

FMS QUICK REFERENCE GUIDE

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Table of Contents

Introduction.....	3
Navigation Hints	4
Keyboard Commands.....	4
Toolbar Icons.....	6
Wildcards.....	7
Toolbar Customization.....	8
Finance Menu	9
Chart of Accounts.....	10
Account Structure.....	10
FOAPAL Structure Logic	11
Fund Structure	11
Organization Codes	13
S/C/D List	14
Account Types	15
Program Codes	16
Inquiries	17
Rule Codes.....	21
User Rule Groups	22
Signs in Banner.....	25
FRS Batch IDs to Banner JV IDs.....	32
Fiscal Operations Journal Voucher Procedures	34
Quick Fixes	37
APPENDIX.....	38
Appendix I - FRS Object Codes to FMS Account Codes.....	38
Appendix II - Boardline List	50

Introduction

This Quick Reference Guide has been designed to assist you with performing your various job functions using the Banner 2000 Finance system. It is intended to provide you with ways to more efficiently:

- Use the function keys for processing commands
- Perform inquiries
- Process transactions

Additionally, this information will help you to better understand the new chart structure, the FOAPAL elements, and how to properly translate codes from the old FRS system to the new Financial Management System (FMS).

While the information contained herein provides some navigational shortcuts, it is still imperative that you fully understand how to use the tool bar options. Additionally, this Quick Reference Guide is not intended to replace the Procedures Manual or any other form of training. It should be used to supplement those resources.

Navigation Hints

Keyboard Commands

The following commands may be used instead of the menu bar options.

Command	Description
F1	Help – displays the help window for the current field
F4	Record Duplicate
F5	Block Menu
F6	Record Insert
F7	Query Enter
F8	Query Execute
F9	List – displays the List of Values (LOV) for the current field if <List> appears in the auto hint/status line
F10	Save
Shift + F1	Display Error
Shift + F4	Rollback
Shift + F5	Clear Block
Shift + F6	Delete Record
Shift + F7	Clear Form
Shift + F8	Print
Ctrl + Page Down	Next Block
Ctrl + Tab	Next Item
Shift + Ctrl + Tab	Previous Item
Down Arrow	Next Record
Up Arrow	Previous Record
Esc	Cancel
Ctrl + u	Clear Item
Ctrl + .	Main Menu
Ctrl + Enter	Previous Menu
Exit or <	Previous Form (screen)
>	Next Form (screen)

Reduce Screen to fit Your Monitor:

Click on:

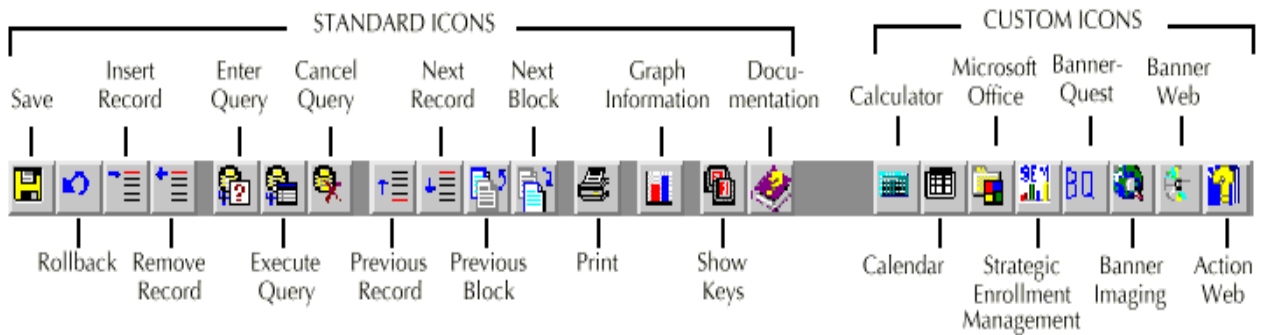
- (1) Start (3) Control Panel (5) Settings

(2) Settings (4) Display
to fit)

(6) Screen Area (move cursor to right to reduce

Toolbar Icons

You can click on the following tool bar options instead of using the menu bar options:



The left side of the tool bar lets you access some standard functions and the Graphics Engine. The right side of the tool bar lets you access external functions. You can customize this part of the tool bar from the Action/Preferences menu option to meet your specific needs. For example, a calculator, calendar, and web browser can be included.

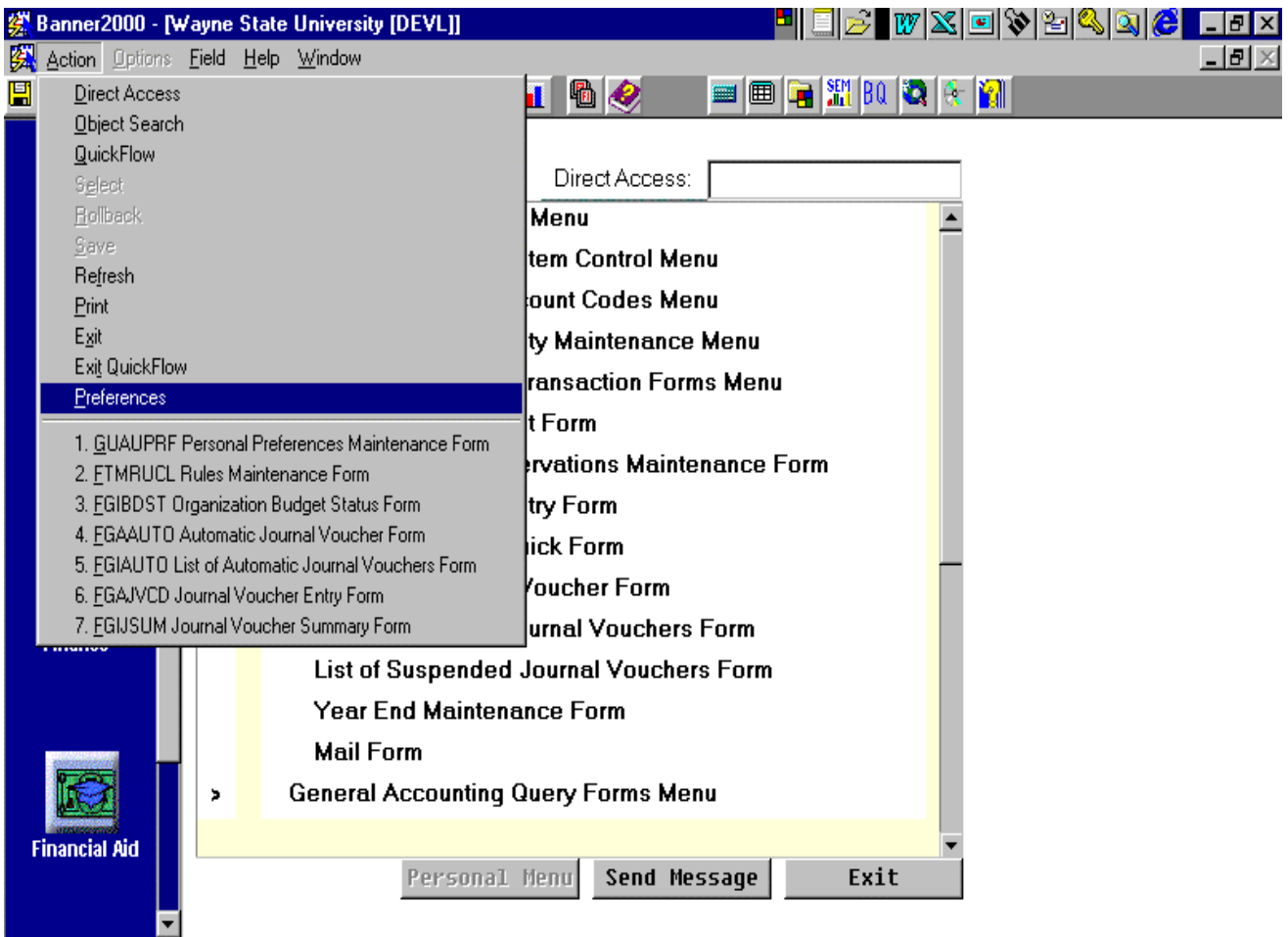
To access a tool bar function, click the appropriate icon. You can click an icon any time, **except** when you are in a *dialog box*, *alert box*, or *List of Values (LOV)*. You must respond to these windows before you can click an icon. A dimmed icon is disabled and **cannot** be selected.

Wildcards

You can narrow your query search criteria by using the percentage (%) sign as follows:

- All entries that contain **ma** **%ma%**
- All entries that begin with **ma** **ma%**
- All entries that have **ma** as the final two characters **%ma**
- All entries that have **m** as the second character **_m%**

