

Researching Finance Transactions and Documents

University of Alaska Fairbanks

Financial Services

www.uaf.edu/finserv

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QUERY FORMS DESCRIPTIONS

General Budget Query Forms Menu

- **FGIBDST – Organization Budget Status Form**

This form is the most useful form when querying or researching transactions that affect a particular organization or fund. It displays the status of the budget for a particular department, including how much budget was assigned, spent, and how much is reserved or encumbered. More detailed information can also be accessed directly from this form. See Page 13 for more information on using FGIBDST. See Appendix B for information regarding Account Type queries for FGIBDST. See Appendix C for query examples for FGIBDST.

- **FGIBDSR – Executive Summary Form**

This form has the same format as FGIBDST, however, FGIBDSR displays the roll up of OPAL activity by allowing a high level combination of fund, organization, and account type to be entered. Since this form displays requested roll up information, the drill down feature is not as extensive as FGIBDST. See Appendix A for codes that can be used in the Acct Type field of this form. See Appendix B for information regarding Account Type queries for FGIBDSR. See Appendix C for query examples for FGIBDSR.

- **FGIBAVL – Budget Availability Status Form**

The Budget Availability Status form displays budget, YTD, commitment, and available balance for an organization, fund, and account combination. FGIBAVL reflects balances of all completed and posted documents **as well as those documents that are incomplete**. FGIBAVL does not provide a drill down feature. Banner uses this form to verify that budget is available before completing a document. The system does not check against a specific account code, instead it verifies against all groups totaled together. See Page 15 for more information on using FGIBAVL.

- **FGIBSUM – Organization Budget Summary Form**

Use this form to view summarized budget information by account type for a selected organization and fund combination. FGIBSUM provides a view of the budget, year-to-date activity, reserve, and available balance summarized by major category type (Revenue, Labor, Direct Expenditures and Transfers, or other user-defined type) for a given organization. See Appendix B for Account Type codes.

General Accounting Query Forms

- **FGIJSUM – Journal Voucher Summary Form**

Journal Vouchers that have not been completed or posted can be reviewed/researched on FGIJSUM. *<List>* (**F9**) is available from Document field to drill down to the List of Suspended Journal Vouchers form (FGIJVCD), which is a listing of all pending Journal Vouchers.

- **FGIDOCR – Document Retrieval Inquiry Form**

Once an encumbrance has been completed and posted, the related transactions may be viewed on FGIDOCR. Viewing this form is a quick way to determine whether or not the document has been posted. When you move to the detail information block, select the Access Document Postings option from the navigation frame or use the *<Drill Down>* function (**F3**) to view the Document Postings form (FGQDOCP). See Appendix A for Document Type codes that can be used with this form.

- **FGITRND – Detail Transaction Activity Form**

This form gives you detail by organization, fund, and account code. A query can be run to limit the results to a specific cycle by indicating a period in the key block. You may drill down to view the originating document by selecting the Query Document option from the navigation frame. Although FGITRND is available from the Banner Main Menu, it is recommended that this form be accessed from the FGIBDST form using the *<Drill Down>* function (**F3**). See Appendix A for codes that can be used in the Type and Fld fields of this form.

- **FGITBAL – General Ledger Trial Balance Form**

The FGITBAL form is used to obtain a trial balance for each fund for all accounts, account types, or account codes. Every account balance always displays a debit or credit indicator. Asterisks display if the account balance differs from the normal balance. This form allows you to drill down to detail activity. You may enter just a fund in the key block to see all general ledger accounts for a particular fund, or, to limit your query, enter an account type or account code; *<List>* (**F9**) is available on either field. You can drill down to the General Ledger Activity form (FGIGLAC) through the navigation frame options or *<Drill Down>* function (**F3**).

- **FGITBSR – Trial Balance Summary Form**

Use this form to query against a combination of a specific fund or fund type and a specific account or account type. For example, to see all asset type account

activity against Unrestricted Funds you would enter **10** in the Fund Type and **10** in the Asset Type fields. Drill down to the General Ledger Activity form (FGIGLAC) is available through the navigation frame options or *<Drill Down>* function (**F3**).

- **FGIGLAC – General Ledger Activity Form**

Use the General Ledger Activity form to view detailed transaction activity for General Ledger accounts by account number in an online summary.

