



General Accounting Training Workbook



Purpose of this Workbook

The purpose of this training workbook is to give the new user an introduction to the Banner finance system at Virginia Tech. Topics include the chart of accounts, basic navigation techniques, and commonly used electronic query forms (e-forms).

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Definitions and Terminology

Account (FTVACCT):

Account codes are used to represent types of expenses, revenues, assets, or liabilities. For example, "Fall Tuition Revenue" or "Office Supplies Expense."

Revenue Accounts 0001-0999 Expense Accounts 1XXXX-3199X

The fifth digit of the expense account can be any number from 0-9 or any alpha character. The fifth digit is assigned at the request of the department.

Fund (FTVFUND):

Fund codes are used to represent discrete budgetary planning units within university organizational areas. Examples of budgeted planning units that would be represented by funds in Banner finance would include sponsored programs, cost-sharing for sponsored programs, departmental overhead budgets, and departmental operating budgets.

1XXXXX E&G Operating	2XXXXX Earned Overhead	3,4,549XXX Sponsored Projects
55XXXX CE Funds	6XXXXX Local Funds	7XXXXX Capital Outlay
8XXXXX Foundation Funds	9XXXXX Agency Funds	

Index (a data entry shortcut that mirrors a fund) (FTVACCI):

Indexes make data entry and queries more efficient in Banner finance. By keying a valid fund code in the index field on Banner, the information about that fund which is required to enter a transaction or perform a query is automatically populated by the system. The information that defaults from entry of an index includes the fund, organization, and program.

Organization (FTVORGN):

Organization codes are used to represent organizational areas of budget and financial responsibility within the university. Not every university managerial level is represented by an organization code, but only those with budget and financial responsibility. Examples of Organizations in Banner finance would include "Controller's Office" and "Biology Department."

Program (FTVPROG):

Program codes represent the long-term mission or purpose for which expenses are incurred. These are usually subsets of the university's primary missions of instruction, research, and public service, and are used primarily for financial statement preparation.

Rule Code (FTMRUCL):

Rule codes identify the type of transaction that has posted to a given account and fund. Examples include purchase orders, requisitions, journal vouchers, and vendor invoice payments.

Rule Codes used at Virginia Tech

Rule codes are the key that the Banner system uses to determine how to process each transaction. These codes are useful in determining the type or nature of the transaction. The following are the most common rule codes used in the Virginia Tech Banner finance system:

Budget Rule Codes (first character = 'B')

BD01	Base Adopted Budget
BD02	Budget Adjustments (not to be included in next year's base)
B01	Budget Brought Forward From FRS
B02	Year End Budget Carry Forward
B03	Year End Budget Carry Forward – ETF
BAB	Base Budget Transfer – Auxiliary (User)
BAO	One-time Budget Transfer-Auxiliary (User)
BBB	Base Budget Transfer (User)
BBO	One-time Budget Transfer (User)
BCB	Base Budget Transfer (Central)
BCO	One-time Budget Transfer (Central)
BRB	Base Budget Transfer (Revenue Only)
BRO	One-time Budget Transfer (Revenue)

(The above rule codes do not include the budget rule codes used by Sponsored Programs)

Purchasing Rule Codes (first character = 'R' or 'P')

REQP	Encumbrance for a Requisition
RCQP	Cancel Requisition
PCLQ	Cancel Purchase Order – Reinstate Request
PCRD	Cancel Purchase Order
PORD	Encumbrance for a Purchase Order
POLQ	Liquidate a Purchase Order Encumbrance
CORD	Establish Change Order

Accounts Payable Rule Codes (first character = 'I')

INNI	Payment of Vendor Invoice
INNC	Credit Memo on Vendor Invoice
ICNI	Cancel Payment of Vendor Invoice
ICNC	Cancel Credit Memo on Vendor Invoice
INEI	Payment against a Purchase Order
INEC	Credit Memo on a Purchase Order
ICEI	Cancel Invoice against an Order
ICEC	Cancel Credit Memo on an Order
CNEI	Cancel Check – Invoice with Encumbrance
CNNI	Cancel Check – Invoice without Encumbrance

General Accounting Rule Codes

Check Disbursements (first character = 'D')

DNEC	Check – Credit Memo with Encumbrance
DNEI	Check – Invoice with Encumbrance
DNNC	Check – Credit Memo without Encumbrance
DNNI	Check – Check Invoice without Encumbrance

Cash Receipts (first two characters = 'CR')

CR5	Bursar's Daily Cash Receipts
CR8	Daily Accounts Receivable Adjustments
CR9	Miscellaneous Cash Receipt Journal Entry
CR1	Pre Deposit (These are not sent to Bursar- Police Officer Picks Up)

Disbursement Journal Entry (first two characters = 'CD')

CD9	Miscellaneous Cash Disbursement Journal Entry
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Journal Entries (first character = 'J')