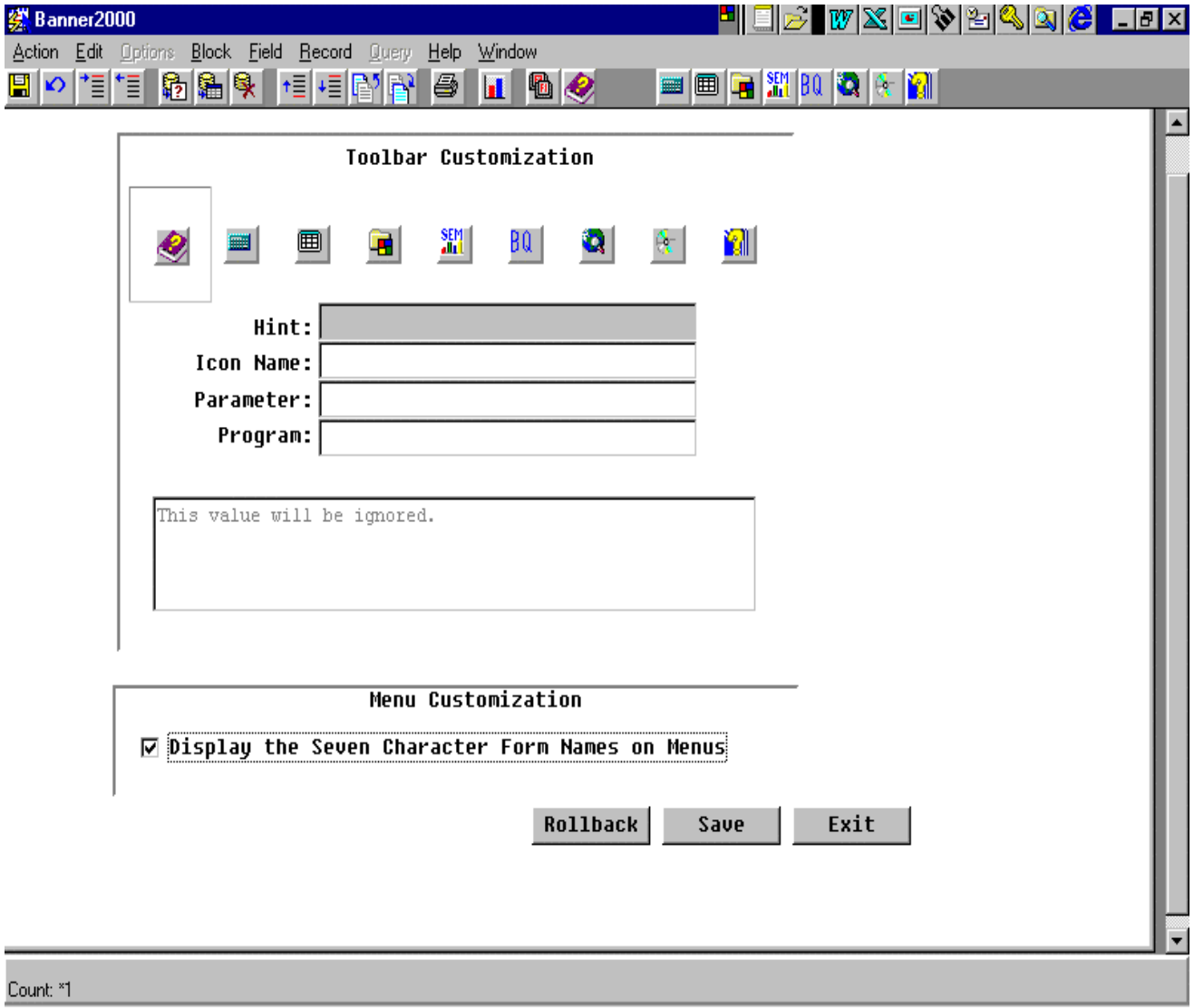
7-Character Form Name Procedures



From any Banner form, click on the **Action** option in the tool bar

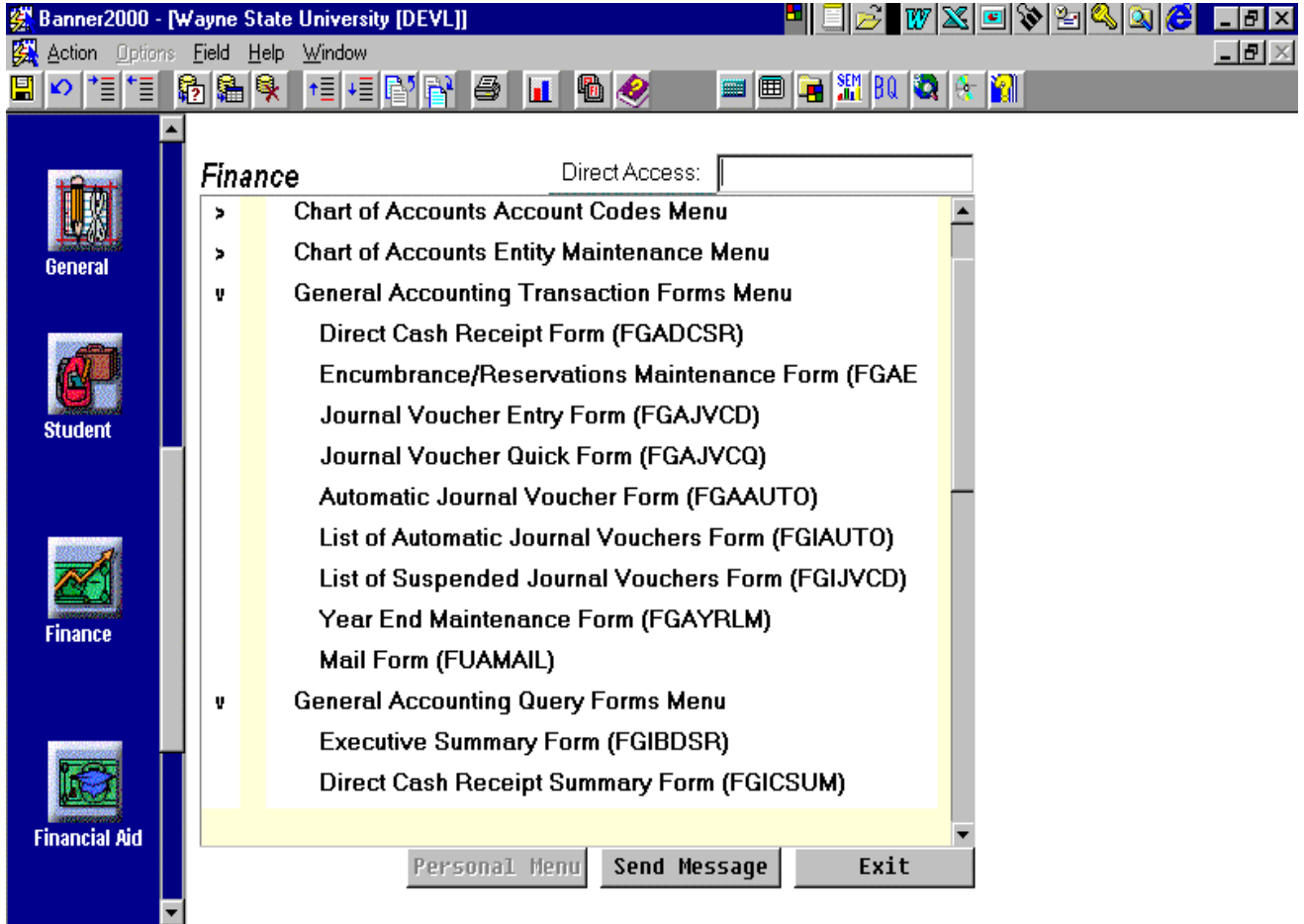
- Click on **Preferences** to go to the Toolbar Customization form

Toolbar Customization



- Under Menu Customization, click in the checkbox to display the 7-character form names on the menus.
- Click on the shaded **SAVE** button

Finance Menu



Enter the object name; press CQUERY for messages, LIST for listing.
Count: *0

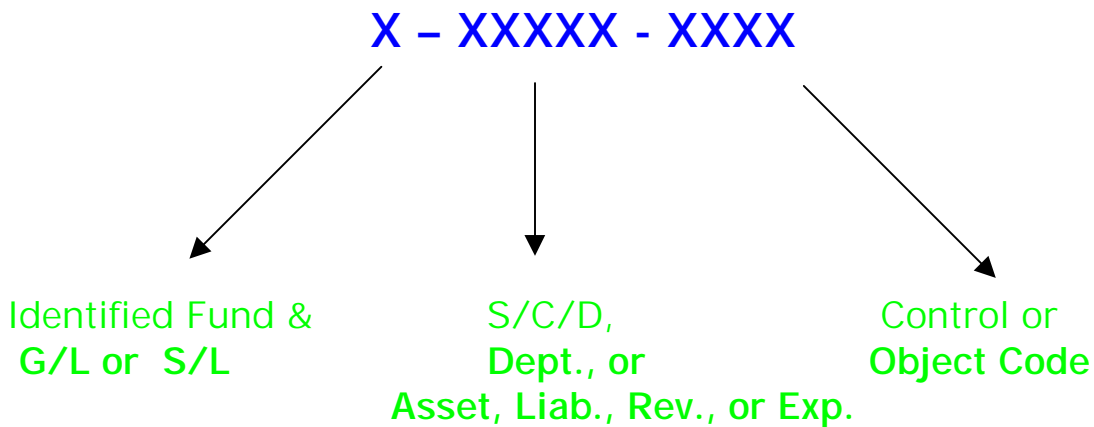
- You should now see the form acronyms displayed on your menus in parenthesis at the end of each form's full name

Chart of Accounts

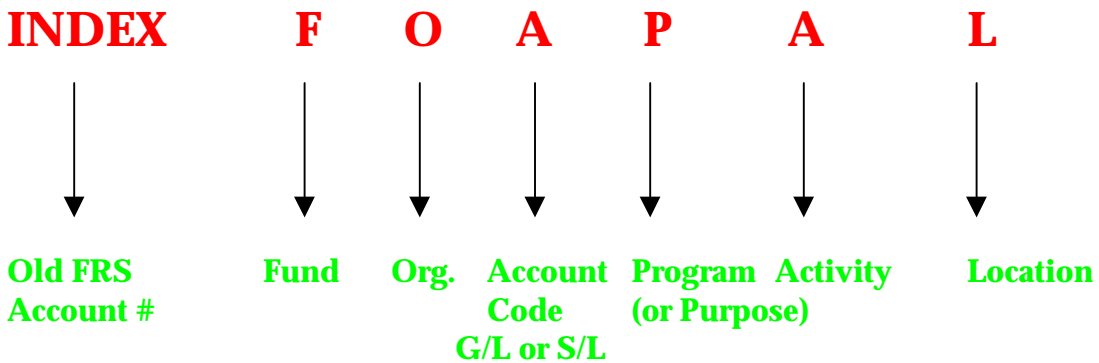
The chart of accounts is used to post transaction to the ledgers. These transactions are used to prepare the financial statements for the University as a whole. Proper chart of accounts usage is critical to preparing financial statements that are accurate, complete, and fairly presented. The following summarizes the chart structure:

Account Structure

FRS Account Structure



FMS Account Structure



FOAPAL Structure Logic

- Several levels of hierarchy for “roll-up” and reporting purposes
- The *account code, not the fund code* distinguishes the G/L from the S/L FOAPALs
- Funds are sequentially numbered beginning with 11XXXX

Fund Structure

Fund	G/L FRS	S/L FRS	FMS
General	01XXXX	1XXXXX	11
Designated	02	22	12
Restricted (Grants)	03	33	20
Federal			21
State			23
Other Governmental			24
Private Grants & Contracts	04	44	25
Salary Reimbursement			27
Donations			28
Endowment Beneficiaries			29
Central Accounting Funds			2A
Auxiliaries	027	227	37
Independent Operations			39
WDET	028	228	391
University Public School	029	229	392
Loan Funds			
University Loans	05	N/A	51
Federal	059		59
Endowments	06	N/A	
True			60
Term			63
Funds Functioning As			66
Annuities			69

Fund	G/L FRS	S/L FRS	FMS
Plant	07	77	71
Unexpended			70
Repair & Replacement			73
Retirement of Indebtedness			75
Investment in Plant			77
Agency	09	99	90
Bank Funds	01 - 29	N/A	BK

- The ***last four digits*** of the Fund code, for the General Fund S/C/D areas **only**, represent the old FRS Boardlines:

EXAMPLE:

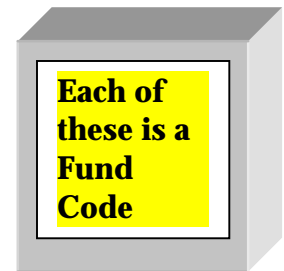
General Fund **11**

S/C/D **11100**

Bus. Adm.
Education
Engineering
Engineering Tech.