General Encumbrance Query Forms

- **FGIENCD – Detail Encumbrance Activity Form**

This inquiry-only form displays all transactions posted against an encumbrance. *<List>* (**F9**) is available at the Encumbrance field. General Encumbrance, Requisition and Purchase Order documents can be viewed. This is a great form to quickly view the current status of an encumbrance.

- **FGIOENC – Organizational Encumbrance List Form**

Can aid you in encumbrance research. This form displays all transactions that have an encumbrance balance against a specified organization and fund code. Select the Query Detail Encumbrance Info option from the navigation frame to view the Detail Encumbrance Activity form (FGIENCD).

Chart of Account Hierarchy Query Forms

This menu has the necessary forms to allow you to view the roll up information on fund, organization, account, and program codes. Obtaining the roll up information will be helpful to you when executing queries using various General Accounting Query Forms.

- **FTIFNDH – Fund Hierarchy Query Form**

Use the Fund Hierarchy Query Form to obtain an online view of the hierarchical relationship between funds. Enter a low-level fund code (*<List>* (**F9**) is available) in the key block of FTIFNDH and *<Next Block>* (**Ctrl+Page Down**) to display all hierarchy, i.e., predecessor, information for that fund code.

- **FTIORGH – Organization Hierarchy Query Form**

Use this form to obtain an online view of the hierarchical relationship between organizations. Enter an organization code (*<List>* (**F9**) is available) in the key block of FTIORGH and *<Next Block>* (**Ctrl+Page Down**) to display all

hierarchy, i.e., predecessor, information for that organization code. The system will accept either high or low-level organization codes.

- **FTIACTH – Account Hierarchy Query Form**

Use the Account Hierarchy Query form to obtain an online view of the hierarchical relationship of defined accounts. Enter an account code (<List> **(F9)** is available) in the key block of FTIACTH and <Next Block> **(Ctrl+Page Down)** to display all hierarchy, i.e., predecessor, information for that account code. The system will accept either high or low-level account codes.

- **FTIPRGH – Program Hierarchy Query Form**

Use this form to obtain an online view of the hierarchical relationship between defined programs. Enter a program code (<List> **(F9)** is available) in the key block of FTIPRGH and <Next Block> **(Ctrl+Page Down)** to display all hierarchy, i.e., predecessor, information for that program code. The system will accept either high or low-level program codes.

Accounts Payable Query Forms

This menu has forms that allow you to investigate and research payment transactions, activities, and other related vendor data.

- **FAIVNDH – Vendor Detail History Form**

The Vendor Detail History form provides a list of vendor invoices, credit memos, and payment transactions for a specified vendor. A Selection drop down list allows you to query open, paid, credit memos, or all invoices. Once an option is selected you may perform additional queries on vendor invoice number, internal document number, and approved, c/m, o/p and canceled indicators. You may use the Navigation Frame options or <Drill Down> function **(F3)** to view the originating invoice information (FAINVE), or view the commodity line (FOICOMM). Move the cursor to the Check Number field and select "Detail" or use the <Drill Down> function **(F3)** to view the check information on FAICHKH.

- **FAICHKH – Check Payment History Form**

The Check Payment History form provides summary information about check transactions. Navigation Frame options allow you to drill down to FAINVE to view the originating invoice. You may use this form to view checks written for a vendor who has since terminated. <List> **(F9)** from the check number field takes you to the Check Number Validation form (FTICHKS).

- **FTICHKS – Check Number Validation Form**

The Check Number Validation form provides an on-line display of check transactions. To limit your query, use the check number, bank code, cancel indicator, check date, check amount, and/or check type. Navigation frame options and the *<Drill Down>* function (**F3**) allow you to drill down to the Check Payment History form (FAICHKH). The following codes can be used in the Check Type field of this form:

<u>Check Type</u>	<u>Description</u>
B	Batch
V	Void
O	On-Line
M	Manual

- **FAIINVE – Invoice/Credit Memo Query Form**

The Invoice/Credit Memo Query form provides commodity and accounting information for an existing invoice or credit memo. This form is inquiry-only and **must** be used to view a completed and approved document. Note: The commodity block will differ depending on the type of invoice (Regular or Direct Pay). *<List>* (**F9**) is available at the Document field, which takes you to the Invoice/Credit Memo List form (FAIINVL).

