



Grand Valley State University

Banner Admin

Finance



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Objectives

This guide is designed for Grand Valley State University employees to enable them to access and navigate within the Finance Banner Admin system, learn the basic query and reporting functions. Upon completion, employees will be able to obtain information regarding budgets, revenues, expenditures, commitments, and available balances within their area of fiscal responsibility.

What is Banner?

Banner is a web-based software application developed specifically for higher education institutions by a company called Ellucian. Banner provides an online environment that allows GVSU to perform computing functions in a highly efficient manner as all data is totally integrated and shared among different departments across the University.

Banner comes in two distinct options: Admin and Self-Service. Employees working heavily in Finance use the Admin option. Self-Service is a more user-friendly interface that only allows a specific set of processes to be completed. It is more intuitive and less intensive than that of Admin; however, not all Banner processes can be completed with Self-Service.

What is Banner Admin Finance?

Finance Admin is the web interface that allows GVSU employees to perform designated financial operations and procedures in a more sophisticated or robust environment than that of Self-Service. It allows GVSU employees to enter and approve requisitions, query accounts for encumbrances, payments, and budget and create reports.

Quick Review

Chart of Accounts

The **Chart of Accounts** is the numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting. The Chart of Accounts structure in Banner is composed of six elements (**FOAPAL**):

Fund	Program
Organization	Activity
Account	Location

Quick Tip

GVSU uses four of the six elements in the Chart of Accounts except for salaries at this time. Those elements are Fund, Organization, Account, and Program (FOAP).

FOAP

Fund

A fund is a six-character code that identifies the **source** from which the money is being drawn.

Fund Types:

110000 – Current General	12xxxx - Designated	2xxxxx - Restricted
3xxxxx - Auxiliary	6xxxxx - Endowment	8xxxxx - Agency

Organization

A five-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define **WHO** spends the money.

Examples of Organizations:

40625 – AWRI Annis Water Resources
57105 – Accounting Office

Account

A four-character code that identifies general ledger (assets, liabilities, control, fund balances) and operating ledger accounts (income, expenditures, transfers). Revenue account codes identify the type of revenue received, such as tuition or auxiliary sales revenue. Expenditure account codes identify the type of expenditure, such as salaries or supplies.

Account Code categories:

5000 – REVENUES	7000 – CSSM & EQUIPMENT EXPENSES
6000 – SALARIES, WAGES & FRINGES	8000 – MANDATORY/NON-MANDATORY TRANSFERS

Program

This is a three-character code that identifies a function and enables the institution to establish a method of classifying transactions across an organization. Program codes were designed to correlate to the Higher Education Institutional Data Inventory (HEIDI) reporting scheme.

Program Code categories:

100 – Instruction	400 – Academic Support	700 – Operation and Maintenance of Physical Plant
200 – Research	500 – Student Services	800 – Scholarships and Fellowship
300 – Public Service	600 – Institutional Support	900 – Auxiliary Enterprises

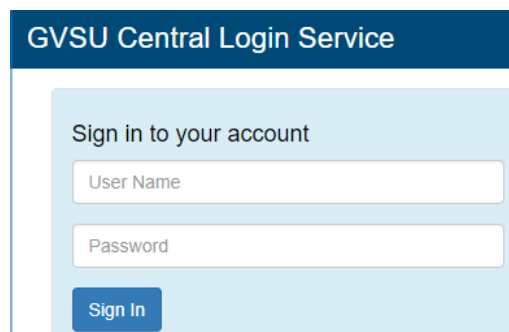
Logging into Banner Admin Finance

Banner Admin Finance is a web-based program. To use it, open Chrome or Firefox Browser and log into Banner Admin

1. **Open** Chrome or Firefox
2. **Type:** <https://www.gvsu.edu/banner.htm> <press enter>
3. **Locate** Banner Admin Pages
4. **Click** the link

Banner Admin Finance is used to record actual fiscal year university financial activities.

Let's log-in!

The image shows a web browser window displaying the 'GVSU Central Login Service' page. The page has a dark blue header with the text 'GVSU Central Login Service' in white. Below the header, there is a light blue box containing the text 'Sign in to your account'. Inside this box, there are two input fields: 'User Name' and 'Password'. Below the input fields is a blue button with the text 'Sign In' in white.

5. **Type:** Network User ID
6. **Type:** Network Password
7. **Click:** Sign In

Banner Admin Welcome screen



ICON	Shortcut	Explanation
		Used to access Banner Administrative applications
	CTRL+SHIFT+X	Used to bring the user to the Welcome Page. It will collapse the open pages.
	CTRL+M	Opens the Banner Menu or the My Banner menu
	CTRL+SHIFT+Y	Opens a search window to look for a page using the acronym or a descriptive name of a page
	CTRL+Y	Displays currently opened pages. User can use this to go to an open page.
	CTRL+SHIFT+L	Opens the help documents for the page user is working in
	CTRL+SHIFT+F	Exit icon. Use this instead of closing the browser window. You could experience trouble with a page when you log in again if not exiting correctly.
		Displays the logged in user

Pages

A Banner Admin page is an online document where information can be entered and queried. A page visually organizes information so it is easier to enter and read. A Banner Admin page is similar to a paper form, except information is entered once and then used by other forms, reports, and jobs.

F	G	I	B	D	S	T
Banner Product	Product Owner	Type of Page				
A=Advancement	A=Accounts Payable	A=Application	Unique four character code identifying page/report/etc.			
F=Finance	B=Budget	B=Base Table				
G=General	F=Fixed Assets	I=Inquiry				
N=Position Control	G=General Ledger	P=Process	****DOCH Document History ****IDEN Identification ****BDST Budget Summary ****REQN Requisition ****PURR Purchase Order			
P=Human Resources/Payroll	P=Purchasing	R=Rule Table/repeating table				
R=Financial Aid	R=Grant Accounting	V=Validation				
S=Student	T=Validation	M=Maintenance				
	U=Utility					

Pages are identified by a seven-character naming convention. For example, **FPAREQN** is the page name used to create a requisition.

- The first character indicates the primary Banner System (S-Student, F-Finance, H-Human Resources, P-Payroll, G-General)
- The second character identifies the module (G-General Ledger, A-Accounts Payable, P-Purchasing, R-Research Accounting)
- The third character identifies the page type as described below (A-Application, I-Inquiry, M-Maintenance, V-Validation, etc.)
- The last four characters are a unique identification of the page

Types of Pages

Application Pages

- Most common type of page
- Provides data entry capabilities – enables you to enter information into the system
- Provides query capabilities – allows you to request and view existing information in the database



“A” is usually the third character of an application page’s seven-character name.

Inquiry Pages

- Used to look up existing data
- Can access Inquiry pages from the Welcome page, another page, or Related pages



You cannot use an inquiry page to edit information.

“I” is usually the third character of an inquiry page’s seven-character name.

Query Pages

- Used to look up existing data

Components of a Page

All Banner Admin pages are made up of three components: Blocks, Fields and Records.

Blocks

- Chunks of information grouped together
- Can be one or more on a screen
- Think of as “sections” on a page
- Can be added to or altered with discretion

For example, an employee’s record would have name information, address information, other personal information, and emergency contact information.

There are two types of blocks within a page:

Key Block:

- The starting point of any page
- Directs Banner to the piece of data you wish to review
- Clicking the Go button or using the keyboard shortcut ALT+PG DWN keys will cause the page to display the information block

Organization Budget Status FGIBDST 9.3.5 (PROD)

Chart: * G ... Grand Valley State University
 Index: ...

Fiscal Year: * 19 ...
 Query Specific: *
 Account
 Commit Type: Both

Include Revenue: ☒
 Accounts
 Organization: 57105 ... Accounting Admin
 Program: 862 ... Fiscal Operations
 Account Type: ...
 Location: ...

Fund: 110000 ... General Expenditure Fund
 Account: ...
 Activity: ...

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.

Information Block:

- The data on the pages following will refer to the information that has been entered in the key block
- The data on the information block is organized into sections

ORGANIZATION BUDGET STATUS								Insert	Delete	Copy	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance					
6102	L	EAP - Other		316,280.42	0.00	777,185.58					
6201	L	PSS - Full-time Clerical		116,550.07	0.00	326,328.93					
6401	L	Call-In Employees		0.00	0.00	8,681.00					
6451	L	Overtime		6,749.98	0.00	7,052.02					
6453	L	Shift Differential		2.50	0.00	-2.50					
6454	L	Double Time		229.23	0.00	-229.23					
6610	L	Employee Fringe Benefits		187,341.00	0.00	488,820.00					
6801	L	Student Wage Budget Pool		0.00	0.00	101,151.00					
6803	L	Student Wages - Regular		23,218.92	0.00	-23,218.92					
6804	L	Student Wages - Federal Work Study		235.45	0.00	-235.45					
6820	L	Student Fringe Benefits		385.51	0.00	-385.51					
7001	E	CSSM Budget Pool		0.00	0.00	209,781.00					
7002	E	CSSM - Auxiliary Overhead		0.00	0.00	22,053.00					
7003	E	Supplies		1,231.05	0.00	-1,231.05					
7004	E	Supplies - Administrative		2,698.72	0.00	-2,698.72					
7005	E	Supplies - Books/Periodicals/Brochu		15.32	0.00	-15.32					
7022	E	Food Service		112.00	0.00	-112.00					
7023	E	Licenses/Permits/Fees		42,123.88	0.00	-42,123.88					
7024	E	Membership Expense		2.00	0.00	-2.00					
7081	E	Travel - In State		326.35	0.00	-326.35					
Net Total				-728,701.53	0.00						

Record 1 of 28

Creating a Personal Menu

This feature allows you to create your own menu of commonly used pages for quick and easy access.

