# Budget Query Documentation

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Overview of FOAPAL</td>
<td>2-5</td>
</tr>
<tr>
<td><strong>Organization Budget Status Form (FGIBDST)</strong></td>
<td>6-7</td>
</tr>
<tr>
<td><strong>Organization Budget Summary Form (FGIBSUM)</strong></td>
<td>8-9</td>
</tr>
<tr>
<td><strong>Organizational Encumbrance List Form (FGIOENC)</strong></td>
<td>10-11</td>
</tr>
<tr>
<td><strong>Detail Transaction Activity Form (FGITRND)</strong></td>
<td>12-14</td>
</tr>
<tr>
<td>Fast Facts: Budget Status Query Forms</td>
<td>15</td>
</tr>
<tr>
<td>Fast Facts: FOAPAL Query Forms</td>
<td>16</td>
</tr>
<tr>
<td>Fast Facts: Sleuth Sheet</td>
<td>17-18</td>
</tr>
<tr>
<td><strong>Document History Form (FOIDOCH)</strong></td>
<td>19-20</td>
</tr>
<tr>
<td>Procurement Query Forms (FPIREQN, FPIPURR, FOICOMM, FOICACT)</td>
<td>21-24</td>
</tr>
<tr>
<td><strong>Invoice/Credit Memo Query Form (FAIINVE)</strong></td>
<td>24-26</td>
</tr>
<tr>
<td><strong>Check Payment History Form (FAICHKH)</strong></td>
<td>26-27</td>
</tr>
<tr>
<td><strong>Grant Inception to Date Form (FRIGITD)</strong></td>
<td>28-29</td>
</tr>
<tr>
<td><strong>Grant Transaction Detail Form (FRIGTRD)</strong></td>
<td>29-31</td>
</tr>
</tbody>
</table>
Overview of FOAPAL

This document provides a brief overview of the BANNER Finance System Chart of Accounts. In order to process any accounting transaction in BANNER (payroll, requisitions, purchase orders, check requests, invoices, cash receipts, journal vouchers, payroll changes, BIB, travel advances, etc.) it is necessary to use the correct coding structure. In BANNER this coding structure is known as the FOAPAL.

FOAPAL Means:

- **Fund** (always 6 digits)
- **Organization** (always 5 digits)
- **Account** (always 4 digits, except for Capital Budget items)
- **Program** (always 3 digits)
- **Activity** (4 digits - optional, alpha or alpha-numeric characters)
- **Location** (not presently used)

BANNER Coding Structure

The below examples will be referenced throughout the remainder of this document.

<table>
<thead>
<tr>
<th>BANNER CHART</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Format</td>
</tr>
<tr>
<td>Department X Travel</td>
</tr>
<tr>
<td>Bio-Physics Restricted Fund Travel</td>
</tr>
</tbody>
</table>
**Fund**

In BANNER, the Fund is used to indicate the funding source. In the above examples, “110001 - Current Unrestricted Operating Fund” and “125924 - Bio-Physics Restricted Fund” are the Funds. Funds are 6 digit numbers.

- If you code a transaction with a specific Orgn but not a Fund, the Fund is automatically inserted by the system.
- If you code a transaction with a specific Fund and not an Orgn, then the correct Orgn is automatically inserted by the system.
- **NOTE: You must code either a Fund or an Orgn, but you cannot code both on a single transaction.**
- All Research (Grants) Departments are Funds. You must know the correct Fund.
- All Faculty Research Awards are Funds. You must know the correct Fund.
- All Student Organizations are Funds. You must know the correct Fund.
- The first digit of the BANNER Fund defines whether the Fund is Unrestricted, Restricted, or Permanently Restricted (i.e., Grants, Endowments, Restricted Gifts, etc.) for reporting purposes.
  - ‘1’ - Unrestricted
  - ‘2’ - Temporarily Restricted
  - ‘3’ - Permanently Restricted
  - ‘6’ - Federal Financial Aid Funds
  - ‘8’ - Agency Fund

**Organization**

Organization (Orgn) is the BANNER term for department. In the examples on Page 1, “40931 - Department X” and “21108 - Bio-Physics” are the Orgns. In BANNER Orgn codes are 5 digit numbers.

- If you enter a Fund, the associated Orgn code will automatically be inserted by the system.
- If you enter a specific Orgn, the Fund is automatically inserted by the system.
Account

In BANNER, Account is used to differentiate types of income and expenses within a Fund or Organization. In the examples on Page 1, “7603 - Travel” is the Account. In BANNER all Accounts are 4 digit numbers. The only exception to the 4 digit Account codes are approved capital budget items, which will be 6 characters long and always begin with a ‘C’, followed by the fiscal year, followed by 3 digits.

- An Account code must be entered on every transaction.
- First Digit of the Account code indicates:
  ⇒ ‘1’ - Asset (Finance Office use only)
  ⇒ ‘2’ - Liability (Finance Office use only)
  ⇒ ‘3’ - Control Accounts and Fund Balance (Finance Office use only)
  ⇒ ‘4’ - Not Used
  ⇒ ‘5’ - Revenue
  ⇒ ‘6’ - Expense – Payroll (Labor)
  ⇒ ‘7’ - Expense -- All Other (Most Commonly Used Account Codes)
  ⇒ ‘8’ - Transfers (Finance Office use only)
  ⇒ ‘9’ - Fund Additions and Deductions (Finance Office use only)
  ⇒ ‘C’ - Approved Capital Budget Expense

Program

BANNER Program codes are 3 digit numbers that are for the Finance Office only. These Program codes actually drive the preparation of some monthly, quarterly, and annual Financial Statements. Examples of Programs include Instruction, Institutional Support, Auxiliary Enterprises, etc. In the examples on Page 1, “500 - Institutional Support” and “110 - Instruction Natural Science & Math” are the Program codes.