JE4	Journal Entry – ISR (Interdepartmental Service Request)
JE5	Journal Entry - AP Distribution
JE6	Journal Entry - Liquidate Encumbrance
JE7	Bank Transfer
JE8	Journal Entry - Cost Overrun
JE9	Journal Entry – Routine
JEI	HokieMart ISRs
JER	HokieMart ISRs

Other Journal Entries (first character = 'Z')

ZCR	Miscellaneous Cash Receipt Journal Entry (Tech only)
ZCD	Miscellaneous Cash Disbursements Journal Entry (Tech only)
ZJE	Routine Journal Entry (Tech only)
ZBB	Beginning Balance Adjustment (Tech only)

General Encumbrances (first character = 'E')

EC09	Interfaced Encumbrance
EC10	Central Office - Post Original Encumbrance
EC15	Central Office – Encumbrance Adjustment
EC20	Central Office - Encumbrance Adjustment
ED10	Departmental - Post Original Encumbrance
ED20	Departmental - Encumbrance Adjustment

Payroll (first character = 'H')

HENC	Payroll-Encumbrance
HENA	Payroll – Encumbrance Adjustment
HG1	Payroll-Gross Salary/Wage Expense
HLE	Payroll-Employee Liability
HN1	Payroll-Net Pay
HB1	Payroll-Gross Benefit Expense
HLR	Payroll-Employer Liability
HDA	Payroll-Deferred Pay Accrual
HDP	Payroll-Deferred Pay Out

Most Frequently Used Financial Inquiry Forms in Banner

The following chart lists the e-forms in the Banner finance system that end users are likely to use most often to query the status of their funds.

Banner Form	Form Title
FGIBDST	Organization Budget Status Form
FGIBAVL	Budget Availability Status Form
FGITRND	Detail Transaction Activity Form
FGIENC	Detail Encumbrance Activity Form
FGIOENC	Organizational Encumbrance List Form
FZIVEND	Vendor Inquiry Form
FTIIDEN	Entity (vendor) Name/ID Search Form

(See list of other frequently used forms at the end of this chapter)

Selecting the Fiscal Year

With the exception of the vendor forms, the e-forms listed above all provide the ability to change / select the fiscal year (1999-Present) in their key block near the top of the forms.

Continuous Posting of Entries to Banner Finance

It is important to remember that the Banner finance system is updated continuously throughout the day so users have the most up-to-date information available. Depending upon the workload on the system, the posting program will run every one to five minutes during regular working hours.

Logging off of Banner

It is also important to remember to logoff from Banner if you are going to be away from your workstation for a while. Plus, always remember to logoff before you leave for the day!

Searching for an Index (or Data Enterable Fund)

Use the **FTVFUND** form to search for and select valid indexes for query or data entry. You can access this form from the "Go To" box on the Main Menu or by double clicking in the "Fund" field on the **FGIBDST** form.

- Perform an **ENTER QUERY** function in your preferred manner.
- Key in the Chart ('U' for university indexes).
- Key in a portion of the number or name using wildcards (%) as appropriate.
- Perform an **EXECUTE QUERY** function in your preferred manner.

PROD Internet Native Banner (server scarecrow): Open > FTVFUND [Q]

File Edit Options Block Item Record Query Tools Help

Fund Code Validation FTVFUND 8.0 (PROD)

Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
U	034200	1F	COS-Grant Writing Inst(OH)	<input checked="" type="checkbox"/>	A	11-APR-2007	
U	034200	1F	COS-Grant Writing Inst(OH)	<input checked="" type="checkbox"/>	A	11-APR-2007	11-APR-2007
U	043042	2E	Graphic comm central	<input checked="" type="checkbox"/>	A	06-NOV-2006	
U	043042	2E	Graphic comm central	<input checked="" type="checkbox"/>	A	06-NOV-2006	06-NOV-2006
U	100000	1A	Error Fund	<input checked="" type="checkbox"/>	A	01-JUL-1990	
U	100000	1A	Error Fund	<input checked="" type="checkbox"/>	A	08-DEC-1998	
U	100000	1A	Error Fund	<input checked="" type="checkbox"/>	A	07-JAN-1999	
U	100000	1A	Error Fund	<input checked="" type="checkbox"/>	A	21-NOV-2004	
U	100000	1A	Error Fund	<input checked="" type="checkbox"/>	A	21-NOV-2004	21-NOV-2004
U	100000	1A	Error Fund	<input checked="" type="checkbox"/>	A	22-NOV-2004	
U	100111	1A	Correction Fund	<input checked="" type="checkbox"/>	A	01-JUL-1999	
U	100111	1A	Correction Fund-Purchasing	<input checked="" type="checkbox"/>	A	20-JUN-2000	
U	100111	1A	Correction Fund-Purchasing	<input checked="" type="checkbox"/>	A	20-MAY-2009	20-MAY-2009
U	103501	2F	Rev-Federal Hatch Funds	<input checked="" type="checkbox"/>	A	01-JUL-1990	
U	103501	2F	Rev-Federal Hatch Funds	<input checked="" type="checkbox"/>	A	17-JUL-1998	
U	103501	2F	Rev-Federal Hatch Funds	<input checked="" type="checkbox"/>	A	03-APR-2001	
U	103502	2F	Rev-Federal Regional Research	<input checked="" type="checkbox"/>	A	01-JUL-1990	
U	103502	2F	Rev-Federal Regional Research	<input checked="" type="checkbox"/>	A	17-JUL-1998	
U	103502	2F	Rev-Federal Regional Research	<input checked="" type="checkbox"/>	A	03-APR-2001	
U	103503	2F	Rev-Federal McIntire Stennis	<input checked="" type="checkbox"/>	A	01-JUL-1990	
U	103503	2F	Rev-Federal McIntire Stennis	<input checked="" type="checkbox"/>	A	17-JUL-1998	
U	103503	2F	Rev-Federal McIntire Stennis	<input checked="" type="checkbox"/>	A	03-APR-2001	

