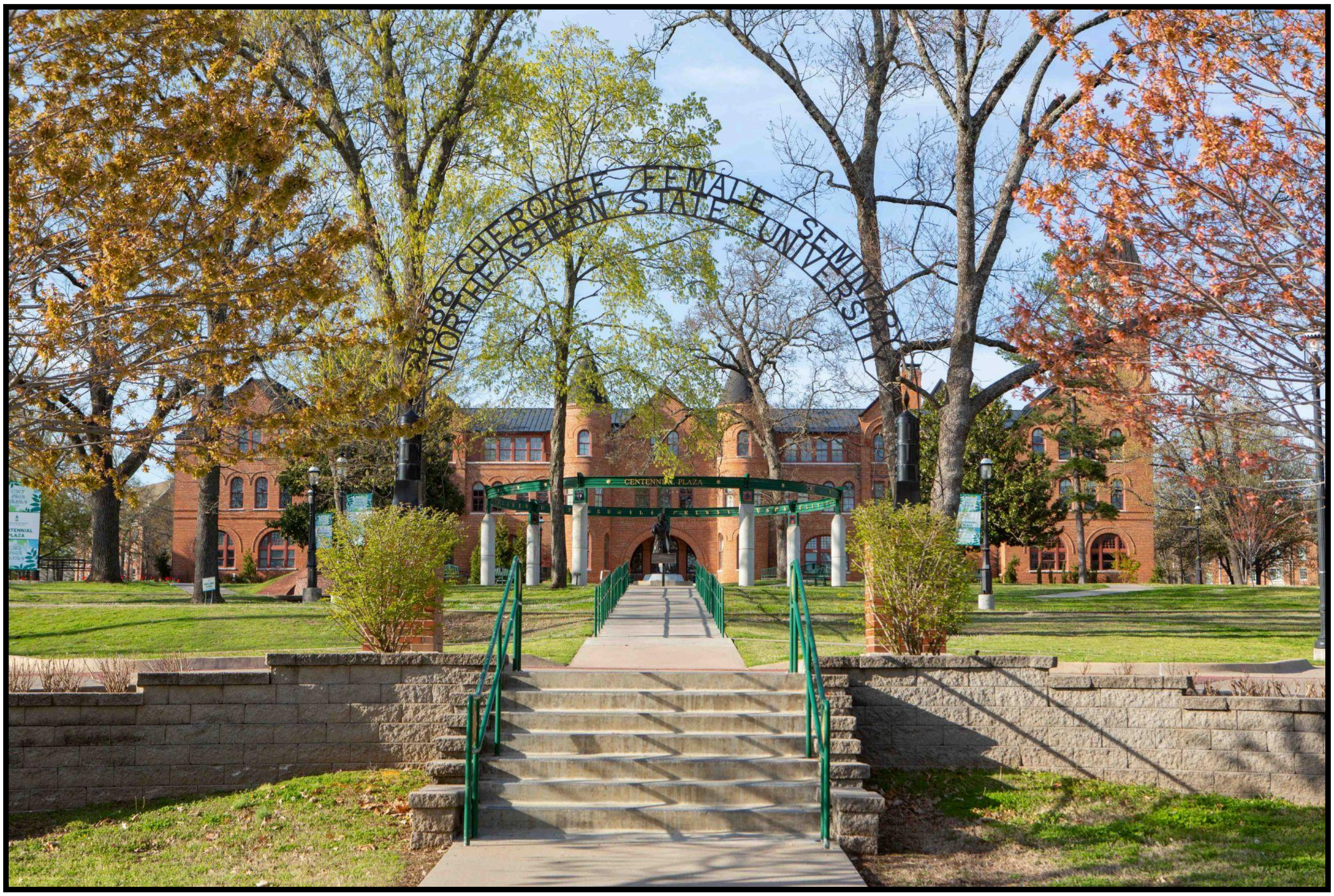
# Northeastern State University




# Banner Finance Training

SSB9 Budget Queries and Finance Screens

***FOAPAL Elements***

| F | O | A | P | A | L |
|---|---|---|---|---|---|
| Fund | Organ-ization | Account | Program | Activity | Location |
| Where did the money come from? | Who is respon-sible for the money? | What kind of trans-action is taking place? | Why is the trans-action occurring? (the function) | Used for special projects | Used for fixed assets |
| 5 digits | 6 digits | 6 digits | 6 digits | | |

**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 -All deposits begin with a 4 account code
  536140 Office Supplies-All payments begin with a 5 account code

**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

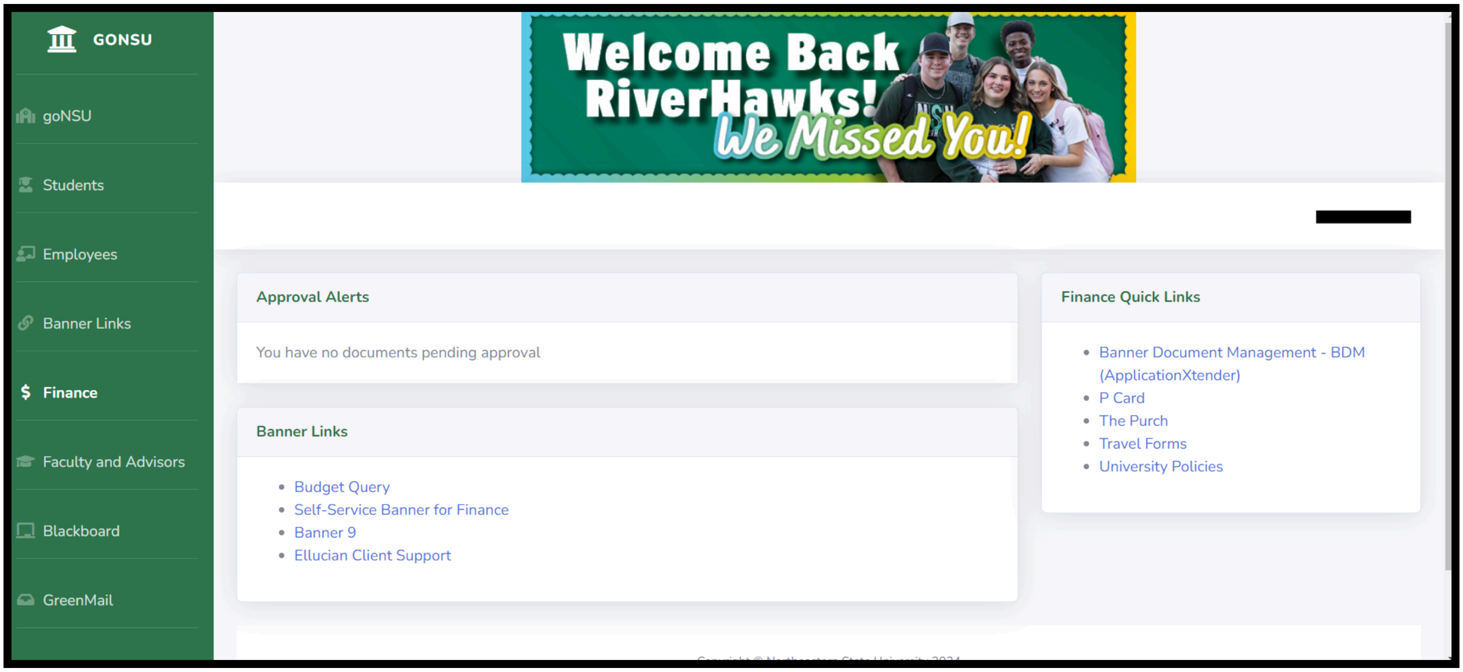
## *Accessing Financial Information*

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 Banner 9 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 Banner 9 Finance. Likewise, they must be an Banner 9 Finance approver to be able to approve documents in Self-Service.

**Logging into Self-Service**

Self-Service Banner (SSB) is accessed through the goNSU site.

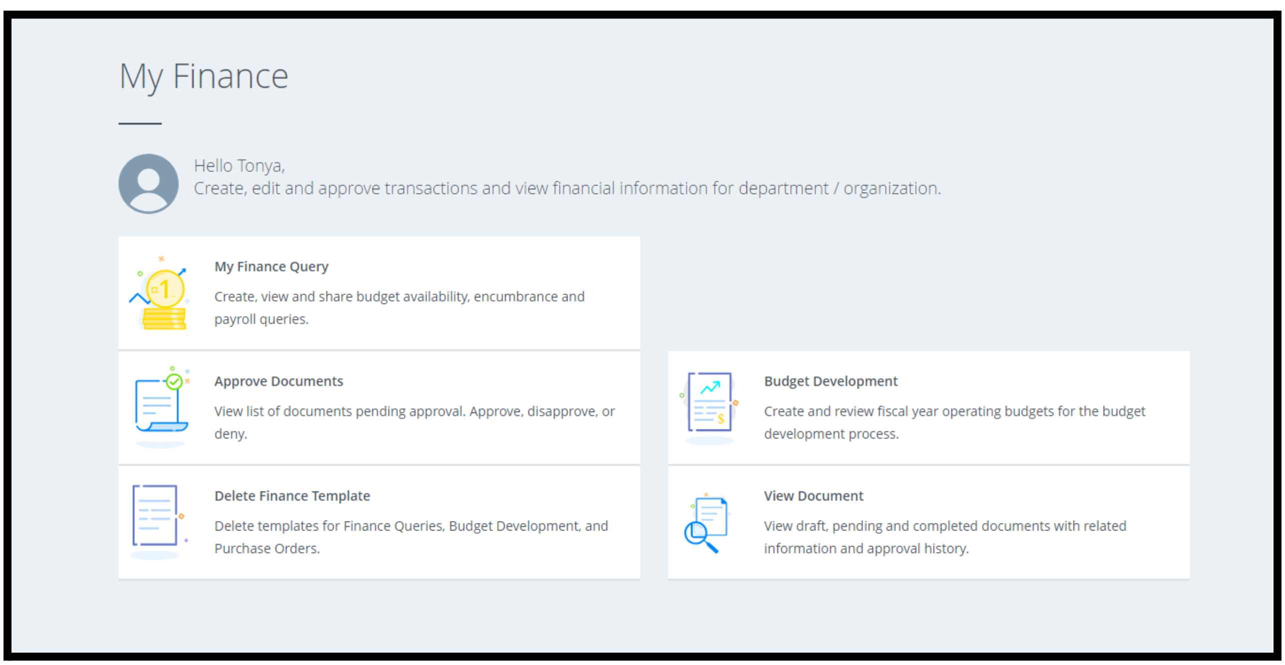
1. Log into GONSU (Located in the top menu bar of www.nsuok.edu)
2. Click the Finance Tab (located in the left menu bar)
3. Choose SSB9 Finance Dashboard in the Banner Links box




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.

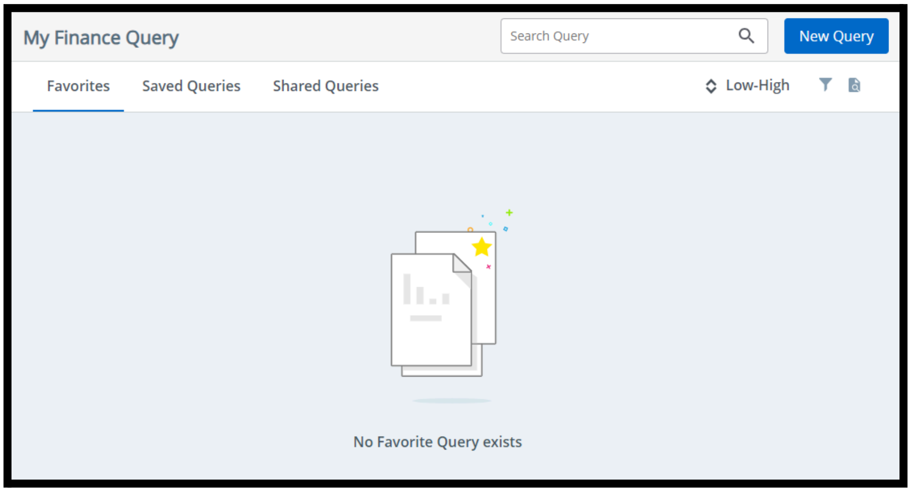
**If a Self-Service session is inactive for over 30 minutes, the session will expire for security reasons and you will have to log in again.**

When you enter SSB 9 Finance, you will receive options to perform My Finance queries, approve documents, delete finance templates, and view documents. The budget develop option is only available to a limited number of individuals. This guide will be going through the My Finance Query option.



*Only POSTED transactions appear in finance 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.*

To start a budget query, click on the **My Finance Query** option. The next screen will give you the query dashboard option to select any saved favorites queries or start a new query. The guide will provide more information about how to add favorites further into the steps. Let start by creating a query, select **New Query.**




The query menu will pop up for you to select the query type and enter your FOAPAL and parameter settings. Below is a list of available queries. This guide will go over the **Budget Status by Organizational Hierarchy** that is recommended to view available budget.

Select Query Type contains:

**Budget Status by Account**-list a account codes in one screen payments have been made to. This query does not group your account codes by budget type

**Budget by Organizational Hierarchy**-This budget will group your transactions by budget type to provide a good view of where your available budget is currently showing.

**Budget Quick Query**- <u>cannot drilldown</u> 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.

**Multi Year Query-** This query is used for multi-year budgeted FOAPs such as Grants and Capital projects that utilize a grant code. Other budgeted FOAPs will not be able to use this query option. This allows you to see the overall budget for a period of time rather than one fiscal year at a time.

The ten possible data elements for Budget Queries page are:

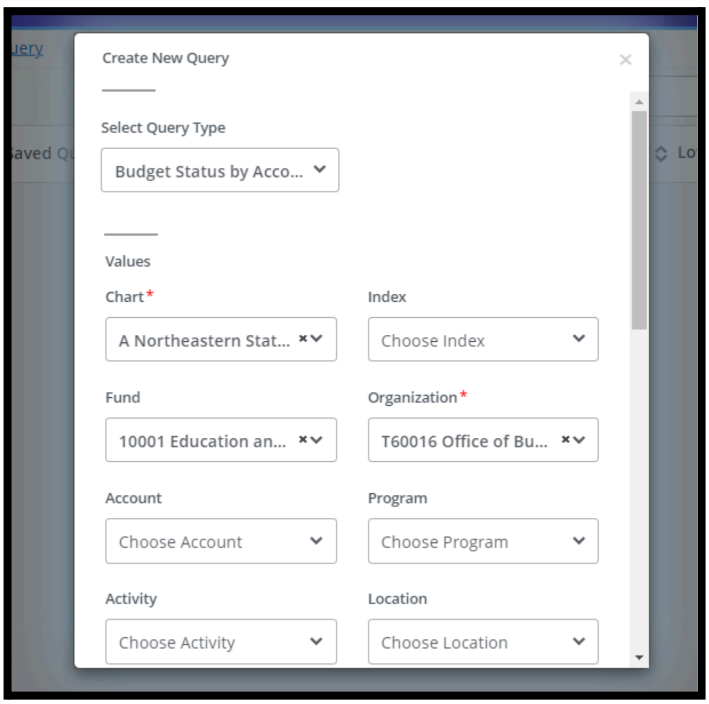
1. Adopted Budget – original budget entered or rolled from a prior year
2. Budget Adjustments – budget changes
3. Adjusted Budget – net of two above elements

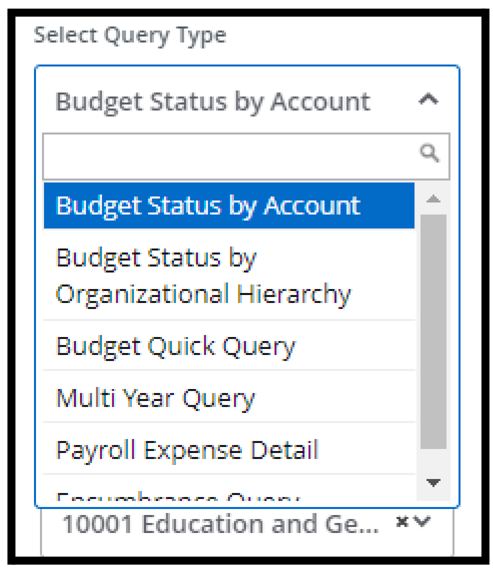
4. Temporary Budget – (we do not use this)
5. Accounted Budget – Includes any budget changes in the past or future.
6. Year to Date – actual transactions booked (JVs, invoices, direct pays, deposits, etc)
7. Encumbrances – Generated by purchase orders and salary encumbrances; funds committed for future 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.
10. Available Balance – net available budget. Formula is: Adjusted Budget ,less Year to Date, less Commitments equals Available Balance.

**Payroll Expense Detail-**This provides employee payroll information. Financial Manager (Account Sponsor) must approve access to this query type. Grant code is not required.

**Encumbrance Query**- This query allows you to look at the active purchase orders set up in a FOAP.

Once the **Create New Query** menu pops up, select the drop-down menu for **Select Query Type** and choose **Budget Status by Organizational Hierarchy**

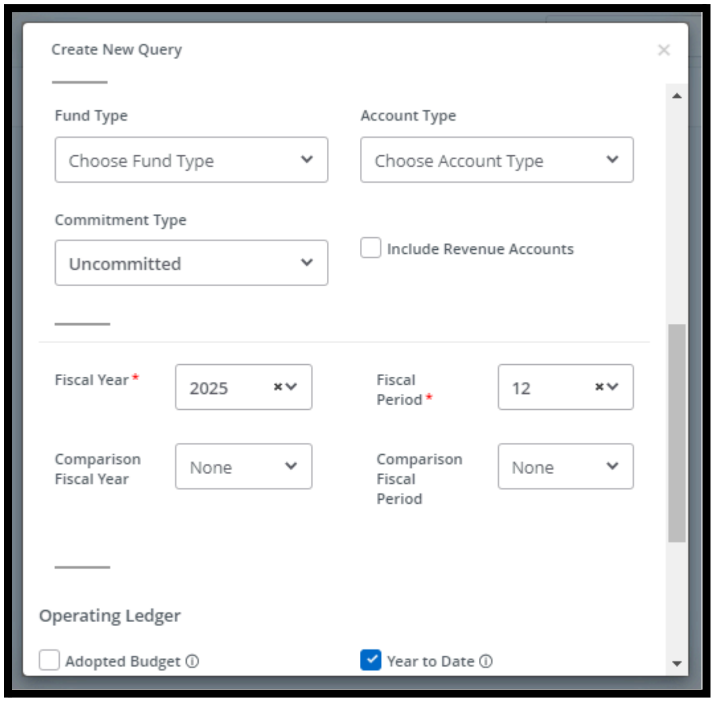



Fill in the values for your query.

**Chart:** A Northeastern State University- This will not change.
**Index:** Leave blank
**Fund:** The funding source you want to view
**Organization:** The organization for your funding type
**Account:** Leave blank (if you know the specific account code, then you can enter the code but it will not provide you with your overall available balance)
**Program:** Leave blank (If you query by program code, you may not capture transactions that were coded improperly)

**Activity:** Leave blank (You can enter a code if you utilize this feature, such as capital projects)
**Location:** Leave blank




When you scroll down in the query menu, you will notice all the value options are located in one area.