Object Type	Description
FTMITYP	1099 Income Type Code Maintenance
FAA1099	1099 Reporting
FOA1099	1099 Transmitter Data Form
PTV1099	1099-R Distribution Code Validation
GUAABOT	About Banner
FTMACCT	Account Code Maintenance
FTVACCT	Account Code Validation
TGIACCD	Account Detail Query
TSAREV	Account Detail Review Form - Student
FGOACTH	Account Hierarchy
FTIACH	Account Hierarchy Query
FTMACCI	Account Index Code Maintenance
FTVACCI	Account Index Code Validation
FTVATYP	Account Type Validation
TOQMENU	Accounts Receivable Globals
FTMACTV	Activity Code Maintenance
FTVACTV	Activity Code Validation
GOADADD	Add-In Applications
GTVDADD	Add-In Validation
FOQADDR	Address Information Query

Object Selection	Description
FAA1099	1099 Reporting
GUIALT	SSN/SIN Alternate ID Search
GXIDRDH	Direct Deposit History
GOAEMAL	E-mail Address
GXADIRD	Direct Deposit Recipient
FAINVE	Invoice/Credit Memo
FAVNDH	Vendor Detail History
FOAIDEN	Person Identification Form - Finance
FGIBDST	Organization Budget Status
FGITBAL	General Ledger Trial Balance
FGAJVCD	Journal Voucher Entry
FTMAPPG	Approval Queue Maintenance
FTIIDEN	Entity Name/ID Search
FTIORGH	Organization Hierarchy Query
FOMPROF	User Profile Maintenance
FPABLAR	Blanket Order

FGIBDST
FOIDOCH
FPAREQN
FPIREQN
FGIENCN
FPIPURR
FTIIDEN

Procedures

From the Welcome screen type My Banner or GUAPMNU this will bring up the page to create/modify your options.

There are different ways to load information into the right-hand column, which becomes your “My Banner” menu. Choices are:

- Type page name directly into the Object Box
- Locate the page name on the left-hand side. You can perform a query to do this. Then click large yellow arrow to select one-by-one or the double arrows to select all queried items

Changing your Menu Display


DISPLAY OPTIONS	ALERT OPTIONS	DATA EXTRACT
<input checked="" type="checkbox"/> Display Form Name on Title Bar	<input checked="" type="checkbox"/> Prompt Before Exiting Banner	<input checked="" type="checkbox"/> Include Header Row in Data Extract
<input checked="" type="checkbox"/> Display Release Number on Title Bar	<input checked="" type="checkbox"/> Display Duplicate SSN/SIN/TIN Warning	
<input checked="" type="checkbox"/> Display Form Name on Menu	<input type="checkbox"/> Enable Button Accessibility Mode	
<input checked="" type="checkbox"/> Display Database Instance on Title Bar		
	<input checked="" type="checkbox"/> Display Additional Confidential Warning	
	<input checked="" type="checkbox"/> Display Additional Deceased Warning	

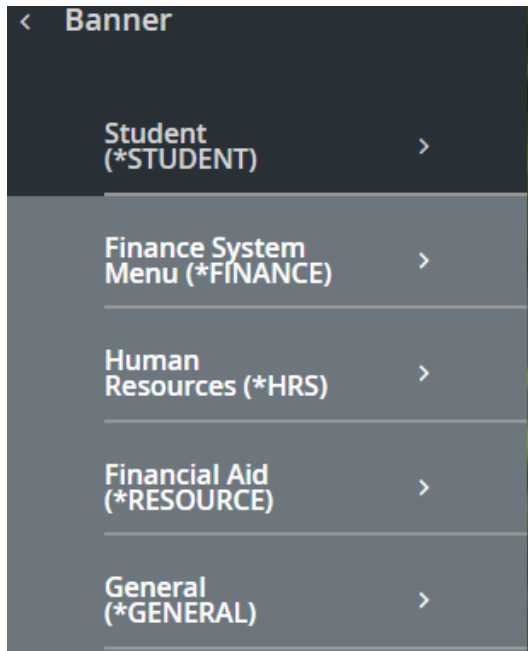
Procedures

From the Welcome screen type Preferences or GUAUPRF this will bring up the page to change/modify your menu display options.

The recommended settings are to have all of the check boxes in the Display Options section, the Alert Options section except the Button Accessibility box unless you need additional assistance working in Banner and the Data Extract section.

Budget Queries

1. On the Welcome page, **click** on  Banner icon or on the Welcome screen type FGIBDST in the search bar and skip the rest of the steps.
2. From the Banner icon, Finance System Menu (*FINANCE)



4. **Click** on General Ledger (*FINGENLL)
5. **Click** on General Accounting Query Forms (*FINGENLQ)
6. **Click** on General Budget Query Forms (*FINGBUDQ)
7. **Click** on Organization Budget Status (FGIBDST)

FGIBDST – Organization Budget Status Page

Use the Organization Budget Status page to view an online query of the budget availability by organization code. Data displays by account code line item for any combination of fund, organization, account and program, (FOAP). When you execute a query, the system queries all records for the full total. Enter the following information:

- Chart: **G**
- Fiscal Year: will default in (GVSU fiscal year runs July 1-June 30. July 1, 2019 begins FY20)
- Tab through the fields and enter the FOAP string

Please note

For general funds (110000), the org code must be entered and the program code will default in.

For all other funds, the org code and program code will default in when the fund code is entered.

(Enable this feature by using the tab key to move from field to field.)

Organization Budget Status FGIBDST 9.3.5 (PROD)

Chart: G Grand Valley State University Fiscal Year: 19

Index: Query Specific: Account Commit Type: Both

Include Revenue: ☒ Fund: 110000 General Expenditure Fund

Accounts: Organization: 57105 Accounting Admin Account: Activity:

Program: 862 Fiscal Operations

Account Type: 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.

- Go to the 'Information Block' by clicking the Go button (refer to the Banner Navigation chart for keyboard function choices). The report will display as illustrated below:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
3102	L	EAP - Other	1,093,466.00	316,280.42	0.00	777,185.58
6201	L	PSS - Full-time Clerical	442,879.00	116,550.07	0.00	326,328.93
6401	L	Call-in Employees	8,681.00	0.00	0.00	8,681.00
6451	L	Overtime	13,802.00	6,749.98	0.00	7,052.02
6453	L	Shift Differential	0.00	2.50	0.00	-2.50
6454	L	Double Time	0.00	229.23	0.00	-229.23
6610	L	Employee Fringe Benefits	676,161.00	187,341.00	0.00	488,820.00
6801	L	Student Wage Budget Pool	101,151.00	0.00	0.00	101,151.00
6803	L	Student Wages - Regular	0.00	23,218.92	0.00	-23,218.92
6804	L	Student Wages - Federal Work Study	0.00	235.45	0.00	-235.45
6820	L	Student Fringe Benefits	0.00	385.51	0.00	-385.51
7001	E	CSSM Budget Pool	209,781.00	0.00	0.00	209,781.00
7002	E	CSSM - Auxiliary Overhead	22,053.00	0.00	0.00	22,053.00
7003	E	Supplies	0.00	1,231.05	0.00	-1,231.05
7004	E	Supplies - Administrative	0.00	2,696.72	0.00	-2,696.72
7005	E	Supplies - Books/Periodicals/Brochu	0.00	15.32	0.00	-15.32
7022	E	Food Service	0.00	112.00	0.00	-112.00
7023	E	Licenses/Permits/Fees	0.00	42,123.88	0.00	-42,123.88
7024	E	Membership Expense	0.00	2.00	0.00	-2.00
7081	E	Travel - In State	0.00	326.35	0.00	-326.35
Net Total			-2,567,974.00	-728,701.53	0.00	



Quick Tip

Banner Admin page FGIBDST equates to the Budget Status by Account Query in Finance Self-Service

Additional details are provided through the Related Menu as shown below:

ADD RETRIEVE RELATED TOOLS

Search

Budget Summary Information [FGIBSUM]
Shift+F2

Organization Encumbrances [FGIOENC]
F4

Transaction Detail Information [FGITRND]
F3

The Related Menu generally provides the ability to get more information on transactions. Assume that transaction details are needed for account 7003. The row for that account must be highlighted; Click the Related button in the upper right corner of the page and select the Transaction Detail Information from the drop-down menu or click the F3 key. The results are shown below:

COA: G Fiscal Year: 19 Index: Fund: 110000 Organization: 57105 Account: 7003 Program: 662 Activity: Location: Period: Commit Type: Both													
DETAIL TRANSACTION ACTIVITY													
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity	Location	Transaction Date * ▲
7003	57105	662	YTD	0.00	-	DNNI	I0329199	West Michigan Document Shredding LL	U	110000			07/05/2018
7003	57105	662	YTD	0.00	-	DNNI	A0373887	Office Depot Inc	U	110000			07/06/2018
7003	57105	662	YTD	0.00	-	DNNI	I0329330	West Michigan Document Shredding LL	U	110000			07/06/2018
7003	57105	662	YTD	0.00	-	DNNI	I0329296	ImageSoft Inc	U	110000			07/06/2018
7003	57105	662	YTD	74.15	+	INNI	I0810355	SuperFleet Mastercard	U	110000			07/31/2018
7003	57105	662	YTD	0.00	-	DNNI	A0375915	SuperFleet Mastercard	U	110000			08/01/2018
7003	57105	662	YTD	21.85	+	INNI	I0824714	West Michigan Document Shredding LL	U	110000			08/22/2018
7003	57105	662	YTD	0.00	-	DNNI	I0330969	West Michigan Document Shredding LL	U	110000			08/22/2018
7003	57105	662	YTD	109.25	+	INNI	I0822391	West Michigan Document Shredding LL	U	110000			08/28/2018
7003	57105	662	YTD	0.00	-	DNNI	I0331092	West Michigan Document Shredding LL	U	110000			08/28/2018
7003	57105	662	YTD	850.00	+	INNI	I0826223	Automated Business Equipment	U	110000			08/30/2018
7003	57105	662	YTD	0.00	-	DNNI	A0377581	Automated Business Equipment	U	110000			08/31/2018
7003	57105	662	YTD	1.00	+	FT01	PC000189	TOLLS BY MAIL	U	110000			08/31/2018
7003	57105	662	YTD	109.25	+	INNI	I0826567	West Michigan Document Shredding LL	U	110000			09/17/2018
7003	57105	662	YTD	0.00	-	DNNI	I0337361	West Michigan Document Shredding LL	U	110000			09/17/2018
7003	57105	662	YTD	21.85	+	INNI	I0832878	West Michigan Document Shredding LL	U	110000			09/28/2018
7003	57105	662	YTD	0.00	-	DNNI	I0338059	West Michigan Document Shredding LL	U	110000			09/28/2018
7003	57105	662	YTD	43.70	+	INNI	I0832883	West Michigan Document Shredding LL	U	110000			10/09/2018
7003	57105	662	YTD	0.00	-	DNNI	I0338580	West Michigan Document Shredding LL	U	110000			10/09/2018
Total				1,231.05	+								
Record 1 of 19													

Important Information!

Please note that this report will only display ***approved and posted transactions.***

The information displayed on the page can be rearranged. The some of the column headers can be clicked in order to change the sort order. The columns can be resized and/or moved like an excel spreadsheet. The only restriction is the page is split into two sections by the solid vertical bar and no columns can jump over that bar. Also, the changes made do not get saved for the next time the page is displayed.

FGIBAVL – Budget Availability Status Page

The page FGIBAVL does not provide transaction detail history. The primary advantage to using FGIBAVL is that it provides up-to-the-minute balances. For example, if someone in your department enters a purchase requisition, the amount of that particular transaction will immediately appear. **PLEASE NOTE: This is not true of FGIBDST**, which displays only documents which have passed through the approval process and have been posted.

- Enter Chart of Accounts: **G**
- Fiscal Year: will default in
- Enter the **Fund, Org, Account, and Program**. Each of these fields must be filled in. Note that the **Org code** used must be at the data-enterable (5 digit) level. You will see the particular account you entered plus all existing accounts which follow in the same distribution (fund/org/program).
- Click the Go Button.

@ellucian

Budget Availability Status FGI BAVL 9.0 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Chart: G Fiscal Year: 19 Index: Commit Type: Both Fund: 110000 General Expenditure Fund Organization: 57105 Accounting Admin Account: 6000 Faculty Salaries Program: 662 Fiscal Operations Keys --- >

Control Fund: 110000 Control Organization: 57105 Control Account: 6000 Control Program: Pending Documents: ☐

BUDGET AVAILABILITY STATUS

Insert

Delete

Copy

Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
5102	EAP - Other		361,997.38	0.00	731,468.62	<input type="checkbox"/>
6201	PSS - Full-time Clerical		116,550.07	0.00	326,328.93	<input type="checkbox"/>
6401	Call-in Employees		0.00	0.00	8,681.00	<input type="checkbox"/>
6451	Overtime		6,749.98	0.00	7,052.02	<input type="checkbox"/>
6453	Shift Differential		2.50	0.00	-2.50	<input type="checkbox"/>
6454	Double Time		229.23	0.00	-229.23	<input type="checkbox"/>
6610	Employee Fringe Benefits		205,604.17	0.00	470,556.83	<input type="checkbox"/>
6801	Student Wage Budget Pool		23,839.88	0.00	77,311.12	<input type="checkbox"/>
7001	CSSM Budget Pool		78,263.17	0.00	153,570.83	<input type="checkbox"/>
	Total		793,236.38	0.00	1,774,737.62	

<

1 of 1

>

10

Per Page

Record 1 of 9

FGIBDSR – Executive Summary Page

The Executive Summary page provides an online display of operating ledger budget and activity data organized by account. After you click the Go Button on this page, the information may be displayed by the highest level within your chart structures; this is the important distinction between this form and FGIBDST.

The Executive Summary page allows you to display Budget, YTD (Year-to-Date), and Commitment information for high level Organization, Fund, Program, and Location elements. The information is displayed by account code for the values requested. Therefore, it does not provide roll-up capability for high level account codes.

ellucian

Executive Summary FGIBDSR 9.3.4 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Chart: G Fiscal Year: 19 Index: Query Specific Account: ☐ Include Revenue Accounts: ☒ Commit Type: Both Organization: 57 Business and Finance Fund: 110000 General Expenditure Fund

Program: 662 Fiscal Operations Account: 6000 Faculty Salaries Account Type: Activity: Location:

Start Over

EXECUTIVE SUMMARY

Insert

Delete

Copy

Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5101	L	EAP - Exec		62,458.35	0.00	126,666.65
6102	L	EAP - Other		563,498.77	0.00	1,147,418.23
6201	L	PSS - Full-time Clerical		183,661.67	0.00	544,554.33
6401	L	Call-in Employees		4,098.25	0.00	30,235.75
6451	L	Overtime		9,202.20	0.00	12,583.80
6453	L	Shift Differential		2.50	0.00	-2.50
6454	L	Double Time		229.23	0.00	-229.23
6610	L	Employee Fringe Benefits		337,854.43	0.00	793,379.57
6801	L	Student Wage Budget Pool		0.00	0.00	141,718.00
6803	L	Student Wages - Regular		29,447.79	0.00	-29,447.79
6804	L	Student Wages - Federal Work Study		291.71	0.00	-291.71
6820	L	Student Fringe Benefits		687.88	0.00	-687.88
7001	E	CSSM Budget Pool		0.00	0.00	388,328.00
7002	E	CSSM - Auxiliary Overhead		0.00	0.00	49,477.00
7003	E	Supplies		1,277.49	0.00	-1,277.49
7004	E	Supplies - Administrative		6,368.42	0.00	-6,368.42
7005	E	Supplies - Books/Periodicals/Brochu		38.01	0.00	-38.01
7010	E	Supplies - Department Defined		1,064.87	0.00	-1,064.87
7015	E	Supplies - Department Defined		475.96	0.00	-475.96
7022	E	Food Service		488.00	0.00	-488.00
Net Total				-1,342,698.70	74,773.54	

1 of 3

20 Per Page

Record 1 of 41

Quick Tip

Notice that there are more account codes available than can be displayed. Click the next page arrow located on the lower left of the page to display the next set of account codes.

Appendix

Resetting Banner Password

To reset your password for Self-Service please go to

<https://www.gvsu.edu/passwordreset>

and follow the instructions given on the page

Creating a Requisition

Please contact Procurement Services for requisition training at 1-2257.

Document History - FOIDOC

The Document History page displays the processing history of purchasing and payment documents. This one-step query displays an array of activity.

1. Select the Document Type to query from the search window by clicking the ellipse.
2. Start typing the name of a document ie. Pur in the criteria window.
3. Click on the document type to select and click OK.

Document History FOIDOC 9.3.2 (PROD)

Document Type: Document Code: Go

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

Document Type List (FTVD TYP)

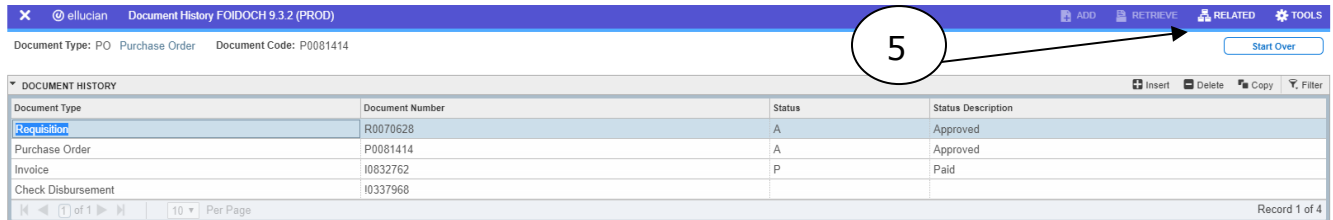
Criteria

Document Type	Document Description	Last Activity Date
PCD	Purchase Card	01/31/2003
PO	Purchase Order	06/01/1988

Record 1 of 2

Cancel OK

4. Enter the Banner Doc Reference of the document type querying and Click the Go button.



Document Type: PO Purchase Order Document Code: P0081414

Document History

Document Type	Document Number	Status	Status Description
Requisition	R0070628	A	Approved
Purchase Order	P0081414	A	Approved
Invoice	I0832762	P	Paid
Check Disbursement	I0337968		

