



Banner Training

Finance



NORTHEASTERN
STATE UNIVERSITY

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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> |
|--|---|--|---|---|---|

Fund

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

Organization

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

Account

- Describes the “What?” of a financial transaction
- Identifies the kind of transaction taking place
- Examples:
 - 479100 Sales Revenue
 - 536140 Office Supplies

Program

- Describes the function being supported by a transaction (the “**Why?**”) Program codes provide a way of classifying transactions across organizations and accounts
- Most educational institutions use program codes defined by the National Association of College and University Business Officers (NACUBO)
- Programs include:
 - Instruction
 - Research
 - Public Services
 - Academic Support
 - Student Services
 - Institutional Support
 - Operation and Maintenance of Plant
 - Auxiliaries

Activity

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

Location

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



Glossary of Banner Terms

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

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

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

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

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

Commitment – Equivalent to Encumbrance (see below)

Document ID – A sequential identification code, consisting of letters and numbers that are assigned to a transaction when it is processed in the Banner system. Examples of document ID's: 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.

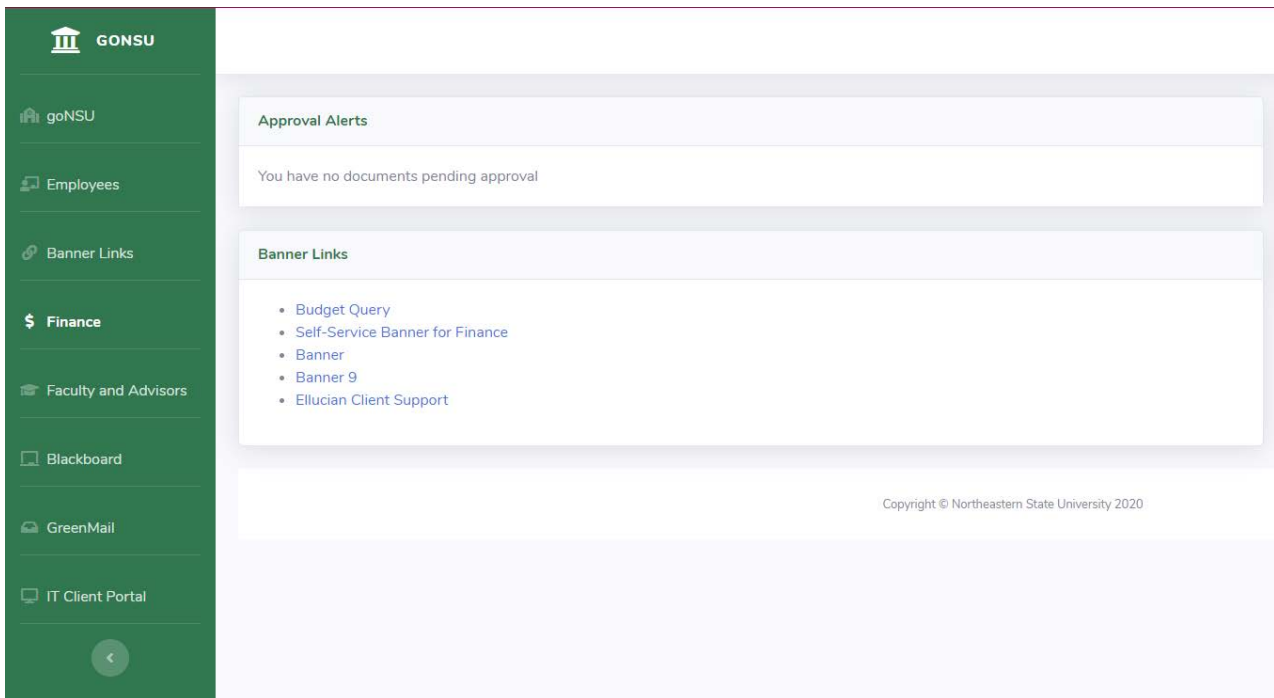
Transaction Type – Banner rule code that is used to classify documents by type.

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 on to Self-Service

Self-Service Banner (SSB) is accessed through the goNSU site. On the GONSU Menu, click the Finance Tab. Choose Self-Service Banner for Finance in the Banner Links box. You can also go directly to the self-service budget query by selecting budget query 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.

Budget Queries (Determining Available Balance)

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

There are several different ways to query budget vs. actual in Finance Self-Service. CLICK on **"Budget Queries"** to open the page below.

The screenshot shows the goNSU Finance Self-Service interface. At the top, there is a green header with the Northeastern State University logo and the text "NORTHEASTERN STATE UNIVERSITY goNSU". Below the header, there are navigation buttons for "Back to goNSU", "Student", "Faculty Services", "Employee", and "Finance". A search bar with a "Go" button is also present. The main content area is titled "Finance" and contains a grid of service tiles: "Budget Queries", "Encumbrance Query", "Approve Documents", "View Document", "Delete Finance Template", and "goNSU Finance Page".

CLICK on the “Type” dropdown to access the three different query types.

The differences in the three Budget Query types are:

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

Budget Status by Account

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

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

Formula is: Adjusted Budget **less** Year to Date **less** Commitments **equals** Available Balance

CLICK **“Submit Query”**.

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

NORTHEASTERN STATE UNIVERSITY
goNSU

Back to goNSU Student Faculty Services Employee Finance

Search
Go

Budget Queries

i Select the Operating Ledger Data columns to display on the report.

| | |
|---|---|
| <input type="checkbox"/> Original Budget | <input checked="" type="checkbox"/> Year to Date |
| <input type="checkbox"/> Budget Adjustments | <input type="checkbox"/> Encumbrances |
| <input checked="" type="checkbox"/> Adjusted Budget | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Temporary Budget | <input checked="" type="checkbox"/> Total Commitments |
| <input type="checkbox"/> Accounted Budget | <input checked="" type="checkbox"/> Available Balance |

Save Query as:

Shared

Continue

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template | goNSU Finance Page]

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

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

CLICK **“Continue”**.

