

Northeastern State University



Banner Finance Training

SSB9 Budget Queries and Finance Screens

FOAPAL Elements

<h1 style="font-size: 2em;">F</h1> <p>Fund</p> <p>Where did the money come from?</p> <p>5 digits</p>	<h1 style="font-size: 2em;">O</h1> <p>Organization</p> <p>Who is responsible for the money?</p> <p>6 digits</p>	<h1 style="font-size: 2em;">A</h1> <p>Account</p> <p>What kind of transaction is taking place?</p> <p>6 digits</p>	<h1 style="font-size: 2em;">P</h1> <p>Program</p> <p>Why is the transaction occurring? (the function)</p> <p>6 digits</p>	<h1 style="font-size: 2em;">A</h1> <p>Activity</p> <p>Used for special projects</p>	<h1 style="font-size: 2em;">L</h1> <p>Location</p> <p>Used for fixed assets</p>
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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

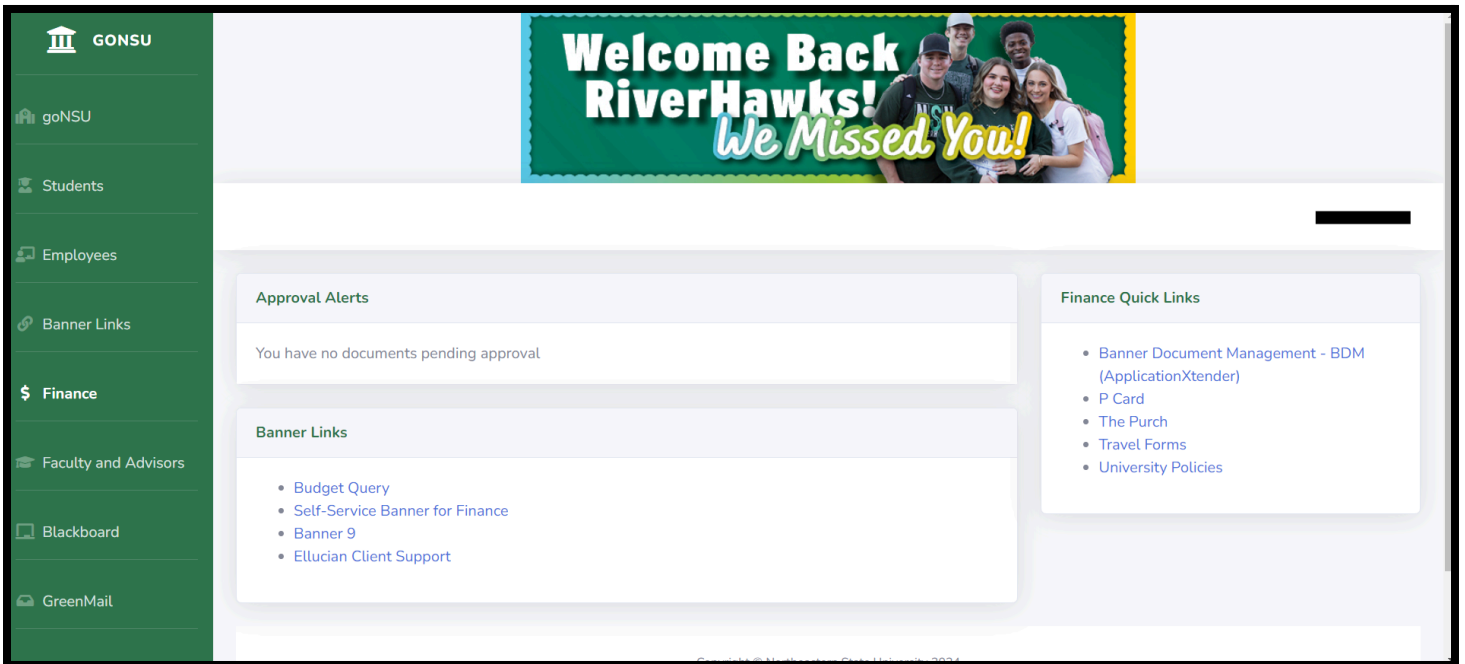
Accessing Financial Information

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.

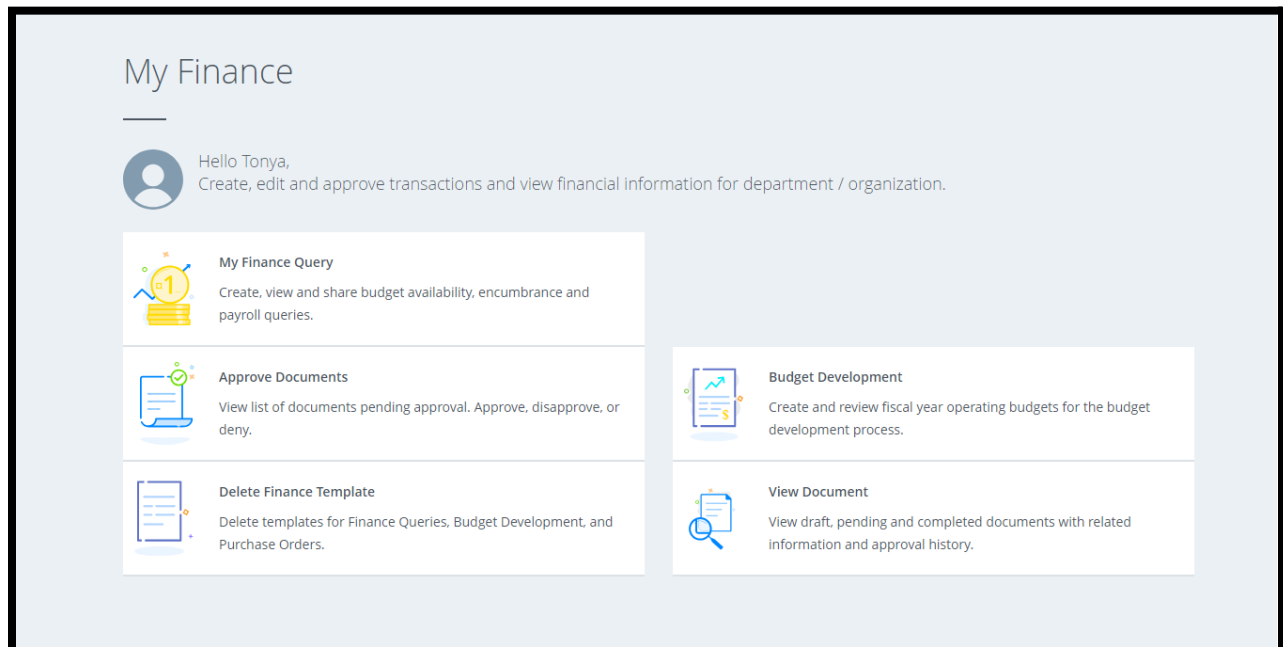
1. Log into GONSU (Located in the top menu bar of www.nsuok.edu)
2. Click the Finance Tab (located in the left menu bar)
3. Choose SSB9 Finance Dashboard in the Banner Links box



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.