Record 1 of 4

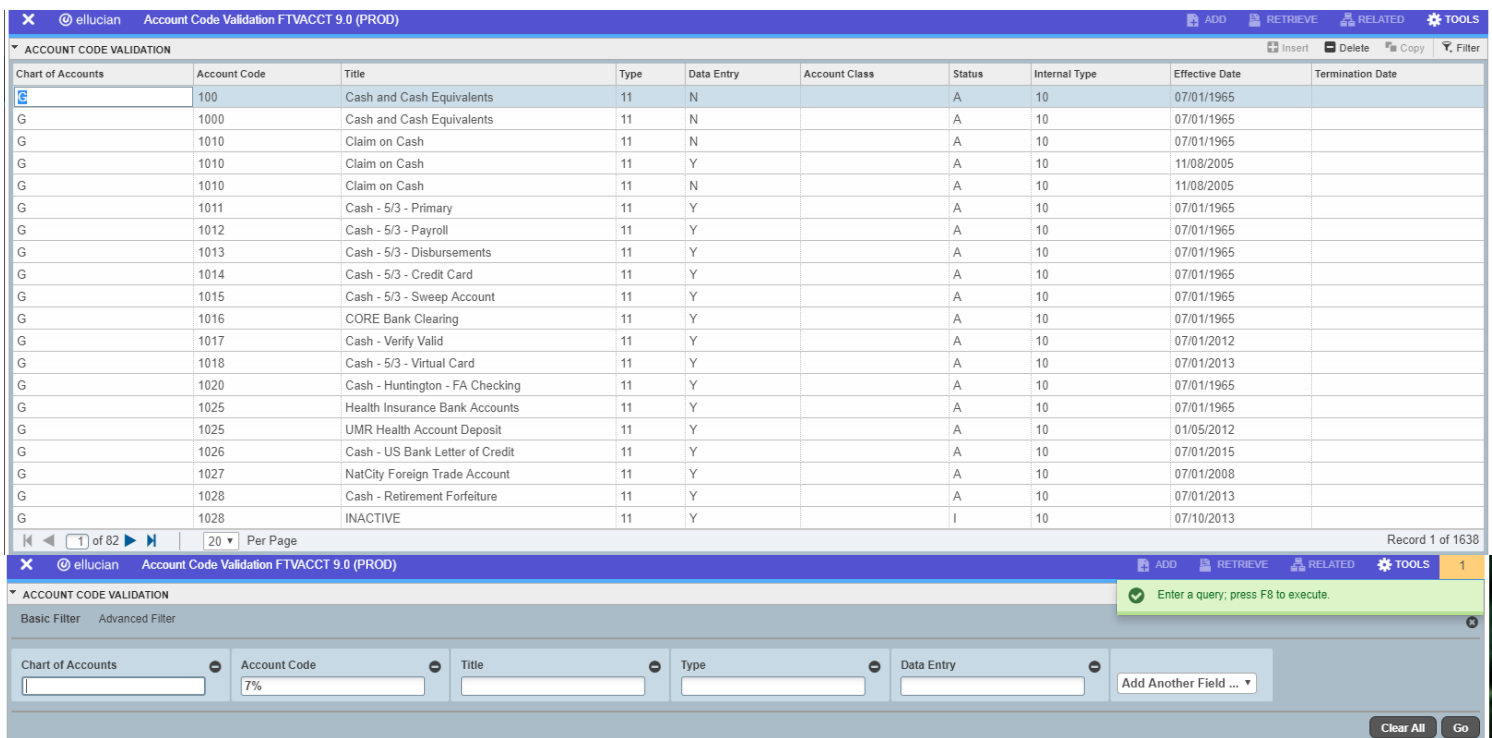
- Click the Related button to display the menu and select Query by Doc Type to display the document.
- To query another document, click on the Start Over button to return to the key block area and enter a new document number.

Banner Admin – Filtering for an account code



Quick Tip

Refer to Banner Navigation guide for keystrokes needed for Enter, Execute & Cancel queries



Account Code Validation FTVACCT 9.0 (PROD)

ACCOUNT CODE VALIDATION

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
	100	Cash and Cash Equivalents	11	N		A	10	07/01/1965	
G	1000	Cash and Cash Equivalents	11	N		A	10	07/01/1965	
G	1010	Claim on Cash	11	N		A	10	07/01/1965	
G	1010	Claim on Cash	11	Y		A	10	11/08/2005	
G	1010	Claim on Cash	11	N		A	10	11/08/2005	
G	1011	Cash - 5/3 - Primary	11	Y		A	10	07/01/1965	
G	1012	Cash - 5/3 - Payroll	11	Y		A	10	07/01/1965	
G	1013	Cash - 5/3 - Disbursements	11	Y		A	10	07/01/1965	
G	1014	Cash - 5/3 - Credit Card	11	Y		A	10	07/01/1965	
G	1015	Cash - 5/3 - Sweep Account	11	Y		A	10	07/01/1965	
G	1016	CORE Bank Clearing	11	Y		A	10	07/01/1965	
G	1017	Cash - Verify Valid	11	Y		A	10	07/01/2012	
G	1018	Cash - 5/3 - Virtual Card	11	Y		A	10	07/01/2013	
G	1020	Cash - Huntington - FA Checking	11	Y		A	10	07/01/1965	
G	1025	Health Insurance Bank Accounts	11	Y		A	10	07/01/1965	
G	1025	UMR Health Account Deposit	11	Y		A	10	01/05/2012	
G	1026	Cash - US Bank Letter of Credit	11	Y		A	10	07/01/2015	
G	1027	NatCity Foreign Trade Account	11	Y		A	10	07/01/2008	
G	1028	Cash - Retirement Forfeiture	11	Y		A	10	07/01/2013	
G	1028	INACTIVE	11	Y		I	10	07/10/2013	

Record 1 of 1638

Basic Filter Advanced Filter

Chart of Accounts Account Code Title Type Data Entry

7%

Add Another Field ...

Clear All Go

Enter a query; press F8 to execute.

- From the Welcome page type FTVACCT in the search bar and hit Enter
- Click on the Filter button in the upper right hand corner of the page
- Enter 7% to see a list of expense account codes or enter a description in the Title box
- Enter a Y in the Data entry box
- Click the Go button

Wildcard Instructions:

The wildcard function in Banner allows you to enter part of the code criteria--even if you do not know the entire code or title. Below is a list of examples of how to use the wildcard search function for both codes and titles.

CODES

Example: Find a fund number that contains the digits 813 somewhere in the fund; I do not know the rest of the number. How do I use the wildcard function?

813% (Displays all codes with 813 as the **first** numbers in the series)
%813 (Displays all codes with 813 as the **last** numbers in the series)
%813% (Displays all codes with 813 **anywhere** in the series)

TITLES

Example: Find a vendor that contains the word General somewhere in the Vendor Name; I do not know the full name. How do I use the wildcard function?

General% (Displays all codes with General as the **first** word)
%General (Displays all codes with General as the **last** word)
%General% (Displays all codes with General anywhere in the series)

Banner Admin – Export to Excel

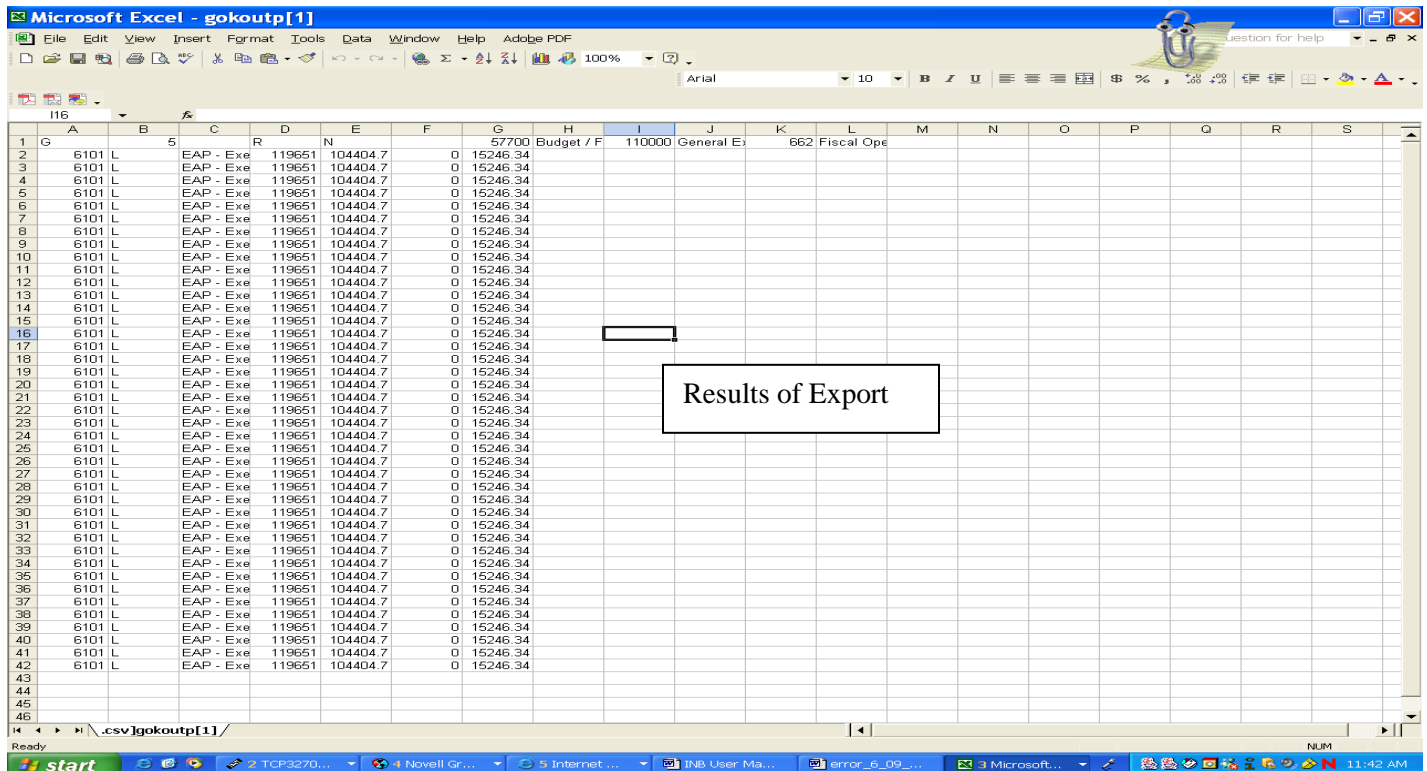
Many Admin Pages include the ability to export the page information to a Comma Separated Value file (.csv) and then import into a Microsoft Excel Spreadsheet.

