column appearing at the far right.
At the bottom of this new report a new “Remove Computation” button appears to allow removal of the computed column.

Use the “Another Query” button to start a completely new budget query, or use the left navigation arrow in the top left corner of the screen to back up through your steps in the current query.

Using the “Budget Status by Account” option to create a summary query at a non-data-enterable roll up level will not work.

A query using a non-data-enterable roll-up results in the “Query retrieved no records” report.
Budget Quick Query

This query option does not ask which data elements to report. Instead, the Adjusted Budget, Year-to-Date, Commitments and Available Balance are automatically reported.

This query yields the following report header and the following detail report listing. This report is similar to the first “Budget Status by Account” report run earlier because the same four data elements were specified.

Note that there are no blue drilldown links. The Quick query has no drill down capability. Quick query also has no hierarchy, download or computed columns capability.

Budget Quick Query is just that – a quick snapshot report with no additional functionality.
Encumbrance Queries

The query parameter screen for Encumbrance Query is similar to the Budget Query screens already seen.

The “Encumbrance Status” field allows a query of “Open”, “Closed” and “All” encumbrances. Keep in mind that only POSTED transactions will appear. If a document is incomplete, or still in an approval queue, it is not posted. Such a document will effect budget availability, but it does not appear in either Self-Service or INB Finance queries until it has posted.

This query … yields the following report header … and the following detail listing of all Open encumbrances for ORG 30401 in ACCT 773000.
Note the following:

- The final column indicates if the budget related to the encumbrance is Uncommitted or Committed. All encumbrances are Uncommitted except for purchase orders rolled forward from the prior fiscal year which are Committed (meaning the budget can only be used by that PO).

- Payroll ACCT codes (those starting with a 6) have HRxxxxxx document codes because we encumber annual salaries and update those encumbrances each payroll cycle.

Clicking on the blue Document Code opens the following screen displaying all the related documents associated with the encumbrance. The sum of the various columns on this screen tie back to the summary values shown on the previous screen for this document.
Clicking on the blue Document Code opens the following screen displaying all the related documents associated with the encumbrance.

### View Document

**Purchase Order Header**

- **Purchase Order Number**: P09018808
- **Order Date**: May 12, 2009
- **Trans Date**: May 12, 2009
- **Delivery Date**: May 12, 2009
- **Print Date**: May 12, 2009
- **Total**: $1,107,500.00

- **Origin**: DANNER
- **Complete**: Y
- **Approved**: Y
- **Type**: Regular
- **Cancel Reason**: 
- **Requestor**: Dania Buelna
  - **Email**: dbuelna@fasu.edu
- **Accounting**: Not Required
- **Ship to**: Procurement and Property Svs
  - 2124 Wilson Dr N
  - SPA Box 13030
  - Procurement
  - Nacogdoches, TX 75962
- **Attention**: Aida Clymer
- **Contact**: Aida Clymer
  - **Phone**: 936-468-3107
- **Vendor**: 2900109340
  - 1500 West Loop S Ste 408
  - Houston, TX 77027-1113
- **Phone**: 713-871-7200
- **Fax**: 713-871-7251
- **Currency**: 

**Purchase Order Commodities**

- **Item Code**: 03220772A
- **Description**: CARTRIDGE - PRINTER EA
- **Unit Price**: $60.00
- **Unit Quantity**: 5
- **Total**: $300.00

**Purchase Order Accounting**

- **Seq# COA/PY Index Fund**: 107550.03401773000.35
- **Org**: N
- **Dept**: N
- **Project**: N
- **Spend USD**: $60.00
- **Total of displayed sequences**: 60.00

- **No Related Documents Available**
Banner Inquiry Screens

Below is a list of the most commonly used Banner Finance Inquiry Screens. Included with each screen is an explanation of the information it displays as well as instructions on how to use it.

1. **FGIBDST** – Organization Budget Status
2. **FGIBSUM** – Organization Budget Summary
3. **FGITBAL** – Trial Balance
4. **FGIOENC** – Organizational Encumbrance List
5. **FGIENCD** – Detail Encumbrance Activity
6. **FGITRND** – Transaction Detail Activity
7. **FAIVNDH** – Vendor Detail History
8. **FOIDOCH** – Document History
#1

**FGIBDST**

Finance General Ledger Inquiry Form
Organizational Budget Status

This screen displays budget, YTD activity, commitments and budget availability for a specified FOAP(AL) sorted by account code.

