Banner Finance Querying

Organization Budget Status Form – (FGIBDST)

This form shows the status of the budget for a particular department, including how much budget was assigned, how much was spent, and how much is reserved and encumbered.

“Adj Budget” = Amount put IN to account.

“YTD Activity” = Amount SPENT from account.

“Commitments” = Amount encumbered from account, but not yet spent. These charges will move over to the “YTD” column after the invoice is entered into Banner.

“Avail Bal” = Column 1 minus columns 2 and 3.

Chart
Default is “B”, which is correct for all transactions.

Fiscal Year
Defaults to the current fiscal year. UA Fiscal years start on July 1st, and run through June 30th. You can go back to Fiscal 97 for data.

Index
Not used - leave blank

Query Specific Account
Check the box to view a single account. Uncheck to view multiple accounts.

Include Revenue Accounts
Check this box to include revenue accounts. The default is checked. If your department has no revenue generating accounts, this box has no effect

Commit Ind
“U” = uncommitted is current fiscal year transactions. Transaction from a restricted fund that rolled from a prior year can also be “uncommitted” transactions.

“C” = Committed is prior year transactions that have rolled into the new year.

Orgn, Fund
Fill in your organization and fund number. The fund number will come in when you type the org number - change if necessary.

Program
Will default from the organization code.

Account
Leave blank to see all activity or enter an account number to limit what you see.

Account Type
Enter a two-letter code to indicate a group of accounts. If you use this option then the “Account” field above must be blank.

Activity
Not used - leave blank

Location
Not used - leave blank

Account Types:
PS - personnel services
SB - Staff Benefits
TL - Travel
SV - Contractual Services
CM - Commodities
RS - Items for resale
MS - Miscellaneous
The lower block provides a summary of the adjusted budget, year-to-date activity, outstanding commitments (encumbrances and reservations) and available budget based upon your upper block criteria. You can drill down (F3) to view source documents or call other forms.

It is important to note that incomplete documents DO NOT appear or calculate into the balances shown on the FGIBDST. However, they do calculate into the balances shown on the FGIBAVL.
This form can also be accessed from the FGIBDST by selecting “Budget Summary Information” from the Options Menu.

This form shows summarized budget information by account type for a selected organization/fund combination. FGIBSUM provides a view of the organization’s budget, year-to-date activity, reservations, and available balance summarized by major category type (Revenue, Labor, Direct Expenditures and Transfers). Like the FGIBDST, this form does NOT include information on incomplete documents.
**Budget Availability Status Form – (FGIBAVL)**

This form will show how much budget is available for a particular department. This is the form Banner checks for available budget. All requisitions, PO’s, travel, etc., will check for budget availability, and the document will not complete without sufficient funds. Banner does not check a particular account code, it checks all groups totaled together.

**Chart**
- Default is “B”, which is correct for all transactions.

**Fiscal Year**
- Defaults to the current fiscal year. UA Fiscal years start on July 1st, and run through June 30th.

**Index**
- Not used - leave blank

**Commit Ind**
- “U”= uncommitted is current fiscal year transactions. Transaction from a restricted fund that rolled from a prior year can also be “uncommitted” transactions.
- “C”=Committed is prior year transactions that have rolled into the new year.

If you are looking up a Fund 1 account, use Uncommitted, because Banner only looks at current year money to determine sufficient funds.

**Fund, Orgn**
- Fill in your organization and fund number. The fund number will come in when you type the orgn. number–overtype if necessary.

**Program**
- Will default from the organization code.

**Account**
- Unlike the FGIBDST, this field cannot be left blank.

Type in the code PLBUD (Budget Pooling Account). This means you are asking for the total sum of money that is expendable for that org/fund. The type of fund number you are reviewing determines what is expendable.

- Fund 1 = 2000 → 8000 accounts totaled
- Fund 2 = 1000 → 8000 accounts totaled
You will see a single line showing your total available budget, year to date activity, commitments (Encumbrances and reservations) and available balance. This will be how much available budget Banner is reflecting for the org.

Unlike most other finance forms, the **FGIBAVL** reflects both complete and incomplete documents in the commitments column. If the balance on the **FGIBDST** does not match the balance here, it may indicate an incomplete document that will have to be researched further. A current list of incomplete documents can be found on Vista Plus, at [http://reports.alaska.edu](http://reports.alaska.edu).
**Document History Form – (FOIDOCH)**

This form will show the history of any document in the purchasing chain (i.e., requisitions, purchase orders, call numbers, invoices, receiving). You can “drill down” to see the detail of any document showing here.

**UPPER BLOCK:**

**Doc Type:** A code for the kind of document that you want to view:
- **Requisition:** REQ
- **Purchase Order:** PO
- **Invoice:** INV

If you do not know the appropriate code, do a <List> to select the code from a pop-up list.

**Doc Code:** The document number that you wish to view

There is a <List> available here. What type of list you will see depends on the Doc Type that you have indicated you wish to view.

**LOWER BLOCK:**

(Press <Next Block> to move down)

- The form will show the document that you have requested, plus any other documents relating to that document. Navigate from square to square by using <Next Block> and <Previous Block>.