- **FAIINVL – Invoice/Credit Memo List**

The Invoice/Credit Memo List form provides a list of invoice transactions by a designated status: open, paid, suspense, or hold documents. To limit the information further you may query on invoice number, PO number, and encumbrance number, as well as the credit memo, complete, and approved indicators. *<List>* (**F9**) from the Invoice field will take you to the Invoice/Credit Memo Query form (FAIINVE), while *<List>* (**F9**) from the PO number field will take you to either the Purchase/Blanket/Change Order Query form (FPIPURR) or the Detail Encumbrance Activity form (FGIENCD). Follow the Auto Help instructions in the lower left corner of your Banner screen for additional navigation tips. Complete indicator **R** means awaiting receiving.

- **FAIIREC – Receiving/Matching Status Query Form**

The Receiving/Matching Status Query form displays invoices awaiting the receipt of goods (indicator of **R**). This form also displays the related purchase order and packing slip documents for the specified invoice. You may *<Drill Down>* (**F9**) to the Invoice/Credit Memo Query form (FAIINVE), the Purchase/Blanket/Change Order Query form (FPIPURR), and the Receiving Goods Query form (FPIRCVD). Query is available on the Payment Due, Invoice, and Invoice Date fields.

- **FPIIREC – Receiving/Matching Detail Query Form**

Use the Receiving/Matching Detail Query form to display quantity and amount information for invoice commodity records that are awaiting the receipt of goods. May be queried from the Receiving/Matching Status Query form (FAIIREC) or you may access it directly. You may drill down to the Invoice/Credit Memo List form (FAIINVL) or the Invoice/Credit Memo Query form (FAIINVE) through the Navigation Frame options or by following the Auto Hints in the lower left corner of your Banner screen. Query is available on the Invoice Number, Invoice Item, PO Number, and PO Item fields.

- **FOIDOCH – Document History Form**

This form is very useful in researching documents related to the **procurement process**. Activity for all related documents can be viewed. **General Encumbrance information cannot be viewed via this form**; instead use the Detail Encumbrance Activity form (FGIENCD). *<List>* (**F9**) is available at both the Document Type and the Document Code fields. Following are some common document types:

<u>Document Type</u>	<u>Description</u>
BID	Bids
CHK	Checks
INV	Invoices
ISS	Issues
PAK	Packing Slips
PO	Purchase Orders
REQ	Requisitions

- **FOIVEND – Vendor List Form**

Use this form to display a list of vendor codes defined to the system or to select vendors to associate or process through purchasing and payable transactions. This is an inquiry-only form. Another form to locate vendors is the Entity Name/ID Search form (FTIIDEN).

- **FAIVHIS – Vendor History Query Form**

Use this form to display vendor historical information by fiscal year. For example, you may only want to view historical information for a certain fiscal year, or you may want to view all years in which a certain vendor had more than a selected number of credit memos. Data available for viewing are credit memos, open invoices, and paid invoices. Enter a vendor or *<List>* (**F9**) to select a vendor code from the Entity Name/ID Search form (FTIIDEN). *<Next*

Block> (**Ctrl+Page Down**) to display the following information for the vendor by fiscal year:

- Total number and amount of credit memos
- Total number and amount of open invoices
- Total number and amount of paid invoices

To perform a query, <*Enter Query*> (**F7**) and enter values. You may use the percent sign (%) as a wild card or the less than (<) or greater than (>) symbols in the number and amount fields. <*Execute Query*> (**F8**) to view the requested information.

Use the <*Drill Down*> function (**F3**) or select View Credit Memos, View Open Invoices, or View Paid Invoices from the navigation frame options to view the invoice numbers and amounts for the invoices/credit memos that make up the total number and amount displayed for each fiscal year shown on the Vendor History Query form (FAIVHIS). <*Exit*> (**Ctrl+q**) to return to the Vendor History Query form (FAIVHIS).

Commodity Query Forms

- **FOICOMM – Commodities for Review Query Form**

The Commodities for Review Query form displays all the commodities for a specified procurement document. It is often accessed as a drill down from another form or via the <*List*> (**F9**) function on the Requisition, Purchase Order, and Invoice forms.

