

Accounts Payable Training Banner Reports

Training Goal

- Be able to answer
 - How much have I spent
 - What else can I buy
- Track invoices and find check numbers and check dates



Ground Work...

- Banner access? There's a form for that.
- Reporting needs?
 - Ad hoc (screen view)
 - Actual report
 - Custom (excel)



More Ground work...

- Password
- Personal Menu
- Getting from one place to another
 - Go to
 - Rollback
 - Next block
 - Exit
 - Execute Query



Looking for Information

- Screen Shot (Banner Forms)
 - FGIBDST: Let's you know what is left in the account (budget status)
 - FGITRND: What has been spent
 - FOIDOCH: Look up payment info on an invoice
 - FGIOENC: Current open encumbrances/commitments



Looking for More Information

➤ Reports

◦ Paper

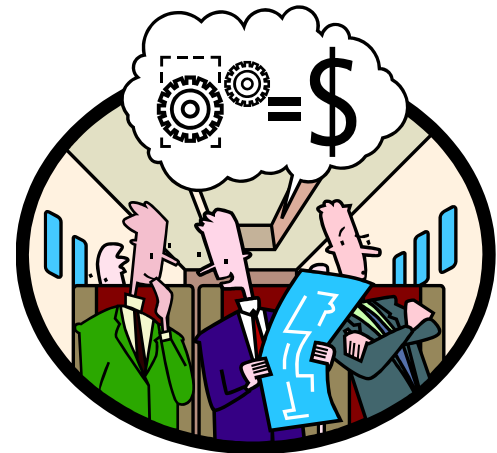
- FWRUABS: Account Budget Summary (big picture view)
- FYRODTA: Organization Activity Report (what behind the big picture)
- FYRGITD: Grant Inception to Date (big picture view)

◦ Excel Friendly

- FWRSUMM: Account Summary Budget Report
- FWRODTA: Detail Activity Report

➤ Other

- FTIIDEN: Vendor ID (case sensitive)



Screen View



Reports



Screen View



Type of Information	Operations	Endowed	Grants / Projects
Current Year Budget—remaining amount	FGIBDST	FGIBDST	FGIBDST
Current Year Detail	FGITRND	FGITRND	FGITRND
Available Balance Inception to Date (uncheck Rev Accounts)			FYRGITD
Detailed Transactions by Organization Report	FYRODTA	FYRODTA	FYRODTA
Account Budget Summary	FWRUABS	FWRUABS	FWRUABS
Excel Friendly Reports: Summary and Detail	FWRSUMM FWRODTA	FWRSUMM FWRODTA	FWRSUMM FWRODTA
MISC			
Specific inquiry: voucher or check	FOIDoch	FOIDoch	FOIDoch
Open encumbrances	FGIOENC	FGIOENC	FGIOENC
Vendor ID or T #	FTIIDEN	FTIIDEN	FTIIDEN

Banner Reports Available to All Users

(1 of 2)

- **FGRBDSC – Budget Status Current Period**
 - Parameters: Fiscal Yr, chart of accounts (always L), from fund, to fund, from org, to org, from account, to account, as of date, include accrual period (Y), print report totals (Y), print net totals (Y), commitment type indicator (leave blank).

- **FYRBDSC – Account Budget Summary**
 - Parameters: Fiscal Yr, chart of accounts (always L), from fund, to fund, from org, to org, from account, to account, as of date, include accrual period (Y), print report totals (Y), print net totals (Y), commitment type indicator (leave blank), exclude account from, exclude account to.

- **FGRODTA – Organization Detail Activity**
 - Parameters: Fiscal Yr, chart of accounts (always L), from fund, to fund, from org, to org, from account, to account, from date, to date, include accrual for last period (Y), print organization totals (Y), commitment type indicator (leave blank).

- **FYRODTA – Organization Detail Activity**
 - Parameters: fiscal year, chart of accounts (always L), from org code, to org code, from fund, to fund, from account, to account, exclude from account, exclude to account, from date, to date, include accrual for last period (Y), print organization totals (Y), commitment type (leave blank).



Banner Reports Available to All Users

(2 of 2)

- **FWRODTA – Detail Activity**
 - Parameters: fiscal year, chart of accounts (always L), from fund, to fund, from org, to org, from account, to account, exclude accounts from, exclude accounts to, program number from, program number to, processing date from, processing date to.

- **FWROLSM – Operating Ledger Summary**
 - Parameters: fiscal year, fiscal period, from fund, to fund, from org, to org, grant option (N).

- **FYRGITD – Grant Inception to Date Report**
 - Parameters: chart of accounts (always L), as of date, grant option, grant from, grant to, grant wildcards, specific grants, fund information, org from, org to, exclude account from, exclude account to.

- **FYRGLTA – General Ledger Detail Transactions**
 - Shows detail transaction for a fund.

- **FWR3YBC – Budget / Activity Summary for 3 year period.**



Good and Evil: Not what you think!

➤ When reviewing budgets for your operating orgs remember this:

- 5XXX Revenue accounts: NEGATIVE Available Balance GOOD
- POSITIVE Available Balance NOT GOOD

Acct	Acct Title	Adjusted Budget	Current Period	YTD Activity	Budget Reservations	Avail Bal
5084	Accounting Services	\$13,000.00	0	\$10,833.30	0	\$2,166.20
5085	P/R Advance fee	5,200.00	0	4,689.02	0	510.98
5087	Bank Service	13,000.00	0	14,762.50	0	-1,762.50
Total	Other Income	31,200.00	0	30,284.82	0	915.18

Not Good;
amount of
revenue short of
budget

Good: More
\$\$\$ rec'd than
\$13000
expected

Good and Evil – It's true!