Budget Queries

i For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

i To perform a comparison query select a Comparison Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2021 **Fiscal period:** 12 **Drop Down**

Comparison Fiscal year: None **Comparison Fiscal period:** None

Commitment Type: Uncommitted

Chart of Accounts: A **Index:**

Fund: 10001 **Activity:**

Organization: **Location:**

Grant: **Fund Type:**

Account: **Account Type:**

Program:

Include Revenue Accounts

Save Query as:

Shared

Code Buttons

Note the information balloons at the top of the screen describe:

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

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

“**Fiscal Period**” is monthly. 03 is September, 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,

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

“Chart of Accounts” will always be A

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

Common Fund Type queries would be:

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

Common Account Types used would be:

- 5A-5D for Salaries and Wages
- 5E for Benefits
- 52 for Travel
- 53 for Operating Expenditures (O&M)

How to Look up Unknown Numbers

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

Code Lookup

The screenshot shows a web-based interface for a Code Lookup function. At the top, there is an information icon and a text instruction: "Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page." Below this, there are four input fields: "Chart of Accounts" with a dropdown menu showing "A", "Fund Criteria" with an empty text box, "Title Criteria" with an empty text box, and "Maximum rows to return" with a dropdown menu showing "10". At the bottom of the form, there are two buttons: "Execute Query" and "Exit Without Value".

The above query looking for all ORG codes with the word “Plan” anywhere in their title returned the following results:

Search

Code Lookup

i Select a code to return the value to the parameter page or Exit without Value to return without a value. Select Another Query to return to the Code Lookup page.

Code lookup results

| Title | Organization |
|----------------------------------|------------------------|
| Classroom Support BA | B20003 |
| Broken Arrow Graduate Office | B20016 |
| Ctr for Teaching and Learning BA | B20021 |
| College of Liberal Arts Admin BA | B20024 |
| Music Broken Arrow | B20042 |
| Foreign Language Broken Arrow | B20058 |
| English Broken Arrow | B20059 |
| NSU Writing Center BA | B20064 |
| Political Science Broken Arrow | B20066 |
| Sociology Broken Arrow | B20068 |

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

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

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

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

Revenue less Expense equals Column Total.

If expenses are greater than revenue, this will result in column totals with a leading minus sign.

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

Operating Ledger (Fiscal Year) Queries

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

Report Parameters

| Organization Budget Status Report | | | |
|-----------------------------------|---|-----------------|-----|
| By Account | | | |
| Period Ending Jun 30, 2021 | | | |
| As of Aug 24, 2020 | | | |
| Chart of Accounts | A Northeastern State University | Commitment Type | All |
| Fund | 10001 Education and General | Program | All |
| Organization | T60009 Office of Budgets and Accounting | Activity | All |
| Account | All | Location | All |

[View Pending Documents](#)
 No pending documents exist

Query Results

| Account | Account Title | FY21/PD12 Adjusted Budget | FY21/PD12 Year to Date | FY21/PD12 Total Commitments | FY21/PD12 Available Balance |
|-------------------------------|----------------------------------|---------------------------|------------------------|-----------------------------|-----------------------------|
| 511131 | Other Wages | 10,000.00 | 881.28 | 0.00 | 9,118.72 |
| 511132 | Wages Student Institutional | 13,580.00 | 1,248.75 | 0.00 | 12,331.25 |
| 511150 | Full Time Professional Salary | 123,396.00 | 20,566.00 | 0.00 | 102,830.00 |
| 511160 | Full Time Nonprofessional Salary | 112,452.00 | 12,110.20 | 0.00 | 100,341.80 |
| 512120 | Health Insurance Premium | 0.00 | 4,941.43 | 0.00 | (4,941.43) |
| 512121 | Vision Insurance Premium | 0.00 | 53.63 | 0.00 | (53.63) |
| 512122 | Life Insurance Premium | 0.00 | 108.33 | 0.00 | (108.33) |
| 512123 | Disability Insurance Premium | 0.00 | 70.24 | 0.00 | (70.24) |
| 512124 | COBRA Administration | 0.00 | 3.85 | 0.00 | (3.85) |
| 512211 | Unemployment Compensation | 0.00 | 53.68 | 0.00 | (53.68) |
| 512310 | Workers Compensation | 0.00 | 215.73 | 0.00 | (215.73) |
| 513110 | FICA Employer | 0.00 | 2,114.85 | 0.00 | (2,114.85) |
| 513120 | Medicare Employer | 0.00 | 494.62 | 0.00 | (494.62) |
| 513241 | OTRS Contribution Tier II | 0.00 | 1,613.76 | 0.00 | (1,613.76) |
| 513242 | OTRS System Retiree Fee | 0.00 | 3,511.18 | 0.00 | (3,511.18) |
| 531310 | Premium Paid to Risk Mgmt | 0.00 | 23.77 | 0.00 | (23.77) |
| 531520 | Premiums Insurance | 0.00 | 5.71 | 0.00 | (5.71) |
| 554231 | NSU Copier Reimbursement | 0.00 | 107.01 | 0.00 | (107.01) |
| 554233 | NSU Postage Reimbursement | 0.00 | 9.40 | 0.00 | (9.40) |
| 554238 | NSU Telephone Reimbursement | 0.00 | 109.55 | 0.00 | (109.55) |
| L3510 | Benefits | 99,340.00 | 0.00 | 0.00 | 99,340.00 |
| L3620 | Travel | 9,000.00 | 0.00 | 0.00 | 9,000.00 |
| L3630 | Administrative Expenditures | 8,111.00 | 0.00 | 0.00 | 8,111.00 |
| Report Total (of all records) | | 375,879.00 | 48,242.97 | 0.00 | 327,636.03 |

[Download All Ledger Columns](#) [Download Selected Ledger Columns](#) [View Payroll Expense Detail](#)
 Save Query as:

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

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

“**Screen total**” is the sum of the ACCT codes appearing on the current screen.

“**Running total**” is the sum of all the screens viewed so far.

“**Report total**” is the grand total for the entire query – even if you have not viewed all the ACCTs.