Organization Budget Status FGIBDST 9.3.5 (PROD)									
Chart: G Grand Valley State University Fiscal Year: 19 Index: Query Specific Account: <input type="checkbox"/> Include Revenue Accounts: <input checked="" type="checkbox"/> Commit Type: Both									
Organization: 57105 Accounting Admin Fund: 110000 General Expenditure Fund Program: 662 Fiscal Operations Account: Account Type: Activity: Location:									
ORGANIZATION BUDGET STATUS									
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance			
6102	L	EAP - Other		361,997.38	0.00	731,468.62			
6201	L	PSS - Full-time Clerical		116,550.07	0.00	326,328.93			
6401	L	Call-in Employees		0.00	0.00	8,681.00			
6451	L	Overtime		6,749.98	0.00	7,052.02			
6453	L	Shift Differential		2.50	0.00	-2.50			
6454	L	Double Time		229.23	0.00	-229.23			
6610	L	Employee Fringe Benefits		205,604.17	0.00	470,556.83			
6801	L	Student Wage Budget Pool		0.00	0.00	101,151.00			
6803	L	Student Wages - Regular		23,218.92	0.00	-23,218.92			
6804	L	Student Wages - Federal Work Study		235.45	0.00	-235.45			
6820	L	Student Fringe Benefits		385.51	0.00	-385.51			
7001	E	CSSM Budget Pool		0.00	0.00	209,781.00			
7002	E	CSSM - Auxiliary Overhead		0.00	0.00	22,053.00			
7003	E	Supplies		1,231.05	0.00	-1,231.05			
7004	E	Supplies - Administrative		2,698.72	0.00	-2,698.72			
7005	E	Supplies - Books/Periodicals/Brochu		15.32	0.00	-15.32			
7022	E	Food Service		112.00	0.00	-112.00			
7023	E	Licenses/Permits/Fees		42,123.88	0.00	-42,123.88			
7024	E	Membership Expense		96.00	0.00	-96.00			
7081	E	Travel - In State		326.35	0.00	-326.35			
Net Total				-793,236.38	0.00				

To export the summary information of an organization code click the Tools button in the upper right corner of the page and choose Export from the menu or click the SHIFT+F1.

To export activity in an account code place your cursor on the account code you wish to query. Click on the Related button in the upper right hand corner of the page and select Transaction Detail Information. This will display the transactions in the selected account code and click the Tools button in the upper right hand corner of the page and select Export. If you use the keyboard, place cursor on the account code to query, click F3 then click SHIFT+F1.

Excel opens and displays all columns available.



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - gokoutp[1]". The spreadsheet displays transaction data with columns labeled A through S. The data is organized into rows, with the first row (row 1) containing headers: A (G), B (5), C (EAP - Exe), D (R), E (N), F (E), G (57700), H (Budget / F), I (110000), J (General E), K (662), L (Fiscal Ope), M, N, O, P, Q, R, S. The subsequent rows (rows 2 through 45) contain transaction details, including account codes (e.g., 6101 L), transaction types (EAP - Exe), and amounts (e.g., 119651, 104404.7, 0, 15246.34). A callout box labeled "Results of Export" is positioned over the data area, indicating the output of the export process.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	G	5	EAP - Exe	R	N	E	57700	Budget / F	110000	General E	662	Fiscal Ope							
2	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
3	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
4	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
5	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
6	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
7	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
8	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
9	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
10	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
11	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
12	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
13	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
14	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
15	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
16	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
17	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
18	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
19	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
20	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
21	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
22	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
23	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
24	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
25	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
26	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
27	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
28	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
29	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
30	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
31	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
32	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
33	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
34	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
35	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
36	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
37	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
38	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
39	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
40	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
41	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
42	6101 L		EAP - Exe	119651	104404.7	0	15246.34												
43																			
44																			
45																			
46																			

Banner Admin Keyboard Shortcuts

The yellow represents changes from Banner 8 INB to Banner Admin

Action	Banner 9	Banner 8
Cancel Page, Close Current Page, or Cancel Search/Query	CTRL+Q	CTRL+Q
Choose/Submit	ENTER	ENTER
Clear All in Section	SHIFT+F5	SHIFT+F5
Clear One Record	SHIFT+F4	SHIFT+F4
Clear Page or Start Over	F5	SHIFT+F7
Count Query	SHIFT+F2	SHIFT+F2
Delete Record	SHIFT+F6	SHIFT+F6
Down/Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Edit	CTRL+E	CTRL+E
Execute Filter Query	F8	F8
Exit	CTRL+Q	CTRL+Q
Expand/Collapse Drop Down Field	ALT + Down Arrow	Click Field
Export	SHIFT+F1	EXTRACT DATA WITH KEY OR EXTRACT WITH NO KEY

First Page	CTRL+HOME	
Insert/Create Record	F6	F6
Last Page	CTRL+END	
List of Values	F9	F9
More Information	CTRL+SHIFT+U	ALT+H
Next Field or Item	TAB	TAB
Next Page Down	PAGE DOWN	PAGE DOWN
Next Section	ALT+PAGE DOWN	CTRL+PAGE DOWN
Open Menu Directly	CTRL+M	F5
Open Related Menu	ALT+SHIFT+R	
Open Tools Menu	ALT+SHIFT+T	
Page Tab 1 Page Tab 2, etc	CTRL+SHIFT+1 CTRL+SHIFT+2 ETC	
Previous Field or Item	SHIFT+TAB	SHIFT+TAB
Previous Page Up	PAGE UP	PAGE UP
Previous Section	ALT+PAGE UP	CTRL+PAGE UP
Print	CTRL+P	SHIFT+F8

Refresh or Rollback	F5	SHIFT+F7
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	ALT+S	SHIFT+F3
Toggle Multi/Single Records View	CTRL+G	
Up/Previous Record	UP ARROW	UP ARROW

How to download all of your expense transactions for your FOP

1. Go to FGITRND
2. Enter your fund, organization and the program code should default. Leave the account code blank.
3. Click the Go Button or ALT+PAGE DOWN.
4. Screen will be blank and in the filter mode. Click the Advanced Filter option.
5. Go to FIELD and change the Equals to Contains then enter YTD in the blank box
6. Go to Amount and change the Equals to Not Equal and enter 0 in the blank box
7. Press the F8 key to execute the query or click the Go button
8. Results will display
9. Click the Tools button in the upper right hand corner of the page and choose Export from the menu or click SHIFT+F1

The screenshot shows the Banner Admin interface for the FGITRND 9.3.4 (PROD) screen. The top bar includes the Banner logo and navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below the top bar, the screen displays the 'DETAIL TRANSACTION ACTIVITY' window. The 'Basic Filter' tab is selected, and the 'Advanced Filter' tab is also visible. The filters are as follows:

Field	Operator	Value
Account	Equals	
Organization	Equals	
Program	Equals	
Field	Contains	YTD
Amount	Not Equal	0.00


At the bottom of the filter section, there is a button labeled 'Add Another Field ...'. In the top right corner of the screen, there is a 'Start Over' button and a 'Tools' button.

Looking for Additional information not in Banner

When looking at your budgets in one of these systems you will find document numbers you can use to cross reference with other software for additional information:

Banner Admin

-FGIBDST –Organization Budget Status

Go to -Related  – choose Detail Transaction Activity – Select a value from the Document Column to have the page look like the example below