**Fund Type:** Leave blank
**Account Type:** Leave blank
**Fiscal Year:** Enter the fiscal year you want to view
**Fiscal Period:** Enter the period you want to query. It is recommended you enter 14 to capture all data.
**Comparison Fiscal Year:** Leave blank
**Comparison Fiscal Period:** Leave blank
**Include Revenue Accounts:** Unchecked

Revenue query is mentioned further into this guide.

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
- 21 Grants
- 31 Auxiliaries
- 91 Plant

Common Account Types used would be:

- 5A-5D for Salaries and Wages
- 5E for Benefits
- 51 Professional Services

- 52 for Travel
- 53 for Operating Expenditures (O&M)
- 54 Equipment

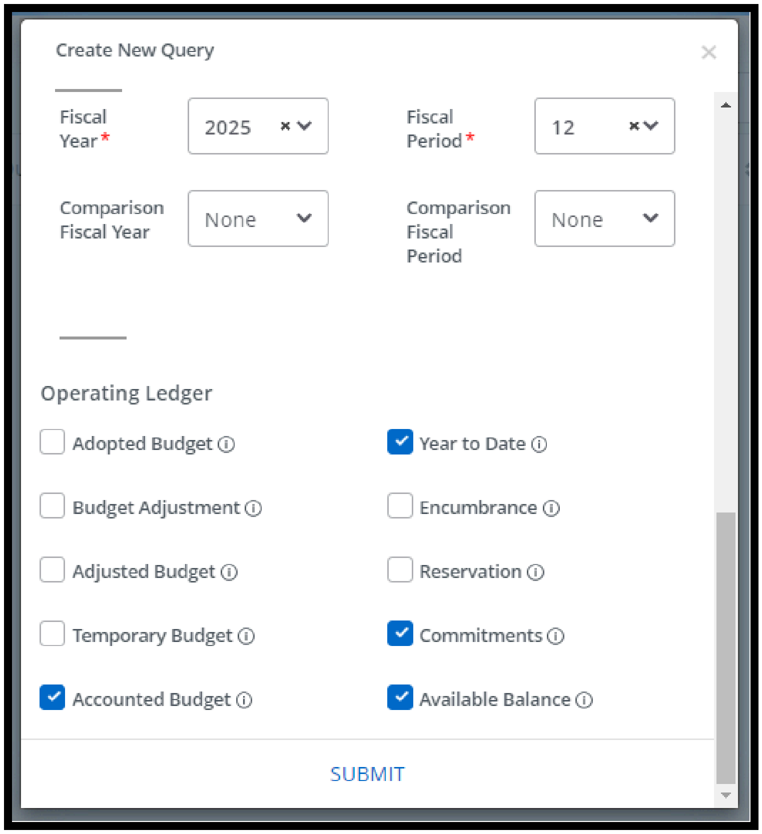
**Fiscal Period-**is monthly. i.e. 03 is September, 04 is October, 05 is November and 14 is the Accrual Period which includes all the final entries for the fiscal year. The query results will always be cumulative year-to date through the end of the fiscal period specified. Using period 14 will always give you the cumulative up to-date total for a fiscal year.

**Comparison – Fiscal Year/Period-**dropdowns 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.

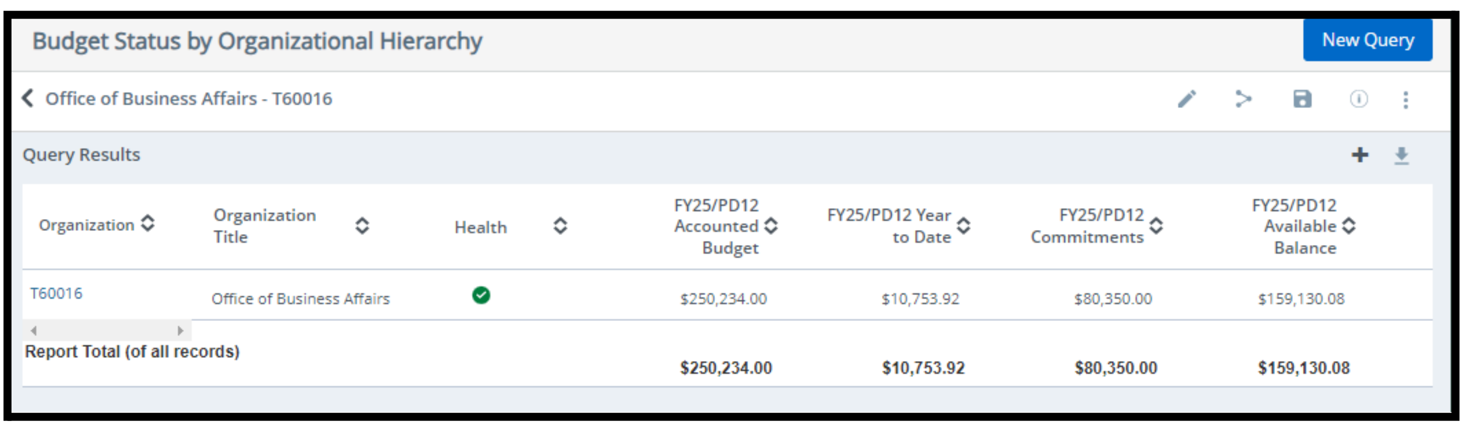
**Commitment Type-**relates to budgeted values and the query options are Uncommitted, 10 Committed or Both. All normal budget transactions are **Uncommitted** – meaning the budget can be used by any type of transaction charged to that FOAP string. When purchase orders are rolled from one fiscal year 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.

The Office of Budgets and Accounting advises to pull budgets without an account code, program code and/or account type added. This will allow you to pull the budget that The Purch is budget checking against.

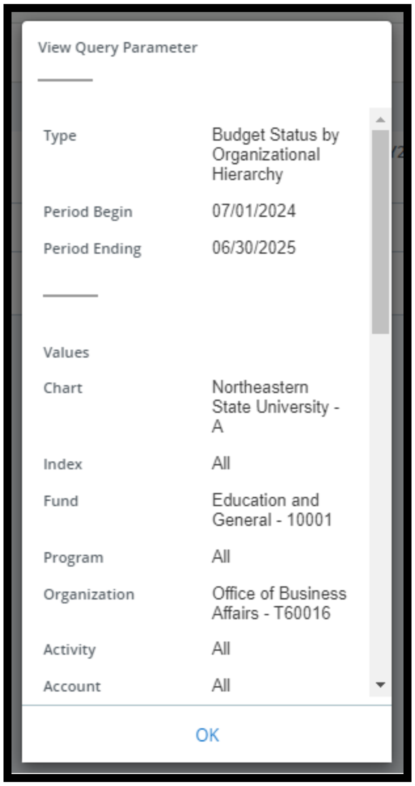
The last section of the query menu requires the operating ledger columns you would like to view. The items selected in the screenshot below are The Office of Budgets and Accountings recommendations (Accounted Budget, Year to Date, Commitments and Available Balance). You can select more or less for the information you require.

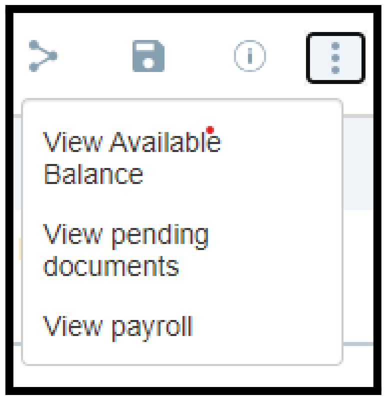



Before diving into the query, SSB9 has new query options located to the right under New Query. Starting from the left the icons are edit query, share query, save query, view parameters and view more. Below are screenshots of the view query parameters and view more options.

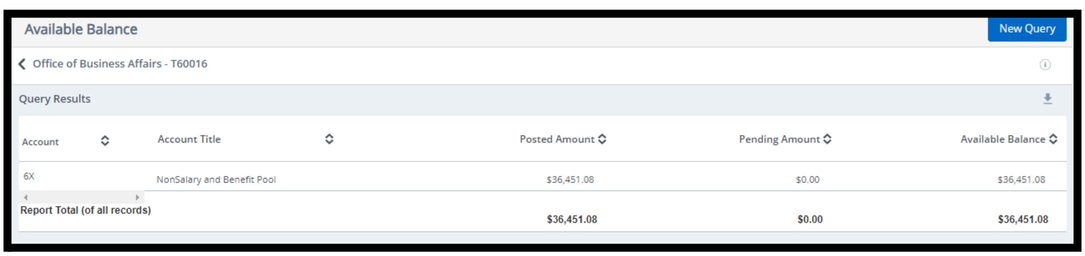



| Organization | Organization Title | Health | FY25/PD12 Accounted Budget | FY25/PD12 Year to Date | FY25/PD12 Commitments | FY25/PD12 Available Balance |
|---|---|---|---|---|---|---|
| T60016 | Office of Business Affairs | | $250,234.00 | $10,753.92 | $80,350.00 | $159,130.08 |
| **Report Total (of all records)** | | | **$250,234.00** | **$10,753.92** | **$80,350.00** | **$159,130.08** |



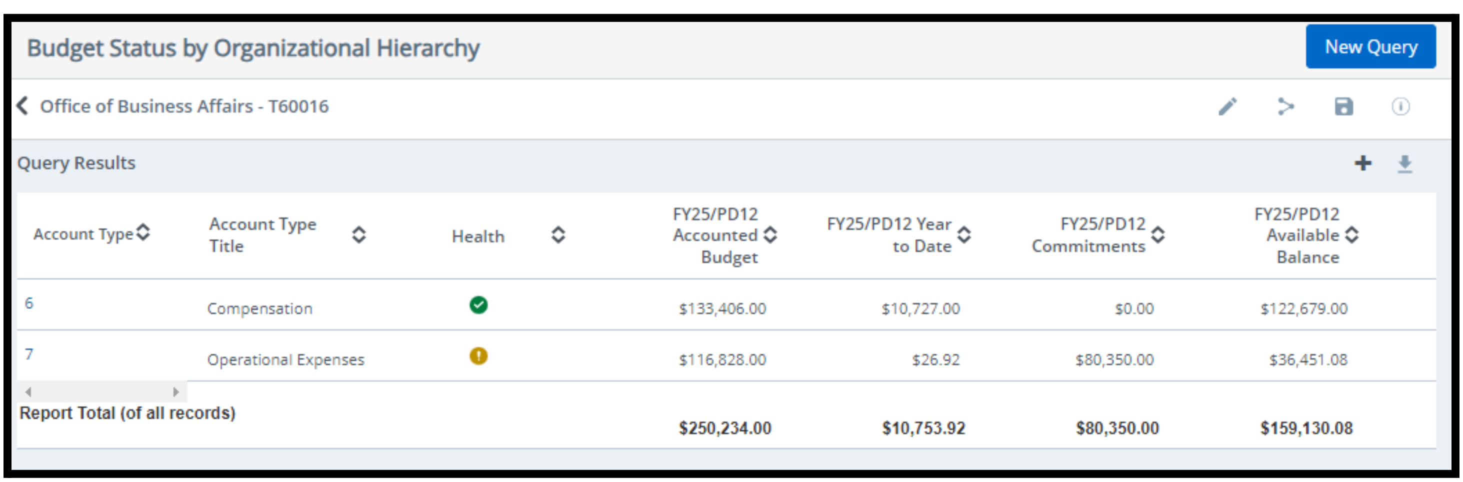




View more: (Kebab menu or the vertical 3 dots) View Available Balance, View Pending Documents, View payroll (accesses has to be requested and approved by account sponsor). To utilize view available balance, an account code must be included in your budget query.




| Account | Account Title | Posted Amount | Pending Amount | Available Balance |
|---|---|---|---|---|
| 6X | NonSalary and Benefit Pool | $36,451.08 | $0.00 | $36,451.08 |
| Report Total (of all records) | | $36,451.08 | $0.00 | $36,451.08 |

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.




| Account Type | Account Type Title | Health | FY25/PD12 Accounted Budget | FY25/PD12 Year to Date | FY25/PD12 Commitments | FY25/PD12 Available Balance |
|---|---|---|---|---|---|---|
| 6 | Compensation | | $133,406.00 | $10,727.00 | $0.00 | $122,679.00 |
| 7 | Operational Expenses | | $116,828.00 | $26.92 | $80,350.00 | $36,451.08 |
| Report Total (of all records) | | | $250,234.00 | $10,753.92 | $80,350.00 | $159,130.08 |

By selecting 7, the query will provide more detail on where the budget is established.

## Budget Status by Organizational Hierarchy

New Query

Office of Business Affairs - T60016

Query Results

| Account Type | Account Type Title | Health | FY25/PD12 Accounted Budget | FY25/PD12 Year to Date | FY25/PD12 Commitments | FY25/PD12 Available Balance |
|---|---|---|---|---|---|---|
| 51 | Professional Services | | $72,350.00 | $0.00 | $80,000.00 | ($7,650.00) |
| 52 | Travel | | $14,370.00 | $0.00 | $0.00 | $14,370.00 |
| 53 | Operating Expenses | | $30,108.00 | $26.92 | $350.00 | $29,731.08 |
| **Report Total (of all records)** | | | **$116,828.00** | **$26.92** | **$80,350.00** | **$36,451.08** |

You may have also noticed the icons appearing in the health column. This is a new feature of SSB9 to show you how much budget you have available. Since NSU budgets at the high level (L account codes) you may see several red explanation icons, but the overall operating expenses have a green check mark.

## Budget Status by Account

New Query

Office of Business Affairs - T60016

Query Results

| Account | Account Title | Health | FY25/PD12 Accounted Budget | FY25/PD12 Year to Date | FY25/PD12 Commitments | FY25/PD12 Available Balance |
|---|---|---|---|---|---|---|
| 531310 | Premium Paid to Risk Mgmt | | $0.00 | $5.58 | $0.00 | ($5.58) |
| 531520 | Premiums Insurance | | $0.00 | $1.34 | $0.00 | ($1.34) |
| 533140 | Maint Equip Data Proc OV | | $0.00 | $0.00 | $350.00 | ($350.00) |
| 554230 | NSU Reimbursement | | $0.00 | $20.00 | $0.00 | ($20.00) |
| L3630 | Administrative Expenditures | | $30,108.00 | $0.00 | $0.00 | $30,108.00 |
| **Report Total (of all records)** | | | **$30,108.00** | **$26.92** | **$350.00** | **$29,731.08** |

By selecting the blue hyperlink amounts, you can view more information on the year-to-date payments or commitments.

## Budget Status by Account

New Query

Office of Business Affairs - T60016

Query Results

| Transaction Date | Activity Date | Document Code | Vendor/Transaction Description | Amount | Rule Class Code |
|---|---|---|---|---|---|
| 07/16/2024 | 07/18/2024 | I209665 | Northeastern State University | $20.00 | INNI |
| **Report Total (of all records)** | | | | **$20.00** | |

When you are at the document code level, you can click on the document code that will bring up a pdf file with the expense description or you can select the explanation mark icon to view related documents, such as check number. This is the Banner check number and not the number printed on the check from the State of Oklahoma.

INVOICE

| | | | | | |
|---|---|---|---|---|---|
| Invoice Number | I209665 | Submission | 1 | Purchase Order | |
| Invoice Date | 07/15/2024 | Vendor Invoice | 25828617 | Vendor | Northeastern State University (N00125503) |
| Transaction Date | 07/16/2024 | Suspense | No | | 601 N Grand Ave |
| Payment Due | 07/16/2024 | Cancel Date | | | |
| Document Total | 20.00 | Open/Paid | P | | Tahlequah OK 74464-2302 |
| Accounting Type | Commodity Level | Hold | N | | - |
| Credit Memo | N | Collects Tax | Collects No Taxes | | |
| 1099 Vendor | N | Recurring | N | Discount Code | |
| Matching | U | Income Type | | Currency | |

Header Text

Commodities

| Item | Description | U/M | Tax Group | Tolerance Override | Final Pay | Last Receipt | Suspense |
|---|---|---|---|---|---|---|---|
| 1 | DEPOSIT TO: 17100 T60105 488110 166100 PHONE PROG | | | | | | No |

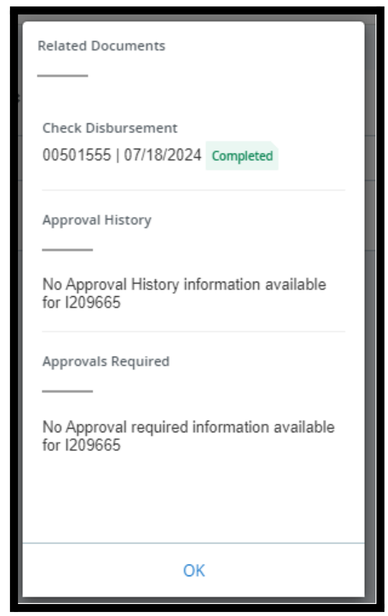
| | Approved | Other | Net Total |
|---|---|---|---|
| Amount | 20.00 | 0.00 | 20.00 |

Accounting Distributions

| SEQUENCE | Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj | Bank Code | NSF Suspense | NSF Override | Distribution Percent | Net Amount |
|---|---|---|---|---|---|---|
| 1 | A- - 10001- T60016- 554230- 166100- - - | RF | No | No | 100.00 | 20.00 |

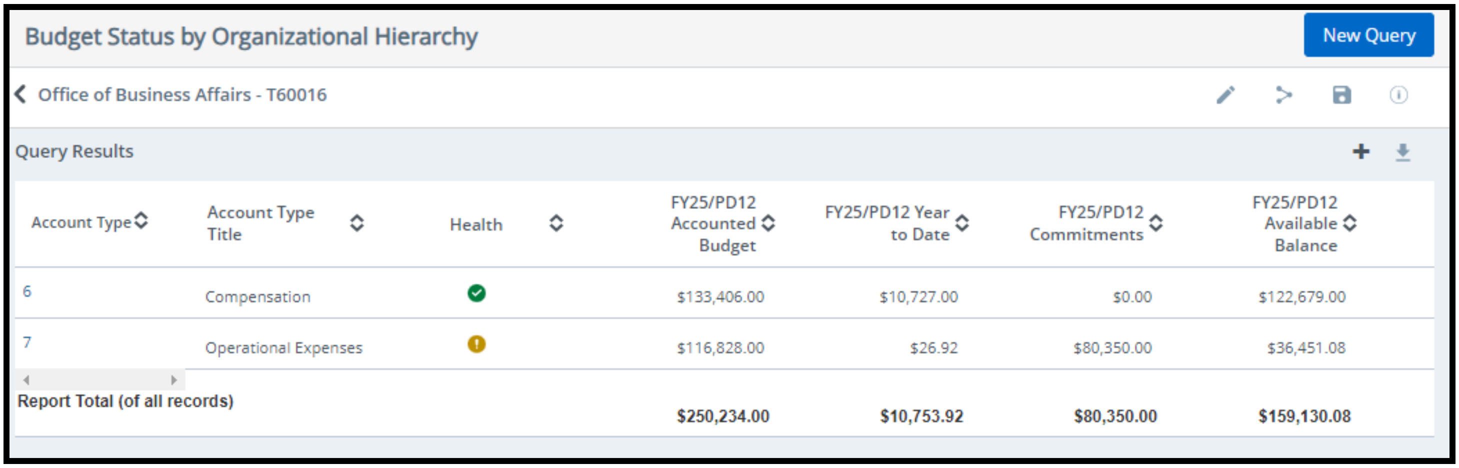
| | |
|---|---|
| Grand Total - All Commodities | 20.00 |
| Grand Total - All Accounting Distributions | 20.00 |

DISCLAIMER - This Invoice PDF is restricted to internal use only.