- Users do not enter Program codes. Program codes are associated with Fund/Orgns and will automatically be inserted by the system.
Activity
BANNER Activity codes are optional and can be used to track a specific activity that is maintained within a larger Fund or Organization, or to track an activity that spans multiple funding sources. An example would be the Training Program that is part of the Human Resources operating budget. Activity codes are four digits and are alpha or alpha-numeric. Not every Fund or Organization will make use of Activity codes. The two FOAPALs in the example on Page 1 do not include Activity codes. If you wish to inquire about the use of Activity codes, please contact Bill George (x71228 or wdgeorge@bucknell.edu) in the Finance Office to discuss options. Any office using Activity codes is responsible for supplying the Activity codes on all relevant transactions.

Location
Banner Location codes are optional and are not used by Bucknell at this time.

The Bucknell Golden Rule For Coding Transactions

<table>
<thead>
<tr>
<th>Organization (5 Digits)</th>
<th>+ Account (4 Digits)</th>
<th>+ Activity (Optional) (4 Characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund (6 Digits)</td>
<td>+ Account (4 Digits)</td>
<td>+ Activity (Optional) (4 Characters)</td>
</tr>
</tbody>
</table>

What Funds, Orgns, and Account Codes Do I Use?
With the implementation of BANNER, all budget managers were provided with a list of their specific Fund and Organization numbers. Lists of Account codes were also distributed to all budget managers. Monthly Budget Status reports include FOAPAL information at the top of each page. Additionally, those who have online access to BANNER budget management tools can use the system to look up Fund, Orgn, and Account codes.

NOTE: All questions regarding the Chart of Accounts should be directed to the Finance Office by emailing finance@bucknell.edu or by calling x71138.
**Organization Budget Status Form (FGIBDST)**

The **Organization Budget Status Form** (FGIBDST) is used to query budget availability by Fund or Organization code online. This form allows the user to query transactions in summary and detail formats. The data displays by Account code. The user views the Revenues (5xxx), Labor (6xxx), Expenditure (7xxx), and any Transfers (8xxx) into or out-of the Fund/Organization combination.

**Organization Budget Status Form (FGIBDST) Key Block**

- **Chart**: ‘B’ will default.
- **Fiscal Year**: Enter the appropriate Fiscal Year you would like to query, or let the current Fiscal Year default.
- **Index**: Currently not used at Bucknell.
- **Query Specific Account**: If the user desires to query only a specific account within the Fund or Organization, it is necessary to <Select> Query Specific Account. This displays the Account codes that have activity inclusive to that Account Type.
- **Include Revenue Accounts**: This defaults to include revenue in your query. **NOTE:** The bottom line total will not appear with revenue included.
- **Commit Type**: Both.
- **Organization**: Enter the appropriate Organization for the query or let default when the Fund is entered.
- **Fund**: Enter the appropriate Fund for the query or let default when the Organization is entered.
- **Account**: Enter a specific Account within the Fund or Organization, or leave blank to see all Account codes.
- **Account Type**: Enter a specific Account Type within the Fund or Organization, or leave blank to see all Account types.
- **Activity**: Enter a specific Activity code within the Fund or Organization, or leave blank to see all Activity codes.
- **Prog**: This will always default.
- The user can query more specifically depending on the information completed in the Key Block. (Account, Account Type, Index, Activity, and Location may be specified if desired.)
- Perform <Block Next> to continue to the results block of this form.
REMINDER: By completing either the Fund or the Organization the system will default the remaining Fund-Program or Organization-Program.

Organization Budget Status Form (FGIBDST) Results Block
When you execute a query, the system queries all records for the full total. The results will list in sequential order by Account code. Whichever row your cursor is on will be highlighted the whole way across. Perform <Record Next> until the message “Last Row of Record Queried” appears.
Definitions

- **Account Code**: Specified line item for revenue, labor, expenditure, and transfer codes.
- **Type**: Details the type of Account code R(evenue), L(abor), E(xpenditure), T(ransfer).
- **Title**: Description of the Account code.
- **Adjust Budget**: Original, adjusted and carried forward budgeted funds.
- **YTD Activity**: Summary of actual transactions posted against that Account code to date. Each query reflects updates as transactions are entered against the queried Fund/Orgn combination.
- **Commitments**: Reservations and encumbrances entered against the queried Fund/Orgn combination through a requisition or purchase order.
- **Available Balance**: Balance available within the Account code. (Budget minus YTD Activity minus Commitments)
- **Net Totals**: Adds the Adjusted Budget minus YTD Activity minus Commitments.

Options of the **Organization Budget Status Form (FGIBDST)**

The Organization Budget Status Form (FGIBDST) allows the user to transfer to other forms using the following options:

- **<Budget Summary Information (FGIBSUM)>**: Organization Budget Summary Form (FGIBSUM).
- **<Organization Encumbrances (FGIOENC)>**: Organization Encumbrance List Form (FGIOENC).
- **<Transaction Detail Information (FGITRND)>**: Detail Transaction Activity Form (FGITRND).
- **<Format Display Preferences>**: This function allows you to define commas and decimals (optional).
Organization Budget Summary Form (FGIBSUM)

NOTE: In addition to normal navigation to the Organization Budget Summary Form (FGIBSUM), this form can be accessed through the Organization Budget Status Form (FGIBDST).

Use the Organization Budget Summary Form (FGIBSUM) to view summarized budget information by Account Type for a selected Organization/Fund combination. The Organization Budget Summary Form (FGIBSUM) provides an online view of the organization's budget, year-to-date activity, reserve, and available balance summarized by major category type (Revenue, Labor, Director Expenditures and Transfers). This form gives the user the ability to view the remaining expenditure budget in consolidated format.

The user can also use <Rollback> to view other Fund/Orgn combinations that the user has query capabilities even though he or she transferred to Organization Budget Summary Form with a specific Fund /Orgn combination.

Organization Budget Summary Form (FGIBSUM) Key Block

NOTE: When accessing the Organizational Budget Summary Form (FGIBSUM) from the Organization Budget Status Form (FGIBDST), the Key Block information is pulled from that form. The user can perform <Rollback> to alter the fields if desired.

