



Business Manager Update
Hosted by Financial Services

Wednesday, March 6, 2013
11:00 AM – 12:00 PM, CHHS 376

Topic: Banner Tips and Techniques

Agenda:

Introduction (Greg Verret)

I: Banner Navigation (Heather McLendon)

II: General Accounting Questions in Banner (Ron Sanders)

III: Budget-Related Reporting in Banner (Ken Smith, Scott Brechtel)

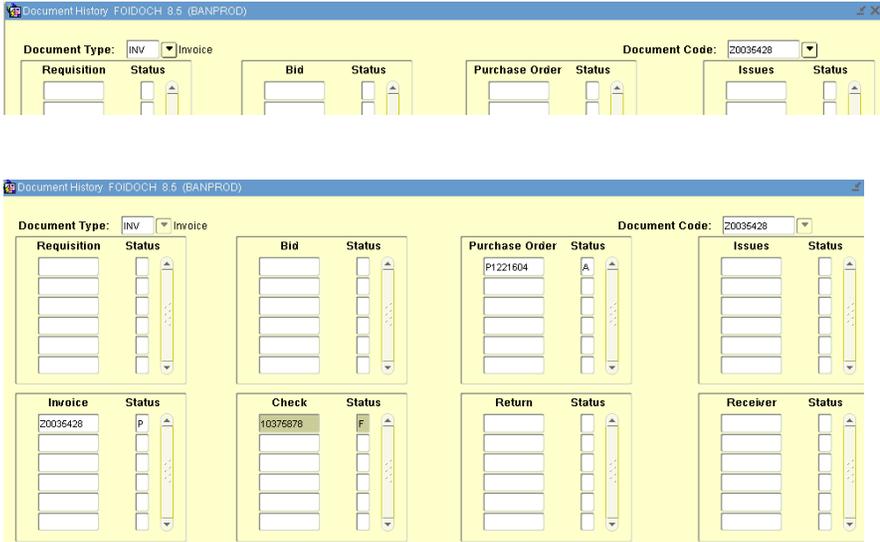
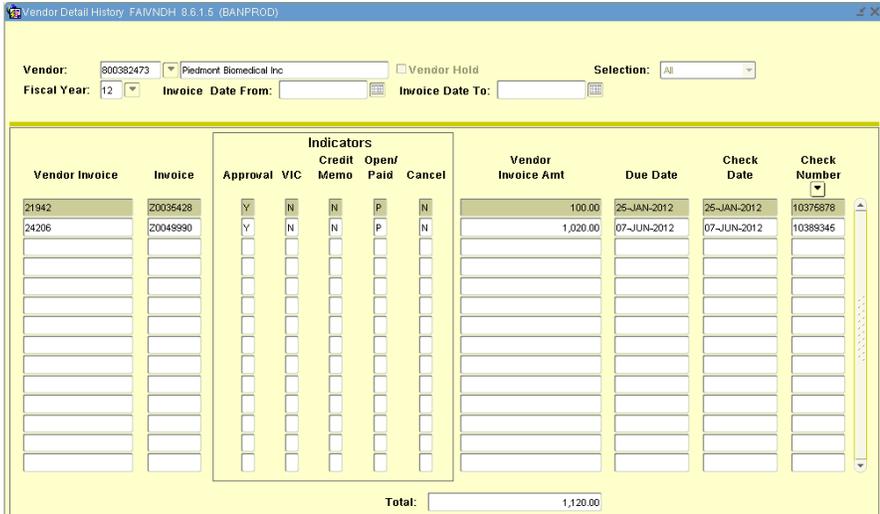
IV: Endowment-Related Reporting in Banner (Tracee Karlsson)

-- The following pages contain a summary of the steps discussed for each segment above --