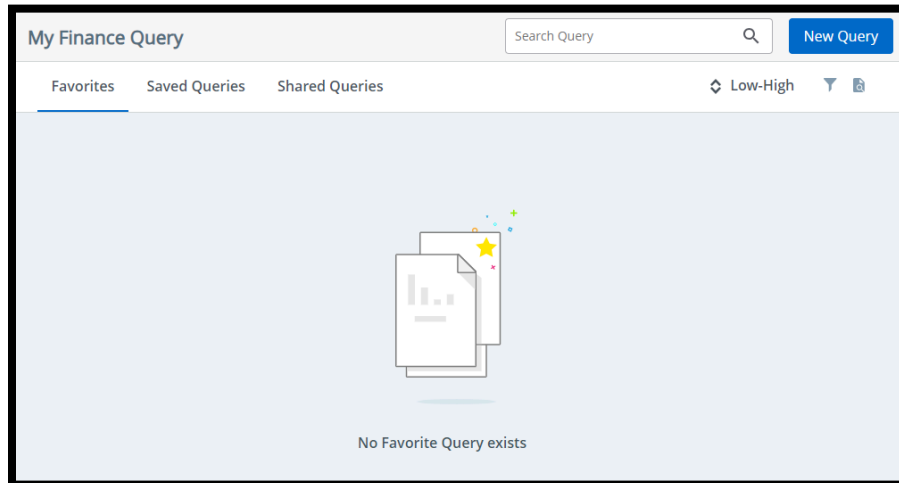
When you enter SSB 9 Finance, you will receive options to perform My Finance queries, approve documents, delete finance templates, and view documents. The budget develop option is only available to a limited number of individuals. This guide will be going through the My Finance Query option.



My Finance Query

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- 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.

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:

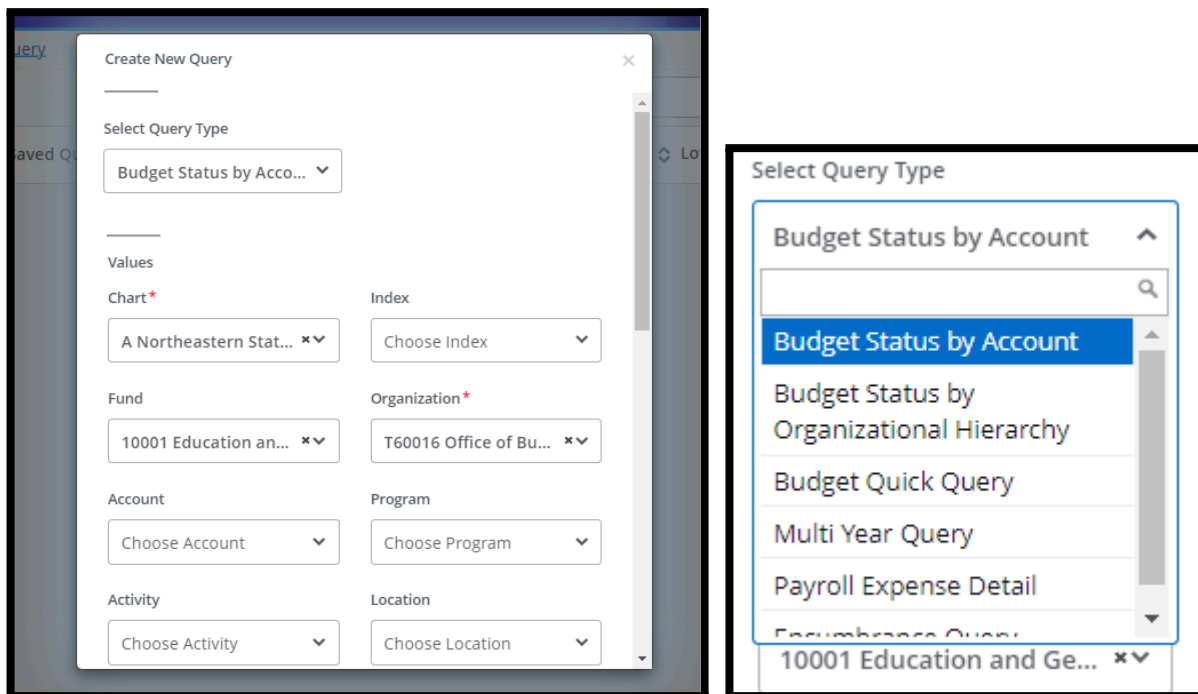
1. Adopted Budget – original budget entered or rolled from a prior year
2. Budget Adjustments – budget changes
3. Adjusted Budget – net of two above elements

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

Create New Query

Fund Type: Choose Fund Type

Account Type: Choose Account Type

Commitment Type: Uncommitted

Include Revenue Accounts

Fiscal Year*: 2025

Fiscal Period*: 12

Comparison Fiscal Year: None

Comparison Fiscal Period: None

Operating Ledger

Adopted Budget Year to Date

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.

Create New Query ✕

Fiscal Year* ✕

Comparison Fiscal Year ▼

Fiscal Period* ✕

Comparison Fiscal Period ▼

Operating Ledger

Adopted Budget ⓘ

Budget Adjustment ⓘ

Adjusted Budget ⓘ

Temporary Budget ⓘ

Accounted Budget ⓘ

Year to Date ⓘ

Encumbrance ⓘ

Reservation ⓘ

Commitments ⓘ

Available Balance ⓘ

SUBMIT

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.

Budget Status by Organizational Hierarchy New Query

← Office of Business Affairs - T60016 ✎ ➡ 📄 ⓘ ⋮

Query Results + ↓

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 Query Parameter

Type Budget Status by Organizational Hierarchy

Period Begin 07/01/2024

Period Ending 06/30/2025

Values

Chart Northeastern State University - A

Index All

Fund Education and General - 10001

Program All

Organization Office of Business Affairs - T60016

Activity All

Account All

OK

View Available Balance

View pending documents

View payroll

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.

Available Balance New Query

< Office of Business Affairs - T60016

Query Results

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.

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
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	1209665	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

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

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.

Related Documents

Check Disbursement
00501555 | 07/18/2024 Completed

Approval History

No Approval History information available for 1209665

Approvals Required

No Approval required information available for 1209665

[OK](#)

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.