- **Chart:** ‘B’ will default.
- **Fiscal Year:** Enter the appropriate Fiscal Year you would like to query.
- **Organization:** Enter the appropriate Organization for the query. An Orgn code will not default automatically when a Fund code is entered. If left blank, your query will bring back results from all Orgns tied to the entered Fund.
- **Fund:** Enter the appropriate Fund for the query. A Fund code will not default automatically when an Orgn code is entered. If left blank, your query will bring back results from all Funds tied to the entered Orgn.
- **Commit Ind:** Both.
- Perform <Block Next> to continue to the results block of this form.

Organization Budget Summary Form (FGIBSUM) Results Block

When you execute a query, the system queries all records for the full total.
Definitions

- **Account Type**: Specified line item for revenue, labor, expenditure, and transfer codes.
- **Adjust Budget**: Original, adjusted and carried forward budgeted funds.
- **YTD Activity**: Summary of actual transactions posted against that Account code to date. Each query reflects updates as transactions are entered against the queried Fund/Orgn combination.
- **Commitments**: Reservations and encumbrances entered against the queried Fund/Orgn combination through a requisition or purchase order.
- **Available Balance**: Balance available within the Account Type. (Budget minus YTD Activity minus Commitments).
- **Net Totals**: Add the Adjust Budget, YTD Activity and the Commitment columns.

NOTE: This form does not give the user a balance available for the entire Fund/Orgn combination.

Options of the *Organization Budget Summary Form* (FGIBSUM)

**<Budget Status Information (FGIBDST)>**: The *Organization Budget Status Form* (FGIBDST) will appear.

**<Format Display Preferences>**: This function allows you to define commas and decimals (optional).
Organizational Encumbrance List Form (FGIOENC)

NOTE: In addition to normal navigation to the Organizational Encumbrance List Form (FGIOENC), this form can be accessed through the Organization Budget Status Form (FGIBDST).

The Organizational Encumbrance List Form (FGIOENC) displays an online list of all encumbrances by Organization. When the query is executed all encumbrances crossing Account codes will display. This is a query-only form.

Organizational Encumbrance List Form (FGIOENC) Key Block

NOTE: When accessing the Organizational Encumbrance List Form (FGIOENC) from the Organization Budget Status Form (FGIBDST), the Key Block information is pulled from that form. The user can perform <Rollback> to alter the fields if desired.

- **Chart**: ‘B’ will default.
- **Fiscal Year**: Enter the appropriate Fiscal Year you would like to query, or let the current fiscal year default.
- **Index**: Currently not used by Bucknell.
- **Orgn**: Enter the appropriate Organization for the query. An Orgn code will not default automatically when a Fund code is entered. If left blank, your query will bring back results from all Orgns tied to the entered Fund.
- **Fund**: Enter the appropriate Fund for the query. A Fund code will not default automatically when an Orgn code is entered. If left blank, your query will bring back results from all Funds tied to the entered Orgn.
- Perform <Block Next> to continue to the Results Block of this form.

Organizational Encumbrance List Form (FGIOENC) Results Block

When you execute a query, the system queries all encumbrance records in detail by Encumbrance (Document) number.

Definitions

- **Encum**: Encumbrance (or Document) number that is system assigned.
- **Vendor/Description**: Vendor’s name associated with the requisition or purchase order. If the transaction is a general encumbrance, this cell provides the description of the encumbrance.
• **Line**: System assigned sequence number that identifies a specific transaction within the document.
• **Account Code**: Specified line item for labor and expenditure codes as defined per the requisition, purchase order, or general encumbrance.
• **Prog**: Finance Office use only.
• **Actv**: Activity Code further defines a transaction by a specific code.
• **Locn**: Location Code is not currently being used by Bucknell University.
• **Amount**: Total dollars encumbered or reserved per the sequence number or Line

Options of the *Organizational Encumbrance List Form (FGIOENC)*

<Query Detail Encumbrance Info (FGIENCD)>: *Detail Encumbrance Activity Form (FGIENCD)*. See below.

**HELPFUL HINTS**: If the user needs specific information about the query desired, once in the results block perform <Query Enter> to move to query function. Provide the desired information in any cell that the system allows to be entered. Then perform <Query Execute> to retrieve the desired results.

*Detail Encumbrance Activity Form (FGIENCD)*

**NOTE**: In addition to normal navigation to the *Detail Encumbrance Activity Form (FGIENCD)*, this form can be accessed through the *Organizational Encumbrance List Form (FGIOENC)*.

The *Detail Encumbrance Activity Form (FGIENCD)* provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance. This form is driven by an Encumbrance (Document) number. The form allows the user to scroll through the sequence(s) within the encumbrance number showing the originating document and all the documents liquidating the encumbrance to a direct expenditure. This is a query only form.

**HELPFUL HINTS**: If the user needs specific information about the query desired, once in the results block perform <Query Enter> to move to query function. Provide the desired
information in any cell that the system allows to be entered. Then perform `<Query Execute>` to retrieve the desired results.
**Detail Transaction Activity Form (FGITRND)**

**NOTE:** In addition to normal navigation to the *Detail Transaction Activity Form* (FGITRND), this form can be accessed through the *Organization Budget Status Form* (FGIBDST).

Use the *Detail Transaction Activity Form* (FGITRND) to view an online ledger of detailed transaction activity for operating ledger accounts. The transaction information displays the FOAPAL, sorted by Account for the posted activity. You may query on any field in the Key Block. When accessing this form from the *Organization Budget Status Form* (FGIBDST), the FOAPAL will be completed based on the information from that form, and results will automatically be retrieved. The end user can perform `<Rollback>` to alter the fields if desired.

When the query is executed, the **Total** field displays the net total of the amounts of the first ten rows retrieved by the query. Due to the number of records in the *Detail Transaction Activity Form* (FGITRND), the **Total** for all records is not displayed automatically when the query is executed as it is in the *Organization Budget Status Form* (FGIBDST). Perform `<Total>` or `<Record Duplicate>` to display the last record retrieved by the query and to display the total for all records retrieved by the query. **CAUTION:** The query should be carefully formulated to ensure that the **Total** field will display a relevant amount.

