

BANNER FINANCE ADMIN TIP SHEET

Function	Form Name	Form Description	FRS Screen
Vendor Information:			
Review Invoices processed by Vendor	FAIVHIS	Vendor History Query	121
Review Invoice Payments	FAIVNDH	Vendor History Detail Query	113, 118
Query using wildcard or vendor name	FOIVEND	Vendor Listing	102, 202
Find Vendor ID Numbers	FTIIDEN	Entity Name/ ID Search	102, 202
Review Vendor Detail Information	FTMVEND	Vendor Maintenance	103, 203
Invoice Information:			
Review Invoice/Credit Memo detail	FAIINVE	Invoice/Credit Memo Query	
Track the process of a requisition from start to finish. Track PO entry and invoices paid. Know the invoice, not the PO, you can find it here.	FOIDOCH	Document History	
Find document, ie Invoice, Check, etc, & locate corresponding document information	FGIDOCR	Document Retrieval Inquiry	
Check Information:			
Find Check Payment Detail by Vendor invoice number	FAICHKH	Check Payment History	
Inquiry by Check Number to review status	FTCHKKS	Check Number Validation	114
Purchasing Information:			
Query by PO#, vendor name (wildcard). detailed spending/balance info -detail activity against PO	FGIENC	Detailed Encumbrance Activity	
Organizational Encumbrance Listing	FGIOENC	Encumbrance by Fund/Org	021
Correct Disapproved Requisitions	FPAREQN	Requisition Error Correction	
PO query by fund, fund/org, org combination	FPIOPOF	Open PO by FOAP	021
PO By Vendor query	FPIOPOV	Encumbrance by Vendor	209
Requisition query by fund, fund/org, org combo	FPIORQF	Requisition by FOAP	
Query a PO after it is complete -see options	FPIPURR	View PO Detail	
General Ledger Information:			
GL transactions posted to a specific fund	FGIGLAC	GL Detail by acct (*1)	023 & 027 (gl)
General Ledger balance-information on specific fund	FGITBSR	Trial Balance Summary	
General Ledger balance-information on specific fund	FGITBAL	GL Trial Balance	018
Operating Queries:			
Budget, Year-to-date, commitment and available balance for operating acct	FGIBDST	Organization Budget Status (*1)	019
Detail Transactions by account	FGITRND	Detail Transaction Activity (*1)	023 & 027 (sl)
Budget by pool (must enter three digit pool like 600 in acct)	FGIBAVL	Budget Availability Status	
Admin System Reports:			
Listing of Funds in Hierarchy Order	FGRFNDH	Fund Hierarchy Report	
Listing of Organizations in Hierarchy Order	FGRORGH	Organization Hierarchy Report	
Listing of Accounts in Hierarchy Order	FGRACTH	Account Hierarchy Report	
Listing of Programs in Hierarchy Order	FGRPRGH	Program Hierarchy Report	
Can retrieve and download file into excel	FGIDOCR	Document Retrieval	
FRS Old 091 Equivalent- provides budget availability by org, fund, range or combination	FGRBDSC	Budget Status Report (*2)	FBM090
FRS Old 090 Equivalent-provides details on all transactions- can retrieve by fund, org, range or combination	FGRODTA	Transaction Detail Report (*3)	FBM091
Report showing transactions for fund or range of funds	FGRGLTA	GL Detail Transactions *	
Fixed Assets:			
View Fixed Assets -cost and depreciation	FFADEPR	Fixed Asset Depreciation	
Search for assets. Use wildcards or asset number	FFIFALV	Fixed Asset Listing/Search	
Contract, Grant & Plant Fund Information:			
Identifies sponsor, project period, PI, award amount, responsible dept	FRAGRNT	Grant Maintenance	006 & 009
Grant Budget Status - details on spending by account	FRIGITD	Inception to Date Details	019 (grant)
Detail transactions on contract/grant/plant fund	FRIGTRD	Grant Transaction Detail (*1)	023 (grant)
Report showing transactions on fund or range of funds	FRRGITD	Grant Inception to Date (*4)	
Attributes for a fund - will provide type of agreement, fed-flow or not (good for Contracts & grants info)	FTMFUND	Fund Code Maintenance	006 & 009
Indirect cost info, including basis, rate & distribution	FRMFUND	Research Acct Grant Maint	
Listing of grants by organization (ORG)	FRIORGH	Grant Organization Inquiry	
Listing of grants by PI	FRIPSTG	Grant Personnel Inquiry	
Report available in EPRINT only. Two reports run each period. 1st report is summary information on indirect cost; 2nd report is detailed information	FRRGRNT	Deferred Grant-IC Summary	

* **Instructions for running reports are found on Banner Finance page under Banner Finance Resources section**

1 https://fp.auburn.edu/banner/documents/finance_training/documents/old/transactional_report_guidelines.doc

2 [https://fp.auburn.edu/banner/documents/finance_training/documents/guidelines_for_running_FGRBDSC_\(090_equivalent\).doc](https://fp.auburn.edu/banner/documents/finance_training/documents/guidelines_for_running_FGRBDSC_(090_equivalent).doc)

3 [https://fp.auburn.edu/banner/documents/finance_training/documents/guidelines_for_running_FGRODTA_\(091_equivalent\).doc](https://fp.auburn.edu/banner/documents/finance_training/documents/guidelines_for_running_FGRODTA_(091_equivalent).doc)