Boardline

↓
111010 ←
111020 ←
111030 ←
111032 ←



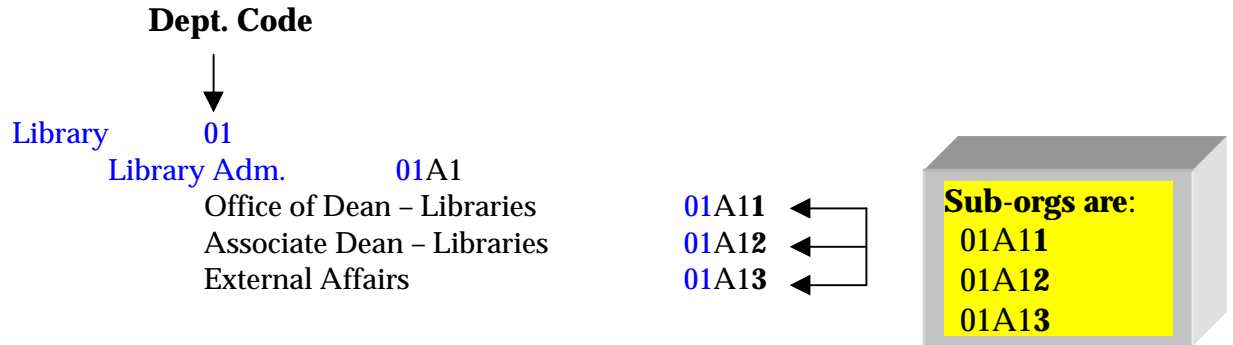
- Sub-funds roll up to the funds and are sequentially numbered as follows:

Auxiliaries **37**

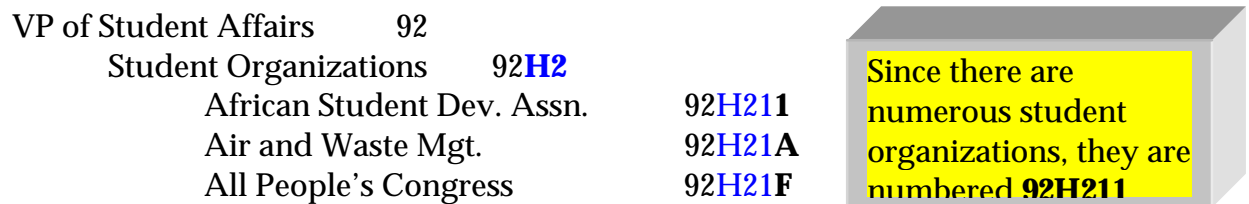
Medicine **371**
Housing **372**
Student Center **373**
South End **374**
Press **375**

Organization Codes

- Organization Codes identify the department and are sequentially numbered using the former **FRS department code** as the **first two digits**:



- Sub-funds and sub-orgs are sequentially numbered 1-9 and A-ZZ



The following list of S/C/D codes may be used to perform queries on the organization code in FMS. Queries may be performed by:

- Clicking on the shaded **Organization Code** LOV (List of Values) button in the Banner form and entering **F7** (query enter), the first two digits of the SCD code followed by the wildcard (%), and **F8** (query execute)
- This will narrow your query to display only the valid organization codes that begin with the 2-digit SCD code entered (i.e., all org codes that begin with 13 or the School of Social Work)
- Accessing the Organization Code Crosswalk Form (FWMORGN) and entering F7 (query enter), the WSU SCD Code and the wildcard (%), and F8 (query execute). All of the Banner organization codes may then

be viewed on-line by hitting the down arrow key to view each org code for the SCD entered.

S/C/D List

S/C/D LIST	S/C/D LIST
01 - UNIVERSITY LIBRARIES	43 - BUSINESS OPERATIONS
02 - EDUCATION	44* - RISK MANAGEMENT- UNUSED
03 - LIBERAL ARTS	46 - PUBLIC SAFETY
04 - FINE, PERF & COMM ARTS	47 - INTERNAL AUDIT
05 - ENGINEERING	48 - LABOR RELATIONS
06 - MEDICINE	49 - HUMAN RESOURCES
07 - LAW	52 - UNIVERSITY PRESS
08 - MORTUARY SCIENCE	56 - AMBULATORY CARE
09 - RESEARCH	66 - URB LABOR & METRO AF
10 - HLTH & PHYS EDUC	69 - RESEARCH SUPPORT
12 - SCIENCE	73 - CHIEF OF STAFF
13 - SOCIAL WORK	74 - STRATEGIC PLANNING
15 - NURSING	75 - OFFICE OF UNIV BUDGET
16 - BUS. ADM.	76 - EQUAL EMPLMNT OPPORT
17- GRADUATE SCHOOL-UNUSED	77- OMBUDSMAN-UNUSED
18 - PHARMACY	78 - WOMEN'S COMMISSION
19 - ALLIED HEALTH PROFESSION	82 - FISCAL OPERATIONS
20 - LIFELONG LEARNING	83 - MANAG INF. SUP CTR- UNUSED
24 - MEDIA SERVICES	86 - DEV & ALUMNI AFFAIRS
25 - COMPUTING & INFORMATION TECH	87 - MKTG & COMMUNICATION
30 - SECR. BOARD GOV.	88 - GENERAL COUNSEL
31 - PRESIDENT	92 - STUDENT AFFAIRS
32 - VP ACADEMIC AFFAIRS	97 - SKILLS AND SELF- ENRICHMENT
33 - SR VP FIN & ADMIN	98 - CENTRAL ACCOUNTS
34 - ADMINISTRATIVE SVCS- UNUSED	99 - CENTRAL RESERVES
37 - GOVT & COMM AFFAIRS	
40 - UNIV PUBLIC SCHOOL	
42 - FAC. PLAN. & MANAGE	

Account Types

Assets	10
Liabilities	20
Control	30
Fund Balance	40
Federal Loans	42
Revenues	50
Labor	60
Dir. Expend.	70
Transfers	80
Fund Additions	90
Fund Deductions	95

The Account Types represent the high level financial statement classifications. Each ***account code*** is linked or classified by its corresponding ***account type***.

Example:

Dir. Exp.	70	
Equipment		72143
Postage	7215	

Program Codes

Same as old FRS Purpose Codes. These codes are used for financial reporting purposes to classify revenues and expenditures by purpose.

Program Code	Description
1X	Instruction
2X	Research
3X	Public Service
4X	Academic Support
5X	Student Services
6X	Institutional Support
7X	Operation and Maintenance
8X	Student Financial Support (Scholarships)
9X	Auxiliary Activities & Independent Operations

Inquiries

The following is a list of the most commonly used inquiry forms. For detailed step-by-step procedures on how to use each of the inquiry forms listed above, please refer to the FMS Procedures Manual.

Form Name	Description	Common Uses
FGIBAVL <i>Equivalent to FRS Screen 019</i>	<i>Budget Availability Status Form</i>	<ul style="list-style-type: none"> Inquire on budget availability by Fund, Org., Account Code, and Program Inquire on adjusted budget, YTD actual expenses incurred, commitments, and available balance Inquire on detail transactions Inquire by specific fiscal year
FGIBDST <i>Equivalent to FRS Screen 019</i>	<i>Organization Budget Status Form</i>	<ul style="list-style-type: none"> Inquire on budget availability by Org., Fund, Program, Account Code, Account Type, Activity, or Location Inquire on adjusted budget, YTD actual expenses incurred, commitments, and available balance Inquire on detail transactions for actual YTD activity or by encumbrances Inquire by specific fiscal year
FGIBSUM <i>Equivalent to FRS Screen 019</i>	<i>Organization Budget Summary Form</i>	<ul style="list-style-type: none"> Inquire by broad categories of revenue, labor, direct expenditures, and transfers Inquire on budget availability by a selected organization and fund Inquire on adjusted budget, YTD actual expenses incurred, commitments, and available balance Inquire by specific fiscal year
FGITBAL <i>Similar to FRS Screen 018</i>	<i>General Ledger Trial Balance Form</i>	<ul style="list-style-type: none"> Inquire on general ledger trial balance activity (i.e., assets, liabilities, control balances, etc.) at the summary/totals level Inquire by fund, account type, or account code Inquire on control codes for beginning and current balances Inquire by specific fiscal year

Form Name	Description	Common Uses
FGIGLAC	<i>General Ledger Activity Form</i>	<ul style="list-style-type: none"> Inquire on detailed transaction activity for general ledger accounts (i.e., assets, liabilities, etc.) by fiscal year, index, fund, or account code
FGIDOCR	<i>Document Retrieval Inquiry Form</i>	<ul style="list-style-type: none"> Inquire on posting information for all documents processed in FMS (i.e., description, amount, document number, FOAPAL distribution, and bank information)
FGQDOCN	<i>Document Postings Form</i> <i>(Not a direct access form)</i>	<ul style="list-style-type: none"> Inquire on documents that have been processed in FMS Access this form from FGIDOCR only
FGITRND <i>Equivalent to FRS screen 023</i>	<i>Detail Transaction Activity Form</i>	<ul style="list-style-type: none"> Inquire on detail transactions for specific FOAPAL elements Inquire by specific fiscal year Inquire on specific document information
FGIBDSR	<i>Executive Summary Form</i>	<ul style="list-style-type: none"> Inquire on budget availability by specific FOAPAL elements at the highest summary level. Inquire by index and fiscal year Inquire by detail transactions
FGICSUM	<i>Direct Cash Receipt Summary Form</i>	<ul style="list-style-type: none"> Inquire on the summary of the direct cash receipt posting details (i.e., vendor, description, FOAPAL, bank where deposited)
FGIDCSR	<i>Direct Cash Receipt Inquiry Form</i>	<ul style="list-style-type: none"> Inquire on the summary information of direct cash receipt document postings (i.e., document, descriptions, vendor, amount, transaction date, and status)
FGITBSR <i>Similar to FRS Screen 018</i>	<i>Trial Balance Summary Form</i>	<ul style="list-style-type: none"> Inquire on general ledger trial balance activity at the summary level Inquire by fund and/or account code and fiscal year Inquire on fund balance
FGIJVCD	<i>List of Suspended Journal Vouchers Form</i>	<ul style="list-style-type: none"> Inquire on those JVs that are approved, but are pending in the posting process

Form Name	Description	Common Uses
GRANTS:		
FRAGRNT <i>Similar to FRS Screen 006 and 009</i>	<i>Grant Maintenance Form</i>	<ul style="list-style-type: none"> • Inquire on grant attributes, (i.e. PI, agency, grant period)
FTMFUND	<i>Fund Code Maintenance Form</i>	<ul style="list-style-type: none"> • Inquire on fund effective date • Inquire on fund/grant relationship • Inquire on fund roll-ups
FTMINDR	<i>Indirect Cost Rate Code Maintenance Form</i>	<ul style="list-style-type: none"> • Inquire on the fund's indirect cost rate and maximum amount
FTMINDD <i>Similar to FRS Screen 026</i>	<i>Indirect Cost Distribution Maintenance Form</i>	<ul style="list-style-type: none"> • Inquire on the distribution of indirect cost to general funds
FRMFUND	<i>Research Accounting Maintenance Form</i>	<ul style="list-style-type: none"> • Inquire on the fund's project period • Inquire on the fund's project period • Inquire on the indirect cost attributes, i.e. indirect cost basis and indirect cost expenditure account code • Inquire on the link between FRMFUND, FTMINDR and FTMINDD
FRIGRNT	<i>Grant Code Inquiry Form</i>	<ul style="list-style-type: none"> • Inquire for the grant code by other attributes, i.e. grant title
FRIPSTG	<i>Grant Personnel Inquiry Form</i>	<ul style="list-style-type: none"> • Inquire for the grant code by the Principal Investigator
FRIASTG	<i>Grant Agency Inquiry Form</i>	<ul style="list-style-type: none"> • Inquire for the grant code by the grant agency
FRIORGH	<i>Grant Organization Inquiry Form</i>	<ul style="list-style-type: none"> • Inquire for the grant code by the University organization
FRIGITD <i>Similar to FRS Screen 019</i>	<i>Grant Inception to Date Form</i>	<ul style="list-style-type: none"> • Inquire on budget availability of the fund and/or grant • Inquire on the project to date expenditures by the fund and/or grant
FRIGTRD <i>Similar to FRS Screen 023</i>	<i>Grant Transaction Detail Form</i>	<ul style="list-style-type: none"> • Inquire on detail transactions for the fund and/or grant • Inquire on specific document information