Data will appear in ACCT code sequence (the first column). The four columns of numbers presented are the data elements selected when the query was first initiated. Clicking the “Next 15” button will display the next 15 ACCT codes in the report. Some screens may display both a “Previous 15” and a “Next 15” button if a FOAP has a lot of ACCT code activity.

Download to Excel

After the report totals section there are two “Download” buttons.

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

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

| chart | Fund Type | Fund Type | Fund Type | Fund Type | Fund Type | Fund Type | Fund Title | Organization | Organization | Account | Account | Account | Account | Account | Account | Program | Program | Fiscal Year | Fiscal Year | Adjusted | Year to Date | Total | Com | Available | Bala |
|-------|-----------|------------|-----------|-----------|-----------|-----------|-----------------|--------------|--------------|------------|---------|-----------|---------|---------|---------|---------|---------|-------------|-------------|----------|--------------|-------|----------|-----------|------|
| 17 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 511131 | Other Wa | 5D | Other Wa | 60 | | | | | 2021 | 12 | 10000 | 881.28 | 0 | 9118.72 | | |
| 18 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 511132 | Wages St | 5D | Other Wa | 60 | | | | | 2021 | 12 | 13580 | 1248.75 | 0 | 12331.25 | | |
| 19 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 511150 | Full Time | 5B | Professio | 60 | | | | | 2021 | 12 | 123996 | 20566 | 0 | 102830 | | |
| 20 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 511160 | Full Time | 5C | Non Profe | 60 | | | | | 2021 | 12 | 112452 | 12110.2 | 0 | 100341.8 | | |
| 21 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 512120 | Health In | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 4941.43 | 0 | -4941.43 | | |
| 22 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 512121 | Vision In | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 53.63 | 0 | -53.63 | | |
| 23 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 512122 | Life Insur | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 108.33 | 0 | -108.33 | | |
| 24 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 512123 | Disability | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 70.24 | 0 | -70.24 | | |
| 25 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 512124 | COBRA Ad | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 3.85 | 0 | -3.85 | | |
| 26 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 512211 | Unemplo | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 53.68 | 0 | -53.68 | | |
| 27 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 512310 | Workers | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 215.73 | 0 | -215.73 | | |
| 28 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 513110 | FICA Empl | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 2114.85 | 0 | -2114.85 | | |
| 29 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 513120 | Medicare | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 494.62 | 0 | -494.62 | | |
| 30 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 513241 | OTRS Con | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 1613.76 | 0 | -1613.76 | | |
| 31 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 513242 | OTRS Syst | 5E | Benefits | 60 | | | | | 2021 | 12 | 0 | 3511.18 | 0 | -3511.18 | | |
| 32 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 531310 | Premium | 53 | Operating | 70 | | | | | 2021 | 12 | 0 | 23.77 | 0 | -23.77 | | |
| 33 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 531520 | Premiums | 53 | Operating | 70 | | | | | 2021 | 12 | 0 | 5.71 | 0 | -5.71 | | |
| 34 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 554231 | NSU Copi | 53 | Operating | 70 | | | | | 2021 | 12 | 0 | 107.01 | 0 | -107.01 | | |
| 35 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 554233 | NSU Post | 53 | Operating | 70 | | | | | 2021 | 12 | 0 | 9.4 | 0 | -9.4 | | |
| 36 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | 554238 | NSU Tele | 53 | Operating | 70 | | | | | 2021 | 12 | 0 | 109.55 | 0 | -109.55 | | |
| 37 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | L3510 | Benefits | 5E | Benefits | 60 | | | | | 2021 | 12 | 99340 | 0 | 0 | 99340 | | |
| 38 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | L3620 | Travel | 52 | Travel | 70 | | | | | 2021 | 12 | 9000 | 0 | 0 | 9000 | | |
| 39 | A | 11 E and G | 10 | Current | U | 10001 | Educator T60009 | Office of I | L3630 | Administ | 53 | Operating | 70 | | | | | 2021 | 12 | 8111 | 0 | 0 | 8111 | | |

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

Drilldowns

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

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

Clicking on the Year to Date value above for the **554231 ACCT** code opened the following screen.

Report Parameters

| | | | |
|---|---|------------------|-----|
| Organization Budget Status Detail Report | | | |
| Summary Year to Date Transaction Report | | | |
| Period Ending Jun 30, 2021 | | | |
| As of Aug 24, 2020 | | | |
| Chart of Accounts: | A Northeastern State University | Commitment Type: | All |
| Fund: | 10001 Education and General | Program: | All |
| Organization: | T60009 Office of Budgets and Accounting | Activity: | All |
| Account: | 554231 NSU Copier Reimbursement | Location: | All |

Document List

| Transaction Date | Activity Date | Document Code | Vendor/Transaction Description | Amount | Rule Class Code |
|--------------------------------|---------------|--------------------------|--------------------------------|--------|-----------------|
| Jul 31, 2020 | Aug 10, 2020 | CP000499 | Copier Jul 2020 | 57.15 | JE16 |
| Jul 31, 2020 | Aug 10, 2020 | CP000499 | Copier Jul 2020 | 49.86 | JE16 |
| Report Total (of all records): | | | | 107.01 | |

Available Budget Balance: (107.01)

Download

Save Query as:

Shared

Another Query

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

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

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

Clicking on one of the [blue](#) document links opens the screen which provides the full FOAP and other information about the document.

Select Document

| Detail Transaction Report | | | |
|---------------------------|-------------|------------------|-------------------------------------|
| Document Type: | Invoice | Commitment Type: | All |
| Document Code: | 10099473 | Description: | Office of Management and Enterprise |
| Transaction Date: | 09-Jul-2020 | | |

Accounting Information

| Chart of Accounts | Fund | Organization | Account | Program | Activity | Location | Amount | Rule Class Code |
|-------------------|-------|--------------|---------|---------|----------|----------|----------|-----------------|
| A | 10001 | T60016 | 531230 | 166100 | | | 3,575.00 | INEI |

Save Query as:

Shared

Another Query

Related Documents

| Transaction Date | Document Type | Document Code | Status Indicator |
|------------------|---------------------|---------------|------------------|
| Jul 12, 2019 | Purchase Order | P0080080 | Approved |
| Jul 09, 2019 | Requisition | R0022414 | Approved |
| Jan 10, 2020 | Receiving Documents | Y0045429 | Completed |
| Jul 15, 2020 | Check Disbursement | 00456143 | |

Clicking on the blue **“Document Code”** above accesses the following screen which uses the Self-Service **“View Document”** functionality (which can also be accessed directly without drilling down from a query result).