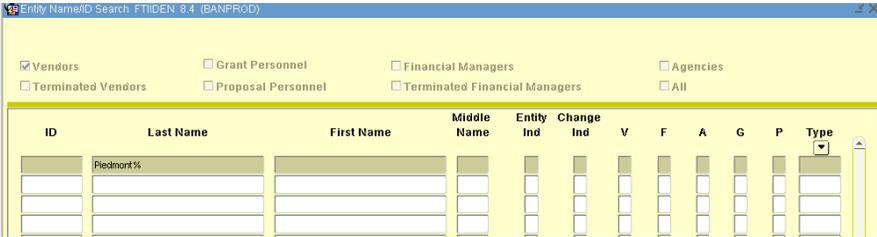
I. Banner Navigation

	Topic	Explanation
1	Where can I find the fund hierarchy to understand what funds are in which orgs?	<p>Refer to the Financial Data Administration (FDA) webpage: http://finance.uncc.edu/financial-data-administration-fda</p> <ul style="list-style-type: none"> • A report is not available that shows the funds by Org at this time, if you need this information, call HelpDesk and create a ticket OR • Query on FTMFUND by COA and enter the L5 Org code in the DEF_ORGN field.
2	How can I do a keyword search/build a query in Banner?	<ul style="list-style-type: none"> • If you can tab to the field, then you can use the '%' as a wildcard to perform word or numeric searches. • I.e., on FGITRND you can search Document numbers, descriptions, dates, Amounts, etc.
3	If I need detail about a transaction, expense, etc, what Banner screen should I use?	<ul style="list-style-type: none"> • It depends on the transaction, but when starting from FGITRND or FGIGLAC, with your cursor on the record line, choose Options menu, then "Query Document by Type". • If it is an invoice or purchase order, you will be taken to those query forms. • If it is a journal entry, starts with a 'J', you can contact Alice LaRocca. • If it is a fupload, starts with 'DL', on FGIDOCR for the document, in the "Document Reference" field there should be the phone extension of the contact person. • If it is a feed from an external system or another module in Banner, then it will depend on the source. I.e., if it is the Mail Center feed, or Telecom, then contact those offices directly. • If it is payroll transactions, the detail is found on the Labor Distribution Inquiry forms (NHIDIST) but specific "Position Control" access is needed for this.
4	If I need an exact balance, at a certain point in time, what Banner screen should I use?	<ul style="list-style-type: none"> • For a current Fund balance, use FGITBSR • Can query by period on FGITRND for transactions • There isn't the functionality to get a status as of a certain time online, so use FGRBDSC for Operating Ledger and FGRFAAC for General Ledger reports on eprint. (Note a Request for Product Enhancement exists with the vendor and is on the list to add at some point)
5	How do I identify rule codes, organizational codes, and other acronyms in Banner?	<p>Refer to the Financial Data Administration (FDA) webpage: http://finance.uncc.edu/financial-data-administration-fda</p> <p>The following are provided on the right side of the page:</p> <ul style="list-style-type: none"> • Organizational Codes • Range of Expenditure Account Numbers and Budget Pools • Rule Codes • UNC Charlotte Fund Type Descriptions • UNC Charlotte Fund Hierarchy