**Detail Transaction Activity Form (FGITRND) Key Block**

**NOTE:** When accessing the *Detail Transaction Activity Form* (FGITRND) from the *Organization Budget Status Form* (FGIBDST), the Key Block mandatory fields are pulled from that form. The user can perform `<Rollback>` to alter the fields if desired. The FOAPAL fields are able to be queried.

- **COA:** ‘B’ will default.
- **FY:** Enter the appropriate Fiscal Year you would like to query, or let the current Fiscal Year default.
- **Fund:** Enter the appropriate Fund for the query or let default when the Organization is entered.
- **Orgn:** Enter the appropriate Organization for the query or let default when the Fund is entered.
• **Acct**: Enter the Acct code for which you would like to see the detail. If left blank, the query will bring back the detail of every Acct code within that Fund/Orgn combination.
• Perform `<Block Next>` to continue to the results block of this form.

**REMINDER**: By completing either the Fund or the Organization the system will default the remaining Fund-Program or Organization-Program.

**Detail Transaction Activity Form (FGITRND) Results Block**
When you execute a query, the system queries all records in detail by Document number.
**NOTE**: All of the information returned by the query is not able to be viewed at once. Perform `<Field Next>` in order to view the document **Description**, **Cmt** (Commitment Indicator), **Fund**, **Actv** (Activity), and **Locn** (Location) fields.

**Definitions**
• **Acct**: Specified line item for labor and expenditure Account codes as defined per the requisition, purchase order, or general encumbrance.
• **Orgn**: Organization code.
• **Prog**: Finance Office use only.
• **Date**: Activity Date of when the transaction was entered into the system. This is not the transaction date which allows the Finance Office to post date the transaction into the correct month.
• **Type**: Journal Type (Rule Class Code) Finance Office use only.
• **Document**: System generated number that identifies a transaction or a series of sequences or transactions.
• **Description**: Document description.
• **Cmt**: Commitment indicator.
• **Fund**: Fund code.
• **Actv**: Activity Code further defines a transaction by a specific code.
• **Locn**: Location Code is not currently being used by Bucknell University.
• **FLD**:
• **Amount**: Total dollars encumbered, reserved, or expensed per transaction
• **D/C**: Debit (deduction from the budget) or Credit (increase to the budget).
Options of the *Detail Transaction Activity Form* (FGITRND)

*Query Document (FGIDOCR)*: Depending on the document type, this will take you to the appropriate query screen.

*Detail Encumbrance Info (FGIENC)*: *Detail Encumbrance Activity Form* (FGIENC).

*Query Total for all records*: This displays the last record retrieved by the query and the total for all records retrieved by the query.

*Format Display Preferences*: This function allows you to define commas and decimals (optional).

HELPFUL HINTS: If the user needs specific information about the query, once in the Results Block perform *Query Enter*. Provide the desired information in any cell that the system allows to be entered during query mode. Then perform *Query Execute* to retrieve to results desired.
FAST FACTS: Budget Status Query Forms

Primary Source of Information
Organization Budget Status Form (FGIBDST)
Use the Organization Budget Status Form (FGIBDST) to view an online query of the budget availability by Fund or Organization code. This form allows the user to query transactions in either summary or detail formats. The data displays by Account code line item for any combination of Fund, Organization, Account, Account Type, Program, Activity, and Location (FOAPAL). The user views the Revenues (5xxx), Labor (6xxx), Expenditure (7xxx), and any Transfers (8xxx) into or out of the Fund/Organization combination.

Other sources of information available through Organization Budget Status Form (FGIBDST)
Organization Budget Summary Form (FGIBSUM)
Use the Organization Budget Summary Form (FGIBSUM) to view summarized budget information by Account type for a selected Organization/Fund combination. The Organization Budget Summary Form (FGIBSUM) provides an online view of the organization's budget, year-to-date activity, reserve, and available balance summarized by major category type (Revenue, Labor, Director Expenditures and Transfers). This form gives the user the ability to view the remaining expenditure budget in consolidated format.

Organizational Encumbrance List Form (FGIOENC)
The Organizational Encumbrance List Form (FGIOENC) displays an online list of all encumbrances by Organization. When the query is executed all encumbrances crossing Account codes will display.

Detail Encumbrance Activity Form (FGIENCD)
The Detail Encumbrance Activity Form (FGIENCD) provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance. This form is driven by an Encumbrance (Document) number. The form allows the user to scroll through the sequence(s) within the encumbrance number showing the originating document and all the documents liquidating the encumbrance to a direct expenditure.

Detail Transaction Activity Form (FGITRND)
Use the *Detail Transaction Activity Form* (FGITRND) to view an online ledger of detailed transaction activity for operating ledger accounts. The transaction information displays the FOAPAL, sorted by Account for the posted activity.
FAST FACTS: FOAPAL Query Forms

NOTE: In addition to normal navigation to these forms, they can also be accessed through any form that requires FOAPAL entry.

- Account Index Code Validation Form (FTVACCI)
- Account Code Validation Form (FTVACCT)
- Activity Code Validation Form (FTVACTV)
- Account Type Validation Form (FTVATYP)
- Chart of Accounts Validation Form (FTVCOAS)
- System Control Fiscal Year Validation Form (FTVFSYR)
- Fund Code Validation Form (FTVFUND)
- Grant Code Inquiry Form (FRIGRNT)
- Grant Title Search Form (FRIKGNT)
- Location Code Validation Form (FTVLOCN)
- Organization Code Validation Form (FTVORGN)
- Program Code Validation Form (FTVPROG)

HELPFUL HINTS: Once in any of the above forms, perform <Query Enter> to move to the query function. Provide any known information to limit your query
in any cell that the system allows to be entered. (Be sure to use the wildcard when necessary.) Then perform <Query Execute> to retrieve the desired results.

Refer to General Navigation documentation (GEN001) for additional query help.