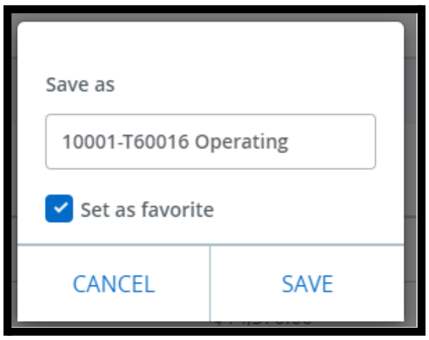



To save a budget query, you must be within the Account Type of Compensation or Operating Expenses. Note: when budget queries are saved, you are not able to go back (from account type 52,53,54 to account type 7).

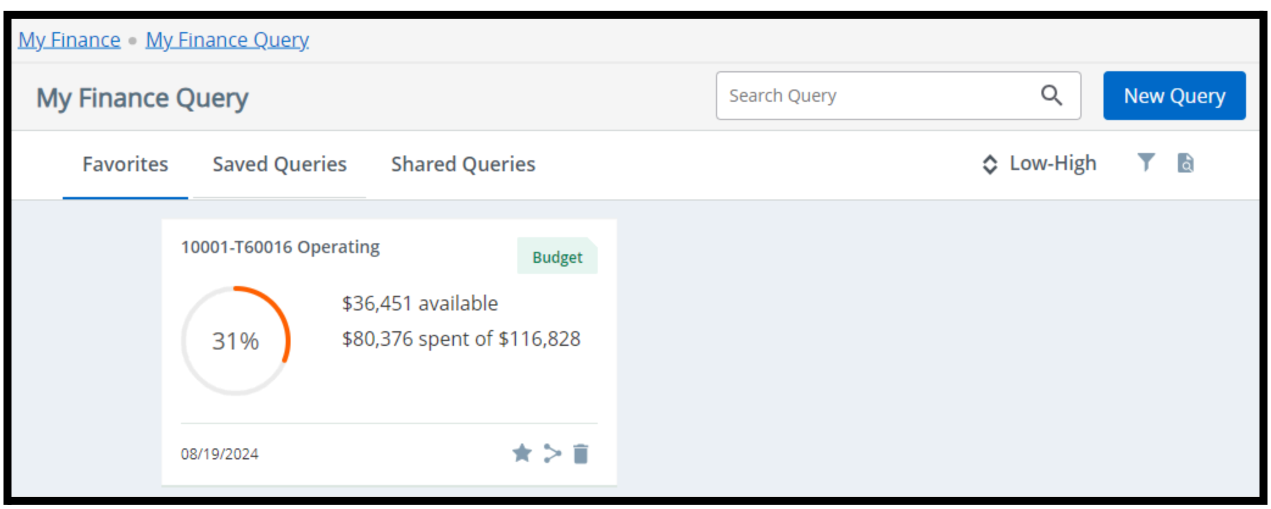
Select the Save icon, enter a query name, click the set as favorite and then select save.




| Account Type | Account Type Title | Health | FY25/PD12 Accounted Budget | FY25/PD12 Year to Date | FY25/PD12 Commitments | FY25/PD12 Available Balance |
|---|---|---|---|---|---|---|
| 6 | Compensation | | $133,406.00 | $10,727.00 | $0.00 | $122,679.00 |
| 7 | Operational Expenses | | $116,828.00 | $26.92 | $80,350.00 | $36,451.08 |
| Report Total (of all records) | | | $250,234.00 | $10,753.92 | $80,350.00 | $159,130.08 |

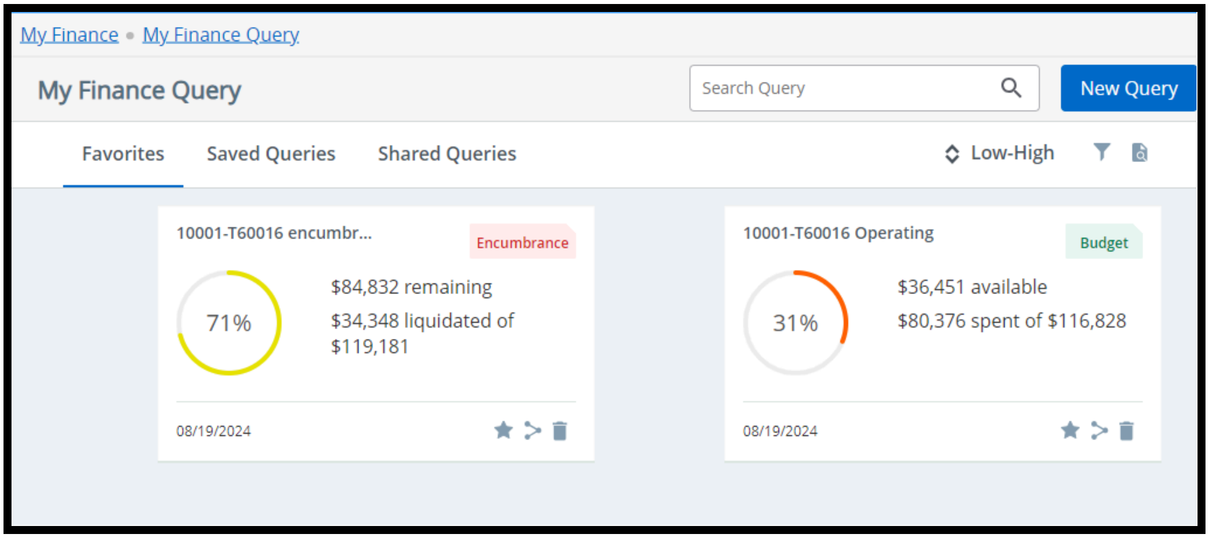



Your budget will now appear in **Favorites** on your **My Finance Query dashboard**. SSB9 also provides a visual chart so you can see your budget at a glance along with the date of the budget query located in the bottom left corner. The budget health chart does not include the compensation budget since the query was saved with only the 7 account type budgets.

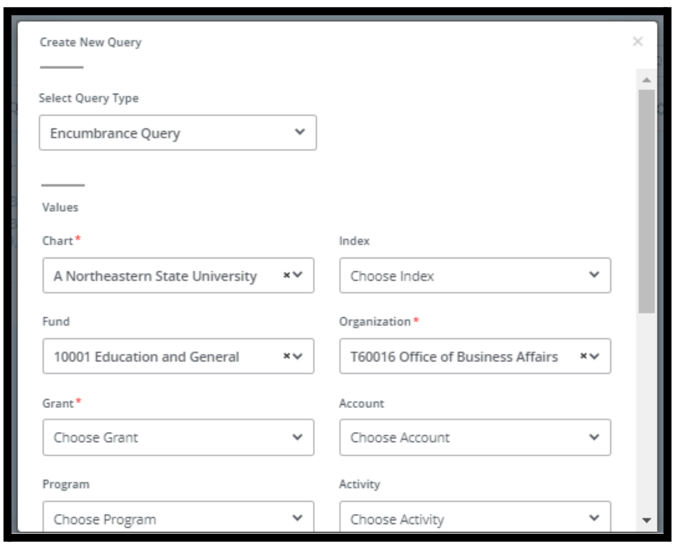


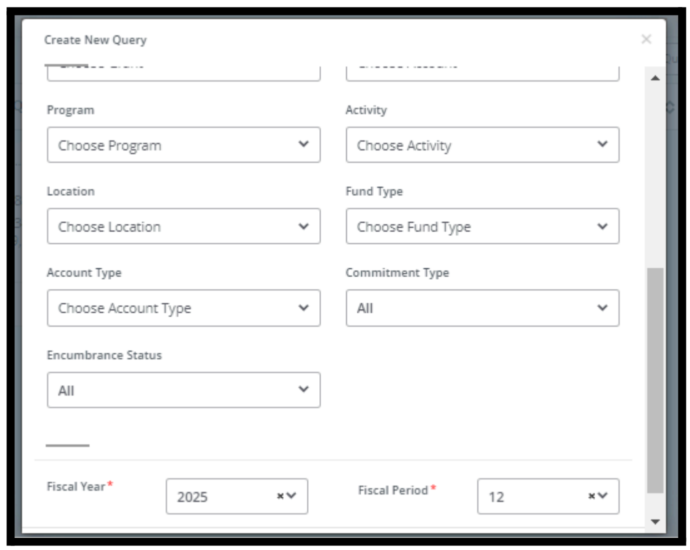

If you have multiple operating FOAPs, you can create a saved query for each one for quick budget searches.

The dashboard also allows you to save other queries such as the encumbrance query. The parameters will be the same as above but your will choose encumbrance query instead.



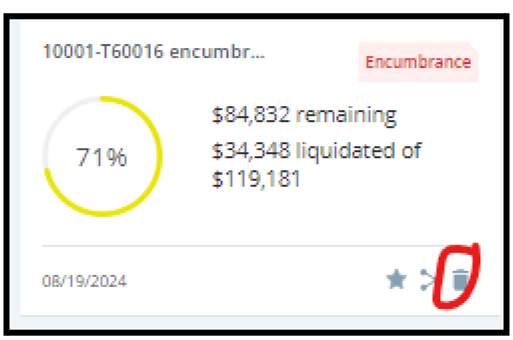

Encumbrance Query Values



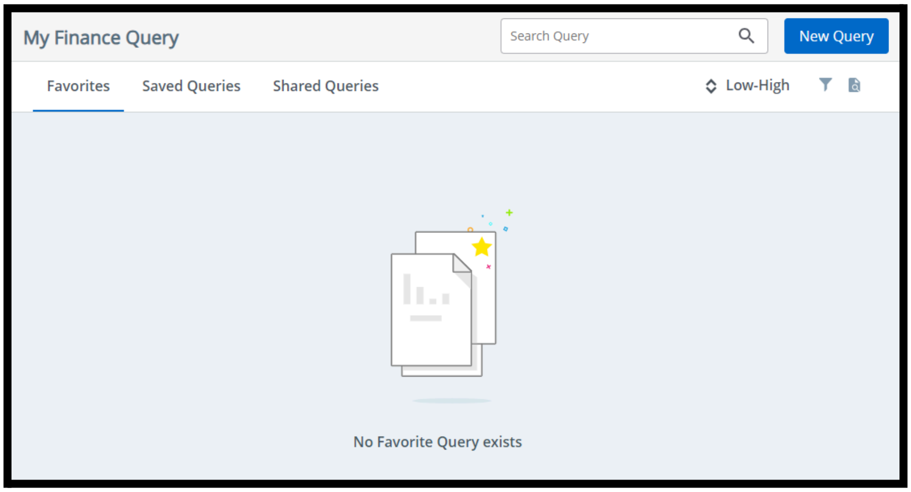

You will notice that only the following values are filled; Chart, Fund, and Organization. Encumbrance query does not require a grant code even though an asterisk next to the title.

SSB9 now allows you to delete queries you no longer need. See the trashcan icon in the bottom right-hand corner of each saved query.



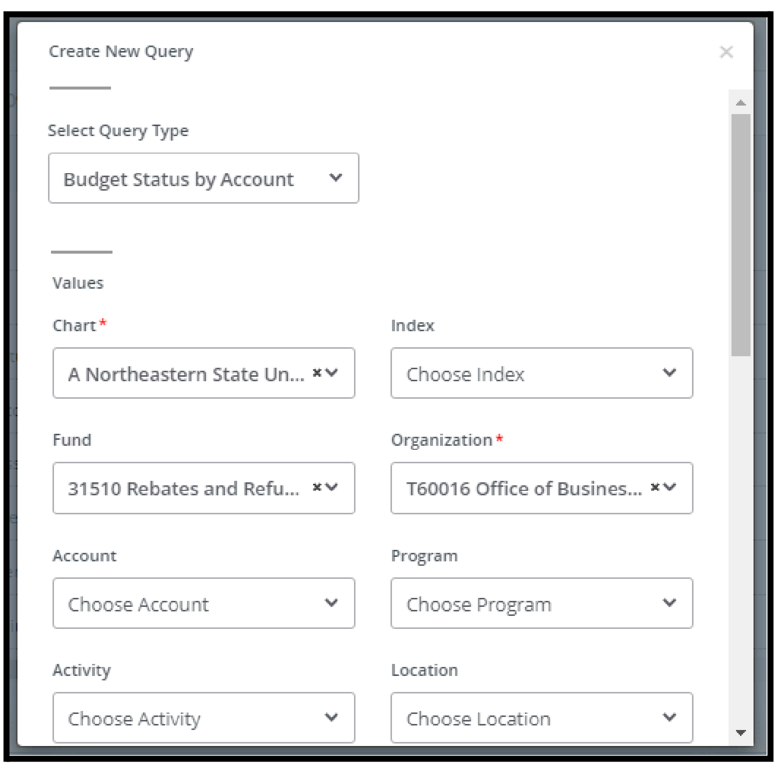
### Revenue Query

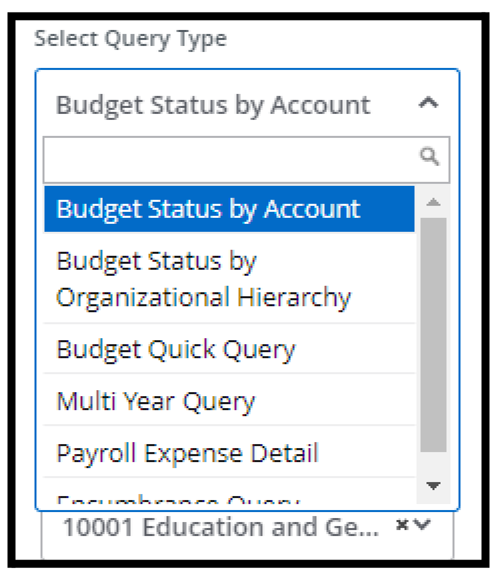
To start a revenue query, click on the **My Finance Query** option. The next screen will give you the query dashboard option to select any saved favorites queries or start a new query. The guide will provide more information about how to add favorites further into the steps. Let start by creating a query, select **New Query.**




The query menu will pop up for you to select the query type and enter your FOAPAL and parameter settings. Below is a list of available queries. This guide will go over the **Budget Status by Account** that is recommended to view revenue Profit(Loss) report.

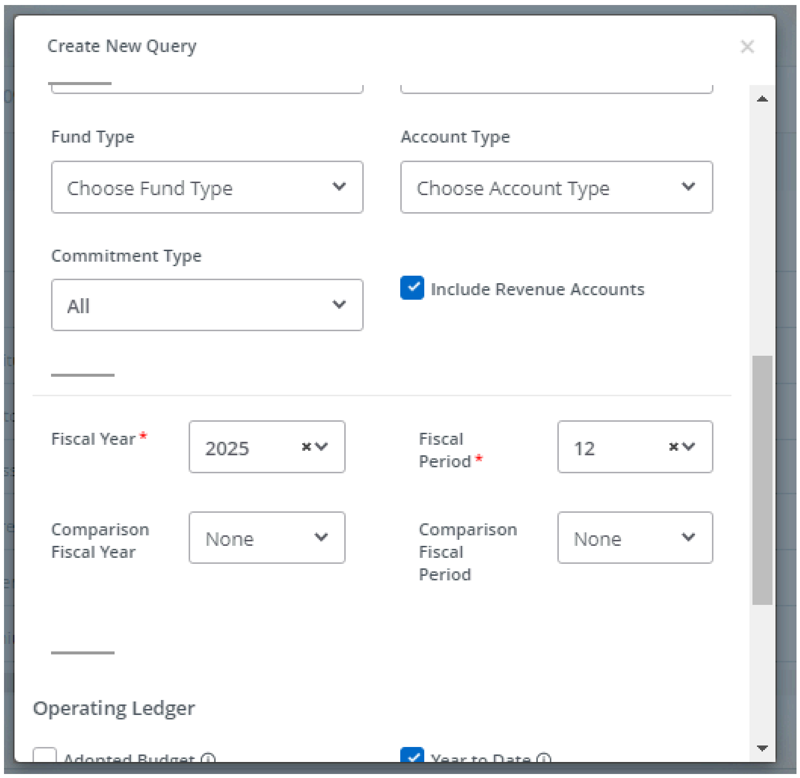
Once the **Create New Query** menu pops up, select the drop-down menu for **Select Query Type** and choose **Budget Status by Account**



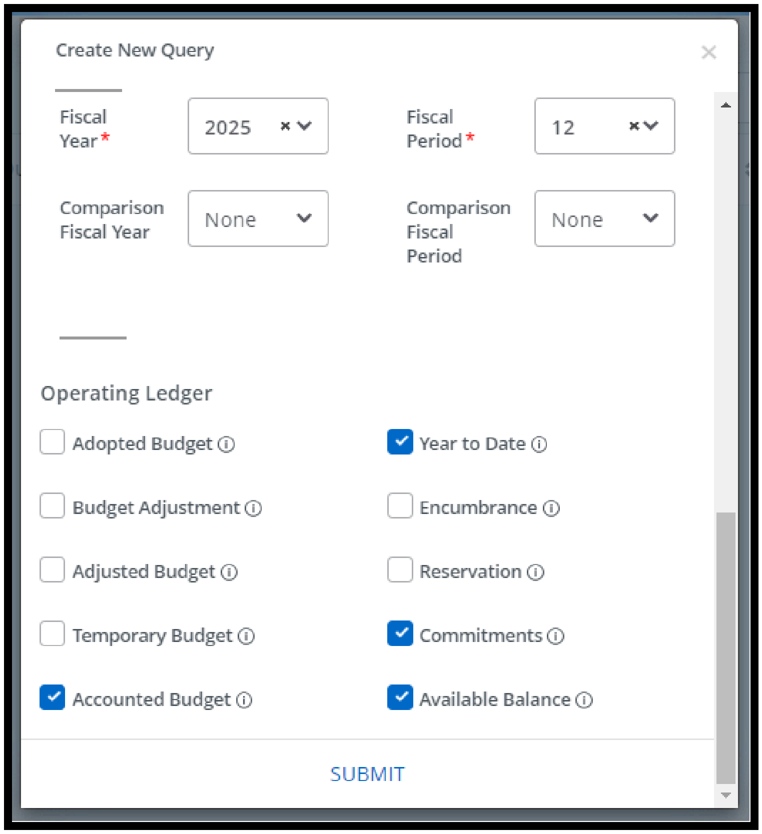
Fill in the values for your query.

**Chart:** A Northeastern State University- This will not change.
**Index:** Leave blank
**Fund:** The funding source you want to view
**Organization:** The organization for your funding type
**Account:** Leave blank (if you know the specific account code, then you can enter the code but it will not provide you with your overall available balance)
**Program:** Leave blank (If you query by program code, you may not capture transactions that were coded improperly)




When you scroll down in the query menu, you will notice all the value options are located in one area.