- **FOICTACT – Commodities and Accounting for Review Query Form**

The Commodities and Accounting for Review Query form displays the accounting distribution (FOAPAL information) for a given commodity for the specified document. It is often accessed via the **Account Data** link in the Options bar on the Requisition, Purchase Order, and Invoice forms.

Purchasing Query Forms

This menu has the necessary forms to allow you to investigate and research Purchase Orders and Blanket Orders.

- **FPIBLAR – Blanket Order Activity Form**

This inquiry-only form displays the various activities against an unfunded blanket. This includes call numbers, change orders, and invoices. The form displays the

remaining balance for the blanket. The ACTION field reflects the direction in which the transaction affects the remaining balance field. The PEND field indicates a 'Y' when the document awaits posting. Specific queries can be made against the Transaction Date, Type, Chg Seq, and Document Code fields.

- **FPIPURR – Purchase/Blanket/Change Order Query Form**

This inquiry-only form displays purchasing requisitions which are completed, approved, closed, cancelled, or in process. This includes purchase orders and related blanket or change order documents. All information contained in the original document will be displayed on this form. Use *<Next Block>* (**Ctrl+Page Down**) to move through each window. This form **must be** used to view a completed and approved purchase document.

- **FPIOPOF – Open Purchase Orders by FOAPAL Form**

This form provides a display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL). *<Next Block>* (**Ctrl+Page Down**) and a summary of purchase and commodity information for those purchase orders will display. Use Navigation Frame options or *<Drill Down>* function (**F3**) to view the Commodities for Review Query form (FOICOMM) or the Purchase/Blanket/Change Order Query form (FPIPURR).

- **FPIOPOB – Open Purchase Orders by Buyer Form**

This form displays open PO commodity lines by Buyer Code. Enter a valid buyer code in the BUYER field and *<Next Block>* (**Ctrl+Page Down**). Drill down is available through the Navigation Frame option or the *<Drill Down>* function (**F3**) to view the Purchase Order Validation form (FPIPOHD) or the Commodities for Review Query form (FOICOMM).

- **FPIOPOV – Purchase Orders by Vendor Form**

The Purchase Orders by Vendor form displays open purchase orders for a specified vendor. This form allows you to query by fiscal year (current year will default) any one of the following values: Open, Closed, Incomplete, or All. Within the detail block you may do additional queries on PO number (Code), Chg number, Unit of Measure (U/M) and Quantity. This form can also be used to search for a blanket order for a vendor (when creating a call).

USING FGIBDST – ORGANIZATON BUDGET STATUS FORM

This form shows the status of the budget for a particular department (Organization), including how much budget was assigned, how much has been spent, and how much is reserved or encumbered. The *<Drill down>* function (**F3**) can be used to see detailed information on transactions, encumbrance and budget summary.

The key block allows you to select various options to either limit or expand your view of budget information.

Establishing the Criteria to Query FGIBDST:

- Chart Chart of Accounts. Accept default of **B**.
- Fiscal Year Defaults to current year. Update to view data from a prior fiscal year.
- Index The University of Alaska does not use. Leave this field **blank**.
- Query Specific Account Checkbox defaults as unchecked to display multiple accounts. Select the box to view one single account. This field interacts with the Account and Acct Type fields.
- Include Revenue Accounts Checkbox defaults as selected (checked) to include Revenue Accounts. Uncheck box to exclude Revenue Accounts.
- Commit Ind Defaults to **Both** so that both committed and uncommitted transactions are displayed. Use drop down menu to select **Committed** (prior year transactions that have rolled into the new year) or **Uncommitted** (current year transactions or transactions from a restricted fund that rolled from a prior year).
- Orgn Enter the organization code of interest or *<List>* (**F9**) to choose an organization code from FTVORGN. Use *<Exit with Value>* (**Shift+F3**) to return an orgn from the list.
- Fund Enter the fund code of interest or *<List>* (**F9**) to choose a fund code from FTVFUND. Use *<Exit with Value>* (**Shift+F3**) to return a fund from the list.
- Program The program code of interest. This will default from the orgn code. You will change the program code when researching program code mismatches.

