BANNER USER GUIDE

FOR

BUDGET QUERIES

Prepared by: **MT. SAC PURCHASING DEPARTMENT**

Help Line: **Ext. 6300**

July 6, 2009

BANNER USER GUIDE
FOR
BUDGET QUERIES

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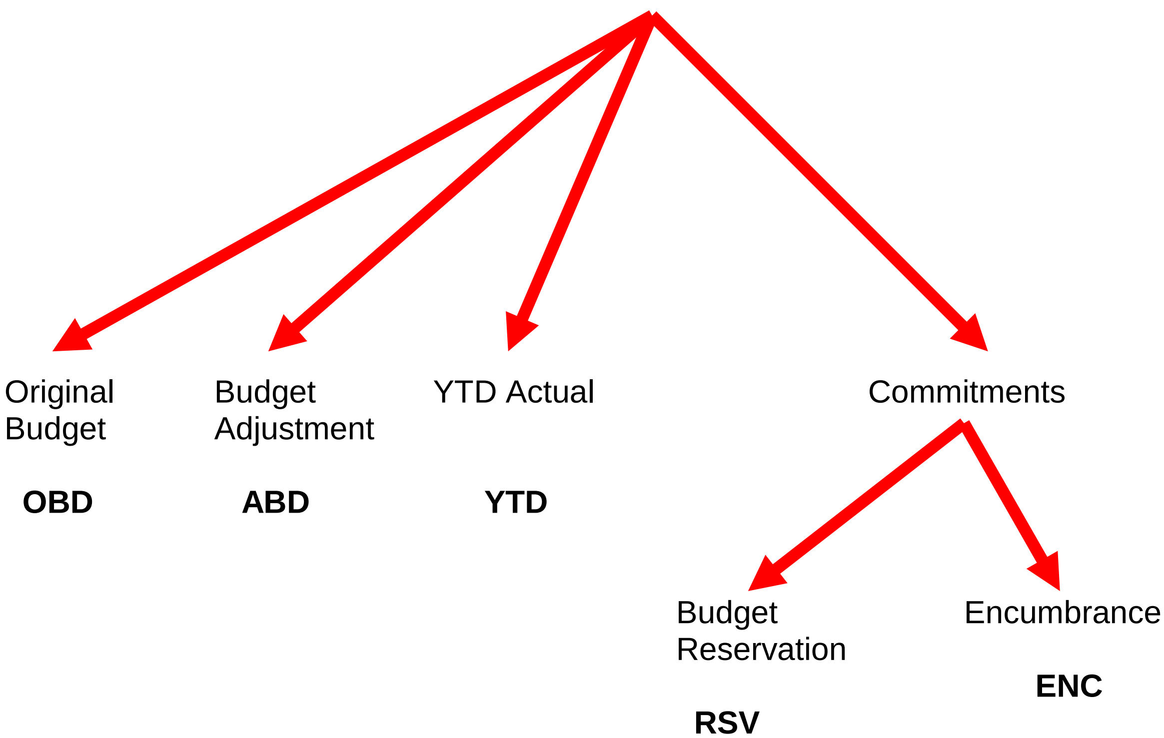
PART 1 Overview

You must know if you have money available to spend **before** you spend it! BANNER lets you have access to that information, and to information about money you have already spent.

Budget and Encumbrance queries allow you to see the status of your commitments – both requisitions and purchase orders – as well as year-to-date payments against your budget and remaining balances.

Operating Ledger (OPAL) Buckets



Budget queries will also help you figure out the correct Account Code (FOAP) to use if you are preparing to create a requisition. The following table describes each part of the Account Code.

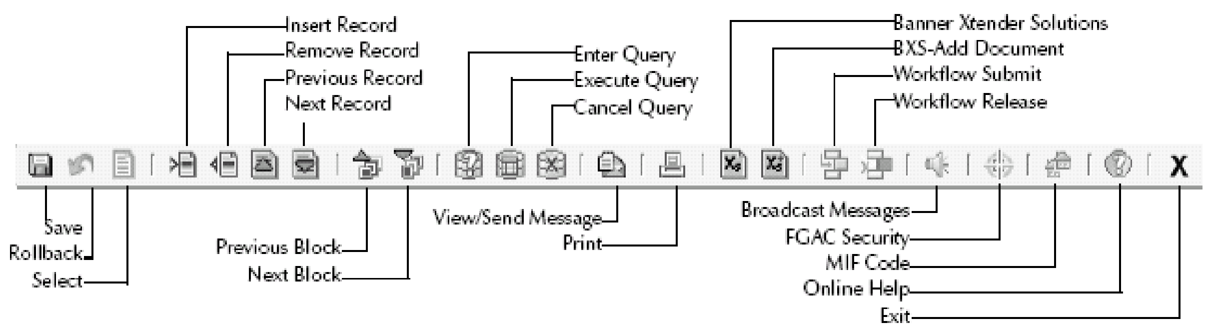
FOAPAL CODE DESCRIPTIONS

CODE	DESCRIPTION
Fund	The Fund code specifies the funding source where the money comes from. Funds are either unrestricted or restricted (e.g. grant funds, bond funds).
Organization	The Organization code identifies the department or location responsible for the financial activity.
Account	The Account code identifies the spending category such as Office Supplies or Travel. There are 8 major categories: 1000 Academic salaries 2000 Classified salaries 3000 Employee benefits 4000 Supplies and materials 5000 Other operating expenses and services 6000 Capital outlay 7000 Other outgo 8000 Revenue
Program	The Program code reflects the purpose of the expenditures. All activities are classified as either instructional or administrative and support. • For Instructional Programs, Program codes follow the Taxonomy of Programs (TOP) manual from the Chancellor's Office. • For administration and support, Program codes follow the Budgeting and Accounting Manual from the Chancellor's Office.
Activity	For Payroll use only.
Location	For Fixed Asset use only.

PART 2 Navigation / Sign On

A. Navigation Icons

Banner Tool Bar Icons



Each icon represents an action that can be processed by clicking the icon, as identified above. Icons are only available for use when the graphic appears in color. If an icon appears in a gray tone, that icon cannot be used within that particular Banner form.

Banner Shortcut Keys

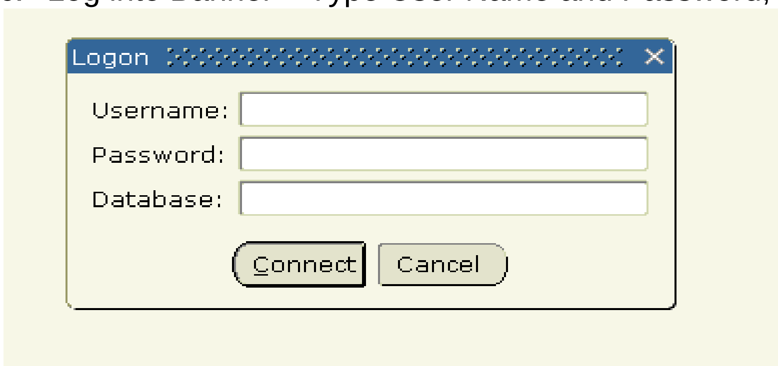
KEY	FUNCTION	KEY	FUNCTION
CTRL F1	Show Keys	CTRL PAGEUP	Previous Block
F1	Help	SHIFT DOWN	Next Record
F6	Insert Record	SHIFT UP	Previous Record
F7	Enter Query	TAB	Next Field
F8	Execute Query	SHIFT TAB	Previous Field
F9	List of Values	SHIFT F1	Display Error
F10	Commit or Save	SHIFT F7	Rollback
CTRL Q	Exit	SHIFT F6	Delete Record
CTRL PAGEDOWN	Next Block	HOME/END	Start/End of Line