Record: 1/2

Searching for an Account

Use the FTVACCT form to search for and select valid accounts for query or data entry. You can access this form from the "Go To" box on the Main Menu or by double clicking in the "Account" field on the FGIBDST form.

- Perform an **ENTER QUERY** function in your preferred manner.
- Key in the Chart ('U' for university indexes) in the box under **Chart Of Accounts**.
- Key in a portion of the number under **Account Code** or name under Title using wildcards (%) as appropriate.
- Perform an **EXECUTE QUERY** function in your preferred manner.
- Once you locate the Account that you wish to query on, highlight the line that contains the account and click on the "Select" icon to bring it back to the form you accessed this form from.

PROD Internet Native Banner (server scarecrow): Open -> FTVACCT [Q]

File Edit Options Block Item Record Query Tools Help

Account Code Validation FTVACCT 8.4 (PROD)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
U	0010	Student Fee Undistributed	IA	Y		A	50	01-JUL-1990	
U	0010	Student Fee Undistributed	IA	Y		A	50	05-JUL-2000	05-JUL-2000
U	0011	Fall Tuition and Fees	IA	Y		A	50	01-JUL-1990	
U	0012	Spring Tuition and Fees	IA	Y		A	50	01-JUL-1990	
U	0013	1st Summer Tuition and Fees	IA	Y		A	50	01-JUL-1990	
U	0014	2nd Summer Tuition and Fees	IA	Y		A	50	01-JUL-1990	
U	0015	Tuition Waivers - Offset	IA	Y		A	50	01-JUL-2000	
U	0016	GU Joint Pgm Tuit Settlement	IA	Y		A	50	01-JUL-2008	
U	0021	Vet Med Dep Forfeits	IA	Y		A	50	01-JUL-1990	
U	0021	Tuition Deposit Forfeits	IA	Y		A	50	29-OCT-2008	
U	0022	Revenue Refunds	IA	Y		A	50	01-JUL-1990	
U	0023	Delinquent Tuit-Std Accts	IA	Y		A	50	01-JUL-1990	
U	0024	Scholarship Discounts & Allowances	IA	Y		A	50	01-JUL-2001	
U	0031	Vet Med - Support from Maryland	IA	Y		A	50	01-JUL-1990	
U	0032	Vet Med - Support from Delaware	IA	Y		A	50	01-JUL-1990	
U	0036	Program Revenue-LCI Blacksburg	IA	Y		A	50	01-JUL-2008	
U	0037	Program Revenue-LCI Falls Church	IA	Y		A	50	01-JUL-2008	
U	0038	Course Excess Revenue-Distance Lrng	IA	Y		A	50	01-JUL-2000	
U	0039	Cont Education Membership Fees	IA	Y		A	50	01-JUL-1999	
U	0040	Course Fees - Individual	IA	Y		A	50	01-JUL-1990	
U	0041	Course Fees - Contractual	IA	Y		A	50	01-JUL-1990	
U	0042	Course Fees - Sponsored Programs	IA	Y		A	50	01-JUL-1990	
U	0043	Course Fees - Other Outside Sources	IA	Y		A	50	01-JUL-1990	

Record: 1/7

FGIBDST - Organization Budget Status Form

Use this form to review your Fund and Organization Balances. We have found that this form brings back your financial information much faster (rather than using FGIBDSR). You can come to this form from the “Go To” box on the Main Menu.

- The chart and fiscal year fields will automatically populate with chart “U” and the current fiscal year. If you want a prior fiscal year, enter that two digit fiscal year.
- Tab to the “Fund” field and enter your six digit fund number.
- Perform a **NEXT BLOCK** function in your preferred manner.
- Once in the output (lower) block of the form, the user can optionally perform an **ENTER QUERY**, input selection criteria including wildcards (%) as appropriate, then perform an **EXECUTE QUERY**. This allows the user to view only selected ranges of accounts, etc.
- By using the **Options Menu** at the top of the form, the user may click **Transaction Detail Information** to view the supporting transactions on FGITRND.

