



# Banner2000 Systems

WAYNE STATE  
UNIVERSITY

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## FBI Phone Tree

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Individuals with an asterisk (\*) next to their name are able to answer questions outside their area of expertise.

**IMPORTANT DATES – FY2001 YEAR END**  
**SEPTEMBER 30, 2001 FISCAL YEAR-END**

August 24	For General Funds, this is the last day to submit to Purchasing the purchase requisitions/change orders that can be charged to FY 2001.
August 31	Last day to submit journal entry requests to Accounting for FY 2001 processing for transactions posted through July 2001.
September 21	Disbursements documents cut-off date for items to be charged to FY 2001. This includes Petty Cash Reimbursements, SPAs, IRBs, and Travel Expense Reports.
September 21	Last day to submit journal entry requests to Accounting for FY 2001 processing for transactions posted in August 2001.
September 28	Last working day of the 2001 fiscal year. By 5:00 p.m., on this date, the following items must be submitted in order to be charged to FY 2001: <ul style="list-style-type: none"> <li>• LPOs and BPO releases must be created <b>and</b> authorized in PPS.</li> <li>• For the Designated and Expendable Restricted Funds, this is the last day to submit to Purchasing the purchase requisitions that can be charged to FY 2001.</li> </ul>
October 1	FY 2002 General and Auxiliary budgets will be updated to FMS.
October 2	Beginning today, when using the SCT Banner on-line inquiry forms to obtain FY 2000-2001 financial information, you must <u>manually</u> enter "01" in the "Fiscal Year" field of these forms.
October 1	Cash receipts to be posted to FY 2001 should be submitted to the Cashiers Office.
October 2	Last day to enter receiving report received dates in PPS for purchase order items received by September 30 <sup>th</sup> . This is critical because it allows the related costs to be posted to FY 2001.
October 5	Last day to feed PPS(A/P) to FY 2001.
October 12	Preliminary fiscal closing for FY 2001.
October 13	Encumbrances, related budgets and the outstanding general ledger balances at that point in time will be rolled forward. Note – these general ledger balances will still be subject to adjustment until the FY 2000-2001 fiscal closing is completed.
October 15	Beginning today, when using BAR reports to obtain <u>all</u> FY 2000-2001 financial information, you must enter "14" as the period on the reports that require you to input the period.
October 22	Last date to submit journal entry requests to Accounting for FY 2001 processing for September transactions and preliminary close entries.
November 9	Final fiscal closing for FY 2001.
TBA*	Roll-forward budget balances, including indirect cost return budget balances from FY 2001 to FY 2002.
*TBA - To be determined.	

## SEARCH FOR GRANT ACCOUNT

### **FOIDEN (*Personal Search Form*)**

Under last name - type name of person you are looking for

**F8** - Information will fill in

Copy ID# of person you want

**EXIT**

### **FRIPSTG (*Grant Personnel Inquiry Form*)**

In the first box next to *personal ID* type ID#

**CTRL/PAGE DOWN**

Put cursor under grant and tab down to the number you are looking for

Clicking grant lov button will take you to **FRAGRNT** screen

Grant # will appear in the grant box

**CTRL/PAGE DOWN**

Information will fill in

**EXIT** out of all open screens

### **FTMACCI (*Account Index Code Maintenance Form*)**

**F7**

In *fund* box type in grant code followed by % (wildcard)