B. Sign On Steps

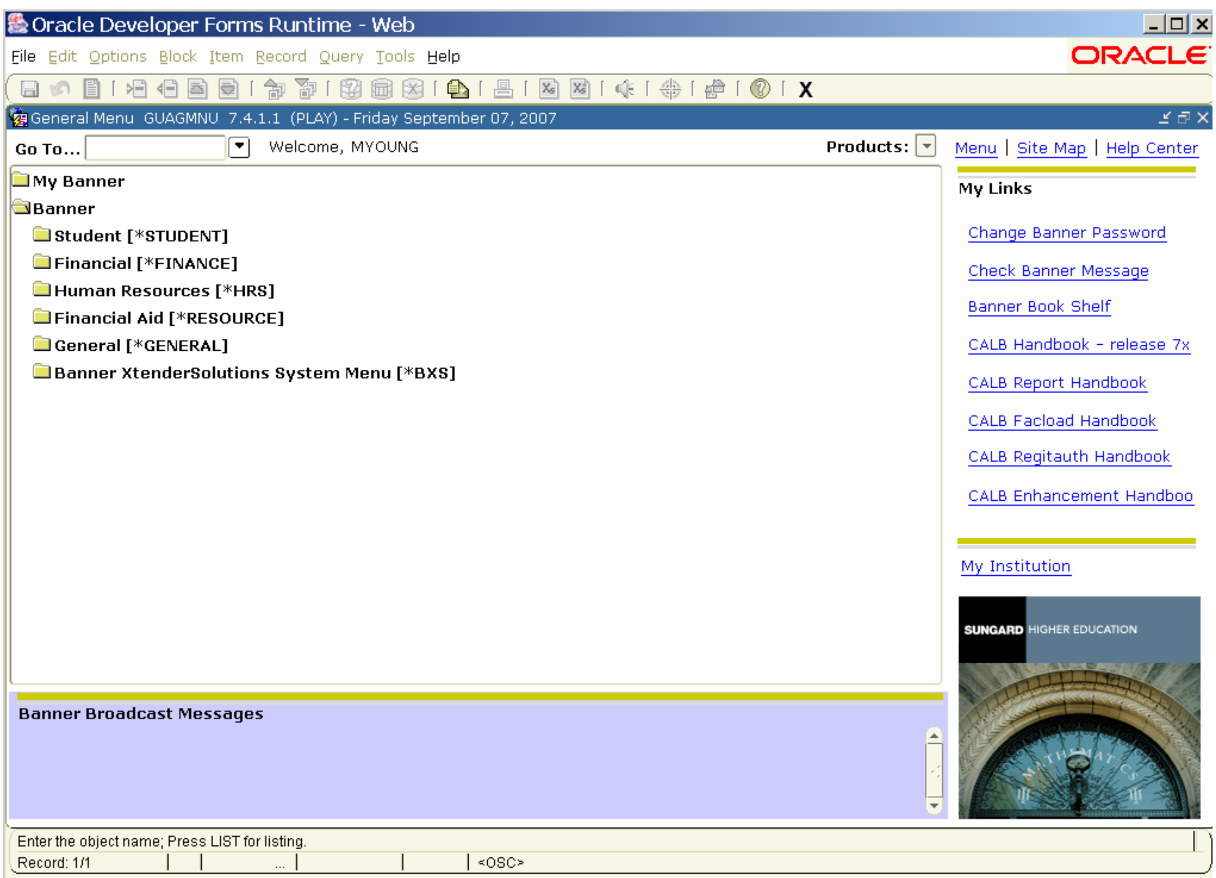
a. You MUST have the FrontMotion Firefox icon installed on your desktop. If not, contact the IT Help Desk (Ext. 4357) for assistance.

b. You MUST have a Banner User ID assigned to you by IT. If not, contact the Banner Help Desk (Ext. 6300) to get the form. Upon completion, send it to Sharon Shriver in IT. You will be notified via e-mail when your User ID is activated and ready to use.

c. Log into Banner – Type User Name and Password, then **Connect**.



d. The General Menu screen appears [**GUAGMNU**]

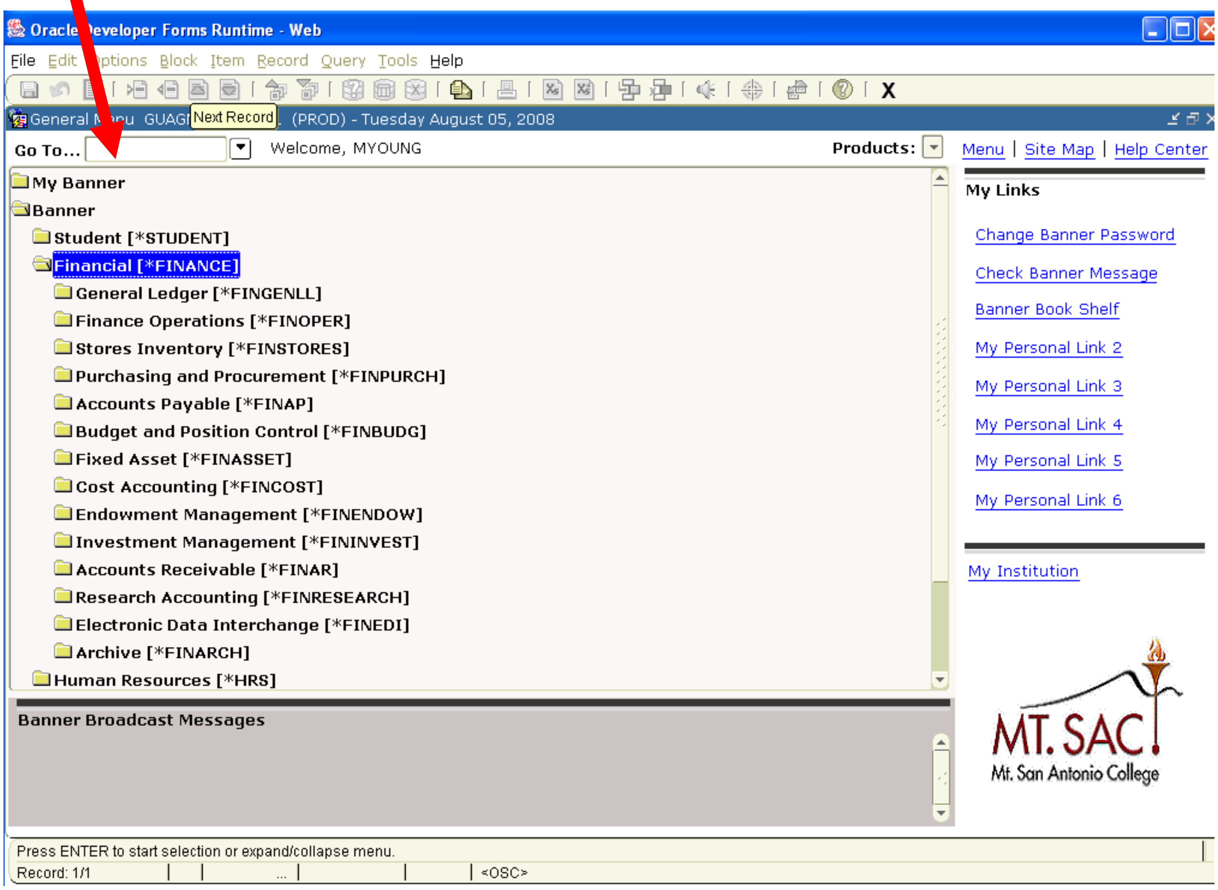


e. There are 3 ways to get to the Budget Query screens:

1. Use the ***Go To*** field and type in the **form name,** OR

2. Use the pull-down menus to navigate to the form you want to access, and double click on the form to open the screen, OR.

3. Set up your favorite Budget Query screens in the **My Banner** folder, and double click on the form you want to access.