Form Name	Description	Common Uses
ENCUMBRANCES & REQUISITIONS		
FGIOENC <i>Similar to FRS Screen 021</i>	<i>Organization Encumbrance List Form</i>	<ul style="list-style-type: none"> Inquire on the open encumbrances for a specific index, organization, and/or fund
FGIENC <i>Similar to FRS Screen 021</i>	<i>Detail Encumbrance Activity Form</i>	<ul style="list-style-type: none"> Inquire on a specific encumbrance #posted to the system Provides data on all transactions posted against the specific encumbrance (i.e., payments, adjustments, and partial/total liquidations)
FPIREQN	<i>Requisition Query Form</i>	<ul style="list-style-type: none"> Inquire on the details of a completed requisition
MAINTENANCE		<ul style="list-style-type: none">
FWMACCT	<i>WSU Account Code Crosswalk Maintenance Form</i>	<ul style="list-style-type: none"> Inquire on the new FMS account codes by entering the old FRS object/control codes
FWMORGN	<i>WSU Organization Code Crosswalk Maintenance Form</i>	<ul style="list-style-type: none"> Inquire on the new FMS organization code by entering the old FRS S/C/D or department code
FTMACCI	<i>Account Index Code Maintenance Form</i>	<ul style="list-style-type: none"> Inquire on the link between the index and the fund, organization, and program codes
FTMFUND	<i>Fund Code Maintenance Form</i>	<ul style="list-style-type: none"> Inquire on FMS fund codes
FTMORGN	<i>Organization Code Maintenance Form</i>	<ul style="list-style-type: none"> Inquire on FMS organization codes
FTMACCT	<i>Account Code Maintenance Form</i>	<ul style="list-style-type: none"> Inquire on FMS account codes
FTMPROG	<i>Program Code Maintenance Form</i>	<ul style="list-style-type: none"> Inquire on FMS program codes

Rule Codes

Rule codes are used to tell the system how to process a transaction. It is extremely critical that the correct rule code is used when processing transactions in order for them to post to the ledgers properly. Incorrect rule code usage could result in significant errors to the financial records.

FRS Transaction Code	Banner Rule Code	D/C Indicator	Usage
050 – 059	E010 E027 E057 E047	+/- + +	Post an Original Encumbrance Adjust an Encumbrance Partially Liquidate an Encumbrance Fully Liquidate an Encumbrance
062, 068	JEXX or FTXX	D/C	Transfers <i>between</i> funds where the dr = cr within chart.
020 - 029	BDXX	+ / -	Budget Entries
030	CRXX	+ / -	Cash Receipts
040, 049	JEXX or FTXX	D/C	Transfers <i>within</i> the <i>same</i> fund; dr = cr within <i>fund</i>
079	REQP	N/A	Requisitions
098	JE05	D/C	Beginning Balance Adjustments

REMEMBER:

- A **plus sign (+) is required** for any liquidation of an encumbrance because the rule code tells the system to subtract the liquidation amount from the original encumbrance, thus, if a minus sign is entered as the D/C indicator, the system will subtract the negative amount and add the amount to the original encumbrance. The system will then make the following calculation:

Example:

$$\begin{array}{rcl}
 \text{Orig'l Enc.} & - & \text{Liquidation Amount} & = & \text{Encumbrance Amt. Remaining} \\
 \$1,000.00 & & - \$500.00 & & \$1,500.00 \\
 & & \begin{array}{c} \uparrow \quad \uparrow \\ \text{+} \end{array} & &
 \end{array}$$

User Rule Groups

Rule Groups categorize Rule Class Codes by functionality. You only have access to use the rule codes that have been assigned to your rule group.

Please see the following table for the WSU user rule groups.

WSU Rule Groups	Description	Rule Class Codes in Rule Group
JVUC	Encumbrance/Requisition Rule Group UNIVERSITY COMMUNITY	<ul style="list-style-type: none"> • E010 • E027 • E057 • E047 • REQP • RCQP
JVBD	University Budget	<ul style="list-style-type: none"> • BD51 • BD52 • BD53
JVCM	Cash Management	<ul style="list-style-type: none"> • BD72 • CR17 • FT12 • JE37
JVDA	Assistant Director	<ul style="list-style-type: none"> • BD41 • BD42 • CR19 • FT14 • JE39
JVDI	Director of Accounting	<ul style="list-style-type: none"> • BD31 • BD32 • CR18 • FT13 • JE05 • JE38 • E015 • E025 • E045 • E055
JVGA	General Accounting	<ul style="list-style-type: none"> • BD11 • BD12 • CR15 • FT10

WSU Rule Groups	Description	Rule Class Codes in Rule Group
		<ul style="list-style-type: none"> • JE35 • E013 • E023 • E043 • E053
JVGC	Grants and Contracts	<ul style="list-style-type: none"> • BD21 • BD22 • CR16 • FT11 • JE36 • E014 • E024 • E044 • E054
JVLA	Lab Animals	<ul style="list-style-type: none"> • FT16 • JE41
JVMG	McGregor	<ul style="list-style-type: none"> • CR21 • FT17 • JE42
JVPR	Press	<ul style="list-style-type: none"> • CR22 • FT18 • JE43
JVDB	Disbursements	<ul style="list-style-type: none"> • FT15 • JE40
JVTS	Technical Support Services	<ul style="list-style-type: none"> • CR20 • FT19 • JE44 • E011 • E021 • E041 • E051
JVFR	Financial Budget Reporting	<ul style="list-style-type: none"> • FT22 • JE47 • E016 • E026 • E046 • E056
JVCA	Cost Accounting	<ul style="list-style-type: none"> • FT23 • JE48
JVMC	Medical Communications	<ul style="list-style-type: none"> • FT25

WSU Rule Groups	Description	Rule Class Codes in Rule Group
		<ul style="list-style-type: none"> • JE50
JVAV	AVI	<ul style="list-style-type: none"> • FT24 • JE49
JVSA	Student Accounts Receivable SAR Journal Entries	<ul style="list-style-type: none"> • FT20 • JE45
JVfy	Year End Concurrent Year Processing Only	<ul style="list-style-type: none"> • BD61 • BD62 • CR23 • FT21 • JE46 • E012 • E022 • E042 • E052
JVIF	Interfaces	<ul style="list-style-type: none"> • BDI1 • BDI2 • FTI1 • E035 • ALM • APC • APD • CSH • PRC • MPA • SA • SFC • TTP
JVOR	ORSPS	<ul style="list-style-type: none"> • BD01 • BD02

Signs in Banner

The Banner system was designed such that all users would have the ability to interpret the data being displayed on its forms. As a result, the *inquiry* screens display the data using *pluses (+)* and *minuses (-)* instead of debits (D) and credits (C). Although debits and credits are still required for processing certain journal vouchers, the Banner system converts those debits and credits to pluses and minuses based on the account code's *normal balance*. The normal balance is the type of balance the account should have as defined by Generally Accepted Accounting Principles (GAAP) as follows:

<u>Classification</u>	<u>Normal Balance</u>
Assets	Debit
Liabilities	Credit
Revenues	Credit
Expenditures	Debit

Based on the normal balance rule, revenues increase with credits and decrease with debits. Expenditures, however, increase with debits and decrease with credits.

Classification	FRS Increase	Banner Sign	FRS Decrease	Banner Sign
Revenues	Credit	+ (Positive Amount)	Debit	- (Negative Amount)
Expenditures	Debit	+ (Positive Amount)	Credit	- (Negative Amount)
Transfers In	Credit	+ (Positive Amount)		
Transfers Out			Debit	- (Negative Amount)

+ = Additions/Increases - = Deductions/Decreases

For Example:

A journal voucher is prepared to transfer funds from one account code to another:

Dr.	Gifts from Alumni (54061)	500.00	
	Cr.	Gifts from Other Individuals (54063)	500.00
Dr.	Office Supplies (72161)	400.00	
	Cr.	Taggable Property (721C1)	400.00

Banner Inquiry Form would display:

<u>Acct</u>	<u>Adj</u> <u>Budget</u> (+/-)	<u>YTD</u> <u>Activity</u> (+/-)	<u>Commitments</u>	<u>Avail</u> (=)	<u>Balance</u>
54061		-500.00			500.00
54063		500.00			-500.00
72161		400.00			-400.00
721C1		-400.00			400.00



Chart:	2	Orgn:	13A1	Dean's Office of Social Wor
Fiscal Year:	99	Fund:	111270	1270-Social Work
Index:	137071	Program:	46	College Administration
<input type="checkbox"/> Query Specific Account		Account:		
<input checked="" type="checkbox"/> Include Revenue Accounts		Acct Type:		
		Activity:		
Commit Ind:	Both	Location:		

Acct Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
7734	E Other	0.00	390000.00	0.00	-390000.00
Net Total:		0.00	-390000.00	0.00	

- Summary
- Encumbrance List
- Detail Transactions
- Rollback
- Exit

Dup Item for Detail,Count Query for Orgn. Summary, Dup Rec for Encum. List
 Count: *1

- The YTD Activity column displays that \$390,000.00 in expenses were **added** to the 7734 account code.
- The Available Balance column displays that \$390,000.00 was **deducted** from this account code.



COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Prd	Q	Cnt
2	99	137071	111270	13A1	7734	46				S	

Acct	Orgn	Prog	Date	Type	Document	Fld	Amount	D/C	
7734	13A1	46	05-AUG-1999	FT01	J080402	YTD	20000.00	+	
7734	13A1	46	05-AUG-1999	FT01	J080499	YTD	20000.00	+	
7734	13A1	46	05-AUG-1999	FT01	J080403	YTD	20000.00	+	
7734	13A1	46	05-AUG-1999	FT01	J080407	YTD	20000.00	+	
7734	13A1	46	05-AUG-1999	FT01	J080405	YTD	20000.00	+	
7734	13A1	46	05-AUG-1999	FT01	J080412	YTD	20000.00	+	
7734	13A1	46	05-AUG-1999	FT01	J080401	YTD	20000.00	+	
7734	13A1	46	05-AUG-1999	FT01	J080411	YTD	20000.00	+	
7734	13A1	46	03-AUG-1999	FT01	J080317	YTD	20000.00	+	
7734	13A1	46	03-AUG-1999	FT01	J080307	YTD	20000.00	+	
Total:								200000.00	+

Total	Document Query	Encumbrance Detail	Rollback	Exit
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Press Key Dup Item for document query forms; Count Query for encumbrance detail
 Count: 10 v

- The D/C (debit/credit indicator) column displays the **additions** to the expenditures as **pluses (+)**

Banner2000 - [Document Retrieval Inquiry Form (FGIDOCR 3.0)(DEVL)]