1. At the Dashboard, type “FGIBDST” in the Search . . . Field and press enter.
2. This will bring up a screen that looks like the following:

3. The Chart field defaults to A.
4. The Fiscal Year field defaults to the current fiscal year.
5. The Index field is not used at this time.
6. For State Appropriated Funds (10001), click Include Revenue Accounts to remove the check. Removing the check allows the available balance to be seen in funds where there is no revenue. If using a fund with revenue, this step is not necessary.
7. In Commit Type field, Both should be the default.
8. In the **Organization** field, type in your Organization number.
9. In the **Fund** field, type in your Fund number.
10. Type in **Program** field (optional). The program code could produce an incorrect budget report if expenses and/or revenue was entered with a different program code than the one used for the query.
11. In the **Account** field, leave blank to display all accounts (recommended) or type in an Account number to display that account and all successive accounts.

12. Click **Next Section (ALT + Page Down)** or **GO**. Totals for each Account are displayed in the second block. The Available Balance Net Total equals Adjusted Budget less YTD Activity and Commitments (in Designated Tuition FOAPs only).
- Related screens available in the Related menu:
  - **FGIBSUM** – Organizational Budget Summary (for specified Fund and Organization)
  - **FGIOENC** – Organizational Encumbrances List (for specified Fund and Organization)
  - **FGITRND** – Default Transaction Activity (for selected Account)
FGIBSUM
Finance General Ledger Inquiry Form
Organizational Budget Summary

This screen provides summarized budget, YTD activity in Revenue, Labor, Direct Expenditures, and Transfers totals for a specified Fund and Organization.

1. At the Dashboard, type “FGIBSUM” in the Search... field and press enter.
2. The Chart field defaults to A.
3. The Fiscal Year field defaults to the current fiscal year.
4. In the **Organization** field, type in your Organization number.
5. In the **Fund** field, type in your Fund number.
6. In the **Commit Indicator** field, **Both** should be the default.

7. Click **Next Section or Go**. Totals for **Account Type** are displayed in the second block. The **Net** total equals total **Revenue** less **Labor** and **Expenditures** and **Transfers**.
- Related forms available in Related menu:
  - **FGIBDST**- Organizational Budget Status (for specified Fund and Organization)
This screen displays the current account balances for a Fund.

1. At the General Menu, type “FGITBAL” in Search . . . field and press enter or tab.
2. The Chart field defaults to A.
3. The Fiscal Year field defaults to the current fiscal year.
4. In the Fund field, type in your Fund number.
5. In the Account field, leave blank to display all accounts (recommended) or type in an Account number to display that Account and all successive Accounts.
6. Click Next Section. The current balance for each Account is displayed. The Debit/Credit field indicates whether the balance is a debit or a credit. An asterisk after the Debit/Credit field indicates if the balance is opposite of Normal Balance.
FGIOENC

Finance General Ledger Inquiry Form
Organizational Encumbrance List

This screen displays a list of all encumbrances for a specified Organization.

1. At the General Menu, type “FGIOENC” in Search ... field and press enter or tab.
2. The Chart field defaults to A.
3. The Fiscal Year field defaults to the current fiscal year.
4. The Index field is not used at this time.
5. In the Organization field, type in your Organization number.
6. In the Fund field, type in your Fund number.
7. Click Next Section. Encumbrance documents, associated Vendors, and remaining Accounts are displayed.
- Related forms available in Related menu:
  - **FGIENCD** - Detail Encumbrance Activity (for selected Encumbrance)
This screen displays detailed transaction activity for a selected original encumbrance entry as well as all transaction activity against the encumbrance.

1. At the General Menu, type “FGIENC” in Search . . . field and press enter or tab.
2. In the Encumbrance field, type the Encumbrance document number (e.g., P0000009) or select it from the drop down list.
3. Click Next Section.
   a. The Vendor, Date Established, and original Balance of the encumbrance are displayed in the top section of the form.
   b. The original Encumbrance, Liquidation amount and Balance for each FOAP(AL) responsible for payment of the purchase are displayed in the middle section of the form. (Click Next Section to view additional encumbrance data if the purchase is distributed to more than one FOAP(AL).
   c. All transactions related to the purchase order (original order, change orders, invoices) are displayed in the bottom section of the form.
FGITRND
Finance General Ledger Inquiry Form
Transaction Detail Activity
This screen displays detailed transaction activity for specified FOAP(AL) elements sorted by account.

