BIB Entry Documentation

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Entering Transactions To An Individual’s Account

Entering transactions in BANNER on an individual’s account is done using the Billing Mass Data Entry Form (TSAMASS).

- **Term:** this is the only required field in the key block portion of the form. Always use the current term. If you are not sure which term to use, perform `<List>` to view all defined terms in BANNER. `<Select>` the current term.

- **Detc and Amount:** Detail code (Detc) and Amount are optional in the key block. By listing either the detail code or amount in the key block portion of the form, those values will fill in the bottom portion of the form but may be changed for individual transactions.

- Perform `<Block Next>`. The following steps are needed to complete a transaction:
  - **ID:** Enter the individual’s ID number. The name will then default in the Name field and the cursor will move to the detail code field.
  - **Detc:** Enter the detail code for the transaction. If a detail code was entered in the key block portion of the form, that detail code will default into the form. If the detail code is incorrect, a different detail code may be entered. The description of the detail code will appear. If a more specific description is desired, it should be entered. *It is important to note that this is the description that will appear on the individual’s billing statement.*
  - **Amount:** Enter the amount of the transaction. If an amount was entered in the key block portion of the form, that amount will default into the form. If the amount is incorrect, a different amount may be entered. This transaction is complete.
  - Perform `<Record Next>` to enter another transaction.
  - When all transactions have been entered, perform `<Save>`. A message stating the number of records applied and saved will appear at the bottom of the screen. At this point, the transactions will be posted to the individuals’ account. The transactions will continue to show on the screen.
  - Perform `<Rollback>` to clear the form, or `<Exit>` to return to the menu.
Other Important Notes:

**Amount:** All transactions are dependent upon the charge/payment indicator on the detail code. When entering transactions on the Billing Mass Data Entry Form (TSAMASS), all charge detail codes are charges on the account while payment detail codes are payments on the account. In order to reverse the transaction for both, a (-) sign is placed in front of the amount.

**Changes:** Any changes in the description may be made after the transactions are saved by contacting Accounts Receivable. Only the Accounts Receivable staff can get to the transactions to make changes to the description. Other items of the transaction CANNOT be changed, such as the detail code, amount and date.

**Corrections:** Correcting errors is usually done by posting two entries: one to reverse the incorrect entry and a second entry that is the correct entry.

**Sales Tax:** All sales tax must be entered as a separate transaction for those items where sales tax is applicable. Use the detail code ZTAX for these transactions.

**New Accounts:** Any accounts that are not already set up in BANNER must be requested. There is a separate form that needs completed and forwarded to Accounts Receivable staff before the account can be created. Any address changes need to be forwarded to Accounts Receivable for update.

In case of a system wide failure, every area must be able to recreate daily transactions. Hopefully this will never be needed but you never know.

There are other portions of this form for deposits and memos. **DO NOT** use these areas of the form. They are used for other purposes and will result in transactions not getting posted to the account.
BANNER ID/Name Search Feature

This search feature is used directly on the current form. You can enter a complete ID, enter a complete name, search for an ID or search for a name.

You can reduce your search based on criteria such as person/ non-person, city, date of birth, and gender. You can also go to a product-specific search form.

The ID/ name search feature is NOT case-sensitive.

To Enter a Complete ID

- Enter the full ID in the ID field
- Press <Enter>. The ID and name will appear

To Enter a Complete Name

- Make sure the ID field is blank. Tab to the name field (unlabeled field next to the ID field).
- Enter the full name in one of the following formats (Smith, Thomas, James or Smith, Thomas or smith, Thomas, james) and press <Enter>.
- If one match is found, the ID and name are returned to the form. If more than one match is found, the ID and Name Extended Search window appears. The field next to the Search Results field shows the number of matches.

To Search by Partial ID

Enter a partial ID in the ID field. You must use the Oracle wildcard % to represent any number of unspecified characters. (example, enter 21% to search for all IDs that start with “21”). Press <Enter>.

If one match is found, the ID and name are returned to the form.
If more than one match is found, the ID and Name Extended Search window appears. The field next to the Search Results field shows the number of matches.

To Search by Partial Name

- Make sure the ID field is blank. Tab to the Name field (unlabeled field next to ID field).
- Enter a partial name in the Name field. (The format is last, first, middle with a comma between each part of the name). Spaces between each piece are optional. Characters can
be upper or lower case. You must use the Oracle wildcard % to represent any number of unspecified characters.