Purchase Order Header

| Purchase Order | Change# | Order Date | Trans Date | Delivery Date | Print Date | Total |
|----------------|--|--|--------------|----------------------------|--------------|-----------|
| P0080080 | | Jul 12, 2019 | Jul 12, 2019 | Jul 23, 2019 | Jul 12, 2019 | 51,095.00 |
| Origin: | BANNER | | | | | |
| Complete: | Y | Approved: | Y | Type: | Standing | |
| Cancel Reason: | Date: | | | | | |
| Requestor: | Ashley Amparan | | T60016 | Office of Business Affairs | | |
| E-mail: | amparan@nsuok.edu | | | | | |
| Accounting: | Commodity Level | | | | | |
| Ship to: | Northeastern State University 148 East Short St. Short St. Dock 1st Tahlequah, OK 74464 United States | | | | | |
| Attention: | Ashley Amparan | | | | | |
| Contact: | Purchasing | | | | | |
| Phone Number: | 918-444--2170 | | | | | |
| Vendor: | N00125555 | Office of Management and Enterprise Services | | | | |
| | Attn Accounts Receivable | | | | | |
| | 5005 N Lincoln Blvd Ste 200 | | | | | |
| | Oklahoma City, OK 73105-3324 United States | | | | | |
| Phone Number: | | | | | | |
| Fax Number: | | | | | | |
| Currency: | | | | | | |

Purchase Order Commodities

| Item | Commodity | Description | U/M | Qty | Unit Price | Ext Amount | |
|------|-----------|------------------------------------|-----|-----|------------|------------|------|
| | | | | | Disc | Addl | Tax |
| | | | | | | | Cost |
| 1 | | Peoplesoft Transaction Fee Renewal | EA | 1 | 51095 | 51,095.00 | |
| | | | | | 0.00 | 0.00 | 0.00 |
| | | ***STANDING ORDER*** | | | | | |
| | | 10001-T60016-531230-166100 | | | | | |
| | | Business Affairs | | | | | |

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

Computed Columns

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

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

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

| | | | | | |
|-------------------------------|-------------------------------|------------|-----------|-----------|--------------|
| 515990 | Pro Fee Other Services | 7,212.50 | 124.60 | 22,087.90 | (15,000.00) |
| 531230 | ERP System Services | 10,270.00 | 3,575.00 | 6,695.00 | 0.00 |
| 531260 | Membership in Organizations | 0.00 | 160.20 | 0.00 | (160.20) |
| 531310 | Premium Paid to Risk Mgmt | 0.00 | 17.32 | 0.00 | (17.32) |
| 531520 | Premiums Insurance | 0.00 | 4.14 | 0.00 | (4.14) |
| 535180 | Safety Supplies and Materials | 0.00 | 484.85 | 0.00 | (484.85) |
| 554231 | NSU Copier Reimbursement | 0.00 | 162.57 | 0.00 | (162.57) |
| 554238 | NSU Telephone Reimbursement | 0.00 | 65.48 | 0.00 | (65.48) |
| L3510 | Benefits | 63,322.00 | 0.00 | 0.00 | 63,322.00 |
| L3601 | Professional Fees | 95,336.00 | 0.00 | 0.00 | 95,336.00 |
| L3620 | Travel | 14,370.00 | 0.00 | 0.00 | 14,370.00 |
| L3630 | Administrative Expenditures | 180,269.00 | 0.00 | 0.00 | 180,269.00 |
| Report Total (of all records) | | 533,596.50 | 50,192.94 | 28,782.90 | 454,620.66 |

Save Query as:

Shared

Compute Additional Columns for the query

| Column 1 | Operator | Column 2 | Display After Column | New Column Description |
|--|------------|---------------------------|---------------------------|------------------------|
| FY21/PD12 Original Budget | percent of | FY21/PD12 Original Budget | FY21/PD12 Original Budget | |
| <input type="button" value="Perform Computation"/> | | | | |
| <input type="button" value="Another Query"/> | | | | |

When the “**Perform Computation**” button is clicked the revised report opens with the computed percent column appearing at the far right.

| | | | |
|-------------------|-----------------------------------|-----------------|-----|
| Chart of Accounts | A Northeastern State University | Commitment Type | All |
| Fund | 10001 Education and General | Program | All |
| Organization | T60016 Office of Business Affairs | Activity | All |
| Account | All | Location | All |