**F8** - information will fill in

Check out *account index* box by moving the censor up and down

Info provided by this screen - index(es), fund, organization, & program codes

**EXIT**

### **FRMFUND (*Research Accounting Fund Maintenance Form*)**

Type fund # in fund box

**F8** - Information will fill in

Info provided by this screen - budget period

**EXIT**

## FMS Information

1. General Help Desk 577-4778
2. Technical Help/ACSC/Richard Lerman 577-5636

### Most Often Asked Question

1. Crosswalk for 6 digit FAS account number (FTMACCI)-this screen will list **fund code**.
2. Crosswalk for 4 digit FAS object code (FWMACCT)
3. Screen in Banner that is equivalent to 019 in FAS.
  - FGIBAVL - Budget Availability Status Form
  - FGIBDST = Organization Budget Status Form
  - FGIBSUM = Organization Budget Summary Form (best one to use)
4. Screen in Banner that is equivalent to 023 in FAS. (FGITRND)
5. How do I find my grant end date (FRMFUND)- you need a **fund code** touse this screen. See number "I."
6. Screen in Banner that is equivalent to 021 in FAS. (FGIOENC)
7. Screen to use to find department code (FWMORGN)- you need the first two digits of your organization code to use this screen. See number "I". You enter those two digits in the SCD field of this screen. Use the scroll bar to find the department you are looking for.
8. Screen used to create a budget reservation ie REQs or CORs (FPAREQN)
9. Screen used to do Encumbrances ie SPAs IRBs AARs TERs (FGAENCB)
10. Screen used to do Journal Vouchers ie SJVs (FGAJVCD)
  - ◆ Whenever you use rule codes E047 Or E057 to liquidate dollars you must use the (+) sign in the DC field. This will subtract. 11 LPO administrators - do not forget everything is now done in a "batch process" if you authorize an LPO then change the status to "I" to make a change you have to wait one day before you can authorize the LPO again.
11. How to remove a budget reservation/FPARDEL in "y" status from the system. (If you have incorrectly entered requisition information) Direct access form FPARDEL, enter the requisition number in the document number field hit your control and page down key. This will move you to the next block on that form. Go to your Tool Bar and click on **record**, then click on **remove**. The system will prompt you to click on **remove** again to verify you really want to delete the file. You will then get a system message "all records pertaining to this file have been deleted."
12. There is a new field in FMS 4.X that requires you to enter additional data in order to work. The field is **reason code**. You must type "NLR" in the reason code field, (the NLR code = no longer required will be used in the reason code field on FPARDEL until the Purchasing/Procurement component of FMS is installed.)
13. How to undo requisition/budget reservation entered through the encumbrance form/FGAENCB:

- ◆ Direct access form FGAENCB.
  - ◆ Enter the requisition number in the encumbrance number field then press your control and page down keys. (you will be in the encumbrance header box)
  - ◆ Press your control and page down keys again, (you will be in the transaction detail panel)
  - ◆ Go to the tool bar and click on record, (menu will open) click on remove.
  - ◆ The system will prompt you to click on record remove again to verify this is what you really want to do.
  - ◆ Now that you have removed the record from the wrong form you can exit this form and direct access FPAREQN to process the requisition.
14. Screen to use to review completed budget reservation/requisition before you make changes (FPIREQN).
  15. Screen to use to review completed encumbrance before you make changes (FGIENCD).
  16. To set up a query always press your F7 key before you enter any information on the form. After you have enter the necessary information press your F8 key to execute your query, (note, in some instances you only need to fill in certain information and press the control key and page down key at the same time to execute a query.

### **Key Points To Remember About Navigation In 4.X**

**Hyperlink Concept** = to replace your arrow right forward and backward keys and some of your control page down activity. It is a quicker more direct link to the next logical step/sequence.

Navigation Frame, File Menu, Vertical Toolbar and Keystroke Chart all have a new look but operate the same way.

In 4.X if you use your virtual calculator to calculate dollars on your transaction screen it will populate that information in the field for you.

## ENCUMBRANCE RULE CODES

The Rule Codes that were included in the FMS computer-based training (CBT) have been replaced with the codes listed below. You must use the Revised Rule Codes indicated below in the **Journal Type** field when posting, adjusting, and/or liquidating encumbrances to ensure that these transactions are accurately posted to the new system.

CBT Rule Code	Revised Rule Code	Usage in FMS	Banner FMS Form Affected
E010	SAME	Post an Original Encumbrance	FGAENCB
E020	E027	Adjust an Encumbrance	FGAJVCD
E037	E047	Post a Total Liquidation of an Encumbrance	FGAJVCD
E035	E057	Post a Partial Liquidation of an Encumbrance	FGAJVCD