➤ When reviewing budgets for your operating orgs remember this:

- 6XXX Labor accounts POSITIVE Available Balance GOOD
- and NEGATIVE Available Balance NOT GOOD
- 7XXX Expense accounts

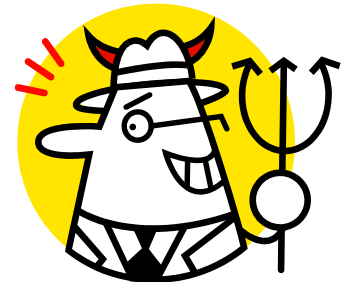
Acct	Acct Title	Adjusted Budget	Current Period	YTD Activity	Budget Reservations	Avail Bal
7024	Computer Product Serv	\$14,000.00	0	\$10,292.33	0	\$3,707.67
7026	Printing Services	3,000.00	0	3,545.39	0	-545.39
7038	R&DH Services	350.00	0	165.64	0	184.36
Total	Total Services	17,350.00	0	14,003.36	0	3,346.64

Not good! Spent too much.

Good, still have money left to spend for services

Know Your Report Numbers

	Accounts	Good Numbers	Bad Number
Total Revenue	5xxxx	Negative	Positive
Total Labor	6xxxx	Positive	Negative
Total Expense	7xxxx	Positive	Negative
Total Transfers	8xxxx, 9xxxx	Positive	Negative
Net		Negative (It's a good thing)	Positive (Not so good)



Appendix

1. Banner Transaction TYPES
2. Document Number Prefix Letters
3. Contact List



Appendix 1 : Banner Transaction TYPES

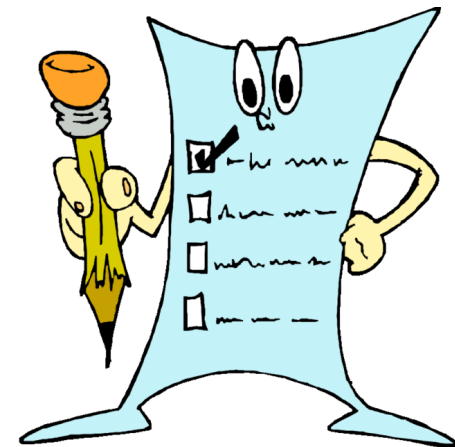
Type	Description
BD01	Budget amounts
CHGA	Student Charges Line A
CHGB	Student Charges Line B
CNNI	Check cancelled
CNNC	Cancel check – credit memo without encumbrance
CNEI	Cancel check – invoice with encumbrance
CORD	Change orders
CR05	Cash receipts
DNEI	Check payment of invoice
DNEC	Check – credit memo with encumbrance
DNNI	Check – invoice without encumbrance
DNNC	Check – credit memo without encumbrance
HGNL	Payroll
HGRB	Benefits
ICNI	Invoice cancelled
ICNC	Cancel credit memo without encumbrance

Type	Description
ICEI	Cancel invoice with encumbrance
ICEC	Cancel credit memo with encumbrance
INEI	Invoice entered - Related to purchase orders
INEC	Credit memo with encumbrance
INNC	Credit memo
INNI	Invoice - direct payment - no purchase order
JE16	Journal entry
L	AR Misc Transaction
PCRD	Purchase order cancelled
PORD	Purchase orders
REQP	Requisition – reservation.
RCQP	Cancel requisition
RENC	Roll encumbrance (from previous year)

Appendix 2: Document Number Prefix Letters

Begins With	Description/Source
	Common
V	Voucher / Accounts Payable
F	Entered by feed file, Payroll / SAO
K	Voucher, purchase order / Purchasing
J	Journal entries / Controller's office
SD	School Dude (work orders) / Fac Ops
S	P-Card / Travel Card / SAO refunds
BD	Budget entries / Controller's office
	Monthly Postings
SG	Printing and postage
MM	Metered mail
MP	Business reply and postage due
IN	Oberlin Inn
MS	Student mailroom
ST	Staples
SU	Student Union
SR	Stockroom
TA	STC long distance toll calls
TM	Telephone distribution

Begins With	Description/Source
	Misc
BT	Bank transfers / Controller's office
DA	Gifts / Development
GIP	Estimated earnings / Controller's office
UG	Hess Corp, gas / Fac Ops
UT	City of Oberlin, utilities / Fac Ops
SM	Standard monthly / Controller's office
PRT	Prorates / Controller's office



**Accounts Payable /
Student Loan
Repayment
Contact List**

Gerri Johnson, 440-775-5604
Accounts Payable Supervisor
grjohnso@oberlin.edu

Controller's Office Website
<http://new.oberlin.edu/office/controller/index.dot>

Lara Monyak, 440-775-5613
Lara.Monyak@oberlin.edu

Payroll advances and corrections
People
Rush / will calls

Karla Sanderson, 440-775-5611
Karla.Sanderson@oberlin.edu

Perkins and College Loan Program
Exit interviews
Loan repayments / collections

Debi Thomas, 440-775-5609
Debi.Thomas@oberlin.edu

College property payments
Travel advance reconciliations
Wire transfers

Melissa Wilson, 440-775-5605
Melissa.Wilson@oberlin.edu

Companies
Library
Local vendors
OBIE \$ payments
Shansi