**Fund Type:** Leave blank
**Account Type:** Leave blank
**Fiscal Year:** Enter the fiscal year you want to view
**Fiscal Period:** Enter the period you want to query. It is recommended you enter 14 to capture all data.
**Comparison Fiscal Year:** Leave blank
**Comparison Fiscal Period:** Leave blank
**Include Revenue Accounts:**Checked

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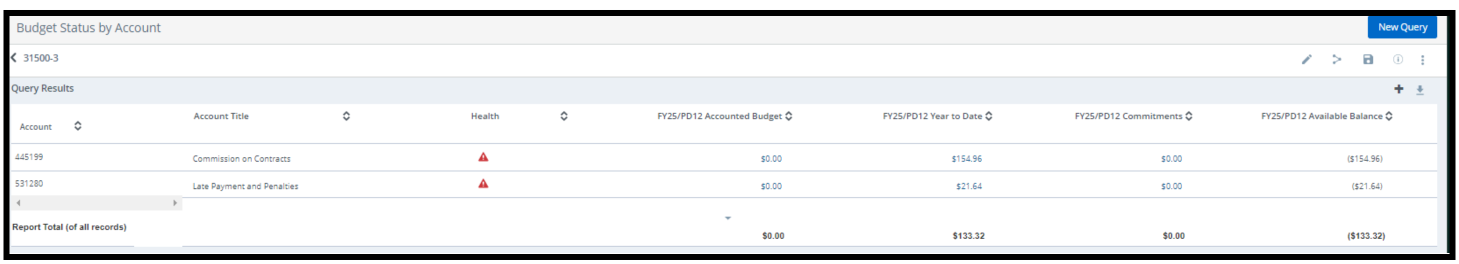



| Account | Account Title | Health | FY25/PD12 Accounted Budget | FY25/PD12 Year to Date | FY25/PD12 Commitments | FY25/PD12 Available Balance |
|---|---|---|---|---|---|---|
| 445199 | Commission on Contracts | | $0.00 | $154.96 | $0.00 | ($154.96) |
| 531280 | Late Payment and Penalties | | $0.00 | $21.64 | $0.00 | ($21.64) |
| Report Total (of all records) | | | $0.00 | $133.32 | $0.00 | ($133.32) |

By clicking on the blue number amounts under Year to Date. You will be able to see the transaction amounts in each account code. Account codes beginning with a 4 is revenue and 5 account codes are expenses.

You may have also noticed the icons appearing in the health column. This is a new feature of SSB9 to show you if you collected or spent funds when compared to the budget amount. Since NSU budgets at the high level (L account codes) you may see several red exclamation icons next to each account code. To compare your revenue budget against collected amounts, create a Budget Query by Hierarchy and check the ‘include revenue amounts’. This query type will group your revenue amounts for better comparison to a budget total.

To save a budget query, click the Save icon, enter a query name, click the set as favorite and then select save. Your saved query will now appear as a bar chart to show your profit(loss) in the query you created.


31500-3
Budget
Revenue : $154.96
Expense : $21.64
Net : $133.32
REV
EXP
08/22/2024

## 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

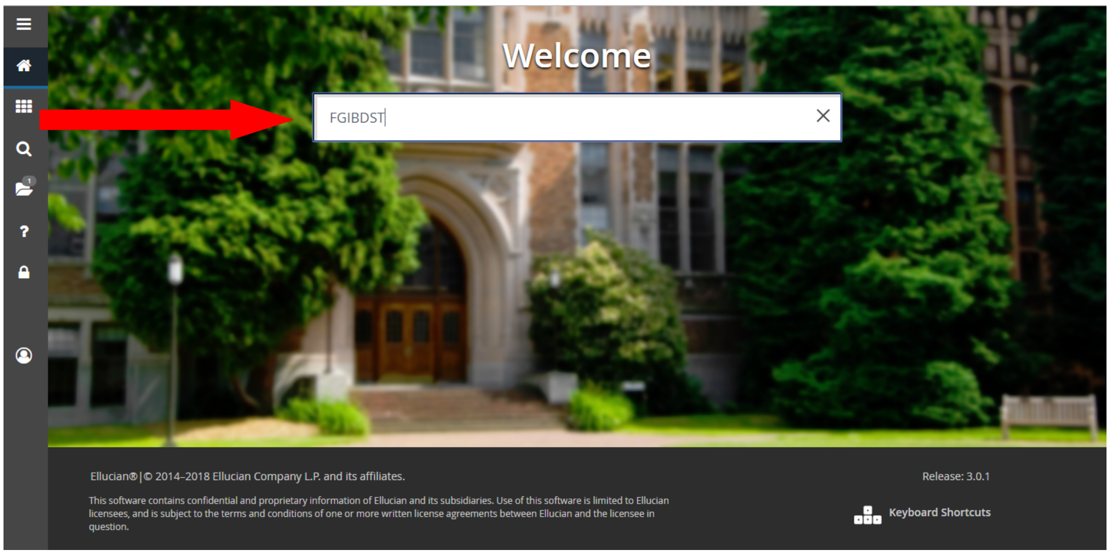
#1

**FGIBDST**

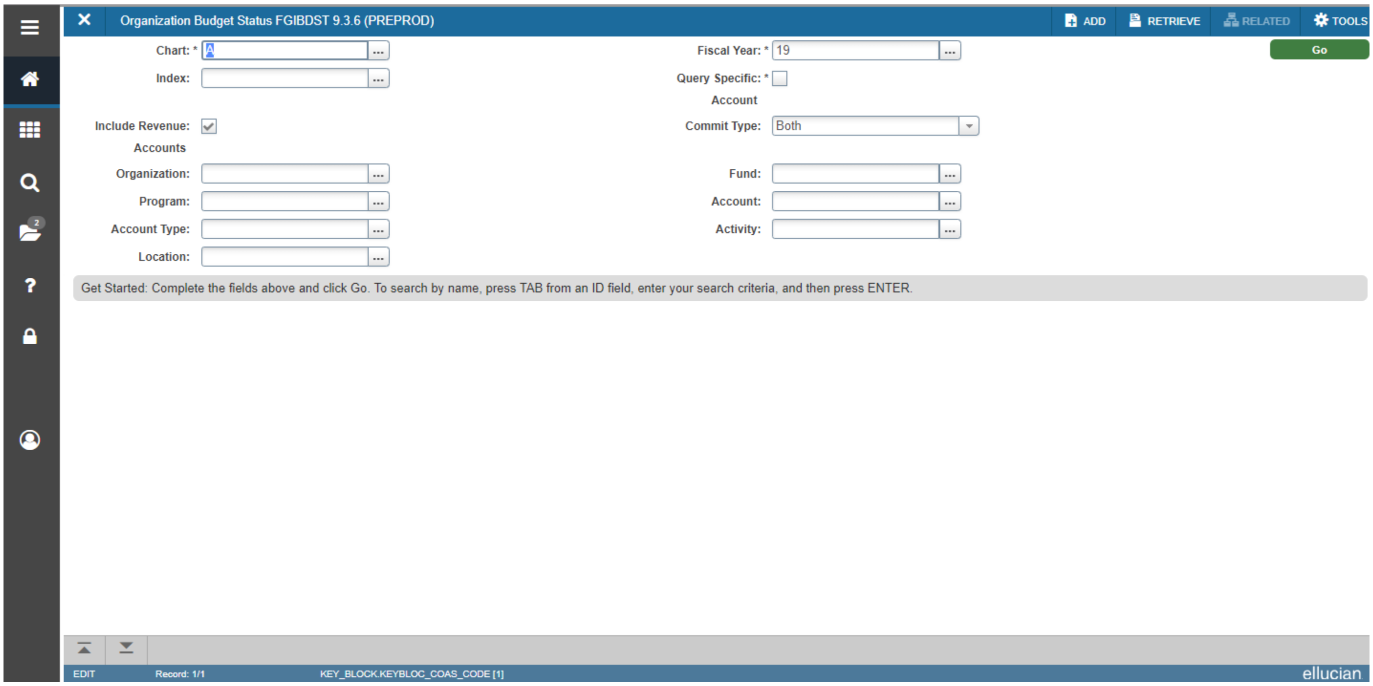
Finance General Ledger Inquiry Form
Organizational Budget Status

**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.



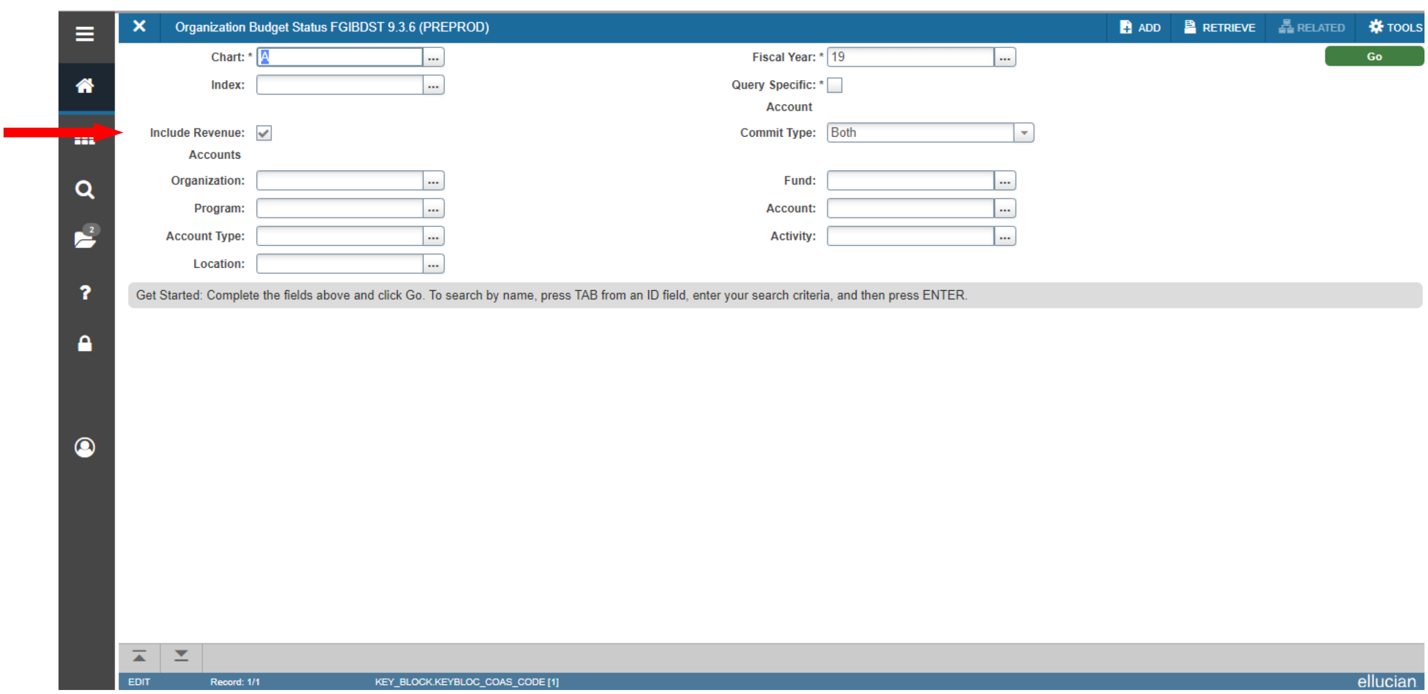
2. This will bring up a screen that looks like the following:



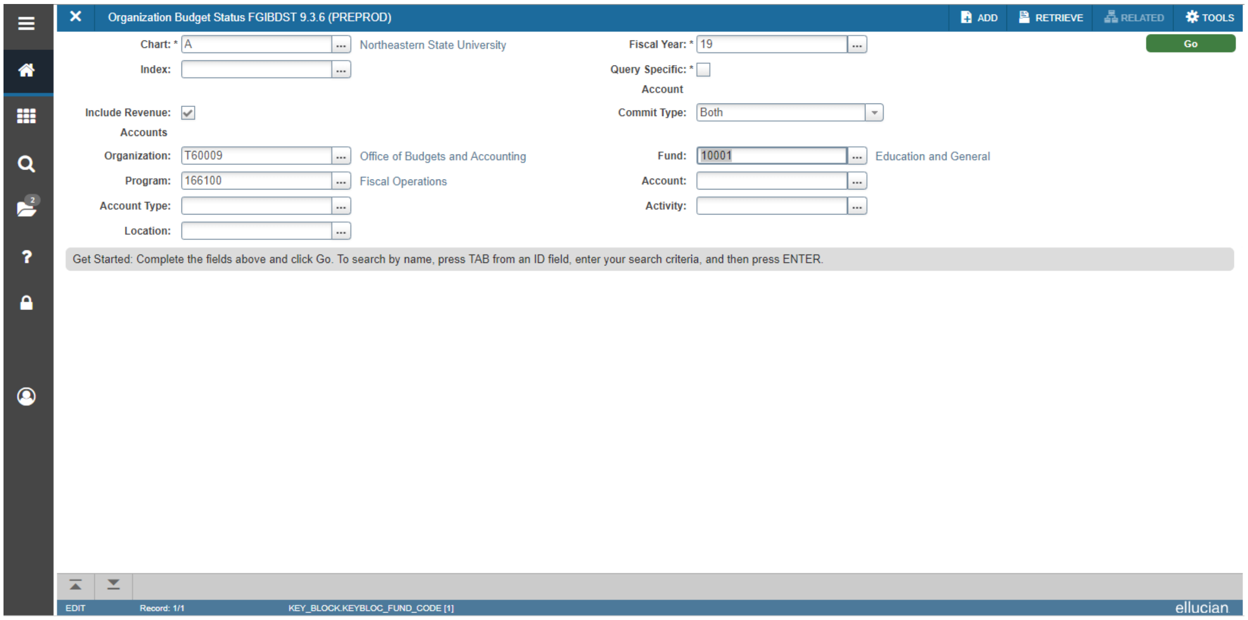

3. The **Chart** field defaults to **A**.
4. The **Fiscal Year** field defaults to the current fiscal year.
5. The **Index** field is not used at this time.
6. For State Appropriated Funds (10001), click **Include Revenue Accounts** to *remove* the check.

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.

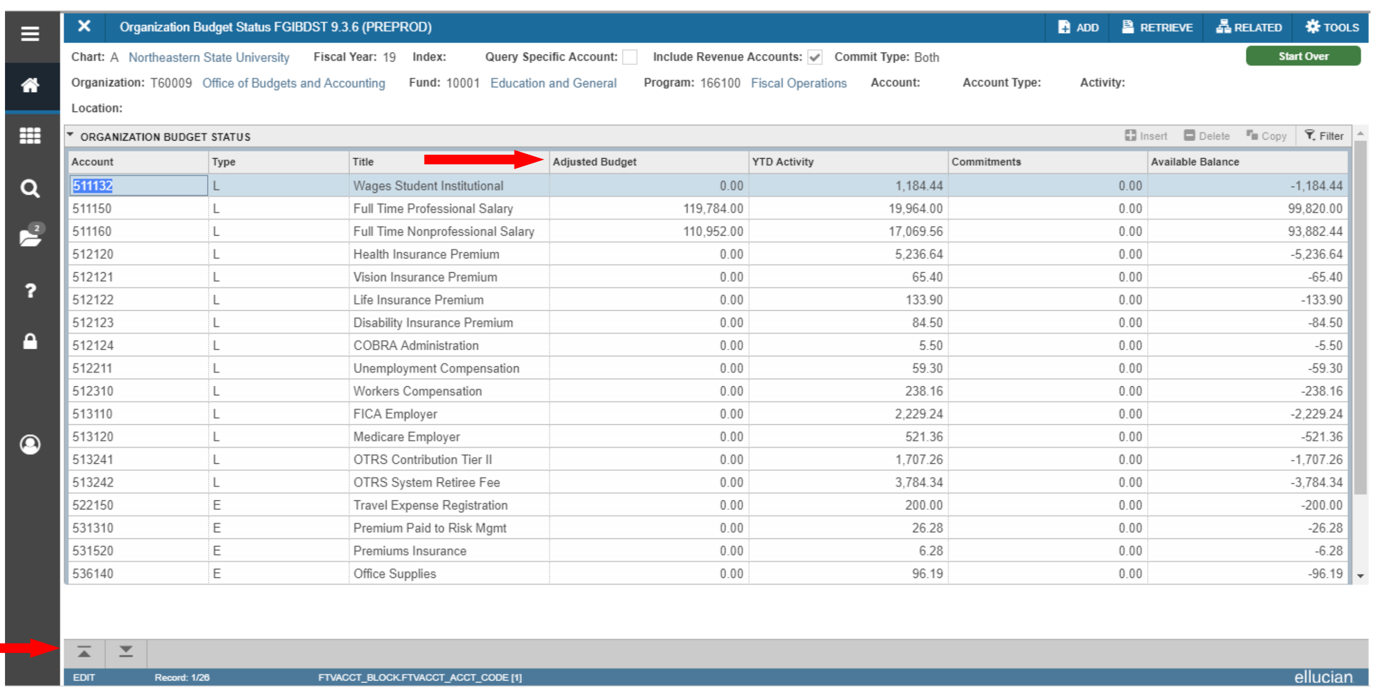
7. In **Commit Type** field, ***Both*** should be the default.



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.