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	
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	

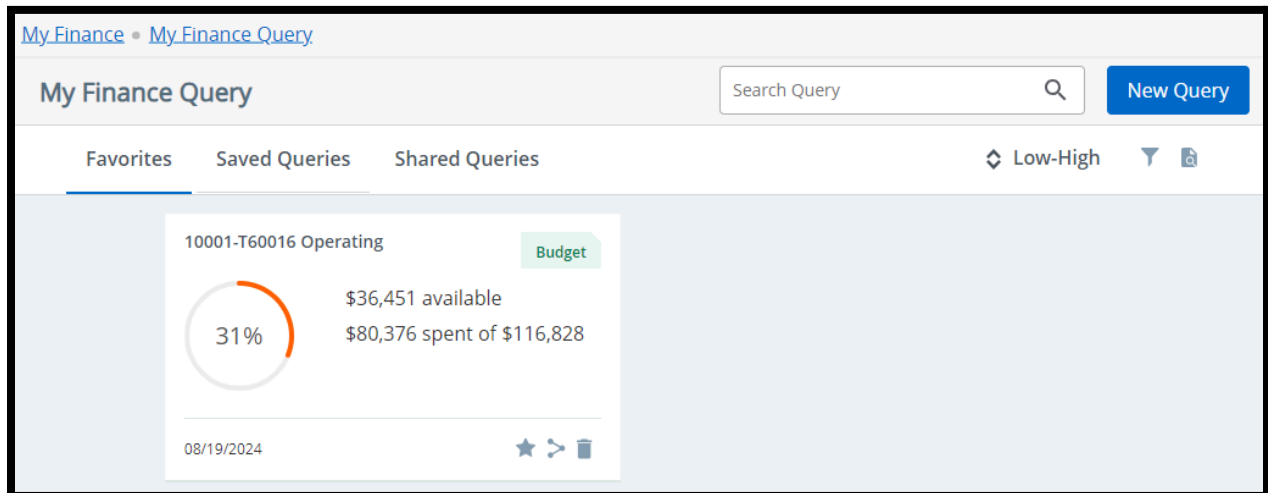
Save as

10001-T60016 Operating

Set as favorite

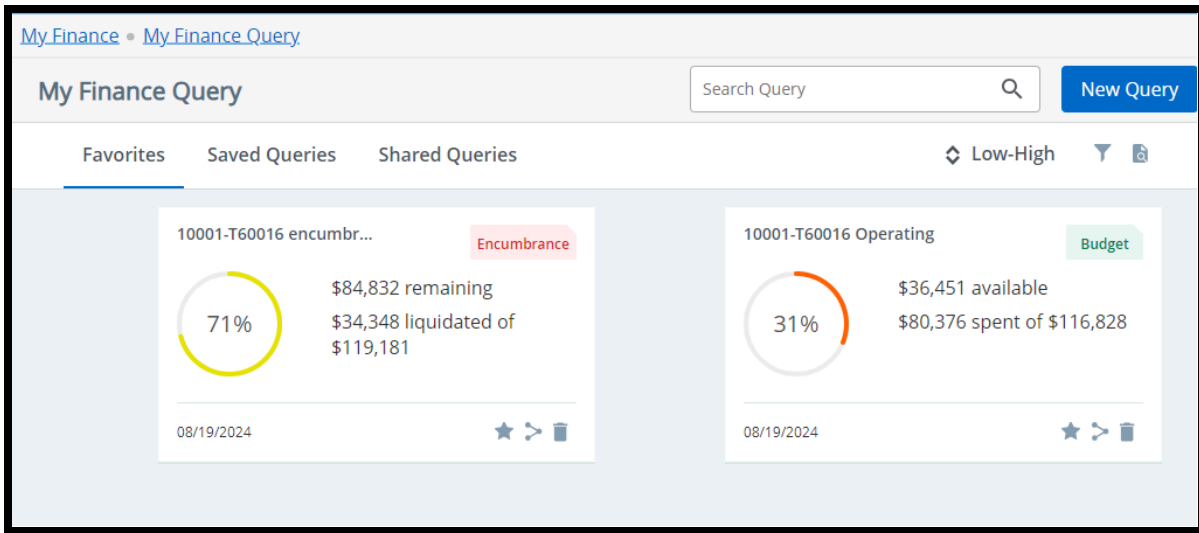
CANCEL
SAVE

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 you will choose encumbrance query instead.



Encumbrance Query Values

The 'Create New Query' form for an Encumbrance Query includes the following fields:

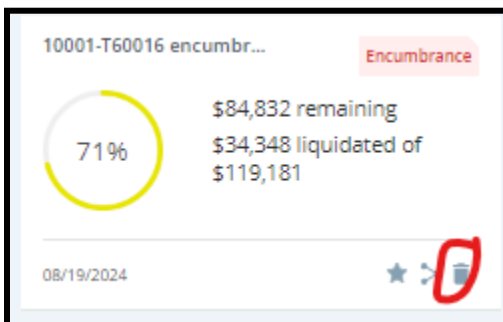
- Select Query Type:** Encumbrance Query
- Chart:** A Northeastern State University
- Fund:** 10001 Education and General
- Grant:** Choose Grant
- Program:** Choose Program
- Index:** Choose Index
- Organization:** T60016 Office of Business Affairs
- Account:** Choose Account
- Activity:** Choose Activity

The 'Create New Query' form for a Budget Query includes the following fields:

- Program:** Choose Program
- Location:** Choose Location
- Account Type:** Choose Account Type
- Encumbrance Status:** All
- Fiscal Year:** 2025
- Fiscal Period:** 12
- Activity:** Choose Activity
- Fund Type:** Choose Fund Type
- Commitment Type:** All

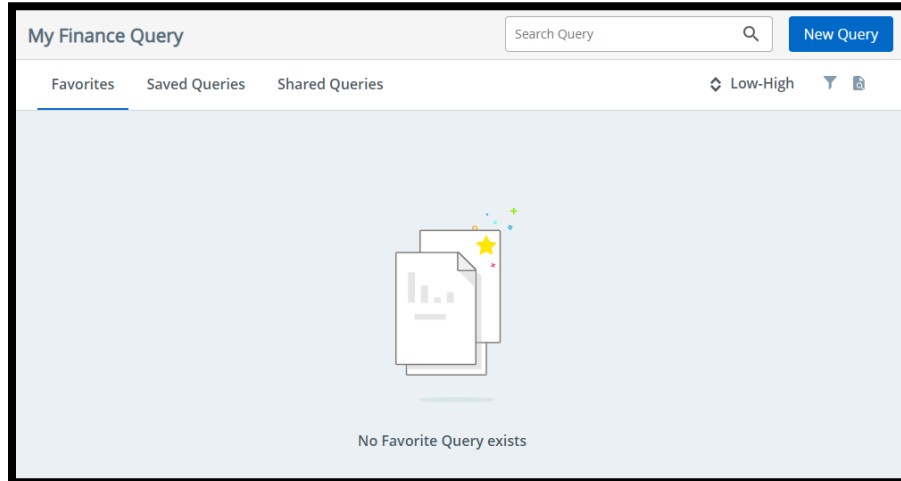
You will notice that only the following values are filled; Chart, Fund, and Organization. Encumbrance query does not require a grant code even though an asterisk next to the title.

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**

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

A Northeastern State Un... x v

Index

Choose Index

Fund

31510 Rebates and Refu... x v

Organization *

T60016 Office of Busines... x v

Account

Choose Account

Program

Choose Program

Activity

Choose Activity

Location

Choose Location

Select Query Type

Budget Status by Account

Budget Status by Organizational Hierarchy

Budget Quick Query

Multi Year Query

Payroll Expense Detail

10001 Education and Ge... x v

Fill in the values for your query.

Chart: A Northeastern State University- This will not change.