C. LIST OF BUDGET QUERY FORMS

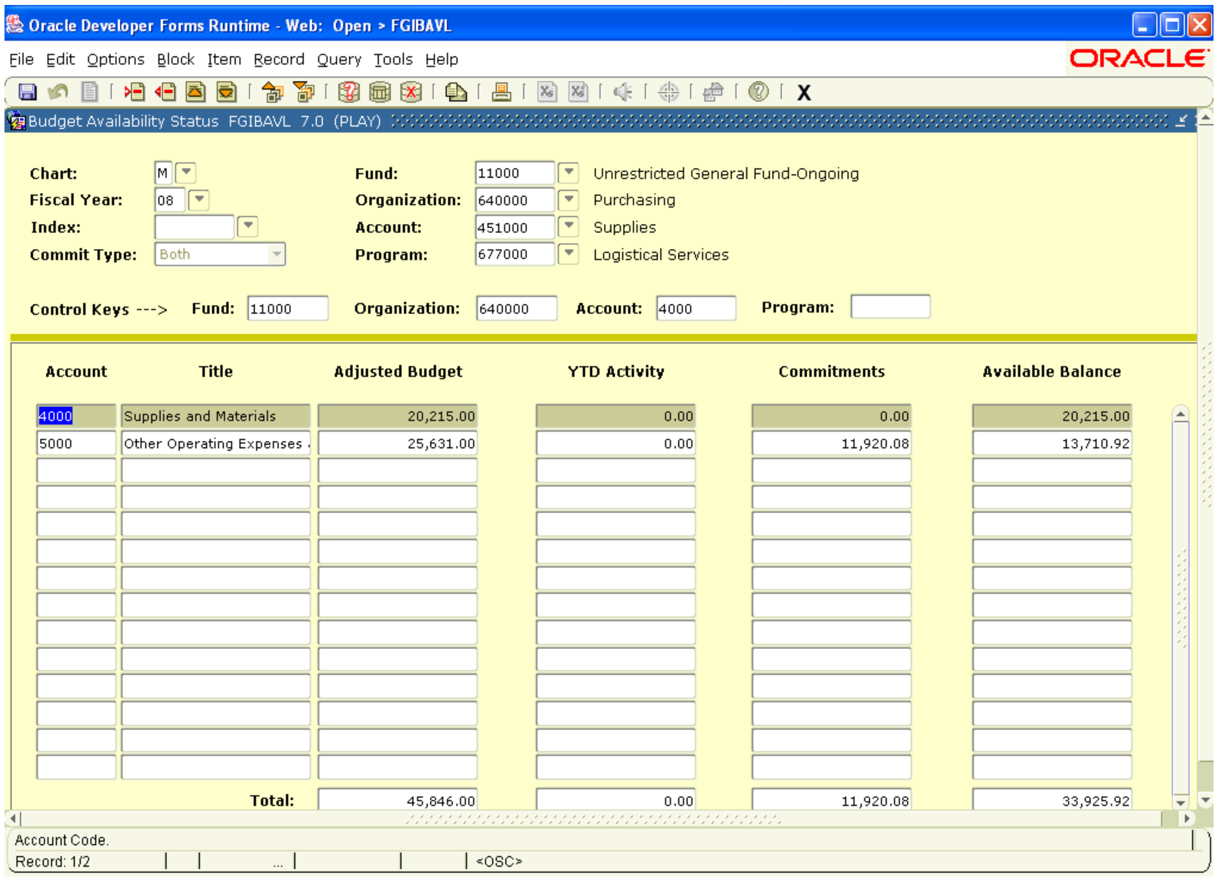
The following budget query forms can be used to research your budget status – how much is left to spend and/or how much has already been spent.

Activity Name	Activity Title	Purpose
FGIBAVL	**Budget Availability Status**	Enables you to view an online query of the budget availability for a selected fund, organization, account, and program combination.
FGIBDST	**Organization Budget Status**	Enables you to view an online query of the budget availability by organization code.
FGIBSUM	**Organization Budget Summary**	Enables you to view summarized budget information by user defined account type for a selected organization/fund combination.
FOIDOCH	**Document History**	Provides an online display of the processing history for a document by a selected document type and code.
FGITRND	**Detail Transaction Activity**	Enables you to view summarized budget information by user defined account type for a selected organization/fund combination.
FGIENCB	**Encumbrance List**	Provides an online summary of all encumbrances including encumbrance type, description, current balance, and status.
FGIENCD	**Detail Encumbrance Activity**	Provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.
FGIOENC	**Organizational Encumbrance List**	Displays an online list of all encumbrances by organization.

PART 3 Budget Query Forms

A. Budget Availability Status - FGIBAVL.

In Banner, budgets are pooled at the major account level. Use the FGIBAVL query to determine available balances for major accounts to which you have access.



1. From the General Menu Screen, type FGIBAVL in the **Go To** field.

2. Type in the required fields listed below in the Key (or header) block:

   - Chart of Account – Defaults to "M"
   - Fiscal Year – Defaults to current year (determined by 6/30/__ year)
   - Commit Type – Defaults to "Both"

NOTE: You can also select either "*Committed*" or "*Uncommitted*" by using the pull-down menu.
- Committed – Completed & approved Requisitions & POs
- Uncommitted – Requisitions not yet completed / approved

3. Continue to type your information in the fields below:

    - Fund
    - Organization
    - Account
    - Program – Defaults depending on fund, organization and account
    - **[Next Block]**

NOTE: All major accounts – from the one typed and onward – will be displayed.

1000	Academic Salaries
2000	Classified-Other Non-Academic Salaries
3000	Employee Benefits
4000	Supplies and Materials
5000	Other Operating Expenses and Services
6000	Capital Outlay
7000	Other Outgo
8000	Revenue

Examples:

- Type “451000” in Account field, and balances for 4000, 5000, 6000 accounts will be displayed
- Type “1000” in Account field, and balances for all major accounts that you can access in your budget will be displayed.

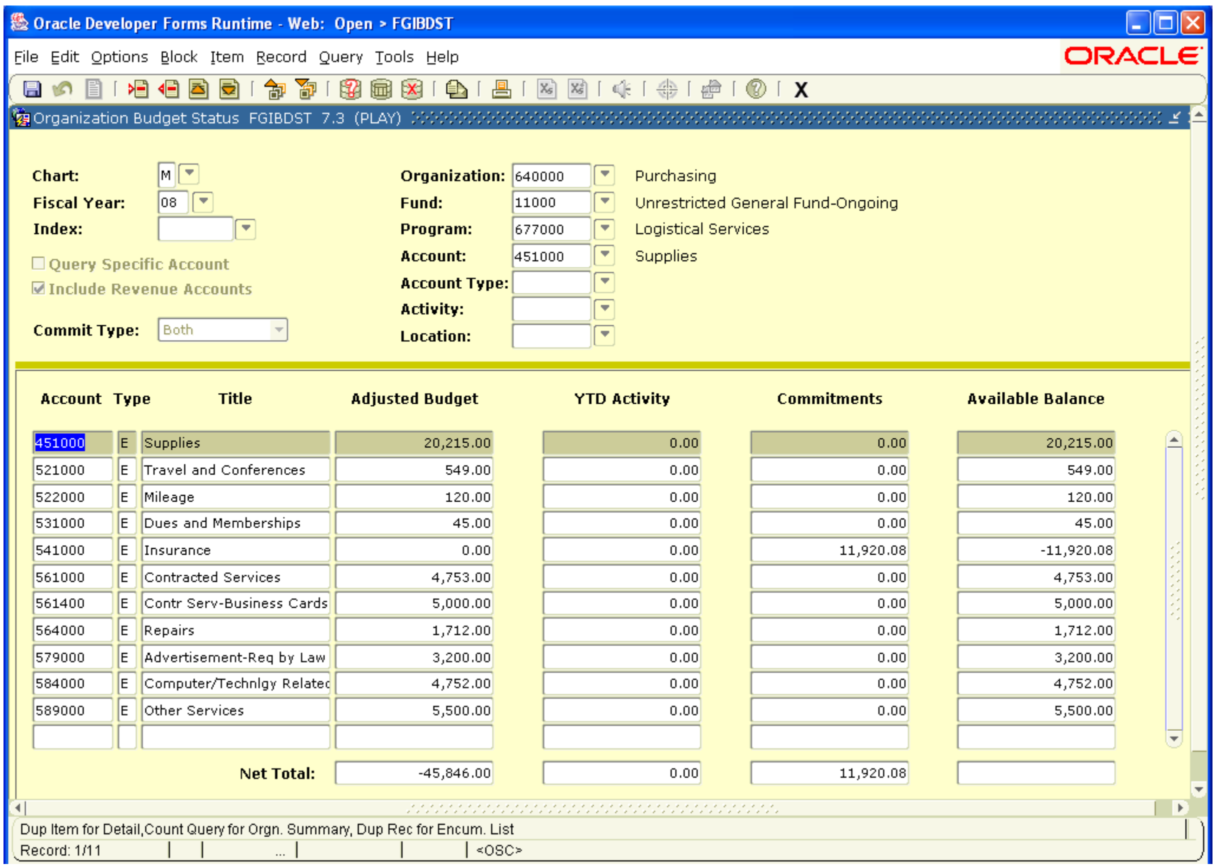
4. Listed by major account, the information block will display:

    - Adjusted Budget: Current budget
    - YTD Activity: Expenses paid against the budget
    - Commitments: Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
    - Available Balance: Uncommitted amount left to spend

NOTE: Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

B. Organization Budget Status - FGIBDST

Use the FGIBDST query to access detailed budget information for specific organizations to which you have access. Remember, budgets are pooled at the major account level, so as long as there are sufficient funds in the major account (1000, 2000, etc.), you will not have to do a budget transfer if a related detailed account doesn't have enough money.



Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 7.3 (PLAY)

Chart: M
Fiscal Year: 08
Index:
Query Specific Account
Include Revenue Accounts
Commit Type: Both

Organization: 640000 Purchasing
Fund: 11000 Unrestricted General Fund-Ongoing
Program: 677000 Logistical Services
Account: 451000 Supplies
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
451000	E	Supplies	20,215.00	0.00	0.00	20,215.00
521000	E	Travel and Conferences	549.00	0.00	0.00	549.00
522000	E	Mileage	120.00	0.00	0.00	120.00
531000	E	Dues and Memberships	45.00	0.00	0.00	45.00
541000	E	Insurance	0.00	0.00	11,920.08	-11,920.08
561000	E	Contracted Services	4,753.00	0.00	0.00	4,753.00
561400	E	Contr Serv-Business Cards	5,000.00	0.00	0.00	5,000.00
564000	E	Repairs	1,712.00	0.00	0.00	1,712.00
579000	E	Advertisement-Req by Law	3,200.00	0.00	0.00	3,200.00
584000	E	Computer/Technlgy Relatec	4,752.00	0.00	0.00	4,752.00
589000	E	Other Services	5,500.00	0.00	0.00	5,500.00
		Net Total:	-45,846.00	0.00	11,920.08	

Dup Item for Detail,Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 1/11 ... <OSC>

1. From the General Menu Screen, type FGIBDST in the **Go To** field.

2. Type in the required fields listed below in the header block:

   - Chart of Account – Defaults to "M".
   - Fiscal Year – Defaults to current year.
   - Commit Type – Defaults to "*Both*"
   - Organization – Not required. Organization defaults to organization associated with the User ID.

- Fund – Not required. Fund defaults to Fund 11000 (Unrestricted General Fund) **[Next Block]**

> **TIP:** The more FOAP elements that are entered, the more specific the query will be.

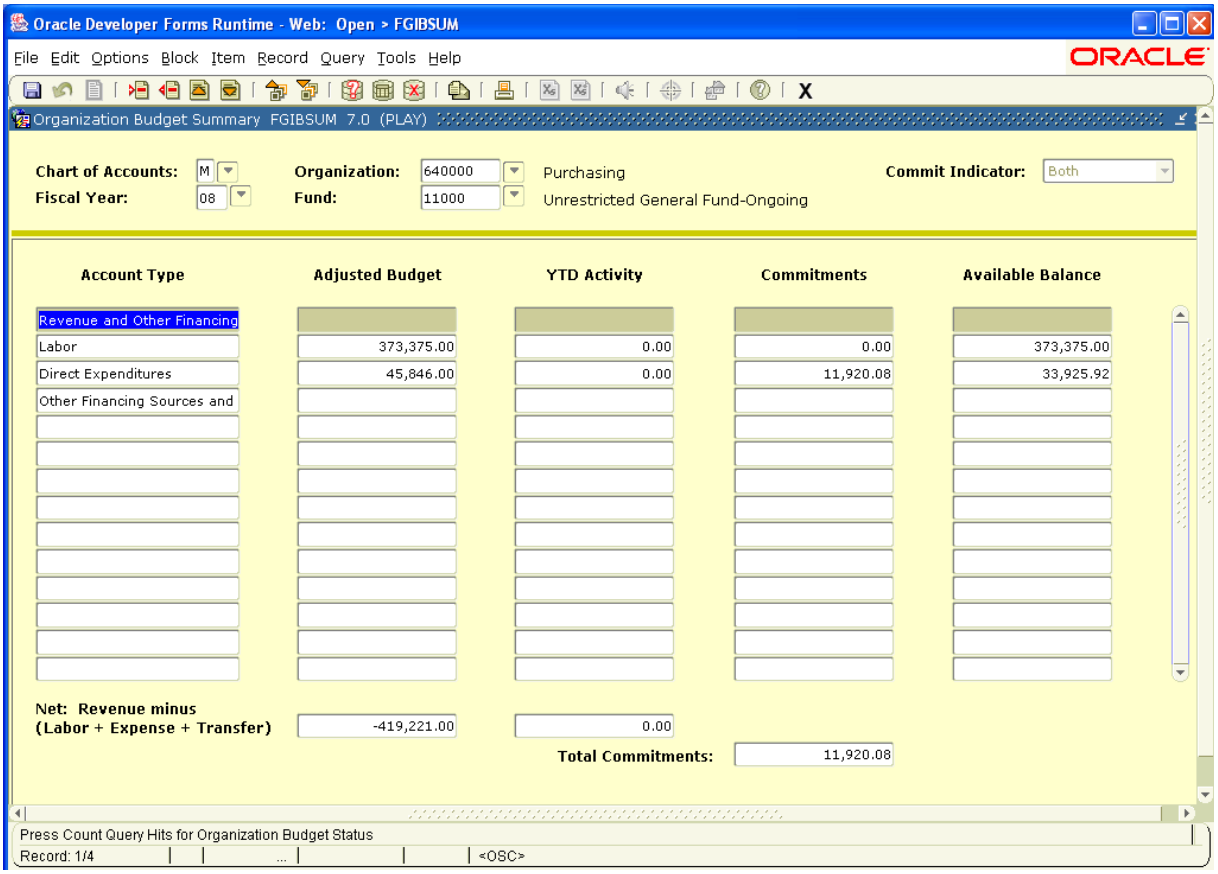
3. Listed in numerical order by detail account, the information block will display:

- Account — All detailed accounts from that point on
- Type — The type of account
  - L = Labor & Benefits (1000, 2000, 3000)
  - E = Expense (4000, 5000, 6000)
  - T = Transfer (7000 – grants)
  - R = Revenue (8000)
- Adjusted Budget: — Current budget
- YTD Activity: — Expenses paid against the budget
- Commitments: — Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
- Available Balance: — Uncommitted amount left to spend

> **NOTE:** Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

C. Organization Budget Summary – FGIBSUM

Use the Organization Budget Summary [FGIBSUM] to query <u>summary</u> budget information for an organization to which you have access.