PROD Internet Native Banner (server scarecrow): Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.4V1 (PROD)

Chart: U Fund: 121915 AIS Finance Project

Fiscal Year: 00 Organization: Program: Account: Account Type: Activity: Location:

☐ Query Specific Account

☐ Include Revenue Accounts

Commit Type: Both

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
1110	L	Employee Fringe Benefits Bgt	952.81	0.00	0.00	952.81
11130	L	FICA for Wage Employees	0.00	952.81	0.00	-952.81
1140	L	General Wages - Budget	20,000.00	0.00	0.00	20,000.00
11410	L	General Wages	0.00	12,454.96	0.00	-12,454.96
11440	L	Gen. Student Wages	0.00	476.00	0.00	-476.00
1200	E	Misc. Contractual Services Bgt	48,654.00	0.00	0.00	48,654.00
12140	E	Postal Services	0.00	57.56	0.00	-57.56
12152	E	Copy Centers	0.00	391.13	0.00	-391.13
12155	E	Docuprint	0.00	0.50	0.00	-0.50
12170	E	Telecommunications (Non-State)	0.00	36.78	0.00	-36.78
1218	E	Telecommunications Services (St	0.00	-64.57	0.00	64.57
12180	E	Other Telecom Services (State)	0.00	32,470.69	0.00	-32,470.69
Net Total:			71,606.81	71,652.39	0.00	-45.58

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

Record: 1/33 ... <OSC>

FGIBDSR - Executive Summary Form

You will need to use this form to access financial balances when querying at the Management or Sr. Management level. This form allows queries at a roll up level (for an organization or fund number that is not data enterable) in addition to data enterable funds. It is recommended that you use form FGIBDST for queries on data enterable funds since that form is faster. You can access this form from the “Go To” box on the Main Menu.

- The chart and fiscal year fields will automatically populate with chart “U” and the current fiscal year. If you want a prior fiscal year, enter that two digit fiscal year.
- Tab to the “**Organization**” field and enter your six digit organization number.
- Perform a **NEXT BLOCK** function in your preferred manner.
- Once in the output (lower) block of the form, the user can optionally perform an **ENTER QUERY**, input selection criteria including wildcards (%) as appropriate, then perform an **EXECUTE QUERY**. This allows the user to view only selected ranges of accounts, etc.
- By using the **Options Menu** at the top of the form, the user may click on **Transaction Detail Information** to view the supporting transactions on FGITRND for data enterable funds only. No transactions will be retrieved for funds or organizations that are non-data enterable (roll up levels of fund or organization hierarchy). Detail transactions will only be retrieved for data entry funds and organizations.

PROD Internet Native Banner (server screenshot): Open > FGIBDSR

File Edit Options Block Item Record Query Tools Help

Executive Summary FGIBDSR 8.4V1 (PROD)

Chart: U Fiscal Year: 00

Fund: Organization: S42 Vice President - Info Systems

Program: Account: Account Type: Activity: Location:

Query Specific Account Include Revenue Accounts

Commit Type: Both

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
111	L	Employee Fringe Benefits Bgt	71,788.55	0.00	0.00	71,788.55
1110	L	Employee Fringe Benefits Bgt	4,532,089.69	0.00	0.00	4,532,089.69
11110	L	Employer Retirement Contributor	340,338.63	1,724,473.68	0.00	-1,384,135.05
11120	L	FICA for Salaried Employees	247,536.49	1,214,907.36	0.00	-967,370.87
11130	L	FICA for Wage Employees	3,126.23	102,804.13	0.00	-99,677.90
11140	L	Group Insurance	2.77	19.84	0.00	-17.07
11150	L	Medical/Hospitalization Insurance	300,777.81	1,271,062.45	0.00	-970,284.64
11160	L	Retiree Health Ins. Benefits	0.00	0.00	0.00	0.00
11170	L	Long-Term Disability Insurance	25,585.68	129,433.30	0.00	-103,847.62
11180	L	Employer Retir. Contri - ORP	16,974.85	66,768.15	0.00	-49,793.30
111F1	L	Neg Fringe Benefits Full Time Err	0.00	49,397.30	0.00	-49,397.30
111F2	L	Neg Fringe Benefits Part Time Er	0.00	1,272.40	0.00	-1,272.40
Net Total:			48,284,853.50	41,968,474.73	487,001.77	5,829,377.00

Account Code: Press Duplicate Item to view Transaction Detail activity.
Record: 1/218 ... <OSC>

FGITRND - Detail Transaction Activity Form

Use the FGITRND form to view detailed transactions. If the user arrived on this form by clicking Transaction Detail Information on FGIBDST or FGIBDSR, the form will populate automatically. Otherwise:

- You can access this form from the “**Go To**” box on the Main Menu.
- The chart and fiscal year fields will automatically populate with chart “**U**” and the current fiscal year. If you want a prior fiscal year, enter that two-digit fiscal year. If you have done previous queries on other forms prior to coming to this form, the fund and account may also reflect the last query that you have performed.
- Tab to the “**Fund**” field and enter your six-digit fund number.
- Tab to the “**Account**” field and enter your account number. You can leave this field blank if you want to query all accounts in the fund.
- Perform a **NEXT BLOCK** function in your preferred manner.
- Once in the output (lower) block of the form, the user can optionally perform an **ENTER QUERY**, input selection criteria including wildcards (%) as appropriate, then perform an **EXECUTE QUERY**. This allows the user to view only selected ranges of accounts, etc.