Query Results

| Account | Account Title | FY21/PD12 Adjusted Budget | FY21/PD12 Year to Date | FY21/PD12 Total Commitments | FY21/PD12 Available Balance | |
|-------------------------------|----------------------------------|---------------------------|------------------------|-----------------------------|-----------------------------|-----------|
| 511132 | Wages Student Institutional | 5,195.00 | 0.00 | 0.00 | 5,195.00 | 100.00 |
| 511139 | Fed Work Study Matching | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 |
| 511150 | Full Time Professional Salary | 129,468.00 | 21,578.00 | 0.00 | 107,890.00 | 83.33 |
| 511160 | Full Time Nonprofessional Salary | 26,304.00 | 2,832.74 | 0.00 | 23,471.26 | 89.23 |
| 511430 | Wireless Device Allowance | 1,350.00 | 200.00 | 0.00 | 1,150.00 | 85.19 |
| 512120 | Health Insurance Premium | 0.00 | 3,924.07 | 0.00 | (3,924.07) | 0.00 |
| 512121 | Vision Insurance Premium | 0.00 | 35.32 | 0.00 | (35.32) | 0.00 |
| 512122 | Life Insurance Premium | 0.00 | 79.28 | 0.00 | (79.28) | 0.00 |
| 512123 | Disability Insurance Premium | 0.00 | 52.49 | 0.00 | (52.44) | 0.00 |
| 512124 | COBRA Administration | 0.00 | 2.75 | 0.00 | (2.75) | 0.00 |
| 512211 | Unemployment Compensation | 0.00 | 39.06 | 0.00 | (39.06) | 0.00 |
| 512310 | Workers Compensation | 0.00 | 156.99 | 0.00 | (156.99) | 0.00 |
| 513110 | FICA Employer | 0.00 | 1,485.78 | 0.00 | (1,485.78) | 0.00 |
| 513120 | Medicare Employer | 0.00 | 347.48 | 0.00 | (347.48) | 0.00 |
| 513241 | OTRS Contribution Tier II | 0.00 | 1,315.44 | 0.00 | (1,315.44) | 0.00 |
| 513242 | OTRS System Retiree Fee | 0.00 | 2,549.38 | 0.00 | (2,549.38) | 0.00 |
| 515060 | Pro Fee Audit Accounting | 0.00 | 11,000.00 | 0.00 | (11,000.00) | 0.00 |
| 515990 | Pro Fee Other Services | 7,212.50 | 124.60 | 22,087.90 | (15,000.00) | (207.97) |
| 531230 | ERP System Services | 10,270.00 | 3,575.00 | 6,695.00 | 0.00 | 0.00 |
| 531260 | Membership In Organizations | 0.00 | 160.20 | 0.00 | (160.20) | 0.00 |
| 531310 | Premium Paid to Risk Mgmt | 0.00 | 17.32 | 0.00 | (17.32) | 0.00 |
| 531520 | Premiums Insurance | 0.00 | 4.14 | 0.00 | (4.14) | 0.00 |
| 535180 | Safety Supplies and Materials | 0.00 | 484.85 | 0.00 | (484.85) | 0.00 |
| 554231 | NSU Copier Reimbursement | 0.00 | 162.57 | 0.00 | (162.57) | 0.00 |
| 554238 | NSU Telephone Reimbursement | 0.00 | 65.48 | 0.00 | (65.48) | 0.00 |
| L3510 | Benefits | 63,322.00 | 0.00 | 0.00 | 63,322.00 | 100.00 |
| L3601 | Professional Fees | 95,336.00 | 0.00 | 0.00 | 95,336.00 | 100.00 |
| L3620 | Travel | 14,370.00 | 0.00 | 0.00 | 14,370.00 | 100.00 |
| L3630 | Administrative Expenditures | 180,269.00 | 0.00 | 0.00 | 180,269.00 | 100.00 |
| Report Total (of all records) | | 533,596.50 | 50,192.94 | 28,782.90 | 454,620.66 | 85.20 |

Download All Ledger Columns Download Selected Ledger Columns View Payroll Expense Detail

Save Query as:

Shared

At the bottom of this new report a new **“Remove Computation”** button appears to allow removal of the computed column.

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

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

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

Budget Quick Query

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

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

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

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

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Student
Faculty Services
Employee
Finance

Search

Go

Budget Queries

i To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type Budget Quick Query ▼

Create Query

Retrieve Existing Query

Saved Query None ▼

Retrieve Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Delete Finance Template](#) | [goNSU Finance Page](#)]

Report Parameters

| Organization Budget Status Report | | | |
|-----------------------------------|---|-----------------|-----|
| By Account | | | |
| Period Ending Jun 30, 2021 | | | |
| As of Aug 24, 2020 | | | |
| Chart of Accounts | A Northeastern State University | Commitment Type | All |
| Fund | 10001 Education and General | Program | All |
| Organization | T60009 Office of Budgets and Accounting | Activity | All |
| Account | All | Location | All |

View Pending Documents
✔ No pending documents exist

Query Results

| Account | Account Title | Adjusted Budget | Year to Date | Total Commitments | Available Balance |
|---------|----------------------------------|-----------------|--------------|-------------------|-------------------|
| 511131 | Other Wages | 10,000.00 | 881.28 | 0.00 | 9,118.72 |
| 511132 | Wages Student Institutional | 13,580.00 | 1,248.75 | 0.00 | 12,331.25 |
| 511150 | Full Time Professional Salary | 123,396.00 | 20,566.00 | 0.00 | 102,830.00 |
| 511160 | Full Time Nonprofessional Salary | 112,452.00 | 12,110.20 | 0.00 | 100,341.80 |
| 512120 | Health Insurance Premium | 0.00 | 4,941.43 | 0.00 | (4,941.43) |
| 512121 | Vision Insurance Premium | 0.00 | 53.63 | 0.00 | (53.63) |
| 512122 | Life Insurance Premium | 0.00 | 108.33 | 0.00 | (108.33) |
| 512123 | Disability Insurance Premium | 0.00 | 70.24 | 0.00 | (70.24) |
| 512124 | COBRA Administration | 0.00 | 3.85 | 0.00 | (3.85) |
| 512211 | Unemployment Compensation | 0.00 | 53.68 | 0.00 | (53.68) |
| 512310 | Workers Compensation | 0.00 | 215.73 | 0.00 | (215.73) |
| 513110 | FICA Employer | 0.00 | 2,114.85 | 0.00 | (2,114.85) |

Encumbrance Queries

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

[Back to goNSU](#) [Student](#) [Faculty Services](#) [Employee](#) [Finance](#)

Search
Go

Encumbrance Query

1 Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query, select Open for Encumbrance Status.