1. From the General Menu Screen, type FGIBSUM in the **Go To** field.

2. Type in the required fields listed below in the header block:

   - Chart of Account – Defaults to “M”.
   - Fiscal Year – Defaults to current year.
   - Organization (Not required)
   - Fund (Not required)
   - Commit Indicator – Defaults to “*Both*”
     (or select “*Committed*” – completed and approved requisitions and POs OR “*Uncommitted*” – incomplete/unapproved requisitions)
   - **[Next Block]**

3. Listed by major account description, the following information appears:

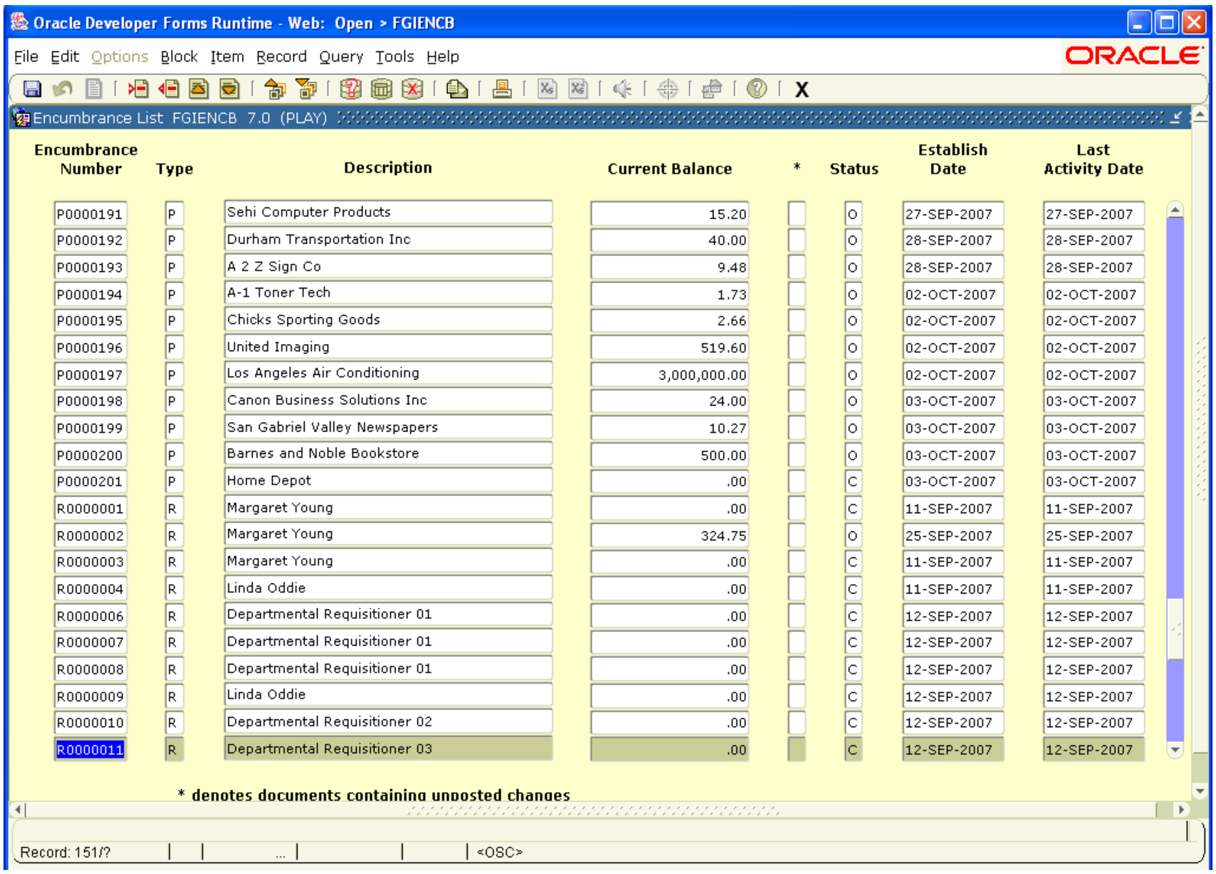
- Account Type — Description of major accounts (e.g. 4000, 5000)
- Adjusted Budget: — Current budget
- YTD Activity: — Expenses paid against the budget
- Commitments: — Completed and approved requisitions and purchase orders that have created either a budget reservation or an encumbrance, but are not yet paid
- Available Balance: — Uncommitted amount left to spend

NOTE: Banner security works with all forms. The User will only be able to query the Funds and Organizations to which they have been given access.

PART 4 ENCUMBRANCE QUERY FORMS

A. Encumbrance List – FGIENCB

Use the Encumbrance List [FGIENCB] to query a list of requisitions and purchase orders.



Encumbrance Number	Type	Description	Current Balance	*	Status	Establish Date	Last Activity Date
P0000191	P	Sehi Computer Products	15.20		O	27-SEP-2007	27-SEP-2007
P0000192	P	Durham Transportation Inc	40.00		O	28-SEP-2007	28-SEP-2007
P0000193	P	A 2 Z Sign Co	9.48		O	28-SEP-2007	28-SEP-2007
P0000194	P	A-1 Toner Tech	1.73		O	02-OCT-2007	02-OCT-2007
P0000195	P	Chicks Sporting Goods	2.66		O	02-OCT-2007	02-OCT-2007
P0000196	P	United Imaging	519.60		O	02-OCT-2007	02-OCT-2007
P0000197	P	Los Angeles Air Conditioning	3,000,000.00		O	02-OCT-2007	02-OCT-2007
P0000198	P	Canon Business Solutions Inc	24.00		O	03-OCT-2007	03-OCT-2007
P0000199	P	San Gabriel Valley Newspapers	10.27		O	03-OCT-2007	03-OCT-2007
P0000200	P	Barnes and Noble Bookstore	500.00		O	03-OCT-2007	03-OCT-2007
P0000201	P	Home Depot	.00		C	03-OCT-2007	03-OCT-2007
R0000001	R	Margaret Young	.00		C	11-SEP-2007	11-SEP-2007
R0000002	R	Margaret Young	324.75		O	25-SEP-2007	25-SEP-2007
R0000003	R	Margaret Young	.00		C	11-SEP-2007	11-SEP-2007
R0000004	R	Linda Oddie	.00		C	11-SEP-2007	11-SEP-2007
R0000006	R	Departmental Requisitioner 01	.00		C	12-SEP-2007	12-SEP-2007
R0000007	R	Departmental Requisitioner 01	.00		C	12-SEP-2007	12-SEP-2007
R0000008	R	Departmental Requisitioner 01	.00		C	12-SEP-2007	12-SEP-2007
R0000009	R	Linda Oddie	.00		C	12-SEP-2007	12-SEP-2007
R0000010	R	Departmental Requisitioner 02	.00		C	12-SEP-2007	12-SEP-2007
R0000011	R	Departmental Requisitioner 03	.00		C	12-SEP-2007	12-SEP-2007