- Account Leave this value blank to view all activity of specified Orgn, or enter a specific account of interest.
- Acct Type Two-letter code to indicate a group of accounts. Account field must be blank if this field is valued.
- Activity The University of Alaska does not use. Leave this field **blank**.
- Location The University of Alaska does not use. Leave this field **blank**.
- *<Next Block>* (**Cntl+Page Down**) to move down to the lower or detail block which provides a summary of the adjusted budget, year-to-date activity, outstanding commitments (encumbrances and reservations) and available budget based upon your key block criteria. The *<Drill Down>* function (**F3**) can be used to view source documents or call other forms.
- To start over and enter another query, use the *<Clear Form; Rollback>* function (**Shift-F7**) to move back to the upper block. Be sure to change or clear left over orgn/fund/program values.

Navigating the Information in FGIBDST:

- Scroll through the various account lines using your up and down arrow keys.
- To view details of a specific account, use the *<Drill Down>* function (**F3**) to view the Detail Transaction Activity form (FGITRND).
- To view the detail of a specific field, *<Next Field>* (**Tab**) to the Adj Budget, YTD Activity, or Commitments column and use the *<Drill Down>* function (**F3**) to view the Detail Transaction Activity form (FGITRND).
- From FGITRND, selecting Navigation Frame options or the *<Drill Down>* function (**F3**) from any line will show the originating document.
- From FGITRND, selecting Navigation Frame options or the *<Drill Down>* function (**F3**) while on reservation/encumbrances will call the Encumbrance Activity form (FGIENCDC).
- To see a summary of the budget information, select Budget Summary Information from the Navigation Frame options. This function calls the Organization Budget Summary form (FGIBSUM).
- To see a list of all open encumbrances for the department, select Organization Encumbrances from the Navigation Frame. This function calls the Encumbrance List form (FGIOENC).

- To start over and query another department, use *<Clear Form; Rollback>* (**Shift+F7**) to move back to the key block.
IMPORTANT NOTE: This form and any called forms (via drill down) DO NOT necessarily show the available balance that Banner uses for budget checking. See FGIBAVL for budget checking.

Your actual available balance can be different from what appears on this form. Incomplete documents that contain account information **DO NOT** appear or calculate into the balances shown on FGIBDST. However, they **DO** calculate into the balances shown on FGIBAVL.

See Appendix C for examples of using the Organization Budget Status form (FGIBDST).

USING FGIBAVL – BUDGET AVAILABILITY STATUS FORM

This form will show how much budget is available for a particular department. This is the form that Banner checks for available budget. When you enter Requisitions, POs, Travel Encumbrances, etc., Banner will check FGIBAVL for available budget, and will not allow the document to be completed if funds are insufficient. The system does not check a particular account code, it checks all groups totaled together (see Account on page 16 for information on PLBUD, Budget Pooling Account). The key block allows you to enter departmental information.

Establishing the Criteria to Query FGIBAVL:

- Chart Chart of Accounts. Accept default of **B**.
- Fiscal Year Defaults to current year. Update to view data from a prior fiscal year.
- Index The University of Alaska does not use. Leave this field **blank**.
- Commit Ind Defaults to Both so that both committed and uncommitted transactions are displayed. Use drop down menu to select Committed (prior year transactions that have rolled into the new year) or Uncommitted (current year transactions or transactions from a restricted fund that rolled from a prior year).

NOTE: If a Fund 1 account is being reviewed, select **Uncommitted** since Banner only looks at current year money to determine sufficient funds.

- Fund Enter the fund code of interest or <List> (F9) to choose a fund code from FTVFUND. Use <Exit with Value> (Shift+F3) to return a fund from the list.
- Orgn Enter the organization code of interest or <List> (F9) to choose an organization code from FTVORGN. Use <Exit with Value> (Shift+F3) to return an orgn from the list.
- Account Type in the code PLBUD. This stands for Budget Pooling Account, meaning that you are asking for the total sum of money that is expendable for that orgn and fund. What is expendable is determined by the type of Fund number you are reviewing.

Fund 1 = 2000-> 8000 accts totaled (does not include labor)
Fund 2 = 1000-> 8000 accts totaled (includes labor)
- Program The program code of interest. This will default from the orgn code.
- <Next Block> (Cntl+Page Down) to move down to the lower or detail block. A single line is displayed with the Adj Budget (total available budget), YTD (Year-to-Date) Activity, Commitments (encumbrances and reservations), and Available Balance. This is the available budget for the designated department as reflected in Banner.
- To start over and query another department, use the <Clear Form; Rollback> function (Shift-F7) to move back to the upper block. Be sure to change or clear left over orgn/fund/program values.