Action Edit Options Block Field Record Query Help Window

Sub Num

Document: J080402 Type: JV Text: N Document Text Exists

Header Information

Trans Date: 03-AUG-1999 FY: 99 Period: 11 Items: 2 Commit Type: U

Detail Information

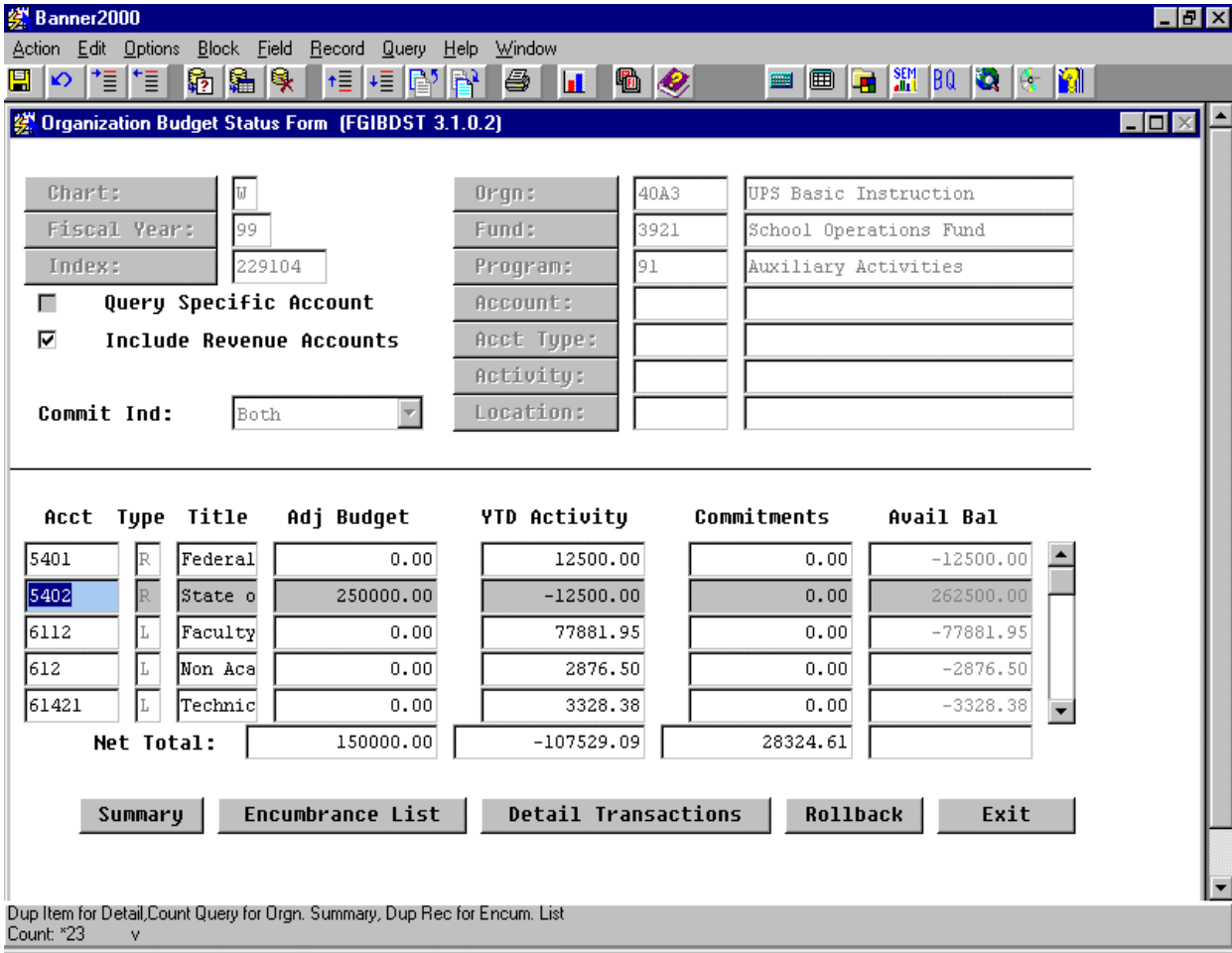
Item	Seq	JType	Description	Amount	Sign	Currency	DocRef			
0	1	FT01	To transfer expenses	20000.00	D					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Ovr	Bank	Acr
2	137071	111270	13A1	7734	46			N		

Item	Seq	JType	Description	Amount	Sign	Currency	DocRef			
0	2	FT01	To transfer expenses	20000.00	C					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Ovr	Bank	Acr
2	227400	374	92A31	7734	91			N		

Document Postings Rollback Exit

Press Duplicate Item to access FGQDOCP.
Count: *2

- The Document Retrieval Form displays the journal entry used to post this transaction to the system
- The **Sign** field displays that this account code was debited (**D**)



The available balance for account code 5402 should be \$237,500.00 (\$250,000.00 – 12,500.00), not \$262,500.00, thus, the available balance for this account code is overstated by \$25,000.00.

Expenditures, however, will be displayed in the *same* method as they have historically been displayed in FRS as follows:

Expenditures:

Banner Inquiry Form would display:

<u>Acct</u>	<u>Adj Budget</u>	<u>(-) Activity</u>	<u>(-) Commitments</u>	<u>(=) Avail Balance</u>
72161	50,000.00	10,000.00	500.00	35,500.00

FRS Batch IDs to Banner JV IDs

Previously transactions were fed to FRS via a nightly interface process from several different sub-systems (i.e., PPS, GBS, HRS, ADIS, SIS, etc.). During this interface process, codes, known as batch IDs, were assigned to the batches to enable the users to identify the source of the transactions. Those batch IDs could be found on-line in FRS and were also reported on the various accounting reports. This nightly interface process will still continue to occur with the new Banner FMS system, however, the batch IDs have changed and will now be known as JV IDs. Transactions will continue to feed FMS in batches, however, FMS will post those batches as journal vouchers. The table below lists all of the new JV IDs.

FRS Batch ID	FRS TC Code	FMS JV ID	FMS Rule Code	FMS JV ID Title
?PS	021	PS	BD02	Payrate Synchronization Feed to Finance
3PX	049	3P	FT01	SIS Finance Feed
ALM	030	AL	ALM	Alumni/Development Gift Feed
APC	048	AC	APC	Accounts Payable Check Feed
APD	068	AD	APD	Accounts Payable Disbursement Feed
BILI	060	CI	FT01	C&IT Internal Billings
BUD	026	CB		Conversion General & Auxiliary fund budgets for B,C,D,E,L,M,P,Q,Y,Z encumbrances
CSH	030	CS	CSH	Cashiers Feed to Finance
ENC	050	CE	E035	Conversion fiscal year funds 1,2,3,4,7,9 encumbrance transactions for A,B,C,D,E,L, M,P, Q,Y,Z encumbrances
FOP	064	CA	FT01	Contracts and Related Services Feed
FPM	064	FP	FT01	Facilities, Planning & Management
GBS	048	GB	FT01	General Billing Feed to Finance
GBS	064	GB	FT01	General Billing Feed to Finance
GSV	064	GS	FT01	General Services Feed to Finance
LD1	063	GT	FT01	Payrate Synchronization Feed to Finance
LD1	063	PC	FT01	Payroll Costs Feed to Finance
LD1X	063	SX	FT01	Supplemental Payroll Costs Feed
LD2	048	PX	PRC	Payroll Checks Feed to Finance
LD2	063	PX	FT01	Payroll Checks Feed to Finance
LD2X	048	LD	PRC	Supplemental payroll Checks Feed
LD2X	063	LD	FT01	Supplemental Payroll Checks Feed
MPA	030	MP	MPA	SIS Finance Feeds
PUR	050	PO	E035	PPS Encumbrance Feed to Finance
PUR	059	PO	E035	PPS Encumbrance Feed to Finance
REQ	079	RQ	E035	PPS Commitment Liquidations

FRS Batch ID	FRS TC Code	FMS JV ID	FMS Rule Code	FMS JV ID Title
SA	049	SA	SA	SIS Finance Feeds
SFA	049	SD	FT01	SIS Finance Feeds
SFC	049	SC	SFC	SIS Finance Feeds
SLM	049	SL	FT01	SIS SLMS Feed to Finance
SSR	064	SS	FT01	Science Stores Feed to Finance
TEQ	064	TQ	FT01	Telephone Equipment Feed to Finance
TEU	064	TU	FT01	Telephone Usage Feed to Finance
TTP	030	TP	TTP	SIS Finance Feeds
TUI	049	TI	FT01	SIS Finance Feeds
UBP	020	BU	BD01	New Year Budget Load Feed to Finance
N/A	N/A	P1	CV15	Roll of Revenues & Expenses for Project-to-date FOAPALs
N/A	N/A	P2	BDCV	Roll of Budgets for Project-to-date FOAPALs
N/A	N/A	GL	CV05	General Ledger Beginning Balance Roll
N/A	N/A	BF	BD12	General Fund Budget Balance Roll

Fiscal Operations Journal Voucher Procedures

Introduction

The following procedures should be used when preparing journal vouchers in the Banner FMS system. These procedures replace those formerly used to prepare the manual Subsidiary Journal Vouchers (SJVs). They will also be used in conjunction with the procedures documented for the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ).

The journal voucher (JV) forms in the Banner FMS system require a document number on the header form. Although the system will automatically assign a number to each JV by entering the word "Next" in the document number field, the accounting department management has developed the numbering standards outlined below that should be used when entering JVs in Banner. These standards apply to all users who prepare journal vouchers within the following areas:

- Fiscal Operations
- Office of University Budget
- University Press
- McGregor Conference Center
- Department of Lab Animal Resources

Numbering Standards

The document number field in the Banner journal voucher forms allow up to eight, alphanumeric characters. In an effort to readily identify the issuing department, the following standards should be used:

- | <u>Position</u> | <u>Description</u> |
|------------------------|--|
| • First Two Characters | Alpha code identifying the issuing department |
| • Third Character | Alpha code identifying the JV type
A = Auto JV
R = Regular/monthly JV
Y = Yearend Reversal |
| • Last Five Characters | Sequential number (beginning with 00001) |

Example:

Journal Voucher Entry Form (FGAJVCD 3.1.0.2)(DEVL)

Document Number: Submission Number:

Journal Voucher Document Header

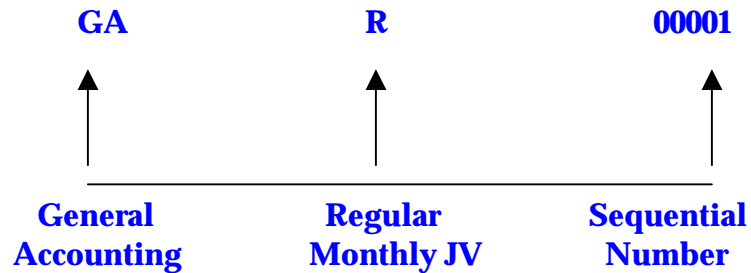
Transaction Date:
 Redistribute
 NSF Checking

Document Total:
Distribution Total:
Document Text Exists:
Document Status:

Defer Edit

< > Document Text Transaction Detail Rollback Save Exit
More...

Enter the Document Number; use 'NEXT' or leave field blank to generate number.
Count: *0



The following table outlines the department JV codes:

Department	JV Department Code (first two characters)
Director of Accounting	DA
General Accounting	GA
Cost Accounting	CL
Grant Accounting	GR
Financial Reporting	FR
Cash Management	CM
Technical Support Services	TS
Disbursements	DB
BURSAR	BR
Office of University Budget	UB
University Press	PR
McGregor Conference Center	MC
Dept. of Lab Animal Resources	DL
One Card	CD
University Community**	J**

** **Note:** The University Community has the authority to post adjustments and liquidations to encumbrances (i.e., SPAs, IRBs, AARs, and requisitions with no POs) using the Journal Voucher Entry Form (FGAJVCD). These users will use the automatic sequencing feature and will type "Next" in the document number field. The system will then automatically assign the next sequential number in the system to those JVs. These document numbers will begin with the letter "J" followed by seven numbers.