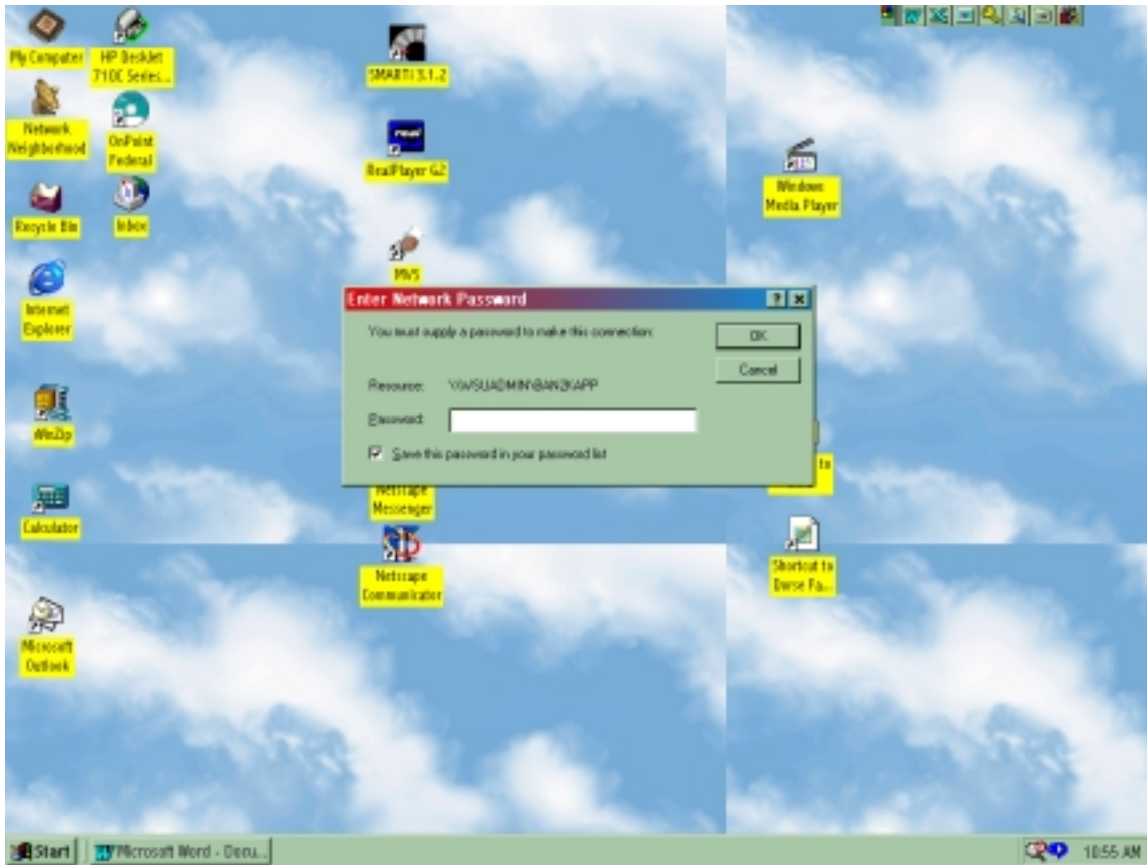
If you have any questions about how to use Banner FMS, please contact your Facilitator of Banner Instruction.

## FOAPAL String Quick Reference

Acronym	HHF^TfBH Chart of Accounts	^^Fund^-.^	IBHmBBH ^Organizational^	::;SAccountg&	^Program:fi@	^^^^^^^T^^^^^^^B	
Element							
Identifies		Where the money is drawn from	Budget unit of the School, College, Division or Department processing the Transaction	What Financial Activity is being recorded	Purpose of the transaction	N/A	Physical Location
Maximum # of Characters Per Field	1	6	6	6	6	6	6
Maximum Hierarchy Levels	None	5	8	4	5	None	5
Hierarchy Report Name	Chart of Accounts	Fund	Organization	Account	Program	None	Location
Banner 2000 Maintenance Form	FTMCOAS	FTMFUND	FTMORGN	FTMACCT	FTMPROG	FTMACTV	FTMLOC N
Banner 2000 Hierarchy Form	None	FGQFNDH	FGQORGH	FGQACTH	FGQPRGH	None	FGQLOC N
Subsidiary Ledger	Required Defaults	Required Defaults	Required Defaults	Required User	Required Defaults	Optional	Optional
Valid String Combinations							
General Ledger	Required Defaults	Required Defaults	Optional	Required User	Optional	Optional	Optional
Valid String Combinations							

## Having trouble Connecting to Banner?

If the following dialog box appears on your screen when you try connecting to Banner....