Examples:

<table>
<thead>
<tr>
<th>Search Query</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, J%</td>
<td>To search for all IDs with the last name Smith and with first names that start with “J”</td>
</tr>
<tr>
<td>Mag%,p%</td>
<td>To search for all IDs with last names that start with “Mag” and with first names that start with “P”</td>
</tr>
<tr>
<td>,Barbara</td>
<td>To search for all IDs with the first name “Barbara”</td>
</tr>
</tbody>
</table>

- Press <Enter>.
- If one match is found, the ID and name are returned to the form.
- If more than one match is found, the ID and Name Extended Search window appears. The field next to the Search Results field shows the number of matches.

For more information on searching, please refer to the General Navigation documentation.
Interdepartmental Billing (BIB) Procedures

Selected organizations within Bucknell function in a for-profit atmosphere. Those organizations produce transactions to various organizations of the campus community. As in the past, those organizations can enter supplies or service fees online using the Journal Voucher form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ) in BANNER.

The Journal Voucher form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ) is driven by the Journal Type, or Rule Class. The rule class has intelligence behind the process codes that posts the offsetting transaction back to the BIB organization. The key to the departmental BIB system is to use the correct Journal Type, or Rule Class and every BIB department has its own set of Rule Classes.

Charges are entered into the Journal Voucher form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ) by combination of Fund, Organization, Account, and Program; Activity if desired. Once all the charges are entered on the Journal Voucher form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ), the user then completes the voucher. Journal vouchers not completed can be accessed and may be changed either by FOAPAL, dollars or percentages. Text may be appended to each journal voucher but not to an individual transaction.

Upon completing a Journal Voucher form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ), BANNER verifies up-front the budget of the FOAPAL being charged. If the FOAPAL is over budget, then an NSF WARNING displays. The document is then forwarded to the approval and posting process. Once the document is approved and posted, the Financial Manager can view the transactions against his/her budget.

Recommendation from the Finance Office:

- File the journal voucher documents by document number. The Document Number is the key piece of information that the end user can provide to the BIB organization when a transaction is in question. Also, the Finance Office will be performing internal audits of the original source documents verifying the amounts and approvals.
- Forms the organizations complete within your office should reference either Fund or Organization number and description. Remember the BANNER Golden Rule from the Chart of Accounts training (COA 101).
Creating A Journal Voucher Entry

To create a Journal Voucher entry, go to the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ).

Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ)

- **Document Number**: leave blank when creating new documents. This function assigns a new document number to the journal voucher. If a journal voucher is `<In Process>` or `<Save(d)>`, perform `<Document Number>` to query any open journal vouchers. **NOTE**: When querying, the user will see all open document numbers.
- Perform `<Block Next>` to continue to the Journal Voucher Document Header Block.

Journal Voucher Document Header Block

- **Transaction Date**: Today’s date defaults.
- **Document Total**: Enter the batch total of all the transactions of the journal voucher. (Batch Total means add all amounts together ignoring the debit and credit signs.)
- **Document Status**: Shows user if the document is postable or has error.
  - ‘P’ - Postable
  - ‘S’ - Suspense
  - ‘E’ - Error
  - ‘I’ - Incomplete
- The remaining fields will default. Perform `<Block Next>` to continue to the Transaction Detail Block.

Options of the Journal Voucher Document Header Block

- `<Transaction Detail Information>`: Transfers the user to the Transaction Detail Block of the Journal Voucher Entry Form (FGAJVCD).
- `<Document Text (FOATEXT)>`: Optional field that allows text to be tied to the journal voucher. The text cannot be tied to an individual transaction.
Transaction Detail Block