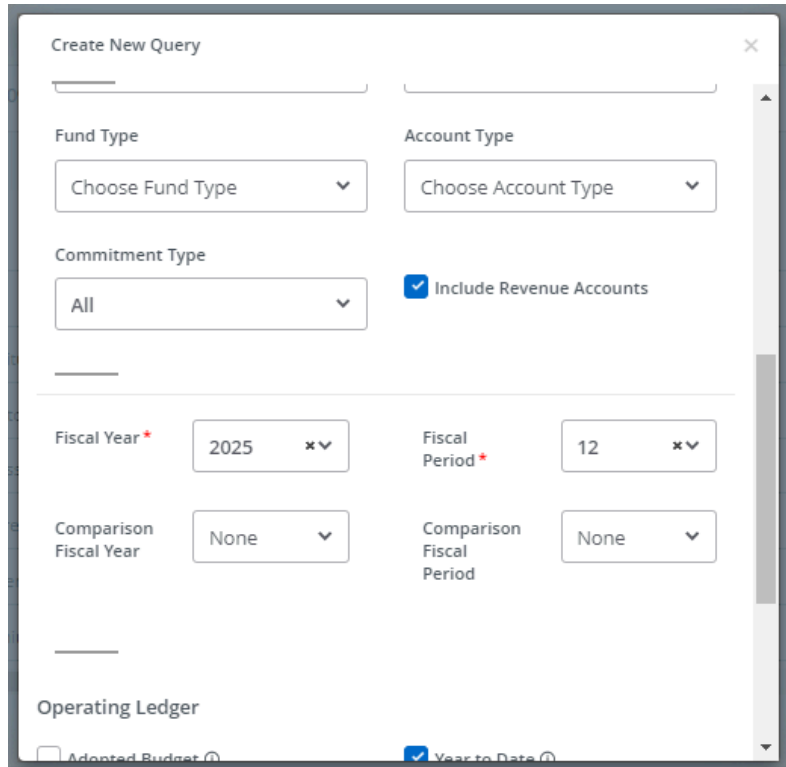
Index: Leave blank

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)



The screenshot shows a 'Create New Query' dialog box with the following fields and options:

- Fund Type:** Choose Fund Type (dropdown)
- Account Type:** Choose Account Type (dropdown)
- Commitment Type:** All (dropdown)
- Include Revenue Accounts:**
- Fiscal Year:** 2025 (dropdown)
- Fiscal Period:** 12 (dropdown)
- Comparison Fiscal Year:** None (dropdown)
- Comparison Fiscal Period:** None (dropdown)
- Operating Ledger:** Adopted Budget Year to Date

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

Create New Query ✕

Fiscal Year* ✕

Comparison Fiscal Year ▼

Fiscal Period* ✕

Comparison Fiscal Period ▼

Operating Ledger

Adopted Budget ⓘ

Budget Adjustment ⓘ

Adjusted Budget ⓘ

Temporary Budget ⓘ

Accounted Budget ⓘ

Year to Date ⓘ

Encumbrance ⓘ

Reservation ⓘ

Commitments ⓘ

Available Balance ⓘ

[SUBMIT](#)

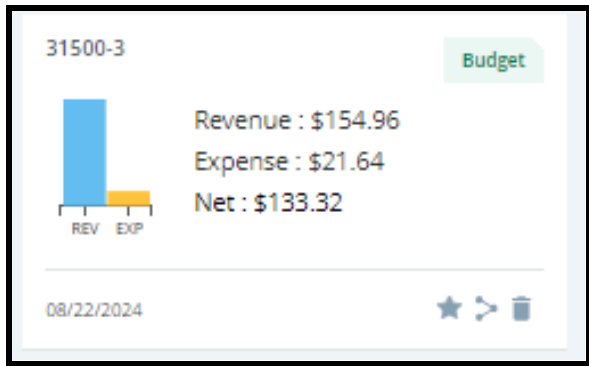
Any time a word, title, code or amount appears in a [blue color](#) it is a hyperlink that will bring the user to a new functionality or will drill down to some supporting documentation.

Budget Status by Account							
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.





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. **FGIENC** – Detail Encumbrance Activity
6. **FGITRND** – Transaction Detail Activity
7. **FAIVNDH** – Vendor Detail History
8. **FOIDOCH** – Document History

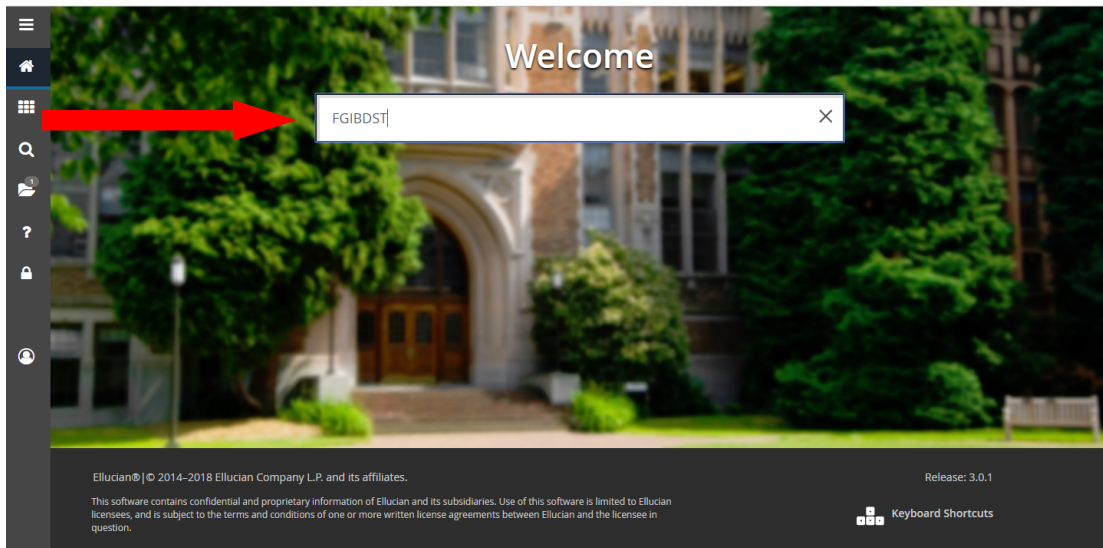
#1

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:

Organization Budget Status FGIBDST 9.3.6 (PREPROD)

Chart: * A ... Fiscal Year: * 19 ... Go

Index: ... Query Specific: *

Account

Include Revenue: Commit Type: Both

Accounts

Organization: ... Fund: ...

Program: ... Account: ...

Account Type: ... Activity: ...

Location: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK:KEYBLOC_COAS_CODE [1] ellucian

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.

Organization Budget Status FGIBDST 9.3.6 (PREPROD)

Chart: * A ... Fiscal Year: * 19 ... Go

Index: ... Query Specific: *

Account

Include Revenue: Commit Type: Both

Accounts

Organization: ... Fund: ...

Program: ... Account: ...

Account Type: ... Activity: ...

Location: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK:KEYBLOC_COAS_CODE [1] ellucian

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.