### Follow these steps....

- 1) Cancel “Enter Network Password”, and **right** click on the icon that says “Network Neighborhood.”
- 2) Select “Map Network Drive.”
- 3) On the “Map Network Drive” dialog box, type **\\wsuadmin\YOURemailaddress** in the **path** field and make sure the box is checked for “reconnect at logon” and then click OK.
- 4) Once you are asked to provide your password, type in your **EUDORA** password and click OK.
- 5) If any screens appear, close out of them, and if not, click on the Banner icon and you're all set!!☺

# Quick-Reference Procedures

## Purchase Requisitions

### Purchase Requisition: Creating

#### STEP 1: FPAREQN

- A. Open form **FPAREQN**.
- B. In the **Requisition** box, type Purchase Req number, then click the Requestor/Delivery Information link.
- C. Tab to the **Delivery Date** box. Type desired delivery date.
- D. Tab to the **Requestor** box. Type the name of the vendor, the person ordering, and what they ordered.
- E. In the **COA** box, type W.
- F. In the **Organization** box, type your Organization Code.
- G. Tab to the Ship To box. Type WSU.
- H. In the **Attention To** box, type the person receiving order.

#### STEP 2: FOAPOXT

- A. Click the Document Text link.
- B. Under **Text**, click into the first line and type a description.
- C. When you're done typing, click the Save icon.
- D. Click the Exit icon.

#### STEP 3: FPAREQN

- A. Click the Commodity/Accounting Information link.
- B. In the **Comm** box, type IMISC.
- C. Tab to the **Quantity** box. Type 1L
- D. In the **Unit Price** box, type the grand total of your order.
- E. In the next block, type the Index Code into the **Index** box.
- F. Tab to the **Acct** box. Type in the Account Code.
- G. Tab to the **Ext** box in the **USD** column. Type the amount to be paid from the Account Code you just entered.

*[For Multiple Distributions, see the special section below.]*

#### STEP 4: FOICACT

- A. Click the Review Accounting Information link. Check info.
- B. Click Exit icon.

### Purchase Requisition: Canceling

#### STEP 1: FPARDEL

- A. **Open** form **FPARDEL**.
- B. In the **Request Code** box, type the Purchase Req number Go to the next block.
- C. Click the Access Cancel Date link.
- D. In the **Cancel Date** box, FMS already has today's date. Click the Process Cancellation link

### Purchase Requisition: COR Adjustment (INCREASES ONLY)

#### STEP 1: FPAREQN

- A. Open form **FPAREQN**.
- B. In the **Requisition** box, type the COR number, then click the Requestor/Delivery Information link.
- C. Tab to the **Delivery Date** box. Type desired delivery date.
- D. Tab to the **Requestor** box. Type in the following searchable information: P.O. #/Your Initials/Vendor Name.
- E. In the **COA** box, type W.
- F. In the Organization box, type your Organization Code.
- G. Tab to the Ship To box. Type WSU.
- H. In the Attention To box, just type your name.

#### STEP 2: FOAPOXT

- A. Click the Document Text link.
- B. Under **Text**, click into the first line and type the reason a Change Order was needed. Include the P.O.#.
- C. When you're done typing, click the Save icon.
- D. Click the Exit icon.

#### STEP 3: FPAREQN

- A. Click the Commodity/Accounting Information link.
- B. In the **Comm** box, type MISC.
- C. Tab to the **Quantity** box. Type 1
- D. In the **Unit Price** box, type the amount of the COR.
- E. Go to next block. Tab to the **Index** box & type Index Code.
- F. Tab to the **Acct** box. Type in the Account Code.
- G. Tab to the **Ext** box in the **USD** column. Type COR amount.

#### STEP 5:FPAREQN

- A. Click the [Balancing/Completion](#) link.
- B. If you want to pause the order, click the **In Process** button.
- C. Click the **Complete** button to finish the order. [Click "Yes" when the vendor warning pops up.]

#### STEP 4: FOICACT

- A. Click the Review Accounting Information link. Check info.
- B. Click Exit icon.

#### STEP 5: FPAREQN

- A. Click the [Balancing/Completion](#) link.
- B. If you want to pause the COR, click the **In Process** button.
- C. Click the **Complete** button to finish the order

## Encumbrances

### Encumbrance: Creating

#### STEP 1: FGAENCB

- A. Open form **FGAENCB**.
- B. In the **Encumbrance Number** box, type encumbrance #.
- C. Go to the next block.
- D. In the **Encumbrance Title** box, type a description.
- E. In the **Document Total** box, type the grand total.
- F. In the **Transaction Date** box, type the effective date.
- G. At **Encumbrance Type**, click "Encumbrance".
- H. Tab to **Date Established**. Should be today's date.

#### STEP 2: FOATEXT

- A. Click the [Document Text](#) link.
- B. Under **Text**, click into the first line and type a description.
- C. When you're done typing, click the Save icon.
- D. Click the Exit icon.