Existing Query:

Fiscal year: Fiscal period:

Encumbrance Status:

Commitment Type:

Chart of Accounts: Index:

Fund: Activity:

Organization: Location:

Grant: Fund Type:

Account: Account Type:

Program:

Save Query as:

Shared

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Delete Finance Template](#) | [goNSU Finance Page](#)]

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

This query ... yields the following report header and the following detail listing of all

Open encumbrances for FUND 10001 in all ORGN and all ACCT

Report Parameters

| | | | |
|---|---------------------------------|-----------------|-----|
| Organization Encumbrance Status Report | | | |
| Open Encumbrance Summary by Document, Account Distribution | | | |
| Period Ending Jun 30, 2021 | | | |
| As of Aug 24, 2020 | | | |
| Chart of Accounts | A Northeastern State University | Commitment Type | All |
| Fund Code | 10001 Education and General | Program Code | All |
| Orgn. Code | % | Activity Code | All |
| Account Code | All | Location Code | All |

Query Results

| Account | Document Code | Description | Original Commitments | Encumbrance Adjustments | Encumbrance Liquidations | Year to Date | Current Commitments | % Used | Cmt. Type |
|---------|---------------|-------------------------------------|----------------------|-------------------------|--------------------------|--------------|---------------------|--------|-------------|
| 512126 | P0081897 | NFP Corporate Services OK LLC | 25,186.89 | 0.00 | (3,283.15) | 3,283.15 | 21,903.74 | 13.04 | Uncommitted |
| 515010 | P0081380 | McAfee & Taft A Professional Corpor | 6,000.00 | 8,000.00 | (13,445.00) | 0.00 | 555.00 | 96.04 | Committed |
| 515030 | P0081991 | Gable & Gotwals A Professional Corp | 4,469.00 | 0.00 | (4,469.00) | 4,469.00 | 0.00 | 100.00 | Uncommitted |
| 515400 | P0080955 | R S Tioton PBC | 6,000.00 | 0.00 | (1,000.00) | 0.00 | 5,000.00 | 16.67 | Committed |

Note the following:

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

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

Select the Document Number link or the Document Code link to display the entire document.

Selected Document

| | | | |
|--|---------------------------------|-----------------|--------------|
| Encumbrance Detail Status Report | | | |
| By Document, Account Distribution | | | |
| Period Ending Jun 30, 2021 | | | |
| As of Aug 24, 2020 | | | |
| Chart of Accounts | A Northeastern State University | Commitment Type | Uncommitted |
| Document Number | P0082009 | Document Date | Aug 18, 2020 |
| Transaction Description | J D Young Company Inc | | |

Document Detail

| Document Code | Rule Class Code | Original Encumbrance | Encumbrance Adjustments | Encumbrance Liquidations | Year to Date | Item Number | Sequence Number | Fund | Organization | Account | Program | Activity | Location |
|---------------|-----------------|----------------------|-------------------------|--------------------------|--------------|-------------|-----------------|-------|--------------|---------|---------|----------|----------|
| P0082009 | PORD | 4,055.31 | 0.00 | 0.00 | 0.00 | 1 | 1 | 10001 | T20289 | 515612 | 155400 | | |

[Another Query](#)

Clicking on the [blue](#) Document Code opens the following screen displaying all the related documents associated with the encumbrance.

Purchase Order Header

| Purchase Order | Change# | Order Date | Trans Date | Delivery Date | Print Date | Total |
|----------------|------------------------------------|-----------------------|--------------|---------------|--------------|----------|
| P0082009 | | Aug 18, 2020 | Aug 18, 2020 | Sep 03, 2020 | Aug 18, 2020 | 4,774.21 |
| Origin: | BANNER | | | | | |
| Complete: | Y | Approved: | Y | Type: | Regular | |
| Cancel Reason: | | | | Date: | | |
| Requestor: | Kathleen M Liles | | T20289 | Recruitment | | |
| Phone Number: | 918-444--2526 | | | | | |
| E-mail: | garretkm@nsuok.edu | | | | | |
| Accounting: | Commodity Level | | | Matching: | Required | |
| Ship to: | Northeastern State University | | | | | |
| | 148 East Short St. | | | | | |
| | Short St. Dock 1st | | | | | |
| | Tahlequah, OK 74464 United States | | | | | |
| Attention: | Kathy Liles | | | | | |
| Contact: | Purchasing | | | | | |
| Phone Number: | 918-444--2170 | | | | | |
| Vendor: | N00125152 | J D Young Company Inc | | | | |
| | 116 W 3rd St | | | | | |
| | Tulsa, OK 74103-3412 United States | | | | | |
| Phone Number: | | | | | | |
| Fax Number: | | | | | | |
| Currency: | | | | | | |

Purchase Order Commodities

| Item | Commodity | Description | U/M | Qty | Unit Price | Ext Amount | |
|------|-----------|--|-----|-------------|-------------|------------|-------------|
| | | | | <u>Disc</u> | <u>Addl</u> | <u>Tax</u> | <u>Cost</u> |
| 1 | | NSU Communications & Recruitment Materials | EA | 4774.21 | 1 | 4,774.21 | |
| | | | | 0.00 | 0.00 | 0.00 | 4,774.21 |
| | | Listed Per RFP 21-01 Award Letter | | | | | |



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

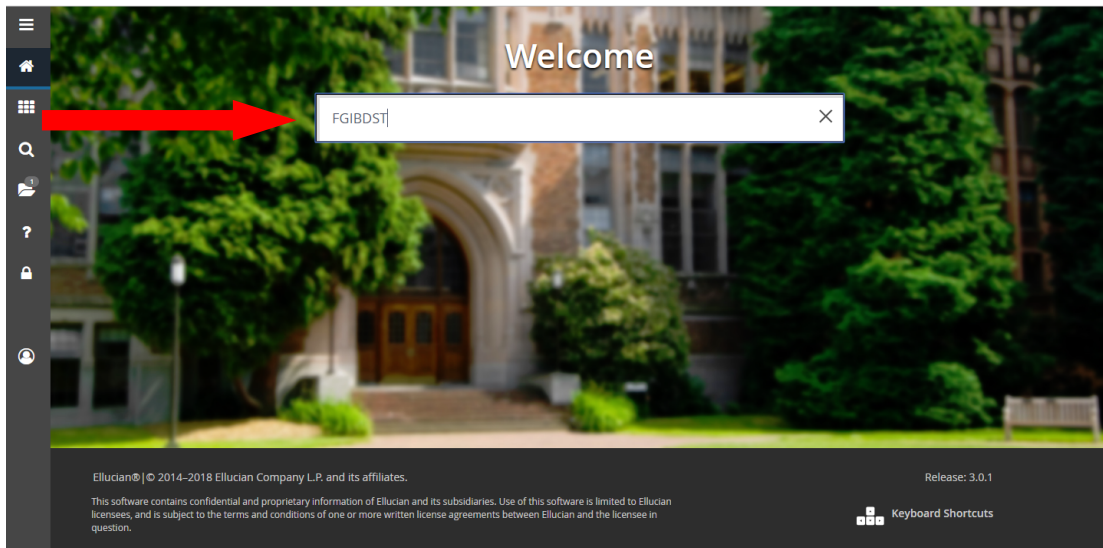
#1

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.