**Fast Facts: Sleuth Sheet**

**Determining Where a Transaction Originated**

To determine where a transaction originated, you should look at the combination of the first letters of the Document Number and the Description of the transaction.

- **!** = Direct Deposit (Accounts Payable)
- **A** = Advanced Purchase Order - An advanced purchase order that was created outside BANNER and subsequently entered into the system. Typically, advanced purchase orders are only used when a general PO is needed for an upcoming fiscal year, but the fiscal year is not yet open in BANNER. Once entered into BANNER, these advanced purchase orders have the same functionality as general purchase orders ("P" documents described below).
- **AJ** = AJV Batch – Fiscal year end adjustments/accruals.
- **B** = Blanket Purchase Order - A blanket purchase order that originated in Procurement Services. Blanket orders do not encumber funds, do not require a minimum dollar amount, can be charged to multiple FOAPAL’s, can travel across fiscal years.
- **BK** = Journal Voucher (Bookstore) – Bookstore internal charges.
- **C** = Check (Accounts Payable)
- **ED** = Endowment Income
- **EN** = Encumbrance
- **F** = Feeder System - Transactions coming from systems outside BANNER/Finance. Typical examples include payroll charges from the BANNER/Payroll system and cash receipts from the BANNER/Accounts Receivable system. Use the description to determine which one.
- **G** = GJV Batch – Generic journal voucher load.
- **I** = Invoice (Accounts Payable) - Invoices that have been processed for payment. If the invoice originated from a BANNER purchase order, the related purchase order is identified in the "Ref#" field.
- **J** = Journal Voucher – Typically used for internal charges, i.e., Administrative Services charges, Dining Service charges, RICS charges, Library & IT charges, etc. They can also be used for internal transfers/charges and to correct errors.
- **L** = Original Budget - Original annual operating budget and all budget adjustments.
• **M** = Fixed Assets Doubled

• **P** = Purchase Order - A general BANNER purchase order that originated in Procurement Services. General purchase orders encumber budgets, can be charged to multiple FOAPAL's, do not have a minimum dollar amount and can cross fiscal years.

• **PH** = Journal Voucher (Telephone Office) – Telephone Office internal charges.

• **PP** = Facilities Purchase Order - A general BANNER purchase order that originated in Facilities. Facilities purchase orders have the same functionality as general purchase orders.

• **PT** = Procurement/Travel Visa Card Transactions – Transactions generated by holders of Bucknell Procurement or Travel Visa cards. Within the description of the transaction, there will be a series of numbers along with the card holder and vendor name.

• **R** = Requisition - An online BANNER requisition. Online requisitions are generated by departments using BANNER's online requisitioning module.

• **RJ** = RJV Batch – Reversal of previous fiscal year end accrued transaction.

• **S** = Standing Purchase Order - A standing purchase order that originated in Procurement Services. Standing purchase orders encumber budgets, must be at least $500, can be charged to only one FOAPAL, and cannot travel across fiscal years.

• **Other** = Other Document Codes - Several other document codes are used for very specific purposes which can easily be determined from the description of the transaction.

All the sources listed above produce accounting entries into the Banner Finance system. A transaction will post and remain on an organizational or restricted fund budget unless an error is detected.

**Fast Facts: Sleuth Sheet (cont.)**

**Who to Question Regarding A Transaction**

If there are questions regarding a transaction, it is necessary to contact the applicable department. If you are unable to determine where the transaction originated, please contact the Finance Office at x71138 for assistance.

- **!** = Direct Deposit (Accounts Payable)
  Accounts Payable x73339

- **A** = Advanced Purchase Order
  Procurement Services x71242

- **AJ** = AJV Batch
  Finance Office x71138

- **B** = Blanket Purchase Order
Banner Documentation
Budget Query

Procurement Services x71242

**BK** = **Bookstore Journal Voucher**
Bookstore x71128

C = **Check (Accounts Payable)**
Accounts Payable x73339

**ED** = **Endowment Income**
Finance x71138

**EN** = **Encumbrance**
Finance x71138

**F** = **Feeder System** - Use the description to determine which area to contact.
- Accounts Receivable: x73733
- Payroll x71248

G = **GJV Batch**
Finance x71138

**I** = **Invoice (Accounts Payable)**
Accounts Payable x73339

**J** = **Journal Voucher** - Use the description to determine which area to contact.
- Administrative Services x73757
- Reservation, Information, and Conference Services x73095
- Finance Office x71138
- Dining Services x71240
- Library & IT x71795

**L** = **Original Budget**
Finance Office x71138

**M** = **Fixed Assets Doubled**
Finance Office x71138

**P** = **Purchase Order**
Procurement Services x71242

**PH** = **Telephone Office Journal Voucher**
Telephone Office x71810

**PP** = **Facilities Purchase Order**
Facilities x71911

PT = **Procurement or Travel Visa Card Transactions** -
Use the card holders name in the description to determine which area to contact.

**R** = **Requisition**
Procurement Services x71242

**RJ** = **RJV Batch**
Finance x71138
$ = Standing Purchase Order
Procurement Services x71242
Other = Other Document Codes - Use the description to determine which area to contact.
Document History Form (FOIDOCH)

The Document History Form (FOIDOCH) displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents that are in the processing path for the document you query.

- **Doc Type:** Enter the type of desired document. This form retrieves related documents for a ‘Requisition’, ‘Bid’, ‘Purchase Order’, ‘Issue’, ‘Invoice’, ‘Check’, ‘Return’, ‘Receiving’ item, and ‘Packing Slip’, although we do not currently use all of these features.
- **Doc Code:** enter the document number or access the validation form that corresponds to the document type you specified. If you enter ‘INV’ as the document type, and <List>, you can access the Invoice/Credit Memo List Form (FAIINVL) from the Doc Code field. Perform <Block Next>.
- The system displays a window for all of the valid document types. Within the window of the document type that you specified appears each purchasing and payable transaction that relates to the specified document number. If necessary, you can perform <Record Next> to scroll through the list of documents in each window.
- You can navigate through these windows using <Block Next> and <Block Previous>. Once the cursor appears in a given window, perform <Document Inquiry> or perform <List> to navigate to the detail validation form, or in some cases, the query form, for that document.