1. At the General Menu, type “FGITRND” in Search... field and press enter or tab.
2. The Chart field defaults to A.
3. The Fiscal Year field defaults to the current fiscal year.
4. Enter one or more elements of the FOAP(AL) you wish to view.
5. Click **Next Section**.
6. Click **Go or F8**.
   a. All year-to-date transactions related to the **FOAP(AL)** are displayed. The **Type** field indicates the transaction type for each document.
   b. For the total, select **Query Total for all Records** from the **Options** menu under **Tools**.
   c. To view other information for each transaction such as document number and document description, click on the arrow on the horizontal scroll bar located near the bottom of the form.

- **Related forms available in Related menu:**
  - Query Document (By Type)
  - Detail Encumbrance Info (FGIENCD)
This screen provides a list of vendor invoices, credit memos, and payment transactions for a specified vendor.

1. At the General Menu, type “FAIVNDH” in Search . . . field and press enter or tab.
2. In the Vendor field, enter the vendor ID or click the drop down box to search on FTIIDEN.
3. Click on the **Entity Name/ID Search Form [FTIIDEN]** option.

4. In the Last Name field on the **Entity Name/ID Search Form [FTIIDEN]**, enter the name or part of the name using a percent sign (%) as a wild card before, after, or on either side of the search string. First letter is always capitalized.

5. Click Go or F8.
6. Highlight the correct vendor from the list and click **Select**.

![Vendor list image]

7. The **Fiscal Year** field defaults to the current fiscal year.

8. In the **Selection** field, select the type of invoice to view (All, Credit Memo, Open, Paid).

![Selection field image]
9. **Click Next Section or Go.** All invoices meeting the specified criteria are displayed with payment information. Highlight a specific **Check Number** and click the box with the down arrow to go to the **Check Payment History Form [FAICHKH]** to see all invoices paid on that check.

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Vendor Invoice</th>
<th>Invoice Amount</th>
<th>Credit Memo</th>
<th>Open/Paid</th>
<th>Cancel</th>
<th>Vendor Invoice</th>
<th>Due Date</th>
<th>Check Date</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>E12345</td>
<td>00012345</td>
<td>10000.00</td>
<td>Y</td>
<td>P</td>
<td>N</td>
<td>N</td>
<td>01/01/2020</td>
<td>02/02/2020</td>
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<td>N</td>
<td>05/05/2020</td>
<td>06/06/2020</td>
<td>0001234567</td>
</tr>
</tbody>
</table>

- **Related screens available in Related menu:**
  - **FAIINV** – Invoice/Credit Memo Query (select query document [by type] for selected invoice)
  - **FOICOMM** - Commodity Information (for commodity description on selected invoice).
  - **FAIVINV** – Vendor Invoice Query (for invoice header and detail for selected invoice)
This screen displays the processing history for a specified document by a selected document type and code.

Access to this screen is limited by security class.

1. At the General Menu, type “FOIDOCH” in Search field and press enter.
2. In the Document Type field, enter "REQ" for requisition, “PO” for purchase order, “INV” for invoice, or click the drop down menu to select from all types.
4. Click Next Section or Go.
5. All entries related to the specified document are displayed. Use the Related menu to query the document selected.

6. The Status field for each document listed indicates its current status, such as open, approved, or canceled. Select View Status Indicators in the Tools menu for a list of codes.
Exporting data from Banner into an Excel document can be a very useful technique to organize data so that it can be manipulated. It also allows one to save data to the hard drive for easy access.

The instructions following use the example of the FGI TRND form, but any data from a Banner inquiry can be exported to Excel using the same steps.
1. Once you have populated the data block with the information you need, click on the **Tools** menu, and choose **Export**.

2. The file will automatically download to your browser.
5. Open the file from your browser or the download folder on your computer. At this point, you can adjust the columns, add titles and headings, add formulas, and format the document however best suits your needs.