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity	Location	Transaction Date *
5220	57105	662	YTD	71.82	+	HGRE	F0065275	HR Payroll 2018 FS 17 0	U	110000	GD1000		08/11/2018
6820	57105	662	YTD	112.65	+	HGRE	F0065064	HR Payroll 2018 FS 16 0	U	110000	GD1000		07/28/2018
6820	57105	662	YTD	86.87	+	HGRE	F0065064	HR Payroll 2018 FS 15 0	U	110000	GD1000		07/14/2018
7001	57105	662	OB	209,781.00	+	BD01	BL002500	Original Budget Load for FY2019	U	110000			07/02/2018
7002	57105	662	OB	22,053.00	+	BD01	BL002500	Original Budget Load for FY2019	U	110000			07/02/2018
7003	57105	662	YTD	0.00	-	DNNI	I0338580	West Michigan Document Shredding LL	U	110000			10/09/2018
7003	57105	662	YTD	43.70	+	INNI	I0832883	West Michigan Document Shredding LL	U	110000			10/09/2018
7003	57105	662	YTD	0.00	-	DNNI	I0338059	West Michigan Document Shredding LL	U	110000			09/28/2018
7003	57105	662	YTD	21.85	+	INNI	I0832878	West Michigan Document Shredding LL	U	110000			09/28/2018
7003	57105	662	YTD	0.00	-	DNNI	I0337361	West Michigan Document Shredding LL	U	110000			09/17/2018
7003	57105	662	YTD	109.25	+	INNI	I0826567	West Michigan Document Shredding LL	U	110000			09/17/2018
7003	57105	662	YTD	1.00	+	FT01	PC000189	TOLLS BY MAIL	U	110000			08/31/2018
7003	57105	662	YTD	0.00	-	DNNI	A0377581	Automated Business Equipment	U	110000			08/31/2018
7003	57105	662	YTD	850.00	+	INNI	I0826223	Automated Business Equipment	U	110000			08/30/2018
7003	57105	662	YTD	0.00	-	DNNI	I0331092	West Michigan Document Shredding LL	U	110000			08/28/2018
7003	57105	662	YTD	109.25	+	INNI	I0822391	West Michigan Document Shredding LL	U	110000			08/28/2018
7003	57105	662	YTD	0.00	-	DNNI	I0330969	West Michigan Document Shredding LL	U	110000			08/22/2018
7003	57105	662	YTD	21.85	+	INNI	I0824714	West Michigan Document Shredding LL	U	110000			08/22/2018
7003	57105	662	YTD	0.00	-	DNNI	A0375915	SuperFleet Mastercard	U	110000			08/01/2018
7003	57105	662	YTD	74.15	+	INNI	I0810355	SuperFleet Mastercard	U	110000			07/31/2018
Total				3,361,701.82	+								

Or from

myBanner Self Service Finance

- Budget query
- Drill down on the total dollar amount
- select a Document Code

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description
Jul 23, 2013	Jul 24, 2013	PC000116	STATE OF MI LICENSING
Jul 01, 2013	Jul 02, 2013	PC000114	STATE OF MI LICENSING
Apr 24, 2014	Apr 24, 2014	JE004762	Tracy Time Systems
Aug 01, 2013	Aug 01, 2013	JE004375	Tracy Time Systems
Jul 01, 2013	Jul 03, 2013	J0075698	STATE OF MI LICENSING
Mar 19, 2014	Mar 19, 2014	I0551748	Tracy Time Systems
Dec 04, 2013	Dec 04, 2013	I0535410	Thomson Reuters Tax & Accounting
Dec 05, 2013	Dec 05, 2013	A0264701	Thomson Reuters Tax & Accounting
Mar 20, 2014	Mar 20, 2014	I0210653	Tracy Time Systems
Report Total (of all records):			

Or looking at your

Banner EPrint

-FGRODTA -Organizational Detail Activity -Document Number or Document Ref #

The Document Number is the current transaction that is being recorded. The Document Ref # may be filled in when the current transaction is based on the activity of the ref #. If you wish to know more about the Document Ref # use the list below to find the additional information.

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND
				General Expenditure Fund	110000
05/13/2014	E032	J0079037		Close travel encumbrance TA	7022
05/13/2014	INEI	TR000415		Sullivan, Mathew Tapani.	7022
05/13/2014	INEI	TR000415		Sullivan, Mathew Tapani.	7022
05/16/2014	DNEI	!0214073	TR000415	Sullivan, Mathew T.	7022
05/19/2014	INNI	TR000427		Schick, Jennifer S.	7022
05/20/2014	INNI	TR000428		Brenzing, Pamela K.	7022
05/22/2014	DNNI	!0214333	TR000428	Brenzing, Pamela K.	7022
05/22/2014	DNNI	!0214357	TR000427	Schick, Jennifer S.	7022
ENDING BALANCE:			Food Service		7022

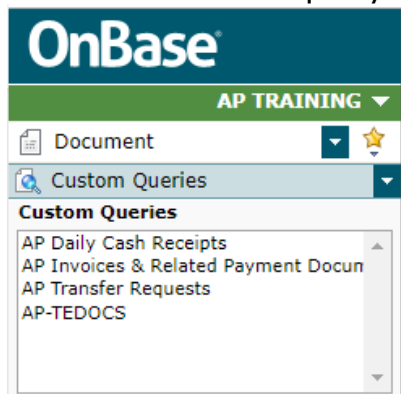
Check below how to possibly get more information with your document number from other software.

I have a document number that starts with !?

This is an ach/eft payment that was issued to pay an invoice that you approved. The ach/eft amount is zero in your FOAP because the expense was already charged to your budget. The ach/eft number shows so you know that the invoice was paid and the date is typically 2-3 business days before it will hit the vendor's bank account.

In OnBase

- Use the custom query option AP Invoices & Related Payment Documents



- Enter the Document code you selected from one of the three budget screens in the box below Check Number
- Hit the enter key or the Binoculars icon in the lower left

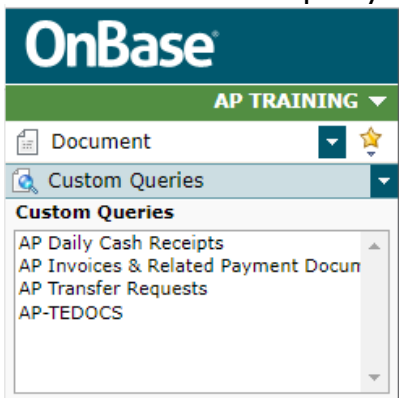
I have a document number that starts with A?

This is a check that was issued to pay an invoice that was approved. The check amount is zero in your FOAP because the expense was already charged to your budget. The check number shows so you know that the invoice was paid and the date is typically 2-3 business days before it will hit the vendor's bank account.

In some cases the check number is relating to the payment being done as a wire, a Verify Valid check or a virtual credit card payment.

In Onbase

- Use the custom query option AP Invoices & Related Payment Documents



- Enter the Document code you selected from one of the three budget screens in the box below Check Number
- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with BL?

This is a budget load that has been applied to your FOAP.

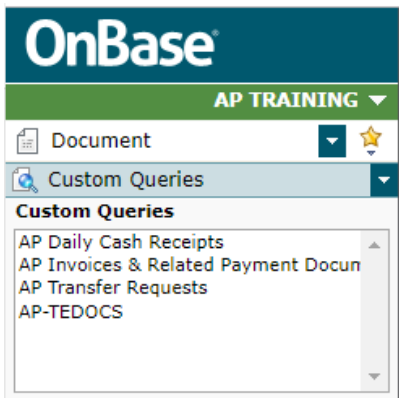
Please contact the University Budget Office for additional information

I have a document number that starts with CA or DD?

This is a daily cash report that has been applied to your FOAP.

OnBase

- Use the custom query option and choose AP Daily Cash Receipts



- Enter the document number below the word Banner Doc Reference
- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with CP?

These are cell phone charges that have been applied to your FOAP.

Please contact Information Technology for additional information

I have a document number that starts with CS?

This is a computer store purchase that has been applied to your FOAP.

Please call the computer store for additional information

I have a document number that starts with CY?

This is a Copy Services report that has been applied to your FOAP.

Please contact Copy Services for additional information

I have a document number that starts with DV?

This is a gift or grant that has been applied by University Development to your FOAP.

Please contact University Development for additional information

I have a document number that starts with F?

F documents are various transactions that have been applied to your FOAP. They could come from payroll, university ecommerce website (cybersource), student accounts, and cashiers.

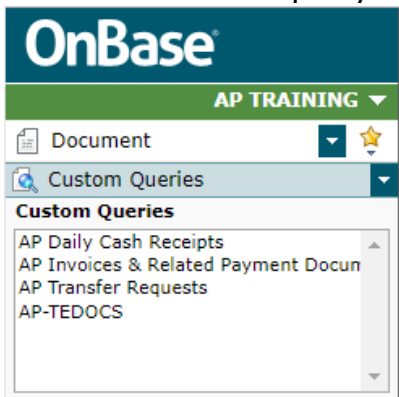
Please call your accountant for additional information.

I have a document number that starts with I?

This is an invoice that has been applied to your FOAP.

OnBase

-Use the custom query AP Invoices & Related Payments



-Enter the document number below the word Banner Doc Reference

- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with J or JE?

This is a journal entry or a deposit that has been generated by an accountant and applied to your FOAP.

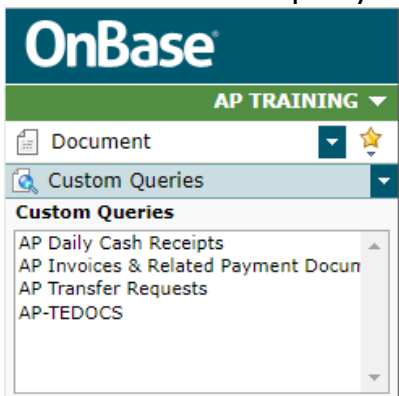
Please call your accountant for additional information

I have a document number that starts with JA or JR?

This is a journal entry, transfer or interdepartmental charge that has been applied to your FOAP.

OnBase

-Use the custom query AP Transfer Requests



-Enter the document number below the word Banner Doc Reference

- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with OD?

This is an Office Depot purchase that has been applied to your FOAP.