#### STEP 3: FGAENCB

- A. Click the [Transaction Detail Info](#) link
- B. Tab to the **Journal Type** box. Type E010.
- C. Tab to the **COA** box. Type W.
- D. In the **Index** box, type the Index Code.
- E. Tab to the **Acct** box. Type in the Account Code.
- F. Tab to the **Percent** box. Type 100.

### Encumbrance: Canceling

#### STEP 1: FGIENCD

- A. Open form **FGIENCD**.
- B. In the **Encumbrance** box, type the document number.
- C. Go to the next block.
- D. Copy down the **Sequence, Index, Acct, & Balance** numbers for each distribution you want to cancel.
- E. Click the Exit icon

#### STEP 2: FGAJVCD

- A. Open form **FGAJVCD**.
- B. Go to the next block.
- C. Tab to the **Document Total** box. Type the current total of the encumbrance you are canceling.

#### STEP 3: FGAJVCD

- A. Click the [Transaction Detail Info](#) link.
- B. Tab to the **Journal Type** box. Type E047.
- C. In the **COA** box, type W.
- D. In the **Index** box. Type the Index Code.
- E. Tab to the **Acct** box. Type the Account Code.
- F. Tab to the **Amount** box. Type the total amount of the encumbrance you are canceling.
- G. In the **DC** box, type a + sign.
- H. In the **Description** box, give reason for cancellation.
- I. Tab to the **Encumbrance #** box. Type document number.
- J. In the **Item** box, type 0.
- K. In the **Seq** box, type the Sequence number (from Step 1).
- L. In the **Action** box, click "Total" on the drop-down menu.

#### STEP 4: FGAENCB

- A. Click the Access Completion link.
- B. If you want to pause the order, click the **In Process** button.
- C. Click the **Complete** button to finish the order.

### Encumbrance: Adjusting

#### STEP 1: FGIENCD

- A. Open form **FGIENCD**.
- B. In the **Encumbrance** box, type the document number.
- C. Go to the next block.
- D. Copy down the **Sequence, Index, & Acct** numbers for the accounting distribution you want to adjust.
- E. Click the Exit icon.

#### STEP 2: FGAJVCD

- A. Open form **FGAJVCD**.
- B. Go to the next block.
- C. Tab to the **Document Total** box. Type adjustment amount.

#### STEP 3: FGAJVCD

- A. Click the Transaction Detail Info link.
- B. Tab to the **Journal Type** box. Type £027.
- C. Tab to the **Index** box. Type the Index Code.
- D. Tab to the **Acct** box. Type the Account Code.
- E. Tab to the **Amount** box. Type adjustment amount.
- F. In the **DC** box, type +. if adjustment increases the total, and - if adjustment decreases the total.
- G. In the **Description** box, give reason for adjustment.
- H. Tab to the **Encumbrance #** box. Type document number.
- I. In the **Item** box, type 0.
- J. In the **Seq** box, type the Sequence number (from Step 1).
- K. In the **Action** box, click "Adjustment" on drop-down menu.

#### STEP 4: FGAJVCD

- A. Click the Access Completion link.
- B. If you want to pause the order, click the **In Process** button.
- C. Click the **Complete** button.

- M. If the encumbrance has more than one distribution, repeat letters B. through L. for each. Save after each one.

#### STEP 4: FGAJVCD

- A. Click the Access Completion link.
- B. If you want to pause the order, click the **In Process** button.
- C. Click the **Complete** button to finish the order. [Copy Journal Voucher # from Auto Hint bar.]

# BAR V4 NEW MENU LOOK



## BANNER ADHOC REPORTS (BAR) VERSION 4 JOB AID

### Operating Statements - Summary

#### HOW THESE REPORTS ARE USED:

BAR006A, BAR006B(1), BAR006B(2), BAR006(D) and BAR006H are similar to FAS FBM090 – Account Statement Summary for the Period mm/dd/yy through mm/dd/yy. These reports provide financial summary information from the operating ledger based on either a fund and/or organization code. BAR006C and BAR006C(1) are similar to FAS FBM095 – Summary Report in Whole Dollars for mm/dd/yy for a fund code (Note: the last four digits in the General Fund code are the FAS boardline number). BAR006E and BAR006F are also similar to FAS FBM090 except that the financial summary information is sorted by Fund Type 2 level. BAR006G is similar to FAS FBM095 – Subcode Summary Audit Report for mm/dd/yy. BAR006I, BAR006J and BAR006K were developed to include cost sharing FOAPAL's that are part of the General Fund current budget activity. These reports are similar to the FAS reports sorted by the boardline.