Important Note: The Commitments column total includes both complete and *incomplete* documents. If a document is created on Banner but is not yet complete, it will not show up as a transaction line in any other budget form. However, the total amount of the accounting detail will be included in the Commitments column of FGIBAVL. If you see a discrepancy between your available balance on FGIBAVL and on any other budget form (i.e. FGIBDST), it may be that an incomplete document is responsible. *Incomplete documents decrease available balance.*

See Appendix C for examples of using the Budget Availability Status form (FGIBAVL).

Appendix A – Account and Rule Code Types and Field Values

Account Type is a two-digit field found in the key block of the Organization Budget Status (FGIBDST) and Executive Level Budget Status (FGIBDSR) forms. This code can be used to limit a query to a certain group of account codes. For example, to display only data on commodity transactions, the code **CM** can be entered in the key block along with the organization and fund codes. Following are a few of the more common codes used for low level queries.

<u>Account Type</u>	<u>Description</u>
PS	Personal Services
SB	Staff Benefits
TL	Travel
SV	Contractual Services
CM	Commodities
RS	Items for Resale
MS	Miscellaneous

Type is a four-character field located in the fourth column on the Detail Transaction Activity form (FGITRND). It displays the rule code that was used to process the transaction. A query can be run against this field. The first two characters used in naming the rule codes follow certain conventions. The following table describes some of the most common conventions. The XX's indicate that several different character combinations exist.

<u>Type</u>	<u>Description</u>
BDXX	Budget Transactions
CAXX	Contract Authorizations
CNXX	Cancelled Check Transactions
COXX	Change Order Transactions
DNXX	Check Transactions
DPXX	Direct Pay Encumbrances
ICXX	Invoice Cancellations
INXX	Invoice Transactions
JVXX	Journal Vouchers
LPXX	Limited Purchase Orders
PCXX	Petty Cash Reimbursements
POXX	Purchase Order Transactions
REXX	Requisition Transactions
TRXX	Travel Encumbrance
UTXX	Utility Encumbrance

Fld is a three-character field located in the seventh column on the Detail Transaction Activity form (FGITRND). It refers to the field in the ledger that was affected by the

transaction. Query is only available on this field if it is accessed via a drill-down from the Organizational Budget Status form (FGIBDST). Following are typical values:

<u>Fld</u>	<u>Description</u>
ENC	Encumbrance
OBD	Operating Budget
RSV	Reservation
YTD	Year to Date

Typical Type/Fld Combinations

Following are code combinations for some standard transactions. A single user entry may create several transactions in the system.

<u>Type</u>	<u>Fld</u>	<u>Description</u>	<u>Caused By</u>
REQP	RSV	Reservation – PR	Creation of a requisition
LP01	ENC	Limited Purchase Order	Creation of an LPO
DP01	ENC	Direct Pay Encumbrance	Creation of a Direct Pay
TR01	ENC	Travel Authorization	Creation of a Travel Encumbrance
POLQ	RSV	Liquidation of a Reservation	Creation of PO or cancellation of PR
PORD	ENC	Encumber a Purchase Order	Creation of a PO
INEI	ENC	Liquidate Encumbrance	Creation of an Invoice
DNEI	YTD	Check Payment w/Encumbrance	Payment of an Invoice
DNNI	YTD	Check Payment	Payment of Invoice w/o an Encumbrance
RCQP	RSV	Cancel Reservation	Cancel a Requisition
BD01	OBD	Budget Entries	Budget Transactions
JV01	YTD	Journal Voucher Entries	JV Transactions
CORD	ENC	Change Order	Entry of a Change Order

Document Type is a required field on the Document History (FOIDCH) and Document Retrieval Inquiry (FGIDOCR) forms in order to query a particular document. The values are:

<u>Type</u>	<u>Description</u>
CHK	Check
ENC	Manual Encumbrance
INV	Invoice
JV	Journal Voucher
PAK	Packing Slips
PO	Purchase Order
RCV	Receiving Documents
REQ	Requisition

Appendix B – Account Type Queries on the Organization Budget Status (FGIBDST) and Executive Summary (FGIBDSR) Forms

The Organization Budget Status (FGIBDST) and Executive Summary (FGIBDSR) forms provide query by account type along with other FOAPAL elements. The Account Type field is located beneath the Account Code field in the key block of the FGIBDST and FGIBDSR forms. Querying by Account Type will return data for all accounts with that account type.