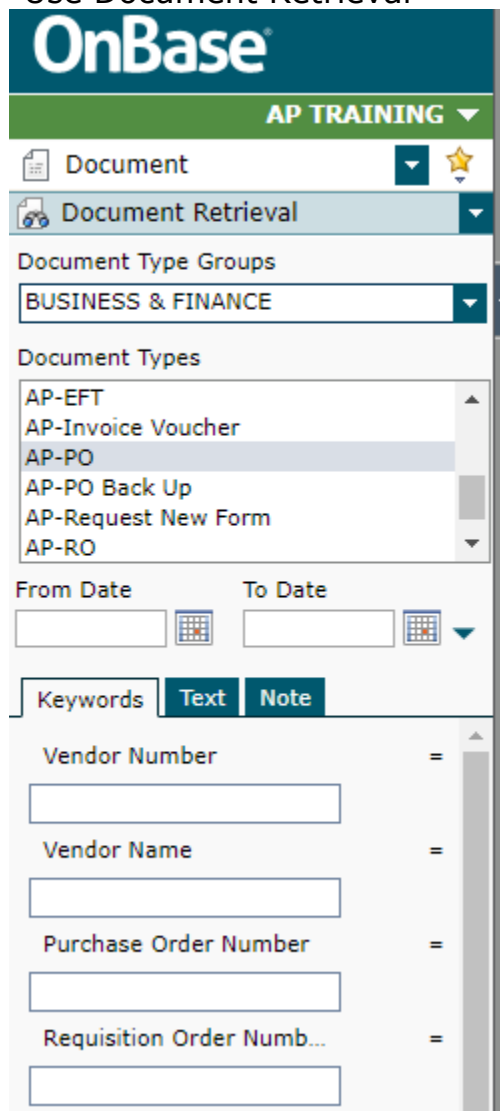
Please use the Office Depot website for additional information

I have a document number that starts with P?

This is a purchase order that may have encumbered money in your FOAP.

OnBase

-Use Document Retrieval



OnBase

AP TRAINING ▼

Document ▼ ★

Document Retrieval ▼

Document Type Groups

BUSINESS & FINANCE ▼

Document Types

AP-EFT
AP-Invoice Voucher
AP-PO
AP-PO Back Up
AP-Request New Form
AP-RO

From Date To Date

Keywords Text Note

Vendor Number =

Vendor Name =

Purchase Order Number =

Requisition Order Numb... =

- Set your Document Type Groups to Business & Finance
- Choose Document Type AP-PO
- Enter the document number below the word Purchase Order Number
- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with PC?

This is a purchasing card purchase that has been applied to your FOAP. Please use the Smart Data website for additional information.

If you arranged guest travel through Egencia the charges can be found in OnBase using the PC number as the Banner Doc Reference.

I have a document number that starts with PS?

This is postage that has been applied to your FOAP.

Please contact the mailroom for additional information

I have a document number that starts with R?

This is a requisition order that has encumbered money in your FOAP.

OnBase

-Use Document Retrieval

The screenshot shows the OnBase Document Retrieval interface. The sidebar on the left has 'Document Retrieval' selected under the 'AP TRAINING' section. The main content area shows 'Document Type Groups' set to 'BUSINESS & FINANCE' and 'Document Types' with 'AP-RO' selected. Below these are fields for 'From Date' and 'To Date', a 'Keywords' section with 'Text' and 'Note' tabs, and a list of search criteria: 'Vendor Number', 'Vendor Name', 'Purchase Order Number', and 'Requisition Order Number', each with an equals sign and an input field.

- Set your Document Type Groups to Business & Finance
- Choose Document Type AP-RO
- Enter the document number below the word Requisition Order Number

Common Rule Codes

Code	Function	Notes
BD01	Permanent Adopted Budget Entry	Original <u>Base</u> budget allocation given at the beginning of the fiscal year
BD02	Permanent Budget Adjustment Entry	<u>Base</u> Budget Adjustment
BD03	Temporary Adopted Budget Entry	Original <u>Working</u> budget allocation given at the beginning of the fiscal year.
BD04	Temporary Budget Adjustment Entry	<u>Working</u> Budget Adjustment
BD05	Prior year budget for encumbrance.	Budget adjustment for prior year encumbrance.
CNEI	Cancel Check for Invoice with PO	Check is voided and the expense is removed from the budget
CNNI	Cancel Check for Direct Pay Invoice	Check is voided and the expense is removed from the budget
CORD	Change order	Change to an existing purchase order
CR05	Cash Receipt or Cash Disbursement	Generally used to record Auxiliary revenues deposited at the bank or received electronically or expenses automatically deducted by a third party. This type of transaction does not post to the university bank fund
DNEI	Check – Invoice with PO	Reflects payment of the invoice attached to a purchase order. The transaction will show as a zero amount
DNNI	Check – Direct Pay invoice	Reflects payment of the vendor invoice. The transaction will show as a zero amount.
E090	Prior year encumbrance	Purchasing side of encumbrance roll
FT01	Journal Entry	Journal Entry that does not affect cash. This is the rule code used to enter IDC's and journal entries that you may ask the Accounting office to complete on your behalf
GRIC	Indirect Cost Charge	Posting of Indirect costs to a Grant
HGNL	Gross Payroll	This is the summary of the people's gross payroll for a pay period charged to that account. The details for this number are broken down in the Labor Distribution report
ICEC	Cancel credit memo with encumbrance (PO)	Vendor credit invoice that was canceled (closed). Department budget is not charged for this transaction and a purchase order was involved.

ICEI	Cancel invoice with encumbrance (PO)	Vendor invoice that was canceled (closed). Department budget is not charged for this transaction and a purchase order was involved
ICNC	Cancel credit memo without encumbrance (PO)	Vendor credit invoice that was canceled (closed). Department budget is not charged for this transaction and no purchase order was involved
ICNI	Cancel a direct pay invoice	Vendor invoice that was canceled (closed). Department budget is not charged for this transaction and no purchase order was involved
INEC	Credit memo with encumbrance (PO)	Vendor invoice that referenced a purchase order
INEI	Invoice with encumbrance (PO)	Vendor invoice that referenced a purchase order
INNC	Credit memo without encumbrance	Vendor credit invoice that did not reference a purchase order
INNI	Direct Pay Accounts Payable Invoice	No PO issued for this transaction.
JE16	Cash Receipt or Cash Disbursement	Generally used to record Auxiliary revenues deposited at the bank or received electronically or expenses automatically deducted by a third party
PCLQ	Cancel PO	If there was a requisition for the purchase order, then another transaction is performed to reinstate the Budget Reservation.
POLQ	Purchase order – reset liquidation	If the PO incorporates a requisition, the second transaction liquidates the reservation that resulted from that requisition.
PORD	Establish Purchase Order	Creates the purchase order and encumbers the funds from the budget
RCQP	Cancel Requisition	Reversing a requisition through cancel transaction reverses the above entry.
REQP	Requisition - reservation	The requisition transaction posts a budget reservation to the Operating Ledger.

Commonly Used Expense Account Codes

<u>SERVICES/SUPPLIES</u>		<u>SERVICES/SUPPLIES</u>		<u>TRAVEL</u>	
7003	Supplies	7360	Supplies - Fuels	7081	Travel - In State
7004	Supplies - Administrative	7361	Supplies - General Maintenance	7082	Travel - Out State
7005	Supplies - Books/Periodicals/Brochures	7362	Supplies - Maint. Defined	7083	Travel - Non-Staff
7006	Supplies - Conference/Workshop	7363	Supplies - Maint. Defined	7084	Travel - Travel Advance
7007	Supplies - Software	7380	Supplies - Maint. Defined	7085	Travel - Team Travel
7008	Supplies - PC (not software)	7381	Supplies - Maint. Defined	7086	Travel - Grant Intl. Travel
7009	Supplies - Athletics	7382	Supplies - Maint. Defined	7087	Travel - Grant Misc Travel
7010	Supplies - Department Defined	7383	Supplies - Maint. Defined	7088	Travel - Grant A
7011	Supplies - Department Defined	7384	Supplies - Maint. Defined	7089	Travel - Grant B
7012	Supplies - Department Defined	7385	Supplies - Maint. Defined	7090	Travel - Grant C
7013	Supplies - Department Defined	7386	Supplies - Maint. Defined	7091	Travel - Dept. Defined
7014	Supplies - Department Defined	7387	Supplies - Maint. Defined	7092	Travel - Dept. Defined
7015	Supplies - Department Defined	7388	Supplies - Maint. Defined	7093	Travel - Dept. Defined
7016	Supplies - Department Defined			7094	Travel - Dept. Defined
7017	Supplies - Department Defined			7095	Travel - Dept. Defined
7018	Purchasing Card		<u>COPYING</u>	7096	Prof Development - Fac/Staff
7019	Advertising	7231	Copying - Photostatic	7121	Recruiting - Student
7041	Services - Contractual Services	7232	Copying - Photo & Graphic	7122	Recruiting - Faculty/Staff
7042	Services - Audit Fees	7233	Copying - Copy Center	7123	Recruiting - International
7043	Services - Attorney Fees	7234	Copying - Mini EC	7124	Recruiting - Moving Expenses
7044	Services - Trash Service	7235	Copying - Laser	7125	Recruiting - Athletic
7045	Services - Officials Pay	7236	Printing -	7126	Minority Recruitment
7046	Services - Department Defined	7237	Printing - Off Campus	7127	Graduate Recruitment
7047	Services - Department Defined	7238	Printing - Syllabi Mini Print		
7048	Services - Department Defined	7239	Printing - Syllabi Print Shop		<u>Participant Support</u>
7049	Services - Department Defined	7240	Printing - Syllabi Bookstore	7130	Participant Support
7050	Services - Department Defined	7241	Paper	7131	Participant Support - Subsistence
7151	1st Class Postage			7132	Participant Support - Supplies
7152	Bulk Mail		<u>NON-TAGGABLE EQUIPMENT</u>	7133	Participant Support - Stipend
7153	Post Due/Bus Reply	7020	Equipment < \$5000	7134	Participant Support - Housing
7154	Freight In/Out	7021	Computer Equipment < \$5000	7134	Participant Support - Travel
7155	UPS / Fed Ex	7033	Artwork < \$5000	7136	Participant Support - Fellowship
7181	Telephone Fixed	7034	Computer Software < \$5000		
7182	Telephone Long Distance	7035	Furniture < \$5000		<u>OTHER</u>
7183	Telephone Local Service			7022	Food Service
7184	Telephone Maint/Install			7023	Licenses/Permits/Fees
7185	Telephone Phone Card		<u>TAGGABLE EQUIPMENT</u>	7024	Membership Expense
7186	Telephone Business Lines	7602	Equipment > \$5000	7025	Professional Dues & Fees
7207	Telephone Moves/Adds/Installs	7603	Computer Equipment > \$5000	7026	Subscriptions
7208	Telephone Inbound Toll Free Chargeb	7604	Computer Software > \$5000	7027	Lease/Rental Payment
7209	Telephone Student Housing General	7605	Furniture > \$5000	7028	Use & Occupancy Charge
7210	Telephone GF/Other Fund Bus. Lines	7606	Office Equipment > \$5000	7029	Alcohol Expense
7211	Cell Phone	7607	Artwork > \$5000	7030	Media Expense
7214	Internet Service	7608	Equipment - Dept Defined > \$5000	7031	Entertainment
7351	Supplies - Chemicals / Fertilizer	7609	Equipment - Dept Defined > \$5000	7032	University Promotions
7353	Supplies - Grounds	7610	Equipment - Dept Defined > \$5000	7389	Prepaid Expenses - YE purposes
7354	Supplies - Housekeeping	7611	Equipment - Dept Defined > \$5000	7531	Miscellaneous Expense
7355	Supplies - Lamps	7612	Equipment - Dept Defined > \$5000	7532	Leased Vehicle
7356	Supplies - Safety Shoes	7616	Equipment - Dept Defined > \$5000	7533	Fuel - College Vehicles
7357	Supplies - Safety Glasses	7618	Equipment - Dept Defined > \$5000	7534	Collection Costs
7358	Supplies - Tools	7619	Equipment - Dept Defined > \$5000	7535	Insurance Premiums
7359	Supplies - Uniforms			7536	Insurance Claims
				7538	Misc. Student Charges
				7539	Sponsorships