<u>REPORT NAME</u>	<u>TITLE OF BANNER AD-HOC REPORT</u>	<u>PARAMETERS</u>
BAR006A	Account Statement Summary for SCD by Period	1) Fiscal Year 2) Fiscal Period 3) SCD Code FSYR_CODE_KEY FSPD_CODE_KEY ORGN_CODE_4
BAR006B(1)	Account Code Summary Report by Dept by Period	1) Fiscal Year 2) Fiscal Period 3) Department Code FSYR_CODE_KEY FSPD_CODE_KEY ORGN_CODE_6
BAR006B(2)	Account Code Summary Report by Dept by Period	1) Current Fiscal Year 2) Fiscal Period 3) Department Code FSYR_CODE_KEY FSPD_CODE_KEY ORGN_CODE_7
BAR006C	Account Code Summary Report by Fund by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Fund Code FSYR_CODE_KEY FSPD_CODE_KEY FUND_CODE_KEY
BAR006C(1)	Account Code Summary Report by Fund Rollup by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Fund Code FSYR_CODE_KEY FSPD_CODE_KEY FUND_CODE_KEY
BAR006D	Account Code Summary Report by Data Enterable Fund/Orgn by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Fund Code 4) Data Enterable Org FSYR_CODE_KEY FSPD_CODE_KEY FUND_CODE_KEY ORGN_CODE_KEY
BAR006E	Account Code Summary Report by Org within Fund Type 2 by Period	1) Current Fiscal Year 2) Fiscal Period 3) SCD Rollup FSYR_CODE_KEY FSPD_CODE_KEY ORGN_CODE_3
BAR006F	Account Code Summary Report by Fund within Fund Type 2 by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Fund Code FSYR_CODE_KEY FSPD_CODE_KEY FUND_CODE_KEY
BAR006G	Rollup Summary of Account Codes by Fund by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Fund Code FSYR_CODE_KEY FSPD_CODE_KEY FUND_CODE_KEY

## Operating Statements – Summary Continued

BAR006H	Account Code Level 1 Summary Budget Balances by Fund by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Fund Code	FSYR_CODE_KEY FSPD_CODE_KEY FUND_CODE_KEY
BAR006I	Boardline Rpt by Fund/Orgn/Prgm/Locn	1) Current Fiscal Year 2) Fiscal Period 3) SCD Rollup	FSYR_CODE_KEY FSPD_CODE_KEY ORGN_CODE_3
BAR006J	Boardline Rpt by Fund Code	1) Current Fiscal Year 2) Fiscal Period 3) SCD Rollup	FSYR_CODE_KEY FSPD_CODE_KEY ORGN_CODE_3
BAR006K	Rollup Boardline Rpt	1) Current Fiscal Year 2) Fiscal Period 3) SCD Rollup	FSYR_CODE_KEY FSPD_CODE_KEY ORGN_CODE_3

## Operating Statements – Detail

**HOW THESE REPORTS ARE USED:** Similar to FAS FBM091 – Report of Transactions for the Period mm/dd/yy to mm/dd/yy. These reports provide detail transactions from the operating ledger.

<u>REPORT NAME</u>	<u>TITLE OF BANNER AD-HOC REPORT</u>	<u>PARAMETERS</u>
BAR005	OPAL Detail Transactions by Orgn by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Org Code
BAR005A	OPAL Detail Transactions by Fund by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Fund Code
BAR005B	OPAL Detail Transactions by Fund/Orgn	1) Current Fiscal Year 2) Data Enterable Fund Code 3) Data Enterable Org Code
BAR005C	OPAL Detail Transactions by Fund/Orgn by Period	1) Current Fiscal Year 2) Fiscal Period 3) Data Enterable Fund Code 4) Data Enterable Org Code

## **Chart Of Indexes**

HOW THESE REPORTS ARE USED: BAR001A, BAR001B, and BAR001C are similar to FBM040 – Chart of Accounts. These reports provide attribute information based on the Index and its translation to the FOPAL (fund, organization, program, activity and location) for a SCD Rollup. BAR001D report shows fund and organization hierarchy levels based on an Index for a SCD Rollup.