PROD Internet Native Banner (server scarecrow): Open > FGITRND [Q]

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3V1 (PROD)

COA	Fiscal Year	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
U	00	121915		13120					Both

Account	Organization	Doc Ref Num	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
13120	065200		26-JUN-2000	INNI	I0234361	Boise Cascade Office	YTD	12.38
13120	065200		26-JUN-2000	INNI	I0234358	Boise Cascade Office	YTD	6.18
13120	065200		22-JUN-2000	INNI	I0231996	Boise Cascade Office	YTD	314.74
13120	065200	PURCARD	14-JUN-2000	JE9	FJ003238	AMX MO ACCT 05/19	YTD	138.95
13120	065200	209249	24-MAY-2000	JE5	J0063384	BOOKSTORE PUR	YTD	5.99
13120	065200	PURCARD	17-MAY-2000	JE9	FJ003098	AMX MO ACCT 04/19	YTD	492.03
13120	065200	PURCARD	17-MAY-2000	JE9	FJ003098	AMX MO ACCT 04/19	YTD	62.68
13120	065200	PURCARD	19-APR-2000	JE9	FJ002963	AMX MO ACCT 03/20	YTD	161.98
13120	065200	PURCARD	22-MAR-2000	JE9	FJ002812	AMEX MO ACCT 02	YTD	778.62
13120	065200	24038225	28-FEB-2000	CR5	FC002057	Financial C/R	YTD	-15.00
13120	065200	PURCARD	21-FEB-2000	JE9	FJ002638	AMX MO ACCT 01/	YTD	185.41
13120	065200		22-DEC-1999	JE9	FJ002334	AMX MO ACCT 11	YTD	569.19
13120	065200	209248	03-DEC-1999	JE5	J0047947	Bookstore Purchase 1	YTD	17.99
13120	065200		16-NOV-1999	JE9	FJ002163	AMX MO ACCT 10	YTD	56.36
13120	065200		16-NOV-1999	JE9	FJ002163	AMX MO ACCT 10	YTD	142.02
13120	065200	24028956	11-NOV-1999	CR5	FC001706	REB OFF SUP	YTD	-5.00
13120	065200		19-OCT-1999	JE9	FJ002040	AMX MO ACCT 09	YTD	21.43
Total:								2,945.95

Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record 1/7 ... <OSC>

FGIDOCR – Document Retrieval Inquiry Form

Use the FGIDOCR form to view all transactions related to a specific document. If the user arrived on this form by clicking Query Document on FGITRND, the document number will populate automatically. Otherwise:

- You can access this form from the “**Go To**” box on the Main Menu.
- Enter the document number in the “**Document**” field.
- Perform a **NEXT BLOCK** function in your preferred manner.
- Once in the output (lower) block of the form, the user can optionally perform an **ENTER QUERY**, input selection criteria including wildcards (%) as appropriate, then perform an **EXECUTE QUERY**. This allows the user to view only selected transactions for specific funds, etc.

PROD Internet Native Banner (server scarecrow): Open > FGIDOCR [Q]

File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry FGIDOCR 8.4V1 (PROD)

Document: FJ001622 Submission Number: Document Type: JV

Header Information

Transaction Date: 20-JUL-1999 Fiscal Year: 00 Fiscal Period: 01 Items: 884 Commit Type: Uncommitted Document Text

User ID: DOHILL Activity Date: 20-JUL-1999

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Bud Prd	Document Reference
0	0	1	JE6	CNS CHARGES 0701	174.25	Debit		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
U	120004	120004	003900	12180	040045					03	

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Bud Prd	Document Reference
0	0	2	JE6	CNS CHARGES 0701	310.24	Debit		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
U	120005	120005	003900	12180	040045					03	

Submission Number: Press Duplicate Item to access Document Postings (FGIDOCR).

Record 1/7 ... <OSC>

FGIBAVL – Budget Availability Status Form

Use this form to review your budget balance available used by the “**NonSufficient Funds Checking**” (NSF) process in Banner Finance. You can access this form from the “**Go To**” box on the Main Menu.

- The chart and fiscal year fields will automatically populate with chart “**U**” and the current fiscal year. If you want a prior fiscal year, enter that two digit fiscal year.
- Tab to the “**Fund**” field and enter your six digit fund number.
- Perform a **NEXT BLOCK** function in your preferred manner.
- To ensure that you are viewing the information you wish to review, double check the “**Control Keys**” feature on the form.