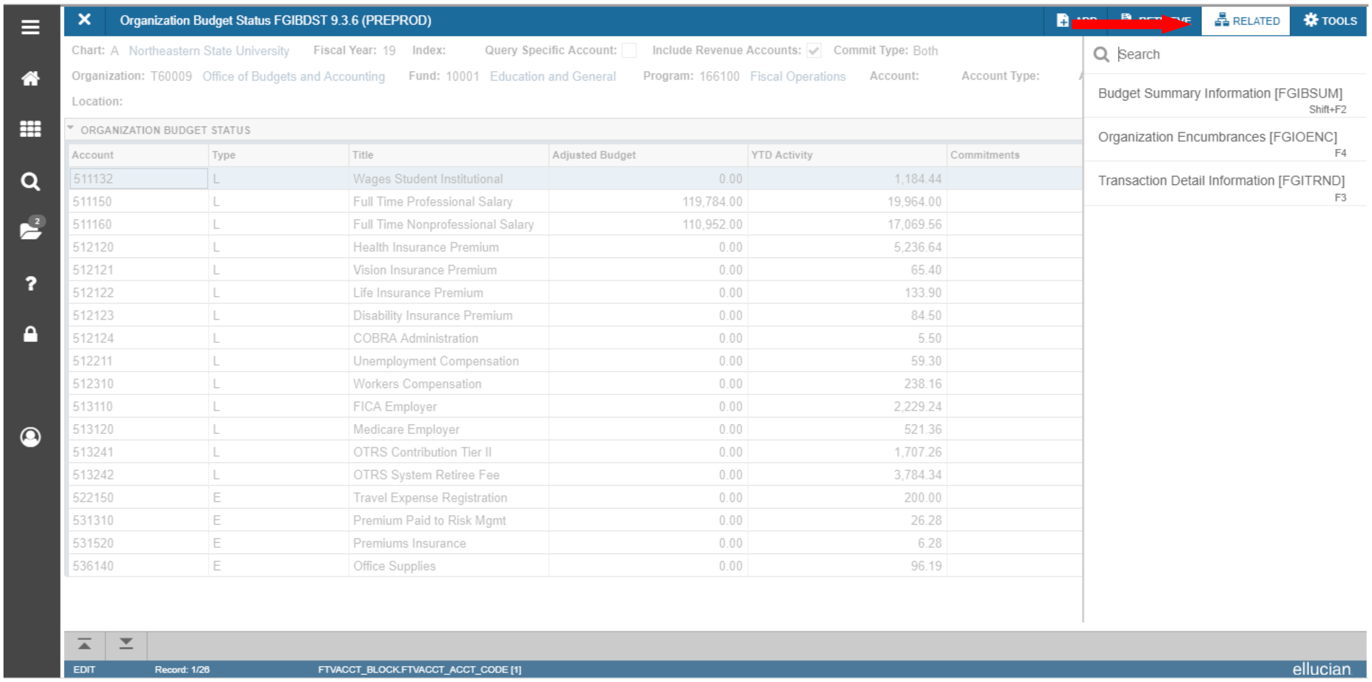



12. Click **Next Section (ALT + Page Down) or GO**. Totals for each Account are displayed in the second block. The Available Balance Net Total equals Adjusted Budget less YTD Activity and Commitments (in Designated Tuition FOAPs only)




| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|---|---|---|---|---|---|---|
| 511132 | L | Wages Student Institutional | 0.00 | 1,184.44 | 0.00 | -1,184.44 |
| 511150 | L | Full Time Professional Salary | 119,784.00 | 19,964.00 | 0.00 | 99,820.00 |
| 511160 | L | Full Time Nonprofessional Salary | 110,952.00 | 17,069.56 | 0.00 | 93,882.44 |
| 512120 | L | Health Insurance Premium | 0.00 | 5,236.64 | 0.00 | -5,236.64 |
| 512121 | L | Vision Insurance Premium | 0.00 | 65.40 | 0.00 | -65.40 |
| 512122 | L | Life Insurance Premium | 0.00 | 133.90 | 0.00 | -133.90 |
| 512123 | L | Disability Insurance Premium | 0.00 | 84.50 | 0.00 | -84.50 |
| 512124 | L | COBRA Administration | 0.00 | 5.50 | 0.00 | -5.50 |
| 512211 | L | Unemployment Compensation | 0.00 | 59.30 | 0.00 | -59.30 |
| 512310 | L | Workers Compensation | 0.00 | 238.16 | 0.00 | -238.16 |
| 513110 | L | FICA Employer | 0.00 | 2,229.24 | 0.00 | -2,229.24 |
| 513120 | L | Medicare Employer | 0.00 | 521.36 | 0.00 | -521.36 |
| 513241 | L | OTRS Contribution Tier II | 0.00 | 1,707.26 | 0.00 | -1,707.26 |
| 513242 | L | OTRS System Retiree Fee | 0.00 | 3,784.34 | 0.00 | -3,784.34 |
| 522150 | E | Travel Expense Registration | 0.00 | 200.00 | 0.00 | -200.00 |
| 531310 | E | Premium Paid to Risk Mgmt | 0.00 | 26.28 | 0.00 | -26.28 |
| 531520 | E | Premiums Insurance | 0.00 | 6.28 | 0.00 | -6.28 |
| 536140 | E | Office Supplies | 0.00 | 96.19 | 0.00 | -96.19 |

- 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)



#2

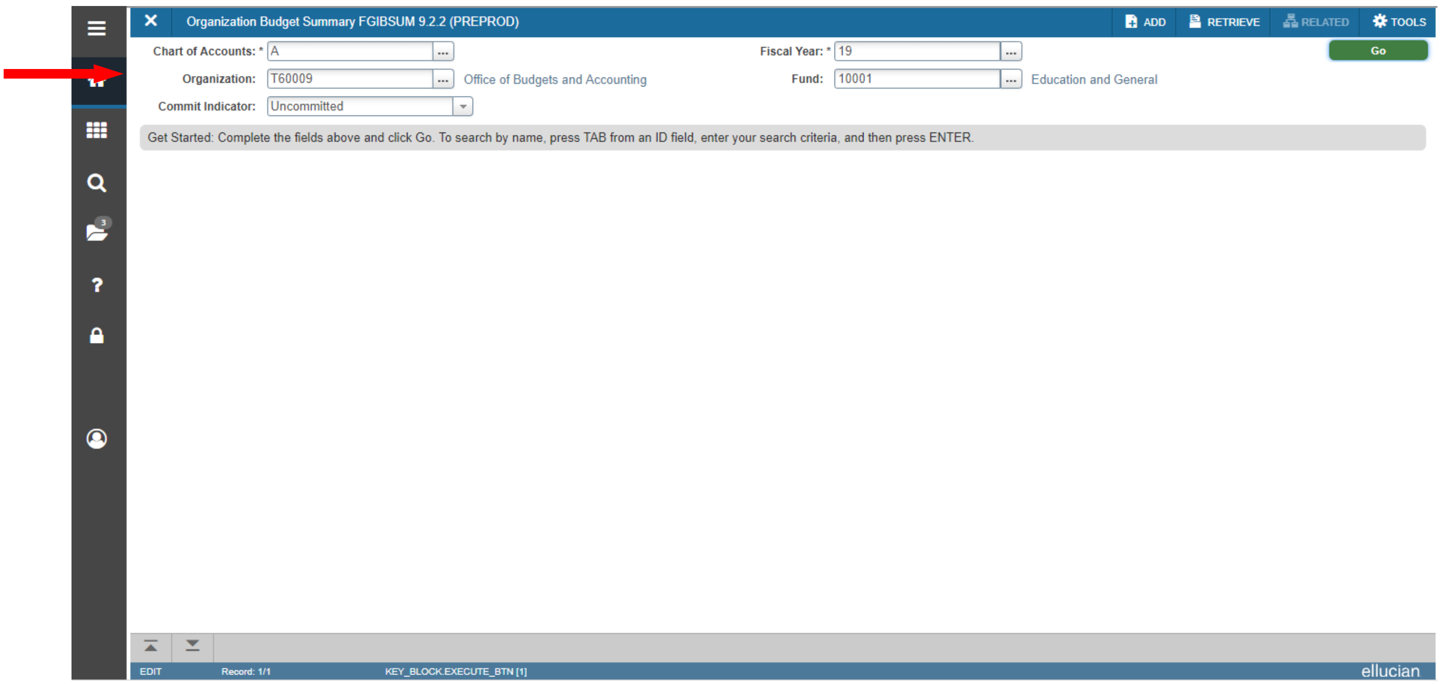
**FGIBSUM**

Finance General Ledger Inquiry Form

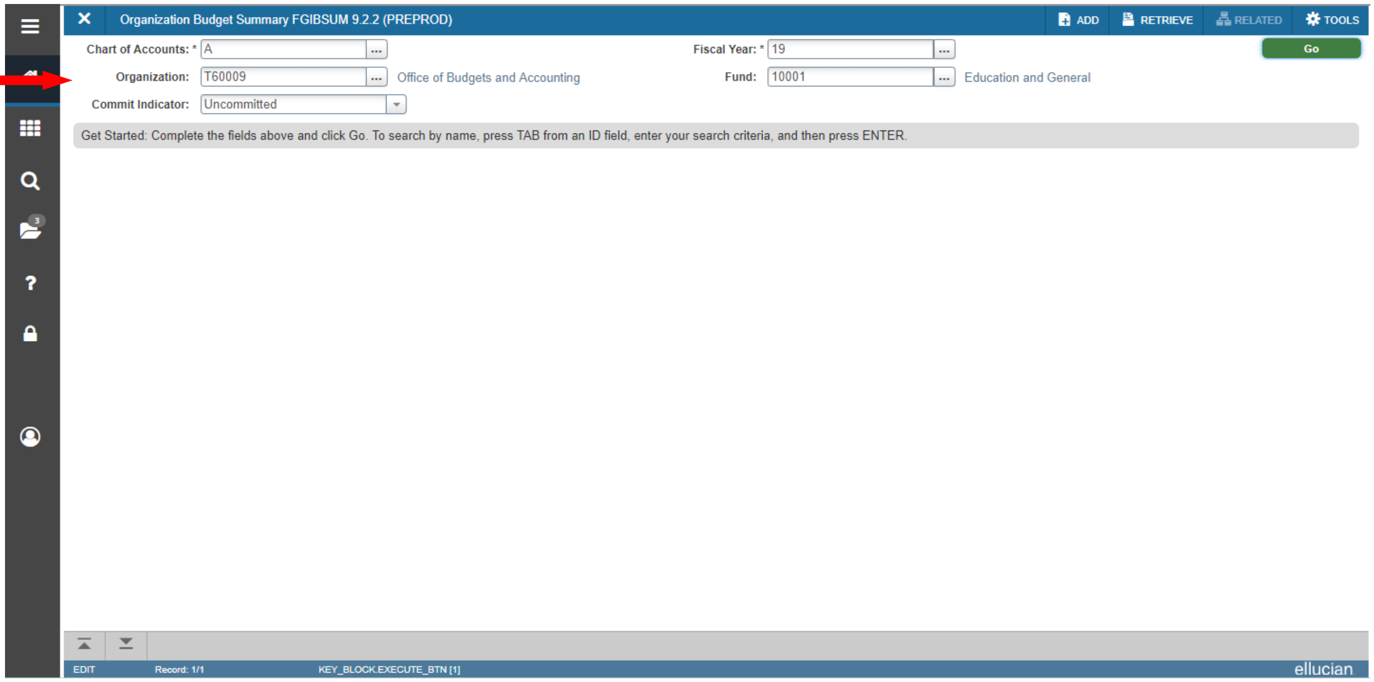
Organizational Budget Summary

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

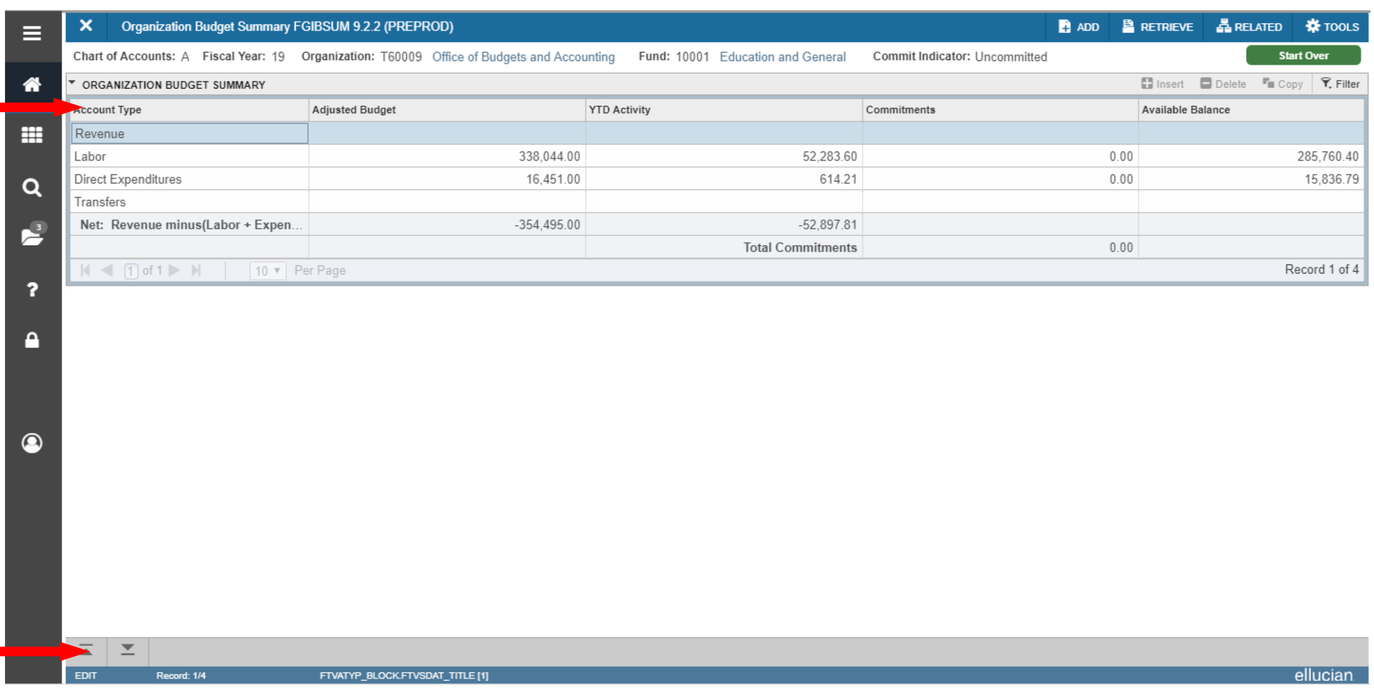
1. At the **Dashboard**, type “FGIBSUM” in the **Search. . .** field and press enter.
2. The **Chart** field defaults to **A**.
3. The **Fiscal Year** field defaults to the current fiscal year.



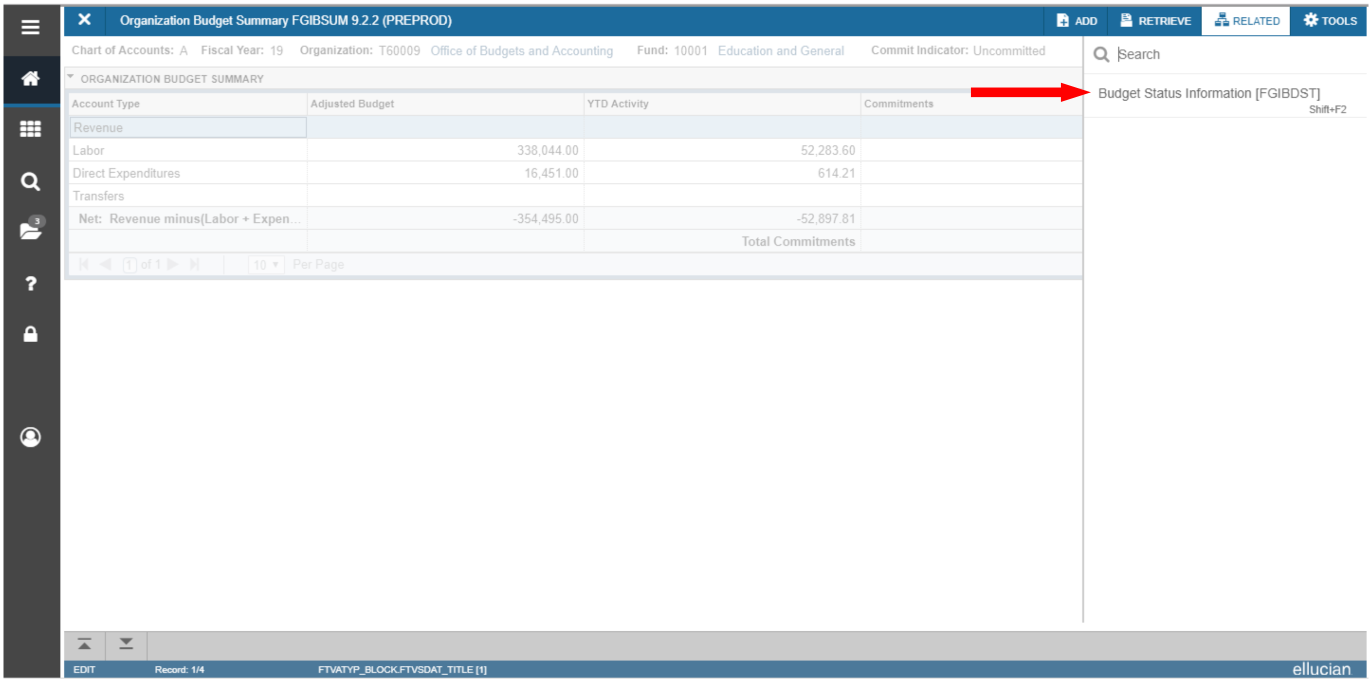
4. In the **Organization** field, type in your Organization number.
5. In the **Fund** field, type in your Fund number.
6. In the **Commit Indicator** field, **Both** should be the default.




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)



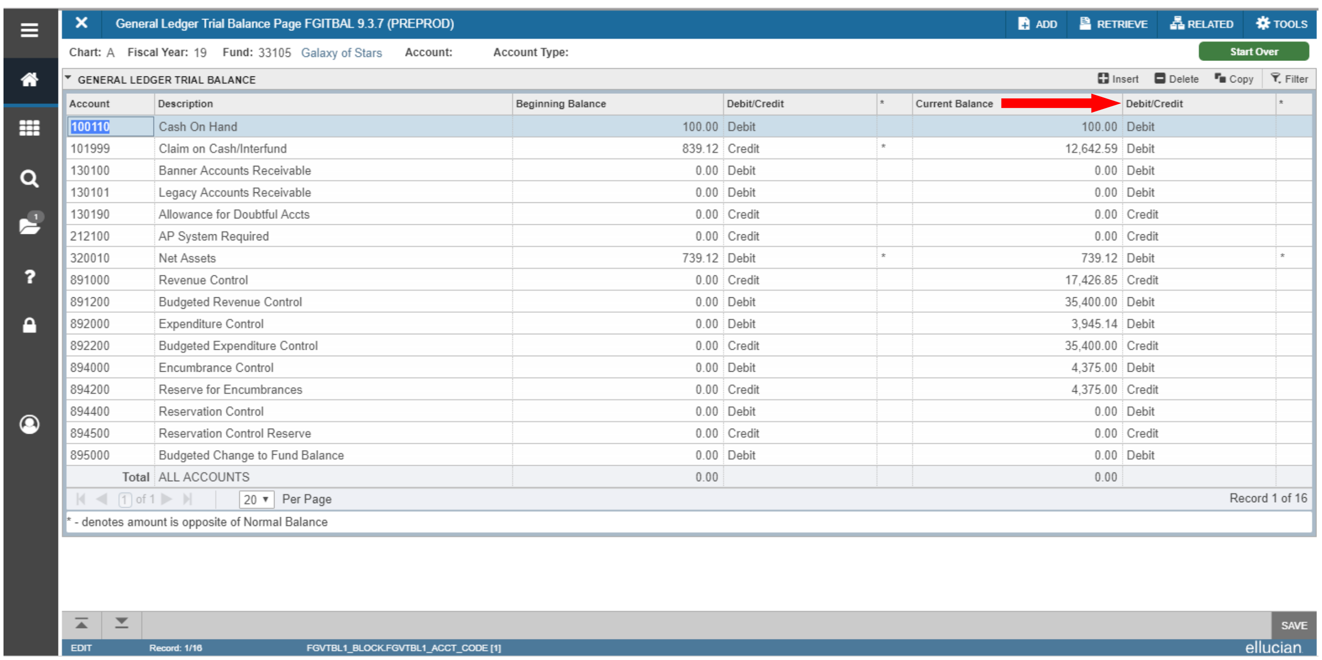
## FGITBAL

### Finance General Ledger Inquiry Form

### Trial Balance

**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.



General Ledger Trial Balance Page FGITBAL 9.3.7 (PREPROD)

ADD RETRIEVE RELATED TOOLS

Chart: A Fiscal Year: 19 Fund: 33105 Galaxy of Stars Account: Account Type:

Start Over

GENERAL LEDGER TRIAL BALANCE

Insert Delete Copy Filter

| Account | Description | Beginning Balance | Debit/Credit | * | Current Balance | Debit/Credit | * |
|---|---|---|---|---|---|---|---|
| 100110 | Cash On Hand | 100.00 | Debit | | 100.00 | Debit | |
| 101999 | Claim on Cash/Interfund | 839.12 | Credit | * | 12,642.59 | Debit | |
| 130100 | Banner Accounts Receivable | 0.00 | Debit | | 0.00 | Debit | |
| 130101 | Legacy Accounts Receivable | 0.00 | Debit | | 0.00 | Debit | |
| 130190 | Allowance for Doubtful Accts | 0.00 | Credit | | 0.00 | Credit | |
| 212100 | AP System Required | 0.00 | Credit | | 0.00 | Credit | |
| 320010 | Net Assets | 739.12 | Debit | * | 739.12 | Debit | * |
| 891000 | Revenue Control | 0.00 | Credit | | 17,426.85 | Credit | |
| 891200 | Budgeted Revenue Control | 0.00 | Debit | | 35,400.00 | Debit | |
| 892000 | Expenditure Control | 0.00 | Debit | | 3,945.14 | Debit | |
| 892200 | Budgeted Expenditure Control | 0.00 | Credit | | 35,400.00 | Credit | |
| 894000 | Encumbrance Control | 0.00 | Debit | | 4,375.00 | Debit | |
| 894200 | Reserve for Encumbrances | 0.00 | Credit | | 4,375.00 | Credit | |
| 894400 | Reservation Control | 0.00 | Debit | | 0.00 | Debit | |
| 894500 | Reservation Control Reserve | 0.00 | Credit | | 0.00 | Credit | |
| 895000 | Budgeted Change to Fund Balance | 0.00 | Debit | | 0.00 | Debit | |
| Total | ALL ACCOUNTS | 0.00 | | | 0.00 | | |

1 of 1 20 Per Page Record 1 of 16

* - denotes amount is opposite of Normal Balance

SAVE

EDIT Record: 1/16 FGVTBL1_BLOCK.FGVTBL1_ACCT_CODE [1] ellucian

#4

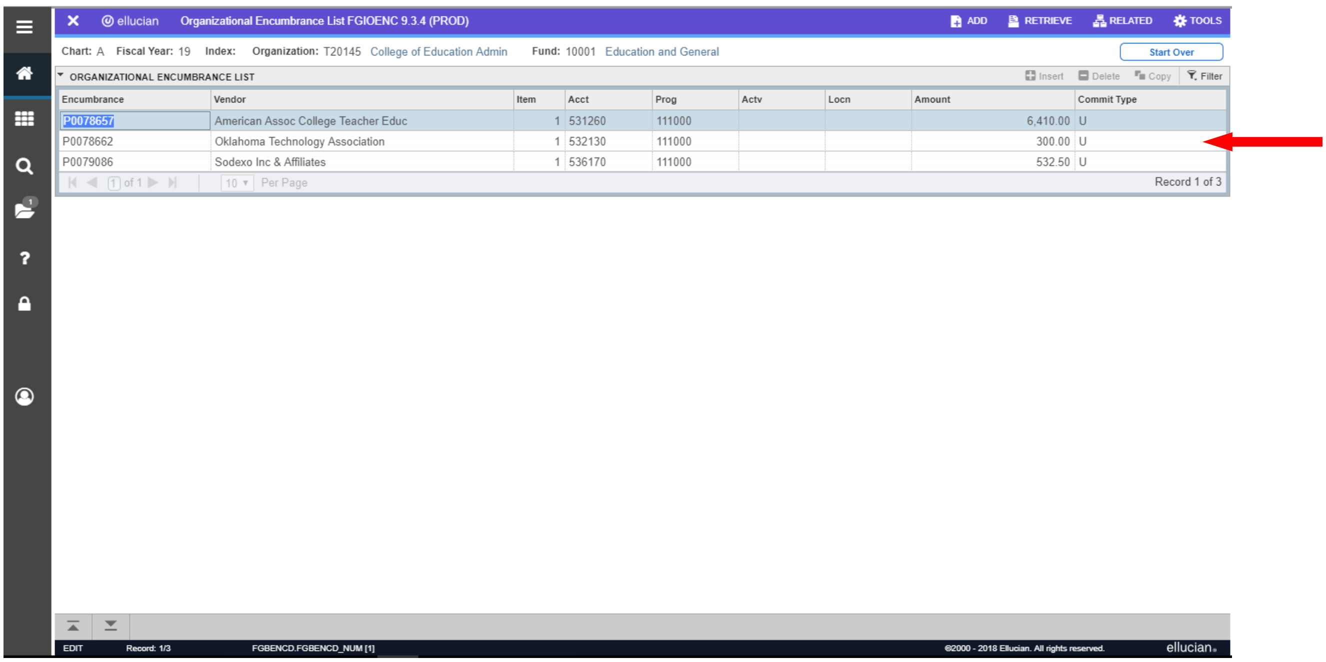
**FGIOENC**

Finance General Ledger Inquiry Form

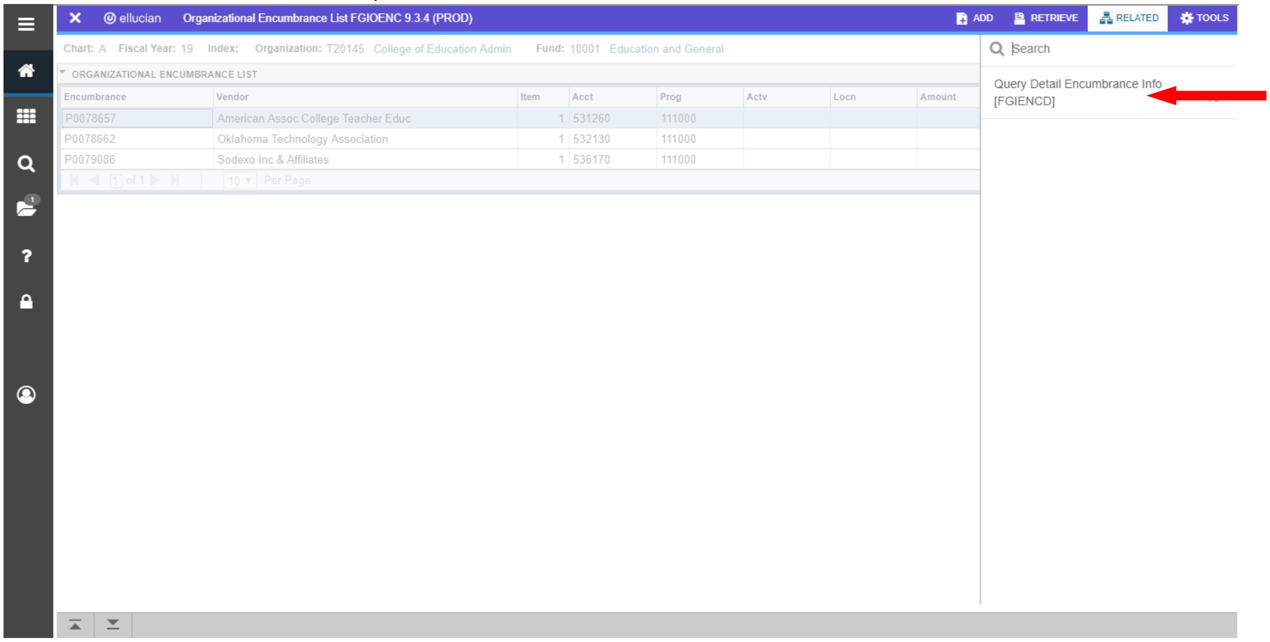
Organizational EnCumbrance List

**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)



#5

## FGIENCD

Finance General Ledger Inquiry Form

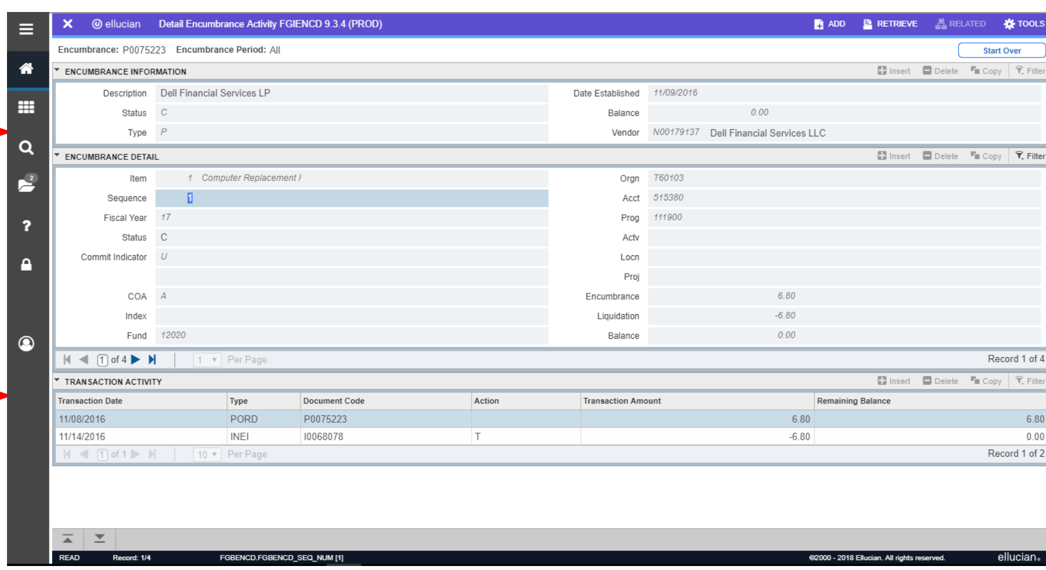
Detail Encumbrance Activity

**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 “FGIENCD” 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.

Encumbrance Information

Related Transactions




Encumbrance, liquidation, and Balance

#6

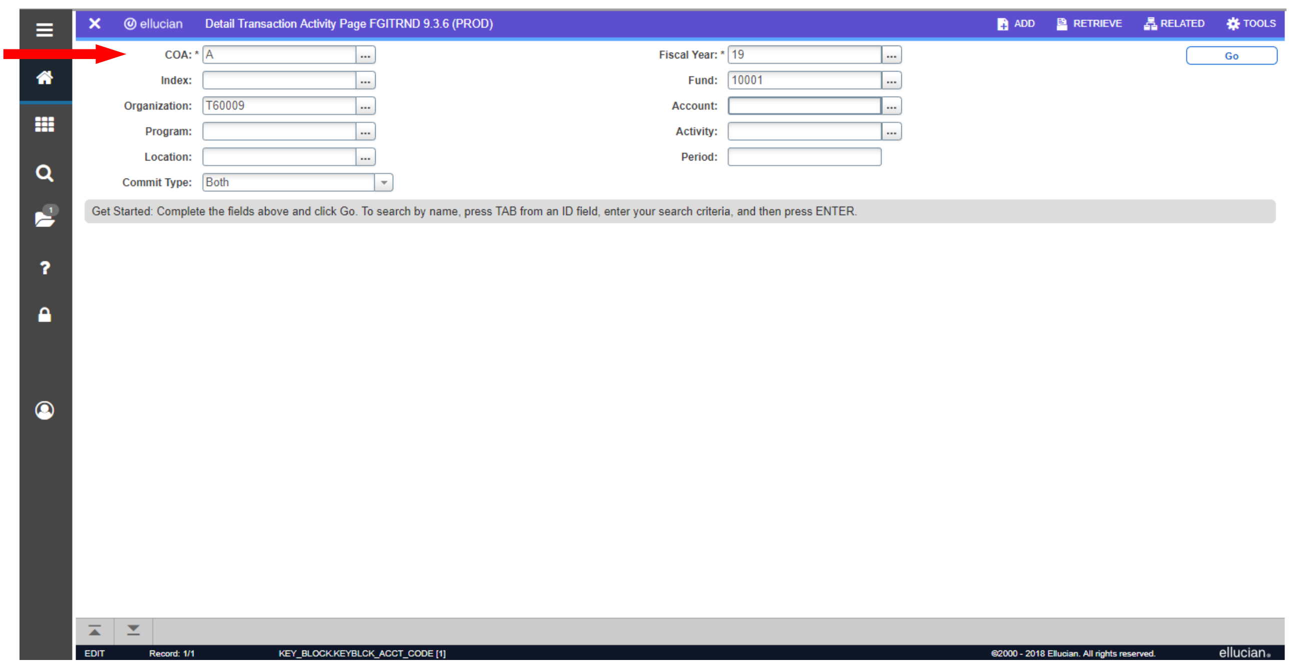
## FGITRND

### Finance General Ledger Inquiry Form

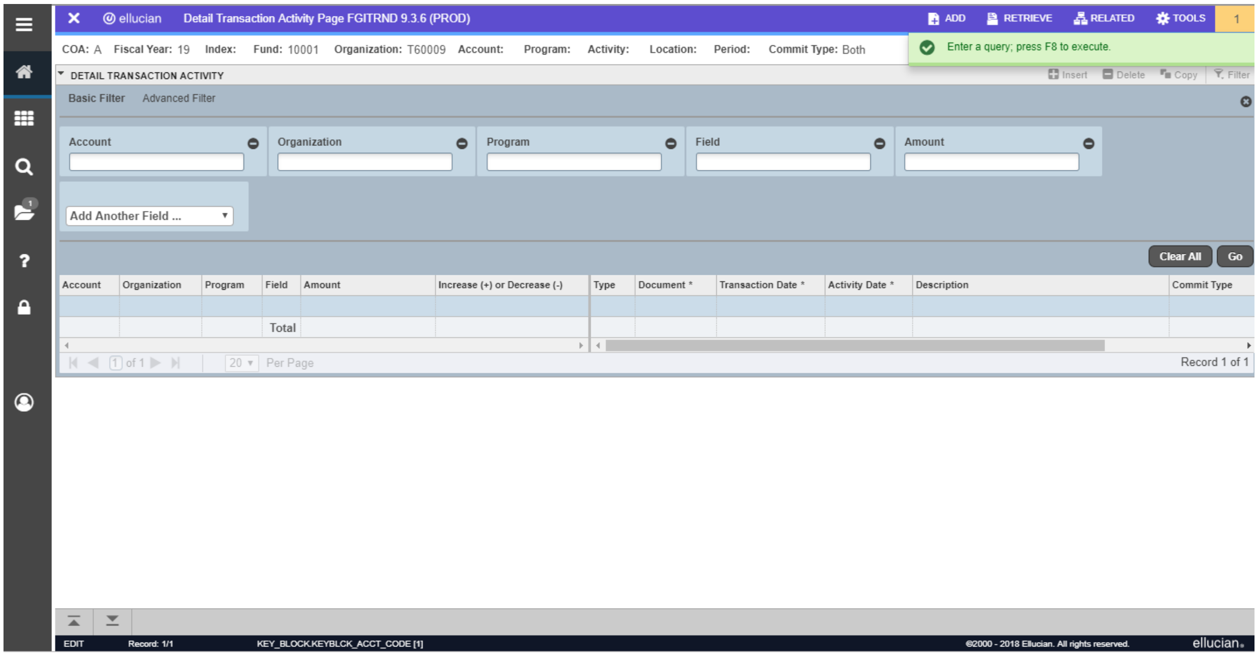
### Transaction Detail Activity

**This screen displays detailed transaction activity for specified FOAP(AL) elements sorted by account.**

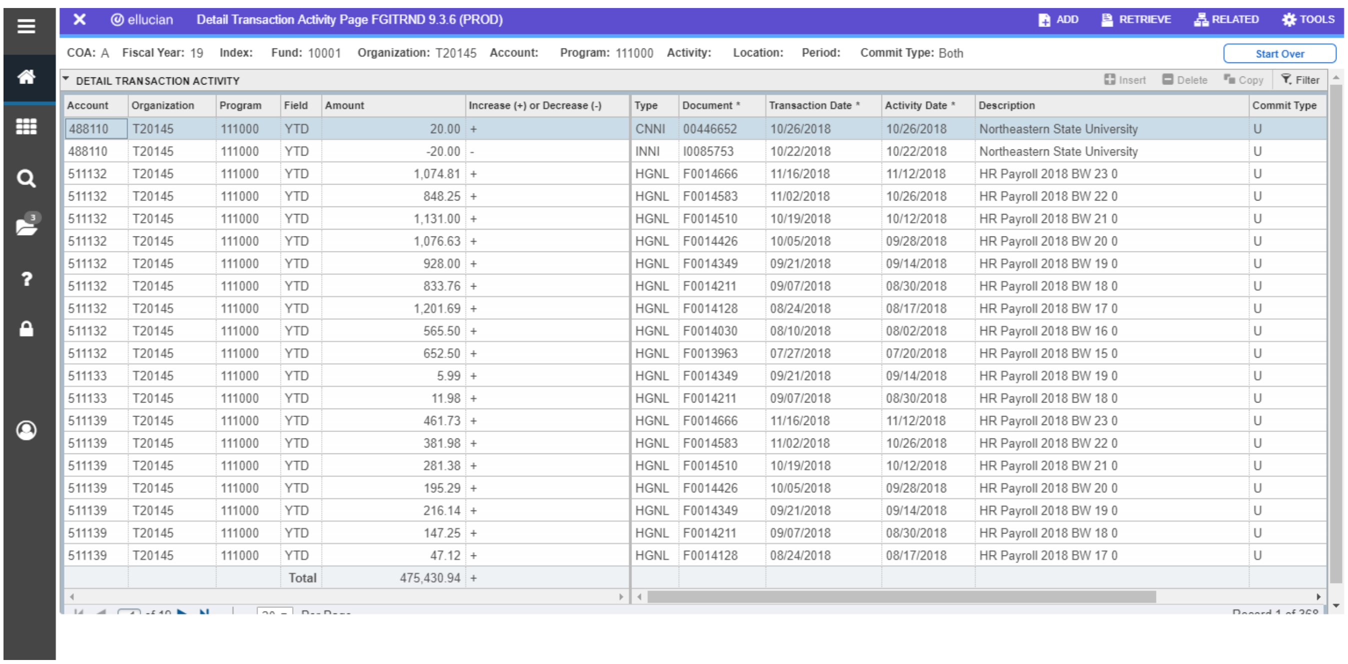
1. At the **General Menu**, type “FGITRND” in **Search. . .** field and press enter or tab.
2. The **Chart** field defaults to **A**.
3. The **Fiscal Year** field defaults to the current fiscal year.
4. Enter one or more elements of the **FOAP(AL)** you wish to view.