<u>REPORT NAME</u>	<u>TITLE OF BANNER AD-HOC REPORT</u>	<u>PARAMETERS</u>
BAR001A	Chart of Indexes by Index Within SCD Rollup	1) SCD Rollup                      L3_ORGN_CODE
BAR001B	Chart of Index SCD Rollup	1) SCD Rollup                      L3_ORGN_CODE
BAR001C	Grant Indexes	1) SCD Rollup                      L3_ORGN_CODE
BAR001D	Chart Level Reference	1) SCD Rollup                      L3_ORGN_CODE

## **General Ledger**

HOW THESE REPORTS ARE USED: BAR004A is similar to FBM091 – Report of Transactions for the Period mm/dd/yy through mm/dd/yy and includes all financial detail transaction from the general ledger based on a fund code. BAR004B is similar to FAS FBM090 – Account Statement Summary for the Period mm/dd/yy through mm/dd/yy and includes financial summary information from the general ledger based on a fund code.

<u>REPORT NAME</u>	<u>TITLE OF BANNER AD-HOC REPORT</u>	<u>PARAMETERS</u>
BAR004A	GL Detailed Transactions by Fund	1) Current Fiscal Year              FSYR_CODE 2) Data Enterable Fund Code      FUND_CODE_KEY
BAR004B	GL Summary	1) Current Fiscal Year              FSYR_CODE 2) Data Enterable Fund Code      FUND_CODE_KEY

**Research/Project Acctg.**

HOW THESE REPORTS ARE USED: BAR007A is similar to FAS FBM090 – Account Statement Summary for the Period to mm/dd/yy through mm/dd/yy. This report provides summary inception to date financial information from the grant ledger based on a particular grant code or for distribution purposes based on an organization code. BAR007B is similar to FAS FBM091 – Report of Transactions for the Period mm/dd/yy through mm/dd/yy. This report provides inception to date detail transaction activity from the grant ledger based on a particular grant code or for distribution purposes based on an organization code. BAR007C gives the capability for end users to be informed of the budget end dates of grants based on their school/college/division level. BAR007D and BAR008E provide a list of the grants from where the indirect costs are being allocated to an indirect cost return fund/organization revenue account code.

<u>REPORT NAME</u>	<u>TITLE OF BANNER AD-HOC REPORT</u>	<u>PARAMETERS</u>
BAR007A	Research Accounting Summary	1) Grant Code GRANT_CODE
BAR007A	Research Accounting Summary FOR DISTRIBUTION PURPOSES	1) Data Enterable Org Code ACCI_ORGN_CODE
BAR007B	Research Project Accounting Detail Transactions	1) Grant Code GRANT_CODE
BAR007B	Research Project Accounting Detail Transactions FOR DISTRIBUTION PURPOSES	1) Data Enterable Org Code ACCI_ORGN_CODE
BAR007C	Project Budget End Date Info L3 Orgn	1) SCD Rollup Code L3_ORGN_CODE 2) Beginning Budget End Date BUDGET_END_DATE = Between 3) Ending Budget End Date [Beginning Budget End Date] and [Ending Budget End Date]
BAR007D	IDC Allocation Monthly Totals by Grant Fund	1) Fiscal Year FRRGRNC.FSYR_CODE 2) Indirect Cost Fund FRRGRNC.FUND_CODE 3) Organization Code FRRGRNC.ORGN_CODE
BAR007E	IDC Allocation Cumulative Summary by Grant Fund	1) Fiscal Year FRRGRNC.FSYR_CODE 2) Indirect Cost Fund FRRGRNC.FUND_CODE 3) Organization Code FRRGRNC.ORGN_CODE

## Comparative Statements

HOW THESE REPORTS ARE USED: BAR002 is similar to FAS FBM052 - Comparative Statement of Account based on S/C/D rollup. BAR003A and BAR003B are similar to FBM061- Subsidiary Ledger Summary for mm/dd/yy. BAR003A includes Fund Type Level 2 sorting.