PROD Internet Native Banner (server croc): Open > FGIBAVL [Q]

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.0.0.1V3 (PROD)

Chart: U Fund: 121915 AIS - Management
 Fiscal Year: 00 Organization: Account: Pending Documents
 Commit Type: Both Program:

Control Keys --- Fund: 1000 Organization: 0652 Account: BAVL Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
BAVL	Activity Summary - FGIBAVL-sys	214,873.69	197,794.04	0.00	17,079.65
Total:		214,873.69	197,794.04	0.00	17,079.65

Account Code: Record 1/1 ... <OSC>

Budget Balance Available to Spend

Budget Control in the Banner Finance system has been established so that departments do not have to make unnecessary budget transfers. The budget for educational & general (E&G) funds is controlled at a higher level than at the data enterable fund and organization level. The E&G budget organization control is at the department level (four-digit code) and the budget fund control is at the (fund class code). In the example on the previous page, the budget control for data enterable fund 121915 (which has a default organization code of 065200) is department 0652 and fund class 1000.

This means that all funds that roll up to department 0652 and fund class 1000 are added together and reflected on the FGIBAVL form. As long as all of these funds together have enough budget balance available to cover a transaction being entered on one of the data entry funds that roll up to this control key (fund 1000 and orgn 0652), the transaction will be processed without an NSF error. Therefore, the individual fund does not have to have enough budget balance to cover a transaction being recorded on it, as long as the control key has sufficient budget balance.

The following data enterable funds are included in the FGIBAVL balance example on the previous page:

<u>Fund</u>	<u>Default Orgn</u>	<u>FGIBDST Budget Balance</u>
121915	065200	\$ (45.58)
121916	065200	-
123617	065200	-
123768	065201	12,167.15
123767	065202	83.73
123766	065203	<u>4,874.35</u>
		\$ 17,079.65

The same controls as mentioned above are in place for auxiliary funds. Sponsored program funds are controlled at the individual fund level (no roll up control).

Viewing the Fund Hierarchy

Use the FTIFNDH form to view the hierarchical relationship between data fund and roll up funds.

- You can access this form from the **“Go To”** box on the Main Menu.
- The chart will automatically populate with chart **“U”**.
- Tab to the **“Fund”** field and enter your six-digit fund number.
- Perform a **NEXT BLOCK** function in your preferred manner.

PROD Internet Native Banner (server croc): Open > FTIFNDH [Q]

File Edit Options Block Item Record Query Tools Help

Fund Hierarchy Query FTIFNDH 8.0 (PROD)

COA: U Fund: 121915 AIS - Management

Predecessor Fund: 10500 208 E & G Other Than Cost Sharing

Agency	Fund Detail	Fund Class	Fund Source	Fund
A208	A80300	1000	10500	121915

Agency 208 Unrestricted Operating
208 Educational and General
208 E & G Operating Funds
208 E & G Other Than Cost Sharing
AIS - Management

Record: 1/1 <OSC>

Viewing the Organization Hierarchy

Use the FTIORGH form to view the hierarchical relationship between data entry and roll up organizations.

- You can access this form from the “Go To” box on the Main Menu.
- The chart will automatically populate with chart “U” .
- Tab to the “**Organization**” field and enter your six-digit fund number.
- Perform a **NEXT BLOCK** function in your preferred manner.

PROD Internet Native Banner (server scarecrow): Open > FTIORGH [Q]

File Edit Options Block Item Record Query Tools Help

Organization Hierarchy Query FTIORGH 8.0 (PROD)

COA: U Organization: 065200 Application Information Systems

Predecessor Organization: 0652 Application Information Systems

President & BOV	U	Univ. President & Governing Board
Executive Management	EX	Executive Vice President
Senior Management	S42	Vice President-Info Technology
Management	M424	Enterprise Systems
Department	0652	Application Information Systems
Organization	065200	Application Information Systems
None		

Record: 1/1 | ... | <OSC>

Searching for Funds Under an Organization

FTMFUND – Fund Code Maintenance Form

This form is used to find all of the funds in an organization. The form provides other information about the fund.

- You can access this form from the “**Go To**” box on the Main Menu.
- Perform an **ENTER QUERY** function in your preferred manner.
- Enter “U” for the chart of accounts. Enter your six-digit organization number in the default organization field.
- Perform an **EXECUTE QUERY** function in your preferred manner.
- Use the down arrow key on the key board to page through the fund records. The same fund number may repeat if there have been changes to that fund since it was created.