I. Banner Navigation

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<p>6 Is there an easy way to extract data from Banner into a spreadsheet which would save me from having to manually enter all of the information?</p>	<ul style="list-style-type: none"> On some key forms, the ability to perform a Data Extract is possible. To determine if the particular form is capable of Data Extract, go to the Help menu and look to see if either “Extract Data with Key” or “Extract Data No Key” options are enabled. If so, just choose the option desired (note the “Key” means the data typically at the top of the form used in your primary query). With Key includes that information, and with no Key doesn’t include it. If the particular form doesn’t have Data Extract enabled, contact the HelpDesk to request for us to determine if it is possible. Popup blockers must be turned off. If you hear a “blip” when you try to extra the data, hold the Ctrl key down at the same time. Any other problems with it, contact the HelpDesk. 																																												
<p>7 How do I look up payments, check numbers and amounts paid in one step?</p>	<ul style="list-style-type: none"> FOIDOCH 																																												
<p>8 How can I find out how much the University paid to a particular vendor for any given year?</p>	<ul style="list-style-type: none"> FAIVNDH  <table border="1" data-bbox="529 1535 1409 1923"> <thead> <tr> <th>Vendor Invoice</th> <th>Invoice</th> <th>Approval</th> <th>VIC</th> <th>Credit Memo</th> <th>Open/Paid</th> <th>Cancel</th> <th>Vendor Invoice Amt</th> <th>Due Date</th> <th>Check Date</th> <th>Check Number</th> </tr> </thead> <tbody> <tr> <td>21942</td> <td>20035428</td> <td>Y</td> <td>N</td> <td>N</td> <td>P</td> <td>N</td> <td>100.00</td> <td>25-JAN-2012</td> <td>25-JAN-2012</td> <td>10375878</td> </tr> <tr> <td>24206</td> <td>20049990</td> <td>Y</td> <td>N</td> <td>N</td> <td>P</td> <td>N</td> <td>1,020.00</td> <td>07-JUN-2012</td> <td>07-JUN-2012</td> <td>10389345</td> </tr> <tr> <td colspan="7">Total:</td> <td>1,120.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number	21942	20035428	Y	N	N	P	N	100.00	25-JAN-2012	25-JAN-2012	10375878	24206	20049990	Y	N	N	P	N	1,020.00	07-JUN-2012	07-JUN-2012	10389345	Total:							1,120.00			
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I. Banner Navigation

Topic	Explanation
9 Which is the best form to use to when trying to find out if an invoice has been paid?	<ul style="list-style-type: none"> • See number 7
10 How do I find a vendor's UNC Charlotte identification number?	<ul style="list-style-type: none"> • FTIIDEN  <ul style="list-style-type: none"> • Note a 'Y' in the "V" column  <ul style="list-style-type: none"> • You can also get there from FTMVEND, click on the drop down box for the "Vendor" field