On FGIBDST, after entering the appropriate Organization and Fund codes, you may query by account type alone, or refine your query using a combination of Account Code and Account Type. Using a specific account code query helps to optimize the query performance. The Query Specific Account Query option applies to either the Account Type or the Account Code.

On FGIBDSR you may query at a high level and see all accounts with account types at subordinate levels. High-level account types pertinent to departmental users are shown below. These levels are also sub-totaled on the Organization Budget Summary form (FGIBSUM).

<u>Account Type</u>	<u>Description</u>
50	Revenue
60	Labor
70	Expense
80	Transfer

Net totals are calculated differently based on the value of the Query Specific Account field. A relative query (the Query Specific Account field is unchecked) on FGIBDST or FGIBDSR calculates net totals as Revenue – (Labor + Expense + Transfers). A specific query (the Query Specific Account field is checked) displays the account codes that have activity inclusive to that account type; the net totals are a sum of the values displayed and are not a calculation.

Appendix C – Query Examples on the Organization Budget Status (FGIBDST) and Executive Summary (FGIBDSR) Forms

Optimize query performance by providing as many query variables as possible

Once a group of transactions has been retrieved with the drill down feature, further queries can be performed by doing a *<Clear Form/Rollback>* (**Shift+F7**) and then entering new query values.

Following are examples using the Organization Budget Status form (FGIBDST):

- 1) Display Adjusted Budget, year to date activity, reservations/encumbrances and available balance for all minor account codes with activity
 - a) Enter appropriate organization and fund codes in the key block
 - b) Execute the *<Next Block>* function

- 2) Display total adjusted budget, year to date activity, reservations/encumbrances and available balance for all commodity account codes with activity (including totals)
 - a) In the key block, enter organization and fund codes and type **CM** in the account type field
 - b) Execute the *<Next Block>* function

- 3) Display total adjustment budget, year to date activity, reservations/encumbrances and available balance for all contractual account codes with activity
 - a) In the key block, enter organization and fund codes and type **SV** in the account type field
 - b) Execute the *<Next Block>* function

- 4) Display all year to date activity in the 3774 account code
 - a) In the key block, enter the organization and fund codes and type **3774** in the account field and **SV** in the account type field
 - b) Execute the *<Next Block>* function
 - c) Use *<Next Record>* and *<Next Field>* functions to move the cursor to the 3774 account code line and year to date column
 - d) Select Transaction Detail Information from Navigation Frame

Following are examples using the Detail Transaction Activity Form (FGITRND):

- 1) Display all detail travel transactions with amounts greater than \$100.00
 - a) In the key block, enter the organization and fund codes
 - b) Execute the *<Next Block>* function
 - c) Type **2%** in the Acct field and **>100.00** in the Amount field
 - d) Execute Query

- 2) Display all contractual purchase order transactions with amounts greater than \$100.00
 - a) In the key block, enter the organization and fund codes
 - b) Execute the *<Next Block>* function
 - c) Type **3%** in the Acct field, **PO%** in the Type field, and **>100.00** in the Amount field
 - d) Execute Query

- 3) Display all purchase orders greater than \$100.00 currently encumbered in commodity account codes
 - a) In the key block, enter the organization and fund codes
 - b) Execute the *<Next Block>* function
 - c) Type **3%** in the Acct field, **PORD** in the Type field, and **>100.00** in the Amount field
 - d) Execute Query

- 4) Display all currently encumbered purchase orders in the equipment line item which are greater that \$650.00 and were entered in July
 - a) In the key block, enter the organization and fund codes, and **01** in the Period field (PD)
 - b) Execute the *<Next Block>* function
 - c) Type **5%** in the Account field, **PORD** in the Type Field, and **>650.00** in the Amount field
 - d) Execute Query

ADDITIONAL RESOURCES:

Complete detailed instructions for researching finance transactions and documents can be found on the web by selecting the Tips and Tricks link at <http://www.alaska.edu/financial-systems/banner/>

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