Commonly Used Revenue Account Codes

Student Fees

5031	Course Fee
5032	Application Fee
5033	Tuition Deferral Fee
5034	Study Abroad Deposit
5035	Library Fine
5036	Parking Fine
5037	Orientation Fee
5038	Registration Fee

Grants and Contracts

5061	Federal Grants and Contracts
5081	State Grants and Contracts
5101	Local Grants and Contracts
5121	Non-Government Grants
5122	Non-Government Contracts

Parking

5171	Parking Fees
5172	Parking Meters
5173	CSO Parking Fees
5174	CHS Parking Fees

Auxiliary

5191	Contract Room Rental
5192	Room Rental
5193	Taxable Overnight Room Rental
5194	Non-Taxable Overnight Room Rental
5211	Contract Food Sales
5212	Food Service Income
5213	Food Service Commissions
5214	Alcohol Revenue
5215	Liquor Revenue
5216	Beer Revenue
5217	Wine Revenue

Motor Pool

5301	Leased Vehicle - Pool
5302	University Vehicle - Assigned

Copy Services

5321	Bulk Mail
5322	1st Class Postage
5323	Postage Due / Bus Reply
5324	Postage Handling Fee
5340	Printing Services
5341	Printing
5342	Faculty / Staff Copies
5343	Cash Copies
5344	Finishing
5345	Central Stores

Athletics

5351	Tickets - Soccer
5352	Tickets - MBB & WBB
5353	Tickets - Men's Basketball
5354	Tickets - Women's Basketball
5355	Tickets - Football
5356	Tickets - Swimming & Diving
5357	Tickets - Track & Cross Country
5358	Tickets - Volleyball
5359	Tickets - Season Tickets
5360	Tickets - Other
5361	Tickets - Post-Season Play
5370	Programs - Men's Basketball
5371	Programs - Women's Basketball
5372	Programs - Football
5373	Programs - NCAA
5374	Programs - Other
5380	Parking - Football
5381	Parking - Basketball
5382	Parking - Other
5385	Commissions
5386	Advertising Sales - Athletics
5387	Advertising - Programs
5388	Advertising - Signage
5389	Advertising - Radio and TV
5390	Merchandise Sales
5392	Irwin Fund
5393	Summer Camp Registration Fees

Children's Center

5401	Children's Center Tuition
5402	Children's Center Tuition Day

Other Aux. Revenue

5462	Health Center - Fees
5463	Health Center - Discount
5465	Media Revenue
5466	Memberships
5467	Consulting Fees
5568	Conference/Special Program Fees

Other Sources

5501	Miscellaneous Revenue
5503	WRI Analysis Fees
5504	Rental Income
5505	Non-University Use Group
5506	General Ticket Sales
5507	Advertising Sales - Other

Gifts – Contact University Development

Business & Finance Dictionary

Adopted Budget – original budget allocation given at the beginning of the fiscal year

Adjunct/Overload – budget allocation for temporary faculty as well as permanent faculty (overload) for work beyond the scope of their base position

Adjusted/Accounted Budget – adopted budget +/- any budget adjustments

Appropriation – creates the legal authority to spend or otherwise commit a government's resources

Approval Queue – list of persons and their level of authorization to approve expenditure transactions (purchase requisitions, IDC's, Travel & Expense Reimbursements, invoices, etc.)

Auxiliary Revenues – revenues received from self-supporting enterprises at the university (e.g. housing, parking, book stores, vending, golf course, health center, and conference fees for external customers)

Base Budget Allocation – budget items that are considered ongoing or recurring

Blanket Order - a purchase order contract issued by the Purchasing office with fixed pricing or discounts for goods and services that all university departments may utilize; blanket orders may include annual spending limits but do not encumber funds for those limits; blanket orders may be contracted for more than one fiscal year

Budget - a plan for the coordination of resources and expenditures; includes base (annual or ongoing commitments) and working (one year special items) requirements

Budget Adjustment – any additions or reductions made to the budget since the original allocation; includes both working and base budget adjustments

Budget Available Balance – represents remaining budget left to spend; equals adjusted budget +/- year to date actual revenues and expenditures +/- commitments

Chart of Accounts – is the numbering system used to identify, track, and record financial activity and is the foundation of any financial system.

Commitments – total of funds set aside for encumbrances (Purchase Orders) and reservations (Purchase Requisitions)

Direct Costs – A term commonly used in grant accounting to describe costs that can be specifically identified to a particular sponsored project,

Direct Pay invoice – vendor invoice for goods or services that do not require a purchase order.

Encumbrance – to set aside funds for which a purchase order has been issued

FOAP – the six digit **Fund** number, five digit **Organization** number, four digit **Account** number, and the three or four digit **Program** number that is required in order to process the data entry for the Banner system.

Fund Accounting - method of accounting and presentation whereby expenses and revenues are grouped according to the purpose for which they are to be used. Generally used by government entities and not-for-profits

Fund Type - a set of self-balancing accounts established to track financial resources for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations

Description of GVSU Fund Groups - the self-balancing fund groups in which the financial activity of the university takes place function as follows:

1. **General Fund** - funds used for the current operations of the university. Revenue sources include state appropriation, tuition, indirect cost recovery and investment income.
2. **Restricted Funds** - funds restricted by the donor or outside agency as to the specific purpose for which they may be expended.
3. **Designated Funds** - these funds are restricted to uses designated internally the university. Revenue includes unrestricted gifts and departmental activities.
4. **Endowment Funds** – repository for gifts where the donor or the Board specifies that the principal may not be expended.
5. **Plant Funds** – these are funds for the acquisition and construction of physical properties and debt repayments.
6. **Agency Funds** - these are non-university owned funds held in trust for university-related activities.
7. **Auxiliary Activities Funds** – revenue and expenditures for self-supporting activities, examples include housing and bookstore.
8. **Student Loan Funds** – these are federal and other funds which are loaned to the students and subsequently collected by the University.

Grants & Contracts – agreements with organizations outside the university to provide research, consultation, or other services (e.g. an educational or artistic project) for which the university receives some monetary compensation or subsidy

IDC- interdepartmental charges – form used to record goods or services provided by one university department to another university department.

Indirect Costs – A term commonly used in grant accounting, these are Facilities & Administration costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.

Liquidate – the process of using up a balance or value

Natural classification of expense – expenses classified by type (vs. purpose); examples include salaries and benefits, utilities, supplies, etc.

Purchase Requisition – (PR) a request to purchase/rent/lease goods and services

Purchase Order – (PO) a commission to purchase, sell, or supply goods and services; represents a legal contract between the purchaser and the vendor

Packing Slip - an original or official document relied on as the basis, proof, or support of delivery of goods and services

Reservation - to set aside funds for which a purchase requisition has been issued

Standing Order – a purchase order contract issued by the Purchasing office with fixed pricing or discounts on goods and services for a specific department to a single vendor; standing orders are issued for one fiscal year, include annual spending limits and encumber funds for those limits

Stand Alone Purchase Order – purchase order created without first entering a purchase requisition transaction

Sub-Recipient – is the legal entity to which a sub award is made and which is accountable to the recipient for the use of the funds provided.

Working Budget Allocation – budget items for special requests that do not continue to future years