II. General Accounting Reporting in Banner

	Topic	Explanation																																																																																																																												
1	How do I move an entire balance in an account from one fund to another? Do I have to do it line by line, or can I do it in one entry?	<p>You can make one entry to move the entire balance from one fund to another using a Journal Voucher.</p> <p>See the Journal Entry Guidelines on the General Accounting website (http://finance.uncc.edu/controllers-office/general-accounting), for instructions and guidance on how to do this. On page 7, there is specific guidance on what “supporting documentation for reclassifications and correcting entries” to include.</p>																																																																																																																												
2	How do I know if an account code was changed?	<p>An email is sent to the Admin Chat Room Listserv any time account code changes are made.</p> <p>If you would like a list of any of the past changes or have questions about a specific account code, you can contact the Senior Financial Reporting Accountant, Kim Seamans.</p>																																																																																																																												
3	How do I find out if a check payment to a vendor has been cashed?	<p>If the check has already come through the bank processes for the month, you can look in Banner to determine the status of the check. In FOIDoch, you can enter the check number and if there is an ‘F’ in the status, it has cleared the bank statement (updated monthly). Core banking (accessible to General Accounting staff) is updated every day as checks clear and also can provide copies of the front and back of the check (contact: Heather Banes).</p>																																																																																																																												
4	How do I determine if my fund has a debit or credit balance?	<p>To see a summary of your actual revenue and expense activity (your net change in activity) for the year, you can use FGIBDST. The net balance is shown in the “Net Total” row in the “YTD Activity” column. A negative balance is a debit balance on the General Ledger (GL); a positive balance is a credit balance. In Figure 1 below, the net year-to-date balance is -3,471.19, a debit balance on the GL.</p> <p>Fig. 1, FGIBDST:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: right;"> <thead> <tr style="background-color: #ffffcc;"> <th>Account Type</th> <th>Title</th> <th>Adjusted Budget</th> <th>YTD Activity</th> <th>Commitments</th> <th>Available Balance</th> </tr> </thead> <tbody> <tr><td>928030</td><td>E Telephone Service-Long Distan</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>928040</td><td>E Postage</td><td>0.00</td><td>15.98</td><td>0.00</td><td>-15.98</td></tr> <tr><td>928110</td><td>E MCD Allowances (via payroll)</td><td>0.00</td><td>240.00</td><td>0.00</td><td>-240.00</td></tr> <tr><td>928170</td><td>E Printing, Binding, & Duplicating</td><td>0.00</td><td>1,202.59</td><td>58.00</td><td>-1,258.59</td></tr> <tr><td>928180</td><td>E Repairs/Maint-Buildings</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>928380</td><td>E Advertising</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>930000</td><td>E Supplies Pool</td><td>-44,626.00</td><td>0.00</td><td>0.00</td><td>-44,626.00</td></tr> <tr><td>930250</td><td>E Educational Supplies</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>931100</td><td>E Office Supplies</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>942000</td><td>E EDP Equipment Pool</td><td>2,000.00</td><td>0.00</td><td>0.00</td><td>2,000.00</td></tr> <tr><td>944000</td><td>E Educational Equipment Pool</td><td>7,826.00</td><td>0.00</td><td>0.00</td><td>7,826.00</td></tr> <tr><td>952150</td><td>E Membership Dues</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr style="background-color: #ffffcc;"><td colspan="2">Net Total:</td><td>0.00</td><td>-3,471.19</td><td>68.00</td><td></td></tr> </tbody> </table> <p>If you want to see your fund’s GL balances, use FGITBSR. Alternatively, you can also use FGITBAL. This will show all of your Current Balances, along with whether that balance is a Debit or Credit. Note that you need to add accounts 79300 <i>Expenditure Control</i>, 79800 <i>Revenue Control</i>, and G33010 <i>Other Net Assets</i> to determine your fund’s current Net Asset balance. In Figure 2 below, the fund has a Net Asset credit balance of 2,040.44 (2,606.83 – 566.39).</p> <p>Fig. 2, FGITBAL:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ffffcc;"> <th>Account</th> <th>Description</th> <th>Beginning Balance</th> <th>Debit/Credit</th> <th>*</th> <th>Current Balance</th> <th>Debit/Credit</th> <th>*</th> </tr> </thead> <tbody> <tr><td>G11000</td><td>Intertund Claim On Cash</td><td>2,606.83</td><td>Debit</td><td></td><td>2,040.44</td><td>Debit</td><td></td></tr> <tr><td>G21100</td><td>Accounts Payable-Vendors</td><td>0.00</td><td>Credit</td><td></td><td>0.00</td><td>Credit</td><td></td></tr> <tr><td>79300</td><td>Expenditure Control</td><td>0.00</td><td>Debit</td><td></td><td>566.39</td><td>Debit</td><td></td></tr> <tr><td>G33010</td><td>Other Net Assets</td><td>2,606.83</td><td>Credit</td><td></td><td>2,606.83</td><td>Credit</td><td></td></tr> </tbody> </table>	Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	928030	E Telephone Service-Long Distan	0.00	0.00	0.00	0.00	928040	E Postage	0.00	15.98	0.00	-15.98	928110	E MCD Allowances (via payroll)	0.00	240.00	0.00	-240.00	928170	E Printing, Binding, & Duplicating	0.00	1,202.59	58.00	-1,258.59	928180	E Repairs/Maint-Buildings	0.00	0.00	0.00	0.00	928380	E Advertising	0.00	0.00	0.00	0.00	930000	E Supplies Pool	-44,626.00	0.00	0.00	-44,626.00	930250	E Educational Supplies	0.00	0.00	0.00	0.00	931100	E Office Supplies	0.00	0.00	0.00	0.00	942000	E EDP Equipment Pool	2,000.00	0.00	0.00	2,000.00	944000	E Educational Equipment Pool	7,826.00	0.00	0.00	7,826.00	952150	E Membership Dues	0.00	0.00	0.00	0.00	Net Total:		0.00	-3,471.19	68.00		Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*	G11000	Intertund Claim On Cash	2,606.83	Debit		2,040.44	Debit		G21100	Accounts Payable-Vendors	0.00	Credit		0.00	Credit		79300	Expenditure Control	0.00	Debit		566.39	Debit		G33010	Other Net Assets	2,606.83	Credit		2,606.83	Credit	
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III. Budget-Related Reporting in Banner