Organization Budget Status FGIBDST 9.3.6 (PREPROD)

Chart: A Northeastern State University Fiscal Year: 19

Index: Query Specific:

Account Commit Type: Both

Include Revenue:

Accounts

Organization: T60009 Office of Budgets and Accounting Fund: 10001 Education and General

Program: 166100 Fiscal Operations Account: Activity:

Location:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK:KEYBLOC_FUND_CODE (1) ellucian

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)

Organization Budget Status FGIBDST 9.3.6 (PREPROD)

Chart: A Northeastern State University Fiscal Year: 19 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: T60009 Office of Budgets and Accounting Fund: 10001 Education and General Program: 166100 Fiscal Operations Account: Account Type: Activity:

Location:

ORGANIZATION BUDGET STATUS

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

EDIT Record: 1/20 FTWACCT_BLOCK:FTWACCT_ACCT_CODE (1) ellucian

- 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)

Organization Budget Status FGIBDST 9.3.6 (PREPROD)

Chart: A Northeastern State University Fiscal Year: 19 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: T60009 Office of Budgets and Accounting Fund: 10001 Education and General Program: 166100 Fiscal Operations Account: Account Type:

Location:

ORGANIZATION BUDGET STATUS

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

Search

Budget Summary Information [FGIBSUM] Shift+F2

Organization Encumbrances [FGIOENC] F4

Transaction Detail Information [FGITRND] F3

EDIT Record: 1/28 FTVACCT_BLOCKFTVACCT_ACCT_CODE [1] ellucian

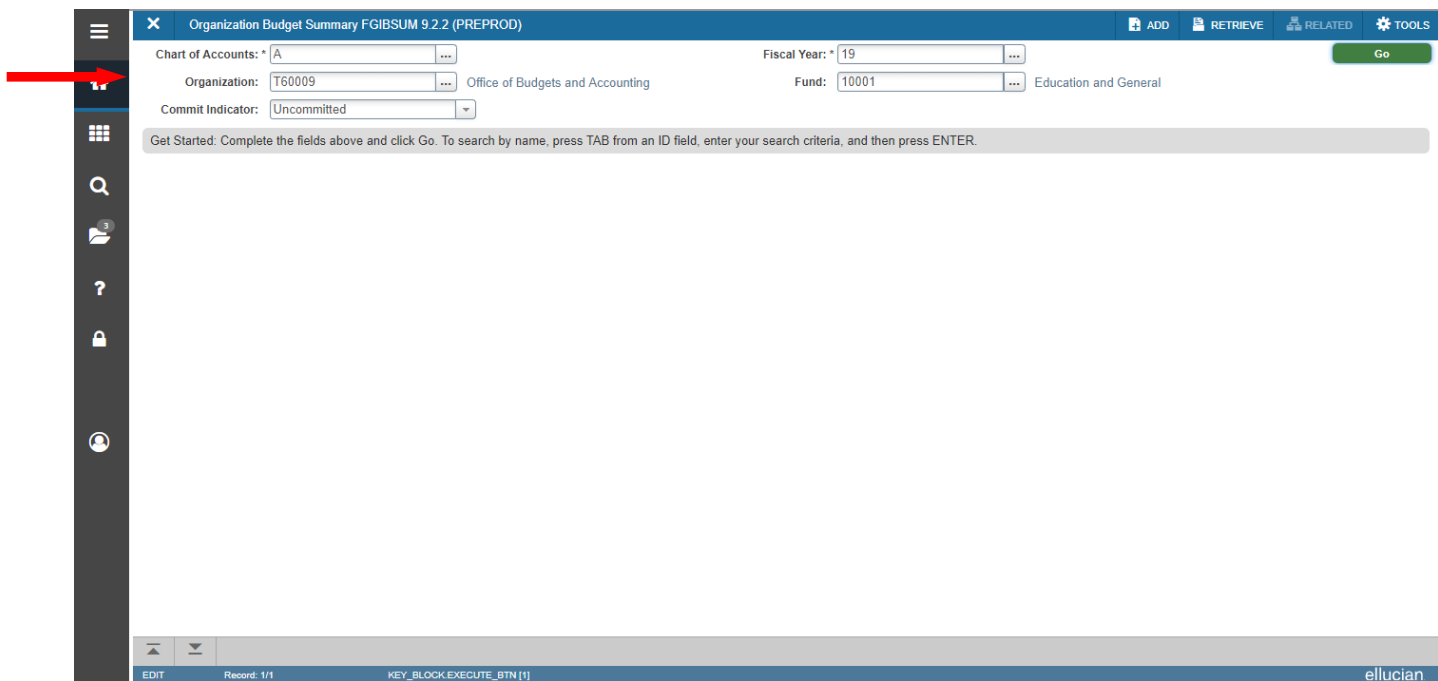
#2

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.



The screenshot displays the 'Organization Budget Summary FGIBSUM 9.2.2 (PREPROD)' application window. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' options. A search bar is present with the text 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The main form area contains several input fields: 'Chart of Accounts' (set to 'A'), 'Fiscal Year' (set to '19'), 'Organization' (set to 'T60009' with the label 'Office of Budgets and Accounting'), 'Fund' (set to '10001' with the label 'Education and General'), and 'Commit Indicator' (set to 'Uncommitted'). A green 'Go' button is located to the right of the 'Fiscal Year' field. On the left side, there is a vertical sidebar with various icons, including a search icon, a question mark, and a lock icon. A red arrow points to the top icon in the sidebar. The bottom status bar shows 'EDIT', 'Record: 1/1', 'KEY_BLOCKEXECUTE_BTN [1]', and the 'ellucian' logo.

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.

Organization Budget Summary FGIBSUM 9.2.2 (PREPROD)

Chart of Accounts: A Fiscal Year: 19
 Organization: T60009 Office of Budgets and Accounting Fund: 10001 Education and General
 Commit Indicator: Uncommitted

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK.EXECUTE_BTN [1] ellucian

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**.

Organization Budget Summary FGIBSUM 9.2.2 (PREPROD)

Chart of Accounts: A Fiscal Year: 19 Organization: T60009 Office of Budgets and Accounting Fund: 10001 Education and General Commit Indicator: Uncommitted

Start Over

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor		338,044.00	52,283.60	0.00
Direct Expenditures		16,451.00	614.21	0.00
Transfers				
Net: Revenue minus(Labor + Expen...		-354,495.00	-52,897.81	
			Total Commitments	0.00

10 Per Page Record 1 of 4

EDIT Record: 1/4 FTWATYP_BLOCK.FTVSDAT_TITLE [1] ellucian

- Related forms available in Related menu:
 - **FGIBDST**- Organizational Budget Status (for specified Fund and Organization)

Organization Budget Summary FGIBSUM 9.2.2 (PREPROD)

Chart of Accounts: A Fiscal Year: 19 Organization: T60009 Office of Budgets and Accounting Fund: 10001 Education and General Commit Indicator: Uncommitted

ADD RETRIEVE RELATED TOOLS

ORGANIZATION BUDGET SUMMARY

Account Type	Adjusted Budget	YTD Activity	Commitments
Revenue			
Labor		338,044.00	52,283.60
Direct Expenditures		16,451.00	614.21
Transfers			
Net: Revenue minus(Labor + Expen...		-354,495.00	-52,897.81
			Total Commitments

1 of 1 Per Page

Budget Status Information [FGIBDST] Shift+F2

EDIT Record: 1/4 FTWATYP_BLOCK.FTVSDAT_TITLE [1] ellucian

#3

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)

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

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		

Record 1 of 16

* - denotes amount is opposite of Normal Balance

EDIT Record: 1/16 FGVTL1_BLOCKFGVTBL1_ACCT_CODE [1] SAVE 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.