Status Indicators Window

In addition to the document number, the system displays an indicator for each document, which denotes its current status. The status code appears in the one character column to the right of the document number in each window.

To refer to the list of document status codes, perform <Status> from the root window of the Document History Form (FOIDOCH). The Status Indicators Window appears, with a list of each status code indicator, and its corresponding definition.

To refresh the window and query a new document, perform <Redisplay>.
### Doc Types

<table>
<thead>
<tr>
<th>Doc Types (cont.)</th>
<th>REQ</th>
<th>Requisition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>INV</td>
<td></td>
<td>Invoice</td>
</tr>
<tr>
<td>BID</td>
<td></td>
<td>Request for Bid</td>
</tr>
<tr>
<td>ISS</td>
<td></td>
<td>Issues</td>
</tr>
<tr>
<td>RCV</td>
<td></td>
<td>Receiving Documents</td>
</tr>
<tr>
<td>PAK</td>
<td></td>
<td>Packing Slips for Receiving</td>
</tr>
<tr>
<td>RTN</td>
<td></td>
<td>Returns</td>
</tr>
<tr>
<td>CHK</td>
<td></td>
<td>Check Disbursements</td>
</tr>
</tbody>
</table>

### Status Indicators

<table>
<thead>
<tr>
<th>Status Indicators</th>
<th>A</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Final Reconciliation</td>
</tr>
<tr>
<td></td>
<td>H</td>
<td>Hold</td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>Paid</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>Receipt Required</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Suspended</td>
</tr>
<tr>
<td></td>
<td>T</td>
<td>Tagged Permanently</td>
</tr>
<tr>
<td></td>
<td>V</td>
<td>Void</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>
Requisition Query Form (FPIREQN)

NOTE: In addition to normal navigation to the Requisition Query Form (FPIREQN), this form can be accessed through the Document History Form (FOIDOCH). When you access from the Document History Form (FOIDOCH), Key Block information is pulled from that form. The user can alter the fields if desired.

- **Requisition**: Enter the appropriate Requisition number or perform <List> to access the Requisition Validation Form (FPIRQST), where you can select the appropriate Requisition number.
- You can perform <Block Next> and <Block Previous> to navigate through the Requisition windows.
- From the Document Information Block, look at the Document Text indicator. If it is Yes, you can view the text by performing <Document Text>.
- From the Requisition Commodity/Accounting Block, look at the Item Text indicator. If it is Yes, you can view the text by performing <Item Text>.
- Text can also be viewed directly through the Procurement Text Entry Form (FOAPOXT).
- From the Requisition Commodity/Accounting Block, you can perform <Review Commodity Information> to view commodities in a list format on the Commodities for Review Query Form (FOICOMM). See below for further details on this form.
- At the Commodities for Review Query Form (FOICOMM), you can perform <Accounting Information> to view the commodities as well as the accounting distribution on the Commodities and Accounting for Review Query Form (FOICACT). See below for further details on this form.

Purchase/Blanket Order Inquiry Form (FPIPURR)

NOTE: In addition to normal navigation to the Purchase/Blanket/Change Order Query Form (FPIPURR), this form can be accessed through the Document History Form (FOIDOCH). When you access from the Document History Form (FOIDOCH), Key Block information is pulled from that form. The user can perform <Rollback> to alter the fields if desired.
• **Purchase Order**: Enter the appropriate Purchase order number or perform `<List>` to access the Purchase Order Validation Form (FPIPOHD), where you can select the appropriate Purchase Order number.

• You can perform `<Block Next>` and `<Block Previous>` to navigate through the Purchase Order windows.

• From the Purchase/Blanket Order Inquiry: Document Information Block, look at the **Document Text** indicator. If it is *Yes*, you can view the text by performing `<Document Text>`.

• From the Commodity/Accounting Block, look at the **Item Text** indicator. If it is *Yes*, you can view the text by performing `<Item Text>`.

• Text can also be viewed directly through the Procurement Text Entry Form (FOAPOXT).

• From the Commodity/Accounting Block, you can perform `<Review Commodity Information>` to view commodities in a list format on the Commodities for Review Query Form (FOICOMM). See below for further details on this form.

• At the Commodities for Review Query Form (FOICOMM), you can perform `<Accounting Information>` to view the commodities as well as the accounting distribution on the Commodities and Accounting for Review Query Form (FOICACT). See below for further details on this form.

### Commodities for Review Query Form (FOICOMM)

**NOTE**: In addition to normal navigation to the Commodities for Review Query Form (FOICOMM), this form can be accessed through either the Requisition Query Form (FPIREQN), or the Purchase/Blanket/Change Order Query Form (FPIPURU). When you access from either of these forms, Key Block information is pulled from that form. The user can perform `<Rollback>` to alter the fields if desired.

The Commodities for Review Query Form (FOICOMM) is a query-only form that displays all the commodities for a specified procurement document.

**Commodities for Review Query Form (FOICOMM) Key Block**

- **Document Type**: Enter ‘REQ’ (request), ‘PO’ (purchase order), ‘INV’ (invoice) or ‘ISS’ (issue)
- **Document #**: Enter the appropriate document number you would like to query.
• Perform <Block Next>. At this point the system populates the Vendor and Trans (Transaction) Date fields and navigates you to the Commodity List Block.

**Commodity List Block**

The Item, Commodity Description, Quantity, and Amount all default. Use <Record Next> to navigate through multiple commodities.
Options of the Commodities for Review Query Form (FOICOMM)

<Account Information>: Commodities and Accounting for Review Query Form (FOICACT). See below.

Commodities and Accounting for Review Query Form (FOICACT)

NOTE: In addition to normal navigation to the Commodities and Accounting for Review Query Form (FOICACT), this form can be accessed through the Commodities for Review Query Form (FOICOMM). When you access from the Commodities for Review Query Form (FOICOMM), Key Block information is pulled from that form. The user can perform <Rollback> to alter the fields if desired.