Topic	Explanation
1 Reporting > OTP	<p>This is related ONLY to General Fund budgets. Choose one of the following Banner forms:</p> <ul style="list-style-type: none"> • FGIBDSR (Executive Summary) <ul style="list-style-type: none"> ○ Organization can be at a “roll-up” level ○ Fund level = 110 (This is for all of your General Fund funds) ○ For OTP, use account 915000 (will be the first acct in your output) ○ Data extract if needed <ul style="list-style-type: none"> * <i>Make sure to uncheck the “Include Revenue Accounts” box</i> • FGIBDST (Organizational Budget Status) <ul style="list-style-type: none"> ○ Organization must be at Level 5 ○ Fund is optional, but if included, it must be at Level 5 <ul style="list-style-type: none"> ▪ Must be included to use F3 (transaction lookup) shortcut ▪ If not included, then output is for ALL fund types ▪ Suggest using Index code ○ Data extract if needed <ul style="list-style-type: none"> * <i>Make sure to uncheck the “Include Revenue Accounts” box</i> • FGIBAVL (Budget Availability Status) <ul style="list-style-type: none"> ○ Organization will populate based on Fund/Index selection ○ Fund is required <ul style="list-style-type: none"> ▪ Suggest using Index code ○ Account is required
2 How do I use FGIBAVL and FGIBDST reports to research transactions?	See #1 above.
3 Encumbrances – why is it there / when will it release / how can I research it?	<p>Encumbrances remain when all amounts on a PO have not yet been paid to the vendor. This can occur when an item either has not arrived or an item was invoiced at an amount less than was entered on the PO. Encumbrances on PO’s can be checked in Banner on FGIENCD or in 49er Mart using Document Search. If the encumbrance resulted from an item that is not going to be shipped then it can be cleared by completing a Change Request form in 49er Mart asking for the item to be cancelled. If the encumbrance resulted from an item that was invoiced for an amount less than was on the PO, an email can be sent to the Purchasing Agent requesting it be closed. Every Friday night all PO’s with a total encumbrance of \$5 or less close automatically.</p>

IV. Endowment-Related Reporting in Banner

	Topic	Explanation
1	How do I look up to see if a discretionary fund has a related foundation fund?	<ol style="list-style-type: none"> 1- Type FTMEELT in the Go To menu. 2- Hit F7 to start a query. 3- If the fund # that you are using is in Chart 1, type it in the Internal Code field. If it is Chart F or A, type it in the External Code field with an F- or A- at the beginning of the fund #. Ex: F-4XXXXX (Foundation) or A-4XXXXX (Athletics). 4- Hit F8 and the fields will populate. 5- The related fund # will populate in the opposite field that you typed the Fund # in (internal/external).
2	How do I use FTMEELT to determine the related foundation number? Also how do I use this info with FGITBSR to determine the true balance of endowments or discretionaries?	<ol style="list-style-type: none"> 1- Determine the related fund numbers by following the instructions for FTMEELT in #1. 2- Once the related fund # is known, check the balances in FGITBSR. 3- Type FGITBSR in the Banner Go To menu. 4- Enter the Chart of Account the fund is in (1-University, F-Foundation, A-Athletics) in the COA field. 5- Enter the fund # in the Fund field. 6- Enter the fiscal year in the Fiscal Year field. 7- Hit Ctrl + Page Down to populate data. 8- The Current Fund Balance will show at the bottom of the screen. 9- The fund has a positive balance if it has a Credit balance, and if the fund has a Debit balance it is in deficit. Combine the two balances to get the true fund balance.
3	How can I determine if my fund has a negative balance?	<ol style="list-style-type: none"> 1- Get the Current Fund Balance by using the FGITBSR instructions in #2. The fund has a positive balance if it has a Credit balance, and if the fund has a Debit balance it is in deficit. 2- If the fund has a related fund, add the balance of the related fund to get the true fund balance.
4	How do I make sense of the new ITF funds (134xxx) that were established as replacement to fee funds...why do the receipts show up the way they do, where they do, and why are the receipts posted as a (-) entry? It is confusing to most, when they are used to looking at operating "101" funds.	<p>The new ITF funds that begin with 134xxx are trust funds that were originally general funds. These funds should be interpreted the same as any other trust fund. Receipts are posted as a (-) entry because they are revenues to the fund which is booked as a credit in accounting (debits are positive and credits are negative). This can be confusing for non-accountants. The Current Balance in the FGITBSR is interpreted the same as described in #1: a Credit fund balance is positive, and a Debit balance means the fund is in deficit.</p>