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0078657	American Assoc College Teacher Educ	1	531260	111000			6,410.00	U
P0078662	Oklahoma Technology Association	1	532130	111000			300.00	U
P0079086	Sodexo Inc & Affiliates	1	536170	111000			532.50	U

- Related forms available in Related menu:
 - **FGIENC D** - Detail Encumbrance Activity (for selected Encumbrance)

ellucian Organizational Encumbrance List FGIOENC 9.3.4 (PROD)

Chart: A Fiscal Year: 19 Index: Organization: T20145 College of Education Admin Fund: 10001 Education and General

ADD RETRIEVE RELATED TOOLS

ORGANIZATIONAL ENCUMBRANCE LIST

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount
P0078657	American Assoc College Teacher Educ	1	531260	111000			
P0078662	Oklahoma Technology Association	1	532130	111000			
P0079086	Sodexo Inc & Affiliates	1	536170	111000			

Search

Query Detail Encumbrance Info [FGIENC D]

#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.

The screenshot displays the FGIENCD application interface. It is divided into three main sections:

- ENCUMBRANCE INFORMATION:** Shows details for Dell Financial Services LP, including Date Established (11/09/2016), Balance (0.00), and Vendor (N00179137 Dell Financial Services LLC).
- ENCUMBRANCE DETAIL:** Shows details for a Computer Replacement, including Item (1), Sequence (1), Fiscal Year (17), Status (C), Commit Indicator (U), COA (A), Index, Fund (12020), and Encumbrance (6.80), Liquidation (-6.80), and Balance (0.00).
- TRANSACTION ACTIVITY:** Shows a table of transactions with columns for Transaction Date, Type, Document Code, Action, Transaction Amount, and Remaining Balance.

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
11/08/2016	PORD	P0075223		6.80	6.80
11/14/2016	INEI	10068078	T	-6.80	0.00

#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.

The screenshot displays the 'Detail Transaction Activity Page FGITRND 9.3.6 (PROD)' in the elucian system. The page features a search form with the following fields and values:

- COA: A
- Index: (empty)
- Organization: T60009
- Program: (empty)
- Location: (empty)
- Commit Type: Both
- Fiscal Year: 19
- Fund: 10001
- Account: (empty)
- Activity: (empty)
- Period: (empty)

A red arrow points to the search field. Below the form, a message reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The footer includes 'EDIT Record: 1/1 KEY_BLOCKKEYBLCK_ADCT_CODE (1) ©2000 - 2018 Elucian. All rights reserved. elucian'.

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.

ellucian Detail Transaction Activity Page FGITRND 9.3.6 (PROD)

COA: A Fiscal Year: 19 Index: Fund: 10001 Organization: T60009 Account: Program: Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Organization Program Field Amount

Add Another Field ...

Clear All Go

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type
Total											

Record: 1 of 1

EDIT Record: 1/1 KEY_BLOCK:KEYBLK_ACCT_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian®

- Related forms available in Related menu:
 - Query Document (By Type)
 - Detail Encumbrance Info (FGIENCDC)

ellucian Detail Transaction Activity Page FGITRND 9.3.6 (PROD)

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	+						

Record: 1 of 368

#7

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**.

Vendor: ...

Vendor Hold:

Selection: All

Fiscal Year: 19

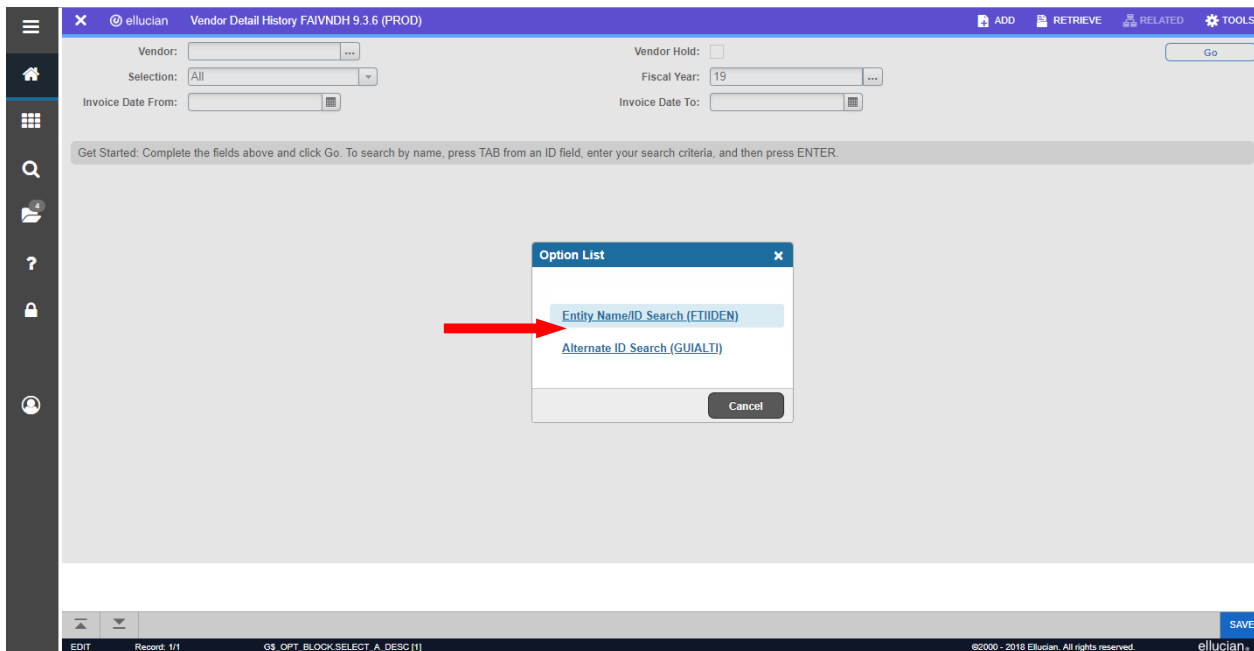
Invoice Date From:

Invoice Date To:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

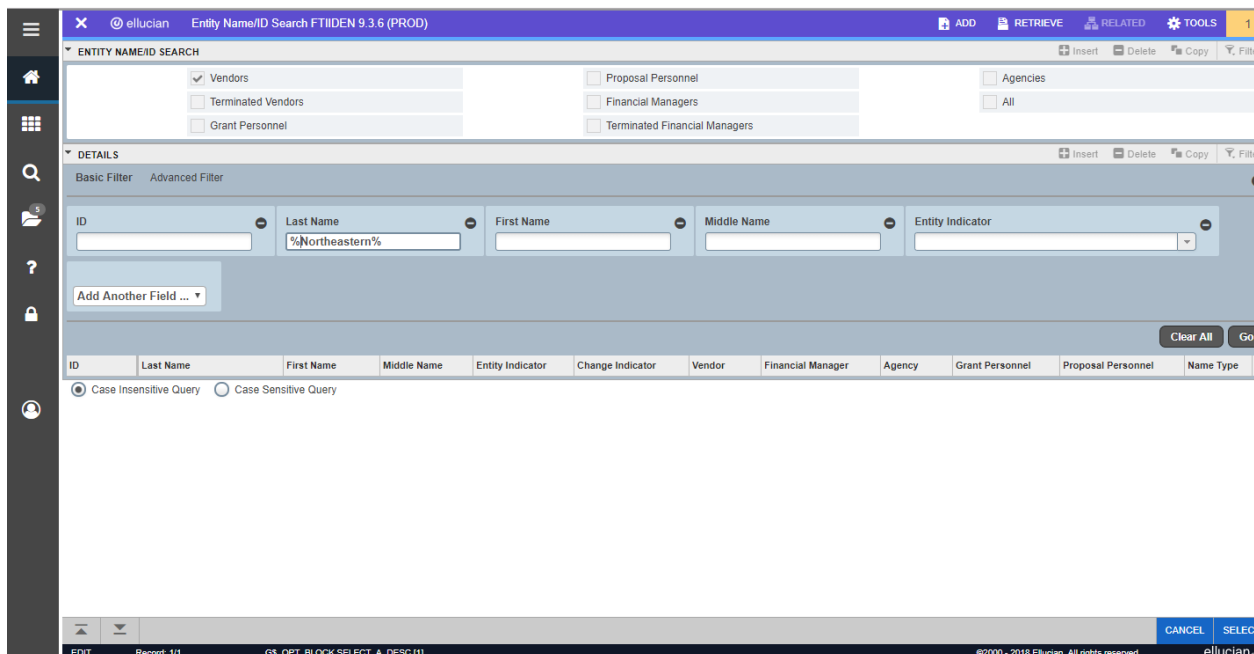
EDIT Record: 1/1 KEY_BLOCK.FAIVNDH_VEND_CODE [1] ©2000 - 2018 Elucian. All rights reserved. elucian

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**.

Entity Name/ID Search FTIIDEN 9.3.6 (PROD)

Active filters: Last Name: %Northeastern% Clear All Filter Again

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
81142	NSU - Northeastern Acti...			Corporation	ID	Yes	No	No	No	No	ETAP
N00172165	NSU - Northeastern Acti...			Corporation		Yes	No	No	No	No	THRD
N00202983	Northeastern Assoc of S...			Corporation		Yes	No	No	No	No	
N00125502	Northeastern Glass & Mi...			Corporation	Name	Yes	No	No	No	No	
N00125502	Northeastern Glass and ...			Corporation	Name	Yes	No	No	No	No	
N00125502	Northeastern Glass and ...			Corporation	Name	Yes	No	No	No	No	
N00125680	Northeastern Health Sys...			Corporation		Yes	No	No	No	No	
N00218094	Northeastern Oklahoma ...			Corporation		Yes	No	No	No	No	
N00126369	Northeastern Oklahoma ...			Corporation	Name	Yes	No	No	No	No	
N00208579	Northeastern St Univ M...			Corporation		Yes	No	No	No	No	
N00125503	Northeastern State Univ...			Corporation		Yes	No	No	No	No	
N00212751	Northeastern State Univ...			Corporation		Yes	No	No	No	No	
N00176080	Northeastern State Univ...			Corporation		Yes	No	No	No	No	
N00125714	The Northeastern			Corporation		Yes	No	No	No	No	

Record 8 of 14

Case Insensitive Query Case Sensitive Query

CANCEL 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).

Vendor Detail History FAIVNDH 9.3.6 (PROD)

Vendor: N00125503 Vendor Hold: Go

Selection: All Fiscal Year: 19

Invoice Date From: Invoice Date To:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK:FAIVNDH_SEL_IND (1) ©2000 - 2018 Elucian. All rights reserved. elucian.

- 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.

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
ALUM-070518	I0083423	Y	N	N	P	N	4,452.78	07/05/2018	07/05/2018	00018641
BUSINESS-070518	I0083424	Y	N	N	P	N	1,225.00	07/05/2018	07/05/2018	00018642
PA-PROG-070518	I0083425	Y	N	N	P	N	250,000.00	07/05/2018	07/05/2018	00018643
RCP-070518	I0083426	Y	N	N	P	N	1,170.00	07/05/2018	07/05/2018	00018644
STAX235	I0083455	Y	N	N	P	N	1,207.23	07/12/2018	07/16/2018	4855460
I0083465	I0083465	Y	N	N	P	N	105,910.36	07/12/2018	07/16/2018	00445162
I0083475	I0083475	Y	N	N	P	N	11,870.85	07/12/2018	07/17/2018	00445222
I0083476	I0083476	Y	N	N	P	N	15,663.40	07/12/2018	07/17/2018	00445218
I0083479	I0083479	Y	N	N	P	N	10,833.33	07/13/2018	07/16/2018	4855425
I0083481	I0083481	Y	N	N	P	N	3,299.52	07/13/2018	07/16/2018	4855426
I0083482	I0083482	Y	N	N	P	N	6,654.59	07/13/2018	07/16/2018	00445148
I0083483	I0083483	Y	N	N	P	N	250,000.00	07/13/2018	07/16/2018	4855427
ID1122	I0083585	Y	N	N	P	N	138.00	07/17/2018	07/17/2018	00445219
ID1121	I0083586	Y	N	N	P	N	2.00	07/17/2018	07/17/2018	00445220
I0083592	I0083592	Y	N	N	P	N	258.56	07/17/2018	07/17/2018	4855482
I0083594	I0083594	Y	N	N	P	N	3,533.65	07/17/2018	07/18/2018	4855488
I0083599	I0083599	Y	N	N	P	N	354.61	07/17/2018	07/18/2018	00445257
I0083600	I0083600	Y	N	N	P	N	733.00	07/17/2018	07/18/2018	00445258
I0083640	I0083640	Y	N	N	P	N	770.53	07/18/2018	07/18/2018	00445284
I0083641	I0083641	Y	N	N	P	N	8,121.17	07/18/2018	07/18/2018	4855491
Total							5,381,160.03			

- 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)