- View any document by placing your cursor on the document number and pressing <Duplicate Item>.
  - To view requisitions, purchase orders, invoices, press <Next Block>.
  - To view checks, enter the bank code and press <Next Block>.
  ("AC" is the bank code for Anchorage)

- A document number without any letter (status indicator) next to it is INCOMPLETE.

- To see the meaning of the status indicators next to the document numbers, select STATUS INDICATORS from the Options Menu.
Organization Hierarchy Query Form (FTIORGH)

This form allows you to see the departments and divisions above your Org #.

Open Encumbrances Form (FGIOENC)

This form shows a list (by Org) of the encumbrances that are still in an “Open” status, and the amount remaining in the encumbrance.
User Profile Edit Form (FOM2PRF)

Use this form to edit your Banner Finance Profile. This will populate the defaults when you purchase something through Banner. Contact Procurement if your “Ship To:” information is incorrect.

Finance Query Forms

General Query Forms

FGIBDIST - Organization Budget Status
Shows activity/budget status by org/fund/acct.

FGIBSUM - Organization Budget Summary
Shows budget summary by org/fund, for personal services (1000), direct expenditures (2000-8000), revenue (9000) and transfers (845x).

FGIBAVL - Budget Availability Status
Shows expendable budget availability by org/fund.

FGITRND - Detail Transaction Activity
Shows list of transactions for org/fund/acct. Best to drill down from FGIBDIST to this form by pressing <Duplicate Item>.

FOIDOCH - Document History Form
Shows history of documents related to procurement process.
Encumbrance Query Forms

FGIOENC - Organization Encumbrance List
Shows all current encumbrances against an org/fund.

FGIENC - Encumbrance List
Lists encumbrances in numerical order. Query by encumbrance number, type, status, and establish and last activity dates.

FGIENCD - Detail Encumbrance Activity
Shows encumbrance history for reservations and encumbrances, including change orders, disencumbrances and invoices.

Journal Voucher/Travel Query Forms

FGIDOCR - Document Retrieval
Shows completed/posted JVs, Travel, POs, other documents.

FGIJSUM - Journal Voucher Summary Form
Shows incomplete/unposted JVs.

FGIJVCD - Pending Journal Vouchers
Shows pending journal vouchers. Query by document number, amount and transaction date.

Invoices/Credit Memos/Checks/Receiving Query Forms

FAIVNDH - Vendor Detail/History Form
Lists invoices, credit memos and payment transactions by vendor. Select credit memos, paid, open or all. Query by invoice and document numbers, and status.

FAICCHKH - Check Payment History Form
Shows summary information about a check and originating invoice. <Duplicate Item> will show Invoice/Credit Memo Query Form (FAIINVE).

FTICHKS - Check Number Validation Form
Shows check transactions. Query on check number, bank code, cancel indicator, check date, check amount and check type.

FAIINVE - Invoice/Credit Memo Query Form
View commodity and accounting information for invoice or credit memo.

FAIINVL - Open Invoice/Credit Memo List
Shows all open invoice/credit memos. Query by invoice number, PO number, and completed/approved indicators.

FAIINVVP - Paid Invoice/Credit Memo List Form
Shows paid invoice/credit memos. Query by invoice number, PO number, and completed/approved indicators.
FPIRCVD - Receiving Goods Query Form
To view completed and approved receiving documents.

FAIIREC - Receiving/Matching Status Query Form
Shows invoices awaiting the receipt of goods (complete indicator of “R”). Query by payment due, invoice date or invoice number.

Purchase Order Query Forms

FOM2PRF – User Profile Edit Form
Where you fill out default information that feeds into procurement forms.

FPIPURR - Purchase/Blanket/Change Order Query Form
To view any purchase order, change order or Blanket PO call number.

FPIBLAR - Blanket Order Activity Form
Shows activity against unfunded Blanket POs by vendor. Shows call numbers, invoices and change orders. You can query on transaction date and document type or number.

FPIPOHD - Purchase Order List Validation Form
Lists POs. Query by PO#, BPO#, transaction and deliver dates, and completed and approved indicators.

FPIBORD - Blanket Order List Validation Form
Lists Blanket POs. Query by BPO#, order date, term date, and completed, approved and canceled indicators.

FPIOPOF - Open POs by FOAPAL
Shows open POs by org/fund/acct.

Purchase Order Query Forms – cont.

FPIOPOB - Open POs by Buyer
Shows open POs by buyer code.

FPIOPOV - Open POs by Vendor
Shows open POs by vendor name.

Requisition Query Forms

FPIREQN - Requisition Query Form
To view any requisition—Y/N complete indicators show whether document is completed.

FPIRQST - Request List Validation Form
Lists Requisitions (incomplete and complete). You can query by requisition number, requestor name, transaction date, deliver by date, type, completed and approved indicators.

FPIREQS - Requisition Suspense List
Shows requisitions in suspense because of errors or NSF. Indicates number and location of errors. You can query by requisition number, requestor name, or request date.