5. Click **Next Section**.
6. Click **Go or F8**. Before selecting go, you can enter a parameter to filter by
   a. All year-to-date transactions related to the **FOAP(AL)** are displayed. The **Type** column indicates the transaction type for each document.
   b. The **Field** column indicates the category (Budget, Year-to-Date, Requisitions and Encumbrances) the expenses post to.
      OBD & ABD= Original and Adjusted Budget
      YTD=Year-to-Date, paid transactions
      RSV=Requisitions
      ENC=Encumbrances
   c. The total for the transactions are listed at the bottom of the screen. You can also select **Query Total for all Records** from the **Options** menu under **Tools**.
   d. 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)



COA: A Fiscal Year: 19 Index: Fund: 10001 Organization: T20145 Account: Program: 111000 Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

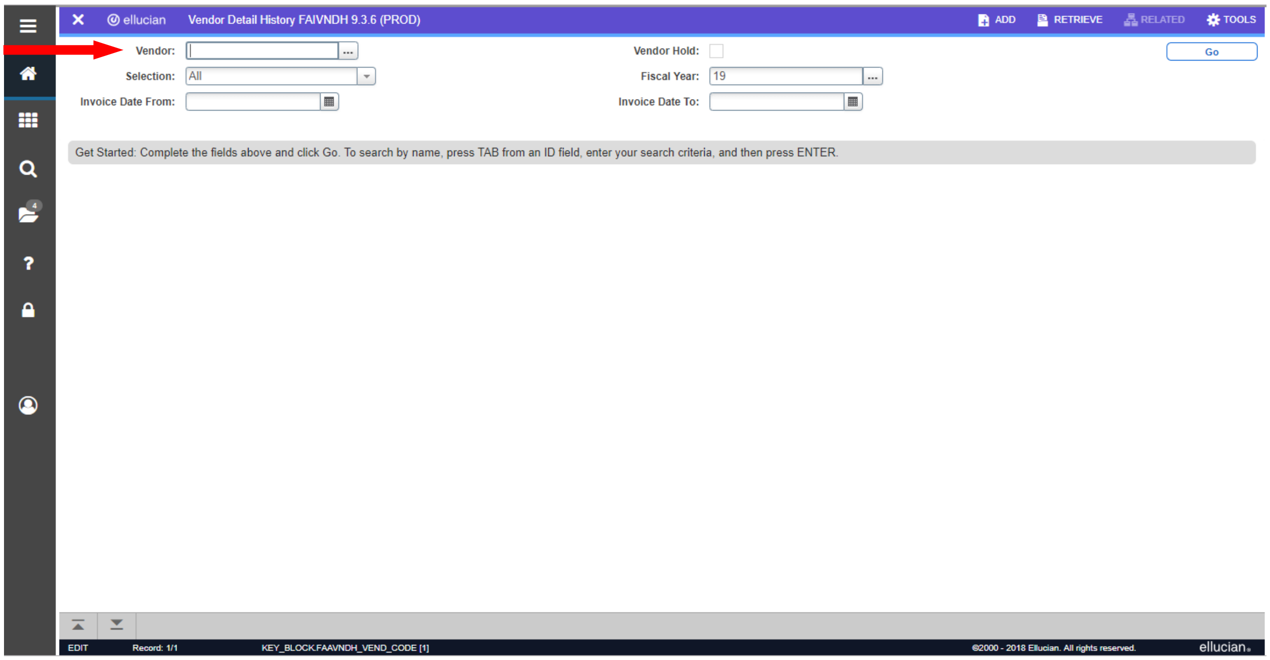
| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document * | Transaction Date * | Activity Date * | Description | Commit Type |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 488110 | T20145 | 111000 | YTD | 20.00 | + | CNNI | 00446652 | 10/26/2018 | 10/26/2018 | Northeastern State University | U |
| 488110 | T20145 | 111000 | YTD | -20.00 | - | INNI | I0085753 | 10/22/2018 | 10/22/2018 | Northeastern State University | U |
| 511132 | T20145 | 111000 | YTD | 1,074.81 | + | HGNL | F0014666 | 11/16/2018 | 11/12/2018 | HR Payroll 2018 BW 23 0 | U |
| 511132 | T20145 | 111000 | YTD | 848.25 | + | HGNL | F0014583 | 11/02/2018 | 10/26/2018 | HR Payroll 2018 BW 22 0 | U |
| 511132 | T20145 | 111000 | YTD | 1,131.00 | + | HGNL | F0014510 | 10/19/2018 | 10/12/2018 | HR Payroll 2018 BW 21 0 | U |
| 511132 | T20145 | 111000 | YTD | 1,076.63 | + | HGNL | F0014426 | 10/05/2018 | 09/28/2018 | HR Payroll 2018 BW 20 0 | U |
| 511132 | T20145 | 111000 | YTD | 928.00 | + | HGNL | F0014349 | 09/21/2018 | 09/14/2018 | HR Payroll 2018 BW 19 0 | U |
| 511132 | T20145 | 111000 | YTD | 833.76 | + | HGNL | F0014211 | 09/07/2018 | 08/30/2018 | HR Payroll 2018 BW 18 0 | U |
| 511132 | T20145 | 111000 | YTD | 1,201.69 | + | HGNL | F0014128 | 08/24/2018 | 08/17/2018 | HR Payroll 2018 BW 17 0 | U |
| 511132 | T20145 | 111000 | YTD | 565.50 | + | HGNL | F0014030 | 08/10/2018 | 08/02/2018 | HR Payroll 2018 BW 16 0 | U |
| 511132 | T20145 | 111000 | YTD | 652.50 | + | HGNL | F0013963 | 07/27/2018 | 07/20/2018 | HR Payroll 2018 BW 15 0 | U |
| 511133 | T20145 | 111000 | YTD | 5.99 | + | HGNL | F0014349 | 09/21/2018 | 09/14/2018 | HR Payroll 2018 BW 19 0 | U |
| 511133 | T20145 | 111000 | YTD | 11.98 | + | HGNL | F0014211 | 09/07/2018 | 08/30/2018 | HR Payroll 2018 BW 18 0 | U |
| 511139 | T20145 | 111000 | YTD | 461.73 | + | HGNL | F0014666 | 11/16/2018 | 11/12/2018 | HR Payroll 2018 BW 23 0 | U |
| 511139 | T20145 | 111000 | YTD | 381.98 | + | HGNL | F0014583 | 11/02/2018 | 10/26/2018 | HR Payroll 2018 BW 22 0 | U |
| 511139 | T20145 | 111000 | YTD | 281.38 | + | HGNL | F0014510 | 10/19/2018 | 10/12/2018 | HR Payroll 2018 BW 21 0 | U |
| 511139 | T20145 | 111000 | YTD | 195.29 | + | HGNL | F0014426 | 10/05/2018 | 09/28/2018 | HR Payroll 2018 BW 20 0 | U |
| 511139 | T20145 | 111000 | YTD | 216.14 | + | HGNL | F0014349 | 09/21/2018 | 09/14/2018 | HR Payroll 2018 BW 19 0 | U |
| 511139 | T20145 | 111000 | YTD | 147.25 | + | HGNL | F0014211 | 09/07/2018 | 08/30/2018 | HR Payroll 2018 BW 18 0 | U |
| 511139 | T20145 | 111000 | YTD | 47.12 | + | HGNL | F0014128 | 08/24/2018 | 08/17/2018 | HR Payroll 2018 BW 17 0 | U |
| | | | Total | 475,430.94 | + | | | | | | |

**FAIVNDH**

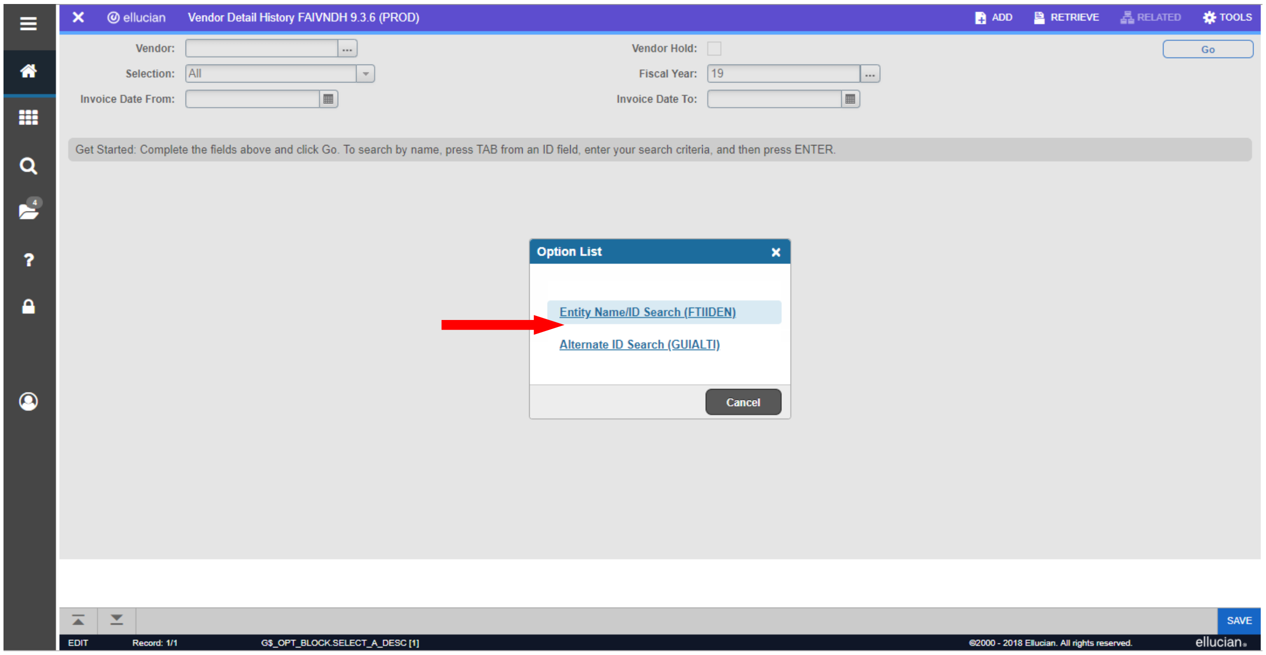
Finance Accounts Payable Inquiry Form
Vendor Detail History

**This screen provides a list of vendor invoices, credit memos, and payment transactions for a specified vendor.**

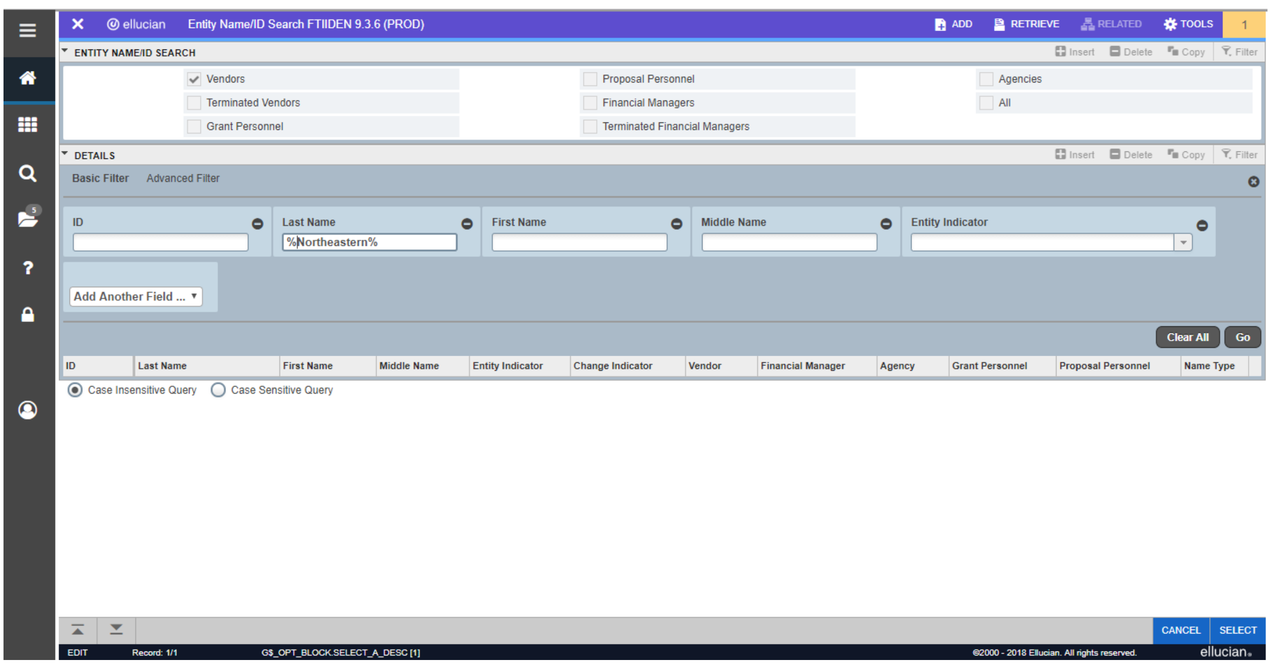
1. At the **General Menu**, type “FAIVNDH” in **Search. . .** field and press enter or tab.
2. In the **Vendor** field, enter the vendor ID or click the drop down box to search on **FTIIDEN**.



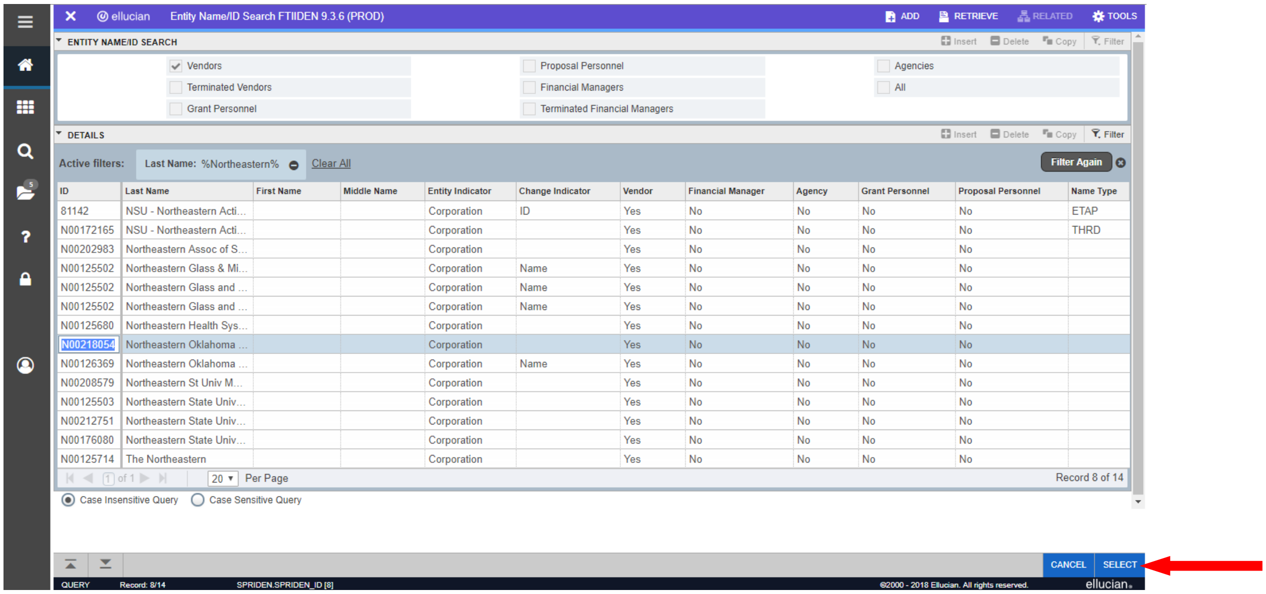
3. Click on the **Entity Name/ID Search Form [FTIIDEN]** option.



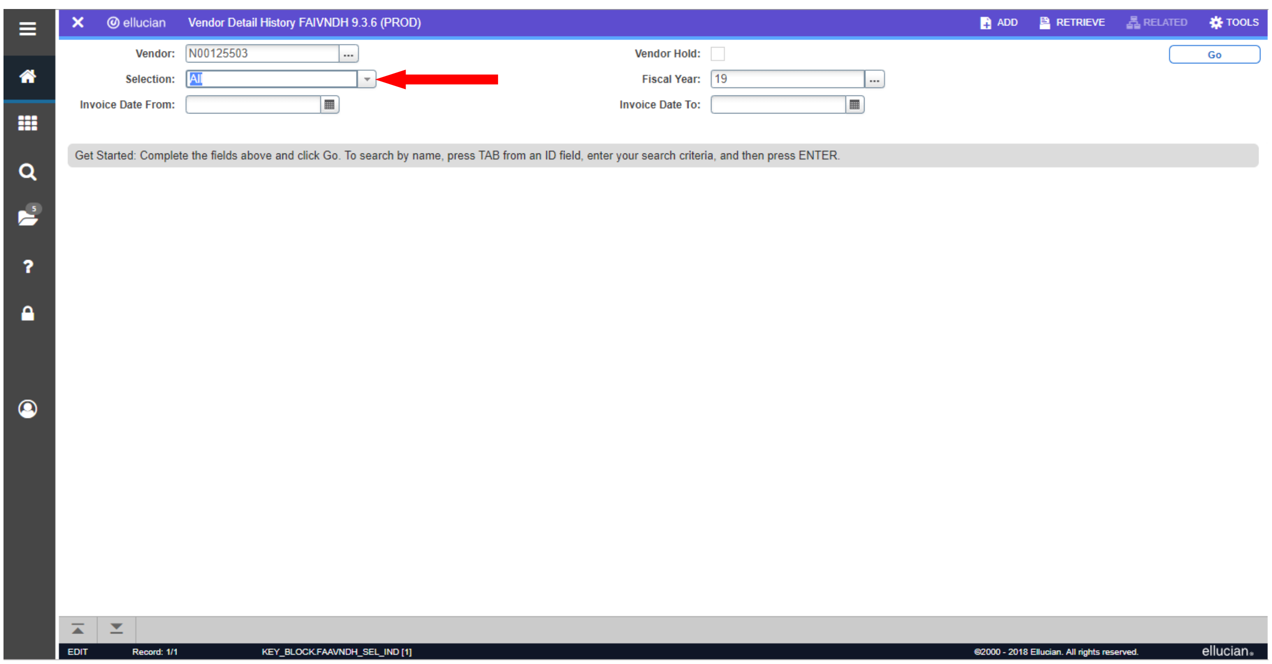

4. In the **Last Name** field on the **Entity Name/ID Search Form [FTIIDEN],** enter the name or part of the name using a percent sign (%) as a wild card before,after, or on either side of the search string. First letter is always capitalized.
5. Click **Go or F8**.



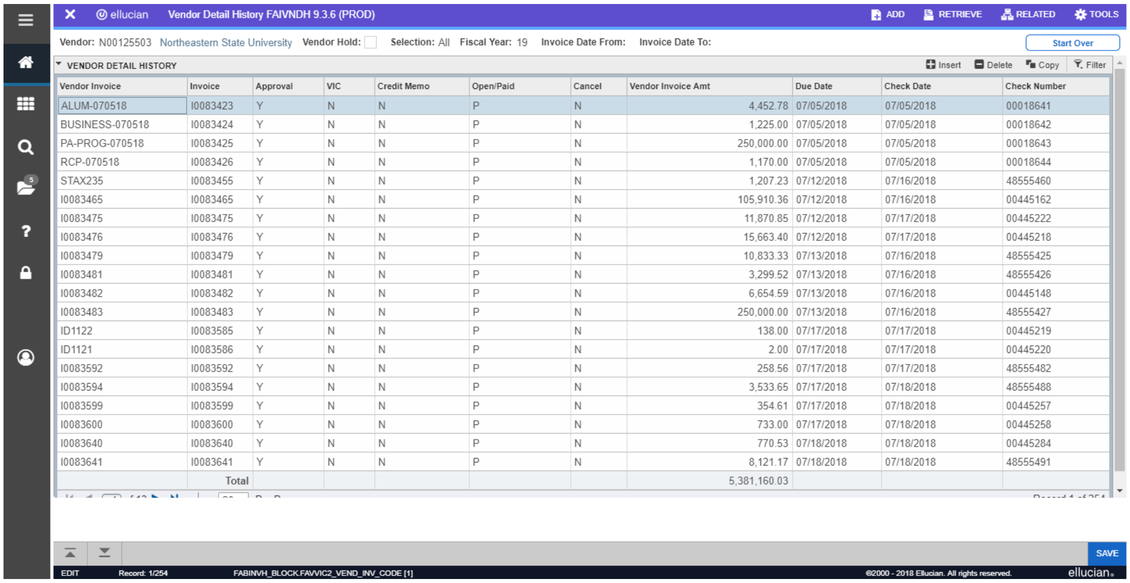
6. Highlight the correct vendor from the list and click **Select**.