The Commodities and Accounting for Review Query Form (FOICACT) is a query-only form which displays the accounting distribution (or FOAPAL information) for a given commodity for a document.

NOTE: When you use Document Level Accounting, this form displays all the accounting distributions for the document.

Commodities and Accounting for Review Query Form (FOICACT) Key Block

- **Document Type**: Enter ‘REQ’ (request), ‘PO’ (purchase order), ‘INV’ (invoice) or ‘ISS’ (issue)
- **Document #**: Enter the appropriate document number you would like to query.
- **NOTE**: You can only enter the Change Sequence information in the Change Seq # field when the document type is a PO and a change order exists.
- Perform <Block Next>. At this point the system populates the Vendor and Trans (Transaction) Date fields and navigates you to the Commodity List Block.
Commodity List and Account Data List Block

In the Commodity List Block, the Item, Commodity Description, Quantity, and Amount all default. Use <Record Next> to navigate through multiple commodities.

The Account Data List Block displays the accounting data for the commodity that appears in the Commodity List Block. The Percent field reflects the percentage of the accounting distribution amount to the commodity amount.

Invoice/Credit Memo Query Form (FAIINVE)

**Note:** In addition to normal navigation to the Invoice/Credit Memo Query Form (FAIINVE), this form can be accessed through the Document History Form (FOIDOCH). When you access from the Document History Form (FOIDOCH), Key Block information is pulled from that form. The user can alter the fields if desired.

The Invoice/Credit Memo Query Form (FAIINVE) is a query-only form. It consists of windows that display accounting and commodity information, as well as information on the vendor and payment conditions such as discount code and due date of a specified invoice.

**Note:** You may not be able to access certain windows of this form. This depends on the type of invoice you entered (Direct Pay, Regular, or General Encumbrance) and the information that you entered in the invoice.

Invoice/Credit Memo Header Window

- **Document #:** Enter the appropriate invoice number or perform <List> to access the Invoice/Credit Memo List Form (FAIINVL), where you can select the appropriate invoice number. Perform <Block Next> to access the Invoice/Credit Memo Header Window. The Invoice/Credit Memo Header Window of the Invoice/Credit Memo Query Form (FAIINVE) displays information such as the vendor, address, and the discount code.
- If the Document Level Accounting box is checked, accounting distributions are assigned to the invoice in total, rather than to individual commodities. If unchecked, then accounting distributions are assigned to each commodity.
- If the Credit Memo box is checked, this invoice is a credit memo.
- Perform <Block Next> to access the Commodities Information Window (for the specified invoice type).
To access one of the Header Information windows, select the corresponding menu option.
Header Additional Information Option
The Header Additional Information Window of the Invoice/Credit Memo Query Form (FAIINVE) displays the tax collection and amount information for the specified invoice.

- If the invoice is in a foreign currency, this window also displays the foreign currency and the currency code.
- Perform <Block Next> to access the Commodities Information Window (for the specified invoice type).
- To access one of the other Header Information windows, select the corresponding menu option.

View Vendor Address Option
The View Vendor Address Option of the Invoice/Credit Memo Query Form (FAIINVE) displays the address for this vendor. The address information defaults from the vendor information on the Vendor Maintenance Form (FTMVEND).

- Perform <Block Next> to access the Commodities Information Window (for the specified invoice type).
- To access one of the other Header Information windows, select the corresponding menu option.

View Document Status Option
Use the View Document Status Option of the Invoice/Credit Memo Query Form (FAIINVE) to verify the status of the specified invoice document.

- The Open/paid status indicator displays ‘O’ if this invoice is unpaid or ‘P’ if it has been paid. All other indicators on this window are ‘Y’ (yes) or ‘N’ (no).
- Perform <Block Next> to access the Commodities Information Window (for the specified invoice type).
- To access one of the other Header Information windows, select the corresponding menu option.

View Document Indicators Option
The View Document Indicators Option of the Invoice/Credit Memo Query Form (FAIINVE) displays the Finance system features that defaulted or were set when the invoice was created.
• If the **Recurring Payables** box is checked, then this invoice will be paid to the vendor on a regular recurring basis. To view more information on this recurring payable document, refer to the **Recurring Payables Form** (FAARUIV).

• The **Defer Edit** box may be checked or unchecked. If unchecked, ongoing editing continues to occur. If this box is checked, then the Deferred Editing feature is active.

• The **Grouping** box displays ‘Y’ only if this invoice is grouped with other invoices.

• If the **Hold** box is checked, then this invoice will be saved, but not paid.

• Perform `<Block Next>` to access the Commodities Information Window (for the specified invoice type).

• To access the one of the other Header Information windows, select the corresponding menu option.

**Commodity Information Window**
The Commodity Information Window of the **Invoice/Credit Memo Query Form** (FAIINVE) displays the quantity, unit price, and extended price information for commodities.

**Accounting Amounts Window**
The Accounting Amounts Window of the **Invoice/Credit Memo Query Form** (FAIINVE) displays the accounting distribution assigned to the invoice document in total, or for the specified commodity.

**Note:** When you use Document Level Accounting, the **Item** field appears blank or null, and the **Commodity** description displays the 'Document Acctg Distribution' message.

**Check Payment History Form (FAICHKH)**

**Note:** In addition to normal navigation to the **Check Payment History Form** (FAICHKH), this form can be accessed through the **Document History Form** (FOIDOCH). When you access from the **Document History Form** (FOIDOCH), Key Block information is pulled from that form. The user can alter the fields if desired.

• **Check Number:** Enter the appropriate check number or perform `<List>` to access the **Check Number Validation Form** (FTICHKS), where you can select the appropriate check number.

• **Bank:** Enter '01'

• Perform `<Block Next>`.
Check Payment History Form (FAICHKH) Results Block

When you execute a query, the system queries all records attached to the specified check number.