FPIORQF - Open Requisition by FOAPAL
Shows open requisitions by org/fund/acct.
Other Sources of UA Financial Information

Statewide Controller’s Website  http://www.alaska.edu/controller
This Statewide website contains financial reports and information on UA finances. This is also where you can find the Statewide accounting manual, information on Banner, Qmenu, Vista Plus & TOAD. It also includes a breakdown of the UA accounting structure.

Financial Systems website  http://www.uaa.alaska.edu (under “F”)
This is the where you find information about upcoming Banner (Finance/HR) training, and news about UAA’s finances.

UAA Finance Email Listservs.
“BFIN-users” is for anyone having any Banner Finance access. Emails sent to this listserv will contain information about upcoming Finance classes and anything of interest to the UAA Finance community. “Budget” is mainly for Office/Finance/Budget Managers. This is the listserv that the monthly Management Report spreadsheets gets sent to. Contact Brian deZeeuw to subscribe to either of these listservs.

Qmenu  http://qmenu.alaska.edu
A web-based tool for pulling reports out of Banner. While this is a very easy way to get information from the University’s database, it’s important to remember two things: the information comes from a “data warehouse”, which means the data you’re looking at is NOT live data (even though it’s usually only a day old) and you can only pull down reports that have been pre-written by Statewide, even though you can customize them a little.

Vista Plus  http://reports.alaska.edu
Vista Plus is an easy to use client server application for distributing, viewing and managing reports online. Users throughout the University system can connect to the data warehouse with a Java based viewer and access data as soon as the reports are generated.

TOAD
This program provides the greatest amount of detail and customization of all these tools, and while extremely versatile it is not the easiest thing to use, and takes quite a bit of time to become proficient with. Experience in the SQL query language is helpful when using this, but not required, as Statewide has a number of pre-written queries for the most commonly required reports.
OnBase
This is the document imaging program that UA uses. Here you will find the scanned versions of incoming checks, Journal Vouchers and their backup, etc. It also contains HR and Student data.

UAA IR Sharepoint Site  https://ir-reports.uaa.alaska.edu/Pages/Default.aspx
This site contains data and graphs on various UAA-specific data.
University of Alaska – Chart of Accounts

**Fund** – (6 Digits): Indicates funding source, specific grant, contract or project. (For example; 104110 is the UAA General Fund number, 2xxxxx indicates a UAA grant).

**Organization** – (5 Digits): Indicates department (UAA numbers start with 1xxxx).

**Account/object code** – (4 digits): Indicates revenue or expense classification.

<table>
<thead>
<tr>
<th>Category</th>
<th>Code Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>0000 – 0599</td>
<td>Assets</td>
</tr>
<tr>
<td>Sheet</td>
<td>0600 – 0899</td>
<td>Liabilities</td>
</tr>
<tr>
<td>Accts</td>
<td>0900 – 0999</td>
<td>Fund Balance and control accounts</td>
</tr>
<tr>
<td>PS &amp; Benefits</td>
<td>1000 – 1899</td>
<td>Personal Services (PS)</td>
</tr>
<tr>
<td></td>
<td>1900 – 1999</td>
<td>Staff Benefits (SB)</td>
</tr>
<tr>
<td>Expense</td>
<td>2000 – 2999</td>
<td>Travel (TL)</td>
</tr>
<tr>
<td>Accts</td>
<td>3000 – 3999</td>
<td>Contractual Services (SV)</td>
</tr>
<tr>
<td></td>
<td>4000 – 4999</td>
<td>Commodities (CM)</td>
</tr>
<tr>
<td></td>
<td>5000 – 5999</td>
<td>Capital Expenditures</td>
</tr>
<tr>
<td></td>
<td>6000 – 6999</td>
<td>Student Financial Aid</td>
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<tr>
<td></td>
<td>7000 – 7999</td>
<td>Overhead</td>
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<tr>
<td></td>
<td>8000 – 8999</td>
<td>Miscellaneous Expenditures</td>
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<td>Revenue</td>
<td>9000 – 9099</td>
<td>Reserved</td>
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<td>Accts</td>
<td>9100 – 9149</td>
<td>Tuition</td>
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<td>9300 – 9399</td>
<td>Governmental Grants &amp; Contracts</td>
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<td>Private Gifts, Grants &amp; Contracts</td>
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<td>9500 – 9599</td>
<td>Endowment Revenue</td>
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<td>9600 – 9699</td>
<td>Sales &amp; Services, Educational Activities</td>
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<td>9700 – 9799</td>
<td>Sales &amp; Services, Auxiliary Enterprises</td>
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<td></td>
<td>9800 – 9899</td>
<td>Other Revenue Sources</td>
</tr>
<tr>
<td></td>
<td>9900 – 9989</td>
<td>Interdepartmental and Interfund Transfers</td>
</tr>
</tbody>
</table>

**Program** – (4 digits & 2 letters): Identifies program activities (will usually default).

**Activity**: Not used at this time.

**Location**: Not used at this time.

Other:  
- **Project**: Not used at this time.
- **Index**: Not used at this time.

Please see [http://www.alaska.edu/controller](http://www.alaska.edu/controller) for the full account descriptions