Quick Fixes

The following procedures may be used to correct errors or make adjustments in Banner when processing Requisitions and Encumbrances. Please note that when transactions are cancelled or liquidated in Banner, a new paper document must be obtained and the new document number must be entered in Banner. The system **will not** allow the use of the same document number twice.

Problem	Quick Fixes
Entered data incorrectly in a field and the system will not allow you to complete your transaction	<ul style="list-style-type: none"> • Enter Record/Clear or • Enter Record/Remove • Re-enter the data, SAVE, Complete
Completed a transaction and subsequently discovered an error or decided that an adjustment is needed	<ul style="list-style-type: none"> • <i>For Requisitions and Encumbrances (where no PO exists):</i> <ul style="list-style-type: none"> • Make an adjustment or liquidation using FGJVCD • <i>For PO Encumbrances:</i> <ul style="list-style-type: none"> • Prepare a Change Order Request (COR) and enter it in FPAREQN
Entered an incorrect FOAPAL and/or Account code and completed the transaction	<p><i>If no PO exists:</i></p> <ul style="list-style-type: none"> • Correct the error using FGJVCD <p><i>If a PO exists:</i></p> <ul style="list-style-type: none"> • Prepare a COR form, enter it in FPAREQN, and forward the COR to the Purchasing Dept.
<p>Prepared and completed a requisition or encumbrance that contained the following types of errors:</p> <ul style="list-style-type: none"> • Should have been split between multiple FOAPALs, but was not • Incorrect dollar amount • Incorrect percentage or dollar amount splits between FOAPALs 	<p><i>If no PO exists</i></p> <ul style="list-style-type: none"> • Use FPARDEL to cancel the requisition or • Use FGJVCD to correct the error and add the additional FOAPALs (this form can be used to adjust requisitions and encumbrances in this case) <p><i>If a PO exists:</i></p> <ul style="list-style-type: none"> • Prepare a COR form, enter it in FPAREQN, and forward the COR to the Purchasing Dept.

APPENDIX

Appendix I - FRS Object Codes to FMS Account Codes

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
G	1100	1100	Claim on Cash (Cash Interfund)
G	1120	1120	Petty Cash
G	1125	11251	Cashier's Vault Operating Fund
G	1128	11280	Junior Year in Munich
G	1130	1130	Cash with Trustee
G	1160	11601	Principal Endowment Cash
G	1161	11602	Income Endowment Cash
G	1210	1210	Specific Investments
G	1220	12201	Gifted Real Estate
G	1230	1230	Cash Sur Val of Gifted Life Ins
G	1240	1240	Investments with Endowment Managers
G	1242	1240	Investments with Endowment Managers
G	1244	1290	Investments Market Value Adjustment
G	1250	1250	Investments-Debt Service
G	1260	1260	Investments-Trustee
G	1270	1270	Invest-Endowment Fund-CTF
G	1310	13101	Billed General Receivables
G	1313	13103	Pathology Receivables-Cy Care
G	1315	13104	University Press Receivables
G	1318	13105	Housing Receivables
G	1319	13199	Reserve for Doubtful Accounts
G	1320	13201	Tuition Due From Students
G	1322	132031	Unbilled Sponsored Tuition
G	1323	132033	Sponsored Tuition Due From Students
G	1324	132032	Billed Sponsored Tuition
G	1325	13202	Tuition Payment Plans
G	1326	132032	Billed Sponsored Tuition
G	1327	13204	Other Tuition Receivable
G	1328	13205	Tuition Collection Costs
G	1329	13299	Reserve for Doubtful Tuition

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
G	1332	1330	State Appropriations Receivable
G	1344	1344	Salary Advances
G	1346	1346	Travel Advances
G	1350	1390	Other Receivables
G	1355	1350	Accured Interest Receivable
G	1360	1360	Letter of Credit Receivable
G	1370	1355	Land Contract Receivable
G	1372	1340	Non-Negotiable Returned Checks
G	1378	13178	Unbilled Receivables
G	1380	13801	Mortgage Receivables 1.6 M
G	1381	13802	Deferred Interest Receivable 1.6 M
G	1385	13803	Mortgage Recievable 400,000
G	1386	13804	Deferred Intr. Receivable 400,000
G	1390	13805	Premium Receivable-NTDLP
G	1410	141011	Loans Granted
G	1418	9811	Univ Loan Fd Collection Costs
G	1419	14103	Reserve for Doubtful Loans
G	1425	141012	Loan Principal Paid
G	1430	141051	Ln Prin Canc - Teaching/Prof Svc
G	1432	141052	Ln Prin Canc - Military Service
G	1434	141053	Ln Prin Canc - Death
G	1436	141054	Ln Prin Canc - Disability
G	1438	141055	Ln Prin Canc - Bankruptcy
G	1450	141057	Ln Prin Canc - Defaulted To Fed Gov
G	1451	141056	Ln Prin Canc - Defaulted
G	1505	1610	Inventories
G	1525	161049	Res for Slow Moving Press Inventory
G	1550	15101	Deposits Receivable
G	1560	15109	Reserve for Deposits Receivable
G	1590	1520	Prepayments
G	1610	15301	Payroll Clearing Account Code
G	1630	15302	Departmental Suspense
G	1631	153032	Undistributed Endowment Fund G/L
G	1710	1710	Land
G	1720	1720	Land Improvements
G	1730	1730	Buildings
G	1740	1740	Construction in Progress
G	1750	17501	Movable Equipment
G	1780	1760	Library Books

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
G	1790	1790	Reserve for Accumulated Depreciat
G	1910	1910	Due From General Fund
G	1920	1920	Due From Designated Fund
G	1927	1927	Due From Auxiliary Activities
G	1930	1930	Due From Government Sponsored Projt
G	1940	1940	Due From Private Expendable Res Pro
G	1950	1950	Due From University Loan Funds
G	1959	1959	Due From Federal Loan Funds
G	1960	1960	Due From True Endowment Funds
G	1963	1963	Due From Term Endowment Funds
G	1966	1966	Due From Funds Functioning as Endow
G	1969	1969	Due From Annuity and Life Income Fu
G	1970	1970	Due From Unexpended Plant Funds
G	1973	1973	Due From Repair Repl Res Funds
G	1975	1975	Due From Debt Service Funds
G	1990	1980	Due From Agency Funds
G	2100	2101	General Payables (system)
G	2140	2104	Sales Tax Payable
G	2170	2105	Unclaimed Checks To Be Escheated
G	2175	2120	Unapplied Payments/Credits
G	2180	2103	Unbilled Accrued Payables
G	2210	2209	Medical Insurances
G	2220	2211	Life Insurance
G	2230	2203	Retirement
G	2240	2202	Social Security
G	2250	2204	Union Dues
G	2260	2212	Trades-Holiday and Vacation
G	2270	2201	Income Taxes Withheld
G	2280	2210	Dental Insurance PPO
G	2290	2213	Other Payroll Deductions
G	2310	2110	Accrued Payroll
G	2315	231011	Accrued Vacation Liability
G	2316	23201	Accrued Early Retirement Liability
G	2317	23202	Accrued Early Ret Liab Pres Val Fac
G	2320	2106	Accrued Interest Payable
G	2340	2102	Other Accrued Payables (manual)
G	2350	24101	Deferred Tuition
G	2360	24103	Deferred Subscriptions - Press
G	2370	24102	Deferred Revenue

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
G	2410	2420	Deposits Payable
G	2610	2610	Bonds Payable
G	2640	2620	Notes Payable
G	2641	26301	Notes Payable - NTDLF
G	2642	26302	Notes Payable - Discount
G	2643	26303	Notes Payable - EDC
G	2660	2640	Installment Purchase Payable
G	2680	2650	Capital Lease Payable
G	2910	2910	Due To General Fund
G	2920	2920	Due to Designated Fund
G	2927	2927	Due To Auxillary Activities
G	2930	2930	Due To Govern. Sponsored Projects
G	2940	2940	Due To Priv. Expend. Restrict. Projs
G	2950	2950	Due to University Loan Funds
G	2959	2959	Due To Federal Loan Funds
G	2960	2960	Due To True Endowment Funds
G	2963	2963	Due To Term Endowment Funds
G	2966	2966	Due To Funds Functng as Endowments
G	2969	2969	Due To Annuity and Life Inc. Funds
G	2970	2970	Due To Unexpended Plant Funds
G	2973	2973	Due to Repair Replacemt Resrv Funds
G	2975	2975	Due To Debt Service Funds
G	2990	2980	Due To Agency Funds
G	3041	3041	Encumbrance Control
G	3100	4100	Fund Balance
G	4110	9161	Alumni
G	4120	9162	Parents
G	4130	9163	Other Individuals
G	4150	9142	Foundations
G	4160	9144	Private Corporations + Business
G	4170	9146	Religious Organizations
G	4180	9147	Fund Raising Consortium
G	4185	9145	Voluntary Health Agencies
G	4190	9149	Other Organizations
G	4195	9143	Hospitals + Health Care Institution
G	4310	9311	Interest
G	4320	9312	Dividends
G	4340	9331	Endowment Fund Income
G	4345	9332	Endowment Fund Income Trans to Bene

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
G	4360	932	Realized Gains and Losses
G	4370	9313	Investment Income Trust Admin Asset
G	4380	9314	Cash Management Investment Income
G	4390	9315	Other Investment Income
G	4410	4211	Federal Capital Contribution
G	4420	4212	Institutional Capital Contribution
G	4430	4213	Federal Reimbursemt of Loans Cancel
G	4440	4214	Collection of Written Off Loans
G	4450	42151	Interest Collected
G	4460	421521	Ln Int Canc - Teaching/Prof Svc
G	4462	421522	Ln Int Canc - Military Service
G	4464	421523	Ln Int Canc - Death
G	4466	421525	Ln Int Canc - Bankruptcy
G	4468	421524	Ln Int Canc - Disability
G	4469	421526	Ln Int Canc - Defaulted
G	4470	4216	Late Charges Collected
G	4471	4217	Late Charges Defaulted Loans
G	4480	934	Other Income
G	4510	911	Federal Revenue Sources
G	4520	921	State Appropriations
G	4530	913	Local Government Revenue Sources
G	4550	9351	Plant Fund Capital Expenditures
G	4580	937	Retirement of Long-Term Debt
G	4590	938	Other Plant Additions
G	4810	8311	Mand Trn From General Fund
G	4820	8312	Mand Trn From Designated Fund
G	4827	8313	Mand Trn From Current Restrict Fund
G	4850	83161	Mand Trn From University Loan Funds
G	4866	83173	Mand Trn From Funds Funct as Endow
G	4870	83181	Mand Trn From Unexpended Plant Fund
G	4873	83182	Mand Trn From Repair+Replace Reserv
G	4910	8511	NonMand Trn From General Fund
G	4920	8512	NonMand Trn From Designated Fund
G	4927	8514	NonMand Trn From Aux Enterprise
G	4930	8513	NonMand Trn From Current Restricted
G	4940	8513	NonMand Trn From Current Restricted
G	4950	85161	NonMand Trn From Univ Loan Funds
G	4959	85162	NonMand Trn From Federal Loan Prog
G	4960	85171	NonMand Trn From True Endow Funds