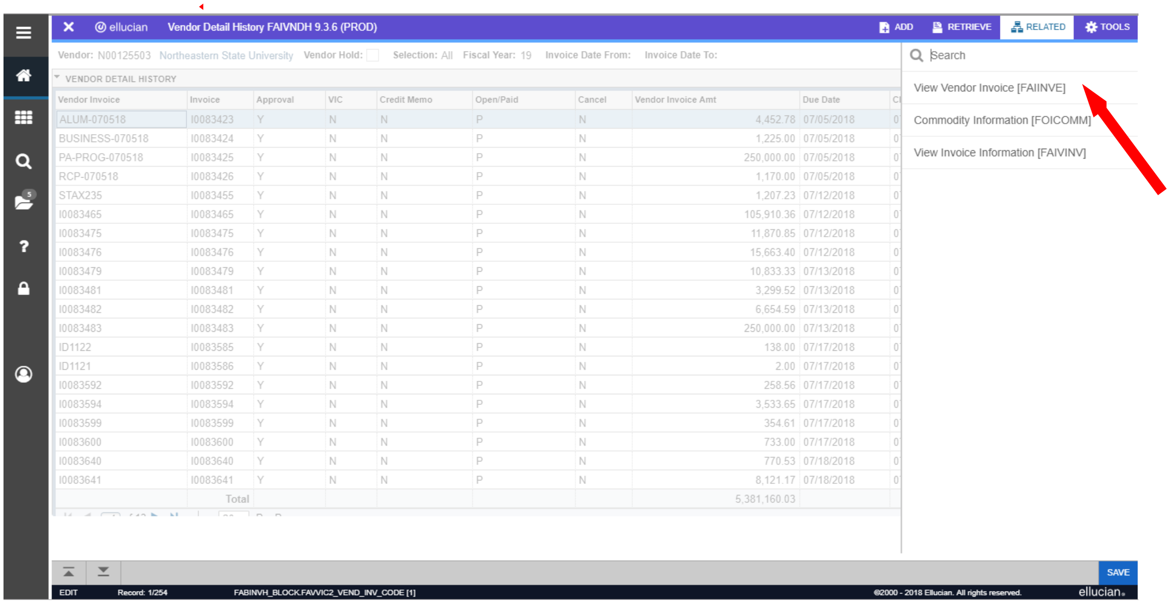

7. The **Fiscal Year** field defaults to the current fiscal year.
8. In the **Selection** field, select the type of invoice to view (All, Credit Memo, Open, Paid).



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.




- Related screens available in Related menu:
  - **FAIINVE** – 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)

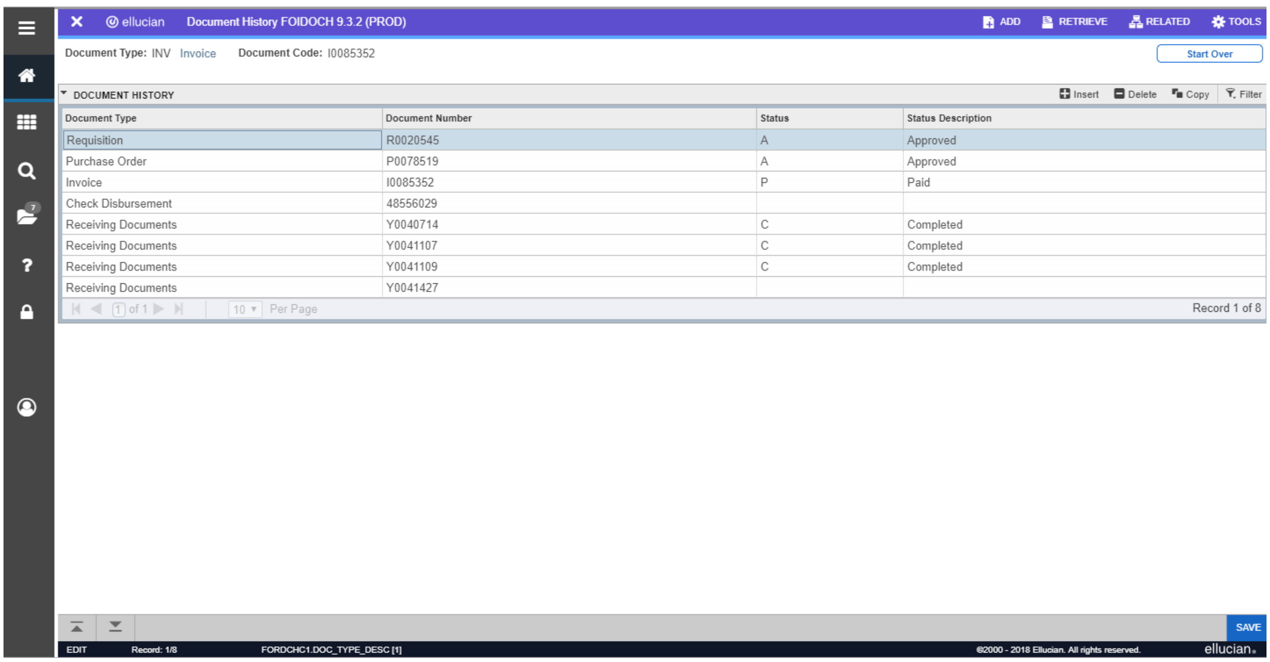


# FOIDOCH

## Finance Operation Inquiry Form
## Document History

- **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.
3. In the **Document Code** field, enter the Banner document number.
4. Click **Next Section or Go**.



ellucian Document History FOIDOCH 9.3.2 (PROD) ADD RETRIEVE RELATED TOOLS

Document Type: INV Invoice Document Code: I0085352 Start Over

DOCUMENT HISTORY Insert Delete Copy Filter

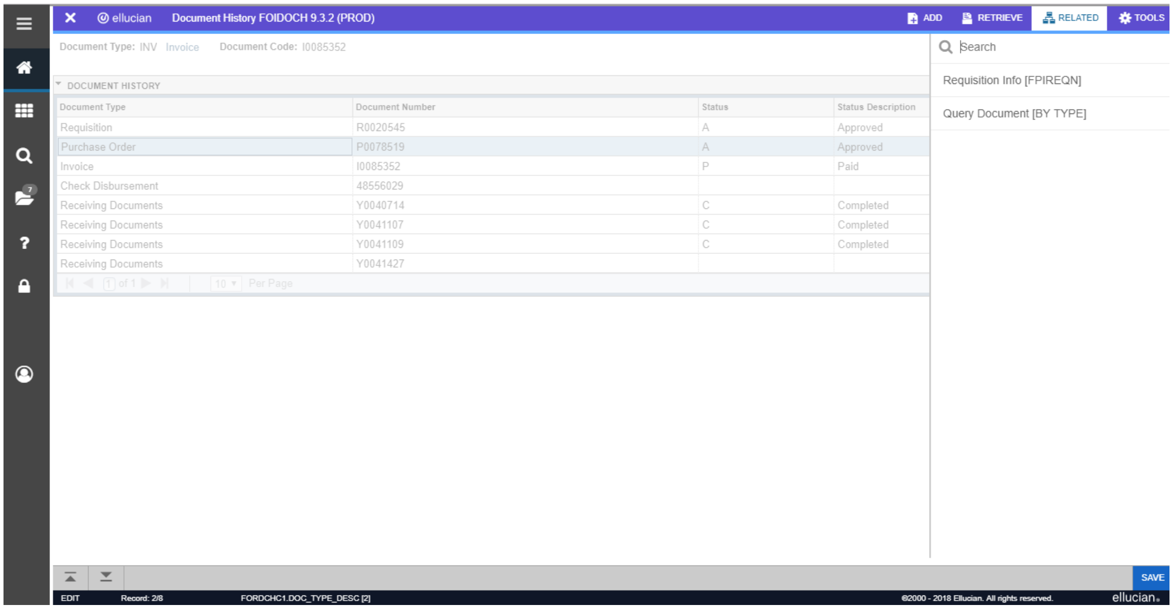
| Document Type | Document Number | Status | Status Description |
|---|---|---|---|
| Requisition | R0020545 | A | Approved |
| Purchase Order | P0078519 | A | Approved |
| Invoice | I0085352 | P | Paid |
| Check Disbursement | 48556029 | | |
| Receiving Documents | Y0040714 | C | Completed |
| Receiving Documents | Y0041107 | C | Completed |
| Receiving Documents | Y0041109 | C | Completed |
| Receiving Documents | Y0041427 | | |

1 of 1 10 Per Page Record 1 of 8

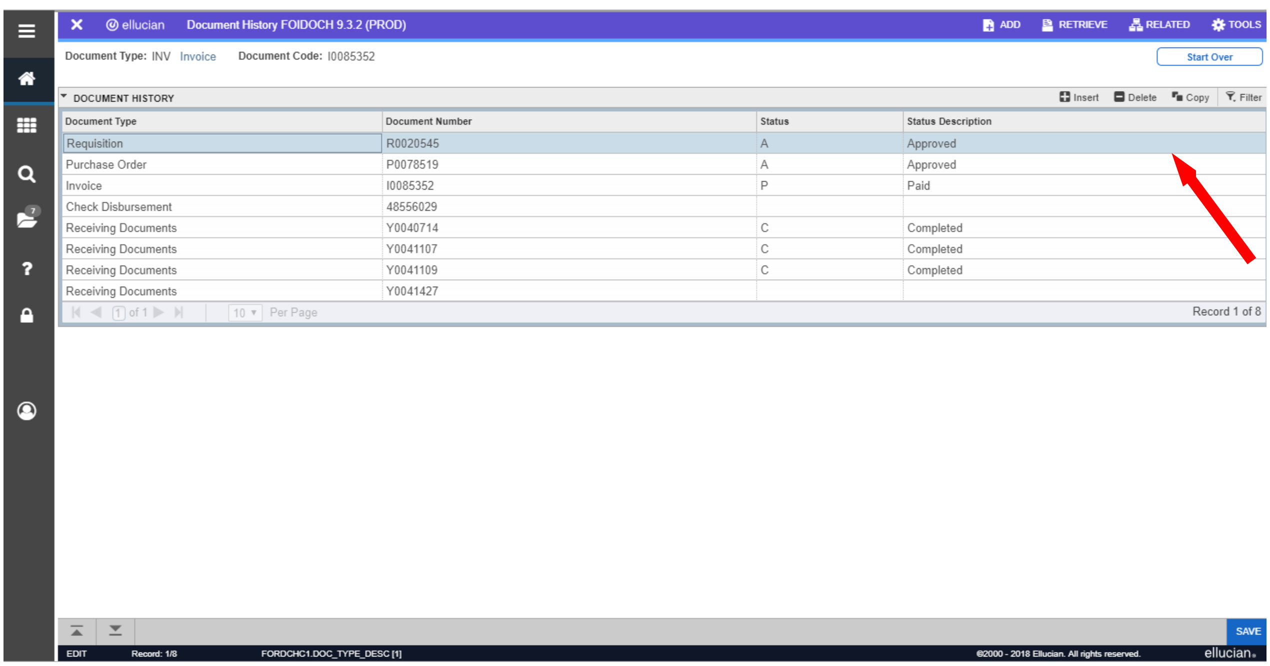
SAVE

EDIT Record: 1/8 FORDCHC1.DOC_TYPE_DESC [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian

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.

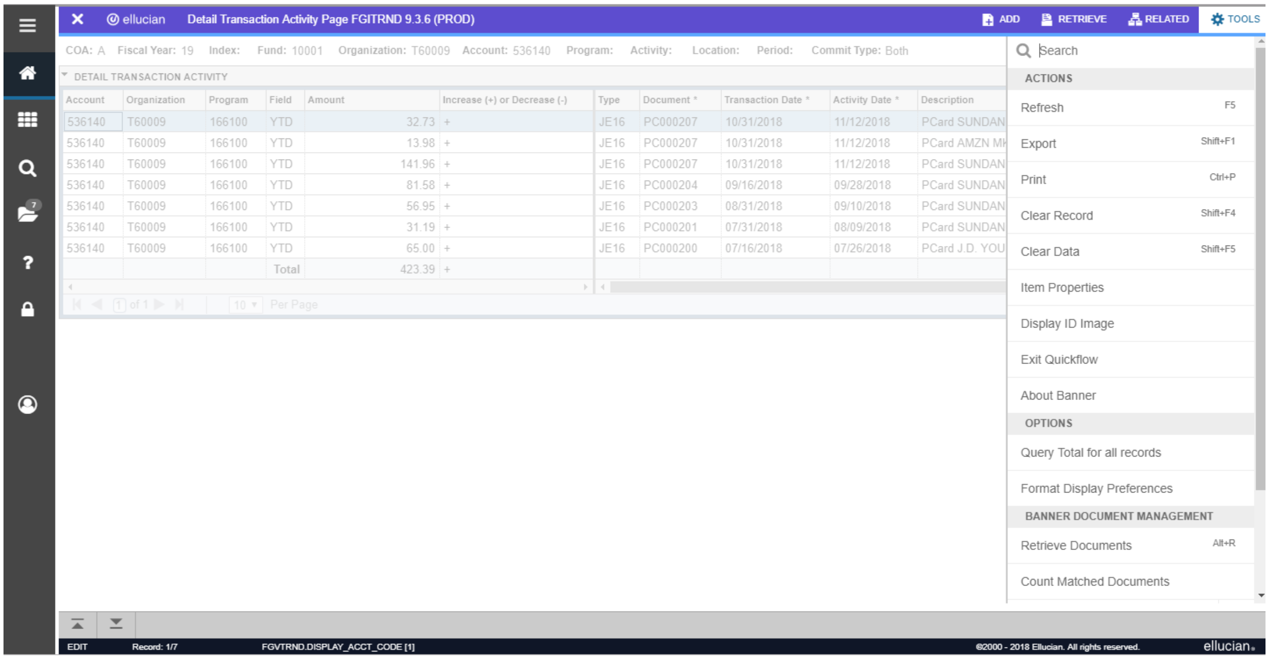


## Exporting to Excel

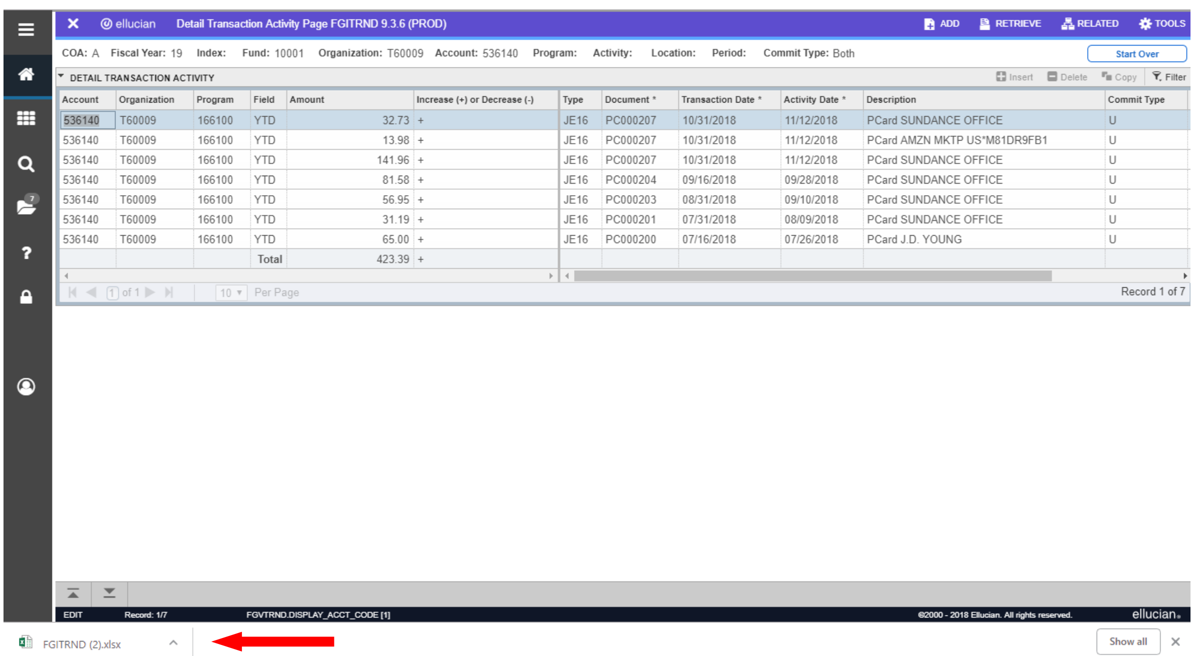
Exporting data from Banner into an Excel document can be a very useful technique to organize data so that it can be manipulated. It also allows one to save data to the hard drive for easy access.

The instructions following use the example of the FGITRND form, but any data from a Banner inquiry can be exported to Excel using the same steps.

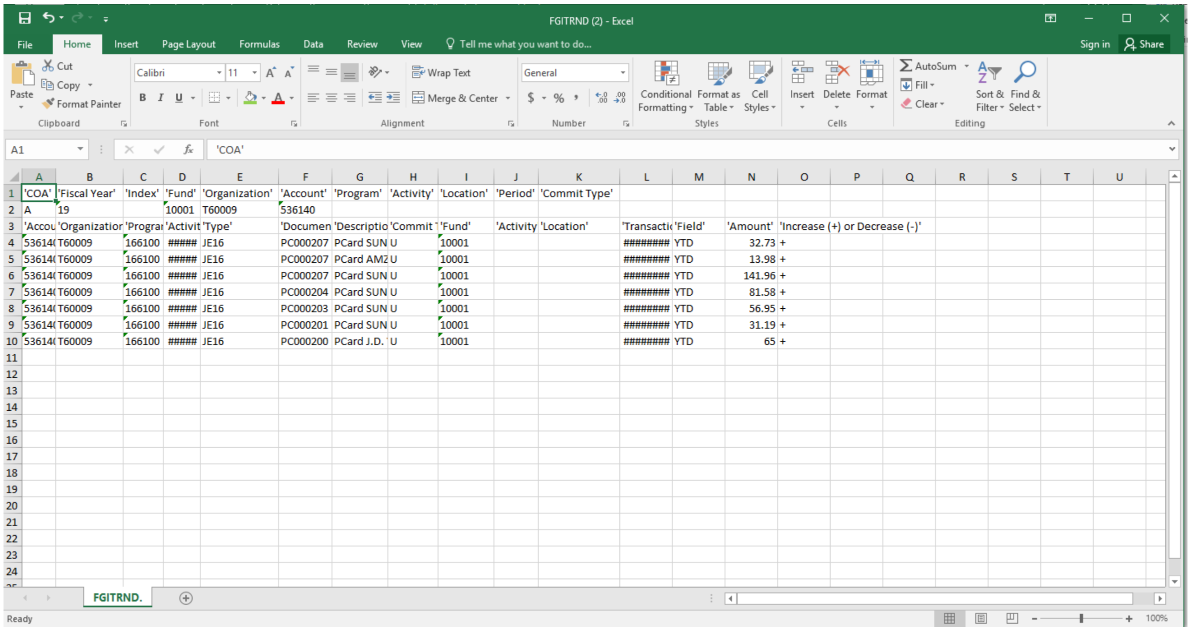
1. Once you have populated the data block with the information you need, click on the **Tools** menu, and choose **Export**.




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.



# 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: J00xxxxx – Journal Entry; P000xxxx – Purchase Order; I00xxxxxx– 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 F und, O rganization, A ccount, 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.