* denotes documents containing unposted changes

Record: 151/? <OSC>

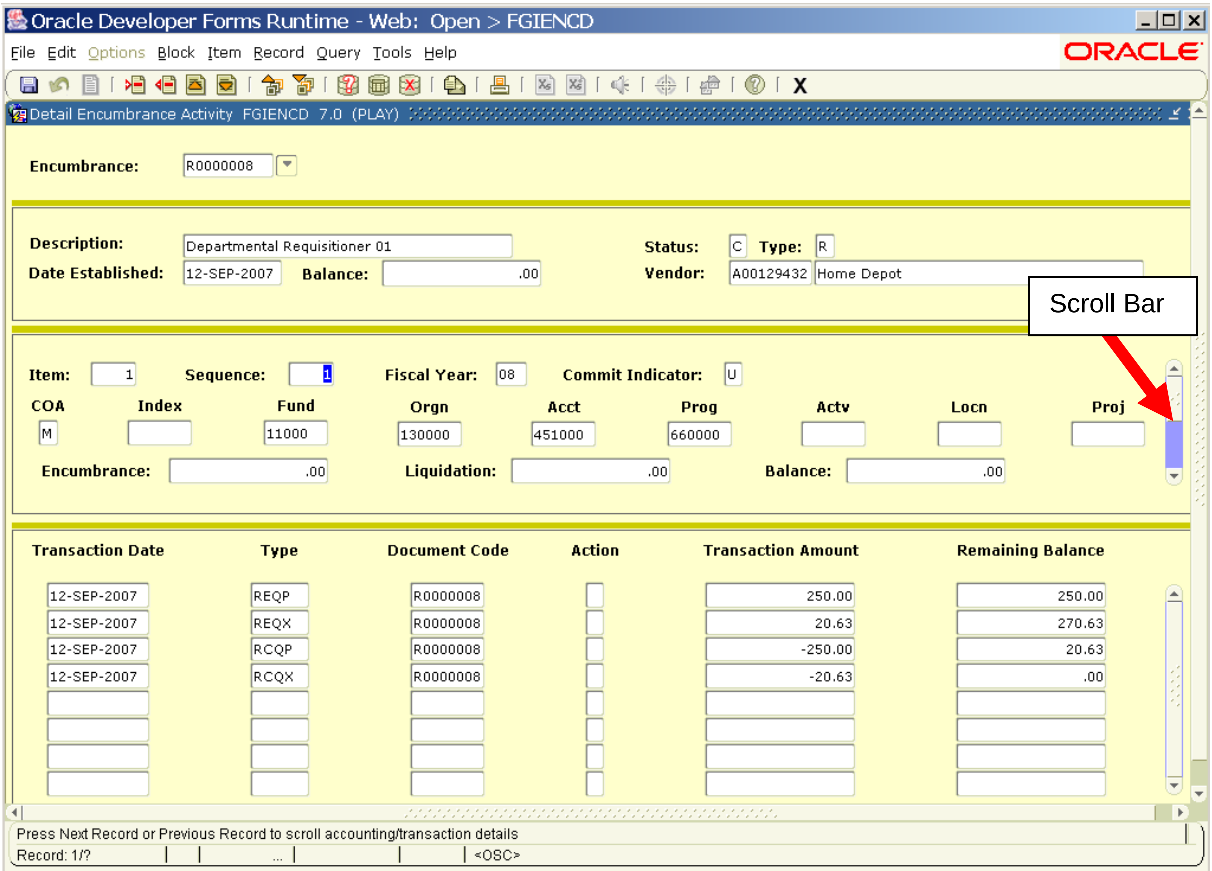
1. From the General Menu Screen, type FGIENCB in the **Go To** field.
2. Purchase Orders are listed first, then Requisitions.
3. The Status field indicates if a PO or requisition is open (O) or cancelled (C).

TIP: To access document history for a **specific** PO or requisition, follow these steps:

1. Highlight the document to be queried and click Control+C (shortcut for copy command).
2. Click the F5 function key.
3. Type FOIDOCH in the **Go To** field that appears at the top of the screen.
4. Type REQ or PO in the Document Type field. [Tab]
5. Click Control+V in the Document Code field. [Tab]
6. When done with your review, [Exit] FOIDOCH to return to FGIENCB screen.

B. Detail Encumbrance Activity – FGIENCD

Use the Detail Encumbrance Activity query [FGIENCD] to review all the encumbrance activity for a specific requisition or purchase order.



1. From the General Menu Screen, type FGIENCD in the **Go To** field.

2. Type document number (*e.g. RXXXXXXX, PXXXXXXX, etc.*) **[Next Block]**

3. All account activity for the item number shown in the Item field is displayed.

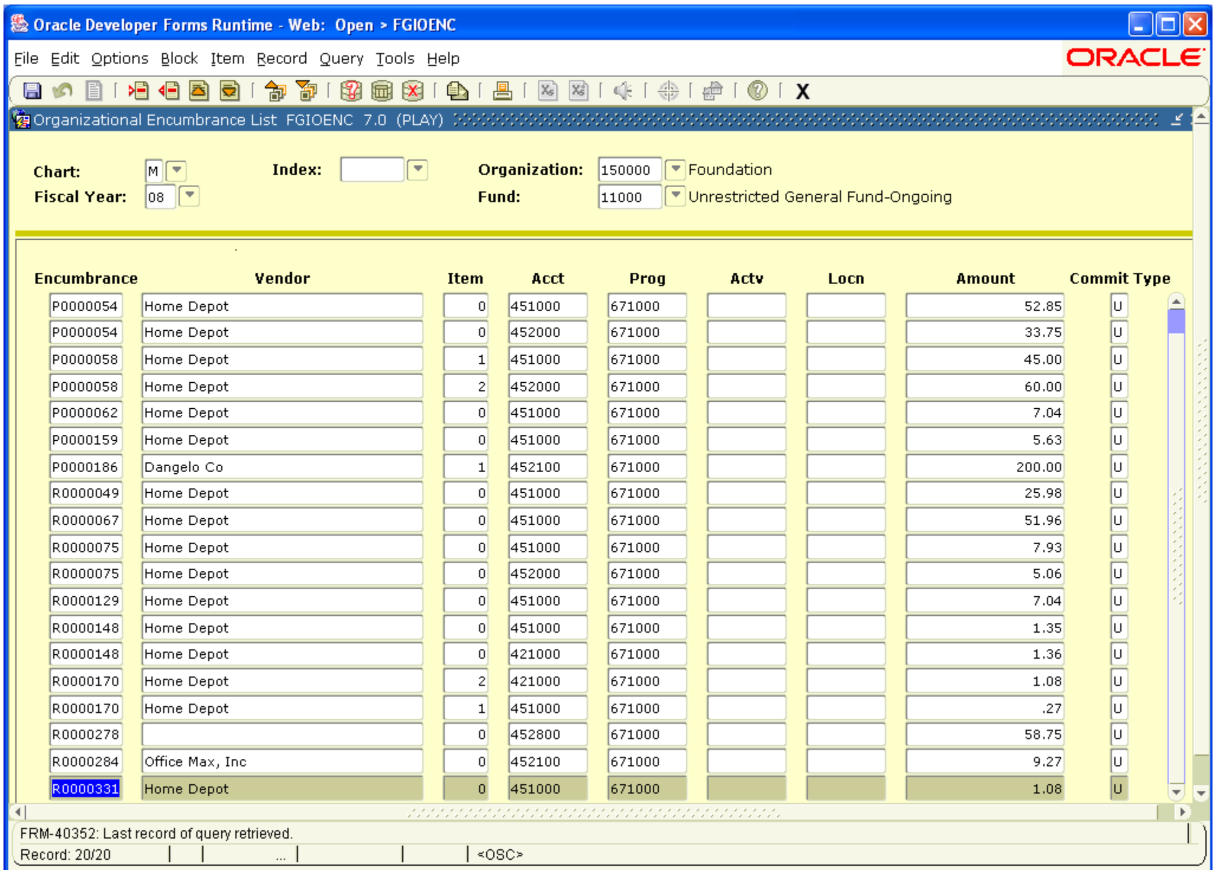
4. To see account activity for other items in this document, use the Scroll Bar to the right of the screen OR

   Use **Next Record** in the Tool Bar icon menu.

NOTE: This form looks at the accounting information from an encumbrance stand point -- each amount is shown as both encumbered (+) when a requisition or purchase order is created using your budget, and disencumbered (-) when it is liquidated (paid) from your budget.

C. Organizational Encumbrance List - FGIOENC

Use the Organizational Encumbrance List [FGIOENC] query to look at the list of requisitions and purchase orders for your Organization.