4 [https://fp.auburn.edu/banner/documents/finance_training/documents/guidelines_for_running_FRRGITD_\(090_equivalent_for_grants\).doc](https://fp.auburn.edu/banner/documents/finance_training/documents/guidelines_for_running_FRRGITD_(090_equivalent_for_grants).doc)

LOG ON PROCEDURES

<https://auaccess.auburn.edu/cp/home/displaylogin>

Select 'Employee' option and then 'AU Access'

Enter **AU username** and **password**

Once portal is accessed, select appropriate module

COMMONLY USED RULE CLASS CODES

BUDGET

AU04 Budget Transfers (temporary adjustment)

BD01 Original adopted budget (permanent)

BD04 Budget Adjustments (temporary)

REQUISITION AND PURCHASE ORDER

PCLQ Cancel Purchase Order

POLQ Purchase Order Liquidation

PORD Establish purchase order

RCQP Cancel Requisition

REQP Requisition-Reservation

ACCOUNTS PAYABLE

CNEC Cancel check with encumbrance-credit memo

CNEI Cancel check with encumbrance

CNNC Cancel check no encumbrance-credit memo

CNNI Cancel check no encumbrance

DCSR Direct Cash Receipt

DNEC Check payment with encumbrance-credit memo

DNEI Check payment with encumbrance

DNNC Check payment no encumbrance-credit memo

DNNI Check payment no encumbrance

ICEC Cancel credit memo with encumbrance

ICEI Cancel invoice with encumbrance

ICNC Cancel credit memo no encumbrance

ICNI Cancel Invoice no encumbrance

INEC Credit memo with encumbrance

INEI Accts Pay invoice with encumbrance

INNC Credit memo no encumbrance

INNI Accts Payable invoice no encumbrance

GENERAL LEDGER

CR05 Cash Receipt

JE15 Intra-fund journal entry (within same fund)

JE16 Inter-fund journal entry (DECs, ITVs, Direct Chg)

DOCUMENT CODES FOUND IN BANNER (begins with)

AF AUM A/R Feed

BS Bookstore Direct Charge

CC Copy Cat Direct Charge

DC Dixon Conference Center Direct Charge

E General Encumbrance Number

FA SIS BRS Accounting Feed

FC Facilities Division Direct Charge

FL LMS Accounting Feed

FS Food Service Direct Charge

FY Foy Student Union Direct Charge

I Invoice Code

IA AU BRS Student Refunds

IM AUM Student Refunds

IT OIT Direct Charge

J Journal Voucher (ITVs and DECs)

P Purchase/Change Order Code

R Requisitions Code

TC Tiger Card Direct Charge

TE TES Direct Charge

TS Treasury Services Direct Charge

WK PPS Works Purchasing Card Feed

ACCOUNT CODE STRUCTURE F O A P A L

F und-assets, liabilities & fund balances identified by type (ex-unrestricted base fund, plant fund, restricted project fund)

O rganization-revenue, expense & budget for unique organizational unit-identifies who is spending the funds

A ccount-identifies type of revenue, expense, asset, liability

P rogram-identifies function & A-21 class (org research, general administration, instruction)

WAYS TO ACCESS INFORMATION ON BANNER

Self Service Banner (SSB)

Banner Admin

E-Print Reports (Banner Main Menu-bottom section)

ARGOS <http://argos.auburn.edu/argos/>

BANNER ADMIN FORMS STRUCTURE

Banner Admin screens are named using seven alpha characters. Finance forms begin with 'F'. The 2nd character relates to module; the 3rd character is form type and the 4th- 7th characters provides form function.

MODULE: (2nd character)

G – General Ledger

A – Accounts Payable

P – Purchasing

O – Finance Operations

B – Budget & Position Control

F – Fixed Assets

R – Research Accounting

FORM: (3rd character)

I - Inquiry

Q - Query

A - Application

M - Maintenance

V - Validation

FUNCTION: (4th-7th character)

(see other side for examples)

GENERAL INFORMATION-FUNDS & ORGS

FTMORGN - Find attributes on all organizations

FTVFTYP - Find fund types

FTMFUND - Find attributes on all funds

READING SELF SERVICE BANNER QUERIES

SSB Budget Query By Account

When your organization does not have revenue, do not check the 'include revenue' box as part of query. The true balance available will show in bottom right corner of the query.

When your organization does have revenue, check the 'include revenue' box. The balance available will not show in the bottom right hand corner. You will need to calculate.

1. Take the opposite sign of the adjusted budget (report total at the bottom of the adjusted budget column).
2. Add (or subtract if the amount is negative) the year-to-date amount (report total at the bottom of the year-to-date column).
3. Add (or subtract if the amount is negative) the commitments amount (report total at the bottom of the commitments column).
4. Your calculation should be your true balance.

SSB Budget Query by Organizational Hierarchy

When your organization does not have revenue, do not check revenue box as part of query.

The true budget balance available will show in bottom right corner of query.

When your organization does have revenue, check revenue box. Budget Available Balance will show up on far right side of query, but will require you reverse the sign of the balance.

Example: If available balance shows as (\$100,000), reverse sign to see actual available budget balance of \$100,000. Tip: if you check 'include revenue', reverse the available budget balance showing. If you don't check 'include revenue' the sign is accurate.

CONTRACT AND GRANT INFORMATION:

Document Number Starts with:

G Deferred Grant Calculations JV

PB Contract & Grant Project Balance Load

PP Contract & Grant Project Budget Load

Rule Class Codes:

GRAR Accrued Accounts Receivable

GRRV Accrued Revenue

GRIC Indirect Cost Charge

GRIR Indirect Cost Recovery

ITD Project-to-Date Balance Load