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

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 on the left sidebar is highlighted with a red arrow. The main form area contains the following fields:

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

A 'Go' button is located to the right of the Fiscal Year field. Below the form, a grey bar contains 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 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 FGVITBL1_BLOCKFGVITBL1_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 interface includes a search bar with a red arrow pointing to it, and several input fields for search criteria: COA (set to 'A'), Index, Organization (set to 'T60009'), Program, Location, Commit Type (set to 'Both'), Fiscal Year (set to '19'), Fund (set to '10001'), Account, Activity, and Period. A 'Go' button is located to the right of the Fiscal Year field. Below the search fields, a grey bar contains the instruction: '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 bottom status bar shows 'EDIT Record: 1/1', 'KEY_BLOCKKEYBLCK_ADCT_CODE (1)', and the elucian logo.

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:KEYBLCK_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

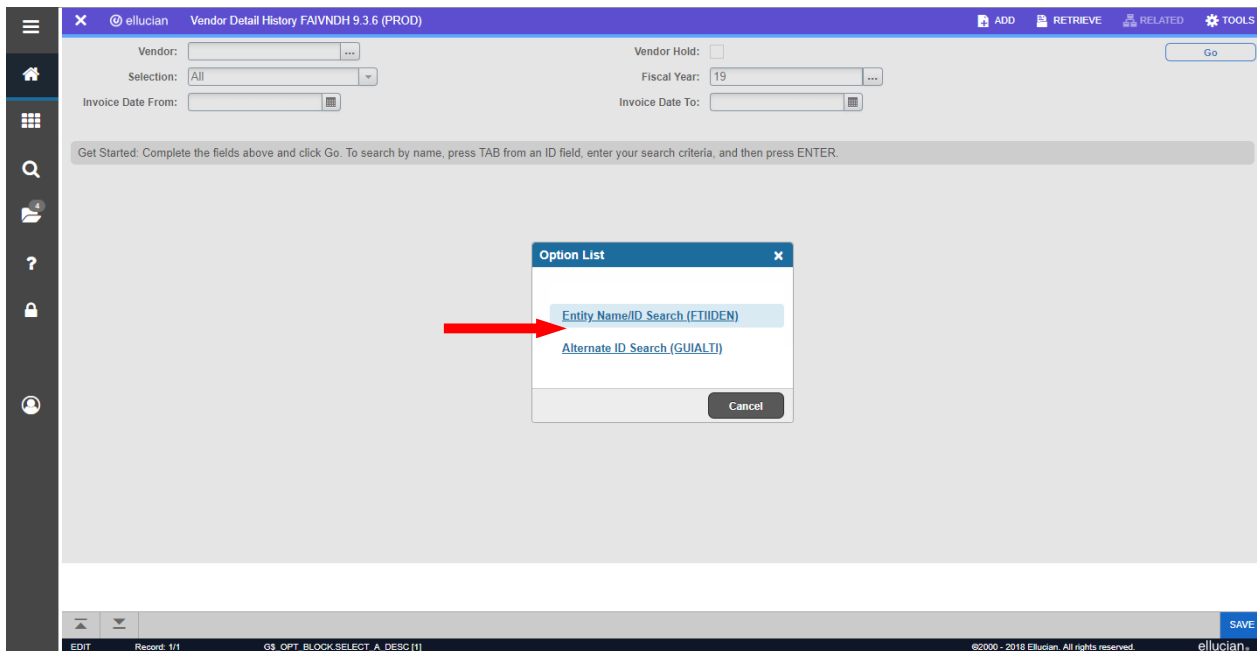
Finance Accounts Payable Inquiry Form Vendor Detail History

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**.