- **Document Number:** Write the document number that appears on the top right corner of the source document.
- **Status:**
  - ‘P’ - Postable
  - ‘S’ - Suspense
  - ‘E’ - Error
  - ‘I’ - Incomplete
- **Sequence:** Perform `<Field Next>` to establish next available number.
- **Journal Type:** Enter the correct Rule Class by the type of transaction the user wants to post or charge to a department.
- **COA:** Bucknell’s Chart of Account code ‘B’ will default.
- **Index:** Currently not being used by Bucknell. The Index is a form of short hand that populates the FOAPAL.
- **Fund:** Enter the appropriate Fund for the department or let default when Orgn is entered. **NOTE:** If the user only knows a portion of the Fund number or name, perform `<List>` and query for the appropriate Fund. When the appropriate Fund is found, perform `<Select>`.
- **Orgn:** Enter the appropriate Organization for the department or let default when the Fund is entered. **NOTE:** If the user only knows a portion of the Orgn number or name, perform `<List>` and query for the appropriate Orgn. When the appropriate Orgn is found, perform `<Select>`.
- **Acct:** Enter the appropriate Account for the department expense charge.
- **Prog:** This will always default.
- **Actv:** It is not necessary to populate this field at this time. Starting July 1, 1997, limited departments will use this code.
- **Locn:** It is not necessary to populate this field.
- **Percent:** (optional field) This allows the user to charge an expense (or refund) to a department by a percentage. Enter the percent desired to be charged to an Organization/ Fund. The system will multiply the percentage by the Document Total.
- **Amount:** Enter the amount of the expense (or refund) to be charged to an Organization/ Fund. If the user chose to define a percentage in the previous field then the amount will default in this field.
- **DC:** This field indicates whether the transaction is a debit or a credit.
  - ‘D’ - Debit
  - ‘C’ - Credit
• **Description:** 35 character field that will define the expense (or refund) charged to an Organization/Fund. **NOTE:** BANNER’s does not have a 1st or 2nd Reference field.
• **Bank:** ‘01’ will default.
• The remaining fields will default.

**Options of the Transaction Detail Block**

**<Currency Information>:**
Only US dollars.

**<Header Information>:**
Takes the user to the Document Header Block.

**<Print Journal Voucher>:**

**<Access Transaction Summary Info>:**
This allows you to review the transactions saved in the document. This form calculates the document total.

**<Access Completion>:**
This takes you to the completion window, where you can complete the document. Completed documents are forwarded to the approval and posting processes. If you select <In Process>, you save the journal and validate the transactions to the budget availability.

**Helpful Hints:**

• Sort your documents so that like charges to departments are lumped in the same sequence. This will allow you to utilize the `<Record Insert>` and `<Record Duplicate>` function. Banner copies the previous transaction forward into the next sequence. The FOAPAL and Amount may change, but the rest of the information remains the same.

• When the user is done with a transaction and wants to process another, simply perform `<Record Next>`. BANNER validates the transaction and saves the sequence in the document.
• If the user has a large stack of transactions to process, the user can verify his/her tapes by performing `<Transaction Summary>`.

• Write down your document number before you exit the journal voucher form. Preferably, write the document number as soon as possible.
Fast Facts: Journal Voucher

Make sure to use the Production Database unless you are testing.

1. Once in BANNER, go to the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ).
2. **Document Number**: Leave blank. Perform `<Block Next>`.
3. **Transaction Date**: Perform `<Field Next>`. BANNER will insert today’s date.
4. **Document Total**: Enter ‘1.00’ if you have not run a tape on the batch you are going to enter. If you have run a tape on the total you are going to enter, type the total of that tape in this field. Perform `<Block Next>`.

5. **Sequence**: Perform `<Field Next>`. BANNER will insert the next sequence number.
6. **Journal Type**: Enter the journal type that corresponds with the transaction you are posting.
7. Perform `<Field Next>` to the FOAPAL information fields. Insert the correct FOAPAL information for the transaction you are posting. Perform `<Field Next>` to the Amount field.
8. **Amount**: Enter the correct amount for the transaction. Perform `<Field Next>`.
9. **DC**: Enter ‘D’ for debit or ‘C’ for credit. Perform `<Field Next>` to the Description field.
10. **Description**: Enter a description of the transaction you are posting.
11. Perform `<Record Next>` (down arrow) to save this transaction and clear the screen for a new transaction.

12. When you are finished with all of your entries, from the Options, select `<Access Transaction Summary Info>`. This allows you to review the transactions saved in the document and see the total of your document. If your Document Total is different from the total that you entered on the Document Header, you must correct the header, or fix the incorrect transaction.

13. When the document totals match, from the Options, select `<Access Completion>`. Once the Completion Block appears, select `<Complete>`.

    OR
14. From the Transaction Detail Block, perform `<Block Next>`, then select `<Complete>`.