Oracle Developer Forms Runtime - Web: Open > FGIOENC

File Edit Options Block Item Record Query Tools Help

Organizational Encumbrance List FGIOENC 7.0 (PLAY)

Chart: M Index: Organization: 150000 Foundation

Fiscal Year: 08 Fund: 11000 Unrestricted General Fund-Ongoing

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0000054	Home Depot	0	451000	671000			52.85	U
P0000054	Home Depot	0	452000	671000			33.75	U
P0000058	Home Depot	1	451000	671000			45.00	U
P0000058	Home Depot	2	452000	671000			60.00	U
P0000062	Home Depot	0	451000	671000			7.04	U
P0000159	Home Depot	0	451000	671000			5.63	U
P0000186	Dangelo Co	1	452100	671000			200.00	U
R0000049	Home Depot	0	451000	671000			25.98	U
R0000067	Home Depot	0	451000	671000			51.96	U
R0000075	Home Depot	0	451000	671000			7.93	U
R0000075	Home Depot	0	452000	671000			5.06	U
R0000129	Home Depot	0	451000	671000			7.04	U
R0000148	Home Depot	0	451000	671000			1.35	U
R0000148	Home Depot	0	421000	671000			1.36	U
R0000170	Home Depot	2	421000	671000			1.08	U
R0000170	Home Depot	1	451000	671000			.27	U
R0000278		0	452800	671000			58.75	U
R0000284	Office Max, Inc	0	452100	671000			9.27	U
R0000331	Home Depot	0	451000	671000			1.08	U

FRM-40352: Last record of query retrieved.

Record: 20/20 ... <OSC>

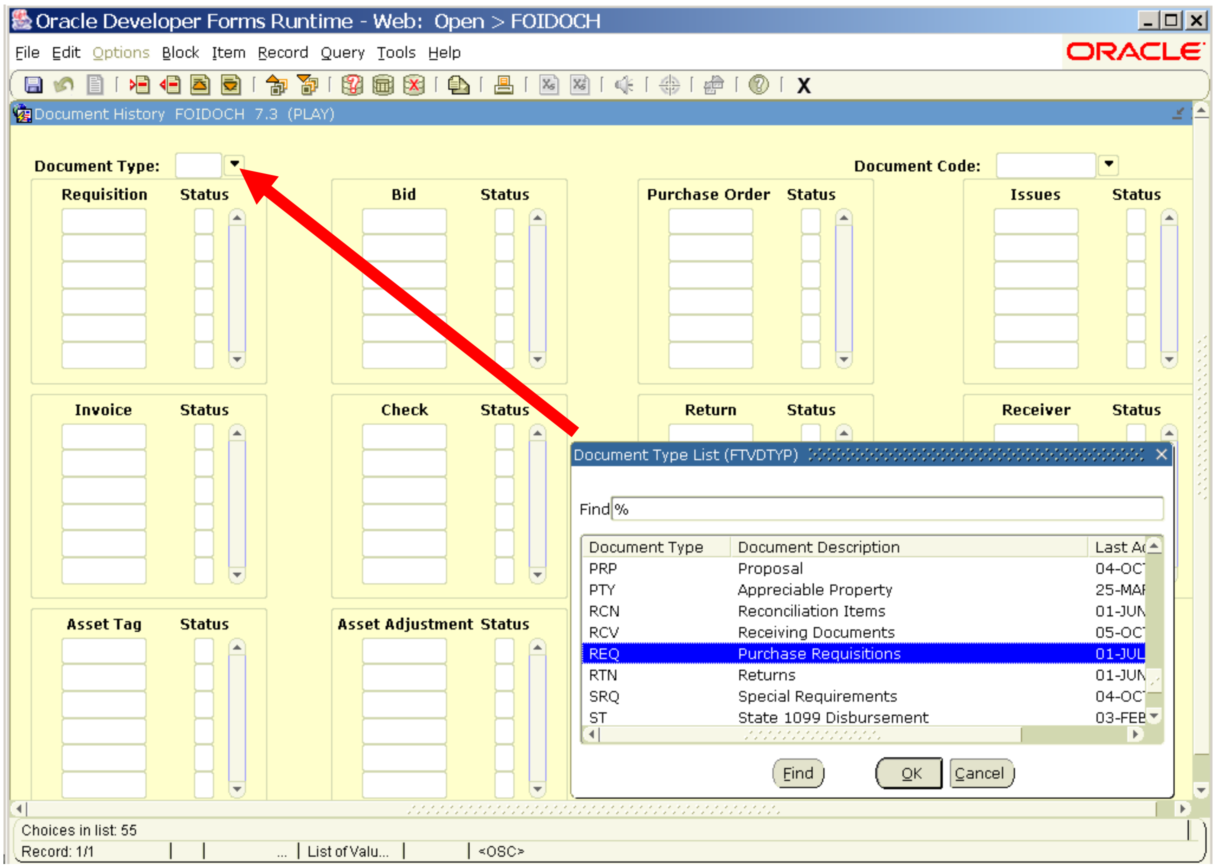
1. From the General Menu Screen, type FGIOENC in the **Go To** field.
2. Type in the required fields listed below
   - Chart of Account – Defaults to "M".
   - Fiscal Year – Defaults to current year
   - Organization
   - Fund **[Next Block]**

NOTE: Purchase Orders are listed numerically before Requisitions.

PART 5 SUPPORTING DOCUMENTATION

A. Document History - FOIDOCH

The FOIDOCH screen is commonly referred to as the "*Mother of All Forms*" because from it, the status of any part of the Requisition–to–Payment process can be viewed.

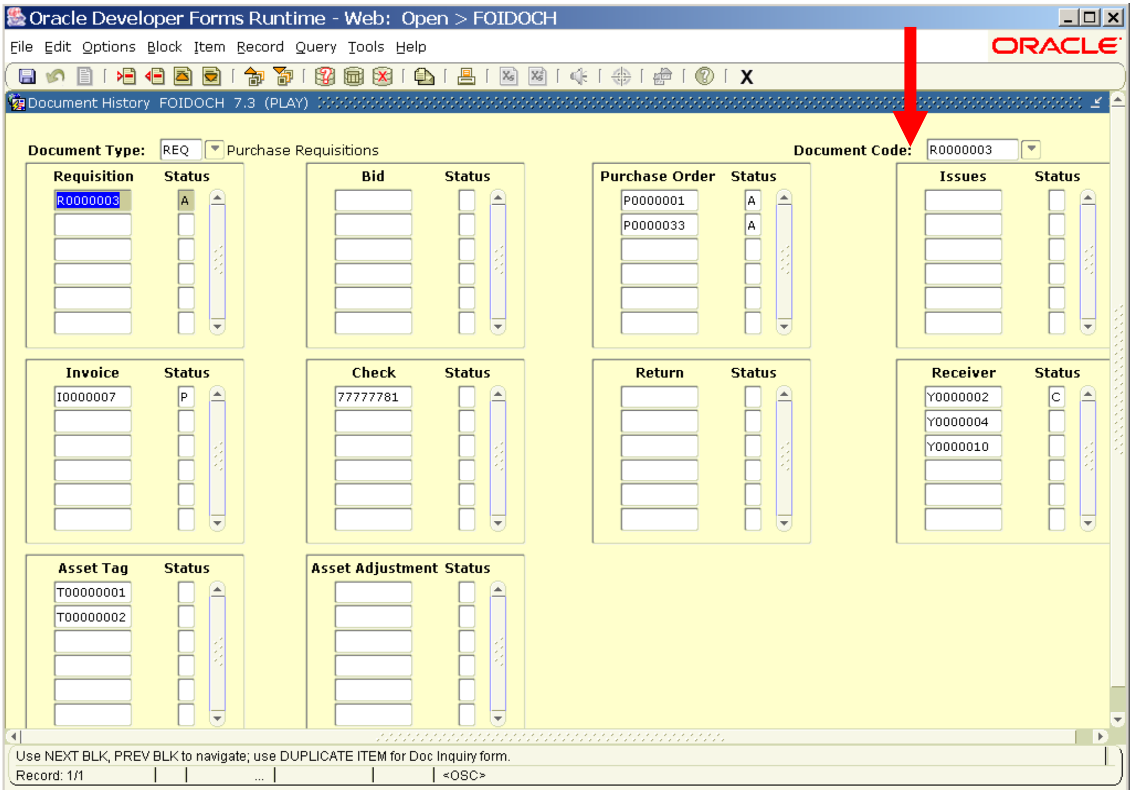


1. From the General Menu screen, type **FOIDOCH** in the **Go To** field.

2. Click the **Document Type** pull-down menu to select the document you want to view from the **Document Type List (FTVDTYP)**. Click **OK**.