<u>REPORT NAME</u>	<u>TITLE OF BANNER AD-HOC REPORT</u>	<u>PARAMETERS</u>
BAR002	Comparative Operating Statement Current vs. Prior FY by Period	1) Current Fiscal Year      FSYR_CODE_KEY 2) Fiscal Period              FSPD_CODE_KEY 3) SCD Rollup                ORGN_CODE_3
BAR003A	Comparative Operating Statement by Fund Type Within SCD by Period	1) Current Fiscal Year      FSYR_CODE_KEY 2) Fiscal Period              FSPD_CODE_KEY 3) SCD Code                 ORGN_CODE_4
BAR003B	Comparative Operating Statement by SCD by Period	1) Current Fiscal Year      FSYR_CODE_KEY 2) Fiscal Period              FSPD_CODE_KEY 3) SCD Code                 ORGN_CODE_4

## Commitments

HOW THESE REPORTS ARE USED: BAR008A and BAR008B were designed to give end users the capability to determine what commitments are still open and what commitments have been liquidated (i.e., a zero balance in the commitment column of the report means that the commitment has been fully liquidated).

<u>REPORT NAME</u>	<u>TITLE OF BANNER AD-HOC REPORT</u>	<u>PARAMETERS</u>
BAR008A	Commitments by Fund/Orgn	1) Current Fiscal Year      FSYR_CODE_KEY 2) Data Enterable Fund Code      FUND_CODE 3) Data Enterable Org              ORGN_CODE
BAR008B	Commitments by Fund/Orgn/Account Code	1) Current Fiscal Year      FSYR_CODE_KEY 2) Data Enterable Fund Code      FUND_CODE 3) Data Enterable Org              ORGN_CODE 4) Account Code                      ACCT_CODE

# MOST FREQUENTLY USED OBJECTIVE CODES

## MOST FREQUENTLY USED OBJECT CODES BANNER 2000

### INTERNAL REQUISITIONS

OLD SYSTEM	BANNER 2000	
FAS	FMS	DESCRIPTION
6710	76534	SURVEY + TESTING FEES
7420	7215	POSTAGE
7520	721Y2	MEDIA SERVICES
7523	721Y31	MCGREGOR-FOOD-BEVERAGE
7525	721Y32	MCGREGOR-CONERENCE FEE
7555	721Y8	PR,DUP+ADD-INTER. DEPT. SUPPL
7570	721YA	STOREROOMS
7575	721YB	COUNSELING + TESTING
7590	721YZ	OTHER UNIV.SERVICE CENTERS
7610	72164	OTHER SUPPLIES AND MATERIALS
7611	72161	OFFICE SUPPLIES

### SPECIAL PAYMENT AUTHORIZATIONS

OLD SYSTEM	BANNER 2000	
FAS	FMS	DESCRIPTION
7310	72131	HONORARIUMS
7320	72132	CONSULTING SERVICES
7390	72133	OTHER SERVICES
7625	7218	SUBS.+BOOKS+PERIODICALS-NON LIBRARY
7930	72113	OTHER MEMBERSHIP DUES
7935	72111	CIVIC COMMUNITY SOCIETY DUES
7945	721J2	OTHER MOVING EXPENSES
7990	729	MISCELLANEOUS
8150	7731	RECRUITMENT
8155	7732	RECEPTIONS
8157	7733	GROUP-TRAINING +DEVELOPMENT
8160	7734	OTHER BUS REL ENTERTAINMENT+MEALS

### PURCHASE REQUISITIONS

OLD SYSTEM	BANNER 2000	
FAS	FMS	DESCRIPTION
6110	711	CAPITALIZABLE EQUIPMENT (OVER \$500)
6610	765321	CONSULTANTS FEES
6620	765322	CONSULTANTS REIMBURSABLES
7410	72143	EQUIPMENT
7615	72163	COMPUTER SOFTWARE
7721	*721E1	PROFESSIONAL SERV CONTRACT-COMPUT
7722	*721E2	PROFESSIONAL SERV CONTRACT-LEGAL
7724	*721F1	EQUIPMENT MAINTENANCE CONTRACT
7726	*721F2	SOFTWARE MAINTENANCE CONTRACT
7729	*721E4	CONTRACTED SERVICES OTHER
7905	*721L1	FACILITY MINOR REPAIR +REPLACEMENT
7910	721K	EQUIPMENT REPAIR+MAINTENANCE
7950	721N1	PUBLICITY +ADVERTISING-GENERAL

### TRAVEL EXPENSES/AARS

OLD SYSTEM	BANNER 2000	
FAS	FMS	DESCRIPTION
8110	7711	INSTATE-EMPLOYEES
8120	7712	OUTSTATE-EMPLOYEES
8130	7713	TRAVEL-NON EMPLOYEES
8210	7715	FOREIGN TRAVEL

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