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
ALUM-070518	I0083423	Y	N	N	P	N	4,452.78	07/05/2018	07/05/2018	00018641
BUSINESS-070518	I0083424	Y	N	N	P	N	1,225.00	07/05/2018	07/05/2018	00018642
PA-PROG-070518	I0083425	Y	N	N	P	N	250,000.00	07/05/2018	07/05/2018	00018643
RCP-070518	I0083426	Y	N	N	P	N	1,170.00	07/05/2018	07/05/2018	00018644
STAX235	I0083455	Y	N	N	P	N	1,207.23	07/12/2018	07/16/2018	4855460
I0083465	I0083465	Y	N	N	P	N	105,910.36	07/12/2018	07/16/2018	00445162
I0083475	I0083475	Y	N	N	P	N	11,870.85	07/12/2018	07/17/2018	00445222
I0083476	I0083476	Y	N	N	P	N	15,663.40	07/12/2018	07/17/2018	00445218
I0083479	I0083479	Y	N	N	P	N	10,833.33	07/13/2018	07/16/2018	4855425
I0083481	I0083481	Y	N	N	P	N	3,299.52	07/13/2018	07/16/2018	4855426
I0083482	I0083482	Y	N	N	P	N	6,654.59	07/13/2018	07/16/2018	00445148
I0083483	I0083483	Y	N	N	P	N	250,000.00	07/13/2018	07/16/2018	4855427
ID1122	I0083585	Y	N	N	P	N	138.00	07/17/2018	07/17/2018	00445219
ID1121	I0083586	Y	N	N	P	N	2.00	07/17/2018	07/17/2018	00445220
I0083592	I0083592	Y	N	N	P	N	258.56	07/17/2018	07/17/2018	4855482
I0083594	I0083594	Y	N	N	P	N	3,533.65	07/17/2018	07/18/2018	4855488
I0083599	I0083599	Y	N	N	P	N	354.61	07/17/2018	07/18/2018	00445257
I0083600	I0083600	Y	N	N	P	N	733.00	07/17/2018	07/18/2018	00445258
I0083640	I0083640	Y	N	N	P	N	770.53	07/18/2018	07/18/2018	00445284
I0083641	I0083641	Y	N	N	P	N	8,121.17	07/18/2018	07/18/2018	4855491
Total							5,381,160.03			

#8

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**.

The screenshot shows the 'Document History FOIDOCH 9.3.2 (PROD)' interface. At the top, it displays 'Document Type: INV Invoice' and 'Document Code: I0085352'. Below this is a table titled 'DOCUMENT HISTORY' with columns for Document Type, Document Number, Status, and Status Description. The table contains seven rows of data. At the bottom of the table, there are navigation controls including '1 of 1' and '10 Per Page'. The footer of the screen includes 'EDIT Record: 1/8 FORDCH1.DOC_TYPE_DESC (1)' and '©2000 - 2018 Ellucian. All rights reserved. ellucian'.

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		

5. All entries related to the specified document are displayed. Use the **Related** menu to query the document selected.

The screenshot shows the 'Document History' interface for document code I0085352. The table lists various document types and their statuses. A sidebar on the right contains search options like 'Requisition Info [FPREQN]' and 'Query Document [BY TYPE]'. The status 'Approved' is highlighted in the first two rows.

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		
Receiving Documents	Y0041107	C	Completed
Receiving Documents	Y0041109	C	Completed
Receiving Documents	Y0041427		

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.

This screenshot is similar to the previous one but includes a red arrow pointing to the 'Status' column of the table. The 'Tools' menu at the top right is expanded, showing options like 'Insert', 'Delete', 'Copy', and 'Filter'. The status 'Approved' is highlighted in the first two rows.

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		
Receiving Documents	Y0041107	C	Completed
Receiving Documents	Y0041109	C	Completed
Receiving Documents	Y0041427		



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.

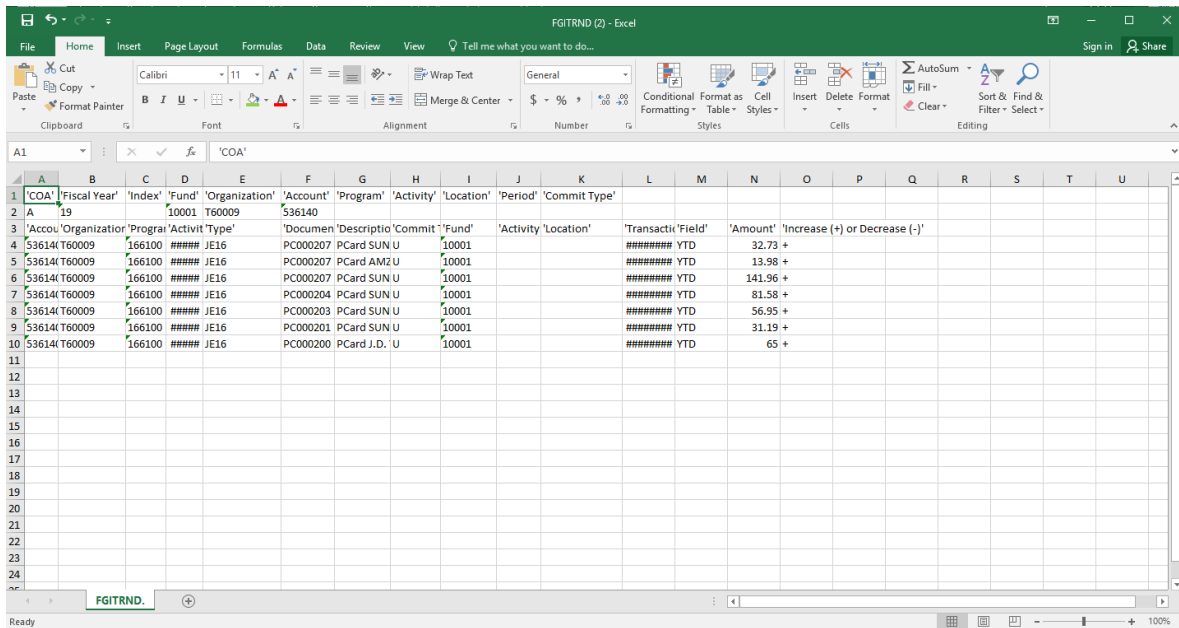
- Once you have populated the data block with the information you need, click on the **Tools** menu, and choose **Export**.

The screenshot shows the 'elucian' web application interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area displays a table titled 'DETAIL TRANSACTION ACTIVITY' with columns for Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document #, Transaction Date #, Activity Date #, and Description. The table contains several rows of transaction data and a 'Total' row. On the right side, a 'TOOLS' menu is open, listing various actions such as 'Refresh', 'Export', 'Print', 'Clear Record', 'Clear Data', 'Item Properties', 'Display ID Image', 'Exit Quickflow', 'About Banner', 'OPTIONS', 'Query Total for all records', 'Format Display Preferences', 'BANNER DOCUMENT MANAGEMENT', 'Retrieve Documents', and 'Count Matched Documents'. The 'Export' option is highlighted.

- The file will automatically download to your browser.

The screenshot shows the same 'elucian' web application interface. The 'DETAIL TRANSACTION ACTIVITY' table is visible, showing transaction details including 'Commit Type' (U). Below the table, a file download notification is visible in the browser's taskbar, showing a file named 'FGTRND (2).xlsx' with a red arrow pointing to it. The notification also includes a 'Show all' button and a close icon (X).

- 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 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.