PROD Internet Native Banner (server scarecrow): Open > FTMFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Maintenance FTMFUND 8.4V1 (PROD)

Chart of Accounts: [Dropdown] ☒ Active Status Last Activity Date: 11-OCT-2002

Grant: [Dropdown]

Proposal: [Dropdown]

Fund: 121915 Title: AIS - Management

Effective Date: 11-OCT-2002 Termination Date: [Dropdown] Next Change Date: [Dropdown]

Expenditure End Date: [Dropdown]

Fund Type: 1A [Dropdown] Agy 208 Unrestricted Operating ☒ Data Entry

Predecessor Fund: 10500 [Dropdown] 208 E & G Other Than Cost Sharing ☐ Fund Requires Effort Certification

Financial Manager: [Dropdown] ☐ Fund Requires Effort Allocation

Unbilled AR Account: [Dropdown]

Revenue Account: [Dropdown]

Bank: 03 [Dropdown] First Union General Disbursements

Cash Receipt Bank Code: [Dropdown]

Capitalization Fund Indicator: [Dropdown] Cap Different or No Cap

Capitalization Equity Account: [Dropdown]

Capitalization Fund: [Dropdown]

Multiple Fund Balance Indicator: (None) [Dropdown]

Restriction Indicator: (None) [Dropdown]

Defaults: Organization: 065200 Program: 060064 Activity: [Dropdown] Location: [Dropdown]

FRM-40100: At first record.
Record: 1/3 ... List of Valu... <OSC>

FRIGITD – Grant Inception to Date Form

Use the FRIGITD form to view grant inception-to-date budgets, revenues, expenditures, commitments, and budget balance available.

- You can access this form from the “Go To” box on the Main Menu.
- The chart field will automatically populate with chart “U”. If you have performed previous queries on other forms prior to coming to this form, the fund, organization, and other fields may also reflect the last query that you have performed. You will need to blank these fields out.
- Tab to the “Fund” field and enter your fund number. The grant number should automatically populate when you tab past that field.
- Perform a **NEXT BLOCK** function in your preferred manner.

PROD Internet Native Banner (server scarecrow): Open > FRIGITD

File Edit Options Block Item Record Query Tools Help

Grant Inception to Date FRIGITD 8.4.0.1V1 (PROD)

Chart of Accounts: U Fund: 425322 Program: Account Type: Date From (MM/YY): 07 / 90 Grant: 425322 Organization: Activity: Account: Date To (MM/YY): 03 / 11 Local short haul contract modificat Location: Account Summary: All Levels Grant Year: Fund Summary Hierarchy By Sponsor Account Include Revenue Accounts Exclude Indirect Accounts

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
111	80,870.00	0.00	0.00	80,870.00
111F1	0.00	101,845.26	0.00	-101,845.26
111F2	0.00	6,364.01	0.00	-6,364.01
111F5	0.00	0.00	0.00	0.00
111F7	0.00	0.00	0.00	0.00
112	318,273.00	0.00	0.00	318,273.00
11231	0.00	34,011.28	0.00	-34,011.28
11303	0.00	364,731.67	0.00	-364,731.67
114	204,831.00	0.00	0.00	204,831.00
11410	0.00	9,066.00	0.00	-9,066.00
11430	0.00	0.00	0.00	0.00
11440	0.00	29,446.16	0.00	-29,446.16
11601	0.00	55,421.60	0.00	-55,421.60
11603	0.00	10,697.06	0.00	-10,697.06
Net Total:	1,068,015.00	1,061,664.27	0.00	6,350.73

Press Key Dup Record for Grant Detail Transactions
Record: 1/53 <08C>

FRAGRNT – Grant Maintenance Form

Use the FRAGRNT form to view information for a specific grant.

- You can access this form from the “**Go To**” box on the Main Menu.
- Your cursor should be in the “**Grant**” field. Enter the six digit grant number.
- Perform a **NEXT BLOCK** function in your preferred manner.

The screenshot displays the FRAGRNT 8.4.0.4V1 (PROD) window. At the top, there's a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar, the title bar reads 'Grant Maintenance FRAGRNT 8.4.0.4V1 (PROD)'. The main form area has a header section with 'Grant:' (425322), 'Proposal:' (99059309), and a checkbox for 'Grant Text Exists'. Below this is a tabbed interface with tabs for 'Main', 'Grant Agency', 'Location', 'Cost Code', 'Personnel', 'Billing', 'User Defined Data', and 'Effort Reporting'. The 'Main' tab is active, showing a 'Chart of Accounts' section with fields for 'Long Title', 'Title', 'Agency', 'Principal Investigator ID', 'Project Start Date', 'Termination Date', 'Status', and 'Alternate Description'. To the right of these fields are 'Responsible Organization' (030802), 'CTR - Human Factors', 'Requires Effort Certification' checkbox, 'Proposal' (99059309), 'Pass Through Indicator' checkbox, and 'Status Date' (22-OCT-1998). Below the 'Chart of Accounts' section are fields for 'Current Amount' (133,524.00), 'Cumulative Amount' (1,068,015.00), 'Maximum Amount', 'Total Recipient Share', 'Related Grant', 'Grant Type' (1 New), 'Category' (2 Cost Reimbursement Contract), 'Sub Category' (7 Federal), 'CFDA Number' (20.000), and 'Sponsor ID' (DTFH61-96-C-00105 MOD 7). At the bottom, there's a status bar with 'Enter Chart of Accounts; LIST is available', 'Record: 1/1', 'List of Valu...', and '<OSC>'.

By using the **TABS** near the top of the form you may get additional information about the grant.