   OR

   Type the Document Type code in the **Document Type** field. **[Tab]**



3. Under **Document Code**, type the Document Number **[Next Block]**.
   Example: RXXXXXXX for Requisition, PXXXXXXX for Purchase Order

4. As each step of the Req-to-Check process is entered into the Banner system, its status is noted. In the example above, Requisition No. R000003 shows the following:

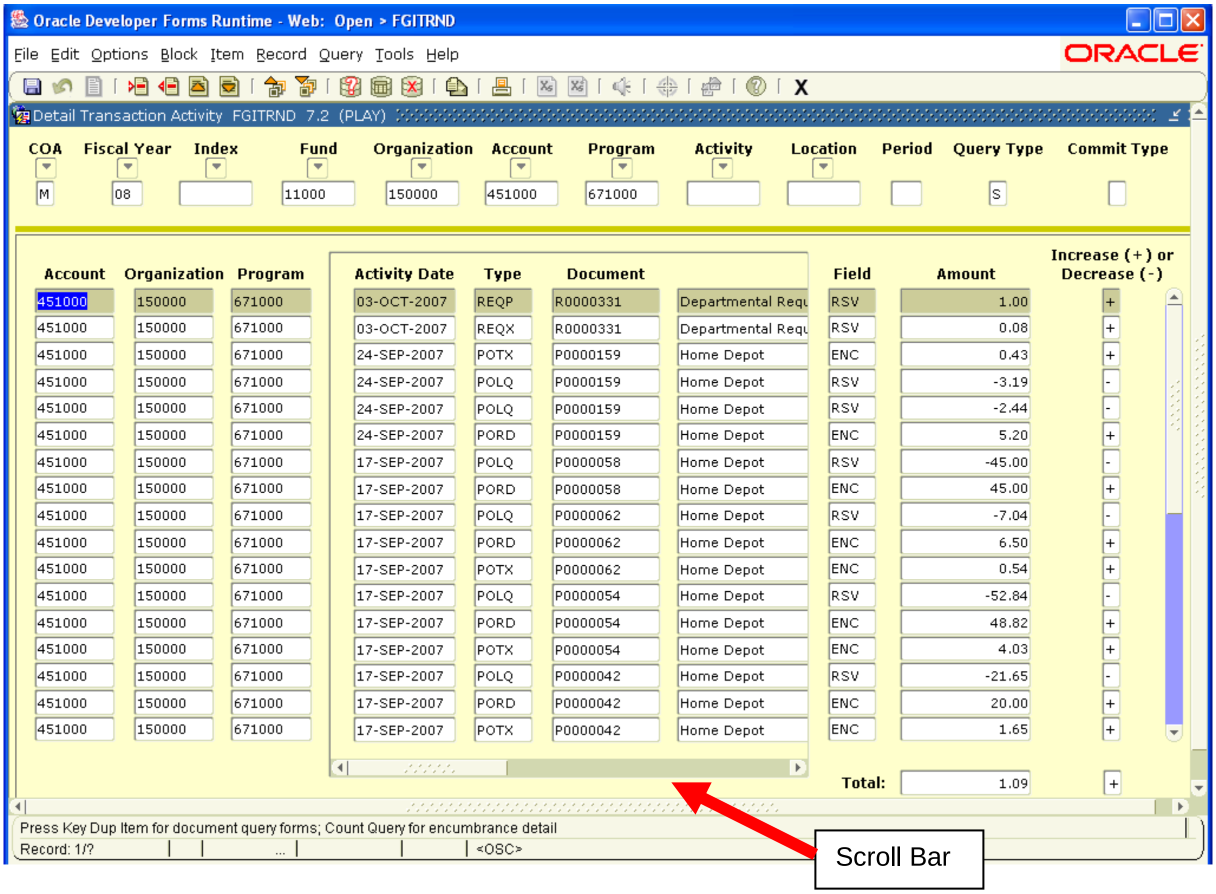
Requisition:	"A" status means it is completed and approved.
Purchase Order:	"A" status means purchase order was created and approved.
Invoice:	"P" status means an invoice has been paid.
Check:	Number of the check issued to pay the invoice.
Receiver:	"C" means receiving record is completed.
Asset Tag:	List of fixed assets created in inventory.

5. Use [Next Block] or [Previous Block] icons in the Icon Tool Bar to move to the various document types.

6. Under **Options** in the Tool Bar pull-down menu, click **[document] Info** (*e.g. Requisition Info*) to open the selected document. For example, highlighting the Requisition, as shown above, and following these steps will open the actual Requisition.

7. To return to FOIDOCH, [**Exit].**

b. Detail Transaction Activity - FGITRND



4. From the General Menu Screen, type FGITRND in the **Go To** field.

5. Type in the required fields listed below

    - Chart of Account – Defaults to “M”.
    - Fiscal Year – Defaults to current year.
    - Fund
    - Organization – **[Next Block]**

TIP: Typing a specific Account or Program are optional. The more FOAPAL elements that are entered the more specific the query will be.

D. Click on **[Execute Query]** icon to show all transactions that have been posted to the Fund and Organization (or as much of the FOAPAL as you have entered).

NOTE: Information is displayed in a double-entry accounting format: each encumbrance ENC (purchase order amount, tax amount) has a corresponding liquidation of the reserve RSV.

Type Codes:

REQP	Commodity total on a requisition
REQX	Tax total for the above requisition
PORD	Commodity total on a purchase order
POTX	Tax total for a purchase order
POLQ	Liquidation of PO commitment

TIP: Use the Scroll Bar at the bottom of the Activity Date – Type – Document box in the middle of the screen to access additional information.

BANNER FINANCE SUPPORT

Support for Banner Finance modules (Budget Queries, Requisitions, and Approvals) is divided among the IT, Fiscal Services, and Purchasing Departments.

<table>
<tr><th>ISSUE</th><th>DEPARTMENT</th><th>CONTACT</th></tr>
<tr><td>Accessing Banner</td><td rowspan="2">IT Help Desk</td><td rowspan="3">Ext. 4357</td></tr>
<tr><td>Personal passwords</td></tr>
<tr><td>User ID</td><td>IT – Sharon Shriver</td></tr>
<tr><td>Budget questions</td><td rowspan="3">Fiscal – Rosa Royce</td><td rowspan="3">Ext. 5530</td></tr>
<tr><td>Access to Banner Finance forms</td></tr>
<tr><td>Fixed Assets</td></tr>
<tr><td>Creating a Requisition or Change Order</td><td rowspan="4">Purchasing Help Desk</td><td rowspan="4">Ext. 6300 or Purchasing@mtsac.edu</td></tr>
<tr><td>Doing Approvals</td></tr>
<tr><td>Sending Back-up Documentation</td></tr>
<tr><td>Cleaning up Requisition mistakes</td></tr>
</table>

The following documents are posted and maintained at the Purchasing Department web site at: http://insidemtsac.edu/departments/admin/purchasing. Links to the User Guides can also be found at the Banner Links site on the Banner home page, and the *Requisition Back-up Cover Sheet* form can be found in the Administrative Forms section on the Mt. SAC web site.

- *Banner User Guide for Budget Queries*
- *Banner User Guide for Requisitions*
- *Banner User Guide for Approvals*
- *Requisition Back-up Cover Sheet*

The Purchasing Department will make a campus-wide announcement whenever any revisions to these documents are made.