Definitions

- **Document Number**: The document(s) that have been paid by the specified check.
- **Document Type**: The type of document that was paid.
- **Net Amount**: The amount of the check that resulted from the document.
- **Vendor's Invoice Code**: The vendor's invoice code that is tied to the document.

Options of the Check Payment History Form (FAICHKH)

<Document Inquiry>: Depending on the document type, this will take you to the appropriate query screen.
Grant Inception to Date Form (FRIGITD)

When you generate accounting activity in a grant fund, you may query that activity from inception of the project to the current date. Use the Grant Inception to Date Form (FRIGITD) to query and display budget detail for specific grants.

Grant Inception to Date Form (FRIGITD) Key Block

The values you enter in the Key Block determine the level of detail the system will display in the Results Block. You may query one grant at a time.

- **COA**: ‘B’ will default.
- **Grant**: Grant code is optional and will default when the appropriate Fund code is entered. You may enter the appropriate Grant code you would like to query, or perform <List> to access the Grant Code Inquiry Form (FRIGRNT), where you can query and select the appropriate Grant code. Also, you may perform <Count Query Hits> to access the Grant Title Search Form (FRIKGNT), where you can query and select the appropriate Grant code.
- **Fund**: Enter a Fund code to display grant accounting information specific to that Fund in the Results.
- **Orgn**: Orgn code will default when the Fund is entered.
- **Prog**: Prog code will default when the Fund code is entered.
- **Acct**: Enter the Acct code you would like to query, or leave blank to query all Acct codes for the specified Fund.
- Perform <Block Next> to continue to the Results Block of this form.
- **NOTE**: BANNER supplies the Date from and Date to fields of the Key Block as it pulls back the results.

Grant Inception to Date Form (FRIGITD) Results Block

The key functions allowed in the Results Block are <Record Next>, <Field Next>, <Record Previous> and <Field Previous>. The Results Block displays an Account type or Account code listing for that grant, adjusted budget, actual activity, budget commitment, and available balance. The system displays the accounting detail based on the values you enter in the Key Block.

Definitions
• **Code**: Specified line item for revenue, labor, expenditure, and transfer codes.
• **T**: Details the type of Account Code R(venue), L(abor), E(penditure), T(transfer).
• **Desc**: Description of the Account code.
• **Adj Budget**: This column displays the adopted budget plus adjusted budget.
• **Activity**: This displays the summary of actual transactions posted against the Account code as an inception to date value.
• **Commitment**: Budget commitment is the encumbrance plus the budget reservation.
• **Avail Bal**: Balance available within the Account code. This is the adjusted budget less the actual activity plus budget commitment. Adjusted budget - [actual activity + budget commitment].

**Options of the Grant Inception to Date Form (FRIGITD)**

<Grant Detail>: This will take you to the Grant Transaction Detail Form (FRIGTRD).

<Format Display Preferences>: This function allows you to define commas and decimals (optional).

**Grant Transaction Detail Form (FRIGTRD)**

**NOTE**: In addition to normal navigation to the Grant Transaction Detail Form (FRIGTRD), this form can be accessed through the Grant Inception to Date Form (FRIGITD).

**Grant Transaction Detail Form (FRIGTRD) Key Block**

**NOTE**: When accessing the Grant Transaction Detail Form (FRIGTRD) from the Grant Inception to Date Form (FRIGITD), the Key Block mandatory fields are pulled from that form. The user can perform <Rollback> to alter the fields if desired. The FOAPAL fields can be queried.

• **COA**: ‘B’ will default.
• **Grant**: Grant code is optional and will default when the appropriate Fund code is entered. You may enter the appropriate Grant code you would like to query, or perform <List> to access the Grant Code Inquiry Form (FRIGRNT), where you can query and select the appropriate Grant code. Also, you may perform <Count Query Hits> to access the Grant Title Search Form (FRIKGNT), where you can query and select the appropriate Grant code.
• **Fund**: Enter a Fund code to display grant accounting information specific to that Fund in the Results.

- **Orgn**: Orgn code will default when the Fund is entered.

- **Acct**: Enter the Acct code you would like to query, or leave blank to query all Acct codes for the specified Fund.
• **Prog**: Prog code will default when the Fund is entered.
• Perform `<Block Next>` to continue to the Results Block of this form.

**Grant Transaction Detail Form (FRIGTRD) Results Block**
When you execute a query, the system queries all records in detail by Account code. NOTE: All of the information returned by the query is not able to be viewed at once. Perform `<Field Next>` in order to view the document **Description**, **Cmt** (Commitment Indicator), **Fund**, **Actv** (Activity), **Locn** (Location), and **Transaction Date** data.

**Definitions**

• **Acct**: Specified line item for labor and expenditure Account codes as defined per the requisition, purchase order, or general encumbrance.
• **Orgn**: Organization code.
• **Prog**: Finance Office use only.
• **Actv Date**: Activity Date of when the transaction was entered into the system. This is not the transaction date which allows the Finance Office to post date the transaction into the correct month.
• **Type**: Journal Type (Rule Class Code)  Finance Office use only.
• **Document**: System generated number that identifies a transaction or a series of sequences or transactions.
• **Description**: Document description.
• **Cmt**: Commitment indicator.
• **Fund**: Fund code.
• **Actv**: Activity Code further defines a transaction by a specific code.
• **Locn**: Location Code is not currently being used by Bucknell University.
• **Trans Date**: Date of the transaction.
• **Amount**: Total dollars encumbered, reserved, or expensed per transaction
• **D/C**: Debit (deduction from the budget) or Credit (increase to the budget).

**Options of the Grant Transaction Detail Form (FRIGTRD)**

`<Total>`: This displays the last record retrieved by the query and the total for all records retrieved by the query.
<Query Document>: Depending on the document type, this will take you to the appropriate query screen.

<Encumbrance Detail (FGIENCD)>: Detail Encumbrance Activity Form (FGIENCD).

<Query Total for all records>: This displays the last record retrieved by the query and the total for all records retrieved by the query.

<Format Display Preferences>: This function allows you to define commas and decimals (optional).