IV. Endowment-Related Reporting in Banner

Topic	Explanation
<p>5 In endowment funds, how do I look up all related funds?</p>	<p>There is no way to get all related endowment funds in one place in Banner because they are usually under multiple charts of accounts. The best way to get most fund #'s for an endowment is by using FTVFUND:</p> <ol style="list-style-type: none"> 1- Type FTVFUND in the Banner Go To menu. 2- Hit F7 to start a query. 3- Type in the chart of accounts you want to search in (1-University, F-Foundation, A-Athletics). 4- Do a wildcard search by using a word or words in the endowment name with a % sign at the beginning and end. Ex: For the W H Cato Fellowship Fund (Foundation endowment), type F in the Chart of Accounts Field and %Cato% in the Title field. 5- Hit F8 to search. This will pull all funds with the word Cato in the name in Chart F. 6- This should give you all endowment fund #'s as well as the Foundation spending fund. You can use FTMEELT to search for the related spending fund, or you can use FTVFUND to search for %Cato% in Chart 1. The name of the fund should be the same for all fund #'s.



Business Manager Update Wednesday, March 6, 2013

Recently Updated Financial Services Resources

Financial Resources updated in October 2012 on General Accounting website:

<http://finance.uncc.edu/controllers-office/general-accounting>

- **Financial Management Guidelines**
for new Banner Fund Request form, addition of Banner Finance training info, new format, updated for new University policy numbers
- **Journal Entry Guidelines**
for expanded purpose/scope, roles and responsibilities, and guiding principles sections, updated Journal Entry matrix, addition of Banner Finance training info, new format, updated for new University policy numbers
- **Expense Account Codes** Listing, Expense Account Code Descriptions, and FAQs on Account Code Use
Notable new accounts: 928265 Repairs/Maint-Elevators; 930210 Unallowable F&A – Alcohol, 930250 Educational Supplies, 947341 Bldg Fixed Equipment/Signage-Noncap, 948355 Projects- Constr/Renov/Imprv-Captlize, 951250 Locksmith Services, 951260 FM Event/Staff Support, 951750 Student Entertainment Expenses
- New: **Summary of ARCHIBUS Account Codes**
for quick reference for Financial Account Managers (FAMs)

Other updates:

- **Purchasing Card Manual**, as of August 2012
<http://finance.uncc.edu/controllers-office/purchasing-card-program>
for additional information on card security and secure faxes
- **Fixed Assets Guide Book**, as of September 2012
<http://finance.uncc.edu/controllers-office/reporting-fixed-assets>
 - Also new: **Construction Projects: Asset Categories and Other Guidance**
to provide guidance to Facilities Mgmt. and other depts. on Construction Projects reporting
- **Travel Procedure Manual**, as of February 2013
<http://finance.uncc.edu/controllers-office/travel-complex-payments>
for guidelines regarding International Travel and Export Controls
- New: **eCommerce Requirements for Payment Card Processing**
<https://finance.uncc.edu/controllers-office/ecommerce>
- New: **Solving the Puzzle of Endowments** PowerPoint presentation
<http://finance.uncc.edu/treasury-services>

Under development:

- Policy 101.18, Gifts, Awards and Prizes