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
G	4963	85172	NonMand Trn From Term Endowments
G	4966	85173	NonMand Trn From Fnd Funct as Endow
G	4969	85174	NonMand Trn From Fnd Funct as Endow
G	4970	8519	NonMand Trn From Invest in Plant
G	4973	85182	NonMand Trn From Repair+Replace Rsv
G	4975	85183	NonMand Trn From Retire Indebtednes
G	4979	85181	NonMand Trn From Unexpended Plant
G	5210	42211	Ln Prin Int Canc -Teaching/Prof Svc
G	5220	42212	Ln Prin Int Canc - Military Service
G	5230	42213	Ln Prin Int Canc - Death
G	5240	42215	Ln Prin Int Canc - Bankruptcy
G	5250	42214	Ln Prin Int Canc - Disability
G	5265	42217	Ln P I Canc -Defaulted To Fed. Gov.
G	5266	42216	Ln Prin Int Canc - Defaulted
G	5270	4222	Administrative (Indirect) Costs
G	5275	422312	Credit Bureau Costs
G	5276	422313	Telephone Calls
G	5277	422314	Address Searches
G	5280	422311	Collection Costs
G	5281	422315	Contingency Fees Recovered
G	5285	422321	Litigation Costs
G	5286	422323	Litigation Costs Recovered
G	5288	422322	Bankruptcy Litigation Costs
G	5290	42241	Repaymt of Fed. Capital Contributns
G	5292	42242	Repaymnt of Inst. Capital Contribut
G	5294	42243	Trnsf of Fed Cap Contrib to Scholar
G	5298	4225	Other Costs
G	5410	9711	Disposal of Plant Facilities
G	5470	9712	Depreciation
G	5490	9715	Other Plant Fund Deductions
G	5610	9611	Payments to Life Income Beneficiari
G	5630	9612	Trustee and Other Fees
G	5830	8213	Mand Trans To Current Restrict Fund
G	5840	8213	Mand Trans To Current Restrict Fund
G	5850	82161	Mand Trans To University Loan Funds
G	5859	82162	Mand Trans To Federal Loan Programs
G	5860	82171	Mand Trans To True Endowment Funds
G	5863	82172	Mand Trans To Term Endowments
G	5869	82174	Mand Trans To Annuities+Life Incom

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
G	5870	82181	Mand Trans To Unexpended Plant Fund
G	5873	82182	Mand Trans To Repair+Replace Reserv
G	5875	82183	Mand Trans To Retire Indebtedness
G	5910	8411	NonMand Trans To General Fund
G	5920	8412	NonMand Trans To Designated Fund
G	5927	8414	NonMand Trans To Aux Enterprise Fnd
G	5930	8413	NonMand Trans To Curr Restrict Fund
G	5940	8413	NonMand Trans To Curr Restrict Fund
G	5950	84161	NonMand Trans To Univ Loan Funds
G	5959	84162	NonMand Trans To Federal Loan Prog
G	5960	84171	NonMand Trans To True Endow Funds
G	5963	84172	NonMand Trans To Term Endowments
G	5966	84173	NonMand Trans To Funds Funct as End
G	5969	84174	NonMand Trans To Annuity+Life Incom
G	5970	84181	NonMand Trans To Unexpended Plant
G	5973	84182	NonMand Trans To Repair+Replace Res
G	5975	84183	NonMand Trans To Retire Indebted
G	9110	3013	Budget Revenue Control
G	9120	3023	Budget Expenditure Control
G	9310	3011	Revenue Control
G	9510	3021	Expenditure Control
S	0010	510	Tuition
S	0100	520	Student Fees
S	0200	5301	State Operating Appropriations
S	0310	5401	Federal Revenue Sources
S	0320	5402	State of Michigan Revenue Sources
S	0330	5403	Local Government Revenue Sources
S	0340	54061	Alumni
S	0345	54062	Parents
S	0350	54063	Other Individuals
S	0355	54042	Foundations
S	0360	54044	Private Corporations and Business
S	0365	54046	Religious Organizations
S	0370	54047	Fund Raising Consortium
S	0375	54049	Other Organizations
S	0378	54048	Affiliated Institutions
S	0380	54045	Voluntary Health Agencies
S	0385	54043	Hosp + Health Care Institutions
S	0390	54041	Educational Institutions

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
S	0395	5408	Other Sources
S	0410	5501	Interest and Dividends
S	0415	5502	Deferred Investment Income
S	0420	5504	Endowment Income
S	0450	5505	Realized Gain and Losses
S	0490	5506	Other Investment Income
S	0495	5503	Amortization of Premium
S	0510	560	Indirect Cost Recovery
S	0610	57011	Educational Activities
S	0630	57012	Auxiliary Activities
S	0810	5409	Refunds - Sponsored Projects
S	0820	5806	Royalties
S	0830	5801	Advertising
S	0840	5803	Conferences and Seminars
S	0850	5407	Medical Related Institution Support
S	0860	5804	Gate Receipts
S	0870	5805	Rental Revenues
S	0880	5807	Other Income
S	0890	5802	Commissions
S	0910	5702	Cost of Sales
S	1100	611	Academic Classifications
S	1110	6112	Faculty
S	1300	611	Academic Classifications
S	1310	6114	Graduate Assistants
S	1400	614	Part Time Classifications
S	1410	6141	Part Time Faculty
S	1500	611	Academic Classifications
S	1510	6113	Academic Staff, Represented
S	1700	612	Non Academic Classifications
S	1710	612	Non Academic Classifications
S	1730	620	Overtime All Classifications
S	1800	614	Part Time Classifications
S	1810	61431	P/T Hourly, Student Assistants
S	1820	6117	Early/Special Retirees
S	1830	61421	Technicians - 1000 Hours
S	1899	619	HRS Defaulted Labor Charges
S	1900	621	Composite Fringe Benefits
S	1905	621	Composite Fringe Benefits
S	1910	6221	Social Security

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
S	1920	6222	Retirement
S	1930	6223	Medical Insurance
S	1940	6225	Life Insurance
S	1950	6224	Dental Insurance
S	1960	6226	Income Disability Insurance
S	1980	62274	Other Fringe Benefits
S	6000	711	Capitalizable Equip. (Over \$2,500)
S	6110	711	Capitalizable Equip. (Over \$2,500)
S	6112	712	Cap. Equip. (\$2,500) Purc. Use Only
S	6115	713	Installment Purchases
S	6210	76511	Land - Purchase
S	6220	76512	Land Improvements
S	6310	7653A	Plant Alterations Done By FP&M
S	6410	765311	Architect Fees
S	6420	765312	Architect Reimbursables
S	6510	76533	General Contractors
S	6520	76533	General Contractors
S	6530	76533	General Contractors
S	6540	76533	General Contractors
S	6550	76533	General Contractors
S	6560	76536	Fixed Equipment
S	6610	765321	Consultants Fees
S	6620	765322	Consultants Reimbursables
S	6710	76534	Survey + Testing Fees
S	6720	76539	Other Construction Costs
S	6810	76535	Performance and Other bonds
S	6820	76538	Plant Fund Financial Fees
S	6910	76539	Other Construction Costs
S	7000	721	Gen. Expenditures Budget Pool
S	7110	72111	Scholarships and Fellowships
S	7120	72112	Tuition Reimbursements
S	7130	72113	Prizes and Awards
S	7135	721X	Dona/Contrib Made by University
S	7210	7212	Stipends
S	7310	72131	Honorariums
S	7320	72132	Consulting Services
S	7390	72133	Other Services
S	7410	72143	Telephone (Local) and Equipment Usage
S	7415	72141	Telephone (Long Distance)

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
S	7420	7215	Postage
S	7510	721Y1	Comp + Info Technology Center
S	7520	721Y2	Media Services
S	7523	721Y31	McGregor - Food + Beverages
S	7525	721Y32	McGregor - Conference Center Fee
S	7530	721Y4	Facilities Planning + Management
S	7540	721Y5	Laboratory Animal Resources
S	7545	721Y6	Medical Communications
S	7550	721Y7	Equipment Rental Pool
S	7555	721Y8	Prt, Dup + Add-Inter. Dept. Suppl
S	7560	721Y9	Instrument + Electronic Shop
S	7570	721YA	Storerooms
S	7575	721YB	Counseling + Testing
S	7590	721YZ	Other University Service Centers
S	7605	721R	Banking Fees
S	7610	72164	Other Supplies and Materials
S	7611	72161	Office Supplies
S	7612	72162	Research and Laboratory Supplies
S	7615	72163	Computer Software
S	7620	7219	Books + Period.-Library Purc. Only
S	7625	7218	Subs., Books + Period.-Non Library
S	7650	721B	Purchases for Resale
S	7670	721C1	Taggable Property
S	7672	721C2	Tag. Prop. - Purchasing Use Only
S	7690	721D	Demurrage Charges
S	7710	72171	Rentals and Leases of Buildings
S	7715	72172	Rentals and Leases of Equipment
S	7720	721E4	Contracted Services Other
S	7721	721E1	Prof. Serv. Contract - Computing
S	7722	721E2	Prof. Serv. Contract - Legal
S	7724	721F1	Equipment Maintenance Contract
S	7726	721F2	Software Maintenance Contract
S	7728	721G	Contracts Other
S	7729	721E4	Contracted Services Other
S	7730	721H11	Sub-grant/Contracts with Sub-Recipi
S	7735	721H2	Research Subject Costs
S	7740	721H3	Patient Care Services
S	7745	721S	Government Fines + Penalties
S	7750	721E3	Temp. Employ. Agency Services

LEDGER	FAS OBJECT CODE	FMS ACCOUNT CODE	TITLE
S	7905	721L1	Facility Minor Repair + Replacement
S	7907	721L2	Facility Maintenance + Security
S	7910	721K	Equipment Repair + Maintenance
S	7920	721M1	Utilities in Univ Owned Property
S	7930	721I3	Other Membership Dues
S	7935	721I1	Civic Community, Society Dues
S	7940	721J1	New Employee Moving Expenses
S	7945	721J2	Other Moving Expenses
S	7950	721N1	Publicity + Advertising-General
S	7953	721N3	Advertising FP+M Bids
S	7955	721T	Bad Debts - Receivables
S	7960	721U	Int Exp for Oper Unit Cash Overages
S	7965	721W	Inventory Adjustment
S	7970	721Z	Press Operating Expenditures
S	7975	721Q	Taxes
S	7980	721P1	Property Insurance
S	7985	721H4	Program Income-Deduc. to Expense
S	7990	729	Miscellaneous
S	8110	7711	Instate - Employees
S	8120	7712	Outstate - Employees
S	8130	7713	Travel - Non Employees
S	8140	772	Motor Pool
S	8150	7731	Recruitment
S	8155	7732	Receptions
S	8157	7733	Group Training + Development
S	8160	7734	Other Bus Rel Entertain + Meals
S	8165	7714	Team Travel
S	8210	7715	Foreign Travel
S	9000	781	Internal Service Center Revenue
S	9010	781	Internal Service Center Revenue
S	9110	791	Indirect Cost Expense
S	9770	782	Infra-Fund Trans Btw Current Funds
S	9770	783	Infra-Fund Trn Grts + Contract Balances
S	9775	784	Intra-Fund Transfer of Deficits

** NOTE: Effective 10/1/99, units purchasing goods with a cost of \$2,500.00 or more will charge those assets to the *capitalizable equipment* account codes (i.e., 711, 712). Assets with a cost *less than* \$2,500.00 will charge the cost to the *supplies account* codes (i.e., 72164, 72161,72162,72163). *The account code for Taggable Property will no longer be used.* The

account code 721C1 will, however, remain a valid code in FMS to allow for reporting on those project/grant accounts that require inception-to-date reporting.