Click on the **Personnel** tab. This will take you to the form that is included below. This form will provide information about the principal investigator and the project administrator. Use the vertical scroll bar at the right to page through the information on the form.

PROD Internet Native Banner (server scarecrow): Open > FRAGRNT

File Edit Options Block Item Record Query Tools Help

Grant Maintenance FRAGRNT 8.4.0.4V1 (PROD)

Grant: 425322 Proposal: 99059309 ☐ Grant Text Exists

Main Grant Agency Location Cost Code **Personnel** Billing User Defined Data Effort Reporting

ID: 905127062 Wienerville, Walter W.

Indicator: 001 Principal Investigator

Chart of Accounts: U

Organization: 030800 Center for Transporatation Research

Salutation:

Title:

Address Type: Address Sequence Number:

Phone Type: Phone Sequence Number:

E-mail:

Billing or Report Format:

Full Time Equivalency: Employee: No

Enter the ID of the person associated with this grant. LIST & COUNT HTS Available

Record 1/7 ... <OSC>

Monthly Reconciliation Requirements

Departments are responsible for reconciling their funds on a monthly basis. The "Snapshot by Org: Fiscal Year" Finance Web report provides a summary listing of activity for all departmental funds that should be reconciled for the month. The report provides the following statement at the end of the report for the Dean, Department Head, or Director to certify that the reconciliation has been completed.

Based on my review or a review completed by my staff, I certify that the detailed expenditure transactions that support the activity summarized above are properly recorded on the monthly statements. The monthly reports reflect all items authorized for payment, no inappropriate expenditures exist, and (if applicable) the revenues collected by this department have been deposited and the deposits have been reconciled to the monthly statements by a staff member other than the one making the deposits. All reconciliations have been signed and dated by the preparer.

Department(s) Reviewed	_____	_____
Preparer Signature	_____	Date _____
Department Head	_____	Date _____

(Retain this printout and certification in the department files for 3 years.)

The University has a Fiscal Responsibility Policy (#3100). The following is an excerpt from that policy. See the policy on the web at the <http://www.policies.vt.edu/3100.html> address.

As part of their responsibility to monitor and review revenues and expenditures recorded in the funds assigned to them, managers shall perform monthly reviews of financial transactions. The Controller's Office does not prescribe how the reviews are to be performed; however, a procedure must be in place to ensure the monthly reports received from the finance system reflect all items the manager authorized for payment, that no inappropriate expenditures exist, and that revenues collected for the operation have been deposited (if applicable).

Managers are strongly urged to complete their reviews soon after the close of each month so that corrections can be completed within sixty days of the original posting in the accounting system. The manager can delegate all or a portion of this monthly review to others, but the manager is responsible for the adequate performance of the monthly review.

In addition, the fact that the monthly review was performed must be documented by certifications that are signed by the person or persons who performed the initial reconciliation as well as by the manager responsible for final review of the funds.

The Bursar's Office has detail procedures relating to Cash Handling and Depositing. See their procedures on the web at the http://www.bursar.vt.edu/splash/code/php/oub2003/index.php?target=fac_staff&page=funds_handling&theme=default address.

Other Frequently Used Banner Forms

General Accounting

FGIBDST	Single Fund Budget Status Form
FGIBDSR	Executive Summary Form
FGITRND	Detail Transaction Activity Form
FGIBAVL	Budget Availability Form
FTVFUND	Fund Code Validation Form
FTVACCT	Account Code Validation Form
FTVORGN	Organization Code Validation Form
FTMFUND	Fund Code Maintenance Form
FTIORGH	Organization Hierarchy Query Form
FTIFNDH	Fund Hierarchy Query Form
FTIACTH	Account Hierarchy Query Form
FGITBSR	Trial Balance Summary Form
FGITBAL	General Ledger Trial Balance Form
FGIGLAC	General Ledger Activity Form

Accounts Payable/ Purchasing

FZIVEND	Vendor Inquiry Form
FTIIDEN	Entity Name / ID Search Form
FAIVNDH	Vendor Detail History Form
FOIDDOCH	Document History Form (Form is also used for Invoice Imaging)
FPIREQN	Requisition Query Form
FPIPURR	Purchase/Blanket/Change Order Query Form
FAIINVE	Invoice/ Credit Memo Query Form
FAICKKH	Check Payment History Form
FGIOENC	Organizational Encumbrance List Form
FGIENC	Detail Encumbrance Activity Form
FPIVPRD	Vendor Products Query Form

Grants

FRIGITD	Grant Inception to Date Form
FRIGTRD	Grant Transaction Detail Form
FRIGRNT	Grant Query Form
FRAGRNT	Grant Maintenance Form
FRIORGH	Grant Organization Inquiry Form
FRIASTG	Grant Agency Inquiry Form
FRIPSTG	Grant Personnel Inquiry Form
FTMFUND	Fund Code Maintenance Form
FRMFUND	Research Accounting Fund Maintenance Form
FRIKGNT	Grant Title Search Form
FZIGRNT	Virginia Tech Grant Search Form