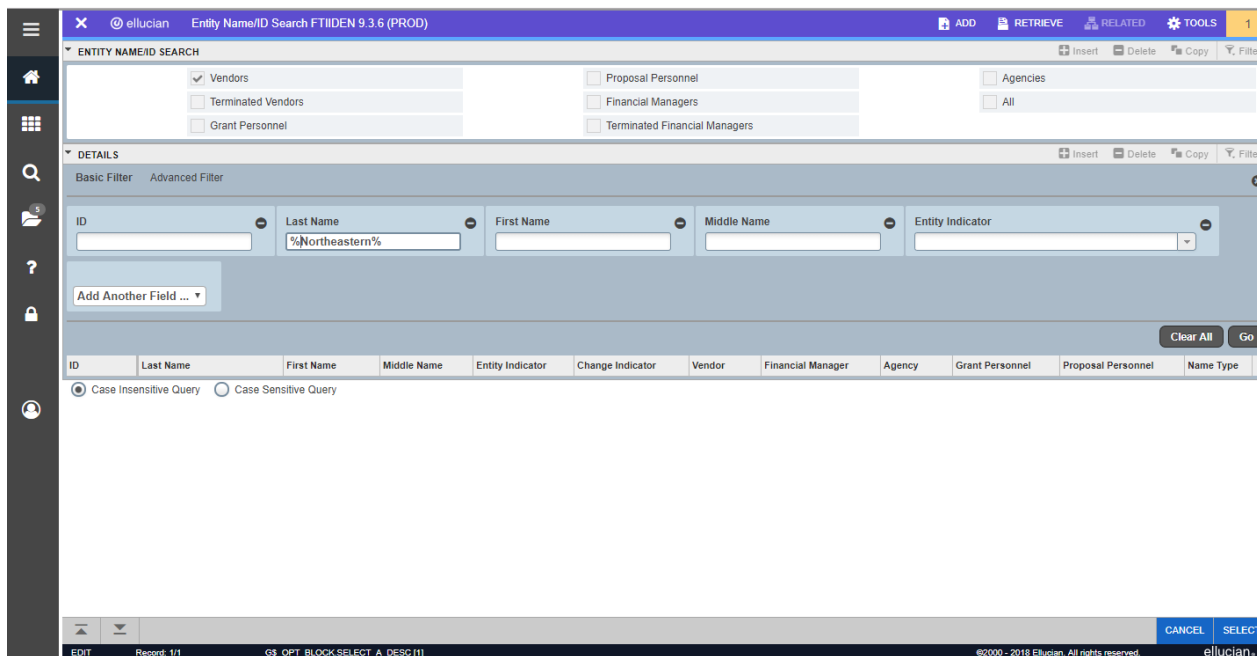
The screenshot displays the 'Vendor Detail History' screen in the elLucian system. The title bar reads 'Vendor Detail History FAIVNDH 9.3.6 (PROD)'. The main area contains several input fields: 'Vendor:' with a dropdown arrow, 'Vendor Hold:' with a checkbox, 'Selection:' with a dropdown menu set to 'All', 'Fiscal Year:' with a dropdown menu set to '19', 'Invoice Date From:', and 'Invoice Date To:'. A 'Go' button is located to the right of the 'Vendor Hold' field. A grey instruction bar below the fields states: '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 bottom status bar shows 'EDIT', 'Record: 1/1', 'KEY_BLOCK:FAIVNDH_VEND_CODE [1]', '©2000 - 2018 Elucian. All rights reserved.', and the elLucian logo.

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 the following data:

| 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 | | |

At the bottom of the table, there are navigation controls: '1 of 1' pages, '10 Per Page', and 'Record 1 of 8'. The footer of the application shows 'EDIT Record: 1/8 FORDCH1.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.

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.

1. 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 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, showing options like Refresh, Export, Print, Clear Record, Clear Data, Item Properties, Display ID Image, Exit Quickflow, About Banner, and BANNER DOCUMENT MANAGEMENT. The 'Export' option is highlighted.

| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document # | Transaction Date # | Activity Date # | Description |
|---------|--------------|---------|-------|--------|------------------------------|------|------------|--------------------|-----------------|----------------|
| 536140 | T60009 | 166100 | YTD | 32.73 | + | JE16 | PC000207 | 10/31/2018 | 11/12/2018 | PCard SUNDAN |
| 536140 | T60009 | 166100 | YTD | 13.98 | + | JE16 | PC000207 | 10/31/2018 | 11/12/2018 | PCard AMZN MK |
| 536140 | T60009 | 166100 | YTD | 141.96 | + | JE16 | PC000207 | 10/31/2018 | 11/12/2018 | PCard SUNDAN |
| 536140 | T60009 | 166100 | YTD | 81.58 | + | JE16 | PC000204 | 09/16/2018 | 09/28/2018 | PCard SUNDAN |
| 536140 | T60009 | 166100 | YTD | 56.95 | + | JE16 | PC000203 | 08/31/2018 | 09/10/2018 | PCard SUNDAN |
| 536140 | T60009 | 166100 | YTD | 31.19 | + | JE16 | PC000201 | 07/31/2018 | 08/09/2018 | PCard SUNDAN |
| 536140 | T60009 | 166100 | YTD | 65.00 | + | JE16 | PC000200 | 07/16/2018 | 07/26/2018 | PCard J.D. YOU |
| | | | Total | 423.39 | + | | | | | |

2. The file will automatically download to your browser.

The screenshot shows the 'elucian' web application interface. 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 #, Description, and Commit Type. The table contains several rows of transaction data and a 'Total' row. On the right side, a 'TOOLS' menu is open, showing options like Refresh, Export, Print, Clear Record, Clear Data, Item Properties, Display ID Image, Exit Quickflow, About Banner, and BANNER DOCUMENT MANAGEMENT. The 'Export' option is highlighted. Below the screenshot, a browser's download bar is visible, showing a file named 'FGITRND (2).xlsx' with a red arrow pointing to it.

| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document # | Transaction Date # | Activity Date # | Description | Commit Type |
|---------|--------------|---------|-------|--------|------------------------------|------|------------|--------------------|-----------------|------------------------------|-------------|
| 536140 | T60009 | 166100 | YTD | 32.73 | + | JE16 | PC000207 | 10/31/2018 | 11/12/2018 | PCard SUNDANCE OFFICE | U |
| 536140 | T60009 | 166100 | YTD | 13.98 | + | JE16 | PC000207 | 10/31/2018 | 11/12/2018 | PCard AMZN MKTP US*M81DR9FB1 | U |
| 536140 | T60009 | 166100 | YTD | 141.96 | + | JE16 | PC000207 | 10/31/2018 | 11/12/2018 | PCard SUNDANCE OFFICE | U |
| 536140 | T60009 | 166100 | YTD | 81.58 | + | JE16 | PC000204 | 09/16/2018 | 09/28/2018 | PCard SUNDANCE OFFICE | U |
| 536140 | T60009 | 166100 | YTD | 56.95 | + | JE16 | PC000203 | 08/31/2018 | 09/10/2018 | PCard SUNDANCE OFFICE | U |
| 536140 | T60009 | 166100 | YTD | 31.19 | + | JE16 | PC000201 | 07/31/2018 | 08/09/2018 | PCard SUNDANCE OFFICE | U |
| 536140 | T60009 | 166100 | YTD | 65.00 | + | JE16 | PC000200 | 07/16/2018 | 07/26/2018 | PCard J.D. YOUNG | U |
| | | | Total | 423.39 | + | | | | | | |

- 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.