Appendix II - Boardline List

The Boardline List should be used to identify the fund code for the General Fund. Refer to the *Fund Structure* discussion on page 11 for more details.

BRDLN	S/C/D NAME	BRDLN	S/C/D NAME
1010	BUSINESS ADMINISTRATION	1330	FACULTY RECRUITMENT RESERVE
1020	EDUCATION	1335*	UNUSED-RESEARCH ENHANCEMENT FACULTY
1022	TEACHER PROF. DEVELOPMENT	1340	ACADEMIC PROGRAM REVIEWS
1030	ENGINEERING	1345*	UNUSED - GRADUATE ASSISTANTS
1032	ENGINEERING TECHNOLOGY	1350	STUDENT EVALUATION PROCESS
1035	FINE & PERFORMING ARTS	1360	SUPPORT OF RESEARCH DEPT
1038	COMMUNICATION ARTS	1370*	UNUSED-ROCKEFELLER FELLOWS
1040	HEALTH, PHYS ED & RECREATION	1380	MINORITY FACULTY
1050	LAW	1385	MINORITY/WOMEN SUMMER GRANTS
1055	CENTER FOR LEGAL STUDIES	1390	MINORITY GRADUATE STUDENTS
1070	FOREIGN LANG.	1400	RESEARCH AWARDS
1080	NUTRITION & FOOD SCIENCE	1405	INDUSTRIAL RELATIONS (MAIR)
1090	LETTERS	1410	RESEARCH INCENTIVES
1095*	UNUSED-MASS COMMUNICATION	1415	V.P. RESEARCH/GRADUATE STUDIES
1096	AUDIOLOGY/SPEECH PATHOLOGY	1416	KARMANOS CANCER INSTITUTE
1100	MATHEMATICS	1417	INFLATION ADJMNT - RES & GRAD
1110	PHYSICAL SCIENCES	1420	RESEARCH STIMULATION
1115	CENTRAL INSTRUMENT FACILITY	1425	RESEARCH EXCELL & ECON. DEV.
1120	BIOLOGICAL SCIENCES	1430	RESEARCH DEVELOPMENT
1140	PSYCHOLOGY	1440	RESEARCH SUPPORT
1150	SOCIAL SCIENCES	1450	RESEARCH OFFICE
1160	INTERDISCIPLINARY	1460	GRADUATE SCHOOL
1165	CTR PEACE/CONFLICT STUDIES	1465	GRADUATE ASSISTANTS - RESEARCH
1168	SCIENCE SUPPORT	1480	VP STUDENT AFFAIRS

BRDLN	S/C/D NAME	BRDLN	S/C/D NAME
1170	LIBERAL ARTS SUPPORT	1481	STUDENT RETENTION PROGRAM
1172	AFRICANA STUDIES	1482	STUDENT SUPPORT SERVICES
1173	LIBERAL ARTS ENHANCEMENT	1484	INTERNATIONAL SERVICES
1175	LIBRARY & INFORMATION SCIENCE	1486	STUDENT PROGRAM ACTIVITIES
1180	LFLG LRNG EXTENSION PROGRAM	1488	ENROLLMENT SERVICES
1185	UNIVERSITY CENTER AT MACOMB	1490	STUDENT ACTIVITIES
1190	LFLG LRNG-INTERDISC STUDIES	1492	INFLATION ADJMNT - STDT AFFAIR
1200	LFLG LRNG-COMMUNITY EDUCATION	1494	ADMISSIONS
1210	LFLG LRNG-SUMMER SESSION	1496	FINANCIAL AIDS
1220	MEDICINE	1500	SOUTH END
1230	NURSING	1505	ATHLETICS
1240	PHARMACY	1510	BOARD OF GOVERNORS AWARDS
1250	ALLIED HEALTH	1512	STATE/FEDERAL MATCH REQUIREMENT
1255	PHYSICIAN ASST STUDIES	1514	INDIAN TUITION REIMBURSEMENT
1260	MORTUARY SCIENCE	1516	SPECIAL PROGRAMS
1270	SOCIAL WORK	1520	GRADUATE AWARDS
1290*	UNUSED-INDUSTRIAL PROD & RES INST	1525	GRADUATE AWARDS-LAW, MEDICINE
1295*	UNUSED-INFORMATION TECHNOLOGY INST	1530	PRESIDENTIAL SCHOLARSHIPS
1315	MILLENDER ADMINISTRATION	1535	SOUTH AFRICAN SCHOLARSHIP
1320*	UNUSED-NORTH CENTRAL ACCREDITAION	1536	LAW SCH NON-RES TUIT AWARDS
1140	PSYCHOLOGY	1440	RESEARCH SUPPORT
1150	SOCIAL SCIENCES	1450	RESEARCH OFFICE
1538	DETROIT COMPACT SCHOLARSHIPS	4025	CULTURAL CENTER ASSOCIATION
1540	LIBRARIES	4026	RADIO STATION WDET
1542	INFLATION ADJMNT - LIBRARY	4030	ALUMNI RELATIONS
1550	MEDIA SERVICES	4040	MCGREGOR CONFERENCE CTR

BRDLN	S/C/D NAME	BRDLN	S/C/D NAME
1560	COMPUTING & INFORMATION TECH	4050	EQUAL EMPLOYMENT OPPORTUNITY
1562	UNIVERSITY TELEVISION	4060	COMMENCEMENTS
1563	ADMINISTRATIVE INFORMATION SYSTEMS	4070	MARKETING COMMUNICATIONS
1565	UNIVERSITY COMMUNICATIONS	4075	MEDIA RELATIONS
1566*	INFORMATION TECHNOLOGY INSTITUTE	4080	DEVELOPMENT OFFICE
1567	UNIVERSITY INFORMATION SYSTEMS	5010	OFFICE OF THE PRESIDENT
1568*	INFLATION ADJMNT - C & IT(UNUSED)	5012	INFLATION ADJMNT-PRESIDENT
1569	OMNIBUS FEE-STUDENT TECHNOLOGY	5013	UNIVERSITY VICE PRESIDENT-UNUSED
1570	UNIVERSITY PRESS	5014	INFLATION ADJMNT-VICE PRES-UNUSED
1590	MEDICAL CENTER DUES	5015	STRATEGIC PLANNING & ANALYSIS
1600	CHILD DEVELOPMENT	5017	CHIEF OF STAFF
1780	PROVOST & SR VP ACAD AFFAIRS	5018	INFLATION ADJMT-CHIEF OF STAFF
1781	TECHNOLOGY SUPPORT	5020	OMBUDSPERSON
1782	UNDERGRADUATE GENERAL EDUC	5030	SECRETARY OF THE UNIVERSITY
1783	FACULTY SET-UPS	5040	COMMISSION ON THE STATUS OF WOMEN
1784	CTR TEACHING AND LEARNING	5050	UNIVERSITY BUDGET
1785	INFLATION ADJMNT - ACAD AFFAIR	5060	GOVERNMENTAL AFFAIRS
1786	GEN EXP INFLATION-SCHLS & COLL	5070	GENERAL COUNSEL
1800	DEAN-URBAN, LABOR & METRO	5080	PROFESSIONAL LEGAL FEES
1805*	UNUSED-URBAN AFFAIRS PROJECTS	6010	FALL AND WINTER
1810	UNIVERSITY PROFESSORS	6020	SPRING/SUMMER
1820	CENTER FOR LABOR STUDIES	6030	MEDICINE TUITION
1830	LEADERSHIP SKILLS	6040	LAW SCHOOL TUITION
1840	GEOGRAPHY/URBAN PLANNING	6050	ADMISSION & LATE FEES
1850	CENTER OF CHICANO-BORICUA STUDIES	6060	STUDENT CENTER DEDUCT
1860*	UNUSED-AFRICANA STUDIES	6070	PARKING DEDUCT

BRDLN	S/C/D NAME	BRDLN	S/C/D NAME
1870	CENTER FOR URBAN STUDIES	6080	DOUBTFUL ACCOUNTS
1880	ARCHIVES	6090	OMNIBUS FEE
1890	CENTER FOR STATE POLICY	6100	STATE APPROPRIATION
3010*	VP FOR ADMIN SERVICES-UNUSED	6110	INDIRECT COST RECOVERY
3011	SR VP FOR FINANCE & ADMIN	6120	MISCELLANEOUS INCOME
3015*	INFLATION ADJMT-ADM & FIN-UNUSED	6130	INVESTMENT INCOME
3016	INFLATION ADJMT-FIN & ADMIN	6140	RENTALS & LEASES REVENUE
3020	INTERAL AUDIT	6500	MISCELLANEOUS RESERVE
3025	INDEPENDENT AUDIT CONTRACT	6510	CONTINGENCY RESERVE
3030*	MANAGEMENT INFORMATION SUPPORT CENTER (UNUSED)	6520	COMPENSATION OBLIGATIONS
3035*	MISC SPECIAL PROJECTS (UNUSED)	6522	TECHNOLOGY SALARY RESERVE
3040	RENTAL & LEASES	6525	ACCRUED EARLY RETIREES
3050	FACILITIES PLAN & MGMTMENT	6530	RES FOR ACAD. SALARY IMPROVEMENT
3070	HUMAN RESOURCES	6535	RES FOR INSTRUCT SUPPLIES
3075	LABOR RELATIONS	6540	INTERIM FUNDNG FOR PLANT PROJ
3080*	AUDIT FEES (UNUSED)	6545	PHYSICAL PLANT MAINT & REPAIR
3090	PUBLIC SAFETY	6550	DEBT SERVICE
3100	FISCAL OPERATIONS	6560	UTILITIES
3102	INFLATION ADJMNT-FISCAL OPER	6562	HAZARDOUS WASTE REMOVAL
3105	BANKING SERVICES	6563	RES FOR HAZARD. WASTE DISPOSAL
3110	RISK MANAGEMENT	6564	SKILLS AND SELF-ENRICHMENT
3120	BUSINESS OPERATIONS	6565	SPECIAL PROJECTS
3130*	MID-CITY BUS (UNUSED)	6566	RAINY DAY FUND
3910	UNIV PUBLIC SCHOOL	6568	RESEARCH EQUIP & FACILITIES
4010*	VP FOR UNIVERSITY RELATIONS-UNUSED	6570	SPECIAL EQUIPMENT PROGRAMS
4011	VP FOR MARKETING & COMMUNICATN	6572	STUDENT RETENTION INITIATIVE

BRDLN	S/C/D NAME	BRDLN	S/C/D NAME
4012	ADVERTISING	6574	ENCHANCEMENT OF RESEARCH SUPPORT
4013	PUBLIC RELATIONS	6575	STRATEGIC PLAN INITIATIVES
4014	PUBLICATIONS	6576	EXPERIMENTAL CLERICAL POOLS
4015*	INFLATION ADJMNT - UNIV RELATN-UNUSED	6577	EMPLOYEE ASSISTANCE PROGRAM
4016	INFLATION ADJMNT - MKTG & COMM	6579	RETIREMENT PLAN EQUITY ADJUSTMENT
4020	COMMUNITY RELATIONS	6580	FRINGE BENEFIT
6590	COMPUTING SUBSIDY		
6595	PROGRAM ENHANCEMENT		
9999	CONTRA TRANSFER ACCOUNTS		